

Docket Item #14  
SPECIAL USE PERMIT #2004-0011

Planning Commission Meeting  
April 6, 2004

**ISSUE:** Consideration of a review of a special use permit.

**APPLICANT:** On-Site Sourcing  
by Harry P. Hart, attorney

**LOCATION:** 800 - 840 North Henry Street

**ZONE:** CRMU-H/Commercial Residential Mixed Use

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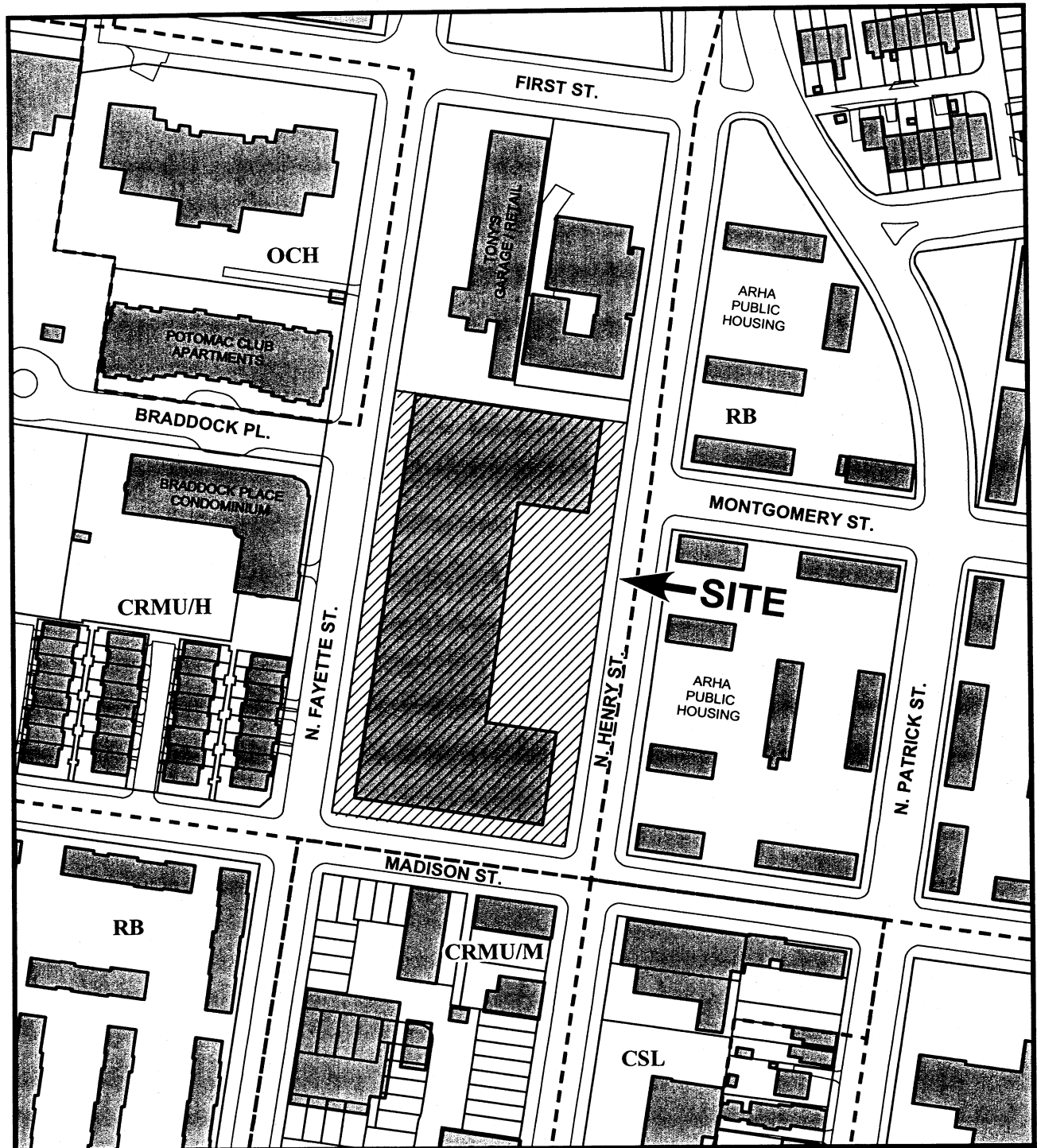
**PLANNING COMMISSION ACTION, APRIL 6, 2004:** On a motion by Mr. Komoroske, seconded by Mr. Jennings, the Planning Commission voted to recommend approval of the request, subject to compliance with all applicable codes, ordinances and recommended permit conditions. The motion carried on a vote of 7 to 0.

