



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 KILWINS CHOCOLATES FRANCHISE INC. Applicant Name SCOTT PAQUETTE

Project Name/Description KILWINS OF CHARLOTTESVILLE LLC Parcel Number _____

Property Address 313 EAST MAIN STREET, CHARLOTTESVILLE, VA 22902

Applicant Information

Address: 1050 BAY VIEW ROAD
PETOSKEY, MI 49770
Email: spaquette@kilwinsfranchise.com
Phone: (W) 231-759-3952 (H) _____
FAX: 231-439-6829

Property Owner Information (if not applicant)

Address: 308 E. MARKET ST.
CHARLOTTESVILLE, VA 22902
Email: charlie@kabbashfoxandgentry.com
Phone: (W) 434-531-6257 (H) _____
FAX: _____

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.)

Scott Paquette 9/11/2015
Signature Date

SCOTT PAQUETTE
Print Name Date

Property Owner Permission (if not applicant)

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

Charles Kabbash 9/15/15
Signature Date

CHARLES KABBASH
Print Name Date

Description of Proposed Work (attach separate narrative if necessary): ADJUSTMENT TO FRONT OF BUILDING TO ALLOW FOR PRODUCT PRODUCTION AND DISPLAY. REVISION TO PLAN TO MEET ACCESSIBILITY REQUIREMENTS.

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

- BAR APPROVED AND NEW PROPOSED PLAN.
- COPY OF EMAIL CORRESPONDENCE 9/1/15 - 9/8/15 REGARDING SUBJECT.
- \$100 FEE PAYMENT.

For Office Use Only

Received by: O. E. bank
Fee paid: 100.00 Cash/Ck. # 17225
Date Received: 9/23/15

Approved/Disapproved by: MJ Scala
Date: 9/23/2015

Conditions of approval: _____

Lighting + signage still need review.

Paquette, Scott

From: Scala, Mary Joy <scala@charlottesville.org>
Sent: Tuesday, September 08, 2015 8:26 AM
To: Paquette, Scott
Subject: RE: Kilwins, 313 E. Main St - New Storefront Plan Revision for ADA Compliance

\$100 any applicant is fine; need owner's signature too.

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

From: Paquette, Scott [mailto:spaquette@kilwinsfranchise.com]
Sent: Friday, September 04, 2015 9:08 AM
To: Scala, Mary Joy
Subject: RE: Kilwins, 313 E. Main St - New Storefront Plan Revision for ADA Compliance

Mary Joy,

Thanks for your quick reply. I will send the application and check by late next week. A couple of questions:

1. Is the fee \$125 or \$100? On the application it says \$100 for administrative approval fee. I just want to make sure I send the correct amount.
2. Does the applicant information on this application need to be the same as the original application, or can it be another representative from the same Kilwins company? Joe Benney from Kilwins franchise development group made the original application, and now the project has transitioned to Kilwins project management group (my responsibility) for design and construction of the store. Can the application information be mine, or do I need to put in Joe's information for consistency?

Thanks again,

Scott Paquette

Project Manager
Kilwins Chocolates Franchise, Inc.
Office: 231-758-3952
Cell: 231-881-6515
Fax: 231-439-6829
spaquette@kilwinsfranchise.com

From: Scala, Mary Joy [mailto:scala@charlottesville.org]
Sent: Thursday, September 03, 2015 1:34 PM
To: Paquette, Scott <spaquette@kilwinsfranchise.com>
Cc: charlie@kabbashfoxandgentry.com; Benney, Joe <jbenney@kilwinsfranchise.com>
Subject: RE: Kilwins, 313 E. Main St - New Storefront Plan Revision for ADA Compliance

I am willing to approve that change administratively. Since it is a change from what was previously approved, I need an application form completed, and a check for \$125. Then I will sign off. Thank you.

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

From: Paquette, Scott [<mailto:spaquette@kilwinsfranchise.com>]
Sent: Tuesday, September 01, 2015 12:30 PM
To: Scala, Mary Joy
Cc: charlie@kabbashfoxandgentry.com; Benney, Joe
Subject: Kilwins, 313 E. Main St - New Storefront Plan Revision for ADA Compliance

Hi Mary Joy,

As you suggested, I am submitting to you for review with the BAR a small change that we would like to make to the plans previously approved by the BAR for a new Kilwins storefront at 313 East Main Street in Charlottesville.

