



**DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
OFFICE OF THE ZONING ADMINISTRATOR**

April 26, 2019

**MEMORANDUM**

**TO:** Board of Zoning Adjustment

**FROM:** Matthew Le Grant *m22*  
Zoning Administrator

**THROUGH:** Shawn Gibbs  
Zoning Technician

**SUBJECT:** **Conversion of an existing Single Family Dwelling into a Child Development Center with 40 Children (Ages 6 weeks – 5 years) and 12 staff.**  
**Location:** 5216 Astor Place SE  
**Square, Suffix, Lot:** Lot 0027 in Square 5308  
**Zone:** R-2  
**DCRA Building Permit #:** CO1802138

Review of the plans for the subject property referenced above indicates that Board of Zoning Adjustment approval is required as follows:

1. A special exception pursuant to U, 203.1 (g), to permit the conversion of an existing Single Family Dwelling and detached garage into a Child Development Center (X, 901.2).

*Note: All applicants must provide the Office of the Zoning Administrator with submission verification, in the form of a formal receipt from the BZA, within 30 days of the date of this memo.*