



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

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<b>Application</b>	<b>General Data</b>	
Public hearing and consideration of an amendment request to increase enrollment, increase hours of operation, and a parking reduction	<b>Planning Commission Hearing:</b>	September 1, 2015
	<b>City Council Hearing:</b>	September 12, 2015
<b>Address:</b> 100-120 East Windsor Drive	<b>Zone:</b>	R2-5/Residential
<b>Applicant:</b> The Del Ray Montessori School	<b>Small Area Plan:</b>	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](mailto:ann.horowitz@alexandriava.gov)

**PLANNING COMMISSION ACTION, SEPTEMBER 1, 2015:** On a motion by Vice Chairman Dunn, seconded by Commissioner Macek, the Planning Commission voted to recommend approval of Special Use Permit #2015-0064 with an amendment to condition #3 and subject to compliance with all applicable codes, ordinances, and staff recommendations. The motion carried on a vote of 6 to 0 with Commissioner Koenig recusing himself.

**Reason:** The Planning Commission generally agreed with the staff analysis and also recommended an amendment to Condition #3 stating that the applicant would be permitted to gradually increase enrollment to 102 students over three years as proposed by the applicant. Twenty-one children would be added for the 2015-2016 school year for a total of 85 students on-site. SUP inspections would take place no later than March 15, 2016 and if successful for the applicant would lead to an enrollment increase of ten children during the 2016-2017 school year and no later than March 15, 2017 and if successful for the applicant would lead to an enrollment increase of seven children during the 2017-2018 school year. Commissioner Brown and Vice Chairman Dunn questioned the potential for impacts of the proposed use in conjunction with the other daycare use also operating at the site. Staff responded that the drop of and pick up locations are different for that other daycare, and no more than 45 children can play outside at any one time. Commissioner Brown asked the applicant about its lack of early community outreach and stressed that dialogue between residents and applicants was required to develop neighborhood solutions. Commissioner Macek inquired about exploring parking and traffic signal options around the site, and Transportation and Environmental Service staff stated that the issues would be reviewed and studied. He also suggested that institutions should be required to

develop Transportation Management Plans. Commissioner Wasowski asked staff when the community was notified, and it responded that notice was sent to the civic association in early July. She added that the church and the uses at the site provide valuable services to the community. Commissioner Wasowski identified a letter from a church representative stating that the church needed the revenue from the rental of the parsonage to the school.

Speakers:

Sarah Fondriest, applicant and Montessori School Director, stated that she and the school board have recently established policies to minimize traffic and parking impacts related to the use. Staff must use off-street parking and parents will be reminded of pick up and drop off policies. Currently, 40% of the students walk or bike to school and an additional bicycle rack will be installed to encourage more biking. The extension of the loading zone would reduce traffic congestion. She explained that she had not reached out to the community early in the SUP process since she had not received negative comments from residents in the past.

Gayle Reuter, East DelRay Avenue, stated that the school was a much needed neighborhood resource and that the applicant may be blamed for neighborhood traffic, parking, and noise impacts that also result from other site and neighborhood uses. She continued that playground noise appears to be a quality of life issue for adjacent neighbors.

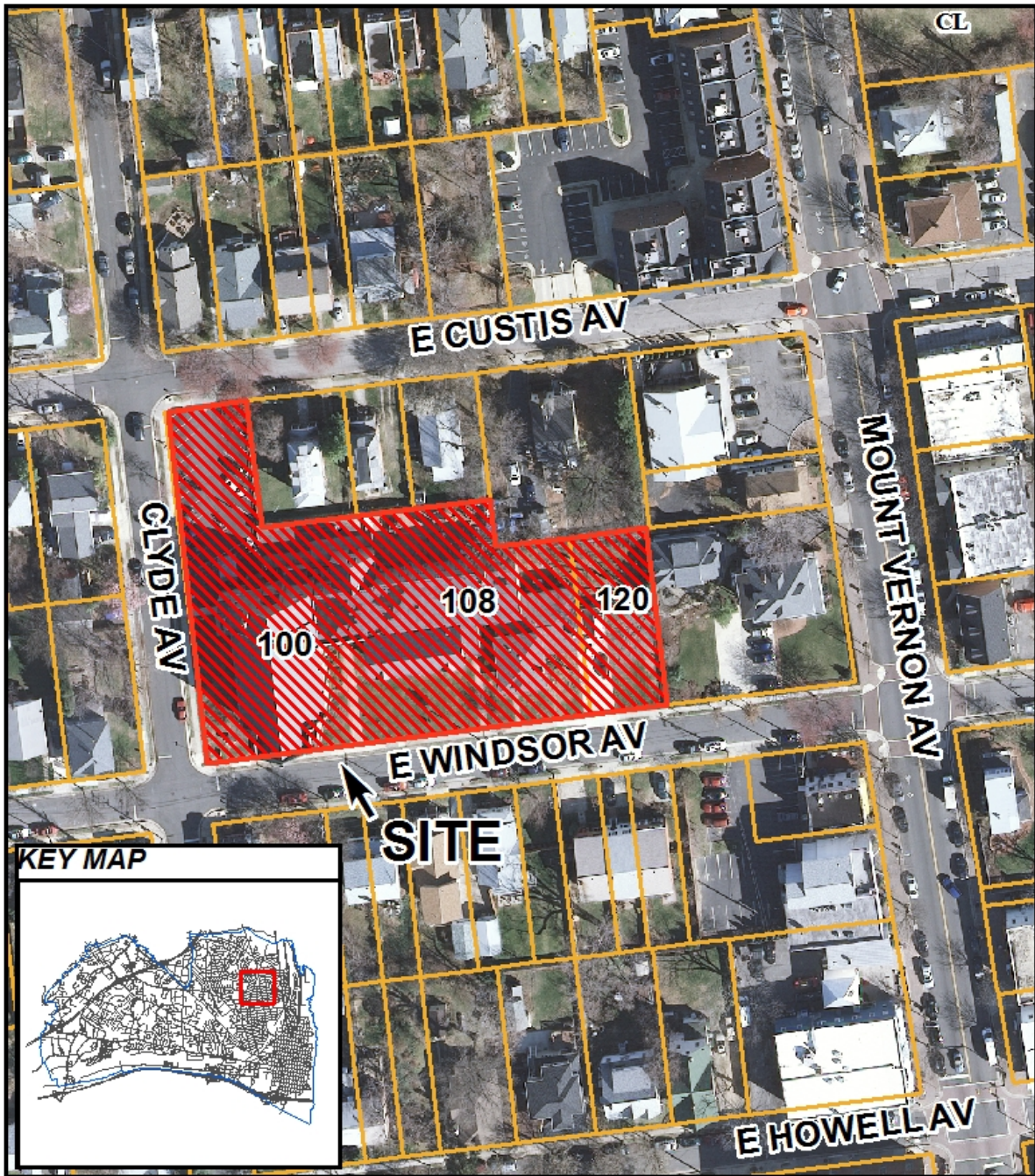
Jennifer Wyrick, Montessori parent and employee, described the school's safe and efficient pick up and drop off plan.

Michael Schwartz, East Custis Avenue, acknowledged the value of the church and the school uses, although, he expressed that the success of both may be creating traffic congestion in the neighborhood.

Phillip Ellis, Laverne Avenue resident and Montessori parent, spoke on behalf of the Montessori parents and commented that the school is in high demand, the area parents appreciate having day care choices near their homes, and they respect the neighbors' traffic concerns.

Melissa Pangger, East Windsor Avenue, asked that the City consider the cumulative effects of business growth on Del Ray residents. She stated that it was difficult to exit her driveway during the school's pick up and drop off.

Mary Ann Kirkpatrick, East Custis Avenue, commented that the use of the parsonage for a school classroom would result in children playing outside behind her house. Neighbors who work from home have difficulty conducting business when the children from the schools are playing outside.



**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

*Existing Staff:* *Up to nine staff members*

*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 20<sup>th</sup> 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 PLANNING COMMISSION:** The maximum number of children permitted at the combined child care facility and private school at any one time shall be ~~64~~ 85 for the 2015-2016 school year. The Director of Planning and Zoning shall review the Special Use Permit no later than March 15, 2016 for compliance with all conditions and will determine if an enrollment increase of ten children can be permitted during the 2016-2017 school year. The Director of Planning and Zoning shall review the Special Use Permit no later than March 15, 2017 for compliance with all conditions and will determine if an enrollment increase of seven children can be permitted during the 2017-2018 school year and for each year after. (PC) (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

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

#### IV. CITY DEPARTMENT COMMENTS

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

##### Transportation & Environmental Services:

- F-1 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](mailto: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](http://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?

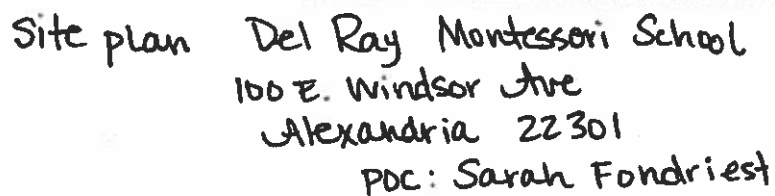
Seeking to gain permission to park tandemly on-site.

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.



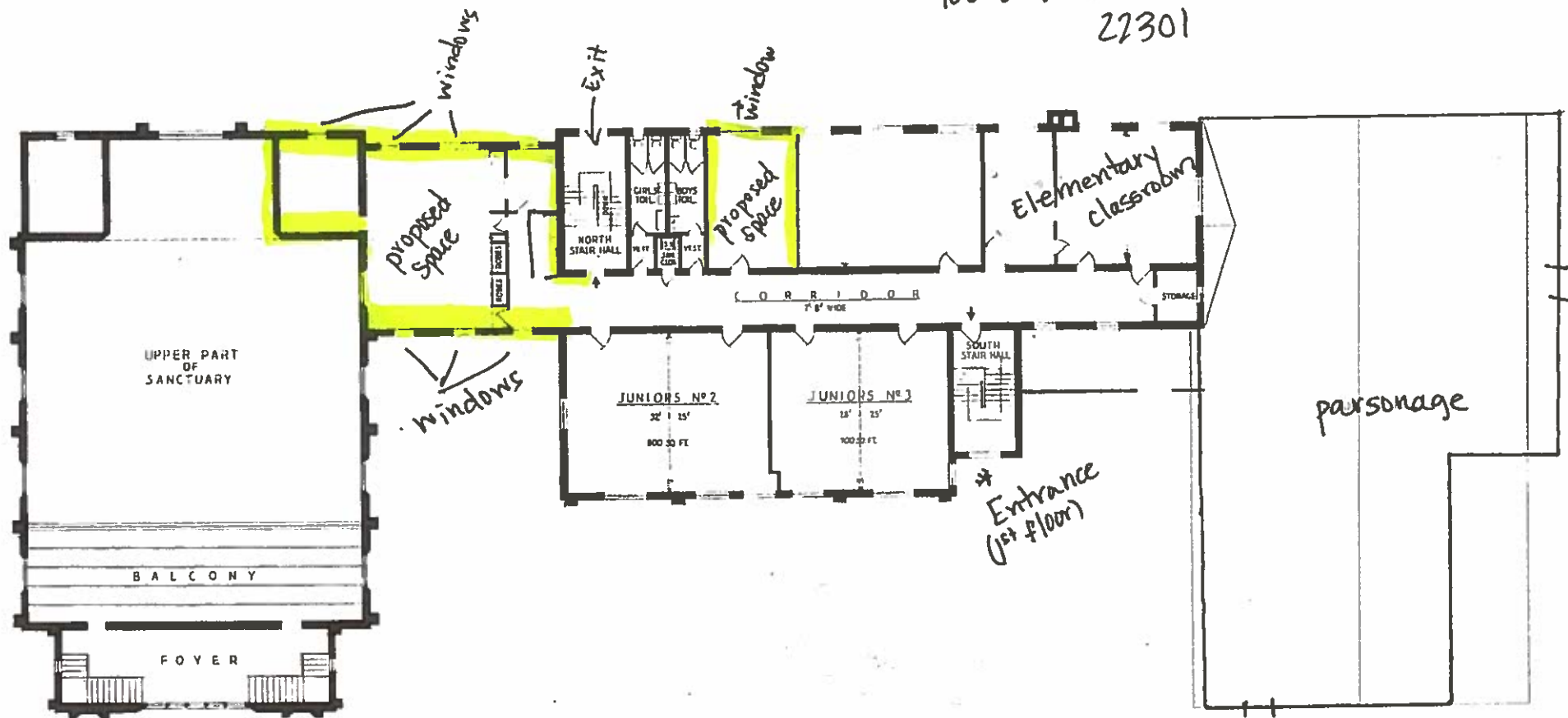
Del Ray United Methodist Church  
100, 108 E. Windsor Ave  
22301

