

EXHIBIT NO. 1

4
5-12-07

Docket Item #3
SPECIAL USE PERMIT #2007-0022

Planning Commission Meeting
May 1, 2007

ISSUE: Consideration of a request for a special use permit to operate a private school within an existing church.

APPLICANT: Computer C.O.R.E.

STAFF: James Hunt, Urban Planner
james.hunt@alexandriava.gov

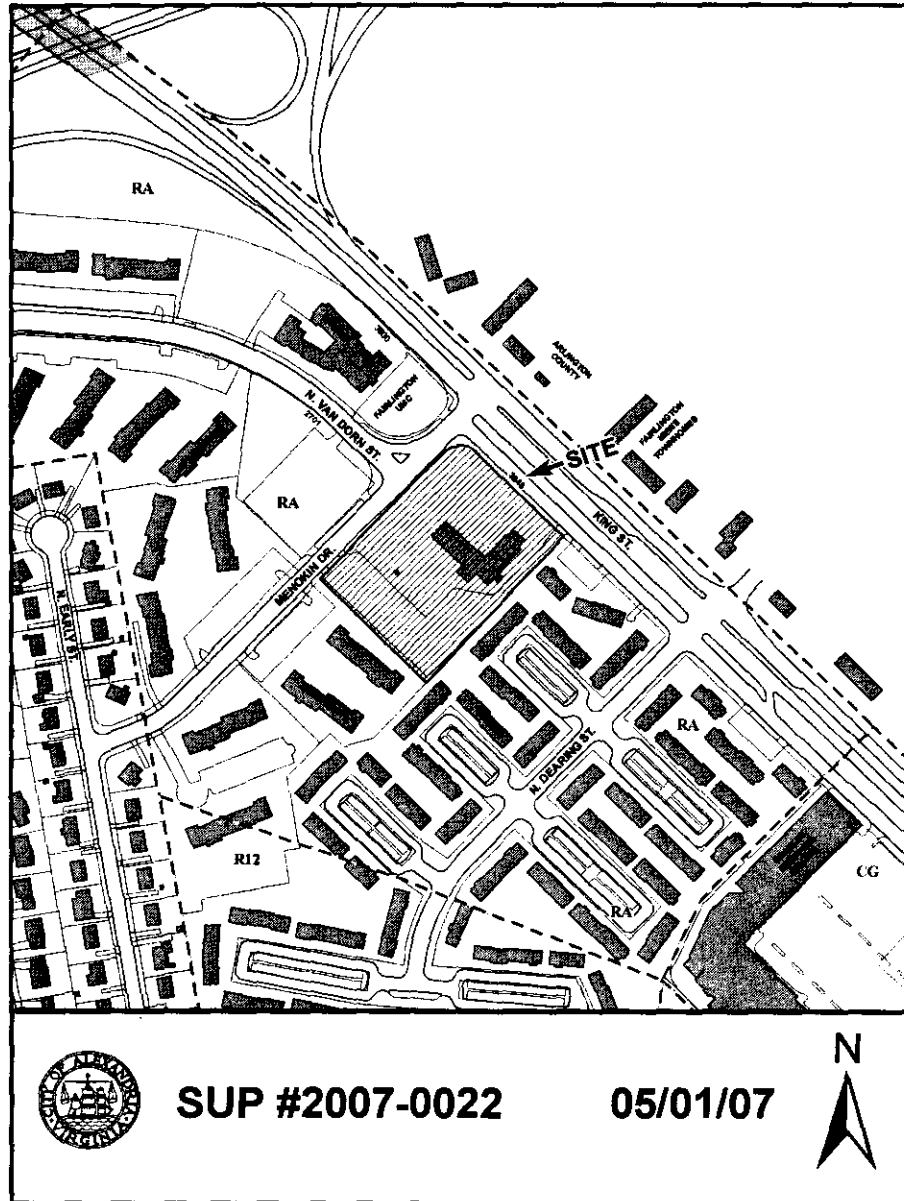
LOCATION: 3846 King Street

ZONE: RA/Residential

PLANNING COMMISSION ACTION, MAY 1, 2007: By unanimous consent, the Planning Commission recommended approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations.

