

EXHIBIT NO. 1

3  
10-18-08

Docket Item #2  
SPECIAL USE PERMIT #2008-0066

Planning Commission Meeting  
October 7, 2008

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

**APPLICANT:** Child and Family Network Centers  
by Lee Jackson

**STAFF:** Nathan Randall  
[nathan.randall@alexandriava.gov](mailto:nathan.randall@alexandriava.gov)

**LOCATION:** 2034 Eisenhower Avenue  
(Parcel Address: 2000 Eisenhower Avenue)

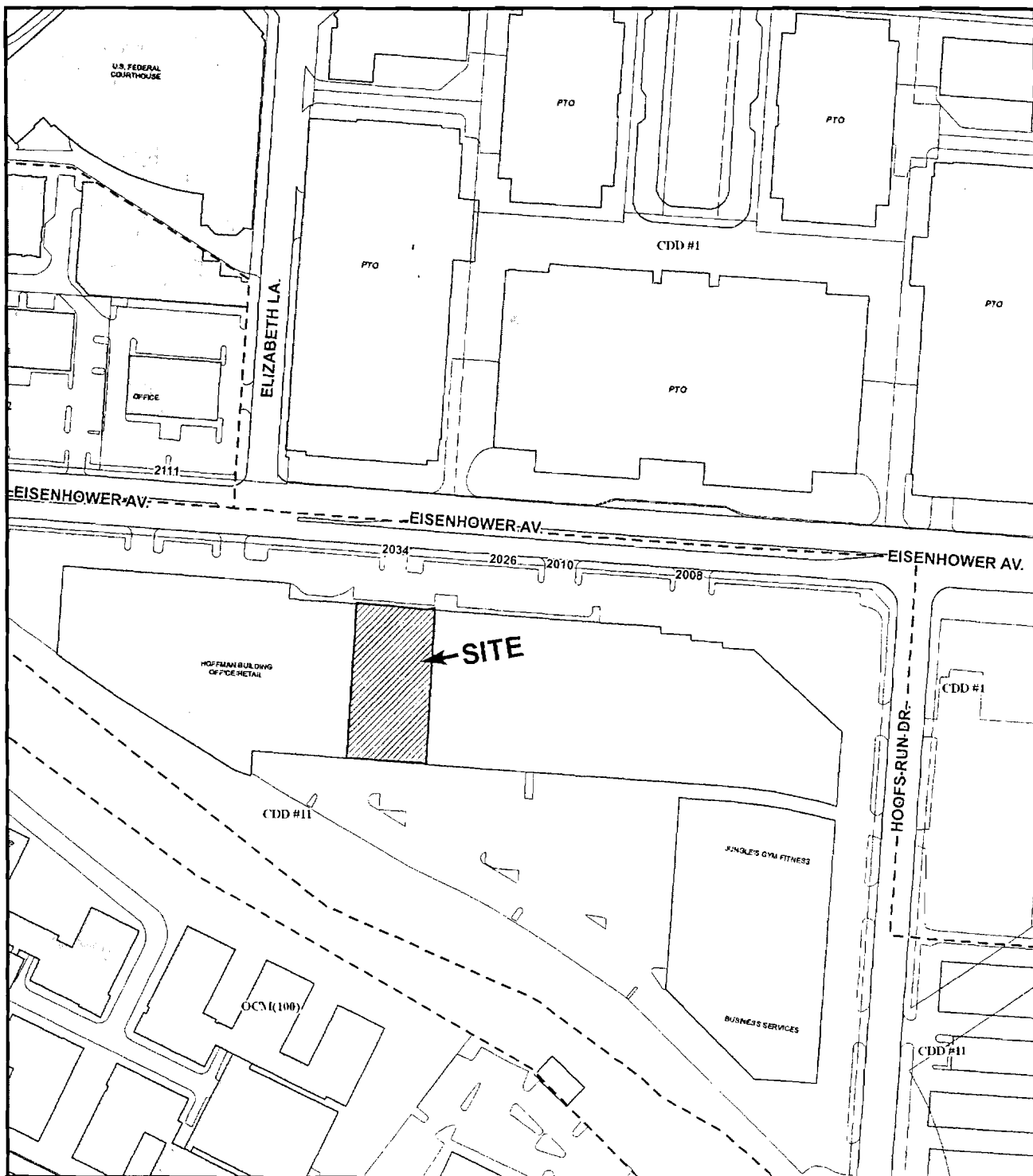
**ZONE:** CDD #11/Coordinated Development District

