

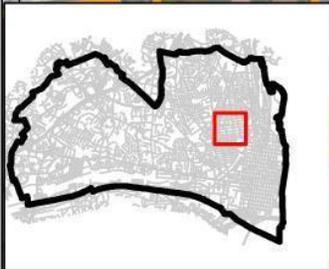
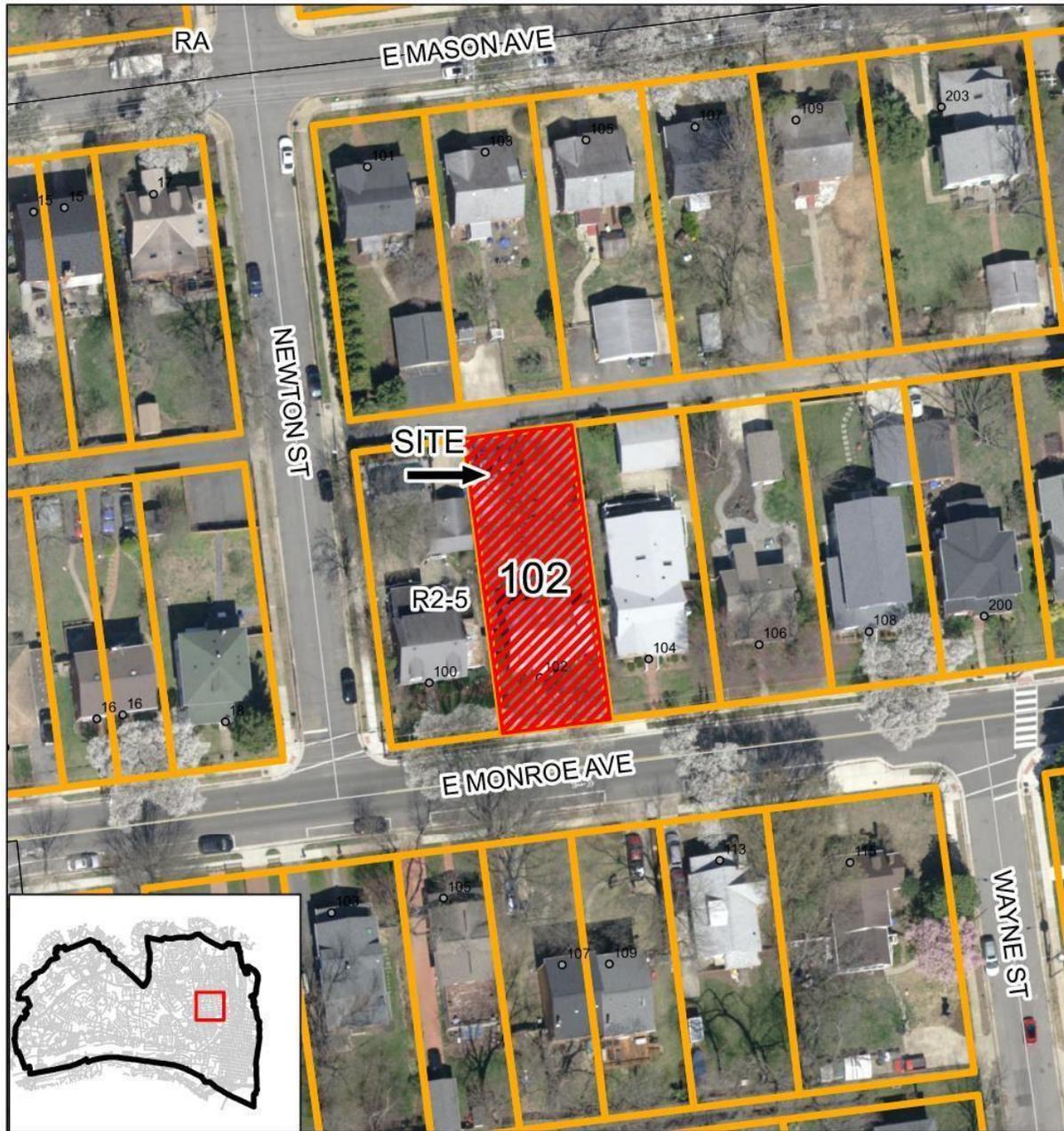


