



SUP # 20K-0058

Administrative Special Use Permit Application

Please type or print legibly

PROPERTY LOCATION: King Street Station (225 Reinekers Ln, 1800 / Diagonal St.)

ZONE: OCH

TAX MAP REFERENCE: 73.02-01-01 & 73.02-01-03

APPLICANT'S INFORMATION:

Applicant: Upper King Street Neighborhood Assoc. Business/Trade Name: Upper King Street Farmers Market

Address: c/o K. Murphy, UKSNA Market Committee, 128 N Payne Street, Alexandria, VA 22314

Phone: 703-350-0140

Email: UKSNAMarketCom@gmail.com

PROPOSED USE:

- Day Care Center
- Restaurant
- Outdoor Dining (not within the King Street Retail Overlay)
- Light Auto Repair
- Overnight Pet Boarding
- Live Theater
- Outdoor Food and Crafts Market Center
- Outdoor Garden Center
- Catering Business
- Outdoor Display
- 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: [Handwritten 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 interior 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.

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

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PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of (see attached KSS Owners Entity List)
(property address), for the purposes of operating a outdoor food and crafts market (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: Mr Matthew Maccarini Phone: 202 303 8070
Address: 1726 Eire St NW, Ste 500 Email: M.Maccarini@Carpip.com
Washington DC 20006
Signature: [Handwritten Signature] Date: 5/5/14

1. The applicant is the (check one):
- Owner
 - Contract Purchaser
 - Lessee or
 - Other: Upper King St Neighborhood Association (UKSNA)
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.

SEE ATTACHMENTS

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:

King Street Station Owners Association and Upper King Street Neighborhood Association will jointly coordinate and manage a community farmers market. The outdoor market will operate one mid-week day per week during the May-October season between 3-7pm. Fresh produce, bakers, local and prepared food products from vendors around the VA-MD-PA-WV area. The market will consist of up to 15 vendors of quality local food products. We are requesting reserved curbside parking along a side street, Reinekers Lane, to accommodate large farm vehicles. 30 minutes of free garage parking is offered to patrons. The market will operate in a courtyard space at the center of King Street Station.

3. Please describe the proposed hours of operation:

Days	Hours
Daily	

Or give hours for each day of the week

Monday	
Tuesday	
Wednesday	
Thursday	3pm - 7pm
Friday	
Saturday	
Sunday	

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).

250 PATRONS PER MARKET, average stay of 20 minutes per patron

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

15 VENDORS, between hours of 1pm - 7pm

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

1193 Standard and compact spaces
 _____ Handicapped accessible spaces
 _____ Other

(Total available at Colonial Parking garage)

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B. Please give the number of:
Parking spaces on-site 50 (garage)

Parking spaces off-site 10 (proposed on Reinekers Lane)

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

Reinekers Lane for vendor vehicles - see attached parking plan 1pm - 7:45p

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

A. How many loading spaces are available for the use? 10 curbside spaces

B. Where are off-street loading spaces located? Reinekers Lane

C. During what hours of the day do you expect loading/unloading operations to occur? 1 - 2:45p setup unloading, 7-7:45pm breakdown loading

D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate? proposed reserved spaces 1pm - 7:45pm
each market day, rain or shine

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:

NA

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APPLICANT'S SIGNATURE

Please read and initial each statement:

Initial: MM 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: MM 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.

Kathleen Murphy, Upper King Street Neighborhood Association - Market Committee
Print Name of Applicant or Representative


Signature

5/27/2014
Date

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: _____

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OUTDOOR FOOD AND CRAFTS MARKETS
Zoning Ordinance Section 11-513(F)

Qualify for Administrative Review?

Will the outdoor food and crafts market prohibit alcohol sales? Yes ___ No

Will food preparation and storage of trailers be located on a different site than the proposed outdoor food and crafts market? Yes ___ No

Will the outdoor food and crafts market operate two days a week or less? Yes ___ No

Are the hours between 7:00 a.m. and sundown? Yes ___ No

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

Note: City staff must review a plan for the layout of the market and the plan must be approved before beginning operations. Any changes to the plan must be approved.

There must to be a set of rules for all vendors and for the market. The Director approves the rules and any changes to the rules. Copies of the rules must be given to each vendor, to nearby residents and businesses, and to the civic associations in the vicinity.

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

MARKET MASTER

A market master must be designated, and an alternate, and their names and contact information must be provided before opening the market.

The market master must be present at the opening and the closing of the market, and must oversee cleanup of the area. The market master must also maintain a list of vendors with addresses and telephone numbers.

