



Special Use Permit #2021-00115
3507 Mount Vernon Avenue – Greg’s Auto Service

Application	General Data	
Public Hearing and consideration of a request for a Special Use Permit for the intensification of a non-complying general automobile repair use with the addition of automobile sales	Planning Commission Hearing:	March 1, 2022
	City Council Hearing:	March 12, 2022
Address: 3507 Mount Vernon Avenue	Zone:	NR/Neighborhood Retail Zone
Applicant: Kostadinov Pehlivanis	Small Area Plan:	Arlandria-Chirilagua Small Area Plan
Staff Recommendation: <i>APPROVAL</i> to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.		
Staff Reviewers: Rachel Drescher, rachel.drescher@alexandriava.gov Ann Horowitz, ann.horowitz@alexandriava.gov		

PLANNING COMMISSION ACTION, MARCH 1, 2022: On a motion by Vice Chair McMahon, seconded by Commissioner Lyle, the Planning Commission voted to recommend approval of Special Use Permit #2021-00115. The motion carried on a vote of 7-0.

PLANNING COMMISSION ACTION, FEBRUARY 1, 2022: On a motion by Vice Chair McMahon, seconded by Commissioner Lyle, the Planning Commission voted to defer Special Use Permit #2021-00115. The motion carried on a vote of 6-0, with Commissioner Ramirez absent.



I. DISCUSSION

The applicant, Kostadinov Pehlivanis with Greg's Auto Service, Inc, requests Special Use Permit approval to add automobile sales to a noncomplying general automobile repair business at 3507 Mount Vernon Avenue.

SITE DESCRIPTION



Figure 1: Greg's Auto Service from Mount Vernon Avenue

The subject property is one lot of record with about approximately 147 feet of frontage on Mount Vernon Avenue, approximately 146 feet of frontage on West Reed Avenue and a total lot area of 11,012 square feet. The site is developed with a one-story 1,840 square-foot automobile repair garage with three bays.

The surrounding land uses include residential apartments to the north across West Reed Avenue, a mix of commercial uses and shopping center to the west across Mount Vernon Avenue, and a vacant commercial building to the south and east.

BACKGROUND

An automobile repair business has operated in this location since at least 1981, when City Council approved SUP#1241 for the use in the C-2 zone. On January 25, 1992, City Council granted SUP#1421-A for a change in ownership of the business to Precision Tune #7203 Power Enterprises, Inc. On March 16, 1995, City Council approved SUP#95-0026 to change ownership of the business to Greg's Auto Service, Inc. On December 6, 2010, staff approved SUP#2010-0074 for a minor amendment to change the hours of operation from 8 a.m. – 6 p.m. Monday-Friday to 7:30 a.m. – 7:30 p.m. Monday-Friday. The business became a non-complying use in 1992 when the zone changed from C-2 to CG, which no longer allows general automobile repair as a use. The property was rezoned to NR in 2003.

PROPOSAL

The applicant proposes to add an automobiles sales use to the existing automobile repair shop. The applicant must request SUP approval for intensification of a noncomplying use for automobile sales as it is not allowed within the NR zone. The applicant proposes to have no more than two to three vehicles for sale at any one time. These would be displayed in existing parking spaces on the site along Mount Vernon Avenue.

The current use is a general automobile repair shop. There would be no change to number of employees, no alterations to the existing building and the existing office would be also used for sales. A small increase in customers is expected. The applicant is requesting to allow for sales operations on Sunday by appointment only.

Details of the applicant's proposed repair and sales operations are:

<u>Hours of operation:</u>	7:30 a.m. to 6:00 p.m., Monday through Friday 8:00 a.m. to 2:00 p.m., Saturday Sundays by appointment only
<u>Number of Employees:</u>	Five (no change)
<u>Number of Customers:</u>	Approximately up to two to four more customers per day
<u>Noise:</u>	No unexpected noise levels. (no change)
<u>Odors:</u>	No unexpected odors. (no change)
<u>Trash/Litter:</u>	Private dumpster and trash removal for automobile parts and other general trash. (no change)

PARKING

According to Section 8-200(A)(17) of the Zoning Ordinance, an automobile repair and sales use requires one parking space for every 400 square feet. The 1,840 square-foot building will be required to provide five off-street parking spaces. The applicant exceeds this parking requirement with 14 parking spaces on the property.

