

Docket Item #3  
 BZA Case # 2025-00012  
 Board of Zoning Appeals  
 January 12, 2026

**ADDRESS:** 408 EAST MONROE AVENUE  
**ZONE:** RB, TOWNHOUSE ZONE  
**APPLICANT:** JARED AND OLIVIA GRIFFIN  
**ISSUE:** Variance to construct an accessory structure forward of a front building wall facing a primary front yard.

ORDINANCE SECTION	SUBJECT	ORDINANCE REQUIREMENT	APPLICANT PROPOSES	REQUESTED VARIANCE
7-103(A)	Accessory Building Limitations	Behind Front Building Wall	Forward of Front Building Wall	Forward of Building Wall

Staff **recommends approval** of the request to locate an accessory dwelling unit forward of a front building wall because the request meets all the criteria for a variance with the condition that the existing 6.00 fence in the required front yard be removed and that all proposed fences comply with Section 7-202(A)(1) and be no more than 4.00 feet in height and fences in a required front yard be 50% open.

If the Board grants the requested variance, the applicant must comply with all requirements of this report's department comments. The applicant must also submit a survey plat prepared by a licensed surveyor confirming building footprint and setbacks prior to all final inspections. The variance must be recorded with the property's deed in the City's Land Records Office prior to the release of the building permit.

**I. Issue**

The applicants propose to construct a one-story accessory dwelling unit (ADU) with a basement at 408 East Monroe Avenue. The accessory structure will be located forward the front building wall of the principal dwelling which requires a variance.

**II. Background**

The subject property is one lot of record with 40.00 feet of frontage facing East Monroe Avenue and a depth of 142.00 feet along the east and west side property lines; and 40.00 feet across the north rear property line. According to Real Estate Assessment records, the property contains 5,680 square feet of lot area. The subject property is substandard as to the minimum lot width and lot frontage requirements for the RB zone.



Figure 1: Subject Property

The lot is developed with a two-story single unit dwelling. According to Real Estate Assessment records, the structure was originally constructed in 1930 and according to building permit records, the house was substantially rebuilt in 1997. The dwelling is located 108.10 feet from the front property line facing East Monroe Avenue, 8.10 feet from the north rear property line, 1.40 feet from the west side property line, and 2.10 feet from the east side property line.

Based on historical research, the house was originally constructed around 1930.

On January 12, 2017, the Board of Zoning Appeals approved BZA#2016-00013, a Special Exception to expand a noncomplying wall in required east side yard to allow for the construction of a two-story addition.

The following table provides zoning analysis for the subject property.

<b>RB Zone</b>	<b>Required/Permitted</b>	<b>Existing Dwelling</b>	<b>Proposed*</b>
Lot Area	1,980 sq. ft.	5,680 sq. ft.	5,680 sq. ft.
Lot Frontage	50.00 ft.	40.00 ft.	40.00 ft.
Lot Width	50.00 ft.	40.00 ft.	40.00 ft.
Front Yard	20.00 ft.**	108.10 ft.	31.50 ft.
Side Yard (East)	8.00 ft.	7.37 ft.	22.14 ft.
Side Yard (West)	8.00 ft.	1.40 ft.	2.00 ft.
Rear Yard	22.38 ft.	8.10 ft.	88.81 ft.
Height	30.00 ft.	< 30 ft.	12.92 ft.
Floor Area Ratio (FAR)	4259.25 sq. ft. (.75)	1,780.00 sq. ft. (.42)	1,929.00 sq. ft. (.45)

\* The proposed information is based on the proposed ADU only.

\*\* The contextual setback exceeds the setback required by the zone, so the zone setback applies.

\*\*\* The height of the ADU is measured from average pre-construction grade to the midpoint of the gable roof.

**III. Description**

The applicants propose to construct a one-story ADU with a basement. The ADU will be located 31.50 feet from the front property line, 2.00 feet from the west side property line, 21.75 feet from the east side property line and 74.00 feet from the rear property line. The structure will measure 15.63 feet and 31.67 feet with a proposed height of 12.92 feet measured from average pre-construction grade to the midpoint of the gable roof. The ADU complies with all of the height, setback and floor area requirements. However, its location forward of the front building wall of the principal dwelling requires a variance.

The applicants also propose to remove an existing 6.00 foot fence in the required front yard facing Monroe Street and install a new fence in alignment with the proposed ADU unit. The applicants also propose to reconfigure the existing parking area on the lot. The new parking area is forward of the ADU and complies with the requirement that no more than 50% of the required front yard be used for parking.



Upon completion of the work, the proposed structure would comply with height, floor area ratio and open space requirements.

**IV. Master Plan/Zoning**

The subject property is currently zoned RB and has been so zoned since adoption of the Third Revised Zoning Map in 1951. The Potomac West Small Area Plan identifies the property for residential land use.

**V. Requested Variance:**

7-103(A) Building, use and structure limitations



Figure 3: Proposed Accessory Dwelling Unit

**VI. Substandard Lot and Noncomplying Structure**

The subject property is a substandard lot developed with a noncomplying structure with respect to the following:

	<b><u>Required</u></b>	<b><u>Provided</u></b>	<b><u>Noncompliance</u></b>
Lot Width/ Frontage	50.00 ft.	40.00 ft	10.00 ft.
Rear Yard	22.38 ft.	13.10 ft.*	9.28 ft.
Side Yard (East)	8.00 ft.	2.10 ft.	5.90 ft.
Side Yard (West)	8.00 ft.	1.40 ft.	6.60 ft.

\* Includes half the width of the rear alley. Section 7-1003 allows half the width of the rear alley to be applied to the rear yard setback.

**VII. Applicants Justification for Variance**

The applicants' justification for a variance is that the original home was built on a larger lot which was subdivided leaving the dwelling close to the rear property line. Because of the location, it makes building an ADU behind the front building wall impossible.

**VIII. Analysis of Variance Definition**

Per zoning ordinance section 11-1103, the Board of Zoning Appeals shall not grant a variance unless it finds that the request meets the definition of a variance per zoning ordinance section 2-201.1 as follows:

- a. The request is a reasonable deviation from those provisions regulating the shape, size, or area of a lot or parcel of land or the size, height, area, bulk, or location of a building or structure.

**The request is a reasonable deviation from the zoning regulations regarding the location of accessory buildings. The existing lot is substandard in lot width and frontage and is developed with a noncomplying dwelling located in both required side yards and the required rear yard. In addition, the reasonableness comes from the prior subdivision that put the primary dwelling in a location that currently exists. The location of the existing dwelling prevents the applicant from locating an accessory building behind the principal dwelling's front building wall making the requested relief a reasonable deviation to locate an accessory building on the lot.**

- b. Strict application of the zoning ordinance would unreasonably restrict the utilization of the property.

**The strict application of the zoning ordinance would unreasonably restrict the utilization of the property. While the property will continue to be used residentially, the applicants would be unable to construct an accessory dwelling unit (ADU) or any other accessory building not listed in section 7-202(A) of the zoning ordinance on the lot because there is no suitable area located behind the front building wall of the principal dwelling.**

- c. The need for a variance is not shared generally by other properties.

**While there are other substandard lots zoned RB in the City, there are very few developed lots with the principal dwelling located at the rear of the lot and in both side yards. The narrowness and placement of the existing dwelling in the required side and rear yards make the lot unique and the need for a similar variance not generally shared by other properties.**

- d. The variance is not contrary to the purpose of the ordinance.

