

Docket Item # 8 & 9
BAR CASE # 2013-0049 and
2013-0050

BAR Meeting
March 20, 2013

ISSUE: Request for blanket approval at Ford's Landing to partially demolish for HVAC replacement and for alterations for HVAC replacement

APPLICANT: Ford's Landing Homeowner's Association by Michael L. Reed

LOCATION: 2-42 Alexander St., 600-730 Battery Pl., 600-738 Ford's Landing Way, 1-19 Franklin St., 99 Franklin St., 700-709 Kahn Pl., 1-29 Keith's La., 700-728 S Union St., & 1-17 Wharf St.

ZONE: W-1 / Waterfront

STAFF RECOMMENDATION, March 6, 2013:

Staff recommends approval of the Permit to Demolish/Capsulate and Certificate of Appropriateness for alterations with the following conditions:

1. All requests for HVAC replacement must be in conformance with the attached Ford's Landing Homeowners Association Policy for Installation of Exterior Air Conditioning Units and property owners must submit a BAR Administrative Approval application and fee.
2. The Exterior Materials Matrix for Ford's Landing will now be replaced by the BAR's existing Modern Materials policies and Guidelines and the standard BAR administrative approval process.
3. Comply with the Resource Protection Area (RPA) and Flood Plain Requirements. (T&ES)

Resource Protection Area Requirements

- a. The following properties are either wholly or partially in the RPA:

- 19, 17, 15, 11, 9, 7, 5, 1 and 6 Keith's Lane
- 1, 2 Franklin Street
- 600, 602, 604, 606, 608, 700, 702, 704, 706, 708 Fords Landing Way
- 17, 16, 15, 14, 11, 9, 7, 5, 1 Wharf Street
- 701, 703, 704, 707, 700, 702, 704, 706, 708 Kahn Place
- 2, 4, 6, 8, 10, 12 Alexander Street

There shall be no increase in impervious surface on these parcels. Thus, replacement units shall be placed on existing impervious surface.

Flood Plain Requirements

- a. This property and building are located within the 100-yr floodplain. Due to the fact that these improvements do not amount to a "Substantial Improvement" as defined by City ordinance, this project is not subject to the Floodplain District regulations. However, the owner(s) of this property should be advised that flooding can and does occur at this location up to elevation 10' (City Datum) and to ensure safety the project is advised to comply with Section 6-307 (D) "Water heaters, furnaces, electrical distribution panels and other critical mechanical or electrical installations shall not be installed below the 100-year-flood level. Separate electrical circuits that serve areas below the 100-year-flood level shall be dropped from above."
- b. It is also advised that no food storage or preparation areas be located below the 100-year-flood level (elevation 10').
- c. Non-Substantial Improvement Exemption to lowest floor $\geq$ BFE+1 Requirement in Floodplain Ordinance.
- d. All other conditions shall apply.

Section 6-307 Other Conditions, (B):

"All uses, activities and development occurring within any floodplain district shall only be undertaken in strict compliance with the Virginia Uniform Statewide Building Code (VA USBC)."

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

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



**CASE BAR2013-0049 &
CASE BAR2013-0050**



I. ISSUE

The applicant is requesting approval of a Permit to Demolish for partial demolition and a Certificate of Appropriateness for alterations related to the replacement of through-wall HVAC units for all units at Ford's Landing. The request is for a blanket approval so that individual property owners may replace existing HVAC units through the BAR administrative approval process.

When originally constructed, the townhouses at Ford's Landing were supplied with through-wall, stacked HVAC units. Over the years, many of the units have failed and are in need of replacement. For a period of time no manufacturer was making replacement through-wall units although staff has been informed that they are now commercially available. However, even if the through-wall units are currently available, many property owners find them to be inefficient and expensive and therefore alternatives must be considered. The BAR has reviewed a number of individual cases over the past few years and in 2010 directed the Ford's Landing Homeowner's Association to submit a request for a comprehensive application to address the various HVAC replacement options based on the type of townhouse. For the past two and a half years, the HOA has been meeting with an engineer and working on this proposal.

