



***Special Use Permit #2023-00094***  
***421 Clifford Avenue***  
***Mother of Light Center***

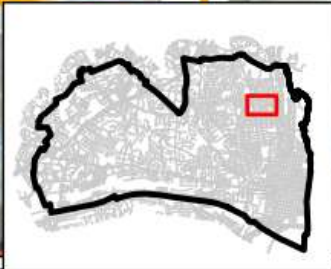
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<b>Application</b>	<b>General Data</b>	
Public hearing and consideration of a request for a temporary trailer	<b>Planning Commission Hearing:</b>	January 4, 2024
	<b>City Council Hearing:</b>	January 20, 2024
<b>Address:</b> 421 Clifford Avenue	<b>Zone:</b>	CDD#24/Coordinated development district
<b>Applicant:</b> Matilde Alvarado	<b>Small Area Plan:</b>	Potomac West

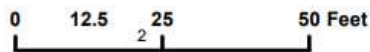
**Staff Recommendation:** approval subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.

**Staff Reviewers:** Mavis Stanfield, [mavis.stanfield@alexandriava.gov](mailto:mavis.stanfield@alexandriava.gov)  
Ann Horowitz, [ann.horowitz@alexandriava.gov](mailto:ann.horowitz@alexandriava.gov)

**PLANNING COMMISSION ACTION, JANUARY 4, 2024:** On a motion by Commissioner Lyle, seconded by Vice Chair McMahon, the Planning Commission voted to recommend approval of Special Use Permit #2023-00094, as amended. The motion carried on a vote of 7-0 on the Consent Calendar.



**Special Use Permit #2023-00094**  
**421 Clifford Avenue**



## I. DISCUSSION

The applicant, Matilde Alvarado, on behalf of the Mother of Light Center (MOLC), requests Special Use Permit approval to operate a temporary trailer at an existing by-right social service use. The temporary trailer would provide space to accommodate sewing lessons on Saturdays.

### SITE DESCRIPTION

The subject property is comprised of one rectangular lot of record with a total of 50 feet of frontage along Clifford Avenue, 105 feet of depth, and a lot area of 5,250 square feet. The site is developed with a single-story commercial building with two roll-up doors and approximately 1,500 square feet of floor area divided into two tenant spaces. The building is located 74 feet from Clifford Avenue. The building is served by an on-site parking lot surrounded by a fence as can be seen in Figure 1.



The subject property is surrounded by commercial and industrial uses, including Boyles Motor Sales and R. Bratti Enterprises, a wholesale granite and marble establishment to the north, a tire sales and installation business and a Verizon Wireless store to the east, a daycare center to the south, and a vitamin wholesale business, Plaza Izalco, to the west. Further west of the subject property are single-dwelling homes.

### BACKGROUND

Real estate records reflect that the building on the subject property was constructed in 1963. In 2001, an applicant submitted a request as SUP #2001-00035 for a light automobile repair facility; however, the application was withdrawn by the applicant before public hearings occurred. In 2009, an SUP application was submitted to combine the subject property



*Figure 2: Site context with nearby residential from the north side of Clifford Avenue*

with 417 and 419 Clifford Avenue to provide an outpatient health clinic; the application was later withdrawn. An SUP application was also submitted in 2017 for a light auto repair shop; that application was also withdrawn. City Council approved SUP #2018-0017 for the Mother of Light not-for-profit organization on June 5, 2018 to allow volunteers to distribute food and clothing and to allow on-site tutoring and application assistance for individuals in need. It is noted that as of October 2020, social service uses no longer require special use permit approval and are by-right uses.

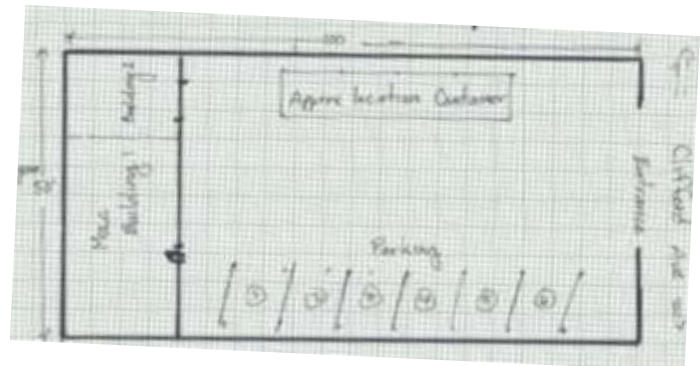
While the SUP for the social services use was in effect, the applicant was cited for three violations for tall grass in 2018, 2021 and 2022; these violations were all immediately abated.