Docket Item #3
Subdivision #2025-00012
102 East Monroe Avenue

Application	General Data	
Request: Public hearing and consideration of a request for a subdivision to re-subdivide an existing lot into two lots.	Planning Commission Hearing:	February 3, 2026
	Approved Plat must be Recorded By:	August 3, 2027
Address: 102 East Monroe Avenue	Zone:	R-2-5/Residential
Applicant: Alabama Ave., LLC, represented by Duncan Blair, attorney	Small Area Plan:	Potomac West

Staff Recommendation: APPROVAL subject to compliance with all applicable codes, ordinances, and recommended conditions found in Section IV of this report.

Staff Reviewer: Catie McDonald, catherine.mcdonald@alexandriava.gov
 Sam Shelby, sam.shelby@alexandriava.gov



SUB#2025-00012
102 E Monroe Avenue



0 30 60 120 Feet

I. DISCUSSION

The applicant, Alabama Ave. LLC, represented by Duncan Blair, attorney, requests approval to re-subdivide the existing lot at 102 East Monroe Avenue into two lots. Staff recommends approval of the subdivision request.

SITE DESCRIPTION

The subject property, featured in Figure 1, below, contains one rectangular lot of record, addressed 102 East Monroe Avenue. The property has a lot size of 6,750 square feet and a lot width and frontage of 50 feet. Single and two-unit semi-detached dwellings, along with some multi-unit dwellings, surround the subject property. There is currently a single-unit dwelling occupying the property that, according to Real Estate records, was built in 1940.



Figure 1 - Subject property

SUBDIVISION BACKGROUND

On November 10, 1890, the Northwest Alexandria Subdivision was created, consisting of 36 blocks containing a variety of lot shapes, widths, frontages, and areas; see Figure 2, below. Existing Lot 11 (subject property) was created with the original subdivision and is part of Block 1. Note that East Monroe Avenue was formerly named Washington Avenue, East Mason Avenue was formerly named Lloyd Avenue, and Newton Street was formerly named Meadow Street.



Figure 2 – Original 1890 Northwest Alexandria Subdivision (subject property in red)

Planning Commission has approved several re-subdivisions within the original subdivision area, including lots in the blocks surrounding the subject property. Of note, Lot 13 of Block 4, Lot 16 of Block 4, Lots 4 through 8 of Block 3, and Lot 3 of Block 2 were re-subdivided into smaller lots. The current configuration of these lots within the original subdivision area is shown in figure 3, below. The subject property remains in its original configuration.



Figure 3 – Blocks 1 through 4 of Northwest Alexandria Subdivision (subject property in yellow, re-subdivisions in green)

PROPOSAL

The applicant requests approval to subdivide Existing Lot 11 into two lots suitable to be developed with a two-unit semi-detached dwelling. Both lots would be 25 feet wide and would provide 25 feet of frontage along East Monroe Avenue. Each lot would be rectangular in shape and would have a lot size of 3,375 square feet. The existing dwelling would be demolished. Existing and proposed lots are shown in Figures 4 and 5, below.

