

Docket Item # 3
BAR CASE # 2013-0149

BAR Meeting
June 5, 2013

ISSUE: Permit to Capsulate
APPLICANT: Colonel James Oakes
LOCATION: 406 South Royal Street
ZONE: RM / Residential

STAFF RECOMMENDATION: Staff recommends approval of the Permit to Capsulate, as submitted. If there is any ground disturbance as a result of the proposed screened porch addition, Alexandria Archeology recommends the following archaeological conditions:

- *1. The applicant/developer shall call Alexandria Archaeology (703/746-4399) two weeks before the starting date of any ground disturbance so that a monitoring and inspection schedule for city archaeologists can be arranged.
- *2. The applicant/developer shall call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
- *3. The applicant/developer shall not allow any metal detection or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology.
4. The statements in archaeology conditions above marked with an asterisk "*" shall appear in the General Notes of all site plans and on all site plan sheets that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the requirements.

****EXPIRATION OF APPROVALS NOTE:** In accordance with Sections 10-106(B) and 10-206(B) of the Zoning Ordinance, any official 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.

****BUILDING PERMIT NOTE:** Most projects approved by the Board of Architectural Review require the issuance of one or more construction permits by Building and Fire Code Administration (including signs). The applicant is responsible for obtaining all necessary construction permits after receiving Board of Architectural Review approval. Contact Code Administration, Room 4200, City Hall, 703-838-4360 for further information.



BAR2013-00149



Note: This item requires a roll call vote.

I. ISSUE

The applicant is requesting approval of a Permit to Capsulate in order to enclose a portion of the first floor rear elevation to construct one-story screened porch. The rear of the property is not visible from the public right-of-way (the rear alley is private). Therefore, the Board does not have purview over the addition. A masonry wall area roughly 8 feet wide by 11 feet tall will be capsulated as part of the project. No demolition is proposed.

II. HISTORY

The pair of townhouses at 406 and 408 South Royal Street was constructed between 1870 and 1877. Based on research from Alexandria Archaeology, these two-bay, two-story brick townhouses replaced earlier frame structures. The front elevations of these buildings are simple in form and detailing with only jack arches and a sawtooth cornice ornamenting the front façade. The location of the jack arch over the existing door at 408 South Royal Street provides the physical evidence that the entry at 408 originally was capped with a single light transom window; replicating the doorway configuration at 406 South Royal.

Previous Approvals

Since 2010, BAR staff has administratively approved window, roof and door replacements, as well as shutter removal and the demolition of the brick planter in the right-of-way at 406 South Royal Street (BAR Case #2010-00363 & BAR Case #2011-0173). In 2010, the BAR approved a Permit to Demolish and a Certificate of Appropriateness for alterations and an addition at the adjoining house at 408 South Royal Street (BAR Case #2010-00364 & BAR Case #2010-00365).

III. ANALYSIS

In considering a Permit to Demolish/Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B):

- (1) Is the building or structure of such architectural or historical interest that its moving, removing, capsulating or razing would be to the detriment of the public interest?
- (2) Is the building or structure of such interest that it could be made into a historic house?
- (3) Is the building or structure of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?
- (4) Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?
- (5) Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?
- (6) Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values, generating business, creating new positions, attracting tourists, students, writers, historians, artists and artisans, attracting new residents, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, and making the city a more attractive and desirable place in which to live?

In the opinion of Staff, none of the criteria are met and the Permit to Capsulate should be granted. The proposed area of capsulation is relatively small in area and not visible from the public right-of-way; furthermore, no demolition is proposed and the screened porch is easily reversible.

Although it appears that the screened porch will be constructed on a built up slab, Alexandria Archaeology has provided recommended conditions should any ground disturbing activity occur.

STAFF

Stephanie Sample, Historic Preservation Planner, Planning & Zoning
Al Cox, FAIA, Historic Preservation Manager

IV. CITY DEPARTMENT COMMENTS

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

Code Administration

No comments received.

Transportation and Environmental Services

RECOMMENDATIONS

- R1. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R2. All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (T&ES)
- R3. 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)
- R4. The building permits must be approved and issued prior to the issuance of any permit for demolition. (T&ES)

FINDINGS

- F1. 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)

CITY CODE REQUIREMENTS

- C-1 Roof, surface and sub-surface drains shall be connect to the public storm sewer system, if available, by continuous underground pipe. Where a storm sewer is not available, the 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. (5-6-224) (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 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-4 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-5 Any work within or performed from the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

Alexandria Archaeology

Archaeology Findings

This property is located in an early nineteenth-century African American neighborhood known as Hayti. Ted McCord's publication on the block bounded by S. Royal, Wilkes, Wolfe and S. Fairfax streets, *Across the Fence, but a World Apart, The Coleman Site, 1796-1907*, documents that this property was owned by Quaker Mordecai Miller in 1815. Miller and his son Robert rented and sold homes to African Americans and were instrumental in the establishment of Hayti. Hannah Jackson, an African American washerwoman, bought the lot that includes the development property in 1820, and African Americans continued to occupy the lot into the early 20th century. The property therefore has high potential to yield archaeological resources that could provide insight into domestic activities in this nineteenth-century African American community.

Archaeology Recommendations

- *1. The applicant/developer shall call Alexandria Archaeology (703/746-4399) two weeks before the starting date of any ground disturbance so that a monitoring and inspection schedule for city archaeologists can be arranged.
- *2. The applicant/developer shall call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
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V. ATTACHMENTS

1 – Supporting Materials

2 – Application for BAR2013-0149 at 406 South Royal Street



DEPARTMENT OF PLANNING AND ZONING FLOOR AREA RATIO AND OPEN SPACE CALCULATIONS

A. Property Information

A1. Street Address 406 Royal Street, Alexandria, VA 22314 Zone RM

A2. $\frac{835 \text{ SF}}{\text{Total Lot Area}} \times 1.5 = 1,253 \text{ SF}$
Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement	0 SF	Basement**	0 SF
First Floor	329 SF	Stairways**	23 SF
Second Floor	329 SF	Mechanical**	4 SF
Third Floor	0 SF	Other**	0 SF
Porches/ Other	0 SF	Total Exclusions	27 SF
Total Gross *	658 SF		

B1. Existing Gross Floor Area *
658 Sq. Ft.
 B2. Allowable Floor Exclusions**
27 Sq. Ft.
 B3. Existing Floor Area minus Exclusions
631 Sq. Ft.
 (subtract B2 from B1)

C. Proposed Gross Floor Area (does not include existing area)

Proposed Gross Area*		Allowable Exclusions	
Basement	0 SF	Basement**	0 SF
First Floor	0 SF	Stairways**	0 SF
Second Floor	0 SF	Mechanical**	0 SF
Third Floor	0 SF	Other**	0 SF
Porches/ Other	105 SF	Total Exclusions	0 SF
Total Gross *	105 SF		

C1. Proposed Gross Floor Area *
105p1 Sq. Ft.
 C2. Allowable Floor Exclusions**
0 Sq. Ft.
 C3. Proposed Floor Area minus Exclusions
105 Sq. Ft.
 (subtract C2 from C1)

D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 736 Sq. Ft.
 D2. Total Floor Area Allowed by Zone (A2) 1,253 Sq. Ft.

