

**ISSUE:** Permit to Demolish/Capsulate (partial) and Certificate of Appropriateness for alterations and addition

**APPLICANT:** Charles Enoch

**LOCATION:** Old and Historic Alexandria District  
424 South Lee Street

**ZONE:** RM/Residential Townhouse Zone

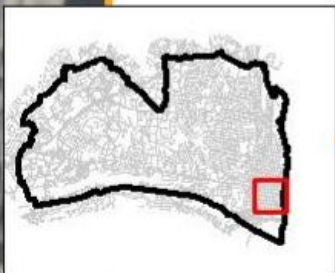
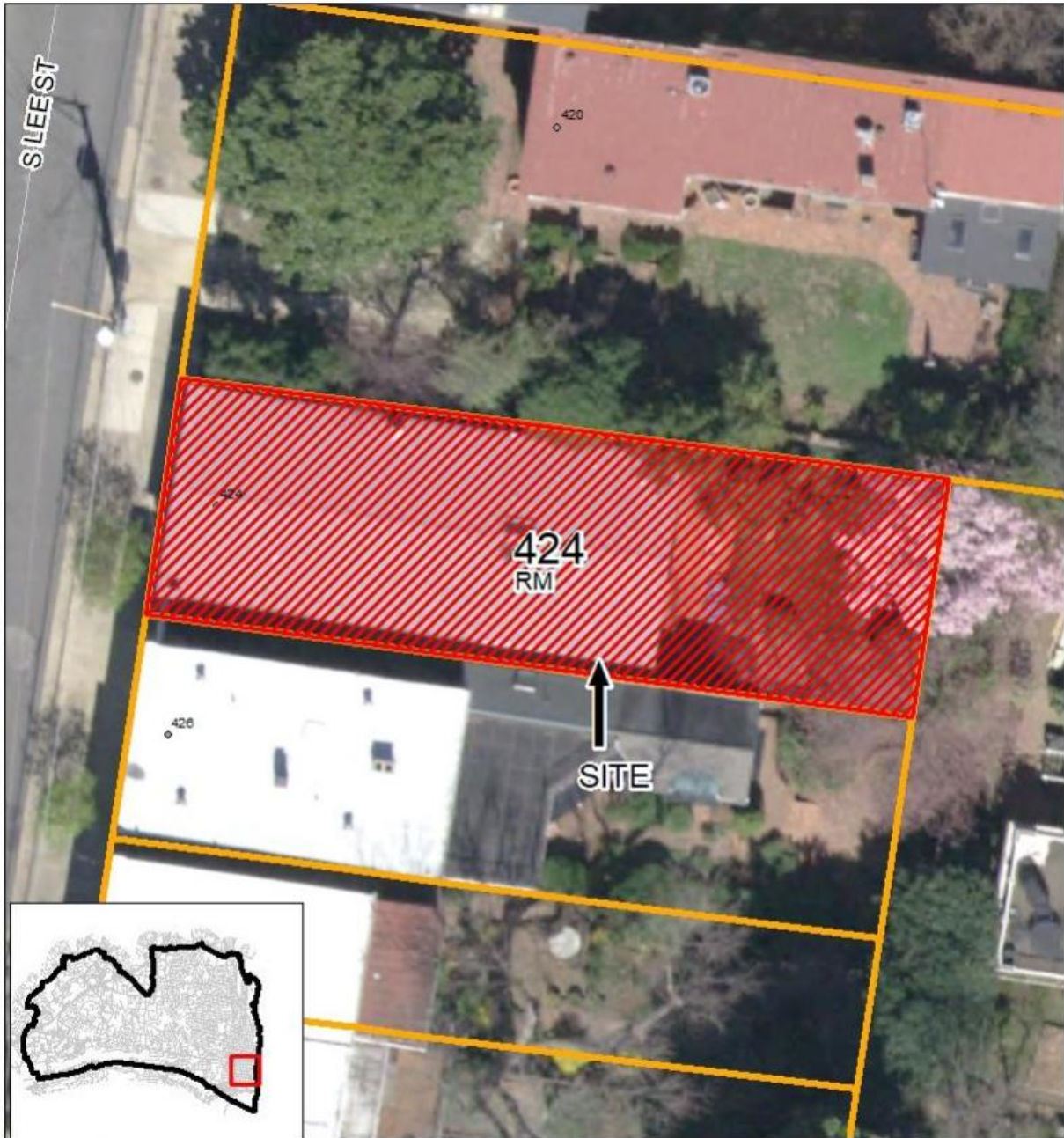
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**STAFF RECOMMENDATION**

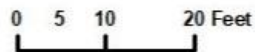
Staff recommends approval of the Permit to Demolish/Capsulate (partial) and Certificate of Appropriateness for alterations and additions with the condition that the windows and doors on the proposed second story addition comply with the *Alexandria New and Replacement Window Performance Specifications in the Historic Districts*.

**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, Room 4200, City Hall, 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](mailto: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.



**BAR #2022-00524 & BAR #2022-00526**  
**424 S Lee Street**



**Note:** Staff coupled the applications for a Permit to Demolish (BAR #2022-00524) and Certificate of Appropriateness (BAR #2022-00526) for clarity and brevity. The Permit to Demolish requires a roll call vote.

**I. APPLICANT'S PROPOSAL**

The applicant requests a Permit to Demolish/Capsulate (partial) and Certificate of Appropriateness to build a second story addition above the 1987 addition at the rear/east elevation.

Permit to Demolish/Capsulate

The applicant is proposing to demolish the existing roof, approximately 535 SF, over the one-story addition at the rear.

Certificate of Appropriateness

The project calls to construct a second story addition above the existing one-story addition built in 1987 at the rear of the property with a footprint of 24'-1" x 22'-2" to accommodate an office, sitting room, and bathroom. No changes are being proposed to the main historic building.

The applicant submitted two options:

Option 1: the new second story addition will have a flat roof with PVC cornice to match the main building's cornice and finished with stucco, also to match the main building (Figure 1).

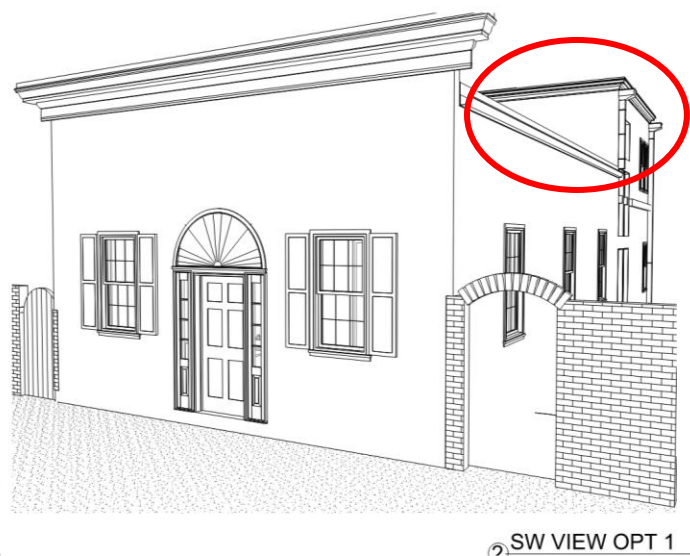


Figure 1 - Option 1

Option 2: the new second story addition will have a low-pitched standing seam metal gable roof with a circular vent on the gable, front/west elevation. The walls will be finished with stucco to match the main building (Figure 2).



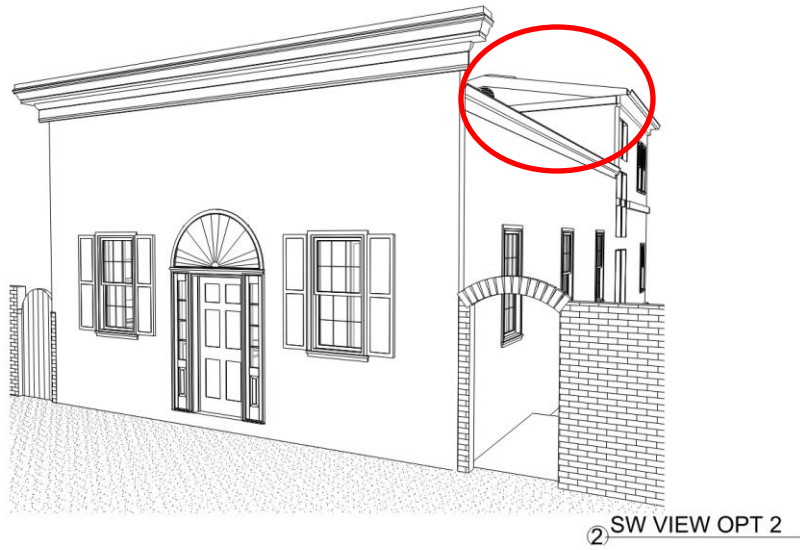


Figure 2 - Option 2

Site context

The subject property sits on the 400 Block of South Lee Street on the east side. There is no alley running adjacent to the property, however, the property to the north, 420 South Lee Street, is set back which allows clear view of the subject property's north elevation (Figure 3). The addition will be minimally visible from South Lee frontal and south elevation views (Figure 4 and 5).

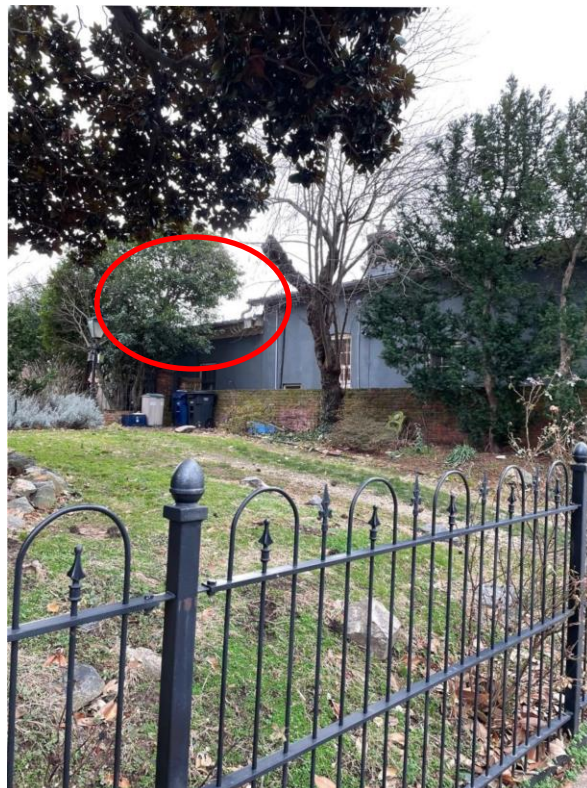


Figure 3 – side/north elevation view



Figure 4 - frontal/west elevation view



Figure 5 – side/south elevation view

The rear of the property is not visible from any public way and functionally not visible from the Windmill Park (Figure 6).

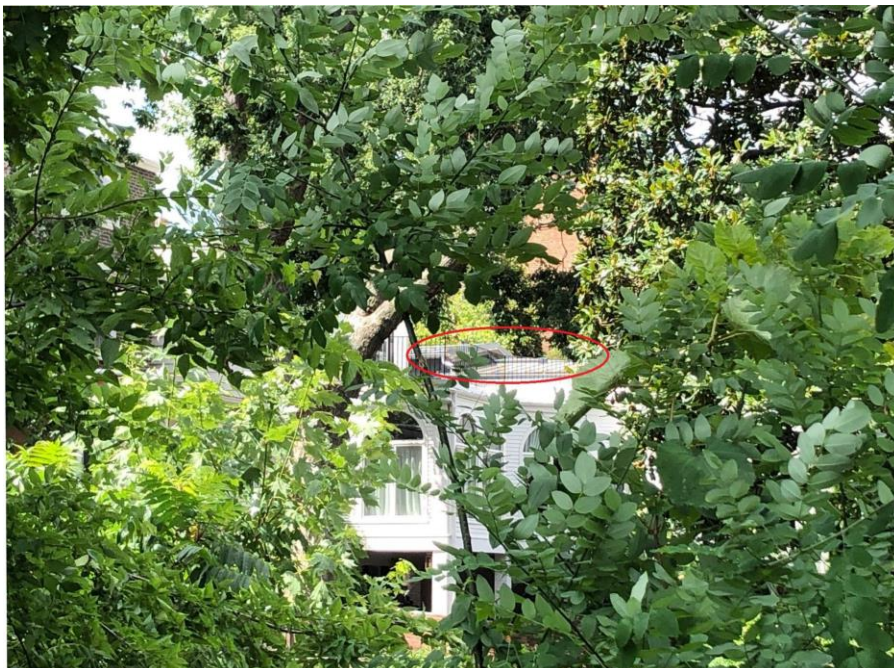


Figure 6 – roofline rear/east elevation visibility

**II. HISTORY**

The 1902 Sanborn Fire Insurance Map, the earliest map to include this block, identifies this building as the Free Methodist Church. A listing for the Free Methodist Church in the city directory dates from 1897. In the same year, Rev. Seward lived next door at 426 South Lee Street and the neighboring houses were built in the late 1880 or early 1890. Thus, the property at 424 South Lee Street was probably built between 1888 and 1897. At some point between 1931 and 1941, the building was converted to a residence.

*Previous BAR Approvals and Permits*

Apply cement stucco to exterior walls and cut window frames down, reducing size, on 10/11/1939 (Permit #3272).

Two story addition at the rear on 05/06/1987 (Permit # 33416)

BAR2012 -00041 – roof replacement (02/13/2012)

**III. ANALYSIS**

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.

<b>Standard</b>	<b>Description of Standard</b>	<b>Standard Met?</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?	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
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In the opinion of staff, none of the criteria for demolition and capsulation are met in this case and the Permit to Demolish/Capsulate should be granted. The building is considered an Early (built before 1932) structure in the Old and Historic Alexandria District, and the fabric to be demolished is limited to the rear roof of the late 1987 addition which will not compromise the integrity of the main block. The materials and workmanship of the affected portions could be reproduced easily today.

Certificate of Appropriateness

The *Design Guidelines* state that “As a general rule, the stylistic characteristics of additions to residential buildings should reflect the historical architectural styles found within the historic districts. Because of the long history and diversity of architectural styles in Alexandria, the Boards do not consider this a limiting factor.” In addition, “It is not the intention of the Boards to dilute design creativity in residential additions. Rather, the Boards seek to promote compatible development that is, at once, both responsive to the needs and tastes of late 20<sup>th</sup> [21<sup>st</sup>] century while being compatible with the historic character of the districts.”

Staff has no objection to the proposed second story addition since it will be located on the rear/east elevation which will not detract from the historic character of the main historic building or the historic district. Furthermore, the Board routinely approves changes on the rear elevations of historic buildings to accommodate a more modern and functional interior layout as tastes and technology evolve. The existing rear addition was built in 1987 and does not exhibit a high level of design or architectural detail as well.

The applicant is proposing two roof type options. Option 1) has a flat roof with cornice matching the main building (Figure 7); and option 2) has a frontal low-pitched metal gable roof (Figure 8).

