

**APPLICATION  
BOARD OF ZONING APPEALS****SPECIAL EXCEPTION FOR ADDITIONS**

Section of zoning ordinance from which request for special exception is made:

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**PART A**

1. Applicant: ☒ Owner ☐ Contract Purchaser ☐ Agent  
Name Brennen B. Jaeb  
Address 109 Ashby St.  
Alexandria, VA 22305  
Daytime Phone 650-796-4226  
Email Address bradkarak@gmail.com
2. Property Location 109 Ashby St, Alexandria, VA 22305
3. Assessment Map # 074.02 Block 03 Lot 05 Zone R2-5
4. Legal Property Owner Name Brennen B. Jaeb + Karah M. Jaeb  
Address 109 Ashby St  
Alexandria, VA 22305

**5. Describe request briefly:**

Convert an existing garage into an ADU and storage unit/utility room. The existing garage is 945 sqft. There would be no additional sqft. The garage predated the current owner.

**6. If property owner or applicant is being represented by an authorized agent, such as an attorney, realtor or other person for which there is a form of compensation, does this agent or the business in which they are employed have a business license to operate in the City of Alexandria, Virginia?**

☐ Yes — Provide proof of current City business license.

☐ No — Said agent shall be required to obtain a business prior to filing application.

**THE UNDERSIGNED HEREBY ATTESTS** that all of the information herein provided including the site plan, building elevations, prospective drawings of the projects, etc., are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

**APPLICANT OR AUTHORIZED AGENT:**

Brennen B. Jacob  
**Print Name**

650-796-4226  
**Telephone**

Brennen B. Jacob  
**Signature**

22 Jul 25  
**Date**

Pursuant to Section 13-3-2 of the City Code, the use of a document containing false information may constitute a Class 1 misdemeanor and may result in a punishment of a year in jail or \$2,500 or both. It may also constitute grounds to revoke the permit applied for with such information.

NOTE TO APPLICANT: Only one special exception per dwelling shall be approved under the provisions of Section 11-1302(B)(4).

**PART B** (SECTION 11-1304)

**APPLICANT MUST EXPLAIN THE FOLLOWING:**

(Please use additional pages where necessary.)

1. Explain how the special exception for the proposed addition, if granted, meets the applicant's needs.

The garage predates the owner's purchase of the home in 2023. This exception would allow construction of an ~~kit~~ ADU in the existing structure. The ADU could then be rented or used for family members.

2. Explain if the special exception, if granted, will harm adjoining properties or impact the neighborhood in any way.

No additional sqft to any structure. Only closing the existing garage door.  
No additional parking, as there is plenty of room on the long drive way.

3. Explain how the proposed addition will affect the light and air to any adjacent property.

None. The existing building will not be expanded.

4. Explain how the proposed addition is compatible with other properties in the neighborhood and the character of the neighborhood as a whole.

No addition proposed. Structure is existing.

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5. How is the proposed construction similar to other buildings in the immediate area?

Same as above.

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6. Explain how this plan represents the only reasonable location on the lot to build the proposed addition.

Same as above.

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7. Has the applicant shown the plans to the most affected property owners? Have any neighbors objected to the proposed special exception, or have any neighbors written letters of support? If so, please attach the letter.

No neighbors have objected. Both side neighbors have been asked in person. Certified mail to be sent closer to the hearing.

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# 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. Brennen B. Jaeb	109 Ashby St	100%
2.		
3.		

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at \_\_\_\_\_ (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. Brennen B. Jaeb	109 Ashby St	50%
2. Karah M. Jaeb	109 Ashby St	50%
3.		

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

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

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. 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.