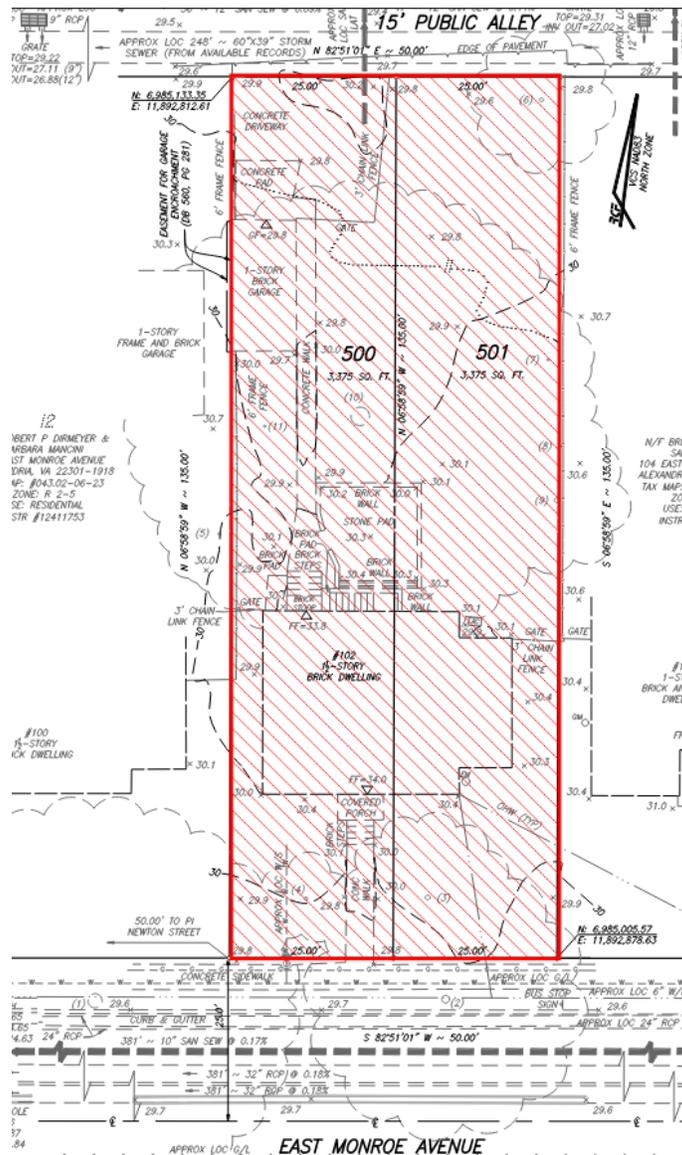


Figure 4 – Existing Lot 11

ZONING/MASTER PLAN DESIGNATION

The subject property is zoned R-2-5 Residential and both proposed lots would comply with all lot requirements for a semi-detached, two-unit dwelling, as shown in Table 1, but do not comply with the R-2-5 zone regulations for single-unit dwellings. Therefore, the development of single-unit dwellings on the proposed lots would not be permitted unless the lots were consolidated. Any future redevelopment would be required to comply with all applicable provisions of the most current Zoning Ordinance.

The property is located within the Potomac West Small Area Plan Chapter of the Alexandria Master Plan, which designates the property for low-to-medium-density residential uses consistent with the R-2-5 zoning regulations. The proposed lots would comply with the Potomac West Small Area Plan as they would be suitable for low-to-medium-density residential uses and would comply with all R-2-5 zoning requirements for semi-detached, two-unit dwellings. The proposed lots would not comply with the current requirements for single-use dwellings in the R-2-5 zone.

Table 1: R-2-5 Zoning Requirements

	Required/Permitted	Subject Property	Proposed	
		Existing Lot 48	Lot 501	Lot 502
Lot Size	2,500 Sq. Ft.	6,750 Sq. Ft.	3,375 Sq. Ft.	3,375 Sq. Ft.
Width	25 Ft.	50 Ft.	25 Ft.	25 Ft.
Frontage	25 Ft.	50 Ft.	25 Ft.	25 Ft.
Front Yard	20 Ft.	25 Ft.	Future development required to comply with all bulk and open space provisions.	
Side Yard (East)	7 Ft., 1:3 ratio	6.9 Ft.*		
Side Yard (West)		4.9 Ft.*		
Rear Yard	7 Ft., 1:1 ratio	81.7 Ft.		
Floor Area	0.45	~0.24		

*Noncomplying side yards

II. STAFF ANALYSIS

Staff recommends approval of the applicant’s subdivision request. The proposal would create lots that meet all subdivision and R-2-5 zoning requirements for a semi-detached, two-unit dwelling. The proposed lots would be substantially the same character as the lots in blocks 1 through 4 of the original subdivision, including similarly situated lots, in terms of lot shape, size, width, and frontage, as required by Section 11-1710(B). Staff analysis follows.

COMPLIANCE WITH SUBDIVISION REQUIREMENTS GENERALLY

Staff determined that the proposed re-subdivision would meet all subdivision requirements established by [section 11-1710](#). Both lots would be suitable for a semi-detached, two-unit residential use and accessory structures permitted by the R-2-5 zone.

