

Docket Item #4 & #5
BAR CASE #2016-00441 & 2016-00442

BAR Meeting
January 18, 2017

ISSUE: Permit to Demolish and Certificate of Appropriateness for Alterations

APPLICANT: Kathy and Charlie Allegrone

LOCATION: 103 Queen Street

ZONE: RM/Residential

STAFF RECOMMENDATION

Staff recommends approval of the Permit to Demolish and Certificate of Appropriateness, 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.



BAR2016-00441 & 00442



Note: Staff coupled the applications for a Permit to Demolish (BAR #2016-00441) and Certificate for Appropriateness (BAR #2016-00442) for clarity and brevity.

I. ISSUE

The applicant requests a Permit to Demolish for the removal of two existing windows and the partial demolition/capsulation of the brick exterior wall on the eastern bay of the second floor on the Queen Street façade. The Permit to Demolish will also include the removal of a third-floor (roof) skylight on the rear elevation. The scope of demolition/capsulation will involve 72 square feet on the façade and 69 square feet on the rear elevation, for a total of 141 square feet.

The applicant also requests a Certificate of Appropriateness for the installation of a projecting bay window on the Queen Street façade as well as the shed dormer on the rear elevation's roof pitch, which will be visible from North Union Street looking southwestward. (Figure 1)



Figure 1: view of third-story skylight, proposed to be replaced by shed dormer, rear elevation of 103 Queen Street as seen from North Union Street looking southwestward.

II. HISTORY

The late 20th-century dwelling at 103 Queen Street is a one in an assemblage of 86 three-story brick townhouses bounded by North Union, North Lee, Queen and Oronoco Streets which was approved by City Council in 1968 (Special Use Permit #1084) and constructed in 1971.¹ Prior to the housing construction, the area had been heavy industrial, the site occupied by the fertilizer sheds and pens of the American Agricultural Chemical Company. The attached townhouses are a variety of simplified Colonial Revival styles.

This area was not included in the Old and Historic Alexandria District until June of 1984. The address has only one previous BAR case associated with it: in 2000, property owners Steven Winchell and Nancy Shaver sought approval for the reconstruction of a garden wall and brick patio in the rear.

III. ANALYSIS

Permit to Demolish

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

Standard	Description of Standard	Standard Met?
(1)	Is the building or structure of such architectural or historical interest that its moving, removing, capsulating or razing would be to the detriment of the public interest?	No
(2)	Is the building or structure of such interest that it could be made into a historic house?	No
(3)	Is the building or structure of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?	No
(4)	Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?	N/A
(5)	Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?	No
(6)	Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values, generating business, creating new positions, attracting tourists, students, writers, historians, artists and artisans, attracting new residents, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, and making the city a more attractive and desirable place in which to live?	No

Staff has no objection to the proposed demolition of the façade's two easternmost windows and the partial demolition/capsulation of the brick wall sections above and in between those windows

¹ City of Alexandria Building Permit #8841 from July 21, 1971 for Lawrence Brandt for 101-113 Queen Street.

on the second floor of the Queen Street façade, totaling 72 square feet. In addition, staff has no objection to the removal of the skylight and partial demolition/capsulation of portions of the existing slate roof on the rear elevation, totaling 69 square feet, finding the building fabric non-historic.

Certificate of Appropriateness for Alterations

The applicant seeks a Certificate of Appropriateness for the installation of a tripartite, projecting bay window on the Queen Street façade. The Marvin-brand bay window will be aluminum-clad wood with composite trim in an ebony color. The narrow side panels will be operable, four-over-four lite, double-hung windows with simulated divided lites (SDLs) with spacer bars and Low E2 insulating glass as well as full, fiberglass screens in a charcoal color. The central panel will be a fixed, multi-lite picture window. The bay window will be capped in a shed metal roof. It will have a clearance of seven feet (7') from grade and approximately will measure seven feet and 2.75 inches (7'-2 3/4") wide by seven feet and eleven inches (7'-11") high. It will project one foot and eight inches (1'-8") from the wall plane.

The Certificate of Appropriateness will also entail the installation of a shed dormer on the roof (third-story) of the rear elevation. The dormer will hold three nine-lite, aluminum-clad wood casement windows and painted composite trim; the whole will be capped in a shed metal roof. The dormer approximately will measure seven feet, two inches (7'-2") wide by three feet, one inch (3'-1") high, providing more headroom than is currently available due to the steep pitch of the hipped roof.

Staff recognizes that the proposed materials are appropriate for late 20th-century construction within the Old and Historic Alexandria District. In summation, staff supports the application with the conditions enumerated above.

STAFF

Heather N. McMahon, 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 interior renovation and roofing work complies with zoning.
- C-2 Proposed exterior building materials comply with zoning.
- C-3 Remove two existing windows (facing Queen Street) located on the first floor and replace with a projecting bay window complies with zoning.
- C-4 Remove an existing skylight located on the third floor and install a shed dormer complies with zoning.

- C-5 When applying for the building permit, applicant must indicate the actual height of areas of less than 7'-6" tall on the reflected ceiling plans. This is required for zoning staff to confirm FAR compliance for the proposed project.

Code Administration

- C-1 A building permit, plan review and inspections are required for these alterations.

Transportation and Environmental Services

- 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)
- C3. 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)
- C4. All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C5. Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C6. 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)
- 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)
- R3. 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)
- F1. Previously reviewed under [BAR2000-00065] (T&ES)
- F2. 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)

