



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 324 S. Royal Street - "Lot B"

TAX MAP REFERENCE: 074.04-06-28 **ZONE:** RM Residential Medium

APPLICANT:

Name: Most Reverend Michael F. Burbidge, Bishop of the Catholic Diocese of Arlington, Virginia and his Successors in Office

Address: 200 N. Glebe Rd, Ste 917, Arlington VA 22203

PROPOSED USE: Proposed parking lot lighting to be placed in existing parking lots.

- ☒ 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.

Anne Marie McKinnon, Agent of Applicant
Print Name of Applicant or Agent

200 N. Glebe Road

Mailing/Street Address

Arlington, VA

City and State

22203

Zip Code

Anne Marie McKinnon
Signature

8/3/2021
Date

703-841-3871

Telephone #

Fax #

annemarie.mckinnon@arlingtondiocese.com

Email address

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 324 S. Royal Street, I hereby
(Property Address)
grant the applicant authorization to apply for the lighting in existing parking lots use as
(use)
described in this application.

Name: Mark E. Herrmann

Phone: 703-841-3871

Please Print

Address: 200 N. Glebe Rd, Arlington VA 22203

Email: mark.herrmann@arlingtondiocese.org

Signature: 

Date: 8/4/2021

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.

Most Reverend Michael F. Burbidge, Bishop of the Catholic Diocese of Arlington,

Virginia and his Successors in Office; Address: 200 N Glebe Rd, Arlington, VA 22203.

100% owner

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. Most Reverend Michael F. Burbidge, Bishop of the Catholic Diocese of Arlington, Virginia and his Successors in Office		100%
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 324 S. Royal Street (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. Most Reverend Michael F. Burbidge, Bishop of the Catholic Diocese of Arlington, Virginia and his Successors in Office		100%
2.		
3.	200 N. Glebe Rd, Ste 917, Arlington VA 22203	


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. Most Reverend Michael F. Burbidge, Bishop of the Catholic Diocese of Arlington, Virginia	None	None
2. and his Successors in Office		
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.

8/4/21 Mark E. Herrmann 
 Date 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 existing parking lot is currently used by church members and staff of the
Basilica of St. Mary. This parking area, designated Lot B, and containing sixteen
parking spaces, is located at 324 S. Royal Street. Currently, the parking area has no
lighting. Consequently, church attendees and visitors users lack a sufficient a sense of
security and cannot see well, particularly during periods of darkness in the evening or
early morning. This Special Use Permit application proposes the installation of 5
parking lot light poles to illuminate the travelways of pedestrians at a safe level.

The combination of light poles is subject to change based on the type of fixture and
pole height ultimately selected. The lighting levels will conform with the requirements
of the Zoning Ordinance and the fixtures are to be compatible with those existing in
the surrounding neighborhood. Please see included photos providing example fixtures
found in the surrounding area and which these lights will resemble. No other changes
to the parking area are proposed.

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).

This parking lot contains 16 parking spaces.

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

Use of the parking lot is shared by Basilica of St. Mary's parishioners, visitors, and Parish staff.

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

Day:

Daily parking.

Hours:

Parking times vary depending on the Mass times and the season

of the year. Generally, existing parking usage is approximately

6 am to 10 pm. There is some early morning or overnight usage

of the existing parking by Parish guests, Parishioners, and others.

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 will be generated from the proposed use, as all
parking (and therefore vehicular noise) currently exists.

B. How will the noise be controlled?

N/A

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

There are no potential odors emanating from the proposed intensification of

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)

There is no trash or garbage associated with the lighting of the existing parking lots.

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

N/A

C. How often will trash be collected?

N/A

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

N/A

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 proposed lighting is intended to enhance the safety and security of the

existing parking lots and to enable the users of the parking lots, including the

Parishioners, guests, and members of the community, to feel a greater sense of security, particularly during early morning and evening hours.

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:

16 Standard spaces
_____ Compact spaces
_____ Handicapped accessible spaces.
_____ 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? [] Yes [] 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?

N/A. This application requests lighting for existing parking lots.

