



Application for
Use Permit

Complete this application in its entirety and submit pages 4 and 5 along with the required materials (including any required supplements) as listed on page 2 to the address below:

City of Hampton
Community Development Department, Planning Division
22 Lincoln Street, 5th Floor
Hampton, Virginia 23669

OFFICE USE ONLY
Date Received:

RECEIVED

MAY 09 2021

CDD 5TH FLOOR

Case Number: UP 21-00012

1. PROPERTY INFORMATION

Address or Location 2409 & 2411 Kecoughtan Road; Hampton, VA 23661

LRSN 1003602 & 1003603 Zoning District C-1

Current Land Use 2409 - Office Building and 2411 - Parking Lot

Proposed Land Use 2409 - Doggy Day Care and 2411 - Adjacent Dog Run

The proposed use will be in: ☒ an existing building ☐ a new addition ☐ a new building

2. PROPERTY OWNER INFORMATION (an individual or a legal entity may be listed as owner)

Owner's Name TOAN NGUYEN & Kim Anh Vu

Address 224 Kove Dr City Hampton State VA Zip 23669

Phone (551) 969-9593 Email _____

3. APPLICANT INFORMATION (if different from owner)

Applicant's Name Kristopher W. Wilgus

Address 1628 Columbia Avenue City Norfolk State VA Zip 23509

Phone 561.414.0708 Email RLetter Inc @ gmail.com / info @ Red-Letter Runners.com

4. APPLICANT AGENT INFORMATION (if different from applicant)

Agent's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

5. CERTIFICATION FOR LEGAL ENTITY PROPERTY OWNERS

Complete this section only if the property owner is **not** an individual but rather a legal entity such as a corporation, trust, LLC, partnership, diocese, etc. as specified in Step 2 above.

"I hereby submit that I am legally authorized to execute this application on behalf of the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), title(s), signature(s), and date(s) of authorized representative(s) of the legal entity (attach additional page if necessary):

Name of Legal Entity _____

Signed by:

Name (printed) _____, Its (title) _____

Signature _____ Date _____

Name (printed) _____, Its (title) _____

Signature _____ Date _____

Name (printed) _____, Its (title) _____

Signature _____ Date _____

6. CERTIFICATION FOR INDIVIDUAL PROPERTY OWNERS

Complete this section only if the property owner is an individual or individuals.

"I hereby submit that I am the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), signature(s), and date(s) of owner(s) (attach additional page if necessary):

Name (printed) TOAN NGUYEN

Signature [Signature] Date 8/27/21

Name (printed) KIM ANH VU

Signature [Signature] Date 8/27/21

OFFICE USE ONLY

☐ Application Form

☐ Narrative Statement

☐ Supplemental Form (if required)

☐ Application Fee

☐ Survey Plat

☐ Additional materials (if required)



561.414.0708

Red-LetterRunners.com (UNDER CONSTRUCTION)

Email: info@Red-LetterRunners.com
RLetterInc@gmail.com

June 09th, 2021

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Red-Letter Runners



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Norfolk, VA 23508
(PH) 561.414.0708
(FX) 757.321.3405
(EMAIL) info@Red-LetterRunners.com
<http://www.Red-LetterRunners.com/>

May 25, 2021

Via email: frank.glover@hampton.gov
Mr. Frank Glover, City Planner
Hampton Planning and Zoning Administration
22 Lincoln Street
Hampton, Virginia 23669

Frank,

Thank you for reviewing the Use Permit Application submitted by Red-Letter Runners ("Red-Letter"). We believe that our business will positively impact Kecoughtan Road and the surrounding neighborhood. Our narrative statement in support of our application is as follows.

Description of Parcel.

Red-Letter seeks to operate a canine daycare center at 2409-2411 Kecoughtan Road. The site is a 11,326 square foot parcel that includes a former bank building and parking lot. The bank building constitutes approximately 2,910 feet of floor space on .52 acres of property.

The dimensions and use of the interior of the bank building are set forth in the floor plan attached as Exhibit A. The rear rooms of the bank consist of office space, storage, and a staff lounge. The front rooms of the bank consist of the canine general population (couches, beds; etc.), a canine V.I.P. area, and storage areas. Many of the building's walls are fortified and thick, which will minimize noise from the business. No dwelling units will be located on the property.