The applicant has prepared a very thorough application (Attachment 1) which categorizes each townhouse unit into one of seven categories. For each category an HVAC replacement option is proposed based on the building and site constraints of the specific townhouse type. A property owner is not required to replace a unit with the proposed alternative and may elect to continue to use through-wall units. The categories and a brief description of the replacement option include the following:

1. **South Union Street facing townhouses:** existing rooftop units on rear roof cut-outs
2. **Park facing townhouses (Keith's Lane and Alexander Street):** expand deck or stoop or new concrete slab on ground
3. **Boardwalk townhouses:** locate on patio in front of through-wall units, adjacent to privacy fence
4. **Interior block townhouses:** stack on patio and screen with lattice
5. **Interior block, interior unit townhouses:** create rear roof cut-out; on property adjacent to driveway if room; or locate on deck
6. **Interior block, end unit townhouses with open space:** install on ground adjacent to existing bay window
7. **End unit townhouses with front stoop:** locate units in open space under existing front stoop

The descriptions of each alternative also require screening and fencing to match the existing where necessary or appropriate. In addition, each alternative requires that the through-wall unit be removed and replaced with siding or brick to match the adjacent wall surface.

The majority, if not all, of the townhouses are visible from a public way whether it be a park, a public street, the boardwalk, or a private street with a public access easement.

II. HISTORY

Ford's Landing is a townhouse development to the east of South Union Street and bounded by the dog exercise area adjacent to Windmill Hill Park, the Potomac River and Jones Point Park. The Ford's Landing complex was approved by the BAR in a series of meetings in 1996 (BAR Case #96-0030). The Special Use Permit (SUP #96-0006) and Site Plan (SIT #96-0002) were approved by the Planning Commission and City Council in 1996.

On September 5, 2007, the BAR approved a matrix of materials appropriate for replacement on exterior features within Ford's Landing, to allow administrative review for items deemed to be in conformance with the approved matrix.

In 2009 and 2010, the BAR approved expansion of the rear decks/stoops at 9 and 19 Keith's Lane to accommodate replacement HVAC units, establishing a prototype for an acceptable replacement alternative.

III. ANALYSIS

The project is in compliance with Zoning Ordinance requirements. Development staff has reviewed the project and noted that the proposed alterations to replace the HVAC units will not reduce the open space below what is required by the approved site plan (required open space: 77,423 square feet and provided open space: 105,334 square feet). In addition, the approved SUP has a condition requiring "all utility structures to be located and screened to the satisfaction of the Director of P&Z."

Regarding HVAC units, the *Design Guidelines* state that "HVAC equipment should be located in a visually inconspicuous area of a building" and "HVAC equipment should not disrupt the architectural character of a structure." In addition, the Zoning Ordinance requires the screening of rooftop HVAC equipment unless the BAR waives the requirement.

Staff supports the HVAC replacement proposal for Ford's Landing finding that the proposal is well-thought, considers various scenarios and provides suitable alternatives that are generally inconspicuous. Staff was most concerned with the replacement and relocation of HVAC units adjacent to the public parks and the boardwalk and finds the proposals for these areas to be appropriate and provide adequate screening. Furthermore, the newer units are generally quieter than the through-wall units and the result will be less noise pollution along the waterfront and parks. While the interior townhouse units are still visible from a public way, they do not have the same visual impact on the greater historic district as the townhouses on the boardwalk and parks.

Staff recommends approval of the blanket request for HVAC replacement throughout Ford's Landing and notes that when a property owner proposes to replace a unit that they submit the BAR Administrative Approval Application and associated fee to BAR Staff for final approval prior to approval of a mechanical or building permit.

Because the BAR has approved Modern Materials policies and guidelines which now permit a greater range of high-quality materials to be used for recently constructed buildings, Staff also recommends that the previously approved Exterior Materials Matrix for Ford's Landing be

retired and that the standard BAR Administrative Approval process be applied in the future for any exterior alterations, per the policies and guidelines in effect at that time. Finally, as is standard BAR practice, any BAR Administrative Approval request must also be accompanied by a letter or email of approval by the Ford's Landing HOA.

