

Docket Item #16  
SPECIAL USE PERMIT #2004-0096

Planning Commission Meeting  
December 7, 2004

**ISSUE:** Consideration of a request for a special use permit to expand an existing community center use and for a parking reduction.

**APPLICANT:** Community Lodgings  
by Gregory Brown, Executive Director

**LOCATION:** 607 Notabene Drive

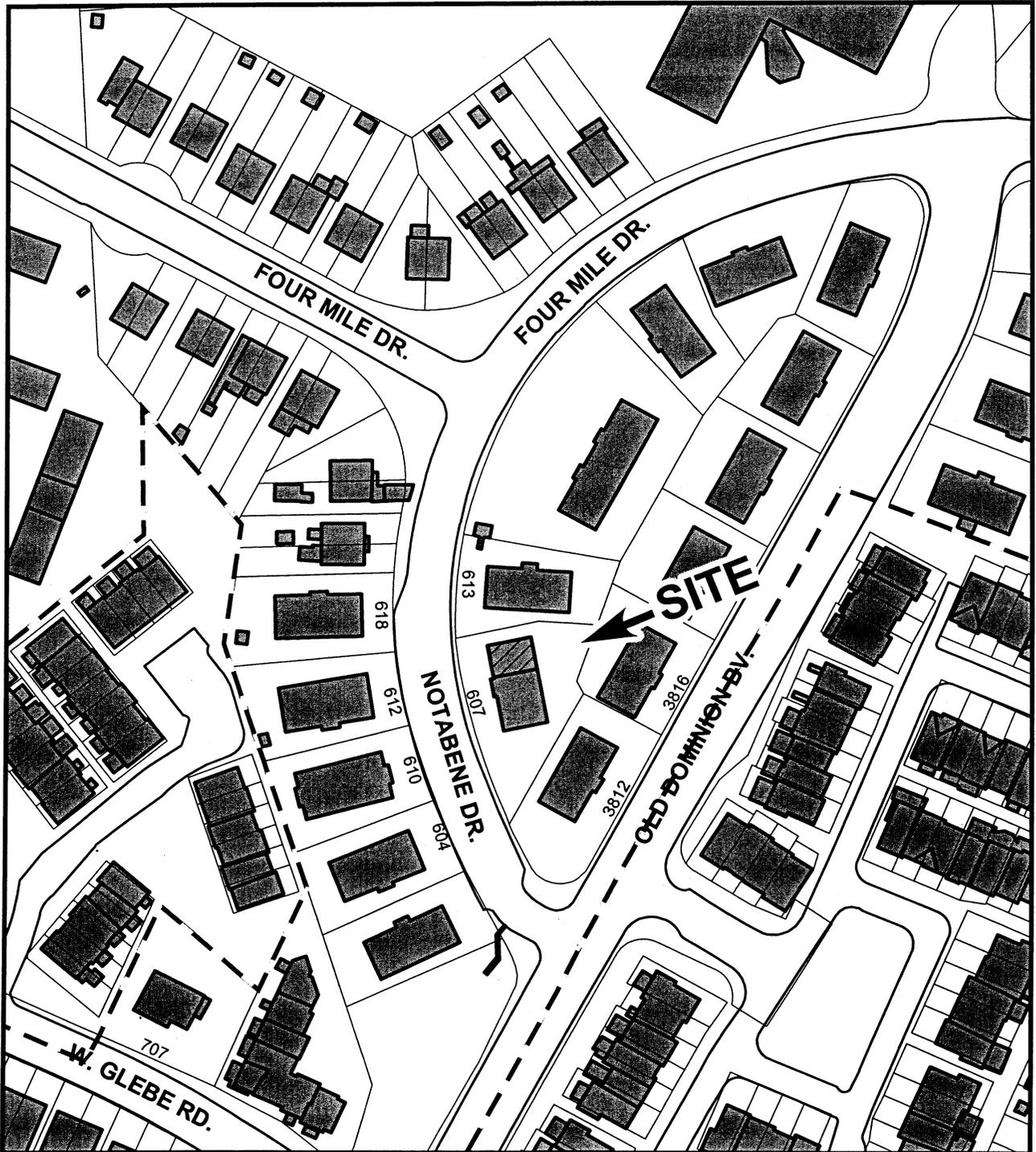
**ZONE:** RA/Residential

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**PLANNING COMMISSION ACTION, DECEMBER 7, 2004:** On a motion by Mr. Leibach, seconded by Mr. Komoroske, the Planning Commission voted to recommend approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations. The motion carried on a vote of 7 to 0.

**Reason:** The Planning Commission agreed with the staff analysis.

**STAFF RECOMMENDATION:** Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the permit conditions found in Section III of this report.



**SUP #2004-0096**

**12/07/04**



## **I. DISCUSSION**

### REQUEST

The applicant, Community Lodgings, Inc. by Gregory Brown, Executive Director, requests special use permit approval for (1) a one-story rear addition to its existing community center building (known as the Family Learning Center) at 607 Notabene Drive, (2) a parking reduction for the new addition, and (3) side and rear setback modifications to build the proposed one-story addition.

### SITE DESCRIPTION

The subject property is one lot of record with 156 feet of frontage on Notabene Drive and a total lot area of 10,446 square feet. The site is developed with a masonry, two-story apartment building with ten apartments, and is surrounded by other multi family residential buildings. Access to the property is from Notabene Drive.

