

City of Alexandria, Virginia

MEMORANDUM

DATE: November 26, 2025

TO: Chair McMahon and Members of Planning Commission

FROM: Paul Stoddard, AICP, Director, Department of Planning and Zoning

SUBJECT: Director's Report – December 2, 2025

Community Meeting Series

Beginning in April, the Department of Planning & Zoning began hosting an online community meeting series. Meetings are held every other month. These meetings offer community members an opportunity to stay informed about larger development projects under consideration, changes to regulations that affect new development, and upcoming planning initiatives.

The next meeting is scheduled for Thursday, January 8, 2026. The most recent meeting was held Thursday, October 30. Recordings from past meetings are available here <https://www.alexandriava.gov/planning-and-zoning/planning-zoning-bi-monthly-virtual-community-updates>

Docket Lookahead

The attached lookahead provides a tentative schedule of land use items for docketing through February 2026, including development applications, zoning text amendments, and small area plans. Note that this tentative schedule is for information purposes only and future months may change.

Planning Commission Training

The Certified Planning Commissioners Program (Land Use Education Program – LUEP), offered through the Grace E. Harris Leadership Institute at Virginia Commonwealth University, provides training for commissioners through a combination of opening sessions, at-home study, and closing sessions. The City will cover program costs for Planning Commissioners interested in attending.

Upcoming sessions include: a virtual program (April 27–28, with at-home study through June 14 and closing sessions June 15–16), and an in-person program in Roanoke (August 13–14, with at-home study through October 28 and closing sessions October 29–30).

Land Use Services Quarterly Report

The attached quarterly report from Land Use Services summarizes activity completed in the first quarter of Fiscal Year 2026 (July, August, September). Activity is broken by down by function. Land Use Services continues to see a high volume of work across all functions – zoning reviews, non-development applications, historic preservation, and inspections. Not included in the report are consultations with property owners and other non-application driven activity.

Attachments

1. Docket Lookahead December 2025 through February 2026
2. 2026 Certified Planning Commissioners Program
3. Land Use Services 1st Quarter Report

Planning & Zoning | December 2025 – February 2026 Look-Ahead

Note: This information is tentative and subject to change.

DECEMBER	JANUARY	FEBRUARY
PLANNING COMMISSION AND CITY COUNCIL PUBLIC HEARINGS AND WORK SESSIONS		
<p><i>Development – New, Extensions, Amendments</i></p> <ol style="list-style-type: none"> 598 S Alfred Street/Olde Towne West – Development Special Use Permit and Rezoning for a multi-unit residential building 2601 Main Line Boulevard/Potomac Yard Landbays G & H – Development Special Use Permits and Encroachment for multi-unit residential buildings and townhomes 2729 King Street Woodbine Extension – Development Special Use Permit extension for an addition to a rehabilitation center <p><i>Infill Development/Commercial Use Permits</i></p> <ol style="list-style-type: none"> 205 Macarthur Road – Special Use Permits for substandard lot construction 2 W Howell Avenue – Special Use Permit for substandard lot construction 612 S Pickett Street – Special Use Permit for an auto body repair use 3210 Duke Street – Special Use Permit for a general auto repair use <p><i>Zoning Text Amendments, Plans, and Policies</i></p> <ol style="list-style-type: none"> Commercial Zoning Ordinance Text Amendment 	<p><i>Planning Commission Work Session @ 6pm – Duke Street Land Use Plan Update</i></p> <p><i>Development – New, Extensions, Amendments</i></p> <ol style="list-style-type: none"> 220 & 224 S Peyton Street – Development Special Use Permit for multi-unit residential buildings and ground-floor commercial office space 3120 Colvin Street – Development Special Use Permit Extension for a garage and warehouse building <p><i>Infill Development/Use Conversions/Commercial Use Permits</i></p> <ol style="list-style-type: none"> 732 N Washington Street – Rezoning, Special Use Permit and Encroachment to facilitate office to residential conversion <p><i>Zoning Text Amendments, Plans, and Policies</i></p> <ol style="list-style-type: none"> Commercial to Residential Conversion Zoning Ordinance Text Amendment Green Building Chapter Master Plan Amendment <p><i>Subdivisions (Planning Commission Only)</i></p> <ol style="list-style-type: none"> 106 E Braddock Road – Subdivision of one lot into two lots 412 E Nelson Avenue – Subdivision of one lot into two lots 413 E Nelson Avenue – Subdivision of one lot into two lots <p><i>Discussion Item for City Council Jan. 13 Legislative Meeting</i></p> <ol style="list-style-type: none"> Discussion item: Duke Street Land Use Plan Update 	<p><i>Development – New, Extensions, Amendments</i></p> <ol style="list-style-type: none"> 5165 Seminary Road-Upland Park - Extension of a Coordinated Development District Concept Plan and Development Special Use Permit for townhomes and open space 11 and 21 N Quaker Lane - 3369 Duke Street – Rezoning to remove proffers and Development Special Use Permit for multi-unit (townhouse-style) residential buildings 806 N. Columbus Street – Development Site Plan and a Subdivision for townhomes 2425 Mill Road-Eisenhower East Block 3 – Coordinated Development District Concept Plan Amendment and Development Special Use Permit for multi-unit residential building with ground floor commercial space 1300 N Royal Street-PRGS Blocks B&C and Open Spaces – Development Special Use Permits and Coordinated Development District Concept Plan for multi-unit residential buildings and open space <p><i>Subdivisions (Planning Commission Only)</i></p> <ol style="list-style-type: none"> 102 E Monroe Avenue – Subdivision of one lot into two lots
COMMUNITY ENGAGEMENT		
<ol style="list-style-type: none"> Duke Street Land Use Plan Open House Concepts and Strategies - December 10 	<ol style="list-style-type: none"> Duke Street Land Use Plan Community Workshops Dates TBD P&Z Virtual Community Update – January 8 	



