

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

**APPLICANT:** Avonlea, LLC

**LOCATION:** Old and Historic Alexandria District  
322 and 324 South Lee Street

**ZONE:** RM/Residential Townhouse Zone

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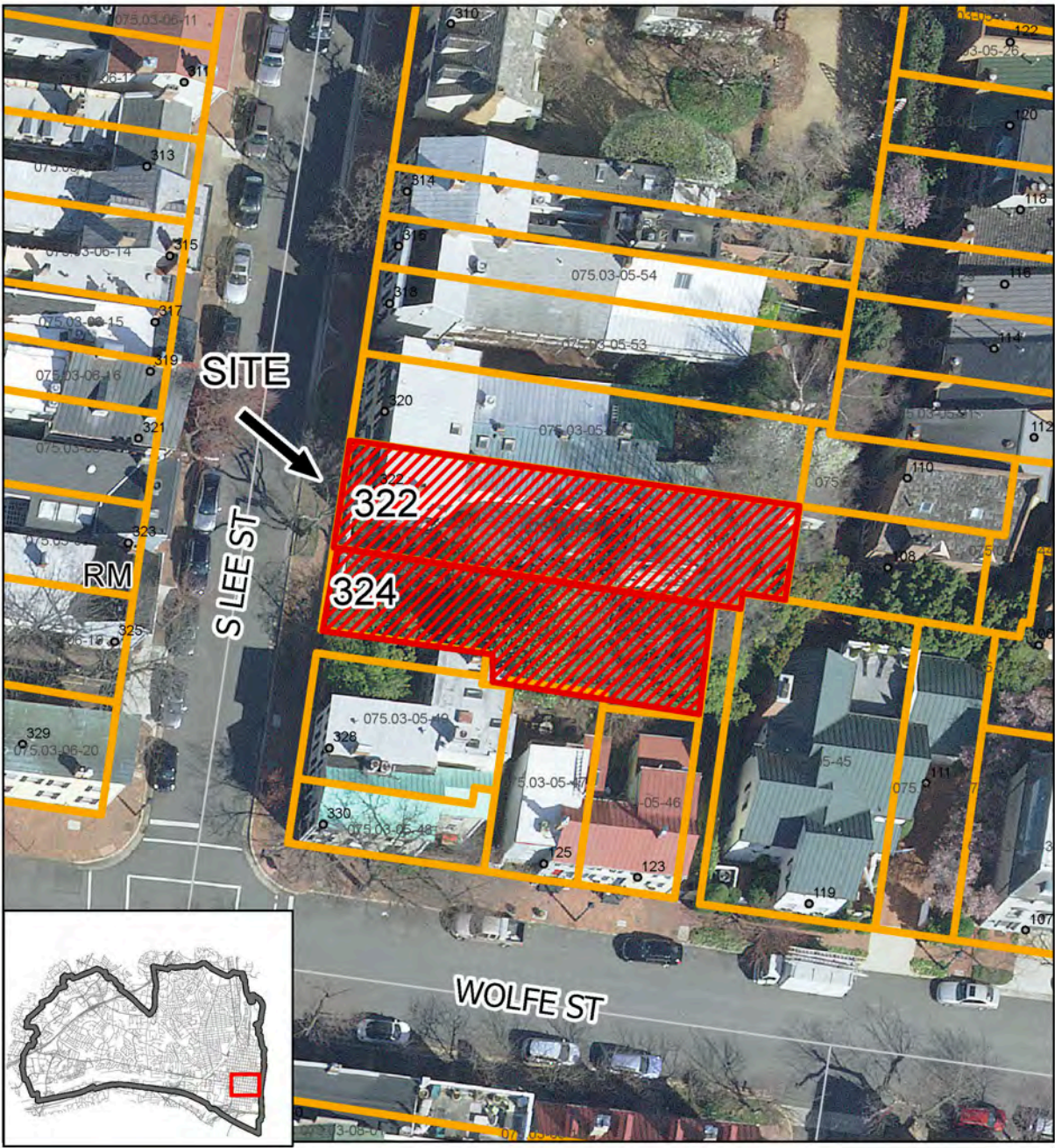
**STAFF RECOMMENDATION**


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

1. The applicant should indicate on the building permit the location of the new HVAC units which should be minimally visible, and ground mounted in the side and rear yards;
2. Submit final window and door specifications with building permit confirming compliance with the *Alexandria New and Replacement Window Performance Specifications in the Historic Districts*; 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, unless authorized by Alexandria Archaeology.
  - c. 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.


**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.



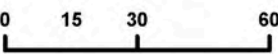


**BAR #2021-00655 & BAR #2021-00654**  
**322 and 324 South Lee Street**



N

0 15 30 60 Feet



**Note:** *Staff coupled the applications for a Permit to Demolish (BAR2021-00655) and Certificate of Appropriateness (BAR2021-00654) 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 expand an existing covered porch and add a new addition, as well as alterations, at 322 and 324 South Lee Street. The alterations include the following:

### *Demolish/Encapsulation*

1. Demolish south elevation covered porch, remove windows and portions of wall (740 sq. ft)
2. Remove existing skylights, chimney, rooftop HVAC units and portions of roof
3. Remove existing windows doors and portions of wall on east elevation (329 sq. ft)

### *Addition and Alterations*

1. Expansion of existing south elevation covered porch with new wood floor, standing seam copper roof, and roof lantern skylight.
2. Install new wood windows and doors in new locations as noted on plans.
3. New lanterns on house south wall at open porch
4. New brick chimney on south elevation
5. New painted wood cornice/parapet on 1999 addition
6. New skylights on middle roofs
7. New infill addition at North-East corner of 1999 addition
8. New east one-story bay projection with steel doors, wood trim, brackets, and overhang, and flat-seam copper roof
9. New egress window wells on south rear addition

## **II. HISTORY**

According to Ethelyn Cox in her book Historic Alexandria, Virginia Street by Street, A Survey of Early Buildings, the existing structure at **322 South Lee Street** was built about 1853 by Frederick Miller. The three-bay, two-story Italianate duplex consists of a frame main block and a two-story ell with a two-story rear addition at the rear. From 1985 to 1999 there was a one-story shed at the rear (east) elevation that replaced a previously existing shed of the same configuration (Building Permit #1521, 3/27/85).

### *Previous BAR Approvals*

BAR2021-00595 – Administrative approval for alterations.

BAR97-0259 – Approval of a Permit to Demolish for partial demolition/capsulation.

BAR97-0260 – Approval for a Certificate of Appropriateness for an addition and alterations.



### 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

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 applicant proposes limited amount of demolition/capsulation to the wall surface on later portions of the building. The materials to be demolished are not of unusual or uncommon design and could be reproduced easily.

#### Certificate of Appropriateness

##### *South Elevation*

The applicant proposed to expand the existing one-story porch including replacing the existing roof, windows and paneling. The *Design Guidelines* state that porches are important architectural

elements and serve as a defining element of an architectural style. The expanded porch, which is located on a later ell, is appropriate to the historical style of the structure and does not hide, obscure or cause the removal of important historic architectural details. The six second-story windows and shutters will also be replaced and slightly reconfigured. The reconfigured windows will be more equally spaced and better aligned with the expanded porch. The new two-over-two windows are architecturally appropriate for this Italianate style duplex.

On the south elevation of the rear addition, the brick chimney will be replaced and will match the existing brick. The windows on the first and second-story will be replaced in-kind. The egress window openings will be enlarged, and the new windows will be two-over-two egress casement windows.

#### *East Elevation*

The *Design Guidelines* state that the stylistic characteristics of additions to residential buildings should reflect the historic architectural styles found within the historic districts. The proposed one-story addition will be 18'-2" wide and incorporated the design vocabulary of the existing structure by using roof and window configurations and material types found on other portions of the structure. The applicant also proposed to infill a one-story structure on the north-east corner, which will not be visible from the public right-of-way and staff has no objection to it.

Additionally, the windows on the second-story will be replaced. Three of the window locations will be reconfigured. The proposed new locations will better align the windows with the proposed first-story addition.

#### *Roof*

The *Design Guidelines* state that the introduction of skylights is a common method to bring more light into the interior of an existing historic structure. The applicant proposed to remove three existing skylights and install four new skylights. The proposed locations are not visible and don't disrupt the visual continuity and profile of the roof-line. On the north-east corner the standing seam copper roof will be replaced with a new flat seam copper roof.

#### *Summary*

Staff has no objections to the proposed addition and alterations. The proposed window and door materials are architecturally appropriate. However, the applicant must submit the final product specifications to confirm that the proposed materials comply with the window policy. Additionally, the roof plan and south elevation indicated that the existing HVAC units and screening will be removed. The proposed location of the new units is not included in the plans. The applicant should indicate on the building permit the location of the units which should be minimally visible, and ground mounted in the side and rear yards.

With the conditions above, staff recommends approval of the project. Staff 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**

- F-1 The proposal crosses the south property line onto the property at 324 S Lee Street. If the lots are consolidated, the proposal will comply with zoning, as it will be under the allowed FAR and will meet setbacks and open space regulations. If the lots are not consolidated, the proposal will not comply with zoning, as it will exceed FAR, will be deficient in open space, and will have construction crossing property lines.
- F-2 The applicant owns both 322 and 324 S Lee Street and is in the process of consolidating the lots. Proof of consolidation will be required when submitting for building permit.

##### **Code Administration**

- C-1 A building permit and plan review are required prior to the start of construction

##### **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 at the rear of the parcel is to be used at any point of the construction process the following will be required:  
For a Public Alley - The applicant shall contact T&ES, Construction Permitting & Inspections at (703) 746-4035 to discuss any permits and accommodation requirements that will be required.  
For a Private Alley - The applicant must provide proof, in the form of an affidavit at a minimum, from owner of the alley granting permission of use. (T&ES)
- C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)
- C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property

line. (T&ES)

- C-3 Roof, surface and sub-surface drains be connected to the public storm sewer system, if available, by continuous underground pipe. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (Sec.5-6-224) (T&ES)
- C-4 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

**Alexandria Archaeology**

- F-1 According to Historic Alexandria, Virginia, Street by Street, by Ethelyn Cox, the house currently on this lot was probably constructed in the early 1850s by Frederick Miller. Miller's heirs held title to the house until the late 1880s. While the ground disturbance associated with this project is relatively minimal, there is a slight possibility for the discovery of archaeological resources that could provide insight into 19th-century domestic activities. To ensure that information about the past is not lost as a result of this project, the following requirements are recommended.
- 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, 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 Sheet piling and Shoring) so that on-site contractors are aware of the requirements.

**V. ATTACHMENTS**

- 1 – Application Materials*  
*2 – Supplemental Materials*



ADDRESS OF PROJECT: 322 and 324 S. Lee Street

DISTRICT: ☒ Old & Historic Alexandria ☐ Parker – Gray ☐ 100 Year Old Building  
075.03-05-50/ 075.03-05-51 R-M, Townhouse

TAX MAP AND PARCEL: \_\_\_\_\_ ZONING: \_\_\_\_\_

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: Lisa and Phil Herget

Address: 322 S. Lee Street

City: Alexandria State: VA Zip: 22314

Phone: 703-447-9848 E-mail: lisaherget@me.com

Authorized Agent *(if applicable)*: ☐ Attorney ☒ Architect ☐ \_\_\_\_\_

Name: Neal Thomson

Phone: 202-686-6583

E-mail: neal@thomsoncooke.com

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

Legal Property Owner:

Name: Avonlea LLC

Address: 322 S. Lee Street

City: Alexandria State: VA Zip: 22314

Phone: 703-447-9848 E-mail: lisaherget@me.com

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: *Please check all that apply.*  
     ☐ awning                      ☐ fence, gate or garden wall    ☐ HVAC equipment                      ☐ shutters  
     ☒ doors                              ☒ windows                              ☐ siding                              ☐ shed  
     ☒ lighting                              ☐ pergola/trellis                      ☐ painting unpainted masonry  
     ☐ other \_\_\_\_\_  
☒ ADDITION  
☒ DEMOLITION/ENCAPSULATION  
☐ SIGNAGE

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

Expansion of existing South elevation covered porch with new wood floor, standing seam copper roof, and roof lantern skylight. Install new "Tradewood" wood windows and doors in new locations as noted on plans. New "Vaughan" lanterns on house South wall at open porch. New brick chimney on South elevation New painted wood cornice/parapet at addition from 1999. New "Velux" skylights on middle roofs. New infill addition at North-East corner of addition from 1999. New East one-story bay projection with "Wellborn & Wright" steel doors, wood trim, brackets, and overhang, and flat-seam copper roof. New egress window wells on South rear addition.

