

Docket Items # 12 & 13  
BAR CASE # 2017-0189 &  
2017-0191

BAR Meeting  
July 5, 2017

**ISSUE:** Permit to Demolish/Capsulate, Certificate of Appropriateness for addition and alterations

**APPLICANT:** Alfred Street, LLC

**LOCATION:** 232 North Alfred Street

**ZONE:** RB / Residential

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**STAFF RECOMMENDATION**

Approval of the Permit to Demolish/Capsulate and Certificate of Appropriateness with the following condition:

1. Utilize a 1/1 sash for the kitchen window on the north elevation.

**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.



**BAR #2017-00189 & 191**  
**232 North Alfred Street**



**Note:** *Staff coupled the applications for a Permit to Demolish/Capsulate (BAR #2017-0189) and Certificate for Appropriateness (BAR #2017-0190) for clarity and brevity.*

## **I. ISSUE**

The applicant is requesting approval of a Permit to Demolish/Capsulate and Certificate of Appropriateness for alterations and an addition at 232 North Alfred Street.

### Permit to Demolish/Capsulate

- The narrow west elevation of the main block will be capsulated and the window will be removed, while the entire first floor north elevation of the rear ell will be demolished.
- On the south elevation of the main block, a portion of the second floor wall will be demolished in order to accommodate a new window.
- A 5' x 6.5' section of wall on the first floor of the rear ell will be demolished in order to install a pair of French doors.
- The chimney on the rear ell will be demolished.

### Certificate of Appropriateness

#### *Addition*

- The proposed one-story shed roof addition will fill in the void between the main block of the house and the rear ell.
- The addition will measure roughly 11' long by almost 5' wide.
- A single six-over-six aluminum clad, simulated divided light window will be centered on the north elevation.
- The addition will have a standing seam metal roof and smooth fiber cement siding.

#### *Alterations*

- Replacement gas light fixture at front door.
- Replacement four-panel wood door.
- New door surround.
- New shutters on the Queen Street elevation.
- A new six-over-six wood window on the second floor south elevation.
- New aluminum-clad, full light French doors on west elevation of rear ell.
- New light fixtures flanking the French doors.

## **II. HISTORY**

The simple frame two-story, two-bay Italianate style vernacular house at 232 North Alfred Street was constructed sometime between **1891 and 1896**, according to the Sanborn Fire Insurance Maps. The house has retained its original footprint since construction, although the windows, doors and siding are not original.

BAR staff administratively approved the installation of new German lap wood siding on the south and rear elevations in 2010 (BAR Case #2010-0104). Staff notes that German profile siding was approved as a direct replacement of the existing siding at that time. However, when the previous siding was removed, clapboard siding was discovered below and is the more appropriate siding. In addition, because the clapboard was first period material, the paint ghost marks demonstrated that this house never had wide trim around the window or front door and the siding simply abutted the beaded door and window frame.

### **III. ANALYSIS**

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

In considering a Permit to Demolish/Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B), which relate only to the subject property and not to neighboring properties. The Board has purview of the proposed demolition/capsulation regardless of visibility.

<b>Standard</b>	<b>Description of Standard</b>	<b>Standard Met?</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?	No
(2)	Is the building or structure of such interest that it could be made into a historic shrine?	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

The amount of demolition and capsulation is limited to the small area between the Queen Street property line and the rear ell. As this is a very small RB zoned townhouse lot, the applicant was limited to a modest addition in this location only. Staff finds the areas proposed for demolition/capsulation have no remarkable or unusual features or materials nor exceptional craftsmanship and notes that the original configuration could easily be reproduced in the future



relatively easily. The construction of the modest one-story addition and rear French doors will not substantially change the original form of the historic rear ell. While the *Design Guidelines* strongly encourage the retention of historic chimneys “in situ”, the BAR has supported the demolition of smaller flues that typically served gas furnaces or water heaters which is the case here. In addition the ell flue has been altered over time and is no longer functional. Therefore, staff recommends approval of the Permit to Demolish/Capsulate.

#### Certificate of Appropriateness

Staff commends the applicant on the design of a modest rear addition and alterations to the historic townhouse. Staff notes that the following proposed alterations could have been approved administratively but are included here for context:

- Repair/installation of shutters on the front and north elevation.
- Repair/replace rotted window trim.
- Replacement of rotted siding.
- Replacement of front door.
- Replacement/installation of light fixtures.

In staff’s early discussions with the applicant, he expressed a desire to replace the existing six-over-six windows with new windows in the same configuration. As staff noted at the time, the original windows on the house would have likely had a one-over-one or two-over-two configuration, and new six-over-six windows would require Board approval. The applicant has, therefore, decided to maintain the existing windows at this time.

Regarding residential additions, the *Design Guidelines* state the Board’s preference for “**contextual** background buildings which allow historic structures to maintain the primary visual importance,” and for “designs that are **respectful** of the existing structure and...which **echo** the design elements of the existing structure.” However, “It is not the intention of the Boards to dilute design creativity in residential additions. Rather, the Boards seek to promote compatible development that is, at once, both **responsive** to the needs and tastes of [modern times] while being **compatible** with the historic character of the districts.”

The *Guidelines* also encourage that new construction and additions be **subtly** differentiated from the historic core, which the applicant has achieved through the use of modern materials, massing and its setback from the Queen Street elevation of the main block. The modest addition reads not unlike a traditional one story shed porch that has been enclosed, which is a rather common design approach within the historic districts. Because the original siding is known to be clapboard, staff supports the smooth fiber cement clapboard siding on the new kitchen addition, with the same exposure as the German profile siding, to subtly distinguish the addition from the original house form.

Many Italianate style Victorian period townhouses in Old Town have bracketed architrave above the entry door that recalls the cornice brackets and may have bold trim and a decorative lintel above the windows. However, as noted above, this simple vernacular townhouse did not originally have any door or window trim. Nevertheless, the present request to install a simple surround at the entry door is modest and easily reversible in the future if the house were to be

restored and the windows and clapboard siding replaced. Staff supports this minor alteration for trim surrounding the new, and more historically appropriate wood four-panel wood door.



Figure 1: photo of the front elevation from 2011 showing the original beveled clapboard siding, door and windows without decorative head trim and a faint shadow of the original shutters on the paint.

Staff also supports the simple single-light, clad French doors on the rear (west) elevation. Although the BAR's Minor Architectural Features policy says that fenestration on portions of the building constructed prior to 1965 should be painted wood, pairs of French doors are notoriously subject to deterioration when exposed to weather as these will be and there is no FAR or open space available on this lot to put even a small awning above the doors. Clad doors, therefore, will survive much longer and the door material is largely obscured by the 6' tall wood fence on Queen Street.

However, staff believes that the new window in the addition should be a 1/1 window to subtly distinguish this portion of the house and to show that it is new construction and to relate to the single light French doors. As described above, the existing 6/6 windows are not historic and the original late 19<sup>th</sup> century house would almost certainly have had 2/2 or 1/1 windows, so this style is all staff can approve when the existing windows need to be replaced. There is physical evidence of historic shutter hinges on the window jambs, so staff supports the proposed installation of new shutters on the main body of the house on the Queen Street elevation.

In summary, with the exception of the muntins in the new window on the kitchen addition, staff recommends approval of the proposed addition and alterations, as submitted.

**STAFF**

Stephanie Sample, Urban 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 complies with zoning.

