



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

March 8, 2019

MEMORANDUM

TO: Board of Zoning Adjustment

FROM: Matthew Le Grant *MLG*
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 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.