



APPLICATION SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

Change of Ownership Minor Amendment

[must use black ink or type]

PROPERTY LOCATION: 2701 Cameron Mills Road

TAX MAP REFERENCE: 023.04-10-01 ZONE: R8

APPLICANT

Name: Westminster Weekday Preschool/Carolyn Burke, Director

Address: 2701 Cameron Mills Road

PROPERTY OWNER

Name: Westminster Presbyterian Church

Address: 2701 Cameron Mills Road

SITE USE: This minor amendment pertains to the preschool which meets M-F

Business Name: **Current:** Westminster Weekday **Proposed (if changing):** n/a

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.

Carolyn Burke
Print Name of Applicant or Agent
2701 Cameron Mills Road
Mailing/Street Address
Alexandria, VA 22302
City and State Zip Code

Carolyn Burke
Signature
703-549-5267 n/a
Telephone # Fax #
preschooldirector@wpc-alex.org
Email address
2/21/23
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 # 88-0861

Date approved: 02 / 05 / 1988
month day year

Name of applicant on most recent special use permit Westminster Weekday Preschool

Use preschool

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.)

We would like to begin using a currently unused classroom space (labeled "nursery") in the preschool wing. This will allow us to have 5 classes on some days instead of our "traditional offering" of 4 classes per day.

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:
We would like to increase our Certificate of Occupancy to 75 to allow for additional students on any given day. (Note, 75 is the allowed occupancy for the Sunday School on Sundays.)

6. Are the hours of operation proposed to change? Yes No
If yes, list the current hours and proposed hours:

Current Hours:	Proposed Hours:
9am-12pm (students)	_____
8:30am-12:30pm (staff)	_____
(Lunch Bunch is 12-1pm)	_____
_____	_____

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:
13	15-17
_____	_____

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.
We will need to purchase classroom furniture.

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 150 marked spaces on asphalt, plus 20 more in an adjoining gravel lot

11. Is off-street parking provided for your customers? Yes No
If yes, how many spaces, and where are they located?
There are 150 marked spaces on asphalt, plus 20 more in an adjoining gravel lot

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:
<u>60 on a given day</u>	<u>75 on a given day</u>
_____	_____
_____	_____

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:
_____	_____
_____	_____
_____	_____

15. The applicant is the (check one) Property owner Lessee
 other, please describe: We are an outreach of Westminster Presbyterian Church

16. The applicant is the (check one) _____ Current business owner _____ Prospective business owner
 other, please describe: Director of the preschool

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 (3%) 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:

From our bylaws: Westminster Weekday Preschool is an integral part of the educational/formation ministry and community outreach of Westminster Presbyterian Church. A Board of ~~Directors consisting of parents, church members, and staff administers the preschool. The~~ Preschool Board is under the direct authority/supervision of the Session, the ruling body of ~~Westminster Presbyterian Church.~~

The church address is 2701 Cameron Mills Road, Alexandria, VA 22302



Department of Planning & Zoning
Administrative Special Use Permit New Use
Day Care Center Supplemental

WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.

DROP OFF AREA



There must be an area that is large enough to pick up and drop off the children without interfering with other cars and pedestrians.

Where will the pick-up/drop-off area be located?

Parents park in the church's large parking lot and drop off at the playground gate or classroom doors.

How many cars will fit in the area at one time?

There are 150 marked spots in the parking lot plus another 20 cars could fit on the gravel portion that also belongs to the church.

What are the hours for pick up and drop off?

9am & 12pm (about 12 students are picked up on M-Th at 1pm after Lunch Bunch)

The pick up/drop off area must be shown on the site plan which is part of the application.

PROTECTION FOR NEARBY HOMES



The location must be far enough away from nearby homes and apartments so they will not be affected by the operations of the day care facility.

How large an area is proposed for day care's operations? 3,357 total, sq. feet
589 in new rm

What steps will be taken to buffer the day care from nearby residences (ex. shrubbery, fencing, etc.)?

We are still using all of the same space we've been using since 1975. All areas are not changing in size. We are requesting a new Certificate of Occupancy to use an unused classroom space in our preschool wing (currently labeled "nursery") to allow more than 60 students on certain days.

