

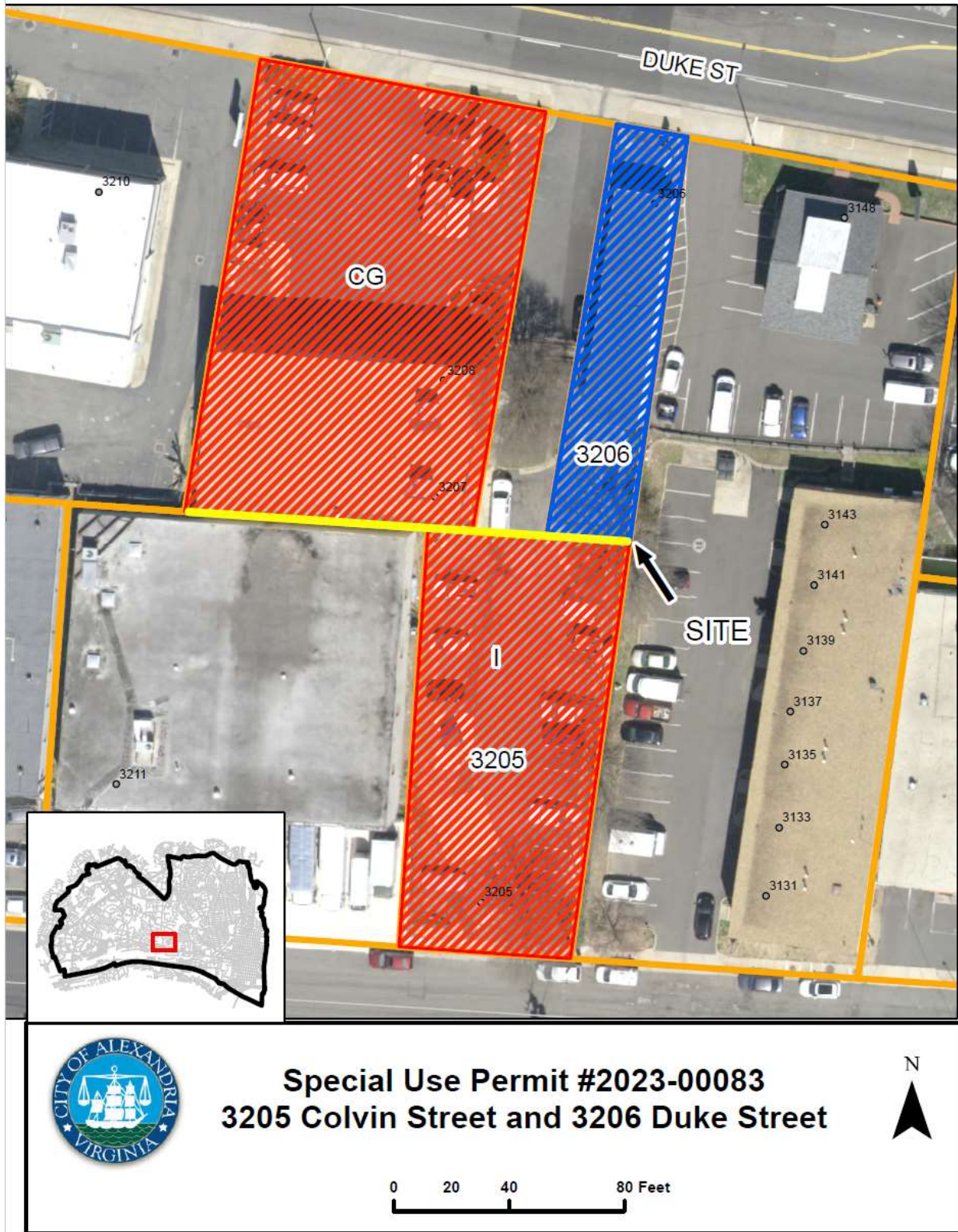


Docket Item #2
Special Use Permit #2023-00083
3205 Colvin Street and 3206 Duke Street
Total Auto Packaging

Application	General Data	
Public hearing and consideration of a request for automobile sales area	Planning Commission Hearing:	December 5, 2023
	City Council Hearing:	December 16, 2023
Address: 3205 Colvin Street and 3206 Duke Street	Zone:	I/Industrial and CG/Commercial General
Applicant: Ray Baskerville	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



I. DISCUSSION

The applicant, Ray Baskerville, requests Special Use Permit approval to operate an automobile sales area on two abutting parcels, one with a parking lot and one with a garage.

