

DAY CARE IN A CHURCH OR SCHOOL BUILDING

Zoning Ordinance Section 11-513(D)

Qualify for Administrative Review?

Will the day care be located in any one of the residential zones? Yes ___ No

Will the day care be located in a church or school building? Yes ___ No

If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.

Note: City staff will need to determine if the proposed location provides adequate drop off and pick up, and if there is an adequate buffer between the day care and near-by residents.

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? In the parking lot at the rear of the church and not on the public right-of-way.

How many cars will fit in the area at one time? 31+

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.

Where in the church or school building will the day care be located? (i.e. basement, upper floors, west side of the building) In the basement

How large an area is proposed for day care's operations? 2,736 sq. feet

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

The church is surrounded by vacant land (owned by the church) on all sides.

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.

Complete the Administrative Special Use Permit Application on the following pages.



SUP # 2014-0048

Administrative Special Use Permit Application

Please type or print legibly

PROPERTY LOCATION: 1302 West Broddock Road

ZONE: B-8

TAX MAP REFERENCE: Map # 32-00 Block # 5 Lot # 8

032-02-05-08

APPLICANT'S INFORMATION:

Applicant: Alexandria Bible Church (Formerly known as Methodist Adtestant) Business/Trade Name: _____

Address: 1302 West Broddock Road

Phone: (703)998-9019

Email: nasave@hotmail.com

PROPOSED USE:

- Day Care Center
- Restaurant
- Outdoor Dining (not within the King Street Retail Overlay)
- Light Auto Repair
- Overnight Pet Boarding
- Live Theater
- Outdoor Food and Crafts Market Center
- Outdoor Garden Center
- Catering Business
- Outdoor Display
- Valet Parking

Please read and sign after the statement:

I have read and understand the general standards and the requirements for the use for which I am applying and have attached the Worksheet for the use.

Signature: Bruce A. Farris

Please submit the following with this application form:

Site Plan At a minimum, show and label the subject property, surrounding buildings, and streets. Show, label and give dimensions for all parking spaces, entrances and exits, and trees and shrubbery.

Floor Plan At a minimum, show and label all interior features inside and outside seats, tables, counters, equipment, etc. as appropriate to the use. Show, label and give dimensions for all entrance and exit doors and windows, rooms/areas, staircases, elevators and bathrooms.

Worksheet for specific use from Checklist and Worksheet package.

Other materials, as required by specific use (see Guide to Administrative SUPs Checklist & Worksheets).

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 1302 W. Braddock Rd.
 (property address), for the purposes of operating a Daycare Center (use)
 business as described in this application.

I also grant permission to the City of Alexandria to visit, inspect, photograph and post placard notice on my property.

Name: Pastor Bruce Forsee Phone (703) 501-1623
 Address: 1302 W. Braddock Rd. Email: bforsee@verizon.net
 Signature: Bruce Forsee Date: April 3, 2014

1. The applicant is the (check one):
- Owner
 - Contract Purchaser
 - Lessee or
 - Other: Church
- of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant or owner, unless the entity is a corporation or partnership, in which case identify each owner and the percent of ownership.

Bruce Forsee, Pastor 2300 Scroggins Rd. Alexandria, VA 22302
Phil Sargeant, Elder 9515 Claychin Ct. Burke, VA 22015
Charlie Marineau, Elder 2408 Stirrup Lane, Alexandria, VA 22308

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?

- Volunteer representative
- 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.

USE CHARACTERISTICS

2. Please give a brief statement describing the use:

The church will operate a Christian Preschool / After school program. There will be learning activities conducted inside and outdoor play in the fenced playground in the side lot.

3. Please describe the proposed hours of operation:

Days	Hours
Daily	7 AM - 6 PM

Or give hours for each day of the week

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

4. 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).

56 students during the day

B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

6-8 staff

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

27 Standard and compact spaces
4 Handicapped accessible spaces
 _____ Other

- B. Please give the number of:
Parking spaces on-site 31
Parking spaces off-site _____

If the required parking will be located off-site, where will it be located?

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

- A. How many loading spaces are available for the use? 31 parking spaces
- B. Where are off-street loading spaces located? N/A
- _____
- C. During what hours of the day do you expect loading/unloading operations to occur? 7AM and 6PM
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate? 2 times per day

7. If any hazardous materials or organic compounds (for example paint, ink, lacquer thinner, or cleaning or degreasing solvent), as defined by the state or federal government, be handled, stored, or generated on the property, provide the name, monthly quantity, and specific disposal method below:

NONE

APPLICANT'S SIGNATURE

Please read and initial each statement:

Initial: BF THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Initial: BF 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.