### BACKGROUND

Community Lodgings, Inc. (CLI) is a fifteen year old Alexandria nonprofit organization whose mission is to assist low income and homeless families with affordable housing and with programs that enable them to become independent and self-sufficient. The organization offers housing and job and life skills training to its clients. The housing consists of one to four bedroom apartments located in CLI owned buildings along Notabene Drive and Elbert Avenue. The training includes computer, GED, ESL and other job skills training and is offered through the Family Learning Center.

In 1991, the subject property was purchased by CLI. At that time the building consisted of 12 residential apartments. In 1991, a full parking reduction was granted for the subject building (Special Use Permit #2528) as an incentive to allow CLI to renovate the apartment building for low and moderate income housing.

On March 5, 2001, pursuant to Special Use Permit #2001-0136, two ground level apartments were converted for use as the existing community center within the subject building. Upon completion of the work, a total of 10 residential units continued to be offered for low and moderate income families.

### PROJECT DESCRIPTION

CLI is now seeking special use permit approval to expand the community center by constructing a one-story addition at the rear of the building and to receive a reduction in the parking required for the new addition. The proposed rear addition measures 30.00 feet by 25.00 feet by 9.00 feet in height and totals 750 square feet. As shown on the submitted building elevations, the roof slope of the new addition will match the roof slope of the main building. A small portion of roof will be flat to allow light into existing apartments. The applicant also indicates that (1) the windows in the addition will match the style of windows in the apartment building, (2) the addition will be constructed of brick and (3) the addition will be painted to match the main building. Upon

completion of the proposed rear addition, the property will continue to comply with allowable floor area and open space. Placement of the new addition, however, requires a modification to the side and rear yard setbacks.

In approving a special use permit to reduce required off-street parking, City Council may modify the minimum yards, if the Council determines that such yard modification is necessary or desirable to develop the property and the yard modification will not be detrimental to the public health, safety or general welfare.

The RA zone requires that each multi family dwelling provide a minimum side and rear yard setback of 16 feet. As indicated on the attached plat (Exhibit 3A), the new addition will be located 5.00 feet from the north corner of the existing building wall and will face the north side property line and extend across a little more than one-third the length of the existing building's rear wall. The proposed addition will be located 9.00 feet from the north side property line (30.00 feet from the nearest building) and 6.00 feet from the east rear property line. A side and rear yard modification of 7.00 feet and 13.00 feet are requested from the zoning regulations. As indicated on the attached plat the property is an irregular pie shaped lot with the north and east property lines angled to the front property line.

On November 1, 2004, staff visited the subject property to determine if the center was in compliance with the conditions of its special use permit. Staff found no violations of the special use permit. A second site visit was made on November 19, 2004, to evaluate the placement of the proposed addition and its proximity to the nearest building. As proposed, the addition has been located as to not minimize the loss of light and air to the adjoining building and will not be visible from Notabene Drive.

The proposed addition will enable CLI to expand its current after school program for youths (adult computer classes and employment assistance). Up to 40 people (children and adults) at any given time will take advantage of the expanded programs. Special Use Permit #2001-0136 currently allows only 20 students at the center at any one time. Approximately three instructors will be on-site at any given time. The center operates from 3:00 p.m. to 9:00 p.m. Monday through Thursday, 3:00 p.m. to 5:00 p.m. Friday, and 9:00 a.m. to 3:00 p.m. Saturday. The center currently provides an after school program open at 3:00 p.m. Monday through Friday. The after school program is offered during the time the parents are in the center in training.

It is not anticipated that there would be any additional noise impact associated with the new addition, since the training center's students will be supervised at all times.

No loading and unloading activities are currently offered nor anticipated for the proposed community center expansion.

PARKING

Pursuant to Section 8-200 of the zoning ordinance, the community center is required to provide one parking space for each 200 square feet of floor area. The proposed one-story addition totals 766 square feet, and is required to provide four parking spaces.

The only parking at the subject site consists of public on-street parking spaces. A 17 space parking space reduction for the subject site's apartment building was granted in 1991 under Special Use Permit #2528. This approval was granted as an incentive to the applicant, CLI, to renovate the apartment building for low and moderate income housing. On March 5, 2002, the applicant received a five parking space reduction under Special Use Permit #2001-0136 for the community center located at 607 Notabene Drive. The applicant is now asking for approval of a reduction of four parking spaces for the new community center addition. Since 1991, and if the current parking space reduction is approved, a total of 26 required parking spaces will be waived for the subject property. According to the applicant, no parking is needed for the new addition, since all the centers' students and adults live in the neighborhood and are expected to walk to the center.

TRASH SERVICES

In the past, the Code Enforcement Bureau had cited CLI, for trash accumulation at 612 Notabene Drive when the applicant first opened the community center. Since the opening of the current facility at 607 Notabene Drive in 2001, Code Enforcement has not received complaints or cited the applicant for violations of trash accumulation. The City does not pick up trash in this neighborhood. The property owner contracts with a private company to collect trash. The applicant has addressed the prior trash problems by giving tenants a flyer that describes standards for maintaining the grounds and trash areas. This flyer, written in English and Spanish, also indicates that the applicant will issue fines ranging from 10 to 50 dollars for violations of these standards.

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the RA (Multifamily Residential) zone. Section 3-600 of the zoning ordinance allows noncommercial, not-for-profit facilities, including community centers, designed to serve the neighborhood in the RA zone only with a special use permit. Section 8-100 of the zoning ordinance allows a reduction of the parking requirement only with a special use permit.

The proposed use is consistent with the Potomac West Small Area Plan chapter of the Master Plan.

**II. STAFF ANALYSIS**

Staff recommends approval of the proposed community center addition, parking reduction and setback modifications subject to the attached recommended conditions.

