

Docket Item # 2  
BAR CASE # 2015-00322

BAR Meeting  
October 21, 2015

**ISSUE:** Certificate of Appropriateness

**APPLICANT:** Martha Gabriel

**LOCATION:** 108 Quay Street

**ZONE:** RM/Residential

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**STAFF RECOMMENDATION**

Staff recommends approval of the Craftsman style door without muntins, and further recommends that the Board direct staff to amend the *Minor Architectural Elements Policy* to permit administrative approval of glazed fiberglass doors, without exterior exposed screw heads or buttons, on buildings or additions constructed after 1965.

**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](mailto: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.



BAR2015-00322



## I. ISSUE

The applicant requests approval of a replacement Pella fiberglass entry door. The applicant wants some daylight in the entry hall and has presented two door styles with glazing for approval, with preference for the Craftsman style door, with or without simulated muntins. Both options have an integrated window and will be painted a mahogany finish. The current [BAR Minor Architectural Elements Policy](#) does not permit staff to administratively approve fiberglass doors with glazing, as the Board has previously found the muntins (sticking) and exposed screw heads and screw head covers (buttons) to be a poor imitation of a wood product. Fiberglass replacement doors without glass are eligible for administrative approval under the current policy.



**Figure 1:** The Board should specify which of the above door styles (if any) are appropriate for the dwelling at 108 Quay Street. The applicant prefers the Craftsman style door, with or without muntins, but also would be satisfied with the Colonial Revival style lunette option without muntins. Staff recommends approval of the simple Craftsman style door without muntins, though the lunette option was also common on Colonial Revival style homes.

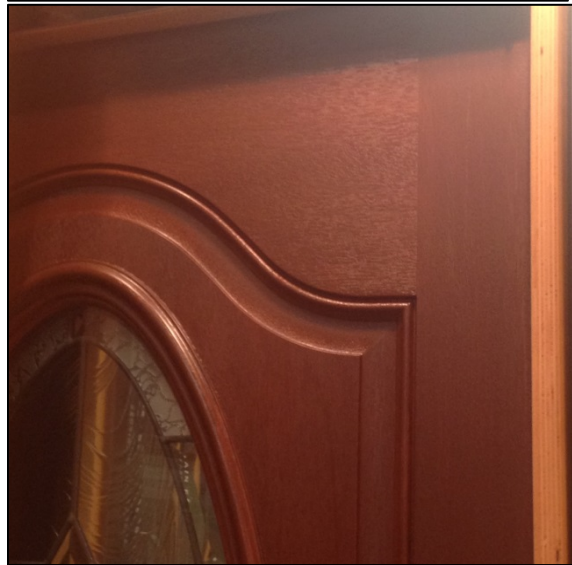
## II. HISTORY

The three-story, interior townhouse at 108 Quay Street is one of a group of 86 three-story brick townhouses bounded by North Union, North Lee, Queen and Oronoco Streets which were constructed in **1971**. This area was not included in the Old and Historic Alexandria District until June of 1984.

## III. ANALYSIS

Since the Board adopted the [BAR Minor Architectural Elements Policy](#) in 2011, fiberglass door products have changed dramatically. Staff visited the Pella showroom in Springfield to look at the doors firsthand and speak with the Pella representative. Indeed, these doors no longer have exposed screw heads or buttons on the exterior and this was the BAR's primary objection to glazing in these doors. Due to warranty issues, the door designers found that exposed screw heads were a source of water intrusion and they are now only left exposed on the interior face of the door, which is not visible from the street and not subject to BAR review. Staff has provided images of the glazing stops on Pella's new doors below (exterior face).







Staff finds the revised fiberglass doors to be an appropriate modern replacement material for buildings or additions constructed after 1965 and recommends that the Board direct staff to amend the [Minor Architectural Elements Policy](#) to permit administrative approval of fiberglass doors with glazing, provided that the screw heads or their covers (buttons) are not exposed on the exterior.

The existing house could loosely be described as vernacular Colonial Revival and both the simple, two panel Craftsman style door without muntins or the four panel lunette option were used on this style house in the early 20<sup>th</sup> century. Staff does not recommend the more overtly Craftsman door with muntins, as the glazing proportions are wrong for this style house and the simulated muntins are not architecturally convincing.

