



***Special Use Permit #2024-00024***  
***5990 Duke Street***  
***Passport Mini of Alexandria***

---

<b>Applications</b>	<b>General Data</b>	
<b>Requests:</b> Public Hearing and consideration of a request for a Special Use Permit for the expansion of a noncomplying automobile sales and repair use and for a change of ownership.	<b>Planning Commission Hearing:</b>	May 7, 2024
	<b>City Council Hearing:</b>	May 18, 2024
<b>Addresses:</b> 5990 Duke Street	<b>Zone:</b>	CRMU-M
<b>Applicant:</b> Passport Auto Group, represented by Duncan Blair	<b>Small Area Plan:</b>	Landmark/Van Dorn

**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 Reviewer:** Tony LaColla, AICP, Division Chief [Anthony.lacolla@alexandriava.gov](mailto:Anthony.lacolla@alexandriava.gov)  
Patrick Silva, Planning [patrick.silva@alexandriava.gov](mailto:patrick.silva@alexandriava.gov)  
Ann Horowitz, Principal Planner, [ann.horowitz@alexandriava.gov](mailto:ann.horowitz@alexandriava.gov)

**PLANNING COMMISSION ACTION, MAY 7, 2024:** By unanimous consent, the Planning Commission voted to recommend approval of SUP #2024-00024.

**Reason:** The Planning Commission agreed with staff analysis.



## I. DISCUSSION

The applicant, Passport Auto Group, doing business as Passport Mini of Alexandria, and represented by Duncan Blair, attorney, requests to amend Special Use Permit #0669-A to allow for the expansion of the legal noncomplying automobile sales and repair use at 5990 Duke Street and for a Change of Ownership from Passport Chrysler of Alexandria to Passport Auto Group.

### SITE DESCRIPTION

The subject property is one lot of record with approximately 280 feet of frontage along Duke Street, approximately 450 feet of depth, and a total lot area of 121,385 square feet (2.78 acres). The site is currently developed with a two-story structure and surrounded by commercial uses. The West End (formerly Landmark Mall) redevelopment site is located to the north across Duke Street and will contain four million square feet of mixed-use development including INOVA Hospital when complete. To the west, across South Walker Street, is a vacant big box retail site. To the east, adjacent to the subject property, is BJ's Wholesale Club. To the south sits the Van Dorn Plaza.



*Figure 1 – Subject Site*

### BACKGROUND

When the Zoning Ordinance was rewritten in 1992, the zone, where the subject property is located, changed from C-2 to CRMU-M. The CRMU-M zone does not allow for automobile sales and repair uses, rendering the use as legal noncomplying.

The Chrysler Motor Corporation originally operated at the site from 1966 until 1992 under SUP#0669. The applicant was granted a change of ownership to operate Passport Chrysler of Alexandria on July 2, 1992, under SUP#0669-A. A recent SUP zoning inspection revealed compliance with all conditions, however a change of ownership is required. There have been no zoning complaints since 2000.

Mini is requiring all dealers to upgrade their facilities to accommodate sales and repair changes related to vehicle sales and to update its branding image through new interior and exterior design. The applicant is obligated to incorporate these changes into their business to continue as a Mini dealer.







***Figure 3 –Floorplan for Proposed Building Addition (in red)***

Details of the applicant’s expanded automobile sales and service operations would be:

- Hours of operation: 7 a.m. to 7 p.m., Monday through Saturday (existing)
- Number of Employees: Approximately 30 (existing)
- Number of Customers: Approximately 50 customers per day (existing)
- Noise: No additional noise impacts anticipated.
- Odors: No additional odor impacts anticipated.
- Trash/Litter: No additional trash anticipated.  
Private trash removal for general trash. (existing)

PARKING

As a miscellaneous commercial use, automobile sales and repair service require one space of parking for every 400 square feet, pursuant to Section 8-200(A)(18) of the Zoning Ordinance. The proposed 19,655 square foot Mini sales and repair use would require 49 spaces. The remaining approximately 240 onsite marked spaces will far exceed the minimum parking requirement.

