



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: **1021 Queen Street**

ZONE: C L

TAX MAP REFERENCE: **064.03-05-02**

APPLICANT'S INFORMATION:

Applicant: **Ksenia M Varakina**

Business/Trade Name: **Cherry On Top LLC/ Cherry On Top**

Address: **601 Holland Ln, apt 606, Alexandria, VA, 22314**

Phone: **3479982772**

Email: **varakinakm@gmail.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

✓ **Restaurant**

PROPERTY OWNER'S AUTHORIZATION

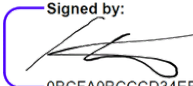
As the property owner, I hereby grant the applicant use of 1021 Queen Street
(property address), for the purposes of operating a coffee shop and wine bar (use)
business as described in this application. I also grant permission to the City of Alexandria to visit,
inspect, photograph and post placard notice on my property.

Name: **Korry V. Mial**

Phone: **(202)538-1003**

Address: **621 8th St NE DC 20002**

Email: **kmial@email.com**

Signature: 

Date: **7/8/2025**

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.

Ksenia M Varakina
601 Holland Ln, apt 606, Alexandria, VA, 22314
100% owner of Cherry On Top LLC

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?

N/A

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:

Cherry On Top is a coffee and wine bar offering espresso drinks, wine by the glass, pastries, cheese boards, and light snacks. The space will also host small community events such as wine tastings and movie nights.

3. Please describe the proposed hours of operation:

Days Hours

Daily

Or give hours for each day of the week

Monday 7 am - 9 pm

Tuesday 7 am - 9 pm

Wednesday 7 am - 9 pm

Thursday 7 am - 9 pm

Friday 7 am - 10 pm

Saturday 7 am - 10 pm

Sunday 7 am - 9 pm

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 expect an average of 30–60 patrons per day, with a maximum occupancy of 40 patrons at any given time based on our total seating capacity (24 indoor, 16 outdoor).

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

We expect 2 to 3 employees per shift, with a total of up to 6 employees across the day (including opening, mid-day, and closing coverage).

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?

All parking will be public street parking available in the surrounding area.

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

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

0 designated loading spaces

B. Where are off-street loading spaces located?

No off-street loading spaces. Occasional loading and unloading will occur at the curb using public street parking during non-peak hours.

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

Loading and unloading is expected to occur between 6:00 AM and 9:00 AM, prior to opening and peak customer hours.

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

Deliveries are expected to occur 2–4 times per week, depending on supplier schedules and inventory needs.

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:

No hazardous materials or regulated organic compounds will be stored or used on-site beyond standard commercial cleaning products used in small quantities. All cleaning supplies will be disposed of according to manufacturer and local sanitation guidelines.

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

1,062 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

Signature

Kseria H Varakina

Date 1/07/2025

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 Dining Supplemental

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

Describe the outdoor dining arrangement. What type of food service establishment is this associated with?

HOURS

What are the proposed hours for the outdoor dining?

LOCATION ON PRIVATE PROPERTY

Outdoor dining, including seats, planters, wait stations and barriers, must be located on private property unless authorized by an encroachment ordinance.

Will the outdoor dining be located only on private property? What is the square footage of the outdoor dining area?

Submit a drawing indicating the layout for tables, seats, planters, wait stations and barriers.

NUMBER OF SEATS

Only 20 seats may be located at outdoor tables in front of the restaurant.

How many seats will be included in the outdoor seating?

ALCOHOL SERVICE

Alcohol service, to the extent allowed for indoor dining, is permitted; no off-premise alcohol sales are permitted.

