APPLICATION
SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

[ ] **Change of Ownership** [✓] **Minor Amendment**

[*must use black ink or type*]

PROPERTY LOCATION: 3846 king Street

TAX MAP REFERENCE: 021.02-01-01 **ZONE:** RA

APPLICANT

Name: Northern Virginia Waldorf Initiative, Inc

Address: 3846 King Street, Alexandria, VA 22302

PROPERTY OWNER

Name: Fairlington Presbyterian Church

Address: 3846 King Street, Alexandria, VA 22302

SITE USE: Day care center & private academic school

Business Name: **Current:** Potomac Crescent Waldorf School **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.

Marilyn Noguera, Board of Directors Chair
Print Name of Applicant or Agent

Marilyn Noguera
Signature

3846 King Street
Mailing/Street Address

703-486-1309
Telephone #

Fax #

Alexandria, VA 22302
City and State Zip Code

noguerramarilyn@yahoo.com
Email address

July 28, 2016
Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: _____ Fee Paid: $_____

Legal advertisement: _____

ACTION - PLANNING COMMISSION _____ ACTION - CITY COUNCIL: _____

Special Use Permit #_____

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 # 2015-0010

   Date approved: 05 / 16 / 2015
   month day year

   Name of applicant on most recent special use permit Northern Virginia Waldorf Initiative, Inc.

   Use Day care center & a private academic school

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.)

please see attached

2.
The Northern Virginia Waldorf Initiative operates a combined childcare and private academic school, based on the Waldorf Education philosophy, in a 3,785 square foot space in the Fairlington Presbyterian Church. Sixty-six students from pre-school age to the fifth grade level are accommodated in six classrooms located on the first floor of the education wing. The pre-school classes consist of a parent-child class that meets two days a week and the early childhood class that meets three days a week on alternating days in a shared classroom. The Waldorf school students use the playground on Monday through Friday. In addition to daycare and classroom instruction, the Northern Virginia Waldorf Initiative schedules evening meetings with parents, faculty and the board of directors in the Fellowship Hall located on the second floor of the education wing. Two festivals a year are scheduled at the site for school families as well as the general public.

Hours of Operation:	7 am – 6 pm, Monday – Friday (school) 7 pm – 9pm, Five times a month (school-related meetings) 9 am – 4pm, Twice a year (festivals)
Child Ages:	2.5 years to 12 years old
Number of Children:	13 students in daycare 53 students in school 66 students total
Staff:	Approximately 12 staff members
Play area:	One play area currently on-site
Noise:	Minimal noise while children are indoors. A parking lot and tree border buffers potential noise for adjacent residences during outdoor play times.
Trash/Litter:	Typical trash such as office and food waste resulting in 1.5 trash containers of refuse a week. Trash is collected during the church's weekly pick up.
Parking:	The Northern Virginia Waldorf Initiative has 12 allotted parking spaces in the 117-space church lot.; and has permission to use any available parking beyond the twelve allotted spaces.

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)

please see attached

3.
The proposal presented in SUP #2015-0010 was for six classrooms with a capacity of seventy-eight students. Five classrooms were to be located on the first floor of the education wing and fifth graders would be based in one classroom on the lower level of the sanctuary wing.

The construction plan was modified to have six classrooms with a capacity of sixty-six students on the first floor of the education wing.

The Northern Virginia Waldorf Initiative proposes to add an early childhood class that meets five days a week, and to use Classroom #8 on Level 2 of the education wing as a grades classroom.

The proposal does not change the nature of the activity, the number of patrons, the number of employees, hours, parking use, noise level, or trash.

The proposed number of children does not exceed the approved number in the SUP, which is twenty-four students in daycare and fifty-four students in school (seventy-eight total students). The proposed seven classrooms have a capacity for twenty-two students in daycare and fifty-two students in school (seventy-four total students).

Special Use Permit #_____

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:**

N/A

6. **Are the hours of operation proposed to change?** [ ] Yes [✓] No
If yes, list the current hours and proposed hours:

Current Hours:	Proposed Hours:
7AM-6PM M-F (school)	
7PM-9PM Five times a month	
9AM-4PM Twice a year (festivals	

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:
12	

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.

