



SUP # 2011-0049

# Administrative Special Use Permit Application

Please type or print legibly

PROPERTY LOCATION: 608 Montgomery street; Alexandria, VA 22314  
ZONE: CDX TAX MAP REFERENCE: 054.04-03-04

### APPLICANT'S INFORMATION:

Applicant: Stephen Mann Business/Trade Name: T.J. Stone's Inc.  
Address: 608 Montgomery street; Alexandria, VA 22314  
Phone: 703-864-9007 Email: mcgees29@aol.com

### PROPOSED USE:

- Day Care Center
- Restaurant
- Outdoor Dining (not within the King Street Retail Overlay)
- Light Auto Repair
- Overnight Pet Boarding
- Live Theater
- Outdoor Food and Crafts Market Center
- Outdoor Garden Center
- Catering Business
- Outdoor Display
- Valet Parking

### Please read and sign after the statement:

I have read and understand the general standards and the requirements for the use for which I am applying and have attached the Worksheet for the use.

Signature: \_\_\_\_\_

Please submit the following with this application form:

Site Plan At a minimum, show and label the subject property, surrounding buildings, and streets. Show, label and give dimensions for all parking spaces, entrances and exits, and trees and shrubbery.

Floor Plan At a minimum, show and label all interim features inside and outside seats, tables, counters, equipment, etc. as appropriate to the use. Show, label and give dimensions for all entrance and exit doors and windows, rooms/areas, staircases, elevators and bathrooms.

Worksheet for specific use from Checklist and Worksheet package.

Other materials, as required by specific use (see Guide to Administrative SUPs Checklist & Worksheets).

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**PROPERTY OWNER'S AUTHORIZATION** → Public sidewalk

As the property owner, I hereby grant the applicant use of 606+608 Montgomery St (property address), for the purposes of operating a Outdoor dining (use) business as described in this application.

I also grant permission to the City of Alexandria to visit, inspect, photograph and post placard notice on my property.

Name: Helen G. Burns Phone: 703/568-5933  
 Address: 1202 Russell Rd. Alexandria, VA 22301 Email: hburns1202@gmail.com  
 Signature: Helen G. Burns Date: 06-27-11

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

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

Stephen Mann - 100%

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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.

USE CHARACTERISTICS

2. Please give a brief statement describing the use:

outdoor patio - 5 tables (20 seats)  
food & beverage service

3. Please describe the proposed hours of operation:

Days	Hours
Daily	11:30 a.m. - 12:30 a.m.

Or give hours for each day of the week

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

4. 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).

not to exceed 20 (April - October)

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

2 employees

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

- Standard and compact spaces
- Handicapped accessible spaces
- Other

- B. Please give the number of:  
Parking spaces on-site N/A  
Parking spaces off-site N/A

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

\_\_\_\_\_

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

- A. How many loading spaces are available for the use? N/A
- B. Where are off-street loading spaces 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

7. If any hazardous materials or organic compounds (for example paint, ink, lacquer thinner, or cleaning or degreasing solvent), as defined by the state or federal government, be handled, stored, or generated on the property, provide the name, monthly quantity, and specific disposal method below:

None

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S SIGNATURE**

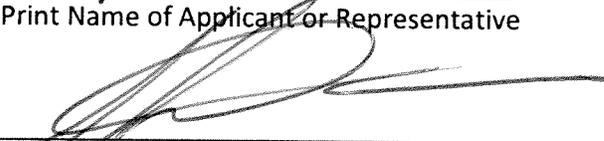
Please read and initial each statement:

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

Initial: SM 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.