Alexandria Archaeology

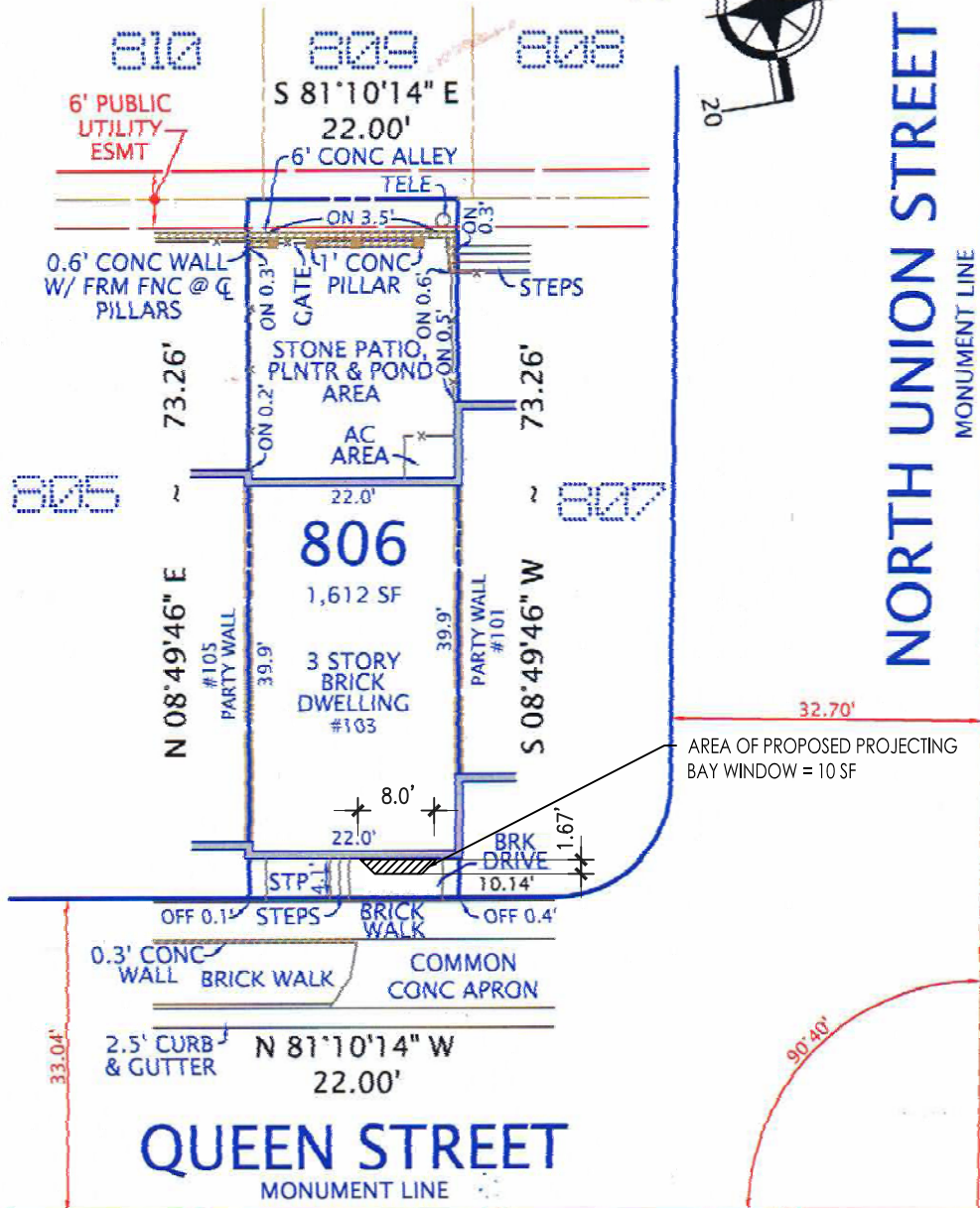
No comments received.

V. ATTACHMENTS

1 – Supplemental Materials

2 – Application for BAR2016-00441 & 2016-00442: 103 Queen Street

- NOTES: 1. FENCES ARE FRAME.
2. UTILITIES ARE UNDERGROUND.
3. RETAINING WALLS ARE 0.6' CONC UNLESS NOTED.



PLAT
SHOWING HOUSE LOCATION ON

LOT 806, SECTION FOUR
OLD TOWNE

(DEED BOOK 726, PAGE 115)

CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1" = 20'

NOVEMBER 17, 2015

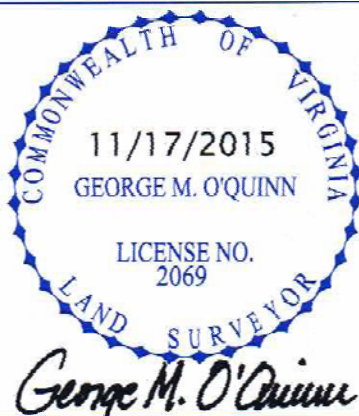
Application & Materials
BAR2016-00441 & 00442
103 Queen Street
12/19/2016

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.



ORDERED BY:

WINCHELL ~ ALLEGORNE

HOMETOWN TITLE & ESCROW, LLC



DOMINION

Surveyors
Inc.®

8808-H PEAR TREE VILLAGE COURT
ALEXANDRIA, VIRGINIA 22309
703-619-6555
FAX: 703-799-6412



Application & Materials
 BAR2016-00441 & 00442
 103 Queen Street
 12/19/2016

103 Queen Street, Alexandria, VA 22314

PHOTO OF EXISTING QUEEN STREET ELEVATION

CLIENT:

Kathy and Charlie Allegrone
 103 Queen Street
 Alexandria, VA 22314

ARCHITECT:

325 north patrick street
 alexandria, va 22314
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 info@conkeyarchitects.com

19 DECEMBER 2016

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ASK
1.1A

Application & Materials
BAR2016-00441 & 00442
103 Queen Street
12/19/2016



103 Queen Street, Alexandria, VA 22314

PHOTO OF EXISTING REAR ELEVATION

CLIENT:
Kathy and Charlie Allegrone
103 Queen Street
Alexandria, VA 22314

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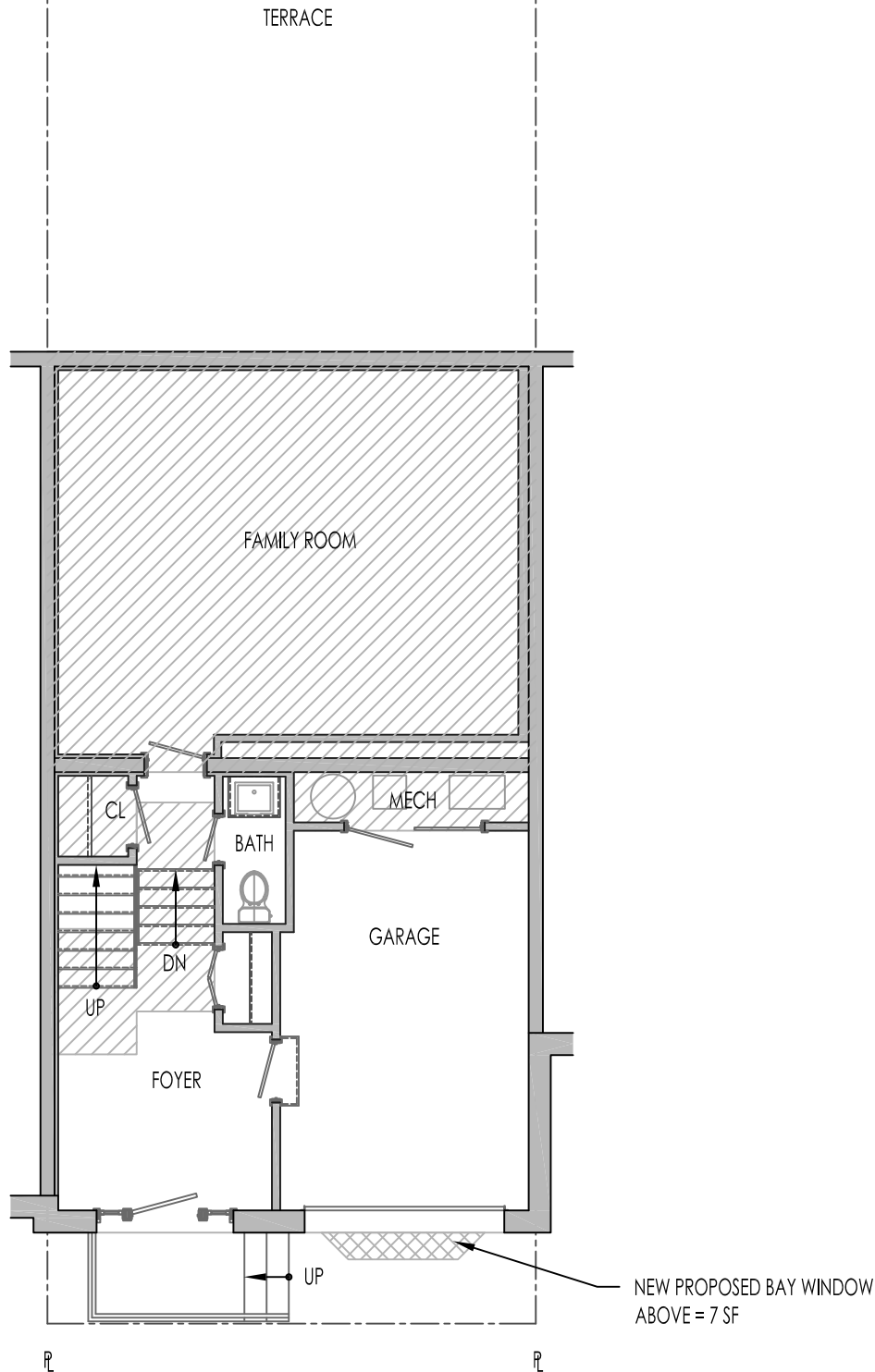
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


