

Docket Item # 7 & 8  
BAR CASE # 2012-0202 &  
2012-0203

BAR Meeting  
July 11, 2012

**ISSUE:** Partial Demolition/Capsulation, Addition and Alterations

**APPLICANT:** Kaj D. & Laura F. Vetter by Stephanie R. Dimond, Dimond Adams  
Design Architecture

**LOCATION:** 204 South Saint Asaph Street

**ZONE:** RM / Residential

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**STAFF RECOMMENDATION:**

Staff recommends approval of the Permit to Demolish/Capsulate and Certificate of Appropriateness for an addition and alterations, as submitted.

**\*\*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.

**\*\*BUILDING PERMIT NOTE:** 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.



**CASE BAR2012-0202 &  
CASE BAR2012-0203**



**\*Note:** The two reports for 204 South Saint Asaph Street, BAR #2012-0202 (Permit to Demolish/Capsulate) and BAR #2012-0203 (Certificate of Appropriateness) have been combined for clarity and brevity. This item requires a roll call vote.

### **I. ISSUE:**

The applicant is requesting approval of a Permit to Demolish/Capsulate to partially demolish and capsulate portions of the south (side) and east (rear) elevation for a small addition and alterations. The proposal includes the following:

#### *South Elevation*

- Remove part (one-bay) of existing one-story porch on south (side) elevation.
- 3.5 foot by 10.75 foot one-story expansion with three two-over-two painted wood windows and panels directly east of existing covered porch at first story.
- Expand existing second story covered porch over first floor expansion.
- Remove existing door and replace with siding on existing rear porch at first story.
- Remove existing stair and single window and enclose second story space with three two-over-two painted wood windows.

#### *East Elevation*

- Remove existing stair and single window and enclose second story space with three two-over-two painted wood windows.
- Enclose open portions with wood siding to match existing.

The proposed materials include: painted wood trim, columns and panels, two-over-two simulated divided light wood windows, and wood siding to match the existing siding.

### **II. HISTORY:**

The three-story freestanding brick townhouse located at 204 South Saint Asaph Street dates to the **early-20<sup>th</sup> century**. The façade of the townhouse features extruded yellow brick, a mansard roof with barrel tiles and original one-over-one windows. The house first appears on the 1907 Sanborn Fire Insurance Map. In 1907, the footprint includes the main block, a two-story rear ell, and a one-story porch on the south elevation. The 1921 Sanborn Fire Insurance Map depicts the two-story porch configuration on the south elevation. The current configuration, with a one-story porch and two-story porch on the south elevation, and two-story rear addition, appears on the 1941 Sanborn Fire Insurance Map. By 1958, the Sanborn Fire Insurance Map noted it was a rooming house.

In 1950, the Board approved construction of an accessory building (8/17/1950). In 1980, the Board approved an addition and alterations (1/2/1980).

### **III. ANALYSIS:**

The proposal is in conformance with Zoning Ordinance requirements.

#### Permit to Demolish/Capsulate

In considering a Permit to Demolish/Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B):

- (1) Is the building or structure of such architectural or historical interest that its moving, removing, capsulating or razing would be to the detriment of the public interest?
- (2) Is the building or structure of such interest that it could be made into a historic house?
- (3) Is the building or structure of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?
- (4) Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?
- (5) Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?
- (6) Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values, generating business, creating new positions, attracting tourists, students, writers, historians, artists and artisans, attracting new residents, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, and making the city a more attractive and desirable place in which to live?

In the opinion of Staff, the criteria to demolish and capsule are not met and the Permit to Demolish should be granted. The Board regularly approves the partial demolition and capsulation of secondary elevations or later additions to allow for a new or larger rear addition or other alterations when the existing walls are not of particularly old or unusual construction. In this case, the majority of the existing original elements will remain visible and intact. The majority of the area proposed for capsulation is on a two-story rear addition which was not original and has been clearly altered over time. Staff finds the cumulative amount of demolition and capsulation to be minimal in scope.

#### Addition and Alterations

The proposed addition is one of the smallest that the Board has reviewed and will be minimally visible from South Saint Asaph Street, as the existing townhouse is mid-block and the addition will be located behind an open two-story porch. When considering any addition, the Board must consider not only the impact of the addition on the existing building but also on the surrounding area. The alterations to the rear frame addition are appropriate and stylistically consistent with a rear addition or porch such as this. Staff finds the addition and alterations to be compatible with respect to scale, mass and architectural character as the proposal allows the historic freestanding townhouse to remain prominent.

The proposed materials — wood siding and trim, wood windows and columns — are all considered by BAR policies appropriate materials for new construction.

Staff recommends approval of the application as submitted.

#### **STAFF:**

Catherine Miliaras, 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

##### **Code Administration**

- F-1 The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit plans. If there are any questions, the applicant may contact Ken Granata, Acting Plan Review Supervisor at [ken.granata@alexandriava.gov](mailto:ken.granata@alexandriava.gov) or 703-746-4193.
- C-1 Building and trades permits are required for this project. Five sets of *construction documents* that fully detail the construction as well as layout and schematics of changes that may be made to any mechanical, electrical, and plumbing systems shall also accompany the permit application(s). If a design professional prepares drawings for the project the plans must bear the seal of the design professional in accordance with the Code of Virginia Section 54.1-410B.
- C-2 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-3 Any proposed future alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-4 Before a building permit can be issued on any proposed future alterations, a certification is required from the owner or owner's agent that the building has been inspected by a licensed asbestos inspector for the presence of asbestos.
- C-5 Stairs must comply with the Virginia Residential Code Section R311.7. A maximum riser height of 8-1/4 inches and minimum depth tread of 9 inches. Handrails shall be installed on at least one side for a continuous run of treads or flight with four or more risers. Handrail height shall be a minimum of 34 inches and a maximum of 38 inches from the sloped plane of the adjoining tread noses.
- C-6 The height of the porch above grade is not shown. If > 30" above finished grade porches must have guardrails on open sides. Guardrails and intermediate rails must comply with USBC.
- C-7 The applicant shall provide window manufacturer specification, size of openings for each window as well as lintel size for both doors and windows if the openings in the existing structure need to be enlarged.
- C-8 Electrical wiring methods and other electrical requirements must comply with 2009 USBC and/or NFPA #70, 2008.
- C-9 All exterior walls within 5 feet from an interior property line shall have a fire resistance rating of 1 hour, from both sides of the wall. As alternative, a 2 hour fire wall may be provided. This condition is also applicable to skylights within setback distance. Openings in exterior walls between 3 and 5 feet shall not exceed 25% of the area of the

entire wall surface (This shall include bay windows). Openings shall not be permitted in exterior walls within 3 feet of an interior lot line.

- C-10 A wall location plat prepared by a land surveyor is required to be submitted to this office prior to requesting any framing inspection.
- C-11 A Certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof, in accordance with VRC 113.8.
- C-12 Provisions shall be made to prevent the accumulation of water or damage to any foundation on the premises or adjoining property (USBC 3303.5).

**Transportation and Environmental Services (T&ES):**

**RECOMMENDATIONS**

- R1. The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)
- R2. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R3. All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (T&ES)
- R4. 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)

**FINDINGS**

- F1. 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)

**CITYCODE REQUIREMENTS**

- 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)

