

**ISSUE:** Certificate of Appropriateness for alterations

**APPLICANT:** Kimberly Murray

**LOCATION:** Old and Historic Alexandria District  
360 North Saint Asaph Street

**ZONE:** CD/Commercial Downtown Zone

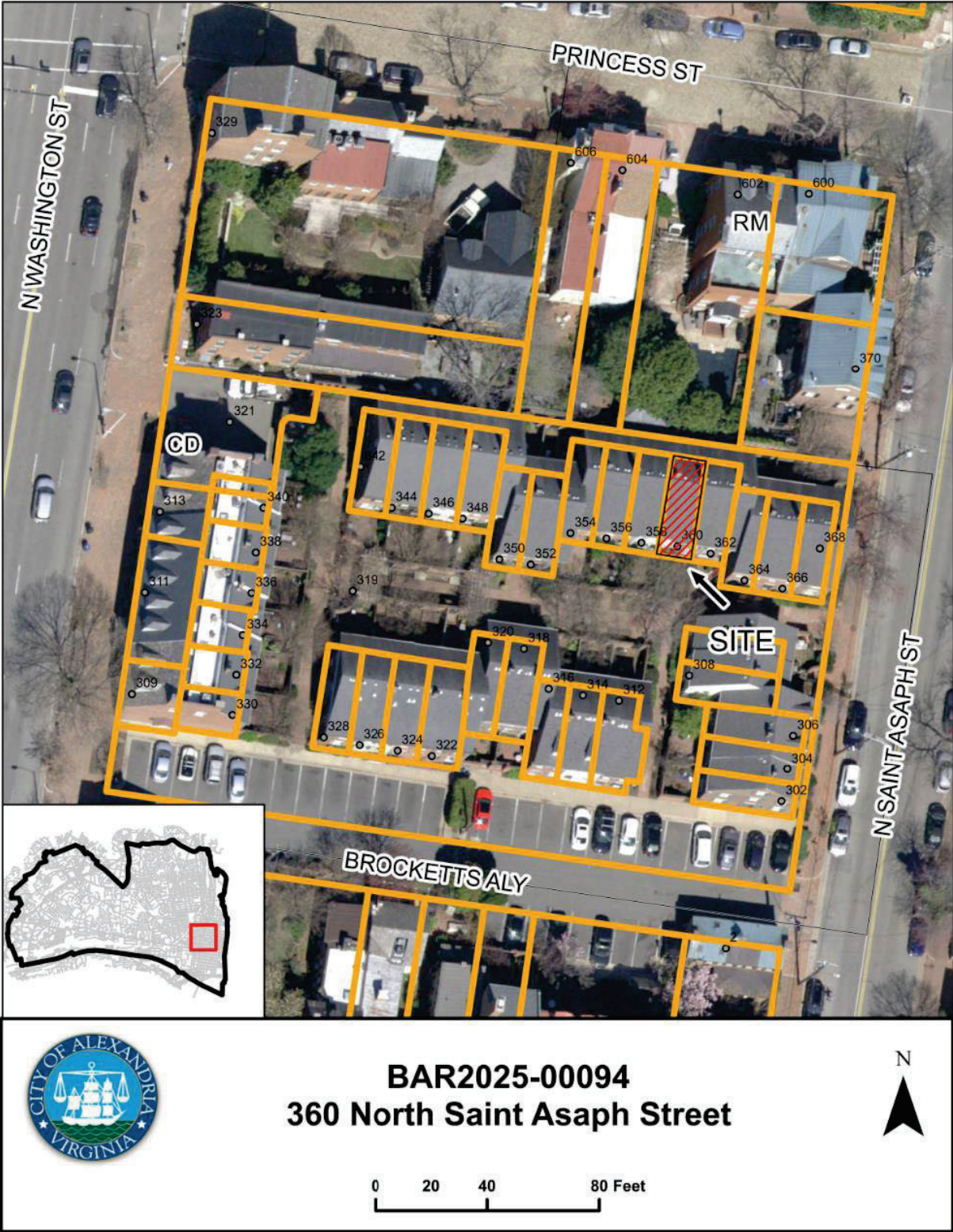
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**STAFF RECOMMENDATION**

