



Special Use Permit #2018-0029
116-120 South Payne Street – Friends of the Guest House

Application	General Data	
Public hearing and consideration of a request for a congregate living facility.	Planning Commission Hearing:	June 5, 2018
	City Council Hearing:	June 23, 2018
Address: 116 – 120 South Payne Street	Zone:	CL / Commercial Low
Applicant: Friends of the Guest House, represented by Ken Wire, attorney	Small Area Plan:	Old Town

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: Madeleine Sims, madeleine.sims@alexandriava.gov

PLANNING COMMISSION ACTION, JUNE 5, 2018: On a motion made by Vice Chairman Macek and seconded by Commissioner Wasowski, the Planning Commission voted to recommend approval of Special Use Permit #2018-0029 subject to compliance with all applicable codes, ordinances, and staff recommendations. The motion carried on a vote of 6-0 with Commissioners Melissa McMahon absent.

Reason: The Planning Commission agreed with the staff analysis.

Commissioner Brown inquired about the code requirements for the rear outdoor stairway/fire escape. Staff replied that the Code Department would ensure that the building complies with code requirements.

Vice Chairman Macek commended the applicant on their outreach.

Speakers:

Gregory Christ, 114 Commerce Street, supported the applicant but expressed concerns over the view from their windows to the subject site.

Danielle Romanetti, resident and business owner, supported the application and cited her personal experiences working with Friends of the Guest House.

Ken Wire, attorney for the applicant, responded to concerns expressed by Mr. Christ and provided a brief overview of the organization, length of the waiting list, house rules, and parking needs.



I. DISCUSSION

The applicant, Friends of the Guest House represented by Ken Wire, attorney, request special use permit approval to operate a congregate living facility at 116-120 South Payne Street.

SITE DESCRIPTION

The subject site is comprised of two parcels, 116 South Payne Street and 120 South Payne Street. The two parcels are adjoining and located adjacent to the corner of Commerce Street and South Payne Street. The lot at 116 South Payne Street is an approximately 1,500 square foot rectangular lot, with 31 feet of frontage along South Payne Street and approximately 50 feet of depth. This lot is undeveloped and currently consists of trees and other vegetation. The lot at 120 South Payne Street is an irregularly shaped lot with approximately 5,848 square feet in lot area, with 29 feet of frontage along South Payne Street, and 123 feet of depth. This lot is developed



Figure 1: The subject building.

with a two-story structure of approximately 5,208 square feet that previously functioned as an office. The property at 120 South Payne is also served by an on-site eight-space parking lot at the rear of the building, accessed through an alley from S. Payne Street.

The subject parcels are surrounded by a mix of commercial and residential uses along Commerce and South Payne Streets, including the Ice House, a dry cleaners and various office uses. Residential uses are predominantly found to the south of the subject site. The subject site is immediately bordered to the south by a residential home and to the north is a salon. The westernmost portion of the site is across the street from the Alive House, a shelter. The subject property abuts a parking lot to the east.

BACKGROUND

The building at 120 S. Payne Street has previously housed office and residential uses in the past. The subject building received BAR approval in 1998 for alterations to the existing structure, including the mounting of operable shutters, roof replacement, and construction of a brick wall to seal the building from moisture damage. The property received administrative BAR approval in 2012 for a replacement of coupled windows on the third floor. The Code Administration issued a warning in 2008 for trash containers without lids, which was immediately corrected. Code also cited the owner for tall grass in 2004, the violation was corrected. No zoning violations have been issued to this property.

PROPOSAL

The applicant, Friends of the Guest House, requests SUP approval to operate a congregate living facility for 21 non-violent female parolees in 10 bedrooms. Friends of the Guest House is a non-profit organization that provides services to women reentering communities after periods of incarceration. These services include residential care, aftercare, outreach, mentor, and workforce development programs. The applicant would provide residential and counseling services; it would not distribute medications. An office, reception area, three bedrooms, and dining room would be located on the first floor. The second floor would include four bedrooms, a shower room and bathroom, and a sitting room and reading room. The third floor would include four bedrooms, a shower room and bathroom, sitting area, and a media room.

The operation would be staffed on a 24-hour basis. The applicant establishes rules for on-site management that regulates the comings and goings of residents. The applicant indicates that they would establish a smoking area on-site for guests to use. Trash would be collected once a week and stored on-site in garbage bins. The establishment would also operate according to the standards of the Virginia Department of Corrections, Life, Health, and Safety. These standards include a security system, fire drill and emergency procedures, and health and code regulations that require a smoke-free facility. The applicant also operates a similar operation at One East Luray Avenue, which City Council approved through SUP in 1979. No zoning violations exist on record for this property and only one code complaint relating to a water runoff in 1998 which was corrected.

PARKING

Staff has determined that the parking ratio for congregate housing, as no clearly defined one exists, 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 is thus required to provide three parking spaces. The applicant exceeds this by providing eight parking spaces on-site.

ZONING/MASTER PLAN DESIGNATION

The site is zoned CL / Commercial Low which allows congregate housing facilities with special use permit approval. This zone allows for both commercial and residential uses.

The subject site is within the Old Town Small Area Plan which designates this site for uses consistent with the Commercial Low zone. The parcels area also located within the locally regulated Old and Historic Alexandria District (OHAD) and are subject to review by the OHAD Board of Architectural Review (BAR). Exterior alterations visible from a public way, including signage, awnings, lighting, menu boards, windows and exterior vents, as well as any demolition or capsulation greater than 25 square feet in area, regardless of visibility, require approval by the OHAD BAR. The BAR does not review temporary elements such as portable planters or tables and chairs.

II. STAFF ANALYSIS

Staff supports the proposed congregate housing facility at 116- 120 S. Payne Street. The applicant has successfully operated a residential program of this nature within the City for several years. The proposal meets the City's Housing Masterplan, establishes a priority for the development of housing for those in need of rental assistance and for temporary transitional housing in advance of securing permanent affordable housing. The location of a congregate facility in this area would allow individuals from all backgrounds to reside within Alexandria in proximity to amenities, employment, and transportation while accessing adequate care.

Staff does not anticipate impacts to result from this type of housing, which is similar to a multifamily 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 noise (Condition #13), safety and security (Condition #3). In addition, Condition #2 limits the capacity of the facility to 21 as proposed by the applicant and Condition #3 requires the applicant to remain in good standing with any safety standards as required by the Virginia Department of Corrections. Condition #5 requires the applicant to establish a point of contact in the case a member of the public has concerns.

Staff has included standard SUP conditions ensuring that neighborhood impacts would be minimized. Appropriate trash storage (Condition #8), odor containment (Condition #10), hour limitations on deliveries (Condition #12), and controls for noise (Condition #13) are included.

The applicant held a community meeting on May 18, 2018 with nearby residents to discuss the proposal and provide a history of the Friends of the Guest House organization. Community members asked questions related to parking, anticipated residents, and operations. Board members, Friends of the Guest House staff, and the applicant's attorney responded to questions. Staff has received one letter of concern from a nearby resident and finds that concerns can be addressed through conditions. A concern has been expressed over the concentration of congregate housing in this area of Old Town, however, staff has found that that the applicant's operation at One East Luray Avenue, has not generally resulted in negative impacts on the neighborhood.

