

BAR Meeting
September 19, 2018

ISSUE: Alterations (signage)

APPLICANT: Manchester Condominiums by Lawrence G. Mann

LOCATION: 620 Queen Street (surface parking lot)

ZONE: OCM (50) – Office Commercial Medium

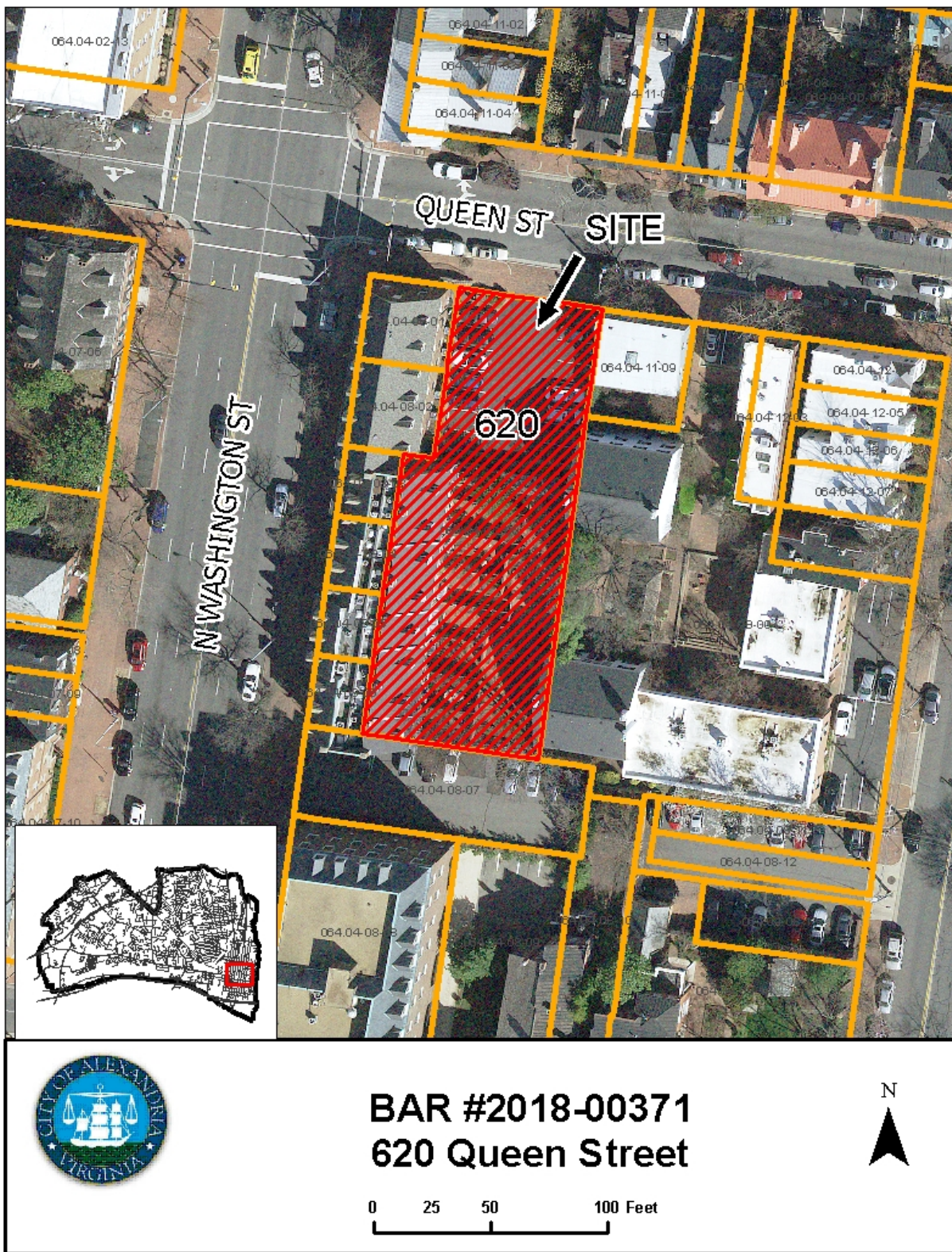
STAFF RECOMMENDATION

Staff recommends approval of the Certificate of Appropriateness with the following conditions:

1. That the towing sign be reproduced with a towing truck image per City Code Section 9-13-10; and,
2. That the towing sign be affixed to one of the brick walls flanking the entrance to the parking lot.

