



Special Use Permit #2022-00058
3103 Park Center Drive Unit 1600

Application	General Data	
Public hearing and consideration of a request for a congregate living facility use.	Planning Commission Hearing:	October 6, 2022
	City Council Hearing:	October 15, 2022
Address: 3103 Park Center Drive Unit 1600	Zone:	CRMU-H / Commercial residential mixed use (high)
Applicant: Sheltered Homes of Alexandria, represented by Mary Catherine Gibbs of Wire Gill, LLP	Small Area Plan:	Alexandria West

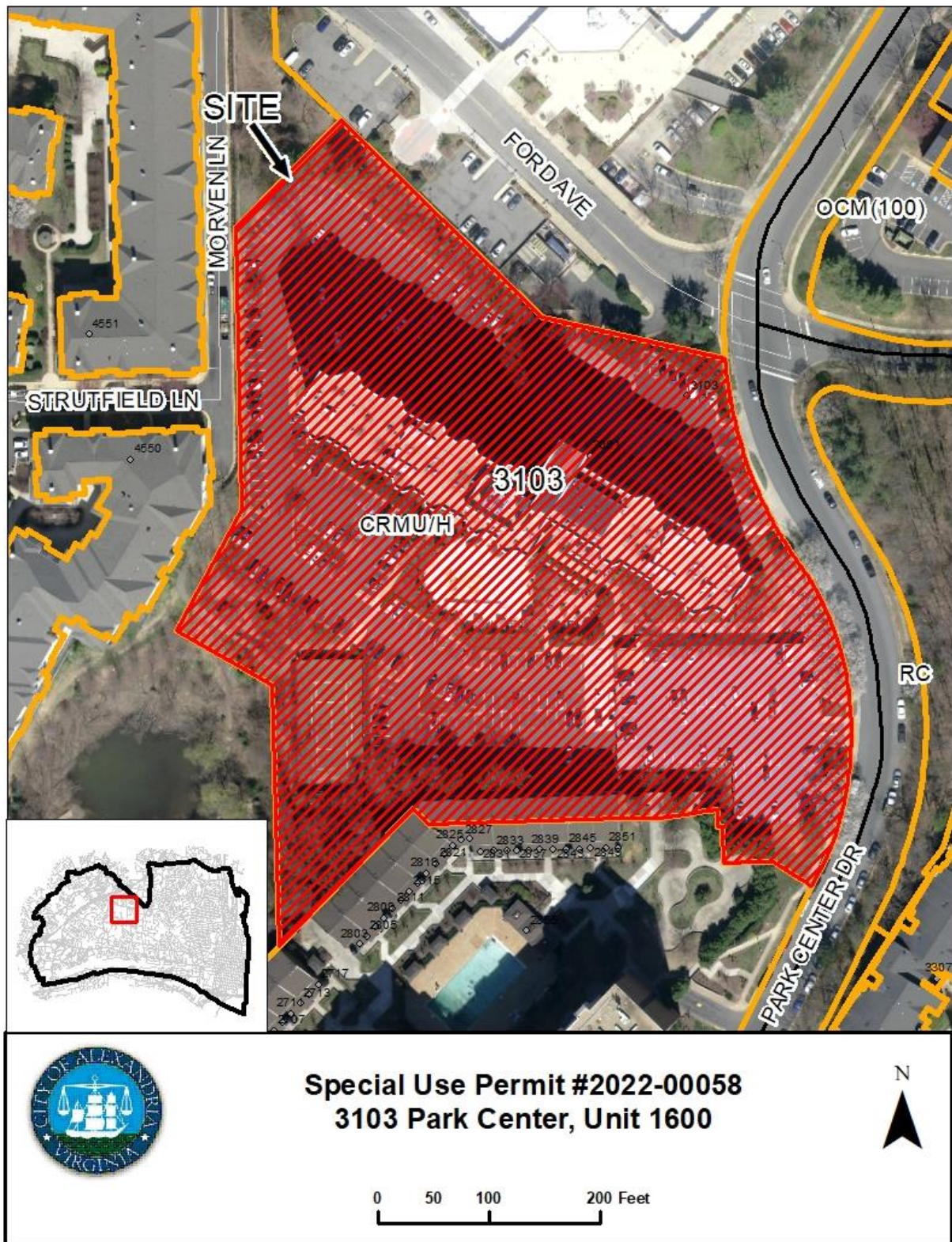
Staff Recommendation: APPROVAL subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.