22 Jul 25  
Date

Brennen B. Jaeb  
Printed Name

Brennen B. Jaeb  
Signature





# Department of Planning and Zoning

## Floor Area Ratio and Open Space Calculations for

### Single and Two-Family Residential Outside Historic Districts

A

#### A. Property Information

A1. 109 Ashby Street, Alexandria, VA 22305  
Street Address

R-2-5

Zone

A2. 6,550.00

Total Lot Area

x 0.45

Floor Area Ratio Allowed by Zone

= 2,947.50

Maximum Allowable Floor Area

#### B. Existing Gross Floor Area

##### Existing Gross Area

Basement 1,561.22

First Floor 1,561.22

Second Floor

Third Floor

Attic

Porches

Balcony/Deck

Garage 948.00

Other\*\*\*

##### Allowable Exclusions\*\*

Basement\*\*

Stairways\*\*

Mechanical\*\*

Attic less than 7\*\*

Porches\*\*

Balcony/Deck\*\*

Garage\*\*

Other\*\*\*

Other\*\*\*

B1. 4,070.44 Sq. Ft.  
Existing Gross Floor Area\*

B2. 0.00 Sq. Ft.  
Allowable Floor Exclusions\*\*

B3. 4,070.44 Sq. Ft.  
Existing Floor Area Minus Exclusions  
(subtract B2 from B1)

##### Comments for Existing Gross Floor Area

B1. **Total Gross**

4,070.44

B2. **Total Exclusions**

0.00

#### C. Proposed Gross Floor Area

##### Proposed Gross Area

Basement

First Floor

Second Floor

Third Floor

Attic

Porches

Balcony/Deck

Garage

Other\*\*\*

##### Allowable Exclusions\*\*

Basement\*\*

Stairways\*\*

Mechanical\*\*

Attic less than 7\*\*

Porches\*\*

Balcony/Deck\*\*

Garage\*\*

Other\*\*\* 350.00

Other\*\*\*

C1. 0.00 Sq. Ft.  
Proposed Gross Floor Area\*

C2. 350.00 Sq. Ft.  
Allowable Floor Exclusions\*\*

C3. -350.00 Sq. Ft.  
Proposed Floor Area Minus Exclusions  
(subtract C2 from C1)

C1. **Total Gross**

0.00

C2. **Total Exclusions**

350.00

#### D. Total Floor Area

D1. 3,720.44 Sq. Ft.  
Total Floor Area (add B3 and C3)

D2. 2,947.50 Sq. Ft.  
Total Floor Area Allowed  
by Zone (A2)

#### E. Open Space (RA & RB Zones)

E1. Existing Open Space Sq. Ft.

E2. Required Open Space Sq. Ft.

E3. Proposed Open Space Sq. Ft.

#### Notes

\*Gross floor area for residential single and two-family dwellings in the R-20, R-12, R-8, R-5, R-2-5, RB and RA zones (not including properties located within a Historic District) is the sum of all areas under roof of a lot, measured from exterior walls.

\*\* Refer to the Zoning Ordinance (Section 2-145(A)) and consult with Zoning Staff for information regarding allowable exclusions. Sections may also be required for some exclusions.