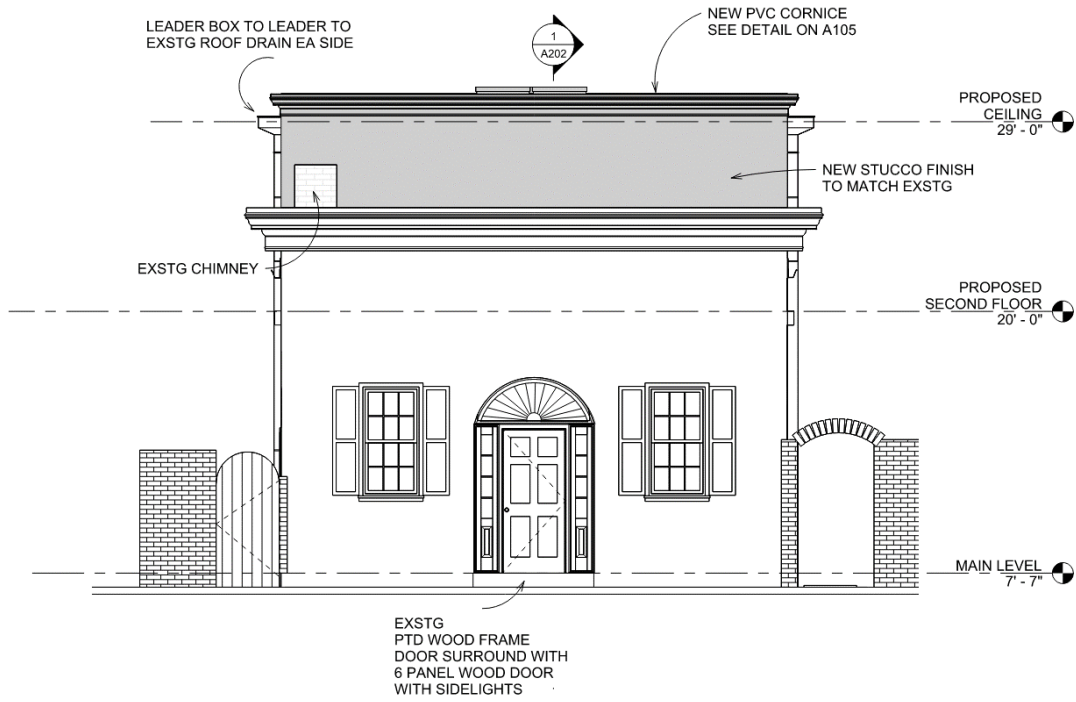
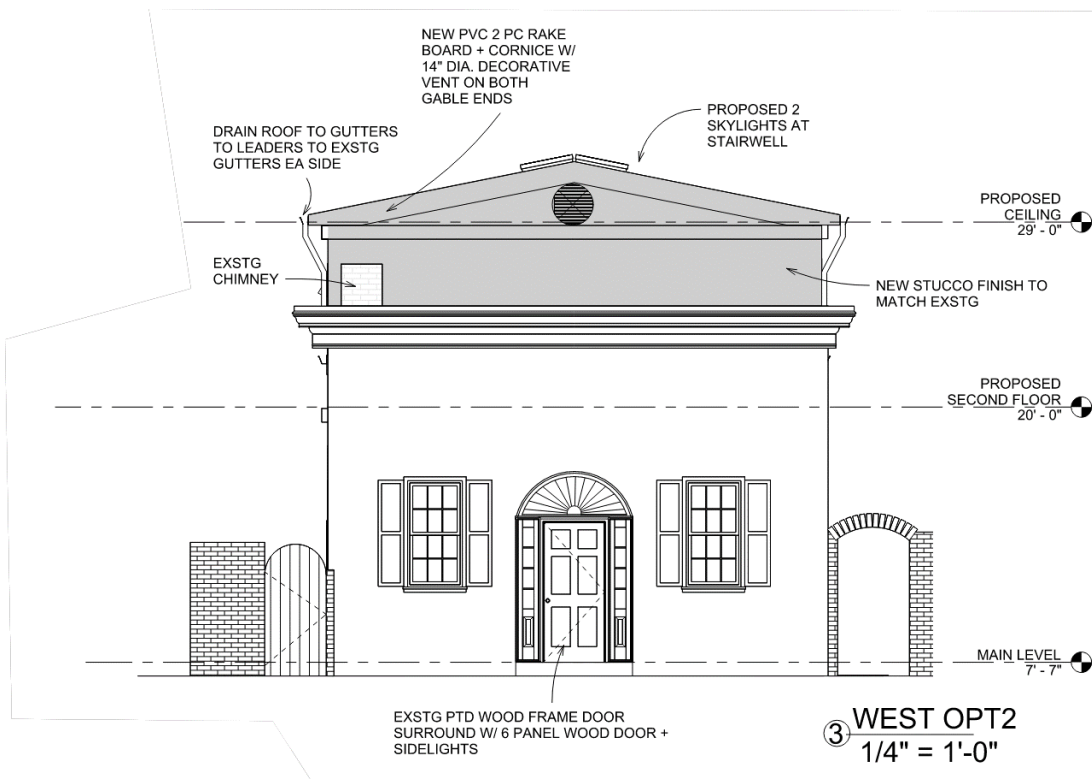


Figure 7 - Option 1 - flat roof



③ WEST OPT2  
 1/4" = 1'-0"

Figure 8 - Option 2 - gable roof



In staff's opinion, Option 1) with the proposed flat roof is the least intrusive option since it will keep with the existing historic architectural vocabulary while Option 2) introduces a new element alien to the existing historic building, even though the portion of the new addition visible will be minimal and setback approximately 40 feet, the proposed gable roof will be more perceptible. The *Design Guidelines* state that "As a general rule, the Boards favor contextual background buildings which allow historic structures to maintain the primary visual importance."

When the Old and Historic Alexandria District was established in 1946 it was not created to freeze Old Town Alexandria at a specific point in time, the way Colonial Williamsburg is often described, but to prevent the demolition of identified historic resources and ensure that infill was compatible with nearby buildings of historic merit. The BAR's Standards and criteria in the zoning ordinance (Section 10-105), as well as the BAR's adopted policies and *Design Guidelines*, recognize that the historic fabric of Old Town may be modified, altered and expanded to accommodate contemporary needs and to allow the historic buildings to continue to be used and cherished. The BAR's charge is first to identify and "protect historic and cultural resources" and second to ensure that additions, alterations and new construction are compatible with nearby buildings of historic merit.

Even though the windows and doors on the proposed second story addition are setback and minimally visible, they must comply with the *Alexandria New and Replacement Window Performance Specifications in the Historic Districts*.

With the conditions above, staff recommends approval of the project.

**STAFF**

Marina Novaes, Historic Preservation Planner, Planning & Zoning  
Tony LaColla, AICP, Land Use Services Division Chief, Planning & Zoning

**III. CITY DEPARTMENT COMMENTS**

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

**Zoning**

C-1 Proposed second story addition will comply with zoning.

**Code Administration**

C-1 A building permit is required for review.

**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 Duplicate review request under BAR2022-00526. (T&ES)
- F-2 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-3 If the alley located at the rear of 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 archaeological oversight is required for this project.

**V. ATTACHMENTS**

*1 – Supplemental Materials*



# APPLICATION BOARD OF ARCHITECTURAL REVIEW

YES **Filing Fees Paid**  
04.12.23 **Date of Submission**  
XXXXXXXXX 05.17.23 **Board of Architectural Review Hearing Date**

Applicants must send written notice of public hearings by regular mail to all abutting property owners at least 10 days prior to the Board of Architectural Review hearing, and not more than 30 days prior to the hearing.

Send notices by first-class U.S. mail between the dates of

XXXXXXXXX and XXXXXXXXX  
**04.18.23** **05.07.23**

ADDRESS OF PROJECT: \_\_\_\_\_

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

TAX 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: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorized Agent** *(if applicable):*  Attorney  Architect  \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Legal Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

- 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                       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).*

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**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.

**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.*

- <sup>N/A</sup> 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.*

- <sup>N/A</sup> 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.*

- <sup>N/A</sup> 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 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: Cathleen Curtin

Printed Name: \_\_\_\_\_

Date: XXXXX 04.12.23



Department of Planning and Zoning  
 Floor Area Ratio and Open Space Calculations  
 as of 12/20/18

B

**A. Property Information**

A1.  Street Address  Zone

A2.  Total Lot Area x  Floor Area Ratio Allowed by Zone =  Maximum Allowable Floor Area

**B. Existing Gross Floor Area**

<u>Existing Gross Area</u>	<u>Allowable Exclusions**</u>	
Basement <input type="text"/>	Basement** <input type="text"/>	B1. <input type="text"/> Sq. Ft. Existing Gross Floor Area*
First Floor <input type="text"/>	Stairways** <input type="text"/>	B2. <input type="text"/> Sq. Ft. Allowable Floor Exclusions**
Second Floor <input type="text"/>	Mechanical** <input type="text"/>	B3. <input type="text"/> Sq. Ft. Existing Floor Area Minus Exclusions (subtract B2 from B1)
Third Floor <input type="text"/>	Attic less than 7'*** <input type="text"/>	<b>Comments for Existing Gross Floor Area</b> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
Attic <input type="text"/>	Porches** <input type="text"/>	
Porches <input type="text"/>	Balcony/Deck** <input type="text"/>	
Balcony/Deck <input type="text"/>	Lavatory*** <input type="text"/>	
Lavatory*** <input type="text"/>	Other** <input type="text"/>	
Other** <input type="text"/>	Other** <input type="text"/>	
<b>B1. <u>Total Gross</u></b> <input type="text"/>	<b>B2. <u>Total Exclusions</u></b> <input type="text"/>	

**C. Proposed Gross Floor Area**

<u>Proposed Gross Area</u>	<u>Allowable Exclusions**</u>	
Basement <input type="text"/>	Basement** <input type="text"/>	C1. <input type="text"/> Sq. Ft. Proposed Gross Floor Area*
First Floor <input type="text"/>	Stairways** <input type="text"/>	C2. <input type="text"/> Sq. Ft. Allowable Floor Exclusions**
Second Floor <input type="text"/>	Mechanical** <input type="text"/>	C3. <input type="text"/> Sq. Ft. Proposed Floor Area Minus Exclusions (subtract C2 from C1)
Third Floor <input type="text"/>	Attic less than 7'*** <input type="text"/>	
Attic <input type="text"/>	Porches** <input type="text"/>	
Porches <input type="text"/>	Balcony/Deck** <input type="text"/>	
Balcony/Deck <input type="text"/>	Lavatory*** <input type="text"/>	
Lavatory*** <input type="text"/>	Other** <input type="text"/>	
Other <input type="text"/>	Other** <input type="text"/>	
<b>C1. <u>Total Gross</u></b> <input type="text"/>	<b>C2. <u>Total Exclusions</u></b> <input type="text"/>	

**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.

**D. Total Floor Area**

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

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

**E. Open Space 35% OF LOT**

E1.  1090.00 Sq. Ft.  
Existing Open Space

E2.  1085 Sq. Ft.  
Required Open Space

E3.  1090.00 Sq. Ft.  
Proposed Open Space

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

Signature: Cathleen Curtin

Date: XXXXXXXXXX 04.03.23



**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.

	<b>Name</b>	<b>Address</b>	<b>Percent of Ownership</b>
1.	CHARLES ENOCH	424 S LEE 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 \_\_\_\_\_(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.

	<b>Name</b>	<b>Address</b>	<b>Percent of Ownership</b>
1.			
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.

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

04.12.23                      CATHLEEN CURTIN                      *Cathleen Curtin*  
 Date                                      Printed Name                                      Signature



# CERTIFICATION OF NOTICE BOARD OF ARCHITECTURAL REVIEW

TO: DIRECTOR OF PLANNING & ZONING  
CITY OF ALEXANDRIA, VIRGINIA

Article XI, Section 11-301(A)(3), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia states:

At least five days prior to the hearing, the applicant shall supply the director of Planning & Zoning with:

- a) a copy of the NOTICE OF PUBLIC HEARING sent;
- b) a copy of the PROPERTY OWNERS LIST; and,
- c) this completed CERTIFICATION OF NOTICE.

The applicant shall use the records and maps maintained by the Department of Real Estate Assessment to determine the proper recipients of notice and reliance upon such records shall constitute compliance with the requirements of this section. §11-301(A)(3).

THE UNDERSIGNED HEREBY CERTIFIES that the notice to adjoining property owners (copy attached), as required pursuant to Article XI, §11-301(A) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia, was **sent** to the attached list of property owners concerning the following issue:

DATE MAILED: 04.24.23

HEARING DATE: 05.17.23

PROPERTY ADDRESS: 424 S LEE STREET

ISSUE DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name	<i>Cathleen Curtin</i>
Telephone	Signature

E-mail address	XXXXXXX 04.12.23
	Date

**NOTE:** Applicant to return this copy at least 5 days prior to the hearing to: Department of Planning and Zoning, 301 King Street, Room 2100.



# NOTICE OF PUBLIC HEARING BOARD OF ARCHITECTURAL REVIEW

Dear Property Owner:

You are hereby notified of the following public hearing to be held on the issue described below by the Board of Architectural Review:

**BOARD OF ARCHITECTURAL REVIEW MEETING DATE: XXXXXXXX 05.17.23**  
**7:00 P.M., City Hall**  
**301 King Street**  
**City Council Chambers, 2<sup>nd</sup> Floor**  
**Alexandria, Virginia 22314**

**ISSUE DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

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

**TAX ASSESSMENT MAP NUMBER:** \_\_\_\_\_

As a citizen and party of interest, you are invited to attend these meetings and express your views concerning the above issue. If you have any questions regarding the request, you can reach me at \_\_\_\_\_ and \_\_\_\_\_ (e-mail optional).

Sincerely,

*Cathleen Curtin*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

\*Date Mailed: **04.24.23** \_\_\_\_\_

**\*Applicant to mail this notice to adjoining and abutting property owners at least ten but no more than thirty days prior to the hearing.**

**NOTE:** Applicant to return this copy at least five days prior to the hearing to: Department of Planning and Zoning, 301 King Street, Room 2100.



# PROPERTY OWNER LIST

## BOARD OF ARCHITECTURAL REVIEW

**SUBJECT ADDRESS**

**TAX ASSESSMENT MAP NUMBER**

Adjoining property owner names and addresses can be obtained by visiting the City website at [www.alexandriava.gov](http://www.alexandriava.gov) and following the link to Real Estate Assessments, or by visiting the Office of Real Estate Assessments at City Hall, 301 King Street, Room 2600.

**ADJOINING PROPERTY OWNER  
NAME & MAILING ADDRESS**

**TAX ASSESSMENT  
MAP NUMBER**

<b>Property Address</b>		
<b>Owner Name</b>		- -
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		- -
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		- -
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		- -
<b>Mailing Address</b>		
<b>City, State, Zip</b>		



<b>Property Address</b>	XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX - -
<b>Owner Name</b>	XX	
<b>Mailing Address</b>	XXXXXXXXXXXXXXXXXXXX	
<b>City, State, Zip</b>	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

<b>Property Address</b>		- -
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		- -
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>	XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX - -
<b>Owner Name</b>	XX	
<b>Mailing Address</b>	XXXXXXXXXXXXXXXXXXXX	
<b>City, State, Zip</b>	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

<b>Property Address</b>		- -
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

**NOTE:** Applicant to return this copy at least 5 days prior to the hearing to: Department of Planning and Zoning, 301 King Street, Room 2100.

Keep this letter for your records.

## City of Alexandria Business License

Revenue Administration Division, City of Alexandria, 301 King Street, Room 1700, Alexandria, VA 22314



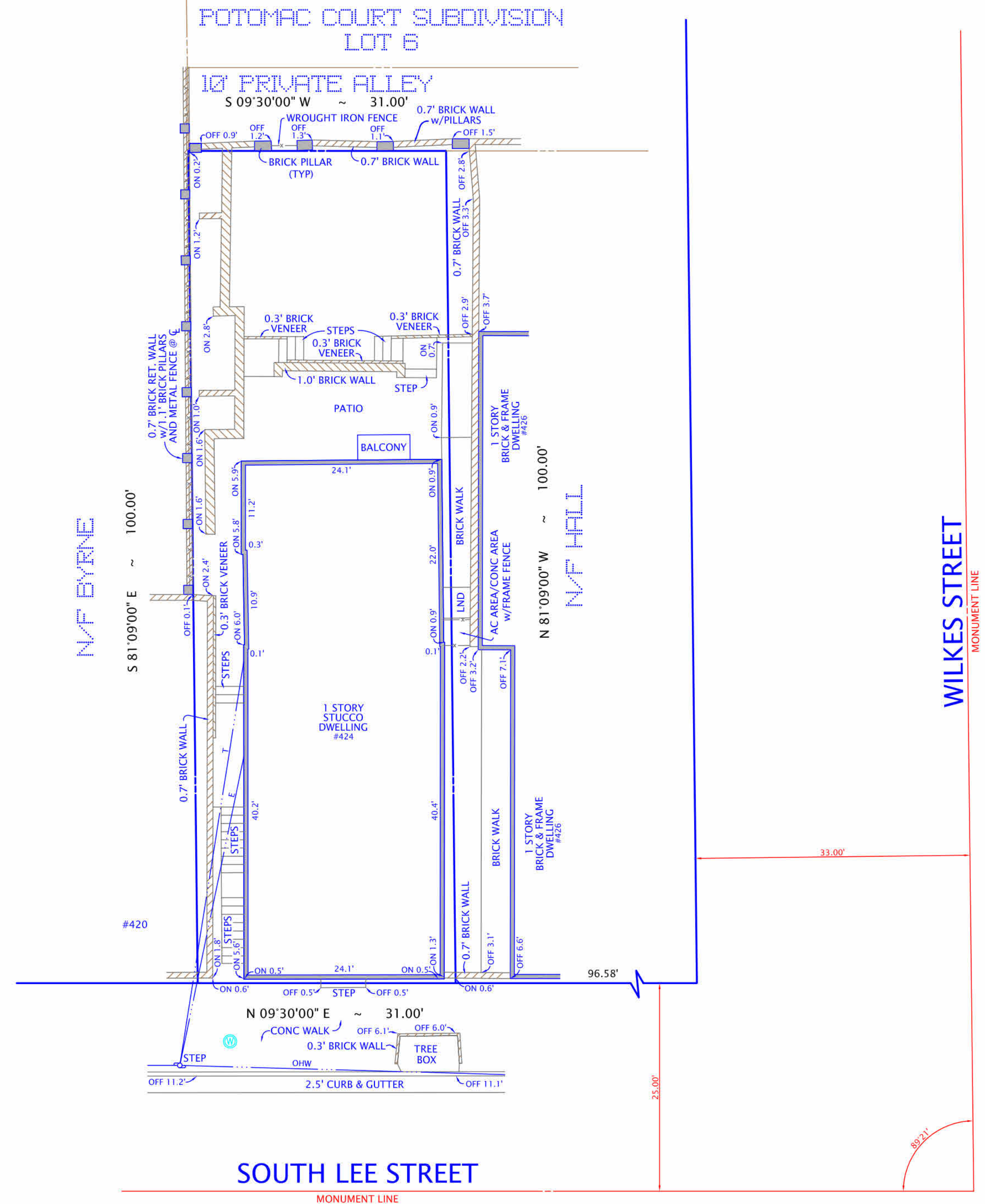
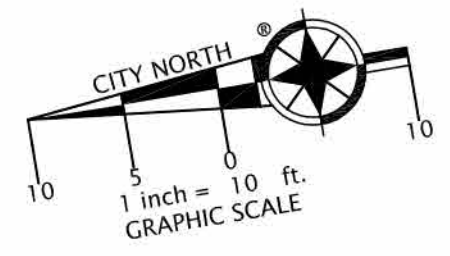
<b>License Number:</b>	118133-2022
<b>Account Number:</b>	118133
<b>Tax Period:</b>	2022
<b>Business Name:</b>	CATHLEEN CURTIN AIA ARCHITECTS PLC
<b>Trade Name:</b>	CATHLEEN CURTIN AIA ARCHITECTS PLC
<b>Business Location:</b>	501 PRINCESS ST Alexandria, VA 22314
<b>License Classification(s):</b>	Professional Occupations/Businesses 9-071-004 Architect

This license has been issued by the Revenue Administration Division of the City of Alexandria and is granted to:

CATHLEEN CURTIN AIA ARCHITECTS PLC  
501 PRINCESS ST  
Alexandria, VA 22314



NOTES: 1. PILLARS ARE 1" X 2" BRICK UNLESS NOTED.  
 2. WALLS ARE 1.1" BRICK UNLESS NOTED.  
 3. AREA = 3,100 SF. (COMP)



PLAT  
 SHOWING HOUSE LOCATION ON  
 THE PROPERTY LOCATED AT  
**#424 SOUTH LEE STREET**  
 (INST. NO. 090024009)  
 CITY OF ALEXANDRIA, VIRGINIA  
 SCALE: 1" = 10' APRIL 21, 2012

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:		CASE NAME: FREDERICKSBURG GROUPE, LLC - ENOCH REDMON, PEYTON & BRASWELL, LLP
THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD. A TITLE REPORT WAS NOT FURNISHED. NO CORNER MARKERS SFT.		
CASE NAME: ENOCH		#120419019

① EXISTING PLAT  
 1" = 10'-0"  
 1" = 10'-0"  
 SCALE 0 10 20 FEET

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 ALEXANDRIA VA 22314  
 ☎ 703 930 9322  
 www.cathleencurtinarchitects.com

**SHELDON ENGINEERING PLLC**  
 ALEXANDRIA VA  
 703 200 9534

**424 S LEE STREET  
 ALEXANDRIA,  
 VIRGINIA  
 22314**

PROFESSIONAL CERTIFICATION  
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 AND THAT I AM A DULY LICENSED  
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 COMMONWEALTH OF VIRGINIA.

