

From: Scala, Mary Joy
Sent: Thursday, June 18, 2015 8:52 AM
To: Property Management (PropertyManagement@dzshq.com)
Cc: Tressie Daniels (tressiedenise@gmail.com)
Subject: 150 Chancellor Street BAR Action – June 16, 2015

June 18, 2015

Delta Zeta National Housing Corp.
202 E Church St
Oxford, OH 45056

Certificate of Appropriateness Application

BAR 15-04-02
150 Chancellor Street
Tax Parcel 090109000
Delta Zeta National Housing Corp., Owner/John J. Grottschall for Zeta Corp., Applicant
Replace windows

Dear Applicant,

The above referenced project was discussed before a meeting of the City of Charlottesville Board of Architectural Review (BAR) on June 16, 2015. The following action was taken:

The BAR approved (6-0) as submitted with the following modifications: the ten windows on the street façade will be repaired instead of replaced, with no exterior storm windows. The BAR also recommended replacing the plexiglass in the transom with old glass.

In accordance with Charlottesville City Code 34-285(b), this decision may be appealed to the City Council in writing within ten working days of the date of the decision. Written appeals, including the grounds for an appeal, the procedure(s) or standard(s) alleged to have been violated or misapplied by the BAR, and/or any additional information, factors or opinions the applicant deems relevant to the application, should be directed to Paige Barfield, Clerk of the City Council, PO Box 911, Charlottesville, VA 22902.

This certificate of appropriateness shall expire in 18 months (December 16, 2016), unless within that time period you have either: been issued a building permit for construction of the improvements if one is required, or if no building permit is required, commenced the project. The expiration date may differ if the COA is associated with a valid site plan. You may request an extension of the certificate of appropriateness *before this approval expires* for one additional year for reasonable cause.

Upon completion of the project, please contact me for an inspection of the improvements included in this application. If you have any questions, please contact me at 434-970-3130 or scala@charlottesville.org.

If you have any questions, please contact me at 434-970-3130 or 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

**CITY OF CHARLOTTESVILLE
BOARD OF ARCHITECTURAL REVIEW
STAFF REPORT
June 16, 2015**



Certificate of Appropriateness Application (deferred from May)

BAR 15-04-02

150 Chancellor Street

Tax Parcel 090109000

Delta Zeta National Housing Corp., Owner/John J. Grottschall for Zeta Corp., Applicant

Replace windows

Background

150 Chancellor Street is a contributing structure in The Corner ADC district. It is a brick Colonial Revival building, originally a residence, then a rooming house, constructed c. 1910. The house was renovated and the front porch was rebuilt in 1980 after being purchased for use as a sorority house. The historic survey form is attached.

July 20, 2010 - The BAR approved (6-0) an application to re-roof the house, and replace shingles on dormers with hardi siding as submitted, with a condition to use smooth (not wood-grained) Hardi siding on the dormer sides.

April 21, 2015 – The BAR deferred the application (8-0) for a month because the applicant was not in attendance.

May 19, 2015 - The BAR approved (9-0) all the HVAC work as submitted [with all ground units and conduits located in the rear] and with an inventory of the windows to come back to the BAR with a revised recommendation how the applicant wants to proceed with repair vs. replacement. Mr. Mohr offered to assist by meeting on site, and Mr. Sarafin offered tax credit advice.

Application

The applicant proposes to replace all the 46 existing windows with custom-sized, wood, double hung Jeld-Wen replacement sashes with SDL's.

If that is not approved, their secondary request would be to replace all windows (including dormers) *except* for the 11 windows on the front façade, which would be repaired and repainted. They would remove all storm windows on the original windows to keep all windows aesthetically similar.

Criteria 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.*

(3)

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 Rehabilitation include:

C. WINDOWS

Windows add light to the interior of a building, provide ventilation, and allow a visual link to the outside. They also play a major part in defining a building's particular style. Because of the wide variety of architectural styles and periods of construction within the districts, there is a corresponding variation of styles, types, and sizes of windows.

