



DOCKET ITEM #2
Special Use Permit #2016-0009
322 North Alfred Street
(Parcel address: 326 North Alfred Street)
Bright Mind Daycare

Application	General Data	
Consideration of a request to operate a daycare establishment in a church	Planning Commission Hearing:	May 4, 2016
	City Council Hearing:	May 14, 2016
Address: 322 North Alfred Street (Parcel address: 326 North Alfred Street)	Zone:	RB/Townhouse
Applicant: Bright Mind Daycare	Small Area Plan:	Braddock Road Metro Station

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

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

PLANNING COMMISSION ACTION, APRIL 5, 2016: The Planning Commission noted the deferral of the request.

Reason: The applicant failed to comply with the requirements for legal notice.



Special Use Permit #2016-0009
322 North Alfred Street
(parcel address: 326 North Alfred St)



I. DISCUSSION

The applicant, Bright Mind Daycare, proposes to operate a daycare establishment in the Meade Memorial Episcopal Church at 322 North Alfred Street.

SITE DESCRIPTION

The subject site is located on one lot of record at 322 North Alfred Street. The lot frontages measure approximately 180 feet on North Alfred Street and 70 feet on Princess Street. The subject parcel has 11,500 square feet and is developed with a 6,400 square foot church with assembly spaces and a 15-space surface parking lot.



Residential townhouse dwellings surround the subject site. A parking lot for office employees is located across the street to the east. The American Day School, a daycare operation in the Third Baptist Church, is located one block to the west at the corner of Princess and North Patrick Streets.

BACKGROUND

Meade Memorial Episcopal Church has operated at the site since 1870. Three daycare operations have received SUP approval at this site, previously. In December 1966, City Council granted approval for SUP #0696 for Hopkins House to operate a full-day daycare establishment for 45 students with 10 staff members. The Del Ray Preschool received City Council approval in 1987 for SUP #1990 for a daycare operation accommodating 44 children. Most recently, staff administratively approved SUP #2010-0064 in February 2011 for a 6-child daycare service. The applicant filed an administrative SUP application (SUP #2015-0076) in July 2015 for a daycare operation caring for 50 children. Staff received several comments regarding parking and traffic concerns from residents, however. The Director of Planning and Zoning determined that the applicant's proposal would be docketed for Planning Commission and City Council review given residents' concerns. The applicant modified its proposal for the full-hearing application.

PROPOSAL

Bright Mind Daycare requests approval to operate a daycare establishment in the Meade Memorial Episcopal Church, located at 322 North Alfred Street. The applicant proposes to care for up to a maximum of 32 children, ages 2 ½ to 5 years between 7 a.m. and 6 p.m., Monday through Friday. The applicant would subsidize fees for approximately 25% of the children who would be from families of limited means. Children would take part in pre-school activities in three classrooms on the second floor of the church Parish Hall. Approximately half of the children would attend the full-day program and the remaining half would be enrolled in the half-

day programs. A catered lunch would be delivered between 10 a.m. and 11 a.m., each day, and the delivery van would park in the church lot. The applicant proposes to use the City-operated Charles Houston Recreation Center at 901 Wythe Street and Hunter Miller Park at 250 North Fayette Street as recreational play areas. Three employees would work at the daycare center during each of the two shifts scheduled from 7 a.m. to 3 p.m. and 10 a.m. to 6 p.m. The applicant would encourage a volunteer from the neighborhood to serve as a community liaison between the daycare center and nearby residents.

Additional aspects of the daycare operation proposal are:

Hours of Operation:	7 a.m. to 6 p.m.
Pick-up/Drop-off Hours:	7 a.m. to 9 a.m. (morning drop off) 12 p.m. to 12:30 p.m. (afternoon pick up for morning half-day students) 12:30 p.m. to 1 p.m. (afternoon drop off for afternoon half day students) 4 p.m. to 6 p.m. (afternoon pick up)
Proposed Number of Children:	32
Classrooms:	3
Staff:	6 (3 teachers for each shift)

PARKING

Section 8-200(A)(11) of the Zoning Ordinance requires daycare operations to provide two parking spaces for each classroom. The 15-space parking lot would exceed the six parking space requirement.

Nonetheless, the applicant would provide six off-street parking spaces at an off-site location for the day care center employees. The vehicles of the church pastor and the day care center director would occupy two spaces in the parking lot during the daycare operating hours, leaving thirteen parking spaces available for pick up and drop off.

PICK-UP AND DROP-OFF PLAN

Parents would park in the church parking lot and daycare center staff would transfer children from vehicles to the classrooms during drop-off times. The process would be reversed when parents pick-up their children. Given that the applicant exceeds the parking requirement, parents would have the option to park in the lot and walk their children to and from the classroom. The applicant expects that approximately 25% of the children would walk to the daycare operation. The excess

ZONING/MASTER PLAN DESIGNATION

The subject site is located in the RB/Townhouse Zone. Section 3-702.1(A) of the Zoning Ordinance requires administrative Special Use Permit approval for the operation of a daycare center within a church. The applicant's proposal was docketed for a full-hearing review to address resident concerns about a daycare operation at this site.

The proposal is consistent with the Braddock Road Metro Station Small Area Plan that designates the property for commercial use.

This project is located within the locally regulated Parker-Gray Historic District. Exterior alterations, including lighting, window and door replacement, and signs visible from a public way, would require review and approval by the Parker-Gray Board of Architectural Review (BAR).

II. STAFF ANALYSIS

Staff supports the applicant's request to operate Bright Mind Daycare at 322 North Alfred Street. The addition of another daycare option would benefit residents with young children as daycare center waitlists are common in the City, indicating a high demand for child care services. Although adjacent residents have concerns that traffic and parking impacts may intensify with a second daycare use in the neighborhood, staff believes that the proposed daycare operation is relatively small and would have negligible impacts in the immediate area. The establishment of a community liaison position, filled by a resident volunteer, would also promote ongoing compatibility of the use with the neighborhood, as required in Condition 6.

The applicant held a community meeting on March 14th to introduce the daycare center proposal to area residents. In addition to general concerns about high-speed traffic and on-street parking availability, residents expressed misgivings about the nearby American Day School pick-up and drop-off process and the on-street parking of its employees. Subsequent staff visits to this daycare site during pick-up and drop-off revealed compliance with the majority of SUP conditions. Nonetheless, the American Day School is working with its parents to adhere to SUP conditions related to pick-up and drop-off and to ensure that employees park off-street.

To address general parking and traffic concerns, staff connected a neighborhood liaison with the City's Parking and Traffic Board of the Transportation and Environmental Services Department to discuss changes to parking restrictions on Princess Street, and the Police Department will monitor the intersection of Princess and North Alfred Streets for traffic violations.

Staff believes the Bright Mind Daycare proposal includes ways to mitigate traffic and parking impacts in the neighborhood. Traffic impacts are expected to be negligible as one-quarter of the children are expected to walk to and from the site, and 24 children would be picked-up and dropped-off over extended time frames each day. Mathematically, this translates as the transfer of one child every five minutes, a rate that would not significantly impact traffic. Conditions have been included in this report to ensure that pick-up and drop-off operates smoothly and does not contribute to traffic congestion or to a lack of on-street parking availability in the

neighborhood. Although parents would not be restricted from parking in the lot and walking their children to and from the classroom, daycare staff would be available to efficiently transfer children to and from the daycare setting, minimizing the time parent vehicles remain in the parking lot, as stated in Condition 7. This condition also requires that parents do not park on the street when driving their children to and from the site, and double-parking on North Alfred and Princess Streets is prohibited. The applicant would inform parents that the pick-up and drop-off plan must be followed at the time of enrollment and each year, as mandated in Condition 8. The applicant's provision for daycare staff parking at an off-site location would ensure that employees do not park on the street, as required in Conditions 9 and 14.