ASK
1.1B

Application & Materials
 BAR2016-00441 & 00442
 103 Queen Street
 12/19/2016



- DEMOLITION WORK
- 01 WINDOW TO BE REMOVED
 - 02 MASONRY TO BE REMOVED / ENCAPSULATED
 - 03 SLATE ROOF TO BE REMOVED ENCAPSULATED
 - 04 SKYLIGHT TO BE REMOVED

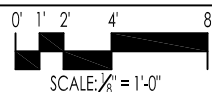
- NEW WORK
- 10 ALUM. CLAD PROJECTING BAY WINDOW W/ PTD COMPOSITE TRIM & MTL ROOF
 - 11 ALUM CLAD WINDOWS IN SHED DORMER W/ PTD COMPOSITE TRIM & MTL ROOFING

-  EXISTING AREA DEDUCTED
-  PROPOSED AREA TO BE ADDED = 17 SF
-  PROPOSED AREA TO BE LOWERED TO < 7'-6" = 17 SF

103 Queen Street, Alexandria, VA 22314

EXISTING BASEMENT LEVEL PLAN

CLIENT:
 Kathy and Charlie Allegrone
 103 Queen Street
 Alexandria, VA 22314



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ARCHITECT:

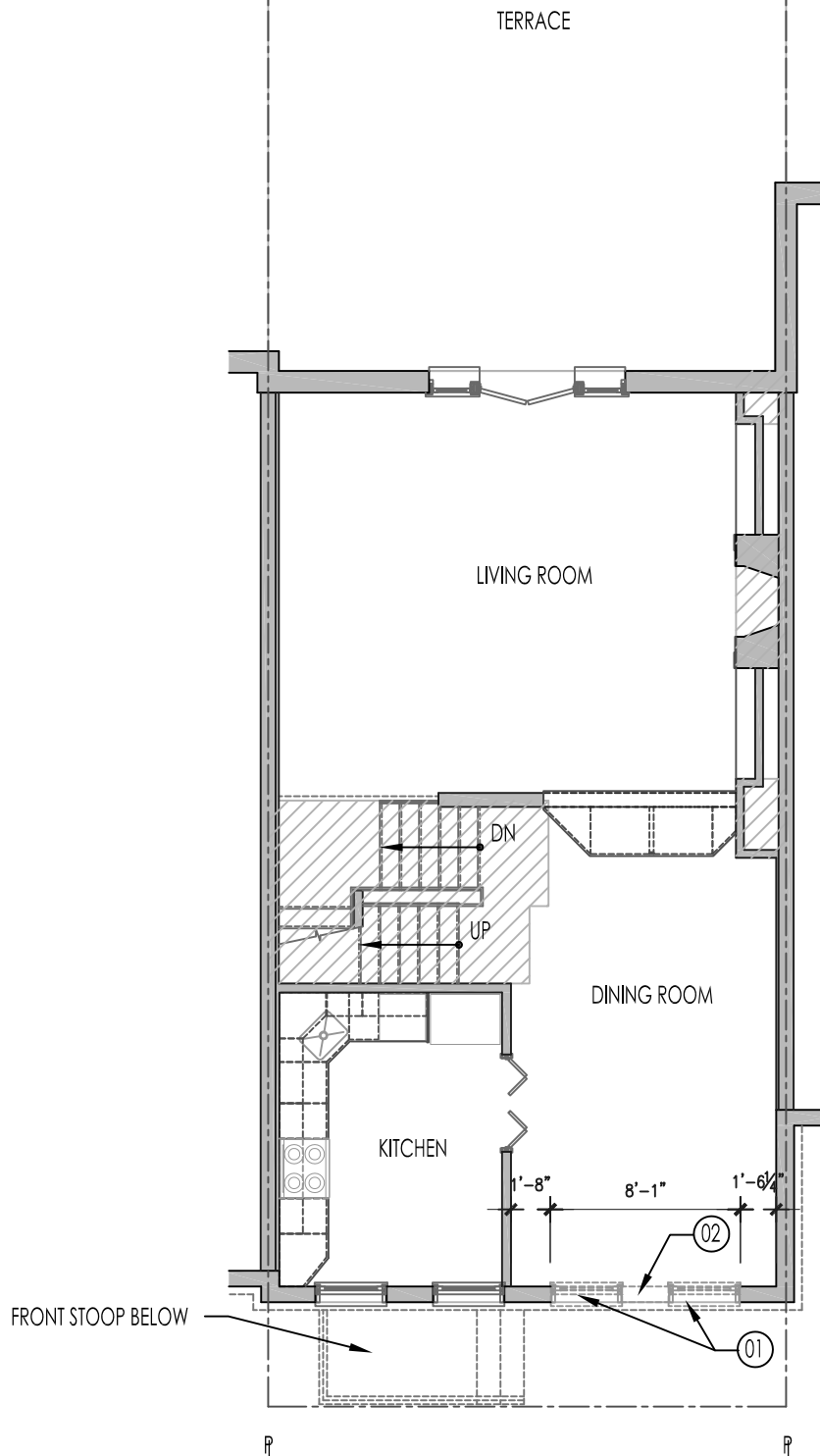
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103 Queen Street
12/19/2016



- DEMOLITION WORK
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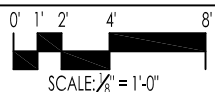
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103 Queen Street, Alexandria, VA 22314