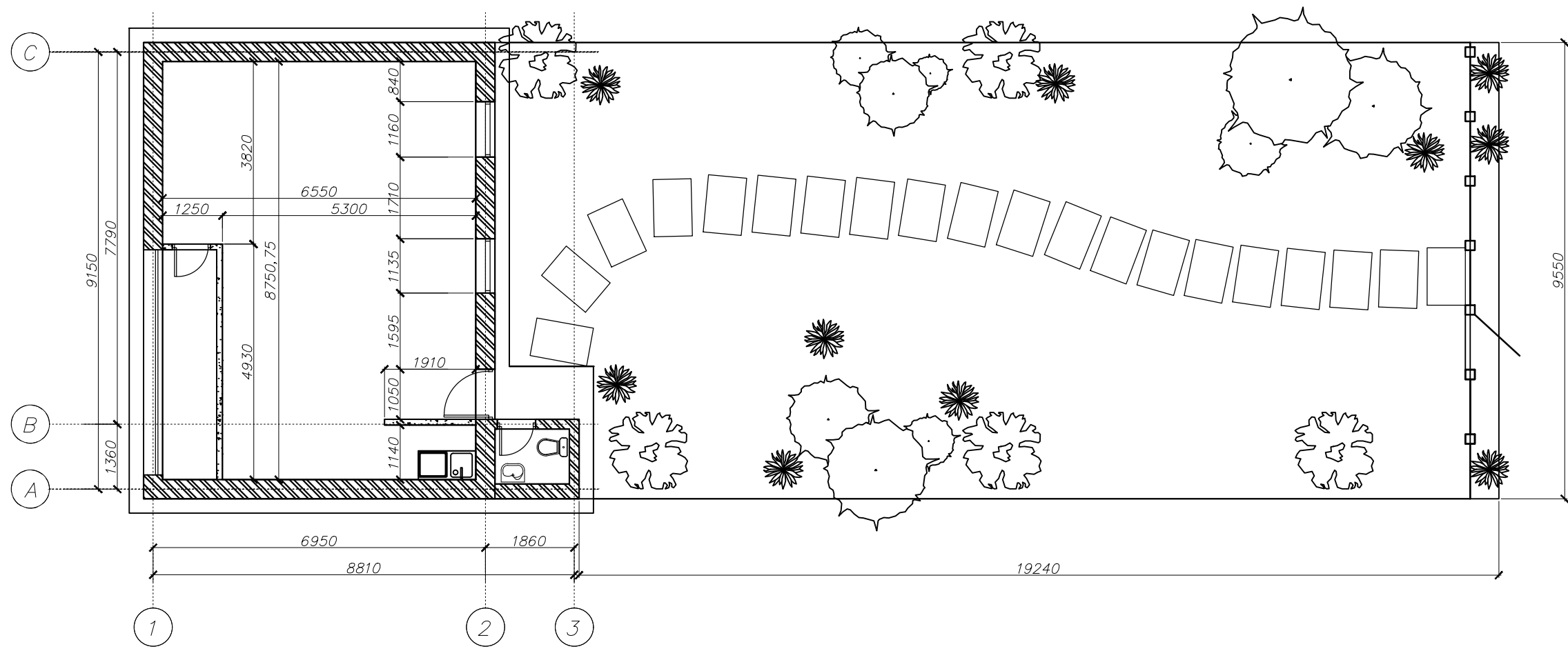
Is on-premise alcohol service proposed?

OUTDOOR DINING PLAN

Please submit a detailed plan with your application

A plan for layout of the outdoor dining must be submitted for review and approval by the director. The business must maintain compliance with the approved layout. Any changes to the approved layout may require further review by staff.

As-Built Planing



Total area of the hall: 50.9 m²
Total area of the storage: 5.4 m²
Restroom: 1.8 m²

Total (indoors): 58.1 m²

Garden area: 187 m²

CHERRY ON TOP
coffe & wine

Drawn by: Zozulenko A.

