

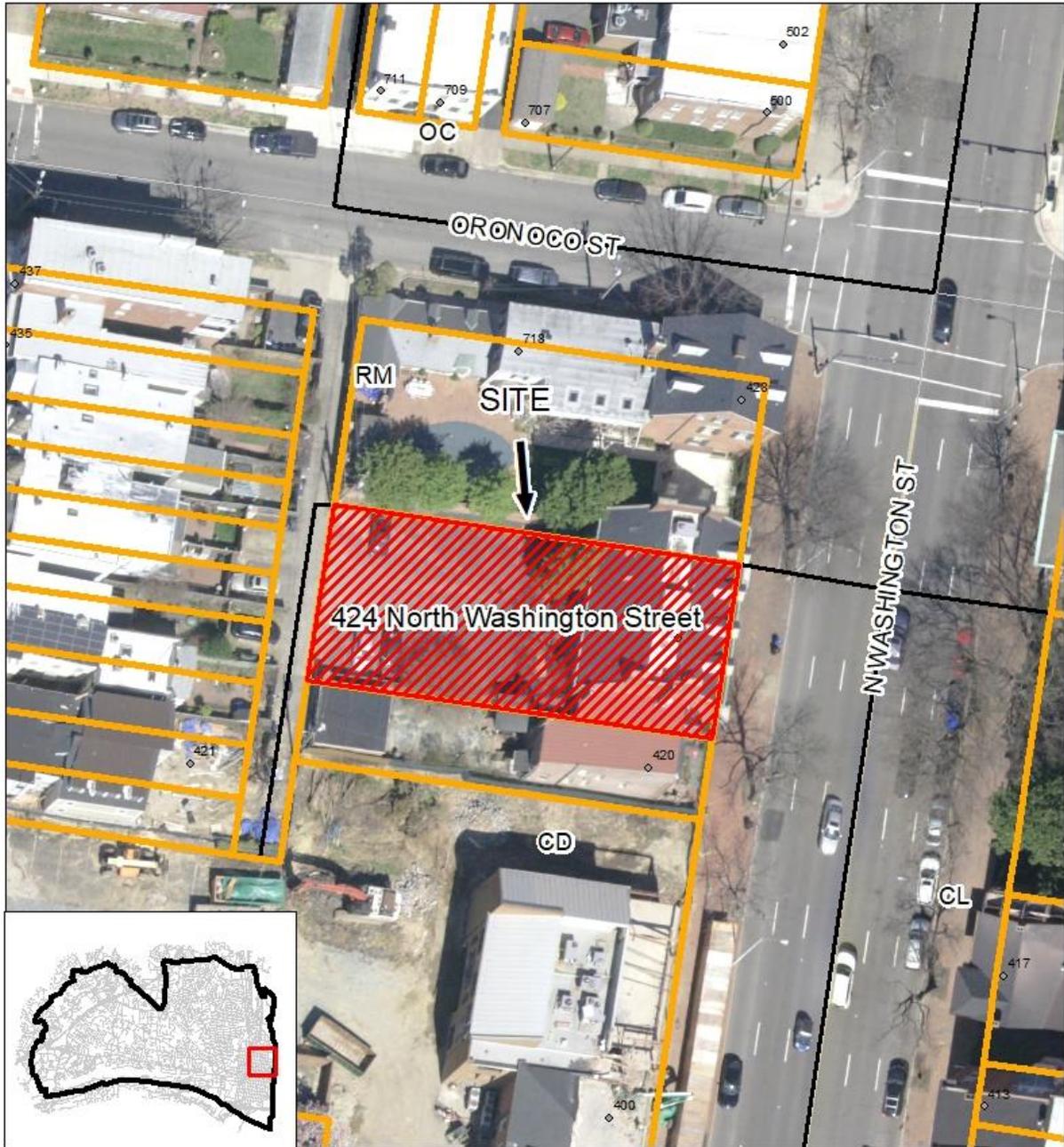


**DOCKET ITEM #3**  
**Special Use Permit #2021-00128**  
**424 North Washington Street**  
**Potomac Crescent Waldorf School**

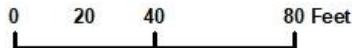
<b>Application</b>	<b>General Data</b>	
<b>Request:</b> Public hearing and consideration of a request for a Special Use Permit to operate a private academic school with over 20 students	<b>Planning Commission Hearing:</b>	April 7, 2022
	<b>City Council Hearing:</b>	April 23, 2022
<b>Address:</b> 424 North Washington Street	<b>Zone:</b>	CD/Commercial Downtown
<b>Applicant:</b> Potomac Crescent Waldorf School	<b>Small Area Plan:</b>	Old Town

<b>Staff Recommendation:</b> APPROVAL subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.
<b>Staff Reviewer:</b> Rachel Drescher, <a href="mailto:rachel.drescher@alexandriava.gov">rachel.drescher@alexandriava.gov</a> Ann Horowitz, <a href="mailto:ann.horowitz@alexandriava.gov">ann.horowitz@alexandriava.gov</a>

PROJECT LOCATION MAP



**Special Use Permit #2021-00128**  
**424 North Washington Street**



**I. REPORT SUMMARY**

The applicant, Potomac Crescent Waldorf School, requests Special Use Permit approval to operate a private academic school with more than 20 students at 424 North Washington Street. Staff recommends approval of the Special Use Permit request with conditions as described in the report.