### PROPOSAL

The applicant is proposing to use an eight foot wide by 40-foot long by 9.6 foot high trailer to move an existing sewing training program, defined as a private commercial school, from the existing MOLC indoor tenant space to a temporary trailer. With an increase in community demands for the organization's services, additional space is needed to dedicate to the sewing program, which can be no longer be provided in the tenant space. This sewing program provides individuals with skills to potentially secure employment and improve financial standing. The classes, as proposed for the temporary trailer, would have five pupils and two instructors and would operate from 3 to 6 p.m. on Saturdays. Approximately one hour would be needed before the program would begin to set up and after the program would end to clean-up and close. The program would typically begin after other activities at the Center end at noon.



*Figure 3: Example of the exterior of the trailer provided by the applicant*



*Figure 4: Site layout provided by the applicant (not to scale)*

The 320 square-foot trailer would be located on the southwest side of the parking area. Indoors, a storage area would be situated at one end and a work table with five sewing machines and chairs would be set up in the remaining space. The applicant is requesting use of the temporary trailer until December 31, 2026, when the organization's lease expires.

### PARKING

The subject property is served by an on-site six space parking lot and is located in the enhanced transit area. The Zoning Ordinance Section 8-200(A)(16) provides that in the enhanced transit

area, miscellaneous commercial uses, which include the private commercial school (the use for the proposed temporary trailer), must provide a minimum of 0.25 parking spaces for every 1,000 square feet of floor area. As the miscellaneous commercial use is 320 square feet, the parking requirement is a minimum of one space. In addition, Zoning Ordinance Section 8-200 (A)(18) requires that the social service use provide one space for each 400 square feet of floor area. With 1,500 square feet of tenant space for the social service use, four parking spaces are required. The two uses combined must provide a total of five parking spaces. This requirement is met by the existence of six parking spaces on site.

#### ZONING/MASTER PLAN DESIGNATION

The subject property is zoned CDD#24/Coordinated development district. The CDD#24 identifies that the CSL/Commercial service low, I/Industrial and R2-5/Residential zone regulations shall apply as the underlying zones within certain areas of the Oakville Triangle and Route 1 Corridor Vision Plan, barring development special use permit approval. The CSL zone applies to the subject property. Section 7-1101(C) of the Zoning Ordinance allows temporary trailers for non-residential purposes with City Council approval of a Special Use Permit. The trailer is designated as a private commercial school, which is a permitted use in the CSL zone pursuant to Section 4-302(H.1).

The subject property is located within the Potomac West Small Area Plan that designates the property for low scale commercial and light industrial uses compatible with adjacent residential neighborhoods. The Oakville Triangle/Route 1 Corridor Plan area, which is part of the Small Area Plan, anticipates redevelopment of the subject area for residential uses in the future.

## **II. STAFF ANALYSIS**

Staff supports the applicant's request for a temporary trailer to provide space for sewing classes on private property in an area surrounded by commercial and industrial uses. The use would support employment training for the Mother of Light clientele. The proposed use is very limited in scope, with operations one day a week and for three to five hours and is, therefore, not anticipated to result in impacts. Notwithstanding complaints regarding high grass in the past, recent site visits indicated that the property is suitably maintained, with well-managed landscaping surrounding the property.

Given that the Zoning Ordinance allows trailers to be used for temporary nonresidential purposes such as classrooms only on a temporary basis, a condition with an expiration date is required. The temporary trailer would be permitted for up to two years and expire on January 19, 2026, with just under one additional year available via approval of an Administrative Special Use Permit, as stated in Condition #3. This condition is intended to address the applicant's request to allow the trailer to remain until her lease for the property expires on December 31, 2026.

To ensure the continued maintenance of landscaping, staff included Condition #5. Standard SUP conditions have been also included such as the removal of litter within 75 feet of the property (Condition #4), limiting environmental impacts (Conditions #8 and #9), and encouraging the use of public transportation (Conditions #10 and #11).

