

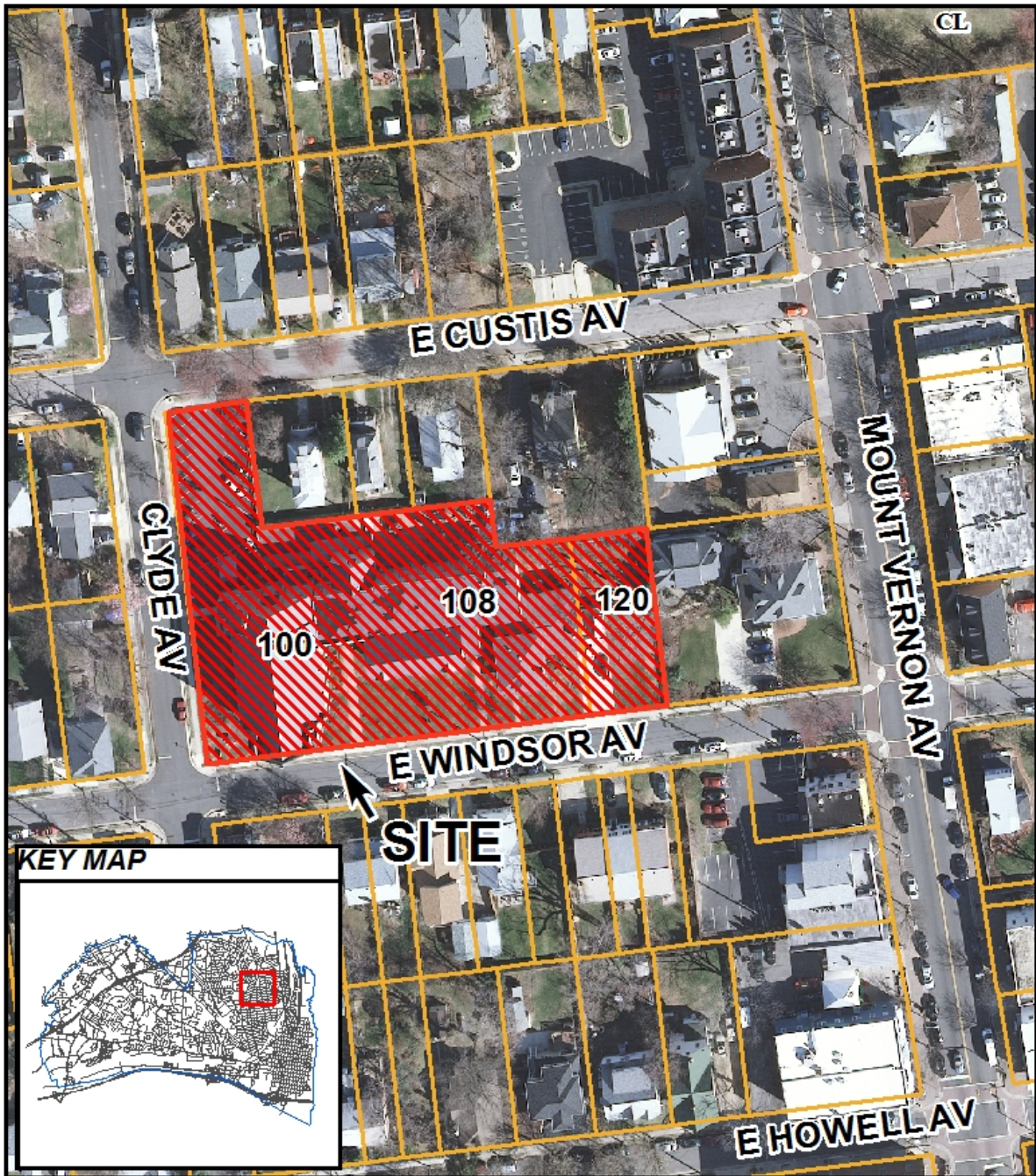


DOCKET ITEM # 13
Special Use Permit #2015-0064
100 - 120 East Windsor Avenue
The Del Ray Montessori School

Application	General Data	
Public hearing and consideration of an amendment request to increase enrollment, increase hours of operation, and a parking reduction	Planning Commission Hearing:	September 1, 2015
	City Council Hearing:	September 12, 2015
Address: 100-120 East Windsor Drive	Zone:	R2-5/Residential
Applicant: The 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: Ann Horowitz, ann.horowitz@alexandriava.gov



SUP #2015-0064
100-120 East Windsor Avenue



I. DISCUSSION

The applicant, Del Ray Montessori School by Sarah Fondriest, Director, requests a Special Use Permit amendment to increase enrollment at an existing day care center and private academic school and increase the hours of operation with a parking reduction at 100-120 East Windsor Avenue.

