



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2012-0018

PROPERTY LOCATION: 207 S. Peyton St.

TAX MAP REFERENCE: 73.02-06-04 **ZONE:** OCH

APPLICANT:

Name: St. Coletta's of Greater Washington, Inc.

Address: 207 S. Peyton St., Alexandria, VA 22314

PROPOSED USE: Expansion of existing Special Education School for Adults.

THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria staff and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article IV, Section 4-1404(D)(7) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Mary Catherine Gibbs
Print Name of Applicant or Agent
307 N. Washington St.
Mailing/Street Address
Alexandria, VA 22314
City and State Zip Code

Mary Catherine Gibbs 2/21/12
Signature Date
703-836-5757 703-548-5443
Telephone # Fax #
mcg.hcgk@verizon.net
Email address

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

SUP # 2012-0018

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 207 S. Peyton St. I hereby
(Property Address)
grant the applicant authorization to apply for the Expansion of the Special Education School for Adults use as
(use)
described in this application.

Name: Sharon B Raimo, CEO Phone 202-350-8680
Please Print St COLETTA OF GREATER WASHINGTON
Address: 1901 Independence Ave SE WDC Email: SRAIMO@STCOLETTA.ORG
20003
Signature: Sharon B Raimo Date: 2/21/12

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.

St. Coletta's of Greater Washington, Inc.
is a non-stock, not for profit corporation
with no owners.

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. St. Coletta's of Greater Wa	207 S. Peyton St.	no owners, non-stock not for profit corporation.
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 207 S. Peyton 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. St. Coletta's of Greater Wa.	207 S. Peyton St.	no owners, non-stock not for profit corporation.
2.		
3.		

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

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. St. Coletta's of Greater Washington, Inc.	none.	
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.

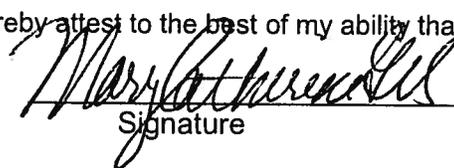
As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

2/21/12

Mary Catherine Gibbs

Date

Printed Name


Signature

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

Yes. Provide proof of current City business license

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

NARRATIVE DESCRIPTION

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

The Applicant obtained approval in 1996 to operate a school for children and adults with moderate to severe intellectual and secondary disabling conditions at 207 S. Peyton Street in Alexandria. The use allowed for 75 students and 65 staff to be housed at the site. The school hours were from 8:30 am until 3pm with a few night and weekend activities during the year. Most students arrived at the school on buses from surrounding jurisdictions. Over time, the school found other space in buildings nearby to accommodate the number of children and adults they served, each time seeking and obtaining SUP approval for those locations.

Since 2006, St. Coletta's has served only adults from this location and provides day support, pre-vocational and supported employment services to individuals with Intellectual Disabilities and secondary disabling conditions. The Applicant amended their existing SUP in March of 2014 to increase the number of adults they serve from 75 to 90 under the administrative minor amendment process under section 11-509 and 11-511 of the Zoning Ordinance. They currently serve 90 individuals and have 30 full time staff. Their hours of operation are 8am until 5pm Monday through Friday. They operate a small retail store on the first floor of the building that is sometimes open on weekends during the holiday season.

As discussed in the minor amendment application, St. Coletta's is planning a major renovation of the space this year, starting this summer. The renovation of the space will make it more efficient to serve the adults in their program. In so doing, St. Coletta's believes they can accommodate more adults in the space over time and is seeking, through this amendment, to increase the number of adults to up to 130. That increase wouldn't occur immediately. They currently have approximately 24 people on their waiting list, and no increase would occur until after the renovations were completed.

The individuals that are served are in a pre-vocational or supported employment program work at different businesses around Alexandria. All of them work on a part-time basis and have some job coaching support. The businesses include: Tabletalk, The Dairy Godmother, Giant Foods and Joe Theisman's. In addition, many of the other individuals in the program, as part of their vocational training, make fused glass items including house wares and jewelry that are sold at the shop. The individuals work in the shop as part of that training experience. They have several kilns on site that fire the glass objects that we produce. All kilns have been approved by the fire marshal.

The first floor of the building is mostly the garage. The store is a small front lobby space. With fifteen spaces off site, they have 48 spaces and we have no problem with parking. The current spaces are adequate. In fact, it is rare that there is ever a time that all the spaces in the garage are full. Many of the current staff do not drive to work but use the Metro and St. Coletta's provides Metro subsidies.

