

ISSUE: Certificate of Appropriateness for alterations

APPLICANT: Keith and Kerri Urbahn

LOCATION: Old and Historic Alexandria District
214 North Fairfax Street

ZONE: RM/Residential Townhouse Zone

STAFF RECOMMENDATION

Staff recommends approval of the Certificate of Appropriateness for alterations, with the following conditions:

1. The applicant work with staff on the final detailing of the proposed trim to ensure that it is compatible with the style of the building.

GENERAL NOTES TO THE APPLICANT

1. **APPEAL OF DECISION:** In accordance with the Zoning Ordinance, if the Board of Architectural Review denies or approves an application in whole or in part, the applicant or opponent may appeal the Board's decision to City Council on or before 14 days after the decision of the Board.
2. **COMPLIANCE WITH BAR POLICIES:** All materials must comply with the BAR's adopted policies unless otherwise specifically approved.
3. **BUILDING PERMITS:** Most projects approved by the Board of Architectural Review require the issuance of one or more construction permits by Department of Code Administration (including signs). The applicant is responsible for obtaining all necessary construction permits after receiving Board of Architectural Review approval. Contact Code Administration, Permit Center, 4850 Mark Center Drive, Suite 2015, 703-746-4200 for further information.
4. **ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND PERMITS TO DEMOLISH:** Applicants must obtain a copy of the Certificate of Appropriateness or Permit to Demolish PRIOR to applying for a building permit. Contact BAR Staff, Room 2100, City Hall, 703-746-3833, or preservation@alexandriava.gov for further information.
5. **EXPIRATION OF APPROVALS NOTE:** In accordance with Sections 10-106(B), 10-206(B) and 10-307 of the Zoning Ordinance, any Board of Architectural Review approval will expire 12 months from the date of issuance if the work is not commenced and diligently and substantially pursued by the end of that 12-month period.
6. **HISTORIC PROPERTY TAX CREDITS:** Applicants performing extensive, certified rehabilitations of historic properties may separately be eligible for state and/or federal tax credits. Consult with the Virginia Department of Historic Resources (VDHR) prior to initiating any work to determine whether the proposed project may qualify for such credits.

Old and Historic Alexandria District
October 1, 2025



UPDATE

At the September 17, 2025, BAR hearing, the Board accepted the request for a deferral on the part of the applicant. The request was in response to comments from the Board regarding the style of the proposed window trim and the questions regarding the age of the existing trim. In response to these comments, the applicant has provided historic documentation regarding the configuration of the façade and a new proposal for window trim.

I. APPLICANT'S PROPOSAL

The applicant requests a Certificate of Appropriateness to replace the existing 2" window trim on the first two-stories of the east elevation, at 214 North Fairfax Street. The proposed alterations will include new head and jamb trim.

II. HISTORY

The two-and-a-half story, four-bay frame residence at 214 N. Fairfax was likely constructed in the **early 19th century** according to Ethelyn Cox in her book *Historic Alexandria Virginia Street by Street*. The property first appears on the 1885 Sanborn Fire Insurance Map.



Photo 1: Existing conditions.

Previous BAR Approvals

7/8/2025 – Administrative approval for window replacement.
11/20/2020 – Administrative approval for exterior gas lights.
11/18/2020 – The Board partially approved partial demolition and alterations.
6/10/1959 – The Board approved a garden wall.

III. ANALYSIS

As noted above, Board members expressed concern regarding the historic nature of the existing trim at the house. They asked staff to verify if the existing trim is original to the building and therefore should not be altered. At that time, staff had not located evidence regarding the history of the façade. In response to these questions, the applicant has provided a photograph of the building dating from the late 1920's which appears to show a ground floor configuration that is significantly different than the existing condition. Currently there are four evenly spaced, identically sized windows on the ground level while the historic photograph shows what appears to be two separate entry doors in the center of the façade with a window on each side. Each of these windows features a wide flat trim and the one on the northern side of the façade is larger than the one on the southern side (Figure 2).



Figure 2: 1920s era photograph of 214 N Fairfax Street showing previous configuration of ground floor

Along with the photographic evidence, staff inspected the first floor window trim and noted indications that are consistent with early twentieth century construction. Given that the façade has clearly been altered over time, staff recommends that the Board consider the proposed modifications to the façade.

