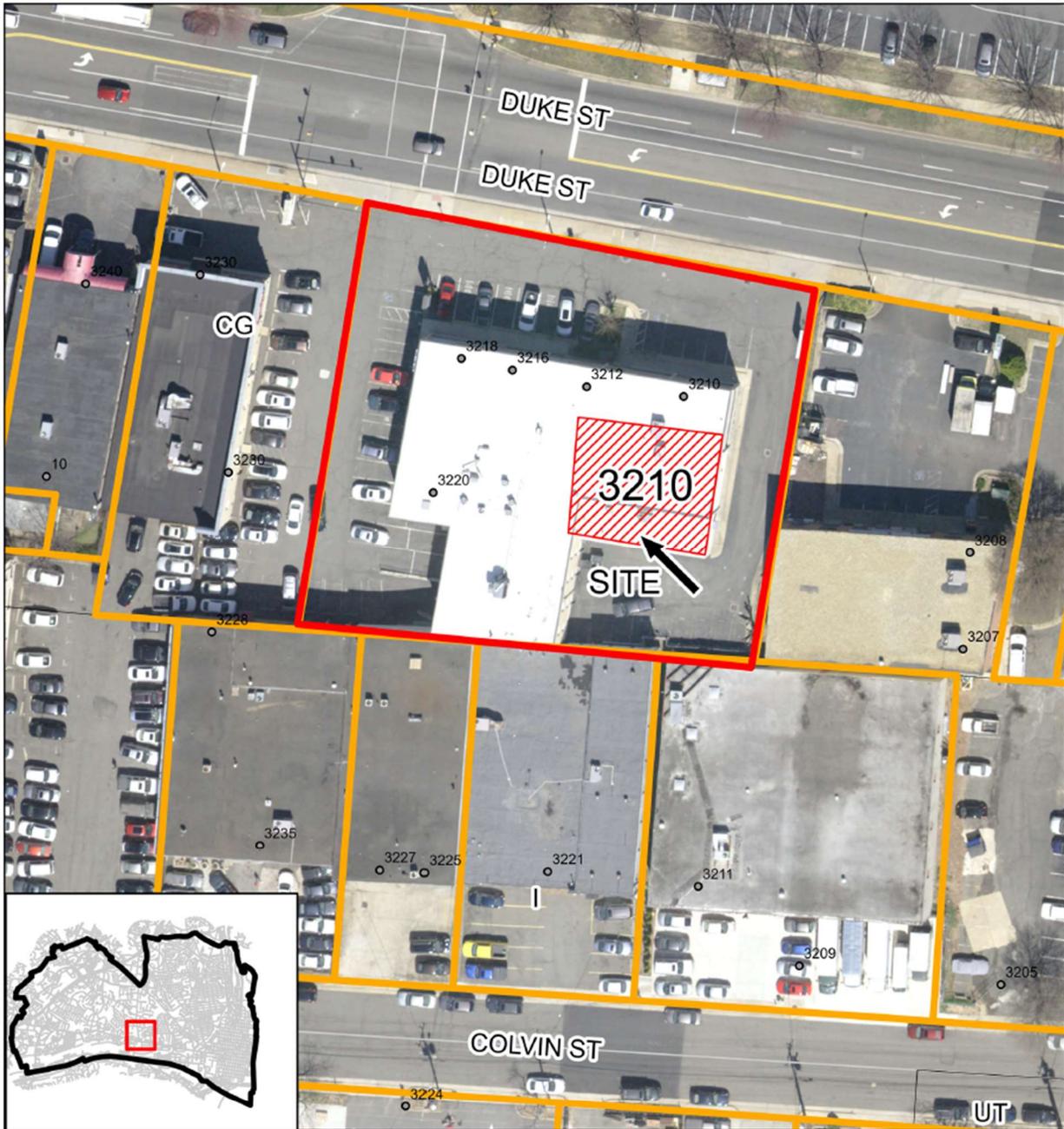


**DOCKET ITEM #5**  
**Special Use Permit #2025-00063**  
**3210 Duke Street**

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<b>Application</b>	<b>General Data</b>	
Public hearing and consideration of a request for a Special Use Permit for a light auto repair use.	<b>Planning Commission Hearing:</b>	December 2, 2025
	<b>City Council Hearing:</b>	December 13, 2025
<b>Address:</b> 3210 Duke Street	<b>Zone:</b>	CG/ Commercial General
<b>Applicant:</b> Woodward Capital, LLC Represented by Julio Veizaga	<b>Small Area Plan:</b>	Taylor Run/ Duke Street Small Area Plan

<b>Staff Recommendation:</b> APPROVAL subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.
<b>Staff Reviewers:</b> Lanning Blaser, <a href="mailto:lanning.blaser@alexandriava.gov">lanning.blaser@alexandriava.gov</a> Ann Horowitz, <a href="mailto:ann.horowitz@alexandriava.gov">ann.horowitz@alexandriava.gov</a> Tony LaColla, <a href="mailto:tony.lacolla@alexandriava.gov">tony.lacolla@alexandriava.gov</a>



# SUP#2025-00063 3210 Duke Street



0 25 50 100 Feet

## I. DISCUSSION

The applicant, Woodward Capital, LLC, requests Special Use Permit approval to operate a light auto repair business at 3210 Duke Street. The business would operate Monday to Friday from 9 a.m. to 6 p.m.

### SITE DESCRIPTION

The subject property is one lot of record with approximately 75' of frontage along Duke Street, approximately 162' feet of depth and a total lot area of 11,900 square feet. The site is located on the East end of an office building. Two curb cuts allow for entry from Duke Street. The entrance to the proposed site is located to the South, see figure two.

The subject site shares a 31,400 square foot two-story office building with a variety of other businesses. Commercial uses span in all directions from the site. Located North across Duke Street is the Alexandria Commons shopping center. City office buildings are nearby along Business Center Drive. Railroad and Metro tracks are located to the South. There are no residential properties in close proximity to the site.