ZONING/MASTER PLAN DESIGNATION

The subject site is located within the NR/Neighborhood Retail Zone. Section 6-702(A) does not allow automobile sales. Section 12-302(B) of the Zoning Ordinance states that a non-complying use, the general automotive repair use in this case, may be intensified, continued or changed as noted in Section 12-302(A) and (B)(2):

(A) A special use permit is required for the physical expansion, enlargement, or intensification of a noncomplying use.

(B) A non-complying use may be changed, with a special use permit, to any use allowed in the zone in which such a non-complying use is the first listed in this ordinance.

The addition of the automobile sales use represents an intensification of the non-complying automobile repair use, requiring SUP approval. Additionally, as it is separately defined in the Zoning Ordinance, the automotive sales request represents a change from the previous legal, non-complying general automotive repair. Automobile sales may be considered as a change to a non-complying use because it is first listed in the CSL zone of the Zoning Ordinance and before general automobile repair, which is first listed in the Industrial (I) zone. Given that automobile sales is listed earlier than general automobile repair, the sales use is considered less intense and may be allowed through SUP approval.

The subject property is located within the boundaries of the Arlandria-Chirilagua Small Area Plan, which designates this property as commercial/residential/institutional.

II. STAFF ANALYSIS

Staff supports the applicant's request to add a small automobile sales business function to the existing general automobile repair shop. An addition of a sales feature adds a complementary retail component to the use, which continues to be compatible with the surrounding commercial uses. The existing noncomplying use has operated without complaints, and the site is in good condition.

Staff does not anticipate neighborhood impacts from the addition of the automobile sales use, considering the surrounding commercial uses and limited number of vehicles for sale. Nonetheless, staff has amended Condition #9 to limit the automobile sales area to five parking spaces on the site, so any increase in inventory volume would require a review of the SUP at this location. Given that the site is designated for eventual redevelopment in the Arlandria-Chirilagua Small Area Plan, staff is also recommending Condition #28, requiring an administrative review after five years to assess the compatibility with the surrounding area and to docket the case for City Council review after 10 years.

Staff has included conditions from the previous SUP, limiting the general repair operations on the subject property and property maintenance requirements. Condition #5, which restricts vehicle repair to inside the building, has been updated with current language. Condition #11 and #16 have been amended for the applicant to maintain the improvements made to the property. Staff has deleted conditions #13, 14, 15, 18, 24, which are either outdated or have been satisfied by the applicant.

Staff has continued to keep standard conditions to mitigate potential noise, litter and parking impacts. Condition #22 requires staff to patrol the grounds for litter near the subject site. Conditions #23 has been updated with current language and staff has added Condition #26, and #27 to mitigate parking impacts in the surrounding area by requiring employees to use off-street parking, encouraging parents to park off-street, and encouraging those who can, to use public transit.

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. **CONDITION AMENDED BY STAFF:** The hours of operation shall be limited to 7:30am to 7:30pm Monday through Friday, and to 8:00 A.M. to 5:00 P.M. on Saturday. Sundays for vehicle sales by appointment only. (P&Z) (~~SUP#2010-0074~~)
2. No body or fender work shall be done at any time. (P&CD) (SUP #1421-A)
3. No junked, stripped or abandoned vehicles or parts thereof shall be stored on the premises at any time. (P&CD) (SUP #1421-A)
4. All vehicles shall be parked in a neat and orderly fashion at all times. (P&CD) (SUP #1421-A)
5. **CONDITION AMENDED BY STAFF:** No ~~outside~~ 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 with doors closed at all times. Spray-painting booth is not allowed at this site. (~~P&CD~~) (~~SUP #1421-A~~) (T&ES)
6. 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#2010-0074)
7. No vehicle parts, tires, or other materials shall be permitted to accumulate outside except in a dumpster or other suitable trash receptacle or enclosure. (P&CD) (SUP #1421-A)
8. No vehicles shall be displayed, parked, or stored on the public right-of-way. (P&CD) (SUP #1421-A)
9. **CONDITION AMENDED BY STAFF:** No more than 14 vehicles shall be parked or stored outside at any time. No more than five spaces shall be dedicated to automobile sales. (~~P&CD~~) (~~SUP #1421-A~~) (P&Z)
10. The applicant shall maintain landscaping to include two trees and shrubs of three to four feet in height compactly spaced to the satisfaction of the Department of Planning and Community Development and the Department of Recreation, Parks and Cultural Activities, to screen the building from the residential area across the street. (P&Z) (SUP#2010-0074)