**Code Administration**

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

C-1 A building permit, plan review and inspections are required for these alterations located in the historic district.

**Transportation and Environmental Services**

R1. The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)

R2. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)

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 [BAR2010-00104] (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)

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)

**Alexandria Archaeology**

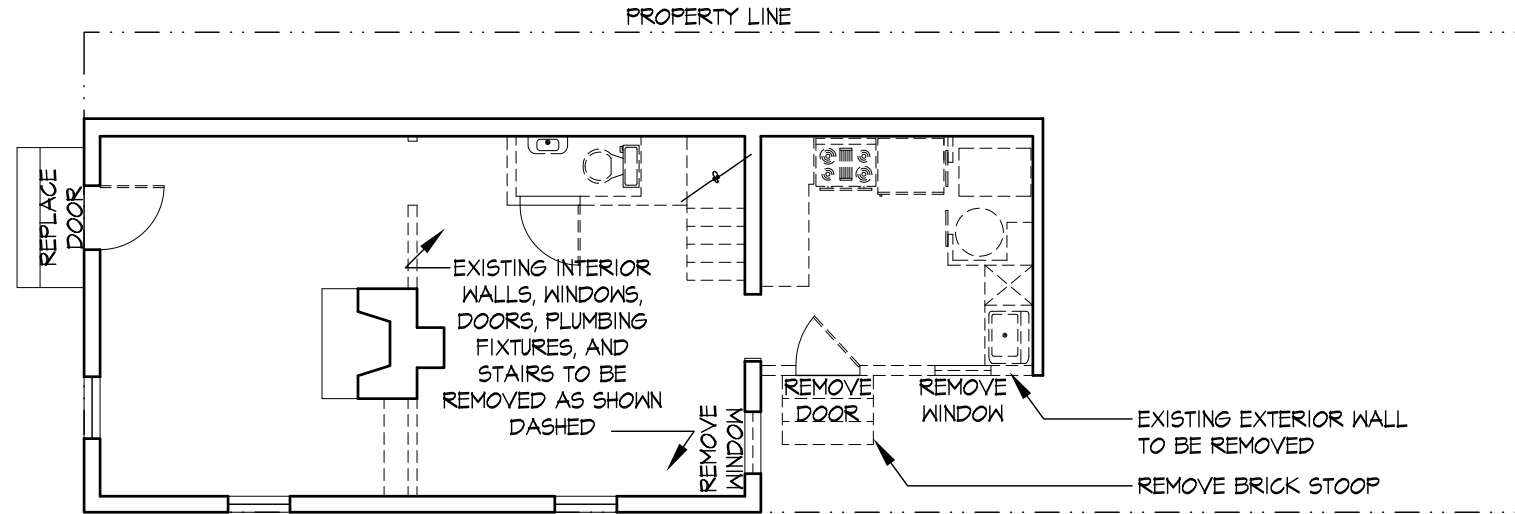
No comments received

**IV. ATTACHMENTS**

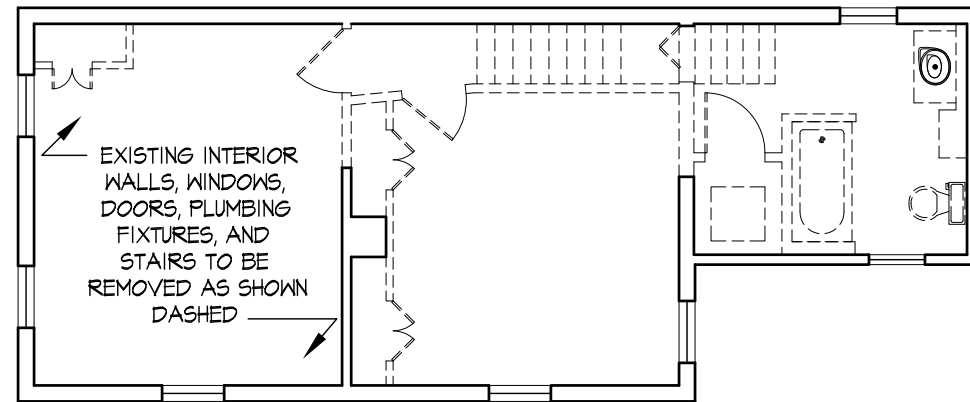
*1 – Supplemental Materials*

*2 – Application for BAR 2017-0189 and 2017-0190: 232 North Alfred Street*





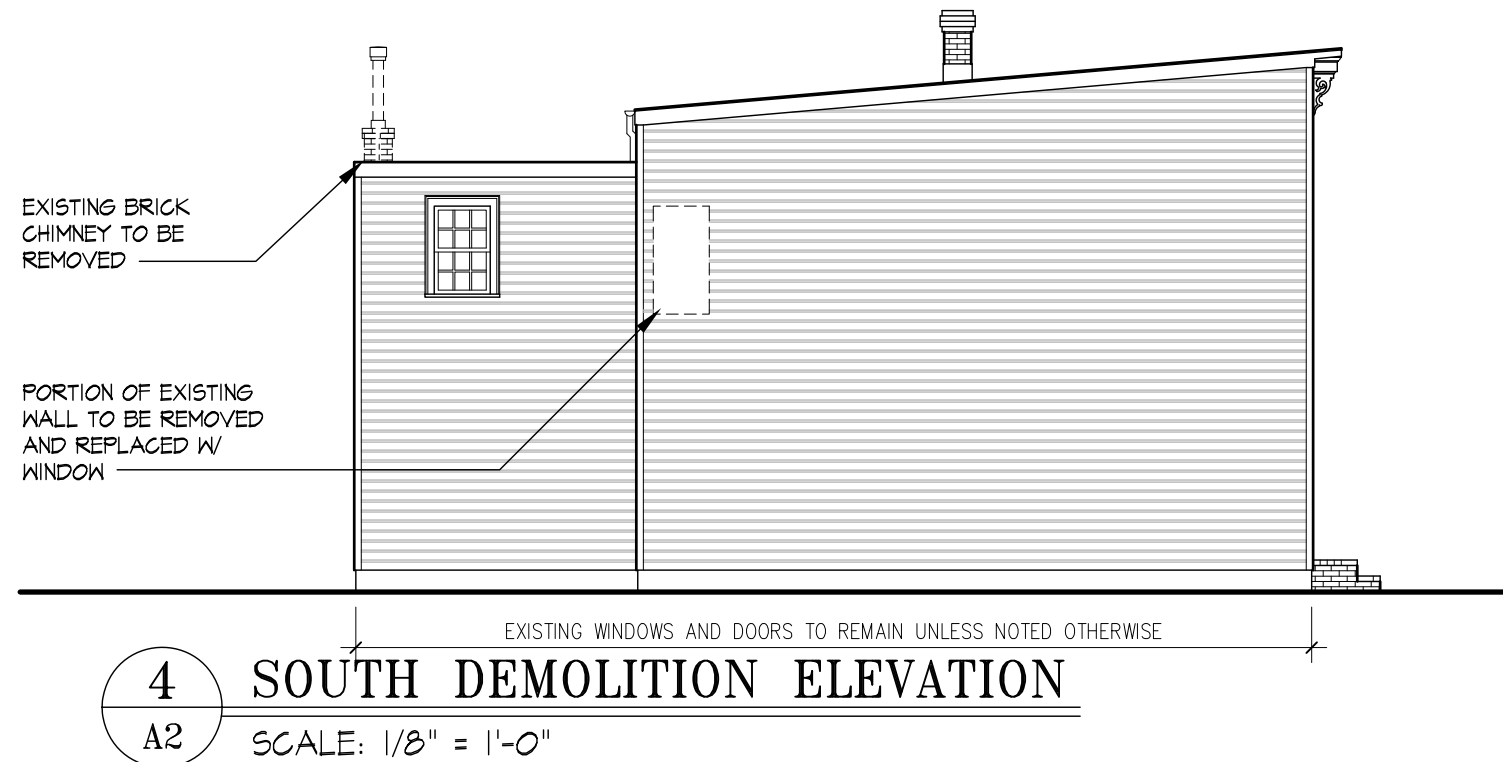
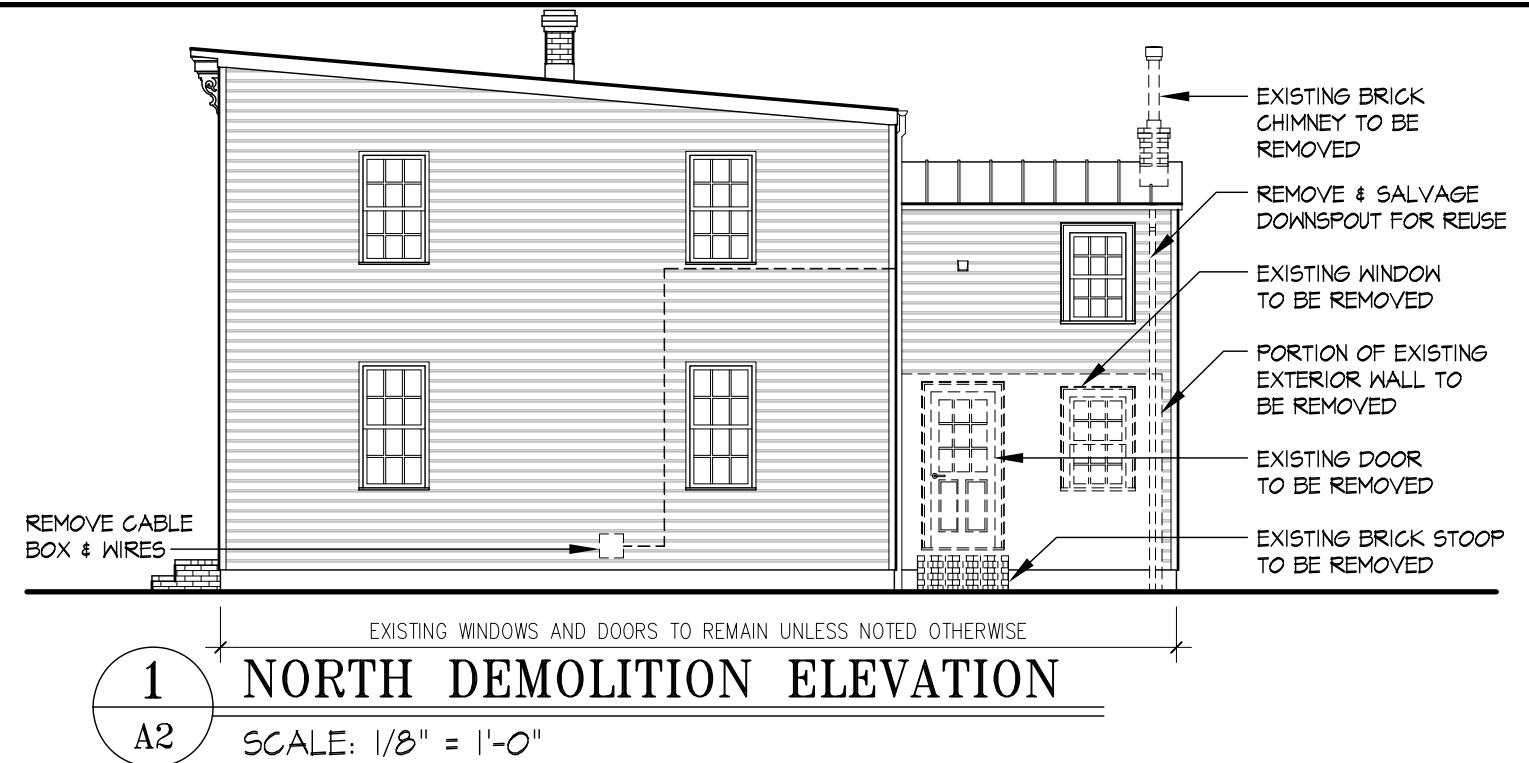
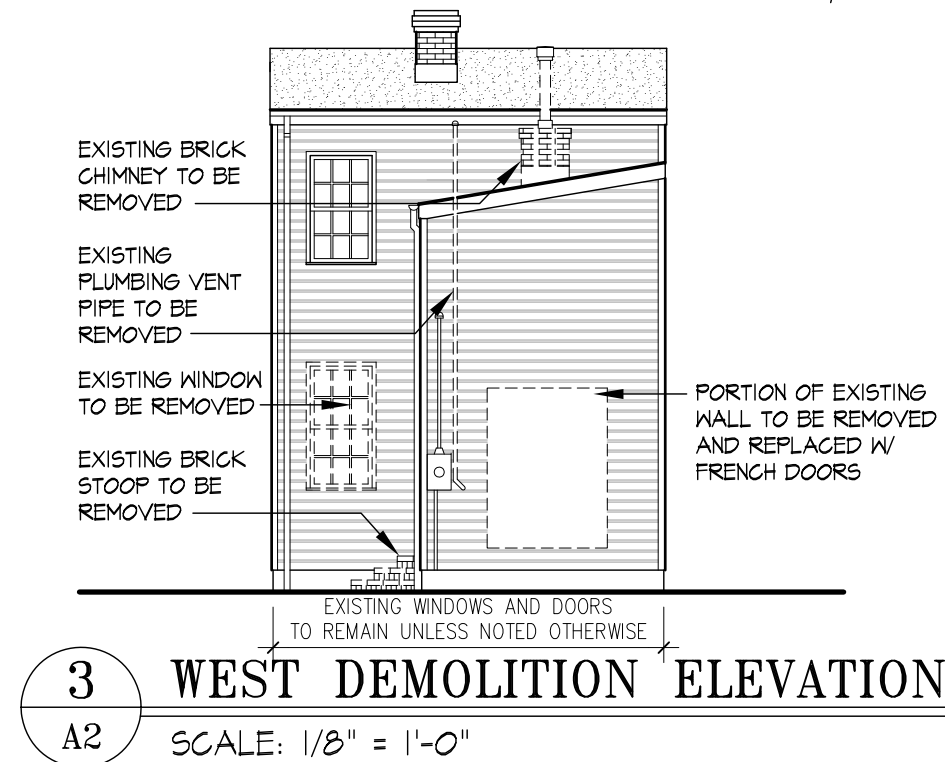
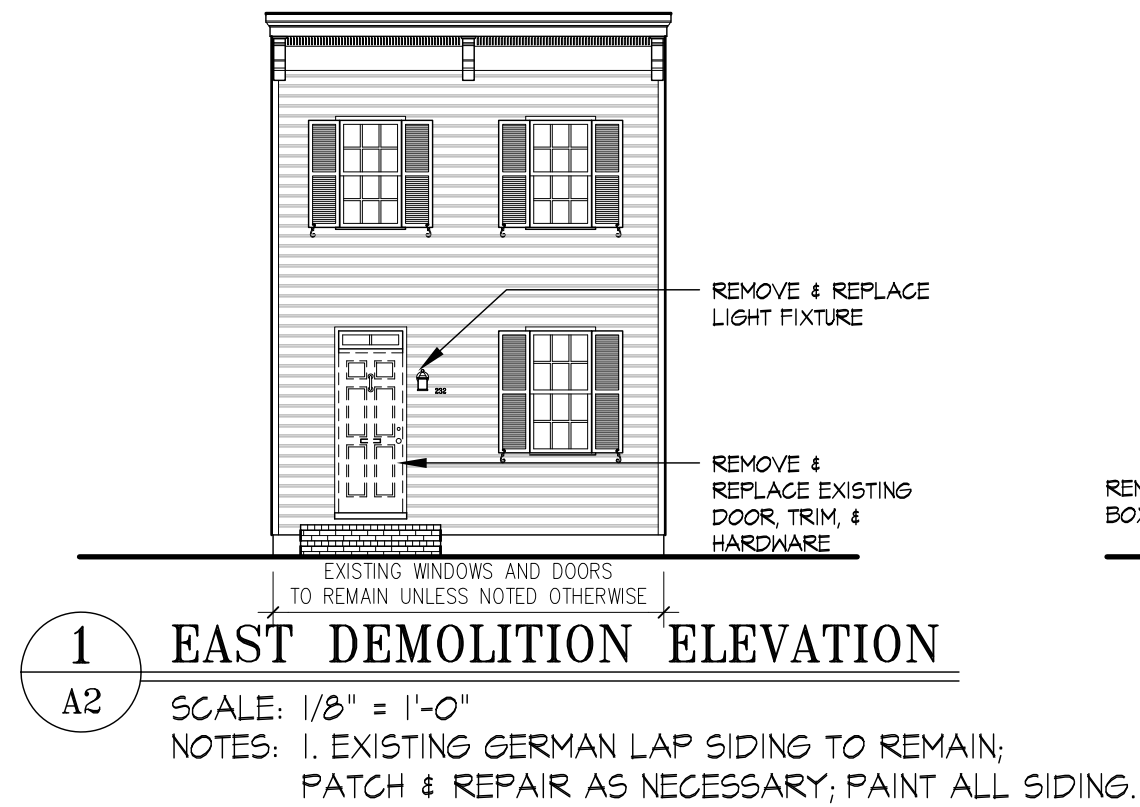
1 FIRST FLOOR DEMOLITION PLAN  
 A1 SCALE: 1/8" = 1'-0"



