

**ISSUE:** Permit to Demolish/Capsulate (partial and Certificate of Appropriateness for addition and alterations

**APPLICANT:** Amanda and Helmut Mertins

**LOCATION:** Old and Historic Alexandria District  
619 South St. Asaph Street

**ZONE:** RM/Residential Townhouse Zone

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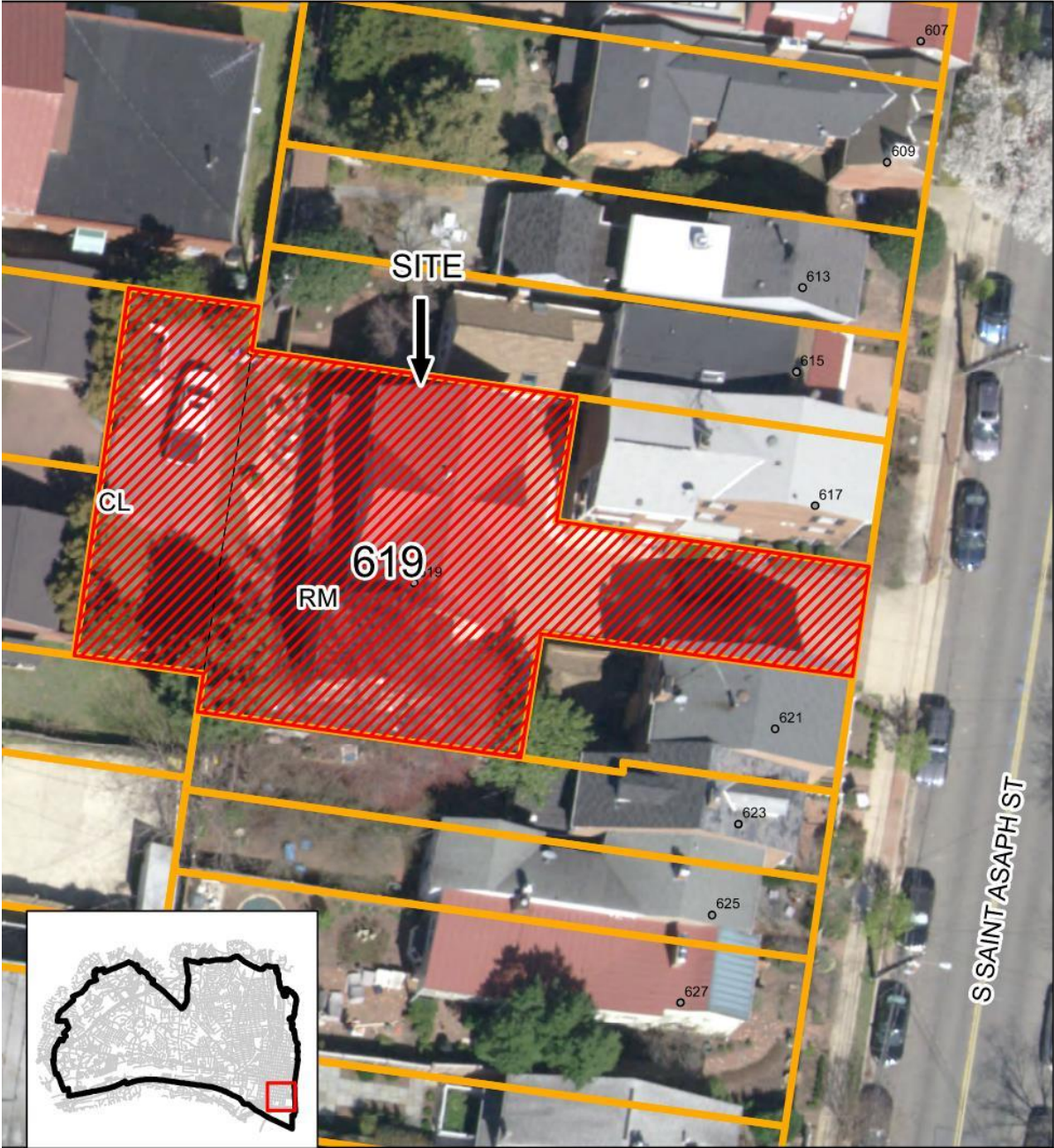
**STAFF RECOMMENDATION**

Staff recommends approval of the Permit to Demolish/Capsulate (partial) and Certificate of Appropriateness with the following conditions:

1. The proposed shutters on the east elevation must be constructed of wood or a solid-through-the-core, millable composite material with a smooth finish and should be a solid single or double panel design;
2. Work with staff to simplify the bracket and trim design of the faux balcony; and,
3. Include the statements from Alexandria Archaeology, below, in the General Notes of all on all construction documents that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the requirements:
  - a. The applicant/developer shall call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
  - b. The applicant/developer shall not allow any metal detection to be conducted on the property, or allow independent parties to collect or excavate artifacts, unless authorized by Alexandria Archaeology.

**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, Room 4200, City Hall, 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 #2023-00138 & BAR#2023-00165**  
**619 S Saint Asaph Street**



0 12.5 25 50 Feet

**Note:** Staff coupled the applications for a Permit to Demolish (BAR2023-00138) and Certificate of Appropriateness (BAR2023-00165) for clarity and brevity. The Permit to Demolish requires a roll call vote.

## **I. APPLICANT'S PROPOSAL**

The applicant requests a Permit to Demolish/Capsulate (partial) and Certificate of Appropriateness to remove the existing porch and construct a one-story addition on the west elevation, as well as alterations, at 619 South Saint Asaph Street.

### Permit to Demolish/Capsulate

1. Demolish existing porch slab and roof on the west elevation.
2. Remove and encapsulate two windows on the west elevation.
3. Remove existing door and sidelites on west elevation.

### Certificate of Appropriateness

1. Construct a new one-story addition on the west elevation (592 sq. ft.)
2. Construct a faux balcony on the second-story center bay of the east elevation.
3. Install shutters on the second-story windows on the east elevation.



**Photo 1: Existing east (front) elevation of subject property.**

The application includes the following alterations which comply with the *BAR Policies for Administrative Approval in Historic Districts*: new exterior lighting, replacement garage door, new aluminum railings, replacement of existing stone stoop, replacement trim on second-floor windows on the east elevation and a new wood door, transom and sidelites. Additionally, the proposed new and replacement materials are architecturally appropriate for this later building.

### Site context

The subject property is located in the center of the block. Only a small portion of the proposed addition will be visible from the right-of-way.



## II. HISTORY

This contemporary single-family was approved by the Board on **January 20, 1990** (BAR98-0181). The four-bay, three-story house is constructed of masonry with a metal roof and an open porch on the west elevation.