11. **CONDITION AMENDED BY STAFF:** The existing dumpster shall be screened with board-on-board fencing, including a gate, to be kept closed when not in use, and to maintain ~~provide~~ a concrete pad and enclosure for the dumpster. ~~(P&CD) (SUP #1421-A) (P&Z)~~
12. The applicant shall maintain flowering trees and shrubs in good condition in the planting area at the corner of Reed Avenue and Mount Vernon Avenue to the satisfaction of the Director of Planning and Zoning. (P&Z) (SUP#2010-0074)
13. **CONDITION SATISFIED BY APPLICANT AND DELETED BY STAFF:** ~~The applicant shall fix and maintain or eliminate the slotted drain along the driveway on Reed Avenue. (P&CD) (SUP 1421-A)~~
14. **CONDITION DELETED BY STAFF:** ~~All signs shall meet the approval of the Director of Planning and Community Development. (SUP #1421-A) (CC)~~
15. **CONDITION DELETED BY STAFF:** ~~No telephones or vending machines shall be placed outside the building. (P&CD) (SUP #1421-A)~~
16. **CONDITION AMENDED BY STAFF:** The applicant shall maintain ~~provide~~ "bumper blocks" to prevent parked cars from overhanging the public sidewalk on Mount Vernon Avenue. ~~(P&CD) (SUP #1421-A) (P&Z)~~
17. 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. (T&ES) (SUP#2010-0074)
18. **CONDITION DELETED BY STAFF:** ~~All loudspeakers shall be prohibited from the exterior of the building, and no amplified sound shall be audible at the property line. (Health) (P&Z) (SUP#2010-0074)~~
19. The applicant shall comply with the City of Alexandria Best Management practices manual for automotive related industries. A copy can be obtained by contacting the Office of Environmental Quality at 703-746-4065 or at <http://alexandriava.gov/Environment> under Forms and Publications. (T&ES) (SUP#2010-0074)
20. 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) (SUP#2010-0074)
21. Supply deliveries, loading and unloading activities shall not occur between the hours of 11:00 pm and 7:00 am. (T&ES) (SUP#2010-0074)
22. 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 twice 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) (SUP#2010-0074)

23. **CONDITION AMENDED BY STAFF:** The applicant shall require its employees who drive to use off-street parking. ~~and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees.~~ (T&ES) (SUP#2010-0074)
24. **CONDITION SATISFIED BY APPLICANT AND REMOVED BY STAFF:** The applicant shall contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security assessment for the business and robbery readiness training for all employees. (Police) (SUP#2010-0074)
25. **CONDITION AMENDED 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) (SUP#2010-0074)
26. **CONDITION ADDED BY STAFF:** The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)
27. **CONDITION ADDED BY STAFF:** The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at goalex@alexandriava.gov for more information about available resources. (T&ES)
28. **CONDITION ADDED BY STAFF:** Any car washing activity must drain to the sanitary sewer system with prior approval from AlexRenew or be covered by a VPDES permit for discharge into the storm sewer. (T&ES) (P&Z)
29. **CONDITION ADDED BY STAFF:** All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
30. **CONDITION ADDED BY STAFF:** The Special Use Permit shall be reviewed by the Director of Planning and Zoning, with notice to the community five years from approval (February 2027) in order to assess the redevelopment potential of the site and the compatibility of the use with other uses in the area. The special use permit shall be reviewed by City Council in February 2032 in order to assess the redevelopment potential

of the site and the compatibility of the use with other uses in the area to take such action as they deem appropriate at the time (P&Z).