**The proposed ADU will comply with all of the RB zone and specific ADU requirements for setbacks, height, FAR and open space. The zoning ordinance encourages the construction of ADUs by allowing reduced setbacks and FAR exclusions. The applicants propose a modest one-story ADU forward of the**

**principal dwelling's front building wall because there is no other location to construct an accessory building on the lot. Therefore, prohibiting the ADU would be contrary to the recent amendments to the zoning ordinance which encourage the construction of ADUs.**

- e. The variance does not include a change in use, which change shall be accomplished by a rezoning.

**The requested variance does not change the use. The lot will continue to be used residentially.**

#### **IX. Analysis of Variance Standards**

A variance allows a property owner to do what is otherwise not allowed under the ordinance. Per Zoning Ordinance Section 11-1005(B) the BZA hears and decides applications for variances and any application must meet the standards under Zoning Ordinance Section 11-1103. A The criteria do not include considerations like the cost or financial hardship and are therefore inappropriate. The decisions of the BZA must be in conformance with the Zoning Ordinance; otherwise, they will be overturned by the courts. Thus, only the standards under Section 11-1100 can be considered in making a variance decision. Per zoning ordinance Section 11-1100, the Board of Zoning Appeals shall not grant a variance unless it finds that the request meets the variance standards as follows:

- a. The strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance.

**The variance would alleviate a number of hardships on the lot which restrict the applicants' ability to construct an ADU. The substandard lot width and frontage along with the placement of the existing dwelling in both required side yards and the required rear yard prohibit the applicants from constructing an ADU behind the principal dwelling's front building wall.**

- b. The property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicants for the variance.

**The property was likely acquired in good faith. The applicants indicated that they were not aware of the zoning regulations or the substandard nature of the lot when they purchased the property.**

- c. The granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical.

**The granting of the variance will not be of substantial detriment to either of the adjacent properties or the businesses located across the street. Currently, there is an existing shed located forward of the principal dwelling's front building wall. The proposed Accessory Dwelling Unit (ADU) will be located approximately in the same location. While the ADU will be located close to the multi-unit building on the west side of the property, the applicants are proposing to maintain the trees to help mitigate the visual impact of a slightly taller structure. On the east side of the property, the proposed ADU will be located over 21.00 feet from the side property line and the single-unit dwelling that is adjacent currently sits approximately 19.00 feet from the subject property's east side property line.**

- d. The condition or situation of the property concerned is not so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance.

**While there are many other substandard lots across the City, this lot is unique as to the placement of the existing dwelling in the required rear and side yards. The dwelling is located over 100 feet from the front property line. The need for the requested variance to locate the ADU forward of the principal dwelling's front building wall due to the lack of other areas on the lot is not shared generally by other properties in the City and does not make it reasonably practical to amend the zoning ordinance to address this occurrence.**

- e. The granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property.

**The variance request would not result in a use that is prohibited. The property would continue to be used residentially.**

- f. The relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance or the process for modification of a zoning ordinance at the time of the filing of the variance application.

**The only relief available to locate the ADU forward of the principal dwelling's front building wall is a variance.**

**X. Staff Conclusion**

In conclusion, **staff recommend approval** of the requested variance because it meets all the standard for the variance as outlined above.

Staff

Marlo J.W. Ford, ACIP, Urban Planner, [marlo.ford@alexandriava.gov](mailto:marlo.ford@alexandriava.gov)

Mary Christesen, Principal Planner, [mary.christesen@alexandriava.gov](mailto:mary.christesen@alexandriava.gov)

Tony LaColla, AICP, Division Chief, Land Use Services, [tony.lacolla@alexandriava.gov](mailto:tony.lacolla@alexandriava.gov)

## DEPARTMENTAL COMMENTS

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

\* The applicant is advised that if the variance is approved the following additional comments apply.

### Transportation and Environmental Services:

No comments received by this department

### Development Engineering (Planning and Zoning)

- R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition, if a separate demolition permit is required. (T&ES)
- R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R-3 No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)
- F-1 The applicant should provide a determination of disturbed area per City Guidelines to T&ES prior to submitting for permits. If the land disturbance meets or exceeds 2500 square feet, a released grading plan will be required prior to submitting for permits. (T&ES)
- 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). (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 Roof, surface and sub-surface drains be connected to the public storm sewer system, if available, by continuous underground pipe. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (Sec.5-6-224) (T&ES)
- C-4 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)

- C-5 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C-6 All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (Sec. 5-2-1) (T&ES)

Code Administration:

- C-1 A building permit is required.

Recreation (City Arborist):

- R-1 All application requiring approval must comply with the City of Alexandria Landscape Guidelines. See chapter 3 Pg 5-30 for application requirements and City of Alexandria Standards and Details for future Grading Plan Application requirements. [City Landscape Guidelines | City of Alexandria, VA](#)
  - a. The site plan drawing did not document existing trees and vegetation. The applicant shall submit a landscape plan in future submissions requiring approval.
- C-1 Sec. 7-2200 - Tree coverage requirement. The supplemental regulations in this section apply to residential lots in the R-20, R-12, R-8, R-5, R-2-5, and lots developed or proposed to be developed with single-unit and two-unit dwellings in the RA and RB zones, not including property located within the Old and Historic Alexandria and Parker-Gray Districts. The tree coverage requirements are as follows:
  - a. For all construction that requires a grading plan, trees must be planted, or existing trees preserved to provide a minimum of 25 percent canopy cover over the lot. Refer to the City of Alexandria Landscape Guidelines to determine tree crown coverage allowances.
  - b. The director shall approve this requirement as part of the grading plan.
  - c. (Ord. No. 5234, § 11, 7-9-19; Ord. No. 5515, § 7, 12-16-23)

Historic Alexandria (Archaeology):

- F-1 According to an 1878 map of the area, a home owned by T. B. Pin was located quite close to this lot. A later map in 1898 depicts a vacant lot on the property, suggesting that the Pin dwelling no longer stood. The property could contain significant archaeological remains that provide information about the latter 19<sup>th</sup> century history of Alexandria.
- R-1 The statements in archaeology conditions below shall appear on the grading plans so that on-site contractors are aware of the requirements:

- a. The applicant/developer shall call Alexandria Archaeology immediately (703.746.4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.



**APPLICATION  
BOARD OF ZONING APPEALS**

**VARIANCE**

**Section of zoning ordinance from which request for variance is made:**

7-103.A: For residential uses only, no accessory building, use or structure shall be located forward of a front building wall facing a primary front yard except as provided in sections 7-202(A) and 7-202(E).

7-203.C.3: Side and rear yards. The accessory building shall be permitted in required side and rear yards subject to the following requirements

**PART A**

1. Applicant:  Owner  Contract Purchaser  Agent

Name Jared and Olivia Griffin

Address [REDACTED]  
[REDACTED]

Daytime Phone [REDACTED]

Email Address [REDACTED]

2. Property Location 408 E Monroe Ave. Alexandria VA 22301

3. Assessment Map # 044.01 Block 01 Lot 4 Zone RB

4. Legal Property Owner Name Jared and Olivia Griffin

Address [REDACTED]

**5. Describe request briefly:**

Request approval to locate an ADU in the front yard due to the nature of the site and the primary house being located at the rear of the site.

**6. If property owner or applicant is being represented by an authorized agent, such as an attorney, realtor or other person for which there is a form of compensation, does this agent or the business in which they are employed have a business license to operate in the City of Alexandria, Virginia?**

- Yes — Provide proof of current City business license.
- No — Said agent shall be required to obtain a business prior to filing application.

