



SUP # 2015-0076

Administrative Special Use Permit Application

PROPERTY LOCATION: 322 North Alfred Street, Alexandria VA 22302

ZONE: RB TAX MAP REFERENCE:

APPLICANT'S INFORMATION:

Applicant: Cookie Balcha Business/Trade Name: Bright Mind Preschool I

Address: 322 North Alfred Street, Alexandria, VA 22314

Phone: (703) 928-0591

Email: Cookiebalcha@mrisc.com

PROPOSED USE:

- Day Care Center (checked), Light Auto Repair, Overnight Pet Boarding, Outdoor Garden Center, Catering Business, Valet Parking, Restaurant, Outdoor Dining (exclude King Street Retail), Live Theater, Outdoor Food and Crafts Market Center, Outdoor Display, Massage Establishment

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: [Handwritten Signature]

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 interim 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.

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PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 322 N. Alfred Street
FIRST FLOOR
(property address), for the purposes of operating a DAY CARE (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: Rev. COLLINS Asonye Phone: 703-549-1334
Address: 322 N. Alfred St Email: rector@meadechurch.org
Signature: [Signature] Date: 07-08-2015

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 or owner, unless the entity is a corporation or partnership, in which case identify each owner and the percent of ownership.

~~The entity is a corporation LLC~~
Bright Mind LLC Owner: Herdawit + Balcha
322 N. Alfred St 100% Ownership
Alexandria, VA 22304

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.

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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 qualflfes 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? 13 space surface parking lot. Day care centers has the church property. The pickup and drop off of children will occur within this parking lot and will be supervised by staff, accor. to the daycare.
How many cars will fit in the area at one time? 13 space surface parking lot and about 10 street parking.

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) - Upper floor
Range of time drop off 6-9am
Pick up 4-6pm

How large an area is proposed for day care's operations? 2284 sq. feet

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

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.

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USE CHARACTERISTICS

2. Please give a brief statement describing the use: Daycare

2 yrs - 15 kids = 3 Classroom
3 yrs - 15 kids - Bright Mind Preschool
4 yrs - 15 kids
5 yrs - 5 kids

3. Please describe the proposed hours of operation:

Days	Hours
Daily	

Or give hours for each day of the week

Monday	6am-6pm
Tuesday	6am-6pm
Wednesday	6am-6pm
Thursday	6am-6pm
Friday	6am-6pm
Saturday	fe
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).

