

Docket Item #1
BAR CASE # 2016-00448

BAR Meeting
January 25, 2017

ISSUE: Certificate of Appropriateness and Waiver of Vision Clearance Requirement

APPLICANT: North Henry Liberty

LOCATION: 442 North Henry Street

ZONE: CSL/Commercial Service Low

STAFF RECOMMENDATION:

Staff recommends approval of the Waiver of Vision Clearance Requirement and the Certificate of Appropriateness with the following conditions:

1. The awnings must have an eight foot (8') clearance from grade to the bottom of the awning fabric/material at any point, the frame anchors must be installed through mortar joints and not the masonry unit, and the awning fabric must be an opaque fabric and not plastic or translucent.
2. The current wall sign must be removed prior to installation of the awnings and new wall sign.
3. All signs must comply with BAR policies and criteria on signage in the historic district.
4. A total of five minor (one square foot) signs for the property are approved, as allowed by Zoning Ordinance 9-202.
5. Submit manufacturer's specifications for any external lighting installed around the proposed wall sign and monument sign.
6. The pricing lighting on the monument sign must be field adjustable for brightness with BAR staff to confirm that the illumination is compatible with the ambient lighting of the site.
7. If the existing recessed lighting in the canopy is replaced, future fixtures must be recessed so that light bulbs and diffusers are not visible from any residential property or to pedestrians on the opposite side of the streets. All exterior lighting must comply with City Code requirements.

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.



BAR2016-00448



I. ISSUE

The applicant is requesting a Certificate of Appropriateness for alterations which include the installation of five (5) new fabric awnings and the erection of a low, brick wall that will act as a new planting bed on the Oronoco Street (north) elevation. As the gas station is being rebranded from a Liberty to a Shell, the applicant desires to alter the signage at the gas pumps and on the sides of the canopy above the gas pumps. In addition, the applicant desires to replace the existing freestanding pole sign with a monument sign supported by brick piers. The proposed scope of work also includes removing the existing awning above the gas station building's entry and adding a new sign above the entry. Lastly, the applicant wishes to repaint previously-painted masonry walls.

In conjunction with the Certificate of Appropriateness, the applicant is seeking a Waiver of the Vision Clearance Requirement for the monument sign which will be positioned on the northeast corner of the lot. The Waiver of Vision Clearance also includes a waiver of the standard ten-foot (10') setback requirement, which the applicant is also seeking.

The gas station occupies a prominent site at the southwest corner of North Henry and Oronoco streets, where all elevations are visible from the public right-of-ways.

II. HISTORY

As late as 1931, when the Sanborn Fire Insurance Company mapped this area of Alexandria, block 279 – bound by Oronoco, Princess, North Henry, and North Fayette streets – was entirely vacant. By the 1941 Sanborn map, a concrete and aluminum, rectangular structure marked “filling station” occupied the western half of the corner parcel, with two pumps in the center of the parcel denoted. By the 1958 Sanborn, the corner parcel and the lot to the south had been merged, the original building was converted into a restaurant, and a new, abutting construction to the south held the filling station. In the 1977 edition of the Sanborn, the ca. 1935 northern building had been demolished with only the ca. 1955 southern, cinder-block, brick-faced building remaining on the southwest corner of the enlarged parcel, marked as a filling station.

In July 1983, an alteration/repair permit was issued to owner Henry Huhn for C&S Roofing, the contractors, to repair fire damage at 442 North Henry.¹ In 1990, the property owner applied to the Parker-Gray BAR for an addition (presumably the two service bays to the north) and to install overhead doors, which was approved.² Three years later, the owners returned to BAR to seek a Certificate of Appropriateness for alterations and signage, which was also approved.³ New TEXACO signage and new pumps were approved by BAR in November 1999.⁴ SHELL signage was approved by BAR in 2006 and again by administrative approval in 2014.⁵

¹ City of Alexandria Alteration/Repair permit #38879 from 7/1/83 to Henry Hahun, owner, for 442 N. Henry.

² BAR90-35PG and BAR90-8PG.

³ BAR93-3PG

⁴ BAR99-0184.

⁵ BAR2006-00159 and BAR2014-00256

III. ANALYSIS

The proposed scope of work to rebrand this former Liberty gas station into a Shell gas station encompasses three main areas under consideration:



Figure 1: the scope of work proposed by the applicant, including the installation of 5 new awnings; the installation of a new wall sign; altering signage on the canopy and pumps as well as the installation of stainless steel curbs on the island; the replacement of a freestanding pole sign with a monument sign; and the erection of a low brick wall on the north elevation that will serve as a landscaped planting bed.

