

**ISSUE:** Certificate of Appropriateness for alterations

**APPLICANT:** Christopher & Tracey Silk

**LOCATION:** Old and Historic Alexandria District  
312 North Pitt Street

**ZONE:** RM/Townhouse Zone

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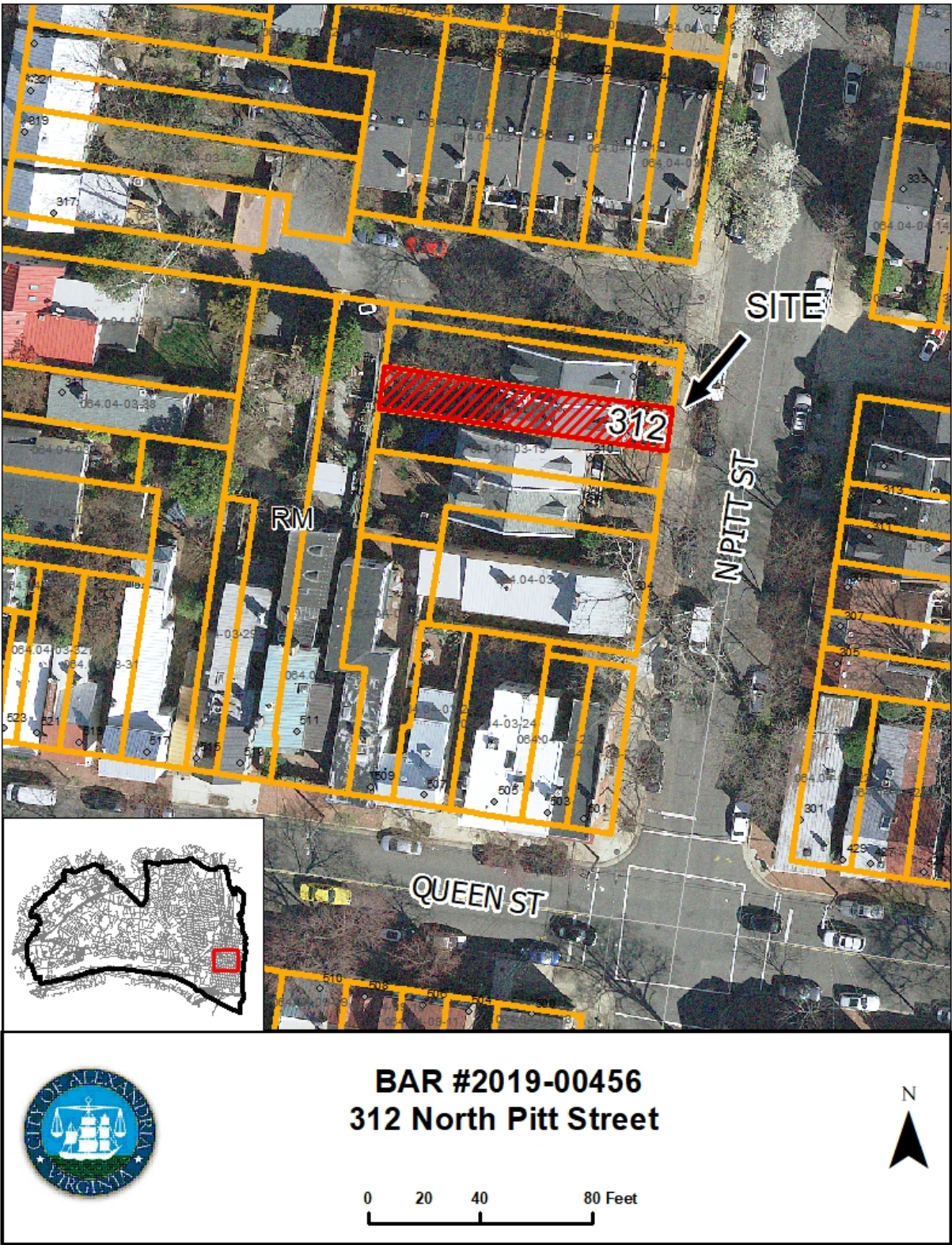
**STAFF RECOMMENDATION**

Staff recommends:

1. Approval of a Certificate of Appropriateness for alterations to install a new front door surround, as submitted.
2. Replacement of the existing window sash on the front elevation with sash that comply with the BAR's window policy.

**GENERAL NOTES TO THE APPLICANT**

1. **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.
2. **COMPLIANCE WITH BAR POLICIES:** All materials must comply with the BAR's adopted policies unless otherwise specifically approved.
3. **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.
4. **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.
5. **EXPIRATION OF APPROVALS NOTE:** In accordance with Sections 10-106(B), 10-206(B) and 10-307 of the Zoning Ordinance, any 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 requests a Certificate of Appropriateness to add a front door surround, at 312 North Pitt Street.

### Certificate of Appropriateness

The applicant proposes to install a wood door surround painted off-white, 105" in height by 7" thick and 54" across, to match the existing door surround of the neighboring townhouse at 308 North Pitt shown in Figure 1.



