Docket Item #4
Special Use Permit #2010-0035
400, 418, and 418A South Washington Street

Application	General Data	
Request: Consideration of a request to operate a private academic school.	**Planning Commission Hearing:**	September 7, 2010
	City Council Hearing:	September 25, 2010
Address: 400, 418, and 418A South Washington Street	**Zone:**	CD/Commercial Downtown
Applicant: Alexandria Academy by Richard Seltzer	**Small Area Plan:**	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 Reviewers: Nathan Randall nathan.randall@alexandriava.gov

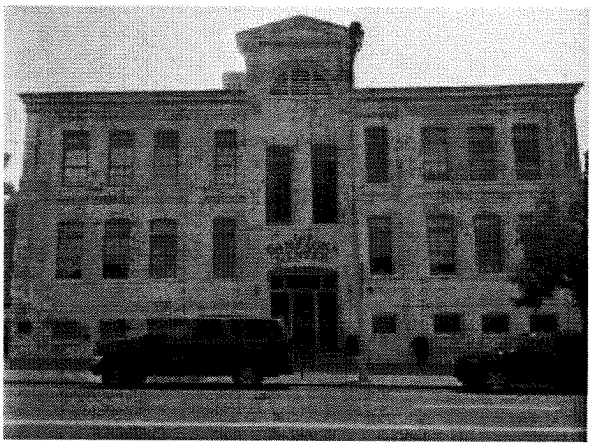
RM
WOLFE ST
SITE
RB
409
413
415
418
420
CD
S SAINT ASAPH ST
RM
CL
KEY MAP
RCX
S WASHINGTON ST
WILKES ST
CITY OF ALEXANDRIA VIRGINIA
SUP #2010-0035
09/07/10
N

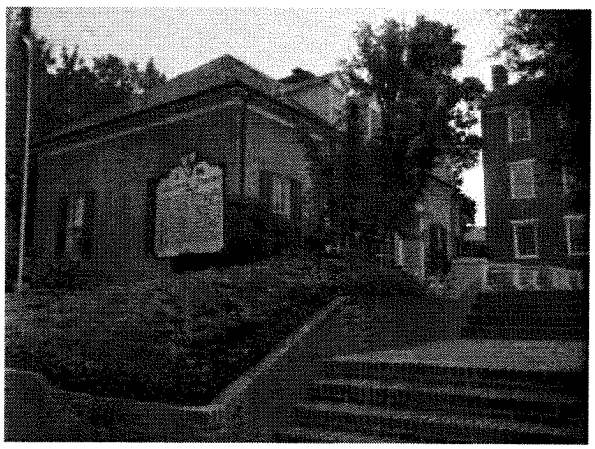
I. DISCUSSION

REQUEST

The applicant, Alexandria Academy by Richard Seltzer, requests special use permit approval for the operation of a private academic school located at 400 and 418 South Washington Street.

SITE DESCRIPTION





The subject site contains three lots of record. The main school site, and where classrooms will be located, is at the Campagna Center at 418 South Washington. This property has 90 feet of frontage on South Washington Street, 90 feet of depth and a total lot area of 8,100 square feet. School offices will be located next-door at 400 South Washington Street, which has approximately 65 feet of frontage of South Washington Street, 82 feet of frontage on Wolfe Street, and a total lot area of approximately 5,330 square feet. The site is developed with a two-story commercial building. Parking for the school will be located on the lot behind the Campagna Center at 418A South Washington Street, which is an irregular pipestem-shaped lot with approximately 18 feet of frontage on South Washington Street and a total lot area of 7,700 square feet.

The surrounding area is occupied by a mix of office, community and residential uses. A historic three-story building owned by the Historic Alexandria Foundation is located adjacent to the subject site to the northwest and is currently used for educational purposes. The Little Theater is also located immediately to the northwest. Residential townhouses are located to the east. Commercial uses, including retail and professional offices, are located to the south and west.

BACKGROUND

The immediate area has long been used for educational and community-serving purposes. The historic three-story building at 604 Wolfe Street, immediately adjacent to the current subject site, was the site of the original Alexandria Academy, which was founded by George Washington and other Alexandria citizens in 1785. The original Academy was also notable for having offered

free tuition to some of its students. The building at 418 South Washington, known today as the Campagna Center, was originally constructed in 1870 and served as a school for many years prior to 1980.

On October 9, 1980, the Board of Zoning Appeals approved a parking variance (BZA#2014) for a community building at 418 South Washington. On November 15, 1980, City Council approved SUP#1354 for the operation of the community building. Community service uses have continued at the building since that time, though today the building is used primarily for offices for community and social service programs, such as Head Start, that are administered by the Campagna Center.

The subject site was originally one large parcel but reached its current property configuration through subdivision requests approved in the early 1980s.

A small school of up to 20 students has been approved at the site as a permitted use, allowing the school to open in early September. Since the near-term goal is to offer instruction for up to 48 students, and since the Special Use Permit from 1980 only included a community building and not a private academic school, the applicant has applied for this SUP request.

PROPOSAL

The applicant proposes to operate a private academic school for up to 48 students. The school will offer a classics-based educational program as well as extra-curricular activities and athletics. Initially the school will serve only Grades 5-8. The school will occupy 1,440 square feet in two classrooms on the bottom floor of the Campagna Center and will also use the Center's dining and kitchen facilities on the second floor for student lunch periods. The Campagna Center offices that are currently in the bottom floor space will move to the lower level of the 400 South Washington building. Administrative offices and a faculty lounge for the Alexandria Academy will be located on the second and third stories of the 400 South Washington building.

Students will be supervised at all times, including during breaks and times of pick-up and drop-off, which will occur on Wolfe Street in a designated zone. Although private schools are not required to be licensed in order to operate in Virginia, the applicant intends to apply for private accreditation when the school opens. Additional details of the proposal are as follows:

Hours:	8:00am to 3:15pm, Monday-Friday (Instruction) 3:15pm to 5:00pm, Monday-Friday (Extra Curricular Activities)
Pick Up/Drop Off Hours:	7:00am to 9:00am, Monday-Friday 3:00pm to 6:00pm, Monday-Friday
Students:	Up to 48 students
Faculty & Staff:	8 employees

Noise: Teachers will control classroom noise. Students will be supervised at all times.

Trash/Litter: Approximately two trash bags of typical office/school paper waste and lunch food wrappers will be collected daily by Campagna Center staff.

PARKING AND PICK-UP/DROP-OFF

According to Section 8-200 (A)(11) of the Zoning Ordinance, the school requires one parking space for every 25 classroom seats. A school with up to 48 seats will be required to provide two off-street parking spaces. The applicant exceeds its parking requirement with the use of eight spaces in the parking lot behind the Campagna Center.

The applicant received approval from the Traffic & Parking Board on July 26, 2010 for the exclusive use of three parking spaces during the hours of 7:00am to 9:00am and 3:00pm to 6:00pm for student pick up and drop off. The spaces are located on the 600 block of Wolfe Street to the side of the 400 South Washington building.

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the CD / Commercial Downtown zone. Section 4-503(U) of the Zoning Ordinance allows a private academic school of more than 20 students in the CD zone only with a special use permit.

The proposed use is consistent with the Old Town Small Area Plan chapter of the Master Plan which designates the property for commercial use.

II. STAFF ANALYSIS

Staff supports the applicant's request to operate a private academic school in this location. The school will be a community-serving use, both as an educational institution generally and given its goal of providing free tuition to some students. The retention of certain elements of the historic Alexandria Academy, such as its name, evokes the unique character and history of Old Town and of the City of Alexandria.

