



Docket Item #5
Special Use Permit #2026-00019
1010 & 1020 Princess Street & 331 North Henry Street
Office to Residential Conversion

Application	General Data	
Request: Public hearing and consideration of a request for a special use permit for the conversion of a noncomplying structure from commercial to residential use with yard and open space reductions	Planning Commission Hearing:	June 22, 2026
	City Council Hearing:	July 1, 2026
Address: 1010 and 1020 Princess Street and 331 North Henry Street	Zone:	CL/Commercial Low
Applicant: Old Creek Homes LLC represented by Duncan W. Blair, attorney	Small Area Plan:	Braddock Road Metro
Staff Recommendation: APPROVAL		
Staff Reviewers: Tony LaColla, AICP, anthony.lacolla@alexandriava.gov Sam Shelby, sam.shelby@alexandriava.gov		



I. PROJECT SUMMARY

The applicant, Old Creek Homes LLC, represented by Duncan W. Blair, attorney, requests a special use permit (SUP) with yard and open space reductions to facilitate the conversion of an office building at 1010 and 1020 Princess Street and 331 North Henry Street to multi-unit residential with four dwelling units.

Staff **recommends approval** of the request.

II. SITE DESCRIPTION AND CONTEXT

The subject property is located at the southeast corner of the intersection of Princess and North Henry Streets with the following addresses: 1010 Princess Street, 1020 Princess Street, and 331 North Henry Street. It contains three lots of record with a total lot size of 4,057 square feet; a lot width of 115.92 feet; and 115.92 and 35 feet of frontage along Princess and North Henry Streets, respectively. The subject properties are located within the Parker-Gray Historic District.

The subject property contains a two-and-a-half story office building that measures 32.10 feet tall and has a net floor area of approximately 6,360 square feet. The site provides no setbacks along Princess or North Henry Streets and has south and east side yards of 1.2 and 27 feet, respectively.

The subject properties are surrounded by a mix of commercial and residential uses.



Figure 1 – Subject property

III. BACKGROUND

The existing building was developed pursuant to Site Plan #1981-00020. At the time of approval, the property was zoned I-1/Industrial which allowed a maximum floor area ratio (FAR) and height of 2.5 and 77 feet, respectively.

In 1992, the subject property was rezoned to CL/Commercial Low as part of a comprehensive City-wide zoning update. The new CL zone allowed a maximum 0.75 FAR for non-residential

uses and a maximum height of 45 feet. Given that the subject property and building results in a 1.9 FAR, it became a noncomplying structure with the 1992 rezoning.

IV. SMALL AREA PLAN

The subject property is located within the Braddock Road Metro Station Small Area Plan (SAP) and Braddock Metro Neighborhood Plan area. The SAP designates the blocks surrounding the subject property along North Henry Street for lower density commercial and residential land uses. The Neighborhood Plan does not establish specific goals for the subject property.

V. PROJECT DESCRIPTION

The applicant proposes converting the subject property's existing office building to a multi-unit residential use with four dwelling units. There would be no changes to the building's footprint nor increases to overall height or floor area.

The applicant proposes minor changes to the building's exterior including expanded dormers along the building's Princess Street façade and conversion of a portion of the existing third level to rooftop terrace space. Because of the property's location within the Parker-Gray Historic District, these exterior changes would require approval by the Board of Architectural Review.

The applicant originally proposed 11 dwelling units and no rooftop open space which would have necessitated a parking and a full open space reduction with the SUP request. The proposal was revised later in the process to the current proposal.

ZONING

To accomplish the proposed conversion, the applicant requests SUP approval with side yard and open space reductions pursuant to Zoning Ordinance section 12-1101. These provisions allow for a change in use from non-residential to residential, with SUP approval, where the proposed residential use would not comply with all provisions of the Zoning Ordinance. This section also allows for reductions from yard, open space, off-street parking, and other minimum requirements with SUP approval if the applicant demonstrates that meeting such requirements would be infeasible.

The table below summarizes all zoning regulations applicable to the request.

	<i>Existing</i>	<i>Permitted/Required</i>	<i>Proposed</i>
FAR	1.57 (6,360 sq. ft.)	0.75 (3,043 sq. ft.)	1.14 (4,627 sq. ft.)
Height	32.1 Ft.	45 Ft.	No change
Open Space	None	35% (1,419 sq. ft.)	23% (928 sq. ft.)
Front Yard (Princess Street)	0 Ft.	0 Ft. (minimum) 42 Ft. (maximum)	No changes
Front Yard (North Henry Street)	0 Ft.	0 Ft. (minimum) 1 Ft. (maximum)	
Side Yard (South)	1.3 Ft.	16 Ft.	
Side Yard (East)	27 Ft.	16 Ft.	
Parking	4 spaces (all compact)	None	

PARKING

The Zoning Ordinance does not require off-street parking for multi-unit residential uses with four or fewer dwelling units. The subject property does provide four compact off-street parking spaces on site.

VI. STAFF ANALYSIS

Staff recommends approval of the applicant's request. The proposal would re-activate an underperforming office building with a limited potential for viable alternative uses. The applicant's requested side yard and open space modifications are warranted because it would not be feasible for the existing building to be modified to achieve full compliance. Further analysis follows.