COMPLIANCE WITH SUBDIVISION CHARACTER REQUIREMENTS

Blocks 1 through 4 of the original Northwest Alexandria Subdivision has eight lots that contain semi-detached two-unit dwellings, six of which are part of re-subdivisions of record. These re-subdivisions created lots with similar sizes, widths, and frontages to the proposed lots, almost directly mirroring the applicant's request; see figures 6, 7, and 8, below. The resulting lots from the re-subdivisions are considered "similarly situated lots" to the subject property in that they're zoned R-2-5, rectangular in shape, and are interior lots.

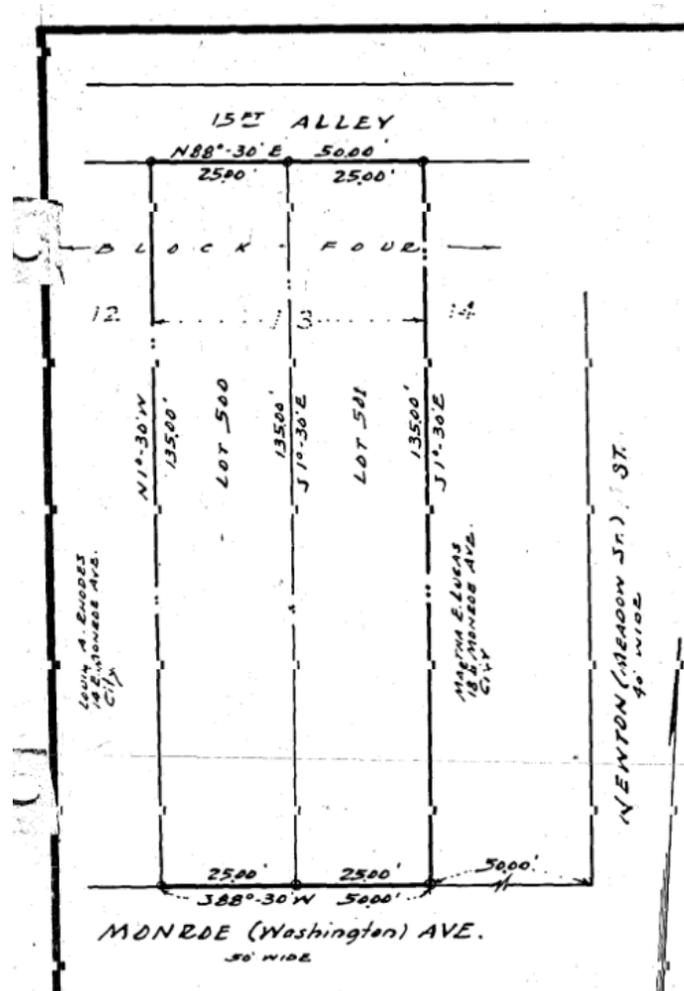


Figure 6 – 1949 Re-subdivision of lot 13, block 4

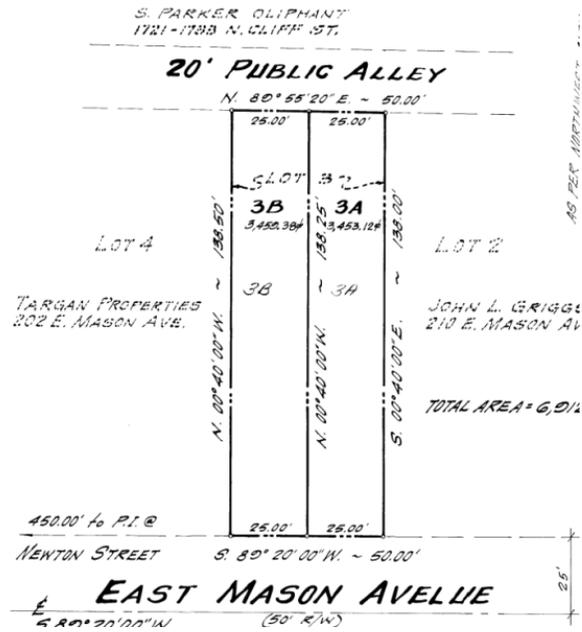


Figure 7 – 1950 Re-subdivision of lot 16, block 4

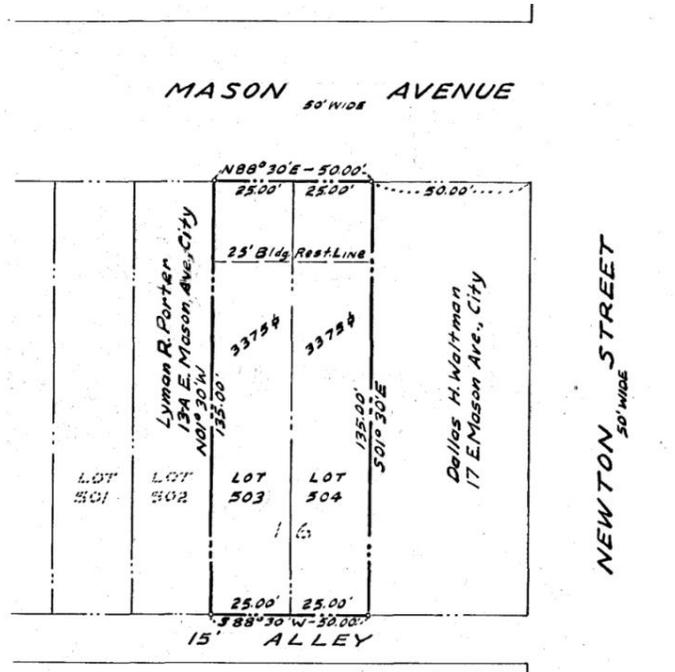


Figure 8 – 1970 Re-subdivision of lot 3, block 2

LOT ANALYSIS

Staff’s area of comparison includes all interior lots within blocks 1 through 4 of the original subdivision that are zoned R-2-5. The area of comparison is shown in Figure 9, below. Table 2 below shows how the proposed lots compare to these lots in terms of width, frontage, and size.

