

**CITY OF CHARLOTTESVILLE
BOARD OF ARCHITECTURAL REVIEW
STAFF REPORT
March 18, 2014**



Preliminary Discussion

BAR 14-03-06
201 E Market Street
City of Charlottesville and County of Albemarle, Owner/
Grimm & Parker Architects, Applicant
Tax Parcel 330196000
Replace Jefferson Madison Regional Library windows

Background

The library is located in the North Downtown ADC District. It is a monumental Neo-Classical revival structure with a marble portico of six Ionic columns built by Miles and Brant Co. of Atlanta in 1906 and remodeled in 1936 by Louis Simon. The building first served as the City's Post Office until 1977, and in 1981 it reopened as the central branch of the Jefferson Madison Regional Library System.

October 15, 2002: The Board approved 6-1 a new walkway from 3rd Street.

September 18, 2007 - The BAR approved one bike rack on the consent agenda to be located on the side near the book drop(7-1 with Coiner against).
[The rack was not installed and this approval has expired].

September 21, 2010 - The BAR voted to defer the application (8-0) since the applicant was not present. The BAR is required to vote on this item at their next meeting on October 19.

October 19, 2010 - BAR approved (5-0) the bike rack design with the provision that either three or four racks would be included in one grouping at one location (either the by the book drop or by the pavement at the bottom of the stair) and strongly suggest the city take advantage of the offers made by the members on the board to help them.

Application

The applicant is seeking approval to replace all the windows at the Main Branch of Jefferson-Madison Regional Library. These include windows on the main level, second level, and basement level. At this meeting the applicant would like the BAR to determine if replacing the windows would be allowed.

The existing windows are mostly painted wood, double hung. Almost all the north elevation windows are metal. The basement and 2nd floor windows are the most in need of repair on all sides.

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.*

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 Design Review 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.*

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 aluminum-clad wood. For new construction, certain composite materials or solid fiberglass may be appropriate.
- 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.
- If SDL's are used, the muntins should be permanently affixed to the exterior and interior with spacer bars.
- All existing exterior window trim must be retained.
- The glass must be clear.

Alternatives to window replacement may be repair of existing windows, replacement of some windows, and/or interior or exterior storm windows.

The BAR should provide guidance to the applicant by determining if window replacement is warranted, and by discussing preferred options.

P14-0031



**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
FEB 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 City A.M.R.L Applicant Name Grimm + Parker Arch.
Project Name/Description Central Library - Windows Parcel Number 330196000
Property Address 201 East Market St. Charlottesville

Applicant Information

Address: Grimm + Parker Arch
111 West High St
Email: pjessee@gparch.com
Phone: (W) 270.0142 (H) 0
FAX: _____

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 invoices for required mail notices.)

[Signature]
Signature _____ Date _____

Property Owner Information (if not applicant)

Address: City of Charlottesville
Tim Breitenbach - Proj Mgr
Email: breitenbach@charlottesville.org
Phone: (W) 970.3519 (H) _____
FAX: _____

Patricia Jessee 2.25.14
Print Name _____ Date _____

Property Owner Permission (if not applicant)

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

Signature _____ Date _____
Tim Breitenbach
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):

Exterior Window Repair/Replacement

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

Narrative and (14) pages of photos, building elevations

For Office Use Only

Received by: BSW
Fee paid: — Cash/Ck. # —
Date Received: 2/25/2014

Approved/Disapproved by: _____
Date: _____
Conditions of approval: _____

P14-0031



CENTRAL BRANCH – JEFFERSON MADISON REGIONAL LIBRARY

Preliminary Window Discussion –
Charlottesville BAR

February 25, 2014

RECEIVED
FEB 25 2014
NEIGHBORHOOD DEVELOPMENT SERVICES

Dear City Staff and Members of the Charlottesville BAR,

The City of Charlottesville has hired our firm to detail repairs to the exterior of the Central Branch of the Jefferson Madison Regional Library, located at 201 East Jefferson Street. As a part of our work, we are reviewing the condition of the existing windows and would like your opinion on repair or replacement options.

History of Building:

The existing building was first constructed in 1904 as a Post Office and Federal District Court (western portion). It was then expanded in 1936 with an eastern addition that matches the Classical Revival elements and Flemish bond brick exterior. In 1980, the building was renovated and adapted into the library as we experience today with small service additions along the north and a loading dock connection to the McIntire Historical Society.

