

ISSUE: Certificate of Appropriateness for alterations

APPLICANT: Burke and Herbert Bank

LOCATION: Old and Historic Alexandria District
100 South Fairfax Street

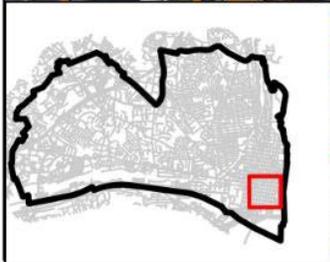
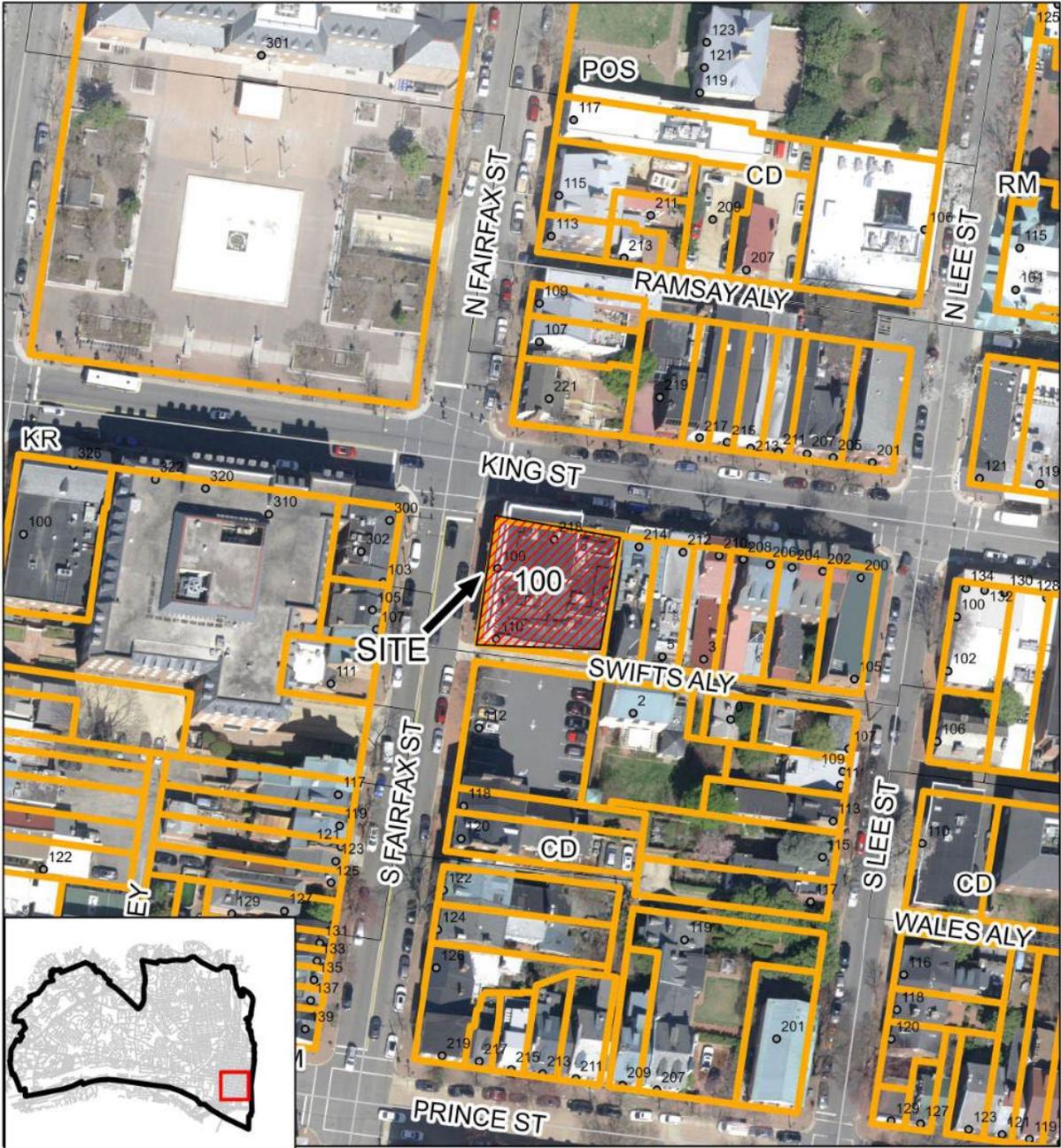
ZONE: KR/King Street Retail Zone

STAFF RECOMMENDATION

Staff recommends approval of the Certificate of Appropriateness with the condition that any new rails be mounted through mortar joints.