Daily - ~~40-50~~ 50

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

Daily ~~10-15~~ 10

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

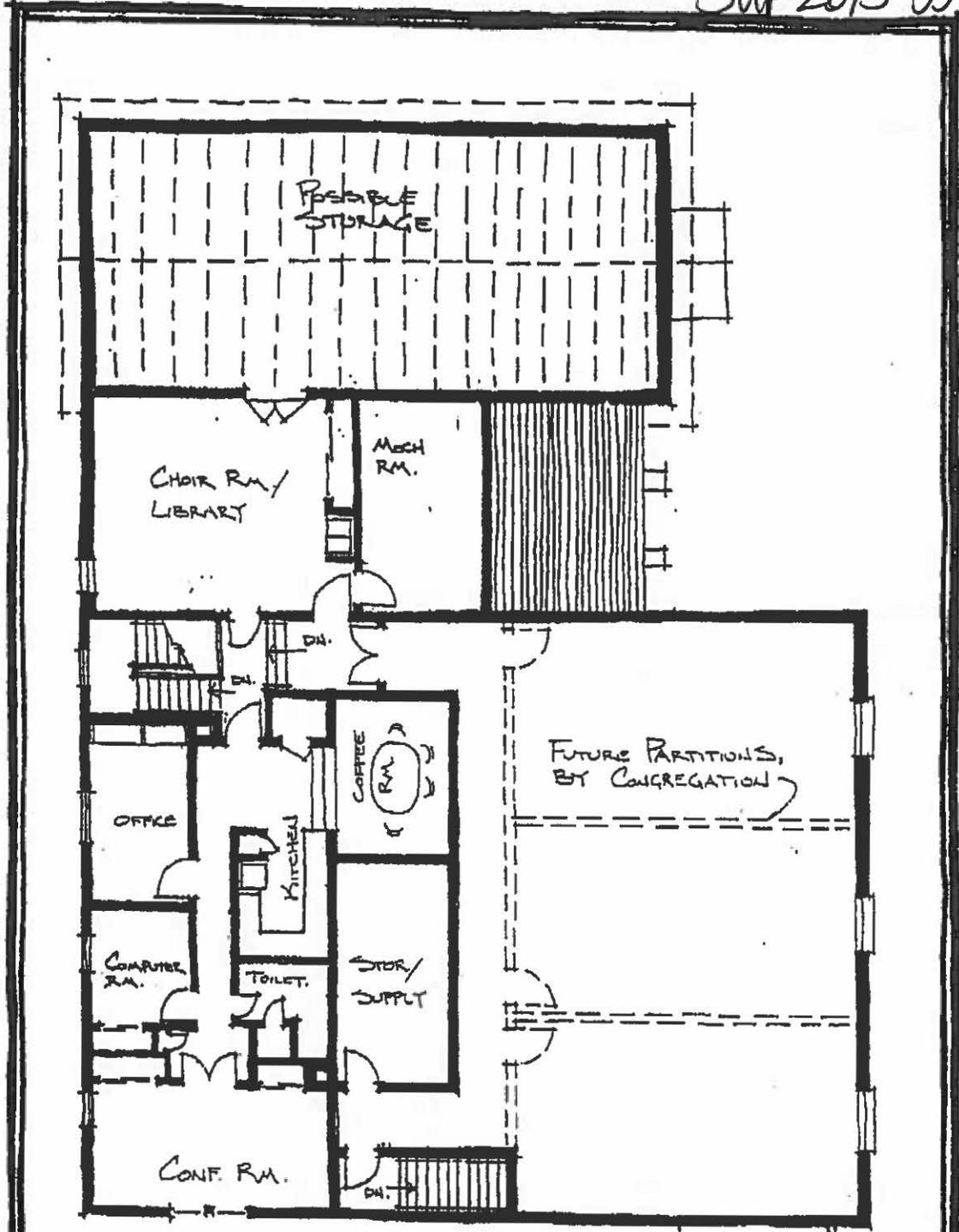
11 Standard and compact spaces

7 Handicapped accessible spaces

15 Other Street Parking N. Alfred St

NO one

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SECOND FLOOR PLAN

PROJECT NO.
60020
DATE
4-10-00

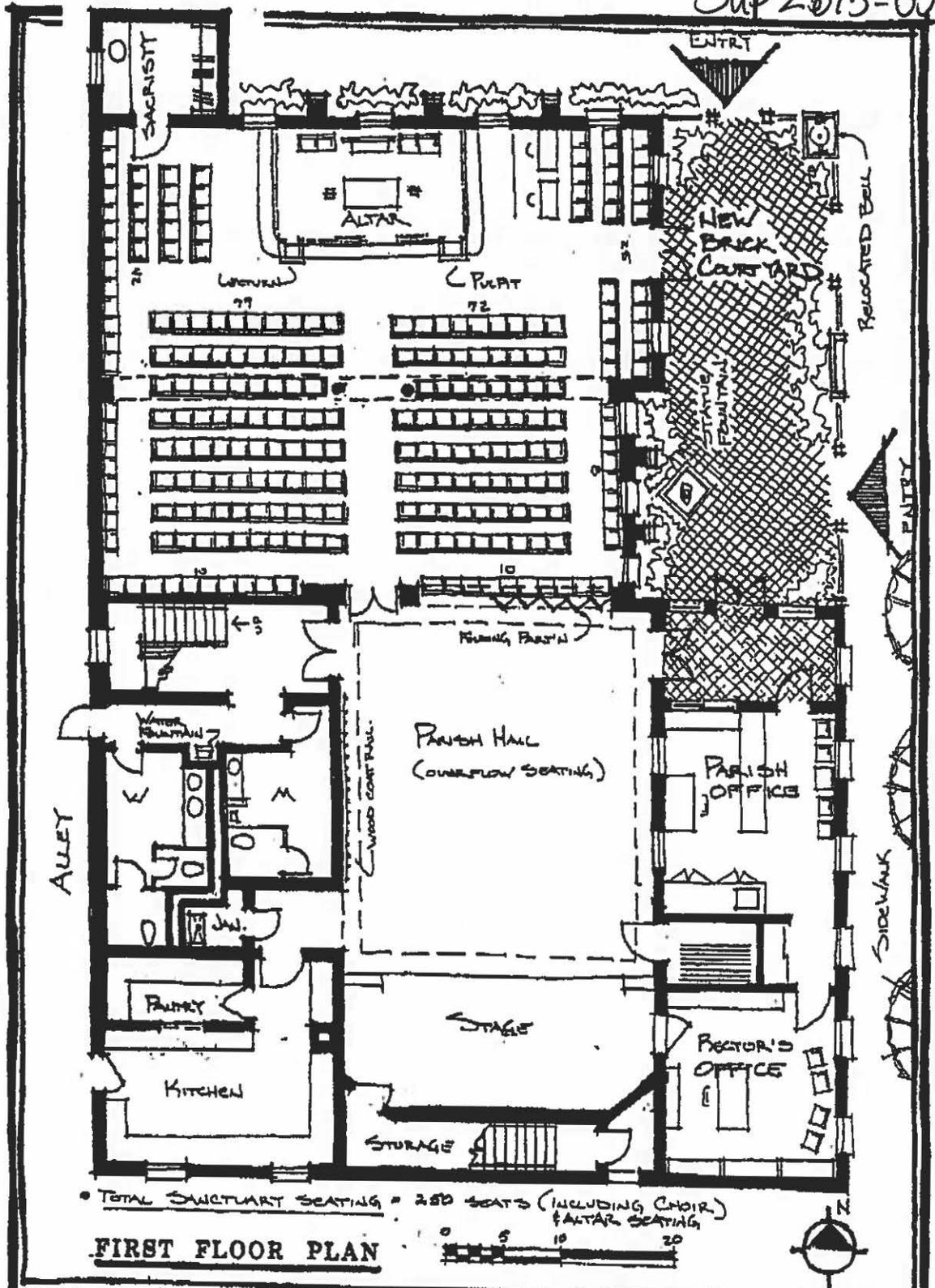
MEADE MEMORIAL CHURCH
ALEXANDRIA, VIRGINIA