Reason: The Planning Commission agreed with the staff analysis.

STAFF RECOMMENDATION: Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.



I. DISCUSSION

REQUEST

The applicant, Computer C.O.R.E., requests special use permit approval for the operation of a private school located at 3846 King Street.

SITE DESCRIPTION

The subject property is one lot of record with 273 feet of frontage on King Street, 378 feet of frontage on Menokin Drive, approximately 423 feet of depth and a total lot area of 170,155 square feet. The applicant proposes to operate within a designated classroom in the west wing of the church (see attached survey plat). The site is developed with Fairlington Presbyterian Church. Access to the property is from a King Street access road to the north and Menokin Drive, west of the subject property.



The surrounding area is occupied by a mix of residential and commercial uses. Immediately to the north is the Fairlington Mews Townhome Development. To the south is Braddock Lee Apartments. To the east and west are the Fairlington Towne residential development and Fairlington United Methodist Church, respectively.

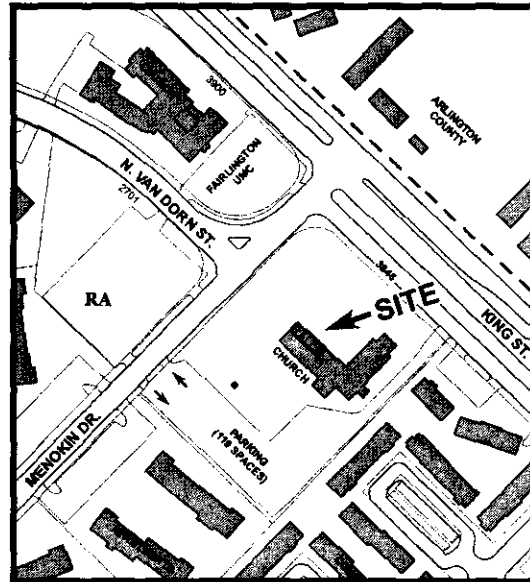
PROPOSAL

The applicant proposes to operate Computer C.O.R.E. (Community Out Reach and Education), teaching computer and job skills classes to low-income adults. The proposed private school will consist of four classes of 12 students for repeating six month terms. The operation of the school as indicated by the applicant is as follows:

Hours:	Monday & Wednesday 1pm- 10pm Tuesday & Thursday 10am- 9pm Saturday 10am- 1pm
Number of students:	48
Noise:	The applicant does not anticipate noise impacts from the private school.
Trash/Litter:	Trash will be collected once per week. The applicant also proposes paper recycling

ACCESS & PARKING

According to Section 8-200 (A) (11) of the Zoning Ordinance, a private school requires one parking space for every two seats. A private school with 48 seats will be required to provide 24 off-street parking spaces. The church use is required to provide a total of 103 parking spaces. The church currently provides approximately 117 off-street parking spaces. The applicant will require students to enter and exit the rear parking lot through two existing curb cuts along Menokin Drive.



ZONING/MASTER PLAN DESIGNATION

The subject property is located in the RA/ Residential zone. Section 3-603(G) of the Zoning Ordinance allows a private school in the RA/ Residential zone only with a special use permit.

The proposed use is consistent with the Seminary Hill/ Strawberry Hill Small Area Plan chapter of the Master Plan which designates the property for an Institutional use.

II. STAFF ANALYSIS

Staff recommends approval of the private school. Computer C.O.R.E. will provide a needed service to the community by teaching computer and job skills training to low-income adults. Staff finds that the church has sufficient classroom space to accommodate the computer skills training school in addition to the existing church-related meetings.

The required parking for both uses can be accommodated with the existing on-site parking lot. Staff has visited the site on multiple occasions during both the afternoon and evening hours when class would typically be in session, and found a surplus of available parking spaces on site. Staff does not anticipate the proposed private school will create a nuisance to the neighborhood as the school will operate within the church. In addition, access to the property is from the King Street access road and Menokin Drive. The applicant has agreed to condition #10 requiring all students to enter and exit the property from two existing curb cuts along Menokin Drive. Staff finds that this condition will minimize any potential traffic flow impacts.