In addition to concerns regarding the historic nature of the existing window trim, Board members noted that the proposed window trim is not consistent with the style of the existing building. In response to these comments, the applicant has submitted a revised design for the proposed trim that is simplified from the original proposal (Figure 3).



Figure 3: Previous (left) and revised (right) proposal for window trim at the façade.

Staff finds that the revised window trim has been simplified and is more compatible with the style of this Early structure. The final detailing for the trim will be critical in ensuring that the original character of the structure is maintained. Staff recommends that the applicant work with staff on the final details of the proposed design to ensure that it is complimentary of this Greek Revival building.

Staff recommends approval of the Certificate of Appropriateness for alterations, with the following conditions:

2. The applicant work with staff on the final detailing of the proposed trim to ensure that it is compatible with the style of the building.

STAFF

Bill Conkey, AIA Historic Preservation Architect, Planning & Zoning

Amirah Lane, Historic Preservation Planner, Planning & Zoning

Tony LaColla, AICP, Land Use Services Division Chief, Planning & Zoning

IV. CITY DEPARTMENT COMMENTS

Legend: C- code requirement R- recommendation S- suggestion F- finding

Zoning

C-1 Proposed window trim and crossheads will comply with zoning.

Code Administration

F-1 No comment.

Transportation and Environmental Services

R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition, if a separate demolition permit is required. (T&ES)

R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)

R-3 No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)

F-1 After review of the information provided, an approved grading plan is not required at this time. Please note that if any changes are made to the plan it is suggested that T&ES be included in the review. (T&ES)

F-2 If the alley adjacent to the parcel is to be used at any point of the construction process, the following will be required:
For a Public Alley - The applicant shall contact T&ES, Construction Permitting & Inspections at (703) 746-4035 to discuss any permits and accommodation requirements that will be required.
For a Private Alley - The applicant must provide proof, in the form of an affidavit at a minimum, from owner of the alley granting permission of use. (T&ES)

C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)

C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)

C-3 Roof, surface and sub-surface drains be connected to the public storm sewer system, if available, by continuous underground pipe. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (Sec.5-6-224) (T&ES)

- C-4 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-5 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C-6 All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (Sec. 5-2-1) (T&ES)

Alexandria Archaeology

- F-1 No Archaeology comments.

V. ATTACHMENTS

- Completed application
- Plans
- Material specifications
- Photographs

BAR CASE# **BAR2025-00326**

(OFFICE USE ONLY)

ADDRESS OF PROJECT: 214 N Fairfax Street

DISTRICT: ☐ Old & Historic Alexandria ☐ Parker – Gray ☐ 100 Year Old Building

TAX MAP AND PARCEL: 065.03-10-15 ZONING: Residential

APPLICATION FOR: (Please check all that apply)

☒ CERTIFICATE OF APPROPRIATENESS

☐ PERMIT TO MOVE, REMOVE, ENCAPSULATE OR DEMOLISH
(Required if more than 25 square feet of a structure is to be demolished/impacted)

☐ WAIVER OF VISION CLEARANCE REQUIREMENT and/or YARD REQUIREMENTS IN A VISION
CLEARANCE AREA (Section 7-802, Alexandria 1992 Zoning Ordinance)

☐ WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT
(Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance)

Applicant: ☐ Property Owner ☐ Business (Please provide business name & contact person)

Name: Keith and Kerri Urbahn

Address:

City:

State:

Zip:

Phone:

E-mail:

Authorized Agent (if applicable): ☐ Attorney ☐ Architect ☐

Name:

Phone:

E-mail:

Legal Property Owner:

Name: Same

Address:

City: State: Zip:

Phone: E-mail:

NATURE OF PROPOSED WORK: *Please check all that apply*

- ☐ NEW CONSTRUCTION
- ☒ EXTERIOR ALTERATION: *Please check all that apply.*
- | | | | |
|--------------------------------------|---|---|-----------------------------------|
| ☐ awning | ☐ fence, gate or garden wall | ☐ HVAC equipment | ☐ shutters |
| ☐ doors | ☒ windows | ☒ siding | ☐ shed |
| ☐ lighting | ☐ pergola/trellis | ☐ painting unpainted masonry | |
| ☐ other _____ | | | |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

DESCRIPTION OF PROPOSED WORK: *Please describe the proposed work in detail (Additional pages may be attached).*

BAR staff approved window and siding for 214 N Fairfax. Owner is seeking approval of removal of existing 2" trim and replacing with a 4" trim around front facade windows, with 7" crossheads that include dentil molding on the first two floors.

