



## 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.

Solo Vazquez (Woodward Capital LLC)  
Print Name of Applicant or Agent

[Signature]  
Signature

09/25/25  
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 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](#).

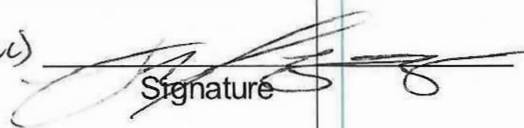
| Name of person or entity  | Relationship as defined by Section 11-350 of the Zoning Ordinance | Member of the Approving Body (i.e. City Council, Planning Commission, etc.) |
|---------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 1. Mike & Woodward        |                                                                   |                                                                             |
| 2. None or property owner |                                                                   |                                                                             |
| 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.

09/24/25  
Date

Julio Velazquez (Woodward Capital LLC)  
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%                  |

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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

Benjamin Yavari  
Printed Name

[Signature]  
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> John Yavari    |         | 22%                  |
| <sup>2</sup> 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]  
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:                   | Hours:                   |
|------------------------|--------------------------|
| <u>Monday - Friday</u> | <u>9:00 AM - 6:00 PM</u> |
| _____                  | _____                    |
| _____                  | _____                    |
| _____                  | _____                    |
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 other safety equipment 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.

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.

|                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Planning and Zoning Staff Only</p> <p>Required number of spaces for use per Zoning Ordinance Section 8-200A <u>          </u></p> <p>Does the application meet the requirement?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- 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

|                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Planning and Zoning Staff Only</p> <p>Required number of loading spaces for use per Zoning Ordinance Section 8-200 <u>          </u></p> <p>Does the application meet the requirement?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- 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

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## 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 Building

