

EXHIBIT NO. 1

14  
9-15-01

Docket Item #25  
SPECIAL USE PERMIT #2001-0074

Planning Commission Meeting  
September 4, 2001

**ISSUE:** Consideration of a request for a special use permit for a commercial school for pottery craft with a reduction of off-street parking.

**APPLICANT:** Clay Queen Pottery  
By Renee Altman

**LOCATION:** 2303 Mount Vernon Avenue  
Clay Queen Pottery

**ZONE:** CL/Commercial Low

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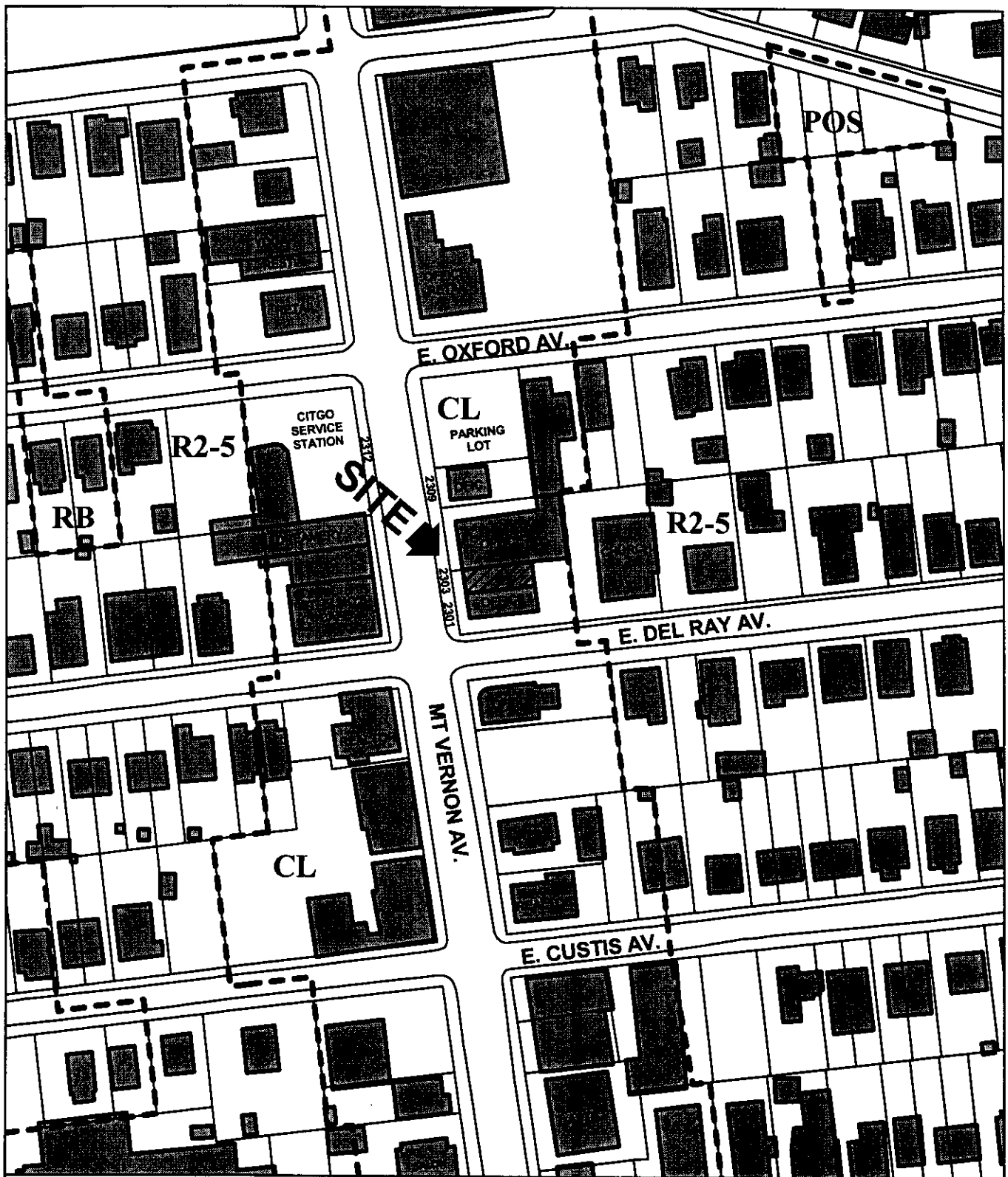
**PLANNING COMMISSION ACTION, SEPTEMBER 4, 2001:** On a motion by Mr. Robinson, seconded by Mr. Leibach, the Planning Commission voted to recommend approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations and to delete Condition #7 and amend Condition #8. The motion carried on a vote of 7 to 0.