SITE DESCRIPTION

The subject site encompasses two lots of record which are 100 and 120 East Windsor Avenue. The irregularly-shaped lot at 100 East Windsor Avenue has 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 house of worship building which connects to a two and three-



story building with classrooms and offices for the church, the Del Ray Montessori School, and the Creative Play School. The two-story church parsonage is also connected to this building. The lot at 120 East Windsor Avenue is unimproved except for a driveway abutting the parsonage to the east. 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

Special Use Permit #2011-0037 was administratively approved for the Del Ray Montessori School for the operation of a 21-child day care center in late summer 2011. In February 2012, City Council approved SUP#2011-0062 to increase the overall number of children at the site to 40 and to include a private academic school for the education of children, ages six and over (compulsory school age). In May 2013, City Council approved SUP#2013-0007 allowing the Del Ray Montessori School to increase the number of children at the site from 40 to 50. In November 2014, City Council approved SUP#2014-0084 to increase enrollment from 50 to 64 children and to add occasional accessory parent/child classes on Saturday mornings. A parking reduction was granted at that time.

The Del Ray Montessori School operates as one institution, although the school provides two uses: a child day care and a private academic school.

Since the early 1980s, Creative Play School has operated at the site, sharing the the church building with the applicant. Special Use Permit #2001-0137, approved in 2002, permitted it to have up to 120 children in the afternoons.

Staff inspected the Del Ray Montessori School in August 2015 for compliance with conditions of existing SUP#2014-0084 and found no violations.

PROPOSAL

The applicant proposes to increase enrollment at its existing day care operation and private school from 64 children to 102 children. The additional 38 children would be of preschool age and would be cared for in two additional classrooms. The classroom for up to twenty-six 2 ½ to 6 year olds would be located in the church building and a classroom for up to twelve 18 months to 3 year olds would be in the parsonage. Additionally, the applicant requests to open 15 minutes earlier at 8 a.m., Monday through Friday. Last, the applicant also requests a technical parking reduction to permit tandem parking for six employee vehicles in the driveway of the parsonage.

Additional elements of the existing operation and current proposal are as follows:

Existing Hours of Operation: 8:15 a.m. – 5:30 p.m. Monday – Friday
9 a.m. – 10:30 a.m. Saturdays (occasional classes)

Proposed Hours of Operation: 8:00 a.m. – 5:30 p.m. Monday – Friday
9 a.m. – 10:30 a.m. Saturdays (occasional classes)

Existing 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

Proposed Pick-up/Drop-off Hours: 8 a.m. – 9 a.m., Monday-Friday
12 noon – 12:30 p.m., Monday-Friday
1 p.m. – 1:30 p.m., Monday-Friday
3 p.m. – 3:45 p.m., Monday-Friday

Existing Number of Children: 30 children in day care
34 children in school
64 total children

Proposed Number of Children: 68 children in day care
34 children in school
102 total children proposed

Existing Child Ages: 2.5 years to 12 years old

Proposed Child Ages: 18 months to 12 years old

<i>Existing Staff:</i>	<i>Up to nine staff members</i>
Proposed Staff:	Up to 15 staff members
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 and no more than 45 children from either school would be outside at any one time. Additional proposed space would be located at the back and side yards of the parsonage.
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 composed office paper and food wrappers

ZONING/MASTER PLAN DESIGNATION

The subject site is split-zoned. The unimproved lot and all of the church building are located in the R2-5 / Single and Two-Family zone. A portion of the 100 East Windsor property, to the north of the church building and containing the church's surface parking lot, which the Del Ray Montessori School does not use, is zoned RB /Townhouse. 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 34 students is required to provide two off-street parking spaces and a day care center with four classrooms is required to provide eight off-street parking spaces. The applicant is required to provide a total of ten off-street parking spaces.

The parking requirements for the Del Ray Methodist Church are grandfathered since it was established before 1963. Creative Play School has exclusive use of the 17-space parking lot on the western side of the property.

The applicant currently provides six off-site parking spaces at two locations: two spaces in the parsonage driveway at 120 East Windsor Avenue and four spaces at Fannon Printing at 1712

Mount Vernon Avenue. The parking requirement for ten parking spaces would be satisfied with the approval of the applicant's technical parking reduction to permit tandem parking in the parsonage driveway, accommodating a total of six vehicles on-site.

STUDENT PICK-UP/DROP-OFF

The applicant proposes to revise the current pick-up and drop-off arrangement approved in SUP#2013-0007 to accommodate the proposed increase in children attending the institution. Parents who drive their children remain in their vehicles at an established, two-car length loading zone on the north side of East Windsor Avenue. The applicant's staff meets children at their parents' vehicles and walks them into the church building. The same procedure takes place in reverse at pick-up time. The loading area is typically a no-parking zone when pick-up and drop-off is not taking place.

To accommodate an increase in the number of children, the applicant proposes to incorporate additional time into the pick-up and drop-off schedule. The morning drop-off would be expanded from 30 minutes to one hour (8 a.m. to 9 a.m.) An additional pick-up time would be added from 12 noon to 12:30 p.m. and the last pick-up time of the day would be extended 15 minutes (3:00 p.m. to 3:45 p.m.) To accommodate the potential for additional vehicles, the applicant also requests an extension of the designated loading zone area from two spaces to eight spaces along the north side of East Windsor Avenue, extending from the front door of the institution to the parsonage driveway.

