

Docket Item # 3 A-B  
SPECIAL USE PERMIT #2008-0007 A  
ENCROACHMENT #2008-0001 B

Planning Commission Meeting  
April 1, 2008

**ISSUE:** Consideration of a request for an amendment to a special use permit and an encroachment to allow outdoor dining in the public right-of-way

**APPLICANT:** Atlas Partners

**STAFF:** Richard W. Bray  
Richard.bray@alexandriava.gov

**LOCATION:** 220 N Lee Street

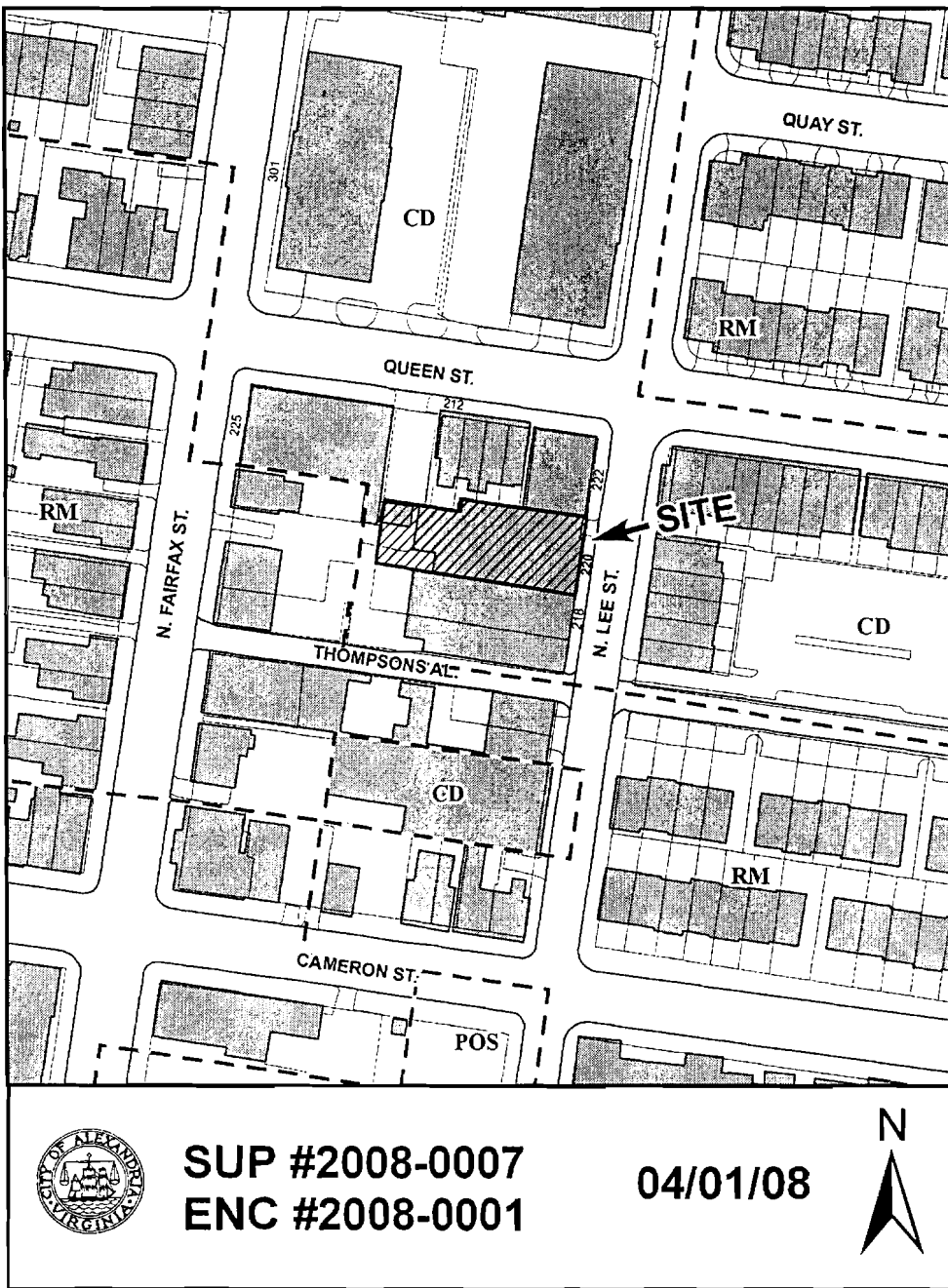
**ZONE:** CD/Commercial Downtown

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**PLANNING COMMISSION ACTION, APRIL 1, 2008:** On a motion by Mr. Komoroske, seconded by Mr. Jennings the Planning Commission voted to recommend approval of the requests, subject to compliance with all applicable codes, ordinances and staff recommendations. The motion carried on a vote of 6 to 0. Mr. Robinson was absent.

**Reason:** The Planning Commission agreed with the staff analysis.

**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.



## I. DISCUSSION

### REQUEST

The applicant, Atlas Partners, LLC, requests an amendment to Special Use Permit #2005-0107 to allow outdoor dining at 220 North Lee Street.

### SITE DESCRIPTION

The subject property is located in the Crilley Warehouse building, three lots of record with 110 feet of frontage on North Lee Street, 155 feet of depth and a combined lot area of 16,456 square feet. The site is developed with a mixed use building with retail, personal service and office uses. Access to the property is from North Lee Street.

The surrounding area is occupied by a mix of residential, office, retail and personal service uses. Immediately to the north is a commercial building housing personal service, retail and a restaurant. To the south is a semi detached house. To the east is the Queen's Row townhouse development. To the west are two semi detached houses.



### BACKGROUND

On February 23, 1993, City Council granted Special Use Permit #1867-B to Ecco of Alexandria Inc. for operation of a restaurant containing 174 seats located at 220 North Lee Street. On October 24, 2005, staff administratively approved Special Use Permit 2005-0107 for the change of ownership of the restaurant to Atlas Partners, LLC. The existing restaurant, Overwood, requests amendments to SUP2005-0107.

On February 20, 2008, staff visited the subject property to determine if the business was in compliance with the conditions of its special use permit. Staff found no violations of the special use permit.