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 21 residents. (P&Z)
3. The applicant shall maintain safety standards as consistent with its contract with the Virginia Department of Corrections. (P&Z)
4. 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)
5. The applicant shall establish a community liaison from its staff who shall provide their contact information to neighbors. (P&Z)
6. Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)
7. Chemicals, detergents or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES)
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)
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)
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)
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)

12. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
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)
14. The applicant shall require its employees and guests who drive to use off-street parking. (T&ES)
15. The applicant shall encourage its employees and guests to use public transportation to travel to and from the establishment. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES) (P&Z)
16. 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)
17. No outdoor storage of materials is permitted, with the exception of materials permitted in other conditions. (P&Z)
18. 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: Mary Christesen, Acting Division Chief Land Use Services,
Department of Planning and Zoning
Ann Horowitz, Principal Planner
Madeleine Sims, Urban 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:

- F-1 Since there is not a specific parking requirement for congregate housing, staff recommends applying the requirements for a rooming house since this is the closest comparable use. Under this requirement, the parking required for this building is 3 spaces (10 rooms parked at 1 space per 4 rooms is 2.5 spaces). The applicant will be providing 8 spaces, which meets the requirement. (T&ES)
- R-1 Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)
- R-2 Chemicals, detergents or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES)
- R-3 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-4 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-5 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-6 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-7 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-8 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-9 The applicant shall require its employees and guests who drive to use off-street parking. (T&ES)
- R-10 The applicant shall encourage its employees and guests to use public transportation to travel to and from the establishment. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)
- R-11 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, 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:

- C-1 A building permit, plan review and inspections are required for change in use.
- C-2 A building code consultation is recommended prior to the start of any proposed alterations.

Fire:

- F-1 This appears to be a change in use and once use group is determined, additional comments may be forthcoming.

Health:

No comments received.

Parks and Recreation:

No comments at this time.

Police Department:

No comments received.

Office of Housing:

F-1 This Special Use Permit will enable an established and well-regarded local nonprofit service provider, The Friends of Guest House (FGH), to continue its mission of helping ex-offenders reintegrate successfully and safely back into the community and workforce, break the cycle of incarceration, and reunite with their families. The proposed facility at 116-120 South Payne Street will allow FGH to improve its service delivery by consolidating existing scattered units in the West End of the City into one central location and allow it to modestly expand its transitional housing and supportive services activity by five beds. As described in the City's Housing Master Plan, "Transitional housing is housing offered for 12 – 24 months to individuals and households who need deep rental assistance and services before securing permanent affordable housing. While living in transitional housing, residents receive case management services, education, employment assistance, and assistance with any mental health, substance abuse, or medical issues. The goal of transitional housing programs is to move residents into permanent housing as soon as they are stable."

The application is consistent with the City's FY2017-FY2022 Strategic Plan and reflects its commitment to valuing diversity, reducing poverty, and increasing self-sufficiency through high-quality social services. It is also aligned with the City's 2013 Housing Master Plan in supporting the City's efforts to expand housing opportunity for households of all incomes, ages, and abilities and to partner with non-profit and other organizations and developers to address housing gaps in the City, including the growing demand for transitional supportive housing. Furthermore, it directly implements Strategy 1.4 which recommends increasing the number of housing units affordable to the City's most vulnerable households earning below 30% of the area median income, specifically in areas of the City that have access to a range of transportation options, support services, and jobs, as is the future site in Old Town.

The application was presented to the Alexandria Housing Affordability Advisory Committee (AHAAC) at its May 3, 2018 public meeting. AHAAC expressed strong support for the proposal. The Committee recognized the magnitude of unmet demand for this type of supervised transitional housing, along with the institution's 44-year track-record at the existing Del Ray facility. That facility will continue to be used as it is currently.



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 116 and 120 South Payne Street

TAX MAP REFERENCE: 074.01-03-30; 074.01-03-31 **ZONE:** CL

APPLICANT:

Name: Friends of the Guest House

Address: 1 E Luray Ave, Alexandria, VA 22301

PROPOSED USE: Congregate living facility with up to 21 residents and 4 employees

☒ **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.

Kenneth W. Wire

Print Name of Applicant or Agent

1750 Tysons Blvd Suite 1800

Mailing/Street Address

Tysons, VA

City and State

22102

Zip Code

Kenneth W. Wire

Signature

703-712-5362

Telephone #

kwire@mcguirewoods.com

Email address

3/22/18

Date

703-712-5222

Fax #

ACTION-PLANNING COMMISSION: _____ **DATE:** _____

ACTION-CITY COUNCIL: _____ **DATE:** _____

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 116 and 120 South Payne Street, I hereby
 (Property Address)
 grant the applicant authorization to apply for the Congregate Living Facility use as
 (use)
 described in this application.

Name: MARTIN R. YOUNMANS
Avenue Properties

Phone: 703.371.4560

Please Print P.O. Box 2503
 Address: Arlington, VA 22202

Email: Marty.Youmans@gmail.com

Signature: Martin Youmans
PRINCIPAL / SOLE MEMBER

Date: 3.22.18

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.

MARTIN R. YOUNMANS — 100%

Avenue Properties

P.O. Box 2503

Arlington, VA 22202

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. Friends of the Guest House	1 E. Luray Ave. Alexandria, VA	501(c)3
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 116 and 120 South Payne St. (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. Avenue Properties LLC	P.O. Box 2503, Arlington, VA 22201	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. Friends of the Guest House	None	None
2. Avenue Properties LLC	None	None
3.		

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

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

3/23/18 Ken Wire K. Wire by wire
 Date Printed Name Signature

SUP # _____

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

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

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

NARRATIVE DESCRIPTION

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

The applicant requests approval of a special use permit for a congregate living facility that will house up to 21 residents with 4 employees. The applicant provides transition counseling and housing services to women recently released from correctional facilities. Each of the residents is a non-violent parole. The applicant provides on-site counseling with 24 hour supervision with curfews in place. The applicant does not administer any medications to its residents. The approximate square footage of the building is 5,208 sf.

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).

21 residents

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

Up to 4 during business hours with 1 overnight staff member

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

Day:

24 hours a day, 7 days a week

Hours:

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

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

None

- B. How will the noise be controlled?

On site staff members

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

None

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 for residential use

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

Typical for residential use

- C. How often will trash be collected?

As needed

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

On-site staff members

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:

Typical household cleaning supplies

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

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:

6 Standard spaces
 Compact spaces
2 Handicapped accessible spaces.
8 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? None

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? N/A
- C. During what hours of the day do you expect loading/unloading operations to occur?
N/A
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
N/A

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?

Adequate access

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?

-5,208 sq. ft. (existing) + 0 sq. ft. (addition if any) = -5,208 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: Residential house in the CL zone proximate to low-scale commercial and residential uses

