



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2010-0017

PROPERTY LOCATION: 1224 Princess Street, Alexandria, VA 22314

TAX MAP REFERENCE: 64.01-12-1 **ZONE:** RB

APPLICANT:

Name: Hopkins House - A Center for Children and their Families

Address: 1224 Princess Street, Alexandria, VA 22314

PROPOSED USE: Change of existing use with an SUP.

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

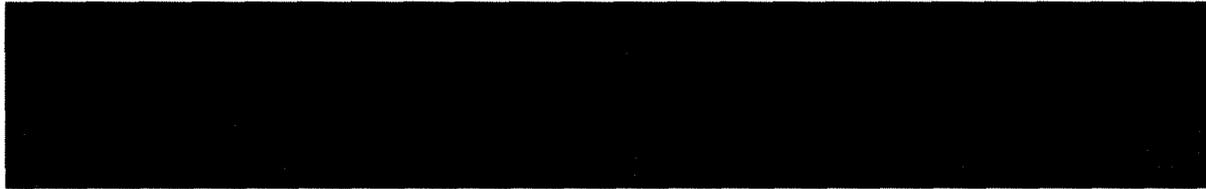
Mary Catherine Gibbs 3/23/10
Signature Date

307 N. Washington Street
Mailing/Street Address

703.836.5757 703.548.5443
Telephone # Fax #

Alexandria, VA 22314
City and State Zip Code

mCG.HCGK@verizon.net
Email address



PROPERTY OWNER'S AUTHORIZATION

As the property owner of Hopkins House - A Center for Children and their Families, I hereby
(Property Address)
grant the applicant authorization to apply for the Special Use Permit use as
(use)
described in this application.

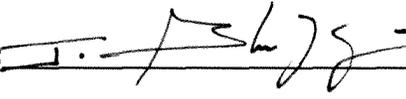
Name: J. Glenn Hopkins, President

Phone: 571-480-4094

Please Print

Address: 1224 Princess Street, Alexandria, VA 22314

Email: hopkins@hopkinshouse.org

Signature: 

Date: 3/23/10

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.

n/a

keep this letter for your records.

SUP 2010-0017

City of Alexandria Business License

Revenue Administration Division, City of Alexandria, 301 King Street, Room 1400, Alexandria, VA 22314



License Expires December 31, 2010
Must Be Renewed By: March 1, 2011

This license has been issued by the Revenue Administration Division of the City of Alexandria and is granted to:

HOPKINS HOUSE
1224 PRINCESS ST
Alexandria, VA 22314

License Number: 110441-2010
Account Number: 110441
Tax Period: 2010
Business Name: HOPKINS HOUSE
Trade Name: HOPKINS HOUSE ASSOCIATION INC
Business Location: 1224 PRINCESS ST
Alexandria, VA 22314
License Classification(s): Exempt
9-011-011
Other Exempt

NARRATIVE DESCRIPTION

Under SUP #2001-0043 (Approved by City Council on June 16, 2001) the Hopkins House Helen Day Preschool Academy located at 1224 Princess Street is limited to enrollment of a maximum of 55 children and 21 staff.

Since September 2009, enrollment of children at the Helen Day Preschool Academy has been at its capacity of 55 children with a growing waiting list (numbering 20 children as of December 2009).

In January 2010, Hopkins House's Helen Day Preschool Academy was ranked one of the top two preschools in the City of Alexandria by *Northern Virginia Magazine* (January 2010 edition) and in March 2010, the Preschool Academy was accredited by the NAEYC Academy for Early Childhood Program Accreditation. As a result, the Preschool Academy's waiting list has spiked in recent weeks (numbering 40 children – some of whom will not be born for several months – as of March 2010) and continues to grow.

This suggests an increasing and urgent need for quality preschool in the West Old Town community in which Hopkins House's Helen Day Preschool Academy has been located for 70 years. Hopkins House would like to help meet this increasing need by increasing the number of children that we can serve in our Preschool Academy.

