

ISSUE: Certificate of Appropriateness for alterations

APPLICANT: Cathy Van Way

LOCATION: Old and Historic Alexandria District
Address: 904 Queen Street

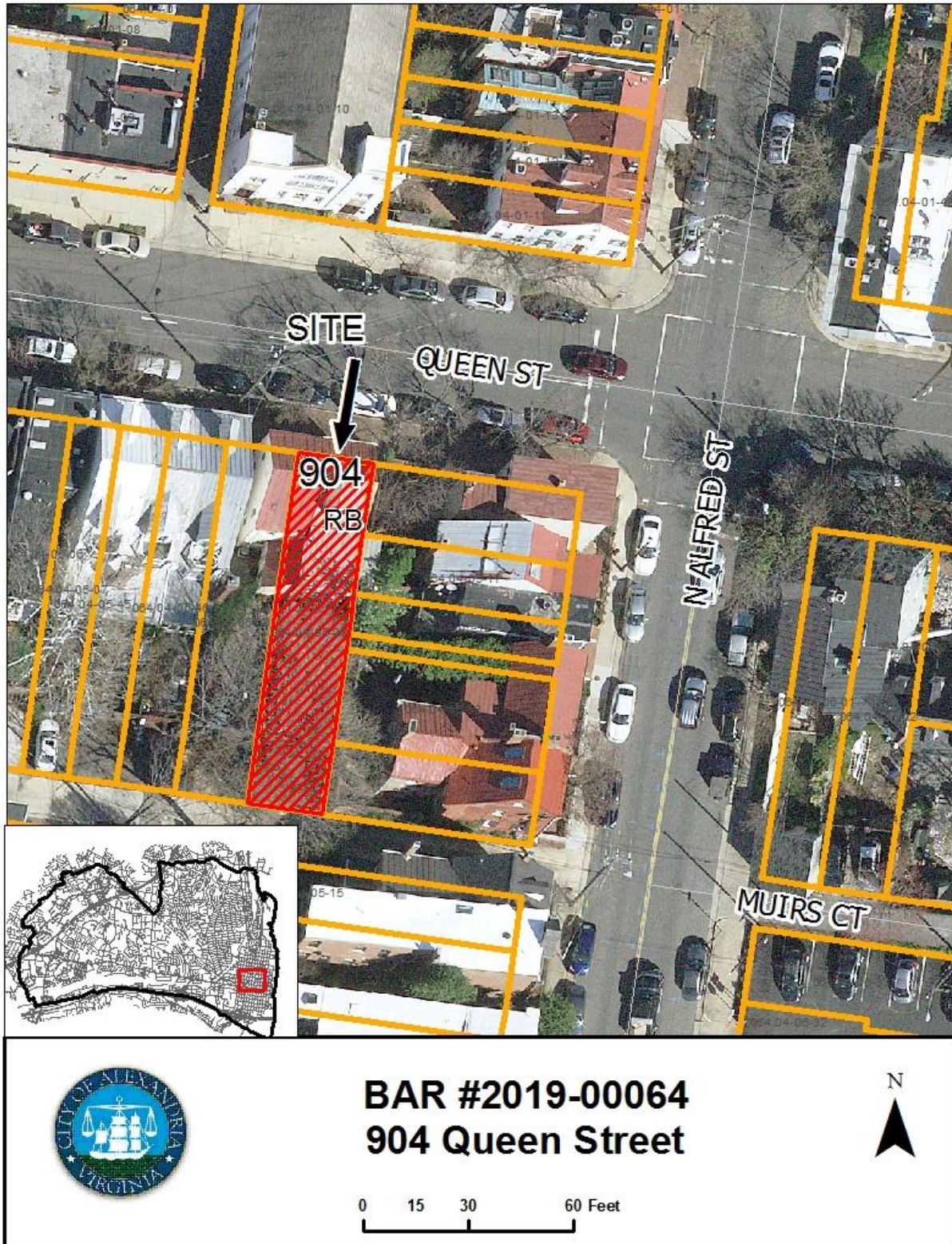
ZONE: RB/Townhouse zone

STAFF RECOMMENDATION

1. Approval of the Certificate of Appropriateness, as submitted;
2. Approval of a waiver of fence height in the rear yard; and
3. That the applicant work with staff to cure the apparent violation of replacement window design and material on the street facing north elevation within the next 12 months.

