

**DATE:** May 29, 2026

**TO:** Tony LaColla, AICP, Division Chief  
Land Use + Preservation, Department of Planning and Zoning

**FROM:** Sam Shelby, Principal Planner  
Department of Planning and Zoning

**SUBJECT:** Special Use Permit #2026-00020  
Administrative Review for Minor Amendment  
Site Use: Mixed Use  
Applicant: 720 St Asaph Partners LLC  
Location: 720 North Saint Asaph Street  
Zone: CD-X/Commercial Downtown (Old Town North)

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### **Request**

The applicant proposes an amendment to SUP #2023-00080 which would allow for a change to the site's open space configuration.

### **Background**

City Council approved SUP #2023-00080 on December 16, 2023. This SUP allowed for a parking reduction and an increase to commercial floor area ratio (FAR) up to 2.5 with yard modifications to add 12 dwelling units to the existing office building located at 720 North Saint Asaph Street. Under this proposal, the CD-X zone's open space requirement (3,922 square feet) was provided on the building's rooftop. The applicant has since discovered that the building cannot structurally support rooftop open space.

The applicant now requests an amendment to the previous SUP approval pursuant to [Zoning Ordinance section 11-511](#) to allow for a modification from the CD-X open space requirement. [Section 4-606\(A\)\(2\)\(d\)](#) allows for non-ground level open space to count toward the open space requirement only if it's fully open to the sky. While each of the building's units would have balconies, they are covered and therefore cannot be counted toward the CD-X zone's open space requirement. In total, the building would provide approximately 4,050 square feet of total balcony space.

### **Community Outreach**

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. The North Old Town Independent Citizens' Association received email notification informing them of the request on May 7, 2026. To date, staff has only received procedural questions about the project.

### **Staff Action**

Staff support the applicant's proposal. The proposed open space changes would satisfy the purpose of the open space requirement because each unit would have direct access

to private outdoor space. Further, while the balconies cannot be counted toward the open space requirement because they are covered, the total balcony area of 4,050 square feet would exceed the 3,922 square-foot requirement.

Staff have not received comments nor complaints about the subject property and propose no changes to the conditions of the previous approval. These conditions have been carried forward as part of this administrative approval.

Staff hereby approves the Special Use Permit request.

**ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:**

Date: May 29, 2026

Action: Approved

A handwritten signature in cursive script, reading "Tony LaColla", is written over a horizontal line.

Tony LaColla, AICP

Land Use + Preservation Division Chief

Attachments: 1) Special Use Permit Conditions  
2) Statement of Consent  
3) City Department Comments

## **CONDITIONS OF SPECIAL USE PERMIT #2026-00020**

The applicant is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. A minor site plan amendment to Site Plan #1965-00086 is required. (P&Z)
2. Prior to the issuance of the Certificate of Occupancy, contribute \$33,141 to the City's Housing Trust Fund. Make out all payments to the City of Alexandria and submit them to the Office of Housing with a cover letter to include the project name, case number, and explanation of the contribution amount, if phased. (Housing)
  1. Provide bollards to prevent drivers from striking utility transformer (T&ES)

## CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

### Recreation, Parks, and Cultural Activities:

- R-1 Given the site's proximity to the Braddock Metro Station, staff encourages the applicant to explore opportunities to reduce the number of parking spaces in order to provide additional at-grade open space. Such space, supported by a public access easement, could help satisfy open space requirements while creating amenities that benefit the broader community.
- R-2 If the required 3,922 SF (25%) of open space cannot be accommodated on site, the applicant should coordinate with staff to explore alternative measures to satisfy the intent of the open space requirement. Such measures may include the provision of amenities or facilities that meet or exceed the public benefit associated with the required open space; or financial contributions toward future public open space improvements within Old Town North.

### Transportation and Environmental Services:

No comments.

### Code Enforcement:

No comments.

### Police Department:

No comments received.

### Fire:

No comments.

## STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2026-00020. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the restaurant use at 720 North Saint Asaph Street.

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Applicant - Signature

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Date

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Applicant – Printed

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Date