### BACKGROUND

The subject site was approved in 1989 and constructed under site plan #89-0007. The two-story brick structure was added as an addition to the East end of the existing structure, which was approved under site plan #62-0029. The 5,423 square foot structure has gone through various commercial uses, including most recently as a tire shop. Another commercial use, Delta Rocks Billiards operates the second-floor suite of the site.



*Figure 1 – Front Facing Façade*



*Figure 2 – Rear Loading Entrance*

SUP#2483, given in 1991 for light mechanic repair was the only SUP found. The business has gone through multiple owners since this SUP had been granted, requiring the request to get approval from Planning Commission and City Council. Aside from the 1962 construction of the commercial site, the 1989 addition of 3210 Duke Street and subsequent SUP#2483 approval of a light mechanic repair shop, no other city council approvals have been given for this location.



Figure 3 – East Facing Facade

One ZEN case occurred recently, ZEN#2024-00185 which was related to a prohibited sign being installed. Upon receipt of the violation the sign was removed. No other violations were found.

### PROPOSAL

The applicant proposes a light auto repair shop that would perform routine services such as minor repairs, spark plugs & battery testing, oil changes and other minor repair work as outlined in section 2-116 of the zoning ordinance. The use would operate Monday to Friday from 9 a.m. to 6 p.m. The applicant estimates no more than four employees on site. The use would operate primarily on an appointment basis with an estimated six to ten vehicles per day. The entrance to the site is located to the rear, where customers can drive and drop off their vehicles.



Figure 4 – Rear Parking Lot

The use would operate Monday to Friday from 9 a.m. to 6 p.m. The applicant estimates no more than four employees on site. The use would operate primarily on an appointment basis with an estimated six to ten vehicles per day. The entrance to the site is located to the rear, where customers can drive and drop off their vehicles.

