

**ISSUE:** Certificate of Appropriateness for signage

**APPLICANT:** Harry Braswell INC

**LOCATION:** Old and Historic Alexandria District  
323 South Pitt Street

**ZONE:** RM/Townhouse zone

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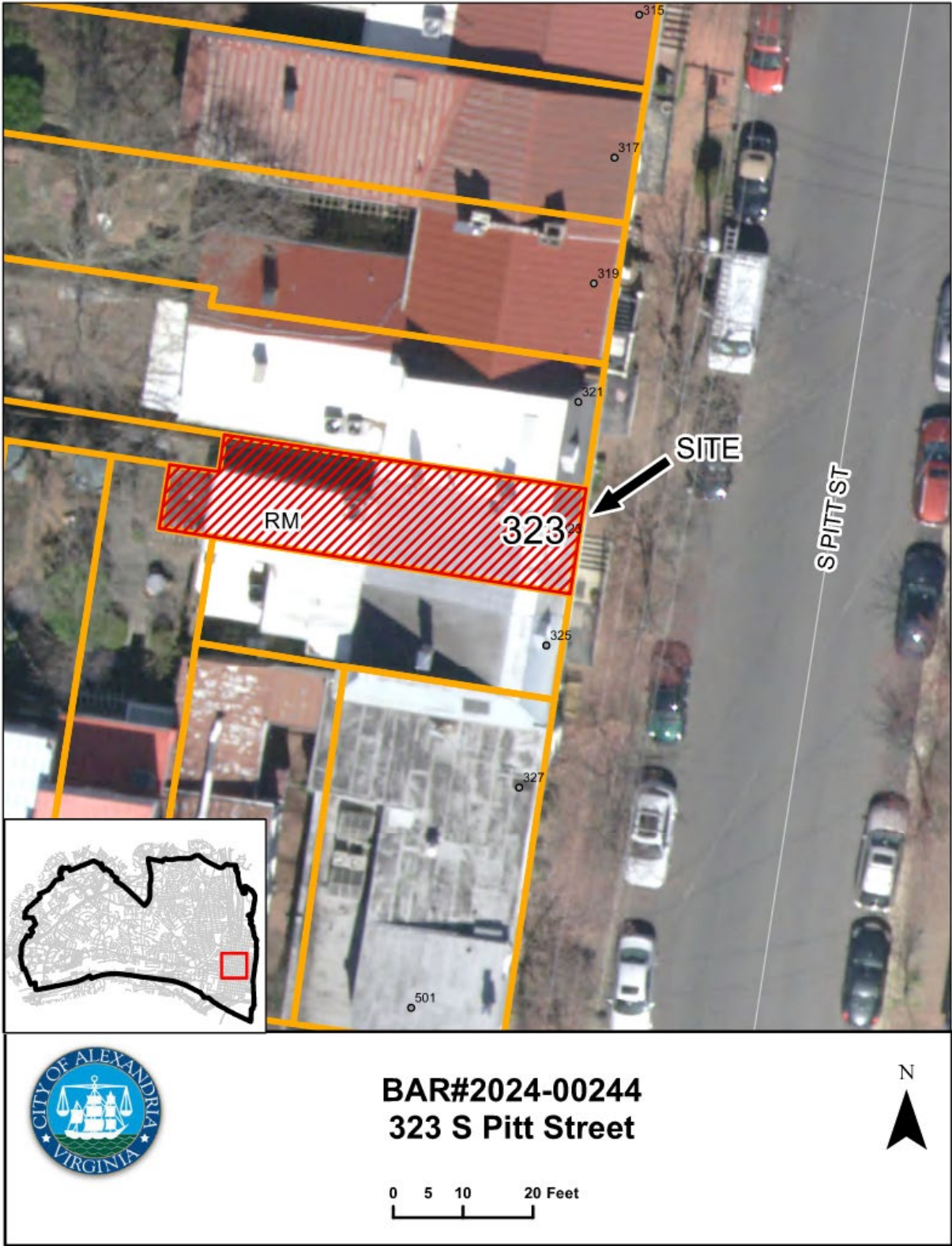
**STAFF RECOMMENDATION**

Staff recommends approval of the Permit to Demolish/Capsulate (partial) as submitted.