SUP CONSIDERATIONS

The proposed conversion would satisfy all required criteria under [section 11-504\(A\)](#). Unlike the previous office use, the site would be occupied after work hours and over the weekend, resulting in increased activity levels at times when the office spaces were unoccupied. The proposal would also substantially conform to the Braddock Road SAP which envisions a mix of lower density uses for the subject property. Conversion of the vacant office building would also advance the SAP's overall vision for an active, residentially anchored neighborhood.

The proposed use would not create substantial impacts on surrounding properties and would not affect neighborhood character. The existing building would be preserved at its existing size and height and would continue to be compatible with the predominantly residential character of the surrounding blocks.

While the Zoning Ordinance does not require off-street parking for the proposed use, the four spaces that would be available to residents ensures that no parking impacts would result from the proposal.

YARD AND OPEN SPACE REDUCTIONS

Staff also finds the applicant's request for yard and open space reductions to be reasonable. Compliance with the 16-foot south side yard requirement would be impossible without demolishing the building. The building also occupies nearly the entire site, making compliance with the open space requirement also infeasible. Each dwelling unit would have access to private rooftop space which, in total, would represent 928 square feet of open space. While this would be 491 square feet below the maximum required for the site, it represents the maximum amount of rooftop space that would be possible given the building's structural constraints.

OTHER CONSIDERATIONS

Staff has included conditions #1-3 related to noise and vibration exposure for future residents and conditions #4 and 5 related to sanitary and storm sewer requirements. Staff also included condition #7 which requires the existing lots of record to be consolidated

Staff found that the [2020/21 Housing Contributions Policy Update's](#) commercial to residential conversion guidance as the appropriate approach to determining the voluntary affordable housing contribution for this project. Based on the 2026 commercial to residential conversion rate of \$1.90 per net square foot, staff estimate a voluntary monetary contribution of \$12,084. Staff has included Condition #6 which recommends that the voluntary contribution be made prior to City issuance of the certificate of occupancy.

VII. RECOMMENDED CONDITIONS

Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the following conditions:

1. The applicant shall coordinate with a noise mitigation consultant and shall submit a noise study identifying the noise levels that residents will be exposed to initially and 10 years into the future per the Noise Guidance Book used by the Department of Housing and Urban Development prior to occupancy. (T&ES)
2. If the noise study identifies noise impacted areas, the applicant shall conduct a building shell analysis identifying ways to minimize noise and vibration exposure to future residents. Applicant shall submit the building shell analysis and install upgrade recommendations identified in the building shell analysis prior to occupancy. (T&ES)
3. The applicant shall submit the noise study and building shell analysis, if required, to T&ES Environmental Quality team for review and approval along with building permit submission. (T&ES)
4. Submit sanitary sewer tap fee calculation. Once reviewed and approved by our Sanitary division, the tap fee invoice will be created in APEX, and must be paid prior to the first certificate of occupancy. (T&ES)
5. The project is located in the CSS area and will need to be in compliance with CSO memo

requirements. There's no way to separate sanitary flow, therefore contribution fees will apply. If the land disturbance is less than 2,500 square feet, then the stormwater requirement will not apply. (T&ES)

6. Prior to the issuance of the Certificate of Occupancy, contribute \$12,084 to the City's Housing Trust Fund. Make out all payments to the City of Alexandria and submit them to the Office of Housing with a cover letter to include the project name, case number, and explanation of the contribution amount, if phased. (P&Z)
7. The applicant shall consolidate the three lots (Parcels 1, 2, and 3 shown on the plat dated May 21, 2012) and record a deed of consolidation with City Land Records prior to P&Z approval of the certificate of occupancy. (P&Z)

STAFF: Tony LaColla, AICP, Division Chief
Sam Shelby, Principal Planner
Department of Planning and Zoning

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.

VIII. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- 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, for information about completing this form. (T&ES)
- C-2 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)
- C-3 The applicant shall comply with the City's Noise Control Code, Title 11, Ch. 5, which sets the maximum permissible noise level as measured at the property line, which includes all rooftop HVAC and other mechanical equipment shall comply with the City noise ordinance by equipment design, location, or with noise mitigating devices (e.g., silencers, acoustic plenums, louvers, or enclosures). (T&ES)

Code Enforcement:

- C-1 The design shall comply with VCC Table 1006.3.4(1) for maximum exit access travel distance is 125ft, and sprinkler system per VCC 903.2.8

Fire:

No comments or concerns.

Recreation, Parks, and Cultural Activities (RPCA):

- F-1 Braddock Neighborhood continues to experience significant growth and redevelopment, it is essential that open space requirements are maintained to provide functional community amenities, recreational opportunities, play spaces, and gathering areas that contribute to neighborhood livability.
- R-1 Coordinate with RPCA staff to explore alternative measures to satisfy the intent of the open space requirement. Such measures may include the provision of amenities or facilities that meet or exceed the public benefit associated with the required open space; or financial contributions toward future public open space improvements within the Braddock Neighborhood.

Office of Historic Alexandria:

No comments.



