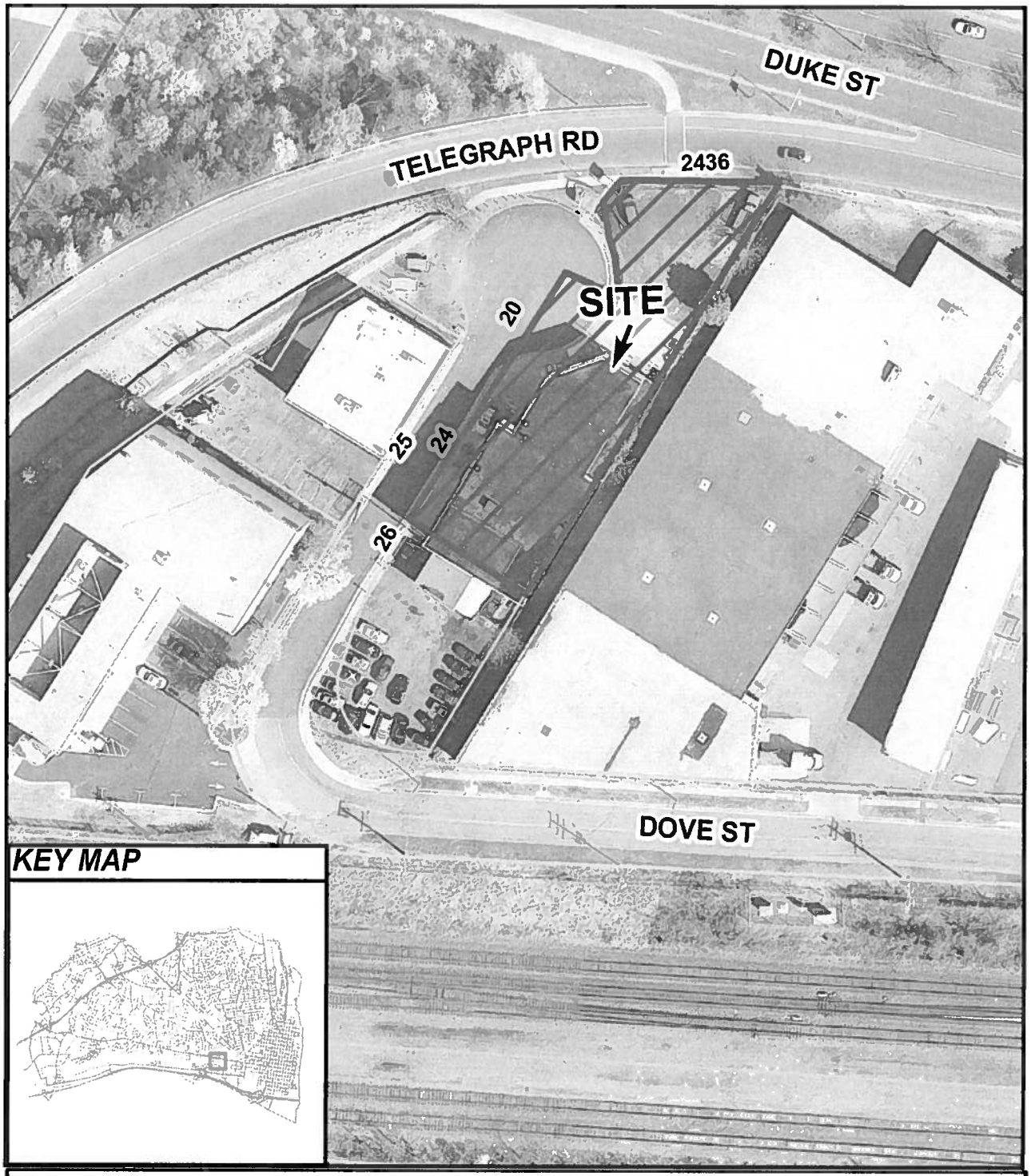
DOCKET ITEM #3
Special Use Permit #2012-0024
20 Dove Street and 2438 Duke Street
Dogtopia of Alexandria

CONSENT AGENDA ITEM
If no one asks to speak about this case prior to the hearing, it will be approved without discussion as part of the Consent Agenda.

Application	General Data	
Consideration of a request to operate a dog day care facility with overnight boarding.	**Planning Commission Hearing:**	June 5, 2012
	City Council Hearing:	June 16, 2012
Address: 20 Dove Street and 2438 Duke Street	**Zone:**	OCM-50/Office Commercial Medium (50)
Applicant: Josie's Dog House, LLC d/b/a Dogtopia of Alexandria	**Small Area Plan:**	Taylor Run

Staff Recommendation: APPROVAL subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.

Staff Reviewers: Nathan Randall nathan.randall@alexandriava.gov



SUP #2012-0024

6/5/2012

N

I. DISCUSSION

The applicant, Josie's Dog House d/b/a Dogtopia of Alexandria, requests Special Use Permit approval to operate a dog day care facility with overnight pet boarding at 20 Dove Street and 2438 Duke Street.

SITE DESCRIPTION

The subject site is two lots of record. The property at 20 Dove Street, on which the two-story 10,800 square-foot industrial building is located, has approximately 152 feet of frontage on Dove Street, an average lot depth of 65 feet, and a total lot area of approximately 10,000 square feet. The immediately adjacent property at 2438 Duke Street, on which most of the parking lot for the use is located, has 40 feet of frontage on Dove Street, 80 feet of frontage on the Telegraph Road egress ramp, and a total lot area of approximately 4,600 square feet.

The lots are surrounded by industrial and commercial uses, including a noncomplying automobile sales lot and warehouses. No residences are located in the immediate vicinity.

PROPOSAL

The applicant proposes to move his existing business, which is a franchise of the national Dogtopia chain, from its present location on Colvin Street. The business offers day care, grooming, training, accessory retail items, and overnight accommodation for dogs. At full capacity, approximately 160 dogs are expected at the business at any one time. Additional elements of the applicant's proposal are as follows:

Hours of Operation:	6 a.m. – 8 p.m. Monday - Friday 8 a.m. – 6 p.m. Saturday – Sunday (24 hours/day for overnight boarding)
Number of Dogs:	Up to 160 (approximately)
Number of Employees:	Up to 10 per shift
Noise:	Occasional dog barking will occur but will be controlled by interior building features such as dropped ceilings and rubberized flooring. Any dogs barking excessively and/or creating an unsafe environment will be asked to leave.

Odors: Pet odors will be controlled by cleaning and sanitizing the space twice each day.

Trash/Waste: Animal waste will be double-bagged and placed in commercial garbage receptors. All waste at the site will be collected at least once/week. Staff will also police the exterior of the building for litter.

