



## 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](http://www.alexandriava.gov/planning)

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**PROPERTY LOCATION:** 621 King Street, Alexandria, VA 22314

**ZONE:** KR/King Street Retail

**TAX MAP REFERENCE:** 074.02-03-17

### APPLICANT'S INFORMATION:

**Applicant:** Claudia Jessen

**Business/Trade Name:** Shake Shack  
(Shake Shack Virginia LLC)

**Address:** 225 Varick St., Suite 301, NY, NY 10014

**Phone:** 330-990-4819

**Email:** [srichardson@permitsolutionsus.com](mailto:srichardson@permitsolutionsus.com)

### PROPOSED USE:

Animal Care with Overnight Accommodations

Auto Trailer Rental or Sales

Catering Operation

Child and Elder Care Homes

Day Care Center

Health and Athletic Club

Light Assembly, Service, and Craft

Light Auto Repair

Live Theater

Massage Establishment

Outdoor Dining (Other than King Street Outdoor Dining Area)

Outdoor Food and Crafts Market

Outdoor Garden Center

Outdoor Display

Public School Trailers

Valet Parking

Vehicle Parking or Storage for More Than 20 Vehicles



Fast-food restaurant

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner, I hereby grant the applicant use of 621 King Street (property address), for the purposes of operating a fast-food 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: King Street LLC

Phone: 973-765-0100

Address: 125 Merristown Road  
Basking Ridge, NJ 07920

Email: holdensabato@silvermangroup.net

Signature: 

Date: 10/23/24

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.

Shake Shack Enterprises, LLC - 100% owner of Shake Shack Virginia LLC  
225 Varick Street, Suite 301, New York, NY 10014

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:

This will be a fast-food restaurant.

3. Please describe the proposed hours of operation:

Days                      Hours

Daily 11AM-11PM

Or give hours for each day of the week

Monday

Tuesday

Wednesday

Thursday

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).

We anticipate serving approximately 400 guests per day (calculation based on anticipated sales volume which assumes about 400 meals/day)

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

Approximately 15 employees per shift

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

0	Standard and compact spaces
0	Handicapped accessible spaces
0	Other

B. Please give the number of:

0 Parking spaces on-site

0 Parking spaces off-site

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

Employees and guests will use the City provided street parking, parking garage, or public transit.

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

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

Loading is available via Ross Alley to the back 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?

Before scheduled opening

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

Deliveries expected to happen 3-4 times per week, before scheduled opening

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

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

2570 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**

Claudia Jessen

Signature



Date 10/23/2024

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



# SUPPLEMENTAL APPLICATION

## RESTAURANT

**All applicants requesting a Special Use Permit for a restaurant shall complete the following section.**

1. How many seats are proposed?

Indoors: 36

2. Will the restaurant offer any of the following?

Alcoholic beverages

On-premises

Yes  No

Off-premises

Yes  No

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

table service

bar

carry-out

delivery

4. If delivery service is proposed, how many vehicles do you anticipate? N/A - delivery will be through third parties

Will delivery drivers use their own vehicles?

Yes

No

Where will delivery vehicles be parked when not in use?