Windows are one of the major character-defining features on buildings and can be varied by different designs of sills, panes, sashes, lintels, decorative caps, and shutters. They may occur in regular intervals or in asymmetrical patterns. Their size may highlight various bay divisions in the building. All of the windows may be the same or there may be a variety of types that give emphasis to certain parts of the building.

- 1) *Prior to any repair or replacement of windows, a survey of existing window conditions is recommended. Note number of windows, whether each window is original or replaced, the material, type, hardware and finish, the condition of the frame, sash, sill, putty, and panes.*
- 2) *Retain original windows when possible.*
- 3) *Uncover and repair covered up windows and reinstall windows where they have been blocked in.*
- 4) *If the window is no longer needed, the glass should be retained and the back side frosted, screened, or shuttered so that it appears from the outside to be in use.*
- 5) *Repair original windows by patching, splicing, consolidating or otherwise reinforcing. Wood that appears to be in bad condition because of peeling paint or separated joints often can be repaired.*
- 6) *Replace historic components of a window that are beyond repair with matching components.*
- 7) *Replace entire windows only when they are missing or beyond repair.*
- 8) *If a window on the primary façade of a building must be replaced and an existing window of the same style, material, and size is identified on a secondary elevation, place the historic window in the window opening on the primary façade.*

- 9) *Reconstruction should be based on physical evidence or old photographs.*
- 10) *Avoid changing the number, location, size, or glazing pattern of windows by cutting new openings, blocking in windows, or installing replacement sash that does not fit the window opening.*
- 11) *Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, reflective quality or color of the glazing, or appearance of the frame.*
- 12) *Use replacement windows with true divided lights or interior and exterior fixed muntins with internal spacers to replace historic or original examples.*
- 13) *If windows warrant replacement, appropriate material for new windows depends upon the context of the building within a historic district, and the age and design of the building. Sustainable materials such as wood, aluminum-clad wood, solid fiberglass, and metal windows are preferred. Vinyl windows are discouraged.*
- 14) *False muntins and internal removable grilles do not present an historic appearance and should not be used.*
- 15) *Do not use tinted or mirrored glass on major facades of the building. Translucent or low (e) glass may be strategies to keep heat gain down.*

Discussion and Recommendations

Regarding any window replacement, the BAR should determine:

- (1) If it is appropriate to replace the windows, based on the location, age, and significance of the building and windows, and the condition of the windows; and
- (2) If appropriate, then what type of replacement window is permitted in each specific case. In general,
 - Replacement windows or sashes should either be wood, or in some cases, aluminum-clad wood. Vinyl windows are rarely permitted.
 - The pattern of lights should match the existing pattern in most cases, and the dimensions of the window, sashes, and muntins should match the original as closely as possible.
 - All existing exterior window trim must be retained.
 - The glass must be clear.

In this case, the existing windows may be original.

Wood replacement windows would be appropriate. The existing masonry openings will not be changed in size; and the muntins will match existing light patterns.

At the April meeting, the BAR suggested that the applicant should look into repairing the windows using historic tax credits for rehabilitation, rather than replacing them. The BAR also asked for more details regarding the replacement sashes they were being asked to consider. The applicant has submitted additional information about the Jeld-Wen replacement sash kits.

At the May meeting the BAR requested an inventory of the condition of all windows, that could perhaps result in a compromise proposal, such as repairing the most visible windows.

Suggested Motion:

Having considered the standards set forth within the City Code, including City Design Guidelines for Site Design and for Rehabilitation, I move to find the proposed window replacement [and/or proposed window repair] satisfies the BAR's criteria and is compatible with this property and other properties in The Corner 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

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 3:30 p.m.

Owner Name Delta Zeta National Housing Corp. Applicant Name John J. Gottschall for Delta Zeta
Project Name/Description HVAC install & Window Replacement Parcel Number 9-109-A
Property Address 150 Chancellor Street, Charlottesville, VA 22903

Applicant Information

Address: 202 E. Church Street
Oxford, OH 45056
Email: propertymanagement@dزشq.com
Phone: (W) 513-523-7597 (H) —
FAX: 513-612-9070

~~Property Owner Information (if not applicant)~~

~~Address: _____
Email: _____
Phone: (W) _____ (H) _____
FAX: _____~~

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

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.)