**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.

## **Description of reason for demolition/encapsulation:**

### **South Elevation -**

- The second floor windows in the “EI” are being demolished due to rotting and poor conditions. These windows do not match the original windows on the front of the house (6-over-6 vs 2-over-2), and the Eastern-most window in the “EI” in the center was added during the work done to the house in 1999.
- The second floor window locations are being minimally revised to regularize the South Elevation and respond to the plan changes occurring on the second floor.
- The Existing South 1-story porch is being demolished and re-built to encapsulate the entire South “alcove” in order to regularize the South Elevation and allow for more light into the space with the large roof lantern skylight. The window/door locations on the South wall beyond the porch on the first floor are being revised to correspond with the new porch size and the interior plan modifications.
- A portion of the wall on the first and second floor at the Eastern-most two-story addition from 1999 is being demolished to allow for the new chimney on the exterior of the house. The windows on this wall are being re-centered on the walls in their corresponding rooms due to the chimney revision.

### **East/West Elevations -**

- The windows on the second floor of both the East and West elevation are being revised to correspond to the plan changes.
- The doors on the first floor of the East elevation are being removed and replaced with a new minimal steel door bay projection to allow more light into the space and regularize the wall with the interior plan changes.
- The existing one-story addition/roof on the rear is being removed so that the North-Eastern corner of this space can be infilled in order to regularize the floor plan.

## **Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible:**

### **South Elevation -**

- An alternative solution to replacing and relocating the Second Floor would be to maintain the existing windows in their existing locations. This is not feasible because it would create conflicts with the interior walls in the revised interior plans.
- An alternative solution to replacing the existing 1-story porch would be to maintain the existing size. This is not feasible because it would conflict with the interior walls in the revised interior plans. There would not be a cohesiveness to the entire plan and it would not allow for more light into the space without the new roof-lantern skylight. It is not feasible to maintain the existing door/window locations because it would conflict with the new plan changes and would not allow for a regularization of the first-floor South wall.
- An alternative solution to the demolition of the wall and re-centering of the windows on the Eastern-most two-story addition from 1999 would be to maintain the existing window locations and not install a new chimney. This is not feasible because the existing chimney and fireplace would conflict with the revised interior plans.

### **East/West Elevations -**

- An alternative solution to the window locations being revised on the second floor in both East & West elevations would be to maintain the existing window locations. This is not feasible because it would create conflicts with the interior walls in the revised interior plans.
- The alternative solution to the removal of the doors on the first floor East elevation would be to maintain their existing locations. This is not feasible because it would create conflicts with the interior walls in the revised interior plans and would allow less light into the space.
- The alternative solution to the demolition of the one-story addition/roof on the North East corner is to maintain that as-is. This is not feasible because it would create conflicts with interior walls in the revised interior plan. This would also not allow for the floor plan changes proposed on the first floor with an open kitchen layout into the dining/living area.

**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: 

Printed Name: Neal Thomson

Date: 12/06/2021

# 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. Phil Herget & Lisa Herget	322 S. Lee Street, Alexandria, VA. 22314	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 322 South Lee Street Alexandria, Virginia 22314 (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. Avonlea LLC, a Virginia limited liability company	322 S. Lee Street, Alexandria, VA. 22314	100%
2. SEE ATTACHED FOR ENTITIES OWNING IN EXCESS OF 3% OF AVONLEA		LLC
3.		

**3. Business or Financial Relationships.** Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are 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. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity and "None" in the corresponding fields).**

For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

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. Phil & Lisa Herget	NONE	
2. Phil & Lisa Herget	NONE	
3. 3 % Entities (See Attached)	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.

12/5/21  
12/06/2021

Date

Phil Herget  
Neal Thomson

Printed Name



R. Philip Herget III

Signature

## **OWNERSHIP AND DISCLOSURE STATEMENT**

### **Additional Information Entities owning and Interest in excess of 3% of Avonlea LLC**

#### **Avonlea LLC Members.**

RPH 2012 Family Trust u/a dated December 11, 2012 – 49%

LH 2012 Descendants Trust u/a dated December 11, 2012 – 49%

The Revocable Trust of R. Philip Herget III u/a/d October 4, 1999 – 1%

The Revocable Trust of Anne Shehan Herget u/a/d October 4, 1999 – 1%



# Department of Planning and Zoning

## Floor Area Ratio and Open Space Calculations

as of 12/20/18

**B**

### A. Property Information

A1. 322 S. Lee Street  RM   
 Street Address  Zone   
 A2. 5,491  x 1.5  = 8,237 S.F.   
 Total Lot Area  Floor Area Ratio Allowed by Zone  Maximum Allowable Floor Area

### B. Existing Gross Floor Area

<u>Existing Gross Area</u>		<u>Allowable Exclusions**</u>		
Basement	<input type="text"/> 871	Basement**	<input type="text"/> 871	B1. <input type="text"/> 4,992 <input type="text"/> Sq. Ft.
First Floor	<input type="text"/> 1,978	Stairways**	<input type="text"/> 107	Existing Gross Floor Area*
Second Floor	<input type="text"/> 1,803	Mechanical**	<input type="text"/> N/A	B2. <input type="text"/> 1,341 <input type="text"/> Sq. Ft.
Third Floor	<input type="text"/> N/A	Attic less than 7***	<input type="text"/> N/A	Allowable Floor Exclusions**
Attic	<input type="text"/> N/A	Porches**	<input type="text"/> 167	B3. <input type="text"/> 3,651 <input type="text"/> Sq. Ft.
Porches	<input type="text"/> 251	Balcony/Deck**	<input type="text"/> N/A	Existing Floor Area Minus Exclusions
Balcony/Deck	<input type="text"/> N/A	Lavatory***	<input type="text"/> 196	(subtract B2 from B1)
Lavatory***	<input type="text"/> Included Above	Other**	<input type="text"/> 65 (Shed)	<b>Comments for Existing Gross Floor Area</b> <input type="text"/>
Other**	<input type="text"/> 89 (Shed)	Other**	<input type="text"/> N/A	
B1. <b>Total Gross</b>	<input type="text"/> 4,992	B2. <b>Total Exclusions</b>	<input type="text"/> 1,341	

### C. Proposed Gross Floor Area

<u>Proposed Gross Area</u>		<u>Allowable Exclusions**</u>		
Basement	<input type="text"/> 764	Basement**	<input type="text"/> 764	C1. <input type="text"/> 917 <input type="text"/> Sq. Ft.
First Floor	<input type="text"/> 30	Stairways**	<input type="text"/> 138	Proposed Gross Floor Area*
Second Floor	<input type="text"/> 0	Mechanical**	<input type="text"/> N/A	C2. <input type="text"/> 988 <input type="text"/> Sq. Ft.
Third Floor	<input type="text"/> N/A	Attic less than 7***	<input type="text"/> N/A	Allowable Floor Exclusions**
Attic	<input type="text"/> N/A	Porches**	<input type="text"/> 70	C3. <input type="text"/> 71 <input type="text"/> Sq. Ft.
Porches	<input type="text"/> 107	Balcony/Deck**	<input type="text"/> N/A	Proposed Floor Area Minus Exclusions
Balcony/Deck	<input type="text"/> N/A	Lavatory***	<input type="text"/> 0	(subtract C2 from C1)
Lavatory***	<input type="text"/> Included Above	Other**	<input type="text"/> 0	
Other	<input type="text"/> 16	Other**	<input type="text"/> 16	
C1. <b>Total Gross</b>	<input type="text"/> 917	C2. <b>Total Exclusions</b>	<input type="text"/> 988	

### D. Total Floor Area

D1.  3,580  Sq. Ft.  
 Total Floor Area (add B3 and C3)  
 D2.  8,237  Sq. Ft.  
 Total Floor Area Allowed  
 by Zone (A2)

### E. Open Space

E1.  3,376  Sq. Ft.  
 Existing Open Space  
 E2.  1,922  Sq. Ft.  
 Required Open Space  
 E3.  3,173  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:

12/06/2021

Date:





FRONT OF HOUSE FROM LEE STREET



SOUTH-WEST CORNER



LOOKING TOWARDS BACK OF HOUSE FROM LEE STREET



SOUTH/SIDE ELEVATION AT FRONT OF HOUSE



EAST FACING WINDOW ON FRONT PORTION OF HOUSE



EXISTING COVERED PORCH ON SOUTH/SIDE ELEVATION



SOUTH/SIDE ELEVATION - MIDDLE OF HOUSE



SOUTH/SIDE ELEVATION ADDITION FROM 1999



EAST/REAR ELEVATION (1999 ADDITION)



INTERIOR OF SOUTH-FACING WINDOW IN MIDDLE OF HOUSE



INTERIOR OF SOUTH-FACING WINDOWS IN MIDDLE OF HOUSE

VAUGHAN



Powis Wall Lantern

Simple clean lines define this lantern. Designed with small spaces in mind, we produce this wall lantern in three finishes, antiqued brass, distressed zinc and bronze, to create three different looks. UL listed for wet locations.

Code	WA0192.BZ
Height	12 inches
Width	7 inches
Depth	5 inches
Finishes	Bronze
Base material	Brass

Proposed Porch Lantern (See South Elevation)

