



**CITY OF HARRISONBURG**  
**COMMUNITY**  
**DEVELOPMENT**

**Special Use Permit Application**

[www.harrisonburgva.gov/zoning](http://www.harrisonburgva.gov/zoning)

**PROPERTY INFORMATION**

1561 Gilmer Cir  
Property Address

91-L-24  
Tax Map

16,140 sf  
Total Land Area

acres or sq.ft.  
(circle)

Existing Zoning Classification: R-1

Special Use being requested: Sec. 10-3-34 (6) Major family day home.

**PROPERTY OWNER INFORMATION**

PAULIN MUPENDA MAKUNGU & BENI NDJONI TAMBWE  
Property Owner Name

1561 Gilmer Cir  
Street Address

Harrisonburg VA 22801  
City State Zip

540 - 327 - 2097  
Telephone

paulintebanza@gmail.com  
E-Mail

**OWNER'S REPRESENTATIVE INFORMATION**

Owner's Representative \_\_\_\_\_ Telephone \_\_\_\_\_

Street Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CERTIFICATION**

I certify that the information supplied on this application and on the attachments provided (maps and other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of the City of Harrisonburg to enter the above property for the purposes of processing and reviewing this application. I also understand that, when required, public notice signs will be posted by the City on any property.

  
PROPERTY OWNER

7-1-24  
DATE

**REQUIRED ATTACHMENTS**

- Site or Property Map
- Letter explaining proposed use & reasons for seeking a Special Use Permit.
- Traffic Impact Analysis (TIA) Determination Form OR Traffic Impact Analysis (TIA) Acceptance Letter signed by Public Works Department. Applicant is responsible for coordinating with Public Works prior to submitting this application. For more information, visit [www.harrisonburgva.gov/traffic-impact-analysis](http://www.harrisonburgva.gov/traffic-impact-analysis). This requirement is waived for the following SUPs: major family day homes, reducing required parking areas, reduction in required side yard setback, wireless telecommunication facilities, wall and fences, and short-term rentals. To prevent delays in reviewing your application, please consult with Planning staff to confirm your application does not require a TIA Determination Form or TIA Acceptance Letter.

Note: If applying for a Wireless Telecommunications Facility allowed only by SUP, then also submit a wireless telecommunications facility application.

**TO BE COMPLETED BY PLANNING & ZONING DIVISION**

7/1/24  
Date Application and Fee Received

THD  
Received By

Total Fees Due: \$ 455 paid  
Application Fee: \$425.00 + \$30.00 per acre

**June 27, 2024**

**Harrisonburg City Council and Staff**

Harrisonburg, VA

Dear Members of the Harrisonburg City Council and Staff,

I am writing to formally request a Special Use Permit for a Daycare at my residence located at 1561 Gilmer Circle, Harrisonburg, VA 22801. My name is Paulin Makungu, and I recently acquired this property on April 28, 2023.

With a deep-seated commitment to childcare, I currently serve as a Production Supervisor at Cargill, where I witness firsthand the challenges faced by families in balancing work responsibilities with childcare needs. Many parents commence their workday as early as 6:30 AM, navigating the intricate landscape of childcare arrangements. Recognizing the critical role of a safe and nurturing environment for children in fostering their parents' professional stability and productivity, I am motivated to contribute to a sustainable solution.

Under the banner of Family Hope Oasis, our daycare aims to provide a secure haven for children whose parents require dependable care during working hours. Each child entrusted to us represents a cherished responsibility, and our mission is to ensure their safety and developmental enrichment while offering peace of mind to their families.

My proposal outlines operating hours from Monday to Friday, 6:00 AM to 5:00 PM, accommodating up to 10 children. Families will have convenient drop-off access via street parking or our driveway leading to the basement entrance. In this structured setting, children will benefit from a curriculum designed to enhance their social, emotional, cognitive, and physical capabilities through engaging play-based learning activities.

As a father of two daughters myself, I understand firsthand the significance of reliable childcare. My personal experiences underscore my commitment to establishing a trusted daycare facility that meets the needs of both children and their families.

I respectfully request your favorable consideration of my application for this Special Use Permit, which represents a significant step in my journey to contribute meaningfully to our community through childcare services.

Thank you for your attention to this matter.

Sincerely,

Paulin Makungu