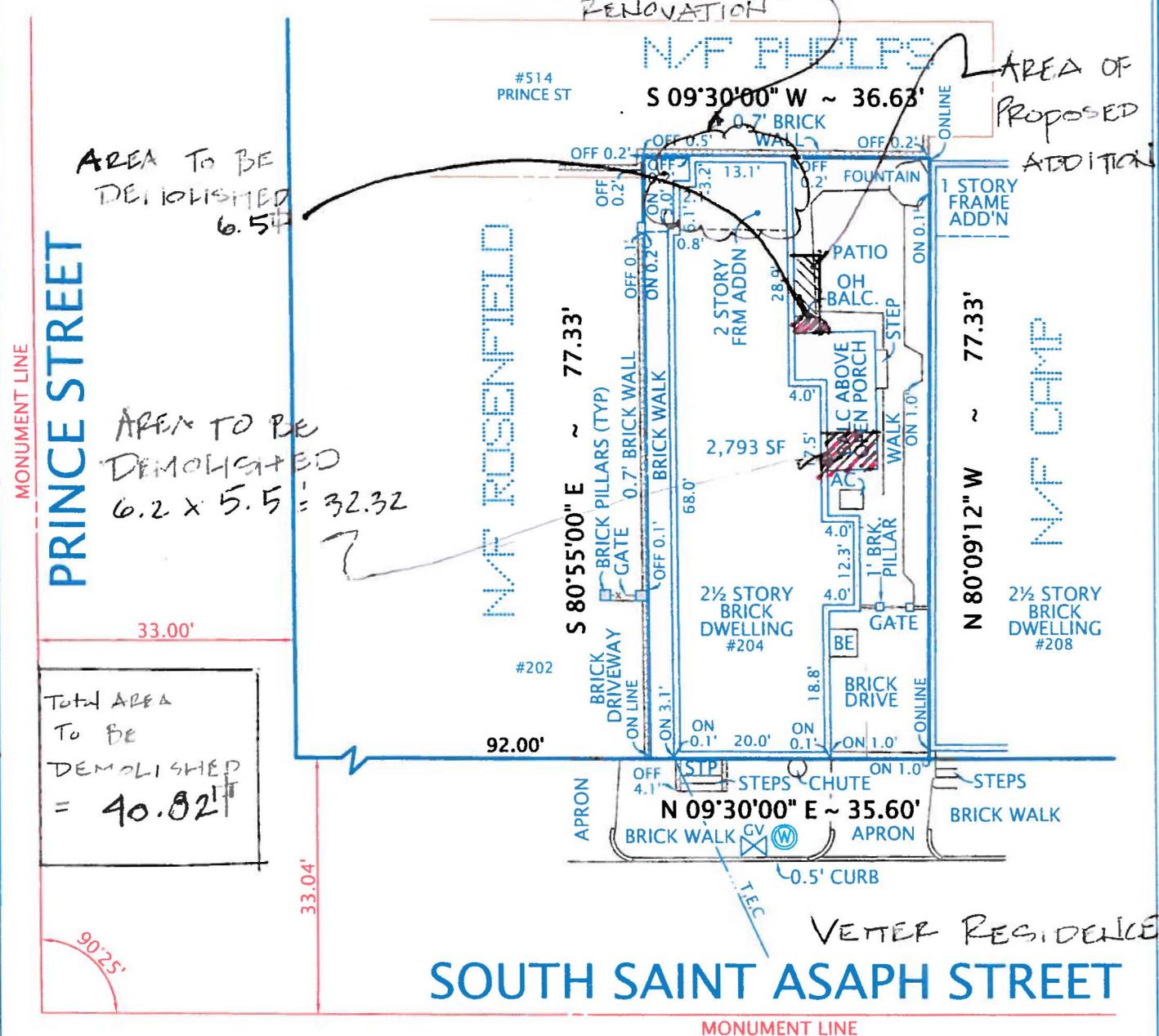
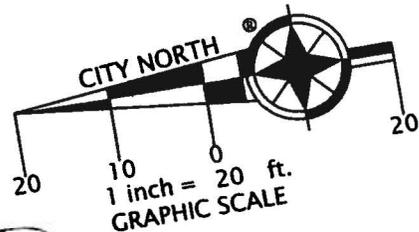
- C-4 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-5 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

**V. ATTACHMENTS**

*1 – Supporting Materials*

*2 – Application for BAR2012-00202 & BAR2012-00203 at 204 South Saint Asaph St*

NOTES: 1. WALLS ARE 0.4' BRICK UNLESS NOTED.

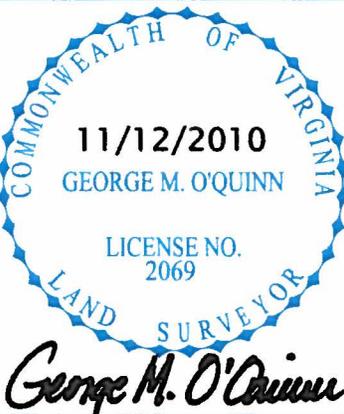


PLAT  
SHOWING HOUSE LOCATION ON  
**#204 SOUTH SAINT ASAPH STREET**

(INSTRUMENT #: 070023079)  
CITY OF ALEXANDRIA, VIRGINIA  
SCALE: 1" = 20'      NOVEMBER 12, 2010

I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY AND UNLESS SHOWN THERE ARE NO VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.  
A TITLE REPORT WAS NOT FURNISHED.  
NO CORNER MARKERS SET.



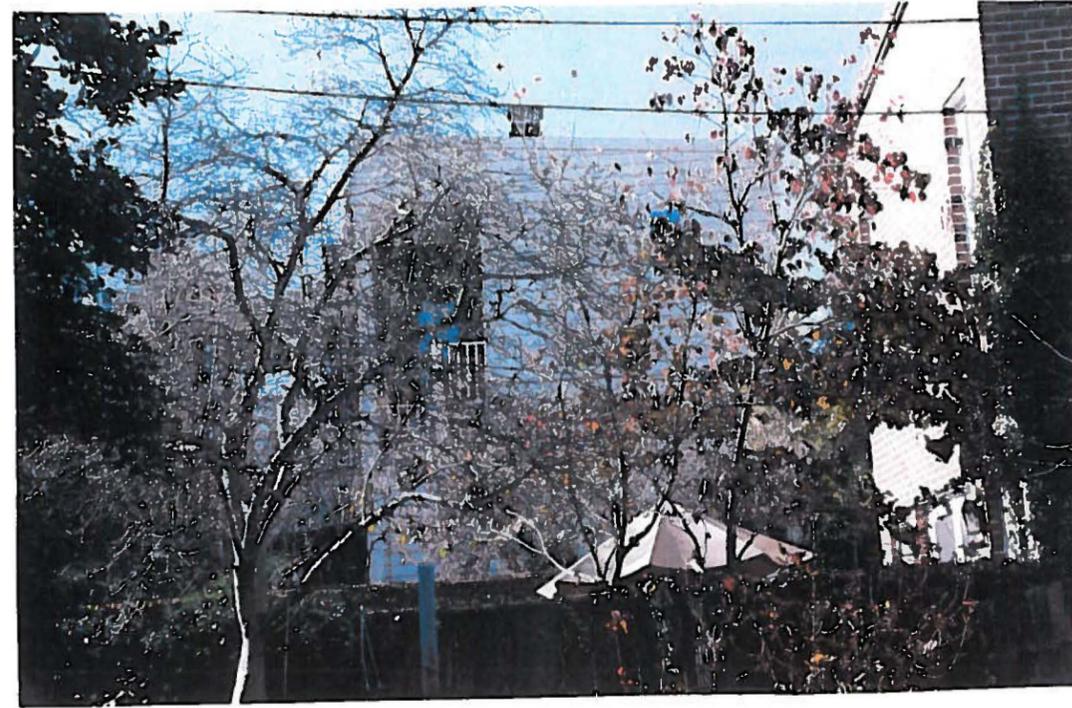
Ordered by:

**MONUMENT TITLE**  
COMPANY, INC.  
Real Estate Settlement Services  
601 North Fairfax Street  
Suite 150  
Alexandria, Virginia 22314  
703-548-8666

**DOMINION** Surveyors Inc.®  
8808-H PEAR TREE VILLAGE COURT  
ALEXANDRIA, VIRGINIA 22309  
703-619-6555  
FAX: 703-799-6412



**Front Elevation**



**Rear Elevation Showing Existing Addition**



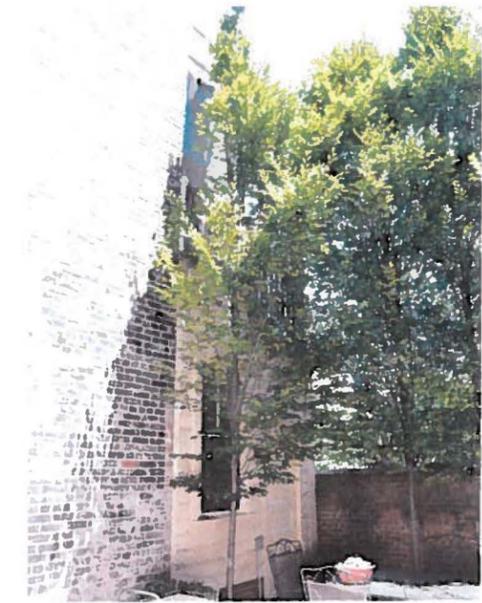
**Side Elevation of porch on South side of house, showing area to be demolished**