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**PLANNING COMMISSION ACTION, OCTOBER 7, 2008:** 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 #2008-0066**

**10/07/08**



## I. DISCUSSION

### REQUEST

The applicant, The Child and Family Network Centers, requests special use permit approval for the operation of a day care center located at 2034 Eisenhower Avenue.

### SITE DESCRIPTION

The subject property is a tenant space of 3,277 square feet located on one lot of record with approximately 1,219 feet of frontage on Eisenhower Ave, approximately 817 feet of frontage on Hooffs Run Drive, and a total lot area of 578,987 square feet (13.3 acres.) The site is developed with a one-to-two story office/commercial building that is occupied by several current and proposed tenants, including the City of Alexandria Police Department Community Relations office, a proposed restaurant, and several other office uses. Access to the property is from Eisenhower Avenue.



The surrounding area is occupied by a mix of office, retail, residential and civic uses. Immediately to the north are the United States Patent and Trademark offices. To the south is a city park and the City of Alexandria Public Safety Center. To the east is Block P of the Carlyle development, currently being built with residential and retail mixed use. To the west is vacant land with approvals for two residential towers with ground level retail.

### BACKGROUND

The applicant, The Children and Family Network Centers (CFNC), is a 501(C)(3) non-profit organization that provides free day-care and educational services to nearly 200 at-risk children and families living in poverty in Northern Virginia.

CFNC first approached City staff in February 2008 regarding the need for new space for its child care center, since its lease at 4600 Duke Street was not being renewed. Landmark Mall was the first option pursued, but eventually mall management declined to lease space to the applicant. Subsequently, a temporary space solution was found for the applicant at the subject location, 2034 Eisenhower Avenue. The applicant intended to stay in this location only until June 2008, but has been delayed in finding an alternate location. Therefore, the applicant has now requested a special use permit to operate its day care center at 2034 Eisenhower Avenue.

A portion of the building to the east of the proposed day care center tenant space is currently being renovated. On May 3, 2007, City staff approved Plot Plan #PLT2007-00004 for renovations to that portion of the building formerly used as a warehouse. The renovations to the existing building were to provide retail space, including a Rite Aid Pharmacy, a restaurant approved under SUP2008-0050, and several other smaller tenant spaces.

PROPOSAL

The applicant proposes to operate a child care center for up to 48 children. The children attending the day-long child care center are typically aged 4 or 5 years old.

Hours: 9:00am to 5:00pm, Monday through Friday. (Staff has conditioned slightly longer hours for greater flexibility.)

Number of children: Up to 48 Children, typically 4 & 5 year-olds.

Noise: Sounds from children talking, playing, and singing are likely to occur at this location. Teachers in each classroom will control these noises.

Trash/Litter: Food items, wrappers, and paper items will be generated on site. The applicant notes that trash will be removed from the tenant space daily.

PARKING

According to Section 8-200 (A) (11) of the Zoning Ordinance, a day care center requires two parking spaces for every classroom. A day care center with two classrooms will be required to provide four off-street parking spaces. The applicant states that it has six parking spaces on-site, which satisfies the requirement. In addition, there is a parking garage on the site with a sufficient number of spaces to satisfy the parking required for the proposed use.

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the CDD-11/Coordinated Development District-South Carlyle zone. Section 5-602 of the Zoning Ordinance allows a day care center in the CDD-11 zone only with a special use permit.

The proposed use is consistent with the Eisenhower East Small Area Plan chapter of the Master Plan which designates the property for residential, office and retail mixed use.

