



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: 3000 Potomac Ave
Alexandria, VA 22305

ZONE: CDD-10

TAX MAP REFERENCE: 025.01-05-18

APPLICANT'S INFORMATION:

Applicant: Garrett Tanner

Business/Trade Name: Waterfront Church DC

Address: 3000 Potomac Ave
Alexandria, VA 22305

Phone: (254) 592-7873

Email: garrett@waterfrontchurchdc.com

PROPOSED USE:

Animal Care with Overnight
Accommodations

Auto Trailer Rental or Sales

Catering Operation

Child and Elder Care Homes

Day Care Center

Health and Athletic Club

Light Assembly, Service, and Craft

Light Auto Repair

Live Theater

Massage Establishment

Outdoor Dining (Other than King Street Outdoor
Dining Area)

Outdoor Food and Crafts Market

Outdoor Garden Center

Outdoor Display

Public School Trailers

Valet Parking

Vehicle Parking or Storage for More Than 20
Vehicles

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 3000 Potomac Ave, Alexandria, VA 22305, for the purposes of installing window film on Waterfront Church DC windows (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: Charles B. Froemke, Jr.

Phone: 703-310-0545

Address: 3000 Potomac Ave,
Alexandria, VA 22305

Email: cfroemke@nib.org

Signature: **Charles B.
Froemke, Jr.**

Digitally signed by Charles B.
Froemke, Jr.
Date: 2026.02.10 12:32:41 -05'00'

Date:

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.

Waterfront Church DC is a nonprofit religious organization. As such, it has no individual owners and no ownership interests to disclose.

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?

Not applicable. The application is being submitted by an employee of the applicant acting within their employment duties.

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.

B. Please give the number of:

Parking spaces on-site

Parking spaces off-site

The proposed signage does not result in any change to parking demand or supply.

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

The proposed signage does not result in any change to parking demand or supply.

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

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

Not applicable. The proposed interior window signage does not require or affect loading spaces.

B. Where are off-street loading spaces located?

Not applicable. No off-street loading spaces are required or affected by the proposed signage.

C. During what hours of the day do you expect loading/unloading operations to occur?

Not applicable. The proposed signage does not involve loading or unloading activities.

D. How frequently are loading/unloading operations expected to occur per day or per week?

Not applicable. The proposed signage does not generate loading or unloading activity.

7. If any hazardous materials or organic compounds (for example paint, ink, lacquer thinner, or cleaning or degreasing solvent), as defined by the state or federal government, be handled, stored, or generated on the property, provide the name, monthly quantity, and specific disposal method below:

None. The proposed interior window signage does not involve the handling, storage, or generation of hazardous materials or organic compounds.

8. What is the square footage the use will be occupying?

square feet

Not applicable to this request. The proposed signage does not affect or expand the square footage of the existing approved use.

APPLICANT'S SIGNATURE

Please read and initial each statement:

- GT** 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.
- GT** 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.
- GT** 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.
- GT** 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 **Garrett Tanner**

Signature  Date 2/10/2026

Signed by:
Garrett Tanner
B35C767F5DF243F...

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: 114 Kentucky Ave SE, Washington DC, 20003

Phone: (254) 592-7873

Email: garrett@waterfrontchurchdc.com

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

Exhibit A – Window Measurements & Interior Photos



Stage Wall:

Far Right Lower:

51 1/4" x 78 1/2"

Far Right Upper:

51 1/4" x 33 1/4"

Middle Right Lower:

51 1/4" x 78 1/2"

Middle Right Upper:

51 1/4" x 33 1/4"

Middle Lower Window:

57 5/8" x 78 1/2"

Middle Upper Window:

57 5/8" x 33 1/4"

Middle Left Lower Window:

38 1/4" x 78 1/2"

Middle Left Upper Window:

38 1/4" x 33 1/4"

Left Lower Window:

53 1/4" x 78 1/2"

Left Upper Window:

53 1/4" x 33 1/4"



Sanctuary Side Wall 1:

Right Lower Window:

44 3/4" x 78 1/2"

Right Upper Window:

44 3/4" x 33 1/4"

Middle Lower Window:

57 5/8" x 78 1/2"

Middle Upper Window:

57 5/8" x 33 1/4"

Left Lower Window:

38 1/4" x 78 1/2"

Left Upper Window:

38 1/4" x 33 1/4"



Sanctuary Side Wall 2

Right Lower Window:

38 1/4" x 78 1/2"

Right Upper Window:

38 1/4" x 33 1/4"

Middle Lower Window:

57 5/8" x 78 1/2"

Middle Upper Window:

57 5/8" x 33 1/4"

Left Lower Window:

51 1/4" x 78 1/2"

Left Upper Window:

51 1/4" x 33 1/4"



Sanctuary Side Wall 3

Right Lower Window:

