



# APPLICATION SPECIAL USE PERMIT

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

**PROPERTY LOCATION:** 1913 Mount Vernon Ave, Alexandria, VA 22301

**TAX MAP REFERENCE:** 034.04-10-01 **ZONE:** CL

**APPLICANT:**

Name: D Jason Portlance

Address: 1913 Mount Vernon Ave, Alexandria, VA 22301

**PROPOSED USE:** Garden Center Parking reduction for a garden center.

- 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.

D Jason Portlance  
Print Name of Applicant or Agent

\_\_\_\_\_

Mailing/Street Address  
Alexandria, Va 22305

City and State Zip Code

DocuSigned by:  
  
130888829455450  
12/30/24  
Signature Date

\_\_\_\_\_  
Telephone # Fax #

\_\_\_\_\_  
Email address

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner of 1913 Mount Vernon Ave, I hereby  
(Property Address)  
grant the applicant authorization to apply for the Garden Center use as  
(use)  
described in this application.

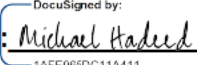
Name: Michael Hadeed

Phone: [REDACTED]

Please Print

Address: [REDACTED]

Email: [REDACTED]

Signature:   
1AFE06SDC11A411...

Date: 12/30/2024 | 11:28:01 AM EST

**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.

D Jason Portlance - 100% ownership

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## 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. Del Ray Farmhouse, LLC	3108 Landover St	100%
2.		
3.		

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at 1913 Mount Vernon Ave, Alexandria, VA 22301 (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. Michael and Marcella Hadeed	[REDACTED]	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 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. none D Jason Portlance	none	none
2. none Michael Hadeed	none	none
3. none Marcella Hadeed	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.

12/30/24 \_\_\_\_\_  
Date Printed Name

DocuSigned by:  
  
 130B8B2945E45D  
 \_\_\_\_\_  
 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.)

The business will be that of an outdoor garden center. To include the sale of plants, flowers, and lawn and garden tools. The business will include a greenhouse for the sale of indoor plants as well as a barn that will function as a covered location for the register and lawn and garden tools.

The parking space reduction of 6 spaces is because there is ample parking on the street adjacent to the business. Should I be required to have parking on the premises, the functionality of the business would be greatly diminished and would make it impossible to open the business in a way that would offer a profitable opportunity. Furthermore, should I be required to provide parking off-site, the added cost associated with the rental of these parking spaces would additionally make it fiscally difficult to run the business.

Based on our research, the vast majority of our patrons will be walking to the garden center, therefore the need for parking would be minimal. The current on-street parking would be ample to handle our anticipated driving patrons.

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## 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).

Street parking is ample enough to accommodate the small number of patrons that we expect to drive to the store. Most of our patrons are expected to walk to the garden center. In addition, there is a bus stop located at the next intersection. Hours of operation are: Monday - Friday : 20 - 30 patrons and Saturday - Sunday : 50 - 100 patrons.

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

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

A total of 5 employees. Shifts would vary based on influx of business, but no more than 3 employees would be working at any given time.

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

Day:  
Daily

Hours:  
8am - 8pm

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

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

The noise would be minimal since no machinery is required to run this business.

B. How will the noise be controlled?

N/A

**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)  
The vast majority of trash will be wood pallets and cardboard. No organic matter will be considered trash from this business.

B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)  
Discarding of 5 pallets per month. Daily garbage would consist primarily of 3-5 broken down cardboard boxes.

C. How often will trash be collected?  
Once per week.

D. How will you prevent littering on the property, streets and nearby properties?  
This business does not produce trash in a manner in which littering would be a concern.

**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:

n/a

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**12.** What methods are proposed to ensure the safety of nearby residents, employees and patrons?  
There are no safety risks associated with this business.

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**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:

- 0 Standard spaces
- 0 Compact spaces
- 0 Handicapped accessible spaces.
- 0 Other.

