



APPLICATION SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

Change of Ownership **Minor Amendment**

[must use black ink or type]

PROPERTY LOCATION: 2723 King Street, Alexandria, VA 22302
TAX MAP REFERENCE: 052.02-02-6-06 **ZONE:** R-8, Residential

APPLICANT

Name: ALIVE! Child Development Center/Diane Charles
Address: 2723 King Street, Alexandria, VA 22302

PROPERTY OWNER

Name: First Christian Church
Address: 2723 King Street, Alexandria, VA 22302

SITE USE: Church and Preschool

Business Name: **Current:** ALIVE! Child Developn **Proposed (if changing):**

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.

Diane Charles, ALIVE! Executive Director
Print Name of Applicant or Agent
2723 King Street
Mailing/Street Address
Alexandria, VA 22302
City and State Zip Code

Diane L. Charles Digitally signed by Diane L. Charles
Date: 2017.06.16 10:39:38 -0400
Signature
703-837-9320 703-837-9399
Telephone # Fax #
diane.charles@alive-inc.org
Email address
June 16, 2017
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 # 905

Date approved: 04 / 24 / 1973
month day year

Name of applicant on most recent special use permit ALIVE! Child Development Center

Use Operate a preschool for low-income, working families.

2. Describe below the nature of the operation 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.)

ALIVE! is a nonprofit organization serving the City of Alexandria and is the largest private social services safety net offering: a preschool for low-income working families; a transitional shelter for women and children; a food distribution and delivery program; a financial assistance program that helps with rent and utilities; and a furniture and housewares program

The ALIVE! Child Development Center (CDC) is a preschool operated at the First Christian Church at 2723 King Street. The ALIVE! CDC serves low-income, working families and is open Monday through Friday from 6:45 a.m. - 5:45 p.m., serving 3 and 4 year olds by providing high quality early education and child care. There are three classrooms in operation at this location. Currently ALIVE! operates two of the classrooms. The third classroom is operated by Child and Family Network Centers.

Currently, the three classrooms serve up to 45 students. Among the three classrooms, there are currently 8 teachers; there is a social worker; and two administrators. Thus, there are 9 employees for the ALIVE! Child Development Center and 2 employees for the Child and Family Network Centers, for a total of 11 employees working at this location.

There is a playground located at one end of the parking lot that is used by the children and teachers - one classroom at a time. It is currently approved for up to 15 children at a time.

The First Christian Church parking lot provides ample parking for the employees and the parents who are there for short periods of time to drop-off and pick-up their children.

3. Describe any proposed _____ 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 two changes that ALIVE! is requesting.

1. We would like to increase the number of children who can be on the playground from 15 to 32. ~~(The state license, based on the size of the playground, allows the playground to facilitate up to 46 children).~~

2. We would like to increase the enrollment of the number of children in the three classrooms from 45 to 52. ~~State license allows our current space to have enrollment of up to 65 children for the three classrooms.~~

These two requests are to address the following;

1. Although there is only one classroom on the playground at a time, there are times when ~~more than 15 children are in a classroom. Thus, we would like to increase the number of~~ children allowed on the playground.

2. Both ALIVE! and Child and Family Network Centers plan to increase the number of children ~~served in each classroom starting next fall. Because our state license allows up to 65, we~~ would like to request this increase so that next year we can serve more children - based on ~~what our staffing levels allow. We are asking to increase to 52 children in the three~~ classrooms.

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:

We would like to change two conditions of the special use permit:
1) increase the number of children allowed on the playground from 15 to 32; and
2) increase the enrollment of the number of children in the three classrooms from 45 to 52.

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:
_____	_____

8. Will there be any renovations or new equipment for the business? _____ Yes X No

If yes, describe the type of renovations and/or list any new equipment proposed.

9. Are you proposing changes in the sales or service of alcoholic beverages? _____ Yes X No

If yes, describe proposed changes:

10. **Is off-street parking provided for your employees?** Yes No
If yes, how many spaces, and where are they located?
There are 85 parking spaces located in the First Christian Church parking lot that is adjacent to the Church building where the preschool is located. These spaces are available for employees.

11. **Is off-street parking provided for your customers?** Yes No
If yes, how many spaces, and where are they located?
There are 85 parking spaces located in the First Christian Church parking lot that is adjacent to the Church building where the preschool is located. These spaces are available for parents who drop-off and pick-up their children.

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:	Proposed:
<u>45 children served inside</u>	<u>52 children served inside</u>
<u>15 children served outside</u>	<u>32 children served outside</u>

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: _____

16. **The applicant is the** (check one) _____ Current business owner _____ Prospective business owner
 other, please describe: ALIVE! is the operator of the Child Development Center.

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 (3%) 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:

ALIVE! is a nonprofit organization with oversight by a Board of Directors. There is a volunteer committee who supports the operation of the Child Development Center with volunteer time devoted to special events, activities, administrative assistance and policy review. There is an Executive Director of ALIVE! and a Director of the ALIVE! Child Development Center.

