



# APPLICATION SPECIAL USE PERMIT

## ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

Change of Ownership       Minor Amendment

[must use black ink or type]

**PROPERTY LOCATION:** 885 N. Howard St.  
**TAX MAP REFERENCE:** 040.03-01-25      **ZONE:** R-12

**APPLICANT**  
Name: CPS II, Inc. t/a Creative Play School  
Address: 845 N. Howard St.

**PROPERTY OWNER**  
Name: St. Andrews United Methodist Church  
Address: 845 N. Howard St.

**SITE USE:** Church

**Business Name:**      **Current:** Creative Play School      **Proposed (if changing):**

**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.

Diane Smalley  
Print Name of Applicant or Agent

[Signature]  
Signature

845 N. Howard St.  
Mailing/Street Address

703-798-5919  
Telephone #      Fax #

Alex Va 22304  
City and State      Zip Code

dsmalley48@gmail.com  
Email address

4/17/24  
Date

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

Application Received: \_\_\_\_\_  
Legal advertisement: \_\_\_\_\_  
ACTION - PLANNING COMMISSION \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_  
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 # 1285

Date approved: 11 / 21 / 1986  
month day year

Name of applicant on most recent special use permit Creative Play School  
Use Child care center

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.)

Child care center operating Monday through Friday, 7AM - 6PM. Caring for children 16 months of age to 6 years. Maximum number of children is 90 + there are 18 staff members. The property currently has adequate parking + there will be an additional 5 spaces in front of the new building for drop off + pick up of children.

**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)**

no changes to the business except for a new building & a new playground adjacent to the new building. A 5 foot board fence will be around the playground.

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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If yes, list the current hours and proposed hours:

Current Hours:	Proposed Hours:
_____	_____
_____	_____
_____	_____
_____	_____

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.

new building + new playground

\_\_\_\_\_

\_\_\_\_\_

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?  
behind existing building

11. **Is off-street parking provided for your customers?**  Yes  No  
If yes, how many spaces, and where are they located?  
5 in front of new building for drop off + pick up

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.

Attached to Apex application  
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: existing building provides 25 square feet per child  
Proposed: new building provides 35 square feet per child

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 (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:**

Helen Diane Smalley 100% ownership  
of the corporation CPS II, Inc.

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City of Alexandria, Virginia, Planning and Zoning Department  
**Day Care Drop-Off/Pickup Plan for Special Use Permit Staff Review**

In addition to completing this form, please **submit a site plan** that identifies the building, the location of off-street parking spaces, and the movement of vehicles during drop-off and pick-up times.

Return to: SUP Planner, Department of Planning and Zoning, Room 2100, City of Alexandria, VA, 22314.

1. Name of day care establishment:

CPS II, Inc. trading as Creative Play School

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2. Address:

885 N Howard Street, Alexandria, VA 22304

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3. Business owner:

Diane Smalley

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4. Business owner phone and email:

703 798 5919 dsmalley48@gmail.com

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5. Description of day care establishment:

Creative Play School is a licensed child care and preschool program operating year round and serving children 16 months to age 6 years to meet the needs of families in Alexandria. Our location at 845 N. Howard Street was opened in 1980.

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6. Number of children at the site at any one time and their ages:  
90 ages 16 months through 6 years

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7. Number of classrooms:  
5

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8. Number of employees on-site at any one time:  
15

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9. Overall hours of operation:  
7 am to 6 pm

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10. Peak times of drop-off/pickup  
7 AM to 10 AM for drop off and 3 PM to 6 PM for pick up

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11. Number of off-street parking spaces available for the day care use:

A. Number for employees\_15

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B. Number for parents/guardians (if parking and walking children into site during drop-off/pickup): 21

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C. Total Number 36

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12. Method of transferring children between staff and parents/guardians:

Parents/guardians will park vehicles and walk children to meet daycare center staff.

Parents/guardians will wait in their vehicles in driveway/parking area and daycare center staff will meet children at vehicle.

