

**ISSUE:** Certificate of Appropriateness for signage

**APPLICANT:** Schinstock & Haddow, PLLC

**LOCATION:** Old and Historic Alexandria District  
132 King Street

**ZONE:** KR/King Street Urban Retail zone

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**STAFF RECOMMENDATION**

Staff recommends approval of the Certificate of Appropriateness for signage with the condition that the anchors for all signs and sign brackets must be installed into the mortar joints on masonry buildings to avoid damage to the brick.

**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 Certificate of Appropriateness to install two additional new projecting signs and a plaque, at 132 King Street.

### Site context

The property sits at the southeast corner of the intersection of King Street and South Lee Street. There is no alley running adjacent to the property.

## II. HISTORY

The two-story commercial masonry Victorian era building was built prior to 1877 when it first appears in the Hopkins Fire Insurance Map. The building was later connected with 134 King Street, probably in the late 1930s.

### *Previous BAR Approvals*

- 5/17/72 – to alter building, approved with stipulation
- 9/29/76 and 10/20/76: 132 King, approval to alter Lee Street entrance.
- 7/2/80 and 12/3/80: alterations approved with stipulations.
- 2/18/81: approval to alter previous approval.
- 6/21/00: approval for signage, paint exterior masonry, and alterations
- 4/18/01: approval for vinyl canopies

## III. ANALYSIS

The application calls for the installation of two additional projecting signs, one by the business entrance at 102 South Lee Street and another at the corner of King and South Lee streets. The MDO projecting signs will be 24" x 14" mounted on stainless steel brackets anchored to the masonry wall. The applicant also proposes a wall plaque by the main entrance on South Lee Street.

As per the BAR Sign Policy for Administrative Approval, a corner building can have up to four signs, being one a changeable copy sign. As of today, the building already has the maximum number of three signs, two wall signs and one projecting sign (Figure 1).



Figure 1 - Existing signs

Staff has no objection to the additional two projecting signs since the existing and proposed signs are small in size and would not overwhelm any architectural feature of the subject building.

However, the BAR *Design Guidelines* requires that “Anchors for all signs and sign brackets must be installed into the mortar joints on masonry buildings to avoid damage to the brick or stone.”

The applicant is also proposing to install a small 12” x 7” plaque by the business’ entrance door at 102 South Lee Street. Article 9-301 (B) (2) of the zoning ordinance states that:” one sign of one square foot or less in area that is not internally illuminated,” does not require review.

Therefore, with the condition discussed 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 projecting signs and small wall sign will comply with zoning.

F-1 Wall sign and projecting signs are included in the overall calculation of the building's signage.

#### Code Administration

C-1 Sign permits are 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)

- C-7 An encroachment request will be required for projections into the public right of way unless allowable under City Code section 5-2-29. (T&ES)
- C-8 The owner shall obtain and maintain an encroachment permit and policy of general liability insurance in compliance with the permit requirements in Sec. 5-2-29(a)(3). See <https://www.alexandriava.gov/permits/right-of-way-administrative-encroachment-permit> for details. (T&ES)

**Alexandria Archaeology**

- F-1 No archaeology comments

**V. ATTACHMENTS**

- 1 – Supplemental Materials
- 2 – Application for BAR 2024-00228: 132 King Street
- 3 – Comments from the public received prior to publication of the staff report.

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

(OFFICE USE ONLY)

**ADDRESS OF PROJECT:** 132 King St., Suite 200, Alexandria, Virginia 22314

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

**TAX MAP AND PARCEL:** 075.01-06-01 **ZONING:** Commerical

**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: Schinstock & Hadow, PLLC

Address: 132 King Street, Suite 200

City: Alexandria State: VA Zip: 22314

Phone: 571-551-2678 E-mail: colleen@schinstockhadowlaw.com

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

Name: Colleen M. Hadow

Phone: 7032-395-0226

E-mail: colleen@schinstockhadowlaw.com

**Legal Property Owner:**

Name: Old Town #2, LLC

Address: 1616 Camden Road, Suite 210

City: Charlotte State: NC Zip: 28203

Phone: 703-537-5972 E-mail: brian.dawson@streamrealty.com

**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).*

To hang two signs on 132 King Street. One on the corner of King St and Lee St and another above main business entrance on Lee St.

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There will be a wall plaque on Lee St to indicate the main business entrance and to add vinyl lettering to existing glass door

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on King Street.

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Descriptions of the the signs, brackets, and hanging materials are submitted in the application.

