

# City of Alexandria, Virginia

## MEMORANDUM

**DATE:** JULY 6, 2022

**TO:** CHAIR AND MEMBERS OF THE  
BOARD OF ARCHITECTURAL REVIEW

**FROM:** HISTORIC PRESERVATION STAFF

**SUBJECT:** BAR ADMINISTRATIVE APPROVAL POLICY FOR WINDOWS

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At the January 6, 2021 hearing, the Board provisionally approved the updated version of the *Alexandria New and Replacement Window Performance Specifications in the Historic Districts*. The updated version is now included in the window replacement section of the *BAR Policies for Administrative Approval in the Old and Historic Alexandria District and in the Parker-Gray District for Commercial Uses*.” Applicants now refer to a single document when determining whether or not their windows comply with BAR policies and guidelines.

The updated policy was approved provisionally for one year to give the Design Guidelines subcommittee an opportunity to meet to discuss the updated policy. Due to covid-19 restrictions the committee was unable to meet within the given timeframe. At the January 2, 2022 hearing, the Board therefore extended the provisional approval through the next 180 days, as the subcommittee had still been unable to meet within the given timeframe.

Although the subcommittee still has not met regarding the updated policy, staff requests that the BAR permanently approve the *Alexandria New and Replacement Window Performance Specifications in the Historic Districts*, and its inclusion in the *BAR Policies for Administrative Approval in the Old and Historic Alexandria District and in the Parker-Gray District for Commercial Uses*. The specifications are well-received by the public, lucid, and streamline the approval process. Since the January 6, 2021 hearing, staff has reviewed and approved 94 administrative applications for window replacement or installation, with 25 of the 94 approved in calendar year 2022.

The *BAR Policies for Administrative Approval* document with the window replacement section is attached for review or can be viewed via this link:

<https://www.alexandriava.gov/sites/default/files/2022-03/BAR-Policies-Administrative-Approval.pdf>

*Attachment: BAR Policies for Administrative Approval in the Old and Historic Alexandria District and in the Parker-Gray District for Commercial Uses*

# **BAR POLICIES FOR ADMINISTRATIVE APPROVAL IN THE OLD AND HISTORIC ALEXANDRIA DISTRICT<sup>1</sup> AND IN THE PARKER-GRAY DISTRICT FOR COMMERCIAL USES**

Adopted 3/2/2011

Amended 2/21/2018, 3/22/2018, 5/16/2018, 7/18/18 (PG), 1/6/2021, 2/3/2021, 10/20/2021

## **THE BAR PROCESS**

The primary purpose of the BAR is to preserve historic material, which in many cases can be retained and repaired, rather than replaced.

There are three different levels of BAR approval in the historic districts:

- No BAR approval
- BAR staff administrative approval (as outlined in the attached table)
- BAR approval at a public hearing

Please contact BAR staff to determine what type of approval your project requires. BAR staff can be reached at [preservation@alexandriava.gov](mailto:preservation@alexandriava.gov) or 703-746-3833.

All work Must comply with the [Zoning Ordinance](#). Zoning staff can be reached at [pczoning@alexandriava.gov](mailto:pczoning@alexandriava.gov) or 703-746-4333.

## **I. No BAR Approval**

The items listed below do not require BAR approval:

- Art (as defined in the zoning ordinance)
- At-grade paving not used for alleys, drives or parking
- Removable chimney caps
- Door hardware, mailboxes and house numbers
- Play equipment (not including playhouses)
- Plant materials
- Retaining walls under 2 feet in height
- Storm windows
- Storm doors (full view)
- Small dish antennae less than 2 feet in diameter on non-street-facing elevations
- Security cameras measuring less than one cubic foot each
- Security light fixtures (no more than two) on each non-street-facing elevation
- Portable planters, as defined in the City Code
- Free Little Libraries
- Seasonal holiday decorations

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<sup>1</sup> For one and two family residential projects in the Parker-Gray District, refer to the 2012 [Residential Reference Guide](#) and adopted Design Guideline chapters instead of this policy.

- Below-grade features, such as basement stairs and window wells on private property
- Roof drainage elements such as snow guards, gutters and downspouts

## **II. BAR Staff Administrative Approval**

1. The policies in the attached table identify the alterations and/or repairs that may be administratively approved by BAR staff and are also used by the BAR when evaluating requests at a public hearing.
2. BAR staff must visit the subject property to determine whether the proposed alteration is visible from a public right-of-way and whether it is eligible for administrative approval. **Any proposal to remove historic material that staff believes can be reasonably repaired and preserved will not be approved administratively.** A link to the BAR administrative approval application may be found [here](#).
3. Historically appropriate repair and in-kind replacement of materials, such as repointing and siding repair, requires a written finding by staff that it is in compliance with the criteria found in Zoning Ordinance section 10-109 or 10-209. There is no fee associated with a repair, but the standard [BAR administrative approval application](#) form must be completed for tracking purposes.
4. Administrative approvals must comply with all City codes and ordinances and may require separate approval of permits from other City departments. It is recommended that the applicant obtain BAR administrative approval prior to applying for a building permit to avoid possible delays at the [Permit Center](#).
5. These policies may be amended by the BAR at any time but will be reviewed and updated at least every five years.

