

ISSUE: Permit to Demolish/Capsulate (partial) for alterations

APPLICANT: Christine A. Kelly, AIA

LOCATION: Old and Historic Alexandria District
213 South Royal Street

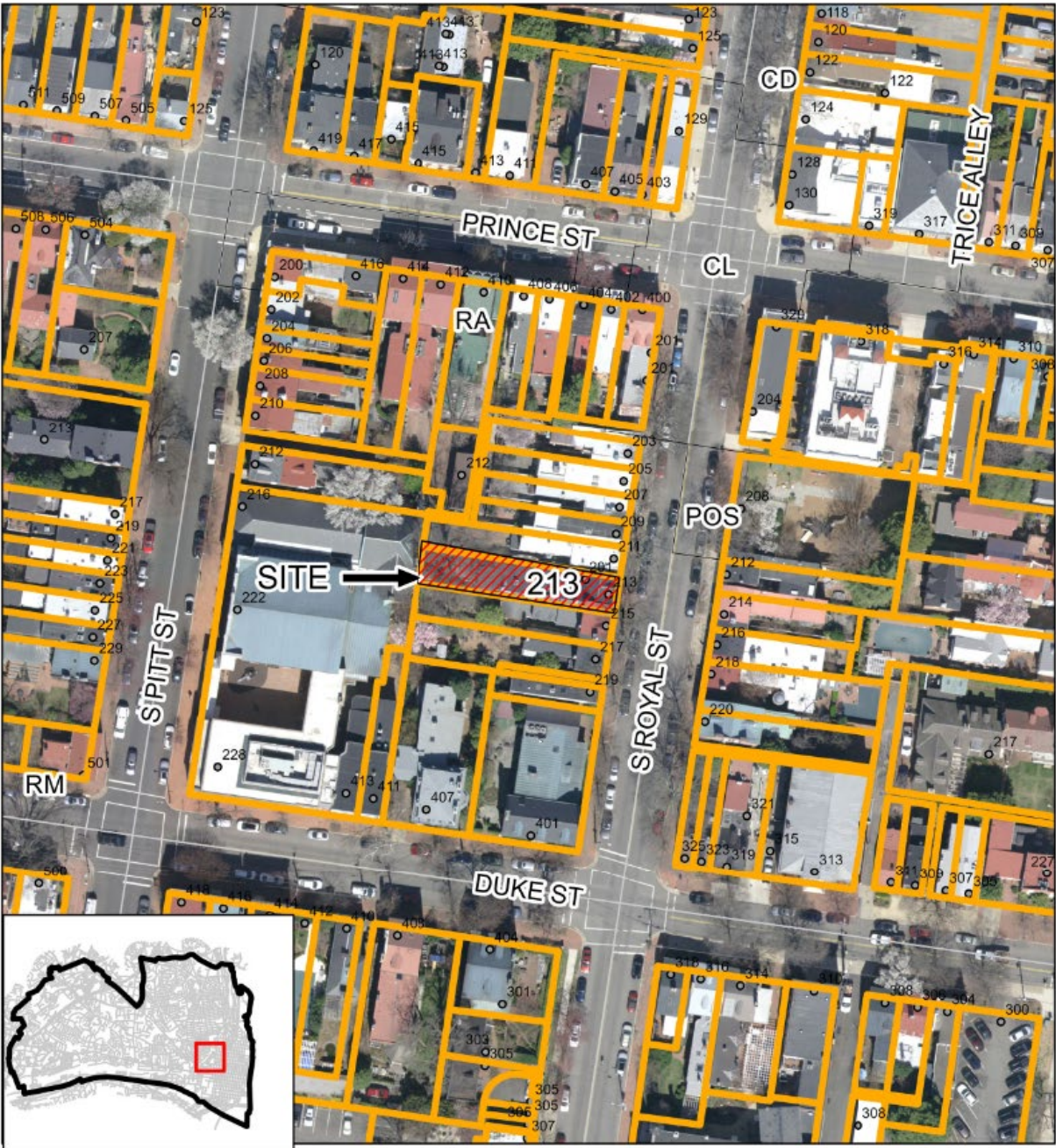
ZONE: RM/Residential Townhouse Zone


STAFF RECOMMENDATION

Staff recommends approval of the Permit to Demolish/Capsulate for alterations as submitted.

