

Docket Item # 10  
BAR CASE # 2013-00051

BAR Meeting  
March 20, 2013

**ISSUE:** Certificate of Appropriateness  
**APPLICANT:** Saul Holdings Limited Partnership  
**LOCATION:** 615 North Washington Street  
**ZONE:** CRMU/X Commercial residential mixed use (Old Town North) zone

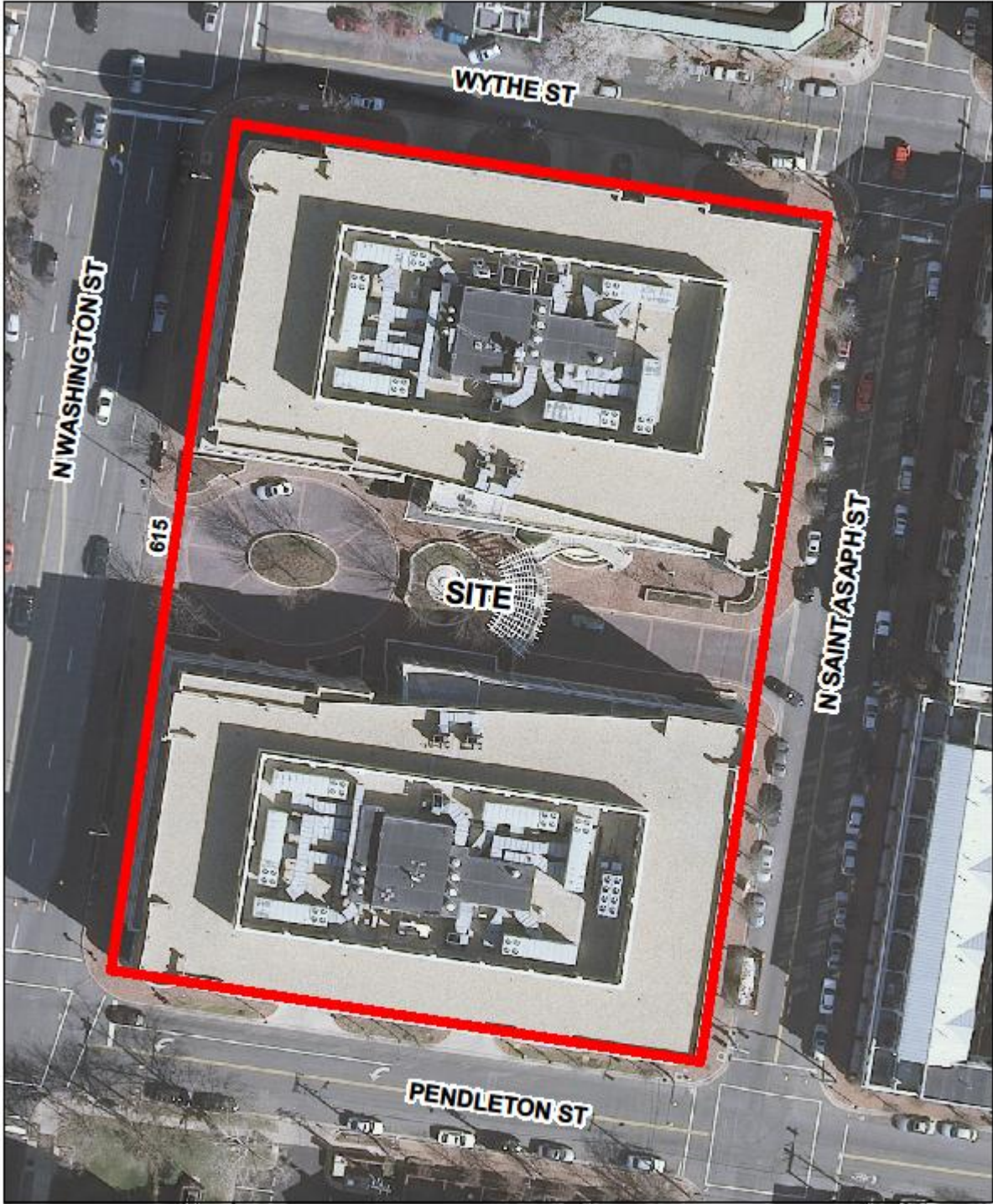
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**STAFF RECOMMENDATION:** Staff recommends approval of the application, with the following conditions:

1. The thickness of the sign lettering is limited to two inches;
2. Center signs that are less than the maximum allowed width must be centered within the area designated for the sign; and
3. The base of both building identification signs must be aligned horizontally.

