



Administrative Special Use Permit Application

Department of Planning & Zoning
301 King Street, Room 2100, Alexandria, Virginia 22314
Phone: 703.746.4666 | www.alexandriava.gov/planning

PROPERTY LOCATION: 4942-C Eisenhower Avenue, Alexandria, VA 22304

ZONE: OCM(100)

TAX MAP REFERENCE: 068.40-0A-00

APPLICANT'S INFORMATION:

Applicant: Erin White

Business/Trade Name: Mindy's Catering, Inc.

Address: 4816 MacArthur Blvd, NW Washington, DC 20007

Phone: 202-460-6206

Email: erin@mindyscateringdc.com

PROPOSED USE:

- | | |
|---|---|
| Animal Care with Overnight Accommodations | Massage Establishment |
| Auto Trailer Rental or Sales | Outdoor Dining (Other than King Street Outdoor Dining Area) |
| ✓ Catering Operation | Outdoor Food and Crafts Market |
| Child and Elder Care Homes | Outdoor Garden Center |
| Day Care Center | Outdoor Display |
| Health and Athletic Club | Public School Trailers |
| Light Assembly, Service, and Craft | Valet Parking |
| Light Auto Repair | Vehicle Parking or Storage for More Than 20 Vehicles |
| Live Theater | |

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 4942-C Eisenhower Ave (property address), for the purposes of operating a catering business (use) business as described in this application. I also grant permission to the City of Alexandria to visit, inspect, photograph and post placard notice on my property.

Name: Desbuild Construction, Inc

Phone: 703-296-3575

Address: 4942-C Eisenhower Ave

Email: desbuildc@gmail.com

Signature:



Date:

11/9/22

1. 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 and the percent of ownership.

Erin White 100% owner, Mindy's Catering, Inc.

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.

USE CHARACTERISTICS

2. Please give a brief statement describing the use:

Off-premise Catering prep kitchen.

3. Please describe the proposed hours of operation:

Days	Hours
Daily	6 a.m. to 4 p.m., hours vary based on events

Or give hours for each day of the week

Monday	6 - 4
Tuesday	6 - 4
Wednesday	6 - 4
Thursday	6 to 4
Friday	6 - 4
Saturday	6 - 4
Sunday	6 - 4

4. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

No clients or patrons

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

8 hours and days vary according to event schedule, generally 6 to 2 for kitchen staff. Two office staff generally 9 to 5

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

4	Standard and compact spaces
	Handicapped accessible spaces
1 garagespace	Other

APPLICANT'S SIGNATURE

Please read and initial each statement:



THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 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.



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 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 to visit, inspect, and photograph the building premises, land etc., connected with the application.

Print Name of Applicant or Representative

Erin White

Signature

Date

11/10/2022

If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:

Representative's Address:

Phone:

Email:

Fax:



Department of Planning & Zoning
Administrative Special Use Permit New Use Checklist

Application form

Application fee

Supplemental Worksheet for the following uses:

- Catering Operation
- Child or Elder Care Home
- Day care Center
- Light Automobile Repair, Auto & Trailer Rental or Sales, Vehicle Parking or Storage
- Live Theater
- Outdoor Dining
- Outdoor Display
- Outdoor Food and Crafts Market
- Outdoor Garden Center
- Valet Parking

Interior floor plan

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

Contextual site image

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

If applicable

Outdoor plan for outdoor uses



Department of Planning & Zoning
Administrative Special Use Permit New Use
Catering Operation Supplemental

WORKSHEET - Answer each question below. Attach a separate sheet if necessary.

LOCATION OF STORAGE

Any food, beverages, or other material must be stored inside.

Describe how food, beverages or other materials will be stored?