**Reason:** The Planning Commission agreed with staff's analysis.

**Speakers:**

Bud Hart, the applicant's attorney, spoke in favor of the special use permit and stated that his client will have all the required site and landscape improvements completed by mid April 2004.

**STAFF RECOMMENDATION:** Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.



**SUP #2004-0011**

**04/06/04**



## **I. DISCUSSION**

### REQUEST

This case is before the Planning Commission and City Council for a review of the existing special use permit for On-Site Sourcing, represented by Harry P. Hart, attorney, located at 800-840 North Henry Street.

### SITE DESCRIPTION

The subject property is one tax parcel of record, originally platted as 11 narrow lots, with 458 feet of frontage on North Henry Street, 247 feet of frontage on Madison Street and 437 feet of frontage on North Fayette Street. The parcel contains a total lot area of 113,100 square feet or 2.6 acres.

The site is developed with a one story industrial building that was built in 1955 and contains 69,859 square feet of floor area. The entire remainder of the site is paved for parking areas. Access to the parking is from North Henry Street, North Fayette Street and Madison Street. Directly north of the site is the Carpenters Shelter building and Tony's Auto Service garage. To the east across Henry Street is the Samuel Madden Homes – Uptown public housing. South of the property across Madison Street is the Lofts residential development. To the west across North Fayette Street are three residential developments: the Braddock Place condominiums, Meridian at Braddock Station (formerly Potomac Club I and Potomac Club II apartments).

### SUP HISTORY

On June 16, 2001, City Council granted Special Use Permit #2001-0044 for a parking reduction of 68 spaces, provided the applicant implement the parking management plan it represented in its parking analysis report, which included, at a minimum, charging for parking, offering transit subsidies and participating in the Metrochek and JobLink programs. The applicant is also required to submit a parking demand analysis in June 2006, and in five year increments thereafter, which includes an employee count, employee parking demand and transit use, and any other factors of the use of the site which add to or reduce parking demands.

Additionally, the applicant agreed to undertake extensive site improvements which were required under a four-part program which consists of the following components:

- facade improvements to include painting the building, signage, awnings, windows, the conversion of loading doors to the extent practicable;
- landscaping to include street trees along North Fayette Street and Madison Street, an improved North Henry Street frontage, and significant additional landscaping at the southeast and southwest corners of the site;

- redesign of North Fayette Street frontage to create parallel on-site parking spaces, public on street parking spaces, curbing, sidewalk and street trees;
- general site improvements, including striping for parking spaces, lighting, dumpster location, with screening, and paving improvements.

The timing of the work was phased to coincide with the applicant's ability to occupy the entire site. Pursuant to Condition #5 of the special use permit, the work on the North Henry Street and Madison Street frontages was originally required to be completed by June 2002, and the improvements to the North Fayette Street frontage were required to be completed by December 31, 2003.

In January 2003, the applicant had only completed facade upgrades, including painting the building and installing coordinated awnings. The applicant filed special use permit #2003-0008 requesting permission to amend Condition #5 in order to allow them to complete the improvements on North Fayette Street by December 31, 2004 and the other improvements on North Henry and Madison Streets by the end of 2003. SUP #2003-0008 was granted by City Council on April 12, 2003.