EXISTING 1ST FLOOR LEVEL PLAN SHOWING PROPOSED DEMOLITION

CLIENT:
Kathy and Charlie Allegrone
103 Queen Street
Alexandria, VA 22314



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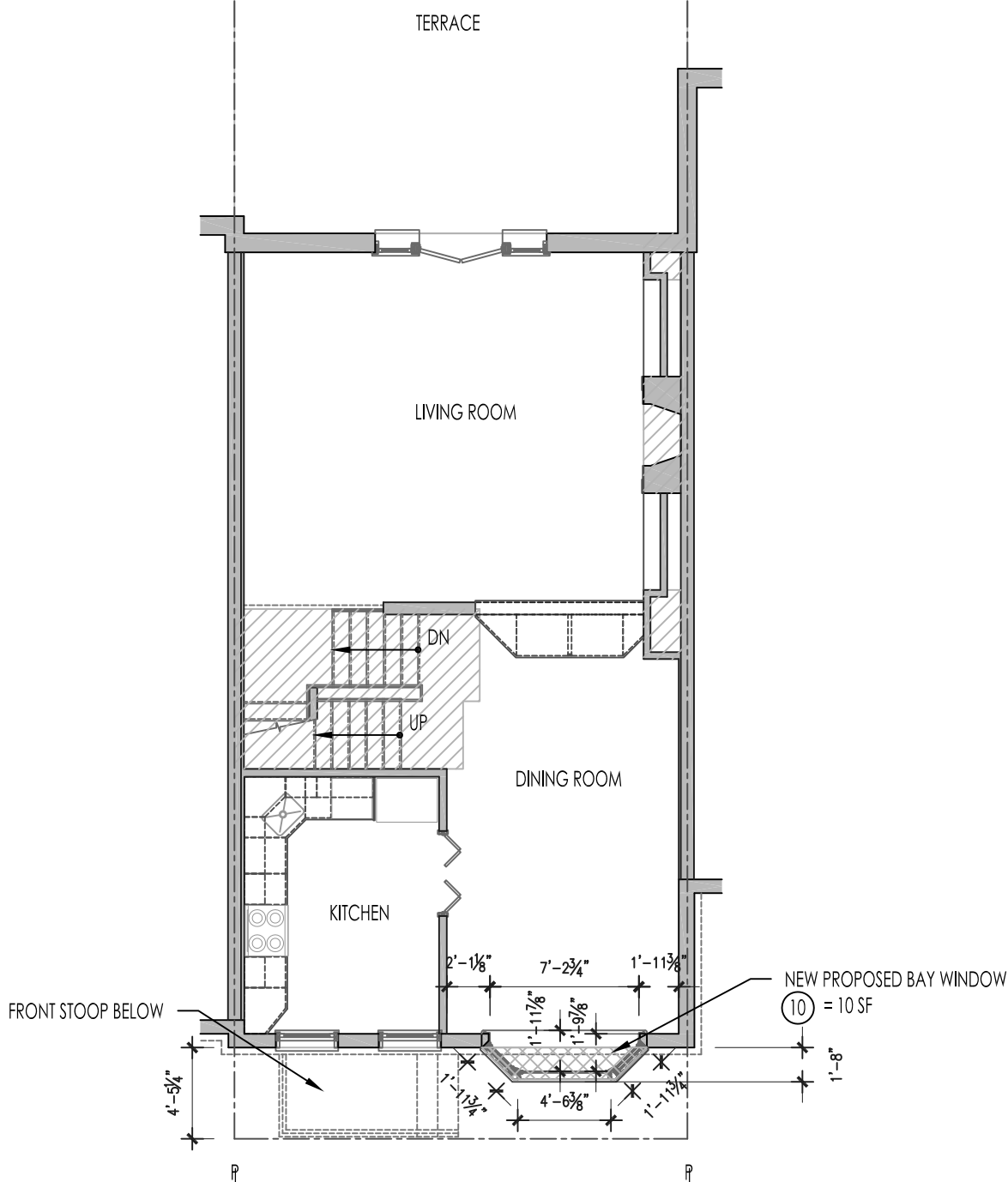
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


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2.1

Application & Materials
 BAR2016-00441 & 00442
 103 Queen Street
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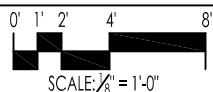
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103 Queen Street, Alexandria, VA 22314

PROPOSED 1ST FLOOR LEVEL PLAN

CLIENT:
 Kathy and Charlie Allegrone
 103 Queen Street
 Alexandria, VA 22314



19 DECEMBER 2016

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Application & Materials
 BAR2016-00441 & 00442
 103 Queen Street
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
TERRACE
 BELOW


DEMOLITION WORK


- 01 WINDOW TO BE REMOVED
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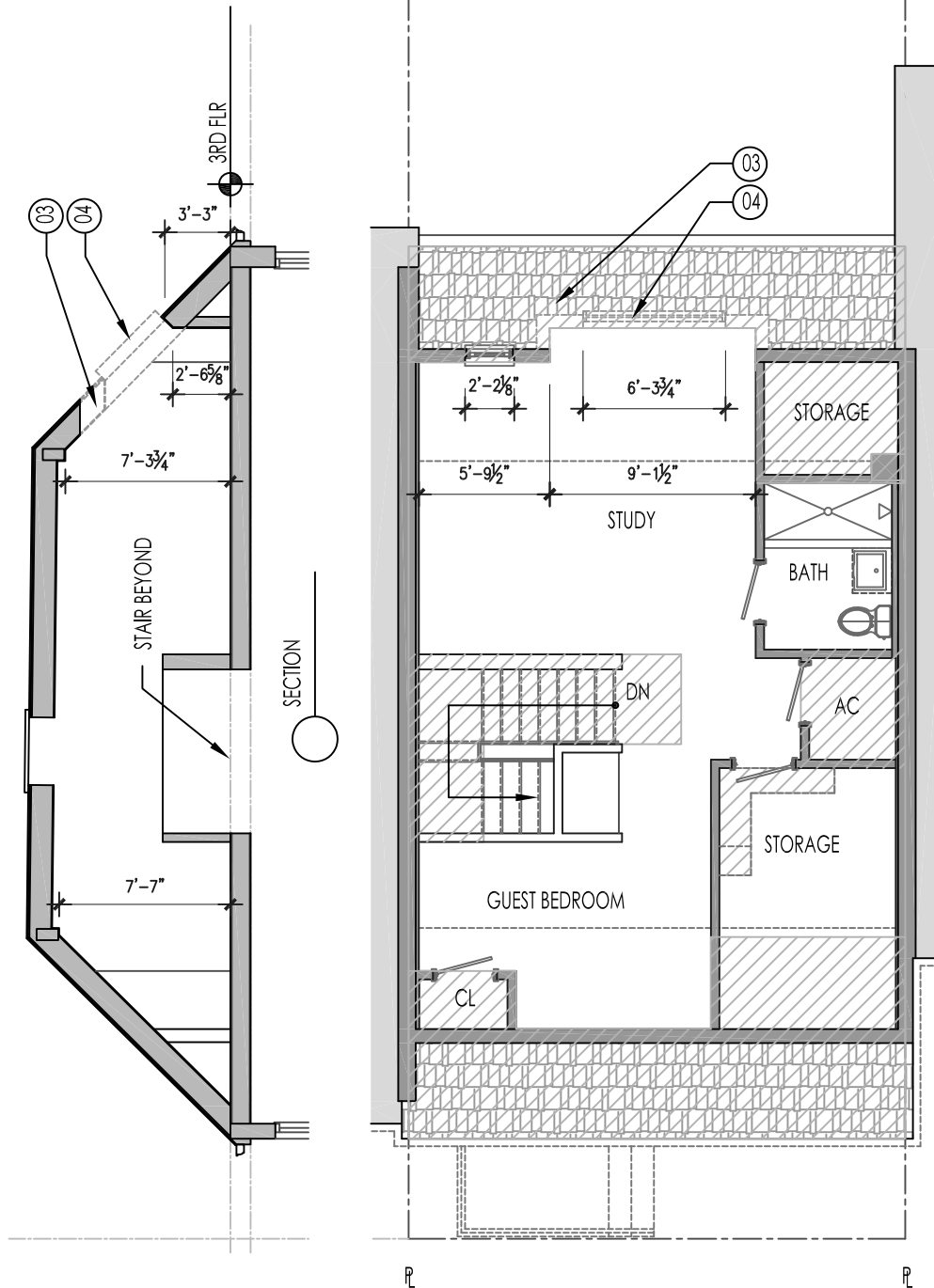
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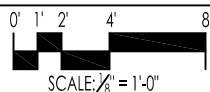


