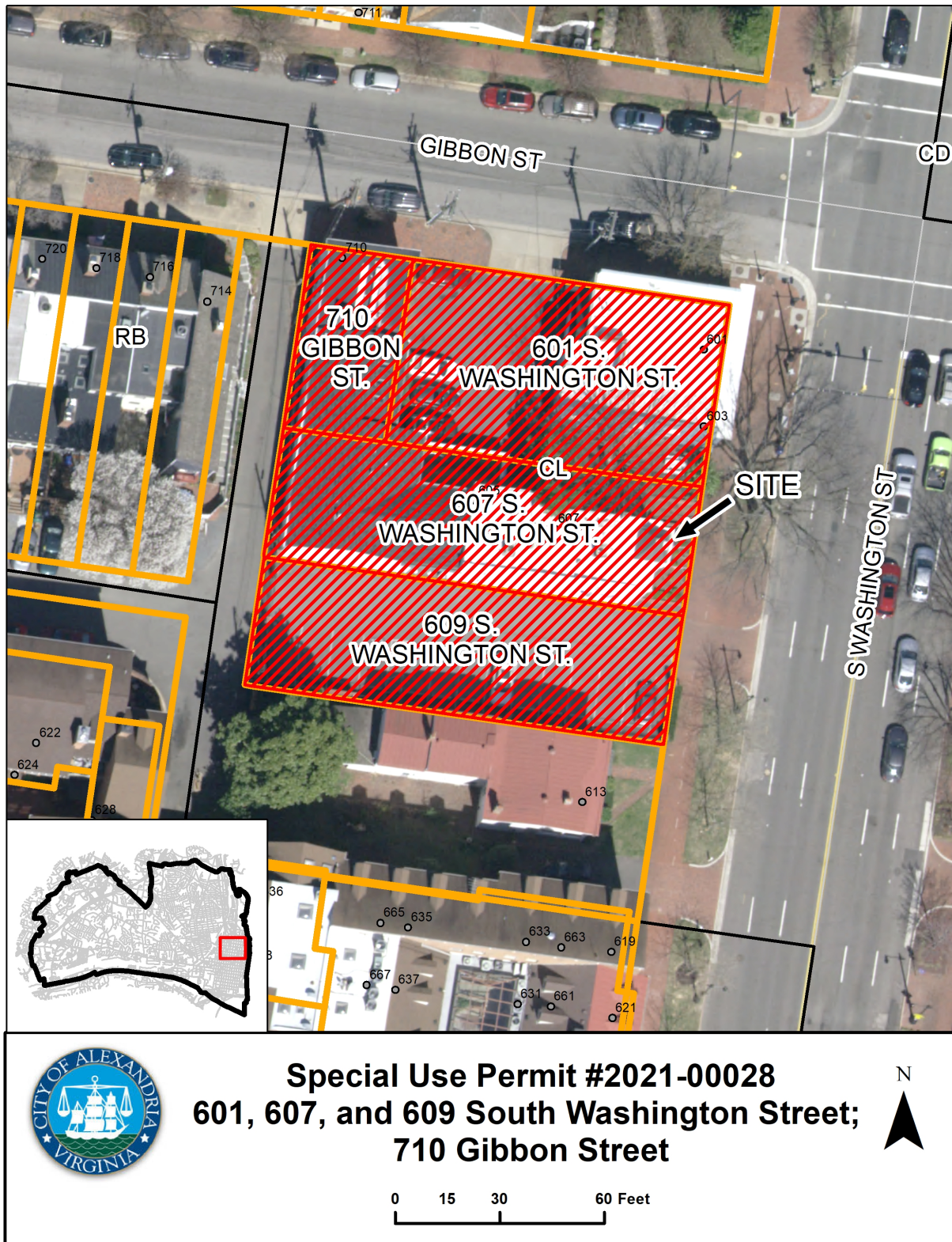


DOCKET ITEM #6
Special Use Permit #2021-00028
601, 607, 609 South Washington Street
and 710 Gibbon Street
The Linder Academy

Application	General Data	
Request: Public hearing and consideration of a request for a Special Use Permit to operate a private academic school with more than 20 students.	Planning Commission Hearing:	June 1, 2021
	City Council Hearing:	June 19, 2021
Address: 601, 607, 609 South Washington Street and 710 Gibbon Street)	Zone:	CL/Commercial Low
Applicant: The Linder Academy, represented by Mary Catherine Gibbs	Small Area Plan:	Southwest Quadrant

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 Reviewer: Ann Horowitz, ann.horowitz@alexandriava.gov
Maggie Cooper, margaret.cooper@alexandriava.gov



PROJECT LOCATION MAP

I. REPORT SUMMARY

The applicant, The Linder Academy, represented by Mary Catherine Gibbs, requests a Special Use Permit approval to operate a private academic school at 601, 607, 609 South Washington Street and 710 Gibbon Street. Staff recommends approval of the Special Use Permit request with conditions as described in the report.

SITE DESCRIPTION

The proposal includes four subject parcels located at 601, 607, 609 South Washington Street and 710 Gibbon Street. The four parcels include approximately 129 feet of frontage along Gibbon Street, approximately 124 feet of frontage along South Washington Street, and approximately 15,100 square feet in total lot area. The four properties are developed with two two-story buildings totaling approximately 12,200 square feet of gross floor area. There is a parking lot that is accessed off South Washington Street and an alley to the west of the subject properties that has access on Gibbon Street.