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? N/A

<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? [] Yes [] No</p>
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- B. Where are off-street loading facilities located? N/A
- C. During what hours of the day do you expect loading/unloading operations to occur?
N/A
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
N/A

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

N/A

SITE CHARACTERISTICS

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

End of Application

PROJECT SUMMARY

NAME OF PROJECT: BASILICA OF SAINT MARY

PROJECT ADDRESS: 308 S PITT ST, 324 S ROYAL ST, AND 309 S FAIRFAX ST

DEVELOPMENT TYPE: INTENSIFICATION OF SPECIAL USE PERMIT USE

PROJECT SUMMARY: **INSTALLATION OF LIGHTS IN PARKING LOT AREAS SERVING BASILICA OF SAINT MARY**

APPLICANT/OWNER:	CONTACT: CATHOLIC DIOCESE OF ARLINGTON ANNE MARIE MCKINNON ADDRESS: 200 NORTH GLEBE ROAD, SUITE 704 ARLINGTON, VA 22203-3764 PHONE: 703-841-3871 EMAIL: ANNEMARIE.MCKINNON@ARLINGTONDIOCESE.ORG
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ENGINEER OF RECORD:

CONTACT: LINE AND GRADE CIVIL ENGINEERING
DANIEL C. HYER, PE
ADDRESS: 113 4TH STREET NE; STE 100
CHARLOTTEVILLE, VA 22902
PHONE: 434-262-0169
EMAIL: DHYER@LINE-GRADE.COM

SOURCE: ALEXANDRIA GIS, AERIAL IMAGERY

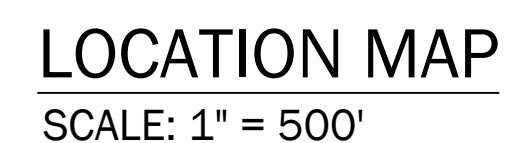
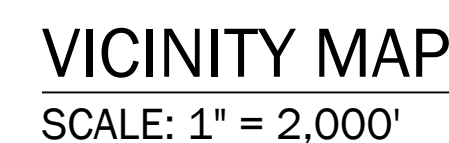
PARCELS:

PARCEL ID: LOT 74: 04-05-27, 04-06-18, 04-06-19
OWNER: MICHAEL F BURBIDGE BISHOP OF ARLINGTON
ZONED: RESIDENTIAL MEDIUM

PARCEL ID: LOT 74: 04-05-13
OWNER: ST MARYS RECTORY
ZONED: RESIDENTIAL MEDIUM

PARCEL ID: LOT 74: 04-06-28
OWNER: ST MARYS HALL
ZONED: RESIDENTIAL MEDIUM

PARCEL ID: LOT 74: 04-06-32
OWNER: CONFERENCE OF ST MARY OF SOCIETY OF ST VINCENT OF PAUL CITY OF ALEX CORP
ZONED: RESIDENTIAL MEDIUM



Sheet List Table

SHEET NUMBER	SHEET TITLE
C0.0	TITLE SHEET
C1.0	EXISTING CONDITIONS PLAN
C1.1	EXISTING CONDITIONS - PARKING LOT A
C1.2	EXISTING CONDITIONS - PARKING LOT B
C1.3	EXISTING CONDITIONS - PARKING LOT C
C2.0	PHOTOMETRIC PLAN - PARKING LOT A
C2.1	PHOTOMETRIC PLAN - PARKING LOT B
C2.2	PHOTOMETRIC PLAN - PARKING LOT C
8	TOTAL SHEETS

SUBMITTAL LOG

SUBMISSION	DESCRIPTION	RECIPIENT	SUBMITTAL DATE
1	SPECIAL USE PERMIT	ALEXANDRIA PLANNING & ZONING	7/20/2021
2	SPECIAL USE PERMIT	ALEXANDRIA PLANNING & ZONING	08/03/2021

