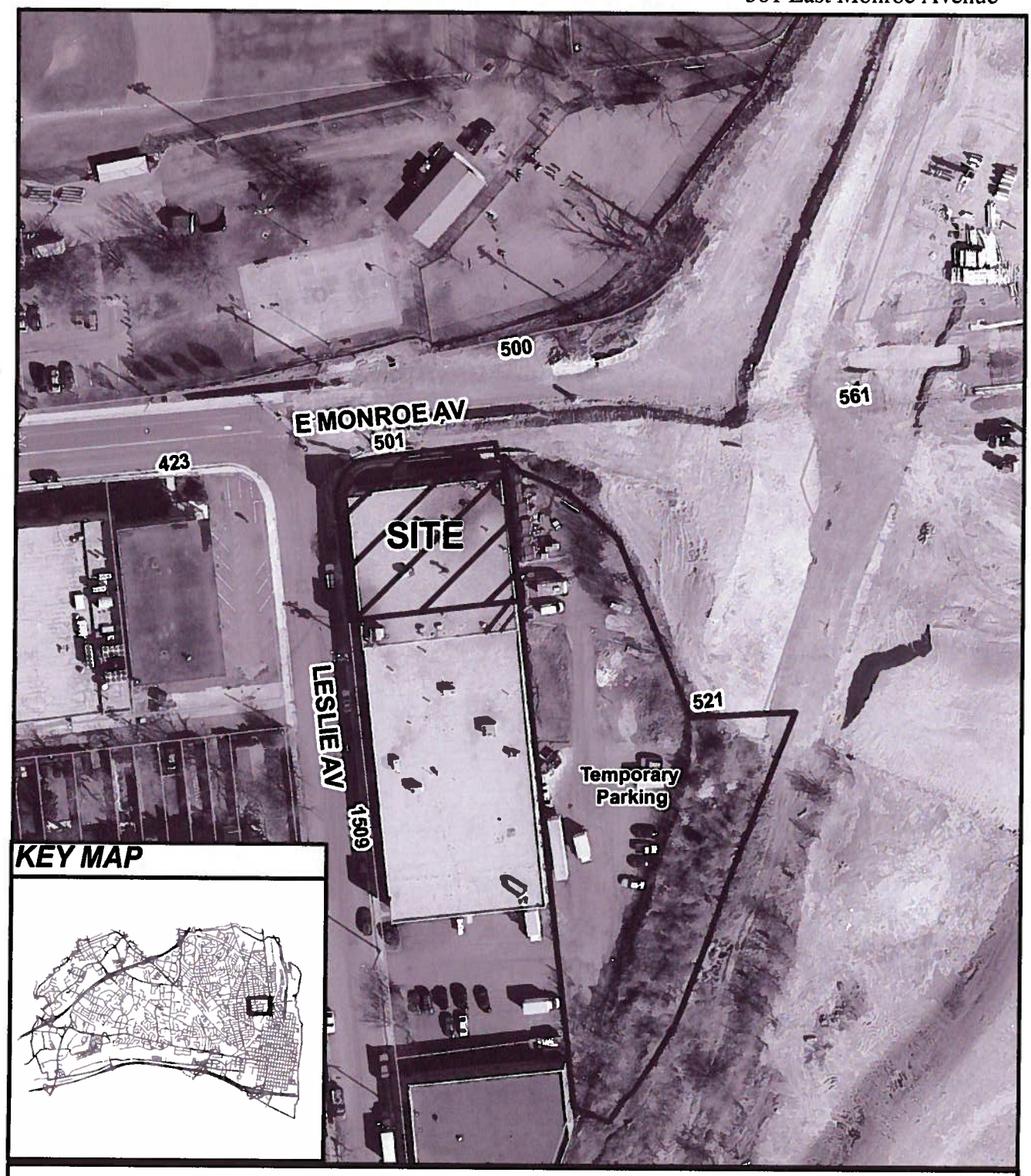
DOCKET ITEM #9
Special Use Permit #2012-0030
501 East Monroe Avenue – Wholesale Business

Application	General Data	
Consideration of a request to operate a wholesale business with a parking reduction.	**Planning Commission Hearing:**	June 5, 2012
	City Council Hearing:	June 16, 2012
Address: 501 East Monroe Avenue	**Zone:**	CSL/Commercial Service Low
Applicant: M.E. Swing Company, Inc.	**Small Area Plan:**	Potomac West

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 #2012-0030 **6/5/2012** N

I. DISCUSSION

The applicant, M.E. Swing, Inc. by David Chamowitz, attorney, requests Special Use Permit approval to operate a wholesale coffee roasting business with a parking reduction at 501 East Monroe Avenue.

