



# APPLICATION SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP  
OR MINOR AMENDMENT

Change of Ownership       Minor Amendment

[must use black ink or type]

**PROPERTY LOCATION:** 2900 Eisenhower Ave, Alexandria, VA 22314  
**TAX MAP REFERENCE:** 071.04-02-10      **ZONE:** OCM (100)

**APPLICANT**

Name: Washington University of Science and Technology  
Address: 8133 Leesburg Pike, FL 2, Vienna, VA 22182

**PROPERTY OWNER**

Name: WALDORF MARYLAND DISTRIBUTION CENTER LLC  
Address: 1270 SOLDIERS FIELD ROAD, BOSTON, MA 02135

**SITE USE:** Private Academic School - Currently approved under SUP #2013-00021

**Business Name:**      **Current:** Vacant      **Proposed (if changing):** Washington University

**THE UNDERSIGNED** hereby applies for a Special Use Permit for **Change in Ownership**, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

**THE UNDERSIGNED**, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

**THE UNDERSIGNED** hereby applies for a Special Use Permit for **Minor Amendment**, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

**THE UNDERSIGNED**, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Dr. Hasan Karaburk

Print Name of Applicant or Agent  
8133 Leesburg Pike, FL 2  
Mailing/Street Address  
Vienna, VA      22182  
City and State      Zip Code

Signature  
703-338-3099  
Telephone #      Fax #  
newcampus@wust.edu  
Email address  
10/12/2023  
Date

**DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY**

Application Received: \_\_\_\_\_      Fee Paid: \$ \_\_\_\_\_  
Legal advertisement: \_\_\_\_\_  
ACTION - PLANNING COMMISSION \_\_\_\_\_      ACTION - CITY COUNCIL: \_\_\_\_\_

**The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.**

**1. Please describe prior special use permit approval for the subject use.**

Most recent Special Use Permit # 2013-00021

Date approved: 06 / 15 / 2013  
month day year

Name of applicant on most recent special use permit Stratford University

Use Private Academic School

**2. Describe below the nature of the *existing* operation *in detail* so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)**

Attached is documentation from Special Use Permit #2013-00021 - Stratford University SUP approval in 2013. Stratford University operated successfully from this location until October 2022, when they closed their business.

Per the documentation, the 55,479 sq. ft. property, a 4-story commercial office building, was approved for special use as a private academic school in 2013. The building has the capability for 494 classroom seats with an auditorium and space for an educational restaurant. The SUP notes Stratford had a maximum enrollment of 900 with 160 students per session (3 sessions per day), an average of 55 staff members per session, and hours of operation 8:30AM-11PM.

Regarding parking: The school will contain 494 total seats, however the utilization projections estimate 160 students and 55 staff will be present at the campus at any one time. Based on the requirement of one space per two seats, 80 spaces will be required for each session. The site contains 135 onsite parking spaces and 115 leased off-site parking spaces for a total of 250 parking spaces.

Stratford operated a private/educational restaurant on-site for culinary educational purposes only and a limit of 2 events per week.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



4. **Is the use currently open for business?**  Yes  No

If the use is closed, provide the date closed. 10 /      / 2022  
month                      day                      year

5. **Describe any proposed changes to the conditions of the special use permit:**

No significant changes - we will not have an educational accessory restaurant, which was noted in original proposal by Stratford University, as there is no culinary program and no plan for one. So conditions 4, 7, and to an extent 9 would not apply.

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6. **Are the hours of operation proposed to change?**  Yes  No

If yes, list the current hours and proposed hours:

Current Hours:

Proposed Hours:

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7. **Will the number of employees remain the same?**  Yes  No

If no, list the current number of employees and the proposed number.

Current Number of Employees:

Proposed Number of Employees:

55

40

8. **Will there be any renovations or new equipment for the business?**  Yes  No

If yes, describe the type of renovations and/or list any new equipment proposed.

