

Docket Item #5  
SPECIAL USE PERMIT # 2005-0137

Planning Commission Meeting  
April 4, 2006

**ISSUE:** Consideration of a request for a special use permit to operate a non-profit facility and community center and a request for a parking reduction.

**APPLICANT:** Community Lodgings, Inc.  
by Bonnie Baxley

**LOCATION:** 3912 Elbert Avenue

**ZONE:** RA/Multi-family

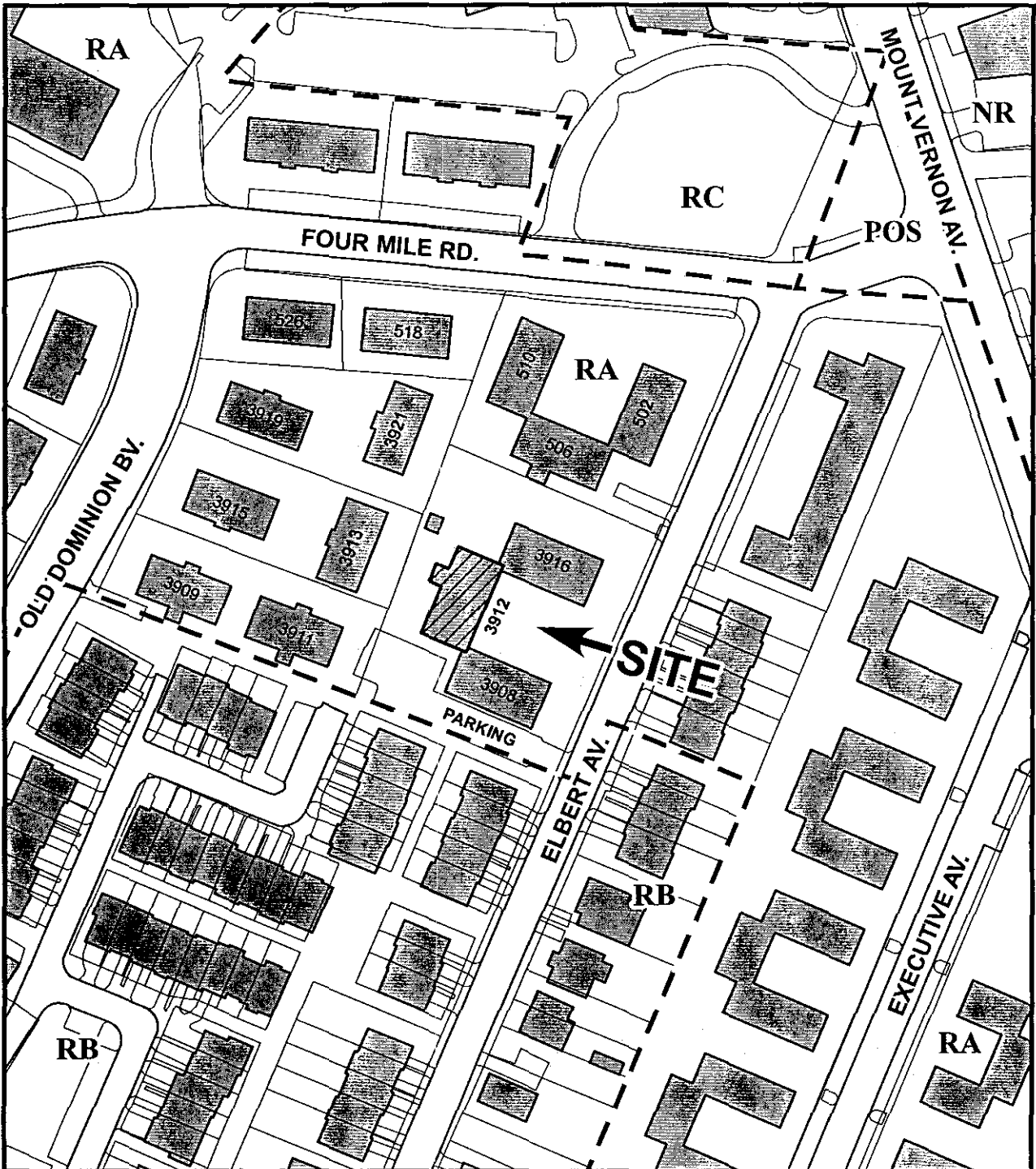
---

**PLANNING COMMISSION ACTION, APRIL 4, 2006:** By unanimous consent, the Planning Commission recommended approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations.

