



***Development Site Plan #2025-00030  
Subdivision #2025-0006  
Townhouses at 806 N. Columbus St.***

---

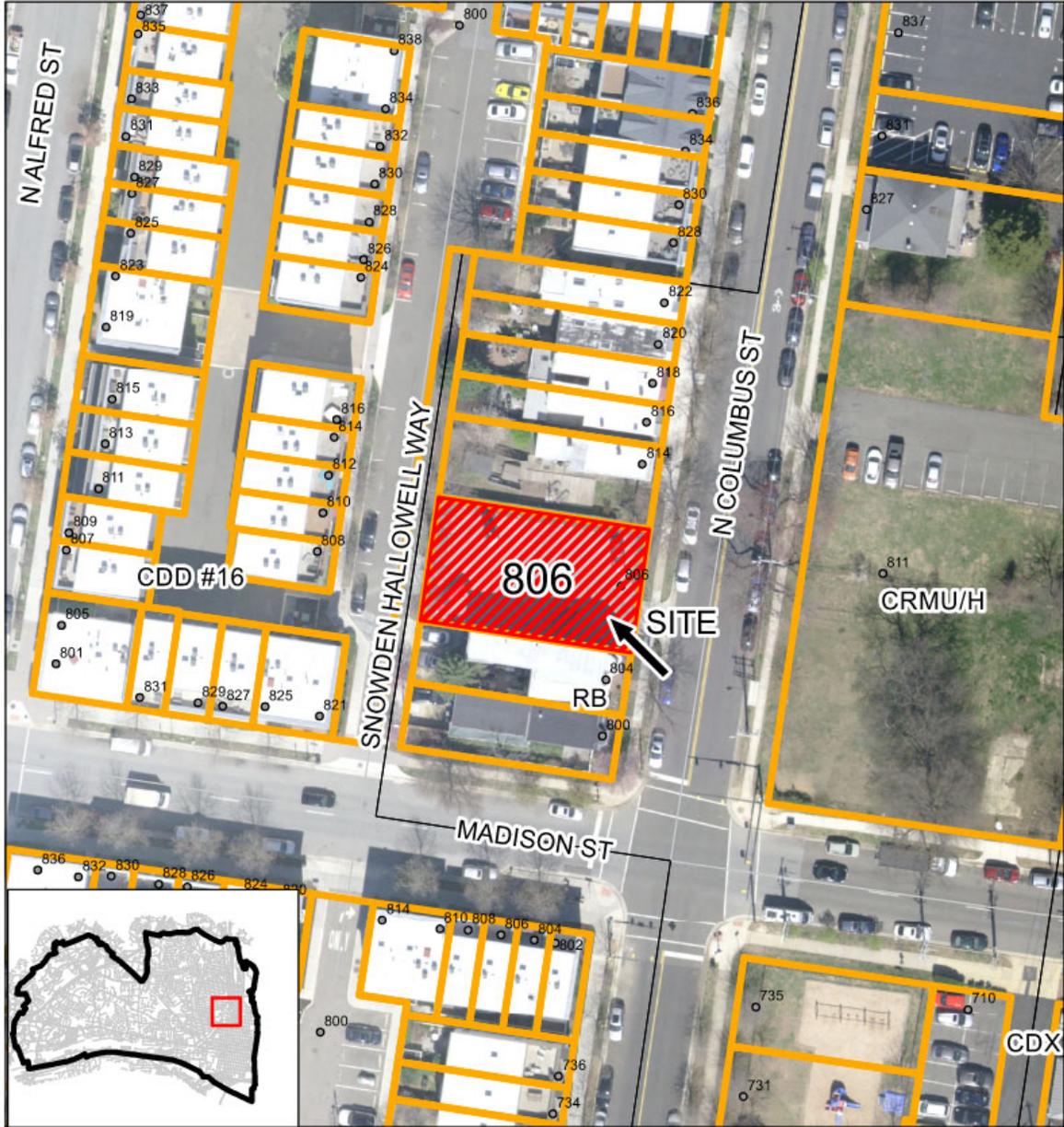
<b>Application</b>	<b>General Data</b>	
<b>Project Name:</b> N. Columbus Street townhouses	PC Hearing:	February 3, 2026
	If approved, DSP Expiration:	February 3, 2029
	Approved Plat Must Be Recorded By:	August 3, 2027
	Plan Acreage:	.1085 acre (4,725 SF)
<b>Location:</b> 806 N. Columbus Street	Zone:	RB/Townhouse
	Proposed Use:	Residential
	Dwelling Units:	3
	Gross Floor Area:	8,195 SF
<b>Applicant:</b> 732 and 806 Development LLC, represented by Ken Wire, attorney	Small Area Plan:	Braddock Road Metro Station
	Historic District:	Parker-Gray District
	Green Building:	2019 Green Building Policy
	Schools:	Naomi L. Brooks Elementary George Washington Middle Alexandria City

<b>Purpose of Application</b>
The applicant requests approval of a Development Site Plan with modifications and a subdivision with variation to construct three townhouses.
<b>Special Use Permits and Modifications Requested:</b>
<ol style="list-style-type: none"> <li>1. Development Site Plan to construct three townhouses.</li> <li>2. Modifications to lot width and lot frontage.</li> <li>3. Re-subdivision with variation for lot size.</li> </ol>

<b>Staff Recommendation: APPROVAL WITH CONDITIONS</b>
<b>Staff Reviewers:</b> Robert M Kerns, AICP, Division Chief, <a href="mailto:Robert.Kerns@alexandriava.gov">Robert.Kerns@alexandriava.gov</a> Catherine Miliaras, AICP, Principal Planner, <a href="mailto:Catherine.Miliaras@alexandriava.gov">Catherine.Miliaras@alexandriava.gov</a> Stephanie Sample, Urban Planner, <a href="mailto:Stephanie.Sample@alexandriava.gov">Stephanie.Sample@alexandriava.gov</a> Sam Shelby, Principal Planner, <a href="mailto:Sam.Shelby@alexandriava.gov">Sam.Shelby@alexandriava.gov</a>

**PLANNING COMMISSION ACTION, FEBRUARY 3 2026:**

On a motion by Vice Chair Koenig, seconded by Commissioner Ramirez, the Planning Commission voted to accept the applicants request to defer Subdivision #2025-00006 and Development Site Plan #2025-00030. The motion carried on a vote of 7-0.



**DSP#2025-00030 & SUB#2025-00006**  
**806 N Columbus Street**



## **I. SUMMARY**

### ***A. Recommendation***

Staff recommends **approval** of the request to construct three townhouses in the existing surface parking lot at 806 N. Columbus Street. The completed project will provide several community benefits, including:

- Redevelopment of a surface parking lot;
- Creation of three new housing units;
- Removal of a curb cut and the creation of more on-street parking;
- Streetscape improvements consisting of a sidewalk and planting strip with a street tree;
- A contribution to the Housing Trust Fund (\$27,337);
- Stormwater improvements that exceed the City’s policy requirement by approximately 65 percent; and,
- Compliance with the 2019 Green Building Policy.

### ***B. General Project Description***

The applicant, 732 and 806 Development, LLC, proposes to construct three townhouses on the existing parking lot. The request includes a re-subdivision with variation to shift the existing lot lines, and modifications to lot width and frontage.

## **II. BACKGROUND**

### ***A. Site Context***

The project site consists of three lots of record totaling 4,725 sq. ft. (.1085 acres) located in the Parker-Gray District, and within the boundaries of the Braddock Road Metro Station/Braddock Neighborhood Plan. The three lots front onto North Columbus Street and behind the site is a 10-foot public alley and Snowden Hallowell Way (figure 6). While Columbus is a two-way street, the east-west streets bounding the block are one-way east (Madison Street) and one-way west (Montgomery Street), and Snowden Hallowell Way behind the property is one-way southbound. The site is surrounded by a mix of uses, primarily residential in the immediate vicinity, with nearby office and neighborhood-serving uses along North Washington Street and in the Old Town North neighborhood. The parking lot is flat with pavers and vegetation around the edges.



Figure 1: Site aerial

### ***B. Existing Lots***

The subject lots were first recorded on April 15, 1891, with the subdivision of the block bounded by Montgomery, North Columbus, Madison, and North Alfred Streets. All existing lots have the same dimensions with 17.5 feet of both width and frontage and a lot size of 1,575 square feet each. Figures 2 and 3, below, show the existing lots and the original subdivision area in its current configuration.