End of Application



INVESTMENT PROPERTY FOR SALE

116-120 SOUTH PAYNE STREET, ALEXANDRIA, VA



*Conveniently Located,
Private Garden,
Reserved Parking On Site*

Ann Dozier Michael & Tom Hulfish

510 King Street

(703) 683-2700

amichael@mcenearney.com

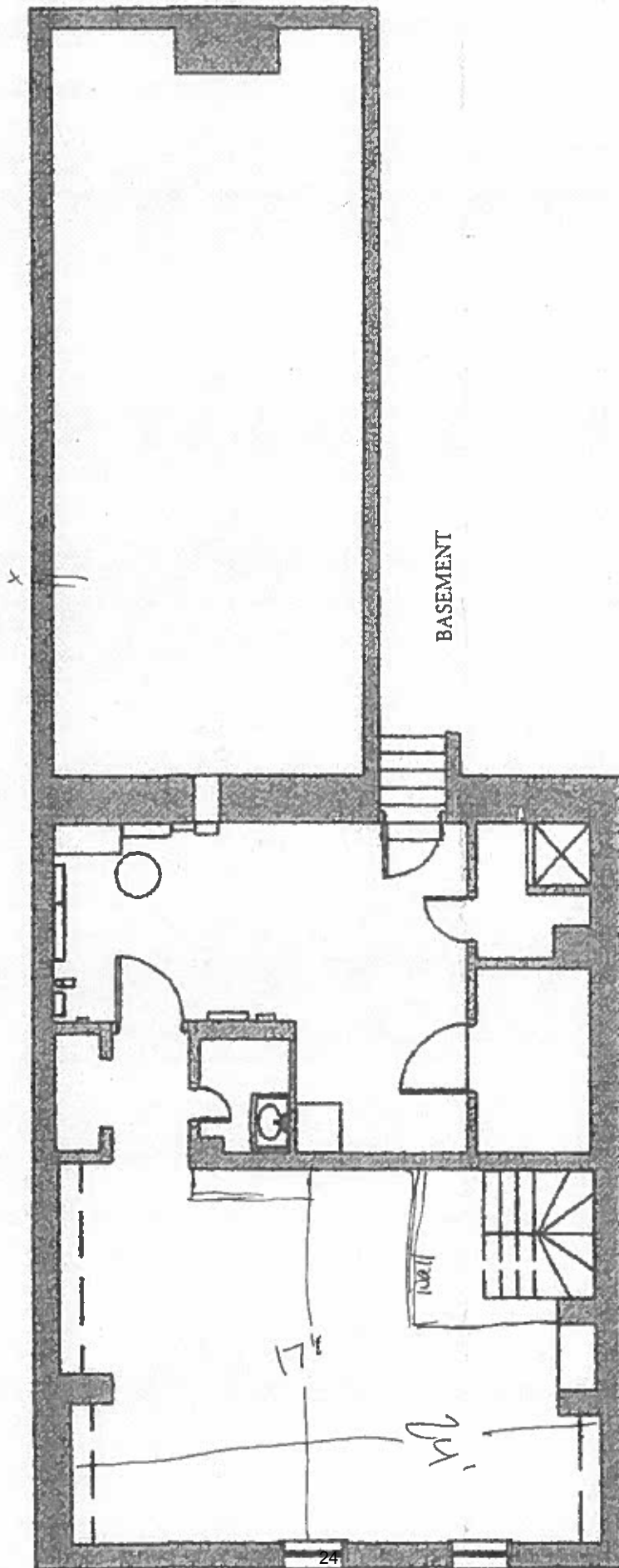
thulfish@mcenearney.com

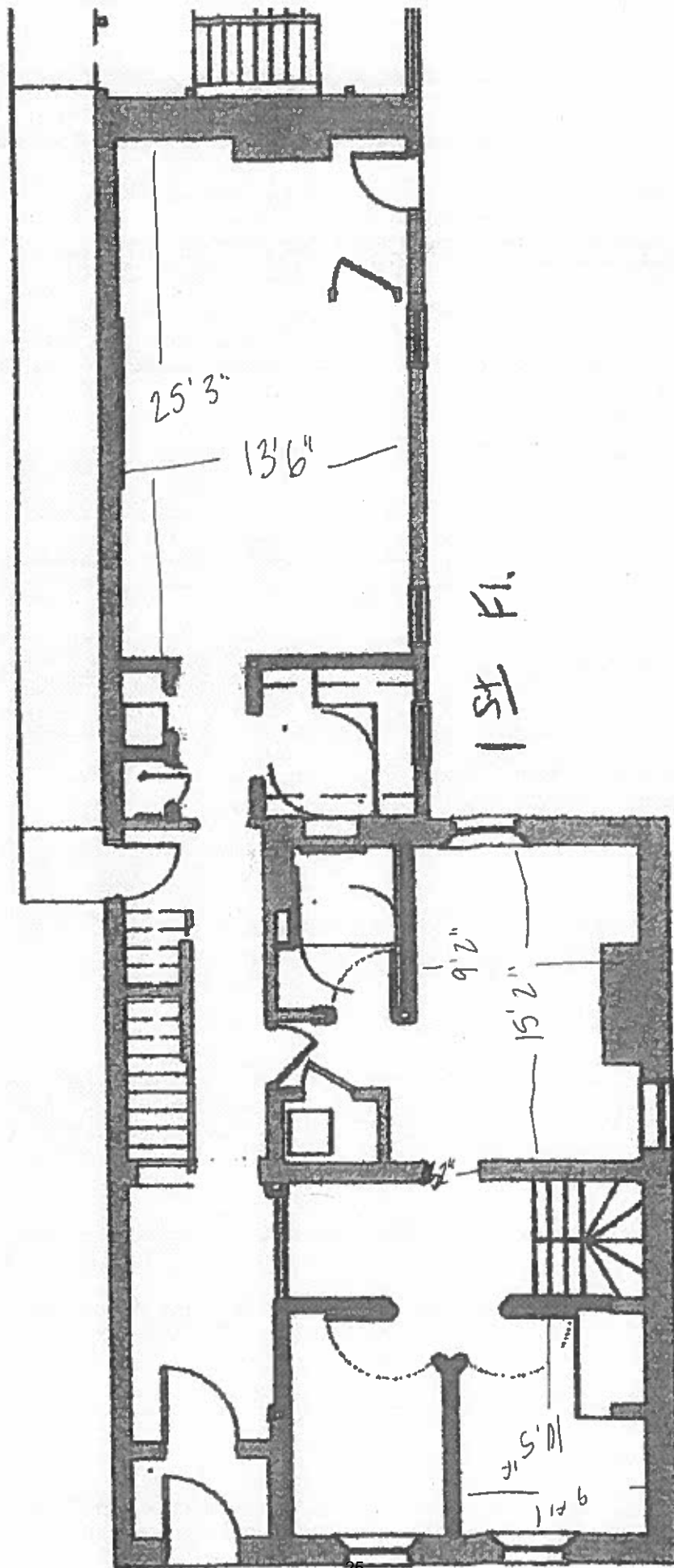
116-120 South Payne St. OFFICE BUILDING FOR SALE