Staff recommends that the applicant secures the use of the Charles Houston Recreation Center given that Hunter Miller Park is accessed only by crossing the north and southbound lanes of U.S. Route 1. The Recreation, Parks, and Cultural Activities (RPCA) department of the City requires that the applicant enters into a written agreement with RPCA for permission to use the center at pre-established times to ensure that the center is available each day, as stated in Condition 13.

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

III. RECOMMENDED CONDITIONS

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

1. The Special Use Permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z)
2. The hours of operation for the day care center shall be limited to between 7 a.m. and 6 p.m., Monday through Friday. (P&Z)
3. The maximum number of children permitted at the child care facility is limited to 32 at any one time. (P&Z)
4. The facility shall obtain all required state, federal, and local licenses and certificates prior to opening its place of business. (P&Z)
5. 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)
6. The applicant shall invite a representative from the neighborhood's residents to volunteer as a community liaison with the daycare center. (P&Z)
7. The applicant shall provide adequate drop-off and pick-up facilities in the church parking lot to minimize impacts on pedestrian and vehicular traffic. Daycare employees must escort children to and from the parents' vehicles unless parents choose to walk their children to and from the classrooms. The transfer of children shall not occur in public right-of-ways. The applicant shall ensure that no vehicles double park on North Alfred or Princess Streets and that traffic does not back up onto either North Alfred or Princess Streets. The Director of Planning & Zoning reserves the right to revisit this agreement and may impose amended or additional requirements to ensure that adequate pick-up and drop-off facilities are maintained. (P&Z) (T&ES)
8. The applicant shall ensure parents are aware of appropriate vehicle locations for drop-off and pick-up activities through information provided when the child is enrolled and annually as a reminder. (T&ES)
9. The applicant shall require its employees who drive to use off-street parking. (T&ES)
10. The applicant shall encourage its employees to use public transportation to travel to and from work. Within 60 days of SUP approval, the business shall contact Local Motion at 703-746-4686 for information on establishing an employee transportation benefits program. (T&ES)

11. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up once each day to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
12. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
13. Permission to use Charles Houston Recreation Center shall be granted to the applicant with a written agreement between the Department of Recreation and the applicant. The applicant shall establish times and schedules with Charles Houston Recreation Center staff to use the Recreation Center play areas. (RPCA)
14. The applicant shall provide a signed rental contract or purchase agreement to the Director showing that at least six 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)
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)

STAFF: Alex Dambach, Division Chief, Land Use Regulatory Services,
Department of Planning and Zoning;
Ann Horowitz, Urban Planner.

Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date 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:

- R-1 The applicant shall require its employees who drive to use off-street parking. (T&ES)
- R-2 The applicant shall encourage its employees to use public transportation to travel to and from work. Within 60 days of SUP approval, the business shall contact Local Motion at 703-746-4686 for information on establishing an employee transportation benefits program. (T&ES)
- R-3 The applicant shall provide adequate drop-off and pick-up facilities in the church parking lot to minimize impacts on pedestrian and vehicular traffic. Daycare employees must escort children to and from the parents' vehicles unless parents choose to walk their children to and from the classrooms. The transfer of children shall not occur in public rights-of-way. The applicant shall ensure that no vehicles double park on North Alfred or Princess Streets and that traffic does not back up onto either North Alfred or Princess Streets. The Director of Planning & Zoning reserves the right to revisit this agreement and may impose amended or additional requirements to ensure that adequate pick-up and drop-off facilities are maintained. (P&Z) (T&ES)
- R-4 The applicant shall ensure parents are aware of appropriate vehicle locations for drop-off and pick-up activities through information provided when the child is enrolled and annually as a reminder. (T&ES)
- R-5 Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up once each day to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
- R-6 All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
- C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of City Council approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at commercialrecycling@alexandriava.gov, for information about completing this form. (T&ES)
- C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)

Code Enforcement:

- F-1 The following comments are for SUP 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.
- C-1 A building permit is required for this project.
- C-2 A site walk-thru has been conducted and based on the size of the space, construction alterations are required to accommodate this sup proposal. Guidance has been given to the daycare center director identifying areas that will need to comply with the building code. A full plan review by the code administration plan review staff is required prior to the operation of this proposed daycare.
- C-3 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).

Department of Community and Human Services, Center for Children and Families,
Early Childhood Division :

Date of visit: February 18, 2016

This visit was made in response to a request by Bright Mind Daycare to operate a daycare in Meade Memorial Episcopal Church located at 322 North Alfred Street, Alexandria, VA 22314. Bright Mind Daycare is seeking to establish classrooms and learning spaces to facilitate instructional practice for young children ages 2-5 years. A program administrator shared the design for the classrooms and learning spaces. Plans included building out one large room by including permanent walls to make three classrooms. Further space modifications included overhauling existing bathrooms to accommodate younger children, revamping existing kitchen, and refurbishing additional areas for daycare program use. The proposed design will serve this purpose well. The daycare would be the only program using this space. The church parking lot and street parking should work well for drop-off and pick-up without interfering with neighborhood traffic. The proposed plans shared did not include construction of an onsite playground. The program will use two neighborhood parks located nearby.

Fire:

- C-1 A fire prevention permit is required for this occupancy condition – educational / daycare.

Health:

Child Care Facility

- C-1 An Alexandria Health Department Permit is required for all regulated facilities that are serving and/or preparing food. A permit shall be obtained prior to operation, and is not transferable between one individual, corporation or location to another.

- C-2 Construction plans shall be submitted to the Health Department located at 4480 King Street and through the Multi-Agency Permit Center. Construction plans shall be submitted and approved by the Health Department prior to construction. There is a \$200.00 plan review fee payable to the City of Alexandria.
- C-3 Construction plans shall comply with Alexandria City Code, Title 11, Chapter 2, The Food Safety Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility, including the hot water heater.
- C-4 A Food Protection Manager shall be on-duty during all operating hours.
- C-5 The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions

Parks and Recreation:

- R-1 Permission to use Charles Houston Recreation Center shall be granted to the applicant with a written agreement between the Department of Recreation and the applicant. The applicant shall establish times and schedules with Charles Houston Recreation Center staff to use the Recreation Center play areas.
- F-1 The Department of Recreation is currently evaluating the feasibility of a usage policy for childcare businesses that use public parks and playgrounds to fulfill requirements of state and local licensing. The purpose of the policy is to balance uses in parks and playgrounds, particularly in areas where multiple businesses may be using the same parks, and to offset increased maintenance demands due to higher than average expected use of play areas.

Police Department:

No comments received



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # SUP2016-0009

PROPERTY LOCATION: 322 North Alfred Street, Alexandria, VA 22314

TAX MAP REFERENCE: _____ **ZONE:** _____

APPLICANT:

Name: Bright Mind Daycare

Address: 322 N. Alfred Street, Alexandria, VA 22314

PROPOSED USE: Child Daycare 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.

Irene Bender
Irene Bender
Print Name of Applicant or Agent

Signature

12/22/15
Date

322 North Alfred St Alexandria VA 22314-1324
Mailing/Street Address Telephone # Fax #

Alexandria VA 22314
City and State Zip Code

admin@massedchurch.org
Email address

ACTION-PLANNING COMMISSION:

DATE:

ACTION-CITY COUNCIL:

DATE:

PROPERTY OWNER'S AUTHORIZATION

As the property owner of MEADE MEMORIAL EPISCOPAL, I hereby
 (Property Address)
 grant the applicant authorization to apply for the DANCE USE use as
 (use)
 described in this application.

Name: Rev. Collins Asonye

Phone: 703 549-1334

Please Print

Address: 322 N. Alfred St

Email: rector@meadechurch.org

Signature: [Signature]

Date: 12-22-2015

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.

Region IV Episcopal Diocese of Virginia
MEADE EPISCOPAL CHURCH 100%
Hendawort Balcha 100%
8 Carriage House Circle
Alexandria, VA 22304

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

	Name	Address	Percent of Ownership
1.	Bright Mind Daycare LLC Hedrick Batcha	8 Carriage House Circle Alexandria, VA 22304	100%
2.			
3.			