**THE UNDERSIGNED HEREBY ATTESTS** that all of the information herein provided including the site plan, building elevations, prospective drawings of the projects, etc., are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

**APPLICANT OR AUTHORIZED AGENT:**

I, as the applicant or authorized agent, note that there is a fee associated with the submittal of this application. Planning & Zoning Department staff will be in contact with the applicant regarding payment methods. Please recognize that applications will not be processed until all fees are paid.

Yes  No I affirm that I, the applicant or authorized agent, am responsible for the processing of this application and agree to adhere to all the requirements and information herein.

Printed Name: Olivia Griffin Date: 11/20/25

Signature:



Pursuant to Section 13-3-2 of the City Code, the use of a document containing false information may constitute a Class 1 misdemeanor and may result in a punishment of a year in jail or \$2,500 or both. It may also constitute grounds to revoke the permit applied for with such information.

**PART B**

**APPLICANT MUST EXPLAIN THE FOLLOWING:**

(Please **attach** additional pages where necessary.)

**1. Please answer A or B:**

**A. Explain how enforcement of the zoning ordinance would prevent reasonable use of the property.**

Currently, an accessory structure is not possible to be built in the rear/side yards due to the primary house location. Specifically, this ADU will be used for aging parents.

**B. Explain how the variance, if granted, would alleviate a hardship, as defined above.**

Adding the ADU as an addition to the primary house is not feasible due to the 8' side yard setbacks, which allows only for the front of the house as a possible location. Adding an addition to the front of the house is very disruptive to the structure of the primary dwelling. Adding the ADU to the rear yard is impossible. The only viable location is the front yard.

**2. Is this unreasonable restriction or hardship unique to the property?**

**A. Explain if the restriction or hardship is shared by other properties in the neighborhood.**

The original home was initially built on a larger lot which was subdivided, leaving the primary house close to the rear and side property lines with a larger front yard than typically seen. This is not common to other properties in the zone.

**B. Does this situation or condition of the property (on which this application is based) generally apply to other properties in the same zone?**

No, the condition is not generally seen on other properties in the RB zone.

**3. Was the unreasonable restriction or hardship caused by the applicant?**

**A. Did the condition exist when the property was purchased?**

Yes

**B. Did the applicant purchase the property without knowing of this restriction or hardship?**

Yes

**C. How and when did the condition, which created the unreasonable restriction or hardship, first occur?**

The original home was initially built on a larger lot which was subdivided, leaving the primary house close to the rear and side property lines with a larger front yard than typically seen.

**D. Did the applicant create the unreasonable restriction or hardship and, if so, how was it created?**

No

**4. Will the variance, if granted, be harmful to others?**

**A. Explain if the proposed variance will be detrimental to the adjacent properties or the neighborhood in general.**

The ADU will be secondary to the primary house and of a height that will not impact the adjacent properties light or air access. Proposed materials will look to mimic the main house and aesthetically blend in with the surrounding residential styles.

- B. Has the applicant shown the proposed plans to the most affected property owners? Have these property owners written statements of support or opposition of the proposed variance? If so, please attach the statements or submit at the time of the hearing.**

Yes, both adjacent neighbors have seen the plans and have provided no opposition to the variance. See attached letters from neighbors.

- 5. Is there any other administrative or procedural remedy to relieve the hardship or unreasonable restriction?**

No

### **PART C**

- 1. Have alternative plans or solutions been considered so that a variance would not be needed? Please explain each alternative and why it is unsatisfactory.**

An addition to the primary house was considered, but deemed not feasible due to the 8' side yard setbacks, which allows only for the front of the house as a possible location. Adding an addition to the front of the house is very disruptive to the structure of the primary dwelling. Adding the ADU to the rear yard is impossible due to the primary house situated at the rear of the lot. The only viable location is the front yard.

+

2. Please provide any other information you believe demonstrates that the requested variance meets the required standards.

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**\*\*\*ATTENTION APPLICANTS\*\*\***

At the time of application for a Special Use Permit, Rezoning, Vacation, Encroachment, Variance, Special Exception or Subdivision, you must provide a draft of the description of your request you intend to use in the property owner's notice. You must be thorough in your description. Staff will review the draft wording to confirm its completeness.

The example illustrates a detailed description:

"Variance to construct a two-story addition in the required side yards on 404 E Monroe Ave Street."

If you fail to submit draft language at the time of the application filing deadline, the application will be determined to be incomplete and may be deferred by staff.

**DRAFT DESCRIPTION FOR PROPERTY OWNER'S NOTICE:**

Variance to construct a one story accessory dwelling unit in the front yard of 408 E. Monroe Ave.

## 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. Jared Griffin	[REDACTED]	N/A
2. Olivia Griffin	[REDACTED]	N/A
3.		

2. **Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at 408 E. Monroe Ave \_\_\_\_\_ (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. Jared Griffin	[REDACTED]	50%
2. Olivia Griffin	[REDACTED]	50%
3.		

3. **Business or Financial Relationships.** Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is 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 ([OHAD](#) and [Parker-Gray](#)). **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity below and "NONE" in the corresponding fields.)**

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. Jared Griffin	None	
2. Olivia Griffin	None	
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.



Department of Planning and Zoning  
 Floor Area Ratio and Open Space Calculations for  
**Single and Two-Family Residential Outside Historic Districts**

A

**A. Property Information**

A1. 408 E. Monroe  Street Address RB   
 Zone

A2. 5,679.00  x 0.75  = 4,259.25   
 Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

**B. Existing Gross Floor Area**

<u>Existing Gross Area</u>		<u>Allowable Exclusions**</u>		
Basement	<input type="text"/>	Basement**	<input type="text"/>	B1. 2,963.13 <input type="text"/> Sq. Ft.
First Floor	921.00 <input type="text"/>	Stairways**	48.00 <input type="text"/>	Existing Gross Floor Area*
Second Floor	915.00 <input type="text"/>	Mechanical**	8.00 <input type="text"/>	B2. 1,183.13 <input type="text"/> Sq. Ft.
Third Floor	915.00 <input type="text"/>	Attic less than 7'***	915.00 <input type="text"/>	Allowable Floor Exclusions**
Attic	<input type="text"/>	Porches**	132.13 <input type="text"/>	B3. 1,780.00 <input type="text"/> Sq. Ft.
Porches	132.13 <input type="text"/>	Balcony/Deck**	<input type="text"/>	Existing Floor Area Minus Exclusions (subtract B2 from B1)
Balcony/Deck	<input type="text"/>	Garage**	<input type="text"/>	<b>Comments for Existing Gross Floor Area</b>  <div style="border: 1px solid gray; padding: 5px; min-height: 40px;">80 = shed to be removed</div>
Garage	<input type="text"/>	Other***	<input type="text"/>	
Other***	80.00 <input type="text"/>	Other***	80.00 <input type="text"/>	
<b>B1. Total Gross</b>	2,963.13 <input type="text"/>	<b>B2. Total Exclusions</b>	1,183.13 <input type="text"/>	