SITE DESCRIPTION

The subject parcel is located at 424 North Washington Street and includes approximately 58 feet of frontage and 7,573 square feet in total lot area. The property at 424 North Washington Street is developed with a two and a half story building, with approximately 7,888 square feet of gross floor area and a rear parking area with 12 spaces (Figure 1). A private alley is located at the rear of the property and is used by commercial and residential uses.



*Figure 1 – Property from North Washington Street*

Surrounding the subject site is a mix of residential and commercial uses. Residential uses are located to the west, residential and office uses are to the north, the Lee-Fendall House is located to the east and residences and Sunrise of Old Town are located to the south.

BACKGROUND

The building at 424 North Washington Street was constructed in 1978. Designed in a Colonial Revival style, the building’s architectural features include a brick and faux sandstone façade, wrought iron railings, wood windows, and a Buckingham slate roof. The building is currently vacant.

The Potomac Crescent Waldorf School previously operated within classroom facilities at Fairlington Presbyterian Church at 3846 King Street after approval of SUP#2015-0010 to operate a private academic school, and temporarily relocated to Old Town Baptist Church for school year 2021-2022 after approval of SUP#2021-00044.

The applicant would operate a by-right day care establishment in conjunction with the subject of this SUP request, a private academic school over 20 students. If the SUP is approved, the pick-up and drop-off plan would cover the day care center and private academic school.

PROPOSAL

The applicant proposes to operate a private academic school within the existing building at 424 North Washington Street, along with adding a play area behind the building. The school includes kindergarten to fifth grade, along with a day care center. The school also provides parent-child sessions for children under 36 months. The day care center portion of the Potomac Crescent School is a by-right use and is not subject to City Council consideration.

Details of the applicant’s proposed operation are:

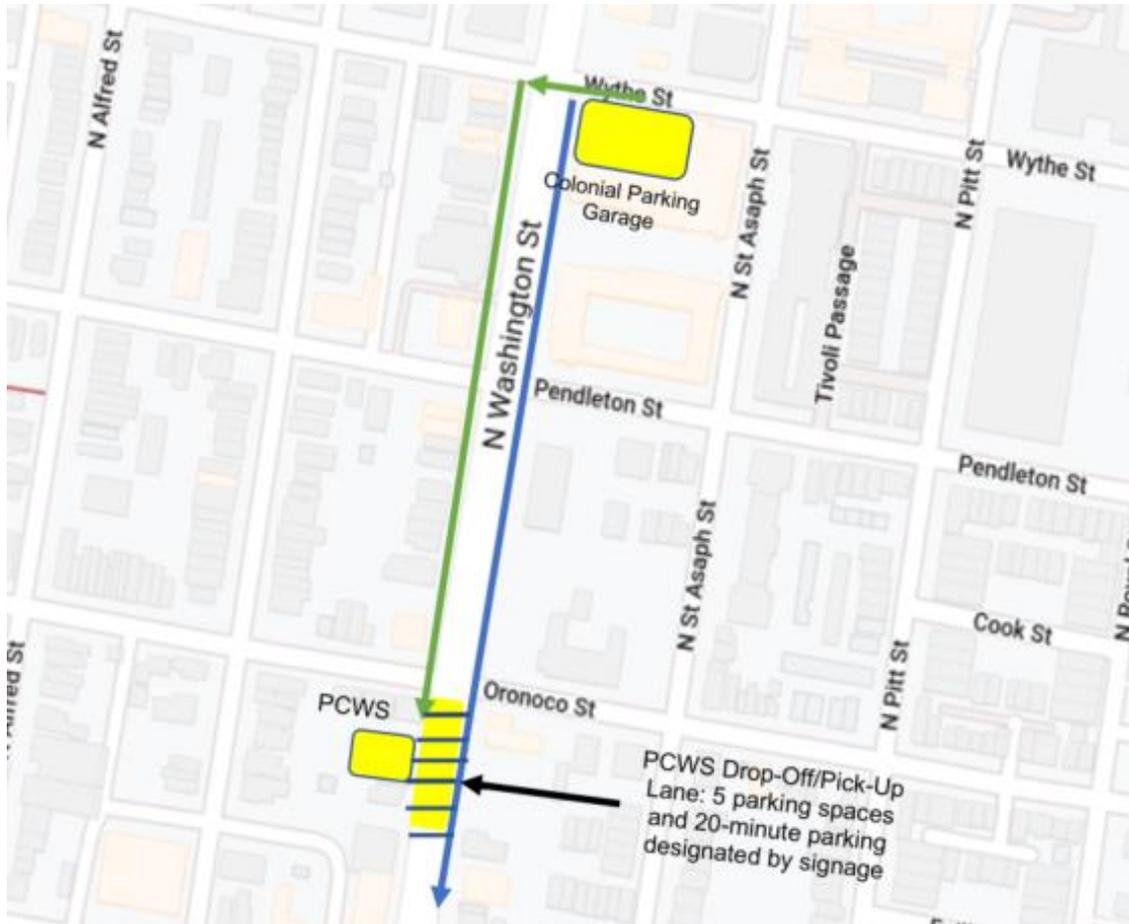
<u>Hours of operation:</u>	7:30 a.m. to 3:15 p.m., Monday through Friday 7:30 a.m. to 8:30 a.m., Early day program 8 a.m. to 2:30 p.m., Monday, Tuesday, Wednesday, Friday, grades 1-5 8 a.m. to 12 p.m., Thursday, grades 1-5 Half day programs for kindergarten, with full day option Morning 8:30 a.m. to 12 p.m. Afternoon 12 p.m. to 3 p.m.
<u>Pick-up and Drop-off Times:</u>	7:30 a.m. to 8:30 a.m., morning drop off 12 p.m. to 12:30 p.m., morning pick-up and afternoon drop off 2:15 p.m. to 3:15 p.m., afternoon pick-up
<u>Number of children:</u>	123 kindergarten to 5 <sup>th</sup> grade students (private academic school) 32 day care center children (by-right use)
<u>Number of employees:</u>	20 full-time, 15 part-time

