

Docket Item #5  
SPECIAL USE PERMIT #2006-0088

Planning Commission Meeting  
November 9, 2006

**ISSUE:** Consideration of a request to operate a private commercial school.

**APPLICANT:** Munson Care, LLC;  
by Patricia Munson

**LOCATION:** 25 South Quaker Lane

**ZONE:** CSL/Commercial Service Low

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**PLANNING COMMISSION ACTION, NOVEMBER 9, 2006:** By unanimous consent, the Planning Commission recommended approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations.

Reason: The Planning Commission agreed with the staff analysis.

**STAFF RECOMMENDATION:** Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.



## I. DISCUSSION

### REQUEST

The applicant, Munson Care, LLC, requests special use permit approval to operate a commercial school known as Kumon Math and Reading Center of Alexandria, located at 25 S. Quaker Lane.

### SITE DESCRIPTION

The subject property is one lot of record having 467 feet of frontage on South Quaker Lane and a total lot area of 2.1 acres. It is located just south of the intersection of South Quaker Lane and Duke Street. It is occupied by the Stonewall Jackson Building, which was constructed in 1950 as the Stonewall Jackson School, and has since been converted into a multi-tenant commercial and retail space. The building contains a total of 61,090 gross square feet of space. The applicant proposes to occupy a total of 2,000 square feet of space of the second floor of the building.

In addition, the applicant proposes to be the sub-lessee of a space on the second floor. Tenants in the building include the Rocklands Barbeque and Grilling Company restaurant, Splash Dive Center (a combined retail and educational facility), and a variety of other commercial tenants (including other private schools and a childcare center). Alexandria City Public Schools also operates an Adult Learning Center in the building.

Adjacent to this site to the north is a Wendy's restaurant, and to the south and west of the property is the City of Alexandria Maintenance Facility. East of the site, across South Quaker Lane, are several one- and two-story office and commercial buildings. The Alexandria Transit Company (DASH) administrative offices and maintenance yard is located at 116 South Quaker Lane, just to the southeast of the subject site.

### BACKGROUND

The subject building was previously used as a public school and has been converted to house several uses. A significant portion of the building is still used for public school purposes. Site Plan #83-045 identified the parking requirements and other improvements at the site.

### PROPOSAL

The applicant is proposing a children's learning center where children between the ages of three and 17 years old will be tutored after school to improve their math and reading skills. Parents or guardians must escort their child into the center and wait in the immediate vicinity, preferably in the parent waiting room, for their child to complete their class work. Each child's study session may vary according to the time it takes to complete the day's lesson. The operation of the business as described by the applicant is as follows:

Hours:	Monday and Thursday: 4pm- 7pm (students) Tuesday, Wednesday, Friday: 9am- 9pm (employees)
Number of students:	20
Number of employees:	6

PARKING

According to Section 8-200(A)(11) of the Zoning Ordinance, a commercial school is required to provide one parking space for every two students. A commercial school with 20 students will be required to provide 10 off-street parking spaces. The applicant will provide 13 off-street parking spaces, therefore fulfilling the off-street parking requirement.

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the CSL (Commercial Service Low) zone. Section 4-303 (V) of the Zoning Ordinance allows a private commercial school only with a Special Use Permit.

The proposed use is consistent with the Seminary Hill/Strawberry Hill Small Area Plan chapter of the Master Plan which designates the property for commercial use.

**II. STAFF ANALYSIS**

Staff supports the proposed commercial school located at 25 South Quaker Lane and finds that the building's initial purpose as a school and the surrounding non-residential uses make this small scale school an appropriate use for this site.

In addition, staff finds that the Stonewall Jackson Building offers a sufficient number of parking spaces for the proposed use. Staff is aware that parking at the site is an issue during the mornings and early afternoon hours because of other uses in the building. Since the applicant is proposing to operate from 4pm-7pm, which are times when on-site parking is sufficient, staff finds that parking for the proposed use will not add to the existing parking impacts. In addition, staff has included various standard conditions and recommends a review of the school after it has been operational for one year so if there are any problems with the operation, additional conditions may be imposed.

With these conditions, staff recommends approval of the special use permit.