### *Previous BAR Approvals*

BAR2019-00201 – Administrative approval of replacement windows (5/14/2019).

BAR2000-00081 – The Board approved revisions to previously approved plans (5/2/2001).

## III. ANALYSIS

### Permit to Demolish/Capsulate

In considering a Permit to Demolish/Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B), which relate only to the subject property and not to neighboring properties. The Board has purview of the proposed demolition/capsulation regardless of visibility.

Standard	Description of Standard	Standard Met?
(1)	Is the building or structure of such architectural or historical interest that its moving, removing, capsulating or razing would be to the detriment of the public interest?	No
(2)	Is the building or structure of such interest that it could be made into a historic shrine?	No
(3)	Is the building or structure of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?	No
(4)	Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?	N/A
(5)	Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?	No
(6)	Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values, generating business, creating new positions, attracting tourists, students, writers, historians, artists and artisans, attracting new residents, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, and making the city a more attractive and desirable place in which to live?	No

The analysis of the standards indicated above relate only to the portions of the west elevation and existing open porch proposed for demolition/capsulation. In the opinion of staff, none of the criteria for demolition and capsulation are met and the Permit to Demolish/Capsulate should be granted. The areas proposed for demolition/capsulation are not of unusual or uncommon design and can easily be replicated.

#### Certificate of Appropriateness

Staff has no objection to the proposed addition and alterations. The *Design Guidelines* states that respectful additions make use of the design vocabulary of the existing structure. The proposed one-story addition will have the same footprint as the existing open porch and the selected materials, such as the metal roof and windows, are reflective of the main block and materials found on buildings throughout the historic district.

Staff support the installation of new radiused shutters on the east elevation. As noted in the application, the shutters will be sized to fit the opening and operable. The applicant does not specify the proposed materials; however, staff notes that the shutters must be constructed of wood or a solid-through-the-core, millable composite material with a smooth finish. Lastly, staff believes the horizontal design of the proposed shutter isn't architecturally appropriate and recommends the proposed shutters have a solid single or double panel design.

While staff supports the proposed faux balcony, a simpler design would be more appropriate for the contemporary structure. Staff recommends that the applicant work with staff to simplify the bracket and trim design of the faux balcony. Lastly, the applicant proposes to replace the driveway with new pavers. The *Design Guidelines* states that driveways are important elements in the overall visual composition of a historic district. The proposed stone pavers are appropriate and compatible with the paving materials on the blockface.

With the conditions above, staff recommend approval of the project. Staff also notes the recommendations of Alexandria Archaeology.

#### **STAFF**

Amirah Lane, 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 addition and porch will comply with zoning.

#### **Code Administration**

C- 1 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 The applicant should provide a determination of disturbed area per City Guidelines to T&ES prior to submitting for permits. If the land disturbance meets or exceeds 2500 square feet, a released grading plan will be required prior to submitting for permits. (T&ES)
- F-2 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-3 If the alley located at the rear of the parcel is to be used at any point of the construction process the following will be required:
- a. 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.
  - b. 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**

- F-1 Tax records from the early 19<sup>th</sup> century indicate that structures were present on this street face by 1830. The 1877 G.M. Hopkins insurance map shows one small structure fronting the street. The property therefore has the potential to yield archaeological resources which could provide insight into domestic activities in 19<sup>th</sup>-century Alexandria.
- R -\*1 The applicant/developer shall call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
- R -\*2 The applicant/developer shall not allow any metal detection to be conducted on the property, or allow independent parties to collect or excavate artifacts, unless authorized by Alexandria Archaeology,
- R-3 The statements in archaeology conditions above marked with an asterisk “\*” shall appear in the General Notes of all site plans and on all site plan sheets that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the requirements.

**V. ATTACHMENTS**

*1 – Supplemental Materials*

*2 – Application for BAR2023-00138 & BAR2023-00165: 619 S. St. Asaph St.*



ADDRESS OF PROJECT: 619 S. ST. ASAPH ST.DISTRICT: ☒ Old & Historic Alexandria ☐ Parker – Gray ☐ 100 Year Old BuildingTAX MAP AND PARCEL: 080, 02-02-73 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: AMANDA & HELMUT MERTINSAddress: 619 S. ST. ASAPHCity: ALEXANDRIA State: VA Zip: 22

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

**Authorized Agent** *(if applicable):* ☐ Attorney ☒ Architect ☐ \_\_\_\_\_Name: HOLLY SMITH R.A.Phone: (513) 532 8029E-mail: HMEYERSMITH@GMAIL.COM**Legal Property Owner:**Name: AMANDA & HELMUT MERTINSAddress: 619 S. ST. ASAPH ST.City: ALEXANDRIA State: VA Zip: 22Phone: 703-887-7883 E-mail: AGMERTINS@GMAIL.COM

- |                              |  |  |
|------------------------------|--|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Is there an historic preservation easement on this property?               |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No            | If yes, has the easement holder agreed to the proposed alterations?        |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Is there a homeowner's association for this property?                      |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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.

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

- ☐ NEW CONSTRUCTION
- ☒ EXTERIOR ALTERATION: *Please check all that apply.*
- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> awning                                      | <input type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment             | <input checked="" type="checkbox"/> shutters |
| <input checked="" type="checkbox"/> doors                            | <input checked="" type="checkbox"/> windows         | <input type="checkbox"/> siding                     | <input type="checkbox"/> shed                |
| <input checked="" type="checkbox"/> lighting                         | <input checked="" type="checkbox"/> pergola/trellis | <input type="checkbox"/> painting unpainted masonry |  |
| <input checked="" type="checkbox"/> other <u>CANOPY @ FRONT DOOR</u> |   |   |  |
- ☒ ADDITION
- ☒ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

REMOVE OPEN PORCH FROM REAR OF HOUSE ADD ONE  
STORY ADDITION TO REAR (WEST SIDE) ADD FAUX BALCONY OVER  
EXISTING FRONT STOOP. REBUILD STOOP LANDING & STEPS @  
FRONT OF HOUSE (EAST) ADD HORIZONTAL BOARD SHUTTER @ SINGLE  
WINDOWS ON FRONT FACADE (EAST) ADD NEW FRONT PORCH  
LIGHTING FIXTURE/RAILING. REPLACE GARAGE DOOR (EAST) ADD  
LIGHT OVER GARAGE. REPLACE DRIVEWAY MATERIAL W/ NEW  
PAVERS.

