

**From:** Scala, Mary Joy  
**Sent:** Tuesday, April 28, 2015 3:13 PM  
**To:** Christine Colley (christinehcolley@gmail.com); Scott Colley (scottcolley@hughes.net)  
**Subject:** BAR Actions - 611 Preston Place = April 2015

April 28, 2015

John Scott and Christine H Colley  
5992 Turkey Sag Road  
Keswick, VA 22947

**Certificate of Appropriateness Application**

BAR 15-04-04  
611 Preston Place  
Tax Parcel 050112000  
Scott and Christine Colley, Owner  
Replace Windows

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 the application as submitted (7-0-1 with Mohr abstaining).**

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 15-04-04

611 Preston Place

Tax Parcel 050112000

Scott and Christine Colley, Owner

Replace Windows

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**Background**

611 Preston Place is an Individually Protected Property and is located in the Rugby Road-University Circle-Venable Neighborhood ADC District. This vernacular style home, c. 1812-1820, was probably built to house slaves. The previous owners, the Capertons, occupied the house since the late 1960's.

May 5, 1978 – The BAR approved a corner addition and a change of windows and new board and batten exterior.

February 17, 2015 - The BAR approved (6-0) the application for exterior changes as submitted with the following *suggestions* the applicant should consider: Put glass inside windows instead of outside; Repair instead of replace the roof; Preserve ice house as well as possible.

**Application**

The applicants are actively rehabilitating this house. Staff met onsite recently to discuss replacement of the bottom of some siding boards on the south side of the living room.

This is a request to replace approximately sixteen 1970s windows in order to upgrade the window technology with insulated glass. The proposed replacement windows are white Pella, aluminum clad wood with SDL's and spacer bars. Light patterns will match existing. Most are double hung, 6/6. There are also four pairs of 6-light casement windows on the second floor.

**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 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.*
- 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 if 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.*

### **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 are known to be modern.

The proposed aluminum clad wood windows are appropriate.

### **Suggested Motions**

Having considered the standards set forth within the City Code, including City Design Guidelines for Rehabilitations, I move to find that the proposed window replacements satisfy the BAR's criteria and guidelines and are compatible with this Individually Protected Property and other properties in the Rugby Road-University Circle-Venable Neighborhood 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

RECEIVED  
MAR 20 2015  
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 3:30 p.m.

Owner Name Scott and Christine Colley Applicant Name Scott + Christine Colley  
Project Name/Description Window Replacement Parcel Number \_\_\_\_\_  
Property Address 611 Preston Place, Charlottesville, 22903

### Applicant Information

Address: 5992 Turkey Sag Rd  
Reswick VA 22947  
Email: chcolley@hushes.net  
Phone: (W) \_\_\_\_\_ (H) 984 1431  
FAX: \_\_\_\_\_

### 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? yes

### 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.)

Christine H. Colley 03/30/15  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
John Scott Colley 03/30/15  
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): Replacement of mid-20th c windows. See attached for details.

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

packet of 9 photos; plans of house with marked photo positions;  
brochure for Pella wood clad windows + doors