Reason: The Planning Commission agreed with the staff analysis.

**PLANNING COMMISSION ACTION, MARCH 9, 2006:** The Planning Commission noted the deferral of the request.

**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 #2005-0137

04/04/06



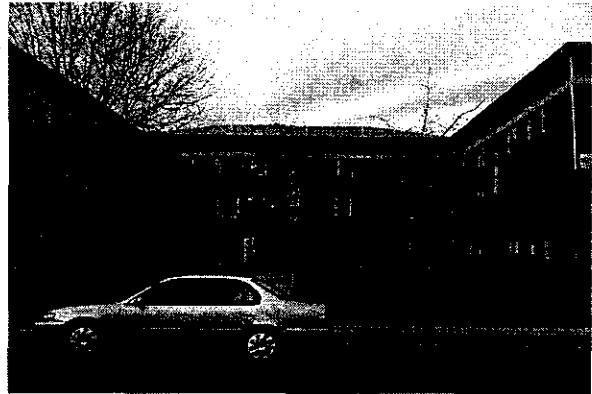
## I. DISCUSSION

### REQUEST

The applicant, Community Lodgings, Inc., requests special use permit approval for the operation of a non-profit facility and community center located at 3912 Elbert Avenue and for a parking reduction.

### SITE DESCRIPTION

The subject property is one lot of record with 209 feet of frontage on Elbert Avenue, 185.1 feet of depth and a total lot area of 37,620 square feet. The site is developed with three, three-story brick apartment buildings. Access to the property is from Elbert Avenue. The surrounding area is occupied by residential uses. The subject spaces are two, 541 square feet one bedroom apartments, located on the first floor of the middle building and is currently used as a child care center.



### BACKGROUND

Community Lodgings, Inc. (CLI) is a 19-year old Alexandria non-profit organization whose mission is to assist low income and homeless families with affordable housing and with programs that enable them to become independent and self-sufficient. The organization offers housing, job, and life skills training to its clients. The housing, which is managed by CLI, consists of one to four bedroom apartments located at 3908, 3912, and 3916 Elbert Avenue. Community Lodgings, Inc. currently maintains administrative offices for their non-profit operations at 228 S. Pitt Street.

On April 16, 1994, City Council granted SUP# 2761-A for the operation of a childcare center. The director of the child care center has informed staff that the daycare facility will be relocating to another facility in June 2006.

### PROPOSAL

The proposed facility will house an office for Community Lodgings, Inc. and a community meeting room within apartments 207 and 208. CLI proposes to operate offices Monday-Friday 9am-5pm and offer training and workshops for clients no more than two nights per week, from 6pm-9:30pm. The training and workshops include computer, GED, ESL, and other job skills training and is offered through the Family Learning Center. The applicant proposes that no more than 15 people will attend each training or workshop night. The applicant has indicated to staff that during evenings of the workshops or classes, there will be an area within the subject units that will be used by children until workshops or classes have ended.

PARKING

According to Section 8-200 (A)(7) of the Zoning Ordinance, a community building requires one parking space for every 200 square feet. A community building with 1,082 square feet will be required to provide five off-street parking spaces. Three spaces are provided on the premises for the use. Therefore, a parking reduction of two spaces is requested. In support of the parking reduction, the applicant indicates that only three parking spaces are needed, since all the center's clients live in the adjacent neighborhood and are expected to be walking to the community center. Parking at the subject property consists of 14 parking spaces, which are shared with the residents of the apartment buildings, as well as on-street parking.

TENANT AND WORKERS SUPPORT COMMITTEE

Staff has contacted the Tenant and Workers Support Committee and they have no objections to the proposal of non-profit facility and community center as well as a parking reduction for Community Lodgings, Inc.