\*EXPIRATION OF APPROVALS NOTE: In accordance with Sections 10-106(B) and 10-206(B) of the Zoning Ordinance, any official Board of Architectural Review approval will expire 12 months from the date of issuance if the work is not commenced and diligently and substantially pursued by the end of that 12-month period.

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



**CASE BAR2013-0051**



## **I. ISSUE**

The applicant requests approval of a Certificate of Appropriateness for an amendment to their existing Comprehensive Sign Plan for one building identification sign on each of the two office/retail buildings on the parcel at 615 North Washington Street. The sign for 625 N. Washington Street will be located at the top of the building on the southwest corner. Another sign is proposed on the northwest corner of 675 N. Washington Street. The proposed signs are to be pin-mounted, polished brass-colored letters that bear the name and/or logo of a primary office tenant in the building. The font style will not be regulated, other than an overall maximum size of 24" tall. The building identification signs cannot exceed the dimensions of 2 feet x 15 feet overall and must be placed no higher than 47 feet above grade directly below the sign location. No minimum dimensions are stipulated and no additional lighting is proposed.

## **II. HISTORY**

The building in is located on North Washington Street, between Pendleton and Wythe Street. It is a mixed use commercial and office building approved as a Development Special Use Permit on December 2, 1998 (DSUP 1998-0003). The Board approved construction of the building in 1998 (BAR Case #1998-0112) which included a comprehensive sign plan for the retail tenants of the building. The comprehensive sign program allows for aluminum frames that span the width of each recessed retail entry bay with centered 2 inch thick lettering. Since its construction, the Board and Staff have approved a number of sign applications for first floor retail tenants.

In 2012, Saul Holdings Limited (BAR Case #2012-0033) requested approval of a white PVC wall sign for Marketing General Inc. and was denied because the BAR found the sign inappropriate for the location and inconsistent with the approved comprehensive sign plan. The current proposal responds directly the concerns and recommendations made by the BAR at that hearing.



**Figure 1** View from the intersection of Pendleton and Washington Streets, looking northeast.

### **III. ANALYSIS**

As represented in the application, the signs are located on a parapet wall above the existing roofline and do not comply with zoning regulations, because signs have been prohibited from extending above a roof anywhere in the City since 1992. Therefore, the applicant will need to raise the roof surface behind the parapet on the corners where the signs are to be located, in order to comply with the Zoning Ordinance. The applicant will need to provide documentation of this minor alteration when submitting an application for a sign permit. Staff believes that the building identification signs in the examples submitted by the applicant comply with the roof height requirement.

The two proposed unlighted, polished brass building identification signs respect the scale and character of these buildings and of the 100' wide right-of-way on North Washington Street. The signs are tasteful, both in scale and material, and the two foot tall polished brass letters will be a subtle contrast to the 50' tall red brick building wall. The proposed amendment is consistent with the existing comprehensive sign plan, as the color and material of the proposed signs match that of the first floor retail tenants, maintaining the building's identity through consistent signage. Staff finds the signs appropriate for this particular building on Washington Street.

While the proposed amendment states the maximum height and overall maximum dimensions of the signs, it does not stipulate any requirements for signs that fall below the maximum limits. Tenant changes will likely result in signs of varying fonts, sizes, and logos and Staff feels that additional requirements should be added to the proposed amendment to ensure consistency between the two building identity signs. These two recommendations are: 1. If the length of sign required by a tenant should be less than the maximum permitted (15 feet), then the sign should be centered between the width limits as drawn on the on the elevation submitted by the applicant; and 2. Regardless of the height of a given sign, the base should align horizontally with the sign at the opposing corner. Finally, a maximum thickness for the letters should also be established. Staff recommends that the letters of any sign not exceed 2 inches in thickness.

The National Park Service (NPS) opposes the application, indicating that the proposed building identification signs detract from the "memorial character" of the George Washington Memorial Parkway and function as a corporate billboard. However, BAR Staff supports the application, with the recommendations stated above. This modest amendment will allow for building identification signs that coordinate with the existing comprehensive sign plan and do not detract from this late 20<sup>th</sup> century building's architectural features or from the architectural character of the neighboring blocks facing North Washington Street.

