



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2012-0030

PROPERTY LOCATION: 501 East Monroe Ave

TAX MAP REFERENCE: 044.01-05-01 **ZONE:** CSL

APPLICANT:

Name: M.E. Swing Company Inc.

Address: 612-D South Pickett Street, Alexandria VA 22304

PROPOSED USE: Wholesale coffee roasting facility with retail cafe/coffee outlet

THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 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 staff and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.

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 IV, Section 4-1404(D)(7) 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 Director of Planning and Zoning 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.

Mark Warmuth
Print Name of Applicant or Agent
612-D South Pickett Street
Mailing/Street Address
Alexandria, VA 22304
City and State Zip Code

[Signature] 3/26/12
Signature Date
703-370-5050 703-370-7286
Telephone # Fax #
mark@swingscoffee.com
Email address

ACTION-PLANNING COMMISSION: _____	DATE: _____
ACTION-CITY COUNCIL: _____	DATE: _____

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 501 E. Monroe Ave., I hereby
(Property Address)
grant the applicant authorization to apply for the Wholesale, & retail coffee use as
(use)
described in this application.

Name: Chris Christou, Goldcrust Baking Co. Phone: 703/549-0420
Please Print
Address: 6200 Columbia Park Rd Email: chris@goldcrust.com
Hyattsville MD 20785
Signature: [Signature] Date: 3/27/12

1. Floor Plan and Plot Plan. As a part of this application, the applicant is required to submit a floor plan and plot or site plan with the parking layout of the proposed use. The SUP application checklist lists the requirements of the floor and site plans. The Planning Director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver.

- Required floor plan and plot/site plan attached.
- Requesting a waiver. See attached written request.

2. The applicant is the (check one):
 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 or owner, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent.

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. 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. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Mark Warmuth	9605 Sotweed Dr., Potomac MD 20854	55%
2. Jennifer Warmuth	9605 Sotweed Drive, Potomac MD 20854	45%
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 501 East Monroe Ave, Alexandria, VA (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Paul Chrisou	6200 Columbia Park Rd, Hyattsville	70
2. Chris Chrisou	"	15
3. Nausika Lyubinsky	"	15

3. Business or Financial Relationships. Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are require to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicated each person or entity below and "None" in the corresponding fields)**

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. Mark Warmuth	None	
2. Jennifer Warmuth	None	
3. Paul Chrisou Chris Chrisou Nausika Lyubinsky	None None	

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

3/26/12

Mark Warmuth

Date

Printed Name

Signature

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.

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. The description should fully discuss the nature of the activity. (Attach additional sheets if necessary.)

M.E. Swing Coffee Roasters primary use of 501 East Monroe Ave will be for coffee roasting, storage of green unroasted coffee, wholesale distribution, and office space to support administrative functions of the company. Additionally, a retail outlet/café will be located at the front of the space, allowing local residents and patrons the opportunity explore and view the roasting process and to sample and purchase roasted coffees. Also included in the floorplan will be a coffee "cupping" room for testing, training and sampling various lots of roasted coffees. The cupping room is expected to be open to the public once a week, and available for private tours, serving the purpose of enabling patrons to learn more about the coffee cupping, roasting, and quality evaluation process.

The retail outlet will be open seven days a week. It will serve as a leading-edge coffee "education" center where customers will be able to try seasonal coffees via a variety of different brewing methods, purchase fresh-roast coffees by the pound and by the cup, and also learn about and purchase the latest coffee brewing items on the market. The café will also sell premium chocolates and baked goods from local producers.

Adjacent to the retail café will be the cupping room and training center. This area will serve as a daily test area for roasted coffees. It will also be equipped with coffee equipment and will be used as a training area for wholesale and retail customers. Swing's will hold regularly scheduled public coffee cuppings, in addition to scheduled tours of the roasting works that would be followed by coffee tastings in the cupping room.

The wholesale roasting operation will be open Monday through Friday from 7:30 AM to 4 PM. During regular hours, coffee is roasted and packaged for distribution. Outbound deliveries are made daily to various wholesale customers in Virginia, DC and Maryland. Fedex and USPS pickups occur daily for mailorder customers. The company owns two cargo vans for deliveries, expected to park in the loading dock area overnight.

USE CHARACTERISTICS

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

- a new use requiring a special use permit,
- an expansion or change to an existing use without a special use permit,
- an 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).

100 - 200 patrons per day

B. How many employees, staff and other personnel do you expect?

Specify time period (i.e., day, hour, or shift).

12 employees per day

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

Day:

Monday - Friday

Hours:

7:30 AM - ~~4:00 PM~~ 5:00 PM

Saturday - Sunday

8:00 AM - ~~3:00 PM~~ 5:00 PM

7. Please describe any potential noise emanating from the proposed use.

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

minimal. Any noise from coffee roasters to be contained within building. None expected from patrons.

B. How will the noise be controlled?

Confined to building interior.

8. Describe any potential odors emanating from the proposed use and plans to control them:

Smell of roasted coffee. Facility will use thermal afterburner and catalyzer as
part of roasting process to control odors and emissions.

