APPLICATION
SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

[✓] Change of Ownership **[✓] Minor Amendment**

[*must use black ink or type*]

PROPERTY LOCATION: 2762 Duke Street, Alexandria, Virginia 22314

TAX MAP REFERENCE: _____ **ZONE:** CG

APPLICANT

Name: Victory Temple Missionary Baptist Church (VTMBC)

Address: 2762 Duke Street, Alexandria, Virginia 22314

PROPERTY OWNER

Name: Victory Temple Missionary Baptist Church (VTMBC)

Address: 2762 Duke Street, Alexandria, Virginia 22314

SITE USE: Church

Business Name: **Current:** Greater Shiloh Baptist **Proposed (if changing):** Victory Temple Mission

[✓] **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.

William Dennis Turner
Print Name of Applicant or Agent

Signature

2762 Duke Street
Mailing/Street Address

7033702233/7035480178
Telephone # Fax #

Alexandria, Virginia 22314
City and State Zip Code

dennisturner719@comcast.net
Email address

08/25/2016
Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: _____ Fee Paid: $_____

Legal advertisement: _____

ACTION - PLANNING COMMISSION _____ ACTION - CITY COUNCIL: _____

Special Use Permit #_____

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 # 2001-009

Date approved: 05 / 01 / 2001
month day year

Name of applicant on most recent special use permit Greater Shiloh Baptist Church

Use Church

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.)

Currently the VTMBC congregation seating capacity is 155 with 5 persons per car. On-site the parking spaces total 18, plus 32 off-site spaces are available for use by VTMBC, via a written agreement, with Burke & Herbert Bank (B&HB) -- see attachment. Note: B&HB uses the VTMBC 18 parking spaces Monday through Friday during their normal business hours. The VTMBC holds weekly rehearsal and bible study, in addition to its regular Sunday morning worship service.

3. Describe any proposed *changes* to the business from what was represented to the Planning Commission and City Council during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary)

Condition #2: Reduce off-site parking requirement. Modify off-site parking to fit current VTMBC membership. The congregation growth projected in 2001 has not happen; therefore, no additional parking is required off-site as anticipated or as described in the permit approved 05/01/2001. VTMBC has 18 on-site spaces and 32 off-site spaces available for use due to a written agreement with Burke and Herbert Bank (B&HB) -- see attachment. Additionally, VTMBC has a written agreement with AMPP to use its parking off-site on the "as needed bases" for scheduled special events at VTMBC -- see attachment.

Condition 4 & 5: Remove shuttle requirement for off-site parking at AMPP since project growth do not occur and VTMBC shuttle is no longer needed. Note: The 8 on-site spaces and 32 off-site spaces available for use due to a written agreement with Burke and Herbert Bank (B&HB) is sufficient parking for the current membership.

Note: VTMBC is working with Alexandria City Park & Recreation Rep to obtain an agreement for use of the soccer field behind the church and use up to 15 parking spaces as off-site alternative on the "as needed bases" for scheduled special events at VTMBC when the field is not in use.

Change church name to Reflect VTMBC as current owner NOT GREATER SHILOH BAPTIST

Special Use Permit #_____

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

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

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

See section 3 - with the request to change the parking arrangements for SP [redacted] permit

6. **Are the hours of operation proposed to change?** ☐ Yes ☑ No
If yes, list the current hours and proposed hours:

Current Hours:	Proposed Hours:
Monday through Friday: 4:30pm to 9:00pm	
Saturday and Sunday 9:00am to 1:30pm	

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:
Four	

8. **Will there be any renovations or new equipment for the business?** ____ Yes X No
If yes, describe the type of renovations and/or list any new equipment proposed.