#### REVIEW DESCRIPTION

On January 22, 2004 staff inspected the site in order to determine whether the applicant had completed the required site improvement by the December 31, 2003 deadline. Staff observed that the construction of sidewalks along North Henry Street and Madison Street has been done and that the applicant has begun to install landscaping on the parking lot facing North Henry Street (Condition #15). However, staff found that several site improvements required under condition #5 had not been installed and issued a ticket for the following violations:

- (a) Failure to install landscape improvements/trees along Madison Street, the southeast or the southwest corner of the site, and landscaping between the street trees along North Henry Street;
- (b) Insufficient improvements on the south side of the private property and curb cut along Madison Street (pot holes, weeds etc.);
- (c) Failure to install islands and lighting on the on-site parking lot facing North Henry Street;
- (d) Defaced sign on the facade of 810 North Henry Street.

In addition, staff has received complaints from neighbors in the new Lofts development to the south who are concerned about the slow pace of promised improvements.

In order to suspend enforcement actions, staff required that the applicant agree in writing to an amended schedule so that the above landscaping and improvements would be installed by April 15, 2004 (see Attachment 1). The applicant and representatives responded immediately and submitted the requested agreement on January 29, 2004, acknowledging receipt of the list of violations and stating its intention to resolve the outstanding issues by March of 2004 (see Attachment 2). Furthermore, the applicant's attorney indicates that On-Site Sourcing, Inc. has let purchase orders for all required site improvements and that the bids for this work were received from D&F Construction, Inc., the contractor of record for the City of Alexandria. He further stipulates that all of the funds for these actions have either been paid to the contractor or have been accrued in 2003 by On-Site, and that it is the intention of On-Site Sourcing, Inc. to disperse these funds to the contractor upon successful completion of the agreed to scope of work.

On February 17, 2004, staff met with the applicant on-site and observed that the work for the required site improvements on the parking lot facing North Henry Street was proceeding.

On March 1, 2004, the applicant submitted a letter (see Attachment 3) stating that it is in full compliance with the parking management plan under condition #4, having implemented policies that include charging for parking, offering transit subsidies and participating in the Metrochek and JobLink programs.

On March 8, 2004, staff visited the site to determine the status of the site improvements and observed that the applicant had (1) installed islands on the parking lot facing North Henry Street, (2) striped most of the parking lot facing North Henry Street, and (3) covered the defaced sign at 810 North Henry Street in accordance with the existing facade improvement program. The following improvements are yet to be completed by April 15, 2004:

- (a) Install landscape improvements/trees along Madison Street, the southeast and the southwest corner of the site, and landscaping between the street trees along North Henry Street;
- (b) Improve the curb cut and south side of the private property along Madison Street pursuant to the approved site plan;
- (c) Install lighting and landscaping within the islands on the parking lot facing North Henry Street.

The applicant has represented to staff that the work will be completed by April 15, 2004.

ZONING/MASTER PLAN

The subject property is located in the CRMU-H/High density mixed use zone. Business and professional offices are permitted in the zone. The site is located in Braddock Metro Small Area chapter of the Master Plan which designates the property for high density mixed use.

**II. STAFF ANALYSIS**

Since approval of the original special use permit in June 2001, the applicant has undertaken major improvements of the site, including striping of parking spaces on North Fayette Street and the on-site parking lot, facade upgrades such as painting the building and installing coordinated awnings, some landscape and island installments on the parking lot facing North Henry Street, and, most significantly, construction of new sidewalks along North Henry and Madison Street.

The applicant has been working with staff on the timing and implementation of the site improvements and has agreed to complete all work required by December 31, 2003, by April 15, 2004.

Staff recommends an amended condition #20, which requires a review after the deadline for the completion of all remaining site improvements in December of 2004, in addition to a review five years after approval of the original 2001 special use permit in June 2006.

With these conditions, staff recommends approval of the special use permit.