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at _____ (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

	Name	Address	Percent of Ownership
1.	Episcopal	322 N. Alfred St	100%
2.	Diocese of	Alexandria VA	
3.	Virginia	22314	

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

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


	Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.	Bright Mind Daycare LLC	NO	
2.	Episcopal Diocese	NO	
3.	of Virginia		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

12/24/15
Date

Wendy Benner
Printed Name


Signature

Ann Horowitz

From: admin@meadechurch.org
Sent: Tuesday, January 12, 2016 4:25 PM
To: Ann Horowitz
Cc: Cookie Balcha
Subject: information for Bright Mind Daycare

Hello Ann,

Cookie asked me to follow up with you re: the ownership of Meade

Please modify our information to read the following:

Meade Memorial Episcopal Church 100% ownership

Father Collins Asonye

Chris Abad

Michael Brown

Charles Cason

Donita Greene

Thank you,

Irene Bender

REVISED

SUP # 2016-0009

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

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

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

NARRATIVE DESCRIPTION

3. The applicant shall describe below the nature of the request **in detail** so that the Planning Commission and City Council can understand the nature of the operation and the use. The description should fully discuss the nature of the activity. (Attach additional sheets if necessary.)

The facility at 322 North Alfred Street, known as Meade Memorial Church – 2nd level will be used for a child daycare for children ²⁻⁵ two years to five years of age, with a total proposed number of ³² fifty children utilizing the daycare referred to as The Brite Mind Daycare. Hours of operation will be Monday through Friday from 6:00am to 6:00pm with the parent drop off of

children from 7:00am – 9:00am and pick up from 4:00pm – 6:00pm. The trained staff will be split into two shifts: ³ five staff members from 6:00am – 3:00pm and ³ five staff members from 10:00am – 6:00pm.

The Brite Mind Daycare will utilize an off-site playground for children's recreation. The proposed sites are -

- 1) Hunter Miller Bernard Playground located at 224 North Fayette Street, Alexandria, VA 22314
- 2) Charles Houston Recreation Center located at 901 Wythe St, Alexandria, VA 22314

The daycare will have catered lunch brought in between 10:00am – 11:00am Monday through Friday by Jeffrey's Catering located 4415 Wheeler Avenue, Alexandria, VA 22304. Jeffrey's has been serving nutritionally-balanced meals, using fresh ingredients that are low in fat and high in vitamins to schools and daycare facilities since 1988 and is well known in the community. The delivery by cargo vans has the option of parking in the parking lot or can pull in to the side alleyway where there is a side entrance that leads to the upstairs level where the kitchen for the daycare is located.

The facility has an onsite parking lot of 12 standard spaces, 2 compact spaces and 1 handicap space. Off street parking for pick up and drop off will be investigated as a priority. The applicant will be requesting a loading zone permit with the Transportation and Environmental Services Department for a loading zone in front of the facility facing North Alfred Street to utilize as secondary parking.

Approximately 25% of the children attending the Brite Mind Daycare are from low-income families in the immediate vicinity of the facility. There are a number of public transportation options for parents to choose from as well.

The parents will be greeted by staff in designated areas during the pick-up and drop off hours so the children will be accompanied in and out of the facility by an adult, easing the parking during those peak times. Staff will ensure children are always with and supervised by an adult. There will be full time and parttime students. It is anticipated there will be 50% full time and 50% part time students . Morning part time pick up will be at 12:00pm and afternoon part time pick up will be at 1:00pm. ³ Classrooms will have a designated number of 8 parking spaces minimum for staff.

Plan to have neighborhood Liason Committee

USE CHARACTERISTICS

REVISED

4. The proposed special use permit request is for (check one):

5. ☒ 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: _____

6. 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 Brite Mind Daycare is open to children two years to five years of age, with a total proposed number of ~~fifty~~³² children utilizing the daycare. Hours of operation will be Monday through Friday from 7:00am to 6:00pm with the parent drop off of children ~~from 7:00am – 9:00am and pick up from 4:00am – 6:00pm~~^(six). The trained staff of ~~10~~³ will be split into two shifts: ~~five~~³ staff members from 6:00am – 3:00pm and ~~five~~³ staff members from 10:00am – 6:00pm. Morning part time pick up 12:00pm to 12:30pm and afternoon part time drop off 12:30 to 1:00pm.

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

The trained staff of ~~10~~⁶ work Monday through Friday and will be split into two shifts: ~~five~~³ staff members from 7:00am – 3:00pm and ~~five~~³ staff members from 10:00am – 6:00pm. The daycare will also have an office administrator on duty during hours of operation as well.

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

Day: Hours:

Hours of operation will be Monday through Friday from 7:00am to 6:00pm

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

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

Children make noise when there are playing but the room where the daycare will reside is well insulated and they will be supervised by staff. For their recreation, they will go one of the two locations described in the narrative. Hunter Miller Bernard Park or Charles Houston Park and Recreation Center.

B. How will the noise be controlled?

Noise will be minimal as children will be upstairs in a room insulated by interior walls to the South and the chapel to the North. And Staff will be there to supervise them and keep the noise level down.

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

N/A - there is no odor as this is a church building and not commercial

9. Please provide information regarding trash and litter generated by the use.

- A. What type of trash and garbage will be generated by the use? (i.e. office paper, food wrappers)

Trash will consist of paper and plastic products properly separated and will be no more than 2-3 bags daily, and there are adequate City provided trash receptacles onsite.

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

Trash will consist of paper and plastic products properly separated and will be no more than 2-3 bags daily, and there are adequate City provided trash receptacles onsite.

- C. How often will trash be collected?

Trash will be collected
daily

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

_Applicant has contracted a daily cleaning crew to clean inside and outside the facility [75 ft radius]

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

[] Yes. [X] No.

If yes, provide the name, monthly quantity, and specific disposal method below:

- 11.** Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

☐ Yes. ☒ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

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

Applicant will adhere to all requirements from health, safety, departments. Security cameras will be installed, extras lighting as already been installed, locked doors with security code alarms. Also, training of staff in CPR and other health and emergency training will be done.

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
 __2__ Compact spaces
 __1__ Handicapped accessible spaces.
 __1__ space used by church ____ Other.

Planning and Zoning Staff Only

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

Does the application meet the requirement?

☐ Yes ☒ No

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

☐ on-site

☐ off-site

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

PLEASE NOTE: Pursuant to Section 8-200 (C) of the Zoning Ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

C. If a reduction in the required parking is requested, pursuant to Section 8-100 (A) (4) or (5) of the Zoning Ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

☐ Parking reduction requested; see attached supplemental form

15. Please provide information regarding loading and unloading facilities for the use:

A. How many loading spaces are available for the use? _Catered lunches and deliverables vehicles can utilize parking lot space to be designated. _____

Planning and Zoning Staff Only

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

Does the application meet the requirement?

☐ Yes ☐ No

B. Where are off-street loading facilities located? _____

In the parking lot

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

Delivery between the hours of 11:00 and
11:30am. _____

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

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?

All is adequate _____

SITE CHARACTERISTICS

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

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

How large will the addition be? _____ square feet.

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

_____ sq. ft. (existing) + _____ sq. ft. (addition if any) = _____ sq. ft. (total)

19. The proposed use is located in: (check one)

☒ a stand alone building

☐ a house located in a residential zone

☐ a warehouse

☐ a shopping center. Please provide name of the center: _____

☐ an office building. Please provide name of the building: _____

☐ other. Please describe: _____

End of Application



APPLICATION - SUPPLEMENTAL

CHILD CARE

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

CHILD CARE HOMES

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

1. Is the proposed facility the principal residence of the operator? ☐ Yes ☒ No
2. Is the operator registered with the City of Alexandria Office of Early Childhood Development to provide child care in the home? N/A ☐ Yes ☐ No
3. How many children, including resident children, will be cared for? N/A
4. How many children reside in the home? N/A
5. How old are the children? (List the ages of all children to be cared for)
 Resident: number and percentage
 site [percentage]
 Non-resident: 2 to 5 Number and
 percentage
6. A minimum of 75 square feet of outdoor play area on the lot must be provided for each child above age two.
 Play area required: Offsite
 Number of children above age two: 50 x 75 square feet 36 square
 = feet
 size from each
 option square
 feet
 Play area provided:
7. If the lot does not have room for on-site play area, is the child care home within 500 feet of a park or playground available for the children to play in? ☒ Yes ☐ No
 If yes, please describe the park's play area:
Hunter Miller Bernard Play Ground - Charles Houston Recreation
 Center.

