

# APPLICATION for SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2010-0003

PROPERTY LOCATION: **325 South Washington Street and 707 Wolfe Street, Alexandria, Virginia**

TAX MAP REFERENCE: **74.04 02 14 & 24** ZONED: **CD/Commercial Downtown and RM**

APPLICANT Name: **325 South Washington Street, LLC**  
Address: **8907 Grist Mill Woods Court, Alexandria, Virginia 22309**

PROPERTY OWNER Name: **Susan Jocelyn**  
**1209 Prince Street, Alexandria, Virginia 22314-2916**

PROPOSED USE: **Special Use Permit to operate a restaurant and a Parking Reduction Special Use Permit pursuant to Section 8-100 (A) (4) of the Alexandria Zoning Ordinance.**

**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.

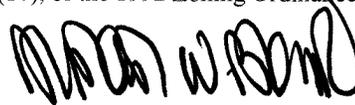
**THE UNDERSIGNED** hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning Commission 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.

**Land, Clark, Carroll, Mendelson & Blair, P.C.**

**Duncan W. Blair, Esquire**

*Print Name of Applicant or Agent*

*Signature*



**524 King Street**

*Mailing/Street Address*

*Telephone #*

**(703) 836-1000**

*Fax #*

**(703) 549-3335**

**dblair@landclark.com**

**Alexandria, Virginia 22314**

*City and State Zip Code*

**January 19, 2010**

*Date*

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

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

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

SEP 2010 - 0003

**Property Owner's Authorization**

On behalf of property owner of **325 South Washington Street and 707 Wolfe Street**, I hereby grant the applicant authorization to apply for the **Special Use Permit to operate the Restaurant** as described in this application.

Name: **Susan Jocelyn**



Date: **January 19, 2010**

Address: **1209 Prince Street, Alexandria, Virginia 22314-2916**

Phone: 571-239-0615

E-mail: - 0 -

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. Nancy Knoepfel	8907 Grist Mill Woods Ct. Alexandria, VA 22309	100%
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 325 S. Washington St. (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. Susan Jocelyn	1209 Prince Street Alexandria, VA 22314	100%
2.		
3.		

3. Business or Financial Relationships. Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose **any** business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

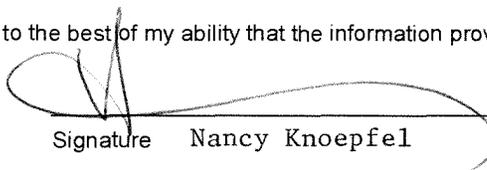
Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. <del>None</del> Nancy Knoepfel	None	Planning Commission City Council
2.		
3.		

**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.

1/19/10  
Date

Nancy Knoepfel  
Printed Name

  
Signature Nancy Knoepfel

## OWNERSHIP AND DISCLOSURE STATEMENT

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1. Susan Jocelyn	None	Planning Commission City Council
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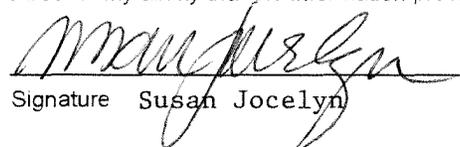
As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

1/19/2010

Date

Susan Jocelyn

Printed Name


  
Signature Susan Jocelyn

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*)

the Owner

Contract Purchaser of the building

Lessee or

Other: \_\_\_\_\_ of the subject property.

