

**From:** Scala, Mary Joy  
**Sent:** Tuesday, April 22, 2014 10:02 AM  
**To:** 'Keith Woodard'  
**Subject:** BAR Action April 15, 2014 - 104 1st Street North

April 22, 2014

First & Main Charlottesville LLC  
c/o Woodard Properties  
224 14<sup>th</sup> Street NW  
Charlottesville, VA 22903

RE: 104 1<sup>st</sup> Street North  
First/Market parking lot: add fencing, lighting, landscaping

Dear Applicant,

The above referenced project was discussed before a meeting of the City of Charlottesville Board of Architectural Review (BAR) on April 15, 2014. The following action was taken:

**Accepted (7-0) applicant's deferral request. The BAR wants more information regarding material surface under bike racks; photometric plan and assurance that lighting will not cause glare ; plan for soil preparation for trees.**

**Please resubmit by April 29 for the May 20 BAR meeting.**

If you have any questions, please contact me at 434-970-3130 or [scala@charlottesville.org](mailto:scala@charlottesville.org).

Sincerely yours,

Mary Joy Scala, AICP  
Preservation and Design Planner

**Mary Joy Scala, AICP**  
Preservation and Design Planner  
City of Charlottesville  
Department of Neighborhood Development Services  
City Hall – 610 East Market Street  
P.O. Box 911  
Charlottesville, VA 22902  
Ph 434.970.3130 FAX 434.970.3359  
[scala@charlottesville.org](mailto:scala@charlottesville.org)

**CITY OF CHARLOTTESVILLE  
BOARD OF ARCHITECTURAL REVIEW  
STAFF REPORT  
April 15, 2014**



**Certificate of Appropriateness Application**

BAR 14-04-03

104 1<sup>st</sup> Street North

Tax parcels 330244000 and 330245100

First & Main Charlottesville, LLC, Owner/Keith O Woodard, Applicant

First/Market parking lot: add fencing, lighting, landscaping

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**Background**

104 1<sup>st</sup> Street North is a parking lot opposite Lee Park, located in the Downtown ADC District.

**Application**

The applicant is seeking approval to upgrade the lot with fencing, lighting, bike racks and landscaping.

**Criteria, Standards and Guidelines**

**Review Criteria Generally**

*Sec. 34-284(b) of the City Code states that,*

*In considering a particular application the BAR shall approve the application unless it finds:*

- (1) That the proposal does not meet specific standards set forth within this division or applicable provisions of the Design Guidelines established by the board pursuant to Sec.34-288(6); and*
- (2) The proposal is incompatible with the historic, cultural or architectural character of the district in which the property is located or the protected property that is the subject of the application.*

**Pertinent Standards for Review of Construction and Alterations include:**

- (1) Whether the material, texture, color, height, scale, mass and placement of the proposed addition, modification or construction are visually and architecturally compatible with the site and the applicable design control district;*
- (2) The harmony of the proposed change in terms of overall proportion and the size and placement of entrances, windows, awnings, exterior stairs and signs;*
- (3) The Secretary of the Interior Standards for Rehabilitation set forth within the Code of Federal Regulations (36 C.F.R. §67.7(b)), as may be relevant;*
- (4) The effect of the proposed change on the historic district neighborhood;*
- (5) The impact of the proposed change on other protected features on the property, such as gardens, landscaping, fences, walls and walks;*
- (6) Whether the proposed method of construction, renovation or restoration could have an adverse impact on the structure or site, or adjacent buildings or structures;*
- (8) Any applicable provisions of the City's Design Guidelines.*

**Pertinent Guidelines for Site Design include:**

*B. PLANTINGS*

*Plantings are a critical part of the historic appearance of the residential sections of Charlottesville's historic districts. The character of the plantings often changes within each district's sub-areas as well as from district to district. Many properties have extensive plantings in the form of trees, foundation plantings, shrub borders, and flowerbeds. Plantings are limited in commercial areas due to minimal setbacks.*

