Administrative Special Use Permit
Restaurant
Prescreening Checklist

To qualify for the administrative special permit review process, the proposed restaurant must be able to meet the following standards:

- [✓] **100 indoor seats or fewer**
- [✓] **Located outside of the W-1, WPR, RC, RC-X, & RD Zones**
- [ ] **If delivery service will be offered, must have a minimum of 20 seats & will be limited to 2 vehicles with dedicated off street parking.**

  Two delivery vehicles are allowed and there must be a dedicated parking place for it which is not on the public street. No delivery of alcoholic beverages is permitted.

- [✓] **Restaurant hours must open at or later than 5:00 am & close at or before midnight**

  Meals ordered before the closing hour may be served, but no new patrons may be admitted, no new meals ordered, and no alcohol served after the closing hour. All patrons must leave by one hour after the closing hour.

  Within the Mount Vernon Avenue Overlay zone and the NR zone (Arlandria) areas, hours are limited to from 6:00 a.m. to 11:00 p.m., Sunday through Thursday, and from 6:00 a.m. to midnight, Friday and Saturday, although the closing hour for indoor seating may be extended until midnight four times a year for special events.

- [ ] **On premise alcohol service only**

  Full alcohol service, consistent with a valid ABC license is permitted. No alcohol sales for off premise consumption are permitted.

  Within the Mount Vernon Avenue Overlay zone, the NR zone (Arlandria) and the West Old town neighborhood areas, alcohol may only be served at tables. Within the West Old Town neighborhood (bounded by Cameron, North West, Wythe and North Columbus Streets), no alcohol shall be served before 11 am or after 10 pm daily.

- [ ] **Limited live entertainment only (with noise restrictions); Nightclub entertainment is not permitted.**
- [ ] **Restaurants in Old Town Small Area Plan must satisfy Old Town restaurant policies.**
- [ ] **Restaurants in Waterfront Small Area Plan must satisfy Waterfront restaurant policies.**

If your business cannot meet the standards above, please speak with Planning and Zoning staff about the full hearing SUP process.

In addition to the use-specific standards listed above, all uses must follow additional general standards. To review the general standards, click here or contact Planning and Zoning staff for assistance (703)-746-4666. Additional conditions of approval will apply.

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SUPPLEMENTAL APPLICATION

RESTAURANT

All applicants requesting a Special Use Permit or an Administrative Use Permit for a restaurant shall complete the following section.

1. How many seats are proposed?

   Indoors: 15 Outdoors: 0 Total number proposed: 15

2. Will the restaurant offer any of the following?

   Alcoholic beverages (**SUP only**) _____ Yes X No

   Beer and wine — on-premises _____ Yes X No

   Beer and wine — off-premises _____ Yes X No

3. Please describe the type of food that will be served:

   Bubble tea, smoothies, cold food items prepped and pre-packed by vendor.

4. The restaurant will offer the following service (check items that apply):

   _____ table service _____ bar X carry-out X delivery

5. If delivery service is proposed, how many vehicles do you anticipate? 1

   Will delivery drivers use their own vehicles? X Yes _____ No

   Where will delivery vehicles be parked when not in use?

   Tenant reserved parking spot

6. Will the restaurant offer any entertainment (i.e. live entertainment, large screen television, video games)?

   _____ Yes X No

   If yes, please describe:

OLD TOWN RESTAURANT POLICY

Changes to Old Town Small Area Plan Chapter of the Master Plan
Adopted by City Council on November 13, 1993

On November 13, 1993, the City Council adopted Resolution No. 1672, which outlines new policy and criteria used in applying the revised Old Town Restaurant Policy. Individuals who apply for a special use permit to operate a restaurant in Old Town must address in their entirety five criteria in order to be considered for a special use permit. An application will not be formally accepted for processing until this questionnaire is completed.