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"

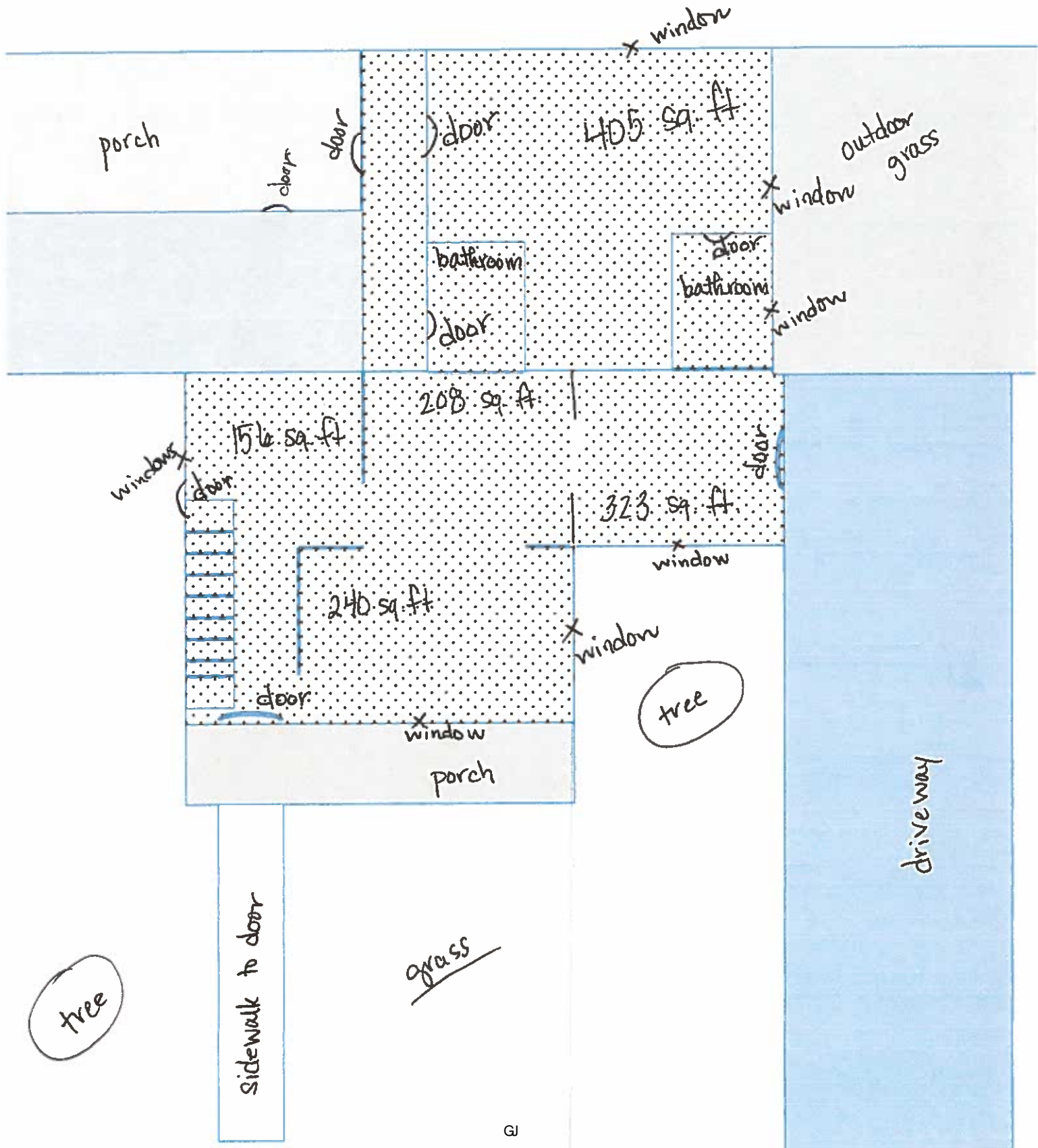
square footage: 1389 sq. ft.

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](http://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.

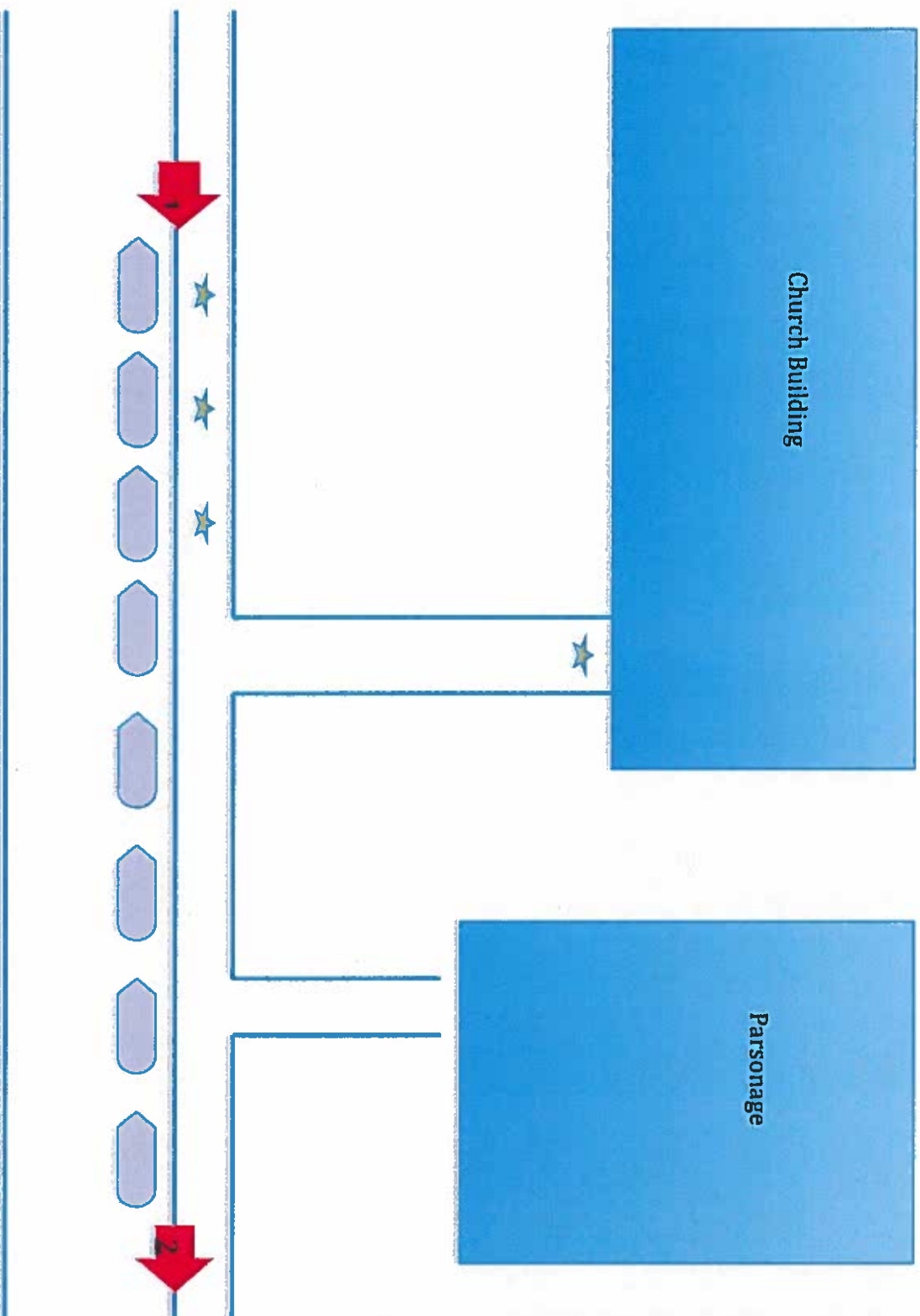
The Del Ray Montessori School

REVISED

**Loading Zone for The Del Ray Montessori School**

**Key**

-  Loading Zone Sign
-  Car
-  Staff Members





## 1712 Mt. Vernon Avenue, LLC

August 1, 2015

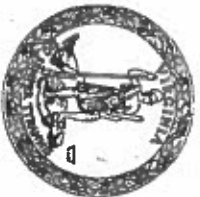
To Whom It May Concern:

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:

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:

CAPACITY		<p>No more than 25 children may be on the playground at any one time.</p>
64		
GENDER	AGE	
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

MARGARET ROSS SCHULTZE  
COMMISSIONER OF SOCIAL SERVICES

By James J. Parcelli

Title LICENSING ADMINISTRATOR

Date March 16, 2015

## Ann Horowitz

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**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](http://www.thedelraymontessorischool.com)

On Tue, Jul 7, 2015 at 4:18 PM, Ann Horowitz <[ann.horowitz@alexandriava.gov](mailto: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](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](http://www.thedelraymontessorischool.com)

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

Thanks, Sarah, that will be great.

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

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**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](http://www.thedelraymontessorischool.com)

On Tue, Jun 23, 2015 at 10:48 AM, Ann Horowitz <[ann.horowitz@alexandriava.gov](mailto: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](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](http://www.thedelraymontessorischool.com)

Table 1

Current: SUP2014-0084	Current Actual	Requested: SUP2015-0064	Change Current to Requested SUP
64 children, about 45 full-day and about 19 half-day.	62 children	102 children, about 70 full-day and 32 half-day	38 more children, about 25 full-day and about 13 half-day*
Hours permitted: 8:15 AM – 5:30 PM (Monday-Friday)		Hours permitted: 8:00 AM – 5:30 PM (Monday-Friday)	Open 15 minutes earlier
Main play area shared with Creative Play School with only 45 children in play area at one time		Main play area shared with Creative Play School. Toddlers will play next to parsonage. The 45-at-a-time limit applies to both play areas.	New play area for toddlers next to parsonage.
9 staff members	9 staff	14-15 staff	5-6 additional staff
6 off-street parking spaces required--8 provided (2 in parsonage driveway, 2 at Arlandria Floors, and 4 at Fannon Printing)		10 off-street parking spaces required--12 provided (6 (tandem) in parsonage driveway, 2 at Arlandria Floors, and 4 at Fannon Printing )	4 additional off-street parking spaces required (4 additional tandem spaces provided in parsonage driveway).
Arrival unloading 8:15 - 8:45		Arrival unloading 8:00 – 9:00 with staggered arrival times	Arrival time extended 30 minutes, staggered arrivals
Dismissal loading: 1:00-1:30, 3:15-3:45		Dismissal loading: 12:45-1:30, 3:00-3:45 with staggered dismissal times**	Dismissal time extended 30 mins., staggered dismissals**
Total area occupied by use: 2,729 sq. ft. (in existing building).		Total area occupied by proposed use: 5,578 sq. ft. (in existing buildings).	Adds 2,849 square feet of floor space, and adds 2 classrooms.

\*The increase would be phased in. The 2015-16 school year would begin with about 60 children in September, then increase to 70 in October and 80 in November. The applicant anticipates that the full 102 child enrollment will not be reached until the 2016-17 or 2017-2018 school year.

\*\*The applicant has indicated that an additional 12:00 – 12:30 dismissal time will be included in an updated application.

