

DATE: March 10, 2026

TO: Tony LaColla, Land Use + Preservation Division Chief
Department of Planning and Zoning

FROM: Lanning Blaser, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2026-00001
Administrative Review for New Use
Site Use: Academic School, private, within a place of worship
Applicant: Lindsay Willmann
Location: 3900 King Street, Fairlington Methodist Church
Zone: RA / Multi Unit Zone

Request

Special Use Permit #2026-00001 is a request to operate a private academic school at 3900 King Street. The applicant is requesting use of 2,582 square feet of third floor space within the Fairlington Methodist Church. The school will operate Monday to Friday from 8:15 a.m. to 4 p.m.

The application proposes 75 children aged 5 to 10, with potential for children up to the age of 13. The proposal includes an average of 10 to 12 employees on site daily. The application request complies with section 11-513 of the Zoning Ordinance.

Drop off and Pick up Plan

The applicant has an established pick-up and drop off plan approved under ZAP#2026-00008. Figure 1 below shows the traffic pattern for the parking lot adjacent to the Fairlington Methodist Church. Alexandria Learning Cooperative employees are permitted to use the parking lot across N. Van Dorn Street and parents are required to use the parking lot adjacent to the place of worship. Should changes need to be made to the pick-up and drop off plan, those changes can be updated in the ZAP#2026-00008 signed letter of agreement.

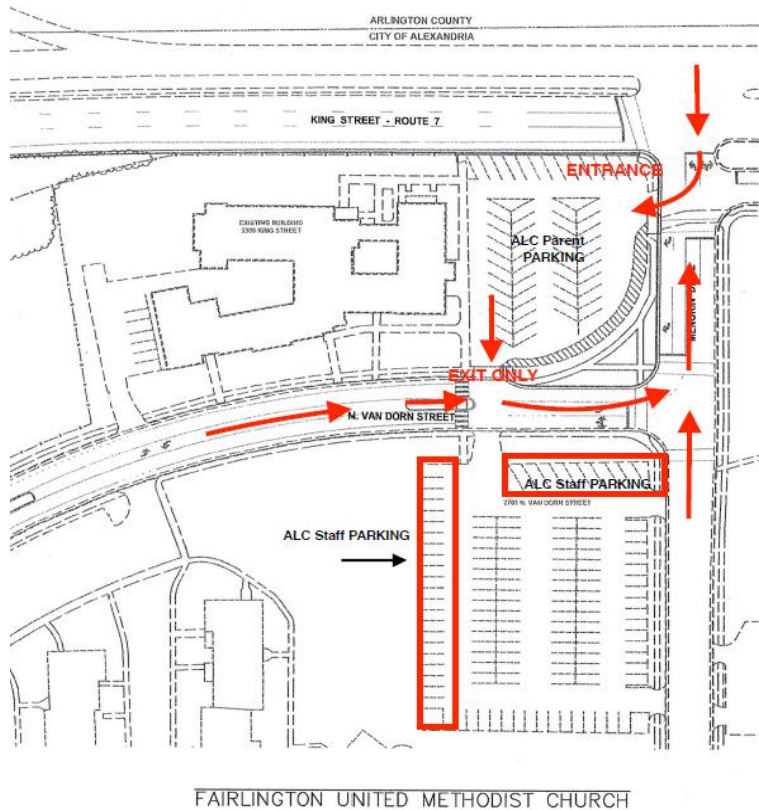


Figure 1

Background

Staff granted approval of the Day Care Center, Alexandria Learning Cooperative in SUP2025-00033. At that time, temporary approval for use of the private academic school for up to 20 students was given, pending City Council would approve recent December 2025 commercial zoning text amendments. Private academic schools within places of worship were updated in the zoning text amendments to give administrative special use permit approval for private academic schools when located within a place of worship. Minor Amendment SUP#2025-00060 was approved in October 2025 extending the business hours of operation.

