

From: [Murphy, Mollie](#)
To: kmoon@line-grade.com
Cc: [Werner, Jeffrey B](#)
Subject: BAR # 22-11-04
Date: Thursday, November 17, 2022 3:30:00 PM
Attachments: [image001.png](#)

BAR # 22-11-04
402 Park Street, Tax Parcel 530115000
North Downtown ADC District
Owner: Anchor Charlottesville Office 2, LLC
Applicant: Kendra Moon / Line+Grade
Project: Demo drive-through/ATM kiosk. New landscaping.

Ms. Moon:

The CoA request for the above referenced project was reviewed by the City of Charlottesville Board of Architectural Review on November 15, 2022. The following action was taken:

- **Action:** *Motion approved (5-0) with approval of Consent Agenda:* Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find that the proposed demolition and landscaping at 402 Park Street 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 with the condition that the Applicant will provide for the BAR record documentation of the existing building. [Note: In addition to the photos provided, documentation will include a dimensioned, sketch floor plan and elevations or photographs with dimensions noted.]

Note: Mr. Zehmer moved to approve the Consent Agenda. Mr. Schwarz, second. Motion passed 5 – 0.

For specifics of the discussion, the meeting video is on-line at:
<https://boxcast.tv/channel/vabajtzezyv3iclkl1a?b=zws6izrpegx6m7ox2o8i>

Per the provisions of City Code Sec. 34-280: This CoA is valid for 18 months [from the date of BAR approval]; upon written request and for reasonable cause, the director of NDS or the BAR may extend that period by one year; and this CoA does not, in and of itself, authorize any work or activity that requires a building permit. (Link to Sec. 34-280: [CoA period of validity](#))
If you have any questions, please contact me at murphymo@charlottesville.gov.

Sincerely,
Mollie

Mollie Murphy (*she/her*)
Assistant Historic Preservation and Design Planner
Neighborhood Development Services
City of Charlottesville



(434) 970-3515 | murphymo@charlottesville.gov

<https://www.charlottesville.gov/264/Historic-Preservation-Design-Review>

<https://gisweb.charlottesville.org/GisViewer/>

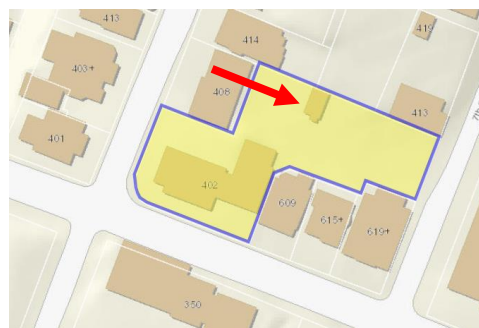
<https://opendata.charlottesville.org/>

**City of Charlottesville
Board of Architectural Review
Staff Report
November 15, 2022**



Certificate of Appropriateness Application

BAR # 22-11-04
402 Park Street, Tax Parcel 530115000
North Downtown ADC District
Owner: Anchor Charlottesville Office 2, LLC
Applicant: Kendra Moon / Line+Grade
Project: Demo drive-through/ATM kiosk. New landscaping.



Background

Year Built: 1974
District: North Downtown ADC District
Status: Contributing (bank and drive-through structure)

Prior to the bank, at this corner, facing Park Street, was a two-story brick dwelling (constructed between 1897 and 1901). By the 1960s, it had converted to office use. (See maps in Appendix.)

Prior BAR Actions:

March 18, 2003 - BAR approved repairs the brick parapets w/metal coping.

March 15, 2011 – BAR approved replacement of brick pavers on walkways and courtyard and modification to handrails to deter skateboarders

Application

- Applicant submittal: Line+Grade Civil Engineering submittal. Narrative and photographs dated October 25, 2022 and Site Plan dated November 3, 2022 (Sheets C1.0, C2.0, and C2.1).

Request CoA for demolition of the drive-through/ATM kiosk and new site work/landscaping related to the reconfiguration of the parking area.

Discussion and Recommendations

Staff recommends approval with the following condition (included in the suggested motion below):

- Applicant will provide for the BAR record documentation of the existing building. [In addition to the photos provided, documentation will include dimensioned floor plans and elevations. Similar to documentation provided for 1532 Virginia Ave, January 2019.]