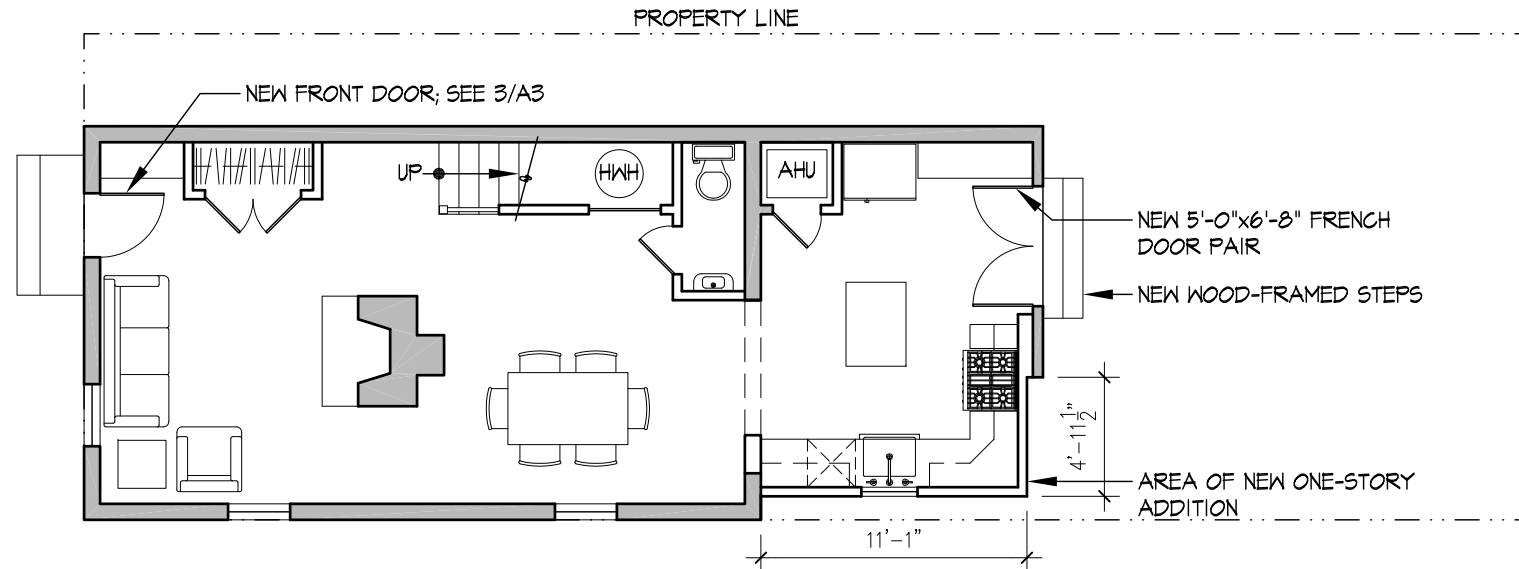
2 SECOND FLOOR DEMOLITION PLAN  
 A1 SCALE: 1/8" = 1'-0"

