

***Special Use Permit #2021-00044  
212 & 216 South Washington Street  
Potomac Crescent Waldorf School***

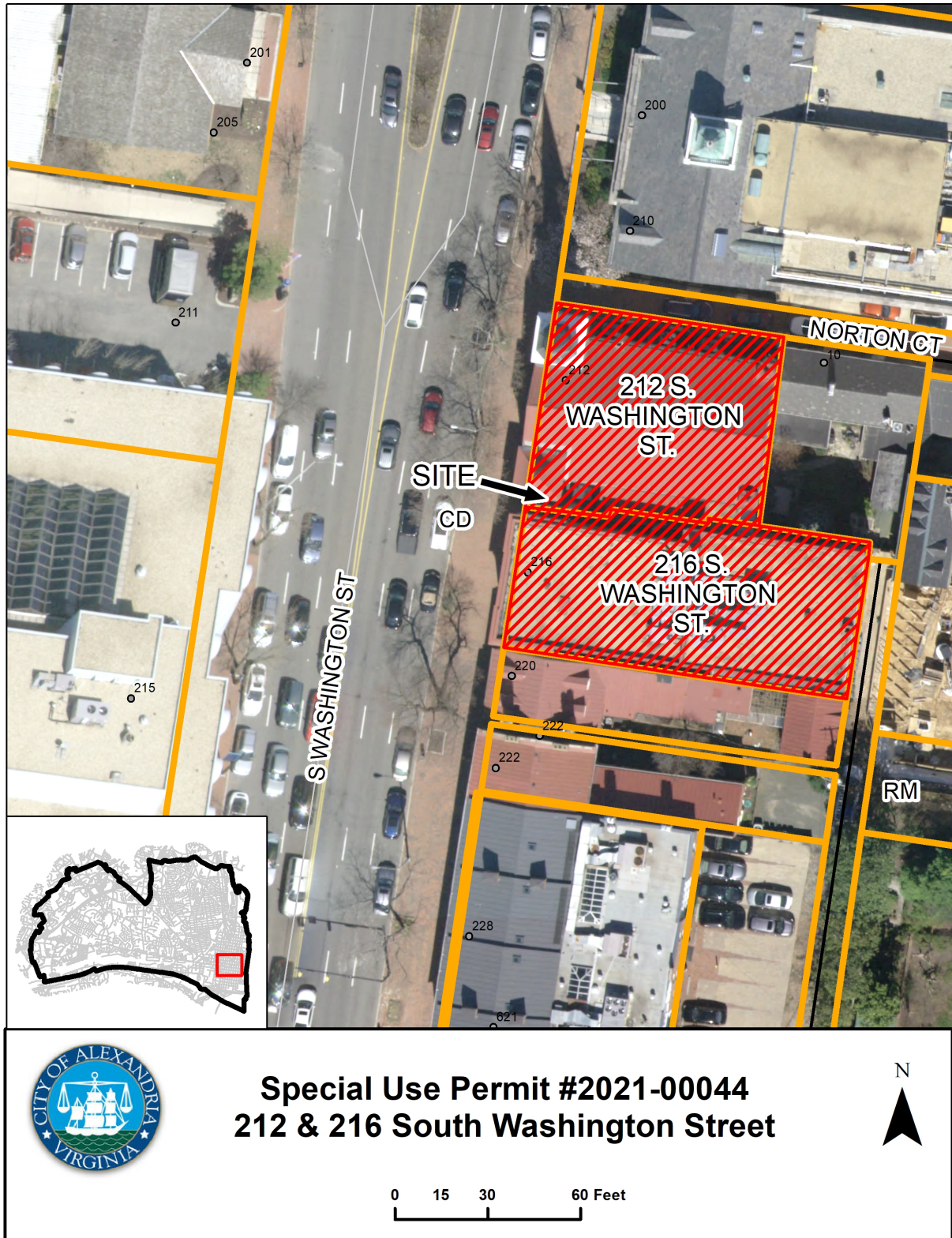
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<b>Application</b>	<b>General Data</b>	
<b>Request:</b> Public hearing and consideration of a request for a Special Use Permit to operate a private academic school with over 20 students	<b>Planning Commission Hearing:</b>	June 24, 2021
	<b>City Council Hearing:</b>	July 6, 2021
<b>Address:</b> 212-216 South Washington Street	<b>Zone:</b>	CD/Commercial Downtown
<b>Applicant:</b> Potomac Crescent Waldorf School	<b>Small Area Plan:</b>	Old Town

**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](mailto:ann.horowitz@alexandriava.gov)  
Rachel Drescher, [rachel.drescher@alexandriava.gov](mailto:rachel.drescher@alexandriava.gov)

**PLANNING COMMISSION ACTION, JUNE 24, 2021:** On a motion by Vice Chair McMahon, seconded by Commissioner Lyle, the Planning Commission voted to recommend approval of Special Use Permit #2021-00044, as submitted. The motion carried on a vote of 7-0.



PROJECT LOCATION MAP



## I. REPORT SUMMARY

The applicant, Potomac Crescent Waldorf School, requests Special Use Permit approval to operate a private academic school at 212 and 216 South Washington Street. Staff recommends approval of the Special Use Permit request with conditions as described in the report.

### SITE DESCRIPTION

The subject parcels are located at 212 and 216 South Washington Street and include a total of approximately 115 feet of frontage and 10,400 square feet in total lot area. The property at 212 South Washington Street is developed with a three-story building, approximately 12,000 square feet of gross floor area, and 216 South Washington Street is developed with a three-story building, approximately 14,000 square feet of gross floor area (Figure 1).



*Figure 1 – Property from South Washington Street*

Surrounding the subject site is a mix of commercial and residential uses. Colonial Parking Garage and The Lyceum are located to the west of the subject site, the U.S. Bankruptcy Court is located to the north, residences are located to the east and offices and retail are located to the south.

### BACKGROUND

The Downtown Baptist Church was constructed between 1858-1859 and has operated as a church since construction.

The Potomac Crescent Waldorf School previously operated within classroom facilities at

Fairlington Presbyterian Church at 3846 King Street after approval SUP#2015-0010 to operate a private academic school. In 2017, City council approved DSP#2017-00006 to add a four-story residential building with 81 affordable dwelling units to the Fairlington Presbyterian Church property, prompting the need for the school to relocate. Potomac Crescent Waldorf School is looking for a new permanent location, however, in order to continue operations for the next school year, the school is requesting to use the subject property until it identifies a long-term home.

The applicant would operate a by-right day care establishment in conjunction with the subject of this SUP request, a private academic school over 20 students. If the SUP is approved, the pick-up and drop-off plan would cover the day care center and private academic school.

### PROPOSAL

The applicant proposes to operate a private academic school in existing rooms within the church at 212 S. Washington Street and its community center at 216 S. Washington Street. The school includes kindergarten to third grade, along with a day care center. The day care center portion of the Potomac Crescent School is a by-right use and is not subject to City Council consideration. This location is intended to be temporary, beginning in September and expected to be used no longer than the upcoming school year, while the school searches for a permanent location.