GOALS OF THE OLD TOWN RESTAURANT POLICY

1. To lessen the on-street parking impact of restaurants in Old Town and adjacent areas;
2. To prevent rowdiness and vandalism from patrons leaving restaurants, particularly in the late evening; and
3. To control the spread of litter in Old Town.

POLICIES TO ATTAIN THE GOALS OF THE OLD TOWN RESTAURANT POLICY

City Council shall not approve a request for special use permit for any new restaurant, carry-out or fast food establishment or an expansion of an existing restaurant, carry-out or fast food establishment, unless it finds that the request does not significantly impact nearby residential neighborhoods. City Council shall consider the cumulative impact of the proposal and the number of already established restaurants, carry-outs, fast food establishments and the number of food service seats, bar seats and standing service areas in the immediate area. In the case of an expansion or other intensification, the entire operation of the establishment may be taken into account in determining its impact upon the nearby residential neighborhoods. In making that determination, City Council shall consider the following factors:

- The availability of off-street parking.
- The predicted impact of the restaurant on parking supply in the adjacent neighborhood.
- The extent to which the restaurant is open in the late night hours.
- The extent to which alcohol (such as spirits, mixed drinks, wine, and beer) consumption will predominate over food consumption, including consideration of the number of bar seats, if any, and the standing areas in the vicinity of bars.
- The predicted extent of litter generated in nearby neighborhoods.

CRITERIA TO BE USED TO EVALUATE NEW OR EXPANDED RESTAURANTS

Parking Management Plan. The applicant must submit a parking management plan (PMP), which specifically addresses the following issues:

- The parking demand generated by the proposed restaurant.
- The availability of off-street parking for patrons. For the purpose of this policy, availability shall be measured in terms of the number of vacant off-street parking spaces within 500 feet from the entrance to the restaurant.
- How employees who drive will be accommodated off the street at least in the evenings and on weekends.
- The predicted impact of the restaurant on the parking supply at the evening, weekend, and daytime peaks.
- A proposal to reduce the impact of parking created by the restaurant on nearby areas. Acceptable alternatives for reducing parking impacts include, but are not limited to, the following: validated parking or valet parking for patrons, and off-street parking or transit subsidies for employees.

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Parking impacts. Please answer the following:

1. What percent of patron parking can be accommodated off-street? (check one)
   - _____ 100%
   - ✔ 75-99%
   - _____ 50-74%
   - _____ 1-49%
   - _____ No parking can be accommodated off-street

2. What percentage of employees who drive can be accommodated off the street at least in the evenings and on weekends? (check one)
   - _____ All
   - ✔ 75-99%
   - _____ 50-74%
   - _____ 1-49%
   - _____ None

3. What is the estimated peak evening impact upon neighborhoods? (check one)
   - ✔ No parking impact predicted
   - _____ Less than 20 additional cars in neighborhood
   - _____ 20-40 additional cars
   - _____ More than 40 additional cars

Litter plan. The applicant for a restaurant featuring carry-out service for immediate consumption must submit a plan which indicates those steps it will take to eliminate litter generated by sales in that restaurant.

Alcohol Consumption and Late Night Hours. Please fill in the following information.

1. Maximum number of patrons shall be determined by adding the following:
   - _____ Maximum number of patron dining seats
   - \+ _____ Maximum number of patron bar seats
   - \+ _____ Maximum number of standing patrons
   - = _____ Maximum number of patrons

2. _____ Maximum number of employees by hour at any one time

3. Hours of operation. Closing time means when the restaurant is empty of patrons.(check one)
   - _____ Closing by 8:00 PM
   - _____ Closing after 8:00 PM but by 10:00 PM
   - _____ Closing after 10:00 PM but by Midnight
   - _____ Closing after Midnight

4. Alcohol Consumption (check one)
   - _____ High ratio of alcohol to food
   - _____ Balance between alcohol and food
   - _____ Low ratio of alcohol to food

SUP 2019-00053

Administrative Special Use Permit Application

Please type or print legibly

PROPERTY LOCATION: 515A E Braddock Rd.