SUBMITTAL REQUIREMENTS:

☐ Check this box if there is a homeowner's association for this property. If so, you must attach a copy of the letter approving the project.

Items listed below comprise the **minimum supporting materials** for BAR applications. Staff may request additional information during application review. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

Applicants must use the checklist below to ensure the application is complete. Include all information and material that are necessary to thoroughly describe the project. Incomplete applications will delay the docketing of the application for review. Pre-application meetings are required for all proposed additions. All applicants are encouraged to meet with staff prior to submission of a completed application.

Demolition/Encapsulation : *All applicants requesting 25 square feet or more of demolition/encapsulation must complete this section. Check N/A if an item in this section does not apply to your project.*

- N/A
- ☐ ☐ Survey plat showing the extent of the proposed demolition/encapsulation.
- ☐ ☐ Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.
- ☐ ☐ Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished.
- ☐ ☐ Description of the reason for demolition/encapsulation.
- ☐ ☐ Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible.

Additions & New Construction: Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. Check N/A if an item in this section does not apply to your project.

- ☐ ☐ ^{N/A} Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
- ☐ ☐ FAR & Open Space calculation form.
- ☐ ☐ Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
- ☐ ☐ Existing elevations must be scaled and include dimensions.
- ☐ ☐ Proposed elevations must be scaled and include dimensions. Include the relationship to adjacent structures in plan and elevations.
- ☐ ☐ Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
- ☐ ☐ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- ☐ ☐ For development site plan projects, a model showing mass relationships to adjacent properties and structures.

Signs & Awnings: One sign per building under one square foot does not require BAR approval unless illuminated. All other signs including window signs require BAR approval. Check N/A if an item in this section does not apply to your project.

- ☐ ☐ ^{N/A} Linear feet of building: Front: _____ Secondary front (if corner lot): _____.
- ☐ ☐ Square feet of existing signs to remain: _____.
- ☐ ☐ Photograph of building showing existing conditions.
- ☐ ☐ Dimensioned drawings of proposed sign identifying materials, color, lettering style and text.
- ☐ ☐ Location of sign (show exact location on building including the height above sidewalk).
- ☐ ☐ Means of attachment (drawing or manufacturer's cut sheet of bracket if applicable).
- ☐ ☐ Description of lighting (if applicable). Include manufacturer's cut sheet for any new lighting fixtures and information detailing how it will be attached to the building's facade.

Alterations: Check N/A if an item in this section does not apply to your project.

- ☒ ☐ ^{N/A} Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
- ☒ ☐ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- ☒ ☐ Drawings accurately representing the changes to the proposed structure, including materials and overall dimensions. Drawings must be to scale.
- ☐ ☒ An official survey plat showing the proposed locations of HVAC units, fences, and sheds.
- ☐ ☐ Historic elevations or photographs should accompany any request to return a structure to an earlier appearance.

ALL APPLICATIONS: *Please read and check that you have read and understand the following items:*

- ☒ I understand that after reviewing the proposed alterations, BAR staff will invoice the appropriate filing fee in APEX. The application will not be processed until the fee is paid online.
- ☒ I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.
- ☒ I, the applicant, or an authorized representative will be present at the public hearing.
- ☒ I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and revised materials.

The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The undersigned also hereby authorizes the City staff and members of the BAR to inspect this site as necessary in the course of research and evaluating the application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

APPLICANT OR AUTHORIZED AGENT:

Signature: 

Printed Name: Keith Urbahn

Date: 8/13/25

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Keith and Kerri Urbahn		100%
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 214 N Fairfax (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Keith and Kerri Urbahn		100%
2.		
3.		