Details of the applicant's proposed operation are:

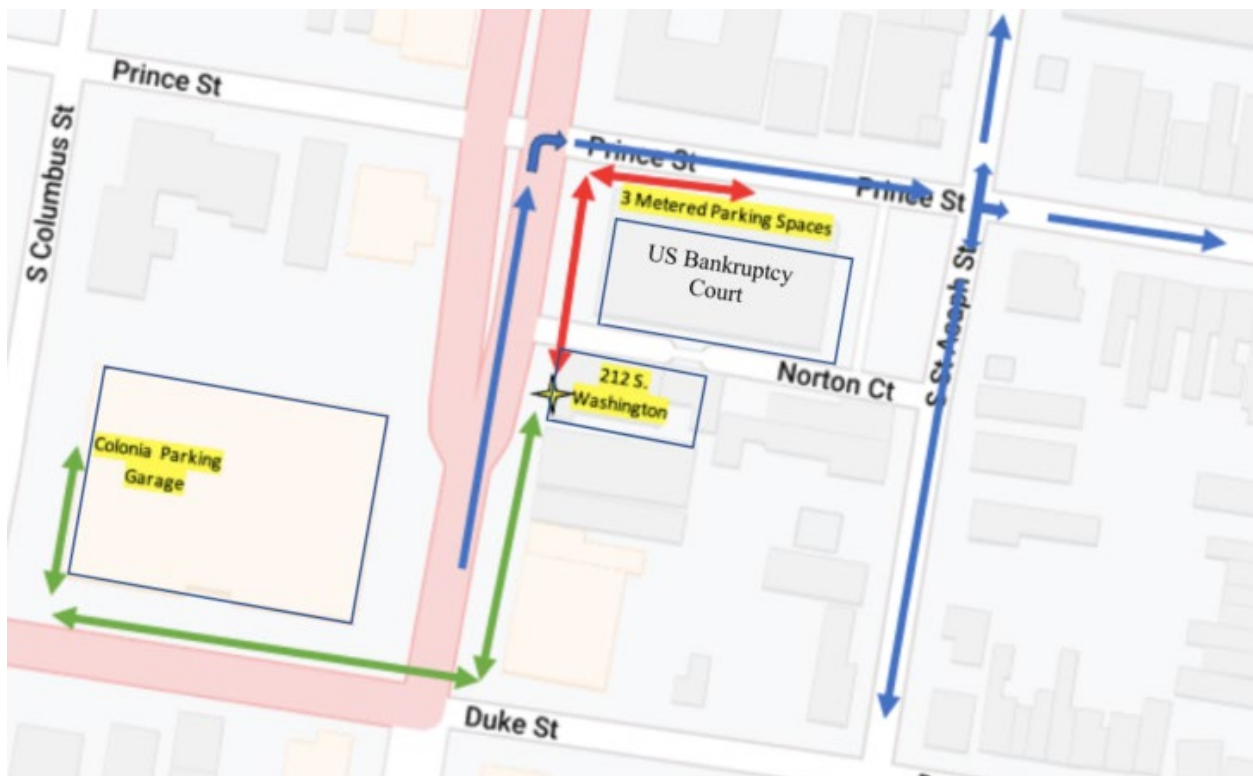
<u>Hours of operation:</u>	7:30 a.m. to 3:15 p.m., Monday through Friday 7:30 a.m. to 8:30 a.m., Early day program 8 a.m. to 2:30 p.m., Monday through Friday, grades 1 -3 Two half day programs for kindergarten Morning 8:30 a.m. to 12:00 Afternoon 12:30 p.m. to 3 p.m.
<u>Pick-up and Drop-off Times:</u>	7:30 a.m. to 8:30 a.m., morning drop off 12:00 p.m. to 12:30 p.m., morning pick-up and afternoon drop off 2:30 p.m. to 3:15 p.m., afternoon pick-up
<u>Number of children:</u>	67 kindergarten to 3 <sup>rd</sup> grade students (private academic school) 13 day care center children (by-right use)
<u>Number of teachers:</u>	20 teachers
<u>Lunch service:</u>	Students will bring own lunch and teachers bring snacks; no kitchen use
<u>Play area:</u>	Armory Tot Lot and Windmill Hill Park with RPCA approval. Walking route to and from the parks is submitted with application materials. Provision for outdoor play area is at the discretion of private academic school operators.



<u>Deliveries:</u>	None
<u>Noise:</u>	Minimal noise is expected
<u>Trash/Litter:</u>	Daily, one pound of food wrappers and restroom waste and one pound of recyclable paper

#### PICK-UP AND DROP OFF PLAN

The applicant's proposed pick-up and drop-off plan includes staggered times of arrival depending on the grade and program the child is attending. Each pick-up and drop-off provides a 10-minute time period for no more than 10 vehicles to drop-off and pick-up their child, utilizing three spaces, to be designated as a loading zone, located on the south side of the 600 block of Prince Street. School staff members would meet the children at their vehicles during the designated drop-off period and accompany them to the entrance of 212 and 216 South Washington Street. For pick-up, the school staff member would walk the children back to their parents' vehicles, parked in the designated three space loading zone. The three on-street parking spaces would be available during the pick-up and drop-off time ranges as indicated in the proposal and would revert to metered use outside of these times. Designation of a three-space loading zone at this location also requires City Council approval. If approved, the Department of Transportation & Environmental Services staff will produce and install signs designating the load zone. For any late arrivals, the applicant has reserved three parking spaces in the Colonial Parking Garage for parents to park and walk their child to the subject property (Figure 2).



*Figure 2 – Pick-up and drop-off plan routes. Red line: Staff and student walking route to and from loading zone, Blue line: Vehicular traffic route, Green line: parents' and students' walking route from Colonial Parking Garage*

### PARKING

The subject property is located in the Central Business District per Section 8-300(A) of the Zoning Ordinance and is exempt from parking requirements.

### ZONING/ MASTER PLAN DESIGNATION

The subject site is located within the CD / Commercial Downtown zone. Private academic school uses require SUP approval in this zone, pursuant to Section 4-503(U).

The proposed use is consistent with the area. The Old Town small area plan designates the parcel for commercial use.

The proposed use would be located in the Old and Historic District. Any exterior changes to the building would require BAR approval.

## **II. STAFF ANALYSIS**

Staff supports the applicant's request for a Special Use Permit to allow a private academic school of over 20 students at 212 and 216 South Washington Street. Special Use Permit approval would provide the opportunity to maintain an established day care establishment and private academic school within the City and to furnish residents with conveniently located academic options and alternatives, which are in high demand.

Staff does not anticipate neighborhood impacts, such as noise and odors, given that commercial uses surround the proposed institution, the facility will be sharing space with an existing assembly use, and cooking would not take place on-site. We believe that the applicant's pick-up and drop off plan on Prince Street would safely accommodate the transfer of children to and from the school without creating traffic congestion as the plan calls for staggered pick-up and drop off times and many students would arrive as a family unit in one vehicle. School staff would accompany students at all times during the transfer with parents. The subject property is adjacent to dense residential areas, and staff anticipates some parents will walk their children to school. The proposed loading zone is a manageable 200-foot walk from the subject property and would not require the crossing of any streets. 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. Condition #4 further limits the potential for pick-up and drop off impacts through the reversion of parking spaces for public use outside pick-up and drop off times. After the school finds a permanent location and relocates from 212 South Washington Street, T&ES staff will revert the loading zone back to the metered space use.

