

# City of Alexandria, Virginia

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## MEMORANDUM

DATE: JANUARY 3, 2024

TO: CHAIR NATHAN MACEK  
AND MEMBERS OF THE PLANNING COMMISSION

FROM: KARL W. MORITZ, DIRECTOR  
DEPARTMENT OF PLANNING & ZONING

SUBJECT: DOCKET ITEM #2 – SUP #2023-00094  
421 CLIFFORD AVENUE

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This memorandum outlines changes in the parking calculation that will be made by staff following the Planning Commission public hearing on January 4, 2024. Staff recently learned that the second tenant in the building, identified in the staff report as a personal service copying business, is no longer using the 300 square foot space in the building. The applicant has indicated that the 300 square foot space is now used by the existing social service use for a total of 1,500 square feet. The change in use from personal service to social service in the building modifies the parking requirements slightly from four spaces to five spaces.

Accordingly, the parking analysis will be changed in the staff report for the City Council review to the following:

The subject property is served by an on-site six space parking lot and is located in the enhanced transit area. The Zoning Ordinance Section 8-200(A)(16) provides that in the enhanced transit area, miscellaneous commercial uses, which include the private commercial school (the use for the proposed temporary trailer), must provide a minimum of 0.25 parking spaces for every 1,000 square feet of floor area. As the miscellaneous commercial use is 320 square feet, the parking requirement is a minimum of one space. In addition, Zoning Ordinance Section 8-200 (A)(18) requires that the social service use provide one space for each 400 square feet of floor area. With 1,500 square feet of tenant space for the social service use, four parking spaces are required. The two uses combined must provide a total of five parking spaces. This requirement is met by the existence of six parking spaces on site.