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**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](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.



## **I. APPLICANT'S PROPOSAL**

The applicant requests a Permit to Demolish/Capsulate (partial) to demolish approximately 50 SF of the building's fabric at the rear/west elevation, not visible from any public way.

### Site context

The building sits in the middle of the 300 Block, on the west side of South Pitt Street. There is a private alley running behind the property. The rear/west elevation is not visible from any public way; therefore, the alterations design is not under review.

## **II. HISTORY**

The two-bay, two-story, frame Second Empire Victorian building features a mansard roof with dormer and pointed arched windows. The building was built prior to **1885** when it first appears in the Sanborn Fire Insurance Map. The building was owned by Polly Hulfish in the 1960s; she converted the property into two rental apartments prior to selling them in 1969. A two-story addition to the rear ell appears in the 1896 Sanborn Fire Insurance Map and yet another extension of the rear ell on the Sanborn map of 1941.

### Previous BAR Approvals

#### Administrative approvals:

02/28/19: approval for in-kind repair of existing steps and railing.

02/05/23: approval for in-kind door trim repair/replacement.

06/06/23: approval for replacing rotten trim on dormer.

Staff did not find any Board approvals for the property.

## **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

The analysis of the standards indicated above relate only to the specific portions of the building proposed for demolition/capsulation, not the overall building. In the opinion of staff, none of the criteria for demolition and capsulation are met and the Permit to Demolish/Capsulate should be granted.

Furthermore, the Board routinely approves small changes on the rear elevations of historic buildings to accommodate a more modern and functional interior layout as tastes and technology evolve and the west/rear elevation is not visible from any public way therefore the project design is not under the BAR purview.

Staff therefore has no objection to the partial demolition and recommends approval of the Permit to Demolish/Capsulate as submitted.

### **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 window, door, and awning replacement will comply with zoning.

#### **Code Administration**

C-1 Building permit is required. Per VRC R302.1(1), no opening within 3 ft from property line, one hour fire protection for projection within 5ft to property line.

#### **Transportation and Environmental Services**

- R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition, if a separate demolition permit is required. (T&ES)
- R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R-3 No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)
- F-1 After review of the information provided, an approved grading plan is not required at this time. Please note that if any changes are made to the plan it is suggested that T&ES be included in the review. (T&ES)
- F-2 If the alley 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 archaeology comments

**V. ATTACHMENTS**

- 1 – Supplemental Materials
- 2 – Application for BAR 2024-00246: 323 South Pitt Street
- 3 – Comments from the public received prior to publication of the staff report.

**BAR CASE#** \_\_\_\_\_

(OFFICE USE ONLY)

**ADDRESS OF PROJECT:** 323 S. PITT ST. ALEXANDRIA, VA 22314

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

**TAX MAP AND PARCEL:** 074.04-04-30 **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: HARRY BRASWELL INC

Address: 4307 WHEELER AVE

City: ALEXANDRIA State: VA Zip: 22314

Phone: 703-562-4209 E-mail: MARTA@HARRYBRASWELL.COM

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

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

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

**Legal Property Owner:**

Name: MEGHAN ELIZABETH DAVIS

Address: 323 S PITT ST

City: ALEXANDRIA State: VA Zip: 22314-3711

Phone: \_\_\_\_\_ E-mail: meghan.elizabeth.davis@gmail.com

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

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

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

Remove two windows on West-side/rear view of house. Remove existing West-side/rear view door.

Install new West-side/rear view casement operable window.

Install new West-side/rear view door with new tempered glass door & storm door.

Install new Juliet Style Awning above new exterior door.

Pull and replace side/rear view windows with wood simulated divided lite windows.

**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.*

- ☐ ☒ <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 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.