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.



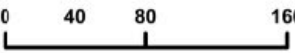


BAR2025-00285
213 South Royal Street

N



0 40 80 160 Feet



I. APPLICANT'S PROPOSAL

The applicant requests a Permit to Demolish/Capsulate to demolish 74 square feet of the building's north/side elevation to add a larger picture window, a sliding door and replace an existing window with a door, at 213 South Royal Street.

Site context

The subject property sits on the west side of South Royal Street mid-block. There is no alley adjacent to the property, and the north elevation where the proposed scope will take place is not visible from any public way (Figure 1); therefore, the proposed design is not under the BAR purview.



Figure 1 - visibility of north elevation from South Royal St.

II. HISTORY

The two-and-a-half, three bay, brick Colonial Revival dwelling was built around **1834** according to Ethelyn Cox, *Historic Alexandria Virginia Street by Street*: “Probably built by Thomas Davy around 1834. When Davy bought the lot in December 1833 it contained the wooden warehouse of Ephraim Evans, an earlier owner. In his will, recorded January 2, 1877, Davy bequeathed the “House and lot on Royal Street which I have occupied as a dwelling” to his adopted daughter Margaret, the wife of A. C. Harmon.”

Previous BAR Approvals

BAR-86-149 – approval for handrailing on 8/13/1986.

III. ANALYSIS

The applicant requests a Permit to Demolish/Capsulate to demolish 74 square feet of the building's north elevation to add a larger picture window, a sliding door and replace an existing window with a door. None of the scope will be visible from a public way, therefore, only the demolition of 74 square feet of the north/side elevation first-floor wall is under the BAR purview.

Permit to Demolish/Capsulate

In considering a Permit to Demolish/Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B), which relate only to the subject property and not to neighboring properties. The Board has purview of the proposed demolition/capsulation regardless of visibility.

Standard	Description of Standard	Standard Met?
(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?	No
(2)	Is the building or structure of such interest that it could be made into a historic shrine?	No
(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?	No
(4)	Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?	N/A
(5)	Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?	No
(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?	No

The analysis of the standards indicated above relate only to the portions of the wall area proposed for demolition/capsulation. In the opinion of staff, none of the criteria for demolition and capsulation are met and the Permit to Demolish/Capsulate should be granted. The area to be demolished is only 74 square feet on the lower level, not visible from a public way. Furthermore,

the Board routinely approves changes to the rear of historic buildings to accommodate a more modern and functional interior layout as tastes and technology evolve.

Therefore, with the conditions above, staff recommends approval of the project. Staff notes the recommendations of Alexandria Archaeology.

STAFF

Marina Novaes, 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 new bay windows will comply with Zoning.

Code Administration

C-1 A building permit is required.

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)

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 According to Ethelyn Cox's *Historic Alexandria, Virginia, Street by Street, A Survey of Existing Early Buildings*, Thomas Davy built the dwelling house in the 1830s, replacing an earlier warehouse on the property owned by Ephraim Evans. The property may contain significant archaeological deposits related to antebellum Alexandria.
- R-1 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. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities. (Archaeology)
- R-2 The applicant shall not allow any metal detection and/or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology. Failure to comply shall result in project delays. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.

