



**CHRIST EPISCOPAL SCHOOL (Applicant)  
New Addition(s)**

**PRE-APPLICATION MEETING (PAM)  
FOR LEVEL 2 SITE PLAN AND SPECIAL EXCEPTION MODIFICATION**

**PROJECT DESCRIPTION AND SCOPE OF WORK NARRATIVE**

The Applicant, Christ Episcopal School (CES or School), proposes to construct a new addition on an undeveloped portion of its existing campus property located at 109 S. Washington Street. The property is also home to the historic Christ Episcopal Church and parish offices located at 107 and 109 S. Washington Street. The subject property, known as parcels N442, N476, N477 and P496, Block 2 of the Rockville Subdivision, consists of a total of 1.35 acres of land in the R-90 Zone. While Parcels N442, N476 and N477 on which the existing Church/School building and parish offices are located are also within an historic district overlay zone known as the South Washington Street Historic District, P496 on which construction of the new detached addition is proposed is not.

CES has filed a pending companion record plat application (PLT2018-00572) that seeks consolidation of parcel P496 with the three other parcels of land on which the Church building and parish offices are located (N442, N476 and N477) along with an abandoned strip of former Church Street, all into one lot. Approval of the lot consolidation is necessary to negate the applicability of the additional standards for private educational

institutions found in Section 25.15.02.g. of the Zoning Ordinance, and is a prerequisite to approval of the new detached addition as proposed herein.

### Background

The Christ Episcopal School (CES) is a private co-educational institution that provides high academic standards with individual attention to the needs of students from pre-school to grade 8, in a caring, Christian environment. The average class size is 13 students in K-8<sup>th</sup> grade, with an average student to full-time teacher ratio of 7 to 1.

Each student attending CES undergoes a unique educational experience. The small class size and individual attention by the teacher foster the complete development of a student's academic potential. In an era when moral and spiritual values are avoided in most schools, CES focuses on giving each student the ethical standards and faith that are necessary for the proper maturation of the whole person, resulting in a student who is intellectually, morally and spiritually prepared for the opportunities and challenges of life.

In addition to its use of the Church building and another property further south on South Washington Street (i.e., 119½), the School currently occupies a portion of the 4-story office building located at 22 W. Jefferson Street ("Jefferson Building"). The Jefferson Building has a total of about 23,350 square feet of gross leasable area of which the School occupies about 12,000 square feet. The building was purchased by the School in 2004 at a time when there were plans in place to aggressively expand the School's student enrollment to as many as 397 students. In December 2004, the Board of Appeals approved the School's use of the Jefferson Building to accommodate those expansion goals in Case No. SPX2004-00347. Growing the student population to that size, however, is no longer consistent with the School's current long-range Strategic Plan. CES has

determined that its current enrollment of approximately 155 students constitutes the “right size” for the School to achieve its mission and maintain both financial viability and high academic standards in the long-term.

#### Proposed Improvements to the Property

The present application seeks approval to construct a new building on an undeveloped portion of the School’s campus known as the Foley parcel (P496), which is located directly south of the existing Church building and that also fronts on South Washington Street. The proposal entails “removing” the private educational institution use from the Jefferson Building entirely and essentially consolidating the School’s presence on South Washington in the new building. The School would continue to jointly use/occupy the existing Church building at 109 S. Washington as well as maintain use of 119½ S. Washington Street for the CES pre-school.

The new building would consist of three finished levels of classrooms and related school uses, totaling 13,760 square feet of gross floor area. However, due to a significant grade change on the property, only two levels will be visible from South Washington Street. The new structure has been intentionally designed to be residential in scale and consistent with the materials and architectural features of the existing Gothic-style Church building in order to achieve a cohesive presence along South Washington Street. Architectural drawings depicting the proposed building have been included with this Pre-Application submission.

In addition to the new building, a small stairway enclosure is proposed to be added onto the existing Church building’s northern facade. The total additional enclosed floor

area that would result is 1,060 square feet, and is shown on the Preliminary Level 2 Site Plan and Special Exception Plan submitted herein.

Shared Parking

In addition to 10 parking spaces located on the subject property, there are 91 existing parking spaces located on the 22 W. Jefferson property (i.e., “off-site”) that the School will continue to use/share with the office tenants/occupants of the Jefferson Building. A shared use analysis/table is provided on the Preliminary Level 2 Site Plan and Special Exception Plan submitted in support of this Pre-Application. A parking easement will be executed and recorded in Land Records that will convey the shared use obligations of the parking lot to any future owner of the property at 22 W. Jefferson.

Respectfully submitted:

**MILLER, MILLER & CANBY**

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