PARKING

According to Section 8-200(A)(20), a non-storage use with 10,800 square feet of space in an industrial building is required to provide 20 off-street parking spaces. The applicant satisfies this requirement with a total of 20 off-street parking spaces, 17 of which are located in the surface lot to the north of the building and the remaining three are located in front of the building.

ZONING/MASTER PLAN DESIGNATION

The subject property is zoned OCM(50) / Office Commercial Medium. Section 4-903(W.3) of the Zoning Ordinance allows overnight pet boarding in the OCM(50) zone only with a Special Use Permit.

The proposed use is consistent with the Taylor Run Small Area Plan chapter of the Master Plan which designates the property for office and commercial uses.

II. STAFF ANALYSIS

Staff supports the applicant's proposal to relocate his business within Alexandria. The new location, which is primarily industrial in character, is well-suited for this type of business and offers sufficient parking. Although dog daycare businesses with overnight boarding have some potential for neighborhood impacts, such of noise, staff believes that the potential here is low. The business will be in a stand-alone building and no residences are located in the area. Nonetheless, staff has included several standard conditions in this report, regarding matters such as litter pick-up and odor control, to further reduce the potential for impacts.

As part of an ongoing effort to improve the appearance of this portion of Duke Street, staff has included special condition language (Condition #4) requiring the applicant to remove the existing and rusted 15-foot tall freestanding sign at the northern edge of the site. Any new freestanding signs at the site shall be no greater than five feet in height, which is similar in size to the signs at neighboring businesses. The applicant has agreed to this condition language.

Finally, although the applicant expects to be open to the public only until 8 p.m. weekdays (6 p.m. weekends), staff has included a closing hour of 10 pm. daily in Condition #2 to provide the applicant an additional degree of flexibility in its operations.

Subject to the conditions contained in Section III of this report, staff recommends approval of the Special Use Permit request.

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 granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)

2. The hours during which the facility is open to the public shall be limited to between 6:00am and 10:00pm daily. Overnight canine kenneling facilities are permitted. (P&Z)

3. The applicant shall post the hours of operation at the entrance of the business. (P&Z)

4. The applicant shall remove the existing freestanding sign facing Duke Street. Any new freestanding sign erected at the site shall not exceed five feet in height. (P&Z)

5. The applicant shall conduct staff training sessions on an ongoing basis, including as part of any employee orientation, to discuss all Special Use Permit provisions and requirements. (P&Z)

6. The applicant shall control odors and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation & Environmental Services. (T&ES)

7. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)

8. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)

9. All waste products including but not limited to organic compounds (solvents) and pet waste shall be disposed of in accordance with all local, state and federal ordinances or regulations and not be discharged to the sanitary or storm sewers or be discharged onto the ground. (T&ES)

10. The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)

11. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)

12. The applicant shall contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security assessment for the business and robbery readiness training for all employees. (Police)

13. The Director of Planning and Zoning shall review the special use permit one year after approval 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 has 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)

STAFF: Barbara Ross, Deputy Director, Department of Planning and Zoning;
Nathan Randall, Urban Planner.

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:

R-1 The applicant shall control odors and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation & Environmental Services. (T&ES)

R-2 All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)

R-3 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)

R-4 All waste products including but not limited to organic compounds (solvents) and pet waste shall be disposed of in accordance with all local, state and federal ordinances or regulations and not be discharged to the sanitary or storm sewers or be discharged onto the ground. (T&ES)

R-5 Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)

R-6 The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)

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. (T&ES)

C-2 The applicant shall comply with the City of Alexandria's Code, Title 5, Chapter 7, regulations of dogs and other animals. (T&ES)

C-3 The applicant shall comply with the City of Alexandria's Environmental Offense Code, Title 11, Chapter 13, which mandates proper disposal of waste and prohibiting illegal dumping of waste in waters, sanitary or storm sewers.

C-4 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (AUP2007-00003)

In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of City Council approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at commercialrecycling@alexandriava.gov, for information about completing this form. (T&ES)

Code Enforcement:

F-1 The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit plans. If there are any questions, the applicant may contact Ken Granata, Acting Plan Review Supervisor at ken.granata@alexandriava.gov or 703-746-4193.

C-1 The proposed use is a change in use group classification; a new Certificate of Occupancy is required.

C-2 Building and trades permits are required for this project. Six sets of *construction documents* sealed by a *Registered Design Professional* that fully detail the construction as well as layout and schematics of the mechanical, electrical, and plumbing systems shall accompany the permit application(s)

C-3 Prior to the application for new Certificate of Occupancy, the applicant shall submit a building permit for a change of use. Drawings prepared by a licensed architect or professional engineer shall accompany the permit application. The plans shall show proposed conditions and provide data by the design professional which details how the proposed use will comply with the current edition of the Virginia Uniform Statewide Building Code for the new use in the area.

C-4 Upon submission for a building permit, the design professional shall provide code analysis and provide the following information on the design documents: a) use group; b) number of stories; c) type of construction; d) floor area per floor; e) fire protection; f) means of egress; g) heating and ventilating systems; h) accessibility requirements; i) plumbing facilities.

C-5 Any proposed future alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).

C-6 Before a building permit can be issued on any proposed future alterations, a certification is required from the owner or owner's agent that the building has been inspected by a licensed asbestos inspector for the presence of asbestos.

C-7 A Certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof.

C-8 The maximum occupant load permitted in any area, space or room is based on USBC 1004.1. Any assembly room or space that contains an occupant load of 50 or more will require a Fire Prevention Permit, as well as an approved permanent legible sign stating the occupancy load located at main exit or exit access doorway in the room or space.

C-9 Toilet Rooms for Persons with Disabilities:
(a) Water closet heights must comply with USBC 1109.2.2
(b) Door hardware must comply with USBC 1109.13

C-10 Toilet Facilities for Persons with Disabilities: Larger, detailed, dimensioned drawings are required to clarify space layout and mounting heights of affected accessories. Information on door hardware for the toilet stall is required (USBC 1109.2.2).

C-11 Required exits, parking, and facilities shall be accessible for persons with disabilities.

C-12 Electrical wiring methods and other electrical requirements must comply with NFPA 70, 2008.

Health:

F-1 No comments.

Parks and Recreation:

F-1 No comments received

Police Department:

F-1 No comments received

SUP 2012-0024

APPLICATION
SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2012-0024

PROPERTY LOCATION: 20 S Dove St and 2438 Duke St.

TAX MAP REFERENCE: 072.02-01-05 **ZONE:** OCM 50

APPLICANT:

Name: Josie's Dog House, LLC dba Dogtopia of Alexandria

Address: 3121 Colvin St, Alexandria, VA 22314

PROPOSED USE: Dog Daycare, Grooming, Retail and Boarding

[✓] **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.