All the adults served arrive by vans and cabs. They are unloaded at the garage door and enter the building that way. The vans and cabs then leave the site. There is an existing transportation plan in place whereby staff with walkie-talkies manage the arrivals and departures and keep the cab and van drivers in line. The van drivers do not work for St. Coletta's. A Transportation Breakdown and Procedure is attached to this application for further details on how the adults currently in the program arrive and leave the site. A moderate increase in that number would be expected from the increase in adults served. It would not be a one for one increase because there are some economies of scale that would occur if existing vans could pick up the additional adult if they are located in the same geographic area. There isn't a way to specifically estimate the exact increase in vans and/or cabs that would serve the additional adults.

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,
[x] 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).
An increase from 90 to 130 adults.

B. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour, or shift).
50 staff, approximately. Currently 65 are permitted under the SUP, but only 30 are existing now.

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

Day: <u>Monday - Friday</u>	Hours: <u>8 a.m. to 5 p.m.</u>
<u>Participants Arrive: M, T & Th</u>	<u>8:15 a.m. to 4:30 p.m.</u>
<u>Wed.</u>	<u>8:15 a.m. to 5:00 p.m.</u>
<u>Fri.</u>	<u>8:15 a.m. to 4:00 p.m.</u>

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

A. Describe the noise levels anticipated from all mechanical equipment and patrons.
Normal amount from vans/cabs dropping off the adults and from the adults leaving to go to their respective work locations, if applicable.

B. How will the noise be controlled?

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

N/A

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

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

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

C. How often will trash be collected?
On a weekly basis, or more as needed.

D. How will you prevent littering on the property, streets and nearby properties?
Staff are outside the building regularly and monitor if they see litter from their use.

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:

Regular cleaning supplies for keeping the building clean.

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

There is an existing transportation management plan for the safe loading and unloading of the adults, and the building is secured so there is no access without a keycard or being let in by a staff member.

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:

- 1 Standard spaces
- 30 Compact spaces
- 2 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?

15 spaces are rented off site from Fannon on Duke St.

under existing parking variance granted in 1996.

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? Loading and unloading occurs in the loading zone in front of the building and on the driveway at the entrance to the garage.
- C. During what hours of the day do you expect loading/unloading operations to occur? 8:15 - 8:45 a.m. and 4:00 - 5:00 p.m.
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate? Once in morning and once in the afternoon.

16. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

Street access is adequate.

