

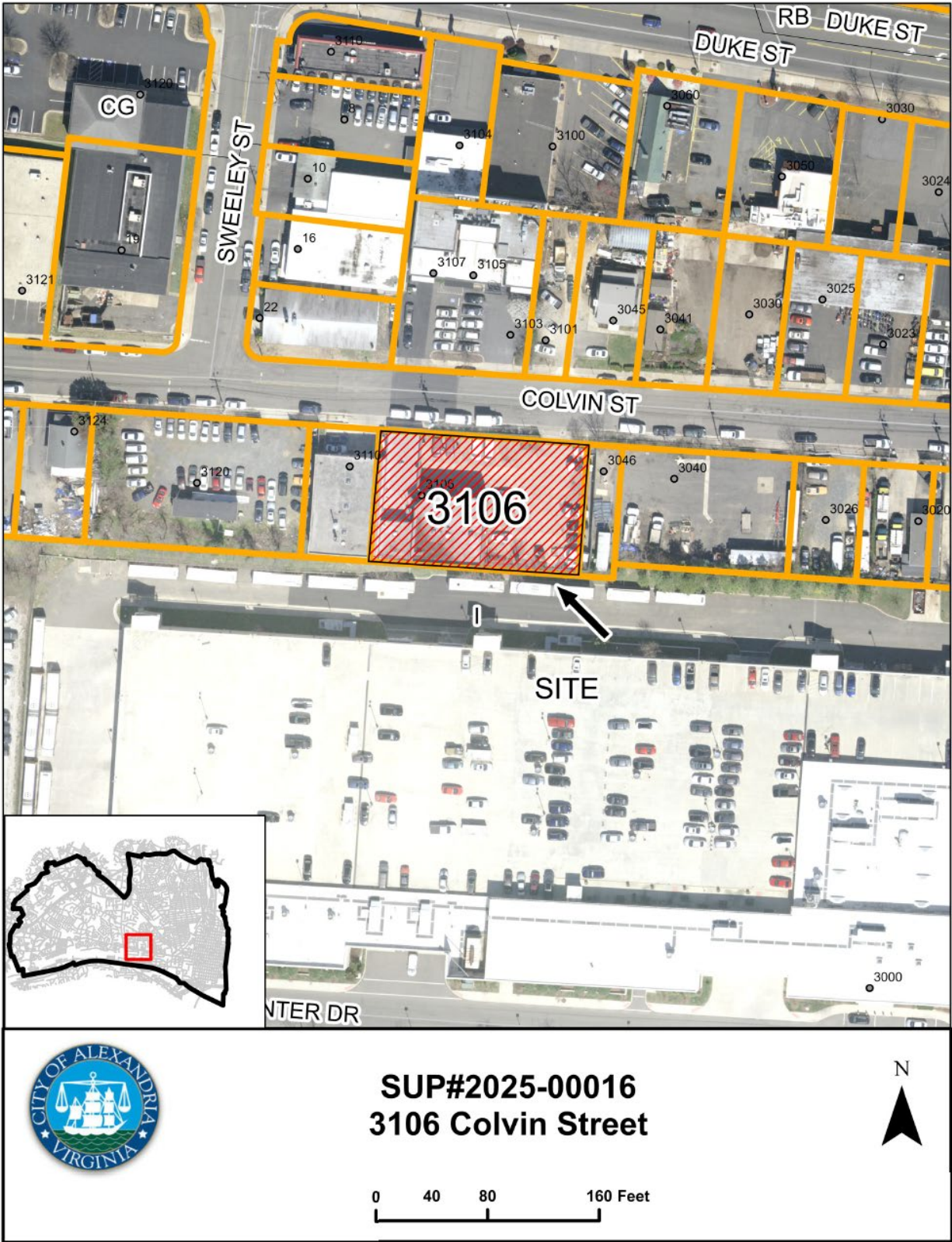
Special Use Permit #2025-00016
3106 Colvin Street
Metro Motor Towing & Co.