John J. Gottschall 3/30/15
Signature Date

JOHN J. GOTTSCHALL 3/30/15
Print Name for DELTA ZETA Date

~~Property Owner Permission (if not applicant)~~

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

~~Signature Date~~

~~Print Name Date~~

Description of Proposed Work (attach separate narrative if necessary): replace original windows with new Sash Packs and trim, install new mini-split ductless HVAC system.
← PLEASE SEE ATTACHED DETAILED PROPOSALS →

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

Photos of Property, Site plan, reconnaissance survey form (4 pgs), Window replacement proposals (16 pgs), HVAC installation proposal (6 pages), check for fee \$125.00

For Office Use Only	Approved/Disapproved by: _____
Received by: <u>C. Maloney</u>	Date: _____
Fee paid: <u>125.00</u> Cash/Ck. # <u>928096</u>	Conditions of approval: _____
Date Received: <u>3/31/15</u>	_____
<u>P15-0054</u>	_____

From: Scala, Mary Joy
Sent: Tuesday, May 26, 2015 3:57 PM
To: Property Management (PropertyManagement@dzshq.com)
Cc: Tressie Daniels (tressiedenise@gmail.com)
Subject: 150 Chancellor Street BAR Action - May 19, 2015

May 26, 2015

Delta Zeta National Housing Corp.
202 E Church St
Oxford, OH 45056

Certificate of Appropriateness Application

BAR 15-04-02
150 Chancellor Street
Tax Parcel 090109000
Delta Zeta National Housing Corp., Owner/John J. Grottschall for Zeta Corp., Applicant
Replace windows; add new HVAC system

Dear Applicant,

The above referenced project was discussed before a meeting of the City of Charlottesville Board of Architectural Review (BAR) on May 19, 2015. The following action was taken:

The BAR approved (9-0) all the HVAC work as submitted [with all ground units and conduits located in the rear] and with an inventory of the windows to come back to the BAR with a revised recommendation how the applicant wants to proceed with repair vs. replacement. Mr. Mohr offered to assist by meeting on site, and Mr. Sarafin offered tax credit advice.

Please let staff know when you are ready to proceed back to the BAR with your revised window request. We require at least two weeks prior to the BAR meeting to provide notice. The following pertains to the HVAC approval:

In accordance with Charlottesville City Code 34-285(b), this decision may be appealed to the City Council in writing within ten working days of the date of the decision. Written appeals, including the grounds for an appeal, the procedure(s) or standard(s) alleged to have been violated or misapplied by the BAR, and/or any additional information, factors or opinions the applicant deems relevant to the application, should be directed to Paige Barfield, Clerk of the City Council, PO Box 911, Charlottesville, VA 22902.

