



# 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:** 1913 Mount Vernon Ave, Alexandria, VA 22301

ZONE: CL

TAX MAP REFERENCE: ~~13638000~~ 034.04-10-01

## APPLICANT'S INFORMATION:

Applicant: D Jason Portlance

Business/Trade Name: Del Ray Farmhouse Market & Garden

Address: 3108 Landover St, Alexandria, VA 22305

Phone: 301.346.0424

Email: [jay@delrayfarmhouse.com](mailto:jay@delrayfarmhouse.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

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner, I hereby grant the applicant use of 1913 Mount Vernon Ave (property address), for the purposes of operating a Garden 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: Michael Hadeed

Phone: 7032982372

Address: 607 Oakley Place, Alexandria, VA

Email: michael@hadeedlaw.com

Signature  1AFE065DC11A411...

Date: 12/18/2024 | 3:57:51 PM EST

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.

**D Jason Portlance - 100% ownership of Del Ray Farmhouse Market & Garden**

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:

**The parking lot is going to be converted to a garden center with live plants, soils, lawn tools and a greenhouse**

3. Please describe the proposed hours of operation:

Days                                      Hours

Daily 8am - 8pm

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).

- 20-30 customers Monday - Friday (off peak).

- 50-100 customers Saturday - Sunday (peak).

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

**I anticipate between 3-5 employees. 3 employees scheduled per day.**

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

- |                                       |                               |
|---------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> 6 | Standard and compact spaces   |
| 0                                     | Handicapped accessible spaces |
| 0                                     | Other                         |

B. Please give the number of:

0 Parking spaces on-site

6 Parking spaces off-site

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

**1900 Mount Vernon Ave, Alexandria, VA 22301**

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

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

2

B. Where are off-street loading spaces located?

**Along Mount Vernon Avenue there are loading zone parking that can be used for deliveries and customer loading.**

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

**During regular operation hours customers are able to utilize the space for loading. Wednesday's from 10-12pm will be delivery days for products.**

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

**Throughout regular business hours. However it is hard to say a specific number of customer loading per day.**

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?

2100 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** D Jason Portlance

**Signature** 

**Date** 12/18/2024 | 3:52:08 PM EST

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



**Department of Planning & Zoning**  
**Administrative Special Use Permit New Use**  
**Outdoor Garden Center Supplemental**

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

**HOURS OF OPERATION**

- The hours of operation must be limited to between 7:00 a.m. and 9:00 p.m. Monday through Saturday, and from between 8:00 a.m. and 8:00 p.m. on Sunday.**

What are the proposed hours of operation of the center?

Sunday-Saturday 8am-8pm

What are the hours that the business will be open to the public, if different from the hours of operation?

Sunday-Saturday 8am-8pm

**SIZE OF GARDEN CENTER**

- The garden center site may not be larger than 10,000 square feet.**

How large is the garden center site?                      2,100                      sq. feet

**GARDEN CENTER LAYOUT PLAN**

- Please provide a detailed plan with your application**

**The layout of the garden center must be submitted for review and approval by the director. The plan should include all elements of the use, including:**

**Areas for storage, deliveries and parking**  
**Design of any building or structure**  
Screening from neighboring uses  
The view from the public street

**PROTECTION OF NEARBY HOMES**

- The garden center must be located at a distance or otherwise protected from nearby homes or apartments as not to disturb neighboring residents.**

What is the approximate distance to the closest homes or apartments?                      90                      feet

What steps will the business take to protect residents from negative impacts?

The garden center is located at a reasonable distance from any residential building. There is no perceived negative impact associated with this proposed business.