For reference, here are details of our original application for our new storefront:

Certificate of Appropriateness Application

BAR 15-01-03

313 East Main Street

Tax Parcel 330229000

Charles Kabbash, T/A 414 Associates, Owner/ Joe Benny, Kilwin's of Charlottesville, LLC, Applicant

Demolish and reconstruct storefront-final details

In consideration of the overall design and construction of the store, our architect has attempted to address the accessibility issues and be ADA compliant, while keeping the storefront as similar as possible to that design already approved by the BAR. We have determined that the best way to meet accessibility requirements is to not move the entry doors closer to the face of the building as original proposed, but keep them recessed as they are now. This will allow provisions for an ADA compliant ramp and level clear floor area before entry to the store and a level floor once inside the doors. We have reviewed this plan and discussed the accessibility aspects with both Tom Elliott and Jim Herndon from your office and they are pleased with our proposed solution.

Attached for your review is a revised storefront drawing and also a 2-page presentation showing side-by-side views of the floor plan and elevation for both the BAR Approved and New Proposed Plan for easier comparison. We are hopeful that you will agree leaving the entry doors recessed has minimal impact to the look of the new storefront, and therefore we can get a quick administrative approval. We are anxious to complete the detailed Architectural and Engineering plans for submission to the City for review and permitting, and then begin construction as soon as possible.

Please review and respond with any questions or comments at your earliest convenience.

Thanks so much for your time.

Best regards,

Scott Paquette

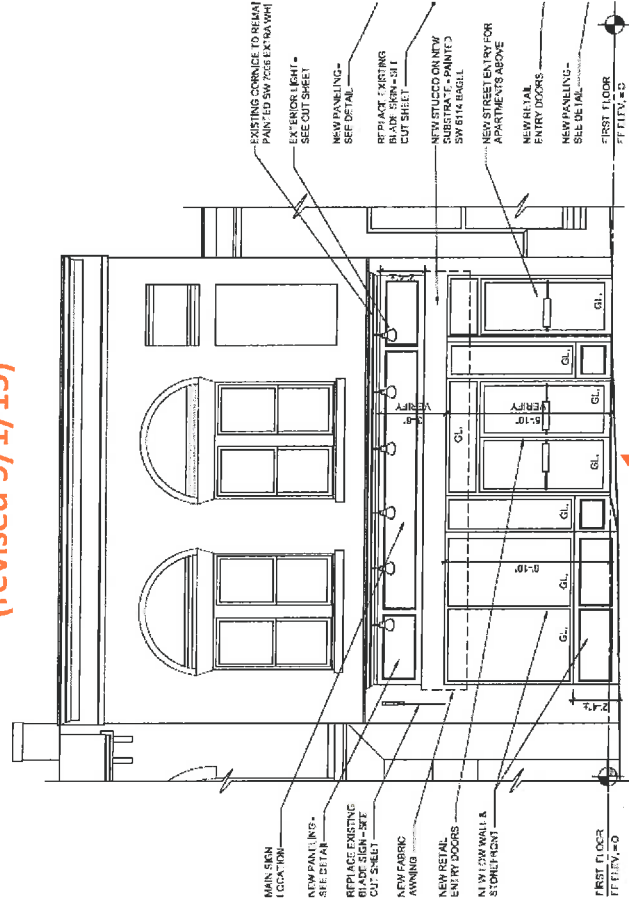
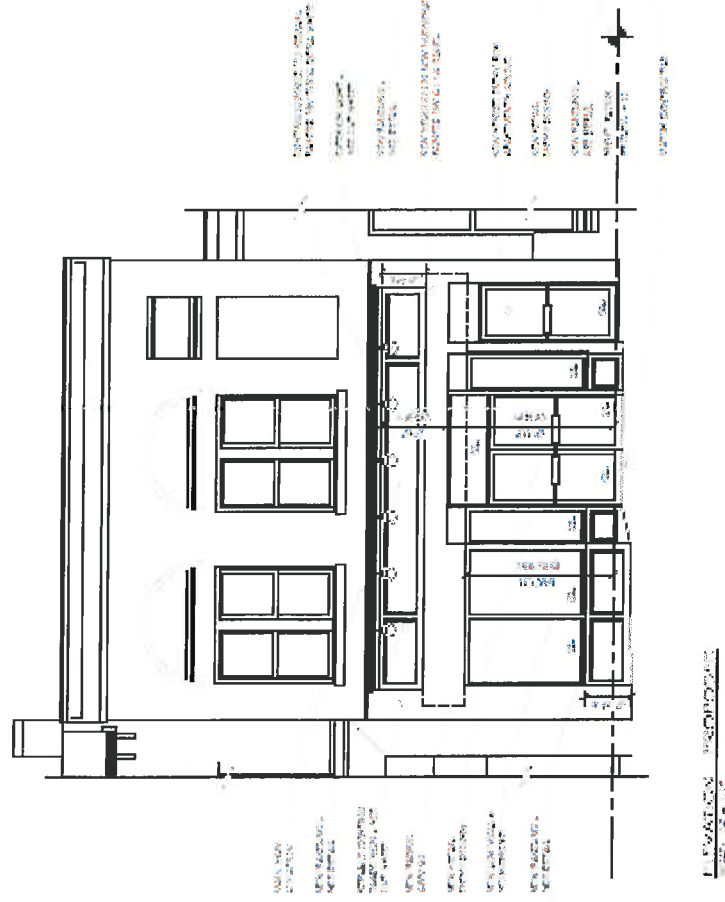