Reason: The Planning Commission agreed with the staff analysis but believed it unfair to require the applicant to provide masonry pavers in front of the building as recommended by staff.

Speakers:

Amy Slack, on behalf of the Del Ray Citizens Association, supported the proposed use and asked that the applicant post signs identifying off-street parking areas at the building entrances.

Renee Altman, applicant, stated that the appearance of the property has been improved and will continue to be improved but requested that Condition #7 requiring the installation of masonry pavers be deleted as the cost to make the improvements would be onerous.



**SUP #2001-0074**

**09/04/01**



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 business or entity in which the applicant has a controlling interest. (P&Z)
2. A maximum of 10 students shall attend the school at any time. (P&Z)
3. The debris located in the parking area behind the building shall be removed. (P&Z)
4. The applicant shall re-grade and repair the gravel parking lot to satisfaction of the Director of Transportation and Environmental Services. (T&ES)
5. The applicant shall provide lighting for rear parking lot to meet minimum City Standards. (T&ES)
6. All lighting shall be directed downward and shall be screened at the sides to avoid glare on the street and on adjacent properties and public rights-of-way to the satisfaction of the Director of Planning and Zoning. (P&Z)
7. **CONDITION DELETED BY PLANNING COMMISSION:** ~~The existing concrete in front of the subject property shall be removed and replaced with masonry paver that matches the public right-of-way and complies with the Mount Vernon Avenue Design Guidelines to the satisfaction of the Director of Planning and Zoning. (P&Z) (PC)~~
8. **CONDITION AMENDED BY PLANNING COMMISSION:** The applicant shall post signs inside the building and at both building entrances indicating the locations of the off-street parking and shall inform students and customers about the parking. (P&Z)
9. Prior to operation, the applicant shall contact the Crime Prevention Unit of the Alexandria Police Department for a security survey and robbery awareness program. (Police)
10. All signage shall conform with the Mount Vernon Avenue Design Guidelines. (P&Z)

11. The applicant shall control odors from the property to prevent them from becoming a nuisance to neighboring properties, as determined by the Department of Transportation and Environmental Services. (T&ES)
12. Earthen wastes or otherwise shall not be washed onto the streets, alleys, sidewalks or into the storm sewers. (T&ES)
13. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions, (b) the director has received a request from any person to docket the permit for review as a result of a complaint that rises to the level of a violation, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

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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, Renee B. Altman, trading as the Clay Queen Pottery, requests special use permit approval for the operation of a commercial school (pottery studio) with a reduction of off-street parking located at 2303 Mount Vernon Avenue.
2. The subject property is one lot of record with approximately 57 feet of frontage on Mount Vernon Avenue, approximately 92 feet of depth and a total lot area of approximately 5,977 square feet. The site is developed with a two story building. A small gravel parking lot is located behind the building and is accessed via Del Ray Avenue.
3. The applicant requests special use approval to operate a commercial school (pottery studio) with a reduction of off-street parking. According to the application materials, the applicant proposes to offer pottery classes for adults and children in conjunction with her retail store. The applicant will occupy approximately 1,150 square feet of space formerly occupied by an upholstery shop (see attached plan).
4. Classes for adults are proposed to occur three or four times per week between the hours of 7:00 p.m. to 10:00 p.m. Enrollment in the classes will be limited to ten students per class.
5. Children's classes will be offered in the late afternoons after school has recessed, on Saturday mornings, and during the day in the summer. The applicant intends to offer one or two children's classes per week. The duration of the children's classes will be approximately one hour. Enrollment in the children's classes will be limited five or six children per class.
6. The applicant will provide instruction for both types of classes. No other staff members are proposed at this time, although the applicant may hire one or two people to assist in the operation of the business in the future. Not more than one class will occur at any one time.
7. In addition to the pottery classes, the applicant will offer pottery and other crafts for sale. In response to questioning by staff, the applicant indicated that she may have gallery shows in the future but has no plans to do so now.
8. The proposed hours of operation are 11:00 a.m. to 10:00 p.m. Sunday through Friday, and 8:30 a.m. to 10:00 p.m. on Saturdays.
9. Glass and plastic bottles, cardboard boxes and clay and glazes constitute the majority of garbage to be generated by the school. Garbage will be stored in an existing trash container located behind the building and collected once a week.