CLI provides an important service to the community. The proposed addition will essentially expand CLI's current programs offered to the neighborhood that were previously approved under Special

Use Permit #2001-0136. CLI's program expansion will provide important needed additional assistance to the surrounding community. In fact, the community center will continue to operate during its current approved hours and days of the week and limited hours on Saturdays. The only change is the expanded program will accommodate an additional 20 students and two additional new staff. Staff does not believe the increase in students nor the proximity of the proposed addition to the nearest building will create an unwelcome impact as to noise, intensity of use or visual obstruction.

The applicant has taken extensive measures to recess the addition away from the nearest building and maintain a low profile. The addition will be constructed of brick and painted to match the existing building. The addition's roof will also match the roof profile of the existing building. The proposed addition does not appear to have any significant adverse impacts even though it is located closer to the adjoining rear property line than does the existing building. In fact, the proposed addition will not be seen from Notabene Drive.

The parking reduction requested includes four more spaces than was previously approved for the community center at its current location. The participants, all CLI clients, walk to the center from their nearby homes and the three staff people will use available street parking. Staff has no objection to the requested four parking space reduction, since the center draws its clientele from the immediate neighborhood who walk to the center.

The design of the addition will be compatible with the existing building. The addition will be one story with a gable roof, windows to match those in the existing building, and will be painted to match the existing building. The size and location of the addition will not adversely impact the other buildings in the area. The large open area between the existing buildings will be maintained even with the addition.

Based on the above points, staff recommends approval of the special use permit.

### III. RECOMMENDED CONDITIONS

Staff recommends approval subject to compliance with all applicable codes and ordinances and the following conditions:

1. The special use permit shall be limited to the applicant only. (P&Z) (SUP#2001-0136)
2. **CONDITION AMENDED BY STAFF:** The community center shall occupy only Apartments #1 and #2 and rear addition at 607 Notabene Drive. (P&Z)

3. The community center shall limit its hours of operation from 3:00 p.m. to 9:00 p.m., Monday through Friday, and from 9:00 a.m. to 3:00 p.m. on Saturdays. (P&Z) (SUP#2001-0136)
4. **CONDITION AMENDED BY STAFF:** No more than ~~twenty~~ forty students may occupy the community center at any one time. (P&Z)
5. **CONDITION AMENDED BY STAFF:** A parking reduction is granted for ~~the five~~ nine parking spaces otherwise required for the community center by the zoning ordinance. (P&Z)
6. **CONDITION ADDED BY STAFF:** The following setback modifications are granted as part of the request: a side yard setback of 9.00 feet from the north side property line and a rear yard setback of 6.00 feet from the east rear yard property line. (P&Z)
7. **CONDITION ADDED BY STAFF:** That the rear addition be constructed of brick and painted to be compatible with the existing building and the addition have a gable roof to match the roof slope of the existing building. (P&Z)
8. **CONDITION ADDED BY STAFF:** That landscaping be installed and maintained around the addition to the satisfaction of the Director of the Department of Planning and Zoning. (P&Z)
9. **CONDITION AMENDED BY STAFF:** The applicant shall contact the Crime Prevention Unit of the Alexandria Police Department prior to opening to obtain a security survey for the learning center and robbery awareness program for all employees. This is to be completed prior to the center expansion opening. (Police) (SUP #2001-0136)
10. **CONDITION DELETED BY STAFF:** ~~The applicant shall contribute \$250 to the City for the City's installation of one street tree in front of 607 Notabene Drive to the satisfaction of the Director of the Department of Planning and Zoning and the City Arborist.~~ (P&Z) (SUP#2001-0136)
11. **CONDTION DELETED BY STAFF:** ~~The applicant shall inform the tenants of 607 and 612 Notabene Drive of the availability of trash services and shall investigate the need for more trash containers at these two sites to the satisfaction of the Director of the Department of Planning and Zoning. The applicant shall also report back on these two issues and its overall progress controlling trash and litter problems at 607 and 612 Notabene Drive to the Director of the Department of Planning and Zoning~~

~~at the required one year review. This report shall include any materials used to notify tenants of trash services. (P&Z) (SUP#2001-0136)~~

12. **CONDITION AMENDED BY STAFF:** The Director of Planning and Zoning shall review the special use permit after ~~it has been the expanded portion of the center has been in operational~~ for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director received a request from any person to docket the permit for review as a result of a complaint that rises to the level of a violation, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z) (SUP#2001-0136)

STAFF: Eileen Fogarty, Director, Department of Planning and Zoning;  
Richard Josephson, Deputy Director;  
Peter Leiberg, Zoning Manager.

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Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

#### IV. CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

##### Transportation & Environmental Services:

- C-1 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.

##### Code Enforcement:

- C-1 Construction permits are required for this project. 5 sets of plans shall accompany the permit application that fully detail the construction as well as layouts and schematics of the mechanical, electrical, and plumbing systems.
- C-2 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-3 This structure contains mixed use groups [R2, Residential; E, Educational] and is subject to the mixed use and occupancy requirements of USBC 302.3. This will require separating this space from the rest of the building with 2 hour fire resistance rated construction.
- C4 Required exits, parking, and accessibility within the building for persons with disabilities must comply with USBC Chapter 11. Handicapped accessible bathrooms shall also be provided.
- C-5 All exterior walls within 5 feet from an interior property line shall have a fire resistance rating of 1 hour, from both sides, with no openings permitted within the wall. As alternative, a 2 hour fire wall may be provided. (USBC 704.5)
- C-6 The new addition shall not reduce the egress capacity or conflict with the egress requirements of the USBC for the existing space.
- C-7 Prior to the issuance of a demolition permit or land disturbance permit, a rodent abatement plan shall be submitted to Code Enforcement that will outline the steps that will taken to prevent the spread of rodents from the construction site to the surrounding community and sewers.

