EXHIBIT NO. 1

5
9-20-05

Docket Item #7
SPECIAL USE PERMIT #2005-0074

Planning Commission Meeting
September 8, 2005

ISSUE: Consideration of a request for a special use permit to operate a child day care center.

APPLICANT: Deborah Tillman

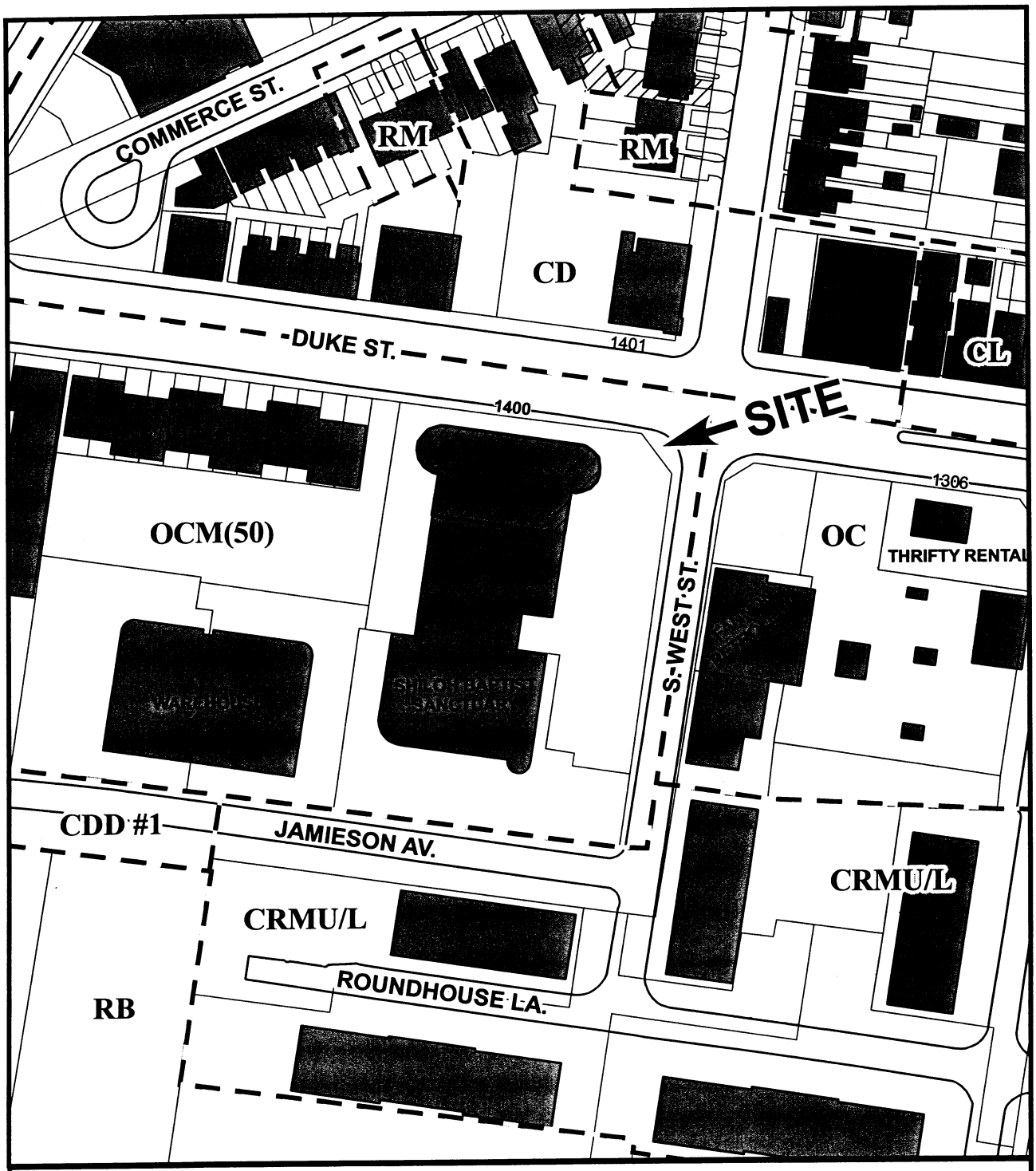
LOCATION: 1400 Duke Street

ZONE: OCM(50)/Office Commercial Medium

PLANNING COMMISSION ACTION, SEPTEMBER 8, 2005: By unanimous consent, the Planning Commission recommended approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations.

Reason: The Planning Commission agreed with the staff analysis.

STAFF RECOMMENDATION: Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.