The existing windows appear to be original to the building – they are mostly painted wood with single glazed windows and true divided lights. Although at the north façade, most are metal that simulate the wood muntin appearance. There are a few windows that have been replaced as part of mechanical upgrades – where part of the masonry opening was repurposed for intakes or venting. Most windows are double-hung operation, although only a few still operate since the majority have been painted shut.

Current Status of Windows:

Grimm + Parker Architects assessed the current condition of the windows from what was observable without an exterior lift. The windows were also documented from the interior. All windows exhibited varying degrees of problems –significant air leakage, damaged wood bottom rails, sashes that will no longer fit tightly to the stops, missing balance chains, and damaged muntin bars. Other problems, such as degraded glazing compound, chipped paint, and cracked glass, are minor and not the focus of this report.

The Library and City have worked diligently to maintain the existing windows despite numerous difficulties. A variety of minor and not-minor repairs are already in place. Most significantly, the City has repainted the wood at appropriate intervals to preserve the originals as best as possible. Due to this, the exterior sills and surrounding trim are in relatively good shape and should be maintained.

At the public main floor and basement levels, there are large interior storm windows in place for insulation and security. These are mostly fixed storms, though some have operable panels. The Library staff does not have the hardware for adjusting or opening the storms. However, this fix has presented a new problem -

excessive cobweb buildup between interior storm windows and leaky exterior sashes. Periodically, the Library has to hire contractors to open all storm windows and remove all cobwebs.

Other measures enacted to mitigate air infiltration include foil-faced tape and surface-applied interior metal trim. This is most evident upstairs where there are no storm windows. Staff members at second floor offices report smelling cigarette smoke and clearly hearing conversations from the street below. At several windows, cobwebs at the sash rail were constantly fluttering from the 'breeze' between the sashes.

At the north façade, there are multiple metal sash double-hung windows that exhibit similar problems as the wood – excessive air leakage, sashes that will not align with the sills, and damaged metal at the interior.

See the attached pages with photos of the conditions described above.

Recommendation:

Grimm + Parker recommends replacement of the sashes with new – preferably with insulated glazing for improved energy and sound performance. This can be done from the interior to maintain the existing wood moldings. Any replacement sashes would have to match rail and muntin sizes of the existing, as well as have simulated divided lights in the same size as the existing.

We invite the Board's observations and determination on how to best proceed with repairs to this significant building. We are happy to also meet any members of the Board on site to further discuss alternatives.

Thank you for your attention.

INTERIOR WINDOW CONDITIONS



Applied metal trim @ damaged wood sash



Missing balance



Damaged interior muntin bar



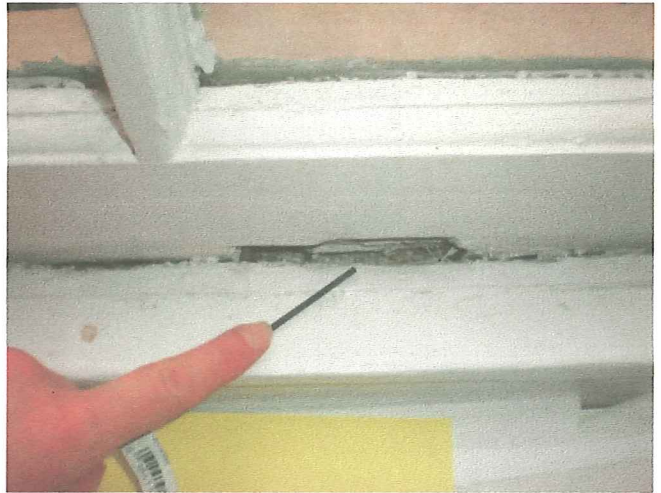
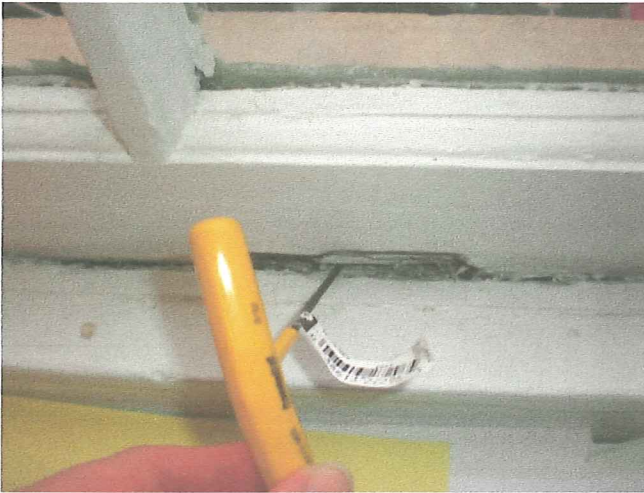
Damaged interior muntin bar