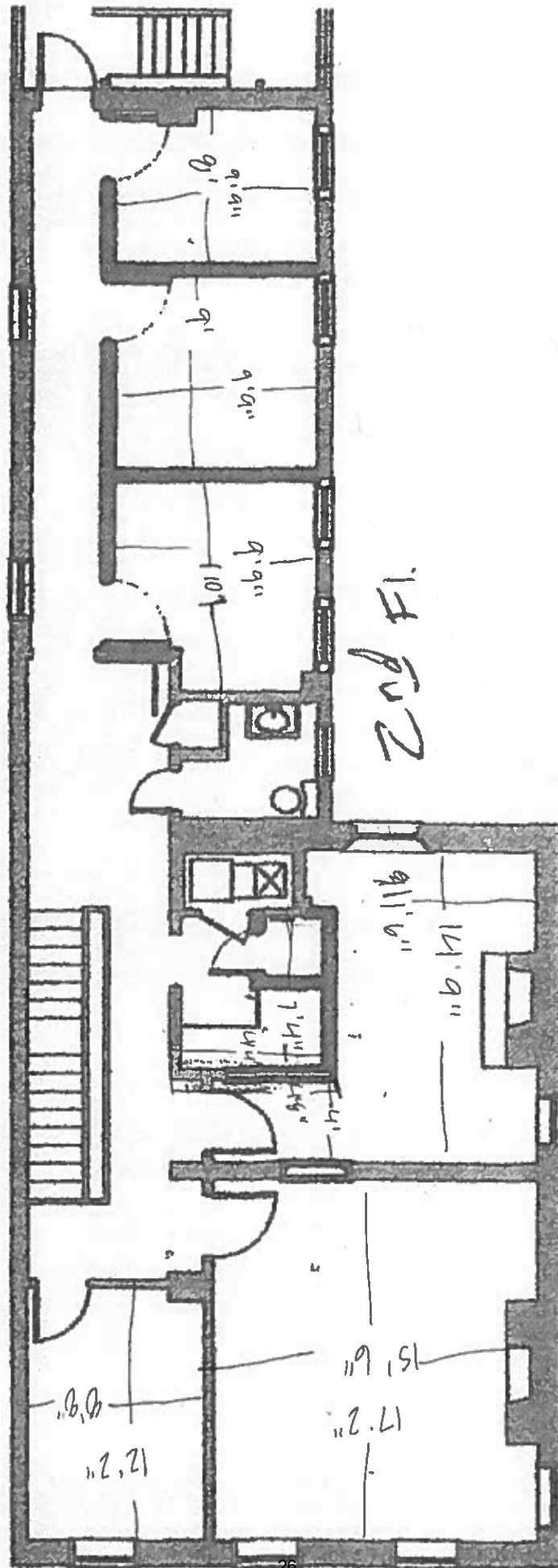


OLD TOWN ALEXANDRIA

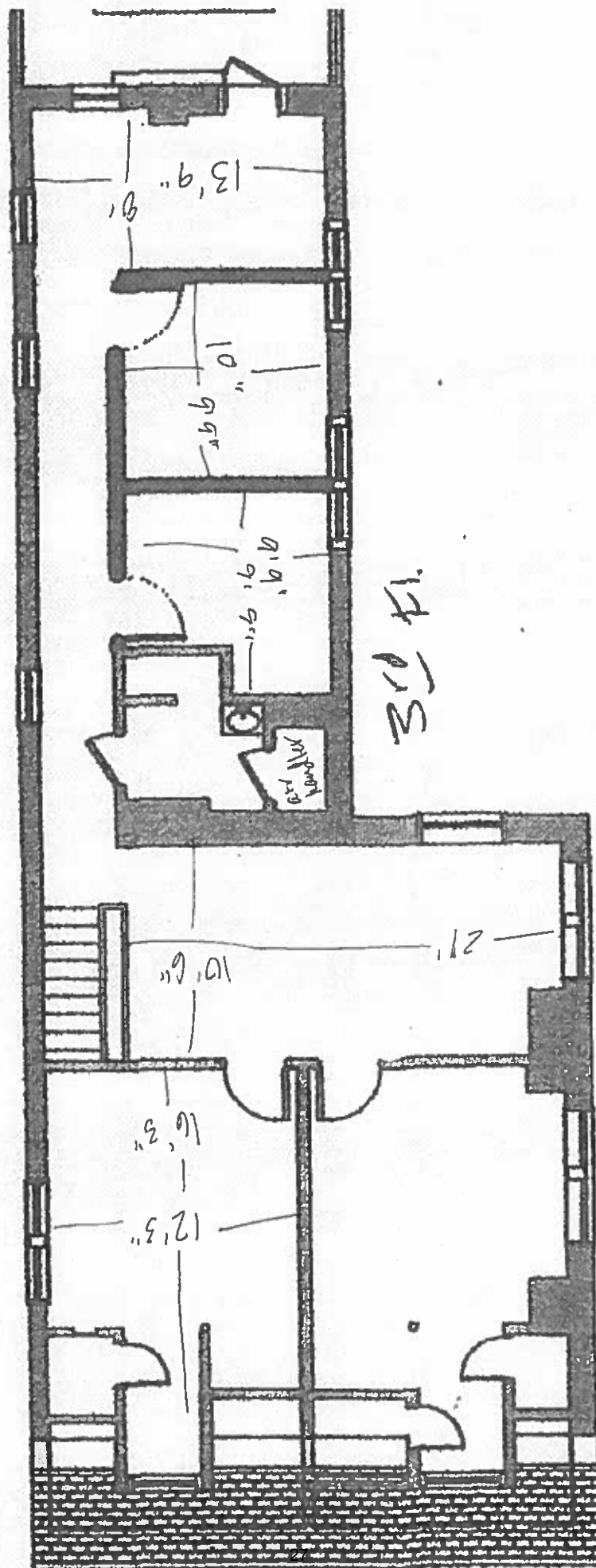




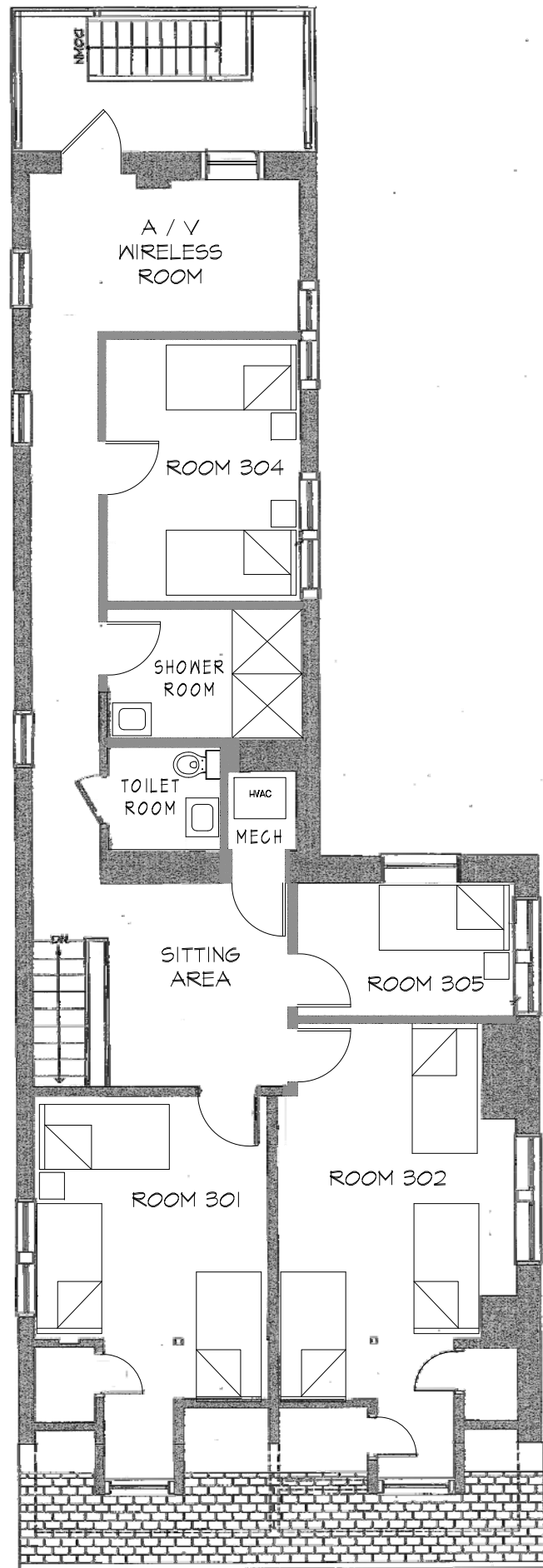




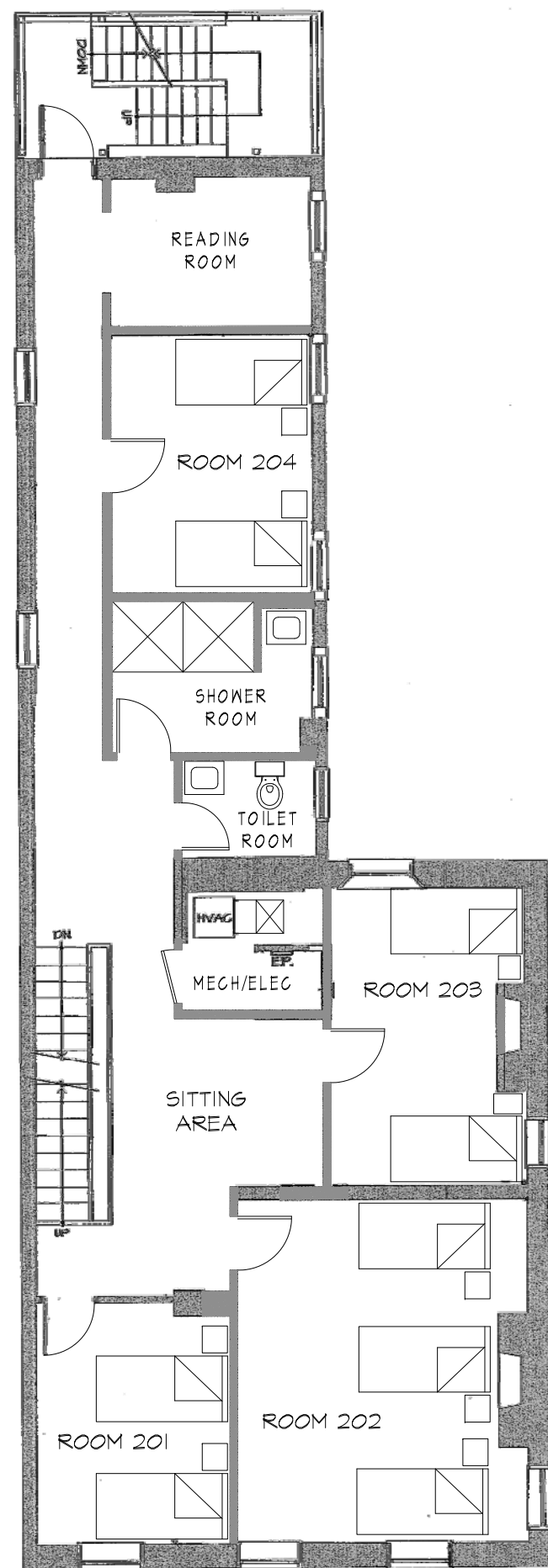
14' 9" x 11' 6"