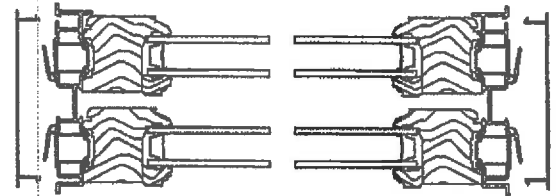
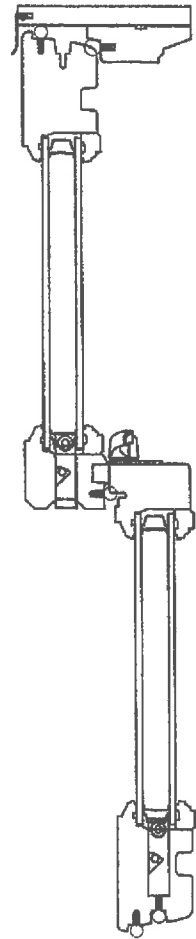
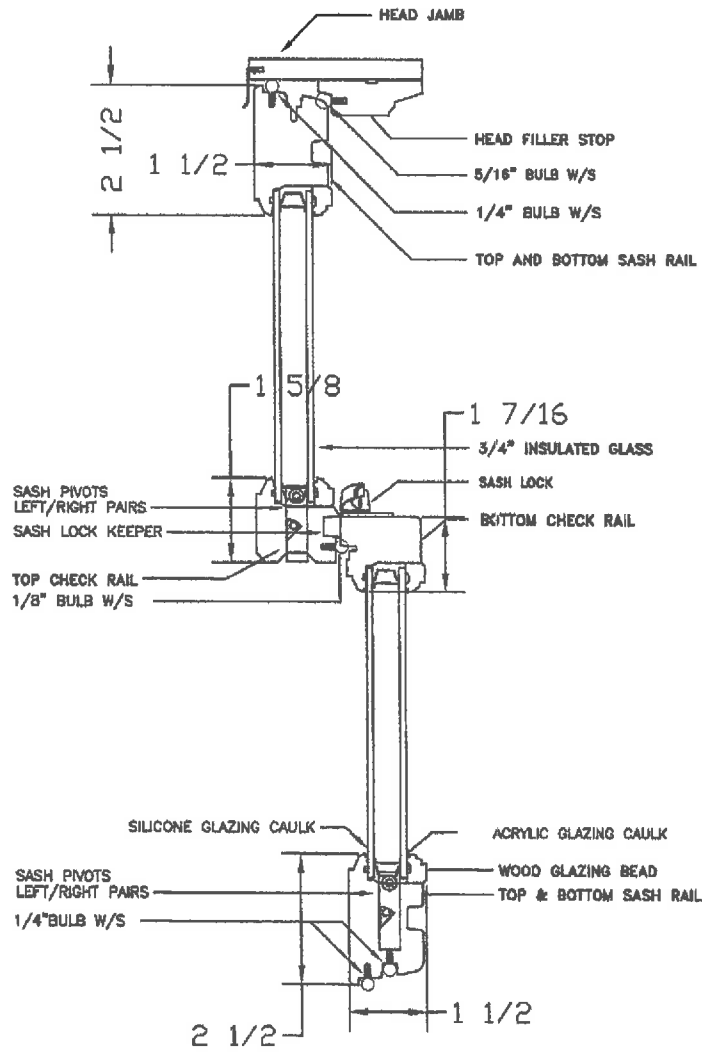
This certificate of appropriateness shall expire in 18 months (November 19, 2016), unless within that time period you have either: been issued a building permit for construction of the improvements if one is required, or if no building permit is required, commenced the project. The expiration date may differ if the COA is associated with a valid site plan. You may request an extension of the certificate of appropriateness *before this approval expires* for one additional year for reasonable cause.

Upon completion of the project, please contact me for an inspection of the improvements included in this application. If you have any questions, please contact me at 434-970-3130 or scala@charlottesville.org.