Jeffrey A Lutton		3/25/2012
Print Name of Applicant or Agent	Signature	Date
3121 Colvin St.	571-594-7660	703-751-2575
Mailing/Street Address	Telephone #	Fax #
Alexandria, VA 22314	jeff@dogdaycare.com	
City and State Zip Code	Email address	

RECEIVED
MAR 27 2012
PLANNING & ZONING

ACTION-PLANNING COMMISSION: _____ **DATE:** _____

ACTION-CITY COUNCIL: _____ **DATE:** _____

SUP # 2012-0024

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 20 S Dove St, Alexandria, VA 22314 (2438 Duke St.), I hereby
(Property Address)

grant the applicant authorization to apply for the Dog Daycare & Boarding use as
(use)

described in this application.

Name: Steven R. Saulsbury Phone 703-683-0009

Please Print 5501 Tranquil Ct

Address: Alexandria, VA 22310 Email: dshydrep@aol.com

Signature: Steven R Saulsbury **Date:** 2/26/2012

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.

[X] **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

[X] Other: Signed Letter of Intent to Purchase the Property 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.

Josie's Dog House, LLC is a Virginia limited liability company. The members of the limited liability company owning in excess of ten (10%) percent interest in the limited liability company are Jeffrey Lutton and Saundra Lutton c/o 6717 Old Chesterbrook Rd. McLean, VA 22101.

SUP 2012-0024

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. Jeffrey A Lutton	6717 Old Chesterbrook Rd, McLean, VA 22101	50%
2. Saundra S Lutton	6717 Old Chesterbrook Rd, McLean, VA 22101	50%
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 20 S Dove St, 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. SEE ATTACHMENT		
2.		
3.		

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 the12-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. N/A		
2. N/A		
3. N/A		

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.

3/26/2012 — Date

Jeffrey A Lutton — Printed Name

Signature

SUP 2012-0024

Jeff

Below is information needed for the SUP:

Property Address –

20 S. Dove St.

2438 Duke St. Alexandria, VA 22314

Property Owners – 20% each

1- Andrew J. Saulnier

2- Edna Mae Saulnier

888 Fairground Rd.

Front Royal, VA 22630

3- Steven R. Saulnier

5501 Tranquil Ct.

Alexandria, VA 22310

4- Robert A. Saulnier

8204 Maplewood Dr.

Manassas, VA 20111

5- Vivian L. Deal

7702 Tower Woods Dr.

Springfield, VA 22153

SUP # 2012-0024

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.)

Dogtopia of Alexandria request a Special Use Permit to operate an existing Dog Daycare, Grooming and Boarding Facility (presently located at 3121 Colvin St) at 20 Dove St, Alexandria, VA.

Dogtopia of Alexandria has been in business for five years and is a modern dog daycare center that allows dogs to play and interact with other dogs in a fun, non-caged, supervised environment. Dogtopia of Alexandria has been heavily involved in the community since opening its doors. Each year Dogtopia raises money through a charity dog wash, K9 Support, to benefit working dogs, military, police and rescue, including donating $1,000 to the Alexandria City K9 Unit for identification harnesses. The business is also a large supporter of the Animal Welfare League of Alexandria, donating thousands of dollars each year. Dogtopia is also involved in other local charities including March of Dimes, The Walk to Fight Breast Cancer, and a number of schools and community groups.

During the day, each dog is placed into a play group that is best suited to her temperament and size. All dogs need to be pass an evaluation and temperament test prior to being accepted to Dogtopia. Dogtopia of Alexandria has daycare rooms ranging in size from 800 square feet to 2,000 square feet, with styles to suit every dog. It has a "gymnasium," the largest of our rooms, that features padded flooring and lots of toys and equipment. We also have a playroom for smaller dogs and gentler players and the "lounge" for dogs who just want to relax with company and watch the Animal Channel on tv. Web cameras are available online and allow customers to view their dogs while they are at work or out of town.

The business currently employs approximately 6 employees per shift and is expected to grow to 10. The Staff to dog ratio is 1 staff person for every 15 dogs. There are 2 shifts per day. For dogs scheduled to stay overnight there will be one staff member on site until 2 AM and the morning shift arrive at 4AM. The building will have a security system along with motion detectors that will alert managers of any movement after the employees have left for the evening. Dogs are kept in open air crates for boarding.

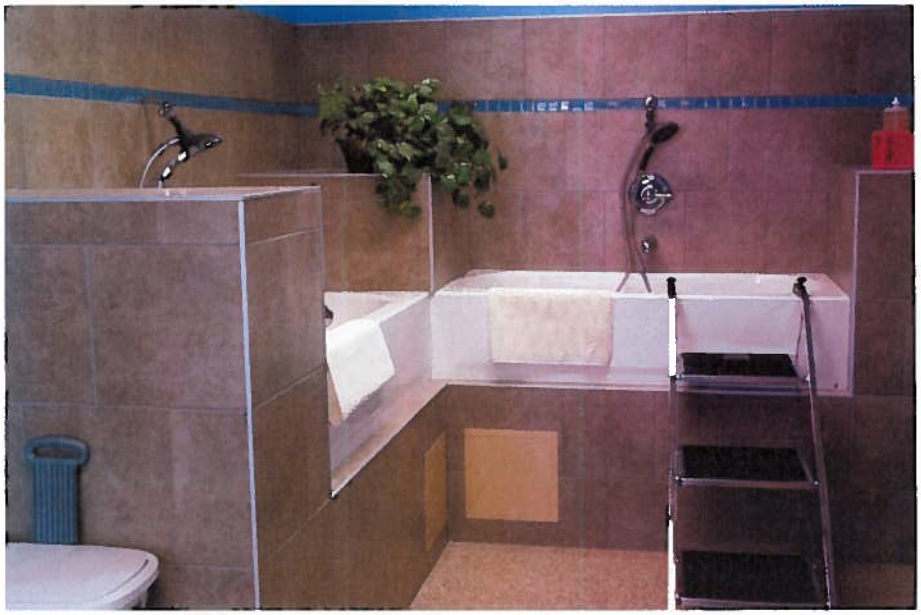
See attachment to #3, photo's of interior business.