<u>Lunch service:</u>	Students will bring own lunch and teachers bring snacks; no on-site preparation of food
<u>Play area:</u>	On-site, to be located in existing parking area
<u>Deliveries:</u>	None
<u>Noise:</u>	Minimal noise is expected
<u>Trash/Litter:</u>	Daily, two pounds of food wrappers and restroom waste and two pounds of recyclable paper.

PICK-UP AND DROP OFF PLAN

The applicant's proposed pick-up and drop-off plan includes staggered times of arrival depending on the grade and program the child is attending. Each pick-up and drop off arrangement provides a 10-minute time period for no more than 25 vehicles to drop off and pick-up their child, utilizing five spaces, to be designated as a loading zone, located on the south side of the 400 block of North Washington Street. School staff members would meet the children at their vehicles during the designated drop off period and accompany them to the entrance of 424 North Washington Street. For pick-up, the school staff member would walk the children back to their parents' vehicles, parked in the designated five space loading zone. The five on-street parking spaces would be available only during the pick-up and drop off time ranges as indicated in the proposal and would revert to posted parking regulations at other times, which includes no parking from 4 p.m. to 6 p.m.

Designation of a five-space loading zone at this location also requires City Council approval. If approved, the Department of Transportation & Environmental Services staff will produce and install signs designating the loading zone. For any late arrivals, the applicant has reserved three parking spaces in the Colonial Parking Garage located at 625-675 North Washington Street for parents to park and walk their child to the subject property, approximately 750 feet away. The applicant is not proposing to use the private alley for any vehicular traffic or parking. (Figure 2).



*Figure 2 – Pick-up and drop-off plan routes. Highlighted striped area: five on-street spaces on southbound side of N. Washington Street for loading zone, Blue line: Vehicular traffic route, Green line: parents’ and students’ walking route from Colonial Parking Garage*

### PARKING

The site is located in the Enhanced Transit Area. Pursuant to Zoning Ordinance Section 8-200, the parking requirement for day care centers and private academic schools is 0.25 spaces per 1,000 square feet of floor area. With a total area of 7,788 square feet, the parking requirement is two spaces. Per Section 8-100(A)(9), nonresidential uses that have a parking requirement of two spaces or less shall be exempt from providing parking spaces.

### ZONING/ MASTER PLAN DESIGNATION

The subject site is located within the CD / Commercial Downtown zone. Private academic school uses with over 20 students require SUP approval in this zone, pursuant to Section 4-503(U). Section 4-502(F.1) allows day care centers as permitted uses with an approved pick-up and drop off plan in the CD zone.

The proposed use is consistent with the area. The Old Town Small Area Plan designates the parcel for commercial use.

The proposed use would be located in the Old and Historic Alexandria District. Any exterior changes to the building would require BAR approval.

## II. STAFF ANALYSIS

Staff supports the applicant's request for a Special Use Permit to allow a private academic school of over 20 students at 424 North Washington Street. Special Use Permit approval would provide the applicant with the opportunity to maintain its established day care center and private academic school within the City and to furnish residents with conveniently located academic options and alternatives, which are in high demand. Staff does not anticipate neighborhood impacts, such as excess noise and odors, given nearby commercial uses and that cooking would not take place on-site.