N/A - delivery will be through third parties

# 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.



**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.

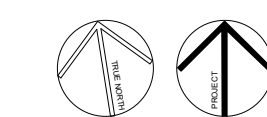
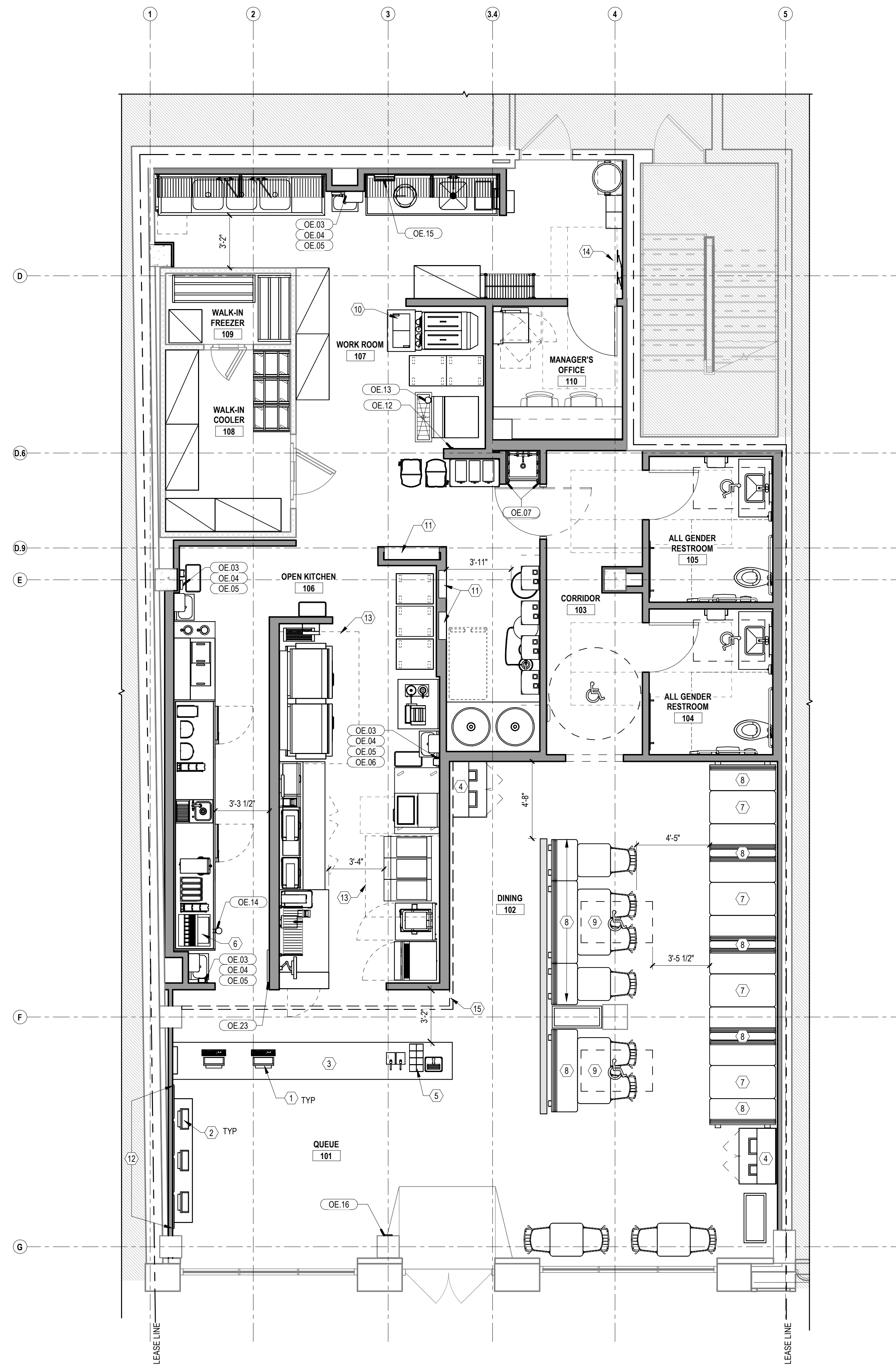
**Alcohol Consumption and Late Night Hours.** Please fill in the following information.

1. Maximum number of patrons shall be determined by adding the following:
 

36		Maximum number of patron dining seats
+		Maximum number of patron bar seats
+		Maximum number of standing patrons
=	36	Maximum number of patrons
  
2. 15 \_\_\_\_\_ 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



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1/4" = 1'-0"  
2'-0" 4'-0" 8'-0"

