

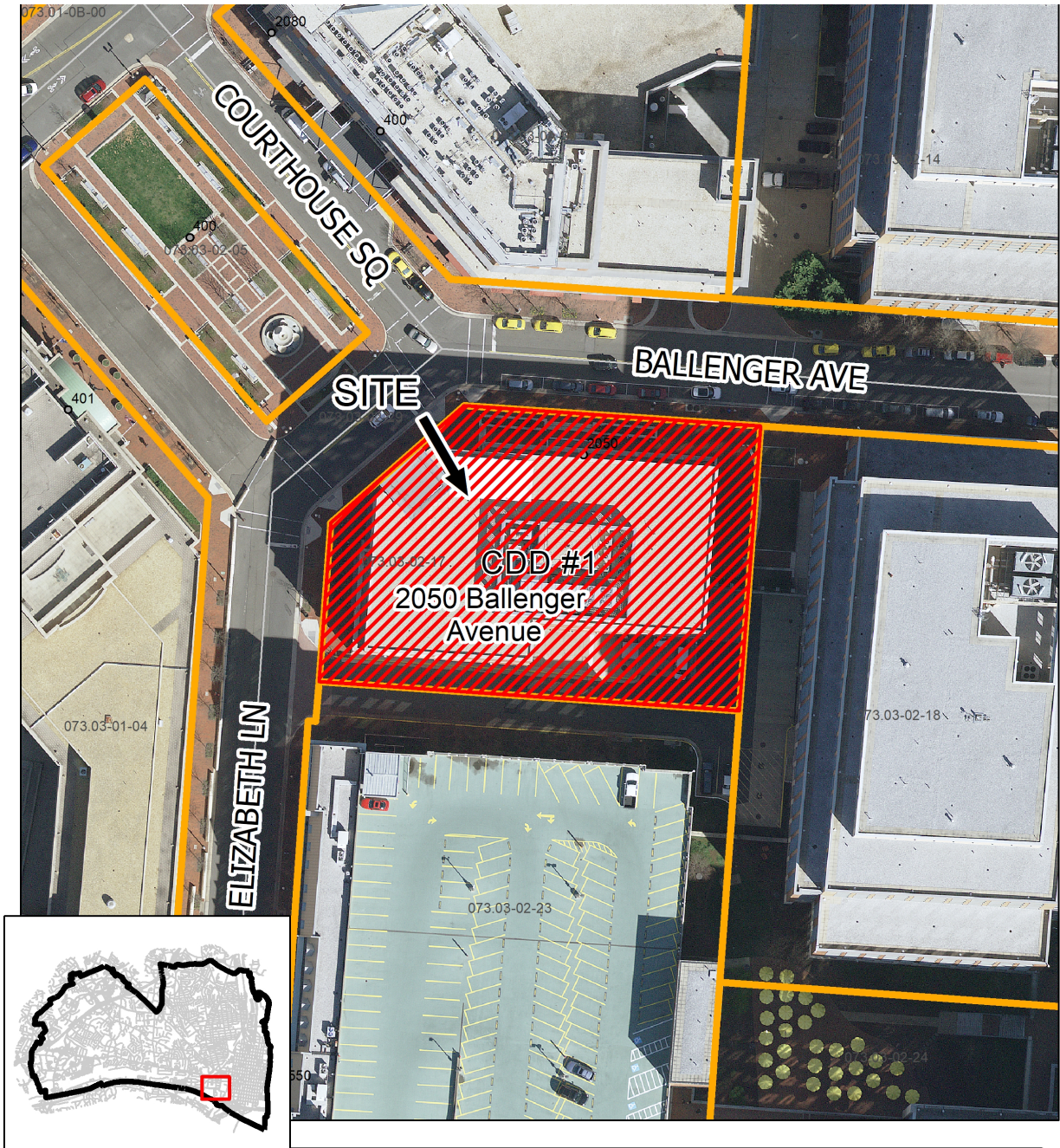
Special Use Permit #2020-00039
2050 Ballenger Avenue
Catholic University of America