Stephen S. Mann

Print Name of Applicant or Representative



Signature

Date 6/24/11

**If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:**

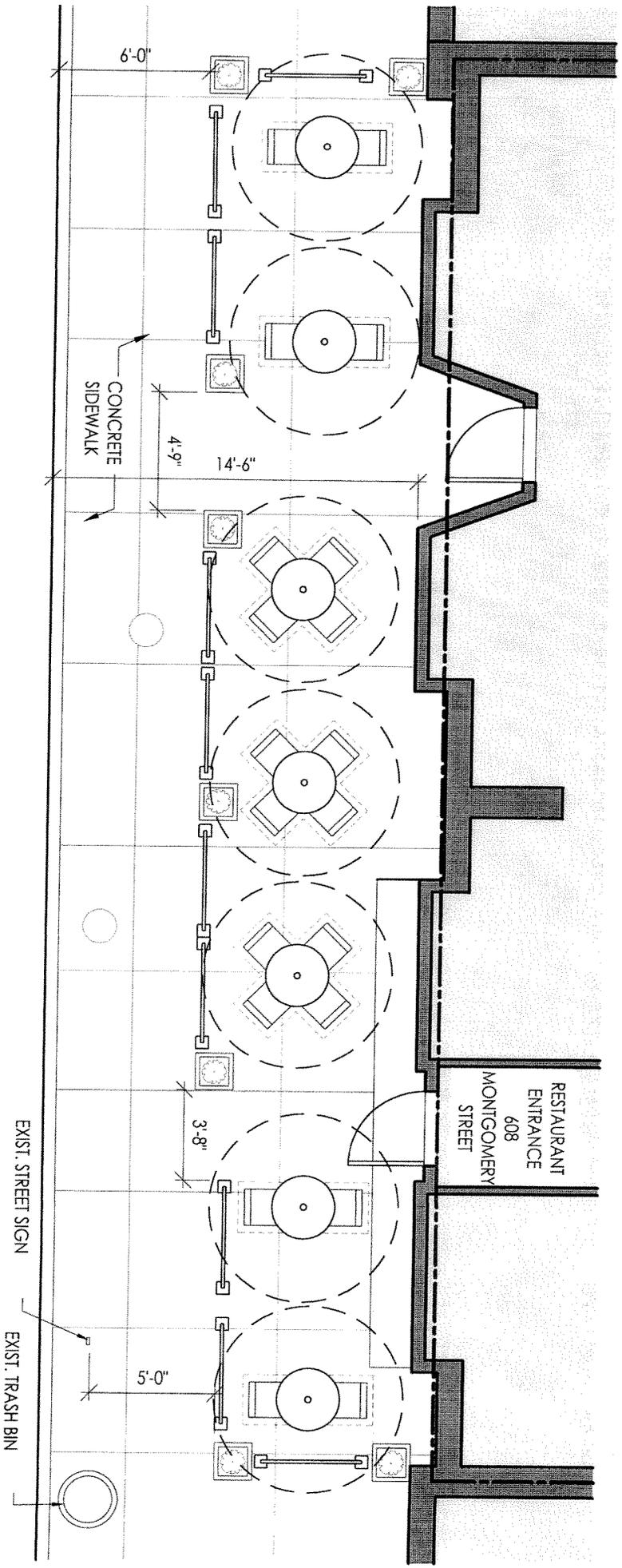
Representative's Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

