



**Special Use Permit #2015-0010**  
**3846 King Street – Potomac Crescent Waldorf School**

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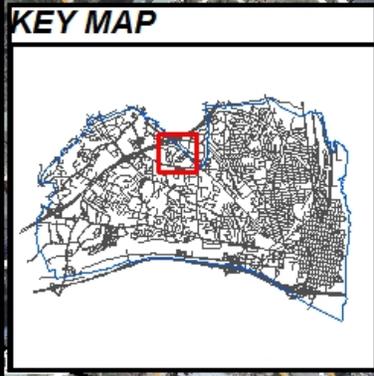
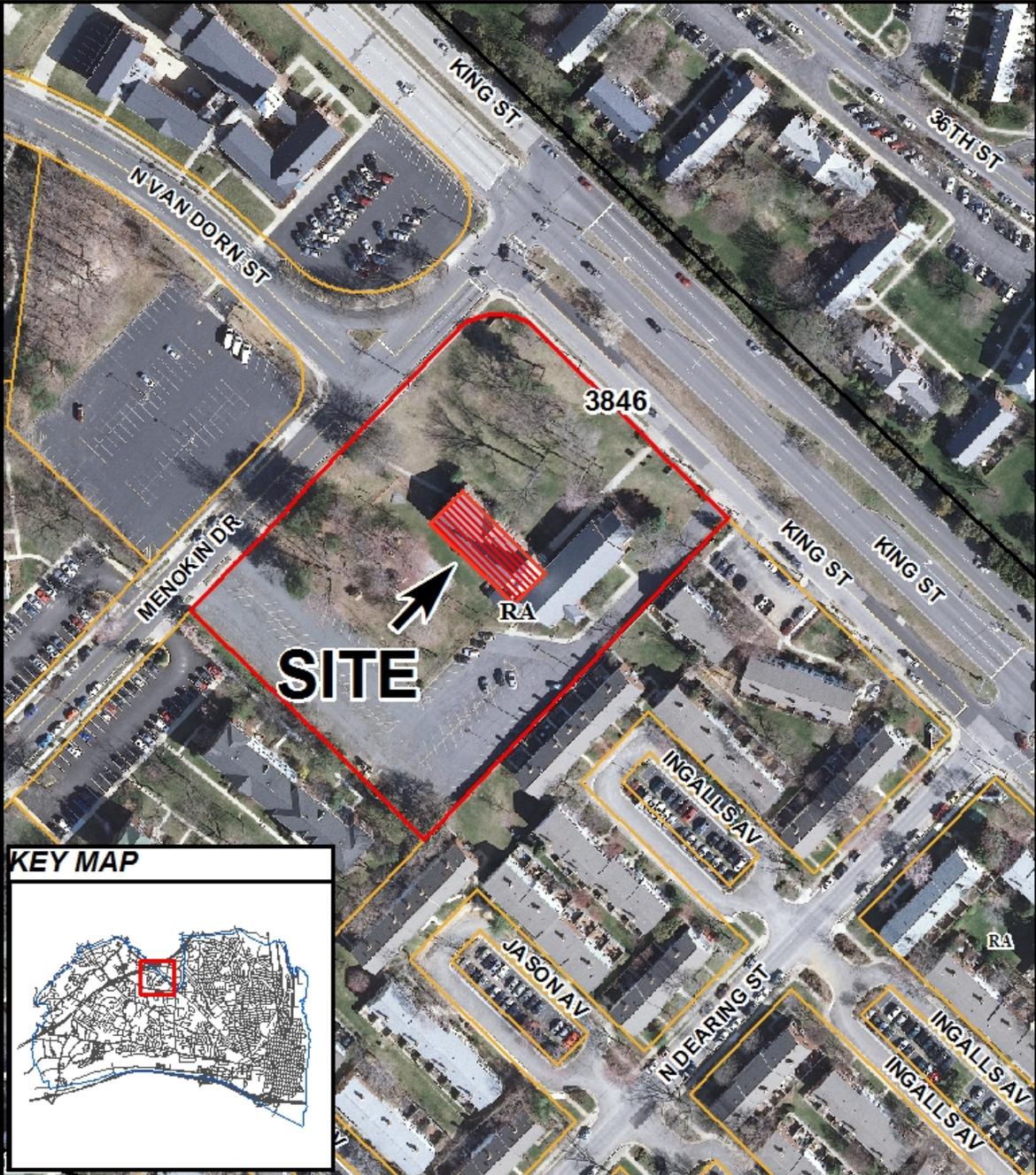
<b>Application</b>	<b>General Data</b>	
Public hearing and consideration of a request to operate a day care center and a private academic school	<b>Planning Commission Hearing:</b>	May 5, 2015
	<b>City Council Hearing:</b>	May 16, 2015
<b>Address:</b> 3846 King Street	<b>Zone:</b>	RA/Residential Multi-Family
<b>Applicant:</b> Northern Virginia Waldorf Initiative Inc.	<b>Small Area Plan:</b>	Seminary Hill/Strawberry Hill

**Staff Recommendation:** APPROVAL subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.

**Staff Reviewers:** Ann Horowitz, ann.horowitz@alexandriava.gov

**PLANNING COMMISSION ACTION, MAY 5, 2015:** Without objection, the Planning Commission recommended approval of Special Use Permit #2015-0010 subject to compliance with all applicable codes, ordinances, and staff recommendations. Commissioner Koenig recused himself from the consent vote.

**Reason:** The Planning Commission agreed with the staff analysis. Commissioner Koenig recused himself from the vote because of his firm's involvement in the development of the applicant's architectural plans.



**SUP #2015-0010**  
**3846 King Street**



## I. DISCUSSION

The applicant, Northern Virginia Waldorf Initiative Inc. requests Special Use Permit approval to operate a day care center and a private academic school at Fairlington Presbyterian Church, located at 3846 King Street.

### SITE DESCRIPTION

The subject site is one lot of record at 3846 King Street. The lot has 300 feet of frontage on King Street, 424 feet of frontage on Menokin Drive, and a total lot area of 170,155 square feet. The lot contains a two-story church that is composed of a sanctuary wing and an education wing. A fenced playground is located behind the education wing and an L-shaped, 117- space parking lot is sited along the eastern and southern parcel boundaries, behind the building.



Multi-family uses surround the subject site: the Arlington neighborhood of Fairlington is located to the north; the Fairlington Towne Condominiums are sited to the east; and the Braddock Lee Apartments are located to south. The Fairlington Methodist Church is located across Menokin Drive, to the west of the subject site, and also has frontage on King Street.

### BACKGROUND

The Education Wing of the Fairlington Presbyterian Church has accommodated several day care facilities and private schools with City Council approvals of Special Use Permits. In 1954, SUP#145 was approved for a half-day day care and private school. The use was expanded to a full-day program with the approval of SUP#743 in 1968. A half-day, three-day, day care operation for 75 children was granted though SUP#2223 in 1989. This SUP was amended in 1995 to expand the existing operation to a five day program through City Council approval of SUP#1995-0147 and a change of hours was permitted through SUP#1998-0013. A private school offering computer and job skills training, approved through SUP#2007-0022, currently operates in a portion of the Education Wing.

The Northern Virginia Waldorf School Initiative is chartered to operate the Potomac Crescent Waldorf School, which was established at the Mount Vernon Baptist Church in Arlington, Virginia in 2000. Classes will continue to operate at that location for pre-school to fourth grade children until the end of the academic year in June 2015.

### PROPOSAL

The applicant proposes to operate a combined child care and private academic school, based on the Waldorf educational philosophy, in a 3,785 square foot space in the Fairlington Presbyterian Church. Seventy-eight students from pre-school age to the fifth grade level would be

accommodated in six classrooms. Classrooms for the pre-school and fourth grade children would be located on the first floor of the education wing and fifth graders would be based in one classroom on the lower level of the sanctuary wing. The pre-school classes consist of a parent-child class that meets two days a week and the early childhood class that meets three days a week on alternating days in a shared classroom. The Waldorf School students would initially use the playground on Monday through Friday and the church's Sunday school participants would play there during Sunday church services. The applicant proposes to create a new playground for the Waldorf school adjacent to the existing recreation area. Approximately 12 staff members would work at the proposed educational establishment. In addition to day care and classroom instruction, the applicant would schedule evening meetings with parents, faculty and the board of directors in the Fellowship Hall located on the second floor of the education wing. Two festivals a year would be scheduled at the site for school families as well as the general public.