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

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SUP # 2016-0009

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?
_____ Employees _____ including
operator _____

How many staff members will be on the job at any one time? _____ 5 per shift.

Where will staff and visiting parents park? _____ They will utilize the facility parking lot _____

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

3. _____ We are negotiating the use of the parking lot across from the facility on the corner of Alfred and Princess. _____

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

_____ Full time students drop off 7:00 am – 10:00am and pick up 4:00 pm – 6:00pm

Part time morning students pick up 12:00pm – 12:30 pm and afternoon part time students will be dropped off from 12:30 pm -

1:00pm _____

Loading Zone is being proposed for
two space immediately in front of the church and staff member
will meet parents at their car and bring kids into school. Verus
Vera for pick up time.

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

_____ Not on property. We will utilize either the Hunter Miller Bernard Playground or
Charles Houston Recreation Center.

6. Are play areas on the property fenced? N/A _____ No
If no, do you plan to fence any portion of the property? _____ Yes _____ No

Please describe the existing or proposed fence.

_____ N/A _____

REVISED

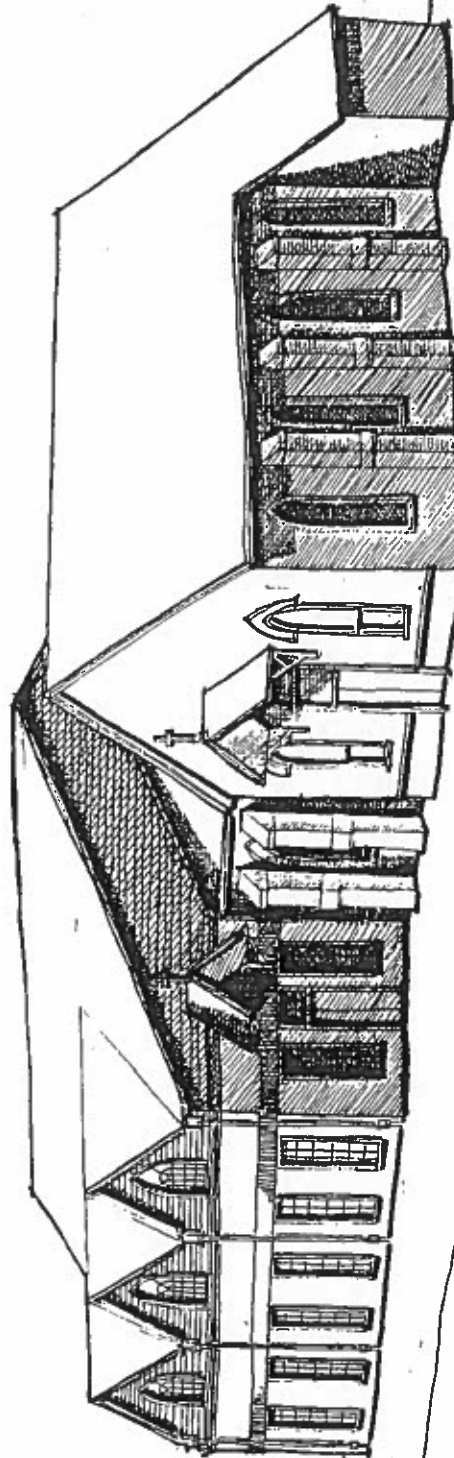
SUP #

2016-0009

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? ____ up to
~~50~~ 32
2. What age children do you anticipate caring for? 2 1/2 to 5 years of age.
age. _____
3. Does the operation have a license from the State of Virginia for a child care facility?
____ Yes ☒ No In process and has taken the classes.
If yes, provide a copy of the license.



SCHEME "A" - PERSPECTIVE VIEW

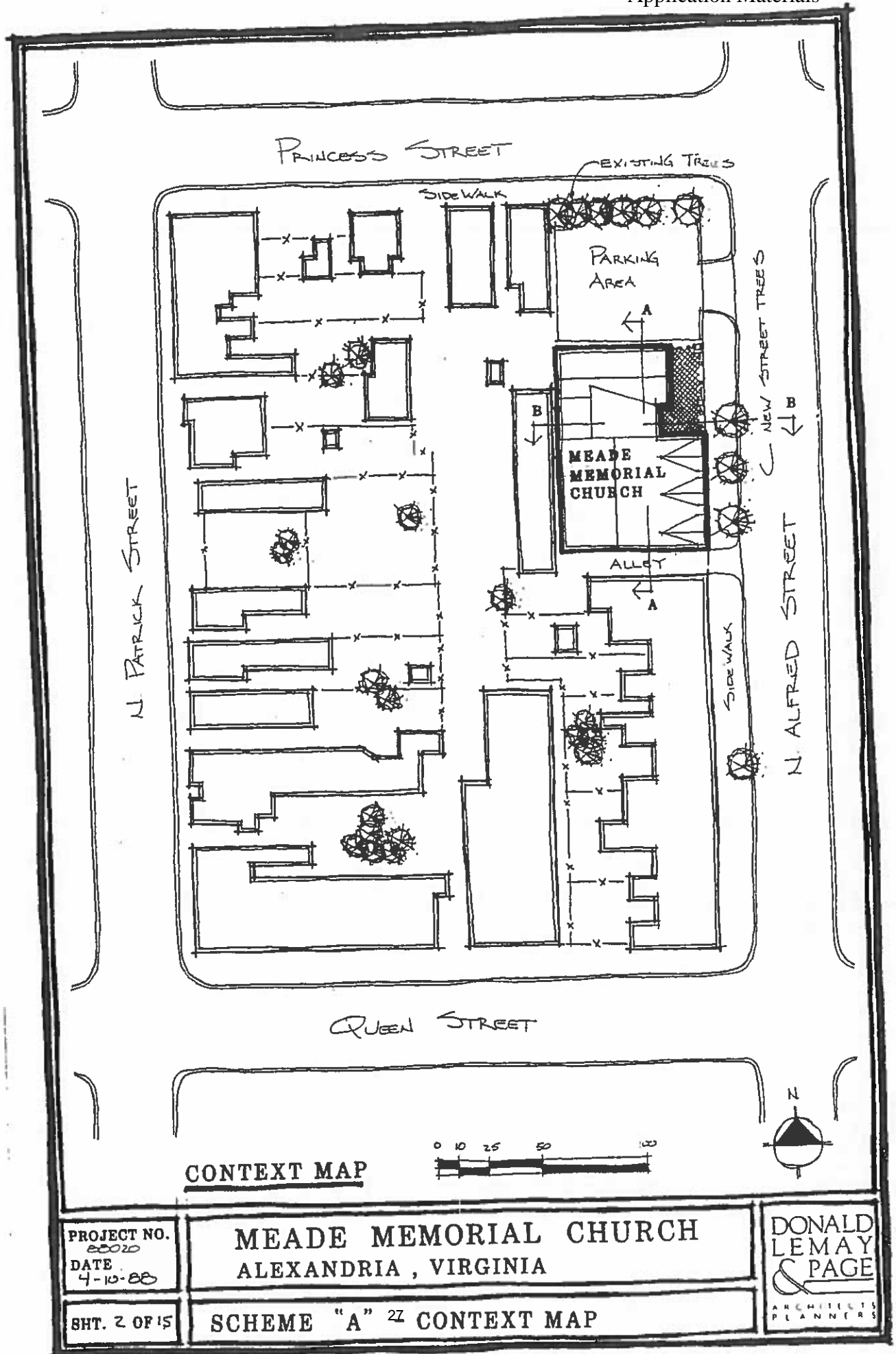
PROJECT NO.
86020
DATE

MEADE MEMORIAL CHURCH
ALEXANDRIA, VIRGINIA

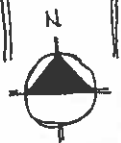
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SCHEME "A" - PERSPECTIVE VIEW

DONALD
LEMAY
& PAGE
ARCHITECTS
PLANNERS



CONTEXT MAP



PROJECT NO.

