



Special Use Permit #2025-0052
1625 Prince Street – Parking Reduction

Application	General Data	
	Planning Commission Hearing:	November 6, 2025
Public hearing and consideration of a request for a special use permit for a parking reduction to facilitate the conversion of an existing office building to a multi-unit residential dwelling.	City Council Hearing:	November 15, 2025
Address: 1625 Prince Street	Zone:	OCH/Office Commercial High
Applicant: 1625 Prince Street LLC, represented by Robert Brant, attorney	Small Area Plan:	King Street Metro/Eisenhower Avenue

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: Tony LaColla, AICP, anthony.lacolla@alexandriava.gov
Sam Shelby, sam.shelby@alexandriava.gov

PLANNING COMMISSION ACTION, NOVEMBER 6, 2025: On a motion by Vice Chair Koenig, seconded by Commissioner Manor, the Planning Commission voted to recommend approval of SUP #2025-00052. The motion carried on a vote of 7 to 0.

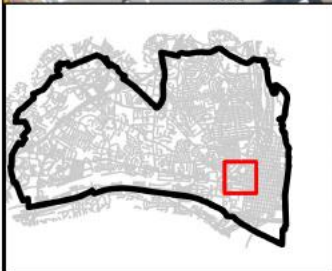
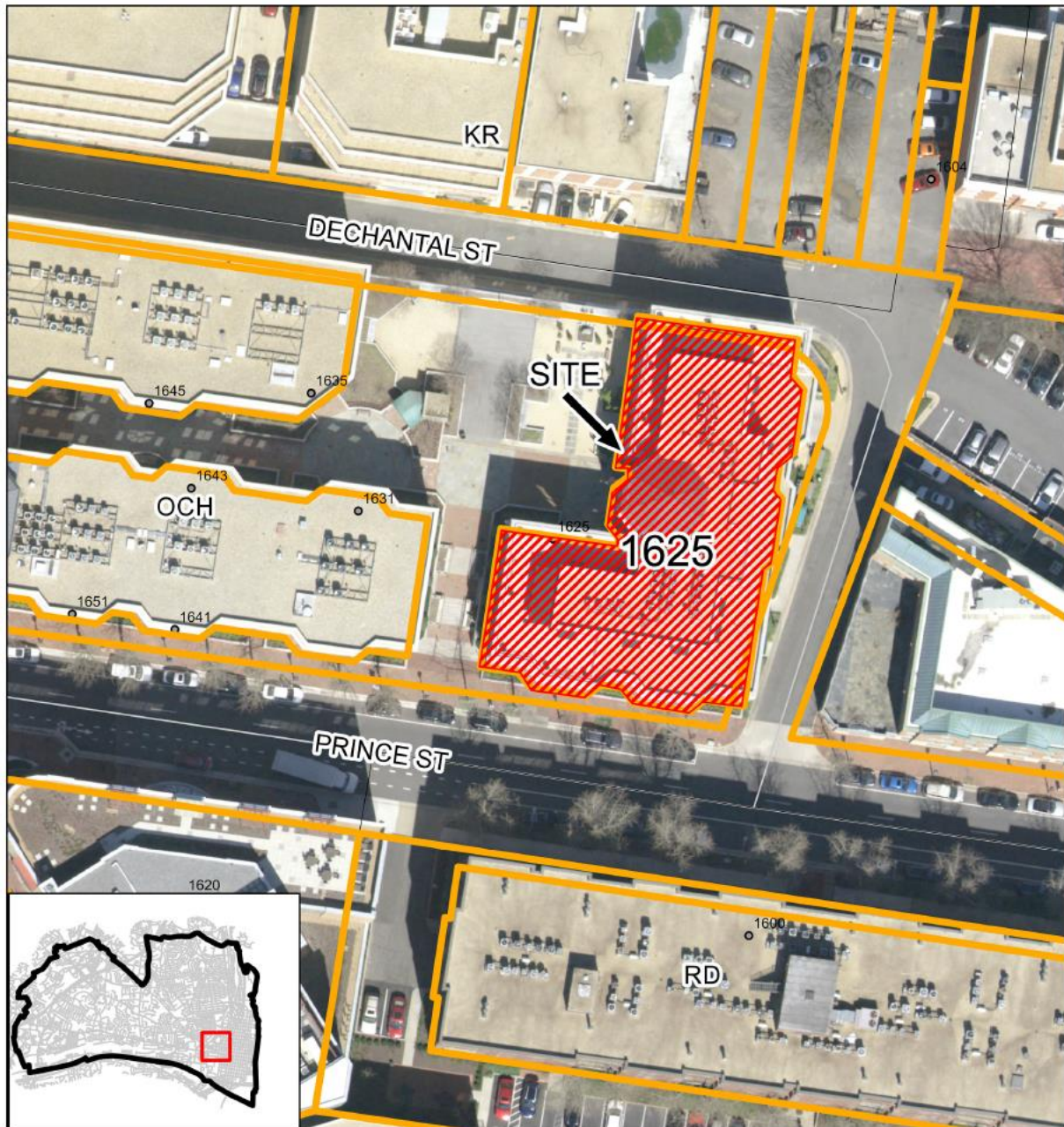
Reason: The Planning Commission agreed with staff analysis.

Discussion: The Planning Commission generally discussed and inquired about nearby on-street parking, residential parking permits, and the floodplain parking restrictions. Staff explained that most of the nearby, on-street parking is metered and that no residential parking permit district currently exists in the area. The floodplain requirements generally prohibit residential parking beneath the base flood elevation. Nonresidential parking, subject to additional flood proofing measures, may be permitted beneath the base flood elevation. Commissioner Brown also asked the applicant to consider future parking arrangements with other owners within the office condominium complex. Chair McMahon acknowledged the memo provided to the Planning Commission and confirmed with staff that the only request before the Commission and City Council is the parking reduction SUP. She and Commissioner Dubé also spoke in general support of the request.

Speakers:

Mark McNutt, 1600 Prince Street, spoke in opposition to the request and cited concerns about on and off-street parking.

