

**From:** Mess, Camie  
**Sent:** Tuesday, August 15, 2017 2:58 PM  
**To:** clifffox2@gmail.com  
**Subject:** BAR Action - 419 East Main Street - Aug. 14th, 2017

August 15, 2017

Holly Ridge, LLC  
ATTN Clifford H. Fox

**Certificate of Appropriateness Application**

BAR 17-08-05  
419 East Main Street  
Tax Parcel 530062000  
Holly Ridge, LLC, Owner/ Clifford H. Fox, Applicant  
Window Replacement

Dear Applicant,

The above referenced projects were discussed before a meeting of the City of Charlottesville Board of Architectural Review (BAR) on August 14, 2017. The following action was taken:

**Schwartz moved that the BAR defer the application. Mohr seconded. The motion passed (6-0). The applicant will be required to come to next month's BAR with the requested information.**

**The BAR requested more information:**

- 1. How old are the windows?**
- 2. What exactly is broken?**
- 3. Comparing muntin dimensions between the old windows and the proposed replacements.**

If you have any questions, please contact me at 434-970-3398 or [messc@charlottesville.org](mailto:messc@charlottesville.org).

Sincerely yours,

Camie Mess  
Assistant Historic Preservationist

**Camie Mess**  
Assistant Historic Preservationist  
City of Charlottesville Neighborhood Development Services  
610 E. Market Street, P.O. Box 911, Charlottesville, Virginia 22902  
Phone: (434) 970-3398  
E-mail: [messc@charlottesville.org](mailto:messc@charlottesville.org)

**CITY OF CHARLOTTESVILLE  
BOARD OF ARCHITECTURAL REVIEW  
STAFF REPORT  
August 14, 2017**



**Certificate of Appropriateness Application**

BAR 17-08-05

419 East Main Street

Tax Parcel 530062000

Holly Ridge, LLC, Owner/ Clifford H. Fox, Applicant

Window Replacement

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**Background**

419 East Main Street (the second story of 421 East Main Street) is a contributing property in the Downtown ADC District. This is a simply detailed, two bay, buildings, and the first level storefront (currently Java Java) has been remodeled several times.

In the National Register nomination this property is described as:

417: brick (6-course American bond); 2 stories; shed roof; 2 bays. Commercial Vernacular. Ca. 1920. Entrance recessed beneath 2nd story; plate-glass windows on 1st story, 2 windows of 2nd story have 20 lights, brick jack arches and poured-concrete sills; extensively altered. Sanborn Haps: 1886: Hardware; 1891: Grocery and fish house.

**Application**

The applicant is requesting approval to replace the window sashes and balances on the second story, which are worn out and damaged. The replacement windows are Marvin clad windows in either Stone White, Coconut White, or Sierra White.

**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 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.*
- 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.*

### **Discussion and Recommendations**

The applicant says the balances installed in the 1970's have worn out and are damaged. The applicant is proposing to replace the windows with Marvin clad windows. The replacement windows will match the existing 12/8 light pattern, with exterior applied muntins and spacer bars. The BAR may have a color preference among the three color samples.

The glass should be clear with VLT 70 or more. The existing wood trim should remain.

### **Suggested Motion**

Having considered the standards set forth within the City Code, including City Design Guidelines for Rehabilitations, I move to find that the proposed replacement windows satisfy the BAR's criteria and guidelines and are compatible with this property and other properties in the Downtown ADC district, and that the BAR approves the application as submitted (or with the following modifications...).



## 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

Email [scala@charlottesville.org](mailto:scala@charlottesville.org)

RECEIVED

JUL 17 2017

NEIGHBORHOOD DEVELOPMENT SERVICES

Please submit ten (10) hard copies and one (1) digital copy of application form and all attachments.

Please include application fee as follows: New construction project \$375; Demolition of a contributing structure \$375; Appeal of BAR decision \$125; Additions and other projects requiring BAR approval \$125; Administrative approval \$100. 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 Holly Ridge, LLC Applicant Name Clifford H. Fox  
Project Name/Description Replacement Windows for 419 E. Main Parcel Number 530062000  
Project Property Address 419 East Main Street, Charlottesville, VA

#### Applicant Information

Address: 2280 Barrackside Farm  
Charlottesville, VA 22901  
Email: clifffox2@gmail.com  
Phone: (W) (434) 242-7500 (C) 434 242-7500

#### Property Owner Information (if not applicant)

Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_

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 [Signature] Date 7/5/2017

Print Name Clifford H. Fox, Jr Date 7/5/2017

#### Property Owner Permission (if not applicant)

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

Signature Holly Ridge LLC Date 7/5/2017  
owner/manager

Print Name Holly Ridge, LLC Date 7/5/2017  
Clifford H. Fox, Jr.  
owner/manager

Description of Proposed Work (attach separate narrative if necessary): The Property owner needs to replace window sashes/balances as the balances installed in the 1970's have worn out and are damaged. He wants to replace w/ Marvin replacement windows that are clad.