Representatives of Hopkins House will be meeting with the West Old Town Civic Association (formerly Inner City Civic Association) on April 7 to discuss not only the growing need for quality preschool in the neighborhood but also this Special Use Permit application.

Hopkins House owns the building at 1224 Princess Street. The Helen Day Preschool Academy is housed on the first floor of this two-story building. The second floor has a large conference room and offices that can be easily retrofitted to accommodate educational use by the Preschool Academy. Hopkins House proposes to use this conference room and offices on the second floor for new classrooms and educational space for up to 20 additional children, ages 6 weeks to 5 years old.

This is a request to amend SUP #2001-0043:

- Condition #3: To increase the maximum enrollment at the Helen Day Preschool Academy to 75 children; and,
- Condition #6: To increase the maximum number of staff persons at the Helen Day Preschool Academy to 24.

In December 2002, Hopkins House sold the building at 1218 Princess Street but maintained an easement for use of the backyard as a playground for the children at the Helen Day Preschool Academy. With regard to SUP #2001-0043, this is to request:

- Condition #9: Be deleted
- Condition #17: Be deleted

In 2001, in accordance with SUP Condition #16, the Hopkins House Trustees established a Neighborhood Advisory Committee (NAC). The NAC met regularly until 2003 when its members suggested that a more effective mechanism for formal communication and dialogue would be for Hopkins House to include residents of the neighborhood on its Board of Trustees and Board committees. This mechanism has proven to be very effective.

Since 2003 residents of the West Old Town community have been routinely elected to the Hopkins House Board of Trustees and appointed to Board committees. Currently 1 West Old Town resident sits on the Board of Trustees and at least 1 resident is on two of the Board's four committees. These individuals have not only contributed handsomely of their time, talent and treasure to Hopkins House, but they have also provided valuable insight on matters of mutual interest to Hopkins House and the local community.

Also, Hopkins House is a member of the West Old Town Civic Association.

Since 2001, through these means, Hopkins House and the local community have enjoyed a positive and supportive relationship. Therefore, with regard to SUP #2001-0043, we believe this condition has been met and request:

- Condition #15: Be deleted
- Condition #16: Be deleted

National Association for the Education of Young Children

Having met the NAEYC Early Childhood Program Standards,
Hopkins House-Helen Day Preschool Academy

1224 Princess Street
Alexandria, VA 22304
Program ID 208800

is hereby awarded

NAEYC Accreditation

by the NAEYC Academy for Early Childhood Program Accreditation

04/01/2015

Certificate is valid until date above

www.rightchoiceforkids.org
accreditation.information@naeyc.org
800-424-2460



Mark R. Ginsberg
Mark R. Ginsberg, Ph.D.
NAEYC Executive Director

100-0108 ds
Sep 2010-0017

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).
20 additional children, or total of 75 children, Monday - Friday, 7am - 6pm

B. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour, or shift).
3 additional staff, or total of 24 employees, Monday - Friday, 6:30am - 6:30pm

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

Day:	Hours:
<u>Monday - Friday</u>	<u>7am to 6pm</u>
_____	_____
_____	_____
_____	_____

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

A. Describe the noise levels anticipated from all mechanical equipment and patrons.
None. Children are indoors.

B. How will the noise be controlled?
N/A

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

None.

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)
Food and food wrappers, paper

B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)
1 60-gallon garbage bag daily

C. How often will trash be collected?
Once weekly

D. How will you prevent littering on the property, streets and nearby properties?
Trash is kept in containers and collected in fenced area behind building.

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

Yes. No.

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

N/A

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

Yes. No.

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

N/A

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

No additional safety issues are anticipated as a result of this application.

ALCOHOL SALES

13.