Bob Brandt, attorney, spoke in support of the request and answered questions from the Commission.



SUP#2025-00052
1625 Prince Street

0 25 50 100 Feet



I. DISCUSSION

The applicant, 1625 Prince Street LLC, represented by Robert Brant, attorney, requests approval for a parking reduction special use permit (SUP). The subject property is located at 1625 Prince Street. The request would allow for conversion of the existing building's upper floors from office to 45 residential units.

SITE DESCRIPTION

The subject property is one lot of record with frontage on all four sides: Daingerfield Road along its western lot line, Prince Street along its southern lot line, and Dechantal Street along both its eastern and northern lot lines. It has a lot size of 61,115 square feet. The subject property has divided ownership but remains one zoning lot of record. Three buildings occupy the site and only the building located on the property's eastern portion is the subject of the application. See figure 1, below.



Figure 1 – Subject property with subject building shown in green on right

Offices, residences, and a hotel surround the subject property. The entirety of the property is located within the 100-year floodplain.

BACKGROUND

The subject property was developed with a series of phased site plan approvals beginning in 1984. The subject building was constructed pursuant to Site Plan #1988-0044 which was approved by Planning Commission on December 6, 1988.

PROPOSAL

The applicant proposes converting the building's upper floors from office to 45 residential units. Most of the building's ground floor space along Prince Street would remain non-residential. The residential units would require 41 off-street parking spaces. The subject property provides a total of approximately 276 parking spaces in its two-level garage. The garage provides parking for all three buildings on the subject property. Based on floodplain restrictions, however, the applicant is only able to provide 15 spaces for residential use.

Because of this, the applicant requests SUP approval for a 26-space parking reduction.

PARKING

Zoning Ordinance section 8-200(A)(2)(a)(i) requires 0.8 of an off-street parking space per bedroom for multi-unit dwellings within the metro walkshed. The parking ratio is further reduced due to the subject property's proximity to multiple bus stops and its high walk score. The final parking ratio is 0.68 of a space per bedroom. Given that the applicant proposes 59 total bedrooms, 41 off-street parking spaces would be required for the proposed residential use. The ground floor nonresidential use would be exempt from off-street parking requirements. Overall, the applicant's proposal would require a minimum of 41 off-street parking spaces.

Zoning Ordinance section 6-307 prohibits any garage space located below the base flood elevation to be used for residential parking spaces. Because the subject property's lower level parking garage is located below the base flood elevation, it cannot be used for residential parking.

The building does, however, provide 15 spaces on the garage's plaza level which is located above the base flood elevation. These spaces would be available for residential use.

The applicant therefore requests a 26-space parking reduction for the proposed residential use.

ZONING/MASTER PLAN DESIGNATION

The subject property is zoned OCH/Office Commercial High. The existing building is not subject to yard and open space requirements because the OCH zone exempts only nonresidential uses from these requirements. The conversion to residential use triggers the OCH zone's residential yard and open space requirements.

The OCH zone requires multi-unit dwellings to provide 35 percent of the total lot size as open space. Given the subject property's lot size (61,115 square feet), 21,390 square feet of open space would be required. Though not required, the site currently provides approximately 18,000 square feet of open space. The applicant proposes an additional 3,941 square feet of open space on rooftop terraces. A total of 21,941 square feet of open space would be provided.

The subject property has all front yards given it has frontage on public streets on all four sides. The subject building would comply with the OCH zone's front yard requirement.

The OCH permits a maximum floor area ratio (FAR) of 2.0 for both nonresidential and residential uses within 1,000 feet of the King Street Metro station. The subject property provides an overall FAR (considering all three buildings) of 2.50. At the time of approval, the property was zoned C-3 which permitted a maximum FAR of 3.0. When the subject property was rezoned to OCH in 1992, the existing buildings on the subject property became noncomplying structures.

All the subject property's floor area is currently nonresidential. The applicant proposes to convert 41,508 square feet of floor area from office to residential within the subject building. The applicant's proposal would result in a reduction of nonresidential FAR from 2.50 to 1.93. The

proposed residential FAR would be 0.57. The proposal would not increase the degree of the existing FAR noncompliance and the proposed residential use would comply with the maximum residential FAR permitted by the OCH zone.

The King Street Metro/Eisenhower Avenue (SAP) identify the subject property for high-density commercial and residential uses. The proposal would be consistent with the SAP as it provides ground level commercial space and upper floor residential.

II. STAFF ANALYSIS

Staff recommends approval of the SUP for the parking reduction to facilitate the conversion of the upper floors from office to residential units. The subject property is located within a 3-4 minute walk from the King Street Metro station which would enable future residents to accomplish most daily activities without a car. The applicant's proposal would be consistent with the King Street Metro/Eisenhower Avenue SAP which strongly encourages high density mixed uses within the SAP's boundaries.

PARKING REDUCTION

Staff recommends approval of the parking reduction SUP. Providing the required parking spaces on site would not be feasible due to floodplain restrictions that preclude the existing parking garage's basement level to be used for resident parking.

Staff does not anticipate the parking reduction to have an adverse impact on the neighborhood. The subject property has a walk score of 98, providing easy walkability to a grocery store, pharmacy, restaurants, shops, and the King Street Metro station. On-site parking would be available to some residents. At least three parking garages, located within five minute walking distance from the subject property, provide monthly parking which car-owning residents could utilize.

OTHER CONSIDERATIONS

The 2020/21 Housing Contributions Policy Update established a voluntary monetary contribution policy for commercial to residential building conversions. The contribution to the City's Housing Trust Fund is based on existing floor area proposed to be converted from commercial to residential use. The subject property is converting 41,508 square feet of commercial floor area, as defined by Section 2-145(B), to residential use. The contribution resulting from the proposed conversion totals \$75,960 based on a 2025 contribution rate of \$1.83 per square foot.