Upper sash not aligned in frame



Examples of gaps between bottom sash and interior sill





Examples of cobwebs between interior storm windows and exterior sashes



Examples of locations where cobwebs fluttered from the air draft around the windows.



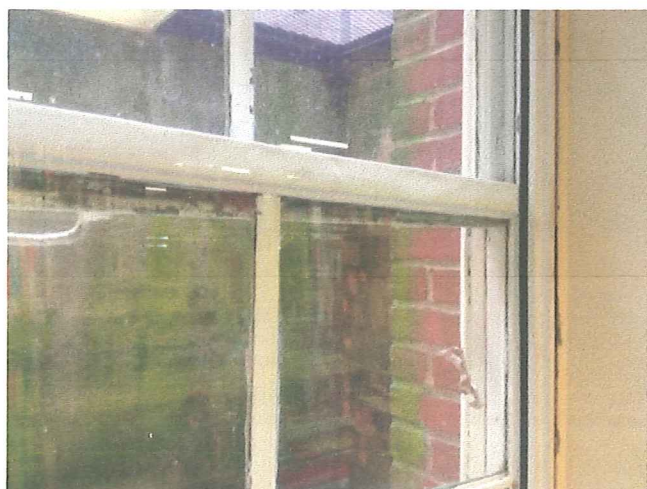
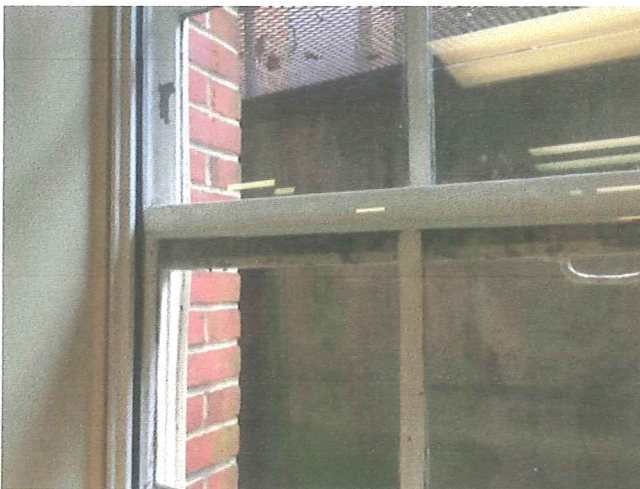
Examples of damage to metal frame and sash windows at north facade



Examples of gaps between bottom sash and interior sills at north facade metal windows



Misaligned bottom sash at metal window - basement NE corner



Metal window – basement NE corner – with foil-faced tape at bottom sash and interior storm window. Exterior view of bottom sash below.





Example of foil-faced tape used for blocking air infiltration at metal framed window



