

## REPORT TO THE BOARD OF ZONING APPEALS

**DATE:** September 18, 2025

**SUBJECT:**

Case #252318 - Steeple Chase PD Subdivision, Section D Office Park - Request approval of a Variance to allow fewer parking spaces than one (1) parking space per 300 square feet of gross building area

**INTRODUCTION:**

- Ashworth Engineering (Wesley Ashworth), on behalf of Icon Solutions, Inc. (Sudhakar Borra), is requesting a variance related to the minimum parking requirement (see Exhibit 3).
- The minimum requirement for the entire office park would change from 1 space per 300 square feet to 1 space per 331 square feet if the variance is approved.
- The subject property is known as Steeple Chase Office Park, Inc., which is comprised of Sudhakar Borra, Gregory Mattis, Kevin Clark, and Alfred Johnson. The variance would be applicable to all 12 lots within the office park.
- The subject property, located at the northeast corner of Grand Steeple Drive and Poplar Avenue (Hwy 57) (see Exhibit 1), is zoned R-1: Low Density Residential with Planning Development (PD) Overlay allowing for MPO: Medical Professional Office uses and standards.

**BACKGROUND:**

- The Steeple Chase PD was initially approved in June 1994 (Exhibit 8).
- A 1998 site plan show the 12-lot office complex for Section D, following the MPO standards. Office buildings of various sizes were intended to share a common parking lot and would be built on two (2) adjacent lots across the shared lot line.
- Office buildings have been built in the complex since 2000. To date, only two (2) buildings are left to be built.
- In 2021, the PD was amended to convert the portions of the office complex to the west of Grand Steeple Drive, known as Section E, to single-family uses.
- The 1998 site plan (Exhibit 6) showed buildings would be between 3,750 square feet and 4,000 square feet in size; however, some buildings have been constructed larger (Lots 5/6, 7/8, and 13/14) and some have been smaller (Lots 11/12) than shown on the 1998 plan.

**KEY POINTS:**

**1. The minimum off-street parking requirement for “business office” uses is 1 space per 300 square feet of gross building area. This limits the gross floor area of all buildings to 23,700 square feet since there are 79 existing on-site parking spaces.**

- A previous condition of approval limits the types of offices to “business offices” as described in § 151.021 of the Zoning Ordinance to minimize parking demand (see Exhibit 9).
- The existing parking lot and infrastructure for the office complex, constructed in 2000, precludes the addition of new parking spaces, posing a physical hardship.

**2. The office complex will no longer comply with the minimum parking requirements for office uses in the MPO District if the remaining buildings are constructed on Lots 9/10 and 15/16. To comply with Town regulations, 15 additional parking spaces would be needed.**

- Errors and misleading information on the approved site plan for Lots 7/8, 13/14, and 15/16

characterized the office complex as being compliant with the minimum parking requirements (see Exhibit 5). Staff's decision to approve the application was based upon incorrect information.

- Based on the pending and approved site plan modifications for the office complex to add the last two (2) buildings, the gross floor area for the entire complex would be 28,094 square feet, which would require at least 94 off-street parking spaces based on the current requirement of 1 space per 300 square feet of gross building area.

**3. The applicant and Steeple Chase Office Park, Inc. are both taking measures to ensure each building has adequate parking (see Exhibits 4 & 7) and potential adverse impacts are minimized.**

- The Institute of Transportation Engineers (ITE) Parking Demand (Exhibit 11) found 96 spaces are needed for an occupied general office building (suburban) for 28,094 square feet at the 85th Percentile rate.
  - The Town's Traffic Engineer believes the minimum requirement of 1 space per 300 SF should still apply to this office complex, as it is close to the 85th Percentile rate for an occupied general office building (suburban); however, they note on-street parking, where permitted by the Town Code, could help address parking demand during peak times if the BZA grants the requested variance.
  - There are currently only 79 on-site parking spaces. If there was not an opportunity for nearby on-street parking, a reduction in the number of required parking spaces would create adverse off-site impacts.
- The owner of Lots 7/8, 13/14, and 15/16 intends to add six (6) on-street parallel parking spaces to increase the number of available parking spaces. Grand Steeple Drive has the capacity for more than six (6) cars parked along the street within walking distance to the office complex.
- Based on the anticipated number of employees in each building, the office association plans to reserve 13 parking spaces for each building, which totals 78 parking spaces (Exhibit 4). If reserved parking signage is to be added, it would need to comply with Town standards found in §151.171, § 151.174(J), § 151.179(A), and §151.180(Y) of the Zoning Ordinance.

**4. There are several alternatives to requesting a variance from the Town's minimum parking requirement for an office complex, but most of them would not be practical.**

- The owners of Lots 9/10 and 15/16 could not build buildings on them, effectively making them non-buildable lots. These are lots are not common open space lots and are privately held. The owners of these lots purchased them intending to construct new buildings on them. Creating unbuildable lots would be an undue hardship to these property owners.
- The building approved (but unbuilt) for Lots 15/16 could be reduced to approximately 3,000 square feet. This reduction, along with the addition of six (6) on-street parking spaces, all lots 12 lots would meet the minimum parking requirement and be developable without the need for a variance.
- Steeple Chase Office Park, Inc. could apply to amend the Steeple Chase PD to allow for a different minimum parking formula and to allow on-street parking to be counted towards the minimum parking formula. There is no guarantee the Board of Mayor and Aldermen would approve such amendments.
- The applicant could formally request an amendment to the Town's parking regulations in the Zoning Ordinance to reduce the number of spaces required for office uses, but such a request would apply Town-wide and need to be studied thoroughly.

**STAFF RECOMMENDATION:**

Staff recommends approval, citing the availability of adjacent on-street parking to meet peak demand, as the Standards for a Variance (Exhibit 10) have been satisfactorily addressed and the example conditions of approval will mitigate potential adverse impacts (Exhibit 2)

**ATTACHMENTS:**

Exhibit 1 - Location Map & Contacts.pdf  
Exhibit 2 - Example Conditions 9-12-25.pdf  
Exhibit 3 - Cover Letter 8-21-25.pdf  
Exhibit 4 - SCOP Statement About Parking 8-25-25.pdf  
Exhibit 5 - Letter about parking requirements 8-19-25.pdf  
Exhibit 6 - 1998 Site Plan.pdf  
Exhibit 7 - Off-site parking plan August 2025.pdf  
Exhibit 8 - Steeple Chase PD Preliminary Plan Sections A through D 1994.pdf  
Exhibit 9 - 2004 Business Use Interpretation - Steeple Chase D.pdf  
Exhibit 10 - Staff Analysis of Criteria 9-12-25.pdf  
Exhibit 11 - ITE Office Parking Demand 9-12-25.pdf

**PROPOSED MOTION:**

To approve a Variance to alter the required minimum parking requirement to be one (1) parking space per 331 square feet of gross building floor area, subject to the following conditions in Exhibit 2.