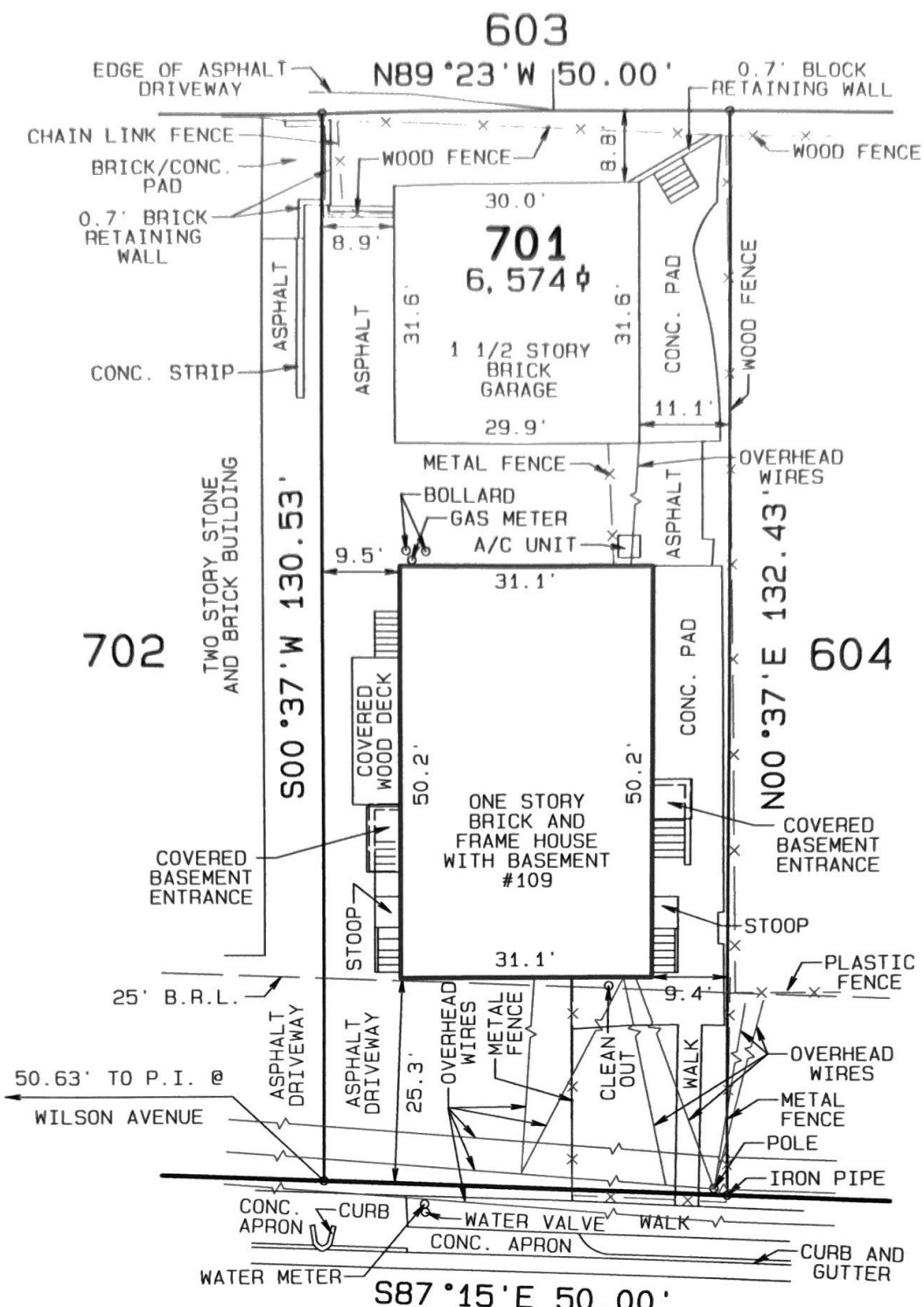
\*\*\* Refer to the Zoning Ordinance (Section 2-145(A)) and consult with Zoning Staff for additional allowable exclusions. Additional exclusions may include space under balconies, retractable awnings, etc.

The undersigned hereby certifies and attests that, to the best of his/her knowledge, the above computations are true and correct.

Signature:

20250729

Date:



# ASHBY STREET

40' R/W

## PHYSICAL IMPROVEMENTS SURVEY

LOT 701; DIVISION OF LOT 602;  
RESUBDIVISION OF LOTS 382, 383, AND 483 THROUGH 488

# ST. ELMO

CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1"=20' DATE: MAY 20, 2025

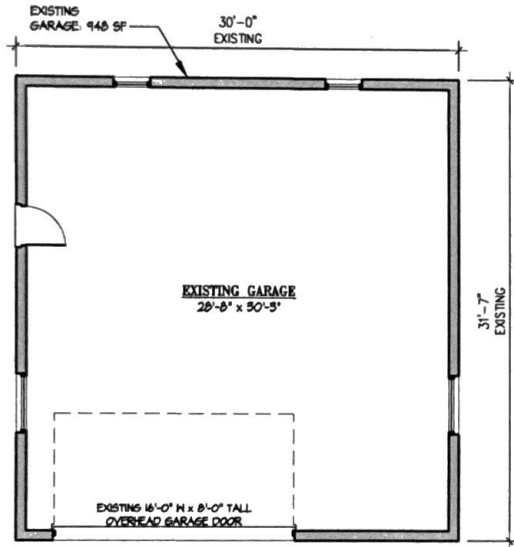
CASE NAME: BRENNEN OR KARAH MARIE JAEB

NO TITLE REPORT FURNISHED.  
PLAT SUBJECT TO RESTRICTIONS & EASEMENTS OF RECORD OR OTHERWISE.  
FENCE LOCATIONS, IF SHOWN, ARE APPROXIMATE ONLY  
AND DO NOT CERTIFY AS TO OWNERSHIP.

