Docket Item # 20
BAR CASE # 2015-00277

BAR Meeting
September 16, 2015

ISSUE: Certificate of Appropriateness

APPLICANT: David Ovedovitz and Donnelly Bohan

LOCATION: 212 N. Lee Street

ZONE: RM/Residential

STAFF RECOMMENDATION

Staff recommends approval of the application, as submitted.

GENERAL NOTES TO THE APPLICANT

1. ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND PERMITS TO DEMOLISH: Applicants must obtain a stamped 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.

2. 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.

3. COMPLIANCE WITH BAR POLICIES: All materials must comply with the BAR's adopted policies unless otherwise specifically approved.

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

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

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.

BAR2015-00277

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I. ISSUE

The applicant requests a Certificate of Appropriateness to install replacement fiberglass windows with loE-366 glazing. The proposed lo-E glazing is the only specification of the proposed windows that does not comply with the current *BAR Window Policy* and these windows could otherwise have been approved administratively.

II. HISTORY

The subject property was constructed in **1977**. The BAR approved a deck on November 3, 2004 (BAR#2004-0211). No other BAR approvals have been located for this address.

III. ANALYSIS

LoE-366 glazing contains three layers of silver coating as opposed to the two layers specified in LoE-272. The additional layer creates a slightly green-tinted glass, which the Board has previously found unacceptable for replacement windows in the historic district. In addition to color, the Board has also been concerned with the reflectivity of certain glazing and therefore requires that replacement glass have 72% visible light transmission and a reflectance between 11-12%. Staff will provide samples of three glass types to the Board: clear, clear LoE-272 and clear LoE-366 for the Board to examine prior to, or at the hearing.

Glass specifications from Cardinal glass, one of the two primary manufacturers of window glazing in the United States, is provided on the next page. Visible light transmission for LoE-366 is 65% versus 72% on a LoE-272 double glazed window, versus 82% in a double-glazed window without any LoE coatings. After speaking with various window manufacturers and sales reps, staff finds that visible light transmission, reflectance, and the solar coefficient are the primary metrics that affect the visible tint or reflectance of the glazing.

IG TYPE AND COATING	VISIBLE LIGHT			FADE TRANSMISSION		SOLAR	U-FACTOR	
SINGLE PANE	trans	External Reflectance	Internal Reflectance	UV	ISO	Heat Gain coefficient	IP	SI
Clear	90%	8%	8%	0.71	0.84	0.86	1.04	5.91
Tinted	68%	7%	7%	0.38	0.58	0.73	1.04	5.91
3/4" DOUBLE PANE (2P)	trans	External Reflectance	Internal Reflectance	UV	ISO	Heat Gain coefficient	IP Air / Argon	SI Air / Argon
Clear / Clear	82%	15%	15%	0.58	0.75	0.78	0.48 / ----	2.73 / ----
Tinted / Clear	61%	10%	14%	0.32	0.52	0.63	0.48 / ----	2.73 / ----
Clear / Pyro Low-E (#3)	76%	17%	17%	0.50	0.68	0.72	0.34 / 0.30	1.93 / 1.70
3/4" 2P LoĒ	trans	External Reflectance	Internal Reflectance	UV	ISO	Heat Gain coefficient	IP Air / Argon	SI Air / Argon
Clear / LoĒ-180 (#3)	79%	15%	15%	0.28	0.62	0.68	0.31 / 0.26	1.76 / 1.48
LoĒ²-272 (#2) / Clear	72%	11%	12%	0.16	0.55	0.41	0.30 / 0.25	1.70 / 1.42
LoĒ²-270 (#2) / Clear	70%	12%	13%	0.14	0.53	0.37	0.30 / 0.25	1.70 / 1.42
LoĒ³-366 (#2) / Clear	65%	11%	12%	0.05	0.43	0.27	0.29 / 0.24	1.65 / 1.36
LoĒ³-340 (#2) / Clear	39%	13%	16%	0.02	0.27	0.18	0.29 / 0.25	1.65 / 1.36

Staff notes, however, that LoE glazing has differing visual qualities based on the angle and intensity of sunlight and the presence or absences of window treatments (blinds, curtains, etc.). It is, therefore, strongly recommended that Board members visit the following properties where LoE-366 windows have been installed to get a better understanding of the visual appearance of these windows in an outdoor setting. The property addresses where LoE-366 windows have been installed (prior to the adoption of the *BAR Window Policy* revisions regarding glazing) are: **225 North Washington Street (double-hung windows)** and **408 Prince Street**. Also, **823 and 829 Queen Street** likely have loE-366 windows, based on appearance, however staff has been unable to confirm as there is no record of BAR approval for the replacements.

In trying to balance the sometimes competing desires for both historic preservation and energy efficiency, staff recommends that LoE-366 be permitted on buildings or additions constructed after 1965, as this glazing is essentially a modern material and should be applied to buildings within the district in the same manner as fiberglass windows, solid PVC, and other new materials. While LoE-366 was originally promoted for more extreme northern or southern climates such as Maine or Arizona, it is becoming more common as the energy codes become more rigorous and some window manufacturers are making it their standard glass.

However, staff recommends that 18th and 19th century buildings continue to retain their original cylinder glass, where it exists, and that when replacement with double glazing is appropriate, buildings constructed prior to 1965 should continue to use the more transparent LoE-272 glass. Staff recommends that the Board consider approving an amendment to the *BAR Window Policy* and direct staff to make this change at the hearing.

STAFF

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

IV. CITY DEPARTMENT COMMENTS

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

Zoning Comments

C-1 Proposed windows comply with zoning.

Code Administration

F-1 The following comments are for BAR only. Once the applicant has filed for a building permit and additional information has been provided, code requirements will be based upon the building permit plans and the additional information submitted. If there are any questions, the applicant may contact Charles Cooper, Plan Review Division at Charles.cooper@alexandriava.gov or 703-746-4197.

C-1 A building permit is required for this project.

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

Transportation and Environmental Services

R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition. (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 Management & 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)

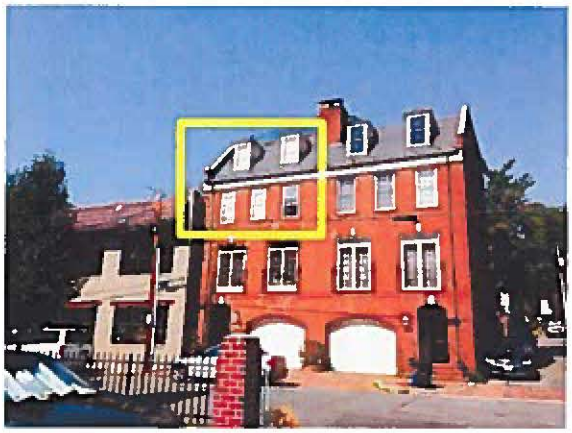
C-4 All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (Sec. 5-2-1) (T&ES)

V. ATTACHMENTS

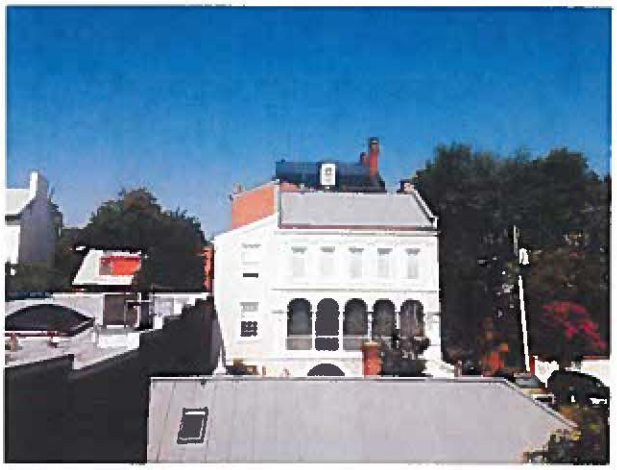
1 – Supplemental Materials
2 – Application for BAR2015-0027 : 212 North Lee Street

212 North Lee Street, Alexandria, VA 22314

Front Views – External and Internal (5 windows – 3 on 3rd floor, 2 on 4th floor)



Rear Views – External and Internal (5 windows – 3 on 3rd floor, 2 on 4th floor)



APPLICATION MATERIALS
BAR2015-00277
212 N Lee St.
8/17/2015

LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1 Qty: 3	Mark Unit: Bedrooms			

INFINITY from MARVIN REPLACEMENT WINDOWS *Built for life*

As Viewed From The Exterior

FS 35 5/8" X 64"
IO 36" X 64"
Egress Information
No Egress Information available.

Sierra Exterior
Stone White Interior
Infinity Insert Double Hung
Inside Opening 36" X 64"
Cottage 2.0:5.0
Top Sash
G.S. 31 1/2" X 23 13/32"
IG
STC/OITC Low E3 w/Argon
7/8" SDL - With Spacer Bar
Rectangular 3W2H
Sierra Ext - Stone White Int
Bottom Sash
G.S. 31 1/2" X 35 7/64"
IG
STC/OITC Low E3 w/Argon
7/8" SDL - With Spacer Bar
Rectangular 3W3H
Sierra Ext - Stone White Int
White Sash Lock
White Sash Lift
Extruded Full Screen
Sierra Surround
Charcoal Fiberglass Mesh
Existing Sill Angle 4
3 1/4" Jambs
***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

Line #2 Qty: 2	Mark Unit: Dormer units front			

INFINITY from MARVIN REPLACEMENT WINDOWS *Built for life*

As Viewed From The Exterior

FS 31 5/8" X 54"
IO 32" X 54"
Egress Information
Width: 28 15/16" Height: 21 9/32"
Net Clear Opening: 4.28 SqFt

Sierra Exterior
Stone White Interior
Infinity Insert Double Hung
Inside Opening 32" X 54"
Top Sash
IG
STC/OITC Low E3 w/Argon
7/8" SDL - With Spacer Bar
Rectangular 3W2H
Sierra Ext - Stone White Int
Bottom Sash
IG
STC/OITC Low E3 w/Argon
7/8" SDL - With Spacer Bar
Rectangular 3W2H
Sierra Ext - Stone White Int
White Sash Lock
White Sash Lift
Extruded Full Screen
Sierra Surround
Charcoal Fiberglass Mesh
Existing Sill Angle 4
3 1/4" Jambs
***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

Line #3	Mark Unit: rear 2nd floor			

Qty: 3				

INFINITY by MARVIN REPLACEMENT WINDOWS *Built for life*

As Viewed From The Exterior

FS 35 5/8" X 64"
IO 36" X 64"
Egress Information
No Egress Information available.