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BASILICA OF SAINT MARY
SPECIAL USE PERMIT
ALEXANDRIA, VIRGINIA

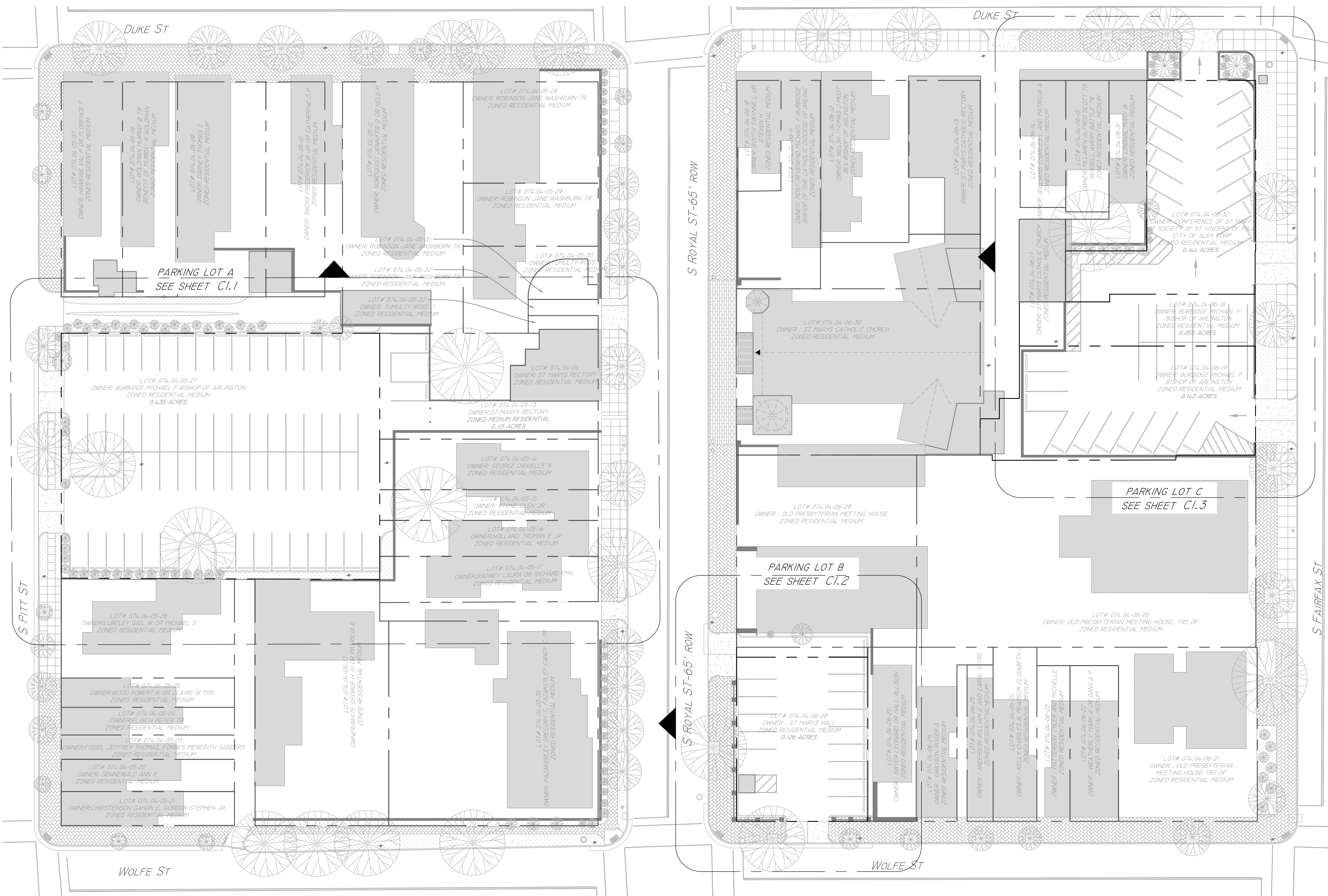
TITLE SHEET

CONCEPTUAL EXHIBIT
08/03/2021
FOR
APPROVAL

APPROVED	
SUBMISSION NO.	2
PROJECT	2008004

THE WORK OF
LINE + GRADE

CO.0



1
1" = 20': 0 20 40
EXISTING CONDITIONS PLAN



LIGHTING FIXTURE EXAMPLES

RE: Basilica of St. Mary Parking Lot Lighting

The following photos were taken from Google Maps Street View in the vicinity of the Basilica of St. Mary parking area. The photo on the left was taken on Duke Street, and photo on the right was taken on S. Lee Street. The pole mounted lights proposed in the parking lot area for St. Mary will resemble the style of the examples shown.