**C. Proposed Gross Floor Area**

<u>Proposed Gross Area</u>		<u>Allowable Exclusions**</u>		
Basement	499.00 <input type="text"/>	Basement**	499.00 <input type="text"/>	C1. 1,050.00 <input type="text"/> Sq. Ft.
First Floor	499.00 <input type="text"/>	Stairways**	<input type="text"/>	Proposed Gross Floor Area*
Second Floor	<input type="text"/>	Mechanical**	<input type="text"/>	C2. 901.00 <input type="text"/> Sq. Ft.
Third Floor	<input type="text"/>	Attic less than 7'***	<input type="text"/>	Allowable Floor Exclusions**
Attic	<input type="text"/>	Porches**	<input type="text"/>	C3. 149.00 <input type="text"/> Sq. Ft.
Porches	<input type="text"/>	Balcony/Deck**	52.00 <input type="text"/>	Proposed Floor Area Minus Exclusions (subtract C2 from C1)
Balcony/Deck	52.00 <input type="text"/>	Garage**	<input type="text"/>	<b>Notes</b>  *Gross floor area for residential single and two-family dwellings in the R-20, R-12, R-8, R-5, R-2-5, RB and RA zones (not including properties located within a Historic District) is the sum of <u>all areas under roof of a lot</u> , measured from exterior walls.  ** Refer to the Zoning Ordinance (Section 2-145(A)) and consult with Zoning Staff for information regarding allowable exclusions. Sections may also be required for some exclusions.  *** Refer to the Zoning Ordinance (Section 2-145(A)) and consult with Zoning Staff for additional allowable exclusions. Additional exclusions may include space under balconies, retractable awnings, etc.
Garage	<input type="text"/>	Other***	350.00 <input type="text"/>	
Other***	<input type="text"/>	Other***	<input type="text"/>	
<b>C1. Total Gross</b>	1,050.00 <input type="text"/>	<b>C2. Total Exclusions</b>	901.00 <input type="text"/>	

**D. Total Floor Area**

D1. 1,929.00  Sq. Ft.  
 Total Floor Area (add B3 and C3)

D2. 4,259.25  Sq. Ft.  
 Total Floor Area Allowed by Zone (A2)

**E. Open Space (RA & RB Zones)**

E1. 2,884.10  Sq. Ft.  
 Existing Open Space

E2. 1,987.65  Sq. Ft.  
 Required Open Space

E3. 2,554.30  Sq. Ft.  
 Proposed Open Space

The undersigned hereby certifies and attests that to the best of his/her knowledge, the above computations are true and correct.

Signature: \_\_\_\_\_

Date: 11/19/2025 \_\_\_\_\_

CONTEXTUAL BLOCK FACE DIAGRAM

GRAPHIC SCALE

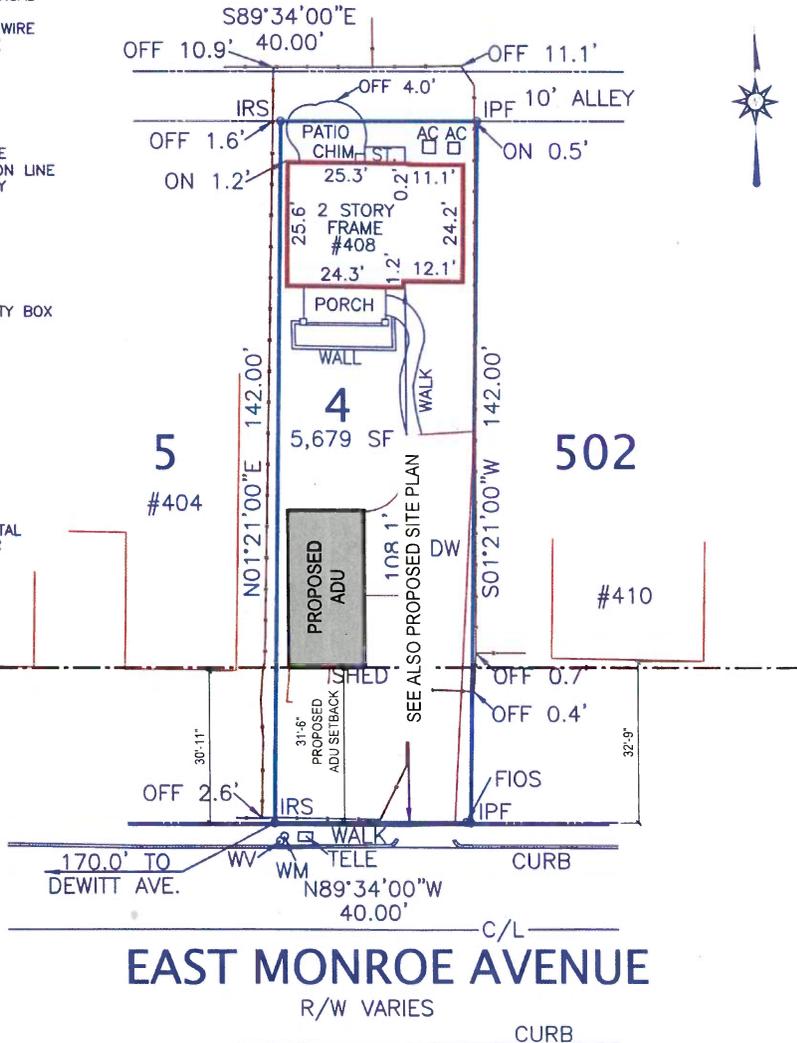


LINE TYPES:

- BOUNDARY LINE
- - - EASEMENT
- DRIVEWAY/ROAD
- - - FENCING
- - - OVERHEAD WIRE
- STRUCTURE

LEGEND:

- ADW-ASPHALT DRIVEWAY
- A/C-AIR CONDITIONING
- A/W-AREAWAY
- B.E.-BASEMENT ENTRANCE
- BRL-BUILDING RESTRICTION LINE
- CDW-CONCRETE DRIVEWAY
- CHIM-CHIMNEY
- CO-CLEANOUT
- CONC.-CONCRETE
- DHS-DRILL HOLE SET
- ENT.-ENTRY WAY
- ER-ELECTRICAL RISER
- F.E.-FIRE ESCAPE
- FIOS-FIBER OPTICS UTILITY BOX
- GDW-GRAVEL DRIVEWAY
- IPF-IRON PIPE FOUND
- IRS-IRON ROD SET
- IRF-IRON ROD FOUND
- LA-LANDING
- MH-MANHOLE
- PAD-CONCRETE PAD
- P-PORCH
- PL-PLANTER
- PP-POWER POLE
- R/W-RIGHT OF WAY
- SMH-SANITARY MANHOLE
- ST.-STOOP
- TELE-TELEPHONE PEDESTAL
- TR/TRANS-TRANSFORMER
- WW-WINDOW WELL



PLAT  
SHOWING LOCATION SURVEY ON  
LOT 4  
**EAST BRADDOCK**  
ALEXANDRIA CITY, VIRGINIA  
SCALE: 1" = 30'      NOVEMBER 3, 2025

53'-7"  
\*\*THIS IS A COMMERCIAL USE BUILDING WITH PARKING IN FRONT AND IS ATYPICAL OF THE CONTEXTUAL BLOCK FACE FOR RESIDENTIAL USE BUILDINGS.



BOUNDARY SURVEY NOT PERFORMED.  
PLAT SUBJECT TO RESTRICTIONS OF RECORD, NO TITLE REPORT FURNISHED.

I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY, AND UNLESS OTHERWISE SHOWN, THERE ARE NO VISIBLE ENCROACHMENTS.