Table 2

SUP	SUP2011-0037	SUP2011-0040	SUP2013-0007	SUP2014-84	SUP2015-64
Children	21	40	50	62	102

## Summary of SUP2015-0064 Review

- 1) A SUP is required to operate a private academic school in a R2-5 zone. SUP2015-0064 would expand the uses allowed in the current SUP2014-0084 (see table 1).
- 2) A "parking reduction" is required to allow the use of off-site spaces that are more distant than allowed in the zoning ordinance (300 ft.) and allow use tandem parking in the on-site driveway next to the parsonage. Note that no reduction in the number of required spaces is requested.
- 3) The LUC has expressed concern about the drop-off and pick-up process on previous SUP requests. Concern reflects the narrowness of and traffic volume on E. Windsor Ave., and the fact that E. Windsor Ave. is an emergency vehicle corridor.
  - a) However, city staff and the fire department have not objected to the drop-off and pick-up arrangements in the current SUP and have not recorded any complaints regarding the current arrangement.
  - b) The school has developed and enforces written drop-off and pick-up rules that are designed to minimize effects on traffic and emergency vehicles; these rules are included in a manual given to all parents and strictly enforced by school staff.
  - c) The sizable proposed enrollment increase is addressed by staggering (by program) and extending the arrival and dismissal times.
- 4) The LUC has received comments from neighbors noting undesirable noise, traffic, and parking conditions associated with the current uses at the site, and expressing concern that these conditions would get worse with the expansion proposed in this SUP.
  - a) It should be noted that the site is shared with the Methodist Church and Creative Play School (its current SUP allows as many as 120 children in the afternoon). It appears activities of both contribute to the problems that neighbors are experiencing.
  - b) Concern about noise in previous SUP requests was addressed, in part, by limiting the number of children in the play area to 45 at one time. The limit is shared between the Montessori School and the Creative Play School. This 45-at-one-time limit is retained in the proposed SUP. The limit also would include the proposed toddler program, which will utilize space outside of the parsonage for play. The playtime for the Montessori School will be 11:30am to 1:30pm daily.
  - c) Traffic and parking concerns are addressed in part in 3) above.
    - Also, the Montessori School notes that a substantial portion of its enrollment is from the neighborhood and currently about 40% of the children walk to the school.
    - Condition 17 of the current SUP requires employees who drive to use off-street parking and/or the provision of fare subsidies to employees who use mass transit.

#### DRIVING/PARKING COMMENTS

We are all quite concerned about the expansion plan of the school and the parking/driving issues that will undoubtedly arise from this plan.

We think that it is possible that the school is not truly aware of the difficulties the residents of E. Windsor Ave. already face at the present time and how we are afraid of the impact of adding more students and teachers will have.

We support the school wholeheartedly, but this proposed growth spurt seems to be the tipping point. Up to now everyone had little or no objections to the growth of the school, but there has to be a limit and we believe it has already been reached.

It's a great little school, and the people associated with it are very kind. It started out super small, and they have been expanding annually. I've never had any issues with their requests; however, the current request is to increase enrollment from 64 to 102 students (plus more teachers) and I'm concerned that's just too much expansion for our little block.

My biggest concern is with the traffic caused at drop off and pick up time. Also, on-street parking has become an issue through the years, and that's why I had to put in a driveway on my property.

We are surprised that the Fire Department has approved the plan, as there is no way that a Fire Truck could get through the street during the D/O and P/U times. If one car is coming in the direction of the Fire Vehicle and there are 2 lines of cars filling the street, there is NO WAY that a driver can pull over to let them through.

I have been blocked into my driveway by the line of cars waiting to P/U or D/O the students. I have had to wait until it is clear to back out and turn my car in either direction.

Delivery trucks have parked directly opposite my home and have blocked me in during deliveries. I'm not sure which school was being serviced but there is no room for large trucks on the block.

My house and driveway is directly across from the driveway of the proposed location for the school expansion. Everything that goes on in the school is directly across the street from my home. With 62 students it has created problems backing out of my driveway because of the line of cars waiting to pick up the children. They have parked across my driveway and blocked it or have partially blocked my driveway so that I couldn't move my car around them to get out. My neighbors and I have already been inundated with cars, traffic and no parking for our friends and relatives to visit us. This is a beautiful urban neighborhood that is very desirable and we are privileged to live here. Why ruin it by putting more traffic, more parking problems and more noise on the block? This will definitely happen when you double the school attendance.

I hope the people making the decision on this will take into consideration the effect on neighbors who reside on Windsor and Clyde.

I have experienced such a backup of traffic that I could not turn onto Windsor Ave. from Mt. Vernon Ave. at pickup time. I am afraid that the Main Street could suffer from major traffic jams from this backup.

Although the Fire Dept. has said they have not had problems, we believe that they have been "lucky" to have not had calls at P/U or D/O times in the past. In the future they may have to divert to an adjacent street to get through.

I suggested they get orange cones and one or two traffic cops/crossing guards at block off Windsor Ave from Clyde St to Mt Vernon Ave to all cars and trucks during loading and unloading times except people dropping off kids, emergency vehicles and those of us who live on the street. Otherwise, it's going to be chaos during those times.

I doubt anyone from the City and Fire Dept has physically watched the current morning and afternoon loading and unloading. Windsor is the only street that goes straight through to Braddock, we get more thru traffic than other streets, including trucks going to the shops and restaurants on Mt Vernon. It's not a big deal except when the school is loading and unloading. Sometimes delivery trucks, garbage trucks or large cars (SUVs and pickup trucks) have to sit on Windsor going East for 5 min until they can get through.

My only comment/concern is with the proposed expanded loading and unloading times of 8-9a, 12-12:30pm, 1-1:30pm and 3-3:45pm. That is a longer loading and unloading time than is currently in place. My driveway at 107 E Windsor Ave. is directly across the street from where they load and unload and it can be difficult to get out of the driveway when there are cars not only unloading kids but waiting in a line down to Mt. Vernon Ave.

On-street parking has become more difficult recently. What is the plan to ensure no teachers need to park along the side streets? What about parents who volunteer, etc?

As a homeowner on E. Windsor Ave, I am NOT supportive of additional parking though. We often have a difficult time parking in front of my house and this has been getting harder and harder lately. Recently, some driver scraped my new car parked on the corner of E. Windsor and Clyde. I am NOT saying it was a Montessori person, but it was either in the middle of the night or early in the morning. I do not wish to have any more parking allowed for the school.

How will the parking in the pastor's driveway work? What happens when someone at the top of the driveway needs to go somewhere?

Speaking of noise, we don't know what they plan to do in the large side yard of this single family home. Is this going to be a play area for these children, which will bring a huge amount of noise during the day for the neighbors?

We live at 26 E Windsor Ave (on the corner of E Windsor and Clyde Avenues) and our driveway is on Clyde Ave facing the church where the school is housed. On several occasions we have not been able to enter or exit our driveway either due to people parking and blocking the driveway. Clyde is a narrow two-way street and cars are allowed to park on both sides. At times when our driveway is not completely blocked by a parked car, it's has been effectively blocked due lack of space to turn into or out of the driveway without scraping an adjacent parked car.

The last time the Montessori school proposed to expand, we did not express our concerns to the DRCA or the city, but instead spoke to an administrator at the Montessori school. The administrator said that the school tried to discourage parents and employees from parking on Clyde, which we appreciate, but since the school expanded to 64 students the problems accessing our driveway have become worse. We expect that the additional expansion (almost doubling the number of students) will result in even greater problems. The situation has become so bad that once, after a parked car completely blocked our driveway for more than two hours, we had a tow truck remove the car in order to allow us to exit our driveway.

#### NOISE COMMENTS

I work from home and cannot imagine what it will be like to have a parking lot and a playground directly across the street from me.

I have heard many complaints from the residents on E. Custis St. about the unbearable noise during playtime and do not want that issue to become relevant on our quiet street as well.

#### CHILD SAFETY COMMENTS

The amount of students had already doubled from the original plan and now they want to double it again. I feel it would be twice as congested and dangerous for that many children to be running around outside.

The safety of the children would be greatly compromised by putting a play area on Windsor Ave. with the amount of traffic flow.

I have seen firsthand how larger cars (SUVs, Pickup trucks) and delivery trucks can't get down Windsor Ave going east during loading and unloading times, especially when there are cars parked on the south side of the street. Frankly, I see this as a security concern for the kids as much as a traffic issue. If a kid darted into the street after being dropped off, they could easily get hit by oncoming traffic.

There have been groups of children playing basketball/kickball in the parsonage driveway after school. This is quite hazardous when the ball bounces into the street, both to the children and to passing vehicles.

Comments collected from emails received from: (in order of address)

Ellen Epstein  
113C E. Windsor Ave.

Sharon Edwards  
Lifelong resident of Rosemont and Del Ray  
113B E. Windsor Ave.

Liz Chadderdon  
107 E. Windsor Ave.

Susan Bernstein  
105A E. Windsor Ave.

Leslie and Kirk Steffenson  
105B E. Windsor Ave.

Nicola Conte  
39 E Windsor Ave.

Melissa Panger/Norman Birchfield  
26 E. Windsor Ave.



# DEL RAY CITIZENS ASSOCIATION

[WWW.delraycitizens.org](http://WWW.delraycitizens.org)

P.O. Box 2233, Alexandria, VA 22301

August 24, 2015

Karl W. Moritz, Director,  
Department of Planning and Zoning  
City of Alexandria  
City Hall, Room 2100  
Alexandria, VA 22314

RE: SUP#2015-0064; 100 E. Windsor Ave., Del Ray Montessori

On August 11, 2015 the Del Ray Citizens Association (DRCA) Land Use Committee (LUC) reviewed SUP#2015-0064, which expands the Del Ray Montessori private school use allowed in SUP#2014-0084. The request would increase enrollment at the school from 64 to 102 full-day and half-day students and increase the square footage occupied in the Del Ray United Methodist Church and parsonage from 2,729 sq. ft. to 5,578 sq. ft. The enrollment increase would be spread across an expanded primary program (ages 2-1/2 to 6) and a new toddler program (ages 18months to 2-1/2 or 3) which would be located in the parsonage. A "parking reduction" is requested to allow tandem parking for 6 cars in the parsonage driveway and the use of 6 off-site spaces that do not meet the 300 ft. nearness requirement of the zoning code (the total of spaces provided meets code requirements).

The application was discussed during an open public meeting that included neighbors, nearby business owners and the applicant's representative. Many of the neighbor and LUC questions and complaints directly addressed the current operations and proposed expansion of the Montessori School.

- A major complaint was that the LUC meeting flyer distributed on August 5 was the first notice that many neighbors had about the proposed expansion.
- The student drop-off and pick-up arrangement has been of concern in prior SUPs and was again questioned. The proposed SUP would expand and stagger drop-off and pick-up times to minimize added effects on traffic, but neighbors and the LUC have concerns about the safe passage of fire trucks and emergency vehicles on Windsor during drop-off and pick-up times and their own difficulty getting up and down the street during those times.
- Noise from the playground was a major complaint for some neighbors. However, it also was recognized that the site is shared with the Creative Play School and church activities).
- Neighbors expressed concern about impacts on the limited on-street parking that is available for residents, many of whom do not have driveways.
- LUC members questioned whether leased parking spaces at Fannon Printing would be available if needed by the Montessori School. They appear to be marked as reserved for MVA Crossfit.
- LUC members asked whether the parsonage meets the strict building code and zoning code requirements that must be met for a toddler program to operate in the parsonage. The applicant is currently working with city staff on these issues.

But many neighbor complaints also reflected a general dissatisfaction with neighborhood conditions that are not (or may not be) directly related to the School's operations or expansion plans. They presumably reflect the expansion of commerce along Mt. Avenue and other activities that are hosted at the church site. Included in this category are expressed dissatisfaction with:

- Delivery truck parking and traffic. Neighbors on E. Windsor Ave. and E. Custis Ave. complained about delivery trucks blocking their driveways, and that trucks turning into the neighborhood from Mt Vernon Ave sometimes block access to the neighborhood. The LUC heard similar complaints during the recent 7-11 request for SUP. It is the LUC's impression that delivery trucks are not allowed to use these side streets and are therefore in violation of Code.
- Complaints about vehicles entering and exiting the church parking lot interfering with traffic on E. Custis Ave. The Montessori School does not use this parking lot.
- The double side parking that is allowed on Clyde Ave., and the resulting narrowness of the traffic lanes. It was suggested that limiting parking to one side of the street would improve traffic flows and ease neighbors' tensions.

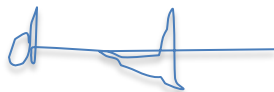
The LUC's reaction to these more general complaints was that the City needs to do better enforcement with respect to neighborhood and restrictions on commercial deliveries. The installation of traffic lights at the intersections of Mt. Vernon Ave. with Windsor Ave. and/or Custis Ave. to improve traffic flow.

The LUC voted to recommend that consideration of this SUP be deferred in order to give the applicant time to meet with the neighbors and incorporate their inputs in the proposed SUP, and to resolve with the city zoning and building code issues with putting the toddlers in the parsonage.

On August 12, the LUC presented its recommendation the Executive Board of the DRCA and the Executive Board voted to support the recommendation of the LUC. In light of the timing, this was not voted on by the full DRCA membership.

Thank you for your consideration of this letter and the opinions of the neighborhood affected by this decision.