The lot at 601 South Washington is a 4,600 square-foot lot developed with a two-story building that has an approximately 1,900 square-foot footprint (see Figures 1, 2 and 4). Half of the property is open space. Another lot at 607 South Washington Street is a 4,500 square-foot lot developed with a two-story building that has an approximately 2,750 square-foot footprint (Figures 3 and 4). The open space on the northeast side of the property connects to the open space on 601 South Washington. A third lot at 609 South Washington is a 4,500 square-foot lot developed with a parking lot (Figures 2 and 4). The fourth lot at 710 Gibbon is an approximately 1,500 square-foot lot developed with a two-story building that has a 1,225 square-foot footprint and is connected to the building at 607 South Washington (Figures 1 and 4).



Figure 1: Subject properties 601 South Washington (blue building) and 710 Gibbon Street (white building) as seen from Gibbon Street

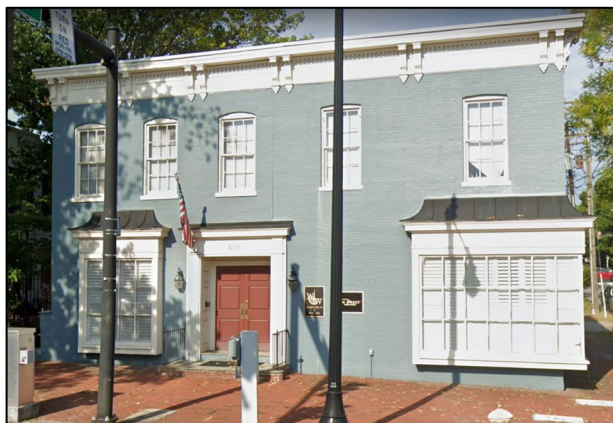


Figure 2: Subject property 601 South Washington as seen from South Washington Street



Figure 3: Subject properties 607 South Washington Street (white building) and 609 South Washington Street (parking lot) as seen from South Washington Street

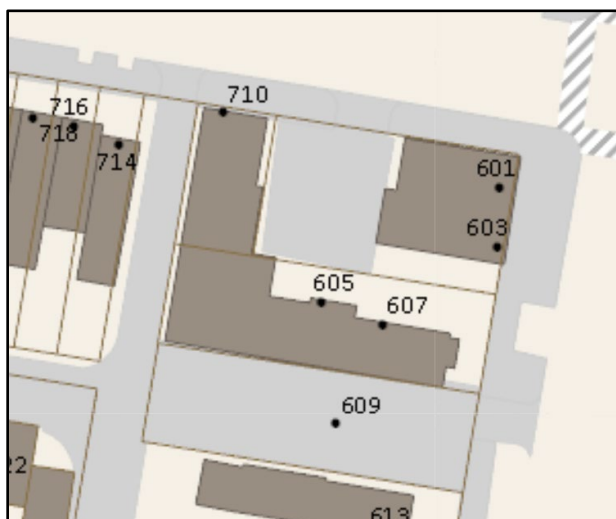


Figure 4: All subject properties with South Washington Street to the east and Gibbon Street to the north

Surrounding the subject properties is a mix of residential and commercial uses, with a church across South Washington Street to the east and a funeral home and chapel on the northeast corner of South Washington and Gibbon Streets.

BACKGROUND

The building at 601 South Washington Street was originally two buildings, 601 and 603 South Washington Street. At least a portion of the Italianate style buildings may date from before 1877. They long served as a grocery and residence, and, prior to the change to office in 2005, functioned as an antique shop. Over the years, the buildings have undergone a variety of alterations, most significantly in 1964, when the storefront windows were added, and the buildings were combined into a single commercial building.

The Victorian brick structure at 607 South Washington Street was probably constructed between 1897 and 1898. A building at 609 South Washington Street was attached to 607 South Washington Street until at least 1941 but was demolished before 1973.

The wood frame townhouse on Gibbon Street was built before 1877, perhaps as early as 1870. The buildings on Gibbon and Washington Street were at one time the location of the former Scotland House, owned by John K. Magruder. Magruder made a series of improvements to the property, including additions in 1960 and 1972 that connected the formerly freestanding buildings on Washington and Gibbon Streets.

The subject properties have been used commercially with some accessory apartments since at least the early 2000s.

PROPOSAL

The applicant proposes to operate a private academic school with more than 20 students on the subject properties. The school would occupy both existing buildings and serve up to 105 students from kindergarten to seventh grade. There would be 14 to 16 employees on site. The school will not prepare food on-site and would instead order from a catering service that would bring the food to the school, with a likely on-line ordering system for families to choose their lunches that will be delivered on a daily basis.

Details of the applicant's proposed operation are:

<u>Hours of operation:</u>	8 a.m. to 5:30 p.m., Monday through Friday.
<u>Pick-up and Drop-off:</u>	8 a.m. to 8:45 a.m. drop-off; 3:15 p.m. to 4 p.m. pick-up (buses depart at 3:30); after-school care bus departs at 5:20 p.m.
<u>Number of children:</u>	105 kindergarten to seventh grade students
<u>Number of employees:</u>	14 to 16 teachers and staff

<u>Play area:</u>	Open space between the existing buildings
<u>Deliveries:</u>	Food will be delivered at lunch time each day. Package delivery is also expected.
<u>Noise:</u>	Minimal noise is expected. The children would be in class for most of the day but will be outside for free time and occasional learning opportunities.
<u>Trash/Litter:</u>	Trash will be collected once a week.