- C-8 Roof drainage systems must be installed so as neither to impact upon, nor cause erosion/damage to adjacent property.

Health Department:

- F-1 The Department of Human Services has no comments for this SUP. The proposed use is consistent with the current use and enhances residents' quality of life.

Police Department:

- R-1 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the learning center. This is to be completed prior to the center expansion opening.
- R-2 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a robbery awareness program for all employees.

Human Services:

- F-1 No Comments

APPLICATION for SPECIAL USE PERMIT # 2004-0096

[must use black ink or type]

PROPERTY LOCATION: 607 Notabene Drive

TAX MAP REFERENCE: 007.00 03:08 ZONE: RA

APPLICANT Name: Community Lodgings, Inc

Address: 228 South Pitt Street Alexandria, VA 22314

PROPERTY OWNER Name: Community Lodgings, Inc,

Address: 228 South Pitt Street Alexandria, VA 22314

PROPOSED USE: Community Learning Center

**SUP request for noncommercial, not-for-profit facility, specifically a community center, with parking reduction.**

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

COMMUNITY LODGINGS INC.  
Print Name of Applicant or Agent

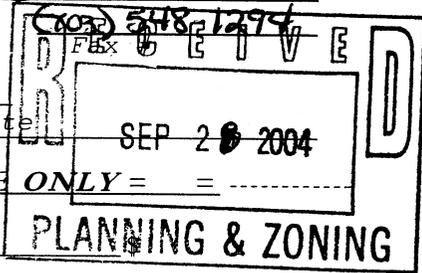
GREGORY BROWN - Executive Director  
Signature

228 SOUTH PITT STREET  
Mailing/Street Address

Gregory Brown  
(703) 549-4407  
Telephone it

Alexandria, VA 22314  
City and State Zip Code

9/28/04  
Date



----- = DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY = -----

Application Received: \_\_\_\_\_ Date & Fee Paid: \_\_\_\_\_

ACTION - PLANNING COMMISSION: \_\_\_\_\_

ACTION - CITY COUNCIL: \_\_\_\_\_

All applicants must complete this form. Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. The applicant is (*check one*)  the Owner  Contract Purchaser  
 Lessee or  Other: \_\_\_\_\_ of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

**Community Lodgings, Inc. 501 (c) (3) organization**

\_\_\_\_\_  
**228 South Pitt Street Alexandria, VA 22314**  
\_\_\_\_\_  
\_\_\_\_\_

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

Yes. Provide proof of current City business license

No. The agent shall obtain a business license prior to filing application, if required by the City Code.

2. Submit a floor plan and a plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 8' "x 14" or smaller. Twenty-four copies are required for larger plans or if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

**See Attachments**

**NARRATIVE DESCRIPTION**

3. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the, nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. (Attach additional sheets if necessary)

**Community Lodgings is a 501 (3) that provides transitional housing programs for its residents at 607 and 612 Notabene Dr. We have low income housing at 3908, 3912 and 3916 Elbert Ave. We have been offering computer training, GED , ESL and Job Skills training at our Learning Center currently located at 607 Notabene Dr. for which we have a special use permit. We plan to expand our learning center through building an attachment to the existing facility. The new space will be used to expand our current program uses that include after school program for youth, computer classes for adults, ESL and employment mentoring. The Learning Center expansion will provide space for the organization to serve up to 40 people and any given time.**

**USE CHARACTERISTICS**

4. The proposed special use permit request is for: (check one)

- a new use requiring a special use permit,
- a development special use permit,
- an expansion or change to an existing use without a special use permit,
- expansion or change to an existing use with a special use permit,
- other. Please describe:

5. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

From 3 to 9pm – 40 Users

B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

From 3 to 9pm – 3 Instructors

6. Please describe the proposed hours and days of operation of the proposed use: Day:

Hours: Day:

Monday-Thursday

Friday

Saturday

Hours:

3 to 9pm

3 to 5pm

10 to 3pm

Please describe any potential noise emanating from the proposed use:

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

Very Low

B. How will the noise from patrons be controlled?

**Participants will be supervised at all times**

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8. Describe any potential odors emanating from the proposed use and plans to control them:  
**No odors**

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Please provide information regarding trash and litter generated by the use:

A. What type of trash and garbage will be generated by the use?

**Paper- Very Little**

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B. How much trash and garbage will be generated by the use?

**Very Little**

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C. How often will trash be collected?

**Every Day**

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D. How will you prevent littering on the property, streets and nearby properties?

**We have grounds keepers and maintenance staff who maintain property upkeep.**

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10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?  
 Yes.  No.

If yes, provide the name, monthly quantity, and specific disposal method below:

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11. Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?  
 Yes.  No.

If yes, provide the name, monthly quantity, and specific disposal method below:

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12. What methods are proposed to ensure the safety of residents, employees and patrons?

**Program participants will be supervised by instructors at all times**

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### ALCOHOL SALES

13. Will the proposed use include the sale of beer, wine, or mixed drinks?

Yes.  No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

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**PARKING AND ACCESS REQUIREMENTS**

14. Please provide information regarding the availability of off-street parking:

- A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance? **4 additional spaces**  
Participant (95%) are area residents who already park in the area.

