

Docket Item # 8  
BAR CASE # 2012-0229

BAR Meeting  
July 25, 2012

**ISSUE:** Alterations (After-the-fact Window Replacement)

**APPLICANT:** Michael and Sharon Mohr

**LOCATION:** 662 South Columbus Street

**ZONE:** CD / Commercial

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**STAFF RECOMMENDATION:**

Staff recommends that the Board **deny** the application and require the applicant to install replacement windows in conformance with the *Window Policy* on the east elevation.

\*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 BAR2012-0229



## **I. ISSUE**

The applicant is requesting a Certificate of Appropriateness for after-the-fact approval of four vinyl replacement windows with sandwich muntins for the second and third floors of the east elevation of an interior-unit townhouse. A formal complaint was registered with the Department of Planning & Zoning that inappropriate windows had been installed without BAR approval. Staff investigated the complaint and determined that the property is in violation of the Zoning Ordinance for the installation of inappropriate windows without BAR approval. Staff has no information about when the windows are installed.

The windows on the first floor and on the west elevation are not visible from a public right-of-way and therefore not within the Board's purview.

## **II. HISTORY**

662 S. Columbus Street is part of the Washington Square Townhouse development built in 1979. This 3½ story brick townhouse has minimal Colonial Revival details.

Staff was unable to locate any prior BAR approvals for the subject property.

## **III. ANALYSIS**

The proposed alterations comply with Zoning Ordinance.

The Board's adopted *Window Policy* allows for the administrative approval of replacement windows if they are direct replacements of windows in existing openings and comply with all of the policies and performance specifications outlined in the *Window Policy*. The Policy clearly states that: "Vinyl or vinyl clad windows, and windows with removable muntins ("grilles") or muntins sandwiched between the glass, are not considered appropriate or compatible by the Boards and may not be approved administratively as replacement windows."

For a building of this period, Staff can administratively approve double-glazed windows with simulated divided lights made of wood; aluminum-clad wood; or a paintable, solid composite material such as Fibrex, as long as they are in conformance with the following Alexandria Window Performance Specifications:

1. The applicant must use full frame replacement windows or sash replacement kits in the existing frame rather than insert or pocket replacements;
2. The dimensions and proportions of the window rails, stiles, muntins, frame, sill and exterior trim must match historically appropriate window proportions;
3. Corners of wood or aluminum clad wood sash must be constructed with mortise and tenon style, butt joinery rather than mitered, picture frame joinery;
4. Multi-light insulated glass windows must have permanently fixed muntins on the interior and exterior, with spacer bars between the glass that are a non-reflective, medium value color;
5. Low-E (low emissivity) glazing is encouraged for energy conservation but the glass must be clear, non-reflective and have a minimum 66% visible light transmission (VLT) through the glass;
6. Muntins must be paintable and have a putty glaze profile on the exterior;
7. The vinyl portion of the wood window jambs should be minimally visible;

8. The frame for insect screens must match the color of the window frame and the screen mesh must be a neutral color with sufficient light transmittance that the window sash remains visible behind; and,
9. The applicant must submit complete window manufacturer specification sheets and a contractor order form to BAR staff for final approval with the building permit application.

The existing windows are not in conformance with the Board's adopted *Window Policy*. While BAR violations are generally complaint-based, once a violation is brought to Staff's attention, it must be resolved. To resolve the complaint, the applicant must either replace the existing windows with windows that meet the specifications outlined in the *Window Policy* or the applicant must receive after-the-fact approval from the Board for the existing windows. While the existing windows are not street-facing windows and, some might argue, not prominently visible, Staff cannot recommend approval of vinyl windows, in particular those with sandwich muntins, on any building in the historic district. In addition to not being historically appropriate, vinyl windows often deteriorate faster than other windows because of the dissimilar coefficient of expansion between vinyl and glass, they lack appropriate architectural detailing and are inconsistent with the City's Green Building Policy. Therefore, Staff recommends that the Board deny the application and require the applicant to install replacement windows in conformance with the *Window Policy* on those windows that are visible from a public way.



Figure 1. View of 662 South Columbus Street, from Franklin Street.

**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 A building permit is required for this project. Five sets of *construction documents* that fully detail the construction is required. 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 Alteration to a building/structure shall comply with the Uniform Statewide Building Code (USBC).
- C-3 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.