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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: MARTA ST. AMOUR

Printed Name: MARTA ST. AMOUR

Date: 6/12/2024

# 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. MEGHAN DAVIS	323 S. PITT ST ALEXANDRIA, VA 22314	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 323 S. PITT ST ALEXANDRIA, VA 22314 (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. MEGHAN DAVIS	323 S. PITT ST ALEXANDRIA, VA 22314	100%
2.		
3.		

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

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

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

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

June 13, 2024      Meghan Davis      Meghan Davis  
 \_\_\_\_\_  
 Date                      Printed Name                      Signature

Davis Residence  
West Rear/Side  
Window & Door  
Renovation

323 S. Pitt St.  
Alexandria, VA. 22314

Board of Architectural Review  
Application

July 16<sup>th</sup>, 2024



**\*Front View \***

**323 S. PITT ST.**



**Map-Block-Lot Number: 074.04-04-30**

## S. PITT ST. – Locus Plan



323 S. PITT ST.



FRONT VIEW - NO WORK

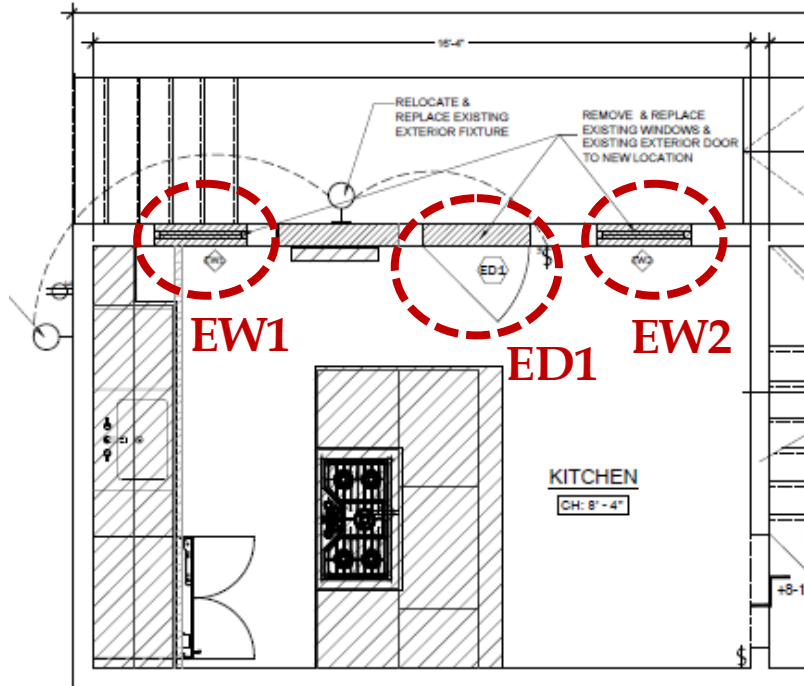
# PROPOSED SCOPE OF WORK

## 323 S. PITT ST.

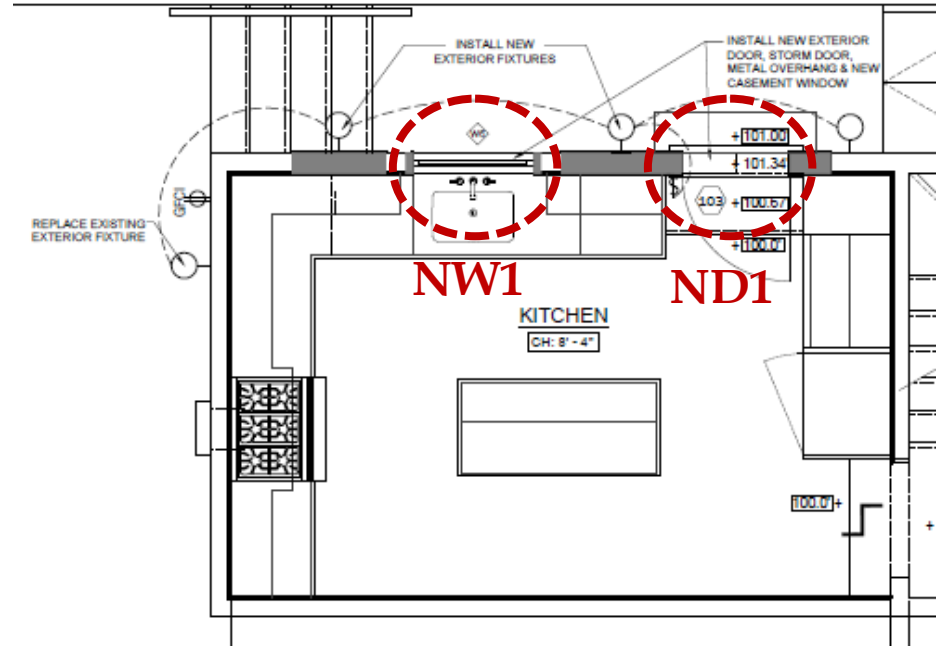
# SCOPE OF WORK

- Remove two windows on West-side/rear view of house. (Labeled EW1 & EW2)
- Remove existing West-side/rear view door. (Labeled ED1)
- Install new West-side/rear view casement operable window. (Labeled NW1)
- Install new West-side/rear view door with new tempered glass door & storm door. (Labeled ND1)
- Install new Juliet Style Awning above new exterior door (Labeled ND1)

LEGEND:	
	NEW WALLS
	WALLS TO BE REMOVED
	EXISTING WALLS TO REMAIN
	EXISTING TO BE DEMOLISHED



**EXISTING PLAN  
AT 1<sup>ST</sup> FLOOR**

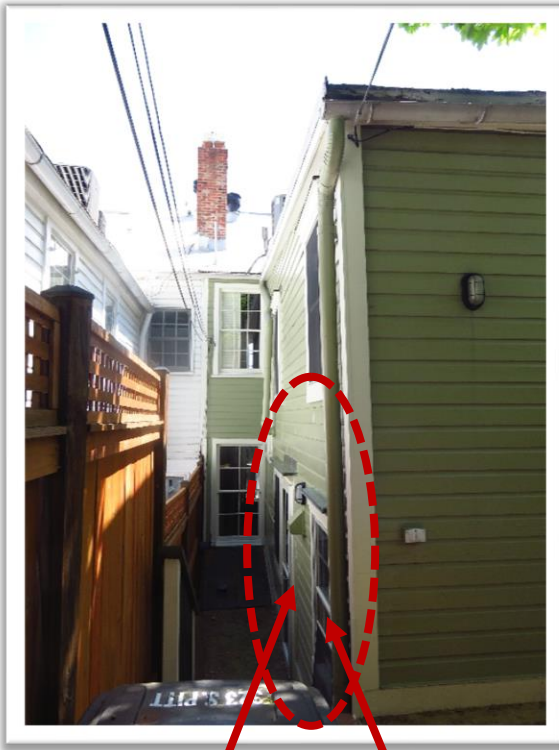


**PROPOSED PLAN  
AT 1<sup>ST</sup> FLOOR**



## SCOPE OF WORK

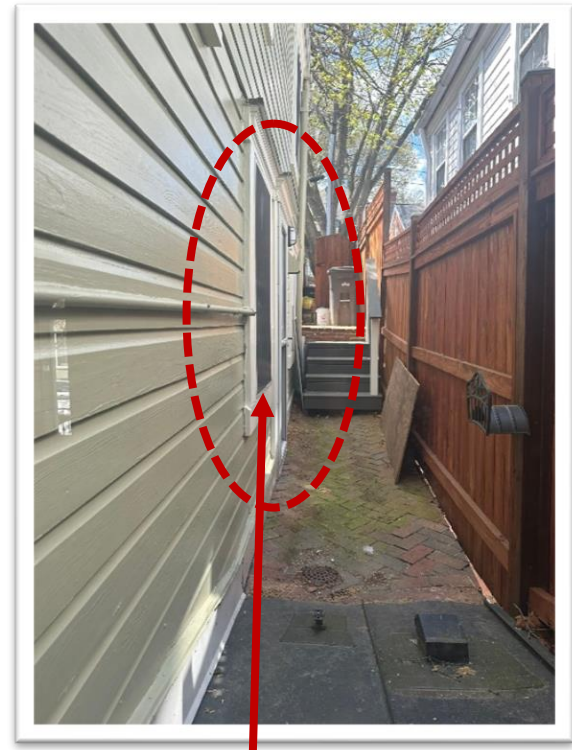
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ED1 EW1