### PROPOSAL

The applicant proposes to reallocate a small portion of the current seating in the restaurant for outdoor dining. The reallocation would move 18 seats from the indoor dining to the front of the Crilley Warehouse public sidewalk. The sidewalk is 9.5 feet in width along the front of the building. The proposed outdoor seating will be located in two areas. One area is an alcove in the northern area of the building and will contain six

seats. This area is located on private property and does not require an encroachment. The other area is against the face of the building and will have 12 seats. No other changes are proposed.

Hours: Existing and Proposed  
Monday – Thursday: 11:00 A.M. – 12:00 Midnight  
Friday – Saturday: 11:00 A.M. – 1:00 A.M.  
Sunday: 10:30 A.M. – 10:30 P.M.

Number of seats: Indoors: 156  
Outdoors: 18  
Total: 174

Noise: No noise complaints have been received for the business

Trash/Litter: Commercial trash service, employees are required to patrol for litter

#### PARKING

The restaurant is located in Alexandria's Central Business District. According to Section 8-300(B) of the Zoning Ordinance, a restaurant in the Central Business District is exempted from the parking requirements.

#### ZONING/MASTER PLAN DESIGNATION

The subject property is located in the CD/Commercial Downtown zone. Section 4-503(W) of the Zoning Ordinance allows a restaurant in the CD zone only with a special use permit.

The proposed use is consistent with the Old Town Small Area Plan chapter of the Master Plan which designates the property for retail use.

## **II. STAFF ANALYSIS**

Staff supports the requested SUP amendment and encroachment to allow outdoor dining. A restaurant has been operating for many years at this location, most recently as the Overwood Restaurant. The outdoor dining will encourage a more pedestrian oriented block and increase the visibility and presence of the restaurant. City Council has recognized the importance of outdoor dining in other locations in the City, including King Street and Washington Street. Staff feels that although this restaurant does not fall within the area that allows outdoor dining to be administratively approved, the addition of outdoor dining to the restaurant can only help increase the vitality of Old Town. Further, since there is no proposal to increase the number of patrons being served, there will be little additional impact on the neighborhood.