Planning and Zoning Staff Only  Required number of spaces for use per Zoning Ordinance Section 8-200A _____  Does the application meet the requirement? <input type="checkbox"/> Yes <input type="checkbox"/> 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? 2

Planning and Zoning Staff Only  Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____  Does the application meet the requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No
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- B. Where are off-street loading facilities located? Designated Commercial Loading Zone parking  
 currently exists at the intersection.  
 \_\_\_\_\_
- C. During what hours of the day do you expect loading/unloading operations to occur?  
Wednesday's 10-2pm for vendor deliveries  
 \_\_\_\_\_
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?  
unknown  
 \_\_\_\_\_

**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?  
n/a  
 \_\_\_\_\_

**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? n/a square feet.

**18.** What will the total area occupied by the proposed use be?  
2070 sq. ft. (existing) + \_\_\_\_\_ sq. ft. (addition if any) = 2070 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: vacant parking lot

**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



# APPLICATION - SUPPLEMENTAL

## PARKING REDUCTION

*Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).*

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location)  
Request for a reduction of 6 parking spaces.

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2. Provide a statement of justification for the proposed parking reduction.  
The existing parking spaces prevent the establishment of the outdoor garden center in the parking lot. And the requirement for 6 spaces is easily fulfilled by the "loading only" zone at the intersection, as well as the one space that will be reserved for loading in front of the entrance of the garden center (formerly a driveway).

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3. Why is it not feasible to provide the required parking?  
No permanent solution for off street parking exists within a reasonable distance to the garden center and, as stated above, the available loading zone supplements the necessity for the 6 required spaces.

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4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?

Yes.       No.

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

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



**Department of Planning & Zoning**  
Administrative Special Use Permit New Use  
Outdoor Garden Center Supplemental

**WORKSHEET - Answer each question below. Attach a separate sheet of paper if necessary.**

**HOURS OF OPERATION**

- The hours of operation must be limited to between 7:00 a.m. and 9:00 p.m. Monday through Saturday, and from between 8:00 a.m. and 8:00 p.m. on Sunday.

What are the proposed hours of operation of the center?

Sunday-Saturday 8am-8pm

What are the hours that the business will be open to the public, if different from the hours of operation?

Sunday-Saturday 8am-8pm

**SIZE OF GARDEN CENTER**

- The garden center site may not be larger than 10,000 square feet.

How large is the garden center site?                      2,100                      sq. feet

**GARDEN CENTER LAYOUT PLAN**

- Please provide a detailed plan with your application

The layout of the garden center must be submitted for review and approval by the director. The plan should include all elements of the use, including:

- Areas for storage, deliveries and parking
- Design of any building or structure
- Screening from neighboring uses
- The view from the public street

**PROTECTION OF NEARBY HOMES**

- The garden center must be located at a distance or otherwise protected from nearby homes or apartments as not to disturb neighboring residents.

What is the approximate distance to the closest homes or apartments?                      90                      feet

What steps will the business take to protect residents from negative impacts?

The garden center is located at a reasonable distance from any residential building. There is no perceived negative impact associated with this proposed business.