### **STAFF:**

Mary Catherine Collins, Urban Planner, Historic Preservation Section, Planning & Zoning  
Al Cox, FAIA, Manager, Historic Preservation Section, Planning & Zoning

**IV. CITY DEPARTMENT COMMENTS:**

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

**Code Administration**

- F-1 The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit plans. If there are any questions, the applicant may contact Ken Granata, Plan Review Services Division Chief at [ken.granata@alexandriava.gov](mailto:ken.granata@alexandriava.gov) 703-746-4193. (Code)
- C-1 Building Sign permit is required for this project. Five sets of *construction documents* that fully detail the Structural attachments with calculations from a Virginia Registered Design Professional for High Rise Signage as well as Building Elevations and a site plan shall accompany the permit application(s)
- C-2 Permission from adjacent property owners is required if access to the adjacent properties is required to complete the proposed construction. Otherwise, a plan shall be submitted to demonstrate the construction techniques utilized to keep construction solely on the referenced property.

**T & ES**

**RECOMMENDATIONS**

- R1. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R2. 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 all plans submitted for approvals. (T&ES)

**CITY CODE REQUIREMENTS**

- C-1 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C-2 A sign may be erected or displayed flat against a building wall or at an angle thereto, so long as the sign does not project more than four feet from the building wall or within one foot of an established curb line and the bottom of the sign is at least eight feet above a sidewalk or parking area and at least 14.5 feet above any alley. (Sec. 5-2-29(c)) (T&ES)
- C-3 The owner shall obtain and maintain a policy of general liability insurance in the amount of \$1,000,000 which will indemnify the owner (and all successors in interest); and the city as an additional named insured, against claims, demands, suits and related costs, including attorneys' fees, arising from any bodily injury or property damage which may occur as a result of the encroachment. (Sec. 5-29 (h)(1)) (T&ES)

Please submit Insurance Certificate:

City of Alexandria  
T&ES / Site Plans  
Attn: Kimberly Merritt

301 King Street, Room 4130  
Alexandria, VA 22314

- C-4 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)
- C-5 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-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)

**V. ATTACHMENTS**

*1 – Correspondences*

*2 – Supporting Materials*

*3 – Application BAR2013-00051 at 615, 625, & 675 N Washington Street*

**From:** [Helwig, Ben](#)  
**To:** [Joshua Brooking](#)  
**Cc:** [Al Cox](#); [Matt Virta](#)  
**Subject:** Re: FW: BAR Routing - CASE BAR2013-00051 at 615 N Washington St  
**Date:** Thursday, March 07, 2013 9:00:19 AM

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Joshua-

Regarding this proposal at 615 North Washington Street, George Washington Memorial Parkway (GWMP) a unit of the National Park Service (NPS), opposes this application.

We do not feel corporate signage of this nature is keeping with the "memorial character" of Washington Street. We feel this is corporate branding of the building itself, more akin to a billboard; as opposed to street level locational and informational signage for businesses. The Parkway was established as an alternative route to Mount Vernon from billboard-clogged Route 1. We understand the need for a business to advertise, but to take it one notch further and create a billboard ends up defeating the purpose for which the Parkway was created in the first place.

Obviously, there are other signs of this nature in the area. Their presence should not be seen as support for this signage as well; it should be a warning as to what Washington Street could look like if every building was branded in such a fashion. Given the opportunity, we would not argue for their installation as well.

We will follow this up with an official letter or meeting attendance on the 20th.

Thanks,  
Ben Helwig

On Tue, Mar 5, 2013 at 4:35 PM, Joshua Brooking  
<[Joshua.Brooking@alexandriava.gov](mailto:Joshua.Brooking@alexandriava.gov)> wrote:

Ben – Again, any comments? Figured you might on this one!

Josh

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**From:** Joshua Brooking  
**Sent:** Tuesday, February 19, 2013 7:56 PM  
**To:** Shanna Austin; Ken Granata; Mary Christesen; '[Ben\\_Helwig@nps.gov](mailto:Ben_Helwig@nps.gov)'  
**Cc:** Angele Bynum; Kim Merritt  
**Subject:** BAR Routing - CASE BAR2013-00051 at 615 N Washington St

Please find attached the information regarding:

**CASE BAR2013-00051**

Request for signage at **615 N Washington St.**

APPLICANT: Saul Holdings Limited Partnership

**COMMENT DUE DATE:** March 5, 2013

HEARING DATE: March 20, 2013

**Please attach comments in Permit Plan and sign off  
on the activity for your department.**

Please let me know if you have any questions!