### PARKING

Zoning ordinance section 8-200(18) requires one parking space for every 400 square feet of use. The site occupies 2,200 square feet of first floor space in the 5,423 square foot building. The minimum parking requirement is 13 spaces. The site has eight parking spaces in the rear, five parking spaces in front of the business and two mechanical lifts for a total of 15 parking spaces. The business shares the parking lot with the second-floor suite, Delta Rocks Billiards, which currently operates from 2 p.m. to 3 a.m. daily. The parking requirement is satisfied due to the minimum parking requirement of thirteen total parking spaces being met.

## ZONING/MASTER PLAN DESIGNATION

The subject property is in the CG/Commercial general zone, which permits light auto repair pursuant to a special use permit per Zoning Ordinance section 4-403(R). The application must comply with Zoning Ordinance section 11-500 with outlines the Special Use Permit authority.

According to the Taylor Run/Duke Street Small Area Plan, this site was rezoned from I-1/Industrial to CG/ Commercial General as part of the 1992 Small Area Plan Taylor Run/Duke Street updates. The Taylor Run/ Duke Street small area plan designates this area for auto oriented retail and light industrial commercial uses and services. Page 24 of the Taylor Run Duke Street Small Area Plan states the proposed use for this site as quoted, “Part of the Cameron Valley Project includes the construction of a shopping center and the Hechinger’s store. Commercial General, which allows auto oriented retail and services and shopping centers, corresponds to the approved development plan.” Given the small area plan has not been updated since 1992, the site is still in alignment with the current zoning designation.

## **II. STAFF ANALYSIS**

Staff is supportive of the applicants’ request to operate a light auto repair business at 3210 Duke Street. As the site is zoned CG/ Commercial, light auto repair is an appropriate use in the area. The applicant’s operation will use the rear of the site and will be minimally visible from Duke Street. The nature of this business should not produce adverse effects that would be greater than surrounding businesses.

The request is in alignment with the Taylor Run/Duke Street small area plan which supports light industrial uses in this area. In addition to the sites’ compatibility with zoning and the location along the Duke Street corridor, the continued use of the site will maintain economic vitality and help continue to service the community. The building is well situated for the continued use of this type of operation.

The proposed use is expected to have minimal impacts to the surrounding neighborhood. Standard SUP conditions are added to mitigate potential impacts. Condition #5 is added to ensure repair work is done indoors to assist with noise control. Conditions are included to ensure the proper disposal of parts, solvents, and other auto-related materials and to ensure all vehicles are stored properly on the site. Condition #24 has been added to ensure any proposed signage will be in compliance with the zoning ordinance. The use will be required to obtain any necessary permits.

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. No vehicles shall be displayed, parked, or stored on a public right-of-way. (P&Z)
4. Loading or unloading of vehicles, if any, shall take place on-site and during the hours of operation. (P&Z)
5. No repair work shall be done outside. All repairs of motor vehicles shall be conducted inside a building or structure that is approved by the Director of Planning and Zoning. (P&Z) (T&ES)
6. 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)
7. The hours of operation shall be limited to between 9 a.m. and 6 p.m., Monday to Friday. (P&Z)
8. 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)
9. 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)
10. The applicant shall comply with the City of Alexandria Best Management Practices manual for automotive related industries. Obtain a copy of the manual online at: <https://media.alexandriava.gov/docs-archives/tes/info/automotive=bmp=manual.pdf> (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 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)
13. The applicant shall require its employees who drive to work to use off-street parking. (T&ES)
14. 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)
15. 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)
16. 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)
17. Car wash discharges resulting from a commercial operation shall not be discharged into a storm sewer. Car washes shall be done at a commercial car wash facility. (T&ES)
18. No paint or coatings shall be applied outside of a paint spray booth and no material shall be disposed of by venting into the atmosphere. (T&ES)
19. The application of paints or coatings shall be prohibited at the site, unless a paint spray booth is designed and built to the satisfaction of the Director of Code enforcement. No materials shall be disposed of by venting into the atmosphere and no paints or coatings shall be applied outside of the approved paint spray booth. (T&ES)
20. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
21. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
22. Repair work done on the premises shall be limited to light automobile repair. (P&Z)

