

**ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE
MEETING**

DATE: January 7, 2026

TIME: 7:00-9:00 P.M.

LOCATION: Virtual (Zoom)

Interpretation can be provided with advanced notice

AGENDA

- | | |
|---|-----------|
| 1. Introductions (AHAAC Co-Chairs) | 7:00 p.m. |
| a. New member welcome: Unique Coleman and Cesar Madison | |
| 2. Consideration of December 4, 2025 Minutes (Co-Chairs) | 7:05 p.m. |
| <i>Action Requested: Review and Vote on December Minutes</i> | |
| 3. Duke/Quaker Affordable Housing Plan (Kenny Turscak) | 7:10 p.m. |
| <i>Action Requested: Review and vote on affordable housing plan</i> | |
| 4. 300 N. Lee Development Preview (Kenny Turscak) | 7:30 p.m. |
| 5. Housing 2040 Update | 7:45 p.m. |
| a. Financial Tools | |
| 6. Affordable Housing Pipeline and Priorities | 8:15 p.m. |
| 7. ARHA Updates (Helen McIlvaine) | 8:35 p.m. |
| 8. Housing Alexandria Updates (Jon Frederick) | 8:40 p.m. |
| 9. Staff Updates | 8:45 p.m. |
| a. Duke Street Land Use Plan | |
| 10. Information Items: | 8:55 p.m. |
| • December 2025 Financial Report | |
| 11. Announcements and Upcoming Meetings | 8:58 p.m. |
| <u>Housing 2040 Community Meeting</u> | |
| February 28, 10 a.m. – 3 p.m. | |
| Location TBD | |
| 12. Adjournment (AHAAC Co-Chairs) | 9:00 p.m. |

City of Alexandria, Virginia

ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE DRAFT MINUTES

In-Person | December 4, 2025

	Members Present	Members Absent	Staff
1	Aschalew Asabie		Mary Horner, Landlord-Tenant Division Chief
2	Felicia Brewster		Tamara Jovovic, Housing Program Manager
3	Michael Butler		Christopher Do, Housing Analyst
4	Joseph Dammann		Aspasia Xypolia, Deputy Director
5	Michael Doyle		Kenny Turscak, Planning & Zoning
6	Betsy Faga		
7		Jon Frederick	
8	Carlos Bethencourt		
9	Jan Macidull		
10	Shelley McCabe		
11	Melissa Sathe		
12	Anderson Vereyken		
13	Sean Zielenbach		
14	Stephon Hill		
15	Rachel Dixon		
	Helen McIlvaine*, Housing		
	Ali Coleman Tokarz*, DCHS		
	Guests		
1	Cathy Puskar	Walsh, Colucci, Lubeley & Walsh	
2	Zane Gourzong	Member of the public	
3	Elliot Waters	Member of the public	
4	Flo Bryan	Member of the public	
5	Katherine Dixon	Rebuilding Together	
6	Leanne Fitzner	Member of the public	
7	Johnny Rojas	Member of the public	
8	Lismary Arriojas	Member of the public	
9	Pia Trigiani	Mercer Trigiani LLP	

*non-voting

1. Introduction and Chair Remarks (Chairs)

Co-Chair Shelley McCabe welcomed the Committee and guests at 7:00 p.m.

2. Consideration of November 6, 2025 Minutes (Chris Do)

The Committee voted unanimously to approve the November 6, 2025 Minutes; Mike Doyle and Melissa Sathe abstained.

3. Duke/Quaker Towns Development Preview (Kenny Turscak and Cathy Puskar)

Kenny Turscak presented the [development preview for the Duke/Quaker Towns project](#). The project proposes 11 townhouse-style condominium units and includes one four-bedroom committed affordable for-sale unit priced at \$375,000 in exchange for Section 7-700 bonus density.

One Committee member asked whether the units come with garages. Ms. Cathy Puskar noted that each unit includes a one-car garage. Another Committee member asked about additional parking. Ms. Puskar responded that visitor parking will be available on the street shared with the church.

4a. Housing 2040 Draft Project Recommendations: Common Interest Communities (Helen McIlvaine)

Helen McIlvaine and Pia Trigiani presented the [recommendations for the Common Interest Communities project](#).