NO.	DESCRIPTION	DATE
	BAR APPLICATION	05.04.23

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**ENOCH ADDITION +  
 RENOVATION**

EXISTING SITE

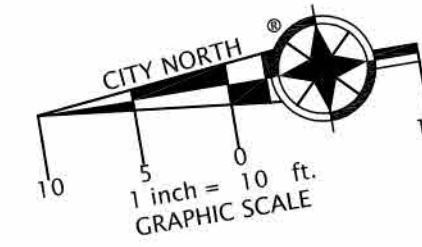
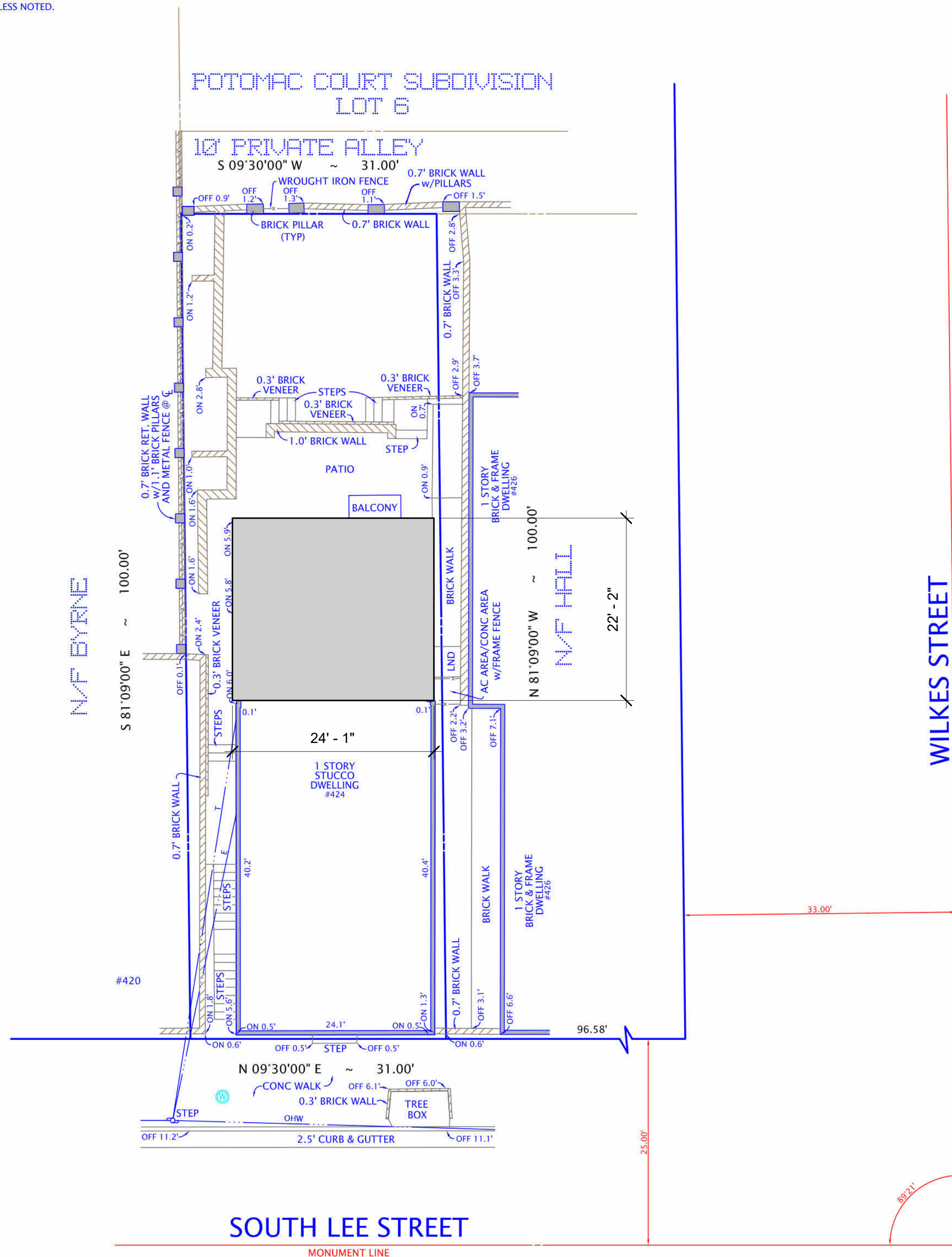
**NOTE:** ORIGINAL SET IS ON 24" X 36".  
 TO PRINT ON 11" X 17" SHEET CUSTOMIZE  
 THE PAGE LAYOUT TO 50% SCALE.

Project number	AR-E-0822
Date	05/04/23
Drawn by	MM
Checked by	CC

**SITE-1**  
 Scale 1" = 10'-0"



- NOTES: 1. PILLARS ARE 1" X 2" BRICK UNLESS NOTED.  
 2. WALLS ARE 1.1" BRICK UNLESS NOTED.  
 3. AREA = 3,100 SF. (COMP)



PLAT  
 SHOWING HOUSE LOCATION ON  
 THE PROPERTY LOCATED AT  
**#424 SOUTH LEE STREET**  
 (INST. NO. 090024009)  
 CITY OF ALEXANDRIA, VIRGINIA  
 SCALE: 1" = 10' APRIL 21, 2012

<p>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:</p>		<p>CASE NAME:        FREDERICKSBURG GROUPE, LLC - ENOCH        REDMON, PEYTON &amp; BRASWELL, LLP</p>
<p>THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.        A TITLE REPORT WAS NOT FURNISHED.        NO CORNER MARKERS SET.</p>	<p>CASE NAME: ENOCH        CASE NO: 2012-021        #120419019</p>	<p><b>DOMINION</b> Surveyors inc.®        8808-H PEAR TREE VILLAGE COURT        ALEXANDRIA, VIRGINIA 22309        703-619-6555        FAX: 703-799-6412</p>

**PROPOSED ADDITION**  
 1" = 10'-0"  
 SCALE

**CATHLEEN CURTIN ARCHITECTS LLC**  
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 ☎ 703 930 9322  
 www.cathleencurtinarchitects.com

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**424 S LEE STREET**  
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 VIRGINIA  
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NO.	DESCRIPTION	DATE
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**ENOCH ADDITION + RENOVATION**

**PROPOSED SITE**

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**SITE-2**  
 Scale 1" = 10'-0"





VIEW FROM NORTH TOWARDS 424 S LEE ST.



VIEW OF NORTH ALLEY AT 424 S LEE ST



VIEW OF WEST ELEVATION AT 424 S LEE ST



EXISTING STUCCO FINISH TO BE APPLIED TO PROPOSED ADDITION



VIEW OF SOUTH ALLEY BTWN 424 + 426



VIEW FROM SOUTH TOWARDS 424 S LEE ST



VIEW OF EAST ELEVATION AT REAR OF 424 S LEE ST

NOTE\* 2ND FLR REAR ADDTION HERE

CATHLEEN CURTIN  
ARCHITECTS LLC

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○ 703 930 9322

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SHEKIN ENGINEERING PLLC  
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703 200 9534

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ENOCH ADDITION +  
RENOVATION

EXTERIOR PHOTOS OF  
HOUSE

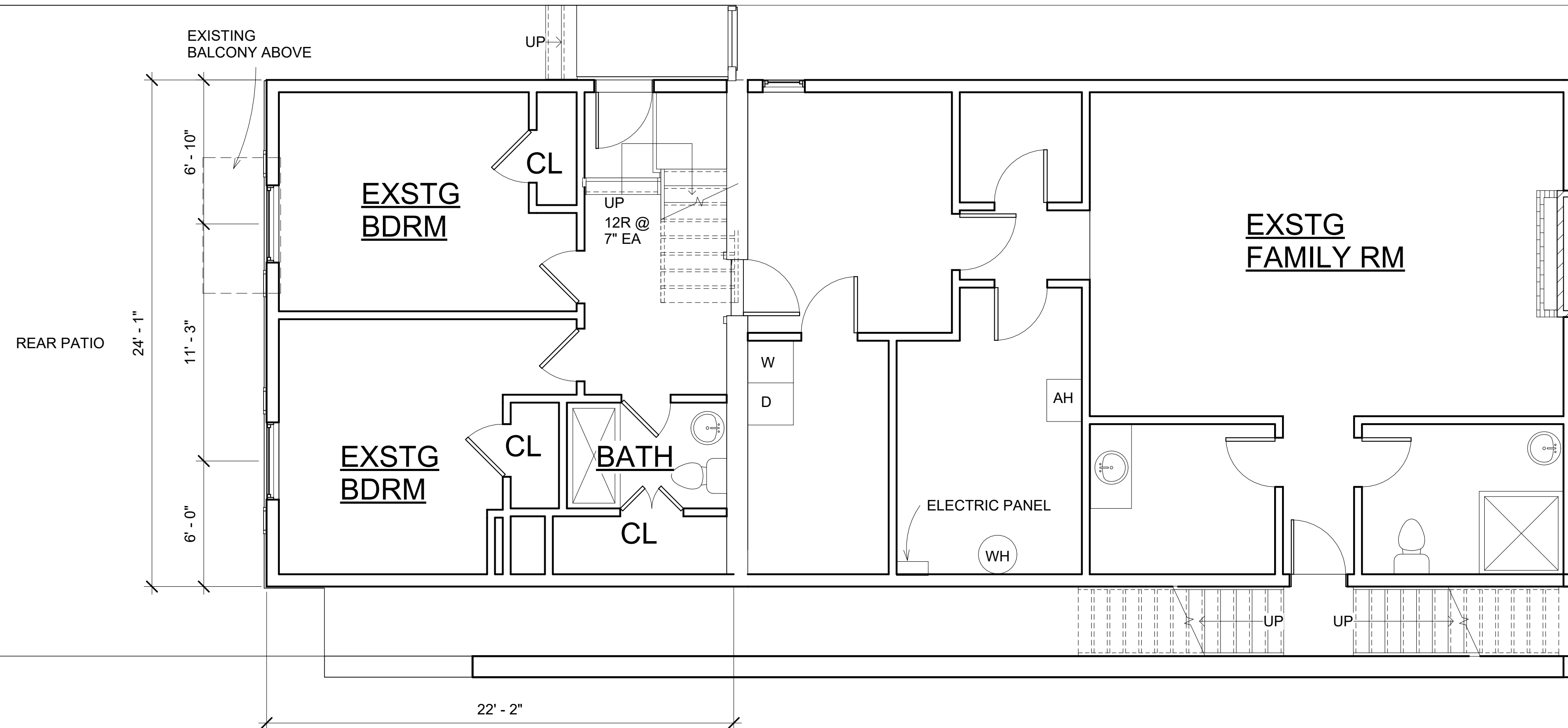
NOTE: ORIGINAL SET IS ON 24" X 36".  
TO PRINT ON 11" X 17" SHEET CUSTOMIZE  
THE PAGE LAYOUT TO 50% SCALE.

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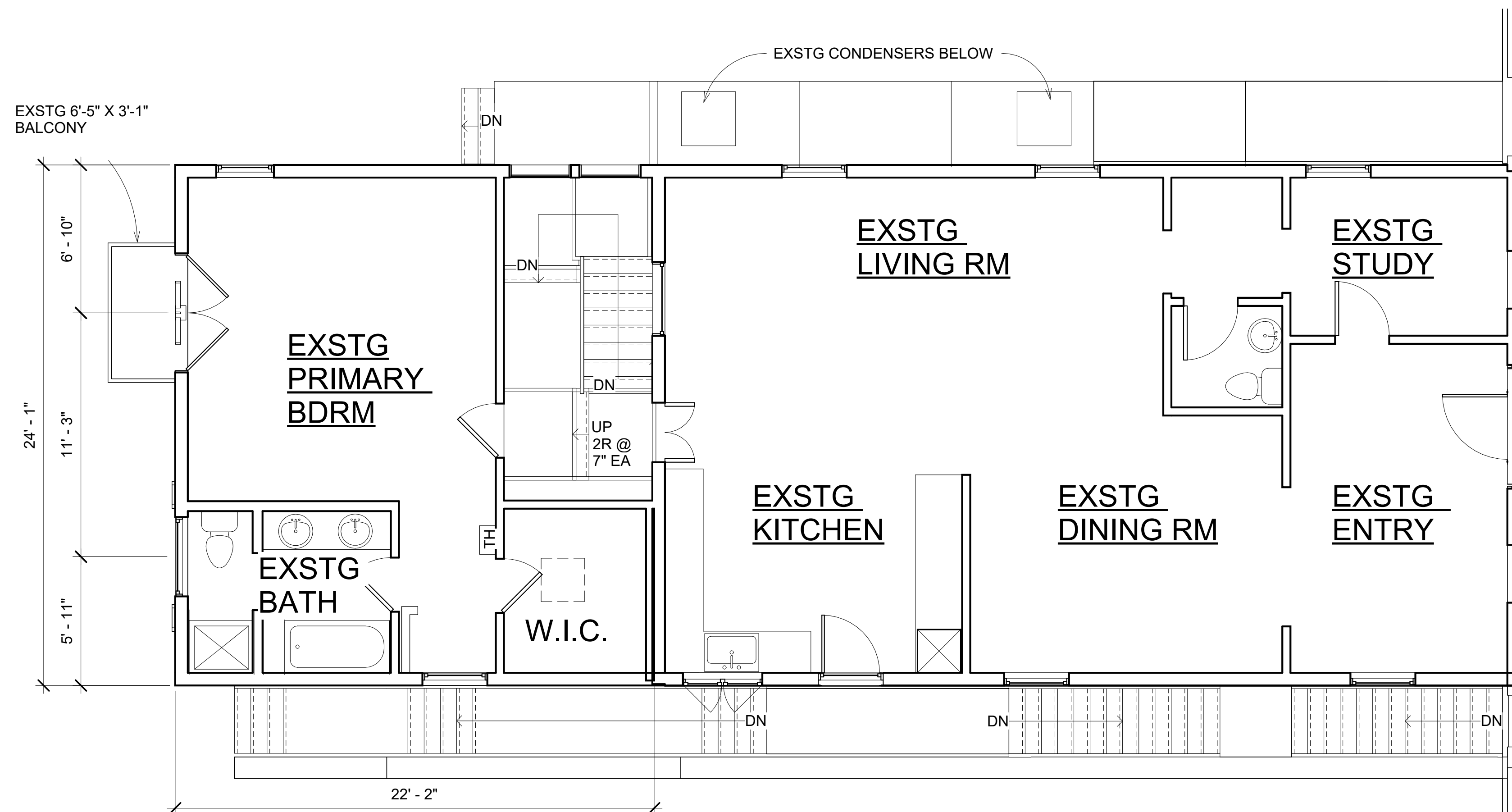
**SITE-3**

Scale

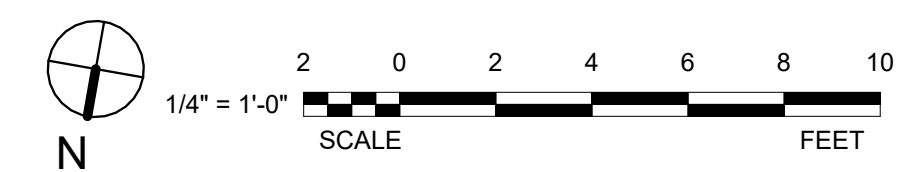
4/6/2023 9:08:44 AM



① EXSTG BSMT  
1/4" = 1'-0"