How many parking spaces of each type are provided for the proposed use:

- 21 Standard spaces
- 0 Compact spaces
- 0 Handicapped accessible spaces.
- Other.

- B. Where is required parking located?  on-site  off-site (*check one*) If

the required parking will be located off-site, where will it be located:

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Pursuant to section 8-200 (C) of the zoning ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

- C. If a reduction in the required parking is requested, pursuant to section 8-100 (A) (4) or (5) of the zoning ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

15. Please provide information regarding loading and unloading facilities for the use:

- A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance? **None**
- B. How many loading spaces are available for the use? **None**
- C. Where are off-street loading facilities located? **N/A**

D. During what hours of the day do you expect loading/unloading operations to occur?  
None N/A

E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate? N/A

16. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow? N/A

**SITE CHARACTERISTICS**

17. Will the proposed uses be located in an existing building?  Yes  No

Do you propose to construct an addition to the building?  Yes  No

How large will the addition be? 750 square feet.

18. What will the total area occupied by the proposed use be?  
900 sq. ft. (existing) + 750 sq. ft. (addition if any) = 1650 sq. ft. (total)

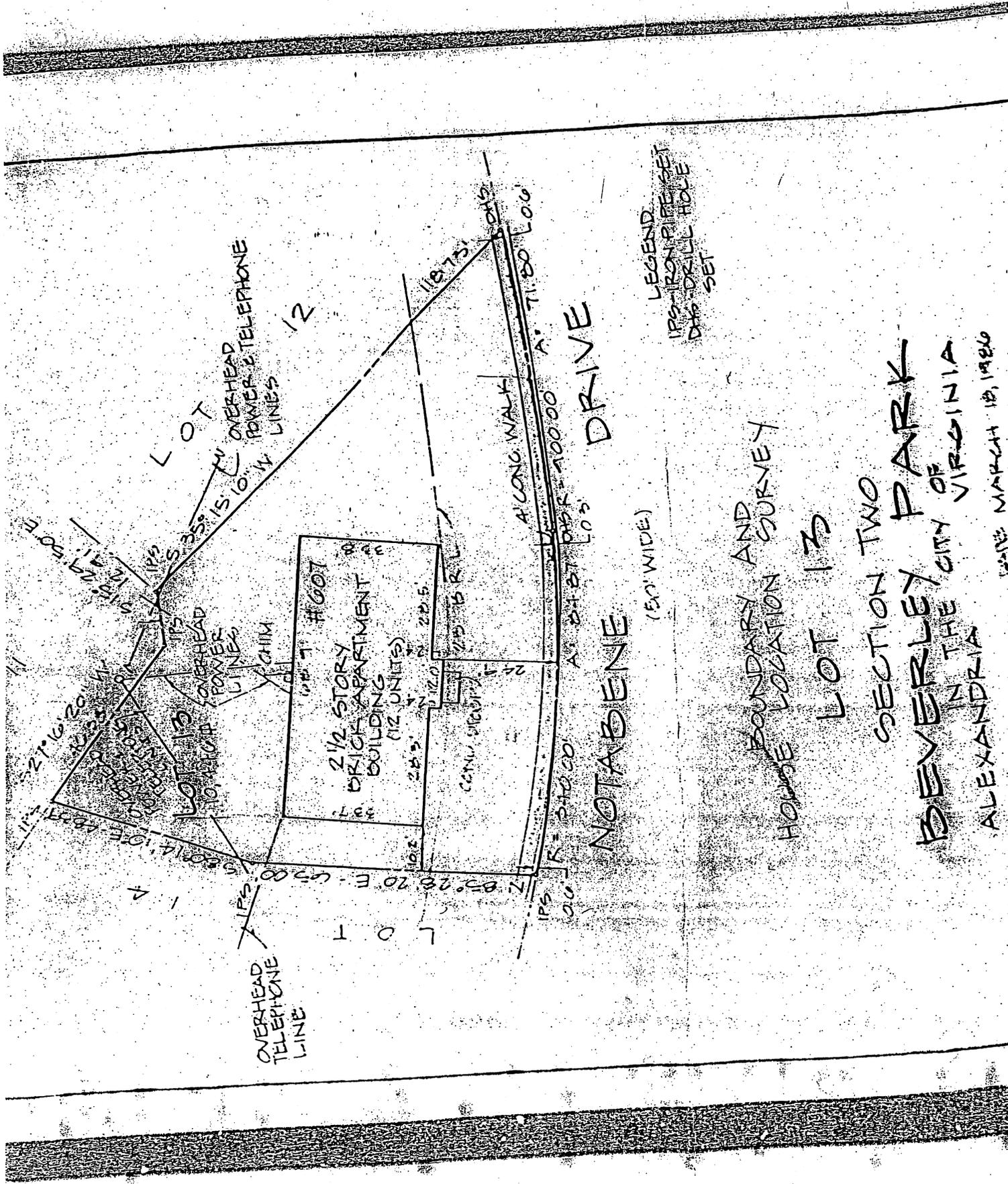
19. The proposed use is located in: (check one)  
 a stand alone building  a house located in a residential zone  a warehouse  
 a shopping center. Please provide name of the center: \_\_\_\_\_  
 an office building. Please provide name of the building: \_\_\_\_\_  
 other, please describe: Addition attached to existing building.