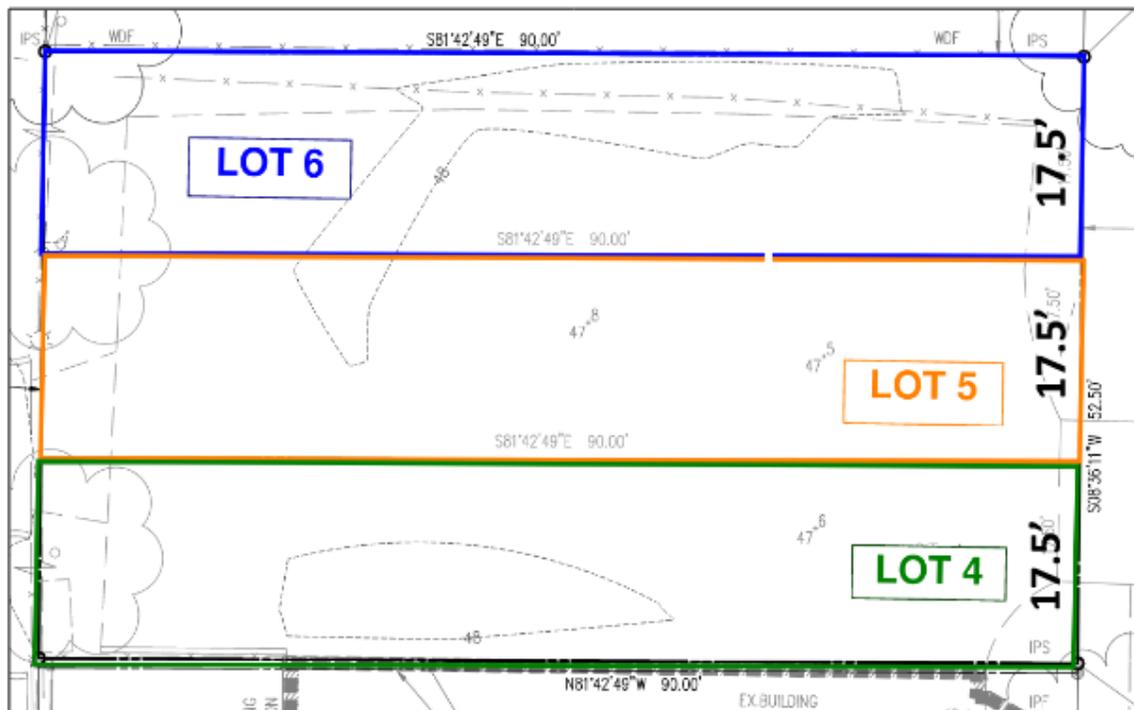


Figure 2: Existing lots

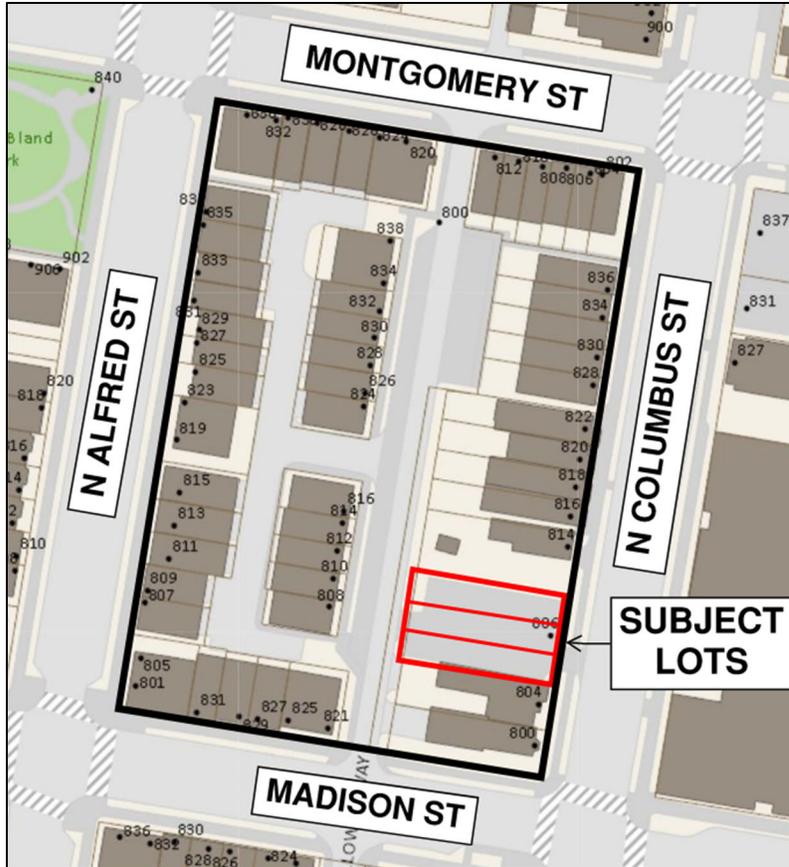


Figure 3: Original subdivision (boundaries outlined in red)

The existing lots do not comply with the RB zone's minimum requirements for lot width, frontage, or size. The RB zone requires 26 feet of both width and frontage for end unit townhouse lots, and 18 feet of both width and frontage for interior townhouse lots. Despite these deficiencies, the lots could still be developed with townhouse dwellings pursuant to Section 12-1000, which allows lower-density residential development on nonconforming lots in certain zones. The existing lot configuration and the RB zone requirements limit any other use or development potential for the site.

### ***C. Detailed Project Description***

The proposed townhouses will be three stories in height plus a smaller fourth floor set back from the front parapet, providing access to a roof deck, similar to the design approach at the adjacent Old Town Commons. The end units will be 18.5 wide, while the center lot will be 16 feet wide. They will be brick on the front facades, with a portion of brick extending to the side elevation on the north, after which the wall material changes to fiber cement siding. The fourth-floor material will also be fiber cement but installed vertically.

Each townhouse will be set back from the front lot line approximately three feet, the same distance as the adjacent townhouses. The rear yards will accommodate two at-grade parking pads and well as outdoor open space for the townhouse residents. Because the center lot will have a transformer, the parking spaces will be in a tandem layout.

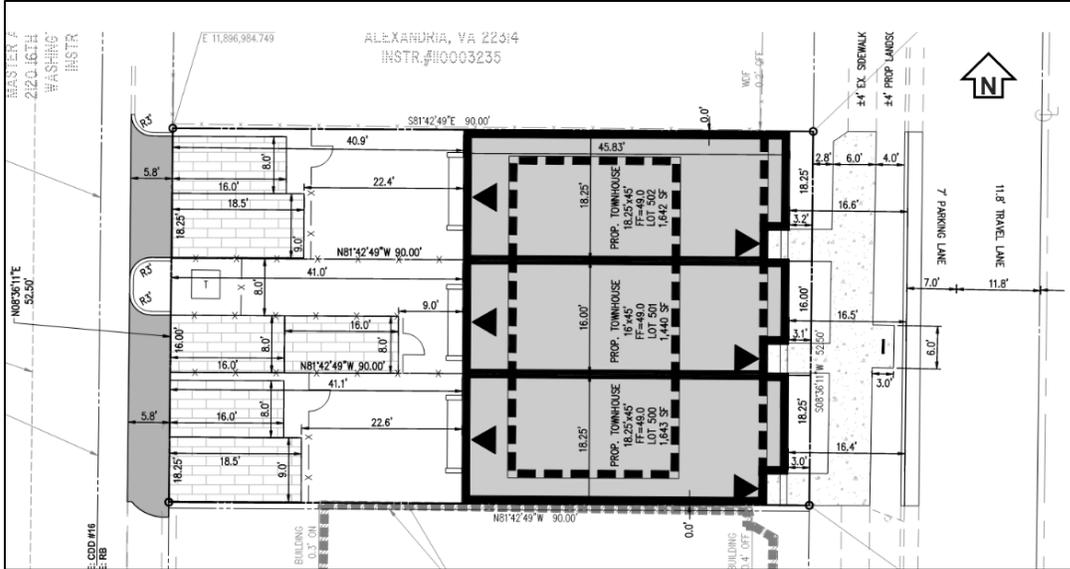


Figure 4: Site plan



Figure 5: BAR elevation (1/21/26)

## ***D. Detailed Subdivision Description***

### **Subdivision Request**

The applicant requests approval for a re-subdivision of the three existing lots. The proposed end lots (500 and 502) would each have 18.25 feet of both width and frontage. Each would have a lot size of 1,643 square feet. The proposed interior lot (501) would have 16 feet of both width and frontage and a lot size of 1,440 square feet.

The proposed end lots (500 and 502) would be 1.25 feet wider and 68 square feet larger than existing, while the interior lot (501) would be 1.5 feet narrower and 135 square feet smaller. The following table summarizes the existing and proposed lot dimensions.

***Table 1: Existing and Proposed Lots***

<b>Lot number</b>		<b>Frontage/Width</b>			<b>Size</b>		
<i>Existing</i>	<i>Proposed</i>	<i>Existing</i>	<i>Proposed</i>	<i>Required</i>	<i>Existing</i>	<i>Proposed</i>	<i>Required</i>
4	500	17.5 ft.	18.25 ft.	26 ft.	1,575 sq. ft.	1,643 sq. ft.	1,980 sq. ft.
5	501		16 ft.	18 ft.		1,440 sq. ft.	
6	502		18.25 ft.	26 ft.		1,643 sq. ft.	

Re-subdivisions that create lots which would not comply with the RB zone’s minimum requirements can be approved if Planning Commission also approves variations from these requirements pursuant to section 11-1713 as follows:

- (A) The Commission may, by vote of a majority of its members, authorize specific variations from the provisions of this section 11-1700, when the commission finds that (i) strict adherence to such provisions would result in substantial injustice
  - (ii) the use and character of the resulting lots or parcels in such a subdivision would not be inconsistent with the use provisions of the zone in which the property is situated and with the existing development in the immediate area; and (iii) one or more of the following special circumstances exists:
    - (1) Extremely rugged topography.
    - (2) Irregularity in shape of parcel preventing conformance with normal lot area or frontage requirements.
    - (3) Insufficient frontage on existing street where the interior of the tract can be served only by a street substandard in width when not serving more than five lots, provided the street is not less than 30 feet in width. If only a single lot is served, the width may be less than 30 feet. A turn around area may be required.
    - (4) Streets along border of the subdivision where the subdivision borders on unsubdivided land and the remaining street width will be provided from adjacent land.

- (5) Resubdivision of lots in subdivisions of record as of January 1, 1952, where, because of existing structures or gross area of land involved, the subdivided lots would not conform to all of the requirements of the zone in which the subdivision is located.
- (B) As used in this section, "substantial injustice" means that the strict application of this ordinance would create an unreasonable burden on the development, use and enjoyment of the property which outweighs the land use or land development purposes served by the specific zoning provision or provisions of this ordinance at issue.
- (C) The applicant shall have the burden of establishing each element required for the grant of a variation.

The applicant has requested a variation from the lot requirements with the re-subdivision request. The applicant's justification for these elements pursuant to 11-1713(C) can be found in the supplemental materials of this report.

### ***E. Community Outreach***

The applicant hosted a virtual community meeting and attended two BAR hearings. Speakers at the community meeting expressed concern about access to the rear of the townhouses for parking (see parking access discussion below) and compatibility of the new townhouses.

The BAR considered the proposed townhouses in concept at two BAR hearings, October 16, 2025, and January 21, 2026. At the first hearing the Board was generally supportive of townhouses on a surface parking. They provided feedback on the overall building height, the relationship of the proposed buildings to the neighboring historic structures and discussed the proposed building materials. The adjacent property owner to the south expressed the impact of the proposed townhouse on the visibility of the historic projecting bay on his house, given the proposal to locate the new townhouses closer to the sidewalk than the historic ones. Other members of the public expressed concern regarding the height of the structures, particularly the extent of the north wall of the new townhouse and its impact on the smaller historic building to the north of the site. There were also questions from neighbors regarding the use of the rear of the site for parking and how that access would work.

On January 21, 2026, the BAR considered the updated project plans and expressed support for the townhouses, but recommended that the applicant clad the entire north wall of the end unit with brick, rather than half brick and half fiber cement, and that the first-floor picture style window on the middle unit be refined to be more compatible with the historic district. The applicant was receptive to the BAR's recommended refinements. The three speakers brought up concerns about the proposed building heights, design of the rear fences, roof terraces overlooking adjacent properties and access to the townhouse's parking spaces.

The project was also shared during the Planning & Zoning Virtual Community Meeting on January 8<sup>th</sup>.

**Table 2: Community Meetings**

Meeting	Date	Attendees
BAR Concept Review #1	10.16.2025	4 community members spoke
Applicant-hosted virtual community meeting	12.15.25	10 community members (combined with community meeting for 732 N. Washington Street)
P&Z Virtual Meeting	1.8.2026	18 community members
BAR Concept Review #2	1.21.26	3 community members spoke

### III. Zoning

**Table 3: Townhouse Zoning Tabulations**

<b>Property Addresses</b>	806 N. Columbus St. (Lots 500, 501 and 502)			
<b>Total Site Area</b>	4,725 SF (.1085 acres)			
<b>Existing Zone</b>	RB/Residential Townhouse zone			
<b>Current Use</b>	Surface parking			
<b>Proposed Use</b>	Townhouses			
	<i>Permitted/Required</i>	<i>Lot 500</i>	<i>Lot 501</i>	<i>Lot 502</i>
Lot Area	1,980 minimum <sup>1</sup>	1,643 SF	1,440 SF	1,642 SF
FAR	1.5	1.42	1.48	1.43
Height	45'	42.5'	42.5'	42.5'
Lot Width <sup>2</sup>	<i>Interior lot: 18'</i> <i>End lots: 26'</i>	18.25'	16'	18.25'
Lot Frontage <sup>3</sup>	<i>Interior lot: 18'</i> <i>End lots: 26'</i>	18.25'	16'	18.25'
Setbacks	<i>Front: front lot line or block average</i>	<i>Front: 3'</i> <i>Side: N/A</i> <i>Rear: 41.1'</i>	<i>Front: 3.1'</i> <i>Side: N/A</i> <i>Rear: 41'</i>	<i>Front: 3.2'</i> <i>Side: N/A</i> <i>Rear: 40.9'</i>

<sup>1</sup> Applicant is requesting to modify lot size as part of re-subdivision.

