

Docket Item #8

Special Use Permit #2013-0007

100 East Windsor Avenue - Del Ray Montessori School

Application	General Data	
Consideration of a Special Use Permit amendment request to expand an existing child care center and private academic school, with a parking reduction.	Planning Commission Hearing:	May 7, 2013
	City Council Hearing:	May 18, 2013
Address: 100 East Windsor Avenue	Zone:	R-2-5 / Single and Two-Family Residential and RB / Townhouse Residential
Applicant: Del Ray Montessori School	Small Area Plan:	Potomac West

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: Nathan Randall nathan.randall@alexandriava.gov

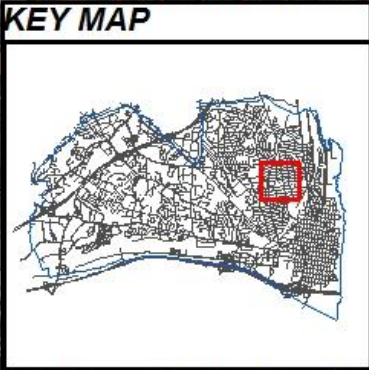
PLANNING COMMISSION ACTION, MAY 7, 2013: On a motion by Mr. Wagner, seconded by Ms. Lyman, the Planning Commission recommended approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations. The motion carried on a vote of 7 to 0.

Reason: The Planning Commission agreed with the staff analysis.

Speakers:
Sarah Fondriest, applicant, spoke in support of the request.

J. Page Turney, 12 West Oak Street, spoke in support of the request.

Sarah Hout, representing the Del Ray Citizens Association’s Land Use Committee, expressed support for the school generally but spoke in favor of finding an alternative student pick-up/drop-off arrangement.



SUP #2013-0007
100 E. Windsor Ave.

5/7/2013 N



I. DISCUSSION

The applicant, Del Ray Montessori School, requests a Special Use Permit amendment to expand an existing day care center and private academic school, with a parking reduction, at 100 East Windsor Avenue.

SITE DESCRIPTION

The subject site is one irregularly-shaped lot of record with 245 feet of frontage on East Windsor Avenue, 225 feet of frontage on Clyde Avenue, and a total lot area of 39,695 square feet. The property is developed with a two and three-story church building housing the Del Ray Methodist Church and two child-oriented uses, including the day care and private school operated by the applicant.



The site is surrounded primarily by a mix of one and two-family residences. Three townhouse units are also located immediately to the south and a residential/commercial mixed-use building is located to the east along Mount Vernon Avenue.

BACKGROUND

Staff administratively approved Special Use Permit #2011-0037 in July 2011 to allow the applicant to operate a 21-child day care center, which opened late summer 2011. Most recently, City Council approved SUP#2011-0062 in February 2012 to the applicant for the addition of a private academic school at the site for children over age six. Although approved separately and considered to be two uses as a technical Zoning Ordinance matter, the Del Ray Montessori School operates today as one institution.

Creative Play School, the other day care center at the site, has operated in the church building since the early 1980s. Its most recent SUP, allowing as many as 120 children in the afternoons, was approved in 2002 (SUP#2001-0137).

On February 24, 2013, staff inspected the Del Ray Montessori School for compliance with conditions of existing SUP#2011-0062 as part of the required one-year review (Condition #15) and found no violations.

PROPOSAL

The applicant proposes to expand the Del Ray Montessori School by adding one classroom and nine additional children to the site, which would result in a three-classroom school/day care center with a 50-child maximum capacity. An additional student pick-up time between 1 p.m.

and 1:30 p.m. daily would also be offered at the school to accommodate up to 15 half-day students. The applicant requests an additional two-space parking reduction, which when added to the existing one-space reduction brings the total parking reduction for the use to three spaces. Additional elements of the proposal are as follows:

Current Hours of Operation: 8:15 a.m. – 5:30 p.m. Monday – Friday

Current Pick-up/Drop-off Hours: 8:15 a.m. – 8:45 a.m. Monday-Friday
3:15 p.m. – 3:45 p.m. Monday-Friday

Proposed Pick-up/Drop-off Hours: 8:15 a.m. – 8:45 a.m. Monday-Friday
1 p.m. – 1:30 p.m. Monday-Friday
3:15 p.m. – 3:45 p.m. Monday-Friday

Existing Number of Children: 41

Proposed Number of Children: 30 children in day care
20 children in school
50 total children proposed

Child Ages: 2.5 years to 9 years old

Staff: Up to six staff members at any one time

Play area: One of two play areas on-site will be shared with the Creative Play School in shifts, so that the two schools are not using the same play area at the same time.

Noise: Minimal noises expected while children are indoors. Some playground noises are expected when children are outside but staff will monitor and control such noises as necessary.

Trash/Litter: Typical trash such as office paper and food wrappers will be collected once/week.

ZONING/MASTER PLAN DESIGNATION

The subject property is split-zoned. The proposed school and day care uses in the church building are located in the R2-5 / Single and Two-Family Residential zone. A small portion of the site, on which the surface parking lot is located, is zoned RB / Townhouse Residential zone. Although day care centers are allowed by Administrative SUP in church or school buildings in the R2-5 zone, Section 3-503(D) of the Zoning Ordinance allows a private academic school in the R2-5 zone only with a Special Use Permit.

