



Docket Item #6

Special Use Permit #2014-0002

5380 Holmes Run Parkway – Child and Family Network Centers

Application	General Data	
Consideration of a Special Use Permit request to operate a day care center with a parking reduction	Planning Commission Hearing:	March 4, 2014
	City Council Hearing:	March 15, 2014
Address: 5380 Holmes Run Parkway	Zone:	RC/High-Density Apartment
Applicant: Child and Family Network Centers represented by Lee Jackson	Small Area Plan:	Landmark/Van Dorn

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

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

PLANNING COMMISSION ACTION, MARCH 4, 2014: On a motion by Vice Chairman Dunn, seconded by Commissioner Lyman, the Planning Commission recommended approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations. The motion passed on a vote of 7 to 0.

Reason: The Planning Commission agreed with the staff analysis.

Speakers:

Ansley Shackleford, representing the applicant, explained the state's role in the licensure of preschools.



I. DISCUSSION

The applicant, Child and Family Network Centers (CFNC) requests Special Use Permit approval for the operation of a day care center (preschool) with a parking reduction at 5380 Holmes Run Parkway.

SITE DESCRIPTION

The subject site is a 665 square-foot space on the ground level of ParcView Apartments, a 14-story, 149 unit apartment building originally constructed as the Landmark Apartments in 1974. The building is located on a three-acre, irregularly shaped lot that also includes 164 parking spaces, a swimming pool, and adjacent patio spaces.

Mid and high-rise apartment buildings and condominiums surround the property. The property is bordered by Holmes Run Park to the north, the Pavilion on the Park residential condominiums to the east, the Parkwood Court Apartments to the south, and the Claridge House Apartments to the west.

The CFNC proposes to occupy a community room for the preschool. The community room is located on the first floor of the apartment building and may be accessed directly from the lobby or from an interior corridor, across from the elevators. The proposed preschool space is composed of a foyer, one classroom, a kitchen and a bathroom.



BACKGROUND

The Child and Family Network Centers, a 501(c)(3) non-profit organization, provides nationally-accredited, free educational child care and related services to nearly 200 at-risk children and families of limited means in Alexandria. In addition, CFNC offers parent workshops on financial literacy, health, and family support issues. Currently, the organization operates ten preschool classrooms at six locations in the City.

PROPOSAL

The CFNC proposes the creation of a day care center (preschool) for 18 students on the first floor community room of the ParcView Apartments. A two-space parking reduction is also requested. The preschool hours are to be from 9:00am to 3:00pm. Options for a before care program would be offered between 7:00am and 9:00am; after care opportunities would be

provided between 3:00pm and 6:00pm. The organization expects that the majority of its students will live in the ParcView Apartments. In addition to the preschool, parent workshops on financial literacy, health, and family support issues may also be offered once a month during the evenings at this space.

Additional features of the preschool proposal are:

Hours of Operation: 7:00am – 6:00pm Monday through Friday
7:00am-9:00am, before care
9:00am-3:00pm, preschool classes
3:00pm-6:00pm, after care

Proposed Pick-up/Drop-off Hours: 7:00am-9:00am drop-off
3:00pm-6:00pm pick-up

Proposed Number of Children: 18

Ages of Children: 3 to 5 years

Staff: Up to 4 staff members at any one time

Play Area: Landscaped area at southwest corner of building or
at Holmes Run Park

Noise: Minimal indoor noise from the children is anticipated. Outdoor noise is a possibility, but will be monitored and controlled by staff as necessary.

Trash/Litter: Typical classroom materials such as paper and craft materials and disposable food service supplies.
Trash will be collected daily.

ZONING/MASTER PLAN DESIGNATION

The proposed use is located in the RC/ High-Density Apartment zone. According to Section 9-303(C), a day care center is allowed by Special Use Permit in the RC zone. The use is not eligible for Administrative SUP approval since it is not located either in a church or school building.

The ParcView Apartments are based within the Landmark/Van Dorn Small Area Plan which designates the property for uses consistent with the RC/High-Density Residential zone.

PARKING

Pursuant to Section 8-200(A)(8) of the Zoning Ordinance, two off-street parking spaces are required for every preschool classroom. The proposed use, with one classroom, is required to provide two off-street parking spaces. As a technical zoning matter, however, all parking spaces at the site are allocated to existing residential units in order to meet existing parking requirements. The applicant proposes a two-space parking reduction to satisfy the zoning requirement.