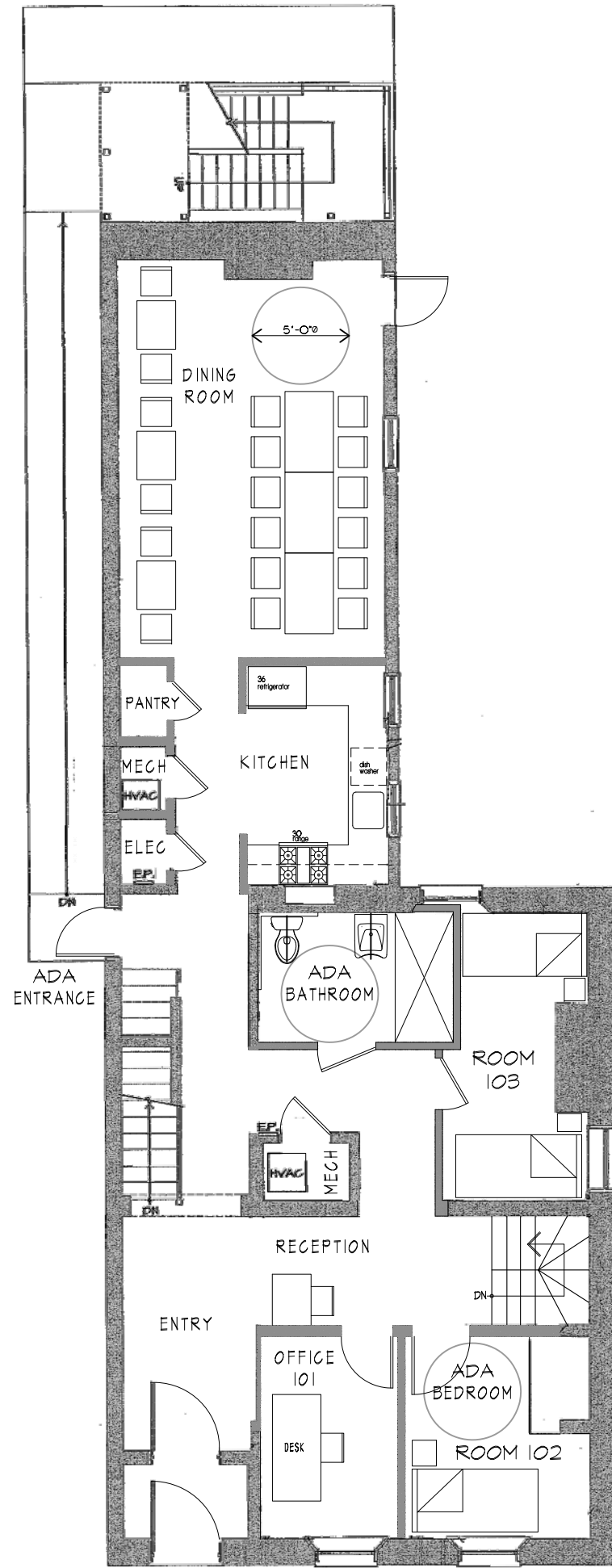




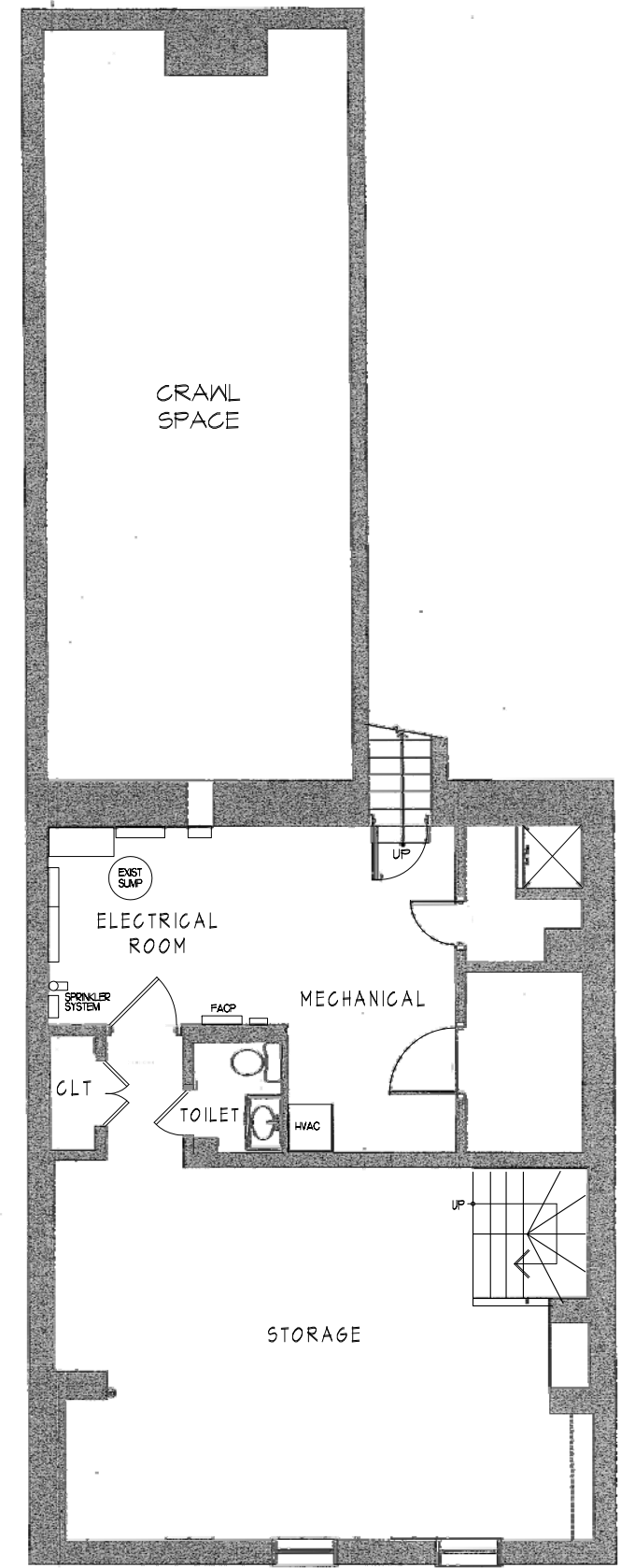
PROPOSED THIRD FLOOR PLAN
1/8"=1'-0"



PROPOSED SECOND FLOOR PLAN
1/8"=1'-0"



PROPOSED FIRST FLOOR PLAN
1/8"=1'-0"



PROPOSED BASEMENT FLOOR PLAN
1/8"=1'-0"

**AMENDMENT TO THE AVENUE PROPERTIES, LLC
OPERATING AGREEMENT**

This Amendment to the Avenue Properties, LLC Operating Agreement is made as of the 8th day of June, 2012.