Application	General Data	
Public hearing and consideration of a request for a Special Use Permit for a vehicle towing service and associated impound lot	Planning Commission Hearing:	June 4, 2025
	City Council Hearing:	June 14, 2025
Address: 3106 Colvin Street	Zone:	I/Industrial
Applicant: Metro Motor Towing & Co. represented by Hisham Eleyan	Small Area Plan:	Taylor Run/Duke Street

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

Staff Reviewers: Mavis Stanfield, mavis.stanfield@alexandriava.gov
Ann Horowitz, ann.horowitz@alexandriava.gov

PLANNING COMMISSION ACTION, JUNE 4, 2025: On a motion by Vice Chair Koenig, seconded by Commissioner Lennihan, the Planning Commission voted to recommend approval of SUP #2025-00016. The motion carried on a vote of 7-0 on the Consent Agenda.



I. DISCUSSION

The applicant, Metro Motor Towing & Co., requests Special Use Permit approval to operate a vehicle towing service and associated impound lot use at 3106 Colvin Street. Routine maintenance of the tow trucks would also take place on-site as an accessory use.

SITE DESCRIPTION

The subject site is composed of six lots of record forming a rectangular property with 150 feet of frontage on Colvin Street, 100 feet of depth, and a total lot area of approximately 14,250 square feet. The property is developed with a 5,327 square foot “L” shaped building that includes a partial second story. Two hydraulic lifts are located on the south side of the building and the balance of the space is used for offices. Seven parking spaces are identified on the north side of the lot, and the entrance is east of the parking spaces, as can be seen in Figure 3. A chain link fence surrounds the lot.

Automobile repair businesses, a bakery, and plumbing and landscaping businesses are located to the north and to the west of the subject property, the DASH Bus facility is located to the south, and a storage yard operates to the east of the property (Figure 2). The nearest residential property is located approximately 443 feet north, as indicated on Figure 2.



Figure 1: View of property from Colvin Street

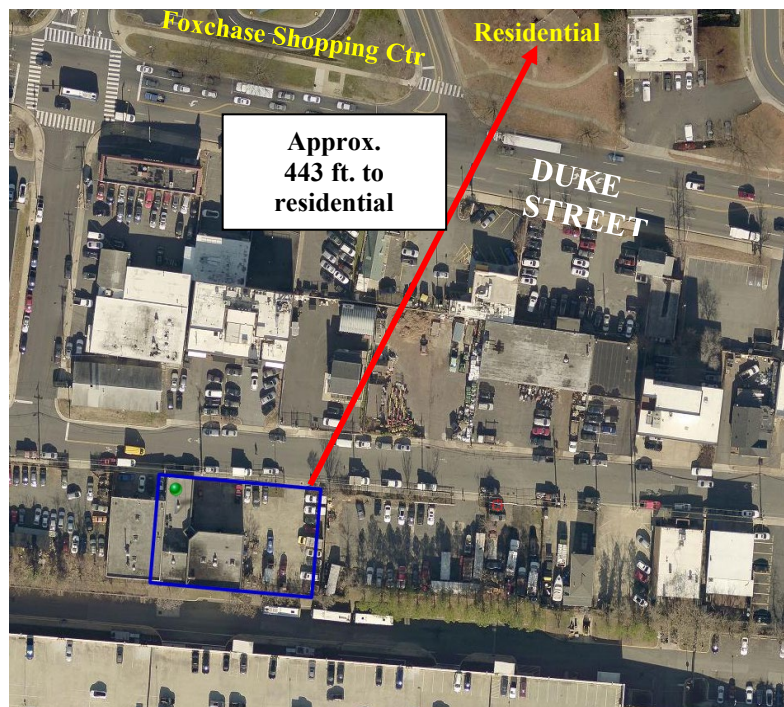


Figure 2: Site Context and Distance to Residential



BACKGROUND

On January 1, 2023, the City's Department of Real Estate Assessments renumbered the lots associated with this address for tax purposes to convey the property to a separate owner of the remaining lots. A survey plat showing the current configuration of the lots is provided in Figure 3 above.

No complaints, including noise complaints, concerning the subject property have been received for the previous automobile repair use in the past five years.

PROPOSAL

The applicant proposes using the existing building and parking lot for towing operations associated with the Metro Towing & Co. business. These operations include administrative office work for dispatching tow trucks, driver meetings, and training. Two repair bays would be used for maintaining the tow trucks as an accessory use. The two repair bays are denoted as “cargo doors” on the plat shown in Figure 3. No maintenance would be done for vehicles towed to the site.

