

DATE: March 4, 2016

TO: Alex Dambach, Division Chief, Land Use Regulatory Services
Department of Planning and Zoning

FROM: Ann Horowitz, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2016-0006
Minor Amendment Request
Site Use: Day Care
Applicant: Saint Rita School
Location: 3825 Russell Road (Parcel Address: 3801 Russell Road)
Zone: RA/Multi-Family

Request

The applicant, Saint Rita School, is requesting a minor amendment to SUP #2010-0049 to increase the number of children at its day care facility. Two half-day classes of eight two-year olds each would be added in the Parish Center building. Eight additional children would be at the operation at any one time in one classroom. Two teachers would be added to the staff. The day care establishment hours would continue as 8:30 a.m. and 3:30 p.m., Monday through Friday.

Background

City Council approved Special Use Permit #2 for a private academic school instructing 190 children in kindergarten through 8th grade August 14, 1951. A day care operation accommodating children ages three to four years old in two classrooms within the Parish Center building was administratively approved under SUP #2010-0049 on September 3, 2010.

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 academic school with 190 students requires 8 parking spaces and three day care classrooms would require 6 parking spaces. A total of 14 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 Russell Road just south of the church. There is adequate parking near the Parish Center where parents can park and escort their children to class without interrupting traffic flow 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.

CONDITIONS OF SPECIAL USE PERMIT #2016-0006

The owner is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. The special use permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z) (SUP #2010-0049)
2. **CONDITION AMENDED BY STAFF:** The hours of operation for the ~~preschool~~ day care operation shall be limited to between 8:30 a.m. and 3:30 p.m., Monday through Friday. (P&Z) (~~SUP #2010-0049~~)
3. **CONDITION AMENDED BY STAFF:** The maximum number of children permitted at the ~~preschool~~ day care operation at any one time shall be ~~30~~ 38 and no more than ~~60~~ 76 in one day, ~~subject to approval of the Licensing Division of the Virginia Department of Social Services.~~ (P&Z) (~~SUP #2010-0049~~)
4. The facility shall obtain all required state, federal, and local licenses and certificates prior to opening its place of business. (P&Z) (SUP #2010-0049)
5. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all special use permit provisions and requirements. (P&Z) (SUP #2010-0049)
6. The applicant shall require its employees who drive to work to use off-street parking. (P&Z) (T&ES) (SUP #2010-0049)
7. The facility shall provide adequate drop off and pick up facilities so as to create minimal impact on pedestrian and vehicular traffic. (P&Z) (SUP #2010-0049)
8. The administrative permit approved by the director pursuant to Section 11-513 of the zoning ordinance shall be displayed in a conspicuous and publicly accessible place. A certificate provided by the city shall inform the public of its right to examine the list of standards associated with the permit. A copy of the list of standards with the permit shall be kept on the premises and made available for examination by the public upon request. (P&Z) (SUP #2010-0049)
9. The applicant shall ensure that no vehicles stop on Russell Road or Glebe Road for pick-up or drop-off. All pick-up and drop-off's shall occur on site and outside of the public right of ways. (T&ES) (SUP #2010-0049)
10. All loudspeakers shall be prohibited from the exterior of the building. (T&ES) (SUP #2010-0049)

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

Previous Conditions:

2. The hours of operation for the preschool shall be limited to between 8:30 a.m. and 3:30 p.m., Monday through Friday. (P&Z) (SUP2010-00049)
6. The applicant shall require its employees who drive to work to use off-street parking. (P&Z) (T&ES) (SUP2010-00049)
7. The facility shall provide adequate drop off and pick up facilities so as to create minimal impact on pedestrian and vehicular traffic. (P&Z) (SUP2010-00049)
9. The applicant shall ensure that no vehicles stop on Russell Road or Glebe Road for pick-up or drop-off. All pick-up and drop-off's shall occur on site and outside of the public right of ways. (T&ES) (SUP2010-00049)
10. All loudspeakers shall be prohibited from the exterior of the building. (T&ES) (SUP2010-00049)
11. Access to adjacent properties or driveway entrances shall not be blocked at any time. (T&ES) (SUP2010-00049)

New Conditions:

1. **CONDITION ADDED BY STAFF:** The applicant shall encourage its employees to use public transportation to travel to and from work. Within 60 days of SUP approval, the business shall contact the Local Motion at 703-746-4686 for information on establishing an employee transportation benefits program. (T&ES)
2. **CONDITION ADDED BY STAFF:** Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up once each day to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)

City Code Requirements:

1. The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES) (SUP2010-00049)

Health Department:

The Special Use Permit application has been reviewed. If you intend to provide food or snacks to the children in the day care facility please note the following comments that must be addressed:

Child Care Facility

- C-1 An Alexandria Health Department Permit is required for all regulated facilities that are serving and/or preparing food. A permit shall be obtained prior to operation, and is not transferable between one individual, corporation or location to another.
- C-2 Construction plans shall be submitted to the Health Department located at 4480 King Street and through the Multi-Agency Permit Center. Construction plans shall be submitted and approved by the Health Department prior to construction. There is a \$200.00 plan review fee payable to the City of Alexandria.
- C-3 Construction plans shall comply with Alexandria City Code, Title 11, Chapter 2, The Food Safety Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility, including the hot water heater.
- C-4 A Food Protection Manager shall be on-duty during all operating hours.
- C-5 The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions.

Parks and Recreation:

No comments received

Police Department:

No comments received

Department of Community and Human Services, Early Childhood Division,
Center for Children and Families

Report of site visit for SUP 2016-00006

St. Rita School

3801 Russell Road, Alexandria, VA 22305

Date of visit: February 8, 2016

This visit was made in response to a request by St. Rita School to adjust the number of students and staff for the preschool located at 3801 Russell Road, Alexandria, VA 22305. There is an increased need in the community to provide care for younger children.

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2016-0006. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the preschool at 3825 Russell Road.


Applicant - Signature


Date

CAROLIN ROCKWELL
Applicant - Printed


Date