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 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.



 **BAR2025-00350**
100 South Fairfax Street

0 40 80 160 Feet

N

I. APPLICANT'S PROPOSAL

The applicant requests a Certificate of Appropriateness to install two replacement rail-mounted, halo-illuminated wall signs at the Burke & Herbert Bank main branch at 100 South Fairfax Street.

Site context

The building sits at the southeast corner of King Street and South Fairfax Street. It is therefore in a highly visible location.

II. HISTORY

100 South Fairfax Street is a two-story yellow brick and limestone Beaux Arts style commercial building built in the early 20th century. Based on Sanborn maps, 100 South Fairfax Street was constructed between 1902 and 1907. A September 11, 1987 article in the *Alexandria Gazette Packet* by Robert Reed supports this time frame and provides further details. Mr. Reed wrote that the original three-bay brick and limestone portion of the building was constructed in **1903** at the intersection of King Street and South Fairfax Street. In 1937 a one-bay addition was constructed at the south elevation along South Fairfax Street and another was appended to the 1937 addition in 1948. The parking lot was added in 1950. Interestingly, a 1985 advertisement in an unidentified newspaper criticizes the Board of Architectural Review for not allowing the addition of a sign for the ATM on the King Street elevation. The ad notes that many people don't know what the machine is, and that the bank has six more ATMs in Alexandria, with signage.

Previous BAR Approvals

12/4/2002: BAR2002-00299, approval to remove and recap a chimney.

5/16/2012: BAR2011-00325, Board approval for signage and awnings. This approval was for halo-lit channel letters measuring approximately 22.6 inches in height by 280.06 inches in total width, attached to a "raceway" that would serve as a track, very similar to the current application.

1/24/2013: BAR2013-00091, administrative approval for three signs. Two are enter/exit signs on the parking lot pillars. One is a plaque on the Burke & Herbert office at 120 S. Fairfax, in a separate building south of the parking lot.

Prior to 2002, the Board approved numerous other alterations to the building and its parking lot immediately to the south: The Board approved the 1947 addition to the south elevation (5/15/1947). In 1952, the Board approved a sign with a white light (6/19/1952). In 1955, the Board approved signage with white lights with the condition that the lights be cut off at 9pm (12/14/1955). In 1959, the Board approved a new entrance and door at the bank (2/11/1959). In 1964, the Board approved improvements to the parking lot (5/13/1964). In 1967 the Board approved demolition and a new brick wall (5/10/1967 and 10/11/1967). In 1968, the Board approved an internally illuminated sign, with "recognition to be accorded the architect and owner for commendation of the design" (4/10/1968). In 1970, the Board approved an addition and alterations (3/11/1970). In 1971, the Board approved a tourist sign (9/15/1971). In 1980, the Board approved the installation of windows (4/16/1980). In 1982, the Board approved window and door alterations and also bars and gates for windows (3/17/1982 and 4/7/1982). In 1984, the Board

approved an automatic teller machine (ATM) at this property (BAR Case #1984-205). In 1996, the Board approved a metal gate at the parking lot (BAR Case #1996-00194).

III. ANALYSIS

Certificate of Appropriateness

As indicated above, the Board approved halo-lit signage in 2012. The 2012 application indicates that those 2012-approved wall signs would have individual halo-lit channel letters measuring approximately 22.6 inches in height by 280.06 inches in total width. The lettering would be painted aluminum reverse channel letters. The illumination would reflect off matt silver-painted back plates. The letters were to be attached to a thin “raceway” serving as a track to which to attach the letters but without obscuring the triglyphs and metopes on the frieze. The Board approved these signs on May 16, 2012. The current proposed signage is also composed of halo-lit, letters mounted to rails. Each sign will measure 20 inches in height by 275 inches in total width. The new signs will therefore be very similar to the existing, albeit slightly smaller.

The *Design Guidelines* note, regarding halo or back-lit signs, that “the appropriateness of these signs is considered by the Boards on a case-by-case basis.” Staff notes that this building has had a history of illuminated signage for over half of the building’s life and finds that internal illumination is justifiable in this particular case. In addition, the *Design Guidelines* note that “signs should not...obscure the architecture and decorative features of historic buildings.” As noted above, the new signs are very similar to the existing. See Figure 1 for existing and Figure 2 for proposed.



