



Special Use Permit # 2018-0052
116 King Street (parcel address: 114 & 118 King Street) –
Urbano 116

Application	General Data	
Request: Public hearing and consideration of a request for a special use permit amendment to add outdoor carry-out service to an existing restaurant use.	Planning Commission Hearing:	September 4, 2018
	City Council Hearing:	September 15, 2018
Address: 116 King Street (parcel address 118 King Street)	Zone:	KR/King Street Retail
Applicant: Urbano 116, LLC	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 Reviewers: Heba ElGawish, heba.elgawish@alexandriava.gov

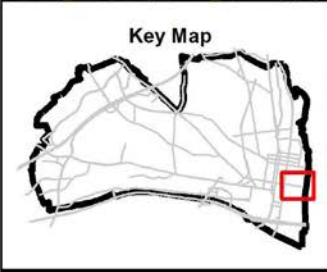
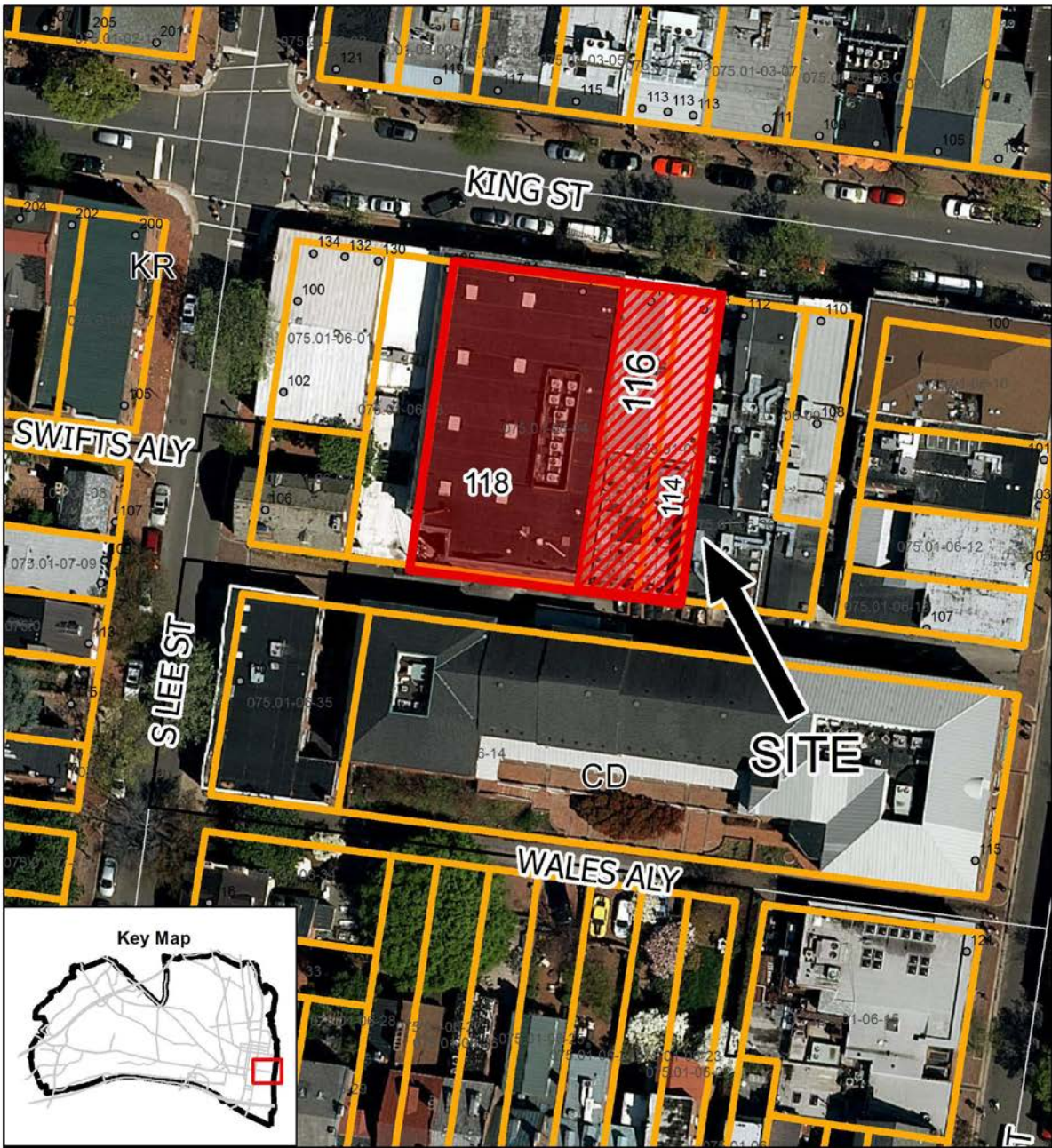
PLANNING COMMISSION ACTION, SEPTEMBER 6, 2018: On a motion made by Commissioner Lyle and seconded by Commissioner Brown, the Planning Commission voted to recommend approval of Special Use Permit #2018-0052 with the amendment to Condition 29 and subject to compliance with all applicable codes, ordinances, and staff recommendations. The motion carried on a vote of 5-0 with Vice Chairman Macek and Commissioner McMahon absent.