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the RA zone. Section 3-603 (D) of the Zoning Ordinance allows a non-profit facility designed to serve the neighborhood in the RA zone only with a special use permit.

The proposed non-profit and community center use is consistent with the Potomac West Small Area Plan chapter of the Master Plan which designates the property for Multi-Family use.

**II. STAFF ANALYSIS**

CLI provides an important service to the immediate community including life skills training workshops and classes for adults within the community. The facility is proposed to be located within a building currently owned by CLI and will continue to benefit the community with their community center.

The proposed office will have very little activity during daytime hours, with only five employees and few visitors, which reduces the potential for impacts on the immediate residents. There will likely be less noise and activity at this non-profit office than what has been occurring at the existing child care center. The proposed class offerings will be no more than eight nights per month and will provide a service to the immediate community. Staff is not aware of issues with evening classes or workshops at the community center located in the CLI apartments at 607 Notabene Drive (SUP2004-0096).

While visiting the property on three occasions, staff did not observe a parking problem. Parking for the building is located immediately behind 3908 Elbert Avenue, which is predominately used by residents of the apartments. According to Section 8-200(A)(2)(a), parking for two, one bedroom

apartments requires three parking spaces. Therefore the applicant's request for a parking reduction of two spaces is consistent with parking requirements for the use of the units as residential. Staff also does not believe that parking will be a problem for the proposed use, since most clients live in the adjacent Arlandria neighborhood.

Staff has contacted the Arlandria Civic Association, Lennox Place at Sunnyside Association, and the Lennox Place Homeowner's Association along with the Tenant's and Workers Support Committee. The civic associations that have been notified have not indicated to staff any objections to the proposed use or parking reduction.

Based on the above points, staff recommends approval of the special use permit.

### **III. RECOMMENDED CONDITIONS**

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. The hours of operation of the community center shall be limited to 8:30am-9:00pm daily. (P&Z)
3. The applicant shall post the hours of operation at the entrance of the business. (P&Z)
4. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions. (P&Z)
5. Loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
6. A parking reduction of two off-street parking spaces shall be granted. (P&Z)
7. The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the business. (Police)

8. 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 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, 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)

STAFF: Eileen Fogarty, Director, Department of Planning and Zoning;  
Richard Josephson, Deputy Director;  
James Hunt, Urban Planner.

---

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:

- R-1 Loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line.
- 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.

##### Code Enforcement:

- F-1 On 2/13/06, the Planning Department advised that the Daycare Center will be completely vacating the property where this SUP application is intended to operate. Should the applicant be the sole occupant of the entire space currently occupied by the daycare center, the following condition will no longer apply: F-2.
- F-2 Subdivision of this space into two separate tenants will adversely affect the existing daycare center as follows:
- No access to fire alarm panel for Daycare center
  - No access to storage and janitor closet for daycare
  - No access to ADA restroom
  - No direct exterior exit.
  - The interconnecting door (approved with the CO) will have to be closed / removed to reestablish the proper fire separation ratings for separate tenants.
  - New CO's will be required for conversion of one space for the SUP and continued use of the daycare in the remaining space. This will effect the approved occupancy load for the spaces.

The existing daycare center has stated they are remaining in half of the space, which is contrary to information provided in the SUP application.

- C-1 The current use is classified as E, Educational; the proposed use is B, Business. Change of use, in whole or in part, will require a certificate of use and occupancy (USBC 119.4) and compliance with USBC 119.2. including but not limited to: limitations of exit travel distance, emergency and exit lighting, a manual fire alarm system, and accessibility for persons with disabilities.

- C-2 Prior to the application for new Certificate of Occupancy, the applicant shall submit a building permit for a change of use. Drawings prepared by a licensed architect or professional engineer shall accompany the permit application. These plans shall show provide existing conditions, construction type data, and a plot plan. In addition, these plans shall show proposed conditions and provide data by the design professional which details how the proposed use will comply with the current edition of the Virginia Uniform Statewide Building Code for the new use in the area of structural strength, means of egress, passive and active fire protection, heating and ventilating systems, handicapped accessibility and plumbing facilities.
- C-3 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-4 This structure contains mixed use groups (R, Residential; B, Business; E, Educational) and is subject to the mixed use and occupancy requirements of USBC 302.3
- C-5 Required exits, parking, and facilities shall be accessible for persons with disabilities.
- C-6 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).