Sincerely,



Kristine Hesse, Co-Chair  
Danielle Fidler, Co-Chair  
Del Ray Citizens Association - Land Use Committee

Cc: Anne Horowitz, Staff Reviewer  
Sarah Frondiest, Applicant Representative

**Ann Horowitz**

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**From:** Ann Horowitz  
**Sent:** Thursday, August 13, 2015 9:59 AM  
**To:** Sarah Fondriest (sarah@thedelraymontessorischool.com)  
**Cc:** Alex Dambach  
**Subject:** FW: [DRCA LUC] Montessori School Expansion

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**From:** Wolf Ramm [<mailto:wxramm@gmail.com>]  
**Sent:** Wednesday, August 12, 2015 3:19 PM  
**To:** Ann Horowitz  
**Subject:** Fwd: [DRCA LUC] Montessori School Expansion

----- Forwarded Message -----

**Subject:**[DRCA LUC] Montessori School Expansion  
**Date:**Tue, 11 Aug 2015 15:51:52 -0400  
**From:**nlconte via DRCA Land Use <[drca-land-use@googlegroups.com](mailto:drca-land-use@googlegroups.com)>  
**Reply-To:**[drca-land-use@googlegroups.com](mailto:drca-land-use@googlegroups.com)  
**To:**[drca-land-use@googlegroups.com](mailto:drca-land-use@googlegroups.com)

Hello: This email is in reference to expanding the Montessori at 100 E Windsor Ave. I am a huge supporter of Montessori. Everyone in my family attended one in DE and my mother headed up 2 different schools.

As a homeowner on E. Windsor Ave, I am NOT supportive of additional parking though. We often have a difficult time parking in front of my house and this has been getting harder and harder lately. Recently, some driver scraped my new car parked on the corner of E. Windsor and Clyde. I am NOT saying it was a Montessori person, but it was either in the middle of the night or early in the morning. I do not wish to have any more parking allowed for the school.

I am not sure what alternatives you have but I strongly urge you to find another solution.

Thank you for listening to my thoughts.

Nicola Conte  
39 E Windsor Ave  
703-401-2005

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You received this message because you are subscribed to the Google Groups "DRCA Land Use" group.

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You received this message because you are subscribed to the Google Groups "DRCA Land Use" group.  
To unsubscribe from this group and stop receiving emails from it, send an email to [drca-land-use+unsubscribe@googlegroups.com](mailto:drca-land-use+unsubscribe@googlegroups.com).

To post to this group, send email to [drca-land-use@googlegroups.com](mailto:drca-land-use@googlegroups.com).  
For more options, visit <https://groups.google.com/d/optout>.

**Ann Horowitz**

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**From:** Wolf Ramm <wxramm@gmail.com>  
**Sent:** Wednesday, August 12, 2015 3:29 PM  
**To:** Ann Horowitz  
**Subject:** Fwd: Re: 100 E. Windsor

----- Forwarded Message -----

**Subject:**Re: 100 E. Windsor  
**Date:**Mon, 10 Aug 2015 22:11:57 -0400  
**From:**Norman Birchfield <[norman.birchfield@gmail.com](mailto:norman.birchfield@gmail.com)>  
**To:**K Hesse <[kah4922@gmail.com](mailto:kah4922@gmail.com)>  
**CC:**Wolfhard Ramm <[wxramm@gmail.com](mailto:wxramm@gmail.com)>, Danielle Fidler <[dcfidler@gmail.com](mailto:dcfidler@gmail.com)>

We don't mind sharing our email on this. Thanks for your help!

On Mon, Aug 10, 2015 at 10:03 PM, K Hesse <[kah4922@gmail.com](mailto:kah4922@gmail.com)> wrote:  
Hi Melissa & Norman -Thank you for taking the time to write your email. Do you have a problem with it being forwarded to the staff reviewer, which will become part of the public record in their report to the Planning Commission?  
Best,  
Kristine Hesse

On Mon, Aug 10, 2015 at 9:50 PM, Norman Birchfield <[norman.birchfield@gmail.com](mailto:norman.birchfield@gmail.com)> wrote:  
Dear DRCA Land Use Committee,

My husband and I, recently received a flyer informing us that the Montessori school located at 100 E Windsor Ave. is proposing to increase it's enrollment and is asking for a parking reduction. We do not support this request for the reasons described below.

We live at 26 E Windsor Ave (on the corner of E Windsor and Clyde Avenues) and our driveway is on Clyde Ave facing the church where the school is housed. On several occasions we have not been able to enter or exit our driveway either due to people parking and blocking the driveway. Clyde is a narrow two-way street and cars are allowed to park on both sides. At times when our driveway is not completely blocked by a parked car, it's has been effectively blocked due lack of space to turn into or out of the driveway without scraping an adjacent parked car.

The last time the Montessori school proposed to expand, we did not express our concerns to the DRCA or the city, but instead spoke to an administrator at the Montessori school. The administrator said that the school tried to discourage parents and employees from parking on Clyde, which we appreciate, but since the school expanded to 64 students the problems accessing our driveway have become worse. We expect that the additional expansion (almost doubling the number of students) will result in even greater problems. The situation has become so bad that once, after a parked car completely blocked our driveway for more than two hours, we had a tow truck remove the car in order to allow us to exit our driveway.

Therefore, if the parking patterns on Clyde Ave. remain the same (i.e., allowing parking on both sides of the street), we cannot support the proposal for expansion of the school or the request for a parking reduction. We, unfortunately, will be out of town and will not able to make the community meeting on August 11, but we appreciate this opportunity to to make you aware of our concerns.

Please let us know if you have any questions.

Melissa Panger/Norman Birchfield  
[pangfield@gmail.com](mailto:pangfield@gmail.com)

**Ann Horowitz**

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**From:** Wolf Ramm <wxramm@gmail.com>  
**Sent:** Wednesday, August 12, 2015 3:29 PM  
**To:** Ann Horowitz  
**Subject:** Fwd: 100 E. Windsor Ave - Expansion of the Montessori School

----- Forwarded Message -----

**Subject:** 100 E. Windsor Ave - Expansion of the Montessori School

**Date:** Sun, 9 Aug 2015 14:38:11 -0400

**From:** Robin Wink <rwink@rudmanwink.com>

**To:** [drca-land-use@googlegroups.com](mailto:drca-land-use@googlegroups.com), [wxramm@gmail.com](mailto:wxramm@gmail.com), [kah4922@gmail.com](mailto:kah4922@gmail.com), [dcfidler@gmail.com](mailto:dcfidler@gmail.com)

**CC:** [bump1717@yahoo.com](mailto:bump1717@yahoo.com)

To the DRCA Land Use Committee:

We are writing in response to the DRCA notice that the Montessori School at 100 E. Windsor Ave has requested a Special Use Permit to expand the school from 64 to 102 students. We oppose this expansion. We are not sure whether we can make the DRCA meeting or the city planning meeting and wanted to express our concerns.

We reside at 106 E. Custis Ave; the 100 block of E. Custis frames the north side of the block where the United Methodist Church and the school are located. Our block is a close-knit residential area that includes 6 homes on the North side and another 4 homes on the South side backing to the church and school property.

While we are supportive of the school, and I am supportive and appreciative of the Church, **we oppose this request because of the traffic and parking problems that currently exist in the blocks immediately adjacent to the property where the expansion is proposed.** . Our traffic situation is already very difficult for a number of reasons and this near doubling of the student population will make this difficult situation significantly worse. Additionally, we have some concerns about noise when the school has outside activities (the outdoor space already appears to be maxed out), and we know that our neighbors on the South side of E Custis, whose yards back up to the church, experience significant noise which can interfere with week-day inside activities.

The entrance to the church parking located is located on E. Custis Ave, at the corner of E. Custis and Clyde Ave. The only way to access the church parking lot to drop off and pick up students at the Montessori School is via the 100 block of E. Custis. We attribute our difficult traffic and parking issues to the unique location of our block in the heart of the Del Ray commercial district; this unique location must be taken into account in assessing this request:

- The east side is bound by the 2100 block of Mt. Vernon Ave, where the 7-11 is located. The entrances/exits to 7-11 parking are on Mt. Vernon Ave and E. Custis Ave. This alone generates significant traffic issues with large commercial trucks delivering goods to 7-11. Additionally, many patrons who frequent 7-11 drive commercial trucks. Many times when parking is not available, patrons will simply (illegally) stop on the north side of E. Custis where parking is not allowed. This blocks access to the 100 block of E Custis.
- The NW corner of E Custis and Mt Vernon has both a Dash and Metro Bus stop. The buses create additional traffic congestion, particularly during weekday rush-hours when the buses run more frequently. Moreover, many bus patrons use our street and others nearby for day-long commuter parking.

- The 2200 block of Mt. Vernon is one of the busiest commercial blocks in Del Ray and includes the pharmacy, the dry cleaners, the yoga studio, and Del Ray Pizzeria. While we love and use these business, Mind the Mat and DRP draw many patrons who drive and park (or circle looking for parking) on Custis and Clyde. Virtually every parking spot on Custis and Clyde in the vicinity of the church and school is occupied from approximately 6:30 am until approximately 9:00 pm.
- The Virginia AA group holds meetings in the church each week-day morning at 7:00 am driving additional week-day morning vehicle traffic and the need for parking.
- Parking is allowed on both sides of Clyde Ave. The 2100 block, where the church parking lot exits, is continuously congested. Very often cars park closely on either side of the exit so that there is not enough room for cars to actually exit the church lot. On more than one occasion I have watched cars get "stuck" exiting the church, having to slowly inch forward and backward multiple times until they can successfully negotiate the turn around the cars on Clyde.
- The Church parking lot is built immediately adjacent to the sidewalk on Clyde without any demarcation or barriers. Cars frequently pull in too far and block access to the side walk. This can also make the side walk impassable and/or unsafe.
- Custis Ave to the east now goes all the way through the new Potomac development on Route 1 to Potomac Ave. Custis is one of only 2 Del Ray streets that do so. As a result, there is significant vehicular cut-through traffic on Custis Ave.

Thank you for your consideration of our views. As you can see from the above, living with the parking and traffic issues on our street can be very frustrating. While we reap the benefit of living within the heart of Del Ray, we are also now bearing significant burden as well. We fear that expansion of the student population at the Montessori School at 100 E. Windsor Ave will make our living situation significantly worse, and we trust and hope you will take our views into action.

Many thanks,

Robin Wink  
Beth Egan  
106 E Custis Ave  
Alexandria, VA 22301

SUP2015-0064  
100-120 E Windsor Ave  
Additional Materials 8/27/15

**Ann Horowitz**

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**From:** Wolf Ramm <wxramm@gmail.com>  
**Sent:** Wednesday, August 12, 2015 3:29 PM  
**To:** Ann Horowitz  
**Subject:** Fwd: Re: SUP App for 100 E Windsor

----- Forwarded Message -----

**Subject:** Re: SUP App for 100 E Windsor

**Date:** Sat, 8 Aug 2015 11:30:17 -0400

**From:** Kimberly <kimers2@aol.com>

**To:** [maryannk406@gmail.com](mailto:maryannk406@gmail.com), [wxramm@gmail.com](mailto:wxramm@gmail.com), [kah4922@gmail.com](mailto:kah4922@gmail.com), [dcfidler@gmail.com](mailto:dcfidler@gmail.com),  
[lisamaq@gmail.com](mailto:lisamaq@gmail.com)

**CC:** [rodkuckro@att.net](mailto:rodkuckro@att.net), [Captkirk47@comcast.net](mailto:Captkirk47@comcast.net), [amy.walker@navy.mil](mailto:amy.walker@navy.mil), [robinwink41@msn.com](mailto:robinwink41@msn.com),  
[mschwartz999@aol.com](mailto:mschwartz999@aol.com), [bhopkins@gwu.edu](mailto:bhopkins@gwu.edu), [benjamindhopkins@gmail.com](mailto:benjamindhopkins@gmail.com),  
[marinacarter@gmail.com](mailto:marinacarter@gmail.com), [seanhowell2@gmail.com](mailto:seanhowell2@gmail.com), [dorismcmurray@yahoo.com](mailto:dorismcmurray@yahoo.com),  
[maggie.hummel@gmail.com](mailto:maggie.hummel@gmail.com), [Bump1717@yahoo.com](mailto:Bump1717@yahoo.com), [kristengedeon@hotmail.com](mailto:kristengedeon@hotmail.com),  
[mvschiavo@gmail.com](mailto:mvschiavo@gmail.com), [jschiavo1@gmail.com](mailto:jschiavo1@gmail.com), [Cecelia@ceceliastephens.com](mailto:Cecelia@ceceliastephens.com),  
[dave@daveshuman.com](mailto:dave@daveshuman.com)

Thank you MaryAnn for sending this letter, I had seen the letter in our door Wednesday, but did not take a look at it until Thursday morning just before we left to go out of town for a long weekend, so I had not had a chance to talk to anyone or even Michael, my husband (Whom I have sent all of the follow up e-mails to).