# SITE PLAN

Address:

1913 MOUNT VERNON AVE  
ALEXANDRIA, VA 22301

Assessor's Parcel Number:

13638000

Parcel Area:

1.00 Acres

Zoning: CL - COMMERCIAL  
LOW ZONE

Legal Description:

LOTS 127 & 128 DEL RAY

Subdivision:

Owner: HADEED MICHAEL  
M JR OR MARCELLA

Paper size & scale:

11" x 17"; 1"=20'

Date: November, 2024

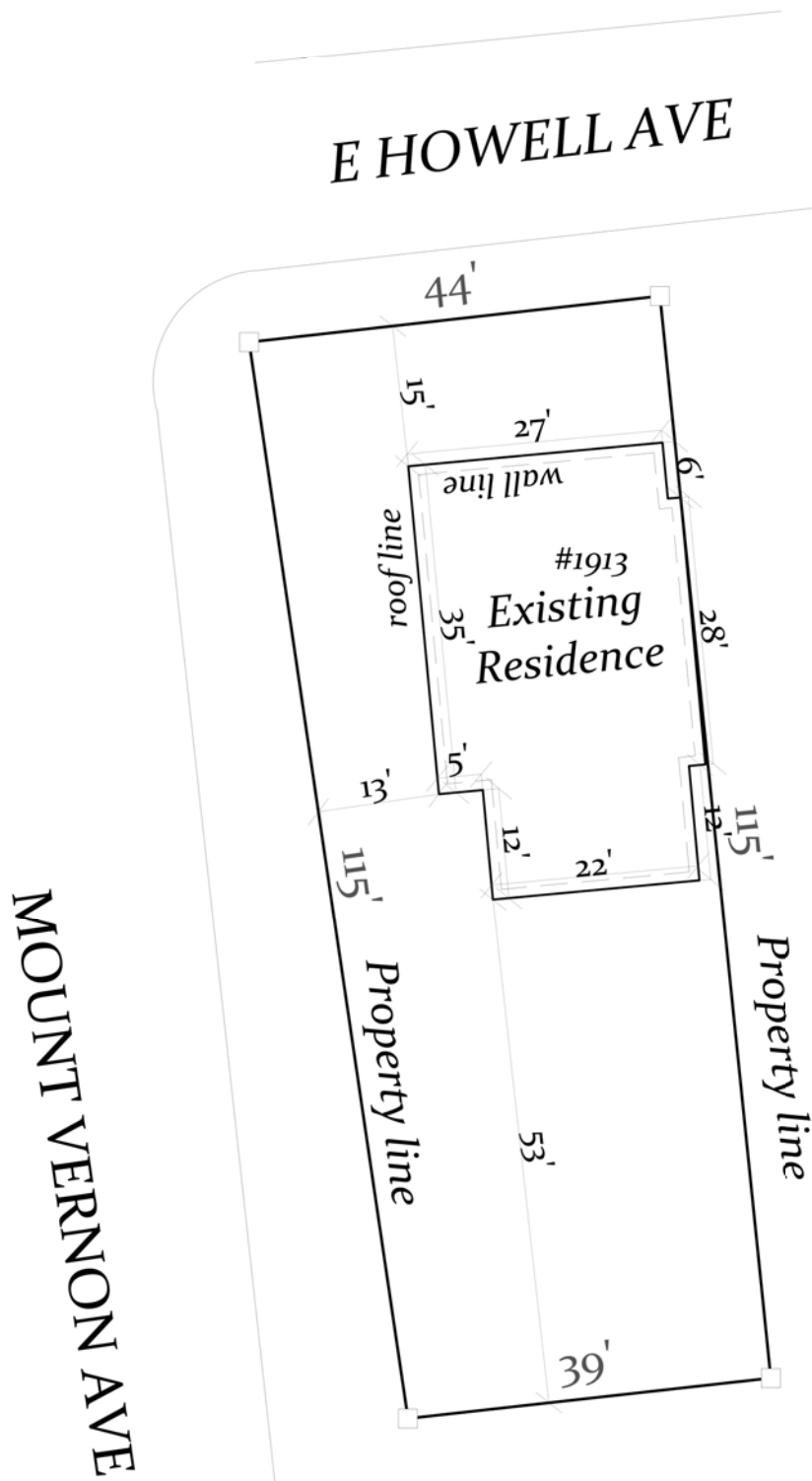


Scale:

1"=20'

Paper size:

11" x 17"



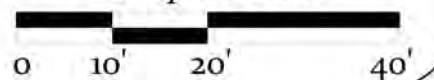
### Legend

- Property line
- Topography line
- Wall line
- Roof line
- Retaining wall
- Fence
- Proposed addition

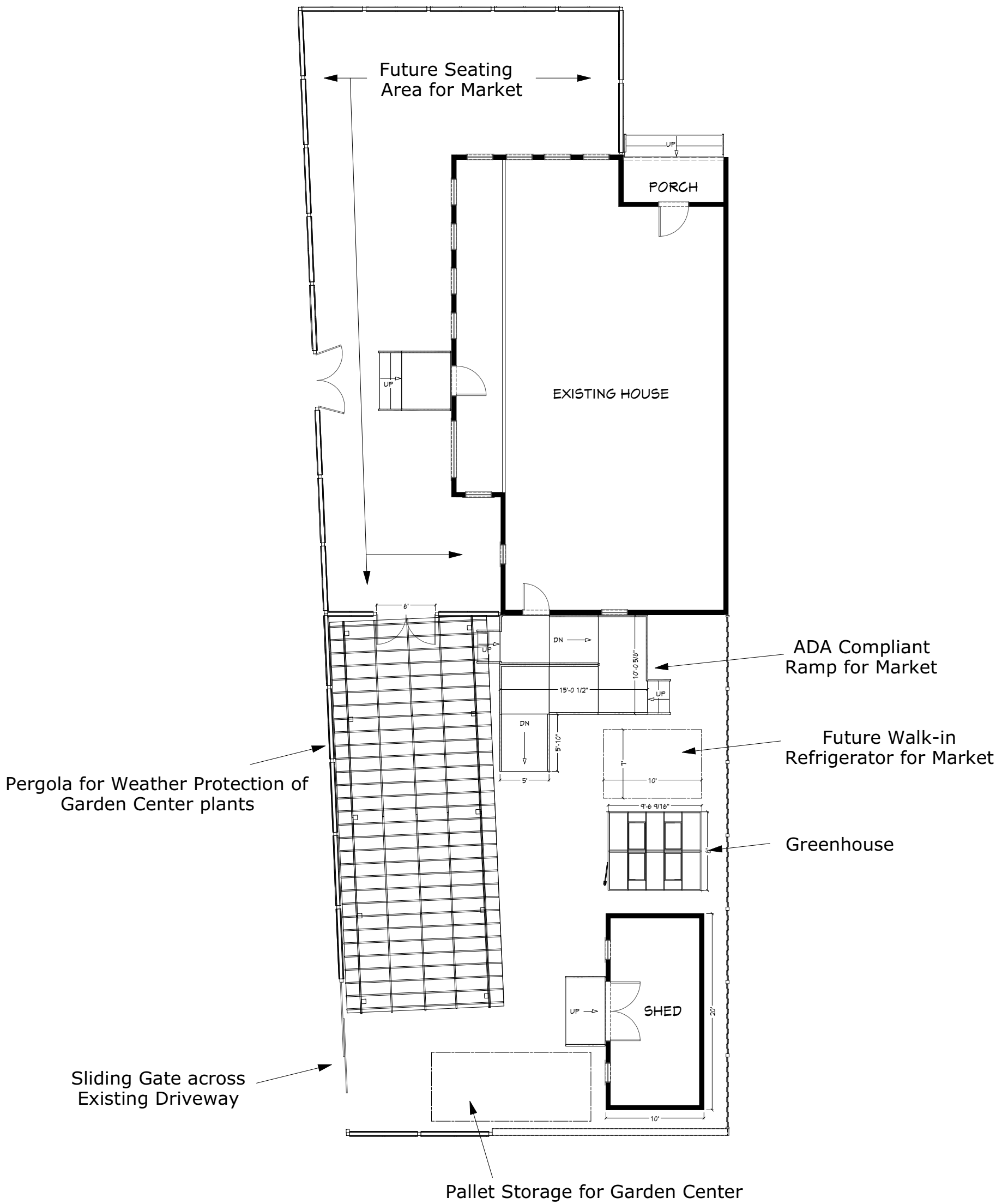
### Disclaimer

This is not a Legal Survey, nor is it intended to be or replace one.  
These measurements are approximate and are for illustrative purposes only.  
