

EXHIBIT NO. 1

18  
6-15-02

Docket Item # 24  
SPECIAL USE PERMIT #2002-0035

Planning Commission Meeting  
June 4, 2002

**ISSUE:** Consideration of a request for a special use permit for a parking reduction for a church.

**APPLICANT:** Shiloh Baptist Church  
by Herbert D. Spears

**LOCATION:** 1400 Duke Street  
Shiloh Baptist Church

**ZONE:** OCM-50/Office Commercial Medium

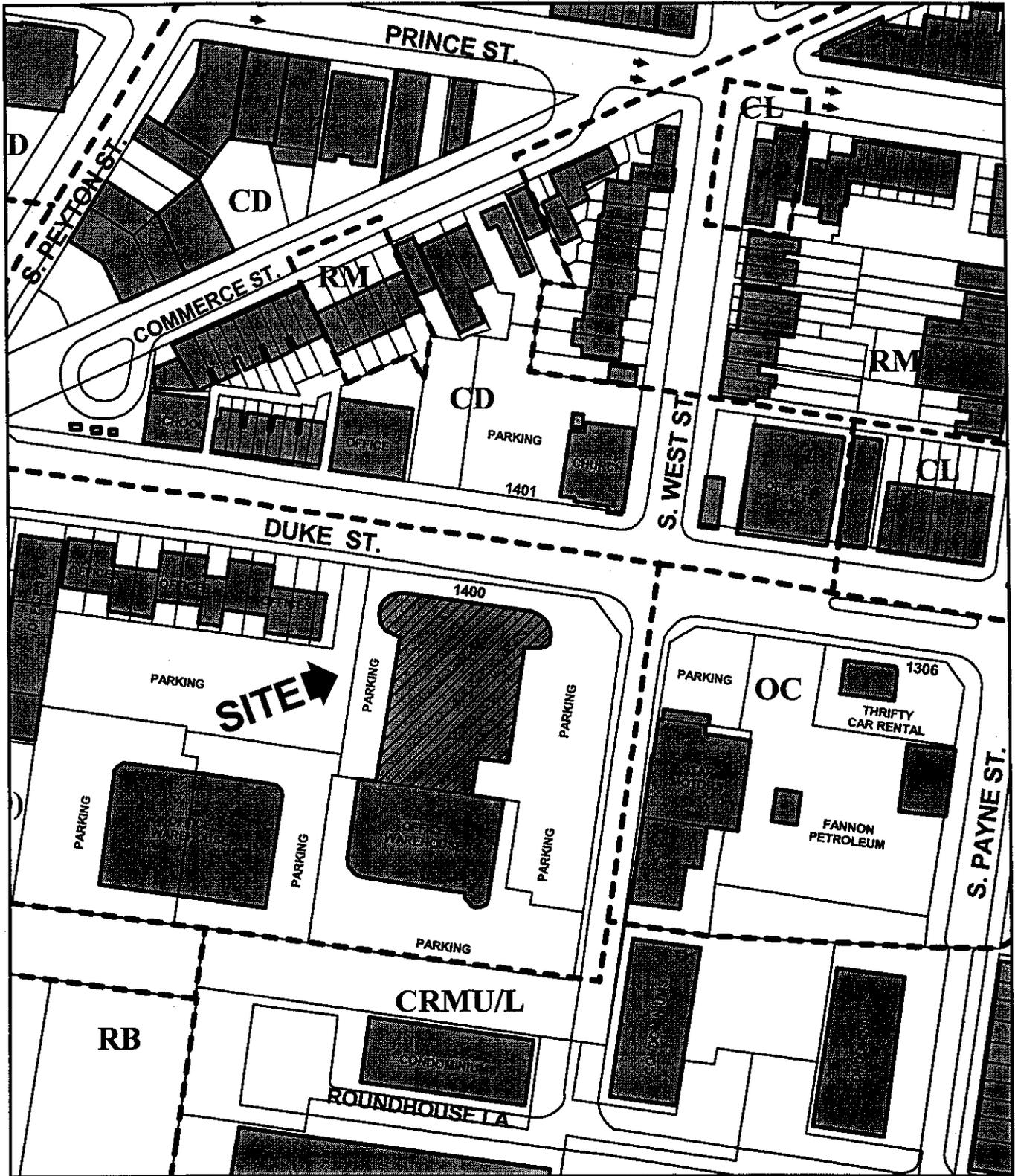
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**PLANNING COMMISSION ACTION, JUNE 4, 2002:** On a motion by Mr. Gaines, seconded by Mr. Leibach, the Planning Commission voted to recommend approval of the application, subject to compliance with all codes and ordinances and the recommended conditions. The motion carried on a vote of 7 to 0.

Reason: The Commission agreed with the staff analysis.

Speakers:

Linda Fields, Church Administrator, was present to represent the church.



**SUP #2002-0035**

**06/04/02**



STAFF RECOMMENDATION:

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. A parking reduction is permitted allowing the proposed church with 507 seat sanctuary to be located at 1400 Duke Street, consistent with this application. (P&Z)
3. The applicant shall post signs inside the building indicating the location of the off-street parking. (P&Z)
4. The applicant shall require that its employees park off street. (P&Z)
5. The applicant shall encourage its members and staff to use mass transit when traveling to and from the school, by posting information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of car pooling opportunities. (P&Z)
6. Trash and garbage shall be stored inside or in a dumpster 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 and debris shall be allowed to accumulate on site outside of those containers. (P&Z)
7. Landscaping shall be installed in the form of approximately twenty shrubs along the South West Street side of the property between the existing parking lot and sidewalk to screen parking from the public right of way and to extend the existing shrubbery, with the specific plant type, size and spacing to be to the satisfaction of the Director of Planning and Zoning. (P&Z)
8. The applicant shall contact the Crime Prevention Unit of the Alexandria Police Department regarding locking hardware for the facility. (Police)
9. Loudspeakers are prohibited from the exterior of the buildings. (T&ES)

10. Lighting in the parking lot area shall be to the satisfaction of Transportation and Environmental Services, in consultation with the Chief of Police. (Police) (P&Z)
11. The Director of Planning and Zoning shall review the special use permit one year after the use is operational 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, (b) the director has received a request from any person to docket the permit for review which rises to the level of a permit 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) (PC)

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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.

DISCUSSION:

1. The applicant, Shiloh Baptist Church, requests special use permit approval for a parking reduction in conjunction with its proposed new church facility at 1400 Duke Street.
2. The subject property is part of a parcel comprised of lots of record together having approximately 498 feet of frontage on Duke Street, approximately 335 feet of frontage on South West Street, and a total lot area of approximately 167,786 square feet, or 3.8 acres. The site is developed with the Roundhouse Square complex of office buildings, warehouses and flex space. Access to the property is from both Duke and South West Streets.

The subject property is located at the southwest corner of Duke and South West Streets. To the east of the site is Star Motors, Thrifty Rental Car, and Fannon Petroleum Company's sales and distribution facilities. To the south and southeast is the Old Town Village development, with the residential condominium buildings located directly behind the Roundhouse Square complex and Fannon sites. To the west, along Duke Street, is the new Marriott hotel complex, now under construction, and high density office buildings. The uses across the street between South Peyton and South Henry Streets are a mix of uses, including residential townhouses, the existing Shiloh Baptist Church location and office buildings.

3. Shiloh Baptist Church is proposing to move its principal facility across Duke Street from its current location at 1401 Duke Street. The church has been located at its current site since 1891. The building is small and it is difficult for the church to accommodate its activities, including regular church services, in the cramped space. The proposed location, at 1400 Duke Street, in the Roundhouse Square complex, contains 18,400 square feet of space and was previously occupied by the Tesst Technology Institute.
4. The new facility will include the same activities that now occur at 1401 Duke Street, including worship services, bible studies, Sunday school, choir rehearsals, meetings, funerals, weddings, bookstore sales and other similar activities. Two worship services occur on Sundays, the first from 7:30 a.m. to 9:30 a.m., and the second from 11:00 a.m. to 1:15 p.m. Sunday school classes are held from 9:30 a.m. to 10:45 a.m. on Sundays. Bible study classes are held on Wednesday evenings from 7:30 p.m. to 9:30 p.m. Choir rehearsal takes place on Mondays, Tuesdays and Thursdays from 7:00 p.m. to 9:00 p.m, and on Saturday afternoons. According to the applicant, church membership consists of some 1,100 people, with about 800 to 900 of them regularly attending services. The sanctuary in the new church facility will seat 507 people.

5. When the new facility opens, the church will not be using the existing church building at 1401 Duke Street for worship services or most bible study or Sunday school classes. In addition, the church's application makes clear that it will not hold functions at the existing facility at the same time that worship services or other activities are taking place at the new facility. The existing sanctuary includes 400 seats. An auxiliary basement room seats an additional 50 to 75 worshippers. (See application and amendment to application for details of use at each facility.)
6. A church is a permitted use as a zoning matter. It does not require a special use permit. However, in this case, the proposal for church parking does not meet the parking requirements of the zoning ordinance and a special use permit for a parking reduction has been requested.
7. Under section 8-100 (A) (10) of the zoning ordinance, a church is required to provide parking at a ratio of one space for each five seats in the sanctuary. With a 507 space sanctuary, the parking requirement for the new location is 102 parking spaces. The location of those spaces, under section 8-200 (C)(4) requires that they be on the same site as the church or on an immediately contiguous lot. As part of its lease of the proposed new church location at Roundhouse Square, the church will have 35 parking spaces there dedicated for its use. That number is insufficient to meet the required parking.

Even if the city considers that the church will be on two lots across the street from each other, and that parking on both lots may be considered for purposes of the requirement, there are technically only 33 approved parking spaces on the existing site at 1401 Duke Street, and ten of those spaces are allocated to St. Coletta's for daytime use. As the zoning ordinance requirement can only be met with approved, fully dedicated spaces that are available at all times for the church use, the two lots in combination total only 58 spaces, still fewer than required by the zoning ordinance.

8. The applicant has therefore requested a parking reduction special use permit and, in justification of the request, has submitted extensive material in support of two propositions. First, it has identified a number of sites in the area on which parking is made available to the church on Sundays, Saturdays and on weekday evenings. Second, at staff's request, the church has conducted surveys this spring at a series of services and activities, asking people to identify the number of cars that brought people to the church and the locations where the cars were parked. (See attached application material and survey results.)

9. In addition to the 58 spaces available to the church at all times, the following parking spaces are made available to it on evenings and weekends, which is when the most intense use of the church facilities take place:

<u>Location</u>	<u>Facility</u>	<u>Number of Spaces</u>
1400-A Duke St	APTI	12
1400 Duke St	Cannon Estates	18
1401 Duke St	Shiloh Baptist Church*	38***
1415 Duke St	American Society of Consultant Pharmacists	13
1429 Duke St	American Statistical Society*	7
205 S. Henry St	Fannon Oil site	65**
1320 Duke St	Fannon Oil	18**
1315 Duke St	Urban League	8
207 S. Peyton St	St Coletta	25
223 S. West St	Shiloh Baptist offices*	2
207 S. West St	Shiloh Baptist work center*	1
346 Commerce St	St Coletta*	4
		-----
	Subtotal	211
	Plus church spaces	58
		-----
	TOTAL	269

\* These sites are owned by Shiloh Baptist Church

\*\* These sites are likely to be redeveloped in the future. If they are, the parking spaces would not be available.

\*\*\* These spaces are in addition to the approved spaces at the existing Shiloh location. They are achieved as necessary by stacking the cars close together.