- 1) *Encourage the maintenance and planting of large trees on private property along the streetfronts, which contribute to the "avenue" effect.*
- 2) *Generally, use trees and plants that are compatible with the existing plantings in the neighborhood.*
- 3) *Use trees and plants that are indigenous to the area.*
- 4) *Retain existing trees and plants that help define the character of the district, especially street trees and hedges.*
- 5) *Replace diseased or dead plants with like or similar species if appropriate.*
- 6) *When constructing new buildings, identify and take care to protect significant existing trees and other plantings.*
- 7) *Choose ground cover plantings that are compatible with adjacent sites, existing site conditions, and the character of the building.*
- 8) *Select mulching and edging materials carefully and do not use plastic edgings, lava, crushed rock, unnaturally colored mulch or other historically unsuitable materials.*

### **C. WALLS AND FENCES**

*There is a great variety of fences and low retaining walls in Charlottesville's historic districts, particularly the historically residential areas. While most rear yards and many side yards have some combination of fencing and landscaped screening, the use of such features in front yards varies. Materials may relate to materials used on the structures on the site and may include brick, stone, wrought iron, wood pickets, or concrete.*

- 1) *Maintain existing materials such as stone walls, hedges, wooden picket fences, and wrought-iron fences.*
- 2) *When a portion of a fence needs replacing, salvage original parts for a prominent location.*
- 3) *Match old fencing in material, height, and detail.*
- 4) *If it is not possible to match old fencing, use a simplified design of similar materials and height.*
- 5) *For new fences, use materials that relate to materials in the neighborhood.*
- 6) *Take design clues from nearby historic fences and walls.*
- 7) *Chain-link fencing, split rail fences, and vinyl plastic fences should not be used.*
- 8) *Traditional concrete block walls may be appropriate.*
- 9) *Modular block wall systems or modular concrete block retaining walls are strongly discouraged but may be appropriate in areas not visible from the public right-of-way.*
- 10) *If street-front fences or walls are necessary or desirable, they should not exceed four (4) feet in height from the sidewalk or public right-of-way and should use traditional materials and design.*
- 11) *Residential privacy fences may be appropriate in side or rear yards where not visible from the primary street.*
- 12) *Fences should not exceed six (6) feet in height in the side and rear yards.*
- 13) *Fence structures should face the inside of the fenced property.*
- 14) *Relate commercial privacy fences to the materials of the building. If the commercial property adjoins a residential neighborhood, use a brick or painted wood fence or heavily planted screen as a buffer.*
- 15) *Avoid the installation of new fences or walls if possible in areas where there are no fences or walls and yards are open.*
- 16) *Retaining walls should respect the scale, materials and context of the site and adjacent properties.*
- 17) *Respect the existing conditions of the majority of the lots on the street in planning new construction or a rehabilitation of an existing site.*

### **D. LIGHTING**

*Charlottesville's residential areas have few examples of private site lighting. Most houses, including those used for commercial purposes, have attractive, often historically styled fixtures located on the house at various entry*

points. In the commercial areas, there is a wide variety of site lighting including large utilitarian lighting, floodlights and lights mounted on buildings. Charlottesville has a "Dark Sky" ordinance that requires full cutoff for lamps that emit 3,000 or more lumens. Within an ADC District, the BAR can impose limitations on lighting levels relative to the surrounding context.

- 1) *In residential areas, use fixtures that are understated and compatible with the residential quality of the surrounding area and the building while providing subdued illumination.*
- 2) *Choose light levels that provide for adequate safety yet do not overly emphasize the site or building. Often, existing porch lights are sufficient.*
- 3) *In commercial areas, avoid lights that create a glare. High intensity commercial lighting fixtures must provide full cutoff.*
- 4) *Do not use numerous "crime" lights or bright floodlights to illuminate a building or site when surrounding lighting is subdued.*
- 5) *In the downtown and along West Main Street, consider special lighting of key landmarks and facades to provide a focal point in evening hours.*
- 6) *Encourage merchants to leave their display window lights on in the evening to provide extra illumination at the sidewalk level.*
- 7) *Consider motion-activated lighting for security.*

#### **F. PARKING AREAS & LOTS**

Most of the parking areas in the downtown consist of public or private surface lots or parking decks. Along West Main Street, Wertland Street, and the Corner, some larger lots have parking areas contained within the individual site.