Dogtopia

INTERIOR PICTURES

Main Front Lobby, with ceramic tile floor and Corian counter Front Desk

Retail Area in Main Lobby

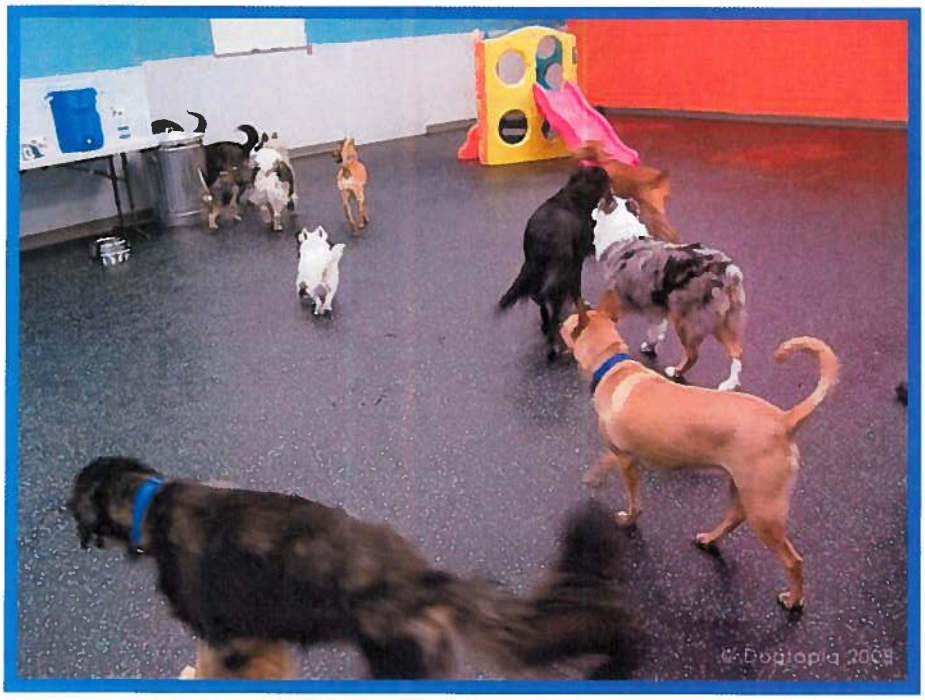


Dog Tub Room used for Bathing and Grooming

Kitchen for Dog Food Preparation, Cleaning, and Employee Break Room

SUP 2012-0024

Dog Playrooms with Rubber Flooring



Dog Playrooms with Rubber Flooring

SUP # 2012-0024

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,
[X] other. Please describe: new location for existing use

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).
We currently serve up to 80 clients a day and expect to grow to 160 clients a day

B. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour, or shift).
The business currently employs approximately 6 employees per shift and is expected to grow to 10. The Staff to dog ratio is 1 staff person for every 15 dogs. There are 2 shifts per day. For dogs scheduled to stay overnight there will be one staff member on site until 2 AM and the morning shift arrive at 4AM.

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

Day:	Hours:
Monday - Friday	6 AM - 8 PM
Saturday - Sunday	8 AM - 6 PM

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

A. Describe the noise levels anticipated from all mechanical equipment and patrons.
See attachment to #7.

B. How will the noise be controlled?
See attachment to #7.

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

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

No mechanical equipment will be used except for HVAC units. At Dogtopia, the patrons are the dogs. It is natural for dogs to bark occasionally while they are visiting a dog facility. However, Dogtopia controls the level of dog noise do the nature of its core service: dog daycare. It is proven that dogs bark more due to the stress and anxiety of being left alone with no other human or dog companionship. It is a Dogtopia requirement and policy that a trained staff person be with the dogs at all times while they playing in the rooms. This dramatically decreases the potential for barking and creates a peaceful and manageable playroom. Dogtopia also reserves the right to dismiss any dog that excessively barks or creates an unsafe environment for the staff or other dogs.

B. How will the noise be controlled?

Dogtopia minimizes the noise impact of dog barking by several key factors. First, each playroom for dogs is built with partition walls and drop ceilings which helps mitigate any loud noise. (Most dog facilities rely on chain link fencing) Secondly, Dogtopia uses rubber flooring in all of its playrooms. (Most dog facilities only have concrete floors). The rubber flooring not only promotes a clean and healthy environment but also has sound attenuation qualities. Lastly, 20 Dove Street is a free standing, fully enclosed, brick building. Brick provides a high sound reduction index. These factors will limit any noises to interior of the building.

SUP # 2012-0024

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

Dogtopia of Alexandria has been designed to minimize the impact of odors caused by animal waste. Many of our customers choose us over our competition because it doesn't smell like a "dog" when they come into the building. We clean and sanitize the building from top to bottom twice daily, once during the dog's naptime and another after hours. The facility is fully air-conditioned and all air conditioning and ventilation systems vent to the roof and high grade filters and air exchange systems will provide proper filtration.

See attachment to #8, Dogtopia cleaning procedures.

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)

The proposed use will generate animal waste along with typical office garbage, papers, etc. Any solid animal waste is double bagged prior to placement in the commercial garbage receptors. See attachment to #9, Waste Managment Procedures.

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

We currently are billed for two 96 gallon totes for once weekly pickup. We expect that number to increase in tote and or frequency.

C. How often will trash be collected?

Once per week.

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

As a part of our daily cleaning procedures, we will police the exterior of the site twice daily.

10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

[ ] Yes. [X] No.

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

n/a

Attachment to #8.

SUP 2012-0024

DOGTOPIA Cleaning Procedures

The sample cleaning procedures in the pages that follow were taken from the Dogtopia Operations Manual. Each franchise location is required to follow this cleaning schedule.

Weekly Cleaning Schedule

Shift **Monday**
AM(1-2PM) Anti-bacterial spray & wipe down doors in playrooms
AM(1-2pm) Anti-bacterial spray & wipe down all plexiglass in gym
PM (2-3 Shift) Start Anti-Bac Crate Trays
Pm (2-3 Shift) Wipe down non-plexiglass walls in gym
PM(3-5 Shift) Finish Crate Trays - Bleach spray and wipe down 1/2 of Lounge crates (table side & window)
PM(3-5 Shift) Finish Crate Trays -Bleach spray and wipe down 1/3 of Gym crates

Tuesday
AM (12-1) Anti-bacterial spray & wipe down doors in playrooms
PM (2-3pm) Start Anti-Bac Crate Trays
PM (3-5 pm) Finish Crate Trays - Bleach Spray and wipe down 1/2 of Lounge crates
PM (3-5 pm) Bleach spray and wipe-down 1/3 of gym crates

Wednesday
AM (12-1pm) Anti - Bac spray & wipe down all playroom doors
PM (2-3pm) Start Anti-Bac Crate Trays
PM- (3-5pm) Finish Crate Trays -Bleach spray and wipe-down 1/3 of gym crates.
PM- (3-5pm) Finish Crate Trays. Bleach spray and wipe-down vari-kennels & crates in corner of romper room.

