

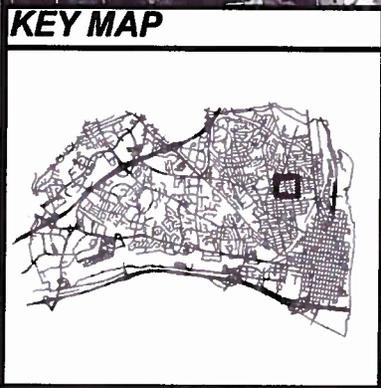


DOCKET ITEM #7
Special Use Permit #2011-0062
100 East Windsor Avenue – Del Ray Montessori

Application	General Data	
Consideration of an SUP amendment to operate a day care center and private academic school with a parking reduction.	Planning Commission Hearing:	February 7, 2012
	City Council Hearing:	February 25, 2012
Address: 100 East Windsor Avenue	Zone:	R2-5 / Single and Two-Family Residential and RB / Townhouse Residential
Applicant: Del Ray Montessori School by Sarah Fondriest, Director	Small Area Plan:	Potomac West

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



SUP #2011-0062

2/7/2012



I. DISCUSSION

The applicant, Del Ray Montessori by Sarah Fondriest, director, requests a Special Use Permit amendment to operate a day care center and a private academic school, with a parking reduction, at 100 East Windsor Avenue.

SITE DESCRIPTION

The subject site is one irregularly-shaped lot of record with 245 feet of frontage on East Windsor Avenue, 225 feet of frontage on Clyde Avenue, and a total lot area of 39,695 square feet. The property is developed with a two-story church building housing the Del Ray Methodist Church and two day care centers, one of which is operated by the applicant.



The site is surrounded primarily by a mix of one and two-family residences. In addition, three townhouse units are located immediately to the south and a residential/commercial mixed-use building is located to the east along Mount Vernon Avenue.

BACKGROUND

On July 11, 2011, staff administratively approved Special Use Permit #2011-0037 to the applicant for the operation of a 21-child day care center, which opened late last summer. On December 9, 2011, staff inspected the premises for compliance with SUP conditions and found no violations of the permit conditions.

Creative Play School, the other day care center at the site, has operated in the church building since the early 1980s. Its most recent SUP, allowing as many as 120 children in the afternoons, was approved in 2002 (SUP#2001-0137).

PROPOSAL

The applicant proposes to add a private academic school to its existing day care center which will result in a combined non-profit educational institution operating as the Del Ray Montessori School. The day care/school will be located in two classrooms, totaling approximately 1,400 square feet of space at the Del Ray United Methodist Church. A total of 41 children will attend the combined business, with 20 of these children attending the day care center and 20 children attending the private academic school. There are only 15 children enrolled in the day care center now; if approved, the applicant anticipates a total of 31 children attending the combined operation next year. Eventually, the applicant hopes to expand to the size requested here.

Current Hours of Operation: 7:30 a.m. – 5:30 p.m. Monday - Friday

Proposed Hours of Operation: 7:15 a.m. – 6:00 p.m. Monday - Friday (Day care)
8:15 a.m. – 3:00 p.m. Monday – Friday (School)

Number of children: 21 children in day care
20 children in private school
41 total children

Child Ages: 2.5 years to 9 years old

Staff: Five staff members in overlapping shifts

Play area: One of two play area areas on-site with be shared with the Creative Play School in shifts, so that the two schools are not using the same play area at the same time.

Noise: Minimal noises expected while children are indoors. Some playground noises are expected when children are outside but staff will monitor and control such noises as necessary.

Trash/Litter: Typical trash such as office paper and food wrappers will be collected once/week.

ZONING/MASTER PLAN DESIGNATION

The subject property is split-zoned. The proposed school and day care uses in the church building are located in the R2-5 / Single and Two-Family Residential zone. A small portion of the site, on which the surface parking lot is located, is zoned RB / Townhouse Residential zone. Although day care centers are allowed by Administrative SUP in church or school buildings in the R2-5 zone, Section 3-503(D) of the Zoning Ordinance allows a private academic school in the R2-5 zone only with a Special Use Permit.

The proposed use is consistent with the Potomac West Small Area Plan chapter of the Master Plan which designates the property for institutional uses.

PARKING

According to Section 8-200 (A)(11) of the Zoning Ordinance, a private school with 21 students is required to provide one off-street parking space and a day care center with one classroom is required to provide two off street parking spaces. The entire establishment is therefore required to provide a total of three parking spaces.

The Del Ray Methodist Church, having been in operation since prior to 1963, is grandfathered as to parking requirements. The 17-space parking lot on the western side of the property is used for the other day care center located in the church and is unavailable for use by the subject business. The applicant partially satisfies its parking requirement by providing two spaces in the parsonage driveway on the eastern side of the church grounds, which is large enough to accommodate at least five vehicles, and has applied for a one-space parking reduction to meet the balance of the requirement. The applicant will also execute an agreement for the use of two off-street parking spaces for its employees at Arlandria Floors.

LOADING/UNLOADING

The applicant proposes that parents will pick-up and drop-off children in an area along the north side of East Windsor Avenue, adjacent to the church and to the primary entrance for the day care/school. Parents would drop off and pick up children during limited, designated hours. Day care/school staff would meet children at their parents' vehicles and walk them into the church building such that parents will not exit their vehicles; a similar arrangement will take place for pick up. Parents would not be allowed to park in this pick-up and drop-off area.

