

DATE: October 10, 2025

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

FROM: Lanning Blaser, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2025-00060
Administrative Review for a Minor Amendment
Site Use: Day care center in a church
Applicant: Lindsay Willman
Location: 3900 King Street
Zone: RA / Multi-Unit Zone

Request

Special Use Permit #2025-00060 is a minor amendment request to extend the hours of operation for the day care center located at 3900 King Street. The proposed hours are 8:30 a.m. to 4 p.m. Monday to Friday. The current hours of operation are from 9:00 a.m. to 2:00 p.m. Monday to Thursday and occasional Fridays. The applicant does not propose any other changes to the operation.

The applicant will use the existing pick-up and drop-off plan as outlined in SUP#2025-00033.

Background

SUP#2025-00033 was approved in September 2025 for a day care center in a church.

As noted in SUP#2025-00033, the applicant has requested operation of a private school for children of compulsory school ages. This use would require 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. This is pending approval of the text amendment. The school would be required to follow the same drop-off and pick-up plan as outlined for the day care center use. As noted, 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.

No zoning violations have been found since the business's commencement.

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. In addition, the Seminary Hill Civic Association were sent an e-mail with information about the current application. Staff received no comments from residents or adjacent businesses.

Staff Action


Staff support the applicants' request for a change in the hours of operation. Given the minor change to the use, staff do not expect the community to experience negative impacts. Staff has carried forward conditions from SUP#2025-00033. Condition #12 has been amended so that an updated pick-up and drop-off plan would be required if the number of students increases or if there is any change in the hours of operation. Condition #17 has been added for the business's hours of operation.

Staff hereby approve the special use permit.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: October 10, 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 #2025-00060

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#2025-00033)
2. No food, beverages, or other material shall be stored outside. (P&Z)(SUP#2025-00033)
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)(SUP#2025-00033)
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)(SUP#2025-00033)
5. Exterior power washing of the building shall not be completed using any kind of detergents. (T&ES)(SUP#2025-00033)
6. Chemicals, detergents or cleaners stored outside the building shall be kept in an enclosure with a roof. (T&ES)(SUP#2025-00033)
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)(SUP#2025-00033)
8. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)(SUP#2025-00033)
9. The applicant shall require its employees who drive to use off-street parking. (T&ES)(SUP#2025-00033)
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)(SUP#2025-00033)
11. Obtain all required state, federal and local licenses and certificates prior to opening its place of business. (P&Z)(SUP#2025-00033)
12. **CONDITION AMENDED BY STAFF:** The applicant shall adhere to the pick-up and drop-

off plan described in this report. Should the number of children increase or the hours of operation change, the applicant is required to submit a revised pick-up and drop-off and plan. 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) (~~SUP#2025-00033~~)

13. Any exterior loudspeakers shall be prohibited from use, and no amplified sounds shall be audible at the property line. (T&ES)(SUP#2025-00033)
14. The day care center is for children of non-compulsory school age only. (P&Z)(SUP#2025-00033)
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)(SUP#2025-00033)
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)(SUP#2025-00033)
17. **CONDITION ADDED BY STAFF:** The hours of operation shall be limited to 8:30 a.m. to 4:00 p.m. Monday through Friday. (P&Z)

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- R-1 Carry forward all conditions from SUP#2025-00033
- 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)(OEQ)

Code Enforcement:

- C-1 A building permit was applied and approved, any change shall apply for revision, except operation schedule.

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.

Parks and Recreation:

No comments.

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 #2025-00060. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the day care center in a church at 3900 King Street.

Lindsay Willmann

Applicant - Signature



Applicant – Printed

10/15/25

Date

10/15/25

Date