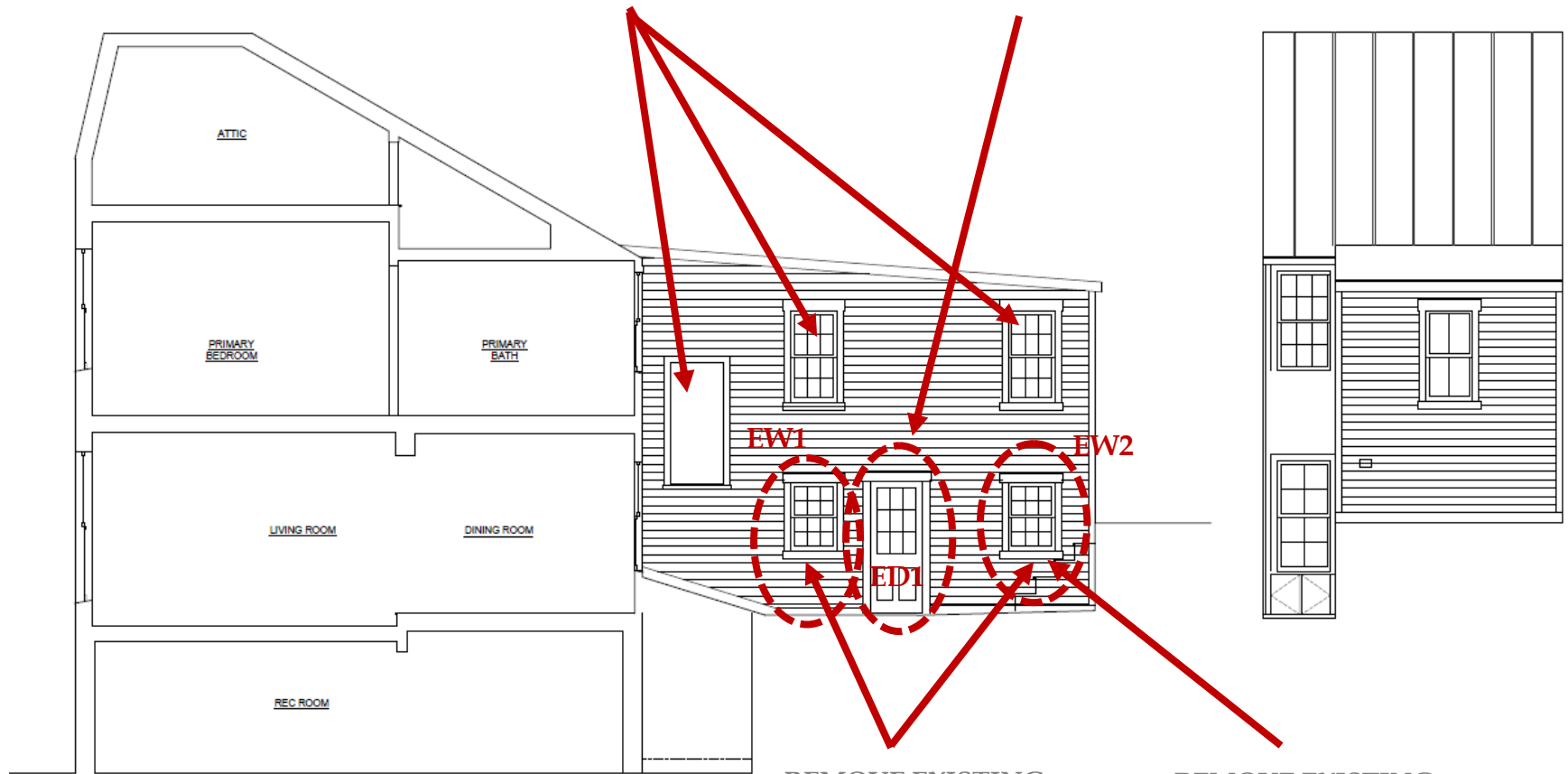
ED1



EW2

PULL AND REPLACE WINDOWS  
WITH WOOD SIMULATED  
DIVIDED LITE WINDOWS  
(TEMPERED AT STAIR)

REMOVE EXISTING  