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9. **Are you proposing changes in the sales or service of alcoholic beverages?**  Yes  No

If yes, describe proposed changes:

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10. **Is off-street parking provided for your employees?**  Yes  No

If yes, how many spaces, and where are they located?

The site contains 135 onsite parking spaces.

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11. **Is off-street parking provided for your customers?**  Yes  No

If yes, how many spaces, and where are they located?

The site contains 135 onsite parking spaces.

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12. **Is there a proposed increase in the number of seats or patrons served?**  Yes  No

If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)

Current:

Proposed:

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13. **Are physical changes to the structure or interior space requested?**  Yes  No

If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

14. **Is there a proposed increase in the building area devoted to the business?**  Yes  No

If yes, describe the existing amount of building area and the proposed amount of building area.

Current:

Proposed:

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15. **The applicant is the** (check one)  Property owner  Lessee

other, please describe: \_\_\_\_\_

16. **The applicant is the** (check one) \_\_\_\_\_ Current business owner \_\_\_\_\_ Prospective business owner

other, please describe: University President

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (3%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

**Please provide ownership information here:**

Primary Owner (91%): Mr. Abubokor Hanip: 839 Seneca Rd, Great Falls, Virginia 22066

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Secondary Owner (9%): Ms. Farhana Hanip: 839 Seneca Rd, Great Falls, Virginia 22066

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## **Special Use Permits Eligible for Administrative Approval**

Certain uses of land that have potentially negative impacts on surrounding properties require special use permit approval from City Council. The City Council may impose conditions on the operation of the special use in order to protect the health, safety and welfare of the surrounding area. For new uses and for intensifications or amendments of existing uses, the Planning Commission and City Council conduct public hearings and decide whether to approve the request. The Director of Planning and Zoning, however, may approve a special use permit administratively if it is only a change in ownership or a minor amendment of a previously approved special use permit.

## **Special Use Permit for Change of Ownership**

If the existing special use permit for an operation restricts the ownership of the use, a prospective owner may not take ownership of the operation until he receives special use permit approval for the change of ownership. Pursuant to Section 11-503, the director may approve the change and transfer the special use permit to a new owner, if the following conditions apply:

- 1) The applicant is not requesting a change in the conditions of the special use permit;
- 2) there have been no substantiated violations of the special use permit conditions;
- 3) there are no changes proposed or anticipated in the operation of the use involved;
- 4) the director has concluded that no new conditions or no amendments to existing conditions are necessary; and
- 5) following notice of the application in a newspaper of general circulation in the City, no person has requested that the director forward the application to the Planning Commission or City Council.

If the application does not meet any one of the above conditions, it must be docketed for the next available Planning Commission and City Council public hearings. If the Director approves a special use permit for change in ownership, the new owner must sign an agreement stating that he/she will to continue to comply with the special use permit conditions.

## **Special Use Permit for Minor Amendment**

Pursuant to Sections 11-509 and 11-511 of the zoning ordinance, the director may approve minor amendments to approved special use permits. Only changes that constitute no more than a minimal enlargement or extension of the special use permit or that are so insignificant they will have little or no zoning impact on the surrounding neighborhood are eligible for administrative approval. If a change will intensify the use, it requires Planning Commission and City Council approval. Changes that intensify a use include any increase in the following:

- 1) Hours of operation;
- 2) number of seats;
- 3) number of employees; visitors of customers; or
- 4) number of vehicle trips generated.