Transportation & Environmental Services

RECOMMENDATIONS

- R1. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)

CITY CODE 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-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 BAR2012-00229 at 662 S Columbus St



**Visibility of 662 S Columbus St from Franklin St (Public Right-of-way)**



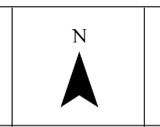
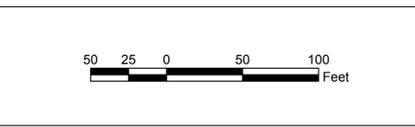
**Special Notations**

The maps provided hereunder are provided "as is" and the City expressly disclaims all warranties, UCC and otherwise, express or implied, including warranties as to accuracy of the maps and merchantability and fitness for a particular purpose, and further expressly disclaims responsibility for all incidental, consequential or special damage arising out of or in connection with the use or performance of the map.

**Legend**

Private Road	--- · · · · ·	Block Line	--- · · · · ·	Address	1317	Parcel No.	7
City Boundary	--- · · · · ·	Property Line	□	Parcel Area	1.2 A	Block No.	④
Zoning Line	—					Legal Lot No.	(501)

4	74.03	74.04	75.03
2	80.01	80.02	81.01
4	80.03	80.04	81.03



**ALEXANDRIA, VIRGINIA  
ASSESSMENT MAP**

SHEET NUMBER  
**80.02**  
Generated on: 1/26/2012



**Aerial Photograph of 662 S Columbus St (East to West)**



**Aerial Photograph of 662 S Columbus St (North to South)**



## **Homeowners' Association Product Information**

Thompson Creek Manufacturing  
1775 Brightseat Road Landover, MD 20785  
(call) 866-572-7335 • (fax) 240-455-9499  
[www.thompsoncreek.com](http://www.thompsoncreek.com) • [info@thompsoncreek.com](mailto:info@thompsoncreek.com)

MHIC# 125294

VA# 2705-117858-A



✓ **Licensed.**  
✓ **Insured.**  
✓ **Certified.**



**Erie Insurance**  
**CERTIFICATE OF INSURANCE**  
— THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY —

OLD BAY INSURANCE AGENCY, INC.  
804 COMPASS WAY SUITE 212  
ANNAPOLIS, MD 21401-7818

THOMPSON CREEK WINDOW COMPANY  
P.O. BOX 1440  
LANDOVER, MD 20785

TYPE OF COVERAGE	CLASSIFICATION	START DATE	END DATE	AMOUNT	COVERAGE
GENERAL LIABILITY	Q43 0154228	7/1/09	7/1/10	1,000,000	1,000,000
ADDITIONAL LIABILITY	Q07 0140035	7/1/09	7/1/10	1,000,000	1,000,000
EXCESS LIABILITY	Q01 0171853	7/1/09	7/1/10	2,000,000	2,000,000
BUSINESS COMPENSATION & EMPLOYERS LIABILITY	Q01 5300959	7/1/09	7/1/10	1,000,000	1,000,000

**THOMPSON CREEK WINDOW COMPANY**  
P.O. BOX 1440  
LANDOVER, MD 20785

**AUTHORIZED CERTIFICATE HOLDER**  
If your firm is a Certificate Holder for other policies of this Insured, Certificates of Insurance for those other policies will be forwarded to you at your request.



National Alliance of Siding & Window Dealers



2008 Winner of the Better Business Bureau or Greater Maryland Torch Award for Marketplace Ethics



Thompson Creek Manufacturing has been providing the Mid-Atlantic Region with home improvement products for over 28 years. What was once a local window manufacturer helping with home improvements has now evolved into a regional company offering home *solution* products. Thompson Creek now offers a full line of energy efficient products, including windows, vinyl siding, entry doors and attic radiant barriers, 100% maintenance free gutter systems and organization systems for closets and garages.