V. ATTACHMENTS

- Application Materials
- Completed application
- Plans
- Material specifications
- Scaled survey plat if applicable
- Photographs
- Public comment, if applicable
- Any other supporting documentation

ADDRESS OF PROJECT: 213 South RoyalDISTRICT: ☒ Old & Historic Alexandria ☐ Parker – Gray ☐ 100 Year Old BuildingTAX MAP AND PARCEL: _____ ZONING: RM**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: Christine A Kelly, AIA dba Crafted Architecture LLC

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Authorized Agent *(if applicable):* ☐ Attorney ☒ Architect ☐ _____Name: Christine A Kelly, AIA

Phone: _____

E-mail: _____

Legal Property Owner:Name: Maria Crosby Pollard and Julian Pollard

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.*
- | | | | |
|---|---|---|-----------------------------------|
| <input type="checkbox"/> awning | <input type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment | <input type="checkbox"/> shutters |
| <input type="checkbox"/> doors | <input type="checkbox"/> windows | <input type="checkbox"/> siding | <input type="checkbox"/> shed |
| <input type="checkbox"/> lighting | <input type="checkbox"/> pergola/trellis | <input type="checkbox"/> painting unpainted masonry | |
| <input checked="" type="checkbox"/> other _____ | | | |
- ☒ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

Remove existing windows in the kitchen and existing doors in the laundry room to install two bay windows. The bay windows will provide additional floor space in both the kitchen and laundry room.

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: Christine Kelly

Printed Name: Christine A Kelly, AIA

Date: July 21, 2025

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. Maria Crosby Pollard		100%
2. Julian Pollard		100%
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 213 South Royal Street (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. Maria Crosby Pollard		100%
2. Julian Pollard		100%
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.

July 21, 2025

Date

Printed Name

Christine Kelly

Signature



Department of Planning and Zoning Floor Area Ratio and Open Space Calculations

B

A. Property Information

A1. 213 South Royal Street
Street Address

RM
Zone

A2. 2,987.50 x 1.50 = 4,481.25
Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

B. Existing Gross Floor Area

Existing Gross Area		Allowable Exclusions**	
Basement	0.00	Basement**	0.00
First Floor	1,543.74	Stairways**	60.00
Second Floor	1,543.74	Mechanical**	
Third Floor		Attic less than 7'***	
Attic		Porches**	
Porches		Balcony/Deck**	
Balcony/Deck		Lavatory***	
Lavatory***		Other**	
Other**		Other**	

B1. **Total Gross** 3,087.48

B2. **Total Exclusions** 60.00

B1. 3,087.48 Sq. Ft.
Existing Gross Floor Area*

B2. 60.00 Sq. Ft.
Allowable Floor Exclusions**

B3. 3,027.48 Sq. Ft.
Existing Floor Area Minus Exclusions
(subtract B2 from B1)

Comments for Existing Gross Floor Area

C. Proposed Gross Floor Area

Proposed Gross Area		Allowable Exclusions**	
Basement		Basement**	
First Floor	40.00	Stairways**	
Second Floor		Mechanical**	
Third Floor		Attic less than 7'***	
Attic		Porches**	
Porches		Balcony/Deck**	
Balcony/Deck		Lavatory***	
Lavatory***		Other**	
Other		Other**	

C1. **Total Gross** 40.00

C2. **Total Exclusions** 0.00

C1. 40.00 Sq. Ft.
Proposed Gross Floor Area*

C2. 0.00 Sq. Ft.
Allowable Floor Exclusions**

C3. 40.00 Sq. Ft.
Proposed Floor Area Minus Exclusions
(subtract C2 from C1)

D. Total Floor Area

D1. 3,067.48 Sq. Ft.
Total Floor Area (add B3 and C3)

D2. 4,481.25 Sq. Ft.
Total Floor Area Allowed
by Zone (A2)

E. Open Space

E1. 807.00 Sq. Ft.
Existing Open Space

E2. 300.00 Sq. Ft.
Required Open Space

E3. 807.00 Sq. Ft.
Proposed Open Space

Notes

*Gross floor area is the sum of all areas under roof of a lot, 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. Sections may also be required for some exclusions.

***Lavatories may be excluded up to a maximum of 50 square feet, per lavatory. The maximum total of excludable area for lavatories shall be no greater than 10% of gross floor area.