REQUESTED BY:

LIZ CASTRO

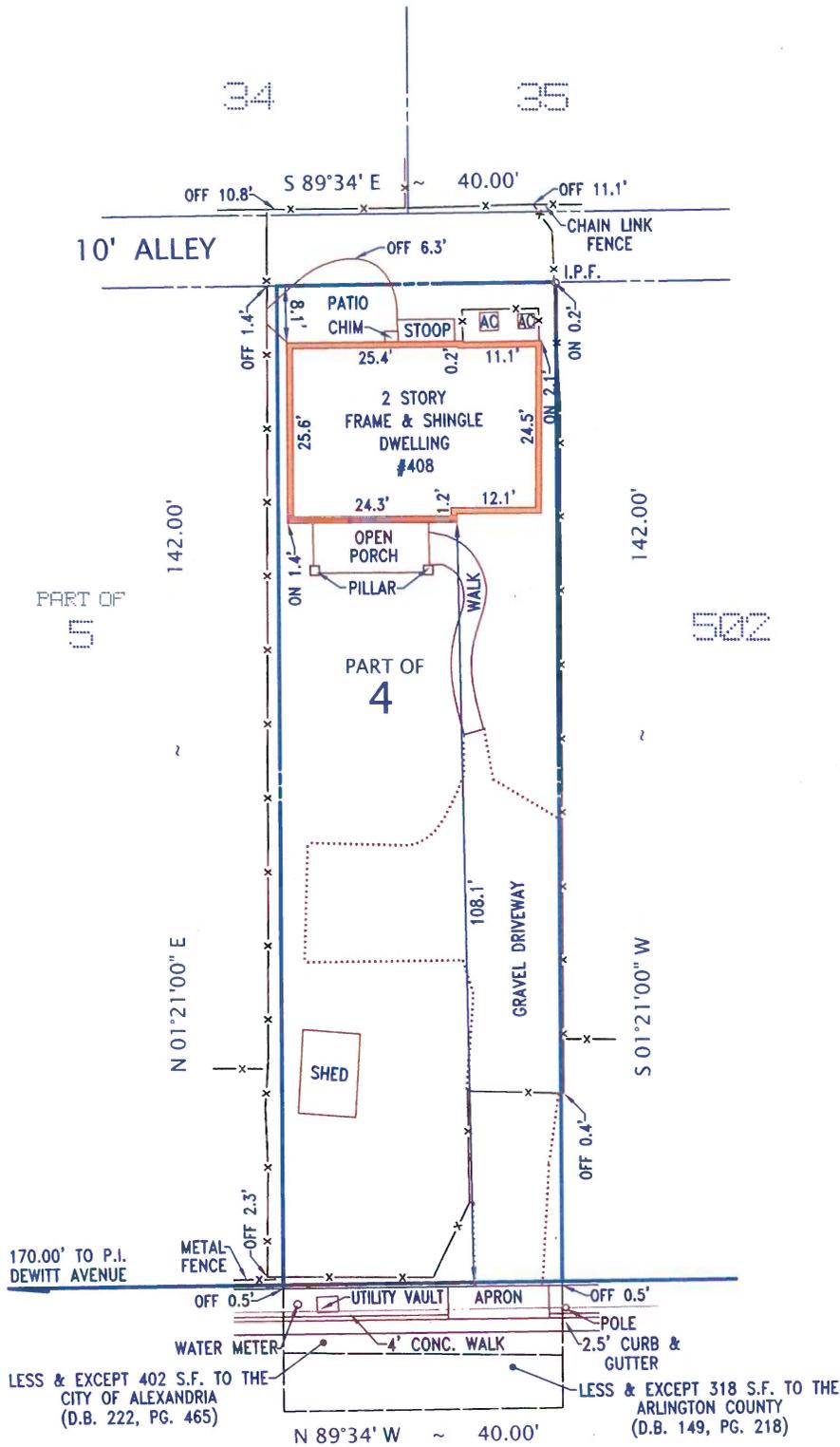
**ALEXANDRIA SURVEYS, LLC**

1229 GARRISONVILLE ROAD SUITE 105B STAFFORD, VA 22556  
TEL. NO. 703-636-1313 FAX NO. 703-636-4266

A25-0094

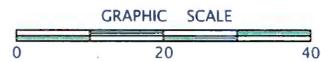


- NOTES : 1. FENCES ARE FRAME UNLESS NOTED.  
 2. UTILITIES ARE UNDERGROUND.  
 3. REMAINING AREA = 5,679 S.F.



**EAST MONROE AVENUE**  
R/W VARIES

PLAT  
 SHOWING HOUSE LOCATION ON  
 PART OF LOT 4  
**EAST BRADDOCK**  
 CITY OF ALEXANDRIA, VIRGINIA  
 SCALE: 1" = 20'      MAY 17, 2025



THE POSITION OF THE EXISTING IMPROVEMENTS HAS BEEN ESTABLISHED BY AN ON SITE INSTRUMENT SURVEY AND UNLESS OTHERWISE SHOWN THERE ARE NO VISIBLE ENCROACHMENTS. UNDERGROUND UTILITIES NOT LOCATED.

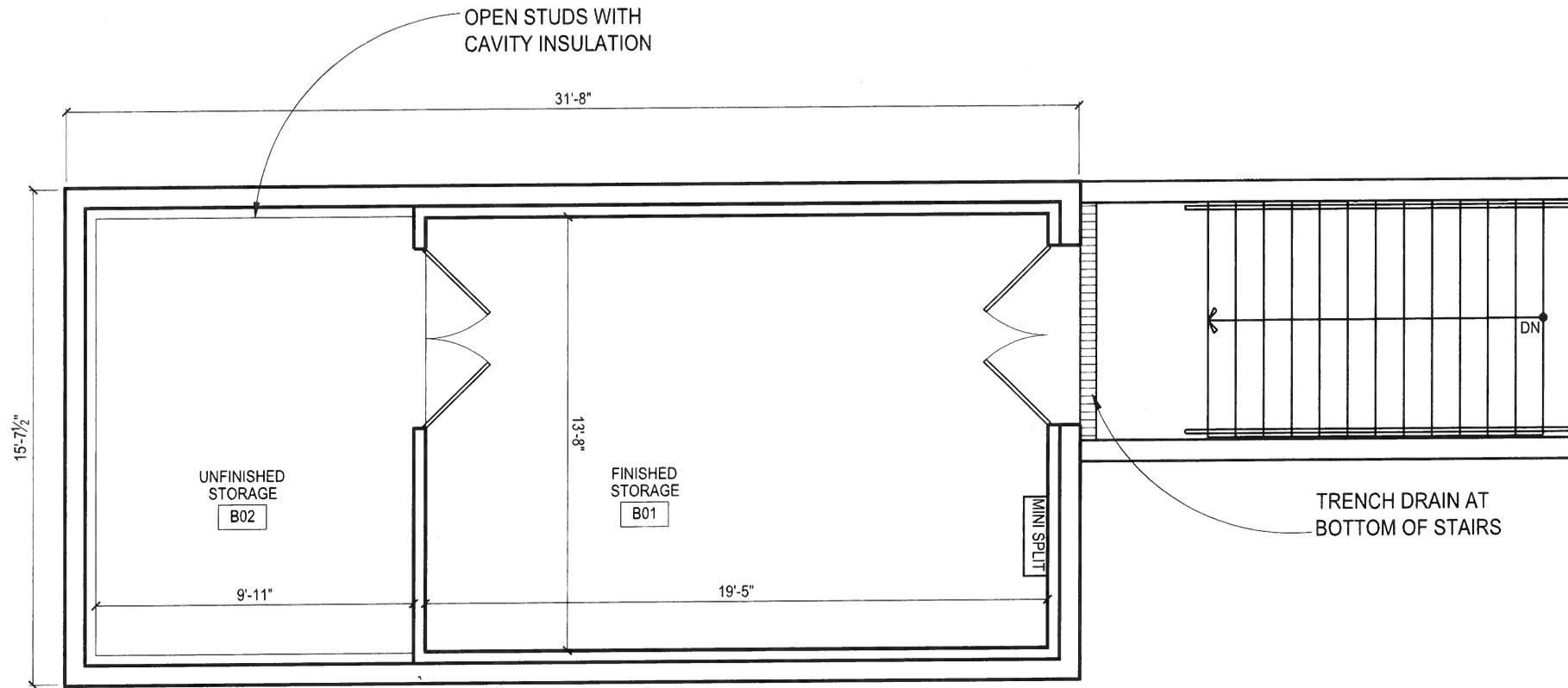
PLAT PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT. THIS PLAT IS SUBJECT TO RESTRICTIONS AND EASEMENTS OF RECORD OR ESTABLISHED. NO CORNER MARKERS SET.