23. The Director of Planning and Zoning shall review the special use permit one year after it has been operational, and then again every three years for compliance with all conditions and may docket the matter for consideration by the Planning Commission and City Council if there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; or the Director has new or revised conditions are needed to offset land use impacts not addressed in the city code. (P&Z)

STAFF: Tony LaColla, AICP, Land Use Services Division Chief  
Ann Horowitz, Principal Planner  
Lanning Blaser, 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:

- 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 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-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)
- R-1 No paint or coatings shall be applied outside of a paint spray booth and no material shall be disposed of by venting into the atmosphere. (T&ES)

- R-2 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-3 The applicant shall 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-4 The applicant shall require its employees who drive to use off-street parking. (T&ES)
- R-5 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-6 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)
- R-7 All waste products including, but not limited to, organic compounds (solvents), motor oil, compressor lubricant and antifreeze shall be disposed of in accordance with all local, state and federal ordinances or regulations and not be discharged to the sanitary or storm sewers or be discharged onto the ground. (T&ES)
- R-8 The Applicant must follow the City of Alexandria Best Management Practices manual for automotive related industries. Obtain a copy of the manual online at <https://media.alexandriava.gov/docs-archives/tes/info/automotive=bmp=manual.pdf> (T&ES)
- R-9 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-10 Car wash discharges resulting from a commercial operation shall not be discharged into a storm sewer. This condition, if incorporated, will require a change in the operation from what is presented in the application. It is recommended that the car washes be done at a commercial car wash facility. (T&ES)
- R-11 The application of paints or coatings shall be prohibited at the site, unless a paint spray booth is designed and built to the satisfaction of the Director of Code enforcement. No materials shall be disposed of by venting into the atmosphere and no paints or coatings shall be applied outside of the approved paint spray booth. (T&ES)
- R-12 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-13 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)

Code Enforcement:

C-1 A building permit is required for new use.

Fire:

C-1 This new use will be required to apply for a fire prevention permit.

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.

Recreation, Parks, and Cultural Activities:

No Comments.

Police Department:

No Comments.



# APPLICATION SPECIAL USE PERMIT

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

PROPERTY LOCATION: 3210 DUKE ST., ALEXANDRIA VA 22314

TAX MAP REFERENCE: 061.04 -01 -02 ZONE: CG

**APPLICANT:**

Name: Woodward Capital LLC (d/b/a Connect2Autos)

Address: \_\_\_\_\_

PROPOSED USE: Light Automobile Service Facility

- 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.

Solio Vazquez (Woodward Capital LLC) [Signature] 09/25/25  
 Print Name of Applicant or Agent Signature Date

\_\_\_\_\_  
 Mailing/Street Address Telephone # Fax #

\_\_\_\_\_  
 City and State Zip Code Email address

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner of Benjamin Yavari, I hereby  
(Property Address)  
grant the applicant authorization to apply for the Light Automobile Service Facility use as  
(use)  
described in this application.

Name: Benjamin Yavari

Phone: [REDACTED]

Please Print

Address: [REDACTED]

Email: [REDACTED]

Signature: [Handwritten Signature]

Date: 09/25/2025

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

Required floor plan and plot/site plan attached.

Requesting a waiver. See attached written request.

2. The applicant is the (check one):

Owner

Contract Purchaser

Lessee or

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

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

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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. Hull Street Capital		100%
2. Massad LLC		40%
3.		

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at 3210 Duke St., Alexandria VA 22314 (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.		
2.		
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 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. Hull Street Capital Massad LLC	NONE	NONE
2. Woodward Capital LLC	NONE	NONE
3. Mervin A. Garcia YUARI Josephine YUARI Benjamin YUARI	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.