Parking

3900 King Street is located outside the enhanced transit area. According to Zoning Ordinance Section 8-200(A)(16)(b), the minimum parking requirement is 0.75 spaces per 1,000 square feet of floor area. With 2,582 square feet of space, this would require two parking spaces. In addition, a minimum of one parking space for every 20 children for a pick-up and drop off plan is required. four parking spaces, therefore, are required for up to 75 children for pick-up and drop off, equating to a total of six required parking spaces. The six spaces are accommodated in the 45-space parking lot. Employee parking is located across N Van Dorn Street. The applicant has a lease agreement with the Fairlington Methodist Church for use of the parking lots.

Community Outreach

Public notice was provided through eNews, via the City’s website, and by posting a placard on the site. Notice was also sent via email to the Seminary Hill Civic association. No comments

were received regarding the application. No zoning violations have been found since the business's commencement in October 2025.

Staff Action

Staff supports the applicant's request for a private academic school at this location. Given the applicant has been operating with temporary approval with less than 20 students with no violations, staff are supportive of the applicant's current request to continue operating the private academic school with up to 75 children.

The City of Alexandria is receptive to all forms of educational learning, and the Alexandria Learning Cooperative would provide community residents with additional schooling options for children. The schools use of the existing Fairlington United Methodist Church helps activate this site during the week, when the site would otherwise remain generally vacant aside from another preschool currently on site.

T&ES condition #1 recommended two crossing guards be present during pick-up and drop off times due to concerns with the safety of children crossing N. Van Dorn Street. Planning & Zoning worked with the applicant and chose to no longer use the parking lot across N. Van Dorn Street and will require parents to park adjacent to the church when picking up and dropping off children. Staff are amenable to this request from the applicant given that parents would only be using the parking lot next to the church and would no longer be crossing N. Van Dorn Street. The applicant confirmed that parents park and walk their children into the building for drop off and pick up times. This has been incorporated into the drop off and pick up plan agreement.

Standard special use permit conditions have been added to this report. Condition #10 outlines the maximum number of children permitted. Condition #12 outlines the hours of operation for the Alexandria Learning Cooperative. Certain conditions are added to mitigate potential neighborhood impacts. Condition #14 requires the use to remain within the noise ordinance with no permitted outdoor speakers and Conditions #3 and #4 require trash to be stored and disposed of properly and daily maintenance of the site.

Staff hereby approves the Special Use Permit Request subject to the conditions below.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: March 10, 2026

Action: Approve



Tony LaColla, AICP, Land Use + Preservation Division Chief

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

CONDITIONS OF SPECIAL USE PERMIT #2026-00001

The new 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 controlling interest. (P&Z)
2. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions and requirements, and methods to prevent underage sales of alcohol. (P&Z)
3. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be monitored and picked up at least twice during the day and at the close of the business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is in operation. (P&Z)
4. Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape, invasion by animals, or leaking. No trash or debris shall be allowed to accumulate outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of Planning & Zoning and Transportation & Environmental Services, including replacing damaged lids and repairing/replacing damaged dumpsters. (T&ES)
5. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
6. The applicant shall require its employees who drive to use off-street parking. (T&ES)
7. The applicant shall encourage its employees to use public transportation to travel to and from work. (T&ES)
8. 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 for more information about available resources. (T&ES)
9. The administrative permit approved by the director pursuant to this section [11-513](#) 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 associated with the permit shall be kept on the premises and made available for examination by the public upon request.
10. The maximum number of children permitted is limited to 75 at any one time. (P&Z)