Reason: The Planning Commission agreed with staff analysis.

Commissioner Lyle recommended extending the hours of operation of the outdoor carry-out window stating that she didn't believe the extended hours beyond 11pm would create additional nuisance or obstruction of the sidewalk. Commissioner Lyle recommended amending Condition 29 to extend the hours of operation of the carry-out window to be: Sun-Wed: 7am-12am and Thurs-Sat: 7am-2am.

Speakers:

Justin Sparrow, the applicant, asked the Planning Commission to support the application for the outdoor carry-out window and requested flexibility with the hours of operation to match the hours of operation for the approved restaurant.



0 0.003 0.006 0.012 0.018 0.024 Miles



Special Use Permit #2018-0052
116 King Street
(parcel addresses: 114 and 118 King Street)



I. DISCUSSION

The applicant, Urbano 116, LLC, requests Special Use Permit approval to amend SUP #2017-0124 to add outdoor carry-out service to a restaurant.

SITE DESCRIPTION

The subject property is one lot of record with 30 feet of frontage on King Street, a depth of 116 feet, and a lot area of 10,216 square feet. The rear of the lot fronts an alley connecting S. Lee St. and S. Union Street. A two-story commercial building with two tenant spaces exists on the site.

A mix of commercial uses surrounds the building as the 100-block of King Street features a variety of restaurants, boutiques, specialty retail and personal services. Residential and office uses generally occupy the upper floors of the nearby rowhouse structures while the ground floors are occupied by commercial establishments. Ground floor retail includes a boutique and a women's clothing store, two gift shops, a stationary store, along with a yoga studio and a variety of restaurants.

BACKGROUND

Brothers, John and Harry Aitechson, constructed the two-story brick building at 114-118 King Street in 1885 as a machine shop and storage for their business. The property later became part of the 1975 Small Mall and has been used for various forms of retail over the years. The last tenant to occupy the space was a clothing store named 116 King Seasonal Pop-Up which closed in late December 2017.

In February 2018, City Council approved SUP#2017-0124 to operate a 163-seat restaurant, known as Urban 116, featuring Mexican-cuisine in a 3,904 square feet tenant space. Compatibility with the Old Town Restaurant Policy which requires an analysis of the restaurant's potential impact concerning parking, alcohol and late-night hours, litter, and a diversity of uses in the surrounding area were addressed in this recent approval. Interior renovations for Urbano 116 are underway and the restaurant has not opened for business.

Additional elements of the approved SUP#2017-0124 are:

Hours of Operation: 11 a.m. to 12 a.m., Monday through Wednesday
11 a.m. to 2 a.m., Thursday through Saturday
10 a.m. to 12 a.m., Sunday

Number of Seats: 163 indoor seats

Type of Service: Table service

Alcohol: On-premises alcohol sales

Live Entertainment: Limited live entertainment such as acoustic guitar solos

<u>Employees:</u>	Ten to fifteen employees per day
<u>Delivery:</u>	No delivery service will be offered.
<u>Noise:</u>	Typical restaurant noises expected.
<u>Trash/Litter:</u>	Eight bags of trash would be generated each day and would be stored in a dumpster. Trash would be collected at least three times per week. Applicant would pick up litter in the front and rear of the property.