Who is the market master? Kathleen Murphy, Upper King St Neighborhood Assoc. (name)
128 N Payne Street, Alexandria VA 22314 (address)
703-350-0140 c (phone)
kmm_dc@yahoo.com (email)

Who is the alternate market master? Melissa Eaton (name)
703-891-8418 (address)
melissa.eaton@am.jll.com (phone)
 (email)

MARKET RULES FOR VENDORS

Please provide the market rules with your application.

The rules must state who is eligible to sell goods in the market and under what conditions. It is expected that the market will include the sale of produce, and baked and prepared goods, and that the produce will be predominantly grown by the vendors, except during the spring and late fall when resale produce may predominate.

The rules must also state the appropriate food safety guidelines developed by the Alexandria Health Department.

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

King Street Station Owners Entity

SUP2014-0058

Last updated: April 4th, 2014 - VT

King I

King I, LLC
c/o Carr Properties, LLC
Attn: Matt Maccaroni
1776 Eye Street NW, Suite 500
Washington DC 20006

King II

Glenborough King Street, LLC
c/o Cassidy Turley
Attn: Karen Stiansen
1525 Wilson Blvd, Suite 229
Arlington, VA 22209

King III

T-C King Street Station, LLC
c/o Jones Lang LaSalle Americas, Inc.
Attn: Amanda E. Breziner
1850 Towers Crescent Plaza Suite 300
Vienna, VA 22182

King IV

National Credit Union Administration
Attn: Sharon Burias
1775 Duke Street
Alexandria, VA 22314

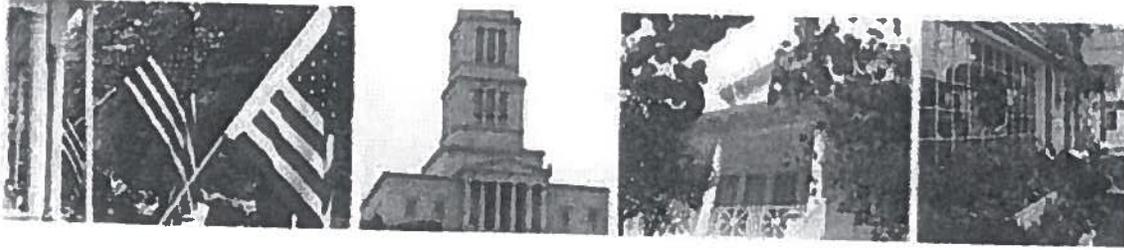
King Retail

King Street Station Hotel Associates, L.P.
Embassy Suites Alexandria
Attn: Mary Anne Russell
1900 Diagonal Road
Alexandria, VA 22314

King IV Associates, L.P.
Carr Hospitality
Attn: Jennifer Strange
1455 Pennsylvania Ave, NW
Suite 100
Washington, DC 20004

Collectively: King Street Condominium Association

5UP2014-0058



Upper King Street Neighborhood Association

Board of Directors

President Trey Hanbury
1504 Cameron Street
Alexandria, VA 22314
Trey.hanbury@gmail.com

Vice-President Erick Francis
120 N. Peyton Street
Alexandria, VA 22314
rolltide@erols.com