9. **Are you proposing changes in the sales or service of alcoholic beverages?** ____ Yes X No
If yes, describe proposed changes:

Special Use Permit #_____

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

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

18 on-site parking spaces and 32 off-site spaces at B&HB (written agreement attached)

Note: Written agreement with AMPP for off-site spaces on "as needed bases" (see attachment) during schedule special events

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

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

18 on-site parking spaces and 32 off-site spaces at B&HB (written agreement attached)

Note: Written agreement with AMPP for off-site spaces on "as needed bases" (see attachment) during schedule special events

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:
155 sanctuary	
20 overflow	

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:
~ 20,100 SF	

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: _____

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:

VTMBC - 100%

This agreement, entered into on this 26th day of SEPTEMBER, 2014, between Victory Temple Missionary Baptist Church, 2762 Duke Street, Alexandria, Virginia, 22314, and Burke & Herbert Bank & Trust Co., 2836 Duke Street, Alexandria, Virginia, 22314, is for the purpose of cross parking between the church and the bank.

This agreement lays out the specific parking spaces and times permitted to be used as scheduled below, without additional permission from either entity. Any parking outside of these times will require prior approval between the entities.

Victory Temple Missionary Baptist Church is granted permission to use the twenty-six parking spaces on the south side of the rear parking lot of the bank, together with the eight spaces, which are two rows of double stacked spaces on the east side of the rear lot, closest to the entry into the lot, between the island and parking for bank vehicles. These spaces will be available on Sundays from 9:00 am to 9:00 pm and on Wednesdays from 7:00 pm to 9:30 pm, however, other cars parked in those spaces during the above referenced times, belonging to anyone other than the church, will not be subject to towing as the bank will, from time to time, have employees working. Should the church need to use parking at any other time, prior permission must be granted by the bank, to be coordinated through the bank's Facilities officer (703-837-3854).

The bank is permitted the use of Victory Temple's onside parking at 2762 Duke Street during weekday hours from 7:00 am to 5:00 pm Monday through Friday, for its employees.

Victory Temple agrees to: 1) Expand the use of their security to provide property surveillance and traffic control to the bank's facility during their usage of the bank's parking spaces, 2) Expand their snow removal contract to include the entire rear parking lot of the bank at 2836 Duke Street during agreed upon use, 3) To extend their liability coverage to include the bank during the times that they use the parking facilities.

This agreement is subject to cancellation by either party with 30-days' notice to the other party, without cause.

Victory Temple Missionary Baptist Church

By: William Dennis Turner

Burke & Herbert Bank & Trust Co.

By: [signature]

Vice President
Property Management

VICTORY TEMPLE M.B.C.

2762 Duke Street
Alexandria, Virginia 22314
(703) 370-2233

Pastor Rev. Dr. Tom A. Bailey
Chair, Deacon Ministry, Dea. Sidney M. Toland
Chair, Deaconess Ministry, Deaconess Trina Newby-Baker
Chair, Trustee Ministry, Brother Dennis Turner
Sis. Pansy McCray, Church Clerk

August 9, 2016

Mrs. Alice Fitzgerald
c/o AMPP Parking Management
1600 Prince Street, Suite 109
Alexandria, Virginia 22314
(703) 549-3370

Dear Mrs. Fitzgerald,

Please see the enclosed application for a minor amendment form for a parking reduction to our current parking contract at your medical facility located at 2700/2800 Duke Street, as per our conversation on February 10, 2016.

Victory Temple Missionary Baptist Church (VTMBC) would like to utilize your parking facility on the "as needed" bases and to adhere to the current contractual details regarding: days of usage and the applicable time frames.

VTMBC would notify you with a minimum of 30 days of a planned event in order for you to determine the cost for said usage. We are very pleased with the established relationship we have with you for 15 years and will continue our parking privileges at your facility as scheduled events occur.

Our current seating capacity is "155" and the city Planning and Zoning Department considers "5" persons per parking space, we should only require a maximum of 13 up to 15 parking spaces at your facility again on an "as needed" bases and upon your determination of the cost thereof.

Once approved by Alexandria Code Enforcements we would like the amendment to be effective on October 1, 2016, most importantly, if you have no objections. This amendment is within the statues and confines of the Alexandria Department of Planning and Zoning.

We thank you in advance for your consideration in this matter, and if you need any additional information prior to making a decision, please contact me at your earliest convenience.

Very Respectfully,

Trustee William Dennis Turner
Victory Temple Missionary Baptist Church
(703) 370-2233 Church Office
(703) 548-178 Home
(571) 238-6781 Cell

Attachment
As Stated