**South Elevation showing existing side porch as seen from side garden**

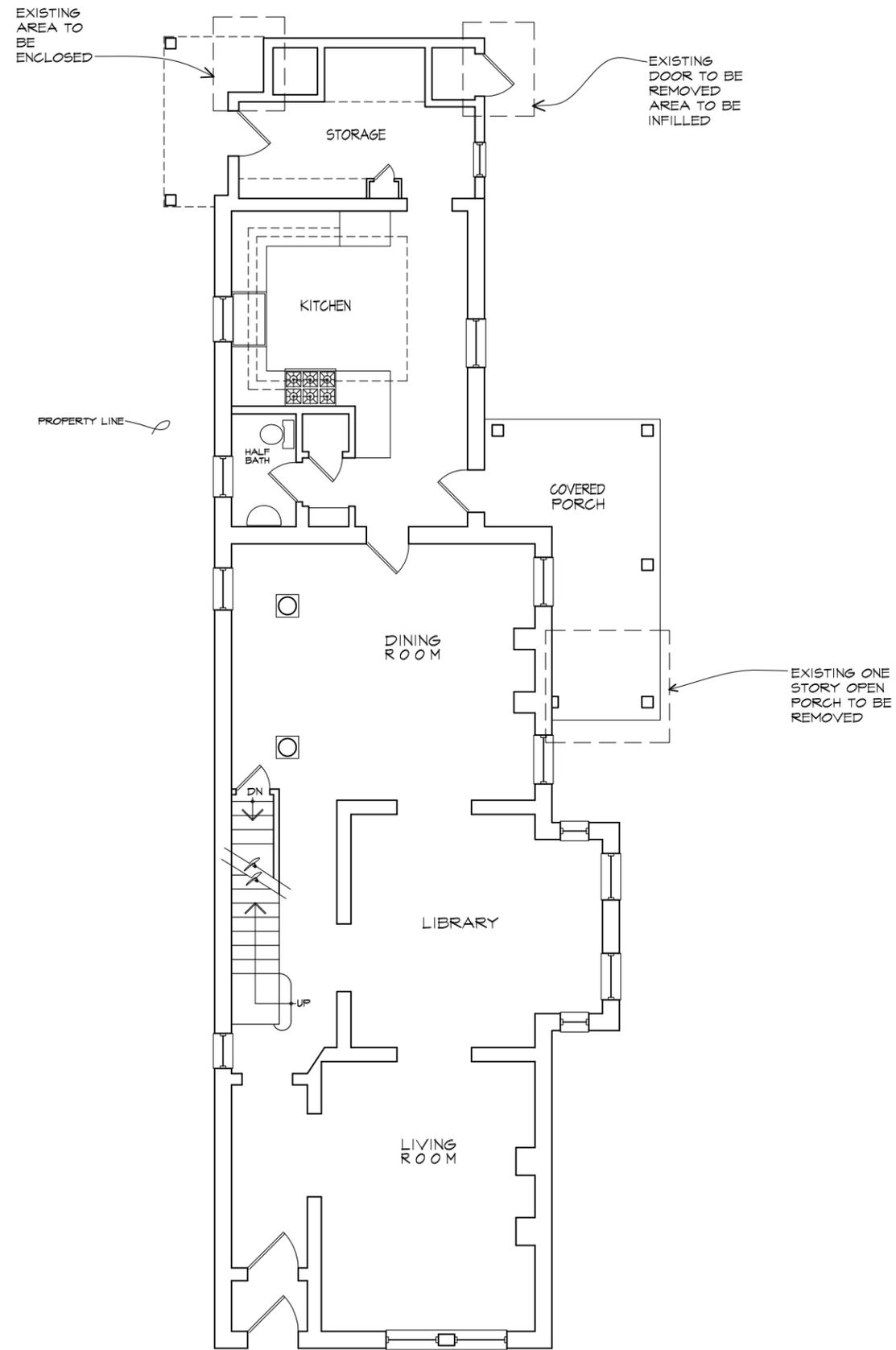


**North side Elevation showing existing rear addition as visible from St. Asaph Street**

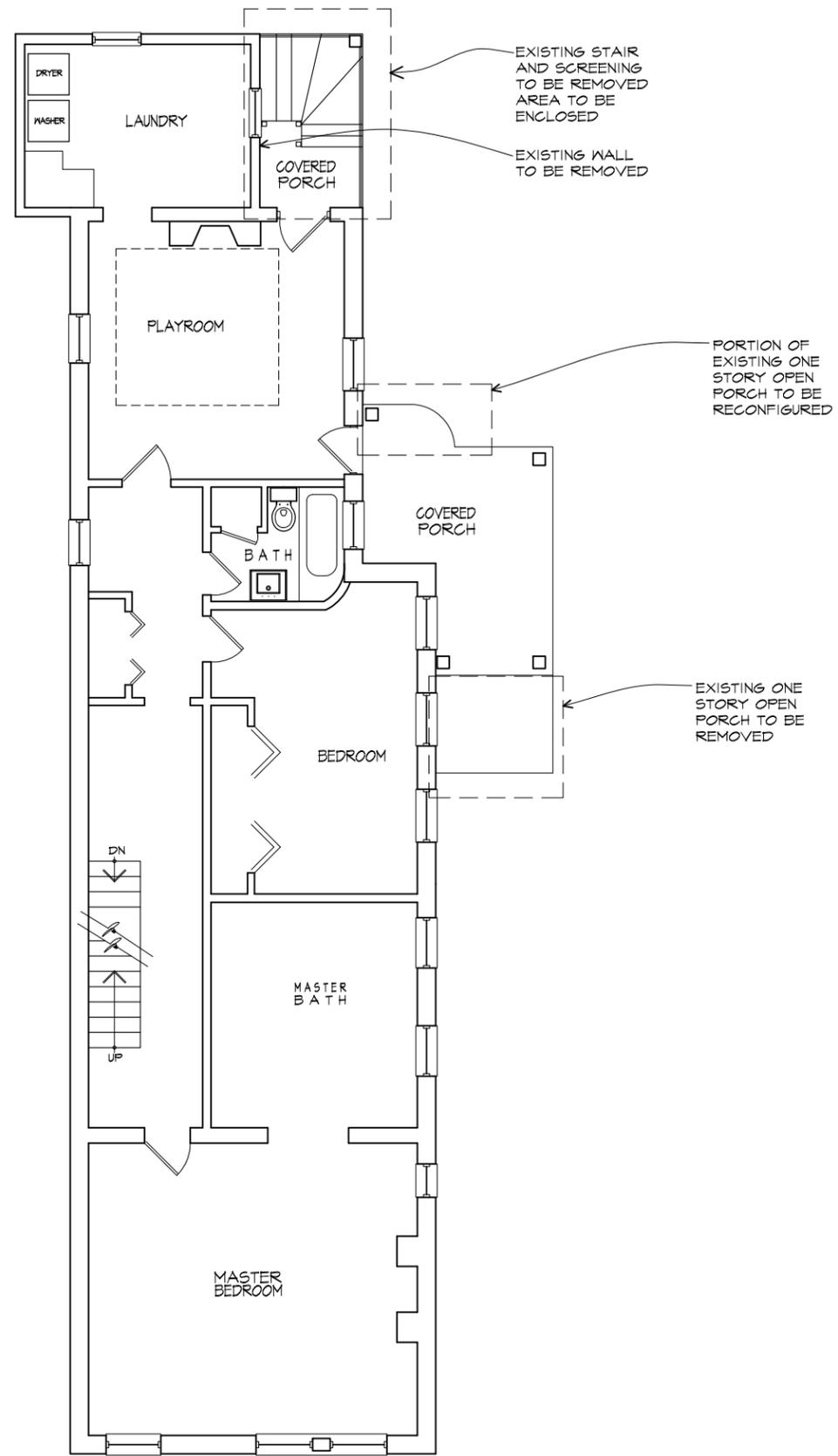


**Existing rear addition as seen from garden on South side of property**

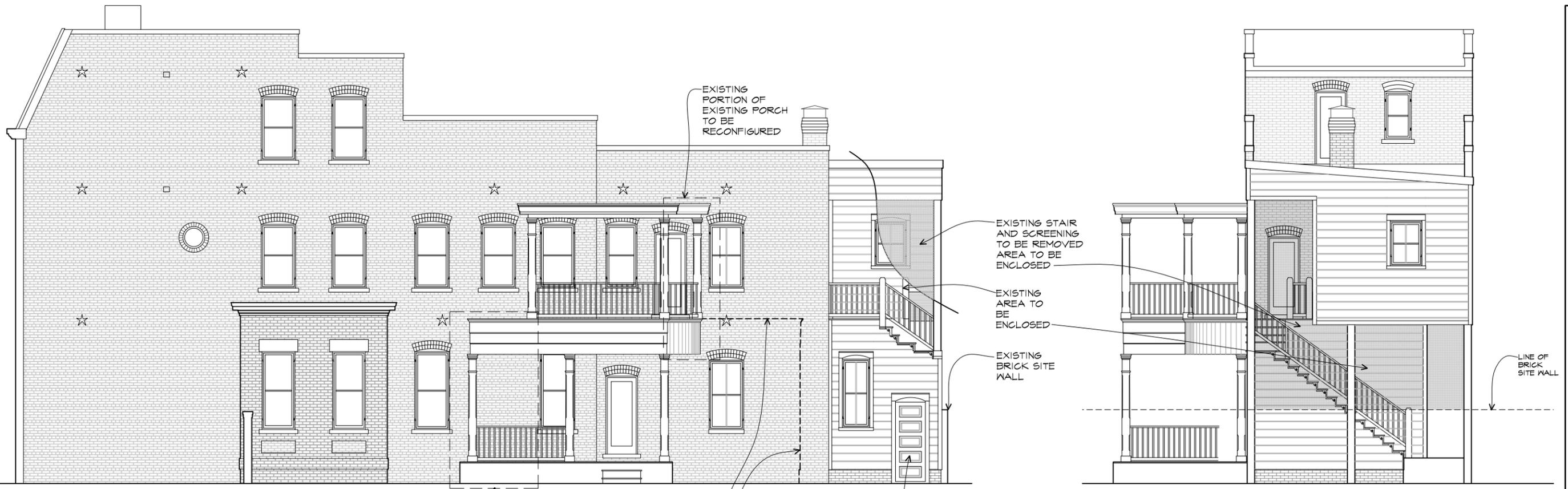
