

**From:** Scala, Mary Joy  
**Sent:** Friday, July 24, 2015  
**To:** allan@alimar1.com; Greg Jackson (gjackmail@gmail.com)  
**Subject:** BAR Action – July 21, 2015- 103 8<sup>th</sup> Street NW

July 24, 2015

Greg Jackson, TOPIA Design  
826 B Hinton Ave,  
Charlottesville, VA 22902

**Certificate of Appropriateness Application**

BAR 15-07-04

103 8<sup>th</sup> Street NW

Tax Parcel 320147000

Union Station Partners, LLC, Owner/ Greg Jackson, TOPIA Design, Applicant  
Renovation of windows and doors, awning, signage, paint and trim.

Dear Applicant,

The above referenced project was discussed before a meeting of the City of Charlottesville Board of Architectural Review (BAR) on July 21, 2015. The following action was taken:

**The BAR approved (9-0) the application as submitted.**

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 (January 21, 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

**CITY OF CHARLOTTESVILLE  
BOARD OF ARCHITECTURAL REVIEW  
STAFF REPORT  
July 21, 2015**



**Certificate of Appropriateness Application**

BAR 15-07-04

103 8<sup>th</sup> Street NW

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Renovation of windows and doors, awning signage, paint and trim.

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**Background**

This one-story concrete-block building does not contribute to the historic character of adjoining areas of the West Main Street ADC historic district.

It is a simple standard small-scale commercial/industrial form made entirely of concrete-block construction. It has a shed-roofed wing off the north side (garage) with a concrete-block flue.

**Application**

The applicant is requesting approval for alterations to the existing structure. This plan utilizes the shed-roofed wing off the north side as an addition to the original structure.

- New exterior trim and paint
- New clear anodized aluminum storefront windows and door, in existing openings, except the front/east elevation window header is to be raised to enlarge opening and align with door height
- New clear anodized aluminum storefront double doors with sidelights and transom, in existing openings
- New wall sconces
- Add a metal awning
- Add a new sign

**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;*

*(7) When reviewing any proposed sign as part of an application under consideration, the standards set forth within Article IX, Sections 34-1020, et seq. shall be applied; and*

*(8) Any applicable provisions of the city's Design Guidelines (see Sec. 34-288(6)).*

### **Pertinent Design Guidelines for Rehabilitations**

#### **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.*
16. *Storm windows should match the size and shape of the existing windows and the original sash configuration. Special shapes, such as arched top storms, are available.*
17. *Storm windows should not damage or obscure the windows and frames.*
18. *Avoid aluminum-colored storm sash. It can be painted an appropriate color if it is first primed with a zinc chromate primer.*
19. *The addition of shutters may be appropriate if not previously installed but are compatible with the style of the building or neighborhood.*
20. *In general shutters should be wood (rather than metal or vinyl) and should be mounted on hinges. In some circumstances, appropriately dimensioned, painted, composite material shutters may be used.*
21. *The size of the shutters should result in their covering the window opening when closed.*
22. *Avoid shutters on composite or bay windows.*
23. *If using awnings, ensure that they align with the opening being covered.*
24. *Use awning colors that are compatible with the colors of the building.*

#### **D. ENTRANCES, PORCHES, AND DOORS**

*Entrances and porches are often the primary focal points of a historic building. Their decoration and articulation help define the style of the structure. Entrances are functional and ceremonial elements for all buildings. Porches have traditionally been a social gathering point as well as a transition area between the exterior and interior of a residence. The important focal point of an entrance or porch is the door. Doors are often a character-defining feature of the architectural style of a building. The variety of door types in the districts reflects the variety of styles, particularly of residential buildings.*