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Photographs

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T4



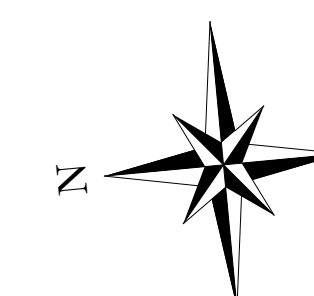
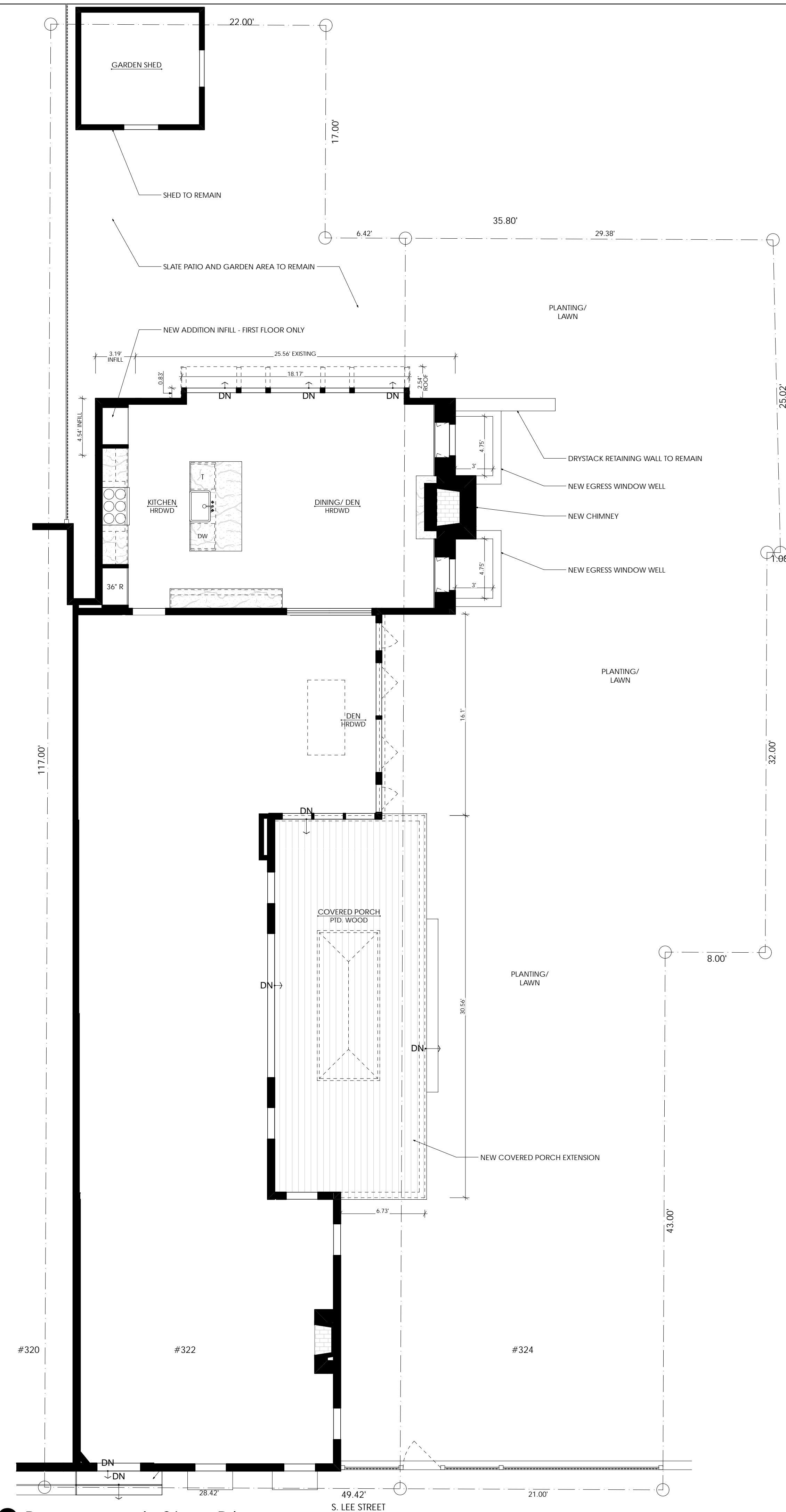
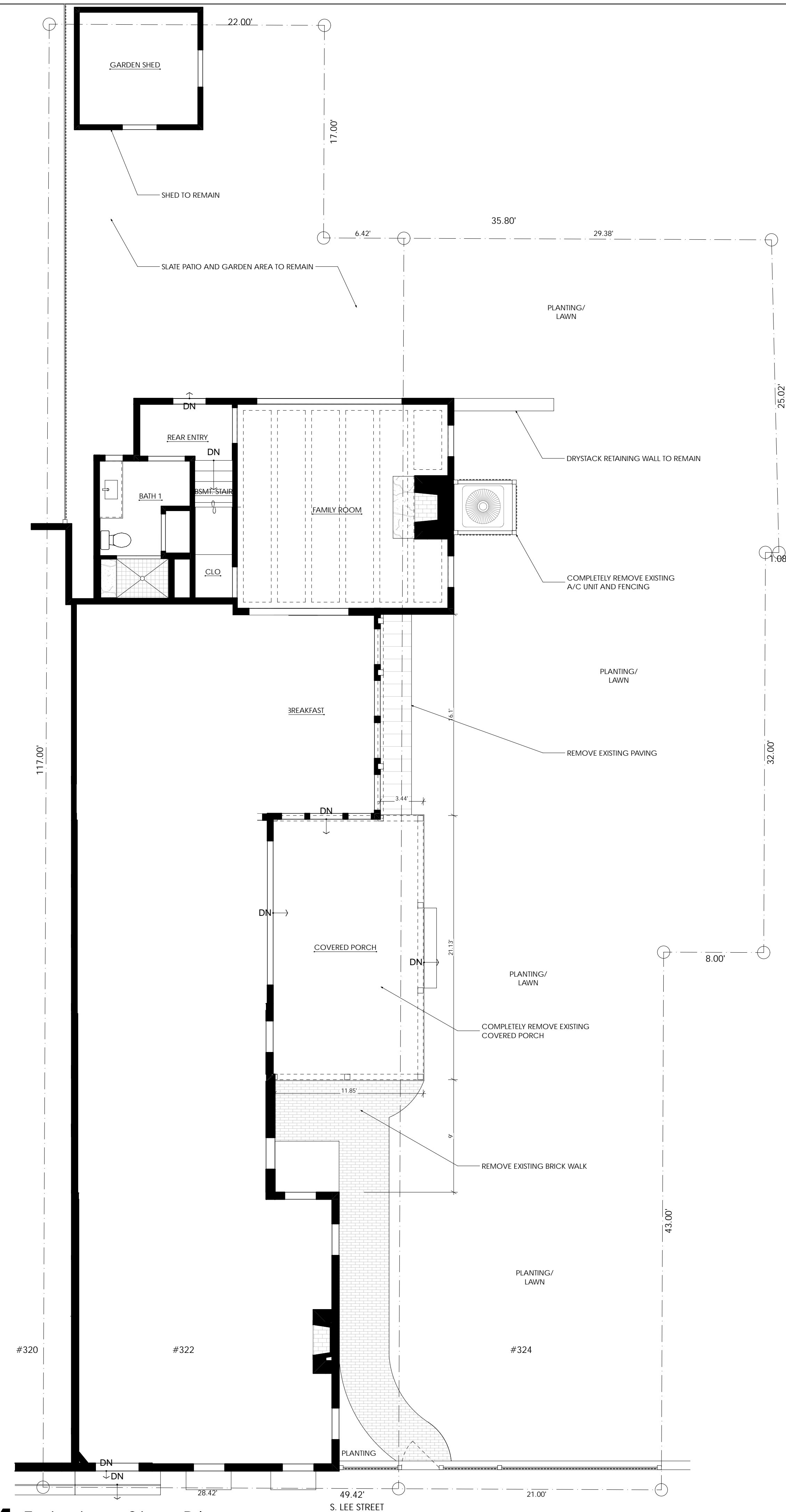
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	EXISTING:	PROPOSED:
BMT. FLOOR AREA:	871 SF	1,635 SF
FIRST FLOOR AREA:	1,978 SF	2,008 SF
SECOND FLOOR AREA:	1,803 SF	1,803 SF
ATTIC AREA:	0 SF	0 SF
PORCH AREA:	251 SF	358 SF
ACCESS. BLDG. AREA: (INCL.)	89 SF	89 SF
OTHER:	0 SF	16 SF
EXEMPTIONS PER CODE:	-1,341 SF	-2,330 SF
<b>TOTAL:</b>	<b>3,651 SF</b>	<b>3,580 SF</b>