The Director may not administratively approve minor amendments if any of the following apply:

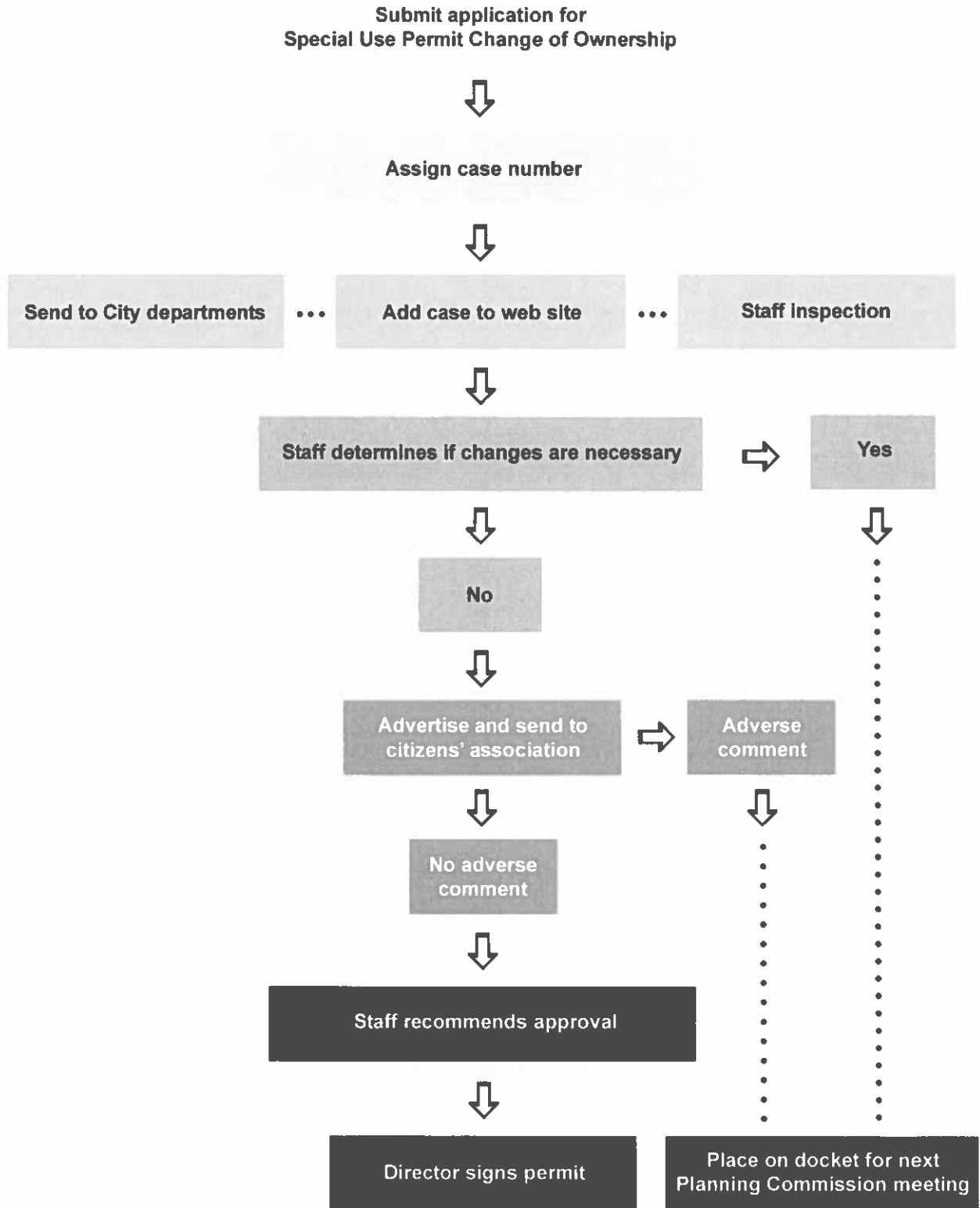
- 1) He/She has received written or oral complaints that the use is in violation of the zoning ordinance;
- 2) at the time the special use permit was approved, opposition was presented to the Planning Commission or City Council; or
- 3) new conditions or amendments to existing conditions are necessary.

Notice of the application is published in a newspaper of general circulation in the City and is sent to docket subscribers.