1. *The original details and shape of porches should be retained including the outline, roof height, and roof pitch.*
2. *Inspect masonry, wood, and metal on porches and entrances for signs of rust, peeling paint, wood deterioration, open joints around frames, deteriorating putty, inadequate caulking, and improper drainage, and correct any of these conditions.*
3. *Repair damaged elements, matching the detail of the existing original fabric.*
4. *Replace an entire porch only if it is too deteriorated to repair or is completely missing, and design to match the original as closely as possible.*
5. *Do not strip entrances and porches of historic material and details.*
6. *Give more importance to front or side porches than to utilitarian back porches.*
7. *Do not remove or radically change entrances and porches important in defining the building's overall historic character.*
8. *Avoid adding decorative elements.*
9. *In general, avoid adding a new entrance to the primary facade or facades visible from the street.*
10. *Do not enclose porches on primary elevations and avoid enclosing porches on secondary elevations in a manner that radically changes the historic appearance.*
11. *Provide needed barrier-free access in ways that least alter the features of the building.*
  - a. *For residential buildings, try to use ramps that are removable or portable rather than permanent.*
  - b. *On nonresidential buildings, comply with the Americans with Disabilities Act while minimizing the visual impact of ramps that affect the appearance of a building.*
12. *The original size and shape of door openings should be maintained.*
13. *Original door openings should not be filled in.*
14. *When possible, reuse hardware and locks that are original or important to the historical evolution of the building.*

15. *Avoid substituting the original doors with stock size doors that do not fit the opening properly or are not compatible with the style of the building.*
16. *Retain transom windows and sidelights.*
17. *When installing storm or screen doors, ensure that they relate to the character of the existing door.*
  - a. *They should be a simple design where lock rails and stiles are similar in placement and size.*
  - b. *Avoid using aluminum colored storm doors.*
  - c. *If the existing storm door is aluminum, consider painting it to match the existing door.*
  - d. *Use a zinc chromate primer before painting to ensure adhesion.*

#### **K. PAINT**

*A properly painted building accentuates its character-defining details. Painting is one of the least expensive ways to maintain historic fabric and make a building an attractive addition to a historic district. Many times, however, buildings are painted inappropriate colors or colors are placed incorrectly. Some paint schemes use too many colors, but more typical is a monochromatic approach in which one color is used for the entire building. On particularly significant historic buildings, there is the possibility of conducting paint research to determine the original color and then recreating that appearance.*

1. *Do not remove paint on wood trim or architectural details.*
2. *Do not paint unpainted masonry.*
3. *Choose colors that blend with and complement the overall color schemes on the street. Do not use bright and obtrusive colors.*
4. *The number of colors should be limited. Doors and shutters can be painted a different color than the walls and trim.*
5. *Use appropriate paint placement to enhance the inherent design of the building.*

#### **Pertinent Design Guidelines for Site Design and Elements**

##### **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.*

**Discussion and Recommendations**

The changes are appropriate and attractive, and will add activity to this street.

**Suggested Motion:**

Having considered the standards set forth within the City Code, including City Design Guidelines for Rehabilitations, and for Site Design, I move to find that the proposed renovation of windows and doors, awning signage, paint and trim satisfy the BAR's criteria and guidelines and are compatible with this property and other properties in the West Main Street ADC district, and that the BAR approves the application as submitted.

RECEIVED

JUN 30 2015

NEIGHBORHOOD DEVELOPMENT SERVICES



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 Union Station Partners, LLC Applicant Name Greg Jackson, TOPIA design
Project Name/Description 103 8th St. Parcel Number 320147000
Property Address 103 8th Street NW, Charlottesville, Virginia

Applicant Information

Address: 826 B Hinton Ave Charlottesville, VA 22902-6160
Email: gjackmail@gmail.com
Phone: (W) 434-825-3763 (H)
FAX:

Property Owner Information (if not applicant)

Address: 2088 Union Street, Suite 1, San Francisco, CA 94123
Email: allan@ammar1.com
Phone: (W) 415-474-4444 x2 (H)
FAX: 415-474-7474

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.)

Signature [Handwritten Signature] Date 6-30-15

Greg Jackson Print Name Date 6-30-15

Property Owner Permission (if not applicant)