An overview of the proposal for the combined day care center and private academic school is:

<u>Hours of Operation:</u>	7 a.m. – 6 p.m., Monday – Friday (school) 7 a.m. – 12 noon, Saturdays (occasional day care classes) 7 p.m. – 9 p.m., Five times a month (school-related meetings) 9 a.m. – 4 p.m., Twice a year (festivals)
<u>Pick-up/Drop-off Hours:</u>	7:50 a.m. – 8:20 a.m. Monday-Friday 12:30 p.m. – 1:15 p.m. Monday-Friday 3 p.m. – 3:30 p.m., Monday-Friday 5 p.m. – 5:45 p.m., Monday-Friday
<u>Number of Children:</u>	24 students in day care <u>54 students in school</u> 78 students total children proposed
<u>Child Ages:</u>	2.5 years to 12 years old
<u>Staff:</u>	Approximately 12 staff members
<u>Play area:</u>	One play area currently on-site with the proposed development of an additional playground.
<u>Noise:</u>	Minimal noise expected while children are indoors. A parking lot and tree border would buffer potential noise for adjacent residences during outdoor play times.
<u>Trash/Litter:</u>	Typical trash such as office paper and food wrappers resulting in 1.5 trash containers of refuse a week. Trash will be collected during the church's weekly pick up.

### PARKING

Section 8-200 (A)(11) of the Zoning Ordinance requires that a private academic school with 54 students must provide three off-street parking spaces and a day care operation with one classroom requires two off-street parking spaces for a total of five off-street spaces. The proposal exceeds the zoning requirement for parking spaces by providing twelve parking spaces exclusively for school use. Additionally, the applicant is permitted to use any available parking, beyond the twelve allotted spaces, in the 117-space church lot during the weekdays.

According to Section 8-200(B)(5), the parking requirement for the Fairlington Presbyterian Church is grandfathered since the property was developed prior to 1963.

### STUDENT PICK-UP/DROP OFF

For morning drop off of children, the applicant proposes that parents enter the church parking lot from Menokin Drive at the curb cut marked as an entrance and proceed to park in the lot. Parents would escort children along the path that borders the playground and walk them into the classroom. After returning to their cars, parents would leave the parking lot at the curb cut designated as an exit and onto Menokin Drive. Parents would reverse this process in the afternoon and early evening when picking up their children.

### ZONING/MASTER PLAN DESIGNATION

The property at 3846 King Street is located in RA/Residential Multi-Family zone. Pursuant to Section 3-603 of the Zoning Ordinance, private schools are permitted with Special Use Permit approval in the RA zone. Although day care centers in a church may be approved administratively in the RA zone according to Section 3-602.1, the review for the day care center and private school uses proposed in this application were combined for docketed Special Use Permit consideration.

The proposed uses are consistent with the Seminary Hill/Strawberry Hill Small Area Plan chapter of the Alexandria Master Plan, which designates the property for institutional uses.

## **II. STAFF ANALYSIS**

Staff supports the applicant's request to operate a combined day care center and private academic school in the Fairlington Presbyterian Church. The addition of a day care center would expand highly sought-after childcare service opportunities in the City. Likewise, the private academic school would offer an additional elementary school option for residents. These uses are appropriate in the church's education wing, where several day care centers and private schools have previously operated.

Neighborhood impacts regarding noise are not anticipated since the parking lot, playground, and extensive landscaped grounds set the church building apart from adjacent multi-family residences. Additionally, staff does not believe that the pick-up and drop off process is likely to result in traffic congestion on neighborhood streets due to the number of available parking spaces in the sizable lot during the weekdays. Off-street parking for day care center and school staff is

also sufficient in the church parking lot. Further, standard conditions have been included regarding litter, employee notification of SUP conditions, and the publication of alternative forms of transportation to the site.

Staff recommends approval of the SUP request for a day care center and school subject to the conditions stated in Section III of this report.

### **III. RECOMMENDED CONDITIONS**

Staff recommends **APPROVAL** subject to compliance with all applicable codes and ordinances and the following conditions:

1. This special use permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z)
2. The hours of operation for the combines day care center and private school shall be limited to between 7 a.m. and 6 p.m., Monday through Friday and between 7 a.m. and 12 noon, Saturday (P&Z)
3. The maximum number of children permitted at the combined day care center and private school at any one time shall be 78. (P&Z)
4. The facility shall obtain all required state, federal, and local licenses and certificates prior to opening its place of business. (P&Z)
5. The applicant shall conduct employee-training sessions on an ongoing basis, including as part of any employee orientation, to discuss all Special Use Permit provisions and requirements. (P&Z)
6. Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape or invasion by animals. No trash or debris shall be allowed to accumulate outside of those containers. (P&Z)
7. The applicant shall provide adequate drop off and pick up facilities so as to create minimal impact on pedestrian and vehicular traffic, specifically, drop off and pick up shall occur in the parking lot associated with the facility; drop off and pick up shall not occur on the public rights-of-way. (P&Z)
8. The applicant shall provide information about alternative forms of transportation to the day care/school, including but not limited to print and electronic promotional materials, posting on the day care/school website, and other similar methods. (P&Z)

9. Prior to the school/day care center opening for business, the applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-746-6838 regarding a security survey for the business and a robbery readiness program for all employees. (P&Z)
10. The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)
11. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up to prevent an unsightly or unsanitary accumulation once each day that the business is open to the public. (T&ES)
12. All loudspeakers shall be prohibited from the exterior of the building and no amplified sounds shall be audible at the property line. (T&ES)
13. The Director of Planning and Zoning shall review the special use permit one year after approval and shall docket the matter for consideration by the Planning Commission and City Council if: (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

STAFF: Alex Dambach, Land Use Division Chief, Planning and Zoning;  
Ann Horowitz, Urban Planner

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Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

#### IV. CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

##### Transportation & Environmental Services:

- R-1 The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)
- R-2 Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up to prevent an unsightly or unsanitary accumulation once each day that the business is open to the public. (T&ES)
- R-3 All loudspeakers shall be prohibited from the exterior of the building and no amplified sounds shall be audible at the property line. (T&ES)
- C-1 If disturbance for the improvements exceeds 2,500 square feet, a grading plan must be submitted and approved per Section 5-6-224 of the City Code. (T&ES)
- C-2 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of City Council approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at [commercialrecycling@alexandriava.gov](mailto:commercialrecycling@alexandriava.gov), for information about completing this form. (T&ES)
- C-3 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)

##### Code Enforcement:

- F-1 The following comments are for SUP. Once the applicant has filed for a building permit and additional information has been provided, code requirements will be based upon that information and the building permit plans. If there are any questions, the applicant may contact Charles Cooper, Plan Review division at [Charles.cooper@alexandriava.gov](mailto:Charles.cooper@alexandriava.gov) or 703-746-4197.
- C-1 A building code plan review, building, trade permits and inspections are required for this project.
- C-2 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-3 Accessible features proposed shall be designed and constructed to be accessible in accordance with this code and ICC A117.1.

C-4 Proposed plan shall have exit, exit access and exit discharge locations identified on plan.

Early Childhood Division, Center for Children and Families, Department of Community and Human Services:

This visit was made by the Department of Community and Human Services in response to a request by The Potomac Crescent Waldorf School to move to the Fairlington Presbyterian Church in Alexandria from their present location in Arlington. This church is located just inside the I395 corridor and can be accessed easily by automobile.

As stated in the SUP application, this school operation will include pre-kindergarten classes, kindergarten classes, elementary grades 1-5 and parent-child activities. Class schedules will differ by age group. The school also plans festivals and events that are open to the community.

The move to the Education Wing of this church will require extensive renovation of the playground and classroom spaces. The application contains the plans for the renovations. The group hopes to complete these changes in time for a September opening at this location. The group proposes to develop a section of the large playground space according to the Waldorf philosophy. The designated parking spaces are adjacent to this section of the playground. Parents will accompany children to their classrooms at the beginning of each day and meet them at the end of the activity period.

The addition of an early childhood program that follows the Waldorf curriculum will be a positive for parents and children in the Alexandria community.

Fire Department:

A fire prevention permit is required for this occupancy condition – daycare.

Health:

No comments

Parks and Recreation:

F-1 The applicant shall comply with the City of Alexandria Special Events Policy to hold community events on the subject property. The Special Events application and other information is available at:

<http://www.alexandriava.gov/recreation/info/default.aspx?id=39824>

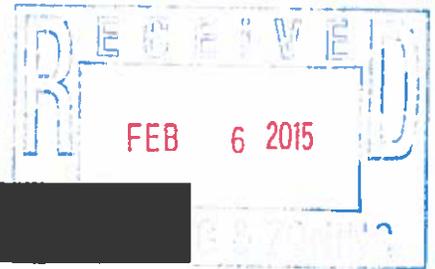
F-2 In support of the City's Playspace Policy, RPCA strongly encourages the availability of the Fairlington Presbyterian Church playground for public use.

