



**DOCKET ITEM #4**  
**Special Use Permit #2018-0006**  
**2415 Eisenhower Avenue, Unit 1C – Dunkin Donuts**

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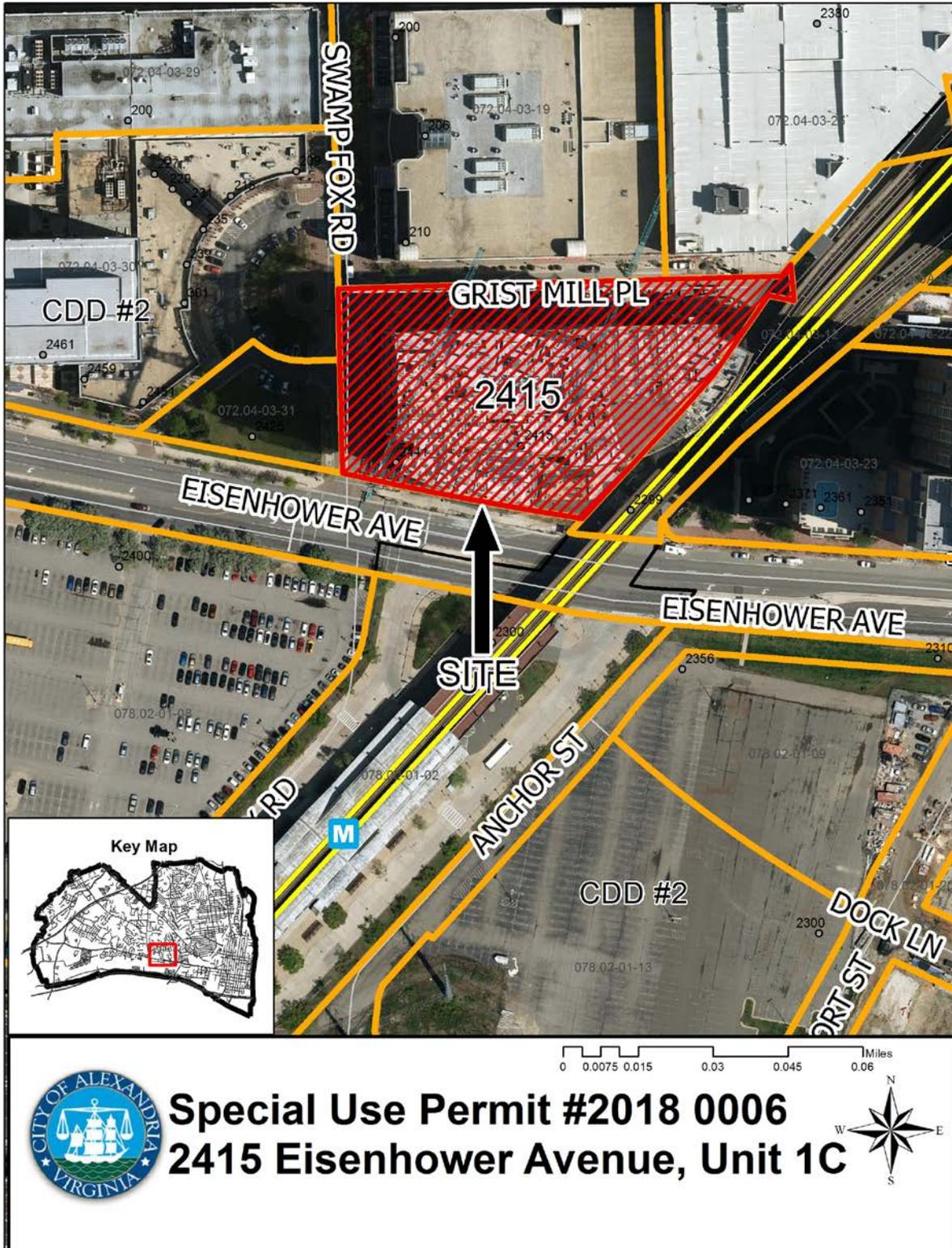
**CONSENT AGENDA ITEM**

If no one asks to speak about this case prior to the hearing, it will be approved without discussion as part of the Consent Agenda.

<b>Application</b>	<b>General Data</b>	
Public hearing and consideration of a request to amend Special Use Permit #2018-0004 for additional hours	<b>Planning Commission Hearing:</b>	April 3, 2018
	<b>City Council Hearing:</b>	April 14, 2018
<b>Address:</b> 2415 Eisenhower Avenue, 1C Parcel Address: 2415 Eisenhower Avenue	<b>Zone:</b>	CDD #2 / Coordinated Development District #2
<b>Applicant:</b> DVA Eisenhower – 2415 LLC	<b>Small Area Plan:</b>	Eisenhower East Small Area Plan

**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 Reviewers:** Katherine Carraway, [katherine.carraway@alexandriava.gov](mailto:katherine.carraway@alexandriava.gov)  
Ann Horowitz, [ann.horowitz@alexandriava.gov](mailto:ann.horowitz@alexandriava.gov);



**I. DISCUSSION**

The applicant, DVA Eisenhower – 2415 LLC, requests the approval of an amendment to Special Use Permit #2018-0004 to add morning hours of operation for daily operating hours from 7 a.m. - 11 p.m. to 5 a.m. – 11 p.m.