The applicant originally requested side yard and tree canopy coverage modifications. Upon review of the request, staff determined that these modifications were not necessary. The subject property has all front yards and, because of this, has no side yard requirement. The tree canopy coverage requirement applies for site plan or major site plan amendment approvals. The applicant's requested parking reduction does not trigger compliance with the site plan tree canopy coverage requirement.

III. RECOMMENDED CONDITIONS

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

1. The applicant shall either: (A) submit a noise study identifying the noise levels that residents will be exposed to initially and 10 years into the future per the Noise Guidance Book used by the Department of Housing and Urban Development or (B) install upgraded STC 30 or better windows on the residential floors facing King and South Washington Streets. If the noise study identifies noise impacted areas, the applicant shall conduct a building shell analysis identifying ways to minimize noise and vibration exposure to future residents. The building shell analysis and noise commitment letter shall be submitted for review and approval prior to the issuance of the building permit. (T&ES)
2. Prior to the issuance of the Certificate of Occupancy, contribute \$75,960 to the City's Housing Trust Fund. Make out all payments to the City of Alexandria and submit them to the Office of Housing with a cover letter to include the project name, case number, and explanation of the contribution amount, if phased. (P&Z/Housing)

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

Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

IV. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- F-1 With a conversion from office space to residential, the requirements for noise mitigation will change to identify potential needs to upgrade the windows or doors to reduce noise to appropriate levels. (T&ES)
- F-2 Building is in the FEMA regulatory floodplain. No comments on the SUP. Floodplain ordinance requirements will apply to further development and building 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). In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of SUP approval. Contact the

City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at commercialrecycling@alexandriava.gov, for information about completing this form. (T&ES)

- C-2 Section 5-1-42- Collection by Private collectors. (c) Time of collection. Solid waste shall be collected from all premises not serviced by the city at least once each week. No collections may be made between the hours of 11:00 p.m. and 7:00 a.m. (6:00 a.m. from May 1, through September 30) if the collection area is less than 500 feet from a residential area. (T&ES)
- C-3 The applicant shall comply with the City's Noise Control Code, Title 11, Ch. 5, which sets the maximum permissible noise level as measured at the property line, which includes all rooftop HVAC and other mechanical equipment shall comply with the City noise ordinance by equipment design, location, or with noise mitigating devices (e.g., silencers, acoustic plenums, louvers, or enclosures). (T&ES)

Code Administration:

- C-1 A deduction of parking spaces shall maintain the required ADA parking complying to the VCC Code. Canopy revision or new construction shall require a building permit.

Fire:

No comments or concerns.

Health:

No comments.

Police Department:

No comments received.

Historic Alexandria (Archaeology):

No comments.



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 1625 Prince Street

TAX MAP REFERENCE: 073.02-0B-4M **ZONE:** OCH

APPLICANT:

Name: 1625 Prince Street LLC

Address: _____

PROPOSED USE: SUP for a reduction in required parking spaces, with
modificaitons to the side yard setback and minimum tree canopy requirements.

- ☒ THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- ☒ THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria staff and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.
- ☒ THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article IV, Section 4-1404(D)(7) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- ☒ THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

1625 Prince Street LLC By: Robert Brant Attorney/Agent

Print Name of Applicant or Agent

Mailing/Street Address

City and State

Zip Code

Signature

8/22/2025

Date

Telephone #

Fax #

Email address

PROPERTY OWNER'S AUTHORIZATION

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

Name: _____ Phone: _____

Please Print

Address: _____ Email: _____

Signature: _____ Date: _____

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

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

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

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

☐ Owner

☒ Contract Purchaser

☐ Lessee or

☐ Other: _____ of the subject property.

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

See attached.

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. 1625 Prince Street LLC	[REDACTED]	See attached
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 1007 King Street, Suite 2, Alexandria, VA 22314 (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. American Society For Industrial Security	[REDACTED]	501(c)(6) Corporation
2.		
3.		

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

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

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. 1625 Prince Street LLC	None	None
2. American Society For Industrial Security	None	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.

8/22/2025

Date

1625 Prince Street LLC By: Robert Brant Attorney/Agent

Printed Name



Signature

USE CHARACTERISTICS

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

- ☐ a new use requiring a special use permit,
☐ an expansion or change to an existing use without a special use permit,
☒ an expansion or change to an existing use with a special use permit,
☐ other. Please describe: _____

5. Please describe the capacity of the proposed use:

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

N/A

B. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour, or shift).

N/A

6. Please describe the proposed hours and days of operation of the proposed use:

Day:
N/A

Hours:

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

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

Noise levels will be in compliance with City Code.

B. How will the noise be controlled?

N/A

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

N/A

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

A. What type of trash and garbage will be generated by the use? (i.e. office paper, food wrappers)
Typical trash and garbage associated with residential uses.

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

C. How often will trash be collected?
Once to twice a week.

D. How will you prevent littering on the property, streets and nearby properties?
Recycling and trash dumpsters will be provided.

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

[] Yes. [✓] No.

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

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

☐ Yes. ☒ No.

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

- 12.** What methods are proposed to ensure the safety of nearby residents, employees and patrons? Access to the property will be secure.

ALCOHOL SALES

- 13.** A. Will the proposed use include the sale of beer, wine, or mixed drinks?

☐ Yes ☒ No

If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

PARKING AND ACCESS REQUIREMENTS

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

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

Planning and Zoning Staff Only Required number of spaces for use per Zoning Ordinance Section 8-200A _____ Does the application meet the requirement? ☐ Yes ☐ No

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

☒ on-site

☐ off-site

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

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

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

☒ Parking reduction requested; see attached supplemental form

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

- A. How many loading spaces are available for the use? _____

Planning and Zoning Staff Only Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____ Does the application meet the requirement? ☐ Yes ☐ No
--

- B. Where are off-street loading facilities located? At-grade parking garage located within
the existing building.
- C. During what hours of the day do you expect loading/unloading operations to occur?
N/A
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
N/A

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

The existing street access to the site is adequate and no road improvements
are required.