10. The zoning requirement of one space for each five seats assumes that cars arrive at a church with five passengers each. While some families are that large, most cars in modern driving practice include fewer passengers. Therefore, Planning staff requested that the applicant attempt to determine the church's real parking requirements during its peak activity times, which are for Sunday services, Saturday afternoons and Wednesday evening Bible study classes. In response, over the course of a few weeks, the church handed out surveys to attendees at its functions and questioned them about their driving and parking practices.

The results show that, on average, attendees at the church services and functions create a parking demand at a ratio of 1.5 people for each car. If the 507 seat sanctuary were full, and the ratio held, there would be a need for 338 parking spaces. However, the parking surveys in April also show that attendance varies greatly at the church. Although the church expects a maximum attendance at services of up to 400 people, at recent Sunday services there were only 196, 333, 184 and 176 attendees. On a recent Wednesday night Bible study, there were 168 in attendance. The church explains that there are wide fluctuations in attendance at services depending on the weather, the time of the year, competing holidays or worship holidays. (See attached parking survey.)

On the days on which the surveys were taken, there were only the following number of people in attendance and the following numbers of cars driven by them:

Date	Number of Attendees	Number of cars	Number of People per Car
April 21 - first service	196	154	1.2
April 21 - second service	333	182	1.8
April 28 - first service	184	123	1.5
April 28 - second service	175	112	1.6
April 24 - Bible study	163	107	1.5

11. A recent application for the same site was brought by the Community Services Board, which sought to locate its Clubhouse use at 1400 Duke Street. That application was withdrawn.
12. Zoning: The subject property is located in the OCM-50/Office Commercial zone. Under section 4-902(E) of the zoning ordinance, a church is a permitted use in the OCM zone. Section 8-100 (A)(4) of the zoning ordinance allows a parking reduction with a special use permit.

13. Master Plan: The proposed use is consistent with the King Street/Eisenhower Avenue chapter of the Master Plan which designates the property for Office Commercial Medium use.

#### STAFF ANALYSIS:

Staff has no objection to the proposed parking reduction for Shiloh Baptist Church's new location at 1400 Duke Street. While the size of the sanctuary proposed is significant, and the potential parking needs great, the application suggests that there will be little change in the circumstance that exists now. When the new facility and the existing one are compared, the size of the sanctuary is being expanded by only 32 seats. No more activity is proposed for the new facility than has occurred for years at the existing one. In addition, the church already uses the lot at 1400 Duke Street now on the weekends for its parking needs for 1401 Duke Street. It also uses all of the other parking locations identified in this application. Therefore, although the existing church creates a parking impact on the community at peak times, the impact in the future will be very similar to what the community experiences now.

As to the actual parking needs and impact, the church has indicated through its survey a need for 338 parking spaces for those times when its 507 seat sanctuary is full. At the 400 attendee maximum the church expects at some times, there would be a need for 266 parking spaces. As a practical matter, the number of worshipers in attendance and the expected parking requirements will vary greatly, as indicated by recent surveys. In April, the actual parking need for the largest service was 182 spaces. At the four other times surveyed, the actual parking need was only between 100 and 150 parking spaces.

The church has identified some 269 parking spaces in the area that are currently available to it on weekends and evenings. Staff notes that some of the parking locations listed by the church while available now, are potential development sites, and may not be available in the future. On the other hand, even without those spaces, the church has access to a total of 186 parking spaces, more than it needed in April to accommodate its attendance. Staff concludes that the parking available to the church at its peak times will be sufficient to meet its parking needs much of the time, although there will be times when it does not, with the result that church goers will use the public on street parking to make up the difference. The community will experience that burden at those peak times.

However, the church appears to be an established part of the community in this part of the city. It participates in a shared parking arrangement whereby it makes its parking lot available to community businesses during the workday. Those same businesses and others make their parking spaces available to the church on evenings and weekends. The real issue in this case, then, is whether the

community accepts the existing location and impact of Shiloh Baptist Church. If, as staff perceives it, the city and neighborhood are willing to accommodate this historic church with its parking impact as part of the community, then this application should be approved because it does not appear to propose to change that impact significantly. Therefore, staff recommends approval.

Staff has included conditions requiring that employees park off street, and that the church post information about its off site parking and about available transit options. It has not included a condition specifying the number or exact location of parking spaces that must be maintained but, based on the representations in this application, expects that comparable parking arrangements will continue in the future for staff to monitor. As to site improvements at 1400 Duke Street, it has required that the church provide landscaping along the South West Street frontage of the parking lot. Staff has also included a condition to that effect and requiring that the lighting in the parking lot be increased if deemed necessary by the Director of Transportation and Environmental Services and the Police Chief.

With these conditions, staff recommends approval of the proposal for a parking reduction.

STAFF: Eileen P. Fogarty, Director, Department of Planning and Zoning;  
Barbara Ross, Deputy Director.

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

- F-1 With the parking data supplied, T&ES has no objection to the request for reduction in parking.
- 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.
- R-3 Loudspeakers are prohibited from the exterior of the buildings.

Code Enforcement:

- C-1 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-2 A fire prevention code permit is required for the proposed operation. An egress plan showing fixture locations, aisles and exit doors shall be submitted for review with the permit application.
- C-3 Alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit. Four sets of plans, bearing the signature and seal of a design professional registered in the Commonwealth of Virginia, must accompany the written application. The plans must include all dimensions, construction alterations details, kitchen equipment, electrical, plumbing and mechanical layouts and schematics.
- C-4 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-5 This structure contains mixed use groups and is subject to the mixed use and occupancy requirements of USBC Sec. 313.0.

C-6 Required exits, parking and accessibility for persons with disabilities must be provided to the building.

C-7 A fire suppression system shall be installed in this facility.

Health Department:

F-1 No comments.

Police Department:

R-1 Security survey of the building.

R-2 Increase lighting in the parking lot area to 2 foot candles minimum maintained.

HP  
BR

# APPLICATION for SPECIAL USE PERMIT # 2002-0035

[must use black ink or type]

PROPERTY LOCATION: 1400 Duke Street

TAX MAP REFERENCE: 7302-08-30 ZONE: OCM-50

APPLICANT Name: Shiloh Baptist Church

Address: 1401 Duke Street

PROPERTY OWNER Name: Alexandria Redevelopment Association (ARA)  
c/o Randal Hagner Management Corp.

Address: 1321 Connecticut Avenue, N.W., Washington, D.C. 20036

PROPOSED USE: Church-related activities, i.e., worship services

church with parking reduction

**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.

**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 XI, Section 11-301(B) 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 Planning Commission or City Council in the course of public hearings 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.

Herbert D. Spears  
Print Name of Applicant or Agent

Shiloh Baptist Church  
223 S. West Street  
Mailing/Street Address

Alexandria, VA 22314  
City and State Zip Code

  
Signature

(703) 683-4573 (703) 683-8736  
Telephone # Fax #

March 26, 2002  
Date

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

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

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

ACTION - CITY COUNCIL: \_\_\_\_\_

All applicants must complete this form. Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

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

Alphonsus Redevelopment Assoc (ARDA)  
c/o Rental mgmt. Corp 1321 Comm Ave, Wash DC 20004

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.

2. Submit a floor plan and a plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 8½" x 14" or smaller. Twenty-four copies are required for larger plans or if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

**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)

We are building a sanctuary for our Church Services Two Services on Sundays 9:30 AM to 9:30 AM & 11 AM to 1:00 PM. Sunday School will be between services 9:30 to 10:45 AM. During the week Choir rehearsal Tuesday, Thursday & Saturday 1:00 PM to 3:30 PM Bible Study weekdays 7:00 PM to 9:00 PM. approx 400 persons Choir rehearsals approx, 50. persons

**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).

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

Day:

Hours:

Sunday

6:30 PM TO 2:30 PM

Monday

\_\_\_\_\_

Tuesday

7:00 PM — 9:30 PM

Wednesday

7:00 PM — 10:00 "

Thursday

7:00 PM 9:30 PM

FRIDAY

9:00 AM — 9:30 PM

Saturday

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

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

NORMAL Church Noise, (Singing)  
TALKING ETC.

B. How will the noise from patrons be controlled?

By Security Personnel

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

Normal Church

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?

Normal Church

B. How much trash and garbage will be generated by the use?

Normal Church

C. How often will trash be collected?

Weekly

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

Trash Receptacles Placed at  
Different Points

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:

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

Security Personnel

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### ALCOHOL SALES

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

Yes.  No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

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**PARKING AND ACCESS REQUIREMENTS**

14. Please provide information regarding the availability of off-street parking:

A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

100

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

32 Standard spaces

\_\_\_\_\_ Compact spaces

3 Handicapped accessible spaces.

\_\_\_\_\_ Other.

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

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

\_\_\_\_\_

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.

D. 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.

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

A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance? \_\_\_\_\_

B. How many loading spaces are available for the use? \_\_\_\_\_

C. Where are off-street loading facilities located? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

None

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

None

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?

None new street improvements required

**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 square feet.

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

18,000 sq. ft. (existing) +        sq. ft. (addition if any) = 18,000 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: \_\_\_\_\_

**PARKING REDUCTION SUPPLEMENTAL APPLICATION**

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)

Shiloh Baptist Church will be leasing space at 1400 Duke Street where a  
we will house a 500-seat main sanctuary. Our lease agreement provides  
for 35 on-site parking spaces. Therefore, we are requesting a parking  
reduction of 65 spaces.

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

Although our lease agreement provides for 35 parking spaces, we can provide  
additional spaces across the street from the leased site at our current  
location: 1401 Duke St. (63 parking spaces); and at 1429 Duke St. (7 spaces)

This would give us an additional 70 spaces with a total of 105 spaces.

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

The leasing agreement provides for 35 parking spaces. However, as stated  
in the answer in question #2, we can provide the required parking off-site.

4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?  Yes.  No.

See answer to question nos. 2 and 3.

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 answer to question #2.

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

There is no negative impact on the surrounding neighborhood. We will not be using any off-street parking and our traffic pattern will remain the same.

p:\zoning\pc-app\196-new\parking 7/96

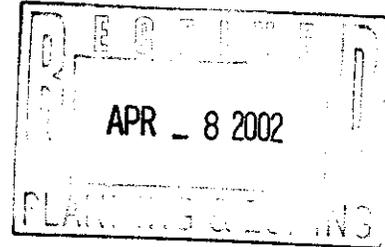
*Submitt*

# Shiloh Baptist Church

1401 Duke Street • Alexandria, VA 22314  
703-683-4573 (Ph) • 703-683-8736 (Fax)

SUP 2002-0035

April 6, 2002



Ms. Barbara Ross  
Deputy Director  
City Hall  
301 King Street, Room 2100  
P.O. Box 178  
Alexandria, VA 22313

Dear Ms. Ross:

Herbert Spears of our congregation left a voice mail message for you on April 5, 2002. Mr. Spears, with whom you met on April 4, 2002, along with others from the church, wanted to inform you that some of the decision makers of the Church will be out of town next week.

We realize that the application we filed contains inaccuracies and is misleading. For example, because of the wording of the application, we thought we had to file a "Parking Reduction Supplemental Application." Actually, we are not requesting a parking reduction at all because once we relocate across the street to 1400 Duke Street, we will gain 35 parking spaces in addition to the 70 spaces that we now have at 1401 and 1429 Duke Street. This is in compliance with Section 8-200(c)(4) of the Alexandria Zoning Code.

Because of the absence of some of our committee members, and in order to clarify any misunderstandings concerning the Application, we would like to request an extension from April 11, 2002 to April 19, 2002 within which to file our amended Application.

I understand that you have requested a parking study to be submitted on May 1, 2002. So that there is no misunderstanding concerning what should be done, we would like to receive in writing by April 12, 2002, the specific data that you require to be included in that study, as well as the specific Zoning Code citations and/or city policy requiring such a study. Quite frankly, we are of the opinion that since we shall have adequate parking spaces, there should be no parking study required at all.