ZONE: CRMU/H **TAX MAP REFERENCE:** 054.03-OB-CS5

APPLICANT'S INFORMATION:

Applicant: No No, LLC Business/Trade Name: Spill The Tea

Address: 515 A E. Braddock Rd.

Phone: (571) 276-9117 Email: nhilunmo@gmail.com

PROPOSED USE:

[ ] Animal Care Facility with Overnight Boarding
[ ] Automobile and Trailer Rental and Sales
[ ] Catering Business
[ ] Day Care
[ ] Health and Athletic Club
[ ] Light Auto Repair
[ ] Live Theater
[ ] Massage Establishment
[ ] Motor Vehicle Storage/Parking for 20 or more Vehicles
[ ] Outdoor Dining (exclude King Street Retail Overlay)
[ ] Outdoor Display
[ ] Outdoor Food and Crafts Market Center
[ ] Outdoor Garden Center
[X] Restaurant
[ ] Valet Parking

Please read and sign after the statement:

I have read and understand the general standards and the requirements for the use for which I am applying and have attached the Worksheet for the use.

Signature: _____

Please submit the following with this application form:

Site Plan At a minimum, show and label the subject property, surrounding buildings, and streets. Show, label and give dimensions for all parking spaces, entrances and exits, and trees and shrubbery.

Floor Plan At a minimum, show and label all interim features inside and outside seats, tables, counters, equipment, etc. as appropriate to the use. Show, label and give dimensions for all entrance and exit doors and windows, rooms/areas, staircases, elevators and bathrooms.

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Worksheet for specific use from Checklist and Worksheet package.

Other materials, as required by specific use (see Guide to Administrative SUPs Checklist & Worksheets).

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 515A E Braddock Rd. (property address), for the purposes of operating a tea shop/restaurant (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: A and A LP by: Paul Abramson, Partner Phone 703-683-1110

Address: 507 Wythe St. Alexandria, Va. 22314 Email: pabramprop@gmail.com

Signature: Paul Abramson PARTNER **Date:** 6/10/19

1. The applicant is the *(check one)*:

[ ] Owner
[ ] Contract Purchaser
[X] 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.

Thu (Olivia) Tran / 615 Swann Ave #338 Alexandria, VA 22301 / 50%

Natalie Hilunmonkul / 6004 Jennings Ln Springfield, VA 22150 / 50%

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.

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USE CHARACTERISTICS

2. Please give a brief statement describing the use:

We will be serving bubble tea, coffee, smoothies, and cold foods (salads, fresh rolls, etc...) no hot food items or cooking/prepping will occur in establishment.

3. Please describe the proposed hours of operation:

Days	Hours
Daily	

Or give hours for each day of the week

Monday	9-9
Tuesday	9-9
Wednesday	9-9
Thursday	9-9
Friday	9-9
Saturday	9-9
Sunday	9-9

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).

~ 30 - 50 / day

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

3 employees / day, 1-2 morning shift, 1-2 night shift

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

18 Standard and compact spaces

0 Handicapped accessible spaces

_____ Other

B. Please give the number of:

Parking spaces on-site 18

Parking spaces off-site 0

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

8 spaces in the commercial area of the garage, 10 retail spaces on site outside.

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

A. How many loading spaces are available for the use? 4 loading spaces

B. Where are off-street loading spaces located? No off street loading. Designated loading spaces located in front on E Braddock Rd.

C. During what hours of the day do you expect loading/unloading operations to occur? 7 am- 7 pm.

D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate? 2-3 X per week.

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:

N/A

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APPLICANT'S SIGNATURE

Please read and initial each statement:

Initial: NA 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.

Initial: NA 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.

Natalie Hilu Monkul

Print Name of Applicant or Representative

Signature

Date 6/10/19

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: _____