### 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 corporation in which the applicant has a controlling interest. (P&Z)
2. The hours that the children are present at the commercial school shall be between 4pm- 9pm Monday-Saturday. (P&Z)
3. The applicant shall post the hours of operation at the entrance of the business. (P&Z)
4. The applicant shall encourage its employees to use mass transit or to carpool when traveling to and from work, by posting information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of carpooling opportunities. (P&Z)
5. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions and requirements, and on how to prevent underage sales of alcohol. (P&Z)
6. The applicant shall require its employees who drive to work to use off-street parking. (P&Z)
7. The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the business. (Police)
8. The applicant shall provide storage space for solid waste and recyclable materials containers as outlined in the City's "*Solid Waste and Recyclable Materials Storage Space Guidelines*", or to the satisfaction of the Director of Transportation & Environmental Services. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: [www.alexandriava.gov](http://www.alexandriava.gov) or contact the City's Solid Waste Division at 703-519-3486 ext.132. (T&ES)
9. All loudspeakers shall be prohibited from the exterior of the building. (T&ES)

10. 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, (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: Richard Josephson, Acting Director; Planning & Zoning  
James Hunt, 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 provide storage space for solid waste and recyclable materials containers as outlined in the City's "*Solid Waste and Recyclable Materials Storage Space Guidelines*", or to the satisfaction of the Director of Transportation & Environmental Services. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: [www.alexandriava.gov](http://www.alexandriava.gov) or contact the City's Solid Waste Division at 703-519-3486 ext.132. (T&ES)
- R-2 All loudspeakers shall be prohibited from the exterior of the building. (T&ES)
- C-1 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.
- C-2 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials.(Sec. 5-1-99)

##### Code Enforcement:

- C-1 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-2 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-3 Construction permits are required for this project. Plans shall accompany the permit application that fully detail the construction as well as layouts and schematics of the mechanical, electrical, and plumbing systems.
- C-4 A fire prevention code permit is required for the proposed operation. An egress plan showing fixture location, aisles and exit doors shall be submitted for review with the permit application.

Health Department:

F-1 No Comment

Human Services:

F-1 The proposed learning center is not a child care center, therefore OECD has no comments.

Police Department:

R-1 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the business.

F-1 The Police Department has no objections to the learning center.

NOV



# APPLICATION

## SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2006-0088

PROPERTY LOCATION: 25 S Quaker LA Alexandria, VA 22314

TAX MAP REFERENCE: 061-03-01-04 ZONE: CSL

### APPLICANT

Name: Munson Care LLC

Address: 2911 Mayer Place Alexandria, VA 22302

### PROPERTY OWNER

Name: 25 South Quaker Lane LLC

Address: 25 S Quaker Lane Alexandria, VA 22314

### PROPOSED USE:

**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 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.

Patricia Munson  
Print Name of Applicant or Agent

2911 Mayer Pl  
Mailing/Street Address

Alexandria, VA 22302  
City and State Zip Code

Patricia Munson  
Signature

703-824-9776  
Telephone # Fax #

phmunson@comcast.net  
Email address

8/28/06  
Date

Application Received: \_\_\_\_\_

Date & Fee Paid: \$ \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY**

ACTION - PLANNING COMMISSION

ACTION - CITY COUNCIL

All applicants must complete this form. Supplemental signs are required for child care facilities, restaurants, automobile-oriented uses and freestanding signs requiring special use permit approval.

- 1. 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, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

Patricia H Munson 51% 2911 Mayer Pl Alexandria, VA 22302

Dean M Munson 49% 2911 Mayer Pl Alexandria, VA 22302

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.

- 2. Submit a floor plan and a plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 11" x 17" or smaller. Twenty-four copies are required for plans larger than 11" x 17" if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.



USE CHARACTERISTICS

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

- a new use requiring a special use permit,
- a development special use permit,
- an expansion or change to an existing use without a special use permit,
- 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).

Monday and Thursday 4-7pm up to 20 students.  
~~Occasional~~ Occasional parent meetings with parents and student during the week.

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

Monday and Thursday 3<sup>30</sup>pm - 7<sup>30</sup>pm up to 6 staff members. Other weekday hours 1 staff member.