#### ZONING/MASTER PLAN DESIGNATION

The subject property is located in the CRMU-M zone and operates as a legal noncomplying use which may continue indefinitely subject to Zoning Ordinance Section 12-302. Section 12-302(A) states that special use permit approval is required for any physical expansion, enlargement, or intensification of a noncomplying use.

SUP-0669A included Condition #1, requiring that the special use permit is granted only to the applicant, which was Passport Chrysler of Alexandria, Inc. at the time. As such, Change of Ownership SUP approval from Passport Chrysler of Alexandria, Inc. to Passport Auto Group is required as a technical matter associated with this SUP review.

The subject site is located in the Landmark/Van Dorn small area plan and within the Landmark/Van Dorn Corridor Plan overlay. While the Plan calls for high intensity uses including regional retail, office, and high-density residential uses in this area along Duke Street, it allows for the continuation of the car dealership (automobile sales and repair use).

## **II. STAFF ANALYSIS**

Staff supports the applicant's request to expand an existing legal noncomplying automobile sales and repair use and for a Change of Ownership to Passport Auto Group. The existing noncomplying use has operated without complaints since 2000 and no known negative impacts since 1966.

The CRMU-M. zone allows for a maximum FAR of 0.75. The current 18,455 square foot structure has a 0.15 FAR. The 1,200 square foot expansion would equate to a nominal increase in FAR to 0.16.

Staff have carried forward the conditions from SUP #0669-A and included current standard Special Use Permit conditions to mitigate the potential for environmental and parking impacts at the site.

Subject to the conditions stated in Section III of this report, staff recommend 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) (SUP #0669-A)
2. All vehicles displayed or parked on the site shall be arranged in a neat and orderly fashion at all times. (P&Z) (SUP #0669-A)
3. No junked, abandoned or stripped vehicles or parts shall be displayed or located outside the building at any time. (P&Z) (SUP #0669-A)
4. 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) (SUP #0669-A)
5. No repair, replacement or mechanical work shall be done outside the building at any time. (P&Z) (SUP #0669-A)
6. **CONDITION DELETED BY STAFF:** ~~No banners, streamers, flags, balloons or other unfixed signs or moving objects used for advertising purposes shall be displayed on the premises outside of the main building. (P&Z) (SUP #0669-A)~~
7. No loading or unloading of vehicles shall occur on the public right-of-way at any time. (P&Z) (SUP #0669-A)
8. The automobile sales and service business shall be open from 7:00 A.M. to 9:00 P.M., daily seven (7) days a week. (P&Z) (SUP #0669-A)
9. All loading and unloading of vehicles from tractor trailer shall take place only on-site from 7:00 A.M. to 10:00 P.M. daily seven (7) days a week. (P&Z) (SUP #0669-A)
10. **CONDITION AMENDED BY STAFF:** The applicant shall ~~provide~~ maintain landscaping to screen the parking lot from the public rights-of-way, including the planting of trees and shrubs along Walker Street and along the driveway entrance from Duke Street to the satisfaction of the Director of Planning and Zoning. (P&Z) ~~(SUP #0669-A)~~
11. **CONDITION SATISFIED AND DELETED BY STAFF:** ~~The applicant shall attempt to work with the adjacent property owner to fill in and landscape the swale area located along the Stevenson Avenue and Walker Street frontage subject to the mutual consent of the two owners. (P&Z) (SUP #0669-A)~~

12. **CONDITION SATISFIED AND DELETED BY STAFF:** ~~The applicant shall provide a replacement fence to protect customer vehicles on the property to the satisfaction of the Director of Planning and Zoning. (P&Z) (SUP #0669 A)~~
13. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES/OEQ)
14. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES/OEQ)
15. 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)
16. **CONDITION ADDED BY STAFF:** The Director of Planning and Zoning shall review the Special Use Permit one year after approval and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the Director has received a request from any person to docket the permit for review as a result of a complaint that rises to the level of a violation; or (c) the Director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