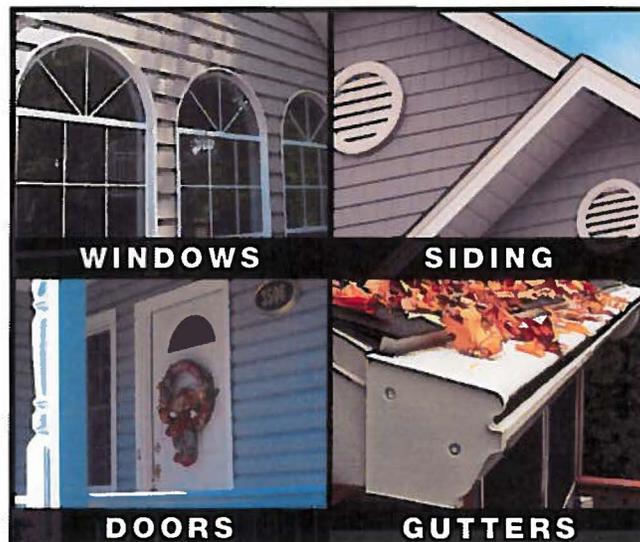
The state-of-the-art design of the Thompson Creek window has been specifically created for maximum energy efficiency for the Mid-Atlantic climate. Every Thompson Creek window is custom made to fit each home's design specifications. Thompson Creek produces double hung, sliders, and crank out windows – each of which can be customized with or without grids.



Thompson Creek vinyl siding features the look of freshly painted wood without the hassle or expense of scraping, sanding and painting. Our foam backed insulated vinyl siding adds beauty and value to your home in a variety of appealing colors and textures. With up to a 4.0 added R-Value, 165 MPH wind resistance and 300% more impact resistance than other siding, your investment will continue to pay off for years to come. We also offer high quality soffit, fascia, shutters and door surrounds to beautifully accent the exterior of your home.

Thompson Creek offers the strongest, most energy-efficient doors in the industry including steel and fiberglass entry doors, aluminum storm doors, steel security doors, and vinyl French and sliding patio doors.

The Thompson Creek gutter system completely encloses and protects your gutters. There are no vertical openings for leaves and debris to enter and no screens to clog. Rainwater flows over and around the nose of the gutter system and into your gutters by the simple physical law of water surface tension, keeping debris and other materials from entering and clogging your gutters.





# WINDOWS

## Double Hung



# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

## Casement/Picture



# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

## Garden



# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

## 2 Lite Slider



# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

## 3 Lite Slider



# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

## Picture



# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_



# WINDOWS

### Bow



# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

### Bay



# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

### Hopper/Awning



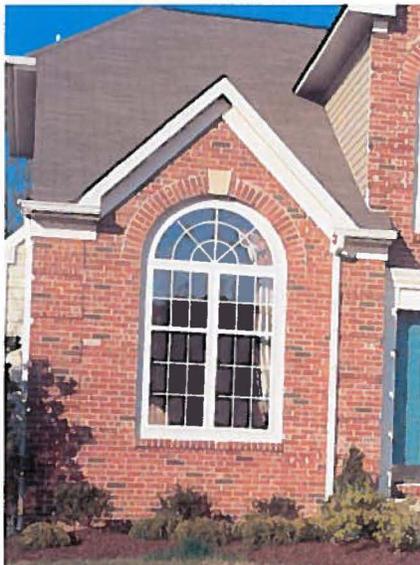
# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

### Oriel



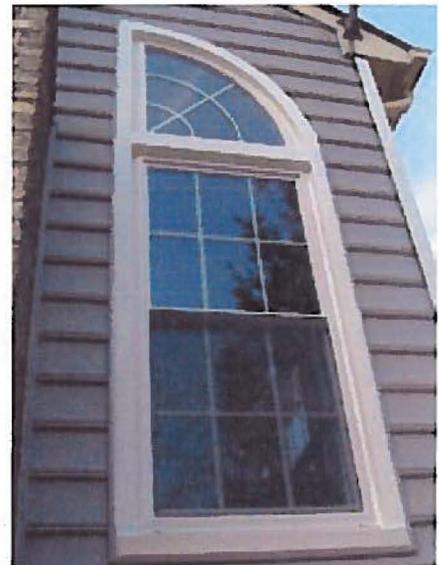
# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

### Circle Top



# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

### Quarter Round

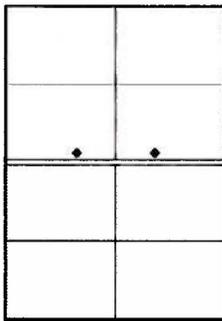


# of Windows: \_\_\_\_\_  
Color (if applicable): \_\_\_\_\_  
Size: \_\_\_\_\_  
Grid Configuration: \_\_\_\_\_

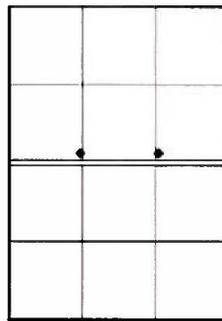


# Window Grid Configurations

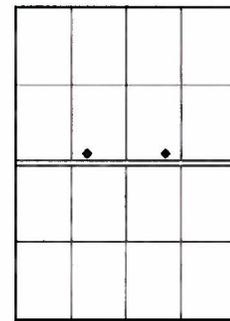
## Common Grid Patterns



"4" (2W 2H)

