

DATE: September 3, 2025

TO: Tony LaColla, Land Use and Services Division Chief
Department of Planning and Zoning

FROM: Lanning Blaser, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2025-00033
Administrative Review for New Use
Site Use: Day care center in a church
Applicant: Lindsay Willmann
Location: 3900 King Street
Zone: RA/ Multi-Unit Zone

Request

Special Use Permit #2025-00033 is a request to operate a day care center in a church at 3900 King Street. The day care center, named Alexandria Learning Cooperative, would use 1,466 square feet of space on the third floor within the Fairlington United Methodist Church. The day care center would expect up to 30 children between the ages of four and six, all of non-compulsory school age. It would operate from the hours of 9 a.m. and 2 p.m., Monday to Thursday, and on occasional Fridays. Three to five staff members would be on site.

The applicant's proposed pick-up and drop off plan would operate from the existing 45-space on-site parking lot. Drop off would begin at 9:10 a.m. and pick-up would be at 1:35 p.m. Parents would park in the parking spaces and bring their children into the building and the same procedure would be followed in reverse to retrieve children at pick-up. Fairlington United Methodist Church does not use these parking spaces during the week when the day care center would be in operation. The applicant would disclose to parents they are prohibited from obstructing the bicycle lane and/or mid-block pedestrian crosswalk on Van Dorn Street.

Background

The applicant also wanted to operate a private academic school for children of compulsory school ages, and this use requires a full hearing Special Use Permit. Given the possibility that City Council could amend the zoning ordinance to approve private academic schools as by-right uses in December 2025, staff is allowing the school to operate as a by-right use with no more than 20 students, pending possible approval of the text amendment. The school would follow the same drop off and pick-up plan as outlined for the day care center use. Should City Council not approve this text amendment, the applicant must either close the private academic school portion of the operation or apply for a full hearing special use permit.

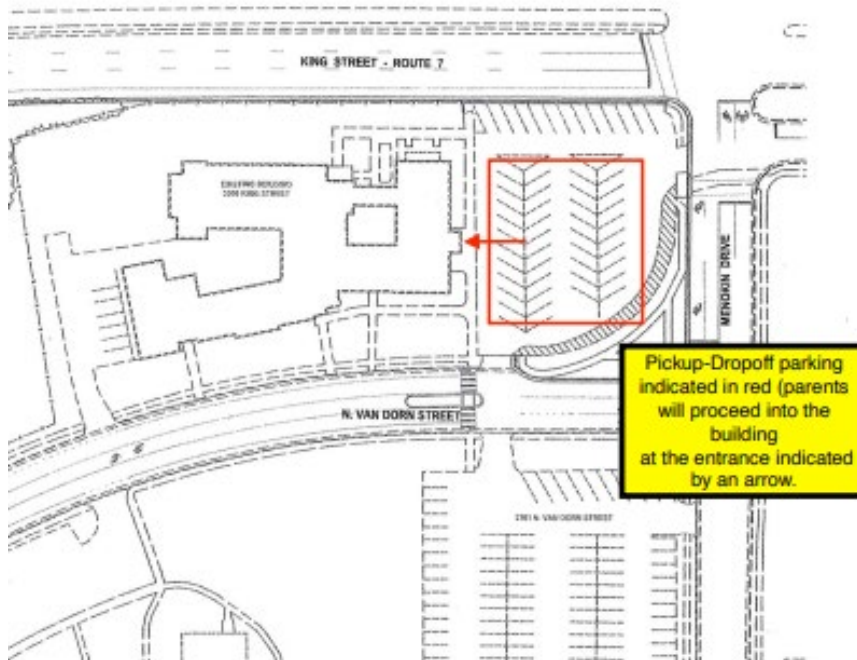


Figure 1 – Pick-up and Drop off Plan

Parking

The use at 3900 King Street is located outside the enhanced transit area. According to Zoning Ordinance Section 8-200(A)(16)(b), the minimum parking requirement is 0.75 spaces per 1,000 square feet of floor area. With 1,466 square feet of space, this would require two parking spaces. In addition, a minimum of one parking space for every 20 children for a pick-up and drop off plan is required. Two parking spaces, therefore, are required for up to 30 children for pick-up and drop off, equating to a total of four required parking spaces. The four spaces are accommodated in the 45-space parking lot.

Community Outreach

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. Notice was also sent via email to the Seminary Hill Civic Association. No comments were received on this application.

Staff Action

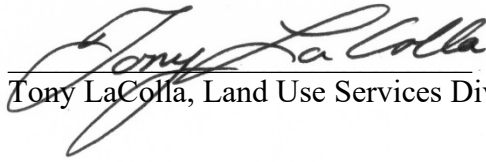
Staff supports the applicant's request for a day care center at this location. The use provides the community with an additional child care option in the City. The use is not expected to have negative impacts on the neighborhood considering the location within a church building and the relatively small size of the operation. Staff has added standard conditions for day care centers to this report. Condition #14 ensures that the pick-up and drop off plan is followed and that the Director of Planning & Zoning may revisit the plan and require changes should impacts result.

