

**ISSUE:** Certificate of Appropriateness for alterations

**APPLICANT:** Kenneth B. Crutchfield

**LOCATION:** Old and Historic District  
1118 Prince Street

**ZONE:** RM / Townhouse Zone

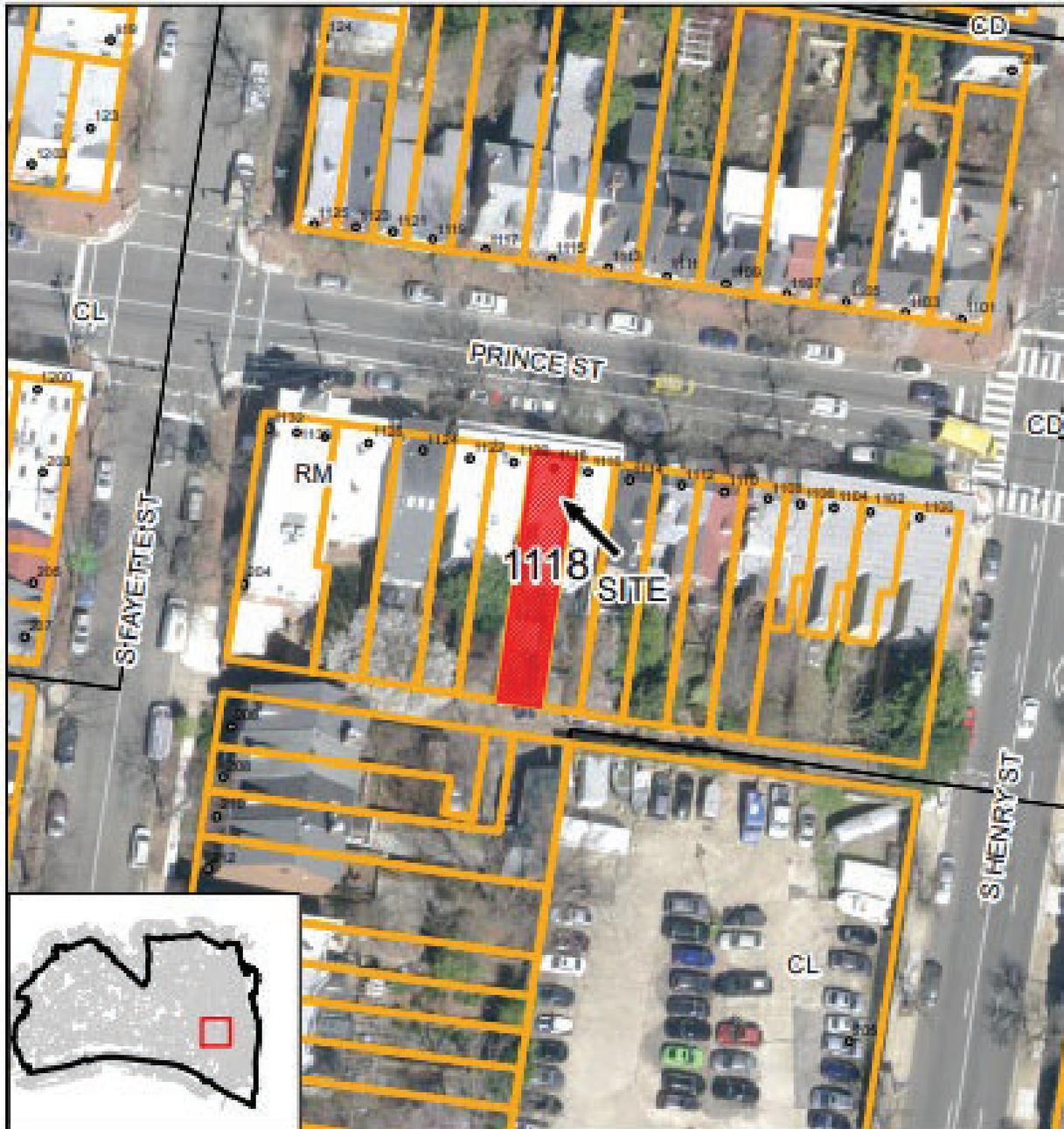
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**STAFF RECOMMENDATION**

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, 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.