**PARKING REDUCTION SUPPLEMENTAL**

**APPLICATION**

Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location) **Permission to provide no off street parking.**
2. Provide a statement of justification for the proposed parking reduction. **Historically has not had off street parking. Property located on a partial hill. Residents live in the neighborhood and have no need for additional parking.**
3. Why is it not feasible to provide the required parking? **Property located on partial hill. Property built with no off street parking. Residents currently live in the community and primarily walk to the center and have existing parking provided.**
4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces? ( ) Yes ( **X** ) No
5. If the requested reduction is for more than five parking spaces, the applicant must submit a Parking Management Plan which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.
6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.  
**Angle parking has created more parking spaces on the street. Residents using the facility already have parking and walk to the facility and do not need any additional space.**



Sup 2001-0136

Sup 2004-0098

2010-1001-0136

HTT

SUP2004-0094

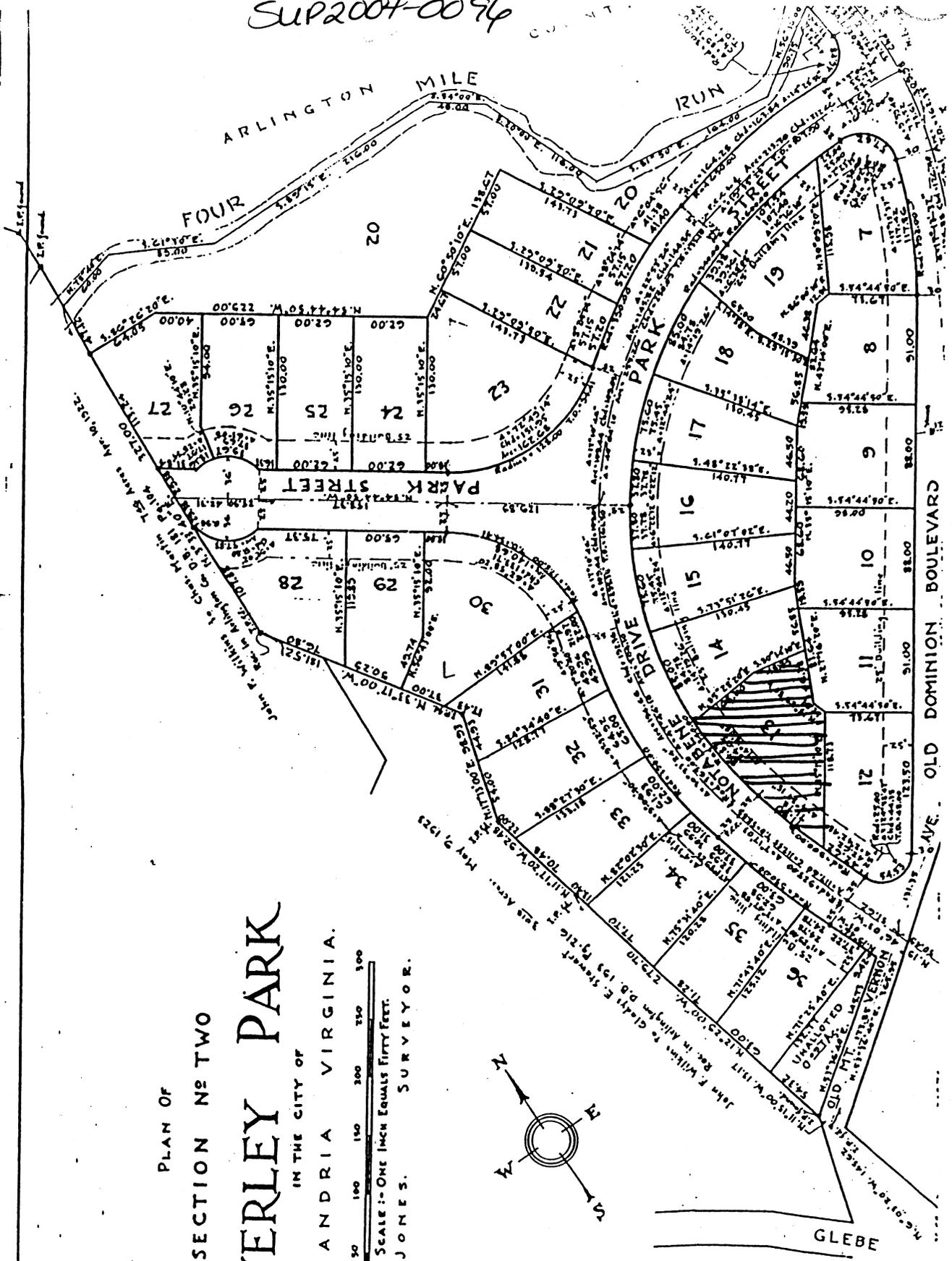
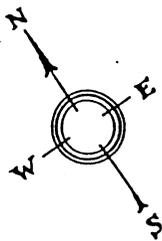
PLAN OF  
SECTION NO TWO  
**BEVERLEY PARK**  
IN THE CITY OF

ALEXANDRIA VIRGINIA.



SCALE - ONE INCH EQUALS FIFTY FEET.