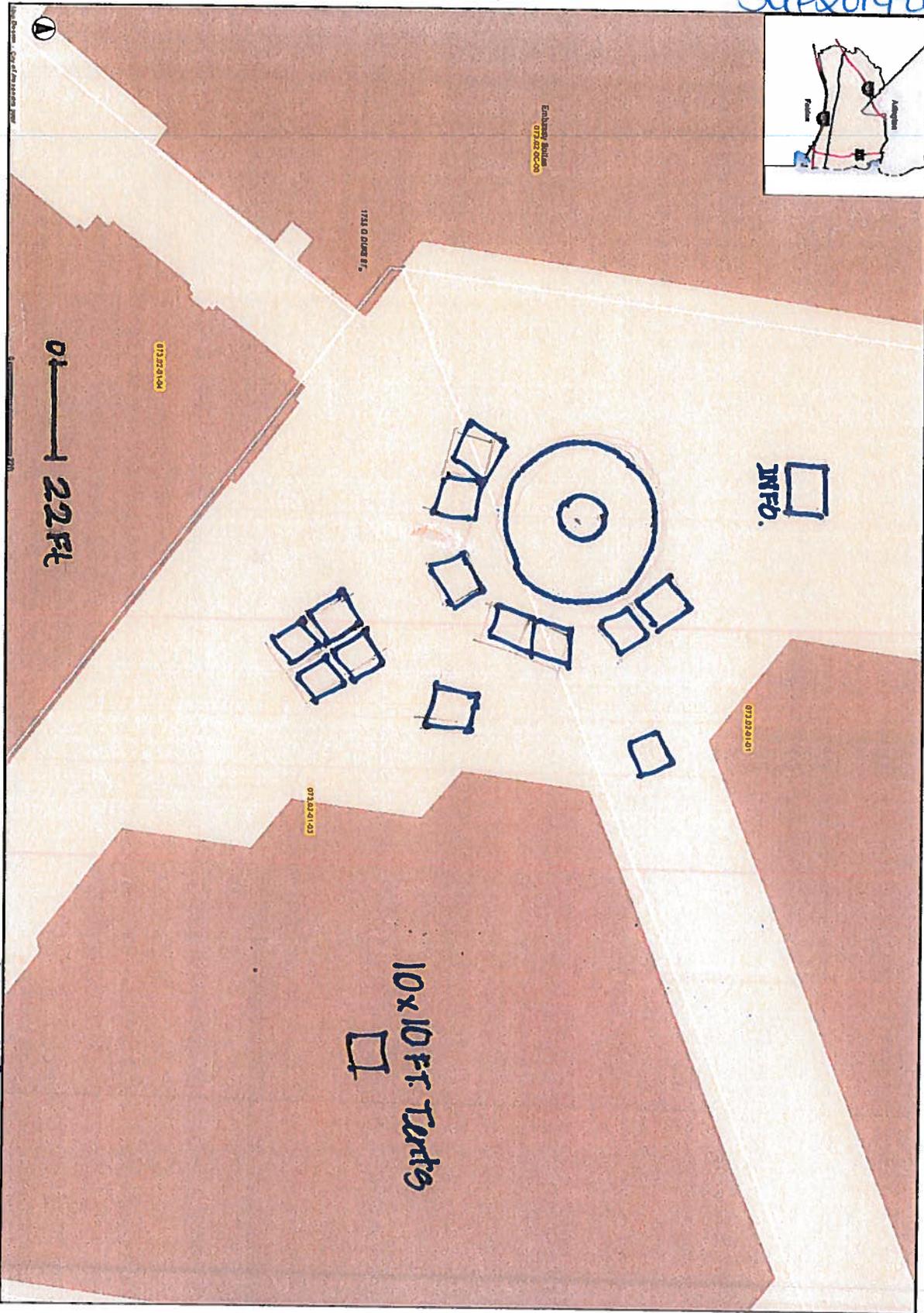
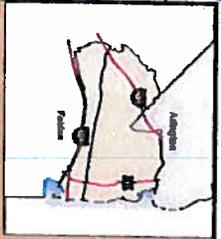
Treasurer Kathleen Murphy (acting)
128 N. Payne Street
Alexandria, VA 22314
Kmm_dc@yahoo.com

www.uksna.wildapricot.org
<https://groups.yahoo.com/neo/groups/upperkingstreet/info>

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KSScourtyard1

Date Created: 5/27/2014



Proposed layout - Market

Proposed tent layout 10x10ft spaces



Legend for Parcel Map

- Metrolink Stations
- City Boundary
- Address Points
- Metrolink Tracts
- Area
- Parcel
- Parcel ID
- Road Labels
- Road Centerlines
- Administrative Center/Planning Centerline
- Expressway
- Other Road
- Roads
- Railroads
- Buildings
- Parks
- Water
- Metrolink
- City of Alexandria

DISCLAIMER: The map(s) is/are presented hereunder as provided "as is" and the City and its representatives make no warranty, express or implied, as to the accuracy of the information contained herein. The City and its representatives accept no responsibility for any errors or omissions, and shall not be held liable for any damages arising out of or in connection with the use of the application. This map should not be used to establish quality and should not be used to establish quantity. The map is provided for informational purposes only and is not intended for legal purposes. The map is not a substitute for a professional survey and is not considered official. Official maps presented are available through various departments within the City of Alexandria.



Upper King Farmers' Market at King Street Station

- bordered by Diagonal St., Duke St., & Reinekers Lane -
Old Town Alexandria, Virginia 22314

Market Rules and Regulations

V 3.0 2014

1.0 GENERAL INFORMATION

The following market rules and regulations are provided to ensure that the Upper King Farmers' Market provides a positive and enjoyable experience for both participating vendors and the public.