## II. STAFF ANALYSIS

Staff supports the applicant's request to operate a day care center at the subject location. Staff finds that the proposed child care center is a valuable, community-serving use that is reasonable for this location. Staff does not anticipate that the child care center will create any negative impacts for neighboring properties or for existing commercial/office tenants. Nonetheless, staff has recommended several conditions of approval, including a one-year review condition, that will help mitigate the potential for any impacts of this use.

Staff recommends approval of the Special Use Permit request, subject to the conditions listed in Section III of this report.

## 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 of the day care center shall be limited to between 8:30am and 5:30pm, Monday-Friday. (P&Z)
3. The maximum number of children permitted at the child care facility at any one time shall be 48, subject to approval of the Licensing Division of the Virginia Department of Social Services. (P&Z)
4. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (P&Z)
5. The applicant shall require its employees who drive to work to use off-street parking. (P&Z)
6. The applicant shall encourage its employees to use mass transit or to carpool when traveling to and from work, by posting information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of carpooling opportunities. (P&Z)(T&ES)
7. 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. (P&Z)
8. The applicant shall provide storage space for solid waste and recyclable materials containers as outlined in the City's "*Solid Waste and Recyclable Materials Storage Space Guidelines*", or to the satisfaction of the Director of Transportation

& Environmental Services. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: [www.alexandriava.gov](http://www.alexandriava.gov) or contact the City's Solid Waste Division at 703-519-3486 ext.132. (T&ES)

9. 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 as the result of a complaint that rises to the level of a violation of the permit conditions 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)
10. 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 and robbery readiness training for employees. (Police)
11. The applicant is advised to cover all electrical outlets with socket protectors. (Police)
12. The applicant is advised to devise safety measures (devices) on all exit doors that operate with a push-bar mechanism due to the fact that an unattended child could exit without detection by the staff. (Police)

STAFF: Richard Josephson, Deputy Director, Department of Planning and Zoning;  
Nathan Randall, Urban Planner.

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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:

- R-1 The applicant shall provide storage space for solid waste and recyclable materials containers as outlined in the City's "*Solid Waste and Recyclable Materials Storage Space Guidelines*", or to the satisfaction of the Director of Transportation & Environmental Services. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: [www.alexandriava.gov](http://www.alexandriava.gov) or contact the City's Solid Waste Division at 703-519-3486 ext.132. (T&ES)
- R-2 The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)
- C-1 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.
- C-2 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99).

##### Code Enforcement:

- C-1 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.
- C-2 This structure contains mixed use groups and is subject to the mixed use and occupancy requirements of the USBC.
- C-3 Required exits, parking and accessibility for persons with disabilities must be provided to the building.
- C-4 A certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof, in accordance with USBC 103.3.

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 and 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.
- C-8 If enrollment is kept to a maximum of 12 children at any one time, the facility may use home-style (semi-public restaurant) standards for food service.

Human Services:

The Office for Early Childhood Development conducted a site visit on Tuesday, September 23, 2008, at 2034 Eisenhower Avenue, Suite 245. This visit was to provide an assessment of the site to serve as classrooms for Child and Family Network Centers (CFNC) to provide early childhood education services for children ages 4 and 5 years old. These classrooms would be in use from 8:30 am to 5:30 pm., Monday through Friday. They would be occupied by 9 adults (teachers and assistants) and 36 to 48 children. Teachers and assistants would be on site from 8:30 am – 5:30 pm and the children on site from 9:00am – 5:30pm.

**Observations and Suggestions**

1. This location can be easily converted into two classrooms. There are two adjacent areas that have previously been used as a library and small group area. A third area



is available as needed for learning activities. The building is secure with enough space to allow typical classroom learning activities for 36 to 48 children to take place easily. A serving kitchen is also adjacent to the main classroom space. Bathrooms are next door and easily accessible.

2. Drop-off and pick-up of children are easily accomplished. There is plenty of parking for parents who choose to walk their children to the classroom.
3. There is an outside area and a walking plan in place so the children can enjoy time outside each day.