The business would be open 24 hours a day and seven days a week. A typical day would have the applicant towing vehicles to 3106 Colvin Street for the business’ insurance and property management clients and for retail customers calling in for roadside assistance and they need a place to store their vehicles until they determine where the vehicle will be repaired. Towed vehicles would be parked in the 17 spaces dedicated for impounded vehicles. Car owners would visit the property during standard business hours; only the company drivers would be dropping off vehicles during the night for insurance companies associated with accidents or property management calls for towing services.

Towing services are required for property management to ensure that parking spaces are utilized by authorized vehicles and for insurance companies and individuals with disabled vehicles. The applicant has indicated that if his SUP is approved, he will seek contracts within the City.

The company would be staffed with five to seven employees between 6 a.m. and 11 p.m. and with two to five employees overnight between 11 p.m. and 6 a.m. The number of patrons coming to the property would be between five to seven during the daytime hours; only company trucks would access the site during nighttime hours. Noise would be limited to the sounds of vehicles, the front gate opening and closing and tow truck back-up alarms, but truck drivers would limit the time duration of the back-up alarms to the extent possible without violating safety practices.

PARKING

Section 8-200(A)(18) of the Zoning Ordinance requires that miscellaneous commercial uses provide one space for every 400 square feet and Section 8-200(A)(19)(a) requires 0.25 for every 1,000 square feet of office space within the enhanced transit area. With 1,900 square feet of miscellaneous commercial use, consisting of the maintenance bays, and the balance of 3,427 square feet for office space, the applicant must provide a total of five parking spaces. The applicant meets the parking requirement with parking for 23 vehicles on the lot, which allows five spaces for employees and customers and 17 spaces for the impoundment of vehicles, including the two indoor repair bays.

ZONING/MASTER PLAN DESIGNATION

The property at 3106 Colvin Street is located in the I/Industrial zone. Section 4-1203(T) of the Zoning Ordinance requires SUP approval for vehicle towing services with associated impoundment lot uses.

The proposed use is consistent with the Taylor Run/Duke Street Small Area Plan, which designates the property for industrial and service commercial uses.

II. STAFF ANALYSIS

Staff supports the applicant's request to operate a vehicle towing service and associated impoundment use on this industrially zoned property. Colvin Street is home to many industrial uses, predominantly vehicle repair and, thus, this use would not be an unusual business to assimilate in the neighborhood. The use is consistent with the previous use of the property, which has always, as far as can be ascertained by existing records, been used for truck and vehicle storage and repair. To the extent that the owners of impounded vehicles may live in the City, a towing business may mean traveling shorter distances to retrieve their vehicles. Additionally, local businesses who may be clients of Metro Motor Towing could find service in a more timely and potentially cost-effective manner.

Although noise would be generated from vehicles entering and leaving the property and using back-up alarms when necessary, the 24-hour towing activity is not expected to cause impacts as the closest residential community is approximately 443 feet away, across Duke Street, and at a higher elevation. Nevertheless, the applicant must observe the noise code, limiting noise levels to 70 decibels. Additionally, Condition #15 prohibits outdoor repair work. Should recurrent noise complaints arise, however, the applicant has been advised that further noise mitigation efforts may be required.

Standard automobile related conditions have been included to limit the potential for impacts of the towing at the site. To ensure the site remains neat, Condition #3 requires the parking lot to be maintained and kept in good condition and free of weeds; Condition #4 requires the fence to be maintained along Colvin Street; Condition #5 requires litter to be picked-up at least twice a day; and Condition #12 prohibits debris or vehicle parts from being discarded on the public right-of-way. To limit traffic to and from the site by employees and patrons, Conditions #8 and #9 require the applicant to encourage its employees to use public transportation and to provide customers with information about alternative forms of transportation to access the site on their business website or using other similar methods. On-street parking would be limited by Conditions #7 and #10 which require employees to park off-street and encourage patrons to park off-street by providing information about available off-street parking. Potential environmental impacts would be regulated through Conditions #11, which requires proper disposal of all waste products, and Condition #13, requires the applicant to control any potential discharge of pollutants from the property due to vehicles leaks. Lastly, to address the accessory vehicle repair, Condition #14 limits repair work to light automobile maintenance and Condition #15 prohibits and repair work outdoors.