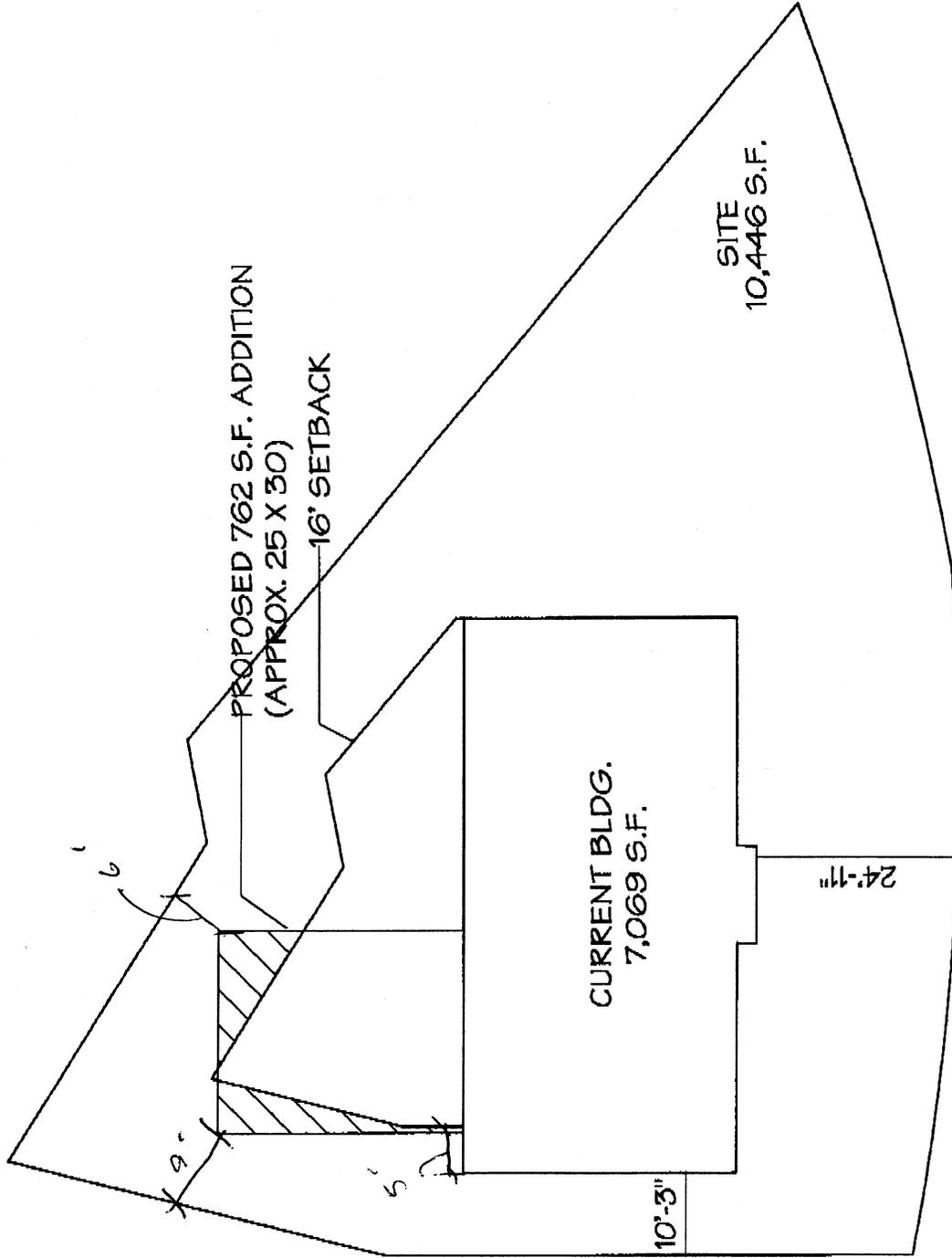
P. A. JONES. SURVEYOR.