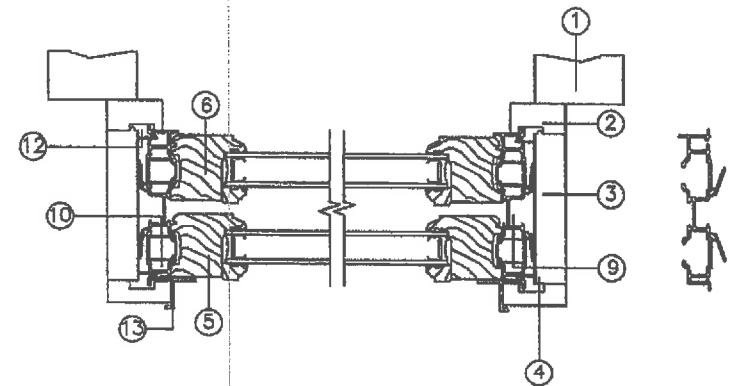
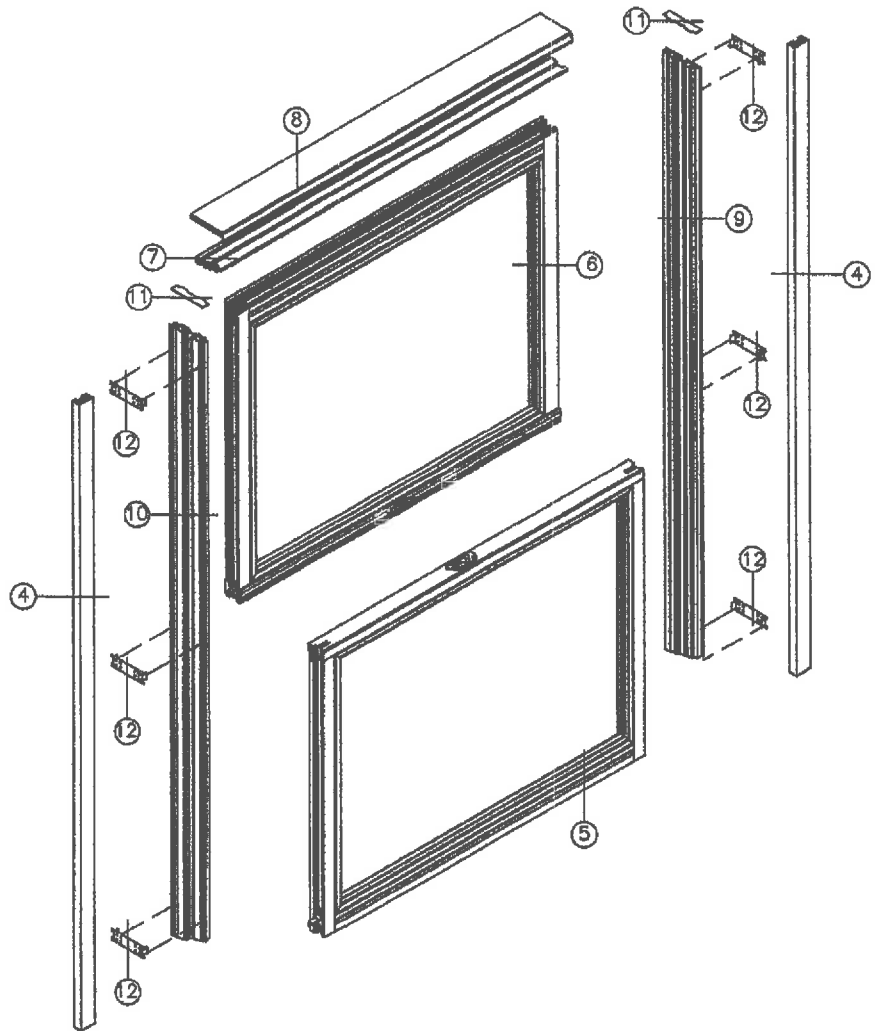
If you have any questions, please contact me at 434-970-3130 or scala@charlottesville.org.

Sincerely yours,

SECTION DETAIL



SASH REPLACEMENT KIT



HORIZONTAL SECTION

NO. NAME OF PART

1. EXISTING CASING
2. EXISTING EXTERIOR STOP
3. EXISTING FRAME
4. EXISTING INTERIOR STOP
5. BOTTOM SASH
6. TOP SASH
7. HEAD STOP W/ BULB WEATHER STRIPPING
8. PINE HEAD FILLER W/ WEATHER STRIP FLANGE
9. LEFT JAMB LINER
10. RIGHT JAMB LINER
11. LEFT AND RIGHT KISS CUT HEAD JAMB PAD #731233
12. SASHPACK CLIP

JELD-WEN
WINDOWS & DOORS

SITELINE EX

WOOD DOUBLE-HUNG SASH REPLACEMENT KIT



IN WITH THE NEW

With a Sash Replacement Kit, homeowners keep the existing window frame and simply replace the sashes. This is a convenient and cost effective alternative to replacing an entire window.