CONTROLLING ODORS AND SMOKE

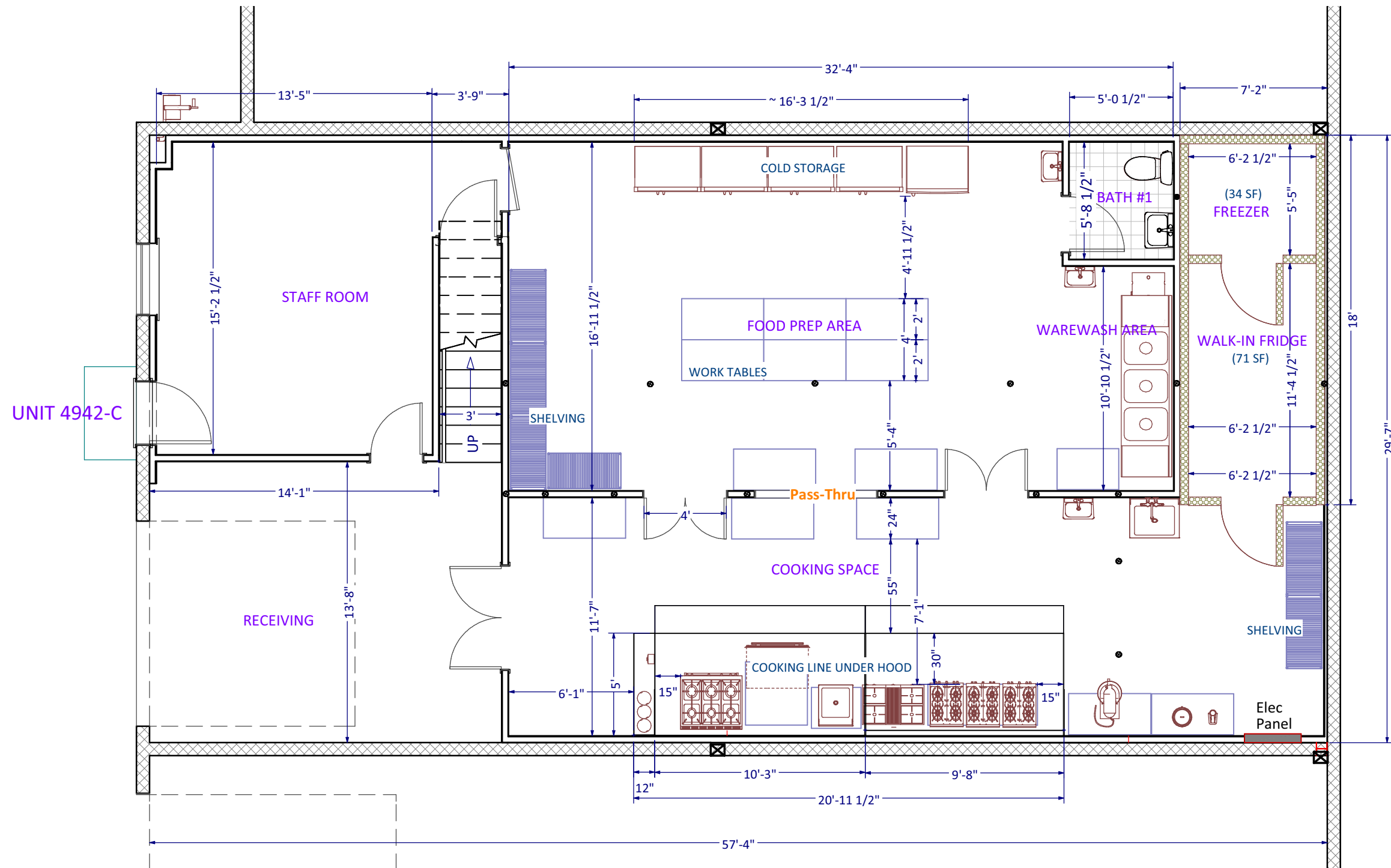
Cooking odors and smoke must be controlled to prevent them from becoming a nuisance to neighboring properties and the Department of Transportation & Environmental Services will review the proposed controls.

What equipment is included in the building to help control odors and smoke?