103 Queen Street, Alexandria, VA 22314

EXISTING 3RD FLOOR LEVEL PLAN SHOWING PROPOSED DEMOLITION

CLIENT:

Kathy and Charlie Allegrone
 103 Queen Street
 Alexandria, VA 22314



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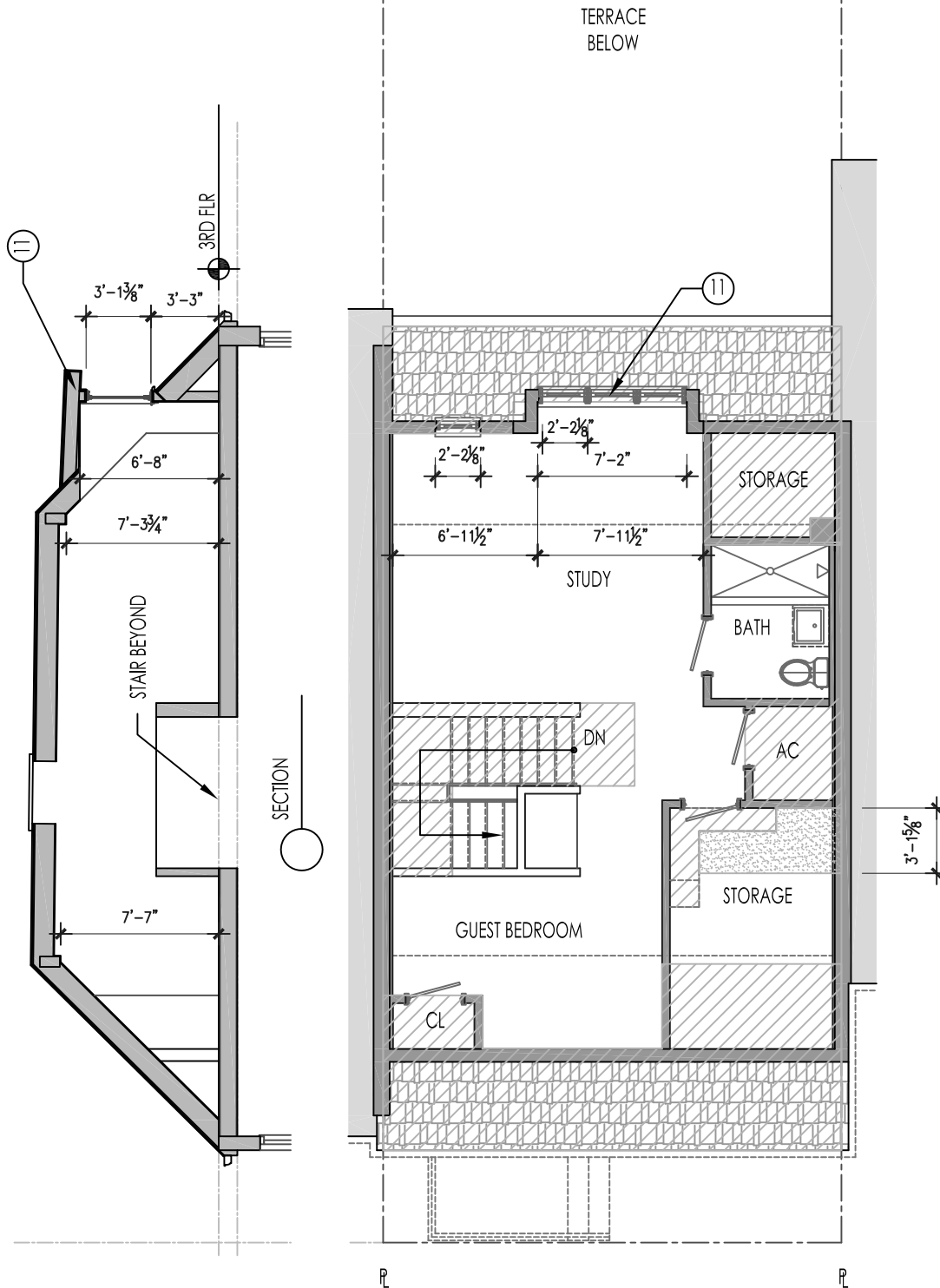
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ASK
2.3

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 103 Queen Street
 12/19/2016



- DEMOLITION WORK
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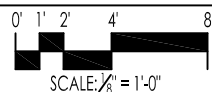
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103 Queen Street, Alexandria, VA 22314

PROPOSED 3RD FLOOR LEVEL PLAN

CLIENT:
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ARCHITECT:

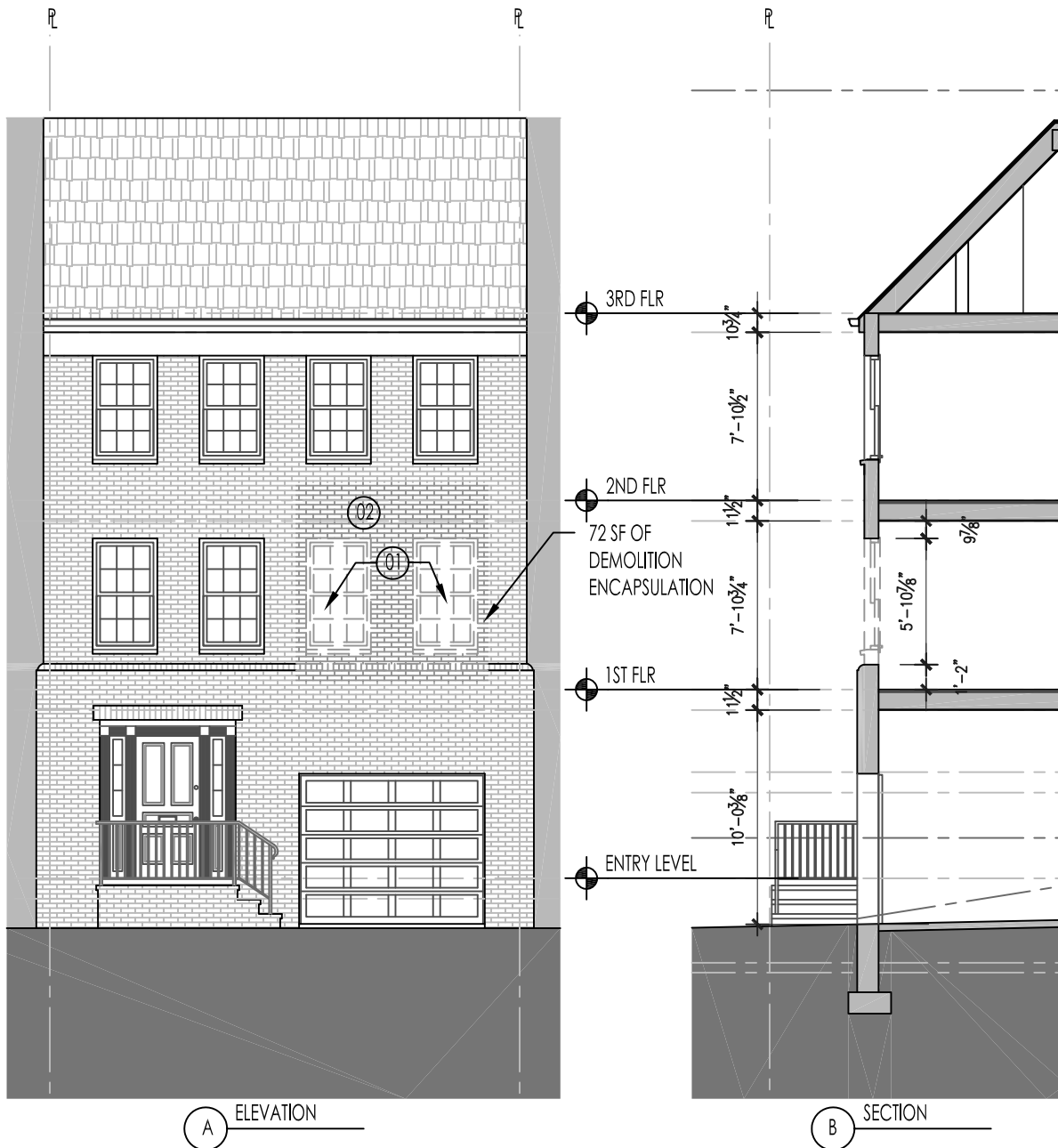
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ASK
2.3A

Application & Materials
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 103 Queen Street
 12/19/2016



103 Queen Street, Alexandria, VA 22314

EXISTING QUEEN STREET FACADE & BUILDING SECTION SHOWING PROPOSED DEMOLITION

CLIENT:
 Kathy and Charlie Allegrone
 103 Queen Street
 Alexandria, VA 22314

0' 1' 2' 4' 8'
 SCALE: 1/8" = 1'-0"