RECITALS:

1. The members of Avenue Properties, LLC executed an Operating Agreement as of the 12th day of April, 2008 which was amended on December 17, 2010 (the "Operating Agreement").

2. Martin R. Youmans is currently the only member of Avenue Properties LLC and desires to further amend the Operating Agreement as more particularly set forth below.

NOW, THEREFORE, this Amendment

WITNESSETH:

1. The definition of "Manager" in Section 2 of the Operating Agreement is hereby amended to read as follows:

Manager.

Any reference to "Manager" herein shall mean any Youmans.

2. Section 5 of the Operating Agreement is hereby amended to read as follows:

5. MEMBERS, INTERESTS AND CAPITAL.

A. Members and Membership Interests.

There shall be available and authorized Four Hundred (400) Units which may be issued to Members.

B. Members and Membership Interests.

(1) The names, number of units and interests of the Members are as set forth as follows:

<u>Name</u>	<u>Units</u>	<u>Interest</u>
Marty Youmans	400	100%

3. Section 8. A.(1) is hereby amended to read as follows:

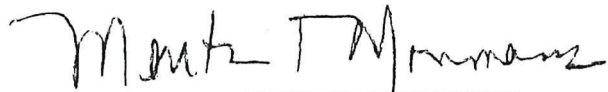
MANAGEMENT.

A. Manager.

(1) The powers of the Company shall be exercised by or under the authority of, and the business and affairs of the Company shall be managed by, the Managers. Except in the event of the death, disability, resignation, or termination of Interest of a Manager. The Managers of the Company shall be Martin R. Youmans. In the event of the resignation, removal, dissolution or incapacity of any Manager, the vacancy occurring in the office of the manager shall be filled by vote of the members. The vote of membership shall be on the basis of the percentage of ownership interests of each member and a vote of a majority of the ownership interests shall be required to approval such matter.

4. In all other respects the Operating Agreement is hereby ratified and confirmed.

IN WITNESS WHEREOF, this Amendment has been executed as of the day and year first above written.



Martin R. Youmans, Member

To: Madeleine Sims
Subject: RE: 116-120 South Payne Street: Declaration by Avenue Properties LLC

From: Rappolt, Megan C. <MRappolt@mcguirewoods.com>
Sent: Monday, April 9, 2018 10:06 AM
To: Ann Horowitz; Madeleine Sims
Cc: Femi Adalakun; Wire, Kenneth W.; Peter Lunt
Subject: FW: 116-120 South Payne Street: Declaration by Avenue Properties LLC

Hello Ann,

As a response to your email on Friday, please see below and attached regarding the ownership interest in the Avenue Properties LLC as well as any relationship with members of the Planning Commission or City Council.

Please let us know if any additional information is required regarding the application and thank you,

Megan C. Rappolt

T: +1 703 712 5420

From: Marty Youmans [<mailto:marty.youmans@gmail.com>]
Sent: Friday, April 06, 2018 9:27 PM
To: 'Peter Lunt' <plunt@NVCommercial.com>
Cc: Rappolt, Megan C. <MRappolt@mcguirewoods.com>
Subject: 116-120 South Payne Street: Declaration by Avenue Properties LLC

Peter:

This declares that Martin R. Youmans is 100% owner and the sole member of Avenue Properties LLC, a Virginia Corporation holding title and deeded ownership of 116-120 S. Payne St. in Alexandria, VA.

This further declares that Martin R. Youmans has no business relationship with any member of the Alexandria Planning Commission or Alexandria City Council, nor has he made any political contributions to any member or members thereof in excess of \$100.00 during the past 12 months.

Sincerely,

Martin R. Youmans, sole member
Avenue Properties LLC

This e-mail from McGuireWoods may contain confidential or privileged information. If you are not the intended recipient, please advise by return e-mail and delete immediately without reading or forwarding to others.



COMMONWEALTH of VIRGINIA

HAROLD W. CLARKE
DIRECTOR

Department of Corrections

P. O. BOX 26963
RICHMOND, VIRGINIA 23261
(804) 674-3000

February 27, 2017

Ms. Kari Galloway, Director
Friends of Guest House/Sheffield Apartments
1 East Luray Avenue
Alexandria, VA 22311

Dear Ms. Galloway:

Enclosed is a copy of the Compliance Audit Report that addresses the findings of the Board of Corrections Compliance Audit conducted at Friends of Guest House/Sheffield Apartments on February 21-23, 2017.

Congratulations to you and your staff on scoring 100% compliance in Life, Health and Safety Standards and the remainder of the additional standards established for the Community Residential Program.

The attached audit report will be presented to the Board of Corrections for review and consideration.

Your professionalism and hospitality were greatly appreciated during the audit process.

Sincerely,

A handwritten signature in black ink that reads "Emmanuel W. Fontenot". The signature is fluid and cursive, with the first name being the most prominent.

Emmanuel W. Fontenot
Certification Analyst

Emmanuel.Fontenot@vadoc.virginia.gov

A handwritten signature in black ink that reads "Donna Lawrence". The signature is bold and cursive, with the first name being the most prominent.

Donna Lawrence, Unit Manager
Compliance and Accreditation Unit
Donna.Lawrence@vadoc.virginia.gov

Friends of Guest House has over three dozen standards for safety it is required to uphold in accordance with its contract with the Virginia Department of Corrections (VADOC). That contract mandates strict safety standards for residents, staff, volunteers and visitors. Friends of Guest House has maintained the contract for several dozen years with yearly auditing reviews. Please see attached 100% audit compliance report. Sample VADOC safety standards include: a robust security system with cameras at all entrances and exits; 24/7 staff; monthly fire drills; posted fire emergency procedures; annual fire inspection; compliance with sanitation and health codes; smoke detectors; permanent emergency lights; no smoking in the facility; and compliance with building codes.

Concerns Regarding the Special Use Permit (SUP) for
Friends of Guesthouse
At 120 South Payne Street

OVERCROWDING AND MINIMAL OVERSIGHT:

1. High density and concentrated living for nine (9) patrons on each of second and third floors and three (3) patrons on the first floor;
2. No apparent accommodations for one overnight staff member shown in flooring plan of SUP;
3. No dedicated interior space for guests to visit with patrons, thus, relegating any visiting, at times, to outdoor areas, possibly in the parking lot/side patio/rear exterior emergency stairway-deck, which are adjacent to a large number of residences; and
4. Only one staff member overseeing 21 patrons overnight, i.e., low ratio of staff-to-patron (1:21) during overnights.

PARKING AND DELIVERIES:

1. With such a large number of patrons at the Friends shelter on a 24 hour basis, parking for guests, staff and the patrons on the property appears insufficient;
2. One shelter is already present in the 100 block of S. Payne at 125 S. Payne Street (ALIVE! - https://www.alive-inc.org/alive_house.htm), and with this added Friends shelter, this will be a second shelter within the 100 block of S. Payne (ALIVE! does create double parking issues on Payne Street along with blocking of the alley servicing the parking lot of 120 S. Payne and the alley parking for the Prince Street residences when ALIVE's! patrons arrive/depart); and
3. Deliveries, e.g., groceries, will be made through the kitchen door that fronts on the alley, possibly impacting access for neighbors to alley parking for the Prince Street residences (note item 2 within this category).

SAFETY:

1. Unspecified smoking areas within property; and
2. Three-floor, outdoor, wood stair system is a fire hazard as an emergency exit for such concentrated living conditions.

NOISE

Open construction of the three-floor, outdoor wood stairway system in the rear of the building will function as a porch/deck for patrons with attendant noise to surrounding neighbors.

From: Jeanette Leisk <jleisk@gmail.com>
Date: May 16, 2018 at 5:27:28 PM EDT
To: Kari Galloway <director@friendsofguesthouse.org>
Subject: Re: Letters of support

Dear Friends,

I am glad to write a note in support of our neighbors, the residents and staff of Guest House.