Joshua Brooking

Senior Planning Technician

City of Alexandria

Planning & Zoning

703.746.3846

[www.alexandriava.gov](http://www.alexandriava.gov)

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Ben Helwig  
Park Ranger (Chief of Lands, Planning and Permits)  
George Washington Memorial Parkway  
703-289-2515

# SAUL HOLDINGS LIMITED PARTNERSHIP

7501 Wisconsin Avenue ♦ Suite 1500 ♦ Bethesda, Maryland 20814-6522 ♦ PH: (301) 986-6200

February 15, 2013

City of Alexandria  
Department of Planning and Zoning  
301 King Street, Room 2100  
Alexandria, VA 22314

RE: Proposed Amendment to the Comprehensive Sign Plan for 625/675 N. Washington Street  
BAR Case #1998-0112

Dear Planning, Zoning and Historic Preservation Staff:

Saul Holdings Limited Partnership is the owner of the two mixed-use office/retail buildings at 625 and 675 North Washington Street (the “Buildings”), located in the Old and Historic Alexandria District. We submit to you the following:

**HISTORY:** A Development Special Use Permit was approved for the Buildings on December 2, 1998 (DSUP 1998-0003). The Board of Architectural Review also approved construction of the Buildings in 1998 (BAR Case #1998-0112), as well as a comprehensive sign plan (the “Sign Plan”) for the retail tenants of the Buildings.

**ISSUE:** The purpose of this letter is to request amending the Sign Plan to include one Building Identification Sign, containing an unspecified (at this time) office tenant name, on each of the two Buildings.

**JUSTIFICATION:** The office leasing market has grown increasingly soft over the past 5-6 years as it continues to struggle with uncertainty. Recovery from the Great Recession has been stymied by BRAC and Fiscal Cliff fears.

In addition, “efficiency” is a buzzword amongst many of the region’s top industries. From the government and contractors to law and accounting firms, office tenants are pursuing strategies including downsizing and optimizing space, consolidating locations, telecommuting and hoteling. As a result, demand for office space is down and competition for tenants is intense and widespread throughout the Washington, D.C. region. Economic experts project this phenomenon to continue for several years.

In these continuing uncertain economic times, it is critical to do all we can to ensure that our premier Buildings have the ability to successfully compete in today’s marketplace. This includes the ability to offer major tenants adequate name recognition on the facilities they inhabit. Though the Buildings will continue to operate as multi-tenant properties, it is our intent to selectively offer naming rights to only the tenants that we hope to attract or retain in each Building.

If our amended Sign Plan is approved, we believe this action will help ensure that these Buildings are continuously inhabited by viable and leading-edge businesses that contribute to the local economy.

**PROPOSAL DETAILS:**

**A. Sign Plan Purpose and Intent:**

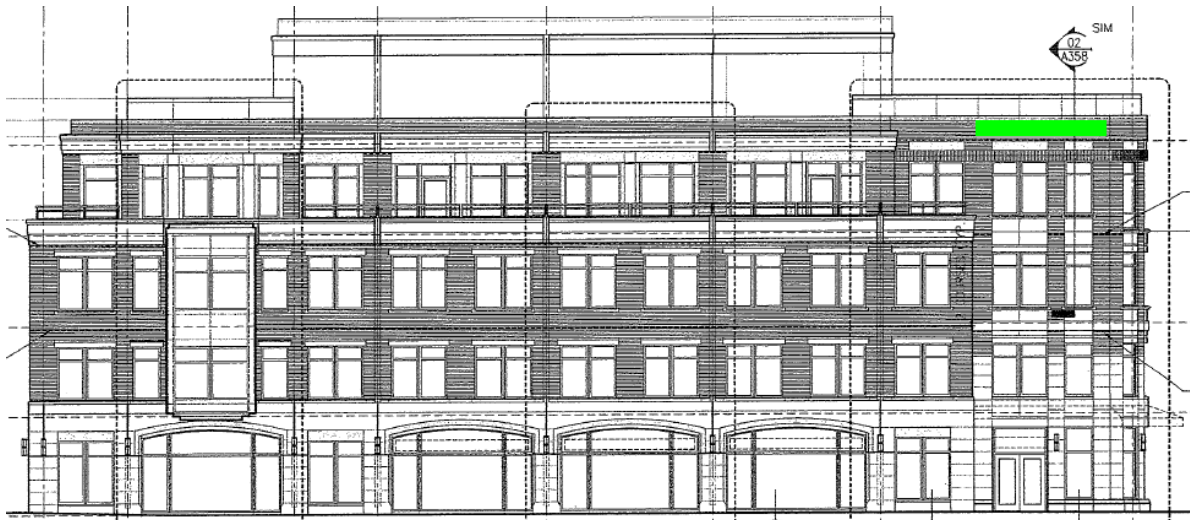
The amended Sign Plan will serve as the guiding basis for future signage applications for the Buildings. All signage requests shall first be approved, in writing, by the Buildings' owner prior to submission to the City of Alexandria for permit. If such owner approval is provided and the proposed sign is in compliance with the Sign Plan, then City Staff may administratively authorize a permit for said sign.