② EXSTG MAIN + 1ST  
FLR  
1/4" = 1'-0"



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**ENOCH ADDITION +  
RENOVATION**

**EXSTG BSMNT, MAIN +  
1ST  
FLOOR PLANS  
W/  
AVERAGE  
GRADE STUDY**

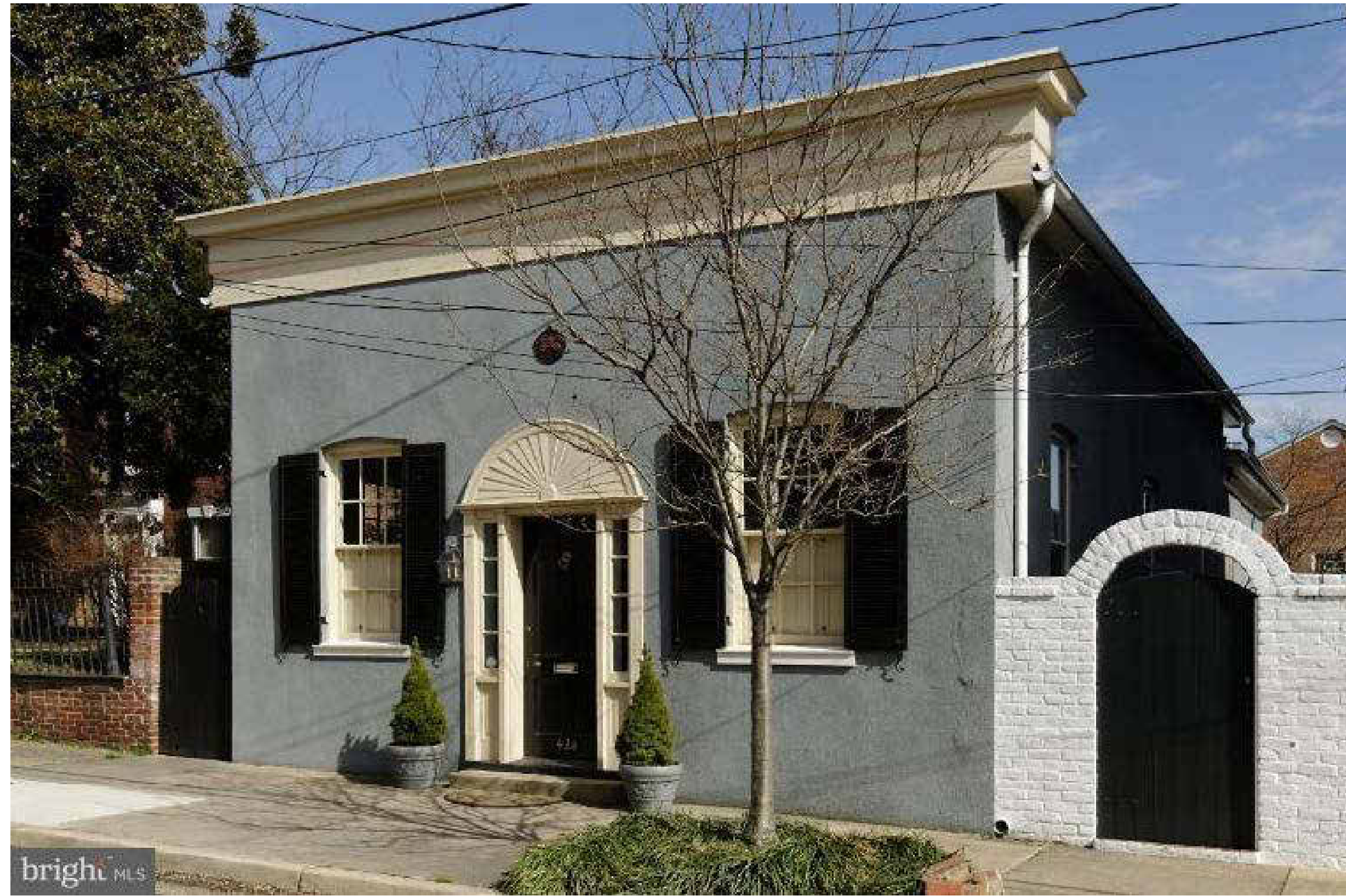
**NOTE:** ORIGINAL SET IS ON 24" X 36".  
TO PRINT ON 11" X 17" SHEET CUSTOMIZE  
THE PAGE LAYOUT TO 50% SCALE.

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**AD 100**

Scale 1/4" = 1'-0"





424 S LEE STREET FRONT VIEW FROM SOUTH WEST

**EXISTING EXTERIOR FINISHES**

1. STANDING SEAM METAL ROOF
2. STUCCO FINISH
3. PAINTED WOOD TRIM DETAILS- CORNICE, SHUTTERS, TRIM



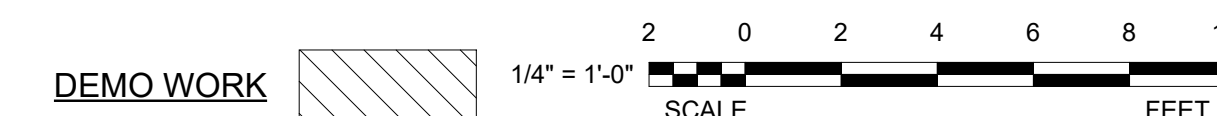
② WEST EXSTG  
1/4" = 1'-0"



④ 3D VIEW EAST FACE EXSTG



① EAST EXSTG  
1/4" = 1'-0"



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**ENOCH ADDITION + RENOVATION**

**EXSTG EAST + WEST ELEVATION W 3D VIEW**

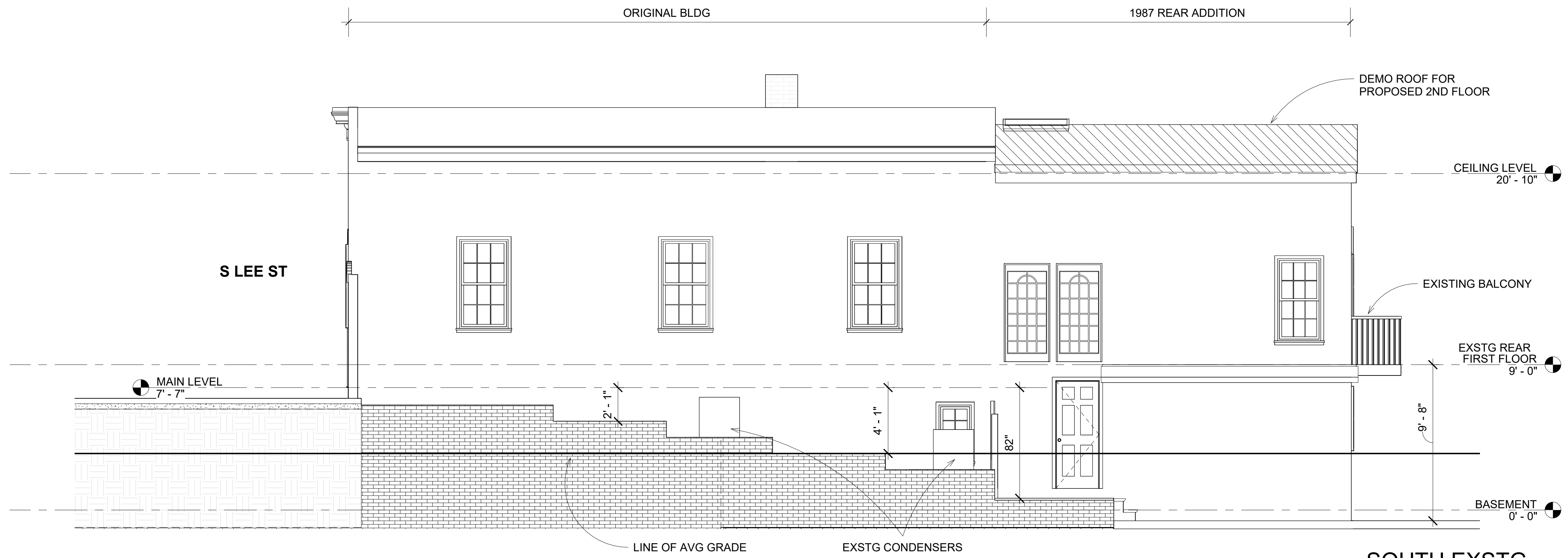
**NOTE:** ORIGINAL SET IS ON 24" X 36".  
TO PRINT ON 11" X 17" SHEET CUSTOMIZE  
THE PAGE LAYOUT TO 50% SCALE.

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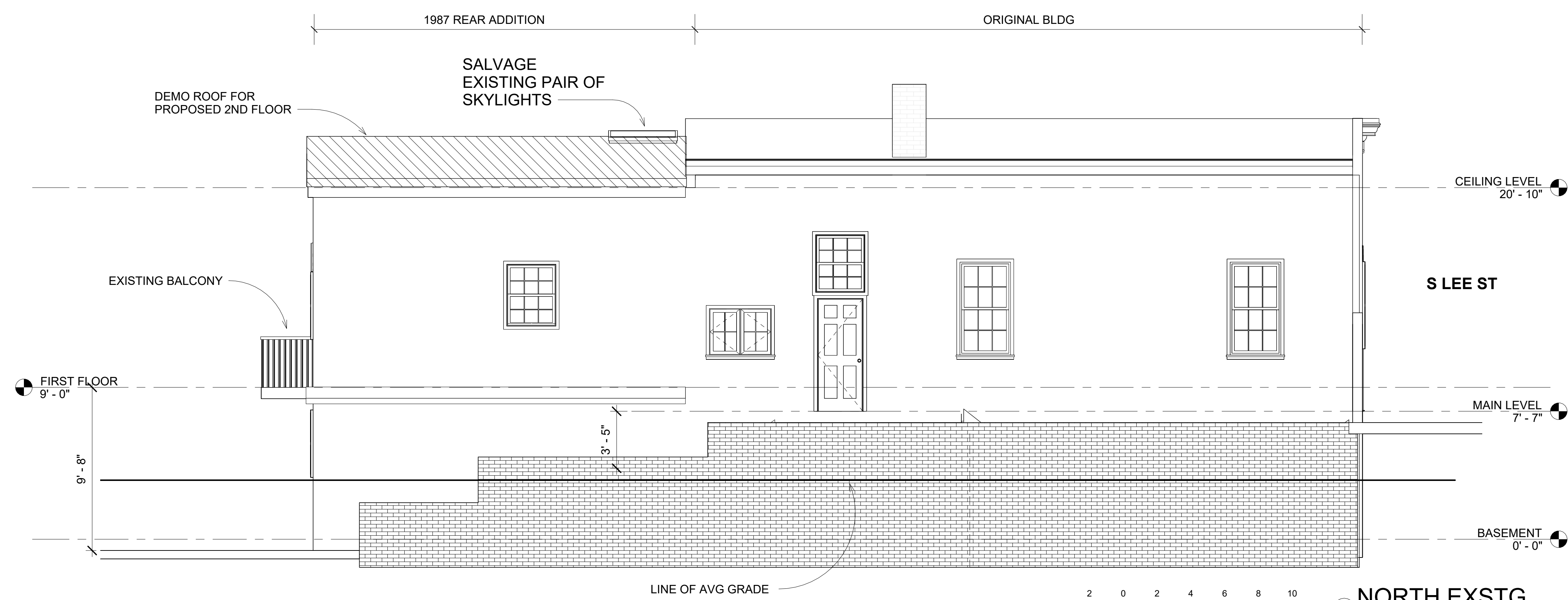
**AD 101**

Scale As indicated

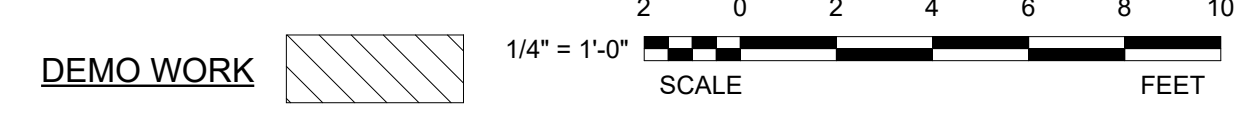
4/6/2023 9:08:46 AM



2 SOUTH EXSTG  
1/4" = 1'-0"



1 NORTH EXSTG  
1/4" = 1'-0"



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**ENOCH ADDITION + RENOVATION**

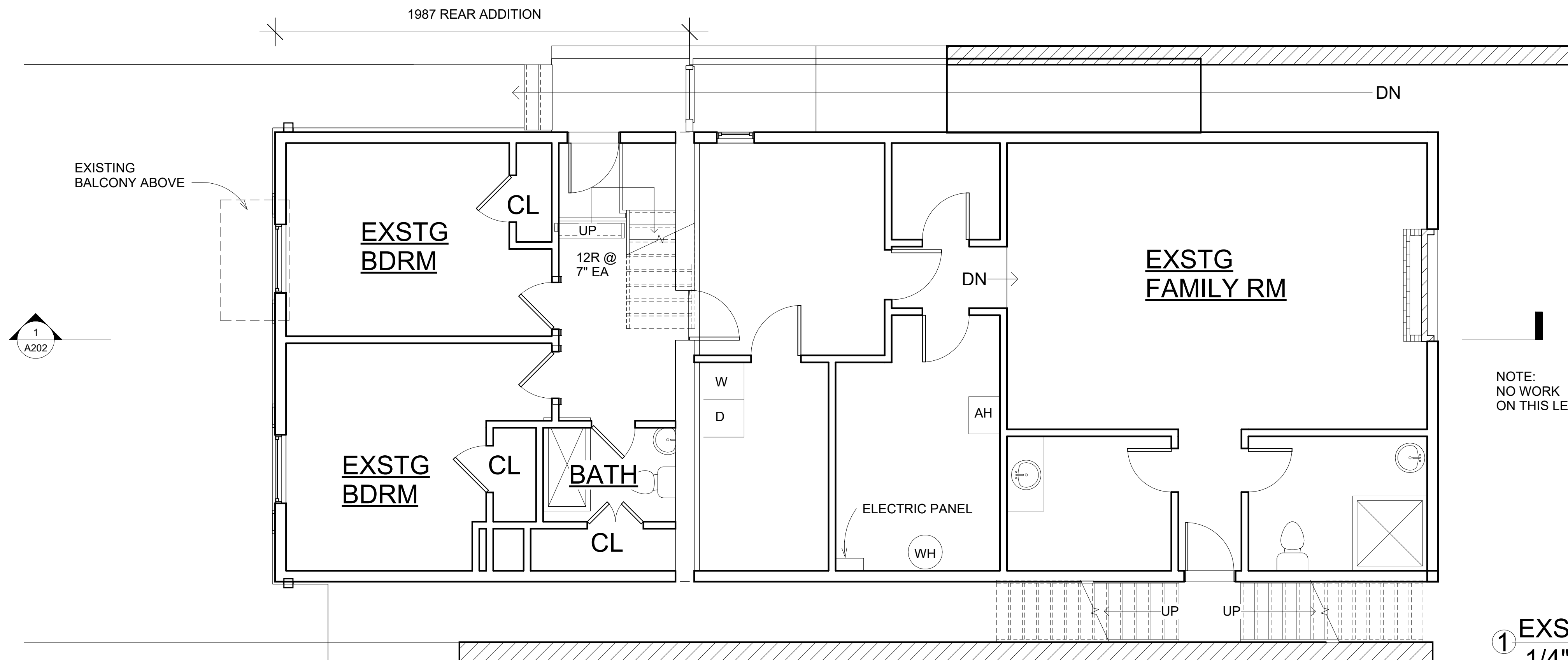
**NORTH + SOUTH EXSTG ELEVATIONS  
W/  
AVG. GRADE STUDY**

