

**From:** Scala, Mary Joy  
**Sent:** Tuesday, April 28, 2015 2:37 PM  
**To:** Rick Carter (rcarter@zmcilaw.com); William H. Blodgett  
**Subject:** BAR Actions - 120 W High Street (window wells)- April 2015

April 28, 2015

Christ Episcopal Church  
100 W Jefferson Street  
Charlottesville, VA 22902

**Certificate of Appropriateness Application**  
BAR 15-04-03  
120 West High Street  
Tax Parcel 330184000  
Christ Episcopal Church, Owner/Robby Noll, Applicant  
Add two window well covers

Dear Applicant,

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

**The BAR approved (8-0) the window well covers shown on page 5, 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 (October 21, 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](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 21, 2015**



**Certificate of Appropriateness Application**

BAR 15-04-03

120 West High Street

Tax Parcel 330184000

Christ Episcopal Church, Owner/Robby Noll, Applicant

Add two window well covers

---

**Background**

This property is designated a contributing structure in the North Downtown ADC district.

January 20, 2015 – (Site work request) Accepted (7-0) the applicant's request for deferral for up to 3 months.

**Application**

The applicant is requesting a certificate of appropriateness to add steel grating and Lexan window covers to two basement windows located on 2<sup>nd</sup> Street NW.

The steel grating and a Lexan cover would go on the horizontal plane to keep out rain and snow, and protect pedestrians from stepping in the well; a Lexan cover would protect the window in the vertical plane.

**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 Design Review Guidelines for Rehabilitation**

**C. WINDOWS**

- ... 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. ....

## *L. REAR of BUILDINGS*

*The area behind commercial buildings is often forgotten and neglected. This area may be a utilitarian space for deliveries and storage of discarded goods. However, in some cases the rear of the building may provide the opportunity for a secondary entrance, particularly if oriented to a public alley. The appearance of the back area then becomes important to the commercial district and to the individual business. Customers may be provided with direct access from any parking area behind the building. In these cases, the back entrance becomes a secondary entrance to the store and is the first contact the customer makes with the business.*

- 1) Meet all handicapped accessibility requirements.*
- 2) Consolidate and screen mechanical and utility equipment in one location when possible.*
- 3) Consider adding planters or a small planting area to enhance and highlight the rear entrance, and create an adequate maintenance schedule for them.*
- 4) Retain any historic door or select a new door that maintains the character of the building and creates an inviting entrance.*
- 5) Note building and ADA codes when and if changing dimensions or design of entrance.*
- 6) Windows define the character and scale of the original façade and should not be altered.*
- 7) If it is necessary to replace a window, follow the guidelines for windows earlier in this chapter.*
- 8) If installation of storm windows is necessary, follow the guidelines for windows earlier in this chapter.*
- 9) Remove any blocked-in windows and restore windows and frames if missing.*
- 10) Security grates should be unobtrusive and compatible with the building.*
- 11) Avoid chain-link fencing.*
- 12) If the rear window openings need to be covered on the interior for merchandise display or other business requirements, consider building an interior screen, and maintain the character of the original window's appearance from the exterior.*
- 13) Ensure that the design of the lighting relates to the historic character of the building.*
- 14) Consider installing signs and awnings that are appropriate for the scale and style of the building.*
- 15) Design and select systems and hardware to minimize impact on the historic fabric of the building.*
- 16) Ensure that any fire escapes meet safety regulations and that no site elements inhibit proper egress.*
- 17) Ensure that any rear porches are well maintained; and if used as upper floor entrance(s), are well lit and meet building codes while retaining their historic character.*

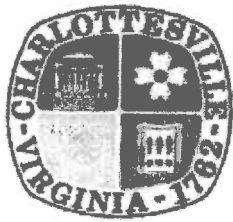
## **Discussion and Recommendations**

It appears that several options were explored. The proposed solution on pages 5 and 6 seems least obtrusive, and most effective. Details are needed about the way the cover and grate are attached to the window frame and the brick window well.

## **Suggested Motion**

Having considered the standards set forth within the City Code, including City Design Guidelines for Rehabilitation, I move to find that the proposed window wells satisfy the BAR's criteria and guidelines and are compatible with this property and other properties in the North Downtown ADC district, and that the BAR approves the application as submitted.





## 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 \_\_\_\_\_ Applicant Name Christ Episcopal Church  
Project Name/Description Window Well covers Parcel Number \_\_\_\_\_  
Property Address 120 W High St, Charlottesville, VA 22902

### Applicant Information

Address: 120 W. High St  
Charlottesville, VA 22902  
Email: Marcy Christchurchville.org  
Phone: (W) 293-2347 (H) \_\_\_\_\_  
FAX: 979-1227

### Property Owner Information (if not applicant)

Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (W) \_\_\_\_\_ (H) \_\_\_\_\_  
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 invoice for required mail notices.)

Marcy Anaker 3-24-15  
Signature Date

MARCY ANAKER 3-24-15  
Print Name 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): install window well covers to protect windows frames

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

see memo, photos, & drawings

### For Office Use Only

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

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

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

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

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

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

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

\* mail to 100 W. Jefferson St. 22902

## Memorandum

**TO:** Mary Joy Scala  
Preservation & Design Planner  
City of Charlottesville

**FROM:** Robby Noll  
C/o Christ Episcopal Church

**DATE:** **March 12, 2015**

**RE:** Basement Window protection & security assembly

**LOCATION:** Subgrade windows on 2<sup>nd</sup> Street (facing McGuffey Park)

---

Mary Joy,

On behalf of Christ Episcopal Church, I would like to request BAR's administrative authorized to install some window protection with a combination of Lexan and steel grating (*see diagram attached, reference pages 5 & 6 for the design option that we are requesting*). Please also reference the attached photographs identifying the 2 subject basement windows and window wells.

### Assembly Materials and Design:

1. The use of the Lexan on the vertical plane of the window would be identical to its use on this side of the building where the large stained glass window assemblies are also protected in this manner.
2. The use of the steel grating w/ a Lexan layer on the horizontal plane of the window well would:
  - Allow light to enter the subgrade basement windows
  - Prevent the majority of rain water and snow from entering the window well
  - Protect the public walking by from stepping into the window well

Please let me know your thoughts and/or concerns on this matter, and if you need to reach me directly certainly call me at 977-6400.

Thanks,  
Robby

