

**From:** Scala, Mary Joy  
**Sent:** Thursday, August 27, 2015 8:19 AM  
**To:** Woodard, Keith  
**Subject:** BAR Action- Auhust 18, 2015 - 102 1st Street North

August 27, 2015

224 14<sup>th</sup> Street NW  
Charlottesville, VA 22903

**Certificate of Appropriateness Application**

102 1<sup>st</sup> Street N

Tax Parcel 330245100

First and Main, LLC, Owner/ Keith Woodard, Applicant

Installation of Low Clearance structure at 1<sup>st</sup> NE Entrance of First and Market Parking Lot

Dear Applicant,

The above referenced project was discussed before a meeting of the City of Charlottesville Board of Architectural Review (BAR) on August 18, 2015. The following action was taken:

**The application was pulled from the consent agenda. The BAR approved the application as submitted (6-1, with Miller opposed).**

This certificate of appropriateness shall expire in 18 months (February 18, 2017), 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](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  
August 18, 2015**



**Certificate of Appropriateness Application**

BAR 15-08-06

102 1<sup>st</sup> Street North

Tax parcel 330245100

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

Installation of low clearance structure at 1<sup>st</sup> St NE Entrance of First and Market Parking Lot

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**Background**

102 1<sup>st</sup> Street North is a parking lot opposite Lee Park, located in the Downtown ADC District.

April 15, 2014 – 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.

May 20, 2014 - Approved as submitted (8-0) except trees and planting details to be approved administratively after circulating details to BAR by email.

**Application**

The applicant is seeking approval to add a low-clearance structure at the parking lot entrance off 1st Street North. The purpose is to keep trucks from unloading in the lot, and from cutting through the lot.

All metal will be painted black. The sign colors will match existing signage. The sign will be removable and the height will be adjustable.

**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:**

***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**

The design of this structure has been coordinated with the design of the lighting and signage on the site.

**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 low-clearance structure at the First & Market Parking lot satisfies the BAR's criteria and is compatible with this property and other properties in the Downtown ADC district, and that the BAR approves the application as submitted.