The school is compatible with the historic use of the site and is not expected to negatively impact the surrounding neighborhood, especially given its small size. Staff also believes that the use will be compatible with the existing uses at the Campagna Center, particularly given that students will be under strict supervision at all times. In fact, the swapping of office space between the parties appears to be mutually beneficial. The applicant has included a statement of support from the Director of the Campagna Center, Karen Hughes, in its application materials.

Staff has reviewed parking and the pick-up and drop-off of students at the school and found that the applicant's proposal is sufficient on both points. Although the technical parking requirement is only two parking spaces, the applicant has obtained from the Campagna Center the use of eight spaces in total, which is enough parking for its entire staff. He has also indicated that he is in the process of identifying additional potential parking spaces in case the Academy wishes to have additional spaces. The matter of student pick-up and drop-off is largely addressed through the availability of three dedicated on-street loading spaces on the 600 block of Wolfe Street. Staff has also included condition language requiring the applicant to submit a pick-up and drop-off plan that will generally provide additional details and, if achievable, may include a provision for staggered pick-up and drop-off times to prevent the bunching of cars in the loading spaces at any one time. Staff is also requiring in Condition #4 that the applicant inform parents of the approved pick-up and drop-off procedures in its orientation materials.

Staff has also included several standard conditions of approval in Section III of this report, including a one-year staff review. Staff recommends approval of the Special Use Permit request.

III. RECOMMENDED CONDITIONS

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

1. The special use permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)

2. The maximum student enrollment at the school shall not exceed 48. (P&Z)

3. The applicant shall provide a drop off and pick up plan for approval by the Directors of Planning & Zoning and Transportation & Environmental Services. The plan must be approved prior to school enrollment exceeding 20 students. (P&Z) (T&ES)

4. The applicant shall notify parents of the requirements of the pick-up and drop-off plan in all orientation materials. (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. Trash and garbage shall be placed in sealed containers which do not allow odors to escape and shall be stored inside or in closed containers which do not allow invasion by animals. No trash or debris shall be allowed to accumulate on site outside of those containers. (P&Z)

7. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)

8. The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)

9. The applicant shall contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security assessment for all areas of the school property. (Police)

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, 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: Barbara Ross, Deputy Director, Department of Planning and Zoning;
Nathan Randall, Urban Planner.

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

IV. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

R-1 All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line.(T&ES)

R-2 Provide a drop off and pick up plan for T&ES approval. The plan must be approved prior to school enrollment exceeding 20 students. (T&ES)

R-3 The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)

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). (T&ES)

In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of City Council approval. Contact the City's Recycling Program Coordinator at (703) 519-3486, or via e-mail at commercialrecycling@alexandriava.gov, for information about completing this form.

C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)

Code Enforcement:

C-1 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).

C-2 Before a building permit can be issued on any proposed future alterations, a certification is required from the owner or owner's agent that the building has been inspected by a licensed asbestos inspector for the presence of asbestos (USBC 112.1.4).

C-3 The developer shall provide a building code analysis with the following building code data on the plan: a) use group; b) number of stories; c) type of construction; d) floor area per floor ; e) fire protection plan.

C-4 A revised fire prevention code permit is required for the proposed increase in operations.

C-5 When a change of use requires a greater degree of structural strength, fire protection, exit facilities or sanitary provisions, a construction permit is required.

C-6 Prior to the application for new Certificate of Occupancy, the applicant shall submit a building permit for a change of use. Drawings prepared by a licensed architect or professional engineer shall accompany the permit application. These plans shall show provide existing conditions, construction type data, and a plot plan. In addition, these plans shall show proposed conditions and provide data by the design professional which details how the proposed use will comply with the current edition of the Virginia Uniform Statewide Building Code for the new use in the area of structural strength, means of egress, passive and active fire protection, heating and ventilating systems, handicapped accessibility and plumbing facilities.

C-7 A Certificate of Use of Occupancy is required prior to opening.

C-8 Required exits, parking, and accessibility within the building for persons with disabilities must comply with USBC Chapter 11.

C-9 Alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit. Five sets of plans, bearing the signature and seal of a design professional registered in the Commonwealth of Virginia, must accompany the written application. The plans must include all dimensions, construction alterations details, kitchen equipment, electrical, plumbing, and mechanical layouts and schematics.

BAR:

F-1 418 South Washington Street is located in the Old and Historic Alexandria Historic District and is under the jurisdiction of the Old and Historic Alexandria Board of Architectural Review (BAR). The two-story-plus-basement brick building was constructed circa 1870 as a school building. The application is for a private academic school use at 418 South Washington Street as well as the transfer of administrative offices currently located in 418 South Washington to the one-story brick building at 400 South Washington Street/620 Wolfe Street (built circa 1955). While no exterior alterations to either building are discussed with this application, the applicant is reminded that any exterior changes to the buildings visible from a public-right-of-way, including but not limited to new signage, window replacements, roofing or siding materials replacement, fencing, exterior light fixtures, and any exterior demolition or encapsulation greater than 25 square feet requires approval by the Board of Architectural Review. It is the applicant's responsibility to inform BAR Staff should such issues develop.

Health Department:

C-1 An Alexandria Health Department Permit is required for all regulated facilities. Permits are not transferable.

C-2 A Certified Food Manager must be on duty during all hours of operation.

C-3 Permits must be obtained prior to operation.

C-4 Five sets of plans must be submitted to and approved by this department prior to construction.

C-5 This facility must meet state and city Social Services requirements for air and floor space, toilet facilities, separate isolation room for sick children, lighting, temperature, storage for cots, clothing. Other items may be required by state or city codes.

C-6 If food preparation or food handling is done on the premises, five sets of plans of the food handling areas are to be submitted to the Health department for approval.

C-7 This facility must meet commercial standards (13 or more). Plans must comply with Alexandria City Code, Title 11, Chapter 2, Food and Food Establishments. A $200.00 fee is required for review of plans for food facilities.

C-8 If enrollment is kept to a maximum of 12 children at any one time, the facility may use home-style (semi-public restaurant) standards for food service.

Parks and Recreation:

F-1 No Comment

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 assessment for the two large classrooms on the ground floor of the Campagna Center and the Academy's three-story administrative building.

APPLICATION
SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2010-0035

PROPERTY LOCATION: 400, 418 and 418A S. Washington Street

TAX MAP REFERENCE: 074.04.10.02 **ZONE:** CD

APPLICANT:

Name: Alexandria Academy

Address: 400 S Washington Street

PROPOSED USE: Private independent school

[✓] **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.

Richard Seltzer	R. E. Selt	6/22/10
Print Name of Applicant or Agent	Signature	Date
400 S Washington Street	703.535.5533	703.535.5594
Mailing/Street Address	Telephone #	Fax #
Alexandria, VA 22314	rseltzer@alexandria-academy.org	
City and State / Zip Code	Email address	

ACTION-PLANNING COMMISSION: _____ **DATE:** _____

ACTION-CITY COUNCIL: _____ **DATE:** _____

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PROPERTY OWNER'S AUTHORIZATION

As the property owner of Campagna Center (Property Address), I hereby grant the applicant authorization to apply for the private school (use) use as described in this application.

Name: Karen R. Hughes Please Print President & CEO

Phone 703.549.0111 x117

Address: 418 S Washington St.