20020

DATE

4-10-00

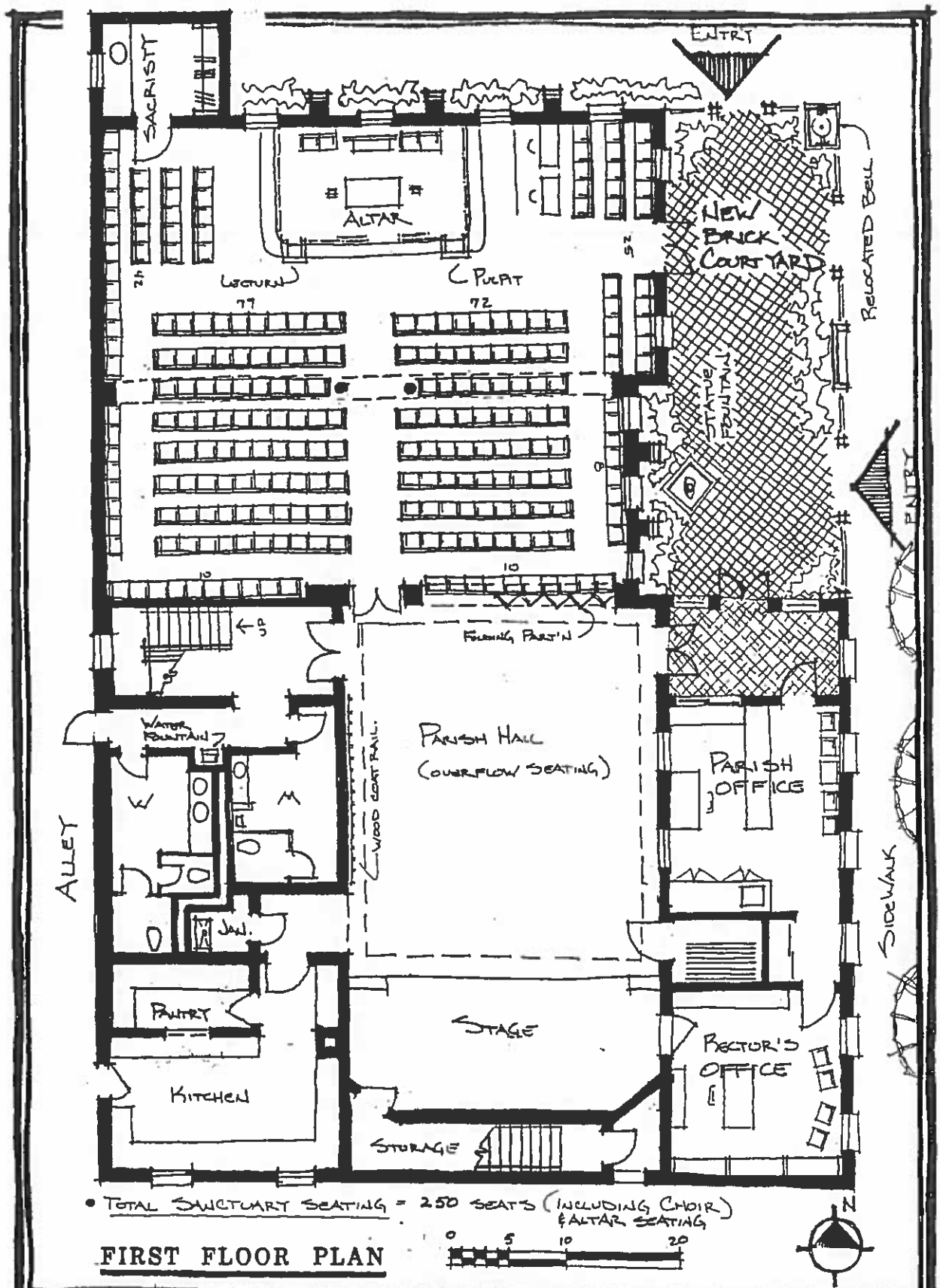
MEADE MEMORIAL CHURCH
ALEXANDRIA, VIRGINIA