Thursday
AM (12-1pm) Anti-bacterial spray & Wipe Down all playroom doors.
AM (12-1pm) Anti-bacterial spray on all plexiglass in gym
PM (2-3pm) Start Anti - Bac Crate Trays
PM (3-5pm) Finish Crate Trays - Bleach spray and wipe-down half of romper room crates (window side)

Friday
AM (12-1pm) Anti-bacterial spray & Wipe Down all playroom doors.
AM (12-1pm) Take all kongs and soak in bleach water for 10 mins during nap time, rinse thoroughly
PM (2-3pm) Start Anti - Bac Crate Trays
PM- (3-5pm) Finish Crate Trays -Bleach spray and wipe down half of romper room crates (door side)

OPENING PROCEDURES

- Make sure outside area has trash bag, poop bags, water and bowl available; also be sure hose is secure before letting any dog access area
- Hose down outside area thoroughly
- Pick-up beds and stack neatly on shelf in laundry room
- Start a load of Dogtopia bedding laundry.
- Fill water coolers in playrooms, make sure trash bags and poop bags are available in each playroom.
- Bring clean water bowls for both rooms.
- Put away all food in kitchen appropriately and wipe down counters and tables if need be.
- Get dogs up and into appropriate rooms by 7:00 a.m.

BEFORE NAP TIME PROCEDURES

- Small dogs taken outside at 11:00 a.m.
- Small dogs taken back inside and crated for naptime, outside area cleaned and hosed off
- Big dogs taken out & back inside and crated or put into playroom depending on naptime process, outside area cleaned and hosed off
- Mop buckets changed to bleach / water solution for use in playrooms after naptime
- Trash should then be taken out of playrooms, outside area, and any other trash can contents should be discarded in dumpster
- Any other dirty rags or trash should be taken out of playrooms and disposed of properly
- Other assignments such as bleaching trashcans, toys, etc. should be done last

AFTER NAP TIME PROCEDURES

- While dogs are outside;
    - Tie downs are taken up
    - Crate doors are closed and locked
    - Staff should check for food in and around crates, throw away anything found in kitchen trash, not in the rooms
    - Fill water cooler and bowls
    - Get trash bag
    - Get poop bags if needed
    - Get rags and cleaning supplies for p.m.
    - Get walkie-talkie
- Large dogs are then let back inside, the outside area is to be cleaned and hosed off
- Repeat above procedures for smaller dogs

PLAYROOM CLOSING DUTIES

- Wipe down walls and ledges using antibacterial spray; organize table and bin on the wall; throw away trash; wipe down table with antibacterial spray.
- Mop the floor with "Lemonex;" spread water liberally on floor for best coverage; after mopping return crates and other objects back in place
- Remove crate trays and spray with antibacterial spray and wipe down with a rag. Once dry, put trays back into crates to prepare for the next morning.
- Take all dirty rags to laundry room for washing;
- In preparation for the next morning, fill all buckets to bottom of wringer. Do not add bleach or Lemonex until morning. Leave mops propped up in ringers, not down in buckets to extend the life of the mop heads.
- Clean any windows (both sides) in playrooms, evaluation room and any other windows where dogs may have left nose or paw prints.
- Clean outside area; hose down pavement, fence, brick wall, steps and landing thoroughly. Bring in water bowls, crate trays (if left out for cleaning), kongs, etc. Turn off water from inside valve if possible. If cold outside, hose may need to be brought in to avoid freezing; (Turn off hose outside if necessary, coil it, and place in large plastic trash can and bring indoors)
- Take water bowls and any other dirty bowls to kitchen.

DAILY NAP ASSIGNMENTS

Front Desk – Anti-Bacterial spray & wipe down all countertops, cabinet doors & surfaces including under front desk. Take any boarding food back to kitchen & any beds to laundry room or shelf in hallway by steps. Anti-bacterial spray & wipe down trash can, take out trash if needed & replace bag. Sweep & mop floor. Straighten up.

Front (Lobby) Area – Beat out all doormats outside. Anti-bacterial spray & wipe down all surfaces & woodwork in front area & boutique. Dust off all product shelves & tidy merchandise. Sweep & mop lobby & boutique floor with clean bucket (Lemonex) only. Windex front doors inside & out.

Training room/Bathroom hallway – Sweep & mop bathroom hallway & training room floor. Wipe off woodwork with anti-bacterial cleaner. Wipe off table if needed. Windex windows if needed.

Bathrooms – Windex mirror, wipe off all surfaces with anti-bacterial spray (Doors, sink, toilets). Change trash & replace bag. Anti-bacterial spray & wipe down trash can top & rim. Replace toilet paper & paper towels, hand soap if needed. Sweep & mop floor. Anti-bacterial spray water fountain & wipe down. Wipe off door handle & light switch.

Kitchen – Wash all dishes, leave to dry on clean, dry towel on food cart. Wipe down table & countertops with anti-bacterial spray. Wipe under toaster & behind faucet. Tidy food storage cabinets & rack. Sweep & mop floor. Clean refrigerator when necessary. Anti-bacterial spray refrigerator door & cabinet doors. Change trash & replace bag if necessary. Anti-bacterial spray & wipe down trashcan & rim. Refill soap if needed. Windex window if needed.

Lounge – Change futon sheets if needed. Change trash & replace bag if needed. Anti-bacterial spray trashcan top & rim. Dust TV, TV stand if needed. Wipe down futon frames. Anti-bacterial spray & wipe down tables. Sweep & mop floor, including under all furniture, futons, TV stand & crates. Tidy cabinet contents. Tidy tables.

Evaluation room – Wipe down doors & surfaces with anti-bacterial spray. Sweep & mop floor, including under crate. Windex the window.

Playroom hallway – Sweep & mop entire hallway including door jams, holding areas for gym & lounge, under collar bins & loading dock. Pick up rubber mat, take outside, hang on railing & spray off. Sweep & mop under mat. Spot clean doors & walls with anti-bacterial spray. Tidy loading dock & any other areas in hallway that need it (collar areas).

Bath area – Clean tubs with anti-bacterial spray, removing any hair from drain. Wipe down walls & surfaces (including faucets, trash can, hamper, steps) with anti-bacterial spray. Sweep & mop floor. Take any dirty towels to laundry. Restock FOUR (4) green/burgundy striped, neatly folded towels with no holes, tears or stains. Refill shampoo bottles (fill halfway, then top off with water & shake to mix). Wipe aprons if needed.