The location of the child care in relation to nearby homes and apartments must be shown on the site plan which is part of the application.

WESTMINSTER PRESBYTERIAN CHURCH



2701 Cameron Mills Road, Alexandria, Virginia 22302 • Telephone 549-4766

DONALD A. CAMPBELL, *Pastor*
HARRY R. HOLMES, *Assistant Pastor*

PHILLIP G. LOCKARD, *Director of Christian Education*
DANA C. BROWN, *Minister of Music*
W. EVERETT SWAN, JR., *Administrative Associate*

July 14, 1975

As per your request, this is a Letter of Intent in regard to the attached Special Use Permit Application:

We are requesting that our recently approved application for a Special Use Permit (approved by the Planning Commission on July 1, 1975) be modified, or a new permit issued, to include the following:

A Mothers- Day-Out Nursery for 3, 4 and 5 year olds;

To operate from 12 noon to 3:30 p.m. each day, Monday thru Friday, with exceptions of holidays;

No meals will be prepared by the church, but the children will bring sandwiches from home which can be refrigerated if necessary; drink will be furnished;

Maximum number of children and teacher-pupil ratio would not exceed that which was listed in our May 13 Letter of Intent, and approved.

July 14, 1975
Date

Phillip G. Lockard
Director of Christian Education

APPLICANT: Westminster Presbyterian Church

Docket Item #13

OWNER: Same as above

SUP #1019

LOCATION: 2701 Cameron Mills Road

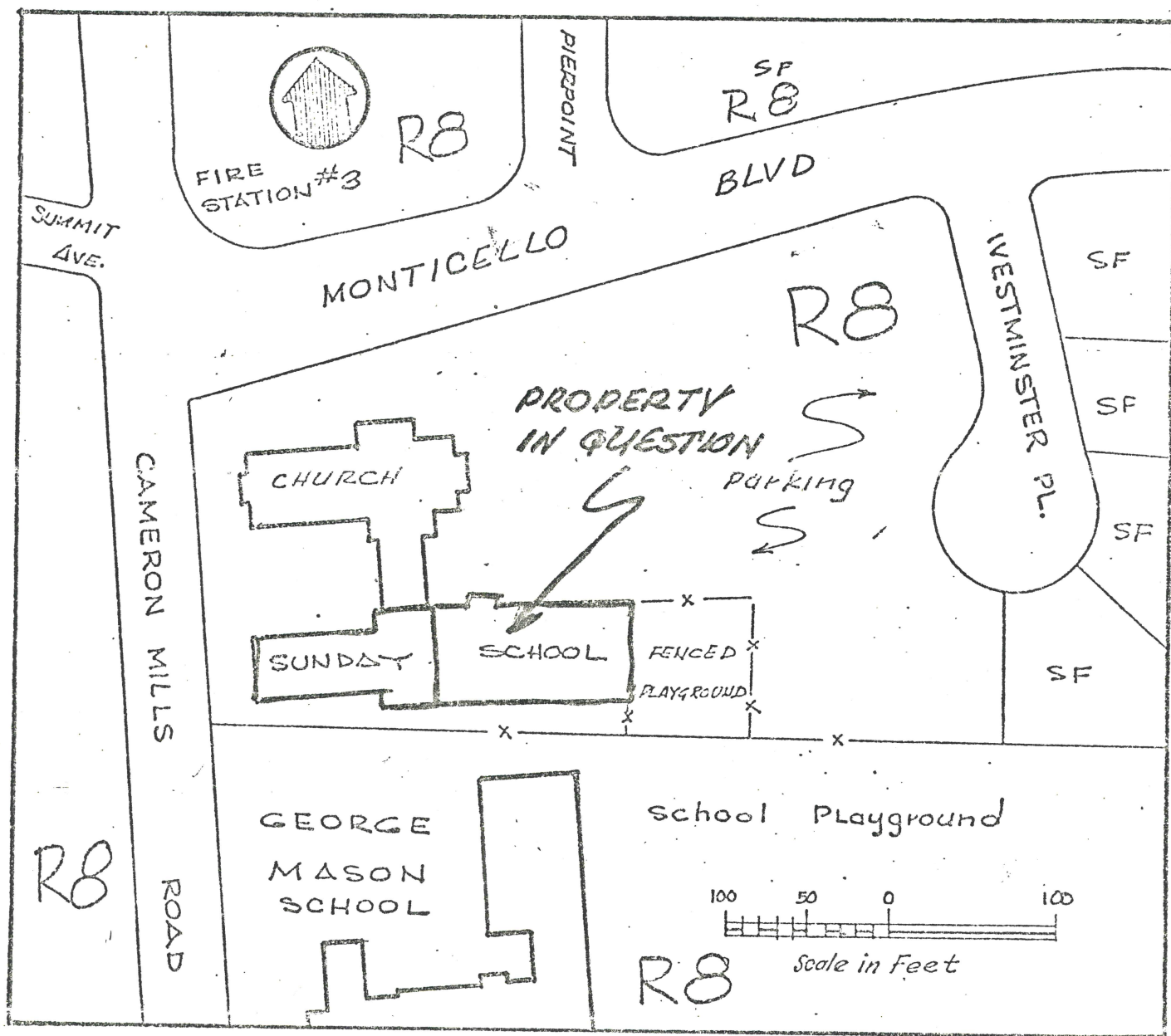
Planning Commission Meeting
Tuesday, September 2, 1975
7:30 P.M., Council Chambers