STAFF:        Tony LaColla, AICP, Division Chief, Land Use Services,  
                  Department of Planning and Zoning;  
                  Patrick Silva, Urban Planner;  
                  Ann Horowitz, Principal 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. DEPARTMENT COMMENTS

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

##### Transportation & Environmental Services:

- R-1. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least once a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
- C-1. The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of SUP approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at [commercialrecycling@alexandriava.gov](mailto:commercialrecycling@alexandriava.gov), for information about completing this form. (T&ES)
- C-2. The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-3. Section 5-1-42- Collection by Private collectors. (c) Time of collection. Solid waste shall be collected from all premises not serviced by the city at least once each week. No collections may be made between the hours of 11:00 p.m. and 7:00 a.m. (6:00 a.m. from May 1, through September 30) if the collection area is less than 500 feet from a residential area. (T&ES)
- C-4. The 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)

##### Code:

- C-1. A building permit is required

##### Fire:

No comments

##### Recreation, Parks and Cultural Activities:

No comments received

##### Police Department:

No comments

Health Department:  
No comments



## APPLICATION SPECIAL USE PERMIT

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

**PROPERTY LOCATION:** Passport Mini of Alexandria 5990 Duke Street, Alexandria, Virginia

**TAX MAP REFERENCE:** 47.04 05 05 **ZONE:** CRMU-M

**APPLICANT:** Passport Auto Group, doing business as Passport Mini of Alexandria

**Name:** \_\_\_\_\_

**Address:** 5000 Auth Way, Marlow Heights, Md. 20746

**PROPOSED USE:** Special Use Permit to enlarge the footprint the existing noncomplying Passport Mini of Alexandria full service dealership (SUP #669) by approximately 1,100 square feet of floor area to the sales showroom per Section 12-302 (A) of the AZO.

- ☒ 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.

Duncan W. Blair, Attorney

Print Name of Applicant or Agent  
524 King St

Mailing/Street Address  
Alexandria, Virginia 22314

City and State Zip Code

 3/18/24  
Signature Date  
703 836 1000 703 549 3335  
Telephone # Fax #  
dblair@landcarroll.com  
Email address

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner of 5990 Duke Street, Alexandria, Virginia, I hereby  
(Property Address) Expansion of noncomplying  
grant the applicant authorization to apply for the automobile dealership use as  
(use)  
described in this application.

Name: Everett Hellmuth, III Phone: 301 702 6422  
Please Print 5000 Auth Way, Marlow  
Address: Heights, MD. 20746 Email: ehellmuth@passportAuto.com  
Signature: *By Andrew W. Blair* Date: 3 18 24  
*Attorney*

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.

See the attached supplement page with Owner and Applicant information.

---

---

---

---

# 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. See Attached.		
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 5990 Duke Street, Alexandria, Virginia (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. See Attached.		
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. see attached	None	
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.

3 18 24      Dincan W. Blair , Attorney  
 \_\_\_\_\_  
 Date                      Printed Name

  
 \_\_\_\_\_  
 Signature

**Special Use Permit – 5990 Duke Street**

**Expansion of Noncomplying Use – Passport Mini of Alexandria**

**1. Ownership Structure of Applicant.**

Passport Auto Group, doing business as Passport Mini of Alexandria

100%

**2. The mailing address of The Hellmuth Family Trust is:**

Everett A. Hellmuth, III  
President  
Passport Auto Group  
5000 Auth Way  
Marlow Heights, Maryland, 20746

**3. Business or Financial Relations per Section 11-350 of the AZO**

The Hellmuth Family Trust does not have a Business or Financial Relations per Section 11-350 of the AZO.



## **Special Use Permit – 5990 Duke Street**

### **Expansion of Noncomplying Use – Passport Mini of Alexandria**

#### **1. Ownership Structure of Land Owner.**

Millenium Realty Second LLC, Virginia limited liability company

24.5% Jon Cameron Hellmuth Irrevocable Trust

24.5% Eleanor C. Hellmuth Irrevocable Trust

24.5% Zachary Tyler Irrevocable Trust

24.5% Ashton Elizabeth Hellmuth Irrevocable Trust

#### **2. The mailing address each member is:**

Everett A. Hellmuth, III  
President  
Passport Auto Group  
5000 Auth Way  
Marlow Heights, Maryland, 20746

#### **3. Business or Financial Relations per Section 11-350 of the AZO**

None of the member trusts have a Business or Financial Relations per Section 11-350 of the AZO.