Currently, the area proposed for pick-up and drop-off is a designated no-parking zone. Under this proposal, an area of approximately two vehicle lengths, or more if necessary, will be reserved along the north side of East Windsor Avenue for the pick-up and drop-off of students only. It will not be designated as a "loading zone," because that would allow it to be used by other parked vehicles. The City will erect signage, at the applicant's cost, to alert drivers to this pick-up and drop-off area.

II. STAFF ANALYSIS

Staff supports the applicant's request to add a private academic school to an existing day care center with a one-space parking reduction. Adding the use to the site will help to support the existing day care/nursery school, a service in great demand in Alexandria. The combined operation, which is small at only 41 children, will benefit the Del Ray and Alexandria communities by offering additional educational services while allowing the church to benefit from the leasing out of its space that would otherwise remain empty during the day.

Parking

Staff does not object to the required one-space parking reduction. The applicant has found two off-street parking spaces for her staff at Arlandria Floors, located about 2.5 blocks to the south on Mount Vernon Avenue. Condition #16 has been added to this report to require the applicant to provide staff with an up-to-date contract for off-street parking on an annual basis. The requirement stipulates that two off-street parking spaces must be provided, rather than just one, and the applicant has agreed to the condition.

Play area

During the earlier SUP approval process for Creative Play School, residential neighbors to the north along East Custis Avenue expressed concern about excessive noise arising from children playing in the playground areas immediately adjacent to their backyards. A solution emerged, which was included as a condition in the Creative Play School SUP, in which no more than 45 children would be allowed to play outside at any one time. Staff included the same condition in the administrative SUP case for the applicant's day care center approved last summer, and has slightly amended the condition for this report to clarify that the 45-child figure is an absolute maximum regardless of which day care center or school the children attend. Although it may require some coordination between the two institutions and the church, staff believes that the retention of this condition with neighbors is important, as it maintains the intent behind the long-standing compromise.

Pick up and Drop off

The issue that has received the most attention in this case has been the need for a pick-up and drop-off location and plan that minimizes impacts on the adjacent neighborhood and avoids conflicts with the existing, large day care center in the building. Staff has analyzed various alternatives, including one suggested by the Del Ray Citizens Association Land Use Committee, and determined that using Windsor Avenue, as described above, is best. Staff arrived at its recommendation after monitoring the existing conditions at the site, conferring with the City's traffic operations staff, and discussing the issue at length with the applicant, church leadership, and the owner of the Creative Play School. Alternative locations for the pick-up and drop-off operation are either (1) within the existing parking lot, or (2) on the public right of way on Clyde Avenue.

If the church parking lot is used for the pick-up and drop-off, there is a conflict with its use by Creative Play School, which now uses the parking lot for its parking and the drive in the parking lot for its own pick-up and drop-off function. While pick-up and drop-off times could be staggered so that the two schools do not use the drive aisle at the same time, that arrangement

may become problematic, restricting alternatives for each operation. It also exacerbates the existing congestion on Clyde. Both the church and Creative Playschool leadership discussed with planning staff the fact that there are times when parents who use the parking lot for pick-up and drop-off have difficulty entering or exiting or have vehicle conflicts with Clyde through-traffic because of the narrow traffic lane on Clyde Avenue. Adding more traffic through the parking lot will increase those conflicts.

Del Ray Citizens Association's Land Use Committee has recommended that Clyde Avenue itself be used for the pick-up and drop-off for the Montessori school children. Specifically, it suggests that two or three parking spaces be removed from the southern end of the east curb on Clyde, in the area south of the driveway to the parking lot, and that a loading zone be created there for the Montessori school pick-up and drop-off. First, staff strongly prefers not removing any parking spaces from the Del Ray area. Parking is too scarce a commodity, especially in the immediate area of the Del Ray Methodist Church, to suggest removing it if other alternatives exist. In addition, if signed simply for loading, others would be able to use it, possibly in conflict with the pick-up and drop-off function. If the area were signed so that the pick-up/drop off function were limited to specific times, then a conflict could arise if overnight parkers did not remove their vehicles at the required morning time. While parking enforcement officers could be called, if the cars were not actually removed in time, the space would not function as designed for the school. In addition, there is already congestion and conflicts on Clyde because of its narrowness, existing parking and the drop-off and pick-up activity for Creative Play School. Given this intensity, adding any activity to Clyde appears unwise from a traffic safety perspective. Finally, the Clyde Avenue location is located far from the applicant's main entrance, which is at the eastern end of the church building facing East Windsor Avenue.

Staff is therefore recommending that pick-up and drop-off for the school occur along East Windsor Avenue. The Windsor Avenue location is the consensus of the church, the applicant and Creative Playschool. While imperfect, staff sees the solution as acceptable given the dilemma of a large church building with space for needed community uses, but located in a congested area. Staff acknowledges that the Windsor Avenue location is now designated a no-parking zone. Nevertheless, the street is wide enough to allow one lane of through travel, including for emergency vehicles, for the short time that a parent is stopped on the north side of the street. On East Windsor, parents will be able to avoid congestion in the surface parking lot and the bottlenecks on Clyde Avenue. The Windsor Avenue location is also closest to the building door closest to the Montessori school classrooms. The proximity to the door is very important for safety reasons and for staffing the pick-up and drop-off function. Most significantly, the Windsor Avenue proposal does not displace any existing parking spaces.

