



# APPLICATION SPECIAL USE PERMIT

Sup 2011 - 0012

## ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

☐ Change of Ownership ☒ Minor Amendment

[must use black ink or type]

**PROPERTY LOCATION:** 1321 Leslie Avenue, Alexandria, Virginia

**TAX MAP REFERENCE:** 44.03 04 03 **ZONE:** CSL

### APPLICANT

**Name:** Learning Foundation of Metropolitan Washington, Inc.

**Address:** Commonwealth Academy, 1321 Leslie Avenue, Alexandria, VA 22301

### PROPERTY OWNER

**Name:** 1321 Leslie Ave. Associates, LLC

**Address:** c/o Wharco Realty Group, Inc.

**SITE USE:** P. O. Box 34388, Bethesda, MD 20827

☐ **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Change in Ownership**, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☒ **THE UNDERSIGNED**, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

☒ **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Minor Amendment**, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☒ **THE UNDERSIGNED**, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Duncan W. Blair

Print Name of Applicant or Agent

524 King Street

Mailing/Street Address

Alexandria, VA 22314

City and State

Zip Code

  
Signature

703 836-1000 703 549-3335

Telephone #

Fax #

dblair@landclark.com

Email address

March 7, 2011

Date

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

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

Fee Paid: \$ \_\_\_\_\_

Legal advertisement: \_\_\_\_\_

ACTION - PLANNING COMMISSION \_\_\_\_\_

ACTION - CITY COUNCIL: \_\_\_\_\_

**The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.**

**1. Please describe prior special use permit approval for the subject use.**

Most recent Special Use Permit # 2006-0015

Date approved: 5 / 20 / 2006  
                             month           day           year

Name of applicant on most recent special use permit Learning Foundation of Metropolitan Washington, Inc., dba Commonwealth Academy  
 Use private school

**2. Describe below the nature of the *existing* operation in detail** so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)

See Attachment A

## **ATTACHMENT A**

Commonwealth Academy is a coeducational college preparatory day school for students in grades 3-12 who benefit from small classes and individualized instruction, along with those who have organizational, attention, or learning differences. We have a total population of 119 students: 8 Lower School (LS), grades 3-5; 40 Middle School (MS), grades 6-8, and 71 High School (HS), grades 9-12. We have 26 full-time faculty/staff, and eight (8) part-time faculty/staff. Of the eight part-time faculty/staff, only six (6) spend time in the building across the day.

The Lower School was opened this year with a 1:5 teacher-to-student ratio. Both the MS and HS maintain a class size of up to ten (10) students in any academic class and most electives, resulting in a 1:10 ratio. Only PE and Art electives have more than ten students. We have a partnership with the YMCA on Monroe Avenue, so our PE classes of between 15-25 students, accompanied by two (2) teachers, walk to YMCA to use their indoor and outdoor facilities. There is a small, fenced in area with a picnic table and basketball hoop adjacent to the school that is used by our students during breaks and lunch and supervised by our teachers.

The school opens at 7 am each morning to help families who commute long distances. Lower School and Middle School classes start at 7:30 am and end at 3 pm; High School classes start at 8:15 am and end at 3:40 pm. At the start of each day, all MS and HS students enter the building through the double doors off the parking lot to have attendance taken by the teacher on duty and to wait to be dismissed into the building at appropriate times. All Lower School students enter through the front door and wait in the lobby with one of their teachers until 7:30 am and are then led to their two classrooms at the end of the HS wing.

Although both the LS and MS officially end at 3:00 pm, they have the option of staying until 3:40 pm for supervised study halls. We run a limited After School Directed Study Hall for HS students from 4 – 5:30 pm. For parking, we have access to two parking lots, one paved lot adjoining the school with a total of 15 spaces, including one handicapped space, and another gravel lot across street from the school with 5 spaces available. The remaining faculty/staff park on the local streets surrounding the school. Visiting parents usually park on local streets school during school hours.

We have a total of 15 classrooms which includes two classrooms dedicated to the Lower School within the HS wing, a dedicated Art room and separate labs for chemistry, biology and physics. We have six computer labs: two assigned as Writing Labs for MS and HS writing classes and one is a MAC Lab used for instruction in New Media which covers computer graphics, videography and web design. The remaining three computer labs are open to individual teachers for specific class work or projects as well as our computer and programming classes.