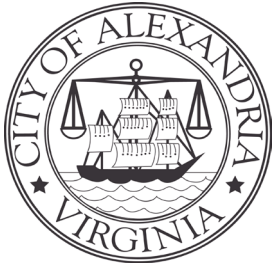
## **Approval Process**

For both change in ownership and minor amendment special use permits, the approval process generally takes between four and six weeks from the time an application is submitted. During that time, staff will review the application, inspect the subject property for compliance with special use permit conditions and advertise the proposed change in the newspaper to provide an opportunity for citizens to comment on the change and, in the case of minor amendments, send notice to the Planning Commission and City Council members. If the Director determines that the Planning Commission and City Council must consider the application, he/she will docket the application for the next available Planning Commission and City Council hearings. At that time, the Director may require additional information regarding the application.

# PROCESS FLOW CHART: Change of Ownership SUP







Docket Item #3

**Special Use Permit #2013-00021**  
**2900 Eisenhower Avenue – Private Academic School**

Application	General Data	
Consideration of a request for a special use permit to operate a private academic school.	<b>Planning Commission Hearing:</b>	June 4, 2013
	<b>City Council Hearing:</b>	June 15, 2013
<b>Address:</b> 2900 Eisenhower Avenue	<b>Zone:</b>	OCM (100)/ Office commercial medium
<b>Applicant:</b> American Transportation Institute (T/A Stratford University)	<b>Small Area Plan:</b>	King Street/Eisenhower Avenue Small Area Plan

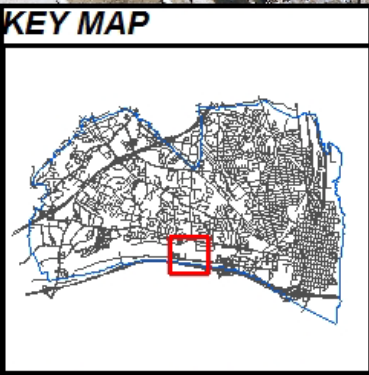
**Staff Recommendation:** APPROVAL subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.

**Staff Reviewer:** Amber K. Wheeler [amber.wheeler@alexandriava.gov](mailto:amber.wheeler@alexandriava.gov)

**CITY COUNCIL ACTION, JUNE 15, 2013:** City Council approved the recommendation of the Planning Commission and approved the request, subject to compliance with all applicable codes, ordinances and staff recommendations.

**PLANNING COMMISSION ACTION, JUNE 4, 2013:** By unanimous consent, the Planning Commission recommended approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations.

**Reason:** The Planning Commission agreed with the staff analysis.



**SUP #2013-0021**  
**2900 Eisenhower Ave.**

**6/4/2013 N**



## I. DISCUSSION

The applicant, American Transportation Institute (T/A Stratford University), requests a Special Use Permit approval to operate a private academic school at 2900 Eisenhower Avenue.

### SITE DESCRIPTION

The subject site consists of a 55,479 square foot parcel situated within Alexandria Tech Center office park located on Eisenhower Avenue. The existing four story commercial office building encompasses 61,224 gross square feet with associated surface parking.

The immediate surrounding area is comprised of office, hotel, and institutional uses. The Pentagon Federal Credit Union is located to the north, Cuisine Solutions to the east, Cherokee Informational Services northeast, Springhill Suites to the west, and the beltway to the south. Strayer University's Alexandria campus is located within said office park to the east of this site at 2730 Eisenhower, and was permitted by a Special Use Permit (SUP #2685 and #2002-0036).



### PROPOSAL

The applicant proposes to operate a private academic school (Stratford University campus) including 494 classroom seats, an auditorium, and an educational accessory restaurant. The overall student enrollment is projected at 900 total students with a maximum of 160 students and 55 staff members attending each session with three sessions occurring per day. Due to specialized classrooms designed for offered courses such as the culinary arts and anatomy, the University's classroom utilization is low at 32% utilization of the total seats.