### **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 Replacement door complies with zoning.

##### **Code Administration**

No comments received

##### **Transportation and Environmental Services**

- R1. The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)
- R2. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- F1. 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)
- C1. 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)
- C2. 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)

#### **V. ATTACHMENTS**

*1 – Supplemental Materials*

*2 – Application for BAR2015-00322: 108 Quay Street*



Date: 09/11/2015

LOWE'S HOME CENTERS, LLC #715  
 6750 RICHMOND HIGHWAY  
 ALEXANDRIA, VA 22306-6701  
 USA  
 (703) 765-8011



Project #: 452813632 Description: door examples  
 Customer Name: MARTHA GABRIEL  
 Customer Phone: (703) 597-4095  
 Customer Address: 108 QUAY STR  
 ALEXANDRIA, VA 22314  
 USA

Line Item  
 Frame Size

Product Code  
 Description

Unit Price Quantity Total Price

0001

Manufacturer: Pella (R) Entry

Size = 37 1/2-in W x 81 3/4-in  
 H



Pella (R) Entry Doors feature our exclusive AdvantagePlus (TM) protection system.  
 Division: Millwork  
 Product: Doors  
 Type: Entry/Exterior  
 Manufacturer: Pella (R) Entry  
 Energy Star (R) Qualified Products Only: Yes - I would like to view only the units that are qualified for Energy Star (R).  
 Energy Star (R) Zone: North Central  
 Room Location: Other 1  
 Brand: Architect Series (R) Entry Doors  
 Panel Configuration: Single Door  
 Swing: Inswing  
 Sill Type: Standard Sill  
 Sill Finish: Mill Finish Sill  
 Panel Fire Rating: No Fire Rating  
 Frame Fire Rating: No Fire Rating  
 Actual Frame Width: 37 1/2-in  
 Actual Frame Height: 81 3/4-in  
 Frame Shape: Rectangle  
 Fits Opening Width: 38 1/4-in  
 Fits Opening Height: 82 1/4-in  
 Exterior Frame Material: Wood  
 Interior Frame Material: Wood  
 Wood Type: Mahogany  
 Operation/Venting: Left  
 Threshold Material: Mahogany Threshold  
 Panel Style: Glazed  
 Panel Material: Fiberglass  
 Interior Grain: Oak

APPLICATION MATERIALS  
 BAR2015-00322  
 108 Quay St  
 9/17/2015

\$1,318.65 1 \$1,318.65

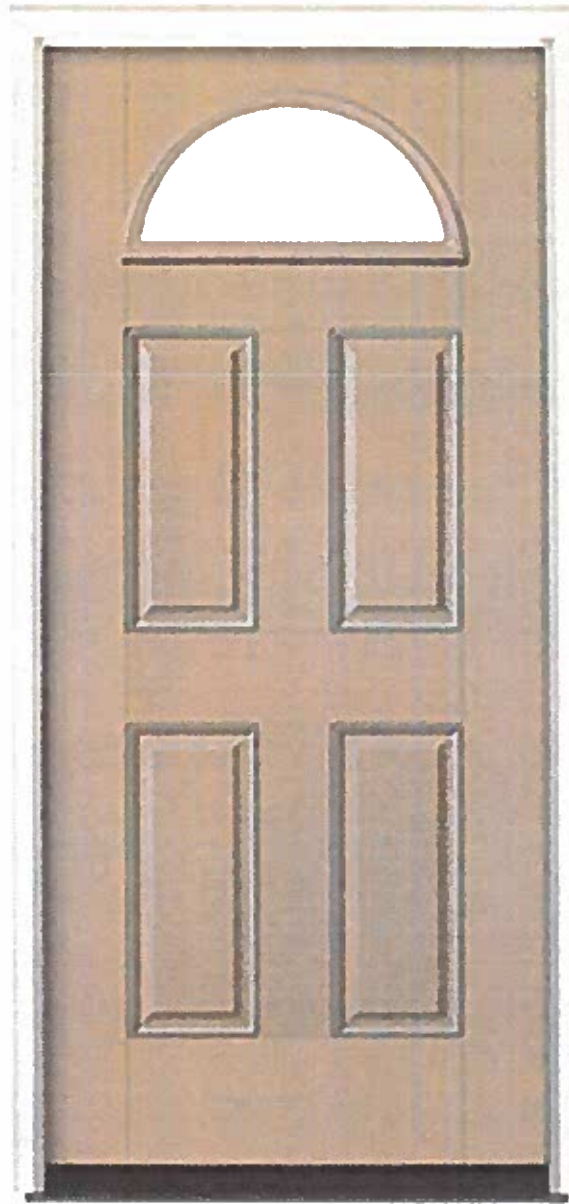
Exterior Grain: Oak  
Glazed Panel Design: Fan Light  
Panel Reinforcement: No Panel Reinforcement  
Exterior Door Panel Finish: Unfinished  
Exterior Frame Finish: Unfinished  
Interior Door Panel Finish: Unfinished  
Interior Frame Finish: Unfinished  
Glass Strength: Tempered  
Door Insulated Glass Options: Low E  
Active Panel Boring Options: Latch Bore With Deadbolt  
Actual Backset: 2 3/8-in  
Actual Crossbore: 2 1/8-in  
Hardware Hinge Type: Aluminum Adjustable  
Hardware Hinge Finish: Brass  
Active Panel Handle Set: No Handle Set  
Actual Attachment Method: 2-in Brickmould  
Attachment Method Application: Factory Applied  
Actual Base Wall Depth: 4 9/16-in  
Actual Jamb Extended Wall Depth: 4 9/16-in  
Fin Setback: None  
Actual Base Frame Depth: 4 9/16-in  
Actual Jamb Extended Frame Depth: 4 9/16-in  
Wall Depth Application: Factory Applied  
Will This Product Be Installed By Lowe's (R): Not Installed  
By Lowe's (R)  
Is This A Remake?: No  
Lead Time: 35  
Item Number: 373691