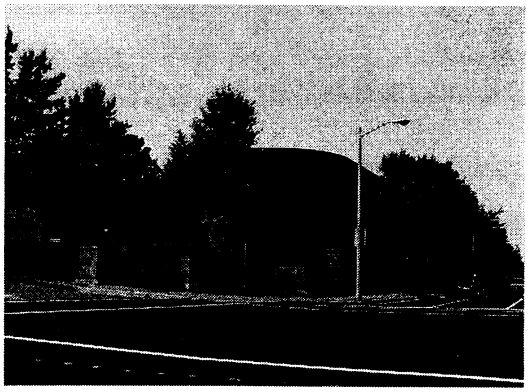
SUP #2005-0074 **09/08/05**

I. DISCUSSION

REQUEST

The applicant, Deborah Tillman, requests special use permit approval for the operation of a child day care center located at 1400 Duke Street.

SITE DESCRIPTION



The subject property is part of a parcel comprised of lots of record together having approximately 498 feet of frontage on Duke Street, approximately 335 feet of frontage on South West Street, and a total lot area of approximately 167,786 square feet, or 3.8 acres. The site is developed with a complex of office buildings, warehouses and flex space. Access to the property is from both Duke and South West Streets. The subject property is located at the southwest corner of Duke and South West Streets, and bordered by Jamieson Street to the south. The subject building is currently occupied by the Shiloh Baptist Meeting and Conference Center, with its administrative offices and meeting rooms at the north end of the building and its church sanctuary at the south end of the building. A separate operation, BAE Systems, is located in the middle of the building. The child care center is proposed to occupy approximately 3,611 square feet of existing office and meeting space at the north end of the building on both the first and second floors.

SURROUNDING USES

To the east of the site is Fannon Petroleum Company's sales and distribution facilities and Thrifty Car Rental. To the south and southeast is the Old Town Village development, with the residential condominium buildings located directly behind the Roundhouse Square complex along Jamieson Street. To the west, along Duke Street, is the Marriott hotel complex, and high density office buildings. To the north are a mix of uses, including residential townhouses, the previous Shiloh Baptist Church location and office buildings.

BACKGROUND

On January 24, 2004, City Council granted Special Use Permit #2003-0099 to Shiloh Baptist Church for a parking reduction for the church and its related activities in the subject building.

The applicant has been operating Happy Home Child Learning Center, a child care center, at Second Presbyterian Church at 1400 Janney's Lane since 1997, when staff approved an administrative special use permit (SUP#97-0120) for a change of ownership of an existing child care center. That center will be closing this fall because the property is being redeveloped, and the subject application is the proposed new location of that center.

PROJECT DESCRIPTION

The applicant proposes to relocate the existing child care center to 1400 Duke Street in what are now office and meeting spaces for the Shiloh Baptist Church. The center will have five classrooms, which includes an infant care room. Qualifications for administrators, teachers, and assistants will comply with the National Association of Education for Young Children. A full-time family support worker with assistant will also be on staff. Specific aspects of the center are as follows:

Hours of Operation:	6:00 am to 8:00 pm Monday through Friday
Number/Age of Children:	The applicant anticipates between 75 and 86 children to be enrolled. The ages of children will be 1-5 years old. Before and after school care may be provided for children ages 6 to 9 years old.
Number of Employees:	There will be a total of 12 full-time employees, with a morning and evening Administrator.
Drop-off/Pick-up:	The applicant anticipates that drop-off will occur between 6:00 am and 9:00 am, and that pick-up will occur between 4:30 pm and 8:00 pm. Pick-up and drop-off will occur at the parking lot on the property. Parents will be required to accompany the child to and from the building to sign-in and sign-out inside the center.
Noise:	According to the applicant, noise will be kept to a minimum.
Trash/Litter:	Garbage will consist of food and classroom project paper, paper products from meals, and diapers. The applicant estimates that there will be three to four 39 gallon trash bags each day. Trash will be picked up each week. There is a dumpster on the property.
Outdoor Play Area:	The applicant proposes to utilize the African American Heritage Park to provide outdoor opportunities for the children. The applicant also has a shuttle for field trips for the kids.

PARKING

Pursuant to Section 8-200 (A)(11) of the Zoning Ordinance, a child day care center/preschool is required to provide two parking spaces for each classroom. In this case, the applicant proposes a total of five classrooms for a requirement of ten spaces. There are 63 parking spaces at 1400 Duke Street. Of that 63, six spaces are designated to BAE Systems, the middle tenant, leaving 57 for the church sanctuary and its related meeting and office activities. A parking reduction of 57 spaces was approved for the church sanctuary and related office and meeting space on the north end of the building where the subject child care center is proposed to be located (SUP#2003-0099). Parking requirements for the anticipated uses on the north end of the building are generally consistent with the requirement for a child care center. Therefore, additional parking is not required. As a practical matter, the spaces required for sanctuary and other church related activities are only needed on the weekends and some evenings, leaving most of the parking lot available during peak pick-up and drop-off hours at the proposed center.

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the OCM-50/Office Commercial zone. Section 4-1003(G)of the Zoning Ordinance allows a child day care center in the OCM-50 zone only with a special use permit.