Staff has provided recommended conditions consistent with other private educational use SUPs to further minimize traffic and support environmental measures. Recommended conditions #7 and #8 encourage patrons and employees to use alternative transportation such as metro rail, bus and

bicycle. Recommended condition #10 requires that any odors be controlled to not bother surrounding users. Although not required by state or local requirement to provide outdoor play time or space, the applicant would like to provide its students with outdoor breaks at public parks. As such, the applicant must enter into an agreement with the Department of Parks, Recreation and Cultural Activities (RPCA) to use its preferred parks, which RPCA has acknowledged as reasonable locations, and as required in condition #6.

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 training sessions on an ongoing basis, including as part of any employee orientation, to discuss all Special Use Permit provisions and requirements. (P&Z)
3. The applicant shall comply with a drop-off and pick-up plan for the use of three on-street parking spaces located on the south side of the 600 block of Prince Street as submitted on June 7, 2021. The applicant shall ensure that traffic does not back up or cause traffic circulation issues on South Washington, S. Saint Asaph or Prince Streets. The Director of Planning & Zoning reserves 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 and/or additional staffing and/or personnel directing patrons. (P&Z) (T&ES)
4. To facilitate student pick-up and drop-off, consistent with the Pick-Up and Drop-off Plan, three on-street parking spaces on the south side of the 600 block of Prince Street shall be signed for 20-minute loading from 7:30 a.m. to 3:30 p.m. Monday through Friday. Those spaces shall remain metered parking outside of those days and hours. The City will return the three spaces to typical metered parking restrictions if the school relocates. (P&Z)(T&ES)
5. Enrollment is capped at 80 students, inclusive of children in the day care establishment. Enrollment over 80 students will require an amendment to the SUP and reevaluation of the pick-up and drop-off plan. (P&Z)
6. The applicant shall apply to the Department of Recreation to establish times and schedules to use City parks. (P&Z)



7. The applicant shall require its employees who drive to use off-street parking. (T&ES)
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](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
9. The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)
10. The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)
11. Loudspeakers shall be prohibited from the exterior of the building. (T&ES).
12. The applicant shall control odors and any other air pollution sources resulting from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Director of Transportation and Environmental Services. (T&ES).
13. 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  
Rachel Drescher, Urban Planner

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

#### IV. CITY DEPARTMENT COMMENTS

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

##### Transportation & Environmental Services:

- 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. The business shall contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
- R-3 The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)
- R-4 The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)
- R-5 Loudspeakers shall be prohibited from the exterior of the building. (T&ES).
- R-6 Applicant shall control odors and any other air pollution sources resulting from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Director of Transportation and Environmental Services. (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 SUP approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at [commercialrecycling@alexandriava.gov](mailto:commercialrecycling@alexandriava.gov), for information about completing this form. (T&ES)
- 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 An approved building permit and plan review are required prior to operating daycare in an existing building.
- C-2 A change in use-group classification will be required through a building permit application process.
- C-3 Review of existing fire protection systems and associated trades are required prior to occupying space. This will need to be accomplished through a formal submittal to the permit center.

Fire:

- C-1 The applicant shall obtain a fire prevention permit for this use and occupancy condition - education.

Health:

No comments received

Recreation, Parks & Cultural Activities:

- F-1 RPCA will coordinate the temporary use of Armory Tot Lot and Windmill Hill Park through a Memorandum of Agreement during the applicant's temporary relocation.

Police Department:

No comments received





## APPLICATION

# SPECIAL USE PERMIT

**SPECIAL USE PERMIT #** \_\_\_\_\_

**PROPERTY LOCATION:** 212 & 216 South Washington Street

**TAX MAP REFERENCE:** 074.02-14-16 & 074.02-14-14 **ZONE:** CD

**APPLICANT:**

Name: Paul Nary, Director/Potomac Crescent Waldorf School

Address: 212 & 216 S. Washington Street, Alexandria, VA 22314

**PROPOSED USE:** Day School (Grade 1-3), Child Day Center (Ages 3-6)

- ☒ 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.

Paul Nary

Print Name of Applicant or Agent

626 North Jackson Street

Mailing/Street Address

Arlington, VA

City and State

22201

Zip Code

Paul W. Nary

Signature

7 May 2021

Date

845-223-0585

Telephone #

Fax #

pnary@potomacwaldorf.org

Email address

**PROPERTY OWNER'S AUTHORIZATION**

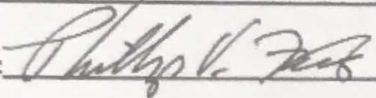
As the property owner of 212 & 216 S. Washington Street, I hereby  
(Property Address)  
grant the applicant authorization to apply for the Day School use as  
(use)  
described in this application.

Name: Old Town Community Church

Phone: (703) 549-5544

Please Print  
Address: 212 S. Washington St, Alexandria, VA 22314

Email: pfaig@oldtown.cc

Signature: 

Date: June 3, 2021

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.

Joshua Hartman, 506 Woodland Terrace, Alexandria, VA 22302, 33 & 1/3%

Zachary Butterfield, 2416 S. Walter Reed Dr. #C, Arlington, VA 22206, 33 & 1/3%

Rene Rodriguez, 2001 Swan Terrace, Alexandria, VA 22307, 33 & 1/3%



## 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
<sup>1.</sup> Joshua Hartman	505 Woodland Ter, Alexandria, VA 22302	33 & 1/3%
<sup>2.</sup> Zachary Butterfield	2416 S. Walter Reed Dr #C, Arlington, VA 22206	33 & 1/3%
<sup>3.</sup> Rene Rodriguez	2001 Swan Ter, Alexandria, VA 22307	33 & 1/3%

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at 212 & 216 S. Washington Street, Alexandria, VA 223 (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
<sup>1.</sup> Phillip Faig	10 Norton Ct, Alexandria, VA 22314	33 & 1/3%
<sup>2.</sup> David Joseph	8905 Viceroy Ct, White Plains, MD 20695	33 & 1/3%
<sup>3.</sup> Carl Patton	212 S. Pitt Street, Alexandria, VA 22314	33 & 1/3%

**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 required to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity and "None" in the corresponding fields).**

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

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
<sup>1.</sup> See attached addendum.		
<sup>2.</sup>		
<sup>3.</sup>		

**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.

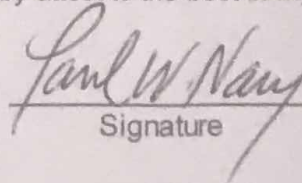
As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

7 May 2021

Date

Paul Nary

Printed Name



Signature



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

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.)
Joshua Hartman	None	None
Zachary Butterfield	None	None
Rene Rodriguez	None	None
Phillip Faig	Elizabeth Bennett-Parker is a co-director of Together We Bake, which is a tenant of space within Old Town Community Church	Elizabeth Bennett-Parker, Alexandria Vice-Mayor
David Joseph	Elizabeth Bennett-Parker is a co-director of Together We Bake, which is a tenant of space within Old Town Community Church	Elizabeth Bennett-Parker, Alexandria Vice-Mayor
Carl Patton	Elizabeth Bennett-Parker is a co-director of Together We Bake, which is a tenant of space within Old Town Community Church	Elizabeth Bennett-Parker, Alexandria Vice-Mayor

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.