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, Permit Center, 4850 Mark Center Drive, Suite 2015, 703-746-4200 for further information.
4. **ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND PERMITS TO DEMOLISH:** Applicants must obtain a copy of the Certificate of Appropriateness or Permit to Demolish PRIOR to applying for a building permit. Contact BAR Staff, Room 2100, City Hall, 703-746-3833, or [preservation@alexandriava.gov](mailto:preservation@alexandriava.gov) for further information.
5. **EXPIRATION OF APPROVALS NOTE:** In accordance with Sections 10-106(B), 10-206(B) and 10-307 of the Zoning Ordinance, any Board of Architectural Review approval will expire 12 months from the date of issuance if the work is not commenced and diligently and substantially pursued by the end of that 12-month period.
6. **HISTORIC PROPERTY TAX CREDITS:** Applicants performing extensive, certified rehabilitations of historic properties may separately be eligible for state and/or federal tax credits. Consult with the Virginia Department of Historic Resources (VDHR) prior to initiating any work to determine whether the proposed project may qualify for such credits.





## I. APPLICANT'S PROPOSAL

The applicant requests a Certificate of Appropriateness to remove a rooftop chimney at 360 North Saint Asaph Street.

### Site context

The subject property is the fifth in a row of fourteen inside the private mews on the north side of the private Brocketts Crossing community. The community of 34 townhouses is bounded by Brocketts Alley, North Saint Asaph, Princess, and North Washington Streets. The roof and chimney of 360 North Saint Asaph are minimally visible from North Saint Asaph Street. They are, however, visible from Brocketts Alley, which runs between Brocketts Crossing and Queen Street, parallel to Queen Street. The northern half of this alley is public. See Figure 1 for visibility from N. Saint Asaph and Figure 2 for visibility from Brocketts Alley.



Figure 1: Visibility from North Saint Asaph



Figure 2: Visibility from Brocketts Alley

## II. HISTORY

The two-bay, two-and-half-story, brick townhouse with Colonial Revival features was built in **1976** as part of the Brocketts Crossing Condominium development. On November 21, 1974, the BAR approved the construction of twenty townhomes on the 300 block of North Saint Asaph Street by Ellsworth & Howell Developers. Linda Michael of Michael & Michael Architects represented the applicant. Building permit #9528 was issued to Sam Ellsworth for the 300 block of North Saint Asaph on July 1, 1975. The Board approved the construction of additional Brocketts Crossing townhouses, plus offices on North Washington Street, by Michael & Michael Architects at the June 16, 1976 hearing.

### *Previous BAR Approvals*

BAR2019-00329	Administrative approval for in-kind roof replacement
BAR2019-00420	BAR approval to install a dormer

## III. ANALYSIS

According to the *Design Guidelines*, “Decorative non-functional chimneys are generally not appropriate and should be avoided.” This chimney is no longer in use and is non-existent from the roof line down on the interior of the house, as it took up too much living space and was removed. Unlike in historic buildings where chimneys are often character-defining features, on this modern building the chimney is not an important design feature. The Board has approved the removal of non-historic chimneys in at least two instances, 902 Oronoco Street (BAR2020-00200) and, more

significantly because it is within the Brocketts Crossing community, 304 North Saint Asaph Street (BAR2022-00577 & BAR2022-00578).

Staff therefore recommends approval of the project, as submitted.

**STAFF**

Susan Hellman, Historic Preservation Planner, Planning & Zoning

Tony LaColla, AICP, Land Use Services Division Chief, Planning & Zoning

**IV. CITY DEPARTMENT COMMENTS**

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

**Zoning**

C-1 Removal of chimney complies with zoning.

**Code Administration**

C-1 A building permit is required.

**Transportation and Environmental Services**

R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition, if a separate demolition permit is required. (T&ES)

R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)

R-3 No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)

F-1 After review of the information provided, an approved grading plan is not required at this time. Please note that if any changes are made to the plan it is suggested that T&ES be included in the review. (T&ES)

F-2 If the alley located adjacent to the townhouse 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**

- F-1 No Archaeology comments.