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SUR 2004-0896



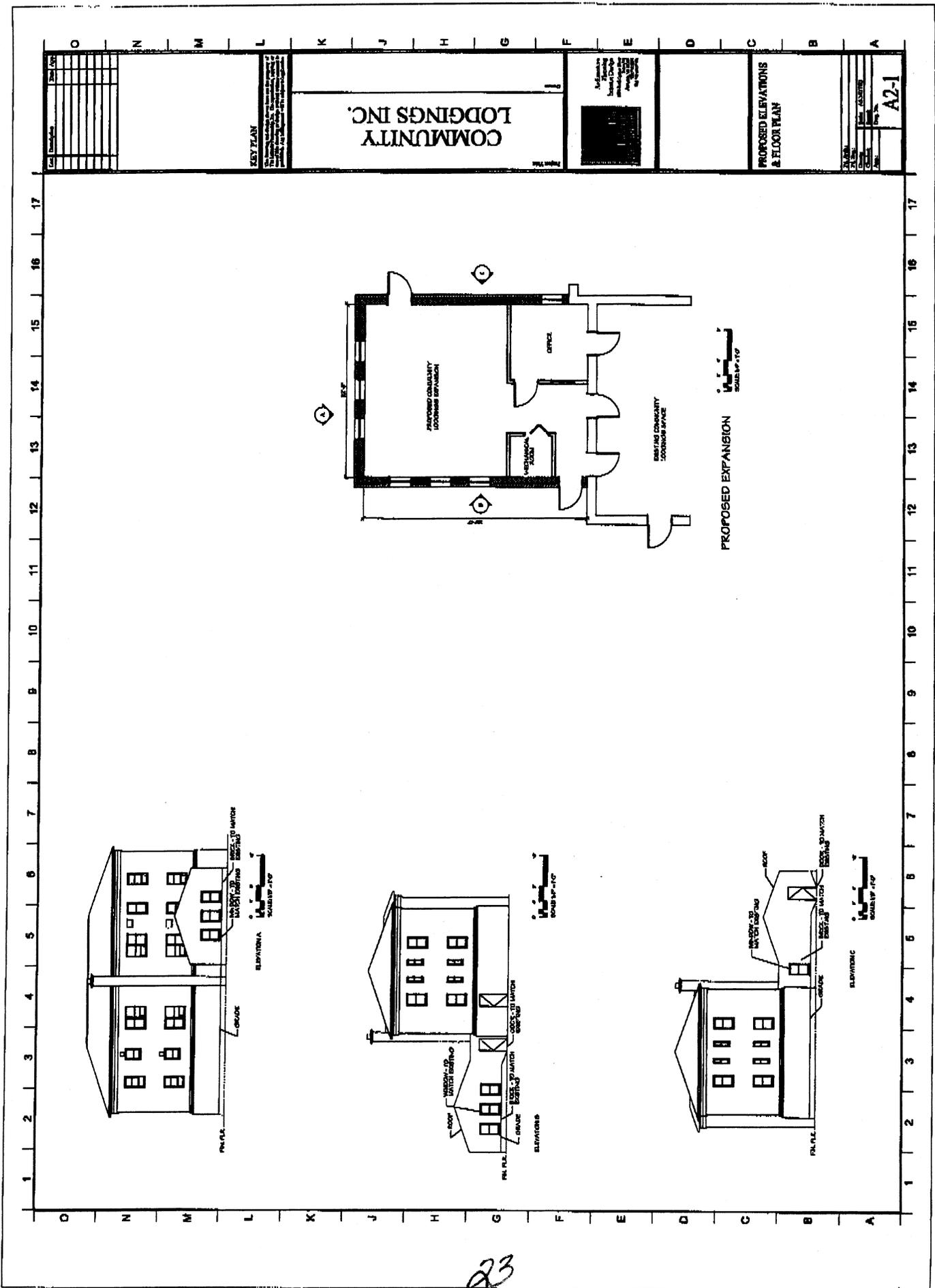
3A  
**EXHIBIT 3A**

SCALE = 1" = 20'-0"



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2nd # 2004-0096



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Sub# 2004-0096

**Site Analysis – Community Lodgings  
607 Notabene Drive Addition**

Following is a site analysis to determine if an addition is possible to the current community center.

Based on the most recent zoning codes in Alexandria for property zoned RA/Multifamily, here is what the requirements are:

**FAR:** The maximum permitted floor area ratio is .75. The total site area is 10,446 square feet. The current building area is 7,069 square feet for an FAR of .68. To get the maximum FAR, the building square footage can be no larger than 7,835 square feet. Therefore, the maximum size for an addition is 766 square feet.



# Community Lodgings

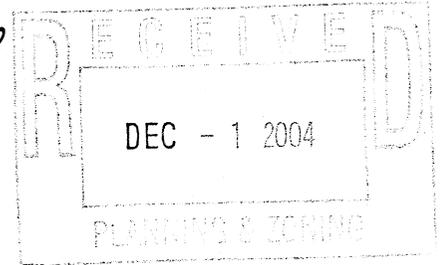
228 South Pitt Street, 3<sup>rd</sup> Floor  
Alexandria VA 22314  
www.communitylodgings.org

*Opening Doors to Independence*

Phone: 703-549-4407  
Fax: 703-548-1294  
cli@communitylodgings.org

November 23, 2004

*PC Docket Item # 16  
SUP 2004-00916*



To: Peter Lieberg  
Zoning Manager of Zoning Compliance  
Re: Statement concerning special use permit request  
for expansion of the Family Learning Center

Community Lodgings in 1997 surveyed available space and sites for the establishment of the Family Learning Center and were unable to identify available space in the community. The Family Learning Center addresses the needs of the existing residents whom reside in Community Lodgings owned properties owned at 607 Notabene, 612 Notabene, and 3912 Elbert Avenue, 3916 Elbert Avenue.

The Center also serves the children and adults that live within the adjacent properties on Notabene Drive and Old Dominion Blvd. and the surrounding areas. Any other location would be unable to meet the needs of the children and residents for the After School, ESL, Employment Mentoring and Computer Literacy at any other location. The community that we serve, walk to the Learning Center due to the convenience of it being in the neighborhood in which they reside.

Sincerely,

*Gregory Brown*  
Gregory Brown  
Executive Director

APPLICATION for SPECIAL USE PERMIT # 2004-0096

[must use black ink or type]

PROPERTY LOCATION: 607 Notabene Drive

TAX MAP REFERENCE: 007.00 03:08 ZONE: RA

APPLICANT Name: Community Lodgings, Inc

Address: 228 South Pitt Street Alexandria, VA 22314

PROPERTY OWNER Name: Community Lodgings, Inc,

Address: 228 South Pitt Street Alexandria, VA 22314

PROPOSED USE: Community Learning Center

**SUP request for noncommercial, not-for-profit facility, specifically a community center, with parking reduction.**

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

COMMUNITY LODGINGS INC.  
Print Name of Applicant or Agent

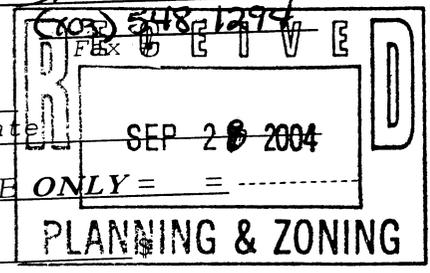
228 SOUTH PITT STREET  
Mailing/Street Address

Alexandria, VA 22314  
City and State Zip Code

GREGORY BROWN - Executive Director  
Signature

Megum Brown  
(703) 544-4407  
Telephone It

9/28/04  
Date



----- = DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY = -----  
Application Received: \_\_\_\_\_ Date & Fee Paid: \_\_\_\_\_

ACTION - PLANNING COMMISSION: 12/7/2004 RECOMMEND APPROVAL 7-0

ACTION - CITY COUNCIL: 12/18/2004 City Council approved 7-0