**BAR#2025-00506 OHAD**  
**1118 Prince Street**



0 20 40 80 Feet

## I. APPLICANT'S PROPOSAL

The applicant requests a Certificate of Appropriateness for alterations to replace a rear railing with a self-supported wrought-iron balcony.

### Site context

The building is one of four adjoined townhomes. The proposed balcony is on the rear (south) of the house and would be partially visible from the unnamed public alley (Figure 1).



Figure 1. View of rear of subject property from the public alley/parking area.

## II. HISTORY

The two-story, two-bay frame townhouse at 1118 Prince Street is one of four townhouses constructed between **1885** and **1891**, according to Sanborn Fire Insurance Maps. Map research indicates that, while there have been numerous alterations to the rear facades of the four townhouses at 1116-1122 Prince Street, they maintain their original footprint.

### Previous BAR Approvals

BAR2002-00193	Rear pergola
BAR2015-00108	New rear window openings
BAR2015-00354	Vent installation
BAR2024-00155	Window replacement

## III. ANALYSIS

The applicant requests a Certificate of Appropriateness for alterations to replace a rear railing with a self-supported black wrought-iron balcony. The balcony will be located on the second floor and its four posts will extend down to the rear patio on the first floor (Figure 2). The structure will have grated flooring that is flush with the French doors. The railing will be 42" in height and the balcony will be 4' deep and 89 ½" wide.



Figure 2. Existing rear elevation (left) and proposed rear elevation (right).

According to the *Design Guidelines*, "...railings should have a design that is appropriate to the architectural style of the structure and be made of materials such as wood, cast iron, precast concrete, or stone." Additionally, "rails should be minimal in appearance."

The proposed railing design is simple and very similar to other iron railings in Old Town, such as the examples provided by the applicant at 920 Prince Street and 212 South Fayette Street. The style and material are appropriate for this Victorian period house. The view of the rear of the house is partially blocked by fencing and trees, minimizing its visibility from the public right-of-way. In the opinion of staff, the proposed balcony is sympathetic to and would not detract from the architectural style of the building.

Therefore, staff recommends **approval** of the Certificate of Appropriateness for alterations, as submitted.

#### **STAFF**

Brendan Harris, 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 rear elevated balcony will comply with Zoning with condition.

C-2 Open space cannot be reduced beyond the current proposed limit. This will be verified by Zoning staff at both the building permit level and wall check.

- C-3 Proposed balcony must both remain 80% open and the structure cannot exceed 10 feet in height in order to not reduce open space
- F-1 Property is required to maintain 35% of the lot area as open space per Sec. 2-180 of the Zoning Ordinance.
- F-2 If the structure is less than 10 feet in height and remains 80% open, Zoning staff can use the pergola exclusion which won't reduce open space.

**Code Administration**

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 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 archaeology comments.

**V. ATTACHMENTS**

- Application Materials
- Completed application
- Plans
- Material specifications
- Scaled survey plat if applicable
- Photographs

BAR CASE# \_\_\_\_\_  
(OFFICE USE ONLY)

ADDRESS OF PROJECT: 1118 PRINCE ST

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

TAX MAP AND PARCEL: PARCEL 1067010 ZONING: RM

APPLICATION FOR: (Please check all that apply)

CERTIFICATE OF APPROPRIATENESS

PERMIT TO MOVE, REMOVE, ENCAPSULATE OR DEMOLISH  
(Required if more than 25 square feet of a structure is to be demolished/impacted)

WAIVER OF VISION CLEARANCE REQUIREMENT and/or YARD REQUIREMENTS IN A VISION CLEARANCE AREA (Section 7-802, Alexandria 1992 Zoning Ordinance)

WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT  
(Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance)

Applicant:  Property Owner  Business (Please provide business name & contact person)

Name: KENNETH B. CRUTCHFIELD

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

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

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

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

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

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

Legal Property Owner:

Name: KENNETH B. CRUTCHFIELD

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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 REPLACE WROUGHT IRON RAILING WITH SELF-SUPPORTED BALCONY
- ADDITION
- DEMOLITION/ENCAPSULATION
- SIGNAGE

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

Replace wrought iron railing with wrought iron self supported balcony to create small outdoor space and additional utility with french doors.