I am pastor of Good Shepherd Lutheran Church and we are pleased to partner with Guest House by offering our church building for various activities throughout the day and evening. Residents and staff use our space Monday-Friday for workforce development classes as well as special meetings during the week. We trust the leadership of Guest House such as they have a key to our building. Whenever we have had concerns (and they have only been minor concerns - such as leaving paperwork behind on tables or forgetting to ask for permission for certain times), they have been dealt with promptly and effectively.

We have not encountered any difficulties with Guest House and have only sought to expand our partnership. I have been at the church for 4 1/2 years and can say that I am continually grateful to share in the mission.

Sincerely,
Rev. Jeanette Leisk
Pastor, Good Shepherd Lutheran Church
100 W. Luray Avenue
Alexandria, VA 22310

J. Brian Sharkey
2 E. Glendale Ave.
Alexandria, VA 22301
14 May 2018

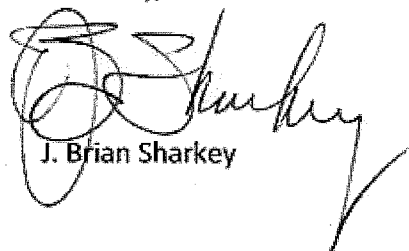
Director – Guest House
1 E. Luray Ave
Alexandria, VA 22301

Dear Director – Guest House:

I wish to express my gratitude and support for your efforts to maintain an exceptional establishment in our neighborhood. My wife Margaret (now deceased) and I have lived behind your property since 1976 and I speak for both of us when saying that your presence has in no way negatively affected our neighborhood or our daily lives. On the contrary, we have always felt that giving people a second (and third, and fourth, if necessary) chance to start over, assimilate within the community, is extremely important for all involved. I support your efforts to broaden your reach and to expand your services to other areas within this and other communities.

Please do not hesitate to contact me should you need further assistance in achieving this goal.

Sincerely,



J. Brian Sharkey

May 12, 2018

Denise and George Dieter
109 E. Luray Ave.
Alexandria, VA 22301

Hello,

We are writing to endorse the Guest House and all of its programs, assisting women to lead independent lives. We've been neighbors, living a block away, for more than 20 years and can say with great confidence the Guest House and their residents have been good neighbors.

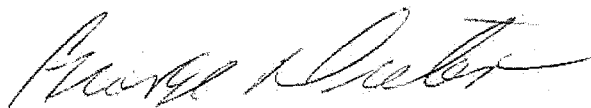
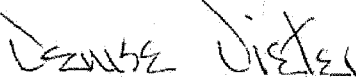
One of my most enjoyable times spent with the residents and counselors is volunteering at their garden, where we plant and maintain a vegetable and herb garden in their back yard. The residents have shared their gardening knowledge, talked about favorite foods shared with family, and are excited to watch their garden grow. The counselors are the most compassionate team you'd ever meet!

I have also attended Family Picnic Days at the East Luray location, and have seen first-hand the interaction from the Director, Deputy Director, Intake counselors, and counselors with the residents and their families, and it's nothing but heartwarming.

To see a young woman proudly holding her GED certificate, or seeing the joy on their faces on graduation day from Together We Bake is proof of the Guest House's successful mission.

The house and yard are well maintained, clean, and quiet. It's what everyone wants in a good neighbor, and the Guest House has been a good neighbor year in and year out. They are wonderful neighbors.

Sincerely,



Denise and George Dieter

From: "kevinjahns@aol.com" <kevinjahns@aol.com>

Date: Thursday, May 10, 2018 at 10:57 PM

To: Kari Galloway <director@friendsofguesthouse.org>, Marisa Tordella
<marisa@friendsofguesthouse.org>

Subject: Thank you!

Kari and Marisa,

Thank you again for your presentation about all the great things being done at The Friends of the Guest House. Having been neighbors for almost 15 years I knew the basics of what you do but had no idea the full extent of the programs you provide. It was amazing to hear from you and especially some of your residents. The Guest House is a great part of our neighborhood, your residents always with a friendly greeting when they walk by and your building and garden are kept up so nice.

We appreciate having you at the end of the block!

Thanks again,
Kevin Jahns
107 E. Luray Ave.

From: Meaghan Mallon <meg@bigpict.com>
Date: May 9, 2018 at 4:15:30 PM EDT
To: Kari Galloway <director@friendsofguesthouse.org>
Subject: Neighborhood

Hello Kari,

First I just wanted to say it was a pleasure meeting you! I am inspired about what the Guest House is doing in the Del Ray neighborhood.

We live just a block over on East Alexandria and regularly see some of the house mates walking to the bus stop.

I have had the chance of speaking with them and have really enjoyed our conversations. I can't imagine how hard it must be for them, but knowing that they have a safe and comfortable environment to return to and encourage them daily to succeed can only turn out positively! Best wishes to a successful future! If there is anything you ever need, please don't hesitate to reach out. We are happy to help a neighbor in need!!!

Thank you!
Meaghan

We Love
Friends
of
Guest House!

The Del Ray United
Methodist Women are
proud to present you
with this check. These are
some of the proceeds of
our Irish Dinner. We
are grateful to partner
with you and all the
good work you do
everyday! Thank you for
your presence in our
community!

Jinda Hottle
President, Del Ray UMW

May 8, 2018

To Whom it May Concern:

I am writing to express my support for Friends of Guest House. I have lived in the Rosemont neighborhood for 22 years. One thing that amazes me about Guest House and the special needs group home right across the street from me - is that most people don't even know of their existence. They fit perfectly into a neighborhood and they're good neighbors!

The Guest House home is well maintained - the yard is landscaped and neat and clean. The residents are respectful and quiet. They love being part of a neighborhood and I sometimes see them out exercising in the morning before leaving for their jobs.

It's important that they be located close to bus and metro transportation. An Old Town location would be ideal. Our city has such a rich history and generous spirit. I believe we should be the example of how organizations like Guest House can - and do - succeed well nestled within our neighborhoods. I think you will be blessed by new connections and friendships as a result of being neighbors. The citizens of Rosemont took a chance on Guest House nearly 44 years ago, and they are a treasured neighborhood gem now.

As a member of Good Shepherd Lutheran, where Guest House holds their monthly board meetings, daily education classes for residents, and annual graduation ceremony, I can attest that the ladies treat our property respectfully and leave our space clean and neat. They value being part of our church community and indeed, seek ways to give back with service projects or special event needs.

Please do not hesitate to contact me if you have any questions or would like to discuss further.

Respectfully,

A handwritten signature in cursive script that reads "Denise Gray". The signature is written in dark ink and is positioned above the printed name.

Denise Gray
18 E Linden Street

From: Lindsey Swanson <lindsey.swanson@gmail.com>

Date: Thursday, March 22, 2018 at 8:56 PM

To: Kari Galloway <director@friendsofguesthouse.org>

Subject: Neighbors of Guest House

Hi,

Guest House have been wonderful neighbors over these last 12 years we've lived on East Luray. We love having them on the street. They've been amazing and respectful contributors to the overall feel of the community here. We love being close by and seeing all the great work the staff and women in the home are doing!

All our best,

Lindsey Swanson & Terry Burcham

May 31, 2018

To: Alexandria City Council and Planning Commission
City Hall, 301 King Street, Alexandria, Virginia 22314

RE: Letter of Support for Friends of the Guest House Application for Special Use Permit
(SUP) # 2018-00029

Recommended Action: The Alexandria Housing Affordability Advisory Committee (AHAAC) unanimously and wholeheartedly recommends that City Council approve the Friends of the Guest House application for 116-120 South Payne Street (SUP # 2018-00029). Friends of the Guest House is seeking this permit to enable it to enter into a lease for and subsequently renovate an existing office building at 116-120 S. Payne Street. The new facility would allow this established and well-regarded organization to consolidate several scattered sites in the West End, improve the efficiency of its operations, and modestly increase its capacity to serve additional clients through the addition of five beds. The organization has served over 3,000 women since its founding in 1974, and its clients have demonstrated a recidivism rate far below the national average. For clients who complete its one-year program, the recidivism rate after three years is less than 10% (as compared to a national rate of 40-70%).