Although staff recognizes the high traffic volumes on North Washington Street, we believe that the applicant's pick-up and drop off plan on North Washington Street would safely accommodate the transfer of children to and from the school without creating traffic congestion. The designated pick-up and drop-off times, which would end prior to 4 p.m., are not during peak southbound traffic on Washington Street. Further, the west side of the street (southbound) has no parking in the curb lane from 4 p.m. to 6 p.m., and any stalled vehicles are subject to a parking ticket. To facilitate student pick-up and drop-off, consistent with the pick-up and drop-off plan, five on-street parking spaces on the west side of the 400 block of North Washington Street shall be signed for 20-minute loading from 7 a.m. to 4 p.m., Monday through Friday. Staff does not recommend the use of Oronoco Street as this would create conflicts with the residential permit parking spaces and requests that the applicant encourage parents to approach the pick-up and drop off spaces from N. Washington Street as opposed to Oronoco Street in Condition #3. In addition, the plan calls for staggered pick-up and drop off times and many students would arrive as a family unit in one vehicle. The subject property is adjacent to dense residential areas, and staff anticipates some parents will walk their children to school. The proposed loading zone is directly in front of the subject property and would not require the crossing of any streets. Condition #3 also allows for the Director of Planning and Zoning to require revisions to the pick-up and drop off plan if traffic impacts result. If the school wishes to increase their enrollment, Condition #4 requires the Special Use Permit and pick-up and drop-off plan to be amended and reviewed if the number of students increases beyond 155.

Staff has provided recommended conditions consistent with other private educational use SUPs to further minimize traffic and support environmental measures. Recommended conditions #5 and #7 encourage patrons and employees to use alternative transportation such as metro rail, bus and bicycle. Recommended condition #12 requires trash to be stored in a sealed container or indoors and prohibits accumulation to not bother surrounding neighbors. To ensure clear communication channels with commercial and residential neighbors, Condition #14 requires the applicant to appoint an employee liaison to respond to questions and comments if they arise.

Subject to the conditions stated in Section III of this report, staff recommends approval of the applicant's Special Use Permit request.

### III. RECOMMENDED CONDITIONS

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

1. The special use permit shall be granted to the applicant only or to any business or entity in which the applicant has controlling interest. (P&Z)
2. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee or parent orientation, to discuss all Special Use Permit provisions and requirements. (P&Z)
3. The applicant shall comply with a drop-off and pick-up plan for the use of five on-street parking spaces located on the west side of the 400 block of North Washington Street as submitted on March 4, 2022. The applicant shall ensure that traffic does not back up or cause traffic circulation issues on North Washington Street or Oronoco Street. The applicant shall encourage parents to access the pick-up and drop off spaces from Washington Street to ensure that traffic does not back up on Oronoco Street. The Director of Planning & Zoning reserves the right to revisit the pick-up and drop-off plan and may impose amended or additional requirements to ensure pick-up and drop-off facilities are maintained and do not impact traffic circulation. These measures may include, but are not limited to, adjusted staggered pick-up/drop-off time and/or additional staffing and/or personnel directing patrons. (P&Z) (T&ES)
4. Enrollment of the day care establishment and grade school is capped at 155 students. Enrollment over 155 students will require an amendment to the SUP and reevaluation of the pick-up and drop-off plan. (P&Z)
5. The applicant shall provide information about alternative forms of transportation to access the site to families and caretakers, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. This should also include information about carpooling. This information should be provided annually and to new students. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)
6. The applicant shall require its employees who drive to use off-street parking. (T&ES)
7. The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
8. The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)
9. All waste products including but not limited to organic compounds (solvents and cleaners) shall be disposed of in accordance with all local, state, and federal ordinances or regulations. (T&ES)

10. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00 pm and 7:00 am. (T&ES) (P&Z)
11. Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)
12. Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape invasion by animals or leaking. No trash or debris shall be allowed to accumulate outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of Planning & Zoning and Transportation & Environmental Services, including replacing damaged lids and repairing/replacing damaged dumpsters. (P&Z) (T&ES)
13. 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 at least once a day and at the close of business, and more often, if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
14. The applicant shall designate an employee as a liaison to address any concerns or questions that may arise from neighboring businesses or residents. (P&Z)
15. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, 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: Tony LaColla, AICP, Division Chief, Land Use Services  
Ann Horowitz, Principal Planner  
Rachel Drescher, 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:

- F-1 A school staff member must be at site frontage with additional traffic control devices when students are present to supplement the organization of student pick-up and drop-off. (T&ES)
- F-2 Install 20-minute parking sign with time restrictions from 7:00 am – 4:00 pm along the frontage where the student pick-up and drop-off will take place. (T&ES)
- R-1 The applicant shall require its employees who drive to use off-street parking. (T&ES)
- R-2 The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
- R-3 The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)
- R-4 The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)
- R-5 The applicant shall provide information about alternative forms of transportation to access the site to families and caretakers, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. This should also include information about carpooling. This information should be provided annually and to new students. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)
- R-6 All waste products including but not limited to organic compounds (solvents and cleaners) shall be disposed of in accordance with all local, state, and federal ordinances or regulations. (T&ES)
- R-7 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00 pm and 7:00 am. (T&ES) (P&Z)
- R-8 Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)
- R-9 Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape invasion by animals or leaking. No trash or debris shall be allowed to accumulate

outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of Planning & Zoning and Transportation & Environmental Services, including replacing damaged lids and repairing/replacing damaged dumpsters. (P&Z) (T&ES)

- R-10 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 at least once a day and at the close of business, and more often, if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
- R-11 The use of loudspeakers outside is prohibited. (T&ES)
- R-12 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 at least once a day and at the close of business, and more often, if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
- C-1 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 SUP 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-2 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)
- C-3 Section 5-1-42- Collection by Private collectors. (c) Time of collection. Solid waste shall be collected from all premises not serviced by the city at least once each week. No collections may be made between the hours of 11:00 p.m. and 7:00 a.m. (6:00 a.m. from May 1, through September 30) if the collection area is less than 500 feet from a residential area. (T&ES)

Code Enforcement:

No comments.