SITE CHARACTERISTICS

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

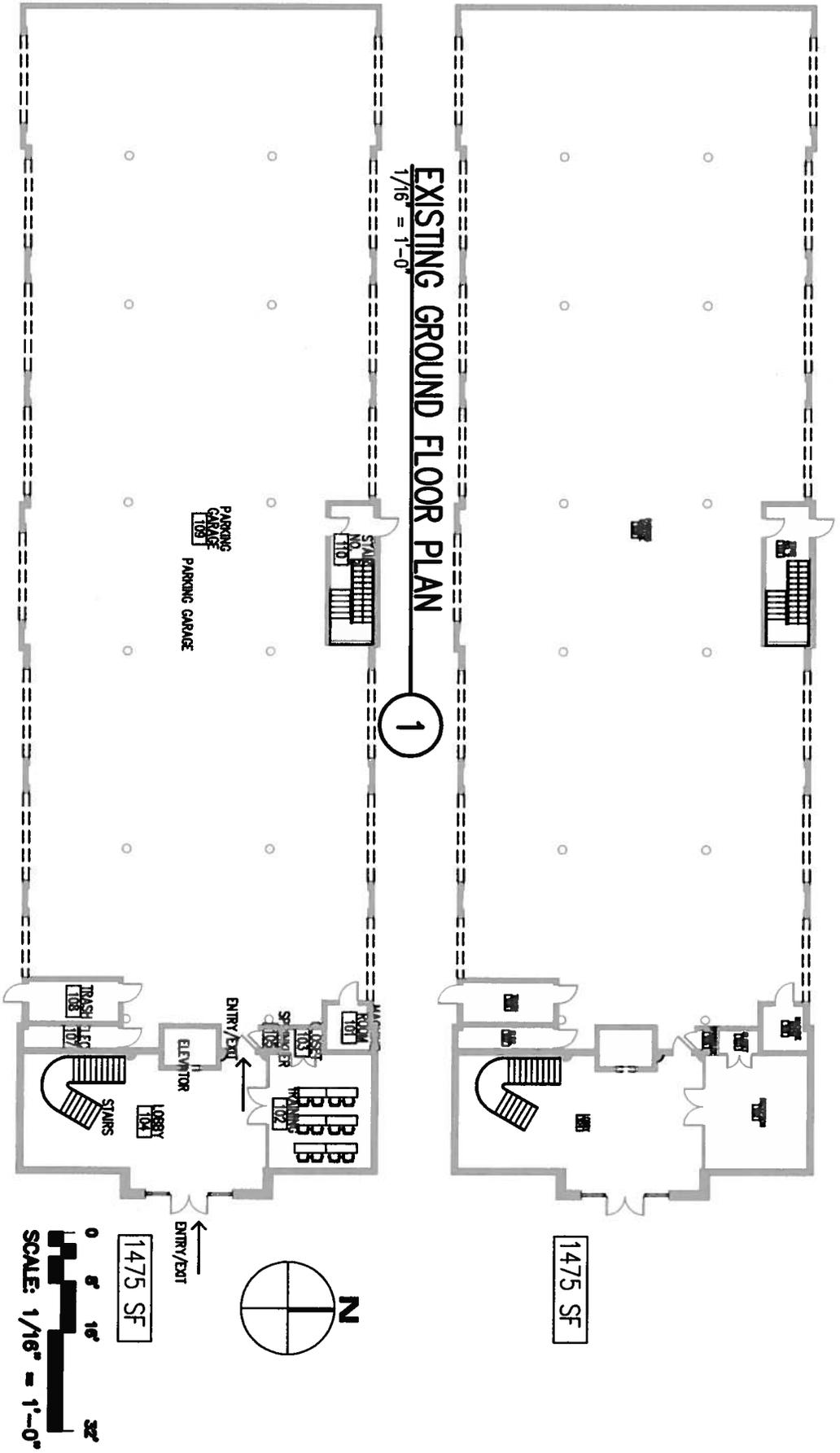
18. What will the total area occupied by the proposed use be?

20,555 sq. ft. (existing) + _____ sq. ft. (addition if any) = 20,555 sq. ft. (total)

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

- a stand alone building
- a house located in a residential zone
- a warehouse
- a shopping center. Please provide name of the center: _____
- an office building. Please provide name of the building: _____
- other. Please describe: _____