*Gross floor area is the sum of all gross horizontal areas under roof, measured from the face of exterior walls, including basements, garages, sheds, gazebos, guest buildings and other accessory buildings.

** Refer to the zoning ordinance (Section 2-145(B)) and consult with zoning staff for information regarding allowable exclusions.

If taking exclusions other than basements, floor plans with excluded areas must be submitted for review. Sections may also be required for some exclusions.

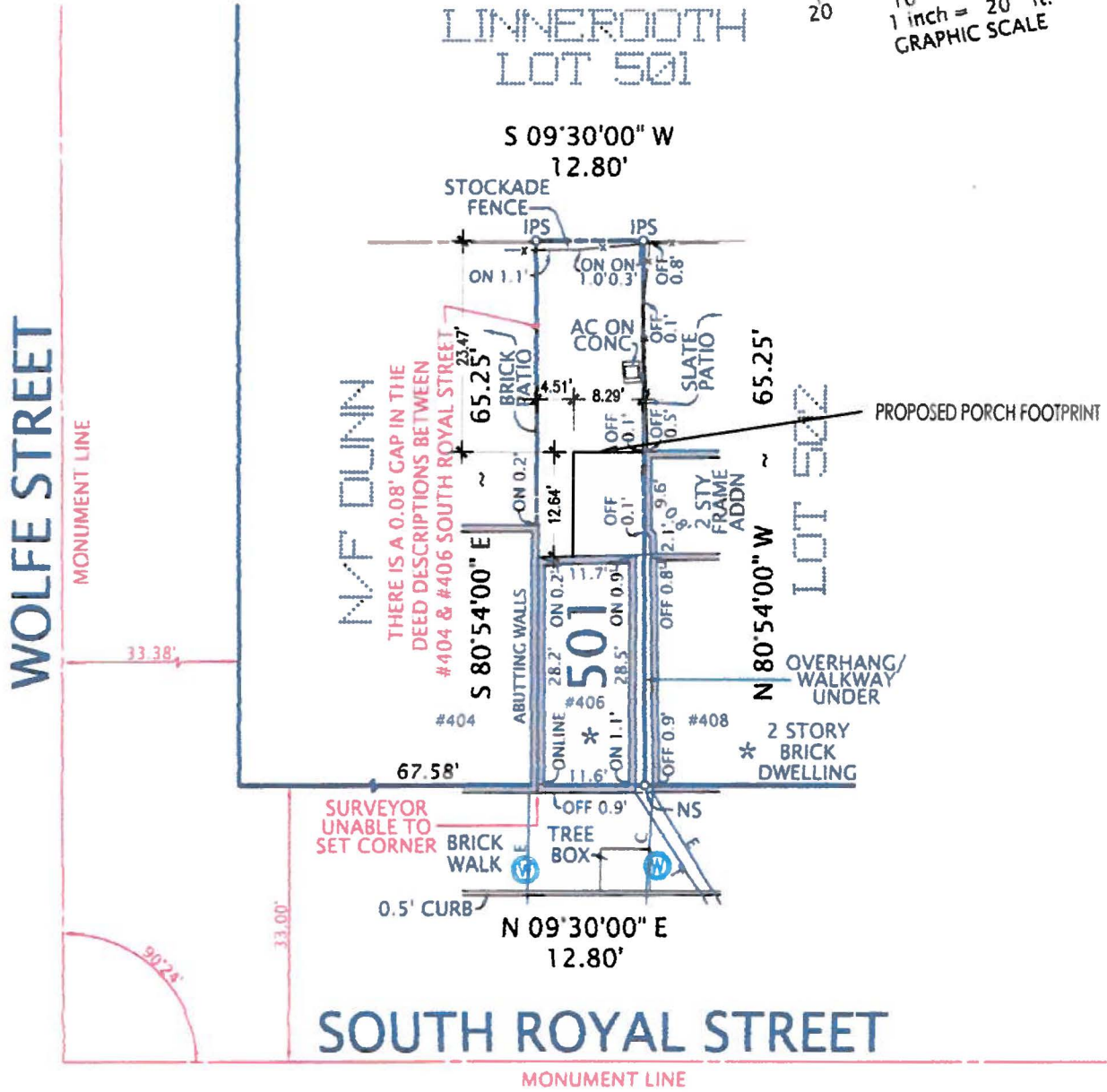
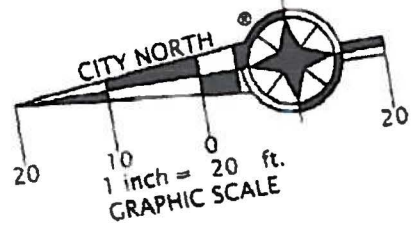
F. Open Space Calculations

Existing Open Space	461 SF
Required Open Space	300 SF
Proposed Open Space	300 SF

The undersigned hereby certifies and attests that, to the best of his/her knowledge, the above computations are true and correct.

Signature: Date: May 6, 2013

- NOTES: 1. FENCES ARE FRAME UNLESS NOTED.
 2. AREA = 835 SF (COMPUTED).
 3. IPS DENOTES IRON PIPE SET.
 4. NS DENOTES NAIL SET.

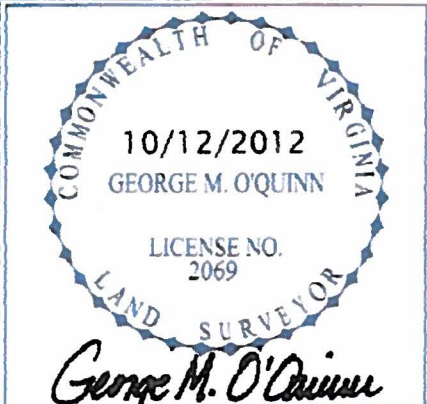


PLAT
 SHOWING HOUSE LOCATION ON
 THE PROPERTY LOCATED AT
#406 SOUTH ROYAL STREET
 (INSTRUMENT #60001974)
 ALSO KNOWN AS LOT 501
 OF THE PROPERTY OF
NORMAN BERNHEIMER
 (DEED BOOK 259, PAGE 549)
 CITY OF ALEXANDRIA, VIRGINIA
 SCALE: 1" = 20' OCTOBER 12, 2012
 NOVEMBER 5, 2012 (STAKED LOT)

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I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY AND UNLESS SHOWN THERE ARE NO VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.
 A TITLE REPORT WAS NOT FURNISHED.