<sup>2</sup> Lot width modification requested.

<sup>3</sup> Lot frontage modification requested.

	<i>Side:</i> not required for lots less than 25' wide <i>Rear:</i> 1:1 (8' minimum)			
Open Space	35% (can include rooftop)	37.4%	35.5%	37.4%
Crown Coverage	25%	30%	34%	30%
Parking	No parking required	2 spaces	2 spaces	2 spaces

#### IV. SUBDIVISION STAFF ANALYSIS

Staff recommends approval of the applicant’s request for a re-subdivision with variations. The proposed re-subdivision would meet all requirements established by section 11-1710 except the lot frontage, width, and size provisions which are addressed through the requested variations. Despite the insufficient width, frontage, and size, the proposed lots would provide adequate access for emergency services, utilities, sufficient area for off-street parking and maneuvering, and lot configurations suitable for residential uses permitted in the RB zone. The proposed lots would be substantially the same character as similar situated lots in the surrounding neighborhood as demonstrated in further analysis below.

##### *A. Similarly Situated Lots*

The original subdivision area includes at least 53 lots in its current configuration. Of these, staff has only included similarly situated lots in the lot character analysis required by [section 11-1710\(B\)](#). Staff excluded the 11 lots without frontage and the four corner lots because they are not similarly situated to the existing or proposed lots. The similarly situated lots have lot frontages and widths that both range from 13.7 feet to 38.1 feet. They have lot sizes ranging from 690 to 3,141 square feet. The following tables show how the proposed lots compare to the similar situated lots in terms of lot width, frontage, and size.

**Table 4: Similarly Situated Lots**

Address	Lot width/frontage (ft.)
804 Montgomery St.	13.7
810 Montgomery St.	13.7
806 Montgomery St.	13.9
808 Montgomery St.	14.3
832 N Columbus St.	16
830 Montgomery St.	16
833 N Alfred St.	16
831 N Alfred St.	16
829/827 N Alfred St.	16

825 N Alfred St.	16
831 Madison St.	16
<b>Proposed Lot 501</b>	<b>16</b>
830 N Columbus St.	16.1
834 N Columbus St.	16.2
812 Montgomery St.	16.4
<b>Average</b>	<b>16.9</b>
820 N Columbus St.	17.2
818 N Columbus St.	17.4
816 N Columbus St.	17.6
822 N Columbus St.	18
<b>Proposed Lot 500</b>	<b>18.3</b>
<b>Proposed Lot 502</b>	<b>18.3</b>
809 N Alfred St.	18.8
829 Madison St.	18.8
827 Madison St.	18.8
826 Montgomery St.	19
828 Montgomery St.	19
835 N Alfred St.	19
823 N Alfred St.	19
813 N Alfred St.	19
811 N Alfred St.	19

<b>Address</b>	<b>Lot Size (sq. ft.)</b>
830 Montgomery St.	690
831 Madison St	696
810 Montgomery St.	700
833 N Alfred St.	706
831 N Alfred St.	706
804 Montgomery St.	720
806 Montgomery St.	725
808 Montgomery St.	735
812 Montgomery St.	773
828 Montgomery St.	783
826 Montgomery St.	785
809 N Alfred St.	797
835 N Alfred St.	801
827 Madison St	801
829 Madison St	803
829/827 N Alfred St.	823
825 N Alfred St.	823
807 N Alfred St.	935
837 N Alfred St.	938

823 N Alfred St.	978
813 N Alfred St.	978
811 N Alfred St.	978
815 N Alfred St.	1,146
832 N Columbus St.	1,161
834 N Columbus St.	1,165
830 N Columbus St.	1,167
<b>Average</b>	<b>1,168</b>
836 N Columbus St	1,435
<b>Proposed Lot 501</b>	<b>1,440</b>
821/825 Madison St	1,441
820/824 Montgomery St.	1,507
828 N Columbus St.	1,553
822 N Columbus St.	1,554
818 N Columbus St.	1,556
820 N Columbus St.	1,561
816 N Columbus St.	1,594
<b>Proposed Lot 500</b>	<b>1,643</b>
<b>Proposed Lot 502</b>	<b>1,643</b>
819/821 N Alfred St.	1,961
804 N Columbus St.	2,390
814 N Columbus St.	3,141

### ***B. Character Analysis***

The proposed lots would maintain compatibility with similarly situated lots. The proposed lot configuration would establish lots with similar frontages, widths, and sizes to those provided by similarly situated lots. This satisfies the requirement for the re-subdivided lots to be in character with the surrounding neighborhood. Moreover, the modest nature of the changes (the proposed end lots would be 1.25 feet wider and 68 square feet larger than existing, while the interior lot would be 1.5 feet narrower and 135 square feet smaller) would ensure the re-subdivision does not result in any noticeable incompatibility or detract from adjacent property values. While the proposed lots would not meet the RB zone's minimum dimensional requirements, they would align with the neighborhood's established development pattern.

### ***C. Variations***

To approve the applicant's variation request, the Planning Commission must find that it meets the requirements outlined in section 11-1713. The applicant must demonstrate three elements: (1) that strict adherence to the lot width, frontage, and size requirements would result in a substantial injustice; (2) that the resulting lots would be consistent with the zone's use provisions and existing development; and (3) that a special circumstance exists.

### **Substantial Injustice**

Staff finds that strict application would result in substantial injustice. Section 11-1713 states that a substantial injustice "...means that strict application of this ordinance would create an unreasonable burden on the development, use, and enjoyment of the property which outweighs the land use or land development purposes served by the specific zoning provision or provisions of this ordinance at issue."

Strict application of the lot requirements would preclude any re-subdivision with three lots. Only a two-lot re-subdivision could be approved with strict application of the lot requirements. Technically, strict application would also allow for the existing three-lot configuration of the subject property to remain.

Staff finds that strict application would result in substantial injustice. The applicant's proposed configuration would increase the width of the end lots and reduce the width of the interior lot. This would be consistent with the RB zone's townhouse lot requirements, which establish larger width requirements for end unit townhouse lots and narrower width requirements for interior townhouse lots.

The purposes underlying the lot requirements would not be compromised by the proposal. Lot frontage requirements ensure adequate access for residents, vehicles, utilities, and first responders. All three lots would maintain sufficient frontage for these purposes, with only modest changes from existing conditions (end lots would increase by 1.25 feet; interior lot would decrease by 1.5 feet).

Lot width and size requirements ensure that lots within a zoning district have similar sizes and shapes. They also establish density limits. The proposed lots would remain in character with surrounding properties as the proposed dimensions fall within the range of similarly situated lots. The re-subdivision would also not increase density because the existing configuration already permits three dwelling units.

The substantial injustice test balances the burden on the applicant against the land use purposes served by strict compliance. In this case, given that the purposes underlying the lot requirements would be upheld, any burden on the development, use, or enjoyment of the property would be unreasonable.

### **Consistency with Use Provisions and Existing Development**

As outlined in the character analysis section above, staff found that the proposal would be consistent with the existing development in the surrounding area as required by section 11-1713(A). The proposed re-subdivision would allow for townhouse dwellings which would also be consistent with the RB zone's use provisions which allow townhouse dwellings by-right.

### **Special Circumstance**

Last, the special circumstance outlined in 11-1713(A)(5) exists. The subject property was subdivided in 1891, well before the cutoff date of January 1, 1952. Because of the size (gross area of land involved) of the subject property, the proposed lots could not conform to the RB zone's lot requirements.

## **IV. DEVELOPMENT SITE PLAN STAFF ANALYSIS**

### ***A. Conformance with the Master Plan and City Policies***

#### **Braddock Road Metro Station/Braddock Metro Neighborhood Plan**

The Braddock Road Metro Station Small Area Plan (1992), amended by the Braddock Metro Neighborhood Plan (2008), provides long-range guidance for neighborhoods surrounding the Braddock Road Metro Station. Neither plan identifies the existing parking lot as a development site. However, the redevelopment reflects several of the Plan's guiding principles, including: "create a sense of place/neighborhood identity, vitality and diversity"; "provide walkable neighborhoods that are secure and feel safe"; and, "achieve varying and transitional heights and scales." This infill development will add a compatible use to a residential block and contributes to the transitional height and scale from the larger scale buildings to the east to the townhouse-scale development to the west. Additionally, removing a parking lot and creating a continuous streetscape will enhance the walkability of this block.

The project does not require contributions to the Braddock Neighborhood funds because it utilizes existing zoning.

#### **Green Building Policy**

The project will comply with the 2019 Green Building Policy and will pursue EarthCraft certification. Sustainability strategies to be incorporated into the project will include recycling, access to quality views, ongoing water and air performance testing, bike storage, EV car charging stations, and access to public transportation. A commissioning agent will be contracted for the project and preliminary energy savings estimate the project will result in a 5% reduction in energy consumption from the baseline. Native plant species will be planted, and indoor water fixtures will be WaterSense-labelled. The project will be designed to be solar-ready and all electric.

#### **Affordable Housing Policy**

Pursuant to the City's affordable housing policies and procedures, voluntary Housing Trust Fund contributions are applicable to all new residential developments of five units or more. As the project proposes three units, no voluntary contribution is anticipated.

## **Public Art Policy**

As a DSP, the project does not require compliance with the Public Art policy.

## ***B. Building Design and Board of Architectural Review (BAR)***

The project site consists of three typically-sized lots for this area of N. Columbus Street. The proposal to construct townhouses is in keeping with the character of the neighborhood which includes both historic and contemporary townhouses as well as a newly-constructed multi-unit building across the street. The proposed townhouses draw on both historic and more contemporary precedents and will complete the streetscape along Columbus Street, removing an under-utilized parking lot.

## **BAR Refinements**

The BAR has been supportive of the construction of three townhouses on the currently vacant lot. At the first BAR Concept Review, the Board expressed concern regarding the overall height of the structures, asking the applicant to lower the building as much as possible. The Board also discussed the relationship of the proposed townhouses to the existing adjacent buildings, noting that the siting of the proposed townhouses located them in front of the existing building to the south overwhelming the bay on the north side of this structure. Regarding the proposed materials, the Board expressed concern regarding the mixture of brick and siding on the townhouses, suggesting that the north and west side of the buildings be clad in brick similar to the east elevation.

Prior to the second Concept Review, the applicant modified the design in response to these comments. Revisions included lowering the overall height, stepping back the fourth floor, lowering the height of the projecting bay, and pushing the building away from the edge of the sidewalk to be more similar to the building to the south of the subject site. The Board appreciated these revisions and asked the applicant to make additional revisions prior to returning for the Certificate of Appropriateness. These additional revisions include cladding the full north elevation with brick and redesigning the first-floor windows on the center townhouse.

