

Sup 2011-0004



# APPLICATION SPECIAL USE PERMIT

## ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

Change of Ownership       Minor Amendment

[must use black ink or type]

**PROPERTY LOCATION:** 207 S. Peyton Street

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

**APPLICANT**

Name: St. Coletta's School

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

**PROPERTY OWNER**

Name: St. Coletta Society of Northern Virginia, Inc.

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

**SITE USE:** Special Education School for Adults

**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.

Mary Catherine Gibbs, Hart, Calley, Gibbs & Karp, P.C.

Print Name of Applicant or Agent

307 N. Washington St.

Mailing/Street Address

Alexandria, VA 22314

City and State      Zip Code

Mary Catherine Gibbs  
Signature

703-836-5757      703-548-5443

Telephone #      Fax #

mcg.hcgk@verizon.net

Email address

1/6/11  
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 # 96-0088

Date approved: June / 4, / 1996  
month day year

Name of applicant on most recent special use permit St. Coletta's School

Use Special Education 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.)

In 1996, St. Coletta's obtained approval for a school for disabled children and adults at 207 S. Peyton Street, and over the years, the school found other space nearby to handle the large number of students and adults, each time seeking and obtaining SUP approval for those other locations. This location has a limit for number of students and staff of 75 students at any one time and 65 staff members at any one time. At this time, only adults with disabilities are served from this location, and the School is seeking to expand the number that can be served from 75 to 90 as they plan for a major renovation in the Spring. They do vocational training for these adults, place them in jobs off-site, teach them valuable life skills, as well as crafts that they can eventually sell to earn money.

See attached more detailed description.

Narrative Description of St. Coletta's at 207 S. Peyton St.

Until 2006, St. Coletta of Greater Washington, a not for profit 501 © 3, operated a school for students aged 4- 22 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.

Since 2006, St. Coletta of Greater Washington has operated a not for profit 501© 3 that provides day support, pre-vocational and supported employment services to individuals with Intellectual Disabilities and secondary disabling conditions at 207 S. Peyton Street in Alexandria, Virginia. We currently serve 75 individuals and have 30 full time staff. Our hours of operation are 8am until 5pm Monday through Friday. We operate a small retail store on the first floor of the building that is sometimes open on weekends during the holiday season.

The individuals that we serve who are in our 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 our program, as part of their vocational training, make fused glass items including house wares and jewelry that are sold at our shop. The individuals work in the shop as part of that training experience. We 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 ten spaces off site we have 48 spaces and we have no problem with people parking for the store. Our current spaces are adequate. Our individuals 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. We have been trying to investigate the parking lot across the street as it would be nice to have a place for the vans to wait. We have staff with walkie-talkies that manage the arrivals and departures and attempt to keep the cab and van drivers in line. The van drivers do not work for St. Coletta's. Many of our current staff do not drive to work but use the Metro. We never have a situation when all the spaces in our garage are taken up. I will try to see if I can find a floor plan for the first floor. Right now and for the foreseeable future the hours of store operation are the same as the program. No nights or weekends with the exception of an occasional holiday Open House.

We need to stress that since these are adults we will never have the 65 staff that we needed to run the school, so the total number of individuals on site would remain constant and consistent with the current SUP.

**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)**

The Applicant is seeking to expand the number of students it serves from 75 to 90, a 20% increase

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

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:

The applicant is seeking to change condition no. 2 to allow up to 90 students at any one time.

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

If yes, list the current hours and proposed hours:

Current Hours:

8:30 - 3 p.m.

Proposed Hours:

8:30 - 5 p.m.

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:

Old SUP listed 65 employees

Proposed Number of Employees:

We now have 30 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.

Interior renovations will be processed in early spring to better accomodate the adults in the program.

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?  
38 spaces on the first floor of the building.

11. **Is off-street parking provided for your customers?**  Yes  No  
If yes, how many spaces, and where are they located?  
48 total spaces, 38 on site and 10 rented off site.

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.  
Interior renovations will be processed in the spring to better serve the adults in the program.