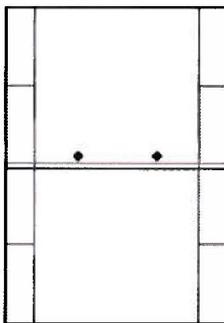


"6" (3W 2H)

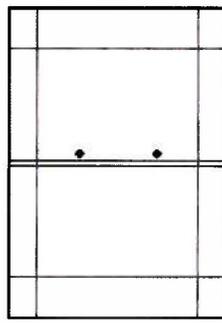


"8" (4W 2H)

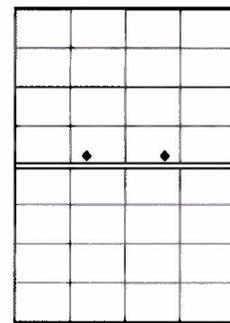
## Specialty Grid Patterns



French Grid



Prairie Grid



Colonial Grid



# ENTRY DOORS

## Single Entry



Color: \_\_\_\_\_ Hardware: \_\_\_\_\_  
Size: \_\_\_\_\_ # of Lites: \_\_\_\_\_  
*(if applicable)*

## Single with 2 Side Lites



Color: \_\_\_\_\_ Hardware: \_\_\_\_\_  
Size: \_\_\_\_\_ # of Lites: \_\_\_\_\_  
*(if applicable)*

## Circle Top



Color: \_\_\_\_\_ Hardware: \_\_\_\_\_  
Size: \_\_\_\_\_ # of Lites: \_\_\_\_\_  
*(if applicable)*

## Other

Thompson Creek Official Use Only

Lite #1	Door	Lite #2

Color: \_\_\_\_\_ Hardware: \_\_\_\_\_  
Size: \_\_\_\_\_ # of Lites: \_\_\_\_\_  
*(if applicable)*



Café Cream



Chateau



Clay



Coal Black



Enzian Blue



Forest Green



Geneva Blue



Mountain Berry



Primrose Yellow



Rustic Bronze



Sandpiper Beige



Sandstone



Snow Mist



Sterling Gray



Tudor Brown



Vallis Red

Actual colors may vary slightly.



# FRENCH DOORS SLIDING GLASS DOORS

## 2-Lite



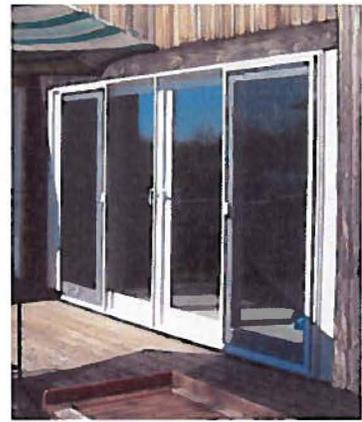
Color: \_\_\_\_\_ Hardware: \_\_\_\_\_  
Size: \_\_\_\_\_ Grids: \_\_\_\_\_  
*(if applicable)*

## 3-Lite



Color: \_\_\_\_\_ Hardware: \_\_\_\_\_  
Size: \_\_\_\_\_ Grids: \_\_\_\_\_  
*(if applicable)*

## 4-Lite

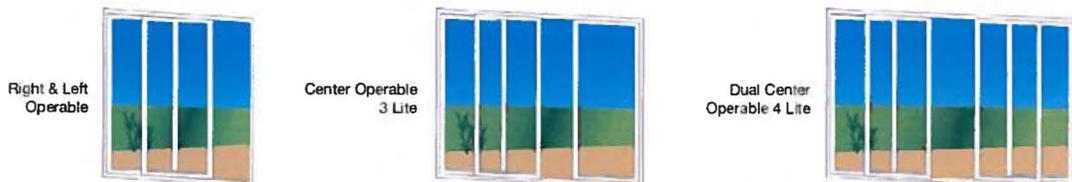


Color: \_\_\_\_\_ Hardware: \_\_\_\_\_  
Size: \_\_\_\_\_ Grids: \_\_\_\_\_  
*(if applicable)*

### French Door Configurations



### Sliding Glass Door Configurations





# Thompson Creek™

GUTTER SYSTEM

**100% Maintenance-Free    Guaranteed to Never Clog!**

Choose from any one of our 16 designer colors to beautifully accent your home's exterior!