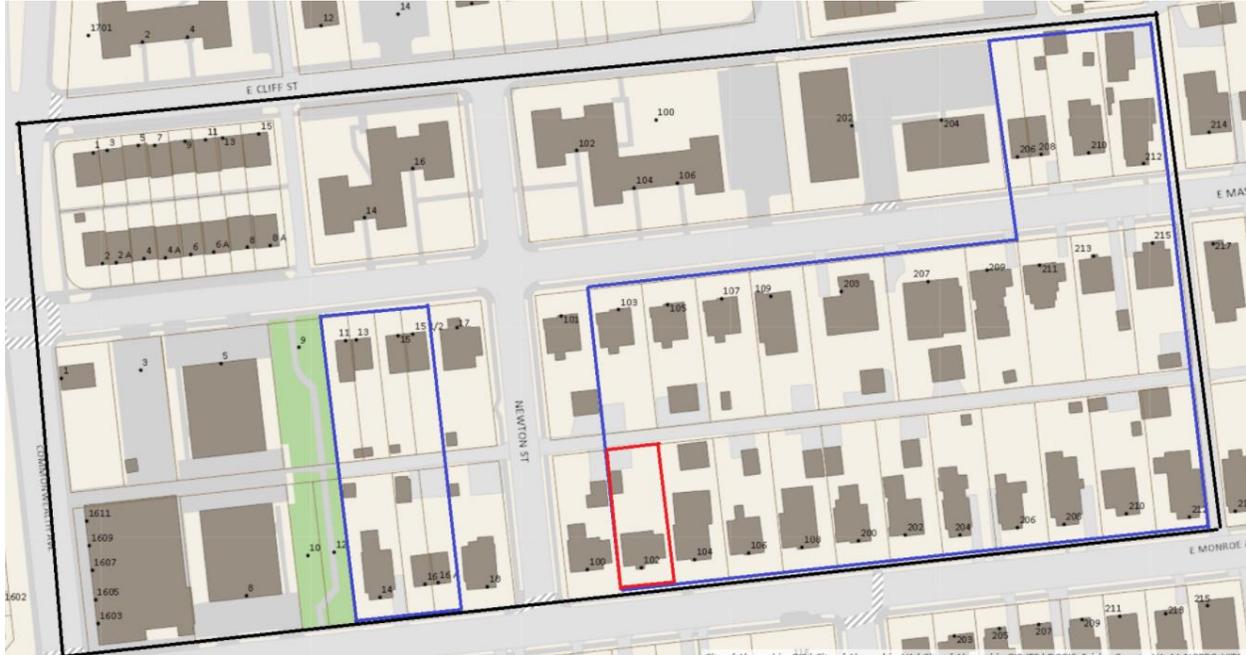


Figure 9 – Area of Comparison (blocks 1 through 4 in outlined in black, similarly situated lots in blue, subject property in red)

Table 2 – Lot Analysis

Address	Width	Frontage	Area
Proposed Lot 500	25 Ft.	25 Ft.	3,375 Sq. Ft.
Proposed Lot 501	25 Ft.	25Ft.	3,375 Sq. Ft.
14 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
16 E. Monroe Ave.	25 Ft.	25 Ft.	3,375 Sq. Ft.
16 A E. Monroe Ave.	25 Ft.	25 Ft.	3,375 Sq. Ft.
104 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
106 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
108 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
200 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
202 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
204 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
206 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
208 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.

210 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
212 E. Monroe Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
11 E. Mason Ave.	25 Ft.	25 Ft.	3,375 Sq. Ft.
13 E. Mason Ave.	25 Ft.	25 Ft.	3,375 Sq. Ft.
15 E. Mason Ave.	25 Ft.	25 Ft.	3,375 Sq. Ft.
15 ½ E. Mason Ave.	25 Ft.	25 Ft.	3,375 Sq. Ft.
103 E. Mason Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
105 E. Mason Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
107 E. Mason Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
109 E. Mason Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
203 E. Mason Ave.	75 Ft.	75 Ft.	10,125 Sq. Ft.
206 E. Mason Ave.	25 Ft.	25 Ft.	3,459 Sq. Ft.
207 E. Mason Ave.	75 Ft.	75 Ft.	10,125 Sq. Ft.
208 E. Mason Ave.	25 Ft.	25 Ft.	3,459 Sq. Ft.
209 E. Mason Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
210 E. Mason Ave.	50 Ft.	50 Ft.	6,900 Sq. Ft.
211 E. Mason Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
212 E. Mason Ave.	50 Ft.	50 Ft.	6,850 Sq. Ft.
213 E. Mason Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.
215 E. Mason Ave.	50 Ft.	50 Ft.	6,750 Sq. Ft.