Figure 1: Northwest corner, showing existing signs



Figure 2: Northwest corner, showing proposed signs.

With the recommendation that any new rails be mounted through mortar joints, staff recommends approval of the project.

STAFF

Susan Hellman, 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 replacement of existing wall signs 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)
- F-2 If the alley adjacent to 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 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-4 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C-5 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

- Application Materials
- Completed application
- Plans
- Material specifications
- Photographs
- Public comment
- Any other supporting documentation

ADDRESS OF PROJECT: 100 S Fairfax Street

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

TAX MAP AND PARCEL: 075.01-07-01 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: Burke & Herbert Bank

Address: [REDACTED]

City: [REDACTED] State: [REDACTED] Zip: [REDACTED]

Phone: _____ E-mail : _____

Authorized Agent *(if applicable):* Attorney Architect _____

Name: MG Permits - Gary Brent

Phone: [REDACTED]

E-mail: [REDACTED]

Legal Property Owner:

Name: Burke & Herbert Bank & Trust Company

Address: [REDACTED]

City: [REDACTED] State: [REDACTED] Zip: [REDACTED]

Phone: _____ E-mail: _____

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).*

Install 2 halo illuminated replacement wall signs

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.

- 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: ⁸⁴_____ Secondary front (if corner lot): ⁸⁴_____.
- Square feet of existing signs to remain: ⁰_____.
- 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.

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.

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: _____

Printed Name: Gary Brent

Date: 8-25-25

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 Burke + Herbert Financial Services Corp	[REDACTED]	100%
2		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at _____ (address), unless the entity is a corporation or partnership, in which case identify each owner of more than 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. N/A		
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.

8/14/25 _____
Date Printed Name Signature

*Burke + Herbert Bank + Trust company (A corporation) owns 100% of 3. Fairfax St., Alexandria, VA.
Burke + Herbert Financial Services Corp. (A corporation) owns 100% of Burke + Herbert Bank + Trust Company.
NO person or entity owns more than 10% of Burke + Herbert Financial Services Corp.

Burke & Herbert Bank

Main Office

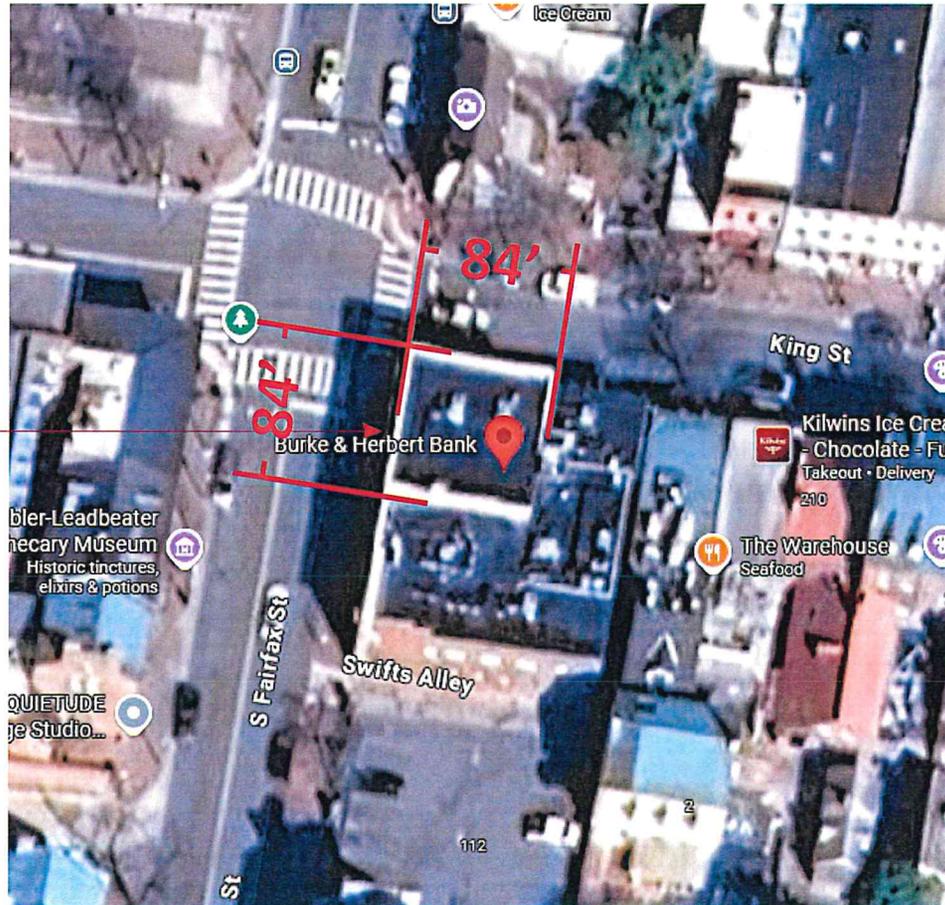
*100 S Fairfax St,
Alexandria, VA 22314*