SITE CHARACTERISTICS

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

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

_____ sq. ft. (existing) + _____ sq. ft. (addition if any) = _____ sq. ft. (total)

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

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

End of Application



APPLICATION - SUPPLEMENTAL

PARKING REDUCTION

Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location)

The applicant is requesting a parking reduction of 26 parking spaces.
Currently, 15 parking spaces are allocated for the proposed residential use,
which would require a minimum of 41 parking spaces

2. Provide a statement of justification for the proposed parking reduction.

See statement of justification attached.

3. Why is it not feasible to provide the required parking?

The Property is located within the base flood elevation, which does not allow
below-grade parking for residential uses. Only 15 parking spaces are available
for the Property in the existing at-grade parking level.

4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?

☒ Yes. ☐ No.

5. If the requested reduction is for more than five parking spaces, the applicant must submit a *Parking Management Plan* which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.

- See Statement of Justification attached.

6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.

ASIS International

Paul Stoddard
301 King Street
City Hall, Room 2100
Alexandria, Virginia 22314

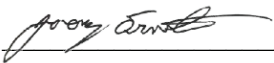
Re: Consent to File for a Special Use Permit
1625 Prince Street, Alexandria, VA 22314, Tax Map No. 073.02-0B-4M (the
"Property")

Dear Mr. Stoddard,

ASIS International, as owner of the above-referenced Property, hereby consents to the filing of an application for a Special Use Permit on the Property and any related requests by 1625 Prince Street LLC.

Very truly yours,

ASIS International

By: _____

Its: Chief Human Resources Officer

Date: August 21, 2025

1625 Prince Street LLC

Paul Stoddard
301 King Street
City Hall, Room 2100
Alexandria, Virginia 22314

Re: Authorization to File for a Special Use Permit
1625 Prince Street, Alexandria, VA 22314, Tax Map No. 073.02-0B-4M (the
"Property")

Dear Mr. Stoddard,

1625 Prince Street LLC hereby authorizes Walsh, Colucci, Lubeley & Walsh, P.C. to act as agent on its behalf for the filing and representation of an application for a Special Use Permit on the Property and any related requests.

Very truly yours,

1625 Prince Street LLC

By: Colin Thomas
Colin Thomas
Its: Manager

Date: 8/21/2025

APPLICANT OWNERSHIP BREAKDOWN

Contract Purchaser/Applicant of 1625 Prince Street (TM No. 073.02-0B-4M)

1625 Prince Street LLC (Contract Purchaser/Applicant)



Member(s):	Percent Ownership:
Colin Thomas	100%

Note: None of the people or entities listed above have a business or financial relationship with any member of the Board of Architectural Review, Board of Zoning Appeals, City Council, or Planning Commission as defined by Section 11-350 of the Zoning Ordinance.

Statement of Justification

The Applicant, 1625 Prince Street LLC, is the contract purchaser of Property located at 1625 Prince Street (the "Property"), which is currently improved with a 5-story office building that is part of a larger, four-building office complex known as the King Street Exchange condominium. The approximately 41,411 square foot building and three other buildings in the office condominium complex are situated on top of a two-level parking garage that spans the block bounded by Prince Street, Dechantal Street, and Daingerfield Road. The building is located within 1,000 linear feet of the King Street Metro station. It is currently vacant, but has historically been occupied by office uses. The Property is zoned to the OCH zoning district, which permits multi-unit residential uses up to a 2.0 FAR when located within 1,000 linear feet of a Metro station. The Applicant is proposing to convert the existing office building into a 45-unit multi-unit residential building. Although the proposed use is permitted by-right, due to restrictions on the location of the Property within a floodplain and limitations on the parking spaces that are available to the Applicant, the Applicant is requesting an SUP for a parking reduction to reduce the parking requirements for the proposed residential units. In conjunction with the parking reduction SUP, the Applicant is requesting modifications to the tree canopy coverage and minimum side yard requirements pursuant to Section 11-416(C) of the Zoning Ordinance. With the proposed conversion, the building will contain approximately 39,147 SF of residential GFA and forty-five (45) multi-unit dwellings, including 31 one-bedroom and 14 two-bedroom units.

As identified in the submitted application materials, the 45 proposed residential units are comprised of 31 one-bedroom and 14 two-bedroom units. Pursuant to the parking requirements set forth in Section 8-200 of the Zoning Ordinance, a minimum of 41 parking spaces are required to be provided for the proposed multi-unit dwellings. With the acquisition of the existing office building, the Applicant is also acquiring the rights to 82 parking spaces within the two-level garage. Of these spaces, only 15 are located on the at-grade level of the parking garage. Because the lower level of the parking garage is below the base flood elevation, it is not possible to utilize the lower-level spaces for the residential units. Accordingly, the available residential parking supply is limited to the 15 spaces on the at-grade level.