- 1) *If new parking areas are necessary, construct them so that they reinforce the street wall of buildings and the grid system of rectangular blocks in commercial areas.*
- 2) *Locate parking lots behind buildings.*
- 3) *Screen parking lots from streets, sidewalks, and neighboring sites through the use of walls, trees, and plantings of a height and type appropriate to reduce the visual impact year-round.*
- 4) *Avoid creating parking areas in the front yards of historic building sites.*
- 5) *Avoid excessive curb cuts to gain entry to parking areas.*
- 6) *Avoid large expanses of asphalt.*
- 7) *On large lots, provide interior plantings and pedestrian walkways.*
- 8) *Provide screening from adjacent land uses as needed.*
- 9) *Install adequate lighting in parking areas to provide security in evening hours.*
- 10) *Select lighting fixtures that are appropriate to a historic setting.*

#### **Discussion and Recommendations**

These improvements are generally positive. The fence design should be consistent throughout the site. The BAR should review the planter design and a cut sheet for the light fixtures.

#### **Suggested Motion**

Having considered the standards set forth within the City Code, including City Design Guidelines for Site Design, I move to find that the proposed improvements to the 1<sup>st</sup> Street parking lot satisfy the BAR's criteria and are compatible with this property and other properties in the Downtown ADC district, and that the BAR approves the application as submitted (or with the following modifications...).



# Board of Architectural Review (BAR) Certificate of Appropriateness

Please Return To: City of Charlottesville  
Department of Neighborhood Development Services  
P.O. Box 911, City Hall  
Charlottesville, Virginia 22902  
Telephone (434) 970-3130 Fax (434) 970-3359

**RECEIVED**  
**MAR 25 2014**  
NEIGHBORHOOD DEVELOPMENT SERVICES

Please submit ten (10) copies of application form and all attachments.

For a new construction project, please include \$375 application fee. For all other projects requiring BAR approval, please include \$125 application fee. For projects that require only administrative approval, please include \$100 administrative fee. Make checks payable to the City of Charlottesville.

The BAR meets the third Tuesday of the month.

Deadline for submittals is Tuesday 3 weeks prior to next BAR meeting by 4 p.m.

Owner Name	<u>First &amp; Main Charlottesville VA</u>	Applicant Name	<u>Keith O. Woodard</u>
Project Name/Description	<u>Add fencing, lighting, &amp; landscaping</u>	Parcel Number	<u>3302440000</u>
Property Address	<u>(First &amp; Market) 104 1st Street North</u>		<u>330245100</u>

### Applicant Information

Address: 40 Woodard Properties  
224 14th Street N.W. 22903  
Email: Keith@WoodardProperties.com  
Phone: (W) 971-8860 (H) \_\_\_\_\_  
FAX: 293-2280

### Signature of Applicant

I hereby attest that the information I have provided is, to the best of my knowledge, correct. (Signature also denotes commitment to pay invoice for required mail notices.)