Ms. Trigiani stressed the importance of condominiums for first-time homebuyers. As part of the Housing 2040 process, the Common Interest Communities project convened insurance professionals, engineers, condominium owners, and lawyers to develop recommendations for Alexandria, informed by a [reserve study and report](#) conducted by the Virginia Department of Professional and Occupational Regulation. Policymakers and mortgage lenders are increasingly recognizing the importance of adequate reserves for condominium communities.

One Committee member asked whether there is a requirement to act on reserve studies. Ms. Trigiani explained that reserve studies must be considered in the budget annually, but there is no requirement to act on them. Annual audits indicate whether reserves are adequate.

Another Committee member highlighted the importance in understanding that condominiums occasionally become naturally occurring retirement communities in Alexandria. A Committee member also asked about the impact of condominium communities' issues on insurance. Ms. Trigiani explained that insurance costs are rising and, in some areas, coverage is becoming unavailable. The secondary mortgage market is also scrutinizing reserve studies and has begun refusing loans for buildings that are not adequately addressing reserves.

One Committee member asked how many set-aside condominium units exist in the City. Staff estimated there are about 100 units. The Committee member then asked how set-asides are affected by reserves and special assessments. Staff explained that homeowners in set-aside units are responsible for the same fees, including condominium fees and special assessments, and that sale prices reflect these costs.

Staff noted that the Home Rehabilitation Loan Program (HRLP) can be used for special assessments and is available to homeowners earning up to 80% AMI. A Committee member asked whether any recommendations specifically target condominium owners. Ms. Trigiani responded that the recommendations focus on condominium associations, but noted that other jurisdictions, such as Fairfax County, provide assistance to condo owners for special assessments in exchange for affordability restrictions. Ms. Trigiani added that a mix of incomes and creative solutions can support affordability.

Another Committee member asked whether the City could consider ways to assist condominium owners with limited incomes. Ms. McIlvaine responded that Virginia Housing may be interested in such assistance. Ms. Trigiani acknowledged the feedback regarding support for owners who cannot afford fees and assessments.

A member of the public provided feedback on the Housing 2040 process and requested greater transparency and communication regarding project leadership, policy development, and participation. Staff noted that additional comments and feedback may be submitted to Kim Cadena at Kimberly.cadena@alexandriava.gov by January 4.

4b. Affordable Housing Preservation Recommendations (Christopher Do)

Chris Do presented the [affordable housing preservation recommendations and strategies](#). Comments and feedback on these recommendations may be submitted by January 4 via the [online comment form](#) or via email to Christopher.do@alexandriava.gov.

A Committee member asked whether the City has partners and a plan in place should the state pass Right of First Refusal (ROFR) legislation. Staff explained that the City could develop a pool of potential partners to serve as designees for the right of first refusal, while avoiding situations in which partners compete against one another.

Another Committee member asked how the project incorporates tenant perspectives and addresses concerns related to rent increases. Mr. Do explained that the preservation project is seeking tenant engagement and feedback in the development of the recommendations. Throughout the Housing 2040 process, including the Housing Survey, tenants expressed concerns about rent increase. In response the City has proposed policies to mitigate these impacts. Properties that are acquired and preserved would limit rent increases to increases in AMI, while rehabilitating buildings would follow the voluntary rent increase policy, which caps annual rent increases at 5%.

Another Committee member asked about how preservation priorities would be narrowed. Mr. Do explained that staff will use feedback to identify two or three priorities to focus the City's preservation efforts.

A Committee member also inquired about what happens to LIHTC projects at the 15-year mark. Mr. Do explained that when investors and syndicators exit at year 15, property owners may sell the property, continue to operating at the same affordability levels, or pursue re-syndication to obtain additional credits to fund repairs.

Staff invited Committee members to submit additional comments or questions to Christopher Do via email.

5. ARHA Updates (Helen McIlvaine)

The Committee skipped this item.

6. Housing Alexandria Updates (Jon Frederick)

The Committee skipped this item.

7. Staff Updates (Staff)

Mr. Do provided an update on the 2026 AHAAC meeting schedule. Due to repairs at City Hall, the Committee will alternate between meeting at the Lee Center and meeting virtually, in accordance with the e-participation policy. Staff requested input on in-person meeting start times, noting that the Lee Center closes at 8:45 p.m. The Committee agreed to begin in-person meetings at 6:45 p.m. and to schedule longer agenda items on dates when meetings are held virtually.