Suggested Motions

Approval: Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find that the proposed demolition and landscaping at 402 Park Street 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 with the condition that the Applicant will provide for the BAR record documentation of the existing building. [Note: In addition to the photos provided, documentation will include a dimensioned, sketch floor plan and elevations or photographs with dimensions noted.]

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 Demolitions:

Sec. 34-278. - Standards for considering demolitions.

The following factors shall be considered in determining whether or not to permit the moving, removing, encapsulation or demolition, in whole or in part, of a contributing structure or protected property:

- (a) The historic, architectural or cultural significance, if any, of the specific structure or property, including, without limitation:
 - (1) The age of the structure or property;

Applicant comment: The drive-through is believed to have been built at the same time as the bank, which according to GIS records, was in 1974.

Staff comment: Bank and drive-through built in 1974 per City’s records.

- (2) Whether it has been designated a National Historic Landmark, listed on the National Register of Historic Places or listed on the Virginia Landmarks Register;

Applicant comment: The structure is not designated or listed on any of the above.

Staff comment: The bank is noted in the inventory of the NRHP nomination for the *Charlottesville and Albemarle County Courthouse Historic District* (VDHR #104-0072); however, per the VCRIS record for the property (104-0072-0186), the building is not a contributing resource to the district. The drive-through is not mentioned.

From the NRHP listing. (www.dhr.virginia.gov/historic-registers/104-0072/)

- 402 Park Street (United Virginia Bank): brick and glass (common bond); 2 stories; modified gable roof; 3 bays. Commercial with Colonial Revival influence. 1970. Pre-fabricated fixed windows; steel frame with brick facade; large 2-story, plate-glass viewing window to rear walkway.

(3) Whether, and to what extent, the building or structure is associated with a historic person, architect or master craftsmen, or with a historic event;

Applicant comment: The structure is not associated with any of the above.

Staff comment: Concur with applicant.

(4) Whether the building or structure or any of its features, represent an infrequent or the first or last remaining example within the city of a particular architectural style or feature;

Applicant comment: The [drive-through] is not of a distinct architectural style.

Staff comment: The bank and the drive-through share the same design and materiality. Within the City, there are other buildings of this period with similar, modern interpretations of traditional forms. The bank building will remain.

(5) Whether the building or structure is of such old or distinctive design, texture or material that it could not be reproduced, or could be reproduced only with great difficulty; and

Applicant comment: The building material is brick and could be easily reproduced.

Staff comment: Concur with applicant.

(6) The degree to which distinguishing characteristics, qualities, features, or materials remain.

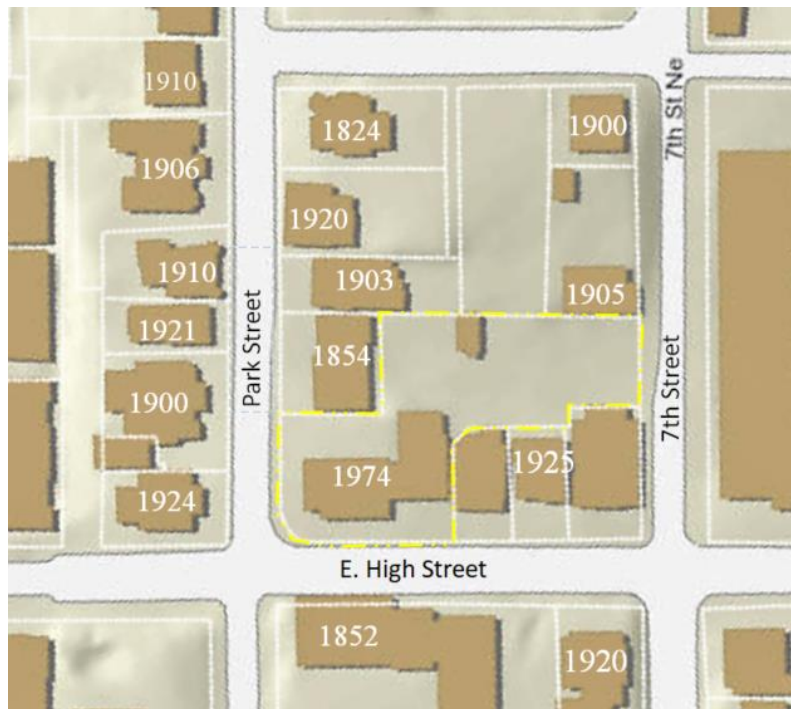
Applicant comment: The drive-through is proposed to be completely removed. Its materials and style resemble the main structure on the property (the former bank)

Staff comment: Concur with applicant. Additionally, the bank building will remain.