**V. ATTACHMENTS**

- Application Materials
- Completed application
- Photographs
- Public comment, if applicable
- HOA approval
- Any other supporting documentation

ADDRESS OF PROJECT: 360 N Saint Asaph StDISTRICT: ☒ Old & Historic Alexandria ☐ Parker – Gray ☐ 100 Year Old BuildingTAX MAP AND PARCEL: #064.04-0A-00 ZONING: CD**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: Kimberly MurrayAddress: [REDACTED]City: [REDACTED] State: [REDACTED] Zip: [REDACTED]Phone: [REDACTED] E-mail: [REDACTED]**Authorized Agent** *(if applicable)*: ☐ Attorney ☐ Architect ☒ ContractorName: Harry BraswellPhone: [REDACTED]E-mail: [REDACTED]**Legal Property Owner:**Name: Kimberly MurrayAddress: [REDACTED]City: [REDACTED] State: [REDACTED] Zip: [REDACTED]Phone: [REDACTED] E-mail: [REDACTED]

**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 type="checkbox"/> shutters |
| <input type="checkbox"/> doors                                   | <input type="checkbox"/> windows                    | <input type="checkbox"/> siding                     | <input type="checkbox"/> shed     |
| <input type="checkbox"/> lighting                                | <input type="checkbox"/> pergola/trellis            | <input type="checkbox"/> painting unpainted masonry |                                   |
| <input checked="" type="checkbox"/> other <u>chimney removal</u> |   |   |                                   |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

demolition and removal of non functional chimney. chimney is currently suspended in att  
part and above roof part. fix hole in roof with matching roof tiles.

**SUBMITTAL REQUIREMENTS:**

☒ Check this box if there is a homeowner's association for this property. If so, you must attach a copy of the letter approving the project.

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

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

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

- N/A
- ☐ ☒ Survey plat showing the extent of the proposed demolition/encapsulation.
- ☐ ☒ Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.
- ☐ ☒ Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished.
- ☐ ☒ Description of the reason for demolition/encapsulation.
- ☐ ☒ Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible.



**Additions & New Construction:** *Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. Check N/A if an item in this section does not apply to your project.*

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

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

- ☐ ☒ N/A Linear feet of building: Front: \_\_\_\_\_ 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 understand that after reviewing the proposed alterations, BAR staff will invoice the appropriate filing fee in APEX. The application will not be processed until the fee is paid online.
- ☒ I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.
- ☒ I, the applicant, or an authorized representative will be present at the public hearing.
- ☒ I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and revised materials.

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The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The undersigned also hereby authorizes the City staff and members of the BAR to inspect this site as necessary in the course of research and evaluating the application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

**APPLICANT OR AUTHORIZED AGENT:**Signature: kimberly sue murrayPrinted Name: kimberly sue murrayDate: 3.20.2025

## 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. Kimberly Murray	[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 360 N St Asaph (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. Kimberly Murray	[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.		
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.

3.20.2025      Kimberly Murray      Kimberly Murray  
 Date                      Printed Name                      Signature