\*\*\*This price reflects a 15% Off Promotion on SOS Pella (R)  
Entry Doors - 8/26/15 to 9/14/15\*\*\*

This quote is good 08/26/15 to 09/14/15

APPLICATION MATERIALS  
BAR2015-00322  
108 Quay St  
9/17/2015







APPLICATION MATERIALS  
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108 Quay St  
9/17/2015









APPLICATION MATERIALS  
BAR2015-00322  
108 Quay St  
9/17/2015



# Low-E Glass

A delightful collection of styles to light up your entryway.

tan visible glass } w 23 5/16"  
h 10 1/4"



## ARCHITECT SERIES™



3/4 Light



3/4 Arch Light



Twin  
3/4 Light



Deluxe  
3 Panel Oval



8-ft European  
3/4 Light

Premium Mahogany-Grain Fiberglass



Full Light



1/2 Light



Center  
Arch Light

Premium Mahogany-Grain or Oak-Grain Fiberglass



3 Panel  
Scroll Top Oval



Fan Light



European  
3/4 Light

Premium Oak-Grain Fiberglass



Craftsman Light

Premium  
Hemlock-Grain  
Fiberglass



Full Light  
Sidelight

Premium Mahogany-Grain,  
Oak-Grain, Rustic-Grain or  
Hemlock-Grain Fiberglass



3/4 Light  
Sidelight

Premium  
Mahogany-Grain  
Fiberglass



1/2 Light  
Sidelight

Premium  
Oak-Grain  
Fiberglass



1/2 Circle Transom



Arch Head Transom



Elliptical Transom



Rectangular Transom

## APPLICATION MATERIALS

BAR2015-00322

108 Quay St

9/17/2015

Back to Quote

APPLICATION MATERIALS  
BAR2015-00322  
108 Quay St.  
10/14/2015



Date: 09/07/2015

LOWE'S HOME CENTERS, LLC #715  
6750 RICHMOND HIGHWAY  
ALEXANDRIA, VA 22306-6701  
USA  
(703) 765-8011




Project #: 452428229 Description: PELLA CRAFTSMAN DOOR UNIT  
Customer Name: MARTHA GABRIEL  
Customer Phone: (703) 597-4095  
Customer Address: 108 QUAY STR  
ALEXANDRIA, VA 22314  
USA

Line Item  
Frame Size

Product Code  
Description

Unit Price Quantity Total Price

0001	Manufacturer: Pella (R) Entry		
Size = 37 1/2-in W x 81 3/4-in H	Pella (R) Entry Doors feature our exclusive AdvantagePlus (TM) protection system. Division: Millwork Product: Doors Type: Entry/Exterior Manufacturer: Pella (R) Entry Energy Star (R) Qualified Products Only: Yes - I would like to view only the units that are qualified for Energy Star (R). Energy Star (R) Zone: North Central Room Location: Other I Brand: Pella (R) Brand Entry Doors Panel Configuration: Single Door Swing: Inswing Sill Type: Standard Sill Sill Finish: Mill Finish Sill Panel Fire Rating: No Fire Rating Frame Fire Rating: No Fire Rating Actual Frame Width: 37 1/2-in Actual Frame Height: 81 3/4-in Fits Opening Width: 38 1/4-in Fits Opening Height: 82 1/4-in Exterior Frame Material: Wood Interior Frame Material: Wood Wood Type: Pine Operation/Venting: Left Threshold Material: Oak Threshold Panel Style: Glazed Panel Material: Fiberglass Interior Grain: Mahogany Exterior Grain: Mahogany		
			