Master Plan: The proposed use is consistent with the King Street/Eisenhower Avenue chapter of the Master Plan which designates the property for Office Commercial Medium use.

II. STAFF ANALYSIS

Staff supports the proposed child day care center located at 1400 Duke Street. Staff finds that the proposed child day care center is a community serving use that is appropriate for this large site and that would compliment the ongoing activities of the existing church. Furthermore, sufficient parking is provided on-site. Staff does not anticipate that the center will create a nuisance for existing residents as it mostly operates within the building. Regarding parking, staff visited the subject property on a number of occasions during morning and early evening hours, and found a surplus of available spaces on the premises. The Office of Early Childhood Education is supportive of the proposal.

The City's Office of Early Childhood Development (OECD) has reviewed the location of the play area at the African American Heritage Park. Although the park location falls within state licensing standards, it is approximately a half-mile away. Therefore, OECD staff recommends that the applicant provide a safety and activity plan for use of local park for outdoor time. Planning staff is supportive of the condition. The Department of Recreation, Parks and Cultural Activities does not object to the applicant using the park.

Staff has included a number of standard conditions and a condition requiring a review of the preschool one year after approval. With these conditions, staff recommends approval of the special use permit.

With these conditions, staff recommends approval of the special use permit.

III. RECOMMENDED CONDITIONS

Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the following conditions:

1. The special use permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)

2. The hours of operation shall be limited to between 6:00 am and 8:00 pm, Monday through Friday. (P&Z)

3. The maximum number of children permitted at the child care facility at any one time shall be 86, subject to approval of the Licensing Division of the Virginia Department of Social Services. (P&Z) (OECD)

4. The applicant shall designate office space for center administration and personnel to ensure consistent oversight of the program. (OECD)

5. The applicant shall repair or replace damaged ceiling tiles in the upstairs classroom. (OECD)

6. The applicant shall repair or replace carpet in the upstairs classroom. (OECD)

7. The applicant shall designate bathroom space for diaper changing and provide diaper changing facilities for younger children. Provide a plan to ensure proper ratios are maintained if/when a teacher needs to leave the classroom to change diapers. (OECD)

8. The applicant shall designate space for food item storage and provide a refrigerator for perishable items, such as milk and juice. (OECD)

9. The applicant shall provide a schedule and staff for times when doors are not monitored by church staff to ensure safety of children and provide for smooth drop-off and pick-up. (OECD)

10. The applicant shall provide a safety and activity plan for use of local park for outdoor time. The plan should include the following:
    - what ratios are going to be used to ensure the safety of the children as the area is not fenced;
    - how the children will be transported to and from the park;
    - kinds of activities the center will provide for the children as there is no playground area with equipment;
    - how staff at the park will communicate with center personnel in case of an emergency;
    - how supplies, first aid and water will be made available at all times;
    - staffing for emergency medication issues, with properly trained staff as required by state regulations; and
    - a plan to maintain the park area and keep it clear of hazards.

    (OECD)

11. The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the preschool, a robbery awareness program for employees, and regarding safety programs available through the department for the children. This is to be completed prior to the child day care center's opening for business.

12. 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 on how to prevent underage sales of alcohol. (P&Z)

13. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) 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; (b) the director has received a request from any person to docket the permit for review, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

STAFF: Eileen Fogarty, Director, Department of Planning and Zoning;
Richard Josephson, Deputy Director;
Valerie Peterson, Urban Planner.

Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

IV. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

F-1 No comments

Code Enforcement:

F-1 The applicant has identified intention to provide childcare for children, ages 1 to 2 ½. The location of classrooms designated for this purpose were not specifically identified in the application. The applicant shall identify those classrooms as part of a change of use request to Code Enforcement. Location of the classrooms will determine whether the new use group is E - Educational or I - Institutional.

C-1 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).

C-2 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).

C-3 The current use is classified as A-Assembly, S-Storage; the proposed use is E-Educational or I- Institutional (See F-1 above). Change of use, in whole or in part, will require a certificate of use and occupancy (USBC 119.4) and compliance with USBC 119.2. including but not limited to: limitations of exit travel distance, emergency and exit lighting, a manual fire alarm system, and accessibility for persons with disabilities.

C-4 Prior to the application for new Certificate of Occupancy, the applicant shall submit a building permit for a change of use. Drawings prepared by a licensed architect or professional engineer shall accompany the permit application. These plans shall show provide existing conditions, construction type data, and a plot plan. In addition, these plans shall show proposed conditions and provide data by the design professional which details how the proposed use will comply with the current edition of the Virginia Uniform Statewide Building Code for the new use in the area of structural strength, means of egress, passive and active fire protection, heating and ventilating systems, handicapped accessibility and plumbing facilities.

C-5 This structure contains mixed use groups [A-Assembly; E- Educational or I - Institutional (See F-1 above); S-Storage and is subject to the mixed use and occupancy requirements of USBC 302.3

C-6 Required exits, parking, and accessibility within the building for persons with disabilities must comply with USBC Chapter 11. Handicapped accessible bathrooms shall also be provided.