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

Yes No

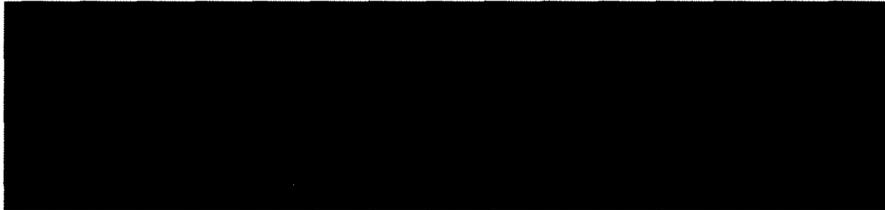
If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

N/A

PARKING AND ACCESS REQUIREMENTS

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

- 0 Standard spaces
- 0 Compact spaces
- 0 Handicapped accessible spaces.
- 0 Other.



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?

Street parking

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? 1



B. Where are off-street loading facilities located? _____
 At front of building at intersection of N. Payne and Princess.

C. During what hours of the day do you expect loading/unloading operations to occur?
7-9am and 4-6pm, Monday through Friday

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

Adequate. No street improvements are needed as a result of this application.

SITE CHARACTERISTICS

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

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

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

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

5,142 sq. ft. (existing) + 0 sq. ft. (addition if any) = 5,142 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



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)

2 additional parking spaces, off-site, on street, are requested for 1 new classroom.

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

This application proposes the addition of 1 new classroom, requiring 2 additional parking spaces, off-site, on street. On-site parking is not possible because there is no available space on the property at 1224 Princess Street (see aerial photo attached)

3. Why is it not feasible to provide the required parking?

The building, constructed in 1972 does not have on-site parking.

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

 Yes. X 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.



BAR-99-0243

2/9/00



SUP 2010-0017

Response to Question #6 – Parking Reduction

On June 14, 1973, the Board of Zoning Appeals reviewed the construction proposal for the Hopkins House building at 1224 Princess Street and granted a variance to Hopkins House, allowing it to be built without the 27 parking spaces required for the community building. (BZA CASE #1374).

As we have demonstrated in previous Special Use Permit applications, on-street parking by Hopkins House has no negative impact on the neighborhood. Parking is typically limited to daytime hours between 7am and 6pm when local residents are away at work and there is ample available on-street parking.

On a typical day, Hopkins House uses fewer than 21 on-street parking spaces. This request for an additional 2 parking spaces will, we believe, impose no negative impact on the surrounding neighborhood.



APPLICATION - SUPPLEMENTAL

CHILD CARE

This Supplemental information is to be filed by applicants requesting special use permit approval of a child care home or child care center. All applicants must submit a plot plan of the property, showing play areas and parking, and an interior floor plan. If a play area that is not owned or leased by the operator is to be used by the children, written permission from the owner must be obtained and a copy submitted with this application.

CHILD CARE HOMES

Applicants requesting special use permit approval of a child care home for six to nine children within a home shall complete this section.

1. Is the proposed facility the principal residence of the operator? Yes No
2. Is the operator registered with the City of Alexandria Office of Early Childhood Development to provide child care in the home? Yes No
3. How many children, including resident children, will be cared for? 75 Children
4. How many children reside in the home? N/A, This is a Child Care Center
5. How old are the children? (List the ages of all children to be cared for)
 Resident: N/A
 Non-resident: 6 weeks to 5 years old.
6. A minimum of 75 square feet of outdoor play area on the lot must be provided for each child above age two.
 Play area required:
 Number of children above age two: 57 x 75 square feet = 4,275 square feet
 Play area provided: Yes No square feet
7. If the lot does not have room for on-site play area, is the child care home within 500 feet of a park or playground available for the children to play in? Yes No

If yes, please describe the park's play area:
In addition to the outdoor play area at the rear of 1218 Princess Street (See attached), the Helen Day Preschool Academy uses Hunter/Miller Park located at 224 North Fayette Street. The park is 4.2 acres and has tire swings, toddler swings, climbing structure with many levels and slide tubes.

NOTE: Child care homes are not permitted to display signs.