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:
_____	_____
_____	_____
_____	_____

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:**

Saint Coletta of Greater Washington, Inc., is a 501 (c)(3) organization.

Registered Agent is J. Donahue, c/o St. Coletta, 207 S. Peyton Street, Alexanria, VA 22314

---

---

---

---

---

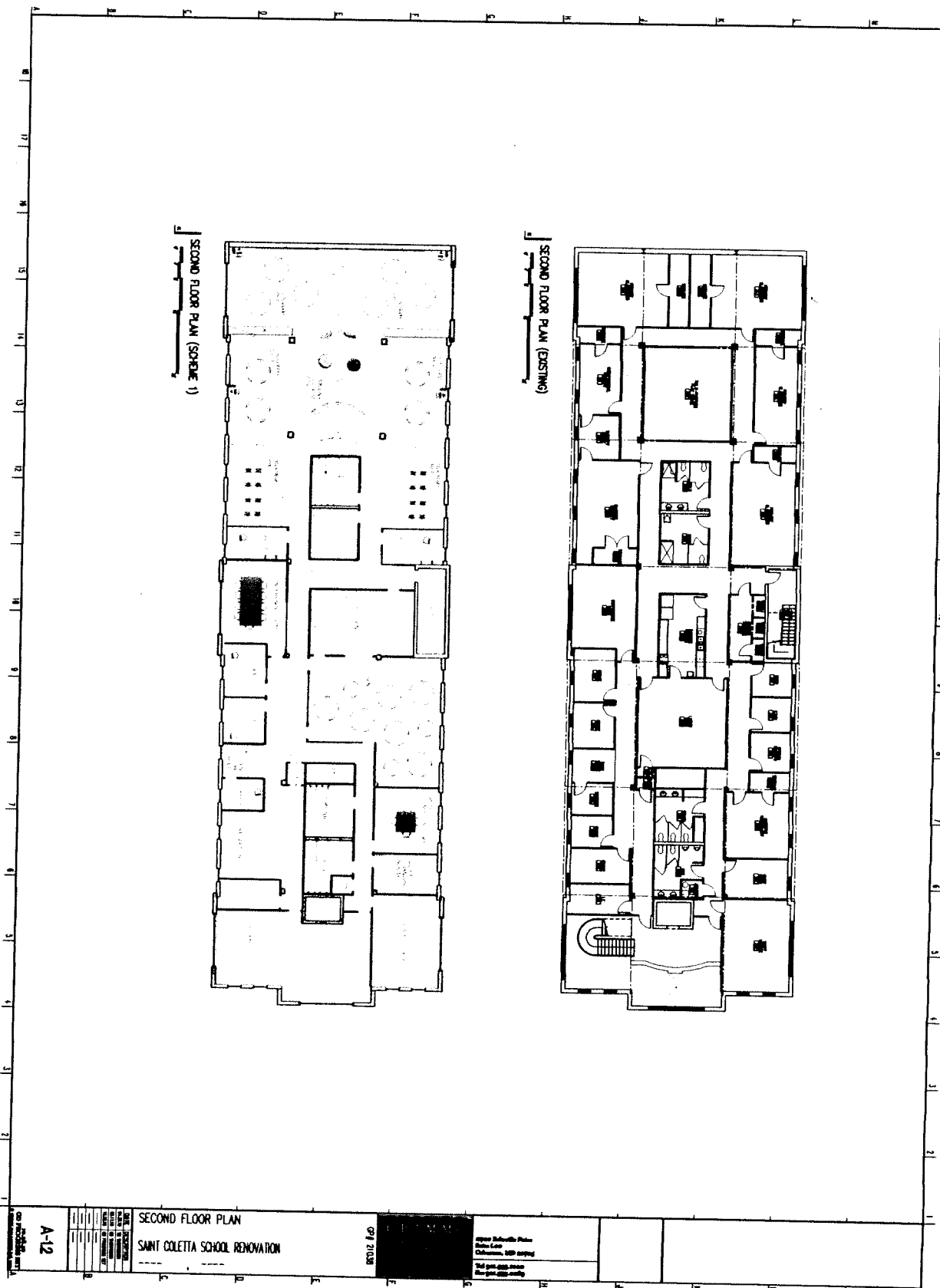
---

---

---

---

---



SECOND FLOOR PLAN (SCHEDULE 1)