EXTERIOR WINDOW CONDITIONS



Examples of large gaps at bottom sashes





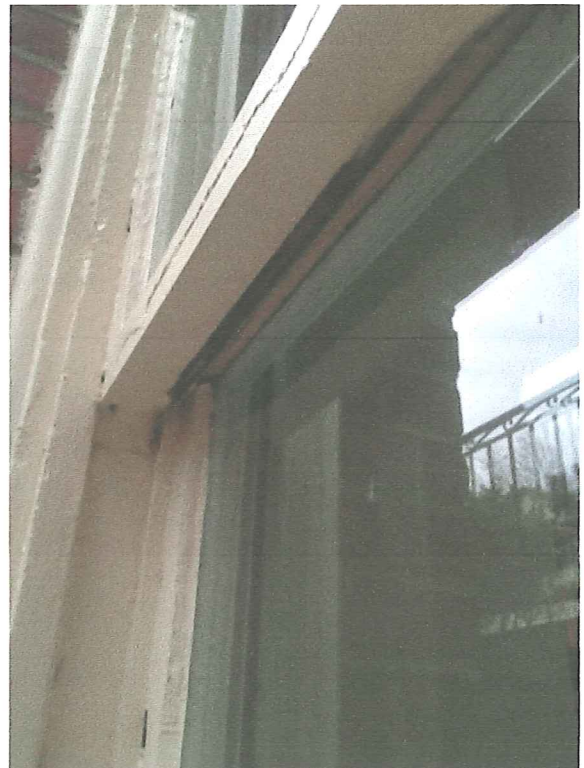
Damaged exterior stop



Casement window not tight to stops



Gaps at exterior sashes

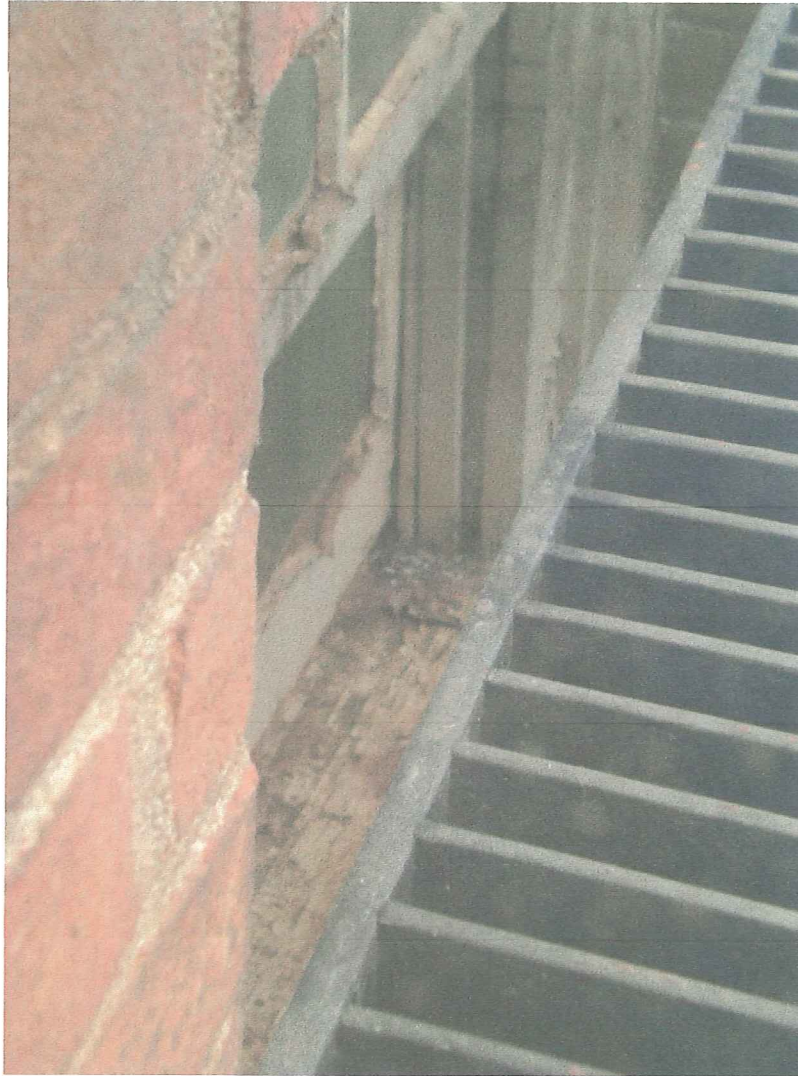


Gaps at exterior sashes

Examples of gaps between bottom sashes and exterior sills



Exterior of basement window at west facade – window has not received same maintenance due to lack of access from metal grate and polycarbonate window well cover.



-- End of Photos --

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



March 4, 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.

Preliminary Discussion

BAR 14-03-06
201 E Market Street
City of Charlottesville and County of Albemarle, Owner/
Grimm & Parker Architects, Applicant
Tax Parcel 330196000
Replace Jefferson Madison Regional Library windows

The Board of Architectural Review (BAR) will consider these applications at a meeting to be held on **Tuesday, March 18, 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

Sincerely yours,

A handwritten signature in cursive script that reads "Mary Joy Scala".

Mary Joy Scala, AICP
Preservation and Design Planner