The front of the building will be the main entrance to the facility. A picture of the front of the building as envisioned is attached as Exhibit B. Twenty (20) parking spaces and 1 handicap parking space will be located at the front of the building.

We anticipate that Red-Letter will add a second entrance to the building at or near the former drive-up teller area. This will facilitate the transition of canines from the building to the proposed canine run ("Run"). A picture of the side of the building where this entrance will be constructed is attached as Exhibit C. Red-Letter proposes to site the Run on the bank parking lot located to the right of the building. The general location of the Run, as demonstrated by the proposed fencing location, but not with the actual proposed fencing, is attached as Exhibit D.

Description of operations.

Red-Letter will be a fully staffed, 24-hour venture catering to clients in need of canine care and socialization. Red-Letter will employ two full time staff members and one part time staff member.

Clients will bring their canines to Red-Letter during their work hours and when clients need short term canine sitting. Up to 20 canines may be onsite at any given time. Red-Letter will offer canine health and wellness programs in a semi-open environment. These or similar services will be provided no matter the time of day. Canines are assigned semi-enclosed stalls to nap or otherwise be alone from other canines.

The property will not be used for any usage other than canine care. Canine care includes a care exercise program, which provides for the primitive needs of canines via hours of leadership, exercise, and socialization. Clients will drop-off and pick-up their canines with a staff member at a scheduled time.

Red-Letter also promotes a canine's well-being by relying on a canine's natural 'pack mentality'. As such, our environment simulates a natural 'den' environment. Every canine has their own 'spot' and does not have free reign of our facility. A staff member corrects any unbalanced canine behavior using various techniques such as verbal commands. Promoting a well-balanced canine requires constant leadership, exercise, and socialization via dog play groups. We also pride ourselves on communication and customer service of all humans around us.

Specific time requirements and use of the Run.

Red-Letter will be classified as an animal daycare operating on a C-I designated parcel. Canines cared for by Red-Letter will remain on the premise for no longer than 24 hours at a time.

The Run will be used at all times, with canines being supervised in the Run by Red-Letter staff between the hours of 10:00 PM and 7:00 AM. The Run will be located on the parking lot to the right of the building. A view of the Run from Kecoughtan Road is attached as Exhibit E. A view of the proposed area for the Run, which is sited on the parking lot of the former bank, as seen in the pictures attached as Exhibit F. The specific location for the Run as planned can be seen on the aerial picture attached as Exhibit G. Note that the Run will include a required setback from the adjacent R-11 property at the back of the parking lot.

Fencing and landscaping requirements, both of which will further minimize noise impacts, are set forth in the picture attached as Exhibit H. The current parking lot will be covered by one of several surfaces, for example, rubber paver tiles or artificial turf, both of which are set forth in pictures attached as Exhibit I. Red-Letter will further install a Doggie Dolly In-Ground Pet Waste System designed as set forth in Exhibit J. Finally, Red-Letter proposes to include a Shade House within the Run, which will protect the health of the canines, as well as further minimize noise issues. A picture of the proposed Shade House is attached as Exhibit K.

Traffic Impact.

Red-Letter will provide 20 parking spaces and 1 handicap parking space. Red-Letter does not anticipate the need to add additional parking spaces. Circulation of vehicular traffic on site to and from the site and current traffic measurements for collection and cross streets are as follows:

Collection Street	Cross Street	Traffic Volume	Last Measurement	Distance
Powhatan Parkway	Kecoughtan Road SE	4,407	2020	0.09 mi
Powhatan Parkway	Kecoughtan Road SE	4,394	2018	0.09 mi
Powhatan Parkway	Tecumseh Drive SE	4,395	2018	0.13 mi
Powhatan Parkway	Tecumseh Drive SE	4,451	2020	0.13 mi
Kecoughtan Road	Wythe Parkway NE	4,755	2020	0.14 mi
Kecoughtan Road	Wythe Parkway NE	4,800	2016	0.14 mi
Powhatan Parkway	Chincoteague Drive SE	337	2018	0.20 mi
Powhatan Parkway	Chincoteague Drive SE	625	2020	0.20 mi
Powhatan Parkway	Chincoteague Drive SE	630	2018	0.20 mi
Victoria Boulevard	Lombard Street SW	5,772	2020	0.25 mi

We believe that Red-Letter's business operations will not substantially impact the traffic volume or flow within the vicinity of its leased property.

Property ownership and management.