This work product represents only generalized location of features, objects or boundaries and should not be relied upon as being legally authoritative for the precise location of any feature, objects or boundary.

### Graphic scale







Site Plan  
 3/32" = 1' - 0"



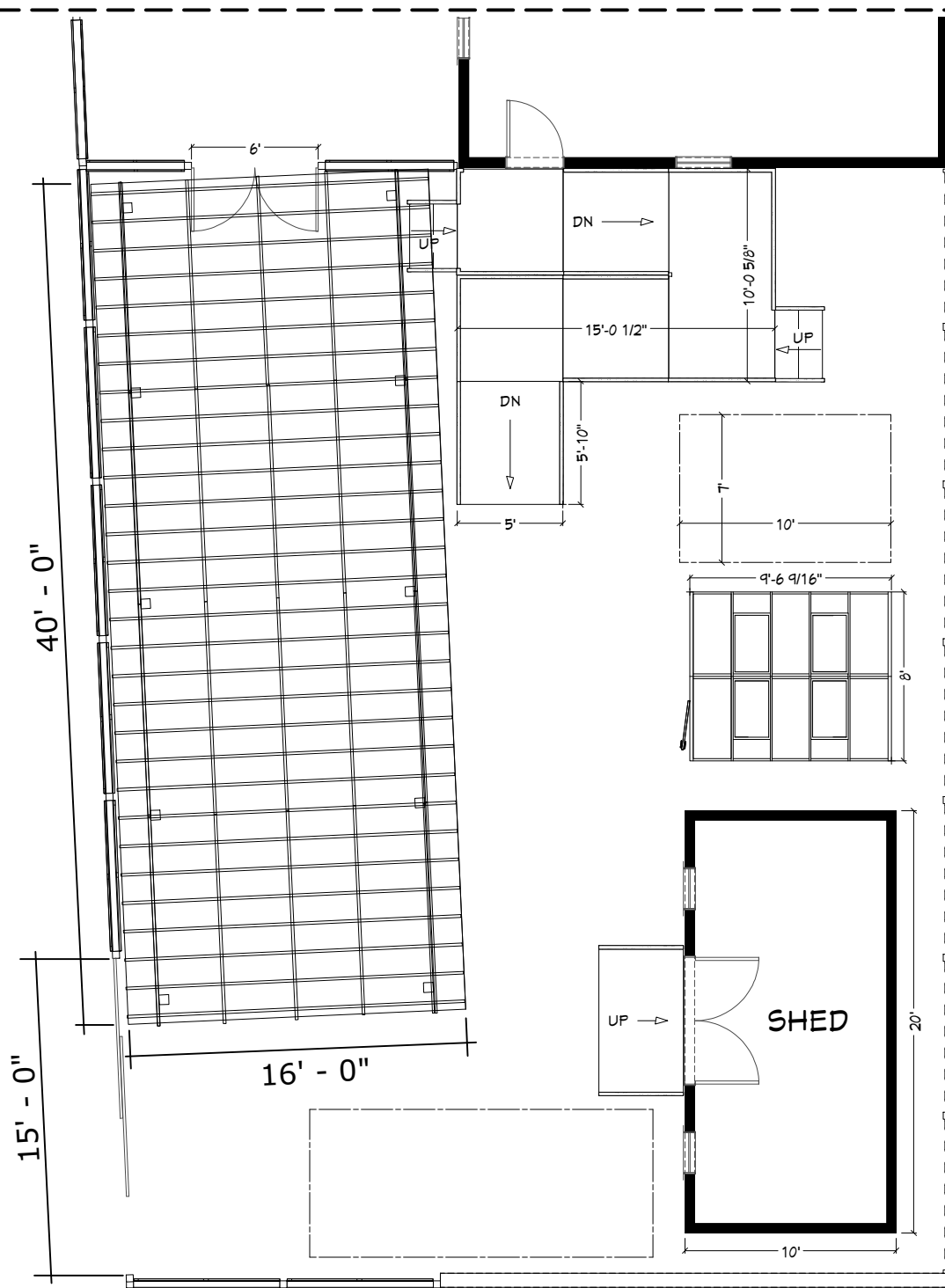
Alesa Riendeau  
 Owner and Lead Designer  
 540-227-0002  
 ales@cozylamadesign.com

