


April 21, 2025

**REFERRAL MEMORANDUM REVISED**

**TO:** Board of Zoning Adjustment

**FROM:** Kathleen Beeton, Zoning Administrator  for KAB

**PROJECT INFORMATION:** **Address:** 1206 STAPLES ST NE  
**Square, Suffix, Lot:** Square 4067, Lot 0058  
**Zoning District:** RF-1  
**DCRA Permit #:** B2402277

**SUBJECT:** **Proposed third-story and rear addition to an existing single-family row dwelling, and conversion to a Two-Family Flat. Modifications to protected rooftop elements in the RF-1 Zone and a new roof deck.**

Review of the plans for the subject property referenced above indicates that Board of Zoning Adjustment approval is required as follows:

Number	Type of Relief	Zoning Sections	Reason [or Basis]
1	Special Exception	E-210.1 E § 5201.1(a) X § 901.2	Proposed project is greater than 60% maximum lot occupancy allowed for the RF-1 Zone
2	Special Exception	E § 207.1 E § 5201.1(b) X § 901.2	Proposed rear setback is less than the 20'-0" required setback for the RF-1 Zone
3	Special Exception	E § 207.4 E § 207.5 X § 901.2	Proposed rear addition is greater than the 10'-0" maximum beyond adjacent structures in the RF-1 Zone
4	Special Exception	E § 204.1 E § 204.4 X § 901.2	Proposed third floor addition, and Front porch roof deck does not comply with the roof top architectural elements requirements in the RF-1 Zone

*Note: All applicants must provide the Office of the Zoning Administrator with submission verification, in the form of a formal receipt from the BZA, within 30 days of the date of this memo. If the BZA Memorandum is not submitted within 30 days, the applicant must request an updated memorandum from the Office of the Zoning Administrator.*

NOTES AND COMPUTATIONS						
Building Permit #: B2402277		Zone: RF-1			N&C Cycle #: 3	
DOB BZA Case #: 21226		Existing Use: Single-Family Row Dwelling			Date of Review: 4/21/25	
Property Address: 1206 STAPLES ST NE		Proposed Use: Two-Family Flat			Reviewer: Edwin Andino	
Square: 4067	Lot(s): 0058	ZC/BZA Order:				
Item	Existing Conditions	Minimum Required	Maximum Allowed	Proposed by Construction	Variance Deviation/%	Notes/Zoning Relief Required
Lot area (sq. ft.)	1,595	1,800	N/A	1,595	N/A	Existing Record Lot
Lot width (ft. to the tenth)	19.33	18	N/A	19.33	N/A	Existing Record Lot
Building area (sq. ft.)	683.78	N/A	957	1047.55	90.55	Special Exception - Sub E 210.1
Lot occupancy (building area/lot area)	42.87%	N/A	60%	65.67%	5.67%	Special Exception - Sub E 210.1
Gross floor area (sq. ft.)	N/A	N/A	N/A	N/A	N/A	N/A
Floor area ratio, Non-residential	N/A	N/A	N/A	N/A	N/A	N/A
Principal building height (stories)	2	N/A	3	3	N/A	COMPLIES
Principal building height (ft. to the tenth)	25.41'	N/A	35.0'	33.13'	N/A	COMPLIES
Lower level designation	CELLAR	N/A	N/A	CELLAR	N/A	COMPLIES
Distance from existing ground to first floor	3.16'	N/A	5.0'	3.16'	N/A	COMPLIES
Accessory building height (stories)	N/A	N/A	N/A	N/A	N/A	N/A
Accessory building height (ft. to the tenth)	N/A	N/A	N/A	N/A	N/A	N/A
Front yard (ft. to the tenth)	N/A	N/A	N/A	N/A	N/A	N/A
Rear yard (ft. to the tenth)	36.83'	20.0'	N/A	17.83'	2.17'	Special Exception – Sub E 207.1
Distance beyond the rear wall of adjoining buildings	0	N/A	10.0'	11.5'	1.5'	Special Exception – Sub E 207.4
Side yard,	N/A	N/A	N/A	N/A	N/A	N/A
Open court	N/A	N/A	N/A	N/A	N/A	N/A
Closed court, width	N/A	N/A	N/A	N/A	N/A	N/A
Closed court, area sq. ft.	N/A	N/A	N/A	N/A	N/A	N/A
Vehicle parking spaces (number)	1	1	N/A	1	N/A	COMPLIES
Bicycle parking spaces (number)	N/A	N/A	N/A	N/A	N/A	N/A
Loading berths	N/A	N/A	N/A	N/A	N/A	N/A
Loading Platforms	N/A	N/A	N/A	N/A	N/A	N/A
Loading spaces	N/A	N/A	N/A	N/A	N/A	N/A
Pervious surface (%)	N/A	N/A	N/A	N/A	N/A	N/A
Green area ratio (score)	N/A	N/A	N/A	N/A	N/A	N/A
Dwelling units, principal (#)	1	N/A	2	2	N/A	COMPLIES
Dwelling units, accessory (#)	N/A	N/A	N/A	N/A	N/A	N/A
Penthouse area	N/A	N/A	58.78 SF	39.74 SF	N/A	COMPLIES
Penthouse setback	N/A	N/A	N/A	N/A	N/A	N/A
Other:	Special Exception relief required for Front Porch Roof Deck; Subtitle E 204.1					