**GENERAL ARRANGEMENT PLAN - GROUND FLOOR**

NOT USED	

ACCESSORIES SCHEDULE		GC = GENERAL CONTRACTOR O = OWNER / OWNER'S VENDOR		RESPONSIBILITY		NOTE
TAG NO.	QTY	ITEM	MANUFACTURER	MODEL NO.	FURNISH   INSTALL	
OE 03	4	GLOVE BOX DISPENSER	SAN JAMAR	G0801	O GC	
OE 04	4	SOAP DISPENSER	BOBRICK	2112 / 667005	O GC	
OE 05	4	PAPER TOWEL DISPENSER	TORK	5511282	O GC	
OE 06	1	HAIR NET DISPENSER	CELLUCAP	D903	O GC	
OE 07	2	MOP & BROOM HOLDER	FRANKLIN MACHINE PRODUCTS	158-1140	O GC	
OE 09	1	FIRST AID CABINET	AFASSCO	186	O GC	
OE 12	1	ICE BUCKET HANGING BRACKET	SAN JAMAR	101558	O GC	HOLDER FOR 6 GALLON ICE TOTE
OE 13	1	ICE SCOOP - LARGE	SAN JAMAR	S17700 / 6021258	O O	MOUNT INSIDE OF ICE MACHINE
OE 14	1	ICE SCOOP - SMALL	SAN JAMAR	S17700 / 650629	O O	MOUNT IN FRONT OF SODA MACHINE
OE 15	2	KNIFE HOLDER	SAN JAMAR	STK1008	O GC	CLEAR WALL MOUNTED RACK AT PREP SINK
OE 16	1	FRAMED CHOKING SIGN	-	-	O GC	SIZE TO BE CONFIRMED WITH HEALTH INSPECTOR, BLACK FRAME
OE 23	1	LOCKABLE BULLETIN BOARD W/ ONE DOOR	NORWOOD COMMERCIAL FURNITURE	NOR-EB0203-I-BULLETIN	GC GC	

KEY NOTES
1) P.O.S. STATION
2) SELF-SERVICE KIOSKS
3) PICK-UP COUNTER
4) WASTE RECEPTACLE
5) CONDIMENT STATION
6) SODA MACHINE
7) FIXED TABLE
8) FIXED SEATING
9) ACCESSIBLE TABLE
10) CUSTARD MACHINE
11) ELECTRICAL PANELS, COORDINATE WITH E-SHEETS
12) MENU BOARDS
13) KITCHEN HOOD OVERHEAD
14) HARRI CLOCK
15) INTERIOR FAUX METAL CHANNEL ABOVE

SYMBOL LEGEND	
SYMBOL	DESCRIPTION
	NEW PARTITION (FULL HEIGHT)
	NEW PARTITION (PARTIAL HEIGHT - SEE ELEV. FOR MORE INFO)
	EXISTING PARTITION
	PREFAB WALLS BY KEK
	NEW DOOR
	EXISTING DOOR
	KEYNOTE
	NOT IN SCOPE

GENERAL NOTES
A. REFER TO A104 FOR FURNITURE PLAN
B. REFER TO K-SHEETS FOR KITCHEN EQUIPMENT LAYOUT
C. DIMENSIONS ON THIS SHEET ARE PROVIDED FOR REFERENCE ONLY. REFER TO A102 DIMENSION PLAN FOR PARTITION LAYOUT.

**Bergmeyer**

LA 360 E 2nd Street  
 Columbus, OH 43215  
 386.900.8887  
 www.bergmeyer.com

CO 875 N High St.  
 Columbus, OH 43215  
 386.900.8887

BCS 100 Shaffer St.  
 Boston, MA 02210  
 617.542.1025

CONSULTANTS:

SEAL SIGNATURE:

NO.	BY	DATE	DESCRIPTION



SHAKE SHACK OLD TOWN ALEXANDRIA

621 KING STREET  
ALEXANDRIA, VA 22314  
SHACK #1631


75% SET

GENERAL ARRANGEMENT PLAN

DRAWN BY: LH  
 CHECKED BY: JS / EE  
 JOB NO: 20240156.00

**A101**



SUP Application #2024-00071	621 King Street, Alexandria, VA 22314
	<b>Litter Control Plan</b>

**Overview**

Shake Shack is committed to maintaining the cleanliness and beauty of Old Town Alexandria. This plan outlines the steps we will take to minimize litter generated by our carry-out services, aligned with our "Stand For Something Good" mission and our commitment to sustainability and community responsibility.

