

EXHIBIT NO. 1

5
6-16-07

Docket Item #4
SPECIAL USE PERMIT #2007-0035

Planning Commission Meeting
June 5, 2007

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

APPLICANT: Shaaron Ridley

STAFF: Richard Bray
richard.bray@alexandriava.gov

LOCATION: 155 Wesmond Drive

ZONE: RB/Residential

PLANNING COMMISSION ACTION, JUNE 5, 2007: 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 #2007-0035

06/05/07



I. DISCUSSION

REQUEST

The applicant, Shaaron Ridley, requests special use permit approval for the operation of a child care home located at 155 Wesmond Drive.

SITE DESCRIPTION

The subject property is one lot of record with 16 feet of frontage on Wesmond Drive, 86 feet of depth and a total lot area of 1376 square feet. The site is developed with an interior townhouse. Access to the property is from Wesmond Drive.

The surrounding area is occupied by a mix of residential homes. Immediately to the north and east are townhouses. To the south and west are single family detached houses.



PROPOSAL

The applicant proposes to expand her child care home at 155 Wesmond Drive. Ms. Ridley currently cares for 4 children, ages 7 months to 9 years. Ms Ridley will have one assistant present during operating hours. The Office of Early Childhood Development and the neighborhood have indicated that child care is needed in the neighborhood. There is over 300 square feet of play area in the front yard of the home.

The proposed use is further described as follows:

Hours:	Monday – Friday: 7:00 a.m. – 6:00 p.m.
Number of children:	9
Age of children:	Infant – 10 years
Noise:	Children’s noise levels will be controlled by the applicant
Trash/Litter:	City trash collection, house and yard cleaned at the close of business each day

PARKING

Wesmond Drive provides parking on both sides of the street for the entire block containing the applicant’s home. The applicant has parking for her vehicle at the rear of her property, accessed by the alley. The applicant anticipates parents having staggered drop-off and pick-up times which will reduce the demand for street parking.

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the RB zone. Section 7-500 of the Zoning Ordinance allows a child care home in the RB zone only with a special use permit.

The proposed use is consistent with the Potomac West Small Area Plan chapter of the Master Plan which designates the property for residential use.

II. STAFF ANALYSIS

Staff has no objection to the proposed child care home located at 155 Wesmond Drive. The proposed use is consistent with the requirements for child care homes set forth in the Zoning Ordinance. In addition, the Department of Human Services, Office of Early Childhood Development (OECD), recommends approval of the application.

Wesmond Drive is a local street with limited traffic and on-street parking. Staff anticipates that there will be parking available at staggered times when parents drop off and pick up children. Staff has included a condition requiring children to be escorted to and from the parent's vehicles if no parking is available. This will keep parents from double-parking their cars on Wesmond Drive. An occupancy permit and State license are both required for the facility before opening.

With the following 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 of the child care home shall be limited to between 7:00 a.m. and 6:00 p.m. Monday through Friday. (P&Z)
3. The applicant shall obtain a license from the Virginia Department of Social Services. (P&Z)
4. The applicant or an assistant must be available to escort children to and from the parent's cars in the event that parking is not available on Wesmond Avenue. Parents shall not be permitted to double-park their cars on Wesmond Avenue while dropping off or picking up children. (P&Z)

5. 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 home opening for business. (Police)
6. The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a robbery readiness program for employees. (Police)
7. 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. (Police)
8. Ms. Ridley has only 300 square feet of space in her front yard. Since the requirement is that each child has 75 square feet of outdoor space per child, there can be no more than four children at play in the yard at any one time. The provider must develop a plan to stagger the outside activity of children in her care so that no more than four children are outdoors at any one time. The plan must ensure that the children are well supervised, both inside and outside of the home, by herself and an assistant, if warranted by the number of children. (Human Services)
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, (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:

Faroll Hamer, Director, Department of Planning and Zoning
Richard Josephson, Deputy Director, Department of Planning and Zoning;
Richard Bray, 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:

- 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 or contact the City's Solid Waste Division at 703-519-3486 ext.132.
- 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 This review is based on the assumption that this facility will be licensed as a family day home by the Virginia Department of Social Services. If this does not occur then the number of children served at one time shall be limited to five.
- C-2 Smoke detectors shall be provided in all sleeping areas.
- C-3 Fire extinguishers shall be provided at this facility.
- C-4 A certificate of occupancy shall be obtained prior to occupying this facility.