Staff has included a number of standard conditions and a condition requiring a review of the private school one year after approval. With these conditions, staff recommends approval of the special use permit.

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 corporation in which the applicant has a controlling interest. (P&Z)
2. The hours of operation of the private school shall be limited to Monday-Friday 10am- 9pm and Saturday 10am- 6pm. (P&Z)
3. The applicant shall post the hours of operation at the entrance of the business. (P&Z)
4. The applicant shall encourage its employees 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 for transit are sold, and advertising of carpooling opportunities. (P&Z)
5. 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)
6. The applicant shall require its employees who drive to work to use off-street parking. (P&Z)
7. The number of students attending classes at any one time shall not exceed 48. (P&Z)
8. The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703 838-4520 regarding a security survey for the facility where the training will be held. (Police)
9. All loudspeakers shall be prohibited from the exterior of the building and no amplified sounds shall be audible at the property line. (T&ES)
10. The applicant shall require all students to enter and exit the property from two existing curb cuts along Menokin Drive. (T&ES)(P&Z)

11. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, 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, (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)

STAFF: Richard Josephson, Acting Director, Department of Planning and Zoning;
James Hunt, Urban Planner.

Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued 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 All loudspeakers shall be prohibited from the exterior of the building and no amplified sounds shall be audible at the property line.
- R-2 The applicant shall require all students to enter and exit the property from two existing curb cuts along Menokin Drive.

Code Enforcement:

- C-1 Any proposed alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-2 An egress plan showing fixture location, aisles and exit doors shall be submitted for review with the existing 2007 Fire Prevention Permit application.
- C-3 Any proposed alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit. Five sets of plans, bearing the signature and seal of a design professional registered in the Commonwealth of Virginia, must accompany the written application. The plans must include all dimensions, construction alterations details, kitchen equipment, electrical, plumbing, and mechanical layouts and schematics.
- C-4 Required exits, parking, and accessibility for persons with disabilities must be provided to the building.

Health Department:

- F-1 No Comment

Parks & Recreation:

- F-1 No Comment

Police Department:

- R-1 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703 838-4520 regarding a security survey for the facility where the training will be held.



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2007-0022

PROPERTY LOCATION: 3846 KING ST ALEXANDRIA VA 22302

TAX MAP REFERENCE: 021.02 ZONE: RA

APPLICANT

Name: COMPUTER C.O.R.E.

Address: 3846 KING ST ALEXANDRIA VA 22302

PROPERTY OWNER

Name: FARLINGTON PRESBYTERIAN CHURCH

Address: 3846 KING ST ALEXANDRIA VA 22302

PROPOSED USE: BASIC COMPUTER AND JOB SKILLS CLASSES
TAUGHT TO LOW-INCOME 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 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.

KATHERINE MORRISON
Print Name of Applicant or Agent

3846 KING ST
Mailing/Street Address

ALEXANDRIA VA 22302
City and State Zip Code

Katherine Morrison
Signature

703 931-7346x105 703 931-6062
Telephone # Fax #

katherine@computercore.org
Email address

2/20/07
Date

Application Received: _____

Date & Fee Paid: \$ _____

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

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

SUP # _____

All applicants must complete this form. Supplemental signs are required for child care facilities, restaurants, automobile-oriented uses and freestanding signs requiring special use permit approval.

1. 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, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

Computer C.O.R.E. is located at 3846 King Street, Alexandria, VA 22302. CORE

is a nonprofit organization that was incorporated by the Commonwealth of Virginia on November 4, 1999. There is no owner of the organization.

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.

2. Submit a floor plan and a plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 11" x 17" or smaller. Twenty-four copies are required for plans larger than 11" x 17" if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

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 include such items as 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, and whether the use will generate any noise. (Attach additional sheets if necessary.)