**NOTE:** ORIGINAL SET IS ON 24" X 36".  
TO PRINT ON 11" X 17" SHEET CUSTOMIZE  
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Date	05/04/23
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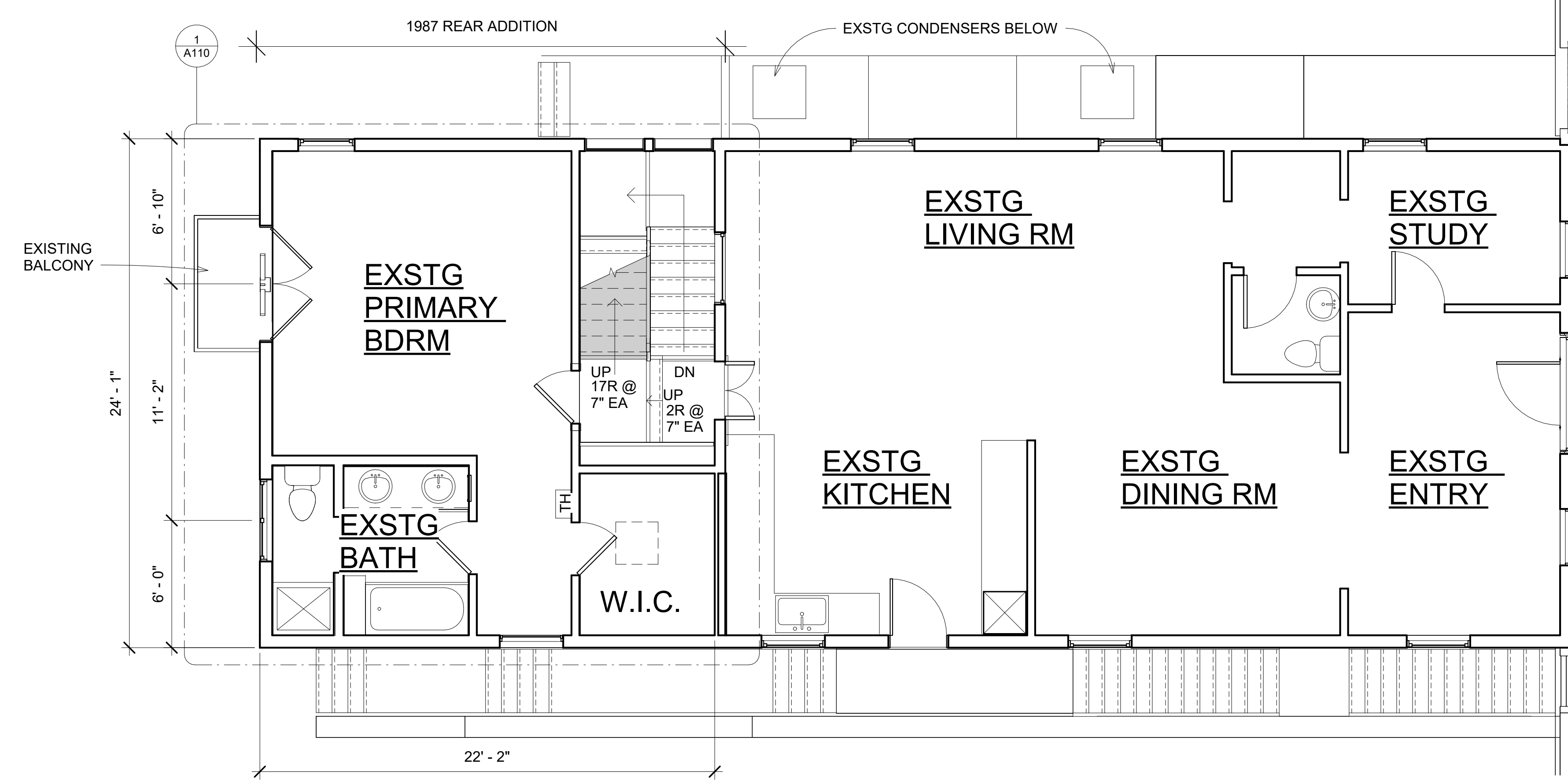
**AD 102**  
Scale As indicated

4/6/2023 9:08:46 AM



NOTE:  
NO WORK  
ON THIS LEVEL

① EXSTG BSMT  
1/4" = 1'-0"

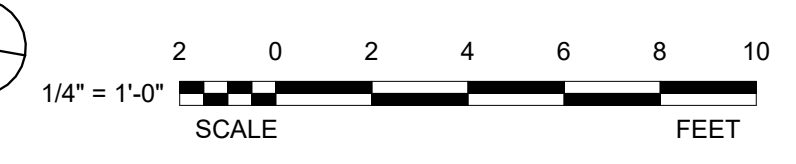


NOTE:  
WORK ON THIS  
LEVEL IS TO  
EXTEND STAIR UP  
TO THE NEW 2ND  
LEVEL

**S. LEE ST**

② EXSTG MAIN + 1ST  
FLR  
1/4" = 1'-0"

PROPOSED WORK



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	BAR APPLICATION	05.04.23

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**ENOCH ADDITION + RENOVATION**

**EXSTG BSMT + MAIN FLR PLANS  
OPTION 1**

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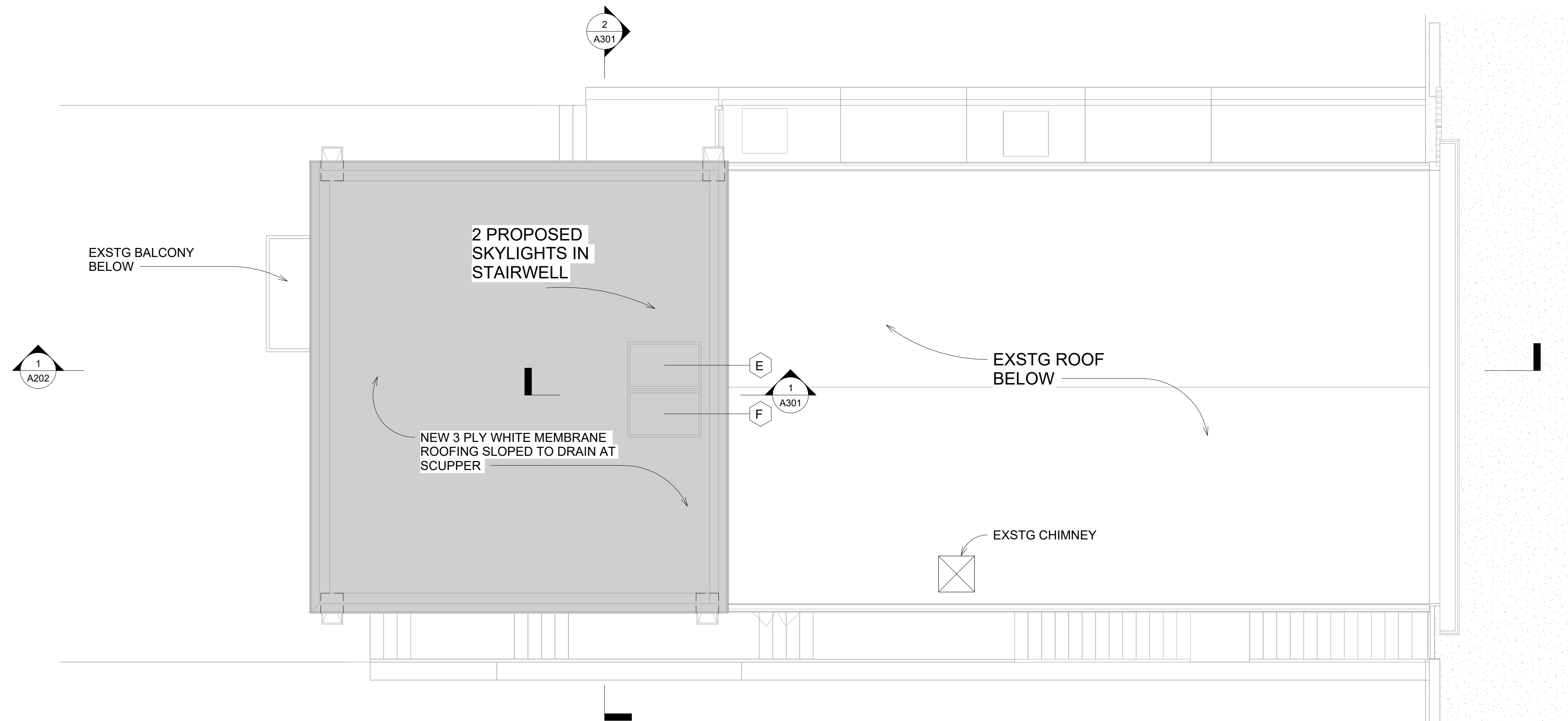
Project number	AR-E-0822
Date	05/04/23
Drawn by	MM
Checked by	CC

**A101**

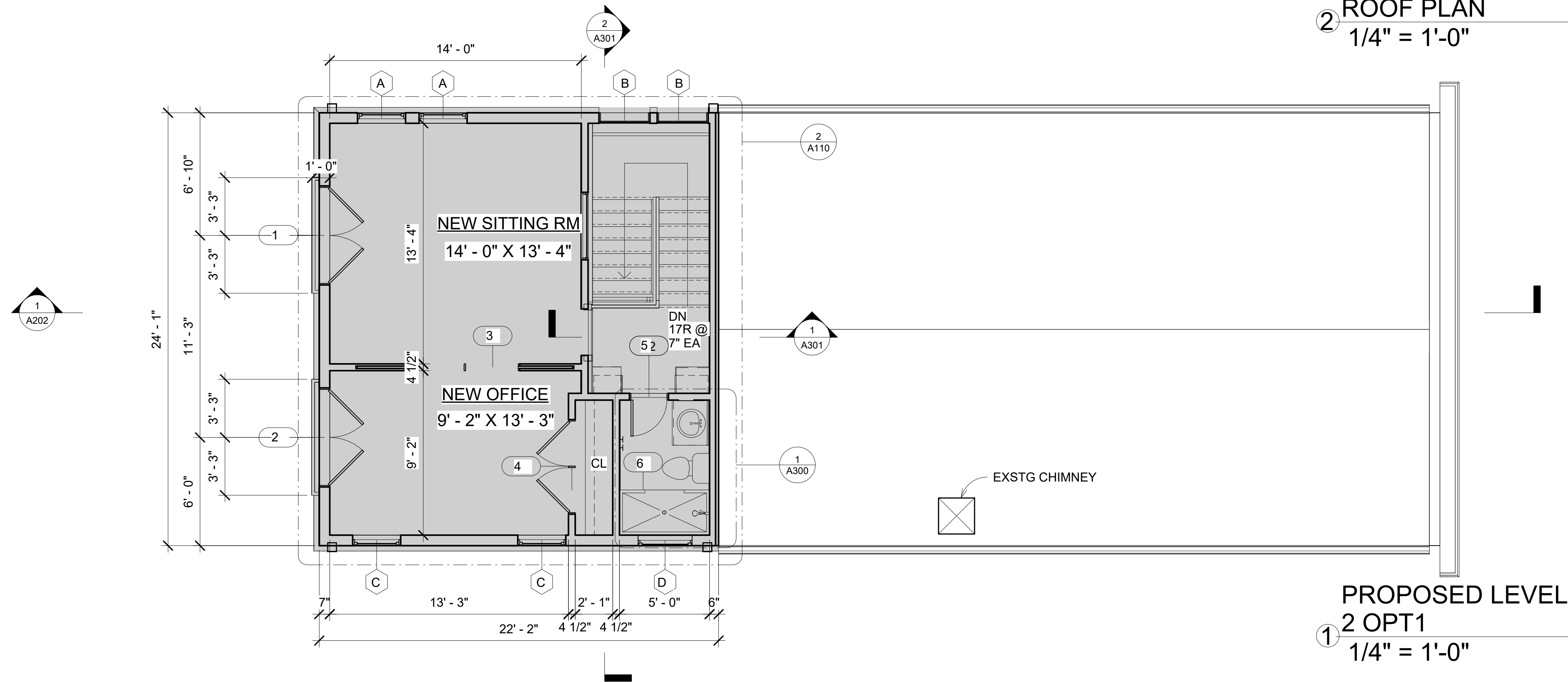
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4/6/2023 9:08:47 AM



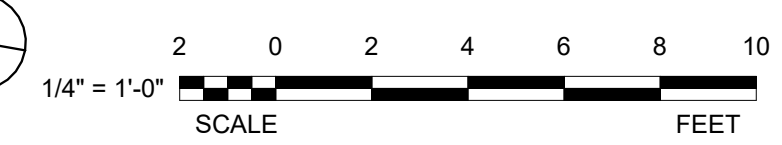


2 ROOF PLAN  
1/4" = 1'-0"



1 PROPOSED LEVEL 2 OPT1  
1/4" = 1'-0"

PROPOSED WORK



CATHLEEN CURTIN ARCHITECTS LLC

501 PRINCESS STREET  
ALEXANDRIA VA 22314

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22314

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NO.	DESCRIPTION	DATE
1	BAR APPLICATION	05.04.23

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ENOCH ADDITION +  
RENOVATION

PROPOSED LEVEL 2 + ROOF  
PLAN  
OPTION 1

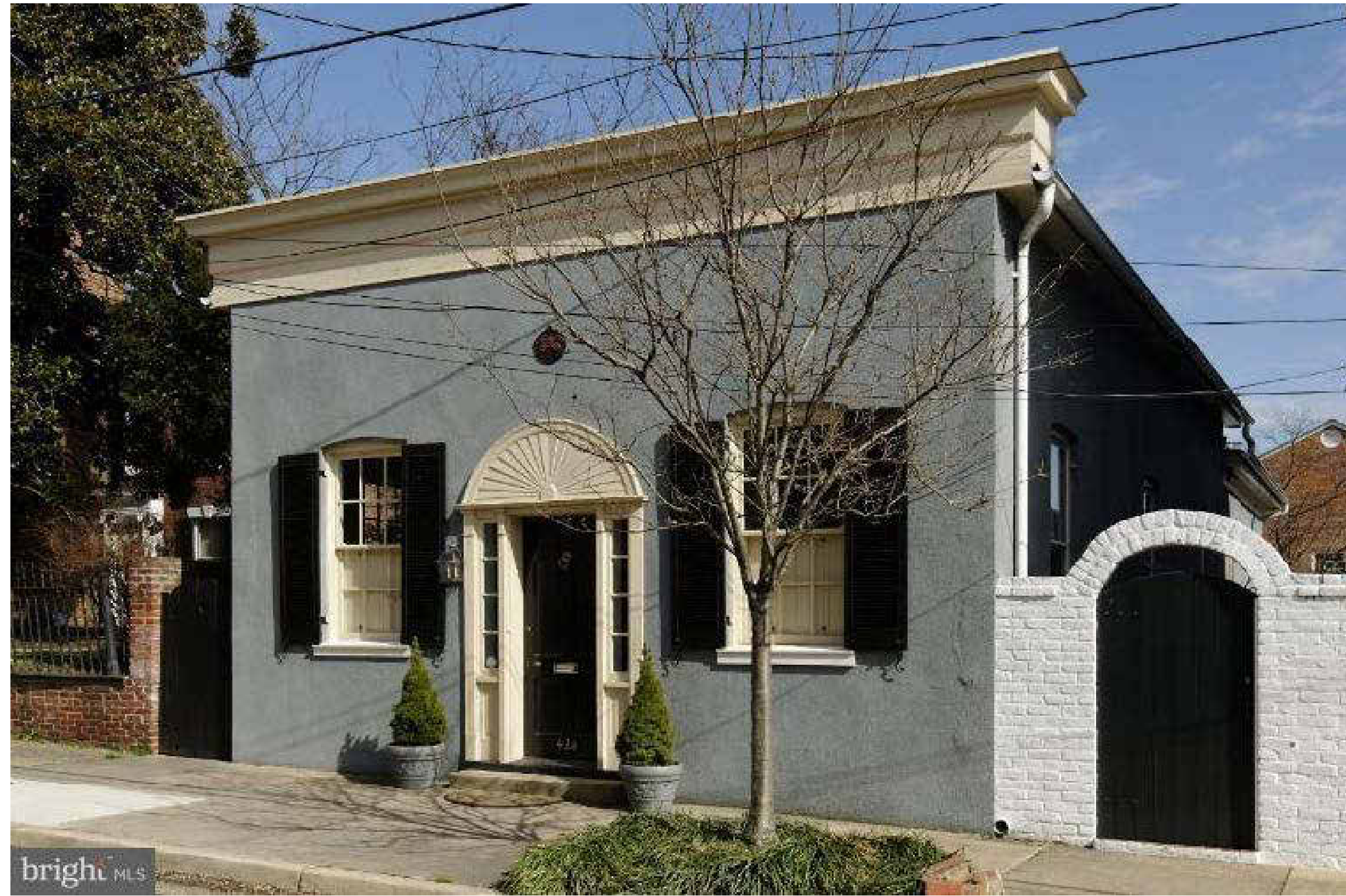
NOTE: ORIGINAL SET IS ON 24" X 36".  
TO PRINT ON 11" X 17" SHEET CUSTOMIZE  
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Project number	AR-E-0822
Date	05/04/23
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Checked by	CC