## ***C. Development Site Plan***

The project requires approval of a Development Site Plan under Section 11-403 and Planning Commission must evaluate the following standards for approval:

1. The applicable factors of section 11-410 have been appropriately considered in the site plan;

*The massing, location and design of the proposed townhouses is compatible with the pattern of townhouse development in the immediate neighborhood and will*

*enhance this part of the historic district by filling in this “missing tooth” on the blockface.*

2. The development will not adversely affect the public health safety and welfare; and,

*Staff finds that there will be no adverse effect on the public health, safety and welfare due to the construction of townhouses. The removal of the curb cut on Columbus Street will allow for an enhanced and safer streetscape for pedestrians.*

3. The application complies with all provisions of this ordinance and all applicable laws.

*The townhouses are consistent with most of the provisions in the ordinance and unlike many infill townhouses they comply with open space and crown coverage requirements.*

Staff notes that the removal of surface parking in the historic districts is generally encouraged and the proposal contributes to the City’s housing goals.

#### ***D. Site Plan Modifications***

As part of this DSP, the applicant is requesting two modifications. Pursuant to Section 11-416 of the Zoning Ordinance, the Planning Commission may approve these modifications if they determine such modifications:

1. Are necessary or desirable to good site development.
2. That specific and identified features of the site design compensate for the impacts otherwise protected by the regulations for which the modification is sought.
3. That such modification will not be detrimental to neighboring property or to the public health, safety and welfare.

#### ***Lot Width and Frontage Modification***

For townhouse dwellings in the RB zone, the lot width and lot frontage requirements are the same. There is significant variation in lot widths for the townhouses, semi-detached and single-family units in the immediate neighborhood, making the proposed lot widths appropriate and in character, particularly with the nearby townhouse patterns of development. The slight reduction in the center lot width (and associated increase in the two other lots) provides the type of townhouse variety that has developed historically over time in the historic districts. The lot width variety also allows for variation in the building design.

Based on the criteria listed above that the Planning Commission uses to approve modifications, staff supports the modifications for the following reasons:

1. The lot width and frontage modifications allow for a variety of townhouse widths and designs, consistent with the neighborhood.
2. The three existing lots on the site are also not in compliance with width and frontage requirements (nor are many of the existing homes in the vicinity) in the RB zone and the slight lot line change will allow for a diversity in design that will be reflective of the neighborhood.
3. The modifications proposed will not be detrimental to neighboring properties nor to the public health, safety and welfare as the property is already subdivided to allow for three townhouses.

***E. Open Space and Crown Coverage***

**Open Space**

Each of the townhouse lots will exceed the 35 percent required open space through a combination of rear yard and rooftop open space. Future owners can enjoy at-grade open space as well as rooftop open space, something rarely provided with most new townhouses in the historic district.

**Table 5: Crown Coverage and Tree Preservation Table**

<b>Total Proposed Canopy Cover</b>	30%
Preserved Trees	0
Proposed Trees	30%
<b>Existing Trees*</b>	2
Preserved Trees	0
Removed Trees	2 <sup>4</sup>
Invasive Trees	0
Trees in Poor Condition**	0

\*Per the Landscape Guidelines, existing trees included in the tree survey are trees greater than 8” diameter at 4.5’ above ground level at the trunk, at the time of submission.

As shown in the table above, the project is meeting the required 25% canopy cover on a lot by lot basis through the planting of a single tree in each rear yard. The trees to be removed include trees in the public alley and two at the back of the site.

With respect to tree removal and tree protection, two existing trees at the rear of the property and two additional trees in the unimproved portion of the public alley right-of-

---

<sup>4</sup> Two trees in the unimproved public alley will also be removed.

way will be removed to facilitate the project. Nearby trees at the rear of the site will receive tree protection during the project's construction.

### ***F. Streetscape***

The applicant's streetscape improvements include removing the existing curb cut on N. Columbus Street and the installation of a continuous four-foot planting strip with a street tree and a six-foot concrete sidewalk. The applicant will also install a bike rack along N. Columbus Street. The removal of the curb cut will allow for more two-hour street parking in front of the proposed townhouses.

### ***G. Stormwater***

The applicant proposes Level 2 permeable pavement systems for the surface parking spaces, which provide a 16 percent improvement in total phosphorus removal compared to pre-development conditions. The proposed design achieves 100 percent of the required phosphorus reduction entirely through green infrastructure practices, thereby exceeding the City's policy requirement that at least 65 percent of the required removal be achieved through non-proprietary (green infrastructure) practices, as outlined in the City's Memo to Industry 01-18. Due to the site's location within the City's combined sewer system, the proposed design demonstrates compliance with the City's Memo to Industry 23-02 by reducing post-development ten-year storm flows to a minimum of 10 percent below pre-development conditions through runoff reduction and on-site detention within permeable pavement systems.

### ***H. Transportation***

#### **Parking**

Although there is no parking required for the proposed townhouses, the applicant has cited market conditions in their proposal to include two parking spaces per townhouse (one standard and one compact) at the rear. Access to the parking will be from the partially improved public alley and Snowden Hollowell Way behind the townhouses as shown in Figure 6 below. The previously approved CDD and DSUP for the former James Bland public housing complex (Old Town Commons), included the recordation of a public access easement over the private Snowden Hollowell Way to allow for north-south traffic and to provide access to the rear yards of the Columbus facing properties.

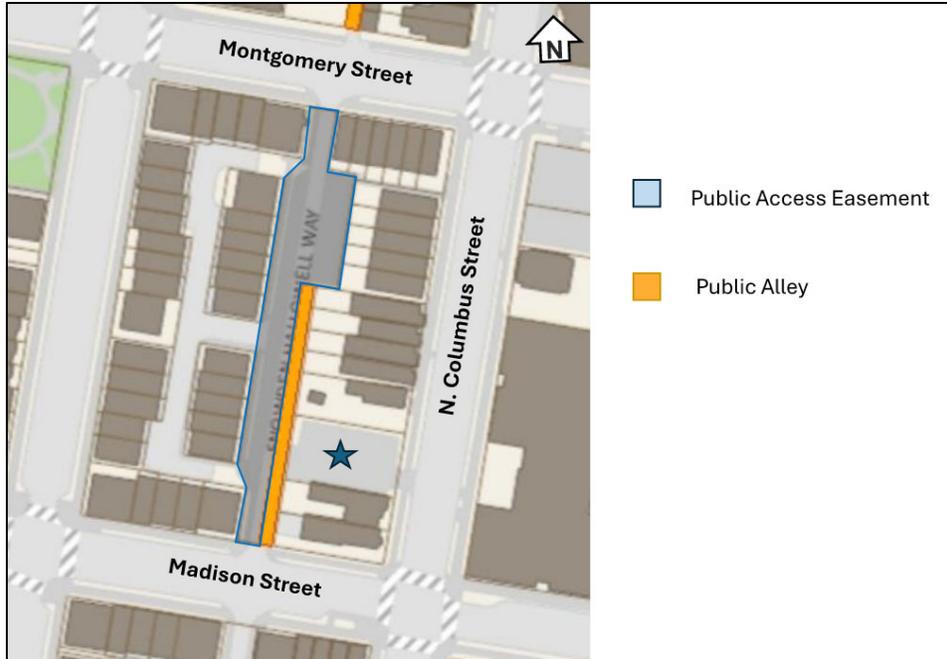


Figure 6: Location of the public access easement and public alley behind the subject property.

The site is also within the District 3 Residential Permit Parking District and future residents of the townhouses will be eligible for parking permits.

### **Transit, Bicycle and Pedestrian Circulation**

The site is well-served by a variety of transit options, including the WMATA Braddock Metro Station, numerous DASH and Metro buses and several Capital Bikeshare stations within a quarter-mile radius.

The neighborhood is highly walkable, with access to many personal services within walking distance, including two grocery stores, gyms, medical offices, restaurants and child care.

#### ***I. Traffic***

The size of the project does not trigger a traffic study. However, the applicant's trip generation analysis showed a modest increase in trips to the site, which does not necessarily reflect recent use of the lot. The lot has been used sparingly by the American Statistical Association over the last decade but recently the lot was used for construction staging and construction worker parking for the Whitley project recently completed across the street. The removal of the lot, and the curb cut, as well as the inclusion of two spaces for each townhouse accessed from the rear should reduce traffic on North Columbus Street.

### ***J. School Impacts***

The student generation rate for three townhouses is .36 students, equivalent to one student (based on a generation rate of .12 per townhouse). This project is in the Naomi L. Brooks Elementary, George Washington Middle, and Alexandria City High School attendance areas. City and ACPS staff will monitor and integrate the projected student generation numbers in forthcoming school enrollment projections and ACPS will continue to coordinate with the City to review, plan and allocate resources.

## **V. CONCLUSION**

Staff recommends approval of the Development Site Plan and Subdivision, subject to compliance with all applicable codes and the recommended conditions included in this report.

**Staff:** Robert M. Kerns, AICP, Division Chief/Development  
Catherine Miliaras, Principal Planner/Development  
Stephanie Sample, Urban Planner/Development  
Sam Shelby, Principal Planner/Land Use Services



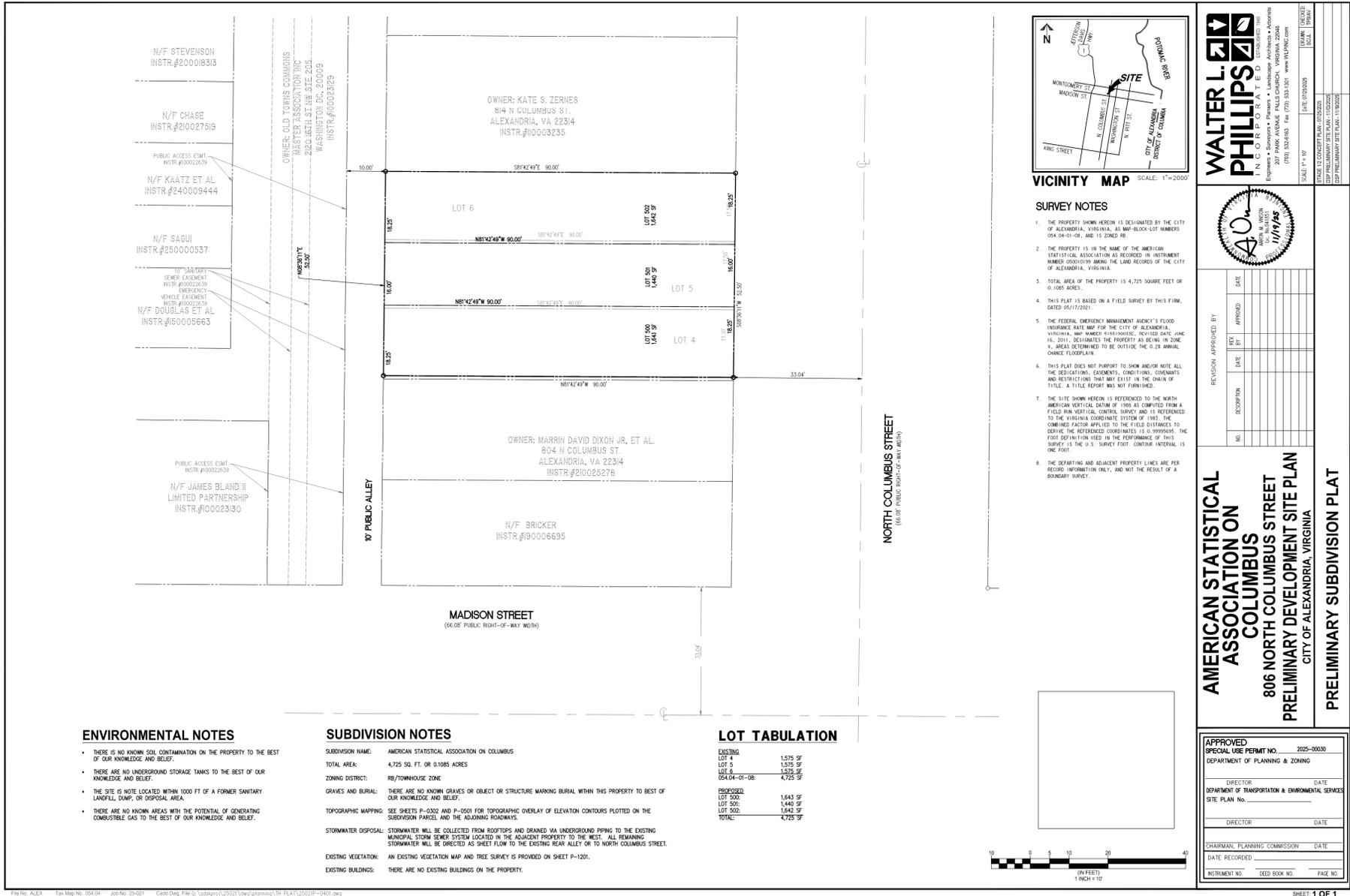


Figure 84: Preliminary Subdivision Plat



Figure 95: Elevations dated 11.3.25 (pre-BAR approval)