As a practical matter, staff has recommended that the applicant provide four additional spaces to accommodate the preschool staff's parking needs, bringing the total number of parking spaces available for the use during business hours to six. The applicant has arranged for six parking spaces and the landlord has agreed to the addition of signs designating the six spaces for preschool use only from 7:00am to 6:00pm, Monday through Friday.

STUDENT PICK-UP/DROP-OFF

CFNC anticipates that the majority of students will walk to the preschool from their apartments in the building. At least two parking spaces in close proximity to the front entry would be assigned by the landlord for pick-up and drop-off for students arriving and departing by automobile. Parents who drive will park in these parking spaces and walk their children directly to and from the preschool facility.

II. STAFF ANALYSIS

Staff supports the applicant's request to operate a preschool at the ParcView Apartments. The proposed location is convenient for children and parents, providing a valuable service for resident families who may not otherwise have access to quality preschool educational opportunities. Although the potential for interior noise exists, it is not expected to impact residents since the preschool is small and separated from the residential units.

The Pick-up/Drop-off plan is appropriate for the few parents driving their children to the preschool. To ensure that the spaces are reasonably well located for parents' use, Condition #4, requires the designation of two parking spaces for this function near the building entrance.

Staff also supports the requested parking reduction. Adequate parking for the use is available as a practical matter given that the preschool will operate during regular business hours when many residents have left their apartments for the day. A recent staff site visit during the proposed preschool hours revealed that approximately one third of the 164 total parking spaces were vacant. To ensure adequate parking at the site, Condition #5 requires the applicant to provide documentation of the location the six parking spaces prior to the operation of the preschool.

Staff has included several additional conditions in this report. Many are standard conditions regarding matters such as hours of operation and the maximum number of children attending the preschool. In the event that Holmes Run Park is used as a play space for the children, staff recommends special Condition #6 to require the applicant to craft an appropriate street-crossing plan. Although such measures are expected to be reviewed as part of the state licensure process, staff has included the condition language here as a potential step to provide child safety.

Staff believes that the proposed use is reasonable in this location and recommends approval of the Special Use Permit request subject to the conditions contained in Section III of this report.

III. RECOMMENDED CONDITIONS

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

1. 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)
2. The hours of operation for the preschool shall be limited to between 7:00am and 6:00pm, Monday through Friday. (P&Z)
3. The maximum number of children permitted at the preschool at any one time shall be 18. (P&Z)
4. All pick-up and drop-off of children via automobiles shall be in a location to the satisfaction of the Director of Planning and Zoning. Parents shall escort their children to and from the preschool space on the first floor of the apartment complex. The applicant shall ensure that no vehicles double park on Holmes Run Parkway for pick-up or drop-off. (P&Z) (T&ES)
5. The applicant shall provide at least six parking spaces, which shall be designated with signage as being reserved for preschool use between the hours of 7:00am and 6:00pm. At least two of these parking spaces shall be near the building entrance for parent pick-up and drop-off. The applicant shall provide written documentation from the landlord confirming the provision and location of these parking spaces for the review and approval of the Director of Planning and Zoning prior to the opening of the preschool. (P&Z)
6. If Holmes Run Park is used for play space for children and unless an alternative plan is approved as part of future state licensure, the preschool staff shall devise a written policy that will be routinely practiced for crossing Holmes Run Parkway at the crosswalk, directly in front of the building, with a large group of children. It is recommended that one staff member shall lead the group and the other staff member shall stand at the edge

of the crosswalk (half way across) until the whole group has reached the other side. Additionally, the preschool staff shall define the boundaries of the play area in Holmes Run Park during each visit with a set of safety cones or similar devices. The staff shall carry a cell phone, first aid kit, emergency contact information, and play materials and equipment on each outing. (DCHS)

7. The facility shall obtain all required state, federal, and local licenses and certificates prior to opening its place of business. (P&Z)
8. 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)
9. 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)
10. The applicant shall contact the Community Relations Unit of the Alexandria Police Department at 703-746-6838 regarding a security assessment for the pre-school center. It is recommended that it be completed prior to the pre-school center opening for business. (Police)
11. 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: Alex Dambach, Division Chief, Department of Planning and Zoning;
Ann Horowitz, 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 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 and Environmental Services