Police Department:

No comments received



# APPLICATION SPECIAL USE PERMIT



**SPECIAL USE PERMIT #** 2015-0010

**PROPERTY LOCATION:** 3846 King Street, Alexandria VA 22302

**TAX MAP REFERENCE:** 02102-01-0 **ZONE:** RA

**APPLICANT:**

Name: Northern Virginia Waldorf Initiative, inc

Address: 923 23rd Street South, Arlington, VA 22202

**PROPOSED USE:** child day center/private pre- and elementary school

**THE UNDERSIGNED**, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 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 and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.

**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(D)(7) 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.

Erik N. Oberg, Board of Directors Chair

Print Name of Applicant or Agent

923 23rd Street South

Mailing/Street Address

Arlington VA 22202

City and State Zip Code

6 Feb 2015  
Signature Date

703-486-1309

Telephone # Fax #

erik.n.oberg@gmail.com / 9915vold@gmail.com

Email address

**ACTION-PLANNING COMMISSION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**ACTION-CITY COUNCIL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROPERTY OWNER'S AUTHORIZATION

As the property owner of Fairlington Presbyterian Church, I hereby grant the applicant authorization to apply for the use as described in this application.

Name: Cynthia Hiddeman, Clerk of Session Phone: 703 931 7344
Please Print
Address: 38th King St Alexandria 22302 Email: pastor@fpcusa.org
Signature: Cynthia Hiddeman Date: February 1 2015

1. Floor Plan and Plot Plan. As a part of this application, the applicant is required to submit a floor plan and plot or site plan with the parking layout of the proposed use. The SUP application checklist lists the requirements of the floor and site plans. The Planning Director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver.

[X] Required floor plan and plot/site plan attached.

[ ] Requesting a waiver. See attached written request.

2. The applicant is the (check one):

- [ ] Owner
[ ] Contract Purchaser
[X] 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 of more than ten percent.

The property owner is the corporation of Fairlington Presbyterian Church, a congregation of the National Capital Presbytery.

The applicant is the Northern Virginia Waldorf Initiative (d/b/a Potomac Crescent Waldorf School), a lessee to Fairlington Presbyterian church (FPC).

# OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

**1. Applicant.** State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.	see attached	
2.		
3.		

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at 923 23rd Street South, Arlington, VA 22202 (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.	see attached	
2.		
3.		

**3. Business or Financial Relationships.** Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are required to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review. All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity and "None" in the corresponding fields).

For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.	see attached	
2.		
3.		

**NOTE:** Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

6 Feb 15  
Date

Erik N. Oberg  
Printed Name

  
Signature

## Ownership and Disclosure Statement

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Response:

Northern Virginia Waldorf Initiative is a 501(c)(3) nonprofit organization chartered to operate a Waldorf school in Northern Virginia. NVWI does business as the Potomac Crescent Waldorf School. PCWS is governed by a Board of Directors. No member of the board, staff, or faculty possesses any legal or equitable interest in Northern Virginia Waldorf Initiative. Our registered agent is Lawrence Rudolph, 3609 N Abingdon St, Arlington, VA 22207.

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 923 South 23<sup>rd</sup> Street ,Arlington, VA 22202 (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Response:

Northern Virginia Waldorf Initiative is a lessee of the Mount Vernon Baptist Church, which owns the property where PCWS currently resides. Our lease is ending there and we are moving to Fairlington Presbyterian Church, located at 3846 King Street, Alexandria VA 22203, the new use of which to house PCWS operations is the subject of this application.

3. Business or Financial Relationships. Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are require to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Response:

No member of the PCWS Board of Directors, Faculty, or staff has any business or financial relationships with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals, or either Boards of Architectural Review.

Authorized by its Board of Directors, Northern Virginia Waldorf Initiative d/b/a PCWS has employed the Alexandria architectural firm of Larson, Koenig, Hendricks (LKH) to render advice and architectural services associated with PCWS' move to FPC. This relationship has included producing the drawings attached hereto. Upon information and belief, Stephen Koenig is a partner in LKH and a member of the Alexandria Board of Zoning Appeals. LKH has apprised PCWS that Mr. Koenig will recuse himself from any proceedings involving PCWS as a result of his firm's work for PCWS.



## Ownership and Disclosure Statement

### NARRATIVE DESCRIPTION

3. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use. The description should fully discuss the nature of the activity.

Response:

The Northern Virginia Waldorf School Initiative was founded in 1998 by a group of Waldorf teachers and parents seeking to establish a Waldorf school in northern Virginia.

Developed in the early 1900s by German educator and philosopher Rudolf Steiner, Waldorf schools have since proliferated to nearly 600 worldwide and over 130 in the US. At the center of Waldorf education is the recognition that imagination is the heart of learning. Waldorf teaching couples imagination with a sense of ethics to create a unique and effective pedagogy. Waldorf education is also a community endeavor, building on Steiner's recognition, later popularized by the Yale psychiatrist and school reformer James Comer, that for education to work, teachers and parents must be involved in school decisions.

PCWS is governed by a volunteer board of directors and holds a series of community events each year. Indeed, the Potomac Crescent Waldorf school began – as many Waldorf schools do – holding classes in private homes. In 2000, the school was able to rent space in the education wing of the Mount Vernon Baptist Church, its present location.

After 15 years at the Mount Vernon Baptist Church location, and concomitant growth, PCWS plans to move to a new home in the education wing at Fairlington Presbyterian Church (FPC) at 3846 King Street in Alexandria, Virginia. This new location will allow us to finally expand our elementary school to the 5th grade. This proposed use of the FPC Education Wing is the subject of this application.

PCWS has been influenced to search for its new home in Alexandria after several conversations with various city officials. We previously considered a spot on Duncan Avenue in the Del Ray neighborhood. Our new proposed location at FPC provides the best of both worlds – FPC is eager to again have a school in its Education Wing, PCWS is excited to have the space to expand its operations, and both are pleased to contribute to a vibrant and engaging set of educational offerings available in Alexandria.

The use PCWS proposes is a standard school operation, encompassing 1) parent-child classes, 2) early childhood (pre-kindergarten) classes, 3) kindergarten classes, and 4) elementary grades 1-5.

The 'kindergarten' and 'grades' classes would meet daily, Monday through Friday. Parent-child and early childhood regular sessions would meet 1, 2, or 3 days per week. Some parent-child and early childhood regular sessions would be held on Saturday mornings. Scheduling of these classes is organized pursuant to interest and numbers.

In addition, PCWS holds periodic board meetings, faculty meetings, open houses, and the like in the evenings at its school facilities. On average, these events occur 3 to 5 times monthly and usually involve no more than approximately 8-12 adults for about two hours.

Twice annually, PCWS holds festivals (one fall, one spring) and invites the school, extended Waldorf, and local community. Food is served, crafts are made and sold, games are played, and teachers are on hand to discuss Waldorf education. These events attract 100-200 people, are held indoors and out, and occur over the course of a five hour period on a weekend Saturday.

Waldorf education features some teaching that is undertaken on a rotating basis. For example, grades classes have a primary teacher, but also Spanish, music, handwork, and movement teachers who will provide educational content for an hour or two per class, per week. PCWS schedules this class work in conjunction with our daily classes for the convenience of students and faculty.

PCWS has been licensed to operate as a school since 2000, when it began operating at Mount Vernon Baptist Church. Currently, PCWS holds three separate licenses:

- 1) To operate a Child Development Program from Arlington County (renewed 30 September 2014). This license encompasses PCWS Early Childhood classes.
- 2) To operate a private school from Arlington County (renewed 05 September 2014). This license covers our grades classes, which currently include grades 1, 2, and 4.
- 3) To operate a Child Day Center from the State of Virginia Department of Social Services, an additional requirement for our Early Childhood programs.

In addition, PCWS is a full member of the Waldorf Early Childhood Association of North America (WECAN) and a developing school member of the Association of Waldorf Schools of North America (AWSNA). PCWS faculty are all specially trained in Waldorf education and several are in mentoring relationships (a feature of Waldorf teacher education and training) with experienced teachers at the Washington Waldorf school in Bethesda.

**USE CHARACTERISTICS**

4. The proposed special use permit request is for (check one):

- a new use requiring a special use permit,
- an expansion or change to an existing use without a special use permit,
- an expansion or change to an existing use with a special use permit,
- other. Please describe: \_\_\_\_\_

5. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect?

78

Specify time period (i.e., day, hour, or shift).

Up to ~~25~~ students, ranging from early childhood to pre-school to fifth grade during regular school operational hours: from 7 a.m. to 6 p.m. (see attached for more information)

B. How many employees, staff and other personnel do you expect?

Specify time period (i.e., day, hour, or shift).