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 applicant is requesting special use permit pursuant to Section 12-302 (A) of the AZO to  
expand the footprint of the existing noncomplying Passport Mini of Alexandria full service automobile dealership  
by approximately 1,100 square feet of floor area to the sales/showroom and modify the front fascade to conform  
to conform with Mini's new design standards for all Mini dealerships.

The Property has been a automobile dealership since 1966 when the City Council granted Special Use  
Permit #667 to the Chrysler Motor Corporation.

The granting of the requested special use permit will not create any negative impacts on the surrounding  
properties and will permit a thriving business to continue in the West End of Alexandria.

## 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: Expansion of existing noncomplying automobile sales facility.

**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).

No change from the intensity of the existing Passport Mini of Alexandria current operations.

The dealership is open Monday - Saturday 7 am to 7 pm. On average there are 50 patrons per day.

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

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

No change from the intensity of the existing Passport Mini of Alexandria current operations.

On average there are 30 employees on site during business hours.

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

Day: No change from the intensity of the existing Passport Mini of Alexandria current operations.

Monday - Saturday

7 am to 7 pm

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

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

No change from the intensity of the existing Passport Mini of Alexandria current operations.

Noise generated by the use of the property as an automobile dealership is governed by the Alexandria Noise Ordinance.

**B.** How will the noise be controlled?

No change from the intensity of the existing Passport Mini of Alexandria current operations.

Noise generated by the use of the property as an automobile dealership is governed by the Alexandria Noise Ordinance

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

No change from the intensity of the existing Passport Mini of Alexandria current operations.

The dealership does not generate noxious or unusual odors.

**9. Please provide information regarding trash and litter generated by the use.**

- A. What type of trash and garbage will be generated by the use? (i.e. office paper, food wrappers)  
No change from the intensity of the existing Passport Mini of Alexandria current operations
- B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)  
No change from the intensity of the existing Passport Mini of Alexandria current operations
- C. How often will trash be collected?  
No change from the intensity of the existing Passport Mini of Alexandria current operations
- D. How will you prevent littering on the property, streets and nearby properties?  
No change from the intensity of the existing Passport Mini of Alexandria current operations

**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:

Small quantities of Materials designated as hazardous that are generally recognized as appropriate for Commercial use may be used.

- 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:

Small quantities of Organic Materials that are generally recognized as appropriate for Commercial use may be used.

---

---

---

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

No change from the intensity of the existing Passport Mini of Alexandria current operations

---

---

---

## **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:

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

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

- 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:

All loading and unloading occurs on

- A. How many loading spaces are available for the use? the surface parking facility.

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	



On the surface parking facility.

B. Where are off-street loading facilities located? \_\_\_\_\_

\_\_\_\_\_

C. During what hours of the day do you expect loading/unloading operations to occur?

Monday -Saturday 7 am to 7 pm.

\_\_\_\_\_

\_\_\_\_\_

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

There are generally 5-10 deliveries per day.

\_\_\_\_\_

\_\_\_\_\_

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?

No street improvements are required.

\_\_\_\_\_

\_\_\_\_\_

## 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?

<sup>20,264</sup> sq. ft. (existing) + <sup>1,100</sup> sq. ft. (addition if any) = <sup>21,364</sup> 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



## 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. **Passport Mini of Alexandria**

☐ automobile service station.

☐ automobile repair, including car wash.