Health Department:

- F-1 No Comment

Human Services:

- F-1 No Comment

Police Department:

- R-1 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the business.
- F-1 The Police Department has no objections.



APPLICATION for SPECIAL USE PERMIT # 2005-0137

[must use black ink or type]

PROPERTY LOCATION: 3912 Elbert Avenue

TAX MAP REFERENCE: 7.01-04-04 ZONE: RA

APPLICANT Name: Community Lodgings, Inc.

Address: 228 S. Pitt St. Alexandria Va 22304

PROPERTY OWNER Name: Community Lodgings Inc.

Address: 228 So. Pitt Street Alexandria Va 22314

PROPOSED USE: Community classes-evenings

office space - 2 fulltime employees & parttime

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.

Bonnie Baxley  
Print Name of Applicant or Agent

Bonnie Baxley  
Signature

~~228 S. Pitt St~~ 228 S. Pitt St  
Mailing/Street Address

703 549-4407 703-548-1294  
Telephone # Fax #

Alexandria 22314  
City and State Zip Code

11/21/05  
Date

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

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

ACTION - PLANNING COMMISSION: 3-9-06 - deferred

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.

CLT Multi family - limited partner 99% owner  
501 N. Second St  
Richmond Va 23219-1321  
Ralph Nodine, President

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)

Community Lodgings is being displaced from its office home at St. Paul's Church, 228 S. Pitt Street, Alexandria, VA 22314. We own 5 buildings in Arlandria. Our property at 3912 Elbert Street has a space that is appropriately sized and renovated to house our offices. We can move here and occupy it "rent free". The space has two rooms. Both rooms would be used for our evening adult workshops and classes as well as our office. Currently, we have 2 full time and 2 part time employees who will be using the office space. Adult classes will be held sporadically; perhaps one or two evenings a month. There would be no daily or regular patron or client traffic at this location. Our adult population would walk to the workshops/classes.

The space is currently zoned for a preschool and community meetings. We are requesting an adjustment on the zoning for office space. The community meetings are already covered in the current zoning. This request would simply allow the space to be used for offices as well. This would mean the daily traffic, noise, and any disruption will be minimized especially in view that the space currently houses a much more active group.

**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). No patrons

None day - 3 fulltime people 9-5 daily - no patrons  
evening - 10-15 people sporadically

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

9AM-2 full time people 9-5 daily 2 or 3 part time.  
evenings - 10-15 for classes - sporadically

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

Day:

M - F  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours:

9 AM - 5 PM  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

little, if any noise  
\_\_\_\_\_  
\_\_\_\_\_

B. How will the noise from patrons be controlled?

No patrons

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

No odors

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?

~~Weekly pickup~~ paper goods

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

office materials

C. How often will trash be collected?

weekly pickup

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

activities are contained  
within the office

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:

---

---

---

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:

---

---

---

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

property already meets code for  
safety

---

---

---

#### 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.

---

---

---

---

**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?

1 per 200 square feet

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

Standard spaces

Compact spaces

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:

Elbert Avenue

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? N/A

B. How many loading spaces are available for the use? N/A

C. Where are off-street loading facilities located? N/A

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?

No improvements ~~needed~~ needed in ~~the street~~

**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?

576 sq. ft. (existing) + \_\_\_\_\_ sq. ft. (addition if any) = 576 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: An existing Apartment Building



**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)

Reduction of 2 spaces  
behind 3908 Elbert Ave.

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

The spaces will be  
used primarily by office staff  
participants in programs/educators  
will be on foot.

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

Spaces are there  
but reserved for other residents  
and we won't need all spaces

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

5. If the requested reduction is for more than five parking spaces, the applicant must submit a Parking Management Plan which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.

