

MEMORANDUM

TO: District of Columbia Board of Zoning Adjustment
FROM: Philip Bradford, AICP, Case Manager
 JL Joel Lawson, Associate Director Development Review
DATE: September 3, 2025

SUBJECT: BZA Case 21344: Request for special exception relief to permit a new detached two story building containing artist studios in the rear of an existing mixed-use building in the MU-4 and NMU-4/TK zones.

I. OFFICE OF PLANNING RECOMMENDATION

The Office of Planning (OP) recommends **approval** of the following special exception relief pursuant to Subtitle G § 207.14, Subtitle G § 5200.1, and X § 901:

- Rear Yard Requirements, Subtitle G § 207.6 (15 ft. required; 15 ft. 11 in. existing; 5 ft. proposed)

II. LOCATION AND SITE DESCRIPTION

Address	264 Carroll Street NW
Applicant	Sullivan & Barros LLP, on behalf of JNM Enterprises One, LLC
Legal Description	Square 3354, Lot 0829
Ward, ANC	Ward 4; ANC 4B
Zone	MU-4, NMU-4/TK
Historic District	Takoma Park Historic District
Lot Characteristics	Rectangular lot 52 ft. wide by 200 ft. deep
Existing Development	The site is improved with an existing single story commercial building abutting Carroll Street NW with a 2 ½ story residential building directly behind it.
Adjacent Properties	Multi-story mixed use development.
Surrounding Neighborhood Character	The neighborhood is mixed use in character with higher densities closer to the Takoma Metro station.
Proposed Development	The applicant proposes to raze the existing structure located at the rear of the property and construct a new two-story building that will contain artist studios.

III. ZONING REQUIREMENTS and RELIEF REQUESTED

Zone-	Regulation	Existing	Proposed	Relief
Height § 203	50 ft. max.	20 ft.	25 ft.	None requested
Rear Yard G § 207	15 ft. min.	15 ft. 11 in.	5 ft.	Special Exception Requested
Side Yard § 208	Not required, 2 in. per 1 ft. of height, no less than 5 ft.	2 ft. 9 in.	0 ft.	None requested
Lot Occupancy § 210	60 % max. 70% max. (IZ)	38 %	50%	None requested
Parking C § 701	0 spaces	0 spaces	6 spaces	None requested

IV. OFFICE OF PLANNING ANALYSIS

Subtitle G Chapter 52 RELIEF FROM REQUIRED DEVELOPMENT STANDARDS FOR MIXED-USE (MU) ZONES

5200.1 Except for density, height, and penthouse and rooftop structure, the Board of Zoning Adjustment may grant relief from the development standards of this subtitle, as a special exception subject to the criteria at Subtitle X, Chapter 9.

The request is for relief from the rear yard development standards which is permitted to be granted by the board.

Special Exception Relief from Subtitle G § 207.6 Rear Yard Requirements

207.14 Relief from the rear yard requirements of Subtitle G § 207 may be permitted if approved by the Board of Zoning Adjustment as a special exception pursuant to Subtitle X, Chapter 9, and subject to the following conditions:

- (a) *No apartment window shall be located within forty feet (40 ft.) directly in front of another building;*

The applicant does not propose any apartments within the new structure.

- (b) *No office window shall be located within thirty feet (30 ft.) directly in front of another office window, nor eighteen feet (18 ft.) in front of a blank wall;*

The applicant does not propose any office uses within the new structure.

- (c) *In buildings that are not parallel to the adjacent buildings, the angle of sight lines and the distance of penetration of sight lines into habitable rooms shall be considered in determining distances between windows and appropriate yards;*

The proposed new building is parallel to the adjacent buildings.

- (d) *Provision shall be included for service functions, including parking and loading access and adequate loading areas; and*

As shown in the plans in [Exhibit 7](#), the proposal includes provisions for service functions such as drive aisles, six new off-street parking spaces and solid waste disposal. The proposed use does not require loading areas.

(e) *Upon receiving an application for relief from rear yard requirements of this section, the Board of Zoning Adjustment shall submit the application to the Office of Planning for coordination, review, report, and impact assessment, along with coordination of reviews in writing from all relevant District of Columbia departments and agencies, including:*

(1) The District Department of Transportation;

(2) The Department of Housing and Community Development; and

(3) The Historic Preservation Office if the application involves a historic district or historic landmark.

The application has been served to the District Department of Transportation, Department of Housing and Community Development, and the Historic Preservation office as the site is within the Takoma Park Historic District. The list of referrals can be found in [Exhibit 18](#).

Subtitle X Section 901 SPECIAL EXCEPTION REVIEW STANDARDS

901.2 The Board of Zoning Adjustment is authorized under § 8 of the Zoning Act, D.C. Official Code § 6-641.07(g)(2), to grant special exceptions, as provided in this title, where, in the judgment of the Board of Zoning Adjustment, the special exceptions:

(a) Will be in harmony with the general purpose and intent of the Zoning Regulations and Zoning Maps;

Approval of the requested rear yard special exception for the new artist studio building would be in harmony with the general purpose and intent of the MU-4 zone which provides for mixed-use developments that permit a broad range of commercial, institutional, and multiple dwelling residential development and varying densities. The request would not result in a building with a height, bulk, or use inconsistent with what the zone would permit.

(b) Will not tend to affect adversely, the use of neighboring property in accordance with the Zoning Regulations and Zoning Maps; and

As demonstrated above, the proposed new building would meet the relevant conditions of Subtitle G § 207.14 that permit rear yard relief, and therefore granting the requested special exception should not adversely affect neighboring properties due the configuration and design or any other operational actions.

(c) Subject in specific cases to the special conditions specified in this title.

No special conditions are specified in this title for the requested relief.

V. OTHER DISTRICT AGENCIES

As of the writing of this report no comments have been submitted to the record from any District Agencies.

VI. ADVISORY NEIGHBORHOOD COMMISSION

At [Exhibit 22](#), is a resolution from ANC 4B in support of the application.

VII. COMMUNITY COMMENTS TO DATE

At [Exhibit 20](#) and [Exhibit 24](#), are letters in support of the application.

Location Map