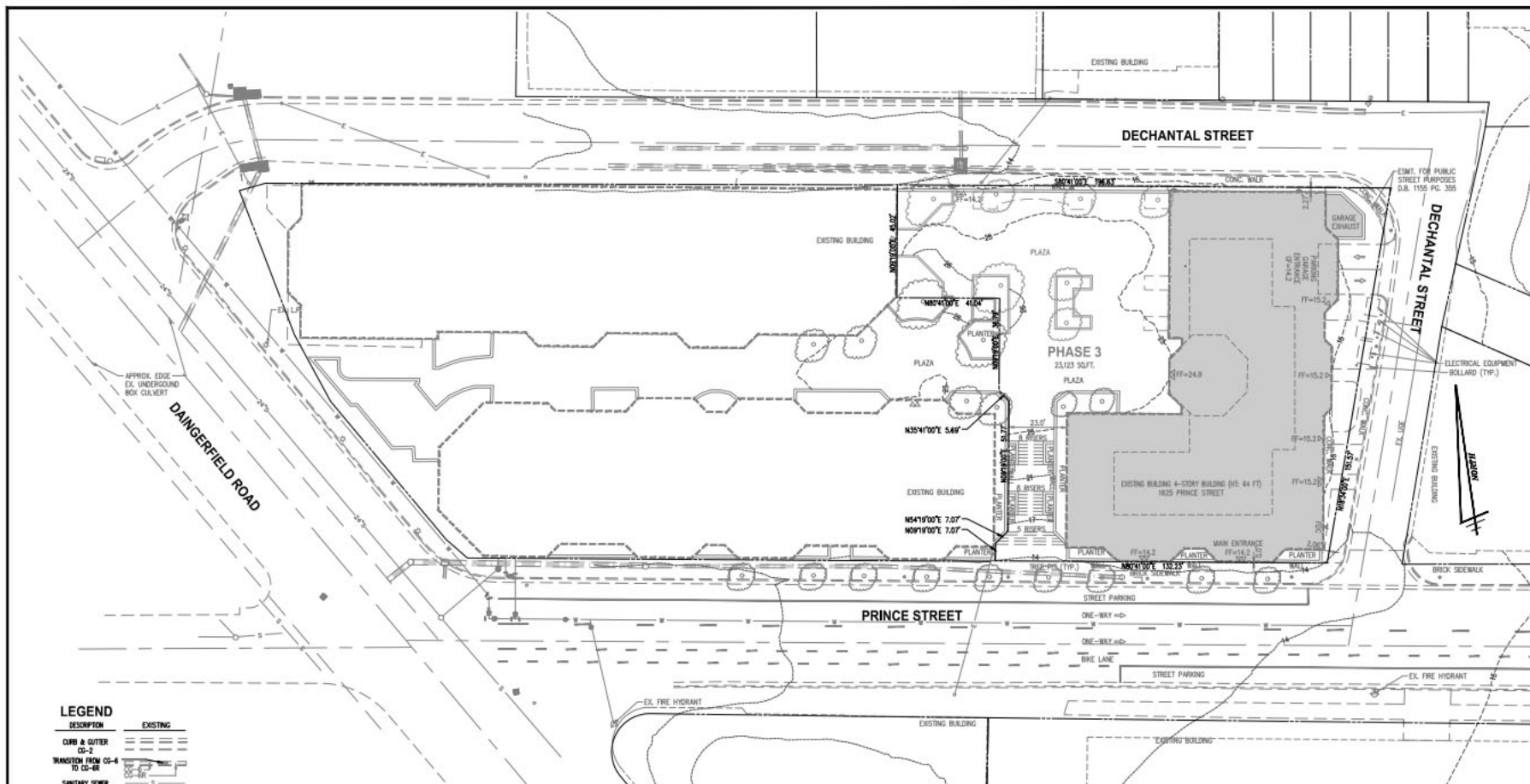
The requested parking reduction is appropriate given the highly walkable character of this area, the Property's proximity to the King Street Metro Station, and the variety of available transit options in the immediately surrounding area. The Applicant anticipates that many of the future residents of the building will likely be car-less by choice, and believes that this building is an ideal location for individuals with a car-free lifestyle. While there is recent precedent in the City for parking reductions of up to 100% of the required parking for residential conversions, this building is significantly closer to Metro than those buildings. Moreover, the availability of 15 parking spaces in the secure garage guarantees that at least some parking will be available to residents.

In order to remain in compliance with the floodplain regulations set forth in the Zoning Ordinance, the lower level of below-grade parking below the base flood elevation will not be made available to residents. Access to the lower level of the garage is provided through a separate garage entrance on Dechantal Street from the north side of the building, and the Applicant will have the ability to restrict future residents access to the lower level, ensuring that no residents park below grade. The Applicant

will work closely with staff during the subsequent minor site plan amendment and building permit process to ensure compliance with all applicable floodplain regulations.

The Applicant also requests modification to the required side yard setback for the multi-unit dwelling. For the purpose of this application the walkway and terrace level plaza located directly east of the existing office building are included as a part of the Property. As such, the existing building is approximately 23-feet away from the delineating Property line. Due to the proposed residential use and retention of the existing building, it is not possible to comply with the required 1:2 side yard setback ratio without approved modifications. Given that this is an existing condition, the requested modification is appropriate. Finally, the Applicant requests a modification of the tree canopy coverage requirement. New plantings will be provided in the plaza area directly adjacent to existing building, but given that the existing building footprint covers a majority of the Property it is not possible for the Applicant to provide the required 25% (5,780.75 SF) canopy coverage requirement.

The proposed conversion of this Property will facilitate the adaptive re-use of an existing vacant office building to provide much needed housing in area of the City that has multiple transit options, and bring vibrancy to a vacant office building which has struggled to find a new tenant. Furthermore, this proposal is in keeping with a number of recent approvals that have allowed parking reductions to facilitate the conversion of aging office buildings and create new housing opportunities in an efficient, environmentally friendly manner that does not involve redevelopment. Approval will allow the Applicant to add to the City's housing supply, bring residents to a highly walkable and transit-oriented area of the City, and move forward with the conversion of an aging office building.



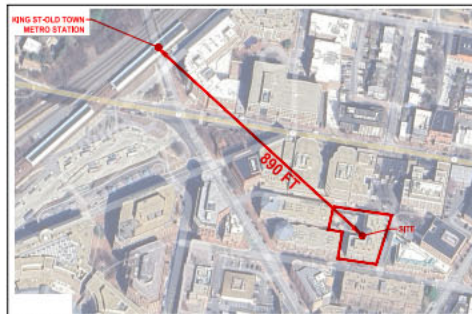
LEGEND

DESCRIPTION	EXISTING
CURB & OUTER CO-2	---
TRANSITION FROM CO-6 TO CO-6R	---
SANITARY SEWER	---
SANITARY LATERAL	---
CLEAN RPT	---
STORM SEWER	---
WATER MAIN	---
FIRE HYDRANT	---
PLUG	---
OVERHEAD WIRES	---
UTILITY POLE	---
UNDERGROUND ELECTRIC	---
TELEPHONE	---
GAS MAIN	---
ELECTRICAL TRANSFORMER	---
HANDICAP RAMP (CG-12)	---
GUARDRAIL FENCE	---
TRAFFIC FLOW	---
LIGHT	---
DOOR	---
TREES	---
CONTOURS	---
SPOT ELEVATION	---
DRAINAGE FLOW DIRECTION	---
TOP OF CURB	---
BOTTOM OF CURB	---
TOP OF WALL	---
BOTTOM OF WALL	---
HIGH POINT	---