SITE DESCRIPTION

The subject site is one lot of record with approximately 102 feet of frontage on Monroe Avenue, approximately 100 feet of frontage on Leslie Avenue and a total lot area of 11,508 square feet. The property is developed with a one-story, 10,200 square-foot warehouse building recently the location of Gold Crust Bakery.

The surrounding area is comprised of a mix of institutional, commercial, and residential uses. Simpson Field and the Alexandria YMCA are located to the north across Monroe Avenue. A newly-renovated office building and the Giant supermarket are located to the west. Residential uses and additional warehouse space, featuring kitchen cabinet and furniture businesses, are located to the south.

Vacant property, once partially occupied by the old Route 1/Monroe Avenue bridge, is located to the east. A Dominion Virginia Power substation and a new City-owned dog park are proposed for the land immediately to the east of the subject site. Potomac Yard Landbay L, on which a new multi-family residential building with ground-level retail and new residential townhouses are planned, is located farther to the east.

BACKGROUND

Gold Crust Bakery operated a commercial bakery in this space from 1999 until it closed last year. It retains ownership of the property. In the most recent SUP approval (SUP#2008-0047) for the bakery in June 2009, City Council approved a condition change to allow a new loading/unloading arrangement using a planned new driveway along the eastern side of the building which would be accessed from a new curb cut on East Monroe Avenue. The planned access arrangement is dependent on a series of complicated land transfers among the Virginia Department of Transportation (VDOT), Dominion Virginia Power, and the City that were the subject of subdivision approval in December 2009 and were re-approved in July 2011 (SUB#2011-0005). The land transfers have not yet occurred but are still planned.

PROPOSAL

The applicant proposes to relocate its wholesale coffee distribution and roasting business from South Pickett Street. Approximately 9,500 square feet of the 10,200 square-foot tenant space will be used for coffee roasting, packaging and associated offices. Coffee roasting is expected to occur only between 7:30 a.m. to 4:00 p.m. Monday through Friday. A space referred to as a "cupping room" will be used primarily for internal coffee testing purposes but will occasionally be open to the public either directly or as a part of facility tours.

An accessory retail/restaurant space with 22 seats will occupy the remaining 1,000 square feet in the building. Here the applicant plans to offer individually-prepared cups of coffee and other coffee drinks and a limited number of pastries and other food items that are baked off-site. Coffee beans, coffee accessories, and a limited number of packaged foods such as chocolates, will be available for retail purchase in this space as well. Additional elements of the applicant's proposal are as follows:

Hours of Operation:	7:30 a.m. – 5 p.m. seven days/week
Restaurant Seats:	22
Number of Customers:	100-200 customers/day
Number of Employees:	Approximately 12 employees are expected
Odors:	Coffee roasting odors will be controlled using a thermal afterburner and catalyzer.
Trash/Litter:	Cardboard, paper waste, food waste and coffee grounds are expected trash, which will be picked up once/week.
Noise:	Minimal noises are expected from the use

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the CSL/Commercial Service Low zone. Section 4-303(CC) of the Zoning Ordinance allows a wholesale use in the CSL zone only with a Special Use Permit. The proposed use is consistent with the Potomac West small area plan chapter of the Master Plan which designates the property for commercial and service uses.

PARKING

According to Sections 8-200(A)(19) of the Zoning Ordinance, a non-storage-related business in an industrial building in this location is required to provide 1.1 parking spaces for each 500 square feet of space plus one space for each 400 square feet of office area. The proposed business, which has 9,000 square feet of non-office space and 1,200 square feet of office space, is therefore required to provide a total of 23 parking spaces.