SOLID WASTE AND RECYCLING

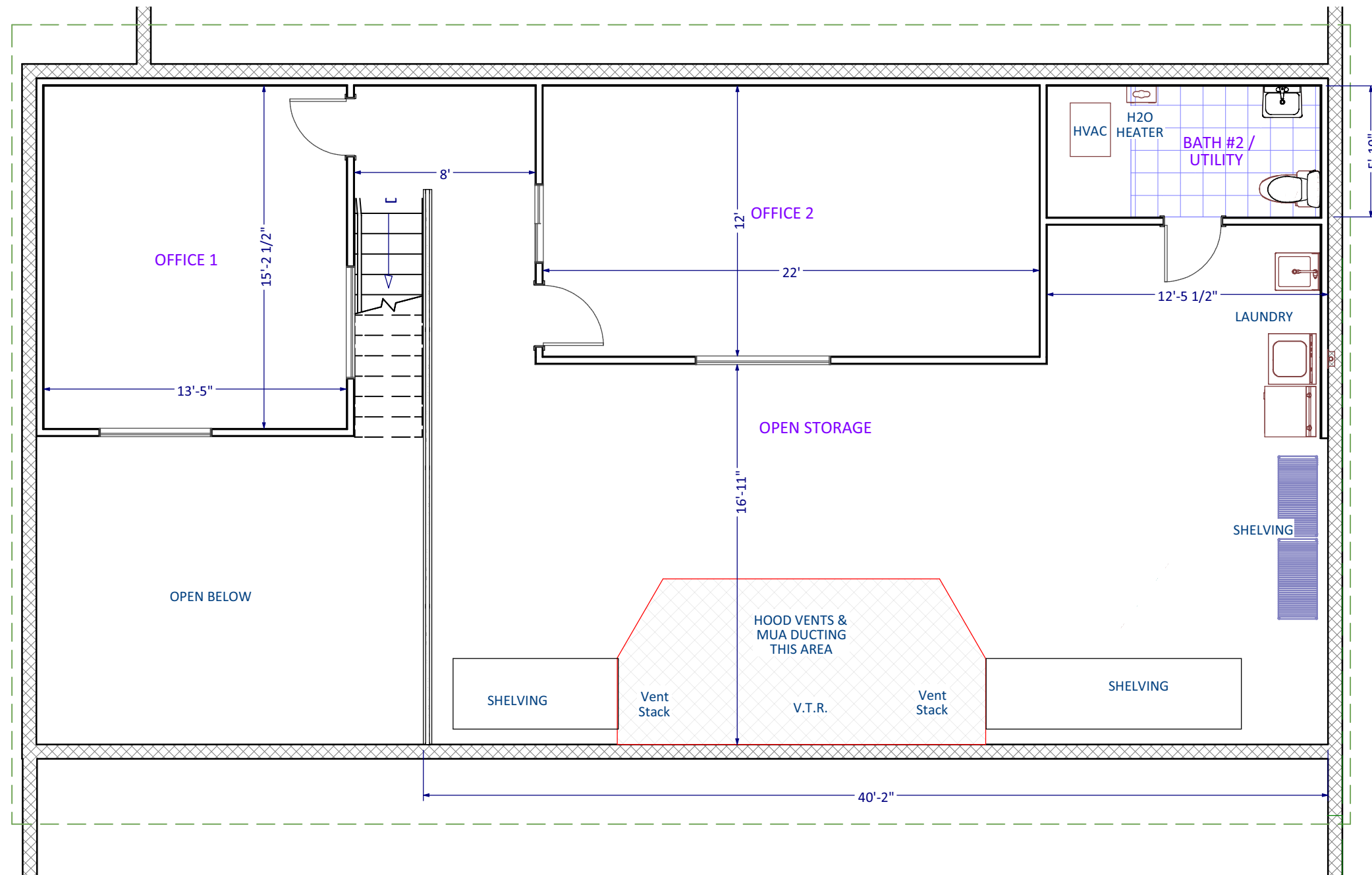
There must be storage space for solid waste and recyclable materials containers as outlined in the City's "Solid Waste and Recyclable Materials Storage Space Guidelines," or to the satisfaction of the Director of Transportation & Environmental Services. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: www.alexandriava.gov or contact the City's Solid Waste Division at 703-519-3486 ext.132.

Where will the waste and recycling containers be located?



1st Level

DRAWINGS PROVIDED BY: Malone Building Services <small>501 E. Windsor Ave Alexandria, VA 22301 703-851-6188</small>	PROJECT DESCRIPTION: Mindy's Catering Build-Out 4942-C Eisenhower Ave Alexandria, VA 22304	SHEET TITLE: 1st LEVEL FLOOR PLAN	NO.	DESCRIPTION	BY	DATE	SCALE:	DATE:	A-1
							3/16" - 1"	11/16/2022	



2nd Level

DRAWINGS PROVIDED BY:
Malone Building Services
 501 E. Windsor Ave
 Alexandria, VA 22301
 703-851-6188

PROJECT DESCRIPTION:
Mindy's Catering Build-Out
 4942-C Eisenhower Ave
 Alexandria, VA 22304