Email: khughes@campagnacenter.org

Signature: Karen R Hughes

Date: June 22, 2010

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.** (Attachments A.0, A-1, A-2, A-3)

[ ] **Requesting a waiver. See attached written request.**

2. The applicant is the *(check one)*:

[ ] Owner

[ ] Contract Purchaser

[ ] Lessee or

☒ Other: Contract User of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant or owner, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent.

The Fund For Classical Education, doing business as Alexandria Academy, is a Virginia registered not-for-profit recognized by the IRS as a 501(c)(3).

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OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

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

Name	Address	Percent of Ownership
1. Please see Attachment		B-1
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 418 S Washington St (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. The Campagna Center	418 S. Washington	100%
2. Please see Attachment		B-2
3.		

3. Business or Financial Relationships. Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is 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 the12-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.

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. — None —		
2. Please See Attachments B-1 and B-2		
3.		

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.

6/22/10 — Date

Richard Seltzer — Printed Name

R. E. Seltzer — Signature

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Attachment B-1. Fund for Classical Education

Ownership and Disclosure Statement

1. Applicant

The Fund for Classical Education (doing business as Alexandria Academy) is a Virginia Registered not-for-profit recognized by the IRS as a 501 (c) (3). The Fund's Board of Directors include:

T.R Ahlstrom, Chair and CEO
37 Alexander Street
Alexandria, VA 22314
- No relationship as defined by Section 11-350 of the Zoning Ordinance

Nelson Ford, Director
2000 Corporate Ridge
McLean, VA 22103
- No relationship as defined by Section 11-350 of the Zoning Ordinance

George Crammer, Director
15 London End Beaconsfield
Bucks HP9 2HN
United Kingdom
- No relationship as defined by Section 11-350 of the Zoning Ordinance

Vigen Guroian, Director
19136 Canterbury Ct
Culpeper, VA 22701
- No relationship as defined by Section 11-350 of the Zoning Ordinance

The Honorable Ronald Klink, Director
101 Constitution Avenue
Washington, DC 20001
- No relationship as defined by Section 11-350 of the Zoning Ordinance

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Attachment B-2. The Campagna Center, Inc.

Ownership and Disclosure Statement

2. Property Owner

The Campagna Center, Inc. is a Virginia Registered not-for-profit corporation. The Campagna Center's Board of Directors includes:

Karen R Hughes, President & CEO
418 S Washington Street
Alexandria, VA 22314
- No relationship as defined by Section 11-350 of the Zoning Ordinance

Joan Holtz, Chair
8405 Greensboro Dr #700
McLean, VA 22102
- No relationship as defined by Section 11-350 of the Zoning Ordinance

Marcia Call, Vice Chair
101 West Uhler Terrance
Alexandria, VA 22301
- No relationship as defined by Section 11-350 of the Zoning Ordinance

Michael Gaffney, Treasurer
3806 Col Ellis Avenue
Alexandria, VA 22304
- No relationship as defined by Section 11-350 of the Zoning Ordinance

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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?

[X] **Yes.** Provide proof of current City business license (See Attachment C)

[ ] **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.)

Please see Attachment D

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Attachment D. Narrative Description

3. The Fund for Classical Education is planning to re-open George Washington's Alexandria Academy. The original Academy was established in 1785 in the historical building located at 604 Wolfe Street. The new school will be formally called, Alexandria Academy – The Washington Latin School in the City of Alexandria, or for short, Alexandria Academy.

For the Academy's classrooms, an agreement has been reached with the Campagna Center where the Academy will use two large former classrooms on the ground floor of the Campagna Center (418 So. Washington Street) and, in exchange, the Campagna Center will use the lower level offices in the Academy's administrative building (located in the former Alexandria Chamber of Commerce building, 400 So. Washington Street) to house a group of its staff. To meet the City's zoning requirements, the Academy is submitting this Special Use Permit to allow a portion of the Campagna Center to be used as a Private Academic School.

The three-story Campagna Center has an approximate total of 15,048 square feet. The two classrooms to be used by the Academy will have a combined total of 1,440 square feet (7.6%). The Academy's three-story administrative building has an approximate total of 7,965 square feet. The lower level offices to be used by the Campagna Center will have a combined total of 918 square feet (11.5%).

Alexandria Academy is a not-for-profit organization recognized by the IRS as a 501 (c) (3). Since this will be the first year of the Academy's operation, the Academy has targeted recruiting students in grades five through eight. While student recruitment will be on-going throughout the summer and early fall, it is expected the school will begin with approximately twenty students and perhaps as many as forty students. As was the case for George Washington's Alexandria Academy, the new Academy will include both paying students and "free-scholar" students. The Academy has worked with the Campagna Center and local churches to identify the "free-scholar" candidates. It is anticipated approximately twenty percent of the 2010/2011 students will be "free-scholars".

The Academy has hired five faculty members whose tenure with the Academy will begin in late August. Though per the City's zoning requirement, the Academy will have access

to eight parking spaces in the Campagna Center parking lot, the Academy is also seeking to negotiate off-site parking for its faculty and administrative staff.

During this summer the Academy will be doing "cosmetic" remodeling to the classrooms. The Academy and its architects (Bowie Gridley) already have met with the City's Office of Building and Fire Code Administration to discuss code requirements. Fortunately since the Campagna Center is sprinklered, has pull-down alarms, meets the egress requirements, is handicap accessible, etc., we do not anticipate any code issues with using the Campagna Center for classrooms.

The Academy also has submitted a request to the City's Transportation Environmental Services office for the designation of a loading zone for two to three parking spaces on Wolfe Street, next to Academy's administration building for student drop-off and pick-up (7:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m.).

Classes will be held from September to June, Monday through Friday. Classes will begin at approximately 8:00 a.m. and continue through 3:15 p.m. with optional after-school activities planned Monday through Thursday till 5:00 p.m. While not developed, the Academy may offer summer programs during the summer months.

Alexandria Academy is all about excellence. In the classroom, the concert hall, lectern, studio and stage, Latinians experience the satisfaction that comes from hard work, fair play and real achievement. On the day the Academy opens its doors it will be competitive with the nation's finest private academies. In fact, the General Graduation Requirements (GGR) of The New Classics® curriculum are higher than those of any school in region—public or private.

The Academy also plans to utilize the tremendous resources within the City of Alexandria and the surrounding area to facilitate its students to appreciate and learn, first hand, the history of the area and the beginning of the Nation. One example is Mount Vernon who has agreed to host the students for an entire week this fall so that they can begin to understand and appreciate the great contribution of General George Washington to our Nation. Another example is in the spring, the students will spend two full days at the National Archives learning the history and significance of the Declaration of Independence and the Constitution of the United States. Additionally the Academy is in discussions with the Lyceum to use its facilities for Academy debates, presentations and meetings and with the Torpedo Factory to use its facilities as a venue for teaching art.

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USE CHARACTERISTICS

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

[X] 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).
This is a new "start-up" school. As of June, we have 12 student committed to enroll. By Fall, we hope to 36 to 40 attending, Monday through Friday.

B. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour, or shift).
We will have five (5) Teachers at the Campagna Center

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

Day:	Hours:
Monday through Friday	Regular school hours will be 7:45 a.m. to 3:15 p.m. with after-school activities between 3:15 and 5:00 pm (M-Th)

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

A. Describe the noise levels anticipated from all mechanical equipment and patrons.
Normal spoken words and quiet music

B. How will the noise be controlled?
Teachers will controll the classroom noise.

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

None Expected

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

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

Office / School paper and lunch food wrappers, etc.