T1



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Site Plan

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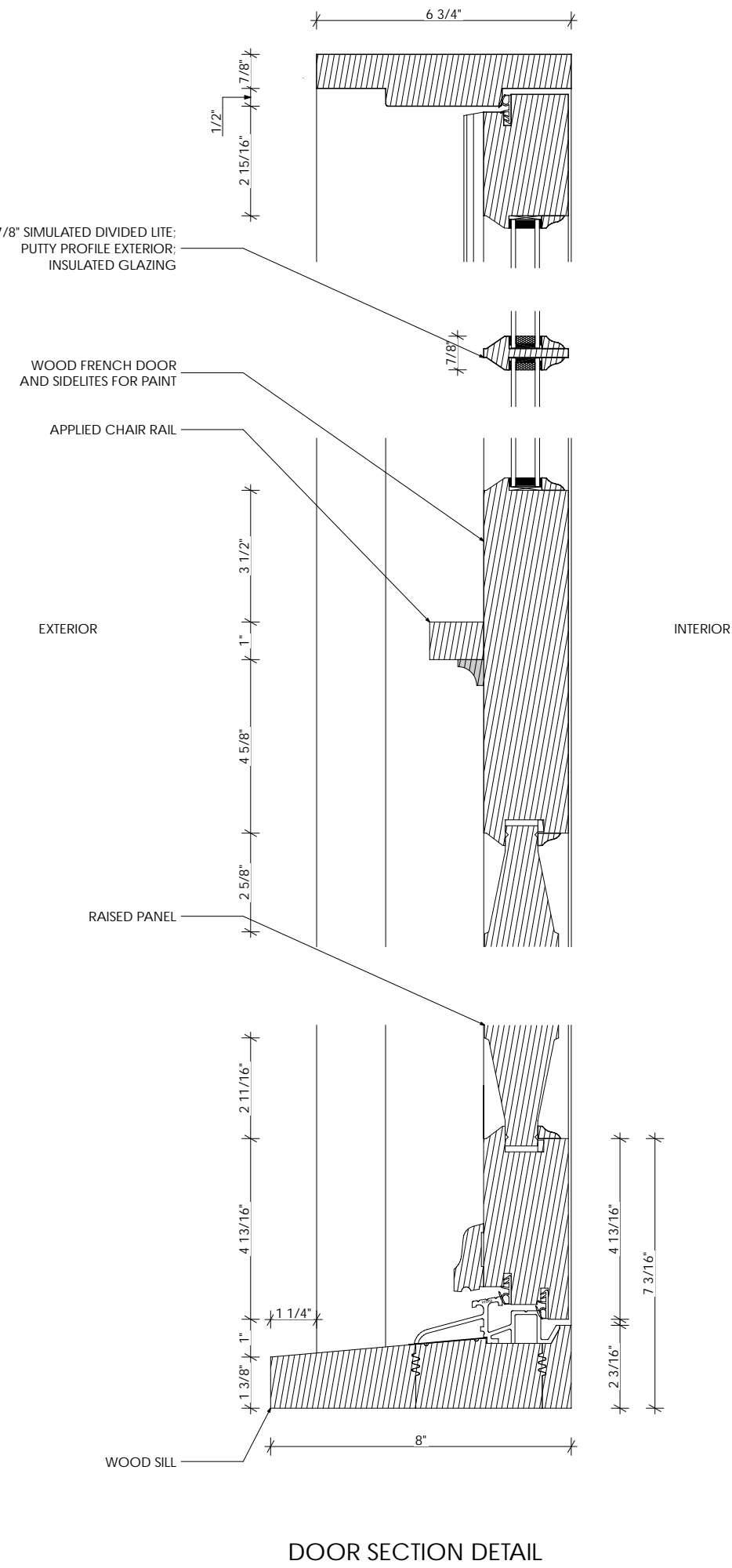
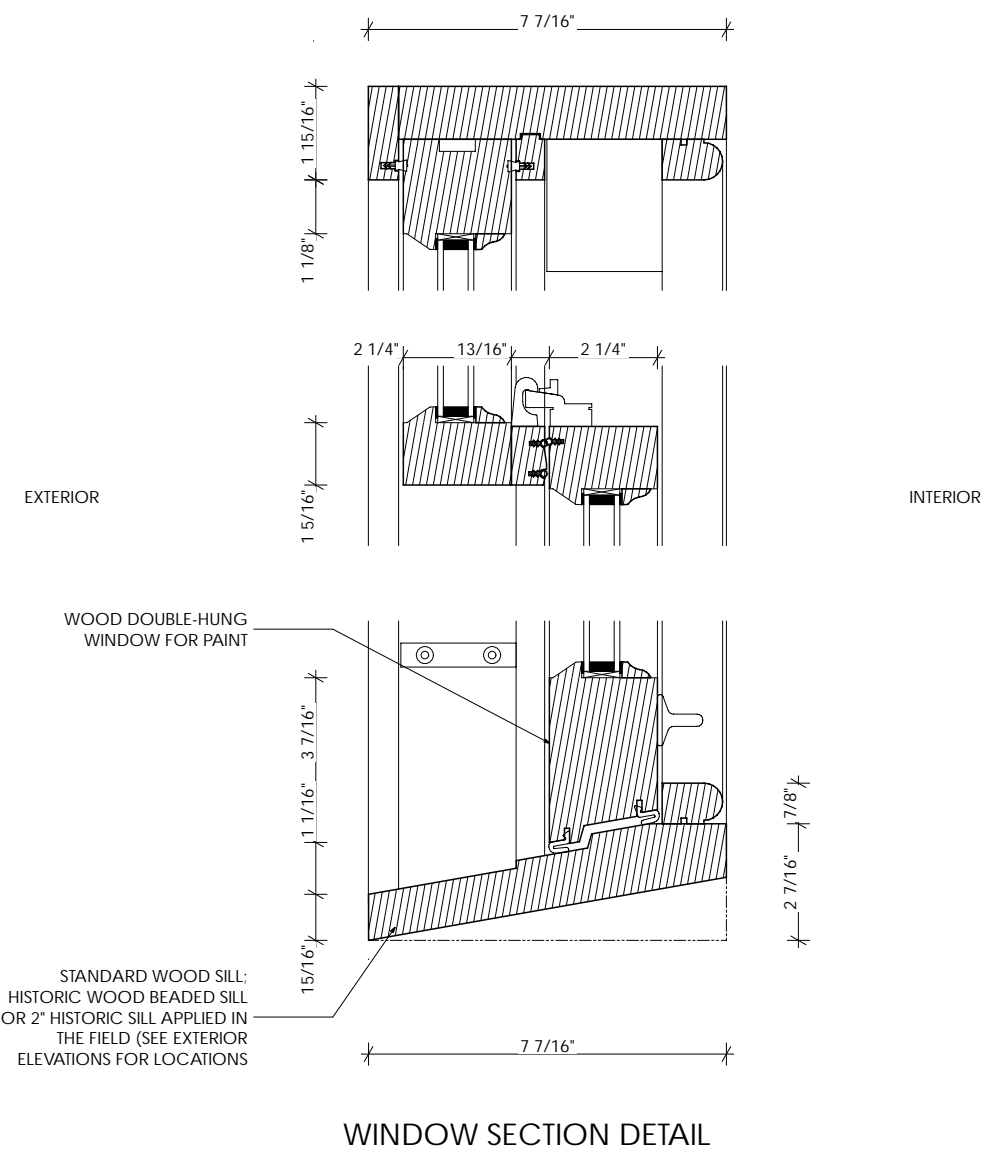
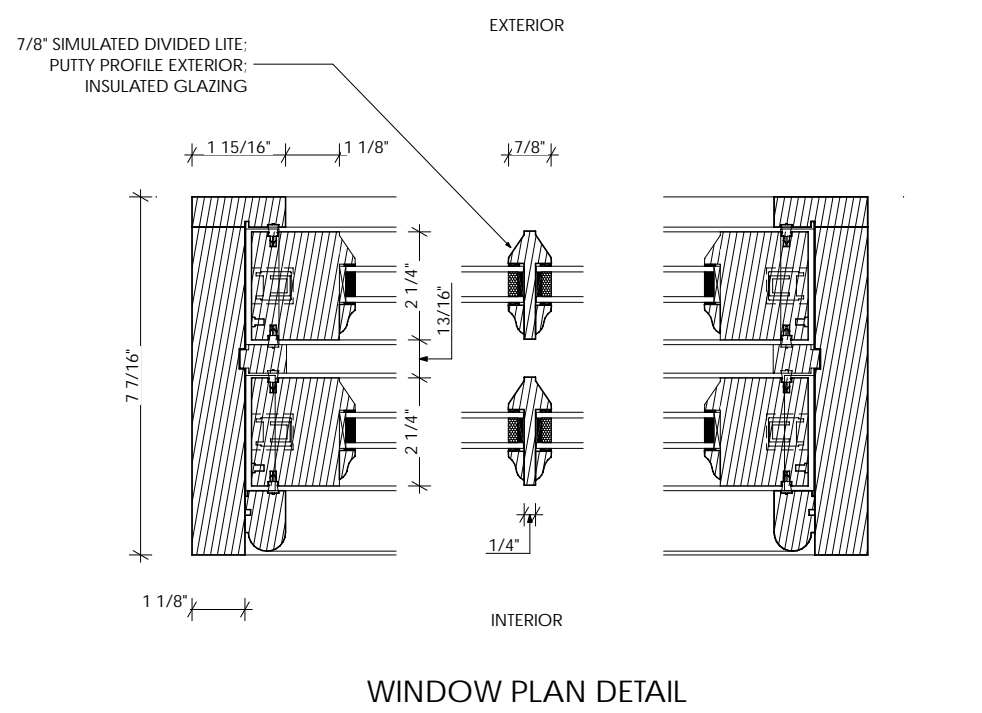
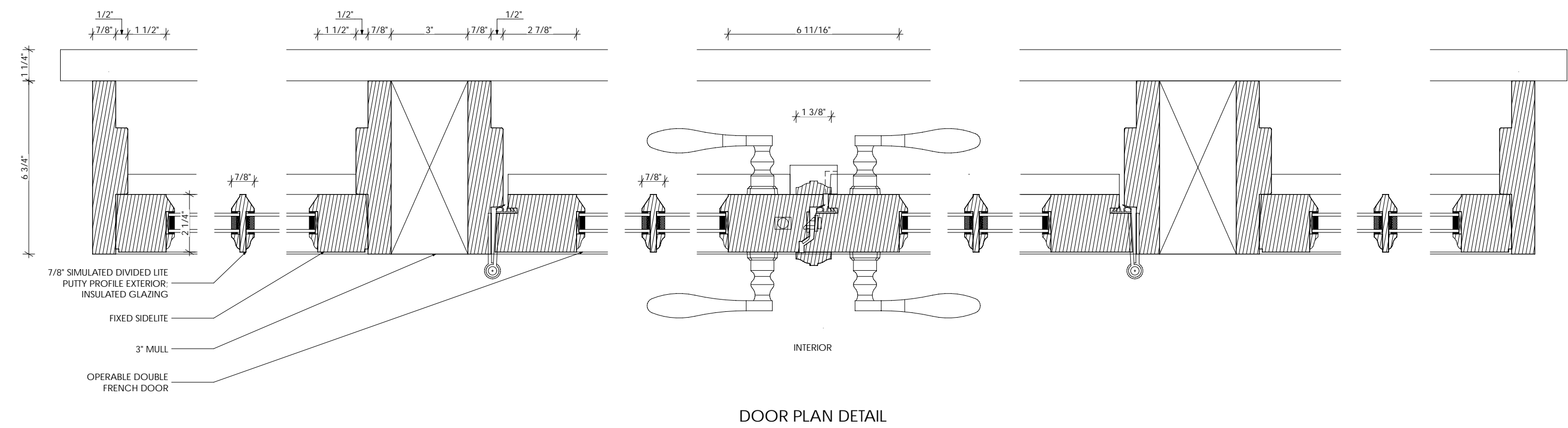
## T2

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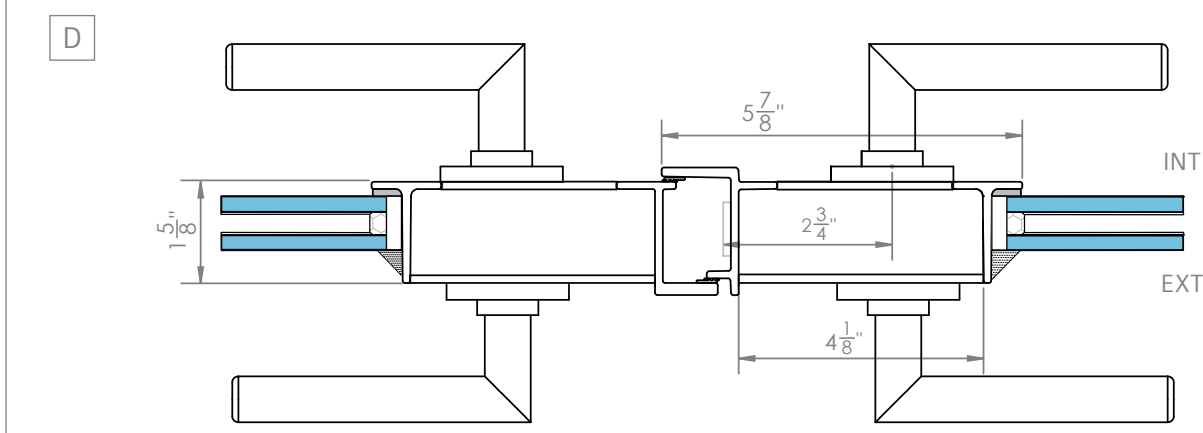




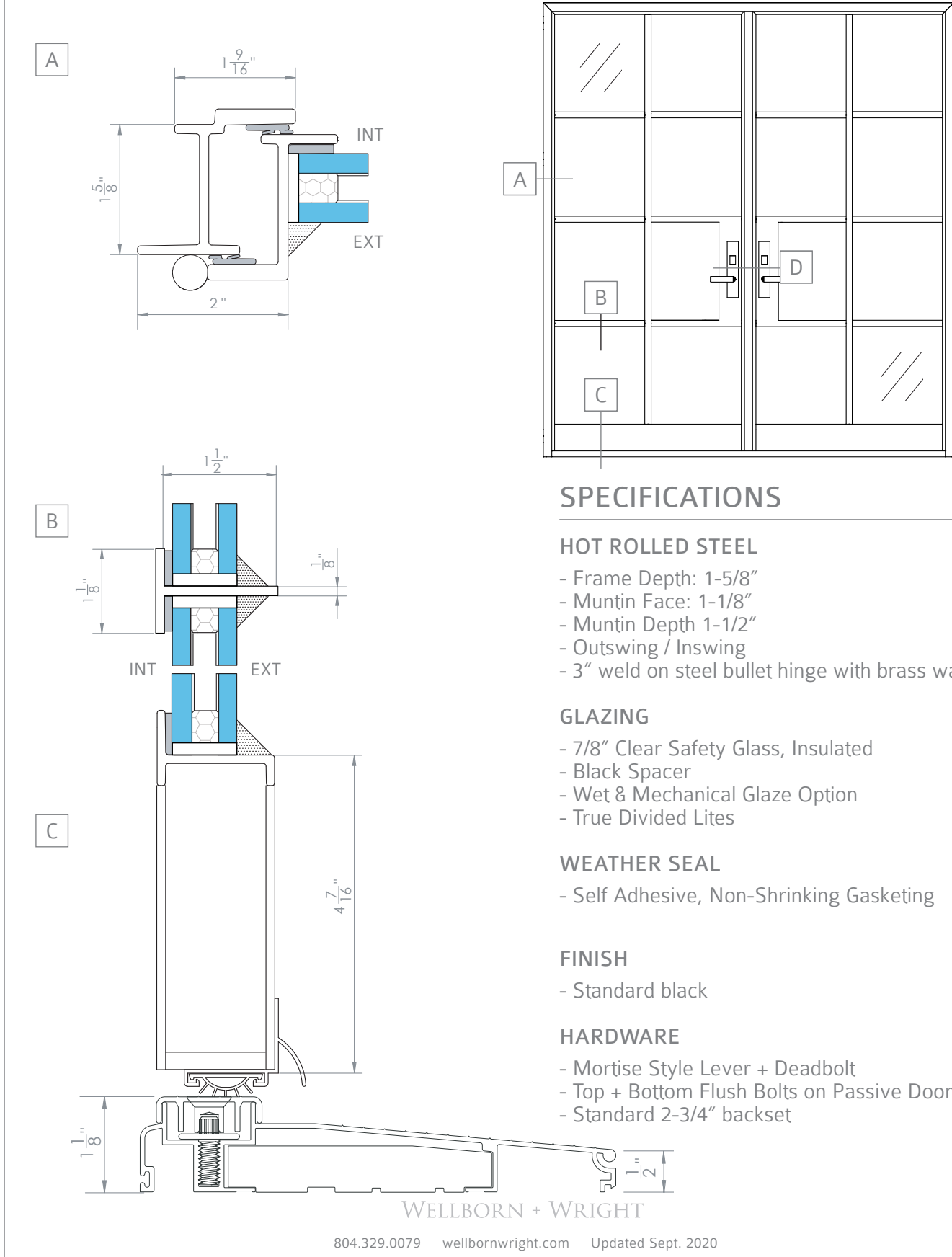
Sample Images of Conservatory Hipped Roof Lantern Skylights