19 DECEMBER 2016

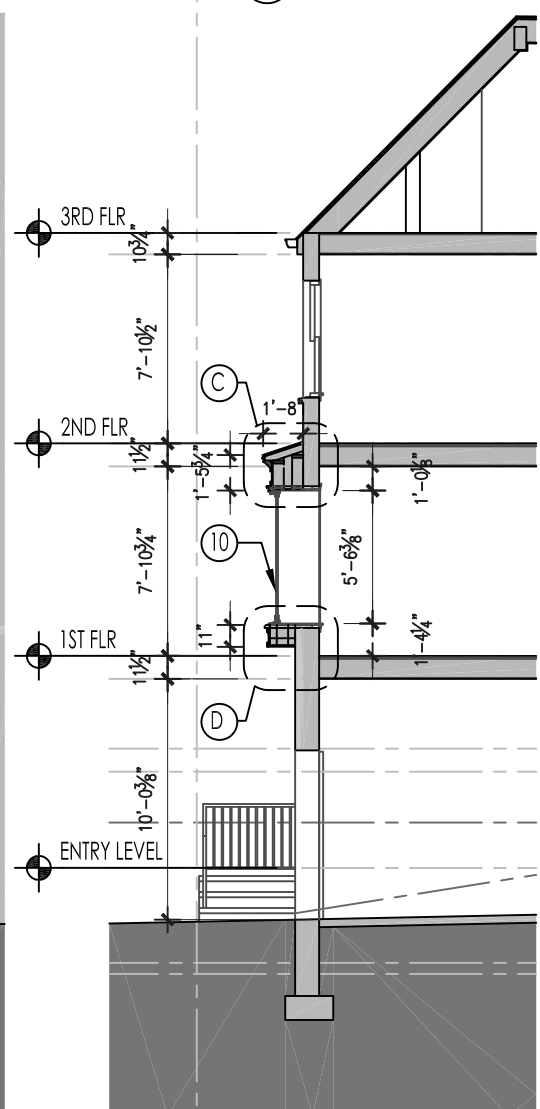
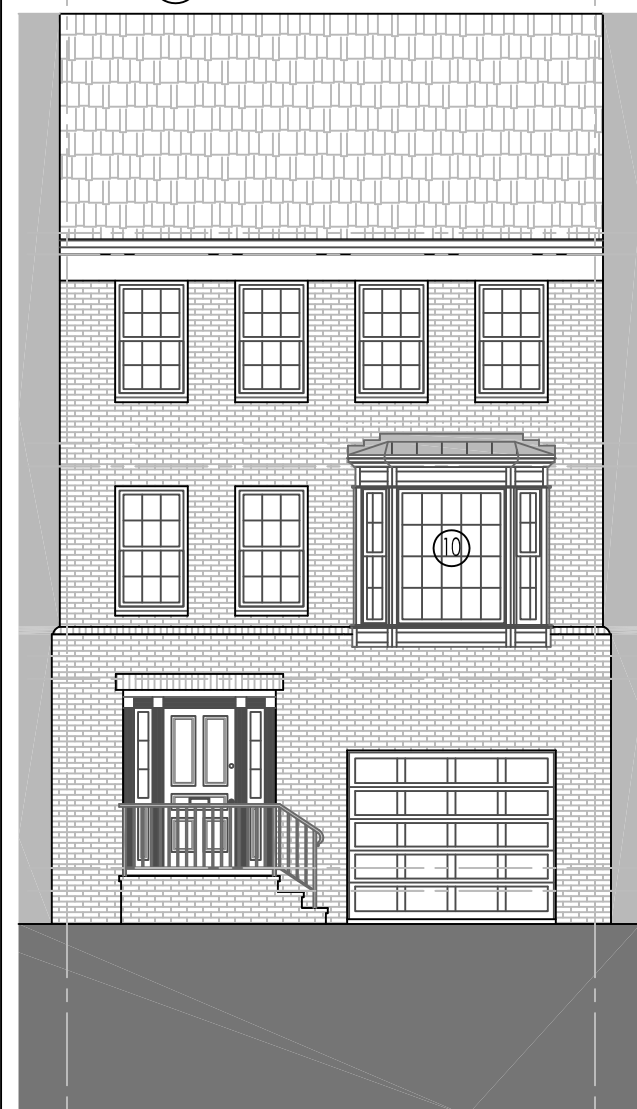
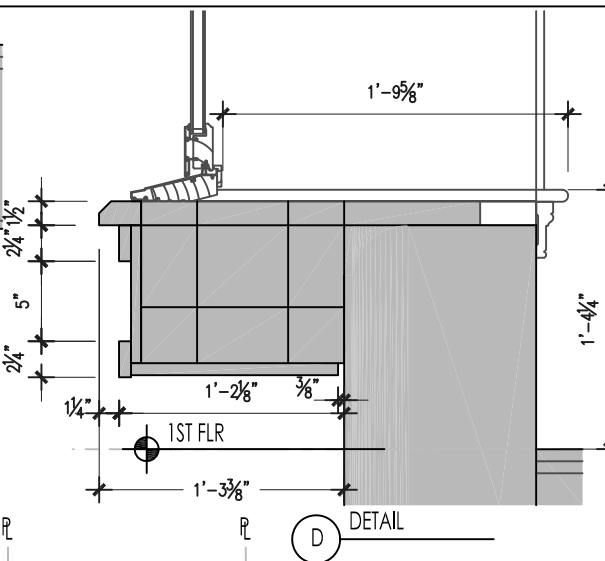
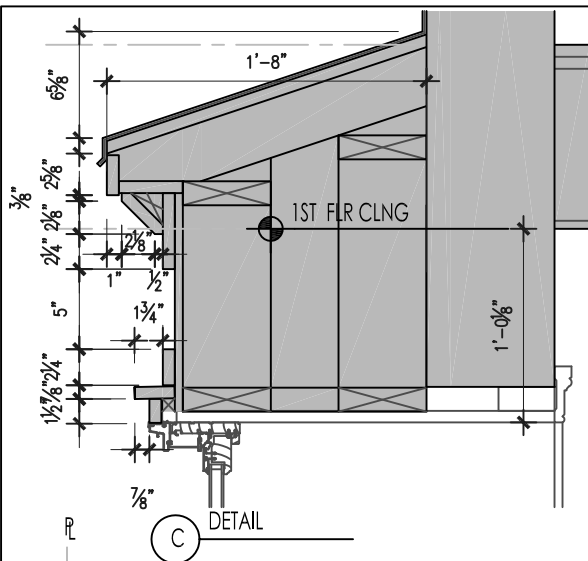
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3.1



DEMOLITION WORK	
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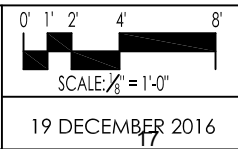
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103 Queen Street, Alexandria, VA 22314

PROPOSED QUEEN STREET FACADE & BUILDING SECTION

CLIENT:
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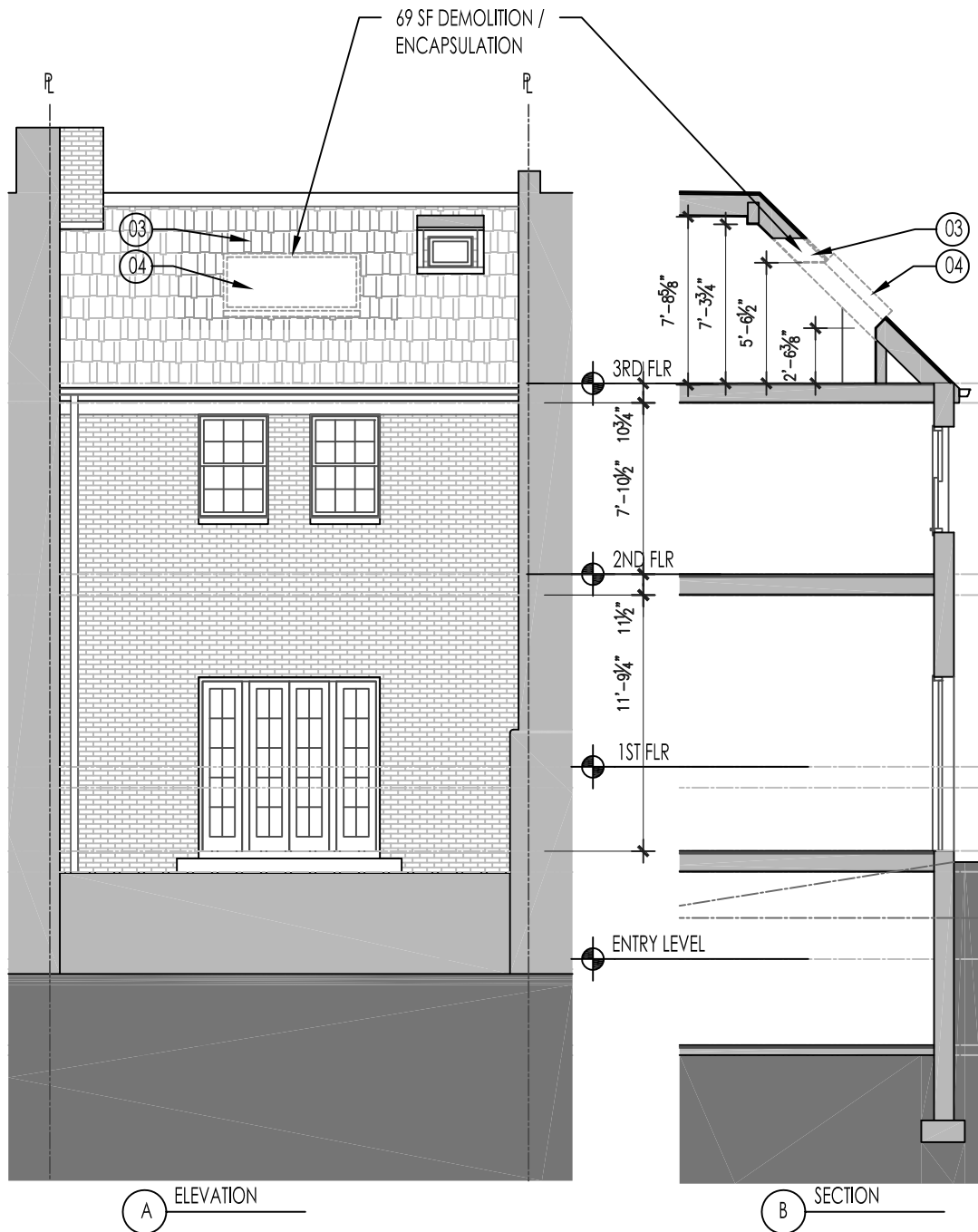
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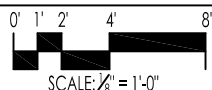
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EXISTING REAR FACADE & BUILDING SECTION SHOWING PROPOSED DEMOLITION