See attached (above) for more information

6. Please describe the proposed hours and days of operation of the proposed use:

Day:  
M - F

Hours:  
7 a.m. through 6 p.m.

Occasional evening use for regular, scheduled meetings

7 p.m. to 9 p.m.

Annual weekend use for two festivals

9 a.m. to 4 p.m. (twice annually - fall and spring)

7. Please describe any potential noise emanating from the proposed use.

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

No mechanical noise; regular noise levels associated with children playing outside for periods of time

B. How will the noise be controlled?

Faculty and staff will make every effort to ensure the children do not make excess noise

8. Describe any potential odors emanating from the proposed use and plans to control them:

None

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9. Please provide information regarding trash and litter generated by the use.

A. What type of trash and garbage will be generated by the use? (i.e. office paper, food wrappers)  
general trash (paper, some food scraps, string, etc)

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B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)

approximately 1/2 standard trash container per week and 1 standard recycling container per week

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C. How often will trash be collected?

Weekly in accordance with Fairlington Presbyterian Church's regular trash and recycling pick up schedule

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D. How will you prevent littering on the property, streets and nearby properties?

Students and faculty eat, color, and otherwise perform activities in a controlled environment inside

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10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

Yes.  No.

If yes, provide the name, monthly quantity, and specific disposal method below:

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11. Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

Yes.  No.

If yes, provide the name, monthly quantity, and specific disposal method below:

The school uses only organic, child-safe (non-VOC) paints and stores no solvents or similar materials.

12. What methods are proposed to ensure the safety of nearby residents, employees and patrons?

N/A

Teachers will closely supervise students.

### ALCOHOL SALES

13.

A. Will the proposed use include the sale of beer, wine, or mixed drinks?

Yes  No

If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

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**PARKING AND ACCESS REQUIREMENTS**

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

- 12 Standard spaces
- \_\_\_\_\_ Compact spaces
- \_\_\_\_\_ Handicapped accessible spaces.
- \_\_\_\_\_ Other.

Planning and Zoning Staff Only

Required number of spaces for use per Zoning Ordinance Section 8-200A \_\_\_\_\_

Does the application meet the requirement?  
 Yes  No

B. Where is required parking located? (check one)  
 on-site  
 off-site

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

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**PLEASE NOTE:** Pursuant to Section 8-200 (C) of the Zoning Ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

C. If a reduction in the required parking is requested, pursuant to Section 8-100 (A) (4) or (5) of the Zoning Ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.  
  
 Parking reduction requested; see attached supplemental form

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

A. How many loading spaces are available for the use? (see attached)

Planning and Zoning Staff Only

Required number of loading spaces for use per Zoning Ordinance Section 8-200 \_\_\_\_\_

Does the application meet the requirement?  
 Yes  No

- B. Where are off-street loading facilities located? N/A - loading and unloading will occur in the FPC parking lot; PCWS has 12 spaces reserved and the remainder of the lot available on a first come basis.
- C. During what hours of the day do you expect loading/unloading operations to occur?  
M-F (morning, 7:50 through 8:20 a.m.), early afternoon pickup (12:30 - 1:15 p.m.), after-school pick up (3 p.m. to 3:30 p.m.), and after-care pick up (5:00 - 5:45)
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?  
4x daily

16. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?  
street access is adequate. The site is just off King Street with a dedicated turn lane

**SITE CHARACTERISTICS**

17. Will the proposed uses be located in an existing building?  Yes  No  
 Do you propose to construct an addition to the building?  Yes  No  
 How large will the addition be? \_\_\_\_\_ square feet.

18. What will the total area occupied by the proposed use be?  
 \_\_\_\_\_ sq. ft. (existing) + \_\_\_\_\_ sq. ft. (addition if any) = 3785 sq. ft. (total)

19. The proposed use is located in: (check one)  
 a stand alone building  
 a house located in a residential zone  
 a warehouse  
 a shopping center. Please provide name of the center: \_\_\_\_\_  
 an office building. Please provide name of the building: \_\_\_\_\_  
 other. Please describe: Education wing of the Fairlington Presbyterian Church

End of Application

PROJECT INFORMATION

PROJECT DESCRIPTION: THE PROJECT INCLUDES TENANT FIT-OUT ALTERATIONS OF INTERIOR SPACES, REPAIR AND REPLACEMENT OF EXISTING FIXTURES AND FINISHES, AND UPGRADING OF SOME MECHANICAL SYSTEMS.

OCCUPANT (TENANT): MIXED-AGED KINDER + BLUEBIRD - AGE TO GRADES - AGE TO

CODE: 2012 VA USBC + VA REHABILITATION CODE

USE GROUP: NON-SEPARATED MIXED-USE A-3 + E

CONSTRUCTION TYPE:

SPRINKLERED: NO

FIRE ALARM: YES NO CENTRAL STATION

ZONING INFORMATION

SPECIAL USE PERMIT#:

PRICING INFORMATION

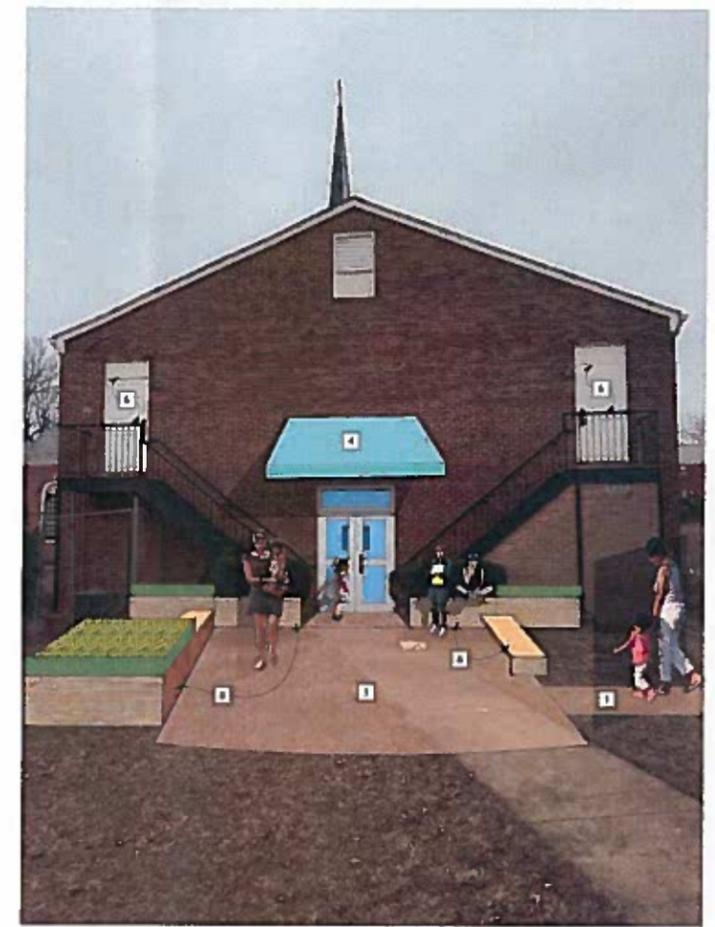
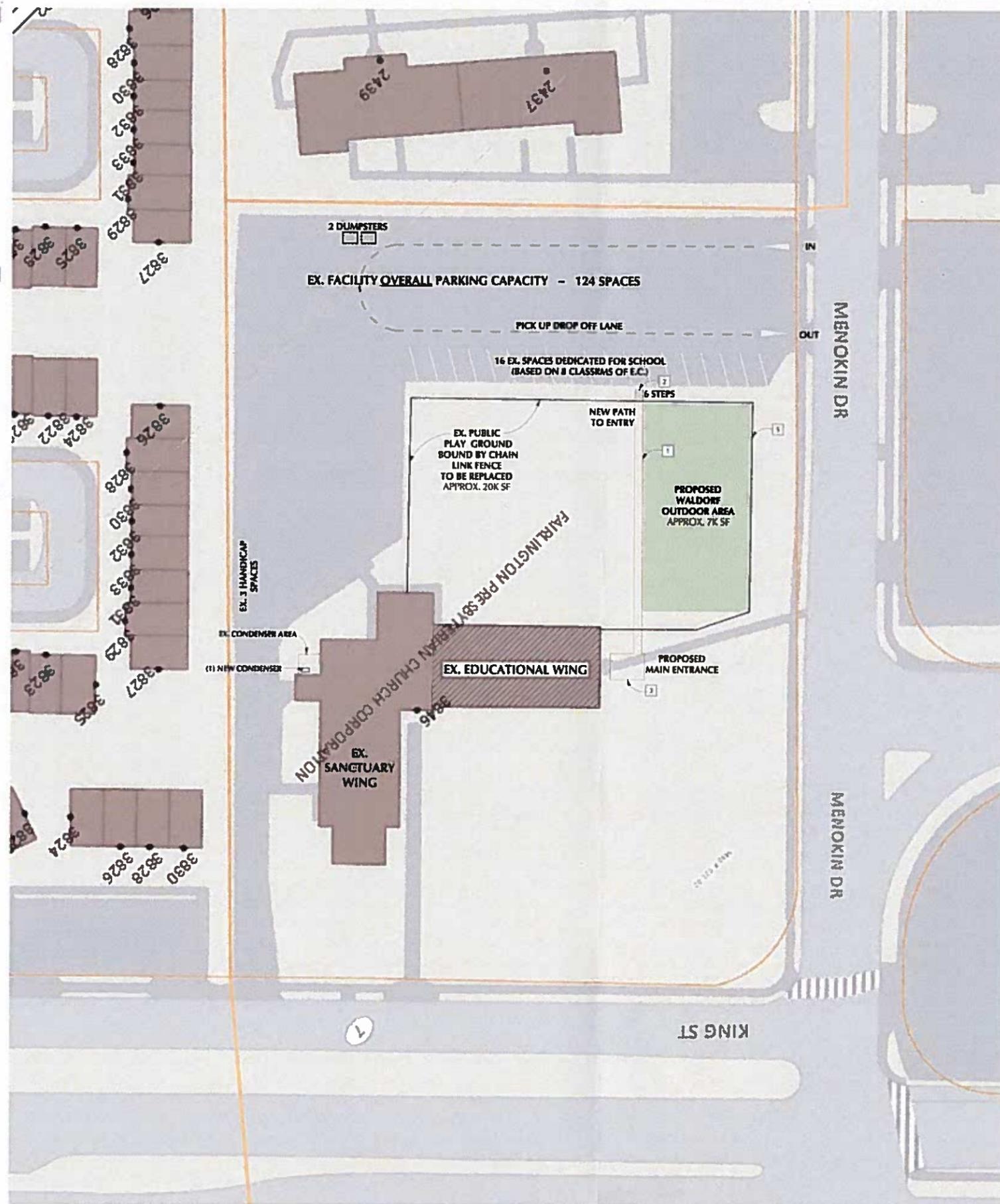
THE SCHOOL HAS REQUESTED THAT AT A MINIMUM THE BUDGET BE BROKEN DOWN INTO THE FOLLOWING COSTS.