STAFF: Tony LaColla, Division Chief, Land Use Services,
Department of Planning and Zoning;
Ann Horowitz, Principal Planner, Department of Planning and Zoning;
Rachel Drescher, Urban Planner, Department of Planning and Zoning;

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:

The applicant shall require its employees who drive to use off-street parking. (T&ES)

- R-1 The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)
- R-2 The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at goalex@alexandriava.gov for more information about available resources. (T&ES)
- R-3 The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)
- R-4 Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least once a day and at the close of business, and more often, if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
- R-5 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. (TES)

- R-6 The applicant shall comply with the City of Alexandria Best Management practices manual for automotive related industries. A copy can be obtained by contacting the Office of Environmental Quality at 703-746-4065 or at <http://alexandriava.gov/Environment> under Forms and Publications. (TES)
- R-7 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. (TES)
- R-8 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 with doors closed at all times. Spray-painting booth is not allowed at this site. (TES) (P&Z)
- R-9 Any car washing activity must drain to the sanitary sewer system with prior approval from AlexRenew or be covered by a VPDES permit for discharge into the storm sewer. (TES) (P&Z)
- R-10 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (TES)
- R-11 All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (TES)
- 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, 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 Consistent with City Code Sec. 10-4-7 - *Parking of vehicles by businesses on streets*, the applicant shall not park vehicles being sold or serviced in the public right-of-way. (T&ES)

Code Enforcement:

No comments.

Fire:

C-1 A change of use to include the automotive shop may require a new fire prevention permit.

Health:

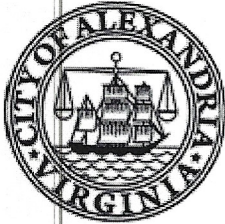
No comments received.

Parks and Recreation:

No comments.

Police Department:

No comments received.



APPLICATION SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 3507 Mt. Vernon ave

TAX MAP REFERENCE: 015.01-05-13 **ZONE:** NR

APPLICANT:

Name: Kostadinos Pehlivanis

Address: 3507 Mt. Vernon Ave

PROPOSED USE: automobile sales

- ☒ THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- ☒ THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria staff and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.
- ☐ THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article IV, Section 4-1404(D)(7) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- ☒ THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Kostadinos Pehlivanis

Print Name of Applicant or Agent

9458 Wooded glen ave

Mailing/Street Address

Burke, Va

City and State

22015

Zip Code

[Signature]
5713454508

Signature

Telephone #

kostadinosp1@gmail.com

Email address

11/17/21
Date

Fax #

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 3507 Mt. Vernon Ave, I hereby
(Property Address)
grant the applicant authorization to apply for the Automobile sales
(use) use as
described in this application.

Name: Gregory Pehlivanis

Phone: 703-622-7151

Please Print
Address: 2459 Wooded Glen Ave

Email: gregory.pehlivanis@gmail.com

Signature: 

Date: 11/17/2021

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: Son of owner 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.
Will be owned by the applicant, Kostadinos Pehlivanis

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.	kostadinos pehlivanis	9458 Wooded glen ave Burke Va	100%
2.			
3.			

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 3507 Mt. Vernon Ave (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.	Gregory Pehlivanis	3507 Mt vernon ave Alex, Va	100%
2.			
3.			

3. Business or Financial Relationships. Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are required to disclose **any** business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity and "None" in the corresponding fields).**

For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

	Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.	none		
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.

11/17/21

Date

Kostadinos Pehlivanis

Printed Name

Signature

☐ **Yes.** Provide proof of current City business license

NARRATIVE DESCRIPTION

No changes will be made to the building and no extra machinery or employees will be needed

[illegible]

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).
For car sales 0-2 per day during the week. Weekends 3-4, For the normal shop use, it will range as it does now. No specific number can be given

- B. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour, or shift).
5 people total monday- saturday. 1-2 people on sunday

6. Please describe the proposed hours and days of operation of the proposed use:
- | Day: | Hours: |
|-----------------|--------------------------------------|
| monday - friday | 7:30-6 |
| saturday | 8:00 - 2:00 |
| sunday | appointment only depending on demand |
| _____ | _____ |
7. Please describe any potential noise emanating from the proposed use.
- A. Describe the noise levels anticipated from all mechanical equipment and patrons.
Same as Current

- B. How will the noise be controlled?
Same as current

- 11.** Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

☐ Yes. ☒ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

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

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:

14 _____ 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:

- A. How many loading spaces are available for the use? N/A

Planning and Zoning Staff Only

Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____

Does the application meet the requirement?