Sierra Exterior
Stone White Interior
Infinity Insert Double Hung
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7/8" SDL - With Spacer Bar
Rectangular 3W3H
Sierra Ext - Stone White Int
White Sash Lock
White Sash Lift
Extruded Full Screen
Sierra Surround
Charcoal Fiberglass Mesh
Existing Sill Angle 4
3 1/4" Jambs
***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

Line #4 Qty: 2	Mark Unit: 3rd floor rear			

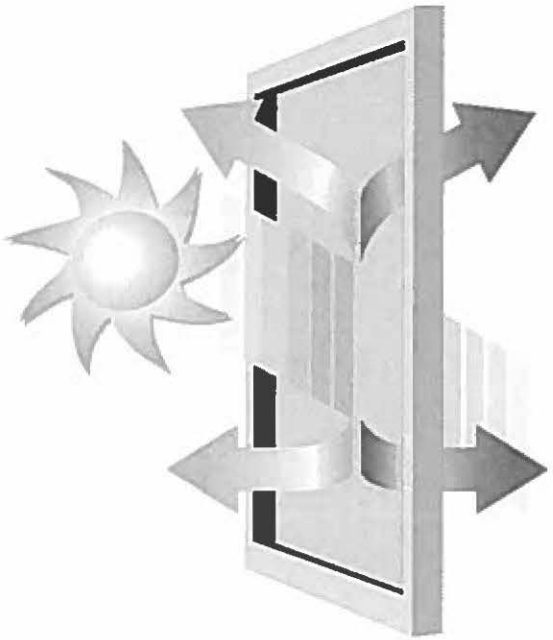
INFINITY by MARVIN REPLACEMENT WINDOWS *Built for life*

As Viewed From The Exterior

FS 31 5/8" X 54"
IO 32" X 54"
Egress Information
Width: 28 15/16" Height: 21 9/32"
Net Clear Opening: 4.28 SqFt

Sierra Exterior
Stone White Interior
Infinity Insert Double Hung
Inside Opening 32" X 54"
Top Sash
IG
STC/OITC Low E3 w/Argon
7/8" SDL - With Spacer Bar
Rectangular 3W2H
Sierra Ext - Stone White Int
Bottom Sash
IG
STC/OITC Low E3 w/Argon
7/8" SDL - With Spacer Bar
Rectangular 3W2H
Sierra Ext - Stone White Int
White Sash Lock
White Sash Lift
Extruded Full Screen
Sierra Surround
Charcoal Fiberglass Mesh
Existing Sill Angle 4
3 1/4" Jambs
***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

What is the Difference Between Low-E 180, 272 and 366 Glass?



Low-E glass helps keep your home cool in the summer and warm in the winter.

Low-E (low-emissivity) glass is coated with a low-emittance material designed to reflect heat. A window made with Low-E glass repels ultraviolet rays that generate heat during the summer but absorbs UV rays and lets heat in during winter. The better insulated the window glass, the more comfortable your room temperature.

Low-E 180

With a glass U-Factor of just 0.26 and an SHGC of 0.69, Low-E 180 Glass is an excellent basic product for passive solar applications. By blocking heat loss to the outside of the glass, the high solar gain glass keeps homes warm in winter and cool in summer.

Low-E 272

Low-E 272 Glass delivers year-round comfort, reflecting an intermediate level of heat back into the room in winter and rejecting the sun's heat and uv rays in summer. This product's patented coating provides clarity and high-performance low-solar control, reducing window heat gain by 50% compared to ordinary glass.

Low-E 366

The ultimate performance glass, Low-E 366 provides the highest levels of year-round comfort and greatest energy savings. Its patented coating offers an ideal balance of solar control and high visibility. Blocking up to 95% of the sun's damaging rays, Low-E 366 glass sets a new standard in energy performance.

INFINITY®
from MARVIN
REPLACEMENT WINDOWS
Built for life®

Owner's Manual

Painting, Staining, Care and Maintenance

Table of Contents

INFINITY from MARVIN
REPLACEMENT WINDOWS
Built for life®

Introduction

Thank you for your recent purchase of Infinity from Marvin® windows and doors.

Infinity Replacement Windows are durable, beautiful, and low-maintenance. It's a claim we're proud of and a fact you'll appreciate as our windows serve you for many, many years.

How to Use this Manual

This manual was created to teach you a few of the basics about your new Infinity windows. Take a few minutes to flip through this manual. You'll find photos to help you identify your Infinity products, general information on cleaning, and answers to common questions. There are also simple, small things you can do to ensure years of perfect service. If you have a question or experience a problem with your windows that is not mentioned in this manual, just call your local Infinity retailer for help or visit our web site (www.infinity.com).

Warranty

Infinity Replacement Windows from Marvin is committed to bringing you products of the highest quality and value. Our made-to-order manufacturing philosophy is one example of our commitment. Our warranty, another.

Please visit the warranty section of our website (www.infinitywindows.com/Warranty/) for full warranty details on your product.

Registration

To obtain the Limited Lifetime Warranty, you must register your products with Infinity, within sixty (60) days of product installation, by completing the Warranty Registration form available at (www.infinitywindows.com/Warranty/). You may also register by calling 800-533-6898. If you do not register your products within sixty (60) days of installation, you will not receive the Limited Lifetime Warranty; instead, you will receive the 10/20 Limited Warranty.

Annual Window and Door Checklist

Use this checklist as a maintenance reminder for your windows and doors to help keep your product operating properly and prevent future problems. Once a year should be sufficient.

- ❑ Safety first: use caution on ladders, and wear protective eyewear and clothing. When working with primers, paints, stains, cleaning solutions, etc., make sure that you use and dispose of these materials according to local codes or manufacturer's instructions.
- ❑ Inspect weather strip for damage or loss of performance. Contact the local Infinity retailer if your weather strip requires replacement. Take care when using paints, stains or varnishes. These products contain solvents which, when coming in even momentary contact with weather strip, can cause it to become brittle and require replacement.
- ❑ Examine window or door's interior and exterior finish. Periodic cleaning and touchup can extend the life of your finish. (See repainting/refinishing information on pages 8 through 10).
- ❑ Inspect exterior caulking around the outer edges of the window or door frame. Trim off any loose caulking and reseal any gaps with a good quality caulk.
- ❑ Check all hardware (locks, opening mechanisms, etc.) for smooth operation.
- ❑ Inspect exposed hardware screws; tighten if loose.
- ❑ Clean sand, dirt or dust from door and window hinges, sills and tracks.
- ❑ When soiled, wash the exterior of your doors and windows with warm soapy water; rinse with clean water and dry.

Hazard Notations

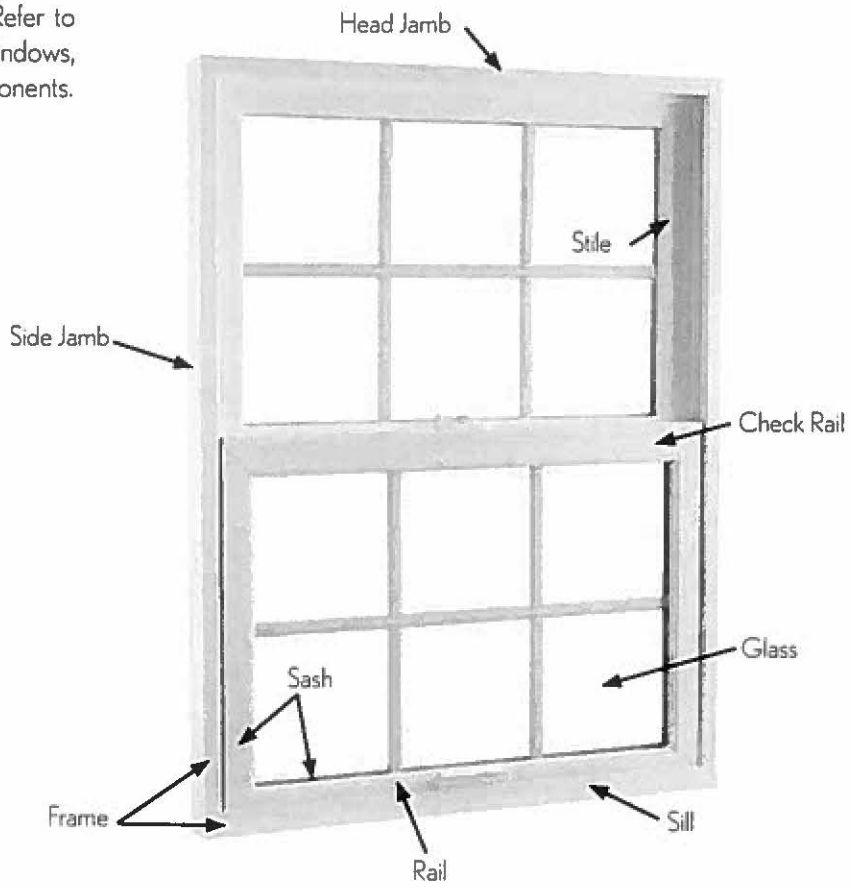
Please familiarize yourself with the following hazard notations used throughout this manual.

Icon	Description	Usage
	Caution	Mistake or misuse could cause damage to the window or result in faulty installation and unit performance.
	Warning	Mistake or misuse could result in personal injury and/or severe damage to unit, equipment, and/or structure.
	Seek Assistance	Help from another individual is necessary to perform the task safely and correctly.
	Tips/Hints	Information on alternative procedure, definitions, helpful hints.

Windows

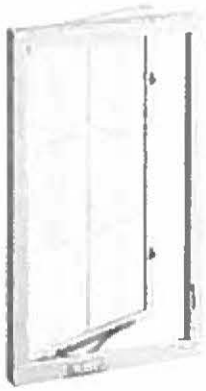
Window Part Identification

In the following pages you'll find operation and maintenance information on Infinity from Marvin® windows products. Refer to the product illustrations for the names of your particular windows, and use the illustration below to help identify window components.



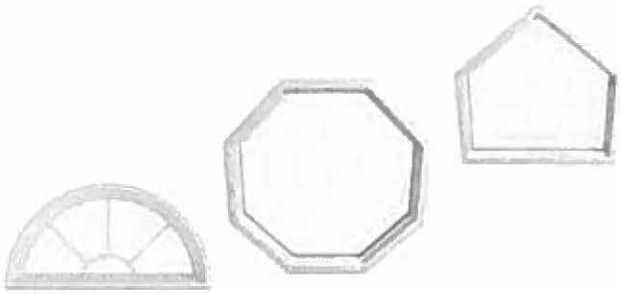
* Double Hung shown for illustrative purposes only.