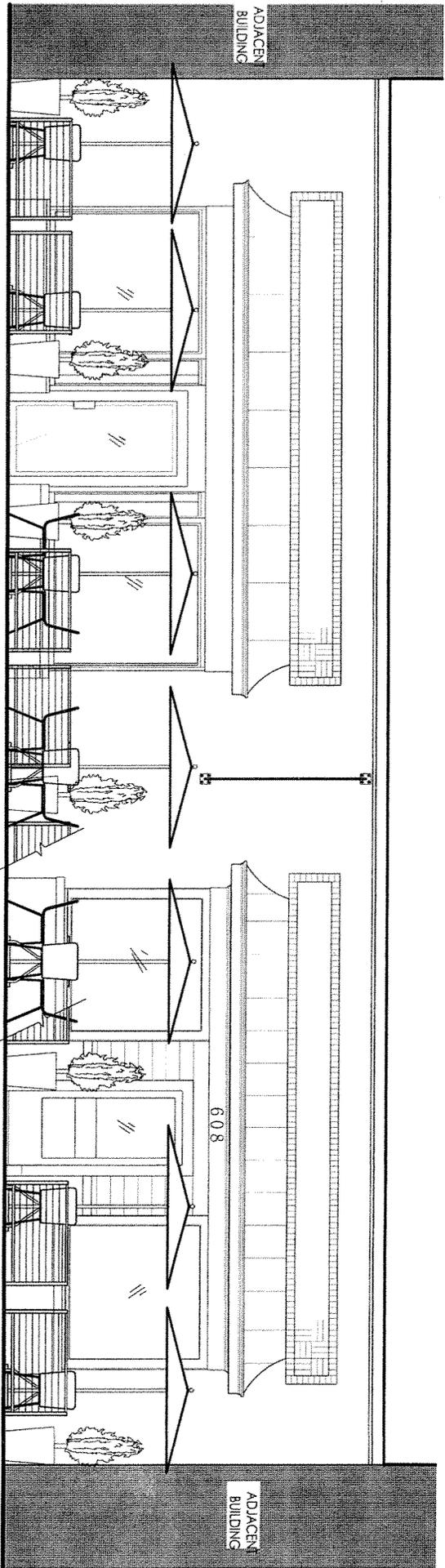


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# T.J. STONES CAFE PLAN

3/16" = 1'-0"

(MCA-ARCH/PLAN-J)



2

# CAFE ELEVATION

3/16" = 1'-0"

(1103/PLAN-J)

**OUTDOOR DINING**  
Zoning Ordinance Section 11-513(M)

**Qualify for Administrative Review?**

- Is the proposed outdoor dining accessory to an approved indoor restaurant?  Yes \_\_\_ No
- Will the hours for outdoor dining be the same as those approved for the indoor restaurant?  Yes \_\_\_ No
- Will the outdoor dining have 20 seats or fewer?  Yes \_\_\_ No
- Will live entertainment be **prohibited** from the outdoor seating area?  Yes \_\_\_ No
- Will advertising be **excluded** from the outdoor seating area?  Yes \_\_\_ No
- Will an employee be assigned to the outdoor dining area to make sure it is cleared and washed at the close of each business day?  Yes \_\_\_ No

**If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process. A layout plan must be reviewed and approved for the outdoor dining.**

**Note: This process does not apply to businesses within the King Street Retail Overlay. Please speak to P&Z staff about a different administrative process for outdoor dining.**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**PART OF APPROVED INDOOR RESTAURANT**

- Outdoor dining must be connected to an approved indoor restaurant.

What restaurant is the outdoor dining connected to? T.J. Stones Top House & Grill

**LOCATION ON PRIVATE PROPERTY**

- Outdoor dining, including seats, planters, wait stations and barriers, must be located on private property unless authorized by an encroachment ordinance.

Will the outdoor dining be located only on private property? NO

What steps will you take to ensure that components, such as planters and barriers, do not encroach onto the public sidewalk? It will be on sidewalk

**NUMBER OF SEATS**

- Only 20 seats may be located at outdoor tables in front of the restaurant.

How many seats will be included in the outdoor seating? 20

**ALCOHOL SERVICE**

- Alcohol service, to the extent allowed for indoor dining, is permitted; no off-premise alcohol sales are permitted.

Is on-premise alcohol service proposed? Yes

**OUTDOOR DINING PLAN**

- Please submit a detailed plan with your application  
A plan for layout of the outdoor dining must be submitted for review and approval by the director. The business must maintain compliance with the approved layout. Any changes to the approved layout may require further review by staff.

**Complete the Administrative Special Use Permit Application on the following pages.**

**VALET PARKING**  
Zoning Ordinance Section 11-513(N)

**Qualify for Administrative Review?**

Will the proposed valet parking be located in the King Street Overlay zone? \_\_\_ Yes N/A No

If yes, the business qualifies for administrative review. If no, speak to P&Z staff about the full SUP process.

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**VALET PARKING PLAN**

Please provide a copy of the plan with your application.

A detailed plan must be submitted showing and explaining all components of the valet parking, including at least the following:

- (a) The location of the drop off area as well as the location for the parked vehicles to be stored;
- (b) The proposed days and hours of operation of the valet parking plan;
- (c) The number of spaces available at the vehicle storage site, which must be of sufficient capacity for the use or uses from which vehicles will be valeted;
- (d) Adequate assurance that the owner and operator of the vehicle storage site is agreeable to the proposed valet plan;
- (e) The size and design of the drop off site and identification of any on street parking spaces that will be lost during the period that the valet parking plan is in effect, such spaces to be kept to a minimum;
- (f) Demonstration that the location of the drop off site will not interfere with traffic, remaining parking, bus stops, or transit passengers or pedestrians;
- (g) The proposed graphics for the drop off site, including signage and uniformed staff, with sufficient visibility but designed to be compatible with the streetscape as determined by the director;
- (h) The proposed number of attendants, which must be sufficient to adequately staff the operation; and
- (i) If the proposed valet plan includes more than one business, the identity of the party or entity responsible for compliance with the approved valet parking plan.