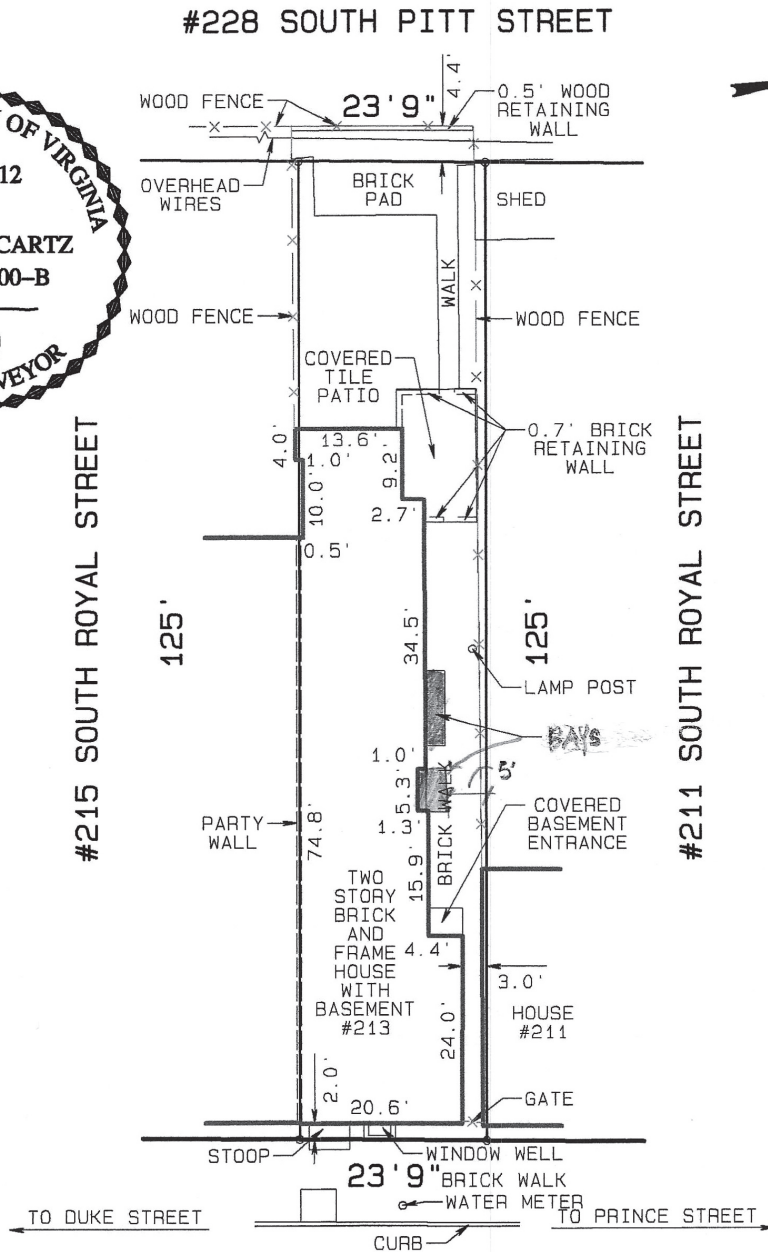
The undersigned hereby certifies and attests that, to the best of his/her knowledge, the above computations are true and correct.

Signature: _____

Christine Kelly

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Date: July 21, 2025



SOUTH ROYAL STREET

PHYSICAL IMPROVEMENTS SURVEY

ON THE PROPERTY LOCATED AT

#213 SOUTH ROYAL STREET

CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1"=20'

DATE: SEPTEMBER 5, 2012

CASE NAME: FONES
TO POLLARD (0TAU1208053)



NO TITLE REPORT FURNISHED.

PLAT SUBJECT TO RESTRICTIONS & EASEMENTS OF RECORD OR OTHERWISE.

FENCE LOCATIONS, IF SHOWN, ARE APPROXIMATE ONLY
AND DO NOT CERTIFY AS TO OWNERSHIP.