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 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 to replace an existing vinyl window on the rear of a townhouse with a new one-over-one, single hung Anderson 100 Series fiberex composite insert window in the bathroom on the rear of 904 Queen Street. The property is in the Old & Historic Alexandria District.

II. HISTORY

The simple two story, two bay, red brick house has a sawtooth cornice beneath aside gable roof. The overall form of this semidetached house indicates it was likely constructed by the **mid-19th** century. Based on Sanborn Fire Insurance Maps, the two-story ell on the rear where the window is proposed was constructed by at least 1891 and was expanded to its present width by **1912**.

The alley behind this townhouse is public.

No previous BAR applications were found in the files.

III. ANALYSIS

The *Design Guidelines* chapter on Windows states that: "The size, location, type and trim of windows are a defining element of historic architectural styles." and "Changes to windows can have a dramatic impact on the historic appearance of a structure." (Windows – Page 1)

The applicant originally asked to replace the 1/1 vinyl insert windows with similar 1/1 vinyl windows on both the first and second floor of the rear of this townhouse. The first-floor windows are not visible from a public way because the new(ish) and unapproved rear fence blocking the view appears to exceed the 6' fence height limitation throughout Alexandria. The BAR, therefore, has no purview over the first-floor windows at this time and they may be any material or design permitted by the building code.

The second-floor window, however, is clearly visible from the public alley (Photo #1). Staff's research indicates that the two-story ell on the rear was constructed by at least 1891 and was expanded to its present width by 1912, so it is considered an Early building according to the BAR's 1749-1934 period of architectural significance for the OHAD and staff may only administratively approve a full frame, painted wood replacement window. We have not located records indicating that any of the 1/1 sash, vinyl insert windows now installed on the second floor of this ell, or construction of the entire third floor dormer, or any of the vinyl insert windows with sandwich muntins on the street façade were approved by the BAR or had building permits.

The application before the BAR is only for replacement of a single bathroom window on the rear of the building. The existing window is broken and will not close. While the BAR's policy for replacement windows on a building this age requires a painted wood window, the BAR has approved composite windows in the past for basement windows subject to water splash (most recently on March 6, 2019 at 303 North Washington, BAR2019-00033) or for bath windows within a shower on a secondary elevation, such as this. The BAR permits fiberglass or composite insert windows, such as those made by Marvin and Anderson on post 1934 buildings and staff supports use of that material here.



Photo #1: Rear (south) elevation of 904 Queen with the window proposed to be replaced outlined in red.

Staff also recommends that the BAR approve a waiver of fence height for after-the-fact construction of a 7' tall wood fence in the rear yard. There are tall brick walls adjacent to this fence and it is in a service alley.

While not part of this application, staff also cannot ignore the inappropriate windows on the rest of this building now that they have been brought to our attention. The BAR's long-standing policy regarding repair and replacement of windows when the original material and design cannot be verified is to install historically appropriate material in an appropriate style. Vinyl insert windows with sandwich muntins are not appropriate on any portion of this age building in the OHAD, particularly on a street facing elevation. The adjacent twin to this house at 906 Queen has the appropriate wood windows.

Staff can support the existing one-over-one vinyl windows on the rear elevation until such time as they need to be replaced. However, staff recommends that the BAR require the three windows on the front (north) elevation be replaced with historically appropriate painted wood sash kits or full frame replacement windows complying with the BAR's adopted window policy within the next 12 months.

STAFF

Al Cox, FAIA, Historic Preservation Manager, Planning & Zoning

IV. CITY DEPARTMENT COMMENTS

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

Zoning

C-1 Proposed window replacement complies with zoning.