### For Office Use Only

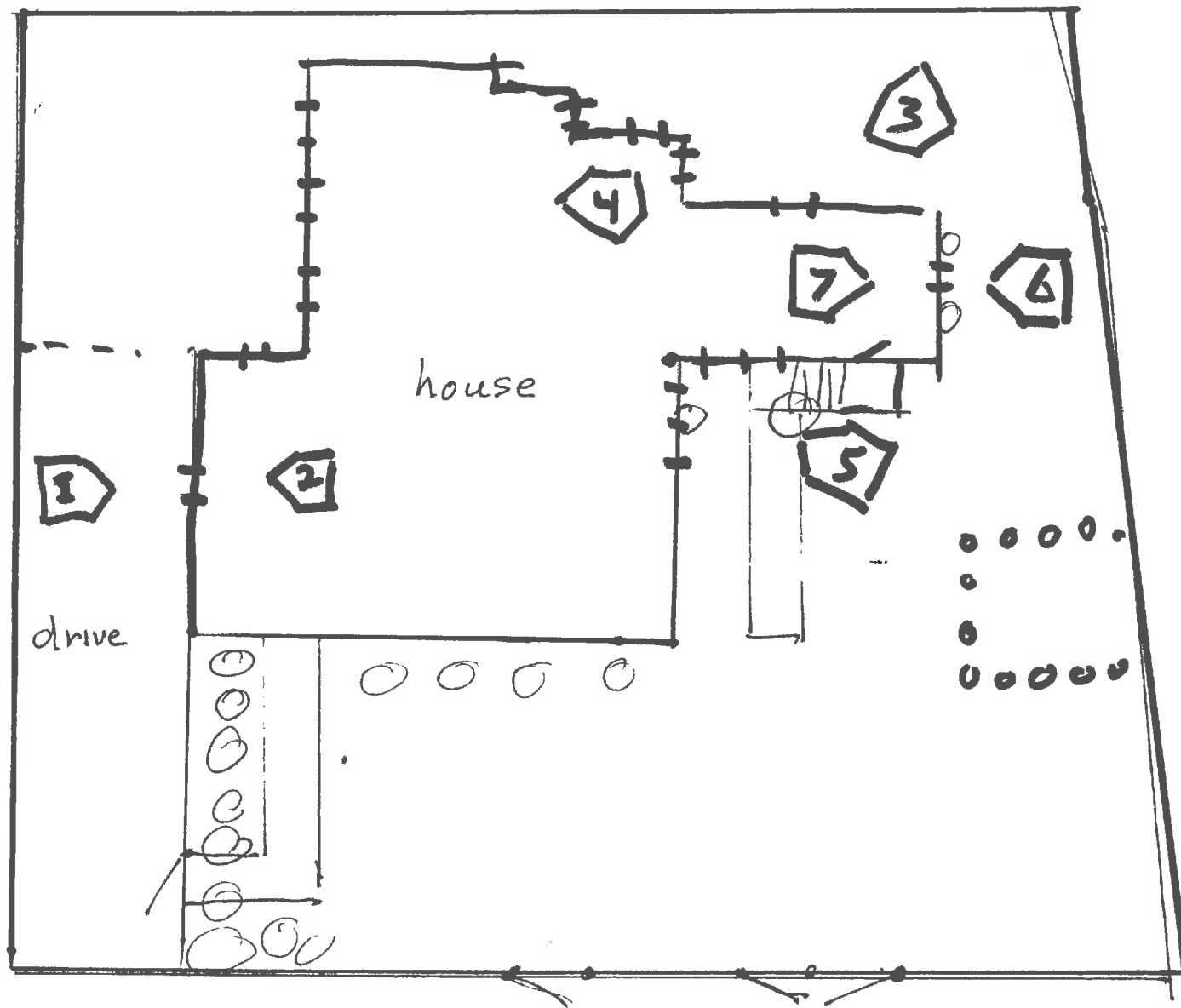
Received by: C. Mulhany  
Fee paid: 125.00 Cash/CK. # 1059  
Date Received: 3/30/15

P15-0051

Approved/Disapproved by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Conditions of approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

611 Preston Place, downstairs

⬅\* indicates directions of photos by number



611 Preston Place  
upstairs

⬡# indicate direction  
of photos



## Board Of Architectural Review Application for Certificate of Appropriateness

Addition to application approved earlier this year.

611 Preston Place

Scott and Christine Colley, 30 March 2015

The renovation is in progress. Not surprisingly, removal of floors and dry wall to locate places to put HVAC ducts has revealed structural problems and shifted priorities somewhat. Original floor joists have been sistered and furred up to level, and a new sub-floor installed over completed ductwork and vapor barrier. Upstairs, insulation has been sprayed onto underside of rafters. Removal of dry wall from interior of living room walls revealed diagonal supports that make blowing in insulation difficult if not impossible. Dirt had been placed between interior and exterior board and batten walls as insulation. Some of this was removed from below the wall during the repairs to floor joists. To complete the job, it will be necessary to remove either the exterior board and batten siding, or the interior horizontal boards. The interior boards are in better shape and more likely to survive removal. With the interior wall off, structure to nail/screw exterior boards to can be added, and the badly cupped and split lower exterior boards and battens can be secured. They are in worse shape than first thought, and it will be necessary to replace the lower 36" of a few boards.