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

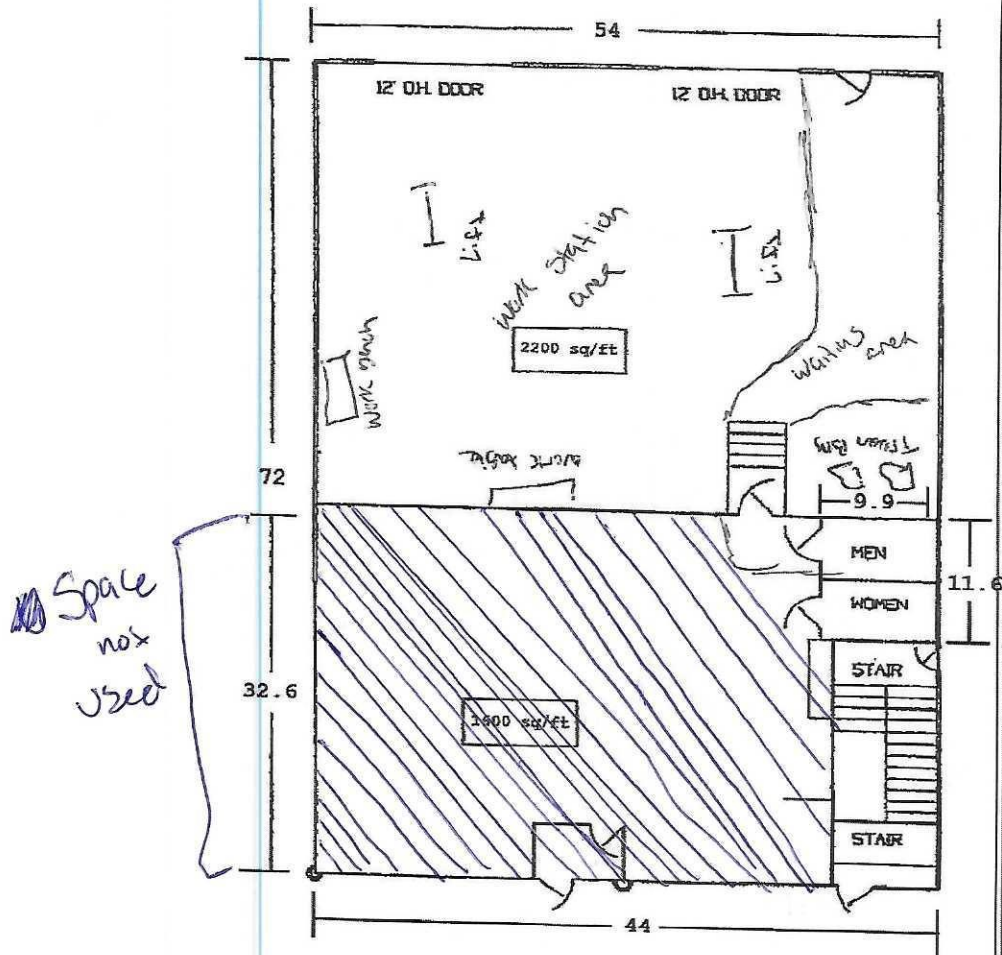
- ☐ Plan for outdoor uses

#### Contextual site image

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



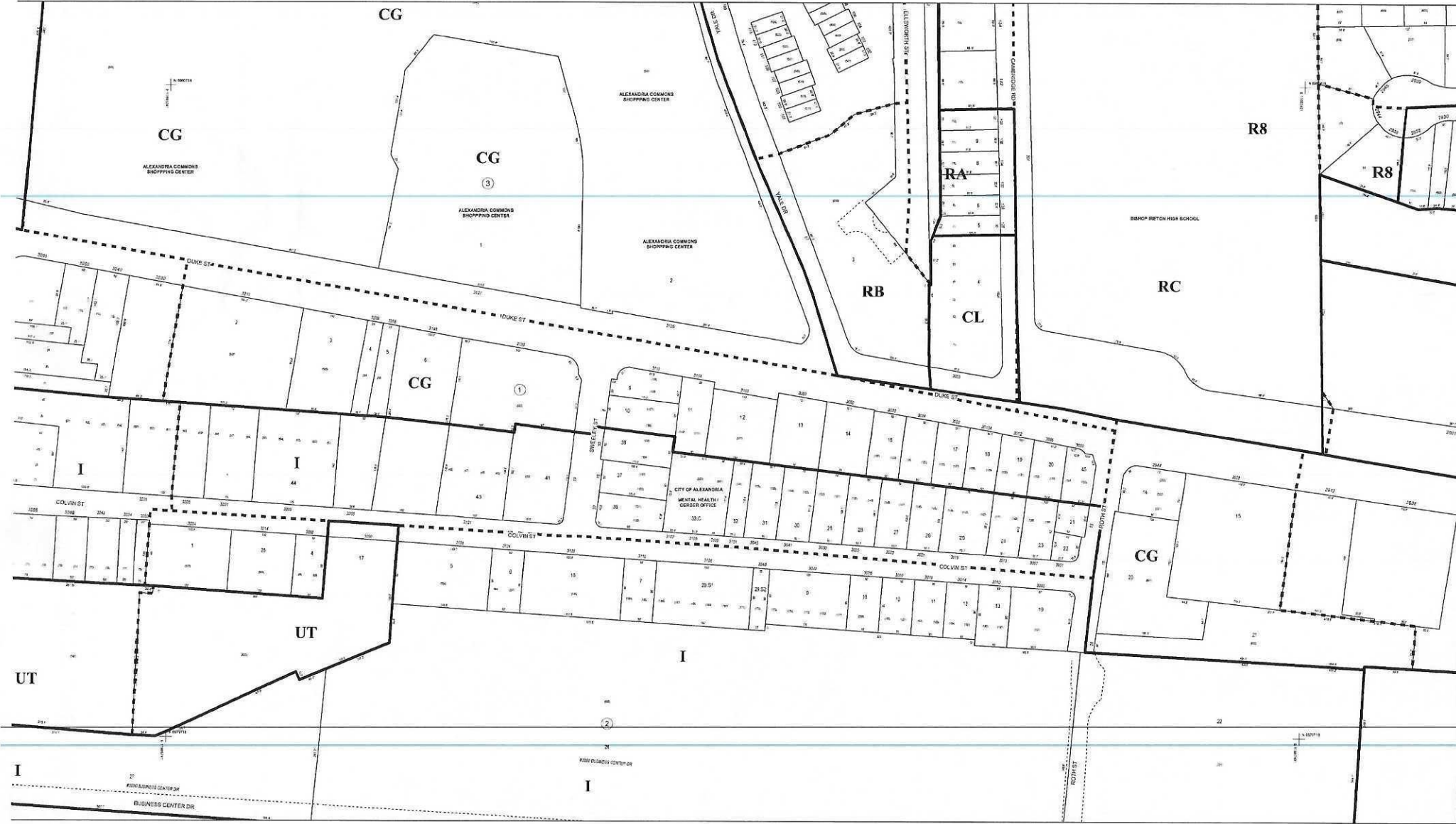
# 3210 Duke St



## 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, UCC 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 incidental, consequential or special damage arising out of or in connection with the use or performance of the map.

**Legend**

|               |       |               |       |             |       |               |       |
|---------------|-------|---------------|-------|-------------|-------|---------------|-------|
| Private Road  | ----- | Booth Line    | ----- | Address     | 1397  | Parcel No.    | 1     |
| City Boundary | ----- | Property Line | ----- | Parcel Area | 1.2 A | Block No.     | 4     |
| Zoning Line   | ----- |               |       |             |       | Legal Lot No. | (ppt) |

|    |       |       |       |    |
|----|-------|-------|-------|----|
| 62 | 61.01 | 61.02 | 62.01 | 62 |
| 64 | 61.03 | 61.04 | 62.03 | 62 |
| 62 | 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.