Figure 1 – door surround at 308 N Pitt

## II. HISTORY

The two-bay, three-story Colonial Revival brick townhouse was built in **1967**. The property is a mid-block unit in a row of four similar townhouses constructed at the same time and is a Later (post 1934) structure in the OHAD.

*Previous BAR Approvals*

BAR#2019-00382 – approval for shutters and front door replacement.

BAR#2019-00449 – approval for gas lantern and gate.

**III. ANALYSIS**

Staff supports the installation of a door surround at the east/front elevation of the subject property because the simple design with pilasters and cornice is stylistically appropriate for the 1967 Colonial Revival style townhouse. The BAR previously approved similar door surround at 308 North Pitt Street (BAR#2014-00349), used as example in this application (Figure 1).

The *Design Guidelines* state that “Exterior doors and storm doors constitute prominent visual details of the main façade of a building. In addition to the door itself, details surrounding the doorway are also important visual elements of a building. Such detailing includes door frames, glass, moldings, pediments, hoods and hardware. Exterior doors and surrounding details should complement the architecture of the structure and not detract from it.”

The BAR’s primary role in reviewing alterations to mid-20<sup>th</sup> century townhouses is to ensure stylistic compatibility with the existing structure; to maintain general scale, mass and architectural compatibility with the immediate neighbors; and to preserve the overall character of the historic district.

During site research for the present application, staff noted that the first-floor window adjacent to the door and the two third-floor windows are vinyl with sandwich muntins (between the glass) that do not and have never complied with the BAR’s *Design Guidelines* or window policy. Staff was unable to locate any building permits or previous BAR approval for installation of these windows. Based on images in Google Street View, they appear to have been installed within the past few years but, unfortunately, prior to purchase of the house by the present owners this year. As reminder for the BAR, zoning violations run with the property despite any change in ownership.





Figure 2: Recent photo of 312 North Pitt Street east elevation

Although the façade of the house is set back a few feet from the sidewalk, these windows are plainly visible from the public way and staff recommends that they be replaced. (See Figure 2) While not originally part of this application, the BAR may either approve the existing windows after-the-fact or direct staff to work with the applicant to correct the violation and to install windows that comply with the BAR's window policy. Appropriate windows for this Later structure may be simulated divided light (SDL), double glazed Low-E 272 fiberglass insert windows, aluminum clad wood sash kits or full frame replacements.

Therefore, with the exception of the three inappropriate windows on the front elevation, staff recommends approval of the Certificate of Appropriateness as submitted.

#### **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**

No comments provided.

**Code Administration**

F-1 No permit required to add a wood frame molding around the front door.

**Transportation and Environmental Services**

No comments provided.

**Alexandria Archaeology**

F-1 No archaeological oversight necessary for this project.

**V. ATTACHMENTS**

*1 – Supplemental Materials*

*2 – Application for BAR 2019-00456: 312 North Pitt Street*

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

ADDRESS OF PROJECT: 312 N. Pitt Street Alexandria VA

DISTRICT: ☐ Old & Historic Alexandria ☐ Parker - Gray ☐ 100 Year Old Building

TAX MAP AND PARCEL: 064.0403-18 ZONING: \_\_\_\_\_

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: Christopher + Tracey Silk

Address: 312 N. Pitt Street

City: Alexandria State: VA Zip: 22314

Phone: 704-682-0263 E-mail: traceysilk@hotmail.com

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

Name: N/A

Christophery silk  
@hotmail.com

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Legal Property Owner:

Name: Christopher + Tracey Silk

Address: 312 N. Pitt Street

City: Alexandria State: VA Zip: 22314

Phone: 704-682-0263 E-mail: traceysilk@hotmail.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.*
- |   |   |   |                                   |
|---|---|---|-----------------------------------|
| <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 checked="" type="checkbox"/> other <u>wood frame around front door</u> |   |   |                                   |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

- ① proposal to add a wood frame molding surrounding the front door.
- ⇒ 10 inches tall, 7 inches wide on each side, 54 inches across the top.
- ⇒ "off-white" paint color

**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.

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: Tracey Silk

Printed Name: TRACEY SILK

Date: 10/25/19

**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. CHRISTOPHER SILK	312 N. P. H ST.	100% each
2. TRACEY SILK	312 N. P. H ST	100% each
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. CHRISTOPHER SI	312 N. P. H ST.	100% each
2. TRACEY SILK	312 N. P. H ST	100% each
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.

10/24/19 TRACEY SILK  
Date Printed Name

  
Signature

**Door Frame (as seen in picture):** 105 inches tall, 7 inches wide on sides, 54 inches across the top; off white paint color





Current State  
312 N. Pitt St.





No frame

314 N. P.H



Google

Image capture: Jul 2018 © 2019 Google

Alexandria, Virginia



Street View - Jul 2018

308 N Pitt

NO frame  
310 N Pitt

312 N. Pitt