



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 100, 108 & 120 E. Windsor Ave

TAX MAP REFERENCE: 034.04.02.01 **ZONE:** R2-5

APPLICANT:

Name: The Del Ray Montessori School (Sarah Fondriest, Director)

Address: 100 E. Windsor Ave, Alexandria, VA 22301

PROPOSED USE: Private Academic School / child care center

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 staff and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.

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.

Sarah Fondriest
Print Name of Applicant or Agent

[Signature] 6.2.15
Signature Date

100 E. Windsor Ave
Mailing/Street Address

703.380.1241
Telephone # Fax #

Alexandria, VA 22301
City and State Zip Code

sarah@thedelraymontessorischool.com
Email address

ACTION-PLANNING COMMISSION: _____ **D/**

ACTION-CITY COUNCIL: _____ **D/**

SUP #2015-00064
Application Materials
100, 108, & 120 E Windsor Ave
Del Ray Montessori School
Received: 6/8/2015

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 100 E. Windsor Ave, Alexandria, VA 22301, I hereby
(Property Address)

grant the applicant authorization to apply for the Private Academic School/ use as
(use) Child care center

described in this application.

Name: Erin Dahlin for Del Ray United Methodist Church Phone: 703.549.2088
Please Print

Address: 100 E. Windsor Ave. Email: office@delrayumc.org

Signature: *Erin Dahlin* Date: 6.8.15
Trustee

1. Floor Plan and Plot Plan. As a part of this application, the applicant is required to submit a floor plan and plot or site plan with the parking layout of the proposed use. The SUP application checklist lists the requirements of the floor and site plans. The Planning Director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver.

Required floor plan and plot/site plan attached.

Requesting a waiver. See attached written request.

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

The Del Ray Montessori School is a corporation with
no owners, but has Board members. The school
has 501(c)3 status

THE DEL RAY MONTESSORI SCHOOL

Board of Directors

Name	Title	Relationship with City Council or Planning Commission?
Sarah E. Fondriest	President	No
J. Page Turney	Secretary	No
Jon Underly	Treasurer	No
Rebecca Underly	Chair	No

The Del Ray United Methodist Church

Board of Trustees

Name	Relationship with City Council or Planning Commission?
Alan Dudash	No
Margaret Bowden	No
Dan Steenstra	No
Ellen Horton	No
Sarah Hughes	No
Erin Dahlin	No
Harvey Boltwood	No

Narrative Description

The Del Ray Montessori School operates under SUP2011-0062, SUP2013-007 & SUP2014-0084 and has created a rich, stimulating school environment that unites a community of students, families and staff. The school supports the optimum development of children and fosters a life-long love of learning. For more information, visit our website: www.thedelraymontessorischool.com.

Currently, the school is located in the Del Ray United Methodist Church and provides an excellent education for up to 64 students, ages 2 1/2 - 12. The purpose of this SUP is to expand our programs to:

- 1) Add a toddler program for children ages 18 months to 2 1/2 or 3;
- 2) Add an additional "primary" program for children ages 2 1/2 - 6; and
- 3) Request a parking reduction to allow tandem parking.

The toddler program, which will be located in the church parsonage (108 E. Windsor) will include 12 students, and the primary program will be located on the third floor of the church building and will include up to 26 students. The total maximum number of students in the school will be 102. It will take up to two school years (2015 - 2016 & 2016 - 2017) for the school to accommodate/enroll the maximum allowable number of children. The school will use an additional 1364 square feet in the church building, and an additional 1460 square feet of space in the parsonage. The students will play on the outdoor space of the parsonage during various times of the day.

USE CHARACTERISTICS

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

- a new use requiring a special use permit,
 an expansion or change to an existing use without a special use permit,
 an 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).

The school would like to expand our total enrollment to 102 students. Full-day students (approx. 58) will be at school from 8:00-3:30 Monday-Friday. Half-day students (approx. 44) will be at school from 8:30 a.m. - 1:15 pm)

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

There will be a total of 14-15 staff members per day, who work different/overlapped shifts.

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

Day: Monday - Friday

Hours: 8:00 a.m. - 5:30 p.m.

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

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

The school anticipates controlled noise while indoors, as well as noise on the playground.

B. How will the noise be controlled?

There will be minimal noise while indoors.

Outdoor noise will be monitored, discussed and controlled by staff.

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

The school does not anticipate or expect any odors to stem from the proposed use.