ORDERED BY:
 DARLINGTON - OAKES
 HOMETOWN TITLE & ESCROW, LLC

DOMINION Surveyors Inc.®
 8808-H PEAR TREE VILLAGE COURT
 ALEXANDRIA, VIRGINIA 22309
 703-619-6555
 FAX: 703-799-6412



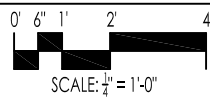
406 South Royal Street, Alexandria, VA 22314

PHOTO OF EXISTING STREET FACADE - FOR REFERENCE ONLY

B.A.R. SUBMITTAL

ASK
1.1

CLIENT:
Col. Jim Oakes
406 South Royal Street
Alexandria, VA 22314



6 MAY 2013

ARCHITECT:
325 north patrick street
alexandria, va 22314
703 . 589 . 4550
info@karenmconkey.com
Karen M. Conkey architect LLC



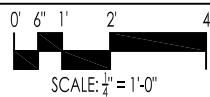
406 South Royal Street, Alexandria, VA 22314

PHOTO OF EXISTING REAR ELEVATION

B.A.R. SUBMITTAL

ASK
1.2

CLIENT:
Col. Jim Oakes
406 South Royal Street
Alexandria, VA 22314

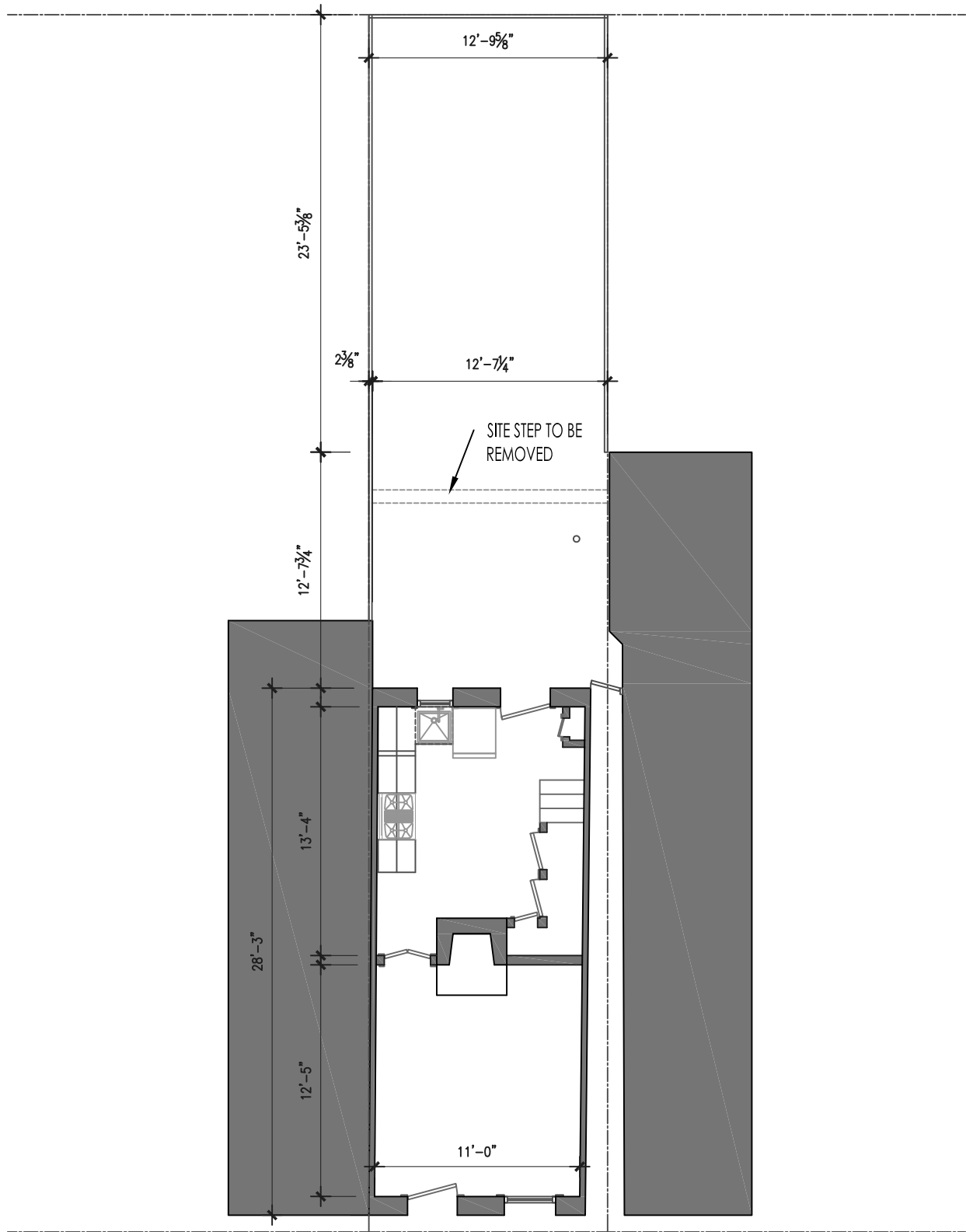


6 MAY 2013

ARCHITECT:

325 north patrick street
alexandria, va 22314
703 . 589 . 4550
info@karenmconkey.com