51 1/4" x 78 1/2"

Right Upper Window:

51 1/4" x 33 1/4"

Middle Lower Window:

57 5/8" x 78 1/2"

Middle Upper Window:

57 5/8" x 33 1/4"

Left Lower Window:

38 1/4" x 78 1/2"

Left Upper Window:

38 1/4" x 33 1/4"



Sanctuary Side Wall 4

Right Lower Window:

38 1/4" x 78 1/2"

Right Upper Window:

38 1/3" x 33 1/4"

Middle Lower Window:

57 5/8" x 78 1/2"

Middle Upper Window:

57 5/8" x 33 1/4"

Left Lower Window:

51 1/4" x 78 1/2"

Left Upper Window:

51 1/4" x 33 1/4"



Sanctuary Side Wall 5

Right Lower Window:

51 1/4" x 78 1/2"

Right Upper Window:

51 1/4" x 33 1/4"

Middle Lower Window:

57 5/8" x 78 1/2"

Middle Upper Window:

57 5/8" x 33 1/4"

Left Lower Window:

38 1/4" x 78 1/2"

Left Upper Window:

38 1/4" x 78 1/2"



Sanctuary Side Wall 6:

Right Lower Window:

38 1/4" x 78 1/2"

Right Upper Window:

38 1/4" x 33 1/4"

Left Lower Window:

58 5/8" x 78 1/2"

Left Upper Window:

58 5/8" x 33 1/4"

Exhibit B – Site Plan (Photo Documentation of Proposed Interior Window Graphics)

Note:

All proposed signage is limited to the interior surface of first-floor windows within the leased tenant space. No existing tenant signage is present.

Stage Wall



Photo 1:
Stage wall windows facing Dogue Street

Proposed interior mounted, non-illuminated window graphics within the first-floor glazing shown.

Sanctuary Side Wall 1



Photo 2:
Sanctuary side wall windows facing Potomac Avenue

Proposed interior mounted, non-illuminated window graphics within the first-floor glazing shown.

Sanctuary Side Wall 2



Photo 3:
Sanctuary side wall windows facing Potomac Avenue

Proposed interior mounted, non-illuminated window graphics within the first-floor glazing shown.

Sanctuary Side Wall 3



Photo 4:
Sanctuary side wall windows facing Potomac Avenue

Proposed interior mounted, non-illuminated window graphics within the first-floor glazing shown.

Sanctuary Side Wall 4



Photo 5:
Sanctuary side wall windows facing Potomac Avenue

Proposed interior mounted, non-illuminated window graphics within the first-floor glazing shown.

Sanctuary Side Wall 5

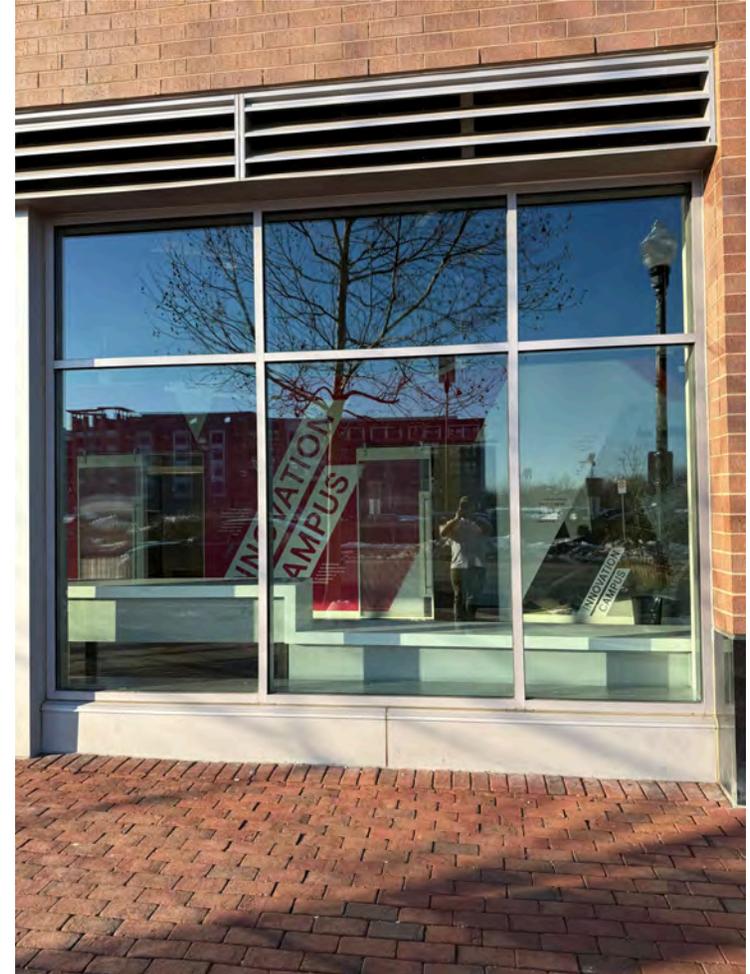


Photo 6:
Sanctuary side wall windows facing Potomac Avenue

Proposed interior mounted, non-illuminated window graphics within the first-floor glazing shown.