A separate BAR Certificate of Appropriateness for exterior alterations to replace the existing bay window with a flush, retractable window was approved by BAR in July 2018.

PROPOSAL

The applicant is proposing to add an outdoor carry-out service and is seeking a 3.5 by 18 feet encroachment into the right-of-way for the carry-out window service line on King Street. The encroachment request will be reviewed as ENC #2018-0008 at the September 2018 hearings, also. The applicant proposes to sell a limited menu of quick-service food items from a partially retractable storefront window which would be accessed from the sidewalk.

Additional elements of the proposal are:

Hours of Operation: 11 a.m. to 12 a.m., Monday through Wednesday
11 a.m. to 2 a.m., Thursday through Saturday
11 a.m. to 12 a.m., Sunday

Number of Seats: There are no seats proposed with the carry-out service. The applicant anticipates serving between 20 to 30 patrons per hour during peak times.

PARKING

The subject property is located within the Central Business District (CBD). Pursuant to Section 8-300(B) of the Zoning Ordinance, restaurants located within the CBD do not have an off-site parking requirement.

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the KR/King Street Retail Zone. Section 6-702(A)(2)(k) of the Zoning Ordinance allows a restaurant in the KR zone only with a special use permit unless it complies with the standards of Section 11-513(L) for administrative SUP approval. As mentioned, an SUP to operate a restaurant has been approved, however, the addition of an outdoor carry-out service exceeds the administrative SUP standards for intensification of use and must be reviewed through the full-hearing SUP process.

The subject property lies within the Old Town Small Area Plan chapter of the Master Plan which designates the property for commercial use.

The subject site is located within the boundaries of the Old and Historic District.

II. STAFF ANALYSIS

Staff supports the applicant's request to amend its SUP to include the operation of an outdoor carry-out service window. The proposed use would add to the diversity of dining options along King Street and contribute to the vitality of the area. Especially during colder months when restaurants typically remove their outdoor dining areas, an outdoor carry-out window would maintain pedestrian activity and vibrancy along that section of King Street.

Staff believes that the potential for pedestrian traffic flow impacts and congestion outside adjacent properties along this active block of King Street would be mitigated through report conditions. The outdoor carry-out window operation would only be permitted with City Council approval of ENC #2018-0008 which designates a 3.5 wide by 18 feet area for the patron queue line, as stated in Condition 26. Patrons would be limited to the area of encroachment while accessing the outdoor carry-out window. The applicant states that restaurant staff would continually monitor the queue line to ensure that the patron line does not extend beyond the encroachment area. During busy times, when the line exceeds the approved area, restaurant staff will redirect patrons inside the restaurant for carry-out items. The requirement to appropriately manage the queue line is included as Condition 27. Conditions related to a minimum sidewalk right-of-way of five feet (Condition 28) and hours of operation between 7 a.m. and 11 p.m. (Condition 29) are consistent with requirements of the King Street Outdoor Dining Program. Additionally, a barrier must be installed to separate the queue line from the pedestrian right-of-way, as required in Condition 28. Last, staff has amended Condition 25 to include a six-month trial period to assess the management of the queue line and its impacts on pedestrian flow, if any.

Conditions have been carried forward from recently approved SUP#2017-0124 and would also apply to this request. In particular, staff finds that litter can be effectively managed through the requirements of Condition 24 and the proximity to the restaurant of several City trash receptacles along the sidewalks. Parking impacts would be reduced through the reestablishment of the Discount Parking Program for Employees of Old Town Businesses. The applicant is required to encourage employees to park in the Market Square or Courthouse garages for a discounted fee during week nights and weekends, as noted in Condition 30.