PICK-UP AND DROP OFF PLAN

A drive aisle in the parking lot and along the 607 S. Washington Street building will serve as the pick-up and drop off area. The school would have a bus that transports 24 children to the site. If more than 24 students request bus transportation, the school would provide more buses. The loading and unloading of students from the bus would occur on-site in the parking lot drive aisle at 609 South Washington Street and would take approximately five minutes to load or unload all students. Bus drop-off would occur at 8:20 a.m. and pick-up would be at 3:30 p.m. and at 5:20 p.m. The bus would enter the parking lot from South Washington Street and exit onto Gibbon Street using the 20-foot alley that is west of the subject properties. The approximately 88-foot drive-aisle can accommodate the bus and five cars at one time (Figure 5).

Based on the waitlist for the school and the school's other locations, the applicant expects a approximately 25 cars to drop-off and pick-up students each day. Drivers dropping off and picking up students would enter the parking lot off South Washington Street, students would exit or enter the cars and cars would then exit the parking lot only on to Gibbon Street using the alley that is west of the subject properties. Morning drop off would occur between 8 a.m. and 8:45 a.m. and afternoon pick-up would occur between 3:15 p.m. and 4 p.m., with some students that remain for afterschool care being picked by 5:30 p.m. The applicant also expects that some students would walk to and from school from the surrounding Old Town neighborhoods.

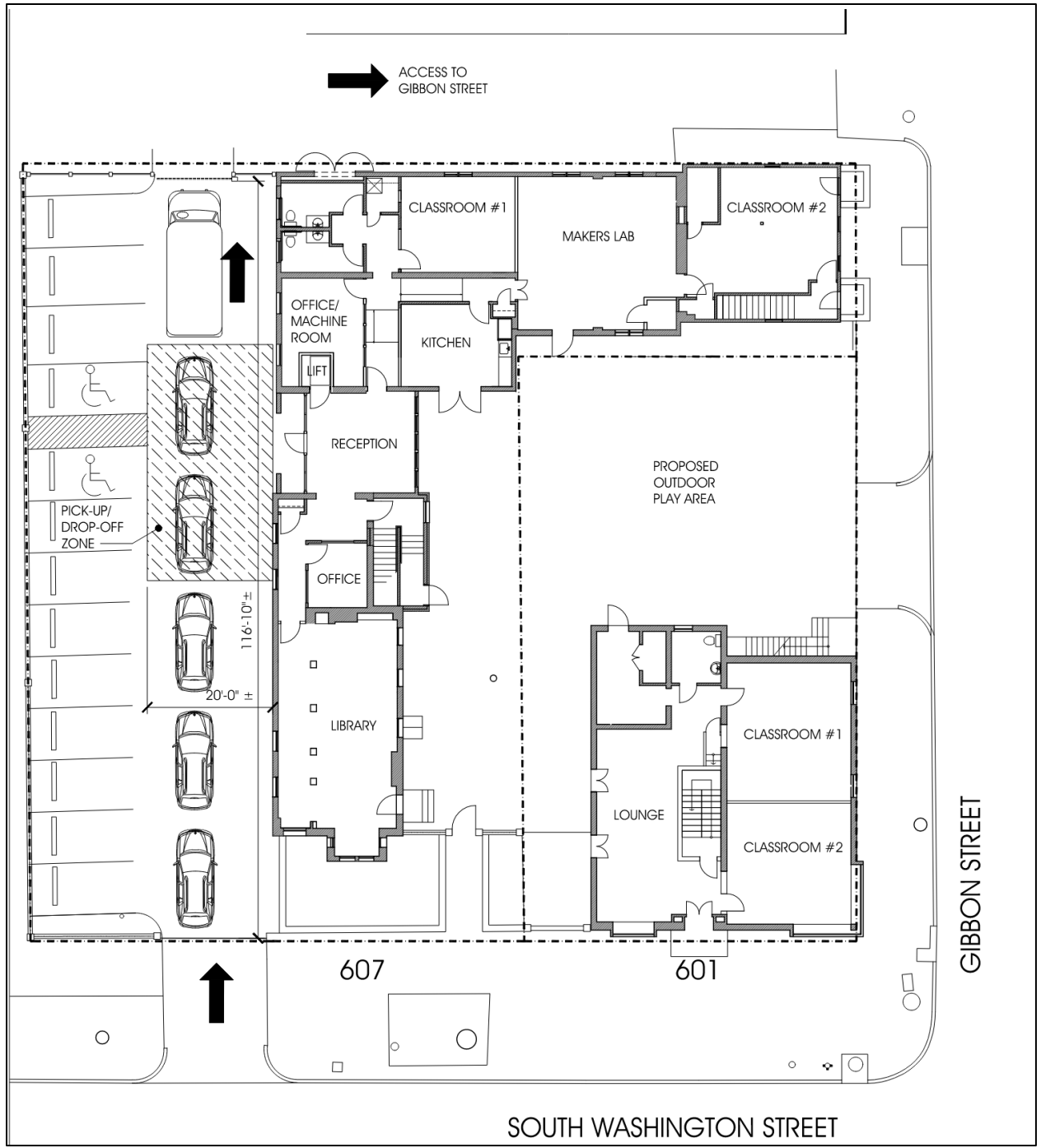


Figure 5: Pick-up and drop off plan

PARKING

Section 8-200 (A)(11) of the Zoning Ordinance requires that an elementary school provides one parking space for every 25 classroom seats. With 105 students, the private academic school requires five parking spaces. The existing 13-space parking lot meets and exceeds the minimum requirement and also accommodates the pick-up and drop off plan.