SITE DESCRIPTION

The subject site is two lots of record. The lot at 3205 Colvin Street is an irregularly-shaped through lot with 100 feet of frontage on Duke Street, approximately 292 feet of depth, and roughly 60 feet of frontage along Colvin Street. The 25,618 square foot lot is developed with a two story, 5,300 square foot concrete and brick building. The building fronts on Duke Street with a rear entrance on Colvin Street. The lot includes a surface parking area with approximately 25 parking spaces on Duke Street and a rear parking lot, associated with the lower level of the building, on Colvin Street, with 24 parking spaces. The lot is split-zoned between Commercial general, encompassing the building and Duke Street parking lot, and Industrial, encompassing the Colvin Street parking lot.



*Figure 1: Garage Entry
from Colvin Street*

The parcel at 3205 Colvin Street, contains three addresses: 3207 Colvin Street is the address for the building entrance facing Colvin Street, 3205 Colvin Street refers to the accompanying parking lot on Colvin Street and 3208 Duke Street is the address for part of the building facing Duke Street. The applicant proposes to use only the lower parking lot, addressed as 3205 Colvin Street.



Figure 2: Site Context

The second lot of record, 3206 Duke Street, has a lot area of 3,860 square feet, approximately 25 feet of frontage on Duke Street, 145 feet of lot depth, and is developed with a 1,600 square foot building. The ground level space that faces Duke Street is a carpet cleaning and restoration business. The basement level faces the lower-level parking area of 3205 Colvin Street. The applicant would use the basement part of the building. The lot is zoned Commercial general.

The property is surrounded by a mix of commercial and industrial uses. The Alexandria Commons Shopping Center is located across Duke Street to the north. The building at 3208 Duke Street contains a mattress and carpet retail center. Directly adjacent and to the west of that building is a dry cleaning business. A narrow lot separates 3207 and 3208 Duke Street from 3206 Duke

Street and provides parking to the latter. To the east of 3206 Duke Street is a sign company and further east is a CVS drug store. Immediately to the east of 3205 Colvin Street is the Colvin Business Center, which houses additional auto-related businesses, an upholstery business, and a florist. Further east along Colvin Street is a dog daycare and training center. Across Colvin Street to the south is the City's Traffic Control Shop and surface parking lots. Another dog daycare center and a construction company are located to the south across Colvin Street. An event systems company is located west of the subject site on Colvin Street.

BACKGROUND

Records reflect that the building and parking lots associated with 3205 Colvin Street were constructed in 1986. The building located on 3206 Duke Street was constructed in 1959.

City Council approved SUP #95-0089, for a carpet and rug business, in September 1995, to allow two temporary storage trailers in the 3205 Colvin Street parking lot, for a period of time not to exceed 18 months.

City Council approved SUP #95-0214 in March 1996 to complete a six-month review of the previously approved storage trailers. By September 1996 the applicant had removed the storage trailers from the site.

City Council approved SUP #2014-0112 on January 24, 2015, for an automobile sales business for the current applicant, Ray Baskerville, at 3131 and 3120 and he has operated there since that time.

City Council approved SUP #2015-0113 on January 23, 2016, for an automobile sales business at 3205 Colvin Street. The business never opened, and the SUP expired.

PROPOSAL



Figure 3: Garage Interior

The applicant, operating as “Total Auto Packaging” proposes to use the subject properties for automobile sales and the temporary storage and display of vehicles as a part of dealer inventory. The business would operate in a manner that would not require or see large amounts of customer traffic. The applicant takes orders from customers and buys the cars at auctions for them. Once he purchases the vehicle, customers pick up their cars at his business.

The ground floor of the commercial building at 3206 Duke Street, which was constructed with a garage door, as can be seen in Figure 3, would be used for vehicle storage and light reconditioning (removing auction decals and license plates and filling tires with air) and vacuuming of vehicles offered for sale. The

exterior parking lot at 3205 Colvin Street would be used for additional vehicle display and

customer parking. The business would be open from 11 a.m. to 6 p.m., Monday through Saturday, with customers visiting approximately four to six times per week. Up to three employees would be on site, Monday through Saturday, between 9 a.m. and 6 p.m. The applicant proposes to display up to three vehicles inside the building and up to an additional ten vehicles in the parking lot.