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

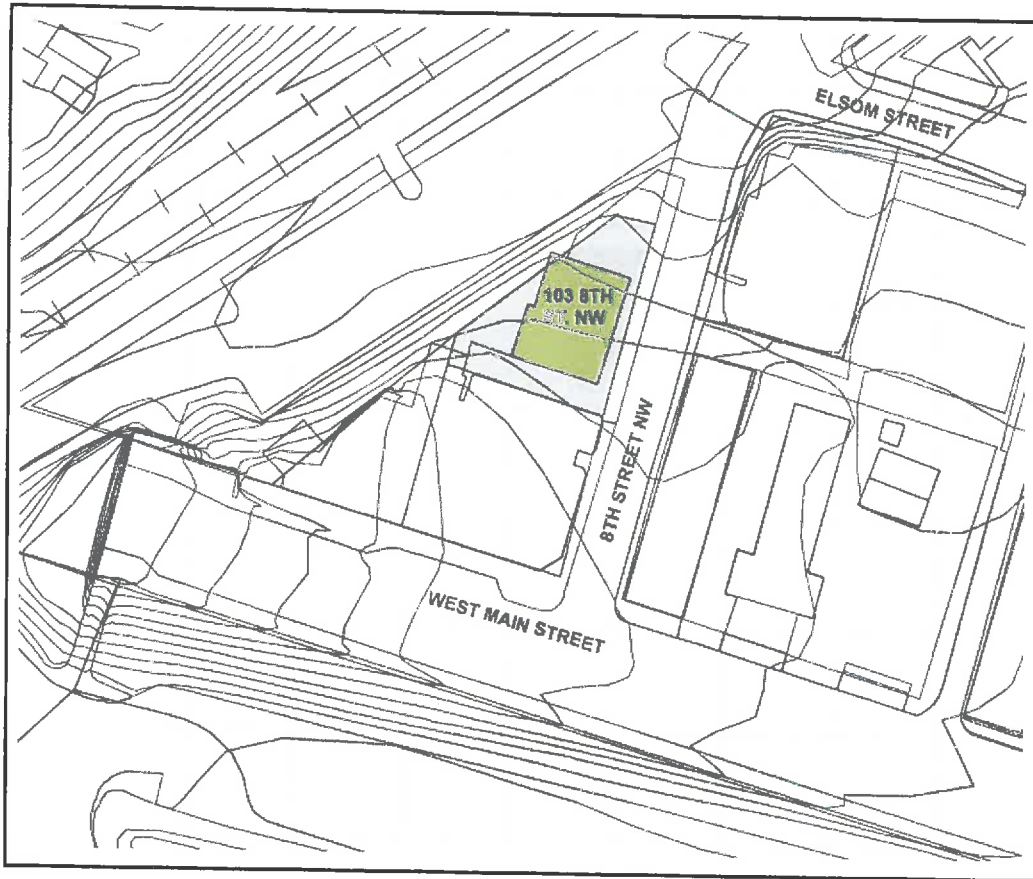
Signature [Handwritten Signature] Date 6/29/2015

Allan H Cadgene Print Name Date 6/29/2015

Description of Proposed Work (attach separate narrative if necessary): RENOVATION - NEW WINDOWS & DOORS, AWNING, SIGNAGE, PAINT, TRIM

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

For Office Use Only
Received by: Lisa J. Barnore
Fee paid: \$125.00 Cash/Ck. # 1209
Date Received: 6/30/2015
P15-0094
Approved/Disapproved by:
Date:
Conditions of approval:



**PROJECT BRIEF**

This proposal is for the renovation of the building at 103 8th St. NW. New clear anodized aluminum storefront windows and doors are proposed to be installed in existing and boarded over openings. The front/east elevation window header is to be raised to enlarge opening and align with door height. New metal awning to be installed over the entrance area. New trim and paint to enhance exterior. The front/east gable is to be delineated and emphasized by trim, awning and signage.

103 8TH ST. NW	RENOVATION	ORIENTATION	TOPIA design	6.30.2015	1/15
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GOOGLE CAR VIEW OF EXISTING BUILDING LOOKING WEST AND SOUTHWEST FROM 8TH ST. NW

103 8TH ST. NW	RENOVATION	<b>EXISTING</b>	TOPIA design	6.30.2015	2/15
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VIEW OF EXISTING BUILDING LOOKING SOUTHEAST FROM AMTRAK PARKING

103 8TH ST. NW	RENOVATION	<b>EXISTING</b>	TOPIA design	6.30.2015	3/15
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VIEW OF EXISTING BUILDING LOOKING NORTHWEST FROM 8TH ST. NW

103 8TH ST. NW	RENOVATION	EXISTING	TOPIA design	6.30.2015	4/15
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VIEW OF PROPOSED RENOVATION LOOKING NORTHWEST FROM 8TH ST. NW