Application	General Data	
Request: Public hearing and consideration of a request for a Special Use Permit to operate a private academic school	Planning Commission Hearing:	September 1, 2020
	City Council Hearing:	September 12, 2020
Address: 2050 Ballenger Avenue	Zone:	CDD-1 / Coordinated Development District #1
Applicant: Catholic University of America, represented by David S. Houston, agent	Small Area Plan:	Eisenhower East

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: Ray Roakes, raymond.roakes@alexandriava.gov
Ann Horowitz, ann.horowitz@alexandriava.gov

PLANNING COMMISSION ACTION, SEPTEMBER 1, 2020: On a motion by Vice Chair McMahon, seconded by Commissioner Lyle, the Planning Commission voted to recommend approval of Special Use Permit #2020-00039, as submitted. The motion carried on a vote of 6-0.



Special Use Permit #2020-00039
2050 Ballenger Avenue

0 30 60 120 Feet



PROJECT LOCATION MAP

I. REPORT SUMMARY

The applicant, Catholic University of America, represented by agent, David S. Houston, requests a Special Use Permit approval to operate a private academic school on the second floor at 2050 Ballenger Avenue. Staff recommends approval of the Special Use Permit request with conditions as described in the report.

SITE DESCRIPTION

The subject parcel is located at 2050 Ballenger Avenue, located on the southeast corner of Ballenger Avenue and Elizabeth Lane. The subject parcel includes approximately 160 feet of frontage along Ballenger Avenue, approximately 80 feet of frontage along Elizabeth Lane, approximately 100 feet of frontage facing Courthouse Square, and 30,512 square feet in total lot area (Figure 1).



Figure 2 – Building Façade from King Street

The subject tenant space is part of a larger building addressed as 2050 Ballenger Avenue (Figure 2) and located in the west half of Block J of the Carlyle development. The building was constructed in 2009 and includes three floors of office (52,037 square feet) and ground floor retail (16,319 square feet).

A below-grade parking garage exists on-site to accommodate the tenants of 2050 Ballenger Drive. Vehicle access to the parking garage is located along an alley behind the building. Vehicle access to a further public parking garage located to the south of the subject building is facilitated via Elizabeth Lane.

Surrounding the subject site is a mix of retail, restaurant, office and hotel uses. The Carlyle Club Restaurant is located on the ground floor of the subject site, the Westin Alexandria Old Town is located to the north of the subject site, office buildings are located to the east, the U.S. District Court is located to the west, and a parking garage is located to the south. The King Street Metro Station is located approximately 1,700 feet (three blocks) to the north of the subject site.

BACKGROUND

The City Council approved Development Special Use Permit #2005-0015 in May of 2005. The application included approval for construction of the existing building.

The City Council approved Development Special Use Permit #2009-00068 in January of 2010. The application included approval to allow additional retail uses in ground floor retail areas and amend the retail parking requirement for the subject building.

City Planning Staff approved Special Use Permit #2014-0116 in December of 2014. The application included approval to operate an 8,381 square foot restaurant on the first floor of the subject building, known as the Carlyle Club.

The tenant space, that is subject of this application, was previously occupied by a commercial office establishment and the third floor is occupied by Catholic Charities, who owns the building.

PROPOSAL

The applicant, Catholic Universities of America, proposes to operate a satellite campus on the second floor of 2050 Ballenger Avenue. The applicant requests SUP approval of a private academic school use.

The school will occupy 18,563 square-feet of tenant space. It is expected that up to 40 students to visit the premises during the day on weekdays and up to 166 students during the evening when class primarily takes place. There will be two full-time employees on site along with up to 13 professors each day. Occasional events may see greater numbers of attendants.