**III. RECOMMENDED PERMIT 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)(SUP #2001-0044)
2. A parking reduction is permitted for this particular applicant for the number of spaces shown on the parking plan as prepared by Artemel and Associates, provided that the use of the site may not change in a way that increases the parking demand, and provided that the applicant successfully completes all of the improvements to which it has committed including the creation of legal parking spaces on the site and on the public street. Minor adjustments due to final engineering of the plan may be made to staff's satisfaction. (PC) (SUP #2001-0044)
3. The applicant shall provide a parking demand analysis five years from this approval and in five year increments thereafter which include an employee count, employee parking demand and transit use, and any other factors of the use of the site which add to or reduce parking demands. (P&Z) (SUP #2001-0044)

4. The applicant shall implement the parking management plan represented in its parking analysis report, which includes, at a minimum, charging for parking, offering transit subsidies and participating in the Metrochek and JobLink programs. (P&Z) (SUP #2001-0044)
5. The applicant shall work with staff, provide detailed, dimensioned plans for approval by Planning and Zoning, Transportation and Environmental Services, Code Enforcement and the Police, and shall implement the following site and building improvements:
  - a) a facade improvement program, to include painting the building, signage, awnings, windows, the conversion of loading doors to the extent practicable, and studying the feasibility of inserting the loading doors further into the building to accommodate trucks, if necessary based upon the size of the trucks delivering to the site. If it becomes apparent that the loading doors should be inserted into the building, the applicant shall have until December 2004 to do so.
  - b) a landscaping plan generally consistent with the applicant's proposed plan, to include street trees along North Fayette Street and Madison Street, an improved North Henry Street frontage, and significant additional landscaping at the southeast and southwest corners of the site.
  - c) a North Fayette Street frontage redesign program generally consistent with the applicant's proposed plan, to include the elimination of existing head in parking, and curb cut, repaving of the asphalt on-site, the creation of parallel on-site parking spaces, public on street parking spaces, curbing, sidewalk and street trees.
  - d) an overall site improvement plan, including striping for parking spaces, lighting, dumpster location, with screening, and paving improvements.

The timing of the above improvements shall be as follows: all work on the North Henry Street and Madison Street sides of the building shall be completed by December 31, 2003; improvements to the North Fayette Street frontage shall be completed by December 31, 2004. (P&Z) (PC) (SUP #2003-0008)

6. Loading at the site shall be limited to between 7:00 a.m. and 11:00 p.m Monday through Saturday. (P&Z) (SUP #2001-0044)
7. No vehicles, including trucks for loading/unloading are permitted to extend into the North Fayette Street frontage beyond the width of a parked vehicle at the public curb. (P&Z) (SUP #2001-0044)

8. All lighting shall be directed downward and shall be screened at the sides to avoid glare on the street and on adjacent properties to the satisfaction of the Director of Planning and Zoning. (P&Z) (SUP #2001-0044)
9. All On-Site delivery vehicles shall park off the street when not in use. (PC) (SUP #2001-0044)
10. Trash and garbage shall be placed in sealed containers which do not allow odors to escape and shall be stored inside or in a closed container which does not allow invasion by animals. No trash and debris shall be allowed to accumulate on-site outside of those containers. (P&Z) (SUP #2001-0044)
11. No materials or supplies shall be stored outside the building. (P&Z) (SUP #2001-0044)
12. The pole mounted Duron paint sign shall be removed at the termination of the Duron tenant lease; no pole mounted signs may thereafter be installed. (P&Z) (SUP #2001-0044)
13. The applicant shall apply for an encroachment approval for any use of the public right of way. (P&Z) (SUP #2001-0044)
14. A plot plan showing all improvements or alterations to the site shall be approved by the Department of Transportation & Environmental Services before a building permit may be issued. (T&ES) (SUP #2001-0044)
15. Replace existing asphalt sidewalk on North Henry Street frontage with city standard concrete sidewalk, full width, from curb to property line by December 31, 2003. (P&Z) (SUP #2003-0008)
16. Repair asphalt paving behind the sidewalk on Madison Street side of property. (T&ES) (SUP #2001-0044)
17. Repave parking area on North Fayette Street frontage to the satisfaction of the Director of Transportation and Environmental Services. (PC) (SUP #2001-0044)
18. Provide a parking and striping plan satisfactory to the director of T&ES. Improvements to the right-of-way shall meet city design standards. (T&ES) (SUP #2001-0044)
19. Provide lighting within the parking lot and perimeter parking areas to meet minimum city standards. (T&ES) (SUP #2001-0044)