DONALD
LEMAY
&
PAGE
ARCHITECTS
PLANNERS

SHT. 4 OF 15

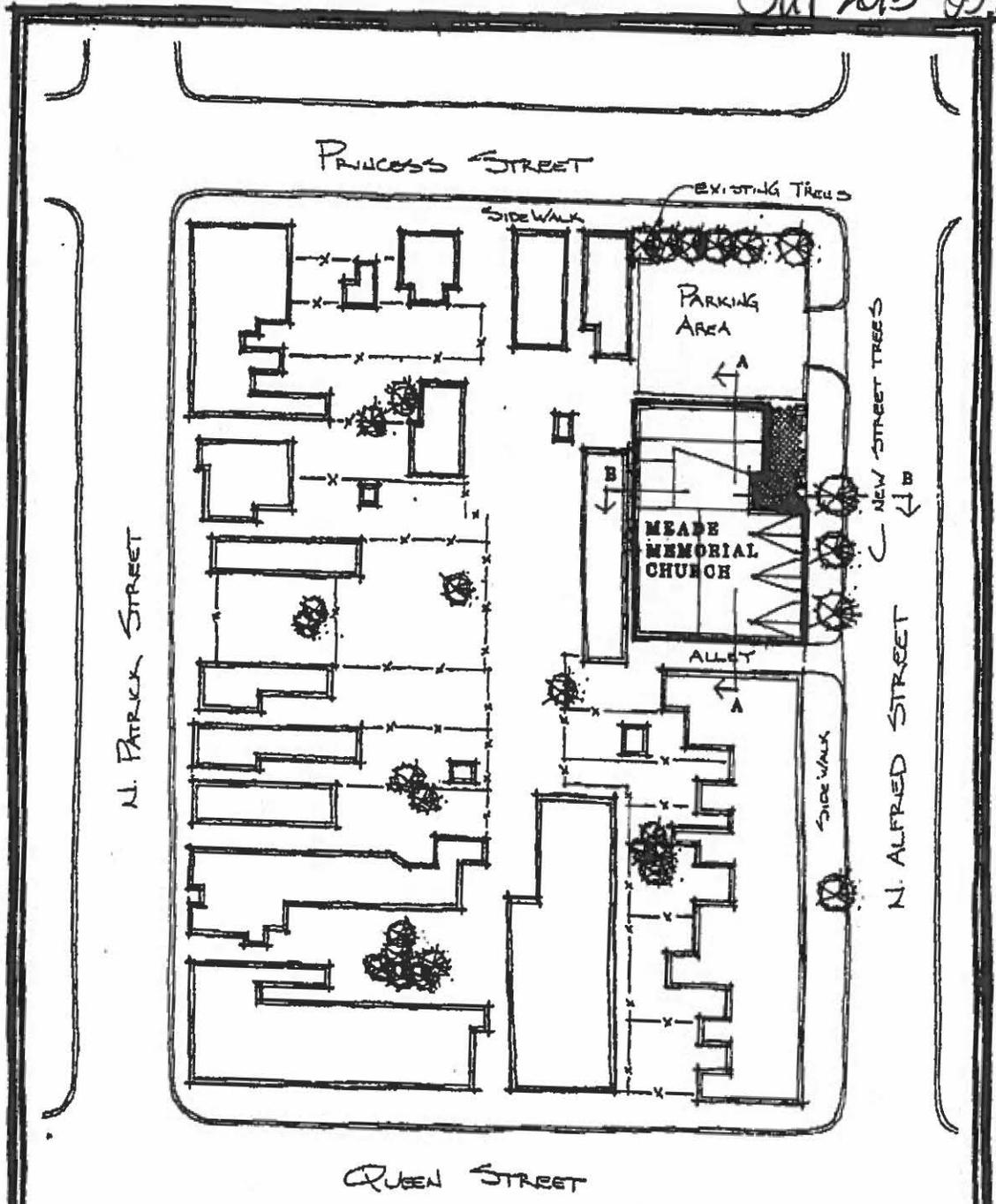
SCHEME "A" - SECOND FLOOR PLAN

SUP 2015-0076



PROJECT NO. 08610 DATE 4-10-88	MEADE MEMORIAL CHURCH ALEXANDRIA, VIRGINIA	DONALD LEMAY & PAGE ARCHITECTS PLANNERS
SHT. 3 OF 15	SCHEME "A" - FIRST FLOOR PLAN	