CASE NAME:  
**CHAPMAN TRS ~ GRIFFIN**

ORDERED BY:  
**KVS TITLE, LLC**

**ALTERRA SURVEYS, INC.**  
 11350 RANDOM HILLS ROAD #430  
 FAIRFAX, VIRGINIA 22030  
 TEL. NO. 703-520-1558  
 INBOX@ALTERRASURVEYS.COM

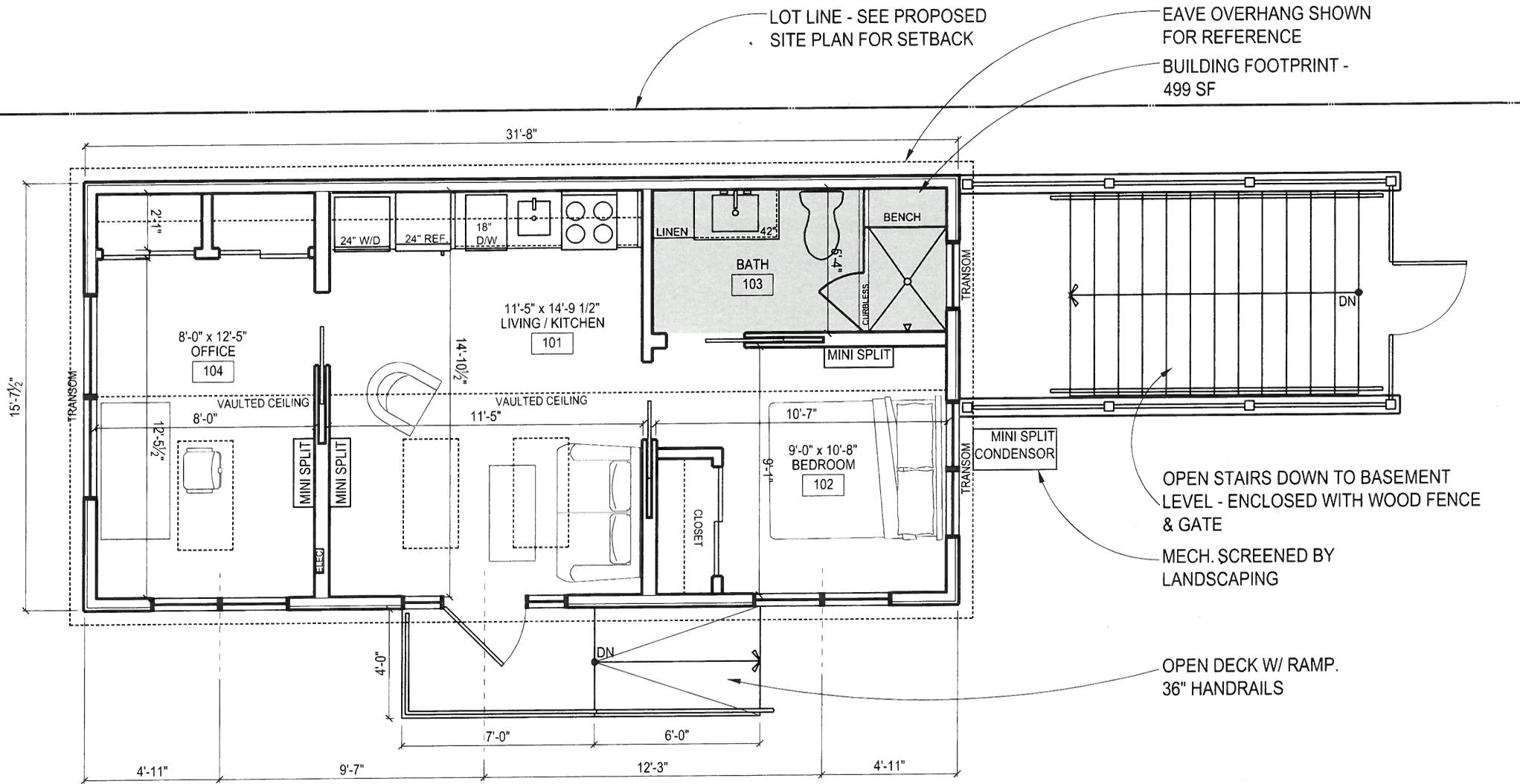




GRAPHIC SCALE: 1/4" = 1'-0"



PROPOSED BASEMENT FLOOR PLAN

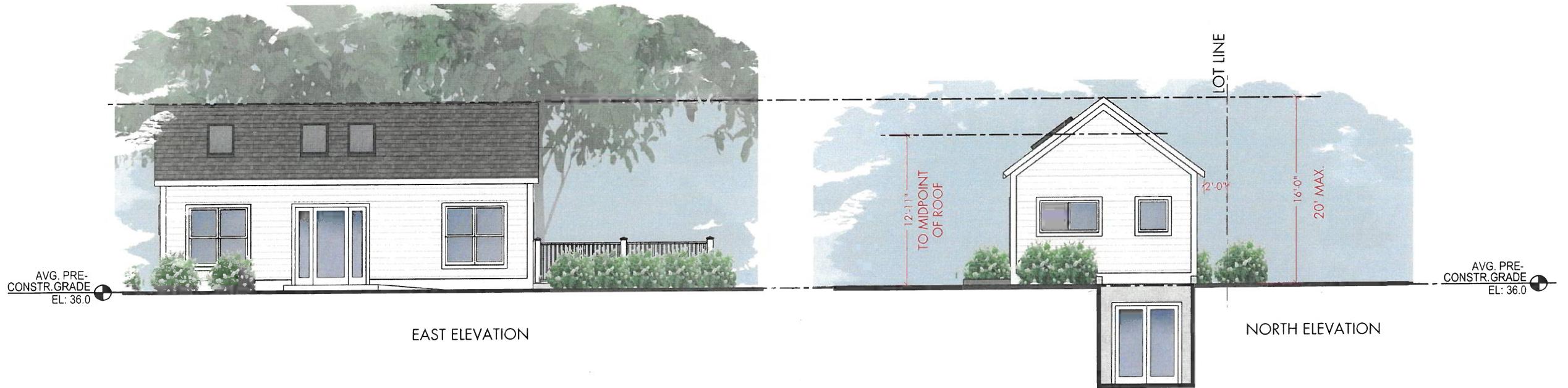


GRAPHIC SCALE: 1/4" = 1'-0"