prepared by

DMS
SIGN CONNECTION, INC.

ELEVATION

FRONT ENTRANCE DOOR



HALO LIT LETTERS

P01 - RAIL MOUNTED HALO ILLUMINATED LETTERS

QTY: 2

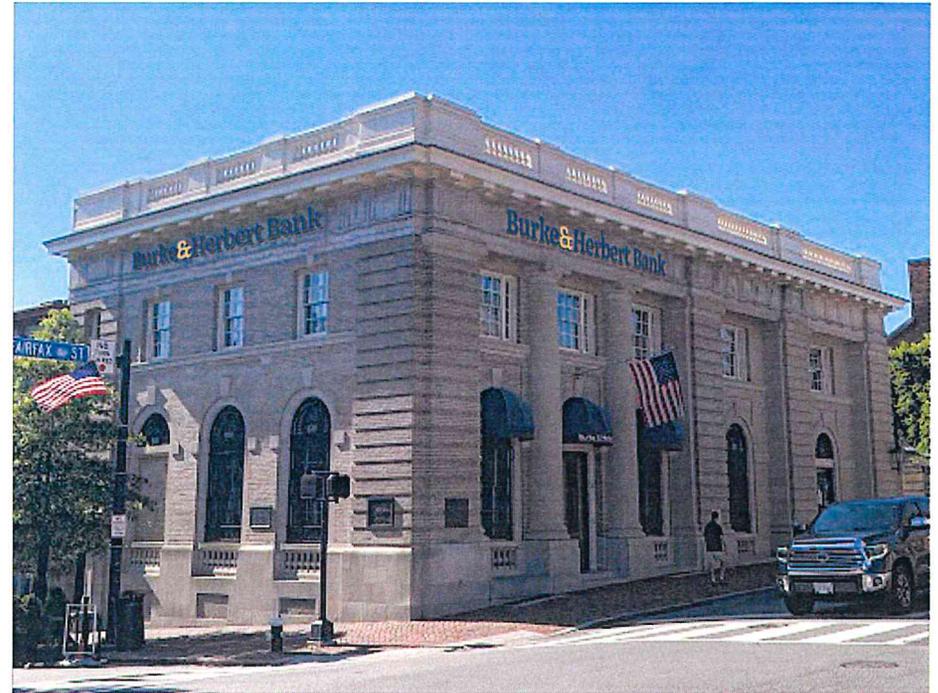
grounding & bonding and the disconnect illustrations

L37 "This sign is intended to be installed in accordance with the requirements of Article 600 of National Electrical Code and/ or other applicable local codes. This includes proper grounding and bonding of the sign"

L38 "The location of the disconnect switch after installation shall comply with Article 600, 6(A) (1) of the National Electrical Code."



Existing E01



Proposed

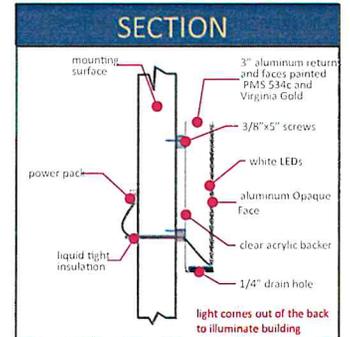
P01

Existing

SPECIFICATIONS:

- Clear acrylic backers for halo illumination on building
- Face and sides paint PMS 534c and Virginia Gold
- Mounted to rails

Return Trim cap	Letter faces	Ampersand face
		
Black	Virtus Blue Pantone 534 C	Virginia Gold C=16 M=25 Y=69 K=0



Scale: 1/4" = 1'-0"