



Application for SPECIAL USE PERMIT

Department of Planning and Development Review
Land Use Administration Division
900 E. Broad Street, Room 511
Richmond, Virginia 23219
(804) 646-6304
<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- special use permit, new
- special use permit, plan amendment
- special use permit, text only amendment

Project Name/Location

Project Name: Westend Preschool Center Date: 01/01/2015

Property Address: 3915 Patterson Ave Tax Map #: _____

Fee: 300 Total area of affected site in acres: _____
(See page 3 for fee schedule, please make check payable to the "City of Richmond")

Zoning

Current Zoning: R-5

Proposed Use

(Please include a detailed description of the proposed use in the required applicant's report)

Existing Use: Child Care Center

Is this property subject to any previous land use cases?

- Yes No
- If Yes, please list the Ordinance Number: _____

Parcel - W 0001779008

Applicant/Contact Person: Jeanna Marshall

Company: Westend Preschool Center

Mailing Address: 3915 Patterson Ave

City: Richmond

State: VA Zip Code: 23221

Telephone: (804) 358-2767

Fax: () same

Email: rjeannamm@gmail.com

Property Owner: Potomac Conference of SDA

If Business Entity, name and title of authorized signer: _____

(The person or persons executing or attesting the execution of this Application on behalf of the Company certifies that he or she has or have been duly authorized and empowered to so execute or attest.)

Mailing Address: 3915 Patterson Ave

City: Richmond

State: VA Zip Code: 23221

Telephone: (804) 358-2767

Fax: ()

Email: rjeannamm@gmail.com

Property Owner Signature: [Signature] Just President for Administration

The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.

NOTE: Please attach the required plans, checklist, and a check for the application fee (see Filing Procedures for special use permits)

9786

March 20, 2015

Name of Vendor: Westend Preschool Center
Services to be Provided: Daycare Program Management
Location: 3915 Patterson Ave.
Length of Contract: January 1, 2015 – June 30, 2015

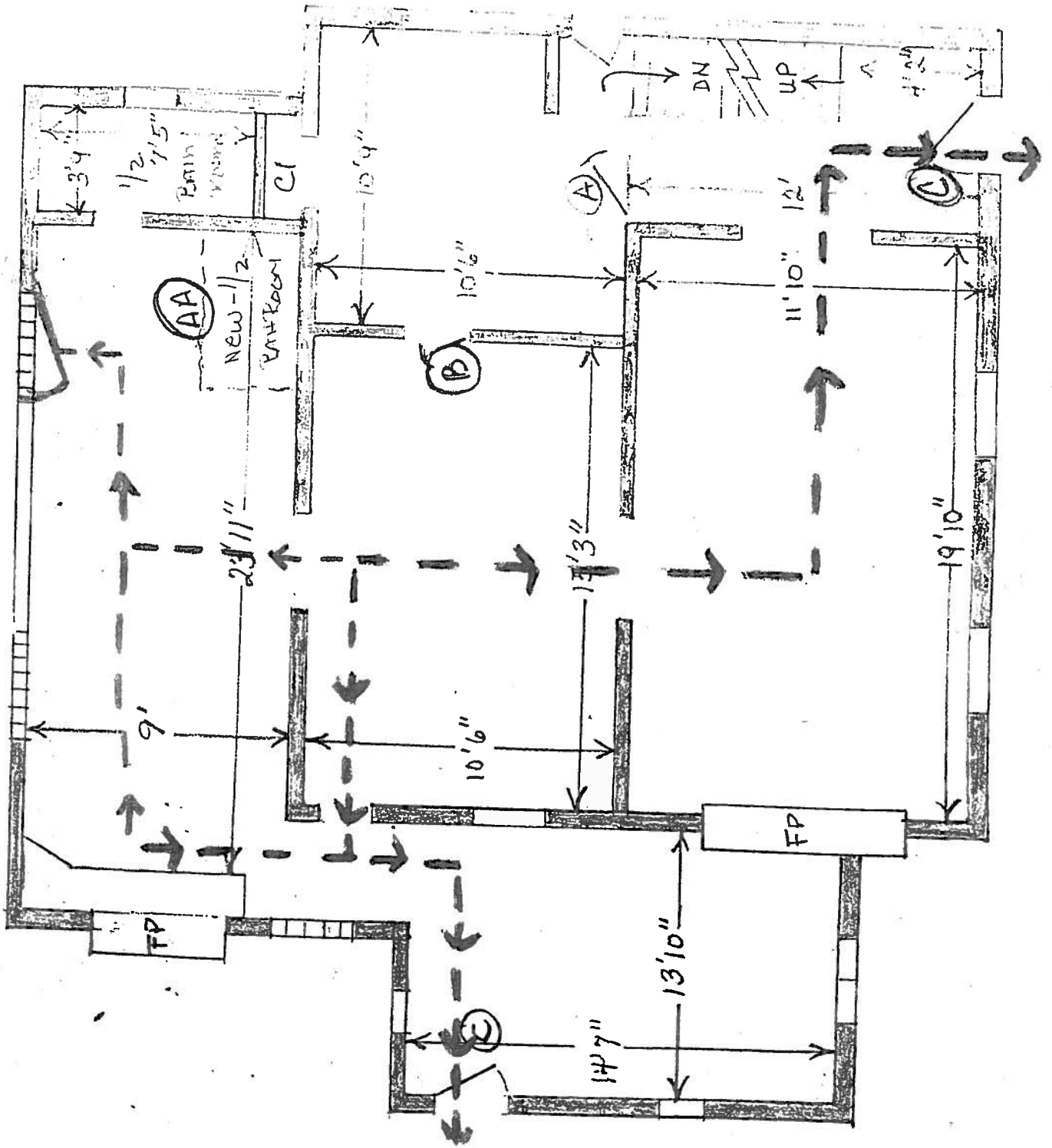
Patterson Avenue Seventh-day Adventist Church (PASDAC) is pleased to extend to Westend Preschool Center (WPC) a vendor contract. This is a contract for services and is NOT an employee/employment contract.