**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.

**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 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 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: \_\_\_\_\_

*Holly A. Smith - Architect*

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

*Holly A. Smith*

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

*3/3/23*





# Department of Planning & Zoning Floor Area Ratio and Open Space Calculations

**B**

## A. Property Information

A1. 619 S St. Asaph St  
Street Address

RM

Zone

A2. 7,487.00 x 1.50 = 11,231.00  
Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

## B. Existing Gross Floor Area

### Existing Gross Area

Basement 1,118.00  
First Floor 1,068.00  
Second Floor 1,270.00  
Third Floor 843.00  
Attic 0.00  
Porches 340.00  
Balcony/Deck 0.00  
Lavatory\*\*\* 250.00  
Other\*\* 310.00

### Allowable Exclusions\*\*

Basement\*\* 1,118.00  
Stairways\*\* 199.00  
Mechanical\*\* 92.00  
Attic less than 7'\*\*\* 0.00  
Porches\*\* 340.00  
Balcony/Deck\*\* 0.00  
Lavatory\*\*\* 250.00  
Other\*\* 0.00  
Other\*\* 0.00

B1. 5,199.00 Sq. Ft.  
Existing Gross Floor Area\*

B2. 1,999.00 Sq. Ft.  
Allowable Floor Exclusions\*\*

B3. 3,200.00 Sq. Ft.  
Existing Floor Area Minus Exclusions  
(subtract B2 from B1)

### Comments for Existing Gross Floor Area

B1. Total Gross 0.00 B2. Total Exclusions 1,999.00

## C. Proposed Gross Floor Area

### Proposed Gross Area

Basement 582.00  
First Floor 582.00  
Second Floor  
Third Floor  
Attic  
Porches  
Balcony/Deck  
Lavatory\*\*\* 60.00  
Other

### Allowable Exclusions\*\*

Basement\*\* 582.00  
Stairways\*\*  
Mechanical\*\*  
Attic less than 7'\*\*\*  
Porches\*\* 60.00  
Balcony/Deck\*\*  
Lavatory\*\*\*  
Other\*\*  
Other\*\*

C1. 1,224.00 Sq. Ft.  
Proposed Gross Floor Area\*

C2. 642.00 Sq. Ft.  
Allowable Floor Exclusions\*\*

C3. 582.00 Sq. Ft.  
Proposed Floor Area Minus Exclusions  
(subtract C2 from C1)

C1. Total Gross 1,224.00 C2. Total Exclusions 642.00

## D. Total Floor Area

D1. 3,782.00 Sq. Ft.  
Total Floor Area (add B3 and C3)

D2. 11,231.00 Sq. Ft.  
Total Floor Area Allowed  
by Zone (A2)

## E. Open Space (RA & RB Zones)

E1. 3,164.00 Sq. Ft.  
Existing Open Space

E2. 2,620.00 Sq. Ft.  
Required Open Space

E3. 2,992.00 Sq. Ft.  
Proposed Open Space

## Notes

\*Gross floor area is the sum of all areas under roof of a lot, measured from the face of exterior walls, including basements, garages, sheds, gazebos, guest buildings and other accessory buildings.

\*\* Refer to the Zoning Ordinance (Section 2-145(B)) and consult with Zoning Staff for information regarding allowable exclusions. Sections may also be required for some exclusions.

\*\*\*Lavatories may be excluded up to a maximum of 50 square feet, per lavatory. The maximum total of excludable area for lavatories shall be no greater than 10% of gross floor area.

The undersigned hereby certifies and attests that, to the best of his/her knowledge, the above computations are true and correct.

Signature:

13

Date:

3/30/23

(102)

# 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. AMANDA G MERTINS HELMUT G MERTINS	619 S. ST. ASAPH ST	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 619 S. ST. ASAPH 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.

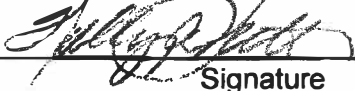
Name	Address	Percent of Ownership
1. AMANDA G. MERTINS HELMUT G. MERTINS	619 S. ST. ASAPH	100
2.		
3.		

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		
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.

4/3/23      Holly A. Smith        
 Date      Printed Name      Signature



## CERTIFICATION OF NOTICE BOARD OF ARCHITECTURAL REVIEW

TO: DIRECTOR OF PLANNING & ZONING  
CITY OF ALEXANDRIA, VIRGINIA

Article XI, Section 11-301(A)(3), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia states:

At least five days prior to the hearing, the applicant shall supply the director of Planning & Zoning with:

- a) a copy of the NOTICE OF PUBLIC HEARING sent;
- b) a copy of the PROPERTY OWNERS LIST; and,
- c) this completed CERTIFICATION OF NOTICE.

The applicant shall use the records and maps maintained by the Department of Real Estate Assessment to determine the proper recipients of notice and reliance upon such records shall constitute compliance with the requirements of this section. §11-301(A)(3).

THE UNDERSIGNED HEREBY CERTIFIES that the notice to adjoining property owners (copy attached), as required pursuant to Article XI, §11-301(A) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia, was **sent** to the attached list of property owners concerning the following issue:

DATE MAILED: April 20, 2023

HEARING DATE: May 3 2023

PROPERTY ADDRESS: 619 South St. Asaph St.

ISSUE DESCRIPTION: REMOVAL OF PORCH ON REAR (WEST) OF HOUSE  
ADDITION ON REAR (WEST) REMOVAL OF FRONT STOOP (EAST)  
REBUILD FRONT STOOP (EAST) ADD CANOPY OVER FRONT  
STOOP ADD SHUTTERS TO WINDOWS @ FRONT (EAST)  
ADD TRELLIS AT (2) FRONT WINDOWS. REPAVE DRIVEWAY

Holly A. Smith  
Print Name

513.532.8029  
Telephone

hhmeyersmith@gmail.com  
E-mail address

Holly A. Smith  
Signature

April 3, 2023  
Date

**NOTE:** Applicant to return this copy at least 5 days prior to the hearing to: Department of Planning and Zoning, 301 King Street, Room 2100.



## NOTICE OF PUBLIC HEARING BOARD OF ARCHITECTURAL REVIEW

Dear Property Owner:

You are hereby notified of the following public hearing to be held on the issue described below by the Board of Architectural Review:

BOARD OF ARCHITECTURAL REVIEW MEETING DATE: May 3 2023  
7:00 P.M., City Hall  
301 King Street  
City Council Chambers, 2<sup>nd</sup> Floor  
Alexandria, Virginia 22314

ISSUE DESCRIPTION: Addition to West side of property. Add shutters to single windows on East Facade (Front) Add faux balcony w/railing @ front door. Rebuild stoop in stone w/new railing/lighting. Replace front door & garage door.

PROPERTY ADDRESS: 619 S. St. Asaph St.