The Need: Friends of the Guest House has a waiting list of over 300 women who are seeking to enter its Residential Program. The mission of the organization is to provide women the structure, supervision, and support they need to move beyond who they were to become who they want to be. It does so by providing much needed transitional housing for approximately six months paired with intensive, longer-term counseling, health care and legal referrals, job training, education and other services. These services are critical to empowering the organization's formerly incarcerated clients to successfully transition back into the community and workforce.

Impact on Affordable Housing: Granting the SUP will allow for up to five additional individuals to access safe, reliable, and quality transitional housing as they work hard to reintegrate into the community and reunite with their families. Friends of the Guest House currently serves up to twenty-six women and granting this SUP would allow the organization to increase its capacity by approximately 20%.

The organization's focus on building clients' educational and life skills enhances their employment prospects which, in turn, provide pathways to higher incomes and a broader range of housing options.

The application is consistent with and supports the policies and goals of the City's Housing Master Plan and Strategic Plan.

Thank you for considering this application.

Sincerely,
Robyn Konkell
Chair, Alexandria Housing Affordability Advisory Committee

To: Madeleine Sims
Subject: RE: 116-120 S Payne Street

From: DCCRANE@COMCAST.NET <DCCRANE@COMCAST.NET>
Sent: Sunday, April 29, 2018 7:24:57 PM
To: Madeleine Sims
Cc: Ann Horowitz
Subject: Re: 116-120 S Payne Street

Madeleine and Ann,

As a resident close to the property at 120 S. Payne Street, I would like to have the Alexandria City consider my concerns regarding this Special Use Permit (SUP). I have included the concerns below within the body of this email and as a PDF attachment.

As I have mentioned, I am out of town and may not be able to be present for any hearing that may arise regarding this SUP. Please have my concerns be considered in the City's review of this SUP.

If you have any questions, please do not hesitate to contact me.

Thank you for your time. Please confirm receipt of this email.

Dan Crane
703-626-4409
dccrane@comcast.net

Concerns Regarding the Special Use Permit (SUP) for
Friends of Guesthouse
At 120 South Payne Street

OVERCROWDING AND MINIMAL OVERSIGHT:

1. High density and concentrated living for nine (9) patrons on each of second and third floors and three (3) patrons on the first floor;
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3. Deliveries, e.g., groceries, will be made through the kitchen door that fronts on the alley, possibly impacting access for neighbors to alley parking for the Prince Street residences (note item 2 within this category).

SAFETY:

1. Unspecified smoking areas within property; and
2. Three-floor, outdoor, wood stair system is a fire hazard as an emergency exit for such concentrated living conditions.

NOISE

Open construction of the three-floor, outdoor wood stairway system in the rear of the building will function as a porch/deck for patrons with attendant noise to surrounding neighbors.

June 3, 2018

Alexandria Planning Commission

Re: 120 S. Payne SUP 2018-0029 Friends of Guest House

I had planned on attending the public hearing to support this SUP but a last minute business trip has caused me to be out of town.

At the outset it is not a question of who occupies the property but what is the impact on the adjacent neighbors. The property in question shares a public, albeit unnamed, alley that provides access and off street parking for an additional 5 residents and 2 businesses. The recent uses have been office functions with a number of cars and parking limitations and there was a possible sale to a daycare provider that could not meet a transportation plan. The current application is clearly less of an impact.

Our major issue is the possibility of 21 residents plus staff assembling in the public/common alley. My biggest concern is that residents will assemble and/or smoke in the alley. I have been provided with a House Rules Handbook that governs this issue and I am satisfied that there are internal controls to address the issue but I wonder if it may be feasible to require the inclusion of the house rules as a SUP condition. Additionally, an appropriate smoking receptacle should be required.

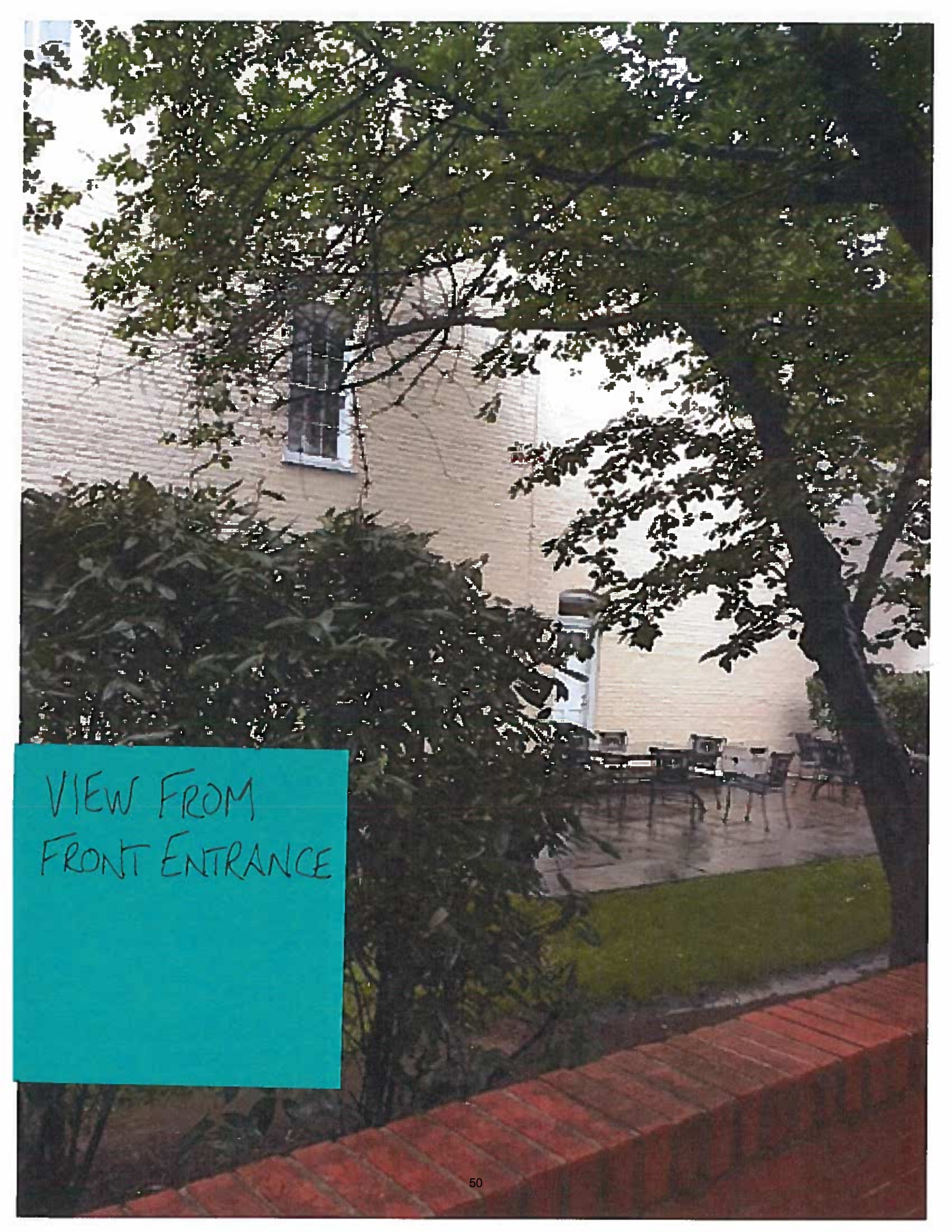
Once again, I support the SUP and commend Friends of Guesthouse for their efforts.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mark S. Feldheim", with a stylized flourish at the end.

Mark S. Feldheim
1215 Prince Street

VIEW FROM
FRONT ENTRANCE
SUP2018-0029



VIEW FROM
FRONT ENTRANCE