**Vetter Residence  
204 South St. Asaph Street**



EXISTING FIRST FLOOR PLAN  
1/4"=1'-0"



EXISTING SECOND FLOOR PLAN  
1/4"=1'-0"



(B) EXISTING SOUTH ELEVATION  
1/4"=1'-0"

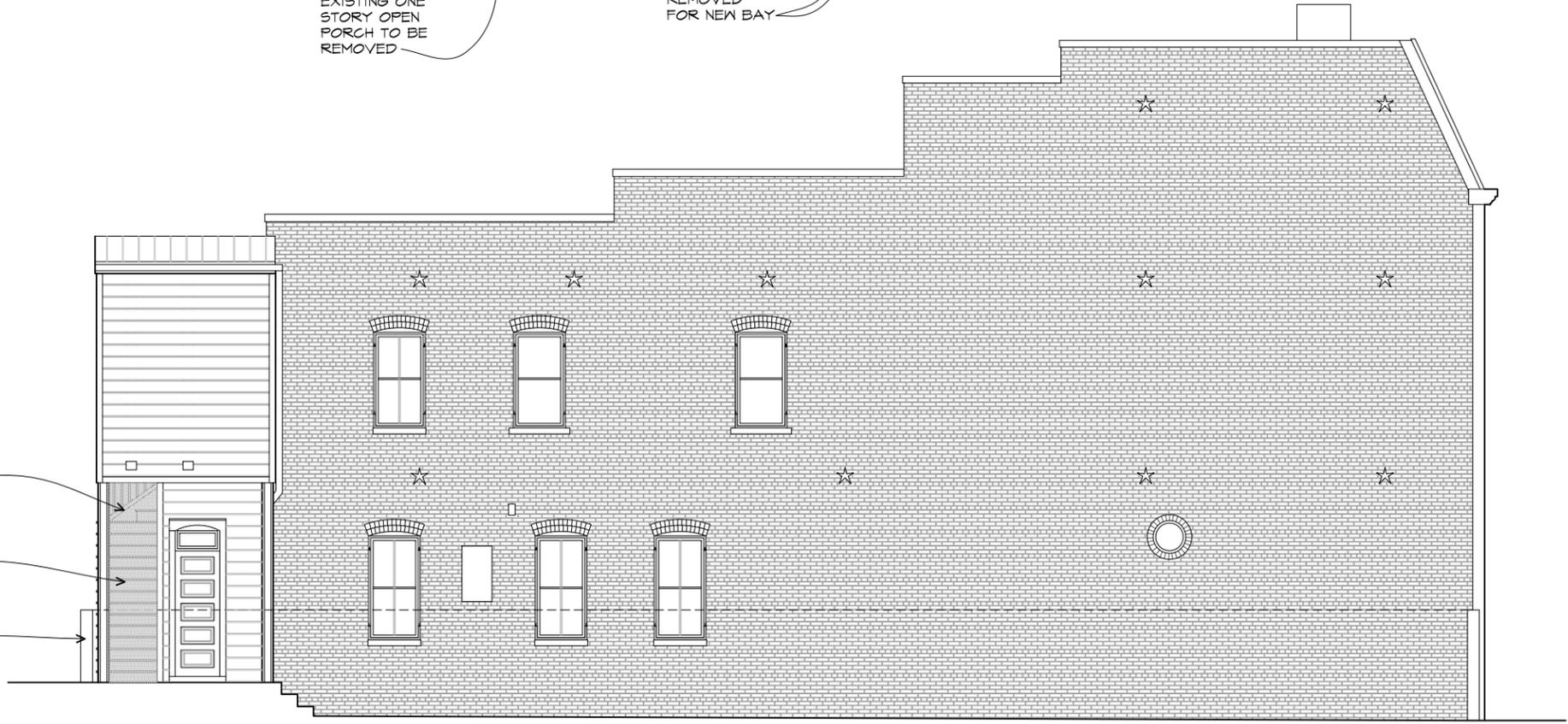
(C) EXISTING EAST ELEVATION  
1/4"=1'-0"

EXISTING ONE STORY OPEN PORCH TO BE REMOVED

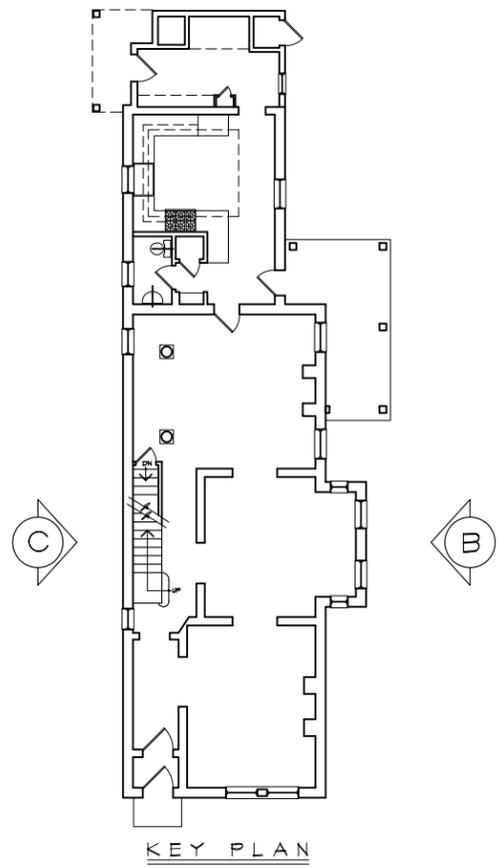
PORTION OF EXISTING WALL TO BE REMOVED FOR NEW BAY