Staff Reviewer: Tony LaColla, AICP, anthony.lacolla@alexandriava.gov

PLANNING COMMISSION ACTION, OCTOBER 6, 2022:

On a motion by Commissioner Lyle, seconded by Commissioner McMahon, the Planning Commission voted to recommend approval for SUP #2022-00058. The motion carried on a vote of 7-0.

Reason: The Planning Commission agreed with the staff analysis.



I. DISCUSSION

The applicant, Sheltered Homes of Alexandria, represented by Mary Catherine Gibbs, attorney, requests special use permit approval to operate a congregate living facility at 3103 Park Center Drive, Unit 1600.

SITE DESCRIPTION

The subject site is one 3,000 square foot residential unit located in a 16-story multi-family residential building located as 3103 Park Center Drive known as Avana Apartments. The building is owned by the Alexandria Housing Development Corporation (AHDC). The parcel is located at the intersection of Park Center Drive and Ford Avenue in Alexandria West and is approximately 250,000 square feet in size, has approximately 500 feet of frontage along Park Center



Image 1: 3103 Park Center Drive

Drive, and is approximately 500 feet in depth. The property is served by an on-site 474-space parking lot surrounding the building, accessed from Park Center Drive.

The subject parcels are surrounded by a mix of commercial and residential uses along Park Center Drive and Ford Avenue. The subject site is immediately bordered to the south by a residential high rise and to the north by a commercial office building. To the west is The Palazzo, a four-story residential building. To the east is The Point Condominiums, which consists of a three to four story garden style condominium development.

BACKGROUND

3103 Park Center Drive was built in 1989 and consists of 325 residential units. AHDC acquired the building in January 2020. No Code or Zoning violations have been issued to this property.

PROPOSAL

Sheltered Homes of Alexandria (SHA), a 501(c)(3) non-profit corporation, owns many properties in the city of Alexandria and leases them to intellectually disabled clients of the City's Department of Community and Human Services (DCHS) as overseen by the Alexandria Community Services

Board. The City provides services to those clients who reside in units owned by SHA. One of those properties is an existing group home located at 4547 Seminary Road with existing SUP#2286 at that location. That home is being redeveloped as part of a larger affordable housing development project being built by AHDC. During redevelopment, the six residents of that group home need to temporarily relocate. AHDC owns and operates the building at 3103 Park Center Drive and Unit 1600 happens to be large enough to accommodate the six residents that live at 4547 Seminary Road. As a result, SHA is seeking a special use permit to allow for congregate housing in Unit 1600 of 3103 Park Center Drive.