☐ other: \_\_\_\_\_

**2.** What types of repairs do you propose to perform? **No Changes from the existing sales, service and repairs of the existing Passport Mini of Alexandria dealership.**

---



---



---



---

**3.** How many of each of the following will be provided? **No new racks, pits or bays are proposed.**

\_\_\_\_\_ hydraulic lifts or racks

\_\_\_\_\_ service pits

\_\_\_\_\_ 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)? **The minor interior and exterior changes the front fascade and the sales. display area will not intensify the existing Passport Mini of Alexandria dealership.**

---



---



---



---

**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.**



## **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



**EISENHOWER WEST/LANDMARK VAN DORN  
IMPLEMENTATION ADVISORY GROUP MEETING**

**Thursday, February 22, 2024**



**MINI OF ALEXANDRIA**

**5990 Dulles St, Alexandria, VA 22304**

**RENOVATION**

**Presenters:**

**Duncan W. Blair, Esquire  
Land, Carroll & Blair, PC**

**Everett A. Hellmuth III, President  
Passport Auto Group**













## Untitled Map

Write a description for your map.

Legend



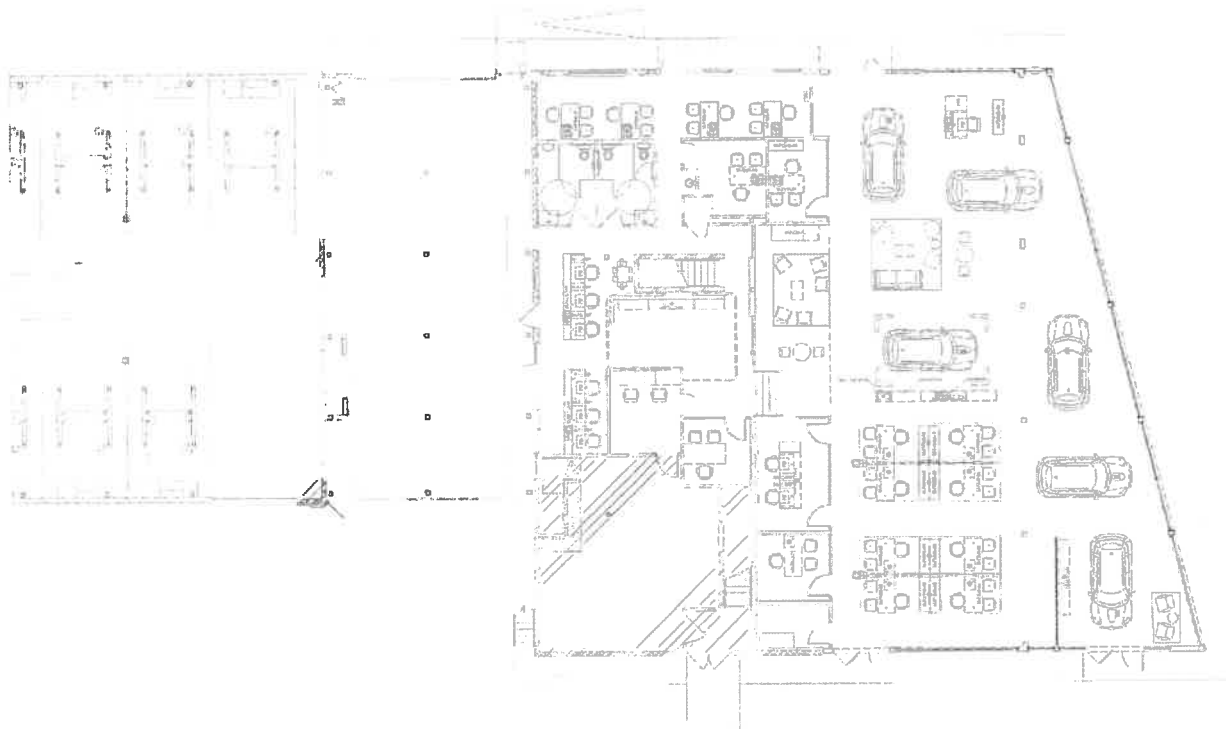
Google Earth



100 ft



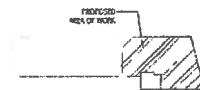




PROPOSED PARTIAL FURNITURE & FIXTURE PLAN

Scale: 1/8"=1'-0"