Health Department:

- F-1 No comment.

Human Services:

- F-1 Ms. Ridley's home complies with health and safety regulations and provides sufficient space, both inside and out, to accommodate nine children. Therefore, approval is recommended of Ms. Ridley's special use permit to allow her to care for up to nine (9) (non-residential children). The applicant shall comply with licensing requirements.

- R-2 Ms. Ridley has only 300 square feet of space in her front yard. Since the requirement is that each child has 75 square feet of outdoor space per child, there can be no more than four children at play in the yard at any one time. The provider must develop a plan to stagger the outside activity of children in her care so that no more than four children are outdoors at any one time. The plan must ensure that the children are well supervised, both inside and outside of the home, by herself and an assistant, if warranted by the number of children.

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 home. This is to be completed prior to the child care home 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 readiness program for employees.



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2007-0035

PROPERTY LOCATION: 155 WESMOND DR. ALEXANDRIA, VA 22305

TAX MAP REFERENCE: 16.03-07-02 **ZONE:** RB

APPLICANT

Name: Shaaron Lynn Ridley

Address: 155 WESMOND DR. ALEXANDRIA, VA 22305

PROPERTY OWNER

Name: Ms. LaChance ~~XXXXXXXXXXXX~~

Address: 3710 Sleepy Hollow Rd (X)

PROPOSED USE: Fallenchurch, VA 22041

LETTER ENCLOSED

[] **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 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.

Shaaron Lynn Ridley
Print Name of Applicant or Agent

155 WESMOND DR.
Mailing/Street Address

ALEXANDRIA, VA 22305
City and State Zip Code

[Signature]
Signature

(703) 778-6962
Telephone # Fax #

ridleyshaaron@yahoo.com
Email address

3/27/07
Date

Application Received: _____

Date & Fee Paid: \$ 250.00

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

ACTION - PLANNING COMMISSION: By unanimous consent, recommended approval June 5, 2007

ACTION - CITY COUNCIL: _____

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

1. 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, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

DAYCARE: LUNBUG DAYCARE SERVICE ~~XXXXXXXXXX~~

ADDRESS: 155 WESTMOND DR.

ALEXANDRIA, VA. 22305

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 11" x 17" or smaller. Twenty-four copies are required for plans larger than 11" x 17" 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. *

Attached

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 include 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.)

My name is Shaaron Ridley the Luvbug Daycare provider. Our daily operation ~~is~~ consist of learning & developmental skills of each Luvbug in my care. We've a routine draw out each day on our board to show parents our daily fun. We also send home daily reports of each child's day, including important information & providers goals for that family. We've every 3-4 month follow-up meeting about our goal & achievement here at the Luvbug setting.

In my care from Mon-Friday 8am-5pm we've 4 children in my care. Our activities from AM-PM are AM story w/ breakfast following circle time & then the weather from 9:30-10:30 we've music & movement then potty training after a snack w/ our puppets & then pre-prepare table for lunch together. Following nap time and potty training for toddlers.

PM story time & then individual workbook time AM outside play w/ PM outside play everyday. Brushing teeth & washing hands after snacks & meals.

of employees currently (1). Ms. Shaaron.
I'm applying for this (SUP) to help give
employment & to expand our setting.

OUR Luvbug Hours:

Mon - Friday 8am - 5pm

WEEKENDS:

FRIDAY EVENINGS drop off after 6pm - OVERNIGHT

SAT/SUNDAY CONTRACT w/ SOCIAL SERVICE DEPT.

From 7:30 - 3:30pm two children.

Parking: Street Parking


Noise Level:

Our noise level is very low.

We've a planned out day from Mon - Sunday
Outside fun → AM/PM to get our noise out.

Inside our day consist of learning & fun
w/ no more noise than a little infant ready for
a bottle or change.

Thank you for reading my information.