You also indicated that the Code may require additional parking other than the 100 spaces (based on the 500 sanctuary seats) as established under Section 8-200(A)(10) which states as follows: "Churches: one space for each five seats in the principle auditorium or one space for each ten classroom seats, whichever is greater." We would also like to receive specific Code citations that require additional parking to which you made reference on April 4, 2002.

Kindly confirm as soon as possible that we will have until close of business, April 19, 2002 within which to file our amendment. You may either mail the confirmation to Linda Fields, Shiloh Baptist Church, 223 S. West Street, Alexandria, VA 22314; email to: [lsfields@shiloh-bc.org](mailto:lsfields@shiloh-bc.org); or fax to: (703) 683-8736.

Thank you in advance for your cooperation.

Sincerely,

Rev. Lee A. Earl  
Senior Pastor

**Shiloh Baptist Church**  
1401 Duke Street • Alexandria, VA 22314  
703-683-4573 (Ph) • 703-683-8736 (Fax)

April 16, 2002

Ms. Barbara Ross  
Deputy Director  
City Hall  
301 King Street, Room 2100  
P.O. Box 178  
Alexandria, VA 22313

Dear Ms. Ross:

As discussed during our telephone conversation on April 11, 2002, enclosed are the parking lot diagrams for 1400, 1401 and 1429 Duke Streets. These are the diagrams you indicated that you needed in order to confer with the city attorneys regarding a ruling on whether our proposed main building (1400 Duke Street) is "immediately contiguous" to our off-street parking at 1401 Duke Street. (See Section 8-200 (A)(4). Also included is a diagram of the parking lot at 1415 Duke Street. These are the four lots that we will be using for parking once we relocate our worship service to 1400 Duke Street.

In summary, we will have 47 parking spaces on-site at 1400 Duke Street (35 are included in our lease agreement and APTI, a tenant at 1400 Duke Street, has agreed to our use of their 12 spaces on Saturday, Sundays and evenings.) Additionally, we have a total of 81 off-street parking spaces: 61 at 1401 Duke Street, seven (7) at 1429 Duke Street and 13 at 1415 Duke Street. As information, the owner of the lot at 1415 has also agreed to let us use his lot on Saturday, Sundays and evenings. This gives us 128 parking spaces. According to our interpretation of Section 8-200 (C) (10), this gives us enough parking spaces for a 640-seat principle auditorium.

Also as discussed, we will continue to work on the amendment to our original Application for Special Use Permit and it will be submitted to you by Friday, April 19, 2002. Additionally, we are still not sure why you have asked us to submit a parking study. Again, so that there are no misunderstandings concerning what should be done, we would like to receive in writing, the specific data that you require to be included in that study, as well as the specific Zoning Code citations and/or city policy requiring such a study.

If you have any question regarding this information, please contact me at (703) 683-4573 (phone) [lsfields@shiloh-bc.org](mailto:lsfields@shiloh-bc.org) (email), or fax me at (703) 683-8736.

Thank you in advance for your cooperation.

Sincerely,

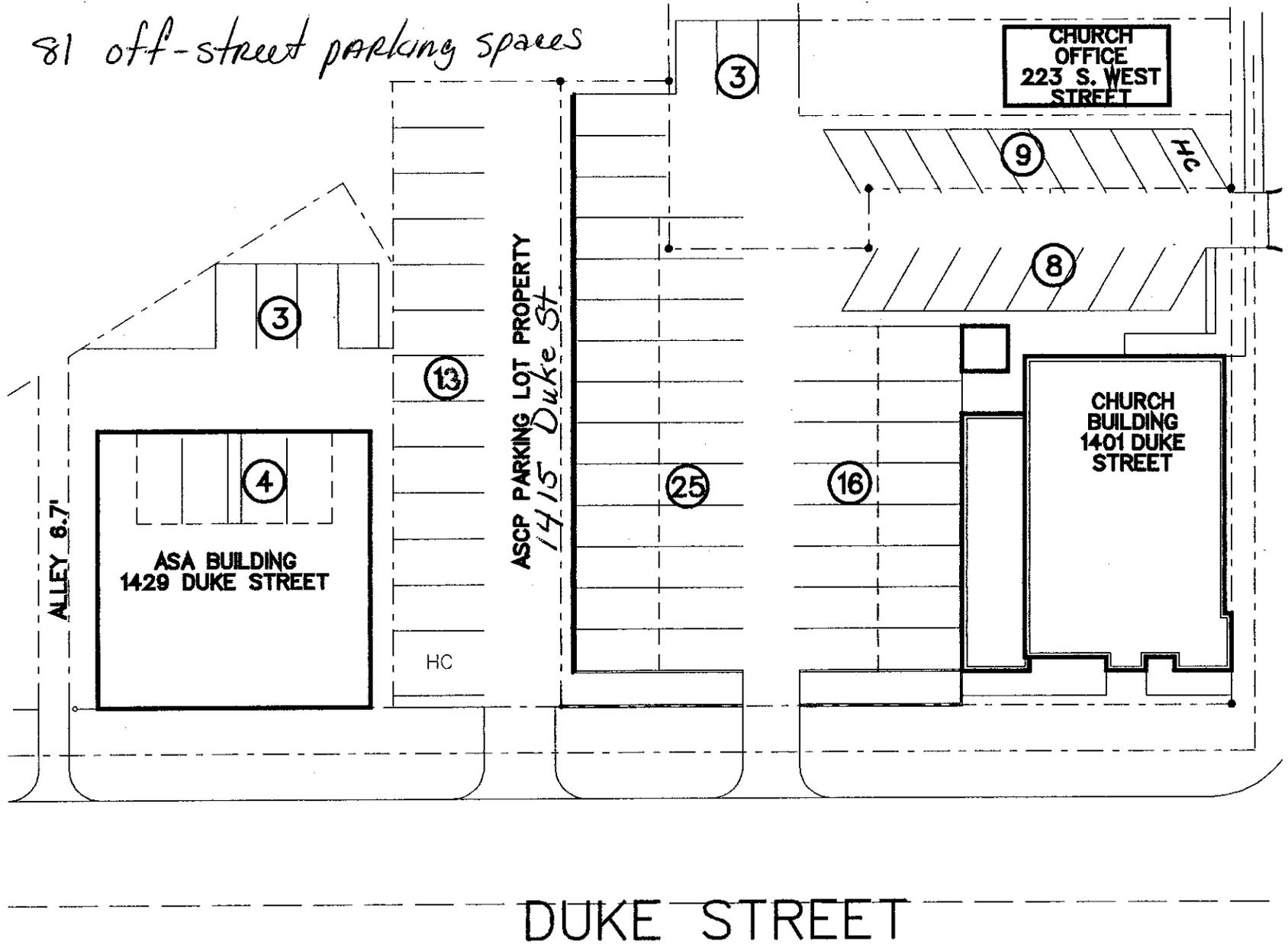


Linda S. Fields  
Church Administrator

Attachments (3)

81 off-street parking spaces

24



N. 80° 30' 00" W. ~ 315.97'

234.62'

CHT POLE

LIGHT POLE

EMERGENCY VEHICLE INGRESS & EGRESS EASEMENT AND INGRESS & EGRESS EASEMENT

DRIVE - R234.7

10' WATER LINE EASEMENT

DB 927/328

S. 80° 30' 00" E.

EMERGENCY VEHICLE INGRESS & EGRESS EASEMENT.

ASPHALT PAVED PARKING AREA: 7,117.77 S. 09° 30' 00" W. ~ 9.00'

WALK 5.09° 30' 00" W. ~ 76.00'

84.94'

A. 30,221 SQ. FT.

1 STORY BRICK

WALL HYDRANT

SIAMESE CONNECTION

164.72'

128.00'

PARTY WALL

S. 80° 30' 00" E ~ 158.09'

GRATE INLET

STEPS

RET. WALL

APTI

APTI

YARD DRAIN

104.16'

WALK

WALK

PLANTER

WALL HYDRANT

SIAMESE CONNECTION

TRANSFORMER

DB. 994/438

LOT 11

A. 47,372 SQ. FT.

1 STORY BRICK

48 SPACES F-V

44 SPACES K

WEST STREET

GAS PUMPS

EMERGENCY VEHICLE INGRESS & EGRESS EASEMENT, AND INGRESS & EGRESS EASEMENT, AND INGRESS & EGRESS EASEMENT. DRIVE - C704 DB 927/328 & INST 823

WALK

WALK

PLANTER

STEPS

WALK

Duke Street

1400 Duke St  
47 ON-SITE SPACES 25  
2 STORY BRICK

GAS

CLASSLINE UNDER

100'

30'

30'

30'

30'

30'

30'

30'

153.25'

100'

100'

100'

100'

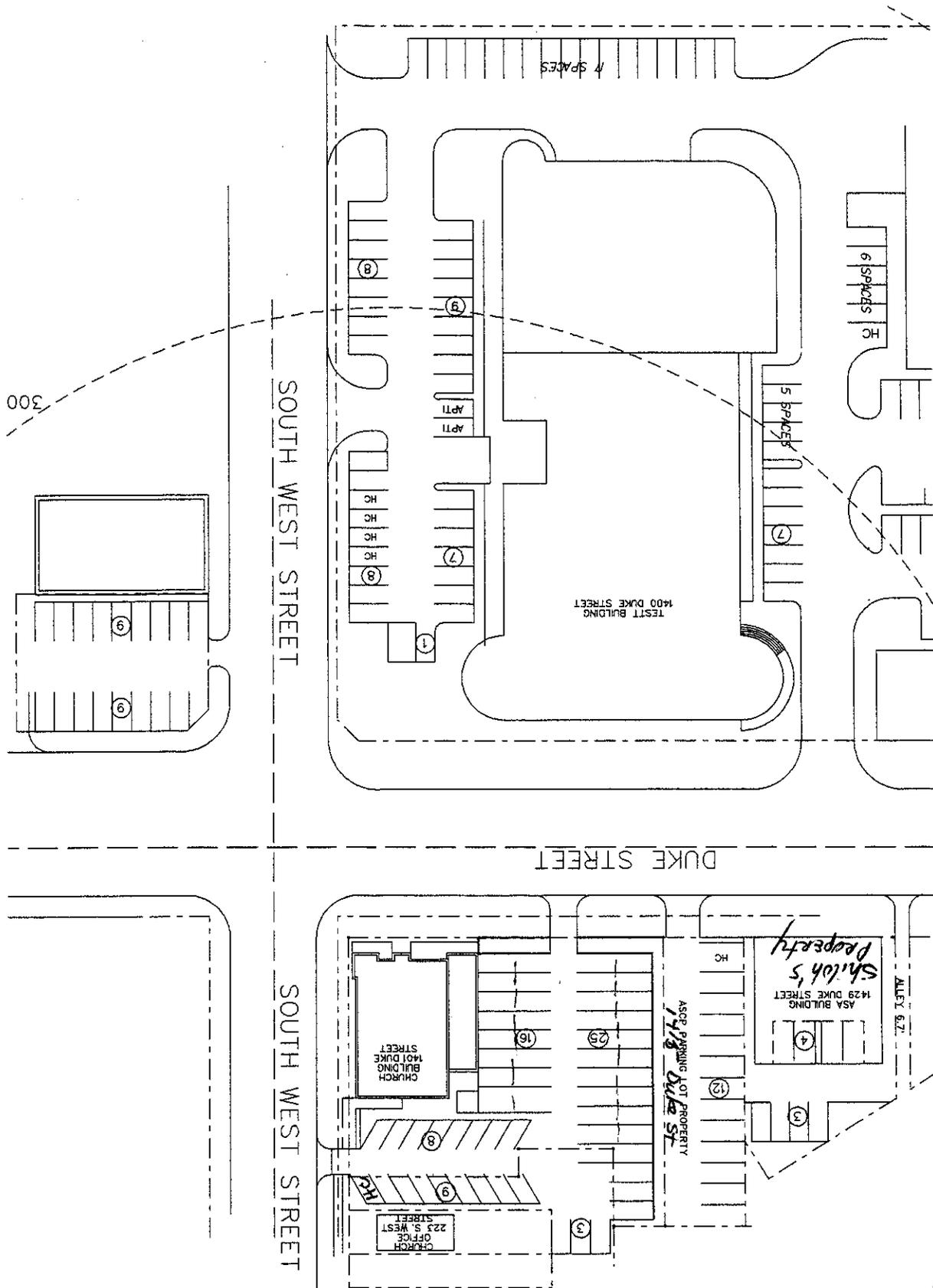
100'

