

**ISSUE:** Certificate of Appropriateness for alterations.

**APPLICANT:** Tara Harris

**LOCATION:** Old and Historic Alexandria District  
612 Bashford Ln, unit 1202

**ZONE:** RCX/Medium Density Apartment Zone

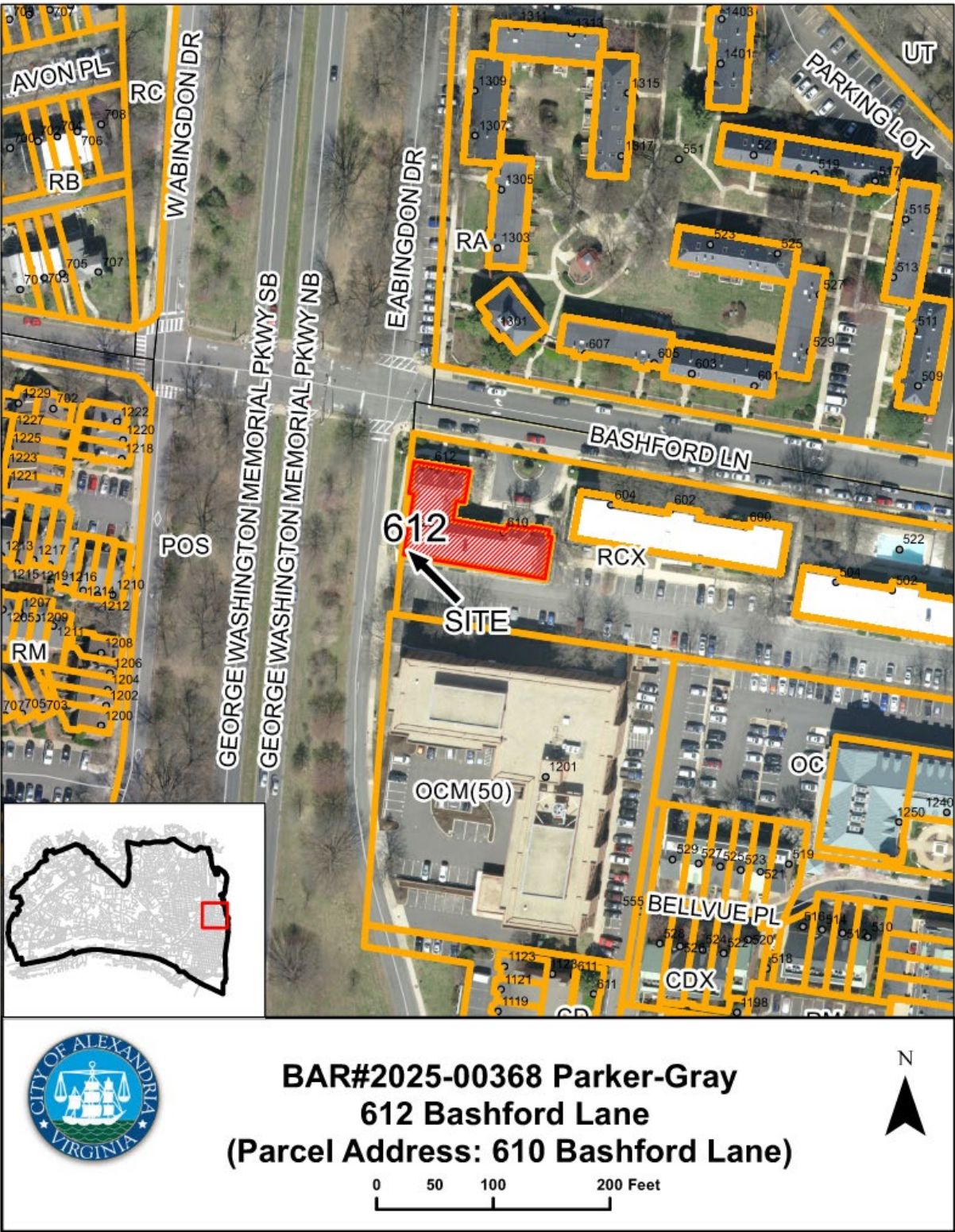
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**STAFF RECOMMENDATION**

Staff recommends **approval** of the Certificate of Appropriateness 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](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.