# SITE PLAN

**Address:**

1913 MOUNT VERNON AVE  
ALEXANDRIA, VA 22301

**Assessor's Parcel Number:**

13638000

**Parcel Area:**

1.00 Acres

**Zoning:** CL - COMMERCIAL  
LOW ZONE

**Legal Description:**

LOTS 127 & 128 DEL RAY

**Subdivision:**

**Owner:** HADEED MICHAEL  
M JR OR MARCELLA

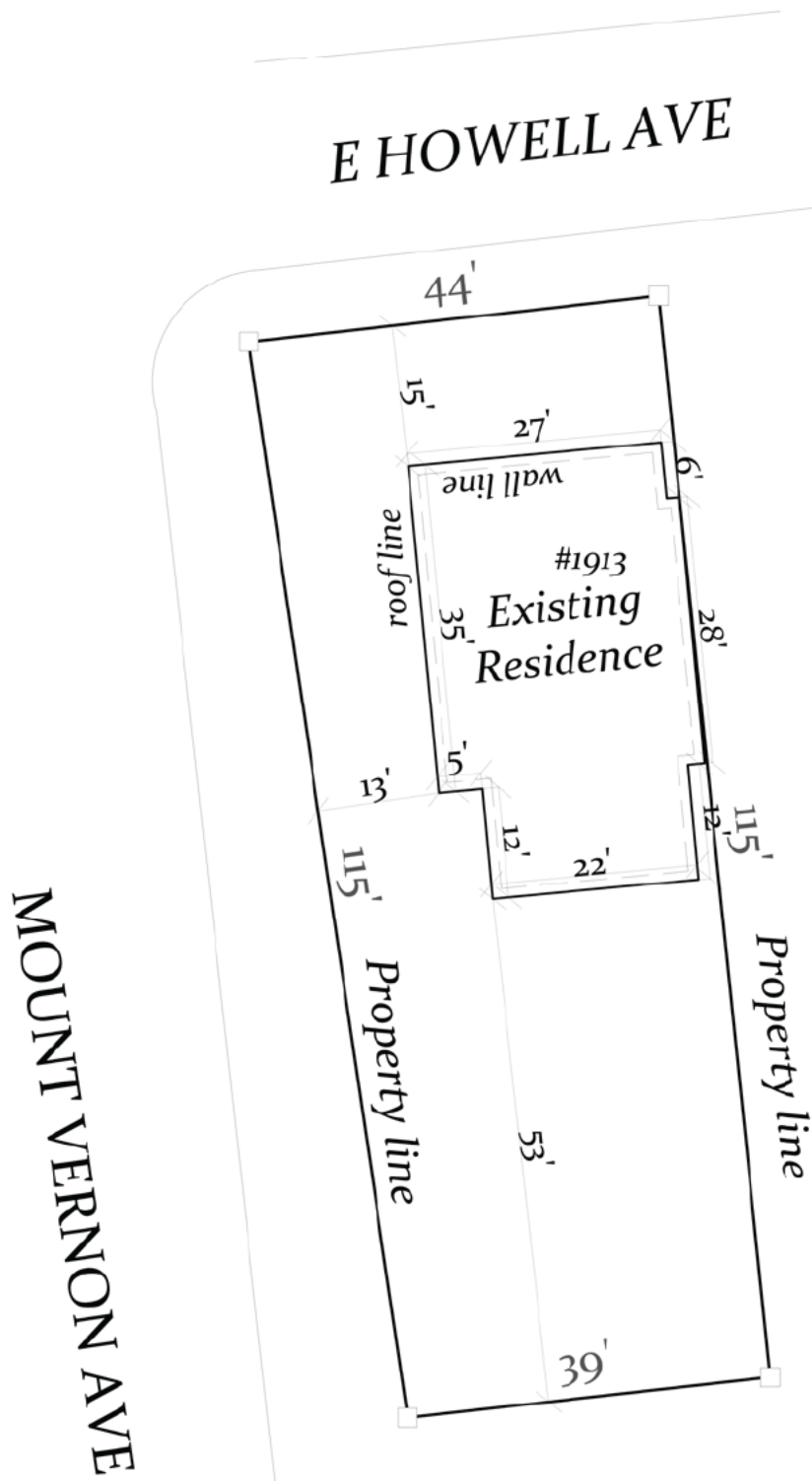
**Paper size & scale:**

11" x 17"; 1"=20'