BASE WORK: ALL WORK DESCRIBED ON SHEET A 3.0 + A 3.1.

ALTERNATE 1: ALL WORK DESCRIBED ON A 4.0.

ALTERNATE 2: ALL WORK DESCRIBED ON A 1.0.

ALTERNATE 3: UPGRADE HVAC IN CLASS ROOMS 2, 3, 4, & 5 WITH MINI-SPLIT AIR HANDLER UNITS AND EXTERIOR CONDENSERS. REMOVE DUCTWORK FROM CORRIDOR, REMOVE AHU-1 AND ASSOCIATED EX. CONDENSER. DELETE PROPOSED MECHANICAL CLOSET. INFILL SUPPLY REGISTERS W/ PAINTED C.M.U.



VIEW OF PROPOSED ENTRY / PATIO

**REVISED**

SCOPE OF SITE WORK

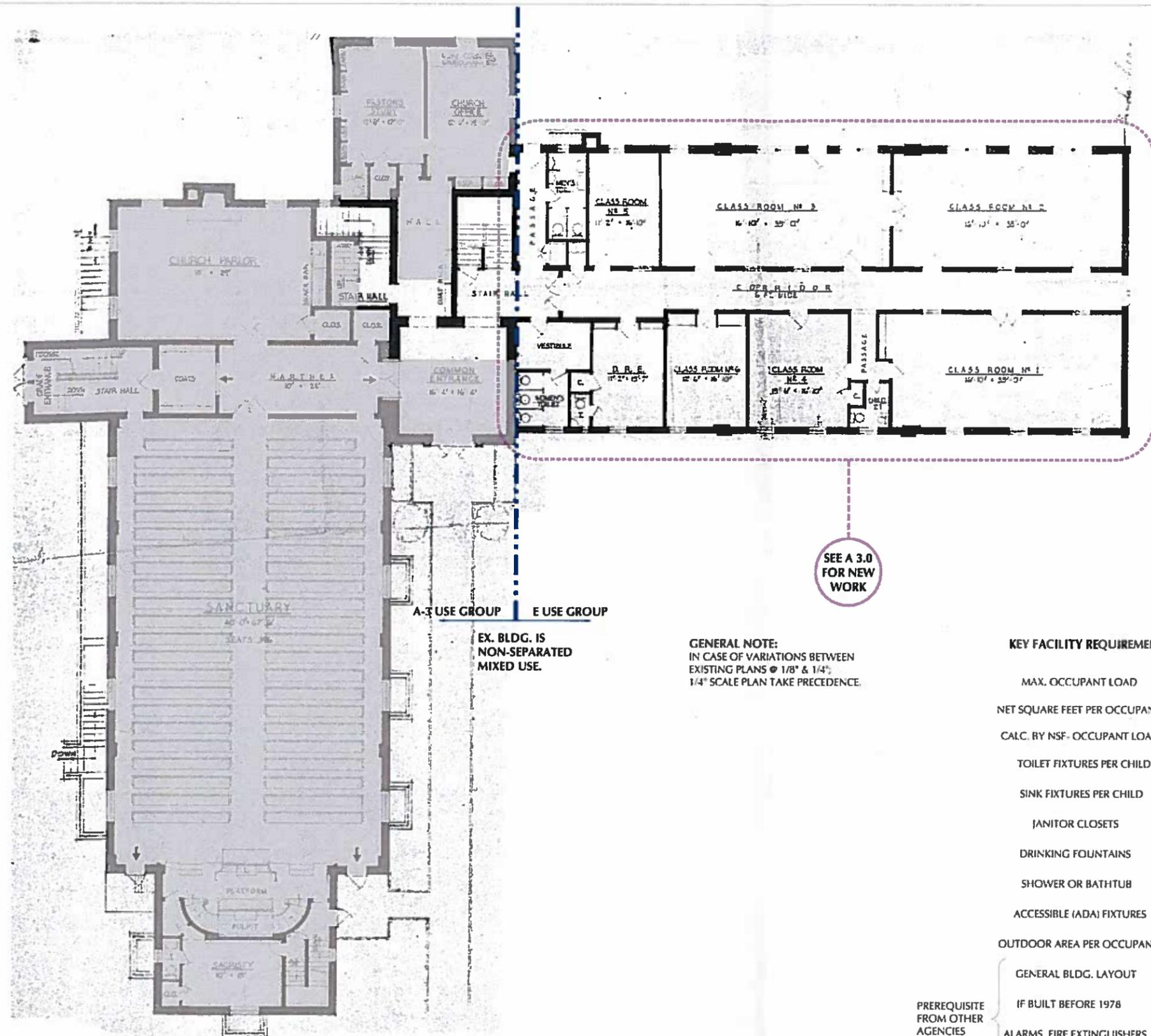
- 1 WALK WAY 4" DEEP X 4" WIDE CONC. WALKWAY APPROX. 170' LONG.
- 2 STEPS 4" WIDE CONC. STEPS APPROX. 6 RISERS AND METAL HANDRAILS
- 3 PATIO 20' X 18' SOFT SET PAVER AT DOOR
- 4 ENTRY CANOPY 3" HIGH X 3" DEEP X 10' WIDE PREFABRICATED FABRIC AND ALUMINUM AWNING
- 5 FENCING 500' OF SPLIT RAIL FENCE
- 6 PAINTING NEW COATING OF EX. COLOR OF ENAMEL ON EXTERIOR STEEL STAIR  
NEW COATING OF EX. COLOR ON LEVEL 2 EGRESS DOORS AND GABLE LOUVER
- 7 LIGHTING 3 NEW ARCHITECTURAL LIGHTS ON EX. CIRCUITS
- 8 PLANTERS/BENCHES BY OWNER

LIST OF DRAWINGS

- A 1.0 CONCEPT SITE PLAN + ENTRY
- A 2.0 EXISTING BUILDING PLAN LEVEL 1
- A 2.1 EXISTING BUILDING PLAN LEVEL B + 2
- A 3.0 LEVEL 1 NEW WORK PLAN
- A 3.1 LEVEL 1 NEW REFLECTED CEILING PLAN
- A 4.0 LEVEL B + 2 NEW WORK PLAN



REVISED



SEE A 3.0 FOR NEW WORK

EX. BLDG. IS NON-SEPARATED MIXED USE.