EXISTING TREE



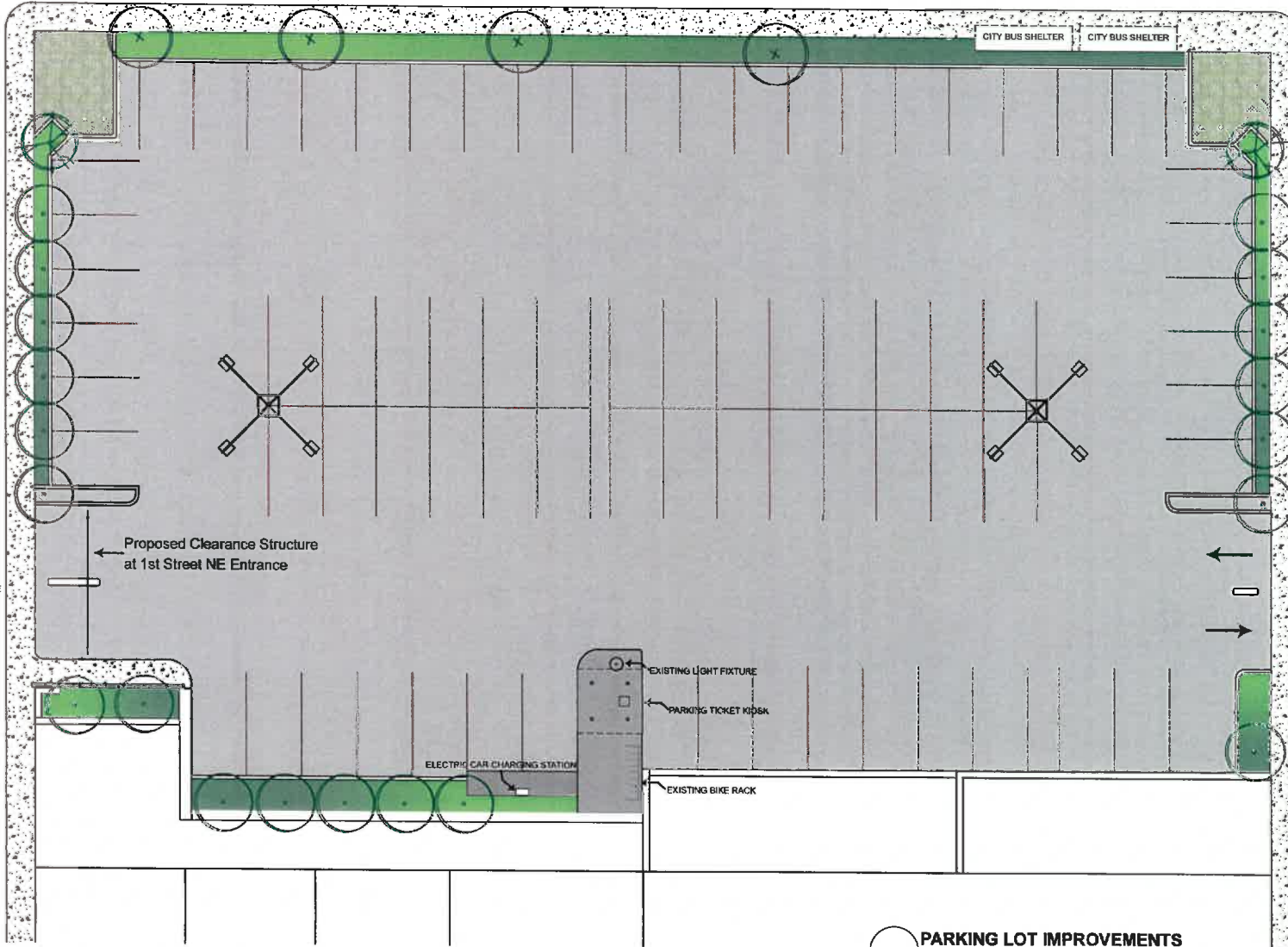
ADD TREE  
Crape Myrtle



ADD TREE  
(Flowering Dogwood)



EXISTING  
ENTRANCE



EXISTING  
ENTRANCE

**PARKING LOT IMPROVEMENTS**

SCALE: 1/16"=1'-0"

DO NOT SCALE THIS DRAWING  
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WOODARD PROPERTIES, 2014



224 1st STREET, NW, CHARLOTTEVILLE, VA  
TEL: (334) 971-8660

**FIRST & MARKET PARKING**

CHARLOTTEVILLE, VA

WOODARD PROPERTIES  
224 1st STREET NW/CHARLOTTEVILLE, VA

**PARKING LOT PLAN**

REVISIONS:

DATE  
08-14-15  
PROJECT NO  
0000

DATE PRINTED:  
08-14-15  
1

## Scala, Mary Joy

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**From:** Keith Woodard <Keith@woodardproperties.com>  
**Sent:** Wednesday, August 12, 2015 9:23 AM  
**To:** Scala, Mary Joy  
**Subject:** RE: Parking lot at E Market and First Streets

Hello Mary Joy...

While the trees in the middle of the parking lot seemed like a good idea, in reality it seems unlikely that they would do well there. Instead we are proposing to add substantial planting along the perimeter of the parking lot except where there are existing trees along Market Street. We are suggesting that Crepe Myrtles would be a good choice, however we are open to other suggestions. Crys will be sending a drawing that reflects this plan.

We think the parking lot already looks substantially better, and we look forward to your and BAR comments as we continue to make improvements there.

Thank you for your attention to this matter.  
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)

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**From:** Scala, Mary Joy [mailto:[scala@charlottesville.org](mailto:scala@charlottesville.org)]  
**Sent:** Friday, August 07, 2015 11:58 AM  
**To:** Keith Woodard  
**Subject:** Parking lot at E Market and First Streets

Keith,

I know the question about the absent trees will come up at the BAR meeting when they see your plan for the low clearance bar.

The previous approval said the planting plan was supposed to be approved administratively. What is your current plan regarding planting those trees?

Thank you

**Mary Joy Scala, AICP**  
Preservation and Design Planner  
City of Charlottesville

## Scala, Mary Joy

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**From:** John Schmidt <John@lpda.net>  
**Sent:** Wednesday, June 18, 2014 2:47 PM  
**To:** Keith Woodard  
**Cc:** Scala, Mary Joy; bitsywaters420@gmail.com; Crys Clements; Osteen, Michael; Josey, Paul  
**Subject:** RE: First and Market Parking  
**Attachments:** DSC08702-LR.jpg

Keith

It was good meeting you yesterday and hopefully some of the information I provided will be helpful.

I wanted to pass along some additional information that may be helpful as you refine your plan.

**Pavers:** If you elect to install paving in the break area of the extended islands you could consider a permeable paver. I showed you an image of this we installed in Waynesboro (picture attached). The paver we used was Eagle Bay SF Rima Permeable Concrete Paving Stone System.

To install the paver make sure you follow the manufacturer installation. In particular the aggregate you set the pavers on—this insures drainage through the paving.

**Soil:** If you elect to excavate fully existing soil and replace with topsoil (the best results).

Or excavate fully existing soil and mix 50/50 with existing soil and topsoil/organic matter. We did this in Waynesboro since the existing soil was not too bad. Note, if your existing soil is pure clay you may consider higher ratio. You may want to consider having a geotech engineer look at your soil excavated.

