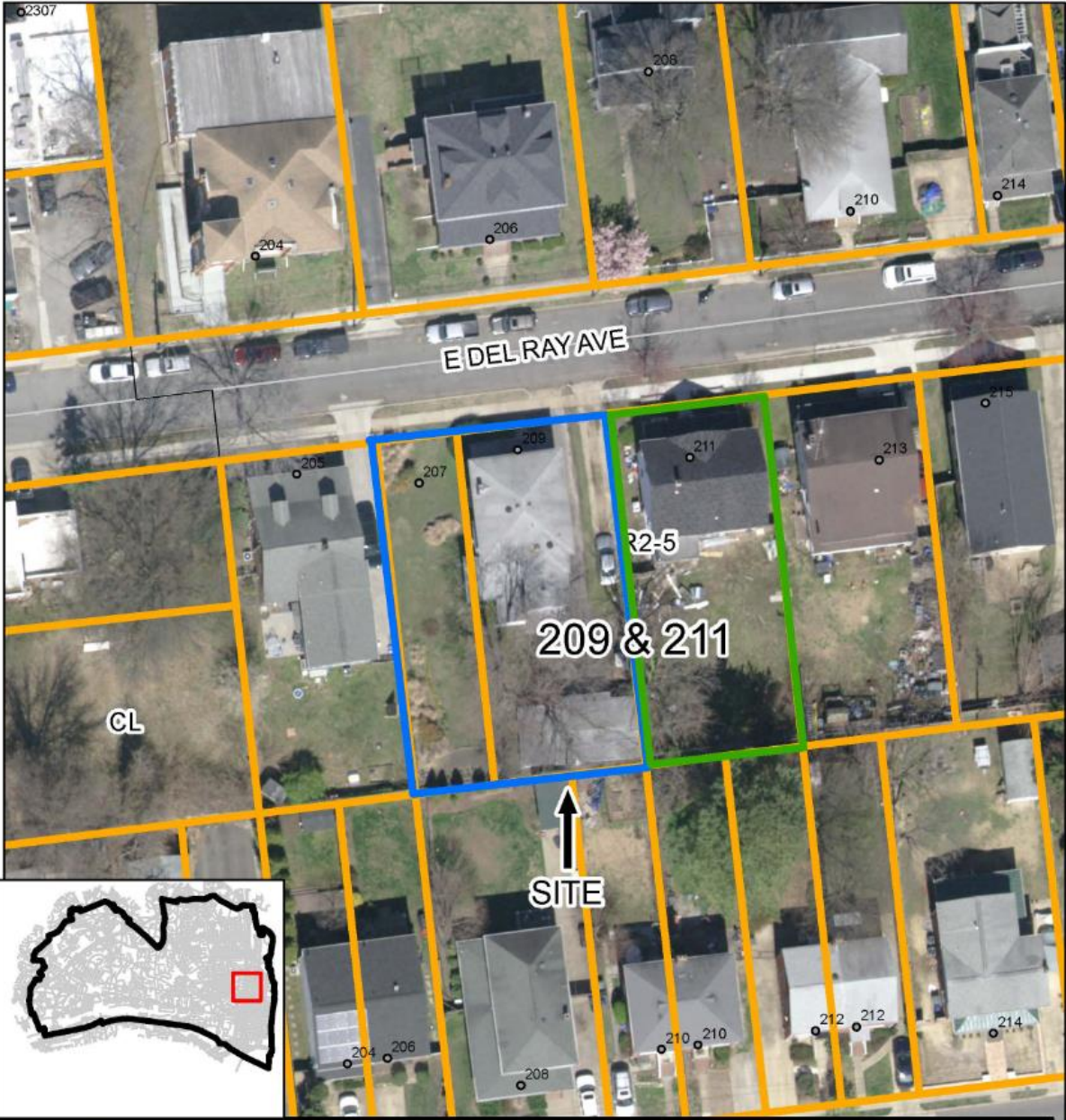


DOCKET ITEM #
Subdivision #2024-00002
209 & 211 East Del Ray Avenue

| Application | General Data | |
|---|--------------------------------------|-------------------|
| Request: Public Hearing and consideration of a request for a subdivision to re-subdivide two existing lots. | Planning Commission Hearing: | May 7, 2024 |
| | Final Plat to be Recorded By: | November 7, 2025 |
| Address: 209 & 211 East Del Ray Avenue | Zone: | R-2-5/Residential |
| Applicant: Angela Ambrose and Windmill Hill LLC | Small Area Plan: | Potomac West |

| |
|--|
| Staff Recommendation: APPROVAL subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report. |
| Staff Reviewers: Catie McDonald, catherine.mcdonald@alexandriava.gov Sam Shelby, sam.shelby@alexandriava.gov |
| <u>PLANNING COMMISSION ACTION, MAY 7, 2024:</u> By unanimous consent, the Planning Commission voted to approve subdivision request, SUB2024-00002. |
| <u>Reason:</u> The Planning Commission agreed with staff analysis. |



SUB#2024-00002
209 & 211 E Del Ray Avenue



0 20 40 80 Feet

I. DISCUSSION

The applicants, Angela Ambrose and Windmill Hill LLC, represented by attorneys Shannon Peak and Duncan Blair, respectively, request approval to re-subdivide two existing lots at 209 and 211 East Del Ray Avenue in the R-2-5 zone. Staff recommends approval of the subdivision request.

SITE DESCRIPTION

The subject properties, featured in Figure 1, below, are two rectangular lots of record, addressed as 209 and 211 East Del Ray Avenue. The property at 209 East Del Ray Avenue (Existing Lot 5825) has a lot size of 8,625 square feet, a lot width of 66.85 feet, and a lot frontage of 66.85 feet. The property at 211 East Del Ray Avenue (Existing Lot 500) has a lot size of 5,750 square feet, a lot width of 44.56 feet, and a lot frontage of 44.56 feet. Single unit and semi-detached dwellings, as well as some commercial buildings, surround the subject properties. A single-unit dwelling occupies each property. According to Real Estate records, the dwelling at 209 East Del Ray Avenue was built in 1928 and the dwelling at 211 East Del Ray Avenue was built in 1925. The dwelling at 209 E. Del Ray Avenue is currently under renovation (see below).

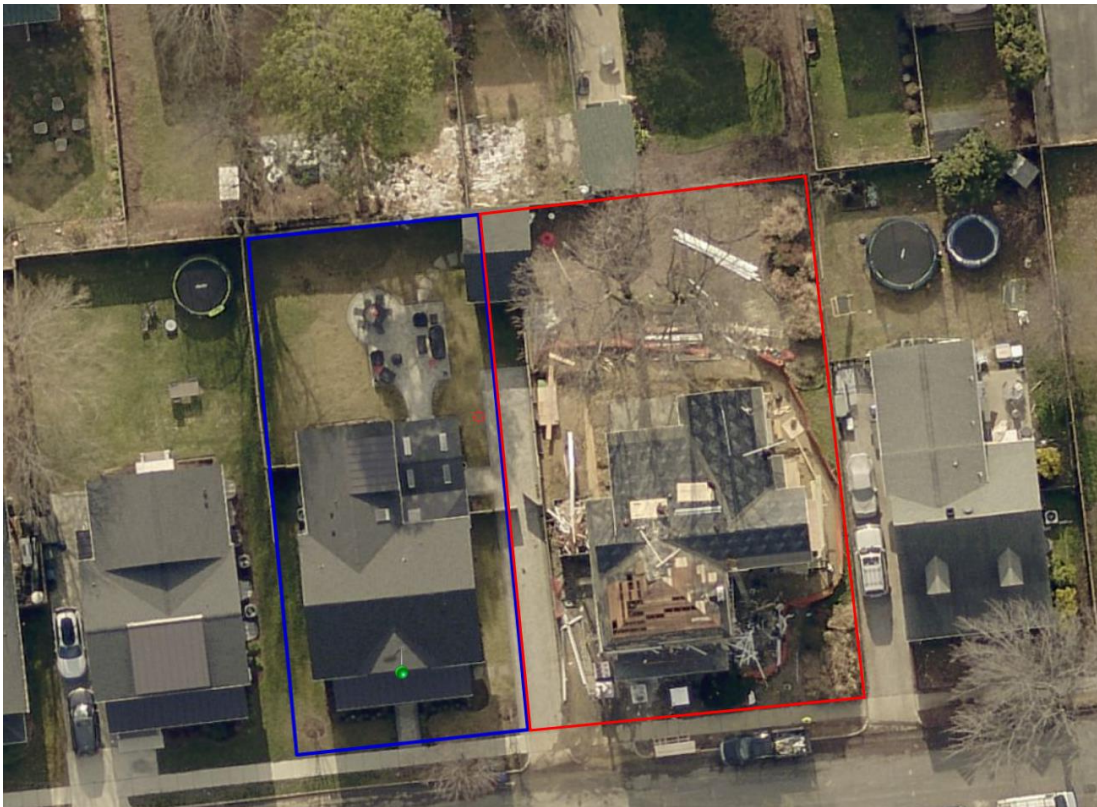


Figure 1 - Subject properties (Existing Lot 500 in blue, Existing Lot 5825 in red)

SUBDIVISION BACKGROUND

The subject properties were created by the April 16, 1894 Charles E. Woods Subdivision of Del Ray, Alexandria County, Virginia. The lots in the original subdivision each had approximately 2,875 square feet of lot area and 25 feet of lot frontage. Existing Lot 5825 is a consolidation of three lots created by the original subdivision and Existing Lot 500 is a consolidation of two of these lots. Neither of the subject properties have been re-subdivided since their creation in 1894.