C-7 A fire prevention code permit is required for the proposed operation. An egress plan showing fixture location, aisles and exit doors shall be submitted for review with the permit application.

Health Department:

C-1 An Alexandria Health Department Permit is required for all regulated facilities. Permits are not transferable.

C-2 Certified Food Managers must be on duty during all hours of operation.

C-3 Permits must be obtained prior to operation.

C-4 Five sets of plans must be submitted to and approved by this department prior to construction.

C-5 This facility must meet state and city Social Services requirements for air and floor space, toilet facilities, separate isolation room for sick children, lighting, temperature, storage for cots, clothing. Other items may be required by state or city codes.

C-6 If food preparation or food handling is done on the premises, five sets of plans of the food handling areas are to be submitted to the Health department for approval.

C-7 This facility must meet commercial standards (13 or more). Plans must comply with Alexandria City Code, Title 11, Chapter 2, Food and Food Establishments. A $135.00 fee is required for review of plans for food facilities.

Police Department:

R-1 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the child care center. This is to be completed prior to the child care center opening for business.

R-2 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a robbery awareness program for employees.

R-3 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding safety programs available through the department for the children.

Human Services:

F-1 The proposed site for the child care center is the conference center of a local church. The child care center will use four rooms in the conference center as classrooms as well as a multi-purpose area for additional activities. The rooms are spacious and will provide ample opportunity for learning experiences for the children. The classroom located on the second level will require minor work to be made ready for children. Bathrooms and diaper changing facilities are limited. In addition, office space for center personnel will need to be allocated and personnel will need to be in place to monitor entry and exit of children when church personnel are not on site. Arrangements will need to be made for the storage of food and perishables used by the center. Church administrators seem very willing to work with the child care center to ensure a smooth transition into the facility.

There is ample space off street parking for drop off and pick up of children. The center has proposed to use a local park for required outdoor time. The park is approximately a half mile from the location. There will need to be significant planning by center administration to ensure the health and safety of the children if the park is to be used.

R-1 Designate office space for center administration and personnel to ensure consistent oversight of the program.

R-2 Repair and replace ceiling tiles in the upstairs classroom.

R-3 Repair/replace carpet in the upstairs classroom.

R-4 Designate bathroom space for diaper changing and provide diaper changing facilities for younger children. Provide a plan to ensure proper ratios are maintained if/when a teacher needs to leave the classroom to change diapers.

R-5 Designate space for food item storage and provide a refrigerator for perishable items, such as milk and juice.

R-6 Provide schedule and staff for times when doors are not monitored by church staff to ensure safety of children and provide for smooth drop off and pick up.

R-7 Provide safety and activity plan for use of local park for outdoor time. The plan should include the following:

- what ratios are going to be used to ensure the safety of the children as the area is not fenced
- how the children will be transported to and from the park
- kinds of activities the center will provide for the children as there is no playground area with equipment
- how staff at the park will communicate with center personnel in case of an emergency
- how supplies, first aid and water will be made available at all times
- staffing for emergency medication issues, with properly trained staff as required by state regulations
- plan to maintain park area and keep clear of hazards.

Recreation, Parks and Cultural Activities:

F-1 No objection to the child care center using the African American Heritage Park.

APPLICATION for SPECIAL USE PERMIT #2005-0074

[*must use black ink or type*]

PROPERTY LOCATION: 1400 Duke Street Alexandria, Virginia 22314

TAX MAP REFERENCE: 73.02-08-33 ZONE: CDX(50)

APPLICANT Name: Deborah L. Tillman

Address: 3074 Shagwood Court Lake Ridge, Virginia 22192

PROPERTY OWNER Name: Marty Adams / Alexandria Redevelopment Assoc

Address: 1400 Duke Street Alexandria, Va 22314 / 1321 Connecticut Ave c/o Hooper Management NW Washington, DC 20036-1842

PROPOSED USE: To operate a child learning Center for children ages 1-9 yrs old.

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Deborah L. Tillman
Print Name of Applicant or Agent

Deborah L. Tillman
Signature

3074 Shagwood Court
Mailing/Street Address

(703) 499-8038 (703) 499-8159
Telephone # Fax #

Lake Ridge, Virginia 22192
City and State Zip Code

6/29/05
Date

========== ***DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY*** ==========

Application Received: _____ Date & Fee Paid: _____ $_____

ACTION - PLANNING COMMISSION: _____

ACTION - CITY COUNCIL: _____

Special Use Permit # 2005-0071

All applicants must complete this form. Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. The applicant is *(check one)* [ ] the Owner [ ] Contract Purchaser

   [ ] Lessee or [✓] Other: Sublessee of the subject property.

   State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

   Happy Home child Learning Center, Inc is a corporation.