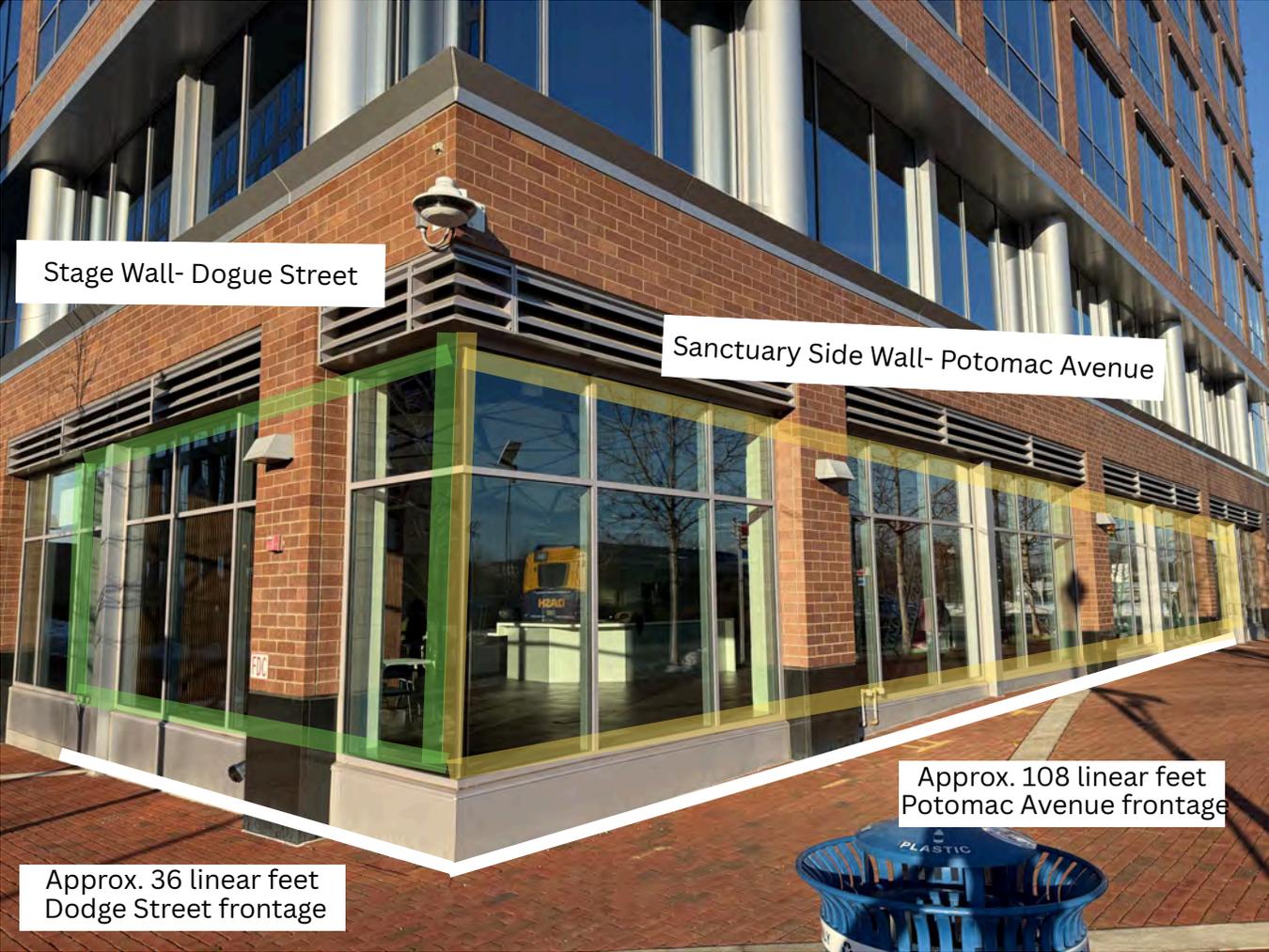
Sanctuary Side Wall 5



Photo 7:
Sanctuary side wall windows facing Potomac Avenue

Proposed interior mounted, non-illuminated window graphics within the first-floor glazing shown.

