



**County of Albemarle**  
Community Development Department - Planning

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Melissa Kelly and Allison Kretlow  
611 Radford Lane  
Charlottesville VA 22903  
[melissameinhold@me.com](mailto:melissameinhold@me.com)

**Re: SP202200018 St. Paul's Ivy Church Preschool Action Letter**

Dear Ms. Kelly & Ms. Kretlow,

The Albemarle County Planning Commission at its meeting on October 25, 2022, recommended approval by a vote of 5:0, for the reasons stated in the staff report. The recommended conditions are listed below:

1. Development of the use shall be in general accord with the Conceptual Plan provided in Attachment 3. To be in general accord with the Conceptual Plan, development shall reflect the following major elements within the development essential to the design of the development:
  - a. Location of buildings, preschool, and playground area.
  - b. Location of parking areas.
  - c. Site access, including pick-up and drop-off locationMinor modifications to the plan which do not conflict with the elements above may be made to ensure compliance with the Zoning Ordinance. Modifications to pick-up and drop-off may be made at the time of a Zoning Clearance and subject to approval by VDOT.
2. Playground fencing is required at the time of Zoning Clearance.
3. Signage for pick-up and drop-off location and circulation may be required at the time of Zoning Clearance to ensure safe vehicular circulation.
4. The maximum enrollment shall not exceed twenty-four (24) children/students per day.
5. The hours of operation for the preschool shall be limited to 8:30 am-2:30 pm Monday through Friday.

Should you have any questions regarding the action, please contact me.

Sincerely,  
Rebecca Ragsdale  
Planning Manager  
Planning Division

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