The applicant will park its vans, delivery trucks, and employee vehicles on a temporary basis in a partially unpaved parking area located to the east/southeast of the site and accessed from Leslie Avenue. The parking area, which the applicant estimates can hold at least 60 vehicles, is currently available to the applicant through a lease between its landlord, Gold Crust Bakery, and Dominion Virginia Power, the owner of the property. The lease is expected to end in the future once the expected land transfers are complete, since Dominion will use one portion of the re-subdivided land to construct a power substation and the City will assume ownership of the remainder for the future extension of East Nelson Avenue between Leslie Avenue and Potomac Yard Landbay L.

Since no parking spaces are being provided on a permanent basis for this use, the applicant is seeking a parking reduction for its entire 23-space requirement.

DELIVERIES

The proposed use includes both the delivery of supplies to the site and the delivery of coffee products from the site to restaurant and retail customers. In terms of supply deliveries to the site, the applicant expects approximately one delivery of raw coffee beans each month that would arrive to the site in large tractor trailer trucks on weekday mornings. Smaller deliveries of paper, cardboard or other supplies will be more frequent and are expected to arrive on smaller trucks.

Loading/unloading activities from these supply trucks will occur in one of two locations. In the short term and until the termination of the Gold Crust's lease with Dominion, all delivery trucks will park in the unpaved parking area and, if necessary, use the loading dock on the eastern side of the building. In the future, most deliveries will occur in the new driveway accessed from East Monroe Avenue, except that the delivery of raw coffee beans is proposed to occur in a yet-to-be-approved on-street loading zone on the south side of East Monroe Avenue in front of the business. The raw beans will be shuttled from the truck parked on-street to the loading dock using forklifts.

The applicant expects to deliver its coffee products to retail/restaurant customers in one of two ways. For long-distance customers, coffee will be shipped using a private delivery service such as FedEx, who will pick up directly at the site. The applicant will use two cargo vans that will be parked in the Dominion-owned lot, for now, and in the new driveway area in the future. The cargo vans are expected to be in the field for most of each working day and should not compete for parking space with delivery vehicles bringing supplies to the business.

II. STAFF ANALYSIS

Staff recommends approval of the proposed coffee wholesale business in this long-standing industrial building. It finds that the light industrial-type use is generally appropriate in this location and that the presence of an accessory retail/restaurant use in this building will help maintain an active street life in this transitional location between the Del Ray neighborhood and the planned redevelopment projects located to the east in Potomac Yard. The proposal also represents an opportunity to retain an existing business that wishes to the relocate and expand within Alexandria.

Parking

The SUP request seeks permission to operate the coffee business with a 23-space parking reduction because the building was constructed without any off-street parking.

Although Gold Crust Bakery was approved for two parking reductions in the past, one of which was a 100% parking reduction, staff is hesitant to support such a request now without the provision of at least some off-street parking on a long-term basis. Currently, parking in the area can be tight during games at Simpson Field and the new soccer fields, even with the recent addition of new on-street parking spaces on both sides of East Monroe Avenue. Staff understands that the recently-renovated office building to the west across Leslie Avenue, which is grandfathered in terms of parking, has also increased demand for parking in the neighborhood. Three new uses are planned nearby that will further increase the demand for on-street parking spaces in the vicinity. A multi-family residential building with ground-level retail and a townhouse project have been approved for Potomac Yard Landbay L and a new dog park is planned to the east of the site on the opposite side of the future Dominion substation. Although additional on-street parking will be available when Main Line Boulevard is built, the residential, athletic, and other uses in the vicinity will compete for those spaces.

Although the applicant reports that it can use the large unpaved area located to the southeast of the property to meet its parking requirement at the present time, this arrangement is only temporary. The land is being leased from Dominion to the applicant through Gold Crust Bakery and once the anticipated land transfers are complete, the City will own part of the land for future right-of-way purposes, while Dominion will own a reconfigured parcel on which it plans to build the power substation. The applicant has requested a full parking reduction of 23 spaces now in anticipation of this future loss of all off-street parking for the use.