Luvbugs Rock 

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).
CURRENTLY 4 children Hours: 8^{am} - 5^{pm}
WEEKEND 4 children Hours: OVERNIGHT / 7³⁰ - 3³⁰ p.m

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

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

Day:	Hours:
<u>MON - FRIDAY</u>	<u>8AM - 5pm</u>
<u>SAT - SUNDAY</u>	<u>OVERNIGHT SERVICE</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 Always At a minimum

- B. How will the noise from patrons be controlled?
THE children HAVE A ROUTINE schedule everyday
AND 2 outside PERIODS A DAY. Use of basement
for loud activities for toddler group.

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

Only odors the Luvbug Daycare have are
dirty diapers, and we've a diaper holder for them
we use daily. No other odors

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?

Alexandria City trash company

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

The weekly amount picked-up every
Wednesday each week.

C. How often will trash be collected?

Every wed.

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

I clean the front & back yard @ the
end of business each day

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:

Cleaning products for the home only,
and we clean daily. Disposal method
is the weekly trash of Alex. City on Wed each
week.

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

Evacuation Plan is hung on the walls in each room used.
Also, we have a ~~test~~ ^{PRETEND} EVACUATION EVERY OTHER
THURSDAY w/ the children.

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.

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?
N/A

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

_____ Standard spaces N/A
_____ Compact spaces
_____ Handicapped accessible spaces.
_____ Other.

C. 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?

RESIDENTIAL PARKING

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?

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?

NO

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

EVERY TUESDAY I GROCERY SHOP FOR THE
LUBBUGS, IN THE BACK OF MY HOME

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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?

no.

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?

600 sq. ft. (existing) + 0 sq. ft. (addition if any) = 600 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: _____



APPLICATION - SUPPLEMENTAL

CHILD CARE

This Supplemental information is to be filed by applicants requesting special use permit approval of a child care home or child care center. All applicants must submit a plot plan of the property, showing play areas and parking, and an interior floor plan. If a play area that is not owned or leased by the operator is to be used by the children, written permission from the owner must be obtained and a copy submitted with this application.

CHILD CARE HOMES

Applicants requesting special use permit approval of a child care home for six to nine children within a home shall complete this section.

- Is the proposed facility the principal residence of the operator? Yes No
- Is the operator registered with the City of Alexandria Office of Early Childhood Development to provide child care in the home? Yes No
- How many children, including resident children, will be cared for? 4
- How many children reside in the home? 1
- How old are the children? (List the ages of all children to be cared for)
 Resident: 2 yrs old
 Non-resident: 1 yr old, 7 month old, 2 yr old
 WEEKEND: 2 yr old, 4 yr old, 5 yr old, 2 yr old, 9 yr old (varies) WEEKEND DAYS
- A minimum of 75 square feet of outdoor play area on the lot must be provided for each child above age two.
 Play area required:
 Number of children above age two: 6 x 75 square feet = 450 square feet
 Play area provided: 300 square feet
- If the lot does not have room for on-site play area, is the child care home within 500 feet of a park or playground available for the children to play in? Yes No
 If yes, please describe the park's play area:
Gated fence all around playground w/ lock gates (2 gates) much on the playground w/ toddler swings & infant swings

NOTE: Child care homes are not permitted to display signs.

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?
2 assistants & childcare provider Total 3
How many staff members will be on the job at any one time? 3

2. Where will staff and visiting parents park? ON residential street only

3. Please describe how and where parents will drop off and pick up children.
How: Parents will pull up to 155 Westmond Dr. and park on the street & walk child to the front door.
Pick-up will take place @ 155 Westmond Dr and receive little children @ daycare.

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

Drop-off	Pick-up
<u>8am</u>	<u>5-6pm</u>
<u>WEEKEND 7:00-3:30</u>	<u>3:30 pm</u>
<u>WEEKEND 8pm-OVERNIGHT SERVICE</u>	

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

6. 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.
THE fence is AROUND the yard w/ lock in gate door.

