

**ISSUE:** Certificate of Appropriateness for alterations

**APPLICANT:** Bob & Becky Cady

**LOCATION:** Old and Historic Alexandria District  
330 South Lee Street

**ZONE:** RM/Townhouse zone

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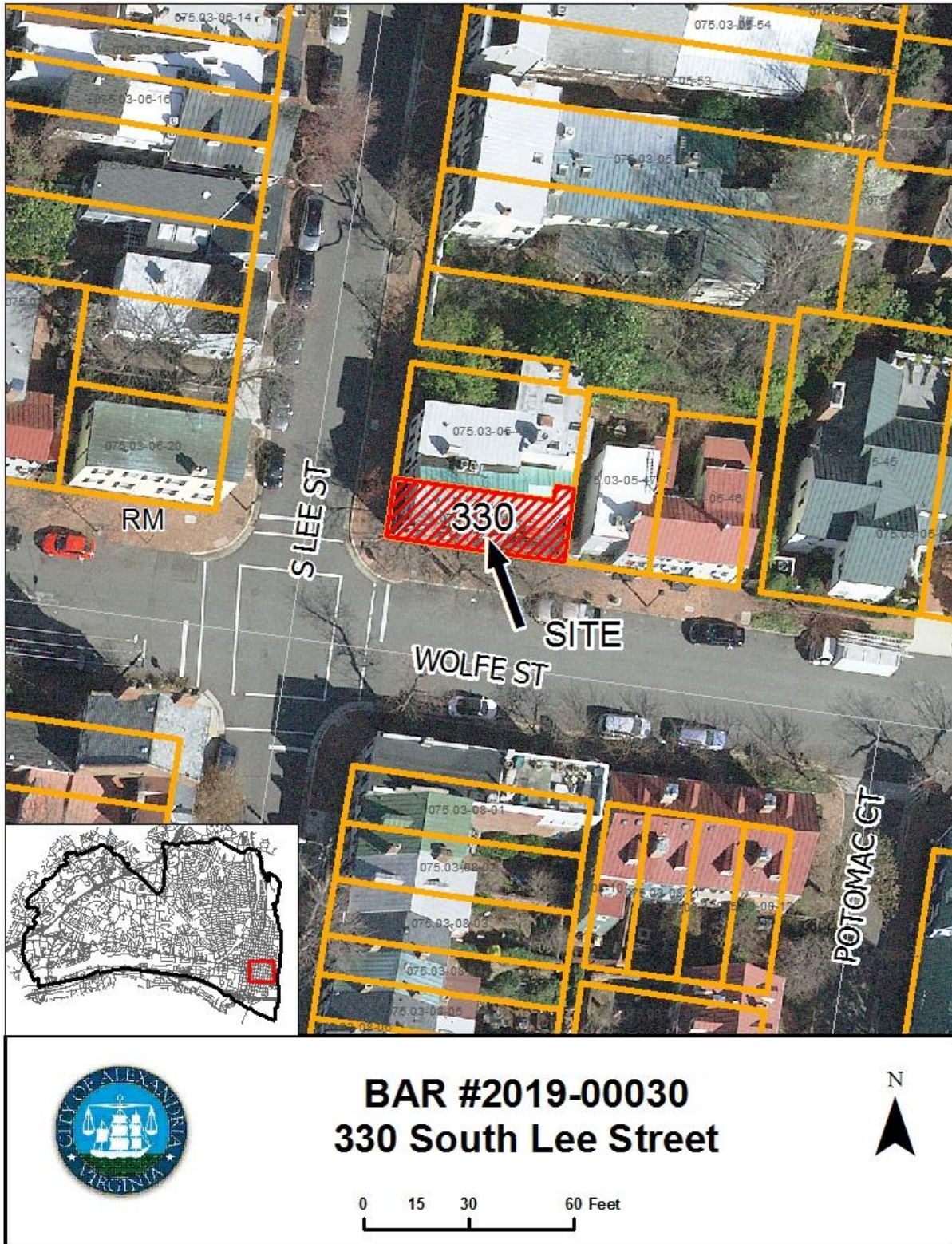
**STAFF RECOMMENDATION**

Staff recommends approval of the Certificate of Appropriateness with the condition that:

1. All new windows and doors must comply with the *Alexandria New and Replacement Window Performance Specifications*.

**GENERAL NOTES TO THE APPLICANT**

1. **ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND PERMITS TO DEMOLISH:** Applicants must obtain a 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 Department of 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, 703-746-4200 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. APPLICANT'S PROPOSAL

The applicant is requesting a Certificate of Appropriateness for the following alterations at 330 South Lee Street:

- Remove the existing six-over-six double-hung wood window on the first floor of the east elevation to install a new wood SDL (Simulated Divided Lite) door which will require the demolition of approximately thirteen square feet of the east elevation wall of the main block.
- Remove the existing solid door at the ell's east elevation to install a new wood SDL single casement window with nine lights.
- Replace the existing six-over-six double-hung wood window on the ell's south elevation first floor and install a new wood SDL single casement window with nine lights.
- Install a new light fixture on the east elevation wall of the main block at the side of the proposed new SDL rear door.
- Remove the existing brick stoop and planter at the ell's east elevation.

## II. HISTORY

This two-story, three-bay, 19<sup>th</sup> century wood frame vernacular house was built in the **mid-19<sup>th</sup> century**. The structure sits on a brick foundation and has a standing seam front gable roof with unusual lateral parapet walls flanking the gable. Although the house is on the corner of South Lee and Wolfe streets, the primary façade is on Lee Street. The building footprint appears on the 1877 Hopkins Insurance Map (the earliest map available for Old Town) and is listed in the *Historic Alexandria Virginia Street by Street* by Ethelyn Cox which states that this corner lot was purchased by George Swain in November 1845 and the adjacent lot (228 South Lee Street) in December 1851 by the same person who developed both properties. The footprint of 330 South Lee does not appear to have changed since 1885, as shown in the Sanborn Fire Insurance Map (Figure 1).

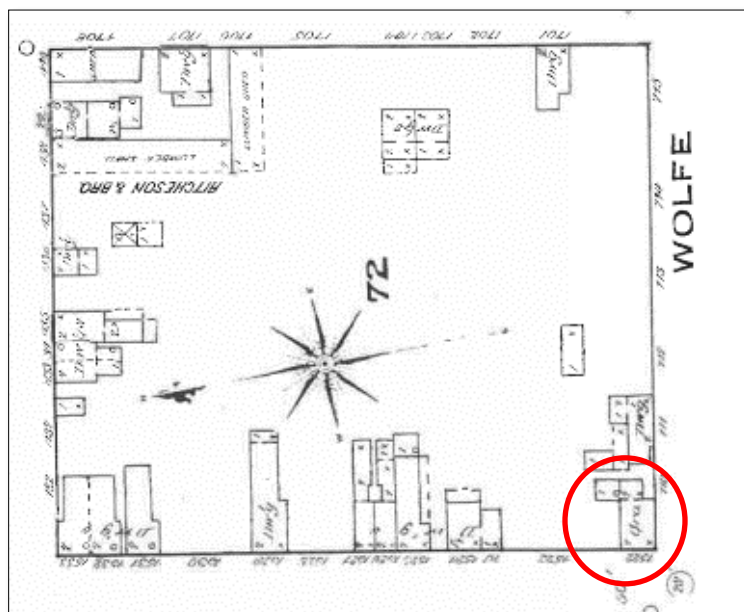


Figure 1: Sanborn Map of 1885



*Previous BAR Approvals*

- November 9, 1960 – application for window replacement and siding.
- May 13, 1964 – application for air conditioner condenser.

**III. ANALYSIS**

Although by the zoning ordinance a corner lot has two front elevations and two rear elevations, staff is evaluating the impact of the proposed alterations on the basis of the main body of the house and the service ell. On most Alexandria townhouses, the main body of the house is what is visible from the public streets, so it is more architecturally formal, and the service ells in the rear are more utilitarian and more frequently altered over time. The Board routinely approves small changes on the ells of historic buildings to accommodate a more modern and functional interior layout as tastes and technology evolve.