10. Pursuant to Section 8-200(A)(11) of the zoning ordinance, a minimum of one space for each two seats is required for a commercial school. The applicant proposes to offer adult classes with a maximum enrollment of 10 students; therefore, a minimum of five parking spaces is required. According to the application materials, five parking spaces will be available for use by students during the evenings in the parking lot behind the building. With this arrangement in place, the applicant will comply with the technical requirement in the evenings, but not during her weekday and weekend hours of operation. Therefore, the applicant requests a reduction of off-street parking.
11. The applicant gives the following rationale for the proposed parking reduction:
  - a. There is no space on the site to provide additional parking spaces;
  - b. A public parking lot is located at the corner of Mount Vernon and Oxford Avenues;
  - c. Some students will be pedestrians; and
  - d. Five parking spaces will be available during the evenings, after 6:00 p.m., when adult classes will be held.
12. Zoning: The subject property is located in the CL/Commercial Low zone. Section 4-103(K) of the zoning ordinance allows a commercial school in the CL zone only with a special use permit.
13. Master Plan: The proposed use is consistent with the Potomac West small area plan chapter of the Master Plan which designates the property for commercial low uses.

#### STAFF ANALYSIS:

Staff has no objection to the proposed commercial school for a pottery craft studio located at 2303 Mount Vernon Avenue. The use is compatible with the existing commercial uses in the immediate area and will contribute to the mix of retail, office and personal service uses along the Avenue.

In general, in reviewing special use permit requests for parking reduction cases along Mount Vernon Avenue, both Planning and T&ES share concerns about the availability of parking and about parking on residential streets. Planning staff notes that the applicant will not be providing any off-street parking during the weekday hours of operation and that parking in this section of Mount Vernon Avenue can be tight during certain periods of the day. However, Planning staff believes that there

is a potential for pedestrian traffic and shared parking with the other businesses in the area. The applicant's peak hours of demand for parking will likely occur during the evening hours when the adult classes are held. After 6:00 p.m., the applicant is able to provide five off-street parking spaces which will satisfy the technical requirement and mitigate the impact of potential conflict with parkers on residential streets. During the day, these spaces will be shared among all tenants and their visitors to the site. However, the demand for parking will likely be low as only children's classes will be held at that time. Staff therefore supports the parking reduction request and recommends that the applicant be required to post a sign within the building indicating the location of off-street parking in the area.

During staff's inspection of the site, staff observed debris in the gravel parking lot behind the building. In order to ensure that the area may be used by the applicant's students and other visitors to the site, staff has included a condition that requires the removal of the debris. T&ES staff recommend that the parking lot be regraded and repaired to the satisfaction of the Director of T&ES and that lighting for the parking lot be provided. Staff has included conditions to this effect. In addition, staff observed that the area in front of the building is concrete, rather than masonry paver or brick. The Mount Vernon Design Guidelines recommend that the paved areas between the right-of-way and building entrance use the same material as the right-of-way. Staff notes that the block to the west of the subject property has this treatment, as does the adjacent building. Consistent with the Design Guidelines and in order to continue the uniform appearance of the streetscape, staff recommends that the concrete area located directly in front of the applicant's space be removed and replaced with masonry paver to match the existing paver on the public right-of-way and has included a condition to this effect.

Staff has also included a condition requiring a review of the school after it has been operational for one year so that if there are problems with its operation, additional conditions may be imposed. With this condition, staff recommends approval of the special use permit.