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.



I. ISSUE

The applicant is requesting after-the-fact approval of a Certificate of Appropriateness for parking lot signage at Manchester Condominiums at 620 Queen Street. There are 14 signs located at the front of each individual parking space and another sign at the entrance to the lot identifying it as a private parking lot. Staff became aware of the new signs as a result of a citizen complaint. Because no prior BAR approval for the original signs could be located, the applicant must seek the Board's approval of the replacement signs.

The surface parking lot has eight reserved spaces for homeowners and six reserve spaces for business owners within the Manchester development. The new signs individual parking signs are the same size (18" by 24") as the previously installed signs, but with a different color scheme and text. The sign located at the entrance to the parking lot is larger than the previous sign, measuring 24" by 36".

II. HISTORY

The 14-space parking lot at 620 Queen Street is part of the Manchester Court Condominiums a residential and commercial development occupying the corner of Queen and North Washington Streets (Site Plan #1977-033) which was approved by the BAR approved in June 1977. In 2015, the BAR approved (BAR Case #2015-0128) brick garden walls flanking the entrance to the parking lot.

III. ANALYSIS

Staff has no objection to the replacement of the individual parking signs but finds the freestanding pole sign at the entrance of the lot to be awkwardly located and larger than the previously installed sign (Figure 1).



Figure 1: Image from 2015 BAR report and photo of recently installed sign

Staff surveyed some of the other surface parking lots in the immediate vicinity and in every instance where there is a fence, brick pier or wall at the entrance to the lot, the sign is affixed to the brick (Figure 2), which staff recommends in this particular case as well, finding that it would be more architecturally integrated with the site.

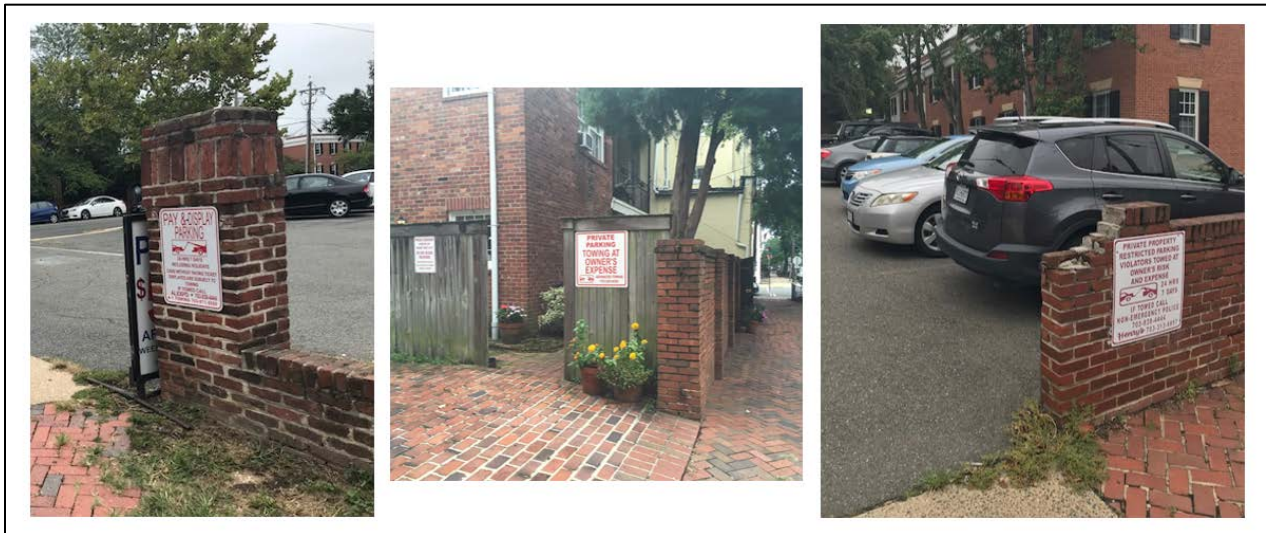


Figure 2: Examples of nearby towing signs

Unlike the individual parking identification signs, towing signs must comply with City Code Sec. 9-13-10 for warning signs:

It shall be unlawful for any tow truck service or operator to tow a motor vehicle unless the area in which the vehicle is parked has posted, at each entrance, a legible sign of a minimum size of 12 inches by 18 inches that contains the following:

- (a) a pictorial symbol of a tow truck;*
- (b) a statement, in letters not less than one and one-half inches in height, to the effect that any trespassing motor vehicle within the area is subject to towing and storage at the expense of the vehicle owner;*
- (c) if applicable, the hours and days of the week when trespassing vehicles are subject to towing; and*
- (d) the telephone number for the City of Alexandria's Department of Emergency Communications, or such other telephone number as may be designated by the city that may be called 24 hours a day for information regarding the retrieval of a towed vehicle; provided, that the requirements of this section shall not apply to areas providing parking for single-family and two-family, as such dwellings are defined in the city zoning ordinance. (Ord. No. 3641, 6/12/93, Sec. 1; Ord. No. 4820, 6/15/13, Sec. 1; Ord. No. 4959, 6/13/15, Sec. 1)*

Because the sign does not contain a pictorial symbol of a tow truck the sign must be changed to comply with the City Code. With the condition that the sign contain an image of a tow truck and that it be located on one of the brick garden walls, staff recommends approval of the application.

STAFF

Stephanie Sample, Historic Preservation Planner, Planning & Zoning
Al Cox, FAIA, Historic Preservation Manager, Planning & Zoning

IV. CITY DEPARTMENT COMMENTS

Legend: C- code requirement R- recommendation S- suggestion F- finding

Zoning Comments

C-1 Direct replacement of existing noncomplying signs in the parking lot are permitted. The shared parking arrangement between the residences and the businesses has existed since approval of the site plan in 1977.

C-2 The proposed sign located at the entrance to the parking lot complies with zoning.

Code Administration

No comments received.

Transportation & Environmental Services

R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition, if a separate demolition permit is required. (T&ES)

R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)

F-1 After review of the information provided, an approved grading plan is not required at this time. Please note that if any changes are made to the plan it is suggested that T&ES be included in the review. (T&ES)

C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)

C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)

C-3 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

C-4 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)

C-5 A sign may be erected or displayed flat against a building wall or at an angle thereto, so long as the sign does not project more than four feet from the building wall or within one

foot of an established curb line and the bottom of the sign is at least eight feet above a sidewalk or parking area and at least 14.5 feet above any alley. (Sec. 5-2-29(c)) (T&ES)

C-6 If any portion of the signage encroaches in the right of way, 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 named insured. (Sec. 5-29 (h)(1)) (T&ES)

C-7 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: Heather Diez

301 King Street, Room 4130

Alexandria, VA 22314

V. ATTACHMENTS

1 – Application for BAR 2018-00371, 620 Queen Street

2 – Supplemental Materials

BAR Case # _____

ADDRESS OF PROJECT: 620 Queen Street

TAX MAP AND PARCEL: 064.04-0C-00 ZONING: _____

LOT 607 MANCHESTER No 2 Resub lots 501-504
LAND OF W.R. MANCHESTER

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: Manchester Condominium

Address: 620 Queen Street

City: Alexandria State: VA Zip: 22314

Phone: 571-212-0895 E-mail: Lmann612@gmail.com

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

Name: Lawrence G. Mann

Phone: 571-212-0895

E-mail: Lmann612@gmail.com

Legal Property Owner:

Name: Manchester Condominium

Address: 620 Queen Street

City: Alexandria State: VA Zip: 22314

Phone: _____ E-mail: _____

- | | | |
|---|--|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Is there an historic preservation easement on this property? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes, has the easement holder agreed to the proposed alterations? |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Is there a homeowner's association for this property? |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> 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.

see attached letter

Application Materials
BAR2018-00371
620 Queen St
Date Routed: 8.27.2018

Manchester Court
Unit Owners Association
- MCUOA -
612 – 626 Queen Street, Alexandria VA

August 19, 2018

To the Board of Architectural Review, City of Alexandria:

We, the undersigned, approve of alterations to the signage in the parking lot of Manchester Court Condominiums: the 15 old and faded “restricted parking” signs shall be replaced with new signs of the same colors and dimensions as the old ones, which for more than two decades have stood in our lot.