### **Conclusions**

Child and Family Network Centers is accredited through the National Association for the Education of Young Children and provides quality care for children at a variety of sites. This program will allow them to continue to provide the City of Alexandria's children and families services that are needed and desired.

### Parks & Recreation

No Comment

### 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.
- R-2 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding robbery readiness training for employees.
- R-3 The applicant is advised to cover all electrical outlets with socket protectors.
- R-4 The applicant is advised to devise safety measures (devices) on all exit doors that operate with a push-bar mechanism due to the fact that an unattended child could exit without detection by the staff.
- F-1 The Police Department has no objections to the child care facility opening.

Oct.



# APPLICATION SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2008-0066

PROPERTY LOCATION: 2034 Eisenhower Avenue, Suite 245

TAX MAP REFERENCE: 79.01-01-01 ZONE: CSD-1

**APPLICANT:**

Name: The Child and Family Network Centers

Address: 3701-A Mount Vernon Avenue

PROPOSED USE: Childcare for ages 4 and 5 years old

[ ] **THE UNDERSIGNED**, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 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 staff and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.

[ ] **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 IV, Section 4-1404(D)(7) 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 Director of Planning and Zoning 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.

Lee Jackson  
Print Name of Applicant or Agent

[Signature] 4/3/08  
Signature Date

3701-A Mount Vernon Ave  
Mailing/Street Address

703-836-0214 703-836-3180  
Telephone # Fax #

Alexandria, Virginia 22305  
City and State Zip Code

LJACKSON@CFNC-ONLINE.ORG  
Email address

ACTION-PLANNING COMMISSION:	DATE:
ACTION-CITY COUNCIL:	DATE:

SUP 2008-0066

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner of 2034 Eisenhower Avenue, I hereby  
(Property Address)  
grant the applicant authorization to apply for the Childcare use as  
(use)  
described in this application.

Name: Hubert N. Hoffman, II Phone 703-960-4700  
Please Print  
Address: 2461 EISENHOWER AVE, ALEXANDRIA Email \_\_\_\_\_  
Signature: [Handwritten Signature] Date: 4/7/08

1. Floor Plan and Plot Plan. As a part of this application, the applicant is required to submit a floor plan and plot or site plan with the parking layout of the proposed use. The SUP application checklist lists the requirements of the floor and site plans. The Planning Director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver.

- Required floor plan and plot/site plan attached.
- Requesting a waiver. See attached written request.

2. The applicant is the (check one):

- Owner
- Contract Purchaser
- Lessee or
- Other: \_\_\_\_\_ of the subject property.

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

NA

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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?

N/A

**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.

### **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. The description should fully discuss the nature of the activity. (Attach additional sheets if necessary.)

The Child and Family Network Centers, a 501(c)(3) non-profit organization, provides caring, high-quality, free education and related services to nearly 200 at-risk children and families living in poverty in Northern Virginia in order to prepare and empower them for success in school and life. CFNC's programming includes nationally accredited early childhood education, family and financial literacy, and health and family support services. This comprehensive approach focuses on the empowerment of the entire family, reflecting our commitment to the belief that we will change the future of our most at-risk children only when we change the present for the parents.

We are requesting to use available space located at 2034 Eisenhower Avenue to continue to serve our children and families at the West End of Alexandria.

**USE CHARACTERISTICS**

4. The proposed special use permit request is for (check one):  
 a new use requiring a special use permit,  
 an expansion or change to an existing use without a special use permit,  
 an 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).

48 Children ages 4 and 5 years old  
Classes begin at 9:00am and end at 3:00pm

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

9 Adults (teachers and assistants)  
Time period ⇒ 8:30am to 4:00pm

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

Day:	Hours:
<u>Monday through Friday</u>	<u>9:00am to 3:00pm (students)</u>
<u>Monday through Friday</u>	<u>8:30am to 4:00pm (teachers)</u>

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

A. Describe the noise levels anticipated from all mechanical equipment and patrons.  
Noise level is the result of children playing and participating in school activities (including singing).

B. How will the noise be controlled?  
Teachers will be responsible for controlling the noise levels of their respective students.

