



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 3830 Mt Vernon Ave

TAX MAP REFERENCE: _____

ZONE: _____

APPLICANT:

Name: Fan ChenAddress: 3830 Mt Vernon Ave

PROPOSED USE: ~~Restaurant - Alcant Spruce off and off~~
~~Seaver~~ Restaurant With on and off premise alcohol service.

- ☒ 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.

Fan Chen
 Print Name of Applicant or Agent
3830 Mt Vernon Ave
 Mailing/Street Address
Alexandria VA 22305
 City and State Zip Code

chen 12-9-19
 Signature Date
917 868 4279
 Telephone # Fax #
Chen - Fan @ Ymail.com
 Email address

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 3826-3830 Mt Vernon Ave, I hereby
(Property Address)
grant the applicant authorization to apply for the Alcohol Sales use as
(use)
described in this application.

Name: Mei Chen Phone 202-903-3130
Please Print
Address: P.O. Box 10164, Alexandria, Va 22310 Email: meichen03@gmail.com
Signature: [Signature] Date: 1/3/2020

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.

Mei Chen 100%

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. <i>Fan Chen</i>	<i>3830 Mt Vernon Ave</i>	<i>100%</i>
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 _____ (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. <i>Mei Chen</i>	<i>Po Box 10104 Alexandria</i>	<i>100%</i>
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. <i>Fan Chen</i>	<i>No relationship</i>	
2. <i>Mei Chen</i>	<i>No relationship</i>	
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.

12-14
Date

Fan Chen
Printed Name

[Signature]
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.)

apply special use permit for Sell In-out Alcools
to the ~~restaurant~~ restaurant use and Nothing else is Change.
Lot of Complaint Ask do we Sell beer and ~~Alcools~~ Alcools.

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).

Same

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

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

Same

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

Day:

Mon - Thurs

Fri - Sat

Sunday

Hours:

11am - 10:30 pm

11 AM - 11 PM

11am - 10:30pm

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

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

It will Low noise levels

B. How will the noise be controlled?

Yes because sell in the rear court

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

~~Call the GH, ask them to come down~~
 General Commercial odor control (i.e. Ventilation, Stove hood, etc.) is in use. Kitchen odors are controlled by staff.

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)

~~2 bags~~ 2 bags (Standard restaurant size) of Standard restaurant waste are disposed of daily

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

~~at by~~ 2 bags of Standard restaurant waste

- C. How often will trash be collected?

every Tuesday

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

We will clean the littering nearby properties

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

[] Yes.

[X] 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?

Ask the help from police

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.

Applicant On premises and off premises sales
of beer

PARKING AND ACCESS REQUIREMENTS

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

10 Standard spaces
 _____ Compact spaces
 _____ Handicapped accessible spaces.
 _____ Other.

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

- B. Where is required parking located? (check one)
☒ on-site
☐ off-site

If the required parking will be located off-site, where will it be located?

PLEASE NOTE: Pursuant to Section 8-200 (C) of the Zoning Ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

- C. If a reduction in the required parking is requested, pursuant to Section 8-100 (A) (4) or (5) of the Zoning Ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

☐ Parking reduction requested; see attached supplemental form

15. Please provide information regarding loading and unloading facilities for the use:

- A. How many loading spaces are available for the use? 1

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

- B. Where are off-street loading facilities located? Same on the
back of store
- C. During what hours of the day do you expect loading/unloading operations to occur?
Same morning time
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
Same once week

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?

Same None

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? ☒ Yes ☐ No
- Do you propose to construct an addition to the building? ☐ Yes ☒ No
- How large will the addition be? _____ square feet.

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

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

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

- ☒ a stand alone building
- ☐ a house located in a residential zone
- ☐ a warehouse
- ☐ a shopping center. Please provide name of the center: _____
- ☐ an office building. Please provide name of the building: _____
- ☐ other. Please describe: _____

End of Application



Department of Planning & Zoning
Special Use Permit Application Checklist

Supplemental application for the following uses:

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

Interior Floor Plan

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

If Applicable

- ☐ Plan for outdoor uses

Contextual site image

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

Virginia ABC (/) > **About** (/about) > **Contact Us**

Contact Us

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Find Locations

ABC Central Office

Phone: (804) 213-4400

Street address:

2901 Hermitage Road

Richmond, VA 23220

Find us on Google Maps (<https://goo.gl/maps/NZxeUkemMXN2>)

Mailing address:

P.O. Box 27491

Richmond, Virginia 23261-7491

ABC Regional Offices (</enforcement/bureau-of-law-enforcement/regional-offices>)

Contact your ABC regional office for questions about ABC laws and regulations, licensing and enforcement.

ABC Stores (</stores>)

Contact your local ABC store (</stores>) for questions about ordering and products.

Submit Feedback Online

General Feedback Form (</about/general-feedback>)

We welcome your comments, questions and suggestions about our agency, services, products, stores, employees and website.

Store Experience Form (</stores/store-experience>)

Submit an evaluation of your shopping experience in an ABC store to help us serve you better.