- R-1. The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)
- R-2. The applicant shall ensure that no vehicles double park on Holmes Run Parkway for pick-up or drop-off. (T&ES)

Code Enforcement

- F-1 The following comments are for SUP review. Once the applicant has filed for a building permit and additional information has been provided, code requirements will be based upon that information and the building permit plans. If there are any questions, the applicant may contact Ken Granata, Plan Review Division Chief at ken.granata@alexandriava.gov or 703-746-4193.
- C-1 Building and trade permits are required for this proposed school if there will be any construction alterations made to existing layout to accommodate students and teachers.
- C-2 A certificate of occupancy application and plan submittal is required to have this proposed use approved.
- C-3 Five sets of construction documents sealed by a Registered Design Professional (if applicable) that fully detail the construction as well as layout and schematics of the mechanical, electrical, and plumbing systems shall accompany the permit application(s).

Health

C-1 Child Care 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.
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.

Community and Human Services, Early Childhood Division

- R-1 The preschool staff shall devise a written policy that will be routinely practiced for crossing Holmes Run Parkway at the crosswalk, directly in front of the building, with a large group of children. It is recommended that one staff member shall lead the group and the other staff member shall stand at the edge of the crosswalk (half way across) until the whole group has reached the other side. Additionally, the preschool staff shall define the boundaries of the play area in Holmes Run Park during each visit with a set of safety cones. The staff shall carry a cell phone, first aid kit, emergency contact information, and play materials and equipment on each outing.

Parks and Recreation

No comments

Police Department

- R-1 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-746-6838 regarding a security assessment for the pre-school center. It is recommended that it be completed prior to the pre-school center opening for business.

The Police Department has no objections to the pre-school.

Ann



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2014-0002

PROPERTY LOCATION: 5380 Holmes Run Parkway, Alexandria, VA 22304

TAX MAP REFERENCE: 048.01-01-17 **ZONE:** RC

APPLICANT:

Name: The Child and Family Network Centers

Address: P.O. Box 2816 Alexandria, VA 22301

PROPOSED USE: To provide preschool to children ages 3 to 5 years old

☒ **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.

Lee Jackson

Print Name of Applicant or Agent

P.O. Box 2816

Mailing/Street Address

Alexandria, VA 22301

City and State

Zip Code

[Signature]
Signature

703-836-0214

Telephone #

LJACKSON@cfnc-online.org

Email address

12/26/13

Date

703-836-3180

Fax #

ACTION-PLANNING COMMISSION: _____ **DATE:** _____

ACTION-CITY COUNCIL: _____ **DATE:** _____

SUP #

2014-0002

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 5380 Holmes Run Parkway, I hereby
 (Property Address)
 grant the applicant authorization to apply for the Childcare/Preschool use as
 (use)
 described in this application.

Name: Shelley S. MurphyPhone: 703-642-3830
 Please Print
 Address: 5515 Cherokee Ave. Ste. #204, Alexandria, VA 22312
Email: smurphy@whdc.orgSignature: Shelley S. MurphyDate: 12/18/13

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.

N/A

Board of Directors For The Child and Family Network Centers
Steve Neuman, Hartley Hobson Wenzing, Karen Johnson,
Pete Gartlan, Barbara Favok, Heather O'Neill - Telks,
Bill Maino, Scott McLallen, Emily Oehler, Pedro Pablo Penuay,
Dagobert Soergel, Steven Reed, Geoffrey Giovanetti,
Kate Boyce, and Helenanne Connolly

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

SUP2014-0002

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. The Child and Family Network Centers	P.O. Box 2816 Alexandria, VA 22301	NON-PROFIT
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 P.O. Box 2816 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.		
2.		
3. Wesley ParcView LP	5515 Cherokee Ave #204 Alexandria, VA 22312	100%

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

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

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

12/28/13

Date

Lee Jackson, COO, CFNC

Printed Name


Signature

Continued from Page 3 of the SUP Application

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3. Business or Financial Relationships

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.)
Steve Nearman	None	
Hartley Hobson Wensing	None	
Karen Johnson	None	
Pete Gartlan	None	
Barbara Favola	None	
Heather O'Neill Jelks	None	
Bill Marino	None	
Scott McLallen	None	
Emily Oehler	None	
Pedro Pablo Permuy	None	
Dagobert Soergel	None	
Steven Reed	None	
Geoffrey Giovanetti	None	
Kate Boyce	None	
Helenanne Connolly	None	