1 Tradewood Double Hung Dets. 2 Tradewood French Door Details



TRADITIONAL SERIES | EXTERIOR DOUBLE DOOR



SPECIFICATIONS

HOT ROLLED STEEL

- Frame Depth: 1-5/8"
- Muntin Face: 1-1/8"
- Muntin Depth 1-1/2"
- Outswing / Inswing
- 3" weld on steel bullet hinge with brass washer

GLAZING

- 7/8" Clear Safety Glass, Insulated
- Black Spacer
- Wet & Mechanical Glaze Option
- True Divided Lites

WEATHER SEAL

- Self Adhesive, Non-Shrinking Gasketing

FINISH

- Standard black

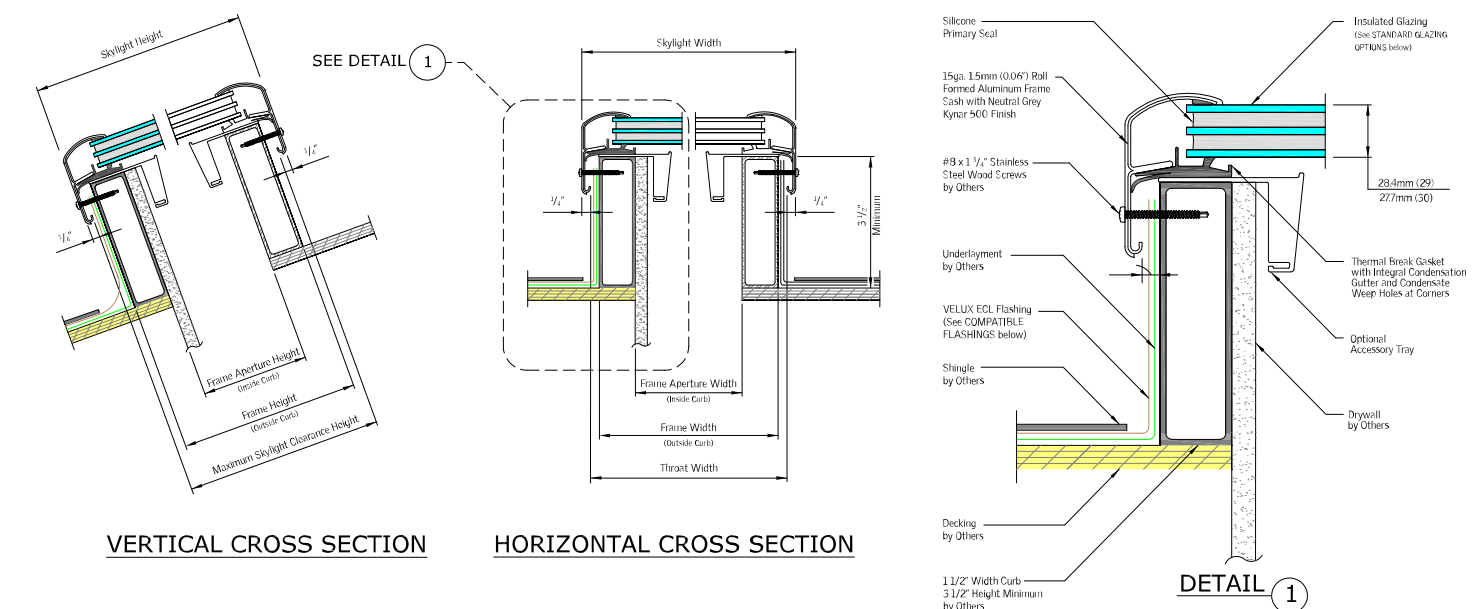
HARDWARE

- Mortise Style Lever + Deadbolt
- Top + Bottom Flush Bolts on Passive Door
- Standard 2-3/4" backset

Wellborn & Wright Traditional Series Steel Door Details

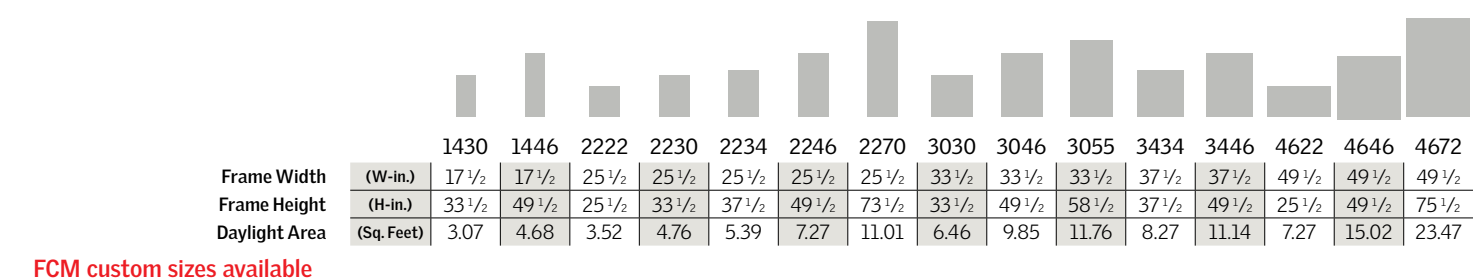
FCM

Fixed Curb-Mounted Skylight



COMPLIANCE AND CERTIFICATIONS

- DBPR Florida
- IAPMO
- NFRC, National Fenestration Rating Council
- Energy Star
- WDMA, Window & Door Manufacturing Association



4 Velux Fixed Curb Mounted Skylight Details

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Window/Door Details

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T3





FRONT OF HOUSE FROM LEE STREET



SOUTH-WEST CORNER



LOOKING TOWARDS BACK OF HOUSE FROM LEE STREET



SOUTH/SIDE ELEVATION AT FRONT OF HOUSE



EAST FACING WINDOW ON FRONT PORTION OF HOUSE



EXISTING COVERED PORCH ON SOUTH/SIDE ELEVATION



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Powis Wall Lantern

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Code	WA0192.BZ
Height	12 inches
Width	7 inches
Depth	5 inches
Finishes	Bronze
Base material	Brass

Proposed Porch Lantern (See South Elevation)

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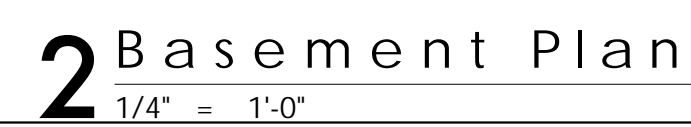
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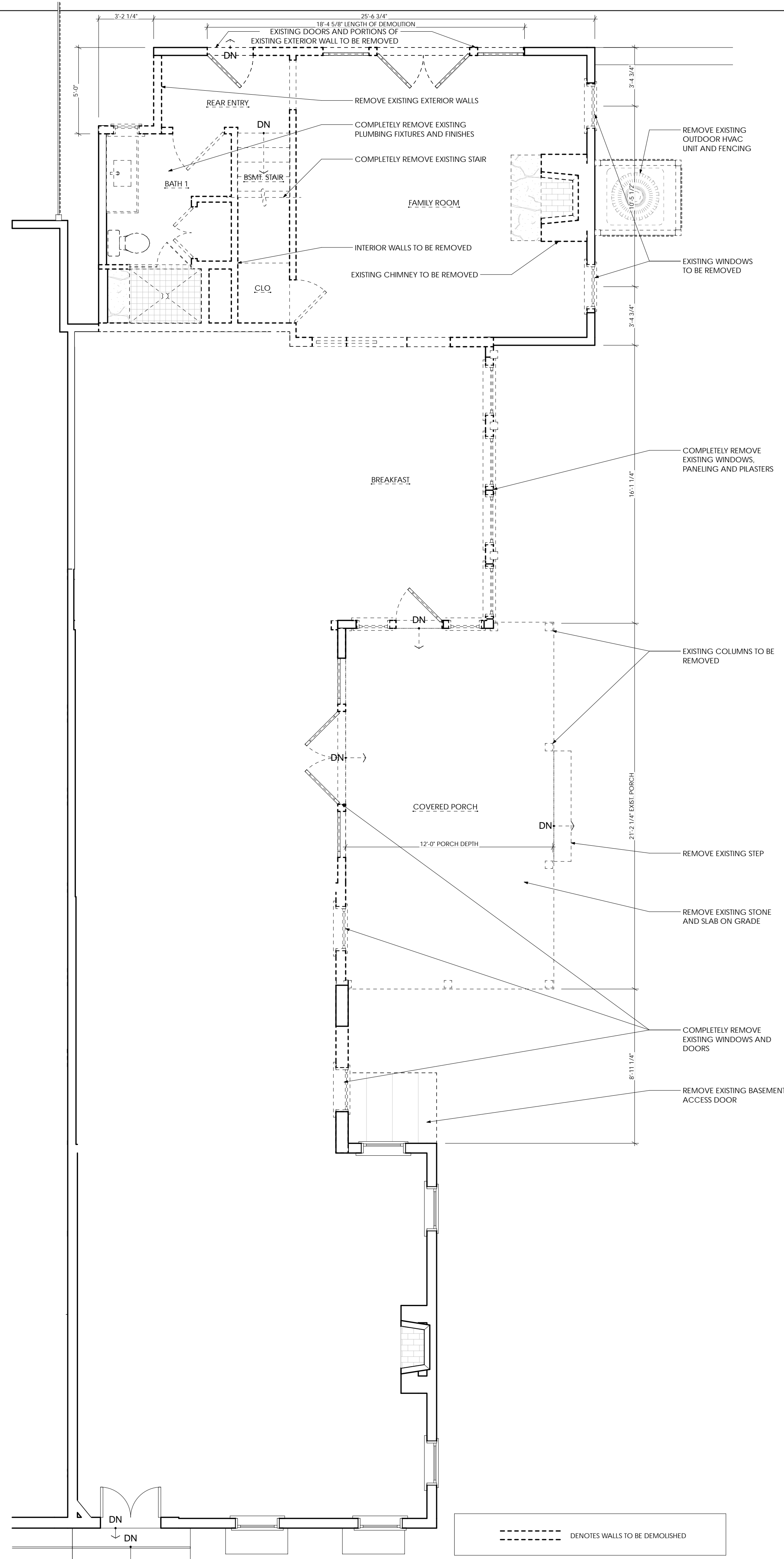
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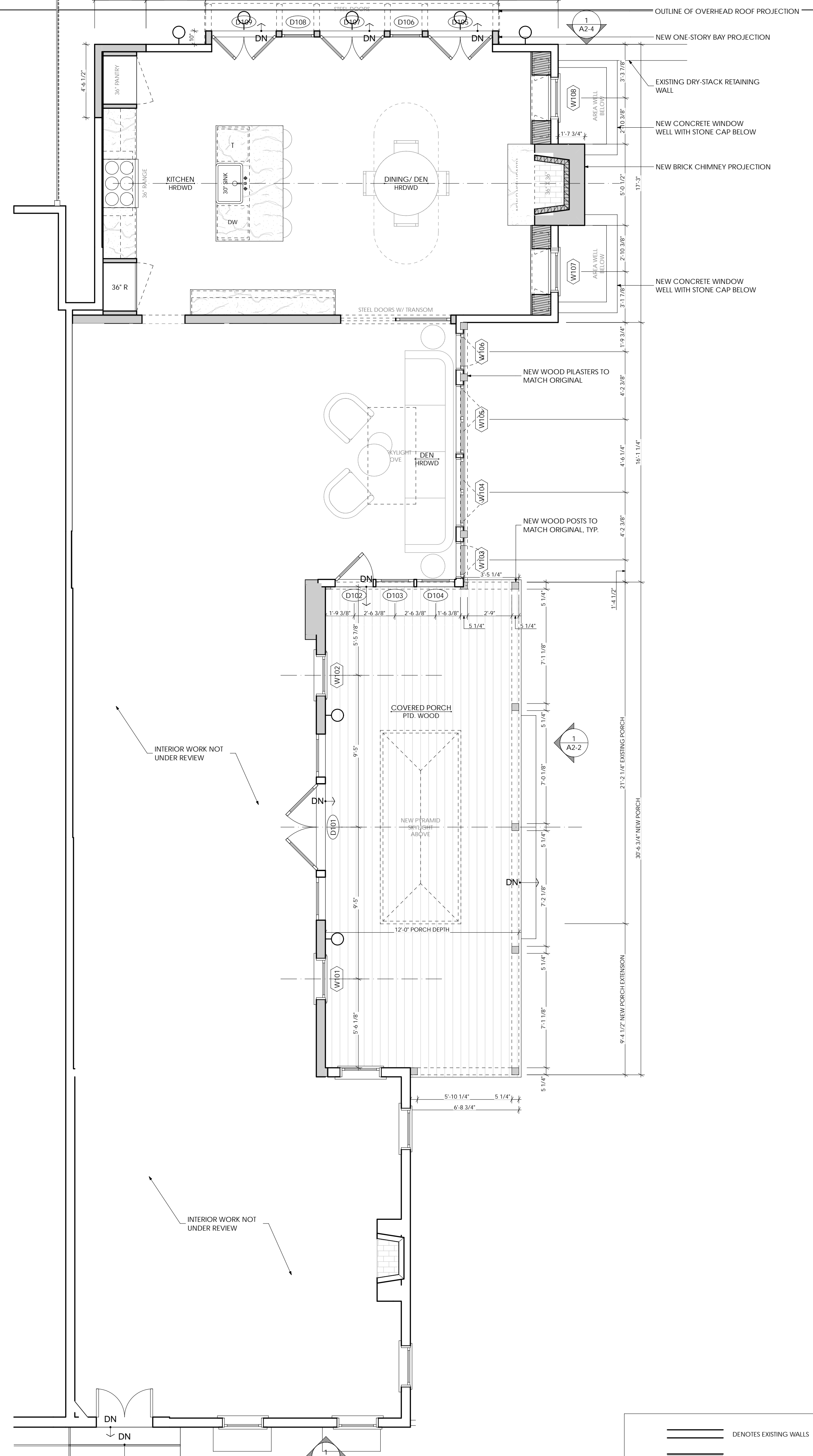