## **VII. STAFF RECOMMENDATIONS**

1. The Final Site Plan shall conform substantially with the preliminary plan dated November 19, 2025, and comply with the following conditions of approval.

### **I. SITE PLAN**

2. Per § 11-418 of the Zoning Ordinance, the development site plan shall expire and become null and void, unless the applicant commences substantial construction of the project within 36 months after initial approval and the applicant thereafter pursues such construction with due diligence. The applicant shall provide a written status report to Staff 18 months after initial approval to update the City Council on the project status if they have not yet commenced substantial construction. The applicant may petition to extend the validity period after adequate notice and a public hearing. (P&Z)
3. Submit the plat and associated deed for all applicable subdivisions identified in the Preliminary Plat dated July 28, 2025. The applicant must obtain approval of the plat(s) prior to or concurrent with Final Site Plan release. Provide proof of recordation with the first application for a building permit. (P&Z) (T&ES) \*, \*\*
4. Show site utilities compatibly with other conditions on the site plan to the satisfaction of the Directors of P&Z, T&ES prior to Final Site Plan release, specifically: (P&Z) (T&ES) \*
  - a. Locating above grade service openings and required clearances for items such as transformers, telephone, HVAC units, and cable boxes.
  - b. Minimizing conflicts with plantings, pedestrian areas, and major view sheds.
  - c. Excluding above grade utilities from dedicated open space areas and tree wells.
  - d. Screening all utilities from the public right-of-way.
5. Provide a lighting plan prior to Final Site Plan release, unless otherwise identified below, to verify that lighting meets the City's Design and Construction Standards. The plan shall be to the satisfaction of the Directors of P&Z, T&ES, Code, and the Climate Action Officer of OCA and shall include: (P&Z) (T&ES) (OCA) (Code) \*
  - a. Photometric calculations must extend from proposed building face(s) to property line and from property line to the opposite side(s) of all adjacent streets and/or 20 feet beyond the property line on all adjacent properties and rights-of-way.
  - b. All site lights designed to meet City of Alexandria photometric standards shall have photovoltaic switches.

- c. The location of conduit routing between site lighting fixtures to avoid conflicts with street trees.
6. Provide a georeferenced CAD file in **AutoCAD 2018**.dwg or greater format that adheres to the National CAD Standards prior to Final Site Plan release. The file shall have the dimension plan including existing conditions, proposed conditions, and grading elements. If proposing a subdivision, include the existing and new parcels and neighboring parcels. Identify legal lot numbers for each lot and document the square footage. Show adjacent lots and their Tax Map numbers on the subdivision plat. (GIS) \*

## A. BUILDING

7. Provide a building code analysis with these building code data prior to Final Site Plan release: (1) use group, (2) number of stories, (3) type of construction, (4) total floor area per floor, (5) height of structure, (6) non-separated or separated mixed use, (7) fire protection system requirements, and (8) accessible routes. (P&Z) (Code) \*
8. The building design, including the appearance, color, and quality of materials; final detailing; three-dimensional expression; and depth of all plane changes, shall be consistent with the Certificate of Appropriateness and the following conditions. Provide this information regarding materials and design to the satisfaction of the Director of P&Z prior to Final Site Plan release: (P&Z) (Code) (OCA) (BAR) \*
  - a. Where fiber cement façade panels are permitted, they shall not use a wrap-around trim for mounting to the substructure but may use either a batten system to conceal the joints or a rainscreen type installation. If exposed fasteners are proposed, they may be either concealed or if exposed, shall be finished to match the adjacent panels and their location integrated into the overall design.
  - b. Coordinate the design, color, and materials of all penthouses, rooftop mechanical areas, and rooftop screening with the overall architecture of the building, as regards massing, materials, and detailing/expression. Roof surfaces must be light-colored with green roofs encouraged as an alternative.
  - c. The recessed or projecting depth of brick rustication must be a minimum of 3/4 inches or in accordance with the BAR approval.
9. Provide detailed drawings in realistic colors to permit evaluation of key building elements such as the building base, entrances, entry canopy, stoops, windows, balconies, railings, cornices, and other ornamental elements, and material details including the final detailing, finish, and color of these elements prior to Final Site Plan release. (P&Z) \*
  - a. The drawings shall be enlarged and coordinated plan-section-elevation studies, typically at 1/4" = 1'-0" scale, with shadows cast at 45 degrees from both left and above to show true depth of recesses and projections.
  - b. Separate design drawings shall be submitted for each primary building typology, different wall, or bay type.
10. Provide the items listed below to allow Staff to review the materials, finishes, and architectural details. These materials shall conform substantially to the preliminary plan

and the current *Guidelines for Preparation of Mock-Up Panels*, Memo to Industry effective at application submission. (P&Z) (Code)

- a. Samples of actual window glazing, frame, and sash components proposed for each area of the building in the color and material that will be provided (may reduce sample sizes for ease in handling). \*
  - i. Window sizes and types.
  - ii. Window mullion dimensions and projection in front of face of glass.
  - iii. Window frame, sash, and mullion materials.
  - iv. Any windows visible from a public park or right-of-way shown as simulated divided light type shall include between the glass spacer bars aligned with exterior muntins; any such exterior muntins shall project not less than 3/8 inch beyond the face of glass and be reflected in the window samples provided. Grills located between the glass will not be supported.
11. Before ordering final building materials, provide a materials board that includes all proposed materials and finishes prior to Final Site Plan release. The materials board shall remain with P&Z until the issuance of the final Certificate of Occupancy, when Staff will return all samples to the applicant. (P&Z)\*, \*\*\*
  - a. Staff may request more detailed/extensive materials relating to the proposed fenestration, such as samples of the glazing, frame, and sash components, and including whether the windows will be double-or-triple glazed and have simulated divided lights.
  - b. Materials may be modified or substituted only if in substantial conformance with the Preliminary Site Plan approval and to the satisfaction of the Director of P&Z. \*
  - c. Drawings of mock-up panel(s) that depict all proposed materials, finishes, and relationships as part of the Final Site Plan. \*
  - d. An on-site mock-up panel using the approved materials, finishes, and relationships shall be constructed for Staff review and approval. Per VCC108.2 concrete or masonry mock-up panels exceeding 6-ft. require a building permit. The panel(s) shall be constructed and approved prior to vertical (above-grade) construction and before ordering building materials. Locate the panel so that it receives sunlight from the same predominant direction as will the finished structure. \*\*
  - e. The mock-up panel shall remain on-site, in the same location, and visible from the right-of-way without entering the site throughout construction until the issuance of the first Certificate of Occupancy. \*\*\*

## **B. TREE PROTECTION AND PRESERVATION**

12. Provide a Tree and Vegetation Protection Plan per the City of Alexandria's Landscape Guidelines for approval prior to Final Site Plan release and implement the plan for the duration of construction. When the Applicant is responsible for the protection and preservation of City-owned trees (within right-of-way, park, etc.), the applicant shall provide signage indicating that the trees are under private management and maintenance

for the period of construction and maintenance bond. (P&Z) \*

### **C. ARCHAEOLOGY**

13. Call Alexandria Archaeology immediately at 703.746.4399 if you discover any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts during development. Cease work in the discovery area until a City archaeologist inspects the site and records the finds. Include the preceding text on all Final Site Plan sheets involving any ground disturbing activities. (Archaeology) \*
14. The applicant shall not allow any metal detection and/or artifact collection to be conducted on the property, or allow independent parties to collect or excavate artifacts, unless authorized by Alexandria Archaeology. Failing to comply shall result in project delays. Include the preceding text on all Final Site Plan sheets involving any ground disturbing activities. (Archaeology) \*

### **D. PEDESTRIAN/STREETSCAPE**

15. Provide the pedestrian improvements listed below to the satisfaction of the Directors of P&Z and T&ES. Complete all pedestrian improvements prior to the issuance of the final Certificate of Occupancy. (P&Z) (T&ES) \*, \*\*\*
  - a. Construct all concrete sidewalks to City standards. The minimum unobstructed width of newly constructed sidewalks shall be 6 feet in commercial, mixed-use, or other high-density areas and five feet in single-unit or other lower density areas.
  - b. Sidewalks must comply with the City's Green Streets and Sidewalks guidance and the Complete Streets Design Guidelines.
16. Provide sidewalks, crosswalks, and curb ramps per the City's Memo to Industry 23-01, Design and Construction Standards, the City's Complete Streets Design Guidelines, and these requirements: (P&Z) (T&ES) \*, \*\*\*
17. Provide two empty slots in the electrical panel for the future Level 2 charging and pull wire ready conduit from the electrical panel to the garaged parking spaces. Install and label the conduit outlet in each garage prior to receiving the Certificate of Occupancy. (OCA) \*\*\*

### **E. PARKING / CURB MANAGEMENT**

18. Show all existing and proposed on-street parking controls and restrictions on the Final Site Plan. The Traffic and Parking Board must approve any on-street parking changes after Signature Set approval. (P&Z) (T&ES) \*

### **F. SUSTAINABILITY**

19. The project shall comply with the requirements of the City of Alexandria's 2019 Green Building Policy (OCA) \*, \*\*, \*\*\*, \*\*\*\*