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

Approximate two trash bags per day M-F

C. How often will trash be collected?

Collected by Campagna Center custodian daily

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

Parent / Teacher Supervision

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

[ ] Yes. [X] No.

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

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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:

Child Safe Paints only

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

Children will always be under the supervision of a Teacher / adult.

ALCOHOL SALES

13.

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

[ ] Yes [X] 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.

SUP # 2010-0035

PARKING AND ACCESS REQUIREMENTS

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

8 Standard spaces
_____ Compact spaces
_____ Handicapped accessible spaces.
_____ Other.

Planning and Zoning Staff Only
Required number of spaces for use per Zoning Ordinance Section 8-200A_____
Does the application meet the requirement? [ ] Yes [ ] No

B. Where is required parking located? *(check one)*
[X] 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? 2 to 3 have been requested From TES.

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

SUP # 2010-0035

B. Where are off-street loading facilities located? While the Campagna Center parking lot can be used, we have requested two to three loading zone spots on Wolfe Street.

C. During what hours of the day do you expect loading/unloading operations to occur?
7:00 a.m. to 9:00 a.m. and
3:00 pm to 6:00 pm M-F

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

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?
As noted above, we have requested a loading zone on Wolfe Street.

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? [X] Yes [ ] No

Do you propose to construct an addition to the building? [ ] Yes [X] No

How large will the addition be? N/A square feet.

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

1440 sq. ft. (existing) + 0 sq. ft. (addition if any) = 1440 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: _____
[X] other. Please describe: The Campagna Center

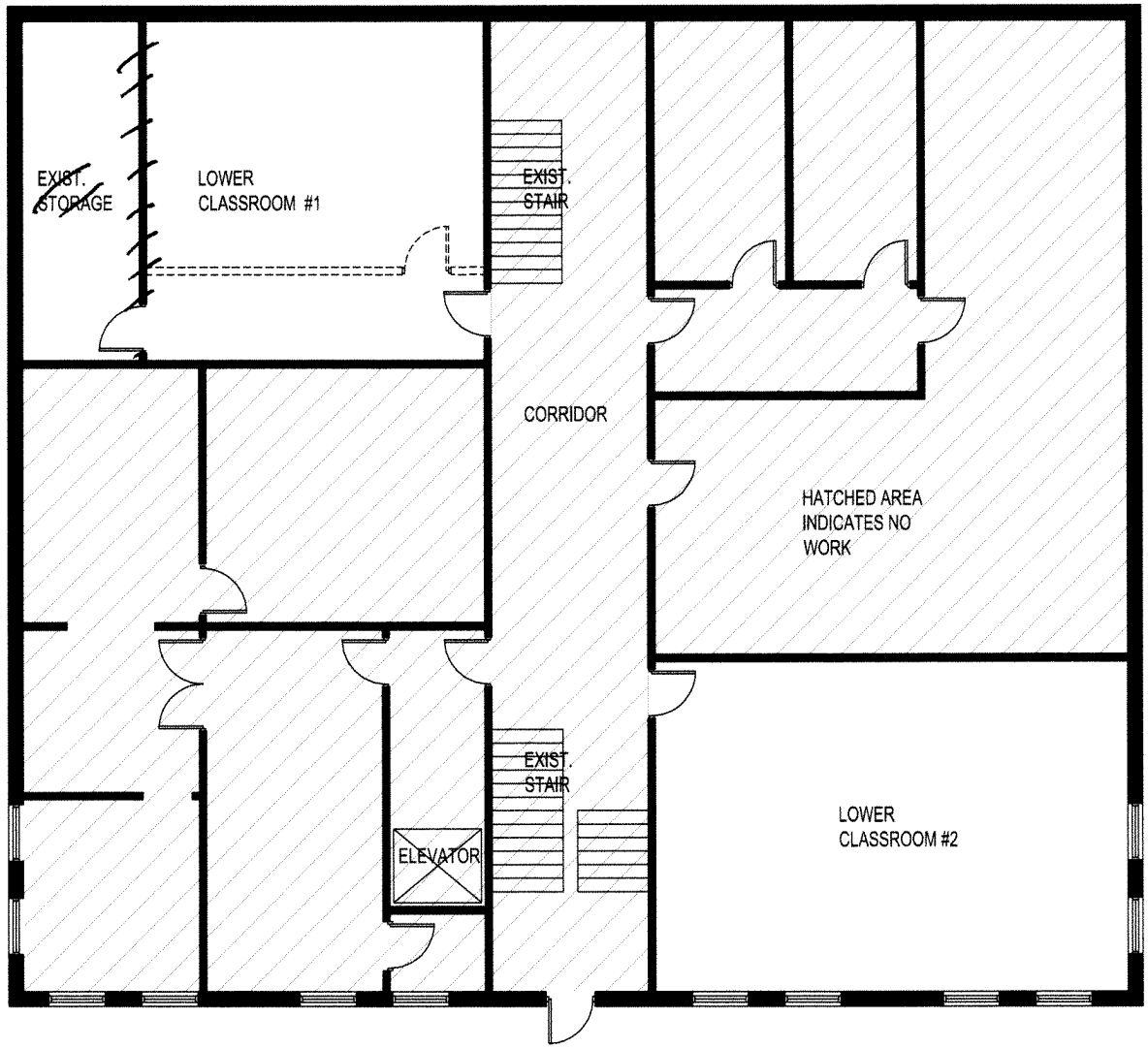
End of Application

Attachment A-0

SUP _____

Campagna Center
418 So. Washington St.
Approximately 5,000 s.f.

24



LOWER LEVEL PLAN

BOWIE GRIDLEY ARCHITECTS, P.L.L.C.
1010 WISCONSIN AVE., N.W. SUITE 400
WASHINGTON, D.C. 20007
TEL. (202) 337-0888
FAX (202) 337-2626

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Issue	Date
Schematic Design	3-17-10