Staff hereby approves the Special Use Permit request.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: September 3, 2025

Action: Approve

A handwritten signature in black ink, appearing to read "Tony LaColla", written over a horizontal line.

Tony LaColla, Land Use Services Division Chief

Attachments: 1) Special Use Permit Conditions
2) City Department Comments
3) Statement of Consent

CONDITIONS OF SPECIAL USE PERMIT #2025-00033

The new owner is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

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. No food, beverages, or other material shall be stored outside. (P&Z)
3. 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)
4. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be monitored and picked up at least twice during the day and at the close of the business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is in operation. (P&Z)
5. Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)
6. Chemicals, detergents or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES)
7. Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape, invasion by animals, or leaking. No trash or debris shall be allowed to accumulate outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of Planning & Zoning and Transportation & Environmental Services, including replacing damaged lids and repairing/replacing damaged dumpsters. (T&ES)
8. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
9. The applicant shall require its employees who drive to use off-street parking. (T&ES)
10. The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)
11. Obtain all required state, federal and local licenses and certificates prior to opening its place of business. (P&Z)
12. The applicant shall adhere to the pick-up and drop off plan described in this report. Vehicles shall not back up on Van Dorn Street, obstruct the bicycle lane, or the crosswalk. The Director of Planning & Zoning reserves the right to revisit this agreement

and may impose amended or additional requirements to ensure that adequate pick-up and drop-off facilities are maintained. (P&Z)

13. Any exterior loudspeakers shall be prohibited from use, and no amplified sounds shall be audible at the property line. (T&ES)
14. The day care center is for children of non-compulsory school age only. (P&Z)
15. If the applicant chooses to use a city park, it shall apply to the Department of Recreation, Parks and Cultural Activities (RPCA). If approved, permission will be granted to the applicant with a written agreement between RPCA and the applicant. (RPCA)
16. The Director of Planning and Zoning shall review the special use permit one year after it has been operational, and then again every three years for compliance with all conditions and may docket the matter for consideration by the Planning Commission and City Council if 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; or the Director has new or revised conditions are needed to offset land use impacts not addressed in the city code. (P&Z)

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- R-1 The applicant shall require its employees who drive to use off-street parking. (T&ES)
- R-2 The applicant shall encourage its employees to use public transportation to travel to and from work. The business shall contact Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)
- R-3 The applicant shall provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. Contact Go Alex at goalex@alexandriava.gov for more information about available resources. (T&ES)
- R-4 Disclose to parents and guardians on the Enrollment Application – or similar – that they are prohibited from obstructing the bicycle lane and/or mid-block crossing on Van Dorn Street during pick-up and drop-off. (T&ES)
- R-5 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES/OEQ)
- R-6 Any exterior loudspeakers shall be prohibited from use, and no amplified sounds shall be audible at the property line. (T&ES/OEQ)
- 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. (T&ES)
- 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). In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of SUP approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at commercialrecycling@alexandriava.gov, for information about completing this form. (T&ES)
- C-3 Section 5-1-42- Collection by Private collectors. (c) Time of collection. Solid waste shall be collected from all premises not serviced by the city at least once each week. No

collections may be made between the hours of 11:00 p.m. and 7:00 a.m. (6:00 a.m. from May 1, through September 30) if the collection area is less than 500 feet from a residential area. (T&ES)

- F-1 Strongly consider [the provision of short-term bicycle parking](#). (Transportation Planning)

Code Enforcement:

- F-1 Permit OCC2025-00233 was applied for in June 2025 but has not been issued. A building permit is required for the change of use from A-3 to E occupancy.

Health Department:

- C-1 An Alexandria Health Department Permit is required for all regulated facilities that are serving and/or preparing food. A permit shall be obtained prior to operation, and is not transferable between one individual, corporation or location to another.
- C-2 Construction plans shall be submitted to the Health Department located at 4850 Mark Center Drive and through the Multi-Agency Permit Center. Construction plans shall be submitted and approved by the Health Department prior to construction. There is a \$200.00 plan review fee payable to the City of Alexandria.
- C-3 Construction plans shall comply with Alexandria City Code, Title 11, Chapter 2, The Food Safety Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility, including the hot water heater.
- C-4 A Food Protection Manager shall be on-duty during all operating hours.
- C-5 The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions.

Recreation, Parks and Cultural Activities:

- R-1 If the applicant chooses to use a City Park, it shall apply to the Department of Recreation, Parks and Cultural Activities. If approved, permission will be granted to the applicant with a written agreement between RPCA and the applicant. (RPCA)

Police Department:

No comments received.

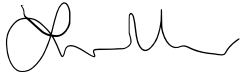
Fire:

- C-1 A fire inspection is required for this use – State Regulated Daycare.
- C-2 State License is required.

- C-3 If not installed, single station smoke alarms shall be required throughout home.
- C-4 A fire prevention permit will be required for this use.
Application can be accessed online at:
www.alexandriava.gov/fire-department/the-fire-marshals-office.

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2025-00033. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the day care center at 3900 King Street.



Applicant - Signature

09/03/25

Date

Lindsay Willmann

Applicant – Printed

09/03/25

Date