EXISTING DOOR TO BE REMOVED AREA TO BE INFILLED

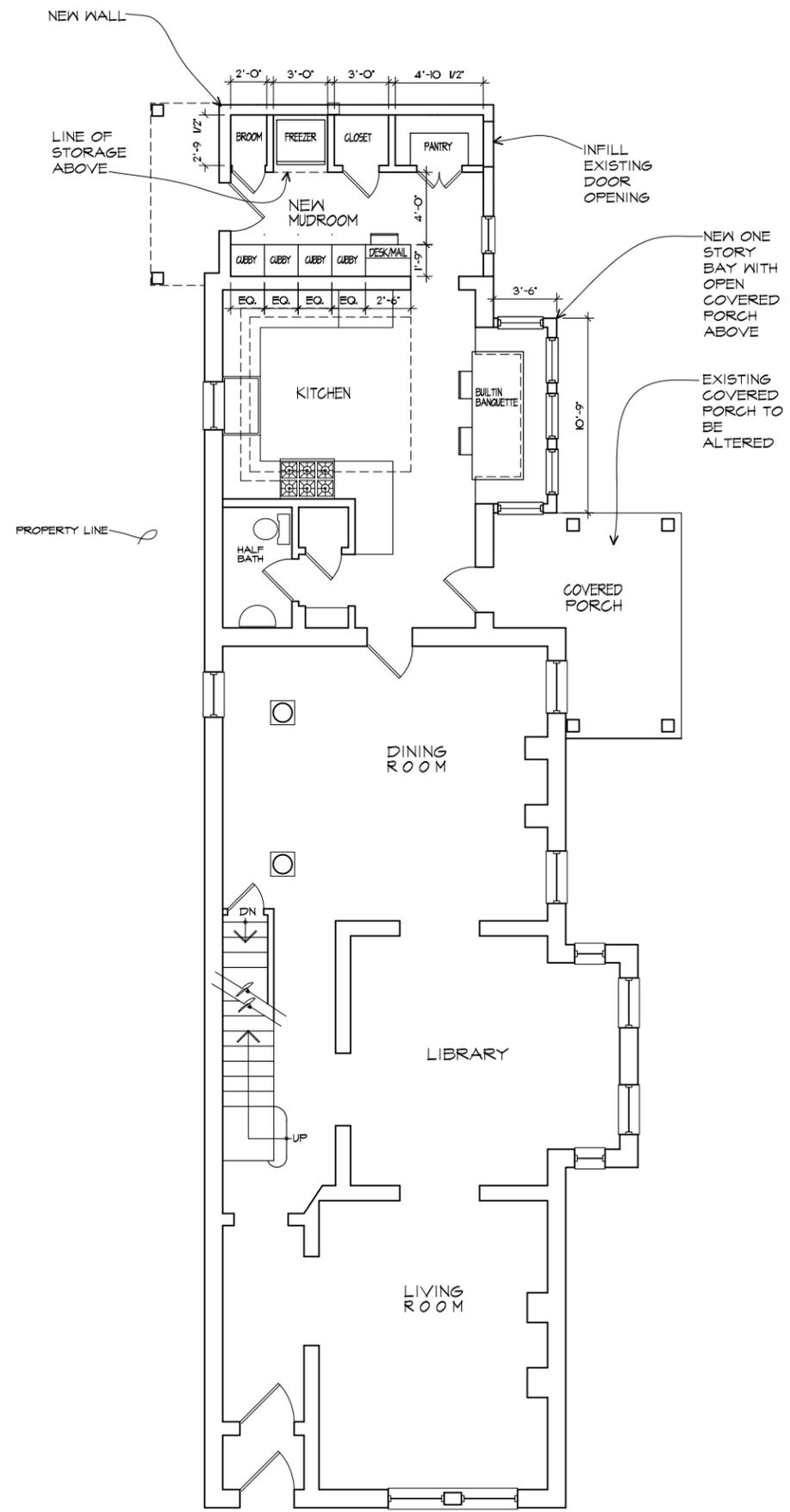
EXISTING STAIR AND SCREENING TO BE REMOVED AREA TO BE ENCLOSED  
EXISTING AREA TO BE ENCLOSED  
EXISTING BRICK SITE WALL



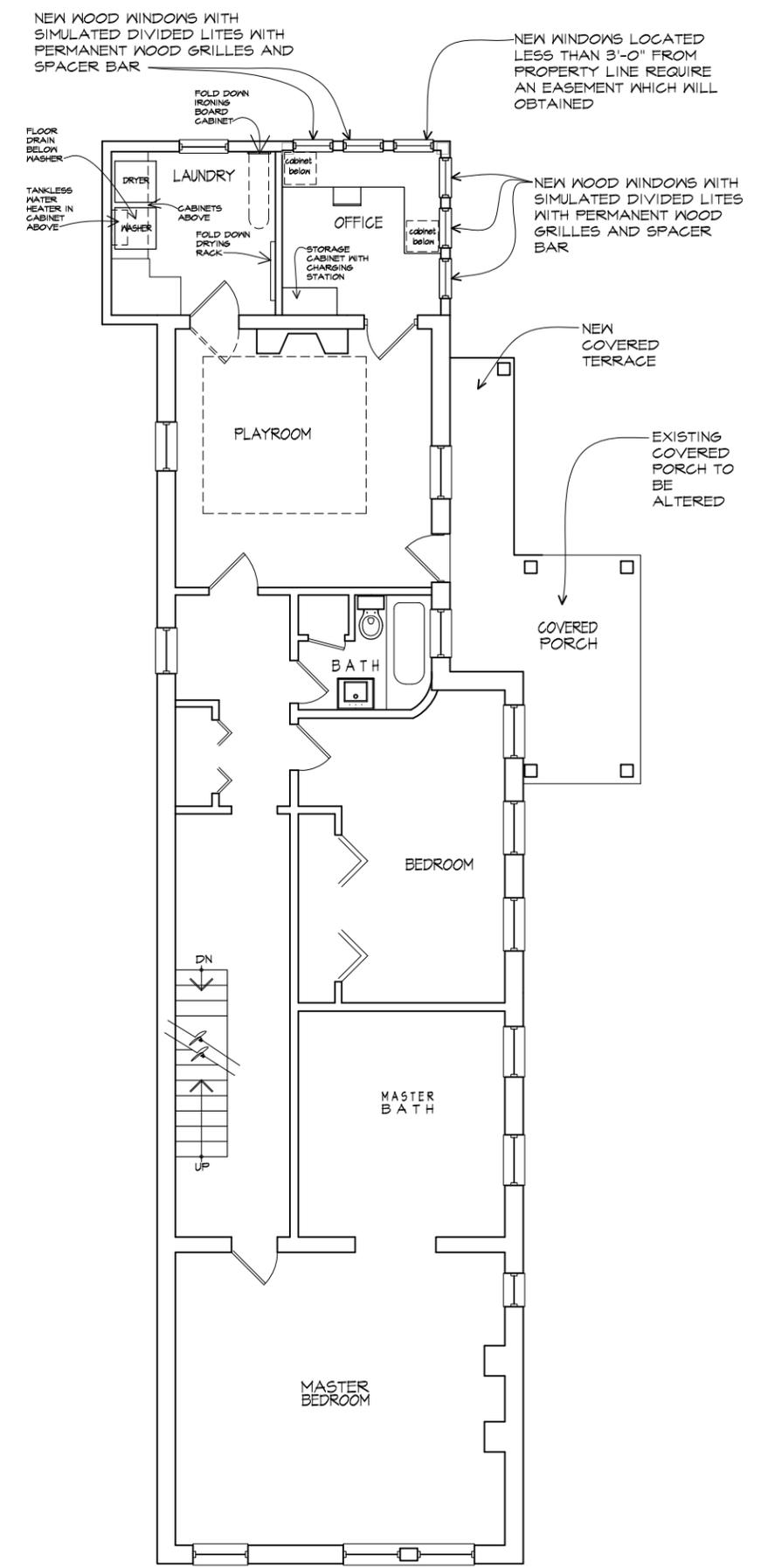
(A) EXISTING NORTH ELEVATION  
1/4"=1'-0"



KEY PLAN



NEW FIRST FLOOR PLAN  
1/4"=1'-0"



NEW SECOND FLOOR PLAN  
1/4"=1'-0"



(B) NEW SOUTH ELEVATION  
1/4"=1'-0"

(C) NEW EAST ELEVATION  
1/4"=1'-0"