3. Business or Financial Relationships. Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose **any** business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.		
2.		
3.		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

8/13/25

Date

Keith Urbahn

Printed Name

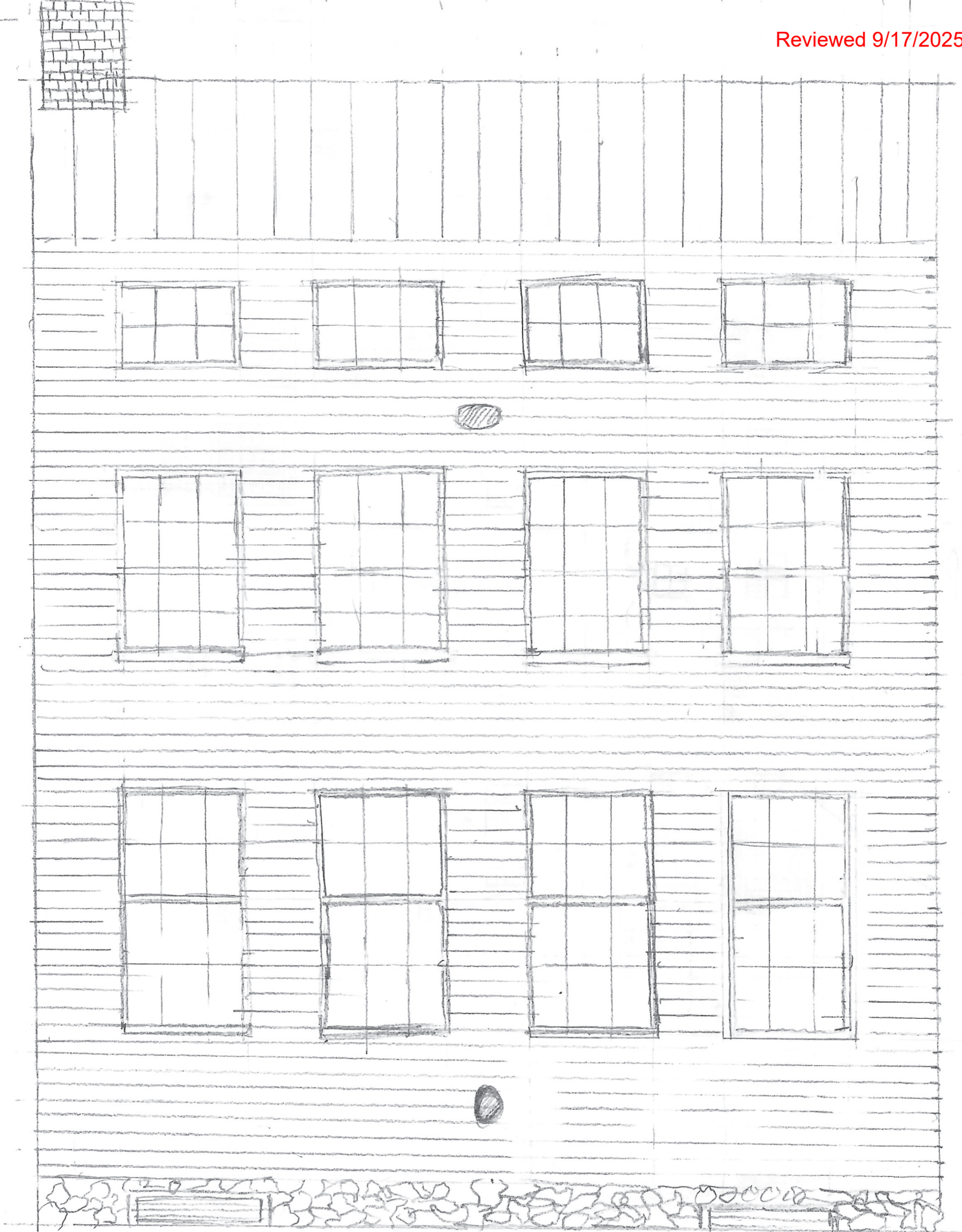

Signature



214 N. FAIRFAX

PROPOSE 13

~ 1/34 SCALE
1" = 34"



214 N. FAIRFAX

~ 1/34 SCALE
1" = 34" ~



214 N. FAIRFAX

PROPOSED15

~ 1/34 SCALE
1" = 34" ~



(0)



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REVIEWS (0)