The eight signs for resident spaces, one sign per parking space, shall read:

RESERVED
FOR MCUOA
RESIDENT

TOWING
ENFORCED 24/7

and shall present ivory lettering on a green field.

The six signs for business spaces granted by easement, one per parking space, shall read:

RESERVED
MCUOA

TOWING
ENFORCED 24/7

and shall present ivory lettering on a burgundy field.

One sign, 24 by 36 inches, posted inside the parking lot entrance, shall read:


MCUOA PRIVATE LOT
TOWING ENFORCED 24/7

NO BRIDAL SHOP
PARKING

A-1 TOWING: 703-971-2600

Application Materials
BAR2018-00371
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and shall present red lettering on a white field.



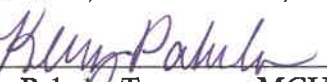
Lawrence G. Mann, President, MCUOA Board of Directors

Aug. 19, 2018
Date



Ken Pakula, Vice President, MCUOA Board of Directors

8-19-18
Date



Kerry Pakula, Treasurer, MCUOA Board of Directors

August 19, 2018
Date

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 type="checkbox"/> windows | <input type="checkbox"/> siding | <input type="checkbox"/> shed |
| <input type="checkbox"/> lighting | <input type="checkbox"/> pergola/trellis | <input type="checkbox"/> painting unpainted masonry | |
| <input type="checkbox"/> other _____ | | | |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☒ SIGNAGE

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

Replace 15 old and faded "Reserved Parking" signs in Manchester Court parking lot with new signs of the same colors and dimensions as the old ones.

The lot comprises eight parking spaces for residents of Manchester Court Condominiums, 612 – 626 Queen Street; and six parking spaces for business property owners on Washington Street: 215 – 225 Washington Street, which have been granted as an easement.

Besides these 14 signs, one additional sign posted at the lot's entrance shall state that the lot is private; that it is not a space for public parking.

Please see attached photos for both old and new signage. Dimensions Included.

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.

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Additions & New Construction: *Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. All plans must be folded and collated into 3 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. Check N/A if an item in this section does not apply to your project.*

- ☐ ☒ N/A Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
- ☐ ☒ FAR & Open Space calculation form.
- ☐ ☒ Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
- ☐ ☒ Existing elevations must be scaled and include dimensions.
- ☐ ☒ Proposed elevations must be scaled and include dimensions. Include the relationship to adjacent structures in plan and elevations.
- ☐ ☒ Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
- ☐ ☒ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- ☐ ☒ For development site plan projects, a model showing mass relationships to adjacent properties and structures.

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

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

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

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

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 620 Queen St
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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: Lawrence G. Mann

Printed Name: LAWRENCE G. MANN

Date: AUGUST 18, 2018

Application Materials
 BAR2018-00371
 620 Queen St
 Date Routed: 8.27.2018

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 three 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. Manchester Condominium	620 Queen Street	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 _____ (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three 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. Lawrence Mann	616 Queen Street	12.5%
2. Manchester Condominium	620 Queen St.	100%
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. Manchester Condominium	NA	NA
2. Lawrence Mann	NA	NA
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.

20 August
Date
2018

Lawrence Mann
Printed Name

Lawrence Mann
Signature





**RESERVED
MCUOA**

**TOWING
ENFORCED 24/7**

MCUOA PRIVATE LOT

TOWING ENFORCED 24/7

**NO BRIDAL SHOP
PARKING**

A-1 TOWING: 703-971-2600



**RESERVED
FOR MCUOA
RESIDENT
TOWING
ENFORCED 24/7**





MANCHESTER COURT CONDOS

PRIVATE PROPERTY

**TOWING AT
OWNER'S EXPENSE**



24 HOURS / 7 DAYS

PERMIT REQUIRED

ALEXANDRIA CITY POLICE

703-838-4444

A-1 TOWING 703-971-2600