**Date:** November, 2024



**Scale:**  
1"=20'  
**Paper size:**  
11" x 17"



**Legend**

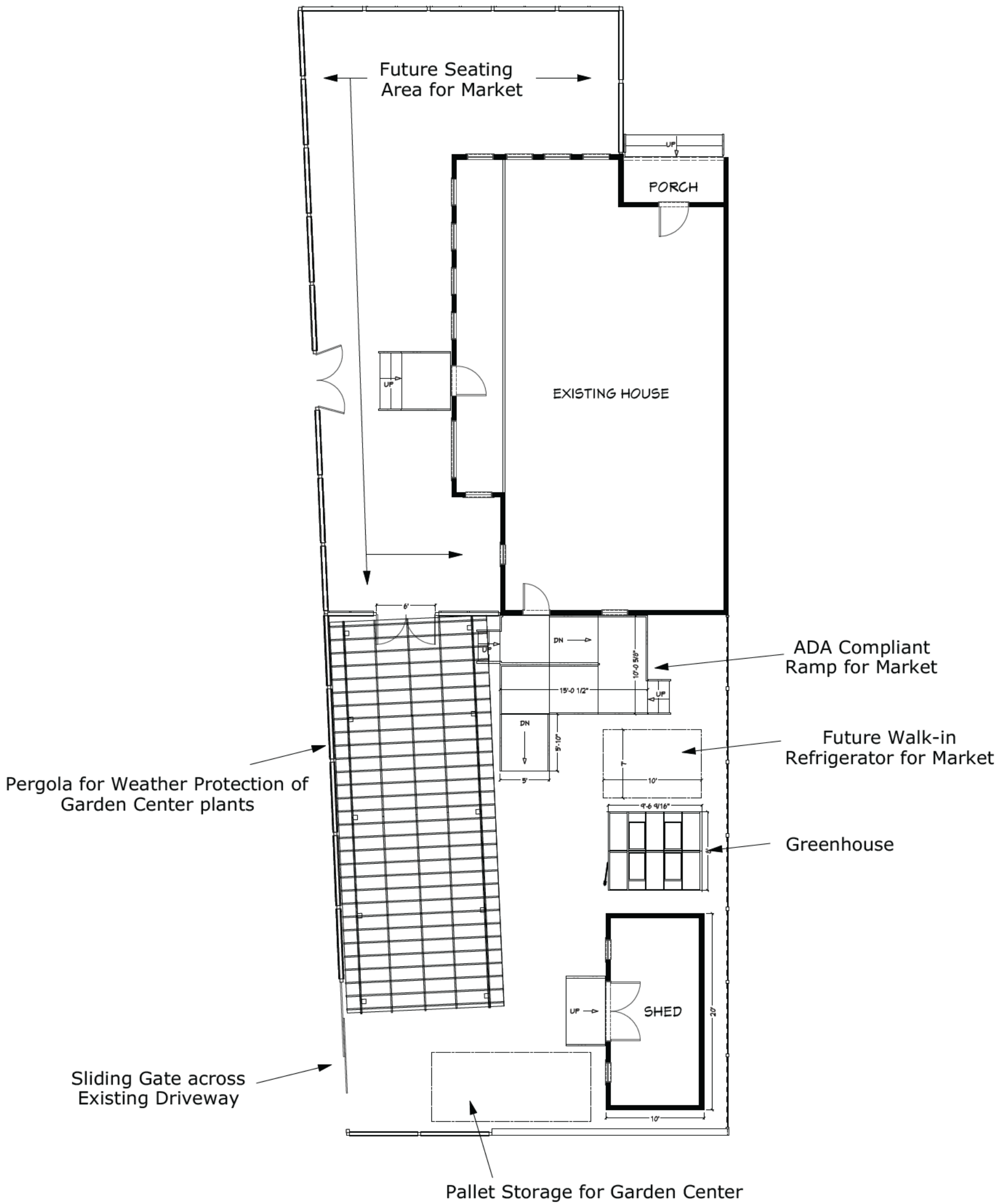
- Property line
- - - Topography line
- - - Wall line
- Roof line
- Retaining wall
- Fence
- Proposed addition

**Disclaimer**

This is not a Legal Survey, nor is it intended to be or replace one.  
These measurements are approximate and are for illustrative purposes only.  
This work product represents only generalized location of features, objects or boundaries and should not be relied upon as being legally authoritative for the precise location of any feature, object or boundary.

**Graphic scale**





Site Plan  
3/32" = 1' - 0"



