



# APPLICATION SPECIAL USE PERMIT

## ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

Change of Ownership       Minor Amendment

[must use black ink or type]

**PROPERTY LOCATION:** 100 East Windsor Avenue

**TAX MAP REFERENCE:** 034.04-02-01 **ZONE:** \_\_\_\_\_

**APPLICANT**

Name: CPS II, Inc. t/a Creative Play School

Address: 100 East Windsor Avenue

**PROPERTY OWNER**

Name: Del Ray United Methodist Church

Address: 100 East Windsor Avenue

**SITE USE:** child care center

**Business Name:**      **Current:** Creative Play 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.

Diane Smalley

Print Name of Applicant or Agent

100 East Windsor Avenue

Mailing/Street Address

ALEXANDRIA      22301

City and State

Zip Code

Diane Smalley  
Signature

7037985919

Telephone #

Fax #

dsmalley48@gmail.com

Email address

2/24/22

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 # 2001-0137

Date approved: 03 / 1 / 2002  
month day year

Name of applicant on most recent special use permit Diane Smalley

Use Child Care Center

**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.)

~~Creative Play School is a child care center open Monday through Friday from 7 am to 6 pm year round. We have been in operation since 1983. We have the capacity to serve 120 children ages 16 months to 12 years. Sixty preschool children are served in four classrooms on the first floor of the Del Ray UMC. There are 10 teachers and 2 administrative staff working at the preschool.~~

~~We have the capacity to serve sixty school age children after school during the school year on the third floor of the church. We are currently serving 52 in three classrooms. The after school program is open Monday through Friday from 3 to 6 pm. There are 5 teachers working at the school age program. There is no before school program for school age children currently in operation. There is a summer camp program operating from Monday through Friday from 8 am to 5 pm for school age children. The school age summer camp capacity is 60.~~

~~The school age children are picked up after school by staff who walk them from Mt. Vernon Elementary School to Creative Play School. Seven children arrive by bus from Charles Barrett and George Mason Elementary Schools. These buses let the children off on Clyde Avenue and are met by staff from Creative Play School.~~

~~There are 18 parking spaces in the lot next to the church and off street parking along Custis, Windsor, and Clyde Avenues. When children are delivered and picked up by car, this is done from within the off street parking lot. Parents are required to escort their children in and out of the center for drop off and pick up. Many parents ride their bikes or walk to drop off and pick up their children since Del Ray is a compact community. Parent drop off and pick up is at staggered times between 7 am and 6 pm and 3 pm to 6 pm and usually takes no more than 10 minutes per child. Some staff walk to work, carpool or take public transportation.~~

~~The outdoor playground area is on site, fenced and not more than 45 children are allowed on the playground at any one time.~~



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:  
see 3 above

---

---

---

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

Current Hours:  
7 am to 6 pm  
during the pandemic, we have  
7:30 am to 6 pm.

Proposed Hours:  
7 am to 6 pm

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 18 spaces in the lot next to the church and off street parking along Custis and Clyde  
Avenues

11. **Is off-street parking provided for your customers?**  Yes  No  
If yes, how many spaces, and where are they located?  
see above

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>120</u>	<u>130</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: \_\_\_\_\_

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:**

Diane and Ralph Smalley 6382 Lakeview Drive Falls Church VA 22041  
100% ownership