With the following conditions, 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 or to any corporation in which the applicant has a controlling interest only. (P&CD) (SUP #1867)
2. **CONDITION DELETED BY STAFF:** ~~No outside dining facilities shall be located on the premises. (P&CD) (SUP #1867)~~
3. The hours during which the restaurant is open to the public shall be restricted to the following, as requested by the applicant: (P&CD) (SUP #1867-A)  
Monday through Thursday- 11:00 A.M. to 12:00 Midnight  
Friday to Saturday- 11:00 A.M. to 1:00 A.M.  
Sunday- 10:30 A.M. to 10:30 P.M.
4. No food, beverages, or other material shall be stored outside. (P&CD) (SUP #1867)
5. Trash and garbage shall be stored inside or in a dumpster. (P&CD) (SUP #1867)
6. Trash and garbage shall be collected daily when the business is open, except Sundays. (P&CD) (SUP #1867-A) (CC)
7. **CONDITION AMENDED BY STAFF:** Employees shall not be allowed to park in the rear of Crilley Warehouse during evening hours, other than to use the two (2) spaces assigned to ~~Ecco management~~ the applicant. (P&Z)
8. The applicant shall maintain and clean the parking lot area and the adjacent alley to keep it free of litter and debris. (P&CD) (SUP #1867-A)
9. All restaurant trash and litter shall be placed directly in the dumpsters located behind the building. (P&CD) (SUP #1867-A)
10. No delivery trucks shall park in or block the alley, but be encouraged to park in the Lee Street "loading zone". (P&CD) (SUP #1867-A)
11. Employees shall not loiter or engage in loud conversation in the alley and parking areas. (P&CD) (SUP #1867-A)
12. Employees shall exit the restaurant only from the Lee Street entrance. (P&CD) (SUP #1867-A)

13. **CONDITION AMENDED BY STAFF:** Seating shall be provided ~~inside~~ for no more than 174 patrons total. Up to 18 seats may be located outside on private property and within the approved area of encroachment. (P&Z)
14. The applicant shall post the hours of operation at the entrance to the restaurant. (P&CD)(SUP #1867-B)
15. The applicant shall require their employees to use off-street parking. (CC)(SUP #1867-B)
16. Loudspeakers shall be prohibited from the exterior of the building, and no amplified sound shall be audible at the property line outside. (P&CD) (SUP #2005-0107) (T&ES)
17. Meals ordered before the closing hour may be served, but no new patrons be admitted and no alcoholic beverages shall be served after the closing hour, and all patrons shall leave by one hour after the closing hour. (P&CD) (SUP #1867-B)
18. Kitchen equipment shall not be cleaned outside, nor shall any cooking residue be washed into the streets, alleys or storm sewers. (T&ES) (SUP #2005-0107)
19. The applicant shall control cooking odors, smoke and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation & Environmental Services. (T&ES) (SUP #2005-0107)
20. **CONDITION DELETED BY STAFF:** ~~Applicant shall provide the City \$1000.00 for one Model SD-42 Bethesda Series litter receptacle for installation on the adjacent public right-of-way (monetary contribution to be submitted to the Department of T&ES, Engineering Division, Room 4130, 301 King Street). Contact T&ES Solid Waste Division (703/751-5130) regarding information on ordering and installation. (T&ES) (SUP #2005-0107)~~
21. 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 and a robbery awareness program for all employees. This is to be completed prior to opening for business. (Police) (SUP #2005-0107)
22. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions and requirements, and on how to prevent underage sales of alcohol. (P&Z) (SUP #2005-0107)