*Alterations to the Main Body of the House*

Staff has no objection to removal of the existing six-over-six double-hung wood window and partial demolition of approximately thirteen square feet of the wall of the east elevation of the main block of the house to install a new wood SDL door because the existing window is a 20<sup>th</sup> century replacement. Staff notes that the total wall area to be demolished for this alteration is less than twenty-five square feet, so a separate Permit to Demolish is not required. A very similar alteration was approved by the BAR last year for the townhouse at 201 North Columbus Street on the Cameron Street side facing Christ Church. Even though the subject property sits on a corner lot, only the upper portion of the proposed door will be visible from the street, as there is a six-foot tall brick garden wall enclosing the small side yard which obstructs the visibility of the east elevation first floor where the door will be installed (Figure 2). Changes back and forth between doors and windows is not an unusual request on the rear of a house and is frequently approved by the BAR, so long as a minimum of historic fabric is being removed.



Figure 2: View of the east elevation of the main block

#### *Alterations to the Ell*

The applicant is also proposing removal of an existing solid door at the ell's east elevation at the rear to install a wood SDL casement window with nine lights. The *Design Guidelines* state that:

- Windows with fixed or applied muntins have been approved for the rear elevation of a structure which has minimal visibility from a public way.
- Casement windows should generally only be used on rear façades of buildings.

Staff supports the casement window at the east elevation of the ell because it complies with the *Guidelines* recommendations by being minimally visible from a public way and placed at the rear of the building. Casement windows were occasionally used on dormers, basement windows and the service portions of historic structures, as they were less expensive than double hung windows and provided more ventilation for the same size window.

The existing six-over-six sash window on the ell's south elevation at the first floor is a 20<sup>th</sup> century replacement that presently matches the six-over-six fenestration pattern and double hung operational type on the remainder of the house. Even though the ell's south elevation faces Wolfe Street and the existing six-over-six double-hung window is partially visible from the public way (Figure 3), staff has no objection to its replacement with a wood casement window with nine lights, as this is the number of lights currently visible from the public right-of-way on the existing window, so the visual difference for the public will be minimal. While this facade of the house is street facing and is not technically a rear elevation, this window is located on the service ell of the property and the Board routinely approves fenestration modifications to accommodate a more functional interior layout. In addition, the design will be improved if windows on the south and east elevations of the first floor of the ell match.



Figure 3: View of the ell's south elevation showing window proposed for replacement

The partial window specs submitted with the application meet the *Alexandria New and Replacement Window Performance Specifications in the Historic Districts*, but full product information will be required when applying for the building permit to ensure compliance.

The proposed light fixture on the east elevation which will be installed adjacent to the new door is compatible with the 19<sup>th</sup> century frame vernacular house, therefore, staff recommends approval.

Staff has no objection to the removal of the rear brick stoop and planter at the ell's east elevation because the structure is not original to the building and is not visible from a public way.

With the conditions discussed above, staff recommends approval of the Certificate of Appropriateness for alterations.

#### **STAFF**

Marina Novaes, 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**

F-1 Proposed alterations comply with zoning.

##### **Code Administration**

C-1 A building permit, plan review and inspections are required prior to the start of construction.

**Transportation and 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)
- R-3 No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)
- F-1 After review of the information provided, an approved grading plan is not required at this time. Please note that if any changes are made to the plan it is suggested that T&ES be included in the review. (T&ES)
- C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)
- C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-3 Roof, surface and sub-surface drains be connected to the public storm sewer system, if available, by continuous underground pipe. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (Sec.5-6-224) (T&ES)
- C-4 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-5 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C-6 All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (Sec. 5-2-1) (T&ES)

**Alexandria Archaeology**

- F-1 No archaeological oversight necessary for this undertaking.

**V. ATTACHMENTS**

*1 – Supplemental Materials*

*2 – Application for BAR 2019-00030: 330 South Lee Street*

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

ADDRESS OF PROJECT: 330 South LEE  
TAX MAP AND PARCEL: 7503.05.4B ZONING: RM

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

☒ CERTIFICATE OF APPROPRIATENESS

☐ PERMIT TO MOVE, REMOVE, ENCAPSULATE OR DEMOLISH  
(Required if more than 25 square feet of a structure is to be demolished/impacted)

☐ WAIVER OF VISION CLEARANCE REQUIREMENT and/or YARD REQUIREMENTS IN A VISION  
CLEARANCE AREA (Section 7-802, Alexandria 1992 Zoning Ordinance)