Exhibit C- Building Elevations Showing Linear Wall Width & Window Locations



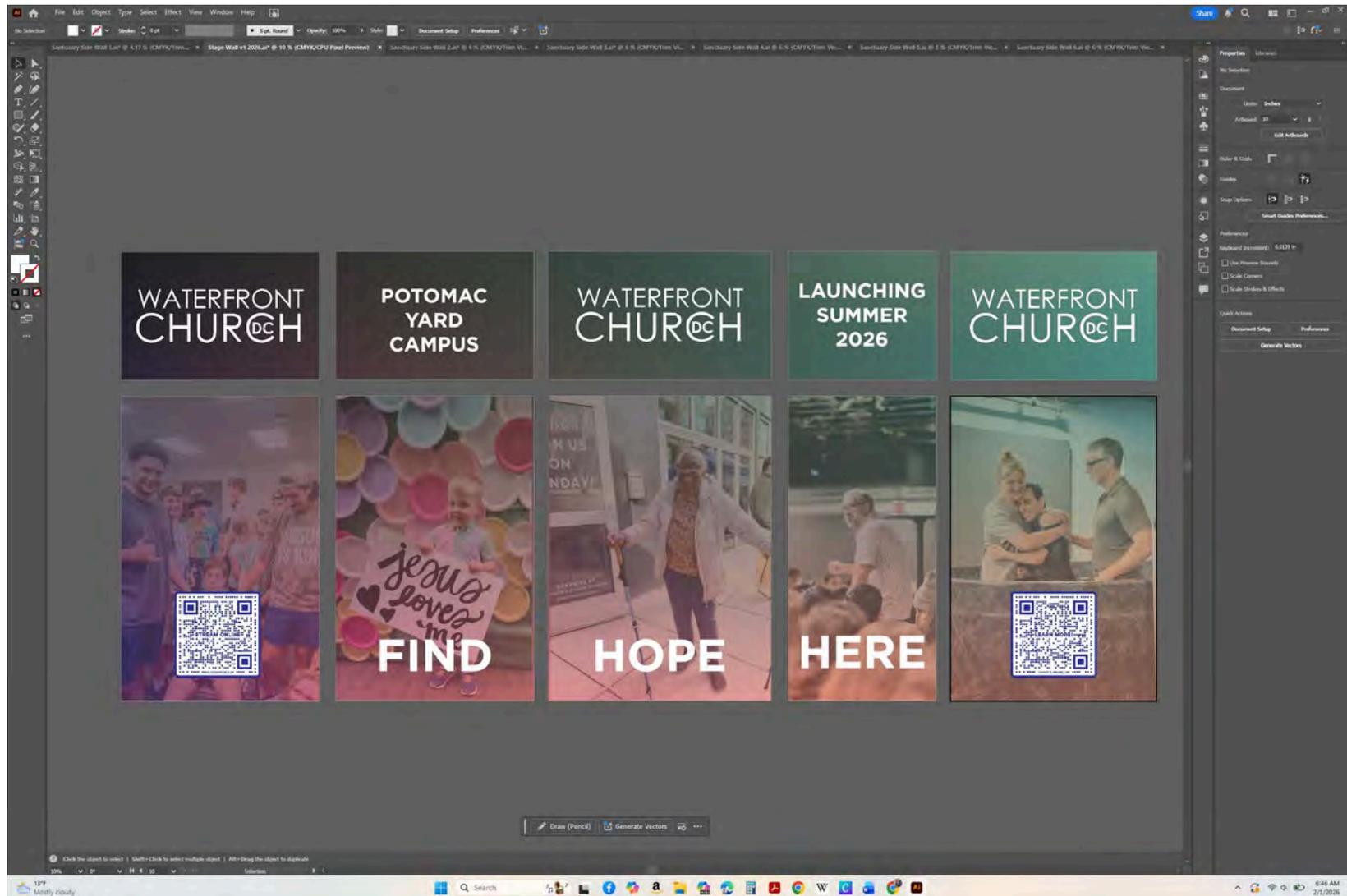
Notes:

Proposed interior-mounted, non-illuminated window graphics within first-floor glazing only.

No signage proposed above the first floor. No exterior projections or structural modifications.

Exhibit D – Proposed Interior Window Graphics (Artwork & Mockups)