Potomac Crescent Waldorf School  
Application – Special Use Permit

Addendum for Narrative Description (Page 4)

Potomac Crescent Waldorf School (PCWS) offers a full day school program for grades 1-3, beginning the school day at 8:00 am and ending at 2:30 pm (approx. 35 students). Students for this program may arrive as early as 7:30 am and pick-ups may be as late as 3:00 pm, Monday through Friday. First-Third Grade students (6-9 years old) will be located on the second and third floors. Students in this program will take nature walks to the local parks and field trips to local farms and museums. Students bring their own snacks and lunches from home. We do not utilize a kitchen for these purposes.

PCWS also offers child day center programs starting as early as 7:30 am and ending as late as 3:10 pm, Monday-Friday. We understand this is a permitted use in this zoning category. The age range for students enrolled in the child day center program is 3-6 years old. We have one preschool program (3-4-year-olds, approx. 13 students) and we have two mixed-age kindergarten programs (4-6-year-olds, approx. 32 students). The early childhood classes will be located on the first and second floor. An early day program runs from 7:30a - 8:30a for approx. 5-10 students that stay for the main program as well. The main, half-day program runs from 8:30a - 12:00p for approx. 32 students. Approx. 15 of these students stay for an afternoon program from 12:00 pm - 3:10 pm. Students in this program will take nature walks to the local parks. Students bring their own lunch if applicable and the teachers bring snacks for this program daily. We do not utilize a kitchen for these purposes.

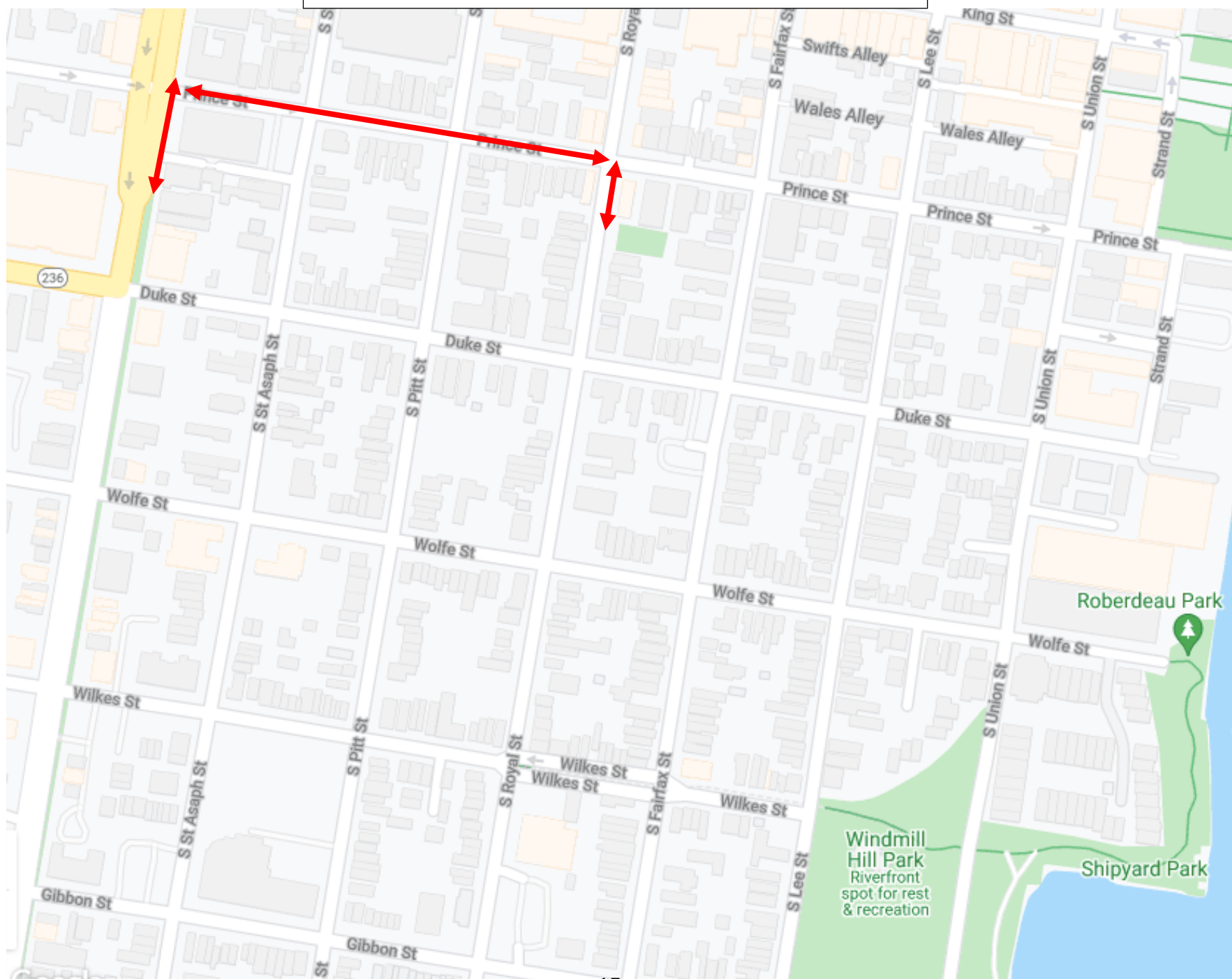
Walking routes to and from parks included below.

The regular school year for both programs runs from early September through mid-June (usually the Tuesday after Labor Day - the second week in June). The regular staff present on a daily basis is approx. 20 individuals (13 full time present from 7:15a-3:15p, 7 part-time (flex) in the building during their specialty teaching periods).