The original interior horizontal boards are a bonus discovery. Apparently the battens were removed when the dry wall was added. These interior wall boards will be preserved and left visible by stabilizing the (almost certainly lead) painted surfaces with sealers or paint. The added cost of insulation has made it desirable to separate work on the windows from the structural project under way to allow budget adjustments later in the project.

**1. Windows.** The windows in the house are mid-twentieth century in date. Most are single glass thickness double hung wood windows typical of the early to mid-twentieth century. A few have added glass panes inside or out to add insulation. These additions apparently date to the Caperton renovation c. 1970, and represent an innovative and effective step toward insulation in a period when most people in the area did not invest much in insulating homes.

(a); It affects only a few of the windows; (b) glass on the outside diminishes shadow lines of the mullions; (c) glass on both top and bottom sections prevents opening the windows; (d) removal of glass for cleaning and window maintenance is cumbersome; (e) a layer of air helps, but offers much less insulation than modern layered glass.

The earlier application proposed following the 1970 pattern, adding glass to windows not yet done. It is now clear that insulation is a serious problem that merits an upgrade of the window technology.

**Proposed Work:** We propose to replace windows with modern wood windows with exterior aluminum cladding, layered glass, and interior painted wood mullions. Pella series 450 windows offer good window technology, custom designs, and flexible extras such as spacers between the glass panes to



replicate the appearance of the existing wood frame windows. Replacing the windows rather than adding an insulating layer will preserve the capacity of the windows to open and close. Each window will have the same format as the existing windows: most are six-over-six double-hung designs. Four in the upstairs gables are smaller pairs of six-light casement windows. One on the back of the house is a 2011 double pane design, which we may leave in place to save money if the budget does not stretch to replacing all the windows. Similarly, the large pairs of double-hung windows with added panes in the kitchen and dining room may be left as and painted to save money.

**Exterior window color:** Our earlier application proposed painting the window and other trim mid-gray, but it may prove difficult to get a suitable mid-gray exterior cladding for all the windows needed. The accompanying brochure lists nine exterior colors, but does not illustrate them. Sales people say that there are now 41 colors available, but not all colors are available on all designs. All window formats and doors are available with white exterior framing (front storm doors) or cladding, and interior white or paintable frames and wood mullions. We are requesting approval for white to insure that we have approval for cladding colors that are actually available in the sizes needed.

## **2. List of Windows to be replaced, coordinated with photographs of existing windows.**

1. Living Room, (See photos 1 & 2). Two mid-twentieth century double hung windows.
2. Back of house, bedroom & hall (See photos 3 & 4). The corner to right of center in the photo is the bedroom, and the window to the right is in the passage leading to the bathroom.
3. Dining & Kitchen pairs of large double hung windows. (See photo 5). These have added panes of glass, so have some insulation, and may be left as is and painted pending budget. They are installed with scanty support between the paired windows, and it may be advisable to add support and/or to replace the paired windows with single windows in the same mullion pattern.
4. Kitchen windows. (See photos 6 & 7). There are two of these smaller windows in the kitchen in addition to the paired double-hung window on the street side wall.
5. Upstairs, windows at centers of N and S walls of the original part of the house. (See photo 8).
6. Upstairs, 4 paired 6-light small casement windows in the gables. (see Photo 9).

The two tall narrow windows and matching side door on the side entry court are double pane, and will be retained and painted, as will the single 2011 double pane window in the small upstairs bedroom. The transom over the living room side front door will be retained as is, and an interior pane of glass added for insulation.







9. Upstairs, Gable casement window.  
611 Preston Place, Charlottesville



8. Upstairs, N. end window.  
611 Preston Place, Charlottesville



7. Kitchen, N. End, interior.  
611 Preston Place, Charlottesville



6. Kitchen N. end window, exterior  
611 Preston Place, Charlottesville