The Del Ray Citizen Association's Land Use Committee cites potential safety issues with the Windsor Avenue location, including concerns that parents' vehicles could block traffic on Windsor Avenue and that stopped parents' vehicles could be rear-ended by westbound drivers. The pick-up and drop-off on East Windsor is far enough down the street from Mount Vernon Avenue, and with good site lines, that westbound traffic can easily detect a parent vehicle pulled up to the curb. The fact that the applicant will be required to escort children into the building (required in Condition #9) means that parents will remain in their vehicles and be able to move in the rare event that emergency vehicles need more than one travel lane to travel down East

Windsor. For all of these reasons, and because a loading zone on Clyde Avenue would exacerbate the congestion already there and displace parking spaces, staff recommends in Condition #9 that the pick-up and drop-off for the school occur on East Windsor Avenue.

In conclusion, staff supports the applicant's request to add to its educational offerings and recommends approval of the Special Use Permit request subject to the conditions contained in Section III of this report.

III. RECOMMENDED CONDITIONS

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

1. The Special Use Permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z) (SUP#2011-0037)
2. **CONDITION AMENDED BY STAFF:** The hours of operation for the day care portion of the business shall be limited to between ~~7:30 a.m.~~ 7:15 a.m. and ~~5:30 p.m.~~ 6:00pm daily Monday- Friday and the hours of operation for the private school portion of the business shall be limited to between 8:15 a.m. and 3:00 p.m. Monday-Friday. (P&Z) (~~SUP#2011-0037~~)
3. **CONDITION AMENDED BY STAFF:** The maximum number of children permitted at the combined child care facility and private school at any one time shall be ~~21~~ 41. (P&Z) (~~SUP#2011-0037~~)
4. **CONDITION AMENDED BY STAFF:** The maximum number of children, attending any child care center or private school on site, that are permitted to play outdoors at the site at any one time shall be 45. (P&Z) (~~SUP#2011-0037~~)
5. The facility shall obtain all required state, federal, and local licenses and certificates prior to opening its place of business. (P&Z) (SUP#2011-0037)
6. 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) (SUP#2011-0037)
7. Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape or invasion by animals. No trash or debris shall be allowed to accumulate outside of those containers. Outdoor trash receptacles shall be screened to the satisfaction of the director. (P&Z) (T&ES) (SUP#2011-0037)
8. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be monitored and picked up at least twice during the day and at the close of the business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is in operation. (T&ES) (SUP#2011-0037)

9. **CONDITION AMENDED BY STAFF:** The applicant shall provide adequate drop off and pick up facilities ~~in the applicant's parking lot~~ that minimizes impact on pedestrian and vehicular traffic in a designated pick-up and drop-off area to be located on the north side of East Windsor Avenue to the satisfaction of the Director of Planning & Zoning. Any signage deemed necessary to designate this area for the pick-up and drop-off of students shall be erected by the City at the applicant's cost. Day care/school employees must escort children to and from the parents' vehicles. The applicant shall ensure that no vehicles double park on East Windsor Ave or Clyde Avenue for pick-up or drop-off. (P&Z)(T&ES) ~~(SUP#2011-0037)~~
10. The applicant shall provide information about alternative forms of transportation to access the location of the day care center, including but not limited to print and electronic promotional materials, posting on the day care website, and other similar methods. (T&ES) (SUP#2011-0037)
11. **CONDITION DELETED BY STAFF (See Condition #17):** ~~The applicant shall encourage its employees and customers 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 and transit are sold, and advertising of carpool opportunities.~~ (T&ES) ~~(SUP#2011-0037)~~
12. **CONDITION DELETED BY STAFF (See Condition #17):** ~~The applicant shall require its employees who drive to work to use off street parking.~~ (P&Z) (T&ES) ~~(SUP#2011-0037)~~
13. The use shall comply with the City's noise ordinance. No outdoor speakers shall be permitted and no amplified sound shall be audible at the property line. (T&ES) (SUP#2011-0037)
14. Prior to the day care center opening for business, the applicant shall contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the child care center and robbery readiness training for all employees. (Police) (SUP#2011-0037)
15. **CONDITION AMENDED BY STAFF:** The Director of Planning and Zoning shall review the Special Use Permit one year after approval and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review as a result of a complaint that rises to the level of a violation; or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z) ~~(SUP#2011-0037)~~

16. **CONDITION ADDED BY STAFF:** The applicant shall provide a signed contract to the Director showing that at least two off-street parking spaces are made available by the applicant for its employees at an off-site location to the satisfaction of the Director of Planning & Zoning. The applicant shall provide an up-to-date contract to the Director on January 1st of each year. (P&Z)
17. **CONDITION ADDED BY STAFF:** 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)

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, operation shall be commenced 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 facility shall provide adequate drop off and pick up facilities so as to create minimal impact on pedestrian and vehicular traffic. (T&ES)
- R-2 The applicant or an assistant must be available to escort children to and from the parents' vehicles if drop-off/pick-up occurs on-street. The applicant shall ensure that no vehicles double park on E. Windsor Ave or Clyde Avenue for pick-up or drop-off. (T&ES)
- R-3 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-4 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-5 Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
- R-6 The 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 Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- 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).