End of Application

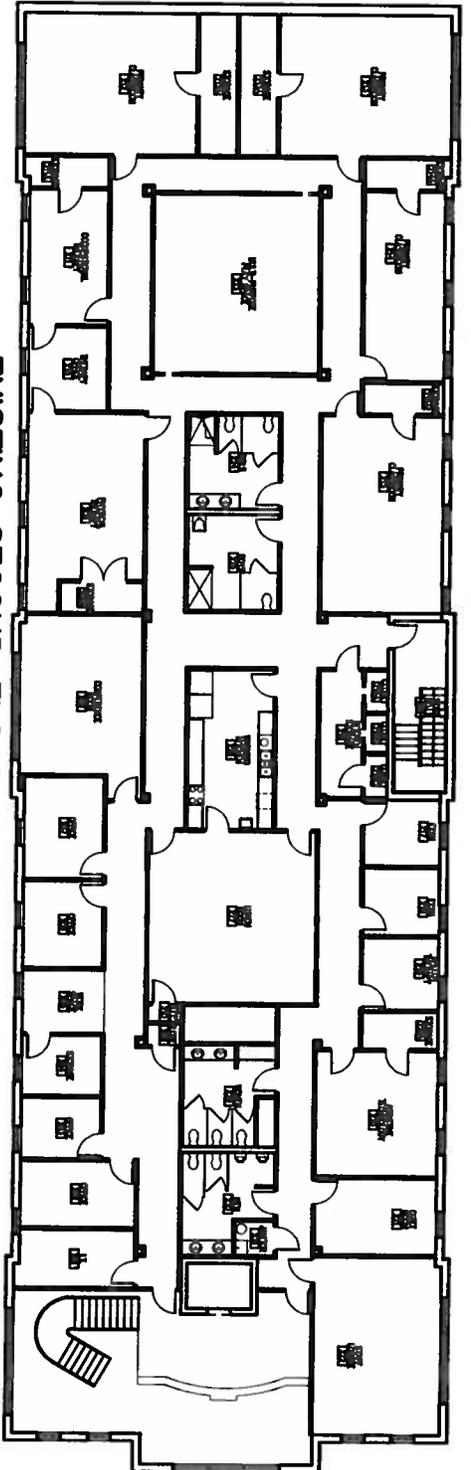


ST. COLETTA OF GREATER WASHINGTON
207 SOUTH PEYTON STREET
ALEXANDRIA, VA

2

1

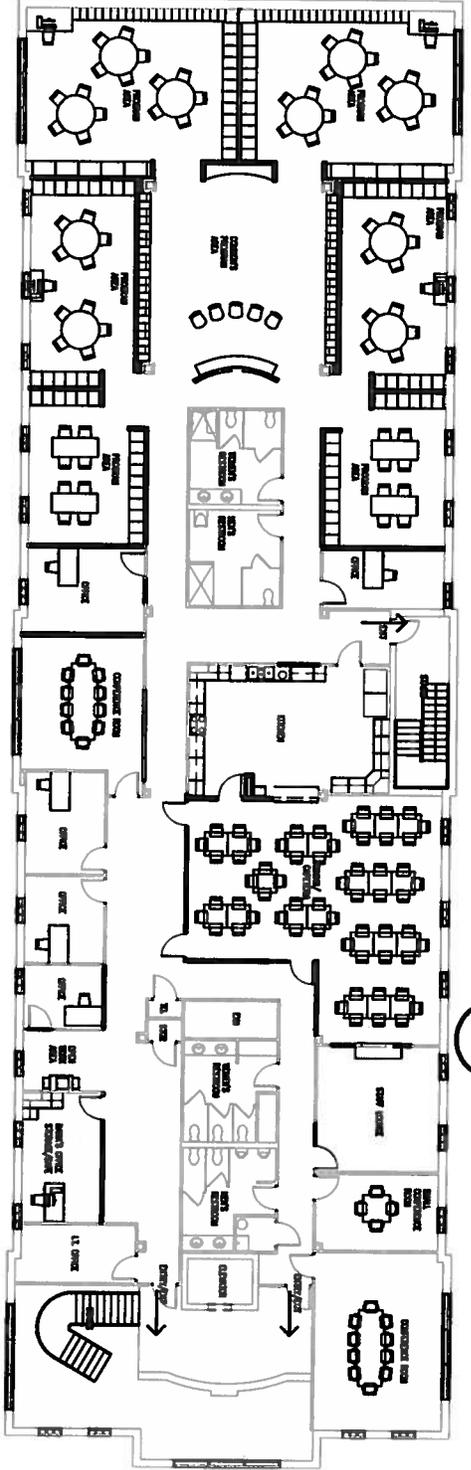
GRIMM + PARKER ARCHITECTS	11720 Belairville Drive Suite 600 Chesapeake, MD 20815	2020 Kennedy Road Alexandria, VA 22304	SK-1
	Tel: 301.595.1000 Fax: 301.595.0089	Tel: 703.998.9900 Fax: 703.998.9901	



EXISTING SECOND FLOOR PLAN
1/16" = 1'-0"

1

9,540 SF



PROPOSED SECOND FLOOR PLAN
1/16" = 1'-0"