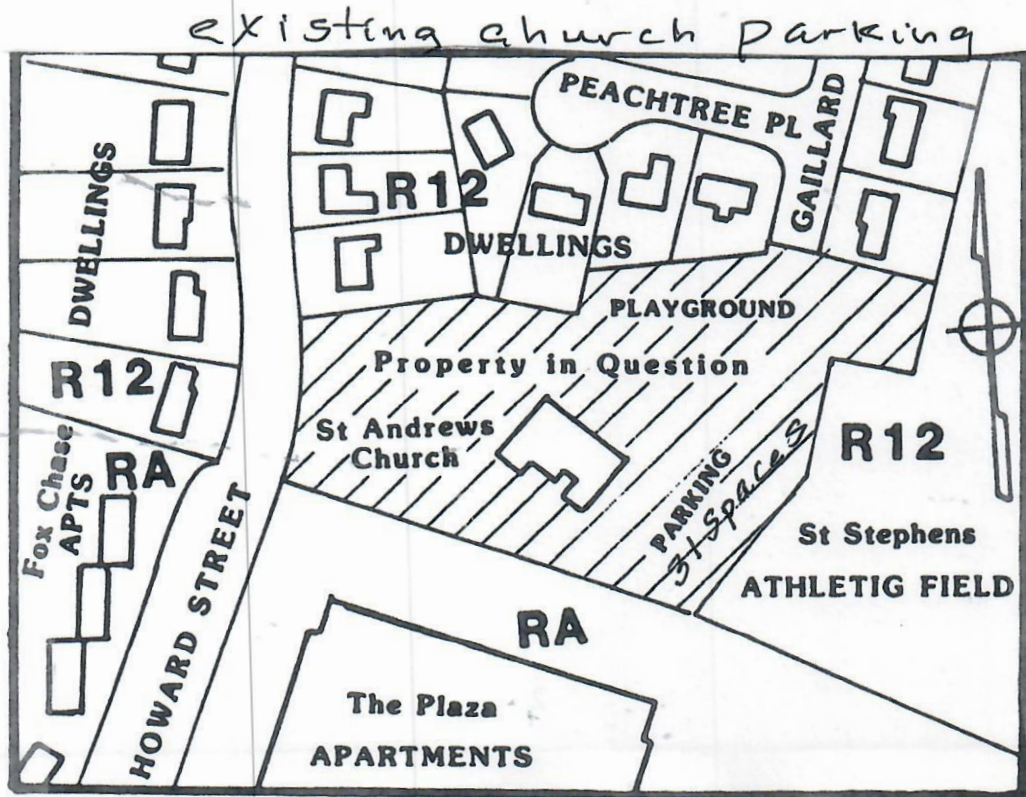
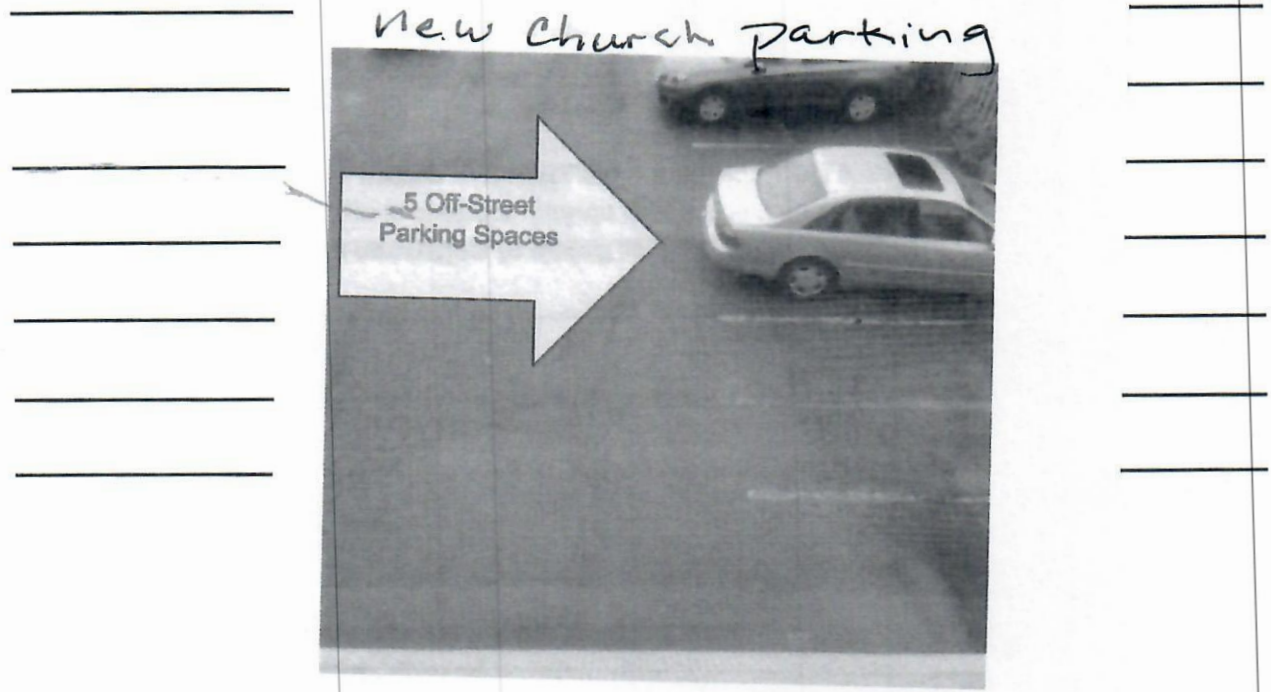
Other, please describe.