ZONE: R-8 Residential

USE: Day Nursery
(All Day Child Care Center)

FINDINGS

1. The property in question and surrounding land use are shown on the sketch below:



2. Special Use Permit #1008 was granted by City Council on July 29, 1975 For a half-day (9:00 A.M. - 12 Noon) child care center for fifty-five (55) children, ages 3, 4 and 5 to be operated in the existing school building of the Westminster Presbyterian Church at 2701 Cameron Mills Road.
3. The applicants are now requesting that the hours of operation be extended until 3:30 P.M. which would make the total hours of operation from 9:00 A.M. to 3:30 P.M., Monday through Friday.
4. max of
55 children
★ The applicant is requesting an extension of time for the pre-school operation, which essentially changes the school operation from half-day care to full day care, however, the applicant has indicated that it is presently anticipated that no more than 12 to 15 of the children will remain in the school all day from 9:00 A.M. to 3:30 P.M. Because of the demand for all day, pre-school child care in the City and the fact that the applicant already has a valid permit for a half-day child care center for 55 pre-school age children, the Zoning Division suggested that the applicant apply for a permit to allow a full enrollment of 55 children for all day care.
5. The applicant has stated that there will be three teachers (one per class) with one employed aide and several volunteers.
6. To the rear of the existing building and located entirely on the property in question there is a fenced play area containing approximately 8,000 square feet.
7. Section 42-8(a) (1) of the City Zoning Code allows day nurseries (all day child care centers) in the R-8 zone in church buildings with a Special Use Permit.

COMMENTS OF OTHER CITY DEPARTMENTS AND OTHER AGENCIES

Plumbing - Approved.

Electrical - Approved:

Building & Mechanical Inspections - No comment.

Transportation & Environmental Services - No comment.

Health - No objection.

Fire - Appears to comply with F.P.B. Ord. 1804.

STAFF ANALYSIS

The Planning Staff has no objection to this request for a Special Use Permit which is essentially for an extension of operating hours for an existing day care facility from half-day to all-day care.

The Planning Staff feels that this location is highly suitable for an all day child care facility due to the superior buffering between the school portion and residential uses in the area. The school facility appears to be more than adequate for this use.

STAFF RECOMMENDATION

The Planning Staff recommends that this request be approved subject to all applicable codes, ordinances and the following conditions:

1. That this Special Use Permit be granted to the Westminster Presbyterian Church only and not be transferrable to any other individual or firm.
2. That the total school enrollment be limited to 55 children, as requested by the applicant.
3. That the applicant obtain a certificate of occupancy prior to operation of the all day child care center.
4. That the applicant obtain all necessary approvals from the Virginia Department of Welfare and Institutions as determined by the State Licensing Agent, prior to operation of the school.