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

III. RECOMMENDED CONDITIONS

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

1. 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#2017-0124)
2. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation process, to discuss all special use permit provisions and requirements and on how to prevent underage sales of alcohol. (P&Z) (SUP#2017-0124)
3. The indoor hours of operation shall be limited to between 7 a.m. to 12 a.m. midnight from Monday to Wednesday, 7 a.m. to 2 a.m. from Thursday to Saturday and 7 a.m. to 12 a.m. midnight on Sundays. Meals ordered before closing hours may be served, but no new patrons may be admitted and no new alcohol may be served and all patrons must leave one hour immediately after the closing hours. (P&Z) (SUP#2017-0124)
4. The maximum number of indoor restaurant seats shall be 163. (P&Z) (SUP#2017-0124)
5. On-premises alcohol service may be permitted, consistent with a valid Virginia ABC license, but no off-premises sales shall be allowed. (P&Z) (SUP#2017-0124)
6. The applicant shall post the hours of operation at the entrance of the business. (P&Z) (SUP#2017-0124)
7. No delivery of food to customers may operate from the restaurant. (P&Z) (SUP#2017-0124)
8. Limited live entertainment shall be permitted in the form of background music for restaurant patrons. No cover or admission fee may be assessed. All entertainment shall be subordinate to the principal function of the restaurant as an eating establishment. Any advertising of the entertainment shall reflect the subordinate nature of the entertainment by featuring food service as well as the entertainment. (P&Z) (SUP#2017-0124)
9. No food, beverages, or other material shall be stored outside. (P&Z) (SUP#2017-0124)
10. The applicant shall require its employees who drive to use off-street parking. (T&ES) (SUP#2017-0124)
11. 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#2017-0124)

12. The applicant shall direct patrons to the availability of parking at nearby public garages and shall participate in any organized program to assist with both employee and customer parking for businesses that is formed as a result of suggested parking strategies in the King Street Retail Strategy (Old Town Area Parking Study). (T&ES) (SUP#2017-0124)
13. The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at goalex@alexandriava.gov for more information about available resources. (T&ES) (SUP#2017-0124)
14. The applicant shall comply with the Parking Management Plan to the satisfaction of the director of planning and zoning and transportation and environmental services. (T&ES) (SUP#2017-0124)
15. Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES) (SUP#2017-0124)
16. Chemicals, detergents or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES) (SUP#2017-0124)
17. 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#2017-0124)
18. 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#2017-0124)
19. 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#2017-0124)
20. 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#2017-0124)
21. 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#2017-0124)
22. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES) (SUP#2017-0124)

23. 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#2017-0124)
24. 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#2017-0124)
25. **CONDITION AMENDED BY STAFF:** The Director of Planning and Zoning shall review the carry-out window service after six months of operation and 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#2017-0124)~~
26. **CONDITION ADDED BY STAFF:** The addition of outdoor carry-out service is contingent on City Council approval of ENC #2018-0008. (P&Z)
27. **CONDITION ADDED BY STAFF:** The applicant shall ensure that the carry-out window queue line does not extend outside of the encroachment boundaries as approved in ENC #2018-0008 and as indicated in the applicant's letter titled "Carry-out Window Line Management" and dated August 8, 2018. (P&Z)
28. **CONDITION ADDED BY STAFF:** The applicant must install a barrier to separate the queue line from the pedestrian right-of-way consistent with the area of encroachment as approved in ENC #2018-0008. A minimum pedestrian right-of way of five feet shall be maintained. The barrier design must be consistent with the King Street Outdoor Dining Design Guidelines and subject to approval of the Director of Planning and Zoning. (P&Z)
29. **CONDITION AMENDED BY PLANNING COMMISSION:** The outdoor carry-out window hours of operations shall be limited to 7:00 a.m. to 11:00 p.m., daily 12 a.m. Sunday to Wednesday, and 7 a.m. to 2 a.m. Thursday to Saturday. Service of alcoholic beverages is prohibited from the carry-out window. (P&Z PC)
30. **CONDITION ADDED BY STAFF:** The applicant shall contact the T&ES parking planner at 703.746.4025 for information about applying to participate in the Discount Parking Program for Employees of Old Town Businesses (or other similar program if one is created) that offers discounted parking at select City parking facilities on evenings and weekends. (T&ES)

STAFF: Anthony LaColla, Division Chief, Land Use Regulatory Services, Department of Planning and Zoning;
Ann Horowitz, Principal Planner;
Heba ElGawish, 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:

- R-1 The applicant shall require its employees who drive to use off-street parking. (T&ES) (SUP #2017-00124)
- 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 for information on establishing an employee transportation benefits program. (T&ES) (SUP #2017-00124)
- R-3 The applicant shall direct patrons to the availability of parking at nearby public garages and shall participate in any organized program to assist with both employee and customer parking for businesses that is formed as a result of suggested parking strategies in the King Street Retail Strategy (Old Town Area Parking Study). (T&ES) (SUP #2017-00124)
- R-4 The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at goalex@alexandriava.gov for more information about available resources. (T&ES) (SUP #2017-00124)
- R-5 The applicant shall comply with the Parking Management Plan to the satisfaction of the director of planning and zoning and transportation and environmental services. (T&ES) (SUP #2017-00124)
- R-6 Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES) (SUP #2017-00124)
- R-7 Chemicals, detergents or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES) (SUP #2017-00124)
- R-8 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 #2017-00124)
- R-9 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 #2017-00124)

- R-10 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 #2017-00124)
- R-11 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 #2017-00124)
- R-12 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 #2017-00124)
- R-13 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES) (SUP #2017-00124)
- R-14 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 #2017-00124)
- R-15 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 #2017-00124)
- R-16 **CONDITION ADDED BY STAFF:** The applicant shall contact the T&ES parking planner at 703.746.4025 for information about applying to participate in the Discount Parking Program for Employees of Old Town Businesses (or other similar program if one is created) that offers discounted parking at select City parking facilities on evenings and weekends. (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) (SUP #2017-00124)
- 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) (SUP #2017-00124)
- 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) (SUP #2017-00124)

Code Enforcement:

C-1 Sites, buildings and structures shall be accessible to persons with physical disabilities.

C-2 Recommend a code consultation with the building code department prior to approval.

Fire:

C - 1 Due to a change of use and occupancy load, a fire prevention permit is required for this location.

Health:

No Comments Received

Parks and Recreation:

No Comments Received

Police Department:

No Comments Received



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 116 KING STREET

TAX MAP REFERENCE: 075.01-06-04 ZONE: KR/CBD

APPLICANT:

Name: URBANO 116, LLC

Address: 116 KING STREET, ALEXANDRIA VA 22314

PROPOSED USE: AMENDMENT TO SUP TO PERMIT CARRY-OUT

SERVICE FROM AN OUTDOOR WINDOW.

☒ **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.

JUSTIN A. SPARROW / URBANO 116, LLC [Signature] 6/25/18
Print Name of Applicant or Agent Signature Date

1199 N. FAIRFAX STREET, SUITE 210 703-622-3282 _____
Mailing/Street Address Telephone # Fax #

ALEXANDRIA, VA 22314 jsparrow@advancedconstructgroup.com
City and State Zip Code Email address

ACTION- PLANNING COMMISSION:

DATE:

ACTION- CITY COUNCIL:

DATE:

SUP # _____

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 116 KING STREET, I hereby
 (Property Address)
 grant the applicant authorization to apply for the CARRY OUT use as
 (use)
 described in this application.

Name: OLD TOWN 2, LLC
 Please Print

Phone: 704-423-1720

Address: _____

Email: kracke@asanapartners.com

Signature: SEE ATTACHED LETTER

Date: 6/26/18

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.

JUSTIN SPARROW / 1199 N. FAIRFAX STREET, SUITE 210 ALEXANDRIA, VA 22314
CHAD SPARROW / SAME
LARRY WALSTON, JR. / SAME

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. JUSTIN A SPARROW	1199 N. Fairfax Street, Suite 210 / Alexandria VA 22314	33.33%
2. CHAD F. SPARROW	1199 N. Fairfax Street, Suite 210 / Alexandria VA 22314	33.33%
3. LARRY D. WALSTON, JR.	1199 N. Fairfax Street, Suite 210 / Alexandria VA 22314	33.33%

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 116 King Street, Alexandria VA 22314 (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. OLD TOWN 2, LLC	1616 Camden Road, Suite 210 / Charlotte, NC 28203	100%
2.		
3.		