Bruce A. Forsze
Print Name of Applicant or Representative

Bruce Forsze
Signature

April 3, 2014
Date

If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:

Representative's Address: 12201 Dillard Pl.

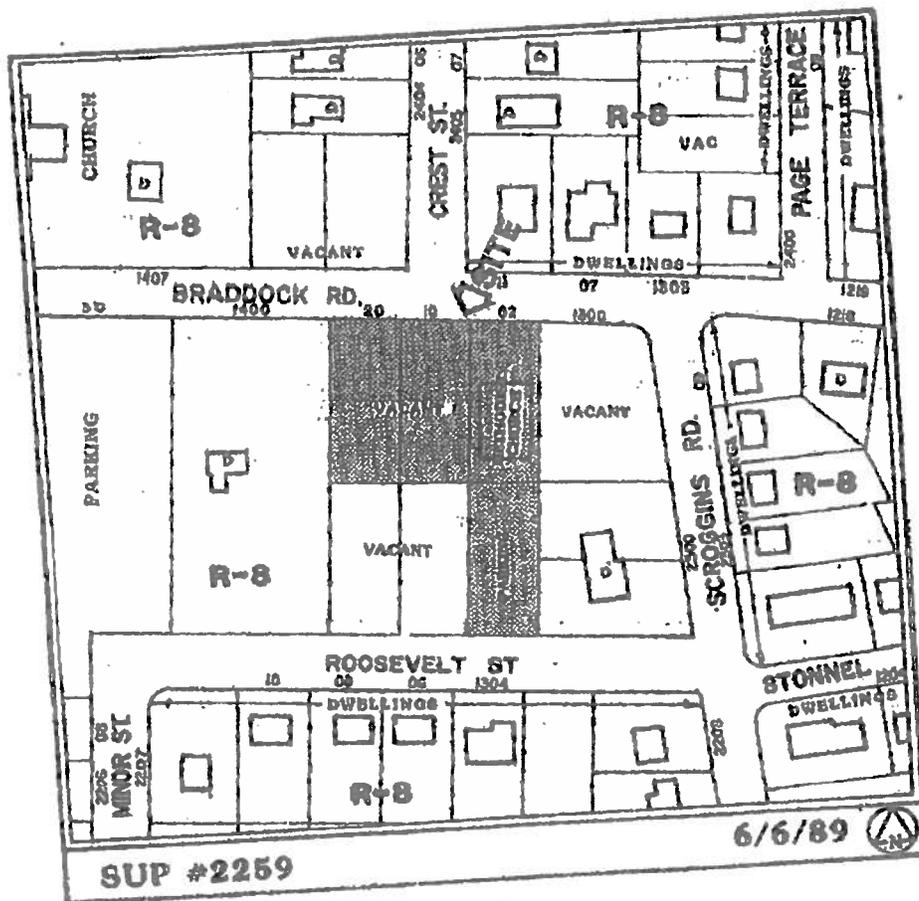
Ft. Washington, MD 20744

Phone: (202) 1052-5022

Email: NASARE@HOTMAIL.COM

Tel/ Fax: (301) 292-6324

The subject property and surrounding land uses are shown on the sketch below:



City of Alexandria, Virginia, Planning and Zoning Department
Day Care Pick-Up/Drop-Off 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-site parking spaces, and the movement of vehicles during drop-off and pick-up times. Return to: Department of Planning and Zoning, Room 2100, City of Alexandria, VA, 22314.

1. Name of day care establishment:

Alexandria Bible Church

2. Address:

1302 W. Braddock Rd

3. Business owner:

Alexandria Bible Church

4. Business owner phone and email:

Sarah Anum (Volunteer representative) 202-652-5022 and nasare@hotmail.com

5. Description of day care establishment:

Christian preschool program with instruction and outdoor play in the enclosed playground to the side of the church building. Children will have arts and crafts, music and literature activities.

6. Number of children at the site at any one time and their ages:

56 children 2.5-5yrs old

7. Number of classrooms:

5

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

5

9. Overall hours of operation:

7am -6pm

10. Peak times of pick-up/drop-off

7-7:30am and 5:30-6pm

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

A. Number for employees: 5

B. Number for parents/guardians (if parking and walking children into site during drop-off/pick-up): 26

C. Total Number: 31

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.

13. Written description of drop-off/pick-up plan including direction of travel for vehicles entering/exiting site:

All pick up and drop off will occur within the church parking lot behind the building. There will be no street drop offs or pick ups.