EXISTING COVERED PORCH TO BE ALTERED, ALL TRIM AND COLUMN(S) TO MATCH EXISTING

NEW BAY - WITH PAINTED PVC TRIM AND PANELS

NEW WOOD DOUBLE HUNG WINDOWS WITH SIMULATED DIVIDED LITES WITH PERMANENT WOOD GRILLES AND SPACER BAR

NEW COVERED TERRACE. ALL TRIM, RAILING AND COLUMN(S) TO MATCH EXISTING

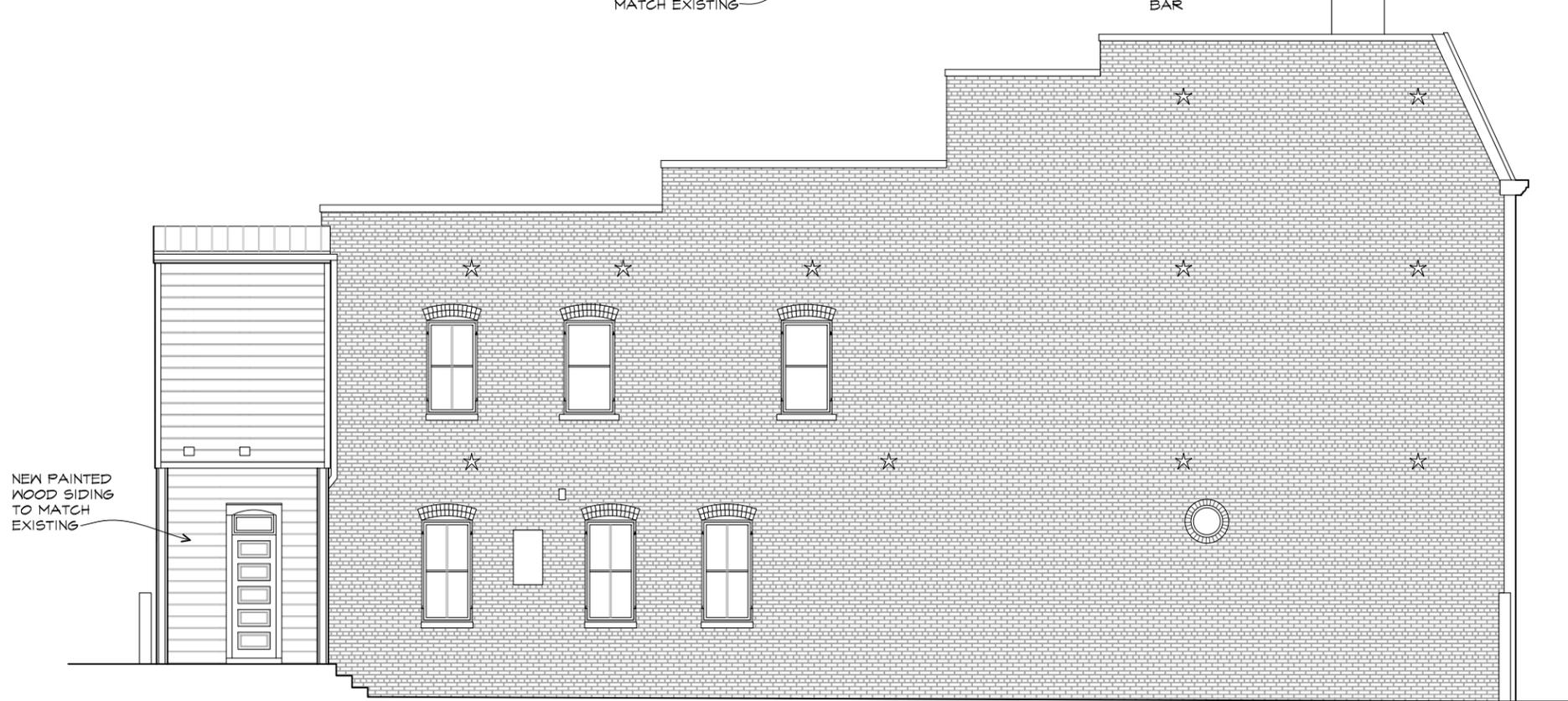
NEW WOOD DOUBLE HUNG WINDOWS WITH SIMULATED DIVIDED LITES WITH PERMANENT WOOD GRILLES AND SPACER BAR

NEW COVERED TERRACE. ALL TRIM, RAILING AND COLUMN(S) TO MATCH EXISTING

NEW PAINTED PVC TRIM AND PANELS

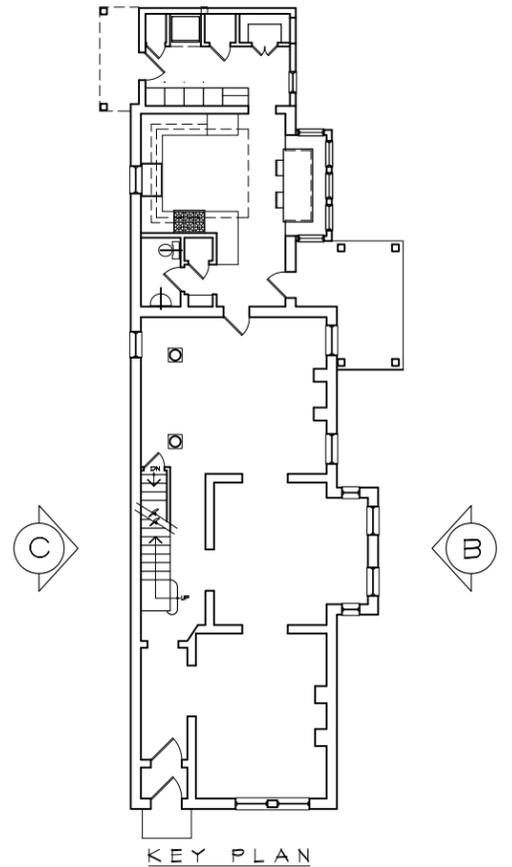
NEW PAINTED WOOD SIDING TO MATCH EXISTING

LINE OF BRICK SITE WALL



(A) NEW NORTH ELEVATION  
1/4"=1'-0"

NEW PAINTED WOOD SIDING TO MATCH EXISTING



KEY PLAN

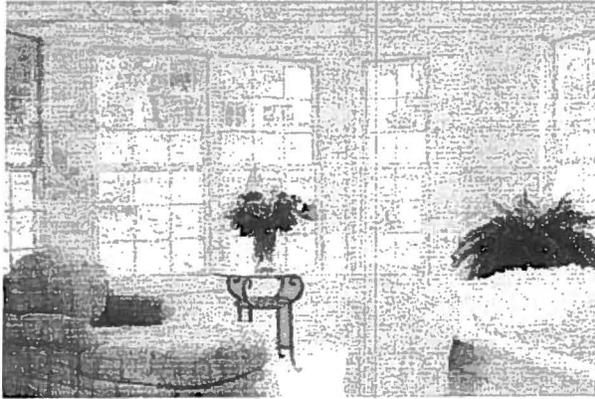
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## Pinnacle Primed – Double Hung & Glide-By

- Primed units can be painted to the color of your choice
- EZ Tilt sash with compression jambliner for easy cleaning and sash removal
- Recessed lock and keeper for a sleek appearance
- Block and tackle balance system for easy removal and sash operation

<b>Interior Finish</b>					
<b>Double Hung / Single Hung / Slider Hardware</b>					
<b>Glass Options</b>					
<b>Grille Options</b>	<b>Perimeter Grille</b>	<b>Stick Grille</b>	<b>1" Profiled Inner Grille</b>	<b>13/16" Flat Inner Grille</b>	<b>7/8" Interior Wood Standard WDL</b>
<b>Screens</b>					
	<b>7/8" Exterior Clad Standard WDL</b>	<b>1 1/4" Interior Wood Standard WDL</b>	<b>1 1/4" Exterior Clad Standard WDL</b>	<b>3/4" Profiled Inner Grille</b>	<b>5/8" Short Putty WDL</b>
	<b>7/8" Short Putty WDL</b>				

The on-screen colors provided are to help you determine what is available - unfortunately, due to variations between monitors, they are not true to color. For exact matches, please visit a dealer near you for true-to-color samples.