The parcel to be leased by Red-Letter is owned by Toan Van Nguyen, Jr. and managed by Terry Fraley with ReMax Southside. Mr. Nguyen, Jr., is amenable to the use of the property as envisioned by Red-Letter. Kristopher W. Wilgus of Red-Letter will own and manage the business.

Conclusion.

We believe that Red-Letter's Use Permit application meets the zoning requirements for operating an animal daycare and canine run at the proposed C-1 commercial property. Red-Letter looks forward to working with Community Development, and we are excited to join the Hampton Business community!

Please let me know if you need anything further.

Sincerely,

Kristopher W. Wilgus
Owner

Red-Letter Runners
(M) 561.414.0708
(F) 757.321.3405
Email info@Red-LetterRunners.com
<http://www.Red-LetterRunners.com/>

Exhibit B: Left Elevation Back Angle



Exhibit C: Right elevation



Exhibit D



Exhibit E



Exhibit F



Exhibit G



Exhibit H



Exhibit I

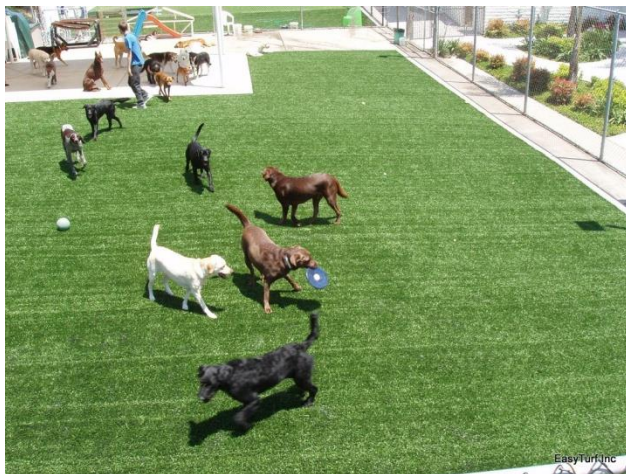
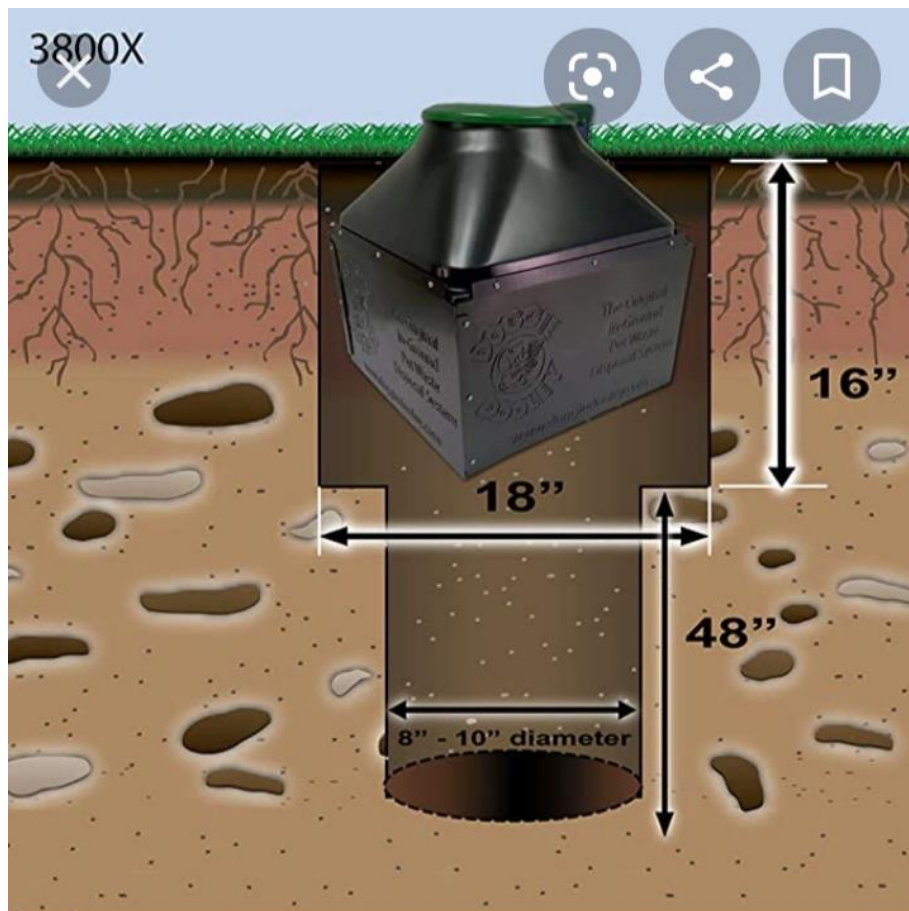



Exhibit J



 Amazon.com

[Visit](#)

Doggie Dooley "The Original In-Ground Dog...