**DONALD
LEMAY
& PAGE**

ARCHITECTS
PLANNERS

SHT. 2 OF 15

SCHEME "A" ²² CONTEXT MAP



PROJECT NO. 66610

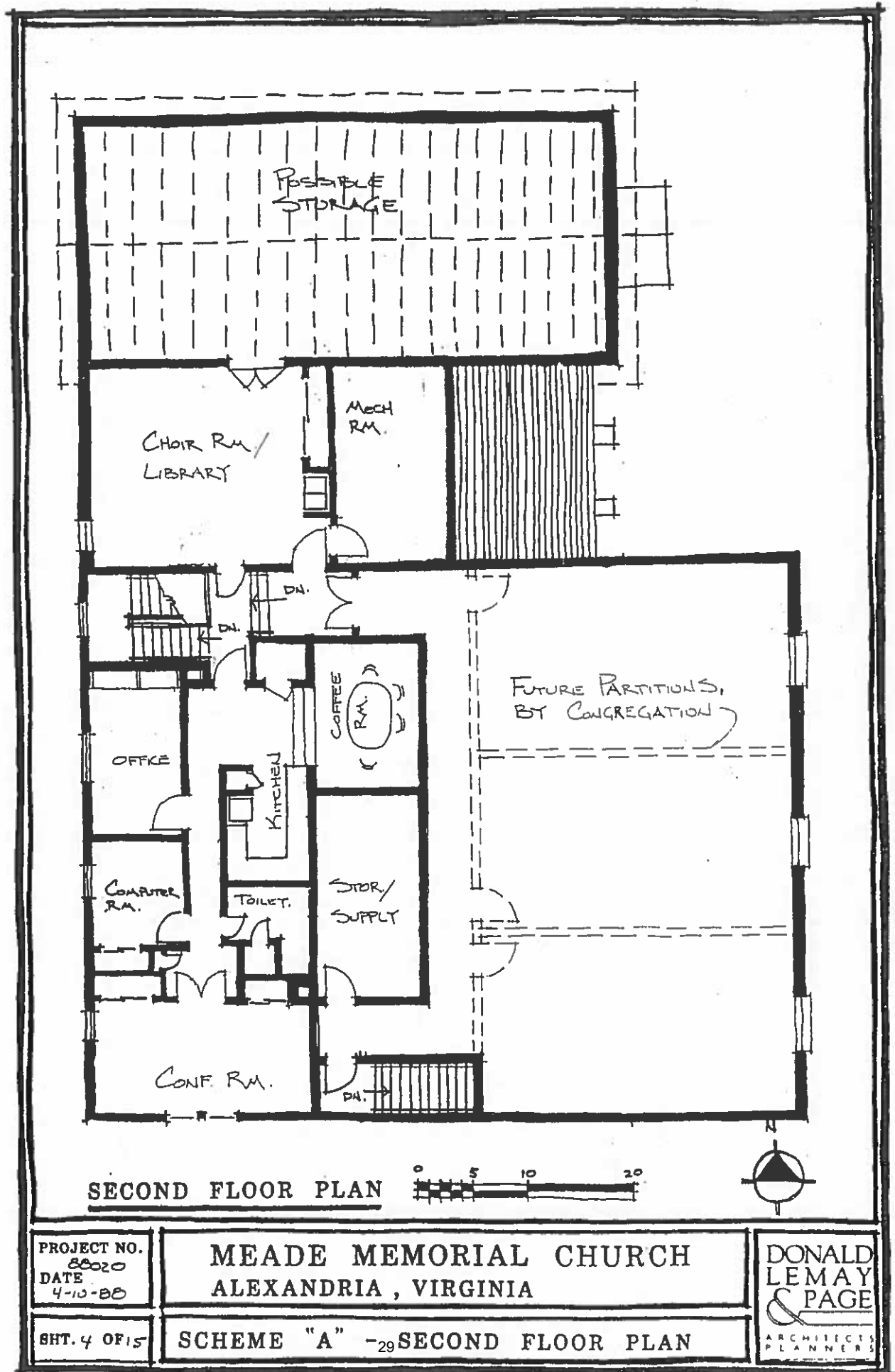
DATE 4-10-88

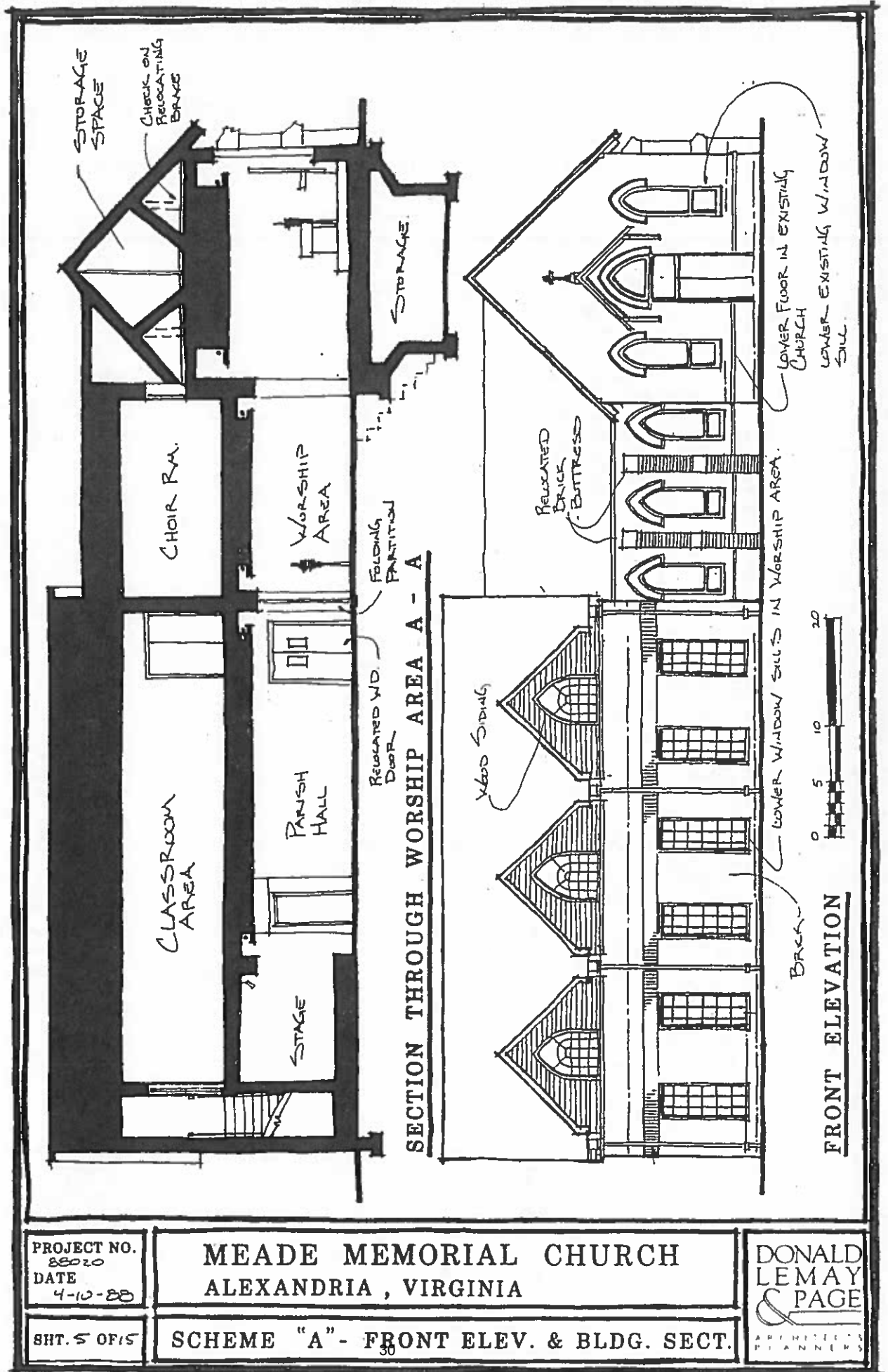
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ALEXANDRIA, VIRGINIA

