



**THE DEPARTMENT OF BUILDINGS  
OFFICE OF ZONING ADMINISTRATION**

June 27, 2025

*MWdaw for KB*

**REFERRAL MEMORANDUM**

**TO:** Board of Zoning Adjustment

**FROM:** Kathleen Beeton, Zoning Administrator

**PROJECT INFORMATION:** **Address:** 3328 5TH ST SE  
**Square, Suffix, Lot:** Square 5972, Lot 0036  
**Zoning District:** R-2  
**DCRA Permit #:** B2410048

**SUBJECT:** **Load increase for Community Residence Facility from 6 to 15 residents.**

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 | U-202.1(h)<br>U-203.1(e)<br>X-901.2 | Proposed resident count is above the amount allowed as a matter of right. |

*Note: All applicants must provide the Office of Zoning Administration 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 Zoning Administration.*

| NOTES AND COMPUTATIONS               |              |  |                            |
|--------------------------------------|--------------|--|----------------------------|
| Building Permit #: B2410048          |              | Zone: R-2  | N&C Cycle #: 4             |
| DCRA BZA Case #: n/a                 |              | Existing Use: Community Residence Facility – 6ppl  | Date of Review: 06/27/2025 |
| Property Address: 3328 5th Street SE |              | Proposed Use: Community Residence Facility – 15ppl | Reviewer: Kwasi Cook       |
| Square: 5972                         | Lot(s): 0036 | ZC/BZA Order: n/a                                  |                            |

| Item   | Existing Conditions  | Minimum Required | Maximum Allowed | Provided by Proposed Construction | Variance Deviation/% | Notes/Zoning Relief Required          |
|--|--|------------------|-----------------|-----------------------------------|----------------------|---------------------------------------|
| Lot area (sq. ft.)                                   | 5317   | N/A              | N/A             | 5317                              | N/A                  | Existing Record Lot                   |
| Lot width (ft. to the tenth)                         | 61.1   | N/A              | N/A             | 61.1                              | N/A                  | Existing Record Lot                   |
| Building area (sq. ft.)                              | 1831   | N/A              | N/A             | 1831                              | N/A                  | No change                             |
| Lot occupancy (building area/lot area)               | 34%  | N/A              | 40%             | 34%                               | N/A                  | Complies/ Existing                    |
| 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               | 2                                 | N/A                  | Complies/ Existing                    |
| Principal building height (ft. to the tenth)         | N/A  | N/A              | 40              | N/A                               | N/A                  | Existing                              |
| Lower level designation                              | cellar   | N/A              | N/A             | cellar                            | N/A                  | Complies/ Existing                    |
| Distance from existing ground to first floor         | N/A  |                  |                 | N/A                               |                      | Existing                              |
| 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  | Block Average    | N/A             | N/A                               | N/A                  | Existing                              |
| Rear yard (ft. to the tenth)                         | N/A  | 20               | N/A             | N/A                               | N/A                  | Existing                              |
| Distance beyond the rear wall of adjoining buildings | N/A  | N/A              | N/A             | N/A                               | N/A                  | N/A                                   |
| Side yard,   | N/A  | 8                | N/A             | N/A                               | N/A                  | Existing                              |
| 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)                      | N/A  | N/A              | N/A             | N/A                               | N/A                  | N/A                                   |
| 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                                   |
| <b>Community Residential Facility (# residents)</b>  | <b>6</b>   | <b>N/A</b>       | <b>8</b>        | <b>15</b>                         | <b>250%</b>          | <b>Special Exception [U-203.1(e)]</b> |
| Other:   | Special Exception Zoning Relief required to increase resident count from 6 persons to 15 persons |                  |                 |                                   |                      |                                       |