Client:  
 Jay Portlance

Project:  
 Del Ray Market & Garden LLC

Date:  
 12/18/2024

Address:  
 1913 Mt Vernon Ave  
 Alexandria, VA 22301



Construction Plan - Garden Center

1/8" = 1' - 0"



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Isometric View - Site Plan

3/32" = 1' - 0"



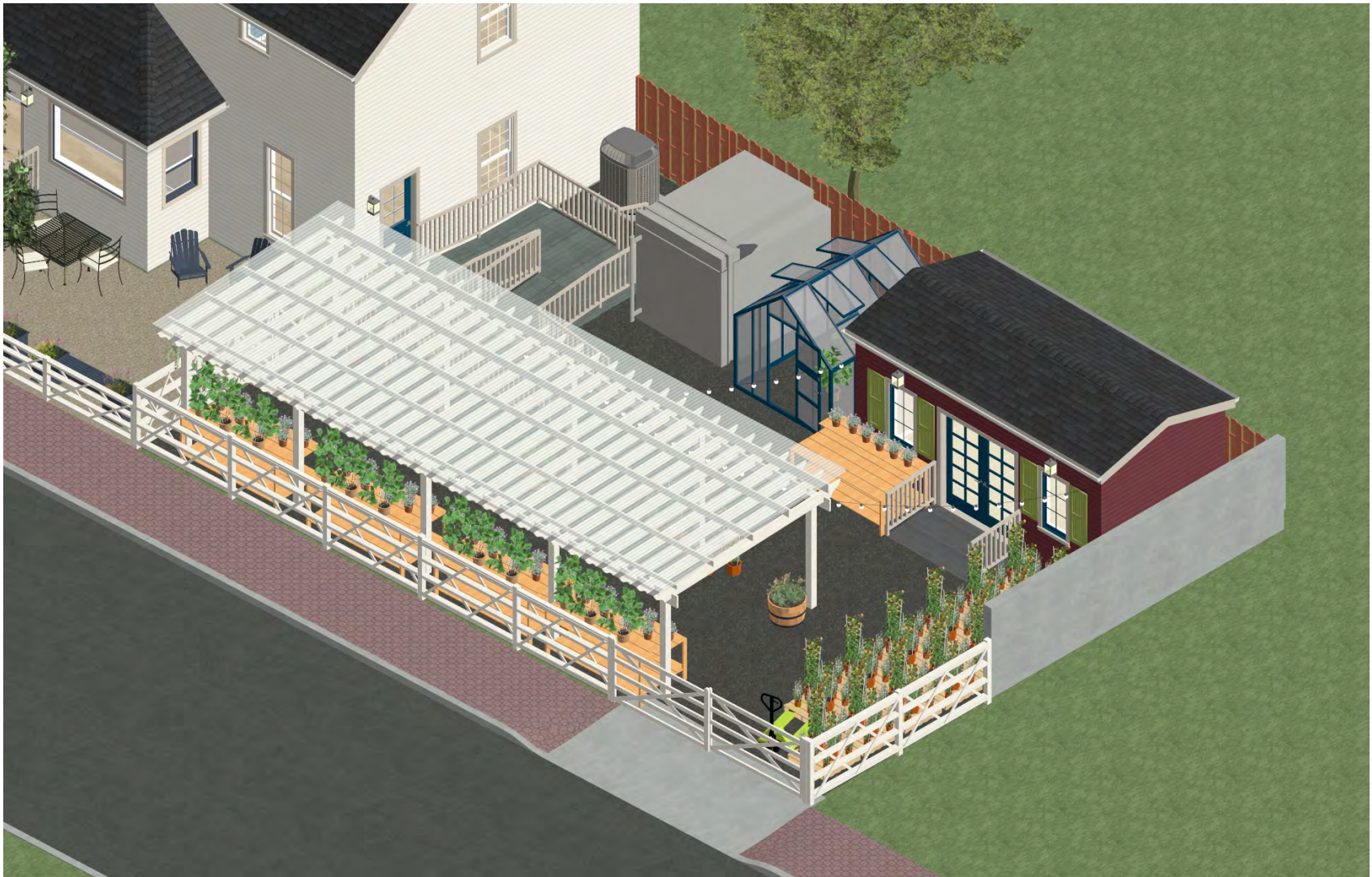
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Isometric View - Garden Center

