

ISSUE: Certificate of Appropriateness for alterations

APPLICANT: Emily Lapp

LOCATION: Parker-Gray District
415 North Peyton Street

ZONE: RB/Residential Townhouse Zone

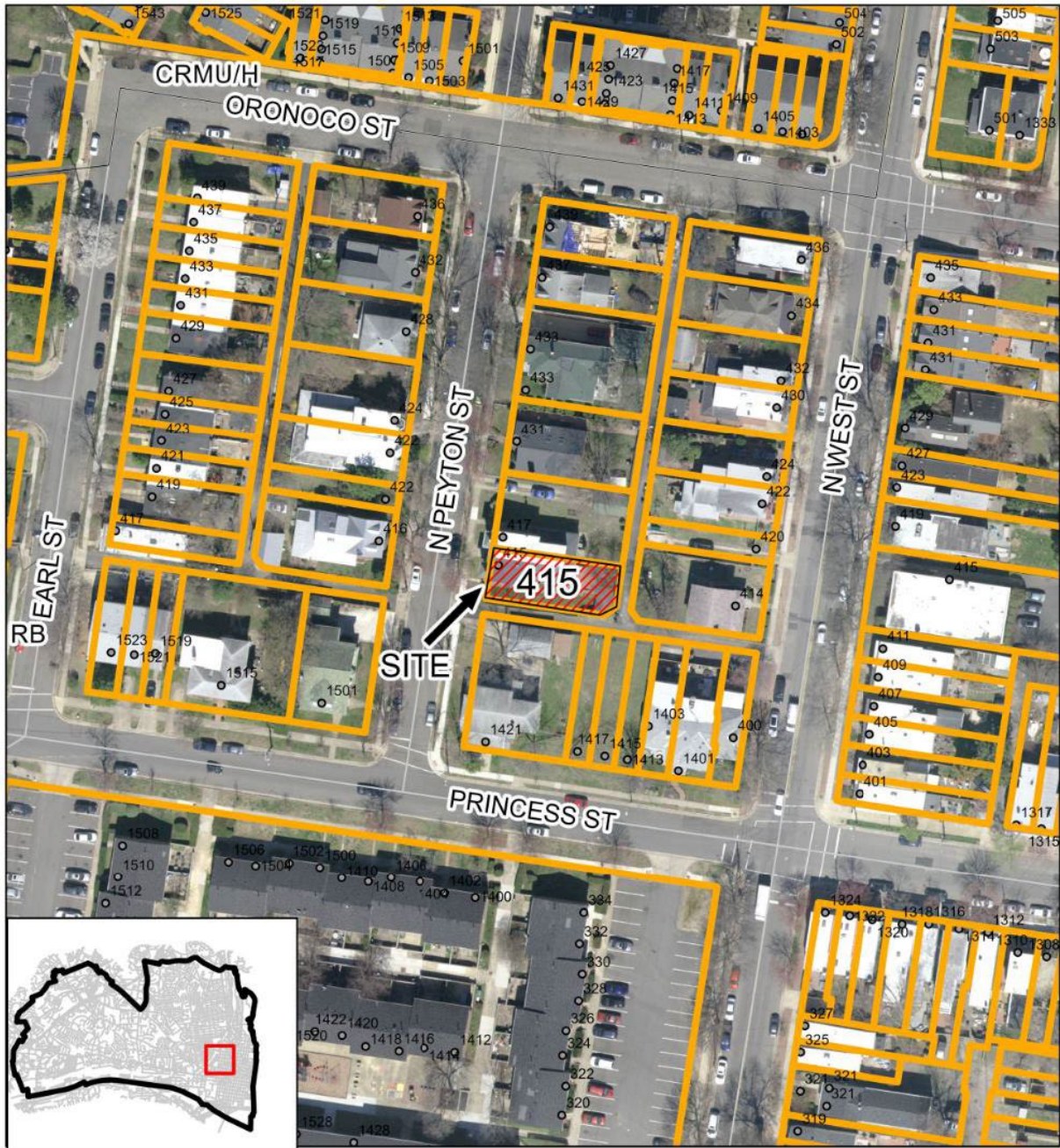
STAFF RECOMMENDATION

Staff recommends approval of the Certificate of Appropriateness for alterations with the following conditions:

1. The applicant must submit scaled drawings that accurately depict the proposed opening and window with all relevant dimensions,
2. Removed bricks must be reused for the construction of the new brick arch lintel, and;
3. All masonry repointing shall comply with the Board of Architectural Review's policies.