20. **CONDITION AMENDED BY STAFF:** The Director of Planning and Zoning shall review the special use permit at two points in the future: in ~~April 2004~~, December 2004 and five years after approval of the original SUP in June 2006. At either point, the Director shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions, which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community (b) the director has received a request from any person to docket the permit for review as 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) (SUP #2003-0008) (P&Z)~~

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

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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.

#### **IV. CITY DEPARTMENT COMMENTS**

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

##### Transportation & Environmental Services:

- F-1 On June 14, 2002 the City approved a development plan (PLT#2001-0009) for the required improvements to the site related to SUP#2001-0044.
- F-2 A recent site inspection found that the public improvements in the right of way of North Henry Street are complete and acceptable.
- F-3 Additional work is necessary as to the Madison Street proposed city standard driveway apron, parking spaces and green space.
- F-4 The proposed improvements to North Fayette Street frontage do not have to be completed until December 31, 2004.
- F-5 The proposed improvements to the on-site lighting on the N. Henry Street parking lot are not complete.
- R-1 Applicant shall complete the site improvements as required by SUP #2003-0008 and shown on the approved plan.

##### Code Enforcement:

- F-1 Site improvements on going at time of inspection.
- F-2 BLD2003-02538 for 800 N. Henry was applied for on 11/25/03 but has not been issued. Tenant space appears vacant.
- F-3 OCC2003-00502 was applied for 800 N. Henry Street. There has been no activity on this case since 10/29/03.
- F-4 OCC2001-00900 was applied for on 8/17/01 for 802 N. Henry Street. There has been no activity on this application since 2001. The tenant space appears vacant.



DEPARTMENT OF PLANNING AND ZONING

301 King Street, Room 2100

P. O. Box 178

Alexandria, Virginia 22313

ci.alexandria.va.us

Phone (703) 838-4666

Fax (703) 838-6393

January 23, 2004

On-Site Sourcing  
Christopher Weiler, President  
832 North Henry Street  
Alexandria, VA 22314

RE: REVIEW OF SPECIAL USE PERMIT (SUP) NO. 2003-0008, 800-840 N. HENRY STREET

Dear Mr. Weiler,

I am writing to you regarding the On-Site Sourcing business located at 800-840 N. Henry Street. As you are aware, SUP #2003-0008 was approved on April 12, 2003, amending the timing of site and building improvements required in conjunction with the original SUP #2001-0044. A copy of the staff report stipulating all conditions and timelines is attached hereto.

December 31, 2003 marked the first deadline to comply with the following conditions:

1. All building and site improvements on North Henry Street and Madison Street shall be completed, subject to approval by Planning and Zoning, Transportation and Environmental Services, Code Enforcement and the Police, including:
  - a) facade improvement program, to include painting the building, signage, awnings and windows.
  - b) a landscaping plan generally consistent with the applicant's proposed plan, to include street trees along Madison Street, an improved North Henry Street frontage, and significant additional landscaping at the southeast and southwest corners of the site.
  - c) an overall site improvement plan, including striping for parking spaces, lighting, dumpster location, with screening, and paving improvements. (Condition #5)
2. Replace existing asphalt sidewalk on North Henry Street frontage with city standard concrete sidewalk, full width, from curb to property line. (Condition #15)

Staff appreciates the efforts you have so far taken towards complying with SUP #2003-0008, particularly the construction of sidewalks along N. Henry Street and Madison Street. However, a site inspection on January 22, 2004 revealed several violations, including (a) a defaced sign on the facade of 810 N. Henry Street, (b) no landscape improvements/trees along Madison Street, the

southeast or the southwest corner of the site, no landscaping between the street trees along N. Henry Street, (c) insufficient improvements on the south side of the private property and curb cut along Madison Street, and no islands and lighting on the parking lot facing N. Henry Street. Please see attached the ticket that we have issued for the failure to meet the above mentioned requirements at the December 31, 2003 deadline.