Sufficient parking should be available for patrons of the accessory retail/restaurant, which is small at only 22 seats and is likely to be a pedestrian-oriented and high-turnover use, and for small groups that have arranged for facility tours. However, employee parking remains problematic because employees who drive to work would have no alternative but to park on-street all day. This situation is likely to increase competition for on-street spaces, at least during certain times of the day, and could potentially push drivers toward parking in adjacent residential areas. Staff has asked the applicant to explore off-street arrangements with neighboring businesses, such as the YMCA, but it reports that it has been unable to reach an agreement since it is unsure when it would lose the right to use the existing unpaved parking lot. Staff is therefore recommending condition language in this report (Condition #16) to require the applicant to

provide at least 10 off-street parking spaces, which would be intended for employees, to the satisfaction of the Directors of Planning & Zoning and Transportation & Environmental Services. Condition #16 also requires that the applicant's employees be required to park off-street.

Deliveries

Staff has also closely considered the matter of supply deliveries at the site. Staff has no objection to the short-term delivery plan in which the applicant will continue accessing the existing loading dock from Leslie Avenue by way of the Dominion property. The long-term plan for deliveries, in which the existing loading dock will be accessed by way of the new driveway from East Monroe Avenue, also appears adequate for most delivery trucks. However, the large tractor trailer trucks expected to bring raw coffee beans to the site will not be able to turn into the new driveway. In addition, the 12-foot width of the new driveway, which will be bordered by walls on either side, is likely too narrow for these large delivery trucks.

Staff asked the applicant to consider receiving raw beans more frequently using smaller delivery trucks, but it reports that this arrangement is not possible through its distributor at the present time. As an alternative, staff is recommending (Condition #14) that the applicant be allowed to load/unload from large tractor trailer trucks parked on East Monroe Avenue in a new loading zone. Although final approval rests with the Traffic & Parking Board, the most convenient location for the new zone would be directly in front of the business on the south side of East Monroe Avenue. While staff is concerned about the displacement of parking spaces that would result from a new loading zone, no alternative exists to allow large truck deliveries here, and the large truck deliveries are only expected to occur about once each month. Staff has included restrictions in Condition #14 regarding the frequency (not more than once each week) and the times (only between 7 am and 12 noon on weekdays) that on-street loading/unloading may occur to further ensure that the area remains open for public parking to the extent possible.

Staff is recommending several conditions to address matters in addition to parking and deliveries. Some conditions incorporate standard language regarding matters such as hours of operation, litter, and trash storage. In addition to its standard condition requiring the applicant to control odors from becoming a nuisance to neighboring properties, the applicant will be required in Condition #13 to install the thermal afterburner/catalyzer as it has already indicated it will do. This equipment, which works by super-heating air from inside the roasting machines to eliminate odor-causing particles, should effectively mitigate potential coffee odors. Condition #2 regarding the hours of operation also prevents coffee roasting from occurring during overnight hours, which is consistent with the applicant's representation that such activities will only occur during its normal business hours.

In conclusion, staff believes that the use is generally a good fit for this location. The proposed move demonstrates the growth of a popular and successful local business. With the inclusion of several standard and special conditions 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 of operation for the wholesale business (including the roasting of coffee) and accessory uses shall be limited to between 7:30 a.m. and 5 p.m., seven days/week. (P&Z)

3. The maximum number of restaurant seats at the site shall be 22. The on-site restaurant shall remain accessory to the wholesale business use to the satisfaction of the Director of Planning & Zoning at all times and shall not include a separate entrance or hours of operation that exceed those permitted in Condition #2. (P&Z)

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

5. No alcohol sales shall be permitted at the accessory restaurant/retail business. (P&Z)

6. No live entertainment shall be permitted on the premises. (P&Z)

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

8. Trash and garbage shall be placed in sealed containers which do not allow odors to escape and shall be stored inside or in closed containers which do not allow invasion by animals. No trash or debris shall be allowed to accumulate on site outside of those containers. (P&Z)

9. 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)

10. Coffee serving equipment shall not be cleaned outside, nor shall any residue be washed into the streets, alleys or storm sewers. (T&ES)

11. All waste products including but not limited to organic compounds (solvents), motor oil, compressor lubricant and antifreeze 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)

12. The applicant shall install thermal/catalytic afterburners to control odors and other emissions from the primary and secondary coffee roasting devices. The applicant shall also control any other odors, smoke and 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)