100'

100'

WALK

WALK



This diagram shows the onsite and off-street parking. Please disregard the number of parking spaces, they are incorrect. (See separate diagrams of onsite and off-street parking). 26



*City of Alexandria, Virginia*

DEPARTMENT OF PLANNING AND ZONING

301 King Street, Room 2100

P. O. Box 178

Alexandria, Virginia 22313

(703) 838-4666

FAX (703) 838-6393



April 19, 2002

Ms. Linda Fields  
Church Administrator  
Shiloh Baptist Church  
1401 Duke Street  
Alexandria, Virginia 22314

Re: 1400 Duke Street proposal

Dear Ms. Fields:

You have asked that I explain the City position that Shiloh Baptist Church requires a parking reduction in order to establish a new church building and sanctuary at 1400 Duke Street. The church has already filed an application for a parking reduction special use permit which is now scheduled to be heard on June 4 by the Planning Commission. In addition, at my request, we met, along with Mr Spears and another representative from the church, on April 4, so that I could discuss with you the issues that would be part of the special use permit case, and the additional information that the City needed to perform its analysis.

Under the zoning ordinance, a church is required to provide parking spaces for its facility. The number of spaces required for a church depends on the number of seats in the sanctuary and the number of classrooms being proposed. Section 8-200(10). The proposed church will have 500 seats, creating a requirement for 100 spaces. I assume that number is greater than would result from an assessment of the number of classroom seats. The location of parking spaces is covered by section 8-200 (C) (4) and requires that the spaces be located on the same lot as the church, on an immediately contiguous lot, or, if a special use permit is approved, on a site within 300 feet of the church. As I discussed with you, the phrase immediately contiguous means land that is touching the main lot. The required parking cannot be on land across the street from the church lot.

As to the spaces that may be within 300 feet with a special use permit, the church has supplemented its application and identified over 100 spaces in the immediate vicinity, including

on the existing church lot at 1401 Duke Street. However, many of those spaces are stacked spaces which, while they may be useful in a practical sense, are not properly countable for the technical parking requirement. Under section 8-200 (D), spaces must be accessible by proper drive aisles. In other words, and fundamental to the requirement that parking spaces be available, spaces must be individually accessible. In addition, some of the parking spaces identified by the church are only available to it on evenings and weekends. The parking requirement in the zoning ordinance requires parking spaces that are available at all times; the ordinance does not as a technical matter allow for shared parking whereby some use the parking during the day and others use it in the evenings.

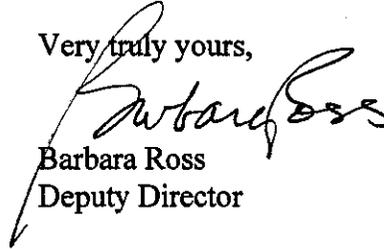
Therefore, we have determined that the church only has 68 spaces that we can count as meeting the technical zoning requirement of 100 spaces. These include the 35 spaces allocated for the church's use at 1400 Duke Street and the 33 spaces shown in the approved site plan for the existing church parking lot. While the church does not have the required spaces as a technical matter, the parking reduction special use permit is a mechanism provided by the zoning ordinance to address situations like this one. See section 8-100(A) (4). It was for that reason that, when I met with you, I stressed the importance of providing information about all of the spaces, whether stacked or not, and whether available only on weekends and evenings, that will be available to the church. With this information the church may be able to show that it can accommodate its parking needs, despite not having the number of spaces technically required by the ordinance.

The final issue that we have discussed is the need to demonstrate the actual parking demand created by the church use. The zoning ordinance requirement of one space for each five seats is dated, and does not reflect current practice with regards to the number of people who actually ride together in one car to attend church services or other functions. I shared with you a study performed for another church which demonstrated a need for approximately 250 parking spaces for a 500 seat church. The Shiloh practice and experience may be different; more or fewer spaces may be needed. I repeat the fact that a professional parking study, while one possibility, is not a requirement, and that the church itself can assist by surveying its members as to their parking practice and need, and tabulating the results for the city. What staff is seeking is information regarding the number of people who drive in one car, where they park, and the times that the church use, from a parking perspective, is most intense. There are any number of ways to generate this information. The church may be able to assign members to interview arriving patrons; it may wish to use a printed survey form. The survey should be performed on Sundays as well as any other times during the week that represent the heaviest church use.

Part of the issue of the church's actual parking demand regards the future use of the existing church building at 1401 and the question of whether that use will generate any additional parking need. You have told me that you will provide that information.

I hope that the information in this letter clarifies the need for a parking reduction and for additional information. If I can answer any questions or provide more information, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Barbara Ross". The signature is written in black ink and is positioned above the printed name and title.

Barbara Ross  
Deputy Director

cc: Eileen Fogarty, Director



## Shiloh Baptist Church

1401 Duke Street • Alexandria, VA 22314  
703-683-4573 (Ph) • 703-683-8736 (Fax)

April 19, 2002

Ms. Barbara Ross  
Deputy Director  
Department of Planning and Zoning  
City Hall  
301 King Street, Room 2100  
P.O. Box 178  
Alexandria, VA 22313

Dear Ms. Ross:

As we believe you have requested, enclosed is an amendment to Shiloh Baptist Church's Application for Special Use Permit, submitted on March 26, 2002. In regards to this package, we have asked on several occasions to receive in writing the items you are requiring us to submit and as of the date of this letter, we have not received this information. This package contains the following items in which we believe you have requested:

- Shiloh Baptist Church's Vision, Mission and Value Statements
- Current Situation at 1401 Duke Street
- Proposed Plans for 1400 Duke Street
- Proposed Parking Management Plans
- Impact on Surrounding Neighborhood
- Floor Plans for 1400 Duke Street (1<sup>st</sup> Floor)
- Floor Plans for 1400 Duke Street (2<sup>nd</sup> Floor)
- Proposed Use of 1400 Duke Street (Chart)
- Proposed Use of 1401 Duke Street (Chart)
- Diagram of on-site/off-street parking (47 spaces) at 1400 Duke Street
- Diagram of off-street parking (81 spaces) at 1401, 1415 and 1429 Duke Street
- Diagram that shows all parking spaces (128 spaces)
- Two (2) Letters of support from neighbors
- Parking Survey Form

Also, as discussed with you on April 4, 2002, and as stated in our April 6, 2002 letter to you from Rev. Lee A. Earl, Senior Pastor, Shiloh Baptist Church, our original application contains some inaccuracies and is misleading. For example, because of the wording of the application we thought we had to file a "Parking Reduction Supplemental Application". However, after reviewing questions #14c and d of the Application for Special Use Permit, the Zoning Ordinance and consulting with those who are more experienced in this area, it appears to us that we are in compliance with Sec. 8-200(C)(4), which addresses the requirements for off-street parking and Sec. 8-200(A)(10), which addresses the required number of parking spaces per seats in the principle auditorium. For Shiloh, the principle auditorium will be our sanctuary.

In regard to the Parking Survey Form, these are the questions we intend to ask our members and guests, as they enter the church building. The survey will be conducted on Sundays,

April 21 and April 28 and Wednesday, April 24. These are our peak usage times. The results will be submitted to you by May 1, as requested. Again, in absence of written requirements, we are doing our best to provide the information that is required.

If you have any questions or need additional information, please contact Linda Fields, our church administrator at (703) 683-4573 ext. #203, by email at [lsfields@shiloh-bc.org](mailto:lsfields@shiloh-bc.org), or by fax at (703) 683-8736.

Sincerely,



*for* Herbert D. Spears  
Vice Chairman, Trustee Board

## **Shiloh Baptist Church Amendment to Application for Special Use Permit**

### **SHILOH BAPTIST CHURCH VISION, MISSION AND VALUE STATEMENT**

**Vision Statement:** Shiloh Baptist Church will be a community of believers providing spiritual light, drawing and serving all people through Christ-centered, loving and caring ministries.

**Mission Statement:** The mission of Shiloh Baptist Church is to draw persons into a biblical and covenantal relationship with Jesus Christ by experiencing the Kingdom of God through worship, Christian education, fellowship, evangelism and community service.

**Value Statement:** We value a loving caring family environment that is respectful of the diversity of our community. We will be bible based in our approach to spirituality, stewardship, forgiveness and holistic ministries. Prayerful and faithful participation and cooperation of members in transforming and empowering our community are encourage at all times.

### **CURRENT SITUATION AT 1401 DUKE STREET**

Shiloh Baptist Church has been worshipping in Alexandria since 1863 (139 years) and has resided at our current site, 1401 Duke Street, since 1891. Our current sanctuary seats approximately 400 people. This includes the seats in the principle auditorium, balcony, choir loft and pulpit. The basement seats approximately 50-75 people. Once the sanctuary fills, additional worshipers are seated in the basement and must view a live taping of the service. Most of our activities occur on Saturdays, Sundays and evenings.

Our peak operating hours are Sundays. We have two Sunday Worship Services. One from 7:30 a.m. to 9:30 a.m. and the other is from 11:00 a.m. to 1:15 p.m. Sunday school classes are held from 9:30 a.m. to 10:45 a.m. at the church and at St. Coletta's, Peyton Street. Any evening meetings are held at the church, at our Warring-Hearns Christian Life Education Center, 1447 Duke Street or at our American Statistical Building, 1429 Duke Street. On Wednesday evenings we have Bible Study from 7:30 p.m.– 9:30 p.m. No other meetings or activities are held during the Bible Study period.

We have a membership of approximately 1100 people including children, youth and adults. About 800-900 of the membership attends service regularly, with an approximate total of 400-450 in attendance at each of the two services.

We currently park in the lots at 1401, 1415, 1429, and 1400 Duke Street, in Fannon Oil's parking lot, which is located at Southeast corner of Duke and West Street, in the Urban League parking lot, which is located in the alley behind their 1315 Duke Street Building and in the parking lot of St. Coletta, 207 Peyton St. We have been parking in these areas for several years—most of day on Saturdays and Sundays, and some weekday evenings, beginning at approximately 7:00 p.m. This time schedule is consistent with our current use and does not interfere with the existing needs of these businesses, as they are closed during these times.

### **PROPOSED PLANS FOR 1400 DUKE STREET**

We are in the process of leasing 18,400 square feet of space at 1400 Duke Street, the space that was previously occupied by Tesst Technology Institute. We will be using the subject property for

our Worship Services, Bible Studies, Sunday school, choir rehearsals, meetings, funerals, weddings and other activities. These activities currently take place at 1401 Duke Street.

The proposed 507-seat sanctuary, our principle auditorium, which will be housed in the subject property, will allow all of our worshippers to worship together, in the same area. Once we move into the new sanctuary, no other services will take place at 1401 Duke Street while worship services and other activities are occurring at 1400 Duke Street. (See attachments, "Proposed Use of 1400 Duke Street" and "Proposed Use of 1401 Duke Street".)