SUP 2015-0076



CONTEXT MAP



PROJECT NO.
20020
DATE
4-10-08

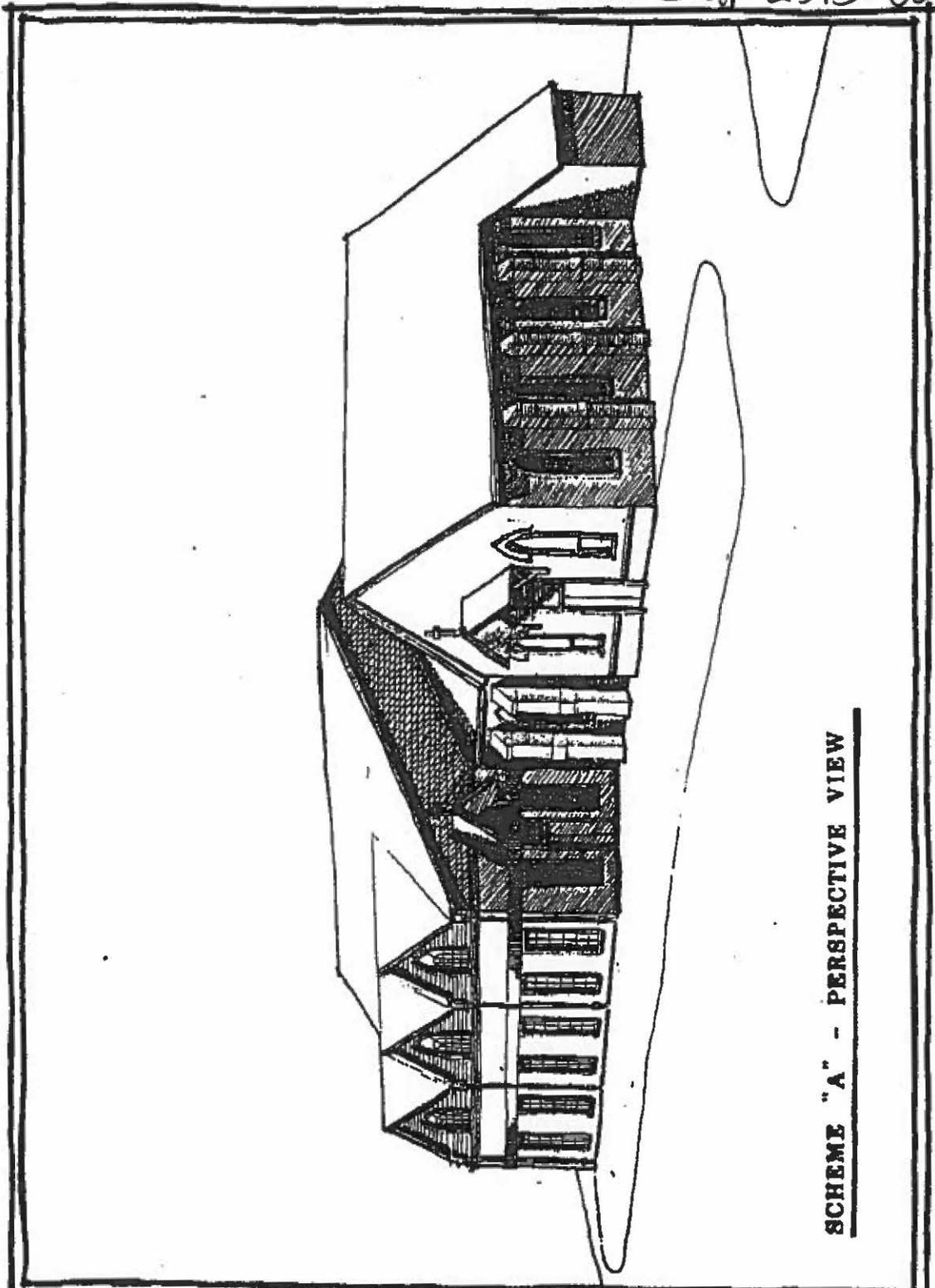
MEADE MEMORIAL CHURCH
ALEXANDRIA, VIRGINIA