SITE DESCRIPTION

The subject property is one irregularly-shaped lot of record with approximately 85,000 square feet of lot area (approximately two acres). The lot has three frontages: approximately 230 feet frontage on Eisenhower Avenue, 160 feet front on Swamp Fox Road, and 393 feet on Grist Mill Place. The lot is developed with a two-tower 697,417 square foot office building with ground floor commercial uses and is currently home to the National Science Foundation.

The applicant’s tenant space is a 1,188-square foot unit located on the ground floor of this building with the entrance on Eisenhower Avenue.

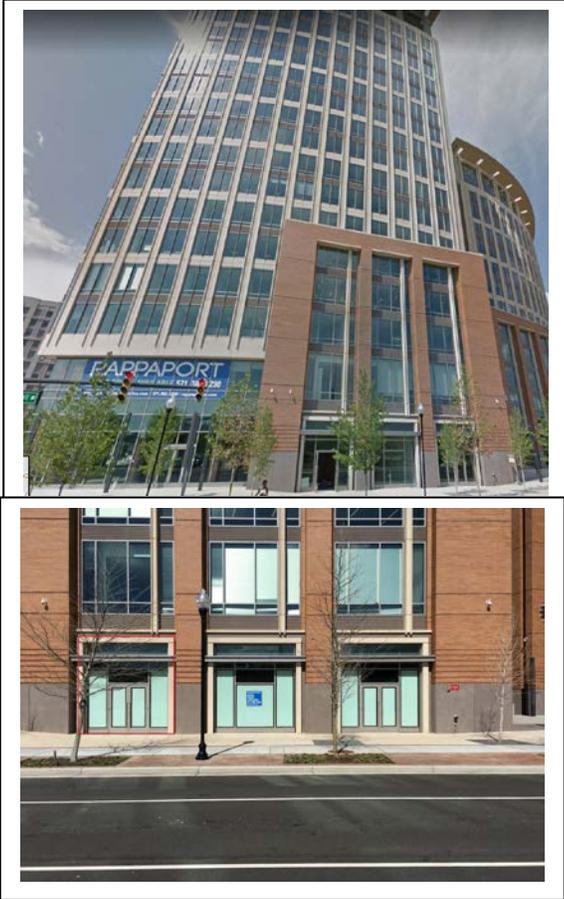
The lot is surrounded by a mixture of uses including the AMC Movie Theater and its parking garage to the north and restaurants at Hoffman Town Center to the west. The Meridian at Carlyle apartments are located across train tracks to the east and the Eisenhower Metro Station is to the south.

BACKGROUND

City Council approved Development Special Use Permit (DSUP) #2013-0018 on October 19, 2013. Condition 87 of the DSUP stated that restaurants were permitted with administrative SUP approval with the hours of operation limited to 7 a.m. to 11 p.m. On February 23, 2018, the Department of Planning and Zoning administratively approved Special Use Permit (SUP) #2018-0004 for this applicant to open a restaurant in a ground floor unit of 2415 Eisenhower Avenue, operating under the name Dunkin Donuts. The restaurant, whose entrance fronts Eisenhower Avenue, includes eight indoor seats and provides counter and carry-out service. The business sells donuts, sandwiches and a variety of beverages to an anticipated 300 customers per day. The operating hours were approved as 7 a.m. to 11 p.m., consistent with Condition 87 of DSUP #2013-0018. The restaurant is not currently open.

PROPOSAL

The applicant requests an amendment to Condition 2 of SUP #2018-0004 to change the operating hours from 7 a.m. – 11 p.m., daily, to 5 a.m. – 11 p.m., daily, allowing the business to open its



doors to customers two hours earlier. The applicant states this would accommodate National Science Foundation employees who have early morning work hours, in particular.

### PARKING

Overall parking for commercial uses at 2415 Eisenhower Avenue was reviewed and approved under DSUP#2013-0018.

### ZONING/MASTER PLAN DESIGNATION

Although Section 11-513(L) of the Zoning Ordinance permits restaurants with operating hours of 5 a.m. to 12 a.m. with administrative approval, DSUP Condition 87 superceded this section by limiting administrative SUP approval to 7 a.m. to 11 p.m. hours. A docketed SUP review is, therefore, necessary for hours that exceed the DSUP condition.

The use complies with CDD#2 (Coordinated Development District #2) requirements and the Eisenhower East Small Area Plan guidelines, which support a mix of uses including office, residential and retail, and it provides a service for both employees and residents in the area.

## **II. STAFF ANALYSIS**

Staff supports the applicant's request to change the business operating hours to 5 a.m. – 11 p.m. and amend Condition 2. The restaurant will be operating in the ground floor of this building, providing a quick-service dining option for employees and visitors of the National Science Foundation and surrounding businesses, as well as to residents in the area. The extended morning hours would enable the restaurant to serve early morning patrons.

Staff analyzed the applicant's request for two additional morning hours of operation for potential impacts to the surrounding area; however, due to its relatively small size and location within an office building which is separated from residences, there would be no impacts to the surrounding community. Staff has extended the evening closing hour to 12 a.m. given that this hour is allowed through Section 11-513(L) for administrative SUP review and would permit the applicant flexibility to serve National Science Foundation employees who are working late into the evening.

Staff carried forward all conditions for the recently approved Administrative SUP#2018-0004. Condition 8 related to delivery service has been amended to accommodate customer deliveries within the National Science Foundation building. Staff has added Condition 26 to require that the interior of the tenant space remains visible to pedestrians. Given the recent administrative approval and that the business has not opened, no other additional conditions are recommended.