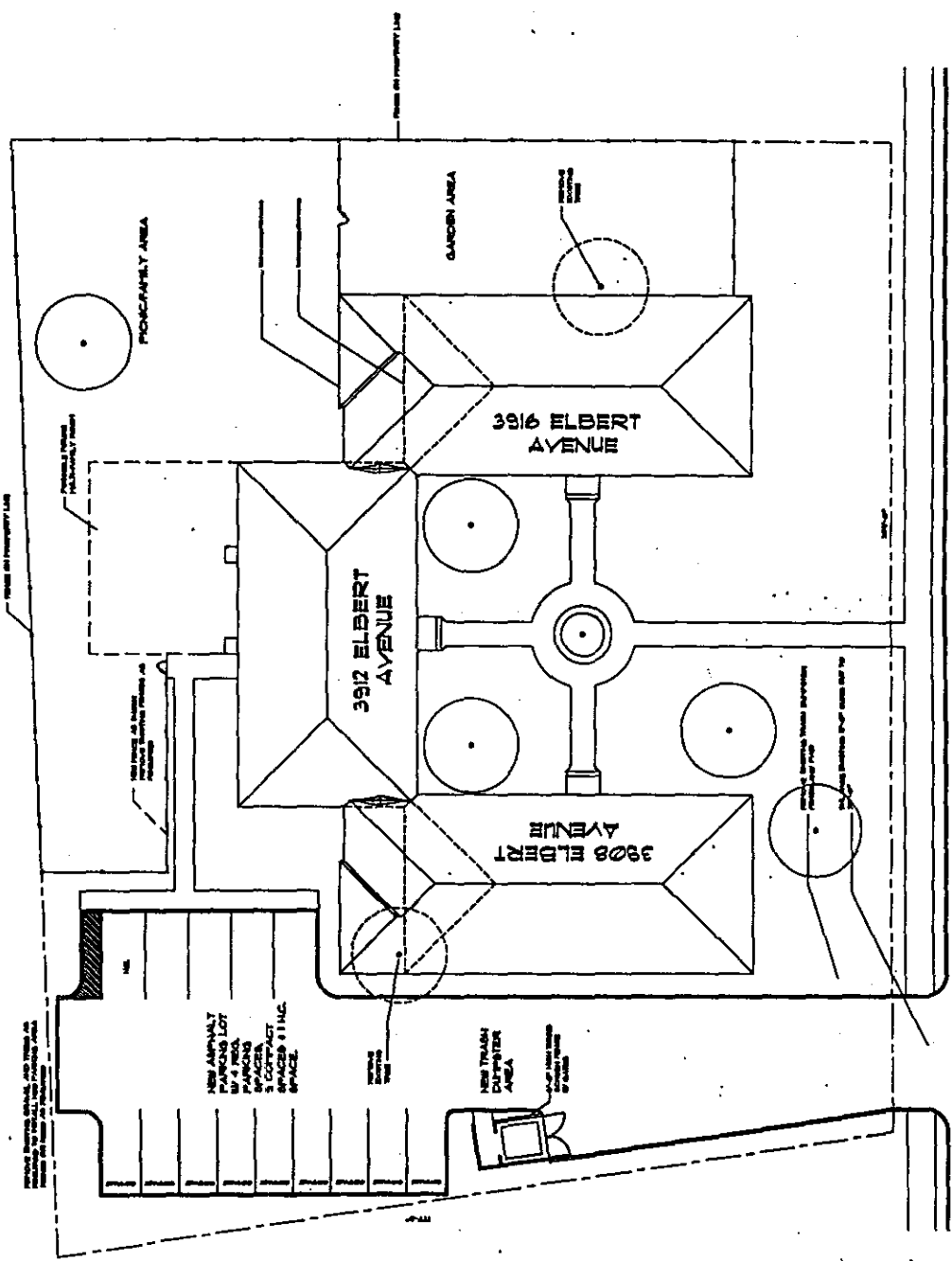
6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.

T.A. BROWN  
ARCHITECTS, P.C.  
ALEXANDRIA, VA

3908, 3912, 3916 ELBERT AVENUE  
ALEXANDRIA, VIRGINIA  
REVISED BUILDING PLANS  
ROOF PLAN

11/12/10

A-4



ELBERT AVENUE