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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.

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: KENNETH B. CRUTCHFIELD

Date: 11/7/25

**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 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. KEN & MARY CRUTCHFIELD	[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 1118 PRINCE ST (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. KEN & MARY CRUTCHFIELD	[REDACTED]	100%
2.		
3.		

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

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

11/7/25                      KENNETH B. CRUTCHFIELD                      [Signature]  
 Date                                  Printed Name                                  Signature

# Replace wrought iron railing with self-supported balcony for 1118 Prince Street, Alexandria, VA

- The following pages outline the replacement of an existing wrought-iron railing attached to the house with a self-supported wrought-iron balcony.
- The plan accommodates a freestanding structure with design elements in line with other wrought-iron in Old Town and within the surrounding blocks near the house.
- The home is one of four adjoined townhomes. The balcony is on the back of the house. Fencing and trees partially obstruct the view from the alley behind the house. The Fannon Coal Yard parking lot abuts half of the alleyway. (The alley does not have a name.)
- The use of wrought iron makes the structure more compact and less bulky. It also aligns with the aesthetic of Old Town and is an upgrade relative to wood and plastic decks attached to neighboring homes.
- The balcony will be fastened to the home, but the home will not bear the weight of the structure.

Back of 1118  
Prince



**Dimensions:**

1. Width of main floor of house in back: 10' 6"
2. Width of door in basement, including trim: 5' 8"
3. Width of French doors including trim: 4' 11.5"
4. Base of French door floor to ground: 7' 11"
5. Height of basement door including trim. 6' 7 3/4"

**Other dimensions:**

1. Left end of house to edge of French door trim: 2' 10 1/4 "
2. Right edge of downspout to French door trim: 28 1/4"
3. Right end of house to edge of French door: 25 1/2"