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? (i.e. office paper, food wrappers)

Office paper, paper towels, food wrappers

- B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)

Approximately 5 large bags per week.

- C. How often will trash be collected?

once a week.

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

Students and their families will be encouraged to use the school trash bins.
The trash & Recycling Center in the City of Alexandria visits our school annually to give our students a presentation on recycling, reusing & refuse.

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

Yes.

No.

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

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 nearby residents, employees and patrons?

The school staff will supervise the students at all times, both indoors and outdoors.

ALCOHOL SALES

13.

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

Yes No

If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

PARKING AND ACCESS REQUIREMENTS

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

- 12 Standard spaces
- Compact spaces
- Handicapped accessible spaces.
- Other.

Planning and Zoning Staff Only Required number of spaces for use per Zoning Ordinance Section 8-200A _____ Does the application meet the requirement? [] Yes [] No
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B. 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?

4 are located at 1800 Mt. Vernon Ave, 2 are at 1712 Mt. Vernon Ave.

PLEASE NOTE: 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.

C. 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.

Parking reduction requested; see attached supplemental form

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

A. How many loading spaces are available for the use? 3

Planning and Zoning Staff Only Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____ Does the application meet the requirement? [] Yes [] No

B. Where are off-street loading facilities located? none

C. During what hours of the day do you expect loading/unloading operations to occur?
Arrival (unloading) 8:00-9:00 a.m. * Staggered arrival times for student throughout the loading & unloading times.
Dismissal (loading) 12:45-1:30 p.m. & 3:00-3:45

D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
Monday - Friday as outlined in C.

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?

adequate access

[update street signs to include Loading zone 8:00-9:00 a.m., 12:45-1:30 p.m. & 3:00-3:45 p.m.]

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?
2,729 sq. ft. (existing) + 2849 sq. ft. (addition if any) = 5578 sq. ft. (total)

19. The proposed use is located in: (check one)
 a stand alone building
 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: _____

CHILD CARE HOMES and CHILD CARE CENTERS

Applicants for both child care homes and child care centers (day care center, day nursery and nursery schools) shall complete this section.

1. How many employees will staff the child care facility, including the operator?
14-15
How many staff members will be on the job at any one time? up to 15

2. Where will staff and visiting parents park? Those who do not walk or use public transportation will use on-site parking spaces, the leased spaces on Mt. vernon Ave and/or street parking.

3. Please describe how and where parents will drop off and pick up children.
Many students walk or ride bikes to school. Parents who drive use our school designated loading zone on E. Windsor Ave. by pulling to the curb, where a staff member assist children in/out of vehicles safely without having to park or abandon their vehicles.

4. At what time will children usually be dropped-off and picked-up?
Drop-off 8:00-9:00 Monday-Friday Pick-up 12:45-1:30 pm M-F (half-day students)
3:00-3:45 pm M-F (full-day students)

5. What type of outdoor play equipment is proposed for the child care facility, if any? Where will it be located on the property?
The school uses balls, bikes, jump ropes, and similar toys on the blacktop area located on the church property. The yard of the parsonage currently has a play structure we will be using.

6. Are play areas on the property fenced? Yes No
If no, do you plan to fence any portion of the property? Yes No

Please describe the existing or proposed fence.
A wooden fence encloses the entire black top area of church lot. A wooden fence encloses a backyard/grassy area next to/behind the parsonage.

CHILD CARE CENTERS ONLY

Applicants for child care centers (day care center, day nursery and nursery schools) shall complete this section.

1. How many children will be cared for during one day? 102 maximum

2. What age children do you anticipate caring for? 18 months - 12 years

3. Does the operation have a license from the State of Virginia for a child care facility?

Yes No

If yes, provide a copy of the license.



APPLICATION - SUPPLEMENTAL

Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location)

We propose allowing up to 6-8 cars parked tandemly in the church parsonage driveway to accommodate staff parking.

2. Provide a statement of justification for the proposed parking reduction.

Staff who park in the driveway will have to hang their keys by the door to be accessible in cases of emergency. Staff will not be allowed to arrive or depart from the driveway during arrival/dismissal/loading zone times.

3. Why is it not feasible to provide the required parking?

Seeking to gain permission to park tandemly on-site.