The proposed use is consistent with the Potomac West Small Area Plan chapter of the Master Plan which designates the property for uses consistent with the R2-5 and RB zones.

PARKING

According to Section 8-200 (A)(11) of the Zoning Ordinance, a private school with 21 students is required to provide one off-street parking space and a day care center with two classrooms is required to provide four off street parking spaces. The entire establishment as now proposed is therefore required to provide a total of five parking spaces.

The Del Ray Methodist Church, having been in operation since prior to 1963, is grandfathered as to parking requirements. The 17-space parking lot on the western side of the property is used for the other day care center located in the church, Creative Play School, and is unavailable for use by the subject business.

The applicant proposes to exceed the required number of parking spaces by providing a total of six off-street parking spaces in three separate locations: A) two spaces in the parsonage driveway on the eastern side of the church grounds, B) two spaces at Arlandria Floors at 1800 Mount Vernon Avenue and C) two spaces at Fannon Printing at 1712 Mount Vernon Avenue. The required parking at Arlandria Floors and Fannon Printing is not located within 300 feet of the church property as required pursuant to Section 8-200(C)(4) of the Zoning Ordinance. The applicant has therefore applied for a technical parking reduction of two spaces, in addition to the existing one-space reduction, to allow the more distant spaces to count toward the overall parking requirement.

Staff has amended existing Condition #16 to require the applicant to provide at least four off-street parking spaces. This condition change is commensurate with the increased parking requirement for the expanded facility.

STUDENT PICK-UP/DROP-OFF

The applicant proposes to continue the pick-up and drop-off arrangement approved in the prior Special Use Permit with one time-related change. Under the approved plan, parents driving to the school pick-up and drop-off their children in an area (currently the size of two car lengths) reserved for this purpose on the north side of East Windsor Avenue, adjacent to the primary entrance for the day care/school. The typical pick-up/drop-off times will remain between 8:15 a.m. and 8:45 a.m. and between 3:15 p.m. and 3:45 p.m. Monday-Friday. Day care/school staff meet children at their parents' vehicles and walk them into the church building such that parents will not exit their vehicles; a similar arrangement exists at pick up time. Given that the pick-up and drop-off area is normally designated as a no-parking zone, parents are not allowed to park in this pick-up and drop-off area.

The applicant also plans to add a second pick-up time between 1 p.m. and 1:30 p.m. to allow for a new half-day program at the school. The City will erect new signage, at the applicant's cost, to alert drivers to the amended times during which the area will be used for student pick-up and drop-off.

II. STAFF ANALYSIS

Staff does not object to the applicant's request to expand its existing day care and private school. Although it can foresee a scenario in which a large increase in the number of children attending schools at this site could potentially have a negative impact on the neighborhood, especially in this admittedly congested area, staff does not believe the current application represents such an increase. The proposed changes amount to small refinements to the operation that allow the school additional flexibility and support its ability to offer a service, in close proximity to some of its students' homes, that is in high demand in the City. The one new classroom and nine additional children proposed for the school represents small increase and one that is just above the numerical threshold for administrative approval.

Pick-up/Drop-off Area

The establishment of the pick-up and drop-off area for children on the northern side of East Windsor Avenue was the primary focus of the discussion in the prior SUP case approved just over a year ago. In that case, staff reviewed at least four options for the pick-up and drop-off of children to arrive at the best location that would still meet the school's needs. The north side of East Windsor Avenue emerged as the best solution for pick-up and drop-off given its proximity to the school's main door, the applicant's willingness to plan for each vehicle being present in the zone only briefly, and the problematic nature of the other options considered.

Although not perfect, staff continues to believe that the existing location is the best option for student pick-up and drop-off for the Del Ray Montessori School. It acknowledges that the Del Ray Land Use Committee has expressed concern, now and in the past, about this location given that the area of East Windsor Street is typically a no-parking zone and out of concern for the routing of emergency vehicles. However, staff has not received any other complaints about the operation, and no problems have been observed over the course of several visits to the school during peak pick-up and drop-off times. The addition of nine more children to the school as requested here will have a minimal effect on the existing pick-up and drop-off plan. Some parents enroll more than one child at the site. Some of the new children will likely either walk or bike to school, which would further reduce the number of new vehicles expected here. Similarly, staff has no objection to the proposed changes to the pick-up hours. The addition of a second, earlier pick-up time is only anticipated to be needed for approximately 15 children, and the corresponding number of vehicles involved in that pick-up time will be low.

Noise

City staff has heard concern from one neighbor about the potential for an increased level of noise coming from the additional children playing during recess times. In staff's view, the increase of nine children should not create a detectable increase in noises at the playground. To prevent noise issues generally from negatively impacting neighbors, staff has carried over existing Condition #4, which limits at 45 the number of children from this school that may play outside at any one time, and Condition #13, which reinforces the requirement that the use must comply with the City's noise ordinance.

Parking Reduction

The requested parking reduction, which amounts to three spaces in total when including the existing one-space reduction, is supportable. The applicant has found two additional parking spaces, which is commensurate with the required number of spaces for the new classroom. However, similar to the prior case, the location of the two new spaces is too distant to fully satisfy the technical zoning requirement. Nonetheless, staff believes that the location is adequate for school employees and has amended existing Condition #16 to now require annual verification of four off-site parking spaces. Although this condition language results in the applicant providing one more space than technically required under the Zoning Ordinance, staff required a similar circumstance in the prior SUP. It seems reasonable to continue this approach since the total of six parking spaces match the number of staff at the school at any one time and since the applicant is willing and able to provide the parking.