11/04/25  
Date

Sulio Veizaga  
Printed Name

  
Signature

## 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.		
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 3210 Duke 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
<sup>1</sup> Mehrdad & Carrie Yavari		12%
<sup>2</sup> Josephine Yavari		22%
<sup>3</sup> Benjamin Yavari		22%

**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).**

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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.		
2.		
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.

9/25/25      Benjamin Yavari  
Date                      Printed Name

  
Signature

## 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.		
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 3210 Duke 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. John Yavari		22%
2. Chester Yavari		22%
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).**

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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.		
2.		
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.

9/25/25  
Date

Bergman Yavari  
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.)

Light automotive service facility for routine maintenance and minor repairs. Work such as basic oil change, brakes and rotors, axles, spark plugs, battery testing and replacement and other work as defined in Alexandria Virginia Zoning Code 2-116.

## 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).

Estimated 6 - 10 vehicles per day, primarily by appointment to manage flow.

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

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

4 full-time employees (2 certified technicians, 1 service manager, 1 administrative/customer service staff) per day.

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

Day:

Monday - Friday

Hours:

9:00 AM - 6:00 PM

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

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

Expected to generate minimal noise levels. Equipment primary source of noise would

include tools such as lifts and small power tools all during working hours contained within the shop bay area. Customer traffic will be limited

B. How will the noise be controlled?

All repair work indoors. Bay doors kept closed when possible. Patron conversations are expected to remain at normal speaking levels. Building structure and doors will act as sound barriers to reduce noise transmission.

8. Describe any potential odors emanating from the proposed use and plans to control them:  
The proposed plan is expected to produce only minimal and temporary odors from automotive fluids and occasional vehicle exhaust. All fluids will be stored in sealed containers, waste will be disposed properly, and vehicles will not be left idling indoors. Proper ventilation and exhaust fans will be used.

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)  
General office and employee trash (food waste, paper, packaging) as well as automotive related waste such as auto parts packaging and shop rags.

B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)  
An approximate estimation of 3 standard trash bags per week would be generated at an average volume of work and usage.

C. How often will trash be collected?  
Trash will be collected weekly

D. How will you prevent littering on the property, streets and nearby properties?  
All trash is gathered and remains indoors, collected in the proper bins. Ensuring available containers for trash disposal in the site.

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:  
Oil filters, antifreeze and oil would be handled with a proper waste container being collected and taken off the premises weekly.

**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? All automotive fluids and hazardous materials will be properly labeled, stored in sealed containers, and handled in accordance with fire and environmental codes. Fire extinguishers, spill kits, and first aid supplies will be maintained on site, with employees trained in their proper use. Vehicle repair work will be conducted entirely within the enclosed shop bays to prevent hazards to the public, and all customer areas will remain clean, well-lit, and clearly separated from work zones.

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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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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? All automotive fluids and hazardous materials will be properly labeled, stored in sealed containers, and handled in accordance with fire and environmental codes. Fire extinguishers, ~~fire extinguishers, and fire extinguishers will be used in the proper~~ use. Vehicle repair work will be conducted entirely within the enclosed shop bays to prevent hazards to the public, and all customer areas will remain clean, well-lit, and clearly separated from work zones.

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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.

Regarding Question 13 - It seems like there was a mistype editing the PDF. The answer should be no for alcohol sales.

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## PARKING AND ACCESS REQUIREMENTS

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

11 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 <u>          </u>
Does the application meet the requirement? <input type="checkbox"/> Yes <input type="checkbox"/> 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?

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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 <u>          </u>
Does the application meet the requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No

B. Where are off-street loading facilities located? Back of building by the bay doors

\_\_\_\_\_

C. During what hours of the day do you expect loading/unloading operations to occur?  
Monday - Friday, 10 am - 4 p.m

\_\_\_\_\_

D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?  
On a part to part needed basis, twice a week is estimated

\_\_\_\_\_

16. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

Street access is adequate

\_\_\_\_\_

\_\_\_\_\_

### SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building?  Yes  No

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

How large will the addition be? N/A square feet.