A102

Scale As indicated

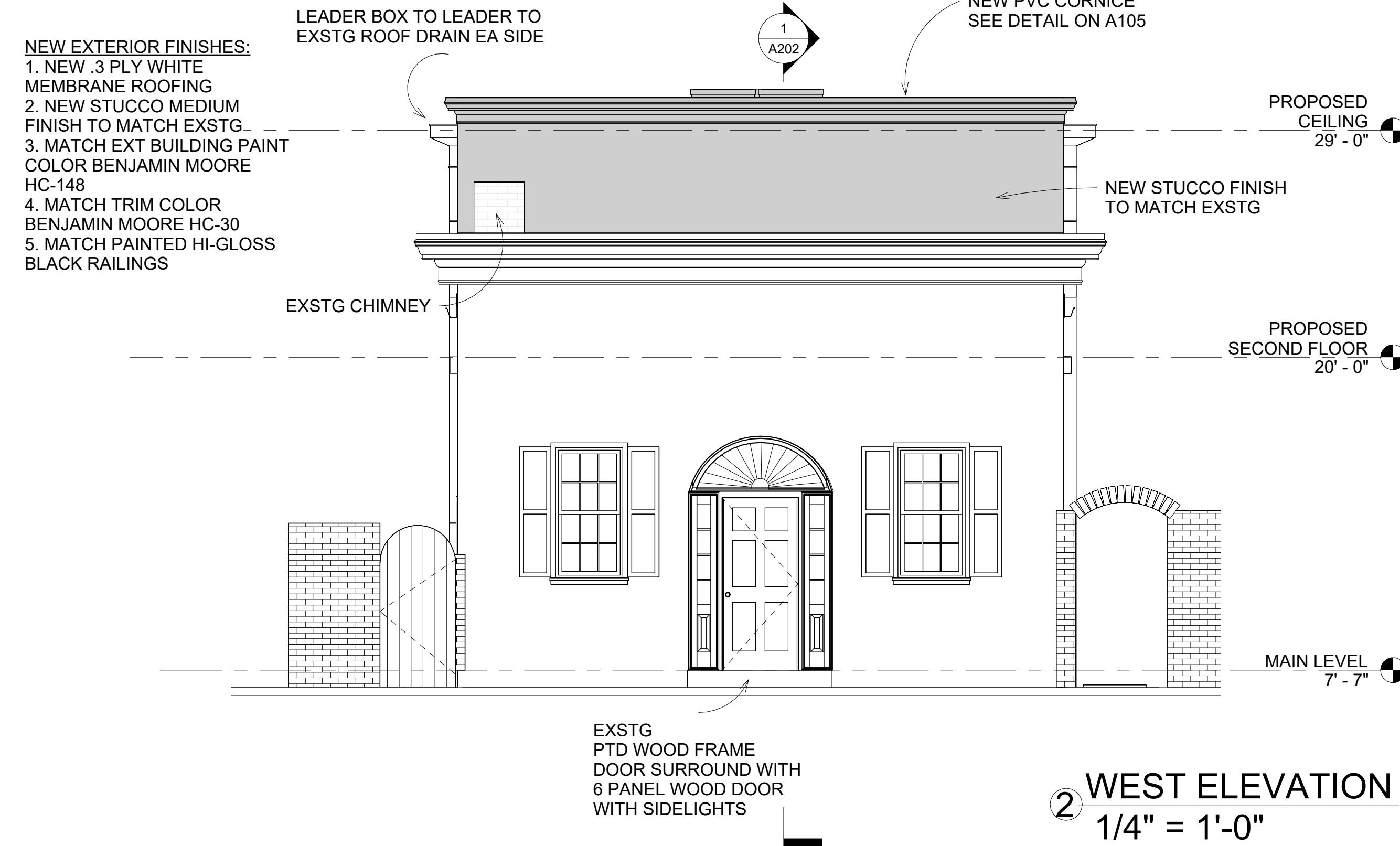
4/6/2023 9:08:48 AM



424 S LEE STREET FRONT VIEW FROM SOUTH WEST



3D EAST FACE VIEW



CATHLEEN CURTIN ARCHITECTS LLC

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ALEXANDRIA VA 22314

703 930 9322

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ALEXANDRIA VA  
703 200 9534

424 S LEE STREET  
ALEXANDRIA,  
VIRGINIA  
22314

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	BAR APPLICATION	05.04.23

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ENOCH ADDITION + RENOVATION

EAST + WEST ELEVATIONS  
OPTION 1

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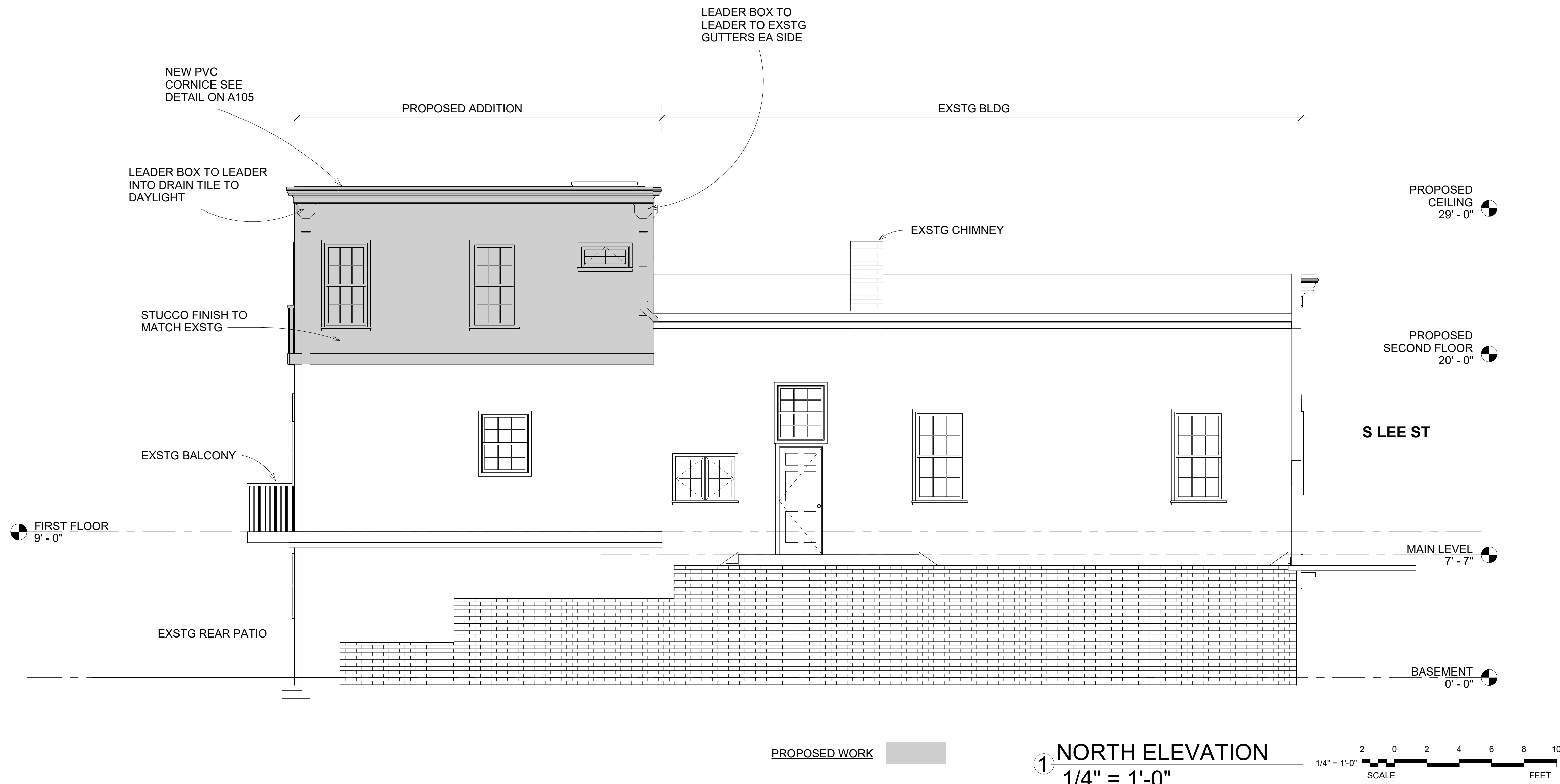
Project number	AR-E-0822
Date	05/04/23
Drawn by	MM
Checked by	CC

A103

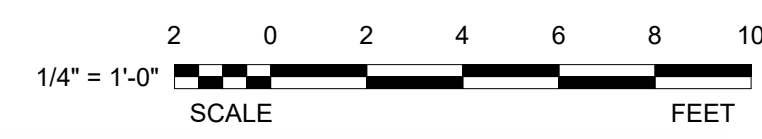
Scale As indicated

4/6/2023 9:05:51 AM





① NORTH ELEVATION  
1/4" = 1'-0"



**DOOR SCHEDULE**

#	ROOM NAME	DOOR PANEL SIZE (INCHES)	DOOR	HINGE TYPE	HARDWARE	FINISH	GLASS	NOTES
1	NEW SITTING ROOM	60" W X	FRENCH CLAD - WOOD, 3 X 5 LITES, 5/8 BEVELED PDL	LEFT LEAF INSWING	DBL PULL W/ SECURITY LATCH	POL BRASS	TEMPERED	
2	NEW OFFICE	60"W X 80"H	FRENCH CLAD - WOOD, 3 X 5 LITES, 5/8 BEVELED PDL	RIGHT LEAF INSWING	DBL PULL W/ SECURITY LATCH	POL BRASS	TEMPERED	
3	NEW OFFICE	72"W X 80"H	2 - 6 PANEL SOLID WOOD POCKET DOORS	POCKET	DBL PULL W/ SECURITY LATCH	POL BRASS	NA	
4	NEW CLOSET	60"W X 80"H	2 - 6 PANEL SOLID WOOD	OUTSWING	SGL PULL, BALLCATCH	POL BRASS	NA	
5	NEW BATHROOM	24"W X 80"	6 PANEL SOLID WOOD	INSWING	DBL PULL W/ SECURITY LATCH	POL BRASS	NA	
6	SHOWER DOOR	2 - 30" X 72" H PANELS	GLASS	BY PASS	DBL PULL	BY OWNER	TEMPERED	

TYP HARDWARE - ALL HINGES, HINGE STOPS, KNOBS + LEVERS TO MATCH EXSTG

**WINDOW SCHEDULE**

#	ROOM	TYPE	LITE PATTERN	GLASS	RO WIDTH	RO HEIGHT	EXT COLOR	INT COLOR	EGRESS Y/N	SAFETY GLAZED Y/N	ADJ CONSTRUCTION TYPE
A	NEW SITTING ROOM	PAIRED, NEW DBL HUNG W/WOC*	6 OVER 6, 5/8 BEVELED PDL	LOW- E SOL	2'-9 1/2"	5'-1 1/2"	CLAD - WOOD	WHITE	Y	N	WOOD FRAME
B	NEW STAIR WELL	PAIRED, FIXED	5 X 3 LITES, 5/8 BEVELED PDL	LOW- E SOL	2'-9 1/2"	3'-7 1/2" OVER 6'-1 1/2"	CLAD - WOOD	WHITE	N	Y	WOOD FRAME
C	NEW OFFICE	NEW DBL HUNG W/WOC*	6 OVER 6, 5/8 BEVELED PDL	LOW- E SOL	3'-3 1/2"	5'-1 1/2"	CLAD - WOOD	WHITE	Y	N	WOOD FRAME
D	NEW BATHROOM	NEW AWNING	3 OVER 3, 5/8 BEVELED PDL	LOW- E SOL	3'-1 1/2"	1'-6"	CLAD - WOOD	WHITE	N	Y	WOOD FRAME
E	STAIRWELL	SKYLIGHT (VELUX VSE ELECTRIC)	LAMINATED CLEAR GLASS	LOW- E SOL	48"	30"	CLAD - WOOD	PRIMED	N	Y	WOOD FRAME
F	STAIRWELL	SKYLIGHT (VELUX VS FIXED)	LAMINATED CLEAR GLASS	LOW- E SOL	48"	30"	CLAD - WOOD	PRIMED	N	Y	WOOD FRAME

WOC\* - WINDOW OPENING CONTROL DEVICE NOT TO EXCEED 4"

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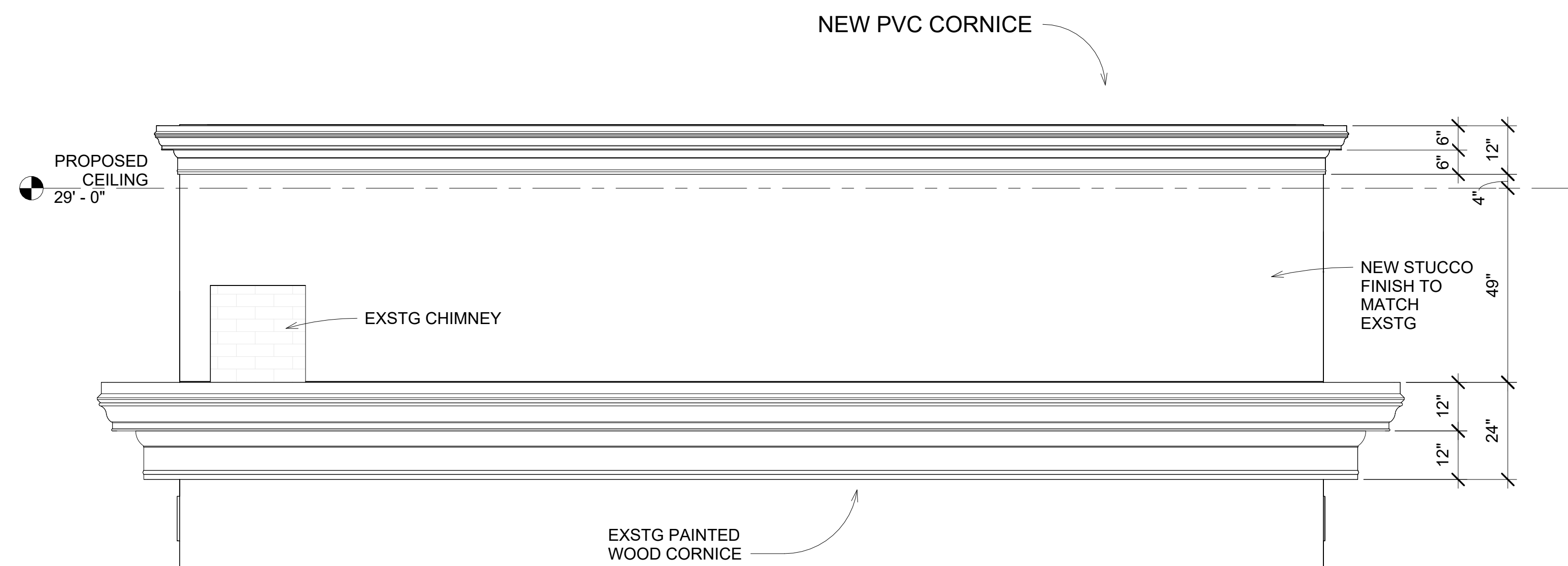
**NORTH ELEVATION OPTION 1**  
**DOOR + WINDOW SCHEDULES**

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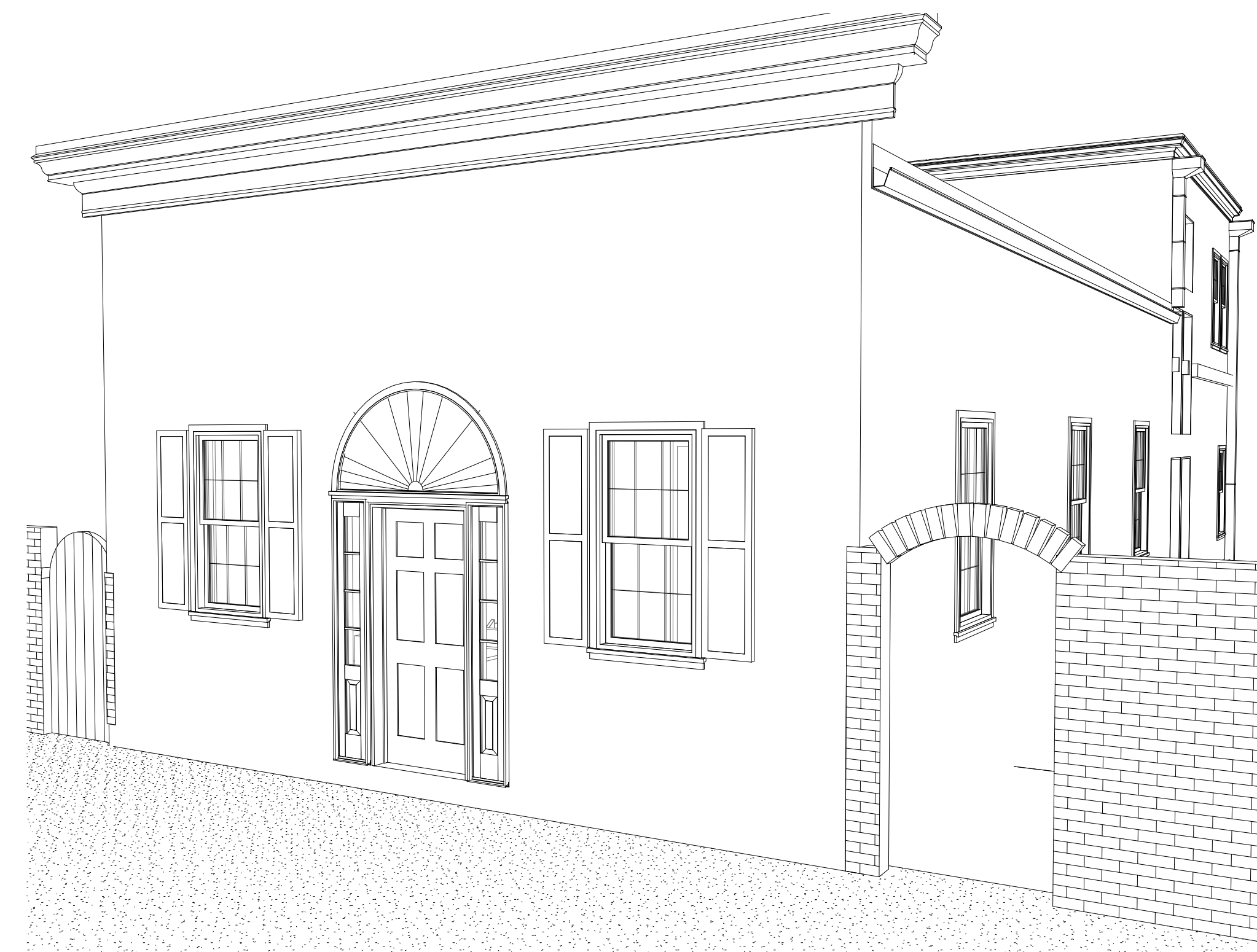
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**A104**