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

Day:	Hours:
Monday 4pm - 7pm	4pm - 7pm
Thursday	4pm - 7pm
other days - general office use	9am - 9pm

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

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

Students will be quietly studying while at the center.

B. How will the noise from patrons be controlled?

Notice will be posted explaining expectation of quiet work.

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

No odors will emanate

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?

Primarily recyclable paper, as well as a minimal amount of typical office trash.

B. How much trash and garbage will be generated by the use?

C. How often will trash be collected?

Once per week in dumpster located on site.

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

No food or other waste will be distributed. All paperwork will be collected.

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:

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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. [X] No.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Parents will be required to escort student to and from the center. Landlord will be notified of any safety concerns

**ALCOHOL SALES**

13. Will the proposed use include the sale of beer, wine, or mixed drinks?

[ ] Yes. [X] No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARKING AND ACCESS REQUIREMENTS**

14. Please provide information regarding the availability of off-street parking.

A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

1 space for every 25 students (elementary)  
1 space for every 10 students (high school)

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

4 Standard spaces 4 assigned, 14 unassigned  
\_\_\_\_ Compact spaces  
\_\_\_\_ Handicapped accessible spaces. elementary students 15  
14 Other. unassigned high school students 5

C. 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?

Required parking is on-site but street parking is available

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.

D. 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.

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

A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance?

\_\_\_\_\_

B. How many loading spaces are available for the use? \_\_\_\_\_

C. Where are off-street loading facilities located? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

E. 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?

Street access to the property is adequate for  
proposed use.

**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? 2000 square feet.

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

2000 sq. ft. (existing) + 0 sq. ft. (addition if any) = 2000 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: Stone Wall Jackson School

other. Please describe: \_\_\_\_\_

## **Narrative Description**

Kumon Math and Reading Center of Alexandria will be opened for the purpose of helping the children of Alexandria reach to their full potential. Attending Kumon of Alexandria will equip them to be successful in school and in life by enabling them to master the fundamental skills of math and reading while learning good study and concentration skills. The self-paced, individualized study will help each child to become a confident, self-motivated learner, willing to tackle new challenges. It is my firm belief that Kumon's highly individualized system will allow each student to develop further and faster than his or her parents and teachers believe possible.

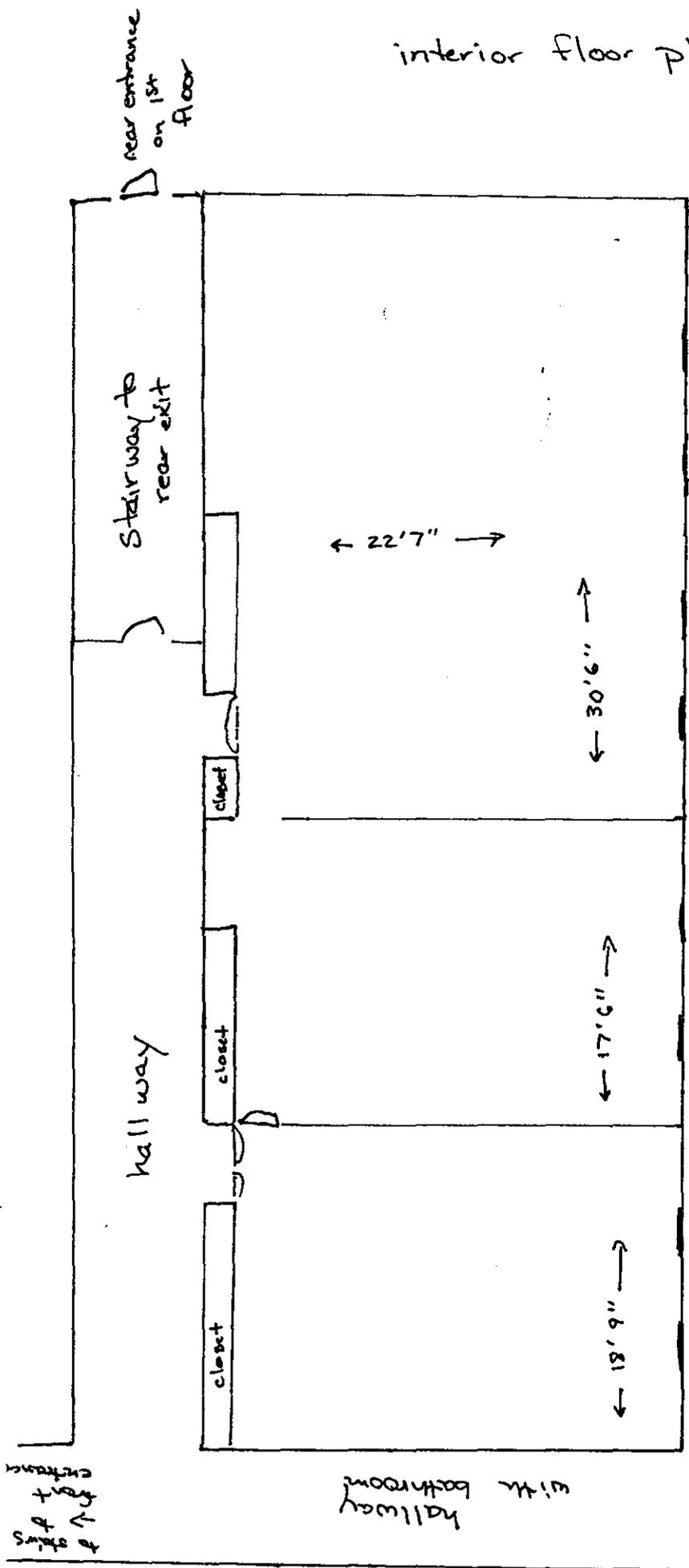
The Center will be open on Mondays and Thursdays between 4:00pm and 7:00 pm. The students will be able to attend the Center any time during the hours of operation. The Center will open on the first and third Wednesdays of each month for Parent Orientation, enrollments, placement testing, parent/student conferences, planning, staff training and meetings.