The Registered Agent for ALIVE! is:

Harry P. Hart
Hart, Gibbs, Pierce and Karp
700 N. Fairfax Street, #600
Alexandria, VA 22314

FOR YOUR INFORMATION

Special Use Permits Eligible for Administrative Approval

Certain uses of land that have potentially negative impacts on surrounding properties require special use permit approval from City Council. The City Council may impose conditions on the operation of the special use in order to protect the health, safety and welfare of the surrounding area. For new uses and for intensifications or amendments of existing uses, the Planning Commission and City Council conduct public hearings and decide whether to approve the request. The Director of Planning and Zoning, however, may approve a special use permit administratively if it is only a change in ownership or a minor amendment of a previously approved special use permit.

Special Use Permit for Change of Ownership

If the existing special use permit for an operation restricts the ownership of the use, a prospective owner may not take ownership of the operation until he receives special use permit approval for the change of ownership. Pursuant to Section 11-503, the director may approve the change and transfer the special use permit to a new owner, if the following conditions apply:

- 1) The applicant is not requesting a change in the conditions of the special use permit;
- 2) there have been no substantiated violations of the special use permit conditions;
- 3) there are no changes proposed or anticipated in the operation of the use involved;
- 4) the director has concluded that no new conditions or no amendments to existing conditions are necessary; and
- 5) following notice of the application in a newspaper of general circulation in the City, no person has requested that the director forward the application to the Planning Commission or City Council.

If the application does not meet any one of the above conditions, it must be docketed for the next available Planning Commission and City Council public hearings. If the Director approves a special use permit for change in ownership, the new owner must sign an agreement stating that he/she will continue to comply with the special use permit conditions.

Special Use Permit for Minor Amendment

Pursuant to Sections 11-509 and 11-511 of the zoning ordinance, the director may approve minor amendments to approved special use permits. Only changes that constitute no more than a minimal enlargement or extension of the special use permit or that are so insignificant they will have little or no zoning impact on the surrounding neighborhood are eligible for administrative approval. If a change will intensify the use, it requires Planning Commission and City Council approval. Changes that intensify a use include any increase in the following:

- 1) Hours of operation;
- 2) number of seats;
- 3) number of employees; visitors of customers; or
- 4) number of vehicle trips generated.

The Director may not administratively approve minor amendments if any of the following apply:

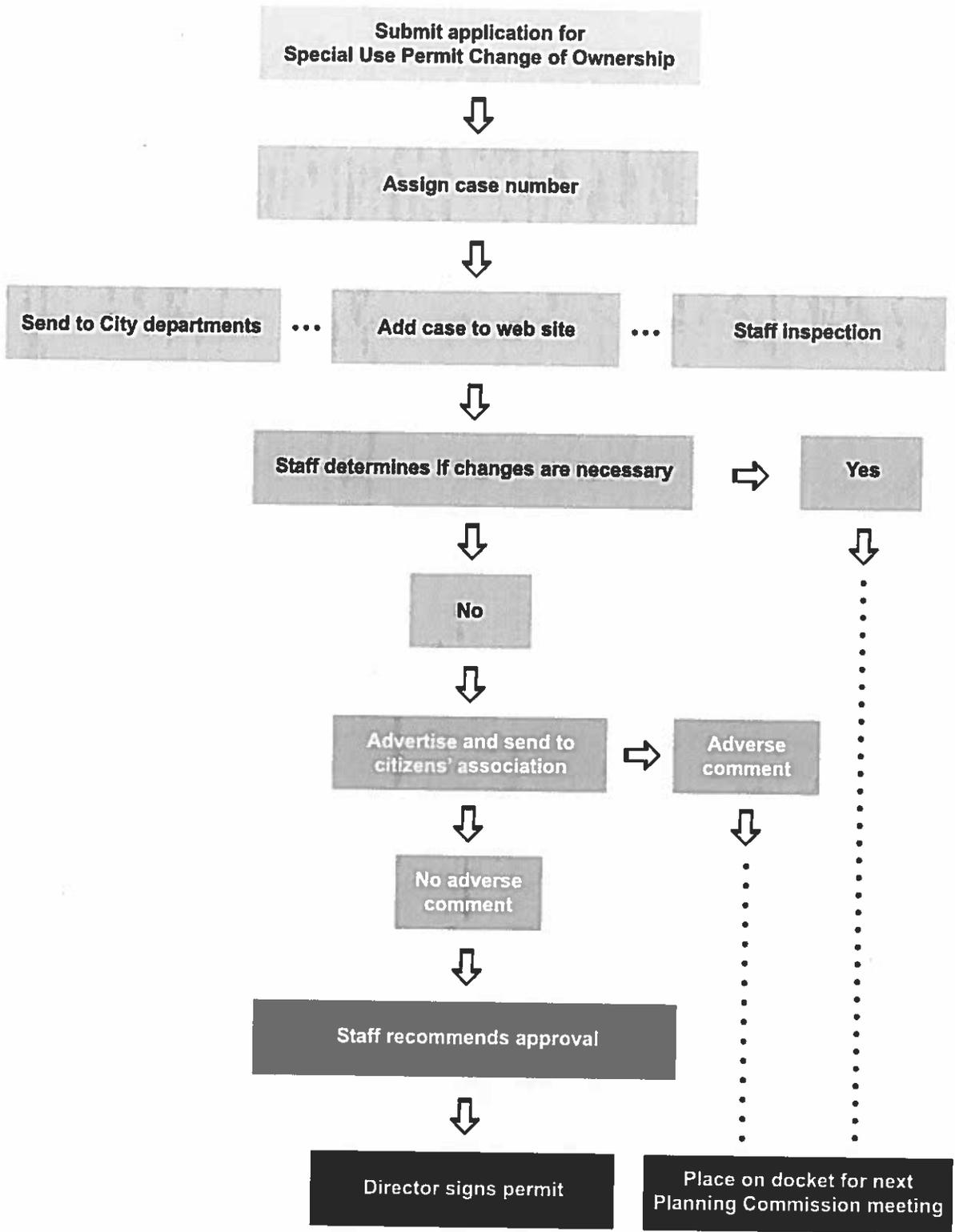
- 1) He/She has received written or oral complaints that the use is in violation of the zoning ordinance;
- 2) at the time the special use permit was approved, opposition was presented to the Planning Commission or City Council; or
- 3) new conditions or amendments to existing conditions are necessary.