103 8TH ST. NW	RENOVATION	PROPOSED	TOPIA design	6.30.2015	5/15
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VIEW LOOKING WEST FROM 8TH STREET NW - PHOTO

103 8TH ST. NW.	RENOVATION	<b>EXISTING</b>	TOPIA design	6.30.2015	6/15
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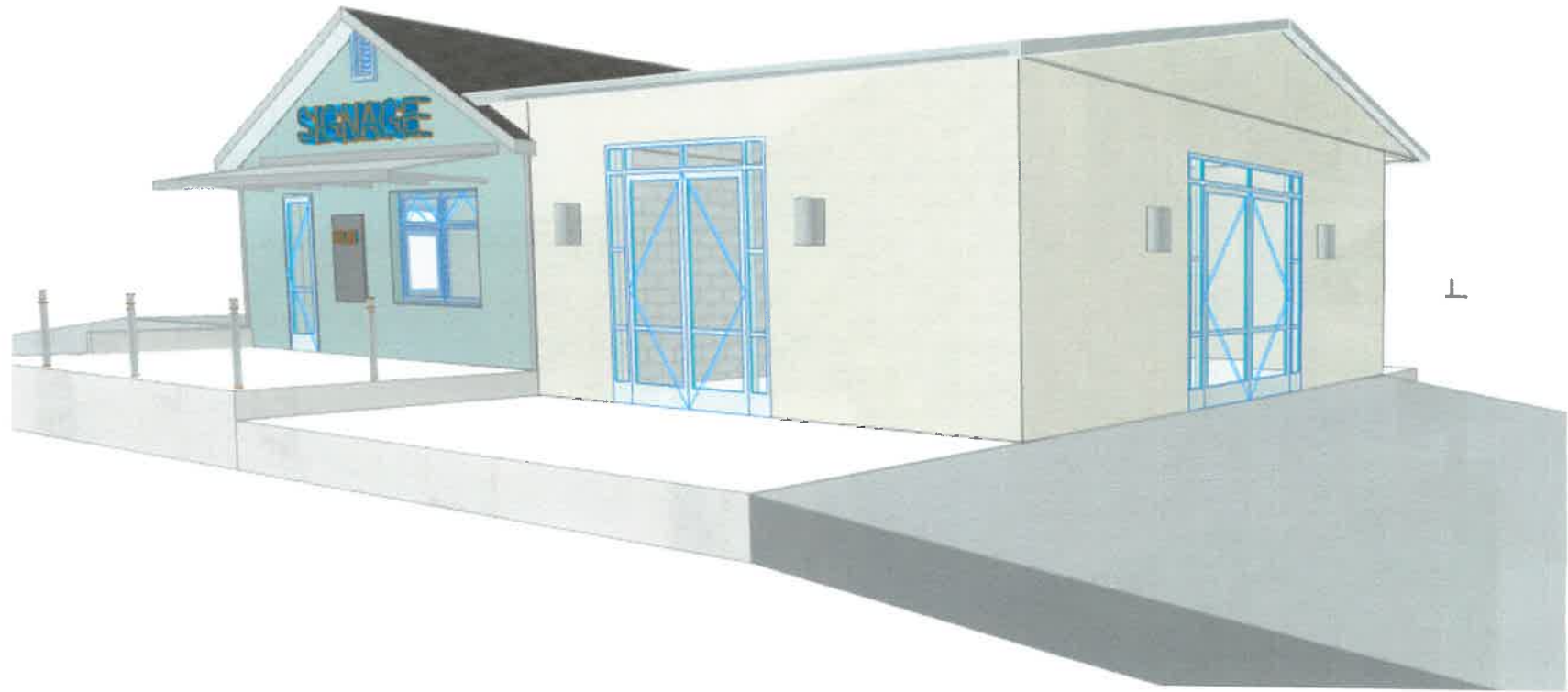
VIEW LOOKING WEST FROM 6TH STREET NW - 3D CAD

103 8TH ST. NW	RENOVATION	<b>PROPOSED</b>	TOPIA design	6.30.2015	7/15
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VIEW LOOKING WEST FROM 6TH STREET NW - PHOTO

103 8TH ST. NW.	RENOVATION	<b>EXISTING</b>	TOPIA design	6.30.2015	8/15
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VIEW LOOKING WEST FROM 6TH STREET NW - 3D