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3 11/16" x 7/8" Petite Traditional Dentil Moulding

96" x 2 23/32" x 2 23/32"

Part #890744

From \$76.99 to \$153.96

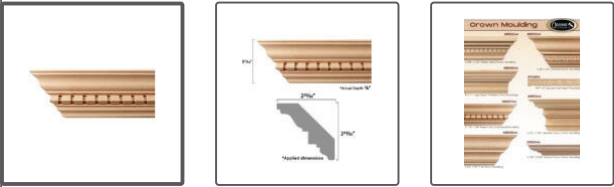


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Material *

 Beech

 Enlarge

Height *

96" (premium shipping cost)

1

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CAD Drawings



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890744_2djpg.jpg

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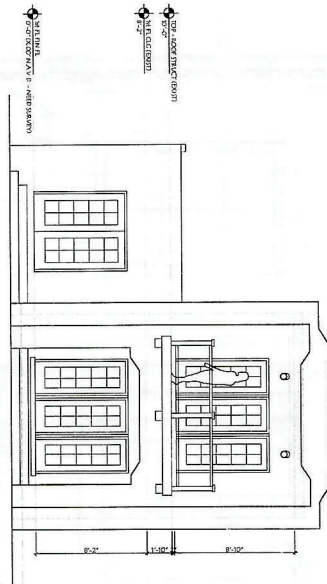
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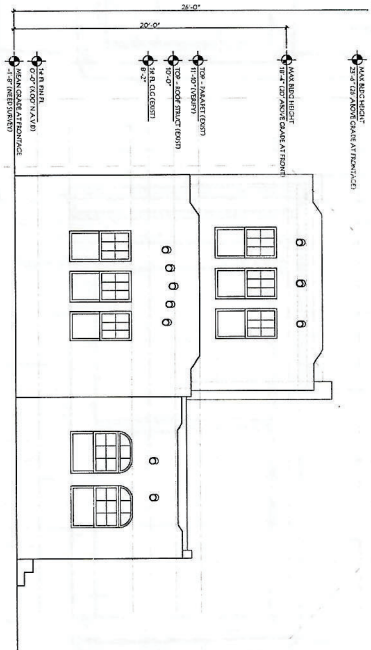
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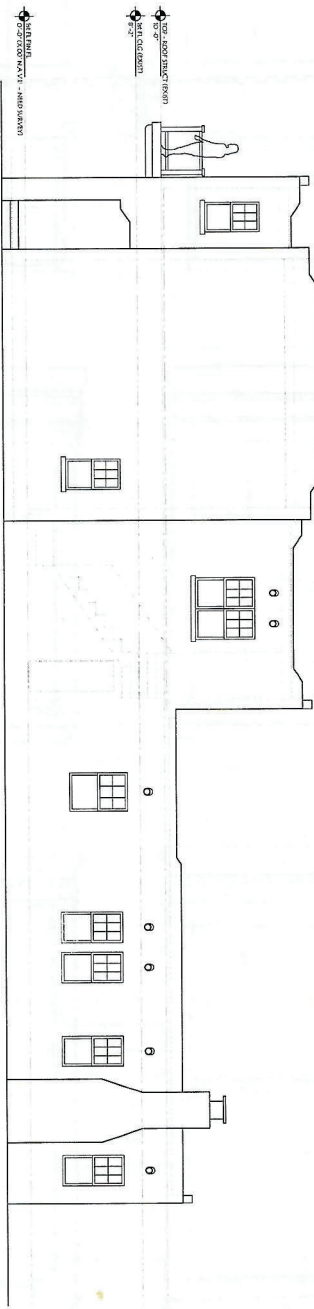
1 REAR ELEVATION (NORTH)
1/4"=1'-0"