DOOR & RELOCATE/REPLACE  
WITH NEW TEMPERED GLASS  
EXTERIOR DOOR & STORM DOOR



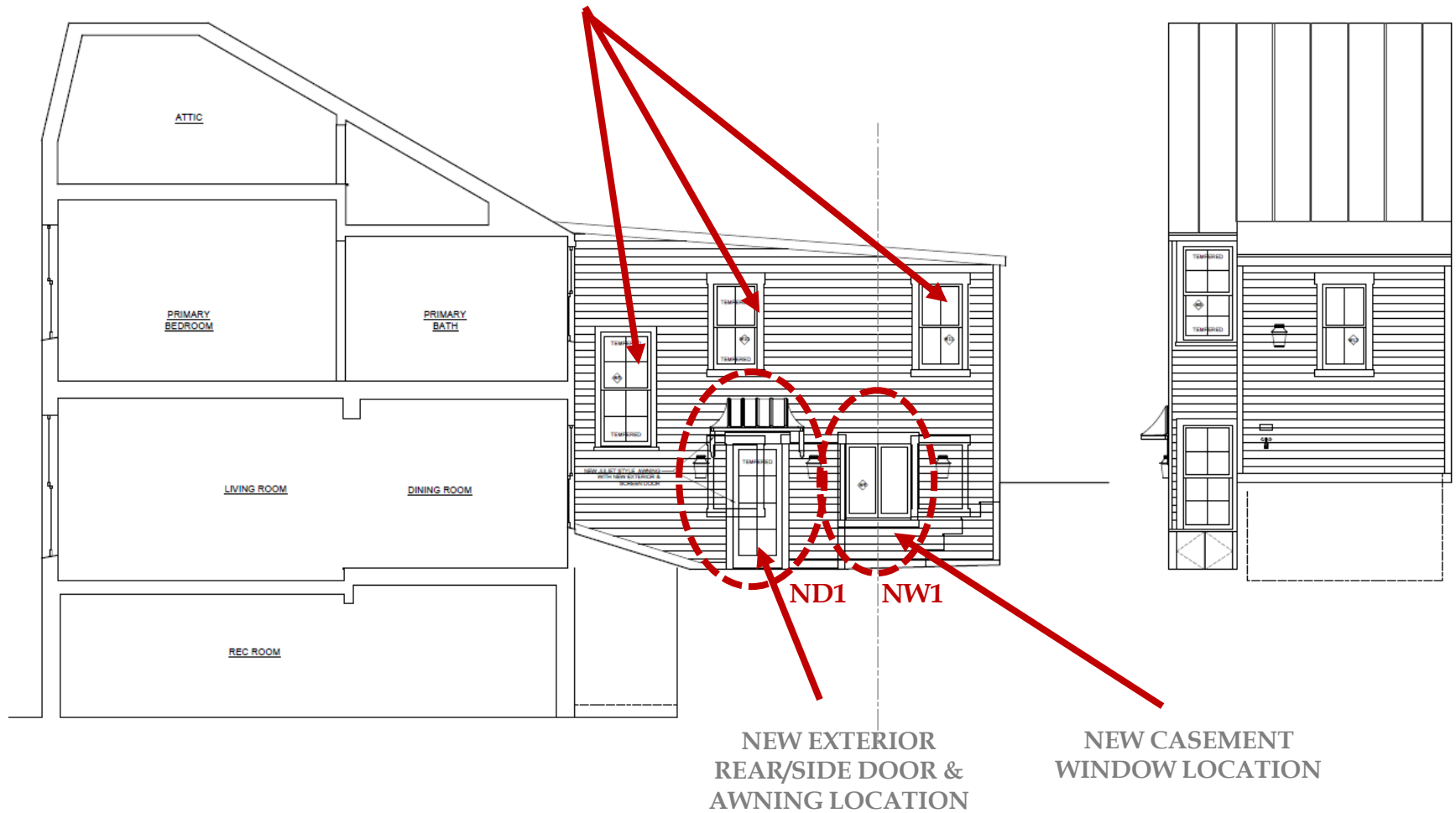
REMOVE EXISTING  
WINDOWS  
(LABELED EW1 & EW2)