In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of City Council approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at commercialrecycling@alexandriava.gov, for information about completing this form. (T&ES)

Code Enforcement:

- F-1 The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit

plans. If there are any questions, the applicant may contact Ken Granata, Acting Plan Review Supervisor at ken.granata@alexandriava.gov or 703-746-4190.

- C-1 The proposed use is a change in use group classification; a new Certificate of Occupancy is required (USBC 116.1).
- C-2 Application for the new Certificate of Occupancy must be made to the Code Administration Department prior to the use of this space. Five sets of architectural quality drawings shall accompany the permit application that fully detail the space and egress path.

Health:

F-1 No Comment

Parks and Recreation:

F-1 No Comment

Police Department:

F-1 No Comments Received



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2011-0062

PROPERTY LOCATION: 100 E. Windsor Ave 22301

TAX MAP REFERENCE: 034.04-02-01 ZONE: R2-5

APPLICANT:

Name: The Del Ray Montessori School Director: Sarah Fondriest

Address: 100 E. Windsor Ave. 22301
private academic

PROPOSED USE: 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.

Sarah E. Fondriest

Print Name of Applicant or Agent

[Signature] 8.16.11

Signature Date

434 N. Armistead St # 101

Mailing/Street Address

571.217.8803 n/a

Telephone # Fax #

Alexandria VA 22312

City and State Zip Code

sarahefon@yahoo.com

Email address

ACTION-PLANNING COMMISSION:	DATE:
ACTION-CITY COUNCIL:	DATE:

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 100 E. Windsor Avenue, I hereby
(Property Address)

grant the applicant authorization to apply for the Child Care Center use as
(use)

described in this application.

Name: DOUGLAS SMITH FOR
DEL RAY UNITED METHODIST CHURCH Phone 703 549 2088

Please Print

Address: 100 E. WINDSOR AVE ALEX VA Email: OFFICE@DARAYUMC.ORG
22301

Signature: [Signature] TRUSTEE- COCHAIR Date: 8/22/11

1. Floor Plan and Plot Plan. As a part of this application, the applicant is required to submit a floor plan and plot or site plan with the parking layout of the proposed use. The SUP application checklist lists the requirements of the floor and site plans. The Planning Director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver.

Required floor plan and plot/site plan attached.

Requesting a waiver. See attached written request.

2. The applicant is the (check one):

Owner

Contract Purchaser

Lessee or

Other: _____ of the subject property.

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

The Del Ray Montessori School is a
corporation with no owners, only Board members.
We are currently seeking 501(c)3 status.

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. Sarah E. Fondriest	434 N. Armistead St #101 Alexandria, VA 22312	100%
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 100 E. Windsor Ave. (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. DR RAY LMC DOUGLAS SMITH TRUSTE CHAIK	100 E WINDSOR AVE ALEX VA 22301	100%
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 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.

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. DR RAY Sarah Fondriest	none	City Council and Planning Commission
2. Douglas Smith	none	City Council and Planning Commission
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.

8-15-11
Date

Sarah E. Fondriest
Printed Name


Signature

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

Yes. Provide proof of current City business license

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

✗ N/A

NARRATIVE DESCRIPTION

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

The goal of the Del Ray Montessori School is to create a rich, stimulating school environment that will unite a community of students, families and staff to support the optimum development of children and foster a life-long love of learning.

Currently, the school is located in the Del Ray United Methodist Church on E. Windsor Ave. and will provide a top-quality education to 21 children. We are requesting the use of an additional room in the church in order to provide education to a maximum total of 41 children ranging in age from 2½ to 9. The planned opening of the proposed space will be September 2012.

Our program is currently open to children from 8:15 a.m. to 3:00 p.m. For the following school year (Sept. 2012-June 2013) we would like to offer morning care (7:15 a.m.-8:15 a.m.) and afternoon care (3:00 p.m. to 6:00 p.m.) to a maximum total of 20 children.

(10 children in the morning-
20 children from 3:00 p.m. - 6:00 p.m.)

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).

this specific classroom = 20 students M-F 8:15 a.m. - 3:00 p.m.
total school = 41 students M-F 8:15 a.m. - 3:00 p.m.

morning care - M-F 7:15 a.m. - 8:15 a.m. - maximum of 10 children
afternoon care - M-F 2:00 p.m. - 6:00 p.m. - maximum of 20 children

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

M-F 7:15 a.m. - 8:15 a.m. - 2 staff members on site
M-F 8:15 a.m. - 3:00 p.m. - 5 staff members on site
M-F 3:00 p.m. - 6:00 p.m. - 2 staff members on site } Grand total of 6 staff members per day maximum (to work different/overlapped shifts)

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

Day: Monday - Friday Hours: 7:15 a.m. - 6:00 p.m.

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

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

Anticipated noise from children while on
playground

B. How will the noise be controlled?

There will be minimal noise while indoors - windows are
shut. Outdoor noise will be monitored, discussed and
controlled by staff.