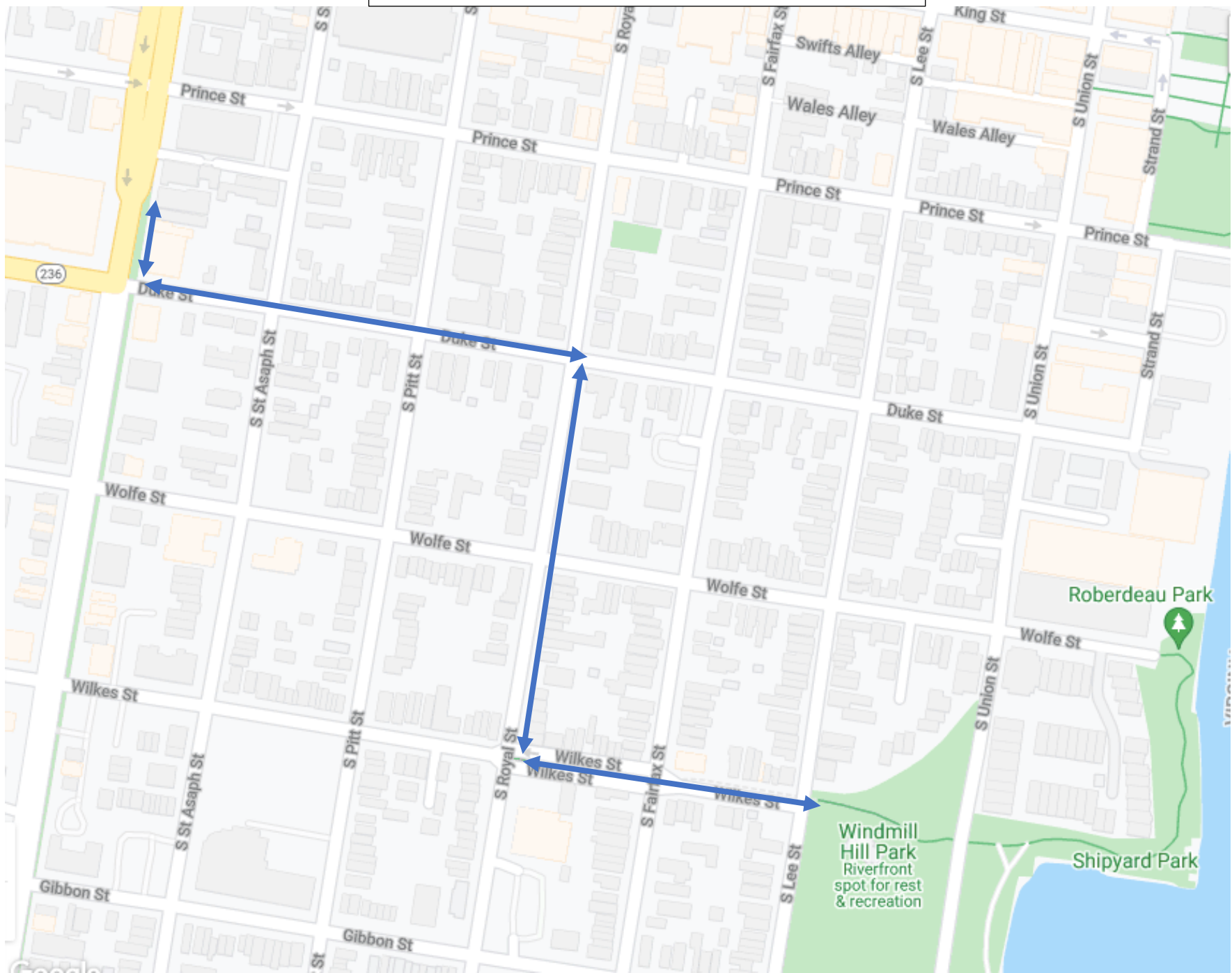
PCWS has submitted an on-street parking modification application with the Parking and Traffic Board for use of 3 metered parking spaces on Prince Street, between S. Washington and S. St. Asaph, for our drive-up drop-off and pick-up plan. PCWS has also submitted a Childcare drop-off pick-up application with the City of Alexandria, detailing time frame, number of cars, traffic flow, and walking paths for students. PCWS will also secure three reserved parking spaces in the Colonial Parking Garage for use by families that arrive outside of their designated window or if a caregiver needs to enter the building for any reason. Our Childcare drop-off pick-up application provides this location and waking route to and from the garage.



212 S. Washington St to Armory Tot Lot (Royal Street)



212 S. Washington to Windmill Hill Park



## 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).

Estimated total for all programs: 80-90 students; Day School Program= estimated 35 students (Grades 1-3, arriving as early as 7:30a, picked up  
as late as 3:00p); Child Day Center Programs = estimated 45 students (Age 3-6, arriving as early as 7:30a, picked up as late as 3:15p)

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

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

Daily Staff Present= Approx. 20: 13 full time, 7:15a-3:15p; 7 part-time (flex) in the building during their scheduled  
specialty teacher period.

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

Day:

Day School Program (Grades 1-3):

M,T,W,F=Full day; Th=Half Day w/option for afternoon program

Child Day Programs (Ages 3-6 years old):

3-4 y/o=M-W; 4-6 y/o=M-F; both half day, option of full day

Hours:

Arrivals 7:30a; Departure no later than 3:00p

M,T,W,F=start 8a-end 2:30p; Th=start 8a, end 12p

Arrivals 7:30a; Departure no later than 3:15p

Early program 7:30-8:30a; School day 8:30a-12p; Afternoon program 12-3p

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

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

Daily student activity: car doors opening/closing during drop off & pick  
up; music (flute, ukulele, violin and cello) in the building weekly.

- B. How will the noise be controlled?

All children will be under constant supervision by adults.



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

None to report. N/A

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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)  
Classroom and office paper: taken to recycling dumpster; Food wrappers and restroom waste (paper towels, feminine products, etc.): taken to trash dumpster

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

One pound daily of recyclable paper; One pound daily of food wrappers and restroom waste

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C. How often will trash be collected?

Daily by tenants

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

Facilities staff will collect trash inside and outside premises.

Facilities staff will sweep outside as necessary.

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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:

N/A

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- 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:

N/A

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- 12.** What methods are proposed to ensure the safety of nearby residents, employees and patrons?  
Safety is our primary concern. Our students will be under constant supervision  
whether inside the building or outside.

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## 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.

N/A

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## PARKING AND ACCESS REQUIREMENTS

14. A. How many parking spaces of each type are provided for the proposed use:

3 Standard spaces  
0 Compact spaces  
0 Handicapped accessible spaces.  
0 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?

3 Parking Spaces - Colonial Parking Garage (277 S. Washington St.)

**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? None Needed

Planning and Zoning Staff Only

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

Does the application meet the requirement?

☐ Yes ☐ No

- B. Where are off-street loading facilities located? None Needed
- C. During what hours of the day do you expect loading/unloading operations to occur?  
None
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?  
None
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 adequate.

## SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? ☒ Yes ☐ No
- Do you propose to construct an addition to the building? ☐ Yes ☒ No
- How large will the addition be? N/A square feet.
18. What will the total area occupied by the proposed use be?  
5,500 sq. ft. (existing) + 0 sq. ft. (addition if any) = 5,500 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