Infinity Window Products

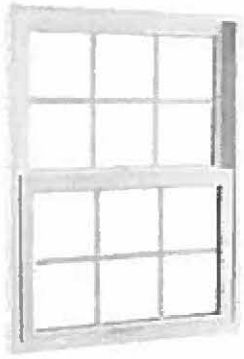


Casement

Awning



Round Top/Polygon Direct Glaze

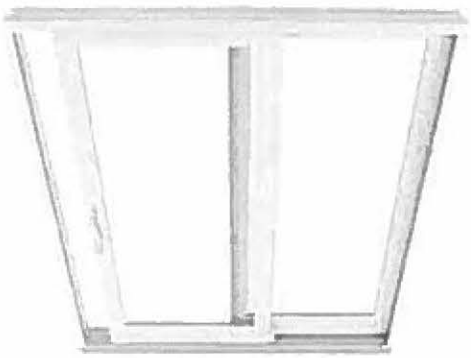


Double Hung

Glider

Infinity/Integrity Door Products

Sliding Patio Door



Sliding French Door

Inswing French Door (XO)

Inswing French Door (XX)

Glass

Condensation

Before reading this section, pour yourself a nice tall glass of ice water. During cold winters, there is a large temperature difference between the interior and exterior of your home. When the temperature drops outdoors, the glass on your windows tend to have a lower surface temperature than other surfaces in your home and is the first place that you'll notice condensation in your home. This is not due to any defect in your window or door, it's simply a sign of needing to reduce the humidity in your home.

Warm air is capable of holding more moisture than cool air. As warm vapor filled air comes in contact with a cool surface it looses its ability to hold moisture. When moisture laden air reaches its dew point, moisture condenses on the nearest cool surface. Generally the most obvious surfaces in your home where you'll notice condensation are on your windows or the glass of ice water sitting in front of you.

Condensation on your windows is an unsightly problem. The last thing you want is a fog blocking the view. But the problem goes deeper than that - if condensation is a chronic occurrence in your home, chances are that you have excessive humidity. If water is accumulating on glass, chances are it is accumulating on other harder to see surfaces such as wall and roof cavities. If left uncontrolled, excess moisture can have serious consequences, including:

- Mold or mildew
- Wood rot and warping
- Roof ice build-up
- Damp, ineffective insulation
- Discolored, blistered or bubbling paint
- Damaging moisture inside walls and attic

Excessive interior humidity is more likely to occur in newer or recently remodeled homes with tight, energy efficient construction, causing a build up of moisture to the interior. Information on excessive humidity and how to reduce condensation on your windows can be found on the Internet by searching for "window condensation".

Interior Mildew

If your home has excessive interior moisture, you may experience some discoloration on building materials in various parts of your home, including the lower portions of your windows or doors. This discoloration may be the result of mildew growth and can be removed with Tilex' or with regular laundry bleach on a sponge (mix one cup of bleach to one gallon of water).

Warning

Wear protective eyewear and skin protection, and keep the area well ventilated. Make sure the surface is clean and reapply if the discoloration persists.

Tempered Glass

Certain Infinity windows use tempered glass for safety reasons. Tempered glass is heated and cooled at an accelerated rate, adding strength and shatter resistance. You may notice a slight amount of distortion - this is normal and due to the tempered glass fabrication process. The logo in the corner of each piece of tempered glass is required by code and safety regulations.

Glass Breakage

Should the glass in your window or door happen to break, make sure you use the appropriate personal protection equipment to remove the broken glass; eyeglasses or goggles, sturdy gloves, and heavy protective clothing. Dispose of broken glass in a secure container. Failure to properly handle and dispose of glass could result in injury. Contact your Infinity retailer for information on sash or panel replacement.

Cleaning the Glass

The best method to clean the glass on your Infinity window is to first soak the glass surface with a clean water and soap solution to loosen dirt or debris. Use a mild, non-abrasive window washing solution and apply with a non-abrasive applicator. Immediately after washing the glass, remove all of the cleaning solution with a squeegee, taking care not to allow any metal surface of the cleaning equipment to touch the glass surface. Make sure that no abrasive particles are trapped between the glass and the cleaning material. Window and door gaskets, sealants and frames are susceptible to deterioration if cleaning solutions are not rinsed and dried immediately after cleaning.

WARNING

Do not use razor blades, knives or scrapers for cleaning glass surfaces.

Glass Care DOs and DON'Ts

DO	DON'T
• Clean glass when dirt and residue appear	• Use scrapers of any size or type for cleaning glass
• Determine if coated glass surfaces are exposed	• Allow dirt and residue to remain on glass for an extended period of time
• Exercise special care when cleaning coated glass surfaces	• Clean tinted or coated glass in direct sunlight
• Avoid cleaning tinted and coated glass surfaces in direct sunlight	• Allow water or cleaning residue to remain on the glass or adjacent materials
• Start cleaning at the top of the building and continue to lower levels	• Begin cleaning without rinsing excessive dirt and debris
• Soak the glass surface with a clean water and soap solution to loosen dirt and debris	• Use abrasive cleaning solutions or materials
• Use a mild, non-abrasive commercial window cleaning solution	• Allow metal parts of cleaning equipment to contact the glass
• Dry all cleaning solution from window gaskets, sealants and frames	• Trap abrasive particles between the cleaning materials and the glass surface
• Clean one small window and check to see if procedures have caused any damage	• Allow splashed materials to dry on the glass surface

Interior EverWood® Finish

Before You Begin

Read these instructions thoroughly before beginning to stain or paint your Infinity window. Once finished, it is very difficult to remove the stain or paint and refinish the unit.

EverWood® Interior

Stainable, paintable Infinity products feature EverWood, an interior engineered wood grain surface that requires a paint or gel stain finish to be applied before or immediately after installation.

CAUTION:

When applying gel stain or paint finish avoid contact with plastic or vinyl parts such as weather strip, hardware, handles or rollers. Plastic and/or vinyl parts that have had contact with paints, stains or polyurethane will eventually become brittle and may require replacement.

DO NOT sand or use abrasive cleaners on EverWood®.

DO NOT allow EverWood® to come in contact with petroleum distillates such as benzene, toluene or kerosene.

DO NOT allow EverWood® to come in contact with silicone or other adhesives prior to finishing.

Finishing or Painting EverWood®

Preparing and Cleaning the EverWood® Surface

Clean the EverWood® surface with a damp cloth soaked in warm water. Wipe down with a dry cloth and allow the surface to thoroughly dry.

- If the surface has become soiled try cleaning with a mild detergent, such as 409®, applied to a damp cloth. Rinse off cleaning residue with warm water and let thoroughly dry.
- For more difficult stains apply TSP to a clean cloth and wipe soiled area clean. Rinse off cleaning residue with warm water and let thoroughly dry.
- For especially difficult stains or spills apply non-abrasive Go-Jo 1016® to a clean cloth and wipe soiled area clean. After cleaning, rinse off cleaning residue with clear water and let thoroughly dry.

Selecting and Applying a High Quality Gel Stain

Read and follow gel stain manufacturer's instructions and warning for application, preparation and cleanup. Apply the gel stain with a brush in the direction of the wood grain on the supplied test strip of EverWood® to determine if the gel stain adequately matches your existing finish before applying stain to the unit.

If the stock gel stain applied to the EverWood® test strip does not adequately match your existing finish it is possible to custom mix gel stains by adding colorants or combining colors. The exact process will depend on the brand of gel stain you are using. Infinity recommends contacting a stain/paint specialty store to custom mix a matching color for your application.

After a good match has been obtained on a sample apply gel stain evenly with a brush to the window unit.

Prior to staining natural wood it is desirable to apply a wood conditioner to obtain a more even finish. Follow manufacturer's instructions.

Applying Water Based Polyurethane Top Coat

Read and follow the polyurethane manufacturer's instructions and warnings for application, surface preparation and clean up. After letting the gel stain dry overnight, test an inconspicuous area to see if the surface is dry by wiping the stained surface with a clean cloth. If stain appears on the cloth the stain needs to dry longer before applying the polyurethane top coat. After the stain has completely dried, use a clean brush to apply a top coat of high-quality water based polyurethane. Lightly sand the surface with 400 grit sandpaper taking extra care not to sand through the polyurethane surface and apply one more coat of high quality water based polyurethane.

Applying a Paint Finish

Read and follow the paint manufacturer's instructions and warnings for application, preparation and clean up. TEST a high-quality latex or oil based paint applied in the direction of the wood grain on a sample piece of EverWood® before applying paint to the unit.

NOTE: EverWood® does not require the use of a prime coat. One coat of high quality paint generally provides adequate coverage.

Finishing or Painting Bare Interior Wood (Integrity Swinging Doors)

If you have a brand new, bare wood Integrity door, you must finish it immediately to prevent possible damage to the wood. Make sure bare wood door interior surface is clean and dry. Remove any handling marks, debris, or effects of exposure to moisture by sanding lightly with fine sandpaper and wiping clean before applying your choice of finish. Integrity uses a rubber-like material between glass panes and wood sash frames to ensure a weather tight seal. Occasionally, an excess of this silicone sealant, called "squeeze out," appears around the edge of the glass. You can safely scrape off squeeze out with a plastic putty knife without damaging the weather tightness of your door. It is extremely important that you do not paint locks, hardware, weather strip or jamb liners. Also, use paints, stains and varnishes with care; they contain solvents which, when coming in contact with plastics and vinyl weather strip, cause these materials to lose their flexible qualities.

Painting

Use only a high quality oil base or latex paint. To provide a good adhesion of paint, a compatible prime coat should be applied. Paint with panels opened or removed, do not close panels until thoroughly dry. Apply one coat of primer and two coats of top quality paint according to the paint manufacturer's instructions.

CAUTION:

Do not apply paint to the Integrity factory prefinish without first contacting your Infinity dealer for proper instructions.

Staining

Apply stain according to the manufacturer's instructions. Apply as many coats of stain as necessary to achieve the desired color. After the stain is thoroughly dry, apply at least two coats of sealer (i.e. varnish or polyurethane).

Prior to staining natural wood it is desirable to apply a wood conditioner to obtain a more even finish. Follow manufacturer's instructions.