The Kumon Method was created 50 years ago in Japan by Toru Kumon, a dedicated math teacher and parent who wanted to help his son, who was struggling with second grade math. Mr. Kumon's Method was so successful that his son reached calculus by the sixth grade. Mr. Kumon established the first Kumon Center in 1958. Today, Kumon is the world's largest and most established supplemental education company. Kumon has more than 3.8 million students studying at more than 26,000 Kumon Centers in 44 countries worldwide. In 1974 the first North American Kumon Center opened in upstate New York. There are about 200,000 students in 1,600 franchised North American Centers and these numbers are growing rapidly. In fact, Kumon Franchise is ranked number 1 in the after-school supplemental program category and number 17 in the Franchise 500.

Kumon Math and Reading Centers are after-school learning centers that use the Kumon Method of learning. Children attend Kumon Centers twice a week for approximately 20-30 minutes per subject and complete daily worksheets at home on non-Center days. The worksheets comprise 23 math levels and 23 reading levels, covering materials ranging from pre-school to college level. Upon enrollment, an individual placement test is conducted to determine the comfortable starting point, the level at which each child can complete work quickly and accurately.

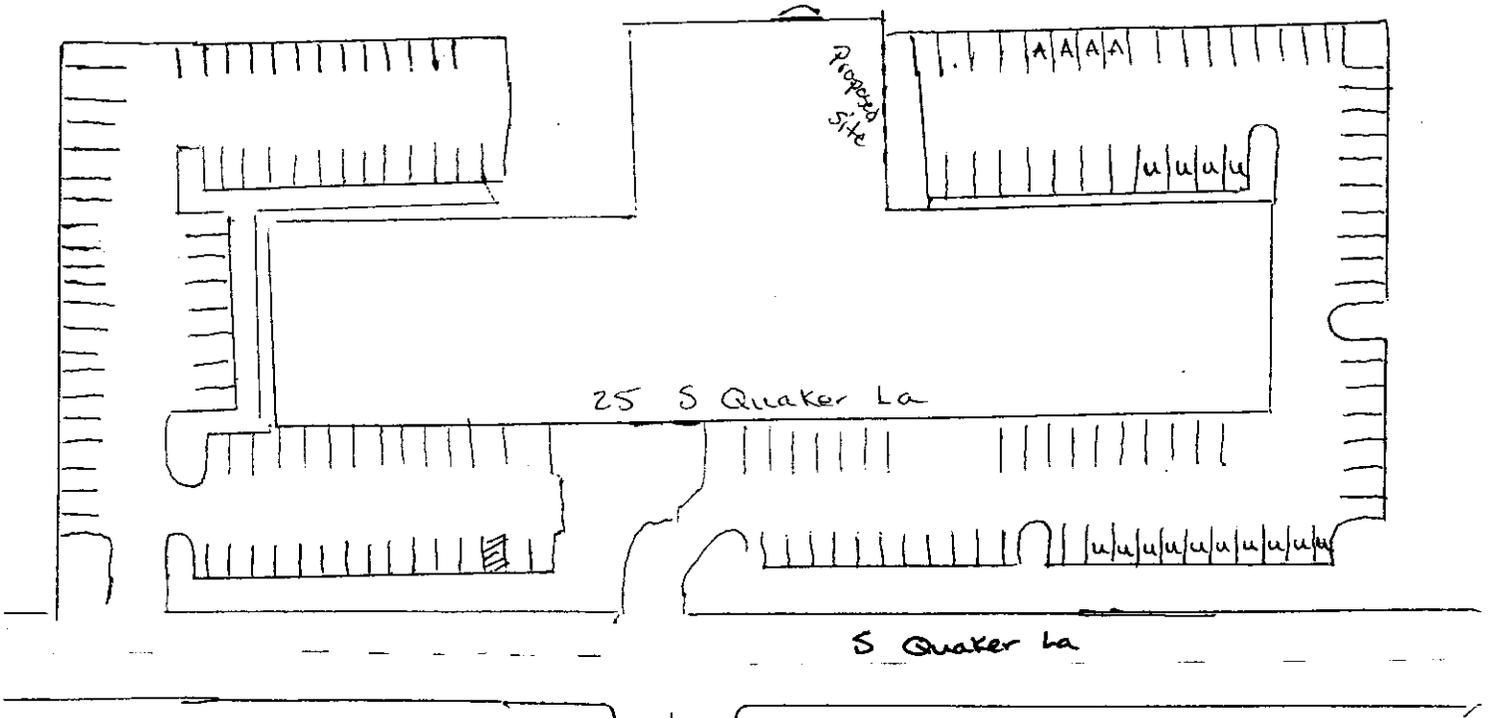
Students begin the Kumon material at a comfortable starting point which gives them the boost of confidence that comes from experiencing success right from the start. Students advance based on individual ability rather than age or grade. Kumon is based on a simple concept that practice makes perfect. Students practice math and reading