DONALD LEMAY & PAGE
ARCHITECTS
PLANNERS

SHT. 2 OF 15

SCHEME "A" - CONTEXT MAP

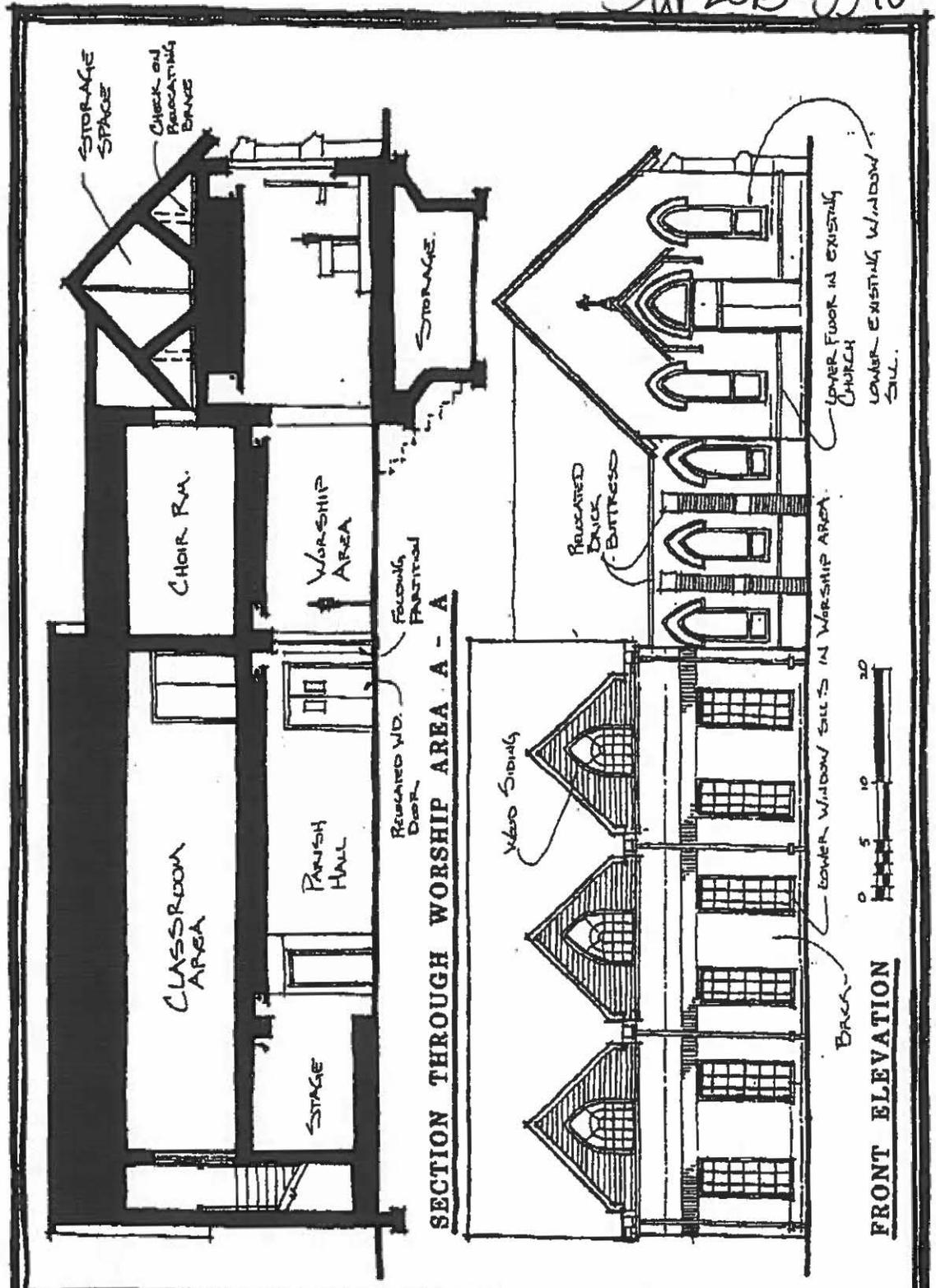
SUP 2015-0076



SCHEME "A" - PERSPECTIVE VIEW

PROJECT NO. 88020 DATE	MEADE MEMORIAL CHURCH ALEXANDRIA, VIRGINIA	DONALD LEMAY & PAGE ARCHITECTS PLANNERS
SHT. OF	SCHEME "A" - PERSPECTIVE VIEW	

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PROJECT NO.
88020
DATE
4-10-88