In addition to a few minor changes to condition language, staff has also included a sentence to the standard condition language regarding employee training (Condition #6) to inform parents of all SUP conditions and requirements. Although staff understands that the applicant already complies with this condition, it recommends formalizing this practice as a requirement as another means to ensure compliance with all SUP conditions.

Subject to the conditions contained in Section III of this report, staff recommends approval of the 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 a controlling interest. (P&Z) (SUP#2011-0037)
2. The hours of operation for the day care center and school shall be limited to between 8:15 a.m. and 5:30 p.m., Monday through Friday. (City Council) (SUP#2011-0062)
3. **CONDITION AMENDED BY STAFF:** The maximum number of children permitted at the combined child care facility and private school at any one time shall be ~~41~~ 50. (P&Z) (~~SUP#2011-0062~~)
4. The maximum number of children, attending any child care center or private school on site, that are permitted to play outdoors at the site at any one time shall be 45. (P&Z) (SUP#2011-0062)
5. The facility shall obtain all required state, federal, and local licenses and certificates prior to opening its place of business. (P&Z) (SUP#2011-0037)

6. **CONDITION AMENDED BY STAFF:** 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. The applicant shall also inform parents on an ongoing basis, including as part of any parent orientation, of all applicable Special Use Permit provisions and requirements. (P&Z) (~~SUP#2011-0037~~)
7. 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. Outdoor trash receptacles shall be screened to the satisfaction of the director. (P&Z) (T&ES) (SUP#2011-0037)
8. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be monitored and picked up at least twice during the day and at the close of the business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is in operation. (T&ES) (SUP#2011-0037)
9. The applicant shall provide adequate drop off and pick up facilities that minimizes impact on pedestrian and vehicular traffic in a designated pick-up and drop-off area to be located on the north side of East Windsor Avenue to the satisfaction of the Director of Planning & Zoning. Any signage deemed necessary to designate this area for the pick-up and drop-off of students shall be erected by the City at the applicant's cost. Day care/school employees must escort children to and from the parents' vehicles. The applicant shall ensure that no vehicles double park on East Windsor Ave or Clyde Avenue for pick-up or drop-off. Staff will continue to work with the applicant to monitor the safety and effectiveness of the Windsor drop off location and may make changes to the drop off plan in consultation with neighbors and the applicant if staff believes there are any issues related to safety or road access caused by the Windsor location. (P&Z)(T&ES)(City Council) (SUP#2011-0062)
10. The applicant shall provide information about alternative forms of transportation to access the location of the day care center, including but not limited to print and electronic promotional materials, posting on the day care website, and other similar methods. (T&ES) (SUP#2011-0037)
11. Condition deleted. (See Condition #17) (SUP#2011-0062)
12. Condition deleted. (See Condition #17) (SUP#2011-0062)
13. **CONDITION AMENDED BY STAFF:** The use shall comply with the City's noise ordinance. ~~No outdoor speakers~~ All loudspeakers shall be permitted prohibited from the exterior of the building and no amplified sound shall be audible at the property line. (T&ES) (~~SUP#2011-0037~~)

14. Prior to the day care center opening for business, the applicant shall contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the child care center and robbery readiness training for all employees. (Police) (SUP#2011-0037)
15. **CONDITION AMENDED BY STAFF:** 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 a result of a complaint that rises to the level of a violation; 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) (~~SUP#2011-0062~~)
16. **CONDITION AMENDED BY STAFF:** The applicant shall provide a signed contract to the Director showing that at least ~~two~~ four off-street parking spaces are made available by the applicant for its employees at an off-site location to the satisfaction of the Director of Planning & Zoning. The applicant shall provide an up-to-date contract to the Director on January 1st of each year. (P&Z) (~~SUP#2011-0062~~)
17. 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) (SUP#2011-0062)
18. **CONDITION ADDED BY STAFF:** Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)

STAFF: Joanna Anderson, Acting Deputy Director, Department of Planning and Zoning;
Nathan Randall, Urban Planner.

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.

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services

R-1 *Conditions from SUP2010-00001 to be carried forward and/or amended:*

8. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be monitored and picked up at least twice during the day and at the close of the business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is in operation. (T&ES) (SUP#2011-0062)
9. The applicant shall provide adequate drop off and pick up facilities that minimizes impact on pedestrian and vehicular traffic in a designated pick-up and drop-off area to be located on the north side of East Windsor Avenue to the satisfaction of the Director of Planning & Zoning. Any signage deemed necessary to designate this area for the pick-up and drop-off of students shall be erected by the City at the applicant's cost. Day care/school employees must escort children to and from the parents' vehicles. The applicant shall ensure that no vehicles double park on East Windsor Ave or Clyde Avenue for pick-up or drop-off. Staff will continue to work with the applicant to monitor the safety and effectiveness of the Windsor drop off location and may make changes to the drop off plan in consultation with neighbors and the applicant if staff believes there are any issues related to safety or road access caused by the Windsor location. (P&Z)(T&ES)(City Council) (SUP2011-00062)
10. The applicant shall provide information about alternative forms of transportation to access the location of the day care center, including but not limited to print and electronic promotional materials, posting on the day care website, and other similar methods. (T&ES) (SUP2011-00062)
13. **Conditions Amended by Staff:** The use shall comply with the City's noise ordinance. ~~No outdoor~~ **All loudspeakers shall be permitted prohibited from the exterior of the building** and no amplified sound shall be audible at the property line. (T&ES) (SUP#2011-0062)
17. 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) (SUP2011-00062)