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

~~###~~
No anticipated/expected odors from proposed use.

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 paper, paper towels, food wrappers

B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)
approx 2 bags per week (large bags)

C. How often will trash be collected?
once a week

D. How will you prevent littering on the property, streets and nearby properties?
Children + families will be encouraged to use school trash bins.
Trash + Recycling center in City of Alexandria will be invited to give an "in-house" field trip presenting information on recycling + refuse.

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

[] Yes. No.

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

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

[] Yes. No.

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

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

We will supervise children at all times - indoors & outdoors.

ALCOHOL SALES

13.

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

[] Yes No

If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

PARKING AND ACCESS REQUIREMENTS

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

- 2 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? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

- on-site
- off-site

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

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

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

Parking reduction requested; see attached supplemental form

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

A. How many loading spaces are available for the use? 0

Planning and Zoning Staff Only Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____ Does the application meet the requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No
--

B. Where are off-street loading facilities located? none

C. During what hours of the day do you expect loading/unloading operations to occur?
arrival (loading) 8:15 a.m. - 8:45 a.m.
dismissal (unloading) 3:00 p.m. - 3:30 p.m.

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

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?
We are seeking permission through the Transportation Commission for this.
We are proposing a "loading zone" sign be erected in front of the entrance on E. Windsor Ave. This will be used for parents to pull up and staff take children out of vehicles safely without parents having to park or abandon vehicles.

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? Yes No
Do you propose to construct an addition to the building? Yes No
How large will the addition be? _____ square feet.

18. What will the total area occupied by the proposed use be?
756 sq. ft. (existing) + 700 sq. ft. (addition if any) = 1456 sq. ft. (total)

19. The proposed use is located in: (check one)
 a stand alone building (church)
 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

CHILD CARE HOMES and CHILD CARE CENTERS

Applicants for both child care homes and child care centers (day care center, day nursery and nursery schools) shall complete this section.

1. How many employees will staff the child care facility, including the operator?

16 staff maximum daily

How many staff members will be on the job at any one time? 5

2. Where will staff and visiting parents park? street parking and/or parking lot

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

currently, children can be dropped off/picked up in parking lot. We propose a loading zone sign be erected in front of the entrance on E. Windsor Ave to be used by staff to escort children in and out of vehicles without parents having to park/abandon cars.

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

Drop-off 8:15 a.m. - 8:45 a.m.

Pick-up 1:30 p.m. - 3:00 p.m. remaining children
small portion of children
(1:00 p.m. - a portion of children)

~~XXXXXXXXXXXXXXXXXXXX~~

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

We will use a black-top area located off of the Church parking lot.

6. Are play areas on the property fenced? Yes No

If no, do you plan to fence any portion of the property? Yes No

Please describe the existing or proposed fence.

The fence is wooden.

CHILD CARE CENTERS ONLY

Applicants for child care centers (day care center, day nursery and nursery schools) shall complete this section.

1. How many children will be cared for during one day? 41 ~~40~~
2. What age children do you anticipate caring for? 2½ - 9
3. Does the operation have a license from the State of Virginia for a child care facility?
 Yes No

If yes, provide a copy of the license.

Pending. The Department of Social Services is scheduled to do an inspection on August 30th.

(We will send the license immediately upon receipt.)



APPLICATION - SUPPLEMENTAL

PARKING REDUCTION

Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location)

currently, we have 2 spaces dedicated to our site on the property of the church (see site plan for location of spaces). We are requesting a parking variance for the proposed space in order to have two less parking spaces required by the special use permit.

2. Provide a statement of justification for the proposed parking reduction.

We are seeking permission from the Transportation Commission to erect a "loading zone" sign on E. Windsor Ave in order to alleviate the need for additional parking spaces for our sole use, which are not available on church property. Additionally, if necessary, there is ample street parking available to accommodate visitors/parents, which on a normal basis, would not be utilized for more than 15 minutes max. Ultimately, the decrease in

3. Why is it not feasible to provide the required parking? the amount of required parking spaces would not negatively impact the community.

Because there are not any additional parking spaces available on the church parking lot or property.

4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?

Yes. No.

5. If the requested reduction is for more than five parking spaces, the applicant must submit a **Parking Management Plan** which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.

6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.



50 ft.

Site plan

The Del Ray Montessori School
 100 E. Windsor Ave.
 contact: Sarah Fondriest

Parcels: 034.04-02-10
 034.04-02-02

orange outline - Del Ray United Methodist Church
 100, 108 E. Windsor Ave., Alexandria, VA 22301
 Parking lot: 125 ft. x 60 ft.

Entire lot: North boundary: 250 ft.
 South boundary: 250 ft.
 East boundary: 180 ft.
 West boundary: 300 ft.

⊙⊙ Two current dedicated parking spaces

'x' shows location of current child care center.
 'xx' shows location of proposed classroom space.

Both rooms are located on the 2nd level of the building.