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 1010, 1011 & 1020 Princess and 333 N. Henry Streets

64.01 14 01, 02 & 27 and 64.01 05 23 CL

TAX MAP REFERENCE: _____ **ZONE:** _____

APPLICANT:

Name: Old Creek Homes, LLC, a Virginia Limited liability company

Address: _____

Conversion Commercial Office to residential Multi-Units Townhouse Dwellings

PROPOSED USE: _____

with modifications to residential multi-Unit townhouse dwellings zone regulations (See Schedule A)

☒ ~~THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.~~

☒ THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria staff and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.

☒ THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article IV, Section 4-1404(D)(7) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

☒ THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Duncan W. Blair, Attorney Agent

4 14 26 REV 4 23 26
Rev 6 16 26

Print Name of Applicant or Agent

Signature

Date

Mailing/Street Address

Telephone #

Fax #

City and State

Zip Code

Email address

PROPERTY OWNER'S AUTHORIZATION**SEE ATTACHED**

As the property owner of _____, I hereby
(Property Address)
grant the applicant authorization to apply for the _____ use as
(use)
described in this application.

Name: _____ Phone: _____

Please Print

Address: _____ Email: _____

Signature: _____ Date: _____

- 1.** Floor Plan and Plot Plan. As a part of this application, the applicant is required to submit a floor plan and plot or site plan with the parking layout of the proposed use. The SUP application checklist lists the requirements of the floor and site plans. The Planning Director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver.

☒ **Required floor plan and plot/site plan attached.**

☐ **Requesting a waiver. See attached written request.**

- 2.** The applicant is the (check one):

☐ Owner

☒ Contract Purchaser

☐ Lessee or

☐ Other: _____ of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant or owner, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent.

The Applicant Old Creek Homes, LLC is a Virginia limited liability company. The sole

member of the limited liability company is Matt Gray 228 S. Washington Street, Alexandria

Virginia 22314.



Department of Planning & Zoning
Property Owner's Authorization Form

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 1010, 1011 & 1020 Princess and 331 N. Henry (property address), for the purposes of converting the use from Office to Residential use (use) business as described in this application.

I also grant permission to the City of Alexandria to visit, inspect, photograph and post placard notice on my property.

Name: ECMVentures, LLC. By: Elizabeth Moon

Phone: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]

Signature: *Elizabeth Moon*

Date: April 14, 2026

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

	Name	Address	Percent of Ownership
1.			
2.			
3.			

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 1010, 1011 and 1020 Princess & 331 N. Henry (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

	Name	Address	Percent of Ownership
1.	See attached.		
2.			
3.			

3. Business or Financial Relationships. Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are required to disclose any business or financial relationship, as defined by [Section 11-350 of the Zoning Ordinance](#), existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review. All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity and "None" in the corresponding fields).

For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

	Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.	Elizabeth Moon	None	
2.	Page Moon	None	
3.	Dean Genberg	None	

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

4 14 26 Elizabeth Moon 
 Date Printed Name Signature

OWNERSHIP AN DISCLOSURE STATEMENT

SPECIAL USE PERMIT – OFFICE TO RESIDENTIAL CONVERSION
1010, 1011 & 1020 PRINCESS STREET and 331 N. HENRY STREET

PROPERTY OWNER:

ECMVENTURES, LLC, a Virginia limited liability Company



100%

MEMBERS OF PROPERTY WITH MORE THAN 3% INTEREST:

ELIZABETH MOON

PAGE MOON

DEAN GENBERG



In excess of 3%

In excess of 3%

In excess of 3%

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Old Creek Homes , LLC		100%
2.		100% of OCH, LLC
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 1010, 1011 and 1020 Princess & 333 N. Henry (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.		
2.		
3.		

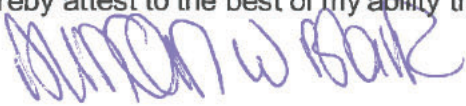
3. Business or Financial Relationships. Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are require to disclose **any** business or financial relationship, as defined by [Section 11-350 of the Zoning Ordinance](#), existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicated each person or entity and "None" in the corresponding fields).**

For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.		
2.		
3.		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

4 14 26 Duncan W. Blair, Attorney Agent. 

Date Printed Name Signature

6 16 26 REVISED NARRATIVE DESCRIPTION

1010, 1011 & 1020 PRINCESS STREET and 333. HENRY STREET SPECIAL USE PERMIT TO CONVERT COMMERCIAL OFFICE USE TO RESIDENTIAL USE WITH MODIFICATION.

The Applicant Old Creek Homes, LLC, a Virginia limited liability company (the “Applicant”), is the contract purchaser of the real property located in at 1010, 1011 & 1020 Princess Street and 333 N. Henry Street (the “Property”). 1010 & 1020 Princess Street and 333 N. Henry Street is currently improved by a three story, 7,033 square foot commercial office and surface parking facility and 1011 Princess Street is improved with a surface parking facility. The Property is zoned Commercial Low (CL) and is located in the Parker Gray Historic District. The Property is part of the Braddock Road Metro Station Small Area Plan and the Braddock Metro Neighborhood Plan Chapter of the City of Alexandria’s Master Plan.