2

9,540 SF



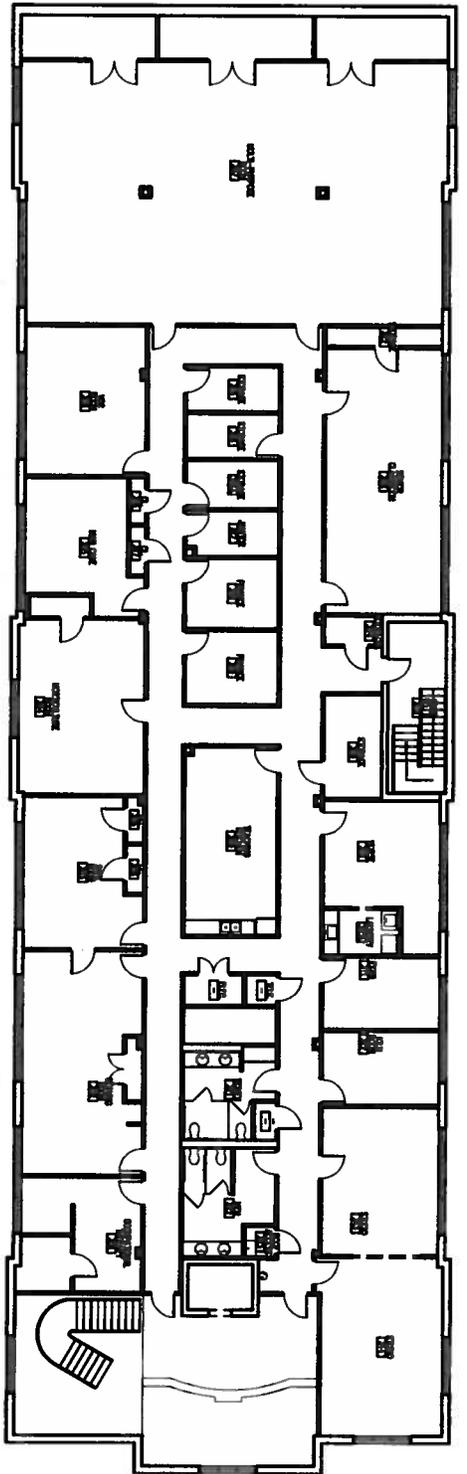
ST. COLETTA OF GREATER WASHINGTON
207 SOUTH PEYTON STREET
ALEXANDRIA, VA

GRIMM +
PARKER
ARCHITECTS

2000 Embassy Blvd
Alexandria, VA 22304
Tel: 703-900-8000
Fax: 703-900-8000

SK-2

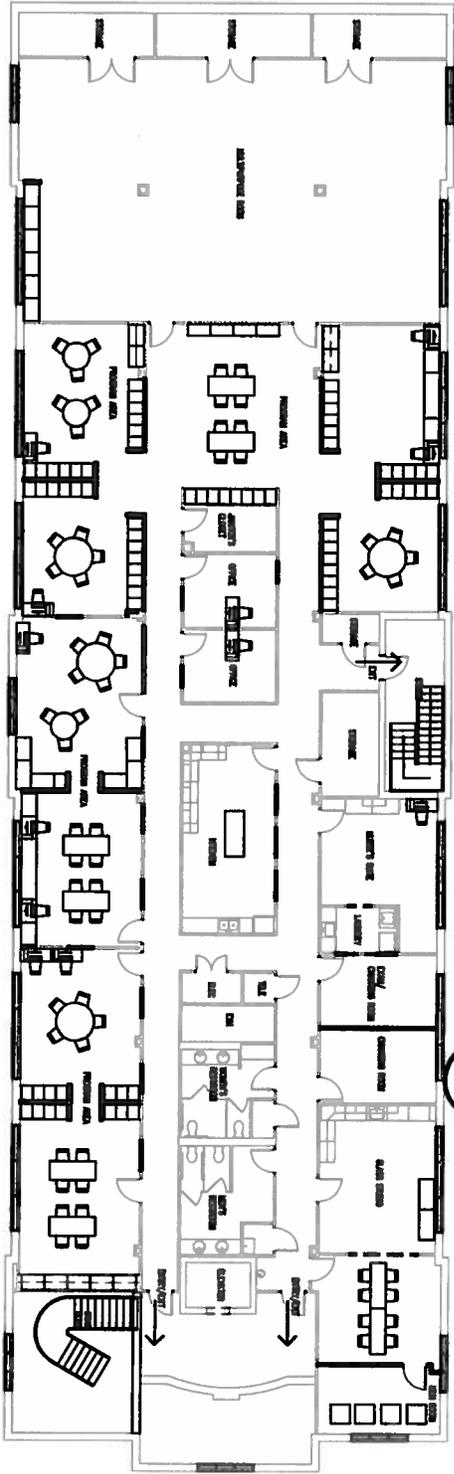
SUP 2012



9,540 SF

EXISTING THIRD FLOOR PLAN
1/16" = 1'-0"

1



9,540 SF

PROPOSED THIRD FLOOR PLAN
1/16" = 1'-0"

2



ST. COLETTA OF GREATER WASHINGTON
 207 SOUTH PEYTON STREET
 ALEXANDRIA, VA

GRIMM+
PARKER
 ARCHITECTS

2000 Broadway Blvd
 Alexandria, VA 22304
 Tel: 703.998.9999
 Fax: 703.998.9999

SK-3



St. Coletta of Greater Washington | Site Plan
207 South Peyton Street, Alexandria, VA

DATE: March 11, 2011

TO: Barbara Ross, Deputy Director
Department of Planning and Zoning

FROM: Nathan Randall, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2011-0004
Administrative Review for Minor Amendment
Site Use: Private School
Applicant: Saint Coletta's School by M. Catherine Gibbs
Location: 207 South Peyton Street
Zone: OCH/Office Commercial High

Request

Special Use Permit #2011-0004 is a minor amendment request to increase the maximum number of students at Saint Coletta's School from the current 75 to a total of 90 students. Although the applicant also anticipates extending the school day from the current 8:30am - 3:00pm to 8:00am - 5:00pm, this change does not require further SUP approval the prior SUP approval did not limit the hours of operation. No other changes to the operation are proposed in this application.