**UPDATE**

On May 21, 2025, The Board approved a blanket approval to install Marvin Infinity insert windows at the Riverton Condominium. Insert windows were largely approved in this condominium before the BAR window policy changed to remove staff's ability to approve insert windows administratively. However, the unit 1202 applicant would like to install insert windows from a different brand than the one approved for the complex.

**I. APPLICANT'S PROPOSAL**

The applicant is requesting approval to replace seven windows with Andersen 100 Series Fibrex insert windows (Figures 1 and 2).



Figure 1 - Windows to be replaced



Figure 2 - Windows to be replaced

#### Site context

The subject property sits on the southeast corner of Bashford Lane and East Abingdon Drive intersection. There is no public alley running adjacent to the building.

## **II. HISTORY**

The condominium buildings at 600 Basford Lane are three of the nine originally rental apartment complex built in **1940** called Locharbor Garden Apartments. The buildings were converted to The Executive Club Suites Hotel in 1986 (SUP#1864) and to Riverton Condominium in 2005.

The Locharbar Apartments (currently Riverton Condominium) is an example of one of many Garden Apartment type complexes constructed in Alexandria beginning in 1939 and continuing through the war years as the city sought to accommodate the growing population resulting from the buildup in governmental and defense industry employment. The southern, and somewhat later, northern end of Washington Street became the focus of apartment complex development. The northern end of town where the Locharbor was constructed was previously undeveloped land with miscellaneous industrial concerns, but rapidly developed into a locus of Garden Apartment complexes, including Basford Hall Apartments (402-418 Bashford Lane, 1942-1943), Harbor Terrace Apartments (1301-1417 East Abingdon Drive and 509-607 Bashford Lane, 1943-1944), Locharbor Gardens Apartments (500-614 Bashford Lane, 1939-1940) and Mason Hall Apartments (1420 West Abingdon Drive, 1949). Alexandria's Garden Apartment complexes were usually designed in the Colonial Revival style.

### *Previous BAR Approvals*

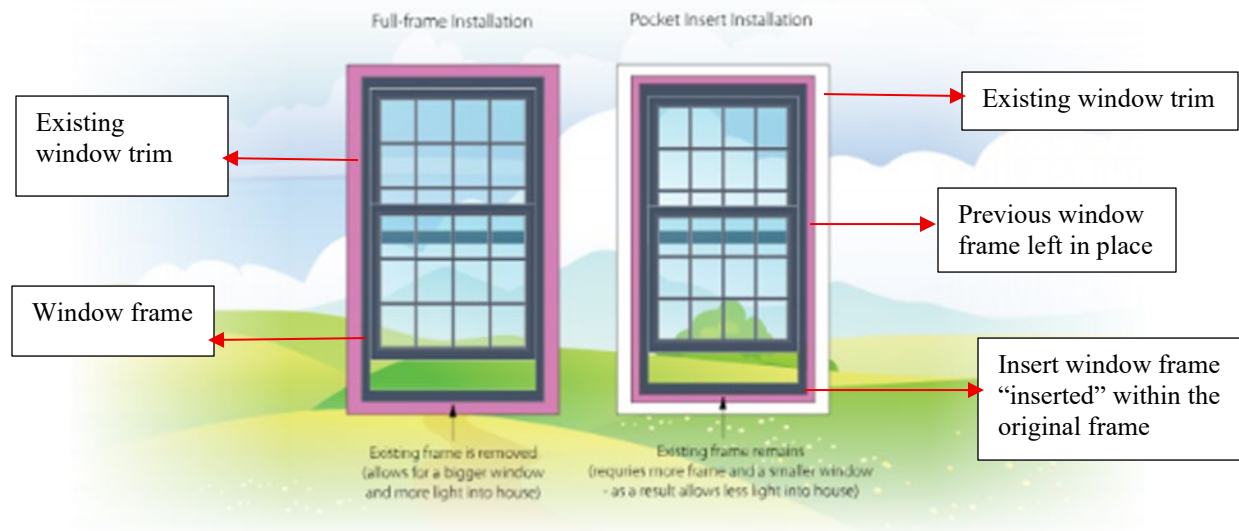
Staff did not find any BAR approval for unit 1202.

### **III. ANALYSIS**

The BAR policy for window replacement was recently revised to require insert (pocket) windows be approved by the Board at a public hearing in a case-by-case scenario. The previous BAR window policy for administrative approval allowed staff to approve insert windows as follows: “Replacement windows approved on Early buildings must be full frame replacements, or sash kits installed in the existing frame, rather than insert or pocket style replacements. Fiberglass windows, where permitted, may be insert – type windows only if they minimally obscure existing historic fabric and closely replicate historic window details such as muntin (grids), jamb, and trim profiles.”