The Applicant is requesting a Special Use Permit to convert the existing office building into a four (4) unit multi-unit townhouse building and associated off-street parking. The Applicant is requesting modification to the CL residential rear yard setback requirement of from a minimum based on a 1:1 setback ratio or a minimum of 8 feet to the existing setback for the existing commercial office building of 1.2 setback from the southern property line. Additionally, the Applicant is requesting a modification from the CL 35% open space requirement. As the design of the building progresses a portion of the third floor will be reconfigured as roof top open space for each unit and reduce the amount of the requested modification. The footprint of the existing building will not change. The open area on the west side

of the building at the corner of Princess and N. Henry Streets, although technically not code complaint open space, will remain an open area.

The granting of the Special Use Permit is consistent with the recently adopted Section 12-1100 et. seq. of the Alexandria Zoning Ordinance encouraging the adaptive reuse of existing commercial space in a challenging commercial market and providing additional housing production. The requested conversion to a residential use is consistent with Goals and Objective of the Master Plan to enliven the area as a vibrant mix of compatible uses.

USE CHARACTERISTICS

4. The proposed special use permit request is for (*check one*):

- ☐ a new use requiring a special use permit,
☐ an expansion or change to an existing use without a special use permit,
☐ an expansion or change to an existing use with a special use permit,
☒ other. Please describe: Conversion of Commercial Office to Residential Multi-Unit Dwelling.

5. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect?
Specify time period (i.e., day, hour, or shift).

The multi-unit dwelling will have four (4) units.

B. How many employees, staff and other personnel do you expect?

Specify time period (i.e., day, hour, or shift).
It is not anticipated that there will be any onsite employees at to
manage the residential building.

6. Please describe the proposed hours and days of operation of the proposed use: Not applicable.

Day:

Hours:

7. Please describe any potential noise emanating from the proposed use.

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

It is not anticipated that the noise levels from the use of the building as an
an four (4) unit residential will exceed permitted levels allowed by the
City's Noise Ordinance.

B. How will the noise be controlled?

The residential use of the building will be governed the City's Noise Ordinance.

- 8.** Describe any potential odors emanating from the proposed use and plans to control them:

It is not anticipated that offensive odors will emanate from the residential use
use of the building.

- 9.** Please provide information regarding trash and litter generated by the use.

- A. What type of trash and garbage will be generated by the use? (i.e. office paper, food wrappers)
Residential Trash and Recycables typical of a residential use.
-

- B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)

The amount typical of an four (4) unit residential building.

- C. How often will trash be collected?

It is anticipated that Trash and Recycables will be picked up once a week.

- D. How will you prevent littering on the property, streets and nearby properties?

It is not anticipated that littering will be an issue by the residential use
of the building.

- 10.** Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

☐ Yes. ☐ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

- 11.** Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

☐ Yes. ☐ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

- 12.** What methods are proposed to ensure the safety of nearby residents, employees and patrons?
It is not anticipated that extraordinary measures will be needed to ensure the safety

of residents of the residential building.

ALCOHOL SALES

- 13.**
- A. Will the proposed use include the sale of beer, wine, or mixed drinks?
- ☒ Yes ☒ No
- If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

PARKING AND ACCESS REQUIREMENTS

14. A. How many parking spaces of each type are provided for the proposed use:

_____ Standard spaces
_____ 11 Compact spaces
_____ Handicapped accessible spaces.
_____ Other.

Planning and Zoning Staff Only

Required number of spaces for use per Zoning Ordinance Section 8-200A _____

Does the application meet the requirement?

☐ Yes ☐ No

- B. Where is required parking located? *(check one)*

☒ on-site

☒ off-site

If the required parking will be located off-site, where will it be located?

Four (4) parking spaces are provided on 1010 Princess Street.

The seven (7) spaces are located across the street at 1011 Princess Street.

PLEASE NOTE: Pursuant to Section 8-200 (C) of the Zoning Ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

- C. If a reduction in the required parking is requested, pursuant to Section 8-100 (A) (4) or (5) of the Zoning Ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

☐ **Parking reduction requested; see attached supplemental form**

15. Please provide information regarding loading and unloading facilities for the use:

- A. How many loading spaces are available for the use? _____ None are required for residential Use.

Planning and Zoning Staff Only

Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____

Does the application meet the requirement?

☐ Yes ☐ No

- B. Where are off-street loading facilities located? Not applicable.
- C. During what hours of the day do you expect loading/unloading operations to occur? Not Applicable.
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
Not Applicable.

- 16.** Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

Not Applicable.

SITE CHARACTERISTICS

- 17.** Will the proposed uses be located in an existing building? ☐ Yes ☐ No
- Do you propose to construct an addition to the building? ☐ Yes ☒ No
- How large will the addition be? _____ square feet.

- 18.** What will the total area occupied by the proposed use be?