### **PROPOSED PARKING MANAGEMENT PLAN**

As part of our lease agreement, we will have 35 on-site/off-street parking spaces, including four (4) handicapped spaces, at 1400 Duke Street. Additionally, we have received authorization from APTI (1400A Duke Street) to use their 12 on-site/off-street parking spaces on Saturday, Sundays and evenings. Also, we will be using 61 off-street parking spaces, located on the church lot at 1401 Duke Street and seven (7) off-street parking spaces at the American Statistical Association (ASA) Building, 1429 Duke Street, which is owned by the church. Additionally, we have received authorization from the American Society of Consultant Pharmacists to use their 13 on-site/off-street parking spaces, located at 1415 Duke Street on Saturday, Sundays and evenings. Further, all of the off-street parking spaces are located directly across the street (Duke Street) from the subject property.

In summary, we will have 47 on-site/off-street parking spaces at 1400 Duke Street and 81 off-street parking spaces at 1401, 1415, and 1429 Duke Street. This gives us a total of 128 off-street parking spaces. According to Section 8-200(A)(10), we have enough parking for a 640-seat principle auditorium. (See attached floor plans for 1400 Duke Street and parking diagrams of all of the aforementioned locations.)

In regards to location of parking facilities, our off street parking is directly across the street (Duke Street) from the main building and is within 300 feet, as required in Section 8-200(C)(4).

### **IMPACT ON SURROUNDING NEIGHBORHOOD**

Most of the businesses in the immediate neighborhood to the north, east and west are closed during our peak hours of operations. In fact, we help to alleviate parking congestion by allowing several of the neighboring businesses to use the church parking lot from 6 a.m. to 6 p.m. weekdays, except when there is a funeral or wedding taking place, which is not very often. Additionally, we are not creating any additional traffic in or out of the area nor adding any additional demand for parking in the neighborhood. In fact, the only thing that we are changing is the location of some of our activities.

**SHILOH BAPTIST CHURCH**  
**PROPOSED USE FOR 1400 DUKE STREET PROPERTY**

ACTIVITY	APPROX. TIME SCHEDULE	LOCATION	APPROX. NUMBER OF ATTENDEES
Worship Service	Sundays: 7:30 a.m.– 9:30 a.m.	Sanctuary (1 <sup>st</sup> FL)	400 Adults and Youth
	Sundays: 11 a.m.-1:30 p.m.		
Sunday School	Sundays: 9:30 a.m.– 10:45 a.m.	Classrooms 1, 2, and 3 (2 <sup>nd</sup> FL)	122 Adults, Children and Youths
Children's Church	Sundays: 11 a.m.-1:30 p.m.	Children's Church (2 <sup>nd</sup> FL)	30-45 Children
Prayer	Immediately prior to Worship Services, Bible Study, etc.	Vestment (1 <sup>st</sup> FL)	10-15 Pastors, Deacons, Deaconesses and Trustees
Christian Books and Tapes of the Sermon Distributed	Sundays: 9:30 a.m.– 11 a.m. and 1 p.m.-1:45 p.m.	Bookstore (1 <sup>st</sup> FL)	Members and guests arriving for or leaving Worship Services.
	Wednesdays: 7 p.m.– 7:30 p.m.		Members and guests arriving for Bible Study.
Refreshments Served	Sundays: 9:30 a.m.– 11 a.m. and 1 p.m.-1:45 p.m.	Refreshment Booth (1 <sup>st</sup> FL)	Members and guests arriving for or leaving Worship Services.
	Wednesdays: 7 p.m.– 7:30 p.m.		Members and guests arriving for Bible Study.
Adult Bible Study	Wednesdays: 7:30 p.m.– 9:30 p.m.	Sanctuary (1 <sup>st</sup> FL)	200 Adults
Youth Bible Study	Wednesdays: 7:30 p.m.– 9:30 p.m.	Classrooms 1, 2 or 3 (2 <sup>nd</sup> FL)	10-20 Youths
Children's Bible Study	Wednesdays: 7:30 p.m.– 9:30 p.m.	Children's Church (2 <sup>nd</sup> FL)	20-30 Children
Choir Rehearsal	Some Mondays, Tuesdays, Thursdays: 7 p.m. – 9 p.m.	Sanctuary (1 <sup>st</sup> FL) and/or Choir Room (2 <sup>nd</sup> FL)	35- 50 Adults
	Saturdays: 1:30 p.m. – 4 p.m.		35- 50 Adults or Youth/Children
Church Business Meeting	2 <sup>nd</sup> Tuesdays: March, June, September and December: 7:30 p.m. – 10 p.m.	Sanctuary (1 <sup>st</sup> FL)	50-200 Adults
Other Meetings	Some Saturdays, Sundays and/or evenings, except when Worship Services, Bible Studies, or Church Business Meetings are taking place in the sanctuary at 1400 Duke Street.	Meeting Room (1 <sup>st</sup> FL) Classrooms 1,2, or 3 (2 <sup>nd</sup> FL) Usher's Room (1 <sup>st</sup> FL) and/or Business Administration Room (1 <sup>st</sup> FL)	3-5 people 15-50 people 5-8 people 4-6 people

**SHILOH BAPTIST CHURCH**  
**PROPOSED USE FOR 1400 DUKE STREET PROPERTY (CONT'D)**

Funerals	Day/Time to be determined. No activities will be held at 1401 Duke Street when funerals are taking place in the sanctuary at 1400 Duke Street.	Sanctuary (1 <sup>st</sup> FL)	To be determined
Weddings	Day/Time to be determined. No activities will be held at 1401 Duke Street when weddings are taking place in the sanctuary at 1400 Duke Street.	Sanctuary (1 <sup>st</sup> FL)	To be determined

**SHILOH BAPTIST CHURCH**  
**PROPOSED USAGE FOR 1401 DUKE STREET PROPERTY**

ACTIVITY	APPROX. TIME SCHEDULE	LOCATION	APPROX. NUMBER OF ATTENDEES
Choir Rehearsal	Some Mondays, Tuesdays, Thursdays: 7 p.m. – 9 p.m.	Chapel (Upper level) and/or Fellowship Hall (basement)	35- 50 Adults
	Saturdays: 1:30 p.m. – 4 p.m.	Chapel (Upper level) and/or Fellowship Hall (basement)	35- 50 Adults or Youth/Children
Midday Bible Study	Thursdays: 11:30 a.m.– 1:30 p.m.	Fellowship Hall (basement)	25-35 Adults
Other Meetings	Some weekday evenings, except when Worship Services, Bible Studies, or Church Business Meetings are taking place in the sanctuary at 1400 Duke Street: 7 p.m. – 9 p.m.	Chapel (Upper level) and/or Fellowship Hall (basement)	To be determined
Funerals	Day/Time to be determined. No adult activities will be held at 1400 Duke Street when funerals are taking place in the sanctuary at 1401 Duke Street.	Chapel (Upper level) and/or Fellowship Hall (basement)	To be determined
Weddings	Day/Time to be determined. No adult activities will be held at 1400 Duke Street when weddings are taking place in the sanctuary at 1401 Duke Street.	Chapel (Upper level) and/or Fellowship Hall (basement)	To be determined

DUKE STREET

SOUTH WEST STREET

TEST BUILDING  
1400 DUKE STREET

6

RESERVED

STANDARD  
APT I  
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APT I  
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APT I

7

APT I  
APT I

SPACES

9

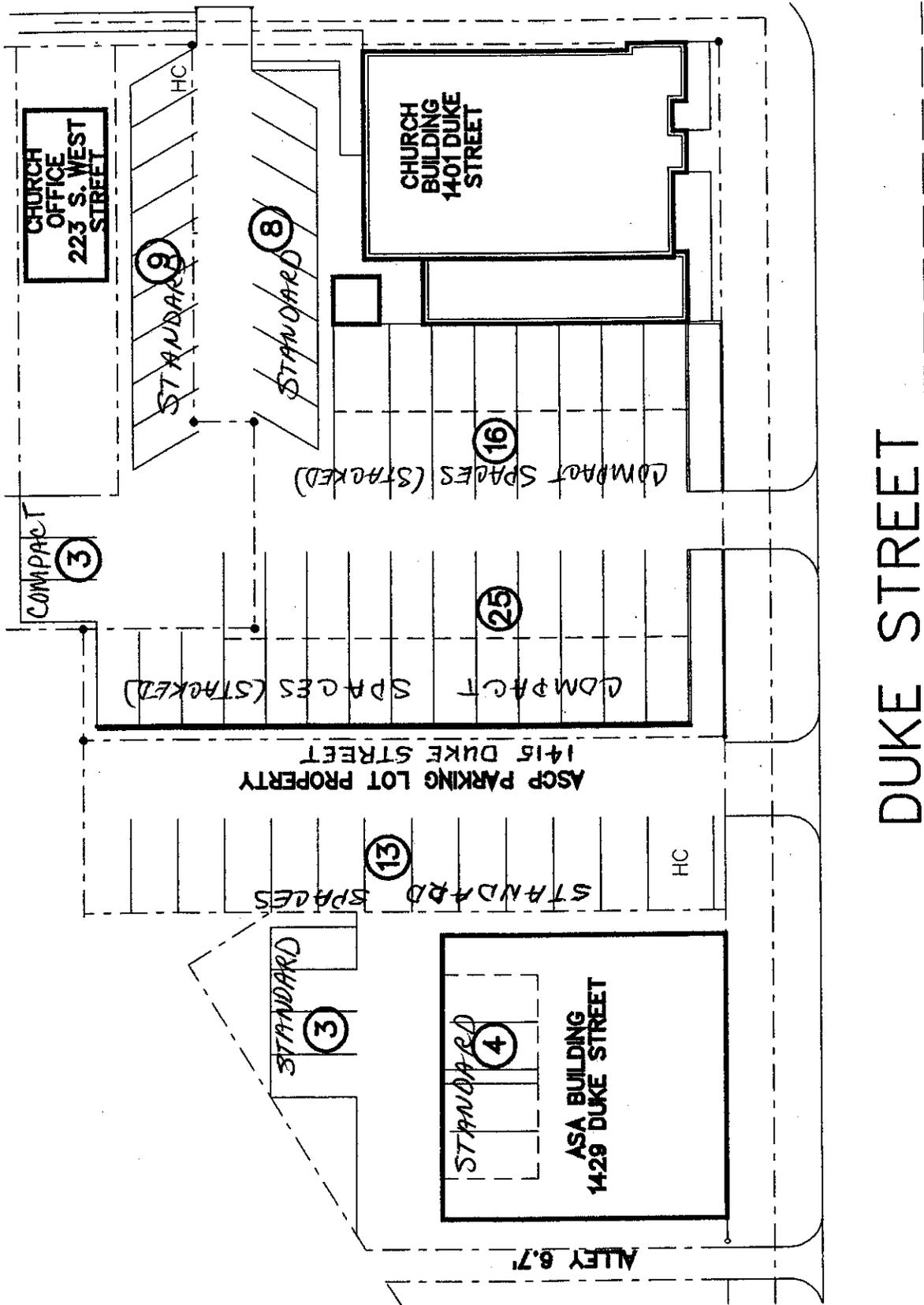
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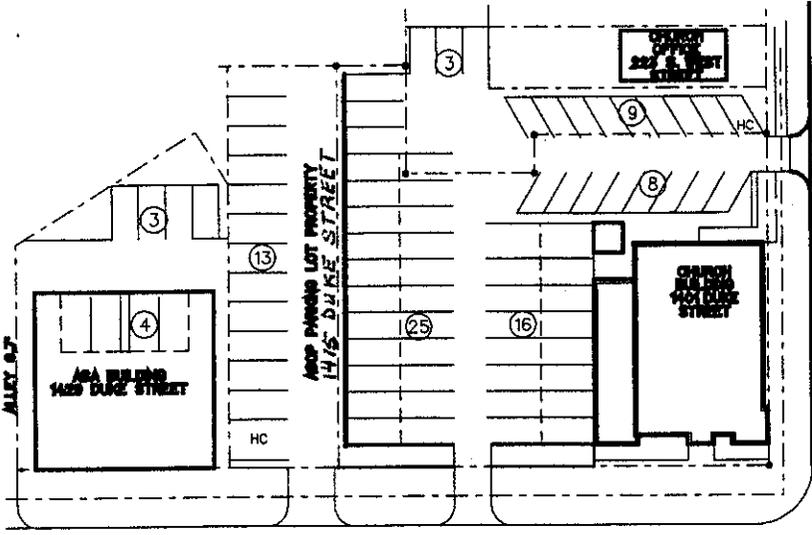
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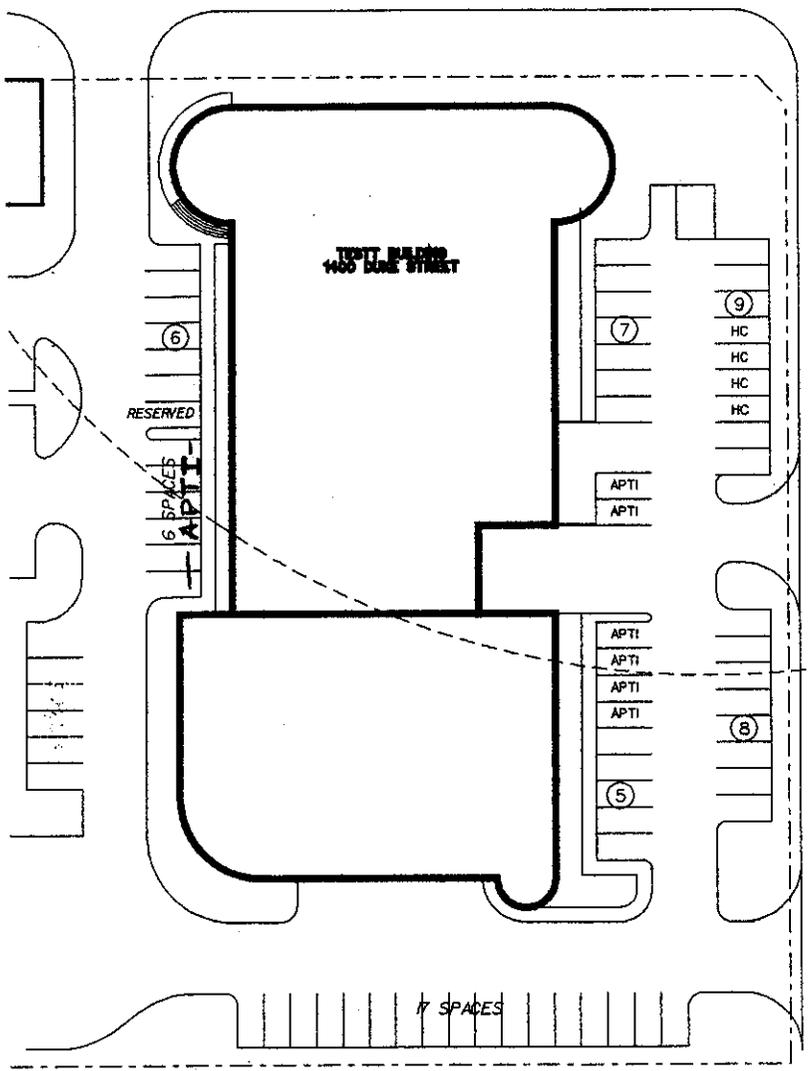
STANDARD