II. STAFF ANALYSIS

Staff supports the applicant's request to increase enrollment at its existing day care center and private school and to extend the hours of operation by 15 minutes each weekday. Although the combination of the uses at the site creates intermittent congestion in the neighborhood, the Del Ray Montessori School provides a valued child-care service that is in high demand, particularly in this family-oriented area. Nevertheless, staff acknowledges residents' recently-voiced concerns associated with increasing the number of children at the Del Ray Montessori School. The applicant has scheduled an August 20th meeting to inform residents of its SUP proposal and to address related concerns. Future SUP requests or amendments for uses located at the church site will be evaluated to ensure that impacts do not escalate to an unreasonable level.

Although the pick-up and drop-off plan is not ideal given that the temporary loading zone is located in a restricted parking zone, several options for pick-up and drop-off have been explored in the past and the current procedure was deemed the best solution. The child day care and school have operated without SUP violations or formal complaints regarding transportation for four years. The addition of another pick-up time in the afternoon and an extension of hours during the morning drop-off and the late afternoon pick-up would stagger arrivals and departures, potentially minimizing street congestion. Further, the proposed 38 additional children at the institution would not likely correlate to an increase in the same number of vehicles at pick-up and drop-off since 40% of the children walk or bike to school and several families would drive multiple siblings. The Transportation and Environmental Services and Fire Departments

have analyzed the proposal and have commented that the additional children would not significantly impact traffic or emergency vehicles movement on East Windsor Avenue given that parents are required to remain in their vehicles (Condition 9). For these reasons, staff believes that the existing pick-up and drop-off plan with the proposed revisions would limit impacts near the subject site.

Additionally, staff supports the applicant's request for a technical parking reduction to add a tandem parking arrangement in the parsonage driveway. Permission to park six vehicles in this location would ensure the availability of off-street parking spaces for employees in addition to the four spaces provided at Fannon Printing. Off-street employee parking is required in Condition 18 and the applicant is required to secure at least four off-site leased spaces in Condition 16. The applicant is allowed up to six tandem parking spaces as stated in Condition 17. The applicant must encourage employee use of public transportation, referenced in Condition 20.

Special Use Permit conditions have been carried forward with amendments to hours of operation in Condition 2 and the number of children permitted at the institution in Condition 3. No more than 45 children from the Del Ray Montessori School and the Creative Playschool are permitted in outside play areas at any one time in Condition 4.

Subject to the conditions contained in Section III of this report, staff recommends approval of the Special Use Permit request to expand an existing child day care operation and private school in the Del Ray neighborhood.

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. **CONDITION AMENDED BY STAFF:** The hours of operation for the day care center and school shall be limited to between ~~8:15~~ 8 a.m. and 5:30 p.m., Monday through Friday. In addition, the day care center and school may operate on Saturday mornings to offer accessory parent-child classes. (P&Z) (City Council) (~~SUP#2014-0084~~)
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 ~~64~~ 102. (P&Z) (~~SUP#2014-0084~~)
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. 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#2013-0007)
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 once during the day and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is in operation. (T&ES)
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. The use shall comply with the City's noise ordinance. All loudspeakers shall be prohibited from the exterior of the building and no amplified sound shall be audible at the property line. (T&ES) (SUP#2013-0007)
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. 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)
16. The applicant shall provide a signed contract to the Director showing that at least four off-street parking spaces are made available by the applicant for its employees at an offsite location to the satisfaction of the Director of Planning & Zoning. The applicant shall provide an up-to-date contract to the Director upon request. (P&Z) (T&ES)
17. Six tandem parking spaces are permitted in the parsonage driveway.
18. **CONDITION AMENDED BY STAFF:** 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)
19. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES) (SUP#2013-0007)
20. **CONDITION ADDED BY STAFF:** The applicant shall encourage its employees to use public transportation to travel to and from work. Within 60 days of Council approval, the business shall contact the Transportation Planning Division at 703-746-4686 for information on establishing an employee transportation benefits program. (T&ES)

STAFF: Alex Dambach, Land Use Regulatory Services Division Chief,
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 of granting of a special use permit by City Council or the special use permit shall become void.

IV. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- F-1 T&ES does not object to the limited expansion of the loading zone as noted in the application. (T&ES)
- R-1 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)
- R-2 Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be monitored and picked up at least once during the day and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is in operation. (T&ES)
- R-3 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 dropoff 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)
- R-4 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)
- R-5 The use shall comply with the City's noise ordinance. All loudspeakers shall be prohibited from the exterior of the building and no amplified sound shall be audible at the property line. (T&ES) (SUP#2013-0007)
- R-6 The applicant shall provide a signed contract to the Director showing that at least four off-street parking spaces are made available by the applicant for its employees at an offsite location to the satisfaction of the Director of Planning & Zoning. The applicant shall provide an up-to-date contract to the Director upon request. (P&Z) (T&ES)

- R-7 **CONDITION AMENDED BY STAFF:** 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)
- R-8 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES) (SUP#2013-0007)
- R-9 The applicant shall encourage its employees to use public transportation to travel to and from work. Within 60 days of Council approval, the business shall contact the Transportation Planning Division at 703-746-4686 for information on establishing an employee transportation benefits program. (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) (SUP2013-00007)
- 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) (SUP2013-00007)

Code Enforcement:

- C-1 Building and trade permits may be required for this project based on the amount of alterations required to operate a child care facility. Provide additional information on any alterations that are proposed for child care facility.
- C-2 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC). This project is subject to the 2012 Virginia Rehabilitation Code.
- C-3 To be classified as use group E for educational use, a child day care facility that has five but no more than 100 children 2 1/2 years or less of age, shall have rooms in which the children are cared for, located on a level of exit discharge serving such rooms and each of these child care rooms has an exit door directly to the exterior.
- C-4 A certificate of occupancy is required prior to occupancy of daycare.
- F-1 The following comments are for site plan review only. Once the applicant has filed for a building permit and additional information has been provided, code requirements will be based upon the building permit plans and the additional information submitted. If there

are any questions, the applicant may contact Charles Cooper, Plan Review Division at Charles.cooper@alexandriava.gov or 703-746-4197.