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

TAX ASSESSMENT MAP NUMBER: 11779600 Map 080.02.02.73

As a citizen and party of interest, you are invited to attend these meetings and express your views concerning the above issue. If you have any questions regarding the request, you can reach me at \_\_\_\_\_ and hsmeyersmith@gmail.com (e-mail optional).

Sincerely,

[Signature] - Architect  
Applicant Signature

Holly A. Smith (agent)  
Applicant Printed Name

\*Date Mailed: 4/20/23

**\*Applicant to mail this notice to adjoining and abutting property owners at least ten but no more than thirty days prior to the hearing.**

**NOTE:** Applicant to return this copy at least five days prior to the hearing to: Department of Planning and Zoning, 301 King Street, Room 2100.





# PROPERTY OWNER LIST

## BOARD OF ARCHITECTURAL REVIEW

619 S St. Asaph St  
SUBJECT ADDRESS

080 - 02 - 02 - 73  
TAX ASSESSMENT MAP NUMBER

Adjoining property owner names and addresses can be obtained by visiting the City website at [www.alexandriava.gov](http://www.alexandriava.gov) and following the link to Real Estate Assessments, or by visiting the Office of Real Estate Assessments at City Hall, 301 King Street, Room 2600.

ADJOINING PROPERTY OWNER  
NAME & MAILING ADDRESS

TAX ASSESSMENT  
MAP NUMBER

Property Address	617 S. St. Asaph St. Alex	<u>080 - 02 - 02</u> 30
Owner Name	Foelak Harold & Florence TP	
Mailing Address	617 S. St. Asaph St.	
City, State, Zip	Alexandria VA 22314-4118	

Property Address	621 S. St. Asaph Alex	<u>080 - 02 - 02</u> 32
Owner Name	Knieingwataina Pae & Guerrero Travis	
Mailing Address	621 S. St. Asaph St.	
City, State, Zip	Alexandria VA 22314-4110	

Property Address	610 S. Washington St. Alex	<u>080 - 02 - 02</u> 71
Owner Name	Kellen, Leslie Ann L	
Mailing Address	610 S. Washington St.	
City, State, Zip	Alexandria VA 22314-4110	

Property Address	612 S. Washington St. Alex	<u>080 - 02 - 02</u> 72
Owner Name	Barwis, Jane L	
Mailing Address	612 S. Washington St	
City, State, Zip	Alexandria VA 22314	

Property Address	614 S. St. Asaph St., Alex.	<u>080 - 02 - 03</u> 18
Owner Name	Longman Tremper III Alice S	
Mailing Address	614 S. Washington St	
City, State, Zip	Alexandria VA 22314	

Property Address	606 A S. Washington St Alex	<u>080 - 02 - 02</u> 17
Owner Name	Roberts Memorial United Methodist	
Mailing Address	606 A S. Washington St.	
City, State, Zip	Alexandria VA 22314	

Property Address	612 S. St. Asaph St Alex	<u>080 - 02 - 03</u> 17
Owner Name	McCray, Ruth H or Neil E	
Mailing Address	612 S. St. Asaph St.	
City, State, Zip	Alexandria VA 22314	

Property Address	616 S. St. Asaph, Alex.	<u>080 - 02 - 03</u> 19
Owner Name	Terry, D Ellen or Casper, Joseph S.	
Mailing Address	616 S. St. Asaph St	
City, State, Zip	Alexandria VA 22314	

Property Address	623 S. St. Asaph St Alex	<u>080 - 02 - 02</u> 33
Owner Name	Arnold, John Edwin or Ann-Margaret	
Mailing Address	623 S. St Asaph St.	
City, State, Zip	Alexandria VA 22314	

**NOTE:** Applicant to return this copy at least 5 days prior to the hearing to: Department of Planning and Zoning, 301 King Street, Room 2100.

Property Address	615 S. St. Asaph St Alex	080 - 02 - 02 29
Owner Name	Leary, David E, Patel, Kaja! A	
Mailing Address	Unit 7120 Box 110	
City, State, Zip	DPO AE 09737-0110	

Property Address	614 S. Washington St Alex	080 - 02 - 02 21
Owner Name	Roberts Memorial United Methodist	
Mailing Address	606A S. Washington St	
City, State, Zip	Alexandria VA 22314 - 4110	

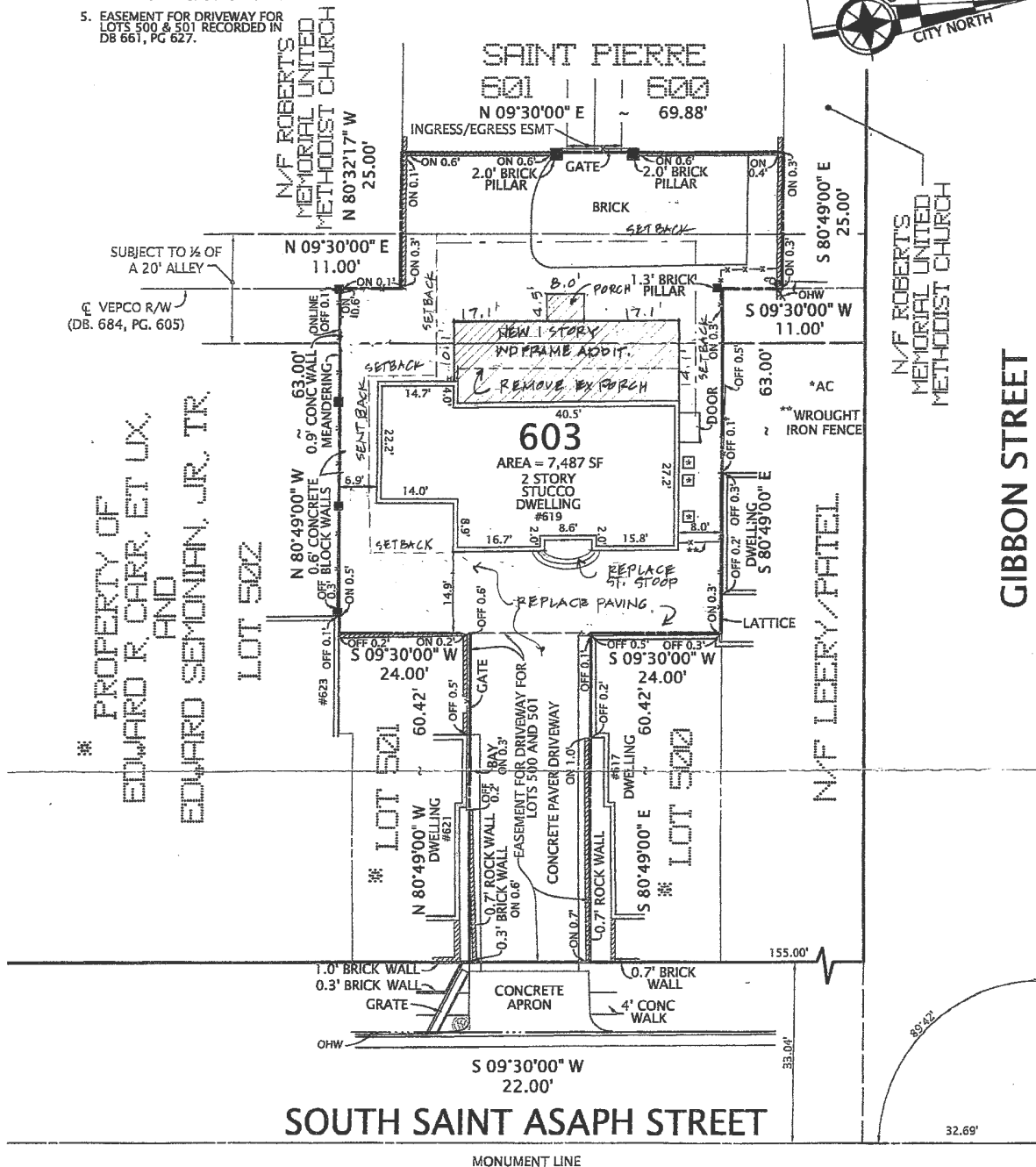
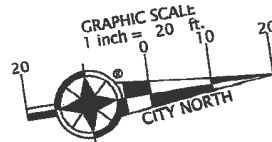
Property Address		- -
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		- -
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		- -
Owner Name		
Mailing Address		
City, State, Zip		