Hours of Operation: Limited to 8:30 am to 11:00pm

Students: 900 maximum enrollment, 160 per session

Sessions: Three sessions per day

Employees: Average of 55 staff members per session

Accessory Use: Educational/Private Restaurant

Noise: No noise impacts are expected

Trash/Litter: Trash will be collected from an onsite dumpster twice a week



ZONING/MASTER PLAN DESIGNATION

The subject property is located in the OCM (100)/Office commercial medium zone. Section 4-1003(X) of the Zoning Ordinance allows a private academic school with more than 20 students on the premises at any one time in an office commercial zone with a Special Use Permit.

The proposed use is consistent with the King Street/Eisenhower Avenue Small Area Plan chapter of the Master Plan which designates the property for office and commercial use.

PARKING

According to Section 8-200(A)(11) of the Zoning Ordinance, a private academic school requires one space per two seats. The school will contain 494 total seats, however the utilization projections estimate 160 students and 55 staff will be present at the campus at any one time. Based on the requirement of one space per two seats, 80 spaces will be required for each session. The site contains 135 onsite parking spaces and 115 leased off-site parking spaces for a total of 250 parking spaces.

**II. STAFF ANALYSIS**

Staff recommends approval of the applicant's request to operate a private academic school, Stratford University, at 2900 Eisenhower Avenue. The private academic school is an appropriate use in the Alexandria Tech Center, and will provide additional educational opportunities within the City with no significant impacts to the surrounding community. The applicant will provide required parking either on-site or within walking distance of the school.

The accessory restaurant will be utilized for culinary educational purposes only. The restaurant allows the school to offer students an opportunity to perform a realistic dining service to private invitees. The restaurant will not be open to the public. The service operation will be limited to two events per week.

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

**III. RECOMMENDED CONDITIONS**

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

1. The special use permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)
2. The maximum number of students that may attend the Stratford University private academic school at any one time shall be 160 students. (P&Z)

3. The applicant shall maintain sufficient parking on-site and within 300 feet to support its number of students, based on a ratio of one space for each two occupied seats. (P&Z)
4. The educational accessory restaurant shall not be open to the public and is limited to two events per week. (P&Z)
5. The applicant shall screen its on-site dumpster to the satisfaction of the Director of the Department of Planning and Zoning. (P&Z)
6. New rooftop mechanical equipment must be screened. (P&Z)
7. Kitchen equipment shall not be cleaned outside, nor shall any cooking residue be washed into the streets, alleys or storm sewers. (T&ES)
8. All waste products including but not limited to organic compounds (solvents), shall be disposed of in accordance with all local, state and federal ordinances or regulations. (T&ES)
9. 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)
10. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
11. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line.(T&ES)
12. 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 to prevent an unsightly or unsanitary accumulation once each day that the business is open to the public. (T&ES)
13. The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)
14. 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: Joanna C. Anderson, Acting Deputy Director for Land Use and Administration;  
Amber K. Wheeler, Urban Planner.

**CITY DEPARTMENT COMMENTS**

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services

- F-1 This property and building are located within the 100-yr floodplain. Due to the fact that this SUP does not amount to a "Substantial Improvement" as defined by City ordinance, this project is not subject to the Floodplain District regulations. However, the owner(s) of this property should be advised that flooding can and does occur at this location up to approximately elevation 11' (City Datum) and to ensure safety the project the owner(s) is advised to comply with Section 6-307 (D) "Water heaters, furnaces, electrical distribution panels and other critical mechanical or electrical installations shall not be installed below the 100-year-flood level. Separate electrical circuits that serve areas below the 100-year-flood level shall be dropped from above." (T&ES)
- F-2 It is also advised that no food storage or preparation areas be located below the 100-year-flood level (elevation 11'). (T&ES)
- R-1 Kitchen equipment shall not be cleaned outside, nor shall any cooking residue be washed into the streets, alleys or storm sewers. (T&ES)
- R-2 All waste products including but not limited to organic compounds (solvents), shall be disposed of in accordance with all local, state and federal ordinances or regulations. (T&ES)
- R-3 The applicant shall control cooking odors, smoke and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation & Environmental Services. (T&ES)
- R-4 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-5 All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line.(T&ES)
- R-6 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 to prevent an unsightly or unsanitary accumulation once each day that the business is open to the public. (T&ES)
- R-7 The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)
- C-1 Per Section 6-307 Other Conditions, (B):