- F-2 A site inspection to identify existing conditions is recommended to determine use group classification. This inspection should occur prior to the special use permit being approved or denied.

Fire:

- C-1 Applicant shall submit to Code and Fire a plan view of the room layout for all students outlining the floor level the students are located on, their age, number of students in each room, doors, and window locations for evaluation.

Health:

- F-1 This school is currently not regulated by us as they are not providing food service. If the facility is to make changes in their operation in the future regarding food service then we would need to be notified.

Parks and Recreation:

No comments received

Police Department:

No comments received



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2015-0064

PROPERTY LOCATION: 100, 108 & 120 E. Windsor Ave

TAX MAP REFERENCE: 034.04.02.01 **ZONE:** R2-5

APPLICANT:

Name: The Del Ray Montessori School (Sarah Fondriest, Director)

Address: 100 E. Windsor Ave, Alexandria, VA 22301

PROPOSED USE: Private Academic School / child care center

☒ **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.

Sarah Fondriest
Print Name of Applicant or Agent

100 E. Windsor Ave
Mailing/Street Address

Alexandria, VA 22301
City and State Zip Code

[Signature] 6.2.15
Signature Date

703.380.1241
Telephone # Fax #

sarah@thedelraymontessorischool.com
Email address

ACTION-PLANNING COMMISSION: _____ **DA**

ACTION-CITY COUNCIL: _____ **DA**

SUP #2015-00064
Application Materials
100, 108, & 120 E Windsor Ave
Del Ray Montessori School
Received: 6/8/2015

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 100 E. Windsor Ave, Alexandria, VA 22301, I 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: Erin Dahlin for Del Ray United Methodist Church Phone: 703.549.2088
 Please Print

Address: 100 E. Windsor Ave. Email: office@delrayumc.org

Signature:  Date: 6.8.15
 Trustee

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
has 501(c)3 status

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

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

Narrative Description

The Del Ray Montessori School operates under SUP2011-0062, SUP2013-007 & SUP2014-0084 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, visit our website: www.thedelraymontessorischool.com.

Currently, the school is located in the Del Ray United Methodist Church and provides an excellent education for up to 64 students, ages 2 ½ - 12. The purpose of this SUP is to expand our programs to:

- 1) Add a toddler program for children ages 18 months to 2 ½ or 3;
- 2) Add an additional "primary" program for children ages 2 ½ - 6; and
- 3) Request a parking reduction to allow tandem parking.

The toddler program, which will be located in the church parsonage (108 E. Windsor) will include 12 students, and the primary program will be located on the third floor of the church building and will include up to 26 students. The total maximum number of students in the school will be 102. It will take up to two school years (2015 - 2016 & 2016 - 2017) for the school to accommodate/enroll the maximum allowable number of children. The school will use an additional 1364 square feet in the church building, and an additional 1460 square feet of space in the parsonage. The students will play on the outdoor space of the parsonage during various times of the day.

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 our total enrollment to 102 students. Full-day students (approx. 58) will be at school from 8:00-3:30 Monday-Friday. Half-day students (approx. 44) will be at school from 8:30 a.m. - 1:15 pm)

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

There will be a total of 14-15 staff members per day, who work different/overlapped shifts.

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

Day: Monday - Friday

Hours: 8:00 a.m. - 5:30 p.m.

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 controlled noise while indoors, as well as noise on the playground.

B. How will the noise be controlled?

There will be minimal noise while indoors.

Outdoor noise will be monitored, discussed and controlled by staff.

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, 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 5 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 encouraged to use the school trash bins.

The trash & Recycling Center in the City of Alexandria visits our school annually to give our students a presentation on recycling, reusing & 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 staff 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:

12 Standard spaces
 _____ Compact spaces
 _____ Handicapped accessible spaces.
 _____ Other.

Planning and Zoning Staff Only

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

Does the application meet the requirement?

☐ Yes ☐ No

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

☒ on-site

☒ off-site

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

4 are located 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?

☐ Yes ☐ 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) 8:00-9:00 a.m. * staggered arrival times for students throughout the loading & unloading times.
Dismissal (loading) 12:45-1:30 p.m. & 3:00-3:45

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?

adequate access

[update street signs to include Loading zone 8:00-9:00 a.m., 12:45-1:30 p.m. & 3:00-3:45 p.m.]

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? ☒ Yes ☐ No

Do you propose to construct an addition to the building? ☐ Yes ☒ No

How large will the addition be? _____ square feet.

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

2,729 sq. ft. (existing) + 2849 sq. ft. (addition if any) = 5578 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

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?