The pump area with its canopy

The applicant proposes updating the signage on the existing, non-illuminated canopy (which measures 29 feet by 20 feet) and to the three new pumps, as well as adding stainless steel curbs at the island. The Shell logos on the east and north banner along the canopy top equal nine square feet, or 18 square feet of the total amount of wall signage allowed. The bands of color (red and yellow) are not considered a sign unless the painted area includes text or lighting, which the bands around the canopy do not and therefore are not included in the calculations.

Furthermore, stations generally add logos and language to the gas pumps themselves; because they are a necessary structure and function of the station, the pumps may carry a company logo or color as long as the signage is modest and tasteful. BAR staff has no objection to the proposed signage on the pumps as shown in the architect's renderings.

The applicant also seeks to add two small (1 square foot) signs to the east and west sides of the canopy's brick piers that reads, "Please turn off your vehicles and radios while at the pump. Thank you!" According to the Zoning Ordinance 9-202 (subset for structures in a CSL zone) the applicant is permitted "one square-foot minor signs, a maximum of five for each street front per 100 feet of lot width." In this proposal, the applicant only asks for two of his five allowable minor signs; *BAR staff asks that the BAR approve all five permitted minor signs so that the applicant may install three one-square foot signs on the property as needed in the future.*

The building

The applicant wishes to install five new red-fabric, shed awnings: one over the centralized entrance (which replaces an existing awning) and four above the garage doors that occupy the two southernmost and the two northernmost bays. These awnings lack any text or iconography so, although their color is an abstracted symbol for the gas station, they are not counted towards their signage allocation. While awnings are routinely approved by BAR, the applicants must provide staff with manufacturer's specs on the fabric choice to insure that they comply with the Design Guideline chapter on Awnings that state "Awnings should be made of a canvas type fabric. Awnings made from plastic fabric are strongly discouraged." In addition, the means by which the metal frames for the awnings will be affixed to the wall are specified by the Guidelines to be "...anchored through the mortar joints rather than directly into the masonry unit itself." Finally, the zoning regulations require all awnings to have an eight foot (8') clearance from grade to the bottom of the fabric/valence.

The applicant also wishes to paint a previously-painted masonry building a slate grey color. The BAR does not review paint color on existing structures but BAR staff finds the color choice appropriate in this case.

Lastly, the applicant wishes to install a centralized wall sign to the façade which reads "Metro Motor" above the entrance (above the fixed awning) that will measure 12 feet (12') by two feet, eight inches (2'-8"). To do so, the applicant will remove the existing, blue, wall-mounted sign that spans the width of the façade. As zoning regulations do not permit internally illuminated signs in the historic districts, the wall sign may be illuminated by halo or external lighting, and the applicant has denoted gooseneck lights as an option. *BAR staff recommends that the applicant provide lighting manufacturer's specifications that can be administratively approved before obtaining a building permit.*

According to the Zoning Ordinance 9-202, the applicant is permitted "Wall signs (below 20' above grade), in which the total sign area shall not exceed one square foot for each foot of building width facing a street, alley, or parking area. Such signs may be mounted on an awning or marquee." Because the building spans 75 feet and four inches (75'4") on North Henry Street, the applicant is permitted 75 square feet of total wall signage. According to the applicant's calculations, only 50 square feet of that permissible total has been used between the building and the canopy, leaving the applicant 25 square feet for potential future signage. However, the applicant did not take into account existing wall signs that are clearly visible in the photograph of existing conditions as well as on the renderings of the proposed project, such as the State Inspection sign on the north edge of the façade and similar. *Although BAR staff estimates that these additional signs very likely do not exceed 25 square feet in total, staff notes that these pre-existing signs, if retained, will count towards the total amount of permissible signage and that the applicant must submit those updated calculations prior to a applying for a building permit.*

The Oronoco Street frontage

The applicant proposes erecting a low brick wall which will act as a planting bed for landscaping. As the planting bed does not encroach into the public right-of-way, BAR has no objection to this feature. Although BAR does not typically comment on landscaping elements such as street trees, BAR staff would like to take the opportunity to point out that the placement of the proposed potential new street tree appears to be encroaching on a public right-of-way, and

the applicant must confer with Transportation & Environmental Services staff in regards to whether this siting is permissible before moving forward with this site element.