T&ES

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 The applicant should provide a determination of disturbed area per City Guidelines to T&ES prior to submitting for permits. If the land disturbance meets or exceeds 2500 square feet, a released grading plan will be required prior to submitting for permits. (T&ES)

F-2 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)

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)

V. ATTACHMENTS

1 – Supplemental Materials

2 – Application for BAR 2019-00021: 117 South Fayette Street

ADDRESS OF PROJECT: 904 Queen St. Alexandria, VA 22314

TAX MAP AND PARCEL: 064.04-05-09 **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: Tim Riley

Address: P.O. Box 341262

City: Memphis State: TN Zip: 38184

Phone: 901-471-1043 E-mail: tim@tngbuildingpermits.com

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

Name: _____ Phone: _____

E-mail: _____

Legal Property Owner:

Name: Cathy Van Way

Address: 904 Queen St.

City: Alexandria State: VA Zip: 22314

Phone: 337-349-7716 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 ☐ 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 may be attached).*

Install one Andersen100 Series fibrex window in bathroom on second story on the back of house.

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: _____ 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.

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: Tim Riley

Date: 2/04/2019

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. Tim Riley	P.O. Box 341262 Memphis, TN 38184	Zero
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 904 Queen St. Alexandria (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. Cathy Van Way	904 Queen 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.

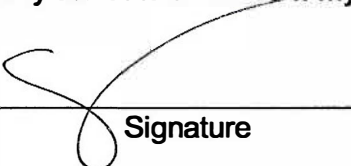
Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.		
2.		
3.		

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.

2/11/19
Date

Catherine Van Way
Printed Name


Signature

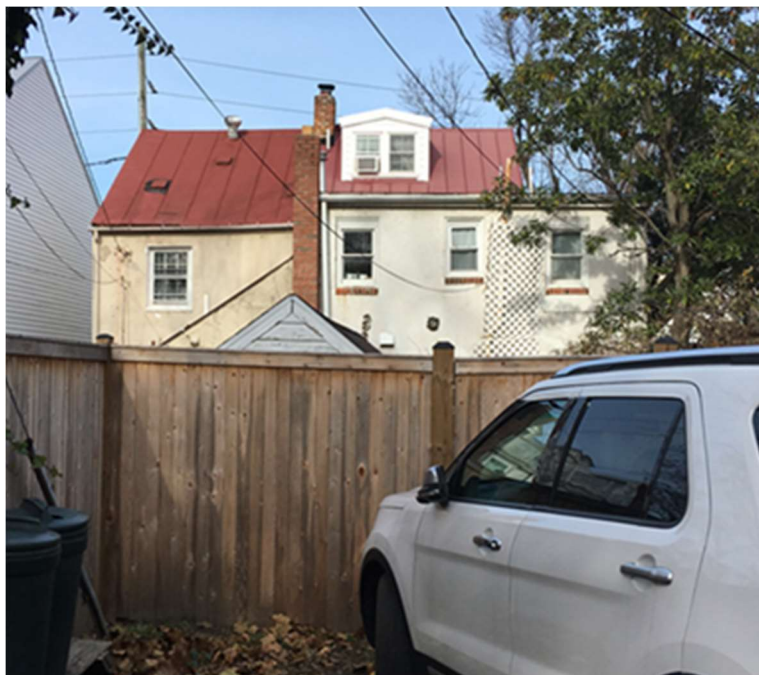
904 Queen St. Alexandria, VA 22314

Homeowner: Cathy Van Way

Scope of work: Install one Anderson 100 Series fibrex window in bathroom on back of house.



Front Facade





SINGLE-HUNG WINDOWS

Andersen® 100 Series single-hung windows allow ventilation through a single operable lower sash that slides up and down. Classic rectangular shapes are available, or use an arched top for added elegance. Made with our revolutionary Fibrex® composite material, 100 Series products are durable, environmentally smart and energy efficient. 100 Series products are available in deep, rich colors that complement virtually any architectural style. For added style, we offer a wide range of grille patterns and patterned glass options.

