

DATE: April 10, 2023

TO: Tony LaColla, AICP, Division Chief  
Department of Planning and Zoning

FROM: Mavis Stanfield, Urban Planner  
Department of Planning and Zoning

SUBJECT: Special Use Permit #2023-00022  
Administrative Review for Minor Amendment  
Site Use: Day Care Center in a Church  
Applicant: Westminster Weekday Preschool  
Location: 2701 Cameron Mills Road  
Zone: R8/Single family zone

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### **Request**

Special Use Permit #2023-00022 is a request to increase the number of children permitted in an existing day care (preschool) establishment, from 55 children to 75 children, at 2701 Cameron Mills Road. The number of employees would increase from 13 to a maximum of 17 individuals. The children cared for would be two and a half to five years of age. The hours of operation would not change and are currently Monday through Friday from 8:30 a.m. to 1:00 p.m.

The applicant's proposed pick-up and drop off plan utilizes off-street parking spaces located in the on-site parking lot, which has 150 parking spaces. The parking spaces would be used during pick-up and drop off times for parents who would park and walk their children to meet preschool center staff, either at the playground gate or at classroom doors.

### **Background**

The day care center use is proposed to be located in a two-story brick wing of an existing church, Westminster Presbyterian Church. Tax records reflect that the church was constructed in 1945. On September 26, 1962, City Council approved Special Use Permit #510, for 40 children, for four hours per day, five days a week. On July 29, 1975, Special Use Permit #1008 was granted by City Council for a half-day child care center for 55 children. On September 23, 1975, City Council approved Special Use Permit #1019 to increase the hours of operation from 9 a.m. to 12 noon to 9 a.m. to 3:30 p.m., also for 55 children.

The property is developed with a 40,000 square foot church. The day care center is accessed through the parking lot, which faces Monticello Boulevard. An 8,000 square foot fenced playground is located to the south of the parking lot. The 1.4-acre lot is surrounded by single-family homes to the east and west, single family homes and the Alexandria Fire Station 203 to the north, and the George Mason Elementary School and Park to the south.

**Parking**

Per Zoning Ordinance Section 8-200(A)(16)(a), a minimum of 0.25 spaces per 1,000 square feet of floor area and a maximum of three spaces per 1,000 square feet are required for day care uses. The use consists of 4,272 square feet of space and therefore the minimum number of spaces would be two spaces; any parking requirement of two spaces or less is waived. However, staff typically requires one space per 20-25 children for day care centers for pick-up and drop off, so the required parking is four spaces in the on-site parking lot for pick-up and drop off, based on 75 children. The church parking lot, which consists of 150 spaces, is more than adequate to meet this requirement.

**Community Outreach**

Public notice was provided through eNews, via the City’s website, and by posting a placard on the site. Additionally, the North Ridge Citizens Association was advised of the application. Staff did not receive any comments about the request.

**Staff Action**

Staff supports the applicant’s request for an expansion of the day care center (preschool) at this location. The use would serve residents with an additional childcare option, which is a continuous need in the area.


The day care center use has operated without complaints from neighbors continuously for over 60 years at this location. There is more than adequate parking to safely park and walk children to the center entrance. Given the large parking area, staff finds the pick-up and drop off plan would accommodate the safe transfer of children.

Staff has carried forward conditions from the previous SUP and included conditions consistent with other day care SUPs, including employee training (Condition #5) and controlling litter (Condition #11). To further minimize traffic and support environmental measures, Conditions #6 and #7 encourage patrons and employees to use alternative transportation such as metro rail, buses and bicycles.

Staff hereby approves this special use permit request.

**ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:**

Date: April 10, 2023  
Action: Approved

  
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Tony LaColla, AICP, Division Chief

- Attachments: 1) Special Use Permit Conditions  
2) City Department Comments  
3) Statement of Consent

## CONDITIONS OF SPECIAL USE PERMIT #2023-00022

The applicant 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. **CONDITION AMENDED BY STAFF:** That this special use permit be granted to the ~~Westminster Presbyterian Church~~ applicant only and not be transferrable to any other individual or firm or to any business or entity in which the applicant has controlling interest. (P&Z) (SUP #.1019)
2. **CONDITION AMENDED BY STAFF:** ~~That~~ The total school enrollment shall be limited to ~~5~~ 75 children, as requested by the applicant. (P&Z) (SUP #.1019)
3. **CONDITION AMENDED BY STAFF:** That the applicant obtain a certificate of occupancy prior to operation of the all-day child care center for 75 children. (P&Z)-(SUP #.1019)
4. **CONDITION AMENDED BY STAFF:** That the applicant obtain all necessary approvals from the Virginia Department of Welfare and Institutions as determined by the State Licensing Agent, prior to operation of the school as necessary to expand the number of children. (P&Z)-(SUP #.1019)
5. **CONDITION ADDED BY STAFF:** 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)
6. **CONDITION ADDED BY STAFF** The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
7. **CONDITION ADDED BY STAFF** The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)
8. **CONDITION ADDED BY STAFF** The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)
9. **CONDITION ADDED BY STAFF** The applicant shall require its employees who drive to use off-street parking. (T&ES)
10. **CONDITION ADDED BY STAFF** Trash and garbage shall be stored inside or in sealed

containers that do not allow odors to escape, invasion by animals, or leaking. (T&ES)

11. **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 at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
12. **CONDITION ADDED BY STAFF** Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)
13. **CONDITION ADDED BY STAFF** Chemicals, detergents, or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES)
14. **CONDITION ADDED BY STAFF** Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
15. **CONDITION ADDED BY STAFF** The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review, as the result of a complaint that rises to the level of a violation of the permit conditions or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

#### CITY DEPARTMENT COMMENTS

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

#### Transportation & Environmental Services:

##### **Findings:**

- F-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)

##### **Conditions:**

- R-1 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 at least once a day and at the close of business, and more

often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)

- R-2 The applicant shall require its employees who drive to use off-street parking. (T&ES)
- R-3 The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
- R-4 The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)
- R-5 The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES)
- R-6 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-7 Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)
- R-8 Chemicals, detergents, or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES)
- R-9 Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape, invasion by animals, or leaking. (T&ES)

**City Code Requirements:**

- C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of SUP approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at [commercialrecycling@alexandriava.gov](mailto:commercialrecycling@alexandriava.gov), for information about completing this form. (T&ES)
- C-2 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)
- C-3 Section 5-1-42- Collection by Private collectors. (c) Time of collection. Solid waste shall

be collected from all premises not serviced by the city at least once each week. No collections may be made between the hours of 11:00 p.m. and 7:00 a.m. (6:00 a.m. from May 1, through September 30) if the collection area is less than 500 feet from a residential area. (T&ES)

Code Enforcement:

No comments received.

Health Department:

No comments received.

Parks and Recreation:

No comments received.

Police Department:

No comments received.

Fire:

C-1 This facility's occupancy and use classification is Educational. If there is no fire prevention permit for this preschool, applicant shall obtain a fire prevention permit. If one does exist, notify the fire marshal's office of increased occupant load. Contact Chief Deputy Fire Marshal Russell Furr at 703-746-4247.

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2023-00022. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the day care center at 2701 Cameron Mills Road.

  
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Applicant - Signature

04/14/2023  
Date

Carolyn Burke  
Applicant – Printed

04/14/2023  
Date