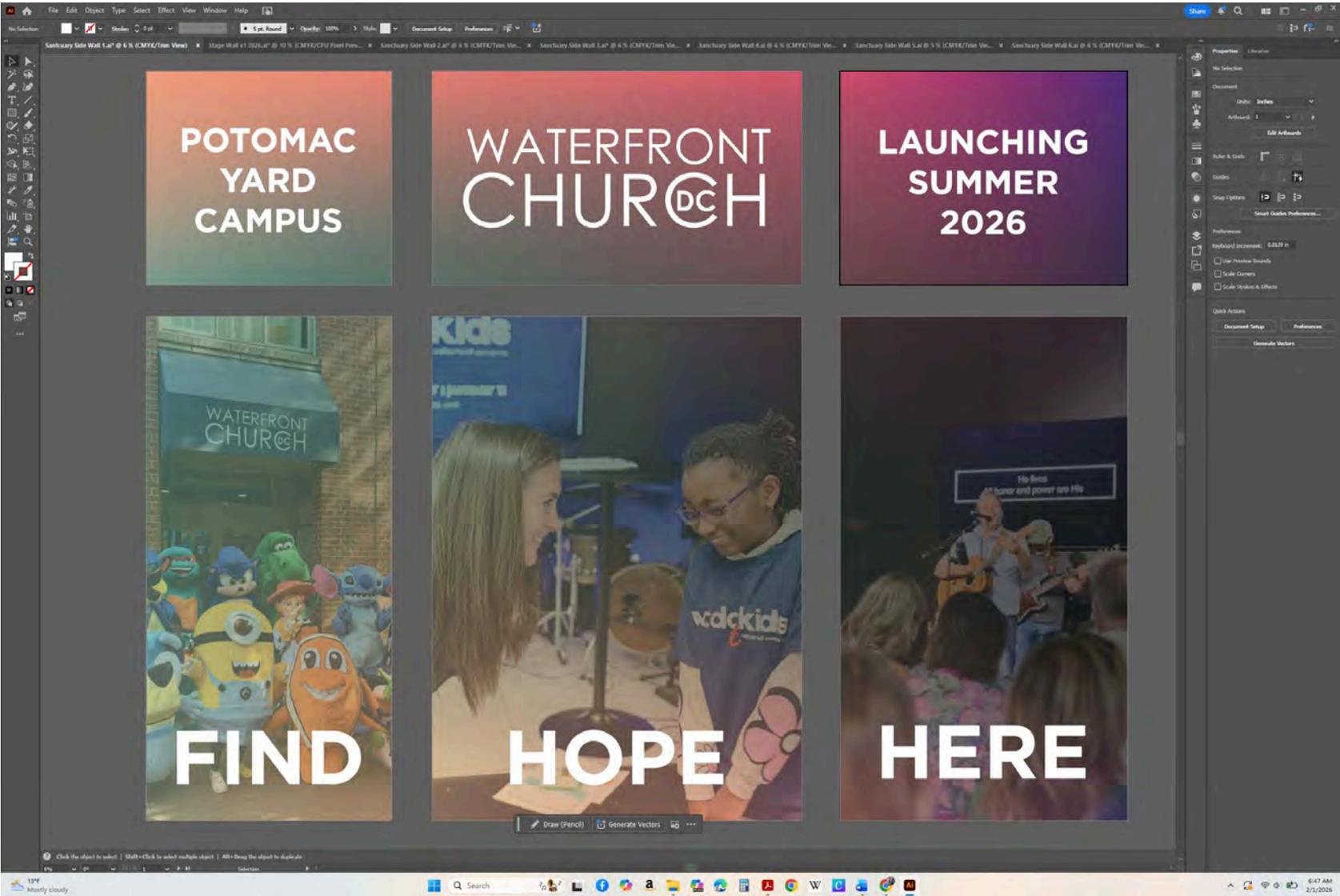
STAGE WALL



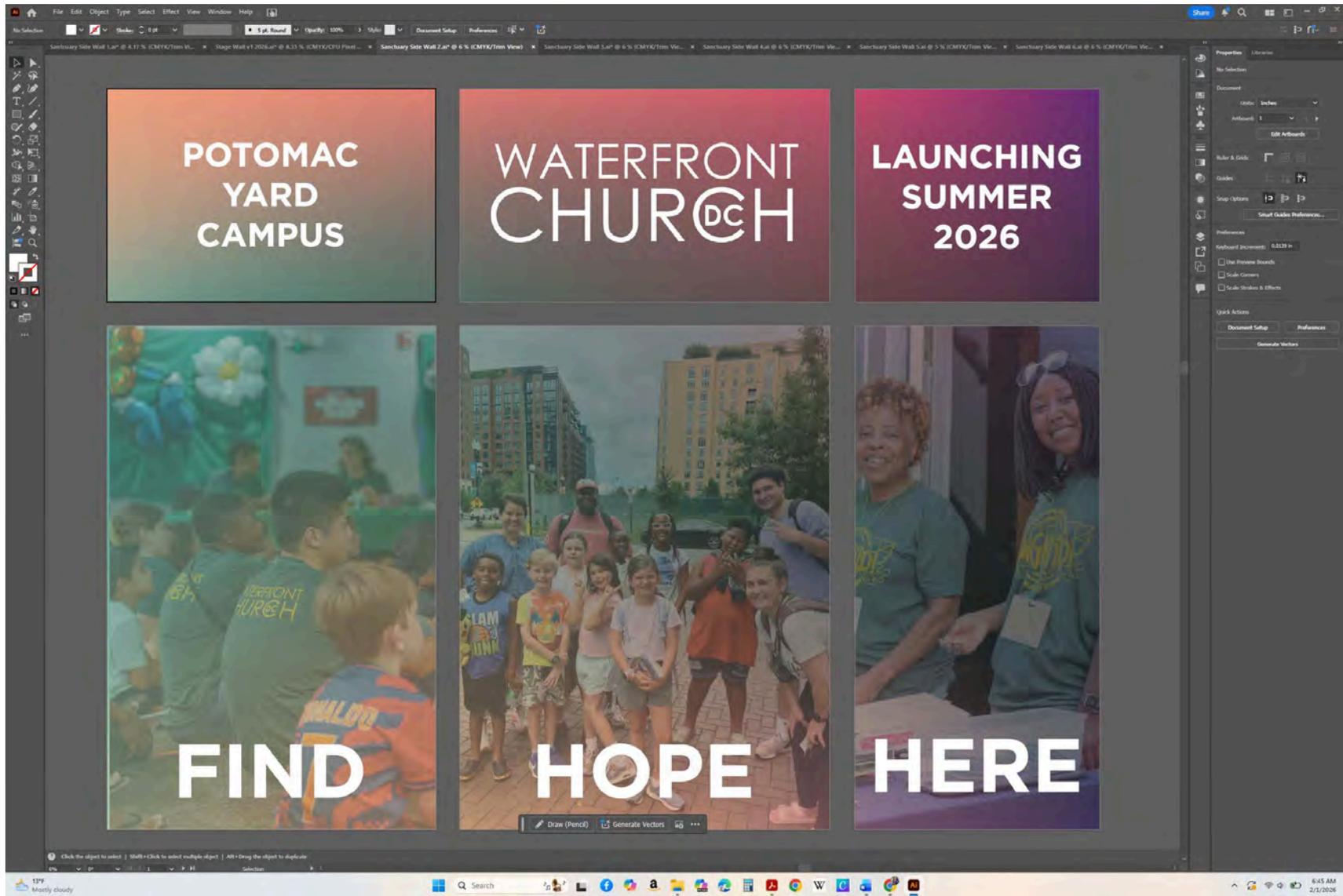
Note:

Non-illuminated, interior-mounted window graphics shown for Administrative SUP review.