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

### III. RECOMMENDED CONDITIONS

#### CONDITIONS OF SPECIAL USE PERMIT #2018-0006

The applicant is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

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) (SUP #2018-0004)
2. **CONDITION AMENDED BY STAFF:** The hours of operation for the restaurant shall be 7 a.m. to 11 p.m 12 a.m., daily. Meals ordered before 12 a.m.~~11 p.m~~ may be served, but no new patrons may be admitted and all patrons must leave by 1 ~~12~~ a.m., daily. (P&Z) (~~SUP #2018-0004~~)
3. The applicant shall post the hours of operation at the entrance of the business. (P&Z) (SUP #2018-0004)
4. No live entertainment shall be permitted at the restaurant. (P&Z) (SUP #2018-0004)
5. No alcohol sales are permitted. (P&Z) (SUP #2018-0004)
6. No food, beverages, or other material shall be stored outside, with the exception of materials specified in other conditions. (P&Z) (SUP #2018-0004)
7. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions and requirements. (P&Z) (SUP #2018-0004)
8. **CONDITION AMENDED BY STAFF:** No off-site delivery of food to customers may operate from the restaurant. (P&Z) (~~SUP #2018-0004~~)
9. The maximum number of indoor seats shall be eight. (P&Z) (SUP #2018-0004)
10. All windows shall remain transparent. The placement or construction of items that block the visibility through windows of the interior of the commercial space from the street and sidewalk, including but not limited to walls, window film, storage cabinets, carts, shelving, boxes, coat racks, storage bins, and closets, shall be prohibited. This is not intended to prevent retailers from displaying their goods in display cases that are oriented towards the street frontage. (P&Z) (SUP #2018-0004)
12. The applicant shall require its employees who drive to use off-street parking. (T&ES) (SUP #2018-0004)
13. 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) (SUP #2018-0004)
14. The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES) (SUP #2018-0004)
  15. The applicant shall encourage patrons to park off-street through the provision of information about nearby garages on advertising and on the restaurant's website. (T&ES) (SUP #2018-0004)
  16. Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES) (SUP #2018-0004)
  17. Chemicals, detergents or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES) (SUP #2018-0004)
  18. If used cooking oil is stored outside, the drum shall be kept securely closed with a bung (a secure stopper that seals the drum) when not receiving used oil, it shall be placed on secondary containment, and it shall be kept under cover to prevent rainwater from falling on it. (T&ES) (SUP #2018-0004)
  19. Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape, invasion by animals, or leaking. No trash or debris shall be allowed to accumulate outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of P&Z and T&ES, including replacing damaged lids and repairing/replacing damaged dumpsters. (P&Z) (T&ES) (SUP #2018-0004)
  20. Kitchen equipment, including floor mats, shall not be cleaned outside, nor shall any cooking residue or wash water be washed into the streets, alleys or storm sewers. (T&ES) (SUP #2018-0004)
  21. The applicant shall control cooking 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 & Environmental Services. (T&ES) (SUP #2018-0004)
  22. All waste products including but not limited to organic compounds (solvents and cleaners) shall be disposed of in accordance with all local, state and federal ordinances or regulations. (T&ES) (SUP #2018-0004)
  23. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES) (SUP #2018-0004)

24. The use must comply with the city's noise ordinance. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES) (SUP #2018-0004)
25. 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 #2018-0004)
26. **CONDITION ADDED BY STAFF:** All windows shall remain transparent. The placement or construction of items that block the visibility through windows of the interior of the commercial space from the street and sidewalk, including but not limited to walls, window film, storage cabinets, carts, shelving, boxes, coat racks, storage bins, and closets, shall be prohibited. This is not intended to prevent retailers from displaying their goods in display cases that are oriented towards the street frontage. (P&Z)
27. **CONDITION AMENDED BY STAFF:** 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) (~~SUP #2018-0004~~)

STAFF: Katherine Carraway, Urban Planner  
Ann Horowitz, Urban Planner  
Mary Christesen, Acting Division Chief Land Use Services

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Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

**CITY DEPARTMENT COMMENTS**

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

Transportation & Environmental Services:

- F-1 Overall parking requirements for office and retail uses was approved under DSUP 2013-0018. (T&ES)
- R-1 The applicant shall require its employees who drive to use off-street parking. (T&ES)
- R-2 The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
- R-3 The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)
- R-4 The applicant shall encourage patrons to park off-street through the provision of information about nearby garages on advertising and on the restaurant's website. (T&ES)
- R-5 Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)
- R-6 Chemicals, detergents or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES)
- R-7 If used cooking oil is stored outside, the drum shall be kept securely closed with a bung (a secure stopper that seals the drum) when not receiving used oil, it shall be placed on secondary containment, and it shall be kept under cover to prevent rainwater from falling on it. (T&ES)
- R-8 Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape, invasion by animals, or leaking. No trash or debris shall be allowed to accumulate outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of P&Z and T&ES, including replacing damaged lids and repairing/replacing damaged dumpsters. (P&Z) (T&ES)
- R-9 Kitchen equipment, including floor mats, shall not be cleaned outside, nor shall any cooking residue or wash water be washed into the streets, alleys or storm sewers. (T&ES)
- R-10 The applicant shall control cooking 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 & Environmental Services. (T&ES)

- R-11 All waste products including but not limited to organic compounds (solvents and cleaners) shall be disposed of in accordance with all local, state and federal ordinances or regulations. (T&ES)
- R-12 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-13 The use must comply with the city's noise ordinance. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
- R-14 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)
- 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)

Code Enforcement:

No comments received.