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

14. Loading/unloading activities shall only occur in location(s) to the satisfaction of the Directors of Planning & Zoning. If on-street loading is necessary for large tractor trailer trucks, such loading shall occur only once each week and only on weekdays between the hours of 7 am and 12 noon. The applicant shall apply for loading zone approval from the Traffic & Parking Board. (P&Z)(T&ES)

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

16. 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)

17. The applicant shall maintain an up-to-date parking agreement for a minimum of 10 parking spaces to the satisfaction of the Directors of Planning and Zoning and Transportation and Environmental Services. (T&ES)

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

19. The Director of Planning and Zoning shall review the Special Use Permit after it has been 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 has received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, 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:

F-1 Location of on street loading will be determined through Traffic and Parking Board's approval. (T&ES)

R-1 Coffee serving equipment shall not be cleaned outside, nor shall any residue be washed into the streets, alleys or storm sewers. (T&ES)

R-2 The applicant shall install thermal/catalytic afterburners to control odors and other emissions from the primary and secondary coffee roasting devices. The applicant shall also control any other odors, smoke and 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-3 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-4 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)

R-5 The hours for on street loading shall be limited to 7:00 am – 12:00 pm. (T&ES)

R-6 All waste products including but not limited to organic compounds (solvents) 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-7 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)

R-8 The applicant shall maintain an up-to-date parking agreement for a minimum of 10 parking spaces to the satisfaction of the Directors of Planning and Zoning and Transportation and Environmental Services. (T&ES)

R-9 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)

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 Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99).

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. The building currently contains a mixed use group of F-1 and B. The new use group appears to contain the following use groups F-1, M, S and B

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 registered 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 of structural strength, use group, number of stories, type of construction, floor area per floor, means of egress, passive and active fire protection systems, heating and ventilating systems, handicapped accessibility and plumbing facilities. (USBC, Chapter 34, Code Analysis)

C-4 The packaging and storage of the commodity being stored and packaged has the potential of being classified as a Class III commodity in accordance with NFPA 13, 2007. The code analysis should include detailed information on how the commodity will be stored prior to and after the factory process occurs. Provide detailed information on the type of storage and location of storage within the building. Additional information such as storage height, roof height, racks, bins, flues, pallets, encapsulation etc. should also be

included to assist in a proper code evaluation analysis. (USBC, Chapter 9, NFPA 13, 2007)

C-5 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).

C-6 Any proposed future alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).

C-7 When a change of use requires a greater degree of structural strength, fire protection, exit facilities or sanitary provisions, a construction permit is required.

C-8 A Certificate of Use of Occupancy is required prior to opening. Since this space will contain mixed uses, the certificate must state the purpose for which each space is to be used in its several parts.

C-9 The most restrictive type of construction shall apply to the structure for height and area limitations for non-separated mixed uses. If the applicant chooses separated mixed uses, defined rated walls as well as door and hardware shall also be indicated in the design documents submitted for a building permit.

C-10 Required exits, parking, and accessibility within the building for persons with disabilities must comply with USBC Chapter 11. Accessible bathrooms shall also be provided.

C-11 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-12 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-13 Electrical wiring methods and other electrical requirements must comply with NFPA 70, 2008.

C-14 A rodent control plan shall be submitted to this office for review and approval prior to occupancy. This plan shall consist of the following:
(a) Measures to be taken to control the placement of litter on site and the trash storage and pickup schedule.
(b) How food stuffs will be stored on site.
(c) Rodent baiting plan.

Health:

F-1 An Alexandria Health Department Permit is required for all food establishments. A permit shall be obtained prior to operation, and is not transferable between one individual or location to another.

F-2 Plans shall be submitted to the Health Department through the Multi-Agency Permit Center. Plans shall be submitted and approved by the Health Department prior to construction. There is a $200.00 plan review fee payable to the City of Alexandria.

F-3 Plans shall comply with Alexandria City Code, Title 11, Chapter 2, The Food and Food Handling Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility, including the hot water heater.

F-4 Facilities engaging in the following processes may be required to submit a HACCP plan: Smoking as a form of food preservation; curing food; using food additives to render food not potentially-hazardous; vacuum packaging, cook-chill, or sous-vide; operating a molluscan shellfish life-support system; and sprouting seeds or beans.

