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City of Sandy Springs  
Planning and Zoning Department  
1 Galambos Way  
Sandy Springs, 30328

**RE: Letter of Intent for Applications CUP19-0004 and CUP19-0005**

To Whom it May Concern:

The application requests conditional use permits for a place of worship and private school for Holy Spirit Catholic Church and Holy Spirit Preparatory School. Holy Spirit Catholic Church and the upper school of Holy Spirit Preparatory School are located on a campus half within City of Atlanta and half within the City of Sandy Springs. The portion of the campus located within Sandy Springs is owned by the Catholic Archdiocese and is currently undeveloped and unutilized except for a church rectory building and is the subject of this application. The site fronts on Mount Paran Road and is zoned RE-1.

**I. Proposed Expansion.**

The applicant requests conditional use permits to allow the expansion of the church facilities and relocation of the school's lower school from a location on Long Island Drive to the Sandy Springs portion of the campus. The proposed new buildings include:

1. A two-story, 7,000 square foot church rectory;
2. Three future two-story, 7,000 square foot parish buildings;
3. A three-story, 40,000 square foot private school classroom building;
4. A two-story, 230 space parking deck with a play field on the third level;
5. A two-story, 50,000 square foot recreation center.

**II. Current Enrollment, Employment, Classrooms and Hours of Operation.**

The school as a whole employs 71 full time and part time faculty and 28 full time and part time staff. The lower school has approximately 37 classrooms and the upper school has 26 classrooms. Current enrollment for the lower school and upper school combined is 511 students, with 270 students in the lower school and 241 in the upper school. Existing enrollment by grade is as follows:

**A. Lower School.**

- Kindergarten—9
- Pre-First—9
- First—27
- Second—24
- Third—40
- Fourth—32
- Fifth—43
- Sixth—45
- Seventh—41

**B. Upper School.**

- Eighth—42
- Ninth—54
- Tenth—51
- Eleventh—43
- Twelfth—51

The school's regular hours of operation are 7:30 am to 4:30 pm for the upper school, excepting Athletic games, practice and other sponsored activity. The lower school is open from 7:20 am to an extended day program ending at 6:00 pm. The church has approximately 1800 active households registered, 17 classrooms, two nurseries, two work rooms and 31 staff (excluding 11 people who work minimal hours in the nursery on Sundays). The church currently operates a preschool that will remain on the Atlanta portion of the site.

**III. Existing and Proposed Enrollment Cap.**

The existing upper school campus currently has an enrollment cap of 320 students per the conditions applicable to the City of Atlanta special use permit. The school proposes to have an enrollment cap of 600 students with an allowance to grow 3% annually for up to 10 years with an ultimate enrollment cap of 750. The proposed cap would cover upper and lower schools, grades one through twelve. The church preschool facilities will remain located on the Atlanta portion of the site.

#### **IV. Operations During Construction.**

During construction of the storm water facility on the current athletic field, students will use the school's upper field located adjacent to Northside Drive and Northside Chase on the Atlanta portion of the campus. The school will rent offsite field space as needed. When offsite field space has been needed in the past, students were bussed to those offsite locations. Previously, the school rented the City of Sandy Springs Morgan Park fields when additional field space was needed.

#### **V. School and Church Programming of Facilities.**

The play fields and recreational spaces will be used and shared between the lower school, upper school and the parishioners. Since the upper school was built in 2004, the school and the parish have had a reciprocal use agreement for the reserving and sharing of facilities on an as-needed basis. Both institutions have a staff member whose responsibilities include acting as a liaison with the other institution for the reserving and maintenance of shared use spaces.

#### **VI. Use of Parish Buildings and Rectories.**

Rectories serve to house clergy who minister in a diocese. Approximately four retired priests will live in the existing rectory and four will live in the proposed new rectory. Maximum residential capacity on site will be eight. The parish buildings will be used for church program needs as determined by a future pastor. Such program needs will likely include meeting rooms and storage space. However, these future parish buildings will be the third and final phase of development on the site and needs could change by the time of construction.

#### **VII. Green Infrastructure Proposed on Site.**

Bioretention is currently being considered in the development of this project. Other green infrastructure will be evaluated and considered later in the design process.

#### **VIII. Plans for The Current Lower School Campus Located at Long Island Drive.**

The current lower school campus will be sold to fund the construction of the proposed new lower school. The current lower school campus is not under contract at this time.

#### **IX. Transportation Alternatives.**

The school encourages carpooling by providing a zip code list to families assist families who desire to carpool find other families in their area. We have families who use this list each year to find carpool/car share opportunities. Bussing options were considered for the school, but were decided against.

**X. Meetings and Permits with the City of Atlanta.**

A meeting was held with Rose Connolly of Atlanta Watershed Management on October 25, 2018 to discuss directing the stormwater runoff from the Sandy Springs development to an underground detention system located under the track on the City of Atlanta parcel. Ms. Connolly was in agreement to our approach. No permits have been applied for at this time with City of Atlanta. Future permits to be applied for will include a land disturbance permit (LDP) for the following:

- Grading along the City of Atlanta and Sandy Springs property line to tie in the proposed grading with the existing;
- Paving for the road connections and turn-around near the City of Atlanta and Sandy Springs property line;
- Underground detention system at the track to increase storm water capacity;
- Tree removal along the City of Atlanta and Sandy Springs property line; and
- Utility connections.

Ongoing meetings are being held with the City of Atlanta regarding traffic and storm water.

Thank you for your consideration of this application.

Very truly yours,



Carl E. Westmoreland, Jr.