**NOTE:** Applicant to return this copy at least 5 days prior to the hearing to: Department of Planning and Zoning, 301 King Street, Room 2100.

2. WALLS ARE 0.7" BRICK UNLESS NOTED.
3. PILLARS ARE 1.4" BRICK UNLESS NOTED.
4. UTILITIES ARE UNDERGROUND.
5. EASEMENT FOR DRIVEWAY FOR LOTS 500 & 501 RECORDED IN DB 661, PG 627.



**SOUTH SAINT ASAPH STREET**

MONUMENT LINE

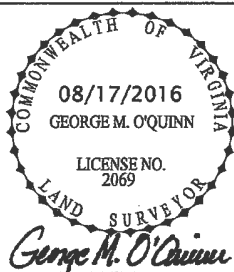
PLAT  
SHOWING HOUSE LOCATION ON  
LOT 603  
**SAINT PIERRE**  
(INST. #050034760)  
CITY OF ALEXANDRIA, VIRGINIA  
SCALE: 1" = 20' AUGUST 17, 2016

I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY AND UNLESS SHOWN THERE ARE NO VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.

A TITLE REPORT WAS NOT FURNISHED.

NO CORNER MARKERS SET.



Ordered by:

Land, Carroll & Blair  
LC & B  
524 King Street  
Alexandria, Virginia 22314  
Phone: (703) 896-1000



**DOMINION** Surveyors Inc.®

8808-H PEAR TREE VILLAGE COURT  
ALEXANDRIA, VIRGINIA 22309  
703-619-6555  
FAX: 703-799-6412

**Mertins Residence**  
619S. St. Asaph St. 20  
Alexandria, Virginia

**HOLLMAYER SMITH**  
**ARCHITECTURE+DESIGN**  
Alexandria, Virginia

PROPOSED  
PLAT

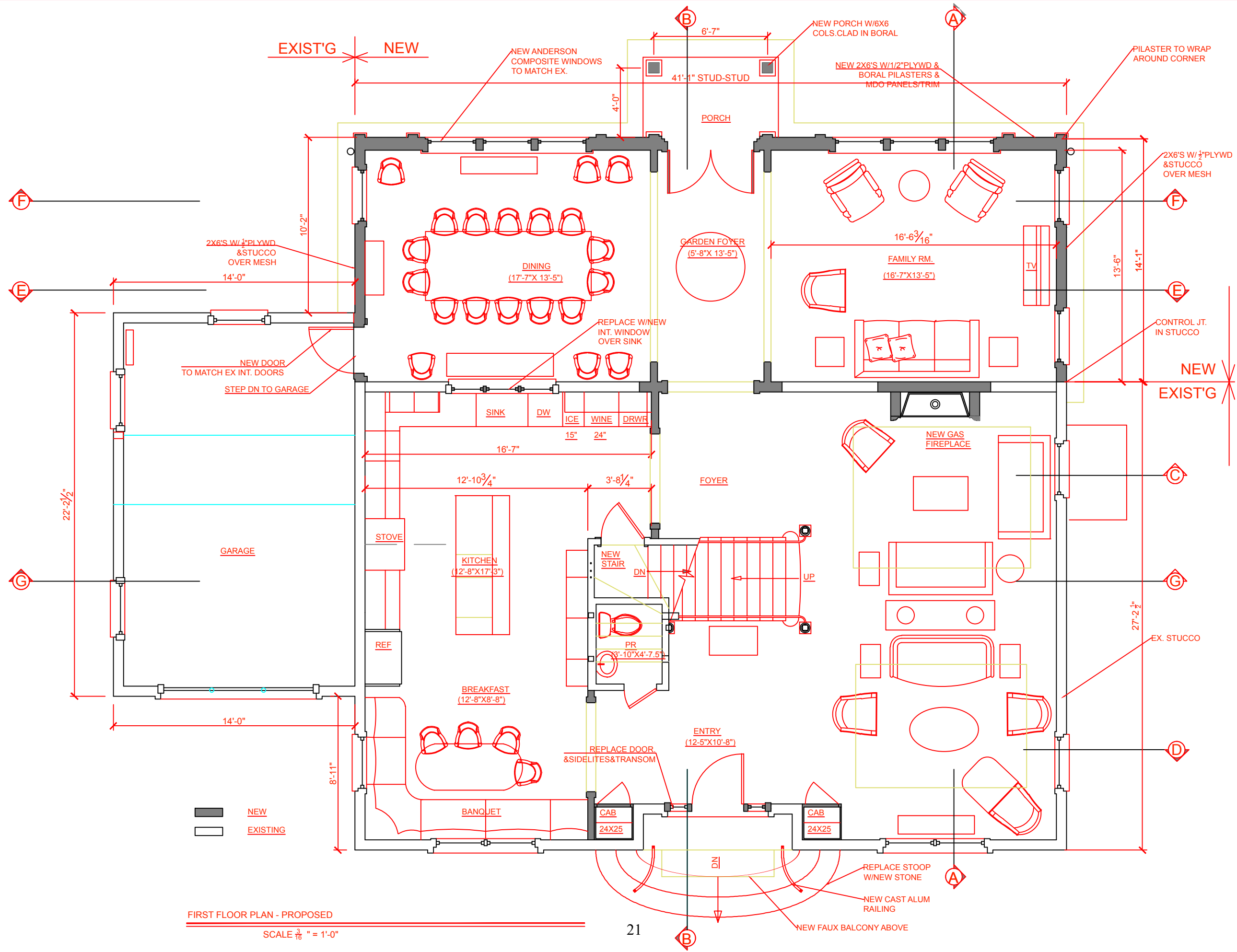
Sheet:

C 2

Date:

3.1.23







EAST ELEVATION- PROPOSED

SCALE  $\frac{3}{16}$ " = 1'-0"

Date:

3/30/2023

Sheet:

A2

EAST  
ELEV



HOLLMAYER SMITH  
ARCHITECTURE+DESIGN  
Alexandria, Virginia

Mertins Residence  
619S. St. Asaph St.  
Alexandria, Virginia

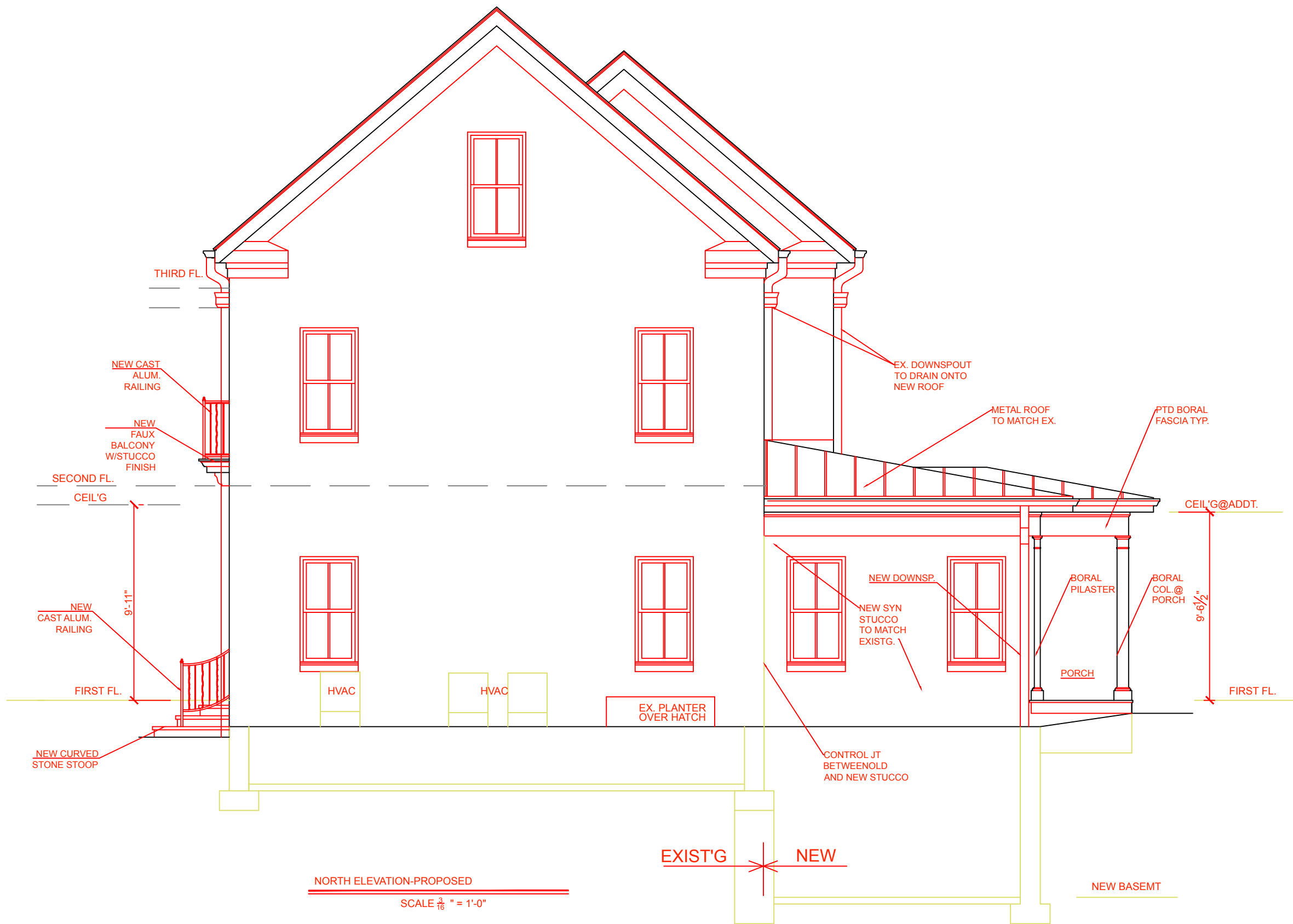
Date:

3/30/2023

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A-3

WEST  
ELEV



HOLLMAYER SMITH  
ARCHITECTURE+DESIGN  
Alexandria, Virginia

Mertins Residence  
619S. St. Asaph St.  
Alexandria, Virginia

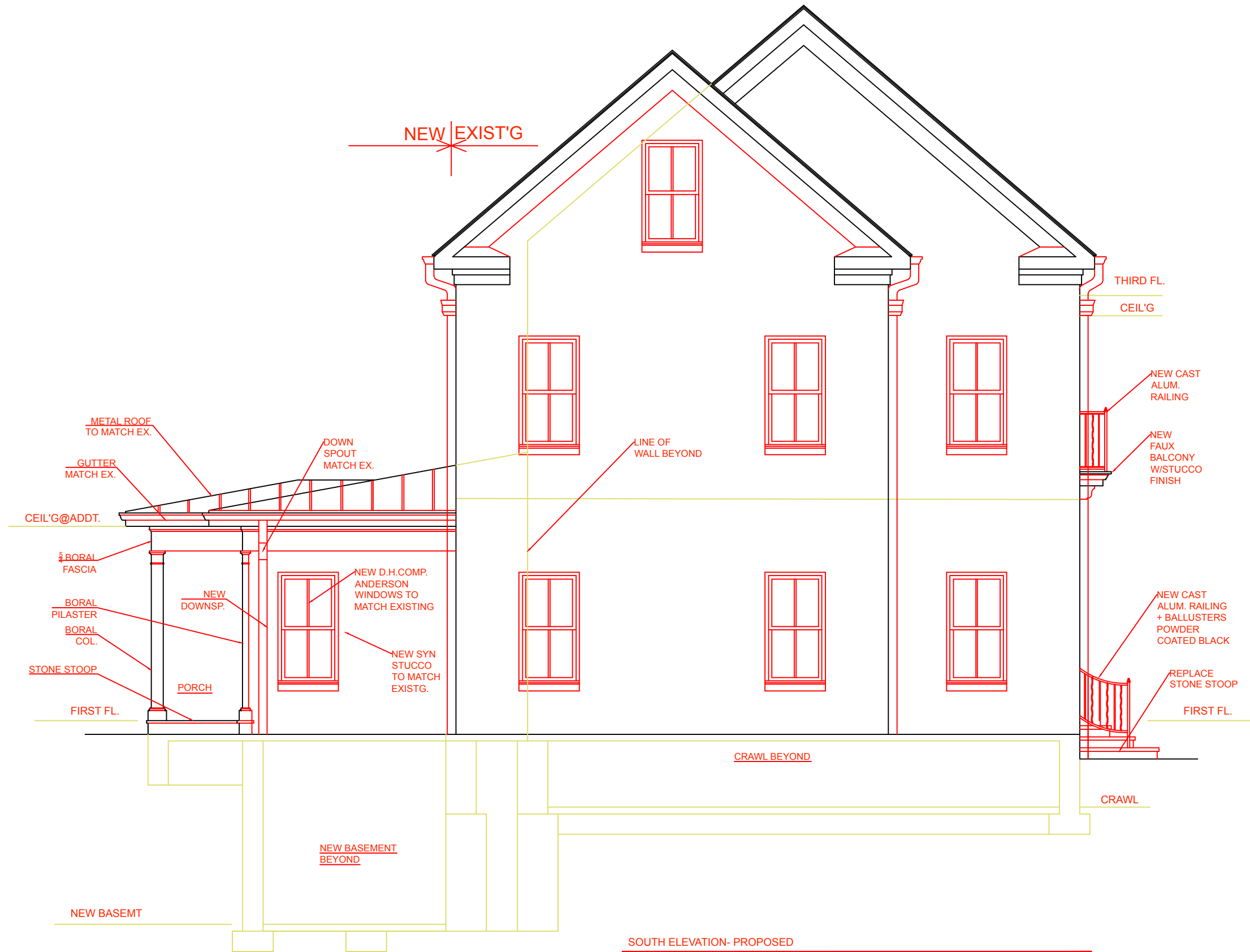
Date:

3/16/2023

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A4

NORTH  
ELEV



SOUTH ELEVATION- PROPOSED

25 SCALE  $\frac{3}{16}$  " = 1'-0"

HOLMEYER SMITH  
ARCHITECTURE+DESIGN  
Alexandria, Virginia

Mertins Residence  
619S. St. Asaph St.  
Alexandria, Virginia

Date:

3/30/2023

Sheet:

A-5  
SOUTH  
ELEV





EAST ELEVATION- EXISTING & DEMO

SCALE  $\frac{3}{16}$ " = 1'-0"

HOLLMAYER SMITH  
ARCHITECTURE+DESIGN  
Alexandria, Virginia

Mertins Residence  
619S. St. Asaph St.  
Alexandria, Virginia

Date:

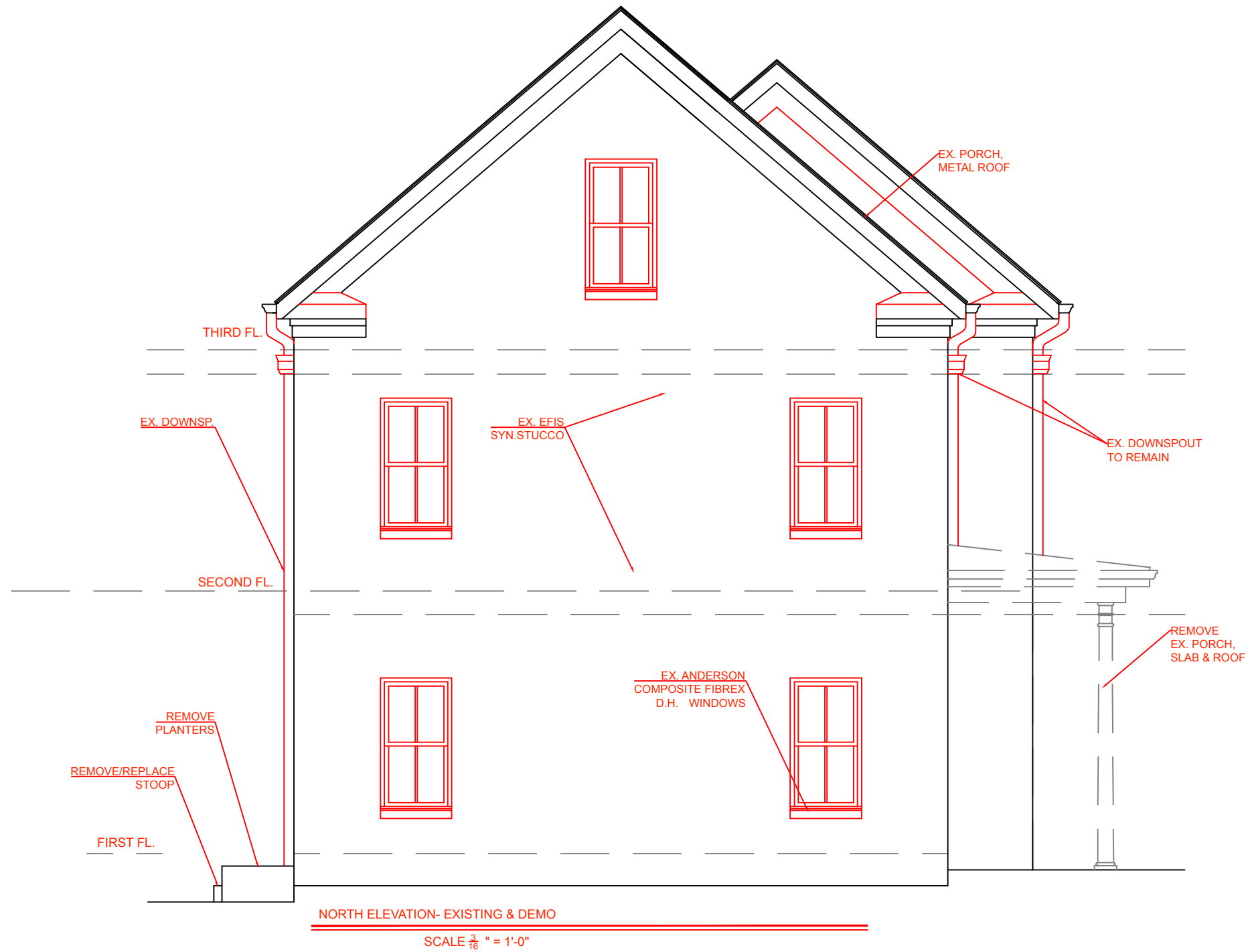
3.30.23

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EX2









SOUTH ELEVATION- EXISTING & DEMO

SCALE  $\frac{3}{16}$ " = 1'-0"