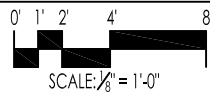
Karen M. Conkey architect LLC



406 South Royal Street, Alexandria, VA 22314

SITE DEMOLITION PLAN

CLIENT:
Col. Jim Oakes
 406 South Royal Street
 Alexandria, VA 22314



6 MAY 2013

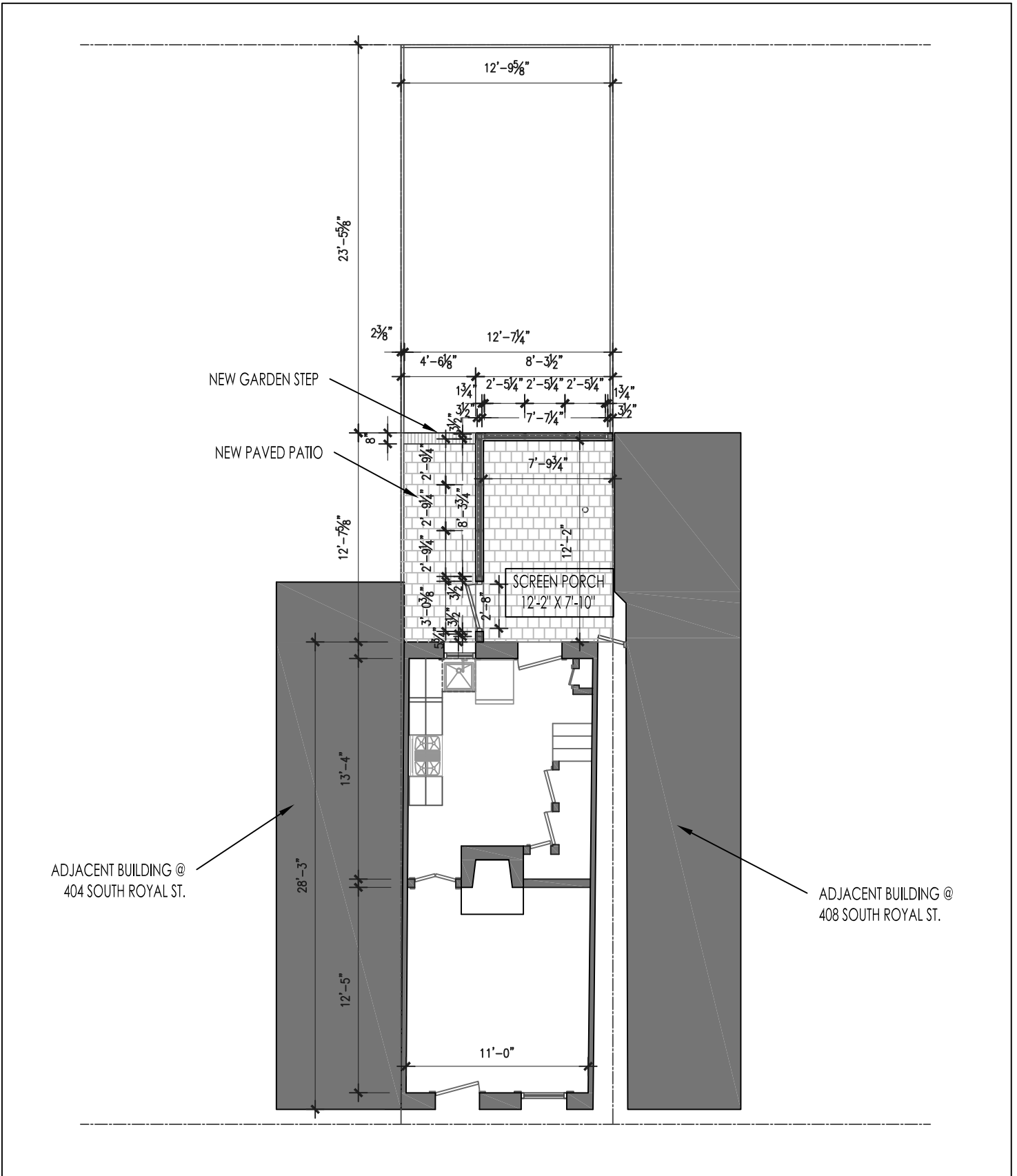
ARCHITECT:

325 north patrick street
 alexandria, va 22314
 703 . 589 . 4550
 info@karenmconkey.com

Karen M. Conkey architect LLC

B.A.R. SUBMITTAL

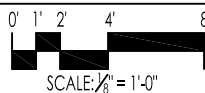
ASK
1.3



406 South Royal Street, Alexandria, VA 22314

1ST FLOOR PLAN WITH PROPOSED PORCH

CLIENT:
Col. Jim Oakes
 406 South Royal Street
 Alexandria, VA 22314



6 MAY 2013

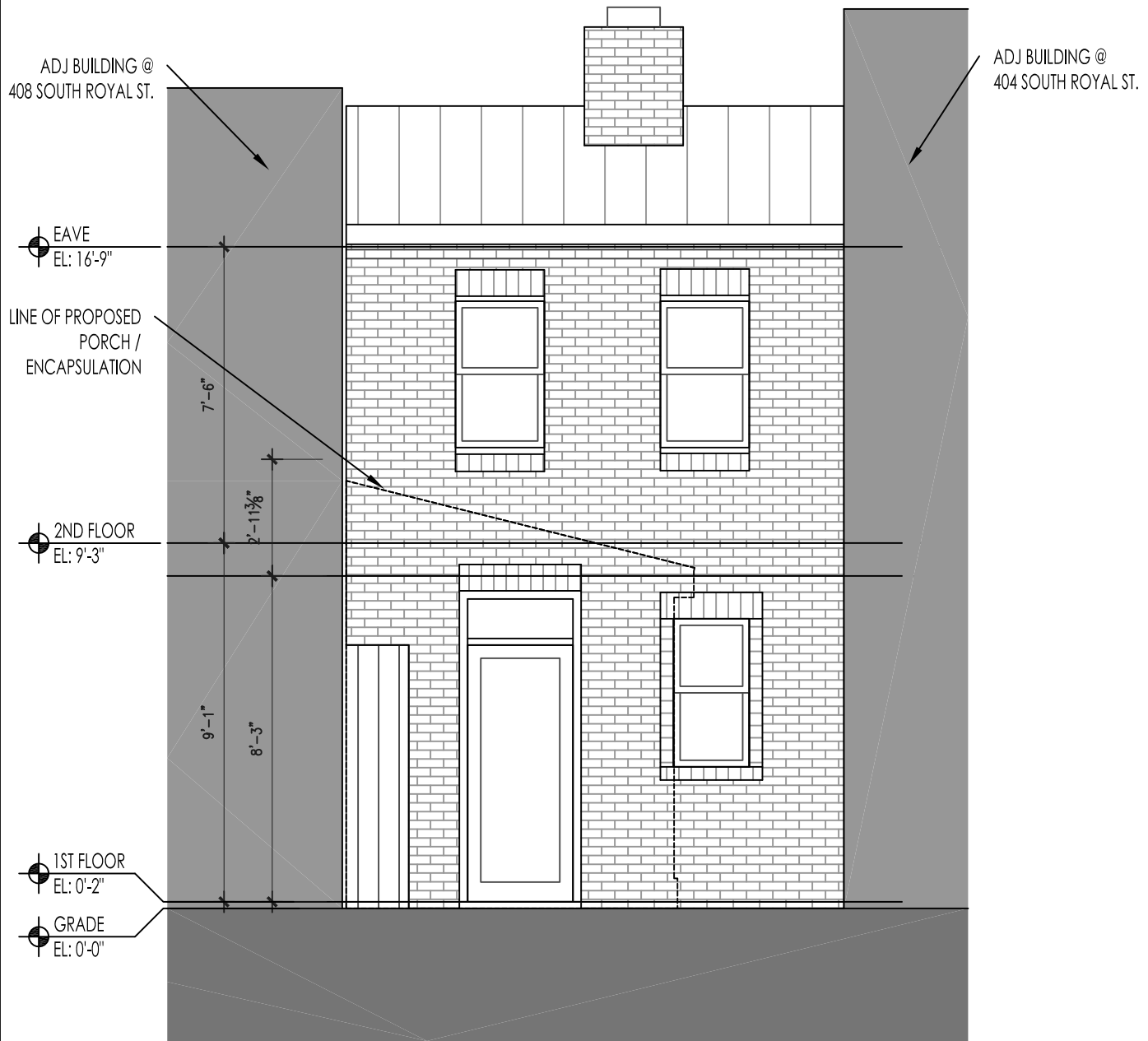
ARCHITECT:

Karen M. Conkey architect LLC

325 north patrick street
 alexandria, va 22314
 703 . 589 . 4550
 info@karenmconkey.com

B.A.R. SUBMITTAL

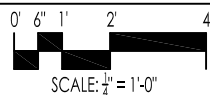
ASK
2.1



406 South Royal Street, Alexandria, VA 22314

EXISTING REAR ELEVATION SHOWING DELINEATION OF ENCAPSULATION BY PROPOSED PORCH

CLIENT:
Col. Jim Oakes
 406 South Royal Street
 Alexandria, VA 22314



6 MAY 2013

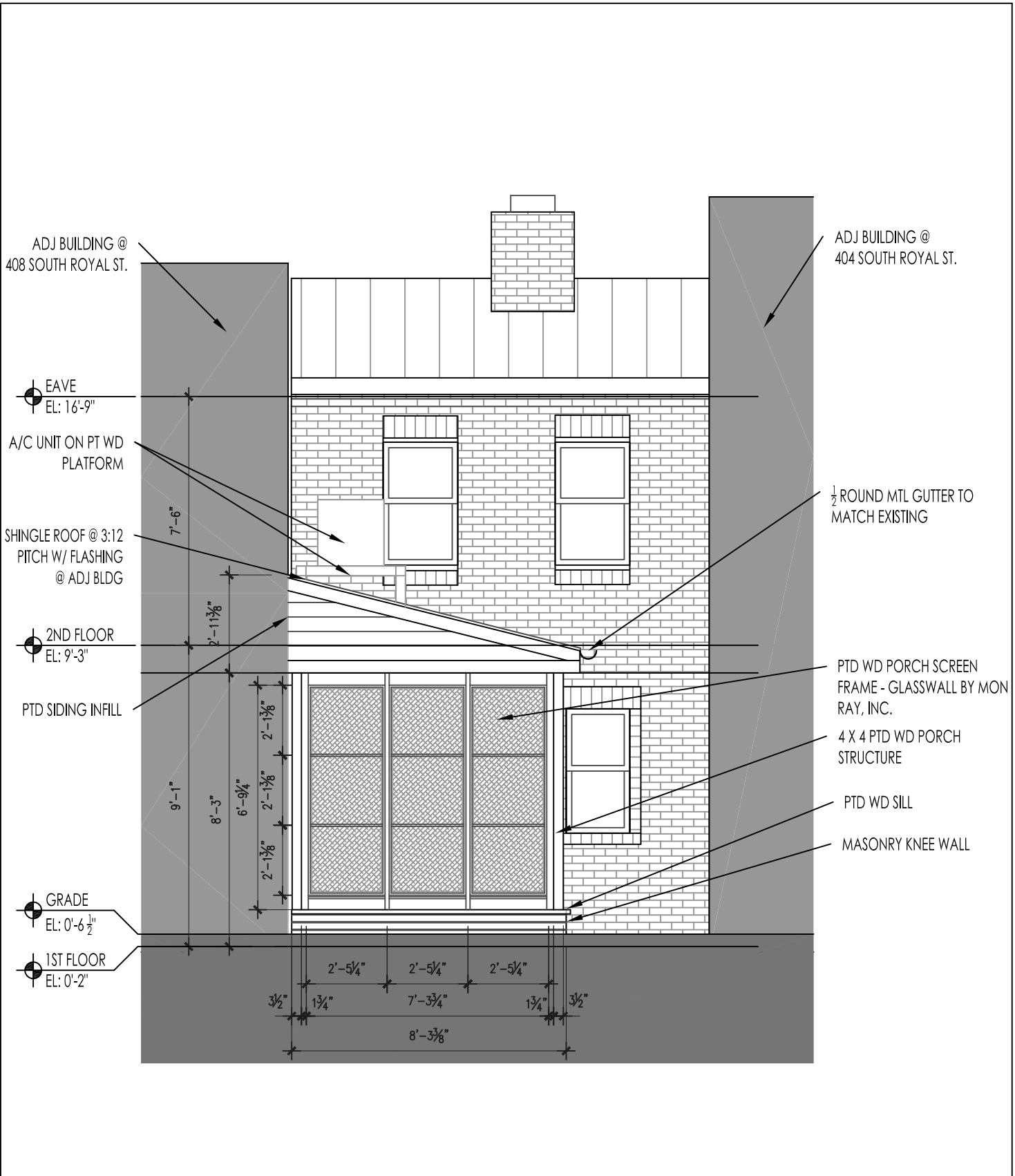
ARCHITECT:

Karen M. Conkey architect LLC

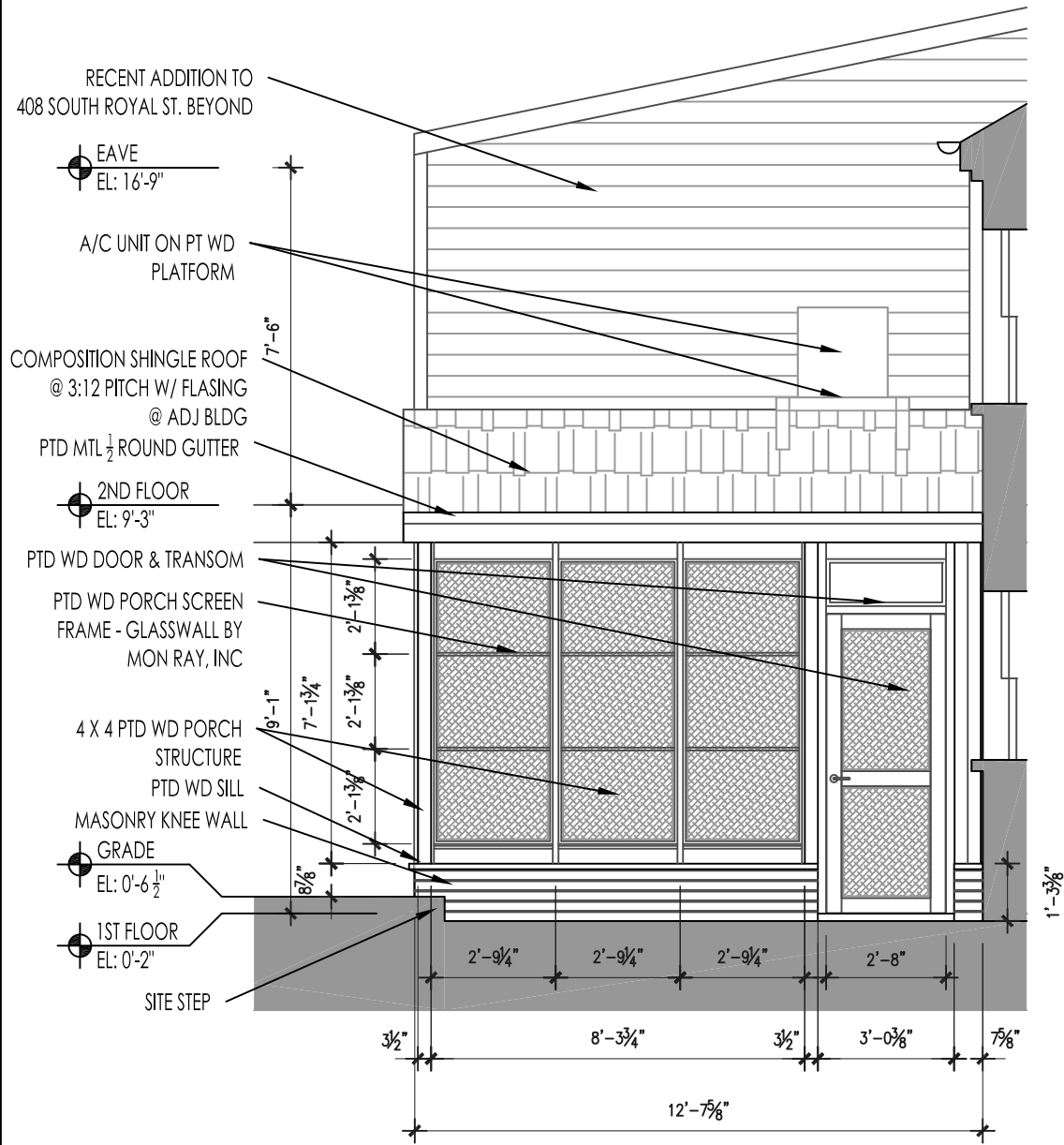
325 north patrick street
 alexandria, va 22314
 703 . 589 . 4550
 info@karenmconkey.com

B.A.R. SUBMITTAL

ASK
3.1



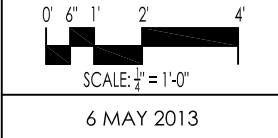
406 South Royal Street, Alexandria, VA 22314 PROPOSED PORCH REAR ELEVATION		B.A.R. SUBMITTAL ASK 3.2	
CLIENT: Col. Jim Oakes 406 South Royal Street Alexandria, VA 22314	 SCALE: 1/4" = 1'-0" 6 MAY 2013	ARCHITECT: 325 north patrick street alexandria, va 22314 703 . 589 . 4550 info@karenmconkey.com Karen M. Conkey architect LLC	



406 South Royal Street, Alexandria, VA 22314

PROPOSED PORCH SIDE ELEVATION

CLIENT:
Col. Jim Oakes
 406 South Royal Street
 Alexandria, VA 22314



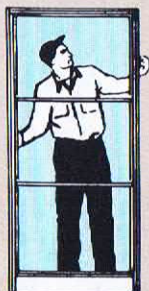
ARCHITECT:
 325 north patrick street
 alexandria, va 22314
 703 . 589 . 4550
 info@karenmconkey.com
Karen M. Conkey architect LLC

B.A.R. SUBMITTAL

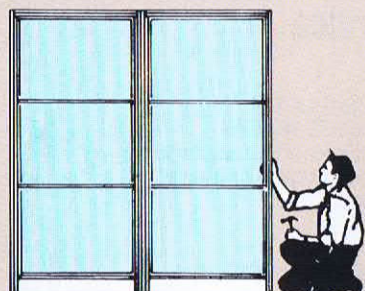
ASK
3.3

Install Glasswalls Units as Easy as 1-2-3!

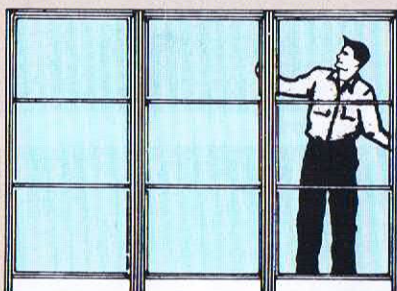
① Glasswalls units arrive complete — a window package with everything in place, including full length screens. (Storm panels optional).



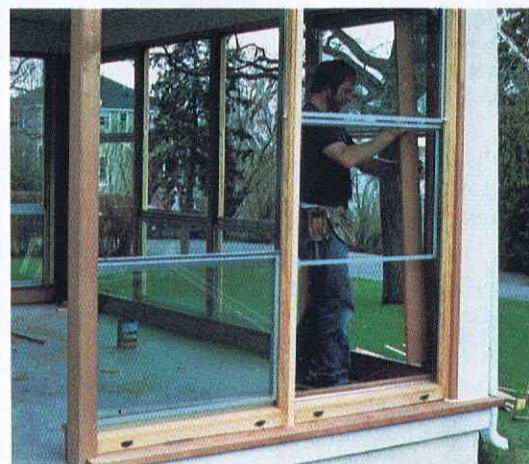
② The units fit together in simple "building block" style. Constructed from strong, maintenance-free materials that will not rust, rot, oxidize, corrode, pit or peel, Glasswalls units make living easier.



③ Each additional unit works like the first...making it so easy to build a complete wall of any length. The completely assembled wooden frame is made of clear pine that is free from defects and preservative treated for protection against wind, rain and snow.



Glasswalls panels quickly transform any seldom used area, where a foundation already exists, into a year 'round family living space. Room additions and new construction incorporating Glasswalls units are as easy as remodeling an existing unused area.



Glasswalls 3-Lite units are stocked in six standard sizes, including widths of 30", 34" and 38" and heights of 81" and 69". Other sizes available by special factory order.

COMPLETE SPECIFICATIONS AND INSTALLATION DETAILS AVAILABLE ON REQUEST. CONTACT MON-RAY, INC. FOR NEAREST REGIONAL OFFICE OR AUTHORIZED DEALER IN YOUR AREA.

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Cell (540) 219-8053

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Glasswalls
PORCH ENCLOSURES

Complete 3-Lite Floor-to-Ceiling Window/Screen Wall Units.