GENERAL NOTES TO THE APPLICANT

1. **APPEAL OF DECISION:** In accordance with the Zoning Ordinance, if the Board of Architectural Review denies or approves an application in whole or in part, the applicant or opponent may appeal the Board's decision to City Council on or before 14 days after the decision of the Board.
2. **COMPLIANCE WITH BAR POLICIES:** All materials must comply with the BAR's adopted policies unless otherwise specifically approved.
3. **BUILDING PERMITS:** Most projects approved by the Board of Architectural Review require the issuance of one or more construction permits by Department of Code Administration (including signs). The applicant is responsible for obtaining all necessary construction permits after receiving Board of Architectural Review approval. Contact Code Administration, Permit Center, 4850 Mark Center Drive, Suite 2015, 703-746-4200 for further information.
4. **ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND PERMITS TO DEMOLISH:** Applicants must obtain a copy of the Certificate of Appropriateness or Permit to Demolish PRIOR to applying for a building permit. Contact BAR Staff, Room 2100, City Hall, 703-746-3833, or preservation@alexandriava.gov for further information.
5. **EXPIRATION OF APPROVALS NOTE:** In accordance with Sections 10-106(B), 10-206(B) and 10-307 of the Zoning Ordinance, any Board of Architectural Review approval will expire 12 months from the date of issuance if the work is not commenced and diligently and substantially pursued by the end of that 12-month period.
6. **HISTORIC PROPERTY TAX CREDITS:** Applicants performing extensive, certified rehabilitations of historic properties may separately be eligible for state and/or federal tax credits. Consult with the Virginia Department of Historic Resources (VDHR) prior to initiating any work to determine whether the proposed project may qualify for such credits.



BAR2025-00407
415 North Peyton Street



0 40 80 160 Feet

I. APPLICANT'S PROPOSAL

The applicant requests a Certificate of Appropriateness to construct a new window opening and install a composite one-over-one double-hung window at 415 North Peyton Street. The proposed opening does not require a Permit to Demolish, as the total amount of demolition is less than 25 square feet. The proposed composite window is consistent with the *Parker-Gray Design Guidelines*.



Photo 1: Existing south elevation.

Site context

The alley to the south, beside the subject property, is public. The proposed window will be visible from the right-of-way.

II. HISTORY

415 North Peyton Street was constructed between **1912 and 1921**, when the townhouse first appears on the Sanborn Fire Insurance Map. The footprint of the two-bay, two-story Victorian style brick townhouse has not changed since it was constructed. In 1985, several alterations to the property were completed as part of the City of Alexandria Home Rehabilitation Loan and Grant Program. The alterations included new vinyl windows, a handrail and light fixtures (Permit #41223, 10/21/85).

Previous BAR Approvals

BAR2019-00448 – The Board approval for two egress windows and a window well. (11/21/19)

BAR2019-00112 – Staff administratively approved a skylight. (3/22/19)

BAR2011-00348 – Staff administratively approved a wood fence. (12/2/11)

BAR2005-00280 – The Board approved the after-the-fact replacement windows with the condition that the vinyl windows be replaced with new painted wood one-over-one windows. (12/14/05)

III. ANALYSIS

The *Parker-Gray Design Guidelines* identify windows as a principal character-defining feature of a building, serving both functional and aesthetic purposes. Their size, location, type, material, and trim are essential elements of a building's architectural style. The proposed new opening will measure 35" x 70" and be located on the first story of the south elevation. It will match the design, size, and alignment of the existing first-story windows on the ell. A brick arch lintel will be installed above the opening to match those above the existing windows.



Photo 2: Proposed new window opening.

Staff has no objection to the proposed alterations. The new opening will be located approximately 10.8 feet from the west corner of the building and 6 feet above grade. The applicant must submit scaled drawings that accurately depict the proposed opening and window with all relevant dimensions. The removed bricks must be reused for the construction of the new brick arch lintel, and all masonry repointing shall comply with the Board of Architectural Review's policies. With these conditions, staff recommends approval of the application.

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 new window will comply with zoning.

Code Administration

A building permit is required.

Transportation and Environmental Services

- R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition, if a separate demolition permit is required. (T&ES)
- R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R-3 No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)
- F-1 After review of the information provided, an approved grading plan is not required at this time. Please note that if any changes are made to the plan it is suggested that T&ES be included in the review. (T&ES)
- F-2 If the alley adjacent to the parcel is to be used at any point of the construction process, the following will be required:
For a Public Alley - The applicant shall contact T&ES, Construction Permitting & Inspections at (703) 746-4035 to discuss any permits and accommodation requirements that will be required.
For a Private Alley - The applicant must provide proof, in the form of an affidavit at a minimum, from owner of the alley granting permission of use. (T&ES)
- C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)
- C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-3 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

Alexandria Archaeology

No archaeology comments

V. ATTACHMENTS

- Application Materials
- Completed application
- Material specifications
- Photographs

BAR CASE# **BAR2025-00407**

(OFFICE USE ONLY)

ADDRESS OF PROJECT: 415 N Peyton St. Alexandria, VA 22314

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

TAX MAP AND PARCEL: 064.01-09-14, 10391500 ZONING: RB

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: Emily Lapp

Address: [REDACTED]

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

Phone: [REDACTED] E-mail: [REDACTED]

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

Name: _____ Phone: _____

E-mail: _____

Legal Property Owner:

Name: same as applicant

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

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

- ☐ NEW CONSTRUCTION
- ☒ EXTERIOR ALTERATION: *Please check all that apply.*
- | | | | |
|--------------------------------------|---|---|-----------------------------------|
| <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 checked="" 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 type="checkbox"/> other _____ | | | |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

Please see attached.

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.