8

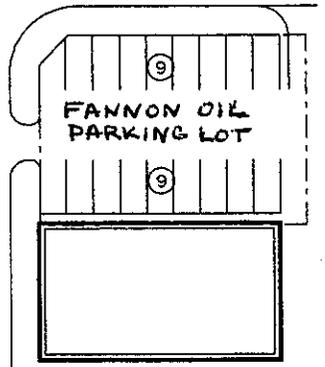




DUKE STREET



SOUTH WEST STREET



# Shiloh Baptist Church

1401 Duke Street • Alexandria, VA 22314  
703-683-4573 (Ph) • 703-683-8736 (Fax)

---

April 12, 2002

APTI  
Alexandria Redevelopment Association  
c/o Martin L. Adem  
1436 Duke Street  
Alexandria, VA 22314

Dear Sir:

Shiloh Baptist Church is in the process of leasing the old Tesst site (1400 Duke St), which is adjacent to your facilities in Round House Square. We will be using this property for our Sunday Worship Services, which currently takes place at our 1401 Duke Street location, across the street from your facility.

As you may be aware, we recently filed an application for a Special Use Permit (SUP). Although we are fairly certain that we are in compliance with the zoning ordinances that addresses parking for churches, we need to assure our probability of approval. As a result, this letter is to request your support of Shiloh Baptist Church relocating their worship services to Round House Square and authorization to use your 12 parking spaces, which are also located at Round House Square. We will need the spaces most of the day on Saturdays and Sundays, and some weekday evenings, beginning at approximately 7:00 p.m. This time schedule is consistent with our current use and as we understand, it will not interfere with the existing parking needs of your employees and customers.

If you agree to Shiloh Baptist Church using your parking space during the aforementioned times, please sign and date this letter below and return it by April 19 to: Linda Fields, Church Administrator, Shiloh Baptist Church, 223 S. West Street, Alexandria VA 22314; or fax it to: (703) 683-8736.

If you have any questions, feel free to contact Ms. Fields at (703) 683-4573, extension #203.

Thank you in advance for your consideration in this matter.

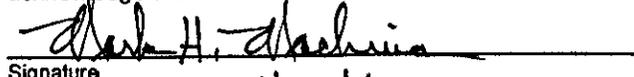
Sincerely,



Rev. Lee A. Earl  
Senior Pastor

---

*We support Shiloh Baptist Church in the relocation of their worship services to 1400 Duke Street and we authorize them to use our 12 parking spaces, located at Round House Square, during most of the day on Saturdays and Sundays, and on some weekday evenings, beginning at approximately 7:00 p.m. We also acknowledge that this time schedule will not interfere with our existing parking needs.*

  
Signature

MARK H. MACHINA  
Printed Name

4/16/02  
Date



AMERICAN SOCIETY OF CONSULTANT PHARMACISTS

March 17, 1992

Mr. Peter Leiberg  
City of Alexandria  
Zoning Office Room 2100  
301 King Street  
Alexandria, VA 22314

RE: 1415 Duke Street zoning approval

Dear Mr. Leiberg:

I enjoyed meeting you this morning at the preliminary site plan hearing for 1415 Duke Street. We appreciate the City of Alexandria giving consideration to our site plan proposal.

The American Society of Consultant Pharmacist's officers and directors are very excited about the possibility of moving from Arlington to Alexandria. However, as I am sure you are aware a series of events need to fall in place reasonable soon in order to avoid having the contingency periods specified in our contracts lapse. We have executed a Purchase Agreement for the purchase of the building at 1321 Duke Street. Unfortunately this building is underparked which has necessitated the need for a parking lot as part of the deal.

The Society has given thought to your proposal of combining our parking lot with the lot of Shiloh Baptist Church. However, the officers and directors of the Society, who have a fiduciary responsibility to the Society, do not want to take any risks related to such an association with an adjoining owner. This should not be construed as lack of a good faith measure on our part to be good neighbors. In fact, we intend to allow the congregation of Shiloh to use our lot during weekends and evenings to alleviate an overflow problem they have during their peak use times.

2300 Ninth Street South, Suite 515  
Arlington, VA 22204-2397

Telephone 703/920-8492  
FAX 703/486-2997

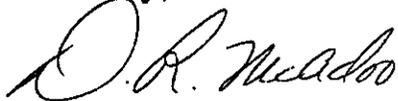
Mr. Peter Leiberg

Page 2

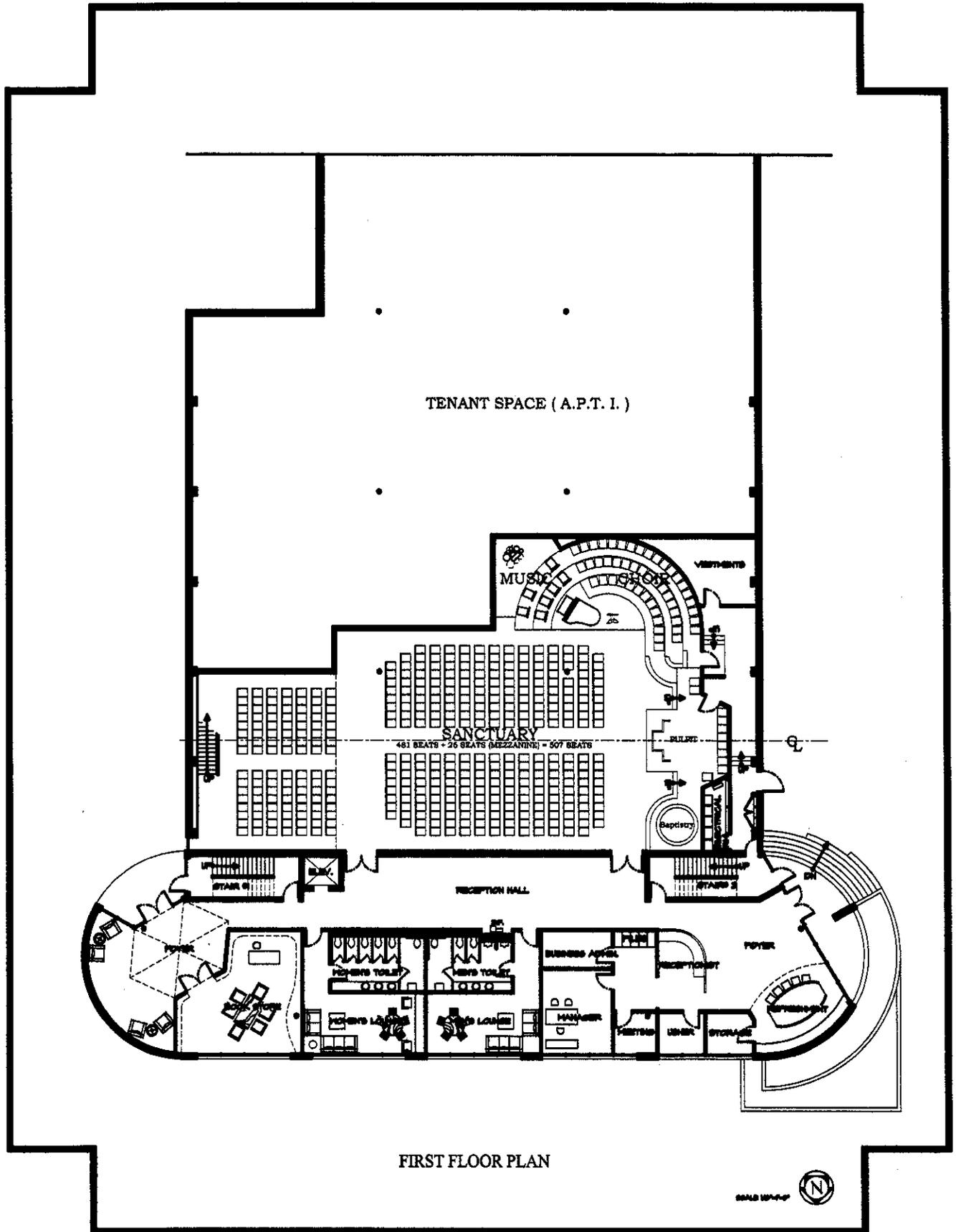
Our contract on the parking lot has a contingency period which expires on April 20, 1992. We also have a very tight time table related to the inspection and financing of the building. We appreciate any additional help you may provide in moving us through the City of Alexandria approval process. I have enclosed some promotional material on the Society which may be of interest. You should know that our Society is experiencing rapid growth and is in a position to bring a substantial amount of banking, hotel, and restaurant business to the City of Alexandria.