- A. WPC agrees to assume the responsibility for managing PASDAC's daycare program, Patterson Ave. Child Care Program (PACCP). This is a vendor contract for services, with a total gross compensation of \$88,000 paid over a six month period starting January 1, 2015 with the first payment of \$18,000 to be paid on or about January 1, 2015. The remaining \$70,000 to be paid over the remaining five months in five equal payments of \$14,000 on or about the first day of each month.
- B. WPC, in entering into this agreement, clearly understands that it is responsible for paying all costs incurred in managing PASDAC's daycare program to provide the following services: payroll, insurance, taxes, supplies, food, and janitorial.
- C. WPC agrees to provide proof of liability insurance and to maintain coverage for the term of this contract. The policy must name Potomac Conference (PC), PASDAC and PACCP as additional insured. In the following amounts, per PC guidelines:
 - Each Occurrence - \$1,000,000
 - Personal & Advertising Injury Aggregate - \$1,000,000
 - Fire Damage - \$1,000,000 (any one fire)
 - Medical Expense - \$10,000 any one person, \$25,000 any one occurrence
- D. WPC agrees to provide proof of application of, or current business license and to continue to maintain this license for the term of this contract.
- E. WPC agrees to manage PASDAC's daycare in accordance with any and all current regulations and requirements by any regulatory agencies that oversee this type of program for the state of VA.
- F. WPC agrees to comply with all Shield the Vulnerable requirements for employees, or if WPC has already implemented a similar child protection program, to provide documentation of employee participation, documentation of background checks, and documentation that the Director has personally complied with all Shield the Vulnerable requirements.

It is agreed that the conditions of this contract shall only be changed by mutual written agreement of PASDAC and WPC. This is the sole agreement between the parties and no other representations, be they oral or written, are binding between the parties.

<i>Jeanna Marshall</i>	03/26/2015
_____ (Signature of WPC President)	_____ (Date)
<i>[Signature]</i>	_____ (Date)
<i>[Signature]</i>	_____ (Date) 3/22/15
_____ (Signature of PCC Vice President for Administration)	_____ (Date)

Patterson Avenue Child Care Program ~ Fire Escape Plan



1/2 cm = 1'


Patterson Avenue Child Care Program



**3915 Patterson Avenue
Richmond, VA 23221**

Telephone (804) 358-2767

Tax ID# 540618178

TO: D. Willy Thompson, AICP, Senior Planner
FROM: Jeanna Marshall 
DATE: March 31, 2015
SUBJECT: Rezoning of property at 3915 Patterson Avenue, Richmond, VA

Patterson Avenue Child Care Program has been in business for over 30 years. We began our childcare program in a classroom at Richmond Academy around 1985. Around 25 years ago we transformed the church associate pastor's parsonage into our childcare center. Our employer is unable to comply with the required health insurance laws and going to close our center. They are allowing me as Director to operate independently from the church, everything will remain as is. This is adjacent to the Patterson Avenue SDA Church. Enclosed is a copy of the floor plan for your review. I have applied for the required new Occupancy Certificate and will forward to you once I receive.

During my ten years of employment here, we have made several upgrades. We updated our electrical panel, new ceramic flooring in kitchen along with new appliances, new windows throughout the entire center, new fencing, playground equipment, and more. We strive to keep our center looking nice inside and out.

Currently, we have a staff of ten employees. All but two employees have been with us for over five years. Yvonne Aignor, Elizabeth Nygren, Julia Souza, Lauren Joseph, Kym Leonard, Sylvia Weston, Joan Banks, Aisha Grantham, and Kim Christianson. We have thirty children enrolled at our center. We operate between the hours of 6:45AM and 5:45PM Monday through Friday. The employees park in the lot that is between the childcare center and the church. This allows the parents to have the street parking in front of our center or they can park behind the church as well.

Our mulched playground has been rated with the highest scores. We have a track for bikes and or play cars to ride on. We have a tree house/swing set, upper body building cross over bars, 4seater bouncy, Hummer SUV climber, two spinners, kitchen outdoor set, and much more.

Please contact me should additional information be needed. I have included the latest Fire Inspection Report, Health Department Report, copy of Special Use Permit to be filed, Agreement between Patterson Church & Westend Preschool and Certificate of Organization, sketch of inside building.

Please contact me and let me know if additional information is needed to complete this process. I am against a deadline of June, 2015 to complete this entire process. Many thanks for your help with this matter.