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: Emily A LappPrinted Name: Emily LappDate: 9/22/2025

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. Emily Lapp		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 415 N Peyton 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. Emily Lapp		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. N/A		
3. N/A		

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.

9/22/2025

Date

Emily A Lapp
Printed Name

Emily A Lapp
Signature

I am requesting approval to install a new window on the first floor of the southern façade of my semi-detached row house, where no window currently exists. The proposed window will match the property's existing historic windows in design, proportions, detailing, and materials, ensuring architectural consistency and preservation of the building's character.

The new window will require a **35" by 70" rough opening** cut in the existing brick. This opening will match the dimensions and style of the existing first-floor windows on the dog-leg portion of the southern façade. A **lintel will be installed with an arched brick header above**, replicating the detailing of the existing windows. The **windowsill will be painted wood**, slightly wider than the opening, consistent with the style of the current historic sills. The new window will be a **1-over-1 double-hung unit**, matching the existing fenestration. The overall aim of the project is for the addition to appear as though the window has always been present. The area of brick to be demolished is **less than 25 square feet**. Wherever possible, the removed bricks will be used during the forthcoming repointing process to replace non-original bricks that have been added in previous unpermitted repairs.

This modification is supported by historic precedent. Comparable side-wall windows are already present on other row houses in the immediate vicinity, including the property's mirror twin at 417 N Peyton Street, which features two windows on its corresponding north façade. Adding a single, proportionally appropriate window on my home's south façade will therefore bring the pair of houses into closer visual balance, while aligning with historic fenestration patterns established in the neighborhood.

The new opening will be detailed with a brick flat arch and matching sill to integrate seamlessly with the existing masonry. Mortar composition will be matched to the full repointing of the house, ensuring uniform appearance and long-term preservation.

The proposed window improves livability and natural light on the interior while maintaining architectural harmony on the exterior. By mirroring patterns already found on the attached neighbor and nearby properties, this change respects both the historic character of the structure and the broader streetscape.

The window specifications are attached separately in a pdf.



Figure 1: Existing southern Facade



Figure 2: Existing southern facade



Figure 3: Existing southern facade showing area where proposed work will be completed.



Figure 4: Proposed location and style of new window



Figure 5: Proposed location and style of new window



Figure 6: Attached twin house (417 N Peyton St.) with existing first-floor window on the North facade.



Figure 7: Example of a single window on the main level of a similar row house, 1 block over at 424 N West St.



Window opening 35" wide
by 70" tall with a 38" wide
by 5" tall wooden window
sill

Height off ground - 73"
(in line with course of
bricks along the bottom of
the other first floor
windows on the Southern
elevation)

130" from the West Corner

**SOLD BY:**

Llugo LLC
3850 S Four Mile Run Dr
Arlington, VA 22206-2329

SOLD TO:**CREATED DATE**

9/17/2025

LATEST UPDATE

9/17/2025

OWNER

Adam Dooly

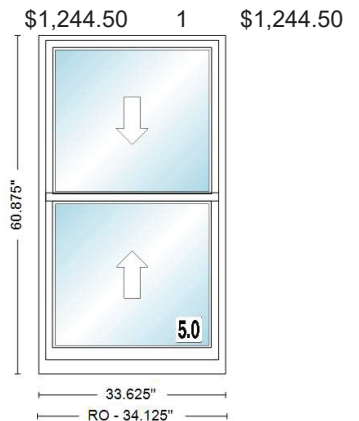
Customer Quote - Pricing

QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
Emily Lapp Woodwright	Unassigned Project	8178834		

ORDER NOTES:**DELIVERY NOTES:**

Line #	Description	Unit Price	Qty	Ext. Price
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100-1 400 Woodwright Double-Hung, Equal Sash, 33 5/8 x 60 7/8, UC: WDH28410E, AA, White Exterior Frame, White Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Pine w/White - Painted Interior Sash/Panel, Jamb Liner White/White, Low-E4, Argon Filled, Stainless Glass / Grille Spacer Color, Grilles: None, Hardware: Lock:Traditional, 1 Sash Locks, White Lock, Window Opening Control Device-No, Unit CPD Number = AND-N-66-00906-00001, - Not US Energy Star-, Version:07/31/2025

**Comments:****Room:** None Assigned

Line #	Description	Unit Price	Qty	Ext. Price
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100-2 Insect Screen 1: 400 Series Woodwright Double-Hung, WDH28410E Full Screen Aluminum White PN:1610181

\$83.70 1 \$83.70

Comments:**Room:** None Assigned

Line #	Description	Unit Price	Qty	Ext. Price
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100-3 Stool Option: WDH28410E 4 9/16" Wall Thickness Pine White - Painted PN:1617763

\$41.30 1 \$41.30

Comments:**Room:** None Assigned

SUB-TOTAL:	\$1,369.50
FREIGHT:	\$0.00
LABOR:	\$0.00
TAX:	\$82.17
TOTAL:	\$1,451.67

CUSTOMER SIGNATURE _____ DATE _____

* All graphics as viewed from the exterior. ** Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.

Thank you for choosing Andersen Windows & Doors