[Signature]  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Keith O. Woodard 2/25/14  
Print Name \_\_\_\_\_ Date \_\_\_\_\_

### Property Owner Information (if not applicant)

Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (W) \_\_\_\_\_ (H) \_\_\_\_\_  
FAX: \_\_\_\_\_

### Property Owner Permission (if not applicant)

I have read this application and hereby give my consent to its submission.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_

Do you intend to apply for Federal or State Tax Credits for this project? No

### Description of Proposed Work (attach separate narrative if necessary):

First & Market Parking & add fencing, lighting, landscaping, & misc.  
Fence Painted Black; Light fixtures verde green

### List All Attachments (see reverse side for submittal requirements):

\_\_\_\_\_  
\_\_\_\_\_

<b>For Office Use Only</b>	Approved/Disapproved by: _____
Received by: <u>[Signature]</u>	Date: _____
Fee paid: <u>125.00</u> Cash/Ck. # <u>1152</u>	Conditions of approval: _____
Date Received: <u>3/25/14</u>	_____
	_____



DO NOT SCALE THIS DRAWING!  
 COPYRIGHT BY  
 WOODARD PROPERTIES, 2014

**WOODARD PROPERTIES**  
 EST. 1983  
 224 14th STREET, NW, CHARLOTTEVILLE VA  
 TEL: (434) 971-8860


**FIRST & MARKET PARKING**  
 CHARLOTTEVILLE, VA  
 FOR:  
 WOODARD PROPERTIES  
 224 14th STREET NW CHARLOTTEVILLE, VA

**PARKING LOT PLAN**


REVISIONS:

DATE:	03-25-14	DATE PRINTED:	03-25-14
PROJECT NO.:	0000		1

**EXISTING TREE**

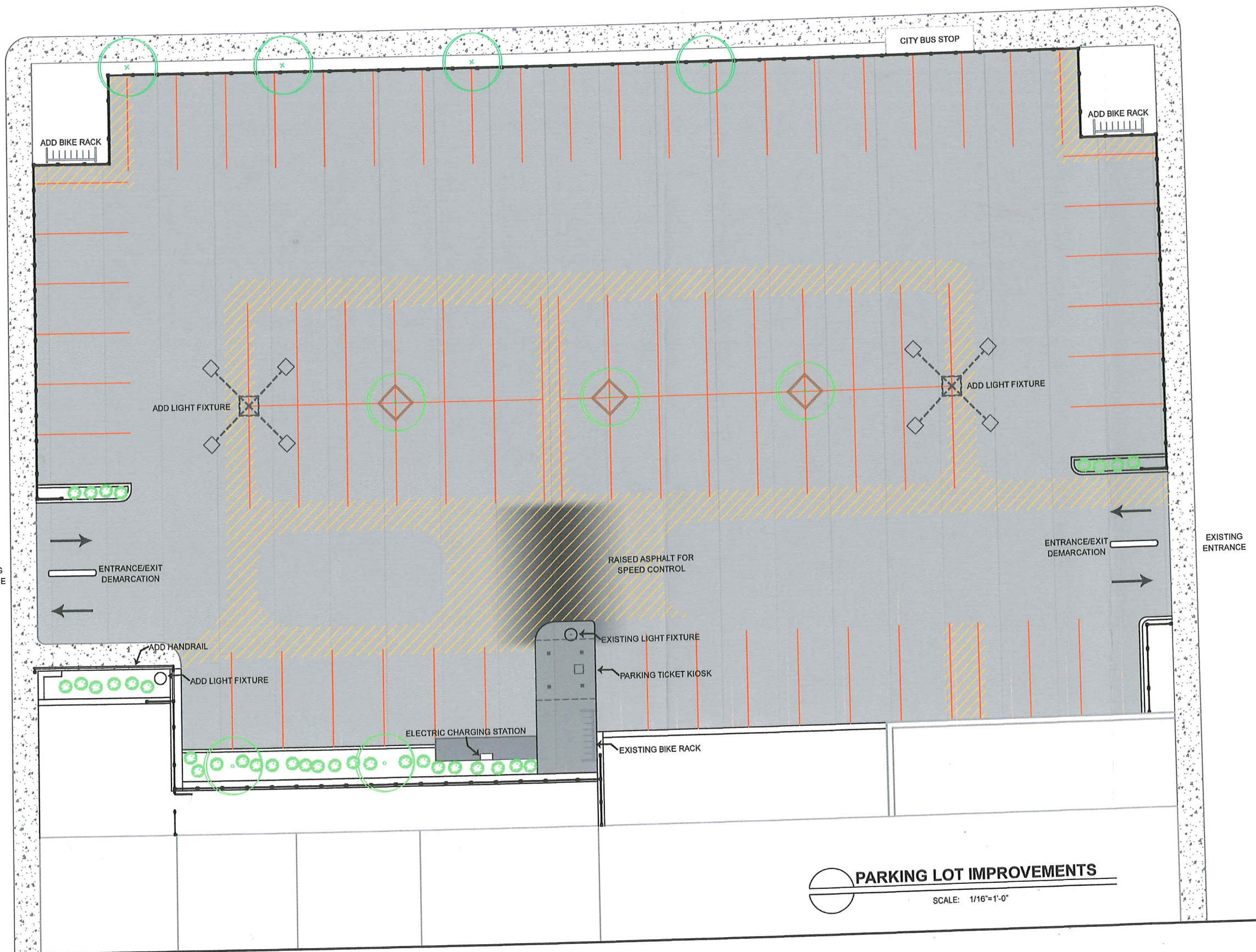


**ADD TREE (3' ZELKOVA)**



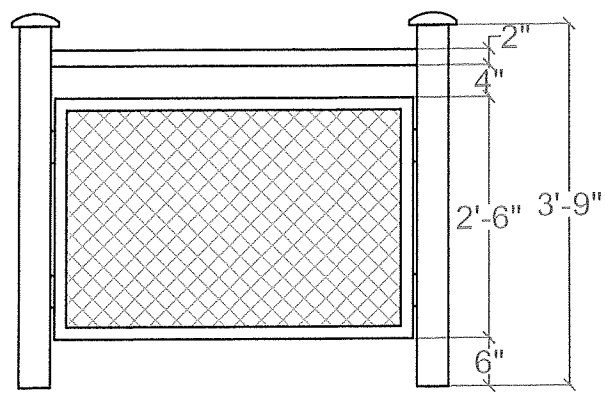
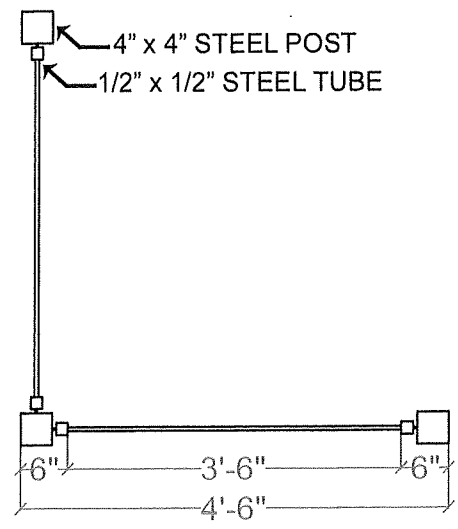
**GENERAL NOTES**

- Number and layout of parking spaces to remain as currently exists.
- Lights to conform to "Dark Sky" regulations and not to exceed 20-foot candles outside the property line.