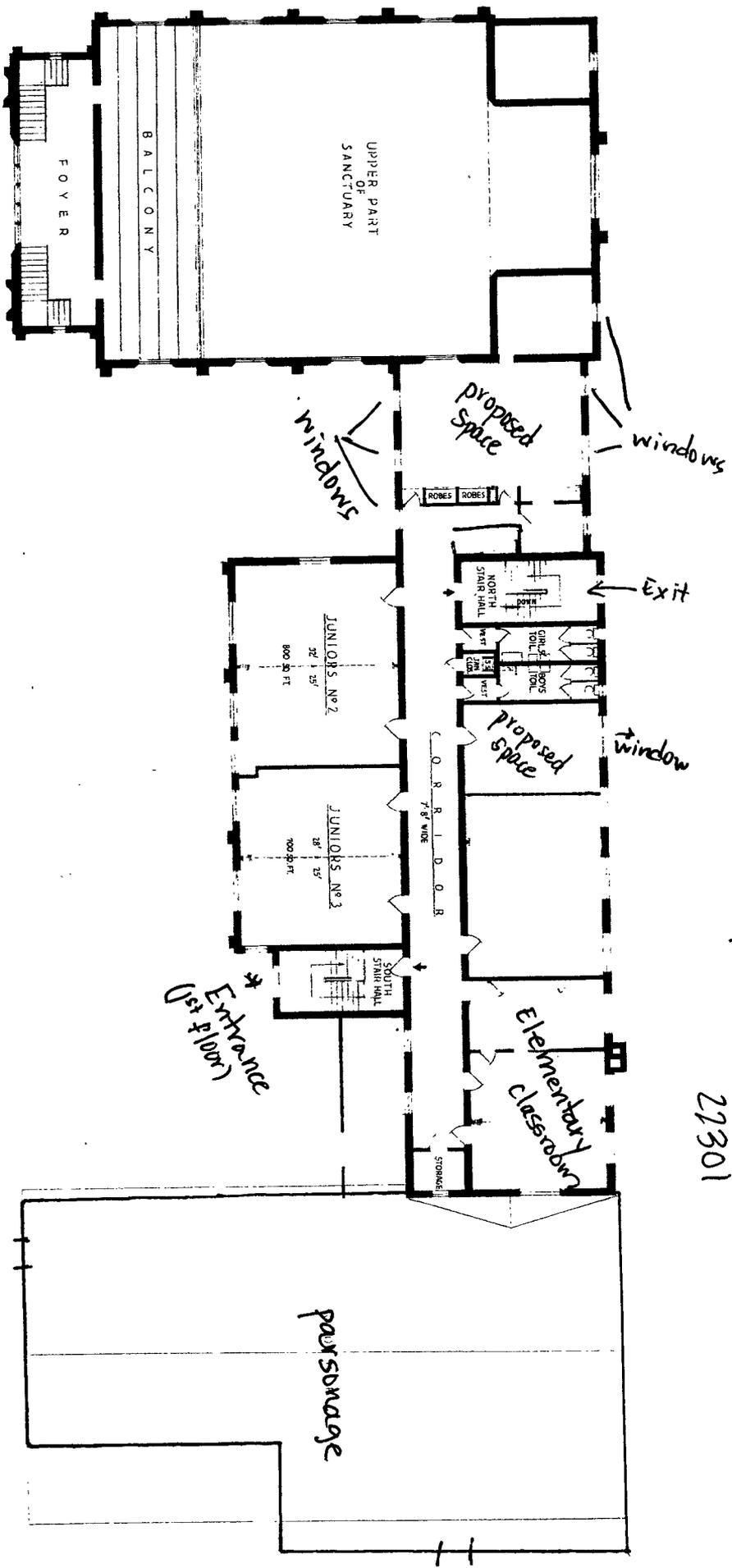
4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?

_____ Yes. No.

5. If the requested reduction is for more than five parking spaces, the applicant must submit a *Parking Management Plan* which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.

6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.