REMOVE EXISTING  
WINDOW &  
RELOCATE/REPLACE  
WITH NEW WINDOW

RELOCATE NEW DOOR  
NEAR THIS LOCATION

EXISTING WEST (REAR SIDE)VIEW

PULL AND REPLACE WINDOWS  
WITH WOOD SIMULATED  
DIVIDED LITE WINDOWS  
(TEMPERED AT STAIR)



PROPOSED WEST (REAR SIDE)VIEW

## AWNING DESIGN

- Install new Juliet Style Awning above new exterior door in new location
- **NOT** visible from public space
- Wood Dutch-lap siding to match existing

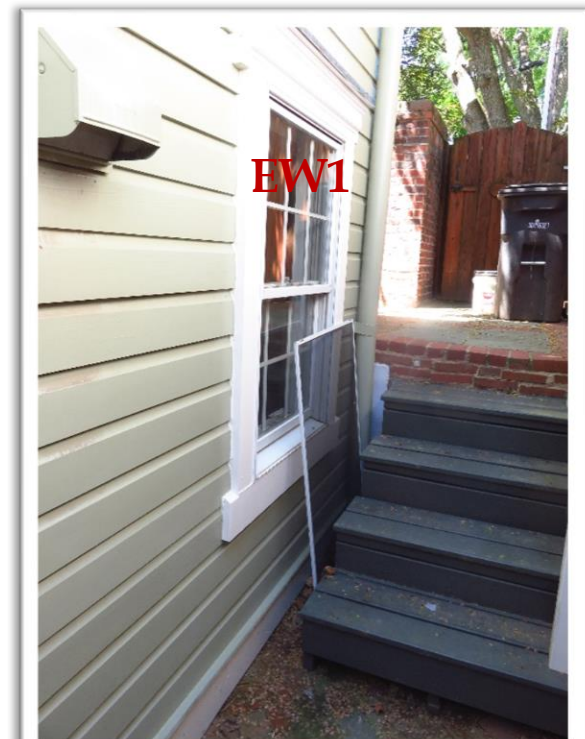


PROPOSED AWNING & SIDE/REAR DOOR

# EXISTING CONDITIONS

323 s. PITT ST.



