

DATE: April 4, 2025

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

FROM: Mavis Stanfield, Urban Planner, Land Use Services  
Department of Planning and Zoning

SUBJECT: Special Use Permit #2024-00076  
Administrative Review for a New Use  
Site Use: Child or Elder Care Home  
Applicant: Evelyn Moruno  
Location: 110 South Jordan Street  
Zone: R-2-5/Residential unit zone

---

### **Request**

Special Use Permit #2024-00076 is a request to operate a childcare home at 110 South Jordan Street. The applicant would care for six to nine children from the ages of three months to five years. The proposed hours of operation are from 8 a.m. to 5 p.m., Monday through Friday. The applicant would be required to have one additional caretaker. The drop-off window would occur between 8 a.m. to 8:30 a.m. and the pick-up window would occur between 4:30 p.m. to 5 p.m. The fenced rear yard has an area of approximately 900 square feet. The clients would park in the parking space on the applicant's property or on South Jordan Street and walk their child(ren) to the rear entrance door.

### **Background**

The subject property is part of a two-unit dwelling located on a 3,229 square foot parcel. The site is surrounded by similarly zoned and developed lots. Immediately to the west of this two-unit dwelling neighborhood is a high-rise condominium. Holmes Run and Ben Brenman Park are located further to the west and commercial properties are located to the north, near and abutting Duke Street.

### **Parking**

The Zoning Ordinance does not require childcare operations in residences to provide additional parking beyond the residential requirement. No parking spaces are required at this address, located in the Enhanced Transit Area. It is noted that the applicant has one parking space in the driveway of her house that she says may be used by parents for bringing their children to the childcare home. There is also on-street parking on South Jordan Street.

### **Community Outreach**

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. Staff received two emails from nearby residents expressing concerns related to noise and

safety, but primarily about parking along South Jordan Street, which is a street that does not have parking restrictions. They claimed the neighborhood had been experiencing an unusual level of difficulty with on-street parking. During a discussion with staff, it was determined that garage repairs at the nearby high-rise development had exacerbated the problem for residents seeking parking on the street.

Representatives of the high-rise development informed staff that the garage construction was slated for completion in June, but in the meantime it was likely that some of their residents were parking in the applicant's neighborhood. Staff conveyed this information to the residents via email and also noted that the applicant would direct her clients to park in the space located in her driveway and not on the street. The neighbors were also advised that conditions would be imposed to address parking. With respect to concerns regarding safety of children and residents, staff responded that safety would not be an issue, given the proximity of the driveway, and parking spaces on South Jordan Street, to the childcare entrance. Staff also advised the neighbors in the email that they could file complaints of the noise ordinance and of any special use permit conditions via the City's Alex 311 Customer Service program.

### **Staff Action**

Staff supports the applicant's request to operate a childcare home for six to nine children, including resident children under the age of 12. The applicant's proposed childcare operation would fulfill a need for additional childcare options in the City. The use is not expected to produce adverse neighborhood impacts since the proposed operation is relatively small. The maximum number of children in the applicant's care, including resident children under the age of 12, would be limited to nine as stipulated in Condition #3.

It is noted that at the time the application was originally filed in 2024, the applicant was not yet prepared for the on-site inspection by Department of Community and Human Services (DCHS) staff and asked that the processing of the application be put on hold. However, in February the applicant scheduled an inspection with DCHS which was successfully conducted and DCHS recommended approval.

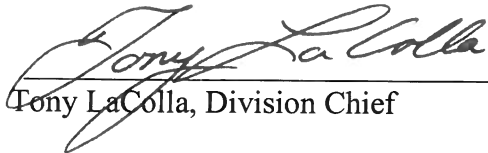
Given the neighbors' concerns, and notwithstanding the fact that when the garage repairs for the nearby high-rise are completed there will be far fewer cars parked on South Jordan Street, staff has included conditions to mitigate potential parking impacts. To ensure that the use does not result in traffic congestion, staff included Condition #6 which requires the applicant to stagger arrivals and departures and prohibits the double parking of parents' vehicles. Condition #7 requires vehicles associated with drop-off and pick-up to be parked in the applicant's driveway, to the extent possible. Staff believes that with the imposition of these conditions, the childcare use can be regulated for the benefit of the community. Other standard transportation conditions are included, such as encouraging employees to use public transportation and providing information on alternative forms of transportation to and from the day care home.

Staff approves the Special Use Permit request.

**ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:**

Date: April 4, 2025

Action: Approved

  
Tony LaColla, Division Chief

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

**CONDITIONS OF SPECIAL USE PERMIT #2024-00076**

The 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. The hours of operation of the childcare home shall be limited to between 7:00 a.m. and 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)
4. The applicant shall maintain all required licenses for operation as a childcare home. (P&Z)
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)
6. The applicant shall ensure that no vehicles double-park on South Jordan Street for pick-up or drop off by staggering the arrival and departure times of children. (P&Z)
7. Vehicles associated with drop-off and pick-up shall be parked in the applicant's driveway, to the extent possible. (P&Z)
8. The applicant shall require its employees who drive to work to use off-street parking spaces. (T&ES)
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](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
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. The business shall contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES).
11. 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 determined that new or

revised conditions are needed to offset land use impacts not addressed in the City Code.  
(P&Z)

---

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.