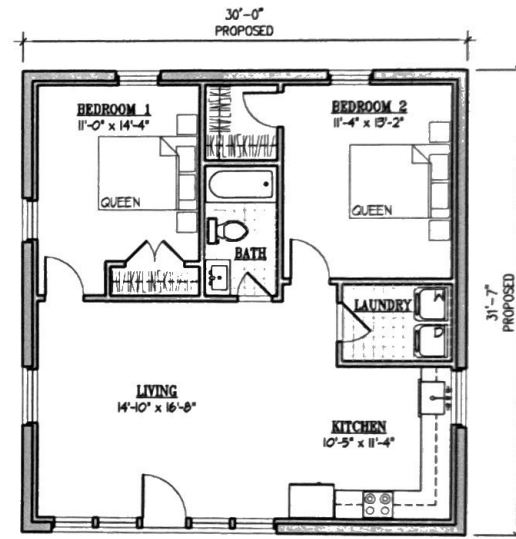
## SCARTZ SURVEYS

LARRY N. SCARTZ  
CERTIFIED LAND SURVEYOR  
WOODBIDGE, VIRGINIA  
LOCAL (703) 494-4181  
FAX (703) 494-3330  
LARRY.SCARTZ@SCARTZ.COM





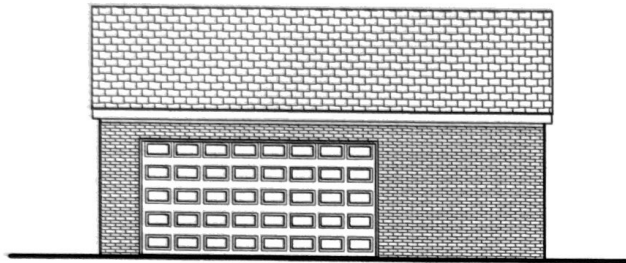
**1 EXISTING FLOOR PLAN**  
A1 SCALE: 1/8" = 1'-0"



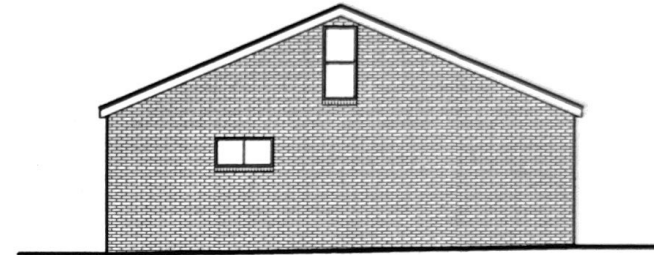
**2 PROPOSED FLOOR PLAN**  
A1 SCALE: 1/8" = 1'-0"

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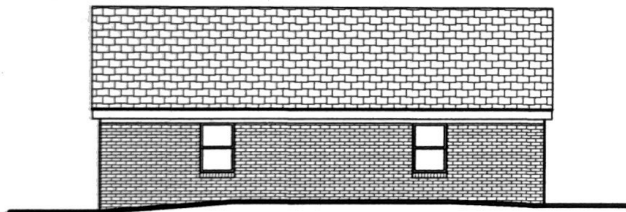