4 ★★★★★ (344)

The newest doggie Dooley pet waste disposal system works like a miniature septic tank, utilizing natural bacteria and enzyme cultures to reduce dog ...

Exhibit K



- 1 - Electrical room
- 2 - Bathroom
- 3 - Office
- 4 - supply closet
- 5 - vestibule
- 6 - Reception
- 7 - Storage
- 8 - open (VIP)
- 9 - open (gen pop)
- 10 - bathroom
- 11 - MAIN Vault
- 12 - employee lounge
- 13 - 2nd Vault

EXIT ONLY

Main Entrance

Vestibule

HALL

- 1 - 9'w x 11.5'L
- 2 - 6'w x 4'L
- 3 - 8'w x 13'L
- 4 - 5'w x 5'L
- 5 - 8'w x 8'L
- 6 - 14'w x 33'L
- 7 - 7'w x 13'L
- 8 - 20'w x 18'L
- 9 - 13'w x 30'L
- 10 - 4'w x 7'L
- 11 - 8'w x 12'L
- 12 - 10'w x 23'L
- 13 - 8'w x 11'L

WIDTH

LENGTH

*ALL MEASUREMENTS ARE ROUNDED OFF
 *SOME WALLS ARE FORTIFIED AND VERY THICK

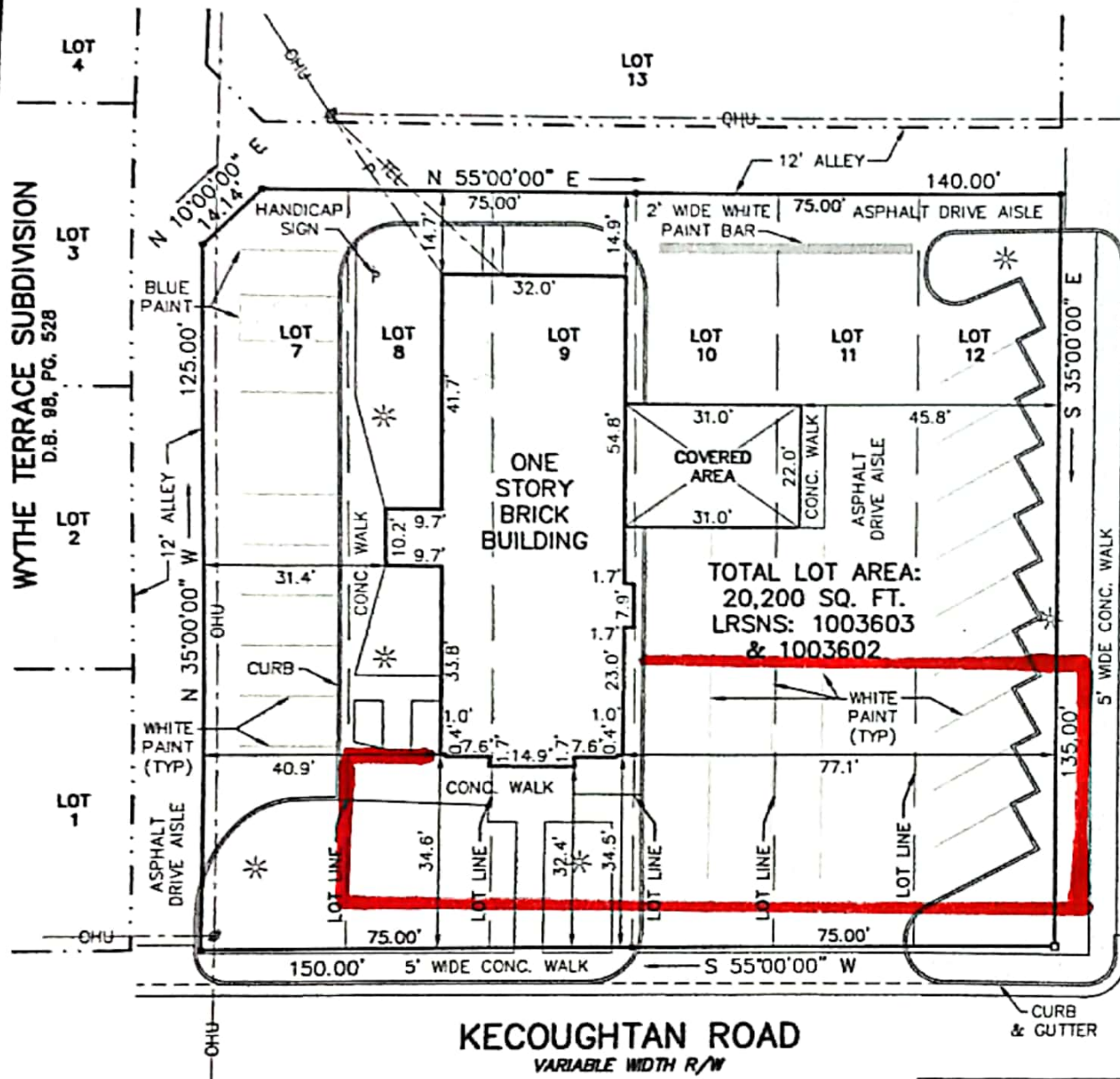
EXHIBIT

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WYTHE TERRACE SUBDIVISION

D.B. 98, PG. 528



NOTES:

1. THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT. PROPERTY MAY BE SUBJECT TO EASEMENTS AND SERVITUDES OF RECORD.