☐ WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT  
(Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance)

Applicant: ☒ Property Owner ☐ Business *(Please provide business name & contact person)*

Name: BOB & BECKY CADDY

Address: 330 SOUTH LEE ST

City: ALEXANDRIA State: VA Zip: 22314

Phone: \_\_\_\_\_ E-mail: shack10c@aol.com

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

Name: PATRICK CARMUS

Phone: 703 626 1984

E-mail: studioscarmus@comcast.net

Legal Property Owner:

Name: SAME

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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



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

- ☐ NEW CONSTRUCTION
- ☒ EXTERIOR ALTERATION: *Please check all that apply.*
- |  |   |   |                                   |
|--|---|---|-----------------------------------|
| <input type="checkbox"/> awning              | <input type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment             | <input type="checkbox"/> shutters |
| <input type="checkbox"/> doors               | <input checked="" type="checkbox"/> windows         | <input type="checkbox"/> siding                     | <input type="checkbox"/> shed     |
| <input checked="" 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).*

REQUEST APPROVAL FOR FENESTRATION CHANGES  
ON THE EAST ELEVATION AND SOUTH ( WOLFE ST )  
ELEVATION. < 25 S.F OF DEMOLITION

**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.*

- |                          |                                     |     |   |
|--------------------------|-------------------------------------|-----|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | N/A |   |
| <input type="checkbox"/> | <input type="checkbox"/>            |     | Survey plat showing the extent of the proposed demolition/encapsulation.  |
| <input type="checkbox"/> | <input type="checkbox"/>            |     | Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.                       |
| <input type="checkbox"/> | <input type="checkbox"/>            |     | Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished. |
| <input type="checkbox"/> | <input type="checkbox"/>            |     | Description of the reason for demolition/encapsulation.   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |     | Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible.    |

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

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

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

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

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

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

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 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: PATRICK CAMUS

Date: 29 Jan 2019

**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. BOB & BECKY CADY	330 S LEE	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 330 S LEE (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. BOB & BECKY CADY	330 S LEE	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. BOB & BECKY CADY	N/A	O+Hb
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.

29 Jan 19  
Date

PATRICK CAMUS  
Printed Name

  
Signature

C<sup>2</sup>

STUDIO CAMUS LLC

225 North Pitt Street

studiocamus@comcast.net

Lynnette 703 989 3777

Alexandria Virginia 22314

Patrick 703 626 1984

Proposed Modifications to the

CADY RESIDENCE

330 South Lee Street Alexandria Virginia

DATE

29 JAN 19

SHEET

CS1

NOTES: 1. UTILITIES ARE UNDERGROUND.  
2. WALLS ARE 0.7' BRICK UNLESS NOTED.

PLAT NORTH

1 inch = 20 ft.  
GRAPHIC SCALE

DOOR TO BE REMOVED, NEW WINDOW,  
WINDOWS TO BE REMOVED  
NEW DOOR

500

859 SF

2 STORY FRAME DWELLING #330

501

WOLFE STREET

MONUMENT LINE

SOUTH LEE STREET

MONUMENT LINE

PLAT

SHOWING HOUSE LOCATION ON

LOT 500

OF THE PROPERTY KNOWN AS NO'S

328 & 330 S. LEE STREET

(DEED BOOK 422, PAGE 302)

CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1" = 20'      MAY 11, 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.

COMMONWEALTH OF VIRGINIA

05/11/2017

GEORGE M. O'QUINN

LICENSE NO. 2069

LAND SURVEYOR

George M. O'Quinn

Ordered by:

MBH

Settlement Group, L.C.