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

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- F-1 No T&ES objection for the parking reduction.
- R-1 Clean -up debris and re-grade/repair gravel parking lot to satisfaction of the Director of T&ES.
- R-2 Provide lighting for rear parking lot to meet minimum City Standards.
- R-3 The applicant shall control odors and smoke from the property to prevent them from becoming a nuisance to neighboring properties, as determined by the Department of Transportation & Environmental Services.
- R-4 Earthen wastes or otherwise shall not be washed onto the streets, alleys, sidewalks or into the storm sewers.

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 location, 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 313.0
- C-6 Required exists, parking, and accessibility for persons with disabilities must be provided to the building

Health Department:

- F-1 No comments.

Police Department:

- R-1 Security survey for the studio. This is to be completed prior to the studio opening for business.
- R-2 Robbery awareness program for all employees.

# APPLICATION for SPECIAL USE PERMIT # 2001-0074

[must use black ink or type]

PROPERTY LOCATION: 2303 MOUNT VERNON AVE.

TAX MAP REFERENCE: 34-02/BLOCK-LOT 07-21 ZONE: CL

APPLICANT Name: RENEE ALTMAN T/A THE CLAY QUEEN POTTERY

Address: 2032 BELMONT RD NW, WASHINGTON, DC 20009

PROPERTY OWNER Name: MATTHEW KASAP  
c/o PAUL HAIRE, K&B MANAGEMENT

Address: 116 E. DELRAY AVE., ALEX. VA. 22301

PROPOSED USE: POTTERY STUDIO - SELLING POTS MADE ON  
PREMISE, POSSIBLY OTHER'S POTS & CRAFTS, GIVING POTTERY LESSONS

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.

RENEE B. ALTMAN  
Print Name of Applicant or Agent

Renee B. Altman  
Signature

2032 BELMONT RD NW #519  
Mailing/Street Address

(202)332-5249  
Telephone # Fax #

WASHINGTON, DC 20009  
City and State Zip Code

June 22, 2001  
Date

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

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

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

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

Special Use Permit # 2001-0074

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.

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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.

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.

**SEE PLANS ATTACHED**

**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)

RENEE ALTMAN IS REQUESTING A PERMIT TO OFFER POTTERY  
CLASSES AS PART OF A POTTERY STUDIO/GALLERY BUSINESS  
"THE CLAY QUEEN POTTERY" TO BE LOCATED AT  
12303 MT. VERNON AVENUE.

IN ADDITION TO USING THIS SPACE TO MAKE & SELL POTTERY  
& OTHER CRAFTS, MS. ALTMAN WANTS TO OFFER 3-4 EVENING  
ADULT POTTERY CLASSES THAT WILL RUN FROM APPROXIMATELY  
7pm TO 10pm. THERE WILL BE A MAXIMUM OF 10 (TEN)  
STUDENTS PLUS MS. ALTMAN THE TEACHER.

MS ALTMAN MAY ALSO GIVE 1-2 CHILDREN'S CLASSES THAT  
WOULD BE AFTER SCHOOL OR SATURDAY MORNINGS DURING  
THE SCHOOL YEAR OR DURING THE DAY IN THE SUMMER.  
THE<sup>SE</sup> CLASSES WOULD BE ABOUT 1 HOUR LONG. THERE WOULD  
BE A MAXIMUM OF 5 TO 6 CHILDREN STUDENTS.

IT IS EXPECTED THAT MOST STUDENTS WOULD COME  
FROM THE IMMEDIATE NEIGHBORHOOD. FOR THOSE WHO  
COME BY AUTOMOBILE THERE ARE 5 (FIVE) PARKING SPACES  
BEHIND THE BUILDING. AVAILABLE IN THE EVENING AND  
14 SPACES IN THE PUBLIC LOT AT THE NORTH END OF  
THE BLOCK @ OXFORD AVE. THE CHILDREN WOULD  
OF COURSE BE DROPPED OFF AND NOT REQUIRE PARKING.

**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).

Each week I expect to have 3-4 <sup>adult</sup> evening classes and possibly 1-2 children's classes during the day. I hope to have 50 patrons weekly.

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

There will be no employees. Perhaps 1-2 staff people in the distant future.

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

Day:

6-7 days each week

Hours:

approximately 11:00<sup>AM</sup> PM  
except on Saturdays  
which will begin at  
8:30/9 AM

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

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

I expect no noise from patrons. I will have 2 AIR  
CONDITIONING UNITS AND A WINDOW FAN.