8. Information Items (all)

The Committee did not discuss the November 2025 financial report.

9. Announcements and Upcoming Meetings

January AHAAC Meeting

January 7, 7 – 9 p.m.

Virtual (Zoom)

Housing 2040 Community Meeting

February 28, 10 a.m. – 3 p.m.

Location TBD

12. Adjournment (Chair)

The Co-Chairs adjourned the meeting at 9:15 p.m.

City of Alexandria, Virginia

MEMORANDUM

DATE: JANUARY 7, 2026

TO: THE ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE

FROM: KENNY TURSCAK, URBAN PLANNER

SUBJECT: CONSIDERATION OF AN AFFORDABLE HOUSING PLAN FOR 3369 DUKE STREET TOWNHOMES (“DUKE-QUAKER TOWNHOMES”)

ISSUE: Affordable Housing Plan for Duke-Quaker Townhomes (DSUP #2025-10031)

RECOMMENDATION: That the Alexandria Housing Affordability Advisory Committee review and endorse the Affordable Housing Plan for Duke-Quaker as submitted by the applicant (Attachment 1)

BACKGROUND: 3369 Duke Street is located at the northeast intersection of N. Quaker Lane and Duke Street within the Taylor Run/Duke Street plan area. The proposed site is currently three vacant parcels, which the applicant will consolidate into one parcel totaling 0.56 acres. The parcel is located south of the New Apostolic Church, with which the proposed project will share an entry drive aisle, and west of Quaker Professional Square, a townhouse-style business center.



The applicant proposes constructing 11 townhouse-style condominium units totaling 24,141 square feet of new residential development. Existing zoning at the site, Commercial Low (CL) with proffer, allows for residential uses up to a .75 Floor Area Ratio (FAR)¹. This project is not subject to the 2020/21 Housing Contribution Policy as the only reason for it seeking a rezoning is to remove an existing proffer² which identifies specific floor area and use restrictions that are associated with an unbuilt 1980s-era office project at the site.

The applicant is utilizing Section 7-700 for a 30 percent density increase, amounting to 5,571 additional square feet; of this bonus density, one-third, or 1,857 square feet, must be provided as committed affordable housing.

¹ FAR determines the maximum amount of developable floor area, as defined by the Zoning Ordinance and adjusted for permitted exclusions, that a site has. $FAR = \text{max floor area} / \text{lot area}$

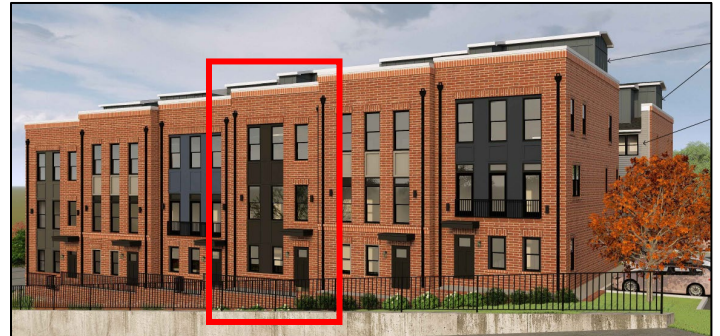
² A proffer is a voluntary proposal by an applicant for a property rezoning to mitigate the impacts of the development they propose to undertake. The proffer on this property dates from a 1982 office proposal.

The project includes the following applications and modifications:

- Rezoning to remove existing proffer;
- Special Use Permit (SUP) for building height increase to 45 feet;
- Modification of front yard setbacks on Duke and Quaker, side yard setback on east side;
- Modification of street trees requirement along Duke Street; and
- SUP for 30 percent density increase pursuant to Sec. 7-700.

DISCUSSION: Since the project plans to deliver townhouse-style condominium units, one committed affordable homeownership unit will be provided. Like all other units in the project, the CAU will have four bedrooms, a roof terrace, and a garage, and will offer finishes comparable to the market-rate units.

Below is the methodology used to calculate the required floor area and resulting unit.



Rendering: facing west from adjacent property. The designated affordable unit is shown in the red box.