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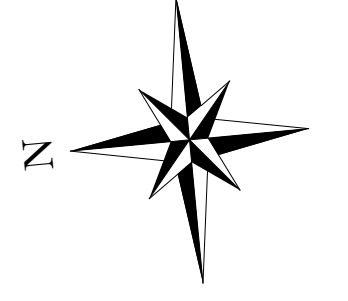
# A1-0



**1** First Floor Demolition Plan  
1/4" = 1'-0"



**2** First Floor Plan  
1/4" = 1'-0"



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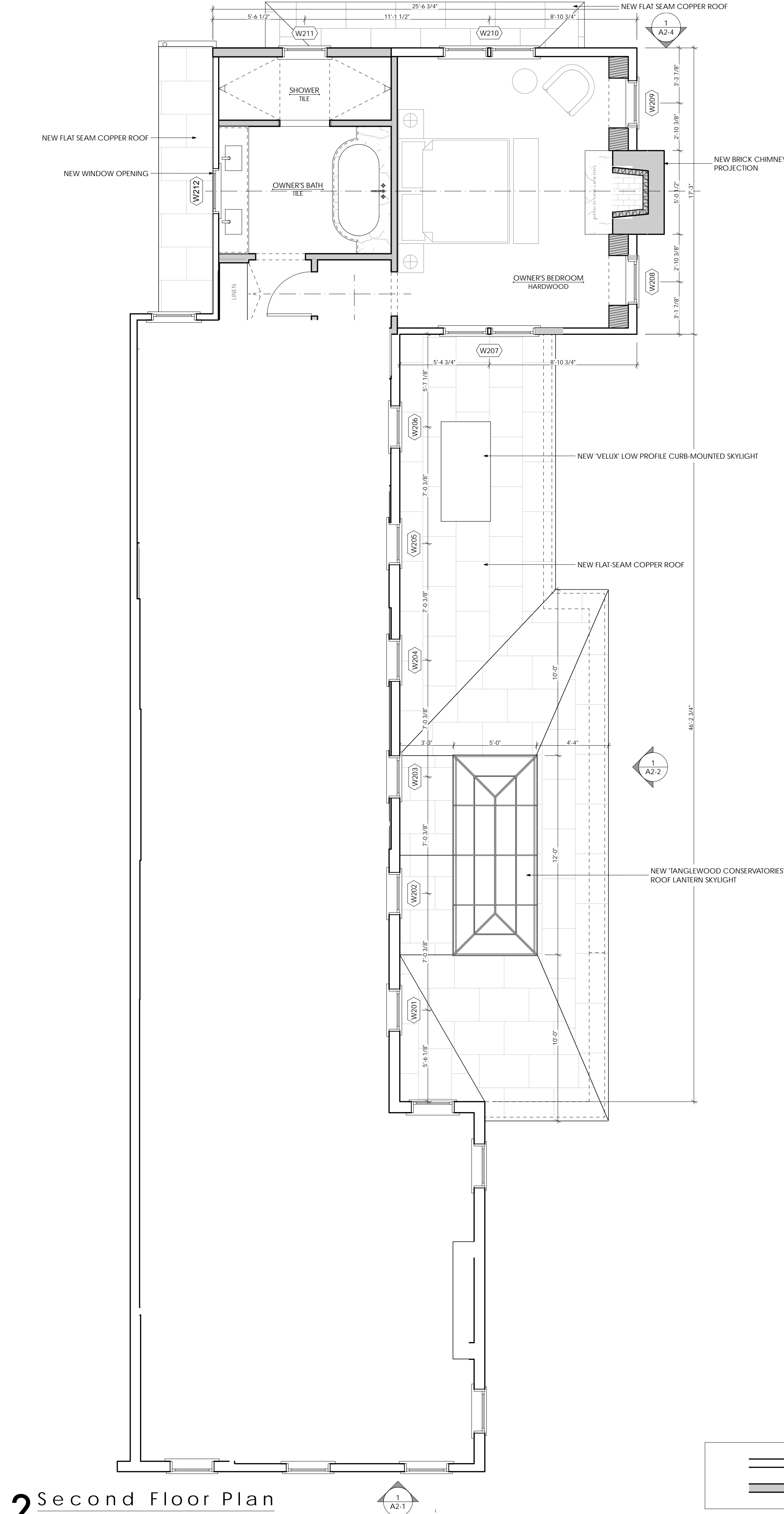
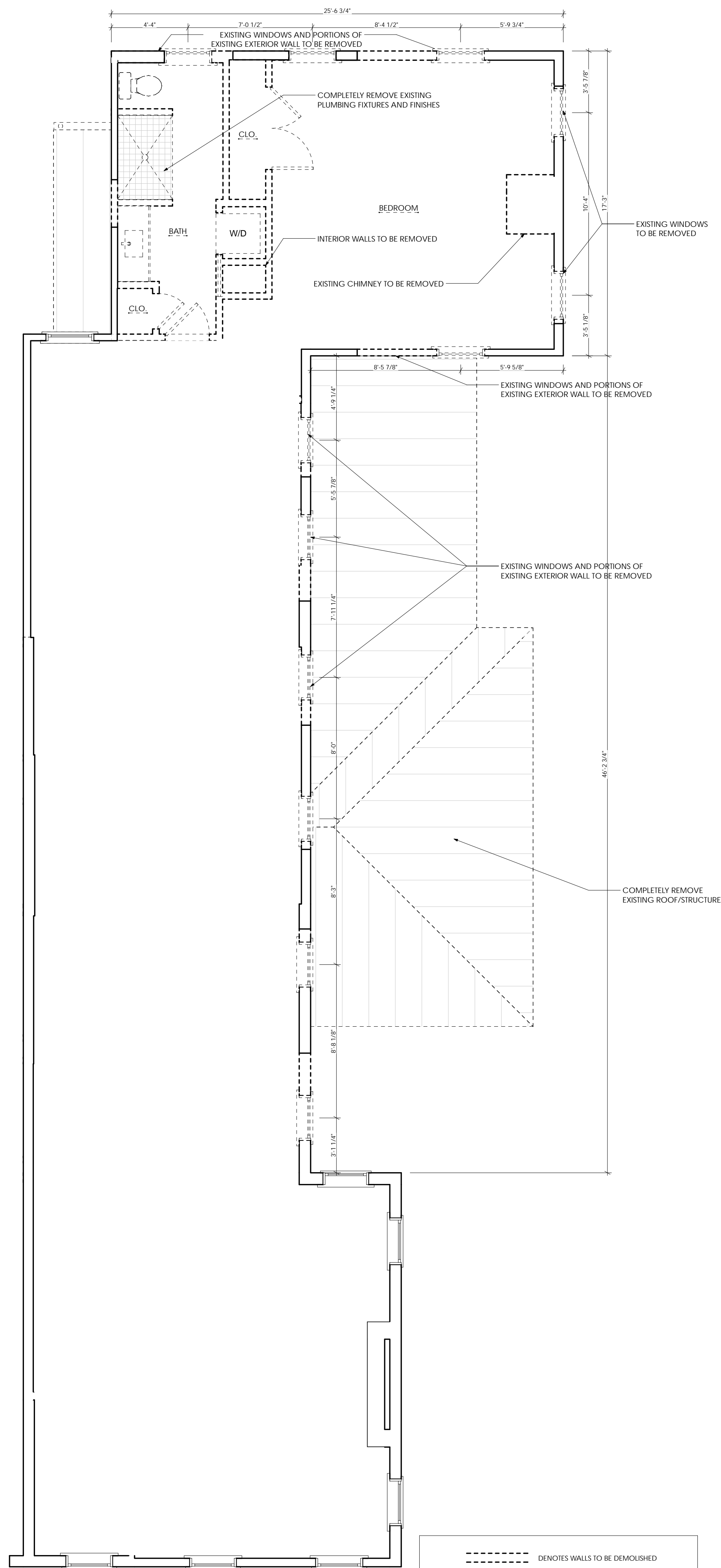
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First Floor Demolition & Proposed Plans	
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A1-1