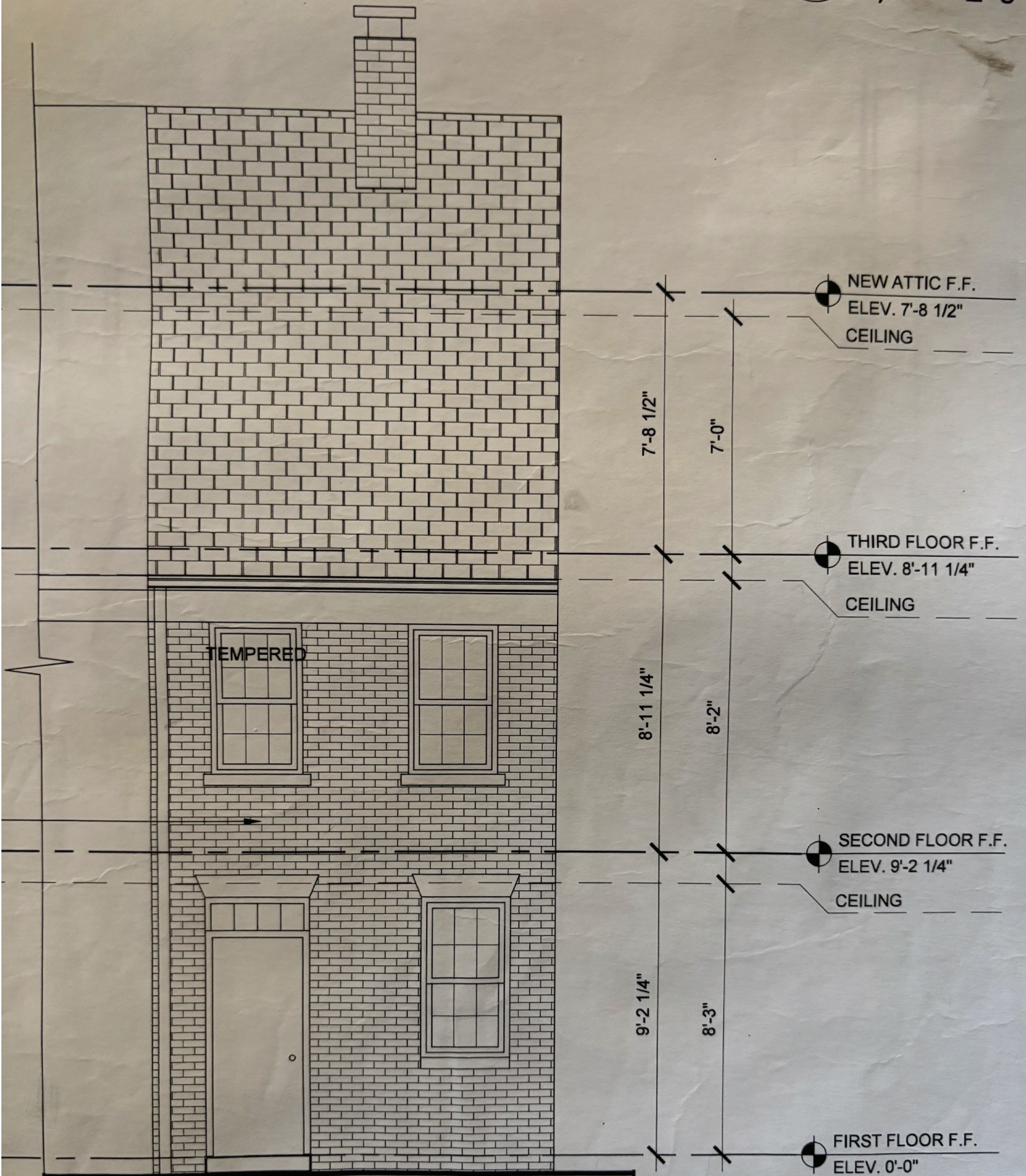


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2 PROPOSED SECOND FLOOR PLAN  
1/4" = 1'-0"

3 PROP. FINISHED  
1/4" = 1'-0"



7 EXISTING REAR ELEVATION  
1/4" = 1'-0"



**From:** Nathan Reich nreich@harrybraswell.com  
**Subject:** 360 n. saint Asaph street chimney  
**Date:** March 18, 2025 at 12:48 PM  
**To:** Kim Murray kimmurray737@gmail.com

NR

To whom it may concern:

The chimney on the roof of 360 N. Saint Asaph street has the following measurement.

Roof Plane:

6.25 sq ft

Chimney dimensions

Length = 2.5 ft

Width = 2.5 ft

Height from lowest roof line to chimney crown = 5 ft

Cubic feet =  $31.25 \text{ ft}^3$

Conversion formula: (cubic feet to sq feet)

Calculate the square footage area of an object or volume, and divide your cubic feet figure by one of the dimensions - commonly the height

$31.25 \text{ divided by } 4.5 = 6.25 \text{ sq ft}$

This shows that the sq. footage is less than 25 sq feet.

We will be removing the chimney that is taking up 6.25 sq ft of roof space.