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

**325 South Washington Street, LLC is a Virginia limited liability company. The sole member and manager of the limited liability company is Nancy Knoepfel. Nancy Knoepfel's mailing address is: 8907 Grist Mill Woods Court, Virginia 22309. It is anticipated that additional individuals or entities will become members of the limited liability company.**

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, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. (Attach additional sheets if necessary)

**325 South Washington Street, LLC, a Virginia limited liability company (the “Applicant”) is requesting a special use permit to open a full service restaurant in the former Nancye Flemming Dress Shop building on the northeast corner of South Washington Street and Wilkes Street in the Old and Historic District of Alexandria. The restaurant will have 110 indoor seats and 28 outdoor dining seats on South Washington Street. The operation will focus on warm hospitality and great meals, with an open concept to kitchen, a Chef’s table and a separate dining area for to host private events; such as, rehearsal dinners, private parties or business meetings.**

**USE CHARACTERISTICS**

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

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

- 5. Please describe the capacity of the proposed use:

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

**The Applicant anticipates the restaurant will have approximately 200 dining patrons. Dining patrons will consist primarily of nearby residents, employees of nearby businesses, shoppers and visitors to the Old and Historic District of Alexandria.**

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

**Approximately thirty-five (35) to forty (40) individuals will be employed on a full or part time basis. The anticipated maximum number of employees on site at any one time is sixteen (16).**

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

Day:	Hours:
<b>Sunday</b>	<b>10:30 A.M. – 10:00 P.M.</b>
<b>Monday – Wednesday</b>	<b>11:00 A.M. – 11:00 P.M.</b>
<b>Thursday and Friday</b>	<b>11:00 A.M. – 12:00 A.M.</b>
<b>Saturday</b>	<b>10:00 A.M. – 12:00 A.M.</b>

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

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

**It is not anticipated that noise levels will exceed permitted levels under the Alexandria City Code.**

B. How will the noise from patrons be controlled?

**It is not anticipated that patron noise will be a source of complaints; as such, no extraordinary noise mitigation and control measures are warranted.**

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

**It is not anticipated that offensive odors will emanate from the use of the property as a restaurant.**

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 space, food wrappers)

**The type of volume of trash and garbage generated by the restaurant will be mainly refuse from products received (i.e. cardboard delivery boxes) and from general restaurant operations (product remnants). Trash and garbage will be deposited and stored in the commercial dumpster on the dumpster pad shown on the site plan.**

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

**The restaurant will generate approximately less than one dumpster per day.**

C. How often will trash be collected?

**Trash and garbage will be collected by a commercial collector three (3) days a week.**

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

**Litter is not an anticipated problem; however, the restaurant's staff will self-police the adjacent right-of-way.**

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:

**Small quantities of materials defined as hazardous, generally recognized to be appropriate for use by restaurants in the operation of the business, will be stored, used as solvents, and disposed of in accordance with applicable regulations.**

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:

**Small quantities of organic compounds, generally recognized to be appropriate for use by restaurants in the operation of the business, will be stored, used as solvents, and disposed of in accordance with applicable regulations.**

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

**The location and the proposed hours of operations of the restaurant should provide a safe environment for its patrons and staff. It is not anticipated that extraordinary security measures will be required.**

**ALCOHOL SALES**

13. 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.

**On-premise consumption of beer, wine and spirits.**

**PARKING AND ACCESS REQUIREMENTS**

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

  13        Standard spaces. **Onsite Surface Parking**

  N/A        Compact spaces.

  1        Handicapped accessible spaces. **Onsite Surface Parking**

  45        Other. **Offsite Surface Parking 6:00 pm – 6:30 am daily.**

<b>Planning and Zoning Staff Only</b>
Required number of spaces for use per Zoning Ordinance Section 8-200A
Does the application meet the requirement?
<input type="checkbox"/> Yes <input type="checkbox"/> No

B. Where is required parking located? (*check one*)

on-site

off-site (*check one*)

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

**Williams Lot, 711 Wilkes Street, Alexandria, Virginia.**

**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?

**None, per Alexandria Zoning Code Section 8-200(B)(5), the building was constructed prior to June 25, 1963.**

<b>Planning and Zoning Staff Only</b>
Required number of loading spaces for use per Zoning Ordinance Section 8-200
Does the application meet the requirement?
<input type="checkbox"/> Yes <input type="checkbox"/> No

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

**Rear lot of property at existing loading door.**

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

**It is anticipated that loading and unloading activities will occur Monday – Friday 9:00 a.m. – 3:00 p.m.**

- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

**It is anticipated that there will be 5 -6 deliveries per day Monday - Friday.**

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?