- Use Glasswalls units to
- Remodel a seldom used screen porch
 - Enclose a patio, breezeway or deck
 - Add a new room addition with a 'total' view of your outdoors
 - Create a room for year-round enjoyment!

mon-RAY

Glasswalls
PORCH ENCLOSURES

MON-RAY, INC.
801 Boone Avenue N.
Minneapolis, MN 55427-4713

THE WINDOW MAN
3853-A Pickett Road
Fairfax, Virginia 22031
(703) 978-9888

Call TOLL FREE 1-800-544-3646 • In Minnesota: Call (763) 544-3646



Enclosing a seldom used deck or patio



Bright spot in home remodeling



The perfect new room addition



Ideal for new construction



A sun-filled room keeps plants healthy



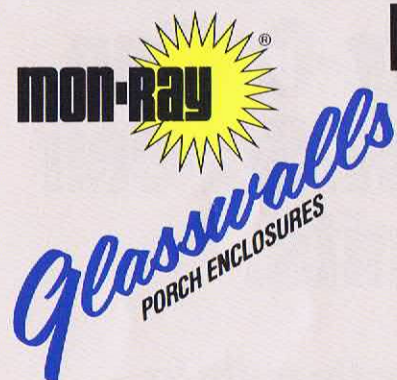
Center of family activity



Open up the 'total' view



A place to relax and entertain



Expand Your Living Area the Easy Way...

Glasswalls porch enclosures can easily transform a seldom used porch, deck or patio into exciting, livable space... a place for entertaining friends... a family room for lounging or dining... a quiet place to enjoy the 'total' beauty of your outdoors.

Unique 3-lite design provides up to 50% more ventilation area than ordinary 2-lite porch windows... plus a wide variety of ventilation settings. And each individual glass panel removes quickly to the inside for easy cleaning.

Floor-to-ceiling view adds a new dimension to any room. Glasswalls units give you the 'big' picture, plus comfort-control ventilation whenever you desire.

Glasswalls porch enclosures keep you safe and comfortable, protected from raw weather and annoying insects.

Abundant light and controlled ventilation even keep your green plants lush and healthy the whole year round.

Glasswalls porch enclosures have stood the test of time. Original units installed over 40 years ago are still operating. Today there are thousands and thousands of Glasswalls porches, decks, patios, breezeways and new room additions. Probably some in your own neighborhood.

What's more, many builders have incorporated Glasswalls units into their new construction.

Glasswalls units are constructed from strong, maintenance-free materials that will not oxidize, corrode, pit, peel, rust or rot. Each unit comes complete with full length fiberglass screen that keeps out unwanted flies, mosquitos and bugs. (Optional interchangeable storm panels are available).

Simple 'building block' style provides a no-hassle installation. Just start with one Glasswalls unit and add additional units to complete a wall of any length. Neat, slim vertical mullions between the units increase your total view, as well as, provide a maximum ventilation area.

Glasswalls porch enclosures give you the 'whole outdoors.'

This is an investment to be enjoyed. Realtors agree that Glasswalls porch enclosures add to the value and desirability of your home.

Glasswalls porch enclosures create a room for all seasons!



Workmanship and Materials Warranty: Mon-Ray 10 Year Limited Product Warranty is fully transferable, non-prorated coverage for original price. Added assurance of the maintenance protection for your home.

...into a Room for all Seasons! Spring. Summer. Fall. Even Winter!



Unique features give you lasting trouble-free service

① COMPLETELY ASSEMBLED WOODEN FRAME made of clear pine that is preservative treated for protection against rotting.

② BUTT-JOINT FRAME CORNERS prevent pivoting at corners.

③ FULL LENGTH FIBERGLASS SCREENS effectively keep out annoying and unwanted insects.

④ INDEPENDENT THREE TRACK VENTILATING SYSTEM provides wide variety of ventilation settings.

⑤ WRAP AROUND GLAZING provides continuous cushion to help protect and seal glass.

⑥ PRIME T6 EXTRUDED ALUMINUM is 47% stronger than ordinary T5 aluminum.

⑦ UNIQUE 3-LITE DESIGN provides 50% more ventilation area than ordinary 2-lite windows.

⑧ PERMANENT ANODIZED FINISH will not fade, oxidize, pit, peel or rust. Choice of either clear satin or bronze.

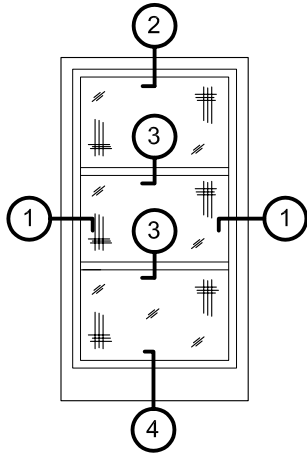
⑨ HEAVY DUTY MEETING RAILS with full length lift bar for easy handling.

⑩ STAINLESS STEEL, SPRING LOADED PIN-LOCKS will not easily break like plastic or weaker metal. Securely holds sash at any position.

⑪ EFFECTIVE SLOPED SILL DESIGN forces water to drain to the outside.

⑫ CONVENIENT HOLLOW SUBSILL for installing electrical outlets and heating ducts.