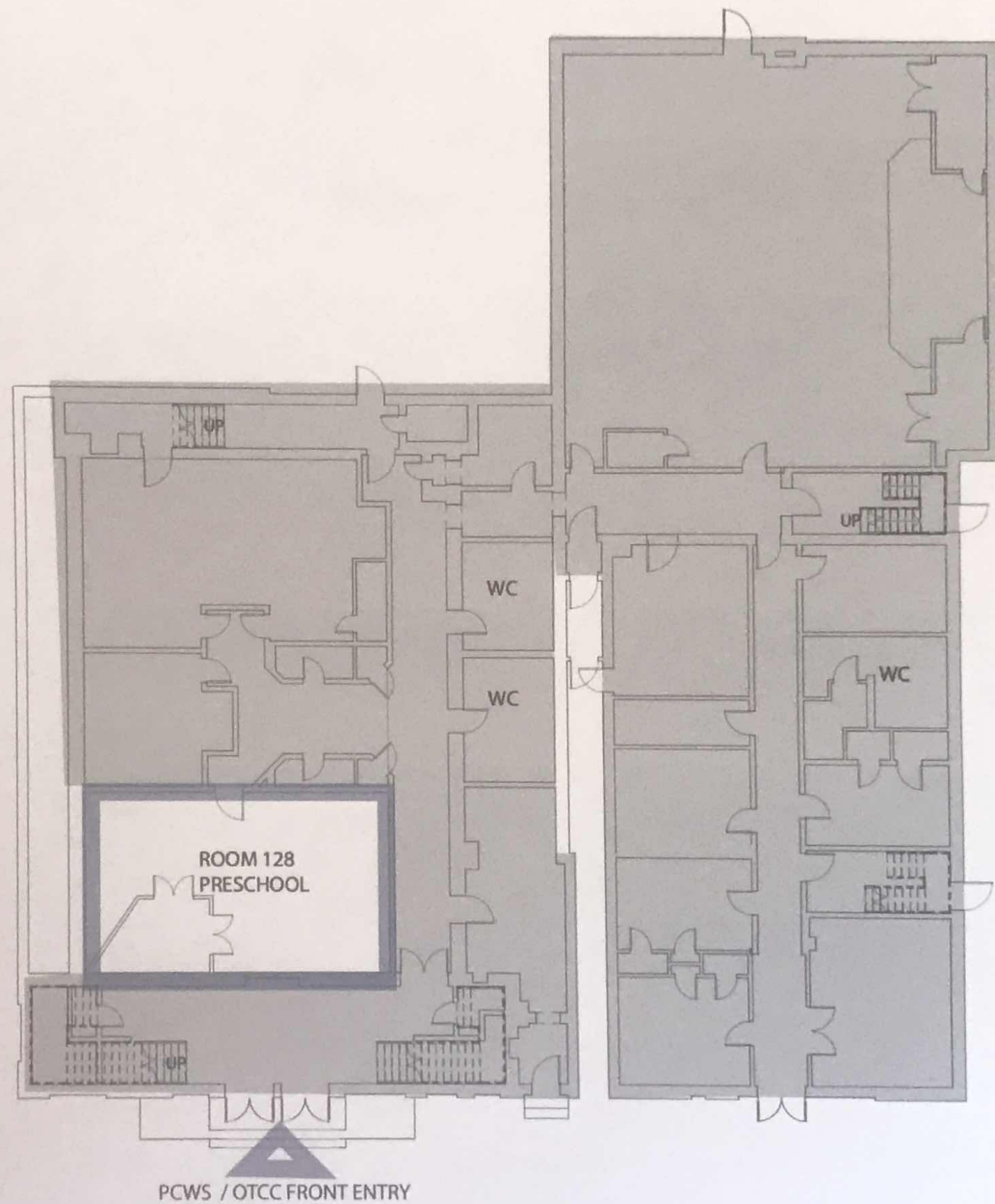


POTOMAC CRESCENT WALDORF SCHOOL TEMPORARY FACILITY APPLICATION  
25 MAY 2021



## GROUND FLOOR PLAN

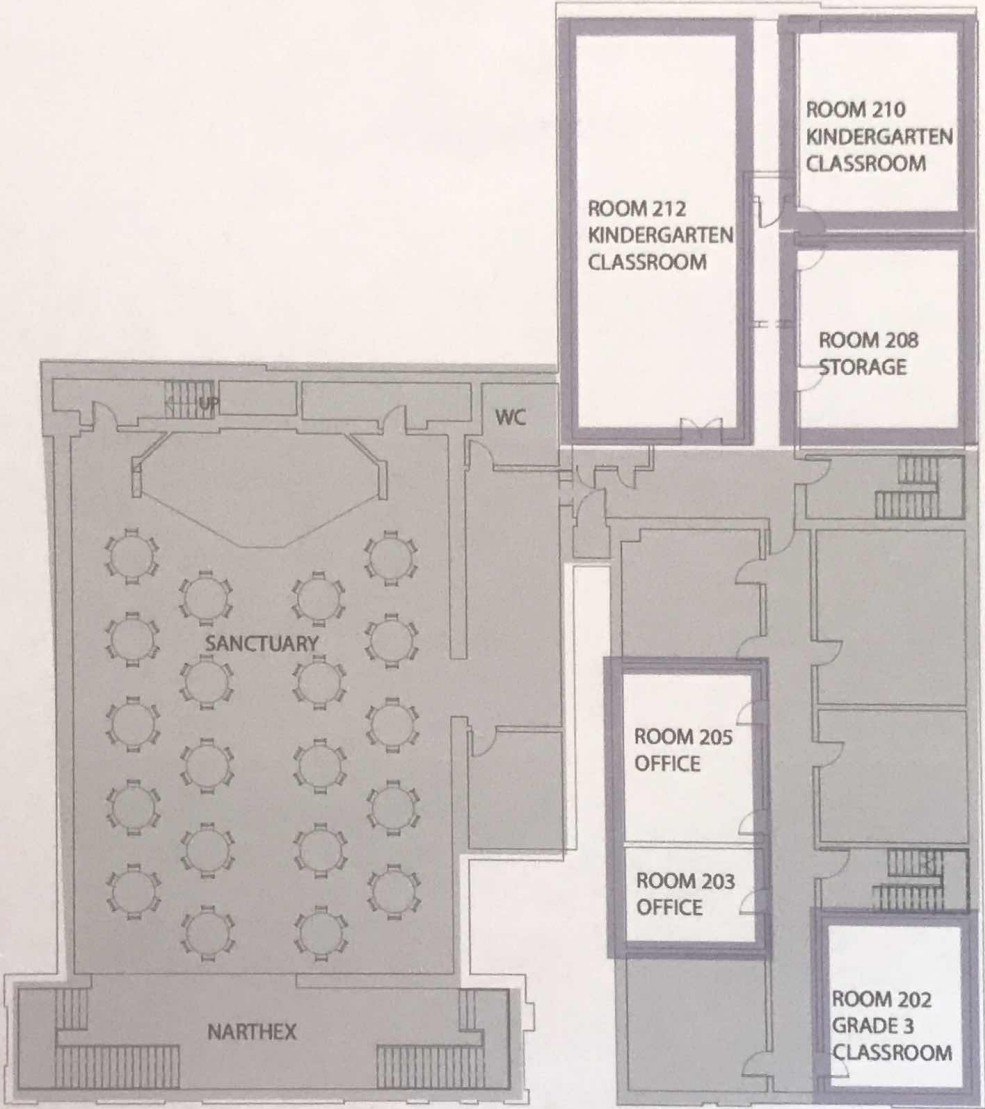
-  PCWS Weekday Use
-  NOT IN SCOPE



POTOMAC CRESCENT WALDORF SCHOOL TEMPORARY FACILITY APPLICATION  
25 MAY 2021

SECOND FLOOR PLAN

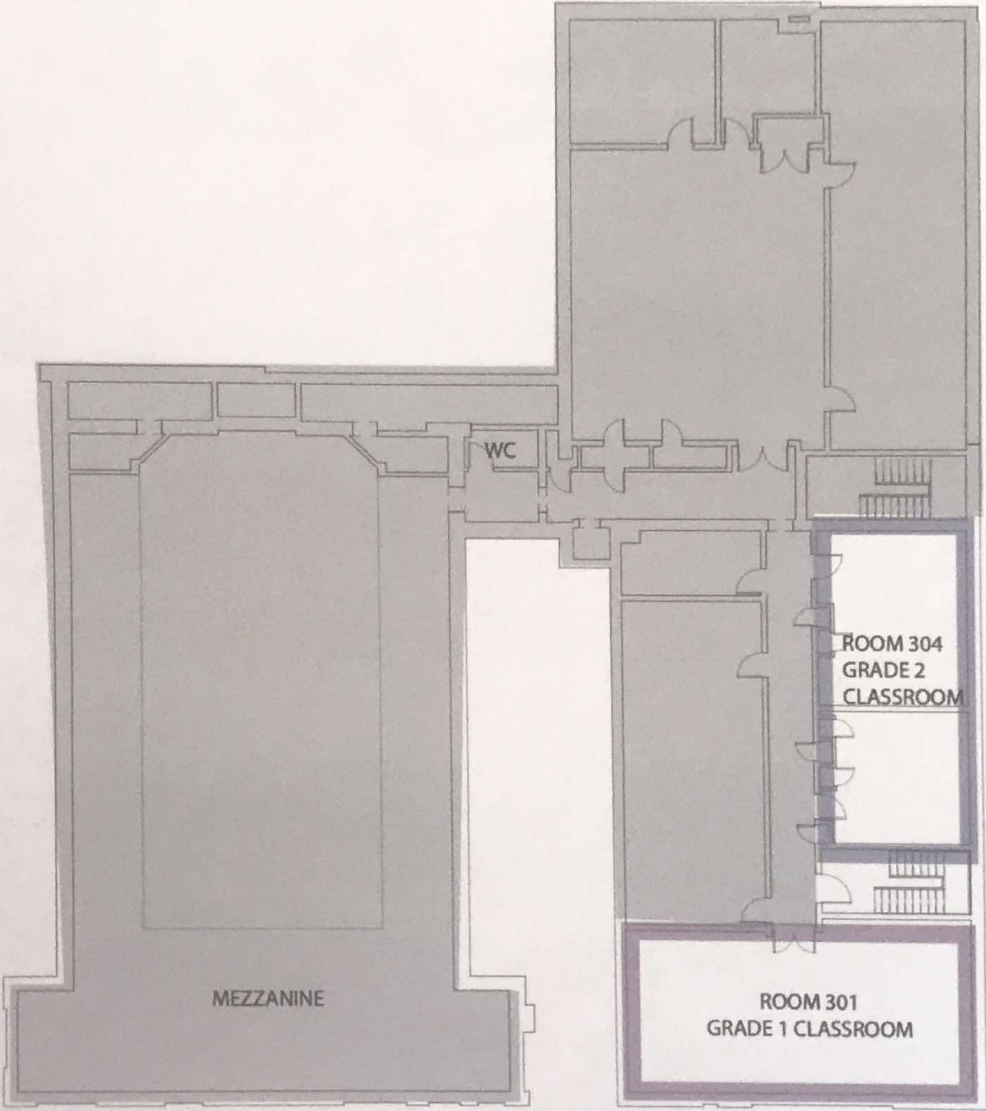
- PCWS Weekday Use
- NOT IN SCOPE





THIRD FLOOR PLAN

- PCWS Weekday Use
- NOT IN SCOPE



## **Potomac Crescent Waldorf School (PCWS) Pick-Up and Drop-Off Plan**

### **Requested use of Alexandria City streets**

#### **Overview:**

Potomac Crescent Waldorf School is a very small private school that will be moving into 212 & 216 S. Washington Street, starting in September 2021. We would like to request three metered parking spaces on eastbound Prince Street (between S. Washington and S. St. Asaph) during the hours of 7:30-8:30, 12:00-12:30, and 2:30-3:15 pm Monday-Friday for use of drop-off and pick-up of students for the time that we are located in 212 & 216 S. Washington Street.

- Morning:
  - On-Street Parking Modification Request: 3 metered parking spaces located on Eastbound Prince Street, between S. Washington and S. St. Asaph
    - 7:30-8:00 (Approx. cars and designated timeframe provided below)
      - 7:30-7:40 am: 3<sup>rd</sup> Grade and Early Bird students staggered drop-off, approx. 10 cars
      - 7:40-7:50 am: 1<sup>st</sup> Grade staggered drop-off, approx. 8 cars