Background

Prior to the subject building being constructed, BZA Case #5261 was approved in 1986 for a parking variance to allow all parking spaces to be compact in size and to allow for a narrower drive aisle. On June 25, 1996, City Council approved Special Use Permit #96-0088 to operate a private school for mentally handicapped and disabled children and young adults. Since that time, the school has changed its operation at this location and now provides services such as life and vocational skills training to disabled adults only. The applicant also reports that fewer employees are on premises each day as a result of this change in student type.

A small retail shop, open occasionally to the public during the holiday season, is also located on premises.

In November 2010 staff visited the subject property as a part of its routine inspection program and found one violation of Special Use Permit #96-0088 regarding the number of students at the school. The applicant subsequently filed this minor amendment request.

Community Outreach

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. In addition, the Upper King Street Neighborhood Association was sent an e-mail with information about the current application. Staff has received one

comment from the property manager of a neighboring residential condominium property, who objected to the minor amendment based on general concerns regarding traffic and adequate pick-up and drop-off and a specific concern that vans and buses have blocked the condominium driveway.

Parking / Pick-Up and Drop-Off

The applicant satisfies its parking requirement with the provision of 48 parking spaces, 33 of which are located on-site. The applicant leases the remaining 15 spaces off-site.

The school uses its parking lot as well as a loading zone on South Peyton Street for the pick-up and drop-off of students, who arrive at the school via vans, small buses, or private vehicles. The applicant states that the school has dedicated two to three employees, including a transportation coordinator, to supervise the orderly pick-up and drop-off of students to ensure that no vehicles block driveways to other properties.

Staff Action

Staff does not object to the minor amendment request. The proposed increase from 75 to 90 students represents a 20% increase, consistent with Section 11-511(2)(b)(i)(c) of the Zoning Ordinance regarding eligible minor amendment requests.

Staff has added conditions to this report that are consistent with current standard language regarding matters such as litter and employee parking. Recognizing concern from the neighboring condominium, staff has also amended and added conditions regarding the pick-up and drop-off of students. Existing Condition #4 has been amended to require the applicant to provide a pick-up and drop-off plan in addition to documentation of off-street parking spaces available for the use. The required plan will help to prevent any conflicts that might arise with the increase in the number of students at the school. Staff has also included condition language (Condition #7) requiring the applicant to designate, as it is has already started to do voluntarily, at least one employee to coordinate the orderly pick-up and drop-off of its students and to ensure that no vehicles block access to any other property.

Staff hereby approves the Special Use Permit request.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: March 14, 2011
Action: Approved

Barbara Ross, Deputy Director

- Attachments:
- 1) Special Use Permit Conditions
 - 2) City Department Comments
 - 3) Statement of Consent

CONDITIONS OF SPECIAL USE PERMIT #2011-0004

The applicant is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. The Special Use Permit shall be granted to the applicant only or to any entity in which the applicant has a controlling interest. (P&Z) (SUP#96-0088)
2. **CONDITION AMENDED BY STAFF:** No more than ~~75~~ 90 students shall be permitted at the school at any one time. (P&Z) (~~SUP#96-0088~~)
3. No more than 65 staff members shall be permitted at the school at any one time. (P&Z) (SUP#96-0088)
4. **CONDITION AMENDED BY STAFF:** The applicant shall submit and maintain a pick-up/drop-off and parking plan to the satisfaction of the Directors of Planning and Zoning and Transportation & Environmental Services which (a) confirms that there are a minimum of 48 off-street parking spaces available for school staff and visitors at all times that the school is in session and (b) demonstrates how both drop off and pick up for all existing and additional new students will be accommodated without impacting adjacent properties. (P&Z) (T&ES) (SUP#96-0088)
5. The applicant shall contact the Crime Prevention Unit of the Alexandria Police Department for a security survey for the school. (Police) (SUP#96-0088)
6. Lighting in the garage shall be provided at a level acceptable to the Police Department and the Department of Transportation and Environmental Services. (Police) (SUP#96-0088)
7. **CONDITION ADDED BY STAFF:** The applicant shall designate at least one employee, and more employees as necessary, to supervise student pick-up and drop-off at the beginning and end of each school day and to assure that no vehicles used for student transportation block access to neighboring properties to the satisfaction of the Director of Planning & Zoning. (P&Z)
8. **CONDITION ADDED BY STAFF:** 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. (P&Z)
9. **CONDITION ADDED BY STAFF:** Trash and garbage shall be placed in sealed containers which do not allow odors to escape and shall be stored inside or in a closed container which does not allow invasion by animals. No trash and debris shall be allowed to accumulate on site outside of those containers. (P&Z)