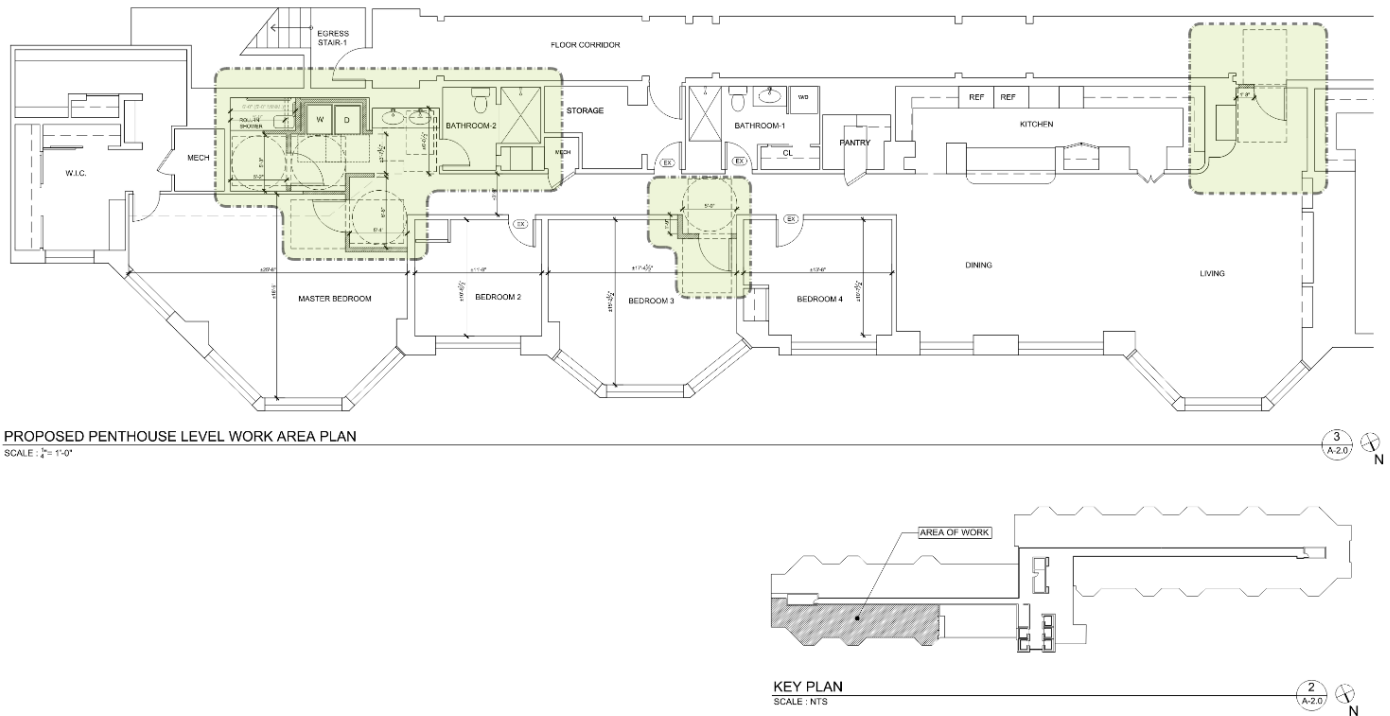


Image 2: Proposed interior of Unit 1600

The operation would be staffed on a 24-hour basis by staff of DCHS. Staff of DCHS provide supportive services to residents and assist them in getting to and from work every day as well as help them take care of personal needs when at home. DCHS establishes rules for on-site management that regulates the comings and goings of residents. Generated trash would be no more than what a typical resident would generate and would be picked up by the building twice per week.

PARKING

Staff has determined that the parking ratio for congregate housing, as no clearly defined one exists, is that of a rooming house as it is the most closely aligned use within the zoning ordinance. As such, a congregate housing operation shall provide one parking space for every four rooms per Section 8-200 (A)(3) and thus applicant would be required to provide two parking spaces. The are 474 first come, first serve parking spaces on site which staff has determined would meet the requirement.

ZONING/MASTER PLAN DESIGNATION

The site is zoned CRMU-H / Commercial residential mixed use (high) which allows congregate housing facilities with special use permit approval. This zone allows for a mix of uses including residential and commercial. The subject site is within Alexandria West which designates this site for uses consistent with the CRMU-H zone.

II. STAFF ANALYSIS

Staff supports the proposed congregate housing facility in Unit 1600 of 3103 Park Center Drive. The applicant has successfully operated residential programs of this nature within the City for several years.

Staff does not anticipate impacts to result from this type of housing, which is similar to any other residential use. The applicant has addressed noise, safety and security issues in the proposal which limit neighborhood impacts, nevertheless, staff has included conditions that address potential impacts. In addition, Condition #2 limits the capacity of the facility to six. Condition #4 requires the applicant to establish a point of contact in the case a member of the public or a neighbor has concerns.

Staff has included standard SUP conditions ensuring that neighborhood impacts would be minimized including dust and odor containment (Condition #5), limitations on deliveries and vehicle idling (Condition #6 and #7), and controls for noise (Condition #8).

The applicant scheduled a community meeting on September 28, 2022, at the building itself and invited the residents to discuss. At the time of the release of this report staff has not received any letters of opposition.

Subject to the conditions contained in Section III of this report, staff recommends approval of the Special Use Permit request.

III. RECOMMENDED CONDITIONS

Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the following conditions:

1. The special use permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)
2. The facility shall be limited to 6 residents. (P&Z)
3. The applicant shall conduct employee training sessions on an on-going basis, including as part of any employee orientation, to discuss all SUP provisions and requirements. (P&Z)

4. The applicant shall establish a community liaison from its staff who shall provide their contact information to neighbors. (P&Z)
5. The applicant shall control dusting and any other air pollution sources resulting from the demolition/construction activities 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 & Environmental Services. (T&ES)
6. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
7. No vehicles associated with this project shall be permitted to idle for more than 10 minutes when parked. (T&ES)
8. The use must comply with the city's noise ordinance. (T&ES)
9. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the Director has received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, 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
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. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- R-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)
- R-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)
- R-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)

Code Enforcement:

- C-1 A building permit, plan review and inspections are required for interior alterations.

Fire:

No comments or concerns.

Health:

No comments received.

Parks and Recreation:

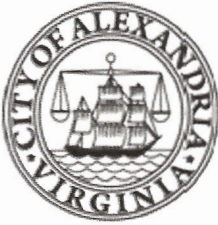
No comments or concerns.