      - 7:50-8:00 am: 2<sup>nd</sup> Grade staggered drop-off, approx. 8 cars
      - 8:00-8:10 am: Early childhood students staggered drop-off, approx. 10 cars
      - 8:10-8:20 am: Early childhood students staggered drop-off, approx. 10 cars
      - 8:20-8:30 am: Early childhood students staggered drop-off, approx. 10 cars
- Mid-Day:
  - On-Street Parking Modification Request: 3 metered parking spaces located on Eastbound Prince Street, between S. Washington and S. St. Asaph
    - 12:00-12:30 pm (Approx. cars and designated timeframe provided below)
      - 12:00-12:10 pm: Early Childhood staggered pick-up, approx. 6 cars
      - 12:10-12:20 pm: Early Childhood staggered pick-up approx. 6 cars
      - 12:20-12:30 pm: Early Childhood staggered pick-up, approx. 6 cars
- Afternoon:
  - On-Street Parking Modification Request: 3 metered parking spaces located on Eastbound Prince Street, between S. Washington and S. St. Asaph
    - 2:30-3:00 pm (Approx. cars and designated timeframe provided below)
      - 2:30-2:40 pm: 1<sup>st</sup> Grade staggered pick-up, approx. 8 cars
      - 2:40-2:50 pm: 2<sup>nd</sup> Grade staggered pick-up, approx. 8 cars
      - 2:50-3:00 pm: 3<sup>rd</sup> Grade staggered pick-up, approx. 6 cars
      - 3:00-3:10 pm: Early childhood afternoon program staggered pick-up: approx. 6 cars
      - 3:10-3:15: Early childhood afternoon program staggered pick-up: approx. 6 cars

Diagram Details:

**Highlighted in Yellow**

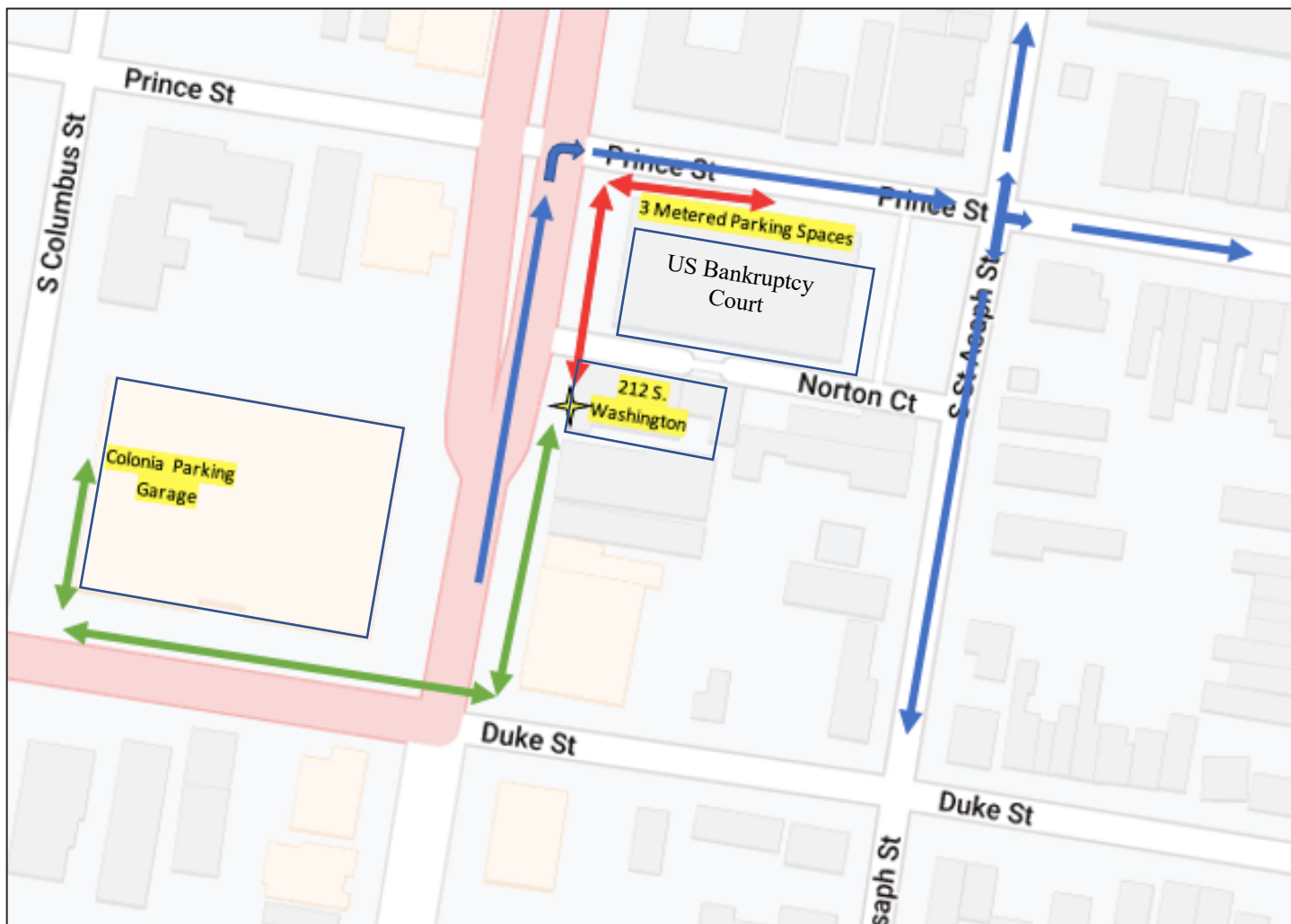
1. 3 Metered Parking Spaces: Request pending with Parking and Traffic Board. We will utilize this area for our drive through lane for caregivers to drop-off and pick-up students. Caregivers will not exit the vehicle at any point.
2. 212 S. Washington: Building in which PCWS will temporarily operate, beginning in September
3. Colonial Parking Garage: PCWS will reserve 3 parking spaces for parents to utilize if they are late or need to pick up their child throughout the school day

**Blue Arrows:** Indicates traffic flow. Travel north on S. Washington, turn east on Prince St, follow Prince St east after drop off and travel north or south on S. St Asaph to continue on to next destination.

**Red Arrows:** Indicates student walking path to and from cars to building. Students will remain on the sidewalk at all times during drop-off, pick-up and walk to school entrance.

**Green Arrows:** Indicates walking path to and from Colonial Parking Garage. Families will utilize the crosswalk at Duke and S. Washington if they need to park in the parking garage.

 : Indicates PCWS entrance



Additional mitigation for use of Alexandria City streets:

1. Please also note that we have many siblings and faculty who have students in our programs. This will minimize the number of cars that arrive for drop-off and pick-up each day.
2. PCWS implemented a staggered drop-off and pick-up due to our COVID protocols for the 2020-2021 school year and have streamlined this process with our faculty and families. This provides evidence that we have operated under a similar plan and know how to implement our daily operations effectively, efficiently and with thought for how this impacts our surroundings.
3. PCWS is offering an incentive program to our families for carpooling efforts. We have families that are taking advantage of this program, which also reduces the number of cars expected on a daily basis.

**Drop-Off Plan:**

PCWS has submitted our On-Street Parking Modification Request to the Parking and Traffic Department for use of three metered parking spaces for the designated times above. Students will arrive via a staggered pull up/drive through lane. Each class has their designated time to arrive, allowing for minimal backup of cars and obstruction to traffic flow. Parents/guardians do not exit from the car at any point. Faculty members meet the child at the car and help them to the side walk. An additional faculty member is present, waiting to walk with the child down the sidewalk to the entrance of 212 & 216 S. Washington. This option negates a student having to cross the street once exiting the vehicle. No child will be left alone to walk or stand without an adult accompanying them. We have provided an incentive to our families to utilize carpooling efforts, which many of them are taking advantage of. We also have many siblings in our programs and children of faculty and staff which decreases the number of cars arriving on a daily basis.

**Pick-Up Plan:**

PCWS has submitted our On-Street Parking Modification Request to the Parking and Traffic Department for use of three metered parking spaces for the designated times above. The requested area for pick up is on eastbound Prince Street between S. Washington and S. St. Asaph. Each class will have their designated arrival time and students will go to the car as their parent pulls up. Faculty will be present with the students at all times, so that no child will be left unattended during any point during afternoon pick-up. PCWS will provide a name card for each car so that faculty can easily identify the car and student, allowing for multiple students to go to cars at a time with faculty members. If a family arrives later than 10 minutes past pick up, they will have to park in the Colonial Parking Garage (reserved spaces) and come to the office to pick up their student. We do have a late fee/policy, which holds families to pick-up on time.

**Please see below for schedules broken down by Program:**

**Preschool:**

- Early Bird drop off M-W (window for drop-off 7:30-7:45 am)
- Staggered Preschool drop off, M-W (window for drop-off 8:00-8:30 am)
- Staggered Preschool pick up on Prince Street (between S. Washington and S. St. Asaph), M-W (window for pick-up 12:00-12:30 pm)



**MAK:**

- Early Bird drop off M-F (window for drop-off 7:30-7:45 am)
- Staggered drop off M-F (window for drop-off 8:00-8:30 am)
- Staggered pick up on Prince Street (between S. Washington and S. St. Asaph), M-F (window for pick-up 12:00-12:30 pm)
- Afternoon program pick up M-F (3:00-3:15 pm)

**Grades:**

- Drop off on Prince Street (between S. Washington and S. St. Asaph), M-F (window for drop-off 7:30-8:00 am)
- Staggered Pick up on Prince Street (between S. Washington and S. St. Asaph), M-F (window for pick up 2:30-3:00 pm)