PROPOSAL

The applicant requests approval to re-subdivide Existing Lots 5825 and 500. Proposed Lot 6825 (209 East Del Ray Avenue) would have 64.5 feet of frontage and would have a total lot size of 7,330 square feet. Proposed Lot 601 (211 East Del Ray Avenue) would have 60.5 feet of lot frontage and would have a total lot size of 7,045 square feet. Both lots would retain a mostly rectangular shape with a small, four-foot notch in the proposed property line at the rear of the lots. This notched area would be created to encompass the existing frame garage on Proposed Lot 601, which the owners currently access via an access easement on Existing Lot 5825. Existing and proposed lots are shown in Figures 2 and 3, below.

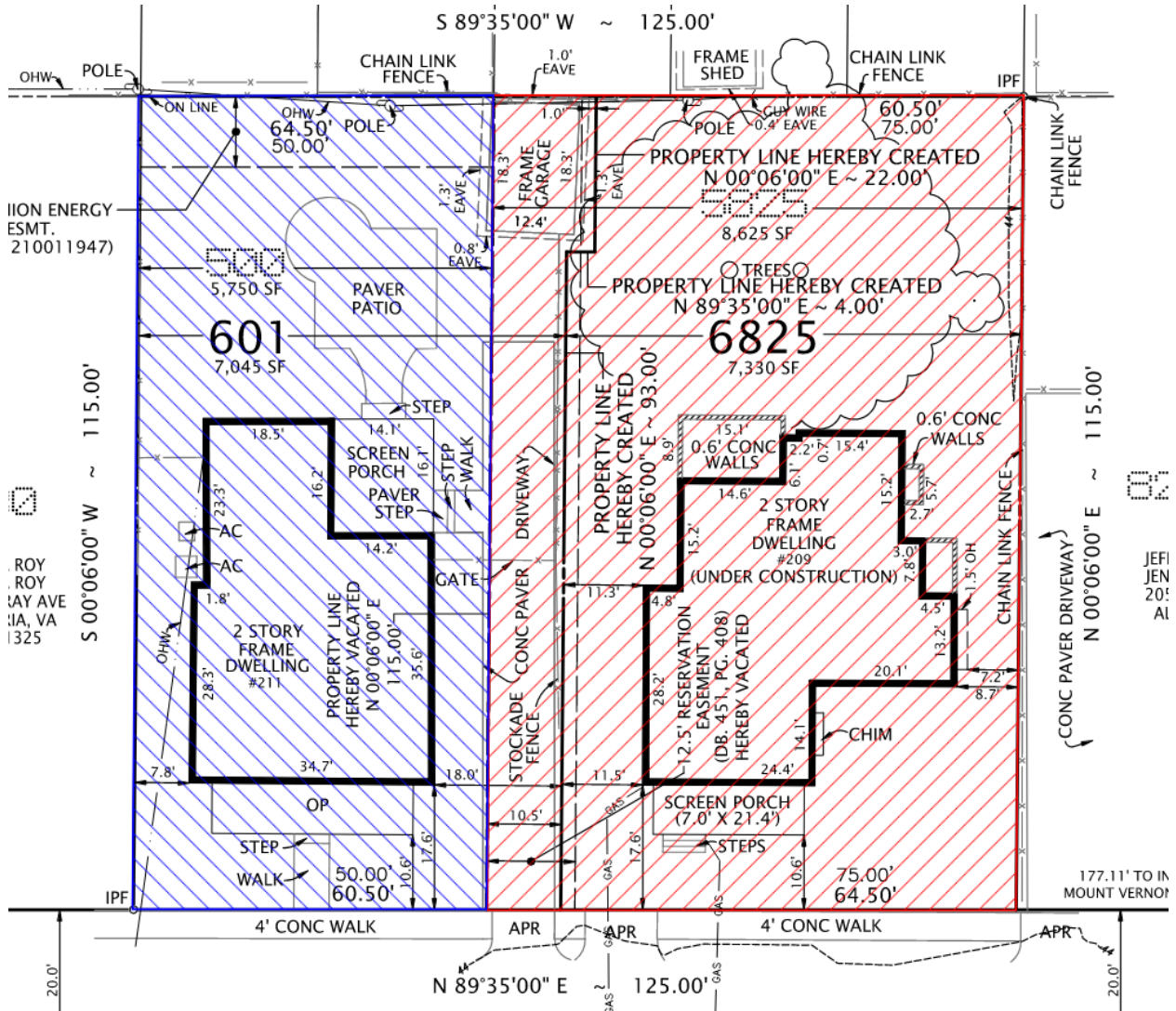


Figure 2 – Existing Lots (Lot 500 in blue, Lot 5825 in red)

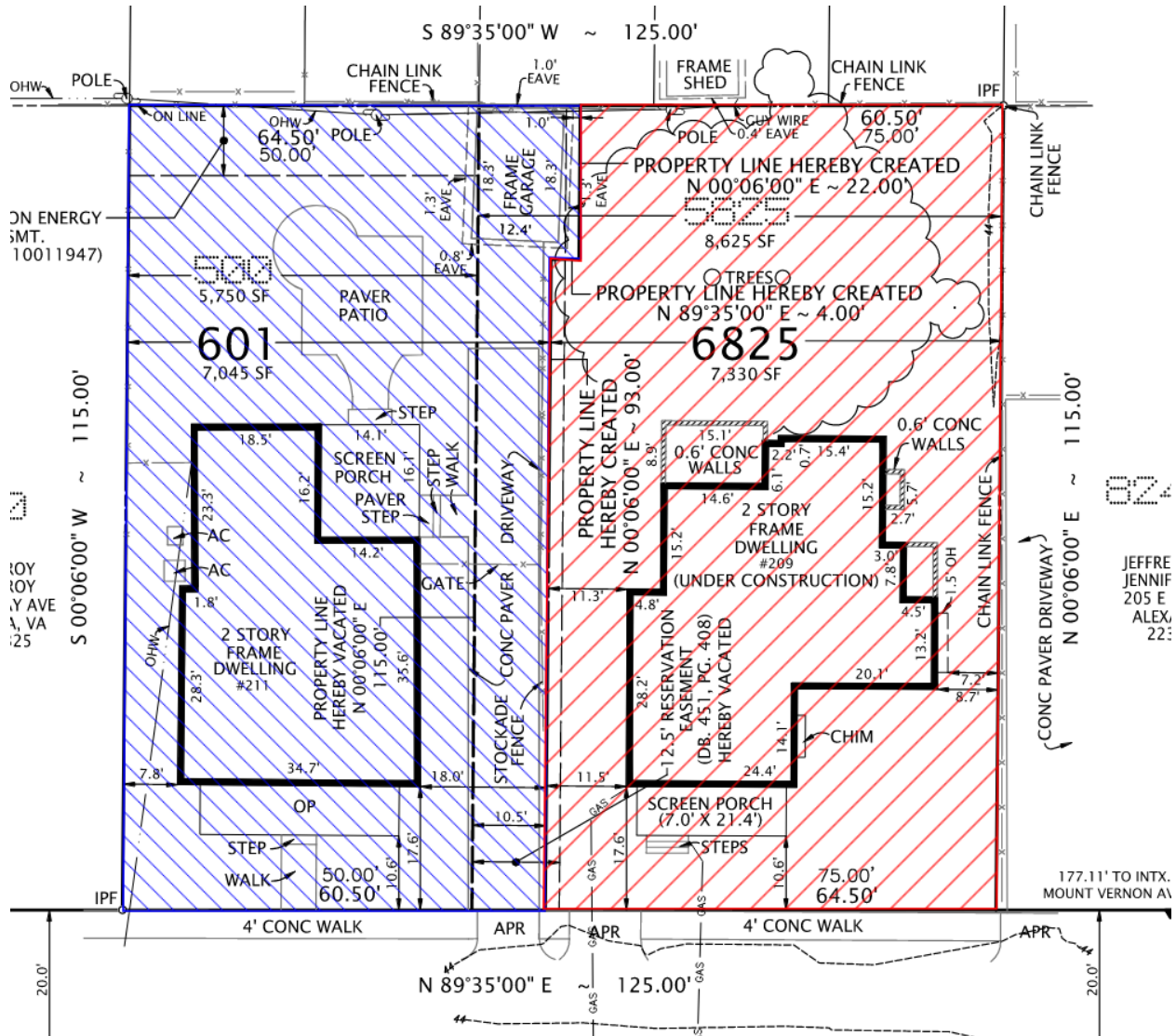


Figure 3 – Proposed Lots (Lot 601 in blue, Lot 6825 in red)

ZONING/MASTER PLAN DESIGNATION

The subject property is zoned R-2-5/Residential and both proposed lots would comply with all lot requirements for single-unit dwellings as shown in Table 1. The existing frame garage, which has been in place since at least 1944, is a legally noncomplying structure because it does not meet the required rear-yard setback.