2. PROPERTY SHOWN HEREON IS LOCATED IN ZONE X AS SHOWN ON FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 515527, MAP NUMBER 5155270024H, EFFECTIVE DATE: MAY 16, 2016.

SCALED NORTH
D.B. 60, PG. 481

SYMBOLS:

- PIPE FOUND
- IRON ROD SET
- IRON ROD FOUND
- CONC. MONUMENT
- LIGHT POLE

I, *Donald W. Davis*
HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAT WAS MADE BY ME ON THIS DATE AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THERE ARE NO ENCROACHMENTS OF BUILDINGS UNLESS SHOWN HEREON.

DAVIS & ASSOCIATES, P.C.
SURVEYORS - PLANNERS
3630 GEORGE WASHINGTON
MEMORIAL HIGHWAY - SUITE G
YORKTOWN, VIRGINIA 23693
(757)867-8583



JOB LOCATION : #2409 & #2411 KECOUGHTAN ROAD

PLAT OF THE PROPERTY OF:

TOAN VAN NGUYEN & ANH KIM THI VU

**LOTS 7, 8, 9, 10, 11, & 12
BLOCK J**

MAP OF
**NEWPORT TERRACE
ON-HAMPTON-ROADS, PLAT NO. 1**

CITY OF HAMPTON, VIRGINIA
DEED BOOK 60, PAGE 481
STATE HIGHWAY PROJECT 633 W AWI C&G

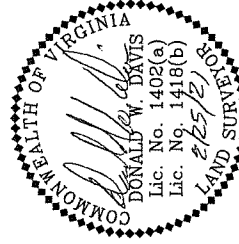
CODE: 21-0089 DWN.BY: S.J.M. SCALE: 1" = 20' TO: RED-LETTER DATE: 25 FEB. 2021

NOTES:

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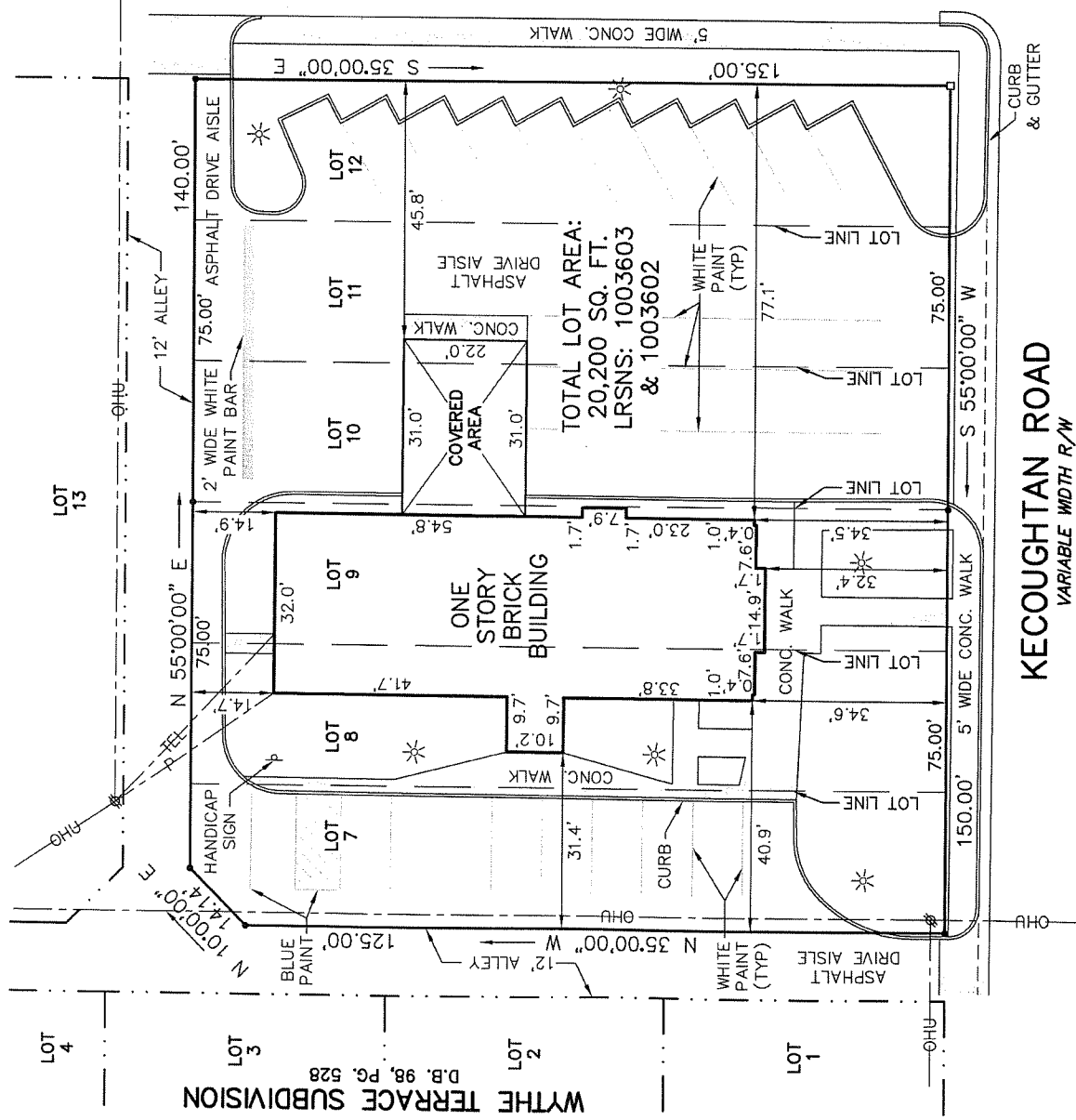


I, *Donally W. Davis*
 HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAT WAS MADE BY ME ON THIS DATE AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THERE ARE NO ENCROACHMENTS OF BUILDINGS UNLESS SHOWN HEREON.

DAVIS & ASSOCIATES, P.C.
 SURVEYORS - PLANNERS
 3630 GEORGE WASHINGTON
 MEMORIAL HIGHWAY, SUITE G
 YORKTOWN, VIRGINIA 23693
 (757)867-8863

SCALED NORTH
 D.B. 60, PG. 481

POCAHONTAS PLACE
 50' R/W



KECOUGHTAN ROAD
 VARIABLE WIDTH R/W

JOB LOCATION : #2409 & #2411 KECOUGHTAN ROAD

PLAT OF THE PROPERTY OF:

TOAN VAN NGUYEN & ANH KIM THI VU

**LOTS 7, 8, 9, 10, 11, & 12
 BLOCK J**

MAP OF

NEWPORT TERRACE

ON-HAMPTON-ROADS, PLAT NO. 1

CITY OF HAMPTON, VIRGINIA
 DEED BOOK 60, PAGE 481
 STATE HIGHWAY PROJECT 633 W AMI C&G

DATE: 25 FEB. 2021

TO: RED-LETTER

SCALE: 1" = 20'

DWN.BY: S.J.M.

CODE: 21-0089