Not To Scale



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Daytime



Nighttime

3D Views

Not To Scale



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## Sherwin Williams Colors



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alesa@cozylamadesign.com

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12/18/2024

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Alexandria, VA 22301



# 2024 City of Alexandria Business License

Finance Department, Revenue Administration Division, City of Alexandria  
301 King Street, Room 1700, Alexandria, VA 22314  
Phone: 703.746.4800 <http://www.alexandriava.gov/>

**License Number:** 160087-2024  
**Account Number:** 160087  
**Tax Period:** 2024  
**Business Name:** Del Ray Farmhouse Market & Garden LLC  
**Trade Name:** Del Ray Farmhouse Market & Garden LLC  
**Business Location:** 1913 MOUNT VERNON AV  
Alexandria, VA 22301

Del Ray Farmhouse Market & Garden LLC  
2003 B MOUNT VERNON AVE  
Alexandria, VA 22301

**License Classification(s):**

Retail Merchants  
9-075-030  
Garden Supplies

November 22, 2024

Dear Taxpayer:

This is your 2024 City of Alexandria Business License. The bottom portion of this page is perforated to allow you to tear off and post the business license in your establishment.

If you paid for your business license via check, please be aware that if your check is not honored by your financial institution, this business license shall be invalid.

As with all taxes, our goal is to administer Business License taxes fairly and in accordance with Commonwealth and Locality code. Our staff strives to provide professional assistance and quality customer service. Your satisfaction is important to us and your comments are always welcome.

If you have any questions regarding this letter, please visit <http://www.alexandriava.gov/> or contact my office via phone at 703.746.4800.

Finance Department, Revenue Administration Division, City of Alexandria

*Keep this letter for your records.*

## City of Alexandria Business License

Revenue Administration Division, City of Alexandria, 301 King Street, Room 1700, Alexandria, VA 22314



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**Business Name:** Del Ray Farmhouse Market & Garden LLC  
**Trade Name:** Del Ray Farmhouse Market & Garden LLC  
**Business Location:** 1913 MOUNT VERNON AV  
Alexandria, VA 22301

**This license has been issued by the Revenue Administration Division of the City of Alexandria and is granted to:**

Del Ray Farmhouse Market & Garden LLC  
1913 MOUNT VERNON AV  
Alexandria, VA 22301

**License Classification(s):** Retail Merchants  
9-075-030  
Garden Supplies