PARKING

Section 8-200(A)(18) of the Zoning Ordinance requires automobile sales uses to provide one off-street parking space for each 400 square feet of floor area and one space for each vehicle displayed for sale. At 1,309 square feet of interior space the applicant would be required to provide four off-street parking spaces plus ten display vehicles in the parking lot, for a total of 14 parking spaces. Section 8-200(A)(16)(a) of the Zoning Ordinance requires retail shopping establishments in the enhanced transit area to provide a minimum of 0.25 spaces and a maximum of three spaces for every 1,000 square feet of floor area. The building located at 3205 Colvin Street is 5,300 square feet and therefore the minimum parking requirement is two spaces, and the maximum is 18 spaces, or a total minimum of 16 spaces for the two uses. Between the parking lot facing Duke Street and the parking where the applicant will store vehicles there are at least 37 parking spaces and therefore the parking requirement is met.

ZONING/MASTER PLAN DESIGNATION

The subject site is located in the I/Industrial Zone and CG/Commercial General Zone. In accordance with Section 4-403(D) of the Zoning Ordinance, an automobile sales use requires Special Use Permit approval in the CG zone. The use requires an administrative SUP in the I Zone, according to Section 4-1202.1(A). As the CG zone requires SUP approval, the entire request is reflected in this staff report.

The site is also located within the Taylor Run/Duke Street Small Area Plan, which encourages the continued support of industrial uses in areas zoned industrial.

II. STAFF ANALYSIS

Staff supports the applicant's proposal to operate an automobile sales business at 3205 Colvin and 3206 Duke Street. The automobile display and sales room at 3206 Duke Street and the accompanying parking lot at 3205 Colvin Street enable the applicant to maintain an inventory of vehicles to meet customer demand. The Colvin Street corridor is a suitable location for an automobile sales use since it is set apart from residential uses and pedestrian-oriented activities. Traffic impacts would be minimal due to the relatively small automobile inventory and the limited number of daily customers expected on site. The use would be located either in the area zoned Industrial or in the part of 3206 Duke Street, on the lower level, that faces the Colvin Street industrial area.

Nevertheless, conditions have been added to ensure an orderly business operation and to limit neighborhood impacts. Staff included Condition #19 to address the number of vehicles parked in the lot consistent with the information provided in the application. Condition #2 requires that

vehicles be stored in a neat and orderly manner and precludes the parking, display or storage of junked, abandoned or stripped vehicles. Condition #5 requires outdoor storage of vehicle parts, tires, or other materials to be kept in a dumpster or other suitable trash receptacle or enclosure. Litter removal and proper disposal of waste products are included as Conditions #14 and #8. Vehicle washing and outside repair work are prohibited in Conditions #18 and #4, respectively. Lastly, the hours of operation have not been conditioned, as the property is not close to residential uses and the low level of activity from the site is not expected to adversely affect nearby businesses.

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. All vehicles on the lot shall be stored in a neat and orderly manner. No junked, abandoned, or stripped vehicles shall be displayed, parked, or stored outside. (P&Z)
3. Loading or unloading of vehicles, if any, shall take place on-site. (P&Z)
4. No repair work shall be done outside. All repairs of motor vehicles shall be conducted inside a building. (P&Z)
5. No vehicle parts, tires, or other materials shall be stored or permitted to accumulate outside, except in a dumpster or other suitable trash receptacle or enclosure. (P&Z)
6. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions and requirements. (P&Z)
7. The applicant is prohibited from displaying, parking, storing, unloading, and/or staging any vehicles, machinery, trailers, or otherwise in the public right-of-way. (T&ES)
8. 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)
9. The applicant shall follow the City of Alexandria Best Management Practices manual for automotive related industries. Contact the T&ES Stormwater Management Division at 703-746-6499 to obtain a copy of the manual or online at:

<https://www.alexandriava.gov/environmental-quality/environmental-quality-forms-and-publications>. (T&ES)

10. The applicant shall provide information about alternative forms of transportation to access the location of the use, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. (T&ES)
11. The applicant shall require its employees who drive to work to use off-street parking. (T&ES)
12. 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)
13. Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape or invasion by animals. No trash and debris shall be allowed to accumulate outside of those containers. Outdoor trash receptacles shall be screened to the satisfaction of the director. (P&Z)
14. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be monitored and picked up at least twice during the day and at the close of the business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is in operation. (T&ES)
15. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00 p.m. and 7:00a.m. (T&ES)
16. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
17. The applicant shall control odors, smoke and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the department of transportation and environmental services. (T&ES)
18. Vehicle washing, to include power washing, and exterior detailing shall not be done onsite, and should be done at an off-site commercial car wash facility. (T&ES)
19. The number of for sale vehicles parked in the lot shall be limited to ten. (P&Z)
20. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, (c) the director

has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

STAFF: Tony LaColla, Division Chief, Land Use Regulatory 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.