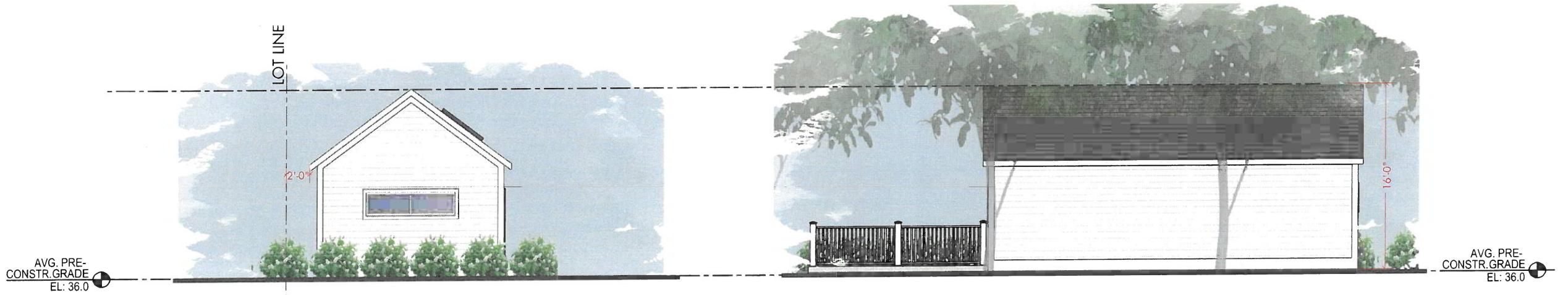
PROPOSED FLOOR PLAN

25.0510 - GRIFFIN RESIDENCE ADU



EAST ELEVATION

NORTH ELEVATION



SOUTH ELEVATION

WEST ELEVATION

25.0510 - GRIFFIN RESIDENCE ADU





brighthouse MLS



bright MLS





bright MLS

Reba J Winstead  
Walter G Winstead (Property Owners)

409 E Mason Ave  
Alexandria, VA 22301

To the City of Alexandria Board of Zoning Appeals,

We are writing to indicate our support for the variance for the construction of the Accessory Dwelling Unit in the front yard of the property at 408 E Monroe Ave per the building plans provided by the property owner.

Respectfully,

W. George Winstead

(Owner signatures, date)

Aaron and Stephanie Renner (Property Owners)  
410 E Monroe Ave  
Alexandria, VA 22301

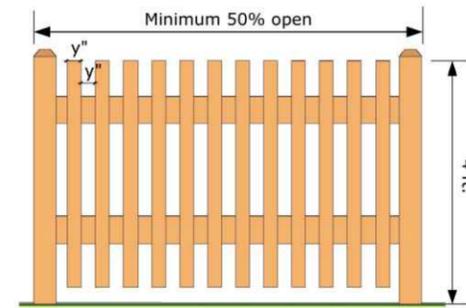
To the City of Alexandria Board of Zoning Appeals,

We are writing to indicate our support for the variance for the construction of the Accessory Dwelling Unit in the front yard of the property at 408 E Monroe Ave per the building plans provided by the property owner.

Respectfully,

ASR 9/26/2025  
Stephanie Renner 9/26/2025  
(Owner signatures, date)

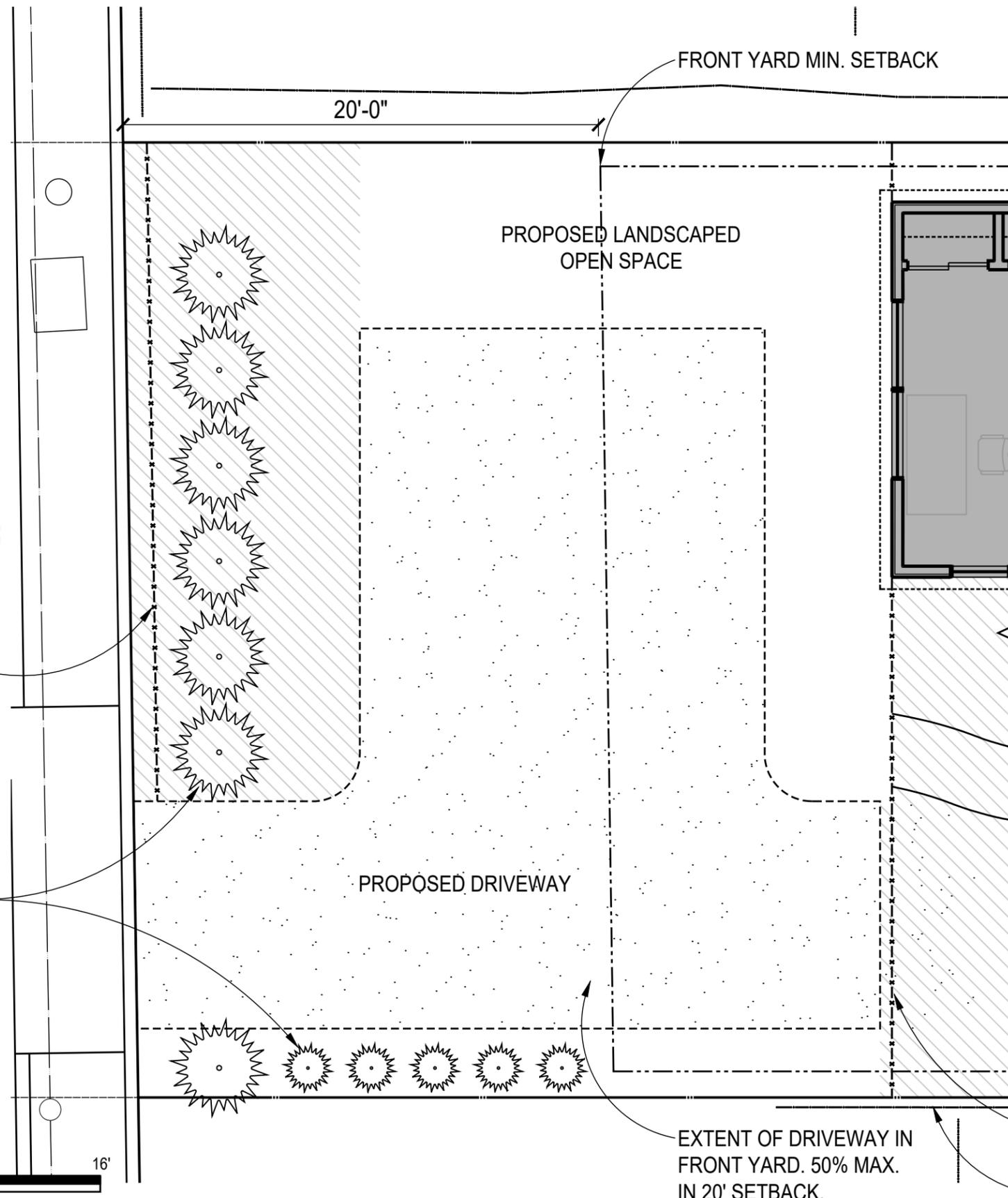
LEGEND	
	FRONT YARD
	PROPOSED FENCE
	PROPOSED DRIVEWAY
	OPEN SPACE - SEE SITE PLAN