7,033 sq. ft. (existing) + 0 sq. ft. (addition if any) = 7,033 sq. ft. (total)

- 19.** The proposed use is located in: *(check one)*

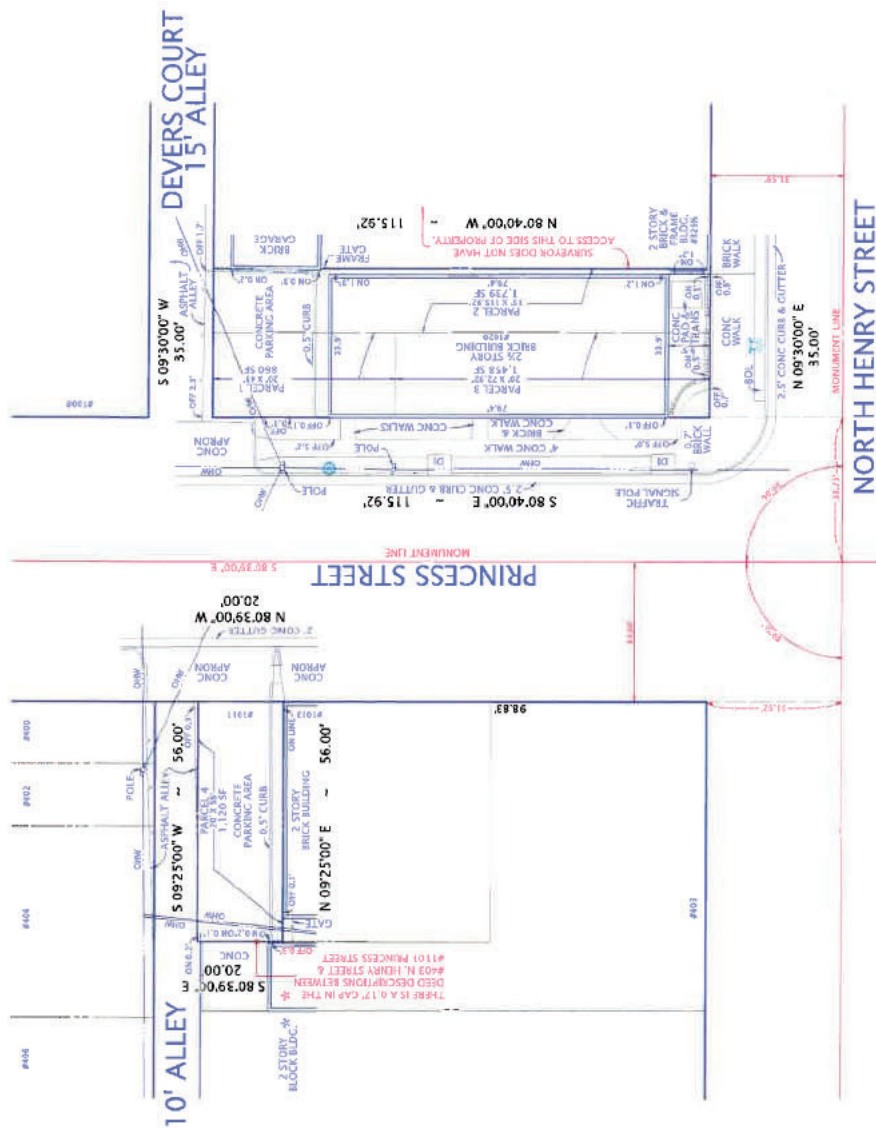
- ☒ a stand alone building
- ☐ a house located in a residential zone
- ☐ a warehouse
- ☐ a shopping center. Please provide name of the center: _____
- ☐ an office building. Please provide name of the building: _____
- ☐ other. Please describe: _____

End of Application



1020 Princess Street

NOTE: TOTAL LAND AREA = 3,177 SF



PLAT
SHOWING BUILDING LOCATION ON
THE PROPERTIES LOCATED AT
#1020 PRINCESS STREET
ALSO KNOWN AS
PARCEL ONE - #1010 PRINCESS STREET
AND
PARCEL TWO - #331 NORTH HENRY STREET
AND
PARCEL THREE - #333 NORTH HENRY STREET,
ALSO KNOWN AS #1020 PRINCESS STREET
PARCEL FOUR - #1011 PRINCESS STREET
(LOID BOOK 1054, PAGE 37)
CITY OF ALEXANDRIA, VIRGINIA
SCALE: 1" = 20' MAY 21, 2012