MEADE MEMORIAL CHURCH
ALEXANDRIA, VIRGINIA

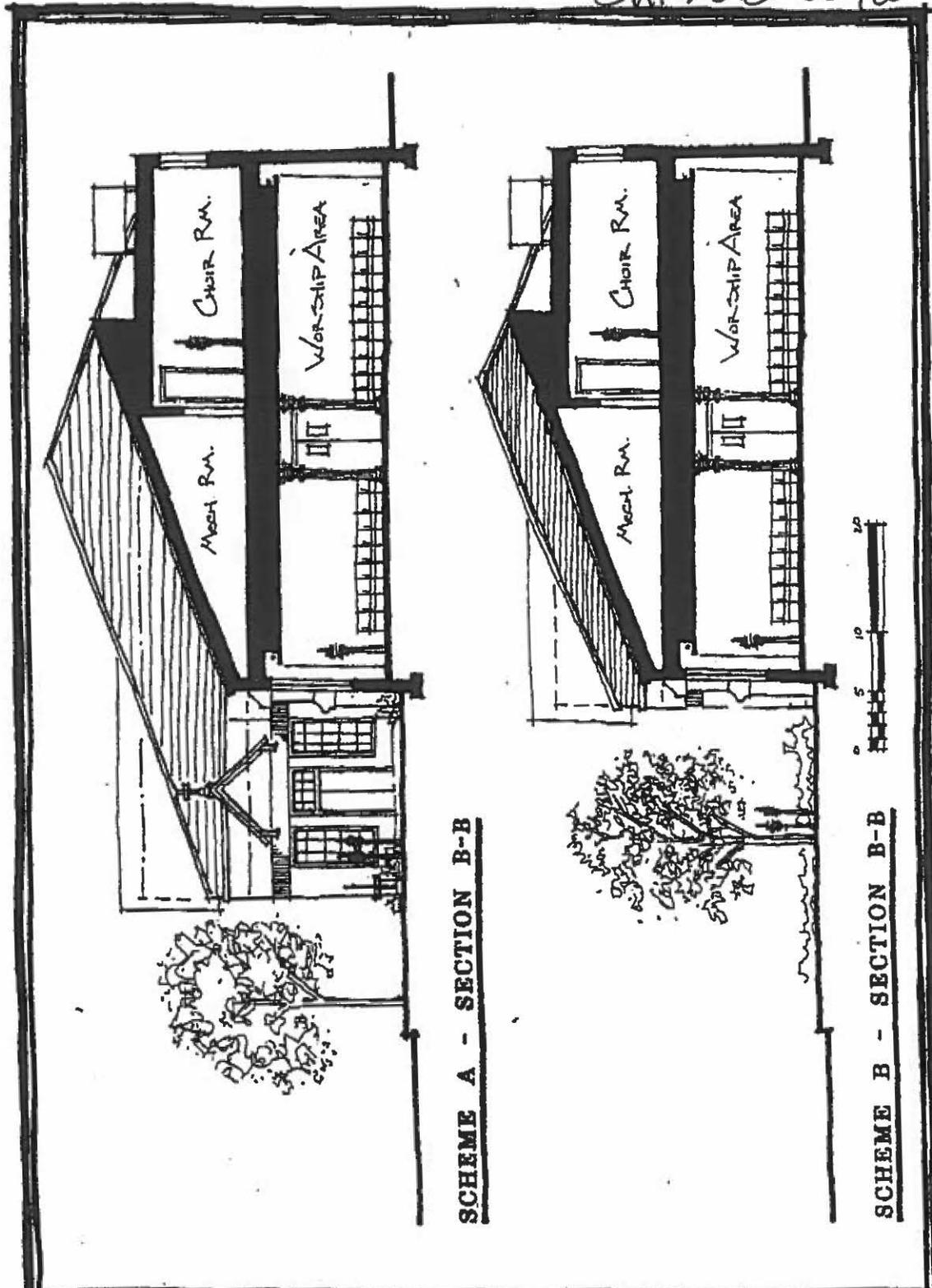
DONALD
LEMAY
&
PAGE

SHT. 5 OF 15

SCHEME "A" - FRONT ELEV. & BLDG. SECT.

ARCHITECTS

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SCHEME A - SECTION B-B

SCHEME B - SECTION B-B

PROJECT NO.
88020
DATE
4-10-88

MEADE MEMORIAL CHURCH
ALEXANDRIA, VIRGINIA

DONALD
LEMAY
PAGE

SHT. 6 OF 15

SCHEME A & B - BLDG. SECTION

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-site 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:

Bright Mind Preschool

2. Address:

322 N. Alfred St, Alexandria, VA 22314

3. Business owner:

Ms. Cookie Balcha

4. Business owner phone and email:

(703)928-0591 cookiebalcha@mrns.com

5. Description of day care establishment:

Bright Mind Preschool to provide a safe, developmentally appropriate environment for preschool age children. Our focus is to provide a stimulating early care and education experience which promotes each child's social, emotional, physical and cognitive development.