I am going to get on my soap box now, in case I don't get to say my peace, later, so bare with me on this!

We are very disturbed by this call to increase the number of students at the Montessori school, I had thought it was already maxed out? At least in the last increase, I had heard it was maxed out for the location? And to hear this at a very short notice..... totally not fair to those of us who live there and work from home. We are not against the fact that the school is doing so well and able to be increased, that is awesome and we love kids, so it is not that either, the biggest issue here is that, we do not believe, and I think I am talking for many neighbors that live in the surrounding area, that the current location can support this growth, without disrupting all of us who live in the surrounding area and will be effected by this.

My husband and I live directly across the street from the church, on the corner of Custis and Clyde, we see and hear all the commotion, that goes on at the church on a daily basis. Makes it very hard to focus on your work especially for many of us who do work from our homes! It is not just the loudness of children, but it is the traffic in and out of the parking lot, on the

streets of Custis and Windsor; then there is Clyde Street, which has double side parking and the school buses, delivery trucks, (which are not supposed to be using those streets), and for many of us who do not have driveways, who rely on street parking, and can barely get through then when we do, there is no parking, it is very frustrating.

I know this traffic and parking thing is a different element, but I believe they are all one in the same category when it comes to increasing the capacity of the school and other church events or functions. I also know that, the traffic and parking is not just the School, Daycare and Church functions, it is also the businesses on the Ave. But together, it all creates an even crazier situation that I am not sure can be supported by continuing to increase organizations at this time!

So I apologize for this long response, but it has been an issue and one I have not spoken up about sooner! Thank you for letting me rant, I hope to be at the meeting if I am free of work obligations!

Best,

Kim Schwartz

SUP2015-0064

100-120 E Windsor Ave

Additional Materials 8/27/15

Kimberly Schwartz  
Independent Meeting and Event Specialist  
Alexandria, VA  
M: 703-901-1954  
Director of Catering & Events  
Carriage House Catering  
<http://carriagehousecateringandevents.com/>  
E-mail: [Kimers2@aol.com](mailto:Kimers2@aol.com)

*As surely as the acorn becomes the oak tree, the images in your mind become your reality!*

~ Unknown

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

From: MAK Kirkpatrick <[maryannk406@gmail.com](mailto:maryannk406@gmail.com)>

To: wxramm <[wxramm@gmail.com](mailto:wxramm@gmail.com)>; kah4922 <[kah4922@gmail.com](mailto:kah4922@gmail.com)>; dcfidler <[dcfidler@gmail.com](mailto:dcfidler@gmail.com)>; Lisa Quandt <[lisamaq@gmail.com](mailto:lisamaq@gmail.com)>

Cc: Rod Kuckro <[rodkuckro@att.net](mailto:rodkuckro@att.net)>; Captkirk47 <[Captkirk47@comcast.net](mailto:Captkirk47@comcast.net)>; amy.walker <[amy.walker@navy.mil](mailto:amy.walker@navy.mil)>; robinwink41 <[robinwink41@msn.com](mailto:robinwink41@msn.com)>; kimers2 <[kimers2@aol.com](mailto:kimers2@aol.com)>; mschwartz999 <[mschwartz999@aol.com](mailto:mschwartz999@aol.com)>; bhopkins <[bhopkins@gwu.edu](mailto:bhopkins@gwu.edu)>; benjamindhobkins <[benjamindhobkins@gmail.com](mailto:benjamindhobkins@gmail.com)>; marinacarter <[marinacarter@gmail.com](mailto:marinacarter@gmail.com)>; seanhowell2 <[seanhowell2@gmail.com](mailto:seanhowell2@gmail.com)>; dorismcmurray <[dorismcmurray@yahoo.com](mailto:dorismcmurray@yahoo.com)>; maggie.hummel <[maggie.hummel@gmail.com](mailto:maggie.hummel@gmail.com)>

Sent: Fri, Aug 7, 2015 10:30 am

Subject: SUP App for 100 E Windsor



Dear Land Use Committee,

The first notice we had of the Montessori school's application to expand yet again was the flyer from the LUC, which was at our door on Wednesday.

We have not had a chance to talk to neighbors about this because of the short notice and lack of communication from the school, so we respectfully request that this docket item be postponed to a later date so we can get the word out to those impacted. This includes the neighbors on the north side of E Custis who are also bothered by the noise. We are out of town this weekend, so will be unable to do much on this issue until late Sunday.

We are grateful for your consideration of this request.

Sincerely,  
John and Mary Ann Kirkpatrick  
113 E Custis Ave

**Ann Horowitz**

---

**From:** Wolf Ramm <wxramm@gmail.com>  
**Sent:** Wednesday, August 12, 2015 3:30 PM  
**To:** Ann Horowitz  
**Subject:** Fwd: Re: SUP App for 100 E Windsor

----- Forwarded Message -----

**Subject:** Re: SUP App for 100 E Windsor  
**Date:** Fri, 7 Aug 2015 21:53:05 +0000 (UTC)  
**From:** Rod Kuckro <rodkuckro@att.net>  
**Reply-To:** Rod Kuckro <rodkuckro@att.net>  
**To:** MAK Kirkpatrick <maryannk406@gmail.com>, K Hesse <kah4922@gmail.com>  
**CC:** wxramm@gmail.com <wxramm@gmail.com>, Danielle Fidler <dcfidler@gmail.com>, Lisa Quandt <lisamaq@gmail.com>, Captkirk47@comcast.net <Captkirk47@comcast.net>, amy.walker@navy.mil <amy.walker@navy.mil>, robinwink41@msn.com <robinwink41@msn.com>, kimers2@aol.com <kimers2@aol.com>, mschwartz999@aol.com <mschwartz999@aol.com>, bhopkins@gwu.edu <bhopkins@gwu.edu>, benjamindhopkins@gmail.com <benjamindhopkins@gmail.com>, marinacarter@gmail.com <marinacarter@gmail.com>, seanhowell2@gmail.com <seanhowell2@gmail.com>, dorismcmurray@yahoo.com <dorismcmurray@yahoo.com>, maggie.hummel@gmail.com <maggie.hummel@gmail.com>

The neighbors' request for a possible delay here seems reasonable.

The school wants to expand its student body by two thirds and that is significant both in terms of noise and parking.

It's disappointing that the applicant did not first meet with the neighbors.

The city staff should be telling applicants to start there. Maybe they are but the applicants are ignoring the advice.

Rod

Rod Kuckro  
 703-864-3858  
[www.linkedin.com/in/rodkuckro](http://www.linkedin.com/in/rodkuckro)

On Friday, August 7, 2015 4:34 PM, MAK Kirkpatrick <maryannk406@gmail.com> wrote:

Thank you for your response.

However, this leaves us at a serious disadvantage in terms of planning time. I'm not sophisticated on these matters and fail to see why the city can't reschedule its review. Why should the applicants have the advantage?

We're paying \$8,000 in taxes and it's incomprehensible that we have to endure the noise that comes from their playground.

Mary Ann

On Friday, August 7, 2015, K Hesse <[kah4922@gmail.com](mailto:kah4922@gmail.com)> wrote:

Hi Mary Ann - I received an email from Ann Horowitz, the planner. She inadvertently deleted your voicemail, but I passed on your email so she can contact you about the case.

So that everyone is aware, the planning commission hearing is on Sept. 1. We are reviewing the case next Tuesday because it is the LUC's next meeting before the hearing.

Best,

Kristine Hesse,  
Co-chair, LUC

On Fri, Aug 7, 2015 at 10:30 AM, MAK Kirkpatrick <[maryannk406@gmail.com](mailto:maryannk406@gmail.com)> wrote:

Dear Land Use Committee,

The first notice we had of the Montessori school's application to expand yet again was the flyer from the LUC, which was at our door on Wednesday.

We have not had a chance to talk to neighbors about this because of the short notice and lack of communication from the school, so we respectfully request that this docket item be postponed to a later date so we can get the word out to those impacted. This includes the neighbors on the north side of E Custis who are also bothered by the noise. We are out of town this weekend, so will be unable to do much on this issue until late Sunday.

We are grateful for your consideration of this request.

Sincerely,

John and Mary Ann Kirkpatrick  
113 E Custis Ave

SUP2015-0064

100-120 E Windsor Ave

Additional Materials 8/27/15

**Ann Horowitz**

**From:** Wolf Ramm <wxramm@gmail.com>  
**Sent:** Wednesday, August 12, 2015 3:30 PM  
**To:** Ann Horowitz  
**Subject:** Fwd: Re: SUP App for 100 E Windsor

----- Forwarded Message -----

**Subject:** Re: SUP App for 100 E Windsor

**Date:** Fri, 7 Aug 2015 16:34:09 -0400

**From:** MAK Kirkpatrick <maryannk406@gmail.com>

**To:** K Hesse <kah4922@gmail.com>

**CC:** wxramm@gmail.com <wxramm@gmail.com>, Danielle Fidler <dcfidler@gmail.com>, Lisa Quandt <lisamaq@gmail.com>, Rod Kuckro <rodkuckro@att.net>, Captkirk47@comcast.net <Captkirk47@comcast.net>, amy.walker@navy.mil <amy.walker@navy.mil>, robinwink41@msn.com <robinwink41@msn.com>, kimers2@aol.com <kimers2@aol.com>, mschwartz999@aol.com <mschwartz999@aol.com>, bhopkins@gwu.edu <bhopkins@gwu.edu>, benjamindhobkins@gmail.com <benjamindhobkins@gmail.com>, marinacarter@gmail.com <marinacarter@gmail.com>, seanhowell2@gmail.com <seanhowell2@gmail.com>, dorismcmurray@yahoo.com <dorismcmurray@yahoo.com>, maggie.hummel@gmail.com <maggie.hummel@gmail.com>

Thank you for your response.

However, this leaves us at a serious disadvantage in terms of planning time. I'm not sophisticated on these matters and fail to see why the city can't reschedule its review. Why should the applicants have the advantage?

We're paying \$8,000 in taxes and it's incomprehensible that we have to endure the noise that comes from their playground.

Mary Ann

On Friday, August 7, 2015, K Hesse <kah4922@gmail.com> wrote:

Hi Mary Ann - I received an email from Ann Horowitz, the planner. She inadvertently deleted your voicemail, but I passed on your email so she can contact you about the case.

So that everyone is aware, the planning commission hearing is on Sept. 1. We are reviewing the case next Tuesday because it is the LUC's next meeting before the hearing.

Best,  
 Kristine Hesse,  
 Co-chair, LUC

On Fri, Aug 7, 2015 at 10:30 AM, MAK Kirkpatrick <maryannk406@gmail.com> wrote:  
 Dear Land Use Committee,

The first notice we had of the Montessori school's application to expand yet again was the flyer from the LUC, which was at our door on Wednesday.

We have not had a chance to talk to neighbors about this because of the short notice and lack of communication from the school, so we respectfully request that this docket item be postponed to a later date so we can get the word out to those impacted. This includes the neighbors on the north side of E Custis who are also bothered by the noise. We are out of town this weekend, so will be unable to do much on this issue until late Sunday.

We are grateful for your consideration of this request.

Sincerely,  
John and Mary Ann Kirkpatrick  
113 E Custis Ave

SUP2015-0064  
100-120 E Windsor Ave  
Additional Materials 8/27/15

**Ann Horowitz**

---

**From:** Wolf Ramm <wxramm@gmail.com>  
**Sent:** Wednesday, August 12, 2015 3:30 PM  
**To:** Ann Horowitz  
**Subject:** Fwd: Re: SUP App for 100 E Windsor

----- Forwarded Message -----

**Subject:**Re: SUP App for 100 E Windsor

**Date:**Fri, 07 Aug 2015 14:45:13 +0000

**From:**Sean Howell <sean.howell2@gmail.com>

**To:**MAK Kirkpatrick <maryannk406@gmail.com>, wxramm@gmail.com, kah4922@gmail.com, dcfidler@gmail.com, Lisa Quandt <lisamaq@gmail.com>

**CC:**Rod Kuckro <rodkuckro@att.net>, Captkirk47@comcast.net <Captkirk47@comcast.net>, amy.walker@navy.mil, robinwink41@msn.com, kimers2@aol.com, mschwartz999@aol.com, bhopkins@gwu.edu, benjaminhopkins@gmail.com, marinacarter@gmail.com, dorismcmurray@yahoo.com, maggie.hummel@gmail.com

As a follow-up to Mary Ann's email above, we would also like to request a postponement of this item. The addition to the school will have a heavy impact to our location and we would appreciate more than a couple days to discuss with our neighbors on the block.