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 corporation in which the applicant has a controlling interest. (P&Z)
2. The location and specifications of the temporary trailer shall be substantially consistent as proposed in the application dated September 14, 2023. (P&Z)
3. **CONDITION AMENDED BY PLANNING COMMISSION:** The temporary trailer shall be permitted until January 19, 2026, with an opportunity to increase the term to ~~December 31, 2026~~ an additional three years, through an Administrative Special Use Permit. (P&Z) (PC)
4. 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)
5. All landscaping shall remain maintained and kept clear of tall grass and weeds. (P&Z)
6. Exterior power washing of the trailer shall not be completed using any kind of detergents. (T&ES)
7. Chemicals, detergents, or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES)
8. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
9. The applicant shall require its employees who drive to use off-street parking. (T&ES)
10. 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](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
11. 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](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)

12. 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 as the result of a complaint that rises to the level of a violation of the permit conditions, 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:** Tony LaColla, Division Chief, Land Use Services,  
Department of Planning and Zoning;  
Ann Horowitz, Principal Planner  
Mavis Stanfield, 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:

- 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 Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)
- R-3 Chemicals, detergents, or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES)
- R-4 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-5 The applicant shall require its employees who drive to use off-street parking. (T&ES)

- R-6 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](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
- R-7 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](mailto:goalex@alexandriava.gov) for more information about available resources. (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](mailto:commercialrecycling@alexandriava.gov), for information about completing this form. (T&ES)
- C-2 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. (T&ES)
- C-3 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 500 feet from a residential area. (T&ES)
- C-4 The use must comply with the city's noise ordinance. No amplified sound shall be audible at the property line after 11:00 pm. (T&ES)

Code Enforcement:

- C-1 A building permit is required for the trailer.

Fire:

- C-1 A fire prevention permit may be required for this new use. A fire prevention permit application will result in an inspection by the Fire Marshal's office. Application can be accessed online at:  
[www.alexandriava.gov/fire-department/the-fire-marshals-office](http://www.alexandriava.gov/fire-department/the-fire-marshals-office)

Health:

No comments relevant to the use.

Recreation, Parks and Cultural Activities:

No comments received.

Police:

No comments received.



# City of Alexandria, Virginia

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## MEMORANDUM

DATE: JANUARY 3, 2024

TO: CHAIR NATHAN MACEK  
AND MEMBERS OF THE PLANNING COMMISSION

FROM: KARL W. MORITZ, DIRECTOR  
DEPARTMENT OF PLANNING & ZONING

SUBJECT: DOCKET ITEM #2 – SUP #2023-00094  
421 CLIFFORD AVENUE

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This memorandum outlines changes in the parking calculation that will be made by staff following the Planning Commission public hearing on January 4, 2024. Staff recently learned that the second tenant in the building, identified in the staff report as a personal service copying business, is no longer using the 300 square foot space in the building. The applicant has indicated that the 300 square foot space is now used by the existing social service use for a total of 1,500 square feet. The change in use from personal service to social service in the building modifies the parking requirements slightly from four spaces to five spaces.

Accordingly, the parking analysis will be changed in the staff report for the City Council review to the following:

The subject property is served by an on-site six space parking lot and is located in the enhanced transit area. The Zoning Ordinance Section 8-200(A)(16) provides that in the enhanced transit area, miscellaneous commercial uses, which include the private commercial school (the use for the proposed temporary trailer), must provide a minimum of 0.25 parking spaces for every 1,000 square feet of floor area. As the miscellaneous commercial use is 320 square feet, the parking requirement is a minimum of one space. In addition, Zoning Ordinance Section 8-200 (A)(18) requires that the social service use provide one space for each 400 square feet of floor area. With 1,500 square feet of tenant space for the social service use, four parking spaces are required. The two uses combined must provide a total of five parking spaces. This requirement is met by the existence of six parking spaces on site.

# City of Alexandria, Virginia

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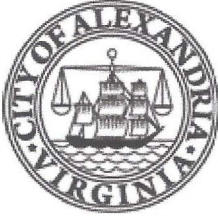
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This memorandum outlines changes to Condition #3 proposed by Chair Macek during his Planning Commission briefing as he believed the shorter term, recommended by staff, would not diminish the redevelopment potential of the site.

### **Special Use Permit (SUP) #2023-00094, 421 Clifford Avenue – Changes to Condition #3.**

3. **CONDITION AMENDED BY PLANNING COMMISSION:** The temporary trailer shall be permitted until January 19, 2026, with an opportunity to increase the term to ~~December 31, 2026~~ an additional three years, through an Administrative Special Use Permit. ~~(P&Z)~~ (PC)

Staff continues to recommend approval of SUP #2023-00094 with the amendment to Condition #3.