Details of the applicant's proposed operation are:

Hours of operation: 9 a.m. to 9 p.m., Monday through Friday

Deliveries: 9 a.m. to 9 p.m., Monday through Friday
Weekends by appointment only

Noise: Minimal noise is expected, comparable to a like sized office use.

Trash/Litter: Typical trash is expected to be generated, comparable to a like sized office use.

PARKING

The parking requirements for the subject building were specified in the Transportation Management Plan for Carlyle (SUP #2254) and these parking requirements were met for the subject site at the time that the on-site parking garage was constructed. The applicant is not required to provide parking beyond that already provided at the subject site.

ZONING/ MASTER PLAN DESIGNATION

The subject site is located within the CDD-1/ Coordinated Development District. Approved Special Use Permit #2009-00067 and #2009-00068 provided that private academic uses would be permitted without a SUP review. However, approved Special Use Permit #2018-0039 removed that condition. Since the most up-to-date SUP condition list does not specifically call out private academic uses other than on the ground floor, OC / Office Commercial Zone requirements apply which requires private academic schools with more than 20 students at a time to receive full SUP approval.

The proposed use is consistent with the Eisenhower East Small Area Plan, which designates the area for commercial use.

II. STAFF ANALYSIS

Staff supports the applicant's request for a Special Use Permit to allow a private academic school use on the second floor at 2050 Ballenger Avenue. The proposal regarding the Catholic University satellite campus would diversify the mix of uses located in the area and provide an important educational and institutional anchor for the Carlyle area. Students can be expected to provide a boost to area restaurants and commercial uses as well as greater street activation.

Staff has provided recommended conditions similar to other private educational uses. Recommended condition #4, #5, and #6 encourages patrons and employees to use alternative transportation such as Metro and bicycle. Recommended condition #8 requires that any odors be controlled to not bother surrounding users. Recommended condition #10 ensures that deliveries do not happen at night to ensure area residents are not affected by late night noise. Recommended condition #11 ensures that the subject use follows all City Noise Ordinance requirements and condition #12 allows staff and the Planning Director to re-evaluate compliance with all conditions and determine if any negative externalities are provided from the subject use's operation to other surrounding uses that were not anticipated.

Subject to the conditions stated in Section III of this report, staff recommends approval of the applicant's 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 business or entity in which the applicant has controlling interest. (P&Z)
2. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all Special Use Permit provisions and requirements. (P&Z)
3. The applicant shall require its employees who drive to use off-street parking. (T&ES)
4. The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)
5. 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)
6. 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)
7. 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 once 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)
8. The applicant shall control odors, smoke and any other air pollutants 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)
9. 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)
10. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
11. The use must comply with the city's noise ordinance. No amplified sound shall be audible at the property line. (T&ES)
12. The Director of Planning and Zoning shall review the special use permit after it has been

operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review, as the result of a complaint that rises to the level of a violation of the permit conditions or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

STAFF: Tony LaColla, AICP, Division Chief, Land Use Services
Ann Horowitz, Principal Planner
Ray Roakes, 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 control odors, smoke and any other air pollutants 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-2 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-3 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-4 The use must comply with the city's noise ordinance. No amplified sound shall be audible at the property line. (T&ES)
- R-5 The applicant shall require its employees who drive to use off-street parking. (T&ES)
- R-6 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)
- R-7 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)
- R-8 The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)

Code Enforcement:

- C-1 A building permit and plan review are required prior to the start of construction.

Fire:

No comments received

Health:

No comments received

Recreation, Parks & Cultural Activities:
No comments received

Police Department:
No comments received



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 2050 Ballenger Avenue

TAX MAP REFERENCE: 073.030-2-17 **ZONE:** CDD#1

APPLICANT:

Name: The Catholic University of America

Address: Office of the General Counsel, 308 McMahon Hall, 620 Michigan Ave, NE, Washington, DC 20064

PROPOSED USE: Private School, Academic

- ☒ 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.