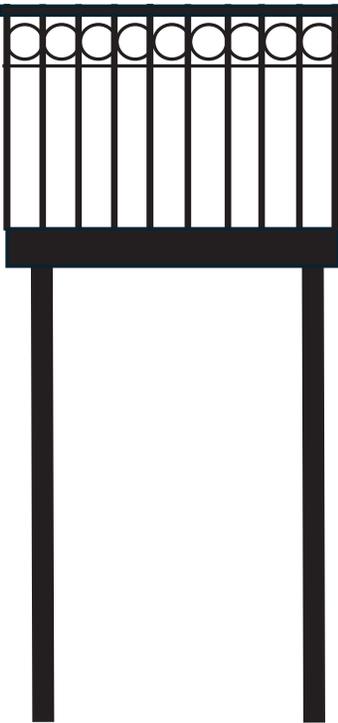
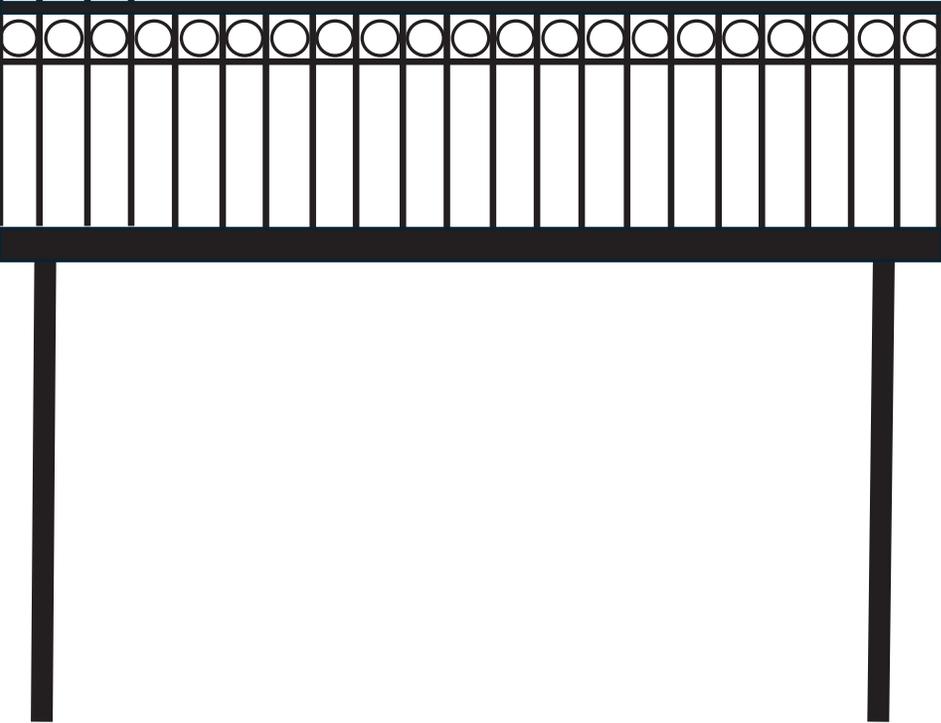
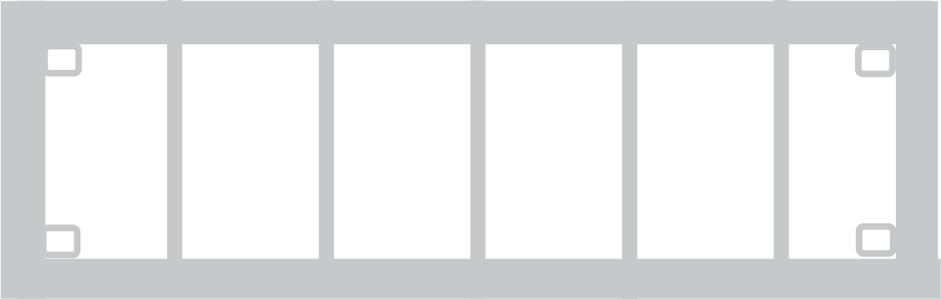
# Back of 1118 Prince