# APPLICATION SPECIAL USE PERMIT

**SPECIAL USE PERMIT #** \_\_\_\_\_

**PROPERTY LOCATION:** 421 Clifford Ave, Alexandria VA

**TAX MAP REFERENCE:** 025.01-02-19 **ZONE:** CSL /CDD #24

**APPLICANT:**

Name: Matilde Alvarado

Address: 421 Clifford Ave, Alexandria VA 22305

**PROPOSED USE:** Temporary container to support sewing training program for women from low income families

- 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.

Matilde Alvarado  
 Print Name of Applicant or Agent  
421 Clifford Ave  
 Mailing/Street Address  
Alexandria VA      22305  
 City and State      Zip Code

Matilde Alvarado      10/19/23  
 Signature      Date  
703-508-5289      \_\_\_\_\_  
 Telephone #      Fax #  
alvarado.matilde@gmail.com  
 Email address

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner of 421 Clifford Ave, Alexandria VA, I hereby  
(Property Address)  
grant the applicant authorization to apply for the Special Use Permit use as  
(use)  
described in this application.

Name: Atar Aziz

Phone: 571-259-7112

Please Print  
Address: 9200 Marguerite Forest Dr

Email: AZPrinting@comcast.net

Signature: [Signature]

Date: 10/10/23

**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.

The entity applying for the special use permit is the Mother of Light Center, a 501c3

non-profit entity. As a non-profit, Mother of Light Center has no owners. Matilde

Alvarado is currently the Executive Director. (officer/director list attached)

**Mother of Light Center Officers and Directors**

**Officers:**

Marcella Hadeed -- Chairman  
Matilde Alvarado -- Executive Director  
Dan Cotter -- Treasurer  
Erin Murphy -- Secretary  
Rev. Fr. Matthew Zuberbueler -- Spiritual Director

**Directors:**

Deacon Gerard Marie Anthony  
Elizabeth Currier  
Lawrence Holmes, Jr.  
Robin T. Huddleston  
David Jones  
Michelle Still Mehta  
Lynne Reardon  
Lisa Soronen

*Matilde Alvarado*  
*10/19/23*

# 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.	Matilde Alvarado	421 Clifford Ave, Alexandria VA	0 percent
2.	Mother of Light Center	421 Clifford Ave, Alexandria VA	non-profit / no owners
3.			

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 421 Clifford Ave, Alexandria VA 22305 (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.	Asfar Aziz	9200 Mara - Vell Street Dr Leesburg VA	100
2.			
3.			


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 require 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 indicated 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.	Matilde Alvarado	none	no
2.	Mother of Light Center	none	no
3.	Aziz, Asfar	none	no

**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.

10/11/2023 Matilde Alvarado   
 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.)

Request is for a temporary 8ft x 40Ft container to support a sewing training program to  
empower women from low-income, immigrant families with sewing skills to increase  
their capacity to better provide for their families. Women will earn money, improve their  
self-esteem, become more independent, and gain a step closer to self-sufficiency. Each  
week, they work on different items such as aprons, tote bags, pillow cases or a special  
project and to reinforce skills. The shipping container is 8ft wide by 40ft long x 9.6ft high .  
The container will be on the right side of the property which is not used for worker  
parking. The sewing training program is scheduled on Saturday when the "food bank"  
operations are closed. Thus, the only people using the premises at this time would be  
the 5 pupils and 2 sewing instructors, which the current parking easily accommodates.  
The temporary shipping container will be insulated, finished with wood looking vinyl  
floor and office type siding/ ceiling, windows, doors, recessed lights, ventilation,  
outfitted with electrical breaker box, and electrical outlets to support the training  
environment. Container will be provided by K&K International, Inc.  
Request the special use permit be approved / granted through 31 Dec 2026, the end  
of our property lease

## 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 pupils -- on Saturdays, from 3 to 6pm

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

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

2 volunteer sewing experts (provide instruction) on Saturday from 2 to 7pm

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

Day:

Saturday (set-up)

Hours:

2 to 3pm

Saturday (Sewing Instruction/class)

3 to 6pm

Saturday (clean-up/close)

6 to 7pm

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

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

No noise anticipated.

B. How will the noise be controlled?

No noise anticipated.



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

N/A

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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)

~~a small amount of paper and some sewing scraps from projects~~

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

~~Less than one kitchen size bag per week~~

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C. How often will trash be collected?