**B. Building Identification Signs:**

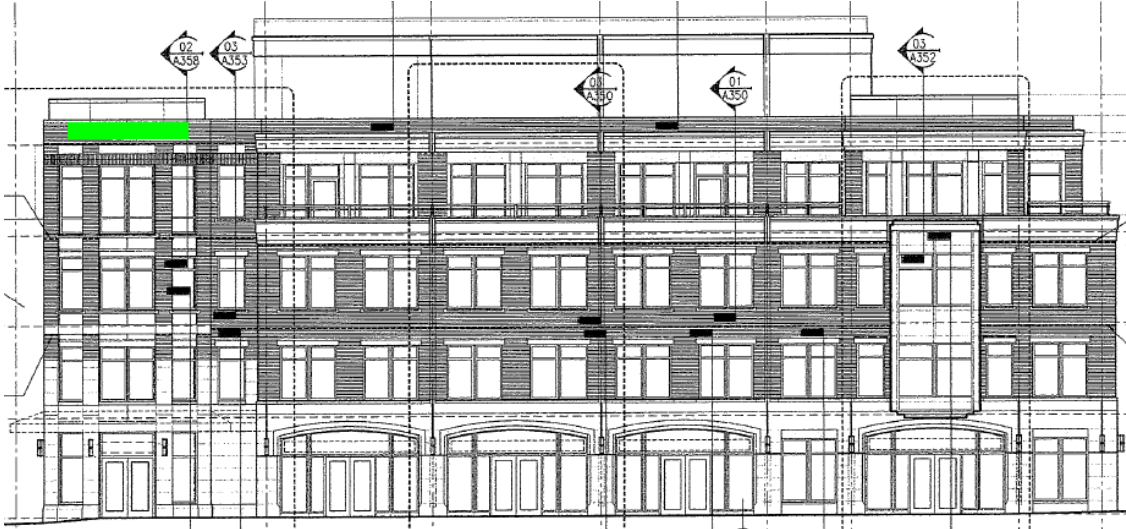
**Quantity & Location:** There will be only one Building Identification Sign allowed on each of the Buildings listed below:

- 625 North Washington Street, Alexandria, VA
- 675 North Washington Street, Alexandria, VA

The signs will be placed just below the roofline of each Building in the area depicted with **green** highlighting in the below elevations. The top of the sign may not be higher than 47 feet from the grade directly below it.



625 North Washington Street  
(This elevation has 129' of building frontage along N. Washington St.)



675 North Washington Street  
(This elevation has 133'-8" of building frontage along N. Washington St.)

**Content:** Each Building Identification Sign will bear the name and/or logo of an office tenant of that Building. The lettering may use a tenant-specific brand font. It will be the Buildings' owner's sole decision as to which tenants are allowed a Building Identification Sign. If a tenant with the right to a Building Identification Sign permanently vacates the Building, said sign will be removed and any façade damage will be repaired; however, it may be replaced with the name and/or logo of another office tenant of that Building provided all conditions within this Sign Plan are satisfied.

**Type & Materials:** Building Identification Signs are façade mounted signs. They shall be unlit and constructed using pin-mounted, polished brass-colored letters.

**Dimensions:** Each Building Identification Sign shall not exceed 30 square feet in size. The maximum letter/logo height shall be 24 inches. The sign length shall be determined by the size of the tenant name and logo (if any); however, in no event will the sign length exceed 15 feet.

**Measurement Standards:** The square footage of each sign will be measured by the total area in the smallest rectangle. The rectangle is to include the extreme limits of the letters, figures, logos and designs.

**Illustrations & Photos:** The following pages contain mock-ups of the proposed Building Identification Signs, as well as photos of existing office building signs that are visible from North Washington Street. These images show that the components of our proposed Sign Plan are more conservative than what has already been approved for other commercial structures along the North Washington Street historic byway.