## **III. BAR Approval at a Public Hearing**

Proposed projects not in compliance with these adopted policies, or not architecturally compatible or historically appropriate in the opinion of staff, require review and approval of a Certificate of Appropriateness by the BAR at a public hearing. The City's historic preservation website [www.alexandriava.gov/preservation](http://www.alexandriava.gov/preservation) has links to the BAR application.

Please contact BAR staff with any questions or for help completing the BAR application at [preservation@alexandriava.gov](mailto:preservation@alexandriava.gov) or 703-746-3833.

## **BAR POLICIES FOR ADMINISTRATIVE APPROVAL**

The following alterations can be approved administratively by BAR staff. If not specifically listed below, the alteration may require approval by the BAR at a public hearing or may not require BAR approval (see list on page 1). For help, contact BAR staff at [preservation@alexandriava.gov](mailto:preservation@alexandriava.gov) or 703-746-3833.

<b>Accessibility structures (residential)</b>	Temporary ramps/lifts which are easily removable and are not located on a permanent foundation, provided that they are on a non-street-facing elevation, do not permanently alter the building and are constructed of wood, metal or a millable, solid-through-the-core, paintable composite material.
<b>Antennae</b>	Replacement or new co-located antennae meeting the original BAR conditions and the following criteria: <ul style="list-style-type: none"><li>• Penthouse Wall mount: may not project above the wall on which they are mounted and must be painted to match the adjacent wall surface</li><li>• Flat Roof mount: must be on a freestanding tripod set back a minimum of 10 feet from the building face</li></ul>
<b>Awnings</b>	Retractable wall mounted awnings (without legs or supports), provided that they are located on non-street-facing elevations and are retracted when not in use.
<b>Doors (pedestrian)</b>	<p>Wood doors on buildings or portions of buildings constructed before 1932 on street-facing elevations. If historically and architecturally appropriate, may include glass panels (must comply with the window performance specifications for glass).</p> <p>Fiberglass or metal doors, in the appropriate architectural style and detailing on buildings or portions of buildings constructed after 1931, and on non-street-facing elevations for buildings constructed before 1932, meeting the following criteria:</p> <ul style="list-style-type: none"><li>• Must have a smooth finish</li><li>• If glass panels are architecturally appropriate, the glass must comply with the <a href="#"><i>Alexandria Replacement Window and Door Performance Specifications</i></a>.</li></ul>
<b>Doors (garage)</b>	<p>Original side-hinged or side-sliding wood doors on historic garages must be repaired or replaced in the original material and style.</p> <p>Garages constructed after 1931 may have overhead sectional doors and may use a pressed steel or composite material, provided they have a smooth finish.</p> <p>Glazing on garage doors must be stylistically appropriate.</p>

<b>Fences and gates</b>	<p>New and replacement rear and side yard fences up to 6 feet in height and constructed of wood, metal or masonry.</p> <p>New and replacement front yard fences (3 ½ feet in height and 50 percent open) provided they are historically appropriate in design and constructed of wood, metal or masonry.</p> <p>BAR approval of a waiver is required for any fence located in a vision clearance area or if a fence exceeds the height limitations noted above.</p>
<b>HVAC</b>	Minimally visible ground mounted condenser units in side and rear yards. If a unit is visible, screening is required unless it is waived by the BAR at a public hearing.
<b>Lighting</b>	New and replacement light fixtures that are architecturally and historically appropriate.
<b>Masonry repointing</b>	Paint removal and repointing must protect existing masonry and new mortar must match the historic mortar color, composition, texture and profile.
<b>Roof Replacement</b>	<p>For buildings with historic roofs beyond repair or those with previously replaced roofs, replacement materials should match the original in design, color, texture, and other visual qualities. The work should utilize the same materials and installation method to the maximum extent possible. For example:</p> <ul style="list-style-type: none"> <li>• Original slate or tile roofing must be replaced with the same material, style, color, and shape.</li> <li>• Original metal roofing must be replaced with the same style metal roofing (standing seam, flat seam, or stamped shingle). Pre-formed and pre-finished standing seam metal may replace field installed standing seam if the seams and metal pan are the same sizes. Solid copper may replace painted standing seam metal roofing.</li> <li>• Original composition roofing may be replaced with architectural grade composition roofing or any other stylistically appropriate roofing material. Three-tab composition shingles are not appropriate except where evidence confirms it was the original roofing material.</li> <li>• Original synthetic slate roofs can be replaced with real slate, synthetic slate, or architectural grade composition shingles.</li> <li>• Original wood shingle roofs that had been replaced with standing seam metal roof in the past can be replaced with standing seam metal or wood shingles.</li> </ul> <p>Where the original roof material is missing and cannot be determined from documentary, physical, or pictorial evidence, roofing historically appropriate to the age of the structure must be utilized.</p>