F-5 A Certified Food Manager shall be on-duty during all operating hours.

F-6 The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions.

F-7 Wood flooring in eating areas shall be finished in a manner that is smooth, durable, easily-cleanable, and non-absorbent. In many cases, original wooden flooring in historical structures may not be suitable for food service facilities.

Parks and Recreation:

F-1 No comments received

Police Department:

F-1 No comments received

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		3/26/12
Print Name of Applicant or Agent	Signature	Date
612-D South Pickett Street	703-370-5050	703-370-7286
Mailing/Street Address	Telephone #	Fax #
Alexandria, VA 22304	mark@swingscoffee.com	
City and State / Zip Code	Email address	

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

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

SUP # 2012-0030

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
   [X] 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.

MARK WARMUTH 9605 Sotwell Dr Potomac MD 55%

JENNIFER WARMUTH 9605 Sotwell Dr Potomac MD 45%

SUP 2012-0030

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 Christou	6200 Columbia Pike Rd, Hyattsville	70
2. Chris Christou	"	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 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. Mark Warmuth	None	
2. Jennifer Warmuth	None	
3. Paul Christou Chris Christou 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

SUP # 2012-0030

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?

[X] **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 with 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.

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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:	Hours:
Monday - Friday	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.

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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:

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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:

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.

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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

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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.

SUP # 2012-0030

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?

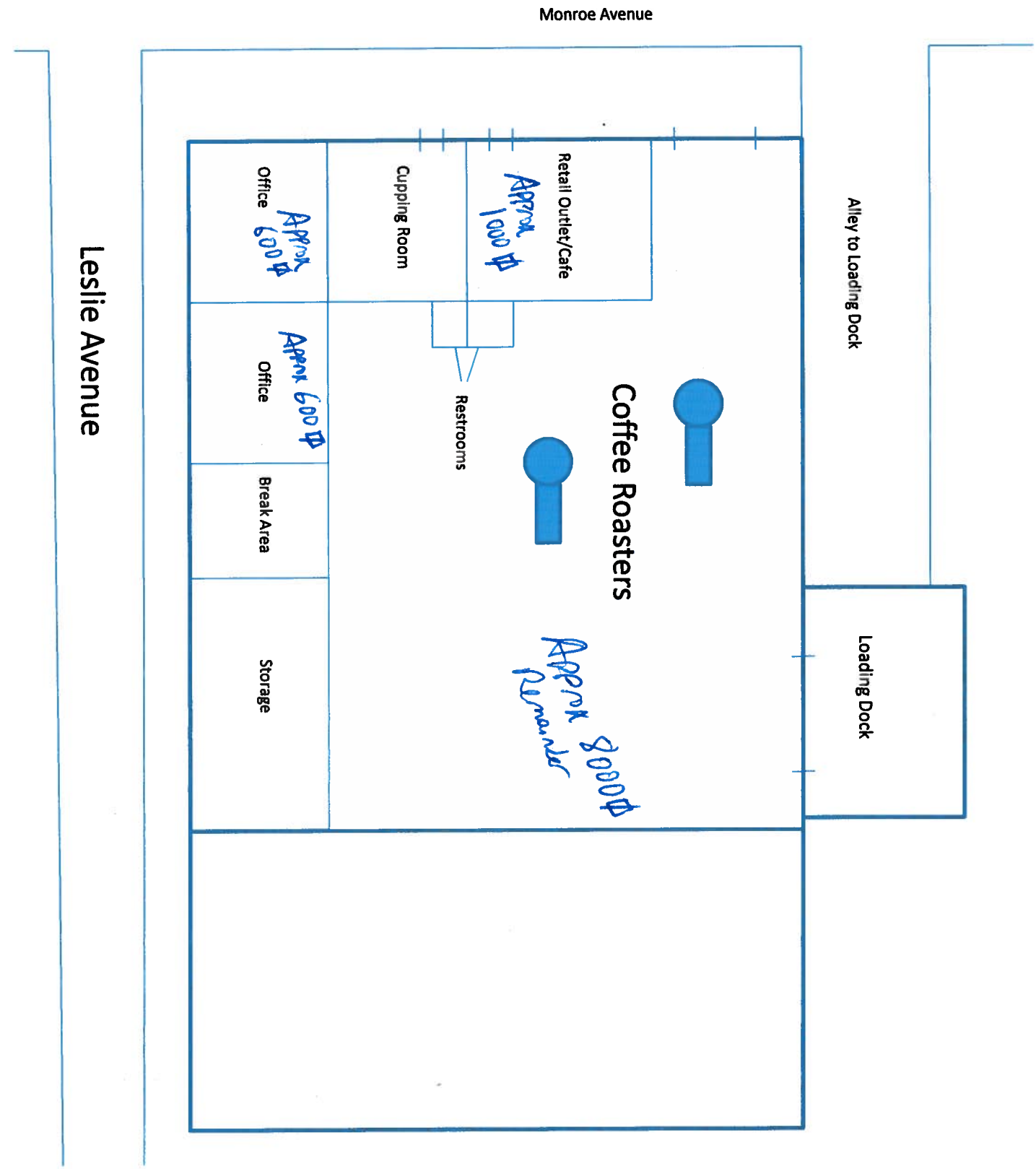
10,844 sq. ft. (existing) + _____ sq. ft. (addition if any) = 10,844 sq. ft. (total)