DURABLE

- Virtually maintenance-free
- Rigorously tested to deliver years* of smooth, reliable operation
- Fibrex material construction provides long-lasting* performance
- Durable, low-maintenance finish won't fade, flake, blister or peel*
- Fibrex material is twice as strong as vinyl

ENERGY EFFICIENT

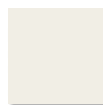
- Weather-resistant construction for greater comfort and energy efficiency
- Weatherstripping is designed to seal out drafts, wind and water
- Variety of Low-E glass options are available to help control heating and cooling costs in any climate
- Many 100 Series casement windows have options that make them ENERGY STAR® v. 6.0 certified throughout the U.S.



BEAUTIFUL

- Clean, attractive corner seams
- Five exterior color options
- Attractive matte finish interiors available in four colors
- Add style with grilles or patterned glass

EXTERIOR COLORS



White



Sandtone



Terratone



Dark Bronze



Black



100 SERIES SINGLE-HUNG WINDOWS

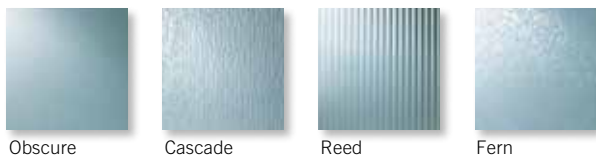
Fibrex® material combines the strength and durability of wood with the low-maintenance of vinyl. The wood fibers are reclaimed from our own factories, which makes this product sustainable and environmentally responsible.

HIGH-PERFORMANCE GLASS OPTIONS

- Low-E glass
 - Low-E glass with HeatLock® technology
 - Low-E Sun glass
 - Low-E SmartSun™ glass
 - Low-E SmartSun glass with HeatLock technology
- Tempered glass and other glass options are available. Contact your Andersen supplier.

PATTERNED GLASS

Ideal for letting light into the home while obscuring vision. Available in four attractive patterns.



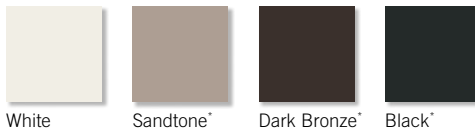
FRAME OPTIONS

1-3/8" flange setback, 1" flange setback with stucco key or replacement configuration.

ADDITIONAL FEATURES

- Sash lock engages automatically when operable sash is closed
- Operable sash has a meeting stile cover with a unique raised profile design, allowing the sash to be opened and closed easily

INTERIOR OPTIONS



HARDWARE



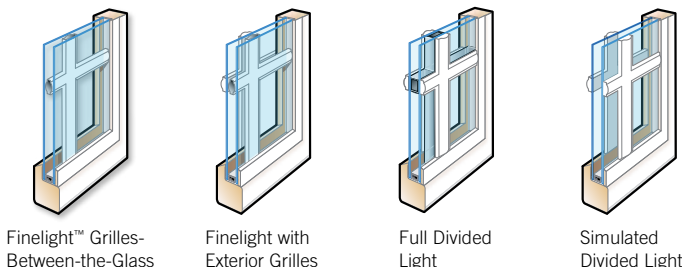
Single-hung windows feature hardware that automatically locks when windows are closed. Hardware color matches the window's interior.

Optional lift handle matches the window's interior.

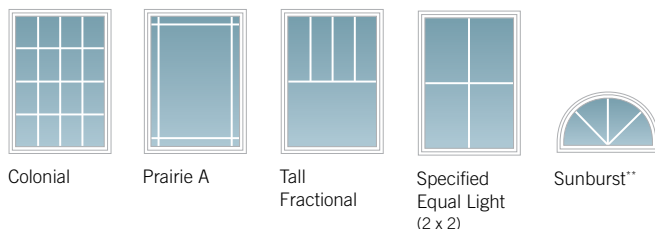
New metal Slim Line hardware is available in White, Sandtone, Dark Bronze, Black, Satin Nickel and Antique Brass.

GRILLES

Choose from the following grille options:



All grille options are available in a variety of patterns.



*Units with Black, Dark Bronze and Sandtone interiors have matching exteriors.
 **Sunburst pattern is only available with Finelight grilles.
 Printing limitations prevent exact color and finish duplication. See your Andersen supplier for actual finish samples.
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