Ultrex® Finish

The exterior and interior of Infinity Windows and the exterior of Integrity Doors are made of Ultrex, an advanced glass fiber reinforced material.

Cleaning Ultrex®

Clean the Ultrex surface with a damp cloth soaked in warm water. Wipe down with a dry cloth and allow the surface to thoroughly dry.

- Any non-abrasive household cleaner will not harm the finish.

CAUTION:

Do not allow Naptha to come in contact with EverWood material.

Repairing Ultrex

You will need to supply:

- Utility knife
- 120 - 150 grit sandpaper
- Quality exterior grade primer
- Epoxy putty
- Putty knife
- 320 - 400 grit sandpaper

NOTE. Consult your representative for information on locally available epoxy putty.

1. Using a utility knife carefully cut around the damaged Ultrex area to remove any jagged edges or loose fibers.
2. Follow manufacturer's instructions for mixing/blending of epoxy. Fill the damaged area thoroughly by pressing epoxy in with a putty knife and remove excess.
3. Once the epoxy has set and cured, sand the repaired area with 120 - 150 grit sandpaper until the desired profile/depth has been achieved. Finish sanding with 320 - 400 grit sandpaper.
4. Lightly sand the surrounding area to remove the factory finish with 320 - 400 grit sandpaper. Coat the repaired and surrounding area with a quality primer per epoxy manufacturer's instructions. When primer has dried and cured cover with a quality exterior grade acrylic latex coating (See Painting Ultrex).

Ultrex® Refinish Information

Painting Ultrex

You will need to supply:

- 320 - 400 Grit sandpaper
- Masking tape
- Foam paint brush
- Quality exterior grade acrylic latex paint

Spot test a small area using the following procedures: After the seven to ten day acrylic latex paint cure time check to see if the paint has adhered to the unit. If the paint has not adhered to the surface, recheck the surface preparation procedures.

1. Thoroughly sand the factory finish with 320 - 400 grit sandpaper.
2. Wash the surface with water and detergent to remove contaminants, rinse with clear water and dry thoroughly.
3. Mask any window components that will not be painted.
4. Coat the Ultrex with a quality exterior grade acrylic latex paint.
5. Acrylic latex products gain full adhesion after seven to ten days cure.

NOTE: If the finish is scratched, peeled or otherwise compromised down to the Ultrex substrate see previous page on repairing Ultrex.

Exterior Care

Infinity products feature Ultrex®, an advanced glass fiber reinforced material, with a finish coat applied during the fabrication process. This factory applied durable finish allows Infinity's exterior to withstand extreme temperatures, atmospheric pollutants while retaining its color and gloss. This translates into a beautiful, low maintenance exterior. Surface dirt can be removed by washing with a mild detergent and rinsing with clear water. Use a soft brush, such as a long-handled car washing brush, to remove any bugs, grime, dirt or dust. Before using more aggressive cleaners on stubborn stains, test the solution on an inconspicuous area before washing. A thorough clear water rinse should follow.

Mildew Exterior Surfaces

Mildew is a fungus that is most common in geographical areas near water such as the East, West, and Gulf Coasts, the Great Lakes area, rivers, valleys and other areas of high humidity. Mildew thrives on warmth and moisture and will grow best under these conditions. However mildew can grow to some degree under most climatic conditions. Mildew growth is usually brown or black in color and, for this reason, may be mistaken for dirt. The presence of mildew can be confirmed by placing a drop of household bleach on the suspected mildew area. If small gas bubbles develop in the droplet of bleach, mildew does exist and can be removed with the following solution:

Use this solution to help control exterior mildew:

- 1/3 cup powder laundry detergent
- 2/3 cup trisodium phosphate (TSP)
- 1 quart household bleach
- 3 quarts of water

Apply solution with a soft bristle brush using medium pressure. Rinse the finish well with clear water after cleaning.

NOTE: Stronger concentrations of cleaner may damage the coating surface or finish. Always wear protective eyewear and skin protection when using an aggressive cleaning compound.

Screen Care and Maintenance

The most effective method of cleaning the screens on your windows and doors is to remove the screens, lay them on a flat clean area (such as a sidewalk), and spray off any dust or debris with water from your garden hose. Allow the screens to completely air dry before replacing in the window or door. If you live in a cold climate, it is recommended that in the winter you remove the screen from your doors. The mesh may collect snow and ice, causing it to sag. Please see individual sections for instructions on screen removal. Contact your Infinity retailer if you require assistance with screen replacement.

NOTE: Certain size screens have a factory bow in the frame; this is to ensure a snug fit and is NOT a defect.

CAUTION:

Infinity screens are designed to stand up to everyday use. However, these screens were not intended to act as a safety device. Do not allow children or pets to sit or play on window sills, or to push or fall against window screens, as this could result in a fall through the window or door opening.

Every screen installed on an Infinity product has a non removable label affixed to it that states:

WARNING: Screen will not stop child from falling out window. Keep child away from open window.

Infinity Windows Care and Maintenance

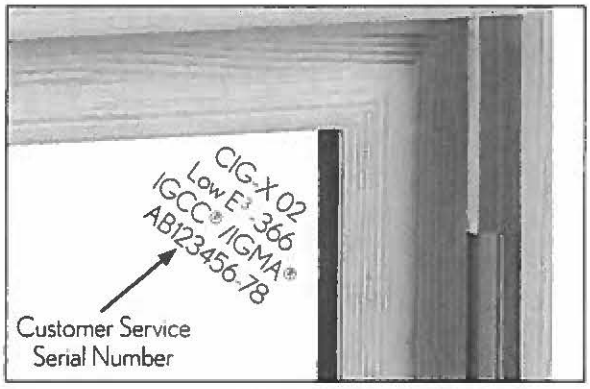
In the following pages you'll find maintenance information on individual Infinity products. Refer to the product illustrations for the names of your particular windows or doors.

Information in this section includes maintenance tips and operational tips, such as removing the window sash. Read completely through the instructions before beginning to work on your windows to make sure you have any necessary tools and parts.

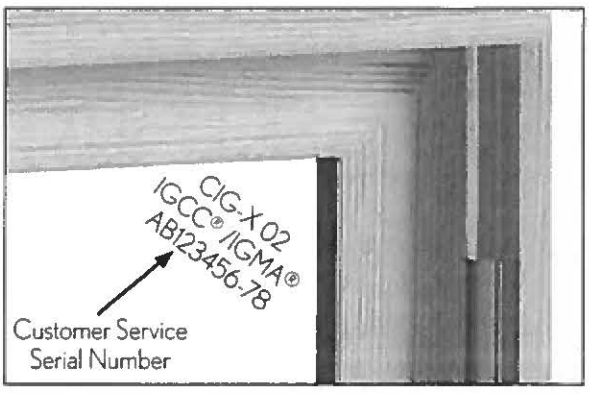
Exterior finishes on doors can be cared for in the same manner as Infinity windows. See interior and exterior maintenance information. Take care with your door's sill - make sure you prevent damage by not getting any paint, solvent or chemicals on sills. See individual door sections for any specialized sill care.

If you are having problems not explained in this manual, or if the solution seems inappropriate for your problem, contact your local Infinity retailer.

When contacting your Infinity retailer it may be helpful to provide them with the "Customer Service Serial Number" etched on the upper right corner of the glass



Low E³ -366 option



Standard Low E² option

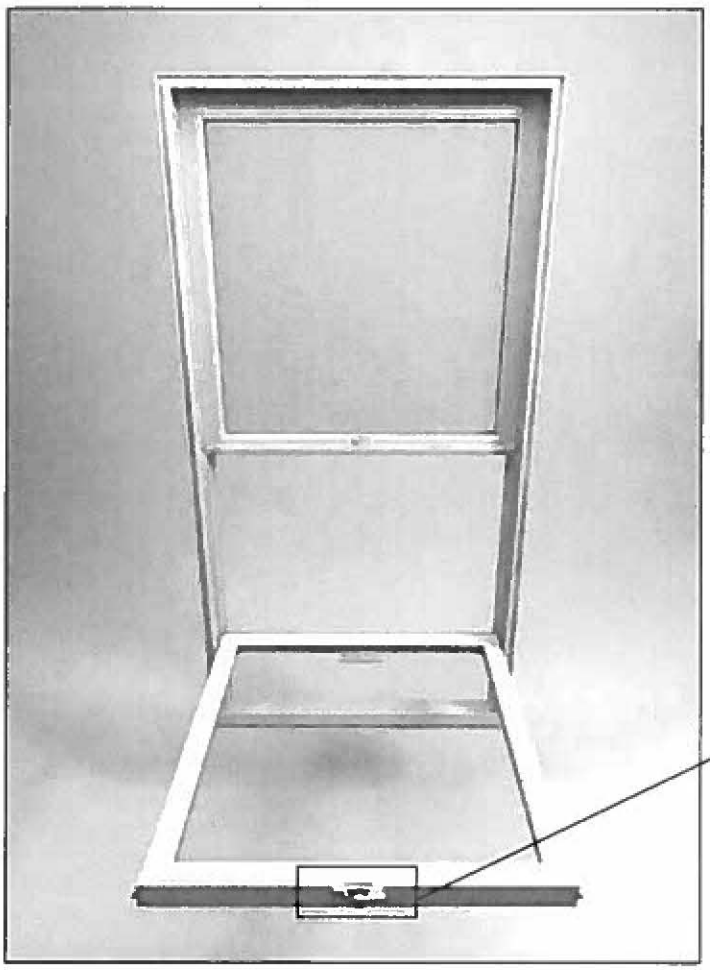
Double Hung Window

Operation and Maintenance

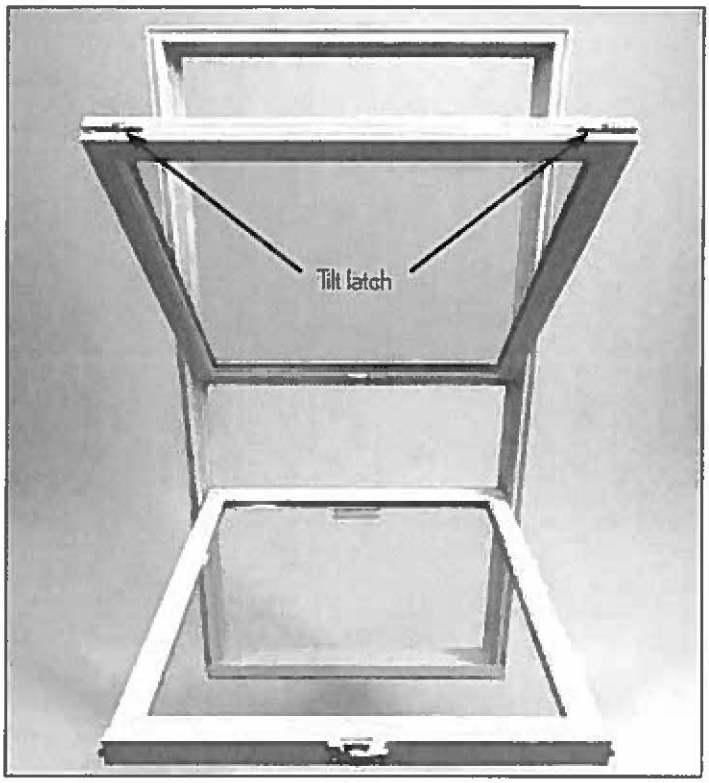
Periodically clean the jamb liners where the sash slides. Keep them dirt and grease free by washing with a gentle dish detergent. Check the exterior caulking on your double hung windows annually.