ALEXANDRIA ACADEMY

Campagna Center

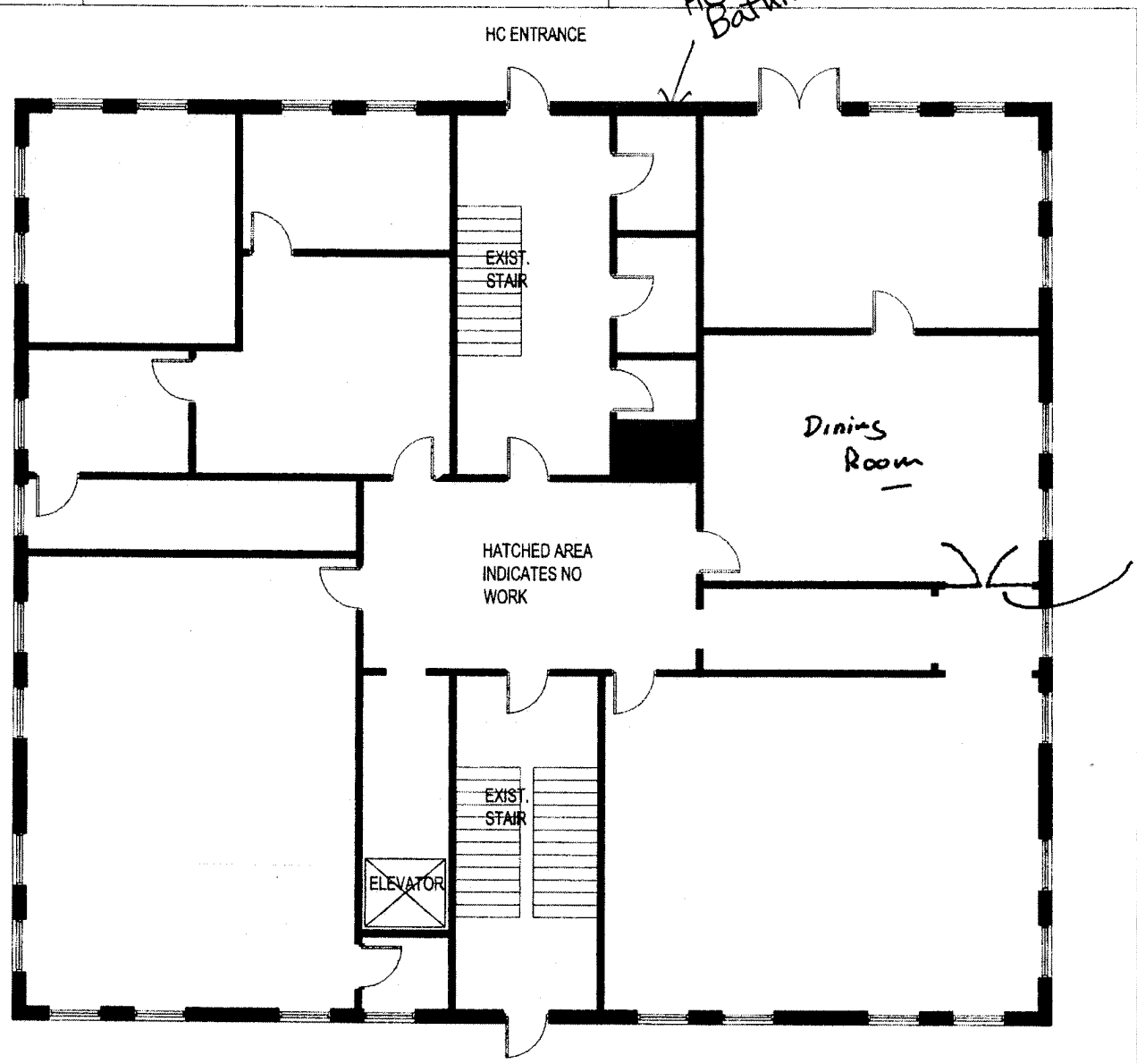
BGA 10002

SCHEMATIC PLANS

DRW. BY
CHK. BY
SCALE

A1

SUP 2010-0035



MAIN FLOOR PLAN

25

BGA
BOWIE GRIDLEY ARCHITECTS, P.L.L.C.
1010 WISCONSIN AVE., N.W. SUITE 490
WASHINGTON, D.C. 20007
TEL (202) 333-0688
FAX (202) 337-2426

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Issue	Date
Permit	6-22-10

ALEXANDRIA ACADEMY

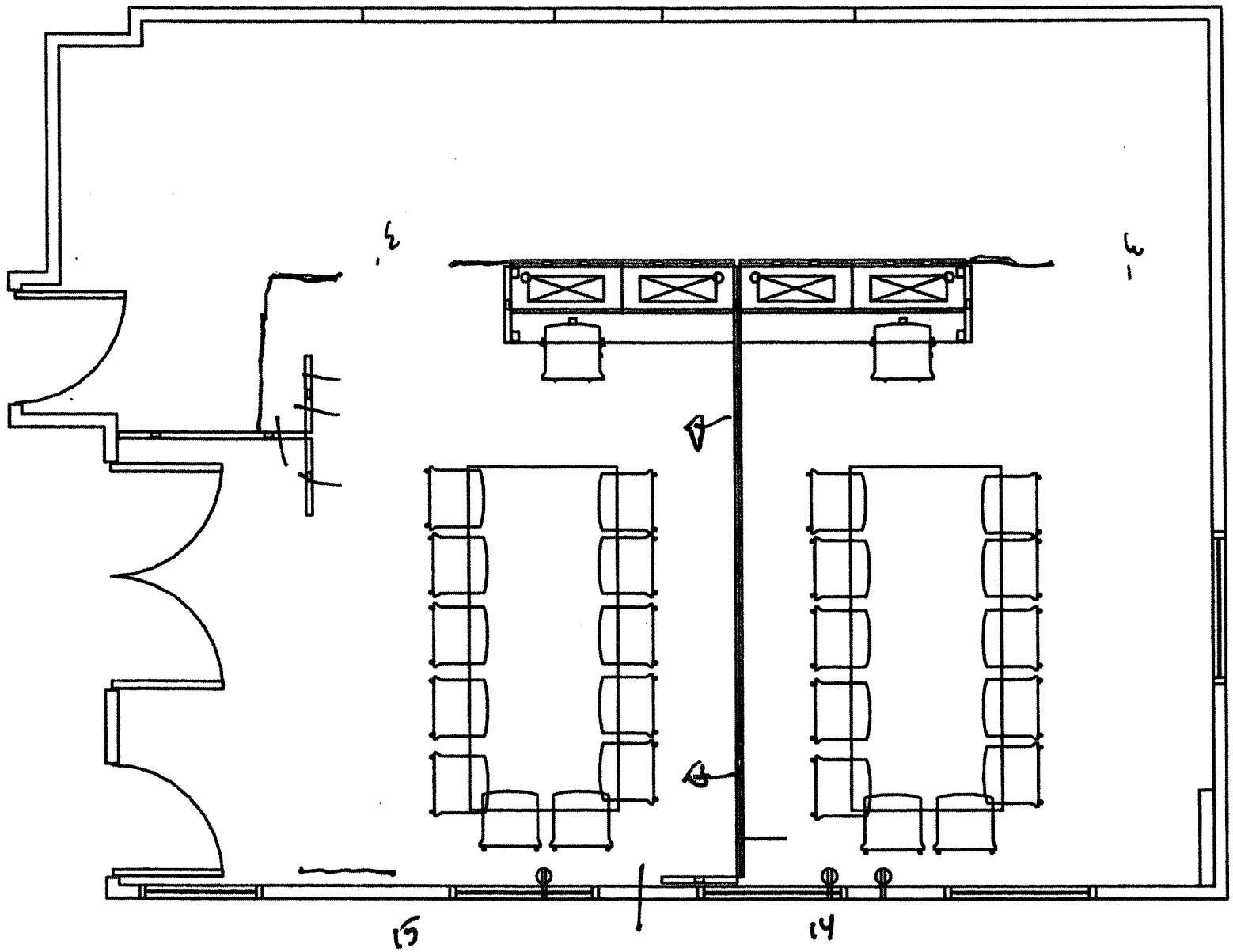
Campagna Center
416 S. Washington St.
Alexandria, VA 22314