14-15

How many staff members will be on the job at any one time? Up to 15

2. Where will staff and visiting parents park? Those who do not walk or use public transportation will use on-site parking 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 students walk or ride bikes to school. Parents who drive use our school designated loading zone on E. Windsor Ave. by pulling to the curb, where a staff member assists children in/out of vehicles safely without having to park or abandon their vehicles.

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

Drop-off

8:00-9:00 Monday-Friday

Pick-up

12:45-1:30 pm M-F (half-day students)
3:00-3:45 pm M-F (full-day students)

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, bikes, jump ropes, and similar toys on the blacktop area located on the church property. The yard of the parsonage currently has a play structure we will be using.

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 black top area of church lot.
A wooden fence encloses a backyard/grassy area next to/behind the parsonage.

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? 102 maximum
2. What age children do you anticipate caring for? 18 months - 12 years
3. Does the operation have a license from the State of Virginia for a child care facility?
X Yes No
If yes, provide a copy of the license.



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)

We propose allowing up to 6-8 cars parked tandemly in the church parsonage driveway to accommodate staff parking.

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

Staff who park in the driveway will have to hang their keys by the door to be accessible in cases of emergency. Staff will not be allowed to arrive or depart from the driveway during arrival/dismissal/loading zone times.

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

Seeking to gain permission to park tandemly on-site.

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.



Site plan Del Ray Montessori School
 100 E. Windsor Ave
 Alexandria 22301
 POC: Sarah Fondriest

parcels: 034.04.02.10
 034.04.02.02

Del Ray United Methodist Church
 100, 108 E. Windsor Ave
 22301

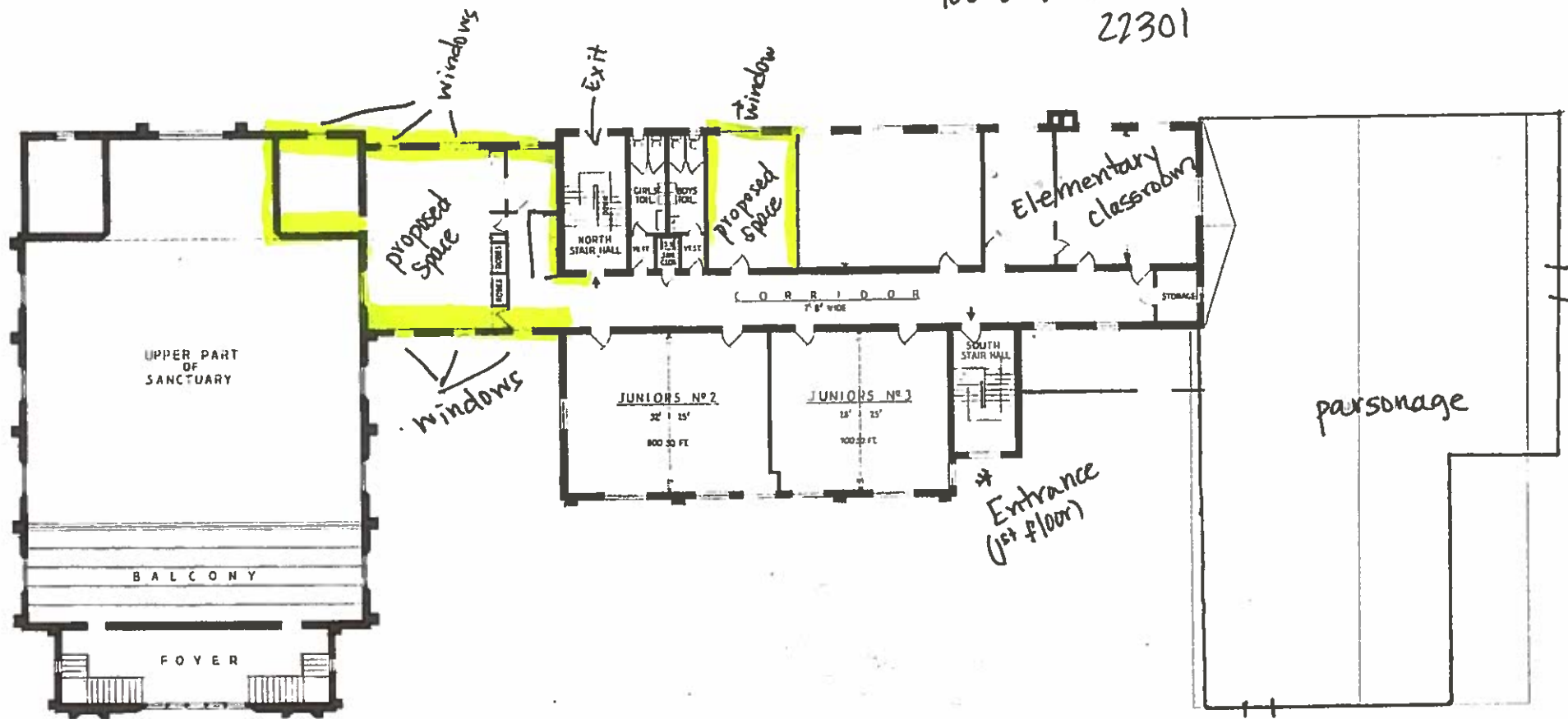
parking lot: 125' x 60'