R-2 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)

- C-1 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-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, for information about completing this form. (T&ES)

Code Enforcement

- F-1 The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit plans. If there are any questions, the applicant may contact Ken Granata, Plans Review Services Division Chief at ken.granata@alexandriava.gov or 703-746-4193.
- C-1 Building and trades permits are required for this project. Six sets of *construction documents* sealed by a *Registered Design Professional* that fully detail the construction as well as layout and schematics of the mechanical, electrical, and plumbing systems shall accompany the permit application(s)
- C-2 Prior to the application for new Certificate of Occupancy, the applicant shall submit a building permit for a change of use. Drawings prepared by a licensed architect or professional engineer shall accompany the permit application. The plans shall show proposed conditions and provide data by the design professional which details how the proposed use will comply with the current edition of the Virginia Uniform Statewide Building Code for the new use in the area of structural strength, means of egress, passive and active fire protection, heating and ventilating systems, handicapped accessibility and plumbing facilities.
- C-3 Alteration to a building/structure shall comply with the Uniform Statewide Building Code (USBC).
- C-4 Before a building permit can be issued on any proposed future alterations, a certification is required from the owner or owner's agent that the building has been inspected by a licensed asbestos inspector for the presence of asbestos.
- C-5 A Certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof.
- C-6 Exits, parking, and accessibility within the building for persons with disabilities must comply with USBC Chapter 11.

Health

F-1 Foods must continue to be catered or plans must be submitted to upgrade the existing kitchen.

C-1 Food Facilities

1. An Alexandria Health Department Permit is required for all regulated facilities. A permit shall be obtained prior to operation, and is not transferable between one individual or location to another.
2. Plans shall be submitted to the Health Department through the Multi-Agency Permit Center. Plans shall be submitted and approved by the Health Department prior to construction. There is a \$200.00 plan review fee payable to the City of Alexandria.
3. Plans shall comply with Alexandria City Code, Title 11, Chapter 2, The Food and Food Handling Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility, including the hot water heater.
4. Facilities engaging in the following processes may be required to submit a HACCP plan: Smoking as a form of food preservation; curing food; using food additives to render food not potentially-hazardous; vacuum packaging, cook-chill, or sous-vide; operating a molluscan shellfish life-support system; and sprouting seeds or beans.
5. A Certified Food Manager shall be on-duty during all operating hours.
6. The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions.
7. Wood flooring in eating areas shall be finished in a manner that is smooth, durable, easily-cleanable, and non-absorbent. In many cases, original wooden flooring in historical structures may not be suitable for food service facilities.

Police Department

F-1 The Police Department has no objection to the SUP request.

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 100 E. Windsor Ave., Alexandria, VA 22301 hereby
(Property Address)

grant the applicant authorization to apply for the Private Academic School use as
(use) child care center
described in this application.

Name: Douglas Smith for Del Ray United Methodist Church Phone 703-549-2088
Please Print

Address: 100 E. Windsor Ave., Alexandria, VA 22301 Email: office@delrayuml.org

Signature: [Signature] trustee chair Date: 2/25/13

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 ten percent.

The Del Ray Montessori School is a corporation with
no owners, but has Board members. The school is
currently seeking 501(c)3 status.

OWNERSHIP AND DISCLOSURE STATEMENT *SUP 2013-0007*
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.		
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 100 East Windsor Ave., Alexandria, VA 22301 (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. Douglas Smith, Trustee	100 East Windsor Ave, Alexandria, VA 22301	100%
2. Chair, Del Ray UMC		
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 below 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 (i.e. City Council, Planning Commission, etc.)
1. Douglas Smith	None	City Council and Planning Commission
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.

2/25/13 Sarah E. Fondriest
Date Printed Name


Signature

THE DEL RAY MONTESSORI SCHOOL

Board of Directors

Name	Title	Relationship with City Council or Planning Commission?
Sarah E. Fondriest	President	No
J. Page Turney	Secretary	No
Jon Underly	Treasurer	No
Rebecca Underly	Chair	No
Bonnie J. Beste	Member	No

The Del Ray United Methodist Church

Board of Trustees

Name	Relationship with City Council or Planning Commission?
Alan Dudash	No
Margaret Bowden	No
Dan Steenstra	No
Ellen Horton	No
Sarah Hughes	No
Erin Dahlin	No
Harvey Boltwood	No
Doug Smith	No

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

[] **Yes.** Provide proof of current City business license

N/A

[] **No.** The agent shall obtain a business license prior to filing application, if required by the City Code.

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. (Attach additional sheets if necessary.)

The Del Ray Montessori School operates under SUP 2011-0062 and has created a rich, stimulating school environment that unites a community of students, families and staff. The School supports the optimum development of children and fosters a life-long love of learning. For more information, please visit our website at www.thedelraymontessorischool.com

Currently, the School is located in the Del Ray United Methodist Church and provides an excellent education to up to 41 students, ages 2 1/2 to 9. The purpose of this SUP is to expand our total number of children to 50, an increase of 9 students and enable the school to utilize an additional 416 square feet of existing space at the Church. The School would start using the additional space in September 2013. The School is also requesting permission to use its loading zone during half-day dismissal from 1:00pm-1:30pm.