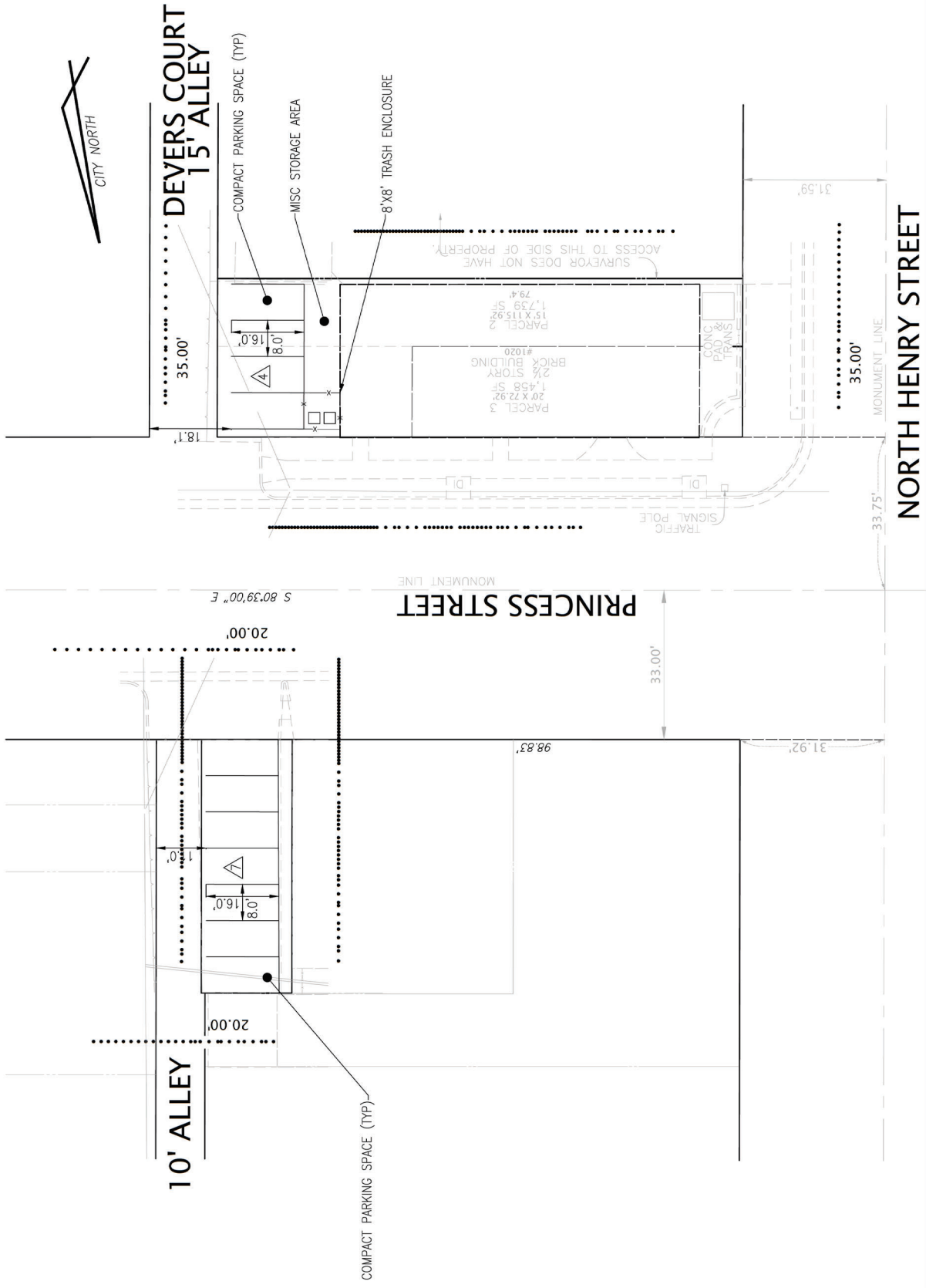
I HEREBY CERTIFY THAT THE PORTIONS OF
ALL THE EIGHTING IMPROVEMENTS HAVE BEEN
CAREFULLY ESTABLISHED BY A CORRECT FIELD
SURVEY AND WILLES SHOWN THERE ARE NO
VISIBLE ENCROACHMENTS AS OF THE DATE:

THE DAY & SURVEY TO
BE NOTED OF RECORD.
A TITLE REPORT HAS NOT BEEN FURNISHED.
NO CORNER MARKERS SET.

05/21/2012
GEORGE S. OGDEN
LICENSE NO. 2009
George H. O'Brien

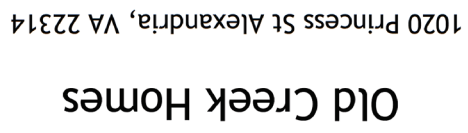
Ordered by:
Land, Carroll & Blair, P.C.
524 King Street
Alexandria, Virginia 22314
703-848-1200
DOMINION Surveyors
8800 ALFALFA TREE DRIVE COURT
FALLS CHURCH, VIRGINIA 22034
703-618-0555
FAX: 703-795-8412