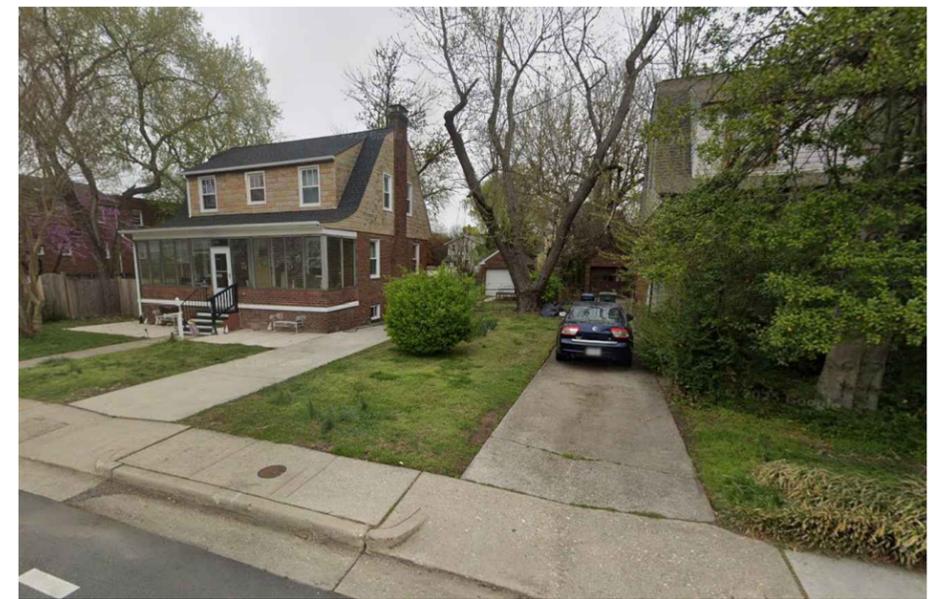
4' TALL FENCE W/ 50% MIN. OPEN. GRAPHIC FOR REFERENCE ONLY

LANDSCAPED AREA WITH SCREENING PLANTS

GRAPHIC SCALE: 1" = 3/16"



**PROPOSED DRIVEWAY SCREENING**



ADJACENT NEIGHBORS WITH VISIBLE PARKING PADS (410 & 412 E MONROE)



CVS PARKING LOT ACROSS THE STREET (415 E MONROE)

PROPOSED 6' TALL FENCE

EXISTING NEIGHBOR'S FENCE TO REMAIN

EXTENT OF DRIVEWAY IN FRONT YARD. 50% MAX. IN 20' SETBACK.

**25.0510 - GRIFFIN RESIDENCE ADU**

## Brian Glassman

---

**From:** Olivia Griffin <[onkgriffin@gmail.com](mailto:onkgriffin@gmail.com)>  
**Sent:** Monday, December 29, 2025 1:36 PM  
**To:** Brian Glassman  
**Subject:** Fwd: Potential ADU

----- Forwarded message -----

**From:** Olivia Griffin <[onkgriffin@gmail.com](mailto:onkgriffin@gmail.com)>  
**Date:** Thu, Dec 18, 2025 at 10:58 AM  
**Subject:** Re: Potential ADU  
**To:** Monica Parry <[monicagb15@hotmail.com](mailto:monicagb15@hotmail.com)>

Good morning Monica,

The board of zoning appeals received the letter of support from the Del Ray Land Use Committee with the current objections about the driveway.

I wanted to clarify since I don't think it was shown well on the engineer drawings that we are planning to have a 4 foot, 50% open fence lining the front part of the driveway as well as landscaping with trees and hedges in order to hide the parking area. I do understand that it is not standard in Del Ray to have such a large parking area at the front of the lot, but as you can tell from our lot survey, we are unable to park in the rear of our house. We are also uniquely situated on a busy retail street within Del Ray immediately between the CVS parking lot entrance, which is quite busy, as well as the cross street of Dewitt Avenue. This makes it difficult, and at times dangerous, to back out of our driveway given our location on the street.

With fencing and landscaping included would the land use committee, be able to support the L-shaped driveway as indicated in the engineer drawings?

Thanks,  
Olivia

On Tue, Dec 2, 2025 at 3:16 PM Monica Parry <[monicagb15@hotmail.com](mailto:monicagb15@hotmail.com)> wrote:  
Thanks, Olivia. I have sent this to Elena and Lisa, and we are circulating a draft letter.

I hope you had a restful Thanksgiving,

Monica

---

**From:** Olivia Griffin <[onkgriffin@gmail.com](mailto:onkgriffin@gmail.com)>  
**Sent:** Tuesday, December 2, 2025 1:38 PM  
**To:** Monica Parry <[monicagb15@hotmail.com](mailto:monicagb15@hotmail.com)>  
**Subject:** Re: Potential ADU

December 31, 2025

To: Paul Stoddard, Director  
Department of Planning and Zoning  
City of Alexandria  
City Hall, Room 2100  
Alexandria, VA 22314

RE: 408 E Monroe Ave.

Dear Mr. Stoddard,

Please see the attached driveway plan document showing additional screening and landscaping on Monroe Ave in response to the Del Ray Land Use Committee's letter raising concern over the parking pad in the front yard of 408 East Monroe Avenue.

The current layout of the driveway is compliant with zoning regulations and is limited to 50% maximum of the front yard area. The additional landscaping and fencing will effectively hide the parking area and allow for a softer transition from the street. Due to the property being a single-family residence located in the RB zoning, the adjacent neighbors include apartment buildings and commercial properties that are similarly not consistent with the other homes along East Monroe. Providing a narrow, tandem length driveway creates dangerous conditions when reversing onto East Monroe, as this driveway is very close to the intersection with Dewitt Ave as well as the CVS parking lot entrance. It is much safer to allow cars to turn around on the property. The current configuration of the driveway also provides significantly more useable open space for the property than the 35% open space requirement. Reorienting the driveway into the property would reduce that open space.

Additionally, the homeowner has reached out directly to the Del Ray Land Use Committee to address their concerns of the driveway in an effort to show their willingness to work with any staff recommendations.

Sincerely,

Brian Glassman  
Senior Project Designer



December 16, 2025

to: Paul Stoddard, Director  
Department of Planning and Zoning  
City of Alexandria  
City Hall, Room 2100  
Alexandria, VA 22314

RE: 408 E Monroe Ave.

Dear Mr. Stoddard,

The Del Ray Citizens Association (DRCA) is writing to comment on the request for a variance to build an accessory dwelling unit (ADU) in the front of the lot at 408 East Monroe Avenue. We have reviewed plans and met with Dr. Olivia Griffin, one of the applicants.

**The Land Use Committee and the Executive Board of the DRCA support a Variance for the proposed ADU, but oppose the driveway configuration as shown in the site plan.**

The unique composition of this lot, with the primary residence at the very back of the lot, leaves no room for a rear ADU. The approach of treating the proposed ADU as we would typically treat a primary residence, with a front set back along the established building line will help maintain the character of the street front. We would not have supported the construction of an ADU in front of a primary residence had the ADU not met the front setback required of a primary dwelling. The left side of the ADU, while not meeting the required side setback, does not increase the nonconformity as the existing dwelling also has a substandard left side setback. We are aware of only a handful of similar lots with such deep front yards in Del Ray, and continue to be in favor of ADUs set towards the rear of a property to emulate smaller detached garages and out buildings typical of the



historical development patterns of the neighborhood, and as outlined in the Del Ray Pattern Book.

We are not in favor of the parking pad at the front of the ADU, and prefer to maintain a driveway only to the side of the dwelling and encourage tandem parking. Vehicles parked in front of a dwelling are not consistent with the homes along East Monroe Ave or with the majority of Del Ray. We would prefer to see the entire area in front of the ADU as landscaping rather than a parking surface. At a minimum, we have asked the applicants to install plants at the front of the lot to screen the proposed parking pad.

Sincerely,

Monica Parry, DRCA LUC Chair

Tim Laderach  
DRCA President

cc: Patrick Silva, P & Z