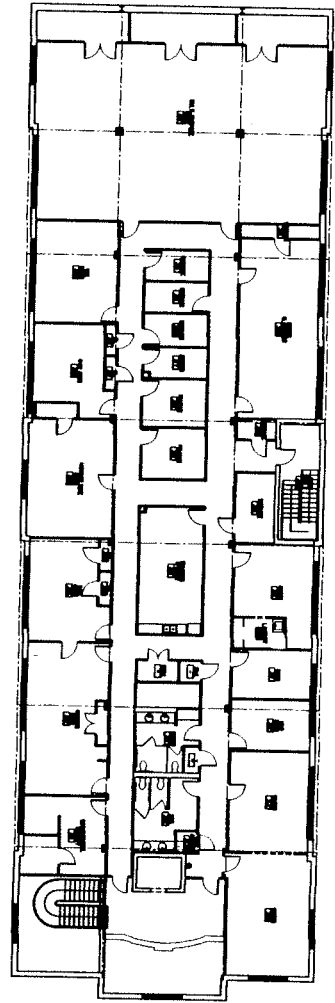
SECOND FLOOR PLAN (EXISTING)

<p>DATE: 07/11/2012</p> <p>BY: [Redacted]</p> <p>CHECKED BY: [Redacted]</p> <p>SCALE: AS SHOWN</p> <p>PROJECT: SAINT COLETTA SCHOOL RENOVATION</p> <p>NO. OF SHEETS: 12</p> <p>SHEET NO.: A-12</p>	<p>SECOND FLOOR PLAN</p> <p>SAINT COLETTA SCHOOL RENOVATION</p>	<p>07/11/2012</p>	<p>Office, Schedule 1 Plan</p> <p>Classroom, 800 sq ft</p> <p>Classroom, 800 sq ft</p> <p>Classroom, 800 sq ft</p> <p>Classroom, 800 sq ft</p>
	<p>Legend:</p> <ul style="list-style-type: none"> <li>--- Existing Wall</li> <li>- - - Proposed Wall</li> <li>--- Existing Door</li> <li>- - - Proposed Door</li> <li>--- Existing Stair</li> <li>- - - Proposed Stair</li> <li>--- Existing Furniture</li> <li>- - - Proposed Furniture</li> </ul>		

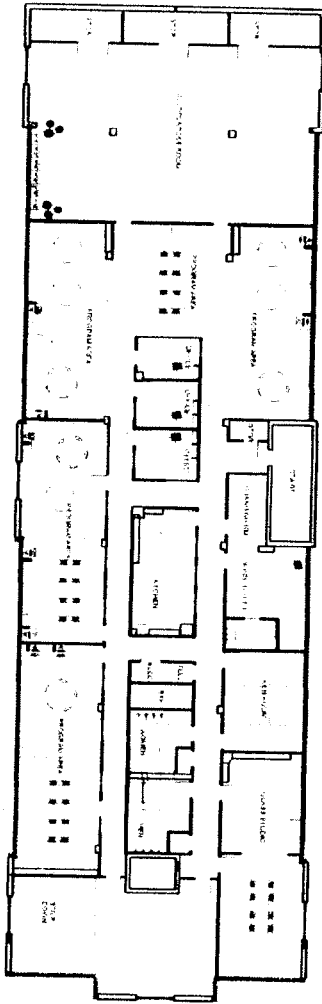


1000-1102-0004

THIRD FLOOR PLAN (EXISTING)



THIRD FLOOR PLAN (SCHEDULE 1)



A-13	THIRD FLOOR PLAN	SCALE 1/4" = 1'-0"	Show Schedule 1 Existing Schedule 1 Proposed
	ST. COLETTA PEYTON STREET RENOVATION ALEXANDRIA VIRGINIA		