The Del Ray Montessori School
 (Del Ray United Methodist Church)
 100 E. Windsor Ave.
 22301



THIRD FLOOR PLAN
 SCALE: 1/8" = 1'-0"

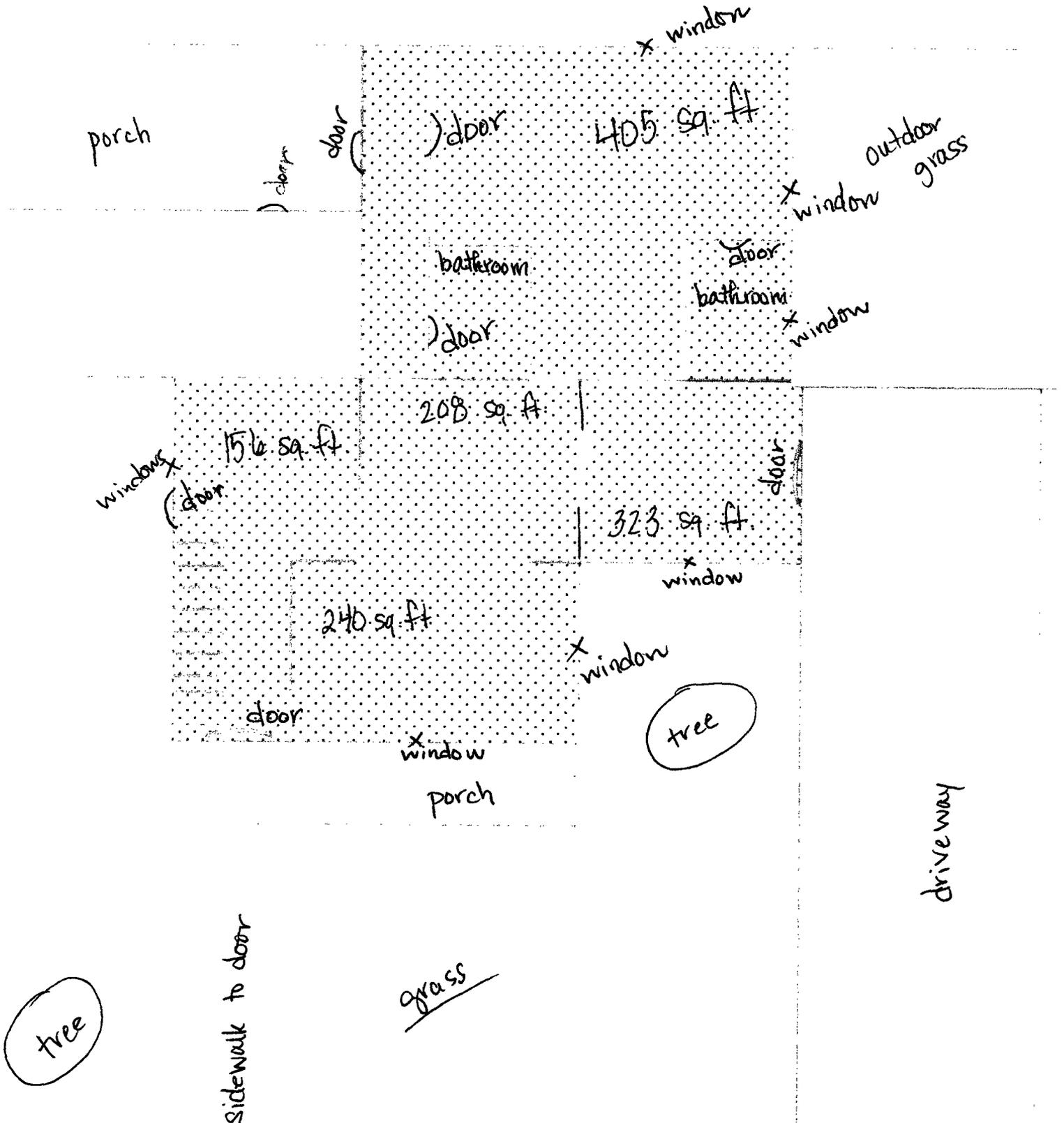
Square footage: 1389 sq. ft.

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PDC: Sarah Fondriest

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The Del Ray Montessori School
Parsonage Floor plan First Floor
POC: Sarah Fondriest





City of Alexandria Business License

Revenue Administration Division, City of Alexandria, 301 King Street, Room 1700, Alexandria, VA 22314

License Number: 127304-2015
Account Number: 127304
Tax Period: 2015
Business Name: The Del Ray Montessori School
Trade Name: The Del Ray Montessori School
Business Location: 100 E WINDSOR AV
Alexandria, VA 22301

License Classification(s): Exempt
9-011-009
Non-Profit School

This license has been issued by the Revenue Administration Division of the City of Alexandria and is granted to:

The Del Ray Montessori School
100 E WINDSOR AV
Alexandria, VA 22301