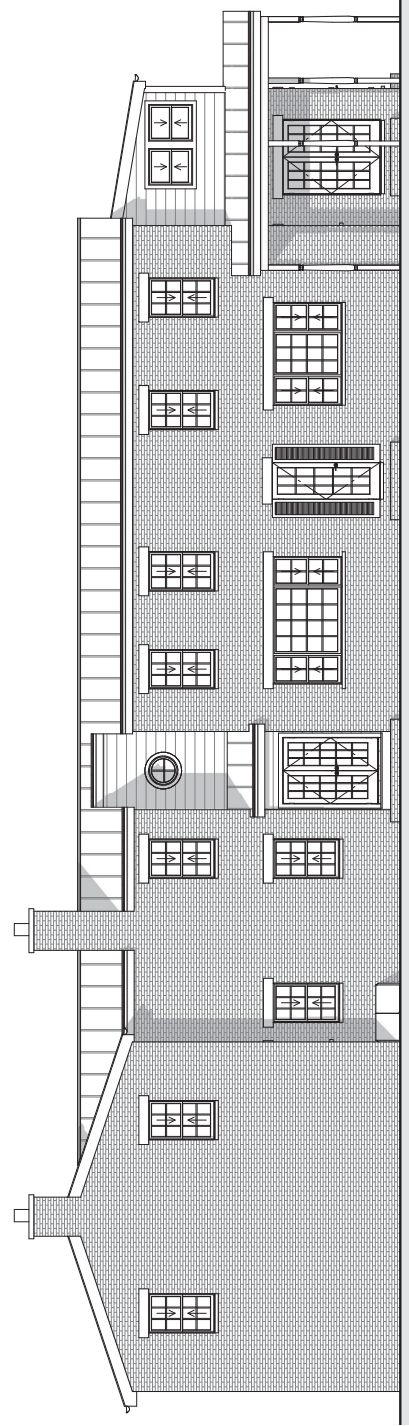
SCARTZ SURVEYS

LARRY N. SCARTZ LOCAL (703) 494-4181
CERTIFIED LAND SURVEYOR FAX (703) 494-3330
WOODBIDGE, VIRGINIA LARRY.SCARTZ@SCARTZ.COM



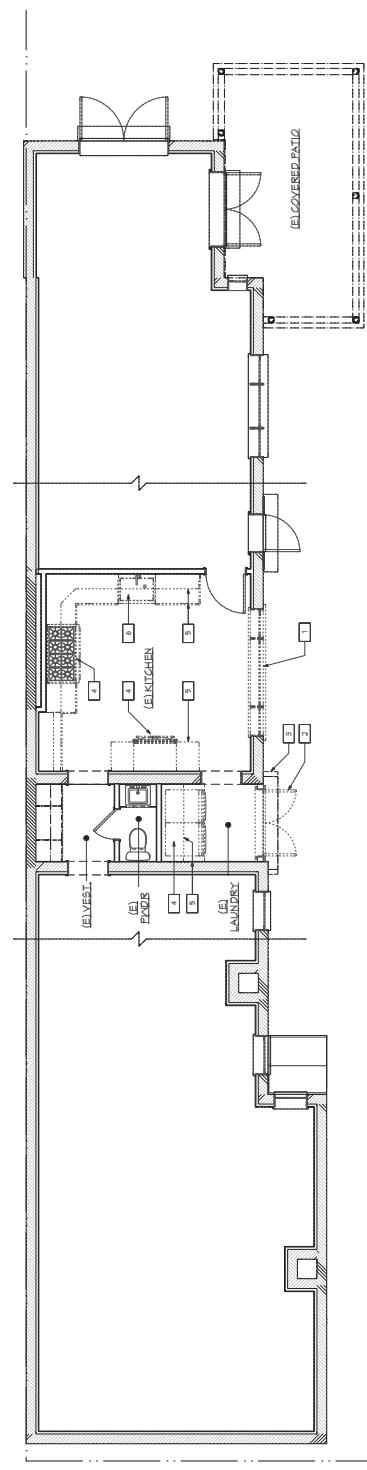
DEMOLITION NOTES

- REMOVE EXISTING TYP.
- REMOVE EXISTING TYP.
- REMOVE EXISTING TYP.
- REMOVE EXISTING TYP.
- REMOVE EXISTING TYP.
- REMOVE EXISTING TYP.