BGA 10002

FLOOR PLAN

DRW. BY
CHK. BY
SCALE

A2



A

Alexandria Academy - Classroom #2	drawn by RSK
Scale: 1/4" = 1'	July 6, 2010

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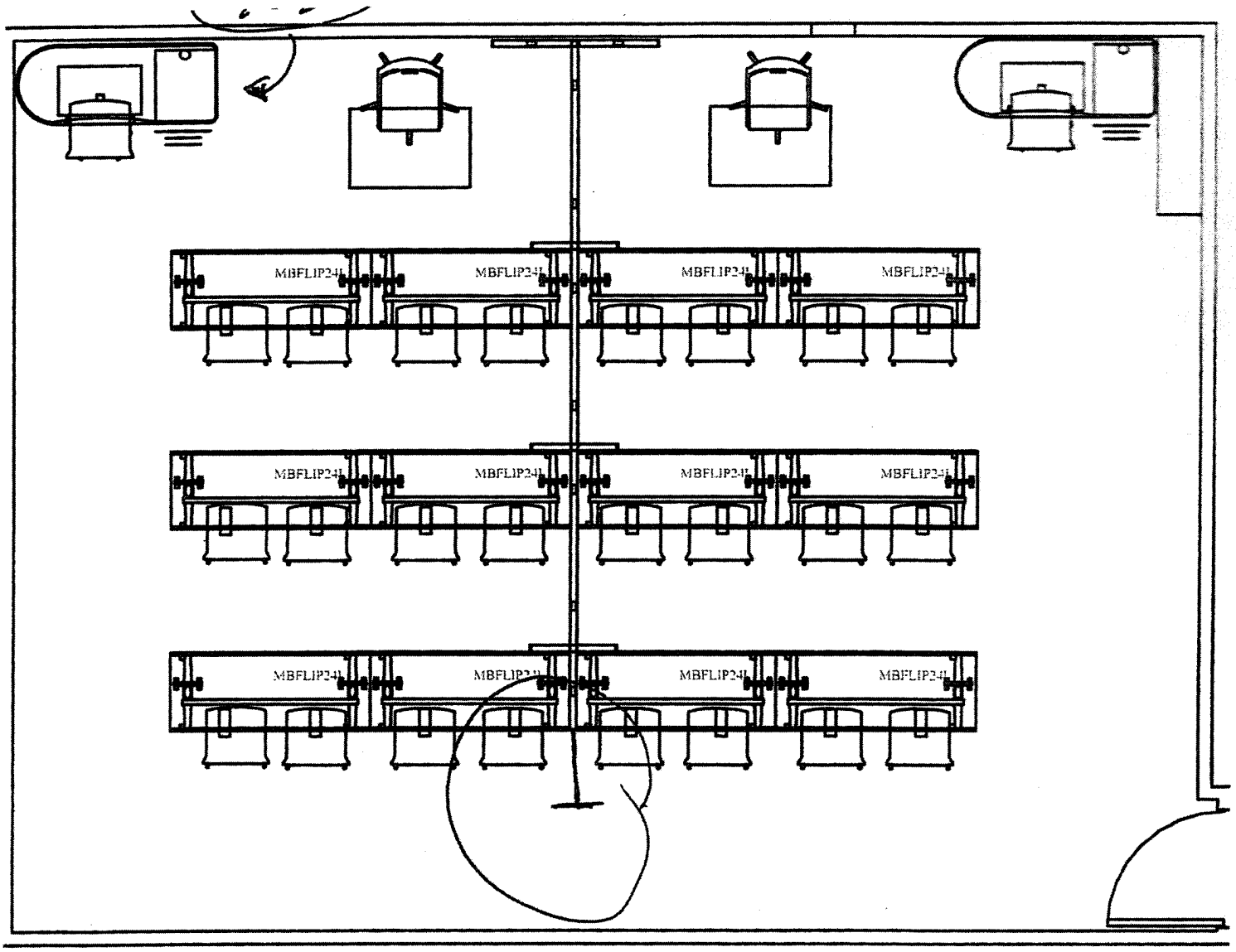
Classroom 2 : Humanities



Alexandria Academy - Classroom #1	drawn by RSK
Scale: 1/4" = 1'	July 7, 2010

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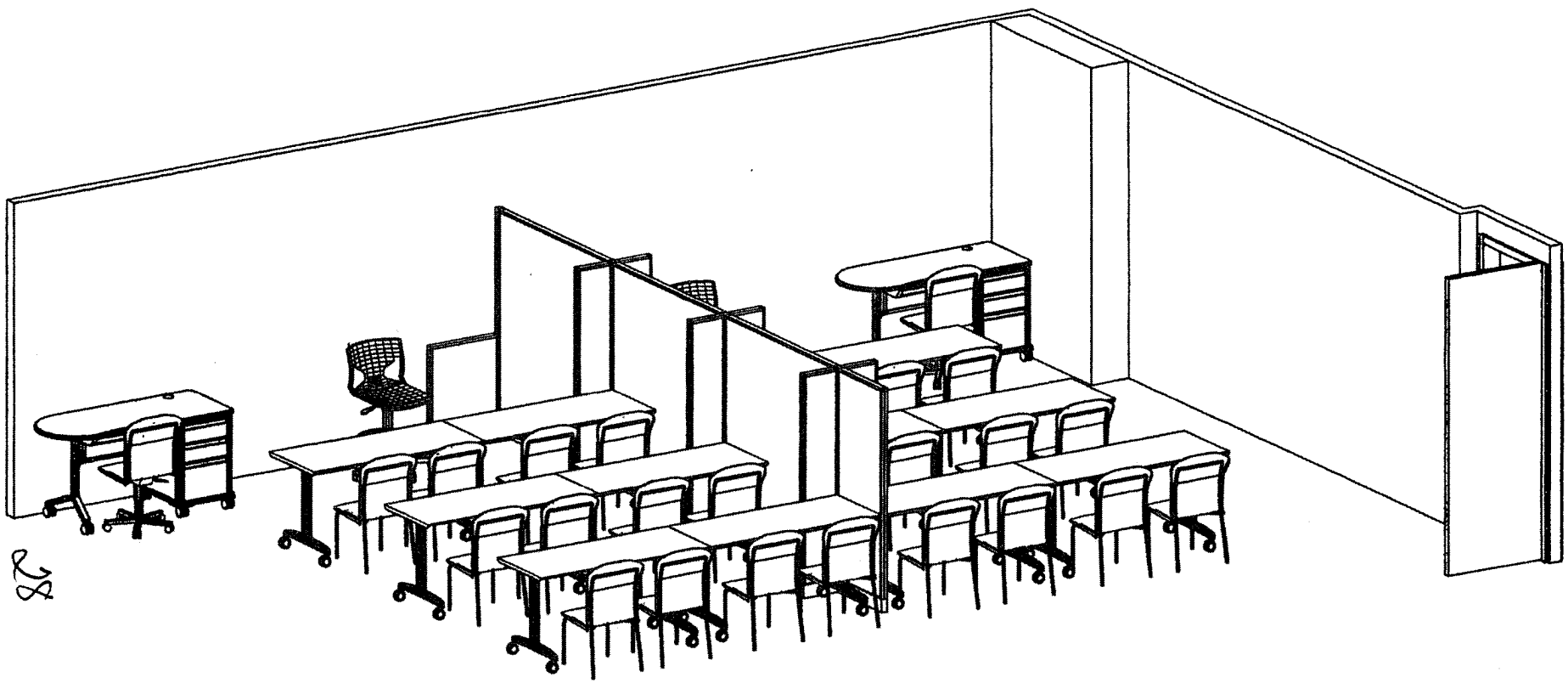
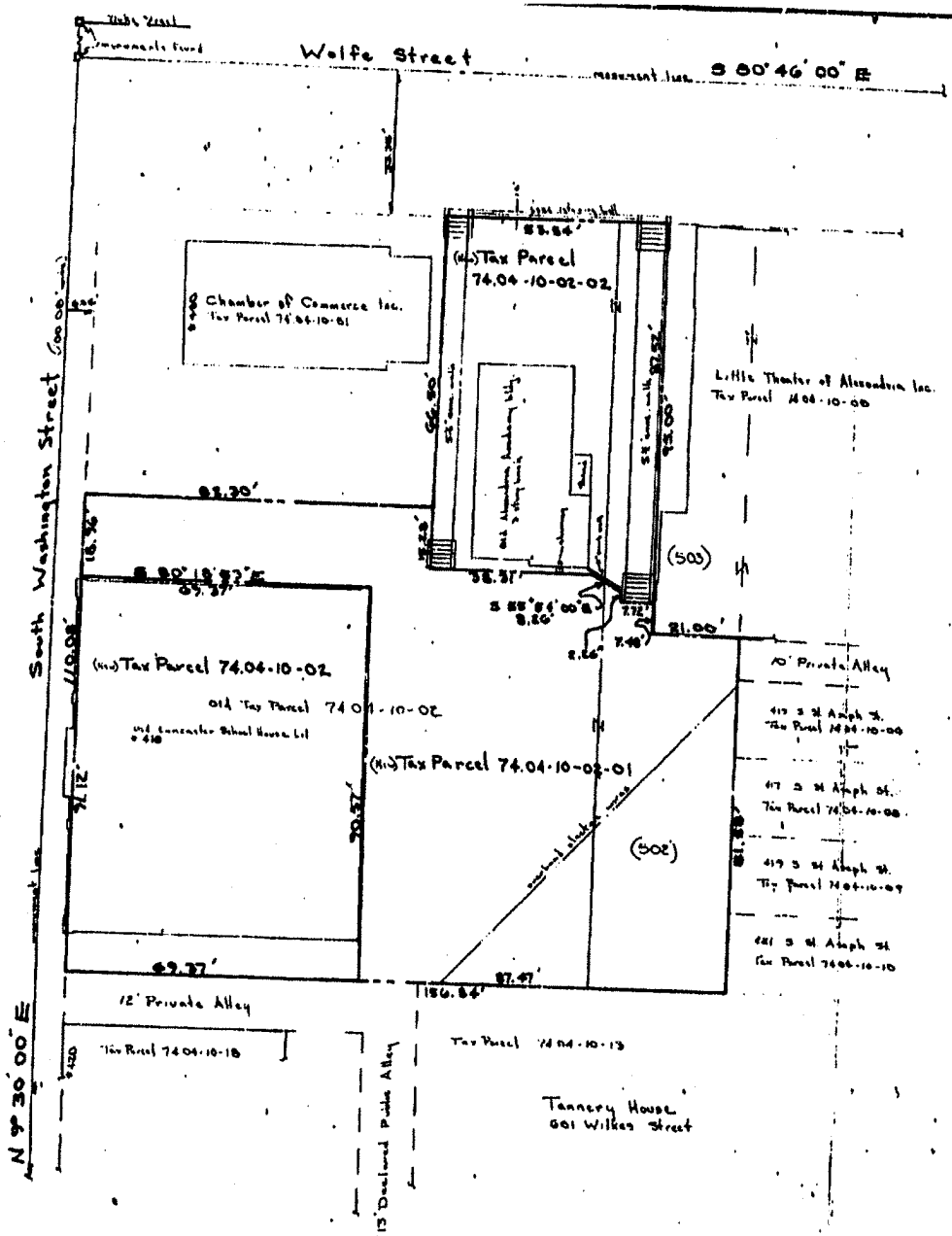
Classroom 1 - Math & Science