Permitted development under existing CL zoning: 18,570 square feet

Total proposed development: 24,141 square feet

Sec. 7-700 density increase: $24,141 \text{ sf} - 18,570 \text{ sf permitted by-right} = 5,571 \text{ sf bonus}$

One-third bonus density associated with Sec. 7-700: $5,571 \text{ sf} * 1/3 = 1,857 \text{ sf aff.}$

Total number of residential units: 11

Average square feet per unit: $24,141 \text{ sf} \div 11 \text{ units} = 2,195 \text{ sf/unit avg.}$

Affordable unit required: $1,857 \text{ sf affordable req.} \div 2,195 \text{ avg. unit} = 0.85 \text{ units req.}$
(rounds to one unit consistent with City policy)

Proposed affordable unit: 1 unit (1,931 square feet)

The affordable for-sale unit is priced at \$375,000, which is consistent with the City's standard for-sale price for a four-bedroom unit with parking; parking will not be unbundled as the unit includes a garage. This unit will be the City's first four-bedroom affordable for-sale set-aside.

Consistent with the City's Procedures Regarding Affordable Housing Contributions, the residential floor area permitted under the existing zoning (.75 FAR) is subject to the 2025 Residential Tier I voluntary contribution rate of \$3.65/square foot. The applicant will provide a \$67,781 voluntary monetary contribution to the Housing Trust Fund. Since the project will develop as for-sale, the monetary contribution may be utilized to enable the City, as needed, to provide down payment and closing cost assistance to help qualified first-time buyers.

FISCAL IMPACT: \$67,781 to the Housing Trust Fund

ATTACHMENT:

(1) Affordable Housing Plan for 11 & 21 N. Quaker Lane and 3369 Duke Street

STAFF:

Helen S. McIlvaine, Director, Office of Housing

Tamara Jovovic, Housing Program Manager, Office of Housing

**11 & 21 N. Quaker Lane and 3369 Duke Street
Affordable Housing Plan**

1.1 Project name and address

- **11 & 21 N. Quaker Lane and 3369 Duke Street**

1.2 Application number(s)

- **To be determined**

1.3 Brief description of the application and the proposed development program

The Applicant proposes the development of an 11-unit multi-unit residential (“townhouse style condominiums”) complex including ten (10) market rate units and one (1) affordable dwelling unit.

1.4 Requested zoning changes or waivers (if any)

- **A Development Special Use Permit with Preliminary Site Plan.**
- **A Rezoning to remove the existing proffer.**
- **A Special Use Permit for increase in floor area ratio pursuant to Section 7-700.**
- **A Special Use Permit for building height increase to 45 feet.**

1.5 The Small Area Plan in which the project is located and a brief discussion of how relevant affordable housing goals and recommendations are being addressed by the AHP

The project is located within the Taylor Run/Duke Street Small Area Plan. The proposed housing is in furtherance of the City’s housing goals.

2. Description of the AHP to include:

2.1 Number, type (rental/for-sale), size (number of bedrooms), level of affordability (% of Area Median Income), and length of affordability of proposed affordable units

The Applicant is proposing to provide a total of one (1) 4-bedroom affordable unit for sale.

2.2 General description of location of affordable units in the project

The unit will be located among and comparable to the interior and exterior design of the 11 multi-unit dwellings.

2.3 Confirmation that residents of affordable units will have equal access to all amenities available to residents of market-rate units

N/A

2.4 Number, type (rental/for-sale), size (number of bedrooms), level of affordability (% of Area Median Income), and length of affordability of existing affordable units being demolished as part of redevelopment (if any)

No affordable units are being demolished as part of this redevelopment.

2.5 Brief discussion of tenant relocation plan approved by the Landlord-Tenant Relations Board (if applicable)

N/A

2.6 Description of the phasing of the project and any implications it may have on the delivery of units (if any)

The multi-unit buildings will be constructed in a single phase and the affordable dwelling unit will be delivered at the same time as the market rate units.

2.7 Description of any voluntary contributions to be made to the Housing Trust Fund in addition to the provision of affordable units (if any)

The voluntary contribution based on the base residential density is \$67,781.00.

2.8 Any other information the applicant deems relevant to the AHP

N/A