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?
24
How many staff members will be on the job at any one time? 15

2. Where will staff and visiting parents park? _____
In available spaces on Princess Street and/or N. Payne Street

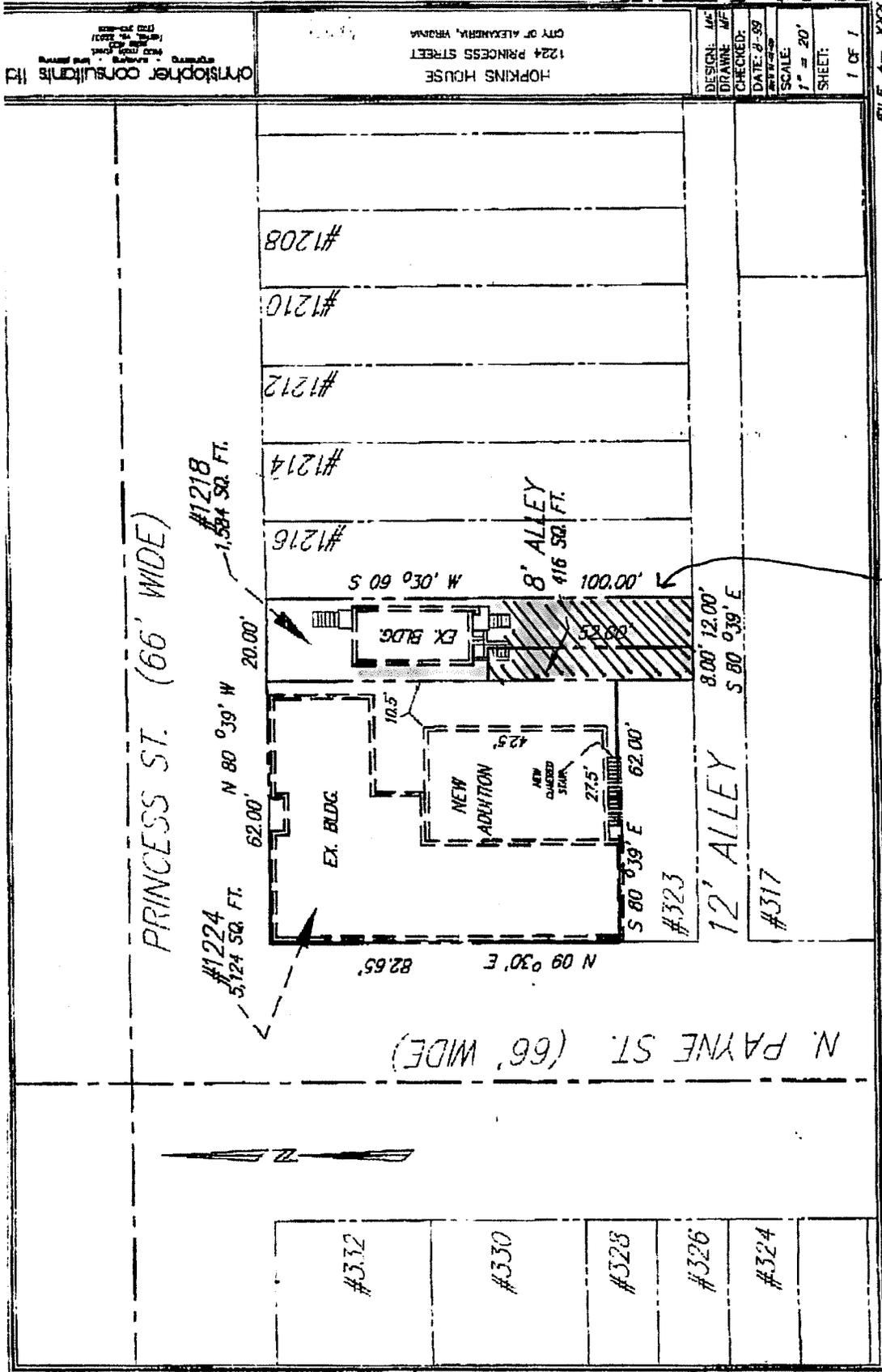
3. Please describe how and where parents will drop off and pick up children.
The Hopkins House building has a designated loading area at the front entrance on the corner of Princess and N. Payne streets. This loading area is used by parents to drop off and pick up their children.