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**1. On-Site Litter Management**

1.1 Waste Receptacles

- We will provide clearly marked, durable, and weatherproof waste receptacles inside the restaurant to encourage proper disposal of trash and recycling.
- Our team will ensure the waste bins are checked and emptied regularly to prevent overflow.

1.2 Dedicated Front-of-House Employee

- A dedicated front-of-house employee will be responsible for checking and maintaining cleanliness both inside the restaurant and in the immediate areas outside our premises every 15 minutes.
- This employee will also bus tables as they are able, reducing the chance of litter being left behind by guests and ensuring a clean and welcoming environment for all.

1.3 Signage

- We will display prominent signage inside the restaurant reminding customers to dispose of their waste responsibly.
  - Messages such as "Help Keep Alexandria Beautiful – Dispose of Trash Properly" will be used to reinforce our commitment to cleanliness.
- 


**2. Sustainable Packaging**

2.1 Eco-Friendly Materials

- We will exclusively use biodegradable, compostable, or recyclable materials for all take-out packaging to reduce environmental impact.
- We will not use non-recyclable plastics or Styrofoam containers.

2.2 Labeling

- All packaging will include clear instructions for recycling or composting, encouraging proper disposal by customers.

SUP Application #2024-00071	621 King Street, Alexandria, VA 22314
	<b>Litter Control Plan</b>

### **3. Litter Prevention Beyond the Premises**

#### 3.1 Regular Litter Checks

- Our dedicated front-of-house employee will conduct litter checks in the immediate areas outside our premises every 15 minutes during operating hours to ensure they remain clean and free of debris.
- Any litter found outside our premises will be promptly collected and disposed of appropriately.

### **4. Monitoring and Evaluation**

#### 4.1 Incident Reporting

- We will train our team members to identify and report any recurring litter issues in the surrounding area.
- Problematic areas requiring additional attention will be addressed proactively.

#### 4.2 Regular Plan Reviews

- We will conduct quarterly reviews of our litter control measures to ensure their effectiveness and make necessary adjustments to meet community expectations.

### **5. Steps to Handle Increased Litter**


#### 5.1 In the event of higher-than-expected litter levels:

- We will increase the frequency of litter checks to ensure the surrounding area remains clean.
- We will evaluate the need for temporary signage or additional reminders to customers about proper waste disposal.
- We will deploy additional resources, as needed, to manage increased litter.

### **Commitment Statement**

Shake Shack is deeply committed to preserving the charm and cleanliness of Old Town Alexandria. This Litter Control Plan reflects our dedication to ensuring a clean environment for the community and visitors, and we will continue to uphold and refine these efforts as needed.



SUP Application #2024-00071	621 King Street, Alexandria, VA 22314
	<h2 style="text-align: center;">Parking Management Plan</h2>

**Overview**

Shake Shack is a fast casual restaurant, serving standard American fare (burgers, hot dogs, fries, chicken sandwiches, milk shakes, beer, wine, etc.). We aim to make our shacks more than a place to eat burgers and fries, but a place for the community to gather safely. As such, we understand the importance of impacting the communities we serve in positive ways.

The following plan outlines the ways in which Shake Shack will work to minimize the impact our operations will have on nearby residential neighborhoods.