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

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

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.	None	
2.	None	
3. Justin Sparrow, Chad Sparrow, & Larry Walston, Jr	None	

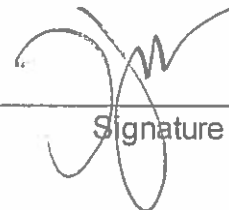
NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

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

6/24/18
11/13/2017
Date

Justin A. Sparrow

Printed Name


Signature

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

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

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

NARRATIVE DESCRIPTION

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

THE APPLICANT IS SEEKING APPROVAL TO AMEND SUP #2017-60124 TO ALLOW FOR CARRY OUT SERVICE WITH APPROVED FULL SERVICE RESTAURANT & BAR. IN CONJUNCTION, APPLICANT IS SEEKING ENCROACHMENT INTO THE RIGHT-OF-WAY ON KING STREET FOR SERVICE WINDOW. CURRENTLY AN EXISTING BAY WINDOW PROJECTS INTO THE RIGHT-OF-WAY 2 FEET. BAY WILL BE REMOVED AS PART OF CONSTRUCTION AND NEW FLUSH STOREFRONT WILL BE INSTALLED. APPLICANT PROPOSES TO UTILIZE CURRENT BAY WINDOW ENCROACHMENT FOR SERVICE LINE. THE APPLICANT IS PROPOSING TO OPERATE/OPEN DURING SAME PREVIOUSLY APPROVED HOURS. APPLICANT WILL BE SELLING FROM CARRY-OUT WINDOW. PATRONS WILL ORDER AND PAY FOR FOOD AS THEY STAND OUTSIDE OF THE CARRY OUT WINDOW.

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).

NO ADDITIONAL SEATS. ANTICIPATE SERVING BETWEEN 20-30
PER HOUR DURING PEAK TIMES.

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

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

ONE EMPLOYEE TO SERVICE TO GO WINDOW

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

Day:

SAME AS SUP #2017-00124

Hours:

MON.- WED.

11:00 AM - 12:00 MIDNIGHT

THUR. - SAT.

11:00 AM - 2:00 AM

SUN.

10:00 AM - 12:00 MIDNIGHT

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

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

NO ADDITIONAL NOISE FROM MECHANICAL EQUIPMENT. OTHER

NOISE WILL BE FROM TYPICAL DINING PATRONS (SIMILAR TO SURROUNDINGS)

- B. How will the noise be controlled?

THE APPLICANT WILL ENSURE THAT ITS PATRONS KEEP THE LEVEL

OF NOISE AT AN ACCEPTABLE LEVEL AND IN ACCORDANCE WITH
CITY'S NOISE ORDINANCE

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

TYPICAL ODORS FROM RESTAURANT USE

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 FOOD WRAPPERS FOR RESTAURANT USE

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

200+/- WRAPPERS PER DAY

- C. How often will trash be collected?

AS OFTEN AS NECESSARY AND MONITORED THROUGHOUT THE DAILY OPERATIONS.

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

THE MANAGEMENT WILL ENSURE THAT THE ADJACENT AREAS ARE PICKED UP ON A REGULAR BASIS AND MONITORED DAILY.

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

[] Yes.

[☒] No.

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

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

☐ Yes. ☒ No.

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

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

THE RESTAURANT WILL BE MONITORED BY SECURITY CAMERAS
ON A REGULAR BASIS

ALCOHOL SALES

13.

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

☐ Yes ☐ No EXISTING SUP ALLOWS FOR ABC ON PREMISES SALES.
NO CHANGE TO APPLICATION

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.

NO CHANGE TO PREVIOUS APPROVAL

PARKING AND ACCESS REQUIREMENTS

14. A. How many parking spaces of each type are provided for the proposed use:

<u>0</u>	Standard spaces] N/A
<u>0</u>	Compact spaces	
<u>0</u>	Handicapped accessible spaces.	
<u>0</u>	Other.	

Planning and Zoning Staff Only Required number of spaces for use per zoning Ordinance Section 8-200 A Does the application meet the requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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?

N/A CBD PARKING

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? 0 / PREVIOUSLY APPROVED SUP# 2017-00124

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

- B. Where are off-street loading facilities located? _____

UNLOADING WILL OCCUR IN THE SERVICE ALLEY INTO THE REAR ENTRANCE

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

8:00 - 11:00 AM

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

TYPICALLY TWICE PER DAY (NO ADDITIONAL DELIVERY FOR USE)

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

STREET / SIDEWALK ACCESS IS ADEQUATE

SITE CHARACTERISTICS

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

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

How large will the addition be? N/A square feet.