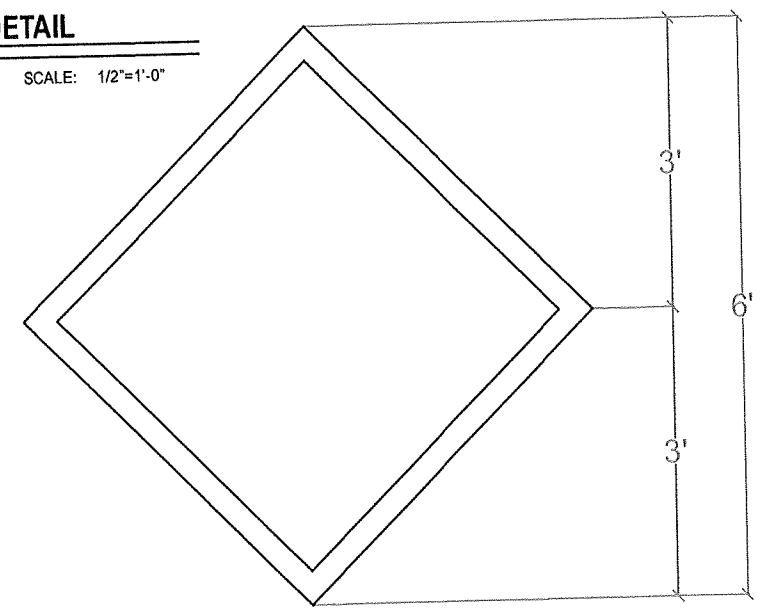


**PARKING LOT IMPROVEMENTS**  
 SCALE: 1/16"=1'-0"

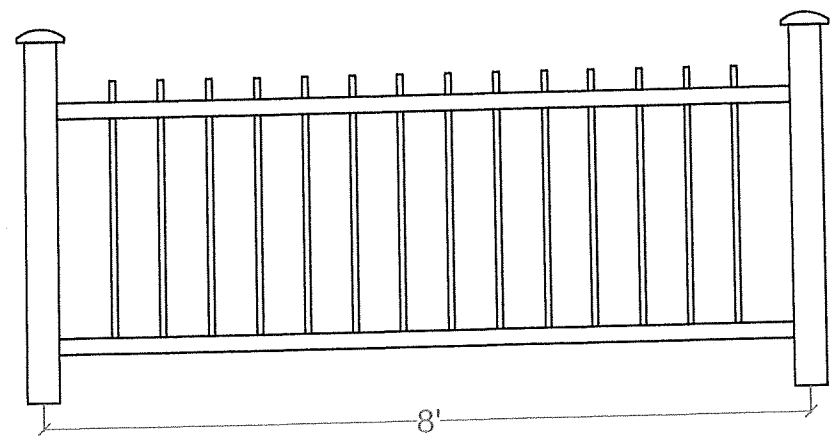
**CORNER FENCE DETAIL**  
 SCALE: 1/2"=1'-0"



**PLANTER DETAIL**  
 SCALE: 1/2"=1'-0"



**FENCE DETAIL**  
 SCALE: 1/2"=1'-0"



**WOODARD PROPERTIES**  
 EST. 1981  
 224 14th STREET, NW, CHARLOTTESVILLE VA  
 TEL. 1(434) 971-8860

**FIRST & MARKET PARKING**  
 CHARLOTTESVILLE, VA  
 FOR:  
 WOODARD PROPERTIES  
 224 14th STREET NW CHARLOTTESVILLE, VA

**PARKING LOT DETAIL**  
 REVISIONS:

DATE: 03-25-14	DATE PRINTED: 03-25-14
PROJECT NO: 0000	2



**Scala, Mary Joy**

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**From:** Keith Woodard <Keith@woodardproperties.com>  
**Sent:** Friday, April 11, 2014 3:44 PM  
**To:** Scala, Mary Joy  
**Cc:** Crys Clements; Michael Morris  
**Subject:** RE: Questions on parking lot submittal  
**Attachments:** First and Market Lighting Structure Detail.pdf

Hello Mary Joy...

The yellow striped areas indicate where we propose to paint the pavement to indicate walkways. It is our hope that this will encourage people to walk close to the cars and not in the middle of the aisles. It also suggests the safest place to cross, that is, at the raised 'hump' near the parking pay booth. I think these will also make the drive aisle feel narrower, which hopefully will slow the traffic.

We thought that the corner condition on the fence could be different to give it some variety. We certainly would be happy to keep the fence uniform throughout.

The 'planters' are only a 6 inch curb to outline the area for the proposed trees to be placed. These are designed to act as tire blocks for the parking spaces on each side of the curb.

I am attaching the design of the 2 proposed light poles with the fixtures. You will see that each light pole has 4 'arms', each with a 'shoe box' fixture recessed into the fixture holder at the end of each arm. It is my hope that this lighting will be adequate to allow the existing 20 foot light pole and fixture to be eliminated, though it is still shown on the plan. Overall, lighting will be greatly improved on this parking lot.