Police Department:

No comments received.

Archeology:

No comments or concerns.



APPLICATION SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 3103 PARK CENTER DR., Unit 1600

TAX MAP REFERENCE: 011.04-05-02 **ZONE:** CRMU-H

APPLICANT:

Name: Sheltered Homes of Alexandria

Address: 720 N. St. Asaph St., Alexandria, VA 22314

PROPOSED USE: Temporary location of Sheltered Homes of Alexandria residents (congregate housing)

during the construction/redevelopment of the existing group home at 4547 Seminary Road.

- ☒ 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.

Mary Catherine Gibbs, Wire Gill, LLP

Print Name of Applicant or Agent

700 N. Fairfax St., Suite 600

Mailing/Street Address

Alexandria, VA 22314

City and State

Zip Code

Mary Catherine Gibbs 7/19/22
Signature Date

703-836-5757 703-548-5443

Telephone #

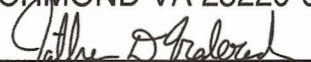
Fax #

mcgibbs@wiregill.com

Email address

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 3103 Park Center Dr. Unit 1600, I hereby
(Property Address)
grant the applicant authorization to apply for the Congregate Housing use as
(use)
described in this application.

Name: AHDC PC DR LLC Phone: 703-739-7775
Please Print ATTN: TONY A. WEBB
Address: ESCROW ADMINISTRATOR PO BOX 5127 Email: jfrederick@housingalexandria.org
RICHMOND VA 23220-0127
Signature:  Date: 7/19/2022

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.

Sheltered Homes of Alexandria is a 501(c)(3) non profit corporation and has no individual owners.

AHDC PC DR, LLC is wholly owned by AHDC, 1201 E ABINGDON DRIVE #210 ALEXANDRIA, VA, 22314.

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. Sheltered Homes of Alexandria	720 N. St. Asaph St. Alexandria, VA 22314	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 3103 Park Center Drive (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. AHDC PC DR	ATTN: TONY A WEBB, ESCROW ADMINISTRATOR PO BOX 5127 RICHMOND VA 23220-0127	100% of property
2. AHDC	1201 E ABINGDON DRIVE #210	100% of AHDC
3.	ALEXANDRIA, VA, 22314	PC DR, LLC

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. Sheltered Homes of Alexandria	None	None
2. AHDC PC DR LLC	None	None
3. AHDC	None	None

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

7/19/22
Date

Mary Catherine Gibbs
Printed Name


Signature

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

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

☐ **No.** The agent shall obtain a business license prior to filing application, if required by the City Code.

NARRATIVE DESCRIPTION

3. The applicant shall describe below the nature of the request **in detail** so that the Planning Commission and City Council can understand the nature of the operation and the use. The description should fully discuss the nature of the activity. (Attach additional sheets if necessary.)

~~Sheltered Homes of Alexandria (SHA), a 501(c)(3) non-profit corporation, owns many properties in the City of Alexandria and leases them to intellectually disabled clients of the City's Department of Community and Human Services as overseen by the Alexandria Community Services Board. The City provides services to those clients who reside in the units owned by SHA. One of those properties is an existing group home located at 4547 Seminary Road. There is an existing SUP for a group home at that location (SUP # 2286). That home is being redeveloped as part of a larger affordable housing development being built by the Alexandria Housing Development Corporation (AHDC) on that property and two contiguous parcels. The residents of that group home need to relocate during the construction of the new development on Seminary Road. AHDC owns and operates the building at 3103 Park Center Drive and unit 1600 happens to be a large unit in the building that can accommodate the 6 clients that live at 4547 Seminary Road. As a result, SHA is seeking this special use permit for what the City now calls "congregate housing" in the building at 3103 Park Center Drive.~~

~~The same operation will take place in this unit as it now exists in the home on Seminary Road. The residents are provided services 24/7 by Staff of DCHS. Staff of DCHS provides supportive services to the residents, and assists them in getting to and from work every day and in helping the residents take care of their needs when they are home.~~

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: Existing SUP at another location, residents to be relocated here during reconstruction.

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).

6, 24/7

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

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

5, Sun to Sat 6am-10am/7am-3pm/3pm-11pm/4pm-12am and 12am-8am

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

Day:

24/7

Hours:

The most active time of the day is between 4 p.m. and 7 p.m.

when the residents have returned home after their work

and they make dinner and eat dinner together with the Staff.