Do not hesitate to call me at 703-920-8492 with any questions you may have.

Sincerely,

A handwritten signature in cursive script that reads "D.R. McAdoo". The signature is written in dark ink and is positioned below the word "Sincerely,".

Douglas R. McAdoo, Controller



FIRST FLOOR PLAN

Sheet No.

1

# SHILOH BAPTIST CHURCH

1400 DUKE STREET ALEXANDRIA, VA. 22314

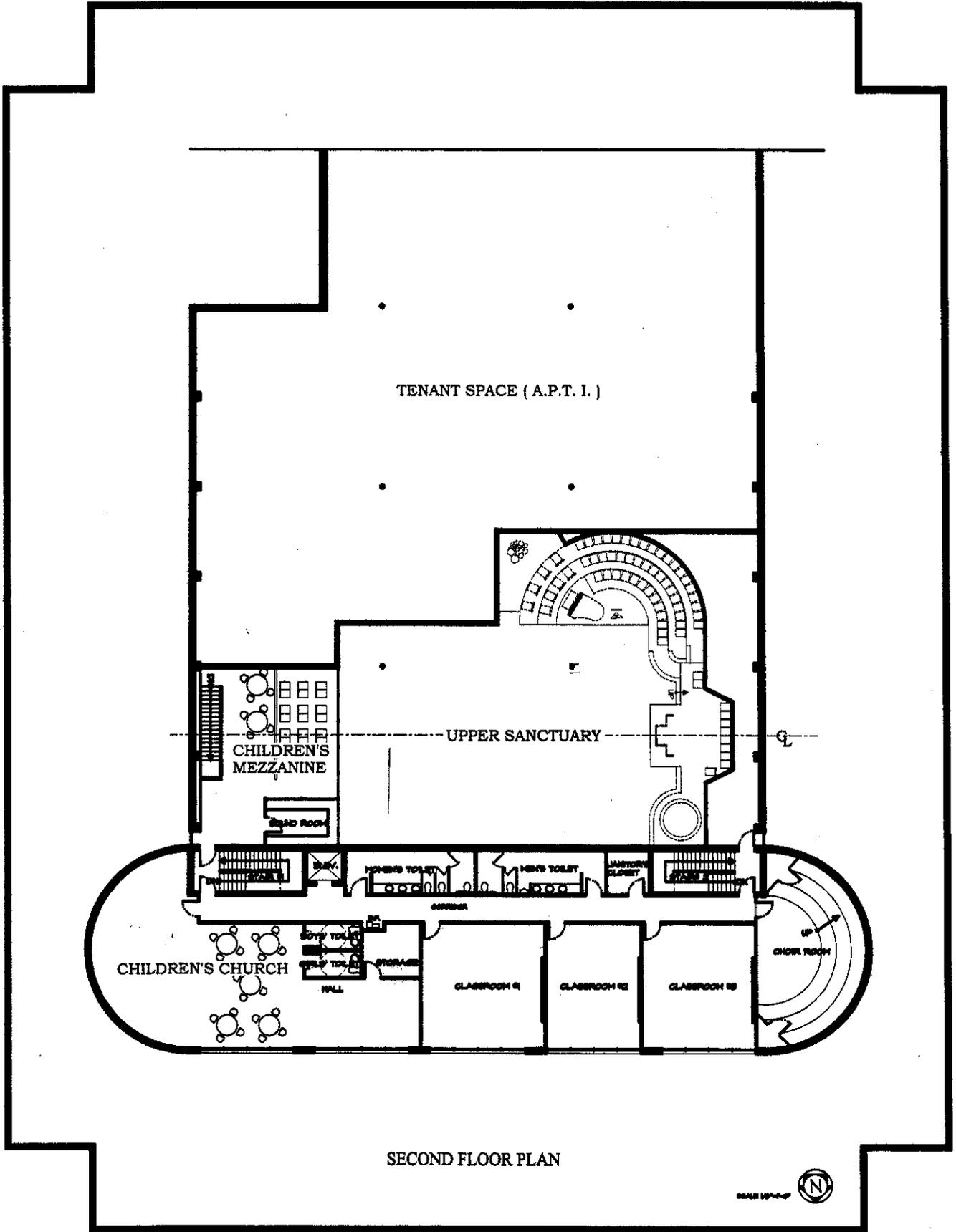
rust  
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43

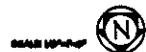
PROJECT NUMBER: 02.017

DATE: 04.17.02

14



SECOND FLOOR PLAN



Sheet No.  
**2**

**SHILOH BAPTIST CHURCH**

1400 DUKE STREET ALEXANDRIA, VA. 22314

**christ  
and  
peck  
architects**

44

PROJECT NUMBER: 02.017

DATE: 04.17.02

15

**Shiloh Baptist Church Parking Survey**  
**Sunday, April 21, 2002**

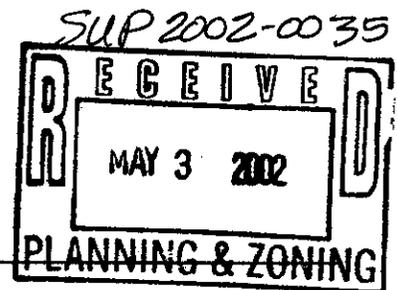
1. **What time did you arrive and what service(s) are you attending?**
2. **How did you get here?**
3. **If you arrived by car and parked in the area how many people rode in the car with you? What are their ages? Are they a member or non-member of Shiloh?**

**What is the name of the driver?** \_\_\_\_\_

*(If the members of the group/car enter the church separately, then this question will help us to avoid counting a group/car twice.)*

4. **Where did you park?**

**Shiloh Baptist Church**  
1401 Duke Street • Alexandria, VA 22314  
703-683-4573 (Ph) • 703-683-8736 (Fax)



May 2, 2002

Ms. Barbara Ross  
Deputy Director  
Department of Planning and Zoning  
City Hall  
301 King Street, Room 2100  
P.O. Box 178  
Alexandria, VA 22313

Dear Ms. Ross:

As requested, attached are the results of our parking study and additional letters of support from our neighbors. These studies were conducted on Sunday, April 21 and 28 at both the 7:30 a.m. and 11 a.m. Worship Services and again on Wednesday, April 24, during our 7:30 p.m. Bible Study. As you will see from the studies, our peak traffic times are Sundays, from 7:00 a.m. to 7:59 a.m. and from 10:30 a.m. to 11:29 a.m. On Wednesdays, our peak traffic time is from 7:30 p.m. to 8:29 p.m.

In regard to additional off-street parking, other than what we have previously submitted, we have verbal and/or written authorization to use the following parking facilities:

Fannon Oil Parking Lots: Southeast corner of Duke and West Streets (18 spaces) and Northwest corner of Duke and Henry Streets (65 spaces)  
Cannon Estates, etal: 1400 Duke Street (18 spaces)  
St. Coletta School: 207 S. Peyton Street (20-30 spaces)  
Northern Virginia Urban League: Alley behind their building at 1315 block of Duke Street (8 spots)

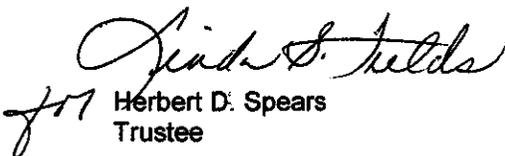
Further, we have 2 spaces at 223 S. West Street, 1 space at 207 S. West Street and 4 spaces at 346 Commerce Street, all owned by Shiloh Baptist Church. This equates to approximately 146 spaces, in addition to the 128 spaces we previously identified in our Special Use Permit Application amendment package of April 19, 2002, bringing our total available off-street parking spaces to 274.

Ms. Ross, while we are happy to provide information (parking study and charts indicating our proposed use of 1400 and 1401 Duke Street) for the purpose of giving you a realistic view of the programs and traffic patterns of Shiloh Baptist Church, we hope that this does not translate into the impression that we will accept this as something mandated or legislated by a governmental body.

If you have any questions, please contact Linda Fields at (703) 683-4573, extension #203.

Thank you in advance for your cooperation.

Sincerely,

  
Herbert D. Spears  
Trustee

Attachments (5)

cc: Rev. Lee A. Earl, Senior Pastor  
Mr. Clarence A. Johnson, Chairman of the Trustees

PARKING SURVEY RESULTS FOR SUNDAY, APRIL 28, 2002

7:30 AM WORSHIP SERVICE																												
Approximate time of arrival at 1401 Duke Street	Method of Transportation						Attendees				Services Attended			Area Where Driver Parked Car										TOTAL CARS				
	Metro	Dropped Off	Walked	Bus	Taxi	Car	Member	Non-member	Didn't respond to question	TOTAL ATTENDEES	Worship Service 7:30 am-9:30 am	Sunday School 9:30 am-10:45 AM	Worship Service 11am-1:15 pm	1400 Duke Street (Lot)	1401 Duke Street (Lot)	1415 Duke Street (Lot)	1429 Duke Street (Lot)	200 S. Peyton (Lot)	1400 block of Duke St.	1300 block of Duke St.	100 block of S. West St.	200 block of S. West St.	300 block of S. West St.		Behind Urban League (Lot)	Fannon Oil (Lot)	Didn't respond to question	
6:30 AM-6:59 AM					1	2	2		1	3	2			2														2
7:00 AM-7:29 AM						75	66	9		76	55	12	9	7	18	3	1		8	1		3	3			2	4	60
7:30 AM-7:59 AM		1				2	92	65	19	11	96	70	13	2	19	14	1	1	2	12		1	1	7		4	1	63
8:00 AM-8:29 AM							11	8	3		11	7	3	2	1	2	1		1						2		1	6
<b>TOTALS</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>180</b>	<b>141</b>	<b>31</b>	<b>12</b>	<b>184</b>	<b>134</b>	<b>28</b>	<b>13</b>	<b>27</b>	<b>36</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>21</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>10</b>	<b>2</b>	<b>6</b>	<b>6</b>	<b>123</b>	

11:00 AM WORSHIP SERVICE																												
Approximate time of arrival at 1401 Duke Street	Method of Transportation						Attendees				Services Attended			Area Where Driver Parked Car										TOTAL CARS				
	Metro	Dropped Off	Walked	Bus	Taxi	Car	Member	Non-member	Didn't respond to question	TOTAL ATTENDEES	Worship Service 7:30 am-9:30 am	Sunday School 9:30 am-10:45 AM	Worship Service 11am-1:15 pm	1400 Duke Street (Lot)	1401 Duke Street (Lot)	1415 Duke Street (Lot)	1429 Duke Street (Lot)	200 S. Peyton (Lot)	1400 block of Duke St.	1300 block of Duke St.	100 block of S. West St.	200 block of S. West St.	300 block of S. West St.		Behind Urban League (Lot)	Fannon Oil (Lot)	Didn't respond to question	
7:30 AM-7:59 AM						1	1			1	1		1		1													1
8:00 AM-8:29 AM						1	1			1	1			1														1
8:30 AM-8:59 AM										0																		0
9:00 AM-9:29 AM										0																		0
9:30 AM-9:59 AM						19	17	1	1	19		14	9		3			2	4				3		1		19	
10:00 AM-10:29 AM						5	4	1		6		1	2	1	1	1												3
10:30 AM-10:59 AM		2				52	25	24	5	84			29	11	4	1			3			2	2		1	3	27	
11:00 AM-11:29 AM						85	53	29	3	86	1	1	55	17	10	1		1	9	1		6	1		4	7	67	
11:30 AM-11:59 AM						4	2		2	4			4	2	1						1							4
Unknown						6	3	3		6		1	5	3	1							1			1		6	
<b>TOTALS</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>173</b>	<b>106</b>	<b>58</b>	<b>11</b>	<b>176</b>	<b>3</b>	<b>17</b>	<b>195</b>	<b>35</b>	<b>21</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>16</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>10</b>	<b>112</b>	