SYMBOLS LIST	
---	EXISTING CONSTRUCTION TO BE REMOVED

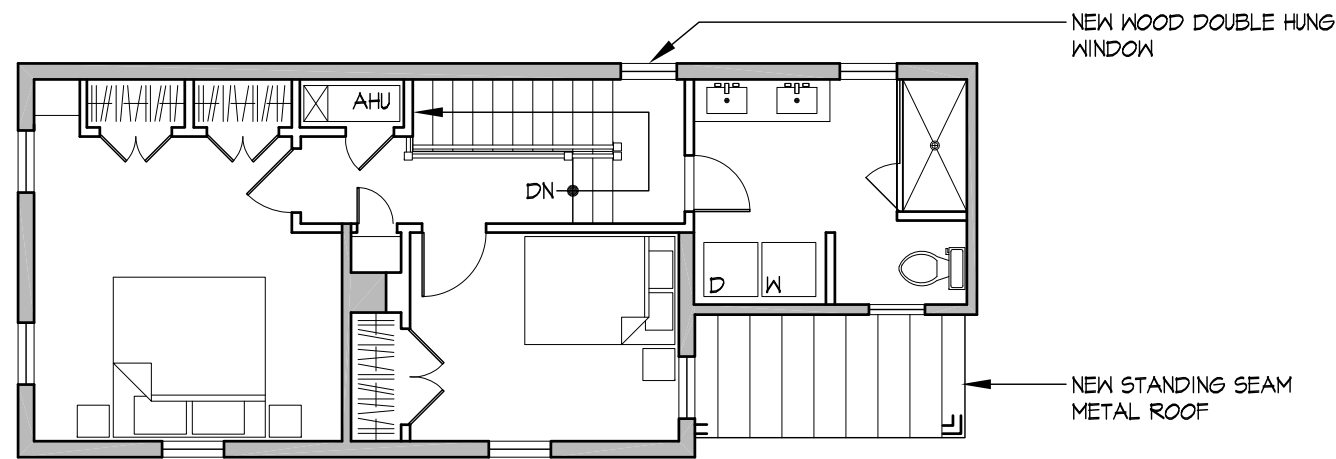
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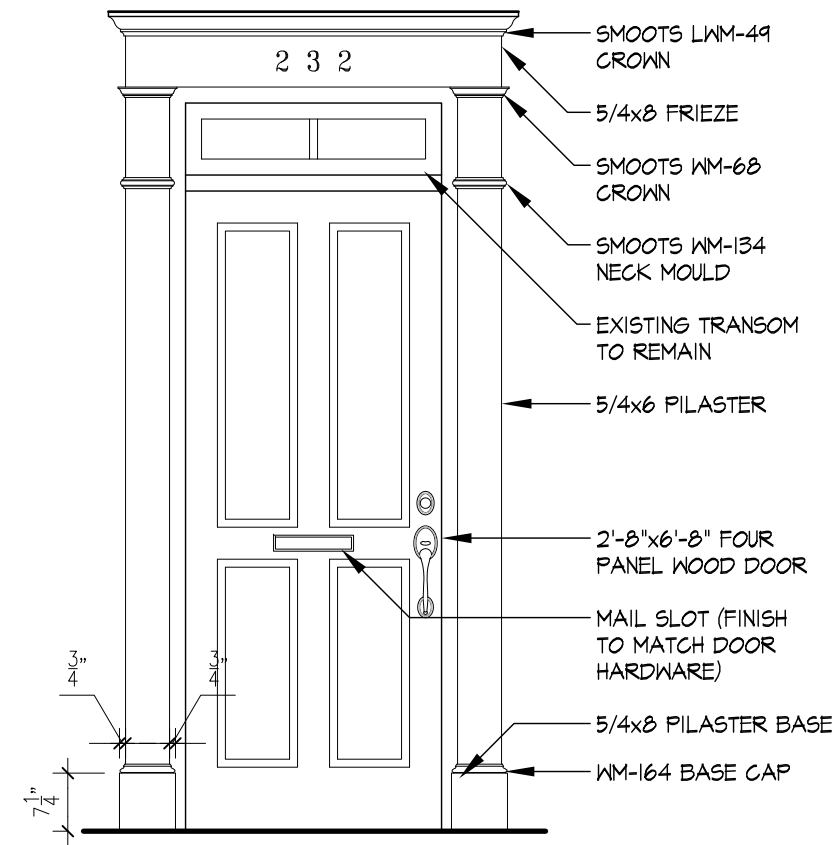


**1 PROPOSED FIRST FLOOR PLAN**  
 A3 SCALE: 1/8" = 1'-0"



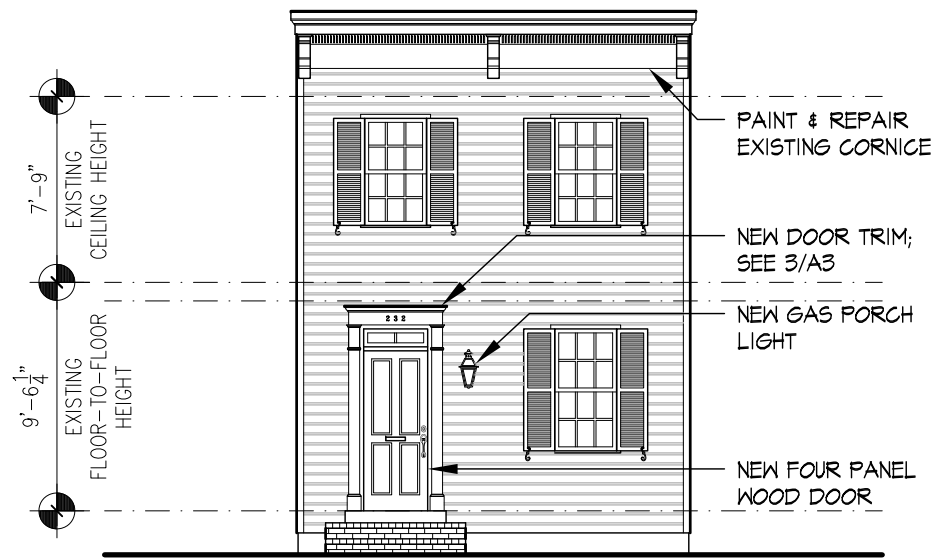
**2 PROPOSED SECOND FLOOR PLAN**  
 A3 SCALE: 1/8" = 1'-0"

SYMBOLS LIST	
	EXISTING CONSTRUCTION TO BE REMOVED
	EXISTING FULL HEIGHT WALL TO REMAIN
	NEW FULL HEIGHT WALL



**3 FRONT DOOR TRIM DETAIL**  
 A3 SCALE: 1/2" = 1'-0"

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### 1 PROPOSED EAST ELEVATION

A4

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

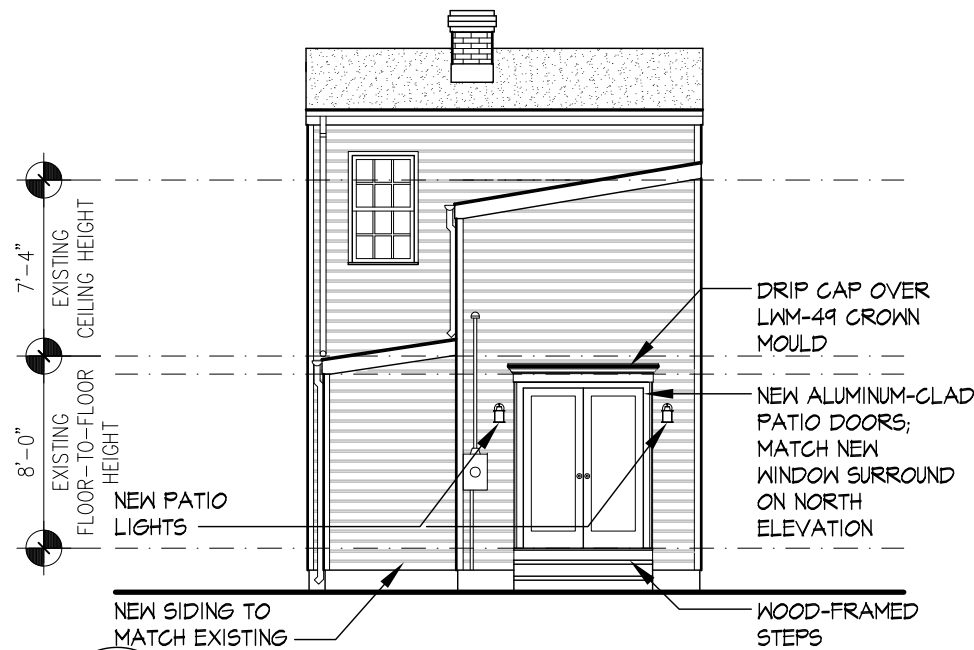
NOTES: 1. PATCH/REPAIR BRICK FOUNDATION AS NECESSARY.