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

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

NA

B. How will the noise be controlled?

NA

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

NA

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)
Typical trash for a residential use of this size. The residents eat their meals together when they are home.

B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)
Typical amount for a residential unit of this size

C. How often will trash be collected?

Trash is picked up for the building as a whole twice a week.

D. How will you prevent littering on the property, streets and nearby properties?

None is expected.

10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

☐ Yes.

☒ No.

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

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

☐ Yes. ☒ No.

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

- 12.** What methods are proposed to ensure the safety of nearby residents, employees and patrons?
The unit will be staffed by employees 24/7.

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:

463 _____ Standard spaces
_____ Compact spaces
11 _____ Handicapped accessible spaces.
_____ Other.

These numbers are for the parking for building as a whole. All spaces are available on a first come first serve basis.

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? 1 _____

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? on site to the left of the main entrance.

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

NA

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

NA

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

Street access is adequate.

SITE CHARACTERISTICS

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

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

How large will the addition be? _____ square feet.

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

3,000 sq. ft. (existing) + _____ sq. ft. (addition if any) = 3,000 sq. ft. (total)

19. The proposed use is located in: (check one)

☐ a stand alone building

☐ a house located in a residential zone

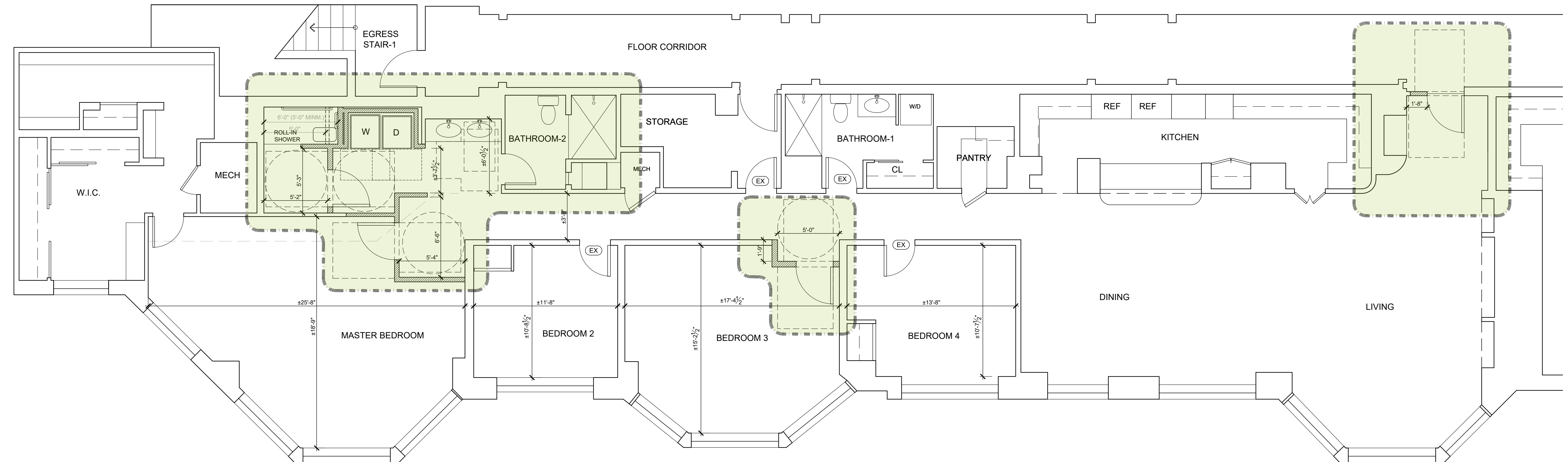
☐ a warehouse

☐ a shopping center. Please provide name of the center: _____

☐ an office building. Please provide name of the building: _____

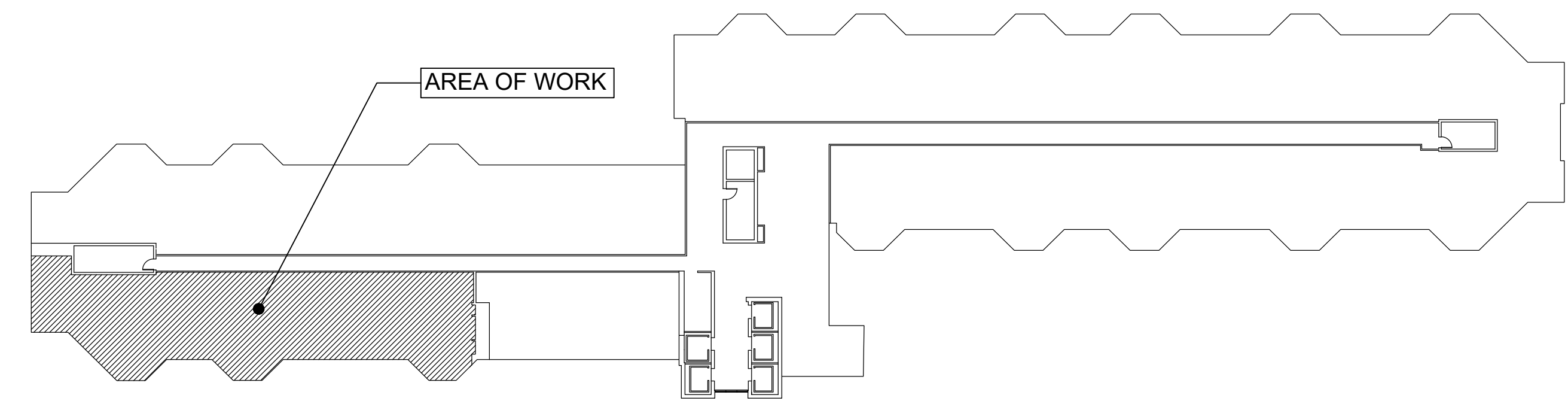
☒ other. Please describe: Unit in an existing apartment building.

End of Application



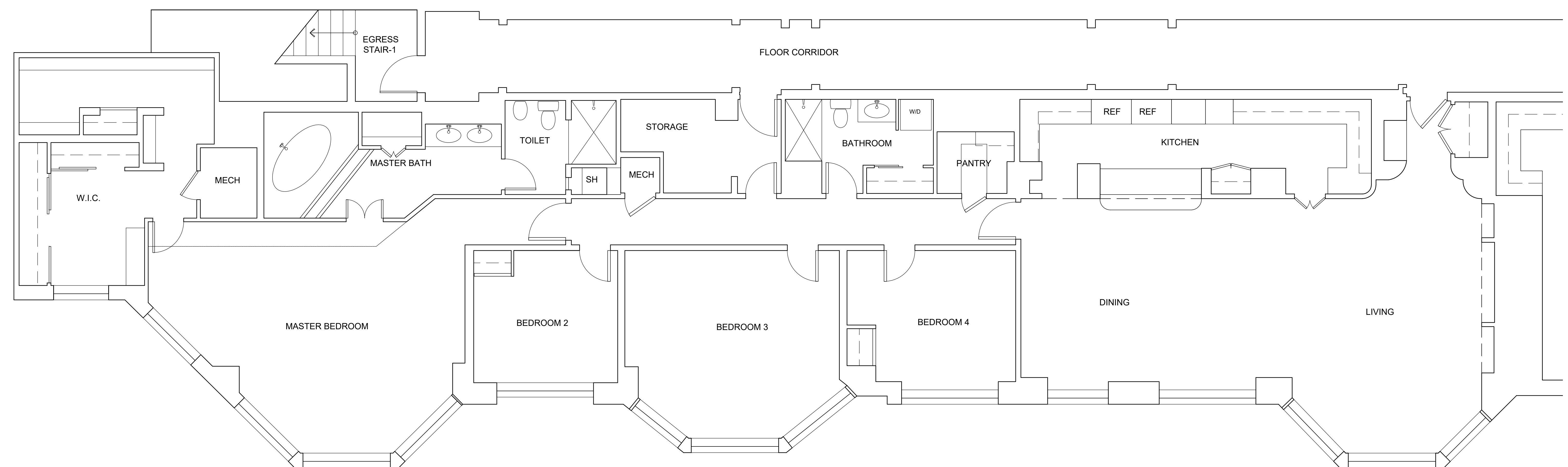
PROPOSED PENTHOUSE LEVEL WORK AREA PLAN
SCALE : $\frac{3}{4}$ " = 1'-0"

3
A-2.0
N



KEY PLAN
SCALE : NTS

2
A-2.0
N



EXISTING PENTHOUSE LEVEL WORK AREA PLAN
SCALE : $\frac{3}{4}$ " = 1'-0"

1
A-2.0
N

**PARKSTONE PENTHOUSE
RENOVATION**
3001 PARK CENTER DRIVE
ALEXANDRIA, VA 22302

22 - 220		
NO	DESCRIPTION	DATE
1	REVIEW	24 JUNE 2022
2	FOR ZONING	13 JULY 2022

FLOOR
A-2.0
PLANS