IV. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- R-1 No repair work shall 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)
- R-2 The applicant is prohibited from displaying, parking, storing, unloading, and/or staging any vehicles, machinery, trailers, or otherwise in the public right-of-way. (T&ES)
- R-3 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-4 The Applicant must follow the City of Alexandria Best Management Practices manual for automotive related industries. Contact the T&ES Stormwater Management Division at 703-746-6499 to obtain a copy of the manual or online at <https://www.alexandriava.gov/environmental-quality/environmental-quality-forms-and-publications>.”
- 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 require its employees who drive to use off-street parking. (T&ES)

- R-7 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-8 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-9 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00 p.m. and 7:00 a.m. (T&ES)
- R-10 All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
- R-11 The applicant shall control odors, smoke and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation and Environmental Services. (T&ES)
- R-12 Vehicle washing, to include power washing, and exterior detailing shall not be done onsite, and should be done at an off-site commercial car wash facility. (T&ES)
- C-1 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-2 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). 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-3 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-4 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)

Code Enforcement:

A building permit is required for a change of use and any construction.

Fire:

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

Health:

No comments received.

Parks and Recreation:

No comments received.

Police Department:

No comments received.



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 3200 DUKE ST ALEXANDRIA VA 22314
3205 COLVIN ST ALEXANDRIA VA 22314

TAX MAP REFERENCE: 061.04-01-05 ZONE: C6

APPLICANT: 061.04-01-03

Name: RAYMOND BASKOWITZ

Address: 108 EQUEST DR CANTON GA 30115

PROPOSED USE: AUTOMOTIVE SALES

- ☒ 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.

Raymond Baskowitz
Print Name of Applicant or Agent

108 EQUEST DR CANTON GA
Mailing/Street Address

CANTON GA 30115
City and State Zip Code

[Signature]
Signature

12 SEP 23
Date

703 930 6440
Telephone #

Fax #

JUSTEMAILRAY@GMAIL.COM
Email address

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 3205 COLWICK ST ALEXANDRIA VA 22301 (property address), for the purposes of operating a AUTO SALES (use) business as described in this application. I also grant permission to the City of Alexandria to view, inspect, photograph and post placard notice on my property.

Name: James S. Schonberger
for the Eugene Stein Trust

Phone: 703-628-0285

Address: 8 Sunset Drive; Ste. 1
Alexandria, VA 22301

Email: lclassodates1987@gmail.com

Signature: 

Date: July 24, 2023

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.

RAYMOND BROWNE 100%

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. RAYMOND RAYMOND BISKAMPALC	108 LINDA DR CANTON GA 30115	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 3205 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. JAMES JAMES ZHONBERGER FOR THE EUGENE STEW TRUST	6 SWEET DRIVE STE 1 ALEXANDRIA VA 22301	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. NONE	NONE	NONE
2. NONE	NONE	NONE
3.		

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 SEP 23
Date

Raymond Biskampal

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.)

Space to be used for Auto Sales, and temporary storage and display of vehicles as a
part of dealer inventory. Our business operates in a manner that does not require or
see large amounts of customer traffic. We operate on more of a wholesale basis and
limit our in person customer base to completion of transaction and vehicle pick up as
opposed to general traditional "Car Shopping".

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).
We typically see clients Mon-Sat between 11am and 6pm. Approx 4-6 times per week

B. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour, or shift).
Occupied by 1-3 employees daily Mon-Sat between 9am and 7pm

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

Day:
Mon-Sat

Hours:
9am-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 operation of heavy machinery or Loud employees or customers

B. How will the noise be controlled?

No accessive noise anticipated

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

N/A

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)
Standard trash from food consumption for employees, office paper, occasional
boxes which will be broken down and disposed of properly

B. How much trash and garbage will be generated by the use? (I.e. # of bags or pounds per day or per week)
Estimated at around 15-25 lbs a week

C. How often will trash be collected?
Trash collected and stored daily and disposed in proper receptacle daily

D. How will you prevent littering on the property, streets and nearby properties?
Ensure proper receptacles are available for customers and employees

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? Communication of any occurrences where safety of anyone could be compromised. We will keep our space clean and free of hazards for residents, employees and patrons

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:

23 Standard spaces
 Compact spaces
1 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

- 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? 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

D. 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 No specified loading other than regular commercial deliveries from FedEx or Amazon or DHL etc.

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?

Yes, adequate street access

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?