23. The applicant shall encourage its employees to use mass transit or to carpool when traveling to and from work, by posting information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of carpooling opportunities. (P&Z) (SUP #2005-0107)
24. **CONDITION DELETED BY STAFF:** ~~No live entertainment shall be provided at the restaurant. (P&Z) (SUP #2005-0107)~~
25. On site alcohol service is permitted; no off-premise alcohol sales are permitted. (P&Z) (SUP #2005-0107)
26. **CONDITION ADDED BY STAFF:** The applicant shall provide storage space for solid waste and recyclable materials containers as outlined in the City's "Solid Waste and Recyclable Materials Storage Space Guidelines", or to the satisfaction of the Director of Transportation & Environmental Services. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: [www.alexandriava.gov](http://www.alexandriava.gov) or contact the City's Solid Waste Division at 703-519-3486 ext.132. (T&ES)
27. **CONDITION ADDED BY STAFF:** Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
28. **CONDITION ADDED BY STAFF:** In the event the City shall, in the future, have need for the area of the proposed encroachment, the applicant shall remove any structure or projection that encroaches into the public right-of-way, within 60 days, upon notification by the City. (T&ES)
29. **CONDITION ADDED BY STAFF:** Outdoor dining shall end at 10:00 pm, daily. (P&Z)
30. **CONDITION ADDED BY STAFF:** The applicant (and his or her successors, if any) obtain and maintain a policy of general liability insurance in the amount of \$1,000,000, which will indemnify the applicant (and his or her successors, if any) and the City of Alexandria, as an additional named insured, against all claims, demands, suits, etc., and all costs related thereto, including attorney fees, relating to any bodily injury or property damage which may occur as a result of the granting of this encroachment. (P&Z) (City Atty)
31. **CONDITION ADDED BY STAFF:** The area of encroachment shall be limited to the width of the restaurant and four feet from the building face. (P&Z)

32. **CONDITION ADDED BY STAFF:** The applicant shall abide by the regulations of the King Street Outdoor Dining Program regarding the design and maintenance of the outdoor seating area. (P&Z)
33. 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 received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, (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 #2005-0107)

**STAFF:** Richard Josephson, Deputy Director, Department of Planning and Zoning;  
Richard W. Bray, 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 SUP2005-0107 required \$1000.00 payment for trash can. Payment received 3/13/2007. (T&ES)
- R-1 Kitchen equipment shall not be cleaned outside, nor shall any cooking residue be washed into the streets, alleys, or storm sewers. (T&ES)
- R-2 The applicant shall control odors, smoke and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation and Environmental Services. (T&ES)
- R-3 Use of loudspeakers or musicians outside of the restaurant shall be prohibited. (T&ES)
- R-4 The applicant shall provide storage space for solid waste and recyclable materials containers as outlined in the City's "*Solid Waste and Recyclable Materials Storage Space Guidelines*", or to the satisfaction of the Director of Transportation & Environmental Services. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: [www.alexandriava.gov](http://www.alexandriava.gov) or contact the City's Solid Waste Division at 703-519-3486 ext.132. (T&ES)
- R-5 Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
- R-6 The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)
- 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.

- C-2 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99).

Code Enforcement:

- C-1 Any configuration of outdoor seating shall comply with the following conditions:
- Fire Dept. Connections must remain accessible - not be blocked by tables or fixtures.
  - Daily Sweeping/washing of outdoor dining area is recommended to control rodent activity.
  - Fire Hydrants shall not be obstructed by tables, chairs or other fixtures.
  - The configuration of any outdoor seating shall not obstruct or diminish the required egress from the structure or any adjacent structures.

Health Department:

- F-1 This facility is currently operating as Overwood Restaurant under an Alexandria Health permit issued to Atlas Partners, LLC.
- C-1 An Alexandria Health Department Permit is required for all regulated facilities.
- C-2 Food must be protected to the point of service.
- C-3 If changes to the facility are to be done, five sets of plans must be submitted to and approved by this department prior to construction. Plans must comply with the Alexandria City Code, Title 11, Chapter 2, Food and Food Establishments. There is a \$135.00 fee for plans review of food facilities.
- C-4 Permits or approval must be obtained prior to use of new area(s).
- C-5 The facility must comply with the Alexandria City Code, Title 11, Chapter 10, Smoking Prohibitions both indoors and at the outside dining areas.
- C-6 Certified Food Managers must be on duty during all hours of operation.

Parks and Recreation:

- F-1 No Comment

Police Department:

F-1 The Police Department has no objections to the request for outdoor dining.

F-2 The Police Department has no objections to the encroachment.