Health Department:

- C-1 An Alexandria Health Department Permit is required for all regulated facilities. A permit shall be obtained prior to operation, and is not transferable between one individual, corporation or location to another. Permit application and fee are required.
- C-2 Construction plans shall be submitted to the Health Department located at 4480 King Street and through the Multi-Agency Permit Center. Plans shall be submitted and

approved by the Health Department prior to construction. There is a \$200.00 plan review fee payable to the City of Alexandria- fee must be paid separate from any other departmental fees.

- C-3 Construction plans shall comply with Alexandria City Code, Title 11, Chapter 2, The Food Safety Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility, including the hot water heater.
- C-4 A Food Protection Manager shall be on-duty during all operating hours.
- C-5 The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions.
- C-6 In many cases, original wooden floors, ceilings and wall structures in historical structures may not be suitable for food service facilities. Wood materials shall be finished in a manner that is smooth, durable, easily-cleanable, and non-absorbent.
- C-7 Facilities engaging in the following processes may be required to submit a HACCP plan and/or obtain a variance: Smoking as a form of food preservation; curing/drying food; using food additives to render food not potentially-hazardous; vacuum packaging, cook-chill, or sous-vide; operating a molluscan shellfish life-support system; sprouting seeds or beans; and fermenting foods.

Parks and Recreation:

No comments received.

Police Department:

No comments received.

Fire:

No comments or concerns.



**APPLICATION**

**SPECIAL USE PERMIT**

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

PROPERTY LOCATION: 2415 EISENHOWER AVENUE, SPACE 1C

TAX MAP REFERENCE: 72-04-03-23 ZONE: CDD #2

**APPLICANT:**

Name: DVA EISENHOWER -2415, LLC

Address: 82 FLANDERS ROAD, SUITE 201, WESTBOROUGH MA 01581

PROPOSED USE: RESTAURANT - DUNKIN DONUTS

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

DVA EISENHOWER - 2415, LLC

Print Name of Applicant or Agent

82 FLANDERS ROAD, SUITE 201

Mailing/Street Address

WESTBOROUGH, MA 01581

City and State

Zip Code

XG Marsh 01/18/2018

Signature

Date

781-239-2300

Telephone #

Fax #

RORSI@OARLAWYERS.COM

Email address



SUP

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner of 2415 EISENHOWER AVE, SPACE 1C I hereby  
Prop. Address  
grant the applicant authorization to apply for the CHANGE OF OPERATION HOURS use as  
(use)  
described in this application

Name USGBF NSF, LLC (RICK POSPISIL) Phone 312-8296570  
Please Print  
Address 9830 COLONNADE BLVD, SUITE 600, SAN ANTONIO TX 78230 Email RICK.POSPISIL@USREALCO.COM  
Signature: See attached signature page Date: 1/18/18

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.

DVA EISENHOWER - 2415, LLC, wholly owned 100%  
DDC MANAGEMENT, LLC 82 FLANDERS RD, STE 201 100%  
% ANGELO MONTAUDIS WESTBOROUGH, MA 01581

## 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.

*DVA EISENHOWER-2415, LLC wholly owned by*

	Name	Address	Percent of Ownership
1.	DDC Management, LLC c/o Angelo Moutoudis	82 Flanders Road Westborough, MA 01581	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 2415 EISENHOWER AVE, SPACE 1C (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.	USGBFNSF, LLC	9838 COLONIALE BLVD, SUITE 604, SAN ANTONIO TX 78230	100%

**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.		

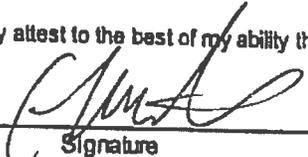
**NOTE:** Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

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.

01/13/2019

Date

EVANGELOS MOUTOUDIS  
Printed Name

  
Signature

**Signature page of Property Owner to Special Use Permit Application  
City of Alexandria**

**USGBF NSF, LLC,**  
a Delaware limited liability company

By: US Government Building Open-End Operating Partnership, LP,  
a Delaware limited partnership, its sole member

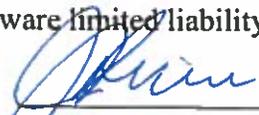
By: USAA GB OP GP, LLC,  
a Delaware limited liability company, its general partner

By: US Government Building Open-End REIT, LLC,  
a Delaware limited liability company, its manager

By: US Government Building US Lux JV, LP,  
a Delaware limited partnership, its manager

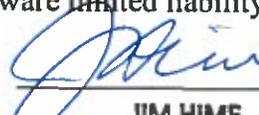
ATTEST/WITNESS: By: USAA GB PP GP LLC,  
a Delaware limited liability company, a general partner

Teresa Murphy  
TITLE: Executive Assist

By:   
Name: JIM HIME  
Title: Chief Operating Officer

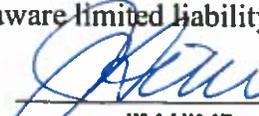
ATTEST/WITNESS: By: US GB EU 1 GP LLC,  
a Delaware limited liability company, a general partner

Teresa Murphy  
TITLE: Executive Assist

By:   
Name: JIM HIME  
Title: Chief Operating Officer

ATTEST/WITNESS: By: US GB EU 2 GP LLC,  
a Delaware limited liability company, a general partner