Provisional

To be presented by:

23. AMENDMENTS (continued)

(c) Amend Chapter 42 of the City Code, the nature of which would be to prohibit the paving or use of a certain percentage of the front yard areas of residential lots or parcels for the parking of automotive vehicles.

Commission Action: Recommend Approval 5-0

Council Action: _____

Director of Planning and Community Devel.

24. Consideration of the following proposed amendment to Chapter 30 of the City Code, which relates to SITE PLANS:

Amend Chapter 30 of the City Code, the nature of which would be to have the landscape provisions of the site plan regulations apply to all parking areas and/or parking lots, rather than just required parking areas.

Commission Action: Recommend Approval 5-0

Council Action: _____

25. Consideration of the following study:

A study of whether or not "sandwich board" sidewalk or other signs, which indicate the existence of commercial establishments not normally visible from the street, are appropriate for the Old and Historic Alexandria District and, if so, under what circumstances they should be permitted and also a study of the size of signs in the Old and Historic Alexandria District which should be reviewed by the Board of Architectural Review.

Commission Action: Recommend Approval 5-0.

Council Action: _____

26. Consideration of the applications on the following Special Use Permits:

(a) No. 1007 - to construct a six (6) story motel and one (1) story restaurant on the present "Lincolnia Motel Site" located north of Duke Street, east of Breckinridge Place and South of Lincolnia Road and zoned C-2, Commercial; Applicant: J. R. Tuller Associates, Inc., by Robert Murphy, Architect.

Commission Action: Recommend Approval 7-0

Council Action: _____

(b) No. 1010 - to construct an automobile service station at the southwest corner of King Street and proposed Dawes Avenue and zoned C-2, Commercial; Applicant: Amerada Hess Corporation by Edward S. Holland, Agent.

Commission Action: Recommend Approval 6-0

Council Action: _____

Director of Planning and Comm. Devel.

To be presented by:

26. SPECIAL USE PERMITS (continued)

(c) No. 1012 - To use an additional building in order to provide more physical space for an existing day care center. Premises located at 512 North Pitt Street and zoned C-2, Commercial; Applicant: Montessori School of Alexandria by Corinne Salahi, Adminstrator. Director of Planning and Comm. Devel.

Commission Action: Recommend Approval 6-0

Council Action: _____

(d) No. 1016 - To operate a day nursery in the existing school portion of St. Andrew's United Methodist Church located at 845 North Howard Street and zoned R-12, Residential; Applicant: Family Pre-School, Inc.

Commission Action: Recommend Approval 7-0

Council Action: _____

(e) No. 1017 - To construct and operate automatic car wash on an existing automobile service station property located at 1066 West Glebe Road and zoned I-1, Industrial; Applicant: Joseph Jerdak.

Commission Action: Recommend Approval 7-0

Council Action: _____

(f) No. 1018 - To construct twenty-five (25) single family townhouses under the "Cluster Provisions" of the Alex. Zoning Ordinance on a 0.91 acre parcel of land known as the "Downtown Garage", located at the southwest corner of South Saint Asaph Street and Wilkes Street and zoned C-2 Commercial; Applicant: Roger Machanic by Michael and Michael, Architects.

Commission Action: Recommend Approval 5-0

Council Action: _____

(g) No. 1019 - To operate day nursery in the existing school portion of Westminster Presbyterian Church located at 2701 Cameron Mills Road and zoned R-8, Residential; Applicant: Westminster Presbyterian Church.

Commission Action: Recommend Approval 7-0

Council Action: Approved Sept. 23, 1975

(h) No. 1021 - To operate day nursery and private school in the existing building located at 700 West Braddock Road and zoned R-8 Residential; Applicant: First Assembly of God Church.

[NOTE: This was deferred by Planning Commission but since it was advertised for hearing it must be docketed.]

Council Action: _____



AED = Automated External Defibrillator
 C = Fire Call Box (alarm)
 E = Fire Extinguisher

Main Floor
 (2nd Floor)