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CHILD CARE CENTERS ONLY

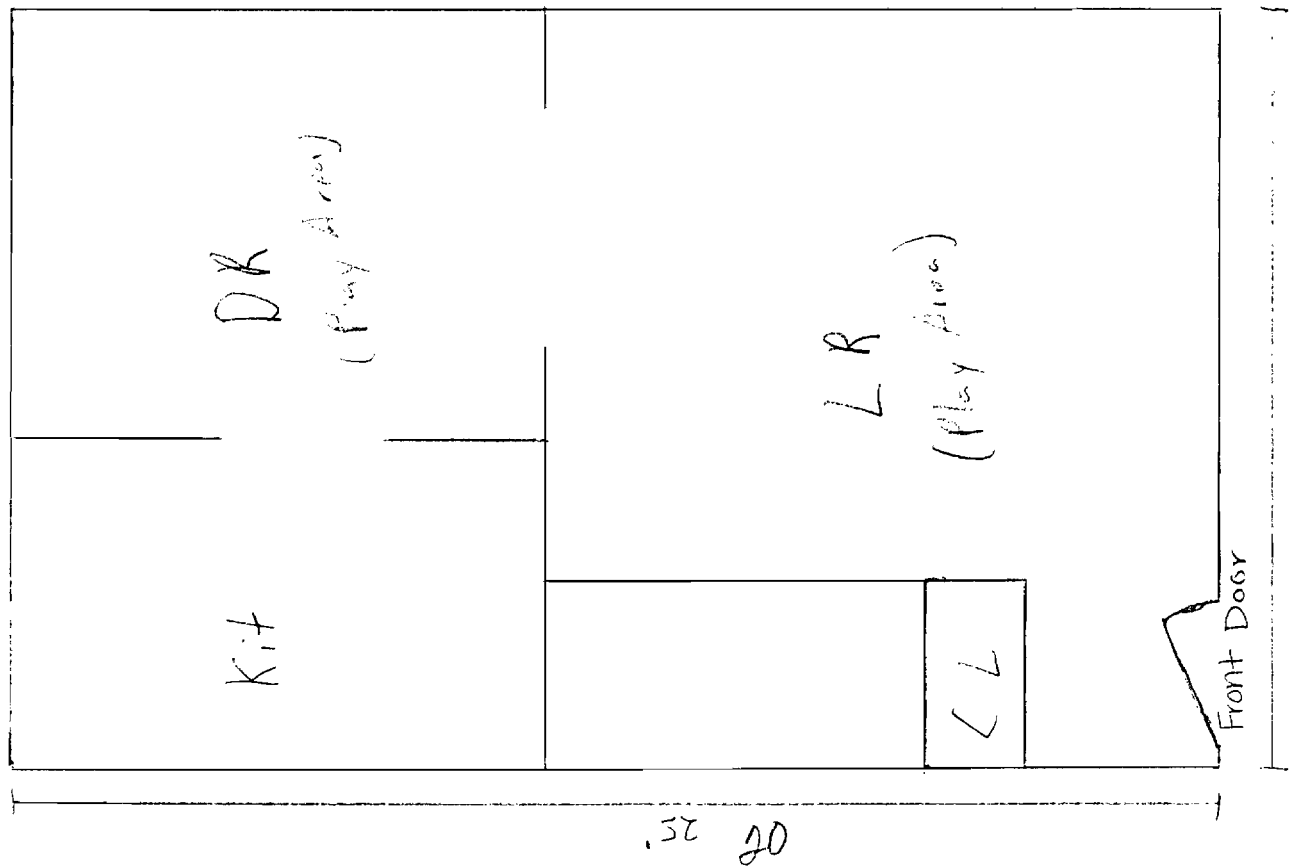
Applicants for child care centers (day care center, day nursery and nursery schools) shall complete this section.