(b) Whether, and to what extent, a contributing structure is linked, historically or aesthetically, to other buildings or structures within an existing major design control district, or is one of a group of properties within such a district whose concentration or continuity possesses greater significance than many of its component buildings.

Applicant comment: The drive-through is linked to the former bank (to remain).

Staff comment: The building's design is not linked historically or aesthetically to the surrounding structures, except the 1974 bank, which will remain. Of the 18 structures immediately nearby, the median built-date is 1908: four were built prior to 1854; 14 between 1900 and 1925.



(c) The overall condition and structural integrity of the building or structure, as indicated by studies prepared by a qualified professional engineer and provided by the applicant or other information provided to the board.

Applicant comment: No formal assessment has been conducted, but there is visual evidence of disrepair in the masonry. Please see the photo below for evidence of cracking near the building edges.

Staff comment: Concur with applicant. The structure shows some disrepair, though nothing visually suggests it is at-risk. Demolition is requested to facilitate the reconfiguration n of the parking area.

(d) Whether, and to what extent, the applicant proposes means, methods or plans for moving, removing, or demolishing the structure or property that preserves portions, features or materials that are significant to the property’s historic, architectural, or cultural value.

Applicant comment: No portions of the drive-through are planned to be preserved. As mentioned, its architectural style resembles the former bank structure on the property, which is to remain.

Staff comment: Proposal is to raze the entire structure; no elements, features or materials will be retained. Staff concurs with the applicant that the building and site are not historically, architecturally, or culturally significant.

Pertinent design guidelines re: Site Design and Elements

Link: [Chapter 2 Site Design and Elements](#)

B. Plantings

- 1) Encourage the maintenance and planting of large trees on private property along the streetfronts, which contribute to the “avenue” effect.
- 2) Generally, use trees and plants that are compatible with the existing plantings in the neighborhood.
- 3) Use trees and plants that are indigenous to the area.
- 4) Retain existing trees and plants that help define the character of the district, especially street trees and hedges.
- 5) Replace diseased or dead plants with like or similar species if appropriate.
- 6) When constructing new buildings, identify and take care to protect significant existing trees and other plantings.
- 7) Choose ground cover plantings that are compatible with adjacent sites, existing site conditions, and the character of the building.
- 8) Select mulching and edging materials carefully and do not use plastic edgings, lava, crushed rock, unnaturally colored mulch or other historically unsuitable materials.

F. Parking Areas and Lots

- 1) If new parking areas are necessary, construct them so that they reinforce the street wall of buildings and the grid system of rectangular blocks in commercial areas.
- 2) Locate parking lots behind buildings.
- 3) Screen parking lots from streets, sidewalks, and neighboring sites through the use of walls, trees, and plantings of a height and type appropriate to reduce the visual impact year-round.
- 4) Avoid creating parking areas in the front yards of historic building sites.
- 5) Avoid excessive curb cuts to gain entry to parking areas.
- 6) Avoid large expanses of asphalt.
- 7) On large lots, provide interior plantings and pedestrian walkways.
- 8) Provide screening from adjacent land uses as needed.
- 9) Install adequate lighting in parking areas to provide security in evening hours.
- 10) Select lighting fixtures that are appropriate to a historic setting.

Pertinent design guidelines re: Demolitions

Link: [Chapter 7 Moving and Demolition](#)

B. Demolition of Historic Structures

Review Criteria for Demolition

- 1) The standards established by the City Code, Section 34-278.

Staff comment: See comments under *Standards for considering demolitions*.

- 2) The public necessity of the proposed demolition.

Staff comment: Demolition is not a public necessity; the building has not been condemned or deemed unsafe.

- 3) The public purpose or interest in land or buildings to be protected.

Staff comment: See comments under *Standards for considering demolitions*, item a.

- 4) Whether or not a relocation of the structure would be a practical and preferable alternative to demolition.