"All uses, activities and development occurring within any floodplain district shall only be undertaken in strict compliance with the Virginia Uniform Statewide Building Code (VA USBC)." T&ES)

- C-2. The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-3. 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).
- C-4. In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of City Council approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at [commercialrecycling@alexandriava.gov](mailto:commercialrecycling@alexandriava.gov), for information about completing this form. (T&ES)

#### Code Enforcement

- F-1. The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit plans. If there are any questions, the applicant may contact Ken Granata, Plan Review Services Division Chief at [ken.granata@alexandriava.gov](mailto:ken.granata@alexandriava.gov) or 703-746-4193.
- C-1. A Certificate of occupancy shall be obtained prior to any building change of occupancy.
- C-2. Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-3. A fire prevention code permit is required for the proposed operation. An egress plan showing fixture location, aisles and exit doors shall be submitted for review with the permit application.
- C-4. Alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit. Five sets of plans, bearing the signature and seal of a design professional registered in the Commonwealth of Virginia, must accompany the written application. The plans must include all dimensions, construction alterations details, kitchen equipment, electrical, plumbing, and mechanical layouts and schematics.
- C-5. The following code requirements apply where food preparation results in the development of grease laden vapors:
  - (a) All cooking surfaces, kitchen exhaust systems, grease removal devices and hoods are required to be protected with an approved automatic fire suppression system.
  - (b) A grease interceptor is required where there is drainage from fixtures and equipment with grease-laden waste located in food preparation areas of restaurants.



Food waste grinders can not discharge to the building drainage system through a grease interceptor.

- C-6 A rodent control plan shall be submitted to this office for review and approval prior to occupancy. This plan shall consist of the following:
- (a) Measures to be taken to control the placement of litter on site and the trash storage and pickup schedule.
  - (b) How food stuffs will be stored on site.
  - (c) Rodent baiting plan.
- C-7 Any increase in occupancy must be supported by the required number of restroom facilities within the structure in accordance with the USBC / International Plumbing Code.

### Health

- C-1 An Alexandria Health Department Permit is required for all regulated facilities. A permit shall be obtained prior to operation, and is not transferable between one individual or location to another.
- C-2 Plans shall be submitted to the Health Department through the Multi-Agency Permit Center. Plans shall be submitted and approved by the Health Department prior to construction. There is a \$200.00 plan review fee payable to the City of Alexandria.
- C-3 Plans shall comply with Alexandria City Code, Title 11, Chapter 2, The Food and Food Handling Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility, including the hot water heater.
- C-4 Facilities engaging in the following processes may be required to submit a HACCP plan: Smoking as a form of food preservation; curing food; using food additives to render food not potentially-hazardous; vacuum packaging, cook-chill, or sous-vide; operating a molluscan shellfish life-support system; and sprouting seeds or beans.
- C-5 A Certified Food Manager shall be on-duty during all operating hours.
- C-6 The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions.
- C-7 Wood flooring in eating areas shall be finished in a manner that is smooth, durable, easily-cleanable, and non-absorbent. In many cases, original wooden flooring in historical structures may not be suitable for food service facilities.