VICINITY MAP

SCALE: 1"=2000'



PROXIMITY TO METRO MAP - NOT TO SCALE - SOURCE: GOOGLE MAPS 08/19/2025

DEVELOPMENT TEAM INFORMATION

- RECORD OWNER:**
AMERICAN SOCIETY FOR INDUSTRIAL SECURITY
161 CONNECTICUT AVE NW FL 4TH
WASHINGTON, DC 20005
- APPLICANT:**
1625 PRINCE STREET LLC
1007 KING ST, SUITE 2
ALEXANDRIA, VA 22314
ATTN: COLIN THOMAS
- CIVIL ENGINEER:**
WALTER L. PHILLIPS, INC.
207 PARK AVE.
FALLS CHURCH, VA 22040
ATTN: TRAVIS F. BROWN, P.E.
- LAND USE ATTORNEY:**
WALSH, COLLOCCI, LUBRILEY & WALSH, P.C.
2200 CLARENDON BLVD, SUITE 1300
ARLINGTON, VA 22204
ATTN: ROBERT D. BRANT
- ARCHITECT:**
WINSTANLEY ARCHITECTS + PLANNERS
107 WEST STREET
ALEXANDRIA, VA 22314
ATTN: HARRISON BLAIR

EXISTING CONDITIONS NOTE

EXISTING CONDITIONS PROVIDED ON THIS PLAN ARE FROM CITY OF ALEXANDRIA RECORDS AND GIS INFORMATION AND ARE CONSIDERED APPROXIMATE IN NATURE.

FLOODPLAIN NOTE

THE SITE IS LOCATED ENTIRELY WITHIN THE 100-YEAR FLOODPLAIN (ZONE AE, RFE 15.6').

WALTER L. PHILLIPS, INC.
INCORPORATED
Engineers • Surveyors • Planners • Landscape Architects • Architects
207 PARK AVENUE FALLS CHURCH, VIRGINIA 22040
(703) 524-1813 Fax (703) 532-1501 www.wlphillips.com

DATE: 08/19/2025
SCALE: 1"=20'



REVISION APPROVED BY

NO.	DESCRIPTION	DATE	BY	APPROVED	DATE

1625 PRINCE ST

SPECIAL USE PERMIT

CITY OF ALEXANDRIA, VIRGINIA

EXISTING CONDITIONS PLAN

APPROVED
SPECIAL USE PERMIT NO. _____
DEPARTMENT OF PLANNING & ZONING

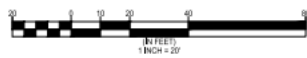
DIRECTOR _____ DATE _____
DEPARTMENT OF TRANSPORTATION & ENVIRONMENTAL SERVICES
SITE PLAN No. _____

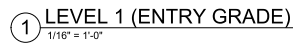
DIRECTOR _____ DATE _____

CHAIRMAN, PLANNING COMMISSION _____ DATE _____
DATE RECORDED _____

INSTRUMENT NO. _____ DEED BOOK NO. _____ PAGE NO. _____

SHEET: C-0301





ARCHITECT'S
SEAL

[illegible]

PROJECT NO: 25 - 09
DRAWN BY: HB
CHECKED BY: LJH

KEY PLAN



Level 1 Area is a combination of:

- 1) Enclosed, conditioned space: 5,881 GSF
- 2) An allocation of 14 parking spaces @ 500 sf per space: 7,000 GSF

Level 1 Area is a combination of:

- 1) Enclosed, conditioned space: 5,881 GSF
- 2) An allocation of 14 parking spaces @ 500 sf per space: 7,000 GSF

NOT FOR CONSTRUCTION

SHEET TITLE:
WAR PLANS

SHEET NUMBER:

-005

net drawing is 24" x 36". Scale entries accordingly if reduced.

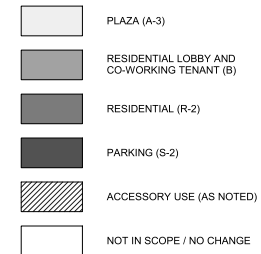
1. THIS PROJECT ASSUMES TWO BUILDINGS WITH HORIZONTAL SEPARATION PER VCC 510.2
2. REQUIRED SEPARATIONS ARE INDICATED. ACTUAL CONDITIONS MAY EXCEED REQUIREMENTS.

	TYPE I	TYPE
OCCUPANCY	A	A
PRIMARY STRUCTURAL FRAME	3	1
BEARING WALLS		
EXTERIOR	3	1
INTERIOR	3	1
NON-BEARING WALLS		
EXTERIOR	0	0
INTERIOR	0	0
SECONDARY FLOOR MEMBERS	2	1
SECONDARY ROOF MEMBERS	1.5	1

			ALLOWABLE	PROVIDED
TABLE	OCCUPANCY	LIMITATION	TYPE V	
			A	
504.3	R-2	HEIGHT ABOVE GRADE PLANE	70'	57' - 7"
504.4	R-2	NUMBER OF STORIES	4	4"
506.2	R-2	FLOOR AREA	36,000	11,452 SF

* ABOVE PODIUM, PER VCC 510.4

VCC 510.2.1	Existing documentation indicates 8" slab, which meets required rating per 2021 VCC TABLE 722.2.2.1
VCC 510.2.3	2-HR rating required at shafts through horizontal assembly. Existing documentation indicates 8" CMU wall, which meets required rating per 2021 VCC TABLE 722.3.2
VCC 601	Contractor to verify fire retardant spray foam at all primary and secondary structural members. Provide foam to any uncovered elements.