20. The applicant shall provide these items to comply with the Green Building Policy at Final Site Plan: (OCA) \*
  - a. Evidence of the project's registration with LEED, Green Globes, EarthCraft, NGBS, or equivalent.
  - b. A copy of the draft certification scorecard which indicates the project will meet the required performance points as outlined in the Green Building Policy for LEED, Green Globes, EarthCraft, NGBS, or equivalent.
21. The applicant shall provide these items to comply with the Green Building Policy with the Building Permit: (OCA) \*\*
  - a. An updated copy of the draft certification scorecard/checklist prior to building permit release for above-grade construction for LEED, Green Globes, EarthCraft, NGBS, or equivalent.
  - b. Water efficiency and indoor environmental quality documentation for the priority performance points in the Green Building Policy prior to building permit release for above-grade construction for LEED, Green Globes, EarthCraft, NGBS, or equivalent.
22. The applicant shall provide these items to comply with the Green Building Policy at with requests for Certificates of Occupancy: (OCA) \*\*\*
  - a. Evidence that design phase credits (for the certifying party) have been submitted by Temporary Certificate of Occupancy for LEED, Green Globes, EarthCraft, NGBS, or equivalent.
  - b. Evidence showing that the project meets the priority performance points for Energy Use Reduction, Water Efficiency, and Indoor Environmental Quality for Design Phase credits for LEED, Green Globes, EarthCraft, NGBS, or equivalent.
  - c. If the project fails to achieve the required certification level and priority performance points, then demonstrate a good faith, reasonable, and documented effort to achieve the certification level to the satisfaction of the Climate Action Officer.
23. The applicant shall provide the following to comply with the Green Building Policy at Release of Performance Bond: (OCA) \*\*\*\*
  - a. Documentation of applicable green building certification showing that the project meets the priority performance points for Energy Use Reduction, Water Efficiency, and Indoor Environmental Quality for LEED, Green Globes, EarthCraft, NGBS, or equivalent.
24. Demonstrate that the roof(s) are solar ready, with the necessary conduit to enable future solar panel installation, on the Building Permit. (OCA) \*\*
25. At the Final Site Plan, demonstrate that the building will be fully electric including all mechanical systems. For limited accessory elements, if using gas, food and beverage uses in retail spaces and outdoor grills, must be controlled with occupancy sensors, timers

not to exceed two hours, or other technology to prevent the accessory element from using natural gas when not being used by an occupant of the building. (OCA) \*

## **II. TRANSPORTATION**

### **A. STREETS/TRAFFIC**

26. Repair any of the City's existing public infrastructure that construction damages per the most recent version of the T&ES Design and Construction Standards Memo to Industry 23-01, or to the satisfaction of Director of T&ES, prior to Performance Bond release. (T&ES) \*\*\*\*
27. Provide full curb to curb restoration for any asphalt patches larger than 20 percent of the total asphalt surface, measured along the length of the road adjacent to the property frontage and/or extending to the centerline of the street prior to Performance Bond release. (T&ES) \*\*\*\*
28. Finalize street names and addresses for mail delivery (addressed per the front door) prior to Final Site Plan release. (P&Z) (T&ES) (GIS) \*

## **III. PUBLIC WORKS**

### **A. WASTEWATER/SANITARY SEWERS**

29. Comply with the Combined Sewer System Management Policy per Memo to Industry 23-02, City of Alexandria's Water Quality Volume Default, and state stormwater quality and quantity requirements. The applicant proposes to discharge sanitary flow from the project site to the separated sanitary sewer system. With respect to storm water requirement, the applicant proposes to reduce runoff by at minimum 10% via detention to meet Option B requirements of Memo to Industry 23-02. (T&ES).

### **B. UTILITIES**

30. If the applicant does not have a franchise agreement with the City, locate all private utilities outside of the public right-of-way and public utility easements. (T&ES)
31. Do not locate transformers and switch gears in the public right-of-way. (T&ES)

### **C. SOLID WASTE**

32. Meet all the minimum street standards for the City to provide solid waste collection service per City Code Title 5, Chapter 1 (Solid Waste Control). Collection vehicles must be able to pick up solid waste without backing up. Store containers inside the units or within an enclosure that completely screens them from view. (T&ES)
33. Place all trash and recycling with lids closed at the official set-out location(s) as approved by the Director of T&ES. (T&ES)

## **IV. ENVIRONMENTAL**

### **A. STORMWATER MANAGEMENT**

34. The City of Alexandria’s stormwater management regulations for water quality are:  
(1) state phosphorus removal requirement and (2) Alexandria Water Quality Volume Default. Complying with the state phosphorus reduction requirement does not relieve the applicant from the Alexandria Water Quality Default requirement. Treat the Alexandria Water Quality Volume Default, as determined by the site’s post-development impervious area, in a Best Management Practice (BMP) facility. (T&ES) \*
35. Provide a BMP narrative and complete pre- and post-development drainage maps that include areas outside that contribute surface runoff from beyond project boundaries to include adequate topographic information, locations of existing and proposed storm drainage systems affected by the development, all proposed BMPs and a completed Virginia Runoff Reduction Method (VRMM) worksheet showing project compliance prior to Final Site Plan release. The project must use hydrologic soil group “D” in the spreadsheet unless a soils report from a soil scientist or geotechnical engineer delineates onsite soils otherwise. (T&ES) \*
36. Design all stormwater (BMPs to comply with the most recent standards and specifications published in the Virginia Stormwater BMP Clearinghouse. Provide complete design details for all BMPs, including site specific plan views, cross sections, planting plans, and complete design calculations for each BMP prior to Final Site Plan release. (T&ES) \*
37. Provide a BMP table with a separate listing for each individual BMP that includes the name of the practice, total area treated (acres), pervious area treated (acres), impervious area treated (acres), phosphorous removal efficiency (percentage), phosphorous removal efficiency (percentage), phosphorous removed by the practice (lbs.), and latitude and longitude in decimal degrees, prior to Final Site Plan release. (T&ES) \*
38. Complete construction inspection checklists and associated photographic documentation for each stormwater BMP and detention facility. Submit all documents required by the City of Alexandria As-Built Stormwater Requirements including as-built plans, CAD data, BMP certifications, and completed construction inspection checklists prior to Performance Bond release. (T&ES) \*\*\*\*\*
39. Construct and install the stormwater BMPs required for this project under the direct supervision of the design professional or their designated representative. Submit a written certification from the design professional to the Director of T&ES prior to Performance Bond release certifying that the BMPs are: (T&ES) \*\*\*\*\*
  - a. Constructed and installed as designed and in accordance with the released Final Site Plan.

- b. Clean and free of debris, soil, and litter by either having been installed or brought into service after the site was stabilized.
40. Install descriptive signage for surface-installed stormwater BMPs (e.g., Bio-Retention Filters, Vegetated Swales) prior to the submission of As-Built Plans to the satisfaction of the Director of T&ES. (T&ES) \*\*\*\*
41. Submit the stormwater quality BMP and/or Stormwater Detention Facilities Maintenance Agreement to include the BMP Schedule and Guidelines Addendum with the Final Site Plan #2. Execute and record the agreement with the Land Records Division of Alexandria Circuit Court prior to Final Site Plan release. (T&ES) \*
42. The Applicant shall be responsible for maintaining stormwater Best Management Practices (BMPs) until sale to a private owner. Prior to transferring maintenance responsibility for the BMPs to the owner, the applicant shall: (T&ES) \*\*\*\*
- a. Execute a maintenance service contract with a qualified private contractor for a minimum of three years, and transfer the contract to the owner.
  - b. Include a copy of the contract in the BMP Operation and Maintenance Manual.
  - c. Submit a copy of the maintenance contract to T&ES prior to Performance Bond release.
43. Provide the Owner with an Owner's Operation and Maintenance Manual for all on site BMPs. The manual shall include at a minimum: (T&ES)
- a. An explanation of the functions and operations of the BMP(s),
  - b. Drawings and diagrams of the BMP(s) and any supporting utilities,
  - c. Catalog cuts on maintenance requirements including any mechanical or electrical equipment,
  - d. Manufacturer contact names and phone numbers,
  - e. A copy of the executed maintenance service contract, and
  - f. A copy of the maintenance agreement with the City.
44. Provide each home purchaser with a brochure describing the stormwater BMP(s) installed on the site, outlining the responsibilities of the Owner, with respect to maintenance requirements.. (T&ES)

45. Submit a copy of the Operation and Maintenance Manual to the T&ES Stormwater Management Division prior to Performance Bond release. (T&ES) \*\*\*\*
46. Submit a certification by a qualified professional that any existing stormwater management facilities adjacent to the project and associated conveyance systems were not affected adversely by construction operations prior to Performance Bond release to the satisfaction of the Director of T&ES. If maintenance of the facilities or systems were required to make this certification, describe the maintenance measures performed. (T&ES) \*\*\*\*

## **B. WATERSHED, WETLANDS, & RPAs**

47. Use standard city markers to mark all on-site stormwater curb inlets and public curb inlets within 50 feet of the property line to the satisfaction of the Director of T&ES. (T&ES)
48. For sites that contain marine clays, account for marine clay or highly erodible soils in the construction methodology and erosion and sediment control measures. (T&ES)
49. Provide Environmental Site Assessment Notes that delineate, map, describe, and/or explain these environmental features (if located on site): (T&ES)
  - a. Individual components of the RPA as well as the total geographic extent of the RPA, to include the appropriate buffer, intermittent streams, and associated buffers,
  - b. Highly erodible and highly permeable soils,
  - c. Steep slopes greater than 15 percent in grade,
  - d. Known areas of contamination; springs, seeps, or related features, and
  - e. A listing of all wetlands permits required by law.

## **C. CONTAMINATED LAND**

50. Indicate on the site plan whether any soil and groundwater contamination are present. Submit supporting reports for associated environmental investigations or assessments performed to substantiate this determination. (T&ES) \*
51. If environmental site assessments or investigations discover the presence of contamination on site, the Final Site Plan shall not be released, and no construction activity shall occur until these items have been submitted and approved by the Director of T&ES: (T&ES) \*
  - a. Site Characterization Report/Extent of Contamination Study detailing the location, applicable contaminants, and the estimated quantity of any contaminated soils and/or groundwater at or in the immediate vicinity of the site.