GENERAL NOTE:  
IN CASE OF VARIATIONS BETWEEN EXISTING PLANS @ 1/8" & 1/4" 1/4" SCALE PLAN TAKE PRECEDENCE.

KEY FACILITY REQUIREMENT

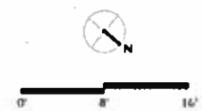
- MAX. OCCUPANT LOAD
- NET SQUARE FEET PER OCCUPANT
- CALC. BY NSF- OCCUPANT LOAD
- TOILET FIXTURES PER CHILD
- SINK FIXTURES PER CHILD
- JANITOR CLOSETS
- DRINKING FOUNTAINS
- SHOWER OR BATHTUB
- ACCESSIBLE (ADA) FIXTURES
- OUTDOOR AREA PER OCCUPANT
- GENERAL BLDG. LAYOUT
- IF BUILT BEFORE 1978
- ALARMS, FIRE EXTINGUISHERS
- COMMERCIAL KITCHEN

PREREQUISITE FROM OTHER AGENCIES

CODE ANALYSIS

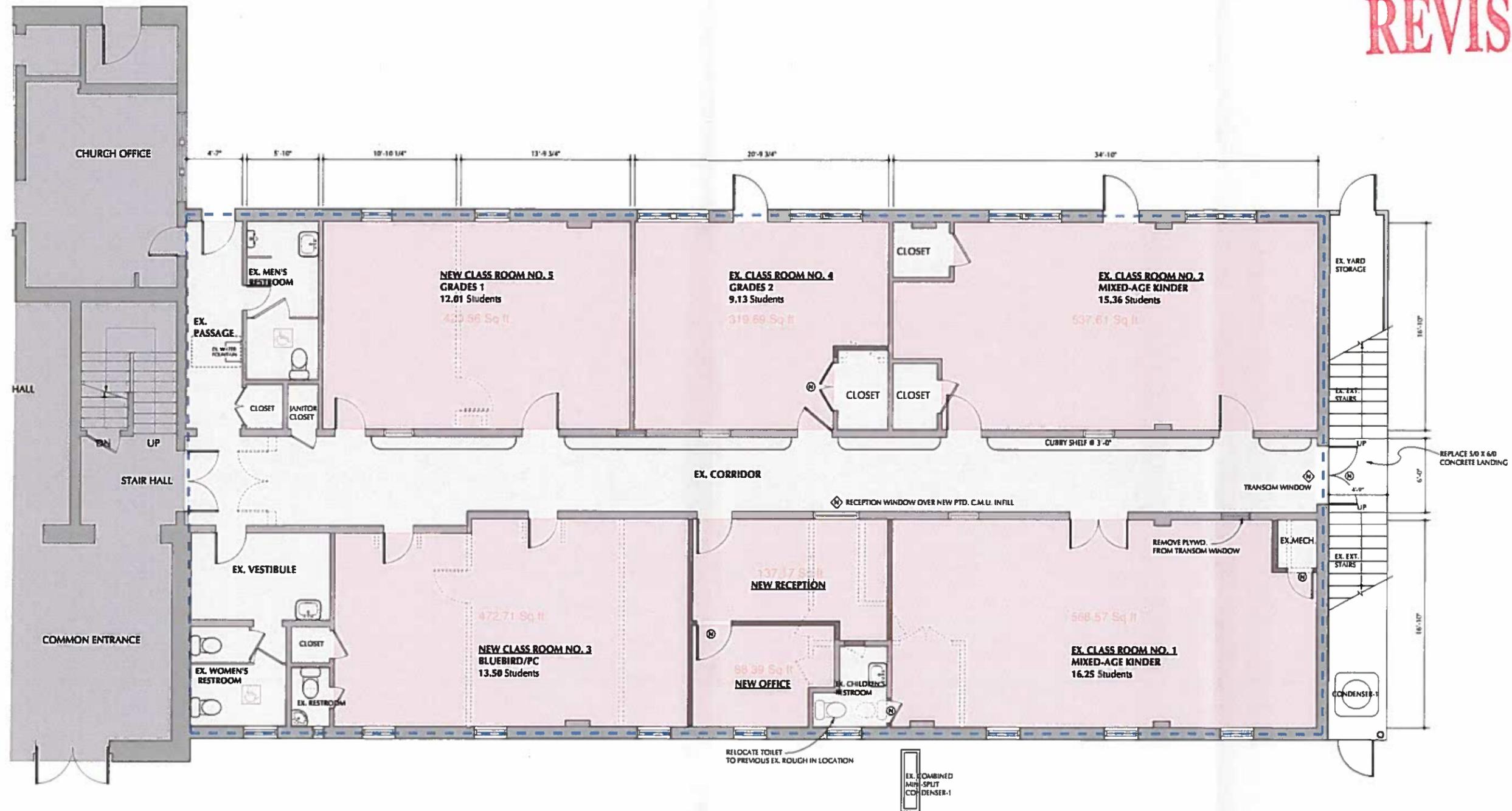
GOVERNING MODEL CODES		
VA DSS - STANDARDS LICENSED CHILD DAY CENTERS	VA USBC - A-3 USE GROUP (ACCESSORY TO PLACE OF WORSHIP)	VA USBC - E USE GROUP (EDUCATIONAL FACILITY)
MAX. OCCUPANT LOAD	< 100	-
NET SQUARE FEET PER OCCUPANT	15	20
CALC. BY NSF- OCCUPANT LOAD	-	-
TOILET FIXTURES PER CHILD	1 PER 150 M 1 PER 75 F	1 PER 50
SINK FIXTURES PER CHILD	1 PER 200	1 PER 50
JANITOR CLOSETS	1	1
DRINKING FOUNTAINS	1 PER 1,000	-
SHOWER OR BATHTUB	NONE	NONE
ACCESSIBLE (ADA) FIXTURES	min. 1 van the accessible floor) or min. 50% of clustered single user rooms at each cluster	-
OUTDOOR AREA PER OCCUPANT	-	-
GENERAL BLDG. LAYOUT	-	-
IF BUILT BEFORE 1978	-	-
ALARMS, FIRE EXTINGUISHERS	-	-
COMMERCIAL KITCHEN	-	-
VA DSS - STANDARDS LICENSED CHILD DAY CENTERS	-	-
VA USBC - A-3 USE GROUP (ACCESSORY TO PLACE OF WORSHIP)	-	-
VA USBC - E USE GROUP (EDUCATIONAL FACILITY)	-	-
ASBESTOS ABATEMENT STATEMENT OF COMPLIANCE OR ABATEMENT PLAN	-	-
FIRE MARSHAL INSPECTION ANNUAL REPORT IF APPLICABLE FROM PREVIOUS INSPECTION	-	-
FOOD SERVICE INSPECTION ANNUAL REPORT FROM HEALTH DEPT	-	-