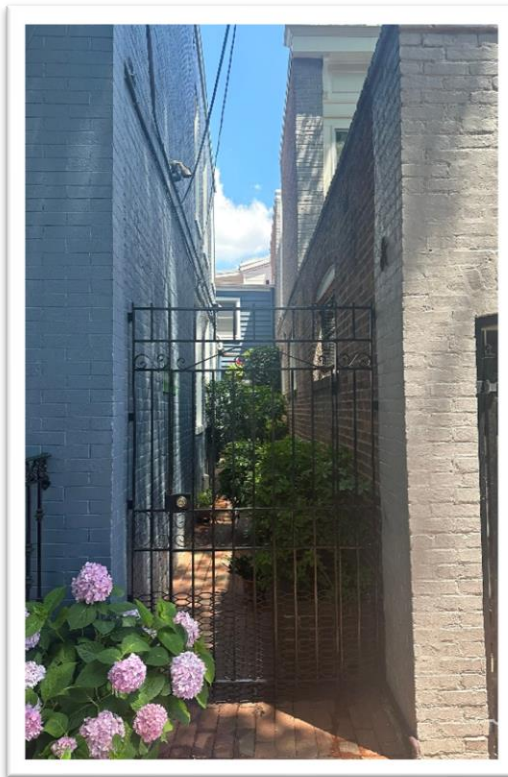


WEST SIDE/REAR OF HOUSE IS **NOT** VISIBLE TO PUBLIC SPACE

EXISTING VIEW OF BACK DOOR & WINDOW



FRONT VIEW S. PITT ST.



SIDE VIEW WOLFE ST.

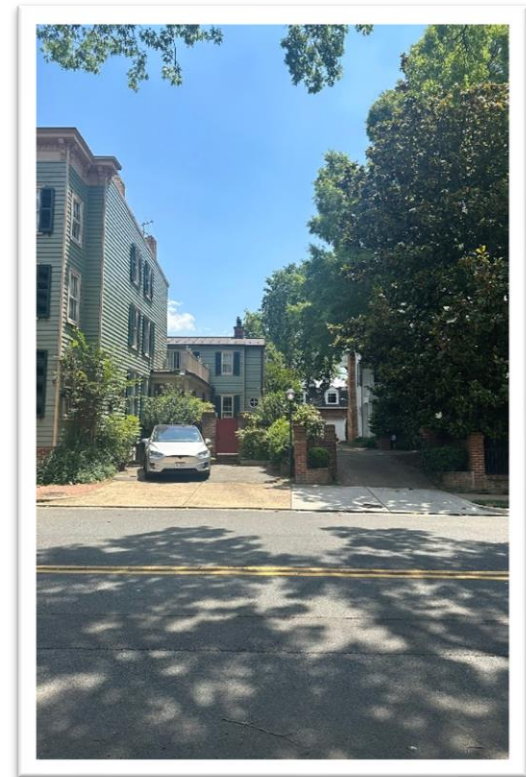
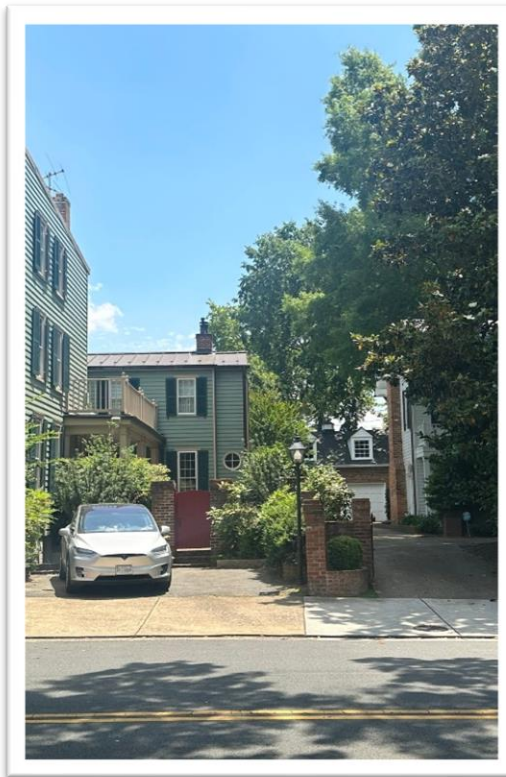


SIDE VIEW WOLFE ST.

**323 S. PITT ST. WEST/REAR VIEW OF HOUSE  
IS NOT VISIBLE FROM PUBLIC SPACE**

PUBLIC VIEW AROUND 323 S. PITT ST.





REAR VIEW S. ST. ASAPH ST.

**323 S. PITT ST. WEST/REAR VIEW OF HOUSE  
IS NOT VISIBLE FROM PUBLIC SPACE**

PUBLIC VIEW AROUND 323 S. PITT ST.





**braswell**design+build  
A DIVISION OF HARRY BRASWELL, INC.

THANK YOU!