STAFF

Catherine Miliaras, Historic Preservation Planner, Planning & Zoning
Al Cox, FAIA, Historic Preservation Manager, Planning & Zoning

IV. CITY DEPARTMENT COMMENTS

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

Code Administration

F-1 The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit plans. If there are any questions, the applicant may contact Ken Granata, Plan Review Services Division Chief, at ken.granata@alexandriava.gov or 703.746.4193.

C-1 Additions and alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit. Five sets of architectural quality drawings shall accompany the permit applications that fully detail the construction/alteration.

C-2 New construction must comply with the 2009 edition of the Uniform Statewide Building Code (USBC).

C-3 All new equipment shall be installed in accordance with the manufacturer's installation instructions for clearances to combustibles and proper ventilation, and must comply with the 2009 edition of the Virginia Mechanical Code.

Transportation and Environmental Services (T&ES)

T&ES Conditions of Approval

- b. Please carry forward the Resource Protection Area (RPA) and Flood Plain Requirements as conditions of approval.

Resource Protection Area Requirements:

1. The following properties are either wholly or partially in the RPA:
 - 19, 17, 15, 11, 9, 7, 5, 1 and 6 Keith's Lane
 - 1, 2 Franklin Street
 - 600, 602, 604, 606, 608, 700, 702, 704, 706, 708 Fords Landing Way
 - 17, 16, 15, 14, 11, 9, 7, 5, 1 Wharf Street
 - 701, 703, 704, 707, 700, 702, 704, 706, 708 Kahn Place
 - 2, 4, 6, 8, 10, 12 Alexander Street

There shall be no increase in impervious surface on these parcels. Thus, replacement units shall be placed on existing impervious surface.

Flood Plain Requirements

1. This property and building are located within the 100-yr floodplain. Due to the fact that these improvements do not amount to a "Substantial Improvement" as defined by City ordinance, this project is not subject to the Floodplain District regulations. However, the owner(s) of this property should be advised that flooding can and does occur at this location up to elevation 10' (City Datum) and to ensure safety the project is advised to comply with Section 6-307 (D) "Water heaters, furnaces, electrical distribution panels and other critical mechanical or electrical installations shall not be installed below the 100-year-flood level. Separate electrical circuits that serve areas below the 100-year-flood level shall be dropped from above."
2. It is also advised that no food storage or preparation areas be located below the 100-year-flood level (elevation 10').
3. Non-Substantial Improvement Exemption to lowest floor $\geq$ BFE+1 Requirement in Floodplain Ordinance.
4. All other conditions shall apply.

Section 6-307 Other Conditions, (B):

"All uses, activities and development occurring within any floodplain district shall only be undertaken in strict compliance with the Virginia Uniform Statewide Building Code (VA USBC)."

RECOMMENDATIONS

- R1. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R2. All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (T&ES)
- R3. 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)
- R4. The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)

CITY CODE REQUIREMENTS

- C-1 Roof, surface and sub-surface drains shall be connect to the public storm sewer system, if available, by continuous underground pipe. Where a storm sewer is not available, the 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. (5-6-224) (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 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)
- C-5 Any work within or performed from the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

Office of Environmental Quality

The following properties are either wholly or partially in the RPA:

19, 17, 15, 11, 9, 7, 5, 1 and 6 Keith's Lane
1, 2 Franklin Street
600, 602, 604, 606, 608, 700, 702, 704, 706, 708 Fords Landing Way
17, 16, 15, 14, 11, 9, 7, 5, 1 Wharf Street
701, 703, 704, 707, 700, 702, 704, 706, 708 Kahn Place
2,4, 6, 8, 10, 12 Alexander Street

There shall be no increase in impervious surface on these parcels. Thus, replacement units shall be placed on existing impervious surface.

