

DATE: September 12, 2025

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

FROM: Lanning Blaser, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2025-00051
Administrative Review for Minor Amendment
Site Use: Child Care Home
Applicant: Judith Paredes
Location: 1118 N Pegram Street
Zone: R-12 / Residential

Request

Special Use Permit ##2025-00051 is a minor amendment request to add one additional hour of closing time Monday through Friday. The new hours of operation would be Monday through Friday from 7 a.m. to 6 p.m. The applicant does not propose any other changes to the operation.

No changes are proposed as part of the drop off and pick-up plan. The drop off window would remain between 7 a.m. to 8 a.m. and the pick-up window would occur between 4:30 p.m. to 6 p.m.

Background

Staff administratively approved SUP2023-00017 in April 2023 to allow a new use child care home at 1118 N Pegram Street. The property has no history of zoning violations since commencing operation.

Parking

The zoning ordinance does not require child care operations in residences to provide additional parking beyond the residential requirements. It is noted in SUP #2023-00017 that the applicant has six parking spaces in the driveway for use during the drop off and pick-up times.

Community Outreach

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. In addition, the Brookville-Seminary Valley Civic Association were sent an e-mail with information about the current application. Staff has not received any comments.

Staff Action

Staff supports the applicant's request for an SUP minor amendment. The additional hour of operation in the evening will allow parents more time and flexibility for pick up. This is a minor change in hours of operation and it will not have a negative impact on the surrounding community. Conditions have been carried over from the previous special use permit. Condition #2 has been amended to reflect the new hours of operation. If the applicant chooses to use a public park for


child recreation, it should first contact the Department of Recreation, Parks, and Cultural Activities, as noted in Condition #13.

Staff hereby approves the special use permit.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: September 12, 2025

Action: Approved


Tony LaColla, AICP
Land Use Services Division Chief

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

CONDITIONS OF SPECIAL USE PERMIT #2025-00051

The applicant 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) (SUP #2023-00017)
2. **CONDITION AMENDED BY STAFF:** The hours of operation of the child care home shall be limited to between 7:00 a.m. and 6 5:00 p.m., Monday through Friday. (P&Z)
3. The maximum number of children, including any resident children under the age of 12, that may be cared for in the home at any one time shall be nine. (P&Z) (SUP #2023-00017)
4. The applicant shall maintain all required licenses for operation as a child care home. (P&Z) (SUP #2023-00017)
5. The applicant shall maintain 75 square feet of fenced outdoor play space in the rear yard for each child over age two. (P&Z) (SUP #2023-00017)
6. Vehicles associated with drop-off and pick-up shall park in the driveway of the applicant's property. Staggered arrival and departure times shall be scheduled to ensure that all drop-off and pick-up occurs on the property. (P&Z) (SUP #2023-00017)
7. Vehicles associated with drop off and pick-up shall be permitted to idle for no more than 10 minutes when parked. (P&Z) (SUP #2023-00017)
8. The applicant shall require its employees who drive to work to use off-street parking spaces. (T&ES) (SUP #2023-00017)
9. 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) (SUP #2023-00017)
10. 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) (SUP #2023-00017)
11. The applicant shall encourage patrons to park off-street through the provision of information about nearby garages or lots in the business' advertising and website. (T&ES) (SUP #2023-00017)

12. **CONDITION AMENDED BY STAFF:** The Director of Planning and Zoning shall review the special use permit ~~after it has been operational for one year after it has been operational, and then again every three years for compliance with all conditions and shall~~ may 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 to offset land use impacts not addressed in the City Code. (P&Z) (SUP #2023-00017)~~
13. **CONDITION ADDED BY STAFF:** If the applicant chooses to use a City Park for play space, 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)

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

R-1 Carry forward the conditions from the SUP2023-00017 staff report.

C-1 Use must comply with the City's Noise Code, currently C-4 of the current SUP for this location.

Code Enforcement:

F-1 No change of occupant loads.

Health Department:

C-1 Childcare homes with nine or fewer children are exempt from requiring an Alexandria Health Department Permit. The facility shall comply with the following definition to maintain exemption from permitting:

2022 FDA Food Code 1-201.10

(3) "Food establishment" does not include:

(f) A kitchen in a private home, such as a small family daycare provider; or a bed-and-breakfast operation that prepares and offers FOOD to guests if the home is owner occupied, the number of available guest bedrooms does not exceed 6, breakfast is the only meal offered, the number of guests served does not exceed 18, and the CONSUMER is informed by statements contained in published advertisements, mailed brochures, and placards posted at the registration area that the FOOD is prepared in a kitchen that is not regulated and inspected by the REGULATORY AUTHORITY

Recreation, Parks, and Cultural Activities:

R-1 If the applicant chooses to use a City Park for play space, it shall apply to the Department of Recreation, Parks and Cultural Activities (RPCA).

R-1 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

No comments or concerns.

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2020-00051. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the child care home at 1118 N Pegram Street.



Applicant Signature

9/17/25

Date

Judith Paredes

Applicant - Printed

9/17/25

Date