Any future development would be required to comply with all applicable provisions of the 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.

Table 1: R-2-5 Zoning Requirements

| | Required/ Permitted | Existing | | Proposed | |
|-------------------------|------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------|
| | | Lot 500 | Lot 5825 | Lot 601 | Lot 6825 |
| Lot Size | 5,000 Sq. Ft. | 5,750 Sq. Ft. | 8,625 Sq. Ft. | 7,045 Sq. Ft. | 7,330 Sq. Ft. |
| Width | 50 Ft. | 50 Ft. | 75 Ft. | 60.50 Ft. | 64.50 Ft. |
| Frontage | 40 ft. | 50 Ft. | 75 Ft. | 60.50 Ft. | 64.50 Ft. |
| Front Yard | 17.6 - 60.0 Ft. | 17.6 Ft. | 17.6 Ft. | 17.6 Ft. | 17.6 Ft. |
| Side Yard (East) | 7 Ft.; 1:3 ratio | 7.8 Ft. (House) 47.75 Ft. (Garage) | 21.9 Ft. (House) 0 Ft. (Garage) | 7.8 Ft. (House) 47.75 Ft. (Garage) | 11.5 Ft. |
| Side Yard (West) | 7 Ft.; 1:3 ratio | 7.6 Ft. (House) 0 Ft. (Garage) | 8.7 Ft. (House) 61.54 Ft. (Garage) | 18.0 Ft. (House) 1 Ft. (Garage) | 8.7 Ft. |
| Rear Yard | 7 Ft.; 1:1 ratio | 45.7 Ft. (House) 0 Ft. (Garage) | 45.2 Ft. (House) 0 Ft. (Garage) | 45.7 Ft. (House) 0 Ft. (Garage) | 45.2 Ft. |
| Floor Area | 0.45 | 0.45 | 0.34 | 0.37 | 0.41 |

II. STAFF ANALYSIS

Staff recommends approval of the applicant’s subdivision request. The proposal would result in lots that comply with all R-2-5 zoning and subdivision requirements. The proposed lots would be in character with the lots on the block and all other lots within the surrounding Charles E. Woods Subdivision of Del Ray in terms of lot area, width, and frontage, as required by Section 11-1710(B). Staff analysis of section 11-1710(B) follows.

A. Neighborhood Character Analysis

Similarly Situated Lots

The applicants’ proposed re-subdivision would create lots that would feature the same characteristics as similarly situated lots within the original subdivision. The subject properties are within the Charles E. Wood Subdivision of Del Ray; the section of the original map containing the subject properties is shown below.



Figure 4: Map Section of Original Charles E. Wood Subdivision of Del Ray (subject properties in blue)

The entire Charles E. Wood Subdivision of Del Ray in its current configuration, and the area of comparison, is outlined in red in Figure 4, below.

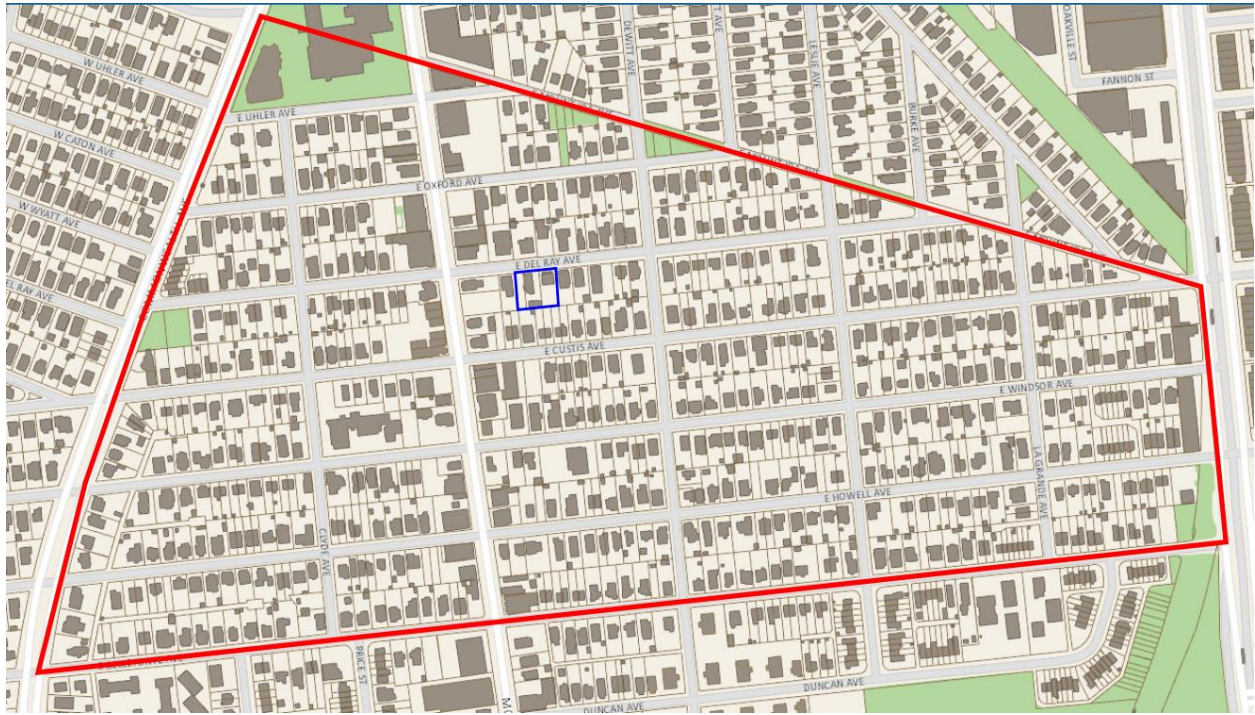


Figure 5 – Total Charles E. Wood Subdivision of Del Ray and Area of Comparison (Subject Properties in blue)

The proposed lots' characteristics are consistent with similarly situated lots in terms of lot sizes, widths, and frontages. The proposed lots' shapes are rectangular with a small 4-foot notch in the property line near the rear of the lots. Given the minimal size of this notch, staff finds that the proposed lots would be substantially the same character as the lots in the original subdivision. These similarly situated lots are comparable to the proposed lots as they also front East Del Ray Avenue and have similar rectangular shapes; they are discussed in detail under the Lot Analysis section.

Lot Analysis

The lot analysis for proposed lots 601 and 6825 includes the five lots outlined in blue in Figure 5. These lots were included because they are interior lots with frontage on East Del Ray Avenue, are adjacent to the subject properties, and they express the range of lot areas, widths, and frontages on this block of the Charles E. Wood Del Ray Subdivision. Table 2 below shows how the proposed lots compare to the similarly situated lots within the area of comparison in terms of width, frontage, and size.