**LOCATION OF STORED VEHICLES**

Vehicles may not be parked or temporarily stored by an attendant on streets or sidewalks.

Where will the parked vehicles be stored? Sheraton Suites garage

**SHARED PARKING PROGRAM**

No structures are permitted in conjunction with a valet parking program, unless associated with a shared parking program among several businesses, and only after the design is reviewed for comment by the Old and Historic Alexandria District Board of Architectural Review. Please review Section 11-513 (N) of the Zoning Ordinance for more detail.

Are any structures proposed as part of the valet parking program? No

If so, please include a detailed description and plan for the structure with your application. Attach a separate sheet, if necessary.

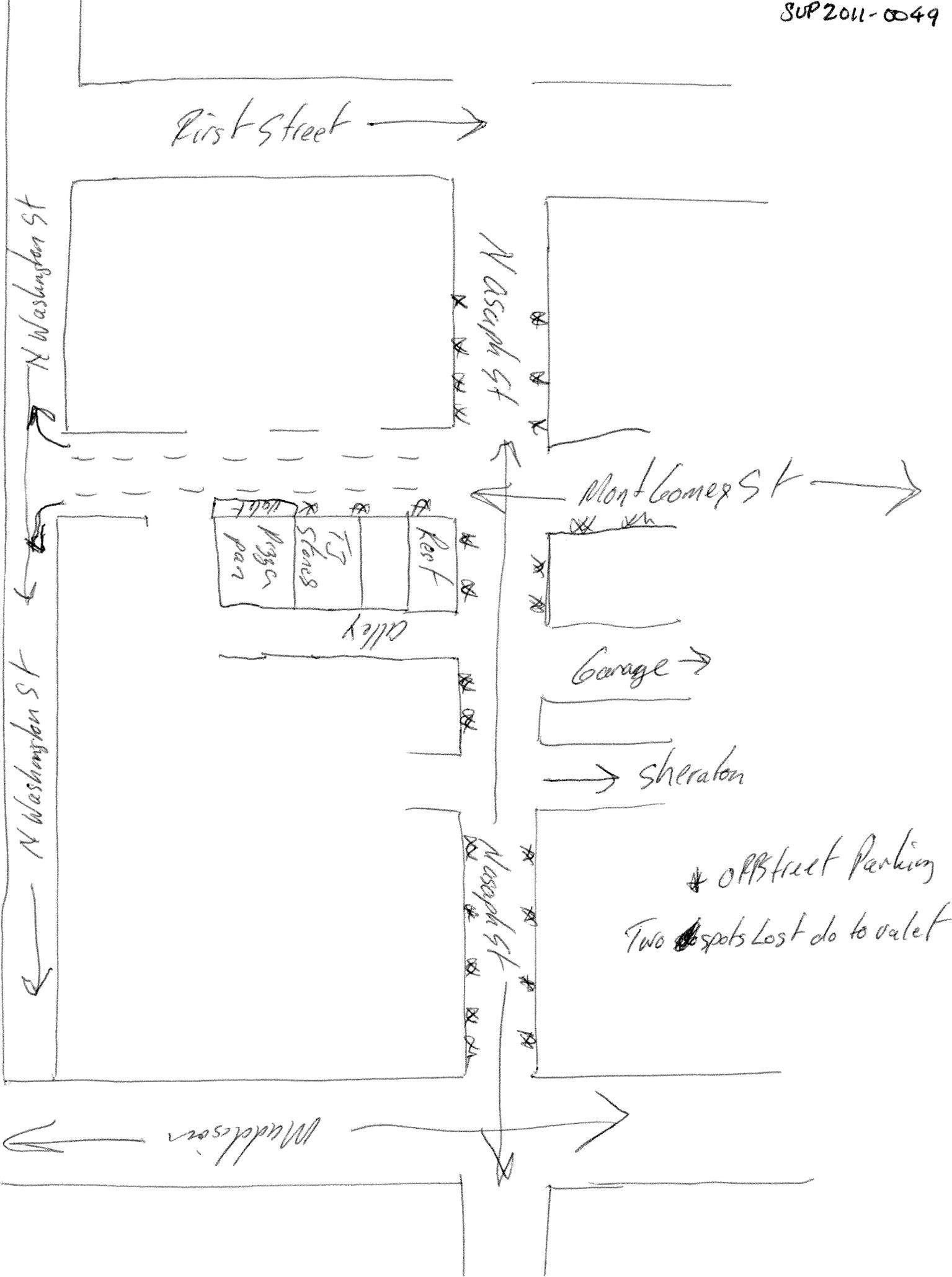
Is the program part of a shared parking program with other businesses? No