Thank you for your consideration.

Sean & Marina Howell  
109 E. Custis Ave.

On Fri, Aug 7, 2015 at 10:30 AM MAK Kirkpatrick <maryannk406@gmail.com> wrote:  
Dear Land Use Committee,

The first notice we had of the Montessori school's application to expand yet again was the flyer from the LUC, which was at our door on Wednesday.

We have not had a chance to talk to neighbors about this because of the short notice and lack of communication from the school, so we respectfully request that this docket item be postponed to a later date so we can get the word out to those impacted. This includes the neighbors on the north side of E Custis who are also bothered by the noise. We are out of town this weekend, so will be unable to do much on this issue until late Sunday.

We are grateful for your consideration of this request.

Sincerely,  
John and Mary Ann Kirkpatrick  
113 E Custis Ave

**Ann Horowitz**

**From:** Wolf Ramm <wxramm@gmail.com>  
**Sent:** Wednesday, August 12, 2015 3:37 PM  
**To:** Ann Horowitz  
**Subject:** Fwd: 100 E. Windsor

----- Forwarded Message -----

**Subject:** 100 E. Windsor

**Date:** Tue, 11 Aug 2015 08:47:56 -0400

**From:** Ellen Epstein <ellen@bowwowpets.net>

**To:** [wxramm@gmail.com](mailto:wxramm@gmail.com)

Dear Del Ray Land Use Committee,

Below please find the comments that were submitted by some of the citizens who reside on the block that will be impacted by changes described in the flyer we received regarding the expansion of the Montessori School at 100 E. Windsor Ave. in Del Ray.

We are all quite concerned about the expansion of the school and the parking issues that will undoubtedly arise from this expansion.

Could they make a circular driveway in the front yard to alleviate p/u and d/o traffic? This includes the trucks which park opposite my driveway and block me in during deliveries.

I hope they are not thinking of putting a parking lane on that side of the street. Windsor is the only through street from Jefferson Davis to Braddock Rd. and the traffic would be badly impacted if they did.

The amount of students had already doubled from the original plan and now they want to double it again. I feel it would be twice as congested and dangerous for that many children to be running around outside.

-- Ellen

My biggest concern is with the traffic caused at drop off time. Also, on-street parking has become an issue through the years, and that's why I put in the driveway.

-- Sue

My only comment/concern is with the proposed expanded loading and unloading times of 8-9a, 12:12:30pm, 1 - 1:30pm and 3 - 3:45pm. 1.) That is a longer loading and unloading time than is currently in place. My driveway at 107 E Windsor Ave. is directly across the street from where they load and unload and it can be difficult to get out of the driveway when there are cars not only unloading kids but waiting in a line down to Mt Vernon Ave. 2.) I have seen firsthand how larger cars (SUVs, Pickup trucks) and delivery trucks can't get down Windsor

Ave going east during loading and unloading times, especially when there are cars parked on the south side of the street. Frankly, I see this as a security concern for the kids as much as a traffic issue. If a kid darted into the street after being dropped off, they could easily get hit by oncoming traffic.

I suggested they get orange cones and one or two traffic cops/crossing guards at block off Windsor Ave from Clyde St to Mt Vernon Ave to all cars and trucks during loading and unloading times except people dropping off kids, emergency vehicles and those of us who live on the street. Otherwise, it's going to be chaos during those times.

--

Thanks.

Liz

A bulleted list of concerns:

- Almost doubling the number of students will almost double the traffic on Windsor during drop-off time. What is their plan to address this?
- On-street parking has become more difficult along Windsor. What is the plan to ensure no teachers need to park along the sidestreets? What about parents who volunteer, etc?
- How will the parking in the pastor's driveway work? What happens when someone at the top of the driveway needs to go somewhere?

--Thanks, Kirk

Thanks,  
Ellen

**Ellen Epstein**  
703.850.5559  
ellen@bowwowpets.net

♥ ♥ ♥ ♥ ♥ ♥ ♥

SUP2015-0064

100-120 E Windsor Ave

Additional Materials 8/27/15



**Ann Horowitz**

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**From:** Karl Moritz  
**Sent:** Thursday, August 20, 2015 7:11 AM  
**To:** Ann Horowitz; Alex Dambach  
**Subject:** Fwd: Neighborhood input on the Montessori School Expansion Plan  
**Attachments:** Montessori comments.pdf; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

**From:** Justin Wilson <[justin.wilson@alexandriava.gov](mailto:justin.wilson@alexandriava.gov)>  
**Date:** August 19, 2015 at 8:51:54 PM EDT  
**To:** Karl Moritz <[Karl.Moritz@alexandriava.gov](mailto:Karl.Moritz@alexandriava.gov)>  
**Subject:** Fwd: Neighborhood input on the Montessori School Expansion Plan

FYI

----

Justin M. Wilson, Member  
 Alexandria City Council  
 Office: 703.746.4500  
 Home: 703.299.1576  
[justin.wilson@alexandriava.gov](mailto:justin.wilson@alexandriava.gov)

Begin forwarded message:

**From:** Ellen Epstein <[ellen@bowwowpets.net](mailto:ellen@bowwowpets.net)>  
**Date:** August 19, 2015 at 8:48:39 PM EDT  
**To:** [office@thedelraymontessorischool.com](mailto:office@thedelraymontessorischool.com)  
**Cc:** Bow Wow Meow <[ellen@bowwowpets.net](mailto:ellen@bowwowpets.net)>, Sue Bernstein <[sueb1742@aol.com](mailto:sueb1742@aol.com)>, Sharon Edwards <[sedwards21@comcast.net](mailto:sedwards21@comcast.net)>, [leslie@steffensenfamily.com](mailto:leslie@steffensenfamily.com), Kirk Steffensen <[kirk@steffensenfamily.com](mailto:kirk@steffensenfamily.com)>, Liz Chadderdon <[liz@chadderdongroup.com](mailto:liz@chadderdongroup.com)>, [drcaanduse@googlegroups.com](mailto:drcaanduse@googlegroups.com), Norman Birchfield <[norman.birchfield@gmail.com](mailto:norman.birchfield@gmail.com)>, [wxramm@gmail.com](mailto:wxramm@gmail.com), [kah4922@gmail.com](mailto:kah4922@gmail.com), [dcfidler@gmail.com](mailto:dcfidler@gmail.com), Justin Wilson <[justin.wilson@alexandriava.gov](mailto:justin.wilson@alexandriava.gov)>, [nlconte@aol.com](mailto:nlconte@aol.com), [ggreene@gmail.com](mailto:ggreene@gmail.com), "lolaelfman@gmail.com" <[lolaelfman@gmail.com](mailto:lolaelfman@gmail.com)>, [justin@justin.net](mailto:justin@justin.net), [captkirk47@comcast.net](mailto:captkirk47@comcast.net), Mary Ann Kirkpatrick <[binque406@comcast.net](mailto:binque406@comcast.net)>  
**Subject:** Neighborhood input on the Montessori School Expansion Plan

Dear Sarah and Rebecca,

After attending the DRCA Land Use Committee meeting we have decided that it is important that our small group of community members voiced our concerns about the proposed expansion project for the Montessori School.

We are all appreciative of the school and it's current activities, and in the past everyone has been supportive of the growth of the school. We have been quiet about its negative impact on our neighborhood because we felt that we could live with the daily inconveniences. Unfortunately the overriding thought at this point is that the problems associated with the school's growth have reached the limit, and we, as a community, do not support this expansion plan.

We realize that previously no one has complained to the school or the City about the traffic and noise issues that we all deal with on a daily basis. This is really a reflection of what friendly, thoughtful, patient people live in this neighborhood, not proof that there are no complaints.

The primary concerns are:

1. Increased traffic during drop off and pick up times
2. Increased noise during daytime hours (most of us work from our homes)
3. Increased problems with parking on the streets and blocking residents' driveways

Attached please find some of the comments submitted by your neighbors who reside on E. Windsor Ave. and who will be directly impacted by the expansion of the Montessori School at 100 E. Windsor Ave. in Del Ray. I know there are multiple comments about the same concerns, but we have presented them all for your benefit.

We have also heard from the neighbors on Clyde and Custis, and they feel that the noise and traffic issues have negatively impacted them as well. I believe they will be submitting their concerns as well.

I hope this gives you a clearer picture of how your neighbors actually feel about the prospect of more children and more cars in our neighborhood and on our already crowded streets.

Thank you for your consideration,

Ellen Epstein (On behalf of some of my neighbors on E. Windsor Ave.)

SUP2015-0064

100-120 E Windsor Ave

Additional Materials 8/27/15

**Kristen Walentisch**

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**From:** Karl Moritz  
**Sent:** Monday, August 31, 2015 10:30 AM  
**To:** Kendra Jacobs; Kristen Walentisch  
**Cc:** Ann Horowitz; Alex Dambach  
**Subject:** Fwd: The Del Ray Montessori School Expansion - Letter to Department of Planning and Zoning  
**Attachments:** Letter to the City.pdf; ATT00001.htm  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged  
**Categories:** PC

Can you make sure the Planning Commission has this letter?

Sent from my iPhone

Begin forwarded message:

**From:** Sarah Fondriest <[sarah@thedelraymontessorischool.com](mailto:sarah@thedelraymontessorischool.com)>  
**Date:** August 28, 2015 at 9:26:47 AM EDT  
**To:** <[karl.moritz@alexandriava.gov](mailto:karl.moritz@alexandriava.gov)>  
**Cc:** Ann Horowitz <[ann.horowitz@alexandriava.gov](mailto:ann.horowitz@alexandriava.gov)>, Kristine Hesse <[kah4922@gmail.com](mailto:kah4922@gmail.com)>, Danielle Fidler <[dcfidler@gmail.com](mailto:dcfidler@gmail.com)>  
**Subject:** The Del Ray Montessori School Expansion - Letter to Department of Planning and Zoning

Dear Mr. Moritz and Ms. Horowitz,

Attached to this email you find an email in response to the neighborhood concerns regarding our expansion, SUP #2015-0064.

If there are any further questions, please feel free to contact me at your convenience. Otherwise, I look forward to seeing you all on Tuesday.

Kindest Regards,

Sarah Fondriest  
Director  
The Del Ray Montessori School  
100 E. Windsor Ave.  
Alexandria, Va 22301  
703.380.1241  
[www.thedelraymontessorischool.com](http://www.thedelraymontessorischool.com)

On Mon, Aug 24, 2015 at 4:46 PM, Danielle Fidler <[dcfidler@gmail.com](mailto:dcfidler@gmail.com)> wrote:  
Dear Mr. Moritz,

Attached please find a letter from the Del Ray Citizens Association's Land Use Committee regarding SUP #2015-0064; 100 E. Windsor Avenue (Del Ray Montessori).

Please let me know if you have further questions regarding this matter.

Best regards,

Danielle Fidler

DRCA LUC Co-Chair

SUP2015-0064

100-120 E Windsor Ave

Additional Materials 8/31/15

# The Del Ray Montessori School

100 E. Windsor Ave. \* Alexandria, Virginia 22301

[www.thedelraymontessorischool.com](http://www.thedelraymontessorischool.com)

703.380.1241

August 26, 2015

Karl W. Moritz, Director  
Department of Planning and Zoning  
City of Alexandria  
City Hall, Room 2100  
Alexandria, Virginia 22314

Re: SUP#2015-0064

Dear Mr. Moritz,

I am writing you to respond to the concerns of the neighborhood regarding our recent request for an expansion located at 100 E. Windsor Ave. in the Del Ray United Methodist Church.

Since 2011, we have operated a growing Montessori school on the 2<sup>nd</sup> and 3<sup>rd</sup> floor of the church, supporting families and their children, ages 2 ½ - 12. During this time, we have complied fully with our SUP, and have worked collaboratively with the church to respect their needs, as well as the needs of the local community. In 2013, one neighbor contacted me regarding concerns about parking in the neighborhood. Since then, I haven't heard anything from anyone in the neighborhood regarding complaints or concerns about our school, loading zone, traffic, noise, parking or our parent community. Additionally, I haven't been notified by the Planning and Zoning Department of any documented complaints from community members.

Once the DRCA announced our expansion plans to the neighborhood, there was an outpouring of frustration and anger from neighbors regarding the parking and traffic in the community. We attended the DRCA Land Use Committee meeting on August 11, as we have done with each SUP, and quickly realized that we were becoming the target of many overall neighborhood concerns that we feel are unfairly being blamed on us.