4. At what time will children usually be dropped-off and picked-up?
Drop-off Pick-up
7am to 9am, Monday - Friday 4pm to 6pm, Monday - Friday

5. What type of outdoor play equipment is proposed for the child care facility, if any? Where will it be located on the property?
No outdoor play equipment is currently located on the outdoor play area at the rear of 1218 Princess Street used by the Helen Day Preschool Academy. This play area serves as an outdoor nature discovery "classroom". No play equipment is contemplated or proposed as part of this application.

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 existing fence, erected by Hopkins House, encloses the outdoor play area at the rear of 1218 Princess Street and is 6 feet tall and constructed of board on board.



Christopher Consultants, Inc.
 1224 PRINCESS STREET
 CITY OF ALEXANDRIA, VIRGINIA

HOPKINS HOUSE
 1224 PRINCESS STREET
 CITY OF ALEXANDRIA, VIRGINIA

DESIGN: MC
 DRAWN: MF
 CHECKED:
 DATE: 8-89
 SCALE: 1" = 20'
 SHEET: 1 OF 1

FILE A- XXXX

CHILD CARE CENTERS ONLY

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

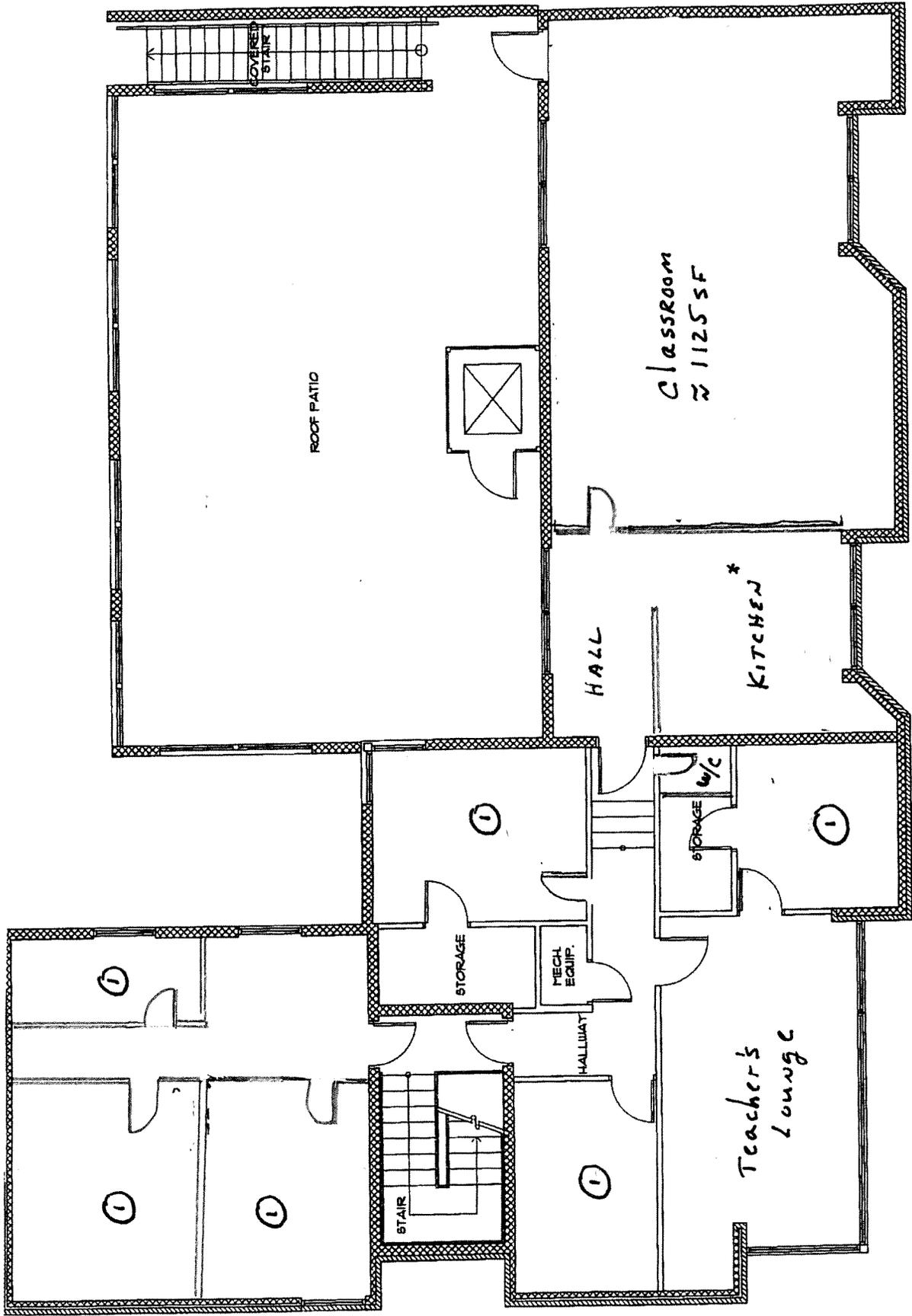
1. How many children will be cared for during one day? 75 Children