B. How will the noise from patrons be controlled?

NA

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

NA

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?

GLASS & PLASTIC BOTTLES WILL BE RECYCLED, CARDBOARD BOXES  
WILL BE RECYCLED. OTHERWISE NORMAL TRASH, CLAY AND GLAZES  
ARE RECYCLED.

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

TWO TRASH CANS WEEKLY (APPROXIMATELY)

C. How often will trash be collected?

ONCE A WEEK

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

I WILL HAVE TRASH CONTAINERS IN THE STUDIO  
AND CLEAN UP TRASH AROUND THE PROPERTY.

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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:

NA

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:

NA

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

NON HAZARDOUS USE. ALL CODE REQUIREMENTS  
FOR A BUSINESS/RETAIL ~~ESTAB~~/POTTERY SCHOOL  
WILL BE MET.

#### 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.

NA

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

9am - 5pm

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

Approximately once every 6 weeks/8 weeks

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?

Access is adequate

#### SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? ☒ Yes ☐ No

Do you propose to construct an addition to the building? ☐ Yes ☒ No

How large will the addition be? \_\_\_\_\_ square feet.

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

1150 sq. ft. (existing) + 0 sq. ft. (addition if any) = 1150 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: \_\_\_\_\_

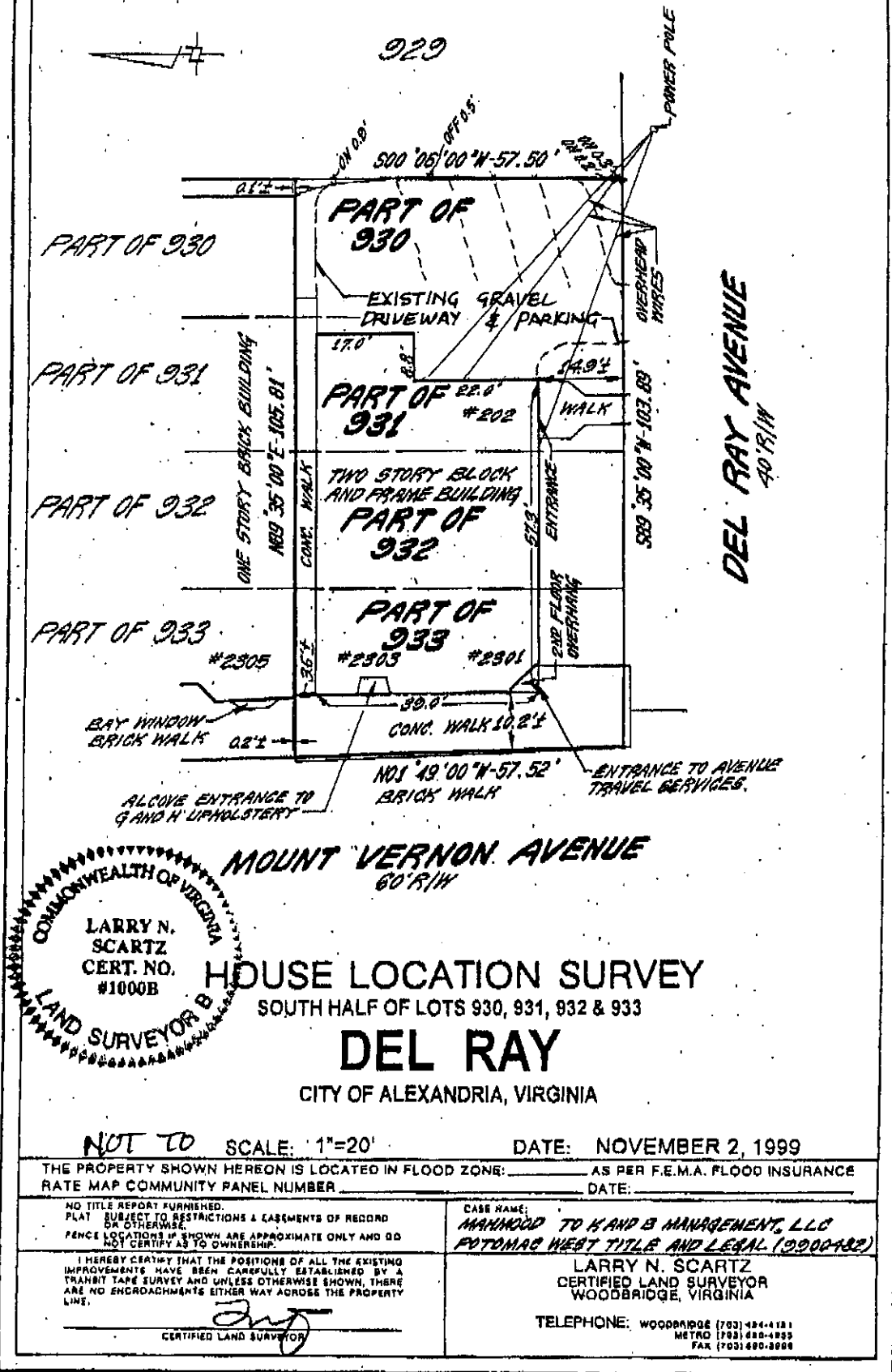


Special Use Permit # 2001-0074

### PARKING REDUCTION SUPPLEMENTAL APPLICATION

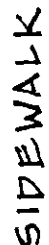
Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location) PROPOSED  
POTTERY SCHOOL W/ ONE TEACHER & TEN STUDENTS MAX-  
REQUIRING 6 (SIX) PARKING SPACES. THE SUBJECT SITE @  
2303 MT. VERNON AVE. HAS FIVE AVAILABLE PARKING SPACES.  
A REDUCTION OF ONE SPACE IS SOUGHT.