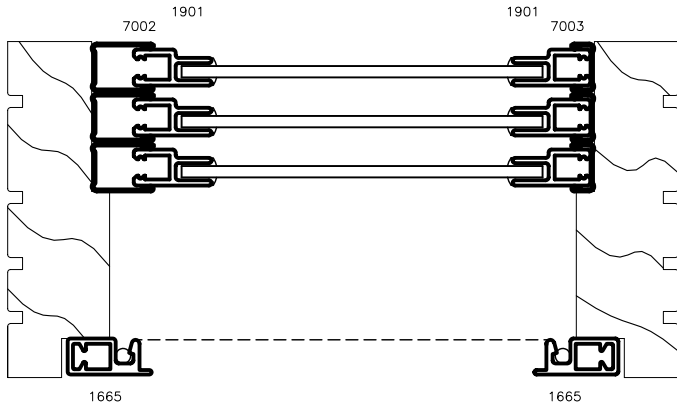


②
 HEAD

③
 MEETING
 RAIL

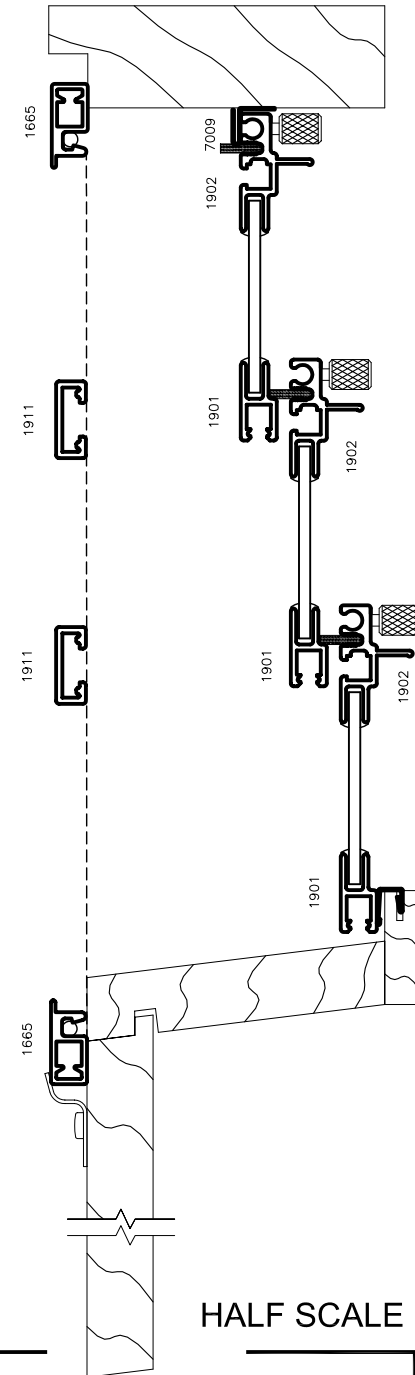
③
 MEETING
 RAIL

④
 SILL

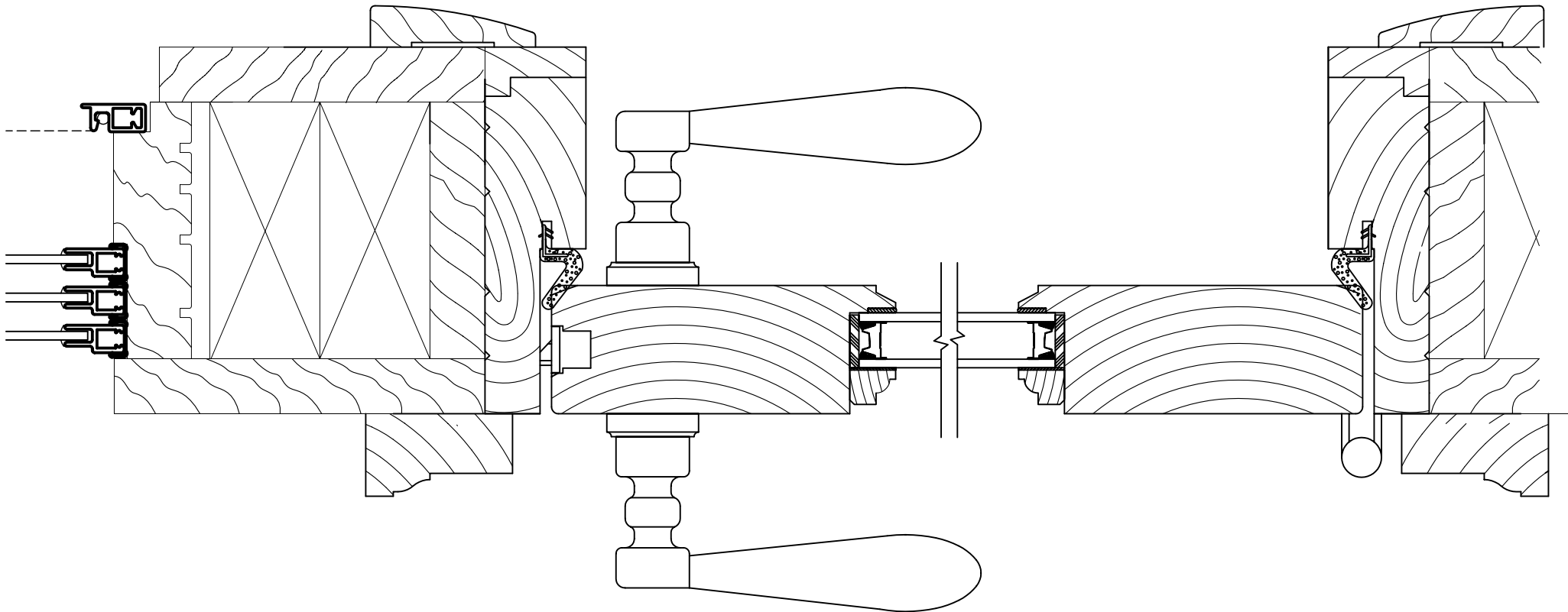


①
 JAMB

FULL SCALE (11 x 17)



HALF SCALE (8-1/2 x 11)



BAR Case # 2013-00149ADDRESS OF PROJECT: 406 South Royal StreetTAX MAP AND PARCEL: 074.04-07-05 ZONING: RMAPPLICATION 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: Karen M. Conkey architect LLCAddress: 325 North Patrick StreetCity: Alexandria State: VA Zip: 22314Phone: (703) 589-4550 E-mail: info@karenmconkey.comAuthorized Agent *(if applicable)*: Attorney Architect _____Name: Karen Conkey, AIA, LEED APPhone: (703) 589-4550E-mail: kconkey@karenmconkey.com

Legal Property Owner:

Name: Colonel James OaksAddress: 406 South Royal StreetCity: Alexandria State: VA Zip: 22314Phone: (703) 201-2577 E-mail: duke.oakes@gmail.com

- Yes No Is there an historic preservation easement on this property?
- Yes No If yes, has the easement holder agreed to the proposed alterations?
- Yes No Is there a homeowner's association for this property?
- Yes No If yes, has the homeowner's association approved the proposed alterations?

If you answered yes to any of the above, please attach a copy of the letter approving the project.

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

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

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

The applicant proposes to add a new, 1 story, screened porch to the rear of 406 Royal Street. It will be 8'-3" x 12'-7", made of painted wood and fiber cement siding, and is to have a simple composite shingle shed roof. They also propose to incorporate the "Glasswalls" porch enclosure product by Mon Ray, Inc. on both exposed sides of the porch.

Since the proposed structure is not visible from the public way, the applicant seeks to obtain a permit to encapsulate a portion of the existing rear masonry facade, and intends to have the rear facade remain as it is, with the exception of adding the porch structure. The encapsulation of the existing facade is necessary due to the location of the existing house on the narrow lot, and the desire to enhance the use of the garden by adding a rear porch.

SUBMITTAL REQUIREMENTS:

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.

Electronic copies of submission materials should be submitted whenever possible.

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.*

- 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. All plans must be folded and collated into 12 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. 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 have submitted a filing fee with this application. (Checks should be made payable to the City of Alexandria. Please contact staff for assistance in determining the appropriate fee.)
- 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 12 sets of 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: Karen Conkey

Date: 05/06/2013

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 ten 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. Karen Conkey	325 N. Patrick St.	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 406 South Royal Street (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten 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. Col. James Oakes	406 S. Royal St.	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. Karen Conkey	spouse	William Conkey
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.

05/06/2013

Karen Conkey

Date

Printed Name



Signature