2. What age children do you anticipate caring for? 6 weeks to 5 years old.

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.

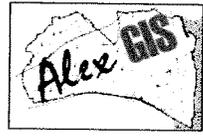
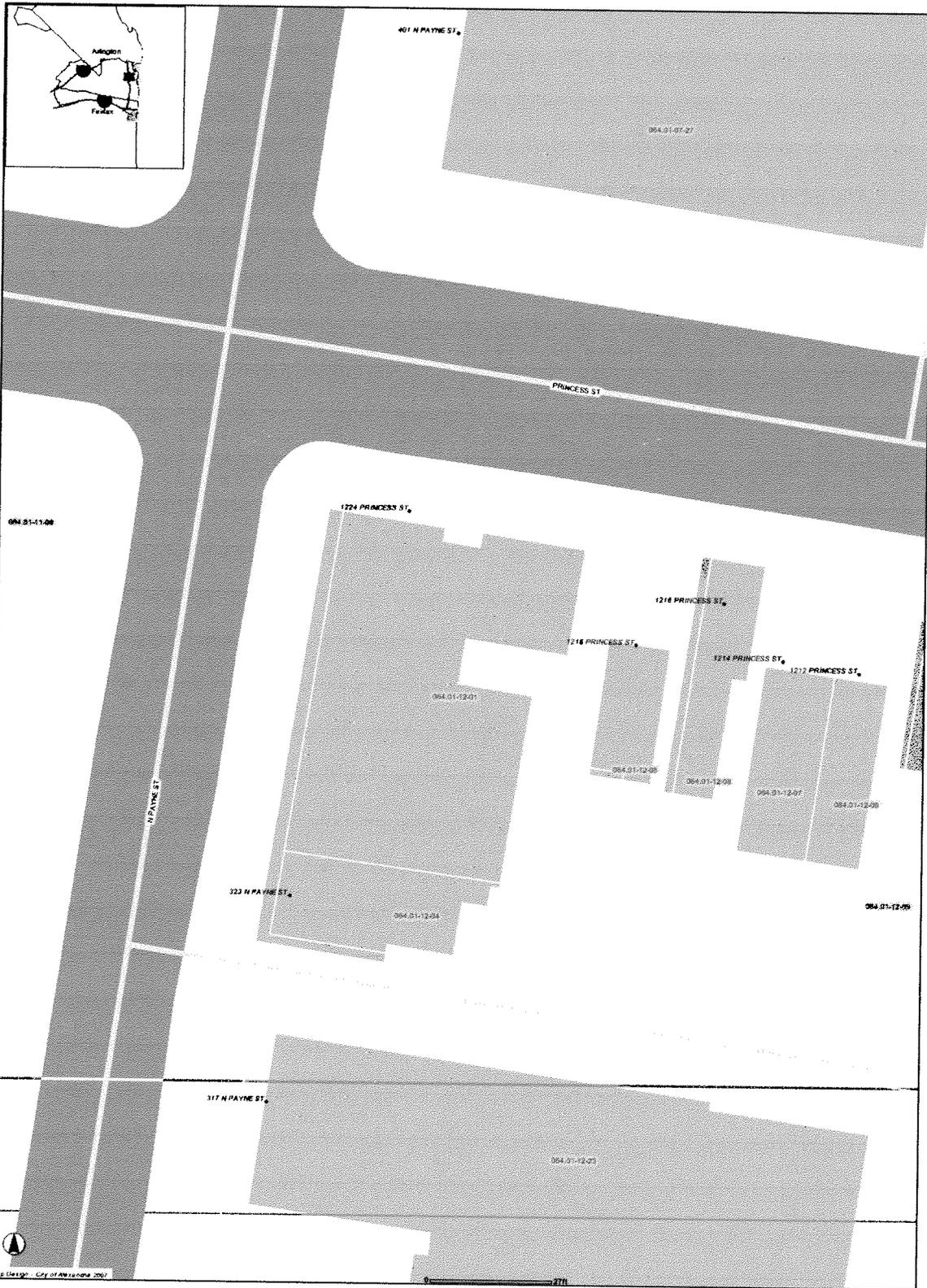