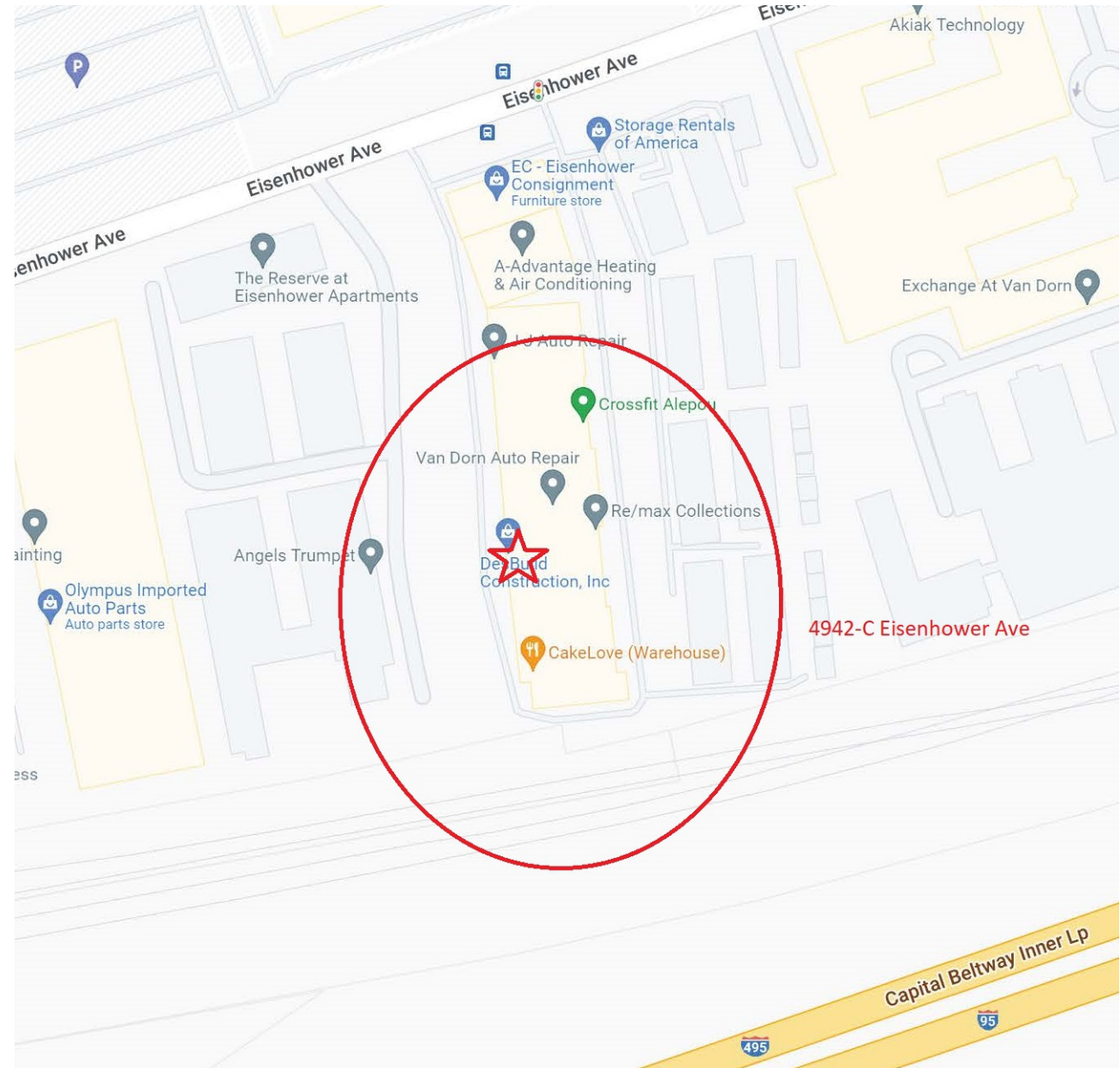
SHEET TITLE:
2nd LEVEL FLOOR PLAN

NO.	DESCRIPTION	BY	DATE

SCALE:
 3/16" = 1'

DATE:
 11/16/2022

A-2



LOCATION



SITE W/ PARKING

DRAWINGS PROVIDED BY:
Malone Building Services
 501 E. Windsor Ave
 Alexandria, VA 22301
 703-851-6188

PROJECT DESCRIPTION:
Mindy's Catering Build-Out
 4942-C Eisenhower Ave
 Alexandria, VA 22304

SHEET TITLE:
LOCATION / SITE PLAN

NO.	DESCRIPTION	BY	DATE

SCALE:
 DATE:

11/16/2022

SP-1