Subject to the conditions stated in Section III of this report, staff recommends approval of the Special Use Permit request.

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 business or entity in which the applicant has a controlling interest. (P&Z)
2. A maximum of 17 impounded vehicles shall be parked at the site, in accordance with the plan submitted by the applicant on May 2, 2025. This includes two spaces located inside the building. (P&Z)
3. The parking lot shall be maintained in good condition and the property kept free of weeds and tall grass. (P&Z)
4. The existing fence shall be maintained to prevent unsightly conditions such as holes, sags, or bent areas from appearing along Colvin Street. (P&Z)
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 once 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)
6. Vehicles, including car carriers, shall not be parked, stored, loaded, or unloaded in the public right-of-way. (P&Z)
7. The applicant shall require its employees who drive to use off-street parking. (T&ES)
8. The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)
9. The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at goalex@alexandriava.gov for more information about available resources. (T&ES)
10. The applicant shall encourage patrons to park off-street through the business' advertising and website. (T&ES)
11. All waste products including, but not limited to organic compounds (solvents), motor oil, compressor lubricant and antifreeze shall be disposed of in accordance with all local, state and federal ordinances or regulations and not be discharged to the sanitary or storm sewers or be discharged onto the ground. (T&ES)

12. Debris or vehicle parts shall not be discarded on the public right- of –way. Vehicle parts, tires or other materials shall not be permitted to accumulate outside except in a dumpster or other suitable trash receptacle or enclosure. (T&ES) (P&Z)
13. The applicant shall implement and maintain best management practices (BMPs) to prevent the discharge of pollutants from the property. Drip pans shall be placed under all vehicles stored onsite that show signs of fluid leakage. Additional containment (e.g., absorbent pads or trays) shall be used where necessary to prevent any fluids from reaching the ground surface. Spill response materials, such as absorbent granules, booms, and spill kits, shall always be readily available onsite. Staff shall be trained in their proper use and disposal. All vehicles brought onto the property shall be inspected for leaks or damaged components. Vehicles with visible leaks shall be immediately contained using appropriate measures, and repairs shall be coordinated offsite. (T&ES)
14. Repair work done on the premises shall be limited to light automobile maintenance and repair for the applicant’s trucks. Collision and repainting are not permitted. (P&Z)
15. Repair work shall not be done outside on the subject property. All repairs of motor vehicles at the site shall be conducted inside a building or structure. (P&Z) (T&ES)
16. The applicant shall comply with the City of Alexandria Best Management Practices Manual for automotive related industries. A copy can be obtained by contacting the Office of Environmental Quality at 703-746-4065 or at <http://alexandriava.gov/Environment> under Forms and Publications. (T&ES)
17. The Director of Planning and Zoning shall review the special use permit one year after it has been operational, and then again every three years for compliance with all conditions and may docket the matter for consideration by the Planning Commission and City Council if 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; or the Director has determined that new or revised conditions are needed to offset land use impacts not addressed in the City Code. (P&Z)

STAFF: Tony LaColla, Division Chief, Land Use Services,
Department of Planning and Zoning;
Ann Horowitz, Principal Planner
Mavis Stanfield, 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.

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- R-1 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 once 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-2 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-3 The applicant shall require its employees who drive to use off-street parking. (T&ES)
- R-4 The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)
- R-5 The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at goalex@alexandriava.gov for more information about available resources. (T&ES)
- R-6 The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)
- R-7 All waste products including, but not limited to organic compounds (solvents), motor oil, compressor lubricant and antifreeze shall be disposed of in accordance with all local, state and federal ordinances or regulations and not be discharged to the sanitary or storm sewers, or be discharged onto the ground. (T&ES)
- R-8 No debris or vehicle parts shall be discarded on the public right- of –way. (T&ES)
- R-9 The applicant shall implement and maintain best management practices (BMPs) to prevent the discharge of pollutants from the property. Drip pans shall be placed under all vehicles stored onsite that show signs of fluid leakage. Additional containment (e.g., absorbent pads or trays) shall be used where necessary to prevent any fluids from reaching the ground surface. Spill response materials, such as absorbent granules, booms, and spill kits, shall always be readily available onsite. Staff shall be trained in their proper use and disposal. All vehicles brought onto the property shall be inspected for leaks or damaged components. Vehicles with visible leaks shall be immediately contained using appropriate measures, and repairs shall be coordinated offsite. (T&ES)