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

40-50 kids

7. Number of classrooms:

4

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

8-10

9. Overall hours of operation:

7am-6pm Monday-Friday

10. Peak times of drop-off/pickup

Dropoff 7-9 Pickup 4pm-6pm

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

A. Number for employees: 5-8

B. Number for parents/guardians (if parking and walking children into site during drop-off/pickup): 8 parking space

C. Total Number: 13 parking space

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.

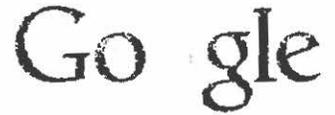
Other, please describe.

13. Written description of drop-off/pickup plan including direction of travel for vehicles entering/exiting site. Attach an aerial view of the site to illustrate the drop-off/pickup plan.

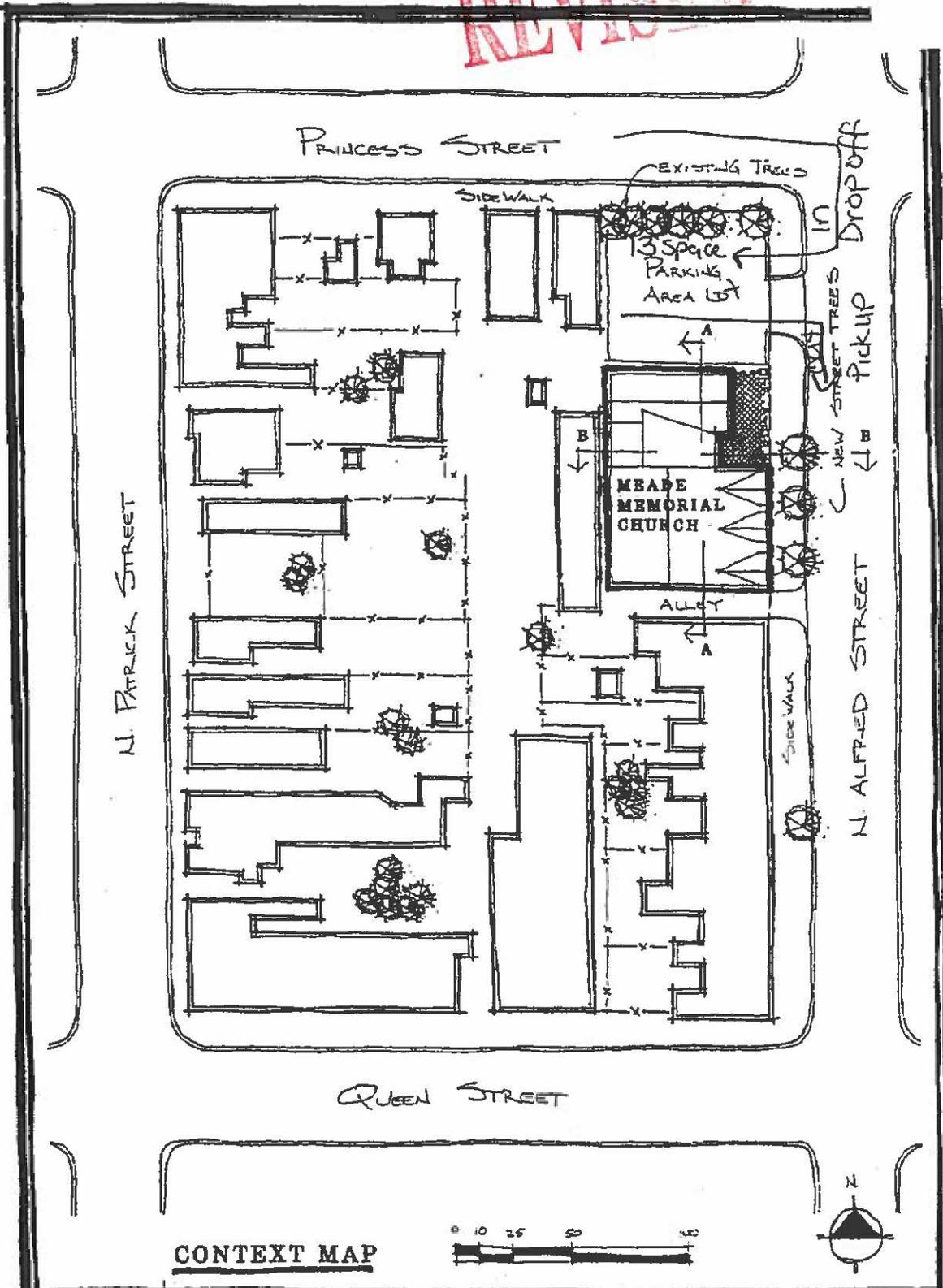
Drop off / pickup plan is parents will wait in their vehicles in parking area and staff will meet children at vehicle and escort them into the building