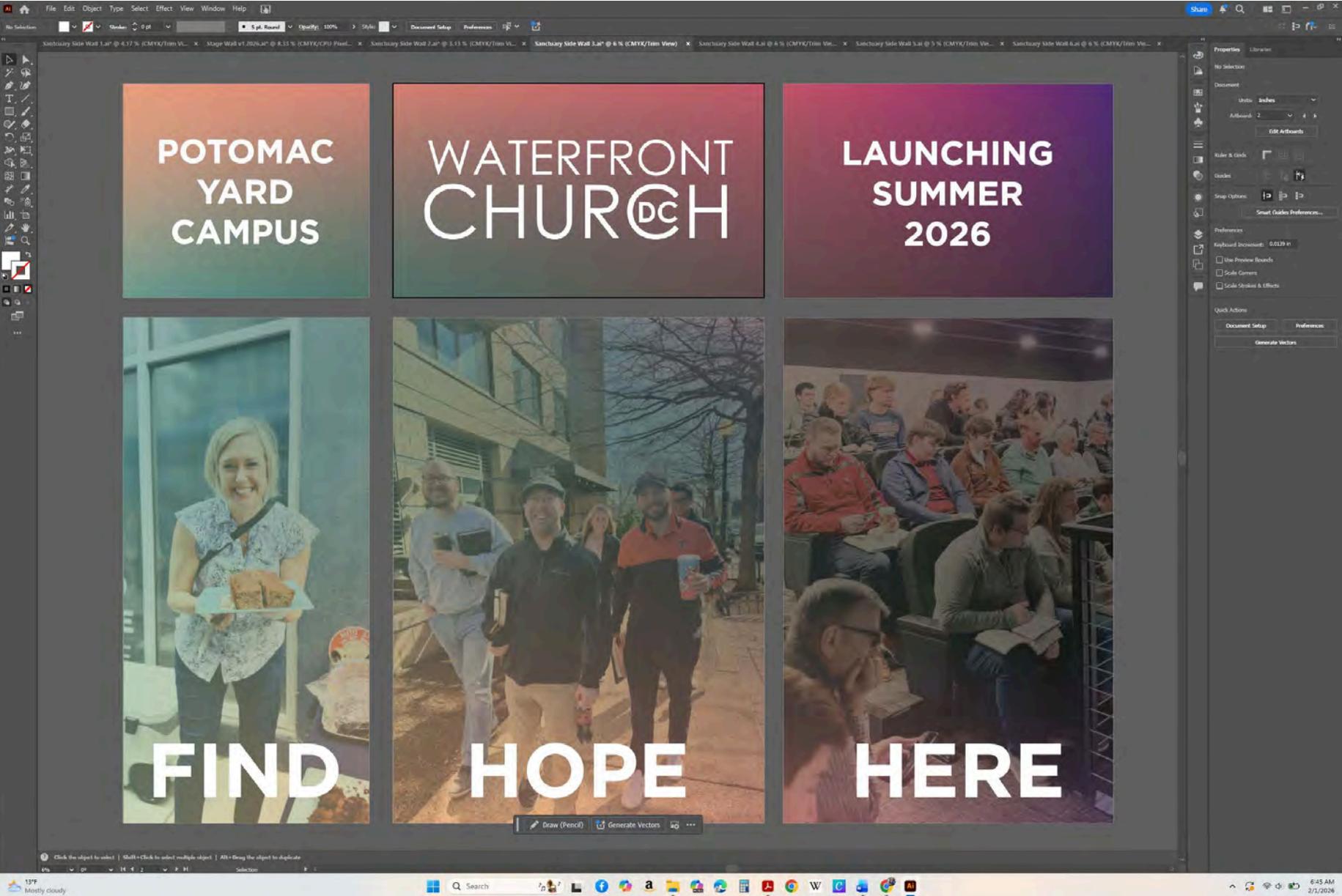
SANCTUARY SIDE WALL 1



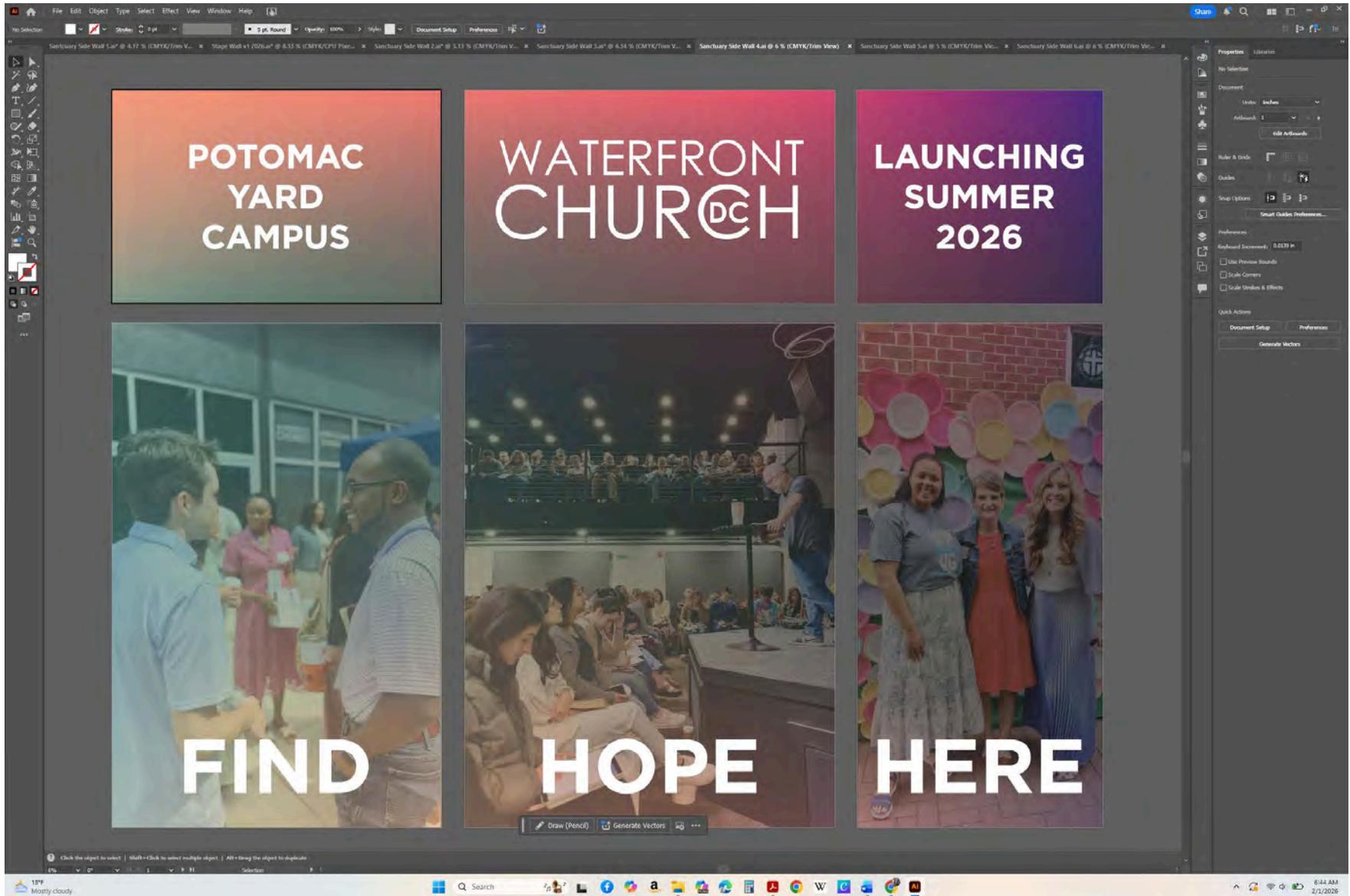
SANCTUARY SIDE WALL 2