## APPLICATION SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2008-0007

PROPERTY LOCATION: 220 N. LEE STREET

TAX MAP REFERENCE: \_\_\_\_\_ ZONE: \_\_\_\_\_

**APPLICANT:**

Name: ATLAS PARTNERS, LLC (DBA "OVERWOOD")

Address: 220 N. LEE STREET

PROPOSED USE: REALLOCATION OF SEATING TO

SMALL PATIO ALONG LEE STREET. (AMEND SUP # 2005-0107)

☒ **THE UNDERSIGNED**, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 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 staff and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.

☒ **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 IV, Section 4-1404(D)(7) 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 Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Ryan Duncan

Print Name of Applicant or Agent

[Signature]

Signature

1/15/08

Date

60 OVERWOOD 220 N. LEE ST.

Mailing/Street Address

703-967-7544

Telephone #

703-535-3383

Fax #

ALEXANDRIA, VA 22314

City and State

Zip Code

RYAN\_OVERWOOD@HOTMAIL.COM

Email address

ACTION-PLANNING COMMISSION Recommended approval 6-0 DATE: 4-1-08

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

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner of 220 N. LEE STREET, I hereby  
 (Property Address)  
 grant the applicant authorization to apply for the PATIO SEATING use as  
 (use)  
 described in this application.

Name: C.S. Taylor Burke Phone: 703-684-1657  
 Please Print  
 Address: 100 S. Fairfax St. Email: N/A  
CRILLEY WINDMILLS LP  
 Signature: [Signature] Date: 1/18/08

1. Floor Plan and Plot Plan. As a part of this application, the applicant is required to submit a floor plan and plot or site plan with the parking layout of the proposed use. The SUP application checklist lists the requirements of the floor and site plans. The Planning Director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver.

☐ Required floor plan and plot/site plan attached.

☒ Requesting a waiver. See attached written request.

2. The applicant is the (check one):

☐ Owner

☐ Contract Purchaser

☒ Lessee or

☐ Other: \_\_\_\_\_ of the subject property.

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

<u>Ryan Duncan</u>	<u>25%</u>
<u>Joseph Corey</u>	<u>37.5%</u>
<u>Bill McFadden</u>	<u>37.5%</u>

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

N/A

☐ **No.** The agent shall obtain a business license prior to filing application, if required by the City Code.

### **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. The description should fully discuss the nature of the activity. (Attach additional sheets if necessary.)

SEE ATTACHED MEMO



SUP2008-0007

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220 NORTH LEE STREET – ALEXANDRIA, VIRGINIA 22314 – 703-535-3340

1/15/2008

City of Alexandria

RE: Request for Revision of Existing S.U.P. # 2005-0107

To whom it may concern:

This memo is written to explain our request for permission to alter our existing S.U.P. to allow limited patio seating in the area along Lee Street immediately adjacent to OVERWOOD at 220 North Lee Street.

Since opening in the spring of 2007 we have been delighted to serve the locals of Old Town Alexandria. In doing so, we have received dozens of requests from our patrons to offer patio seating so that our guests can enjoy our food while soaking up a little fresh air before heading back to work or home. In addition to customer requests, we feel a small “sidewalk presence” would greatly increase our visibility to tourists and help generate a bit more foot traffic for ourselves as well as for some of our neighboring businesses.

I think it is important to recognize that we are not asking for an increase in the total number of patrons currently permitted at OVERWOOD but rather a reallocation of 18 seats to the patio (weather permitting).

I hope we have demonstrated since opening that we are extremely responsible in the way we run our restaurant and can be relied on to ensure the privilege of outdoor seating is not abused. Additionally, I would hope that the City of Alexandria would recognize our substantial investment in Old Town and work with us to better serve the citizens of Old Town for many years to come.

If I can be of any assistance please phone me anytime at 703-967-7544.

Sincerely,

Ryan Duncan  
Managing Partner

*Attachment*

**USE CHARACTERISTICS**

4. The proposed special use permit request is for (check one):

☐ a new use requiring a special use permit,  
☐ an expansion or change to an existing use without a special use permit,  
☒ an 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).

S/A EXISTING S.U.P. 2005-0107

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

S/A EXISTING S.U.P. 2005-0107

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

Day:

Hours:

S/A EXISTING S.U.P. 2005-0107

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

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

S/A EXISTING S.U.P. 2005-0107

- B. How will the noise be controlled?