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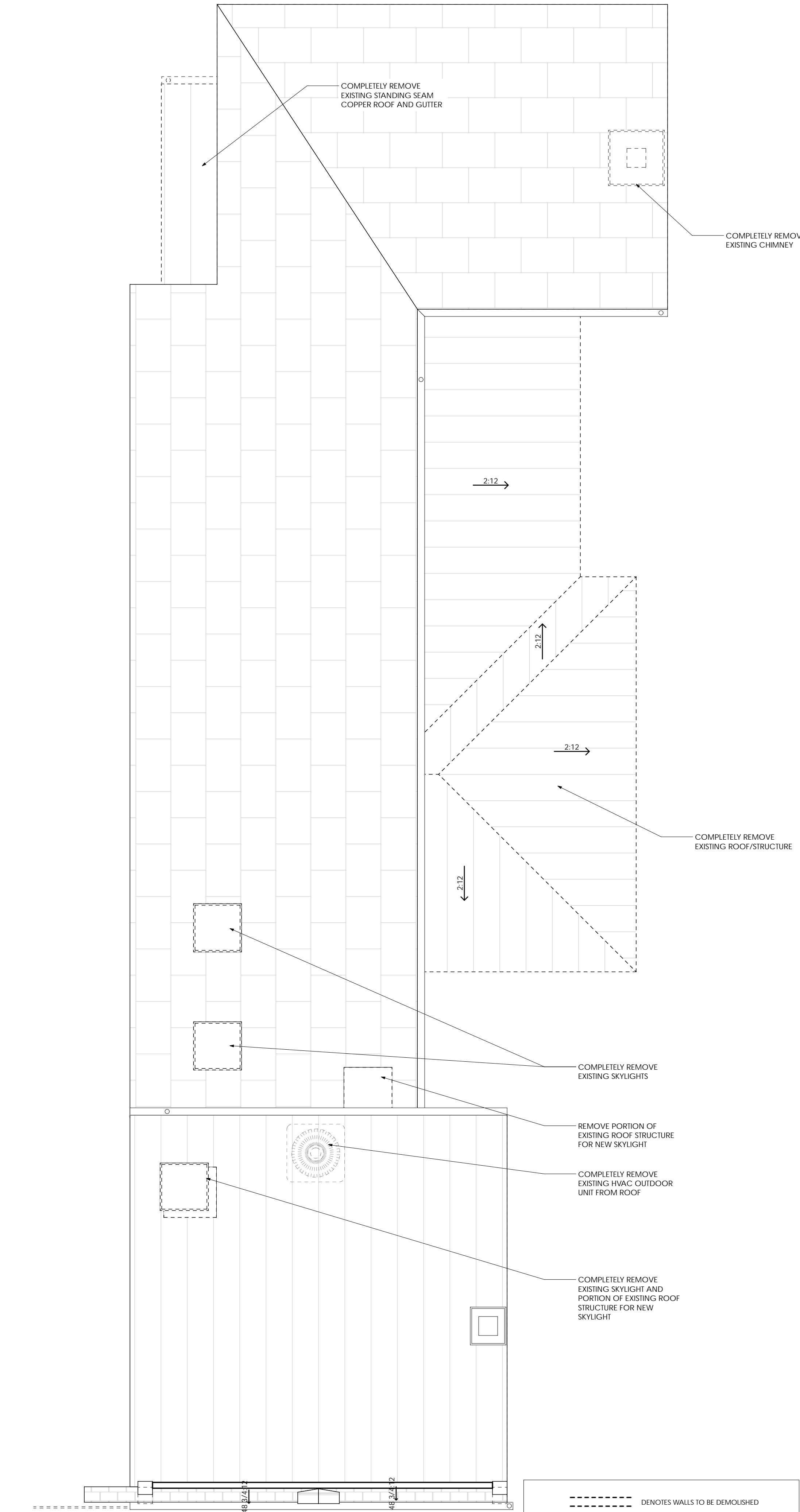
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Second Floor  
Demolition &  
Proposed Plans

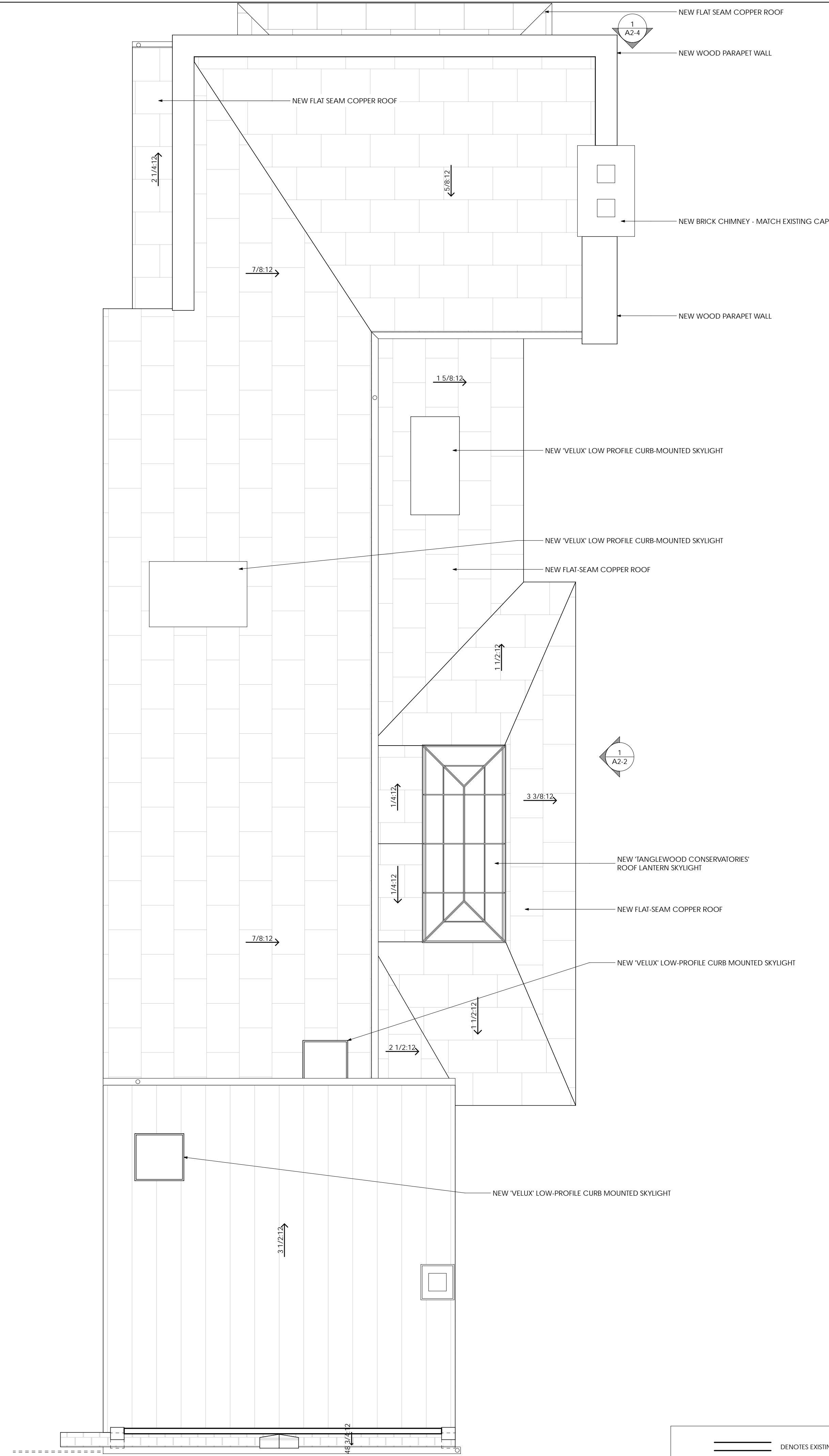
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**A1-2**

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**1** Roof Demolition Plan  
1/4" = 1'-0"



**2** Roof Plan  
1/4" = 1'-0"

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Roof  
Demolition &  
Proposed Plans

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A1-3

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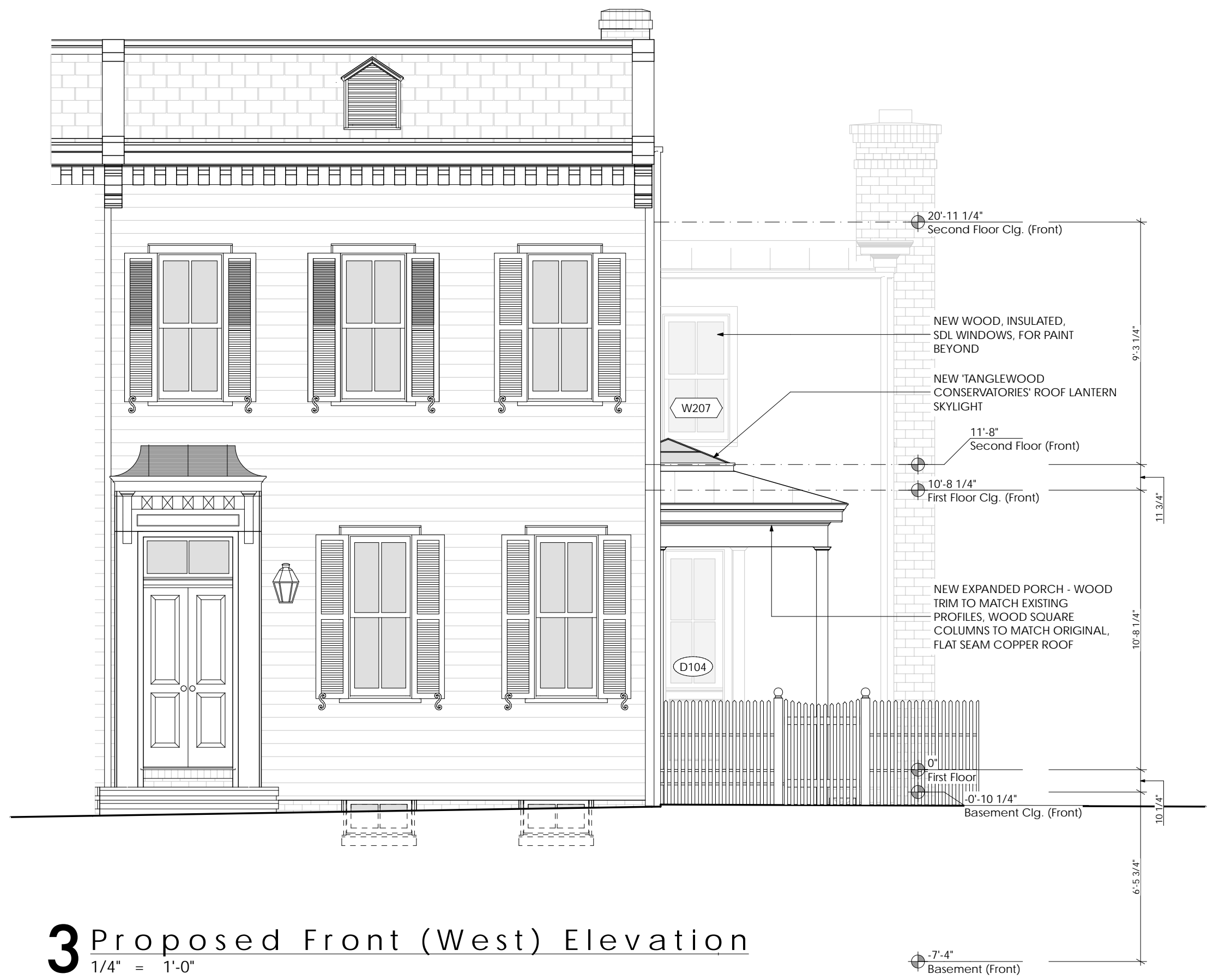