In addition, the applicant is requesting a new, internally illuminated monument sign with brick piers at the intersection with North Henry Street. This latter element will replace the existing freestanding pole sign and was required by the applicant's Special Use Permit (SUP2014-00106), as freestanding pole signs are being phased out throughout the City over the next seven years (they will no longer be in compliance). Measuring six feet (6') high from grade and encompassing approximately 32 square feet, the sign complies with the Zoning regulation that states "a maximum of 1 freestanding sign [at a property's street frontage (at a lot containing no more than 2 businesses)] [may have] a maximum area of 32 square feet." In addition, while internally illuminated signage is not permitted in historic districts, exceptions have been made in the case of state-required fuel pricing signs. *BAR staff recommends that the brightness of the pricing elements be field adjustable to ensure compatibility within the historic district.*

The monument sign will require a Waiver of the Vision Clearance Requirement. As a part of that waiver (Zoning Ordinance 7-802), the BAR "may also waive any applicable yard or setback requirement," which is applicable to this case. In the mounting and installation regulation of freestanding signs in CSL zones (Zoning Ordinance 9-202), it states that the standard setback is at least ten feet (10') from the front lot line. The proposed placement of the monument sign is only three feet (3') from both the north and east property lines and will require a waiver of setback in conjunction with the Waiver of Vision Clearance Requirement. Staff supports the waiver at this signal controlled intersection.

In summation, BAR staff supports the Waiver of Vision Clearance Requirement and the Certificate of Appropriateness with the conditions aforementioned.

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 project must comply conditions of the follow Special Use Permits:

- SUP2016-00064
- SUP2014-00073
- SUP2014-00106
- SUP2012-00021
- SUP2008-00052
- SUP2302

- C-2 Proposed new internally illuminated monument sign with landscaping complies with condition(s) of approved SUP2014-00106. Per Section 9-202, the freestanding monument sign can be six feet tall (measured from grade to the top of the sign). The proposed monument sign height would be six feet tall. Per Section 9-202, the freestanding monument sign must be located at least ten feet from the front lot line(s); the applicant can request relief from this requirement through a waiver from the Board of Architectural Review (Section 7-802).
- C-3 Proposed new wall-mounted sign (12'-0" x 2'-8"; 32 square feet of sign face) appears to comply with zoning.
- C-4 It is not clear whether the proposed new low wall and landscaping along Oronoco Street would be located on the subject property or encroaches onto the public-right-of-way. Please clarify. If the proposed low wall and landscaping does encroach onto the street then it must comply with Section 5-2-29 - Street encroachments of the Code of Ordinances. A permanent planter requires a building permit and an encroachment ordinance.
- C-5 Proposed new awnings (5) comply with zoning.
- C-6 Proposed new paint scheme to the main building complies with zoning.
- C-7 Proposed existing non-illuminated canopy with new non-illuminated signage complies with zoning.
- C-8 Proposed new pumps and stainless steel curbs at island comply with zoning.
- C-9 Proposed permanent minor sign that reads "Please turn off vehicles and radios while at the pump. Thank you!" complies with zoning.
- C-10 The Alexandria City Code section is 13-1-3 Commercial properties and residential properties – night illumination states:
- a. It shall be unlawful for the owner or operator of any commercial property or the owner or occupant of any residential property when located adjacent to a property used for residential purposes, to use for the outdoor lighting of the commercial property or residential property lights which are so arranged that the illumination and glare therefrom is thrown upon the side yard or rear yard of the adjacent property occupied for residential purposes in an amount of illumination which measures more than point twenty-five-hundredths footcandles measured at any point seven feet beyond the property line of the adjacent property used for residential purposes.
 - b. All lights used by an owner or operator of a commercial property or an owner or occupant of residential property shall be shielded or directed so as to confine the area of diffusion to the property which it is intended to illuminate.

Code Administration

- C-1 A building permit, plan review and inspection will be required for new awnings

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)
- C7. The owner shall obtain and maintain a policy of general liability insurance in the amount of \$1,000,000 which will indemnify the owner (and all successors in interest); and the City as an Additional Insured, against claims, demands, suits and related costs, including attorneys' fees, arising from any bodily injury or property damage which may occur as a result of the encroachment. (Sec. 5-29 (h)(1)) (T&ES)

Please submit Insurance Certificate:

City of Alexandria

T&ES

Attn: Shanna Austin

301 King Street, Room 4130

Alexandria, VA 22314

- 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 [BAR2006-00159, BAR2014-00256, BAR99-00184] (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)
- F3. If the alley located at the rear of the parcel is to be used at any point of the construction process the following will be required:
For a Public Alley - The applicant shall contact T&ES, Construction Permitting & Inspections at (703) 746-4035 to discuss any permits and accommodation requirements that will be required.
For a Private Alley - The applicant must provide proof, in the form of an affidavit at a minimum, from owner of the alley granting permission of use. (T&ES)

Alexandria Archaeology

No comments received.