228 S. Washington Street  
Suite 100  
Alexandria, VA 22314  
Phone: (703) 739-0100  
Fax: (703) 739-8339

DOMINION

Surveyors Inc.®

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

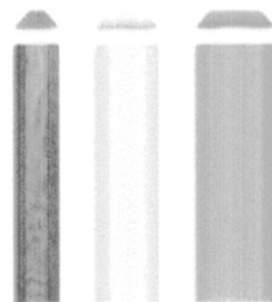
CASE NAME: KOEPPEN ~ CADY

CASE NO: OTA1703080

#170417038

13





**JELD WEN  
Simulated Divided Lites**

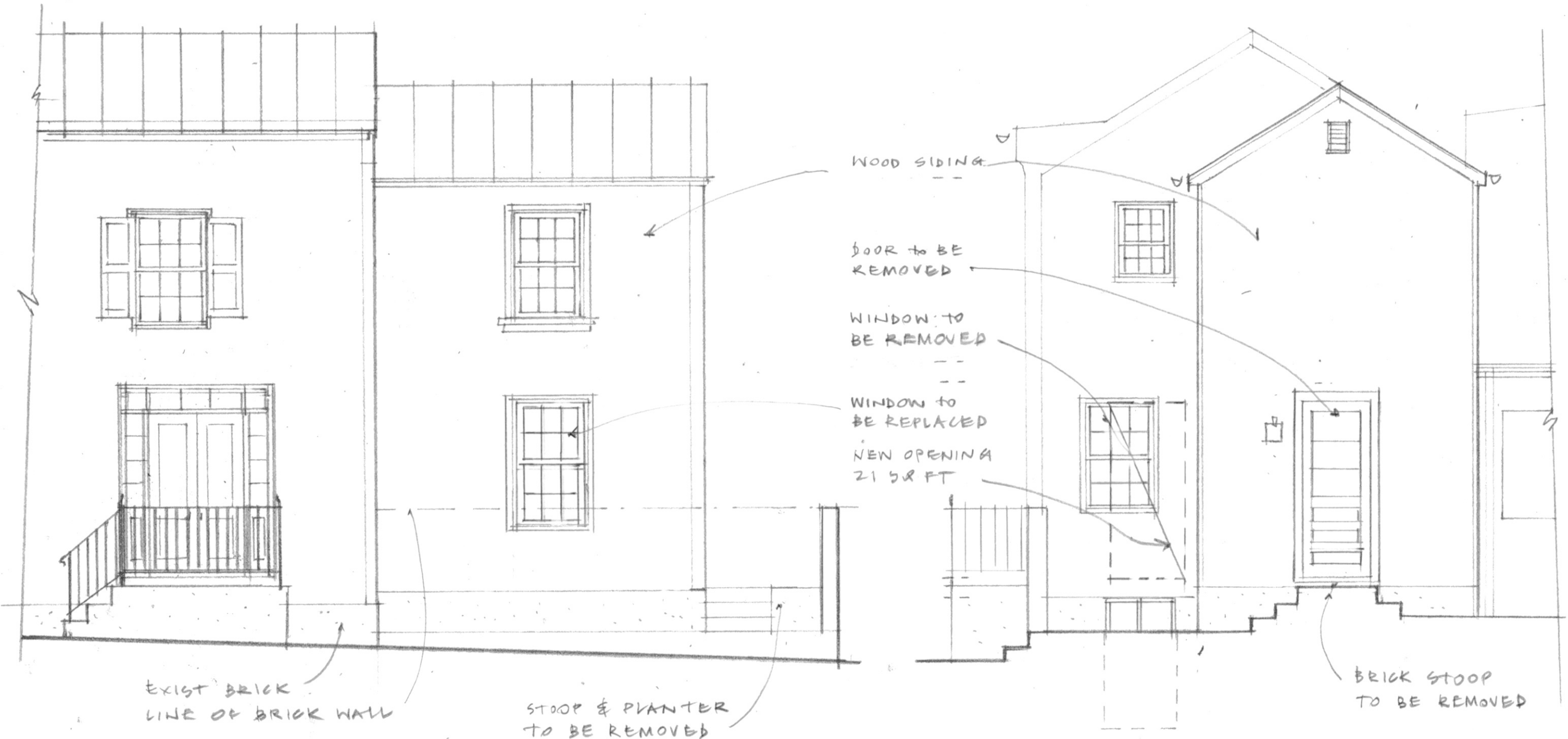
(SDL) grilles that are permanently attached to both the interior and exterior glass (aluminum for clad exteriors, wood for wood exteriors), metal bars placed between the panes of insulating glass to provide design detail.

Grilles 5/8" width in putty profile: These grilles are available in wood for wood exteriors or the color that matches the exterior clad color of the window you choose or a custom color.