27



Classroom 1 - Math + Science

MAP From SUP 1354



Parcels	Area	Owner
(New) 74.04-10-02	6302 sq ft.	Alexandria City Council
(New) 74.04-10-02.02	4436 sq ft.	Alexandria School Board
(New) 74.04-10-02.01	9490 sq ft.	Alexandria School Board
Zoned		C-2
Number of Lots		2
Total Area in Subdivision	Parcel 74.04-10-02.02	4436 sq ft.
	Parcel 74.04-10-02.01	9490 sq ft.
	Area	13,926 Sq. ft.

PRELIMINARY PLAT

SHOWING THE CONSOLIDATION AND RESUBDIVISION OF THE LAND OF THE ALEXANDRIA SCHOOL BOARD AND SHOWING THE LAND OF THE CITY OF ALEXANDRIA

DATE: 1 October 1980 SCALE: 1" = 20'

DRAWN BY: DMD

PREPARED BY: SURVEY SECTION
DEPARTMENT OF TRANSPORTATION & ENVIRONMENTAL SERVICES
ALEXANDRIA, VIRGINIA

Attachment A-1

SUP 2010-0035

City of Alexandria

Date Created: 6/17/2010

Legend for Parcel Map
- Highlighted Feature
- Metrorail Stations
- City Boundary
- Address Points
- Metrorail Tracks
- Blue
- Yellow
- Yellow Blue
- Parcels
- Road Labels
- 2007 Aerial
- Road Centerlines
- Arterial Primary Collector Residential Collector
- Expressway
- Other Roads
- Roads
- Railroads
- Buildings
- Parks
- Water
- Potomac River
- Other
- City of Alexandria

DISCLAIMER: The maps/data presented hereunder are provided 'as is' and the City expressly disclaims all warranties, UCC and otherwise, express or implied, including warranties as to accuracy of the maps/data and merchantability and fitness for a particular purpose, and further expressly disclaimes responsibility for all incidental, consequential or special damages arising out of or in connection with the use of the application. This information is not survey quality and should not be used to establish property lines or legal descriptions for plats or construction. All boundary information provided on this site is for informational purposes only and not considered official. Official documentation on the information presented are available through various departments within the City of Alexandria.

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Attachment A-2 SUP 2010-0035

Attachment A-3 SUP 2010-0035

Map from SUP #1354

LEGEND

MANHOLE	BUILDINGS / HOUSES
CATCH BASIN	Ruins
DROP INLET	Foundation
LIGHT POLE	ROADS
SIGN	Primary (paved)
POWER POLE	Secondary (unpaved)
FIRE HYDRANT	RAILROADS
CONTOURS	Single Track
Index — 100 —	Multi Track
Intermediate	SIDEWALKS
Approximate	FENCES

ATTACHMENT A

1in = 1'

SUP# 2010-0035

Attachment E. Letters of Support

1. Karen Hughes
   President & CEO
   Campagna Center
   Alexandria, VA

2. The Rev Oran E. Warder
   St Paul's Episcopal Church
   Alexandria, VA

3. James Rees
   Executive Director
   George Washington's Mount Vernon Estate and Gardens
   Mount Vernon, VA

The Campagna Center

SUP 2010-0035

The Honorable Mayor
Members of the City Council
Chairman and Members of the
Planning Commission
City of Alexandria, VA 22314

Dear Mr. Mayor & Members of the Council and Planning Commission,

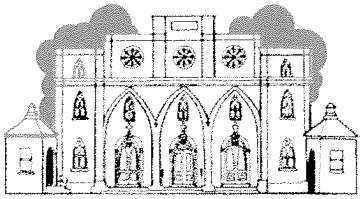
As you know, we have worked with Alexandria Academy to re-open historic Alexandria Academy and to provide full scholarships for several worthy scholars. I write now to support the Academy's application for a Special Use Permit. If there are any questions, please do not hesitate to contact me.

Sincerely,

Karen Hughes
President & COE
The Campagna Center

33

SUP 2010-0035



SAINT PAUL'S EPISCOPAL CHURCH
228 South Pitt Street • Alexandria, Virginia 22314
703 • 549 • 3312 • www.stpaulsepis.com

The Reverend Oran E. Warder
RECTOR

June 18, 2010

The Honorable Mayor
Members of the City Council
Chairman and Members of the
Planning Commission
City of Alexandria, VA 22314

LETTER OF SUPPORT FOR THE ALEXANDRIA ACADEMY

Dear Ladies and Gentlemen:

I write to express my support of the work of the Alexandria Academy and its efforts to obtain a Special Use Permit to house part of their school at the Campagna Center. The formation and support of this school will be a benefit not only to those children and families directly involved but will also be an asset to the entire community.