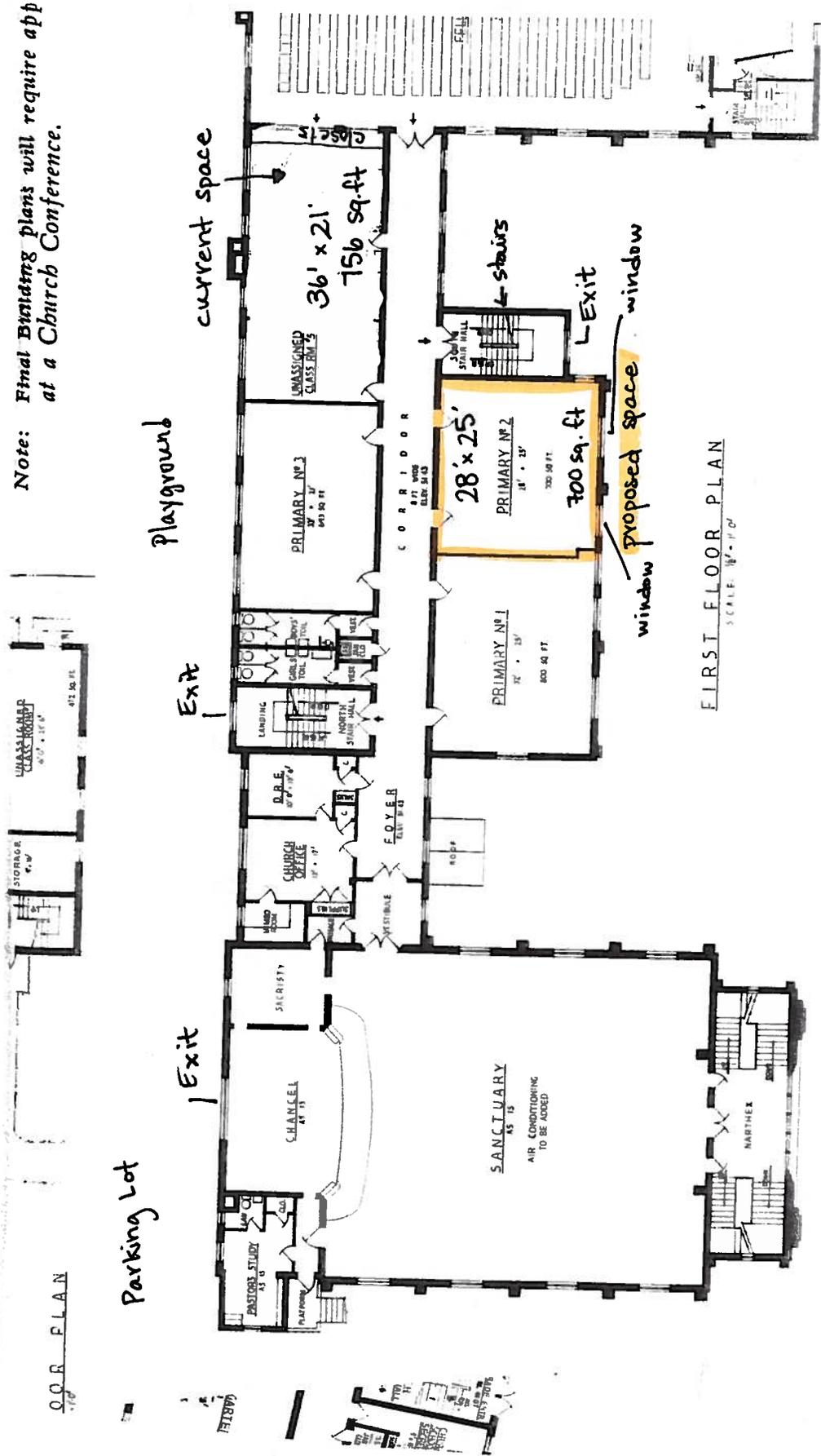
The windows in the proposed space overlook the grassy area on E. Windsor Ave. on the east side of the site.

Floor Plan

The Del Ray Montessori School
100 E. Windsor Ave.

contact: Sarah Fondriest
SUP 2011-0062

Note: Final Building plans will require app
at a Church Conference.



G.O.R. PLAN

Parking Lot

Exit

Exit

Playground

current space

proposed space window

FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"

E. Windsor Ave.

Alexandria Planning Commission

c/o Ms. Barbara Ross

January 31, 2012

Creative Play School

100 E. Windsor Avenue

Alexandria, VA

Dear Ms. Ross,

I am writing to express my concern about the SUP 2011-0062 for expanding the Del Ray Montessori School. Creative Play School has been at the same location as the Montessori school for thirty years. We serve 112 children Monday through Friday from 7 am to 6 pm twelve months a year. The parking lot is often full during the day with our school and other church activities. The staff frequently have to park on the street on Clyde Avenue if the lot is full or to leave room for parents to drop off and pick up. In addition, school busses come down Windsor, Clyde and Custis Avenues to pick up and deliver children to and from Creative Play School. They have a hard time getting down these streets, particularly Clyde where there is parking on both sides and just a narrow lane to pass. Sometimes cars have to wait or back up to let another car pass and my staff have repeatedly had their cars hit by other cars when parking on the street. The only way to eliminate more traffic congestion would be for the drop off and pick up for the proposed Montessori School to be on Windsor Avenue. If Clyde is used, we would have to eliminate parking spaces which we can not spare to lose.