<b>Sheds and accessory structures *</b>	A shed or small accessory building limited to 65square feet and 8 feet maximum height, provided it is not located on a permanent foundation and may be easily removed.
<b>Shutters</b>	Shutters, provided the following criteria are met: <ul style="list-style-type: none"> <li>• They are historically and architecturally appropriate, sized to fit the opening and operable</li> <li>• They are constructed of wood or a solid-through-the-core, millable composite material with a smooth finish</li> </ul>
<b>Siding and trim</b>	<p>For buildings or additions constructed prior to 1932, the applicant must, working with staff, undertake the following steps:</p> <ul style="list-style-type: none"> <li>• If multiple layers of siding exist, remove at least one test patch a minimum size of 2 feet by 2 feet on each elevation in order to reveal the first layer of siding</li> <li>• BAR staff must visit the site to determine whether any extant historic siding can be retained and be reasonably repaired and patched</li> <li>• If staff finds that the existing historic siding is beyond reasonable repair, new siding must match the profile, exposure and design of the original. If historic siding is not present, historically appropriate wood siding must be used.</li> </ul> <p>Buildings and additions constructed after 1931 may use fiber cement (e.g. HardiePlank) or composite (e.g. Boral) siding and trim with an architecturally appropriate profile, provided it has a smooth finish.</p> <p>Composite trim in certain limited locations on buildings constructed before 1932, such as the fascia board behind gutters or a water table, where wood trim is consistently exposed to moisture.</p>
<b>Solar Panels</b>	<p>Solar panels, provided the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Mounted directly to the roof slope.</li> <li>• Located on later buildings (constructed after 1932).</li> <li>• If the roof will be replaced, an architecturally compatible and appropriate color replacement material should be used so that the solar panels visually blend-in with the roof.</li> </ul> <p>It is recommended that the roofing material be replaced prior to installation, so that the solar panels do not have to be removed and reinstalled a short time later.</p>
<b>Stoops, steps and railings</b>	New stoops, provided that they are constructed with historically appropriate materials and design.

	New handrails if they are visually minimal, not installed by drilling into historic stone steps, and guardrails required by the building code, provided they are constructed in a historically appropriate style.
<b>Utilities</b>	Electrical utility meters on nonstreet-facing elevations, provided they are painted to match the adjacent wall surface. For gas meters, see the Board's adopted policy for <a href="#"><i>Administrative Approval of Gas Meters</i></a> .
<b>Vents</b>	<p>Vents measuring less than one cubic foot, provided that the color matches the adjacent surface.</p> <p>Requests for vents on street-facing elevations must include documentation that there is no reasonable alternative.</p>
<b>Window replacement</b>	<p>Buildings or portions of buildings constructed before 1932 with previously replaced windows (not having wood-pegged mortise and tenon sash joinery or cylinder "wavy" glass), or historic windows too deteriorated to repair, as determined by staff:</p> <ul style="list-style-type: none"> <li>• Historically appropriate multi-light sash must be single-glazed wood windows on street facing elevations (energy panels may be used). On non-street-facing elevations, wood windows may be double-glazed (insulated).</li> <li>• Historically appropriate one-over-one and two-over-two windows may be replaced with double-glazed wood windows on any elevation.</li> <li>• Original window frames and trim must be preserved and repaired.</li> </ul> <p>On buildings or portions of buildings constructed after 1931, modern window materials, such as aluminum-clad wood, wood composite or fiberglass (no hollow vinyl), as well as double-glazing, may be used.</p> <p>Aluminum clad and fiberglass windows may generally replace steel sash windows on any building when using the same light configuration and operation.</p> <p>The material, form and design of windows on new construction, and replacement windows permitted on existing buildings pursuant to the <i>BAR's Policies for Administrative Approval for Windows</i>, must comply with the specifications below.</p> <ol style="list-style-type: none"> <li>1. Replacement windows approved on Early buildings must be full frame replacements, or sash kits installed in the existing frame, rather than insert or pocket style replacements. Fiberglass windows, where permitted, may be insert - type windows only if they minimally obscure existing historic fabric and closely replicate historic window details such as muntin (grids), jamb, and trim profiles.</li> </ol>

	<ol style="list-style-type: none"> <li>2. The dimensions and proportions of the window rails, stiles, muntins, frame, sill and exterior trim must match historically appropriate window proportions. Exterior trim on Early buildings may not be mitered at the corners.</li> <li>3. Where permitted, multi-light insulated glass windows must have permanently fixed muntins on both the interior and exterior of the glass, with spacer bars between the glass. These are typically referred to as Simulated Divided Light (SDL) windows.</li> <li>4. Muntins must be sized appropriately and paintable. Muntins that approximate historic putty profiles are preferred.</li> <li>5. Generally, glazing must be clear, non-reflective and without tint. Where double glazing is permitted, Low-E (low emissivity) glass is encouraged for energy conservation. Low-E 272 glass meets these requirements.</li> <li>6. The vinyl weatherstrip portion of wood window jambs should be minimally visible.</li> <li>7. The applicant must submit complete window manufacturer technical specification sheets, or “cut sheets,” to BAR staff to confirm compliance with these specifications. All window replacements in the historic districts, except sash kits, also require a building permit from Code Administration.</li> </ol>
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