- C-1 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). In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of SUP approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at commercialrecycling@alexandriava.gov, for information about completing this form. (T&ES)
- C-2 Section 5-1-42- Collection by Private collectors. (c) Time of collection. Solid waste shall be collected from all premises not serviced by the city at least once each week. No collections may be made between the hours of 11:00 p.m. and 7:00 a.m. (6:00 a.m. from May 1, through September 30) if the collection area is less than

Code Enforcement:

- C-1 A building permit is required for a change of occupancy.

Fire:

- C-1 This new use will require a fire prevention permit.

The application can be accessed online at:
www.alexandriava.gov/fire-department/the-fire-marshals-office.

Health:

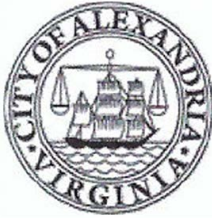
No comments received.

Parks and Recreation:

- F-1 The City's interdepartmental team will evaluate this area starting in 2025 if it is part of the Duke Street Corridor Plan.

Police Department:

No comments received.



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 3106 Col virSt. Al exand riaVA 22314

TAX MAP REFERENCE: 061.04-02-29.S1 **ZONE:** I

APPLICANT:

Name: Metro Motor Towing & Co.

Address: 3106 Col v nSt. A l exand ria ,VA 22314

PROPOSED USE: Towing Office & Storage Lot

- ☒ 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.

Metro Motor Towing & Co c/oHisham Eleyan

Print Name of Applicant or Agent

3106 Col virSt.

Mailing/Street Address

Al exand riaVA

City and State

22314

Zip Code

[Signature]
Signature

03/05/2025

Date

[Redacted]
Telephone #

[Redacted]
Fax #

[Redacted]
Email address

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 3106 Colvin St. Alexandria, VA 22314, I hereby
(Property Address)
grant the applicant authorization to apply for the Towing Office & Storage Lot use as
(use)
described in this application.

Name: Monroe Newton LLC c/o Steve Rubin

Phone: [REDACTED]

Please Print

Address: [REDACTED]

Email: [REDACTED]

Signature: [Handwritten Signature]

Date: 03/05/2025

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 three percent.

1: Hisham Eleyan / [REDACTED] / 33.333% 2: Mohamed
Elfiky / [REDACTED] / 33.333% / 3: Hamooc
Abutaa / [REDACTED] / 33.333%

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. 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 three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
¹ Hisham Eleyan		33.333%
² Mohamed Elfiky		33.333%
³ Hamood Abutaa		33.333%

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 3106 Colvin St. Alexandria, VA 22314 (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.		
² Arnie Gordon		50.00%
³ Steve Rubin		50.00%

3. Business or Financial Relationships. Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are required to disclose any business or financial relationship, as defined by [Section 11-350 of the Zoning Ordinance](#), existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review. All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity and "None" in the corresponding fields).

For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
¹ Hisham Eleyan Mohamed Elfiky	None None	None None
² Arnie Gordon Steve Rubin	None None	None None
³ Hamood Abutaa	None	None

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

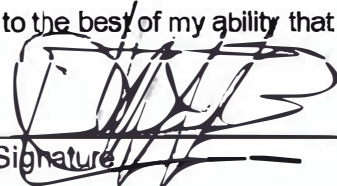
03/05/2025

Hisham Eleyan

Date

Printed Name

Signature



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.

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.)

Towing Office & Storage Lot

Existing building will be used for Towing Operations such as towing admin work, billing, dispatch, driver meetings, training. Will also be used for maintaining tow trucks with our two bays.

A typical 24 hour period will have vehicles that are towed in from our various relationships via insurance companies, property management relationships, retail customers calling in for roadside assistance if their vehicle breaks down and will need a place to store their vehicles until final destination instructions...