CAD FILE NAME: TRUCK TRAILER MANUFACTURERS ASSOC. INC. - DOMINION.DWG



PARKING EXHIBIT
 1020 PRINCESS STREET
 CITY OF ALEXANDRIA, VIRGINIA

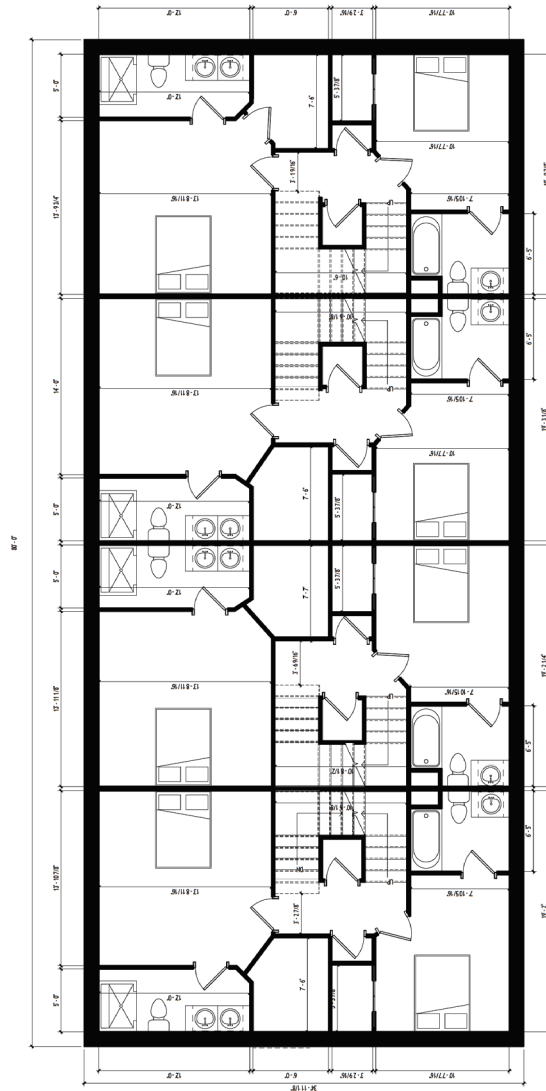


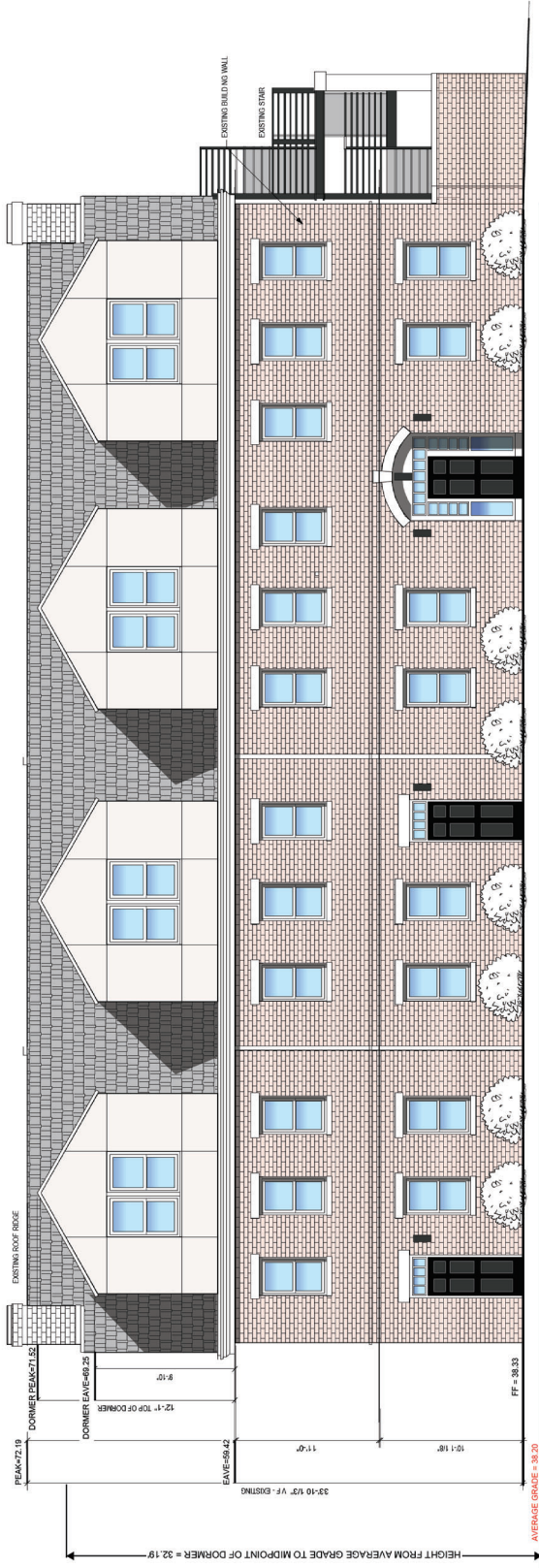
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Architectural

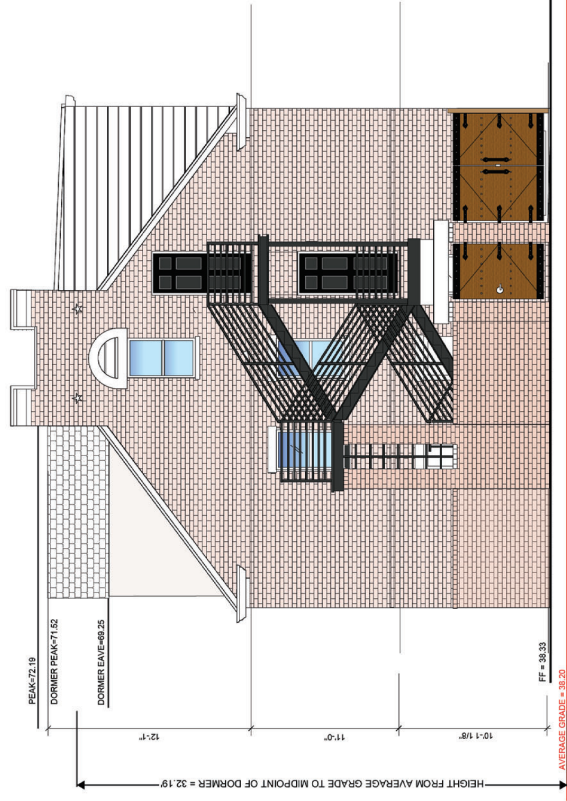
Second Floor Plan

Project Number	01
Date	6/9/2026
Drawn By	Kyleen Urtola
Checked By	Matt Gray
A102	
Scale: 1/8" = 1'-0"	