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

SUP #2015-00064
 Application Materials
 100, 108, & 120 E Windsor Ave
 Del Ray Montessori School
 Received: 6/8/2015

The Del Ray Montessori School

(Del Ray United Methodist Church)
100 E. Windsor Ave.
22301



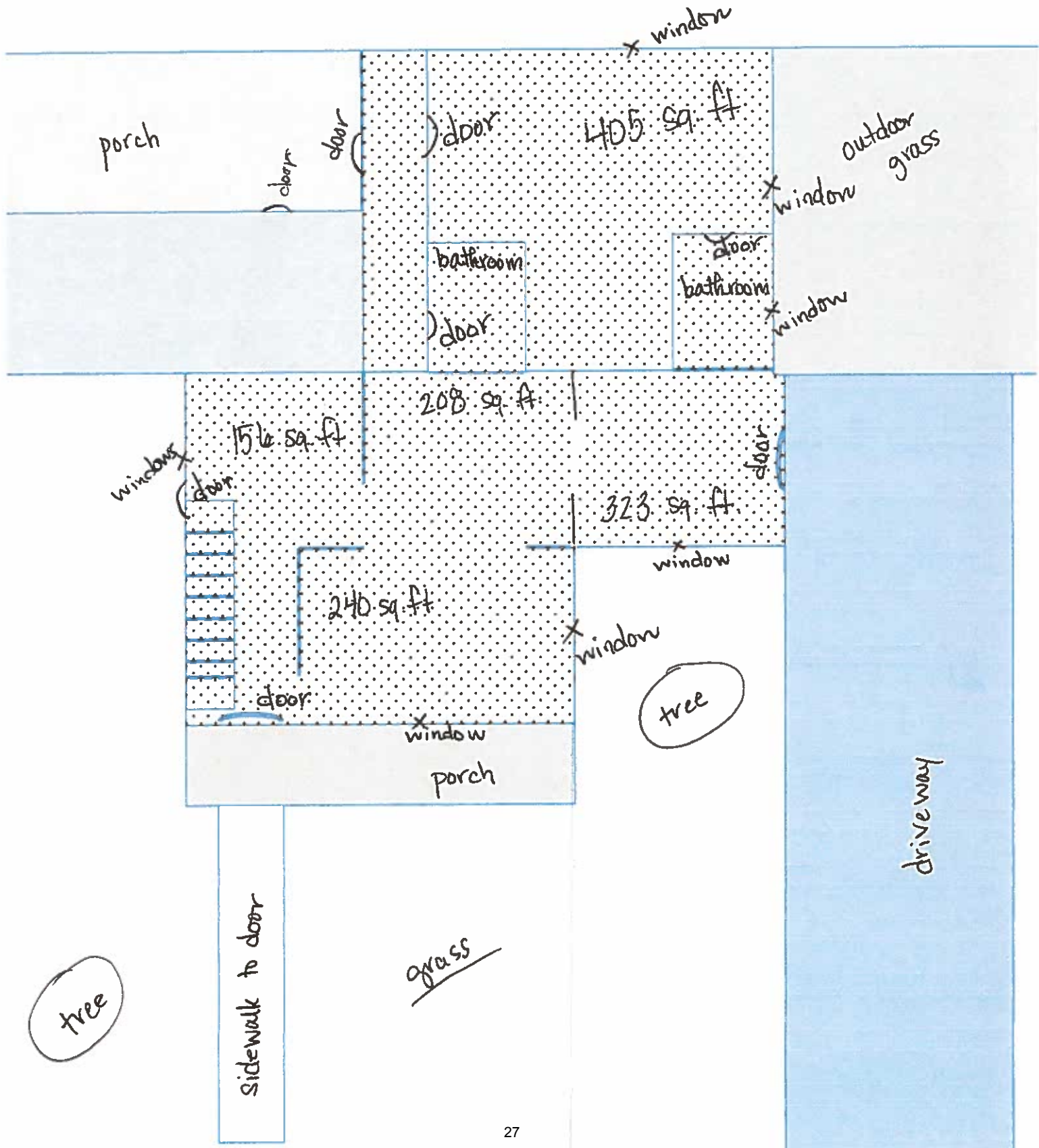
THIRD FLOOR PLAN
SCALE 1/8" = 1'-0"

square footage: 1389 sq. ft.

SUP #2015-00064
Application Materials
100, 108, & 120 E Windsor Ave
Del Ray Montessori School
Received: 6/8/2015

The Del Ray Montessori School
Parsonage Floor plan First Floor
POC: Sarah Fondriest

SUP #2015-00064
Application Materials
100, 108, & 120 E Windsor Ave
Del Ray Montessori School
Received: 6/8/2015



The Del Ray Montessori School

100 E. Windsor Ave. * Alexandria, Virginia 22301

www.thedelraymontessorischool.com

703.380.1241

REVISED

Loading Zone Narrative

Current Loading and Unloading of Students

Loading Zone

The current loading zone is 43' long and can accommodate approximately 3-4 vehicles.

Schedule:

Arrival time: 8:15 – 8:45am

Dismissal time: 1:00 – 1:30pm

Dismissal time: 3:15 – 3:45pm

Staffing:

During all arrival and dismissal periods, we have 3-5 staff members assisting with the process. Each staff member wears a bright orange vest while assisting children in/out of vehicles.