If the Montessori School does a kiss and ride in the parking lot with their expanded hours to 5:30, they would block the exit to the parking lot for Creative Play School parents and I believe negatively affect our business and possibly their own. I have already had three parents complain about this drop off procedure in the mornings and our parents occasionally have a hard time getting parking in the lot at pick up time between 5 and 6 pm.

Thank you for your consideration. Unfortunately, I am unable to attend the meeting on February 7th because I will be out of the country on vacation. If I can be of assistance, please don't hesitate to contact me.

Sincerely,

Diane Smalley

Owner/ Administrator

The Del Ray Montessori School

100 E. Windsor Ave. * Alexandria, Virginia 22301

www.thedelraymontessorischool.com

703.980.9409

January 28, 2012

Planning Commission
301 King Street
Alexandria, Virginia 22314

To Whom It May Concern,

This letter is written to clarify our hours of operation for the Special Use Permit regarding an expansion of The Del Ray Montessori School.

The Del Ray Montessori School proposes to have daily hours of operation from 8:15 a.m. through 3:45 p.m. Our arrival will occur from 8:15 a.m. – 8:45 a.m., while our dismissal will occur between 3:15 p.m. – 3:45 p.m. Although this is our typical daily schedule, we are interested in reserving time at the end of the day for possible after-school activities (e.g. art or science classes) which would occur a maximum of once a week for a duration of up to a 1 ½ hours. (These classes would never involve the entire school and it is likely that no more than 15 children would attend any class.) Therefore, we propose our official maximum hours of operation for our SUP to be 8:15 a.m. – 5:30 p.m. Monday – Friday.

If you have any questions, please feel free to contact me at your convenience.

Sincerely,

Sarah Fondriest
Director

Julie Fuerth

From: Kendra Jacobs
Sent: Tuesday, February 07, 2012 10:27 AM
To: Julie Fuerth
Subject: FW: Special Use Permit request for Del Ray Montessori School

From: Nathan Randall
Sent: Tuesday, February 07, 2012 10:18 AM
To: Kendra Jacobs
Cc: Barbara Ross
Subject: FW: Special Use Permit request for Del Ray Montessori School

From: Cathy Bovey [<mailto:cathybovey@aol.com>]
Sent: Tuesday, February 07, 2012 9:21 AM
To: Nathan Randall
Subject: Special Use Permit request for Del Ray Montessori School

Good morning,

My name is Catherine Bovey and I would like to speak on behalf of the proposed elementary program for the Montessori School in the Del Ray community. Both of my children attended a Montessori School for both primary and elementary years. One of my daughters is dually trained holding both primary and elementary certificates; she currently teaches in the only accredited AMI School in Hawaii. My grandchildren and great nieces and nephews also attend Montessori schools. Thus one can see that I hold the Montessori theory of education in high esteem and near and dear to our hearts. The education derived therefrom encourages an innate love of learning, self-motivation, and self discipline. It fosters leadership, group resolution to issues, and a warm, loving atmosphere in which to work. Del Ray community is very fortunate to have a Montessori school in its neighborhood where children can access it easily and job growth created therefrom remains within the community. I trust that you will grant the school's application for a Special Use Permit.

Julie Fuerth

From: Kendra Jacobs
Sent: Tuesday, February 07, 2012 10:27 AM
To: Julie Fuerth
Subject: FW: SUPPORT FOR THE DEL RAY MONTESSORI SCHOOL

-----Original Message-----

From: Nathan Randall
Sent: Tuesday, February 07, 2012 10:18 AM
To: Kendra Jacobs
Cc: Barbara Ross
Subject: FW: SUPPORT FOR THE DEL RAY MONTESSORI SCHOOL

-----Original Message-----

From: Womble, Jeanine B LCDR OGC, NLO [<mailto:jeanine.womble@navy.mil>]
Sent: Tuesday, February 07, 2012 8:31 AM
To: Nathan Randall
Subject: SUPPORT FOR THE DEL RAY MONTESSORI SCHOOL

Mr. Randall,

I am writing to express my support for The Del Ray Montessori School in Alexandria. As a parent I am a firm believer that choice is essential for parents educating their elementary-aged children. Del Ray Montessori offers a community-based option for parents seeking a school that uses the Montessori theory of education. Del Ray Montessori school strengthens the bonds of community by keeping neighborhood parents in Del Ray who would otherwise seek Montessori education elsewhere. Finally, in this tight economy, it can only benefit the local businesses of Del Ray to have a stream of parents dropping off and picking up their children. If a parents needs a birthday gift or a cup of coffee, the convenience of dropping by a local business on the way to or from their neighborhood school can only add to revenues of the Del Ray stores and restaurants.

I believe the Del Ray Montessori School is an asset to the children of Del Ray and the community as a whole. I encourage you to grant the school's application for a Special Use Permit.

Thank you.

Jeanine Bryant Womble

Julie Fuerth

From: Kendra Jacobs
Sent: Tuesday, February 07, 2012 10:27 AM
To: Julie Fuerth
Subject: FW: The Del Ray Montessori School

From: Nathan Randall
Sent: Tuesday, February 07, 2012 10:18 AM
To: Kendra Jacobs
Cc: Barbara Ross
Subject: FW: The Del Ray Montessori School

From: Jo Ann Weber [<mailto:jjweber54@yahoo.com>]
Sent: Monday, February 06, 2012 9:53 PM
To: Nathan Randall
Subject: The Del Ray Montessori School

Dear Mr. Randall,

At this time, the Del Ray Montessori School is seeking a Special Use Permit for expansion of a second classroom.