Multiple horizontal lines for additional text input.

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).

~~The School would like to expand its total number of students to 50, which would be an increase of 9 children. The full-day students (approximately 33) will be at the school Monday-Friday from 8:15am-3:15pm, the half-day students (approximately 17) will be at the school Monday-Friday from 8:15am-1:00pm. Morning care is Monday-Friday from 7:45am-8:15am for a maximum of 18 children. After care is Monday-Friday from 3:15am-6:00pm for a maximum of 20 children.~~

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

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

~~Monday-Friday 7:15am-8:15am: 3 staff members on site
Monday-Friday 8:15am-3:15pm: 6 staff members on site
Monday-Friday 3:15pm-6:00pm: 3 staff members on site~~ There will be a total of 7 staff member per day, who will work different/overlapped shifts
5:30 pm

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

Day:
Monday-Friday

Hours:
~~7:15am-6:00pm~~ 8:15am-5:30 pm

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

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

The School anticipates noise from children while on the playground.

B. How will the noise be controlled?

There will be minimal noise while indoors, as the windows are shut. Outdoor noise will be monitored, discussed, and controlled by staff members.

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

The School does not anticipate or expect any odors to stem from the proposed use.

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)
Office paper, paper towels, and food wrappers.

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

Approximately 2 large bags per week.

C. How often will trash be collected?

Once a week.

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

Students and their families will be encourage to use the school trash bins. The Trash and Recycling Center in the City of Alexandria will be invited to give an "in-house" field trip presenting information on recycling and refuse.

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:

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:

12. What methods are proposed to ensure the safety of nearby residents, employees and patrons?
The School will supervise the students at all times, both indoors and outdoors.

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.

PARKING AND ACCESS REQUIREMENTS

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

- 6 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? <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?

2 are at 1800 Mt. Vernon Ave.; 2 are at 1712 Mt. Vernon Ave.

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? 3

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

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

Arrival (unloading): 8:15am-8:45am

~~Dismissal for half-day students (loading): 1:00pm-1:30pm~~

~~Dismissal for full-day students (loading): 8:00pm-8:30pm~~

3:15pm-3:45pm

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

Monday-Friday as outlined in 'C'.

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?

The Transportation Commission approved a loading zone in front of the school in SUP 2011-0062. It is used for ~~parents to pull up and allow staff members to assist children in and out of cars safely, without parents having to~~ park or abandon vehicles. The school is proposing to use the loading zone during the 1:00pm dismissal for half-day students, as outlined in 'C'.

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? 416 square feet.

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

1456 sq. ft. (existing) + 416 sq. ft. (addition if any) = 1872 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



APPLICATION - SUPPLEMENTAL

PARKING REDUCTION

Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location)

Under our current SUP #2011-0062, the Del Ray Montessori School has 2 dedicated parking places on site (see site plan for exact location) and leases 2 parking places located at 1800 Mt. Vernon Ave., Alexandria, VA 22301. The school is requesting a parking variance for the proposed additional classroom allowing the 2 required parking places be located at 1712 Mt. Vernon Ave., Alexandria, VA 22301.

2. Provide a statement of justification for the proposed parking reduction.

We received permission from the Transportation Commission to install a loading zone on East Windsor Avenue to alleviate the need for additional parking spaces for our sole use, as they are not available on church property. The School is requesting permission to use this loading zone for the new classroom, which will have a 1:00pm dismissal. Additionally, if necessary, there is ample street parking available to accommodate visitors/parents, which on a normal basis, would not be utilized for more than 15 minutes. Ultimately, the decrease in the amount of required parking spaces would not negatively impact the community.

3. Why is it not feasible to provide the required parking?

No additional parking spaces are available on the church parking lot or property.

4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?

 Yes. ✓ No.

5. If the requested reduction is for more than five parking spaces, the applicant must submit a **Parking Management Plan** which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.

6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.

+ 23

SUR2013-0007



1712 MT. VERNON AVE
ALEXANDRIA, VA 22301
703.683.5600 TEL
703.683.2502 FAX
FANNONPRINTING.COM

February 21, 2013

To Whom It May Concern:

This letter serves to notify you of the allowance of 2 parking spaces at 1712 Mt. Vernon Avenue to be used by Del Ray Montessori School located at 100 East Windsor Avenue beginning September 1st, 2013.

Respectfully yours,

A handwritten signature in black ink that reads 'Daniel Fannon'.

Daniel Fannon

SUP2013-0007




1800 Mt Vernon Ave
Alexandria VA 22301

September 4th, 2012

To Whom It May Concern:

From this date, September 4th, 2012, Arlandria Floors, Inc. of 1800 Mt Vernon Avenue Alexandria VA 22301, John Bresnahan, President, is furnishing Del Ray Montessori School of 100 East Windsor Avenue Alexandria VA 22301, Sarah Fondriest, owner, the use of two (2) parking spaces on a daily basis from 7:30 AM until 4:00 PM until further notice. Del Ray Montessori School assumes all responsibility for vehicles and vehicle owners.