However, due to the level of difficulty for staff to confirm that the proposed insert window would comply with the policy and the increase in insert window brands in the market, the policy was revised to require Board approval for this type of window in a case-by-case scenario.

The graphic below shows the difference between full frame and insert windows.



Even though insert windows have frames, they are “inserted” within the previous window frame, therefore, most people confuse the term “full frame” replacement. Thus, it’s noticeable in the graphic above that the insert window glaze area on the right is smaller than the original on the left as it added another frame inside the opening.

Some brands’ insert windows have narrow frames that don’t obscure or diminish much from the original and were acceptable, such as Marvin Infinity and Andersen Woodwright windows. The example below shows the original window on the top and a Marvin Infinity insert window below

(Figure 3). The extra frame within the original opening on the bottom example is noticeable but not very intrusive, which makes Marvin Infinity an acceptable insert replacement. Nevertheless, staff cannot require applicants to buy one or another window brand, and it's impossible to certify that all insert window brands' glaze and frame sizes comply with the measurements in comparison to the existing window to be replaced.



**Figure 3 - original window at the top and insert window at the bottom**

Below is another example of insert window available in the market. As obviously visible, the insert window on the left radically reduced the window glaze area by inserting an extra thick frame within the original, which is visually intrusive and not acceptable in the historic districts.



The applicant is proposing to replace seven windows on unit 1202 with Andersen 100 Series which is similar to Marvin Infinity insert windows. However, staff could not approve the application administratively since the Board blanket approval was for a different brand (Marvin Infinity). Staff also notes that Riverton Condominium's 612 Bashford Lane building has several insert window replacement applications approved administratively before the policy change, unit 1222, 1211, and 1201 in 2024.

Staff has no objection to the applicant's proposal to install Andersen 100 Series insert windows on unit 1202, 612 Bashford Lane since the Riverton Condominium buildings are late and already have several windows replaced with insert windows from different brands. Therefore, staff recommends approval of the application as submitted.

**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 window replacement 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**

No archeology comments.

**V. ATTACHMENTS**

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

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

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

TAX MAP AND PARCEL: \_\_\_\_\_ ZONING: \_\_\_\_\_

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: \_\_\_\_\_

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

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

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

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

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

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

**Legal Property Owner:**

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

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 type="checkbox"/> 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:**

- ☐ 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: Tim Riley

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

Date: \_\_\_\_\_

# 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.   |         |                      |
| 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.

| Name | Address | Percent of Ownership |
|------|---------|----------------------|
| 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.

| 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.

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

Date
Printed Name
Signature

*Tim Riley*

**612 Bashford Ln. Alexandria, VA 22314**

**Scope of Work:** Install seven (7) Andersen 100 Series composite windows. Same size, shape, location, and appearance as the existing windows.







# PROJECT SPECIFICATION



|                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| Date: <u>04/24/2025</u>                             | Branch: <u>DC Metro</u>                            |
| Sales Consultant : <u>Mark Stoner</u>               | CSC Phone: <u>HOME DEPOT PHONE: (877)-903-3768</u> |
| Sales Consultant<br>Phone # : <u>(301) 659-0583</u> | License(s):                                        |

|                                                |           |              |
|------------------------------------------------|-----------|--------------|
| INSTALLATION ADDRESS: <u>612 Bashford Lane</u> |           |              |
| <u>Alexandria</u>                              | <u>VA</u> | <u>22314</u> |
| Job #: <u>F50942874</u>                        |           |              |

|                    |            |            |                       |
|--------------------|------------|------------|-----------------------|
| PURCHASER(S):      | Work Phone | Home Phone | Cell Phone            |
| <u>TARA HARRIS</u> |            |            | <u>(517) 614-5715</u> |
|                    |            |            |                       |

PROJECT NAME: Windows Quote

Customer  
Signature: \_\_\_\_\_

Date: 04/24/2025

## PROJECT SPECIFICATIONS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |
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| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1st/LIV/Windows |
| Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 36, Height 46, Width + Height 82, Glass - Standard, Sculptured - Simulated Divided Light w/ Spacer Grid, COLONIAL Pattern, White Int. Grid Color, White Ext. Grid Color, ALL Grid Position, 1 Bar(s) Horizontal, 2 Bar(s) Vertical, ALL Grid Position, 1 Bar(s) Horizontal, 2 Bar(s) Vertical, Hardware Option(s) White Finish, Premium Slim Line Hardware Lock Hardware, Labor Option(s) Window / Door Wraps - F&I Up To 120 UI (Per Each), Wrap Color White |                 |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1st/LIV/Windows |
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| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1st/LIV/Windows |
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Project Name: Windows Quote