David S. Houston, Agent

Print Name of Applicant or Agent

c/o Bean Kinney & Korman, P.C., 2311 Wilson Blvd., Suite 500

Mailing/Street Address

Arlington, VA 22201

City and State

Zip Code

Signature

5-29-2020

Date

(703) 284-7245

Telephone #

(703) 525-2207

Fax #

dhouston@beankinney.com

Email address

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 2050 Ballenger Avenue, I hereby
(Property Address)
grant the applicant authorization to apply for the Private School, Academic use as
(use)
described in this application.

Name: 2050 Ballenger, LLC c/o Keith R. Styles

Phone: (703) 236-6202

Please Print
Address: 2050 Ballenger Ave., Suite 400, Alexandria, VA 22314

Email: kstyles@catholiccharitiesusa.org

DocuSigned by:
Signature: Keith Styles
036FD1454991442...

Date: 5/29/2020

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.

Property Owner: 2050 BALLENGER, LLC; 2050 Ballenger Avenue, Suite 400;
Alexandria, Virginia 22314 - Catholic Charities USA is the sole member and owns
100% of Property Owner

Applicant/Lessee: THE CATHOLIC UNIVERSITY OF AMERICA; 620 Michigan
Avenue, N.E.; Washington, DC 20064 - is a Congressionally chartered corporation and
does not have any shareholders or owners

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. The Catholic University of America	620 Michigan Ave., NE, Washington, DC 20064	100% (Congressionally chartered corporation with no shareholders)
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 2050 Ballenger Avenue, Alexandria, Virginia 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. 2050 Ballenger, LLC	2050 Ballenger Ave., Suite 400, Alexandria, VA 22314	100%
2. Catholic Charities USA	2050 Ballenger Ave., Suite 400, Alexandria, VA 22314	100% (Sole Member of LLC)
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. The Catholic University of America	None	None
2. 2050 Ballenger, LLC	None	None
3. Catholic Charities USA	None	None

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

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

5-29-2020

Date

David S. Houston

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 Catholic University of America (CUA) plans to renovate the second floor of 2050 Ballenger Avenue into an additional location providing educational opportunities to adult students from Alexandria, Arlington and other communities in Northern Virginia. Pursuant to the City's Zoning Ordinance, the proposed use is deemed to be a "Private School, Academic." The subject property is a 4-story office and retail building. The second floor contains approximately 18,563 rentable square feet of floor area. The premises will be renovated into a space including six classrooms that can each accommodate between 15 to 30 students, a computer laboratory and ancillary breakout rooms. The space will also include offices for a small number of staff and faculty to meet with students or prepare for class. The space will not include any laboratory, research or library facilities.

The space will be used by various of the 12 schools at The Catholic University of America to mount educational programming aimed at adults age 25 and older. The specific programming to be offered on-site has not been finalized. The State Council of Higher Education for Virginia must approve plans for any educational offering at the location. While not yet approved, CUA is seeking the State's permission to offer two graduate degrees (General Management and Engineering Management); two undergraduate degrees (a bachelor's in individualized studies and an associate's degree in paralegal studies); and a variety of workforce-preparation classes in areas such as computer security, financial planning and project management. CUA is also considering other educational options in light of the close proximity of the subject property to federal and local agencies, and nonprofit organizations.

The degree classes offered at the subject site would be offered on weekday evenings and would represent the vast majority of the use of the facility. The workforce-preparation classes referenced above, which would serve a smaller number of students, and would be offered during the workday or on a weekday evening. On occasion, the facility might be used for a one-time event during the workday, such as a small academic conference.

Courses would be taught by part-time, adjunct faculty members from the community, who would not have a full-time presence at the subject site outside of class meeting times. The CUA staff working at this location would include a full-time site director and a full-time business development specialist. These two employees would be the primary personnel on site during daytime operating hours.

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).