If so, please describe the program and identify the other businesses to be included. Attach a separate sheet.

Complete the Administrative Special Use Permit Application on the following pages.

# T.J. STONE'S VALET

- (A) 608 MONTGOMERY STREET DROP OFF  
500 MONTGOMERY ST VEHICLES STORED
- (B) Wednesday THRU Saturday 6:00 PM TILL 11:00 PM
- (C) 50 SPACES WITH 320 REMAINING IN GARAGE
- (D) LETTER OF INTEND ON FILE
- (E) DROP OFF POINT IS 38 FEET IN FRONT OF BANK PARKING LOT OPENING, WHICH IS CLOSED AT 6PM. (PLAN 1) WE WOULD TURN LEFT ON NORTH WASHINGTON ST, LEFT ON MADDISON STREET, RIGHT ON NORTH ST ASAPH STREET AND RIGHT INTO THE GARAGE (PLAN TWO) TURN RIGHT FROM MONTGOMERY ST ON TO N WASHINGTON ST THEN RIGHT ONTO FIRST STREET THEN RIGHT ONTO ST ASAPH THEN LEFT IN TO THE GARAGE ATTACHED.
- (F) 38 FEET OF DROP SPOT IS CLEAR OF ANY OBSTRUCTIONS AS WELL AS NO PUBLIC TRANSITE IN PLACE.
- (G) ATTACHED
- (H) TWO ATTENDENTS
- (I) N/A





## PARKING CONTRACT

This document serves as an agreement between **PVA V, LLC** Sheraton Suites Old Town Alexandria and **TJ Stone's** of **608 Montgomery Street**. Sheraton Suites Old Town Alexandria will provide up to but not exceed **2** underground parking passes for the employees of **TJ Stone's**.

**TJ Stone's** agrees to pay Sheraton Suites Alexandria **\$125.00** per month for each parking pass issued. This payment may be made by cash, credit card or check. Failure to make this payment will result in termination of this agreement. **TJ Stone's** and its employees agree to abide by any rules and regulations set forth by the Sheraton Suites Old Town Alexandria in regards to their parking privileges.

The parking passes are personal and issued for use by the employees of **TJ Stone's ONLY**. **TJ Stone's** will be issued a key card(s) at the time of agreement renewal; loss of the key card will result in a \$10.00 replacement fee. **TJ Stone's** agrees to provide Sheraton Suites Old Town Alexandria with the following vehicle information for each parking pass that is issued: Employee Name, Make, Model and Year of Vehicle and License Plate Number (State).

In addition to the parking passes, the Sheraton Suites Old Town Alexandria will also offer parking validation service for the customers of **TJ Stone's**. A validation stamp that shows your company's name and the number of hours of validation may be attached to each parking ticket that is returned to the garage attendant. Sheraton Suites Old Town Alexandria will bill **TJ Stone's** a reduced fee of **\$3.00** per ticket for all validated tickets presented to the garage attendant. 50 Parking spaces can also be made available for Valet Parking use. Cost to be determined.

Sheraton Suites Old Town Alexandria and PVA V LLC. relinquish all liability for any loss, theft or damage incurred while parking in our facility.

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Stephen Mann  
**TJ Stone's**  
**608 Montgomery Street**  
 Alexandria, VA 22314

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Steve Wieder, General Manager  
 Sheraton Suites Old Town Alexandria

SHERATON SUITES OLD TOWN ALEXANDRIA  
 801 N. Saint Asaph Street  
 Alexandria, VA 22314

t --- 703 836 4700  
 f --- 703 548 4514