daily just as they would a musical instrument or sports. The Kumon student visits the Center twice each week to complete assignments for approximately 20-30 minutes per subject with total concentration and practices at home with Kumon worksheets for about 15-20 minutes on all other days. Through this repeated practice, students master skills before moving on. Kumon measures mastery by means of speed and accuracy. Kumon is not a quick fix. Usually, after 9 – 12 months in the program, students can expect to see visible improvement not only in their subject of study but also in their self-confidence, self esteem, study habits and concentration. Kumon can help children who may be struggling in school as well as those who are seeking enrichment. The goal of Kumon is to turn students into self-learners and that the students, not the teachers, control the rate of progress.

interior floor plan



Plot Plan

SUP2006-0088



A - assigned spaces  
u - unassigned spaces

NOV



# APPLICATION

## SPECIAL USE PERMIT

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TAX MAP REFERENCE: 061.03-01-04 ZONE: CSL

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Patricia Munson  
Print Name of Applicant or Agent  
2911 Mayer Pl  
Mailing/Street Address  
Alexandria, VA 22302  
City and State Zip Code

Patricia Munson  
Signature  
703-824-9776  
Telephone # Fax #  
phmunson@comcast.net  
Email address  
8/28/06  
Date

Application Received: \_\_\_\_\_

Date & Fee Paid: \$ \_\_\_\_\_

### DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

ACTION - PLANNING COMMISSION: By unanimous consent, recommended approval 11/9/06  
ACTION - CITY COUNCIL: 11/18/06 - CC approved the PC recommendation 7-0

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