### 2 PROPOSED NORTH ELEVATION

A4

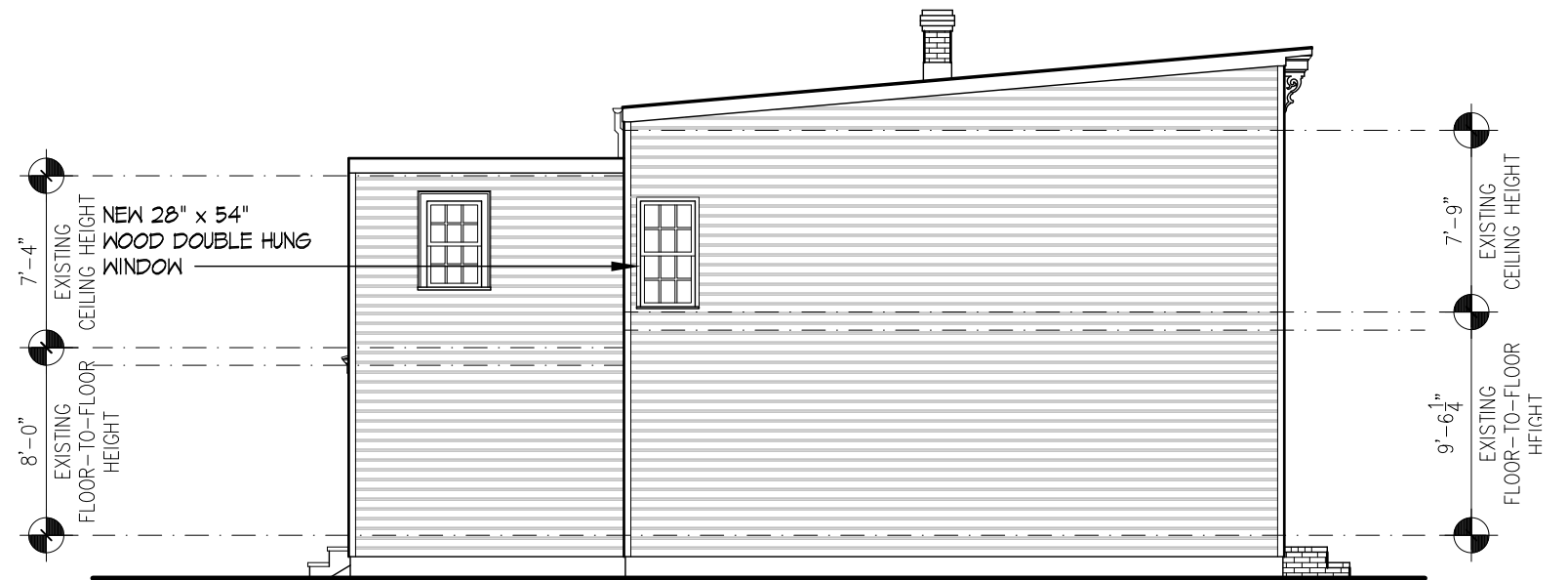
SCALE: 1/8" = 1'-0"



### 3 PROPOSED WEST ELEVATION

A4

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



### 4 PROPOSED SOUTH ELEVATION

A4

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

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232 N. ALFRED STREET  
 (SUBJECT PROPERTY)

**1** STREETScape – NORTH ALFRED STREET  
 A5 SCALE: N/A



232 N. ALFRED STREET  
 (SUBJECT PROPERTY)

**2** STREETScape – QUEEN STREET  
 A5 SCALE: N/A

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**1** EXISTING EAST ELEVATION  
 A6 SCALE: N/A



**2** EXISTING WEST ELEVATION  
 A6 SCALE: N/A

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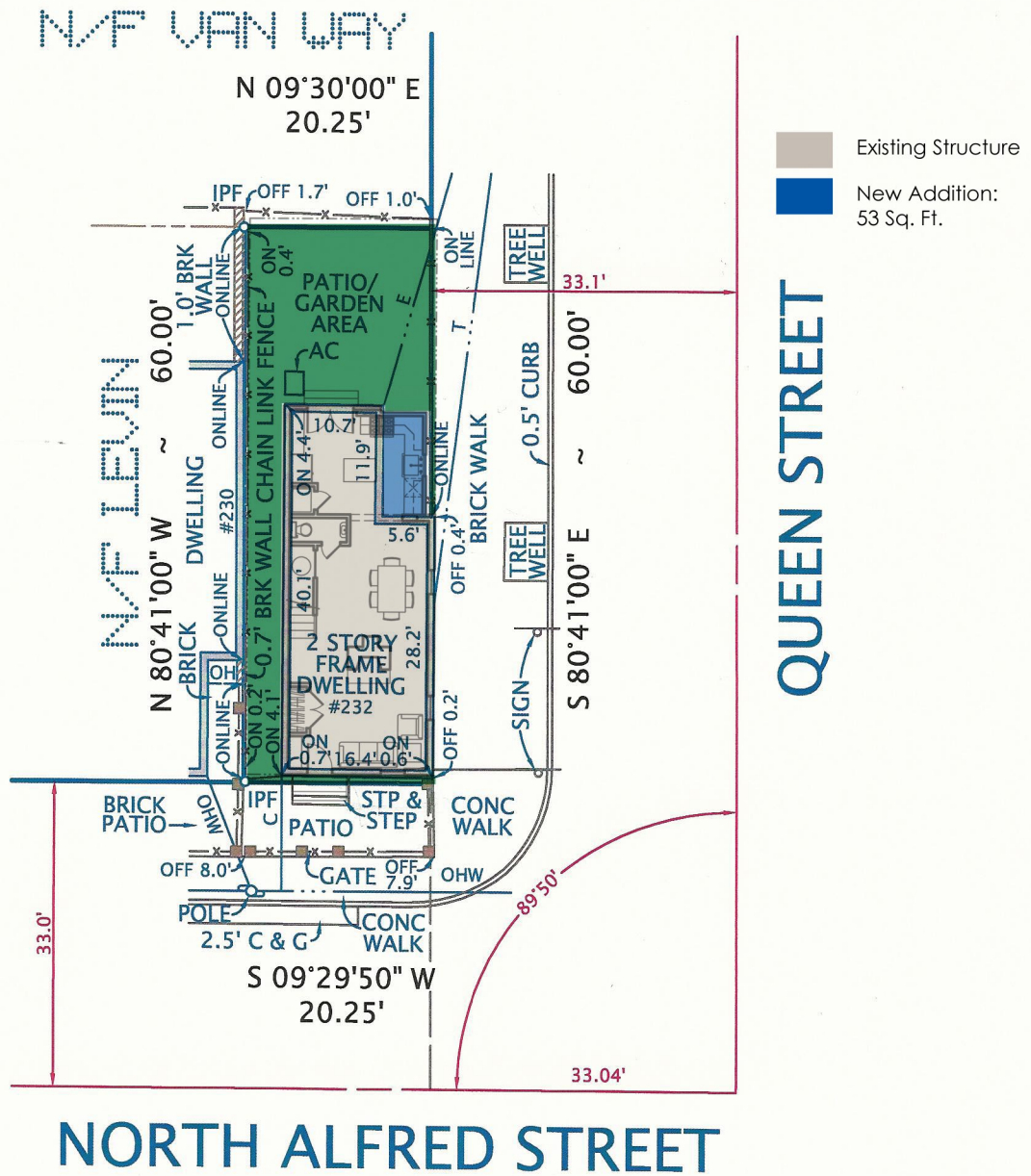
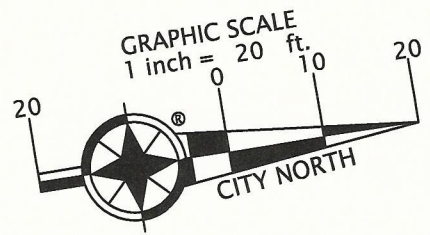
1 EXISTING NORTH ELEVATION  
 A7 SCALE: N/A

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- NOTES: 1. FENCES ARE FRAME UNLESS NOTED.  
2. PILLARS ARE 1.1' BRICK.  
3. AREA= 1,215 SF (COMP).