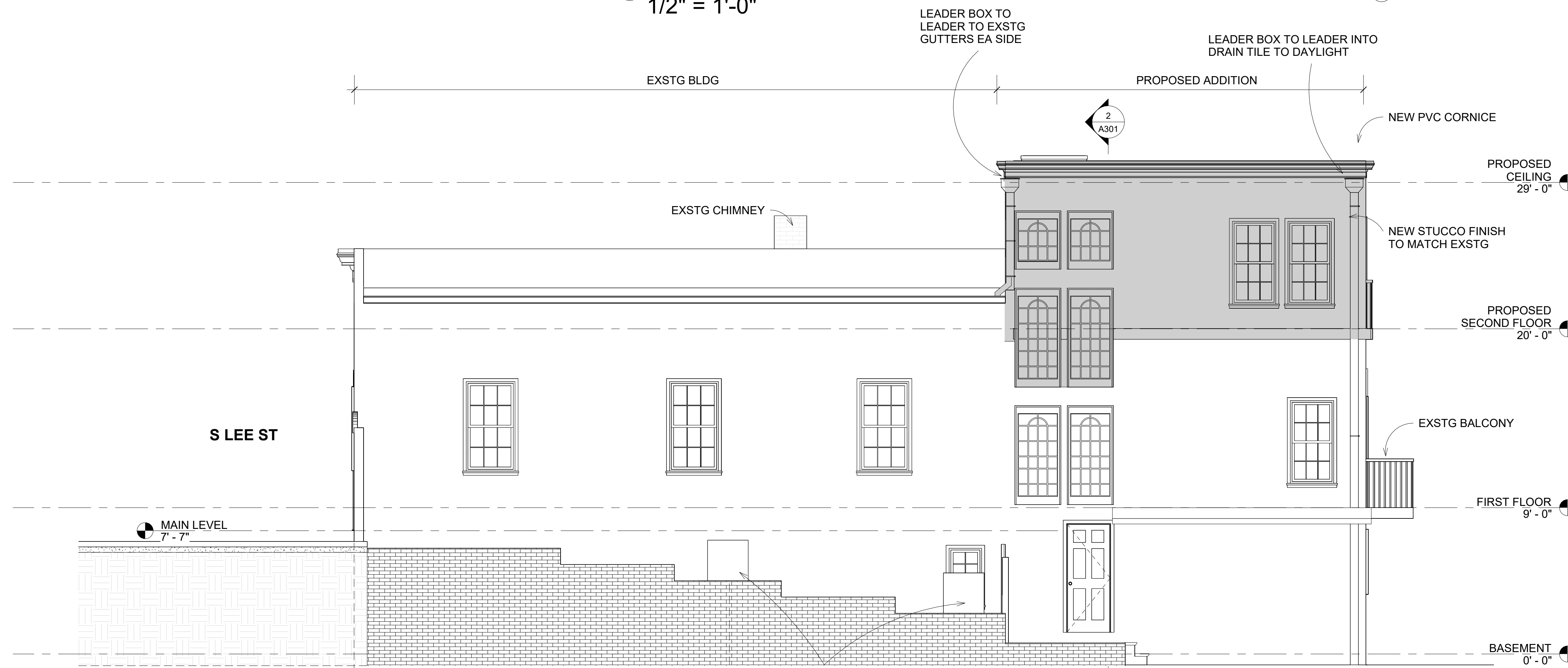
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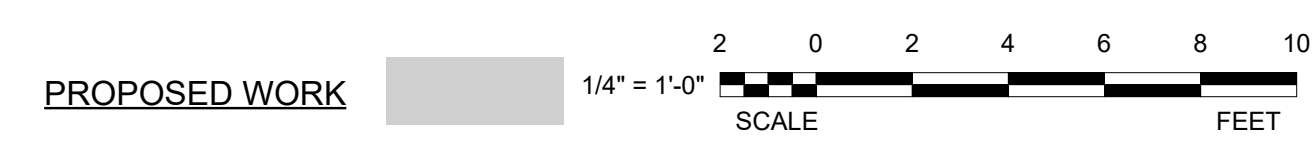
EXSTG CORNICE +  
NEW CORNICE  
CALLOUT  
③ 1/2" = 1'-0"



② SW VIEW OPT 1



① SOUTH ELEVATION  
1/4" = 1'-0"



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SOUTH ELEVATION  
SW 3D VIEW  
+ CORNICE DETAIL  
OPTION 1

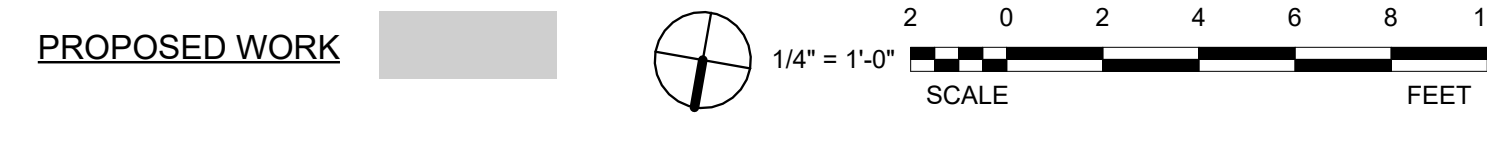
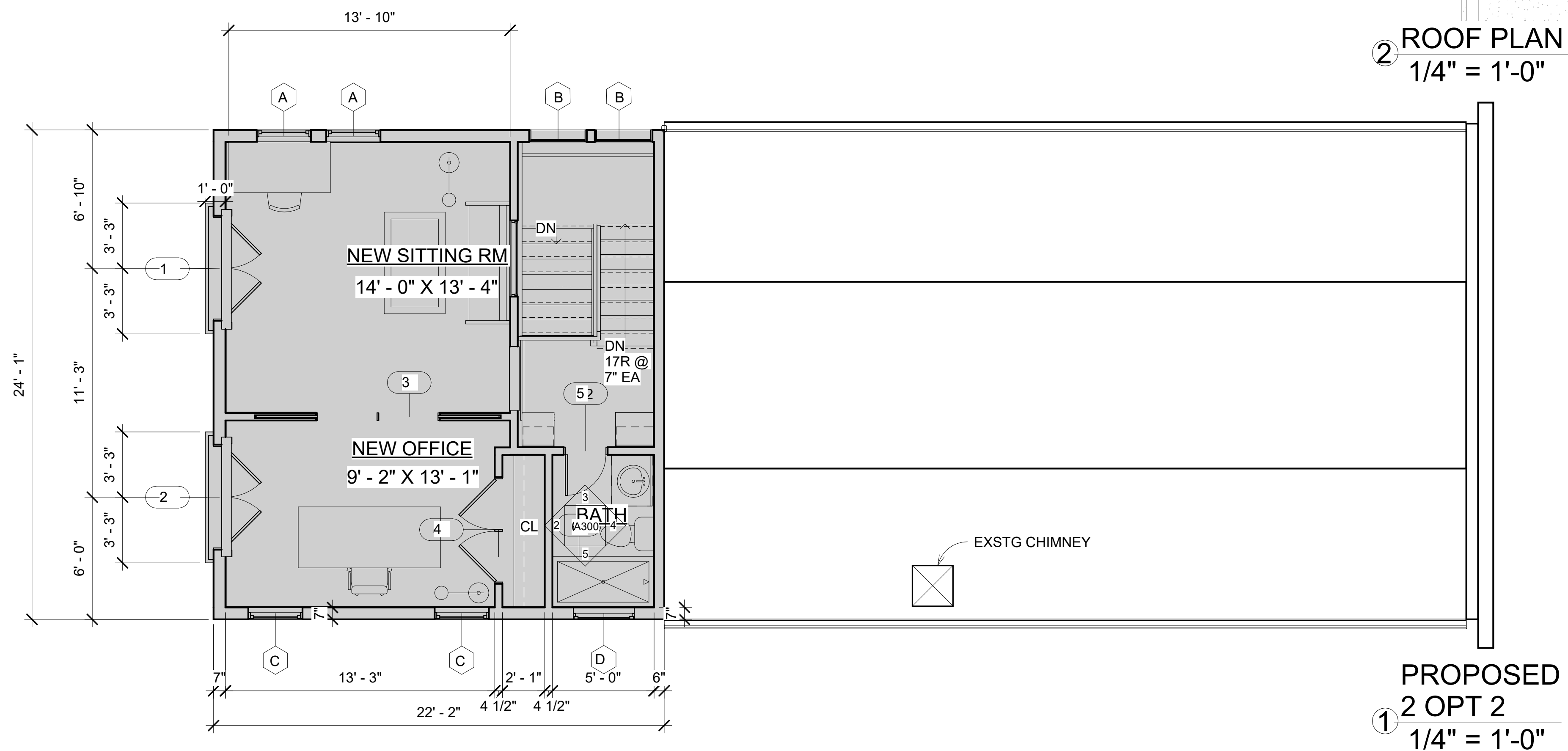
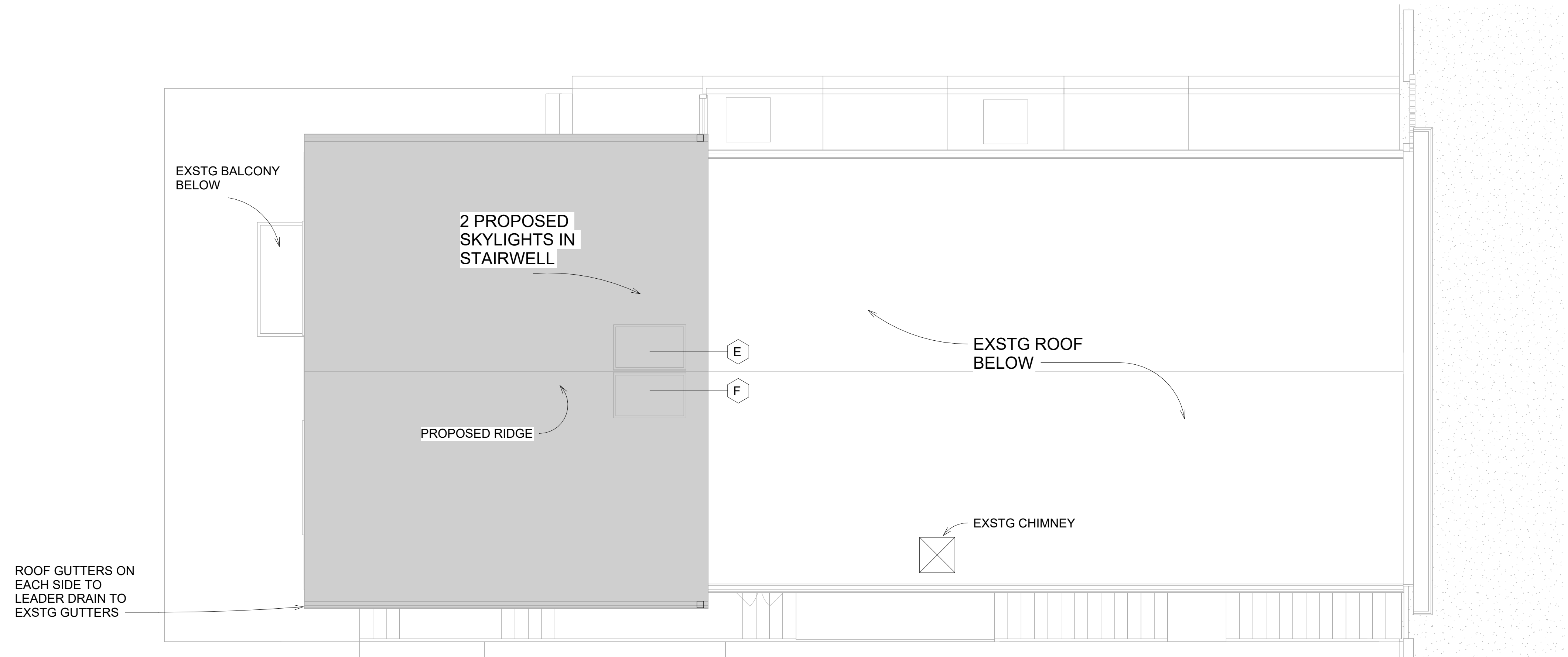
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**ENOCH ADDITION +  
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**PROPOSED LEVEL 2 + ROOF  
 PLAN  
 OPTION 2**

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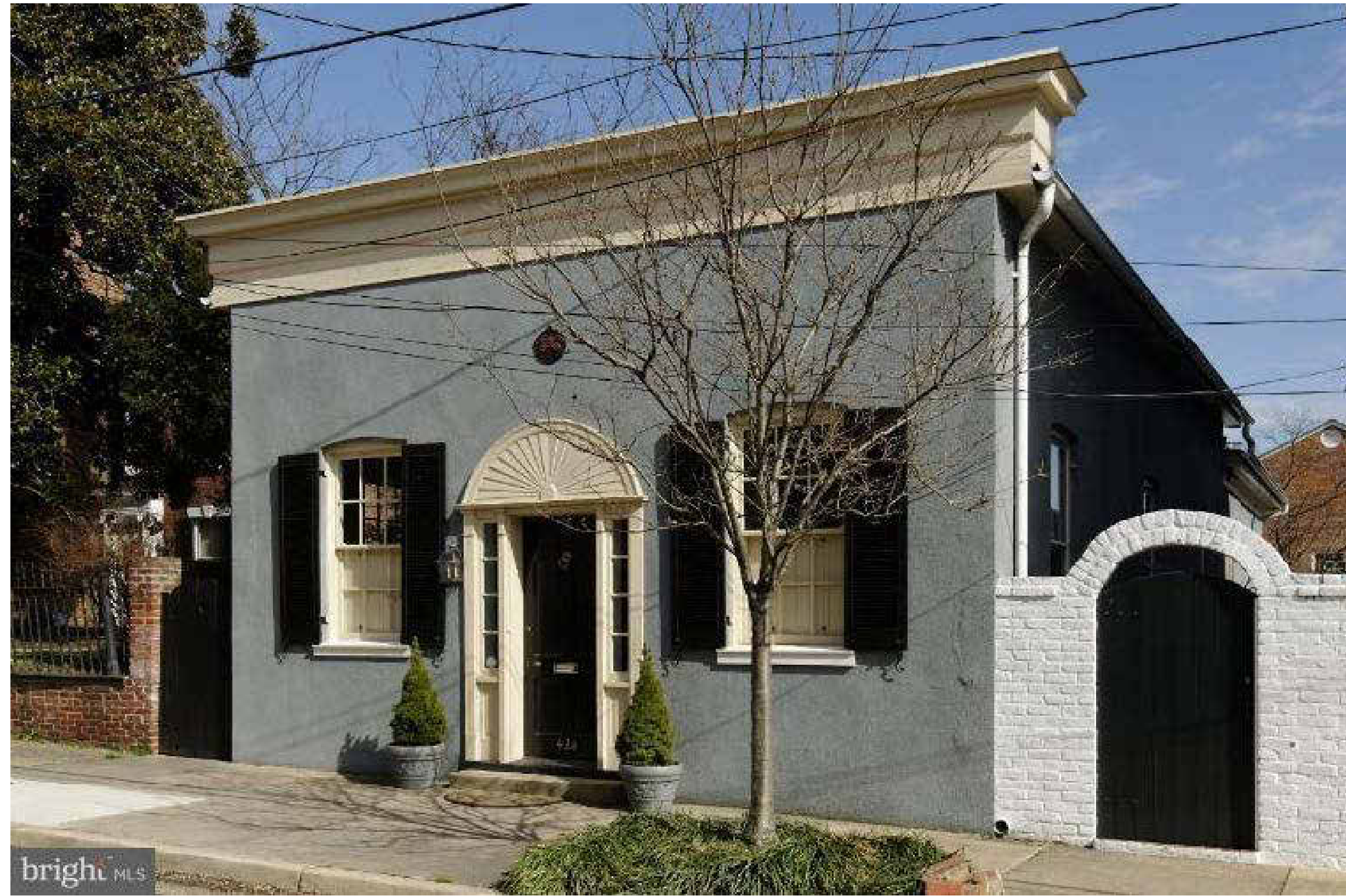
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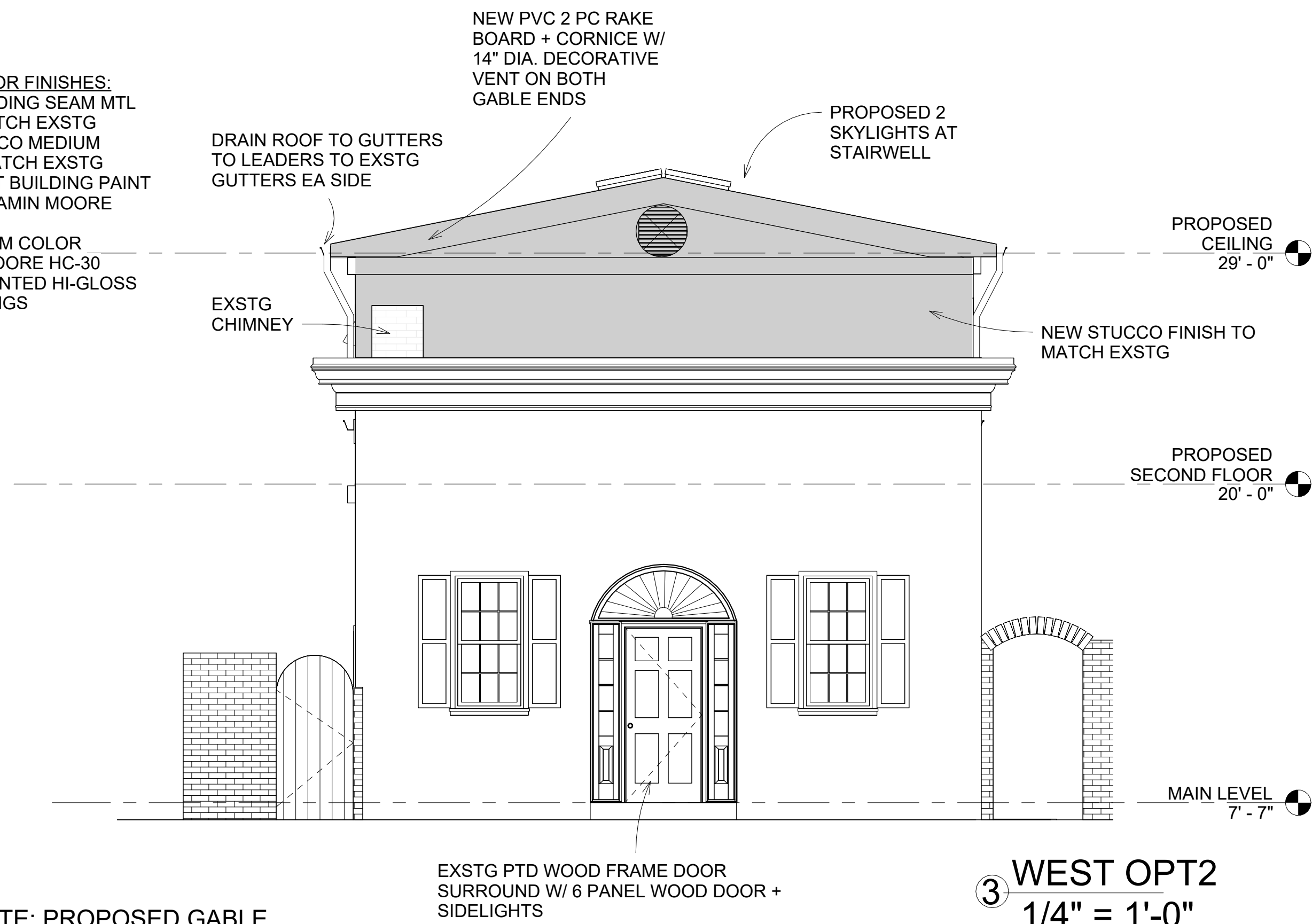
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424 S LEE STREET FRONT VIEW FROM SOUTH WEST