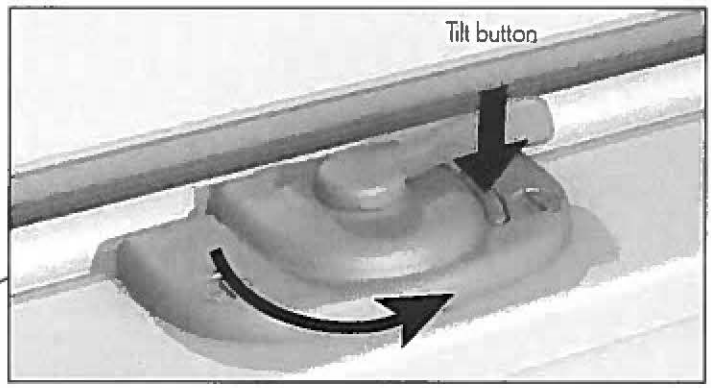
How to Tilt Your Double Hung Windows (for cleaning the glass)

To tilt the bottom sash, unlock the unit and raise the sash about 4". Push down on the tilt button located on top of the sash lock base. Rotate the sash lock past the tilt button and ease top edge of bottom sash to a horizontal position.



To tilt the top sash, lower the sash about half way. Pull the tilt latches inward (located on the top edge of the sash rail) simultaneously until they clear unit frame. Ease top of sash to a horizontal position.

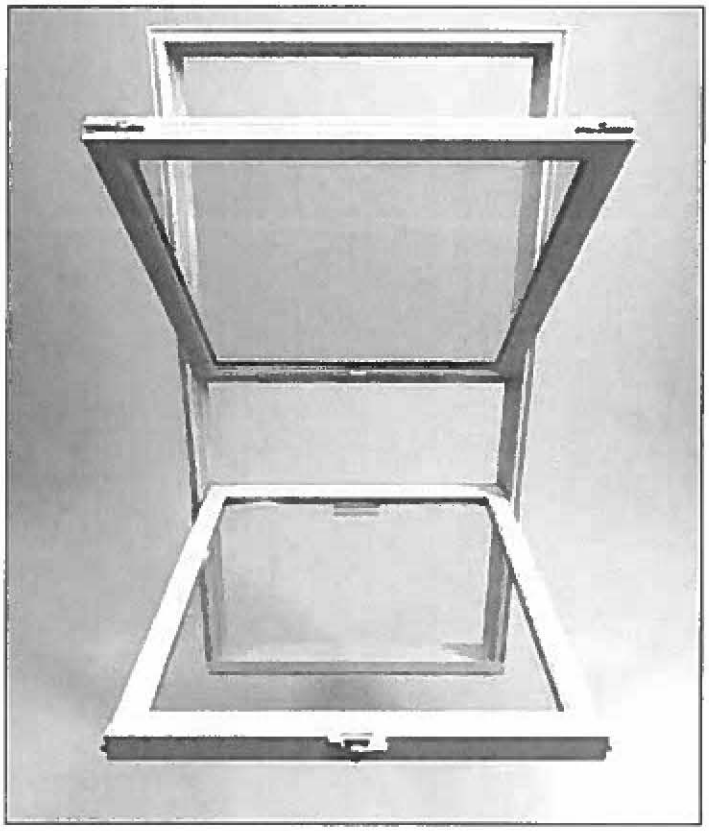




How to Remove the Double Hung Sash (for replacement or repair)

To remove the sash, tilt the bottom sash using the same technique described in the previous section.

Larger sized sash can be heavy and awkward to handle. To avoid injury use assistant to remove larger sash.

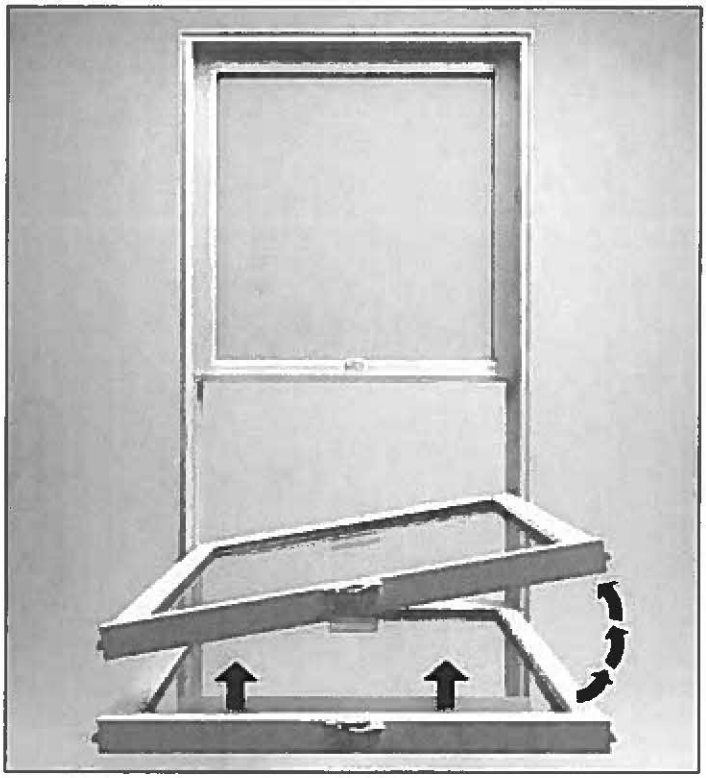


When sash is in a horizontal position, lift both sides of the sash upward 2-3" (51-76 mm) (raising pivot pins out of each clutch). Now rotate the sash until pivot pins clear the jambs and remove the bottom sash from the frame.

Next, tilt the top sash using the same technique described above. When the sash is in a horizontal position, lift both sides upward 2-3" (51-76 mm) (raising pivot pins out of each clutch). Finally, rotate the sash until the pivot pins clear the jambs and remove the top sash from the frame.

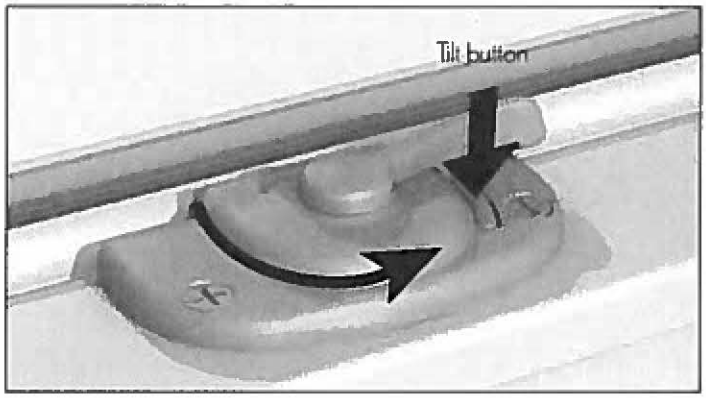
How to Replace the Double Hung Sash

Hold the sash exterior side up with the top rail facing towards you. Rotate and insert the sash so the sash pins clear the frame and place it so the lower sash pin is 2-3" (51-76 mm) above the clutch. Rotate the sash to the horizontal position and lower it down until the pivot pins are fully seated into the clutches. Simultaneously pull in on both tilt latches and tilt the sash up into place. Release the tilt latches and operate the sash to ensure that the sash is operating smoothly.



Check sash pivot pins to ensure they are fully engaged in the clutch cams before proceeding.

Repeat above procedures for bottom sash, except retract the sash check rail guides with the tilt button on the sash lock base when installing.