**Street access to the property is adequate.**

### 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?      N/A

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

4800 sq. ft. (existing) + -0- sq. ft. (addition if any) = 4800 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:

**RESTAURANT SUPPLEMENTAL APPLICATION**

All applicants requesting A Special Use Permit or an Administrative Use Permit for a restaurant shall complete the following section.

1. How many seats are proposed?

Indoors: 110 Outdoor: 28 Total numbers proposed: 138

2. Will the restaurant offer any of the following?

Alcoholic beverages (SUP only) X Yes        No.

Beer and wine – on-premises X Yes        No.

Beer and wine – off-premises        Yes X No.

3. Please describe the type of food that will be served:

**Regional comfort food including specialties and American fare.**

4. The restaurant will offer the following service (check items that apply):

X table service X bar        carry-out        delivery

5. If delivery service is proposed, how many vehicles do you anticipate? N/A

Will delivery drivers use their own vehicles?        Yes.        No.

Where will delivery vehicles be parked when not in use?

6. Will the restaurant offer any entertainment (i.e. live entertainment, large screen television, video games)? X Yes.        No.

If yes, please describe:

**One piano operating on some evenings.**

**Parking impacts.** Please answer the following:

A. What percent of patron parking can be accommodated off-street?

(Check one)

- 100%
- 75-99%
- 50-74%
- 1-49%
- No parking can be accommodated off-street

B. What percentage of employees who drive can be accommodated off the street at least in the evenings and on weekends?

(Check one)

- All
- 75-99%
- 50-74%
- 1-49%
- None

C. What is the estimated peak evening impact upon neighborhoods?

(Check one)

- No parking impact predicted
- Less than 20 additional cars in neighborhood
- 20-40 additional cars
- More than 40 additional cars

**Litter plan.** The applicant for a restaurant featuring carry-out service for immediate consumption must submit a plan which indicates those steps it will take to eliminate litter generated by sales in that restaurant.

**Alcohol Consumption and Late Night Hours.** Please fill in the following information.

1. Maximum number of patrons shall be determined by adding the following:

- Maximum number of patron dining seats
- Maximum number of patron bar seats
- Maximum number of standing patrons
- Maximum number of patrons

2. 16 Maximum number of employees by hour at any one time

3. Hours of operation. Closing time means when the restaurant is empty of patrons. (check one)

- Closes by 8:00 P.M.
- Closes after 8:00 P.M. but by 10:00 P.M.
- Closes after 10:00 P.M. but by Midnight
- Closes after Midnight

4. Alcohol Consumption (check one)

- High ratio of alcohol to food
- Balance between alcohol and food
- Low ratio of alcohol to food

**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 required parking for the restaurant is thirty-five (35) parking spaces. Fourteen (14) spaces are being provided on the surface parking facility at the rear of the restaurant and forty-five (45) spaces available daily between the hours of 6:00 pm and 6:00 am on the surface operated by Williams Parking at 717 Wilkes Street within five hundred (500) feet of the Property (the fifty-nine (59) spaces are collectively the "Parking").**

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

**The Parking is sufficient to meets the needs of the restaurant.**

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

**The parcels of land on which the restaurant will operate do not have sufficient land area for additional surface parking spaces and below grade parking is not feasible.**

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.

**SEE ATTACHED.**

6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.

**The amount of parking being provided is in excess of the amount of parking required by the Alexandria Zoning Ordinance.**

**PARKING MANAGEMENT PLAN  
325 South Washington and 711 Wilkes Street**

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**The owners of the restaurant will advertise the availability and location of the Parking in all its advertising, with signage in the restaurant and at the time reservations are made. Patrons will be first directed to the Wilkes Street parking spaces and will self park. The rear parking facility will also be for patron use, but the goal of the Parking Management Plan is to encourage the use of the Wilkes Street lot.**