**SURVEY CONDUCTED IN SNOW.  
SOME IMPROVEMENTS MAY NOT  
HAVE BEEN VISIBLE.**



PLAT  
SHOWING HOUSE LOCATION ON  
THE PROPERTY LOCATED AT  
**#232 NORTH ALFRED STREET**

(DEED BOOK 607, PAGE 531)

**CITY OF ALEXANDRIA, VIRGINIA**

SCALE: 1" = 20'

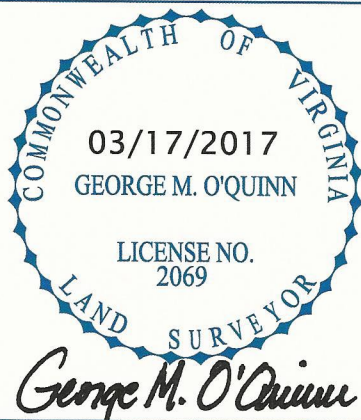
MARCH 17, 2017

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:  
Law Offices Of



**MARK S. ALLEN**

111 Oronoco Street  
Alexandria, Virginia 22314  
Ph: (703) 836-8787 Fax: (703) 836-7459



**DOMINION**

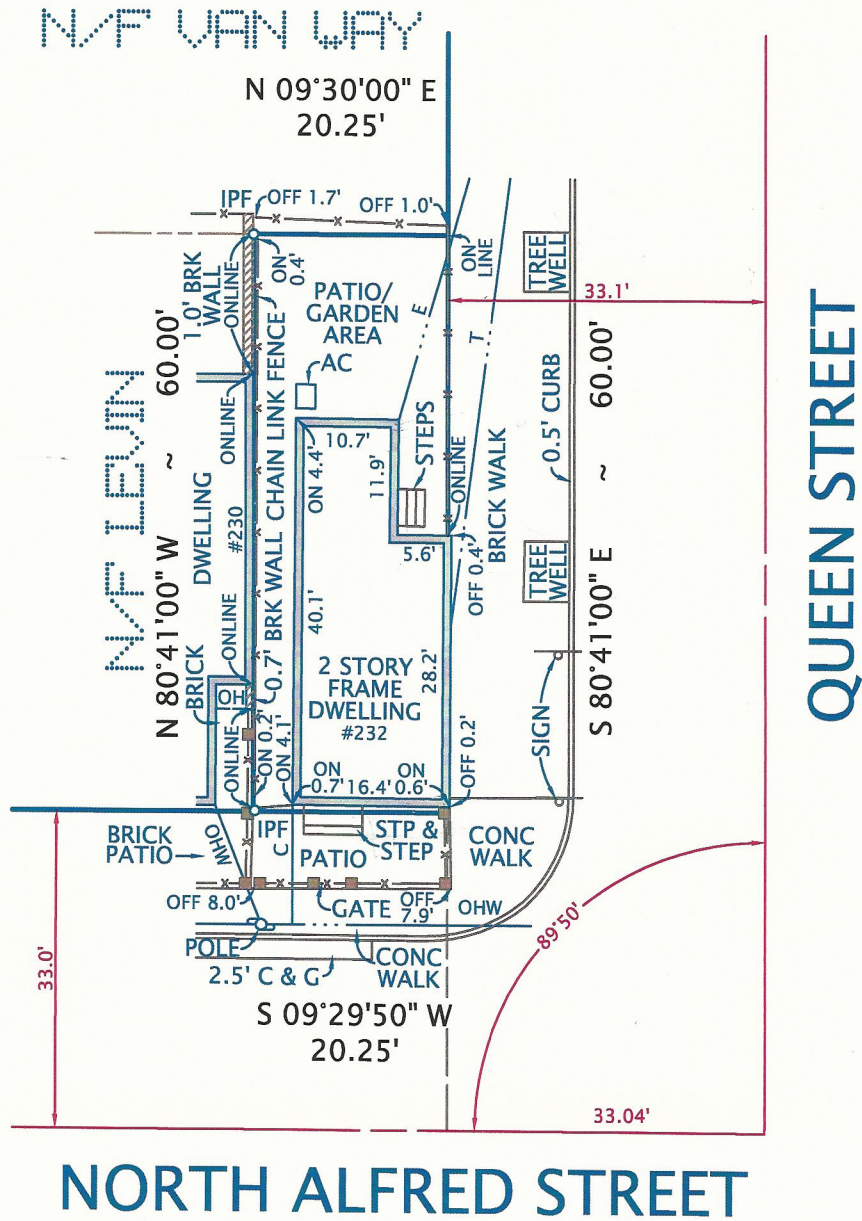
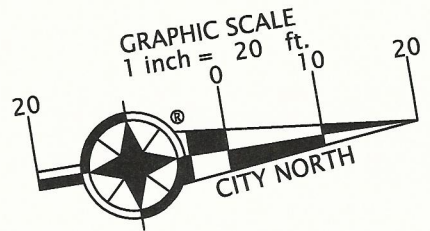
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Inc.®

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



- NOTES: 1. FENCES ARE FRAME UNLESS NOTED.  
2. PILLARS ARE 1.1' BRICK.  
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SURVEY CONDUCTED IN SNOW.  
SOME IMPROVEMENTS MAY NOT  
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PLAT  
SHOWING HOUSE LOCATION ON  
THE PROPERTY LOCATED AT  
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(DEED BOOK 607, PAGE 531)

**CITY OF ALEXANDRIA, VIRGINIA**

SCALE: 1" = 20'

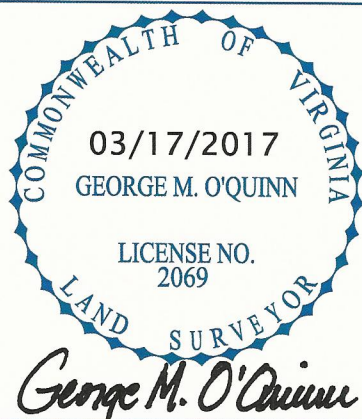
MARCH 17, 2017

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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:  
Law Offices Of



**MARK S. ALLEN**

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Ph: (703) 836-8787 Fax: (703) 836-7459



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ALEXANDRIA, VIRGINIA 22309  
703-619-6555  
FAX: 703-799-6412



# DEPARTMENT OF PLANNING AND ZONING

## FLOOR AREA RATIO AND OPEN SPACE CALCULATIONS

### A. Property Information

A1. Street Address 232 N. Alfred Street Zone RB

A2.  $\frac{1,215}{\text{Total Lot Area}} \times .75 = 911.25$   
 Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

### B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement		Basement**	
First Floor	590	Stairways**	112
Second Floor	590	Mechanical**	39
Third Floor		Other**	216
Porches/ Other		Total Exclusions	
<b>Total Gross *</b>	<b>1,180</b>		

B1. Existing Gross Floor Area \*  
1,180 Sq. Ft.