**Nathan Reich**

Manager, Concierge Home Services

Office 703.562.4213

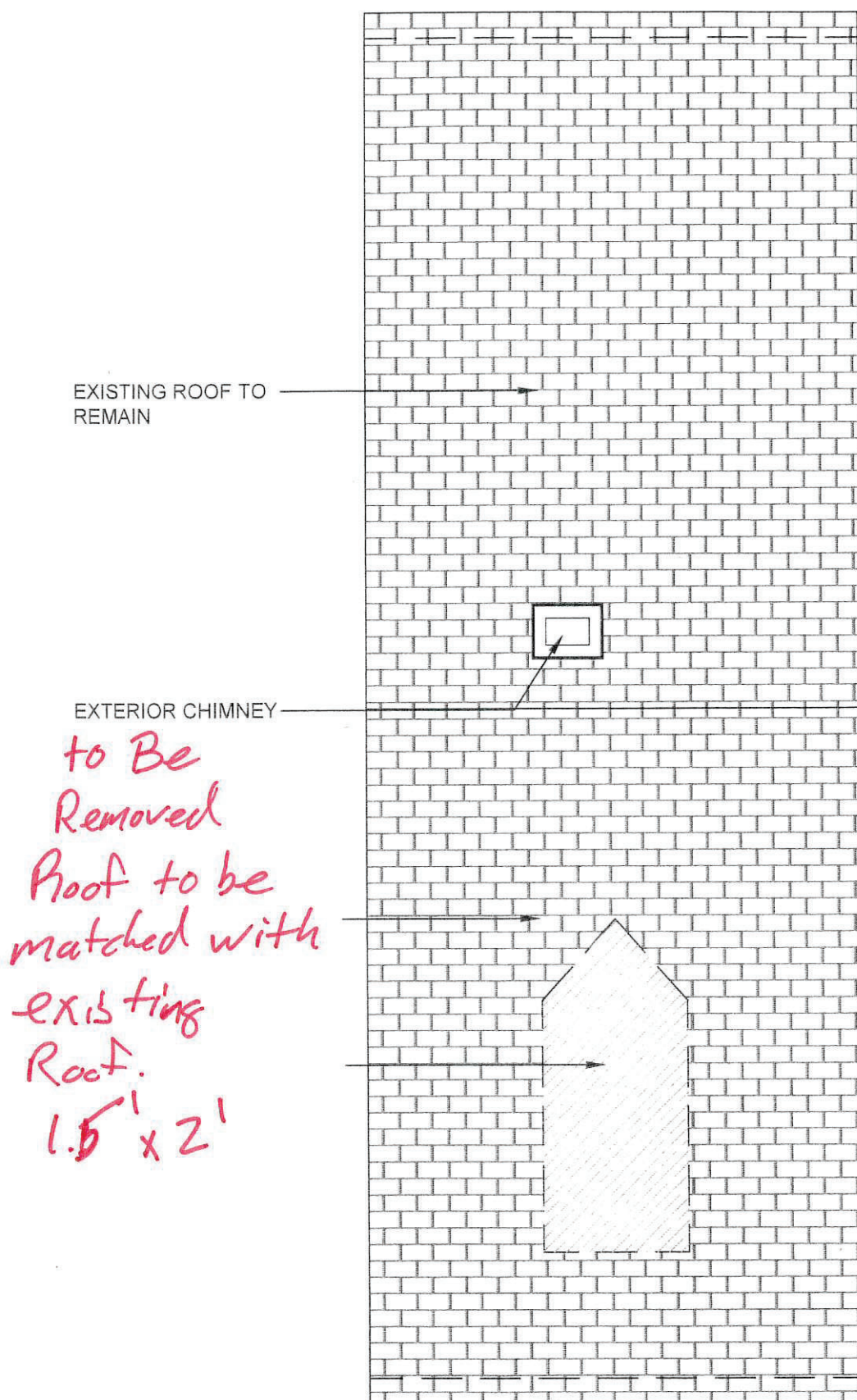
Cell 703.929.8160

[Nreich@harrybraswell.com](mailto:Nreich@harrybraswell.com)