CLIENT:
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 103 Queen Street
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ARCHITECT:

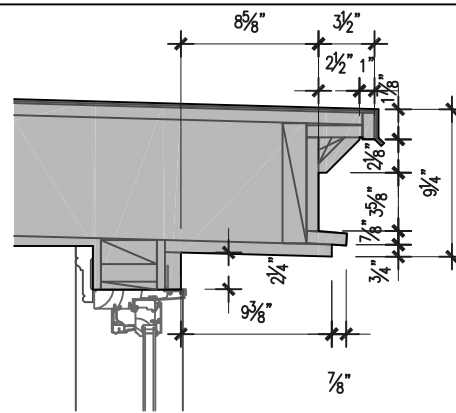
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ASK
3.2

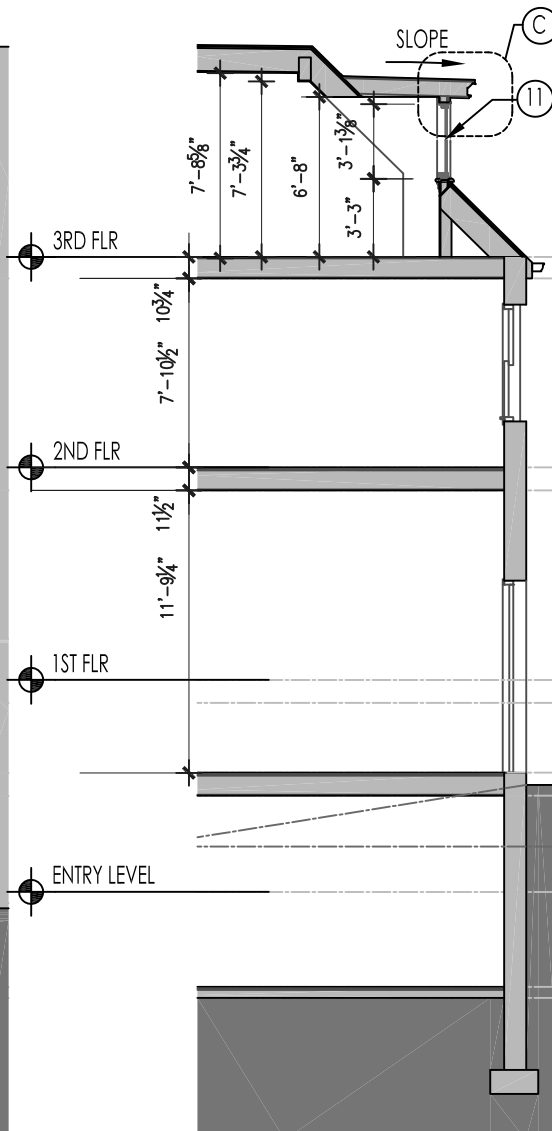
Application & Materials
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(C) DETAIL



(A) ELEVATION



(B) SECTION

- DEMOLITION WORK
- (01) WINDOW TO BE REMOVED
 - (02) MASONRY TO BE REMOVED / ENCAPSULATED
 - (03) SLATE ROOF TO BE REMOVED ENCAPSULATED
 - (04) SKYLIGHT TO BE REMOVED

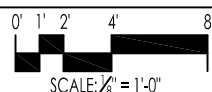
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- (10) ALUM. CLAD PROJECTING BAY WINDOW W/ PTD COMPOSITE TRIM & MTL ROOF
 - (11) ALUM CLAD WINDOWS IN SHED DORMER W/ PTD COMPOSITE TRIM & MTL ROOFING

- EXISTING AREA DEDUCTED
- PROPOSED AREA TO BE ADDED = 17 SF
- PROPOSED AREA TO BE LOWERED TO < 7'-6" = 17 SF

103 Queen Street, Alexandria, VA 22314

PROPOSED REAR FACADE & BUILDING SECTION

CLIENT:
 Kathy and Charlie Allegrone
 103 Queen Street
 Alexandria, VA 22314



19 DECEMBER 2016

ARCHITECT:
 325 north patrick street
 alexandria, va 22314
 703 . 589 . 4550
 info@conkeyarchitects.com

Conkey | architects

BAR SUBMISSION

ASK
3.2A

ADDRESS OF PROJECT: 103 Queen Street, Alexandria, VA 22314

TAX MAP AND PARCEL: 065.03-05-44

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: Kathy & Charlie Allegrone

Address: 103 Queen Street

City: Alexandria State: VA Zip: 22314

Phone: 571-970-5952 E-mail: allegrone@comcast.net

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

Name: Karen Conkey

Phone: 703-589-4550

E-mail: kconkey@conkeyarchitects.com

Legal Property Owner:

Name: Kathleen & Charles Allegrone

Address: 103 Queen Street

City: Alexandria State: VA Zip: 22314

Phone: (571) 970-5952 E-mail: allegrone@comcast.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.*
- | | | | |
|--------------------------------------|---|---|-----------------------------------|
| <input type="checkbox"/> awning | <input type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment | <input type="checkbox"/> shutters |
| <input type="checkbox"/> doors | <input checked="" 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).*

The applicant proposes the following exterior alterations to the 1970's era brick townhome located at 103 Queen Street. Remove two existing windows and brick pier at 1st floor dining room, and replace with a projecting bay window on the Queen Street facade. Remove existing 3rd floor skylight, and replace with a shed dormer on rear facade.

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 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.*

- 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.

Application & Materials
 BAR2016-00441 & 00442
 103 Queen Street
 12/19/2016

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: Printed Name: Karen ConkeyDate: 12/19/2016

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12/19/2016

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.} Charles & Kathleen Allegrone	103 Queen Street	100%
^{2.} Charles & Kathleen Allegrone		
^{3.} Charles & Kathleen Allegrone		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 103 Queen 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.} Charles & Kathleen Allegrone		100%
^{2.} Charles & Kathleen Allegrone		
^{3.} Charles & Kathleen Allegrone	103 Queen Street	

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.} Charles & Kathleen Allegrone	NONE	N/A
^{2.} Charles & Kathleen Allegrone	NONE	N/A
^{3.} Charles & Kathleen Allegrone	NONE	N/A

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

12/19/2016

Date

Karen Conkey

Printed Name



Signature

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