Sash Replacement Kit Includes:

- » One upper sash with weatherstrip
- » One lower sash with weatherstrip
- » Wood head parting stop
- » One pair of vinyl jamb liners with balance hardware
- » Common and finishing nails
- » Metal jamb liner brackets with nails
- » Two foam head jamb liner gaskets

Custom and Standard Sizes • Aesthetic Options

EASY TO INSTALL • ENERGY

Glass Options

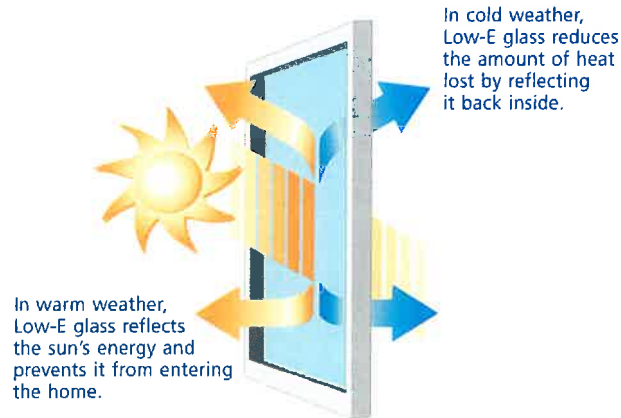
Low-E and LoE³-366 Insulating Glass

High-performance Low-E insulating glass comes standard and helps lower energy costs, allows homes to stay cooler in the summer and warmer in the winter, prevents fading of interior furnishings, and reduces condensation. It also delivers greater visible light transmittance than tinted glass.

We also offer optional LoE³-366, which provides even more protection against heat loss and fading, as well as greater energy savings.

Most windows and patio doors with Low-E glass are ENERGY STAR® qualified. ENERGY STAR products help Americans save energy, save money and reduce their carbon footprints. ENERGY STAR criteria for windows are based on the U-factor and Solar Heat Gain Coefficient (SHGC) combinations that provide significant energy efficiency for a given climate zone.

It's easy! Just tell your JELD-WEN dealer you want JELD-WEN windows that are ENERGY STAR qualified for your climate zone. For more information, visit www.jeld-wen.com/energyefficiency.



Additional Glass Options

Our optional glass types include: energy efficient, self-cleaning Neat™ glass; tempered glass for added safety; high-altitude glass, which prevents bowing in higher elevations; tinted glass for areas with lots of direct sun and textured glass, which lets in light while maintaining privacy.

EFFICIENT • EASY TO CLEAN

Clad Colors

Our wood windows with aluminum clad exteriors feature protective metal cladding with a baked-on finish that doesn't need to be repainted over time. We provide a number of clad color options that will complement your home.

Standard Clad Colors*



Optional Clad Colors*



**Colors shown here may not match our clad colors exactly.*

Divided Lites

Divided lite options include simulated divided lites (SDL) for an authentic look, full-surround grilles (FS) that can be removed for easy cleaning, and



maintenance-free grilles between the glass (GBG). Many widths are available in both wood and aluminum, as well as in either a Bead or Putty profile.

TESTED RELIABILITY

Replacing The Old With All New Reliability

Transform the look of your home by replacing your old windows with new JELD-WEN® Sitrine EX wood double-hung sash replacement kit.



AuraLast—The Worry-Free Wood®



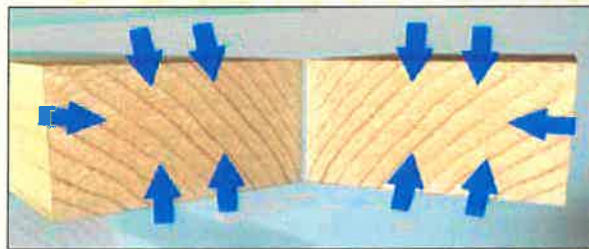
Only JELD-WEN makes windows with AuraLast—The Worry-Free Wood® which has a 20-year guarantee against wood rot and termites. AuraLast is 100% real wood and offers durable, surface-to-core protection.

20YR
WARRANTY

100%
WOOD

100%
WORRY-FREE

Other manufacturers use typical dip-treatment methods, which only protect the outer surface of the wood. AuraLast's vacuum pressure process provides virtually 100% penetration of the protective ingredients.



Virtually 100% Surface to Core Protection

Visit jeld-wen.com/auralast for more information

Easy to Install • Energy Efficient • Easy to Clean



The JELD-WEN website is your ultimate resource for learning about our reliable windows and doors. It has all the product information and design advice you need. Visit us at jeld-wen.com today.



Official window and door provider of Major League Soccer



JELD-WEN is proud to support a better way to build



Made in the USA

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11-662 03/13 (SB 1M)