 3 - HR RATING
 2 - HR RATING
 1 - HR RATING
 1/2 HR RATING

A-3	5,641 SF
B	5,185 SF
R-2	41,730 SF

LEVEL 5	
R-2	8,529 SF
LEVEL 4	
R-2	11,123 SF
LEVEL 3	
R-2	11,037 SF
LEVEL 2 (PLAZA)	
A-3	5,641 SF
R-2	11,040 SF
LEVEL 1 (ENTRY GRADE)	
B	5,185 SF
S-2	34,475 SF

1625 PRINCE STREET
ALEXANDRIA, VA



Professional Certification.
I certify that these documents were prepared or
approved by me, and that I am a duly licensed architect
under the laws of the state of Virginia, license
number 00401008118, expiration date 09/30/2019

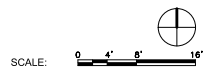


REGISTRATION:

[illegible]

A/E PROJECT NO: 25 - 09
DRAWN BY: HB
CHECKED BY: LJH

KEY PLAN



SHEET TITLE:
**BUILDING HEIGHTS AND
AREAS**

SHEET NUMBER:

G-101

Original drawing is 24" x 36". Scale entities accordingly if reduced.



A1 AREA SECTION
1/8" = 1'-0"



LEVEL 2 (PLAZA)		
101	1 BED/1 BATH	637 SF
202	2 BED/2 BATH	863 SF
203	2 BED/2 BATH	851 SF
204	1 BED/1 BATH	568 SF
205	1 BED/1 BATH	563 SF
206	2 BED/2 BATH	997 SF
207	1 BED/2 BATH + DEN	681 SF
208	1 BED/1 BATH	583 SF
209	1 BED/1 BATH	694 SF
210	1 BED/1 BATH	606 SF
211	1 BED/1 BATH	650 SF
212	1 BED/1 BATH	600 SF
213	1 BED/1 BATH	697 SF
214	1 BED/1 BATH	546 SF
14		9,536 SF
45		33,334 SF

ARCHITECT
SEAL[illegible]

KEY PLAN



NOT FOR CONSTRUCTION

-102

nal drawing is 24" x 36". Scale entities accordingly if reduced.

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 4, 2025

TO: CHAIR MCMAHON AND MEMBERS OF THE PLANNING COMMISSION

FROM: PAUL STODDARD, DIRECTOR, DEPARTMENT OF PLANNING & ZONING

SUBJECT: SPECIAL USE PERMIT #2025-00052 – 1625 PRINCE STREET

The purpose of the memo is to clarify discrepancies between the final docket language and the staff report for 1625 Prince Street. The applicant originally submitted a request for a parking reduction special use permit (SUP) along with a modification request from minimum side yard requirements.

Between finalization of the docket language and publication of the final docket, staff determined that the subject property comprised of a single lot of record with frontage on public streets on all sides. The subject property therefore has no side lot lines and no side yard requirement. Because the subject property has no side yards, there is no side yard requirement and the modification is not needed. Page 5 of the published staff report also explains these matters. Staff has re-advertised the case for the City Council hearing so the final docket language for that hearing will match the current staff report.

The only request before the Planning Commission and City Council is a parking reduction SUP. Staff continues to recommend approval of the request.

Fwd: Re: Fwd: apartment building response

From MARK MCNUTT <markmcnutt@comcast.net>

Date Tue 10/28/2025 5:54 PM

To PlanComm <PlanComm@alexandriava.gov>

Cc Courtenay Hansen <courtenayhansen@gmail.com>; Elizabeth Ward <eward@comcast.net>; Kendall Fitzgerald <pmacommunities@gmail.com>

You don't often get email from markmcnutt@comcast.net. [Learn why this is important](#)

I am forwarding a history and summary of the residential parking adjacent to 1600 Prince Street in regards to the parking exceptions to be considered by Planning Commission on Thursday 11/6 at 7:00.

My apologies for not having the exact relevant numbers but believe they are very close to correct. I will attend the meeting live and hope that the input of current residents will be valued in achieving a good result for all parties. I'll try to get registered on the speakers docket.

Thanks for your help

Mark McNutt
1600 Prince Street
Alexandria VA 22314
markmcnutt@comcast.net
703.517.4566

----- Original Message -----

From: MARK MCNUTT <markmcnutt@comcast.net>

To: "Property Management Associates Inc." <pmacommunities@gmail.com>

Cc: Courtenay Hansen <courtenayhansen@gmail.com>, Edward Ward
<eward8876@gmail.com>

Date: 10/19/2025 3:42 PM EDT

Subject: Re: Fwd: apartment building response

There are two current request for exemptions to provide residential parking on properties adjacent to 1600 Prince.

Peyton Street apartment 7? spaces

Prince Street apartment conversion 26? spaces

They need to be considered together for total impact on residential parking.

The two most impacted parties are 1600 Prince Condo and the Hilton Hotel.

History

When the Hilton Hotel was constructed a large number of exemptions ? were granted to facilitate hotel development. Additional spaces ? were exempt because the hotel used concierge parking. This means they could stack and bury parking spaces limited to the hotel personnel moving cars. The result is very limited parking provided by the hotel. At the time the hotel exemption was granted the current Prince Street applicant Office/Apt was 100% office space with no consideration given for any potential conversion to residential.

At that time; the residents of 1600 Prince Street petitioned the city to consider making the north side of Prince Street across from the building available as residential parking. Residential Parking status does not preclude other users but gives Resident Permits parking not subject to the regular time limitations. We provided signed petition, spoke up at council meetings, were provided "lip service" and ignored. So much for confidence in the City's process.

More recently the city has removed residential parking spaces ?? on both sides of Peyton Street and carved the entire middle of the east side of the block as a loading zone for the ACPS building. (ACPS also have a large open lot next to the building). The Prince St. property proposed to convert to residential is one of three buildings that have two levels of available parking (estimate 70 spaces per level), one above ground and one below surface.

The Peyton Street apartment would have some spaces on Commerce Street and providing residential parking on both sides of Peyton might work.