Teresa Murphy  
TITLE: Exec Assist

By:   
Name: JIM HIME  
Title: Chief Operating Officer

**Signature page of Property Owner to Special Use Permit Application  
City of Alexandria**

**USGBF NSF, LLC,**  
a Delaware limited liability company

By: US Government Building Open-End Operating Partnership, LP,  
a Delaware limited partnership, its sole member

By: USAA GB OP GP, LLC,  
a Delaware limited liability company, its general partner

By: US Government Building Open-End REIT, LLC,  
a Delaware limited liability company, its manager

By: US Government Building US Lux JV, LP,  
a Delaware limited partnership, its manager

ATTEST/WITNESS: By: USAA GB PP GP LLC,  
a Delaware limited liability company, a general partner

Teresa Murphy  
TITLE: Executive Assist

By: [Signature]  
Name: JIM HIME  
Title: Chief Operating Officer

ATTEST/WITNESS: By: US GB EU 1 GP LLC,  
a Delaware limited liability company, a general partner

Teresa Murphy  
TITLE: Executive Assist

By: [Signature]  
Name: JIM HIME  
Title: Chief Operating Officer

ATTEST/WITNESS: By: US GB EU 2 GP LLC,  
a Delaware limited liability company, a general partner

Teresa Murphy  
TITLE: Exec Assist

By: [Signature]  
Name: JIM HIME  
Title: Chief Operating Officer



**REVISED**

SUP # \_\_\_\_\_

**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).  
300 PATRONS PER DAY

B. How many employees, staff and other personnel do you expect?  
Specify time period (i.e., day, hour, or shift).  
3 STAFFS PER HOUR

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

Day: <u>SUNDAY-SATURDAY</u>	Hours: <u>5AM - 11PM</u>
_____	_____
_____	_____
_____	_____

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

A. Describe the noise levels anticipated from all mechanical equipment and patrons.  
FROM 1-10, we would say level 1

B. How will the noise be controlled?  
n/a

SUP # \_\_\_\_\_

8. Describe any potential odors emanating from the proposed use and plans to control them:  
**ODOR CONTROL BY EXHAUST HOOD VENTED TO OUTSIDE**

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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)  
**FOOD WRAPPERS, PAPER CUPS, NAPKINS**

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B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)  
**20 LBS PER DAY**

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C. How often will trash be collected?  
**DAILY**

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D. How will you prevent littering on the property, streets and nearby properties?  
**TRASH CANS BEING PROVIDED INSIDE STORE**

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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:

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SUP # \_\_\_\_\_

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?  
N/A

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### ALCOHOL SALES

13.

A. Will the proposed use include the sale of beer, wine, or mixed drinks?

Yes  No

If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

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SLIP # \_\_\_\_\_

**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.
- X   Other. PARKING GARAGE

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?

TOWN CENTER PUBLIC GARAGE ON GRIST MILL

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. N/A 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

8

SUP # \_\_\_\_\_

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

N/A

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

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

1/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?

N/A

**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?

1,188 sq. ft. (existing) + 0 sq. ft. (addition if any) = 1,188 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: HOFFMAN TOWN CENTER

other. Please describe: \_\_\_\_\_

End of Application



# SUPPLEMENTAL APPLICATION

## RESTAURANT

All applicants requesting a Special Use Permit or an Administrative Use Permit for a restaurant shall complete the following section.

1. How many seats are proposed?  
Indoors: 8                      Outdoors: 0                      Total number proposed: 8

2. Will the restaurant offer any of the following?  
Alcoholic beverages (**SUP only**)                      \_\_\_\_\_ Yes                       No  
Beer and wine — on-premises                      \_\_\_\_\_ Yes                       No  
Beer and wine — off-premises                      \_\_\_\_\_ Yes                       No

3. Please describe the type of food that will be served:  
SANDWICH AND COFFEE  
\_\_\_\_\_  
\_\_\_\_\_

4. The restaurant will offer the following service (check items that apply):  
       table service                             bar                       carry-out                             delivery

5. If delivery service is proposed, how many vehicles do you anticipate? N/A  
Will delivery drivers use their own vehicles?                      \_\_\_\_\_ Yes                       No  
Where will delivery vehicles be parked when not in use?  
N/A  
\_\_\_\_\_

6. Will the restaurant offer any entertainment (i.e. live entertainment, large screen television, video games)?  
       Yes                       No  
If yes, please describe:  
\_\_\_\_\_  
\_\_\_\_\_

## **II. After Filing The Application**

**Review Process:** Once the application package has been accepted, it will be assigned a case number and circulated to various City agencies for their review. City agencies will review the application materials and provide P&Z staff comments and recommend conditions for the use. A Planner will be assigned to review the application and prepare a staff report with a recommendation to the Planning Commission and City Council.

During the review process, the Planner will visit the site, analyze the existing conditions, determine the impacts that the proposed use will have on the surrounding area, notify affected civic and neighborhood associations and gather information from other departments. The Planner may require the applicant to submit additional information. The Planner will also write a staff report which will outline the proposal, discuss challenges and advantages of the use, discuss staff's recommendation of approval or denial and list conditions of approval.