Staff encourages your efforts to obtain full compliance. Please provide a letter representing that the landscaping and site improvements will be installed as required by April 15, 2004. Additional tickets will be issued should we not be in receipt of such letter by January 30, 2004.

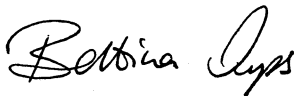
Condition #20 requires that the special use permit be docketed for public hearings if there have been documented violations of the permit conditions. Therefore, this case is scheduled for public hearings in March 2004.

In addition, please advise us regarding the status of your parking management plan under condition #4 so that we may report accurately.

Finally, we remind you that December 31, 2004 marks the last deadline for the completion of site improvements along North Fayette Street (see condition #5), including (a) the conversion of loading doors to the extent practicable, (b) a landscaping plan, to include street trees along North Fayette Street, and (c) a North Fayette Street frontage redesign program generally consistent with your proposed plan, to include the elimination of existing head in parking, and curb cut, repaving of the asphalt on-site, the creation of parallel on-site parking spaces, public on street parking spaces, curbing, sidewalk and street trees.

Please feel free to contact me via email at [bettina.irps@ci.alexandria.va.us](mailto:bettina.irps@ci.alexandria.va.us) or at 703.838.3866 ext. 325 with any questions or comments that you may have. Thank you for your cooperation.

Sincerely,



Bettina D. Irps  
Urban Planner

cc: Harry P. Hart, attorney

Attachments (2)

**HART, CALLEY, GIBBS & KARP, P.C.**

ATTORNEYS AND COUNSELLORS AT LAW

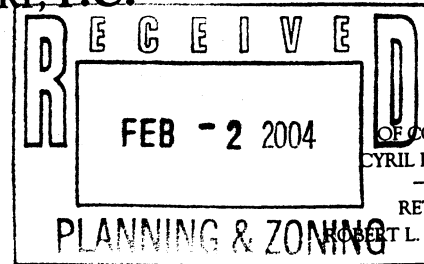
307 NORTH WASHINGTON STREET  
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TELEPHONE (703) 836-5757

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HARRY P. HART  
MARY CATHERINE H. GIBBS  
HERBERT L. KARP



Department Of Planning and Zoning  
301 King Street, Room 2100  
P.O Box 178  
Alexandria, VA 22313

January 29, 2004

Attn: Bettina D. Irps

Re: Review of SUP No 2003-0008, 800-840 Henry Street

Dear Ms. Irps

We received your January 23 memorandum on January 27th, 2004. Today we spoke to Mr. Robert Grove who has been charged by On-Site Sourcing Inc. management with the responsibility of resolving the list of items identified in your memorandum.

As a point of reference, On-Site Sourcing, Inc. has let Purchase orders (PO's) for all required improvements that were scheduled to be done by Dec 31,2003 on North Henry Street and Madison Street in concert with plans for 800-804 N. Henry Street, sheets 1 of 6 and 3 of 6. As the City is aware, the bids for this work were received from D & F Construction, Inc. which is a contractor of record for the City of Alexandria.

On-Site Sourcing, Inc. has provided us with several reasons for not completing all of the conditions by the December 31,2003 deadline. We have been told that all of the funds for these actions have either been paid to the contractor or have been accrued in 2003 by On-Site. It is the intention of On-Site Sourcing, Inc. to disperse these funds to the contractor upon successful completion of the agreed to scope of work. On-Site Sourcing, Inc. does acknowledge receipt of the list of violations which were identified by your staff from their inspection of the On-Site Sourcing, Inc site on January 22, namely:

1. Defaced sign on the façade of 810 N. Henry Street
2. Landscape improvements/trees along Madison street, the southeast corner of the site
3. Landscaping between the street trees along N Henry street
4. Insufficient improvements on the private property and curb cut along Madison Street
5. Islands and lighting on the parking lot facing N Henry Street

They will do all in their power over the next 45 days notwithstanding severe weather conditions to correct all of the conditions identified above.