V. ATTACHMENTS

1 – Supporting Materials

2 – Application for BAR2013-0049 and BAR2013-0050 at 400 South Union St (Ford's Landing)



FORD'S LANDING HOMEOWNERS ASSOCIATION

February 19, 2013

Board of Architectural Review
Room 2100
301 King Street
Alexandria, VA 22314

Gentlemen:

This will certify that the Board of Directors of the Ford's Landing Homeowners Association approved the submission of the attached proposal requesting approval of the Ford's Landing Homeowners Association Policy for Installation of Exterior Air Conditioning Units at the regular meeting of the Board held on November 14, 2012.

Sincerely,

Michael L. Reed
President
Ford's Landing Homeowners Association

FORD’S LANDING HOMEOWNERS ASSOCIATION
POLICY FOR INSTALLATION OF EXTERIOR AIR CONDITIONING
UNITS

In order to facilitate the replacement of existing air conditioning units with exterior air conditioning units by those owners desiring to do so, the Ford’s Landing Homeowners Association requests the Old and Historic District Board of Architectural Review to permit the BAR staff to administratively approve installation of exterior air conditioning units in the Ford’s Landing townhouse community if they are in compliance with the following policy which has been approved by the Architectural Control and Covenants Committee and the Board of Directors of the Ford’s Landing Homeowners Association.

CATEGORY I

700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728 South Union Street.

All of these houses are located on the east side of South Union and have existing exterior air conditioning units installed in cut-outs on the rear side of the roof. Owners may replace these units without approval of the ACCC or the BAR; however, mechanical and building permits may be required.

(See Figure 1)

CATEGORY II

7, 9, 11, 15, 17, 19, 21, 23, 25, and 27 Keith’s Lane and Numbers 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, and 42 Alexander Street.

Decks or stoops may be expanded to accommodate exterior units. Expanded decks or stoops must be constructed of lumber to match the existing wood stoop and painted with HOA designated paint. HVAC units may be no higher than the deck or stoop railing height, which is to be 36 inches. Railing slats must be 2 1/2 inches apart and match the original railing. Below

the deck or stoop, lattice must be installed that matches the lattice on the partitions separating the houses. The lattice must be installed at the outer edge of the deck or stoop so as to cover all exposed sides and it is to be painted with the designated HOA paint. The existing air conditioning wall units are to be removed and the exterior is to be finished to match the adjacent material.

If compliant with requirements for construction within the flood plain, the unit/s may be placed on a new concrete slab in front of the existing units. If the units are to be stacked, they may not exceed the height of the existing privacy fence and must be screened by lattice the same height as the existing privacy fence. If the units are not stacked, the lattice screening is to be 6 inches higher than the unit/s. The lattice screening is to be of the same design and color of the existing privacy fence. The existing air conditioning wall units are to be removed, and the exterior is to be finished to match the adjacent material.

(See Figure 2 and Figure 3)

CATEGORY III

1 and 5 Keith's Lane: 600, 602,604,606,608,700,702,704,706,708 Ford's Landing Way; 1, 5, 7, 9, 11, 15, 17 Wharf Street; 700, 702, 704, 706, 708 Kahn Place; 2, 4, 6, 8, 10, 12, 14 Alexander Street.

Exterior units must be placed on a new concrete slab on the patio in the area immediately in front of the existing wall units or as close thereto as practicable. They must be screened by lattice screening matching the design of the lattice at the top of the existing privacy fence and painted the HOA approved color. If the units are to be stacked, they may not exceed the height of the existing privacy fence. If not stacked, the lattice must be 6 inches higher than the unit/s. The lattice may abut, but may not extend over or beyond any window or door frame and there should be at least four (4) inches between the lattice screening and the outside edge of any permanent patio planter box. The existing wall units are to be removed and the wall finished to match the adjacent wall material. End houses may install exterior units at the side in available space on the owner's property. The units may not be stacked and they must be substantially screened by lattice of an appropriate color, and/or permanent plantings, at least six inches higher than the height of the units.

(See Figure 4 and Figure 5)

CATEGORY IV

14 and 16 Wharf Street; 701, 703,705, 707, and 709 Kahn Place: 15 and 17 Alexander Street; 730, 732, 734, 736, 738 Ford's Landing Way.