Computer C.O.R.E. (Community OutReach & Education) proposes to teach computer and job skills classes to low-income adults in Northern Virginia. CORE will refurbish donated computers and give each student a computer during the program.

The classes will be taught in classrooms at the Fairlington Presbyterian Church. The church has agreed to provide classroom and office space to CORE free of charge. A Memo of Understanding has been signed by the church and CORE.

CORE will teach four (4) classes of 12 students each in each six-month cycle, for a total of 48 students each six months (96 students per year). The computer classes will be taught by two (2) volunteers, with four (4) additional volunteers supporting the life skills program for one (1) hour per week.

CORE will employ full-time staff and use volunteers to run operations. Up to four (4) full-time staff and over 80 volunteers will support CORE operations. CORE office hours will be Monday-Thursday 1pm-6pm and Saturday 10am-1pm. Classes will be held on Monday/Wednesday 6pm-9pm & 7pm-10pm and on Tuesday/Thursday from 10am-1pm and 6pm-9pm.

The Fairlington Presbyterian Church has 117 off-street parking spaces available for use by CORE. Approximately 20-25 spaces, at most, will be used for each class. The parking lot is located behind the church building and not visible from King St.

No noise outside of the classroom will be generated.

USE CHARACTERISTICS

4. The proposed special use permit request is for (check one):

- a new use requiring a special use permit,
- a development special use permit,
- an expansion or change to an existing use without a special use permit,
- 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).
CORE will serve 48 clients every six months. Four (4) classes of 12

students will meet for three hours each class twice a week.

B. How many employees, staff and other personnel do you expect?

Specify time period (i.e., day, hour, or shift).
Up to 20-25 employees, clients and volunteers will be at CORE during

class times. During offices hours a maximum of 7-10 employees and
volunteers will be at CORE. 15-20 clients, staff & volunteers will be in on
Saturday.

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

Day:	Hours:
<u>Monday & Wednesday</u>	<u>1pm-10pm</u>
<u>Tuesday & Thursday</u>	<u>10am-9pm</u>
<u>Saturday</u>	<u>10am-1pm</u>
_____	_____

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

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

No noise will be generated outside of the classroom.

B. How will the noise from patrons be controlled?

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

No odors will emanate outside of the classroom or the office space.

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?

Minimal amounts of solid waste will be produced by CORE; classroom does not allow food or drinks inside because of the potential damage to computers. Paper will be recycled.

B. How much trash and garbage will be generated by the use?

Less than one cubic yard of trash will generally be generated by CORE each week. Generally, less than three (3) reams of paper waste will be generated and recycled each week.

C. How often will trash be collected?

Trash will be collected once per week.

D. How will you prevent littering on the property, streets and nearby properties?

Trash cans in parking lot will encourage people not to litter.

The Fairlington Presbyterian Church employs a maintenance employee who will maintain outside facilities Monday-Friday.

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

[] Yes. [X] No.

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

SUP # 2007-0022

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 residents, employees and patrons?

Outside, lighting on timers throughout parking lot ensure safety. Handrails on stairs will allow safety in and out of building. Inside, each room has two entrances/exits and windows that can be used as exit. Fire extinguisher outside classroom and emergency exit at end of hallway from classroom and office. Smoke detectors in each room connected by **ALCOHOL SALES** AC current and connect to fire alarm system with ADT.

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

Yes. No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

PARKING AND ACCESS REQUIREMENTS

14. Please provide information regarding the availability of off-street parking.

A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

As a church, there must be 103 parking spaces (1 for every 5 seats).

As a community building, there must be 5 parking spaces (1 for every 200 sq.ft.)

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

- 114 Standard spaces
- Compact spaces
- 3 Handicapped accessible spaces.
- Other.

C. 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?

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.

D. 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.

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

A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance?

Per section 8-200(B)(5): "this section shall not apply to buildings erected or occupied prior to June 25, 1963..." Congregation is 60 years old.

