



# APPLICATION SPECIAL USE PERMIT

**ADMINISTRATIVE CHANGE OF OWNERSHIP  
OR MINOR AMENDMENT**

Change of Ownership       Minor Amendment

[must use black ink or type]

**PROPERTY LOCATION:** 3825 Russell Road, Alexandria, VA 22305  
**TAX MAP REFERENCE:** \_\_\_\_\_ **ZONE:** RA/Multi-Family

**APPLICANT**

Name: St. Rita School by Michael F. Tamara, Owner's Representative  
Address: 3801 Russell Road, Alexandria, VA 22305

**PROPERTY OWNER**

Name: St. Rita School  
Address: 3801 Russell Road, Alexandria, VA 22305

**SITE USE:** Child Day Care

**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.

Michael F. Tamara  
Print Name of Applicant or Agent  
801 Tennessee Ave., #102  
Mailing/Street Address  
Alexandria, VA                      22305  
City and State                      Zip Code

Signature  
571-451-9797                      N/A  
Telephone #                      Fax #  
mftamara79@gmail.com  
Email address  
1/10/16  
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 # 2010-0049

Date approved: 9 / 3 / 10  
month day year

Name of applicant on most recent special use permit St. Rita School by Mary Pat Schlickemaler, Principal

Use Child Day Care

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.)

~~Saint Rita School has operated at this location since the early 1950's in accordance with Special Use Permit #2, approved by City Council on August 14, 1951. The existing school provides instruction for 190 children in Kindergarten through 8th grade. The school currently operates from 8:15 a.m. to 3:15 p.m., with before and after school care available starting at 7:30 a.m. and ending at 6:00 p.m.~~

~~The additional SUP approved by City Council in 2011, allowed Saint Rita's school community to open it's preschool in The Parish Center. The current preschool services 40 children ages 3 to 4 years old in two classrooms within the Parish Center building. In addition, a third classroom, The Atrium of the Good Shepherd, serves Saint Rita students from preschool through through 3rd grade. The preschool operates from 8:15 a.m. until 11:45 p.m. During that time a total of 35-40 children are in the building. Each of the three classrooms has one Lead Teacher and one Aide for a total of 6 preschool staff. The proposed 2s Program would require the hire of an additional Lead and Aide. The proposed program would service two classes of 8 students (one class 2days a week).~~

~~There is a large demand in the City for preschool aged child care. Saint Rita School has educated children in preschool (3-5 year olds) through 8th grade for five years and now wishes to serve the community by providing that opportunity for preschool children aged 2.~~

~~The church intends to make its preschool open to all children regardless of race or religion, thereby meeting the needs of all local families. The space available is clean, attractive, well lit and large making it an ideal space for children to learn and play. The community will benefit from having an expanded preschool program on this site.~~

Parking/Drop-Off:

~~Section 8-200(A)(11) of the Zoning Ordinance requires one parking space for every 25 classroom seats in elementary schools and two spaces for each preschool classroom. The existing school with 190 students requires 8 parking spaces and the two proposed preschool classrooms will require 4 parking spaces. A total of 12 parking spaces are required for the two uses. The site currently provides 67 parking spaces.~~

~~The existing school has a drop-off plan already in place. Parents enter the site from Russell Road, just north of the church, and exit onto Mount Vernon Avenue. There is adequate parking near the Parish Center where parents can park and escort their children to class without impeding the flow of traffic in and out of the site. The applicant has staggered the beginning and ending hours for the preschool from the hours of the elementary school to lessen any potential traffic impact.~~

**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)**

There are no proposed changes to the nature of the activity until the revised SUP. The current preschool hours, provided parking, noise emissions remain the same. Changes include:

\*16 additional students (2classes of eight 2 year olds)

\*2 staffers (2s Lead Teacher and 2s Aide)

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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:

The proposed 2s classroom needs an exterior door to comply with current city safety standards. That door will be installed with a handicap-accessible ramp.

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:

6 (3 leads and 3 aides)

8 (1 additional lead and aide)

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 be required by code to add a direct egress door out of the room, as stated above in question 5.

9. Are you proposing changes in the sales or service of alcoholic beverages?  Yes  No  
If yes, describe proposed changes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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10. Is off-street parking provided for your employees?  Yes  No

If yes, how many spaces, and where are they located?

Off-street parking exists and can be utilized, but is not exclusively reserved for employees.

11. Is off-street parking provided for your customers?  Yes  No

If yes, how many spaces, and where are they located?

As in question 10, off-street parking exists, but is not earmarked for customers.

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:

30

Proposed:

38

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: Owner's Representative/Parishioner

16. The applicant is the (check one)  Current business owner  Prospective business owner

other, please describe: Current Owner's Representative

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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 (10%) 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:**

The owner is St. Rita School, 3801 Russell Rd., Alexandria, VA 22305. The principal is Mrs.

Mary Schlickemaier, and the pastor is Rev. Daniel Gee.

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