Applicants will be expected to strictly adhere to all conditions if the request is approved by City Council. At any point during the review process, the applicant may contact the Planner to ask questions about the application or the review process. Approximately two to three weeks before the Planning Commission hearing, the Planner will send the applicant the recommended conditions of approval. **The applicant is responsible for ensuring that they understand and are in agreement with the conditions, and address any problems with the Planner before the hearings.**

The City Council may grant a SUP if it finds that:

- 1) The use for which a SUP is sought will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use;
- 2) The use will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood;
- 3) The use will be in accord with the purposes of the City's Master Plan and Zoning Ordinance; and
- 4) The applicant will comply with all regulations and provisions of law.

**Property Owner Written Notification:** **The applicant must provide written notice to all adjoining and facing property owners. See attached detailed instructions.** New written notice is required for each and every public hearing, including hearings for deferred or continued items or items referred back to the Planning Commission by the City Council.

**Requests to Defer or Withdraw:** At any point during the review process, the applicant may request that the application be deferred to an upcoming docket, or withdrawn entirely. All requests to defer or withdraw must be submitted in writing. An application may also be put on hold for up to six months. It is the responsibility of the applicant to notify staff to re-docket a held application. If there is no activity within six months, the application will be withdrawn by staff and a refund will be processed if the request has not been advertised.

### Special Use Permit Application Submission Checklist

**WARNING: If any required portion of the application is not submitted, the application may not be accepted.**

Completed and signed Special Use Permit application. All questions must be answered fully and legibly.

Supplemental Application for the following uses:  
 Automobile Oriented       Child Care Homes and Daycare Centers  
 Parking Reductions       Freestanding Signs  
 Restaurants

Interior Floor Plan  
 Submit one copy no larger than 11 x 17  
 Show and label all entrance and exit doors and windows;  
 Show and label all rooms/areas, staircases, elevators, bathrooms;  
 Show all seats, tables, counters, equipment, etc., as appropriate to the use;  
 Show outdoor seating areas, if applicable;  
 Title block showing the address, name of the business, name of applicant(s) and square footage of the interior space

Note: Please provide drawings to scale if possible. Drawings must be legible and a clear representation of the proposed use.

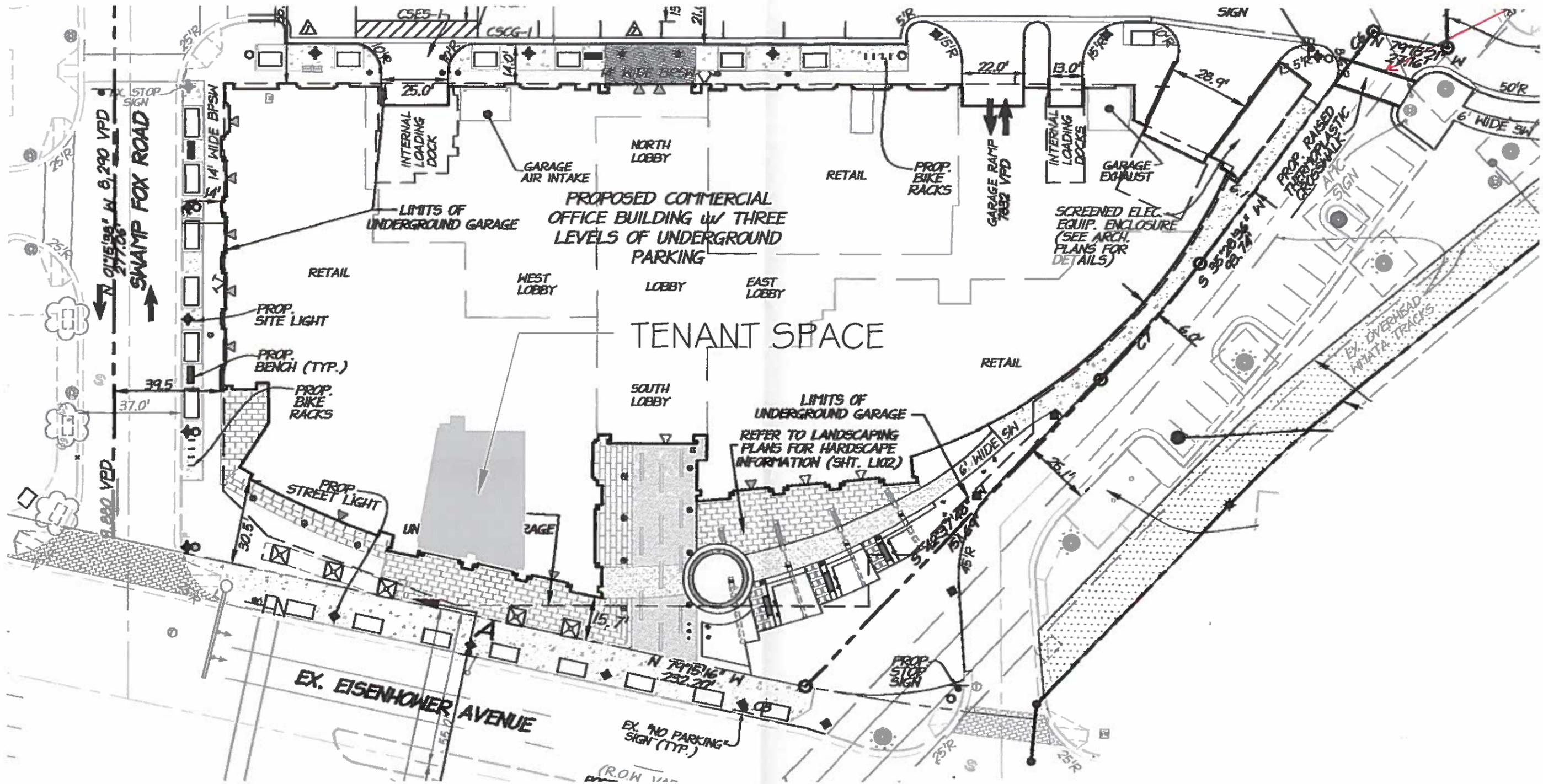
Site Plan  
 Submit one copy no larger than 11 x 17  
 Show the subject site and surrounding buildings;  
 Show cross streets;  
 Show all points of ingress and egress on the property (include curbcuts, entrance gates and doors, etc.);  
 If use is contained in a multi use building, show the exact location of the proposed use;  
 Show and label any landscaping, trees or open space on the property. Indicate caliper of trees if available;  
 Show and label all parking available to the use on-site and/or within 300 feet of the site;  
 Show dimensions of each on-site parking space.