---

---

---

---

---

---

---

---

---

---

## 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.

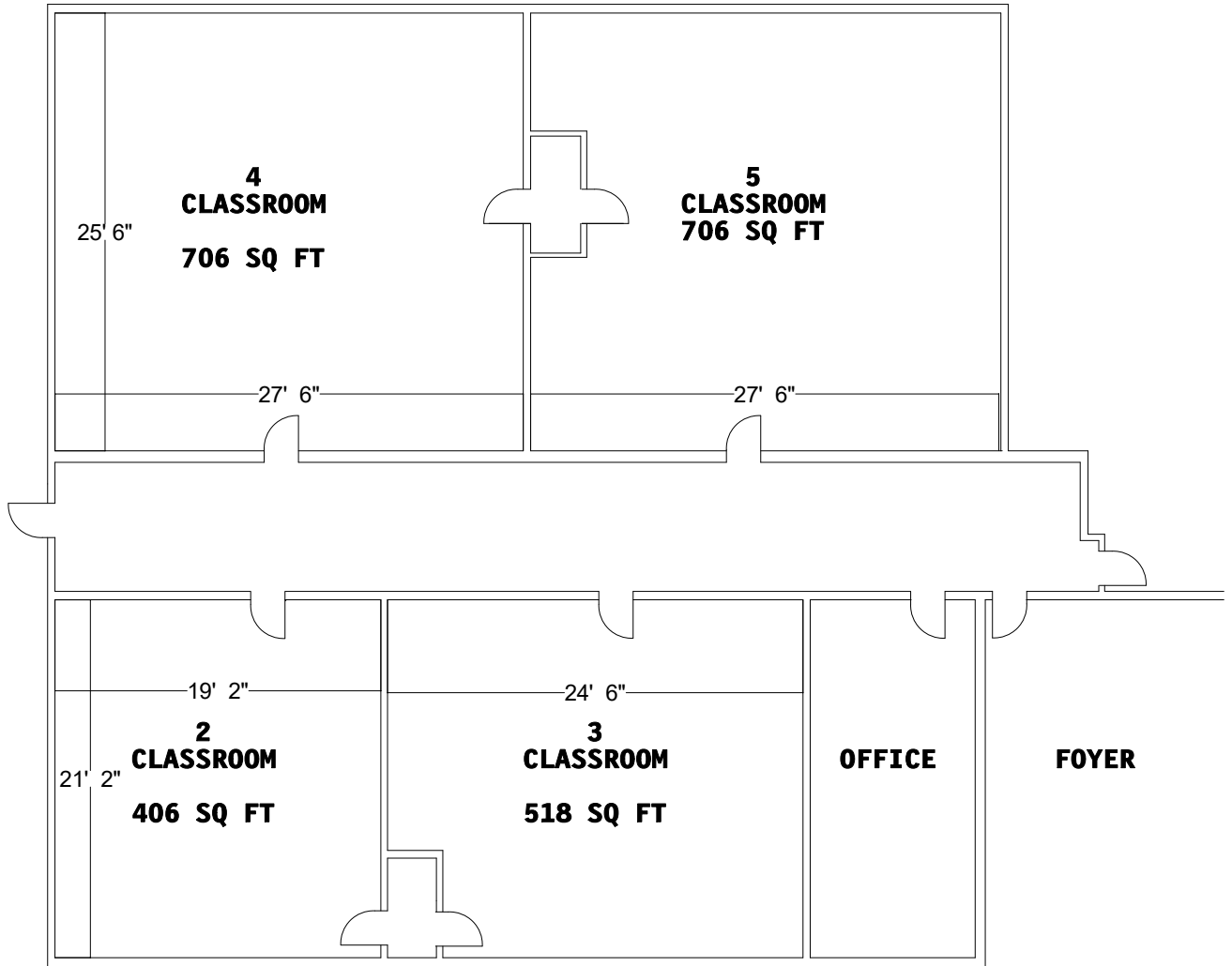
The Director may not administratively approve minor amendments if any of the following apply:

- 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.