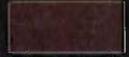
BLACK



HERITAGE BLUE



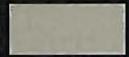
ROYAL BROWN



DARK BRONZE



TUXEDO GRAY



CLAY



CREAM



DOVE GRAY



EGGSHELL



GRECIAN GREEN



SANDCASTLE



TERRATORJE



WICKER



IVORY



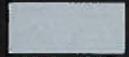
RED



MUSKET BROWN



30° WHITE



PEARL GRAY



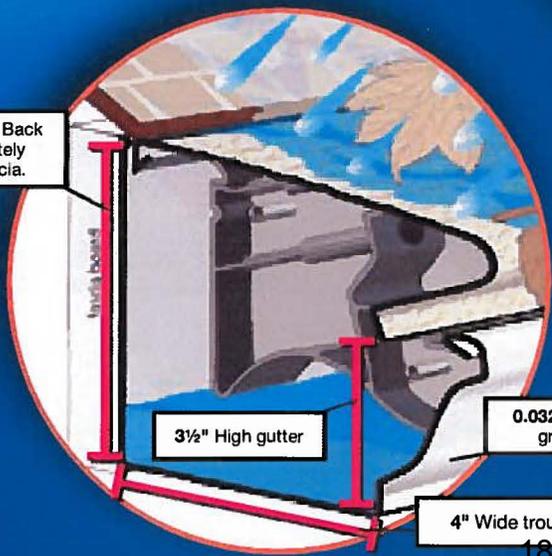
ALMOND

\*Actual colors may vary



**Eight Flow Reducers to handle even the heaviest downpours**

**Exclusive 6" High Back System completely protects the fascia.**



**3½" High gutter**

**0.032 Gauge premium grade aluminum**

**4" Wide trough**

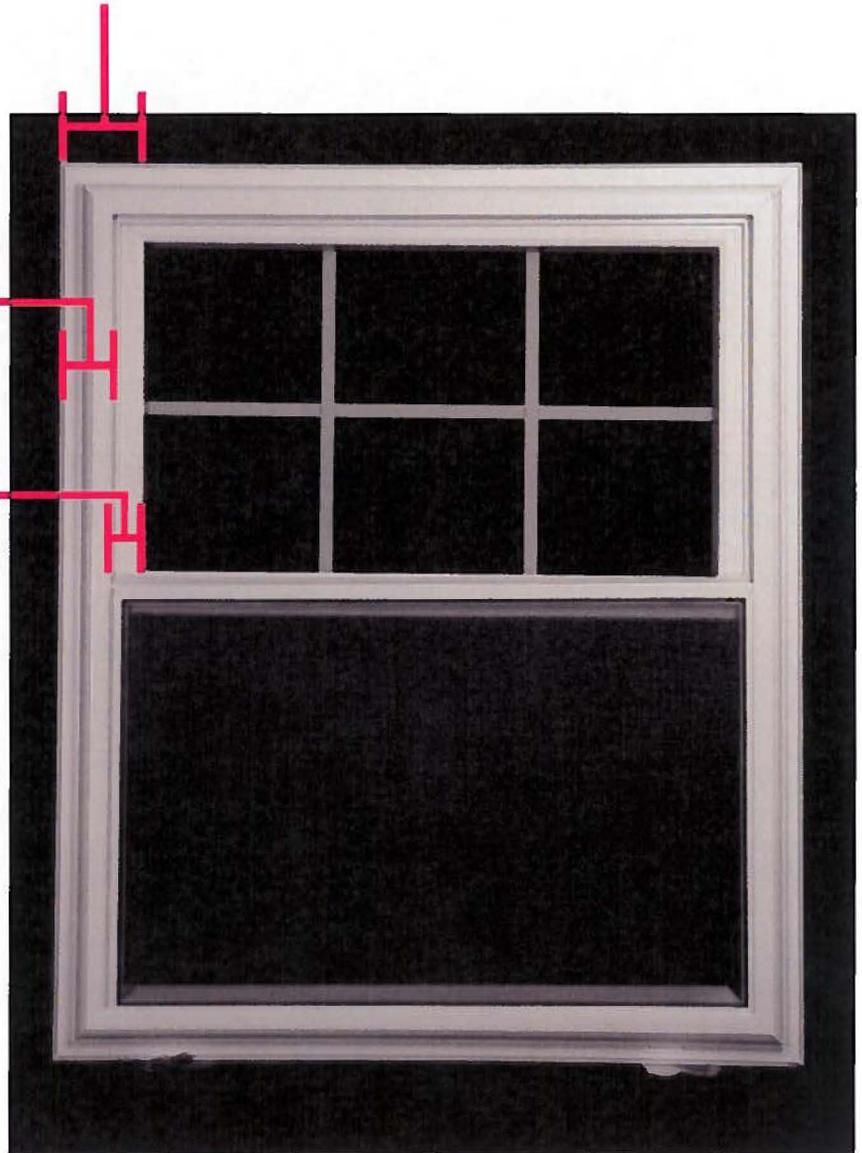


**TC 900 Series  
Double Hung Window**

Edge of Frame – Glass  
**3 7/8"**

Edge of Frame – Sash  
**2 1/2"**

Edge of Sash – Glass  
**1 3/8"**



**\*Note: Bottom Sash removed to show Sash width compared to frame width**







# Thompson Creek Stock Photograph Window Application

## HEADQUARTERS

5000 Philadelphia Way  
Lanham, MD 20706

1 866 572 7335

[contact@thompsoncreek.com](mailto:contact@thompsoncreek.com)

[Replacement Doors](#)

[Vinyl Siding](#)

[Gutter System](#)

[Bethesda](#)

[Silver Spring](#)

[View full list](#)

[Fairfax](#)

[Reston](#)

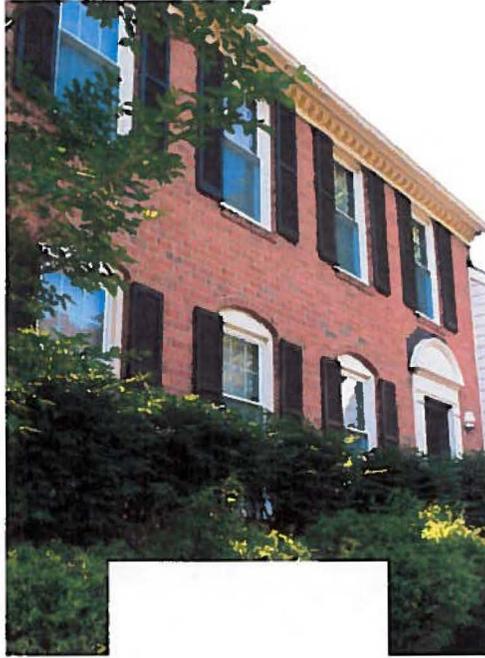
