



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

September 3, 2025

**REFERRAL MEMORANDUM**

**TO:** Board of Zoning Adjustment

*MWdaw for KB*

**FROM:** Kathleen Beeton, Zoning Administrator

**PROJECT INFORMATION:**      **Address:**                      3207 6<sup>th</sup> St., NW  
   **Square, Suffix, Lot:**      Square 3046, Lot 0808  
   **Zoning District:**              RF-1  
   **DOB Permit #:**                B2508573

**SUBJECT:**                      **Special exception for subdividing an alley tax lot to two record lots and building one-dwelling unit building on each lot.**

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	C-306.1, (b) C-306.4 X-901.2	New Alley record lot not meeting the minimum alley width.
2	Special Exception	U-600.1, (f) (4) U-601.1, (f) X-901.2	New one-family dwelling unit on an alley lot not meeting the minimum alley width.

*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 #: B2508573		Zone: RF-1	N&C Cycle #: <b>1</b>
DCRA BZA Case: <b>FY-25 -9-Z</b>		Existing Use: VACANT ALLEY LOT	Date of Review: <b>8/21/2025</b>
Property Address: 3207 6 <sup>TH</sup> ST., NW		Proposed Use: CREATING RECORD ALLEY LOT	Reviewer: <b>Ramon Washington</b>
Square: 3046	Lot(s): 0808 (lot to the south of plat)	ZC/BZA Order: <b>N/A</b>	

Item	Existing Conditions	Minimum Required	Maximum Allowed	Provided by Proposed Construction	Variance Deviation/%	Notes/Zoning Relief Required
Lot area (sq. ft.)	1813	1800	n/a	1850	n/a	n/a
Lot width (ft. to the tenth)	20	18	n/a	20	n/a	n/a
Building area (sq. ft.)	n/a	n/a	1632	726	n/a	n/a
Lot occupancy (building area/lot area)	n/a	n/a	90%	40%	n/a	n/a
<b>Minimum Alley Width (ft. to the tenth)</b>	<b>10</b>	<b>15</b>	<b>n/a</b>	<b>10</b>	<b>5</b>	<b>Special Exception</b>
Principal building height (stories)	n/a	n/a	2	2 W/CELLAR	n/a	n/a
Principal building height (ft. to the tenth)	n/a	n/a	20	19.91	n/a	n/a
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
Alley Frontage (ft. to the tenth)	n/a	14	n/a	23	n/a	n/a
Rear yard from the centerline of all abutting alleys (ft. to the tenth)	n/a	7.5	n/a	14.5	n/a	n/a
Side yard, facing building front on right side (ft. to the tenth)	n/a	n/a	n/a	n/a	n/a	n/a
Side yard, facing building front on left side 5 ft. from any lot line of all abutting non-Alley Lots (ft. to the tenth)	n/a	5	n/a	5.6	n/a	n/a
Vehicle parking spaces (number)	n/a	1	n/a	1	n/a	n/a
Pervious surface (%)	n/a	10%	n/a	45%	n/a	n/a
Dwelling units, principal (#)	n/a	n/a	1	1	n/a	n/a
Other:						