One important factor is the compaction backfill of soil. Normally you do want to compact more than 80-85% maximum density in 12" lifts. This helps to ensure loose soil for good growth and avoid excessive settlement.

Also consider a top dress of 3" of hardwood mulch to hold soil moisture.

There is tree planting and preservation standards on the City web site that may be additionally helpful. The link is below.

<http://www.charlottesville.org/Index.aspx?page=2311>

**Trees:** The Plane tree sounds like a great canopy tree options. I know Waynesboro Nursery has a large selection of trees that are usually available after frost in the fall for digging.

**Curbing:** as we discussed around the existing trees, consider a low profile curb to avoid over excavation of existing tree roots.

Hope this helps if you have questions let me know.

### John Schmidt, ASLA

Vice President

Land Planning & Design Associates, Inc.

310 East Main Street, Suite 200

Charlottesville, VA 22902

(434) 296-2108

F (434) 296-2109

c (434) 466-3673

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**From:** Keith Woodard [<mailto:Keith@woodardproperties.com>]  
**Sent:** Monday, June 16, 2014 2:59 PM  
**To:** Osteen, Michael  
**Cc:** Scala, Mary Joy; John Schmidt; [bitsywaters420@gmail.com](mailto:bitsywaters420@gmail.com); Crys Clements  
**Subject:** RE: First and Market Parking

That works for me. I'll look for you at First and Market at 4 PM on Tuesday, June 17.  
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)

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**From:** Osteen, Michael [<mailto:Michael.Osteen@cardnotec.com>]  
**Sent:** Monday, June 16, 2014 2:50 PM  
**To:** Keith Woodard  
**Cc:** Scala, Mary Joy; [john@lpda.net](mailto:john@lpda.net); Elizabeth Waters ([bitsywaters420@gmail.com](mailto:bitsywaters420@gmail.com))  
**Subject:** RE: First and Market Parking

Keith,

We have had a devil of a time trying to coordinate a time when we could get a group together.

Are you still available tomorrow from about 4 to 5. Mary Joy has reserved a space at NDS at 4:30, after we all meet on-site at 4:00

—if that works with your schedule?

mo

Michael Osteen, AIA, LEED AP  
SENIOR ASSOCIATE  
CARDNO TEC  
Phone (+1) 434-295-4446 Fax (+1) 434-295-5535  
Address 2496 Old Ivy Road Suite 300, Charlottesville, VA 22903 USA

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**From:** Keith Woodard [<mailto:Keith@woodardproperties.com>]  
**Sent:** Thursday, June 12, 2014 11:43 AM  
**To:** Osteen, Michael  
**Cc:** Scala, Mary Joy; [pauljosey@gmail.com](mailto:pauljosey@gmail.com); [hughes@charlottesville.org](mailto:hughes@charlottesville.org); [bitsywaters420@gmail.com](mailto:bitsywaters420@gmail.com)  
**Subject:** RE: First and Market Parking



## 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 First + Main LLC Applicant Name Keith Woodard  
Project Name/Description First + Market Parking Structure Parcel Number 330245100  
Property Address 102 1st Street North

#### Applicant Information

Address: 224 14th St. NW  
Charlottesville, VA 22903  
Email: Keith@WoodardProperties.com  
Phone: (W) 971-8810 (H) 1  
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 7/28/15  
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]  
Signature Date  
Keith O. Woodard 7/28/15  
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): Low clearance structure at 1st St. NE entrance of First + Market Parking lot