25

Sincerely,

Arlandria Floors

CHILD CARE HOMES and CHILD CARE CENTERS

Applicants for both child care homes and child care centers (day care center, day nursery and nursery schools) shall complete this section.

1. How many employees will staff the child care facility, including the operator?

Up to 7.

How many staff members will be on the job at any one time? Up to 6.

2. Where will staff and visiting parents park? Those who do not walk or use public transportation will use the on site spaces, the leased spaces on Mt. Vernon Ave. and/or street parking.

3. Please describe how and where parents will drop off and pick up children.

Many of our students walk to school and their parents drop off/pick up their children at the school entrance on East Windsor Ave., Alexandria, VA 22301. The parents who drive use the school loading zone, by pulling up to the curb and allowing staff members to assist children in and out of the car safely without parents having to park or abandon vehicles.

4. At what time will children usually be dropped-off and picked-up?

Drop-off

8:15am - 8:45am, Monday-Friday

Pick-up

1:00pm-1:30pm, Monday-Friday (Half-day children)

~~3:00pm-3:30pm, Monday-Friday (Full-day children)~~

3:15pm-3:45pm

5. What type of outdoor play equipment is proposed for the child care facility, if any? Where will it be located on the property?

The School uses balls, tricycles, jump ropes, and similar toys on a block-top area located on the Church property.

6. Are play areas on the property fenced? Yes No

If no, do you plan to fence any portion of the property?

Yes No

Please describe the existing or proposed fence.

A wooden fence encloses the entire block-top area.

CHILD CARE CENTERS ONLY

Applicants for child care centers (day care center, day nursery and nursery schools) shall complete this section.

1. How many children will be cared for during one day? 50

2. What age children do you anticipate caring for? 2 1/2 to 9

3. Does the operation have a license from the State of Virginia for a child care facility?

Yes No

If yes, provide a copy of the license.

The Del Ray Montessori School

100 E. Windsor Ave. * Alexandria, Virginia 22301
www.thedelraymontessorischool.com
703.980.9409

April 22, 2013

To Whom It May Concern:

The starting time of The Del Ray Montessori School is at 8:15 a.m. and the peak pick-up (dismissal) time from 3:15 – 3:45 p.m. We are seeking a two-space parking reduction since we are unable to provide sufficient parking on a contiguous lot or within 300 feet of our current location.

If you have any further questions, please feel free to contact me at 703.980.9409.

Sincerely,

Sarah E. Fondriest
Director

The Del Ray Montessori School

Commonwealth of Virginia



DEPARTMENT OF SOCIAL SERVICES

CHILD DAY CENTER LICENSE

Issued to: The Del Ray Montessori School, operated by The Del Ray Montessori School

Address: 100 E. Windsor Avenue, Room 204, Alexandria, Virginia 22301

This license is issued in accordance with provisions of Chapters 1, 17 and 18, Title 63.2, Code of Virginia and other relevant laws, the regulations of the State Board of Social Services and the specific limitations prescribed by the Commissioner of Social Services as follows:

<u>CAPACITY</u> 38	
<u>GENDER</u> Both	<u>AGE</u> 2 ½ years through 9 years

This license is not transferable and will be in effect March 1, 2012 through February 28, 2014 unless revoked for violations of the provisions of law or failure to comply with the limitations stated above.

ISSUING OFFICE:

Virginia Department of Social Services
Division of Licensing - Fairfax Licensing Office
3701 Pender Drive, Suite 125
Fairfax, VA 22030

Telephone: (703) 934-1505

CDC 1106987-L154
LICENSE NUMBER

MODIFIED

MARTIN D. BROWN

COMMISSIONER OF SOCIAL SERVICES

By

Jennifer H. Nalli

Title

LICENSING ADMINISTRATOR

Date

August 7, 2012



5 ft.

Site Plan: The Del Ray Montessori School
100 East Windsor Ave.
Alexandria, VA 22301
POC: Sarah Fondriest

yellow outline - Del Ray United Methodist Church
100, 108 East Windsor Ave.
Alexandria, VA 22301
Parking lot: 125 ft x 60 ft.

Entire lot: North boundary: 250 ft.
South boundary: 250 ft.
East boundary: 180 ft.
West boundary: 300 ft.

Parcels: 034.04-02-10
034.04-02-02

⊗⊗ - Two current dedicated parking spaces
x - shows location of current classrooms
xx - shows location of proposed classroom

All classrooms are located on the 2nd level of the building.