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

N/A  
\_\_\_\_\_  
\_\_\_\_\_

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? (i.e. office paper, food wrappers)

Trash will consist of classroom consumables, food wrappers, and food service supplies.  
\_\_\_\_\_

B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)

Less than 30 pounds per day  
\_\_\_\_\_

C. How often will trash be collected?

Daily  
\_\_\_\_\_

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

Each teacher is responsible for ensuring that their classrooms are clean and litter-free.  
\_\_\_\_\_

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:

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

Our classrooms are secure. No one is admitted without proper identification and purpose. Those individuals who are authorized to pickup and drop off children are allowed on the premises.

**ALCOHOL SALES**

13.

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

[ ] Yes       No

If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

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**PARKING AND ACCESS REQUIREMENTS**

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

- 6-10 Standard spaces
- \_\_\_\_\_ Compact spaces
- \_\_\_\_\_ Handicapped accessible spaces.
- \_\_\_\_\_ Other.

Planning and Zoning Staff Only

Required number of spaces for use per Zoning Ordinance Section 8-200A \_\_\_\_\_

Does the application meet the requirement?  
 Yes  No

B. Where is required parking located? (check one)  
 on-site  
 off-site

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

\_\_\_\_\_

**PLEASE NOTE:** 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.

C. 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.

Parking reduction requested; see attached supplemental form

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

A. How many loading spaces are available for the use? ONE

Planning and Zoning Staff Only

Required number of loading spaces for use per Zoning Ordinance Section 8-200 \_\_\_\_\_

Does the application meet the requirement?  
 Yes  No



B. Where are off-street loading facilities located? In front of the  
classroom building.

C. During what hours of the day do you expect loading/unloading operations to occur?  
Every morning at 8:30am

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

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?  
street access 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? \_\_\_\_\_ square feet.

18. What will the total area occupied by the proposed use be?  
3277 sq. ft. (existing) + 0 sq. ft. (addition if any) = 3277 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: Hoffman Building at  
 other. Please describe: 2034 Eisenhower Ave.

End of Application

**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) shall complete this section.**

1. How many employees will staff the child care facility, including the operator?

9

How many staff members will be on the job at any one time? 9

2. Where will staff and visiting parents park?

In front of the building on the main parking lot.

3. Please describe how and where parents will drop off and pick up children.

Parents will drop off and pick up children at the classroom. A sign in and sign out sheet must be signed by all parents, guardians or custodians who are authorized to pick up and drop off children.

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

Drop-off  
9:00 am

Pick-up  
3:00 pm

5. What type of outdoor play equipment is proposed for the child care facility, if any? Where will it be located on the property?

N/A

6. Are play areas on the property fenced? N/A  Yes  No  
If no, do you plan to fence any portion of the property?  Yes  No

N/A  
Please describe the existing or proposed fence.