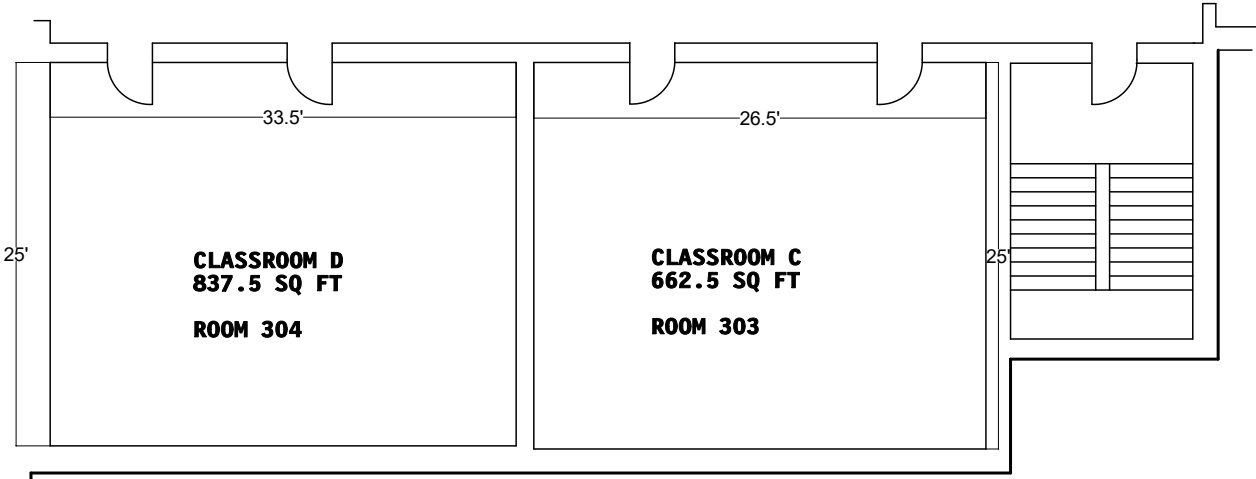
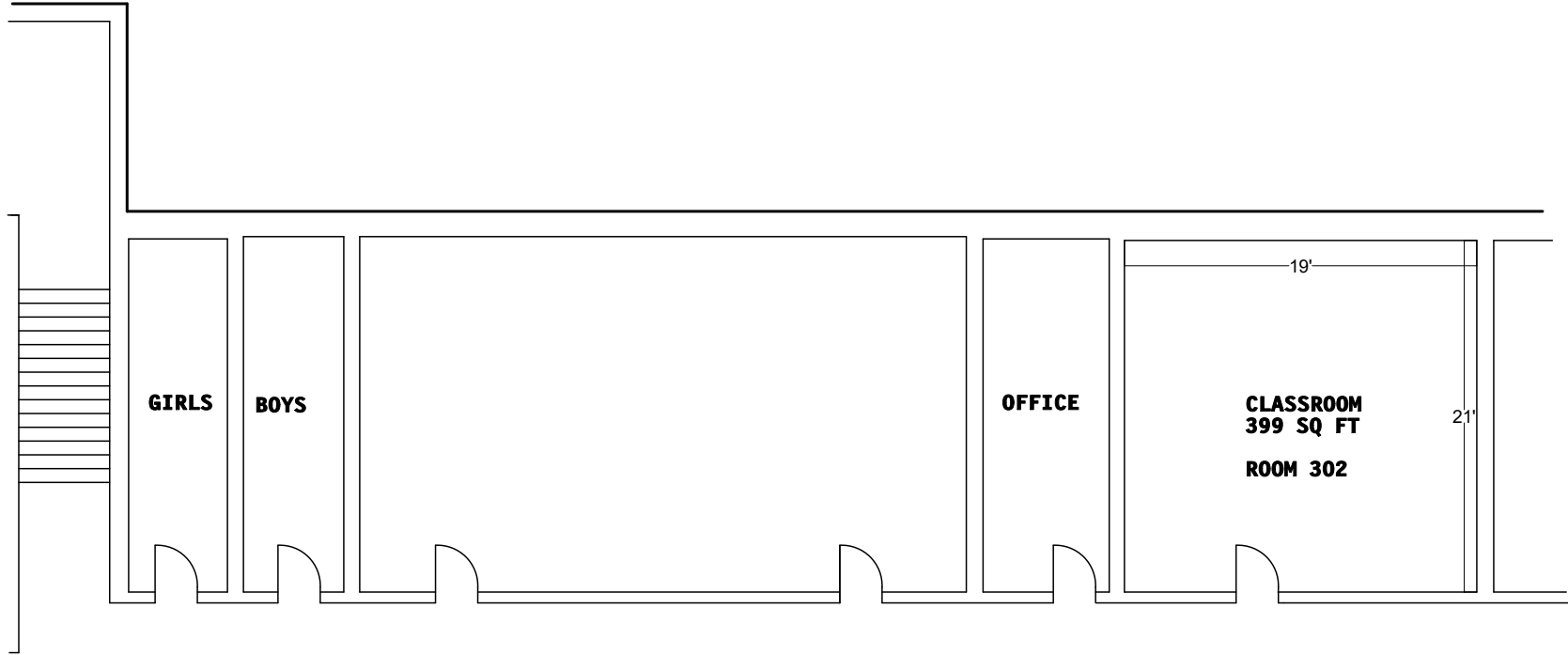
### **Approval Process**

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.



**CREATIVE PLAY SCHOOL**  
**DEL RAY METHODIST CHURCH**  
**FIRST FLOOR**





**CREATIVE PLAY SCHOOL FLOOR PLAN  
THIRD FLOOR**