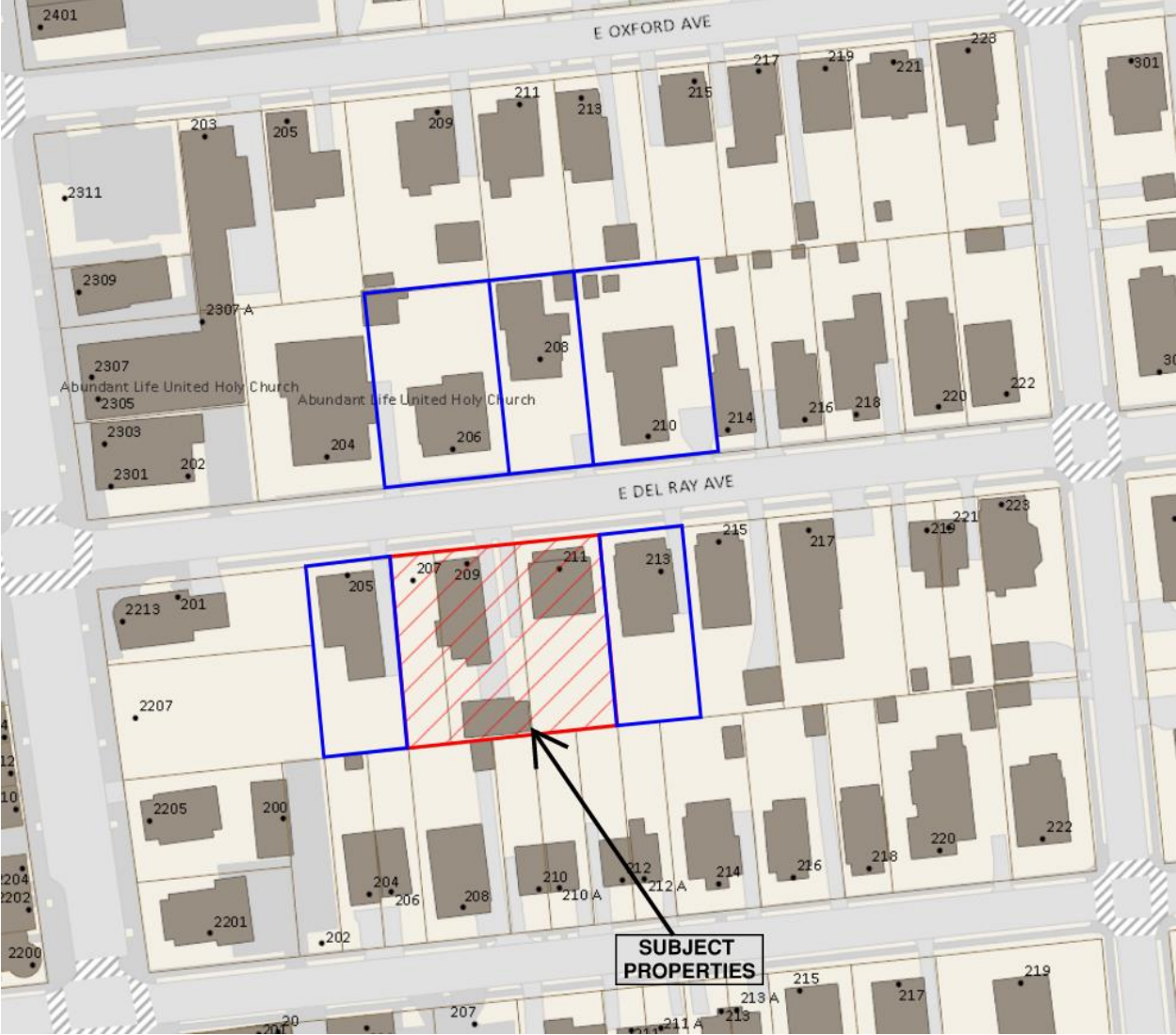


Figure 6 – Area of Comparison with Similarly Situated Lots (outlined in blue)

Table 2 – Lot Analysis

| | Width | Frontage | Size |
|---------------------|-----------|-----------|---------------|
| Proposed Lot 601 | 60.50 Ft. | 60.50 Ft. | 7,045 Sq. Ft. |
| Proposed Lot 6825 | 64.50 Ft. | 64.50 Ft. | 7,330 Sq. Ft. |
| 205 E. Del Ray Ave. | 50 Ft. | 50 Ft. | 5,750 Sq. Ft. |
| 206 E. Del Ray Ave. | 75 Ft. | 75 Ft. | 8,625 Sq. Ft. |
| 208 E. Del Ray Ave. | 50 Ft. | 50 Ft. | 5,750 Sq. Ft. |
| 210 E. Del Ray Ave. | 75 Ft. | 75 Ft. | 8,625 Sq. Ft. |
| 213 E. Del Ray Ave. | 50 Ft. | 50 Ft. | 5,750 Sq. Ft. |

The proposed lots would be similar in width, frontage, and area to other similarly situated lots. As such, they would be substantially compatible with established neighborhood character as required by section 11-

1710(B). Further, the proposed lots would comply with the R-2-5 zone requirements. 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.

B. Additional Considerations

Noncomplying Structure

The zoning ordinance defines a noncomplying structure as “any building or structure that existed prior to the effective date [June 24, 1992] of any change in the zoning regulations or restrictions, but which thereafter, by reason of such change, is not in compliance with the zoning regulations or restrictions then in effect.” Therefore, the existing garage is considered a noncomplying structure as it does not meet the required rear setback and existed since at least 1944.

Section 1710(B) of the zoning ordinance describes the requirements of a subdivision. Requirement (3) states, “no resubdivision shall be approved which results in the creation or the continuation of a lot, building or structure which does not comply with the provisions of this ordinance, unless the commission expressly authorizes a variation pursuant to section 11-1713 of this ordinance.” However, per zoning ordinance Section 12-202, noncomplying structures shall be considered legal structures and allowed to continue indefinitely with specific restrictions regarding expansion, reconstruction, repairs and maintenance, and residential reuse. As the subdivision does not include any of the restricted changes described above, the existing frame garage is a permitted, legal structure, complies with the zoning ordinance, and meets the requirements of section 11-1710(B)(3).

Neighborhood Comments

Staff notified the Del Ray Citizens Association (DRCA) on March 8 and March 14, 2024, of the proposed subdivision. Staff have not received any comments from the DRCA as of April 24, 2024.

III. CONCLUSION

In summary, proposed Lots 601 and 6825 would adhere to all the subdivision at R-2-5 zone requirements. The lots would be substantially similar in character to similarly situated lots.

Subject to the conditions contained in Section II 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)

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 (September 5, 2025) unless recorded sooner.

V. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

C-1 Property corners should be set now and prior to final Subdivision Plat submission and approval. Please let [Survey] know when the property corners have been set. (Survey)

Code Enforcement:

No comments.

Fire:

No comments.

Recreation, Parks & Cultural Activities:

No comments received.

Archaeology:

No comments.

Landscape:

No comments.



APPLICATION

SUBDIVISION OF PROPERTY

\$3,000

Filing Fee

02/12/2024

Filing Deadline

05/07/2024

Planning Commission Hearing

REQUIREMENTS FOR MAILING NOTICES:

Applicants must send written notice to all abutting property owners. See detailed instructions on "Notice Requirements."

Mail certified or registered notice of hearings between 04/07/24 and 04/27/24.

Return notice materials to Department of Planning & Zoning by 04/30/24.

WAIVER REQUIRED FOR EARLY SUBMISSIONS:

For any subdivision application submitted 45 days or more prior to the hearing date, the applicant must sign a "Waiver of Right to Automatic Approval" or wait to file the application after the 45-day time limit.

INSTRUCTIONS SUBDIVISION OF PROPERTY APPLICATION

FILING DEADLINE. Subdivision applications must be submitted to the Department of Planning & Zoning at least 49 calendar days prior to the hearing date. Failure to submit all required information and plans by the filing deadline will result in the application being deferred to a later hearing date.

APPLICATION FORMS. Complete all parts of the application form.

PLATS. Applicants must submit a PDF of the proposed subdivision plat to scale with the subdivision application. Plats must comply with the minimum requirements of Section 11-1706 of the Zoning Ordinance. (See attached Checklist).

FILING FEE. See current fee scheduled available on the City's website.

PROPERTY OWNER NOTIFICATION. Applicants must send written notice to all abutting property owners; notices must be sent by certified or registered mail **at least 10 days and not more than 30 days** prior to the Planning Commission Public Hearing. Applicants may use the notice form supplied with the application forms. In the event the application is deferred, notification must be given again.

The following must be submitted to the Department of Planning & Zoning no later than **five business days** prior to the Planning Commission Public Hearing:

- a copy of the notice letter sent,
- a copy of the list of the names and addresses of those persons to whom notice was sent,
- a copy of the post office receipts for the certified or registered mail,
- a certification of notice statement that notice was sent by certified or registered mail to those to whom notice is required to be given.

Failure to send accurate or correct notices will result in deferral of the application to a later hearing date. Property ownership information is to be obtained from the City Real Estate Assessment Office, Room 2600, City Hall, 301 King Street.

STAFF REPORT. A staff report and recommendation will be prepared and made available on the City's website. The report is typically available seven business days prior to the Planning Commission Public Hearing.

**FOR ASSISTANCE WITH ANY OF THESE PROCEDURES,
PLEASE CALL THE DEPARTMENT OF PLANNING & ZONING AT 703.746.4666**



APPLICATION

SUBDIVISION OF PROPERTY

SUB # _____

PROPERTY LOCATION: 209 & 211 E Del Ray Avenue, Alexandria, VA 22301

TAX MAP REFERENCE: 034.02-12-05 & 034.02-12-31 **ZONE:** R 2-5

APPLICANT:

Name: Angela Ambrose SEE ATTACHED.

Address: 211 E Del Ray Avenue, Alexandria, VA 22301

PROPERTY OWNER:

Name: Angela Ambrose SEE ATTACHED.


Address: 211 E Del Ray Avenue, Alexandria, VA 22301

SUBDIVISION DESCRIPTION

Request for approval of a plat of resubdivision to adjust the boundaries between two complying R 2-5 lots into two new complying R 2-5 lots.
The new resubdivided lots are substantially the same character as to suitability for residential use and structures, lot areas, orientation, street frontage, and alignment to streets.

- 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.