- b. A Risk Assessment indicating any risks associated with the contamination.
  - c. A Remediation Plan detailing any contaminated soil and/or groundwater, including plans to remediate utility corridors. Utility corridors in contaminated soil shall be over excavated by two feet and backfilled with “clean” soil. Describe the environmentally sound methods of off-site transport and disposal of contaminated soils and debris (including but not limited to types of vehicles appropriate for handling specific materials and ensuring vehicle loads are covered).
  - d. A Health and Safety Plan with measures to take during remediation and/or construction activities to minimize the potential risks to workers, the neighborhood, and the environment. Initial Air Monitoring may be required during site activities to demonstrate acceptable levels of volatiles and/or airborne particles. Justify the air monitoring determination in the Health and Safety Plan submitted for review.
  - e. Screen for PCBs as part of the site characterization if any of the past uses are within the identified high risk category sites for potential sources of residual PCBs, which includes these SICs: 26&27 (Paper and Allied Products), 30 (Rubber and Misc. Plastics), 33 (Primary Metal Industries), 34 (Fabricated Metal Products), 37 (Transportation Equipment), 49 (Electrical, Gas, and Sanitary Services), 5093 (Scrap Metal Recycling), and 1221 and 1222 (Bituminous Coal).
52. Should any unanticipated contamination, underground storage tanks, drums or containers be encountered at the site during construction, the applicant must notify T&ES, Development Site Inspector and Office of Environmental Quality and the Fire Marshall’s Office immediately. Should unanticipated conditions warrant, stop construction within the affected area until the appropriate environmental reports identified in “a” through “e” above are submitted and approved at the discretion of the Director of T&ES. Include the preceding text as a note on the Final Site Plan. (T&ES) (Code) (Fire) \*
53. If warranted by a Site Characterization report, design and install a vapor barrier and ventilation system for buildings and parking areas to prevent the migration or accumulation of methane or other gases or conduct a study and provide a report signed by a professional engineer showing that such measures are not required to the satisfaction of Directors of T&ES and Code Administration. The vapor barrier and ventilation system must include a passive ventilation system that can be converted to an active ventilation system if warranted. If a vapor barrier and ventilation system is required, the schematic shall be signed by a professional engineer and included in the Final Site Plan. (T&ES) (Code) \*
54. If a Soils Management Plan is required by the Site Characterization report, then the plan shall be included in the Final Site Plan. (T&ES) \*

55. If the environmental assessment or investigations discover the presence of contamination on site, furnish each prospective buyer with a statement disclosing the prior history of the property, including previous environmental conditions and on-going remediation measures. (T&ES)

**D. SOILS**

56. Provide a geotechnical report, including recommendations from a geotechnical professional for proposed cut slopes and embankments prior to Final Site plan release. (T&ES) \*

**E. NOISE**

57. No vehicles associated with this project shall be permitted to idle for more than 10 minutes when parked, including construction vehicles, per 9 VAC 5-40-5670 of the Virginia State Code. (T&ES) \*\*\*

**F. AIR POLLUTION**

58. Control odors and any other air pollution sources resulting from construction operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Director of T&ES. (T&ES)

**V. CONSTRUCTION MANAGEMENT**

59. Submit a separate construction management plan to the Directors of P&Z, T&ES, and Code Administration prior to Final Site Plan release. The plan shall satisfy these requirements: (P&Z) (T&ES) (Code)
- a. Do not remove streetlights without authorization from the City of Alexandria,
  - b. If streetlights are to be removed from the public right-of-way, then provide temporary lights until the installation and commissioning of new lights, \*
  - c. Include an analysis as to whether temporary street or site lighting is needed for safety during the construction on the site and how it is to be installed, \*
  - d. Provide a detailed sequence of demolition and construction of improvements in the public right of way along with an overall proposed schedule for demolition and construction, \*
  - e. Include an overall proposed schedule for construction, \*
  - f. Include a plan for temporary pedestrian circulation, \*
  - g. Include the location and size of proposed construction trailers, if any, \*
  - h. Include a preliminary Maintenance of Traffic Plan as part of the construction management plan for informational purposes only, to include

- i. proposed controls for traffic movement, lane closures, construction entrances and storage of materials, and \*
  - j. Post copies of the plan in the construction trailer and give it to each subcontractor before they start work. \*\*\*
60. Provide off-street parking for all construction workers without charge and ensure that all workers use this parking. For workers who use Metro, DASH, or another form of mass transit, subsidize a minimum of 50 percent of the fees. Complying with this condition shall be a component of the construction management plan, which shall be submitted prior to Final Site Plan release and approved by the Departments of P&Z and T&ES prior to commencing any construction activities. This plan shall: (P&Z) (T&ES) \*
- a. Establish and provide verifiable details and/or agreements on the location of the parking to be provided at various stages of construction, how many spaces will be provided, how many construction workers will be assigned to the work site, and mechanisms which will be used to encourage the use of mass transit, \*
  - b. Post information on transit schedules and routes, \*
  - c. The community liaison must manage parking actively for all construction workers and ensure compliance with the off-street parking requirement, and
  - d. If the off-street construction worker parking plan is found to be violated during construction, a correction notice will be issued to the applicant. If the violation is not corrected within five days, a "stop work order" will be issued, with construction halted until the violation has been corrected.
- 
61. In the construction management plan, include chapters on: (T&ES) \*
- a. **Maintaining pedestrian access.** Sidewalks adjacent to the site shall remain open during construction. If sidewalks must be closed, pedestrian access shall be maintained adjacent to the site per Memo to Industry 04-18 throughout the construction of the project.
  - b. **Maintaining bicycle access.** Bicycle facilities on Columbus Street shall remain open during construction. If the shared-lane ("sharrows") bicycle facility on Columbus Street must be closed, bicycle access shall be maintained adjacent to the site per Memo to Industry 04-18 throughout the construction of the project.
  - c. **Maintaining access to transit stops.** Stops shall remain open to the extent feasible for the duration of construction. If construction requires closing a stop on Madison Street then install a temporary ADA accessible stop. Coordinate with the T&ES Transportation Planning Division at 703.746.4088 as well as the transit agency serving the stop. Install signs noting the closure and the location of the temporary stop prior to ending service at the current stop.
  - d. **Waste control program.** This program shall control waste (e.g., discarded building materials, concrete truck washout, chemicals, litter or trash, sanitary waste) and prevent offsite migration that may cause adverse impacts to neighboring properties or to the environment. Dispose of all waste offsite per all applicable federal, state, and local laws. Provide documentation as required per the City's Green Building Policy and conditions therein.

62. Conduct these pre-construction meetings: (P&Z) (T&ES) (Code) \*, \*\*
  - a. Walk/survey of the site prior to any land disturbing activities with T&ES Construction & Inspection and Code Administration staff to document existing conditions prior to starting construction at the site.
  - b. An in-person or virtual meeting to review the location of construction worker parking, plan for temporary pedestrian and vehicular circulation, and hours and overall schedule for construction prior to commencing demolition, clearing, and grading of the site. Notice all adjoining property owners, civic associations, and the Departments of P&Z and T&ES at least 14 calendar days before the meeting. Hold the meeting before any building or grading permits are issued.
  - c. An in-person or virtual pre-installation/construction meeting to review the scope of landscaping installation procedures and processes with the P&Z project planner prior to starting work.
  
63. Identify these individuals prior to Final Site Plan release: (P&Z) (T&ES) \*
  - a. Certified Land Disturber (CLD) in a letter to the Division Chief of Permits & Inspections prior to any land disturbing activities and include the name on the Phase I Erosion and Sediment Control sheets. If the CLD changes during the project, then note the change in a letter to the Division Chief.
  - b. Community liaison for the duration of the project. Provide their name and telephone number, including an emergency contact number, to residents, property managers, and business owners whose property abuts the site. Install a temporary informational sign prior to Final Site Plan release with the community liaison's name and contact information. Display the sign until construction finishes.
  
64. Submit a stamped electronic copy of a wall check survey completed by a licensed, certified public land surveyor or professional engineer when below-grade construction reaches the proposed finished grade. Ensure the wall check shows: (P&Z) \*\*
  - a. Key dimensions of the building as shown on the approved Final Site Plan,
  - b. Key dimensions from the future face of finished wall above to the property line and any adjacent structures on the property,
  - c. Extent of any below-grade structures,
  - d. Foundation wall in place, and
  - e. Future face of finished wall above.
  
65. Submit a stamped electronic copy of an as-built development site plan survey, per the *As-Built Development Site Plan Survey Checklist* prior to applying for a Certificate of Occupancy permit. A registered architect, engineer, or surveyor shall prepare the as-built plan. (P&Z) (T&ES) \*\*\*
  
66. If outstanding performance, completion, or other bonds for the benefit of the City are in effect for the property at such time as it may be conveyed or sold to a party other than the applicant, a substitute bond and associated documents must be provided by that party or,

in the alternative, an assignment or other documentation from the bonding company indicating that the existing bond remains in effect despite the change in ownership may be provided. The bond(s) shall be maintained until such time that all requirements are met, and the bond(s) released by the City. (T&ES) \*\*\*\*

Asterisks denote:

- \* Condition must be fulfilled prior to release of the Final Site Plan
- \*\* Condition must be fulfilled prior to the release of the building permit
- \*\*\* Condition must be fulfilled prior to the issuance of the Certificate of Occupancy
- \*\*\*\* Condition must be fulfilled prior to release of the bond

APPLICATION

DSP # \_\_\_\_\_ Project Name: \_\_\_\_\_

PROPERTY LOCATION: 806 North Columbus  
TAX MAP REFERENCE: 073.01-02-04 ZONE: RB

APPLICANT

Name: 732 and 806 Development LLC  
Address: \_\_\_\_\_

PROPERTY OWNER

Name: American Statistical Association  
Address: \_\_\_\_\_

PROPOSED USE: Three residential town homes

- THE UNDERSIGNED hereby applies for Development Site Plan approval in accordance with the provisions of Section 11-400 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 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.

**Kenneth W. Wire**

Print Name of Applicant or Agent

\_\_\_\_\_

Mailing/Street Address

\_\_\_\_\_

City and State

Zip Code



Signature

\_\_\_\_\_

Telephone #

Fax #

\_\_\_\_\_

Email address

**November 3, 2025**

Date

Application Received: \_\_\_\_\_

Received Plans for Completeness: \_\_\_\_\_

Fee Paid and Date: \_\_\_\_\_

Received Plans for Preliminary: \_\_\_\_\_

ACTION - PLANNING COMMISSION: \_\_\_\_\_

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.

No individual owns more than 3% of the property owner.

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. Patrick Bloomfield		> 3%
2. Jerry Ricciardi		>3%
3. Juan Lopez		>3%

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at 806 North Columbus Street (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. None		
2.		
3.		

**3. Business or Financial Relationships.** Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

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. None	None	None
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.

November 3, 2025  
Date

Kenneth W. Wire  
Printed Name

  
Signature



APPLICATION

**SUBDIVISION OF PROPERTY**

SUB # \_\_\_\_\_

PROPERTY LOCATION: 806 North Columbus Street, Alexandria, Virginia 22314

TAX MAP REFERENCE: 054.04-01-08 ZONE: RB

APPLICANT:

Name: 732-806 Development LLC

Address: \_\_\_\_\_

PROPERTY OWNER:

Name: American Statistical Association

Address: \_\_\_\_\_

SUBDIVISION DESCRIPTION \_\_\_\_\_

Applicant requests a resubdivision of three existing lots as shown on the preliminary plat. Applicant requests variation of lot area for Lot 501 from 16,000 sf to 1,440 SF. Applicant also requests variations for end unit and interior unit lot widths and lot frontages.

- 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.

**Kenneth Wire, Attorney**

Print Name of Applicant or Agent  
\_\_\_\_\_

Mailing/Street Address  
\_\_\_\_\_

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature  
\_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email address  
11/03/2025

Date

**ALL APPLICANTS MUST COMPLETE THIS FORM.**

The applicant is: *(check one)*

- the Owner     Contract Purchaser     Lessee or     Other: \_\_\_\_\_ of the subject property.

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

No individual owns more than 3% of the property owner

---

---

---

---

---

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.	Patrick Bloomfield		>3%
2.	Jerry Ricciardi		>3%
3.	Juan Lopez		>3%

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at \_\_\_\_\_ 806 North Columbus Street \_\_\_\_\_ (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.	None		
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.](#)

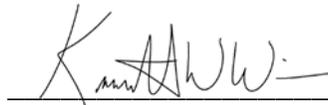
	Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.	None		
2.			
3.			

**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 gent, I hereby attest to the best of my ability that the information provided above is true and correct.