   If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

   [ ] Yes. Provide proof of current City business license

   [ ] No. The agent shall obtain a business license prior to filing application, if required by the City Code.

2. Submit a floor plan and a plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 8½" x 14" or smaller. Twenty-four copies are required for larger plans or if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

Special Use Permit #2005-0074

NARRATIVE DESCRIPTION

3. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. (Attach additional sheets if necessary)

The mission of Happy Home child Learning Center Inc. is to have a strong, vibrant, purpose driven and effective team that can lead the next generation in education, morale, values, self-esteem and self determination. Our goal is to provide a quality childcare center program that focuses on the development and fulfillment of each child's potential. In a conducive environment, with appropriate equipment and supplies enriching experiences will be provided with emphasis on sensory and perceptual skills; language development, concept formation, problem solving and self reliance. Each child is encouraged to explore and is developed by a warm, understanding and capable staff.

The center will have 6 classrooms. The breakdown is as follows:

Room # 111 will have (16) children 2½ yr olds, Room 114 will have (20) children 1 to 2½ yr olds ~~not more than 5 children under 2 yrs old~~. Room # 116 will have (18) children (3 yr olds). Rm 117 will also have (18) children (4 and 5 yr olds) Room # 207 will have (22) (4 yr old) children. The multipurpose room will be used as open space for all children to eat together and used during inclement weather for gross motor activities. The total number of children will be 74. Qualifications for Administrators, teachers and assistants will (up to 86 for future Before/After care) comply with NAEYC Standards. A full-time Family Support Worker w/assistant will also be on staff. The hours of operation will be from 6:00am-8:00pm Monday-Friday which will allow parents ample time to travel to and from work. However, children should not spend more than eleven hours in childcare per day. Parking for parents and teachers is located on-site. We do not anticipate any unnecessary noise levels.

Special Use Permit # 2005-0074

USE CHARACTERISTICS

4. The proposed special use permit request is for: *(check one)*

   [✓] a new use requiring a special use permit,

   [ ] a development special use permit,

   [ ] an expansion or change to an existing use without a special use permit,

   [ ] expansion or change to an existing use with a special use permit,

   [ ] other. Please describe: _____

5. Please describe the capacity of the proposed use:

   A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

   Hours of operating will be from 6:00Am - 8:00Pm Monday through Friday. Drop off will be from 6:00Am - 9:00Am and pick-up will be from 4:30 - 8:00Pm. The maximum capacity will be determined by the Division of Licensing. However we are proposing to have between 75-85 children enrolled.

   B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

   There will be a total of 12 full-time employees with a morning and evening Administrator. 2 employees will open 6:00 - 3:00 w/Administrator; 6:30Am - 3:30Pm, 7:00 - 4:00, 7:30 - 4:30, 8:00Am - 5:00Pm, 8:15 - 5:15, 8:30Am - 5:30Pm, (2) 9:00Am - 6:00Pm, 10:00 - 7:00Pm, (2) 11:00Am - 8:00Pm w/ Administrator.

6. Please describe the proposed hours and days of operation of the proposed use:

Day:	Hours:
Monday	6:00Am - 8:00Pm
Tuesday	6:00Am - 8:00Pm
Wednesday	6:00Am - 8:00Pm
Thursday	6:00Am - 8:00Pm
Friday	6:00Am - 8:00Pm

7. Please describe any potential noise emanating from the proposed use:

   A. Describe the noise levels anticipated from all mechanical equipment and patrons.

   There will not be any unnecessary noise. Noise levels during drop off-pick up and outdoor play time will be kept to a minimum.

B. How will the noise from patrons be controlled?

The noise during drop off and pick up will be kept to a minimum.

8. Describe any potential odors emanating from the proposed use and plans to control them:

There will not be any potential odors emanating from the proposed use.

9. Please provide information regarding trash and litter generated by the use:

A. What type of trash and garbage will be generated by the use?

Garbage will consist of food and classroom project paper, paper products from breakfast, snacks and lunches. In addition, diapers will be thrown out.

B. How much trash and garbage will be generated by the use?

It is an estimate that three to four 39 gallon trash bags will be taken out each day.

C. How often will trash be collected?

Each day trash will be taken outdoors. However, it will be collected 2 days per week.

D. How will you prevent littering on the property, streets and nearby properties?

We will be proactive in encouraging our patrons to use the trash cans located inside the school as well as the outdoor garbage receptacle.

10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

[ ] Yes. [✓] No.

If yes, provide the name, monthly quantity, and specific disposal method below:

11. Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

[ ] Yes. [✓] No.