Shannon Peak, Attorney Agent
 Print Name of Applicant or Agent
124 S Royal St
 Mailing/Street Address
Alexandria, Virginia 22314
 City and State Zip Code


 Signature
571-620-1944 571-620-1931
 Telephone # Fax #
speak@shannonwright.law
 Email address
02/12/2024
 Date

APPLICATION OF SUBDIVISION OF PROPERTY

Property Location: 209 & 211 E Del Ray, Alexandria, Virginia

Additional Applicant and Owners: Windmill Hill LLC

Owner of: 209 E Del Ray
Alexandria, Virginia 22301

Business Address: 2401 Mount Vernon Avenue, Unit B,
Alexandria, Virginia 22301

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.

Angela Ambrose owns 100% of 211 E Del Ray Avenue, Alexandria, Virginia.
Windmill Hill LLC owns 100% of 209 E Del Ray Avenue, Alexandria, Virginia.

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?

- 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. | Angela A. Ambrose | 211 E Del Ray Avenue, Alexandria, VA | 100% |
| 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 209&211 E Del Ray Avenue, Alexandria, VA 2230(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. | Angela A. Ambrose | 211 E Del Ray Avenue, Alexandria, VA | 100% |
| 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. | Angela A. Ambrose | None | Planning Commission |
| 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.

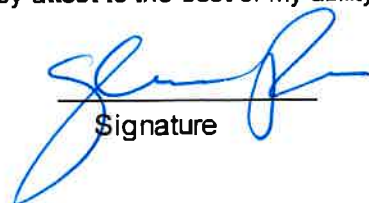
As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

02/12/2024

Date

Shannon Peak, Attorney Agent

Printed Name



Signature

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. Windmill Hill LLC, a Virginia limited liability company | 2401 Mt. Vernon Ave. Unit B Alexandria, Va 22301 | 100% |
| 2. James Michael Dameron | 2401 Mt. Vernon Ave. Unit B Alexandria, Va 22301 | 50% of Windmill Hill LLC |
| 3. Misty L Dameron | 2401 Mt. Vernon Ave. Unit B Alexandria, Va 22301 | 50% of Windmill Hill LLC |

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 209 East Del Ray, Alexandria, Virginia (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. Windmill Hill LLC, a Virginia limited liability company | 2401 Mt. Vernon Ave. Unit B Alexandria, Va 22301 | 100% |
| 2. James Michael Dameron | 2401 Mt. Vernon Ave. Unit B Alexandria, Va 22301 | 50% |
| 3. Misty L. Dameron | 2401 Mt. Vernon Ave. Unit B Alexandria, Va 22301 | 50% |

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](#).

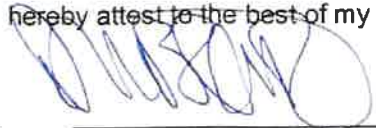
| Name of person or entity | Relationship as defined by Section 11-350 of the Zoning Ordinance | Member of the Approving Body (i.e. City Council, Planning Commission, etc.) |
|--|---|---|
| 1. Windmill Hill LLC, a Virginia limited liability company | None | Planning Commission |
| 2. James Michael Dameron | None | Planning Commission |
| 3. Misty L. Dameron | None | Planning Commission |

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.

2/9/2024

Duncan W. Blair, Attorney



Date

Printed Name

Signature



2023 City of Alexandria Business License

Finance Department, Revenue Administration Division, City of Alexandria
301 King Street, Room 1700, Alexandria, VA 22314
Phone: 703.746.4800 <http://www.alexandriava.gov/>

License Number: 148654-2023
Account Number: 148654
Tax Period: 2023
Business Name: Shannon & Wright LLP
Trade Name: Shannon & Wright LLP
Business Location: 124 S ROYAL ST
Alexandria, VA 22314

Shannon & Wright LLP
124 S ROYAL ST
Alexandria, VA 22314

License Classification(s):
Professional Occupations/Businesses
9-071-007
Attorney-At-Law

March 30, 2023

Dear Taxpayer:

This is your 2023 City of Alexandria Business License. The bottom portion of this page is perforated to allow you to tear off and post the business license in your establishment.

If you paid for your business license via check, please be aware that if your check is not honored by your financial institution, this business license shall be invalid.

As with all taxes, our goal is to administer Business License taxes fairly and in accordance with Commonwealth and Locality code. Our staff strives to provide professional assistance and quality customer service. Your satisfaction is important to us and your comments are always welcome.

If you have any questions regarding this letter, please visit <http://www.alexandriava.gov/> or contact my office via phone at 703.746.4800.

Finance Department, Revenue Administration Division, City of Alexandria

Keep this letter for your records.

City of Alexandria Business License

Revenue Administration Division, City of Alexandria, 301 King Street, Room 1700, Alexandria, VA 22314



License Number: 148654-2023
Account Number: 148654
Tax Period: 2023
Business Name: Shannon & Wright LLP
Trade Name: Shannon & Wright LLP
Business Location: 124 S ROYAL ST
Alexandria, VA 22314
License Classification(s): Professional Occupations/Businesses
9-071-007
Attorney-At-Law

This license has been issued by the Revenue Administration Division of the City of Alexandria and is granted to:

Shannon & Wright LLP
124 S ROYAL ST
Alexandria, VA 22314

MATERIALS CHECKLIST

SUBDIVISION OF PROPERTY APPLICATION

The following materials are required for a **preliminary subdivision submission**.

- COMPLETED SUBDIVISION APPLICATION FORM**
- FILING FEE** of \$2,000 plus \$500.00/lot for each lot including outlots if total lots <10; or \$3,000 plus \$500.00/lot for each lot including outlots if 10 or more total lots.
- WAIVER OF RIGHT TO AUTOMATIC APPROVAL FORM**
- PRELIMINARY PLAT TO SCALE**

Format:

- PDF of the plat
- Scale no less than 100' to 1"

Required contents:

- Subdivision name
- Name, address of owner of record and the applicant
- Name, address, certificate number and seal of the surveyor or engineer
- Gross area in acres and total number of buildings, lots or sites involved
- Date, scale and north point with reference to source of meridian
- Zoning of the property
- A form or space, not less than two and one-quarter by three and one-half inches, on which approval by the commission may be shown
- Lot lines with the dimensions of the length and width of the lots
- In the case of resubdivisions, all lot lines or lot numbers that are proposed to go out of existence by reason of the resubdivision shall be shown by dotted lines and numbers
- Location of the property immediately adjoining the proposed subdivision and the names and addresses of all its owners
- Location and width of all proposed streets, alleys and public areas and their dimensions
Points of connection with the city sewer system
- Location of all easements, reservations, and highway setbacks, as established by section 7-1006 of the zoning ordinance
- The width and name of adjacent existing streets, alleys, easements and public utilities, including without limitation, liens for water, gas, electric, telephone, storm and sanitary sewer, and railroads shown graphically
- Limits of floodplains and resource protection areas
- Location of any grave or object or structure marking a place of burial

SUBDIVISION APPLICATION MATERIALS CHECKLIST (cont'd)

- In the following cases the preliminary plat shall be superimposed on a topographic map, at a scale of not greater than 100 feet to the inch, showing contours at intervals not greater than two feet or greater intervals when permitted by the director, and correlated to the U.S. Coast and Geodetic Survey datum, for the purpose of showing the character and drainage of the land:
 - a. Whenever any land within the parcel subdivided is to be dedicated to public use; or
 - b. For all subdivisions containing lots or parcels of less than one-half acre.
- Proposed street grade data and the method of storm water disposal
- General location, dimension, size, height, and species of major trees and shrubs
- Existing buildings with dimensions from the buildings to the nearest lot lines When known, areas that can reasonably be expected to or which do contain soils or materials contaminated with, but not limited to heavy metals, petroleum products, PCB's, pesticides, flyash, or other toxic or hazardous materials
- When known, underground storage tanks
- When known, areas located within 1,000 feet of a former sanitary landfill, dump, or disposal area
- When known, areas with the potential of generating combustible gases

FINAL PLAT (Mylar)

Required contents:

- All of the information required of a preliminary plat under Section 11-1706(D), except for items 16-24
- The location of all metals monuments of not less than one inch in diameter and 24 inches in length shown this: O, and located in the ground at each intersection of streets and alleys with plat boundary lines, and at all points on a street, alley and boundary lines where there is a corner, change in direction, or curvature
- A surveyor's or engineer's seal and certificate of survey in the following form, which may be modified to accommodate title information (see Section 11-1709 B(3) for language)
- A curve table containing the following for all curvilinear boundaries and street centerlines; delta, radius, arc, tangent, chord and chord bearing. All distances shall be shown to the nearest one-hundredth of a foot; angles or bearings to the nearest ten seconds.