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All signage shall read "Schinstock & Haddow, PLLC"

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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: <sup>2100</sup> \_\_\_\_\_ Secondary front (if corner lot): <sup>900</sup> \_\_\_\_\_.
- Square feet of existing signs to remain: <sup>9</sup> \_\_\_\_\_.
- 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: Colleen M. Haddow

Printed Name: Colleen M. Haddow

Date: 6/4/2024



# OFFICE SIGNS

Please be certain that all of the information is accurate, including material, size, quantities and colors.

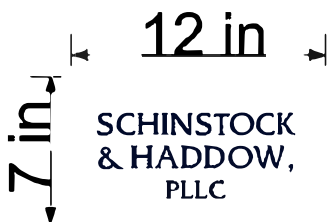
*Check all spelling and grammar to make sure it's the way you want it.  
We love to create, not spell, please double check our work.*

**1&2**

**SCHINSTOCK  
& HADDOW,  
PLLC**



12.00 in

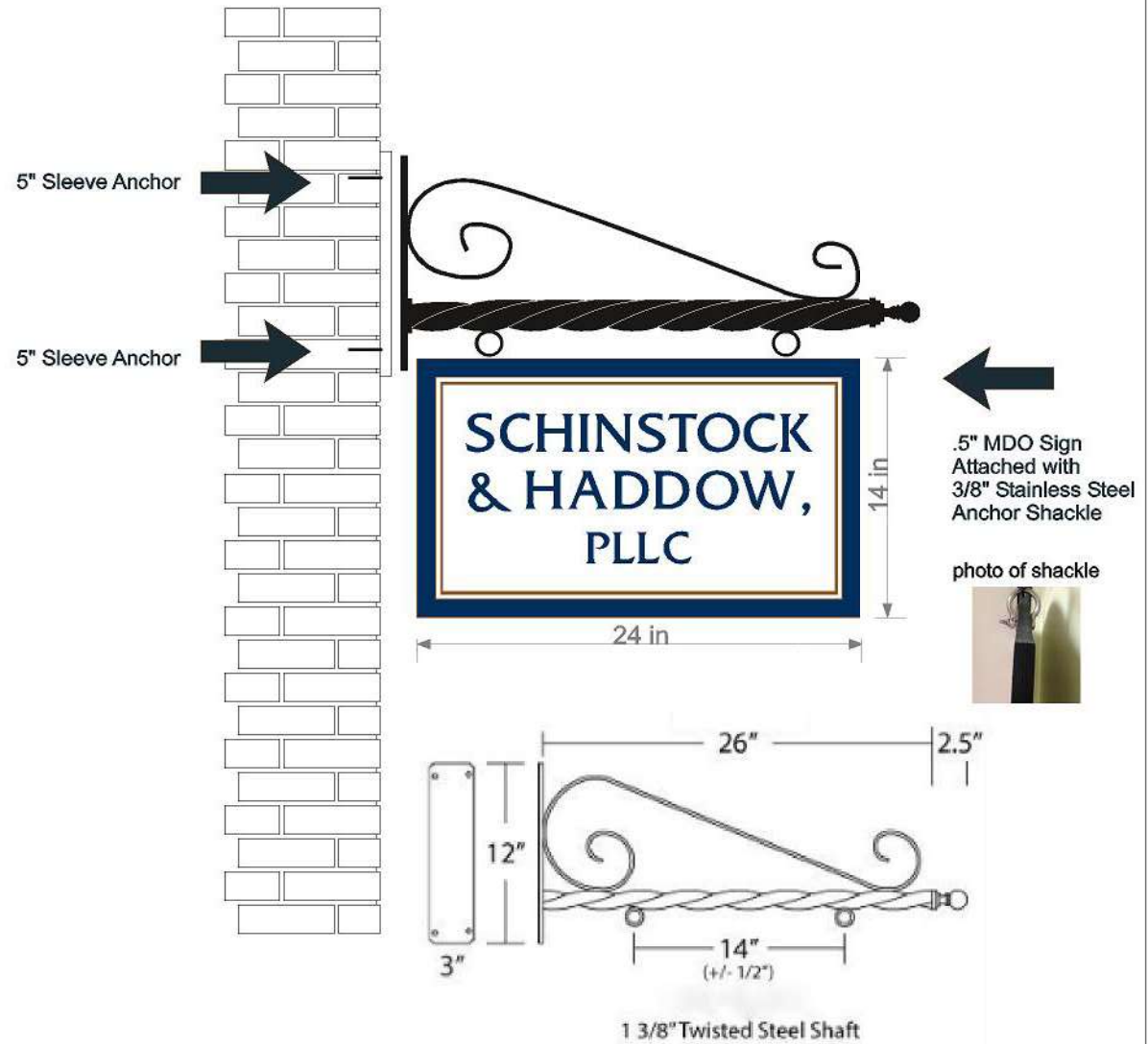


**3**



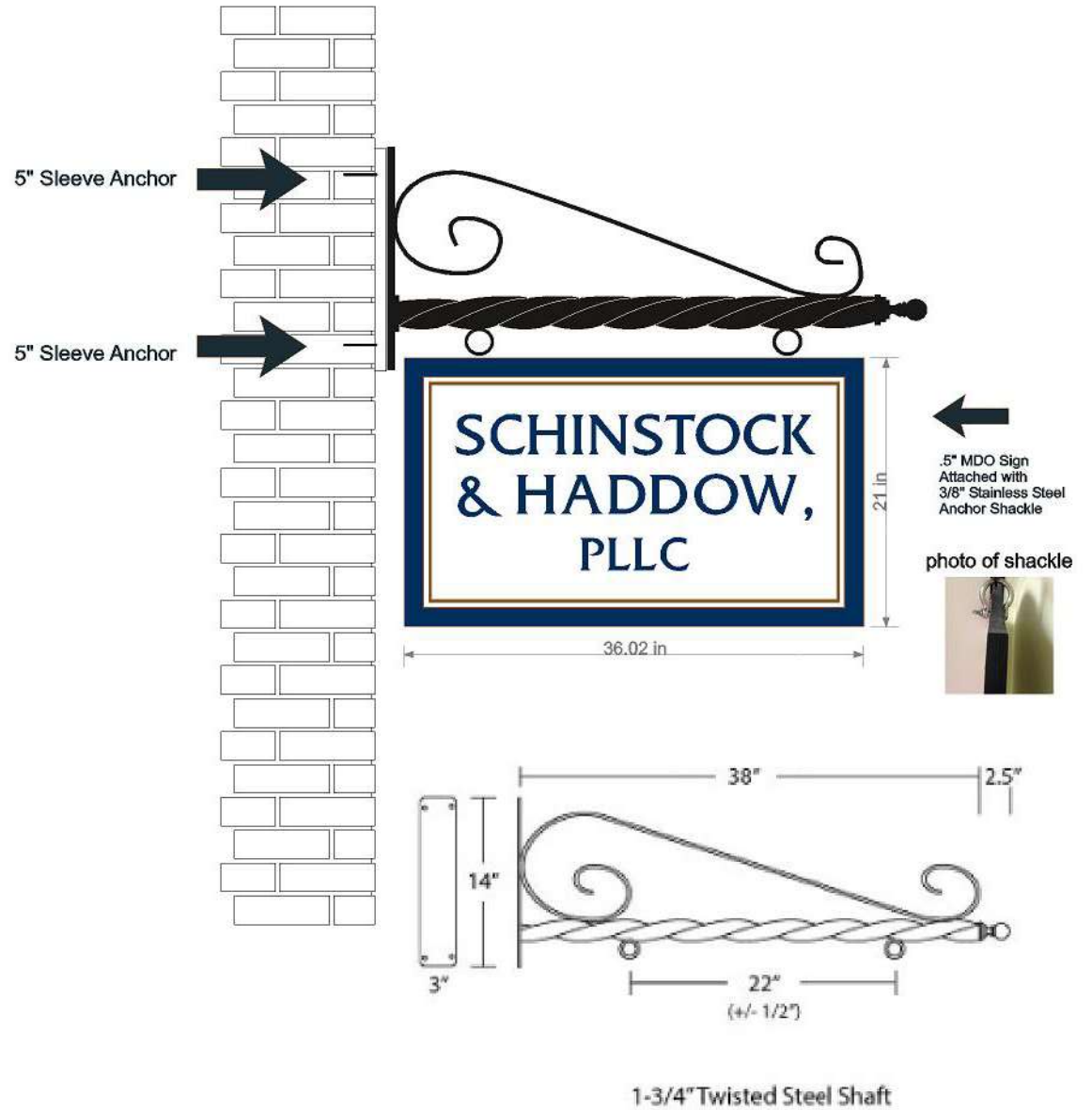
# 24" Scroll Bracket

439 N Lee Street - Alexandria, Va



# 36" Scroll Bracket

## 132 King Street Alexandria, Va



Space Available  
703.997.2200  
STREAM

lou lou

132

ATTNCE





lou lou

STOP

NO  
PARKING  
HERE  
PLEASE





Levee House

NO PARKING  
HERE TO CORNER  
←

lou lou





Space Available  
703.997.2200  
STREAM

*lou lou*

132