11/03/2025

Kenneth W. Wire



Date

Printed Name

Signature

WAIVER OF RIGHT TO AUTOMATIC APPROVAL

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

PROJECT NAME: 806 North Columbus

PROJECT ADDRESS: 806 North Columbus

DESCRIPTION OF REQUEST:

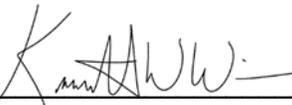
Resubdivision with variation for 3 existing lots

THE UNDERSIGNED, hereby waives the right to the 45 day automatic approval provision of Section 11-1708 (B)(2) of the Zoning Ordinance of the City of Alexandria, Virginia, for the application stated above.

Date: 11/03/2025

Applicant

Agent

Signature: 

Printed Name: Kenneth W. Wire

Graeme Douglas  
808 Snowden Hollowell Way  
Alexandria, VA 22314

January 28, 2025

Dear Members of the Alexandria Planning Commission,

I am writing to provide the Planning Commission with my concerns regarding Development Site Plan #2025-00030 (BAR Concept # 2025-00373-ParkerGrey) associated with three townhouses located at 806 N. Columbus Street. I have resided at 808 Snowden Hollowell Way for the past 10 years. The back side of the proposed townhouse development at 806 N. Columbus Street sits directly across from my home.

#### **Use and Impact of Snowden Hollowell Way**

The Conceptual Layout Plan labels the street (Snowden Hollowell Way) behind the proposed townhomes as a “Public Alley.” Our understanding is that Snowden Hollowell Way is a private street that is maintained by the residents of Old Town Commons Homeowners Association (OTCHOA), thru quarterly homeowner dues. This includes snow removal, landscape maintenance, trees, lighting, resurfacing and storm sewer / utilities. I am aware that a public access easement exists. The concept plan shows that all private parking for the three townhouses will be accessed from Snowden Hollowell Way. Only one existing home along N. Columbus that is not part of Old Town Commons has vehicular access to this street. The former alleys were converted into private streets under council approval of Development Special Use Permit (DSUP) #2008-0013 for the James Bland Redevelopment in Alexandria, VA. This was approved at an October 18<sup>th</sup>, 2008 Alexandria City Council hearing for conditions. I believe all utility and construction access easements at the time have now expired.

If the three proposed townhouses will be using this private street as primary access to their parking, how will those townhouses be contributing to the maintenance of Snowden Hollowell Way? I am concerned about impacts to Snowden Hollowell Way, including traffic, noise, and use of a private street that is maintained by OTCHOA. The vehicles of future homeowners will be backing into Snowden Hollowell Way to access Madison Street, adding traffic to Snowden Hollowell Way.

I am also concerned that the developer proposes to connect to sewage and water utilities on Snowden Hollowell, creating significant disruption in the use of this narrow street. All

other properties on the 800 block of North Columbus connect to sewage and water on the North Columbus side.

The developer will require permission from the OTCHOA and coordination to mitigate impacts on residents dependent on access via Snowden Hallowell Way.

### **Aesthetic Impacts of Proposed Parking**

The parking lot being proposed for the townhouses is currently screened from Snowden Hallowell Way by a fence and landscaping / trees, with one curb cut for access to the lot. For the past three years, the residents along Snowden Hallowell Way have been impacted by construction staging use of the lot for the condominiums on N. Columbus Street (across from the proposed townhouse development), including noise, parking and aesthetics. The proposed site plan for the townhouses shows continuous parking spaces along the entire width of the lot that will be accessed from Snowden Hallowell Way. This parking area will affect the aesthetics along the alley and views from the existing townhouses directly across from it. Rather than a fence and landscaping, we would be subjected to a view of cars and no landscaping or screening. If the parking is to be accessed off Snowden Hallowell Way, the developer should consider a shared parking lot with one curb cut (rather than the multiple proposed) that can accommodate the same number of vehicles (6). A fence should be placed on either side of the curb cut to provide additional screening (See attachment 1). This proposed design will still allow for private back yards for each of the proposed townhouses.

### **Proposed Height of Townhouses**

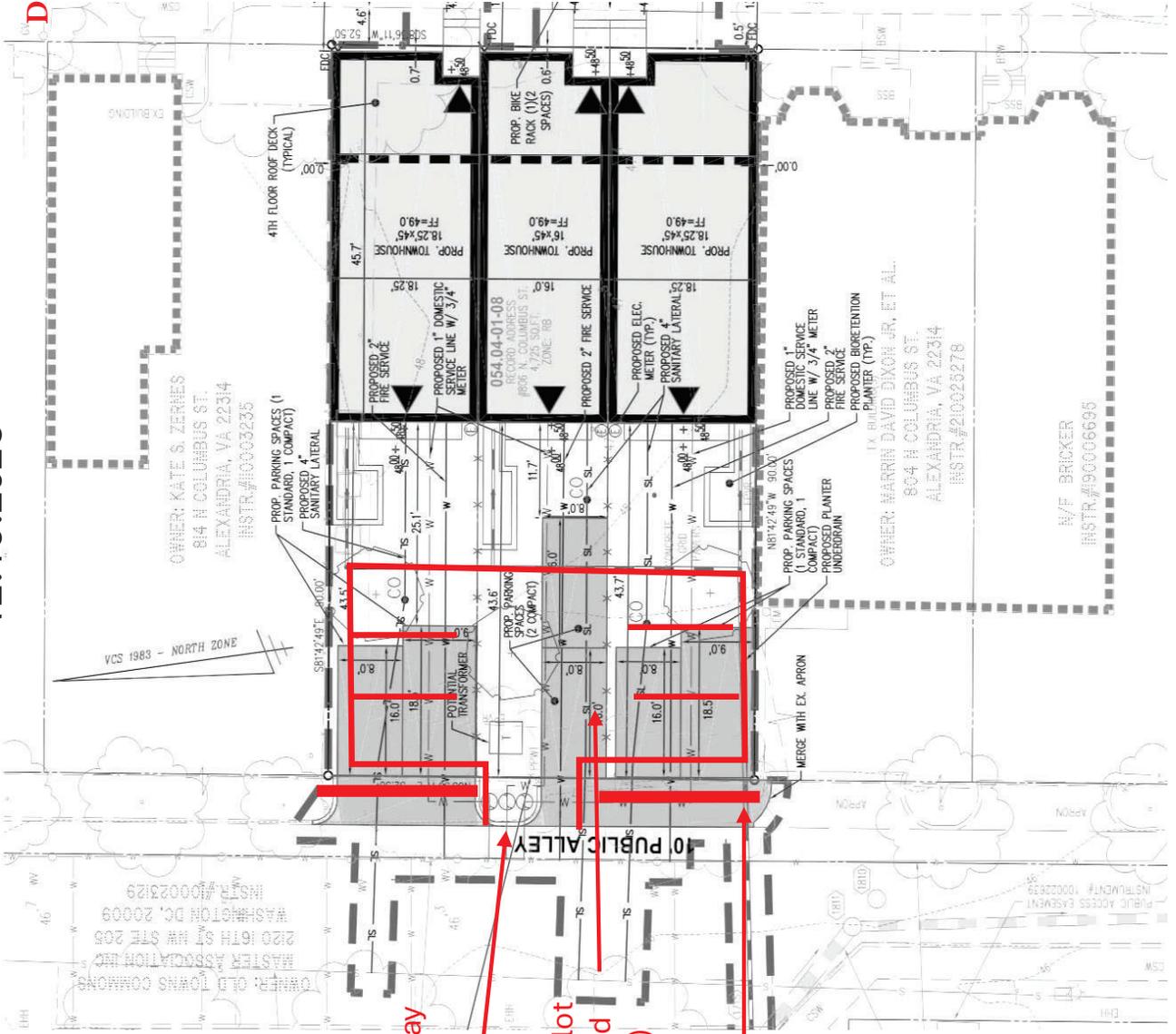
The height of the proposed townhomes significantly exceeds the heights of the existing historic townhomes on the west side of the 800 block of N. Columbus Street, which are all two stories. The concept proposes four level townhomes, which will be nearly twice the height of the existing homes. This proposal is out of character relative to the existing historic neighborhood. The attached photograph (See attachment 2) shows one of the three story townhomes in the Old Town Commons development next to one of the two story homes that existed prior to the Old Town Commons development. The photograph illustrates the dramatic height variation between the two buildings. A four-story building next to the neighboring two-story buildings would therefore be an extreme contrast in height. None of the concept documents provided by the developer show photographs of the existing buildings on either side of the of the proposed development. The diagrams that the developer has shared imply that the mansard roofs of these buildings constitute an entire story which is clearly not the case when seen in photographs (see Attachment 3.)

Sincerely,

Graeme Robertson Douglas

Attachment 1 - Recommendation to Alexandria Board of Supervisors Review and Planning Commission for Changes to 806 N Columbus Townhouse Development

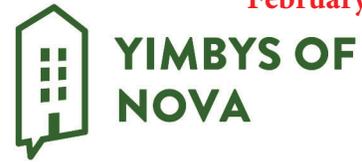
12.16.2025



DSP 2025-00030 & SUB2025-00006  
Additional Materials  
February 3, 2026

Submitted by Graeme Douglas,  
808 Snowden Hollowell Way,  
Alexandria, VA 22314





3 February 2026

Members of the Alexandria Planning Commission,

As the Alexandria leadership team for YIMBYS of Northern Virginia, we are excited to see three significant housing developments on today's docket, in addition to one subdivision, and we ask you to vote yes on all of them. Together, these developments will add 107 desperately needed new homes to Alexandria.

Docket item 2, the Upland Park extension, will add 92 townhouses to Alexandria West. This development also has significant benefits to its neighbors, with a new public park, a traffic signal at Fairbanks Avenue, and a new bike/pedestrian path along Seminary Road.

Docket item 6, the Duke & Quaker townhouses, will add eleven new homes, including one much-needed committed affordable home suitable for a large family, to an unbuilt commercial lot along Duke Street. The development will also significantly benefit the entire city by dedicating land for the Duke Street Transitway.

Docket item 7, 806 North Columbus Street, will develop a surface parking lot into three homes. It will also benefit neighbors by improving the sidewalk and adding a street tree. Small townhouse developments like this one and Duke & Quaker are a great way to add more homes to Alexandria, and we hope you'll consider how we might allow more of them, including in low-density residential zones.

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

**Ted Alberon**

---

**From:** Catherine Miliaras  
**Sent:** Tuesday, February 3, 2026 9:32 AM  
**To:** PlanComm; Stephanie Sample; Sam Shelby; Kendra Jacobs  
**Subject:** FW: [EXTERNAL]806 Columbus

Please add to record.

Catherine K. Miliaras, AICP  
City of Alexandria  
703.407.1450 (mobile)

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

From: RICHARD FOLEY <rjpfoley@aol.com>  
Sent: Monday, February 2, 2026 7:51 PM  
To: Catherine Miliaras <Catherine.Miliaras@alexandriava.gov>  
Subject: [EXTERNAL]806 Columbus

[You don't often get email from rjpfoley@aol.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Nice report but I think only 2 townhouses of the 26 foot frontage should go on this site

The removal of curb cut and more street parking is only one space since the city recently added a new fire hydrant in the middle of the front of this location Sent from my iPhone \_\_\_\_\_

DISCLAIMER: This message was sent from outside the City of Alexandria email system.

DO NOT CLICK any links or download attachments unless the contents are from a trusted source.