If yes, provide the name, monthly quantity, and specific disposal method below:

12. What methods are proposed to ensure the safety of residents, employees and patrons?

Safety is our number one concern. Supervison plans are in place for our children. Headcounts and ratio's are maintained. Parents must buzz and sign in and out each day. Forms are in place for authorization to pick up. The area's outdoors are well lit

ALCOHOL SALES

13. Will the proposed use include the sale of beer, wine, or mixed drinks?

[ ] Yes. [✓] No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

Special Use Permit # 2005-0074

PARKING AND ACCESS REQUIREMENTS

14. Please provide information regarding the availability of off-street parking:

A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

10 Spaces will be needed (2 spaces for each classroom).

B. How many parking spaces of each type are provided for the proposed use:

85 Standard spaces

6 Compact spaces

4 Handicapped accessible spaces.

_____ Other.

C. Where is required parking located? [✓] on-site [ ] off-site *(check one)*

If the required parking will be located off-site, where will it be located:

N/A

Pursuant to section 8-200 (C) of the zoning ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

D. If a reduction in the required parking is requested, pursuant to section 8-100 (A) (4) or (5) of the zoning ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

15. Please provide information regarding loading and unloading facilities for the use:

A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance? No loading required

B. How many loading spaces are available for the use? N/A

C. Where are off-street loading facilities located? N/A

D. During what hours of the day do you expect loading/unloading operations to occur?

The catering company, Jeffreys Cafe will be the only loading operation. There may also be a possibility to use a cooking facility across the street. The van would transport food to the church.

E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

One time per day, 5 times per week we are expecting the food service co to deliver. On a quarterly basis, school supplies will be ordered and delivered

16. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

The street access to the property is adequate.

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? [✓] Yes [ ] No

Do you propose to construct an addition to the building? [ ] Yes [✓] No

How large will the addition be? N/A square feet.

18. What will the total area occupied by the proposed use be?

____ sq. ft. (existing) + _____ sq. ft. (addition if any) = _____sq. ft. (total)

19. The proposed use is located in: *(check one)*

[ ] a stand alone building [ ] a house located in a residential zone [ ] a warehouse

[ ] a shopping center. Please provide name of the center: _____

[ ] an office building. Please provide name of the building: _____

[✓] other, please describe: A church, the Shiloh Meeting and Conference Center

Special Use Permit #2005-0074

Child Care Homes and Child Care Centers
Applicants for both child care homes and child care centers (day care center, day nursery, and nursery schools) must complete the following section:

8. How many employees will staff the child care facility, including the operator?
Fourteen employees will be needed to staff 6 classrooms w/ two Administrators one morning Adm and one evening Adm.
How many staff members will be on the job at any one time? 14 employees

9. Where will staff and visiting parents park? There are parking spaces on the premises.

10. Please describe how and where parents will drop-off and pick-up children.
Parents will be required to park outside, get buzzed into the building and sign out their child in order to pick-up. The same process will be implemented for those dropping off. All parents are required to sign their child in.

11. At what time will children usually be dropped-off and picked-up.

Drop-off	Pick-up
Drop-off will be at 6:00Am until 9:00Am Monday through Friday	Pick-up will be from 4:30pm - 8:00pm Monday through Friday

12. What type of outdoor play equipment is proposed for the child care facility, if any? Where will it be located on the property?
Outdoor equipment will be moved from 4442 location to the new location. It will be fenced in and has already been approved by the Division of licensing and the NAEYC.

13. Are play areas on the property fenced? ☑ Yes. ☐ No.

If no, do you plan to fence any portion of the property? ☐ Yes. ☐ No.
Please describe the existing or proposed fence.

Special Use Permit # 2005-0074

Child Care Centers Only
Applicants for child care centers (day care center, day nursery, and nursery schools) must complete the following section:

14. How many children will be cared for during one day? 74 children will be cared for during the day depending on square footage The total number could be 86 children for B/A care children

15. What age children do you anticipate caring for? The ages of children are 1 yr olds ~~5 children under 2 1/2 yrs old~~ up to 9 yr old.) We anticipate in the future, we may want to implement afterschool program in Room 207 (12 more for before and after care)