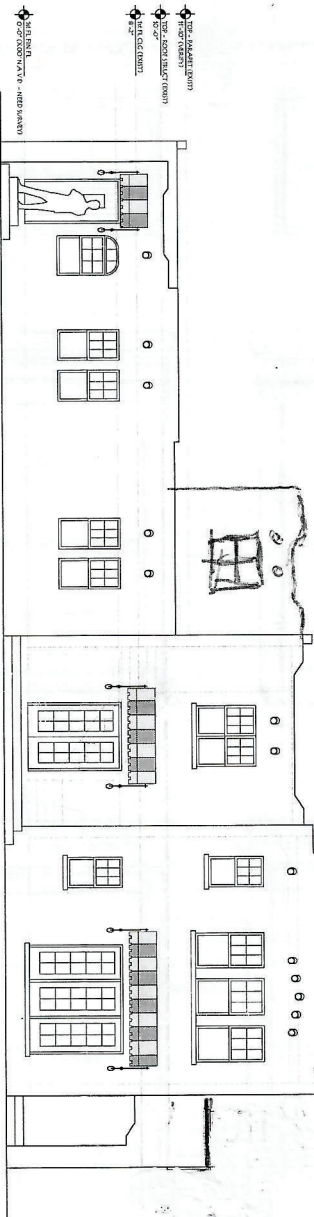
2 FRONT ELEVATION (SOUTH)
1/4"=1'-0"



3 SIDE ELEVATION (WEST)
1/4"=1'-0"



4 SIDE ELEVATION (EAST)
1/4"=1'-0"



A2-01
EXTERIOR ELEVATION

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INCORPORATING
INTERIOR DESIGN
AND LANDSCAPE
ARCHITECTURE
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PROJECT # 24-2501
SCHOOL OF ARTS
15-25-2024
REV1 15-25-2024
OPTION 1 - NORTH - 25-25-2024
REV2 15-25-2024
OPTION 2 - EAST - 25-25-2024
REV3 05-25-2025
OPTION 3 - 25-25-2025

JEREMY T. MARTINEZ
ARCHITECT - 05-25-2025



309 Wolfe, built 1810



610 Queen St, built 1810



523 Duke St, 1842



311 S Lee, 1840



323 S St. Asaph, 1790



413 S Fairfax, 1830





[EXTERNAL]Request from 214 N. Fairfax Street

From will willnance.com <will@willnance.com>

Date Wed 9/17/2025 11:37 AM

To Amirah Lane <amirah.lane@alexandriava.gov>; Luke Cowan <luke.cowan@alexandriava.gov>

Cc Keith Urbahn <keith.urbahn@gmail.com>; Penny Young Nance <pynance1@gmail.com>

Some people who received this message don't often get email from will@willnance.com. [Learn why this is important](#)

To Whom It May Concern in the City of Alexandria,

Please let it be known that Will and Penny Nance at [REDACTED] fully support the recent request from Keith and Kerry Urbahn at [REDACTED] that has been submitted for approval. Please note that our homes are adjoined and that any changes to their home will have a profound impact on our home.

We believe that the request for modifications will be beautiful and will enhance their home as well as the entire street. We also believe that the request is historically appropriate.

If you have any questions or need any clarification, please do not hesitate to reach out to us.

Thank you,
Will and Penny Nance
[REDACTED]

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[EXTERNAL]Regarding 214 N Fairfax Street (Keith and Kerry Urbahn)

From Patrick Maillet <pcmaillet13@gmail.com>

Date Wed 9/17/2025 2:09 PM

To Amirah Lane <amirah.lane@alexandriava.gov>; Luke Cowan <luke.cowan@alexandriava.gov>

Cc keith.urbahn@gmail.com <keith.urbahn@gmail.com>; Parker Maillet <parkervandewater@gmail.com>

You don't often get email from pcmillet13@gmail.com. [Learn why this is important](#)

Good afternoon,

My name is Patrick Maillet and my wife Parker and I live at [REDACTED] Alexandria. Our driveway and the Urbahn entrance share an opening off of N. Fairfax St. **We are deeply invested in the proposed modifications that Keith and Kerry have put forward with regards to the front of their home and strongly support the changes.**

These minimal alterations will enhance the appearance not only of our immediate neighbors, but the general aesthetic of the entire block. It should also be noted that my wife and I are strong supporters of maintaining the strict historical standards for construction and renovation in Old Town. We believe, and we hope the City of Alexandria will concur, that the proposed changes strike the appropriate balance between beautification and historical preservation.

Please feel free to reach out should you have any further questions or concerns.

Thank you for your attention to this matter.

Sincerely,

Patrick and Parker Maillet



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