2. Provide a statement of justification for the proposed parking reduction. ADULT  
CLASSES WILL BE IN THE EVENING. THERE IS A PUBLIC  
LOT @ THE NORTH END OF THE BLOCK @ OXFORD AVE. SOME  
PEOPLE WILL WALK
3. Why is it not feasible to provide the required parking? THERE IS NOT SPACE ON THE PROPERTY FOR MORE THAN  
FIVE SPACES
4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces? ☐ Yes. ☒ No.
- N/A* 5. If the requested reduction is for more than five parking spaces, the applicant must submit a Parking Management Plan which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.
6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.  
EVENING PARKING ALONG MT. VERNON AVE AND IN PUBLIC  
LOT IS NORMALLY AVAILABLE.



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Renee Altman, 2032 Belmont Road NW, Washington, DC 20009

T/A The Clay Queen Pottery, 2303 Mount Vernon Avenue, Alexandria, Virginia 22301

SUP 2001-0074

Renee Altman  
2032 Belmont Rd. NW #519  
Washington, DC 20009  
August 1, 2001

Cathleen Beaton  
Office of Planning & Zoning  
City of Alexandria Government  
Alexandria, Virginia 22314

Dear Ms. Beaton:


Enclosed is my survey of the parking spaces in the area of the store I am opening at 2303 Mt. Vernon Avenue.  
I hope this information is useful for you.

Also, in conversation with you I learned that certain parking lots in the area might not be considered because I do not have permission to use them, but I feel they are worthy of special notice.

1. There is a 15 car parking lot behind the west side of the 2300 block of Mt. Vernon (behind St. Elmo's and the Dreamery. On the day, Thursday July 26, that I surveyed the parking there was a maximum of 9 cars parked at any time. It is not posted as a private lot, reserved for certain businesses.
2. Behind the east side of the 2400 block of Mt. Vernon is the "Human Services" parking lot, which is open for parking after 5 pm. There are 62 spaces and 6 additional spaces reserved for the Stepping Stones Club.

Please let me know if I can supply any additional information for you.