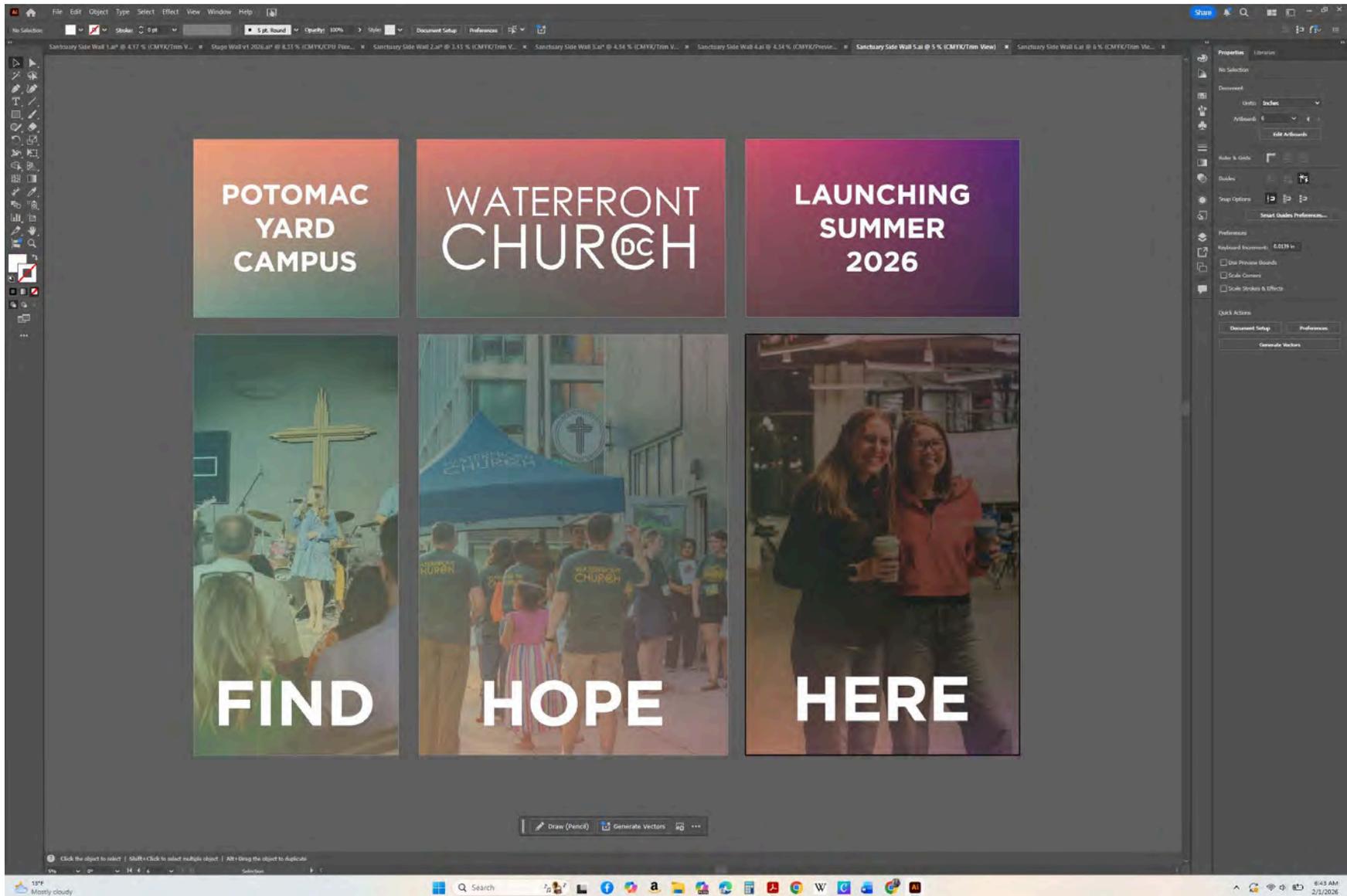
SANCTUARY SIDE WALL 3



SANCTUARY SIDE WALL 4



SANCTUARY SIDE WALL 5



SANCTUARY SIDE WALL 6