V. ATTACHMENTS

1 – Supplemental Materials

2 – Application for BAR2016-00448: 442 North Henry Street



December 26, 2016

STATION IMPROVEMENTS

N.T.S.

442 N. HENRY
15.031

Application & Materials
BAR2016-00448
442 N Henry Street
12/26/2017

SIGN TYPE	LOCATION	PROPOSED SIZE		ALLOWED SIZE
WALL	CANOPY - SOUTH FACE	9 S.F.	(3'-0" X 3'-0")	1 S.F./FT. OF BUILDING WIDTH = 29 S.F.
WALL	CANOPY - EAST FACE	9 S.F.	(3'-0" X 3'-0")	1 S.F./FT. OF BUILDING WIDTH = 20 S.F.
WALL	CANOPY PIER- SOUTH FACE	1 S.F.	(1'-0" X 1'-0")	1 S.F./FT. OF BUILDING WIDTH = 2 S.F.
WALL	CANOPY PIER- NORTH FACE	1 S.F.	(1'-0" X 1'-0")	1 S.F./FT. OF BUILDING WIDTH = 2 S.F.
WALL	BUILDING - SOUTH FACE	32 S.F.	(2'-8" X 12'-0")	1 S.F./FT. OF BUILDING WIDTH = 75.3 S.F.
TOTAL WALL SIGNAGE		50 S.F.		
MONUMENT	LOT - SOUTHEAST CORNER	31 S.F.	(3'-8" X 8'-3")	32 S.F.



December 26, 2016

PROPOSED SIGNAGE

N.T.S.