### Parks and Recreation

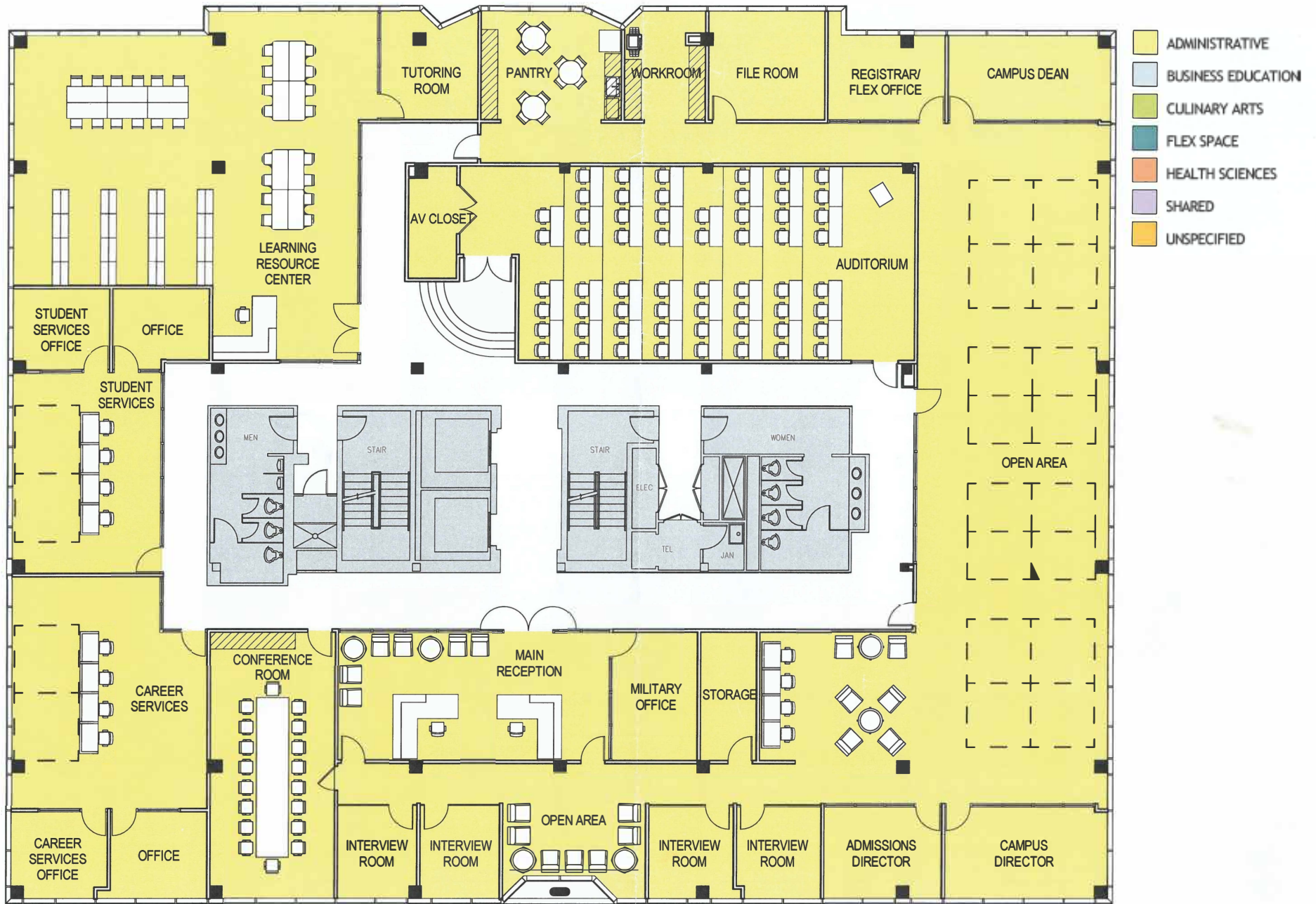
No comments received

Police Department

No comments received.

Human Services

No comments received.











- ADMINISTRATIVE
- BUSINESS EDUCATION
- CULINARY ARTS
- FLEX SPACE
- HEALTH SCIENCES
- SHARED
- UNSPECIFIED

PLEASE NOTE:  
 PREVIOUS UNIVERSITY HAD  
 A CULINARY PROGRAM -  
 WUST DOES NOT - THERE  
 WILL BE NO FOOD PREP OR  
 USE / SPACE WILL REMAIN  
 UNUSED UNTIL FUTURE  
 RENOVATION DATE