See Section 11-1700 of the Alexandria Zoning Ordinance for additional information

WAIVER OF RIGHT TO AUTOMATIC APPROVAL

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

PROJECT NAME: 209 & 211 E Del Ray Avenue, Alexandria, VA 22301

PROJECT ADDRESS: 209 & 211 E Del Ray Avenue, Alexandria, VA 22301

DESCRIPTION OF REQUEST:

~~Request for approval of a plat of resubdivision to adjust the boundaries between two complying R-2-5 lots into two new complying R-2-5 lots. The new resubdivided lots are substantially the same character as to suitability for residential use and structures, lot areas, orientation, street frontage, and alignment to streets.~~

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. The waiver is limited to the number of days between the filing deadline of 2/12/2024 and the hearing date of 05/07/2024 that are in excess of 45 days.

Date: 2/11/2024

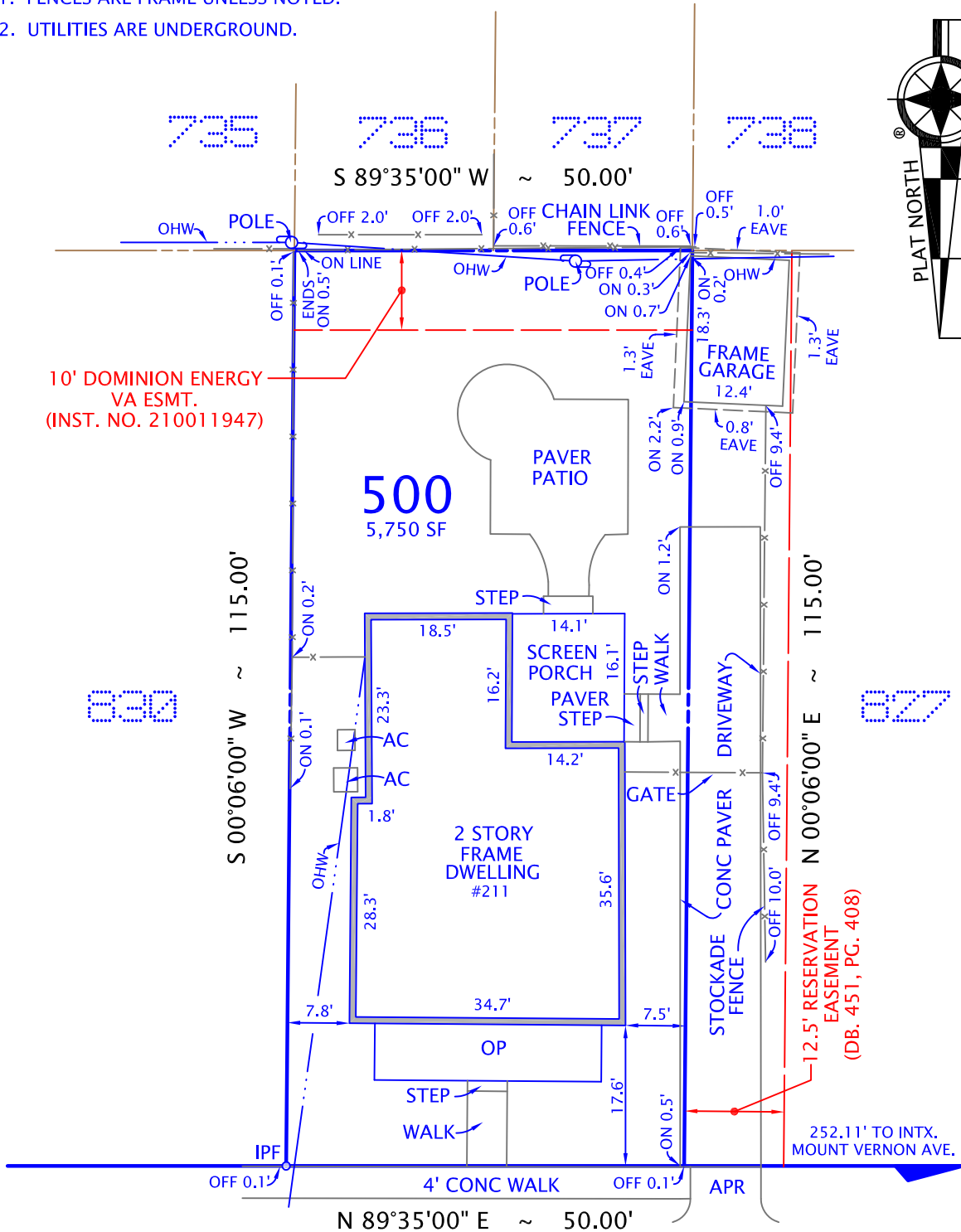
Applicant

Agent

Signature: 

Printed Name: Shannon Peak, Attorney and Agent

NOTES: 1. FENCES ARE FRAME UNLESS NOTED.
 2. UTILITIES ARE UNDERGROUND.



EAST DEL RAY AVENUE

(RECORDED AS PEYTON AVENUE)
 40' WIDE

PLAT

SHOWING HOUSE LOCATION ON

LOT 500

OF A CONSOLIDATION OF LOTS 828 & 829

DEL RAY

(INSTRUMENT NUMBER 210006302)

CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1" = 20'

DECEMBER 13, 2023

I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY AND UNLESS SHOWN THERE ARE NO VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.
 A TITLE REPORT WAS NOT FURNISHED.
 NO CORNER MARKERS SET.



DOMINION SURVEYORS®

ORDERED BY:

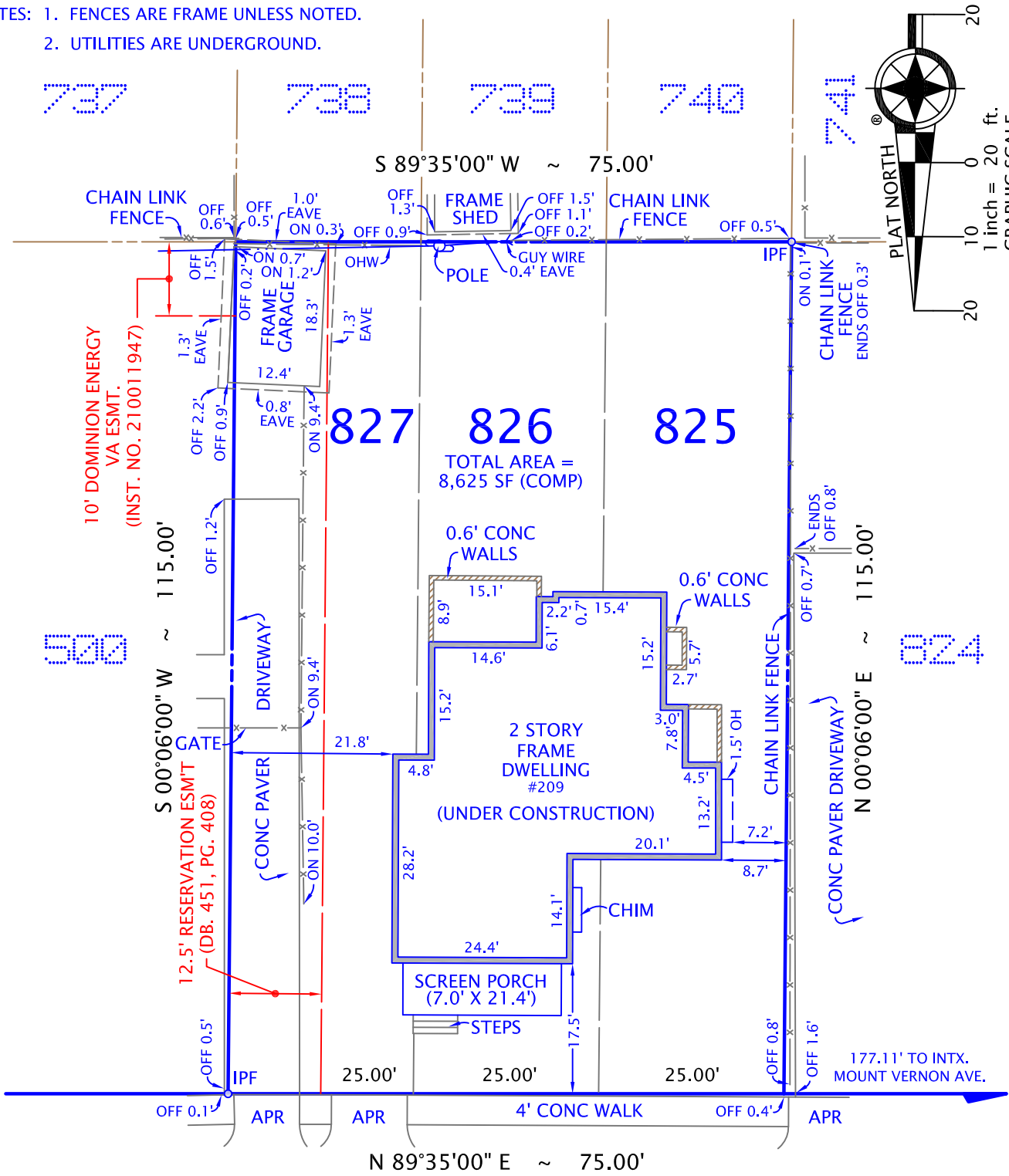
AMBROSE
 ANGELA AMBROSE



8808-H PEAR TREE VILLAGE COURT
 ALEXANDRIA, VIRGINIA 22309
 703-619-6555
 www.dominionsurveyors.com

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NOTES: 1. FENCES ARE FRAME UNLESS NOTED.
 2. UTILITIES ARE UNDERGROUND.