- NEW EXTERIOR FINISHES:**
1. NEW STANDING SEAM MTL ROOF TO MATCH EXSTG
  2. NEW STUCCO MEDIUM FINISH TO MATCH EXSTG
  3. MATCH EXT BUILDING PAINT COLOR BENJAMIN MOORE HC-148
  4. MATCH TRIM COLOR BENJAMIN MOORE HC-30
  5. MATCH PAINTED HI-GLOSS BLACK RAILINGS

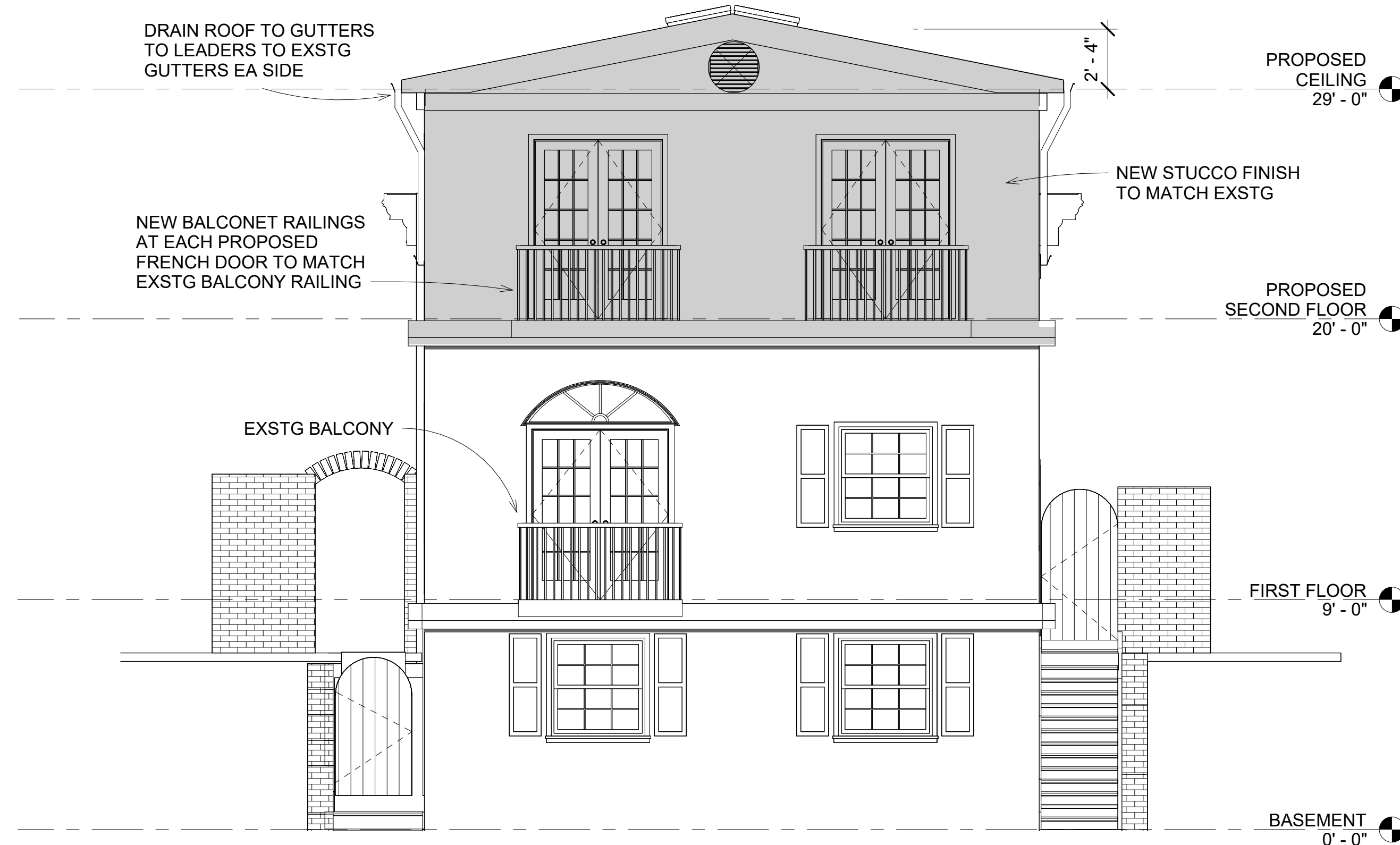


NOTE: PROPOSED GABLE PEDIMENT EQUAL TO EXISTING REAR GABLE BOTH EAST + WEST

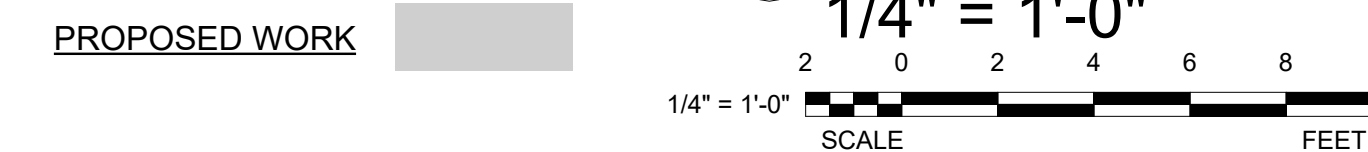
③ WEST OPT2  
1/4" = 1'-0"



④ 3D VIEW EAST FACE OPT 2



① EAST OPT2  
1/4" = 1'-0"



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**EAST + WEST ELEVATION OPTION 2**

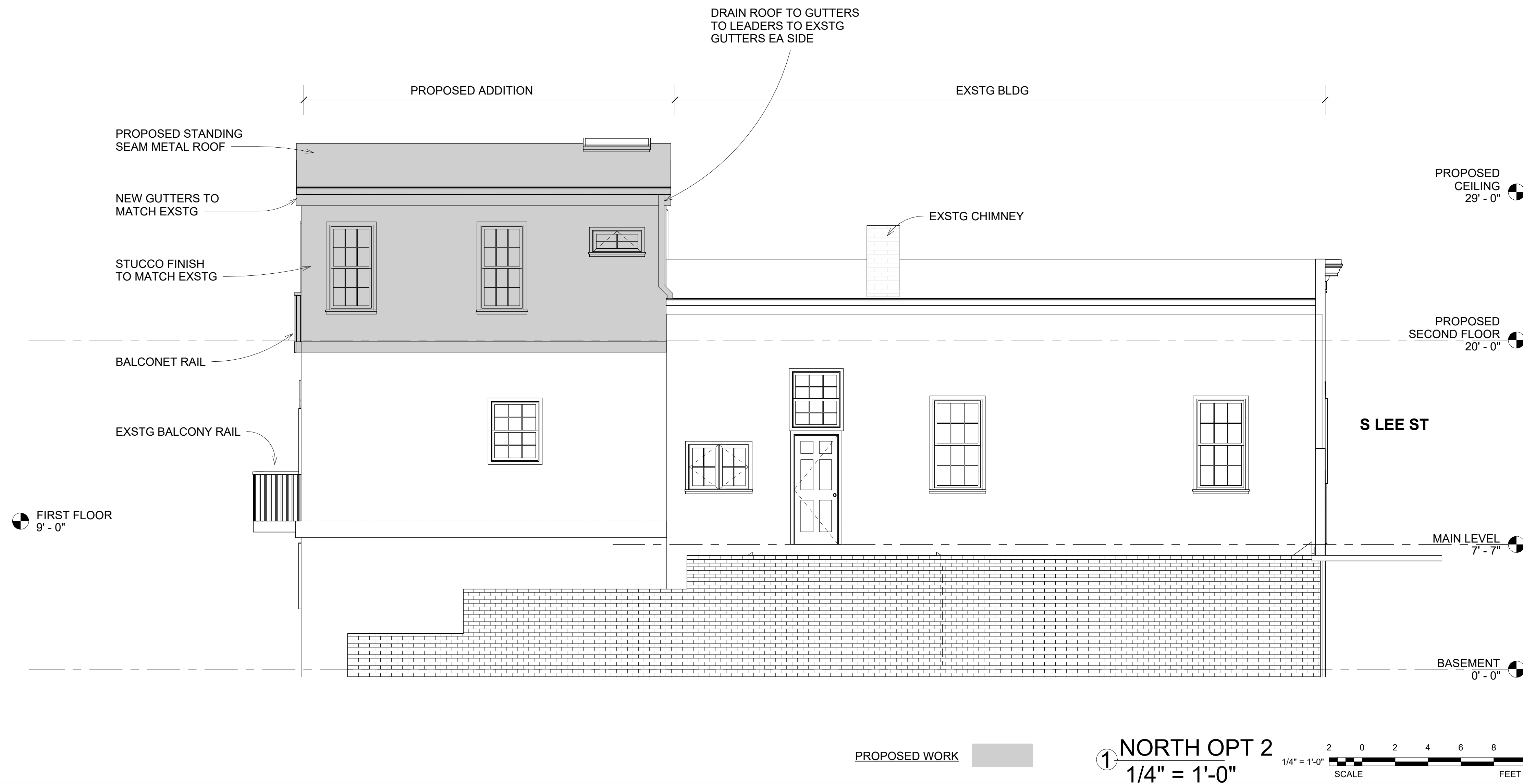
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**ENOCH ADDITION + RENOVATION**

**NORTH ELEVATION  
 OPTION 2**

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**DOOR SCHEDULE**

#	ROOM NAME	DOOR PANEL SIZE (INCHES)	DOOR	HINGE TYPE	HARDWARE	FINISH	GLASS	NOTES
1	NEW SITTING ROOM	60" W X	FRENCH CLAD - WOOD, 3 X 5 LITES, 5/8 BEVELED PDL	LEFT LEAF INSWING	DBL PULL W/ SECURITY LATCH	POL BRASS	TEMPERED	
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TYP HARDWARE - ALL HINGES, HINGE STOPS, KNOBS + LEVERS TO MATCH EXSTG

**WINDOW SCHEDULE**

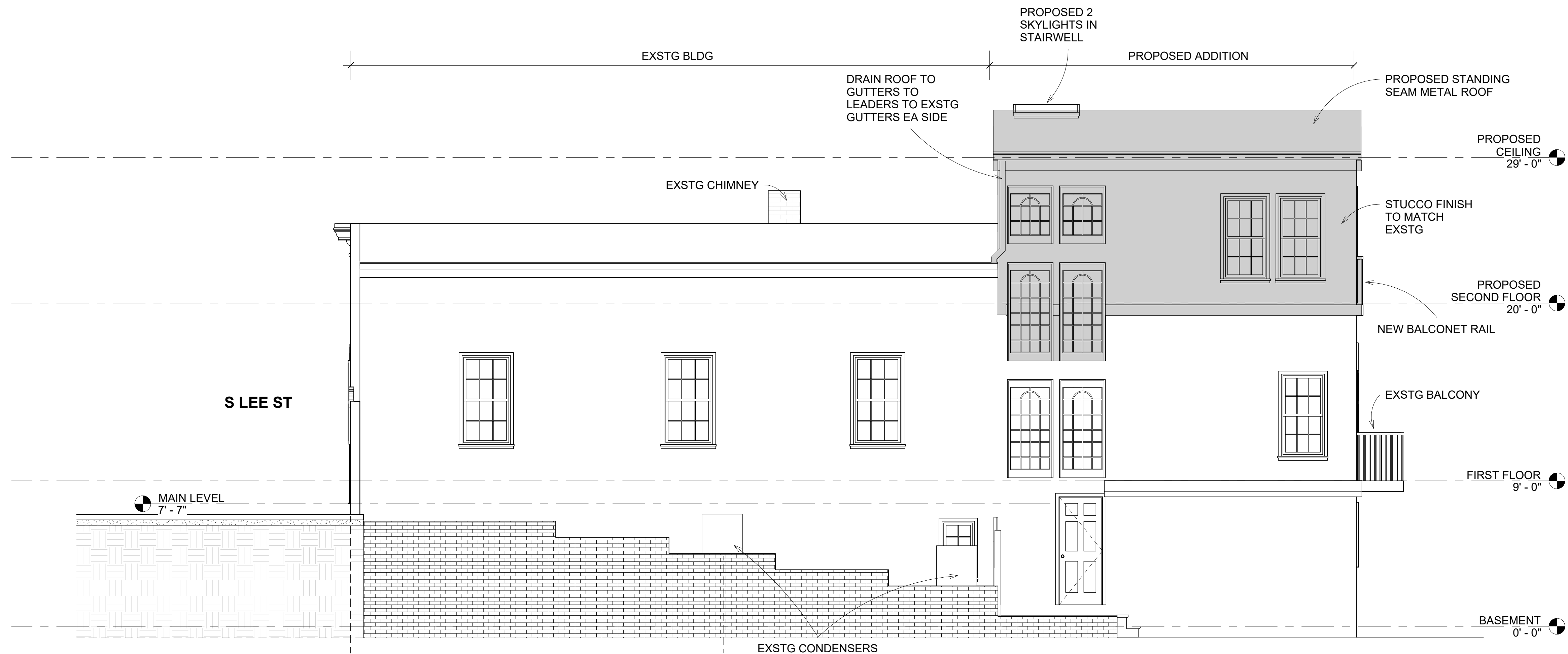
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B	NEW STAIR WELL	PAIRED, FIXED	5 X 3 LITES, 5/8 BEVELED PDL	LOW- E SOL	2'-9 1/2"	3'-7 1/2" OVER 6'-1 1/2"	CLAD - WOOD	WHITE	N	Y	WOOD FRAME
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E	STAIRWELL	SKYLIGHT (VELUX VSE ELECTRIC)	LAMINATED CLEAR GLASS	LOW- E SOL	48"	30"	CLAD - WOOD	PRIMED	N	Y	WOOD FRAME
F	STAIRWELL	SKYLIGHT (VELUX VS FIXED)	LAMINATED CLEAR GLASS	LOW- E SOL	48"	30"	CLAD - WOOD	PRIMED	N	Y	WOOD FRAME

WOC\* - WINDOW OPENING CONTROL DEVICE NOT TO EXCEED 4"

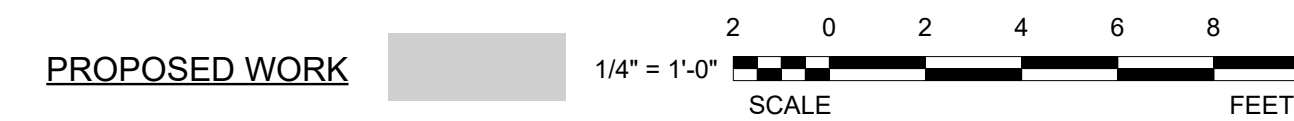




② SW VIEW OPT 2



① SOUTH OPT 2  
1/4" = 1'-0"



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**SOUTH ELEVATION + SW 3D VIEW OPTION 2**

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