City of Alexandria, Virginia



Legend

- Addresses
- Road Labels
- One Way Streets
- Metro Stations
- Metro Lines
 - Blue
 - Yellow
 - Yellow Blue
- City Boundary
- Rail Lines
- Park Boundary
- School Boundary
- Parcels
- Buildings
- Walks
 - Sidewalk
 - Crosswalk
- Driveways
- Parking Lots
- Roads (zoomed in)
- Existing and Future Streets (zz)
 - Major streets
 - Local streets
- Surface Water
- Streams
- Parks

1: 1,128



188.1 0 94.04 188.1 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere
City of Alexandria, VA

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

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?

Indoors: 40 (unchanged)

Outdoors: 0

Total number proposed: 40 (unchanged)

2. Will the restaurant offer any of the following?

Alcoholic beverages (**SUP only**) ☒ Yes ☐ NoBeer and wine — on-premises ☒ Yes ☐ NoBeer and wine — off-premises ☒ Yes ☐ No

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

Chinese american cuisine and various fried foods

4. The restaurant will offer the following service (check items that apply):

☐ table service ☐ bar ☒ carry-out ☒ delivery

5. If delivery service is proposed, how many vehicles do you anticipate? Delivery is done via 3rd party delivery services

Will delivery drivers use their own vehicles? ☐ Yes ☒ No

Where will delivery vehicles be parked when not in use?

NA. Delivery is done via 3rd party delivery services (Ubereats, Postmates, GrubHub)

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

☒ Yes ☐ No

If yes, please describe:

Currently, the business does not offer any entertainment. However, televisions may be placed within the business at a later date in the future.

OLD TOWN RESTAURANT POLICY

Changes to Old Town Small Area Plan Chapter of the Master Plan Adopted by City Council on November 13, 1993

On November 13, 1993, the City Council adopted Resolution No. 1672, which outlines new policy and criteria used in applying the revised Old Town Restaurant Policy. Individuals who apply for a special use permit to operate a restaurant in Old Town must address in their entirety five criteria in order to be considered for a special use permit. An application will not be formally accepted for processing until this questionnaire is completed.

GOALS OF THE OLD TOWN RESTAURANT POLICY

1. To lessen the on-street parking impact of restaurants in Old Town and adjacent areas;
2. To prevent rowdiness and vandalism from patrons leaving restaurants, particularly in the late evening; and
3. To control the spread of litter in Old Town.

POLICIES TO ATTAIN THE GOALS OF THE OLD TOWN RESTAURANT POLICY

City Council shall not approve a request for special use permit for any new restaurant, carry-out or fast food establishment or an expansion of an existing restaurant, carry-out or fast food establishment, unless it finds that the request does not significantly impact nearby residential neighborhoods. City Council shall consider the cumulative impact of the proposal and the number of already established restaurants, carry-outs, fast food establishments and the number of food service seats, bar seats and standing service areas in the immediate area. In the case of an expansion or other intensification, the entire operation of the establishment may be taken into account in determining its impact upon the nearby residential neighborhoods. In making that determination, City Council shall consider the following factors:

- The availability of off-street parking.
- The predicted impact of the restaurant on parking supply in the adjacent neighborhood.
- The extent to which the restaurant is open in the late night hours.
- The extent to which alcohol (such as spirits, mixed drinks, wine, and beer) consumption will predominate over food consumption, including consideration of the number of bar seats, if any, and the standing areas in the vicinity of bars.
- The predicted extent of litter generated in nearby neighborhoods.

CRITERIA TO BE USED TO EVALUATE NEW OR EXPANDED RESTAURANTS

Parking Management Plan. The applicant must submit a parking management plan (PMP), which specifically addresses the following issues:

- The parking demand generated by the proposed restaurant.
- The availability of off-street parking for patrons. For the purpose of this policy, availability shall be measured in terms of the number of vacant off-street parking spaces within 500 feet from the entrance to the restaurant.
- How employees who drive will be accommodated off the street at least in the evenings and on weekends.
- The predicted impact of the restaurant on the parking supply at the evening, weekend, and daytime peaks.
- A proposal to reduce the impact of parking created by the restaurant on nearby areas. Acceptable alternatives for reducing parking impacts include, but are not limited to, the following: validated parking or valet parking for patrons, and off-street parking or transit subsidies for employees.

Parking impacts. Please answer the following:

1. What percent of patron parking can be accommodated off-street? (check one)
 - ☒ 100%
 - ☐ 75-99%
 - ☐ 50-74%
 - ☐ 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%
 - ☐ 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
 - ☐ 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.

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

1. Maximum number of patrons shall be determined by adding the following:

40		Maximum number of patron dining seats	
+	0		Maximum number of patron bar seats
+	0		Maximum number of standing patrons
=	40		Maximum number of patrons

2. 3 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
 - ☐ Closing after Midnight

4. Alcohol Consumption (check one)
 - ☐ High ratio of alcohol to food
 - ☒ Balance between alcohol and food
 - ☐ Low ratio of alcohol to food