SUP # 2008-0000

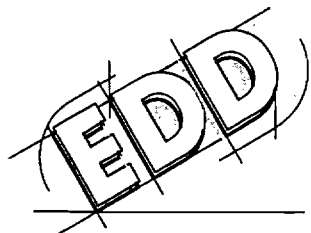
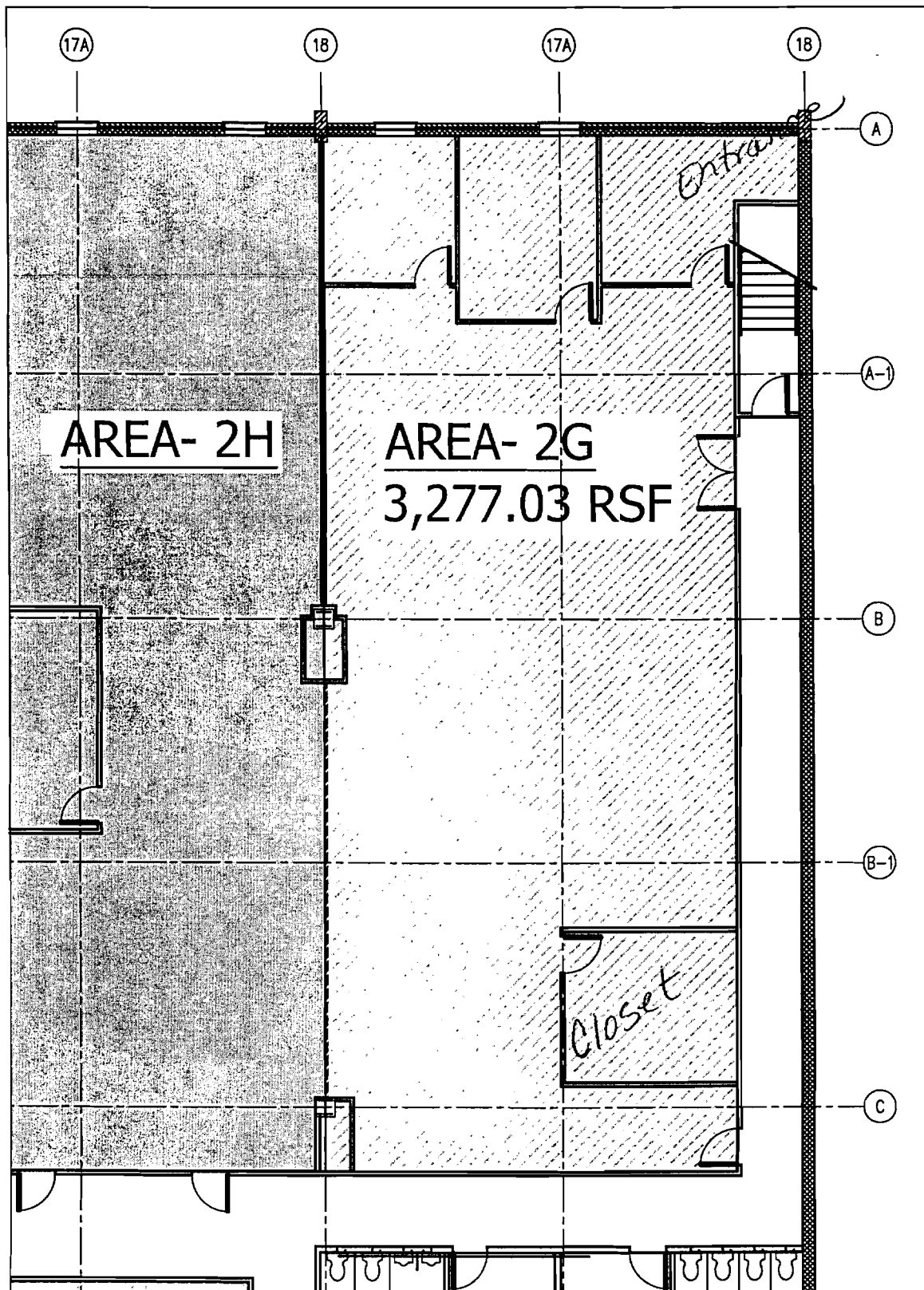
**CHILD CARE CENTERS ONLY**

**Applicants for child care centers (day care center, day nursery and nursery schools) shall complete this section.**

- 1. How many children will be cared for during one day? 48
- 2. What age children do you anticipate caring for? 4-5 years old
- 3. 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.

All of our existing sites ARE licensed. We are actively seeking and have submitted paperwork to acquire a license for this site.



PROJECT NAME:

HOFFMAN BUILDING  
CITY OF ALEXANDRIA

PROJECT # :

08011.490

SCALE:

N.T.S.

DRAWING TITLE:

SECOND FLOOR- OFFICE TENANCY

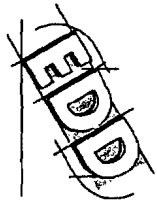
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GM

SUP2008-0066



PROJECT NAME:

HOFFMAN BUILDING  
CITY OF ALEXANDRIA

DRAWING TITLE:

SECOND FLOOR - OFFICE TENANCY

AREA:

AREA-2G	2,925.92 USF
AREA-2J	10,333.15 USF
AREA-2K	13,166.12 RSF

PROJECT #:

06059-491

SCALE:

N.T.S.