Laundry room – Tidy laundry room, removing any unnecessary items. Pull out washer & dryer to sweep & mop behind them. Wipe down washer & dryer with anti-bacterial spray. Wipe down walls & surfaces with anti-bacterial spray. Wipe off trashcan top & rim with anti-bacterial spray. Sweep & mop floor. Wash, dry & fold any laundry & put away properly. Folded blue-striped towels go in grooming room, 4 clean, green & burgundy towels in bath area. Restock other Green & Burgundy striped towels under

SUB 2012-0024

Dogtopia

cabinet at front desk, sheets in lounge cabinet. Empty the lint trap. Change trash & replace bag if necessary. Refill hand soap if needed. Clean the sink.

Buckets – Training room bucket (Lemonex). Empty Training Room bucket in laundry room sink (take down the hallway-not through grooming, unless not here) Spray bucket & Mop head out, then refill with ¾ Cup Lemonex & Water to bottom of wringer. Clean hair out of drain, spray down sink. Mop up any spilled water.

Baths – Check for towels & shampoo. Using leash, bring dog to bath area & latch door. Apron is recommended. Coax dog into tub & secure with suction collar(s). Remove regular collar. Use warm water to wet the dog thoroughly except for the head. Lather the dog & wash thoroughly (from neck down) with shampoo. Rinse thoroughly. Towel dry as much as possible. Rinse tub & throw away hair from drain. Deposit towels in hamper. Tie a bandana on the dog to fit it, then slip it off & place it in his/her collar bin. Clean face, eyes, ears if needed.

Outside – Spray down pavement, stairs, walls, fence thoroughly. Pick up as much hair as possible. Wash entire outside area then spray off thoroughly with water only.

Brooms & Dustpans should be returned to Evaluation Room for storage.
All other cleaning supplies should be properly put away & dirty rags taken to laundry.

Attachment to #9.

SUP2012-0024

Dogtopia

Waste Management Procedures

The following steps are used to dispose of waste:

- Dog waste in the Playrooms and other areas is <u>not</u> washed directly into a drainage system.
- All dog waste is picked up immediately by a staff person using 1 mil poly bags.
- It is then placed in a trash can with a large bag and lid.
- Any remaining waste residue is then mopped by a staff person.
- 2-3 times per day trash is then double-bagged, taken outside, and placed into a fully-enclosed industrial grade dumpster.
- The bagging process and enclosed dumpster will control any odors.
- Dogtopia will contract with a waste management company to schedule weekly pick-ups.

SUP # 2012-0024

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. [X] No.

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

n/a

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

n/a

ALCOHOL SALES

13.

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

[ ] Yes [X] 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.

n/a

SUP # 2012-0024

PARKING AND ACCESS REQUIREMENTS

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

7 Standard spaces

13 Compact spaces

_____ Handicapped accessible spaces.

_____ 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)*

[X] 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.

[X] 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? n/a

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

SUP # 2012-0024

B. Where are off-street loading facilities located? _____

n/a

C. During what hours of the day do you expect loading/unloading operations to occur?

n/a

D. 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? [X] Yes [ ] No

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

How large will the addition be? n/a square feet.

18. What will the total area occupied by the proposed use be?

10,837 sq. ft. (existing) + 0 sq. ft. (addition if any) = 10,837 sq. ft. (total)

19. The proposed use is located in: *(check one)*

[X] 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

SUP # 2012-0024

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)

The requested parking reduction for seventeen (17) required parking spaces for the facility.

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

See attachment

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

The size and shape of the parking lot restrict the maximum number of spaces.

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.

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

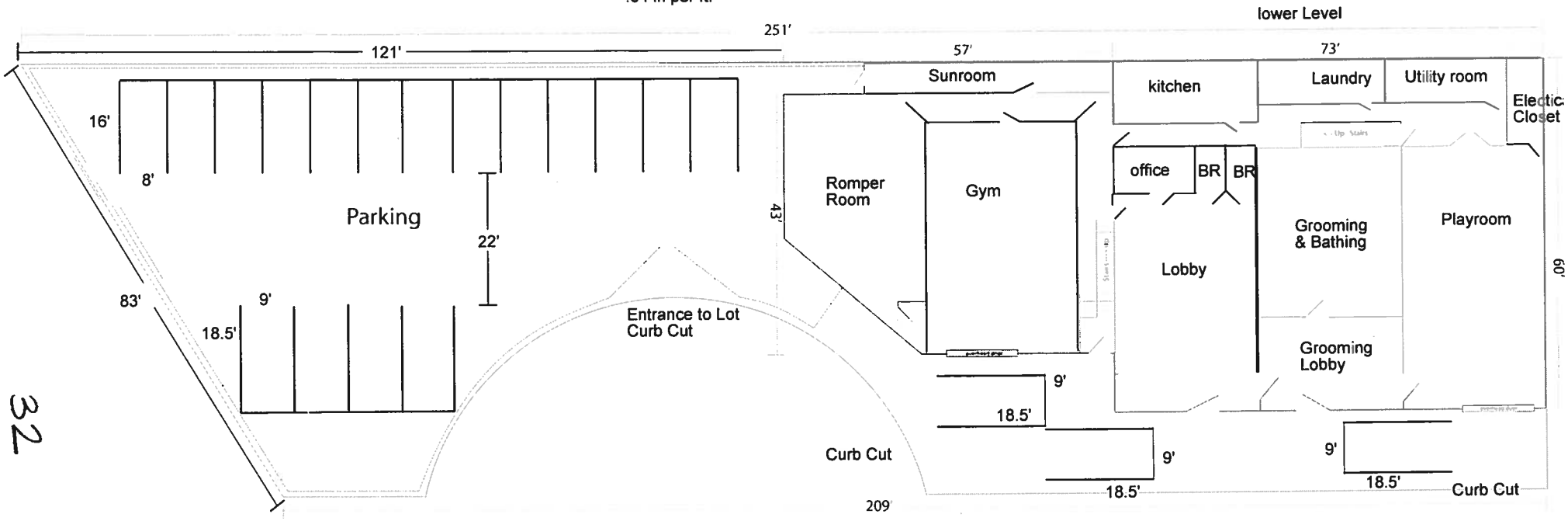
Dogtopia of Alexandria, located at 3121 Colvin Street, opened in 2007. Since opening, it has operated with three (3) usable spaces for customer parking. The nature of our customer interactions is similar to a child daycare. In the morning, customers quickly drop off their dog and continue on their morning commute, then return in the afternoon or evening pick up their dog. During the day our canine patrons have no need for parking. Generally in the mornings Dogtopia will have no more than two (2) customers in the lobby at once, with an average drop-off period of 2 minutes. In the evening, it is generally no more than three (3) customers, with an approximate time spent in Dogtopia about 3-4 minutes. With our staff, consistently over 50% utilize public transportation.