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

Proposed clearance structure elevation, details, plan, + site images

#### For Office Use Only

Received by: \_\_\_\_\_

Fee paid: \_\_\_\_\_ Cash/Ck. # \_\_\_\_\_

Date Received: \_\_\_\_\_

Approved/Disapproved by: \_\_\_\_\_

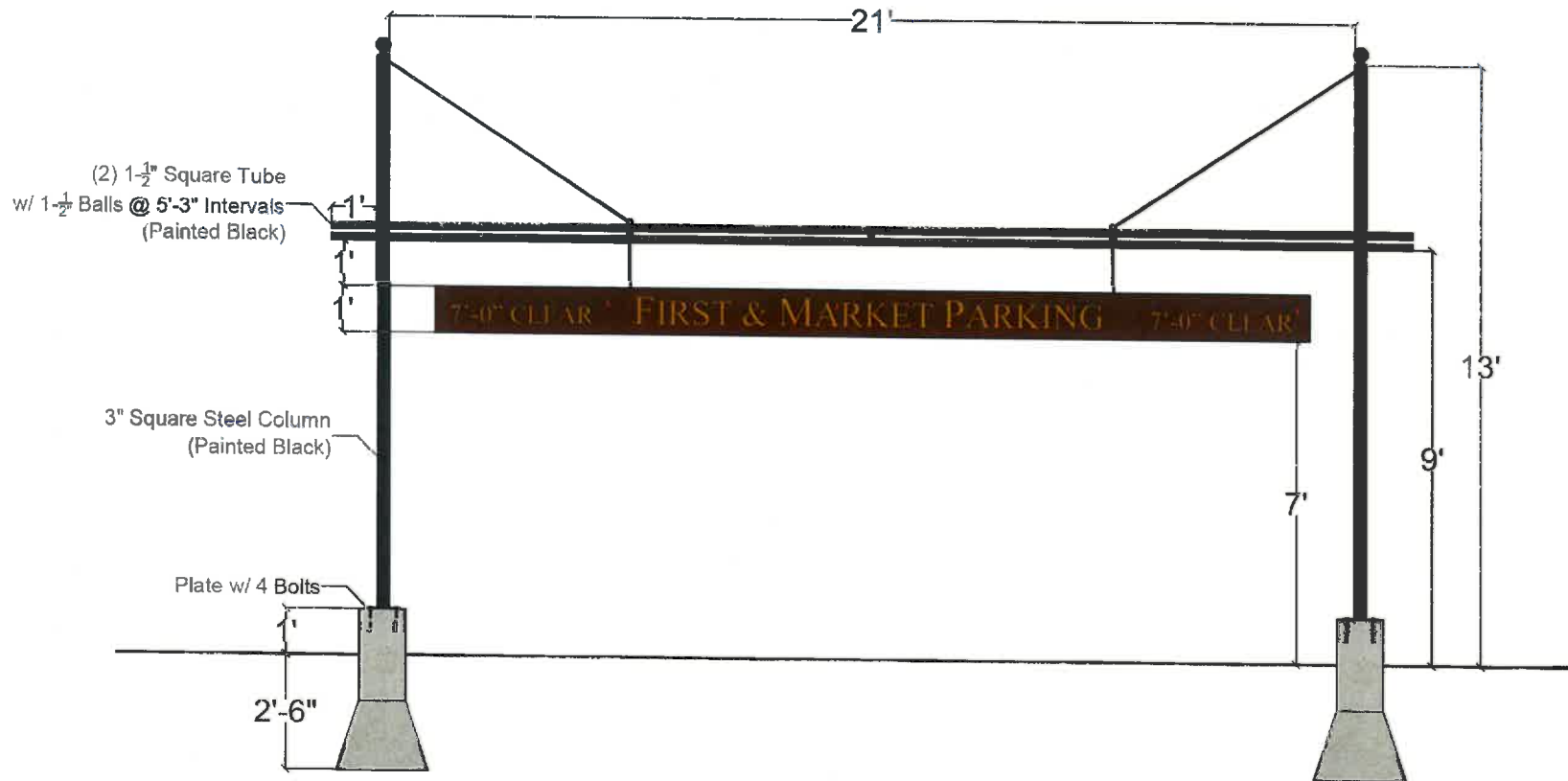
Date: \_\_\_\_\_

Conditions of approval: \_\_\_\_\_



**NOTES:**

- All metal to be painted black.
- Sign colors to match existing signage.
- Sign will be removable and height will be adjustable.



224 14th STREET, NW, CHARLOTTESVILLE VA  
TEL. 1(434) 971-8860

**FIRST & MARKET PARKING  
PROPOSED CLEARANCE STRUCTURE**

102 1st Street North  
Charlottesville, VA 22902

DRAFTED BY:  
CLC

DATE:  
7-28-2015

$\frac{1}{4}" = 1'$

Continuous Metal Edge

$\frac{3}{4}$ " MDO Board



3" Square Steel Column

(2) 1- $\frac{1}{2}$ " Square Tube  
w/ 1- $\frac{1}{2}$ " Balls @ 5'-3" Intervals



**WOODARD**  
PROPERTIES

EST. 1981

224 14th STREET, NW, CHARLOTTESVILLE VA  
TEL. 1(434) 971-8860

**FIRST & MARKET PARKING**  
**PROPOSED CLEARANCE STRUCTURE**

102 1st Street North  
Charlottesville, VA 22902

DRAFTED BY:  
CLC

DATE:  
7-28-2015

1" = 1'





224 14th STREET, NW, CHARLOTTESVILLE VA  
TEL. 1(434) 971-8860

**FIRST & MARKET PARKING**  
**PROPOSED CLEARANCE STRUCTURE**  
102 1st Street North  
Charlottesville, VA 22902

DRAFTED BY:  
CLC

DATE :  
7-28-2015

NOT TO SCALE