10. **CONDITION ADDED BY STAFF:** 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)
11. **CONDITION ADDED BY STAFF:** All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
12. **CONDITION ADDED BY STAFF:** Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
13. **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)
14. **CONDITION ADDED 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 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)

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- F-1 If the loading zone in front of the school is to be used for drop-off/pick-up activities, the hours of the loading zone will need to be expanded due to the increase in the proposed hours. Currently the school closes at 3 PM and the loading zone is active from 8 AM to 4 PM. The amendment proposes changing the closing time of the school to 5 PM. The increase in the loading zone hours to 5 PM or later would have to be brought before the Traffic and Parking Board in a public hearing for approval. (Transportation)
- F-2 The required drop-off/pick-up plan should include the following minimum items: (T&ES)
- a. Drop-off/pick-up location and size
 - b. Total number of vehicles utilizing drop-off/pick-up location during a typical drop-off or pick-up period (also include a breakdown of vehicle types if possible – i.e. bus, van, cab, etc.)
 - c. Hours for drop-off and hours for pick-up
 - d. Vehicle Circulation – Describe the route drop-off/pick-up vehicles take to and from the drop-off/pick-up location
 - e. Location where pick-up vehicles can queue or wait if the pick-up vehicles arrive before the designated pick-up time.
- R-1 The applicant shall provide a student drop-off/pick-up plan for the review and approval of the Directors of Planning & Zoning and Transportation & Environmental Services that demonstrates how both drop off and pick up for all existing and additional new students will be accommodated without impacting adjacent properties. (T&ES, P&Z)
- R-2 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-3 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-4 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-5 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-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-3 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 following comments are for 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 Thomas Sciulli, Plan Review Supervisor at 703-746-4901 or thomas.sciulli@alexandriava.gov.
- C-1 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).

Health Department:

- F-1 This facility is currently operating as St. Coletta of Greater Washington Adult Program under an Alexandria Health permit, issued to Saint Coletta Greater Washington, Inc.
- C-1 An Alexandria Health Department Permit is required for all regulated facilities.
- C-2 Five sets of plans are to be submitted to and approved by this department prior to construction. Plans must comply with the Alexandria City Code, Title 11, Chapter 2, Food and Food Establishments. There is a \$200.00 fee for review of plans for food facilities.
- C-3 Approval must be obtained prior to use of the modified areas.
- C-4 The facility must comply with the Alexandria City Code, Title 11, Chapter 10, Smoking Prohibitions.

- C-5 A Certified Food Manager must be on duty during all hours of operation.
- R-1 Provide a menu or list of foods to be handled at this facility to the Health Department prior to opening.

Parks and Recreation:

- F-1 No Comment

Police Department:

- F-1 The Police Department has no objections to the proposed expansion of additional students allowed to attend the school from 75 to 90.

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2011-0004. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the private school at 207 South Peyton Street.