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

NOTE: EXISTING ELEVATIONS SHOWN FOR REFERENCE. REFER TO PLAN FOR DEMOLITION WORK, TYP.



1 FIRST FLOOR DEMOLITION PLAN
1/4" = 1'-0"



CRAFTED ARCHITECTURE LLC
Christine A. Kelly, AIA
2109 Popkins Lane, Alexandria, VA 22307
phone: (703) 768-7371
email: christine@craftedarchitecture.com

NOT FOR CONSTRUCTION

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REVISIONS:
NO. DATE DESCRIPTION

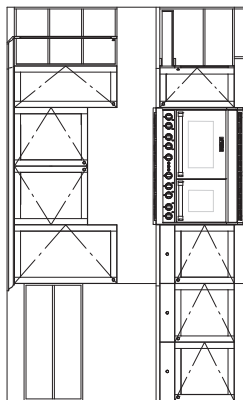
PROJECT:
THE POLLARD RESIDENCE
213 SOUTH ROYAL STREET
ALEXANDRIA, VA 22314

DATE: 07-15-2023
ISSUE: CLIENT REVIEW

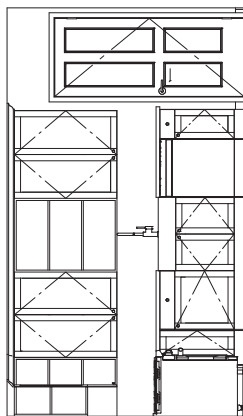
TITLE:
FIRST FLOOR
DEMOLITION
PLAN

SHEET:
D-1

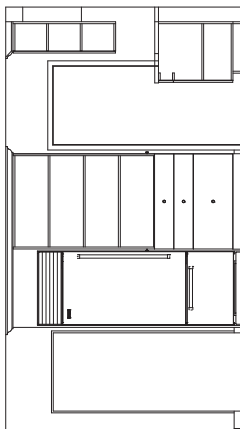
INTERIOR ELEVATION NOTES



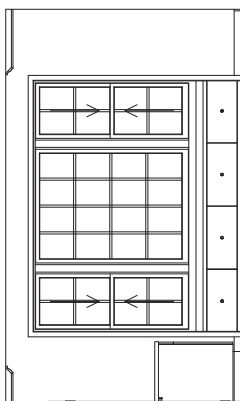
1 REN. KITCHEN - SOUTH ELEVATION
1/2" = 1'-0"



2 REN. KITCHEN - WEST ELEVATION
1/2" = 1'-0"



3 REN. KITCHEN - NORTH ELEVATION $\frac{1}{2}" = 1'-0"$



4 REN. KITCHEN - EAST ELEVATION
1/2" = 1'-0"



1 FOUNDATION CONSTRUCTION PLAN $\frac{1}{4}'' = 1'-0''$

GENERAL NOTES

[illegible]

PROJECT:

THE POLLARD RESIDENCE
213 SOUTH ROYAL STREET
ALEXANDRIA, VA 22314

DATE:	07-15-2025
ISSUE:	CLIENT REVIEW

TITLE:
**INTERIOR
ELEVATIONS**

SHEET:

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Christine A. Kelly, AIA
2109 Popkins Lane, Alexandria, VA 22307
phone: (703) 768-7371
email: christine@craftedarchitecture.com



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NO	DATE	DESCRIPTION
<p>REVISIONS:</p>		

Pollard Residence
213 South Royal
Existing windows to be removed for new bay



Pollard Residence
213 South Royal Street
Existing windows to be removed for new bay



Pollard Residence
213 South Royal Street
Existing doors to be removed for new bay