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

N/A

☐ **Yes.** Provide proof of current City business license

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

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 Child and Family Network Centers (CFNC), a 501(c)(3) non-profit organization
provides caring, high quality free education and related services to nearly 200 at-risk
children and families living in poverty in Alexandria. CFNC prepares and empowers
our children and families for success in school and in life. CFNC's programming
includes nationally accredited early childhood education, family and financial literacy,
and health and family support services. This comprehensive approach focuses on the
empowerment of the entire family, reflecting our commitment to the belief that we will
change the future of our most at-risk children only when we change the present for
their parents.

We are requesting to use the community room of the ParcView Apartments located at
5380 Holmes Run Parkway, Alexandria, VA 22304.

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).

18 children ages 3 to 5 years old - classes begin 9:00am and end at 3:00pm.

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

4 adults (lead teacher, assistant teacher, volunteers, and family support workers)

Time period - 7:00am - 6:00pm

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

Day:

Monday - Friday (before care)

Hours:

7:00am - 9:00am

Monday - Friday (childcare/preschool)

9:00am - 3:00pm

Monday - Friday (aftercare)

3:00pm - 6:00pm

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

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

Noise level is the result of children playing and participating in school
activities (including singing).

B. How will the noise be controlled?

Teachers will be responsible for controlling the noise levels of their
respective students.

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

N/A There is no expectation of odors emanating 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)
Trash will consist of classroom consumables and food service disposable supplies.

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

Daily pick-up. Trash that will consist of consumables and food service disposable supplies - 2-4 bags

C. How often will trash be collected?

Each CFNC teacher and staff members are responsible for ensuring that their classroom

site is clean and litter free.

- Daily Pick-up

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

Each CFNC Teacher and staff members are responsible for ensuring that their classrooms site is clean and litter free.

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

[] Yes.

[x] 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?

Our classrooms are secure. No one is admitted into the premises without
proper identification and purpose. Those individuals who are authorized to
pick-up and drop-off children are allowed on the premises each school day.

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:

~~6-10~~

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?

☐ Yes ☐ No

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

☒ on-site☐ off-site

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

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? one

Planning and Zoning Staff Only

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

Does the application meet the requirement?

☐ Yes ☐ No

- B. Where are off-street loading facilities located? In front of the building.
- C. During what hours of the day do you expect loading/unloading operations to occur?
Parents will arrive at 7:00am and 6:00pm for before and after care respectively.
Parents who do not participate in before and aftercare will drop off at 9:00am and pick-up at 3:00pm.
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
Two times per day during the school week.
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 street access is adequate

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?
665 sq. ft. (existing) + 0 sq. ft. (addition if any) = 665 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

CHILD CARE

This Supplemental information is to be filed by applicants requesting special use permit approval of a child care home or child care center. All applicants must submit a plot plan of the property, showing play areas and parking, and an interior floor plan. If a play area that is not owned or leased by the operator is to be used by the children, written permission from the owner must be obtained and a copy submitted with this application.

CHILD CARE HOMES

N/A

Applicants requesting special use permit approval of a child care home for six to nine children within a home shall complete this section.

1. Is the proposed facility the principal residence of the operator? ☐ Yes ☐ No
2. Is the operator registered with the City of Alexandria Office of Early Childhood Development to provide child care in the home? ☐ Yes ☐ No
3. How many children, including resident children, will be cared for? _____
4. How many children reside in the home? _____
5. How old are the children? (List the ages of all children to be cared for)
Resident: _____
Non-resident: _____
6. A minimum of 75 square feet of outdoor play area on the lot must be provided for each child above age two.
Play area required:
Number of children above age two: _____ x 75 square feet = _____ square feet
Play area provided: _____ square feet
7. If the lot does not have room for on-site play area, is the child care home within 500 feet of a park or playground available for the children to play in? ☐ Yes ☐ No
If yes, please describe the park's play area:

NOTE: Child care homes are not permitted to display signs.

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?

3 to 4 employees.

How many staff members will be on the job at any one time? At least 2 employees.

2. Where will staff and visiting parents park? In front of the building or in the building parking lot. However, the majority of the students will be from families that live in the building and therefore will be walking to the classroom.