The unit/s is to be placed on the patio on a new concrete slab. If the units are to be stacked, they may not exceed the height of the existing privacy fence and must be screened by lattice the same height as the existing privacy fence. If the units are not stacked, the lattice screening is to be 6 inches higher than the unit/s. The lattice may abut, but may not extend over or beyond any window or door frame. There should be at least four (4) inches between the lattice screening and the outside edge of the brick column. The lattice screening is to be of the same design and color of the existing privacy fence. The existing air conditioning wall units are to be removed, and the exterior is to be finished to match the adjacent material.

(See Figure 6)

CATEGORY V

6,8,10,12,14,16,18,20 Keith's Lane; 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 Franklin Street; 600, 602, 604, 606, 712, 714, 716, 718, 720, 722, 724, 728, 730 Battery Place; 25, 27, 29, 31, 33, 35, 37, 39, 41 Alexander Street; 701, 703, 705, 707, 709, 711, 713, 715, 717, 719, 721, 723, 725, 727, 729 Ford's Landing Way.

Option 1: Exterior units may be installed in cut-outs in the rear roof. Units must not be stacked and must be screened with lattice matching the lattice on the privacy fence(s) and painted to match the existing roof. Units shall be placed as near the peak of the roof as possible and lattice screening must be of sufficient height to screen the units when viewed from ground level, but no higher than the ridge line of the roof.

(See Figure 7)

Option 2: Exterior units may be installed, either stacked or side-by-side, in available space on the owner's property in the islands adjacent to driveways, provided the installation does not interfere with existing exterior utilities. Units must be screened by lattice matching existing privacy fences and painted the approved HOA color. Lattice to be no higher than the stacked units and six inches higher than single or side-by-side units. Where necessary, exterior lanterns may be relocated to the other side of the garage entrance.

(See Figure 8)

Option 3: Exterior units may be installed on decks so long as they do not obstruct a door. If the units are to be stacked, they may not exceed the height of the existing privacy fence and must be screened by lattice matching existing privacy fences and painted the approved HOA color and

the same height as the existing privacy fence. If the units are not stacked, the lattice screening is to be 6 inches higher than the unit/s. The lattice may abut, but may not extend over or beyond, any door frame. There should be at least 4 inches between the lattice screening and the outside edge of any corner column.

(See Figure 9 and Figure 10)

In each of the instances above, the existing wall units are to be removed and the exterior is to be finished to match the adjacent material.

CATEGORY VI

600 Battery Place; 20 Keith's Lane; 1 Franklin Street; 701, 721, 723 Ford's Landing Way.

At houses with a bay window on the side, exterior units may be installed on the owner's property on a new concrete slab on the ground in the area adjacent to the bay window. They must be screened by lattice screening matching the design of the lattice at the top of the existing privacy fence and painted an HOA approved color and/or approved permanent plantings. The units may not be stacked and the lattice must be 6 inches higher than the unit/s. The existing wall units are to be removed and the exterior is to be finished to match the adjacent material.

(See Figure 11)

CATEGORY VII

6, 29 Keith's Lane; 606, 712, 730 Battery Place; 25, 41 Alexander Street; 2, 18, 19 Franklin Street.

At these houses, with existing units under the entrance steps, grates and infill in existing arches may be removed and exterior units located in the open space under the steps. Openings must be screened with decorative grill work approved by the ACCC of a size sufficient to prevent the entry of birds or other wildlife.

(See Figure 12)



Figure 1: Typical South Union Street house with exterior units in roof cutout.



Figure 2: Previously approved installation on Keith's Lane showing expanded deck, railings and lattice.



Figure 3: Typical Category II house on Alexander Street. Exterior units to be installed on extended stoop or concrete slab in front of existing units.



Figure 4: Previously approved installation and prototype for Category III houses.



Figure 5: Exterior of Category III house showing existing through-the-wall units.



Figure 6: Previously approved installation and prototype for Category IV houses.