In addition, On-Site Sourcing, Inc. will submit for your review by Feb 28<sup>th</sup>, 2004, a copy of their parking management plan. It will be in concert with their parking analysis report and will address those concerns that were identified in Par. 4 page 3 of the Staff Recommendations.

I believe this memorandum addresses all the issues/questions in your memorandum. However, if you desire any additional information, please do not hesitate to contact this office.

Thank You.

Sincerely,



Harry P. Hart

C. Christopher Weiler  
Robert Grove

Attachment

**HART, CALLEY, GIBBS & KARP, P.C.**

ATTORNEYS AND COUNSELLORS AT LAW

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OF COUNSEL  
CYRIL D. CALLEY

RETIRED  
ROBERT L. MURPHY, 2001

Department of Planning and Zoning  
301 King Street, Room 2100  
P.O Box 178  
Alexandria, VA 22313

March 01, 2004

Attn: Bettina D. Irps

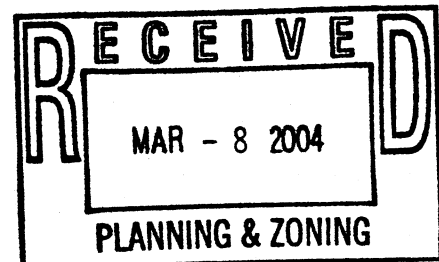
Re: Review of SUP No 2003-0008, 800-840 Henry Street

Dear Ms. Irps:

On Friday, February 27, On Site Sourcing, Inc. (OSS) reviewed with us their compliance with the parking management plan under condition #4 that was referenced in our previous correspondence with your office. (Attachment). As of today, OSS believes that they are in full compliance with the requisite conditions since they have implemented the following policies:

- All employees parking on the premises are being charged for parking.
- Metrochek subsidies are being provided to all eligible employees.
- OSS Human Resources department is sharing employment openings at On Site Sourcing, Inc. with the City of Alexandria.
- OSS is also exploring all the options available with the Joblink program.

They are also aware that you have scheduled a visit to the On Site Sourcing Inc site at the end of March to do a physical inspection of the premises. They are looking forward to this visit. OSS believes that there are no known reasons today that will prevent the completion of all of the required improvements on Madison Street and N. Henry prior to your visit.



If you have any questions about the substance of this memorandum or if there is anything else we can do, please let me know.

Thank you.

Sincerely,



Harry P Hart

c. Robert Grove  
Director of Financial Operations

Attachment





ALEXANDRIA DEPARTMENT OF  
PLANNING AND ZONING  
301 King Street, Room 2100  
Alexandria, Virginia 22314

**NOTICE OF VIOLATION**  
**YOU ARE CHARGED WITH VIOLATING THE**  
**ALEXANDRIA, VIRGINIA ZONING ORDINANCE**

Date ticket served: 01/29/04 Thursday 10:30 AM  
Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Violation: 800 - 840 N. Henry St. Alexandria

Ord. Section: 11.505  
Description of Violation: Condition #5 Feature to complete site improvement by 12/31/03, including landscaping, plants, lighting & sign removal & deny 11 Henry Street & Madden Street.

Penalty \$: 50  
 1st  2nd  3rd/MORE  
 IF THE VIOLATION IS NOT CORRECTED BY \_\_\_\_\_ AN ADDITIONAL MONETARY PENALTY WILL BE ASSESSED.

Inspector's Signature: Bethie Davis ID Number: \_\_\_\_\_  
I personally observed or investigated the commission of the violation noted above and/or violation was based upon signed affidavit.