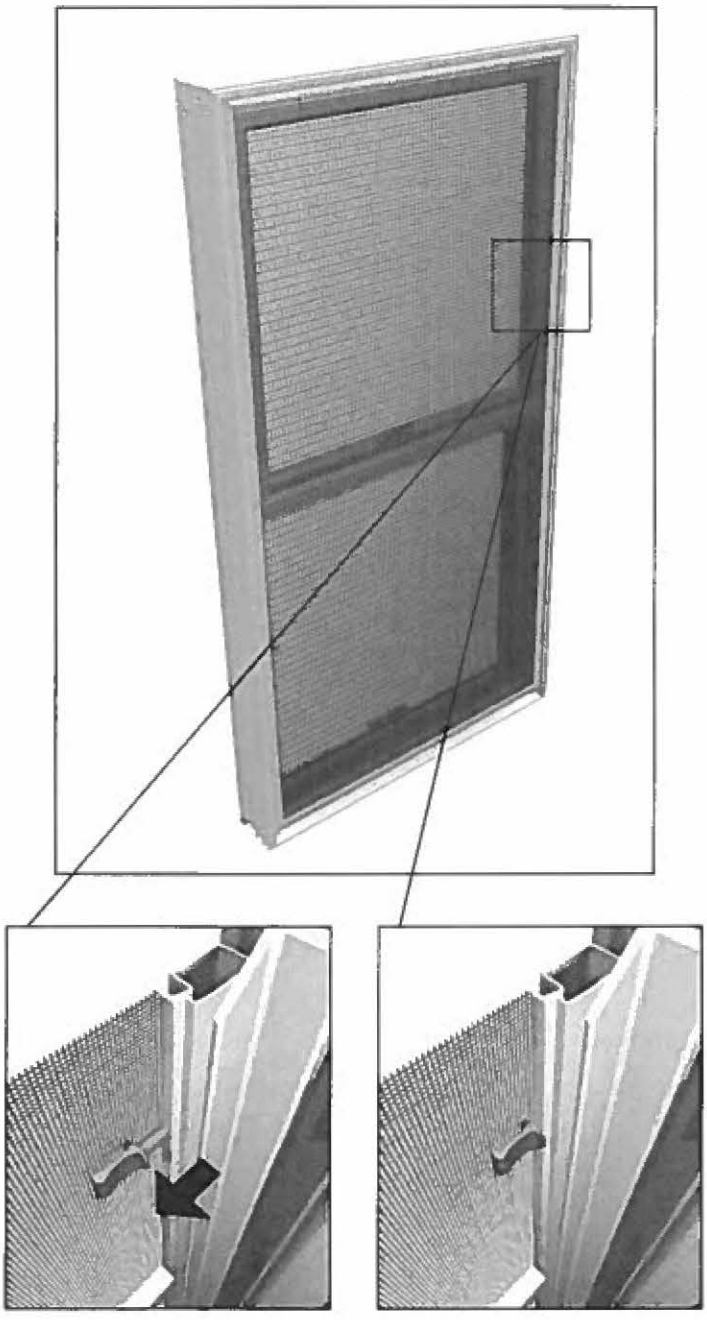
Resetting a Slipped Clutch Assembly

Measure the clutch dimension from sill on the opposing balance assembly for the same sash and temporarily mark that dimension on the jamb carrier that contains the released clutch, must be within 1/8" (3 mm). Using a flat screwdriver, rotate the balance clutch cam in the clutch assembly to the released position. Hold the screwdriver firmly and slide the clutch assembly down the jamb carrier to the mark. Rotate the balance clutch cam to the open locked position (cam opening up). Release the screwdriver carefully from the clutch assembly (it must lock in place or damage will occur). Compare clutch heights from the sill for the sash affected. They **MUST** be within 1/8" (3 mm) of each other or damage may occur when sash are reinstalled, adjust height as needed.

CAUTION: Clutches are under extreme spring tension.

Removing and Installing the Screen

To remove the screen lift up the bottom sash to its fully raised position. Grasp and pull inward on both plunger bolts and push outward on the screen. Grasp the frame of the screen and pull down slightly on the screen until it clears the screen channel. Turn the screen sideways and bring it in through the bottom sash opening. To replace the screen reverse the above procedure.



Glider

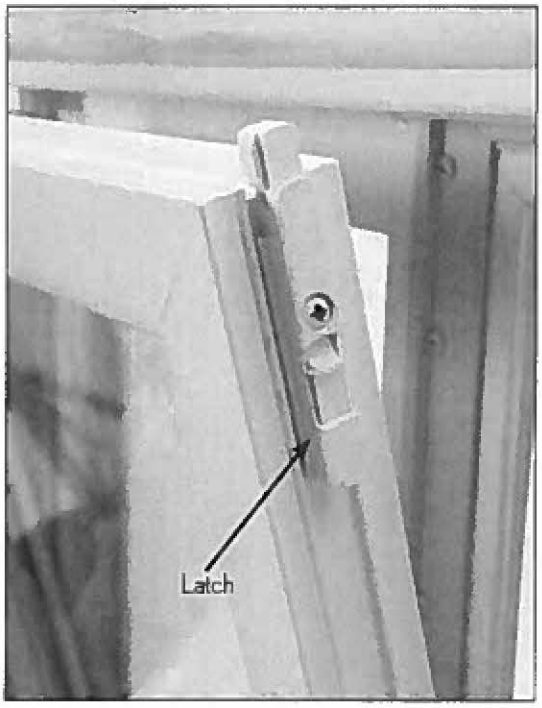
Operation and Maintenance

Periodically clean the tracks where the sash must slide. Keep tracks dirt and grease free, clean surface with a damp cloth soaked in warm water and wipe down with a dry cloth allowing the surface to thoroughly dry.

Sash Removal:

Slide the operating sash to stationary side of the unit (approximately 2"-3" (51-76 mm) from stationary jamb). With latches depressed, located at the top of the sash, tilt the sash inward until it clears the unit frame; lift the sash off the sill track. To replace the sash, reverse the above procedures.

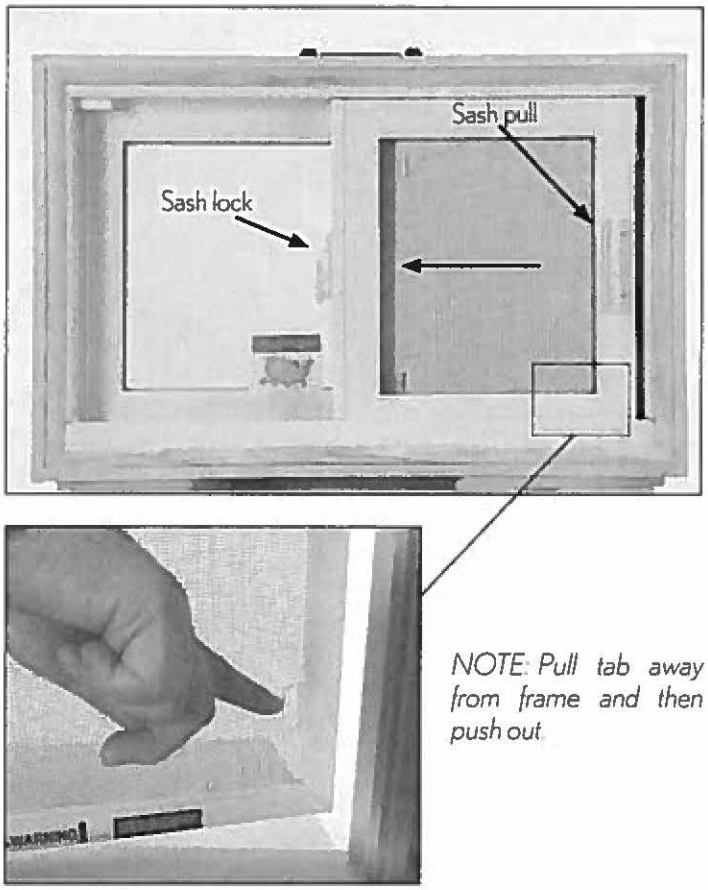
NOTE: Only the operating sash of a Glider can be removed from the frame.



Removing and Installing the Screen

To remove the screen open the operator sash completely. Grasp the screen pull tabs located on the jamb stile side of the screen. Pull the tabs toward the center of the unit until the screen frame can clear the screen channel. Push the screen out to the exterior and turn diagonally to bring into the dwelling.

Replace the screen with the operator sash completely open and position the screen on the exterior of the window with the springs toward the meeting stile of the unit. Making sure the springs are seated in the screen channel, pull on side tabs until the screen clears the frame. Pull screen in toward the interior until the jamb stile of the screen aligns with screen channel; release tabs.



NOTE: Pull tab away from frame and then push out.

Casement

Operation and Maintenance

The roto-gear is the operating mechanism that you crank to open and close your casement and awning windows. Your casement lock seals the window tightly closed. Excessive cranking when closing your window does not improve the seal and may damage your roto-gear.

Roto-gears should be lubricated once a year with white lithium grease (available at any hardware store) to keep operation smooth. The hinge joints and locking mechanism should be lubricated on occasion with a silicone based spray. Be sure to clean off all dirt, debris or sand before lubrication.

CAUTION

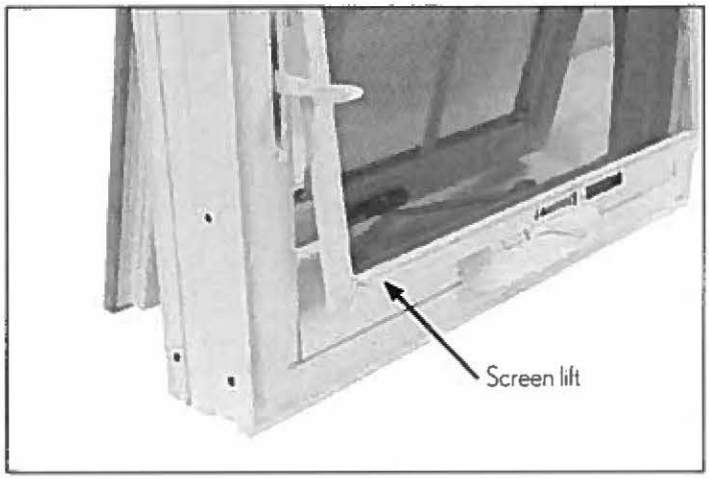
Excessive lubrication may cause damage to the finish of your window. Avoid getting oil and solvents on your finish. Make sure that any excess is immediately removed.

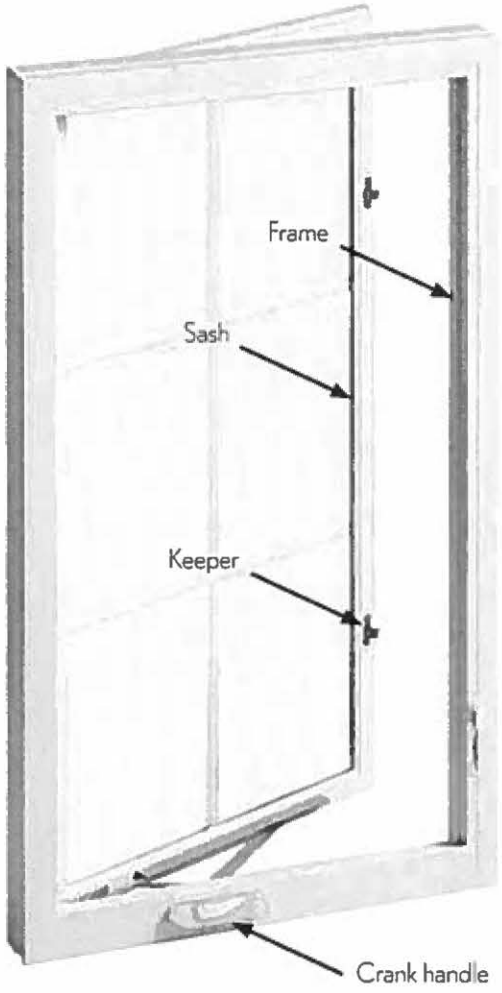
The sash tracks should be occasionally cleaned out with a soft bristle brush. If your casement is less than 24 3/8" (721 mm) in width, your roto-gear arms and assembly may differ from those shown. Interior and exterior finishes can be cared for in the same manner as any other Infinity window or door. See interior and exterior maintenance information on pages 8 - 10.