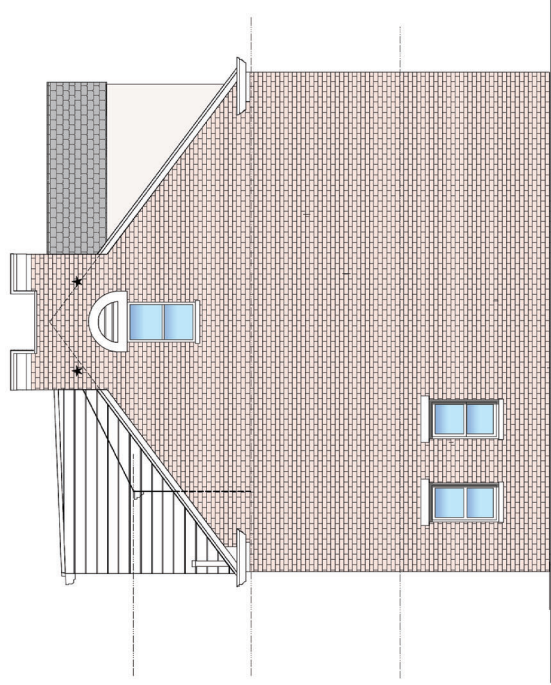




1
A-200
Scale: 1/4" = 1'-0"



2
A-200
Scale: 1/4" = 1'-0"



3
A-200
Scale: 1/4" = 1'-0"

Old Creek Homes
1020 Princess St Alexandria, VA 22314

[illegible]

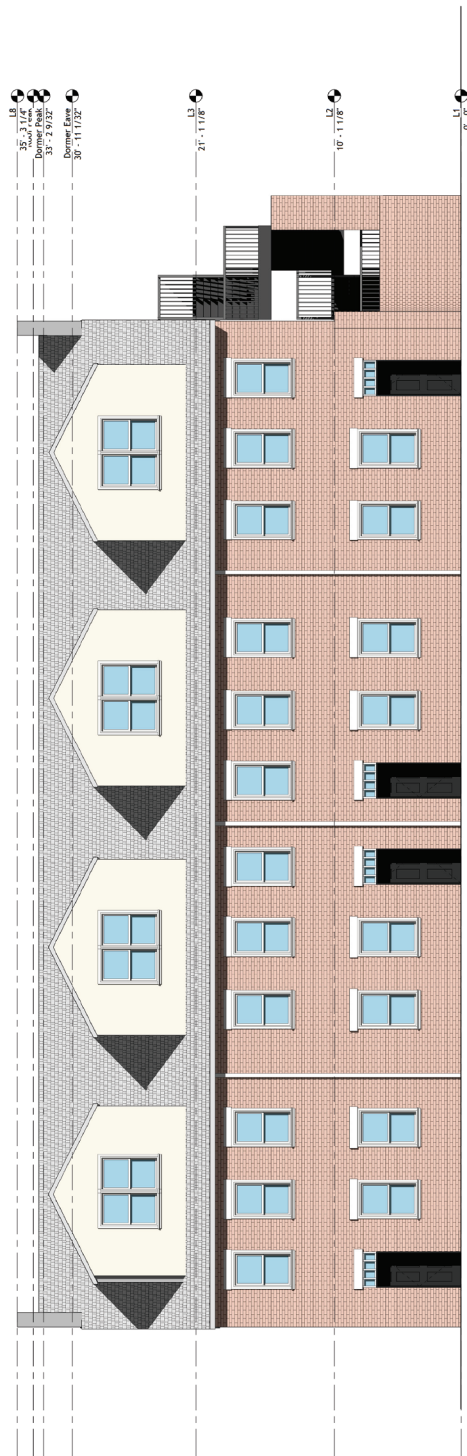
Architectural

North Elevation

Project Number	01
Date	6/17/2026
Drawn By	Kyleen Urtola
Checked By	Matt Gray

A204

Scale: $1/4" = 1'-0"$



① North Elevation
 $1\frac{1}{4}" = 1'-0"$



DEPARTMENT OF
PLANNING & ZONING

DATE: June 18, 2026

TO: Chair McMahon and Members of the Planning Commission

FROM: Paul Stoddard, Planning & Zoning Director

SUBJECT: Docket Item #5 – Special Use Permit #2026-00019

The purpose of this memorandum is to update and correct the application materials associated with the Special Use Permit request.

The docket currently includes application materials from an earlier proposal to convert the building from an office use to eleven residential units. The applicant subsequently revised the proposal to four residential units to provide additional open space on the rooftop and eliminate the need for a parking reduction. While the updated floor plans were included in the published docket, the revised application and Special Use Permit narrative were not. The revised application is included with this memo.

In addition, a revised front (north) elevation is also included to correct a discrepancy in architectural drawings. The first-floor plan correctly showed four front entrances, while the front (north) elevation incorrectly only showed three. The revised elevation included with this memo shows four front entrances, consistent with the first-floor plan.

VOID



Incorrect North Elevation



Correct North Elevation