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

2200 ~~2014~~ sq. ft. (existing) + \_\_\_\_\_ sq. ft. (addition if any) = 2200 ~~2014~~ 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: Commercial Bui Iding

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)

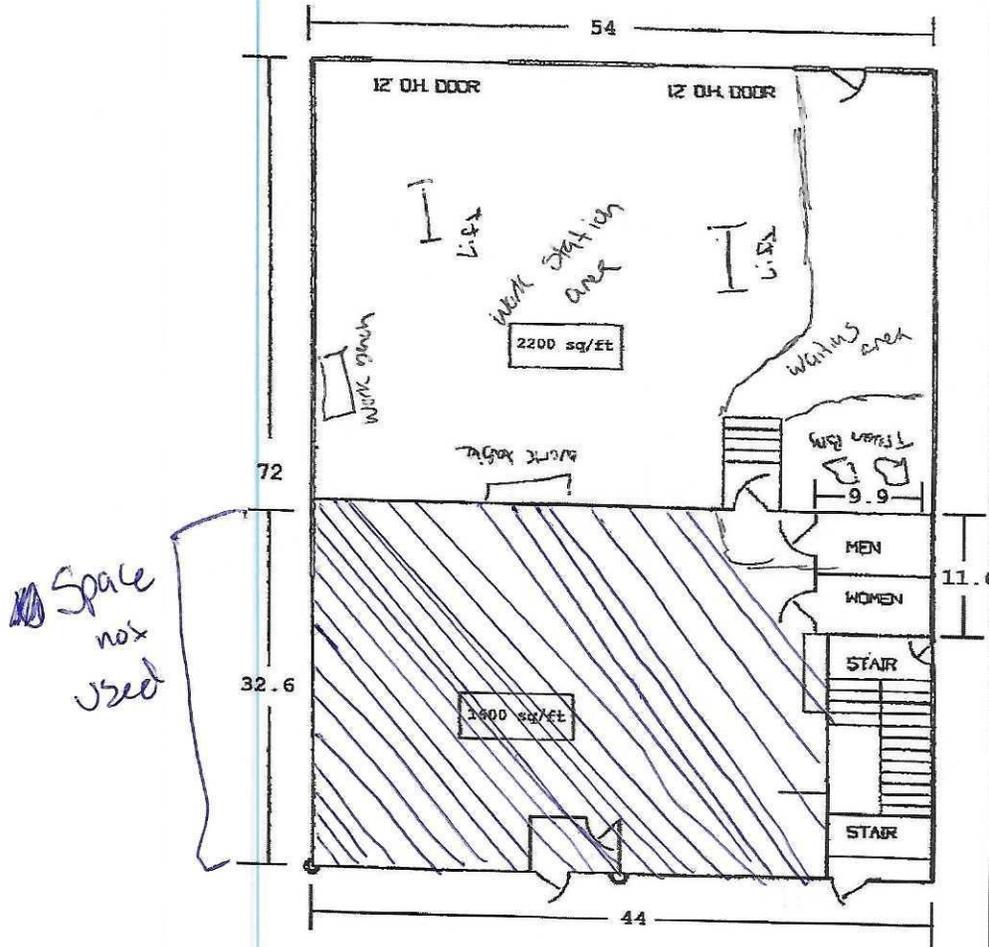
### If Applicable

- Plan for outdoor uses

### Contextual site image

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

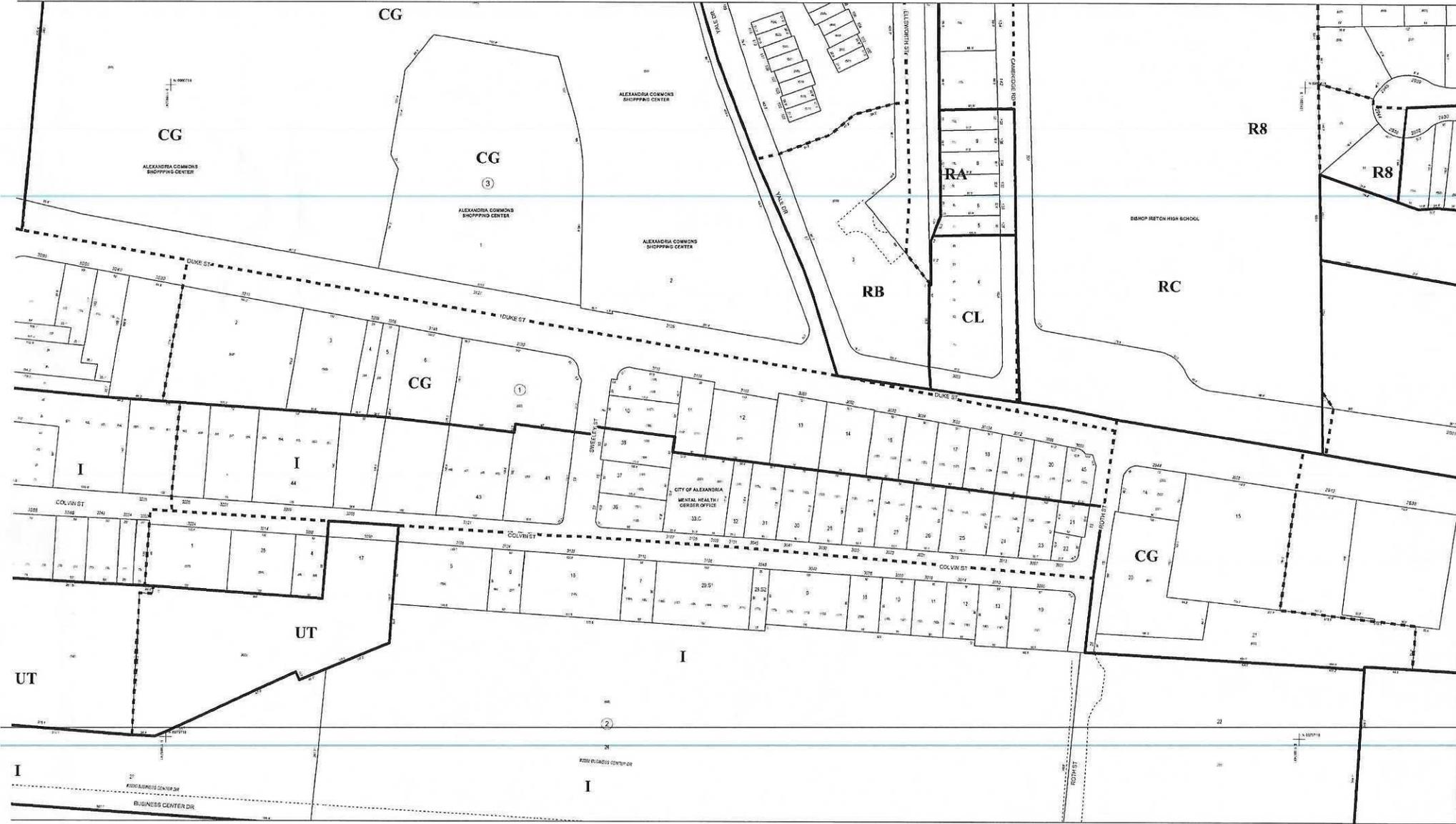
# 3210 Duke St



## FRONT OF BUILDING FIRST LEVEL

SCALE NONE

Ceiling Heights in front Portion are 10'9"



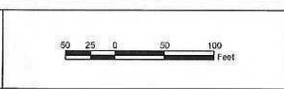
**Special Notations**

The maps provided hereunder are provided "as is" and the City expressly disclaims all warranties, DCC and otherwise, express or implied, including warranties as to accuracy of the maps and measurability and fitness for a particular purpose and further expressly disclaims responsibility for all practical, consequential or special damage arising out of or in connection with the use or performance of the maps.