ZONING/ MASTER PLAN DESIGNATION

The subject site is located within the CL / Commercial Low zone and within the Old and Historic District. Private academic schools with more than 20 students require SUP approval in this zone, pursuant to Section 4-103(K). Any exterior alterations require Board of Architectural Review approval.

The proposed use is consistent with the area. The Southwest Quadrant small area plan which designates the subject properties for commercial use to provide a transition between residential uses to the west and commercial areas to the east. The use of these properties as an academic school provides a desired transition and is compatible with the existing church, funeral home, residences and retail uses that surround the subject properties.

II. STAFF ANALYSIS

Staff supports the applicant's request for a Special Use Permit to allow a private academic school with more than 20 students use at 601, 607, 609 South Washington and 710 Gibbon Street.

Staff does not anticipate neighborhood impacts, given that this area has a mix of commercial and residential uses surrounding the proposed school. Although there is a limited potential for traffic congestion on South Washington during pick-up and drop off times, staff believes the space in the parking lot is sufficient to accommodate the morning and afternoon transfer of students. Nonetheless, staff has included Condition #3 for the Director of Planning and Zoning to require revisions to the pick-up and drop off plan if traffic impacts result, such as vehicles backing up on South Washington Street.

Staff has provided recommended conditions similar to other private academic school uses. Recommended conditions #13, #14 and #15 encourage patrons and employees to use alternative transportation such as Metro and bicycle. Although cooking is not proposed for this use, recommended condition #8 requires that any odors be controlled to not bother surrounding users. Recommended condition #6 ensures that deliveries do not happen at night to ensure area residents are not affected by late night noise. Recommended condition #16 allows the Director of Planning & Zoning to re-evaluate compliance with all conditions and determine if any negative externalities are provided from the subject use's operation to other surrounding uses that were not anticipated.

Subject to the conditions stated in Section III of this report, staff recommends approval of the applicant's 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 controlling interest. (P&Z)
2. The applicant shall conduct employee and school family training sessions on an ongoing basis, including as part of any employee or school family orientation, to discuss all Special Use Permit provisions and requirements, including the requirements of the pick-up and drop off plan. (P&Z)
3. The applicant shall comply with the drop-off and pick-up plan submitted on May 20, 2021 as stated in this report, illustrated in Figure 5 and based on an enrollment of 105. Drop off and pick-up shall not occur on public rights-of-way. The applicant shall ensure that traffic does not back up or cause traffic circulation issues on South Washington Street or Gibbon Street. The Directors of Planning & Zoning and Transportation & Environmental Services reserve the right to revisit the pick-up and drop off plan and may impose amended or additional requirements to ensure pick-up and drop-off facilities are maintained and do not impact traffic circulation. These measures may include, but are not limited to, adjusted staggered pick-up/drop-off time for buses and car riders, additional staffing and/or personnel directing patrons, and/or additional traffic control devices such as directional signs or pavement markings. Enrollment over 105 students will require reevaluation of the pick-up and drop-off plan. (P&Z) (T&ES)
4. The application shall obtain written permission from property owners who abut the alley for use of the alley during pick-up and drop off if the alley is determined to be private and permission is necessary. The written permission, if required, shall be submitted to the Director of Planning & Zoning. (P&Z)
5. Kitchen equipment, including floor mats, shall not be cleaned outside, nor shall any cooking residue or wash water be washed into the streets, alleys or storm sewers. (T&ES)
6. All waste products including but not limited to organic compounds (solvents and cleaners) shall be disposed of in accordance with all local, state and federal ordinances or regulations. (T&ES)
7. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES) (P&Z)
8. Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)
9. Trash and garbage shall be stored inside or in sealed containers that do not allow odors to

escape, invasion by animals, or leaking. No trash or debris shall be allowed to accumulate outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of Planning & Zoning and Transportation & Environmental Services, including replacing damaged lids and repairing/replacing damaged dumpsters. (P&Z) (T&ES)

10. 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 at least once a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
11. The use must comply with the city's noise ordinance. The use of loudspeakers outside is prohibited. (T&ES)
12. The applicant shall require its employees who drive to use off-street parking. (T&ES)
13. The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)
14. The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic promotional material, posting on the school website, and other similar methods. Contact Go Alex at goalex@alexandriava.gov for more information about available resources. (T&ES)
15. The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the school's advertising and website. (T&ES)
16. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review, as the result of a complaint that rises to the level of a violation of the permit conditions or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

STAFF: Tony LaColla, AICP, Division Chief, Land Use Services
Ann Horowitz, Principal Planner
Maggie Cooper, Urban Planner

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

IV. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- F-1 Provide Pick-up/drop-off plan or layout. Include number of vehicles expected to queue within the site, as well as off-site, the location of queued vehicles, and any proposed personnel or traffic control devices such as cones, signs, and/or pavement markings to assist pick-up/drop-off operation. The pick-up/drop-off plan shouldn't include any elements that would significantly interrupt or impact existing traffic operations or travel flow on either S. Washington Street, Gibbon Street, or S. Columbus Street. (T&ES)

- R-1 All waste products including but not limited to organic compounds (solvents and cleaners) shall be disposed of in accordance with all local, state and federal ordinances or regulations. (T&ES)

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

- R-3 Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)