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

The majority of the students will be of families in the building so we do not anticipate many being driven to

drop off or pick-up. However, there is street parking in front of the building and the parking lot of the building

where parents could park and walk their children to the front of the building.

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

Drop-off

7:00 am to 9:00am

Pick-up

3:00pm to 6:00pm

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

N/A In the green space across from the Fairview building or down the street, play activities using outdoor play equipment such as balls, outdoor games, hoola-hoops, etc. will be used. No physical playground structure exists.

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.

There is green space available for outdoor activity across from front of the Fairview building that will be used for play space as well as an additional larger green space down the street.

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? 18 children

2. What age children do you anticipate caring for? 3 to 5 years old

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.

**Note: All of CFNC's existing sites are licensed from the state of VA. We are in the process of seeking a license for 5330 Holmes Run Parkway for the community room of the Parc View apartments.*



Site Plan of Parc View Apartment Building (for The Child and Family Network Centers SUP application)

Location: 5380 Holmes Run Parkway, Alexandria, VA 22304

- Red outline indicates property lines.
- Yellow outline indicates green space available for outdoor play.
- Green outline indicates parking spaces.

SUP2014-0002

The Child and Family Network Centers
 Floor Plan of ParcView Apartments
 Location: 5380 Holmes Run Parkway
 Alexandria, VA 22304

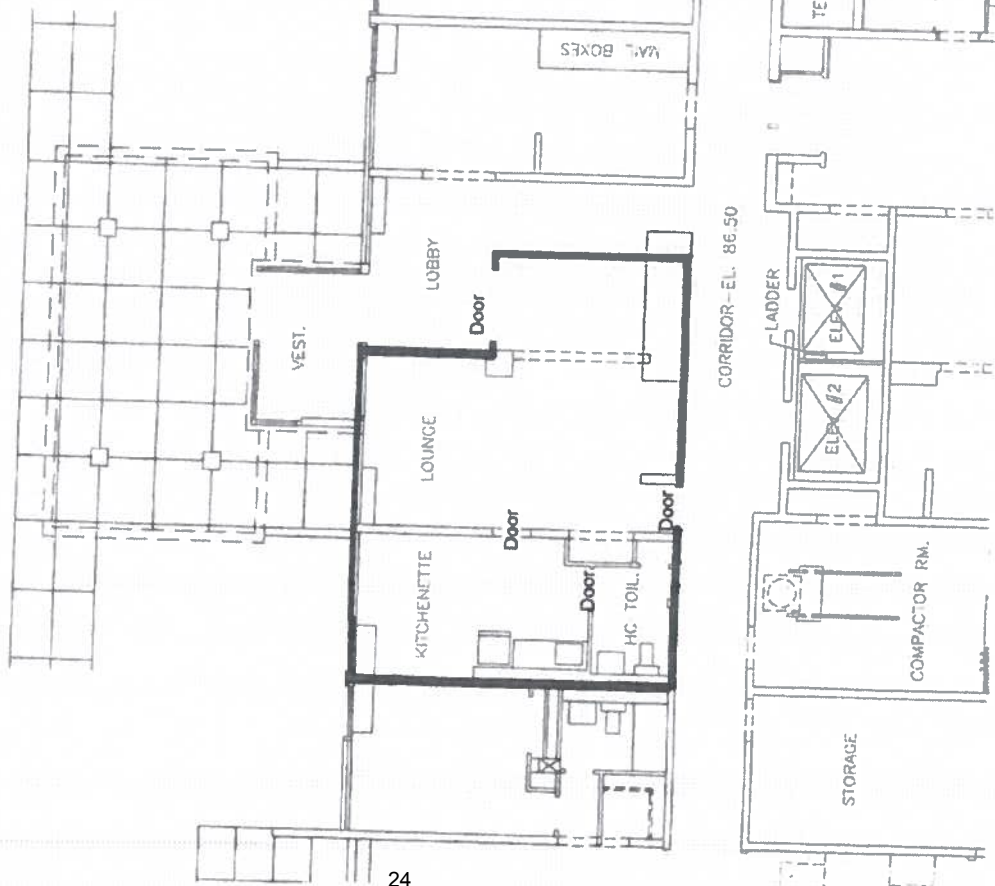
Location of Proposed preschool classroom highlighted
 Areas include: Kitchenette and adjoining bathroom and Lounge Area

Measurements:

Lounge Area - 485 Sq Ft.