After leaving that meeting, we acted swiftly to determine what changes we could make to accommodate the neighbors. The following changes were implemented immediately:

- We created a policy in our staff policy manual requiring staff to use off-street parking spaces at all times.
- We updated our Parent Policy Manual to include more information about our SUP, parking and traffic concerns in the neighborhood.
- We had a staff meeting regarding:
  - The upcoming expansion.
  - Neighborhood concerns regarding street parking.
  - Neighborhood concerns regarding the loading zone.
  - Preparing for and conducting arrival and dismissal on time and in a timely, efficient, safe fashion.
- We planned a community meeting for all of the neighbors to attend on Thursday, August 20.

The following plans were also made as a result of that initial meeting:

- Send out an email to parents with detailed information reminding them about our policy regarding parking and the use of the loading zone.

# The Del Ray Montessori School

100 E. Windsor Ave. \* Alexandria, Virginia 22301

[www.thedelraymontessorischool.com](http://www.thedelraymontessorischool.com)

703.380.1241

- We plan to address the neighborhood concerns with new and returning parents at two upcoming parent events.

After the meeting with the neighbors and hearing their concerns at the community meeting we held on August 20, the Board of Directors and I agreed to the following conditions to satisfy their needs:

- Limit the enrollment this school year (2015 -2016) to 85 students in all programs.
- Limit the enrollment for the 2016 – 2017 school year to 95 students in all programs.
- For the 2017 – 2018 school year, we will go up to our maximum of 102.
- We will only enroll 10 children in the toddler program (in the parsonage) for the 2015 – 2016 school year, which will require one less staff member. This will result in one less staff member than we had originally planned, allowing for less traffic and less possibility of parking in the community.
- We will continue to partake in community discussions regarding mitigating traffic and lessening parking concerns in the neighborhood.
- We will fully participate in a traffic study that was suggested by the neighbors.

There has been a request to defer our SUP and before stating our response, I'd like to first point out that:

- On the first day of school (September 8) the enrollment of students in our school will be 57.
- The new Primary Program (ages 2 ½ - 6) located on the 3<sup>rd</sup> floor of the church will not open until Monday, October 5. The addition of this program will increase our enrolment to 69.
- The new Toddler Program (ages 18 months – 3 years) located in the parsonage, will not open until Monday, November 2. The addition of this program will increase our enrolment to 79.
  - *It's important to note that children who join both of the new programs will join over the course of a two-week period, with staggering start dates, to lessen the amount of new students that will all arrive for the first time on the same day.*

The DRCA has requested that we defer our SUP to accommodate further opportunities for discussion with the neighbors. The Del Ray Montessori School will not be requesting to defer the SUP for the following reasons:

- Final approval of the expansion (for the parsonage) requires additional inspection by Code Administration (and other local departments). None of these organizations can begin to inspect the parsonage property until the SUP is approved. This work will take at least a month to complete.
- Deferring the SUP would then delay work in the parsonage that is required for compliance.
- The program that we intend on having in the parsonage is scheduled to open on November 2. If we delay it any further, parents child care plans will be effected, staff would not be able to work, and ultimately overall school planning would be affected, causing financial strain and hardship to the school.

And, finally, we feel that we have heard the needs of the community and have already made many adjustments to our policies and procedures in order to comply with their requests. We feel *strongly* that we have done our due diligence to accommodate everyone who stands to be affected by our expansion.

Over the past few years, we have thoroughly enjoyed having a Montessori school in the Del Ray community. It is a charming, quaint town, with a vibrant community that has always supported small, local businesses. We feel confident that the community is benefiting from the high quality

# The Del Ray Montessori School

100 E. Windsor Ave. \* Alexandria, Virginia 22301

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703.380.1241

Montessori program that we offer to the community. We are completely dedicated to this community and we think that our openness to feedback, as well as our immediate action and changes in response to neighborhood concerns, along with the lack of complaints of the past 4 years, has wholly supported our record in doing our best work to respect the neighbors.

I appreciate your time and work involved in our expansion. I look forward to seeing all of you in person in the next few weeks.

Kind Regards,

Sarah Fondriest

Director, Co-Founder & Parent

**Kristen Walentisch**

---

**From:** Ann Horowitz  
**Sent:** Monday, August 31, 2015 12:05 PM  
**To:** Kristen Walentisch  
**Subject:** FW: The Del Ray Montessori School - Information Regarding Our Expansion - SUP# 2015 - 0064

**Categories:** PC

---

**From:** Ellen Epstein [<mailto:ellen@bowwowpets.net>]

**Sent:** Friday, August 28, 2015 10:27 AM

**To:** Sarah Fondriest

**Cc:** [marinacarter@gmail.com](mailto:marinacarter@gmail.com); [sean.howell2@gmail.com](mailto:sean.howell2@gmail.com); Kristine Hesse; Danielle Fidler; Kirk Steffensen; Leslie Steffensen; Liz Chadderdon; Sue Bernstein; Sharon Edwards; [drcaLanduse@googlegroups.com](mailto:drcaLanduse@googlegroups.com); Norman Birchfield; Wolfhard Ramm; Justin Wilson; [nlconte@aol.com](mailto:nlconte@aol.com); Greg Greene; [lolaelfman@gmail.com](mailto:lolaelfman@gmail.com) Elfman; Justin Wilson; [captkirk47@comcast.net](mailto:captkirk47@comcast.net); Mary Ann Kirkpatrick; Ann Horowitz

**Subject:** Re: The Del Ray Montessori School - Information Regarding Our Expansion - SUP# 2015 - 0064

Sarah,

Thank you so much for working with us on this issue.

The only thing that I did not see addressed, and which is extremely important to me and my Windsor Ave. neighbors, is the additional playground that has been planned for our side of the street next to the parsonage. Is this still an option or have you decided against it? (I hope so).

Thanks,  
Ellen



On Aug 28, 2015, at 9:54 AM, Sarah Fondriest <[sarah@thedelraymontessorischool.com](mailto:sarah@thedelraymontessorischool.com)> wrote:

Dear Neighbors,

Attached to this email you will find two documents:

1. Letter to Neighbors in response to concerns
2. Notes from the Community Meeting

We appreciate all of the feedback that you have given us over the course of the past few weeks. We hope the attached information gives you further information about our school, as well as our plans for the expansion.

If any questions or further concerns arise, please feel free to contact me.

Kindest Regards,



Sarah Fondriest

Director

The Del Ray Montessori School

100 E. Windsor Ave.

Alexandria, Va 22301

703.380.1241

[www.thedelraymontessorischool.com](http://www.thedelraymontessorischool.com)

<Letter to Neighbors.pdf>

<Community Meeting Presentation. NOTES.pdf>

# The Del Ray Montessori School

100 E. Windsor Ave. \* Alexandria, Virginia 22301

[www.thedelraymontessorischool.com](http://www.thedelraymontessorischool.com)

703.380.1241

## Community Meeting Notes – Thursday, 8/20

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- I. Introduction
  - The Del Ray Montessori School:
    - Sarah Fondriest- Director
    - Jonathan Underly – Board Member, Co-Founder & Parent
    - Rebecca Underly – Board Member, Co-Founder & Parent
    - Jenny Wyrick – Administrator, Teacher & Parent
  - We are always open to feedback...Please call us directly with concerns.
- II. History of School
  - Started in 2011
  - **We are a non-profit school**
  - Started from interested parents in the neighborhood who wanted an alternative educational approach for their children
  - Also, it serves to support the needs of the growing community that currently does not have plans for a growing school system
  - We offer a robust educational method for children while also supporting families in raising healthy, inquisitive, confident children
- III. Introduction of Attendees:
  - *(This list may not be completely accurate – my apologies)*
  - Michael Schwartz – 100 E. Custis
  - 106 E. Custis
  - 109 E. Custis
  - Wolf Ramm, Del Ray Land Use Committee
  - 108 E. Custis
  - 26 E. Windsor Ave
  - Ms. Kirkpatrick from E. Custis
  - 113C E. Windsor
  - Doug Smith representing the Church
  - Erin Dahlin representing the Church
- IV. School
  - We opened with one classroom with the goal of having
    - 1 toddler, 3 primary & 1 elementary and we expected this would take time
    - This expansion will allow us to complete our goal
  - Hours of Operation
    - **Monday-Friday 8:30am – 3:15pm**
    - **WE HAVE NO PLANS TO OFFER A FULL DAY**, although our SUP allows for it
  - We have grown each year to accommodate the increased needs/interest our Montessori program
  - We currently have 3 classrooms, a maximum of 64 students and 9 staff members
  - We plan to grow to have 5 classrooms, 102 students and 13-14 staff members
  - We plan to have this maximum reached by 2017
  - We have worked together with the church collaboratively and strategically to consider:
    - The needs of the church
    - The needs of the congregation
    - The needs of the community

SUP2015-0064

100-120 E Windsor Ave

Additional Materials 8/31/15

# The Del Ray Montessori School

100 E. Windsor Ave. \* Alexandria, Virginia 22301

[www.thedelraymontessorischool.com](http://www.thedelraymontessorischool.com)

703.380.1241

- The needs of Creative Playschool

## V. Loading Zone

- Background:
  - We started in 2011 by sharing the parking lot with Creative Playschool and realized quickly that this wouldn't work. Our dismissal at that time was 3:00. We extended it to 3:15 to not interfere with CP dismissal and also to consider the addition of a loading zone to minimize the traffic on Clyde & Custis.
  - Also, this would mean less cars in the parking lot.
- Purpose:
  - To keep parents off the street and therefore reduce the amount of street parking in the community
  - To decrease foot-traffic in the neighborhood
  - To decrease congestion of children and parents walking around to and from the school
  - To increase student safety by supervising them in and out of the building with strong supervision during arrival and dismissal
  - To increase overall safety in the neighborhood
- The Fire Department, along with T&ES have approved this zone with every SUP and expansion, as they have been consulted.
  - The cars in our loading zone do not prevent emergency vehicles from getting through
  - Parents are informed and instructed of what to do when an emergency vehicle approaches
  - We contacted the Fire Department in 2012 to discuss protocol and procedures for best practices in an emergency during arrival and dismissal
  - We have never heard any feedback from the Fire Department, the City or T&ES regarding concerns or issues with this loading zone
- How it works:
  - We have orange cones set up outside during arrival and dismissal
  - All staff wear an orange vest at all times
  - We will wear yellow ponchos when it is raining
  - We have 3-5 staff members outside during periods of arrival and dismissal:
    - 2-3 escort children in/out of vehicles
    - 1-2 wait on the sidewalk and at the door to let children in/out of the building
- **Rules for Parents:**
  - We have an orientation night at the beginning of the year with new parents and we discuss the following RULES listed in our POLICY MANUAL
    - No talking on cell phones
    - You may NOT get out of the vehicle
    - Your child's carseat MUST be located on the rear passenger side of the vehicle
    - Staff will not load and unload ANYTHING in or out of your vehicle (car seats, scooters, etc.)
    - Parents must sign agreements regarding adhering to these rules- if they don't follow policy, we will meet with them.