9. Please provide information regarding trash and litter generated by the use.

A. What type of trash and garbage will be generated by the use? (i.e. office paper, food wrappers)
cardboard, paper waste from cafe, coffee grounds, burlap bags

B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)
1 dumpster per week

C. How often will trash be collected?
weekly

D. How will you prevent littering on the property, streets and nearby properties?
Trash receptacles will be placed inside and outside space. Customers will be encouraged to order drinks in ceramic mugs and cups for drink orders to minimize paper waste.

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:

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:

Floor cleaner - 2 gallons/month; Dispose down drain after use

12. What methods are proposed to ensure the safety of nearby residents, employees and patrons? routine cleaning and scheduled maintenance of coffee roasters; Adhere to any

food handling requirements as prescribed by USDA, FDA (i.e. HAACP, MSDS)

ALCOHOL SALES

13.

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

Yes No

If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

PARKING AND ACCESS REQUIREMENTS

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

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

Planning and Zoning Staff Only

Required number of spaces for use per Zoning Ordinance Section 8-200A _____

Does the application meet the requirement?
 Yes No

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

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



PLEASE NOTE: 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.

Parking reduction requested; see attached supplemental form

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

A. How many loading spaces are available for the use? 2

Planning and Zoning Staff Only

Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____

Does the application meet the requirement?
 Yes No



APPLICATION - SUPPLEMENTAL

PARKING REDUCTION

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)

This is a request for a parking reduction of 26 total spaces, a figure arrived at by applying the formulas for retail, office, and warehouse (non-storage) space to the amount of square-footage allocated to those uses within the building at 501 E. Monroe Avenue.

2. Provide a statement of justification for the proposed parking reduction.

The pending SUP application for the building at 501 E. Monroe Avenue contemplates a coffee-roasting facility with accessory office space and retail components, much like the previous bakery user. Under SUP #99-0057, that user was granted a parking reduction of 26 spaces. There is no parking available on the site, and the redeveloping nature of the neighborhood is likely to result in less available off-street parking nearby, making it impossible to provide pursuant to the Zoning Ordinance requirements.

3. Why is it not feasible to provide the required parking?

See above.

4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?

Yes. 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.

- B. Where are off-street loading facilities located? Loading dock expected to be constructed on
East side of building, to include side alley with curb-cut on East Monroe for access
- C. During what hours of the day do you expect loading/unloading operations to occur?
7:30 AM - 3:30 PM Monday - Friday
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
1 - 4 times per day as needed

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?
Loading dock is subject to a curb-cut already approved by city.

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? _____ square feet.

18. What will the total area occupied by the proposed use be?
10,844 sq. ft. (existing) + _____ sq. ft. (addition if any) = 10,844 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: _____

End of Application

501 E. Monroe Ave - Floor Plan

Monroe Avenue

Alley to Loading Dock

Loading Dock

Coffee Roasters

Retail Outlet/Cafe

Approx 1000 sq ft

Restrooms

Cupping Room

Office

Approx 600 sq ft

Office

Approx 600 sq ft

Break Area

Storage

Approx 8000 sq ft
Remainder

Leslie Avenue



The property lines shown on the record Survey show the location of all presently existing, (b) the Survey shows building lines and other conditions of Property, including the mean high water except as shown and noted on the structures or improvements of any adjoining property lines, (v) except of the property lines of the Property Insurance Program, (vi) all roads and open, (ix) all building and set-back or regulation affecting the Property, Standard Detail requirements for ALI and adopted and meets the occurrence.

The undersigned understands to making a loan secured by or affecting Company and their respective success herein for all purposes.



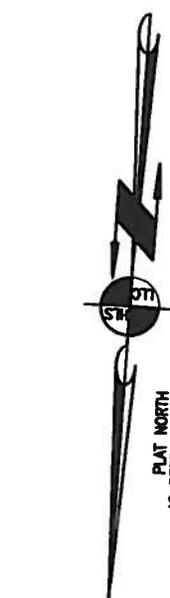
- CURRENT PROPERTY ZONING IS C-2 UNDER THE CITY OF ALEXANDRIA ZONING ORDINANCE.
- CURRENTLY THE PROPERTY IS IN ZONE "X" - AREA OUTSIDE OF 500 YEAR FLOOD ZONE AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP NUMBER 315318 005 D WITH AN EFFECTIVE DATE OF MAY 15, 1991.