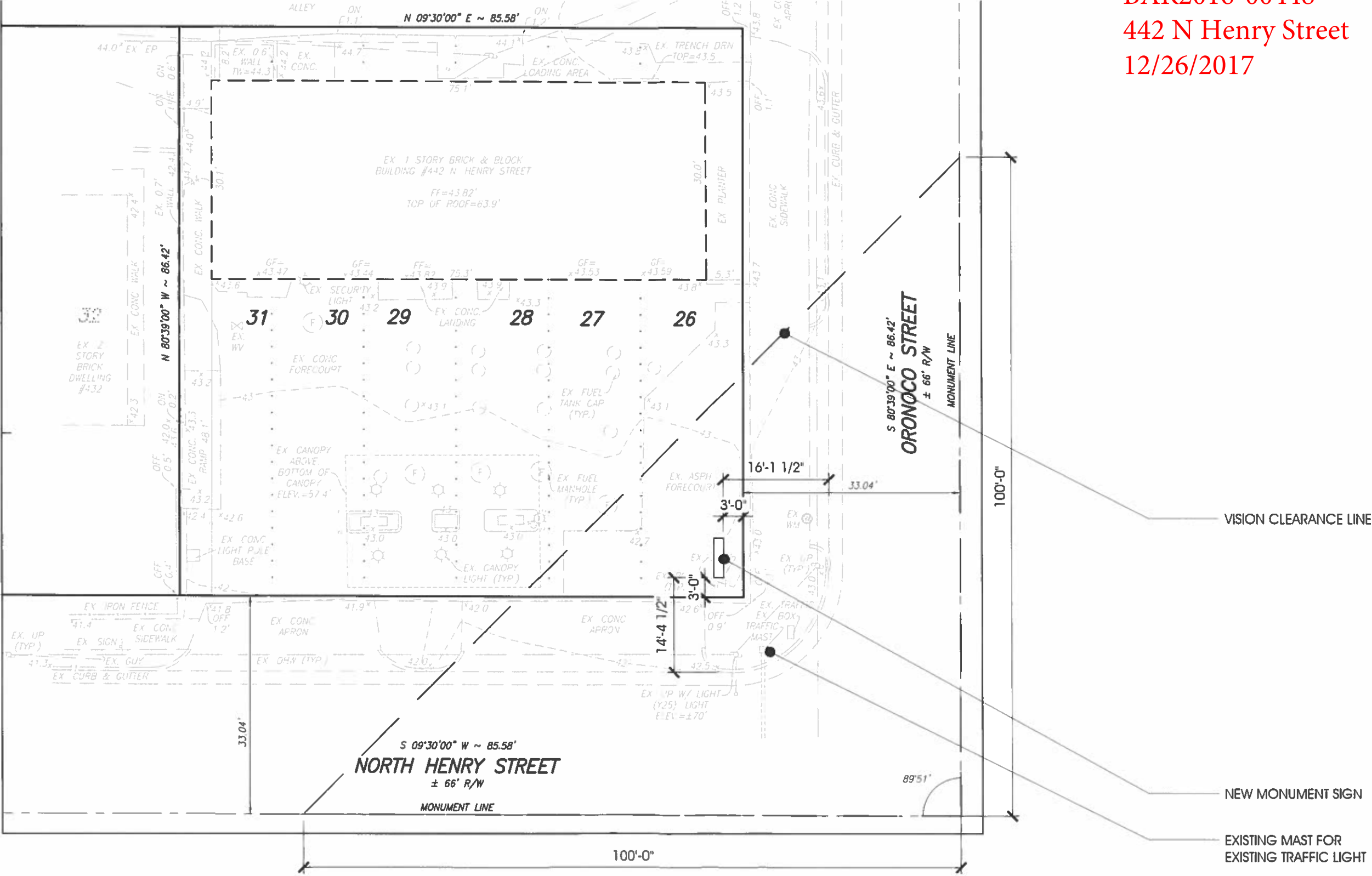
442 N. HENRY
15.031



December 26, 2016

EXISTING CONDITIONS
442 N. HENRY
15.031

N.T.S.



December 26, 2016

VISION CLEARANCE DIAGRAM

1/16"=1'-0"

442 N. HENRY

15.031

ADDRESS OF PROJECT: 442 N. Henry StreetTAX MAP AND PARCEL: 064.01-06-04ZONING: CSLAPPLICATION 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: North Henry LibertyAddress: 442 N. Henry StreetCity: AlexandriaState: VA Zip: 22314Phone: 202-403-4545E-mail: hamood@metromotor.comAuthorized Agent *(if applicable)*: ☐ Attorney ☒ Architect ☐ _____Name: John Rust, Rust Orling ArchitecturePhone: 703-836-3205E-mail: jrust@rustorling.com

Legal Property Owner:

Name: Nazar ShabbarAddress: 442 N. Henry StreetCity: AlexandriaState: VA Zip: 22314Phone: 703-683-0794

E-mail: _____

- ☐ 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
☐ doors
☐ lighting
☐ other _____

☐ fence, gate or garden wall
☐ windows
☐ pergola/trellis

☐ HVAC equipment
☐ siding
☐ painting unpainted masonry

☐ shutters
☐ shed
- ☐ ADDITION
☐ DEMOLITION/ENCAPSULATION
☒ SIGNAGE

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

Rebranding from Liberty to Shell, altering signage at gas pumps and sides of canopy above gas pumps. Replacement of existing freestanding pole sign with monument sign with brick piers. Removal of existing awning above entry and blue "stripe" sign on east face of building. Addition of new awnings above entry and service bay doors. Addition of new sign above entry. New brick planter on north wall of building. Repainting of existing painted brick walls.

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: 75 Secondary front (if corner lot): 30.
 - ☐ ☒ 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:  _____

Printed Name: JOHN RUST

Date: December 22, 2016

Application & Materials
 BAR2016-00448
 442 N Henry Street
 12/26/2017

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. Hamood Abutca	442 N. Henry St. Alexandria, VA 22314	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 442 N. Henry St. Alexandria, VA 22314 (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.

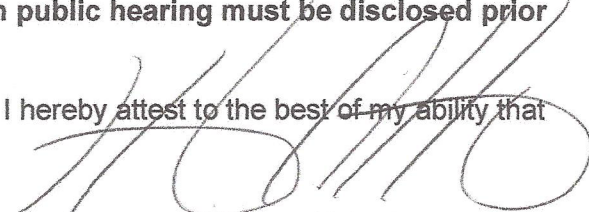
Name	Address	Percent of Ownership
1. Naza Shabbar	442 N. Henry St. Alexandria, VA 22314	100%
2.		
3.		

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. Hamood Abutca / 442 North Henry, Inc.	None	N/A
2. Naza Shabbar	None	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.

11-25-16 Hamood Abutca 
Date Printed Name Signature