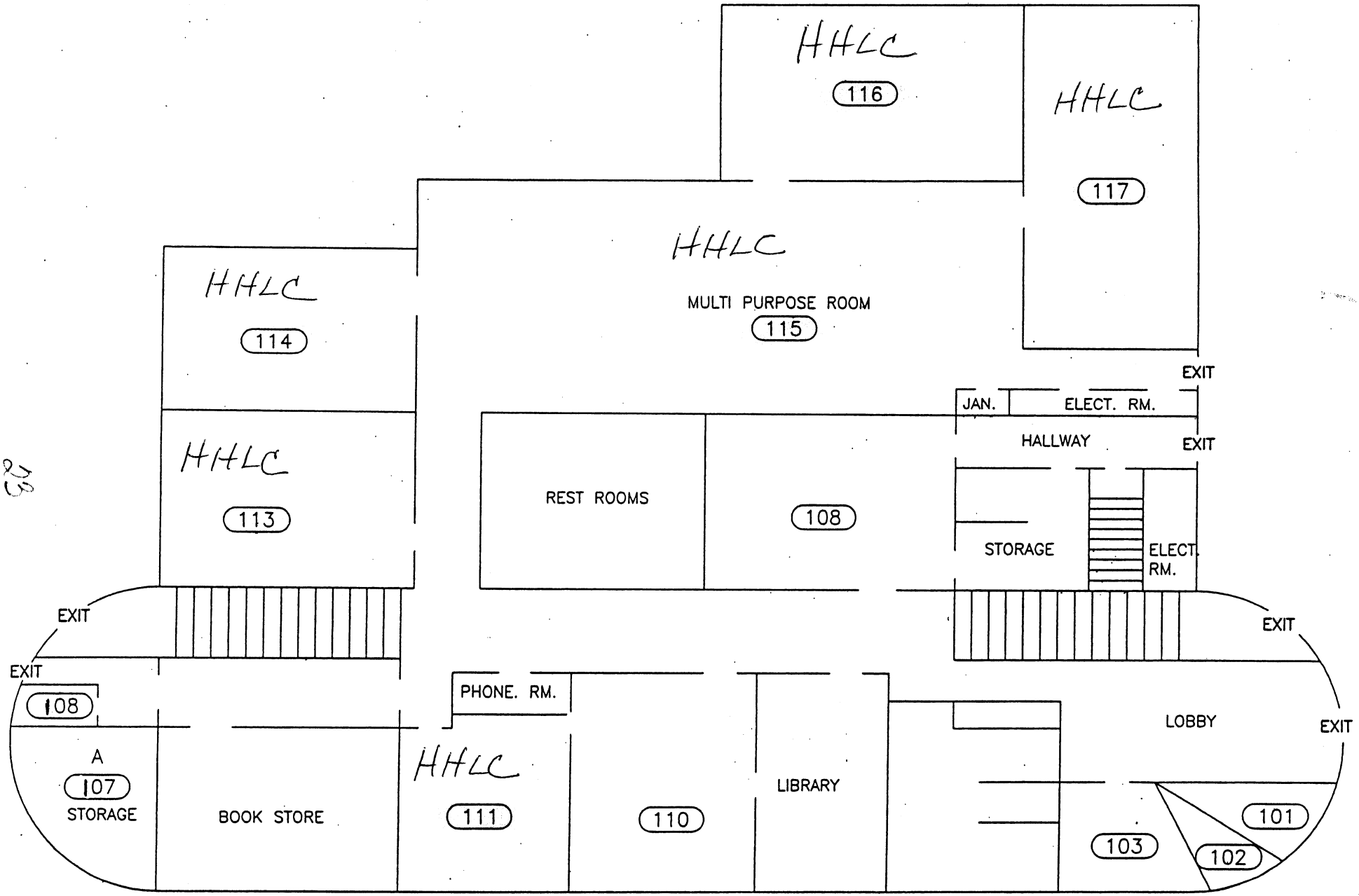
16. Does the operation have a license from the State of Virginia for a child care facility?

☑ Yes. ☐ No. If yes, provide a copy of the license.

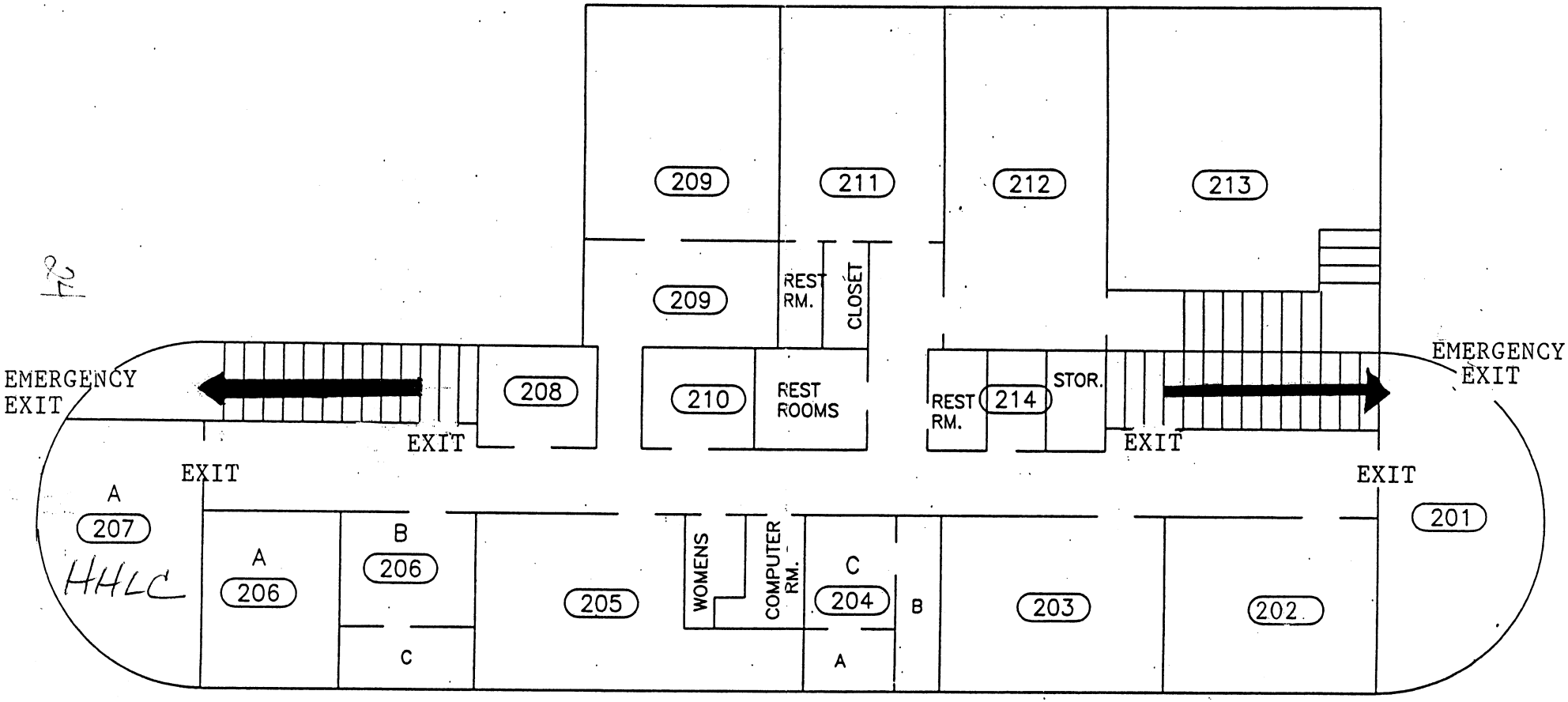
Happy Home Child Learning Center, Inc.