Our hope is to expand the physical plant to include an additional 2,000 square feet dedicated to the Lower School but not add to the total number of students. This

SUP 2011-0012

dedicated space would have up to four (4) classrooms, bathroom facility, and open space for circle time and class activities. The expansion would also give us access to some additional square footage in the outside fenced area and expand our recess, break and lunch time play area.

**3. Describe any proposed *changes* to the business from what was represented to the Planning Commission and City Council** during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary)

See Attachment B.

## **ATTACHMENT B**

Our current SUP allows us to have 150 students and 40 faculty/staff within an approximately 20,000 square foot facility. We have a specialized program that services very specific students so it is our belief that the current SUP cap of 150 students and 40 full-time faculty/staff is sufficient to meet our current and projected growth.

We do hope to expand the physical plant only to include an additional 2,000 square feet exclusively for the Lower School students. This dedicated space would have its own separate entrance, up to four (4) classrooms, separate bathroom facility, and open space for circle time and class activities. Given the 1:5 teacher-to-student ratio, the Lower School can grow to around 20 students with up to four (4) teachers total. The expansion would also give us access to some additional square footage in the outside fenced area for the exclusive use of the Lower School during their recess, break and lunch time. The Lower School would continue to access the main building across the day to use the sunroom and Art room. The additional 2,000 square feet would also have a separate entrance

4. Is the use currently open for business? ☒ Yes ☐ No

If the use is closed, provide the date closed. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

5. Describe any proposed changes to the conditions of the special use permit:

Increase the area occupied by the school from 19,000 square feet of space to 21,000 square feet of space; amend hours of operation; eliminate SUP 2006-0015 condition 3(a) requirement for staggered hours, and condition 15 regarding required meetings with community.

6. Are the hours of operation proposed to change? ☒ Yes ☐ No

If yes, list the current hours and proposed hours:

Current Hours:

7:00 am - 5:00 pm

Proposed Hours:

7:00 am - 5:30 pm

Class room instruction ends at 3:40 pm.

The school offers a limited After School Directed Study Hall for high school students from 4:00 pm - 5:30 pm.

7. Will the number of employees remain the same? ☒ Yes ☐ No

If no, list the current number of employees and the proposed number.

Current Number of Employees:

Proposed Number of Employees:

8. Will there be any renovations or new equipment for the business? ☒ Yes ☐ No

If yes, describe the type of renovations and/or list any new equipment proposed.

See attached.

9. Are you proposing changes in the sales or service of alcoholic beverages? ☐ Yes ☒ No

If yes, describe proposed changes:

- 10. Is off-street parking provided for your employees?** ☒ Yes ☐ No

If yes, how many spaces, and where are they located?

There are 16 onsite parking spaces.

- 11. Is off-street parking provided for your customers?** ☒ Yes ☐ No

If yes, how many spaces, and where are they located?

There are 16 onsite parking spaces.

- 12. Is there a proposed increase in the number of seats or patrons served?** ☐ Yes ☒ No

If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)

Current:

Proposed:

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

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

- 13. Are physical changes to the structure or interior space requested?** ☒ Yes ☐ No

If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

- 14. Is there a proposed increase in the building area devoted to the business?** ☒ Yes ☐ No

If yes, describe the existing amount of building area and the proposed amount of building area.

Current:

Proposed:

19,000 square feet

21,000 square feet

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

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

- 15. The applicant is the** (check one) ☐ Property owner ☒ Lessee

other, please describe:

- 16. The applicant is the** (check one) ☒ Current business owner ☐ Prospective business owner

other, please describe:



17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (10%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

**Please provide ownership information here:**

Learning Foundation of Metropolitan Washington, Inc. is a Virginia nonstock  
corporation doing business as Commonwealth Academy.