Sincerely,

  
Renee Altman

SUP 2001-0074

Renee Altman  
The Clay Queen Pottery  
2303 Mt. Vernon Avenue  
Parking Study

Day: THURSDAY

Date: July 26, 2001

	5 spaces		5 spaces		5 spaces		8 spaces		8 spaces		13 spaces		21 spaces		no pkg.		13 spaces	
	Parking lot behind 2303 Mt. Vernon		East side of 2300 block of Mt. Vernon		West side of 2300 block of Mt. Vernon		East side of 2200 block of Mt. Vernon		West side of 2200 block of Mt. Vernon		Parking lot, corner of Mt. Vernon and Oxford		North side of DelRay Ave., east of Mt. Vernon		South side of DelRay Ave., east of Mt. Vernon		North side of DelRay Ave. west of Mt. Vernon	
Time	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES
11 am	2		2		3		4		3		4		16				9	
12 pm	3		1		3		4		2		6		17				8	
1 pm	3		3		3		4		2		5		14				8	
2 pm	4		2		4		5		2		4		14				7	
3 pm	4		3		3		4		3		5		16				8	
											(ADA SPACE) (2 Hours 9-5 MON-FRI)							

All spaces on Mt. Vernon Ave. are restricted to 2 hours, 9-5, MON.-SAT.

SUP 2001-0074

Renee Altman  
 The Clay Queen Pottery  
 2303 Mt. Vernon Avenue  
 Parking Study

Day: Thursday  
 Date: July 26, 2001

	No pkg.		No pkg.		19 spaces		7 spaces		7 spaces									
Time	South side of DelRay Ave., west of Mt. Vernon		North side of Oxford St., east of Mt. Vernon		South side of Oxford St., east of Mt. Vernon		East side of 2400 block of Mt. Vernon		West side of 2400 block of Mt. Vernon									
	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES
11 am					14		4		4									
12 pm					12		4		4									
1 pm					14		6		6									
2 pm					15		4		2									
3 pm					12		5		4									

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SUP 2001-0074

Renee Altman  
The Clay Queen Pottery  
2303 Mt. Vernon Avenue  
Parking Study

Day: Tuesday

Date: July 31, 2001

	5 spaces		5 spaces		5 spaces		8 spaces		8 spaces		13 spaces		21 spaces		no pkg.		13 spaces	
	Parking lot behind 2303 Mt. Vernon		East side of 2300 block of Mt. Vernon		West side of 2300 block of Mt. Vernon		East side of 2200 block of Mt. Vernon		West side of 2200 block of Mt. Vernon		Parking lot, corner of Mt. Vernon and Oxford		North side of DelRay Ave., east of Mt. Vernon		South side of DelRay Ave., east of Mt. Vernon		North side of DelRay Ave. west of Mt. Vernon	
Time	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES
6 pm	2		3		4		3		4		3		7				8	
7pm	1		4		3		1		3		2		6				7	
8pm	1		3		4		5		8		1		12				5	
9pm	0		2		3		5		7		1		12				8	
10pm	0		0		2		1		1		0		5				6	

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Renee Altman  
The Clay Queen Pottery  
2303 Mt. Vernon Avenue  
Parking Study

Day: TUESDAY

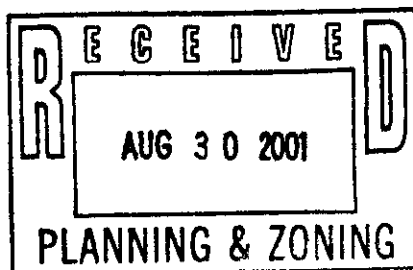
Date: JULY 31, 2001

	No pkg.		No pkg.		19 spaces		7 spaces		7 spaces									
Time	South side of DelRay Ave., west of Mt. Vernon		North side of Oxford St., east of Mt. Vernon		South side of Oxford St., east of Mt. Vernon		East side of 2400 block of Mt. Vernon		West side of 2400 block of Mt. Vernon									
	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES	Cars	ES
6 pm					10		6		2									
7 pm					11		6		3									
8 pm					10		4		5									
9 pm					10		3		5									
10 pm					10		2		0									

SUP 2001-0074



#25. SUP 2001-0074



2032 Belmont Road NW #519  
Washington, DC 20009  
August 29, 2001

Alexandria Planning Commission  
Alexandria City Hall  
Alexandria, Virginia 20314

Subject: Reconsideration of Staff Recommendations Regarding Request for  
Special Use Permit and Parking Reduction

Dear Commission Members:

I am opening a pottery studio at 2303 Mt. Vernon Avenue and have requested a Special Use Permit and Parking Reduction in order to conduct pottery classes.

The Staff has made four requests of me, three of which have already been planned or started. Those three are cleaning the debris in the parking lot behind the building, regrading the parking lot, and installing a light in the parking lot. The landlord is responsible for the debris and the regrading and I will install the lighting.