Sheet 1 of 2

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PROJECT SPECIFICATION



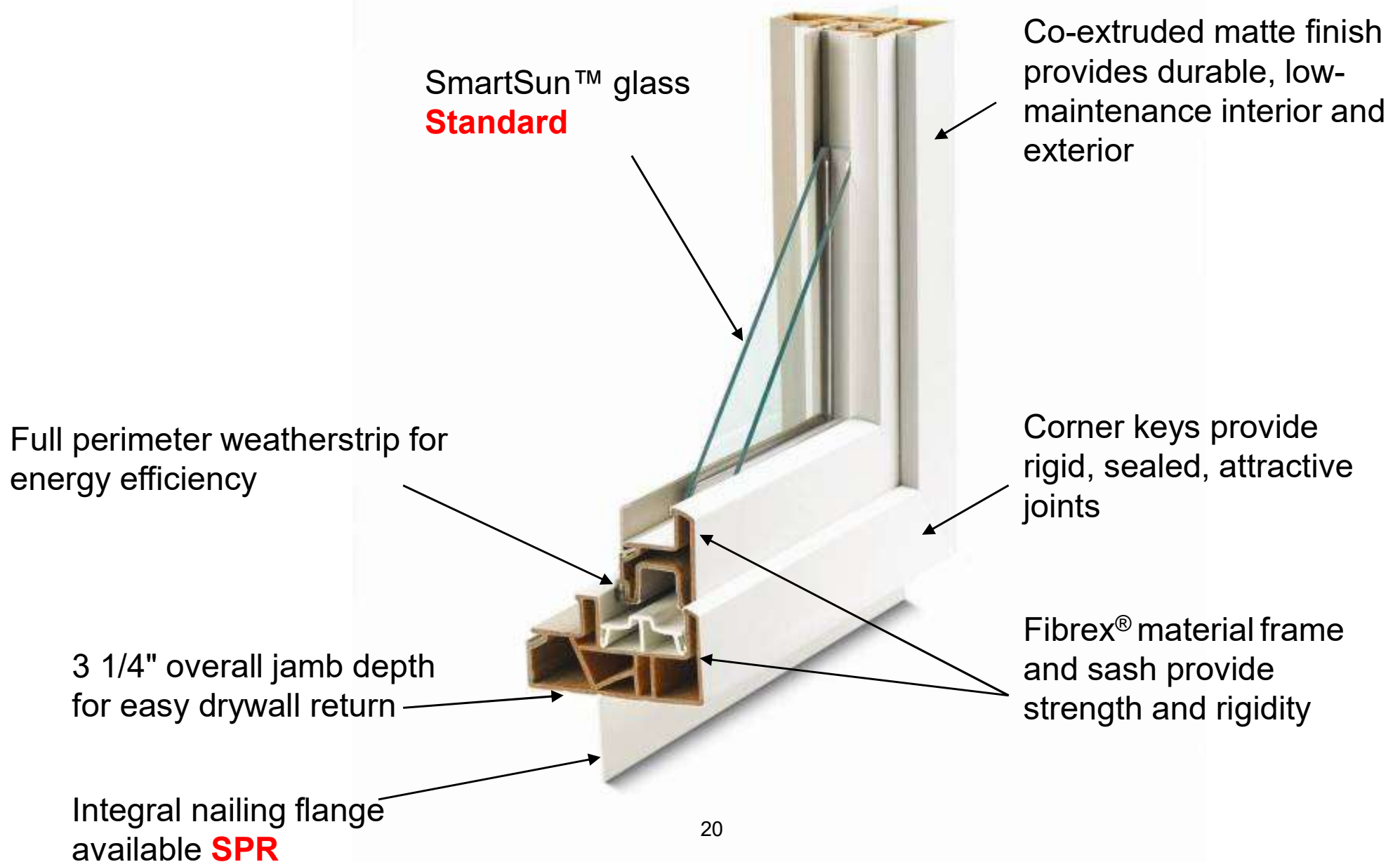
Purchaser's Name: TARA HARRISJob#: F50942874