**The 2014 Upper King Farmers' Market will be held weekly
Thursday, rain or shine
3:00 PM to 7:00 PM
June 5 through October 30, 2014**

The 2014 market will be held at a new location – the courtyard of the King Street Station, an office/retail/hotel complex. The address for market visitors is 1755 Duke Street, Alexandria, Virginia, 22314 – which is one of three garage entrances. Vendors will have curb parking on Reinekers Lane for unloading. The complex is bordered by Diagonal St., Duke St. and Reinekers Lane.

2.0 ORGANIZATION AND MANAGEMENT

The market is a partnership between the Upper King Street Neighborhood Association (UKSNA) and the King Street Station Association. The local building management will oversee vendors during setup oversight and operation. The Upper King Street Neighborhood Association will provide coordination of vendors, collection of fees to support signage and advertising, coordination with other local neighborhood associations and general support.

The market will be held in an interior courtyard, with four major pedestrian pathways crossing at the courtyard. The courtyard is directly across from the main entrance of the King Street Metro station. The local building management will have final decision on space and location decisions, and may adjust the space as needed to allow for safe, attractive display, visitor access and comfortable accommodation.

3.0 HEALTH, SAFETY AND ORDER

In the event that a vendor violates the rules of the market and disregards the verbal warning of either local management or UKSNA, the vendor may be suspended for a length of time that is dependent upon the severity of the offense, or be removed from future markets. At all times food vendors must maintain the highest degree of safe food handling and clean orderly display area.

4.0 ELIGIBLE PRODUCTS

The market will provide "Local Farm or Domestic Products" grown or produced within 250 miles of Alexandria, Virginia. Resale vendors must limit their items to local farm and garden produce. The market management may include other types of products which provide desired diversity, or if products are not available from local sources.

All food vendors shall apply to the Alexandria Health Department – Farmers Market Registry. And comply with all requirements as directed by the Alexandria Health Department in the handling and storing of food products. **** ALL Vendors must have a letter from the Alexandria Department of Health on the FIRST day of the market – without exception. ****

No products sold can be used or second-hand.

5.0 DISPLAY OF PRODUCTS

Prices of all products must be clearly marked.

All packaged or canned food must include the name of the preparer, the contents, and the address of the place of manufacture.

All eligible products except fresh produce, flowers, plants, and canned goods shall be wrapped.

Produce not clearly declared on the vendor application is not allowed and must be removed at the direction of the market manager.

6.0 MARKET OPERATIONS

Market operates each week during the season, **rain or shine**.

Unloading will be on Reinekers Lane – vendors must be able to move product and setup a distance of 50-75 feet to the courtyard using vendor supplied hand carts. Following unloading, vendors will park in area designated by building management (parking space may be curbside or in the garage.)

Setup may begin no earlier than **1:30 p.m.** and be done by the start of the market at 3 p.m. Vendors must plan to have sufficient produce/product to fully support the advertised hours of market operation. At 7:00 p.m., vendors will immediately clean up their assigned area and leave in an orderly fashion.

The courtyard is brick paved. Ground stakes are not allowed. Any shade or covering device must use weighted base and, be independently and securely supported. No generators.

Each market farmer/vendor is responsible for maintaining the cleanliness of his/her assigned area; no containers will be provided for vendor refuse. Vendors must remove any trash from their areas.

All signage must be keep on his/her assigned area or on their vehicle.

No selling area will be permitted to use any fuel burning or electric devices to heat products, except for coffee/hot water urns when approved by the market management

7.0 ROLES AND RESPONSIBILITIES

The King Street Station Association is the resident association of office, retail and hotel business members. The King Street Station Association will provide the physical space of the courtyard, guidance and direction for physical and operational.

Upper King Street Neighborhood Association (UKSNA) – UKSNA is the neighborhood civic association for the Upper King Street area. UKSNA provides web space, vendor coordination and collects fees which are used for signage, advertising and marketing the Upper King Fresh Farmers' Market.

Jointly – the King Street Station Association and UKSNA comprise the Market Committee and will oversee the application of these market rules. The committee supports the common goal of a fresh farmers' market in the upper King Street area and provides the community access to local farm vendors. The Market Committee will determine the selection of participating vendors from applications received. The Committee will advertise and manage the market, coordinate with the city and health department as needed.