~~The trash will be collected after each class and disposed of in either 2YD dumpster or or the 2YD Recycle container on premises. These are collected weekly.~~

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

~~The small amount of waste will be collected after each class prior to close and disposed of in the dumpsters on the premises~~

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10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

Yes.

No.

If yes, provide the name, monthly quantity, and specific disposal method below:

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**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:

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

The sewing class uses sewing machines and cloth material only inside the proposed  
container. No hazards exist from this activity or materials used that would present a safety hazard  
to the residents, employees, instructors, students or patrons. All activity is internal to the container.

## **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.

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**PARKING AND ACCESS REQUIREMENTS**

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

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

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

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**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? N/A

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

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?  
N/A

\_\_\_\_\_

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

\_\_\_\_\_

**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?

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?

1500 sq. ft. (existing) + 320 sq. ft. (addition if any) = 1820 sq. ft. (total)

**19.** The proposed use is located in: (check one)

a stand alone building

a house located in a residential zone

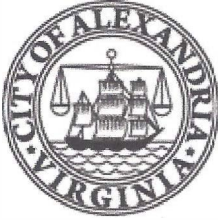
a warehouse

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

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

other. Please describe: Modified 8FT X 40FT shipping container

**End of Application**



## Department of Planning & Zoning Special Use Permit Application Checklist

### Supplemental application for the following uses:

- Automobile Oriented
- Parking Reduction
- Signs
- Substandard Lot
- Lot modifications requested with SUP use

### Interior Floor Plan

- Include labels to indicate the use of the space (doors, windows, seats, tables, counters, equipment)