☐ Yes ☐ No

- B. Where are off-street loading facilities located? In the lot
- C. During what hours of the day do you expect loading/unloading operations to occur?
mid day
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
1-2 per month
- 16.** Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?
yes 2 points of entry/exit

SITE CHARACTERISTICS

- 17.** Will the proposed uses be located in an existing building? ☒ Yes ☐ No
- Do you propose to construct an addition to the building? ☐ Yes ☒ No
- How large will the addition be? _____ square feet.
- 18.** What will the total area occupied by the proposed use be?
_____ sq. ft. (existing) + _____ sq. ft. (addition if any) = _____ sq. ft. (total)
- 19.** The proposed use is located in: *(check one)*
- ☒ a stand alone building
- ☐ a house located in a residential zone
- ☐ a warehouse
- ☐ a shopping center. Please provide name of the center: _____
- ☐ an office building. Please provide name of the building: _____
- ☐ other. Please describe: _____

End of Application



Department of Planning & Zoning

Special Use Permit Application Checklist

Supplemental application for the following uses:

- ☒ Automobile Oriented
- ☐ Parking Reduction
- ☐ Signs
- ☐ Substandard Lot
- ☐ Lot modifications requested with SUP use

Interior Floor Plan

- ☒ Include labels to indicate the use of the space (doors, windows, seats, tables, counters, equipment)

If Applicable

- ☒ Plan for outdoor uses

Contextual site image

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



APPLICATION - SUPPLEMENTAL

AUTOMOBILE-ORIENTED USES

Supplemental information to be completed by applicants requesting special use permit approval of an automobile-oriented use (e.g., automobile repair garage, car wash, auto or trailer sales).

1. What type of automobile oriented use do you propose?

☐ automobile or motor vehicle parking or storage lot.

☒ automobile or trailer rental or sales.

☐ automobile service station.

☐ automobile repair, including car wash.

☐ other: _____

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

Minor mechanical work- oil changes, tire replacements, drivetrain repairs.