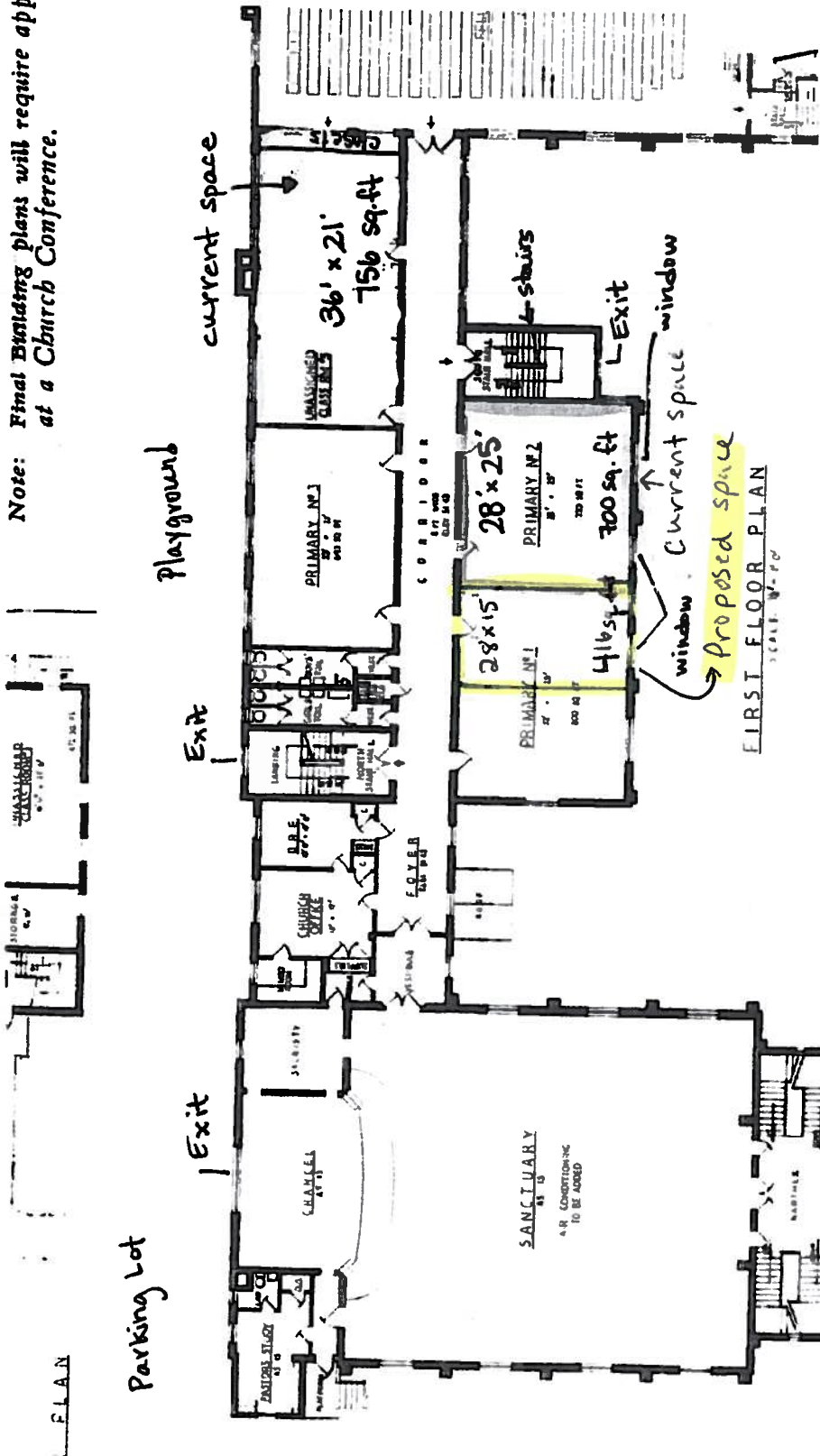
The window in the proposed space overlooks the grassy area on East Windsor Ave., on the Southside of the site. 30

Floor Plan

The Del Ray Montessori School
100 E. Windsor Ave.

SUP2013-0007
contact: Sarah Fondriest

Note: Final Building plans will require app
at a Church Conference.



From: Cathy Bovey [<mailto:cathybovey@aol.com>]
Sent: Tuesday, February 07, 2012 9:21 AM
To: Nathan Randall
Subject: Special Use Permit request for Del Ray Montessori School

SUP 2013-0007

Good morning,

My name is Catherine Bovey and I would like to speak on behalf of the proposed elementary program for the Montessori School in the Del Ray community. Both of my children attended a Montessori School for both primary and elementary years. One of my daughters is dually trained holding both primary and elementary certificates; she currently teaches in the only accredited AMI School in Hawaii. My grandchildren and great nieces and nephews also attend Montessori schools. Thus one can see that I hold the Montessori theory of education in high esteem and near and dear to our hearts. The education derived therefrom encourages an innate love of learning, self-motivation, and self discipline. It fosters leadership, group resolution to issues, and a warm, loving atmosphere in which to work. Del Ray community is very fortunate to have a Montessori school in its neighborhood where children can access it easily and job growth created therefrom remains within the community. I trust that you will grant the school's application for a Special Use Permit.

-----Original Message-----

From: Womble, Jeanine B LCDR OGC, NLO [mailto:jeanine.womble@navy.mil]

Sent: Tuesday, February 07, 2012 8:31 AM

To: Nathan Randall

Subject: SUPPORT FOR THE DEL RAY MONTESSORI SCHOOL

SUP2013-0007

Mr. Randall,

I am writing to express my support for The Del Ray Montessori School in Alexandria. As a parent I am a firm believer that choice is essential for parents educating their elementary-aged children. Del Ray Montessori offers a community-based option for parents seeking a school that uses the Montessori theory of education. Del Ray Montessori school strengthens the bonds of community by keeping neighborhood parents in Del Ray who would otherwise seek Montessori education elsewhere. Finally, in this tight economy, it can only benefit the local businesses of Del Ray to have a stream of parents dropping off and picking up their children. If a parents needs a birthday gift or a cup of coffee, the convenience of dropping by a local business on the way to or from their neighborhood school can only add to revenues of the Del Ray stores and restaurants.