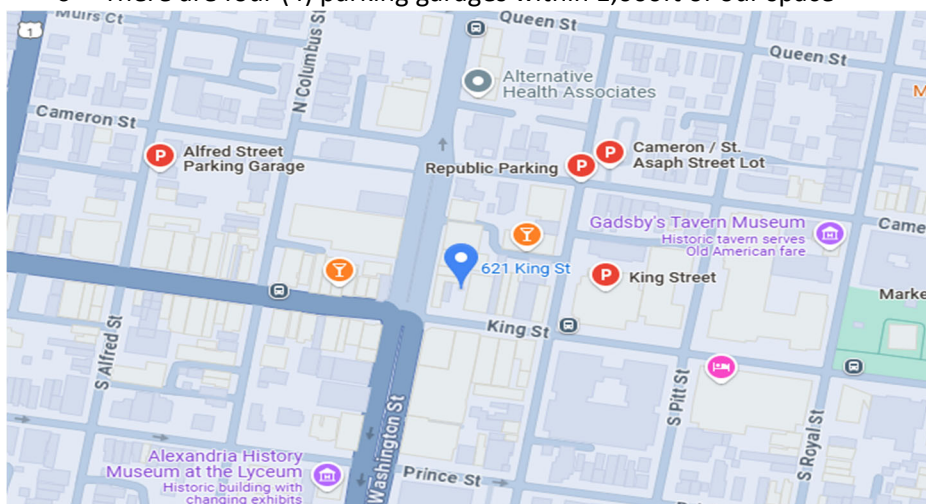
Additionally, attached is the City of Alexandria Parking Map from alexandriava.gov/parking which has been marked up to show the location of the proposed Shake Shack in relation to the nearby parking and public transportation options.


**Existing conditions**

- The space Shake Shack will occupy does not have on-site parking spaces. Loading space is available on Ross Alley at the back of the building, where deliveries will be received.

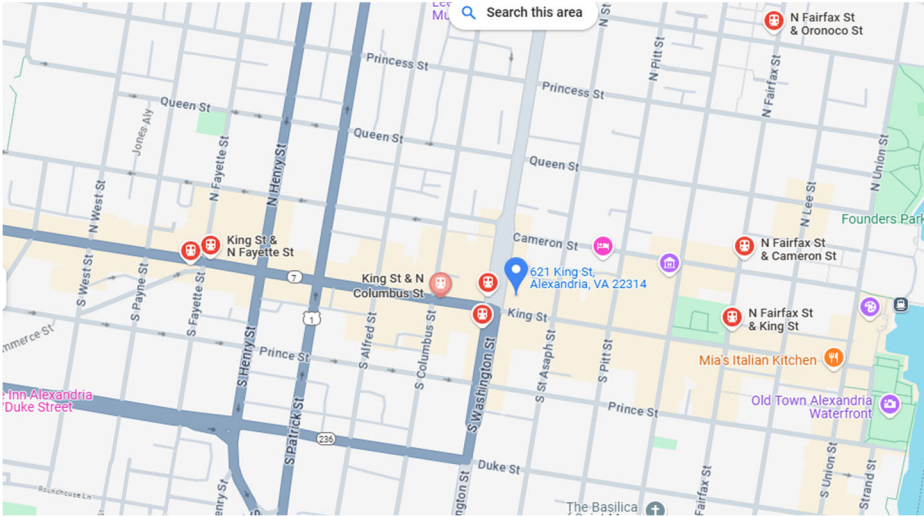
**Traffic/Parking Impact**

- Shake Shack does not expect to have a significant impact on vehicular traffic or parking demands, given the highly pedestrian nature of the Old Town Alexandria area, availability of parking garages, street parking and public transportation options
  - There are four (4) parking garages within 1,000ft of our space



SUP Application #2024-00071	621 King Street, Alexandria, VA 22314
	<h2 style="text-align: center;">Parking Management Plan</h2>

- There are about ten to fifteen (10-15) parking spots on King Street, directly across our space
- There are three (3) bus/trolley stops within 500ft of our space



- Additionally, Shake Shack offers a Commuter Benefits program which allows employees to set up weekly pre-tax payroll deductions to be used for the purchase of public transportation passes/tickets, parking, ride-share services and other commuting expenses. The program is open to all Shake Shack employees and can be enrolled in or modified by the employee at any time.

**Dine-In vs Take-Out Expectations**

- Shake Shack will offer a digital-forward ordering experience. The nearby residential population and thousands of employees working in the area will be able to easily take a quick walk to pick up their meals.
- Based on sales data from comparable Shake Shack’s in dense urban cores in Virginia and elsewhere, we are expecting approximately 70% of our orders to be a mix of to-go, mobile/app pick-up or third-party delivery for off-site consumption.
- Shake Shack estimates that 30% or less of guests will be served for onsite consumption, thus reducing the parking impact significantly.