120th Certified Planning Commissioners Program

The Virginia Certified Planning Commissioners' Program (CPC) is designed to provide the legal and technical background needed by citizen-planners and decision makers. The program covers the "what" and "why" of planning in Virginia in addition to reviewing the principals that guide the community planning process.

Program participants will also learn how to handle and respond to the range of issues that come before a local planning commission and will engage in role-play and scenarios to put what they have learned to work.

Two sessions of the CPC class will be offered in 2026. Each session covers the same information and consists of three parts: a two-day Opening Session, appx. 8 weeks of At-home Study, and a two-day Closing Session.

Virtual	In-Person - Roanoke
Opening Session: April 27 & 28 8:30 am - 4:00 pm	Opening Session: August 13 & 14 9:00 am to 4:30 pm
At-home Study: April 29 - June 14	At-home Study: August 15 - October 28
Closing Session: June 15 & 16 8:30 am - 4:00 pm	Closing Session: October 29 & 30 9:00 am to 4:30 pm
Register by: April 10	Register by: July 29

****If you would like to attend one of the two sessions, email Paul and Nancy at least 3 weeks before the registration date listed for the chosen session. Planning & Zoning will submit the registration and reimburse members for lodging, travel, books and other related expenses.***

Students at the Opening and Closing sessions will hear from planning experts, practitioners, and educators about the fundamentals of land use, zoning, and planning. Participants will obtain/purchase textbooks for the at-home study portion, which includes a series of simple assignments to guide students through the texts. We anticipate the course will require a time commitment of two to three hours each week.

Land Use Services

Q1 FY 2026 - Activity Report

Mission: The Land Use Services Division engages with community and business stakeholders to create a vibrant and livable built environment through the professional creation and consistent interpretation, application, and enforcement of zoning regulations.

ZONING UNIT	
Case Type	Total
Board of Zoning Appeals	5
Code Permit Reviews	
Residential <i>(BLDR, BLDC, ELE, MEC, PLM, GAS)</i>	432
Commercial <i>(BLDR, BLDC, ELE, MEC, PLM, GAS)</i>	150
Trade	52
Occupancy	24
Signs	66
Demolitions	12
Zoning Reviews	
Grading Plans	39
Encroachments	8
Vacations	4
Curb Cuts	8
BAR Zoning Compliance	140
Mechanical Waivers	1
Noncomplying Structures	2
Shared Parking	0
Small Cells/Telecom.	5
Wayfinding Signs	2
Verification Letters	26
Determination Letters	6
Total Cases Processed	982

INSPECTIONS UNIT	
Inspection Type	Total
Zoning	239
Historic Preservation	4
Total Inspections	243

LAND USE UNIT	
Case Type	Total
Zoning Text Amendments	2
Special Use Permits	2
Subdivisions	4
Rezoning	2
Total Cases Processed	10

NON-DEVELOPMENT UNIT	
Case Type	Total
Special Use Permits	11
Admin. Special Use Permits	14
Daycare Pick-up/Drop-off Plans	3
Business License Review	264
Total Cases Processed	292

HISTORIC PRESERVATION UNIT	
Case Type	Total
Board of Architectural Review	
Cert. of Appropriateness/Demo	48
Admin. Cert. of Appropriateness	103
Code Permit Reviews	
Residential <i>(BLDR, BLDC, ELE, MEC, PLM, GAS)</i>	139
Commercial <i>(BLDR, BLDC, ELE, MEC, PLM, GAS)</i>	90
Trade	11
Occupancy	12
Signs	-
Demolitions	-
Total Cases Processed	403