The new location at 20 Dove Street anticipates the same approximate visit time per customer. With 17 spaces allocated for Dove Street, there is more than ample parking to accommodate current customers, future growth, and minimal employee parking. In addition, with the proximity of the Dove Street building to the King Street Metro Station, public transportation for employees becomes more attractive.

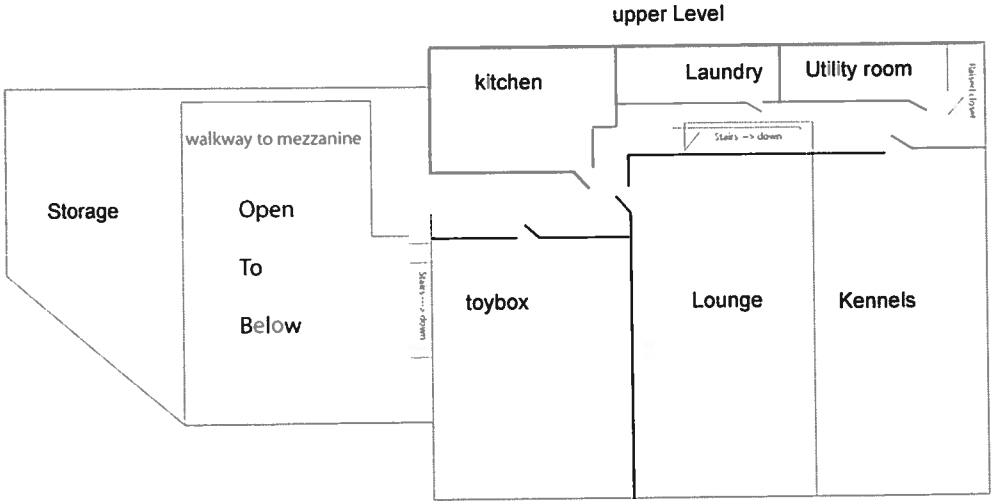
SUP 2012-0024

20 S. Dove St, Alexandria, VA 22314

.04 in per ft.



32



20 S Dove St., Alexandria VA, 22314
Josie's Dog House, LLC
Jeffrey Lutton
10,837 sq ft

SUP 2012-0024

20 Dove St

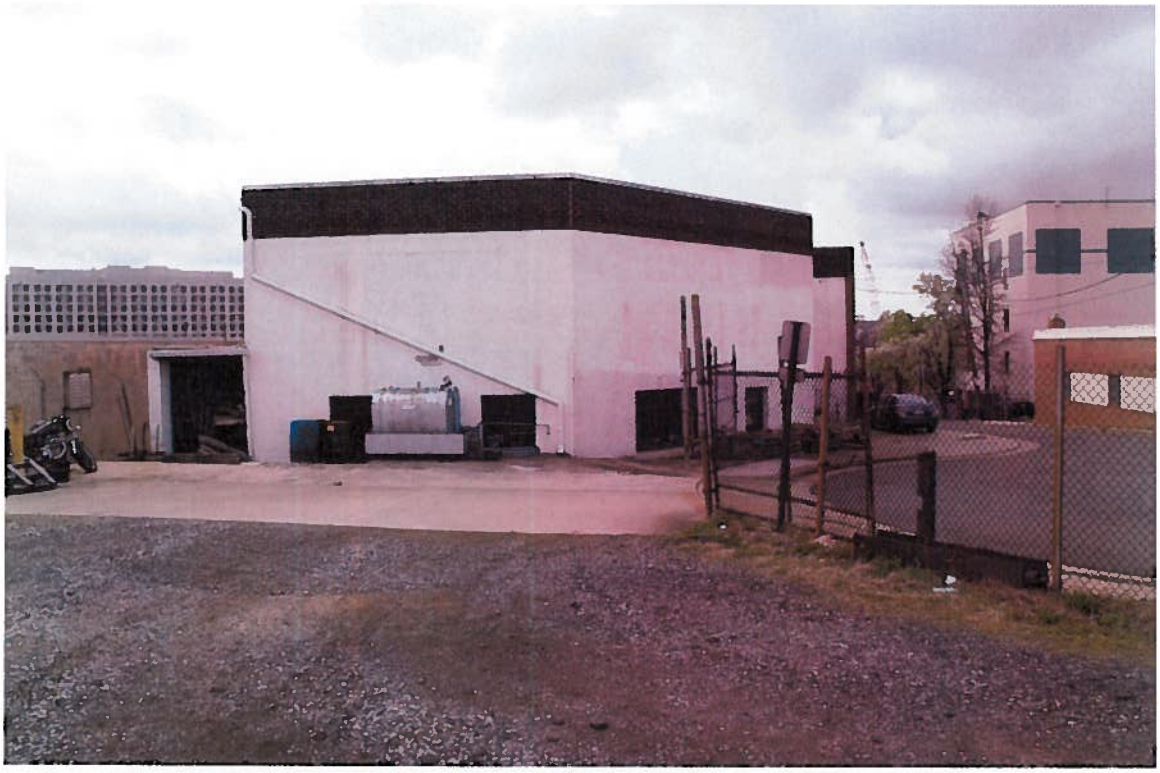
Date Created: 3/22/2012

Legend for Parcel Map
- Highlighted Feature
- Metrorail Stations
- City Boundary
- Address Points
- Metrorail Tracks
- Parcels
- Road Labels
- 2007 Aerial
- Road Centerlines
- Roads
- Railroads
- Buildings
- Parks
- Water
- City of Alexandria

DISCLAIMER: The maps/data presented hereunder are provided "as is" and the City expressly disclaims all warranties, UCC and otherwise, express or implied, including warranties as to accuracy of the maps/data and merchantability and fitness for a particular purpose, and further expressly disclaims responsibility for all incidental, consequential or special damages arising out of or in connection with the use of the application. This information is not survey quality and should not be used to establish property lines or legal descriptions for plats or construction. All boundary information provided on this site is for informational purposes only and not considered official. Official documentation on the information presented are available through various departments within the City of Alexandria

SUP 2012-0024

20 S Dove St



Picture taken from Duke St.

Picture taken from Telegraph Rd ramp.

SUP 2012-0024

March 15, 2012

To Whom It May Concern:

The purpose of this letter is to offer my support of the Special Use Permit (SUP) currently being considered for Dogtopia in Alexandria. As a city resident, and business owner, I have known Jeff Lutton and Dogtopia since early 2007. I attended the opening of Dogtopia in September, 2007 and have since been impressed with everything that they have accomplished. Additionally, Dogtopia has the backing of a locally-based franchisor who is also invested in their ultimate success.