Market Management will:

- Coordinate un-loading and reserved parking
- Assignment of display and selling areas to vendors
- Direct the removal of ineligible products
- Direct vendors to comply with health and sanitation rules
- Receive input (ideas, complaints, etc.) from public for consideration by the market committee

Vendor will:

- Comply with all regulations stated herein, as well as all other regulations, codes, and statutes that govern the growing, preparation, and sale of products defined.
- **Vendor must apply for and receive a letter from the Virginia Department of Health – indicating they have registered with VDH. This letter must be presented on the FIRST day of the market. (New requirement for 2014.)**
- Cooperate with the market management regarding the assignment of space, use of parking spaces, etc.
- Maintain a clean vending area, remove all refuse and trash at the direction of the market manager, and take care not to damage the courtyard location.
- Vendors are responsible for the safety of the products being sold, and shall hold the King Street Station Association and Upper King Street Neighborhood Association harmless from any liability whatsoever that results from their activities at the market.
- **Payment of Taxes.** All vendors are responsible to the Commonwealth of Virginia for collecting and reporting Virginia sales tax. In addition, resale vendors are responsible for obtaining business licenses from the City of Alexandria and submitting reports of revenue as required of a City of Alexandria business.

8.0 VENDOR SELECTION

Selections are made each year from applications submitted to the Market Committee. All products will be grown or produced within 250 miles of Alexandria, Virginia. The highest priority will be given to "producer-grower" vendors who sell local farm and domestic products. Resale vendors will be considered based on need for market diversity, product quality, and their ability to represent source producers. A waiting list will be maintained for mid-season replacements.

9.0 ATTENDANCE

Due to the small size of this market – it is very important for vendors to be present at all market dates.

If a vendor cannot attend a market date – they must contact the Market Manager or member of the market committee, **no later than 48 hours before the start of the market** with valid reasons such as illness or other extenuating circumstances.

If a vendor is absent without notice, their space will be assigned to a waiting list vendor for the remainder of the season.

Missing two or more market days in a four week period may result in the vendor defaulting their place in the market – the Market committee reserves the right to suspend or terminate any vendor who is not able to fulfill their obligation to attend all market days.

10.0 FEES

Fee schedule	One space	Two spaces
Full season (22)	\$220.00	\$396.00
1/2 season (11)	\$132.00	\$238.00
4 week	\$60.00	\$108.00
1 day	\$20.00	\$36.00

The 2014 season (June 5 through October 30, 2014) covers 22 market days.

Full payment is due on first day of market. Checks should be payable to "UKSNA Market."

Vendors may not sublet or "loan" their assigned space to another person.

11.0 DEFINITIONS

Local – produced within 250 miles of Alexandria, Virginia.

Local Fresh Farm or Domestic Products: Defined as, products that are grown or produced on farms or in homes or gardens. Products include vegetables, fruits, grains, plants, plant cuttings, flowers, seeds, nuts, and herbs. Prepared foods are processed in some way by the vendor and are approved by the Health Department. These items are also created within the local area and include (but not limited to) cured meats, baked goods, preserves, pickles, juices, home canned products, and cheeses.

Producer Vendors: Vendors who sell products which are grown or produced by themselves or members of their households at their own farms, homes or gardens.

Resale Vendors: Vendors who sell produce which has been grown by persons other than themselves or members of their households.

Vendors: Persons who have paid their market fee, agreed to comply with the farmers' market regulations, and agree to sell only "local farm or domestic products," defined above.

12.0 COMMUNICATION

Suggestions, complaints and recommendations may be provided to the market manager in writing or submitted to the mailing address of the market committee. All issues will be reviewed by the UKSNA market committee. Vendors may appeal the interpretations of these regulations or the decisions of the market manager by submitting a written appeal. The appeal will be considered within three days by the market committee and a written response returned to the appealing vendor. Decisions by the market committee will be final.

Mailing address: USKNA Market Committee, 128 N Payne St., Alexandria, VA 22314
Web site: www.upperkingstreet.org (*4/28/2014 I have contacted the webmaster to renew the site)
Email: UKSNAmarketcom@gmail.com
General information: 703-824-8252
Point of Contact: Kathy Murphy

On site: King Street Station Association
Point of Contact: Melissa Eaton, Assistant General Manager – Jones Lang LaSalle
703-891-8414, Melissa.eaton@am.jll.com

Health compliance: Alexandria Health Department - Virginia Dept of Health (VADH)
Mailing address: 4480 King Street, Suite 360, Alexandria, A 22302
Website: www.alexandriava.gov/EnvironmentalHealth
Phone: 703-746-4910
Fax: 703-746-4919
Point of Contact: Lydia Zweimiller, REHS
Email: Lydia.zweimiller@vdh.virginia.gov