B. How many loading spaces are available for the use? N/A

C. Where are off-street loading facilities located? In rear of building, accessed by two (2)

entrances/exits.

D. During what hours of the day do you expect loading/unloading operations to occur?

N/A

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

N/A

SUP # 2007-0022

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--there are two entrances/exits to get to parking lot and the building. One entrance is off of the service road running parallel to King Street and the other entrance is off of Menokin Street.

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?
850 sq. ft. (existing) + 0 sq. ft. (addition if any) = 850 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: _____

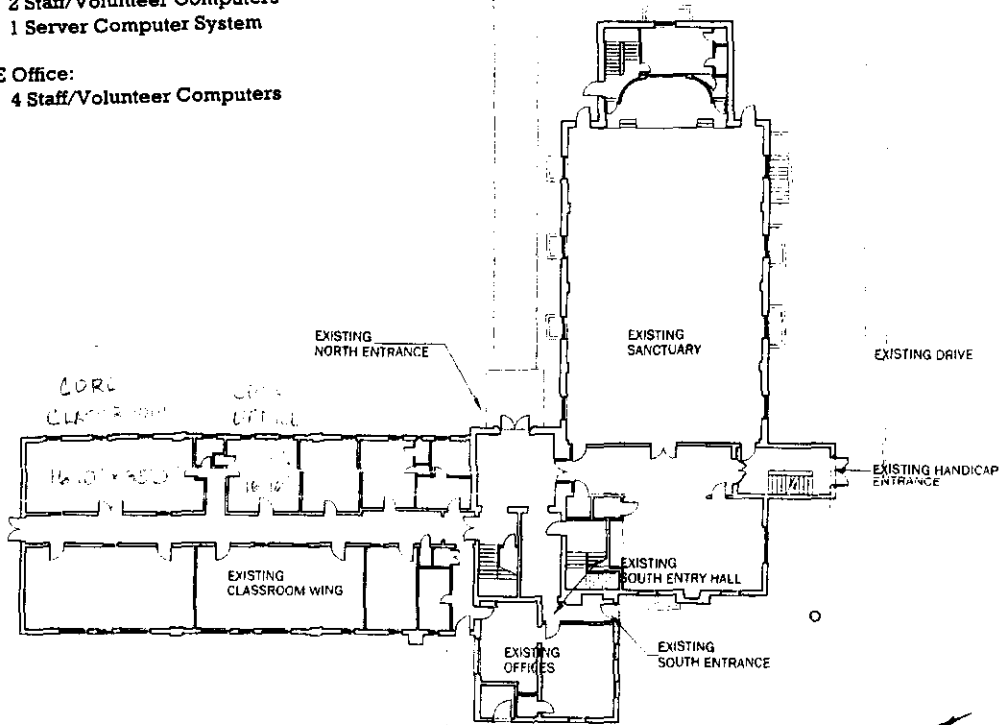
KING STREET

CORE Classroom:

- 12 student computers
- 1 Teaching/Projection Computer
- 2 Staff/Volunteer Computers
- 1 Server Computer System

CORE Office:

- 4 Staff/Volunteer Computers



EXISTING PLAYGROUND

EXISTING PARKING LOT



SITE PLAN - EXISTING

COMPUTER CORE. 17



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2007-0022

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TAX MAP REFERENCE: 021.02 ZONE: RA

APPLICANT

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PROPERTY OWNER

Name: FAIRLINGTON PRESBYTERIAN CHURCH

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KATHERINE MORRISON

Print Name of Applicant or Agent

Katherine Morrison

Signature

3846 KING ST.

Mailing/Street Address

703 931-7346x105 703 931-6062

Telephone #

Fax #

ALEXANDRIA VA 22302

City and State

Zip Code

katherine@computercore.org

Email address

2/20/07

Date

Application Received: _____

Date & Fee Paid: \$ _____

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

ACTION - PLANNING COMMISSION: By unanimous consent, recommended approval May 1, 2007

ACTION - CITY COUNCIL: 5/12/07 - CC approved the PC recommendation 6-0