Dogtopia provides a service that competes with the service that my company provides. Yet, I am still willing to support their application, as I see it as a progression in the maturity of our common profession of professional pet care. Pets play a very important role in the lives of many Alexandrians. The role of pets in many families has evolved over the years, and the regulatory environment has usually followed.

The approval of this SUP will allow Dogtopia to provide better care for more pets, will generate additional tax revenue for the city, and will generate more employment opportunities for Alexandrians. All three of these are good reasons for me to support the permit application.

Regards,

Dean De Good
5328 Truman Ave.
Alexandria, Va. 22304

Owner,
Doggywalker.com LLC
708 Pendleton St.
Alexandria, Va. 22314

SUP 2012-0024

24 March 2012

507 Queen Street
Alexandria, VA 22134

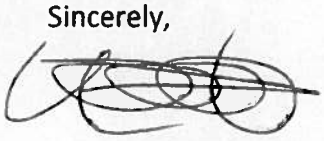
To whom it may concern,

I am writing to give my strongest possible endorsement to the expansion of Dogtopia of Alexandria. I have taken my dog there for both Daycare and Boarding for the last 4 years. Being single as well as active duty military I would not be able to have a dog were it not for a place like Dogtopia. They provide caring and compassionate care for my dog on a regular basis for daycare and are able to accommodate last minute changes in my schedule. I am confident in leaving my dog with them overnight knowing he is being well cared for when I have to travel without him.

Not only does Dogtopia provide a much needed service to the community they are active in the support of the local community. Organizations of note that they support on a regular basis are; K9 Support, The March of Dines, the Alexandria Hospital Breast Cancer Walk, and The Animal Welfare league of Alexandria.

I urge the City of Alexandria to act favorably on Dogtopia of Alexandria's application for a special use permit to be able to expand their services. They provide and essential service to the residents of this city as well as support many local organizations.

Sincerely,



Vincent C. LaPointe

SUP 2012-0024

March 22, 2012
1301 Princess Street
Alexandria, Virginia 22314

To Whom It May Concern:

I am a Homeowner and a Resident of Old Town Alexandria. Most importantly, I am the proud owner of a wonderful Bedlington terrier, Sir Winston. Sir. Winston has the privilege of attending the very best Dog Day Care Center in Old Town, Dogtopia. Sir Winston attends the Dog Day Care, and on occasions when I travel, he has been part of their Overnights. He is well taken care of and a very Happy Pup on my return.

Today, I write in support of Dogtopia's special permit request for expansion. Dogtopia is an awesome service to our community! It is the only professional Dog Daycare Center in town I would ever have Sir Winston attend. The caliber of professionalism exhibited by Jeff, the Owner, and his Team is commendable. All of Dogtopia's Staff Members display a sense of dedication that inspires me. I am always assured that Sir Winston is in good hands when I leave him there. The Team Members seem excited to see Sir. Winston whenever we arrive. Their spirit of camaraderie and teamwork is a service quite enviable and most invaluable to our community! Sir Winston is a well socialized "pup", and I am excited about the contribution Dogtopia has made to his social "dog development". I love the Dogtopia building, as it is vibrant and clean and the bright colors are fresh and inviting. Their Webcam capability is reassuring, and a great value added service Client families can enjoy.

In addition to participating in Dogtopia activities, Sir Winston and I have made contributions to the Animal Welfare League of Alexandria, and we have participated in their Animal Welfare League of Alexandria Annual Dog Walk. I believe organizations like Dogtopia help to make our community unique, and one we are proud to be part of.

I urge you to grant the request for special permit, so that Dogtopia will have the ability to continually meet the needs of other Clients like Sir. Winston. I am happy to support this request with great anticipation. I ask for your favorable approval!

Sincerely,

Jacqueline S. Walker
Dogtopia Client

SUP 2012-0024

Keeping The Books, LLC

More than just numbers...

March 22, 2012

City of Alexandria

To Whom It May Concern:

I am writing this letter to express what a positive influence Dogtopia has had on my life, my dog's life, and the Alexandria community. I adopted a dog from the Alexandria shelter a year and a half ago. She had been abandoned on Route 1 and left to care for herself for several months before being rescued by animal control. Needless to say she entered our lives with a few issues, primarily in socialization and abandonment. Dogtopia has been a godsend working with me on those issues. It has been great to drop her at their facility when I need to travel away from my home office to visit clients, knowing she is well cared for and happy. The knowledgeable staff has not only helped Madison with her socialization skills, but has taught me (an old dog) some new tricks as well!

My dog and I have participated in two of their community outreach activities, a dog wash and a dog walk, both events raised funds for worthy causes such as the March Of Dimes and the Alexandria Animal Welfare League.

We're not sure what we would do without Dogtopia and I am confident that with more space their impact will be even greater!

Sincerely,

Kathryn Greco

Kathryn Greco
President

Tel 703.548.0995 ▪ Fax 703.548.4855 ▪ 146 Martin Lane, Alexandria, VA 22304
kgreco@keeping-the-books.com ▪ www.keeping-the-books.com

SUP 2012-0024

NATIONAL GEOGRAPHIC

Education

To Whom It May Concern:

Thank you for your interest in knowing what Alexandria City residents think about Dogtopia of Alexandria. I am very pleased to share my high regard for the services and staff of the operation on Colvin Street.

When I adopted Ernie, a piebald Dachshund, from the Vola Lawson Shelter of the Alexandria Animal Welfare League four years ago, I was a cautious and picky new dog "parent." I did not want to leave him with just anyone so I looked around for places where he could have positive interactions with other dogs in a clean environment. Dogtopia, right here in our great city of Alexandria, has become a trusted ally in caring for my dog. General Manager Regina Till is a tremendous resource for all things canine. Literally, she may have saved Ernie's life. A mast cell tumor on his leg went undiagnosed by the vet in an early stage, but when Regina spotted it on Ernie, she strongly encouraged me to get another opinion. I am very impressed with such great assistance.

My job requires a lot of travel and my friends cannot always take care of Ernie while I am away. So I have come to rely on Dogtopia with its safe, clean, caring environment – and its web cam. What a fun way to stay connected with your best friend!

Last October, I participated in the event Dogtopia sponsored to raise money for Breast Cancer Awareness month. Ernie proudly sported his pink bandana from the event for a couple of weeks afterward. I hope to be able to participate in the other wonderful community events they support, as they are causes important to all of Alexandria.

I urge you to give full consideration to Dogtopia's request build upon their good work with expanded facilities.

Best Regards,

Karen Gibbs, Home address: 1600 Prince Street, #413, Alexandria, VA 22314

1145 17th Street N.W., Washington, D.C. 20036-4688 Tel (202) 857-7000 Fax (202) 429-5701
www.nationalgeographic.com Recycled-content paper