EAST DEL RAY AVENUE

(RECORDED AS PEYTON AVENUE)
 40' WIDE

PLAT

SHOWING HOUSE LOCATION ON
 LOTS 825, 826, & 827

DEL RAY

(ARLINGTON COUNTY DEED BOOK O-4, PAGE 440)

CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1" = 20'

DECEMBER 13, 2023

I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY AND UNLESS SHOWN THERE ARE NO VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.
 A TITLE REPORT WAS NOT FURNISHED.
 NO CORNER MARKERS SET.



DOMINION SURVEYORS®

ORDERED BY:

WINDMILL HILL, LLC
 ANGELA AMBROSE



8808-H PEAR TREE VILLAGE COURT
 ALEXANDRIA, VIRGINIA 22309
 703-619-6555
 www.dominionsurveyors.com

SURVEYOR'S CERTIFICATE

I, GEORGE M. O'QUINN, A DULY AUTHORIZED LAND SURVEYOR IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT I HAVE CAREFULLY SURVEYED THE PROPERTY DELINEATED HEREON; AND THAT IT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT IT IS A RESUBDIVISION OF THE LAND CONVEYED TO ANGELA AMBROSE AS RECORDED IN INSTRUMENT #220003067 AND THE LAND CONVEYED TO WINDMILL HILL, LLC. AS RECORDED IN INSTRUMENT #240000672, AND THE VACATION OF A 12.5' RESERVATION EASEMENT AS RECORDED IN DEED BOOK 451, PAGE 408 AMONG THE CITY OF ALEXANDRIA LAND RECORDS; AND IS WITHIN THOSE BOUNDARIES.

I FURTHER CERTIFY THAT ALL REQUIRED MONUMENTS HAVE BEEN INSTALLED WHERE INDICATED; EXCEPT THOSE THAT WILL BE INSTALLED AT A LATER DATE BUT BEFORE COMPLETION OF THE PROJECT.

GIVEN UNDER MY HAND AND SEAL THIS 1ST DAY OF FEBRUARY, 2024.



George M. O'Quinn

GEORGE M. O'QUINN L.S.

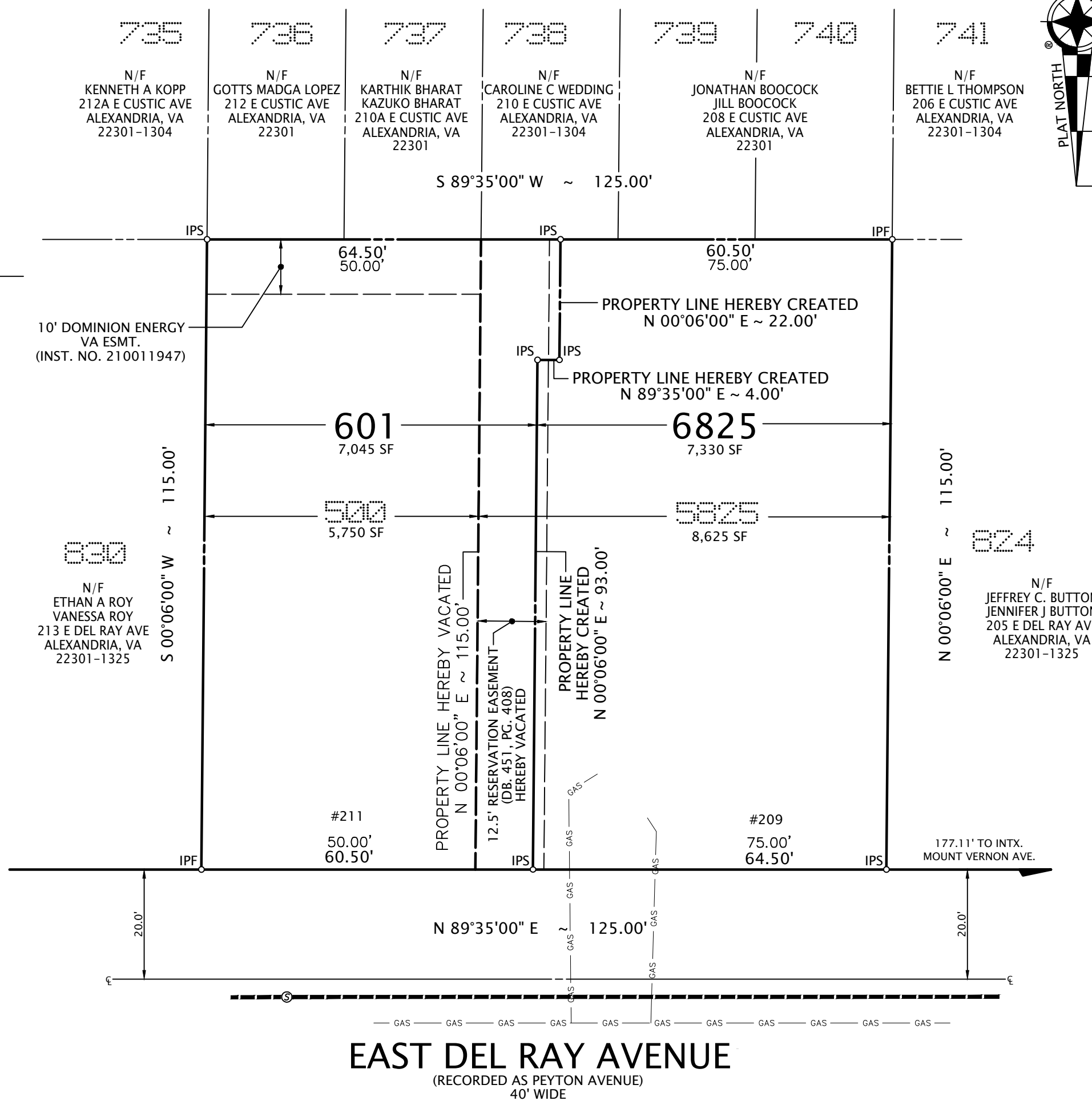
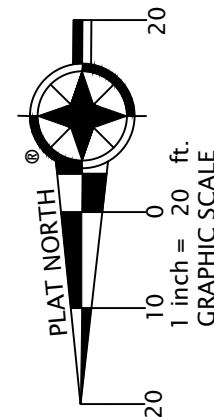
NOTES:

1. THE PROPERTIES DELINEATED HEREON ARE SHOWN ON THE CITY OF ALEXANDRIA TAX MAP.
034.02-12-04, ZONE R 2-5, (207 E DEL RAY AV)
034.02-12-05, ZONE R 2-5, (209 E DEL RAY AV)
034.02-12-31, ZONE R 2-5, (211 E DEL RAY AV)
2. NO TITLE REPORT WAS FURNISHED.
3. PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.
4. AGGREGATE AREA OF RESUBDIVISION = 14,375 SF (0.33000 AC)
5. THERE ARE 2 DWELLINGS INVOLVED IN THIS RESUBDIVISION.
6. OWNERS: (207 & 209 E DEL RAY AV)
WINDMILL HILL LLC
2401 MOUNT VERNON AVE UNIT B
ALEXANDRIA, VIRGINIA, 22301-1352
(INSTRUMENT NUMBER 240000672)

(211 E DEL RAY AVE)
ANGELA AMBROSE
211 E DEL RAY AVE
ALEXANDRIA, VIRGINIA, 22301-1325
(INSTRUMENT NUMBER 220003067)
7. THERE ARE NO FLOOD PLAINS OR RESOURCE PROTECTION AREAS ON THIS PROPERTY.
8. THIS PROPERTY IS SERVED BY PUBLIC SEWER AND WATER.