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# PINNACLE DOUBLE HUNG

## FEATURES/BENEFITS

- 1 The warmth and beauty of Clear Select Pine, Natural Alder or Vertical Grain Fir; can be painted or stained.
- 2 Clad units offer a strong, durable extruded aluminum sash and frame for low maintenance. Prime units offer the traditional appearance of a beaded exterior stop.
- 3 Glass is replaceable in case of damage.
- 4 Glass taped and silicone glazed with interior wood stops for superior strength and seal.
- 5 Easy-Tilt sash with exclusive compression jambliner for easy cleaning and sash removal.
- 6 Recessed lock and keeper for a sleek appearance.
- 7 Block and tackle balance system with locking shoe for easy removal and sash operation.

## SIZES

Available in hundreds of standard and custom sizes.

## GLAZING

- Glazed with tape and silicone sealant.
- LoE<sup>+</sup> standard. Clear, tinted, laminated and tempered options available.
- Cardinal insulated glass featuring stainless steel spacers.
- Additional custom and special glass types available.
- Preserve protective film optional.

## GRILLE OPTIONS

- Wood perimeter in 7/8" and 1-1/4" with concealed grill fasteners.
- Aluminum inner grille 13/16" flat, 3/4" profile or 1" profile.
- Windsorlite (WDL) – Simulated divided lite in 7/8" or 1-1/4".
- Standard and custom grille patterns available.

## FINISHES

Interior – Clear Pine, Natural Alder, Vertical Grain Fir or primed.

Exterior – Clad units feature heavy duty extruded aluminum cladding on sash and frame.

## CLAD COLORS

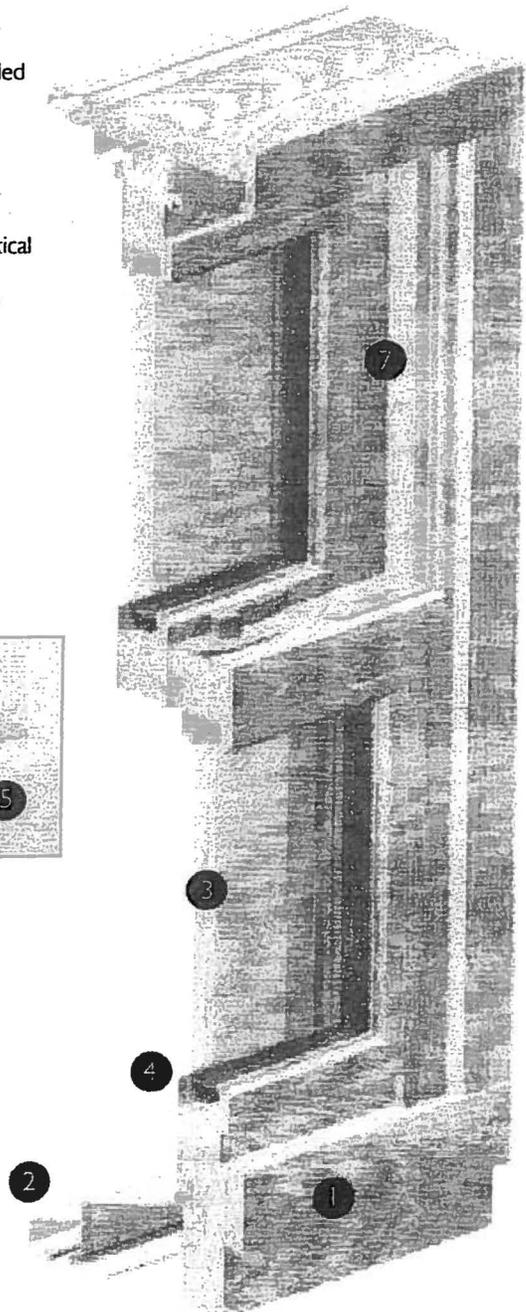
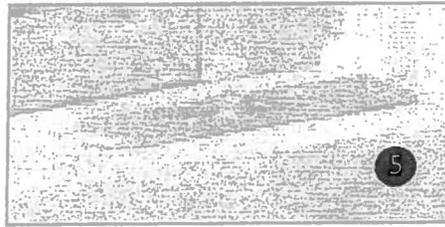
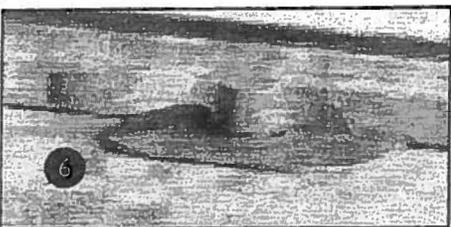
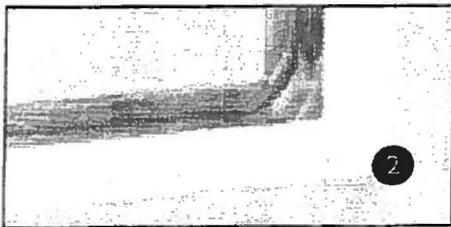
- Standard colors: white, tan, bronze, hunter green, ivory, black and cinnamon.
- 30 feature colors and custom colors available.
- 7 Anodize finishes available.

## HARDWARE FINISHES

Standard finishes are champagne, white, brass, satin nickel, bronze, oil rubbed bronze, matte black.

## PERFORMANCE RATINGS

For current performance ratings, see our website at [www.windsorwindows.com](http://www.windsorwindows.com).



# Pinnacle Series

## PRIMED DOUBLE HUNG

## SPECIFICATIONS

### PART 1 - GENERAL

#### 1.01 SECTION INCLUDES

- A. Factory assembled primed wood double hung windows [including fixed units], glass and glazing, operable hardware, weatherstripping, insect screen, and [grilles].
- B. Anchorages, attachments, and accessories.

#### 1.02 RELATED SECTIONS

- A. Section 01340 - Shop Drawings, Product Data, and Samples.
- B. Section 01610 - Delivery, Storage, and Handling.
- C. Section 01710 - Final Cleaning.
- D. Section 07200 - Batt and Blanket Insulation.
- E. Section 07920 - Sealants and Caulking.
- F. Section 08800 - Glass and Glazing.

#### 1.03 REFERENCES

- A. AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM):
  1. ASTM E-283 - Rate of Air Leakage Through Exterior Windows, Curtain Walls, and Doors.
  2. ASTM E-547 - Water Penetration of Exterior Windows, Curtain Walls, and Doors by Cyclic Static Air Pressure Difference.
  3. ASTM E-330 - Structural Performance of Exterior Windows, Curtain Walls, and Doors under Uniform Static Air Pressure Difference.
- B. NATIONAL WOOD WINDOW AND DOOR ASSOCIATION (NWWDA):
  1. AAMA / NWWDA 101-I.S.2 - 97 Voluntary Specifications for Aluminum, Vinyl (PVC) and Wood Windows and Glass Doors.
  2. NWWDA I.S-4-81 - Industry Standard for Water-Repellent Preservative Treatment for Millwork
- C. AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI).

#### 1.04 PERFORMANCE CRITERIA

- A. Double Hung units shall meet requirements in accordance with AAMA / NWWDA 101-I.S.2-97.
- B. Air leakage shall not exceed 0.30 cfm per sq.ft. of sash when tested in accordance with ASTM E-283 at 1.57 psf.
- C. No water penetration shall be allowed when tested in accordance with ASTM E-547.
- D. Window units shall withstand positive and negative wind loads without damage. The units shall be tested in accordance with ASTM E-330.

#### 1.05 SUBMITTALS

- A. Shop drawings shall be submitted in accordance with Section 01340.
- B. Product data in the form of general catalogs, test lab reports, product performance, and warranty information shall be submitted in accordance with Section 01340.
- C. Samples showing glazing, quality of construction, and finish shall be submitted in accordance with Section 01340.

#### 1.06 DELIVERY, STORAGE, AND HANDLING

- A. In compliance with Section 01610, window units shall be delivered undamaged and with protective packaging. Complete installation and finishing instructions shall be included.
- B. Store units in a clean, dry place off the ground in an upright position.

# Pinnacle Series

## PRIMED DOUBLE HUNG

## SPECIFICATIONS

### PART 2 - PRODUCTS

#### 2.01 MANUFACTURER

- A. Pinnacle Series Double Hung window units [including fixed units] as manufactured by Windsor Windows & Doors.