The proposed lots would have similar orientations and suitability for residential uses and structures as all other lots in blocks 1 through 4 of the original subdivision. These blocks have a wide range of lot frontages, widths, and sizes. The proposed lots would have the same lot sizes, widths, and frontages as the properties located at 16 and 16 A East Monroe Avenue, as well as the properties at 11, 13, 15, 15 ½, 206, and 208 East Mason Avenue. As such, these lots are considered the most similarly situated to the proposed lots in the area of comparison. Therefore, the proposal would be substantially compatible with the established neighborhood character as required by section 11-1710(B).

The proposed lots would also comply with the R-2-5 zone requirements for semi-detached two-family dwellings only. The R-2-5 zone’s minimum lot size and width requirements ensure that properties within the zone are suitable for low-to-medium-density residential uses as required by the Potomac West Small Area Plan Chapter of the City’s Master Plan.

NEIGHBORHOOD OUTREACH AND COMMENTS

Staff notified the Del Ray Citizens Association on December 17, 2025. Staff have not received comments from the DRCA nor any neighbors as of January 16, 2026.

III. CONCLUSION

In summary, staff finds that the proposal would comply with all subdivision requirements. Subject to the conditions contained in Section IV of this report, staff recommends approval of the re-subdivision request.

IV. RECOMMENDED CONDITIONS

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

1. The final subdivision plat shall comply with the requirements of Section 11-1700 of the Zoning Ordinance. (P&Z)
2. The applicant shall covenant that the existing dwelling shall be demolished before either of the following may occur: (a) City approval of any building permits to construct any new dwellings or structures on the subject property or (b) sale of the subdivided lots to individual owners. This covenant shall expire when the subdivided lots are consolidated or the existing dwelling is demolished. This covenant shall be included in the recorded deed of subdivision and the final subdivision plat. (P&Z)

STAFF: Catie McDonald, Urban Planner
 Tony LaColla, AICP, Land Use Services Division Chief
 Sam Shelby, Principal Planner

Staff Note: This plat will expire 18 months from the date of approval unless recorded sooner.

V. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

F-1 Given the existing public alley access to the rear of the property, it is strongly recommended that two access points be implemented for rear access only for the two subdivided properties. (Transportation Engineering/Transportation Planning)

Code Enforcement:

No comments.

Fire:

No comments.

Recreation, Parks & Cultural Activities:

No comments.

Archaeology:

No comments.

Landscape:

No comments.



APPLICATION

SUBDIVISION OF PROPERTY

SUB # _____

PROPERTY LOCATION: 102 E. Monroe Avenue, Alexandria, Virginia

TAX MAP REFERENCE: 43.02 06 22 **ZONE:** R-2-5

APPLICANT:

Name: Alabama Ave L. C., a Virginia limited liability company

Address: [Redacted]

PROPERTY OWNER:

Name: Alabama Ave L. C., a Virginia limited liability company

Address: [Redacted]

SUBDIVISION DESCRIPTION Resubdivision of an existing R-2-5 lot into two new R-2-5 compliant lots. The new lots are substantially of the same character as to suitability for residential use and structures, lot area, orientation, street frontage and alignment to streets of lots in the original subdivision if Cottage Park dedicated in Deed Book 117, page 207 Arlaington County, Virginia.

- THE UNDERSIGNED**, hereby applies for Subdivision in accordance with the provisions of Section 11-1700 of the 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 XI, Section 11-301 (B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- THE UNDERSIGNED**, also attests that all of the information herein provided and specifically including all surveys, drawings, etc., required of the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Duncan W. Blair, Attorney/Agent

DUNCAN W. BLAIR

Print Name of Applicant or Agent
[Redacted]

Signature
[Redacted] N/A

Mailing/Street Address
[Redacted]

Telephone # [Redacted] Fax #

City and State Zip Code

Email address

11 19 25

Date

ALL APPLICANTS MUST COMPLETE THIS FORM.

The applicant is: (check one)

- the 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, unless the entity is a corporation or partnership in which case identify each owner of more than three percent. Alabama Ave L.C., is a Virginia limited liability company. Scott Mitchell is the

sole member of the Alabama Ave L.C. . Scott Mitchell's address is [REDACTED]
[REDACTED]

If property owner or applicant is being represented by an authorized agent, such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?
Copy will be provided on request.

- Yes.** Provide proof of current City business license.
 No. The agent shall obtain a business license prior to filing application, if required by the City Code.

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. Alabama Av L.C.		100%
2. Scott Mitchell		100% of Alabama Av L.C.
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 102 E. Monroe Ave, Alexandria, Va. (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. Alabama Av L.C.		100%
2. Scott Mitchell		100% of Alabama Av L.C.
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. Alabama Av L.C.	None	
2. Scott Mitchell	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.

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.

11 19 25

Duncan W. Blair, Attorney/Agent



Date

Printed Name

Signature

WAIVER OF RIGHT TO AUTOMATIC APPROVAL

**SUBMITTED TO
THE DEPARTMENT OF PLANNING & ZONING
CITY OF ALEXANDRIA, VIRGINIA**

102 E. Monroe Ave.

PROJECT NAME: _____

102 E. Monroe Ave.

PROJECT ADDRESS: _____

DESCRIPTION OF REQUEST:
Resubdivision of an existing R-2-5 lot into two new R-2-5 compliant lots.

THE UNDERSIGNED, hereby waives the right to the 45 day automatic approval provision of Section 11-1708 (B)(2) of the Zoning Ordinance of the City of Alexandria, Virginia, for the application stated above. This waiver is limited to the number of days between the filing deadline of 11 25 25 and the PC hearing on 2 3 26 in excess of 45 day.

Date: 11 19 25

- Applicant
- Agent

Signature: 

Duncan W. Blair, Attorney/Agent

Printed Name: _____