Notice of the application is published in a newspaper of general circulation in the City and is sent to docket subscribers.

Approval Process

For both change in ownership and minor amendment special use permits, the approval process generally takes between four and six weeks from the time an application is submitted. During that time, staff will review the application, inspect the subject property for compliance with special use permit conditions and advertise the proposed change in the newspaper to provide an opportunity for citizens to comment on the change and, in the case of minor amendments, send notice to the Planning Commission and City Council members. If the Director determines that the Planning Commission and City Council must consider the application, he/she will docket the application for the next available Planning Commission and City Council hearings. At that time, the Director may require additional information regarding the application.

PROCESS FLOW CHART: Change of Ownership SUP





ALIVE!
rooted in community

SUP2017-078

2723 King Street, Alexandria, VA 22302
info@alive-inc.org www.alive-inc.org

Phone: 703-837-9300
Fax: 703-837-9399

June 19, 2017

Alexandria Planning & Zoning
301 King Street, Room 2100
Alexandria, VA 22314

Dear Alexandria Planning & Zoning:

Please find enclosed the application for Minor Amendment to the ALIVE! Child Development Center Special Use Permit.

Also enclosed is the required \$325.00 check for the permit fee.

If you have any questions or need additional information, please contact me at 703-837-9320 or diane.charles@alive-inc.org.

Thank you.

Sincerely,

Diane L. Charles
Executive Director

Enclosures

Diane L. Charles,
Executive Director

Food
Furniture
Housewares
ALIVE! House Shelter
Child Development Center
Family Emergency Program

- Agudas Achim Congregation
- Alexandria Church of the Nazarene
- Alfred Street Baptist Church
- Beth El Hebrew Congregation
- Beverly Hills Community United Methodist Church
- Blessed Sacrament Catholic Community
- Christ Church
- Church of St. Clement
- Church of the Resurrection
- Church of God and Saints of Christ Sixteenth Tabernacle
- Commonwealth Baptist Church
- Community Praise Center
- Convergence: A Creative Community of Faith
- Del Ray United Methodist Church
- Downtown Baptist Church
- Ebenezer Baptist Church
- Emmanuel Episcopal Church
- Fairlington Presbyterian Church
- Fairlington United Methodist Church
- First Agape Baptist Community of Faith
- First Baptist Church of Alexandria
- First Christian Church of Alexandria
- First Church of Christ, Scientist
- Good Shepherd Lutheran Church
- Grace Episcopal Church
- Immanuel Church-on-the-Hill
- Meade Memorial Episcopal Church
- Old Presbyterian Meeting House
- Roberts Memorial United Methodist Church
- Spiritual Assembly of Bahá'ís of Alexandria
- St. Andrews United Methodist Church
- St. James United Methodist Church
- St. Joseph Catholic Church
- St. Mary Catholic Church
- St. Paul's Episcopal Church
- Saint Rita Catholic Church
- The Church of Jesus Christ of Latter-day Saints
- Third Baptist Church
- Trinity United Methodist Church
- Unitarian Universalist Church of Arlington
- Victory Temple Missionary Baptist Church
- Washington Street United Methodist Church
- Westminster Presbyterian Church
- Zion Baptist Church

United Way # 8352
CFC #44658