As the aunt of several students of the Del Ray Montessori School, I have seen first hand the benefits of the quality education provided by this school. This school not only provides a great educational avenue to the students but provides a sense of community. With a limited number of Montessori schools, this also gives others the opportunity to come into Del Ray providing economic resources to your area.

I hope you will strongly consider granting this Special Use Permit so more students will be able to take advantage of this excellent education.

Sincerely,

Jo Ann Weber

Julie Fuerth

From: Kendra Jacobs
Sent: Tuesday, February 07, 2012 10:27 AM
To: Julie Fuerth
Subject: FW: In Support Of Del Ray Montessori School

From: Nathan Randall
Sent: Tuesday, February 07, 2012 10:17 AM
To: Kendra Jacobs
Cc: Barbara Ross
Subject: FW: In Support Of Del Ray Montessori School

From: Carter O'Donnell [<mailto:scarterbai@aol.com>]
Sent: Monday, February 06, 2012 9:36 PM
To: Nathan Randall
Subject: In Support Of Del Ray Montessori School

Good Evening,

My name is Carter O'Donnell and I am a fellow Montessorian who has previously worked in the Washington DC area for many years. My family is currently stationed in Honolulu, but plan on returning to Alexandria in the near future. I have supported this school from the beginning and have frequently been in touch with the teacher who helped open the school, lending support and mentoring as needed. As I have followed the children's and school's progress, it would be a crime to stifle this incredible opportunity for the children in the Del Ray Community. Montessori is a special hands on learning style that stimulates the best in children. Please grant Del Ray Montessori School their special use permit immediately. I look forward to becoming a part of their community either as a staff member, parent, or both in the future.

Thank you,
Carter O'Donnell, MEd

Julie Fuerth

From: Kendra Jacobs
Sent: Tuesday, February 07, 2012 10:28 AM
To: Julie Fuerth
Subject: FW: Montessori school in Del Ray

-----Original Message-----

From: Nathan Randall
Sent: Tuesday, February 07, 2012 10:17 AM
To: Kendra Jacobs
Cc: Barbara Ross
Subject: FW: Montessori school in Del Ray

-----Original Message-----

From: Hkulberg [<mailto:hkulberg@yahoo.com>]
Sent: Monday, February 06, 2012 6:54 PM
To: Nathan Randall
Subject: Re: Montessori school in Del Ray

Mr. Randall,

I am writing in support of the Montessori school in Del Ray. Over 100 years ago, Maria Montessori recognized the importance of providing the foundation of knowledge to children through a myriad of sensory experiences. My daughter has thrived in this special environment. I appreciate your support for the school.

Heidi Kulberg

Sent from my iPad

Julie Fuerth

From: Kendra Jacobs
Sent: Tuesday, February 07, 2012 12:36 PM
To: Julie Fuerth
Subject: FW: Montessori School in Del Ray

From: Nathan Randall
Sent: Tuesday, February 07, 2012 12:33 PM
To: Kendra Jacobs
Cc: Barbara Ross
Subject: FW: Montessori School in Del Ray

From: Catherine Brack [<mailto:catherinebrack@yahoo.com>]
Sent: Tuesday, February 07, 2012 11:59 AM
To: Nathan Randall
Subject: Montessori School in Del Ray

Please grant the application for a Special Use Permit for the Del Ray Montessori School. The school will benefit the community, and over time, the larger metro area.
Thank you for your consideration.

Julie Fuerth

From: Nathan Randall
Sent: Tuesday, February 07, 2012 2:02 PM
To: Julie Fuerth
Cc: Kendra Jacobs; Barbara Ross
Subject: FW: The Del Ray Montessori School

From: David Turney [<mailto:dn.turney@yahoo.com>]
Sent: Tuesday, February 07, 2012 1:48 PM
To: Nathan Randall
Subject: The Del Ray Montessori School

Dear Mr. Randall,

My wife and I have two grandchildren, Ben and Anna Turney, attending the Del Ray Montessori School. We are strong supporters of the Montessori techniques of teaching. Both of our daughters had the opportunity of attending a Montessori school in their early years, and we attribute much of their success and happiness in life to this experience. We often have the pleasure of taking Ben and Anna to school. I wish you could meet them and see their love of learning. I am continually amazed at how much they have learned by age 5, including reading, sewing, binomial cubes, the continents, how to work independently but also how to mentor others, speaking in front on an audience about their favorite Montessori "job", and so much more.

We have heard that some may object to the granting of a Special Use Permit. As active participants in our grandchildren's schooling, we have seen firsthand the running of this school, and have never witnessed anything worthy of denying the city such an asset as this school. Importantly, if there are issues to be worked, I know Ms. Fondriest, her staff, and the parents are more than willing to work to resolve them. The quality of education afforded by the Del Ray Montessori School will pay dividends to our community. I earnestly hope you will support elementary status of this school.

Respectfully,

David and Nina Turney