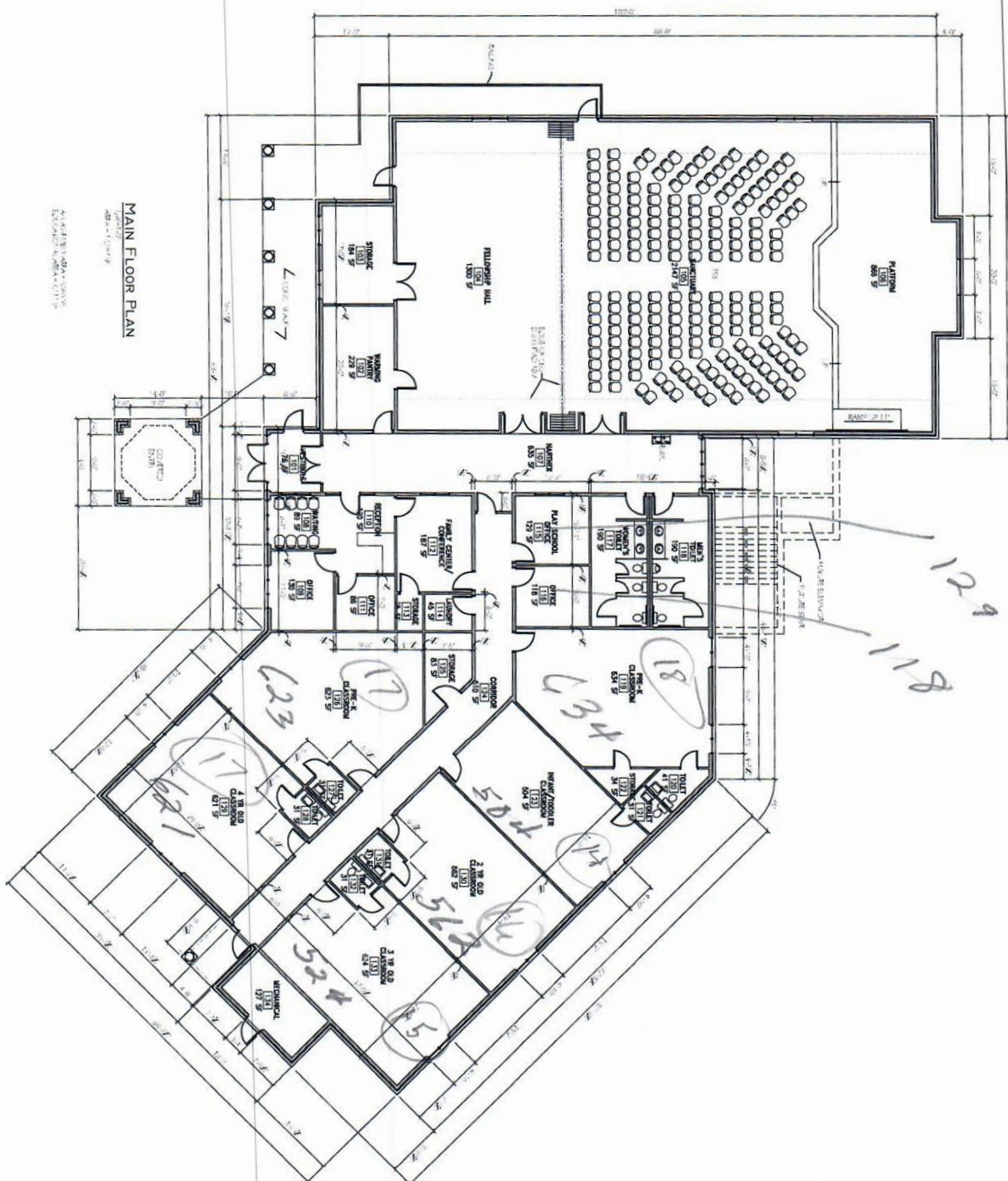
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13. Written description of drop-off/pickup plan including direction of travel for vehicles entering/exiting site. Attach a site plan that illustrates the proposed plan including the building, the location of off-street parking spaces, and the movement of vehicles during drop-off and pickup times.