Mondays through Fridays, from 9 a.m. to 5 p.m.: 40 students and visitors per day

Mondays through Fridays, from 5 p.m. to 9 p.m.: 166 students per day

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

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

Mondays through Fridays, from 9 a.m. to 5 p.m.: 4 staff and 3 instructors per day

Mondays through Fridays, from 5 p.m. to 9 p.m.: 10 staff and 10 instructors per day

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

Day:

Mondays through Fridays

Hours:

9 a.m. to 9 p.m.

Saturdays

By appointment only

Sundays

Closed

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

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

The proposed school operation will generate minimal noise. The facility is planned to include no industrial equipment and only one small photocopier/scanner. The instructional programs are lecture- and discussion-based and will not include activities expected to generate noise.

B. How will the noise be controlled?

Although noise is not anticipated to be an issue, if detectable noise is generated, the site director will take appropriate steps to identify the source of the noise and mitigate it in accordance with the City's noise ordinance.

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

Given the nature of the planned operation, the Applicant does not anticipate the production of any offensive odors.

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)
The trash generated by the site will be recycling (office paper), with a small amount of waste from food brought to the site by students, faculty and staff.

B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)
A maximum of two bags of trash per weekday, or 10 bags per week are anticipated.

C. How often will trash be collected?
Trash will be removed from the Applicant's premises each weekday evening by the property owner/landlord as part of its obligation to provide janitorial building services. Trash is removed from the building 3 times a week.

D. How will you prevent littering on the property, streets and nearby properties?
Trash and recycling bins will be stationed prominently throughout the facility, including prominently near all exits, to encourage students, faculty and staff to deposit their waste before leaving the floor.

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?
To ensure that only authorized personnel enter the subject building and premises, a swipe card security system is utilized for building and floor access -
as well as security cameras and a parking attendant during the hours the building's garage is open.

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:

101 Standard spaces
0 Compact spaces
4 Handicapped accessible spaces.
4 (EV) Other.

<p style="text-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

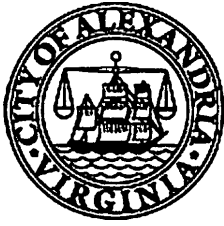
<p style="text-align: center;">Planning and Zoning Staff Only</p> <p>Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____</p> <p>Does the application meet the requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

- B. Where are off-street loading facilities located? Rear of the building inside garage.
-
- C. During what hours of the day do you expect loading/unloading operations to occur?
Very minimal loading/unloading expected with the school's operation. Typically, deliveries
will be made by US Mail or overnight courier services.
-
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
Once per month.
-
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?
All streets are fully constructed and operational. No improvements are
necessary.
-

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?
18,563 sq. ft. (existing) + 0 sq. ft. (addition if any) = 18,563 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: 2050 Ballenger Avenue
 - ☐ 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