PROJECT NAME: Windows Quote

PROJECT SPECIFICATIONS

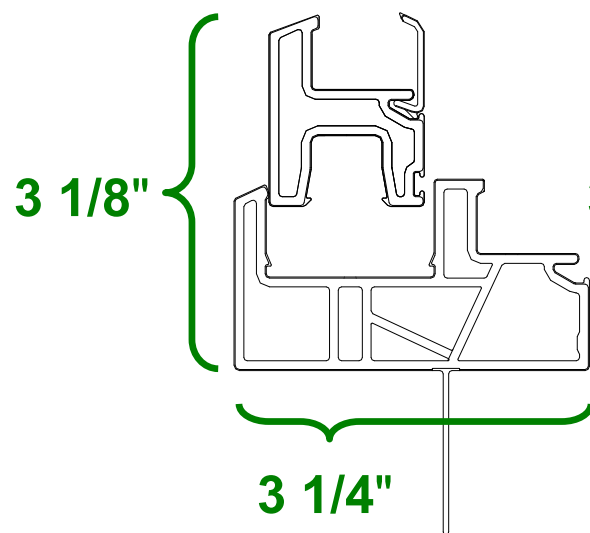
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| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1st/LIV/Windows |
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| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1st/BED/Windows |
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| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1st/BED/Windows |
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| Job Level and Labor Options                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |
| 7-Window / Door Wraps – F&I Up To 120 UI (Per Each); 1-Permit Processing                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |
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## 100 Series Product Overview

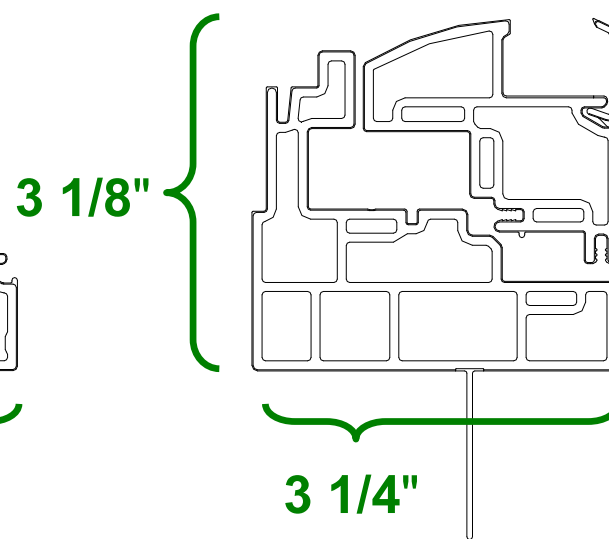


## Frame Platforms – Jamb Depth & Sight Lines

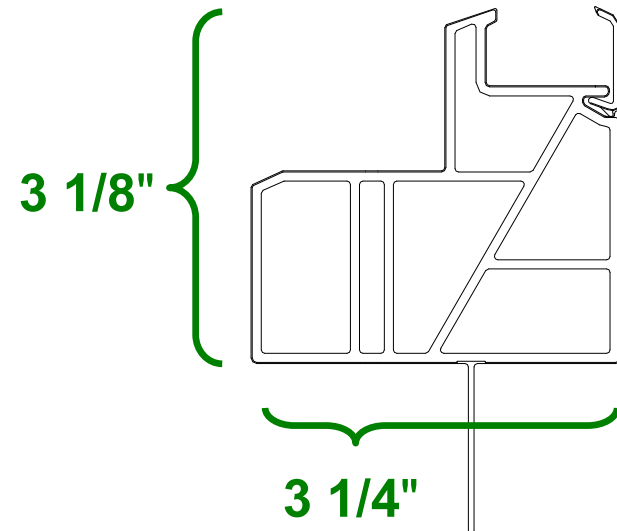
- 100 Series windows designed to work as a family
  - Common 3 1/8" sight line
  - Common 3 1/4" jamb depth



Single Hung  
& Glider



Casement &  
Awning



Fixed  
Windows

## Innovative Corner Keys...

- Keep windows and doors square and strong
- Has channels that direct the sealant to form a large bonding surface with Fibrex<sup>®</sup> material to create a rigid frame, sash and door panels
  - Twice as strong as vinyl windows
- Resists bowing and racking for better installation
- Create an attractive corner joint

## Virtually Seamless Corners



100 Series



Other's