VICINITY MAP
SCALE: 1" = 500'



AREA TABULATION

| PRE-RESUBDIVISION | |
|--------------------|--------------------------------|
| LOT 500 | 5,750 SF OR 0.1320 AC. |
| LOT 5825 | 8,625 SF OR 0.1980 AC. |
| TOTAL | 14,375 SF OR 0.3300 AC. |
| POST-RESUBDIVISION | |
| LOT 601 | 7,045 SF OR 0.1617 AC. |
| LOT 6825 | 7,330 SF OR 0.1683 AC. |
| TOTAL | 14,375 SF OR 0.3300 AC. |

FINAL PLAT
SHOWING
LOT 601 AND LOT 6825
AMBROSE'S ADDITION TO DEL RAY
BEING A RESUBDIVISION OF
LOT 500 OF A CONSOLIDATION OF LOTS 828 & 829
DEL RAY
(INSTRUMENT NUMBER 210006302)
AND
LOT 5825
DEL RAY
(INSTRUMENT NUMBER 240000672)
AND
THE VACATION OF A 12.5' RESERVATION EASEMENT
(DEED BOOK 451, PAGE 408)
CITY OF ALEXANDRIA, VIRGINIA
SCALE: 1" = 20' FEBRUARY 01, 2024

APPROVED DATE _____

DIRECTOR OF PLANNING AND ZONING

APPROVED DATE _____

DIRECTOR OF TRANSPORTATION AND ENVIRONMENTAL SERVICES

SUBJECT TO PRELIMINARY APPROVAL

DOMINION Surveyors Inc.
8808-H PEAR TREE VILLAGE COURT
ALEXANDRIA, VIRGINIA 22309
703-619-6555
www.dominionsurveyors.com

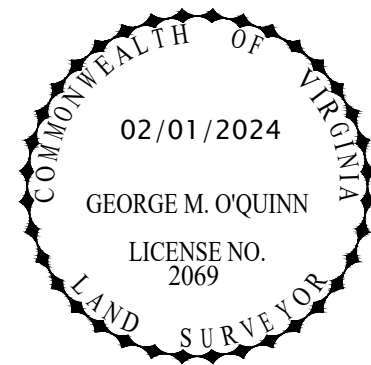
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SURVEYOR'S CERTIFICATE

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George M. O'Quinn

GEORGE M. O'QUINN L.S.

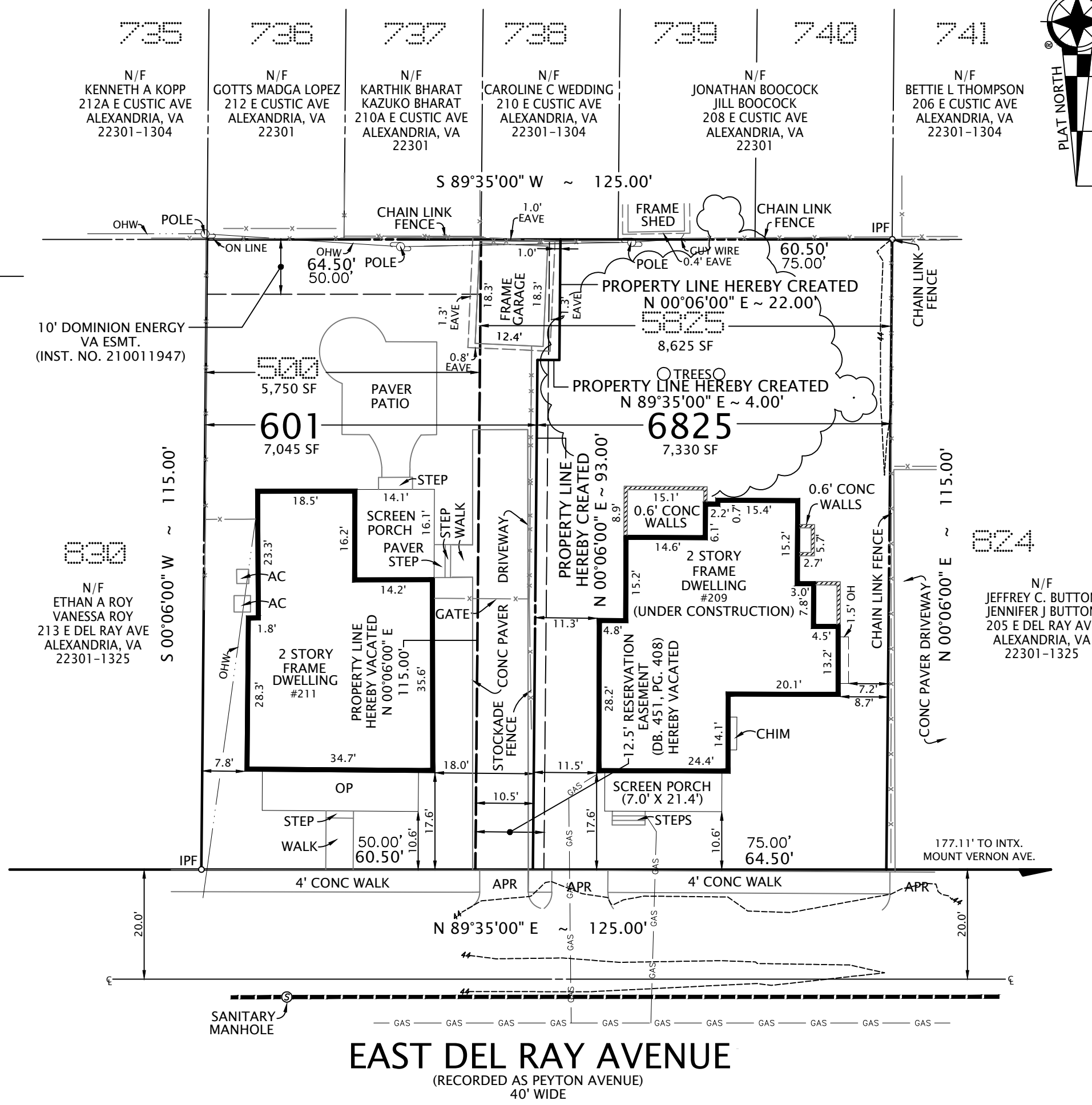
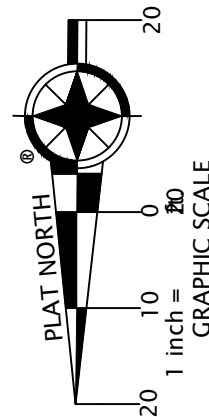
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WINDMILL HILL LLC
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(211 E DEL RAY AVE)
ANGELA AMBROSE
211 E DEL RAY AVE
ALEXANDRIA, VIRGINIA, 22301-1325
(INSTRUMENT NUMBER 220003067)
- THERE ARE NO FLOOD PLAINS OR RESOURCE PROTECTION AREAS ON THIS PROPERTY.
- THERE IS NO EVIDENCE OF ANY GRAVE OR OBJECT OR STRUCTURE MARKING A PLACE OF BURIAL ON THIS PROPERTY.
- THERE ARE NO KNOWN SOILS OR MATERIALS CONTAMINATED WITH HEAVY METALS, PETROLEUM PRODUCTS, PCB'S, FLY ASH, OR OTHER TOXIC OR HAZARDOUS MATERIALS ON THIS PROPERTY.
- THERE ARE NO KNOWN UNDERGROUND STORAGE TANKS ON THIS PROPERTY.
- THERE ARE NO KNOWN FORMER SANITARY LANDFILLS, DUMP OR DISPOSAL AREAS WITHIN 1000 FEET OF THIS PROPERTY.
- THERE ARE NO KNOWN AREAS WITH THE POTENTIAL FOR GENERATING COMBUSTIBLE GASSES ON THIS PROPERTY.
- THIS PROPERTY IS SERVED BY PUBLIC SEWER AND WATER.
- TOPOGRAPHIC CONTOURS AND UTILITIES WERE PROVIDED BY RC FIELDS & ASSOCIATES, INC. FROM A TOPOGRAPHIC SURVEY DATED MARCH 31, 2023.



VICINITY MAP
SCALE: 1" = 500'



AREA TABULATION

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DIRECTOR OF PLANNING AND ZONING

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DIRECTOR OF TRANSPORTATION AND ENVIRONMENTAL SERVICES

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May 2, 2024

Karl W. Moritz, Director
Department of Planning and Zoning
City of Alexandria
City Hall, Room 2100
Alexandria, VA 22314

RE: SUB2024-00002
209 / 211 E Del Ray Ave

Dear Mr. Moritz,

The Del Ray Citizens Association Land Use Committee (DRCA LUC) supports the requested subdivision of property between 209 & 211 E. Del Ray Ave with the following comment:

Historically, lots in Del Ray are rectilinear except when the street grid deviates from an orthogonal layout. Our policy is to maintain this historical development pattern especially for any new construction. In this case the jog in the property line is being proposed so that an existing garage at 211 E. Del Ray that currently extends onto the property of 209 E. Del Ray will be incorporated into the boundaries of 211. We accept this since the garage was an existing structure and would require the homeowner to deconstruct a portion of it to comply with rectilinear lot lines.



It is also our understanding that the property sizes will change as a result of the relocation of the property line to remove the shared easement for the driveway and that the two homeowners are in agreement to the change in the amount of land associated with their property.

Sincerely,

Kristine Hesse, DRCA LUC Co-Chair
Lisa Lettieri, DRCA LUC Co-Chair

Katie Waynick
DRCA President

cc: Catie McDonald, P & Z
Sam Shelby, P & Z
Duncan Blair, Land Carroll & Blair, PC