**VALET PARKING**  
Zoning Ordinance Section 11-513(N)

**Qualify for Administrative Review?**

Will the proposed valet parking be located in the King Street Overlay zone? ☑ Yes ☑ No

If yes, the business qualifies for administrative review. If no, speak to P&Z staff about the full SUP process.

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**VALET PARKING PLAN**

☑ Please provide a copy of the plan with your application.

A detailed plan must be submitted showing and explaining all components of the valet parking, including at least the following:

- (a) The location of the drop off area as well as the location for the parked vehicles to be stored;
- (b) The proposed days and hours of operation of the valet parking plan;
- (c) The number of spaces available at the vehicle storage site, which must be of sufficient capacity for the use or uses from which vehicles will be valeted;
- (d) Adequate assurance that the owner and operator of the vehicle storage site is agreeable to the proposed valet plan;
- (e) The size and design of the drop off site and identification of any on street parking spaces that will be lost during the period that the valet parking plan is in effect, such spaces to be kept to a minimum;
- (f) Demonstration that the location of the drop off site will not interfere with traffic, remaining parking, bus stops, or transit passengers or pedestrians;
- (g) The proposed graphics for the drop off site, including signage and uniformed staff, with sufficient visibility but designed to be compatible with the streetscape as determined by the director;
- (h) The proposed number of attendants, which must be sufficient to adequately staff the operation; and
- (i) If the proposed valet plan includes more than one business, the identity of the party or entity responsible for compliance with the approved valet parking plan.

**LOCATION OF STORED VEHICLES**

☑ Vehicles may not be parked or temporarily stored by an attendant on streets or sidewalks.

Where will the parked vehicles be stored? King Street Station underground parking

**SHARED PARKING PROGRAM**

☐ No structures are permitted in conjunction with a valet parking program, unless associated with a shared parking program among several businesses, and only after the design is reviewed for comment by the Old and Historic Alexandria District Board of Architectural Review. Please review Section 11-513 (N) of the Zoning Ordinance for more detail.

Are any structures proposed as part of the valet parking program? No

☐ If so, please include a detailed description and plan for the structure with your application. Attach a separate sheet, if necessary.

Is the program part of a shared parking program with other businesses? No

☐ If so, please describe the program and identify the other businesses to be included. Attach a separate sheet.

*Complete the Administrative Special Use Permit Application on the following pages.*
Administrative Special Use Permit Application

PROPERTY LOCATION: 1725 Duke Street, Alexandria VA 22314

ZONE: OZH TAX MAP REFERENCE: 073.02.01.04

APPLICANT'S INFORMATION:

Applicant: Richard Troy Thorpe Business/Trade Name: Sancerre LLC, Bistro Sancerre

Address: 1725 Duke Street, STE 100, Alexandria VA 22314

Phone: (703) 282-0173 Email:

PROPOSED USE:

- [ ] Day Care Center
- [ ] Light Auto Repair
- [ ] Overnight Pet Boarding
- [ ] Outdoor Garden Center
- [ ] Catering Business
- [X] Valet Parking
- [ ] Restaurant
- [ ] Outdoor Dining (exclude King Street Retail
- [ ] Live Theater
- [ ] Outdoor Food and Crafts Market Center
- [ ] Outdoor Display
- [ ] Massage Establishment

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: RICHARD TROY THORPE

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.

Worksheet for specific use from Checklist and Worksheet package.
PROPERTY OWNER'S AUTHORIZATION

As the property owner of TC-King Street Station, LLC, I hereby grant the applicant authorization to apply for the full service restaurant use as described in this application.

Name: Galina Breslav
Address: 730 Third Avenue, New York, NY, 10017
Signature: breslav

Phone 571 970 0489
Email: Galina.breslav@trollstreet.com; michelle.erna@smn.jt.com

Date: November 16, 2017

1. Floor Plan and Plot Plan. As a part of this application, the applicant is required to submit a floor plan and plot or site plan with the parking layout of the proposed use. The SUP application checklist lists the requirements of the floor and site plans. The Planning Director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver.

[ ] Required floor plan and plot/site plan attached.

[ ] Requesting a waiver. See attached written request.

2. 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 of more than three percent.

Richard Troy Thorpe 100%
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:
   - 284 Maximum number of patron dining seats
   - 18 Maximum number of patron bar seats
   - 0 Maximum number of standing patrons
   - 312 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
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.

NARRATIVE DESCRIPTION

3. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use. The description should fully discuss the nature of the activity. (Attach additional sheets if necessary.)

This application is to add valet parking as described and shown on the diagram to our existing SUP.

**Parking - The building, where the restaurant will be located, has approximately 1,200 underground parking spaces, as indicated in the Site Plan that was previously approved by Alexandria County. The patrons of the restaurant will be charge $1 for parking in the building Monday thru Friday after 5:00 pm and all day Saturday and Sunday. The standard parking rate, as established by the building garage attendant, will be charged all other times. In addition, the restaurant will provide valet parking as indicated in the attached supplement for valet parking.