DATE:

11-07-06

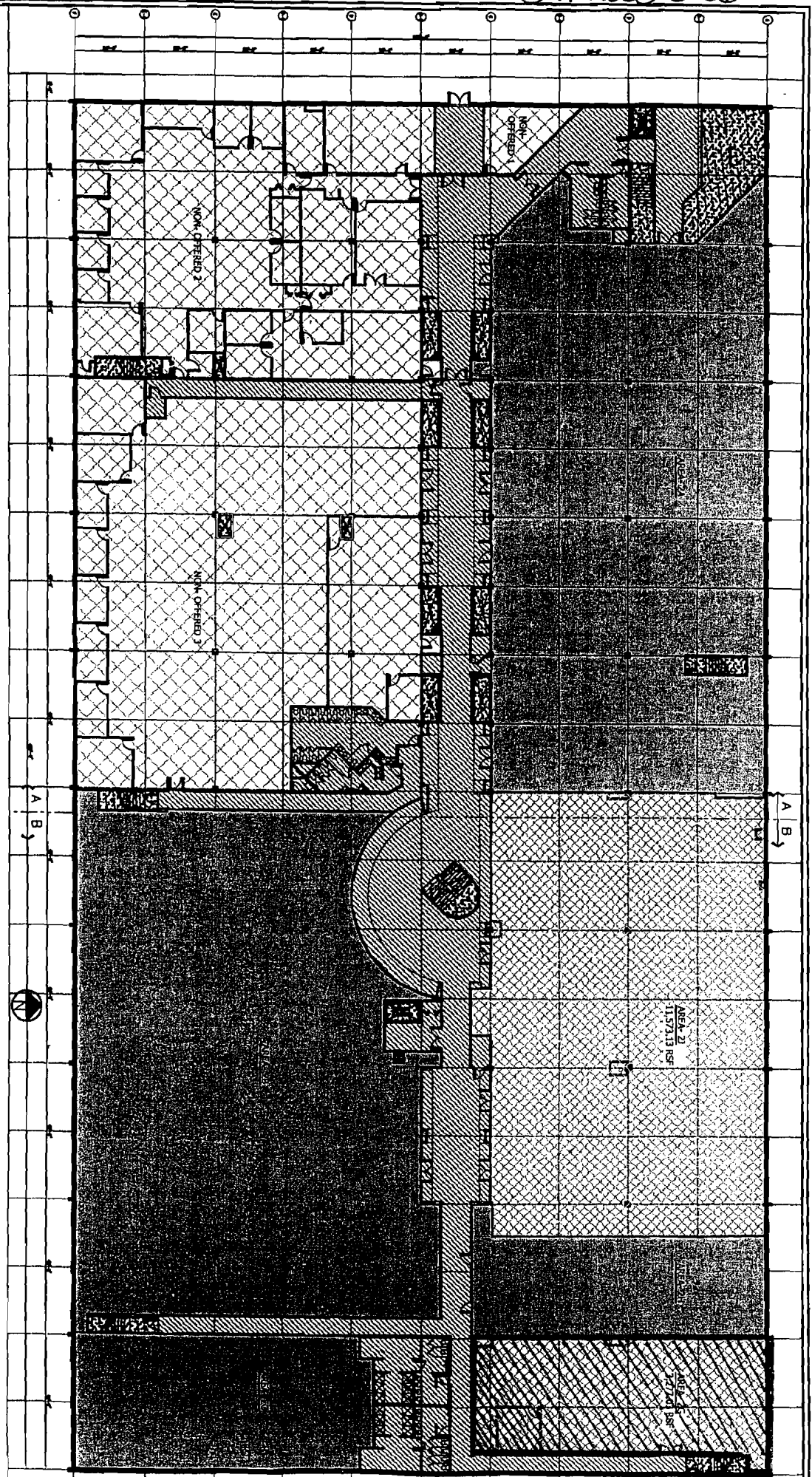


Exhibit "A"

Suite 245