Note: Please provide drawings to scale if possible. Drawings must be legible and a clear representation of the proposed use.

Application fee. Check the current fee schedule.

Other pictures or exhibits that explain the nature of the use and the site. (Not required but recommended)

Letters of support from the community (Not required but recommended)



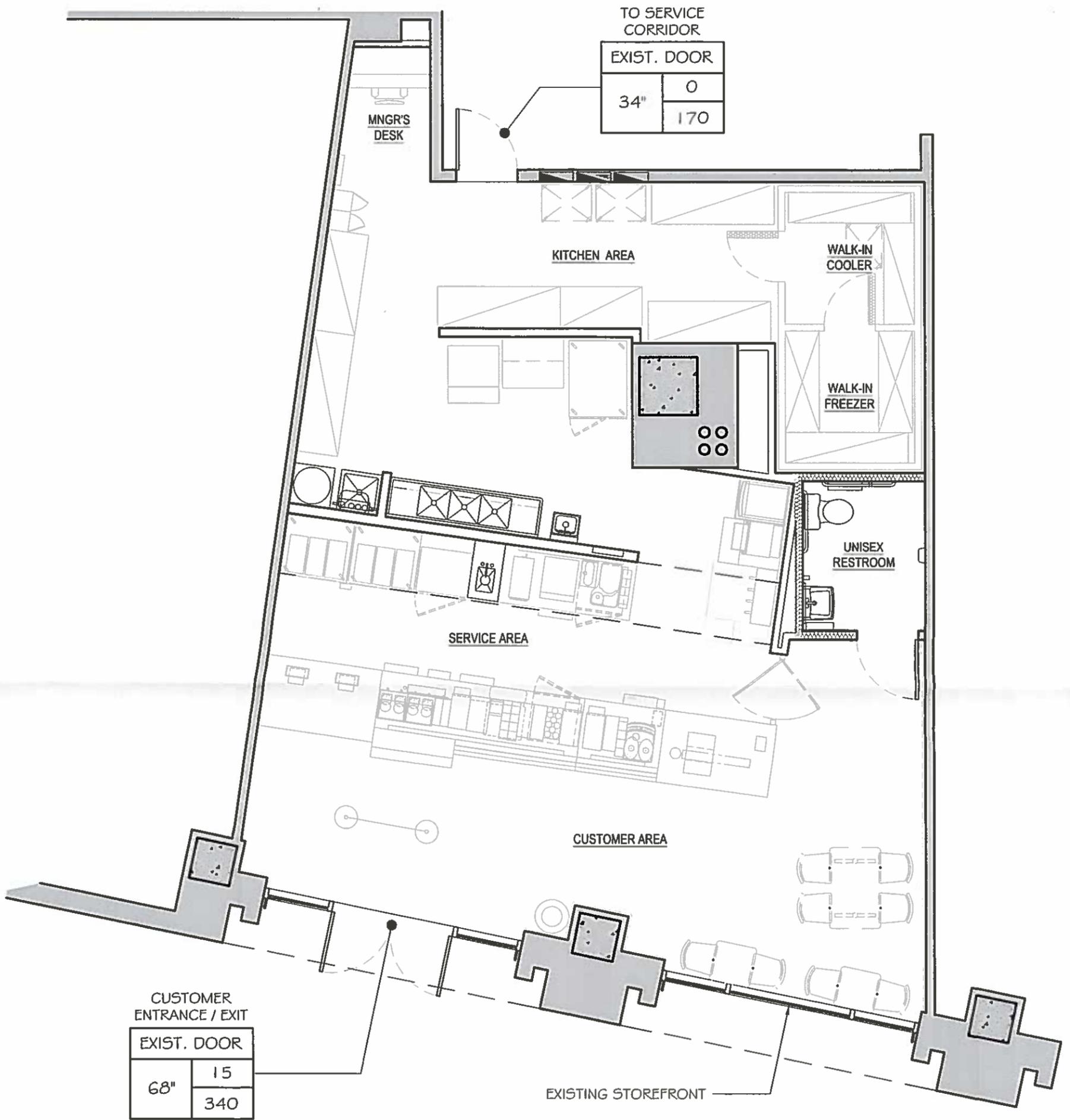
**A1** SITE PLAN

SCALE: NTS

**QSR R** Quick Service Restaurant and Retail  
**Design Group, LLC**  
 584 Bellevue Road, Suite 3D Annapolis, MD 21409  
 Ph. No. (301) 364-9880