**Mock-ups of Proposed Building Identification Signs**



625 North Washington Street





675 North Washington Street



**Examples of Existing Signs Visible from GW Parkway / N. Washington Street**



601 Madison Street



914 N. Washington Street



1227 E. Abbington Drive

Proposed Sign Plan Amendment  
625/675 N. Washington Street  
February 15, 2013

Please contact me if you have any questions about this submission at PH: (301)986-6052 or [marybeth.avedesian@saulcenters.com](mailto:marybeth.avedesian@saulcenters.com). We look forward to your review, comment and instructions on how to proceed toward approval of the proposed amendment to the Sign Plan for 625/675 North Washington Street.

Respectfully,  
SAUL HOLDINGS LIMITED PARTNERSHIP  
By: Saul Centers, Inc., general partner

Mary Beth Avedesian  
Senior Vice President

BAR Case # \_\_\_\_\_

ADDRESS OF PROJECT: 625 & 675 North Washington Street

TAX MAP AND PARCEL: 054.04-15-01 ZONING: CRMU/X

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: Saul Holdings Limited Partnership

Address: 7501 Wisconsin Ave, Suite 1500 E

City: Bethesda State: MD Zip: 20814

Phone: (301) 986-6052 E-mail: marybeth.avedesian@saulcenters.com

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

Name: \_\_\_\_\_ Phone: (301) 986-6052

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

Legal Property Owner:

Name: Same as Applicant

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.

BAR Case # \_\_\_\_\_

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

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

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

See attached justification letter from Applicant, dated February 15, 2013

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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.

Electronic copies of submission materials should be submitted whenever possible.

**Demolition/Encapsulation :** *All applicants requesting 25 square feet or more of demolition/encapsulation must complete this section. Check N/A if an item in this section does not apply to your project.*

- <sup>N/A</sup> Survey plat showing the extent of the proposed demolition/encapsulation.
- Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.
- Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished.
- Description of the reason for demolition/encapsulation.
- Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible.

**Additions & New Construction:** Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. All plans must be folded and collated into 12 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. Check N/A if an item in this section does not apply to your project.

- N/A Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
- FAR & Open Space calculation form.
- Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
- Existing elevations must be scaled and include dimensions.
- Proposed elevations must be scaled and include dimensions. Include the relationship to adjacent structures in plan and elevations.
- Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
- Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- For development site plan projects, a model showing mass relationships to adjacent properties and structures.

**Signs & Awnings:** One sign per building under one square foot does not require BAR approval unless illuminated. All other signs including window signs require BAR approval. Check N/A if an item in this section does not apply to your project.

- N/A Linear feet of building: Front: 129' & 134' Secondary front (if corner lot): \_\_\_\_\_.
- Square feet of existing signs to remain: \_\_\_\_\_.
- Photograph of building showing existing conditions.
- Dimensioned drawings of proposed sign identifying materials, color, lettering style and text.
- Location of sign (show exact location on building including the height above sidewalk).
- Means of attachment (drawing or manufacturer's cut sheet of bracket if applicable).
- Description of lighting (if applicable). Include manufacturer's cut sheet for any new lighting fixtures and information detailing how it will be attached to the building's facade.

**Alterations:** Check N/A if an item in this section does not apply to your project.

- N/A Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
- Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- Drawings accurately representing the changes to the proposed structure, including materials and overall dimensions. Drawings must be to scale.
- An official survey plat showing the proposed locations of HVAC units, fences, and sheds.
- Historic elevations or photographs should accompany any request to return a structure to an earlier appearance.

BAR Case # \_\_\_\_\_

**ALL APPLICATIONS:** *Please read and check that you have read and understand the following items:*

- I have submitted a filing fee with this application. (Checks should be made payable to the City of Alexandria. Please contact staff for assistance in determining the appropriate fee.)
- I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.
- I, the applicant, or an authorized representative will be present at the public hearing.
- I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and 12 sets of revised materials.

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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: Mary Beth Avedesian

Printed Name: Mary Beth Avedesian

Date: 2/15/13

**OWNERSHIP AND DISCLOSURE STATEMENT**

Use additional sheets if necessary

**1. Applicant.** State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Saul Centers, Inc.	7501 Wisconsin Ave, Ste 1500 E, Bethesda, MD 20814	74%
2. Various (<10%)		26%
3.		

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at 625 & 675 North Washington Street (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Saul Centers, Inc.	7501 Wisconsin Ave, Ste 1500 E, Bethesda, MD 20814	74%
2. Various (<10%)		26%
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. N/A		
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.

2/15/13  
Date

Mary Beth Avedesian  
Printed Name

Mary Beth Avedesian  
Signature