

Docket Item # 1 & 2  
BAR CASE #2015-0224 & 0225

BAR Meeting  
December 2, 2015

**ISSUE:** Permit to Demolish/Capsulate, Certificate of Appropriateness (front dormer) and Waiver of the Rooftop HVAC Screening Requirement

**APPLICANT:** Deborah & Kenneth Cureton

**LOCATION:** 119 Queen Street

**ZONE:** RM / Residential

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**STAFF RECOMMENDATION**

1. Approval of the Permit to Demolish/Capsulate and the Certificate of Appropriateness, as submitted; and
2. Waiver of the Rooftop HVAC Screening Requirement.

**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



BAR2015-00224 & BAR2015-00225



**Note:** Staff coupled the reports for BAR #2015-0224 (Permit to Demolish/Capsulate) and BAR #2015-0225 (Certificate of Appropriateness) for clarity and brevity. This item requires a roll call vote.

**BACKGROUND:** At the September 16, 2015 public hearing, the Board approved the rear shed dormer but deferred the front dormer for restudy. The Board said that they did not object to a dormer on the front elevation but wanted to see a smaller dormer that was appropriately scaled and not overwhelming. The BAR supported the rear shed dormer because it was minimally visible from a public way.

## **I. ISSUE**

Since the September 16<sup>th</sup> hearing the applicant has hired a design professional and provided more detailed drawings for the front dormer. Stylistically, the dormer is similar to the earlier proposal, but it now has a mansard roof rather than a shed roof. The applicant now proposes to remove the entire roof structure of the existing dwelling and to reconstruct the mansard style roof with an additional 1.5' in height.

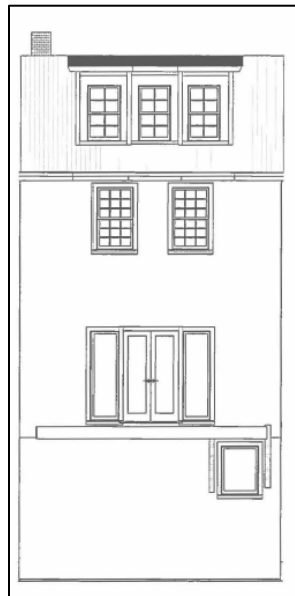


Figure 1: Rear dormer approved September 16, 2015

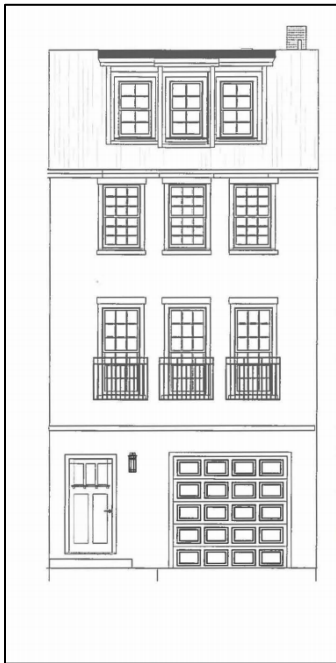


Figure 2: Front dormer deferred, September 16, 2015

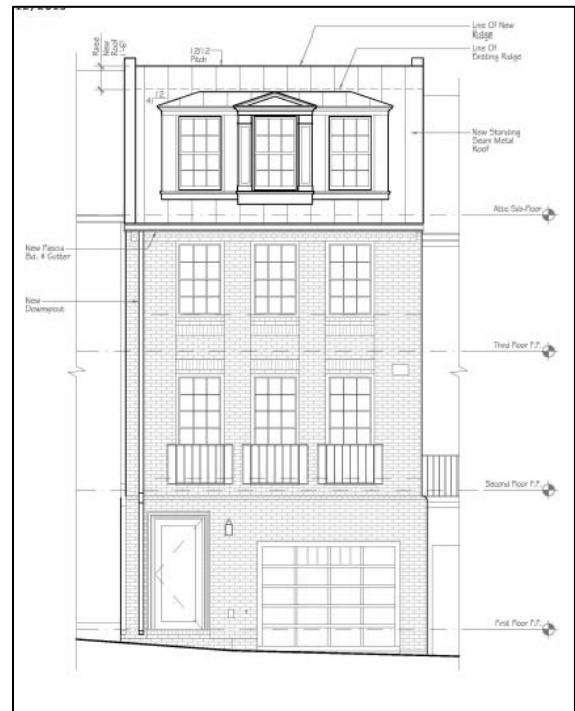


Figure 3: Proposed front dormer, December 2, 2015

The revised front dormer will have three, six-over-six, double-hung windows that are now aligned with the three bays below, as recommended in the *Design Guidelines* (Dormers - Page 2). The center window will project forward of the flanking windows and will be capped with a gable roof pediment and flanked by decorative pilasters. The hipped dormer roof will have standing seam metal to match the adjacent roof materials. The side of the dormer will have smooth Hardie brand fiber cement plank siding and the trim on the dormer will be a solid and millable through-the-core composite material. The proposed double-glazed, aluminum clad wood windows on all of the dormers will be manufactured by Lincoln (Quantum Series) and will have simulated divided lights with 7/8" muntins. The dormer materials will be painted to match the existing color scheme on the townhouse.

A rooftop HVAC condenser will be located adjacent to the existing chimney and two skylights on the flat portion of the roof.

## II. HISTORY

The three-and-a-half story, three-bay, brick townhouse at 119 Queen Street is one of a group of 86 three-story brick townhouses bounded by North Union, North Lee, Queen and Oronoco Streets which were approved by City Council in 1968 (Special Use Permit #1084) and constructed in **1971**. At the time the area was developed it was not within the boundaries of the Old and Historic Alexandria District, but it was added to the district in June of 1984. BAR Staff could not locate any prior approvals for the subject property.

## III. ANALYSIS

The proposed front dormer complies with Zoning Ordinance requirements.



### **Permit to Demolish/Capsulate**

In considering a Permit to Demolish, the Board must consider the following criteria set forth in the Zoning Ordinance, Sec. 10-105(B):

- (1) Is the building or structure of such architectural or historical interest that its moving, removing, capsulating or razing would be to the detriment of the public interest?
- (2) Is the building or structure of such interest that it could be made into a historic house?
- (3) Is the building or structure of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?
- (4) Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?
- (5) Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?
- (6) Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values, generating business, creating new positions, attracting tourists, students, writers, historians, artists and artisans, attracting new residents, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, and making the city a more attractive and desirable place in which to live?

Staff does not find that the proposed demolition of the roof compromises the overall integrity of this 1970s townhouse, especially because the new roof form will have the same pitch as the existing roof and the increase in height is minimal and will likely not be perceived from the street. With the exception of the front loaded garage doors, these vernacular Colonial Revival style townhouses are generally successful background buildings without individual historical interest or uncommon architectural merit. In the opinion of Staff, none of the criteria for demolition and capsulation in the zoning ordinance are met and the Permit to Demolish/Capsulate should be granted.