There are 5 parking spaces in front of the church for parents to drop off and pick up. Each drop off or pick up takes between 3 and 5 minutes. The staff and parent overflow parking will be at the rear of the old church building in the existing parking lot.





**MAIN FLOOR PLAN**

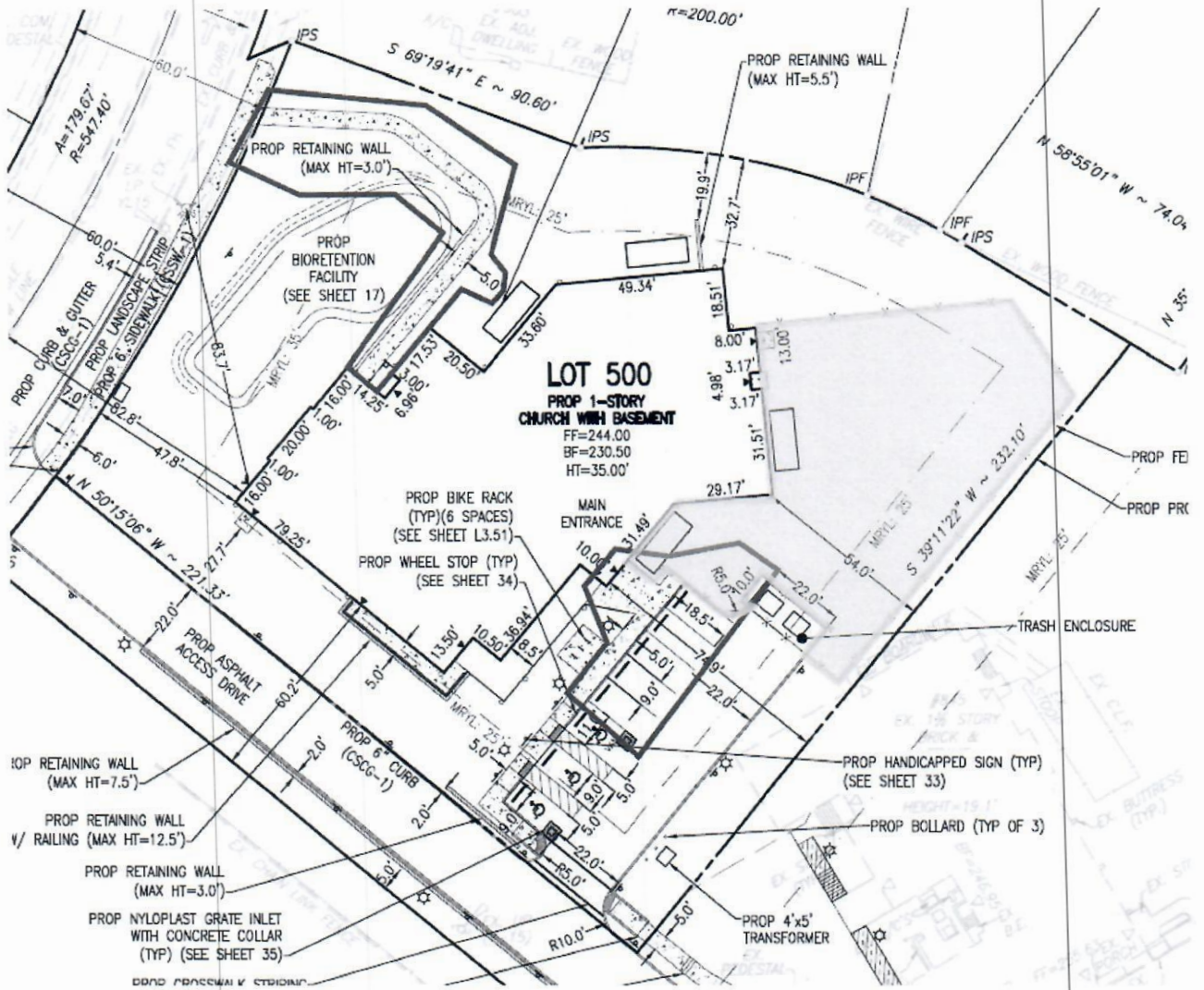
DATE: 11/05/2018  
 PROJECT: 09030  
 FILE: xx448  
 DRAWN BY: TW

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 PROJECT: 09030  
 FILE: xx448  
 DRAWN BY: TW

**St. Andrews  
 United Methodist Church  
 Alexandria, Virginia**

**First Floor Plan**  
 Scale: 1/8" = 1'-0"





- Is the storage space next to room 119 still on the plan?
  - Storage Space 126 is in the current plans.

885 N. Howard  
St. 7