322 S Alfred St
322 S Alfred St, Alexandria, VA 22314



REVISED



CONTEXT MAP

PROJECT NO.
60010
DATE
4-10-00

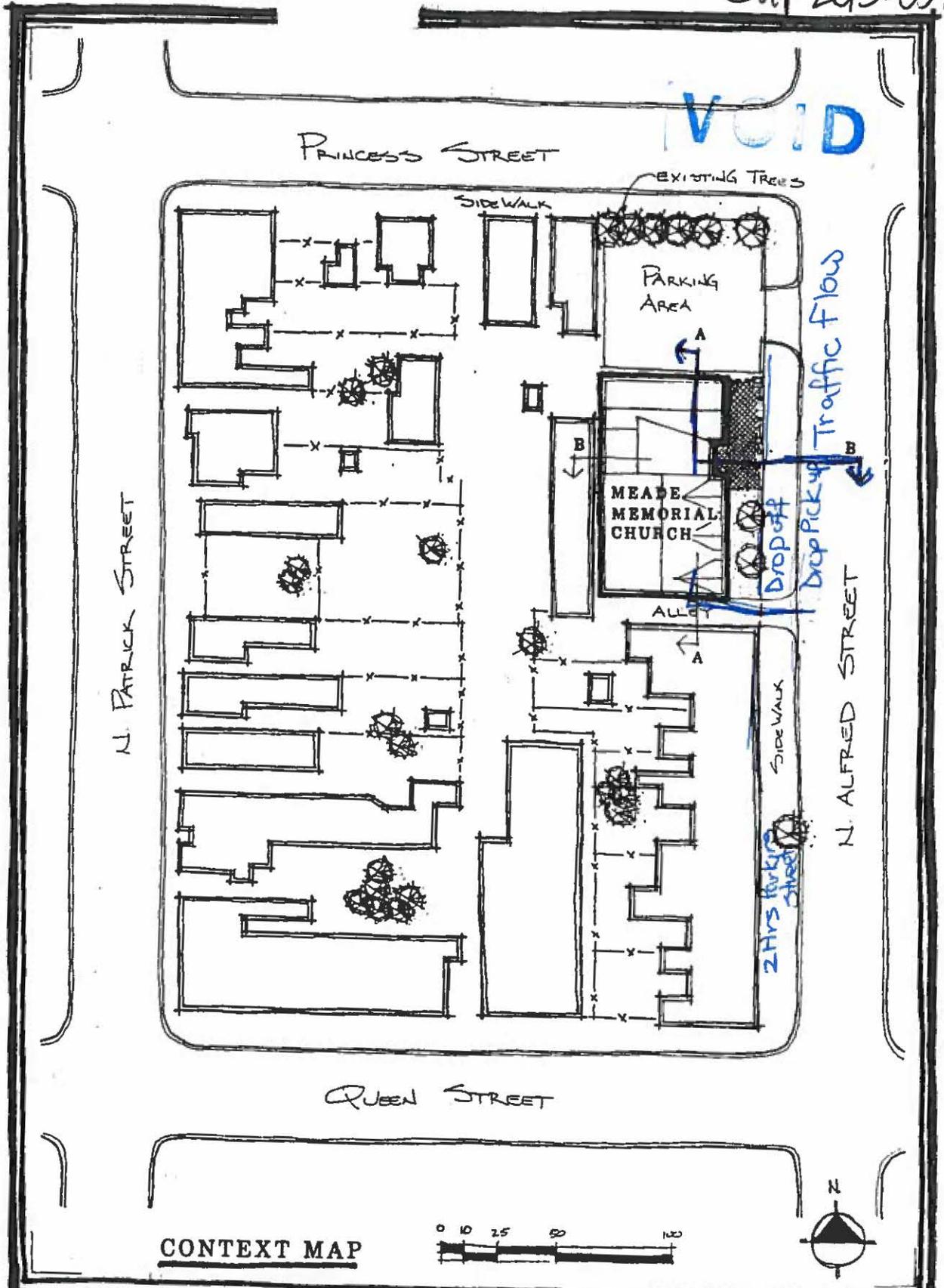
MEADE MEMORIAL CHURCH
ALEXANDRIA, VIRGINIA

DONALD LEMAY & PAGE
ARCHITECTS

SHT. 2 OF 15

SCHEME "A" - CONTEXT MAP

SUP 2015-0076



CONTEXT MAP

PROJECT NO.
20020
DATE
4-10-88

MEADE MEMORIAL CHURCH
ALEXANDRIA, VIRGINIA

DONALD
LEMAY
& PAGE
ARCHITECTS
PLANNERS

SHT. B OF 15

SCHEME "B" - CONTEXT MAP