KEY PLAN



SCALE & NORTH ARROW



ARCHITECTURE | PLANNING | INTERIORS

6320 Woodmont Avenue  
Suite 700  
Bethesda, Maryland 20814  
P 301.595.7800  
F 301.595.6384  
www.penneydesigngroup.com

**Passport Mini Alexandria**  
Partial Renovation & Addition  
5980 Duke Street  
Alexandria, VA 22304

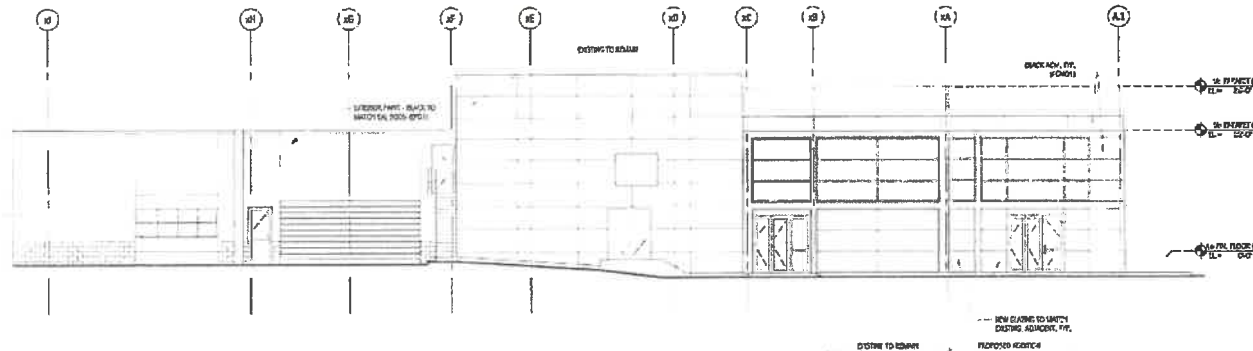
Passport Automotive

4701 Arch Road  
Baltimore, MD 21206  
P 410.412.1700  
penneydesign.com

Penney Design Group is not responsible for any errors or omissions in this drawing. The user of this drawing is responsible for its accuracy and for obtaining all necessary permits and approvals. Penney Design Group is not responsible for any damages or losses resulting from the use of this drawing.

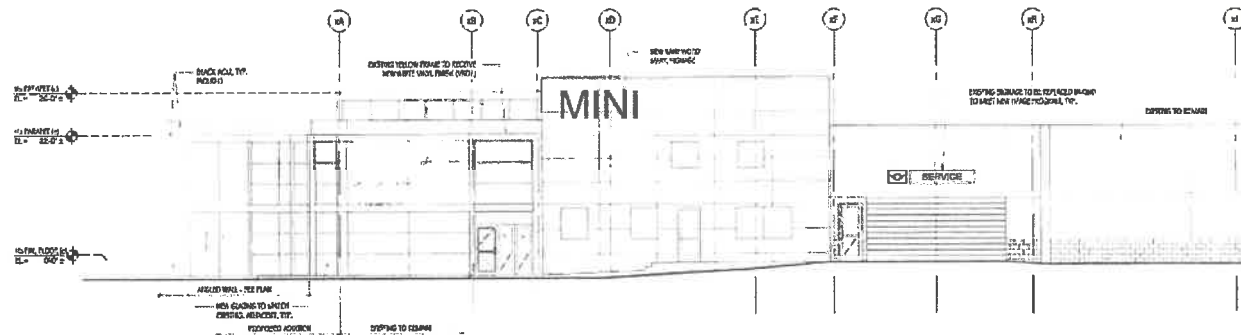
DESIGN / PROJECT INFORMATION	02/15/2024
20% Submission	02/15/2024
50% Submission	02/15/2024
Rev. / Drawn By	Rev. / Drawn By
Checked By	Checked By
Plot Date	February 22, 2024

Sheet Title  
**A-150**  
Proposed Furn  
& Fixture Plan  
Project Number: PPT2024  
File Name: A150.dwg