- R-4 Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape, invasion by animals, or leaking. No trash or debris shall be allowed to accumulate outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of Planning & Zoning and Transportation & Environmental Services, including replacing damaged lids and repairing/replacing damaged dumpsters. (P&Z) (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 at least once a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)

- R-6 The use must comply with the city's noise ordinance. The use of loudspeakers outside is prohibited. (T&ES)

- R-7 The applicant shall require its employees who drive to use off-street parking. (T&ES)

- R-8 The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)

- R-9 The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic promotional material, posting on the school website, and other similar methods. Contact Go Alex at goalex@alexandriava.gov for more information about available resources. (T&ES)
- R-10 The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the school's advertising and website. (T&ES)

City Code Requirements:

- 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 SUP 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)
- C-3 Section 5-1-42- Collection by Private collectors. (c) Time of collection. Solid waste shall be collected from all premises not serviced by the city at least once each week. No collections may be made between the hours of 11:00 p.m. and 7:00 a.m. (6:00 a.m. from May 1, through September 30) if the collection area is less than 500 feet from a residential area. (T&ES)

Code Enforcement:

- C-1 The request to increase capacity is subject to a review by code administration prior to operation. A layout and description of the space will need to be provided.

Fire:

- C-1 A fire prevention permit will be required for educational use.

Health:

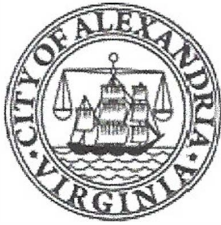
No comments received

Recreation, Parks & Cultural Activities:

No comments received

Police Department:

No comments received



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 601, 607 and 609 S. Washington and 710 Gibbon Streets

TAX MAP REFERENCE: 080.02-01-11, -12, -13 & -10 **ZONE:** CL

APPLICANT:

Name: Linder Academy

Address: 1822 N. Stafford St., Arlington, VA 22207

PROPOSED USE: Private School (academic) for 20 or more students.

- ☒ 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.

Mary Catherine Gibbs, Wire Gill, LLP

Print Name of Applicant or Agent

700 N. Fairfax St., Suite 600

Mailing/Street Address

Alexandria, VA 22314

City and State

Zip Code



Signature

March 23, 2021

Date

703-836-5757

Telephone #

703-548-5443

Fax #

mcgibbs@wiregill.com

Email address

PROPERTY OWNER'S AUTHORIZATION

As the property owner of See Attached., I hereby
(Property Address)
grant the applicant authorization to apply for the _____ use as
(use)
described in this application.

Name: _____ Phone: _____

Please Print

Address: _____ Email: _____

Signature: _____ Date: _____

- 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 three percent.

Kristin Carpenter, 1822 N. Stafford St., Arlington, VA 22207. 100%



Department of Planning & Zoning

Property Owner's Authorization Form

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 601 S. Washington St.
(property address), for the purposes of operating a Private School (academic) with more than 20 students (use)
business as described in this application.

I also grant permission to the City of Alexandria to visit, inspect, photograph and post placard notice on my property.

Name: 601 S. Washington St. LLC

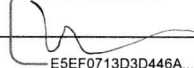
Phone: 703-403-5930

Address: 601 S. Washington St., Alexandria, VA 22314

Email: bruce.warfield@walsh.com

Signature: _____

DocuSigned by:


E5EF0713D3D446A...

Date: 3/23/2021

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 and the percent of ownership.

Kristin Carpenter, 1822 N. Stafford St., Arlington, VA 22207, 100%

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.



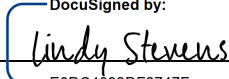
Department of Planning & Zoning

Property Owner's Authorization Form

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 607/609 S. Washington St./710 Gibbon St.
(property address), for the purposes of operating a Private School (academic) with more than 20 students (use)
business as described in this application.

I also grant permission to the City of Alexandria to visit, inspect, photograph and post placard notice on my property.

Name: Stevens Companies LLC Phone: 703-938-2256
Address: 316 Windower Ave., NW, Vienna VA 22180 Email: stevenslindy@icloud.com
Signature:  Date: 3/23/2021
DocuSigned by:
E0DC4099DF2747F...

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 and the percent of ownership.

Kristin Carpenter, 1822 N. Stafford St., Arlington, VA 22207, 100%

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.

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 three 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. Linder Academy	1822 N. Stafford St.,	100%
2. Kristin Carpenter	Arlington, VA 22207 (same address)	100% of Linder Academy
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 601. 607. 609 S. Washington St., 710 Gibbon St. (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three 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. 601 S. Washington St., LLC	601 S. Washington St. Alexandria, VA 22314	100%
2. Stephens Companies	316 Windover Ave., NW Vienna VA 22180	100%
3.		

3. Business or Financial Relationships. Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are require to disclose **any** business or financial relationship, as defined by [Section 11-350 of the Zoning Ordinance](#), existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicated each person or entity 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. Linder Academy	None	None
2. Kristin Carpenter	None	None
3. 601 S. Washington St., LLC	None	None
4. Stevens Companies, LLC	None	None

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.

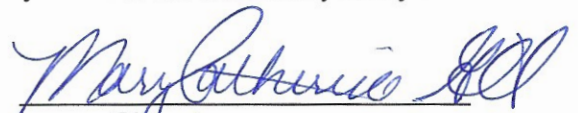
As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

March 23, 2021

Date

Mary Catherine Gibbs

Printed Name


Signature

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 Applicant is seeking to expand the number of students it can serve in the adjacent locations of 601 S. Washington St, 607 S. Washington St. and 710 Gibbon St. to 105 students total. All properties can be served by the parking lot on the adjacent 609 S. Washington St.