2100-11002 d15

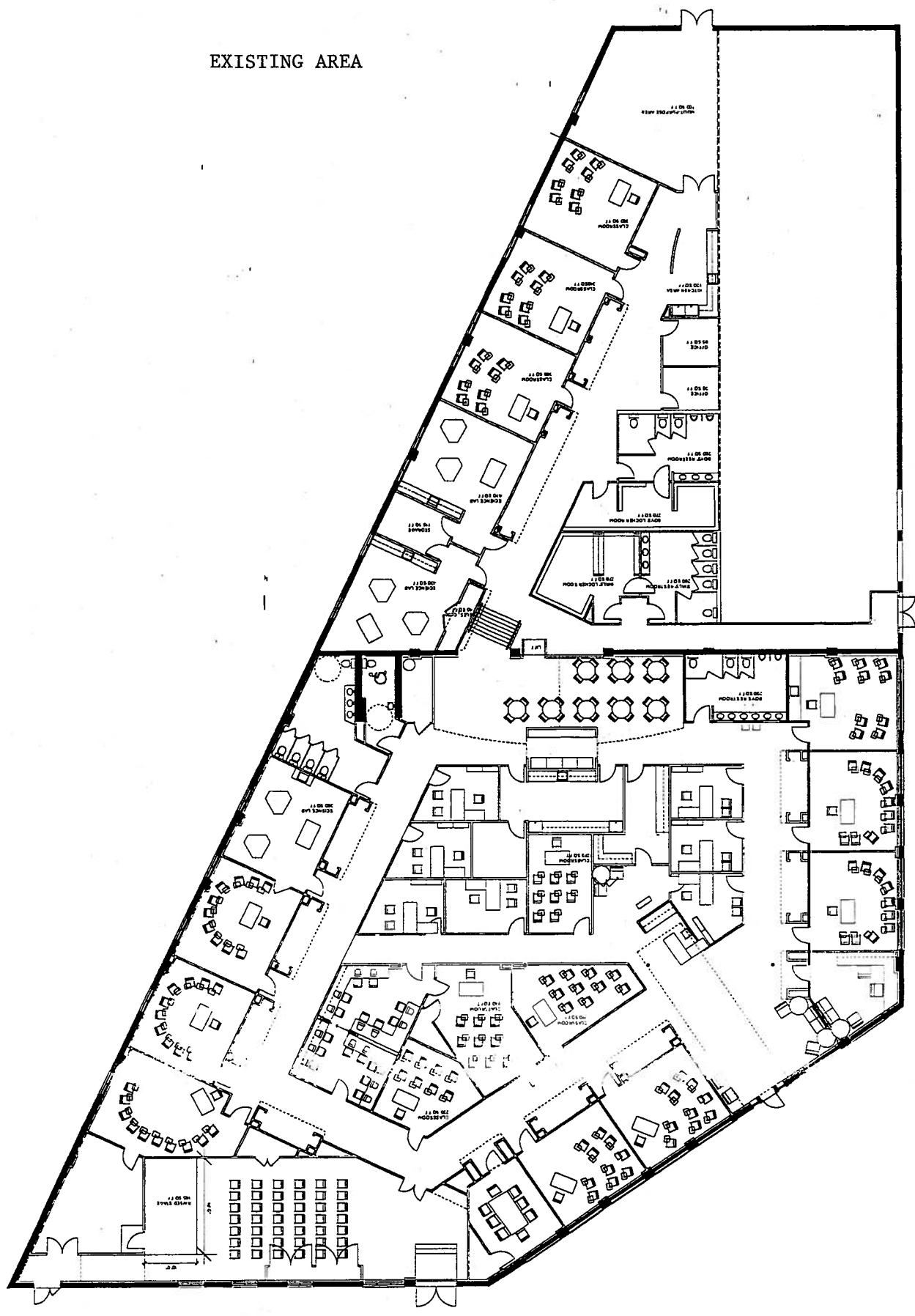
COMMONWEALTH ACADEMY  
1321 LESLIE AVENUE  
ALEXANDRIA, VA 22301

COMMONWEALTH ACADEMY  
1321 LESLIE AVENUE  
ALEXANDRIA, VA 22301

05046  
ISSUED

Expansion  
SK-1

EXISTING AREA



2100-1102 DHS

envision

1211 CRENSHAW AVE SUITE 200 VANUATU DC 20006

Project Name  
Project No.  
Project Address

#Pln  
ISSUED

PM  
A12

EXPANSION AREA