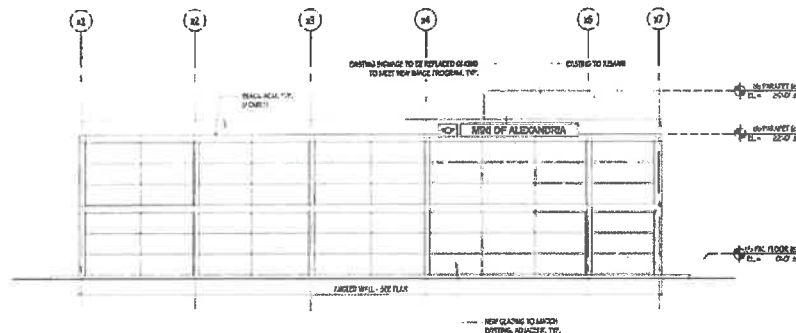
3 PROPOSED EAST EXTERIOR ELEVATION

Scale: 1/8"=1'-0"



2 PROPOSED WEST EXTERIOR ELEVATION

Scale: 1/8"=1'-0"



1 PROPOSED NORTH EXTERIOR ELEVATION

Scale: 1/8"=1'-0"

#### EXTERIOR MATERIAL SCHEDULE

ITEM	TYPE	SPECIFICATION	QUANTITY
1001	METAL FRAMES	2001 SPECIFIC: 2001-10 1/2" VINYL FRAMES	
1002	METAL FRAMES	2001 SPECIFIC: 2001-10 1/2" VINYL FRAMES	
1003	EXTERIOR FRAMES	2001 SPECIFIC: 2001-10 1/2" VINYL FRAMES	

EXTERIOR MATERIAL SCHEDULE TO BE PROVIDED BY CLIENT. REPAIRS SHALL BE MADE TO MATCH EXISTING MATERIALS. ALL MATERIALS SHALL BE PROVIDED BY CLIENT. ALL MATERIALS SHALL BE PROVIDED BY CLIENT.





## 2024 City of Alexandria Business License

Finance Department, Revenue Administration Division, City of Alexandria  
301 King Street, Room 1700, Alexandria, VA 22314  
Phone: 703.746.4800 <http://www.alexandriava.gov/>

LAND, CARROLL & BLAIR PC  
524 KING ST  
Alexandria, VA 22314-3104

**License Number:** 110827-2024  
**Account Number:** 110827  
**Tax Period:** 2024  
**Business Name:** Land, Carroll & Blair PC  
**Trade Name:** Land, Carroll & Blair PC  
**Business Location:** 524 KING ST  
Alexandria, VA 22314

**License Classification(s):**

Professional Occupations/Businesses  
9-071-007  
Attorney-At-Law

January 23, 2024

Dear Taxpayer:

This is your 2024 City of Alexandria Business License. The bottom portion of this page is perforated to allow you to tear off and post the business license in your establishment.

If you paid for your business license via check, please be aware that if your check is not honored by your financial institution, this business license shall be invalid.

As with all taxes, our goal is to administer Business License taxes fairly and in accordance with Commonwealth and Locality code. Our staff strives to provide professional assistance and quality customer service. Your satisfaction is important to us and your comments are always welcome.

If you have any questions regarding this letter, please visit <http://www.alexandriava.gov/> or contact my office via phone at 703.746.4800.

Finance Department, Revenue Administration Division, City of Alexandria

*Keep this letter for your records.*

### City of Alexandria Business License

Revenue Administration Division, City of Alexandria, 301 King Street, Room 1700, Alexandria, VA 22314



**This license has been issued by the Revenue Administration Division of the City of Alexandria and is granted to:**

Land, Carroll & Blair PC  
524 KING ST  
Alexandria, VA 22314

**License Number:** 110827-2024  
**Account Number:** 110827  
**Tax Period:** 2024  
**Business Name:** Land, Carroll & Blair PC  
**Trade Name:** Land, Carroll & Blair PC  
**Business Location:** 524 KING ST  
Alexandria, VA 22314

**License Classification(s):** Professional Occupations/Businesses  
9-071-007  
Attorney-At-Law