### If Applicable

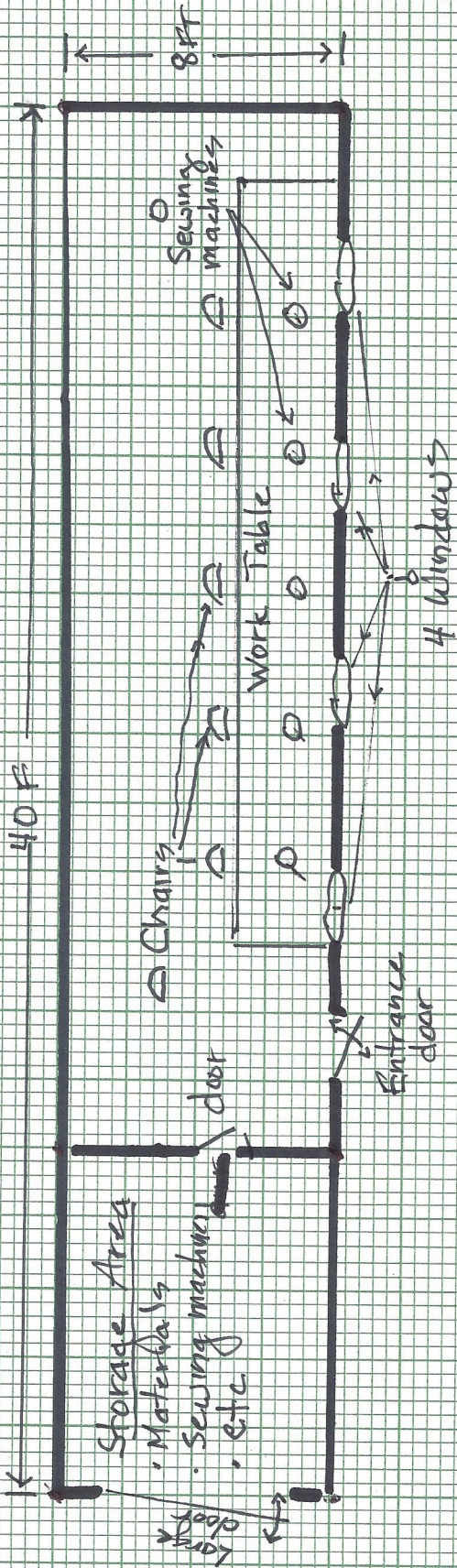
- Plan for outdoor uses

### Contextual site image

- Show subject site, on-site parking area, surrounding buildings, cross streets

*Includes: - parcel view  
- google view  
+ hand drawn*

MODIFIED CONTAINER TO SUPPORT SEWING TRAINING



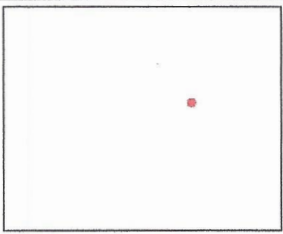
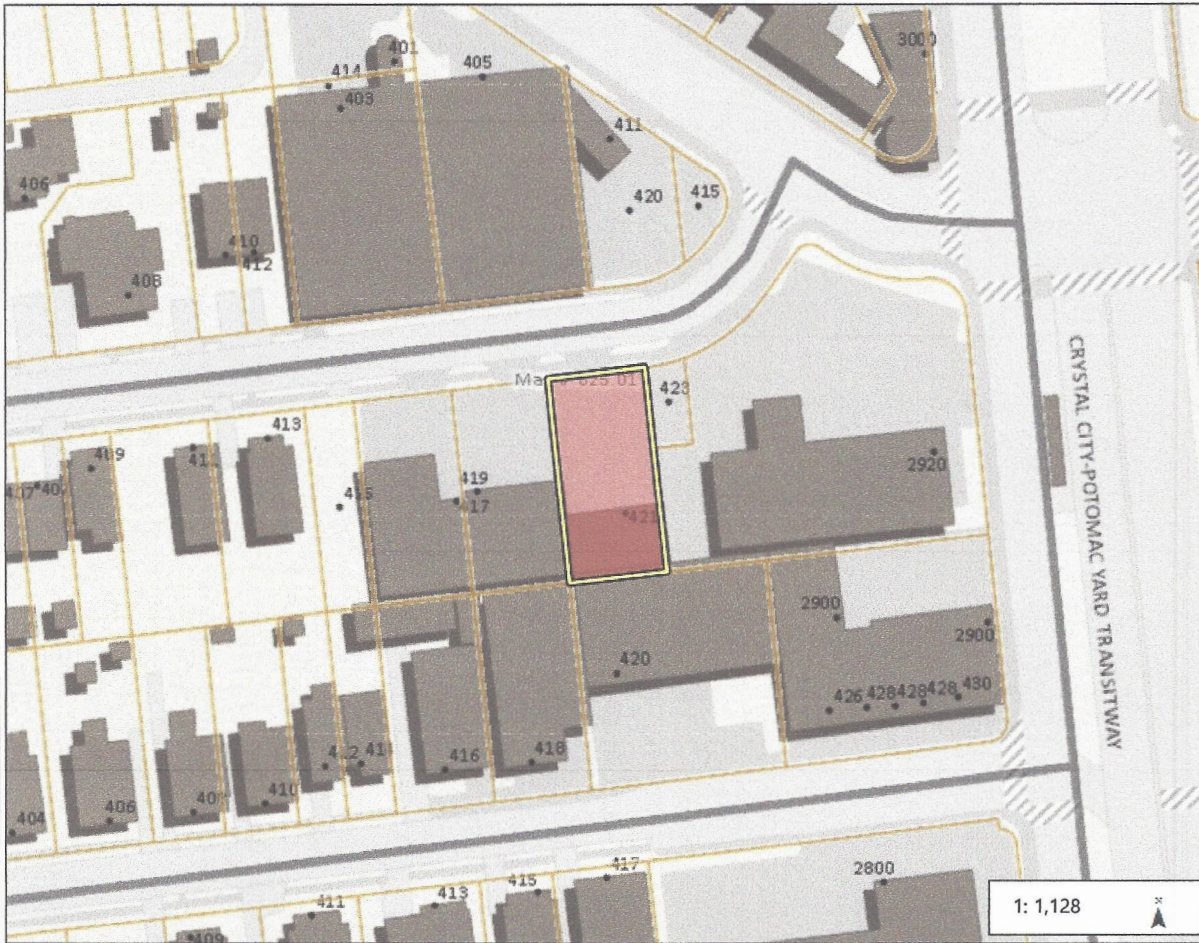
Container outfitted with electricity, outlets, ventilation, lighting and finished inside.

**Floor Plan (draft)**



City of Alexandria, Virginia

421 Clifford Ave



Legend

- Tax Map Index
- Parcels
- Blocks
- Fire Stations
- Addresses
- Metro Stations
- M** Metro Lines
- Blue
- Yellow
- Yellow Blue
- City Boundary
- Rail Lines
- Parcels
- Buildings
- Surface Water
- Streams
- Parks
- City of Alexandria

Notes

1: 1,128



188.1 0 94.04 188.1 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
City of Alexandria, VA

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

Boyles Motor Sales  
Used car dealer

Coinstar Kios  
| Bitcoin ATN

fford Ave

Mother of Light Center

Container  
approx position

Verizon  
Cell phone store