I ask your reconsideration of the Staff's fourth request. They are asking me to replace the concrete sidewalk in front of the store with brick pavers.

This request is extremely burdensome. As a new business owner, of a very low-budget business, this money could be better spent, for example, on equipment, advertising, or installing the ADA bathroom. Requests like this are not encouraging of small business development.

It seems that the Staff's goal is street enhancement and toward that end I am planning to install low planters under the store's windows. This will happen next spring when both the cash flow and the sun are on the increase.

I appreciate your review of this matter. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Renee B. Altman".

Renee B. Altman  
The Clay Queen Pottery

CC: Land Use Committee, Del Ray Citizens Assn.  
Cathleen Beaton, Office of Planning & Zoning

# THE DEL RAY CITIZENS ASSOCIATION

P.O. BOX 2233

ALEXANDRIA, VIRGINIA 22301

ESTABLISHED 1954

**To:** Members of Alexandria Planning Commission  
Eileen Fogarty, Director, Office of Planning and Zoning

**From:** Amy Slack, Land Use Committee Co-chair  
Sarah Haut, Land Use Committee Co-chair  
Bill Hendrickson, President

**Date:** August 31, 2001

**Subject:** SUP# 2001-0074, Clay Queen Pottery at 2303 Mt. Vernon Ave. for a commercial school for pottery craft with a reduction of off-street parking.

The applicant, Renee Altman, attended the DRCA Land Use Committee meeting on August 29, 2001 and presented the application to the committee. The applicant requests approval to operate a commercial school and retail store with a reduction of off-street parking.

The applicant plans to provide classes limited to 10 adult students 3-4 nights per week, and two classes per week in the early afternoon or on the weekend for 5-6 children. She stated that her classes have already been filled and that she has a waiting list of 31 people. The Clay Queen will operate as a retail store on the property as well. Initially there will not be additional staff on site, but she may add staff in the future.

The business is required to provide six parking spaces during retail business hours. The applicant has secured five parking spaces required for students attending evening classes in a lot to the rear of the building. The landlord has agreed to regrade and pave the lot upon completion of construction for mechanical upgrades needed by the business.

In addition to conditions recommended by staff, the Land Use Committee voted to recommend support with the following conditions:

- Eliminate condition 7 requiring the applicant to replace the concrete in front of the bldg. with brick pavers. We believe that the condition and repair of sidewalks should be the responsibility of a landlord who bears the greatest liability and benefit.
- Amend condition 8 to read: The applicant shall post signs at the entrances of the building indicating....

We request your support for this position and welcome your questions and comments. Please feel free to contact Co-chairs Amy Slack at 703-549-3412 or Sarah Haut at 703-838-9060, and President Bill Hendrickson at 703-549-7365 (days), 703-519-9410 (evenings).

# APPLICATION for SPECIAL USE PERMIT # 2001-0074

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[must use black ink or type]

PROPERTY LOCATION: 2303 MOUNT VERNON AVE.

TAX MAP REFERENCE: 34-02/BLOCK-LOT 07-21 ZONE: CL

APPLICANT Name: RENEE ALTMAN T/A THE CLAY QUEEN POTTERY

Address: 2032 BELMONT RD NW, WASHINGTON, DC 20009

PROPERTY OWNER Name: MATTHEW KASAP

c/o PAUL HAIRE, K&B MANAGEMENT  
Address: 116 E. DELRAY AVE., ALEX. VA. 22301

PROPOSED USE: POTTERY STUDIO - SELLING POTS MADE ON  
PREMISE, POSSIBLY OTHER'S POTS & CRAFTS & GIVING POTTERY LESSONS

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.

RENEE B. ALTMAN  
Print Name of Applicant or Agent

Renee B. Altman  
Signature

2032 BELMONT RD NW #519  
Mailing/Street Address

(202) 332-5249  
Telephone # Fax #

WASHINGTON, DC 20009  
City and State Zip Code

June 22, 2001  
Date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

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

ACTION - PLANNING COMMISSION: 9/4/01 RECOMMEND APPROVAL 7-0

ACTION - CITY COUNCIL: 9/15/01PH--CC approved the Planning Commission recommendation.