1. How many children will be cared for during one day? 4

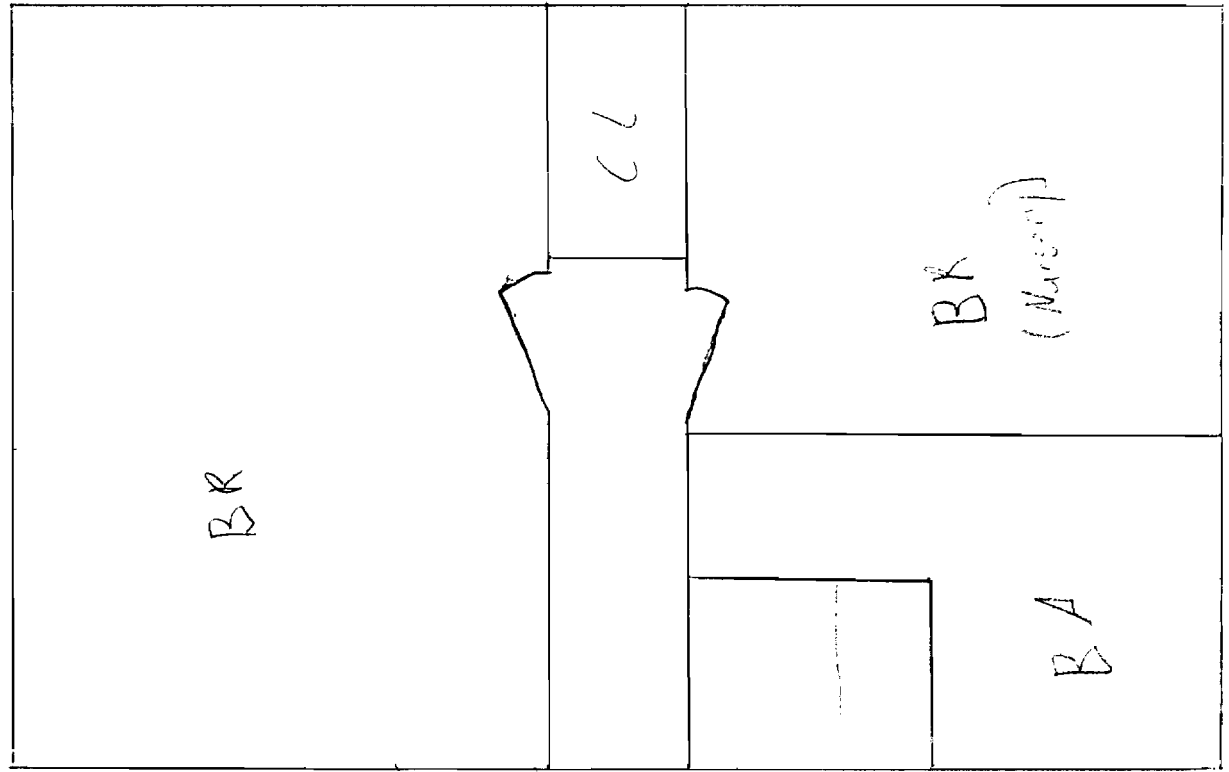
2. What age children do you anticipate caring for? 1yr, 7 month, 2yr, 2yr

3. Does the operation have a license from the State of Virginia for a child care facility?
 Yes X No
If yes, provide a copy of the license.

1st Floor



2nd Floor



25'

16'

Front Door

Kit

DR
(Play Area)

LR
(Play Area)

CL

BR

CL

BR
(Nursery)

BA

City of Alexandria



x

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APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2007-0035

PROPERTY LOCATION: 155 WESMOND DR. ALEXANDRIA, VA 22305

TAX MAP REFERENCE: 16.03-07-02 **ZONE:** RB

APPLICANT

Name: Shaaron Lynn Ridley

Address: 155 WESMOND DR. ALEXANDRIA, VA 22305

PROPERTY OWNER

Name: Ms. LaChance ~~XXXXXXXXXX~~

Address: 3710 Steep Hilled Rd (X)

PROPOSED USE: Fallen Church, Va 22071

LETTER ENCLOSED

[] **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.

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Shaaron Lynn Ridley

Print Name of Applicant or Agent

155 Wesmond Dr.

Mailing/Street Address

ALEXANDRIA, VA 22305

City and State Zip Code

[Signature]

Signature

(703) 778-6962

Telephone # Fax #

ridleyshaaron@yahoo.com

Email address

3/27/07

Date

Date & Fee Paid: \$ 250.00

Application Received: _____

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

ACTION - PLANNING COMMISSION: By unanimous consent, recommended approval June 5, 2007

ACTION - CITY COUNCIL: 6/16/07 - CC approved the PC recommendation 6-0

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