		\$883.71	1 \$883.71



BAR2015-00322

108 Quay St.

10/14/2015

Glazed Panel Design: Craftsman Light  
 Panel Reinforcement: No Panel Reinforcement  
 Exterior Door Panel Finish: Unfinished  
 Exterior Frame Finish: Primed  
 Interior Door Panel Finish: Unfinished  
 Interior Frame Finish: Primed  
 Glass Strength: Tempered  
 Door Insulated Glass Options: Low E  
 Active Panel Boring Options: Latch Bore With Deadbolt  
 Actual Backset: 2 3/8-in  
 Actual Crossbore: 2 1/8-in  
 Hardware Hinge Type: Aluminum Adjustable  
 Hardware Hinge Finish: Satin Nickel  
 Active Panel Handle Set: No Handle Set  
 Dentil Shelf: No Dentil Shelf  
 Grille Type: Simulated Divided Light  
 Actual Grille Bar Profile: 1 1/4-in Contour  
 Door Grille Interior Color: Unfinished  
 Door Grille Exterior Color: Unfinished  
 Grille Pattern: Traditional  
 Grille Division: Typical  
 Lights Wide: 3  
 Lights High: 2  
 Actual Attachment Method: 2-in Brickmould  
 Attachment Method Application: Factory Applied  
 Actual Base Wall Depth: 4 9/16-in  
 Actual Jamb Extended Wall Depth: 4 9/16-in  
 Fin Setback: None  
 Actual Base Frame Depth: 4 9/16-in  
 Actual Jamb Extended Frame Depth: 4 9/16-in  
 Wall Depth Application: Factory Applied  
 Will This Product Be Installed By Lowe's (R): Installed By  
 Lowe's (R)  
 Is This A Remake?: No  
 Lead Time: 30  
 Item Number: 161417

\*\*\*This price reflects a 15% Off Promotion on SOS Pella (R)  
 Entry Doors - 8/26/15 to 9/14/15\*\*\*

This quote is good 08/26/15 to 09/14/15

Project Total: \$883.71

Salesperson: SEAN IRWIN (S0715SI1)

Accepted by: \_\_\_\_\_

Date: 09/07/2015

**Print this Page**

This Millwork Quote is valid until 9/13/2015. This is an estimate only. This estimate does not include tax or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier. All the above quantities, dimensions, specifications and accessories have been verified and accepted.

BAR Case # 2015-00322ADDRESS OF PROJECT: 108 Quay St. Alexandria, VA 22314TAX MAP AND PARCEL: 065.03-05-38 ZONING: RM

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: Martha GabrielAddress: 108 Quay StreetCity: Alexandria State: VA Zip: 22314Phone: 703.597.4095 E-mail: martha.gabriel1@yahoo.comAuthorized Agent (if applicable): ☐ Attorney ☐ Architect ☐ \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Legal Property Owner:

Name: Martha GabrielAddress: 108 Quay StreetCity: Alexandria State: VA Zip: 22314Phone: 703.597.4095 E-mail: marthagabriel1@yahoo.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.

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

- ☐ NEW CONSTRUCTION
- ☐ EXTERIOR ALTERATION: *Please check all that apply.*
- |   |   |   |                                   |
|---|---|---|-----------------------------------|
| <input type="checkbox"/> awning           | <input type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment             | <input type="checkbox"/> shutters |
| <input checked="" type="checkbox"/> doors | <input type="checkbox"/> windows                    | <input type="checkbox"/> siding                     | <input type="checkbox"/> shed     |
| <input type="checkbox"/> lighting         | <input type="checkbox"/> pergola/trellis            | <input type="checkbox"/> painting unpainted masonry |                                   |
| <input type="checkbox"/> other _____      |   |   |                                   |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

Replace current wood door with glass panels (clear)  
with a fiberglass door with glass panel (clear glass)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.*

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

**Additions & New Construction:** Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. All plans must be folded and collated into 5 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.

- ☐ ☒ <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 5 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: Martha Gabriel

Printed Name: Martha Gabriel

Date: September 17, 2015

## 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.	Martha Gabriel	108 Quay St, Alex, VA	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 108 Quay Street, Alex, VA (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.	Martha Gabriel	108 Quay St, Alex, VA	100%
2.			
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.	Martha Gabriel		
2.	Martha Gabriel	None	None
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.

September 17, 2015
Martha Gabriel
Martha Gabriel  
Date
Printed Name
Signature