<b>DUNKIN' DONUTS</b>	
DUNKIN' DONUTS 2415 EISENHOWER AVENUE ALEXANDRIA, VA	
APPLICANT: QSR   R, LLC	DRAWING: <b>S-1</b>
TENANT SPACE SQUARE FOOTAGE: 1,288 SF	DATE: 1-11-2018



FLOOR PLAN  
OVERALL SQUARE FOOTAGE - 1,188 SF

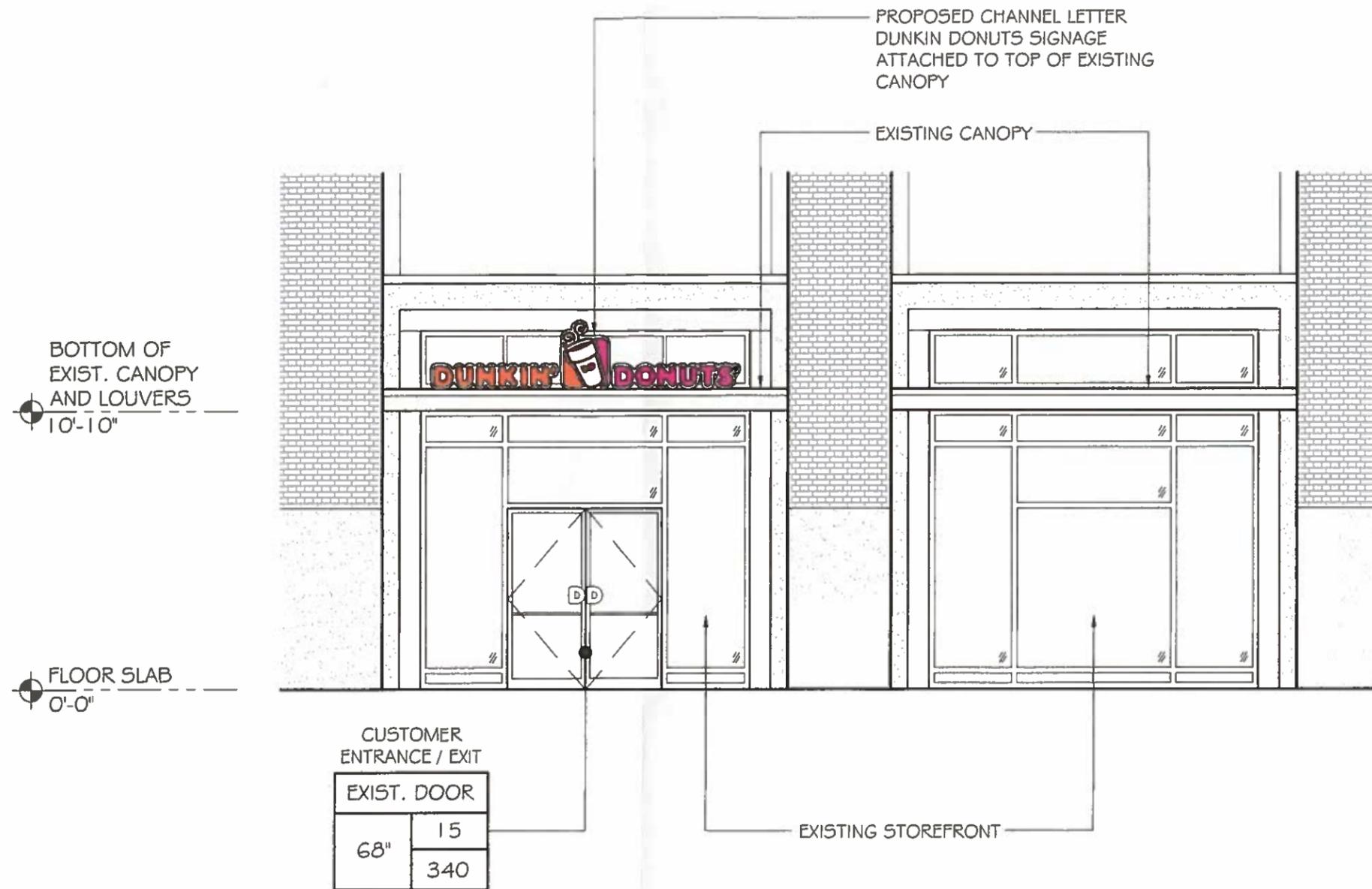
A1

SCALE: 3/16" = 1'-0"

**QSR|R** Quick Service Restaurant and Retail Design Group, LLC  
584 Bellevue Road, Suite 3D Annapolis, MD 21409  
Ph. No. (301) 364-9880



<b>DUNKIN' DONUTS</b>	
DUNKIN' DONUTS 2415 EISENHOWER AVENUE ALEXANDRIA, VA	DRAWING: <b>A-1</b>
APPLICANT: QSR   R, LLC	DATE: 1-11-2018
SQUARE FOOTAGE: 1,188 SF	



**A1** EXTERIOR ELEVATION

SCALE: 3/16" = 1'-0"



Quick Service Restaurant and Retail  
Design Group, LLC  
584 Belverve Road, Suite 3D Annapolis, MD 21409  
Ph. No. (301) 364-9880



<b>DUNKIN' DONUTS</b>	
DUNKIN DONUTS 2415 EISENHOWER AVENUE ALEXANDRIA, VA	DRAWING: <b>A-2</b>
APPLICANT: QSR   R, LLC	DATE: 1-11-2018
SQUARE FOOTAGE: 1,288 SF	