18. What will the total area occupied by the proposed use be? (NO CHANGE)

3904 sq. ft. (existing) + 0 sq. ft. (addition if any) = 3904 sq. ft. (total)

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

☒ a stand alone building

☐ a house located in a residential zone

☐ a warehouse

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

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

☐ other. Please describe: _____

End of Application

SUP #

Admin Use Permit #



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? N/A
 Indoors: _____ Outdoors: 0 Total number proposed: 0

2. Will the restaurant offer any of the following?

Alcoholic beverages (SUP only)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Beer and wine — on-premises	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Beer and wine — off-premises	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

PREVIOUSLY
APPROVED SUP 2017# -
00124

3. Please describe the type of food that will be served:

MEXICAN CUISINE

4. The restaurant will offer the following service (check items that apply): AMENDMENT TO EXISTING APPROVED APPLICATION TO ADD CARRY OUT
 _____ 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?

6. Will the restaurant offer any entertainment (i.e. live entertainment, large screen television, video games)?

_____ Yes ☒ No

If yes, please describe: N/A

Parking impacts. Please answer the following:

1. What percent of patron parking can be accommodated off-street? (check one)
 - ☐ 100%
 - ☐ 75-99%
 - ☐ 50-74% **NO CHANGE**
 - ☐ 1-49%
 - ☒ No parking can be accommodated off-street

2. What percentage of employees who drive can be accommodated off the street at least in the evenings and on weekends? (check one)
 - ☐ All
 - ☐ 75-99%
 - ☐ 50-74% **NO CHANGE**
 - ☐ 1-49%
 - ☒ None

3. What is the estimated peak evening impact upon neighborhoods? (check one)
 - ☒ No parking impact predicted
 - ☐ Less than 20 additional cars in neighborhood
 - ☒ 20-40 additional cars **NO CHANGE FROM PREVIOUS**
 - ☐ More than 40 additional cars

Litter plan. The applicant for a restaurant featuring carry-out service for immediate consumption must submit a plan which indicates those steps it will take to eliminate litter generated by sales in that restaurant.

ATTACHED

Alcohol Consumption and Late Night Hours. Please fill in the following information.

1. Maximum number of patrons shall be determined by adding the following:
 - ☐ Maximum number of patron dining seats
 - + ☐ Maximum number of patron bar seats
 - + ☐ Maximum number of standing patrons **NO CHANGE TO INDOOR APPROVALS**
 - = ☐ Maximum number of patrons

2. ☐ Maximum number of employees by hour at any one time

3. Hours of operation. Closing time means when the restaurant is empty of patrons. (check one)
 - ☐ Closing by 8:00 PM
 - ☐ Closing after 8:00 PM but by 10:00 PM
 - ☐ Closing after 10:00 PM but by Midnight **SAME AS PREVIOUSLY APPROVED SUP APPLICATION 2017-00124**
 - ☐ Closing after Midnight

4. Alcohol Consumption (check one)
 - ☐ High ratio of alcohol to food
 - ☐ Balance between alcohol and food **N/A - FOOD ONLY TO GO**
 - ☐ Low ratio of alcohol to food

May 17, 2018

City of Alexandria
Department of Planning & Zoning
301 King Street
Alexandria, VA 22314

RE: Urbano 116 – Trash Management Plan

In order to minimize the litter, our staff will continuously monitor the storefront/to go window and adjacent areas to ensure any associated trash is promptly disposed of in city waste and/or recycling cans. City waste and recycling cans are located directly in front of the business (see attached picture) as well as in close proximity along King Street. Additionally, we will place a small sign in the window reminding guests to keep our City clean and properly dispose of wrappers in waste/recycling bins.

Thank you,

Urbano 116, LLC

Justin A. Sparrow



August 8, 2018

City of Alexandria
Department of Planning & Zoning
301 King Street
Alexandria, VA 22314

RE: Urbano 116 – Carry Out Window Line Management

In order to minimize the impact on surrounding pedestrian movements, our staff will continuously monitor the storefront, to go window and line volume to ensure the required sidewalk and surrounding business are not impacted by customers waiting in line. The line will form east to west (i.e. along our storefront from the window to the main entrance) and be controlled with portable stanchions, providing for the minimum 5' (+) clearance along the sidewalk for other pedestrians movements. In the event the line extends past our storefront, staff/management will monitor the queuing and invite customers to wait inside the restaurant until the order is filled. We will also manage and monitor our front vestibule and entrance to maintain free flow in and out of the restaurant. Again, this will be handled according to volume by our management and staff. All aspects of the carry out window/line will be continuously monitored throughout service hours and management will act accordingly to maintain safe and free flowing pedestrian traffic along the restaurant frontage.