- Visual of planned balcony



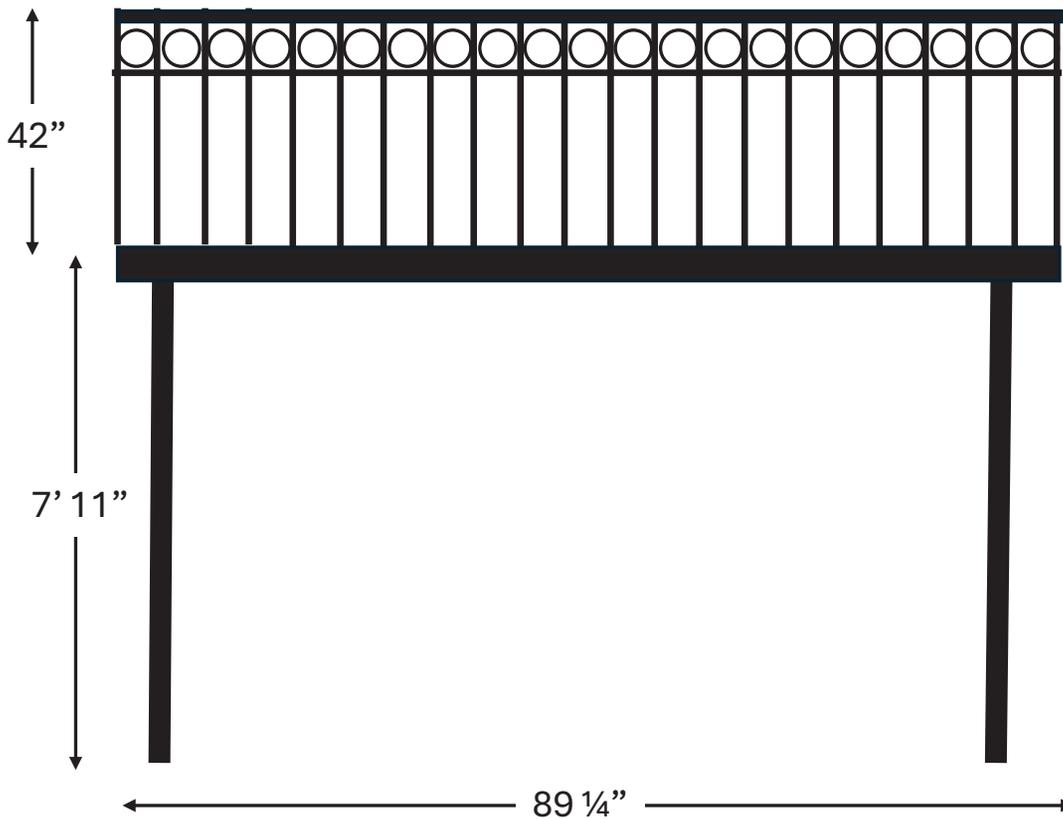
# Plan: Top, Front, and Side Views\*

- Freestanding structure
- Four posts will be encased in concrete 24” deep below ground.
- Posts will be iron tube. 4”x4” and 3/16” thick. Posts will be welded to the platform. Grated flooring.
- Balcony depth is 4’, width is 89 1/4”. Railing will be 42”.
- Floor of balcony to be flush with the French doors.
- Flooring made of hardwood slats fastened to supporting metal cross beams
- Structure to be finished with black semi-gloss, consistent with other wrought iron in town.



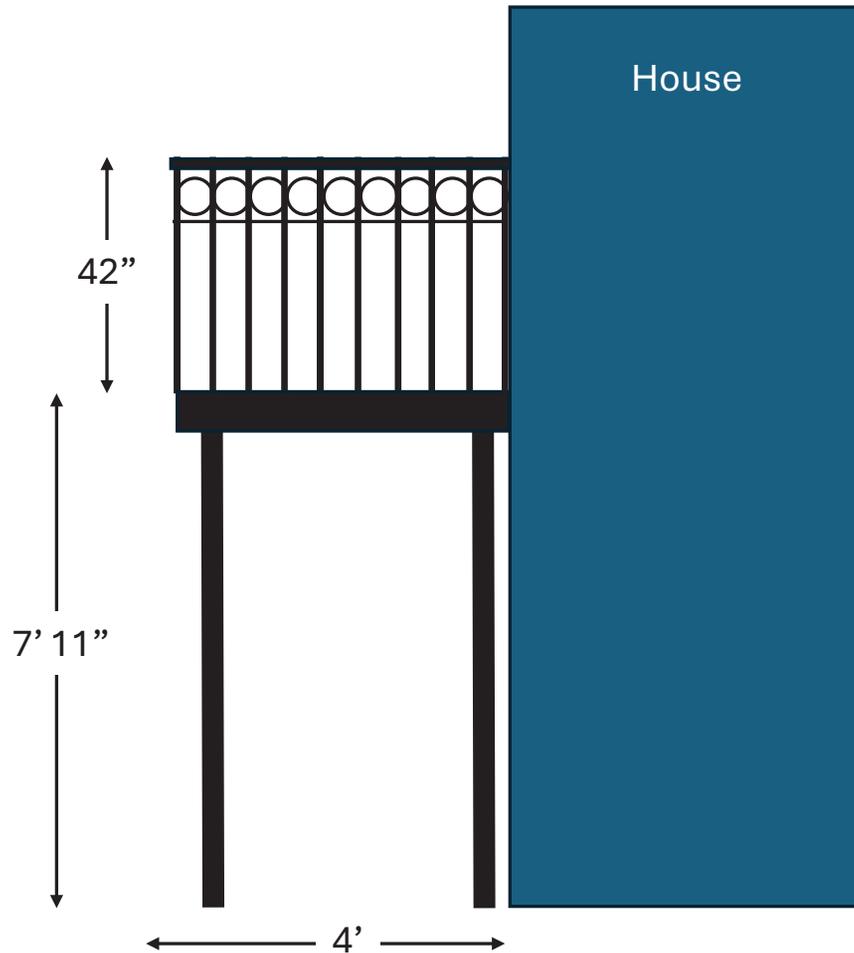
\*Structure to be built on-site. Unforeseen issues may result in minor non-material changes to dimensions or ornamentation.