I believe the Del Ray Montessori School is an asset to the children of Del Ray and the community as a whole. I encourage you to grant the school's application for a Special Use Permit.

Thank you.

Jeanine Bryant Womble

From: Jo Ann Weber [mailto:jjweber54@yahoo.com]
Sent: Monday, February 06, 2012 9:53 PM
To: Nathan Randall
Subject: The Del Ray Montessori School

SUP2013-0007

Dear Mr. Randall,

At this time, the Del Ray Montessori School is seeking a Special Use Permit for expansion of a second classroom.

As the aunt of several students of the Del Ray Montessori School, I have seen first hand the benefits of the quality education provided by this school. This school not only provides a great educational avenue to the students but provides a sense of community. With a limited number of Montessori schools, this also gives others the opportunity to come into Del Ray providing economic resources to your area.

I hope you will strongly consider granting this Special Use Permit so more students will be able to take advantage of this excellent education.

Sincerely,

Jo Ann Weber

From: Carter O'Donnell [<mailto:scarterbai@aol.com>]
Sent: Monday, February 06, 2012 9:36 PM
To: Nathan Randall
Subject: In Support Of Del Ray Montessori School

SUP 2013 0007

Good Evening,

My name is Carter O'Donnell and I am a fellow Montessorian who has previously worked in the Washington DC area for many years. My family is currently stationed in Honolulu, but plan on returning to Alexandria in the near future. I have supported this school from the beginning and have frequently been in touch with the teacher who helped open the school, lending support and mentoring as needed. As I have followed the children's and school's progress, it would be a crime to stifle this incredible opportunity for the children in the Del Ray Community. Montessori is a special hands on learning style that stimulates the best in children. Please grant Del Ray Montessori School their special use permit immediately. I look forward to becoming a part of their community either as a staff member, parent, or both in the future.

Thank you,
Carter O'Donnell, MEd

-----Original Message-----

From: Hkulberg [mailto:hkulberg@yahoo.com]

Sent: Monday, February 06, 2012 6:54 PM

To: Nathan Randall

Subject: Re: Montessori school in Del Ray

SUP2013-0007

Mr. Randall,

I am writing in support of the Montessori school in Del Ray. Over 100 years ago, Maria Montessori recognized the importance of providing the foundation of knowledge to children through a myriad of sensory experiences. My daughter has thrived in this special environment. I appreciate your support for the school.

Heidi Kulberg

Sent from my iPad

From: Catherine Brack [<mailto:catherinebrack@yahoo.com>]

Sent: Tuesday, February 07, 2012 11:59 AM

To: Nathan Randall

Subject: Montessori School in Del Ray

SUP 2013-0007

Please grant the application for a Special Use Permit for the Del Ray Montessori School. The school will benefit the community, and over time, the larger metro area.
Thank you for your consideration.

From: David Turney [<mailto:dn.turney@yahoo.com>]
Sent: Tuesday, February 07, 2012 1:48 PM
To: Nathan Randall
Subject: The Del Ray Montessori School

SUP2013-0007

Dear Mr. Randall,

My wife and I have two grandchildren, Ben and Anna Turney, attending the Del Ray Montessori School. We are strong supporters of the Montessori techniques of teaching. Both of our daughters had the opportunity of attending a Montessori school in their early years, and we attribute much of their success and happiness in life to this experience. We often have the pleasure of taking Ben and Anna to school. I wish you could meet them and see their love of learning. I am continually amazed at how much they have learned by age 5, including reading, sewing, binomial cubes, the continents, how to work independently but also how to mentor others, speaking in front on an audience about their favorite Montessori "job", and so much more.

We have heard that some may object to the granting of a Special Use Permit. As active participants in our grandchildren's schooling, we have seen firsthand the running of this school, and have never witnessed anything worthy of denying the city such an asset as this school. Importantly, if there are issues to be worked, I know Ms. Fondriest, her staff, and the parents are more than willing to work to resolve them. The quality of education afforded by the Del Ray Montessori School will pay dividends to our community. I earnestly hope you will support elementary status of this school.

Respectfully,

David and Nina Turney

Del Ray Citizens Association

Established 1954
delraycitizens@yahoo.com

P.O. Box 2233, Alexandria, VA 22301
<http://www.delraycitizen.org>

April 28, 2013

Faroll Hamer, Director, Department of Planning and Zoning
City Hall, Room 2100
Alexandria, VA 22314

Subject: SUP# 2013-0007; Del Ray Montessori School at 100 East Windsor Avenue

Dear Ms. Hamer,

The Del Ray Citizen Association (DRCA) Land Use Committee (LUC) has reviewed SUP# 2103-0007 requesting an increase in the number of children, an additional pick-up time and an additional parking reduction.

The LUC supports the availability of education and daycare options in the neighborhood but has concerns about the gradual intensification of use and the impact of the drop-off/pickup solution should this use continues to intensify. The LUC has serious concerns regarding the solution for drop-off and pick-up zone which utilizes a travel lane that is on an emergency travel route and recommends the tenant work with the landlord to develop an off street drop-off/pick-up location.

Sincerely,

Kristen K. Gedeon
Co-Chair
Land Use Committee

cc:

Joanna Anderson, Acting Deputy Director
Nathan Randall, Urban Planner
Kendra Jacobs, Administrative Supervisor

*Celebrating 100 years of the Town of Potomac
1908 - 2008*

39