

***City of Alexandria, Virginia***  
***Department of Planning & Zoning***

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**SPECIAL USE PERMIT CERTIFICATE**

Article XI, Division A, Section 11-510 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia requires that you display this Special Use Permit in a conspicuous and publicly accessible place. A copy of the list of conditions associated with the special use permit shall be kept on the premises and made available for examination by the public upon request.

Special Use Permit #2023-00103  
Approved by Planning and Zoning: January 12, 2024  
Permission is hereby granted to: Leanne McRoberts  
to use the premises located at: 2381 and 2391 Dove Street  
for the following purpose: see attached report

It is the responsibility of the Special Use Permit holder to adhere to the conditions approved by City Council. The Department of Planning and Zoning will periodically inspect the property to identify compliance with the approved conditions. If any condition is in violation, the permit holder will be cited and issued a ticket. The first violation carries a monetary fine. Continued violations will cause staff to docket the special use permit for review by City Council for possible revocation.

January 12, 2024

Date

*Karl Moritz* (by T. LaColla)

Karl Moritz, Director  
Department of Planning and Zoning

DATE: January 12, 2024

TO: Tony LaColla, Land Use Services Division Chief  
Department of Planning and Zoning

FROM: Patrick Silva, Urban Planner  
Department of Planning and Zoning

SUBJECT: Special Use Permit #2023-00103  
Administrative Review for New Use  
Site Use: Animal care facility with overnight accommodations  
Applicant: Leanne McRoberts  
Location: 2381 & 2391 Dove Street  
Zone: OCM(50)/Office commercial medium (50)

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**Request**

Special Use Permit #2023-00103 is a request to operate an approximately 4,411 square foot animal care facility with overnight accommodations at 2381 and 2391 Dove Street known as Happy Cat Hotel & Spa. The animal care facility will offer grooming and boarding services for cats and will serve approximately six to eight clients per day between the hours of 9 a.m. to 5:30 p.m., Monday to Saturday, and 9 a.m. to 12 p.m., Sunday for grooming appointments while boarding services operate on a 24-hour basis. The overnight animal care facility will be equipped with 19 separate boarding rooms which can accommodate between two to three cats each. The animal care facility will be staffed by between four and five employees, daily. The existing grooming salon will remain solely at the 2391 Dove Street location while the boarding facilities will expand to the new 2381 Dove Street location.

**Background**

The use will be located within a single story commercial industrial building which was constructed in 1978 with the approval of Site Plan #1978-00022. In April 2021, staff administratively approved Special Use Permit #2021-00026 for an animal care facility with overnight accommodations to the same applicant of the current request to allow Happy Cat Hotel & Spa to operate at 2391 Dove Street. As the applicant wishes to expand their operation to the commercial tenant space located at 2381 Dove Street and the expansion represents a floor area increase in excess of the 33% maximum that can be approved via a Special Use Permit for a Minor Amendment, the current request was required to be submitted as a Special Use Permit for a New Use.

**Parking**

Pursuant to Section 8-200(A)(16)(a), an animal care facility with overnight accommodations located within the City's Enhanced Transit requires a minimum of 0.25 spaces per 1,000 square feet of floor area the use occupies. The proposed use would occupy approximately 4,411 square feet of floor area and, thus, would need to provide a minimum of two off-street parking spaces. Pursuant to Section 8-100(A)(9), nonresidential uses that have a parking requirement of two spaces

or less shall be exempt from providing the spaces. However, the applicant will provide six off-street parking spaces in the surface parking lot located on-site.

**Community Outreach**

Public notice was provided through eNews, via the City’s website, and by posting a placard on the site. Staff has received no comments from community groups, residents, or adjacent businesses regarding this application.

**Staff Action**

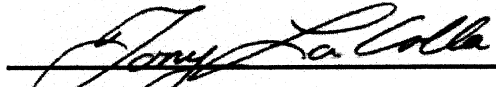
Staff supports the applicant’s request for the expansion of the animal care facility with overnight accommodations. It will serve to activate a vacant commercial space in the building located at 2381 Dove Street in an area where the existing facility at 2391 Dove Street has operated since 2021 without any issues.

In order to mitigate issues relating to noise, environmental impacts, and other general operations, standard Special Use Permit conditions for animal care facilities with overnight accommodations have been added to this approval.

Staff hereby approves the Special Use Permit request.

**ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:**

Date: January 12, 2024  
Action: Approve

  
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Tony LaColla, AICP  
Land Use Services Division Chief

- Attachments: 1) Special Use Permit Conditions  
2) City Department Comments  
3) Statement of Consent

**CONDITIONS OF SPECIAL USE PERMIT #2023-00103**

The owner is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. The special use permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)
2. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions and requirements. (P&Z)
3. The applicant shall comply with the Virginia Department of Agriculture and Consumer Services Division of Animal Industry Services laws and Animal Care, Control, Property and Protection Laws of Virginia regarding boarding establishments. (P&Z)
4. Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape, invasion by animals, or leaking. No trash or debris shall be allowed to accumulate outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of P&Z and T&ES, including replacing damaged lids and repairing/replacing damaged dumpsters. (P&Z) (T&ES)
5. The applicant shall control animal odors and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation & Environmental Services. (T&ES)
6. All waste products including but not limited to animal waste and organic compounds (solvents and cleaners) shall be disposed of in accordance with all local, state and federal ordinances or regulations. (T&ES)
7. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
8. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
9. The applicant shall require its employees who drive to use off-street parking. (T&ES)
10. The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
11. The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional

material, posting on the business website, and other similar methods. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)

12. The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)
13. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review, as the result of a complaint that rises to the level of a violation of the permit conditions or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

- R-1 The applicant shall control animal odors and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation & Environmental Services. (T&ES/OEQ)
- R-2 All waste products including but not limited to animal waste and organic compounds (solvents and cleaners) shall be disposed of in accordance with all local, state and federal ordinances or regulations. (T&ES/OEQ)
- R-3 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES/OEQ)
- R-4 Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES/DROW)
- C-1 No amplified sound shall be audible at the property line.
- C-2 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of SUP approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at [commercialrecycling@alexandriava.gov](mailto:commercialrecycling@alexandriava.gov), for information about completing this form. (T&ES/DROW)
- C-3 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES/DROW)
- C-4 Section 5-1-42- Collection by Private collectors. (c) Time of collection. Solid waste shall be collected from all premises not serviced by the city at least twice each week. No collections may be made between the hours of 11:00 p.m. and 7:00 a.m. (6:00 a.m. from May 1, through September 30) if the collection area is less than 500 feet from a residential area. (T&ES/DROW)

Code Enforcement:

No comments or concerns.

Health Department:

No comments or concerns.

Parks and Recreation:

No comments received

Police Department:

No comments received

Fire:


C-1 The new use may require a fire prevention permit.

Application can be accessed online at:

[www.alexandriava.gov/fire-department/the-fire-marshals-office](http://www.alexandriava.gov/fire-department/the-fire-marshals-office).

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2023-00103. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the animal care facility with overnight accommodations at 2381 and 2391 Dove Street.

  
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Applicant - Signature

1/13/2024  
\_\_\_\_\_  
Date

LEANNE N. McROBERTS  
\_\_\_\_\_  
Applicant - Printed

\_\_\_\_\_  
Date