Fire:

- C-1 A fire prevention permit is required for this occupancy condition – daycare.
- C-2 As an Educational use building the fire protection system may need to be upgraded.

Health:

No comments received

Recreation, Parks & Cultural Activities:  
No comments.

Police Department:  
No comments received



# APPLICATION

## SPECIAL USE PERMIT

**SPECIAL USE PERMIT #** \_\_\_\_\_

**PROPERTY LOCATION:** 424 N. Washington Street

**TAX MAP REFERENCE:** 064.02-08-03 **ZONE:** CD

**APPLICANT:**

Name: Potomac Crescent Waldorf School

Address: 424 N. Washington Street, Alexandria, VA 22314

**PROPOSED USE:** Seeking a special use permit to operate a private school academic, grades 1-5.

- 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.

Paul Nary  
 Print Name of Applicant or Agent  
P.O. Box 320396  
 Mailing/Street Address  
Alexandria, VA 22320  
 City and State Zip Code

Paul W Nary 12-23-21  
 Signature Date  
845-223-0585 \_\_\_\_\_  
 Telephone # Fax #  
pnary@potomacwaldorf.org  
 Email address

Last updated: 11.11.2019

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner of 424 N. Washington Street, I hereby  
(Property Address)  
grant the applicant authorization to apply for the Day School I use as  
(use)  
described in this application.

Name: Alan M. Margolius Phone 202-332-6600  
Please Print  
Address: 4 Shady Path, Bridgehampton, New York 11932 Email: alan@themargoliusfirm.com  
Signature: *Alan* Date: 12/23/2021

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.

- 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  
 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 three percent.

- Joshua Hartman, 506 Woodland Terrace, Alexandria, VA 22302, 33 & 1/3%
- Zachary Butterfield, 2416 S. Walter Reed Dr. #C, Arlington, VA 22206, 33 & 1/3%
- Rene Rodriguez, 2001 Swan Terrace, Alexandria, VA 22307, 33 & 1/3%

# 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 three 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. Joshua Hartman	506 Woodland Ter, Alexandria, VA 22302	33 & 1/3%
2. Zachary Butterfield	2416 S. Walter Reed Dr #C, Arlington, VA 22206	33 & 1/3%
3. Rene Rodriguez	2001 Swan Ter, Alexandria, VA 22307	33 & 1/3%

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 424 N. Washington Street, Alexandria, VA 22314 (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three 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 addendum.		
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 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. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicated 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 addendum.		
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.

12-23-21

Paul Nary

Date

Printed Name

  
 Signature

**Potomac Crescent Waldorf School  
Special Use Permit Addendum, Page 3, Ownership and Disclosure Statement**

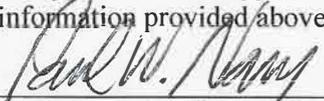
**2. Property.** State the name, address and percent ownership of any person or entity owning an interest in the property located at 424 N. Washington Street, Alexandria, VA 22314, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term 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
<p>BB NK 424, LLC</p> <p>Each of the following individuals/entities holds an interest greater than 3% interest in BB NK 424, LLC:</p> <ul style="list-style-type: none"> <li>● Richard J. Thometz</li> <li>● Isadore Morton Gudelsky Trust</li> <li>● Laura Bryna Gudelsky Trust</li> <li>● Howard R. Gudelsky Marital Trust</li> <li>● Howard R. Gudelsky Residuary Trust</li> </ul>	<p>39 West Montgomery Avenue, Rockville, MD 20850</p>	<p>62.5%</p>
<p>JEMM Ventures, LLC</p> <p>Each of the following entities holds an interest greater than 3% interest in JEMM Ventures, LLC:</p> <ul style="list-style-type: none"> <li>● Elizabeth Meltzer Trust</li> <li>● Jennifer Meltzer Trust</li> <li>● Mark Meltzer Trust</li> <li>● Max Meltzer Trust</li> </ul>	<p>39 West Montgomery Avenue, Rockville, MD 20850</p>	<p>17%</p>
<p>Laurence D. Bank</p>	<p>4 Shady Path, Bridgehampton, New York 11932</p>	<p>20.5%</p>

**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).

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body
Joshua Hartman	None	None
Zachary Butterfield	None	None
Rene Rodriguez	None	None
BB NK 424, LLC	None	None
JEMM Ventures, LLC	None	None
Richard J. Thometz	None	None
Isadore Morton Gudelsky Trust	None	None
Laura Bryna Gudelsky Muiltz Trust	None	None
Howard R. Godelsky Marital Trust	None	None
Howard R. Godelsky Residuary Trust	None	None
Elizabeth Meltzer Trust	None	None
Jennifer Meltzer Trust	None	None
Mark Melter Trust	None	None
Max Meltzer Trust	None	None
Laurence D. Bank	None	None

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.