1 Existing Front (West) Elevation  
1/4" = 1'-0"



2 Front (West) Demo Elevation  
1/4" = 1'-0"



3 Proposed Front (West) Elevation  
1/4" = 1'-0"

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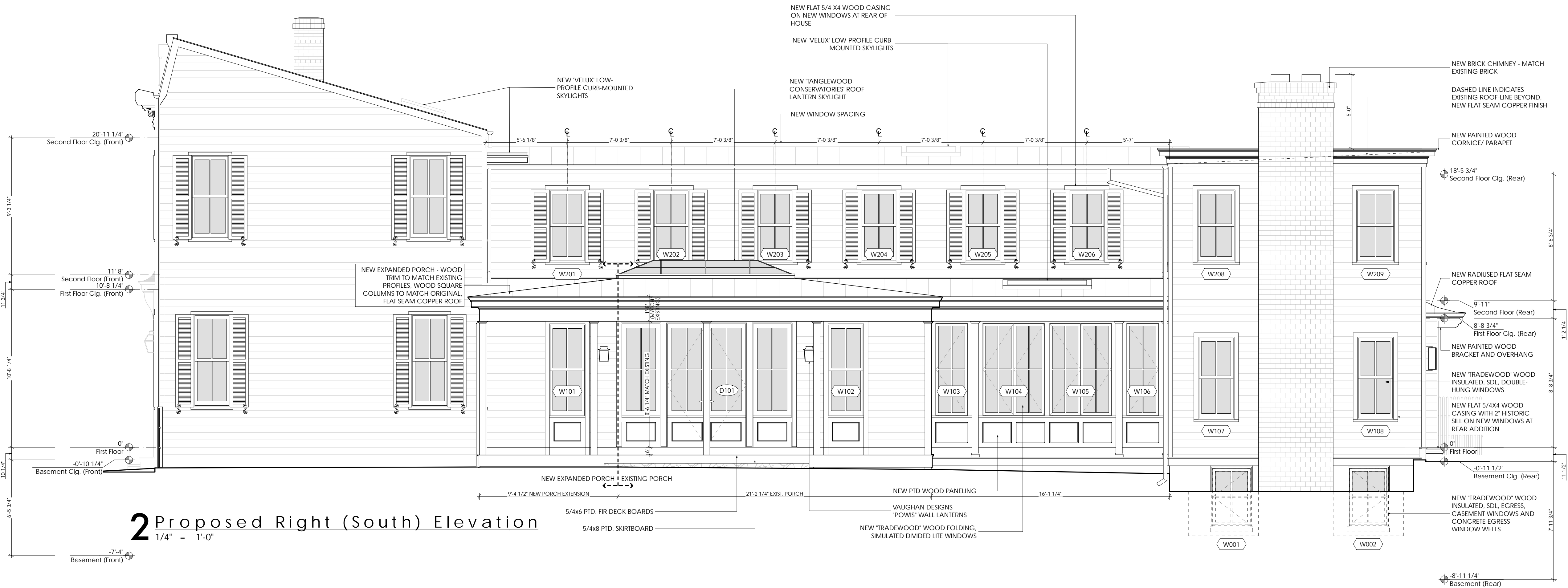
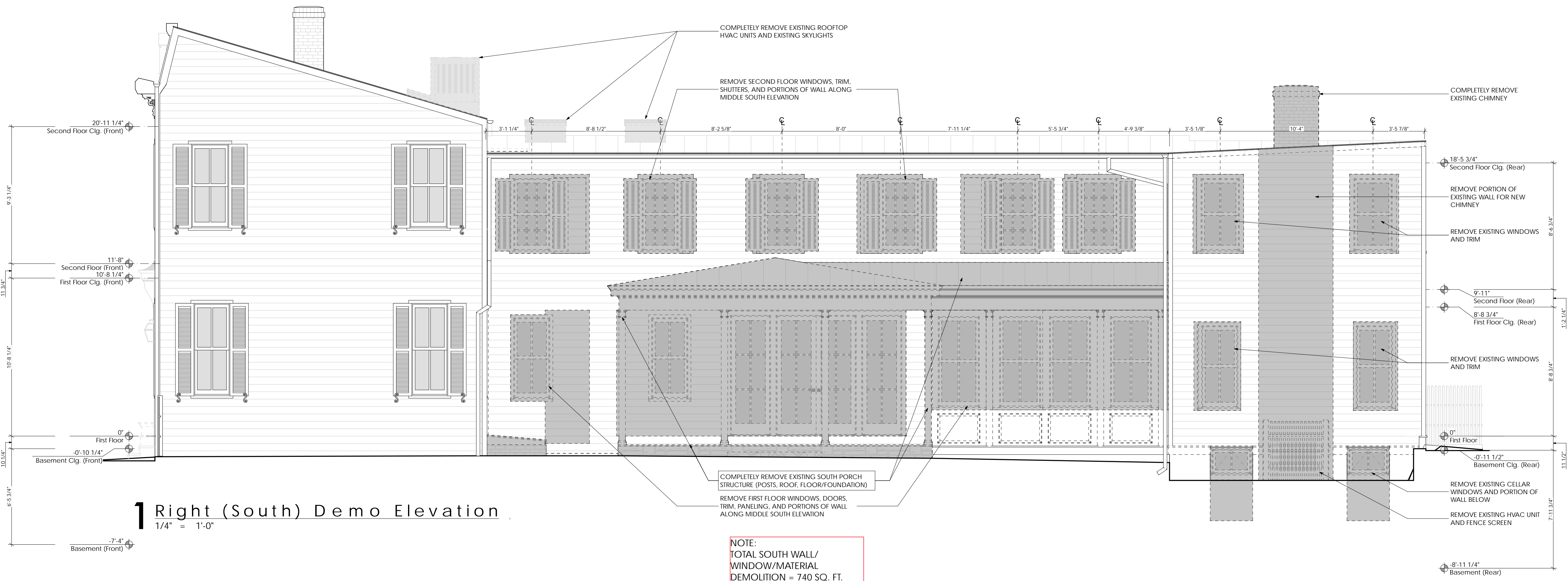
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Existing, Demo, & Proposed Front (West) Elevations	
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A2-1



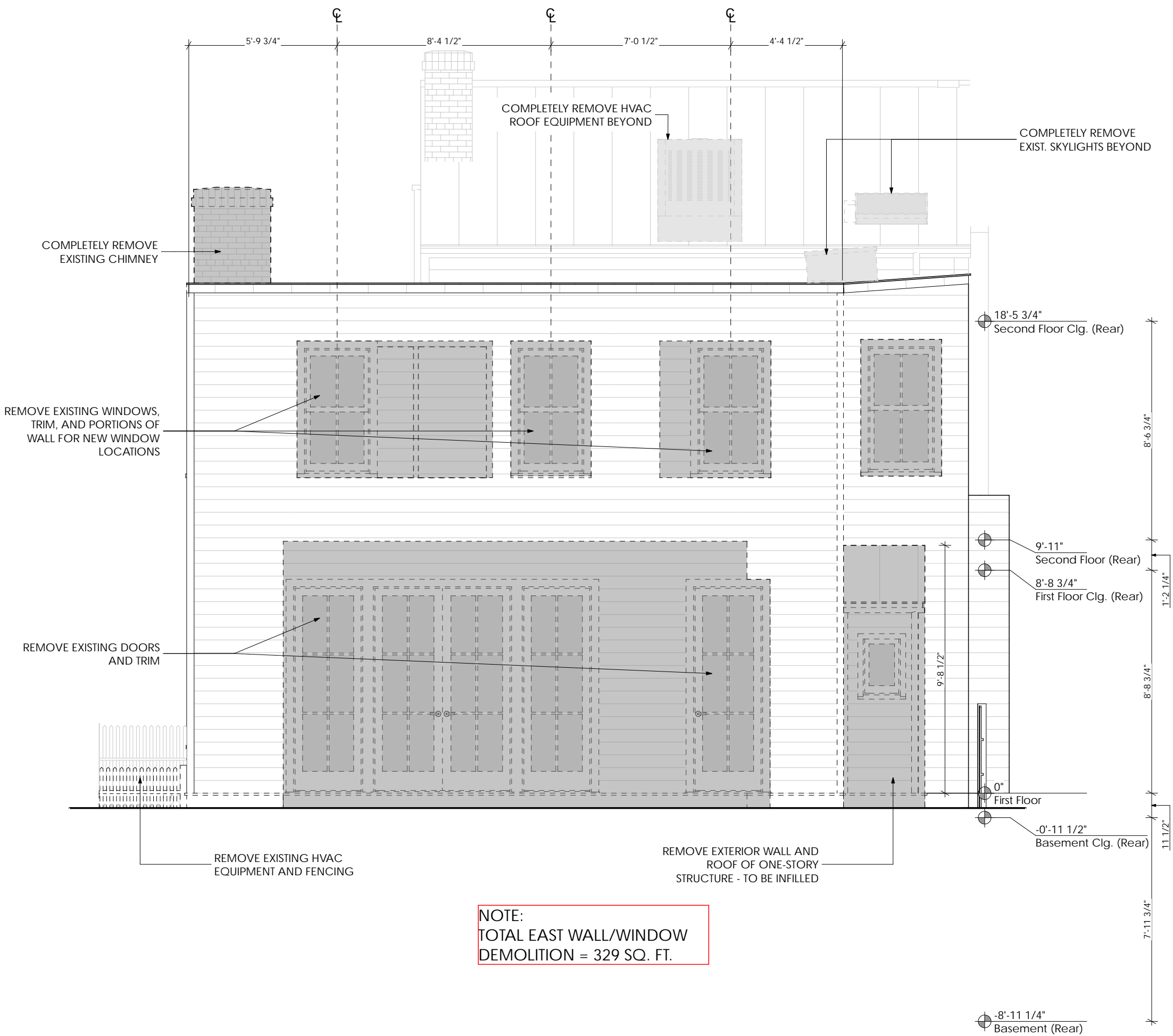
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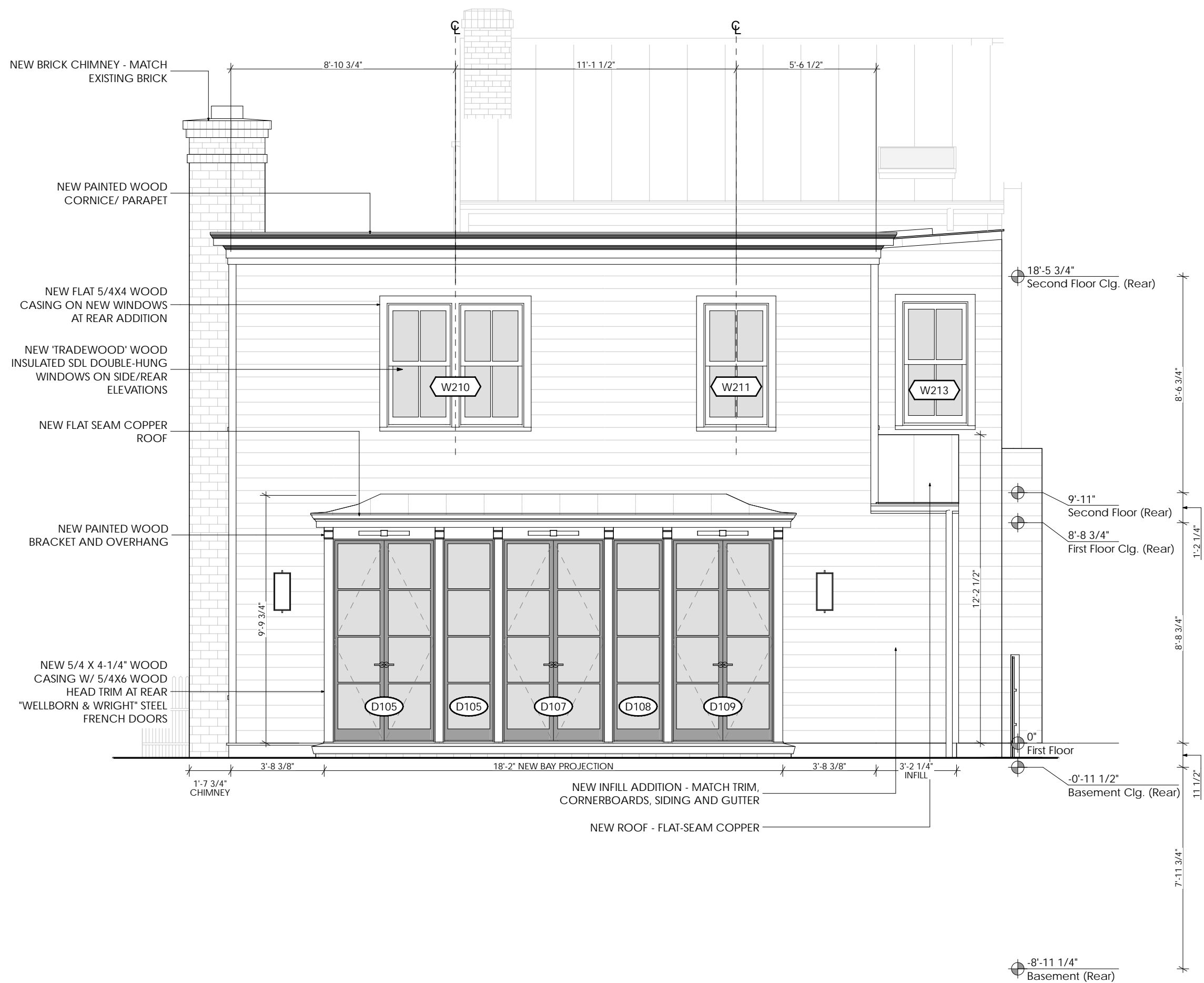




1 Proposed Rear (East) Elevation  
1/4" = 1'-0"



2 Proposed Rear (East) Elevation  
1/4" = 1'-0"



3 Proposed Rear (East) Elevation  
1/4" = 1'-0"

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Existing, Demo,  
& Proposed  
Rear (East)  
Elevations

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A2-4