Parents & Vehicles:

Parents are expected to pull up to sign #1 as close as possible to the curb, keep their vehicle on and in the "park" position, with their hazard lights on. While in the vehicle, parents **MAY NOT:**

- Get out of their vehicle
- Use a cell phone
- Allow children out of the vehicle without a staff member present
- Allow children to unbuckle until a staff member opens the door

Carseats **MUST** be located on the passenger side of the backseat of the vehicle for staff to easily load/unload the child.

Procedure:

During arrival, we have approximately 4 staff members who assist with escorting children out of their vehicles. Three of these adults assist with unloading students from vehicles; one staff member is located at the door to assist the children into the building. Parents pull up to the first sign (sign #1) and wait there until a staff member opens the car door and greets their child, helping them out of their seat, if necessary. We attend to the first vehicle in line first and then the following vehicles in order.

During dismissal, we have approximately 4 staff members who assist with escorting children into their vehicles. Three adults assist with loading students into vehicles, while one staff member is located at the door with a walkie-talkie calling names of students whose parents have arrived in the carpool lane, or have arrived by foot. The child(ren) then waits at the door with the staff member until another staff member is available to escort him/her to the vehicle.

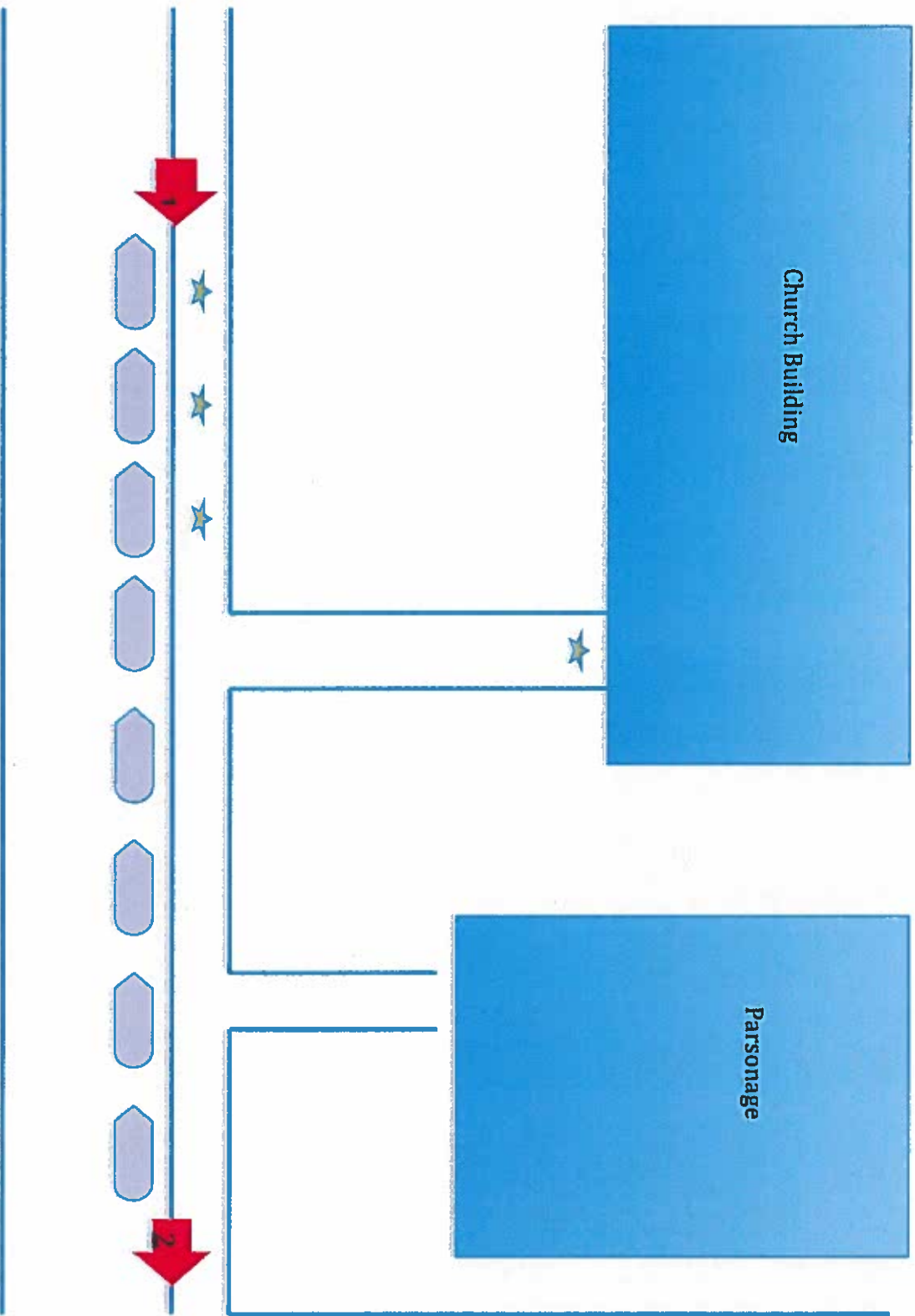
The Del Ray Montessori School

REVISED

Loading Zone for The Del Ray Montessori School

Key

-  Loading Zone Sign
-  Car
-  Staff Members





1712 Mt. Vernon Avenue, LLC

August 1, 2015

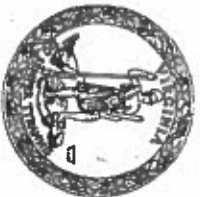
To Whom It May Concern:

This letter serves to notify you of the continuation of the allowance of four(4) parking spaces at 1712 Mt. Vernon Avenue to be used by the Del Ray Montessori School located at 100 East Windsor Avenue.