103 8TH ST. NW	RENOVATION	<b>PROPOSED</b>	TOPIA design	6.30.2015	9/15
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VIEW LOOKING NORTHEAST FROM SOUTHWEST - PHOTO

103 8TH ST. NW	RENOVATION	<b>EXISTING</b>	TOPIA design	6.30.2015	10/15
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VIEW LOOKING NORTHEAST FROM SOUTHWEST - 3D

103 8TH ST. NW	RENOVATION	<b>PROPOSED</b>	TOPIA design	6.30.2015	11/15
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new exterior trim and paint

new signage

new metal awning

new clear anodized aluminum storefront windows and door, in existing openings



new clear anodized aluminum storefront double doors with sidelights and transom in existing openings

new wall sconces

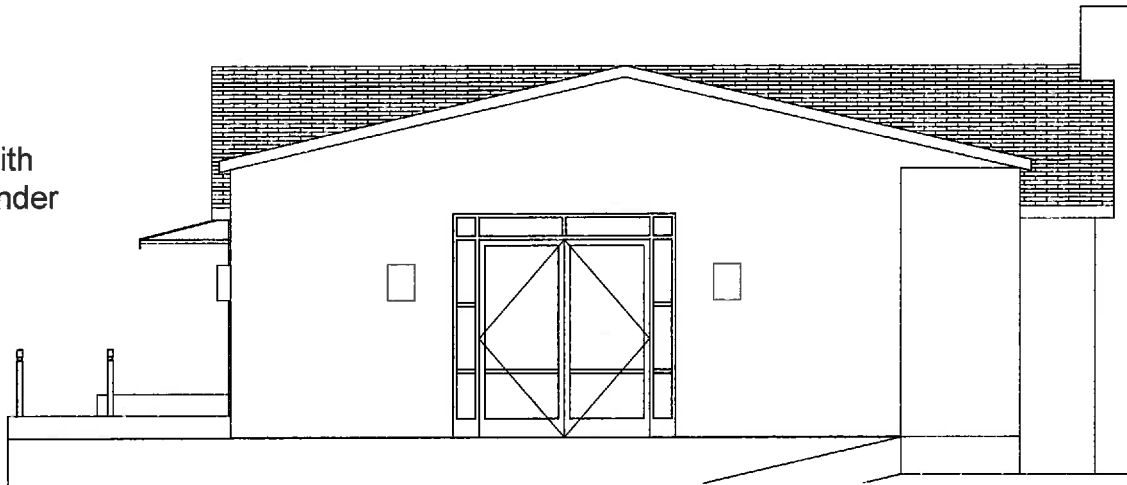
paint existing gas meter

**EAST ELEVATION**

new metal awning with horizontal supports under

new wall sconces

new exterior trim and paint



new clear anodized aluminum storefront double doors with sidelights and transom in existing openings