Currently, Linder Academy can serve less than 20 students at each location under the ~~CL Zone with no special use permit.~~ They are working towards building permits to serve that number by the beginning of the next school year in September 2021. They ~~would like to be able to serve more than that number, up to 105 students but they need~~ this special use permit to do so.

Linder Academy is a private school with two other locations outside of Alexandria and is looking to expand its footprint into Old Town with this location. Linder Academy serves children in grades kindergarten to seventh grade in a small class environment with a hands on learning approach. Most class sizes are 6-9 students per class. The ~~proposed floor plan (attached) shows 14 classrooms, as well as other associated~~ learning and administrative spaces. The teacher to student ratio is also low, with ~~approximately one teacher per 6-9 students.~~

The adjacent parking lot at 609 S. Washington St. has 13 spaces now. The access to the parking is directly from a curb cut on S. Washington St. The entrance to the school is in the middle of the building along the parking lot. Parents will use the drive aisle to drop off students at the entrance and will continue on through the lot to alley along the western property line of 710 Gibbon, and will then take the alley to Gibbon St. to leave the site. ~~The same would be true for pick up in the afternoon. In addition, a number of~~ students are expected to take a small school bus from one of the other locations of Linder Academy in Arlington and will be brought to this location where the bus will drop them off and pick them up. The exact number is not known at this time and would be dependent on the number of students enrolled and where they live. The goal of this location is to provide a private school opportunity for people who live close by in Old Town so they could be able to walk to the site. Staff would be able to park in the adjacent parking lot as well.

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).

Up to 105 students, five days a week, 8 a.m. to 4 p.m.

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

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

14-16 teachers and staff five days a week, 8 a.m. to 4 p.m.

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

Day:

M-F

Hours:

8 a.m. to 4 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.

Typical noise of children at school and at play in the open space
internal to the site and along Gibbon St. See plan attached.

B. How will the noise be controlled?

The children will attend classes inside for the most part, but they will be
outside for their free time and occasional learning opportunities.

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

NA

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)

Typical type of trash from a school of this size.

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

Typical amount of trash for a school of this size

- C. How often will trash be collected?

Weekly or more frequently if needed.

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

All trash will be placed in containers on site. Staff will be responsible for keeping an eye on the public sidewalks around the site to ensure trash has not been dropped outside of the building.

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 entrances will be locked and access will be controlled by the staff.

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:

11 Standard spaces
 Compact spaces
2 Handicapped accessible spaces.
 Other.

<p>Planning and Zoning Staff Only</p> <p>Required number of spaces for use per Zoning Ordinance Section 8-200A <u> </u></p> <p>Does the application meet the requirement? [] Yes [] No</p>

- 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? 0

<p>Planning and Zoning Staff Only</p> <p>Required number of loading spaces for use per Zoning Ordinance Section 8-200 <u> </u></p> <p>Does the application meet the requirement? [] Yes [] No</p>
--

- B. Where are off-street loading facilities located? NA
- C. During what hours of the day do you expect loading/unloading operations to occur?
NA
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
NA

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?

Street access is more than 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.

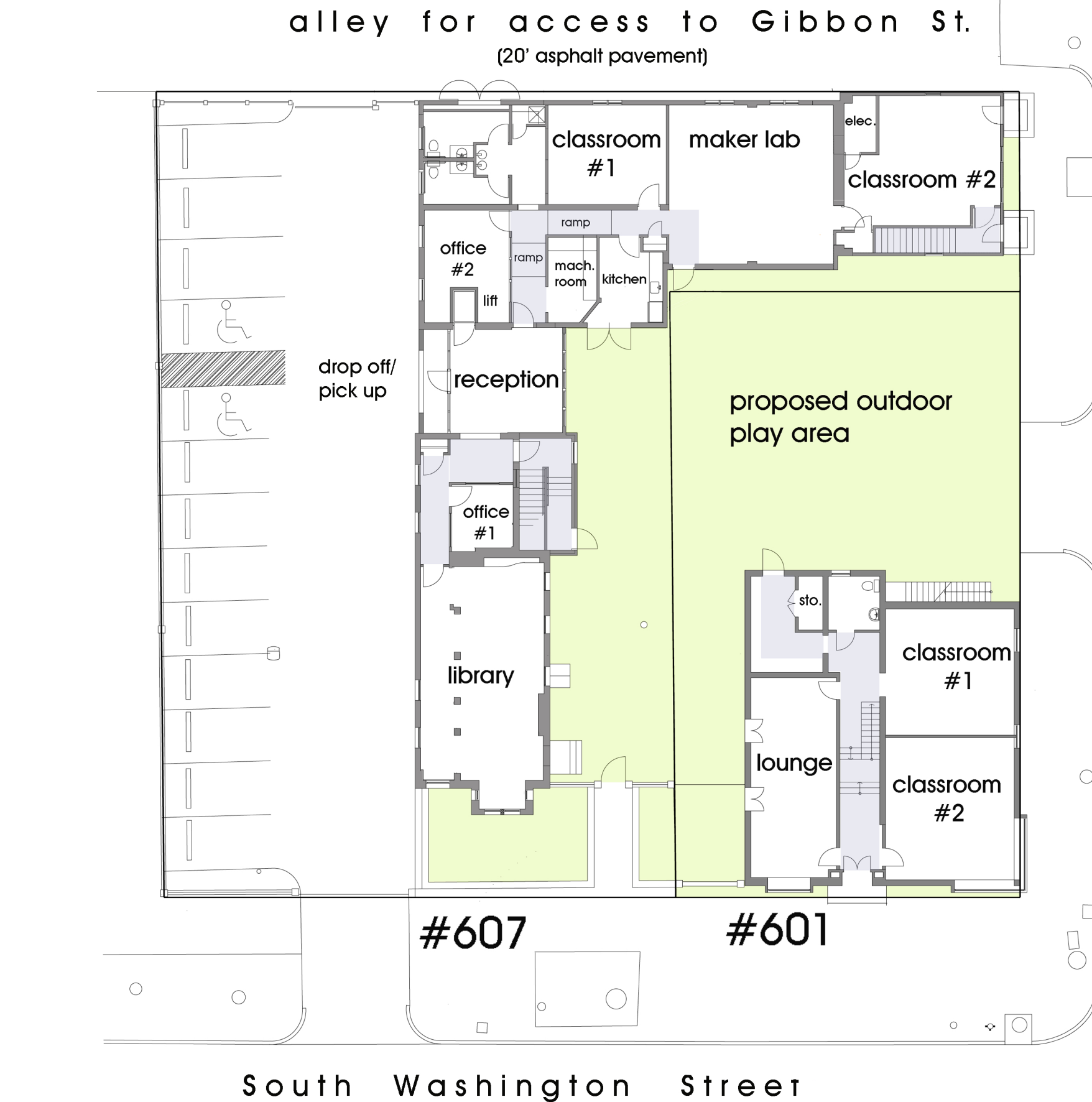
18. What will the total area occupied by the proposed use be?