### **Certificate of Appropriateness**

During the past several years the Board has reviewed and approved a number of substantial alterations and additions to the townhouses within this development, including rear additions, rooftop decks, and new dormers for residents seeking additional living space and expansive waterfront views from converted attics. Some seemingly minor alterations were very controversial with neighbors, while other more substantial changes have garnered little attention. As these are not historic buildings within the generally accepted period of significance of the district, alterations to these dwellings is not a preservation issue, per se, and the BAR's primary role is ensuring stylistic compatibility with the existing structure; general scale, mass and architectural compatibility with the immediate neighbors; and maintenance of the overall character of the historic district. The subject property is surrounded by early 20<sup>th</sup> century townhouses across Queen Street, and within the immediate vicinity there is a multi-story commercial office building as well as a row of modest commercial buildings on Lee Street. The nearest buildings of historic significance are around the Crilley Warehouse in the 200 block of N Lee Street, so this dormer should have no adverse visual effect on any nearby buildings of historic merit.

The stylistic details of the proposed dormer have been refined, the shed roof form of the previous dormer, strongly discouraged in the *Design Guidelines*, has been deleted and the enlarged roof allows the dormer to be more in proportion with the overall façade of the townhouse. While the most historically appropriate dormers on a Colonial Revival style house would be individual gable roof dormers, the proposed dormer is well detailed and does not detract from the modest Colonial Revival detailing on this garage townhouse. While the overall size of the front dormer has not been reduced, and was in fact increased slightly, the increase in roof height and the placement of the windows consistent with the fenestration below are two reasons that staff is in support of the revised front dormer.

Should the Board approve the proposed dormer, the subject property will be one of 18 townhouses in this development with a large front dormer that was added since these homes were constructed. In recent years the BAR approved the nearby contemporary style dormer at 125 Queen Street in 1999 (BAR Case #1999-0115; figure 1), as well as at 101 Princess Street (BAR Case #2011-0367, March 7, 2012; Figure 2), where three single dormers were replaced with a single, triple-window, dormer.



**Figure 4:** Obstructed view of 125 Queen St. dormer



**Figure 5:** Front dormer window at 101 Princess St.



Figure 3: 105 Quay



Figure 4: 400 block of North Union St. dormers

The proposed dormer will utilize synthetic materials, such as HardiePlank brand fiber cement siding and trim. The BAR's Minor Architectural Elements policy permits the use of fiber cement siding and synthetic/composite trim with a smooth finish on buildings and additions constructed after 1975. The use of high-quality modern materials is particularly appropriate on dormers, where these are will only be viewed from a distance and the elevated location makes maintenance more difficult. The applicant also proposes, and staff supports, the proposed Lincoln aluminum clad, simulated divided light windows, as the Board's *Window Policy* supports the use of aluminum clad wood, wood composite or fiberglass windows on building constructed after 1969.

It is unlikely that the proposed location of the rooftop HVAC condenser will be visible from the public right-of-way. Staff, therefore, recommends approval of waiver of the rooftop HVAC screening requirement in this case.

### **STAFF**

Stephanie Sample, 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

### **Code Administration**

No comments received.

**Transportation & 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)
- C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)
- C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-3 Roof, surface and sub-surface drains be connected to the public storm sewer system, if available, by continuous underground pipe. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (Sec.5-6-224) (T&ES)
- C-4 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-5 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C-6 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)

**Archaeology**

- F-1 There is low potential for significant archaeological resources to be disturbed by this project. No archaeological action is required.

**V. ATTACHMENTS**

*1 – Supporting Materials*

*2 – Application BAR2015- 0224 & BAR2015-0225 at 119 Queen Street*



REVISED  
8/13/2015

## DEPARTMENT OF PLANNING AND ZONING

### FLOOR AREA RATIO AND OPEN SPACE CALCULATIONS

**A. Property Information**

A1. Street Address 119 Queen St. Zone \_\_\_\_\_

A2. 1318 x 1977 = 1977

Total Lot Area                      Floor Area Ratio Allowed by Zone                      Maximum Allowable Floor Area

**B. Existing Gross Floor Area**

Existing Gross Area*		Allowable Exclusions	
Basement	261	Basement**	261
First Floor	373.5	Stairways** 2(24)	102
Second Floor	634.5	Mechanical**	
Third Floor	634.5	Other**	634.5
Porches/ Other Attch	634.5	Total Exclusions	997.5
Total Gross *	2538		

B1. Existing Gross Floor Area \*  
2538 Sq. Ft.

B2. Allowable Floor Exclusions\*\*  
997.5 Sq. Ft.

B3. Existing Floor Area minus Exclusions  
1540.5 Sq. Ft.  
(subtract B2 from B1)

**C. Proposed Gross Floor Area (does not include existing area)**

Proposed Gross Area*		Allowable Exclusions	
Basement		Basement**	
First Floor		Stairways**	
Second Floor		Mechanical**	
Third Floor		Other**	
Porches/ Other Dornr	156.22	Total Exclusions	0
Total Gross *	156.22		

C1. Proposed Gross Floor Area \*  
156.22 Sq. Ft.

C2. Allowable Floor Exclusions\*\*  
0 Sq. Ft.

C3. Proposed Floor Area minus Exclusions  
156.22 Sq. Ft.  
(subtract C2 from C1)

**D. Existing + Proposed Floor Area**

D1. Total Floor Area (add B3 and C3) 1696.72 Sq. Ft.

D2. Total Floor Area Allowed by Zone (A2) 1977 Sq. Ft.

\*Gross floor area is the sum of all gross horizontal areas under roof, measured from the face of exterior walls, including basements, garages, sheds, gazebos, guest buildings and other accessory buildings.

\*\* Refer to the zoning ordinance (Section 2-145(B)) and consult with zoning staff for information regarding allowable exclusions.

If taking exclusions other than basements, floor plans with excluded areas must be submitted for review. Sections may also be required for some exclusions.

**F. Open Space Calculations**

Existing Open Space	
Required Open Space	
Proposed Open Space	

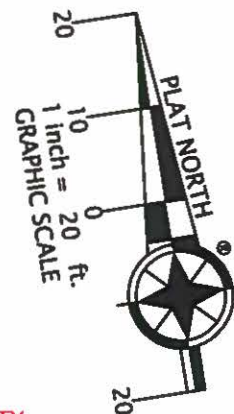
No change

The undersigned hereby certifies and attests that, to the best of his/her knowledge, the above computations are true and correct.