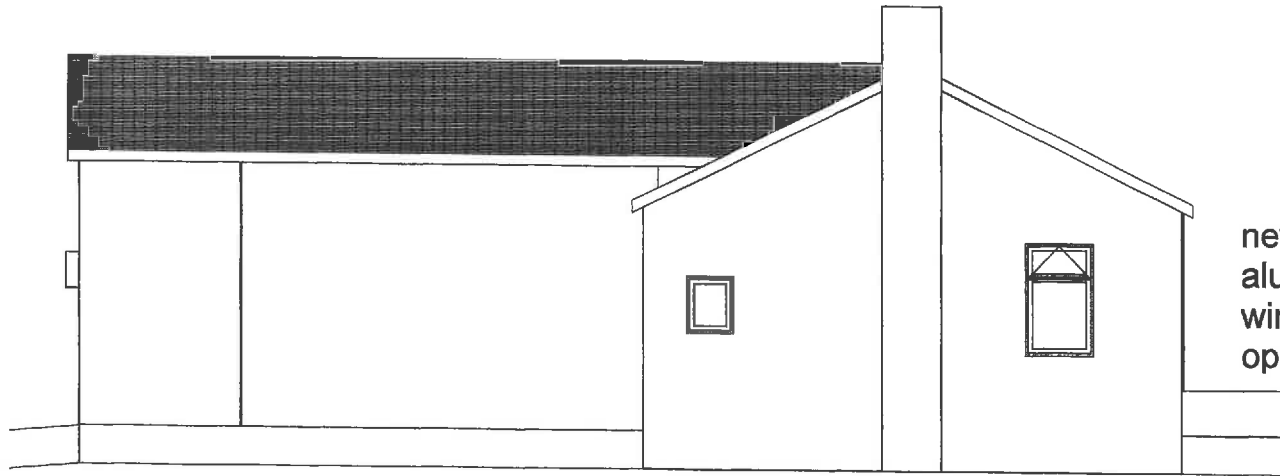
new wall sconces

new exterior trim and paint

**NORTH ELEVATION**

103 8TH ST. NW	RENOVATION	<b>ELEVATIONS</b>	TOPIA design	6.30.2015	12/15
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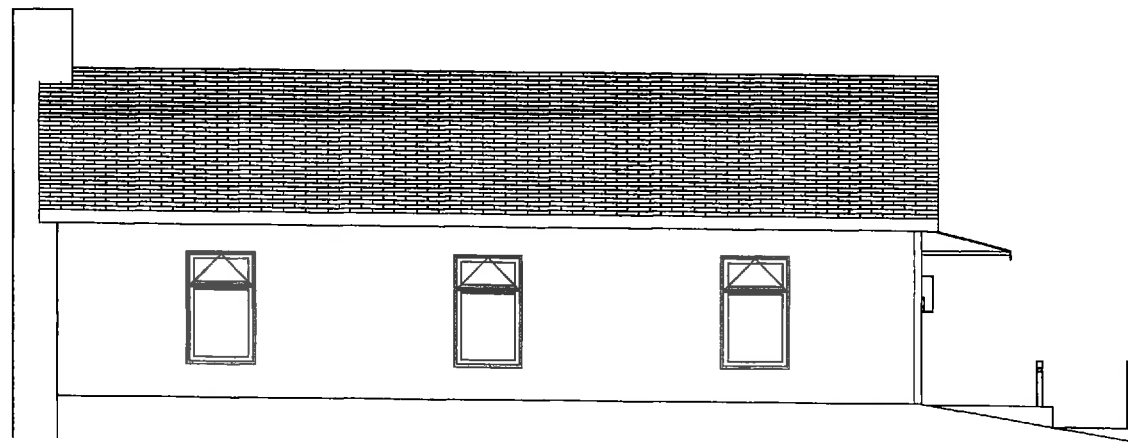
new exterior  
trim and paint