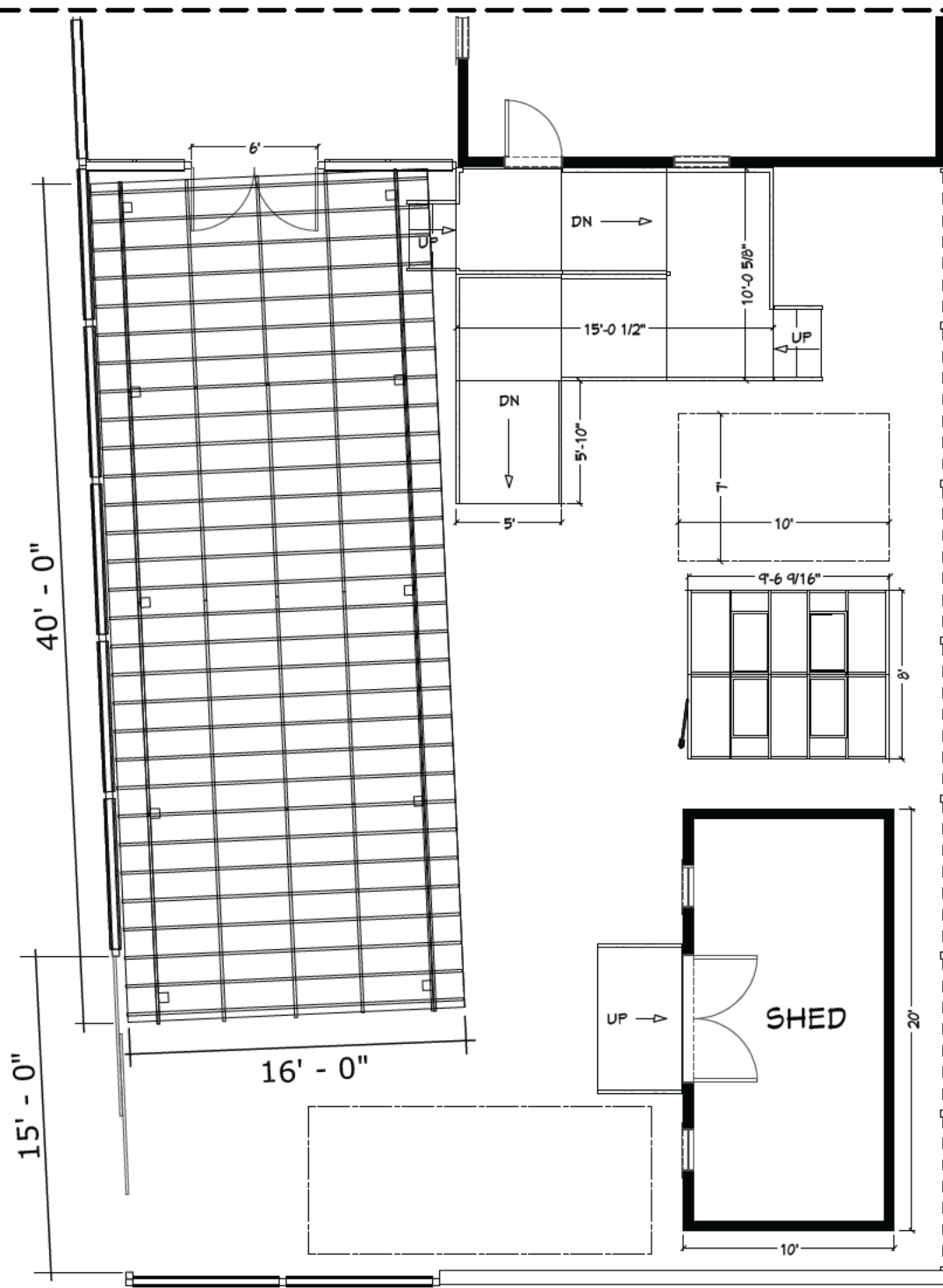
Alesa Riendeau  
Owner and Lead Designer  
540-227-0002  
alesa@cozylamadesign.com  
Last updated: 11.11.2019

Client:  
Jay Portlance

Project:  
Del Ray Market & Garden LLC

Date:  
12/18/2024

Address:  
1913 Mt Vernon Ave  
Alexandria, VA 22301



Construction Plan - Garden Center

1/8" = 1' - 0"



Alesa Riendeau  
 Owner and Lead Designer  
 540-227-0002  
 ales@cozylamadesign.com  
 Last updated: 11.11.2019

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Isometric View - Site Plan

3/32" = 1' - 0"