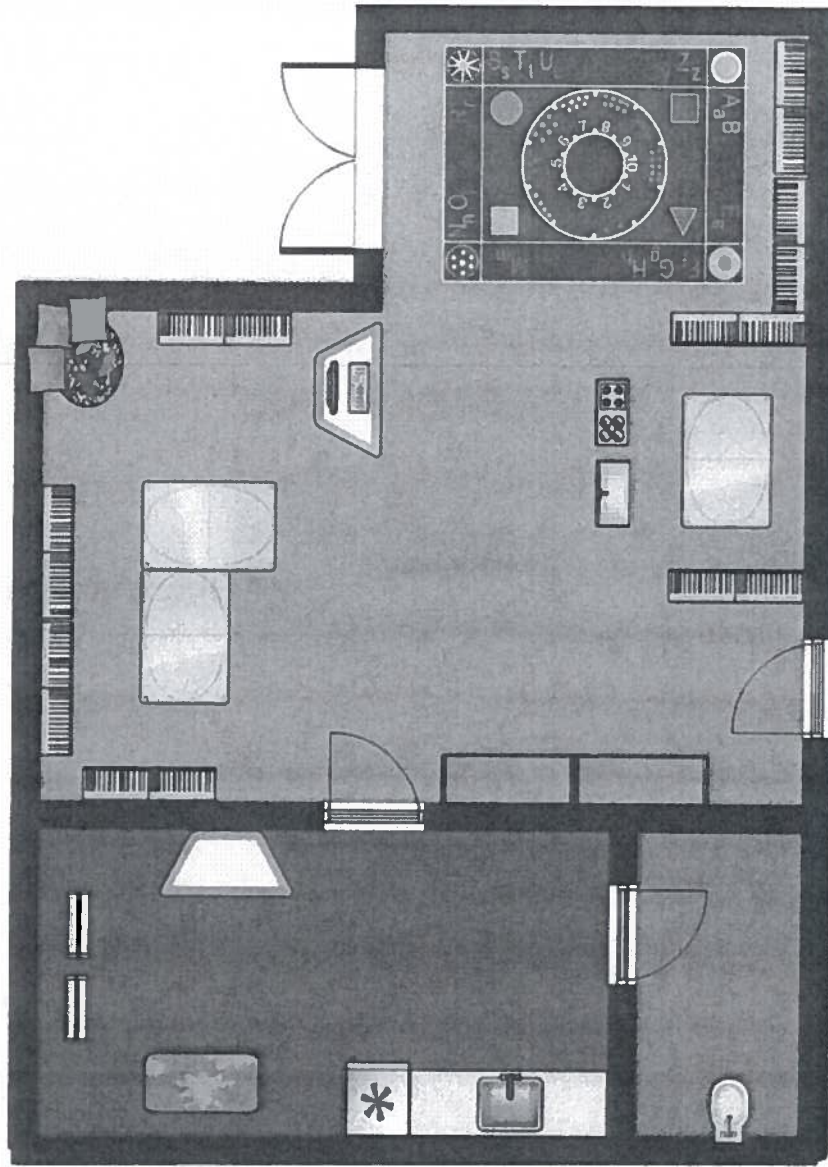
Kitchen Area - 180 Sq Ft.

Total Sq Ft. - 665 Sq Ft.



The Child and Family Network Centers
 SUP Application for ParcView Apartments
 Location: 5380 Holmes Run Pkwy
 Alexandria, VA 22304

Classroom Plan with Furniture



0ft 12ft 24ft

SUP2014-0002
 floor planner



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)

The Child and Family Network Centers is requesting a parking reduction of 2 spaces at the 5380 Holmes Run Parkway location for our preschool program. The majority of the families who will be attending the class will be from the ParcView Apartment building and will not be driving to the site.

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

The majority if not all of the students that will be enrolled in the classroom will be from families who live in the ParcView building and so would be onsite. The 2 spaces would be utilized by the few families that may not live onsite for pick up and drop off times. Our hours of operation are during the work day when most residents are at work.

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

There are no designated visitor spots. All available spaces are allocated for the residents according to the zoning requirements.

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. Our hours of operation are during the work day when most residents are at work. The preschool will be offering a service to the ParcView building residents by offering onsite Free quality preschool.