Staff comment: See comments under *Standards for considering demolitions*, item d.

- 5) Whether or not the proposed demolition would adversely or positively affect other historic buildings or the character of the historic district.

Staff comment: See comments under *Standards for considering demolitions*, item d.

- 6) The reason for demolishing the structure and whether or not alternatives exist.

Staff comment: See comments under *Standards for considering demolitions*, item d.

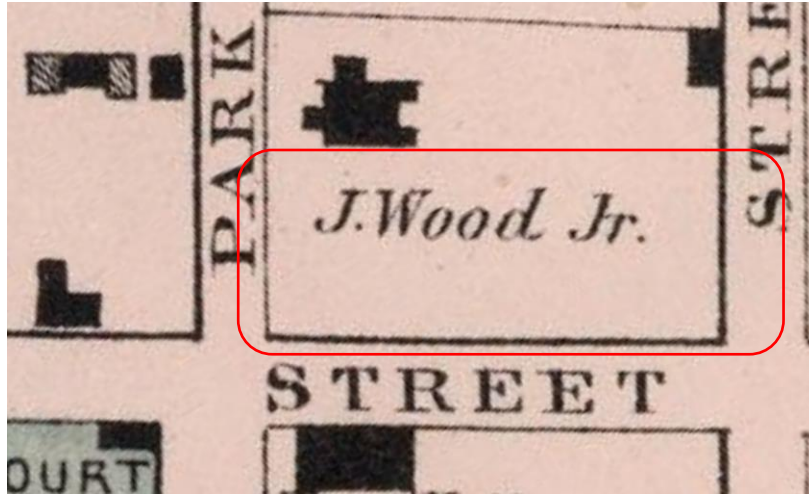
- 7) Whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the structure and whether or not its findings support the proposed demolition.

Staff comment: See comments under *Standards for considering demolitions*, item c

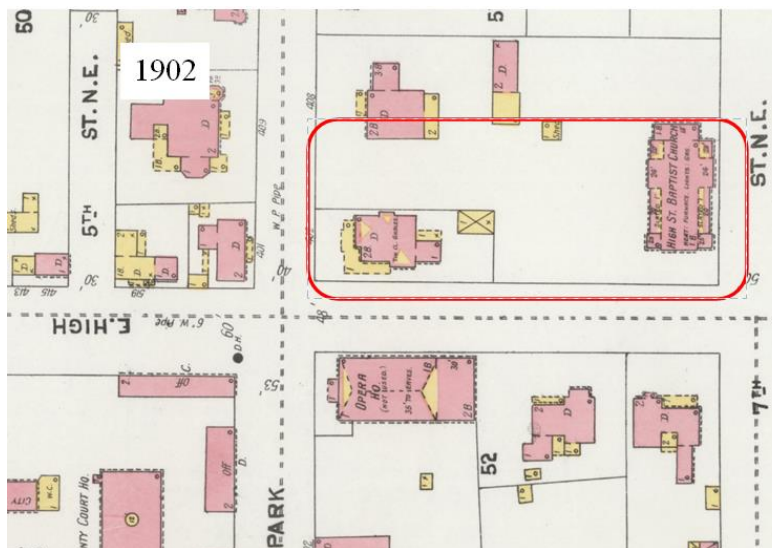
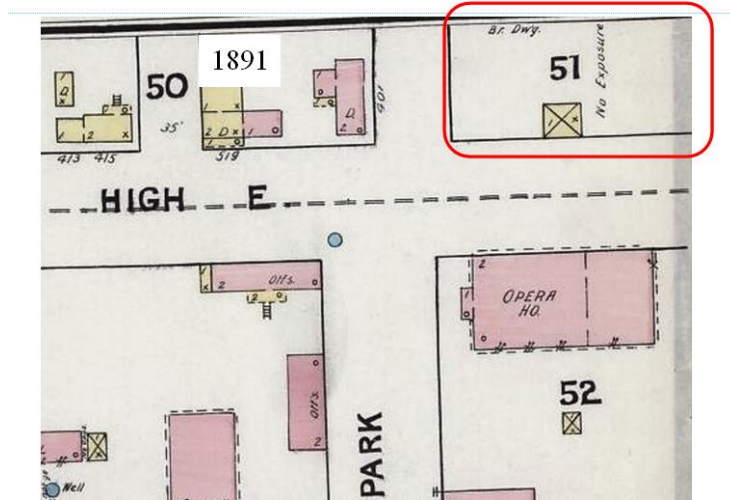
Guidelines for Demolition