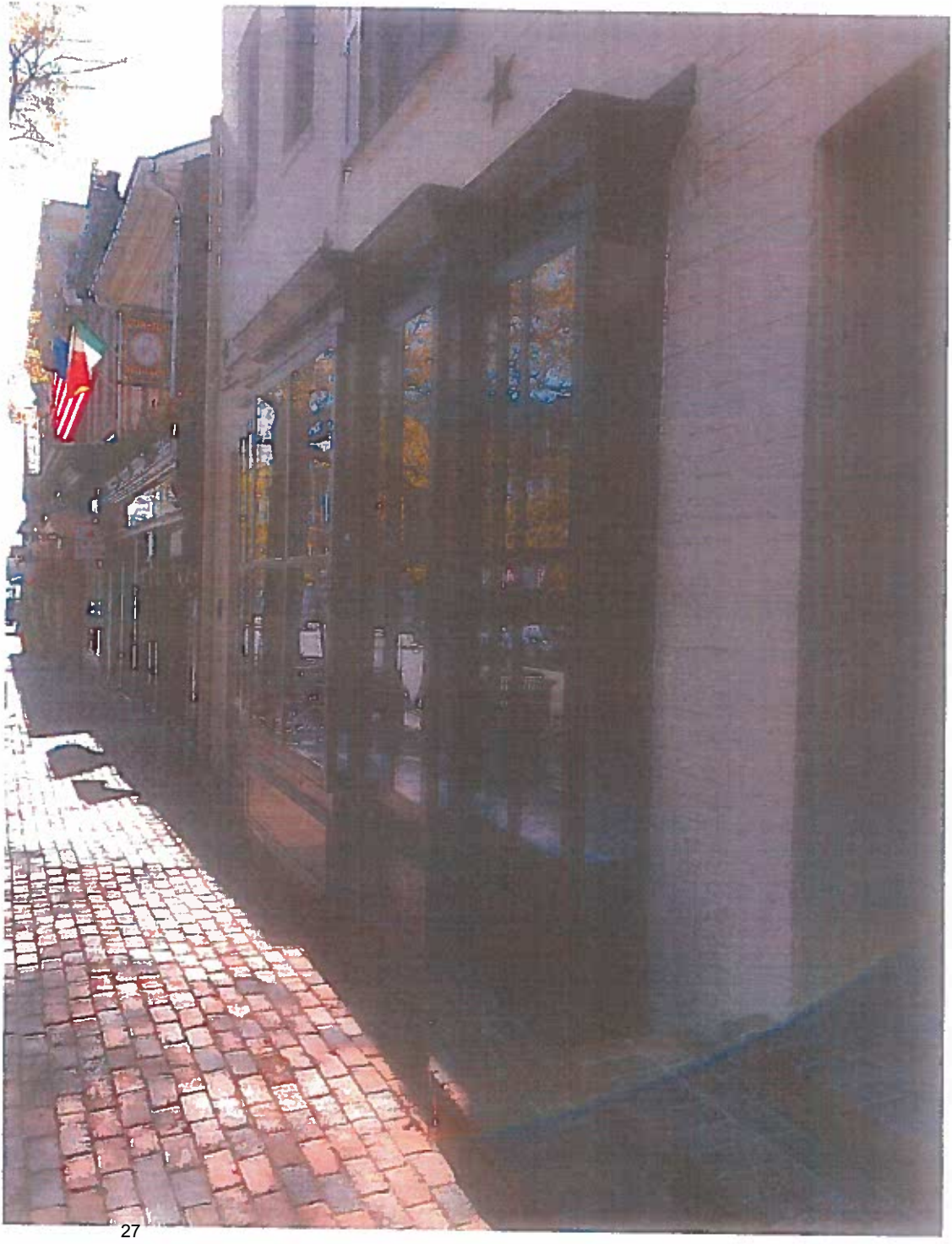
Thank you,

Urbano 116, LLC



Justin A. Sparrow







Urbano To Go Window

Existing City Trash & Recycling Bins