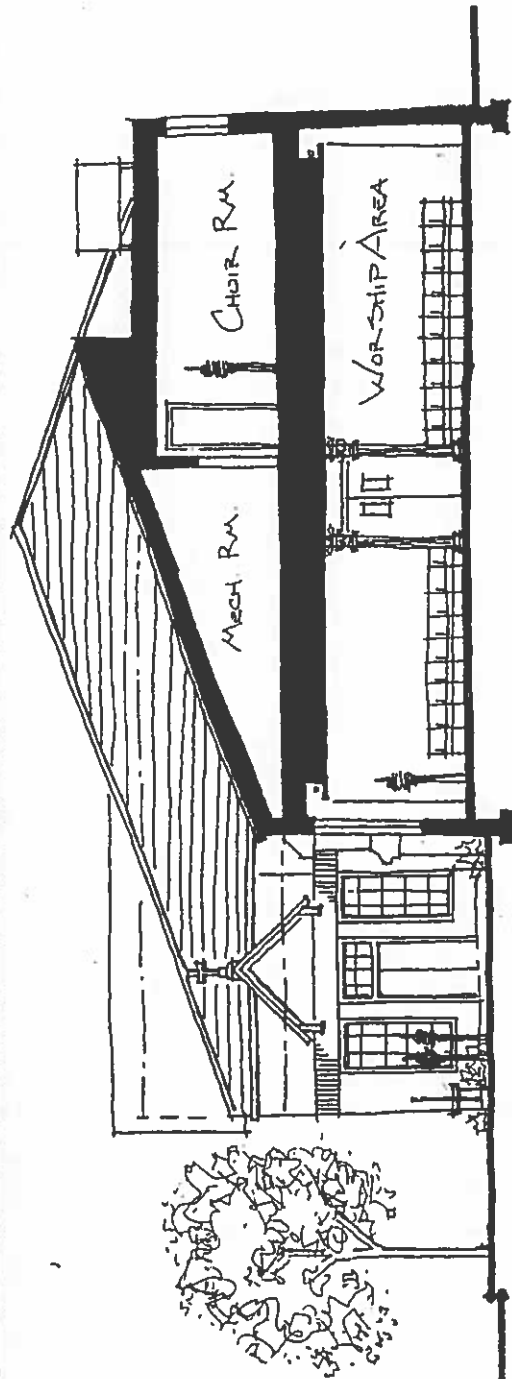
SHT. 3 OF 15

SCHEME "A" - FIRST FLOOR PLAN

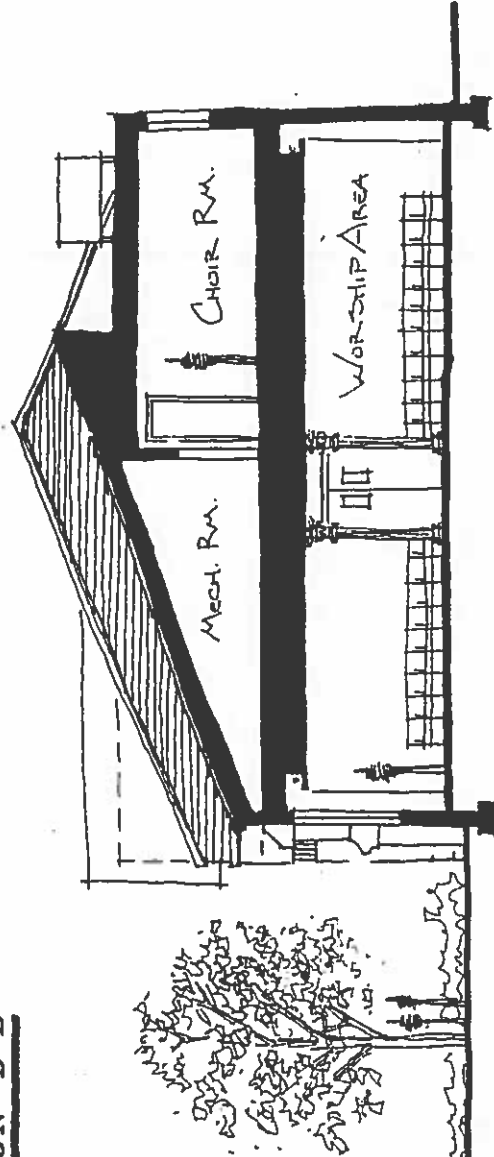
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SCHEME A - SECTION B-B



SCHEME B - SECTION B-B



PROJECT NO.
88020
DATE
4-10-88

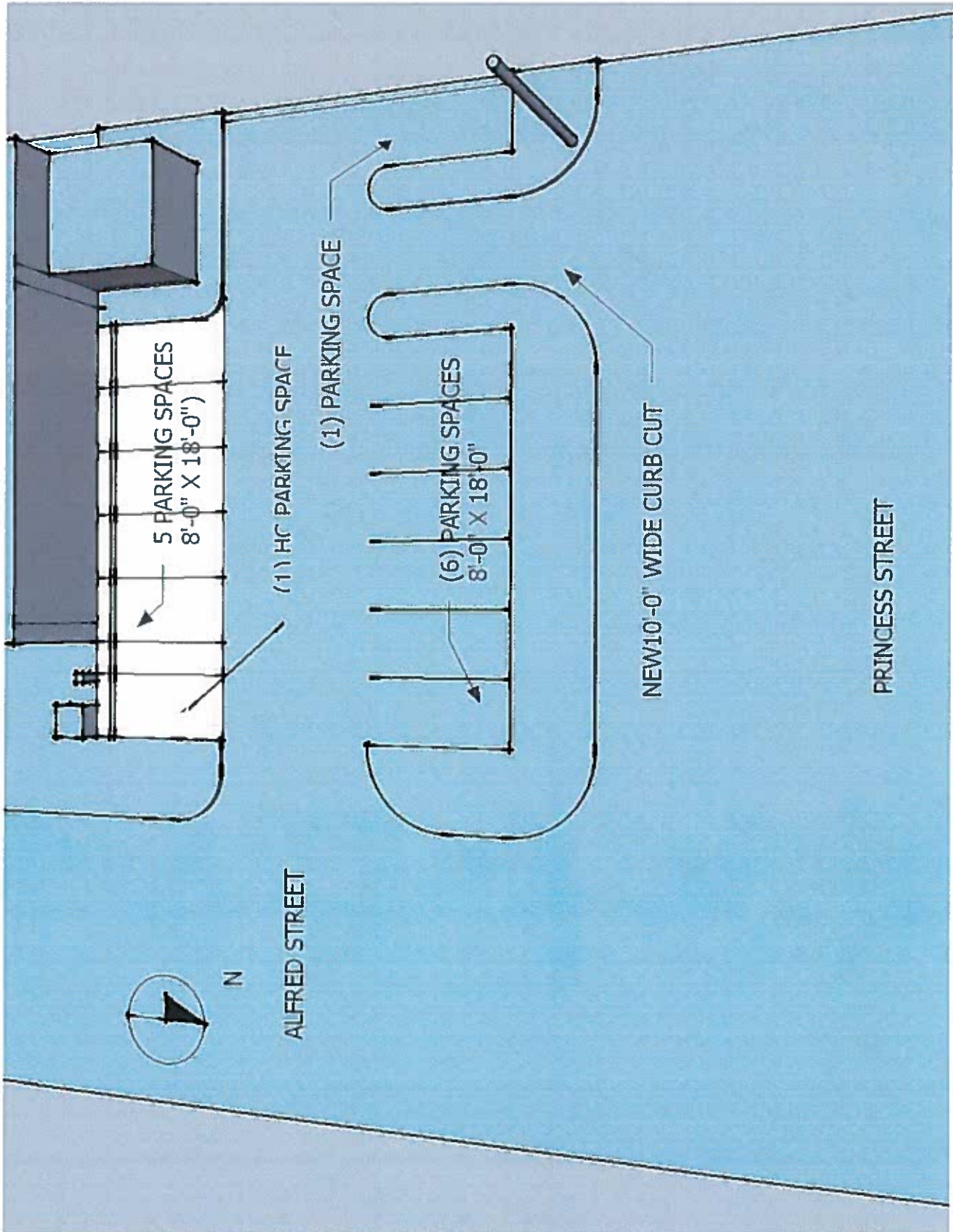
MEADE MEMORIAL CHURCH
ALEXANDRIA, VIRGINIA

**DONALD
LEMAY
PAGE**
ARCHITECTS
PLANNERS

SHT. 6 OF 15

SCHEME A & B₃₁ - BLDG. SECTION





From: Ann Horowitz
Sent: Wednesday, March 30, 2016 5:36 PM
To: Kristen Walentisch; Kendra Jacobs
Subject: FW: Parking Lot Procedures

Follow Up Flag: Follow up
Flag Status: Flagged

Please include this in the Planning Commission materials for SUP2016-0009, 322 North Alfred Street.

From: americandayschool@verizon.net [<mailto:americandayschool@verizon.net>]
Sent: Wednesday, March 30, 2016 5:27 PM
Cc: Ann Horowitz
Subject: Parking Lot Procedures

Dear Parents,

Yesterday we received a call from Ann Horowitz from the City of Alexandria. Ms. Horowitz indicated that some of the conditions stipulated in our Special Use Permit (SUP) are not being followed as there have been complaints from our neighbors who are unable to find street parking because parents are utilizing street parking even when there are spaces available in our parking lot. Please help us maintain our good standing in the community by adhering to our Parking and Quick Pick-Up procedures outlined in the Parent Manual (pages 9-10). We understand that parking can be challenging in this area, however we kindly ask that parents abide by these procedures which were set in place to ensure compliance with our SUP with the City of Alexandria. For your reference I have included below parts of the sections in our SUP specific to pick up and drop off.

Section 5: The applicant (ADS) shall require that the on-site parking lot be utilized for pick-up and drop-off of children.

Section 17: Parents shall be prohibited from turning left into the church parking lot from Princess Street, or turning left onto Princess Street from the church parking lot during pick-up hours from 4:30 to 6:00pm, Monday-Friday. The applicant shall notify parents of this prohibition in new orientation manuals and shall remind them at regular intervals throughout the year.

Section 20: The applicant shall designate one "Traffic & Parking Management Monitor" each day during evening pick-up hours of 5:00pm to 6:00pm Monday-Friday. The monitor shall stand near the entrance to the church parking lot but shall not enter the street. The responsibilities of the monitor are intended to include: a) discouraging parents from entering the church parking lot when the lot has reached capacity and b) reminding parents that they can only turn right into or out of the parking lot.

As such, Mr. Jose who is our parking monitor stands near the entrance of the parking lot and is diligent in directing traffic by use of a sign. We ask that parents please follow Mr. Jose's directions. When the parking lot is full Mr Jose will direct you to either drive around the block to wait for space to become available or you may use street parking. Double parking on Princess Street is not permitted.