AS WE CURRENTLY DO... ALL  
PATRONS MUST CONDUCT THEMSELVES  
IN A DIGNIFIED, COURTEOUS MANNER.



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

S/A EXISTING S.U.P. 2005-0107

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? (i.e. office paper, food wrappers)

S/A EXISTING S.U.P. 2005-0107

- B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)

S/A EXISTING S.U.P. 2005-0107

- C. How often will trash be collected?

S/A EXISTING SUP. 2005-0107

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

S/A EXISTING S.U.P. 2005-0107

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:

S/A EXISTING S.U.P. 2005-0107

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:

S/A EXISTING S.U.P. 2005-0107

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

S/A EXISTING S.U.P. 2005-0107

### ALCOHOL SALES

13.

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

☐ Yes ☐ No

If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

S/A EXISTING S.U.P. 2005-0107

**PARKING AND ACCESS REQUIREMENTS**

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

\_\_\_\_\_ Standard spaces  
 \_\_\_\_\_ Compact spaces  
 \_\_\_\_\_ Handicapped accessible spaces.  
 \_\_\_\_\_ Other.

S/A  
 EXISTING  
 S.U.P.  
 2005-0107

<p align="center"><b>Planning and Zoning Staff Only</b></p> <p>Required number of spaces for use per Zoning Ordinance Section 8-200A _____</p> <p>Does the application meet the requirement?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

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

\_\_\_\_\_

**PLEASE NOTE:** 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.

- C. 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.

☐ Parking reduction requested; see attached supplemental form

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

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

<p align="center"><b>Planning and Zoning Staff Only</b></p> <p>Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____</p> <p>Does the application meet the requirement?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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NO Δ'S TO EXISTING S.U.P. 2005-0107

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

S/A EXISTING S.U.P. 2005-0107

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

S/A EXISTING S.U.P. 2005-0107

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

S/A EXISTING S.U.P. 2005-0107

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?

S/A EXISTING S.U.P. 2005-0107

## 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?

5,800 sq. ft. (existing) + 350 sq. ft. (addition if any) = 6150 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 / OFFICE / RETAIL BLDG