Alesa Riendeau  
 Owner and Lead Designer  
 540-227-0002  
 alesa@cozylamadesign.com  
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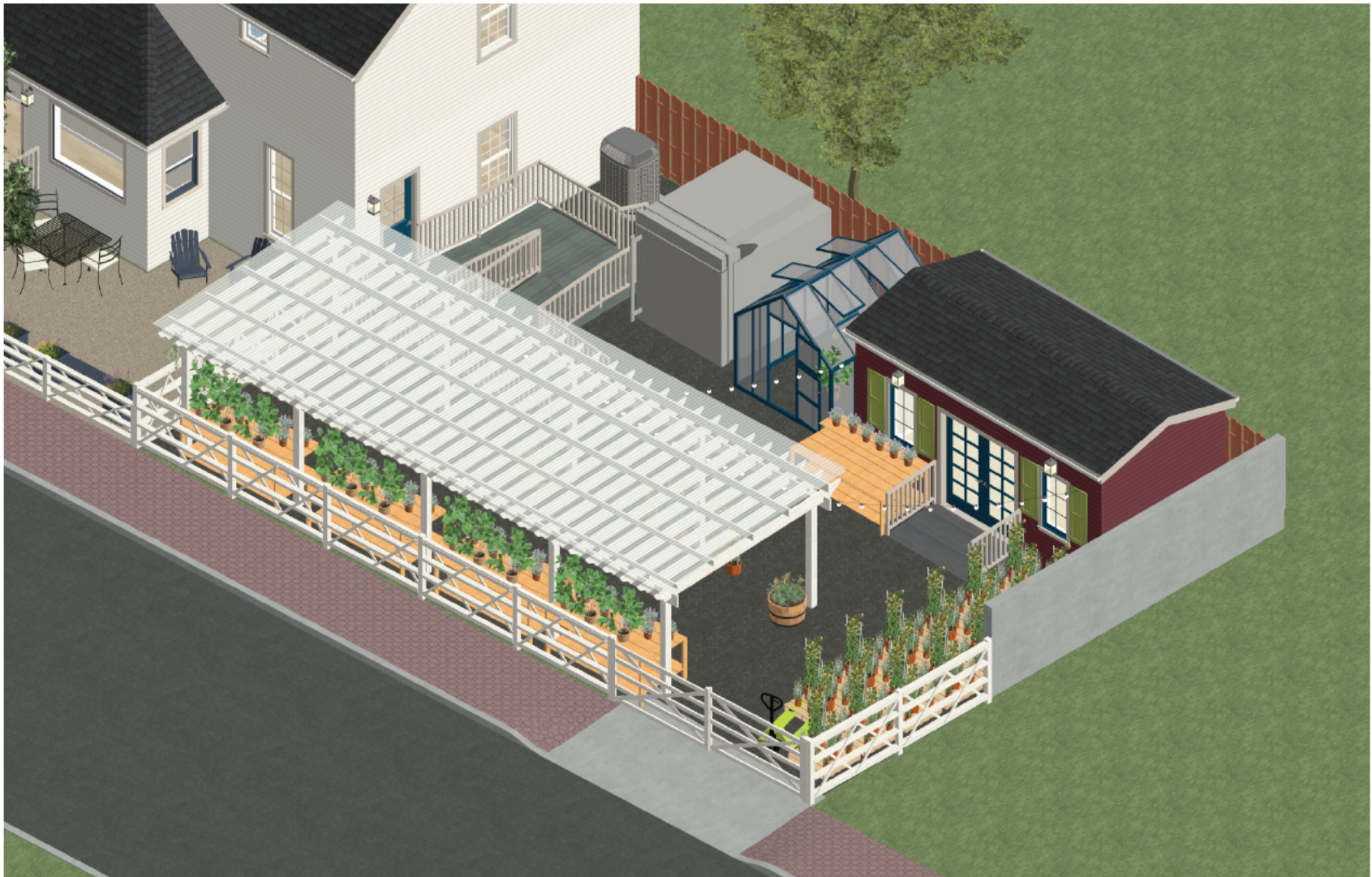
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 12/18/2024

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 1913 Mt Vernon Ave  
 Alexandria, VA 22301





Isometric View - Garden Center

Not To Scale



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 ales@cozylamadesign.com  
 Last updated: 11.11.2019