## Front elevation



- Width of the balcony will be 89 1/4"
- 42" high railing.
- The design with circles is consistent with other wrought iron nearby. The spacing of railing will be 4" or less to comply with code
- Wrought iron design is more compact and supports the non-standard height of the walk out cellar and helps minimize the loss of sunlight in the basement.

## Side View



- The weight of the balcony will be supported by wrought iron poles.
- Four poles will be set in concrete 24" deep in the ground.
- The balcony will be anchored to the house, but the house will not bear the load.
- Balcony will be 4' deep.
- The height of the railing will be 42".
- The house will not bear the load of the structure. The balcony will be fastened to the house.

## Top, Front, and Side View



**Bar Grating Mezzanine Floor**



[IQSdirectory.com](http://IQSdirectory.com)

- Rectangular design, so this diagram is amended.
- The flooring will be reinforced to support the wrought iron poles and to provide integrity to the structure
- The flooring will be grated to support open space requirements over a wrought iron frame. (see image below for grating)
- Depth will be 4'. Width will be 7'

# Example Railings in area



920 Prince St  
Alexandria, VA 22314



212 S. Fayette  
Alexandria, VA 22314

# Appendix

## View from alley\*



\*Photo taken in line with view of Fayette neighbors.

October 23, 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature: *Erik Zedelmayer*   
Erik Zedelmayer (Doc ID: 12522490) EDT

Name: Erik Zedelmayer & Christine Zedelmayer

Address: 1116 Prince St  
Alexandria, VA 22314

October 21, 2025

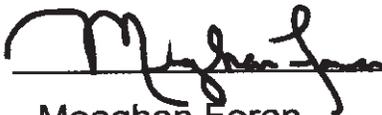
Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature:   
Name: Meaghan Foran  
Address: 1120 Prince  
Street,  
Alexandria VA  
22314

October 29, 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature: *A.P. Kupec*  
Name: ANTHONY KUPEC  
Address: 1122 PRINCE ST.  
ALEXANDRIA, VA 22314

October \_\_, 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature:



A handwritten signature in black ink, appearing to read 'DKops', is written over a horizontal line.

Name:

Deborah Kops

Address:

208 S. Fayette St., Alexandria

VA 22314

~~NOVEMBER~~  
~~October~~ 6 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature: Yolanda Ruisanchez  
Name: YOLANDA RUISANCHEZ  
Address: 206 SOUTH FAYETTE STREET  
ALEXANDRIA, VA 22314

October \_\_, 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature: 

Name: John Gosling

Address: 208 S. Fayette St., Alexandria  
VA 22314

October 23, 2025

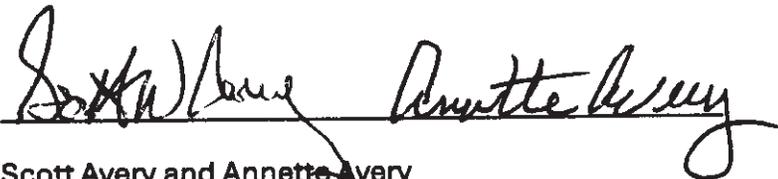
Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

We are neighbors across the alley of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. We have reviewed the proposed plans for a back balcony, and we support this project. It will be visible from our back yard, and we appreciate the design and scope.

Please let us know if you have any questions.

With kind regards,

Signatures: 

Name: Scott Avery and Annette Avery

Address: 210 S. Fayette Street  
Alexandria, VA 22314

October 27, 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature:   
Name: David Roberts  
Address: 212 S Fayette St  
Alexandria VA 22314