



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: 2381 Dove Street Alexandria VA 22314

ZONE: OCM(50)

TAX MAP REFERENCE: 072.02-01-09

APPLICANT'S INFORMATION:

Applicant: Leanne McRoberts

Business/Trade Name: JNL Bean, LLC.

Address: 7109 Itte Lane Springfield, VA 22150

Phone: 703 338 0277

Email: leannem@happycathotel.com

PROPOSED USE:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Animal Care with Overnight Accommodations | Massage Establishment |
| Auto Trailer Rental or Sales | Outdoor Dining (Other than King Street Outdoor Dining Area) |
| Catering Operation | Outdoor Food and Crafts Market |
| Child and Elder Care Homes | Outdoor Garden Center |
| Day Care Center | Outdoor Display |
| Health and Athletic Club | Public School Trailers |
| Light Assembly, Service, and Craft | Valet Parking |
| Light Auto Repair | Vehicle Parking or Storage for More Than 20 Vehicles |
| Live Theater | |

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 2381 South Dove St. (property address), for the purposes of operating a animal care & spa center (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: Keith Hartman

Phone: 703-615-3159

Address: PO Box 39, Springfield, VA 22150

Email: hartmank@aol.com

Signature: 

Date: 12/6/2023

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.

LEANNE McROBERTS - 50%.

JACQUELINE WARRIS - 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.

USE CHARACTERISTICS

2. Please give a brief statement describing the use:

A feline exclusive boarding facility with custom built, individually themed luxury spaces complete with room service. We will offer both short term and long term boarding seven days a week. The grooming salon will be remain solely at 2391 Dove Street

3. Please describe the proposed hours of operation:

Days	Hours
Daily	

Or give hours for each day of the week

Monday	9am-5:30pm
Tuesday	9am-5:30pm
Wednesday	9am-5:30pm
Thursday	9am-5:30pm
Friday	9am-5:30pm
Saturday	9am-5:30pm
Sunday	9am-12pm

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).

6-8 clients per day - this includes boarding clients who are checking in or checking out & grooming clients (all by appointment only)

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

4-5 employees daily. A Manager will be on site from 7am-7pm each day and the Head Groomer will be here 5 days per week. Additional part time employees may be brought on seasonally

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

6	Standard and compact spaces
	Handicapped accessible spaces
	Other

B. Please give the number of:

6 Parking spaces on-site
 Parking spaces off-site

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

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

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

3 spaces directly out front of the building

B. Where are off-street loading spaces located?

n/a

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

9am-5pm

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

8-10 cat check-ins per day (staggered throughout the day) depending on grooming schedule & hotel bookings. We have small deliveries once a week of litter, food and other misc. office supplies

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:

Approximately 30-60lbs of waste per week. Cat waste is collected as needed in eco-friendly, biodegradable, compostable, vegetable based BPA-Free (certified ASTM D6400 and EN 13432) bags which can be placed into a standard receptacle

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

2,198 square feet

APPLICANT'S SIGNATURE

Please read and initial each statement:



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.



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.



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.



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.

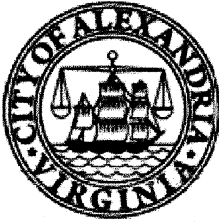
Print Name of Applicant or Representative Leanne McRoberts

Signature 

Date 12/6/2023

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:



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

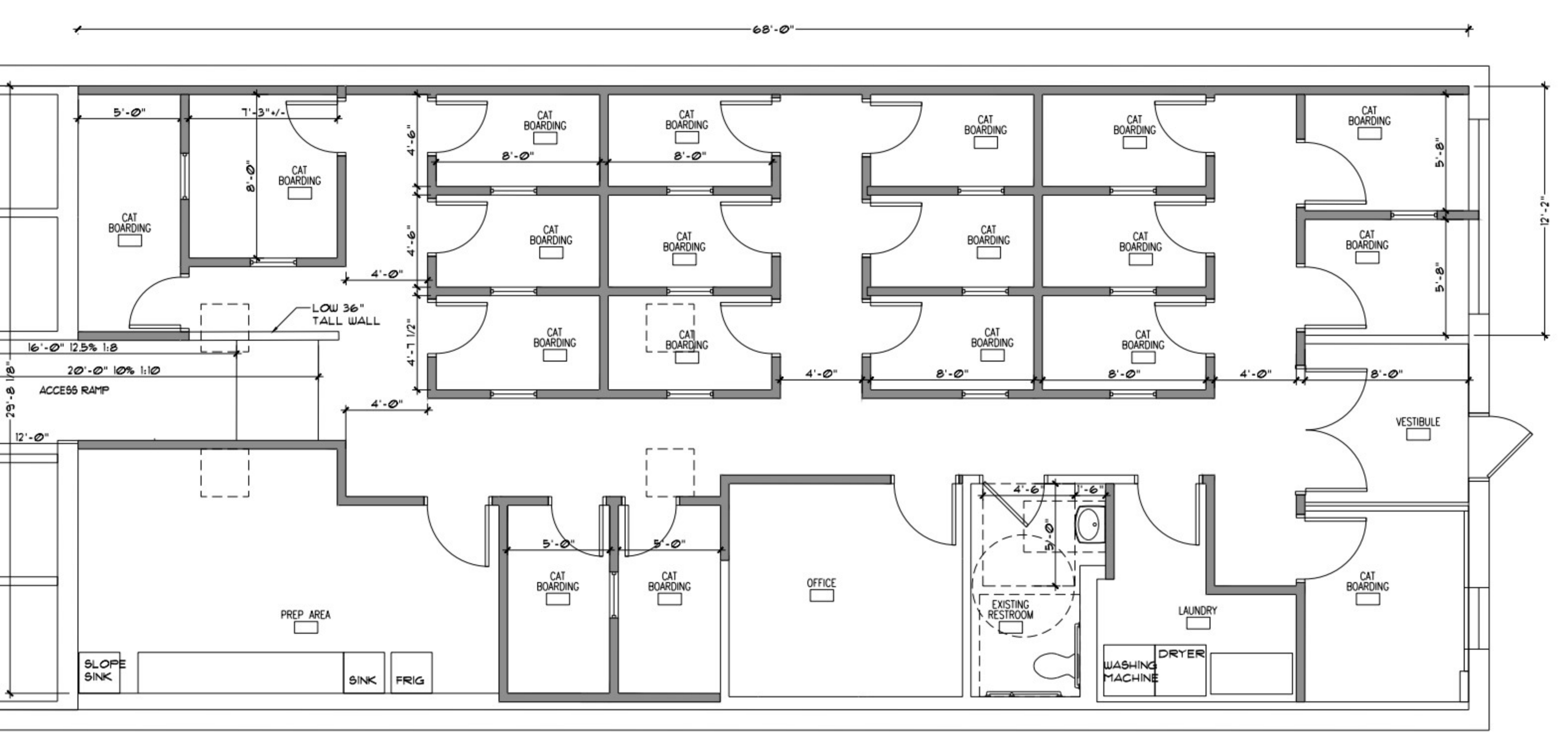
Include labels to indicate the use of the space (doors, windows, seats, tables, counters, equipment)

Contextual site image

Show subject site, on-site parking area, surrounding buildings, cross streets

If applicable

Outdoor plan for outdoor uses





236

236

Duke St

236

Duke St

Duke St

236

Duke St

236

Duke St

236

236

Duke St

Duke St

Roberts Ln

Roberts Ln

Roberts Ln

Roberts Ln

Duke St

S Dove St

S Dove St

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Landivar & Associates

Full Metal Jacket
Army & navy surplus shop

Rosa Fabrics VA
Fabric store

Dynamic Drain
Technologies

J & H Aitcheson
Plumbing supply store

Knopf International

US Post Office
Business Branch

2393

2387

2385

2328

2300

2324

2239

2226

2250

100

103

101

2327

2327

2327

438

my

USPS Collection Box