## VI. Arrival:

- Cars pull up to the first sign in the middle of street
- A staff member opens the door to let the child out (children cannot get out on their own without an adult present)

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100-120 E Windsor Ave

Additional Materials 8/31/15

# The Del Ray Montessori School

100 E. Windsor Ave. \* Alexandria, Virginia 22301

[www.thedelraymontessorischool.com](http://www.thedelraymontessorischool.com)

703.380.1241

- The adult walks the child to the sidewalk where another adult takes over and supervises the child into the building
  - This process continues until all children are out of their vehicles and into the school.
- VII. Dismissal:
- We have up to 5 staff members assist with dismissal and they are located:
    - 2-3 assisting with putting children into vehicles
    - 1 at the door on E. Windsor
    - 1 inside the door at the top of the steps
    - 1 adult supervising children in the hallway waiting to go out to their vehicles
  - We use walkie talkies to communicate with one another from the outside loading zone to staff inside the building to prepare children and get them ready to go into their vehicles
- VIII. Playground:
- Our current playground time is from 12:30 – 1:30 daily.
  - We currently are allowed through our SUP 45 children MAX at one time on the playground. We have never gone above 21 children at one time
  - We **ONLY** use the blacktop – **NOT** the playground with mulch and play equipment
  - We do not feel that this increase of students will significantly impact the noise level in the community
  - We also use local playgrounds, as well as take walks throughout the neighborhood with our students
- IX. Responses to Concerns from Neighbors:
- Delivery Trucks:
    - DRMS does NOT receive deliveries on Windsor Ave. or any other street
      - We do not have anything that arrives on a semi-truck
    - We, too, have seen these trucks and they often block our loading zone
    - We've also had UPS trucks and FedEx trucks block our loading zone to make deliveries on the opposite side of Windsor during our arrival and dismissal. We wait for them to leave because we know that they won't be there very long.
    - We intend to put a sign on the door on E. Windsor that indicates we do not accept deliveries at this entrance.
  - Noise on the playground
    - For the past 4 years, we have only spent 1 hour a day on the blacktop playground and have had no more than 21 kids on the playground at one time.
    - We do not use the playground that has mulch.
  - Blocking driveways
    - It is rare that parents park during the day while we are in school. They typically are not here during school hours
    - Children are gone by 3:30 daily - which means parents are gone, too.
    - Sometimes, parents park to pick up their children. Although we cannot prevent this from happening, we can make it clear to them that it is the preference of the neighbors that they drive and pick up their children. And, we can encourage them to use the loading zone.
  - Parking on the Streets
    - In addition to our school, there have been several other new local businesses that have contributed to the parking concerns, along with expansions and new development on Rt. 1. In four years, we have seen the following establishments come to the neighborhood:
      - Bon Vivant

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100-120 E Windsor Ave

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703.380.1241

- Del Ray Café
- Variety Store
- Del Ray Pizza
- Holy Cow
- Pork Barrel BBQ
- Sushi Bar
- ReMax
- We do not believe we are the source of all of the neighborhood concerns regarding traffic and parking; we believe we are being unfairly blamed for many of the concerns.
- Back ups in our loading zone on Windsor due to our pick up
  - I have seen this happen about 3 times during this past year. My goal is for us to be ready on time and have the children ready to go at least 5 minutes before the dismissal time occurs.
- Going around our Loading Zone
  - Cars and trucks can travel around the parent vehicles while we are loading and unloading.
- Tandem parking in the parsonage driveway
  - We believe that the parsonage driveway will assist in our efforts to keep cars off of the side streets
  - We will keep keys hanging on a key rack by the door of the parsonage. If anyone needs to get out, we will plan for there to be two people helping with moving cars, as needed.
- Child Safety Concerns
  - We have staff outside **at all times** in various places during our arrival and dismissal.
    - We actually feel that this is MUCH safer than parents walking up to the building with their children, as parents often chitchat and do not keep their eyes on their children. Our staff are constantly supervising children in and out of vehicles and keeping a close eye on them until they enter the building, or their vehicle.
- Parsonage Playground and GROUNDS
  - We are very **VERY** conscious of aesthetics
  - I've already started a parent Gardening Committee and we intend to keep up the property, possibly making it even more beautiful than it is right now. We'd like to add more garden space on the property and tend to it on a regular basis.
  - We haven't built anything yet for the playground. If we do, we intend to keep it in the back yard. We intend to use the side yard for children to play on the grass. If anything is added, it will be made of wood and look natural.
  - Any change that we make will have to be approved by the church and we would include the community in their thoughts and feedback.

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100-120 E Windsor Ave

Additional Materials 8/31/15

**Kristen Walentisch**

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**From:** Ann Horowitz  
**Sent:** Monday, August 31, 2015 12:20 PM  
**To:** Kristen Walentisch  
**Subject:** FW: Montessori meeting.  
**Attachments:** 100 E Windsor Neighbor Mtg.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** PC

Please include these meeting notes also.

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

**From:** Wolf Ramm [<mailto:wxramm@gmail.com>]

**Sent:** Friday, August 21, 2015 1:35 PM

**To:** Ann Horowitz

**Subject:** Montessori meeting.

Ann,

Attached are my notes of my recollections of the meeting.

Wolf

Notes of Meeting of Montessori School with Neighbors

August 20, 2015

1) Attendees:

- Sarah Fondriest and two board members—Del Ray Montessori School
- Doug Smith (past board member) and Erin Dahlin—church board
- DRCA/LUC observer—Wolf Ramm
- About 20 neighbors

2) Introductory remarks (Sarah Fondriest):

- Emphasized that she is open and available to discuss neighbor concerns, wants to be good neighbor.
- Gave brief overview of founding of DR Montessori.
  - Founded 2007, nonprofit
  - A major motivating factor was the desire for a Montessori school in the neighborhood, and not having to drive Old Town, or Mt Vernon, or further.
- Current enrollment is 56—a slightly higher figure had been given at the LUC meeting.
- Planned expansion to 102 pretty much maxes out the site—no further expansion planned at site (further expansion would require new facility—they are looking but without much luck.)

3) General preliminary neighbor comments:

- Several noted that they were upset by the general deterioration of noise, parking and traffic in the neighborhood. This SUP was an opportunity to voice their concerns.
- They are aware that other uses at the site, as well as the expansion of businesses on Mt. Vernon, contribute to the deterioration of neighborhood conditions.

4) Background from Church board:

- The leasing of facilities to Creative Playschool, Montessori School, AAA, etc. are critical to the viability of the church—it finances the general upkeep of church properties.

5) Loading zone questions/comments. (Q(n)=neighbor question or comment, R(a)=applicant response.)

- Q(n): Do all parents use loading zone.
- R(a): Some do park and walk children to school entrance, but this is strongly discouraged in parents manual and by school policy.
- Q(n): Concern that emergency vehicles can't get past active loading zone if vehicle coming in other direction
- R(n): Has never has been a problem, fire department has signed off on proposals, dispatchers know loading times and route around zone at loading times.
- Q(n): Neighbor opposite loading zone driveway access blocked at times by loading zone activity.

6) Need for expansion?

- Q(n): Why is Montessori School expanding?
- R(a):
  - High neighborhood demand for more preschool options.
  - Toddler program will help expand primary program.
  - Primary program feeds elementary program, which has more of problem retaining students because it must compete with free public schools.

7) Offset in other church uses.

- Q(n): Would the church be willing to offset expansion of Montessori School by scaling back other programs?
- R(c): Church board members said this would not be consistent with the churches mission. Church provides space to programs such as AA and Music Together, as well as meeting spaces, which provide important services to the community at large.

8) Future uses in the parsonage.

- Q(n): Concern that SUP program in the parsonage might commercial or office uses if the parsonage is sold in the future.
- R(a): Applicant said SUP would not allow such uses.

9) Reduce expansion in this SUP.

- Q(n): Several neighbors suggested that the SUP be limited to only the first phase of the planned expansion, i.e. limit this expansion in this SUP to 70 or 75 limit—to see how that works out before going further.
- R(a): SUP application could not be changed at this point.

10) Church role.

- Q(n): Suggestion that the church (as landlord) should take a lead in receiving and responding to neighbor's complaints for all the uses at the site.
- R(c): Open to suggestion.

11) Traffic study. There was a suggestion that a traffic study would be helpful to deciding how address neighborhood issues, and for providing a benchmark for assessing future changes/proposals that might affect the neighborhood.

12) Costs to school.

Q(n): There was a question about the costs that the School might incur if the SUP is deferred or denied. Some in the meeting were sensitive to these costs.

R(c): The school needed decision soon in order to procure supplies and process potential applications for new/expanded programs (they have already publicized the availability of added slots at the school). Loss of potential tuition.



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100-120 E Windsor Ave

Additional Materials 8/31/15

Several neighbors admitted that the Montessori expansion proposal was a trigger for what can be described as parking, traffic, and noise in the neighborhood.

**Kristen Walentisch**

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**From:** Ann Horowitz  
**Sent:** Monday, August 31, 2015 11:51 AM  
**To:** Kristen Walentisch  
**Cc:** Alex Dambach; Karl Moritz; Kendra Jacobs  
**Subject:** FW: Letter in Support of SUP for Del Ray Montessori School

**For Planning Commissioners:**

**From:** Sarah Fondriest [mailto:sarah@thedelraymontessorischool.com]  
**Sent:** Monday, August 31, 2015 11:07 AM  
**To:** Ann Horowitz  
**Subject:** Fwd: Letter in Support of SUP for Del Ray Montessori School

Hi Ann,

Just want to make sure that you saw this.

Best,

Sarah Fondriest  
Director  
The Del Ray Montessori School  
100 E. Windsor Ave.  
Alexandria, Va 22301  
703.380.1241  
[www.thedelraymontessorischool.com](http://www.thedelraymontessorischool.com)

----- Forwarded message -----

**From:** Erin Dahlin <[erindahlin@hotmail.com](mailto:erindahlin@hotmail.com)>  
**Date:** Mon, Aug 31, 2015 at 9:18 AM  
**Subject:** Letter in Support of SUP for Del Ray Montessori School  
**To:** "PlanComm@alexandriava.gov" <[plancomm@alexandriava.gov](mailto:plancomm@alexandriava.gov)>  
**Cc:** "sarah@thedelraymontessorischool.com" <[sarah@thedelraymontessorischool.com](mailto:sarah@thedelraymontessorischool.com)>, Doug Smith <[dcssr@hotmail.com](mailto:dcssr@hotmail.com)>

Dear Members of the Alexandria Planning Committee:

This letter is written on behalf of the Del Ray United Methodist Church trustees in support of the Del Ray Montessori School (DRMS) expansion planned at Del Ray United Methodist Church. The DRMS has taken care to do outreach to the surrounding community, looked for and suggested ways to mitigate and address community concerns and has been a valued and trusted partner with our church for the last several years.

The DRMS is an important part of our Del Ray community, and our relationship with DRMS is important to the financial health of Del Ray United Methodist Church. Del Ray United Methodist Church has long played a central role in the community - hosting both activities important in our church community, and activities important to the broader Del Ray community. In addition to church services, we offer our space to host meetings like Bible Studies, Alcoholics Anonymous Meetings, practice space for local musicians and large Cub Scouts activities, like the Pine Wood Derby among many other activities. One of the ways the church has been able to finance these larger scale community activities, is by establishing relationships and renting space to organizations whose values align with that of our church.

The trustees of Del Ray United Methodist Church have a fiduciary responsibility to the members of the church community to ensure that we are looking for ways to secure the financial health of our church and be able to maintain and enhance the church buildings. In order to do so, the church must form relationships with organizations that align with our mission. Today, few if any churches exist solely on offerings from parishioners, and renting space to other organizations is a way for churches to guarantee that they have the operating dollars needed for large and old pieces of property. The old model of the church budget subsisting entirely on tithes and offerings no longer is viable, especially with the size of our church building, which is one of the largest buildings in Del Ray. In addition, the old model of church space being utilized only on weekends, is also not supportable – especially in a changing and growing neighborhood where space is needed for activities that contribute to the greater good of our community.

Our relationship with DRMS has been instrumental in allowing us to keep up with repairs to our buildings. It has taken large amounts of space that has gone unused or underutilized and made it a place that exudes energy, creativity and space for our community to convene. The proposal you are considering tomorrow, for the expansion of the school takes space inside the church building that we previously rented to another church and rents it to the school. Our previous tenant vacated the space in June, and each day we allow the space to be vacant is a day in which we have a deficit in our operating budget. It also proposes to use the parsonage, which is also currently vacant, for DRMS to start a toddler program, which is a needed service in a community where the number of children is growing rapidly.

At Del Ray United Methodist Church, we take a special pride in being part of such a special community. And we too have seen the needs of our community change and shift, especially over the past 10 years. We have seen an exponential growth in the number of children and their families attending our church, and we have seen the exponential growth of businesses on Mount Vernon Avenue. With growth comes new concerns – to include parking at and around the church building. We are not immune to those concerns. Del Ray United Methodist Church has needed to rent additional space to accommodate the growth in parishioners needing places to park on Sundays, even with a fair amount of parishioners living close enough to walk. Most days we observe individuals visiting Mount Vernon Avenue businesses parking in the church parking lot while they walk up to the Avenue. This is a reflection of the popularity of Del Ray, and something that is going to continue to become a challenge that our community will have to address together. The SUP that DRMS has submitted includes parking for the teachers, and the continued use of a loading zone for drop off and pick-up of children. We believe this is a good solution in a neighborhood that continues to increase in popularity.

We ask that you move forward with the approval of the Del Ray Montessori's School expansion. Thank you for consideration of this letter.

Sincerely,

//signed Erin A. Dahlin

Erin A. Dahlin

Chair, Del Ray United Methodist Church Trustees

on Behalf of the Trustees of Del Ray United Methodist Church

SUP2015-0064

100-120 E Windsor Ave

Additional Materials 8/31/15