Wood Window Specs

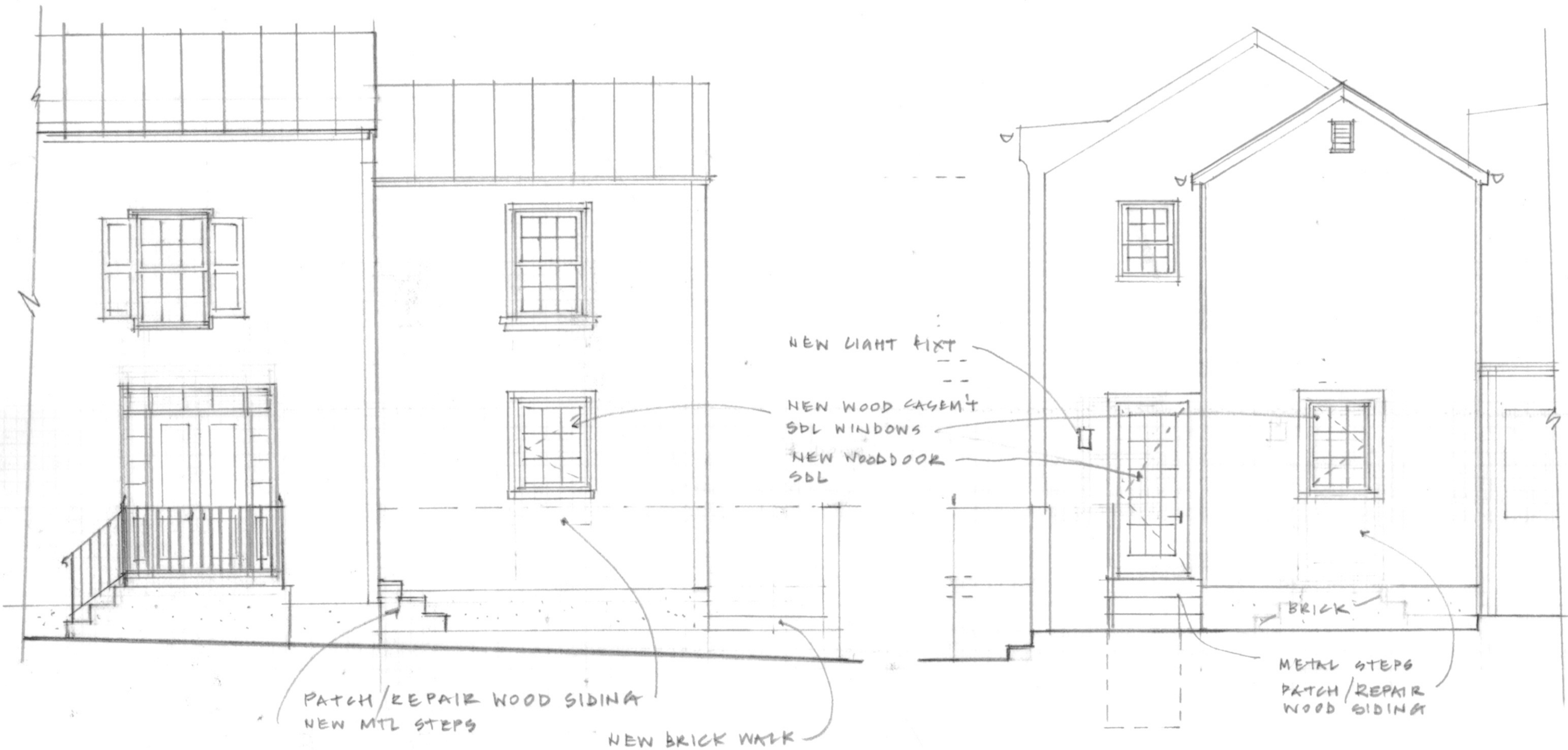


Progress "Gibbes" Street light  
21" h x 7" w



1 PARTIAL SIDE ELEVATION (SOUTH) - EXIST & DEMO

2 REAR ELEVATION (EAST) - EXIST & DEMO



1 PARTIAL SIDE ELEVATION (SOUTH) - PROPOSED

2 REAR ELEVATION (EAST) - PROPOSED





S Lee St 300  
Wolfe St 100





2 HR  
PARKING  
e 30'