Applicant - Signature

Date

Applicant – Printed

Date

**Transportation Plan
St. Coletta of Greater Washington
Alexandria, VA Adult Program**

1. Drop-Off/Pick-Up Locations:
 - a. All transportation will drop-off and/or pick-up in front of 207 S. Peyton St. or on the side of 207 S. Peyton Street (turning right from S. Peyton Street.)
 - i. Transportation may **ONLY** wait in front of 207 S. Peyton Street in the curb area bordered by the *No Parking/Loading Zone* signs.
 - ii. Transportation may **ONLY** wait on the side of 207 S. Peyton Street (turning right from S. Peyton Street) from the garage entrance to the sidewalk curb in a single lane.
 - iii. Transportation can only approach 207 S. Peyton from North to South. Drivers CANNOT make a U-Turn or use adjacent lots for turnaround.
 - b. If the above waiting areas are occupied transportation **MUST** drive around the block:
 - i. From South on S. Peyton Street: right on Duke Street; right on Dangerfield Street; right on Prince Street; right on S. Peyton back to 207 S. Peyton.
 - ii. From North on S. Peyton: drivers **MUST** pass 207 S. Peyton and turn right on Prince Street; right on S. West Street; right on Duke Street; right on Dangerfield Street; right on Prince Street; right on S. Peyton back to 207 S. Peyton.
2. Outside of the waiting areas listed in 1.a.i and 1.a.ii above, the only alternative to driving around the block is legal street parking which drivers assume at their own risk. **At no time is transportation allowed to block adjacent drives or parking lots or to double park.**
3. Hours:
 - a. Drop-off will be from 8:40 a.m. to 9:30 a.m. Monday through Friday
 - b. Pick-up will be from 2:40 p.m. to 3:30 p.m. Monday through Friday
 - c. **Transportation is not to arrive prior to 8:40 a.m. or 2:40 p.m.** Early arrivals will result in St. Coletta notifying transportation's supervising authority.
4. Staffing:
 - a. St. Coletta will have two staff present in the front of the building and one staff present in the garage for both drop-off and pick-up.
 - b. Transportation staff will be subject to following all directions given by St. Coletta staff at all times.
 - c. If transportation refuses to follow the directions given by St. Coletta staff, St. Coletta reserves the right to contact Alexandria police and/or transportation's supervising authority at any time.
5. These instructions will be sent on a quarterly basis to all transportation providers and parents and guardians. In addition, St. Coletta staff will immediately present these written instructions to any driver violating these rules on any given day.

Transportation Breakdown and Procedure

St. Coletta Adult Program/Alexandria, VA

2012

Morning Transportation: Doors open at 8:40am

As the doors open, all available staff members arrive downstairs to help escort participants up to their rooms. After this initial push, four staff members continue to shuttle participants upstairs to their rooms. These four staff members are termed "runners." The staff members who are not runners remain in their rooms to greet the participants and run the morning activity.

In addition to the runners, two Transportation Staff Members are stationed at the front entrance and one in the garage to initially receive the participants, sign paperwork, converse with drivers/family, and check in each participant using our electronic PDA check-in system. These two staff members direct traffic and escort participants from their transportation as a first-come first-serve basis. If there are no spots available in front of the building, the staff members will direct the vans/buses to join the line formed on the access road alongside St. Coletta or circle the block until either line has an opening. The Transportation team remains at their posts until 9:30am. At this point, they close the doors and go on with the rest of their daily duties.

While the majority of participants have usually arrived at this point, participants will continue to arrive until 10:30-11:00am. After 9:30am, drivers/family members must walk up to the doors and ring the buzzer to enter the building. A staff member will then meet the participant in the ground floor lobby.

Vehicle Breakdown AM/PM

District of Columbia (5 vehicles total)	Commonwealth of Virginia (29 vehicles total)
Big Van 4	Big Van 3
Bus 0	Bus 3
Taxicab 0	Taxicab 6
Metro Access Van 1	Metro Access Van 10

Other van/cars	0	Other van/cars	9
----------------	---	----------------	---

This breakdown is accurate for a typical day, but the numbers may differ when it comes to Metro Access Vans and Taxicabs. Metro Access sometimes contracts out pickups to cab companies. Also, additional vehicles may arrive if someone misses their normal transportation and must then travel in a vehicle driven by their family/group home.

Afternoon Transportation: Doors open at 2:40pm

Drivers are not supposed to arrive before that time and wait outside. They are instead encouraged to wait in legal street parking or circle the block until a spot opens up in front of the building or in the line for the garage.

As in the morning, two Transportation Staff Members man the front entrance and one at the garage starting at 2:40pm. The Transportation Team then calls for each participant to come down on a first-come first-serve basis. Staff members in the building are awaiting these calls and escort the participants down the stairs or elevator as needed. As vehicles arrive, the Transportation Team directs traffic to ensure that vehicle operate in a safe and efficient manner. If there are no spots available in either line, the team asks the drivers to circle the block and wait for an opening.

Most participants have left the building by 3:30pm. At this point, administration members begin to call families/transportation companies to inquire as the whereabouts of the missing rides. The Transportation Team then waits with the remaining participants while administration calls for rides. The late rides trickle in, but participants have left as late as 7:00pm in unusual cases.