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

#### For Office Use Only

Received by: [Signature]

Fee paid: \$125.00 Cash/Ck. # 2591

Date Received: 7/17/2017

Revised 2016

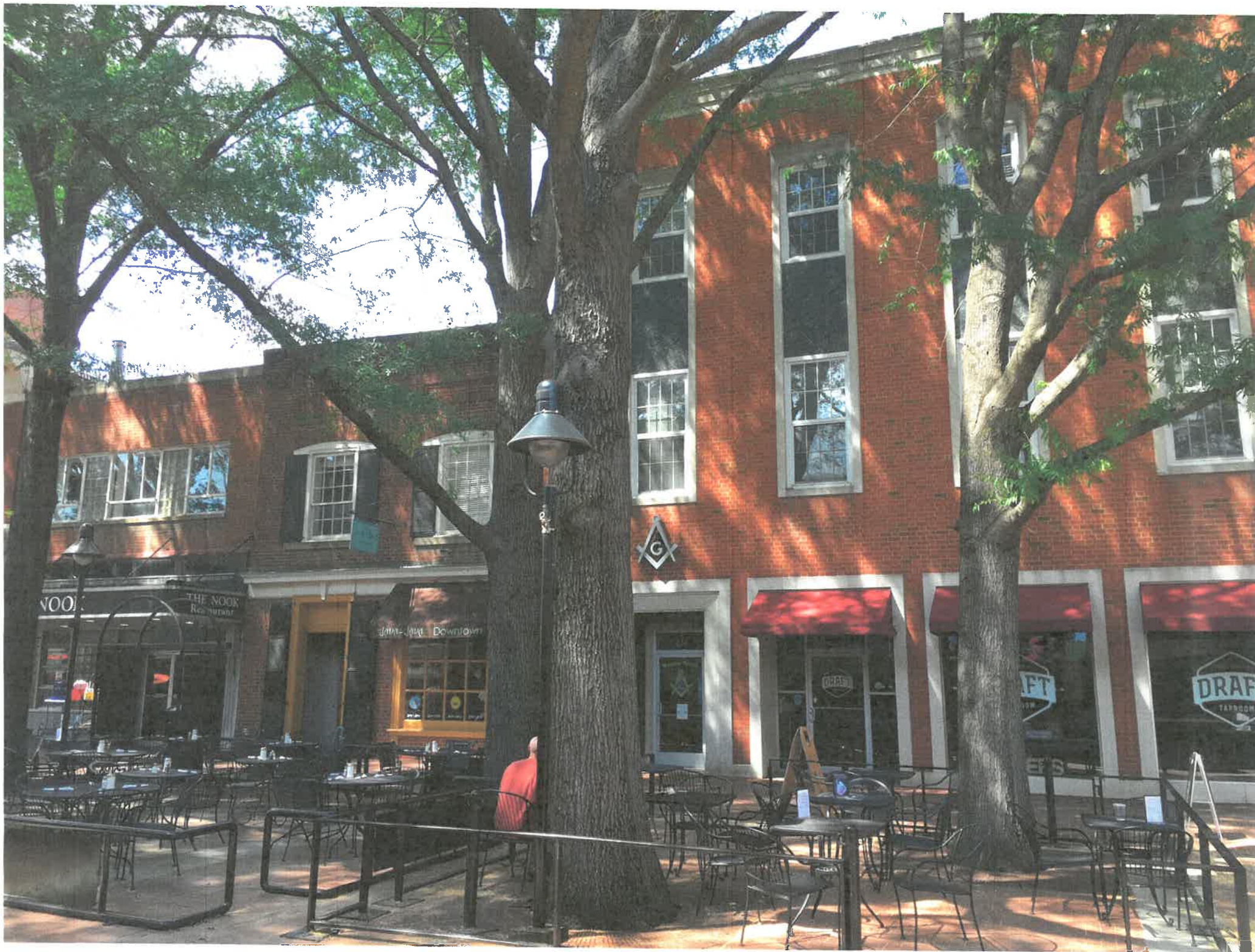
P17-0117

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

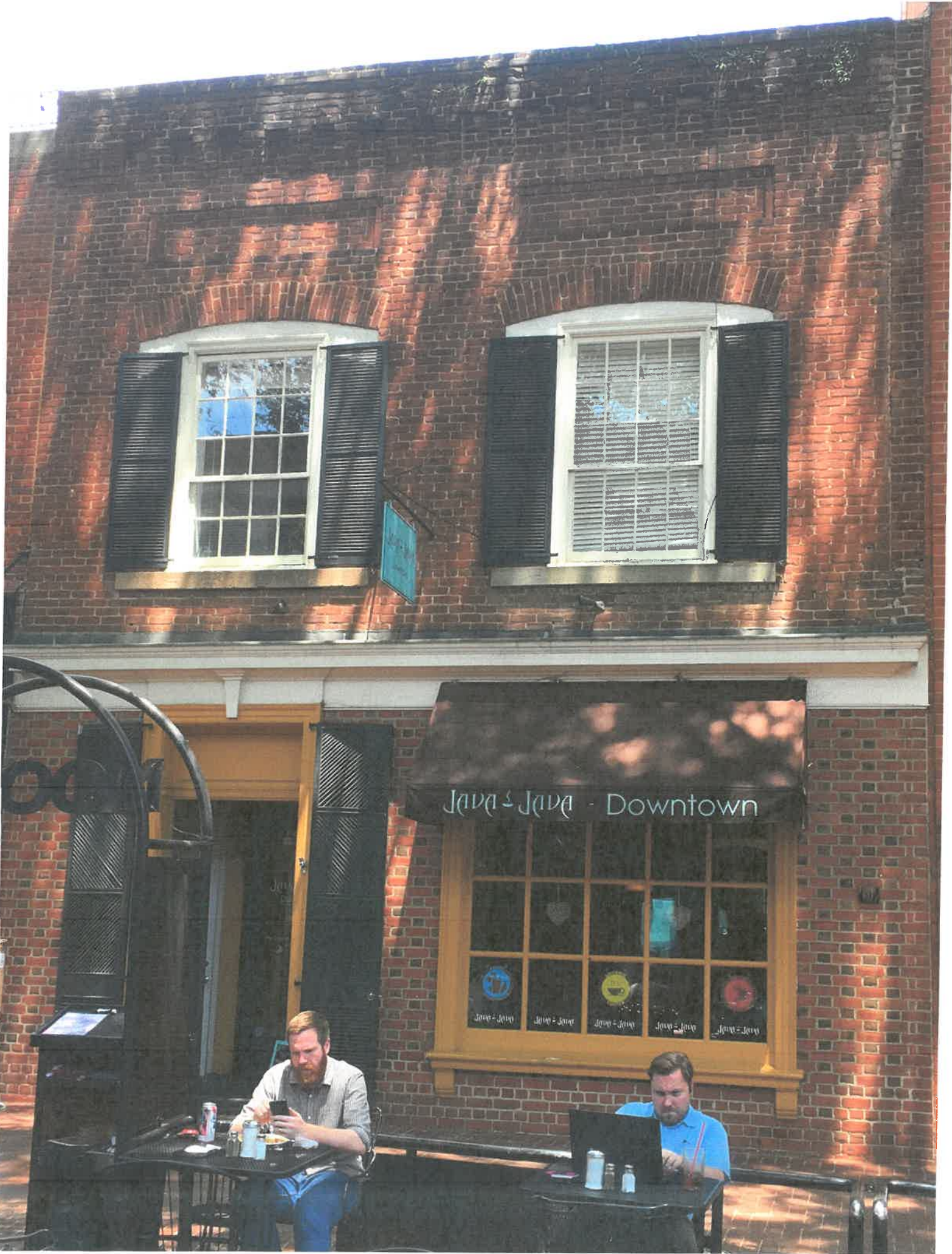
Date: \_\_\_\_\_

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







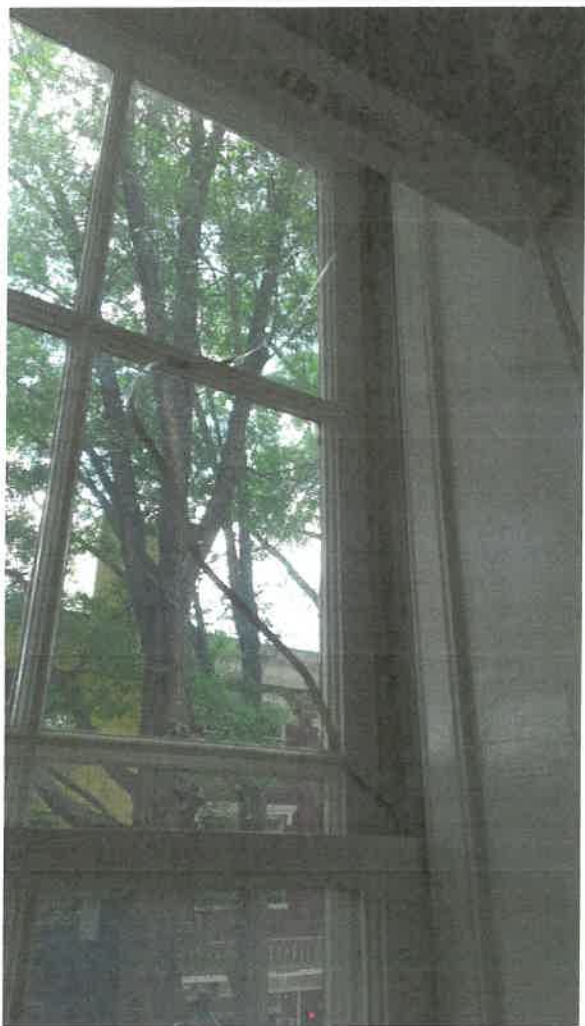




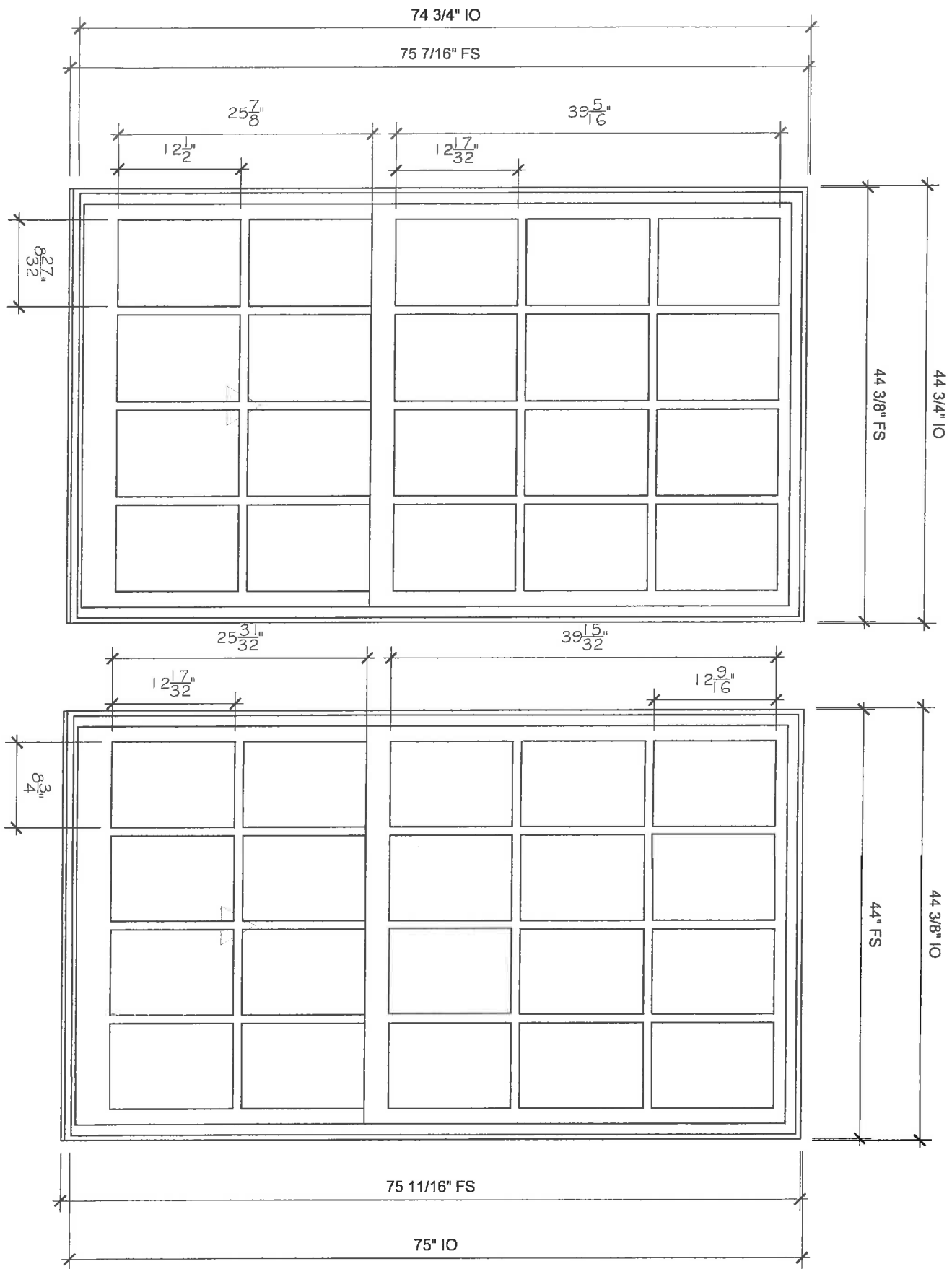


















# CITY OF CHARLOTTESVILLE

*"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](http://www.charlottesville.org)



August 1, 2017

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.

### **Certificate of Appropriateness Application**

BAR 17-08-05

419 East Main Street

Tax Parcel 530062000

Holly Ridge, LLC, Owner/ Clifford H. Fox, Applicant

Window Replacement

The Board of Architectural Review (BAR) will consider these applications at a meeting to be held on **Monday, August 14, 2017, 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](mailto:scala@charlottesville.org).

Sincerely yours,

Mary Joy Scala, AICP  
Preservation and Design Planner