[Springfield](#)

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dh007

# Additional Stock Photograph Thompson Creek Window Installation

## HEADQUARTERS

5000 Philadelphia Way  
Lanham, MD 20706

1 866 572 7335

[contact@thompsoncreek.com](mailto:contact@thompsoncreek.com)

[Replacement Doors](#)

[Vinyl Siding](#)

[Gutter System](#)

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dh021

BAR Case # 2012-00229ADDRESS OF PROJECT: 662 S. Columbus StreetTAX MAP AND PARCEL: 080.02 0A 22 ZONING: CD**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: Michael and Sharon MohrAddress: 662 S. Columbus StreetCity: Alexandria State: VA Zip: 22314Phone: 703 568-9333 E-mail: chutneymohr@aol.comAuthorized Agent *(if applicable)*:  Attorney  Architect  \_\_\_\_\_Name: Duncan W. BlairPhone: 703 836-1000E-mail: dblair@landcarroll.com**Legal Property Owner:**Name: Michael and Sharon MohrAddress: 662 S. Columbus StreetCity: Alexandria State: VA Zip: 22314Phone: (703) 568-9333 E-mail: chutneymohr@aol.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.

An application was filed with the board of Washington Square Condominium in May 2010 and was approved by virtue of the condominium's failure to respond within the 45 day timeframe dictated by the By-Laws.