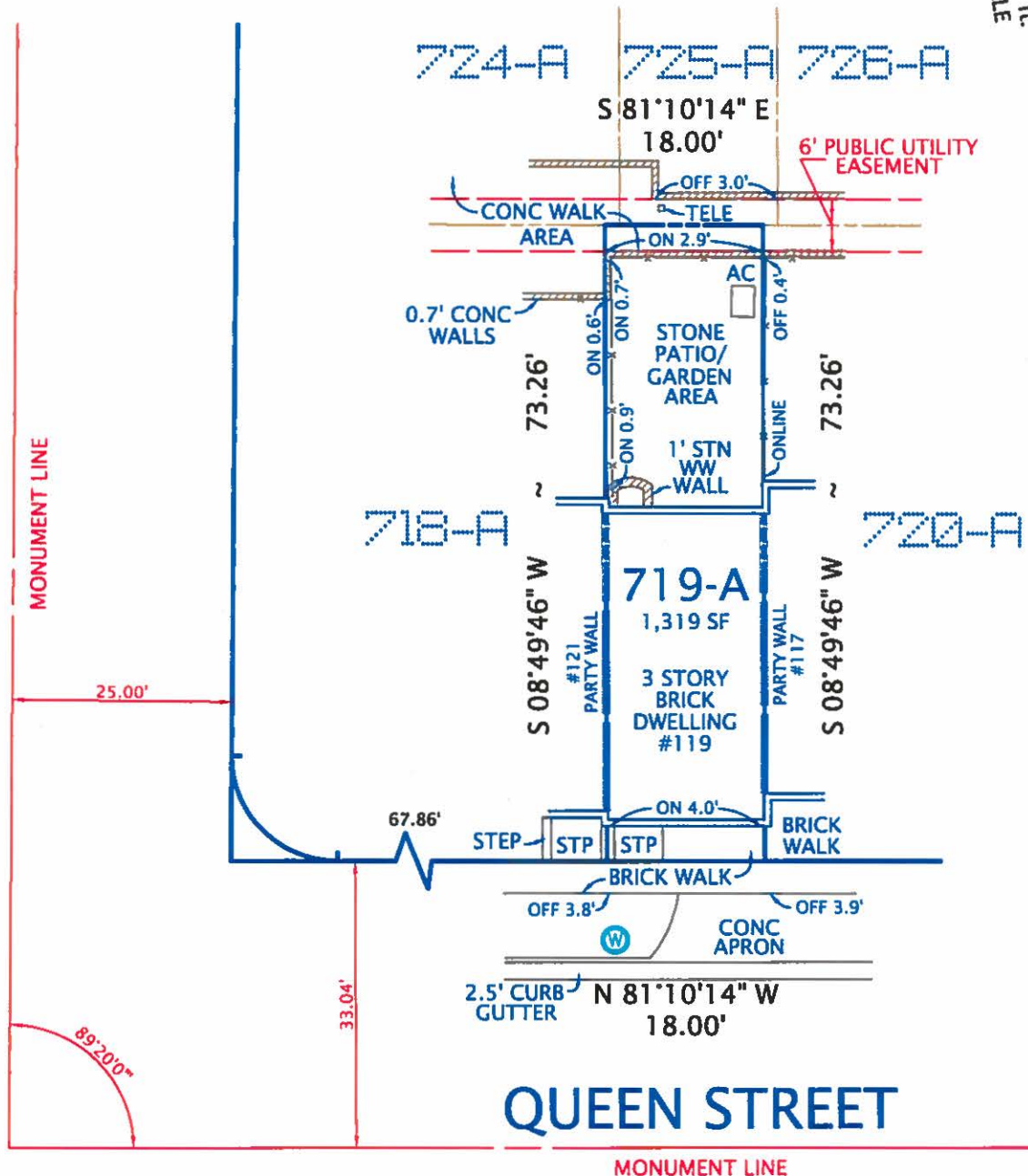
Signature: \_\_\_\_\_

Date: Aug. 12, 2015

- NOTES: 1. FENCES ARE FRAME.  
2. UTILITIES ARE UNDERGROUND.



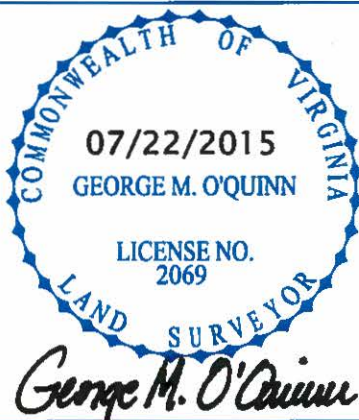
NORTH LEE STREET



PLAT  
SHOWING HOUSE LOCATION ON  
LOT 719-A, SECTION THREE  
OF A RESUBDIVISION OF  
LOTS 615 THRU 620, 624  
THRU 626 & LOT 688-A &  
RELOCATION OF 10' PUBLIC UTILITY ESMT  
**OLD TOWNE**  
(DEED BOOK 719, PAGE 315)  
**CITY OF ALEXANDRIA, VIRGINIA**  
SCALE: 1" = 20' JULY 22, 2015

I HEREBY CERTIFY THAT THE POSITIONS OF  
ALL THE EXISTING IMPROVEMENTS HAVE BEEN  
CAREFULLY ESTABLISHED BY A CURRENT FIELD  
SURVEY AND UNLESS SHOWN THERE ARE NO  
VISIBLE ENCROACHMENTS AS OF THIS DATE:

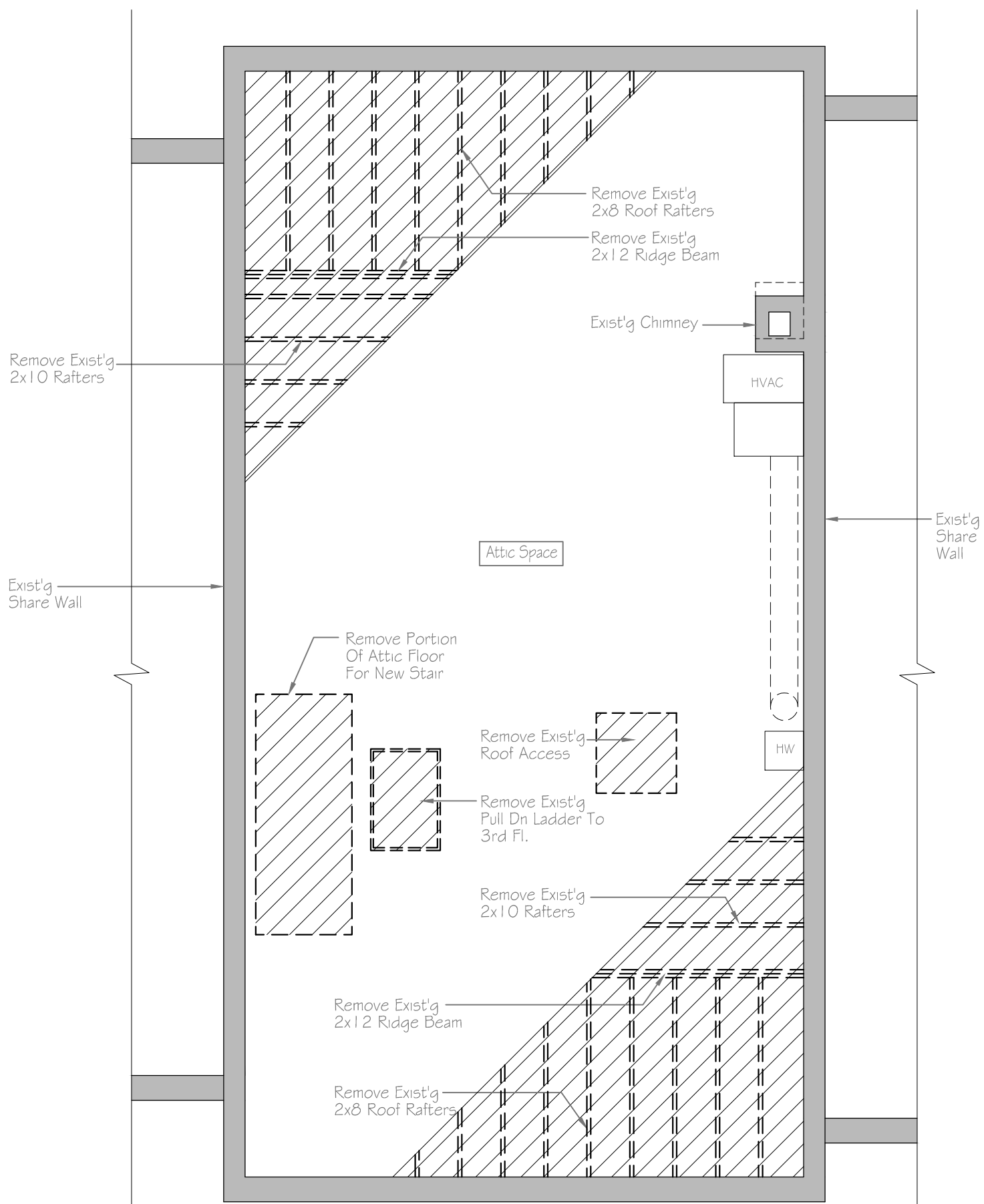
THIS PLAT IS SUBJECT TO  
RESTRICTIONS OF RECORD.  
A TITLE REPORT WAS NOT FURNISHED.  
NO CORNER MARKERS SET.



ORDRED BY:

CURETON  
ACE DESIGNS

**DOMINION** Surveyors Inc.®  
8808-H PEAR TREE VILLAGE COURT  
ALEXANDRIA, VIRGINIA 22309  
703-619-6555  
FAX: 703-799-6412



1 Existing / Demolition Attic Plan  
Scale: 1/4" = 1' - 0"

Legend:

- Existing Masonry Wall
- Existing Item To Be Removed
- Existing Area To Be Removed

# CRAFTED ARCHITECTURE LLC

Christine A. Kelly, AIA  
950 N Washington Street, Suite 234, Alexandria, Virginia 22314  
ph 703-768-7371 e-mail christine@craftedarchitecture.com

## Existing / Demolition Attic Plan

Drawing:

119 Queen Street  
Alexandria, VA

Project:

BAR Submittal

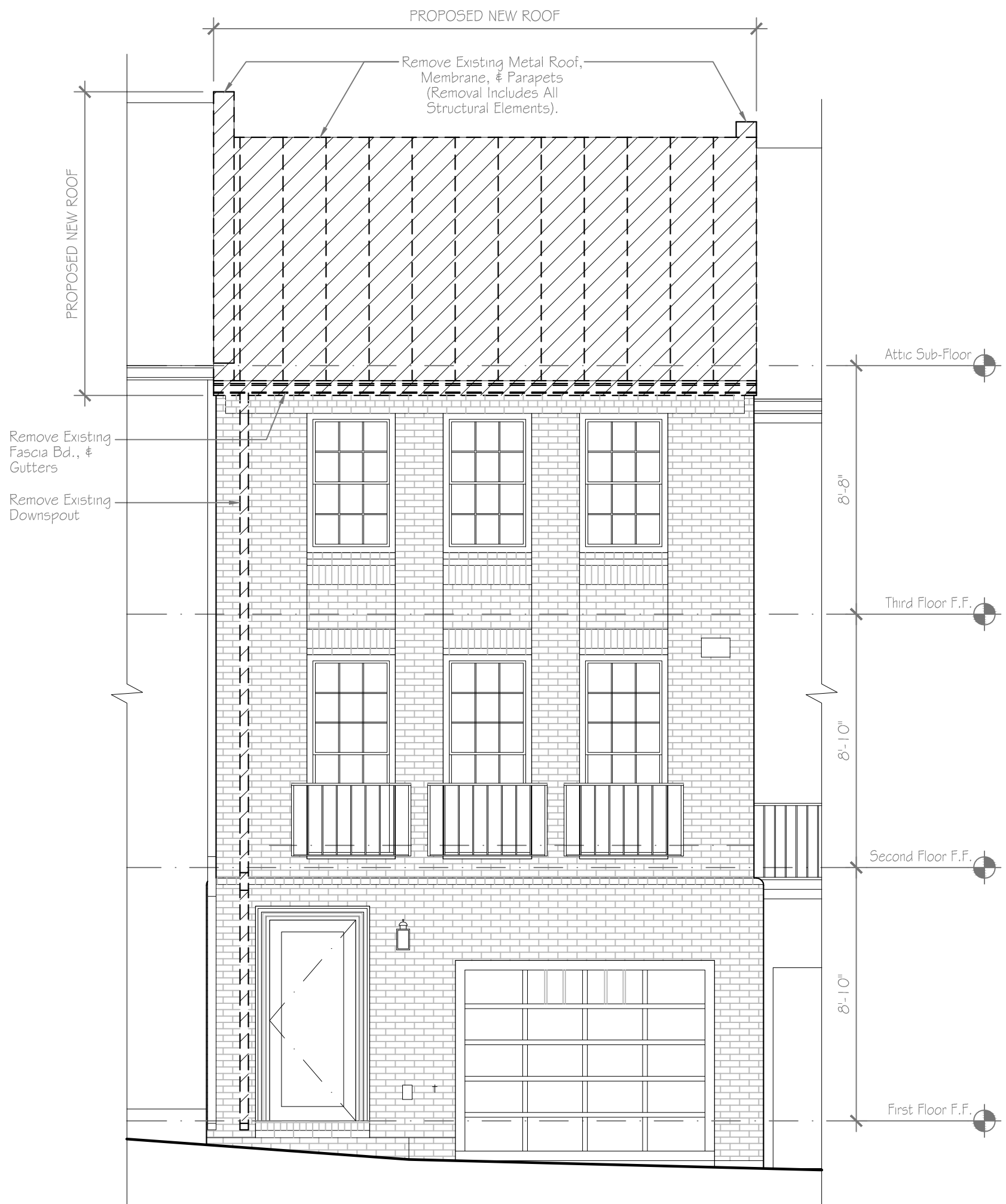
Submission:

November 19, 2015

Date:

Sheet No.