4660 + 10375 sq. ft. (existing) + _____ sq. ft. (addition if any) = 15,035 sq. ft. (total)

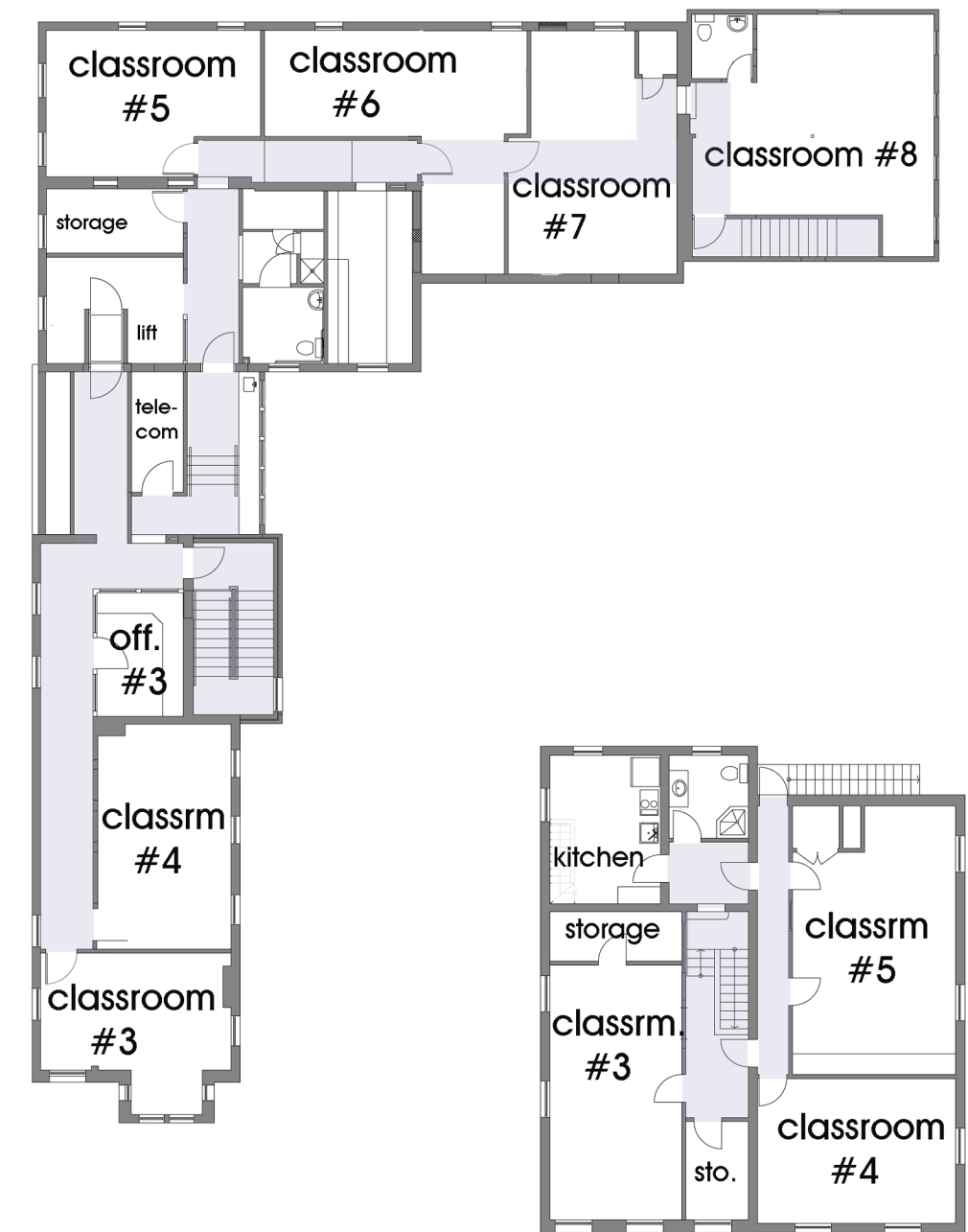
19. The proposed use is located in: (check one)