N/F
 VIRGINIA POWER
 GPIN# 044.01-05-02
 DEED BOOK 1590
 AT PAGE 505

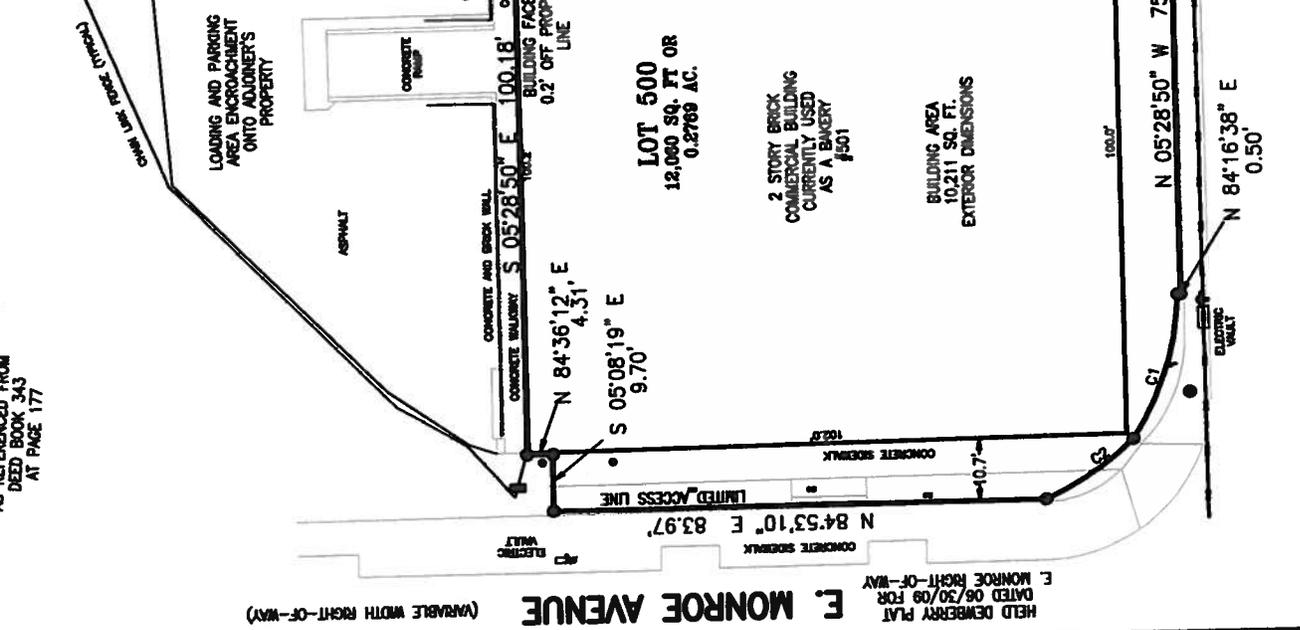
N/F
 LESLIE PROPERTIES, LLC
 GPIN# 044.01-05-03
 INSTRUMENT #040047002

LOT 501

LESLIE AVENUE
 (50' RIGHT-OF-WAY)



PLAT NORTH AS REFERENCED FROM DEED BOOK 343 AT PAGE 177



LEGEND:
 * - LAMP POST
 ● - WATER MANHOLE
 - - GUY WIRE
 of - POWER POLE

LEGAL DESCRIPTION:
 LOT FIVE HUNDRED (500) OF THE DIVISION OF PARCEL ONE,
 AS SHOWN ON RECORD MAP NO. 315318 005 D, DATED MAY 15, 1991.

E. MONROE AVENUE (VARIABLE WIDTH RIGHT-OF-WAY)
 HELD DEMBERRY PLAT DATED 06/30/09 FOR E. MONROE RIGHT-OF-WAY



2011 City of Alexandria Business License

SUP2012-0030

Finance Department, Revenue Administration Division, City of Alexandria
301 King Street, Room 1700, Alexandria, VA 22314
Phone: 703.746.3903 <http://www.alexandriava.gov/>

License Number: 110937-2011
Account Number: 110937
Tax Period: 2011
Business Name: HART, CALLEY, GIBBS & KARP, P.C.
Trade Name: HART, CALLEY, GIBBS & KARP, P.C.
Business Location: 307 N WASHINGTON ST
Alexandria, VA 22314

HART, CALLEY, GIBBS & KARP, P.C.
307 N WASHINGTON STREET
Alexandria, VA 22314

License Classification(s):
Professional Occupations/Businesses
9-071-007
Attorney-At-Law

March 2, 2011

Dear Taxpayer:

This is your 2011 City of Alexandria Business License. The bottom portion of this page is perforated to allow you to tear off and post the business license in your establishment.

If you paid for your business license via check, please be aware that if your check is not honored by your financial institution, this business license shall be invalid.

As with all taxes, our goal is to administer Business License taxes fairly and in accordance with Commonwealth and Locality code. Our staff strives to provide professional assistance and quality customer service. Your satisfaction is important to us and your comments are always welcome.

If you have any questions regarding this letter, please visit <http://www.alexandriava.gov/> or contact my office via phone at 703.746.3903.

Finance Department, Revenue Administration Division, City of Alexandria

Keep this letter for your records.

City of Alexandria Business License

Revenue Administration Division, City of Alexandria, 301 King Street, Room 1700, Alexandria, VA 22314



License Number: 110937-2011
Account Number: 110937
Tax Period: 2011
Business Name: HART, CALLEY, GIBBS & KARP, P.C.
Trade Name: HART, CALLEY, GIBBS & KARP, P.C.
Business Location: 307 N WASHINGTON ST
Alexandria, VA 22314

This license has been issued by the Revenue Administration Division of the City of Alexandria and is granted to:

HART, CALLEY, GIBBS & KARP, P.C.
307 N WASHINGTON ST
Alexandria, VA 22314

License Classification(s): Professional Occupations/Businesses
9-071-007
Attorney-At-Law