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

B3. Existing Floor Area minus Exclusions  
813 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	53	Stairways**	
Second Floor		Mechanical**	
Third Floor		Other**	
Porches/ Other		Total Exclusions	
<b>Total Gross *</b>	<b>53</b>		

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

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

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

### D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 866 Sq. Ft.

D2. Total Floor Area Allowed by Zone (A2) 911.25 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	411
Required Open Space	800
Proposed Open Space	411

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

Signature: [Signature] Date: 6/2/17

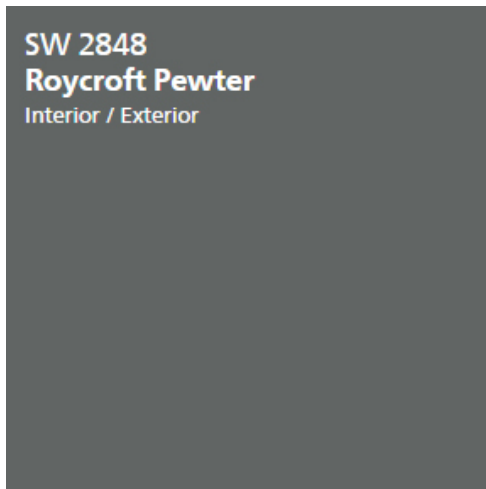


## 232 N Alfred Street - Old and Historic District

### Materials Specification List

**Front Entry Door:** Jeld-wen – Painted Wood Exterior All Panel Door / Model 44 (Four Panel)

Color: Roycroft Pewter SW 2848



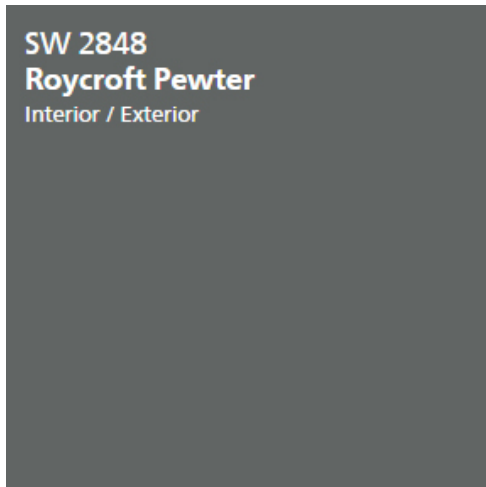
Schlage Hardware – Wakefield Single Cylinder / Siena Knob

Color: Matte Black



**Existing Shutters:** To be repainted

Color: Roycroft Pewter SW 2848



**Front Porch Light:** Gas Light Pro – French Quarter Copper Gas Lantern





**Rear Entry Door:** Jeld-wen – Siteline Aluminum Clad Wood Swinging Patio Doors 5015

Color: Chesnut Bronze

Lite Pattern: None



**Address Numbers:** Satin nickle finish w/ black outline number decal on the transom @ entry door

**Rear Porch Lights:** Kichler – Outdoor Wall 1Lt Fluorescent 10923BK (Black Painted)



**Windows:** Jeld-wen – Sitaline Wood Aluminum Clad Double Hung & Casement Window

Color: Chesnut Bronze

Lite Pattern: Nine over nine (for double hung)



**Metal Coping / Gutters and Downspouts:**

Color: Match windows (Chesnut Bronze)

**Roofing:** (Rear) – Standing seam metal roof – by Englert

Color: Dark Bronze

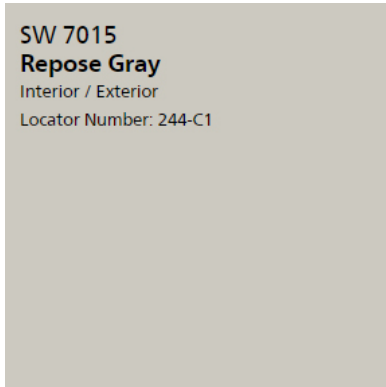
**New Sythetic Wood Trim:**

Color: Match existing

**Existing Siding:**

To be repainted

Color: Repose Gray SW 7015



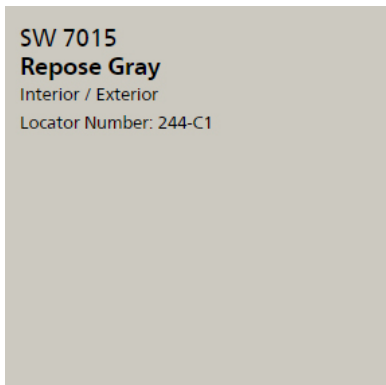
**New Siding at Addition:**

Painted Hardie Plank Lap Siding

- Smooth texture
- 5" exposure



Color: Repose Gray SW 7015



BAR Case # \_\_\_\_\_

ADDRESS OF PROJECT: 232 N Alfred Street

TAX MAP AND PARCEL: 064.04-05-10

ZONING: RB

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: Cameron and Noelle Foster

Address: 13701 42<sup>nd</sup> Ave NE

City: Seattle State: WA Zip: 98125

Phone: E-mail: cameronfoster@me.com

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

Name: STEPHEN W. KULINSKI Phone: (703) 836-7243

E-mail: steve@kulinskigroup.com

**Legal Property Owner:**

Name: Alfred St LLC

Address: 13701 42<sup>nd</sup> Ave NE

City: Seattle State: WA Zip: 98125

Phone: E-mail: cameronfoster@me.com

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

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

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

☐ NEW CONSTRUCTION

☒ EXTERIOR ALTERATION: *Please check all that apply.*

☐ awning

☐ fence, gate or garden wall

☐ HVAC equipment

☒ shutters

☒ doors

☒ windows

☐ siding

☐ shed

☒ lighting

☐ pergola/trellis

☐ painting unpainted masonry

☐ other \_\_\_\_\_

☒ ADDITION

☒ DEMOLITION/ENCAPSULATION

☐ SIGNAGE

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

A modest one-story kitchen addition to the rear of the house, and new light fixtures, doors, windows and shutters.

**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 12 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 structures in plan and elevations.
- ☒ ☐ Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
- ☒ ☐ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- ☒ ☐ For development site plan projects, a model showing mass relationships to adjacent properties and structures.

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

N/A

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

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

N/A

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



BAR Case # \_\_\_\_\_

**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 12 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: STEPHEN W. KULINSKI

Date: 06/05/17

## 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. Cameron & Noelle Foster	13701 42 <sup>nd</sup> Ave NE Seattle, WA 98125	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 232 N Alfred 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. Cameron & Noelle Foster	13701 42 <sup>nd</sup> Ave NE Seattle, WA 98125	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. N/A		
2.		
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.

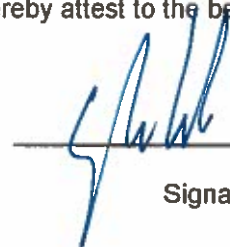
As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

06/05/17

Date

STEPHEN W. KULINSKI

Printed Name

  
\_\_\_\_\_  
Signature