Removing and Installing the Screen

To remove casement/awning screen, grasp screen lift. Lift upward and draw screen towards you, removing screen from channel.

To install casement/awning screen, place screen into the upper screen channel. Lift upward and push screen tight against frame. Release screen lift to seat screen into place.





Awning

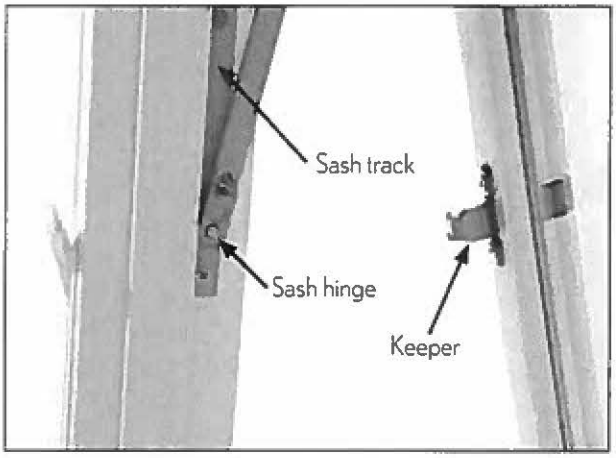
Operation and Maintenance

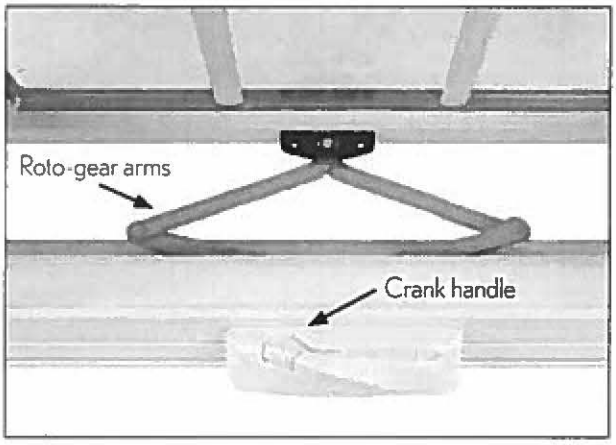
Awning hinges, roto-gear operator arms and sash tracks can be oiled with a few drops of light household oil or silicone spray.

Operating hardware should be lubricated during your annual inspection. Simply crank open the window and lubricate hardware with white lithium grease. Interior and exterior finishes can be cared for in the same manner as any other Infinity window or door.

CAUTION:

Excessive lubrication may cause damage to the finish of your window. Avoid getting oil and solvents on your finish. Make sure that any excess is immediately removed.

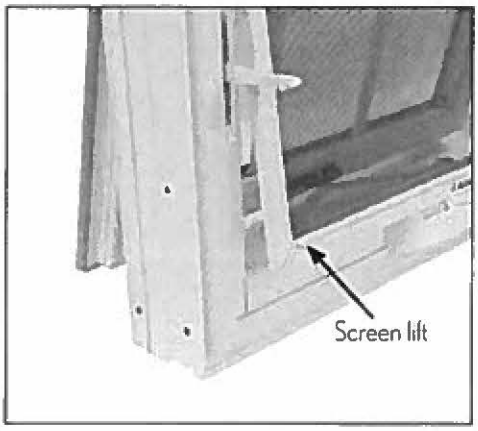




Remove and Install the Screen

To remove casement/awning screen, grasp screen lift. Lift upward and draw screen towards you, removing screen from channel.

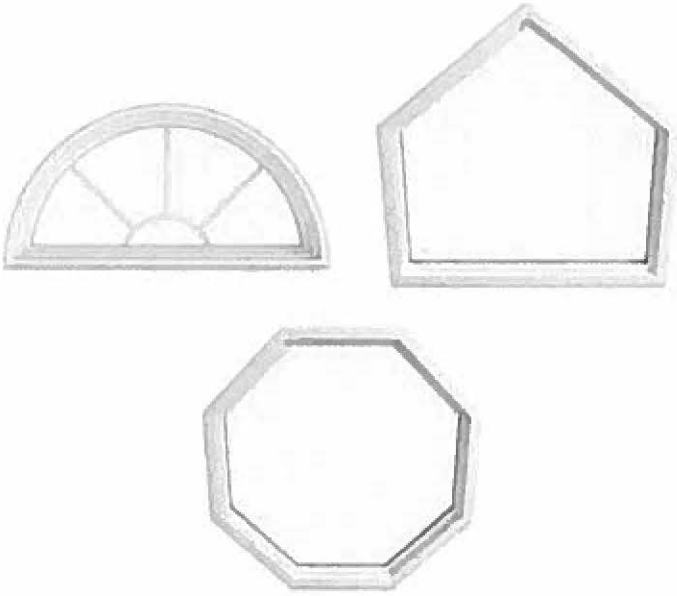
To install casement/awning screen, place screen into the upper screen channel. Lift upward and push screen tight against frame. Release screen lift to seat screen into place.



Round Top, Polygon and Direct Glaze

Maintenance

Most Infinity Round Top and Polygon windows and all Direct Glaze windows are non-operational, meaning they do not open or close, so there are no maintenance requirements for hardware or weather stripping. Clean the glass occasionally, and maintain the interior wood or exterior surfaces on the same schedule as your other windows.



Infinity Sliding French/Patio Doors

Operation and Maintenance

The Patio and Sliding French Doors require very little maintenance to keep them functioning efficiently. Most problems can be eliminated by keeping the sill clean, ensuring smooth door operation. Chemicals, solvents, paints and other harsh substances should never come in contact with the sill. Remove any paint, grease or caulk with 50% isopropyl alcohol. Door handles can be wiped down with a damp cloth to remove fingerprints and smudges.

It is very seldom that door rollers, lock and hinges require lubrication. Occasionally use spray lubricant to keep operation smooth (rollers are visible underneath the operator panel). If you live in a cold climate, it is recommended that you remove the screen door in the winter. The screen mesh may collect snow and ice, causing it to sag.

Removing Sliding Door Panels

Removing door panels is a relatively complicated procedure. If you need them removed, please contact your retailer for a service person to remove the panel for you.

Panel Adjustment Procedure

Should you find it necessary to make minor adjustments to your Infinity Sliding Patio or Sliding French door after it has been permanently installed, panel adjustment will allow you to do this.

Tools needed:

• Small putty knife • Standard scredriver • #2 Philips screwdriver

1. Using small putty knife or standard screwdriver remove two roller adjustment hole caps from bottom rail of operating panel.
2. Slide operating panel 1/2"- 3/4" away from locking jamb.
3. Adjust rollers (to raise/lower panel) by turning adjustment screws with standard screwdriver. See illustration 1. Open panel slightly and align panel to lock jamb to get an even reveal and maintain equal clearance at top and bottom between head jamb and sill. See illustration 2.

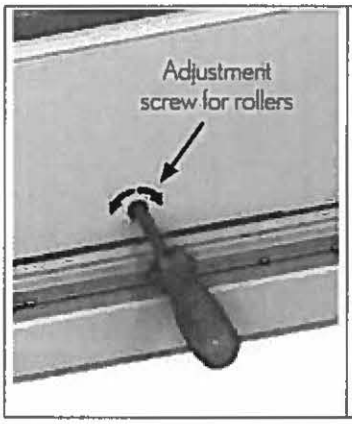


Illustration 1

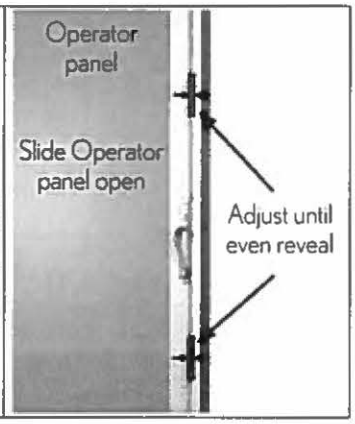
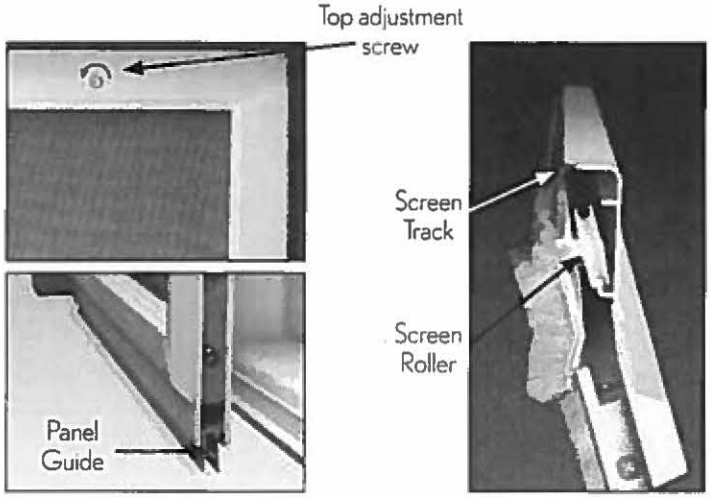


Illustration 2

4. If an even reveal is unobtainable along entire length of panel, ensure locking jamb is shimmed plumb and level
5. Check panel operation. If satisfactory, replace adjustment hole caps.

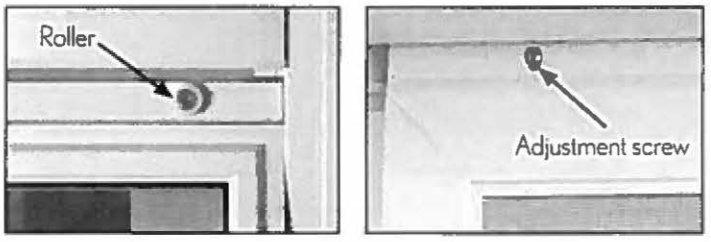
Removing the Screen

To remove the screen panel, unlock and partially open the screen door. From the exterior, pry the screen panel guide up with a putty knife starting at one corner. Pull the guide off the track working your way toward the other end. Once the bottom of the screen panel is completely released from the sill track, pivot the bottom of the screen out and push the top of panel approximately 5 degrees toward the head jamb.



This will release the screen panel rollers from the head jamb screen track. Remove the panel from the door.