  
 Paul Nary, Dir. of Administration  
 Potomac Crescent Waldorf School

12-23-21

Date



**Potomac Crescent Waldorf School  
Application – Special Use Permit**

**Addendum for Narrative Description (Page 4)**

Potomac Crescent Waldorf School strives to develop thoughtful, fulfilled citizens who have the capacity to think imaginatively, communicate effectively, and relate compassionately. Our school offers a developmentally appropriate, experiential approach to education based on an authentic Waldorf curriculum. We strive to educate the whole human being: head, heart and hands, nurturing well-rounded individuals who will be successful in school and beyond. Learn more about our program on our webpage at <https://www.potomacwaldorf.org/programs>.

**Early Childhood**

PCWS provides the following early childhood programs: Parent-Child, Preschool and Mixed-Age Kindergarten. Learn more about our Parent-Child program on our webpage at: <https://www.potomacwaldorf.org/parent-child>; our Preschool program at: <https://www.potomacwaldorf.org/preschool>; and about our Kindergarten program at: <https://www.potomacwaldorf.org/kindergarten>.

**Elementary**

We also provide elementary education for First through Fifth Grade with small classes, an engaging environment and an individualized approach to teaching that emphasizes whole child development. Learn more about our elementary school curriculum at: <https://www.potomacwaldorf.org/curriculum>.

PCWS is the only accredited Waldorf school in Northern Virginia.

## 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?

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

Early Childhood Day Center Program Students (ages 3-6): maximum 80; Grades School Students (ages 6-11): maximum 75; Parent-Child Programming (infant-36 months) maximum 30 total (not at one time); hours below

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

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

Total Staff = maximum 20 Full-Time (15 teachers- 7a-3p, 5 admin-7a-5:30); 15 Part-Time (Specialty and before/after school programs, present during the hours of their programs). Approximately 25 present on any given day.

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

Day:

Day School Program (with Early Bird/Afternoon Program) (Grades 1-5)

Hours:

Arrivals: 7:30 am, Departure: 3 pm

M, T, W, F (Full Day); Th only (Half-Day)

M, T, W, F=start 8am-end 2:30pm; Th=start 8am-end 12pm

Early Childhood Day Center Programing (Ages 3-6)

Arrivals: 7:30am; Departure Options: 12 pm, 3-3:15 pm

M-F: Early Bird: Half-Day Program w/Full Day Option

EB=7:30am; school day=8:30am-12pm; AP=12 -3 pm

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

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

Daily student activity; car doors opening/closing during drop off and pick up; music (flute, ukulele, violin, and cello) in the building weekly.

B. How will the noise be controlled?

All children will be under constant supervision by adults.

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

None to report. N/A

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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)  
Classroom and office paper; taken to recycling dumpster; Food wrappers and restroom waste (paper towels, feminine products, etc.); taken to dumpster.

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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)

Two pounds daily of recyclable paper; two pounds daily of food wrappers and restroom waste.

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C. How often will trash be collected?

Weekly.

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

Facilities staff will collect trash inside and outside premises. Facilities staff will sweep outside as necessary.

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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:

N/A

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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:

N/A  
\_\_\_\_\_  
\_\_\_\_\_

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

Safety is our primary concern. Our students will be under constant supervision  
whether inside the building or outside the building.  
\_\_\_\_\_

### 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.

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARKING AND ACCESS REQUIREMENTS**

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

- 3 Standard spaces
- 0 Compact spaces
- 0 Handicapped accessible spaces.
- 0 Other.

Planning and Zoning Staff Only
Required number of spaces for use per Zoning Ordinance Section 8-200A _____
Does the application meet the requirement? <input type="checkbox"/> Yes <input type="checkbox"/> 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?

625-675 N Washington Street (Colonial Parking Garage)

**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? None needed

Planning and Zoning Staff Only
Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____
Does the application meet the requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No

- B. Where are off-street loading facilities located? None needed.
- 
- C. During what hours of the day do you expect loading/unloading operations to occur?  
None
- 
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?  
None
- 

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.

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### 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? N/A square feet.

18. What will the total area occupied by the proposed use be?

6,125 sq. ft. (existing) + 0 sq. ft. (addition if any) = 6,125 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: \_\_\_\_\_

**End of Application**



**Department of Planning & Zoning**  
**Special Use Permit Application Checklist**

**Supplemental application for the following uses:**

- Automobile Oriented
- Parking Reduction
- Signs
- Substandard Lot
- Lot modifications requested with SUP use

**Interior Floor Plan**

- Include labels to indicate the use of the space (doors, windows, seats, tables, counters, equipment)

**If Applicable**

- Plan for outdoor uses

**Contextual site image**

- Show subject site, on-site parking area, surrounding buildings, cross streets

# Addendum

## Potomac Crescent Waldorf School (PCWS)

### Drop-Off and Pick-Up Plan

#### Requested use of Alexandria City streets

##### Overview:

Potomac Crescent Waldorf School is a private school that will be moving into 424 N. Washington Street, starting in September 2022. We request the use of 5 (five) parking spaces with 20-minute parking (designated by 20-minute parking signs) on the west side of N. Washington Street (southbound, far right lane), in front of 424 N Washington Street as a drop-off and pick-up lane (loading and unloading only) at the suggestion of T&ES and The City of Alexandria. The hours of use will be 7:30-8:30 am, 12:00-12:30 pm, and 2:30-3:15 pm Monday-Friday for use of drop-off and pick-up of students for the time that we are located in 424 N. Washington Street.