Respectfully yours,

Daniel Fannon

Commonwealth of Virginia



DEPARTMENT OF

SOCIAL SERVICES

CHILD DAY CENTER LICENSE

Issued to:

Address:

The Del Ray Montessori School, operated by The Del Ray Montessori School
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>		No more than 25 children may be on the playground at any one time.
64		
<u>GENDER</u>	<u>AGE</u>	
Both	2 ½ years through 12 years	

This license is not transferable and will be in effect March 1, 2014 through February 28, 2016 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-L106
LICENSE NUMBER

MODIFIED

By

James J. Parcell

MARGARET ROSS SCHULTZE
COMMISSIONER OF SOCIAL SERVICES

Title

LICENSING ADMINISTRATOR

Date

March 16, 2015

Ann Horowitz

From: Sarah Fondriest <sarah@thedelraymontessorischool.com>
Sent: Wednesday, July 08, 2015 8:39 AM
To: Ann Horowitz
Subject: Re: FW: SUP for The Del Ray Montessori School

REVISED

Hi Ann,

Based on our enrolled families from this past year (2014 - 2015) we had about 40% of our families walk and 60% drive.

Best,

Sarah Fondriest
Director
The Del Ray Montessori School
703.380.1241
www.thedelraymontessorischool.com

On Tue, Jul 7, 2015 at 4:18 PM, Ann Horowitz <ann.horowitz@alexandriava.gov> wrote:

Sarah,

Did you get a chance to estimate the percentage of people who walk to the school and the percentage who drive? That would be very helpful.

Thanks.

Ann

From: Sarah Fondriest [mailto:sarah@thedelraymontessorischool.com]
Sent: Tuesday, July 07, 2015 12:13 PM
To: Ann Horowitz
Subject: Re: FW: SUP for The Del Ray Montessori School

Hi Ann,

Attached you will find:

Loading Zone Narrative

Diagram of Loading Zone

If anything is unclear, please let me know.

Also, the parking letters will be submitted separately. We are still in the process of receiving them.

Kindly,

Sarah Fondriest

Director

The Del Ray Montessori School

703.380.1241

www.thedelraymontessorischool.com

On Mon, Jul 6, 2015 at 4:27 PM, Ann Horowitz <ann.horowitz@alexandriava.gov> wrote:

Thanks, Sarah, that will be great.

From: Sarah Fondriest [mailto:sarah@thedelraymontessorischool.com]

Sent: Monday, July 06, 2015 3:30 PM

To: Ann Horowitz

Subject: Re: FW: SUP for The Del Ray Montessori School

Hi Ann,

I apologize for the delay in responding...I've been away from the office.

Ann Horowitz

From: Sarah Fondriest <sarah@thedelraymontessorischool.com>
Sent: Wednesday, June 24, 2015 3:05 PM
To: Ann Horowitz
Subject: Re: SUP for The Del Ray Montessori School

REVISED

Dear Ann,

Thank you for taking the time to meet with me to learn more about our program and our current SUP application. To answer your question regarding the space with the adjoining rooms, it will be exactly as you said, one teacher and one assistant will oversee each class of children as they take part in activities within the adjoining rooms simultaneously.

I also would like to add one detail to our SUP application, if it is not too late. We'd like to add an additional dismissal time for our loading zone from ~~11:30-12:00~~ 12:00-12:30. I hope that it's not too late and this isn't a problem. We feel that this will assist in easing traffic and accommodating students during our dismissal times.

12:00 - 12:30

Kindly,

Sarah Fondriest
Director
The Del Ray Montessori School
703.380.1241
www.thedelraymontessorischool.com

On Tue, Jun 23, 2015 at 10:48 AM, Ann Horowitz <ann.horowitz@alexandriava.gov> wrote:

Sarah,

Thanks for showing me the spaces proposed in your SUP. Could you tell me how each of the new classes would function within the adjoining "rooms." For example, does one teacher oversee each class and the children take part in different activities within the three rooms simultaneously? Or, does the class function differently and with how many teachers?

Ann

From: Sarah Fondriest [<mailto:sarah@thedelraymontessorischool.com>]
Sent: Tuesday, June 16, 2015 11:48 AM
To: Ann Horowitz
Subject: SUP for The Del Ray Montessori School

Dear Ms. Horowitz,

I recently submitted an SUP for a proposal for an expansion for our Montessori School. There is a chance that we will be changing the classrooms that we proposed in our application. The classroom will be on the same floor, but there will be one change of a classroom in a different space.

How is it best to update the application? And, what will be the deadline for making this change? (Everything else on the application will stay the same.)

Kind Regards,

Sarah Fondriest

Director

The Del Ray Montessori School

703.380.1241

www.thedelraymontessorischool.com