VIOLATORS COPY - WHITE  
CITY ATTORNEY COPY - YELLOW  
FINANCE COPY - PINK  
PLANNING AND ZONING COPY - ORANGE  
See attached letter.  
F-PC-0001

NOTICE SERVED ON:

Name: Dr. Sif Sanchez, Christopher Maria  
NAME: LAST FIRST MIDDLE  
 PROPERTY OWNER  
 COMPANY  
NAME \_\_\_\_\_

POSITION \_\_\_\_\_  
OTHER \_\_\_\_\_

ADDRESS \_\_\_\_\_  
CITY/TOWN STATE ZIP

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I hereby acknowledge receipt of this Notice of Violation. Signature is not an admission of guilt.  
 PERSON REFUSED TO SIGN DATE \_\_\_\_\_

CERTIFICATE OF SERVICE

Mailed/posted a true copy of this notice to the last known home or business address of the respondent or the respondent's agent  
Dr. Sif Sanchez, This Christopher Maria  
Name of Person or Business Served  
832 N. Henry Street  
Address of Service  
Alexandria, VA 22314  
City/State

Posted true copy of this notice at the site of the infraction  
The undersigned states that he/she is an employee of the City of Alexandria Department of Planning and Zoning and knows this Certificate of Service to be true to the best of his/her knowledge.

Signature: Bethie Davis  
Print Name: Bethie Davis  
Date: 01/29/04  
Phone #: 703.838.3866

**WARNING**  
**YOU ARE REQUIRED TO RESPOND TO THIS NOTICE OF VIOLATION WITHIN 15 DAYS OF THE DATE OF SERVICE IN ONE OF THE FOLLOWING WAYS**

TICKET NO. **3004**  
1. TO PAY PENALTY AND WAIVE YOUR RIGHT TO A HEARING:

- Check the "Admit Violation" or "No Contest" box below;
- Make personal check, cashier's check, certified check or money order payable to City of Alexandria. Do not send cash through the mail;
- Print violation notice number on the check or money order;
- Payment may be made by mail, or in person, at the Treasury Office, City Hall, 301 King Street, Room 1510, Alexandria, Virginia, between the hours of 8:00 a.m. - 5:00 p.m., Monday-Friday, phone 703-838-4949.

2. TO REQUEST A COURT HEARING:

- Check the "Contest in Court" box below and:  
(a) Mail this completed notice to the Office of the City Attorney, City Hall, Suite 1300, 301 King Street, Alexandria, Virginia, 22314; or  
(b) Appear in person or by an authorized representative, at the above address between the hours of 8:00 a.m. - 5:00 p.m., Monday-Friday, phone 703-838-4433.

• If you wish to contest this violation a date will be set for trial in the General District Court of Alexandria, Virginia. Failure to appear in court on the date set for trial, unless prior approval has been granted by a judge of that court, will result in the entry of a default judgement against you.

3. TO CONTEST THE INTERPRETATION OF THE ORDINANCE:

- You have the right to appeal the interpretation of the zoning ordinance upon which this violation is based to the Board of Zoning Appeals within 30 days in accordance with 15.2-2231.1 of the Code of Virginia. The interpretation shall be final and unappealable if not appealed within 30 days.

FOR INFORMATION CONCERNING THIS TICKET CALL PLANNING AND ZONING AT 703-838-4688

**FAILURE TO RESPOND AS PROVIDED ABOVE WILL RESULT IN THE ISSUANCE OF A SUMMONS TO APPEAR IN COURT AND ANSWER TO THE VIOLATION FOR WHICH THIS NOTICE WAS ISSUED**

YOU MUST COMPLETE AND SIGN THIS CERTIFICATION:

ADMIT VIOLATION  NO CONTEST  CONTEST IN COURT

Name (print) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify under penalty of law, that I have answered as indicated above, and corrected or made substantial efforts to correct the violation that I have admitted or for which I have pleaded no contest.

Signature \_\_\_\_\_ Date \_\_\_\_\_