- Morning:
  - N. Washington (southbound, far right lane), 5 parking spaces with 20-minute parking, in front of 424 N. Washington
    - 7:30-8:00 (Approx. cars and designated timeframe provided below)
      - 7:30-7:40 am: 4 & 5 Grade and Early Bird Program students, staggered drop-off, approx. 25 cars
      - 7:40-7:50 am: 2 & 3 Grade students, approx. 24 cars
      - 7:50-8:00 am: 1 Grade, staggered drop-off approx. 12 cars
      - 8:00-8:10 am: Early childhood day center program students (“Early Childhood,”) staggered drop-off, approx. 15 cars
      - 8:10-8:20 am: Early childhood students staggered drop-off, approx. 15 cars
      - 8:20-8:30 am: Early childhood students, staggered drop-off, approx. 15 cars
- Mid-Day:
  - N. Washington (southbound, far right lane), 5 parking spaces with 20-minute parking, in front of 424 N. Washington
    - 12:00-12:30 pm (Approx. cars and designated timeframe provided below)
      - 12:00-12:10 pm: Early Childhood staggered pick-up, approx. 15 cars
      - 12:10-12:20 pm: Early Childhood staggered pick-up approx. 15 cars
      - 12:20-12:30 pm: Early Childhood staggered pick-up, approx. 15 cars
- Afternoon:
  - N. Washington (southbound, far right lane), 5 parking spaces with 20-minute parking, in front of 424 N. Washington
    - 2:15-3:15 pm (Approx. cars and designated timeframe provided below)
      - 2:15-2:25 pm: 4 & 5 Grades, staggered pick-up, approx. 20 cars
      - 2:25-2:35 pm: 2 & 3 Grades staggered pick-up, approx. 24 cars
      - 2:35-2:45 pm: 1 Grade, staggered pick-up, approx. 12 cars
      - 3:00-3:10 pm: Early childhood afternoon program, staggered pick-up: approx. 20 cars
      - 3:10-3:15: Early childhood afternoon program staggered pick-up: approx. 10 cars