Kilwins Charlottesville

313 East Main St.

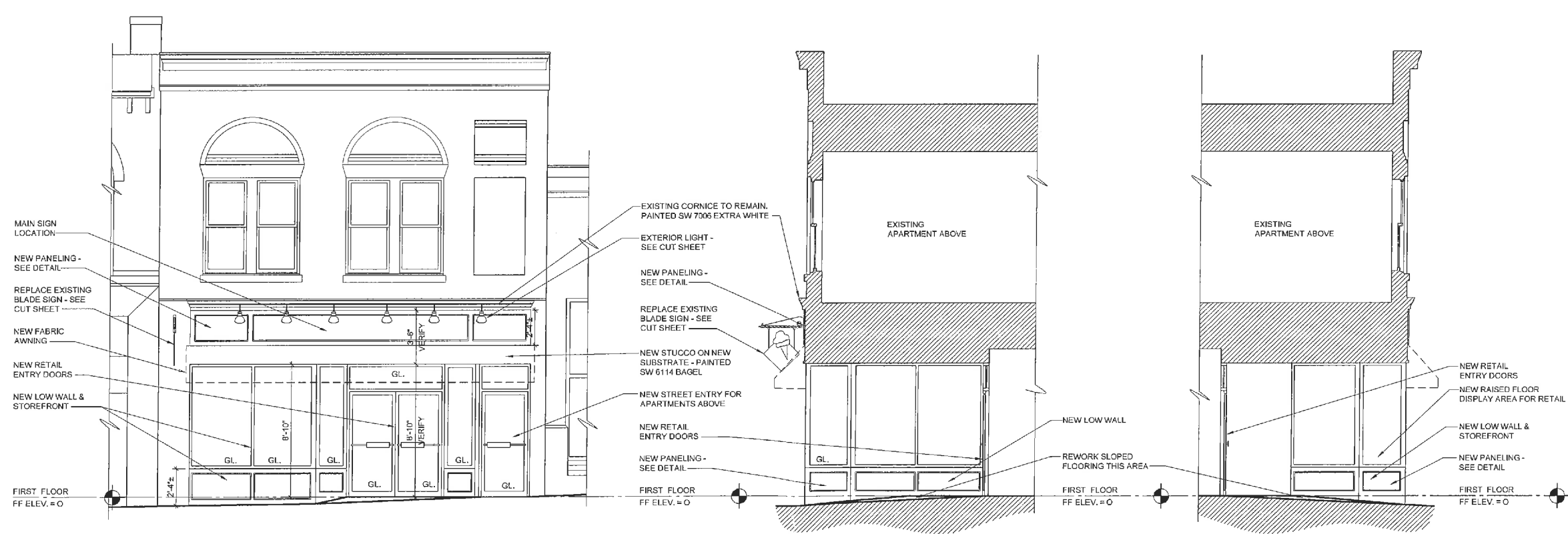
BAR Approved

Proposed Changes noted in RED
(revised 9/1/15)



Do not move entry doors closer to face of building, but keep them recessed as they are now to allow ADA compliant accessibility ramp and level clear floor area before entry to store.

5 NEW PANEL DETAIL
SCALE: 1/2" = 1"



4 NEW STOREFRONT SECTION
SCALE: 1/4" = 1' - 0"

SHEET NUMBER:
A3.0