new clear anodized  
aluminum storefront  
windows, in existing  
openings

**WEST ELEVATION**

new clear anodized  
aluminum storefront  
windows, in existing  
openings

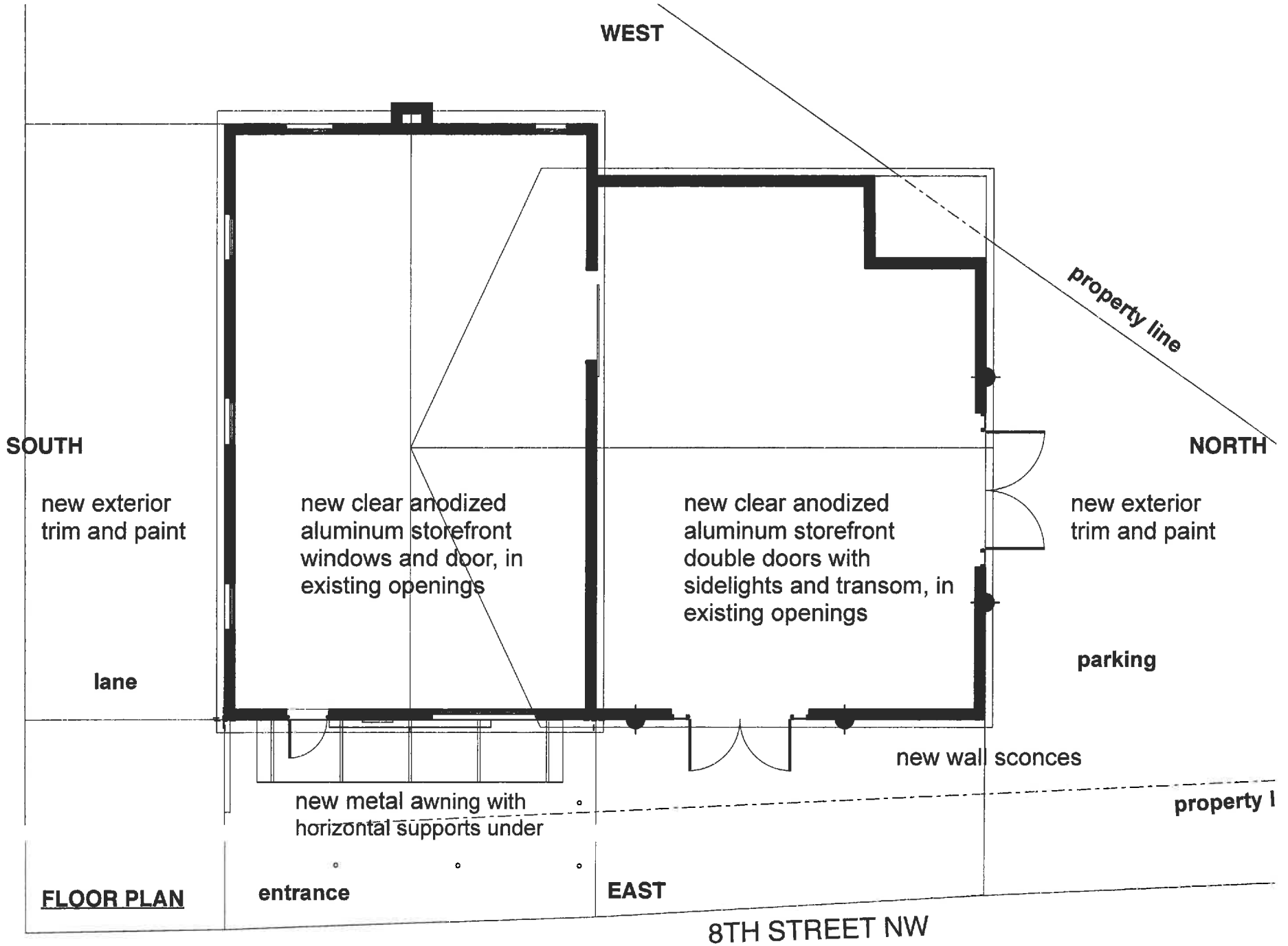


new metal awning

new exterior  
trim and paint

**SOUTH ELEVATION**

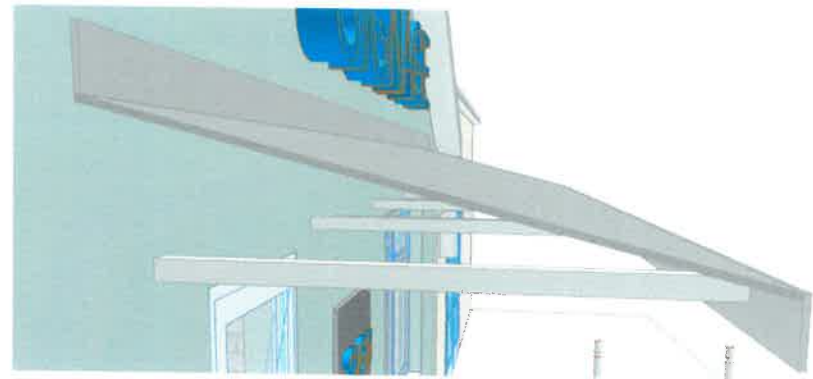
103 8TH ST. NW	RENOVATION	ELEVATIONS	TOPIA design	6.30.2015	13/15
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103 8TH ST. NW	RENOVATION	PLAN	TOPIA design	6.30.2015	14/15
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example of folded metal awning and sign above



new awning supported by 1" horizontal metal tubes



wall sconce

Maxim - Lighttray

7.75"H x 4.25"W  
x 6.5"D



wall color - south

med. green grey

Underseas

SW 6214



wall color - north

light warm grey

Sedate

SW 6169



awning color

med. blue grey

Jubilee

SW 6248



trim color

light cool grey

Icicle

SW 6238

103 8TH ST. NW	RENOVATION	INFORMATION	TOPIA design	6.30.2015	15/15
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