Room Requirements @ SMCC

SMCC Rm #	Happy Home Use	Use Type	Comments
113	Office space for sign-in/out; Staff work; Conversations w/ parents	Permanent – No set-up or breakdown	This room is committed to HHCLC because Shiloh cannot use during HHCLC time due to risk management concerns with HHCLC using MPR.
114	Classroom for up to 8 children	Permanent – No set-up or breakdown	This room is committed to HHCLC because Shiloh cannot use during HHCLC time due to risk management concerns with HHCLC using MPR.
116	Classroom for particular age group of children	Permanent – No set-up or breakdown	This room is committed to HHCLC as a requested classroom
117	Classroom for particular age group of children	Permanent – No set-up or breakdown	This room is committed to HHCLC as a requested classroom
115 – MPR	Eating Area & Indoor play area due to weather	Temporary – Easy "lunchroom-type" folding tables	This room is committed to HHCLC as a requested classroom
111 – (Shiloh Sunday Nursery)	Child Learning Center Nursery	Used by HHCLC on M – F & Shiloh on Sunday	HHCLC will furnish and outfit the nursery & make all furnishings & equipment to Shiloh on Sunday
207	Classroom for 4 & 5 year olds	Temporary – Need to keep piano in room	


HHLC
116
HHLC
117
HHLC
MULTI PURPOSE ROOM
115
HHLC
114
HHLC
113
EXIT
JAN.
ELECT. RM.
HALLWAY
EXIT
REST ROOMS
108
STORAGE
ELECT. RM.
EXIT
EXIT
EXIT
108
PHONE. RM.
LOBBY
EXIT
A
107
STORAGE
BOOK STORE
HHLC
111
110
LIBRARY
101
103
102

FIRST FLOOR



SECOND FLOOR

Commonwealth of Virginia

DEPARTMENT OF SOCIAL SERVICES

CHILD DAY CENTER
LICENSE

Issued to Happy Home Child Learning Center II, operated by Happy Home Child Learning Center II, Inc.

Address 1400 Janneys Lane, Alexandria, Virginia 22302

This license is issued in accordance with provisions of Chapters 1, 17 and 18, Title 63.2, Code of Virginia as amended, the established rules and regulations of the Child Day Care Council and the specific limitations prescribed by the Commissioner of Social Services as follows:

Capacity: 45 Children from 1 through 5 years of age may be accepted for care.

- No more than five (5) children under the age of 2½ years may be in care at any one time as limited by the BOCA Code.

This license is not transferable and will be in effect from August 14, 2004 through August 13, 2006 unless revoked for violations of the provisions of law, or failure to comply with the limitations stated above.

ISSUING OFFICE:
Division of Licensing Programs
Fairfax Area Office
11320 Random Hills Road, Suite 200
Fairfax, Virginia 22030
Telephone: (703) 934-1505

LICENSE NUMBER FX. 04-625-L102

MAURICE A. JONES
COMMISSIONER OF SOCIAL SERVICES

By Jenifer H. Nalli

Jenifer H. Nalli
Title LICENSING ADMINISTRATOR

Date September 20, 2004

032-05-376 (7/92)