To reinstall the screen, hold the screen panel with the top rollers facing you. While tilting the bottom of the screen panel away from the door, lift the rollers into the screen track and pull the panel toward your body to engage the rollers in the track. Make sure the rollers are seated in the track by moving the screen panel back and forth. Once you are sure the rollers are fully seated, pivot the screen panel into position toward the sill and place the bottom screen panel guide into the sill track by lifting it with your fingers or by lifting with a stiff putty knife.



The screen can be adjusted from the interior by loosening or tightening the top roller screw nearest the locking jamb. Adjust the screen so that it is parallel to the locking jamb or casing. An even reveal should be achieved along the entire height of the jamb.

Integrity Swinging French Doors

Operation and Maintenance

Your French door requires very little maintenance. To maintain sill appearance, wash with a mild soap and water solution.

Remove fresh paint splashes, grease or caulk with 50% isopropyl alcohol. You may wish to remove door panels for moving or other reasons. If you need them removed, please contact your Infinity retailer for either detailed instructions or for a service person to remove the panel for you.

Handle Operation for the Multi-Point Lock

Always close and lock your passive panel first and the operating panel (with thumb turn) second. Integrity's multi-point hardware has locking bolts at the head and base of the door. Lifting the handle 45 degrees upward will set the head and foot bolts in place for a secure seal. A 90 degree turn of the key from the outside or the thumb turn on the inside will lock the deadbolt in the handle assembly. When the deadbolt is unlocked, downward pressure on the handle will release the bolts and latch and the door will open. Securely lock by engaging the deadbolt, head and foot bolts; using only one or the other does not offer full security.

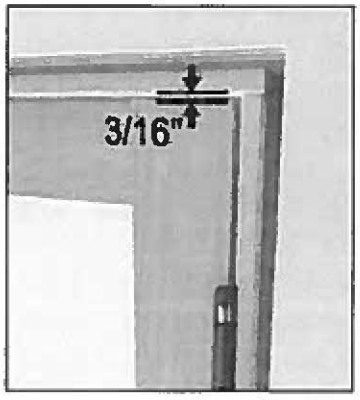
Hinge Adjustment Procedures

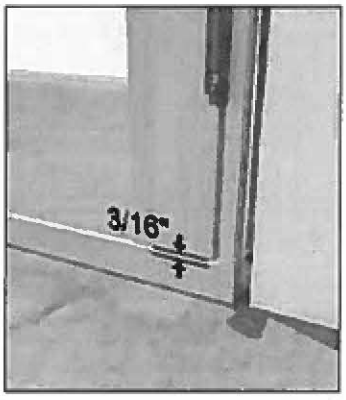
Should you find it necessary to make minor adjustments to your Integrity Inswing French Door after it has been permanently installed, the adjustable hinge system will allow you to do this.

Important: Adjustable hinges are not intended to compensate for an improperly installed unit.

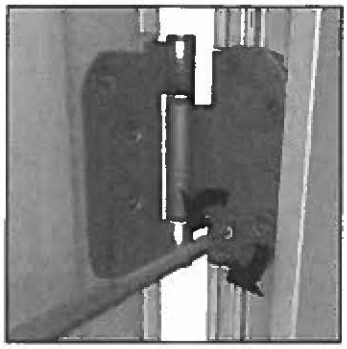
Adjustments should only be made when panel misalignment is visible or causes poor operation of door/lock. Make any adjustments in small increments, check results, readjust or proceed as required. The vertical adjustment screw located on center hinge(s) has a range of 32 turns. Horizontal adjustment screws located on top and bottom hinges have a 7 turn range.

1. Check panel clearance at sill and head jamb. The panel should have 3/16" (5 mm) clearance at head jamb and at bottom.





2. Align panel vertically as needed by rotating center hinge vertical "V" Phillips head adjustment screw. The arrow on hinge indicates direction the stationary or jamb leaf/pin will travel in relation to operator panel/adjustment leaf. Check index mark on hinge leaf (near patent number) and adjustment leaf edge to determine amount and direction of panel movement. See illustration.



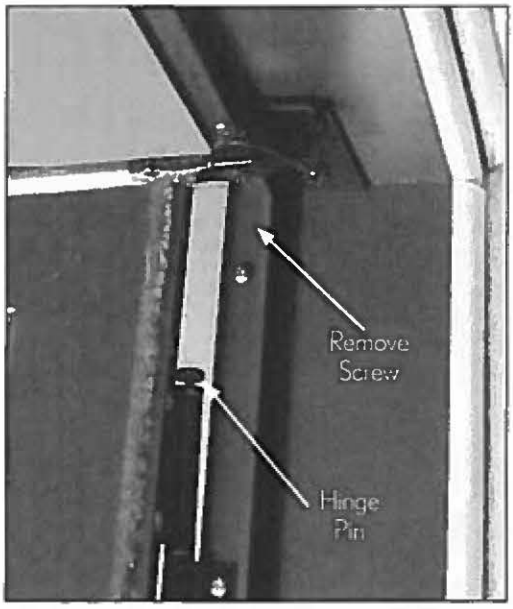
3. Check panel alignment with locking jamb; panel should have 3/16" (5 mm) clearance along the jamb. See illustration.

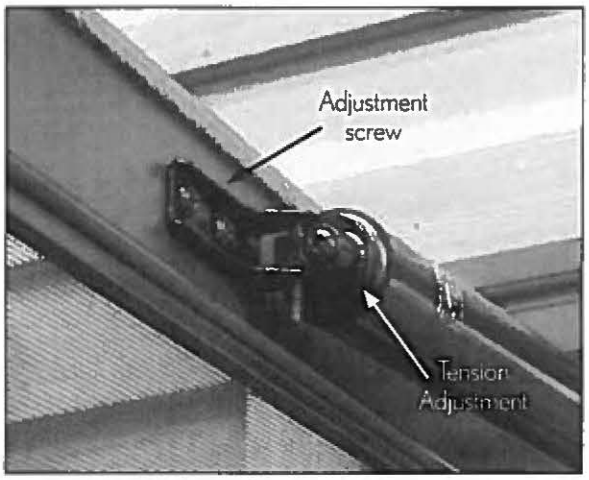
4. Rotate horizontal adjustment screw clockwise to increase, counterclockwise to decrease jamb/panel clearance at the appropriate hinge i.e. if increasing clearance at top, bottom hinge may have to be adjusted to decrease clearance to avoid hinge binding. See illustration.

After panel alignment is corrected, recheck latch and deadbolt operation.

Swinging Screen Removal

If you live in a cold climate, it is recommended that during the winter months you remove the screen door to avoid snow and ice from collecting, causing the mesh to sag. To remove the swinging screen door, first open the active screen panel and disconnect the auto closer. Remove the #6 x ½" screw attaching the closer to the head jamb bracket. Then remove the hinge pins from the active screen panel hinges, remove the panel from the hinges and store. On XX configurations, open the passive screen panel and remove the hinge pins in the same manner as the active. Adjust the closing tension on your swinging screen door by loosening the two screws attaching the door bracket to the screen panel. Slide the bracket and closer left or right as needed and tighten screws. Adjust the closing speed by tightening or loosening the adjusting screw located at the rear of the cylinder assembly.





Care of PVD Finishes

Hardware with a Physical Vapor Deposition (PVD) Finish

Your PVD finished product has undergone a state of the art process known as Physical Vapor Deposition. A layer of hard-wearing metals are deposited onto the solid brass substrate which means it has been given a tough finish to resist fading and discoloration by direct sunlight, humidity, and most other environmental factors, even in coastal areas.

To help retain the appearance of your PVD products for many years to come, a little periodic maintenance is required to remove any atmospheric deposits from the surface of the product.

- Once every two months clean the surface of the product thoroughly with a soft cloth moistened with light soapy water.
- To remove heavier deposits, a spot of non-abrasive kitchen cleaner may be used with a moistened cloth. Remove traces of water and cleaner and dry thoroughly with a soft cloth.
- When using any proprietary cleaner always follow the advice given by the manufacturers in handling cleaning materials.
- Do not use any abrasive cleaning materials or solvents when cleaning your PVD products.

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ATTACHMENT #2

BAR Case # 2015-00277

ADDRESS OF PROJECT: 212 North Lee Street Alexandria, VA 22314

TAX MAP AND PARCEL: 065.03-09-12 **ZONING:** Residential Medium

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: David Ovedovitz and Donnelly Bohan (married)

Address: 212 North Lee Street

City: Alexandria State: VA Zip: 22314

Phone: 217-841-6331 (db) E-mail : donnelly.a.bohan@leidos.com

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

Name: _____ Phone: _____

E-mail: _____

Legal Property Owner:

Name: David Ovedovitz and Donnelly Bohan (married)

Address: 212 North Lee Street

City: Alexandria State: VA Zip: 22314

Phone: 217-841-6331 E-mail: donnelly.a.bohan@leidos.com

☐ **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.

RECEIVED
AUG 17 2015
PLANNING & ZONING

BAR Case # 2015-00277

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

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

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

Request to consider allowing Low-E 366 glass versus currently administratively approvable Low-E 272 glass in ten replacement windows. The replacement windows meet requirements for administrative approval with the exception of the glass.

The property was built in 1977, is four stories tall, and faces east. There is a parking lot across the street from the property, so there is no blockage from the morning sun. In addition, there are no buildings blocking the rear of the building during afternoon sun.

Due to the age of the property and the unrestricted sun exposure, owners request to install Low-E 366 due to the higher efficiency related to UV rays and window heat.

SUBMITTAL REQUIREMENTS:

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

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

Electronic copies of submission materials should be submitted whenever possible.

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

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

BAR Case #2015-0077

Additions & New Construction: *Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. All plans must be folded and collated into 3 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. Check N/A if an item in this section does not apply to your project.*

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

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

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

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

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

BAR Case #2015-00277

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 3 sets of revised materials.

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

APPLICANT OR AUTHORIZED AGENT:

Signature: DonnellyABohan

Printed Name: Donnelly A. Bohan

Date: 8/17/15

OWNERSHIP AND DISCLOSURE STATEMENT
Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. David Ovedovitz	212 North Lee Steet	50%
2. Donnelly Bohan	212 North Lee Street	50%
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 212 North Lee Street (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. David Ovedovitz	212 North Lee Street	50%
2. Donnelly Bohan	212 North Lee Street	50%
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 the12-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. David Ovedovitz	N/A	
2. Donnelly Bohan	N/A	
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.

8/17/15	Donnelly A. Bohan	Donnelly A Bohan
Date	Printed Name	Signature