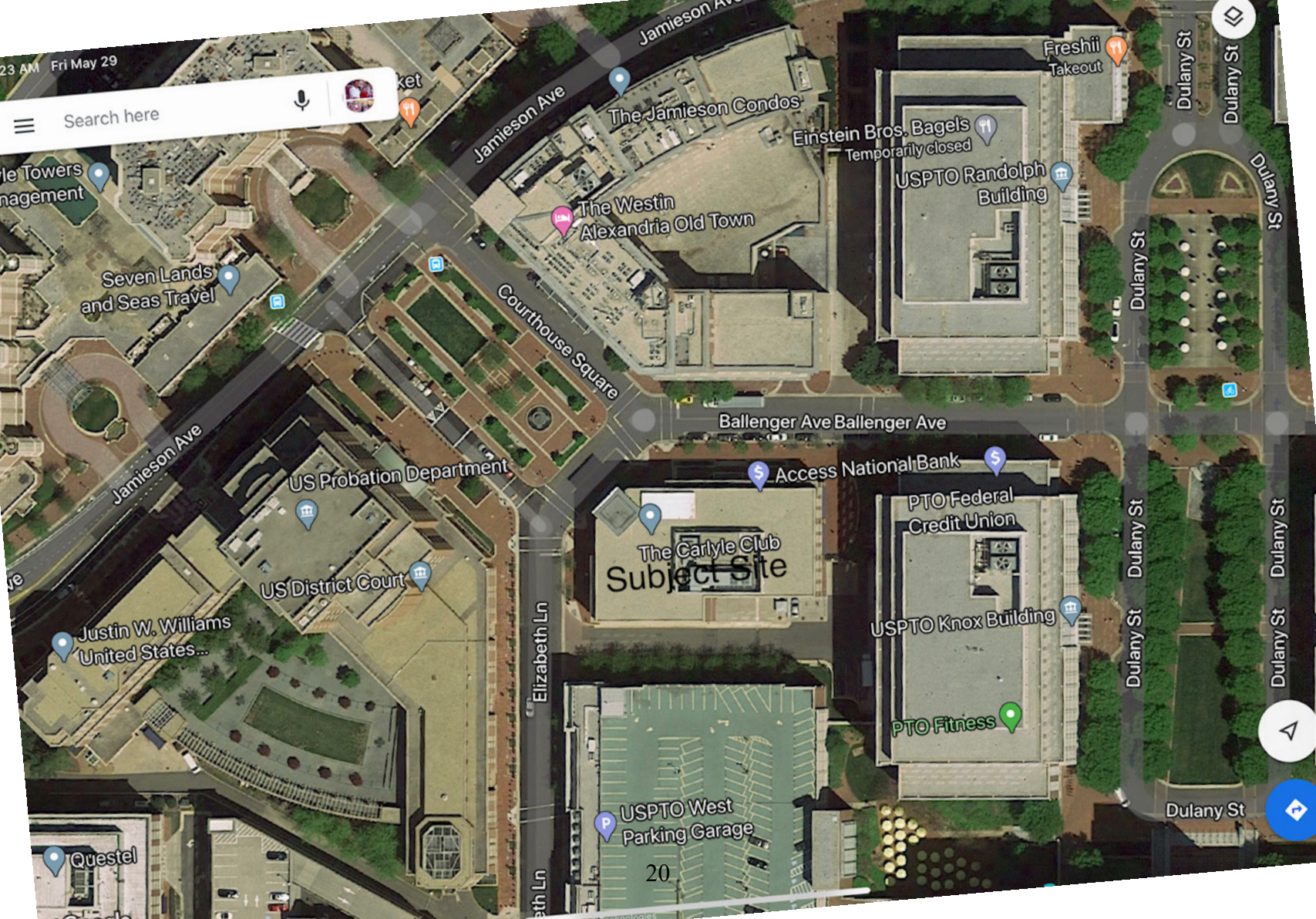
- ☒ Include labels to indicate the use of the space (doors, windows, seats, tables, counters, equipment)

If Applicable

- ☐ Plan for outdoor uses

Contextual site image

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





SPACE LEGEND

	CLASSROOM
	CONFERENCE ROOM
	OFFICE
	RESTROOMS
	STORAGE
	SUPPORT/AMENITIES

SPACE SUMMARY

SPACE TYPE	PROVIDED IN PLAN	
OFFICE/ SUPPORT SPACE	30	105-200
RECEPTION AND CONFERENCE ROOMS		
RECEPTION	1	450
BREAKOUT/ HUDDLE	7	105-325
CLASSROOMS		
LARGE CLASSROOMS	3	775-905
SMALL CLASSROOMS	3	475-550
COMPUTER CLASSROOM	1	510
AMENITIES/SUPPORT		
STUDENT LOUNGE	1	240
COPY	1	110
SECURE FILES	1	130
KITCHENETTE	1	50
STORAGE		
CLOSET	2	10
BACK OF HOUSE		
LAN/SERVER ROOM	1	55
RESTROOMS	2	200-250
AV CLOSET	1	45