EXISTING LEVEL 1





**REVISED**



**LEVEL 1 CLASSROOMS**

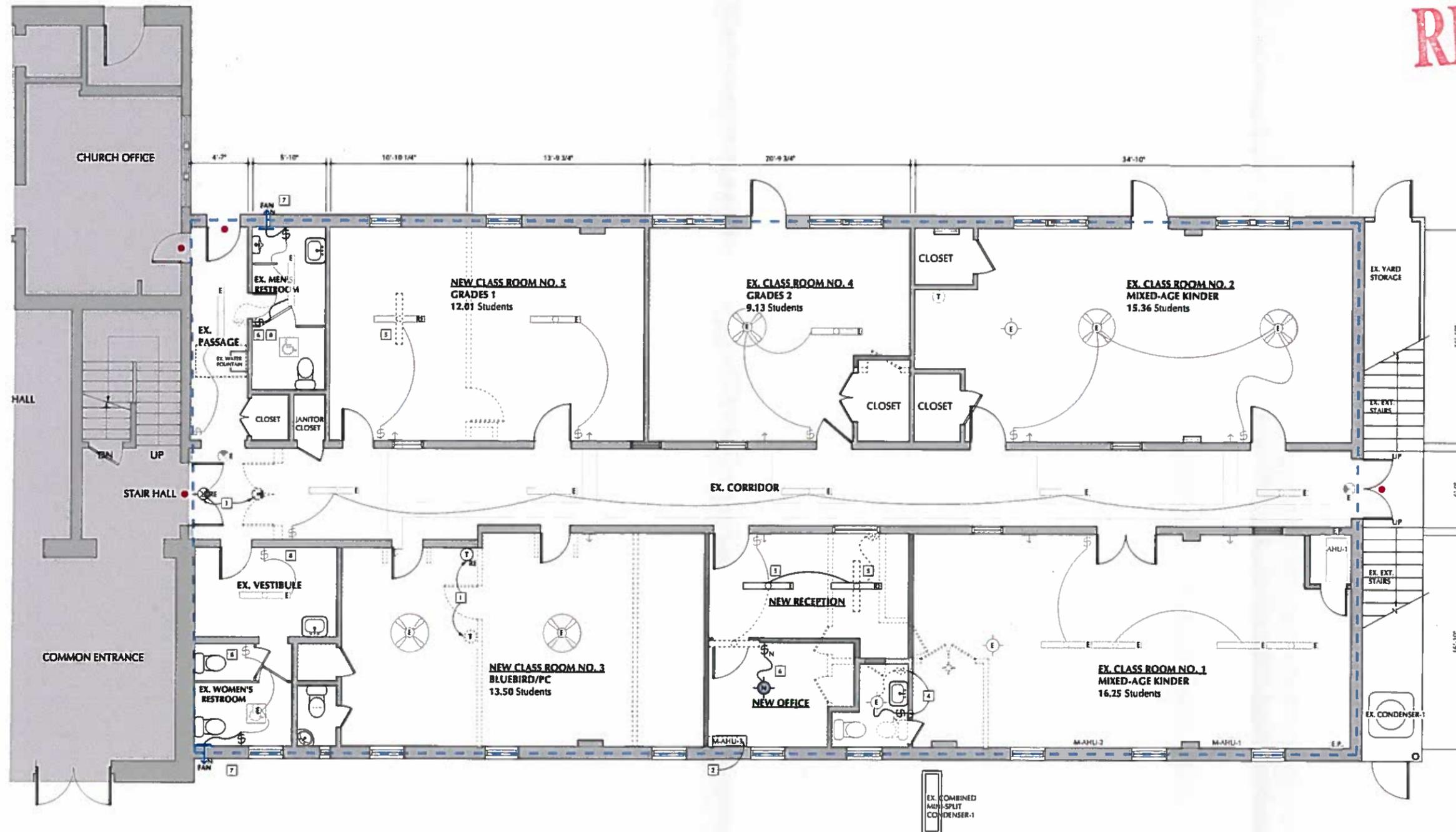
GENERAL SCOPE OF WORK	
<b>PARTITIONS:</b>	REMOVE PARTITIONS, DOORS, AND FIXTURES AS INDICATED. CAP AND CONCEAL ELECTRICAL AND PLUMBING WORK. PATCH MATERIALS AS NECESSARY. PROVIDE PTD. 1/2" G.W.B. ON EACH SIDE OF 2x4 @ 16" O.C. WD. STUD CONSTRUCTION W/ SOUND ATTENUATING INSULATION. UTILIZE METHODS TO AVOID DAMAGE TO RADIANT HYDRONIC FLOORING WHILE ANCHORING SILL PLATES.
<b>FLOORING:</b>	REMOVE CARPET THROUGH OUT SUITE. REMOVE VINYL COMPOSITION AND CERAMIC TILES IN TOILET ROOMS. WHERE EXPOSED LEAVE ASBESTOS TILE IN PLACE, DISPOSE OF ANY LOOSE TILES IN ACCORDANCE W/ LOCAL CODES. PROVIDE NEW LAMINATE FLOORING IN CORRIDOR, OFFICES AND CLASS ROOMS W/ VINYL BASE MOLDING. PROVIDE NEW VCT BATHROOMS W/ VINYL BASE MOLDING.
<b>PATCHING:</b>	PATCH FINISHED SURFACES TO MATCH ADJ. CONSTRUCTION. I.E. APPLY STUCCO TEXTURE ON CEILING WALL BOARD SIMILAR TO EX.
<b>PAINTING:</b>	PREP ALL NEW AND EXISTING SURFACES SUITABLY FOR NEW APPLICATION OF PAINT. APPLY 2 COATS OF SHERWIN WILLIAMS OR APPROVED EQUIVALENT, LOW VOLATILE ORGANIC COMPOUND (V.O.C.), BEST QUALITY PAINT. 6 COLORS FOR CLASSROOMS 1 COLOR FOR DOORS, WINDOWS + TRIM 1 COLOR FOR ALL TOILET ROOMS 1 COLOR FOR CORRIDOR, RECEPTION AND OFFICE 1 COLOR FOR ALL CEILINGS
<b>DOORS:</b>	EXISTING DOOR SLABS IN GOOD CONDITION MAY BE SALVAGED FOR RE-USE IN THE PROJECT.

LEVEL 1: SPACE UTILIZATION
SECURE LEASEHOLD @ LEVEL 1 = 3,781 GROSS SQUARE FEET
OVERALL LEVEL 1 STUDENT CAPACITY (SUM OF CLASS ROOM CAPACITIES) = 65 STUDENTS
DISTRIBUTED AMONG 5 CLASSROOMS

LEGEND	
	NEW FIXTURE
	PROPOSED DEMOLITION
	SECURE AREA IN LEASEHOLD (M-F)
	NOT IN LEASEHOLD (M-F)
	ASSIGNABLE IN LEASEHOLD
	UNASSIGNABLE IN LEASEHOLD
	EXISTING CONSTRUCTION
	NEW CONSTRUCTION
	NEW DOOR / NEW WINDOW



REVISED



- KEYED NOTES**
- 1 RELOCATE THERMO-STAT
  - 2 RELOCATE WALL MNTD. MINI-SPLIT
  - 3 RELOCATE EXIT SIGN
  - 4 RELOCATE SWITCH
  - 5 RELOCATE LIGHT
  - 6 NEW LIGHT & SWITCH LOCATION
  - 7 REPLACE FAN AND PROVIDE TIMER SWITCH
  - 8 NEW MOTION ACTIVATED SWITCHES

**BUILDING SYSTEMS NARRATIVE- MECHANICAL**

**HEATING-** THE PRIMARY HEAT SOURCES FOR THE BUILDING ARE BOILERS FOR EACH THE SANCTUARY WING AND THE EDUCATION WING. THE SYSTEMS ARE VALVED FOR DIFFERENT ZONES FOR EACH OF THE DIFFERENT LEVELS. THE BASEMENT LEVEL OF THE SANCTUARY SIDE AND LEVEL 1 OF THE EDUCATION SIDE ARE SERVED BY HYDRONIC RADIANT LOOPS CAST IN THE CONCRETE FLOOR SYSTEMS. THE UPPER LEVELS OF THE BUILDING HAVE BASEBOARD OR STANDING RADIATORS. THE FLOOR HEAT IS NOT FUNCTIONING PROPERLY IN EX. CLASSROOM 1, NEW OFFICE, AND NEW RECEPTION ON LEVEL 1. SEVERAL MINI SPLIT HEAT PUMPS WERE INSTALLED TO COMPENSATE FOR THIS. IT IS ASSUMED THAT THE DISABLED AREAS OF THE FLOOR HEAT CANNOT BE BROUGHT BACK ON LINE. THE NEWER HEAT PUMPS SHOULD BE CHECKED TO SEE THAT THEY ARE WORKING PROPERLY. THE RADIANT FLOOR HEAT IN THE LEVEL 8 CLASSROOM WAS RECENTLY SEVERED DURING WATER PROOFING WORK. IT IS ASSUMED IRREPAIRABLE, AND A MINI SPLIT HEAT PUMP SHOULD BE ADDED FOR BOTH HEATING AND COOLING THAT SPACE.

**COOLING-** THE FORCED AIR COOLING SYSTEM IN THE EDUCATION WING OF LEVEL 1 IS NOT ORIGINAL TO THE BUILDING. A SUPPLY TRUNK ALONG THE CORRIDOR CEILING DISTRIBUTES AIR VIA HIGH WALL REGISTERS TO EACH OF THE CLASSROOM SPACES. A LOW RETURN GRILL IS IN THE CORRIDOR BESIDE THE EXIT DOORS. THE PLANT FOR THIS SYSTEM IS A VERTICAL HEAT PUMP AIR HANDLER UNIT IN A CORNER OF CLASSROOM 1 WITH A CONDENSER DIRECTLY OUTSIDE UNDER THE STAIRS. THE MORE RECENTLY ADDED WALL MOUNTED MINI SPLITS ALSO FUNCTION AS AIR CONDITIONERS PERHAPS FOR HEAT GENERATED FROM MANY COMPUTERS IN THE ROOM. THERE WAS NO SIGN OF A COOLING SYSTEM FOR THE BASEMENT LEVEL CLASS ROOM ALTHOUGH WINDOW UNITS MAY HAVE BEEN A POSSIBILITY. THE AFOREMENTIONED RECOMMENDATION OF A MINI SPLIT FOR THAT SPACE WILL PROVIDE COOLING.