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

SUP2012-0030

501 E. Monroe Ave - Floor Plan



DATED AUGUST 3RD, 2010.

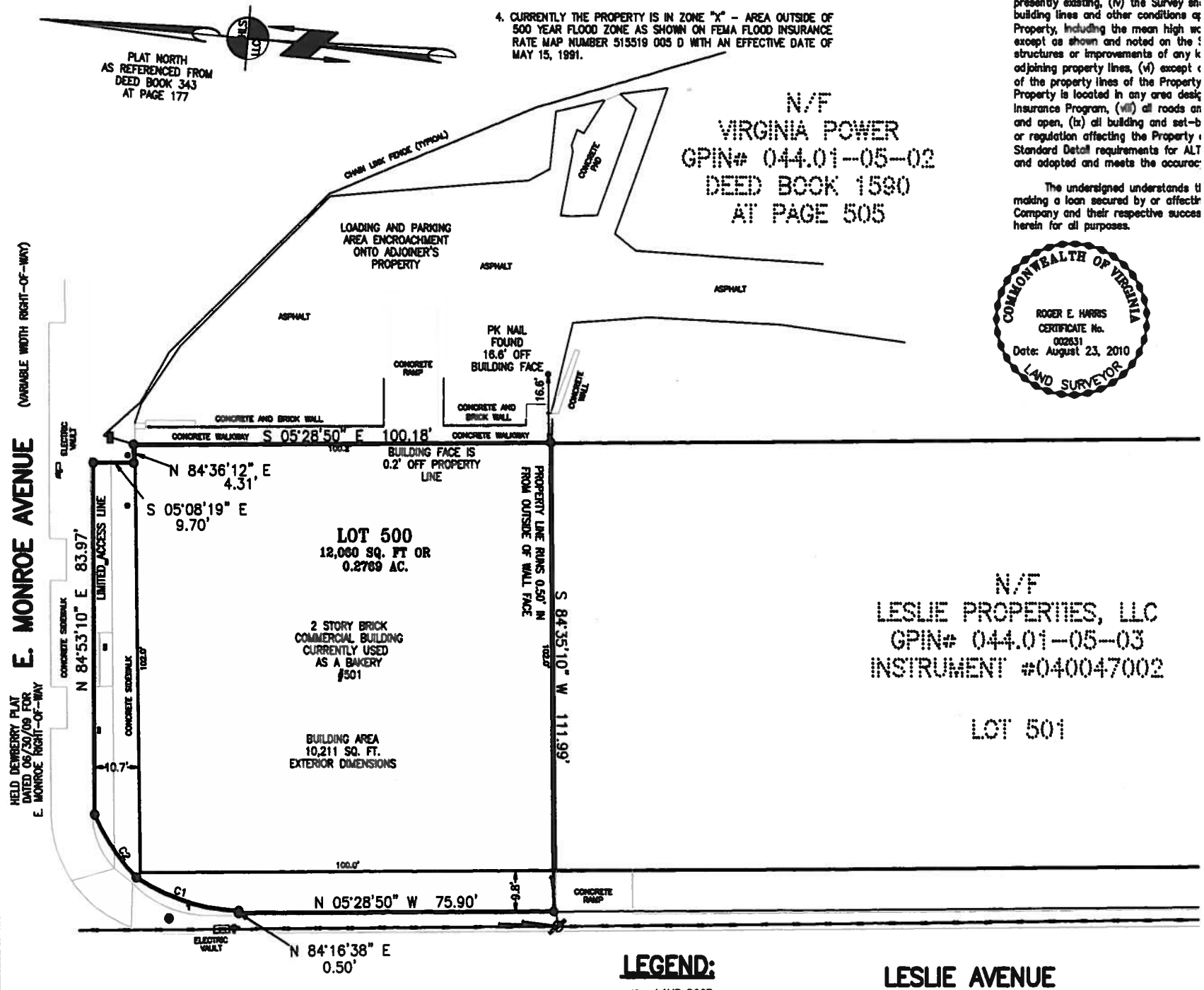
3. CURRENT PROPERTY ZONING IS CSL UNDER THE CITY OF ALEXANDRIA ZONING ORDINANCE.