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

_____ hydraulic lifts or racks

_____ service pits

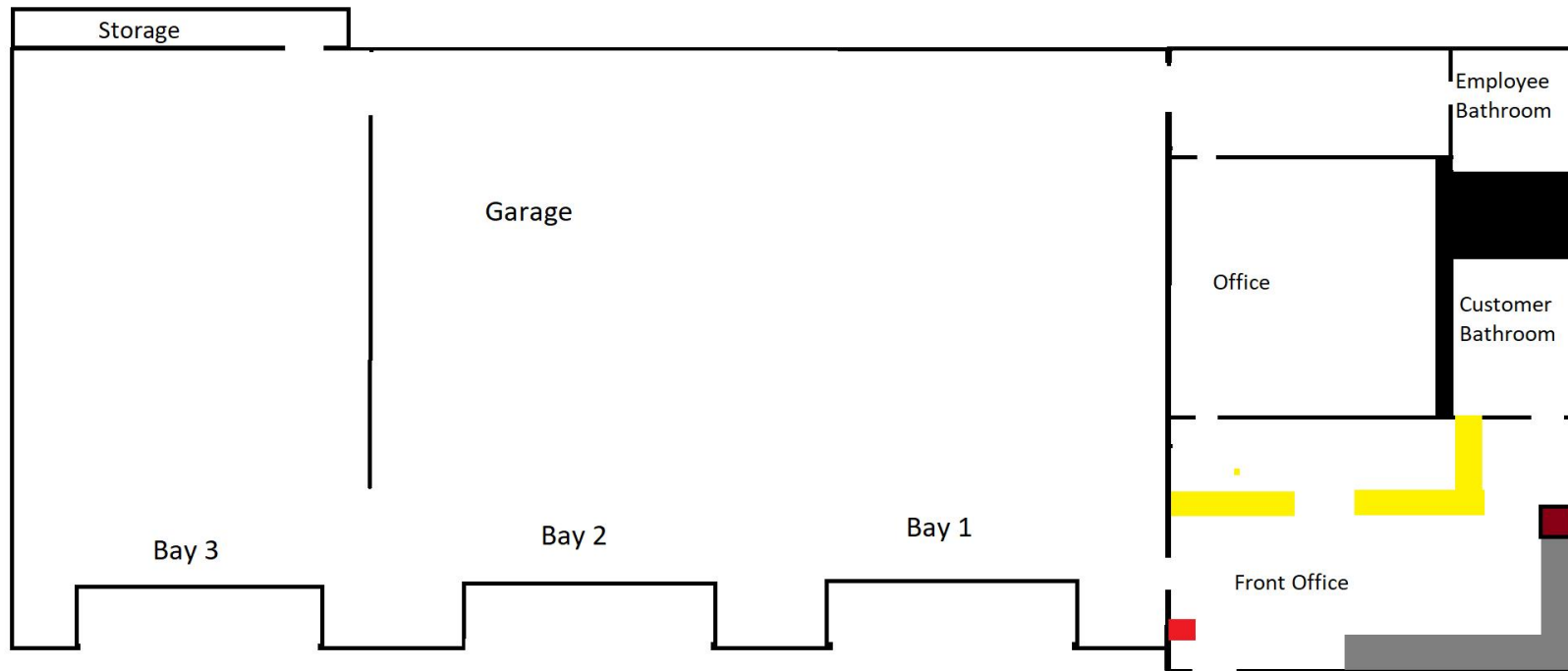
3 service bays







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)?

2-3 cars for sales 6-8 cars for customer repairs. 4 cars from employees and have been granted access from the business next door to use their extra spots for our employees

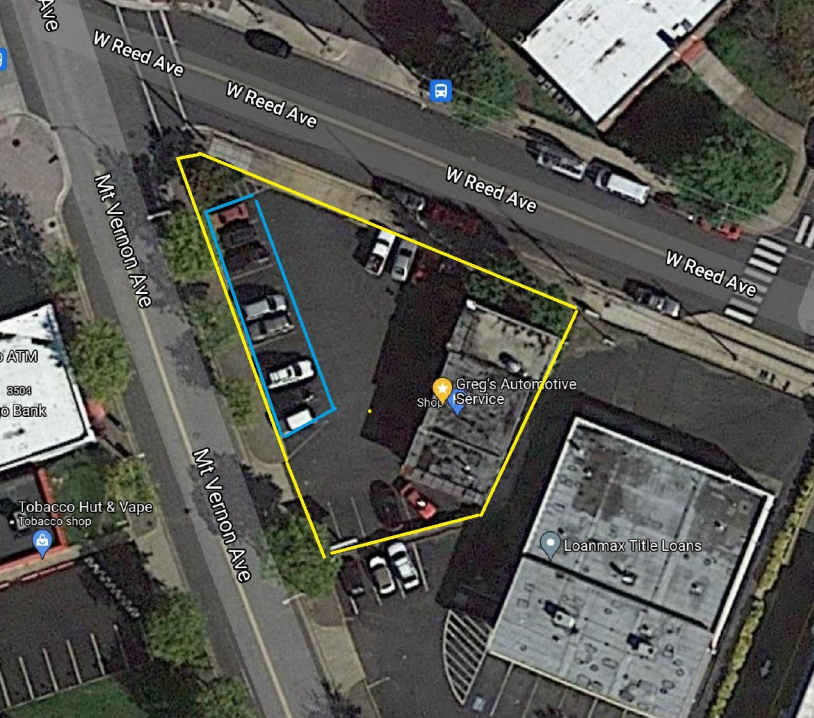
5. Will a loudspeaker or intercom system be used outside of the building? _____ Yes no No

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



- Front Desk 
- Seating area 
- Coffee/snack cabinet 
- Water fountain 
- Doors  

Bulding SF - 1840



Total SF - 10,890

Property perimeter 

Planned Staging area 