Please accept my full support of the Alexandria Academy and all it offers to the City of Alexandria.

Faithfully,

Oran E Warder

The Rev. Oran E. Warder

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SUP 2010-0035

GEORGE WASHINGTON'S
MOUNT VERNON

JAMES C. REES
PRESIDENT

June 21, 2010

The Honorable Mayor William D. Euille
City of Alexandria
Alexandria City Hall
301 King Street
Alexandria, VA 22314

Dear Mayor Euille:

I am writing to express Mount Vernon's support for the new Alexandria Academy and its potential use of space in The Campagna Center. We know the progressive educators behind the creation of the new Academy and are enthusiastic supporters of their plans to design, create, and implement a first-class educational program, with strong ties to George Washington and other important leadership figures in world history.

I think this new approach to a classical style of education provides our community with another good choice for parents and students, and that it will certainly strengthen and diversify our educational offerings.

With my thanks and best wishes.

Sincerely,

James C. Rees
President

cc: Members of the City Council
Chairman and Members of the Planning Commission

35

RE: Additional Questions Re: Alexandria Academy
Richard Seltzer
to:
Nathan.Randall
07/15/2010 04:17 PM
Cc:
"TR Ahlstrom"
Show Details

History: This message has been forwarded.

Nathan,

Our responses are inserted below in red.

Please do let me know if you have additional questions.

Regards,

Richard

From: Nathan.Randall@alexandriava.gov [mailto:Nathan.Randall@alexandriava.gov]
Sent: Wednesday, July 14, 2010 12:16 PM
To: rseltzer@alexandria-academy.org
Subject: Additional Questions Re: Alexandria Academy

Richard,

As I mentioned in my call, I need additional information regarding your SUP request for Alexandria Academy. I believe some of my questions will be answered during the site visit we scheduled for tomorrow. Could you also please reply to the following questions:

1. How will the school organize four different grade levels in only two classrooms?

As you have seen, the rooms are relatively large and through the use of partitions, can easily be divided into two separate class areas within each room. See attached "preliminary" drawings.

Also attached are the floor plans for the "Main Floor" of the Campagna Center where we will use the indicated room as our dining room. Students will eat either their lunches brought from home or a catered box lunch available through our lunch program. The students will be in the dining room for approximately 30 minutes sometime between the hours of 11:00 a.m. and 1:00 p.m. The "dining room is approximately 25' by 18' or 450 square feet.

2. Your application lists that there will be five faculty members, but your website lists six, with another five anticipated. This does not include administrative staff. Please provide us with an updated count for all faculty and staff.

36

While the website lists six faculty members, Mr. Ahlstrom, the Rector and acting Headmaster, will physically not be located in the Campagna Center space. Another one of the faculty members listed on the website will be working part-time as an adjunct faculty member. Overall, we anticipate four full-time faculty being located in the Campagna Center classrooms. These four will be supplemented by two or three "part-time" adjunct faculty (for teaching Latin, other languages, art, etc.). Mr. Ahlstrom (Rector and acting Headmaster), the Director of Finance and Administration, and a projected "to be hired" administrative staff person will be located in the administrative offices located at 400 S Washington St. (next door to the Campagna Center). Thus at the school's opening we anticipate seven full-time staff. Later in the Fall or early Winter, we plan on hiring a regular Headmaster (whose office will be located in the Admin Building) so with that hire we expect to be at eight full-time staff.

3. Where will the faculty members be located? Will they be in the Campagna Center 100% of the time? Will some of them be located in the admin offices at 400 S. Washington? If it's the latter, would students be visiting the faculty at the 400 S. Washington admin offices?

The instruction by the faculty members will take place in the classrooms located in the Campagna Center. The instructor's personal desks, etc. will be located in the respective classrooms in the Campagna Center. It is anticipated there will be a "faculty lounge" in the administrative building but students will not be allowed in the lounge. Since the Headmaster will be located in the Admin Building, there may be an occasion when a student may visit the Admin building.

4. Will the five faculty members all be teaching all the time?

As stated there will be four full-time instructors and other than when adjunct instructors are instructing a faculty member's students, the full-time instructors will be with their students.

5. Who will use the 8 spaces allocated to the school in the Campagna lot?

Assuming the seven full-time faculty and administrative staff drive their own cars to work, seven of the spaces will be used by them. The eighth space will be used by the part-time adjunct faculty and/or the new Headmaster, once that person is hired.

6. Your application indicates that you are negotiating for additional offsite parking spaces. Have you had any success at finding them? If so, how many and where are they located?

Given the response to 5 above, this is not a high priority. That said, assuming the Academy grows and additional staff and/or faculty will be added at a later time, we will explore alternative parking options in the near future.

7. Where will the after school programs take place? What types of programs will they consist of?

For the first year, we anticipate there will three types of after school programs: 1. Clubs (types of which will be determined by the students, for example, a drama club), 2. Supervised Study (special projects, etc.), and 3. Sports (in the fall, cross country and soccer; in the winter, basketball and fencing; spring sports have yet to be determined).

8. Where will athletics occur?

We currently are in the process of identifying and/or negotiating acceptable facilities for our sports activities within the area.

9. Can you explain the discrepancy between having 48 students at your school, which is stated on your website, versus the maximum of 40 students that you have applied for in the SUP request?

37

In our SUP application, we state that by Fall, we hope to have 36 to 40 students attending. Could we have more than forty? Maybe, but considering as of today we only have ten signed enrollment contracts, it is doubtful we will have in excess of forty (or even 20). I might note we have several others who are quite interested but have not executed an enrollment contract. In our space planning, we have designed the space to accommodate 48 but realistically we do not believe this Fall we will be at that number. However, for purposes of the SUP maximum number of students, please use 48.

10. What steps has the school taken to achieve state licensing?

As soon as the Academy opens, we will begin the accreditation process with the American Academy for Liberal Education (AAEL), which is a national association recognized by the Secretary of the U.S. Department of Education for the accreditation of institutions offering liberal arts educations. Note the accreditation process cannot begin until Alexandria Academy is actually operational as a school.

Likewise, once the school is operation we will begin the application process to become accredited by the Virginia Association of Independent Schools.

11. The City Council meeting at which your SUP request may be approved now will not take place until September 25th, and I see on your website that the start date for the 2010-2011 school year is proposed to be September 7th. How will the school function for the first few weeks, since it cannot operate with more than 20 students without Special Use Permit approval?

As indicated above in the response number nine, presently we only have ten signed enrollment contracts. While we have several other interested parents, at this time we only have the ten contracts. It is likely by September, we actually will have less than twenty students. We hope not, but that very likely will be the case.

Since the Academy is conducting what we call a "rolling enrollment" we expect, once the school opens, we will enroll additional students. Thus sometime this Fall we expect to exceed 20 students which is why we filed for the Special Use Permit.

If you would, please send me a reply email with your answers to these questions as soon as possible. Thank you very much.

Regards,
Nathan

No virus found in this incoming message.
Checked by AVG - www.avg.com
Version: 9.0.830 / Virus Database: 271.1.1/3001 - Release Date: 07/14/10 02:36:00

38