- ☒ 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: _____

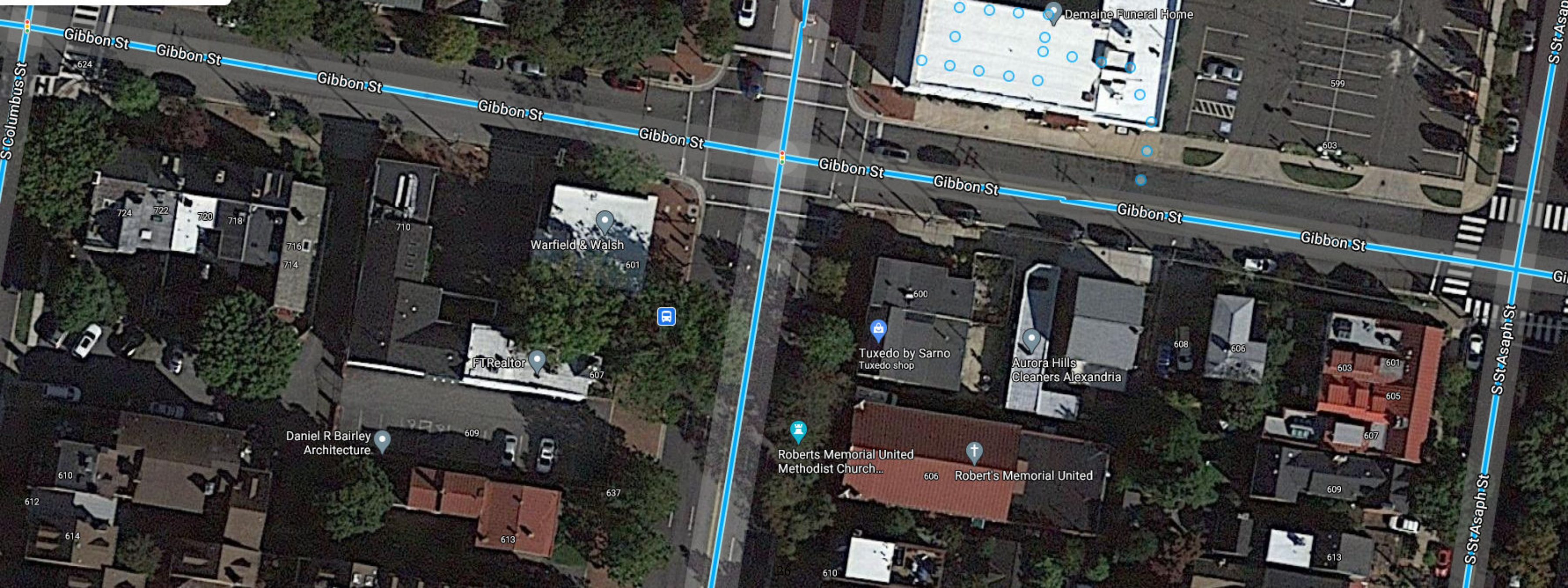
End of Application



ground floor plan



second floor plan



Gibbon St

Gibbon St

Gibbon St

Gibbon St

Gibbon St

Gibbon St

Gibbon St

Gibbon St

Gibbon St

Gibbon St

S Columbus St

S St Asaph St

Warfield & Walsh

FT Realtor

Daniel R Bairley
Architecture

Tuxedo by Sarno
Tuxedo shop

Aurora Hills
Cleaners Alexandria

Roberts Memorial United
Methodist Church...

Robert's Memorial United

Demaine Funeral Home

From: Mary Catherine Gibbs <mcgibbs@wiregill.com>

Sent: Wednesday, May 12, 2021 10:41 AM

To: Margaret O. Cooper <Margaret.Cooper@alexandriava.gov>; Kristin Carpenter <kristinlcarpenter@gmail.com>

Subject: Re: 601 S Washington SUP- Linder Academy

Margaret,

Linder uses as 24 person bus that comes from Arlington, near their existing location in Arlington. This bus is smaller than a typical school bus. Most of their students arrive in this fashion. The bus would arrive around 8:20 a.m. to drop off students. In looking at their registrations so far for the fall, many other than those in Arlington are within walking distance of the school, and only two so far have identified they will drive for drop off. The bus would turn off of S. Washington St., and proceed to the entry door on the south side of the building (off the parking lot). When stopped, it takes approximately 5 minutes to unload the students who will then go directly into the school building from there. There is approximately 88' from the drop off area/entrance to the Washington St sidewalk or approximately the length of 5-6 cars. During the drop off, there is room for two passenger vehicles behind the bus to the ROW on S. Washington St. The bus then proceeds to the alley to the west of the property and then to Gibbon St. The same will be true for the pick ups. The bus will arrive for two pick ups depending on whether the students are staying for after care. The first pick up will be at 3:30 p.m. and the second pick up will be at 5:20 p.m. Loading the students takes approximately 5 min. Most of the school's waitlist includes families in Arlington, and if they all are able to attend (pending approval of the SUP), Linder will add a second bus.

Please let us know if you have any additional questions.

Mary Catherine

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