# A1



1 Existing / Demolition Front Elevation  
Scale: 1/4" = 1' - 0"

CRAFTED  
ARCHITECTURE LLC

Christine A. Kelly, AIA  
950 N Washington Street, Suite 234, Alexandria, Virginia 22314  
ph 703-768-7371 e-mail christine@craftedarchitecture.com

Existing / Demolition Elevation

Drawing:

119 Queen Street  
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Project:

BAR Submittal

Submission:

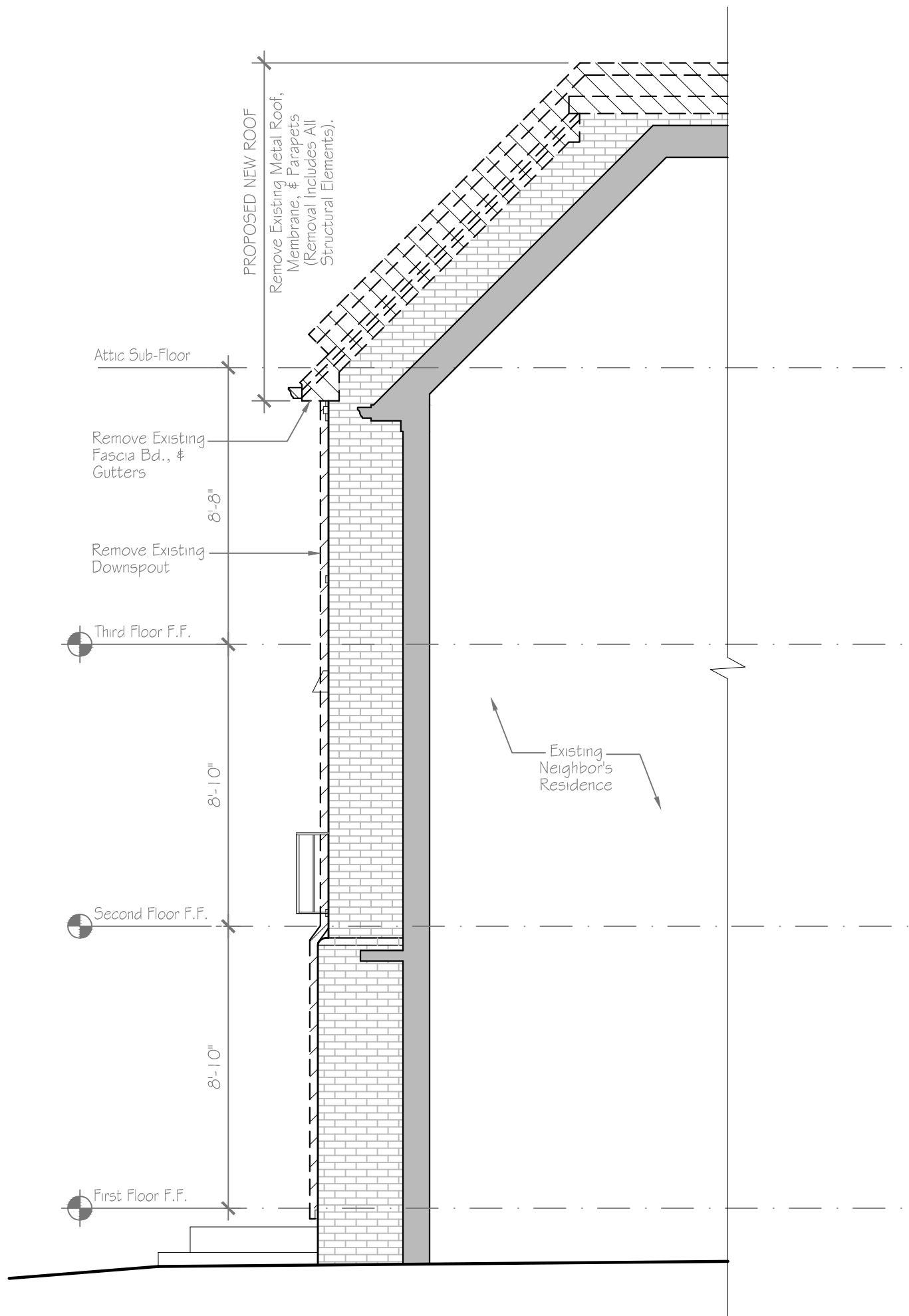
November 19, 2015

Date:

Sheet No.

**A2**





1 Existing / Demolition Side Elevation  
Scale: 1/4" = 1' - 0"

CRAFTED  
ARCHITECTURE LLC

Christine A. Kelly, AIA  
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ph 703-768-7371 e-mail christine@craftedarchitecture.com

Existing / Demolition Elevation

Drawing:

119 Queen Street  
Alexandria, VA

Project:

BAR Submittal

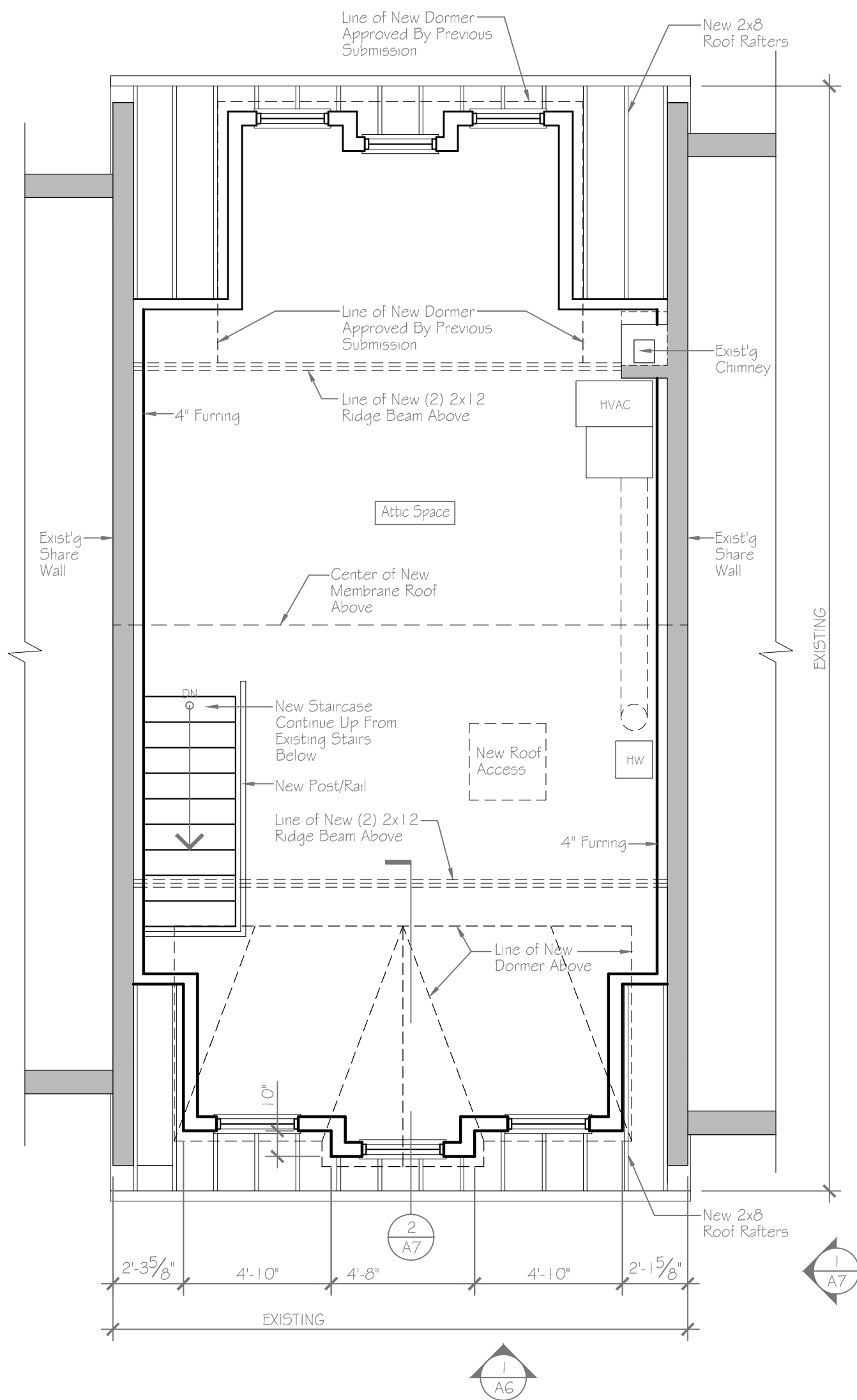
Submission:

November 19, 2015

Date:

Sheet No.

**A3**



1 Proposed Attic Plan  
Scale: 1/4" = 1' - 0"

CRAFTED  
ARCHITECTURE LLC

Christine A. Kelly, AIA  
950 N Washington Street, Suite 234, Alexandria, Virginia 22314  
ph 703-768-7371 e-mail christine@craftedarchitecture.com

Proposed Attic Plan

Drawing:

119 Queen Street  
Alexandria, VA

Project:

BAR Submittal

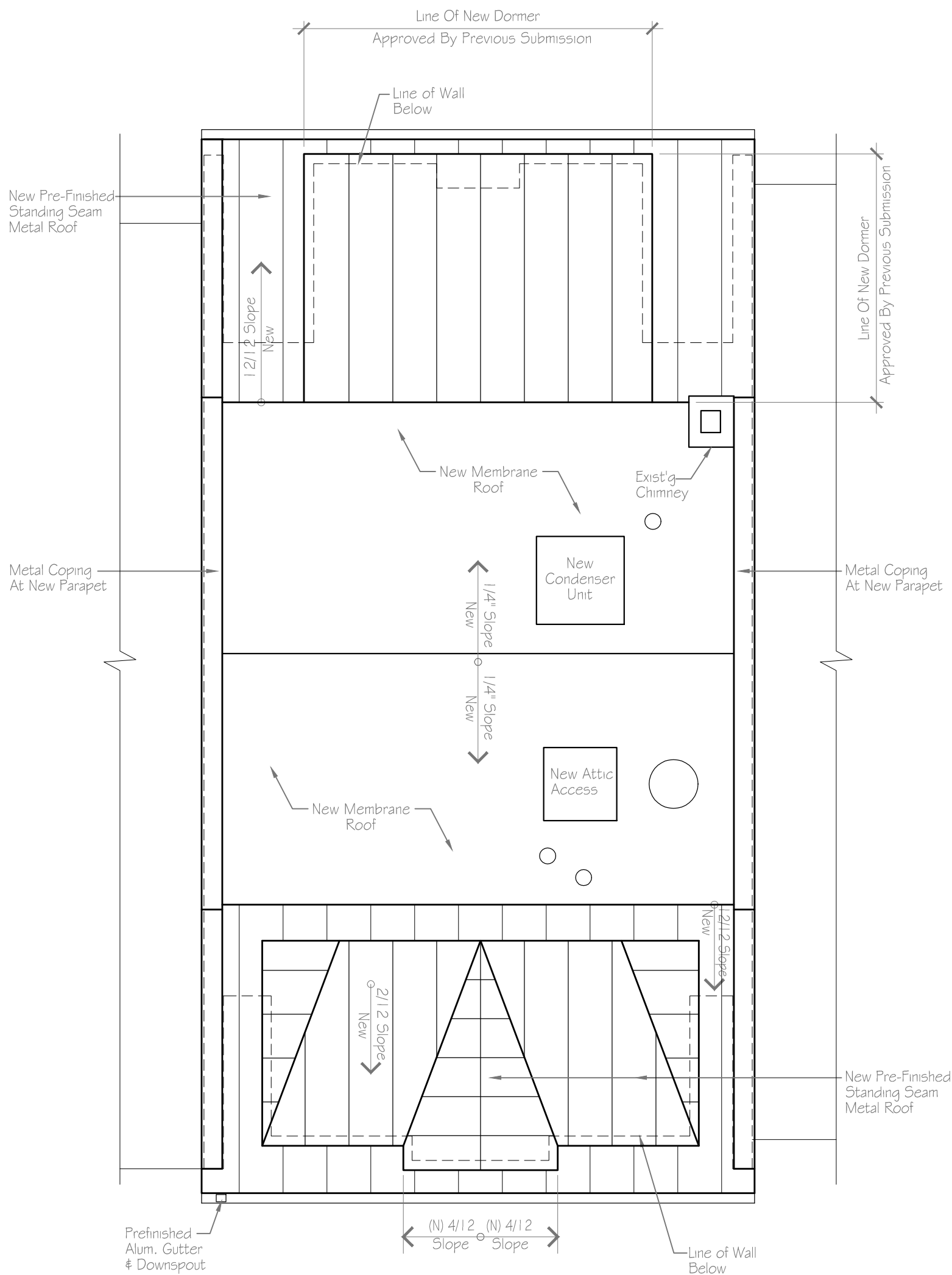
Submission:

November 19, 2015

Date:

Sheet No.