**Legend**

Private Road	-----	Book Line	-----	Address	1317	Parcel No.	1
City Boundary	-----	Property Line	-----	Parcel Area	1.24	Block No.	4
Zoning Line	-----					Legal Lot No.	001

02	61.01	61.02	62.01	62
04	61.03	61.04	62.03	62
02	71.01	71.02	72.01	72



**ALEXANDRIA, VIRGINIA  
ASSESSMENT MAP**

SHEET NUMBER  
**61.04**  
Generated on: 2/27/2024



**Department of Planning & Zoning**  
**Administrative Special Use Permit New Use**  
**Light Automobile Repair Supplemental**

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

**STORAGE OF STRIPPED VEHICLES**



**Any junked, abandoned, or stripped vehicles must be parked or stored inside.**

Describe storage location for junked, abandoned or stripped vehicles?

No junked or stripped vehicles will be stored. All vehicles under these conditions will be towed off site

**VEHICLE LOADING AND UNLOADING**



**All loading or unloading of vehicles must take place on private property, and not on the public right-of-way.**

Where on private property will vehicle loading take place?

By bay doors during working hours

**DISCARDING OF VEHICLE PARTS**



**All debris or vehicle parts must be kept on private property, and not on the public right-of-way.**

Describe methods for keeping debris and vehicle parts off the public right-of-way?

Sweeping frequently and storing all parts and debris on site and in appropriate containers.

**VEHICLE PARKING**



**Vehicles must be displayed, parked, or stored on private property, and not on the public right-of-way.**

Where on private property will vehicles be displayed, parked or stored?

Only parked in shop area or in assigned parkins spaces during work hours.

**STORAGE AND DISPOSAL OF VEHICLE PARTS**



**All vehicle parts, tires, or other materials must be kept inside the building, in a dumpster or other suitable trash receptacle or enclosure.**

Describe the methods that will be used to ensure vehicle parts, tires and other materials are contained?

Within the site in proper containers and bins until collected or disposed off by the proper channels

**KEEPING THE BUILDING AND SITE CLEAN**



**The area around the building must be kept free of debris and maintained in an orderly and clean condition.**

How will you monitor the building and site to keep it clean?

Provide disposal containers and have constant staff on site to inspect site and ensure cleanliness

**WASTE PRODUCTS**



**All waste products, including but not limited to, organic compounds (solvents), motor oils, and antifreeze must be disposed of following all local, state and federal ordinances or regulations. Waste products may not be discharged into the sanitary or storm sewers.**

What are the plans for disposing of waste products?

Third party disposal services pickign up waste products from site. Such as LORCO

**BEST MANAGEMENT PRACTICES**



**You must follow the City of Alexandria Best Management Practices manual for automotive related industries. Contact the T&ES Environmental division at (703)519-3400 to obtain a copy of the manual.**

Have you reviewed the Best Management Practices manual?

What steps will you take to follow the Best Management Practices Manual?

Yes. Compliance review and training for all employees. All steps to prevent spills, leaks and maintain a shop will be followed and supervised daily during working hours. Appropriate storage will be obtained for any automotive materials and training and education will be provided to all employees yearly.

**CONTROLLING ODORS AND SMOKE**



**Odors, smoke and any other air pollution from operations at the site must be controlled to prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation and Environmental Services.**

What equipment is included in the building to help control odors, smoke and air pollution?

Exhaust Air Venting System

**CAR WASHING**



**Car wash discharges resulting from a commercial operation may not be discharged into a storm sewer. It is recommended that any car washing be done at a commercial car wash facility.**

Where will car washing take place?

No car washing for commercial operation will be done on site. If required, car washing will be done at a commercial car wash facility.







DELTA ROCKS  
BILLIARDS

3