Figure 7: Roof cut-out installation.



Figure 8: Areas at rear of Category V houses where exterior unit might be placed.



Figure 9: Deck of Category V house.



Figure 10: Category V houses.



Figure 11: Category VI – Ground level installation below bay window.



Figure 12: Typical Category VII location for placement of units under steps with infill to be removed.

Ford's Landing





BAR Case # _____

ADDRESS OF PROJECT: South Union and Franklin StreetsTAX MAP AND PARCEL: Map 81.01; p.04-1-32 & Map 81.03; p.03-1-111 ZONING: W-1APPLICATION 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: Ford's Landing Homeowners AssociationAddress: c/o Michael L. Reed, 36 Alexander St.City: Alexandria State: VA Zip: 22314Phone: (703) 836-4550 E-mail: mlreed@comcast.netAuthorized Agent *(if applicable)*: ☐ Attorney ☐ Architect ☒ PresidentName: Michael L. Reed Phone: (703) 836-4550E-mail: mlreed@comcast.net

Legal Property Owner:

Name: All property owners in Ford's Landing Townhouse Development

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

- ☐ Yes ☒ No Is there an historic preservation easement on this property?
☐ Yes ☒ No If yes, has the easement holder agreed to the proposed alterations?
☒ Yes ☐ No Is there a homeowner's association for this property?
☒ Yes ☐ No If yes, has the homeowner's association approved the proposed alterations?

If you answered yes to any of the above, please attach a copy of the letter approving the project.

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

- | | | | |
|--|---|---|-----------------------------------|
| ☐ NEW CONSTRUCTION | | | |
| ☒ EXTERIOR ALTERATION: <i>Please check all that apply.</i> | | | |
| ☐ 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).*

See attached proposal

Note: Demolition area for proposed roof cut-outs should not exceed 30 sq. ft

SUBMITTAL REQUIREMENTS:

Items listed below comprise the minimum supporting materials for BAR applications. Staff may request additional information during application review. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

Applicants must use the checklist below to ensure the application is complete. Include all information and material that are necessary to thoroughly describe the project. Incomplete applications will delay the docketing of the application for review. Pre-application meetings are required for all proposed additions. All applicants are encouraged to meet with staff prior to submission of a completed application.

Electronic copies of submission materials should be submitted whenever possible.

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

- | | |
|--|---|
| ☐ 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. All plans must be folded and collated into 12 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. Check N/A if an item in this section does not apply to your project.

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

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

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

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

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

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

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

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: Michael L. ReedPrinted Name: MICHAEL L. REEDDate: 02/19/2013

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. Michael L. Reed	36 Alexander Street, Alexandria, VA 22314	Chairman, Board of Directors
2. Gene P. Behler	704 South Union Street, Alexandria, VA 22314	Member, Board of Directors
3. Bonnie S. Janis	26 Alexander Street, Alexandria, VA 22314	Member, Board of Directors

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at Franklin and South Union Streets, Alexandria, VA (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. Please see above		
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. Michael L. Reed	None	
2. Gene P. Behler	None	
3. Bonnie S. Janis	None	

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.

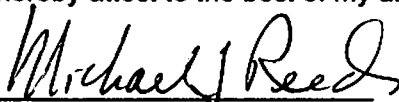
03/12/2013

Date

Michael L. Reed

Printed Name

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Signature

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. Nancy B. Pomerleau	716 Battery Place, Alexandria, VA 22314	Member, Board of Directors
2. Ann Langley	728 Battery Place, Alexandria, VA 22314	Member, Board of Directors
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at Franklin and South Union Streets, Alexandria, VA (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. Please see above		
2.		
3.		

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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. Nancy B. Pomerleau	None	
2. Ann Langley	None	
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.

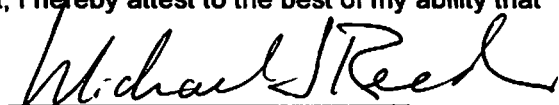
03/12/2013

Date

Michael L. Reed

Printed Name

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Signature