Car owners will potentially come to the property from time to time but not in the middle of the night, only our drivers will be dropping off in the middle of the night whether from accident calls from insurance companies, property management relationships but will be closed to patrons, noise will be limited by our drivers using best industry safety practices, back up alarms are somewhat of a regulated

practice but driver's will limit the length they go on as best a possible without risking any safety practices, this lot is surrounded by only commercial businesses and behind a railroad track, it does not have any surrounding residential residents nearby...

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).

5-7 between 6:00a-11:00p / 2-5 between 11:00p-6:00a

answering to the very best of our ability, it is simply an honest range but dont

have an exact count as there can be an influx if there are couple insurance adjusters

patrons, dispatchers, drivers, etc..that may overlap for periods of time...happy to discuss further and edit if we may find to be more helpful...?

B. How many employees, staff and other personnel do you expect?

Specify time period (i.e., day, hour, or shift).

5-7 between 6:00a-11:00p / 2-5 between 11:00p-6:00a

answering to the very best of our ability, it is simply an honest range but dont

have an exact count as there can be an influx if there are couple insurance adjusters

patrons, dispatchers, drivers, etc..that may overlap for periods of time...happy to discuss further and edit if we may find to be more helpful...?

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

Day:

7 days a Week

Hours:

24hrs

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

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

Minimal

B. How will the noise be controlled?

Noise will be minimal, Towing Trucks coming in and out, gate opening and closing

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

Should be 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? (i.e. office paper, food wrappers)
trash and garbage will be collected weekly by a waste management company by KMG Hauling
- B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)
we will have a 3yrd dumpster on site
- C. How often will trash be collected?
weekly
- D. How will you prevent littering on the property, streets and nearby properties?
daily observance and cleanliness will be instituted to prevent any accumulation

- 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 nearby residents, employees and patrons? daily observance and cleanliness will be instituted to prevent any safety hazards

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.

PARKING AND ACCESS REQUIREMENTS

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

20 Standard spaces
_____ Compact spaces
_____ Handicapped accessible spaces.
_____ Other.

<p>Planning and Zoning Staff Only</p> <p>Required number of spaces for use per Zoning Ordinance Section 8-200A. _____</p> <p>Does the application meet the requirement? [] Yes [] 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>Planning and Zoning Staff Only</p> <p>Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____</p> <p>Does the application meet the requirement? [] Yes [] No</p>
--

- B. Where are off-street loading facilities located? n/a
-
- C. During what hours of the day do you expect loading/unloading operations to occur?
potentially anytime within a 24hr day period
-
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
potentially up to 20 times within a 24hr day period
-

- 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?

Street access to the subject property is adequate

SITE CHARACTERISTICS

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

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

How large will the addition be? _____ square feet.

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

14,250 sq. ft. (existing) + _____ sq. ft. (addition if any) = 14,250 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: building and gated towing storage lot area

End of Application



APPLICATION - SUPPLEMENTAL

AUTOMOBILE-ORIENTED USES

Supplemental information to be completed by applicants requesting special use permit approval of an automobile-oriented use (e.g., automobile repair garage, car wash, auto or trailer sales).

1. What type of automobile oriented use do you propose?

☐ automobile or motor vehicle parking or storage lot.

☐ automobile or trailer rental or sales.

☐ automobile service station.

☐ automobile repair, including car wash.

☒ other: Vehicle Towing Service and Associated Vehicle Parking, Storage/Impound Lot

2. What types of repairs do you propose to perform?

Vehicle Towing Service and Associated Vehicle Parking, Storage/Impound Lot
Services

3. How many of each of the following will be provided?

2 hydraulic lifts or racks

_____ service pits

2 service bays

4. How many vehicles will be parked on-site at any one time. Please provide information on the type (i.e., for sale, customers, employees, or repairs)?

20 (for customers and employees)

5. Will a loudspeaker or intercom system be used outside of the building? _____ Yes X No

Please note: All repair work must occur within an enclosed building.



CONVENTURAL
SITE MAP

LEGEND	
DB	DEED BOOK
IPS	IRON PIPE SET
☼	LIGHT POLE
N/F	NOW OR FORMERLY
PG	PAGE
—	SIGN
⊕	UTILITY POLE
⊙	WATER METER