PARKING SURVEY RESULTS FOR SUNDAY, APRIL 21, 2002

7:30 AM WORSHIP SERVICE																												
Approximate time of arrival at 1401 Duke Street	Method of Transportation					Attendees				Services Attended			Area Where Driver Parked Car										TOTAL CARS					
	Metro	Dropped Off	Walked	Bus	Taxi	Car	Member	Non-member	Didn't respond to question	TOTAL ATTENDEES	Worship Service 7:30 am-9:30 am	Sunday School 9:30 am-10:45 AM	Worship Service 11am-1:15 pm	1400 Duke Street (Lot)	1401 Duke Street (Lot)	1415 Duke Street (Lot)	1429 Duke Street (Lot)	200 S. Peyton (Lot)	1400 block of Duke St.	1300 block of Duke St.	100 block of S. West St.	200 block of S. West St.		300 block of S. West St.	Behind Urban League (Lot)	Fannon Oil (Lot)	Didn't respond to question	
6:30 AM-6:59 AM						5	2		3	5	2			1									1					2
7:00 AM-7:29 AM				1		84	49	9	27	85	56	12	11	8	16	6		1	11	1	5	7					0	66
7:30 AM-7:59 AM		1				86	46	19	24	89	89	8	2	31	16	1			2		2	2					33	87
8:00 AM-8:29 AM						17	8	1	8	17	11	5	1	3	5				1		1							10
<b>TOTALS</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>184</b>	<b>105</b>	<b>29</b>	<b>62</b>	<b>196</b>	<b>158</b>	<b>25</b>	<b>14</b>	<b>43</b>	<b>37</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>14</b>	<b>1</b>	<b>8</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>154</b>	

11:00 AM WORSHIP SERVICE																												
Approximate time of arrival at 1401 Duke Street	Method of Transportation					Attendees				Services Attended			Area Where Driver Parked Car										TOTAL CARS					
	Metro	Dropped Off	Walked	Bus	Taxi	Car	Member	Non-member	Didn't respond to question	TOTAL ATTENDEES	Worship Service 7:30 am-9:30 am	Sunday School 9:30 am-10:45 AM	Worship Service 11am-1:15 pm	1400 Duke Street (Lot)	1401 Duke Street (Lot)	1415 Duke Street (Lot)	1429 Duke Street (Lot)	200 S. Peyton (Lot)	1400 block of Duke St.	1300 block of Duke St.	100 block of S. West St.	200 block of S. West St.		300 block of S. West St.	Behind Urban League (Lot)	Fannon Oil (Lot)	Didn't respond to question	
6:30 AM-6:59 AM						2	1	1		2	1		1		1													1
7:00 AM-7:29 AM						9	3	1	5	9	5	2	4		3	1						1						5
7:30 AM-7:59 AM						6	5		1	6	5	2	1	2	1			1				1						5
8:00 AM-8:29 AM										0																		0
8:30 AM-8:59 AM										0																		0
9:00 AM-9:29 AM	1		1			13	9	3	3	15		7	8	1	2			2				2						7
9:30 AM-9:59 AM	1					40	18	2	21	41	3	16	15	7	3			2	5					1				18
10:00 AM-10:29 AM						12	4	1	7	12		3	5	1	1	1				2								5
10:30 AM-10:59 AM	1					105	53	18	35	108	1	1	63	21	14	3		1	8			5	9				1	62
11:00 AM-11:29 AM	1		2			122	52	30	43	125	2		70	24	17	1		3	7			6	6		4	4		72
11:30 AM-11:59 AM		1				14	2	5	8	15			6	2	1			3										6
Unknown						2			2	2	1		1									1						1
<b>TOTALS</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>325</b>	<b>147</b>	<b>61</b>	<b>125</b>	<b>333</b>	<b>18</b>	<b>31</b>	<b>174</b>	<b>68</b>	<b>43</b>	<b>6</b>	<b>0</b>	<b>12</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>182</b>	

PARKING SURVEY RESULTS FOR WEDNESDAY, APRIL 24, 2002

7:30 PM BIBLE STUDY																								
Approximate time of arrival at 1401 Duke Street	Method of Transportation						Attendees				Area Where Driver Parked Car											TOTAL CARS		
	Metro	Dropped Off	Walked	Bus	Taxi	Car	Member	Non-member	Didn't respond to question	TOTAL ATTENDEES	1400 Duke Street (Lot)	1401 Duke Street (Lot)	1415 Duke Street (Lot)	1429 Duke Street (Lot)	200 S. Peyton (Lot)	1400 block of Duke St.	1300 block of Duke St.	100 block of S. West St.	200 block of S. West St.	300 block of S. West St.	Behind Urban League (Lot)		Fannon Oil (Lot)	Didn't respond to question
Before 5:59 PM				1		2	2		1	3		1		1										2
6:00 PM-6:29 PM						7	6	1		7		4												4
6:30 PM-6:59 PM				2		10	10		2	12	1	4	2											7
7:00 PM-7:29 PM				1		18	16	2	1	19	1	9	1		2				1				1	15
7:30 PM-7:59 PM						68	46	17	5	88	6	19	5		4				4	2		1	1	44
8:00 PM-8:29 PM	1					48	41	6	2	49	9	10	1		1	1			4	2	1	1	2	82
8:30 PM-8:59 PM						2	1	1		2		1										1		2
Unknown						3	3			3				1									1	2
<b>TOTALS</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>168</b>	<b>126</b>	<b>27</b>	<b>11</b>	<b>163</b>	<b>19</b>	<b>48</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>9</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>107</b>

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**YOUNG, GOLDMAN & VAN BEEK**  
A PROFESSIONAL CORPORATION

LAWYERS

P.O. BOX 1946

ALEXANDRIA, VIRGINIA 22313-1946

(703) 684-3260

FACSIMILE: (703) 548-4742

E-mail: hayoung@ygvb.com

March 21, 2002

510 KING STREET  
SUITE 416  
ALEXANDRIA, VIRGINIA 22314

700 E STREET, S.E.  
WASHINGTON, D.C. 20003

H. ALAN YOUNG

**BY FAX & FIRST CLASS MAIL  
PERSONAL & CONFIDENTIAL**

The Reverend Lee A. Earl, Senior Pastor  
Shiloh Baptist Church  
1401 Duke Street  
Alexandria, VA 22314

Dear Pastor Earl:

The support that I expressed for Shiloh Baptist Church's use of 1400 Duke Street has in no way been diminished by your explanation that the property is to be leased rather than purchased, as I originally understood. I am also thrilled to learn that you will now be able to accommodate your staff which is now in cramped quarters. Thus, any parking impact may be minimal and may very well open up on-street parking spaces.

I spoke with Horace McClerklin yesterday who confirmed that you were on track and that the lease should be executed not later than Friday, March 22, 2002.

I agreed that it would only be proper for the owner to first notify the City. I then would like to notify the neighbors, who like me, have had many sleepless nights concerning this matter. To notify them by tomorrow will enable them to have a very pleasant weekend.

Thanking you and your congregants for your efforts, I remain,

Sincerely yours,



H. Alan Young

HAY:skr

S:\YOUNG\PERS\HOUSE\CLUBHOUSE\SHILOH2.LTR

Apr-18-02 01:39P Shiloh Baptist Church

P.02

### Shiloh Baptist Church

1401 Duke Street • Alexandria, VA 22314  
703-683-4573 (Ph) • 703-683-8736 (Fax)

April 18, 2002

King and Nordlinger, L.L.P.  
4350 N. Fairfax Drive, Suite 950  
Arlington, VA 22023  
ATTN: John J. Cooleen

RE: Cannon Estate, etal  
Alexandria Redevelopment Association

Dear Mr. Cooleen:

Shiloh Baptist Church is in the process of leasing the old Tesst site (1400 Duke St), which is adjacent to your facilities in Round House Square. We will be using this property for our Sunday Worship Services, which currently takes place at our 1401 Duke Street location, across the street from your facility.

As you may be aware, we recently filed an application for a Special Use Permit (SUP). Although we are fairly certain that we are in compliance with the zoning ordinances that addresses parking for churches, we need to assure our probability of approval. As a result, this letter is to request your support of Shiloh Baptist Church relocating their worship services to Round House Square and authorization to use ~~your 22~~ <sup>up to 18</sup> parking spaces, which are also located at Round House Square. We will need the spaces most of the day on Saturdays and Sundays, and some weekday evenings, beginning at approximately 7:00 p.m. This time schedule is consistent with our current use and as we understand, it will not interfere with the existing parking needs of your employees and customers.

If you agree to Shiloh Baptist Church using your parking space during the aforementioned times, please sign and date this letter below and return it by April 19 to: Linda Fields, Church Administrator, Shiloh Baptist Church, 223 S. West Street, Alexandria VA 22314; or fax it to: (703) 683-8736.

If you have any questions, feel free to contact Ms. Fields at (703) 683-4573, extension #203.

Thank you in advance for your consideration in this matter.

Sincerely,

*Rev. Lee A. Earl*  
Rev. Lee A. Earl  
Senior Pastor <sup>up to</sup> <sub>18</sub>

We support Shiloh Baptist Church in the relocation of their worship services to 1400 Duke Street and we authorize them to use ~~our 22~~ parking spaces, located at Round House Square, during most of the day on Saturdays and Sundays, and on some weekday evenings, beginning at approximately 7:00 p.m. We also acknowledge that this time schedule will not interfere with our existing parking needs.

*Ralph D. Henwaris*  
\_\_\_\_\_  
Signature  
Ralph D. Henwaris  
\_\_\_\_\_  
Printed Name

*22 April 02*  
\_\_\_\_\_  
Date  
President  
\_\_\_\_\_  
Title

18  
APPLICATION for SPECIAL USE PERMIT # 2002-0035

[must use black ink or type]

PROPERTY LOCATION: 1400 Duke Street

TAX MAP REFERENCE: 73.02 - 08 - 30 ZONE: OCM-50

APPLICANT Name: Shiloh Baptist Church

Address: 1401 Duke Street

PROPERTY OWNER Name: Alexandria Redevelopment Association (ARA)

c/o Randal Hagner Management Corp.  
Address: 1321 Connecticut Avenue, N.W., Washington, D.C. 20036

PROPOSED USE: Church-related activities, i.e., worship services

church with parking reduction

**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.

**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 XI, Section 11-301(B) 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 Planning Commission or City Council in the course of public hearings 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.

Herbert D. Spears  
Print Name of Applicant or Agent  
Shiloh Baptist Church  
223 S. West Street  
Mailing/Street Address

  
Signature

(703) 683-4573 (703) 683-8736  
Telephone # Fax #

Alexandria, VA 22314  
City and State Zip Code

March 26, 2002  
Date

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

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

ACTION - PLANNING COMMISSION: 6/04/02 RECOMMEND APPROVAL (Dunn recusal) 6-

ACTION - CITY COUNCIL: 6/15/02PH-- CC approved the Planning recommendation. (SEPARATE MOTION)