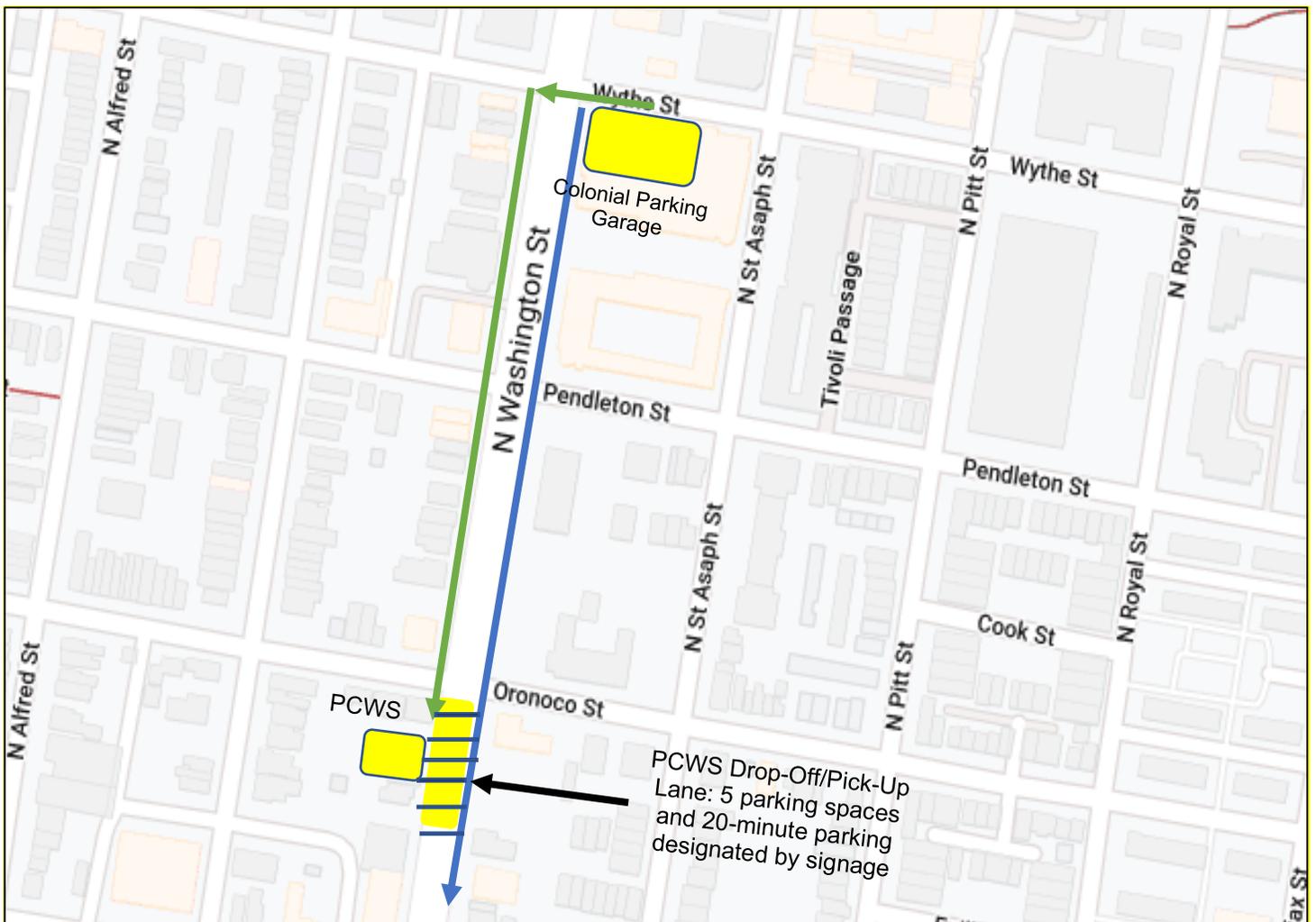
**Diagram Details:**

**Highlighted in Yellow**

1. Drop-Off/Pick-Up Lane on southbound N. Washington Street, with 5 parking spaces and 20-minute parking, in far right lane, in front of 424 N. Washington
2. 424 N Washington Street: Building in which PCWS will operate, beginning in September 2022
3. Colonial Parking Garage (625-675 N. Washington): PCWS will reserve 3 parking spaces for parents to utilize if they are late or need to pick up their child throughout the school day.

**Blue Arrows:** Indicates traffic flow. Travel south on N. Washington, utilizing drop-off/pick-up lane. Parents will not exit the car. Students will be instructed to exit vehicles on the sidewalk side of the street. PCWS drop-off and pick-up timeframes will not conflict with the HOV lane of N. Washington. Students will walk directly from cars into building, escorted by PCWS staff.

**Green Arrows:** Indicate walking path to and from Colonial Parking Garage. Families will utilize the crosswalk at Wythe and N. Washington, then will head south on the sidewalk of N. Washington.



Additional mitigation for use of Alexandria City streets:

1. Please also note that we have many siblings and faculty who have students in our programs. This will minimize the number of cars that arrive for drop-off and pick-up each day.
2. PCWS implemented a staggered drop-off and pick-up plan due to our COVID protocols during the 2020-2021 and 2021-2022 school years and has streamlined this process with our faculty and families. This provides evidence that we have operated under a similar plan and know how to implement our daily operations effectively, efficiently and with thought for how this impacts our surroundings.

**Drop-Off Plan:**

PCWS requests the use of 5 (five) parking spaces with 20-minute parking (designated by 20-minute parking signs) in the far right, southbound lane of N. Washington, for a drop-off lane, outside of the HOV lane hours. Estimated number of cars and designated hours are listed above. Students will arrive via a staggered pull up/drive through lane. Each class has their designated time to arrive, allowing for minimal backup of cars and obstruction to traffic flow. Parents/guardians do not exit from the car at any point. Staff/Faculty members meet their children at their cars and help them to the sidewalk and into the building at 424 N. Washington St. No child will be left alone to walk or stand without an adult accompanying them. PCWS encourages our families to utilize carpooling efforts, which many of them engage in. We also have many siblings and children of faculty and staff in our programs which decreases the number of cars arriving on a daily basis.

**Pick-Up Plan:**

PCWS requests the use of 5 (five) parking spaces with 20-minute parking (designated by 20-minute parking signs) in the far right, southbound lane of N. Washington, for a pick-up lane, outside of HOV lane hours. Estimated numbers of cars and designated hours are listed above. Each class will have their designated dismissal time and students will go to their cars as their parents pull up. Staff/Faculty will be present with the students at all times, so that no child will be left unattended during any point during afternoon pick-up. PCWS will provide a name card for each car so that faculty can easily identify the car and student, allowing for multiple students to go to cars at one time with faculty members. If a family arrives later than 10 minutes past pick-up, they will have to park in the Colonial Parking Garage (3 reserved spaces) and come to the office to pick up their student. We do have a late fee/policy, which holds families accountable to pick-up on time.

**Please see below for schedules broken down by Program:**

**Preschool:**

- Early Bird drop-off M-F (window for drop-off 7:30-7:45 am)
- Staggered Preschool drop-off, M-F (window for drop-off 8:00-8:30 am)
- Staggered Preschool pick-up M-F (window for pick-up 12:00-12:30 pm)
- Afternoon Program pick-up, M-F (3:00 – 3:15 p.m.)

**MAK:**

- Early Bird drop-off M-F (window for drop-off 7:30-7:45 am)
- Staggered drop-off M-F (window for drop-off 8:00-8:30 am)
- Staggered pick-up M-F (window for pick-up 12:00-12:30 pm)
- Afternoon Program pick-up M-F (3:00-3:15 pm)

**Grades:**

- Staggered drop-off M-F (window for drop-off 7:30-8:00 am)
- Staggered pick-up on M-F (window for pick-up 2:15-2:45 pm)