- ① Accessory uses: Study and activity space, parent resource center, counseling room.
- * No cooking on-site. Food for children is entered and delivered daily.

HOPKINS HOUSE - PRINCESS STREET
 SECOND FLOOR PLAN ≈ 2573 SF

Hopkins House - 1224 Princess Street

Date Created: 3/23/2010



Legend for Parcel Map

Highlighted Feature

- Metrorail Stations
- City Boundary
- Metrorail Stations
- Address Points
- Metrorail Tracks

Other

- Water
- Yard
- Other

Parcels

- Road Labels
- Road Centerlines

Other

- Primary Collector
- Residential Collector

Other

- Other Road
- Roads
- Railroads
- Buildings
- Parks
- Water
- Arterial Road
- Other

City of Alexandria

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

Commonwealth of Virginia



DEPARTMENT OF SOCIAL SERVICES

LICENSE

CHILD DAY CENTER

Issued to: Helen Day Preschool Academy - Hopkins House Association of Alexandria

Address: 1224 Princess Street, Alexandria, Virginia 22314

This license is issued in accordance with provisions of Chapters 1, 17 and 18, Title 63.2, Code of Virginia as amended, the established rules and regulations of the State Board of Social Services and the specific limitations prescribed by the Commissioner of Social Services as follows:

<u>CAPACITY</u>		<ul style="list-style-type: none"> • Adjacent area not to be used as playground until completely developed. • Care for children less than 2½ years of age restricted to Nursery and Rooms A and C.
57		
<u>Sex</u>	<u>Age</u>	
M/F	6 weeks through 5 years	

This license is not transferable and will be in effect May 11, 2009 through May 10, 2011 unless revoked for violations of the provisions of law or failure to comply with the limitations stated above.

ISSUING OFFICE:

Virginia Department of Social Services
Division of Licensing - Fairfax Licensing Office
11320 Random Hills Road, Suite 200
Fairfax, VA 22030
Telephone: (703) 934-1505

ANTHONY CONYERS, JR.
COMMISSIONER OF SOCIAL SERVICES

By *James J. Parcelli*
James J. Parcelli

Title LICENSING ADMINISTRATOR

Date May 13, 2009

FLO-443900-L105
LICENSE NUMBER

Syd 2010-0017