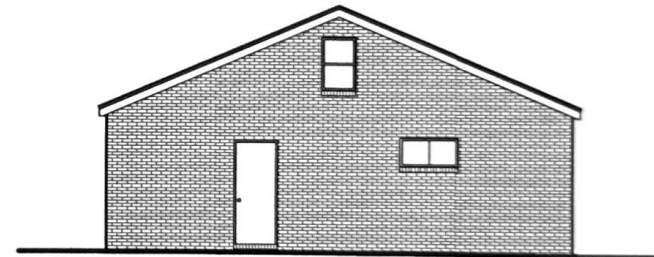
**1 EXISTING FRONT (NORTH) ELEVATION**  
A2 SCALE: 1/8" = 1'-0"



**2 EXISTING RIGHT (WEST) ELEVATION**  
A2 SCALE: 1/8" = 1'-0"

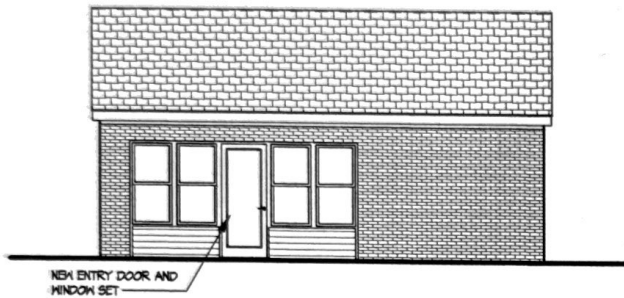


**3 EXISTING REAR (SOUTH) ELEVATION**  
A2 SCALE: 1/8" = 1'-0"

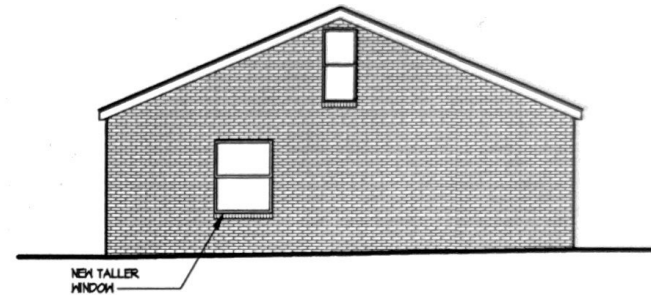


**4 EXISTING LEFT (EAST) ELEVATION**  
A2 SCALE: 1/8" = 1'-0"

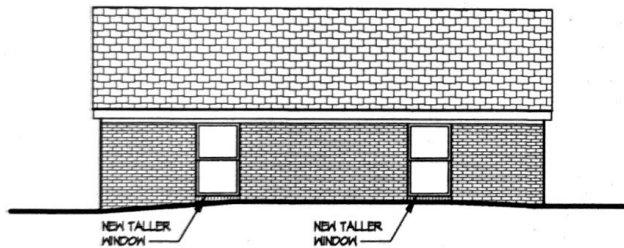
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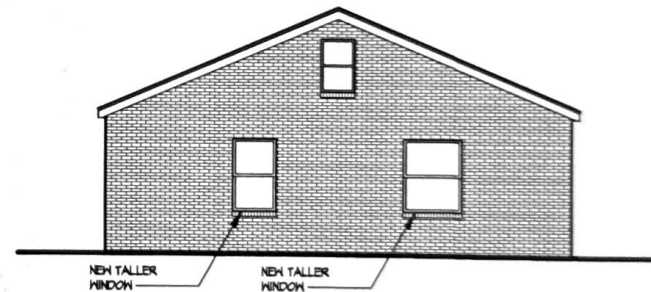
**1 PROPOSED FRONT (NORTH) ELEVATION**  
A3 SCALE: 1/8" = 1'-0"



**2 PROPOSED RIGHT (WEST) ELEVATION**  
A3 SCALE: 1/8" = 1'-0"



**3 PROPOSED REAR (SOUTH) ELEVATION**  
A3 SCALE: 1/8" = 1'-0"



**4 PROPOSED LEFT (EAST) ELEVATION**  
A3 SCALE: 1/8" = 1'-0"

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The below photos are each a side of the existing detached garage.



*Figure 1: Northwest Corner Looking Across West Wall*



*Figure 2: Southwest Corner Looking Across South Wall*





*Figure 3: Southeast Corner Looking Across East Wall*





*Figure 4: Northeast Corner Looking Across North Wall*