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

- NEW CONSTRUCTION
- EXTERIOR ALTERATION: *Please check all that apply.*
  - awning
  - doors
  - lighting
  - other \_\_\_\_\_
  - fence, gate or garden wall
  - windows
  - pergola/trellis
  - HVAC equipment
  - siding
  - painting unpainted masonry
  - shutters
  - shed
- ADDITION
- DEMOLITION/ENCAPSULATION
- SIGNAGE

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

A proposal of 4 replacement windows on the 2nd and 3rd level of east side of facade

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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.

**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.*

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

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

- <sup>N/A</sup> 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: Duncan W. Blair

Date: 06/05/2012

**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. Michael & Sharon Mohr	662 S. Columbus St.	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 662 S. Columbus St. (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. Michael & Sharon Mohr	662 S. Columbus St.	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. None		
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.

05-24-12      Michael F. Mohr      Michael F. Mohr  
 Date                  Printed Name                  Signature

05/24/12      Sharon T. Mohr      Sharon T. Mohr

June 8, 2012

Board of Architectural Review  
Old & Historic District  
City of Alexandria  
301 King Street, City Hall  
Alexandria, VA 22314

Dear Members of the BAR:

This letter is provided to clarify the position of the Washington Square Condominium Unit Owners' Association with respect to the vinyl windows installed at 662 South Columbus Street, in the residence owned by Michael and Sherry Mohr.

As far we understand, the Mohrs allege that former Washington Square managing agent, Ed Mattern approved installation of vinyl windows in 2007. Mr. Mattern has denied that he ever made such a statement. See attached Memorandum from Bob Hodes. Mr. Mattern was replaced by CMS Services (now Sentry Management) in August 2009. CMS/Sentry, as is its policy, conducted a walk-through inspection of the Washington Square property for covenant compliance in early 2010, and identified the Mohrs' windows as not in compliance with either Washington Square covenants or City requirements for residences in the Old & Historic District.

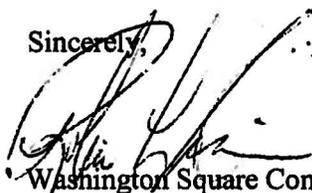
After receipt of correspondence from CMS Services, the Mohrs again alleged Mr. Mattern's prior approval, reiterated their request for approval at an open Association meeting in the Washington Square courtyard on September 22, 2010, see Hodes Memorandum, and were verbally informed that their windows were not approved.

In any event, prior acts – of Mr. Mattern or otherwise – appear irrelevant to this situation. Section 75 (c) "No Waiver of Rights," of the Washington Square governing documents reads as follows: "The failure of the Association, the Board of Directors or a Unit Owner to enforce any right, provision, covenant or condition which may be granted by the Condominium Instruments or the Condominium Act shall not constitute a waiver of the right of the Association, the Board of Directors or the Unit Owners to enforce such right, provision, covenant or condition in the future." Since the vinyl windows are currently in place, the Association can enforce against them at any time.

More importantly, of course, no action by the Association can affect BAR consideration of the appropriateness of vinyl windows within the Old & Historic District.

We hope this letter has been helpful in clarifying the situation, and we respectfully request that the BAR deny the request for approval to install vinyl windows at 662 South Columbus Street.

Sincerely,



Washington Square Condominium Unit Owners' Association  
By: Robin L. Juni; President, WSCUOA Board of Directors

**MEMORANDUM FOR: WSCUOA Board of Directors**

**SUBJECT: Mr and Mrs Mohr's Replacement Windows**

**DATE: September 23, 2010**

**FROM: Bob Hodes**

**At 6pm today the former WCSUOA Property Manager, Ed Mattern, returned my phone call. I informed him that Mr and Mrs Mohr had told 4 members of the WCSUOA Board at an open Board meeting on Wednesday, September 22, 2010, that he, Ed Mattern, had given his approval for the Mohrs to use vinyl windows to replace the windows in their unit. Ed Mattern told me that he had a discussion with the Mohrs about replacing their windows and specifically the authorized colors, but had NO discussion about vinyl.**

**As a way of further emphasizing this point, Ed explained the process he went through with another owner, around the same time, who decided to replace his windows. He said that they had to complete a form that required detailed specifications about the windows that Ed then presented to the WSCUOA Board for approval. After which, Ed took the document to the Alexandria Board of Architectural Review for their approval. Ed said there was no way he would have given the Mohrs any suggestion that vinyl would be acceptable.**