_____ sq. ft. (existing) + _____ sq. ft. (addition if any) = _____ 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: _____

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

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: AUTO SALES

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

N/A

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

N/A hydraulic lifts or racks
N/A service pits
N/A 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)?

1-10 CARS FOR SALE
1-3 CUSTOMER CARS
1-3 EMPLOYEE CARS

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

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

17 FT 9 IN

OPEN FLOOR
GARAGE SPACE

77 FT 3 IN

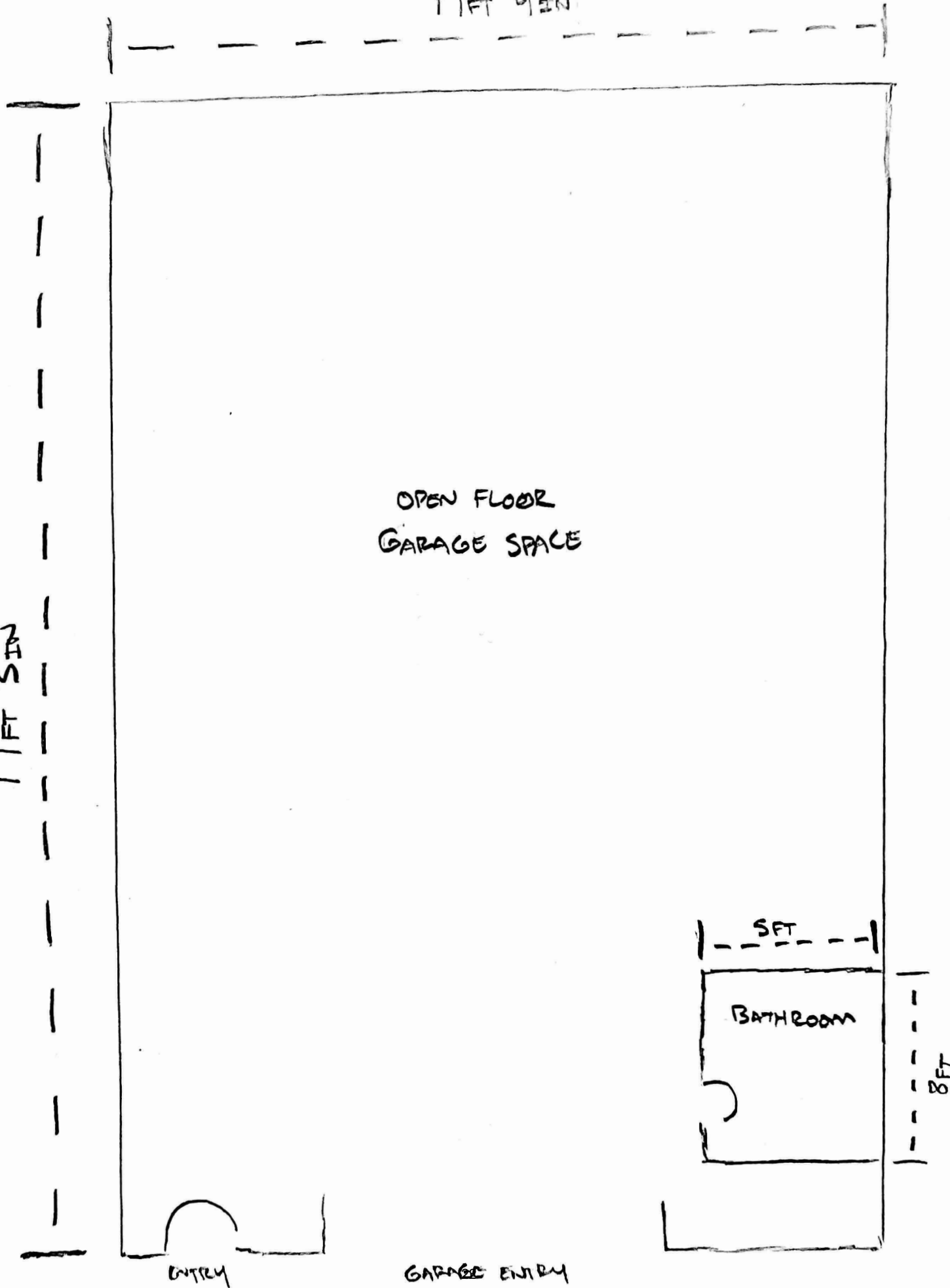
5 FT

BATHROOM

8 FT

ENTRY

GARAGE ENTRY



15 NIN 707