The Prince Street Apartment conversion should be able to reduce exemptions by better use of the existing lot. Prince Street could be made residential parking on both sides. Hotel use needs to be considered.

The applicant for the conversion "says" that most tenants would be likely to use Metro and not have cars. Our experience in this building has been that residents still prefer to own a car despite using Metro for work. Currently we have 5 residents of the 96 units that do not own a vehicle.

Hope this helps to put these request in perspective. My apologies for not knowing the exact numbers.

[EXTERNAL]Support Items 4, 6, 7, and 8

From Lindsey Bachman <lindsey.bachman@gmail.com>

Date Tue 11/4/2025 10:57 AM

To PlanComm <PlanComm@alexandriava.gov>

You don't often get email from lindsey.bachman@gmail.com. [Learn why this is important](#)

Planning Commission,

Please support the proposals on your docket at items 4, 6, 7, and 8. Item 8 is particularly exciting, as it will allow hundreds more homes that were originally envisioned adjacent to Potomac Yard Metro. I live in Lynhaven - just across Route 1 from this project. This is exactly the kind of project we need to see more of in Alexandria as we try to build out more transit-oriented homes. Thank you.

Lindsey Bachman

City Resident

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[EXTERNAL]Support Items 4, 6, 7, and 8

From Peter Carlson <peter.d.carlson@gmail.com>

Date Tue 11/4/2025 11:36 AM

To PlanComm <PlanComm@alexandriava.gov>

You don't often get email from peter.d.carlson@gmail.com. [Learn why this is important](#)

Planning Commission,

Please support the proposals on your docket at items 4, 6, 7, and 8. Item 8 is particularly exciting, as it will allow hundreds more homes that were originally envisioned adjacent to Potomac Yard Metro. This is exactly the kind of project we need to see more of in Alexandria as we try to build out more transit-oriented homes. Thank you.

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[EXTERNAL]Support Items 4, 6, 7, and 8

From Alexandra Laney <alexandra.n.laney@gmail.com>

Date Wed 11/5/2025 7:42 AM

To PlanComm <PlanComm@alexandriava.gov>

You don't often get email from alexandra.n.laney@gmail.com. [Learn why this is important](#)

Planning Commission,

Please support the proposals on your docket at items 4, 6, 7, and 8.

Item 8 is particularly exciting, as it will allow hundreds more homes that were originally envisioned adjacent to Potomac Yard Metro. This is exactly the kind of project we need to see more of in Alexandria as we try to build out more transit-oriented homes.

Thank you

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[EXTERNAL]Planning Commission Written Comments

From Ian Smith <gm.smithir@gmail.com>

Date Wed 11/5/2025 9:12 PM

To PlanComm <PlanComm@alexandriava.gov>

You don't often get email from gm.smithir@gmail.com. [Learn why this is important](#)

Hello,

My name is Ian Smith and I am a resident of Alexandria.

I am writing in support of the following in the upcoming November 6th meeting of the planning commission. I'm particular, I am most excited about Docket items 4 and 8 due to their close proximity to where I live in Rosemont:

Docket item 4, 1625 Prince St, will convert the upper floors of an office building close to the King St Metro station to 85 homes.

Docket item 6, 2051 Jamieson Avenue, will convert an underutilized office building in Carlyle to 187 homes, including 17 committed affordable homes.

Docket item 7, 4880 Mark Center Drive, will build 402 homes adjacent to the Mark Center, the Del Pepper Building, the transit center, and a future West End Transitway stop.

Docket item 8 will amend the Small Area Plan and Coordinated Development District for Potomac Yard to legalize 561 more homes than the plan allowed previously, plus additional flexibility for residential density. This will pave the way for a forthcoming development proposal.

Thank you!

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6 November 2025

Members of the Alexandria Planning Commission,

As the Alexandria leadership team for YIMBYs of Northern Virginia, we are excited to see three housing developments on today's docket, in addition to two subdivisions and Coordinated Development District amendments to enable a forthcoming development, and we ask you to vote yes on all of them. Together, these developments will add **676** desperately needed new homes to Alexandria.

Docket item 4, 1625 Prince St, will convert the upper floors of an office building close to the King St Metro station to 85 homes. We would like to note that you are once again being asked to approve a parking reduction for homes within a quarter mile of a Metro station. As the staff report notes, the location is a 3-4 minute walk from the station and has a walk score of 98. Legalizing parking flexibility will help homes in locations like this, where residents can choose whether or not they'd like to have a car, to be built more quickly to meet our city's needs.

Docket item 6, 2051 Jamieson Avenue, will convert an underutilized office building to 187 homes, including 17 committed affordable homes, providing more opportunities to live close to both the Eisenhower Avenue and King Street Metro stations. We'd like to note that this development required amendments to the 1990 Carlyle SUP to allow residential use and additional height at this site. We'd ask you to consider changes to the current SUP-based block-by-block land use restrictions for Carlyle to allow more flexibility for the neighborhood to change over time as it matures.

Docket item 7, 4880 Mark Center Drive, will build **402** homes adjacent to the Mark Center, the Del Pepper Building, the transit center, and a future West End Transitway stop. We'd like to note that this development also requires a parking reduction, despite its location next to a transit center and major workplaces. The development will benefit the community by improving sidewalks and allowing for a pedestrian entrance to the Winkler Preserve along Mark Center Drive if NOVA Parks chooses to add one.

Docket item 8 will amend the Small Area Plan and Coordinated Development District for Potomac Yard to legalize 561 more homes than the plan allowed previously, plus additional flexibility for residential density. We appreciate the city revisiting the land use plan surrounding our newest Metro station to reflect that there is a much greater demand for homes than there is for offices.

We hope Alexandria will continue to welcome new homes of all types, all price points, and in all parts of our city to address our regional housing crisis and make our city better for everyone.

Phoebe Coy, Alex Goyette, Peter Sutherland, Stephanie Elms and Yasir Nagi
YIMBYs of Northern Virginia Alexandria leads