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Daytime



Nighttime

3D Views

Not To Scale



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 Last updated: 11.11.2019

Client:  
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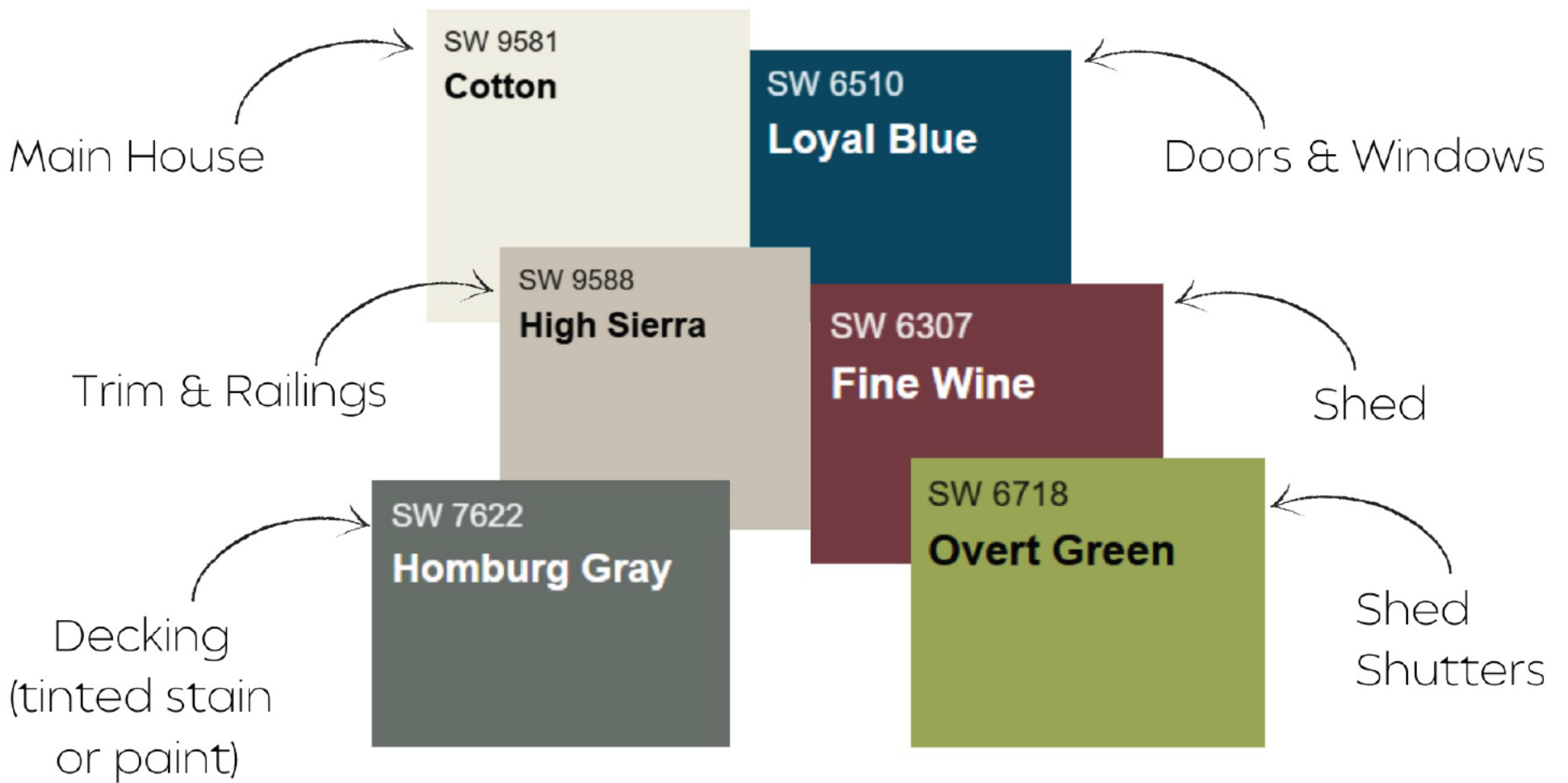
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Address:  
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 Alexandria, VA 22301



## Sherwin Williams Colors



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