Pick up and drop off is also more efficient, much safer and less disruptive when parents follow our Quick Pick-Up procedures. Upon arrival please wait by your child's classroom door, a teacher will bring your child to meet you for dismissal. We encourage parents to have only a brief exchange with the teachers at this time and not linger on school property as other families are waiting to access the parking lot. Please remember to keep your child safe by holding their hand until you reach your car. If your child is at the playground when you arrive for pick-up please retrieve their school bag from their classroom and sign them out before picking them up from the playground. If you regularly pick up from the playground the teachers will bring your child's school bag to the playground. Once at the playground please wait by the gate and a teacher will bring your child to meet you. ***Once again, we ask that you please limit the time spent on the premises during peak hours of pick-up and drop off.***

Please remember to make sure your car is locked when parked and do not leave children unattended in a parked and/or locked vehicle.

Thank you for your cooperation and continued support.

Best regards,

Pilar

Director

ADS I- Princess Street Building

American Day School

Tel. 703-837-0237

Fax 703-842-8851

americandayschool@verizon.net

www.americandayschool.com

Subject: Ann Horowitz
RE: Daycare at Meade Memorial Church

From: Elizabeth Neiner [<mailto:eneiner@afocus.com>]
Sent: Saturday, March 12, 2016 9:36 AM
To: Ann Horowitz
Subject: Daycare at Meade Memorial Church

Ann,
 This isn't the first time that I have emailed on this topic – see my prior email below.

I have highly recommended that the owner of American Day School on Princess Street attend the neighborhood meeting on March 14th as a number of the neighbor issues are related to their practices. I have left a message for Cookie Balcha (Project Manager) but I'm not sure if that will go anywhere.

Please reach out to American Day School to ensure they are involved.

Thank you,
 Elizabeth

Good evening Ann,

My name is Elizabeth Neiner and I have owned my home at 908 Princess Street (adjacent to 322 N Alfred) for 13 years. The purpose of my email is to request that you deny special use permit application 2015-0076 at 322 North Alfred Street.

While I commend and appreciate the efforts of those involved to open up a day care which specifically addresses the needs of those that need it, my denial request is based on the following:

1. The existence of another day care ½ block away (American Day School).

Employee and parent parking has been an issue in the block since the school opened up several years ago and has yet to be addressed and resolved by neither the school nor the city.

- Employees park on Princess and surrounding streets and move their cars every few hours to avoid ticketing. Employees cars are also parked on Princess during the peak hours of 4-6pm when residents are arriving home from work.
- Parents park on Princess Street instead of using the parking lot to pick up their children
- Increased volume of stop and go traffic on Princess Street (between Alfred and Patrick) has yielded aggressive drivers which has made pedestrian traffic in the area dangerous

2. Increase of new housing in the surrounding area.

- In the past 2 years, new houses have been built at the corner of Columbus/Princess and N. Alfred/Princess. Even with off street parking, those in these homes will inevitably use street parking for contractors, visitors, etc. I suspect the large parking lot across from the proposed day care will eventually be rezoned for housing as well.

3. Lack of city involvement in ensuring businesses in residential areas uphold their commitments to the residential neighborhood they operate within.

- Historically, there have been city meetings with American Day School and neighbors to discuss the city's decision to increase headcount in the school, etc. In those meetings, both the city and the owner of the school committed to the neighbors that our concerns would be heard and addressed. None of this has occurred and all pleas to both continue to fall on deaf ears.
- Commercial vehicles (specifically Bittersweet on King Street) have parked multiple trucks on Princess Street and surrounding blocks from Friday night to Monday morning.

I appreciate that our block is busy on Sundays and other various times due to church activities - I was aware and fine with it when I bought my house. That being said, the current day care and likely the potential day care has operated in a manner which is not respectful to the neighbors. Unfortunately for the current Applicant, the issues I have with American Day School in my mind will likely be replicated.

A few recommendations:

- Rezone my block of Princess Street to 2 - hour residential parking without a permit instead of 3.
- Revisit the specific terms around parking for employees and parents of American Day School
- Have someone from the city monitor the activity between 4-6pm for a few days to understand the residents' concerns.

At a minimum, I believe the neighbors should have an opportunity to speak at a public hearing or with the city directly to address our concerns. I request that you deny the special use permit in the interim.

Regards,
Elizabeth Neiner
908 Princess Street
571 236 8110

From: Ann Horowitz
Sent: Friday, April 01, 2016 2:30 PM
To: Kristen Walentisch; Kendra Jacobs
Subject: FW: Meade Memorial Episcopal Church Daycare

This is another letter that should be sent to the Planning Commission for the 322 N. Alfred case. Thanks!

From: Laura Rodin [<mailto:laurarodin@hotmail.com>]
Sent: Monday, March 14, 2016 4:42 PM
To: Ann Horowitz
Subject: RE: Meade Memorial Episcopal Church Daycare

Thank you for your reply. I understand that this is a community meeting, but I assure you relatively few neighbors who live in close proximity (including me) received notice.

And, I appreciate the efforts being made to reach a practical solution to satisfy both sides, although I'm not yet convinced it will do much to mitigate the situation. The shift strategy might in fact have the opposite effect of causing a traffic situation more consistently throughout the day.

I'm not able to attend this meeting due to the late notice but my husband will be attending.

Thank you.

Laura Rodin
403 N. Alfred

From: Ann Horowitz [<mailto:ann.horowitz@alexandriava.gov>]
Sent: Monday, March 14, 2016 2:28 PM
To: laurarodin@hotmail.com
Subject: Meade Memorial Episcopal Church Daycare

Dear Ms. Rodin,

Thank you for your comments regarding the SUP request for a daycare establishment at 322 North Alfred Street. The applicant mentioned that 200 invitations were distributed in the neighborhood, so I am sorry to hear that you did not receive one. Please know that this is a community meeting, that is open to the public, and all interested parties are welcome.

This request for a daycare use in a church was originally an Administrative SUP request, that can be reviewed by staff, as permitted in the Zoning Ordinance. At the request of residents for a public hearing, this daycare proposal is now proceeding as a Special Use Permit case which will be reviewed before the Planning Commission and City Council in April.

The scope of the daycare operation proposal has been reduced from the original administrative SUP request. The daycare operation would now care for 32 children instead of 50 and employ 6 instead of 10. The number of classrooms would be 3 rather than the 4 originally proposed. Approximately 16 children and 3 employees would be at the daycare

site at any one time as there would be 2 shifts of classes each weekday. The applicant expects that approximately 25% (around 8) of the children would walk to school each day.

The applicant also plans to form a neighborhood liaison committee to ensure that nearby residents and the daycare operation can coexist in an accommodating and neighborly manner.

We hope to see you at the community meeting on tonight at 6:30 p.m.

Thank you.

Ann

From: Laura Rodin [<mailto:laurarodin@hotmail.com>]

Sent: Friday, March 11, 2016 6:04 PM

To: infobrightmindspreschool@gmail.com; Ann Horowitz

Subject: Meade Memorial Episcopal Church Daycare

To Whom it May Concern:

I am extremely disturbed that the church is continuing to consider the establishment of a day care/preschool.

As you are aware, there is another church/day care facility only ½ block away which already impacts local residents during the morning and evening commutes - when time is most precious. Another consideration is the marked impact on parking for local residents, most of whom do not have off-street parking. The Episcopal church parking lot is small and there is no way it could accommodate all the extra employees plus temporary pick/up space. The neighborhood is very accommodating to those who attend Sunday services, but running a day care is not their direct mission! We already compete with 2 large commercial enterprises nearby.

As builders re-purpose every last parking lot to build homes, street parking is becoming more precious. Residential is bad enough – but more “commercial” enterprises?

Secondly, I learned by pure chance that a hearing is to be held Monday, March 14th. I am extremely concerned by the meager efforts to alert the neighboring community. I personally know of 6 homes, on both Alfred and Princess, that were not made aware of the hearing. Of even more concern is the fact that these very neighbors provided specific comments initially.

It makes me question the integrity of the process and concern on the real impact on the community.

Laura Rodin
403 N. Alfred