☐ a shopping center. Please provide name of the center: \_\_\_\_\_

☐ an office building. Please provide name of the building: \_\_\_\_\_

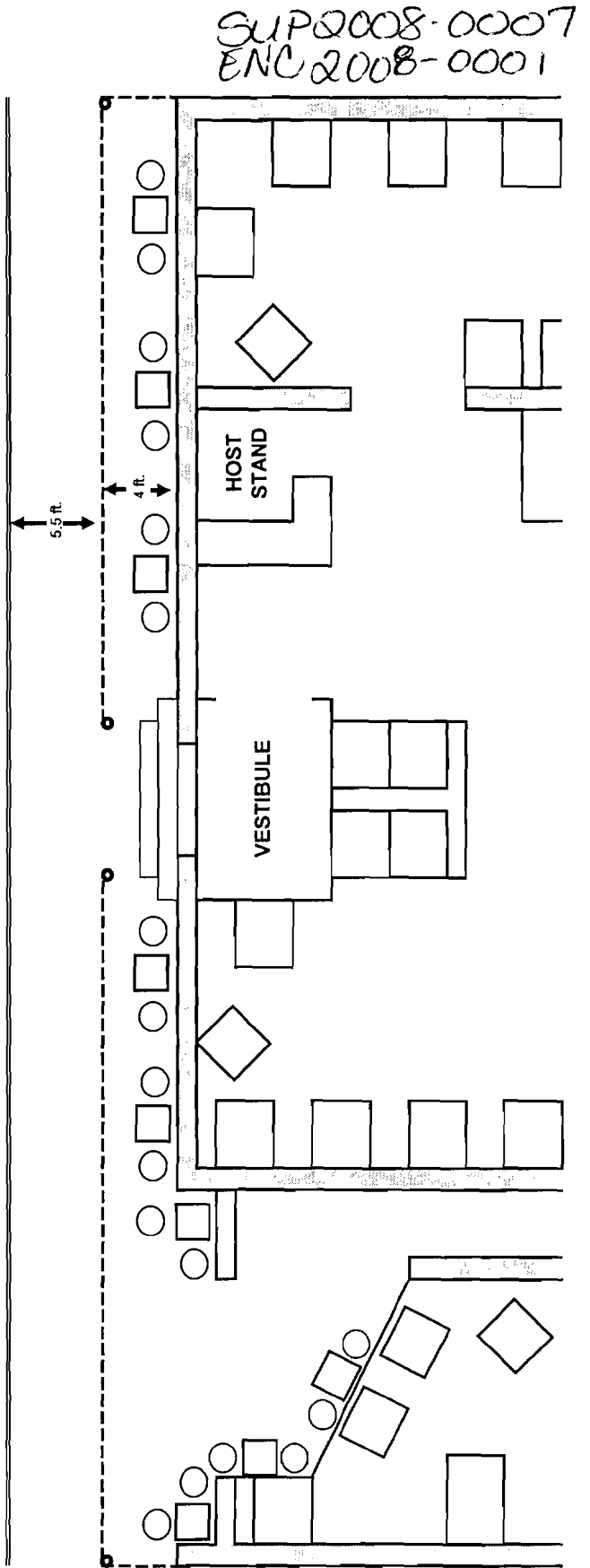
☐ other. Please describe: \_\_\_\_\_

↓  
WHEN PATIO IS  
OPEN.

End of Application



NORTH LEE STREET  
200 BLOCK



APPLICATION for ENCROACHMENT # 2008-0201 APR

[must use black ink or type]

PROPERTY LOCATION: 220 N. LEE ST.

TAX MAP REFERENCE: \_\_\_\_\_ ZONE: \_\_\_\_\_

APPLICANT'S NAME: ATLAS PARTNERS, LLC (DBA "OVERWOOD")

ADDRESS: 220 N. LEE ST. ALEXANDRIA VA

PROPERTY OWNER NAME: CRILLEY WAREHOUSE LP

ADDRESS: 218 N. LEE ST.

ENCROACHMENT DESCRIPTION: see attached

INSURANCE CARRIER (copy attached) TRAVELERS POLICY # 4329 H-1131

A certificate of general liability insurance in the amount of \$1,000,000 which will indemnify the owner and names the city as an additional insured must be attached to this application. (SEE ATTACHED)

**THE UNDERSIGNED** hereby applies for an Encroachment Ordinance in accordance with the provisions of Section 8-1-16 and Sections 3-2-82 and 85 of the Code 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** also attests that all of the information herein provided and specifically including all surveys, drawings, etc., required of the applicant are true, correct and accurate to the best of their knowledge and belief.

Ryan Duncan, OVERWOOD  
Print Name of Applicant or Agent

[Signature]  
Signature

220 N. LEE ST.  
Mailing/Street Address

703-967-7544 / 703-535-3383  
Telephone # Fax #

ALEXANDRIA VA 22314  
City and State Zip Code

1/15/08  
Date

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

Application Received: 1/22/08

Date & Fee Paid: 500.00 paid

Receipt filed w/ SUP2008-000

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

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

ENC 2008-0001

**ACORD CERTIFICATE OF LIABILITY INSURANCE**CSR JC  
ATLAS-1DATE (MM/DD/YYYY)  
01/18/08

## PRODUCER

Clarke & Sampson, Inc.  
www.clarkeandsampson.com  
228 S. Washington St., Ste 200  
Alexandria VA 22314-5404  
Phone: 703-683-6601 Fax: 703-739-8967

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION  
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE  
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR  
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURED

Atlas Partners, LLC  
t/a The Overwood  
220 N. Lee Street  
Alexandria VA 22314

## INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Travelers Indemnity Company

25658

INSURER B:

INSURER C:

INSURER D:

INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING  
ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR  
MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH  
POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR ADDL LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<b>GENERAL LIABILITY</b>	I6807376L601TIA07	10/21/07	10/21/08	EACH OCCURRENCE \$ <b>1000000</b>
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300000</b>
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				MED EXP (Any one person) \$ <b>5000</b>
	<input checked="" type="checkbox"/> <b>Business Owners</b>				PERSONAL & ADV INJURY \$ <b>1000000</b>
	GENTL AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE \$ <b>2000000</b>
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG \$ <b>2000000</b>
	<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY AGG \$
A	<b>EXCESS/UMBRELLA LIABILITY</b>	ISFCUP8726Y487IND07	10/21/07	10/21/08	EACH OCCURRENCE \$ <b>1000000</b>
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ <b>1000000</b>
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input checked="" type="checkbox"/> RETENTION \$				\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E L EACH ACCIDENT \$
	If yes, describe under SPECIAL PROVISIONS below				E L DISEASE - EA EMPLOYEE \$
	<b>OTHER</b>				E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

## CERTIFICATE HOLDER

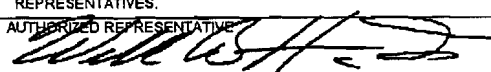
CITY004

City of Alexandria  
Zoning & Planning  
301 King Street  
Alexandria VA 22314

## CANCELLATION

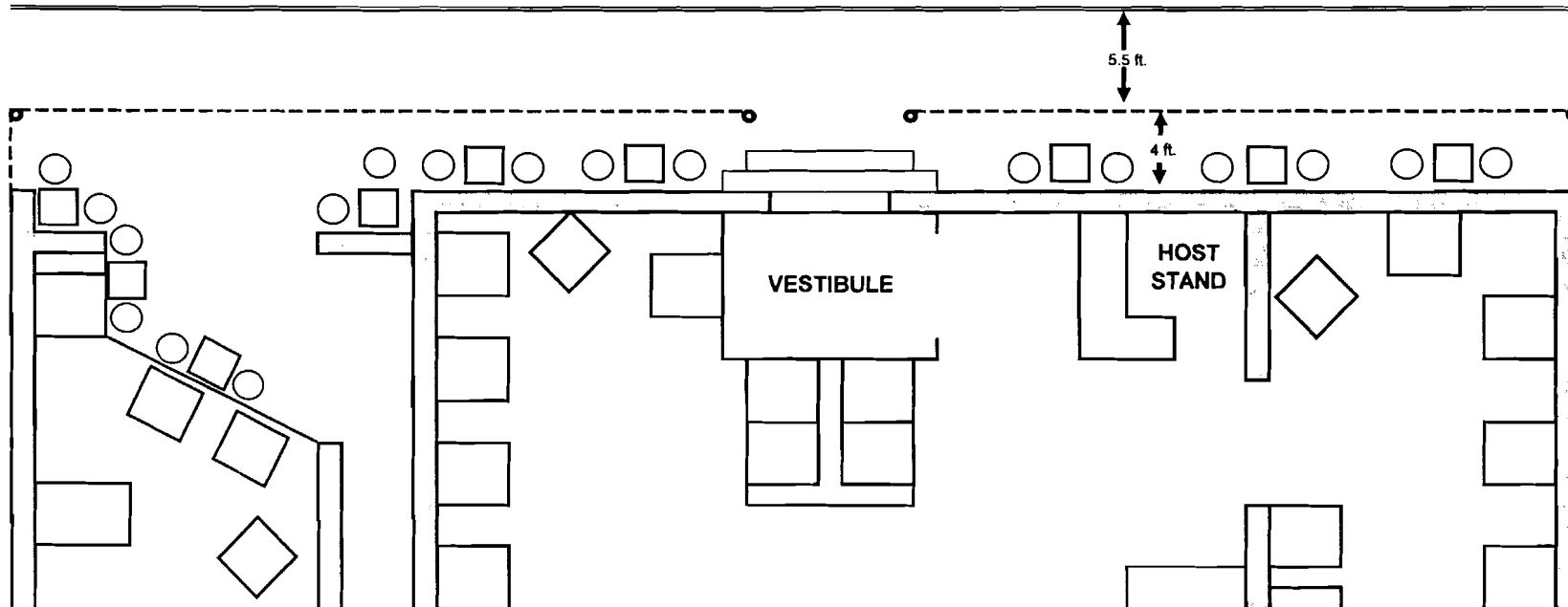
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION  
DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN  
NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL  
IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR  
REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE





NORTH LEE STREET  
200 BLOCK



SEP 2008-0007  
ENC 2008-0001

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