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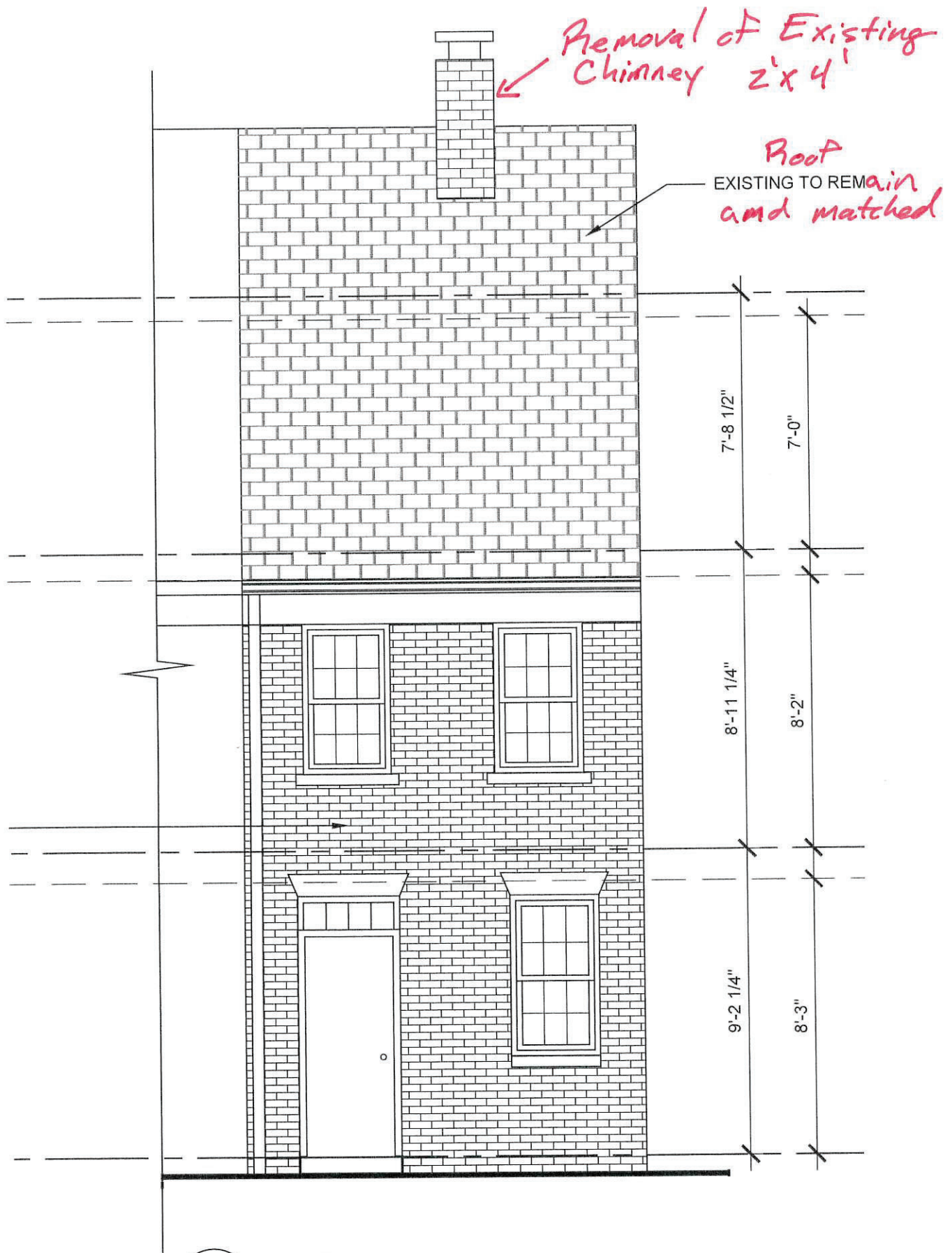




4 EXISTING/DEMO ROOF PLAN  
 1/4" = 1'-0"



2 EXISTING/DEMO SECOND FLOOR PLAN  
 $1/4" = 1'-0"$



6 EXISTING REAR ELEVATION  
 $1/4" = 1'-0"$  17

1 EXISTING/DEMO FIRST FLOOR PLAN  
1/4" = 1'-0"





## Brocketts Crossing Homeowners Association

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March 16,

2025

**RE: Approval for Chimney Removal at Unit 360 (Owner: Kim Murray)**

Dear Board of Architectural Review:

This letter serves to confirm that the Brockett's Crossing Homeowners Association Board has reviewed and approved the request from owner Kim Murray (Unit 360 -Brockett's Crossing) for the removal of the exterior chimney structure from her unit.

This approval is contingent upon the homeowner obtaining all necessary permits from local authorities and utilizing our current roofing contractor to complete any roof repairs needed following chimney removal. This will allow us to maintain the current warranty agreement for the roof.

If you require any additional information or have questions regarding this approval, please reach out via email at [brockettsboard@gmail.com](mailto:brockettsboard@gmail.com)

Sincerely,

*Robert D Schaefer*

Robbie Schaefer

President, Brockett's Crossing Homeowners Association Board

Sincerely,

Robbie Schaefer  
President, Brocketts Crossing, HOA