**VENTILATION-** THE WINDOWS IN THE BUILDING ARE LARGE, OPERABLE AND PROVIDE ADEQUATE AREA FOR AIR EXCHANGE NEEDS FOR THE CLASSROOMS OF LEVEL 8 + 1. TOILET ROOM EXHAUST FANS ARE THRU WALL AND WIRED TO THE LIGHTING, THEY SHOULD BE UPDATED. (2) LOUVERS FOR COMPUTER HEAT EXHAUST ARE IN THE CEILING OF THE LEVEL 8 CLASSROOM AND CAN BE REMOVED.

**LEGEND**

●	NEW LOW-VOLTAGE REWOB LOC.	⌘	SWITCH
○	CEILING MNTD. SURFACE LIGHT	⌘	REGISTER
⊕	SURFACE MNTD. LIGHT	⌘	CEILING FAN
⊕	SURFACE MNTD. LINEAR INDIRECT LIGHT	⌘	THERMOSTAT
MAHU-1	MINI SPLIT AIR HANDLER UNIT	E	EXISTING
⊗	EMERGENCY EXIT SIGN	RE	RELOCATE EXISTING
		N	NEW

LEVEL 1 CLASSROOMS

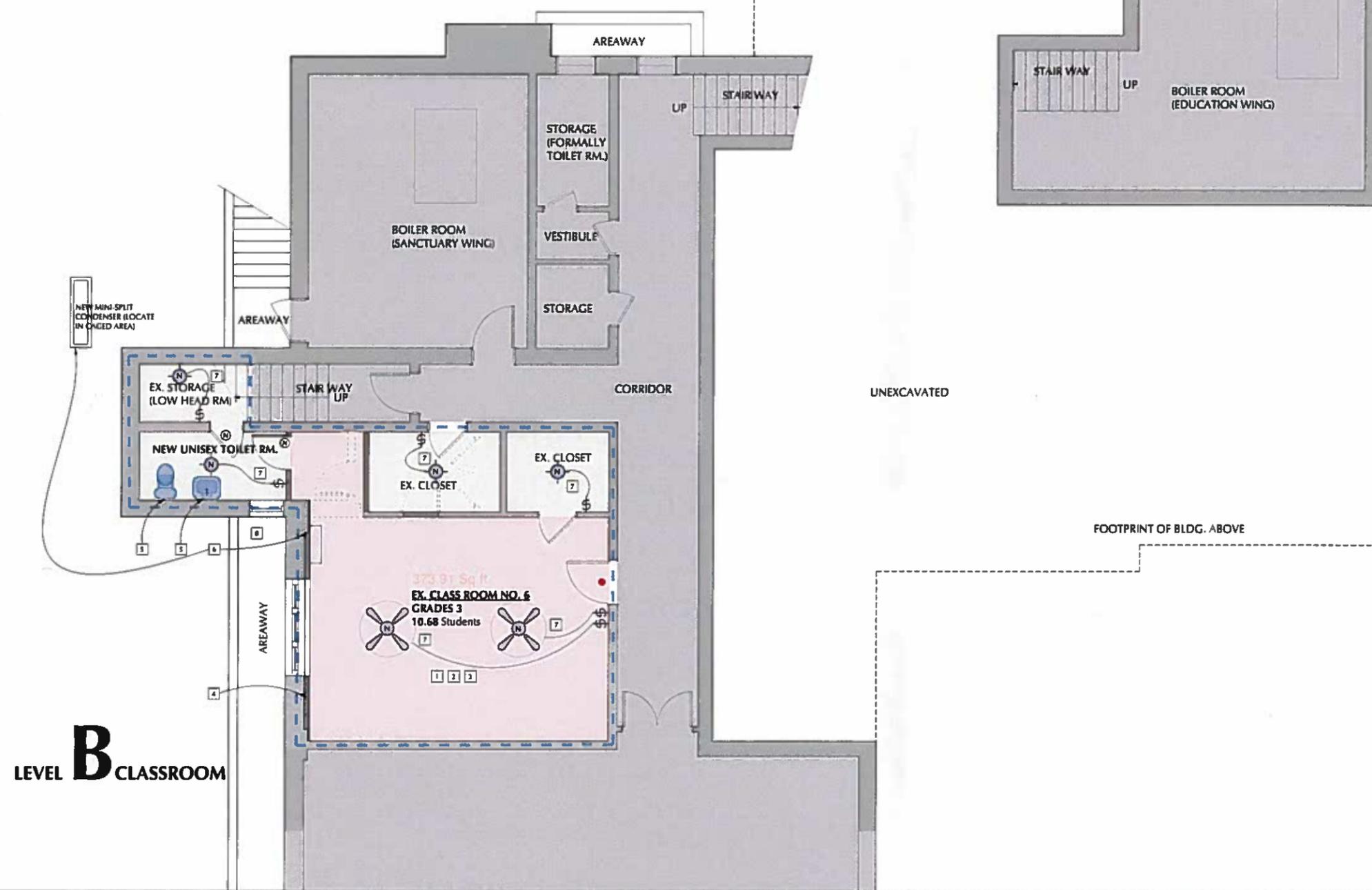
**REVISED**

**LEVEL B: SPACE UTILIZATION**

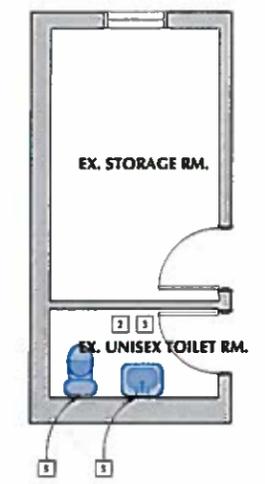
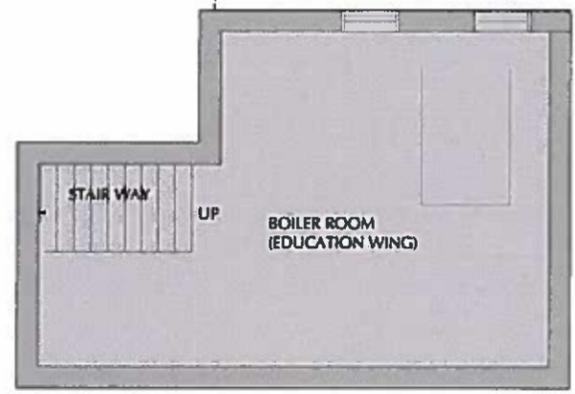
SECURE LEASEHOLD @ LEVEL B = 580 GROSS SQUARE FEET  
 OVERALL LEVEL B STUDENT CAPACITY (SUM OF CLASS ROOM CAPACITIES) = **10 STUDENTS**  
 DISTRIBUTED AMONG **1 CLASSROOM**

**KEYED NOTES**

- 1 REMOVE DROPPED CEILING TILES, MECHANICAL DEVICES GRID AND RECESSED LIGHTING
- 2 PATCH AND PAINT PER LEVEL 1 PLAN
- 3 PROVIDE NEW FLOOR FINISHES PER LEVEL 1 PLAN
- 4 FUR OUT EXTERIOR WALL W/ 2 X 4 STUDS @ 16" O.C. PROVIDE WATER BARRIER MEMBRANE TO EXISTING PERIMETER DRAINAGE SYSTEM AND FINISH W/ FTD. C.W.B.
- 5 NEW FIXTURES @ EXISTING ROUGH-IN LOCATIONS
- 6 NEW HEATING AND COOLING MINI SPLIT SYSTEM W/ WALL MOUNTED INDOOR UNIT, OUTDOOR UNIT AND THERMOSTAT
- 7 NEW LIGHT AND NEW MOTION ACTIVATED SWITCHES.
- 8 REPLACE FAN AND PROVIDE NEW TIMER SWITCH



**LEVEL B CLASSROOM**



**LEVEL 2 TOILET RM.**

**LEVEL 2: SPACE UTILIZATION**

SECURE LEASEHOLD @ LEVEL 2 = 0 GROSS SQUARE FEET  
 ALL AREAS ARE COMMONLY SHARED AND DO NOT CONTRIBUTE TO SCHOOL CAPACITY

LEGEND	
	NEW FIXTURE
	PROPOSED DEMOLITION
	SECURE AREA IN LEASEHOLD (M-F)
	NOT IN LEASEHOLD (M-F)
	ASSIGNABLE IN LEASEHOLD
	UNASSIGNABLE IN LEASEHOLD
	EXISTING CONSTRUCTION
	NEW CONSTRUCTION
	NEW DOOR / NEW WINDOW