Date: 07/01/2025

Sheet No: _____

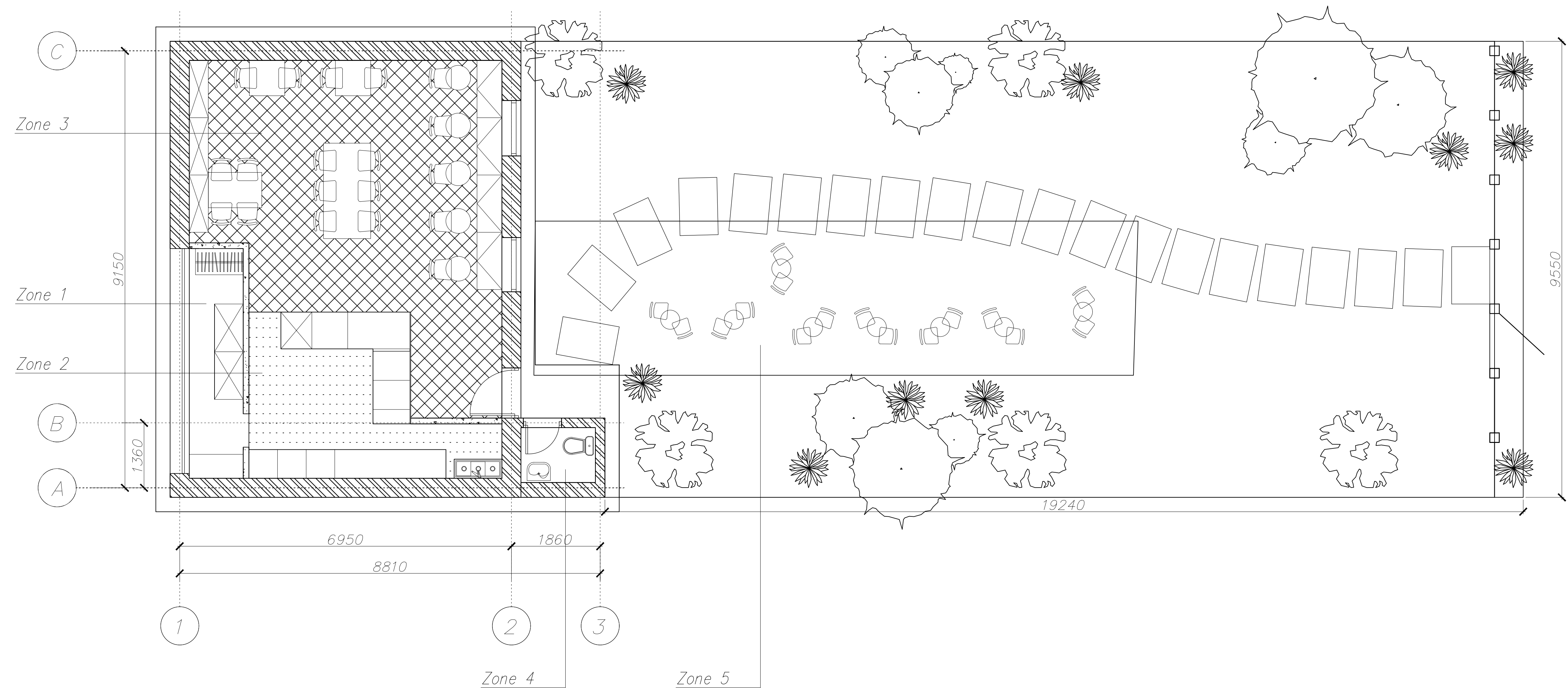
Scale: _____

Drawing Title:

Project Address:
Queen Street,
Old Town Alexandria,
Virginia

Project Title:
Design Project- Bar &
Café

Functional Layout Plan



Zone Description and Seating Capacity:

- Zone 1: Storage Room
Dedicated space for general storage needs.
- Zone 2: Bar and Service Area
Includes the bar counter, beverage prep area, and storage for supplies.
- Zone 3: Indoor Seating Area
Main customer area with seating arrangements inside the premises.
- Zone 4: Restroom
Single-user toilet facility.
- Zone 5: Outdoor Terrace
Seasonal seating area located in the garden or patio.

Seating Capacity:
Indoor seating: 24 seats

Terrace seating: 16 seats

Maximum total seating capacity: 40 seats

Zone Area Breakdown

Zone	Description	Area
Zone 1	Storage Room	5.4 m ²
Zone 2	Bar and Service Area	14.0 m ²
Zone 3	Indoor Seating Area	36.9 m ²
Zone 4	Restroom	1.8 m ²
Zone 5	Outdoor Terrace	40.6 m ²

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