## Scala, Mary Joy

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**From:** Scala, Mary Joy  
**Sent:** Thursday, August 10, 2017 4:03 PM  
**To:** BAR  
**Subject:** BAR Permit # P17-0117, Holly Ridge, LLC Applicant Clifford H. Fox BAR August 14, 2017 meeting  
**Attachments:** 08092017 Figure #1.pdf; 08092017 Figure #2.pdf; 08092017 Figure #3.pdf

FYI The applicant for 419 E Main cannot attend the Monday BAR meeting. This is his email requesting approval without his being present, with two additional photos, #1 and 3. You already have #2 in your packet.

### **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)

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**From:** Cliff Fox [<mailto:clifffox2@gmail.com>] **On Behalf Of** Cliff Fox  
**Sent:** Thursday, August 10, 2017 3:37 PM  
**To:** Scala, Mary Joy; Mess, Camie  
**Subject:** BAR Permit # P17-0117, Holly Ridge, LLC Applicant Clifford H. Fox BAR August 14, 2017 meeting

BAR Representatives, Ms. Scala and Ms. Mess:

Unfortunately, I am unable to attend the August 14, 2017 Board of Architectural Review Meeting. I have an item on the agenda:

Item 8. Certificate of Appropriateness Application BAR 17-08-05  
419 East Main Street  
Tax Map Parcel: 530062000  
Holly Ridge, LLC, Owner; Clifford H. Fox, Applicant  
Window Replacement.

The owners goal is to replace the windows that are failing before the condition worsens. The balances are non-functioning in both front windows; the existing windows are not made anymore and replacement balances are not available. I have a bid from Gaston and Wyatt to order and install, through a third party contractor, the Marvin replacement windows shown in the packet. I need BAR approval before ordering the windows. So, I hope you will excuse my absence, review and approve this request or condition the approval.

The sash, muntin, and other window components are as close to the existing windows as could be designed within Marvin's manufacturing specifications. I provided three (3) color panels with the application: Coconut, Sierra, and White; hopefully they are available for your review. We would use the color closest to the existing color on the windows. The surrounding trim and stucco will be repainted to match the proposed Clad replacement windows. **There is a clip in trim component to hide a seam on the exterior of the window, this is shown in the upper left hand corner of the photograph in the packet showing the exterior view of the window and is attached here as 08092017 Figure #1.** The sash and pane configuration will be what is shown on the plan, attached here as 08092017 Figure #2.

The interior photo from the apartment at 419 East Main shows one of the damaged balances.

The windows in the adjacent buildings are dissimilar; replacing the existing sashes with clad replacement windows, while not perfect, comes very close to protecting the visual aesthetic currently present at 419 East Main Street. The window renovation will improve the window function and facilitate better energy efficiency and durability. This sort of window replacement has been approved by the BAR in the past and hopefully will be here.

I apologize for not being able to attend the meeting.

Thank you.

Best regards,

Cliff Fox

Clifford H. Fox, Jr.  
Foxfyre Enterprises, Inc.  
Kabbash, Fox and Gentry Commercial Real Estate  
308 East Market Street  
Charlottesville, VA 22902  
Cell: (434) 242-7500  
Email: [clifffox2@gmail.com](mailto:clifffox2@gmail.com)





Balance  
Ribbon  
Pulled away  
& inoperable.