4. CURRENTLY THE PROPERTY IS IN ZONE "X" – AREA OUTSIDE OF 500 YEAR FLOOD ZONE AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP NUMBER 515519 005 D WITH AN EFFECTIVE DATE OF MAY 15, 1991.

(the "Property") shown thereon, (ii) t
the property lines shown on the reco
the Survey shows the location of all
presently existing, (iv) the Survey sh
building lines and other conditions ap
Property, including the mean high wa
except as shown and noted on the S
structures or improvements of any k
adjoining property lines, (vi) except a
of the property lines of the Property
Property is located in any area desig
Insurance Program, (viii) all roads an
and open, (ix) all building and set-b
or regulation affecting the Property
Standard Detail requirements for ALT
and adopted and meets the accurac

The undersigned understands th
making a loan secured by or affectin
Company and their respective succes
herein for all purposes.

COMMONWEALTH OF VIRGINIA
ROGER E. HARRIS
CERTIFICATE No.
002631
Date: August 23, 2010
LAND SURVEYOR



LEGEND:

- – LAMP POST
- – WATER MANHOLE
- – GUY WIRE
- – POWER POLE

LEGAL DESCRIPTION:

LOT FIVE HUNDRED (500) OF THE DIVISION OF PARCEL ONE,
RICHMOND, FREDERICKSBURG AND POTOMAC RAILROAD COMPANY

GRAPHIC SCALE

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SUP 2012-0030

Docket Item No. 9
SUP # 2012-0030

Del Ray Citizens Association

Established 1954
delraycitizens@yahoo.com

P.O. Box 2233, Alexandria, VA 22301
http://www.delraycitizen.org

June 5, 2012

Faroll Hamer, Director, Department of Planning and Zoning
City Hall, Room 2100
Alexandria, VA 22314

Subject: SUP# 2012-0030; ME Swings at 501 E. Monroe Avenue

Dear Ms. Hamer,

On April 20, 2012 the Del Ray Citizens (DRCA) Land Use Committee (LUC) met with David Chamowitz, the Agent for SUP# 2011-0087 and the Mark Warmuth, the owner of ME Swings.

The DRCA LUC had a congenial conversation with the David and Mark. David and Mark shared their plans for opening a wholesale coffee roasting facility with retail café/coffee outlet.

The LUC members are very comfortable with this application and the neighbors attending the meeting were in full support of the business. In addition to the Planning Staff's recommendations, the Del Ray Citizens Association Executive Board supports the application with the additional recommended conditions:

1) the applicant shall install bicycle racks and,

2) the applicant shall work with staff to secure employee parking weekdays at the YMCA and weekends at Reingold, Inc.

Sincerely,

Co-Chair
Land Use Committee
KRISTEN K. GEDEON

cc:
Barbara Ross, Deputy Director of Planning and Zoning
Nathan Randall, Urban Planner
Kendra Jacobs, Administrative Supervisor
David Chamowitz, ME Swings Agent
Sean Crumley, DRCA President

Enclosures

Celebrating 100 years of the Town of Potomac
1908 - 2008