## **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](mailto: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](mailto:goalex@alexandriava.gov) for more information about available resources. (T&ES)

### City Code Requirements

- C-1    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](mailto:commercialrecycling@alexandriava.gov), for information about completing this form. (T&ES)
- C-2    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-3    The applicant may need to contract with a private hauler for trash collection service for the additional waste generated by the daycare. Please also refer to city code requirement C-4 below. (T&ES)
- C-4    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)

Code administration

- C-1 Per VCC Sec. 313.3 Family day homes. Family day homes registered or licensed by the Virginia Department of Education shall be classified as Group R-2, R-3, or R-5. Please verify whether the proposed space had registered or licensed by Virginia Department of Education.

Fire Department

- C-1 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](http://www.alexandriava.gov/fire-department/the-fire-marshals-office).

- C-2 Fire protection may be required.

Note: A State License is required for this use.

Health Department

No comments received.

Police Department

No comments received.

Recreation, Parks, and Cultural Activities

No comments received.

Department of Community and Human Services, Early Childhood Division

**February 21, 2025**

**TAX MAP REFERENCE: 059 02 03 11**

**ZONE: R2-5**

**Address: 110 South Jordan St.**

**Alexandria, VA 22304**

A site visit was conducted on February 21, 2025. This is a two-level single-family home with three bedrooms and two full bathrooms. The three bedrooms and one full bathroom are located on the main level of the home. The front entrance of the home leads into a combined living and dining room space, and the kitchen area is located on the right side of the living room. The kitchen is spacious, and the cabinets are locked for the protection of children. From the kitchen, there is a door that leads directly to the basement. Ms. Evelyn Moruno will be using the basement to operate

the childcare business.

The basement has a small kitchen, with a refrigerator. Furthermore, there is a full bathroom, which will be used for toileting and handwashing purposes. Close to the bathroom, there is another closet. The laundry room is locked. The space has a direct exit door that leads to the backyard, which serves as an additional emergency exit. The backyard is fully fenced and clean. The basement has space for activities and play. In addition to the play and activities area, the space has two rooms that will be used as sleeping areas. In one of the rooms, there is one crib that meets crib safety standards, a changing table, and a potty-training toilet. This room will be used for infants to nap. The room has a closet. In the second room, there are mats and cots for older children, which will be utilized for napping as well. The basement has enough space for nine children. Ms. Moruno has some educational materials and toys. During the site visit, Ms. Moruno mentioned that she has additional educational materials in storage, which she plans to bring to the childcare area. The basement has a safety gate at the bottom of the staircase to serve as a barrier to accessing the main level.

The home was found to be clean, free of clutter, and in compliance with health and safety standards. The area is observed to be safe. The electrical outlets are covered. The bathroom does not have any items stored that are hazardous; only the necessary items for handwashing and toileting are present. A fire evacuation plan and an emergency preparedness plan are in place. All smoke alarms are in working order. The fire extinguisher is in proper working condition. Ms. Moruno follows the proper protocol and standards for cleaning and use of supplies as it relates to state and city requirements. The yard is clean and safe.

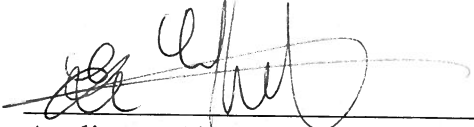
The entire home and space designated for childcare purposes are well-kept, clean, and organized with sufficient space to care for up to nine children. Ms. Moruno's operational hours are Monday through Friday, from 8 a.m. to 5 p.m. Her program will offer childcare services to children aged 2 months to 5 years old. Ms. Moruno's goal is to obtain a state license for nine children. Currently, she is not caring for any children.

**R: Approval recommended for Ms. Evelyn Moruno's special use permit to allow care for up to nine (9) non-resident children, pending compliance with other department recommendations and subject to licensing, registration requirements and other limitations of local and state regulations. Applicants do not have any residential children. Ms. Moruno must maintain an assistant for the number of children and ages he plans to provide care for.**

Rosa Chavez, Family Services Specialist  
Early Childhood Division  
Department of Community and Human Services  
[rosa.chavez@alexandriava.gov](mailto:rosa.chavez@alexandriava.gov)  
703-746-5923 or 703 915 8018

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2024-00076. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the childcare home at 110 South Jordan Street.

  
Applicant - Signature

5/8/25  
Date

Evelyn Manno  
Applicant - Printed

5/8/25  
Date