#### 2.02 MATERIALS

- A. Frame: Sill and outside stops shall be low-maintenance cellular PVC material. Head and side jambs shall be select softwoods treated with water repellent preservative in accordance with NWWDA I.S.-4. Frames are assembled with hardware installed. Inside stops and sill stop are face nailed and glued. Jamb thickness shall be 11/16". Standard jamb width shall 4 9/16". Pine jamb extensions are available to match other finished wall thicknesses. Factory set up units will include low-maintenance cellular PVC sill nosing, brickmould, and outside mull covers for a complete no rot exterior. Inside mull included on all mull units regardless of jamb width. All 4 9/16" units will have a full length inside mull tacked in place and will have to be trimmed and re-applied in the field. DP Upgrade units receive a 1/2" taller inside sill stop.
- B. Sash: Shall be select pine treated with water repellent preservative in accordance with NWWDA I.S.-4 with a thickness of 1-1/2". Sash corners shall be mortised and tenoned. Both sash shall be tilt-removable from the inside. Top and bottom rails utilize a full width finger pull. DP upgrade units shall have no finger pulls. No finger pull option is available for standard units.
- C. Finish: Shall be one coat Latex primer applied to exterior surfaces only of sash and frame.
- D. Glazing: Shall be 3/4" double pane LoE 366 insulating glass as standard, glazed with double-faced tape, a full perimeter bead of silicone, and interior wood stops. A wide array of other glass options is offered including clear, tinted, tempered, and obscure. Cardinal's Preserve™ option is available on all LoE 366 glass. It is a removable, factory-applied protective film adhered to both interior and exterior surfaces of the glass.
- E. Weatherstripping: Shall be closed-cell foam encased in TPE skin installed at the head, checkrail, and sill. Flex-hinge jambliner provides a tight seal at the stiles.
- F. Hardware: Extruded vinyl jambliners shall have dual hinged leaf compression legs: beige color standard. White jambliner option available. Spring-loaded die-cast tilt latches allow both sash to be tilted in with ease. Balance system consists of a block and tackle with a locking shoe that allows for easy cleaning or removal; where required by sash weight, a double spring balance will be substituted. Flange mounted cam action locks have contemporary curved handle and concealed fasteners. One lock is used on unit widths 24" and below. Two locks are used on unit widths of 28" and up. Locks, keepers, and tilt latches all have a baked on champagne enamel finish. White, black, bronze, brass, oil-rubbed bronze, and satin nickel hardware options available.
- G. Screens: Shall be a fiberglass BetterVue™ screen set in painted aluminum frame. UltraVue™ Screen option is available. Screens are full height of opening. Screens available in white, bronze, tan, ivory, hunter green, cinnamon, or black. The screen is intended to allow air and light in and keep insects out. The screen is not intended to stop children, adults or animals from falling out an open window.

# Pinnacle Series

## PRIMED DOUBLE HUNG

## SPECIFICATIONS

### (Materials continued)

- H. Grilles: (Extra when specified) Colonial grilles shall be select pine with moulded edges. Stick grilles are fastened to sash with press pins, while perimeter grilles use a hidden clip system. Stick grilles and perimeter grilles are available in 7/8" or 1-1/4" widths. White, cinnamon, bronze, tan, ivory, hunter green, or black aluminum inner grilles (in air space) are also available in 13/16" flat, 3/4" profiled, or 1" profiled. Two-toned inner grilles (3/4" profiled only) are available with a white interior, and a bronze, green, tan, ivory, or black exterior. Windsorlite (WDL) simulates true divided lite, but is created by adhesively fixing the wood interior and cellular PVC exterior bars to the surfaces of the insulated glass; when ordered interior primed, the interior WDL bars will be cellular PVC. WDL is available in 7/8" and 1-1/4" standard, 5/8" putty, and 7/8" putty exterior with standard interior. All are available with or without inner bar between the glass. Exterior bars are cellular PVC.

## PART 3 – EXECUTION

### 3.01 EXAMINATION

- A. Verify that there is no visible damage to the unit before installation.

### 3.02 INSTALLATION

- A. Verify the rough opening is of the recommended size and that it is plumb, level, and square.  
B. Install the window unit in accordance with the manufacturer's recommendations.  
C. Install sealant, backing material, and insulation around opening perimeter in accordance with Section 07900 and Section 07920.

### 3.03 ADJUSTMENT AND CLEANING

- A. Operate unit and verify that all hardware operates freely. Make any adjustments necessary.  
B. Cover the window unit to avoid damage due to spray paint, plaster, and other construction operations.  
C. Remove all visible labels and instructions.  
D. Final cleaning of glass in accordance of Section 01.

ADDRESS OF PROJECT: 204 South St. Asaph StreetTAX MAP AND PARCEL: 074-02-15-17 ZONING: RMAPPLICATION 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 7-902, 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: Vetter, Kaj D. OR Laura F.Address: 204 South St. Asaph StreetCity: Alexandria State: VA Zip: 22314Phone: 703-836-8437 E-mail: dimondadams@comcast.netAuthorized Agent *(if applicable)*:  Attorney  Architect  \_\_\_\_\_Name: Stephanie R. Dimond, Dimond Adams Design Architecture Phone: 703-836-8437E-mail: dimondadams@comcast.net

Legal Property Owner:

Name: Vetter, Kaj D. OR Laura F.Address: 204 South St. Asaph StreetCity: Alexandria State: VA Zip: 22314Phone: 703-836-8437 E-mail: dimondadams@comcast.net

- 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).*

Applicant is requesting approval to add a small bumpout adjacent to the first floor porch with open porch above. Applicant is requesting to demolish portion of first floor side porch and to enclose portion of rear screened porch and add windows at the East and South elevations at the second floor.

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**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.*

- <sup>N/A</sup>  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.

\* Note: There are no alternatives to demolition/encapsulation

**Additions & New Construction:** Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. All plans must be folded and collated into 12 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. Check N/A if an item in this section does not apply to your project.

- N/A Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
- FAR & Open Space calculation form.
- Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
- Existing elevations must be scaled and include dimensions.
- Proposed elevations must be scaled and include dimensions. Include the relationship to 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 12 sets of revised materials.

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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: Stephanie R. Dimond

Date: 6.11.12



## DEPARTMENT OF PLANNING AND ZONING FLOOR AREA RATIO AND OPEN SPACE CALCULATIONS

### A. Property Information

A1. Street Address 204 S. St. Asaph St. Zone RM  
 A2. 2792.77 x 1.5 = 4189.16  
Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

### B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement	376	Basement**	376
First Floor	1506	Stairways**	138
Second Floor	1506	Mechanical**	
Third Floor	560	Other** Demol'd	40.82
Porches/ Other	497.68	Total Exclusions	554.82
<b>Total Gross *</b>	<b>4445.68</b>		

B1. Existing Gross Floor Area \*  
4445.68 Sq. Ft.  
 B2. Allowable Floor Exclusions\*\*  
554.82 Sq. Ft.  
 B3. Existing Floor Area minus Exclusions  
3890.86 Sq. Ft.  
 (subtract B2 from B1)

### C. Proposed Gross Floor Area (does not include existing area)

Proposed Gross Area*		Allowable Exclusions	
Basement	∅	Basement**	
First Floor	37.62	Stairways**	
Second Floor		Mechanical**	
Third Floor	∅	Other**	
Porches/ Other	37.62	Total Exclusions	
<b>Total Gross *</b>	<b>75.25</b>		

C1. Proposed Gross Floor Area \*  
75.25 Sq. Ft.  
 C2. Allowable Floor Exclusions\*\*  
∅ Sq. Ft.  
 C3. Proposed Floor Area minus Exclusions  
75.25 Sq. Ft.  
 (subtract C2 from C1)

### D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 3966.11 Sq. Ft.  
 D2. Total Floor Area Allowed by Zone (A2) 4189.16 Sq. Ft.

\*Gross floor area is the sum of all gross horizontal areas under roof, measured from the face of exterior walls, including basements, garages, sheds, gazebos, guest buildings and other accessory buildings.

\*\* Refer to the zoning ordinance (Section 2-145(B)) and consult with zoning staff for information regarding allowable exclusions.

If taking exclusions other than basements, floor plans with excluded areas must be submitted for review. Sections may also be required for some

### F. Open Space Calculations *Complying*

Existing Open Space	544.1
Required Open Space	977.47
Proposed Open Space	612.97

*Non Complying*  
 465.79 <sup>Total</sup> exclusions → 1,009.89  
 399.79 = 1012.76

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

Signature: [Signature] Date: 6.11.12