On weekends and weekday evenings after 5 pm, Sancerre may also host outdoor events in the courtyard such as weddings, graduation parties, and baby showers.
USE CHARACTERISTICS

4. The proposed special use permit request is for (check one):
   [ ] a new use requiring a special use permit,
   [ ] an expansion or change to an existing use without a special use permit,
   [ ] an expansion or change to an existing use with a special use permit,
   [ ] other. Please describe:

5. 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).
      Lunch 100
      Dinner 200
   B. How many employees, staff and other personnel do you expect?
      Specify time period (i.e., day, hour, or shift).
      Lunch 15
      Dinner 30

6. Please describe the proposed hours and days of operation of the proposed use:
   Day:                             Hours:
   Monday - Friday                11:00 am - 1:00 am
   Saturday                       10:00 am - 1:00 am
   Sunday                         10:00 am - 9:00 pm

7. Please describe any potential noise emanating from the proposed use.
   A. Describe the noise levels anticipated from all mechanical equipment and patrons.
      Noise will be confined to the interior space and outdoor conversations in the courtyard. During events such as weddings there may be outdoor live music. There may also be music played from small speakers.
   B. How will the noise be controlled? Noise will not exceed normal ambient levels so will not require additional measures to control. Outdoor music will be of a low enough volume so as not to disrupt any local residents.
Sancerre Restaurant Valet Parking Plan

1725 Duke Street, Alexandria VA

Valet parking for the Sancerre restaurant will be located at the semi-circle entrance located in the front of the Embassy Suites Old Town location. This entrance will not block traffic since it is off street and there will not be a need for standing or temporary car holding on surface streets.

a) See Included diagram. The drop off location will be at marking A. The vehicle storage will be located at markings B which identifies the two entrances to the underground parking garages located in the drop off zone.
b) Valet parking will be operated:
   Mon-Fri 5:00 pm – 12:00 pm
   Sat, Sun 10:00 am – 12:00 pm
c) 300
d) Landlord approval attached.
e) The size of the drop off site is a semi-circular drive off from Duke Street with an approximate 50 meter radius. No on street parking to be lost.
f) Drop off spot is not located on a public street, so no buses etc. will be effected.
g) Graphic included.
h) Parking attendants to be determined by business levels. Default will be 4.
i) Single business.
I hereby attest that I am an authorized representative of TC-King Street Station, LLC, which owns the building located at 1725 Duke Street, Alexandria, VA 22314. I have approved the attached valet parking plan for Sancerre Restaurant who will be a tenant in the building. The valet plan is contingent/subject to the approval of Alexandria and of the approval of Sancerre Restaurant's Special Use Permit Application also filed with the City of Alexandria.

Name: Amanda E. Breziner  
SVP Group Manager  
Jones Lang LaSalle Americas, Inc.  
As Agent for Owner: TC—King Street Station, LLC  
Address: Jones Lang LaSalle  
1801 K Street NW, Suite M108  
Washington, DC 20006  
Phone #: 202 496 9728  
Email: Amanda.Breziner@jl.com  
Signature
City of Alexandria, Virginia  
Planning & Zoning / Land Use Services  
301 King Street Room 2100 Alexandria, VA 22314

To whom it may Concern:

My name is Matthew Maccaroni and I am the Director of Asset Management for Carr Properties as well as the President for the King Street Station Owners Association. Carr Properties is the general partner (effective owner) for 1800 Diagonal Road LLC, the owner of the King I office building located at 1800 Diagonal Road, Alexandria, Virginia.

The purpose of this letter is to offer our full support and endorsement, both as owner of 1800 Diagonal Road and as a member of the board for the King Street Station Owners Association, for the proposed new restaurant (Sancerre) to be located at 1725 Duke Street, which is part of the King Street Station office park. It is our understanding that this will be an upscale restaurant with outside seating in the courtyard (which the association supports), as well as a special event space inside the restaurant. The area around the King Street Station office park is a need for such a restaurant in this area, which has been underserved regarding dining, and especially full-service restaurants, for our customer base for many years. Additionally, in addition to our underserved business community, with the large residential community within the surround area, having a restaurant that can accommodate special events is a beneficial amenity for both the residents and businesses surrounding King Street Station. Finally, I believe this restaurant will be a positive draw to the community, thereby stimulating economic development.

If you have any questions, please do not hesitate to contact me at (202) 303-3070.

Sincerely,

Matthew Maccaroni  
Director, Asset Management  
Carr Properties  
President  
King Street Station Owners Association

1615 L Street, NW Suite 650 Washington, DC 20036 Phone: 202-303-3080 Fax: 202-303-3088
## ATTACHMENT A
### SPECIAL USE PERMIT APPLICATION
#### Business of Financial Relationships

<table>
<thead>
<tr>
<th>Name of Person or Entity</th>
<th>Relationship</th>
<th>Member of the Approving Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>City Council</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Allison Silberberg, Mayor</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Justin Wilson, Vice Mayor</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>John T. Chapman</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Timothy B. Lovain</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Redella S. &quot;Del&quot; Pepper</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Paul C. Smedberg</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Willie F. Bailey Sr.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Person or Entity</th>
<th>Relationship</th>
<th>Member of the Approving Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Planning Commission</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Mary Lyman, Chair</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Nathan Macek, Vice Chair</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>David Brown</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Melinda Lyle</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Maria Wasowski</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Stephen Koenig</td>
</tr>
<tr>
<td>Richard Troy Thorpe</td>
<td>None</td>
<td>Melissa McMahon</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Person or Entity</th>
<th>Relationship</th>
<th>Member of the Approving Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>City Council</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Allison Silberberg, Mayor</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Justin Wilson, Vice Mayor</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>John T. Chapman</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Timothy B. Lovain</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Redella S. &quot;Del&quot; Pepper</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Paul C. Smedberg</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Willie F. Bailey Sr.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Person or Entity</th>
<th>Relationship</th>
<th>Member of the Approving Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Planning Commission</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Mary Lyman, Chair</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Nathan Macek, Vice Chair</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>David Brown</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Melinda Lyle</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Maria Wasowski</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Stephen Koenig</td>
</tr>
<tr>
<td>TC-King Street Station, LLC</td>
<td>None</td>
<td>Melissa McMahon</td>
</tr>
</tbody>
</table>