11. The facility shall obtain all required state, federal and local licenses and certificates prior to opening its place of business. (P&Z)
12. The hours of operation shall be limited to 8:00 a.m. to 4 p.m. Monday through Friday (P&Z)
13. The applicant shall adhere to the pick-up and drop off plan per the letter of agreement in ZAP#2026-00008. Should the number of children increase or the hours of operation change, the applicant is required to submit a revised pick-up and drop off plan. (P&Z)
14. Any exterior loudspeakers shall be prohibited from use, and no amplified sounds shall be audible at the property line. (T&ES)
15. Disclose to parents and guardians on the Enrollment Application – or similar – that they are prohibited from obstructing the bicycle lane and/or mid-block crossing on Van Dorn Street during pick-up and drop-off. (T&ES)
16. The Director of Planning and Zoning shall review the special use permit one year after it has been operational, and then again every three years for compliance with all conditions and may docket the matter for consideration by the Planning Commission and City Council if 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; or the Director has new or revised conditions are needed to offset land use impacts not addressed in the city code. (P&Z)

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- 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, for information about completing this form. (T&ES)
- C-2. 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)
- C-3. 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)
- R-1. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-2. Any exterior loudspeakers shall be prohibited from use, and no amplified sounds shall be audible at the property line. (T&ES)
 - 1. Strongly consider reconfiguring the parking lot stalls for more efficient pick-up and drop-off activity. The goal should be to reduce the requirement for reverse direction vehicle maneuvers. Given the current "Christmas tree" lay-out of the stalls, there is concern that drivers will make erratic maneuvers in reverse. (T&ES)

Conditions:

- 1. A minimum of two (2) crossing-guards/attendants shall be present during pick-up and drop-off (hereafter "PUDO") to facilitate driver operations and the safe passage of children from both parking lots identified on the PUDO Plan. (T&ES)
- 2. Disclose to parents and guardians on the Enrollment Application – or similar – that they are prohibited from obstructing the bicycle lane and/or mid-block crossing on Van Dorn Street during pick-up and drop-off. (T&ES)



3. The applicant shall require its employees who drive to use off-street parking. (T&ES)
4. 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 for information on establishing an employee transportation benefits program. (T&ES)
5. 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 for more information about available resources. (T&ES)

Code Enforcement:

R-1 The use will be a change from A-3 to E. A building permit is required.

Health Department:

Food Facilities

- C-1. An Alexandria Health Department Permit is required for all regulated facilities. A permit shall be obtained prior to operation, and is not transferable between one individual, corporation or location to another. Permit application and fee are required.
- C-2. Construction plans shall be submitted to the Health Department located at 4850 Mark Center Drive and through the Multi-Agency Permit Center. 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- fee must be paid separate from any other departmental fees.

- 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-5. A Food Protection Manager shall be on-duty during all operating hours.
- C-6. The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions.
- C-7. In many cases, original wooden floors, ceilings and wall structures in historical structures may not be suitable for food service facilities. Wood materials shall be finished in a manner that is smooth, durable, easily-cleanable, and non-absorbent.
- F-1. Facilities engaging in the following processes may be required to submit a HACCP plan and/or obtain a variance: Smoking as a form of food preservation; curing/drying food; using food additives to render food not potentially-hazardous; vacuum packaging, cook-chill, or sous-vide; operating a molluscan shellfish life-support system; sprouting seeds or beans; and fermenting foods.
- F-2. Starting on 1/1/2023, The Virginia Department of Agriculture and Consumer Services (VDACS) is the point of contact for the following type of establishments: grocery stores, convenience stores, ice cream stores, wine shops, or bakeries. The divisions of Food Safety can offer further guidance. Please use the following contact information:

VDAC's Food Safety Program

804.786.3520

804.371.7792

foodsafety@vdacs.virginia.gov

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 4850 Mark Center Drive 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.

Police Department:

No Comments Received.

Fire:

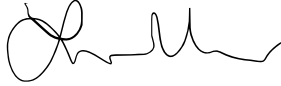
C-1 This new use will be required to apply for a fire prevention permit.

Application can be accessed online at:

www.alexandriava.gov/fire-department/the-fire-marshals-office.

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2026-00001. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the Private Academic School at 3900 King Street.



Applicant - Signature

3/25/26

Date

Lindsay Willmann

Applicant – Printed

3/25/26

Date