

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
OFFICE OF THE ZONING ADMINISTRATOR**

February 29, 2016

Allison C. Prince, Esq.  
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1999 K Street NW, Suite 500  
Washington, DC 20006



Re: 3240 Prospect Street NW – Renovation and Addition for new Mixed-Use Office and Residential Building

Dear Allison:

This letter confirms our discussion on January 26, 2016 about a proposed renovation of and addition to a building located at 3240 Prospect Street NW (Sq. 1207, Lot 110) (“**Property**”). The Property is zoned C-2-A and is included in the Georgetown Historic District. The Property contains approximately 6,270 square feet of land area. The Property is an “L”-shaped interior lot bound to the north by Prospect Street, to the south by a public alley and commercial properties, to the east by commercial properties, and to the west by a commercial property.

The Property is improved with a two-story plus basement building constructed circa 1906, with an addition constructed circa 1973 (the “**Building**”). The Building contains approximately 13,097 square feet of floor area. The Building has a nonconforming rear yard of zero (0) feet, a nonconforming front western open court with a width of 9 ft.-8 in., and a nonconforming rear western open court with a width of 8 ft.-6 in. The Building has a lot occupancy of 84%. The Building is used as an office pursuant to Certificates of Occupancy nos. B155624 (1<sup>st</sup> and 2<sup>nd</sup> floors) and CO1202215 (basement).

The proposed project on the Property will renovate and add to the Building to create a four story mixed-use residential and office building (“**Project**”). The Project will retain at least four (4) feet of the Building’s exterior wall, and third and fourth floors will be added above. In addition, below-grade space will be excavated for two cellar levels below the basement. The two additional cellar levels will add approximately 7598 square feet of floor area. The 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors will contain a single-family residence. The basement and two cellar levels will contain office. The existing one parking space will be retained. As described in greater detail below, and as shown in the attached plan set dated 2-1-16, the Project is permitted as a matter-of-right.

1. The proposed height of 50 feet with a maximum four stories is permitted under § 770.1. The maximum permitted height is 50 feet with no limit on stories. Therefore, the Project’s height is permitted as a matter-of-right.
2. The proposed FAR of 2.06 is permitted under § 771.2. The maximum permitted FAR in

this zone is 2.5 (1.5 non-residential). The Project will contain approximately 10,271 gross square feet of residential area, which is equivalent to an FAR of 1.64. The Project will contain approximately 2,630 gross square feet of office area, which is equivalent to an FAR of 0.42. Therefore, the residential and non-residential FAR is permitted as a matter-of-right.

3. The Project will be an addition to the Building. Because the Project will retain at least four (4) feet of height of the Building's enclosing exterior walls, the Building will not be demolished for zoning purposes. A total of 62% of the existing perimeter wall of the building will be retained. The retained wall will include an eleven foot tall portion of wall in the southeastern corner of the site. These walls will enclose a garden. Therefore, the Building's existing nonconforming conditions may be preserved.
4. The nonconforming western open court may retain their nonconforming widths of 9 ft.-8 in. and 8 ft.-6 in., respectively, for the first and second floors of the Project because this is the existing nonconforming condition for the Building. However, since the third and fourth floors will be new, the front western court must have a width that conforms to the requirement in § 776.3, which is 15 feet. The proposed front western court width for the third and fourth floors is 15 feet, so it satisfies the minimum required.
5. The Project may retain the nonconforming 0-foot rear yard for the basement, first, and second floors as an existing condition of the Building. However, since the third and fourth floors will be new, they must have a conforming rear yard that conforms to the requirement in § 774.1, which is 15 feet. The proposed third and fourth floors will have a rear yard of at least 15 feet, so it satisfies the minimum required.
6. The Building may be converted to residential use as a matter-of-right despite exceeding the maximum residential lot occupancy of 60% prescribed in § 772.1. Because residential use is always permitted in this zone, an existing building constructed before 1958, regardless of its lot occupancy, may be used for residential purposes. However, because the third and fourth floors are new, they must conform to the 60% lot occupancy limit. These floors will have conforming lot occupancies of 42% and 9%, respectively.
7. No additional parking is required for the Project. According to the Zoning Computation Sheet, attached as Exhibit 2, the Building has a parking credit of at least nine (9) spaces. Pursuant to §§ 2100.6 and 2101.1, the required parking for the cellar addition for office use is nine (9) spaces; therefore, no additional parking is required for the cellar area. The single-family residence has a parking requirement of one space, which is satisfied by the space that will be provided.

8. The awning in the court niche along Prospect Street and the awning above the doorway providing access to the rear garden are both less than 40" in depth and therefore do not generate building area or court toward lot occupancy.

Please let me know if you have further questions.

Sincerely,   
Matthew Le Grant  
Zoning Administrator

Attachment: Plan Set dated 2-1-16