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

Special Use Permit #_____

10. **Is off-street parking provided for your employees?** [✓] Yes [ ] No
If yes, how many spaces, and where are they located?
12 parking spaces in the church parking lot

11. **Is off-street parking provided for your customers?** [✓] Yes [ ] No
If yes, how many spaces, and where are they located?
any available parking in the 117-space church lot

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:
78	

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:_____

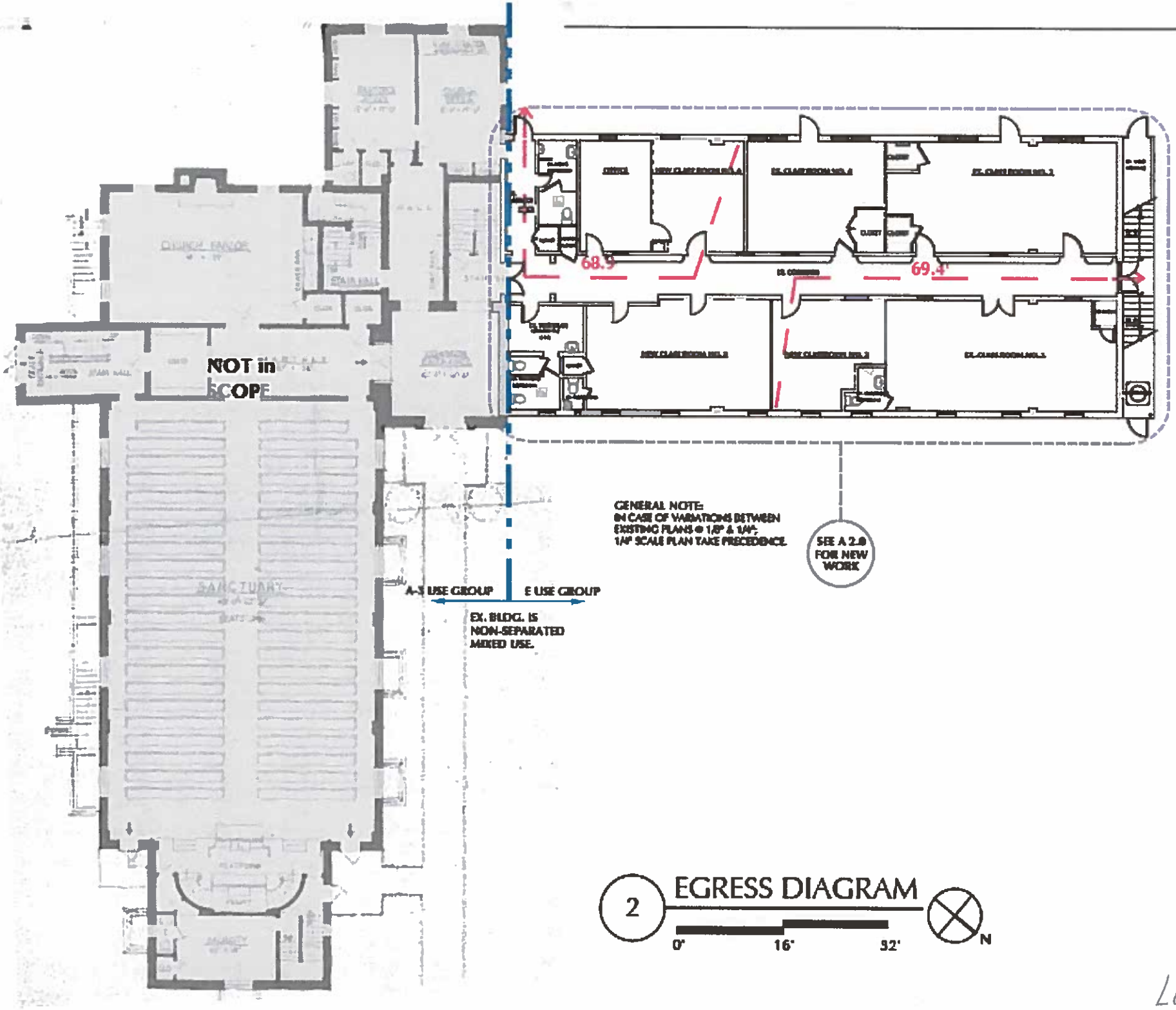
16. **The applicant is the** (check one) [✓] Current business owner [ ] Prospective business owner
[ ] other, please describe: _____

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.