A4



1 Proposed Roof Plan  
Scale: 1/4" = 1' - 0"

CRAFTED  
ARCHITECTURE LLC

Christine A. Kelly, AIA  
950 N Washington Street, Suite 234, Alexandria, Virginia 22314  
ph 703-768-7371 e-mail christine@craftedarchitecture.com

Proposed Roof Plan

Drawing:

119 Queen Street  
Alexandria, VA

Project:

BAR Submittal

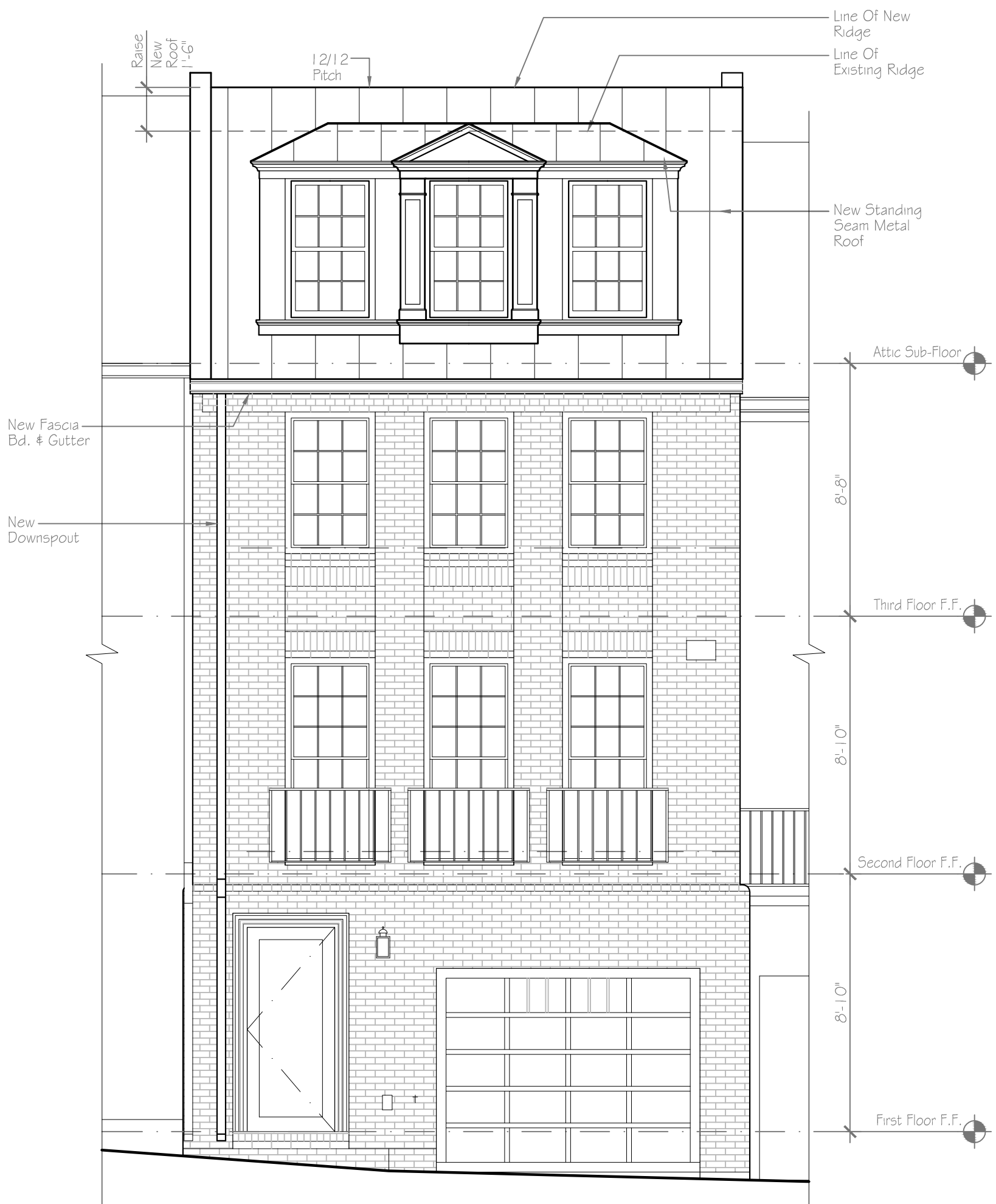
Submission:

November 19, 2015

Date:

Sheet No.

A5



1 Proposed Front Elevation  
Scale: 1/4" = 1' - 0"

CRAFTED  
ARCHITECTURE LLC

Christine A. Kelly, AIA  
950 N Washington Street, Suite 234, Alexandria, Virginia 22314  
ph 703-768-7371 e-mail christine@craftedarchitecture.com

Proposed Front Elevation

Drawing:

119 Queen Street  
Alexandria, VA

Project:

BAR Submittal

Submission:

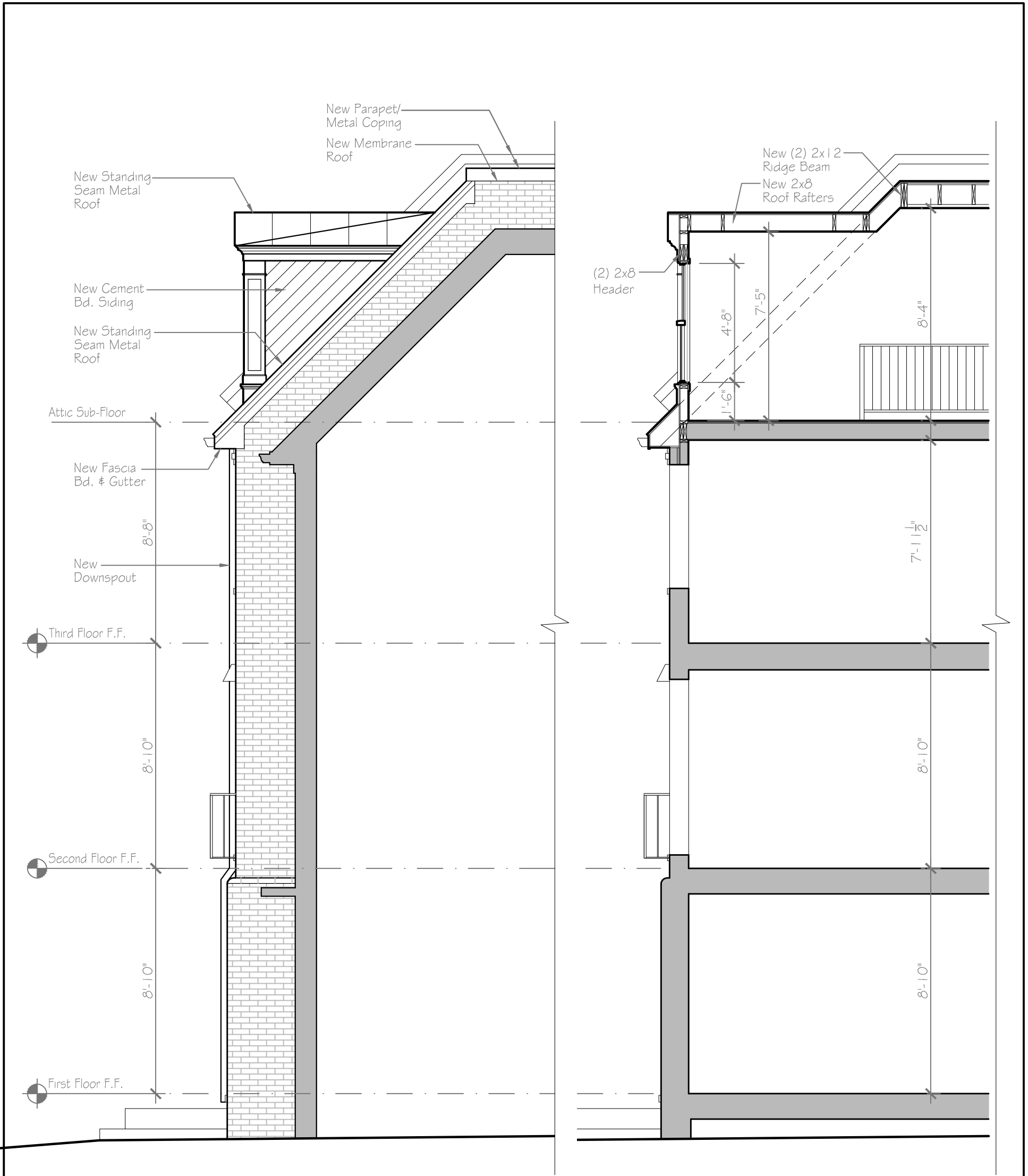
November 19, 2015

Date:

Sheet No.

A6





1 **Proposed Side Elevation**  
Scale: 1/4" = 1' - 0"

2 **Building Section**  
Scale: 1/4" = 1' - 0"

**CRAFTED  
ARCHITECTURE LLC**

Christine A. Kelly, AIA  
950 N Washington Street, Suite 234, Alexandria, Virginia 22314  
ph 703-768-7371 e-mail christine@craftedarchitecture.com

Proposed Side Elevation  
& Building Section

Drawing:

119 Queen Street  
Alexandria, VA

Project:

BAR Submittal

Submission:

November 19, 2015

Date:

Sheet No.

**A7**

BAR Case # 2015-00224/00225ADDRESS OF PROJECT: 119 Queen St Alexandria, Va 22314TAX MAP AND PARCEL: 065.03-05-50 ZONING: RM

## APPLICATION FOR: (Please check all that apply)

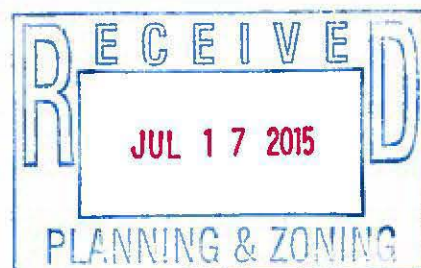
☒ CERTIFICATE OF APPROPRIATENESS☒ PERMIT TO MOVE, REMOVE, ENCAPSULATE OR DEMOLISH  
(Required if more than 25 square feet of a structure is to be demolished/impacted)☐ WAIVER OF VISION CLEARANCE REQUIREMENT and/or YARD REQUIREMENTS IN A VISION  
CLEARANCE AREA (Section 7-802, Alexandria 1992 Zoning Ordinance)☒ 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: Deborah & Kenneth CuretonAddress: 119 Queen StCity: Alexandria State: Va Zip: 22314Phone: 703-575-7810 E-mail: debcurceton@earthlink.netAuthorized Agent (if applicable): ☐ Attorney ☐ Architect ☒ Contractor-DESIGNERName: MICHAEL DIGGSPhone: 571-330-3257E-mail: MICHAELDIGGS52@GMAIL.COM

## Legal Property Owner:

Name: Deborah & Kenneth CuretonAddress: 119 Queen StCity: Alexandria State: Va Zip: 22314Phone: 703-575-7810 E-mail: debcurceton@earthlink.net

- ☐ Yes ☒ No Is there an historic preservation easement on this property?
- ☐ Yes ☐ No If yes, has the easement holder agreed to the proposed alterations?
- ☐ Yes ☒ No Is there a homeowner's association for this property?
- ☐ Yes ☐ No If yes, has the homeowner's association approved the proposed alterations?

If you answered yes to any of the above, please attach a copy of the letter approving the project.



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

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

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

REMOVE A 12' x 7' SECTION OF EXISTING MANSARD METAL  
 ROOF FOR THE FRONT AND REAR OF TOWNHOUSE.  
 INSTALL A 12' x 7' (3 WINDOW) DORMER AS SHOWN ON  
 ATTACHED DWG A-10

**SUBMITTAL REQUIREMENTS:**

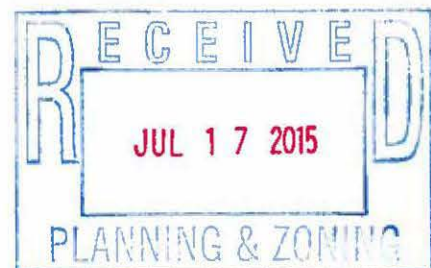
Items listed below comprise the **minimum supporting materials** for BAR applications. Staff may request additional information during application review. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

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.





**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.

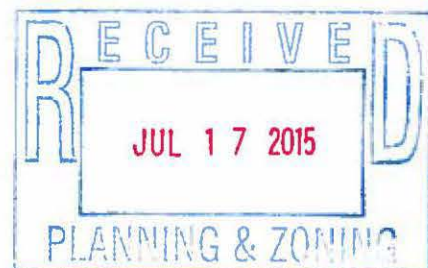
- ☒ ☐ N/A
- ☒ ☐ Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
- ☒ ☐ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, 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.



**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.

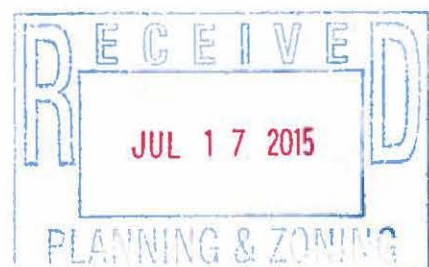
The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found 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: *Deborah Cureton*  
*Kenneth Cureton*Printed Name: Deborah Cureton  
Kenneth CuretonDate: 7/8/15

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**APPLICANT OR AUTHORIZED AGENT:**Signature: Michael DugasPrinted Name: Michael DugasDate: 7-17-2015

OWNERSHIP AND DISCLOSURE STATEMENT  
Use additional sheets if necessary

**REVISED**

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. KENNETH CURETON	119 QUEEN ST	50%
2. DEBORAH CURETON	119 QUEEN ST	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 119 Queen St 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. KENNETH CURETON	119 QUEEN ST	50%
2. DEBORAH CURETON	119 QUEEN ST	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 the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. Kenneth Cureton	119 Queen St N/A	N/A
2. Deborah Cureton	119 Queen St N/A	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.

7-17-2014  
Date

Michael D. GIGGS  
Printed Name

  
Signature

8/5/2014

Deborah Cureton