I have also provided Brian Haluska with this plan as a site plan amendment, even though we are not changing the arrangement of the parking. He has indicated that this plan meets his approval subject to BAR's approval, and provided we meet the requirements regarding the lighting at the city sidewalks. Each pole with the four fixtures will meet those requirements, and we will also be able to adjust the output of each fixture if needed.

Unfortunately I will be out of town all of next week, however Crys Clements and Michael Morris from Woodard Properties will be present at the BAR meeting to answer questions and comments.

Thanks, and please let me or Crys know if you have additional questions...I will occasionally check email.  
Keith

Keith O. Woodard



Woodard Properties  
224 14th Street NW  
Charlottesville, VA 22903  
Phone (434) 971 8860  
FAX 293 2280  
Email: [Keith@WoodardProperties.com](mailto:Keith@WoodardProperties.com)



CITY OF CHARLOTTESVILLE

*"A World Class City"*

Department of Neighborhood Development Services

City Hall Post Office Box 911  
Charlottesville, Virginia 22902  
Telephone 434-970-3182  
Fax 434-970-3359  
www.charlottesville.org



April 1, 2014

Dear Sir or Madam:

This letter is to notify you that the following application has been submitted for review by the City of Charlottesville Board of Architectural Review on property that is either abutting or immediately across a street from your property, or that has frontage on the same city street block.

**Certificate of Appropriateness**

BAR 14-04-03

104 1<sup>st</sup> Street North

Tax parcels 330244000 and 330245100

First & Main Charlottesville, LLC, Owner/Keith O Woodard, Applicant

First/Market parking lot: add fencing, lighting, landscaping

The Board of Architectural Review (BAR) will consider these applications at a meeting to be held on **Tuesday, April 15, 2014, starting at 5:30 pm in the City Council Chambers, City Hall**. Enter City Hall from the Main Street pedestrian mall entrance and go up one floor.


An agenda with approximate times and additional application information will be available on the BAR's home page accessible through <http://www.charlottesville.org>. If you need more information, please do not hesitate to contact me at 434-970-3130 or [scala@charlottesville.org](mailto:scala@charlottesville.org).

Sincerely yours,

A handwritten signature in black ink that reads 'Mary Joy Scala'.

Mary Joy Scala, AICP  
Preservation and Design Planner

Easy Peel® Labels  
Use Avery® Template 5160®

Feed Paper  Bend along line to  
expose Pop-Up Edge™



11TH & COCHRAN, LLC  
1900 ARLINGTON BLVD STE A  
CHARLOTTESVILLE VA 22903

CENTRAL, PLACE LIMITED PARTNERSHIP  
1155 5TH ST SW STE B  
CHARLOTTESVILLE VA 22902

COUNTY OF ALB VA & CITY OF CH'VILLE  
P O BOX 911  
CHARLOTTESVILLE VA 22902

FIELDS HOLDINGS, LLC  
207 MECHUNK CREEK DRIVE  
TROY VA 22974

FIRST AND MAIN CHARLOTTESVILLE LLC  
224 14TH STREET NW  
CHARLOTTESVILLE VA 22903

FIRST STREET CHURCH PROJECT, LLC  
9100 WILSHIRE BLVD STE 1000  
WEST BEVERLY HILLS CA 90212

GAUSS, LLC  
110 2ND STREET NE STE 201  
CHARLOTTESVILLE VA 22902

LEWIS, HARRY N  
P O BOX 200  
CHARLOTTESVILLE VA 22902

SECOND & MARKET DEVELOPMENT ASSO  
P O BOX 1288  
CHARLOTTESVILLE VA 22902

WILLIAMS, J & D PETTIT, TR H&M BLDG LD  
TR  
2088 UNION ST STE 1  
SAN FRANCISCO CA 94123

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