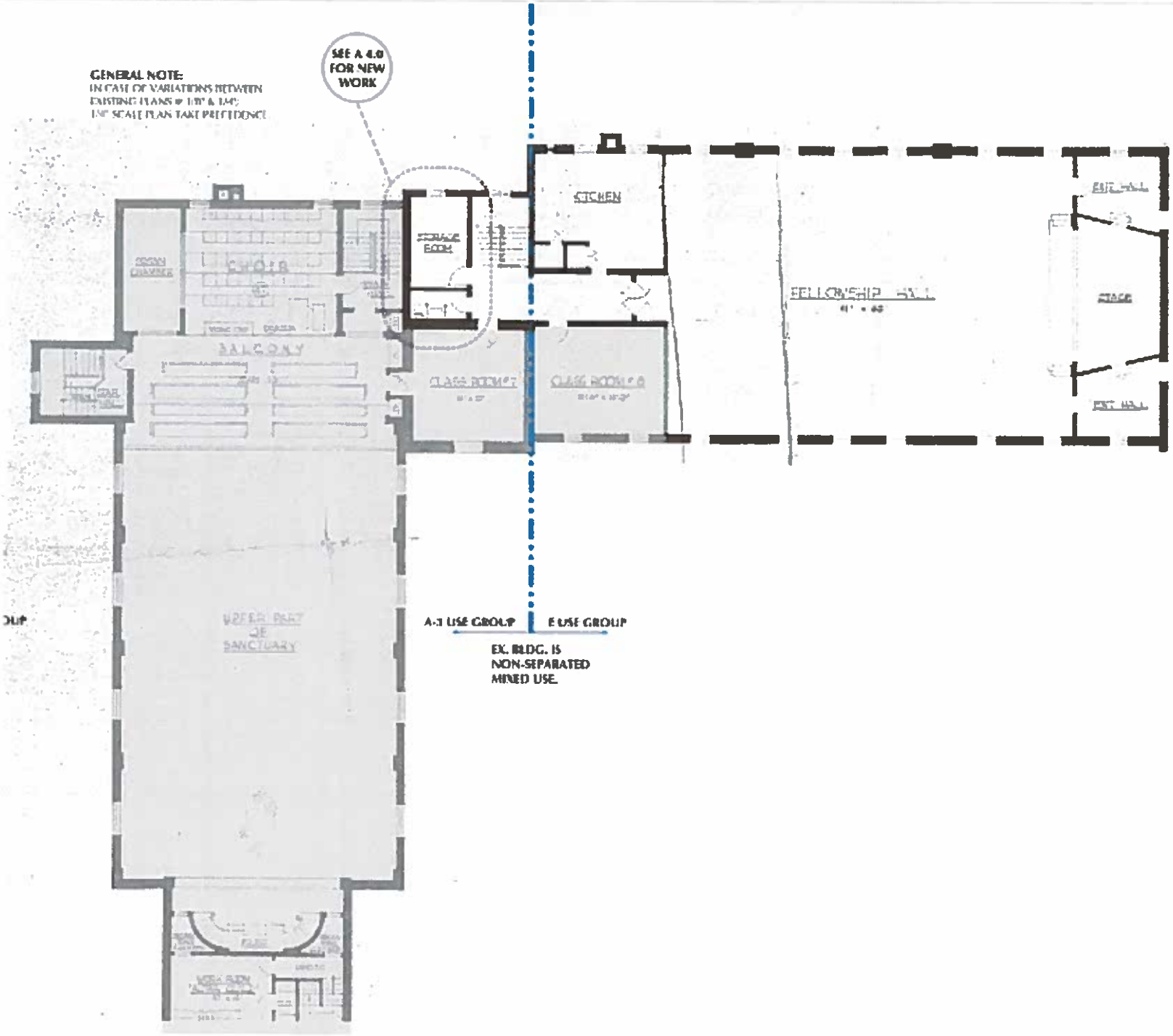
For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

Please provide ownership information here:

Northern Virginia Waldorf Initiative is a 501(c)(3) nonprofit organization chartered to operate a Waldorf school in Northern Virginia. Northern Virginia Waldorf Initiative does business as the Potomac Crescent Waldorf School, and is governed by a board of directors. No member of the board, staff, or faculty possesses any legal or equitable interest in the Northern Virginia Waldorf Initiative. Its registered agent is Lawrence Rudolph, 3609 N. Abingdon St, Arlington, VA 22207.


NOT in SCOPE
68.9'
69.4'
GENERAL NOTE:
IN CASE OF VARIATIONS BETWEEN EXISTING PLANS @ 1/8" & 1/4", 1/4" SCALE PLAN TAKE PRECEDENCE.
SEE A 2.0 FOR NEW WORK
A-3 USE GROUP
E USE GROUP
EX. BLDG. IS NON-SEPARATED MIXED USE.
2
EGRESS DIAGRAM
0'
16'
32'
N

Level 1


GENERAL NOTE:
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SEE A 4.0
FOR NEW
WORK
CHOIR
BALCONY
STORAGE
ROOM
KITCHEN
FELLOWSHIP HALL
STAGE
CLASS ROOM #7
CLASS ROOM #6
UPPER PART
OF
SANCTUARY
A-3 USE GROUP
E USE GROUP
EX. BLDG. IS
NON-SEPARATED
MIXED USE.

LEVEL 2