HOLLMAYER SMITH  
ARCHITECTURE+DESIGN  
Alexandria, Virginia

Mertins Residence  
619S. St. Asaph St.  
Alexandria, Virginia

Date:  
3.30.22

Sheet:  
EX5





1 VIEW  
FROM  
S.ST.ASAPH



EXISTING  
FRONT  
FACADE



EXISTING  
FRONT  
STOOP



2 VIEW  
FROM  
S.WASHINGTON



EXISTING  
REAR  
PORCH



EXISTING  
REAR  
PORCH

HOLLMAYER SMITH  
ARCHITECTURE+DESIGN  
Alexandria, Virginia

Mertins Residence  
619S. St. Asaph St.  
Alexandria, Virginia

Date:  
3/30/23

C-3

Sheet:  
PHOTOS





## Exterior Options to Match Any Style.

A-Series products are available in a wide range of exterior colors and exterior trim choices. Even in harsh conditions, they're virtually maintenance-free, hold their original vibrant colors, never need painting and won't flake, rot, blister, peel, pit or corrode.\*

Select any combination of colors shown here for your exterior frame, sash and trim.

### EXTERIOR COLORS



\* Visit [andersenwindows.com/warranty](http://andersenwindows.com/warranty) for details.  
Printing limitations prevent exact duplication of colors. See your Andersen supplier for actual color samples.



# WINDOWS

## FEATURES

### CASEMENT & AWNING

#### Frame

**A** Frame constructed with a wood core and a Fibrex® composite material exterior. This construction produces a rigid frame and a low-maintenance, durable exterior.

**B** Wood members are treated with a water-repellent preservative for long-lasting protection and performance.

**C** The weatherstripping system combines an exterior watershed design and a foam weatherstrip seal between the sash and frame, providing a long-lasting, energy-efficient barrier against wind, water and dust.

**D** A factory-applied rigid vinyl flange helps seal the unit to the structure. Available in a standard design or in a trim flange design (shown). The trim flange allows for Andersen® exterior trim surrounds to be applied in seconds after window installation.

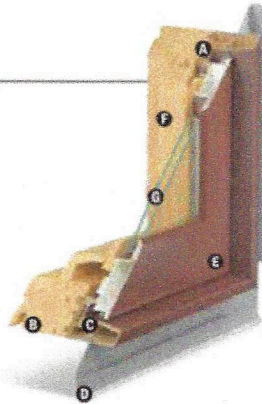
#### Sash

**E** Fiberglass construction provides durable, strong and long-lasting performance. Finished with a Flexacron® paint system. This stabilized polyester paint is electrostatically applied for maximum protection and a lustrous, low-maintenance finish.

Traditional architectural style:

- Classic chamfer detailing
- The look of mortise-and-tenon joinery
- Tall bottom rail on casement window aligns with double-hung and picture windows for common sight lines

**F** Natural wood interiors are treated with a water-repellent preservative for long-lasting protection and performance. Interior stops are fastened using a compression fit system so there are no nail holes to fill.



#### G Glass

See page 27 for details.

#### Hardware

##### Smooth Control Hardware System

Smooth operation provided by a worm gear drive design makes opening and closing almost effortless regardless of unit size. Also available with an optional split-arm operator that moves the sash away from the frame for easier glass cleaning (not available on all sizes). Hardware option and finish must be specified. Operator handle and cover sold separately.

##### Single-Action Casement Lock



Single-action lock easily releases all locking points on casement sash while the reach-out action eliminates binding when closing. The lock handle is offered in finishes that coordinate with your specified hardware option.

##### Awning Sash Lock

Awning windows feature dual sash locks. Hardware style and finish options are compatible with Andersen casement windows to ensure consistency in appearance when used in combination designs.

### DOUBLE-HUNG

#### Frame

**A** Frame constructed with a wood core and a Fibrex composite material exterior. This construction produces a rigid frame and a low-maintenance, durable exterior.

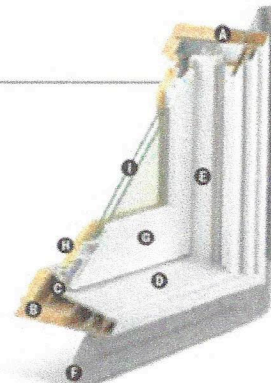
**B** Wood members are treated with a water-repellent preservative for long-lasting protection and performance.

**C** The dual weatherstripping system utilizes a double foam-filled design that creates a pressure equalization chamber, knocking down driving rain and delivering a long-lasting, energy-efficient barrier against wind, water and dust.

**D** Traditional sloped sill design.

**E** For units with White exterior, exterior jamb liner is White. For all other exterior colors, the exterior jamb liner is Sandtone. All double-hung windows include lower jamb liner cover/inserts that match the window exterior color.

**F** A factory-applied rigid vinyl flange helps seal the unit to the structure. Available in a standard design or in a trim flange design (shown). The trim flange allows for Andersen exterior trim surrounds to be applied in seconds after window installation.



#### G Glass

See page 27 for details.

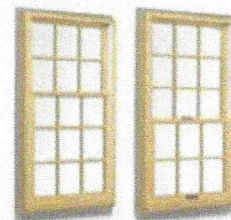
#### Hardware

##### Sash Lock



Traditional spoon lock design has an integrated Tilt to Clean feature.

##### Sash Options\*\*



Cottage Style

Reverse Cottage Style

#### Sash

**G** Fiberglass construction provides durable, strong and long-lasting performance. Finished with a Flexacron paint system. This stabilized polyester paint is electrostatically applied for maximum protection and a lustrous, low-maintenance finish.

Traditional architectural style:

- Classic chamfer detailing
- The look of mortise-and-tenon joinery
- Tall bottom rail on double-hung window aligns with casement and picture windows for common sight lines

**H** Natural wood interiors are treated with a water-repellent preservative for long-lasting protection and performance. Interior stops are fastened from behind so there are no nail holes to fill.

\* Visit [andersenwindows.com/warranty](http://andersenwindows.com/warranty) for details.

\*\* Shown on 400 Series Tilt-Wash double-hung full-frame windows.

\*Flexacron is a registered trademark of PPG Industries, Inc.









PROPOSED WD. SHUTTERS