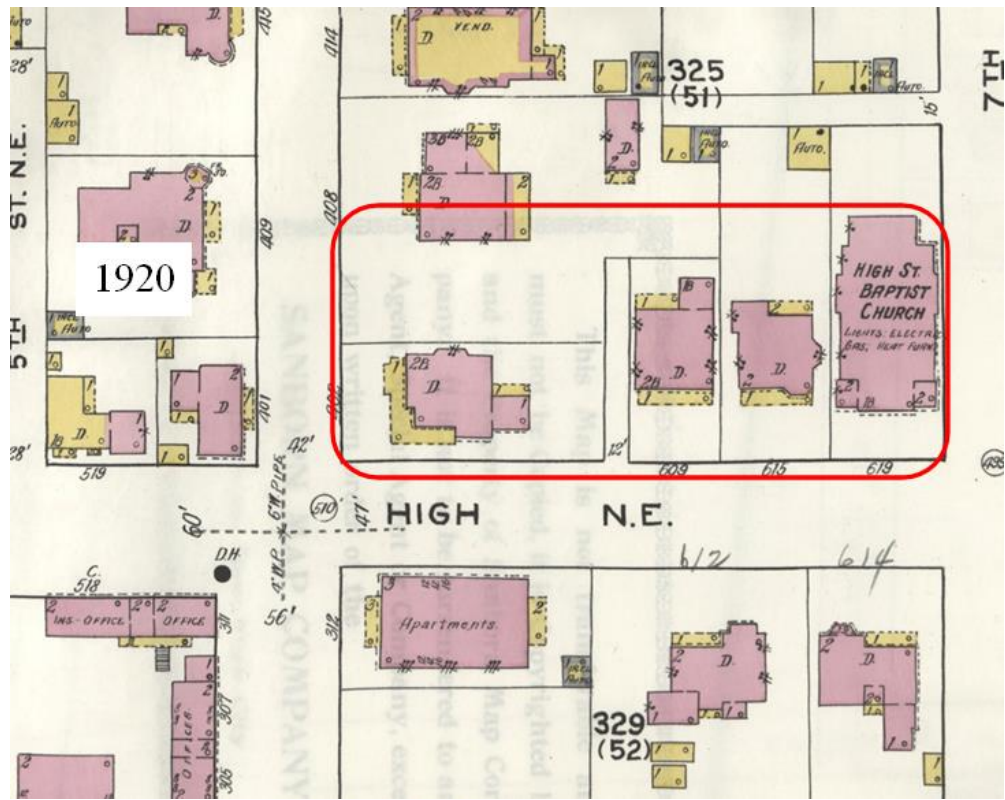
- 1) Demolish a historic structure only after all preferable alternatives have been exhausted.
- 2) Document the building thoroughly through photographs and, for especially significant buildings, measured drawings according to Historic American Buildings Survey (HABS) Standards. This information should be retained by the City of Charlottesville Department of Neighborhood Development Services and the Virginia Department of Historic Resources.
- 3) If the site is to remain vacant for any length of time, maintain the empty lot in a manner consistent with other open spaces in the districts.

Appendix
1877 Gray map



Sanborn Maps





DEMOLITION APPLICATION

TO: Board of Architectural Review
City of Charlottesville

FROM: Kendra Moon, PE
Line and Grade Civil Engineering

DATE: October 25, 2022

RE: 402 Park Street
Drive-through Demolition Request

Property Details:

Parcel ID Numbers: 530115000
Total Acres: 0.62
Owner: Anchor Charlottesville Office 2, LLC
Property Address: 402 Park Street
Current Tenant: Anchor Health Properties (Office)
Zoning: DNH
ADC District: North Downtown

A. Demolition Request

The applicant hereby requests to demolish the drive-through that was built to accompany the former bank located at the corner of Park Street and E. High Street (please see Images 1 and 2). The former bank (Image 3) is now an office building, therefore the drive-through is no longer needed. The applicant would prefer to remove this structure and add a few more parking spaces to the lot. All ADC standards for considering demolitions are met.

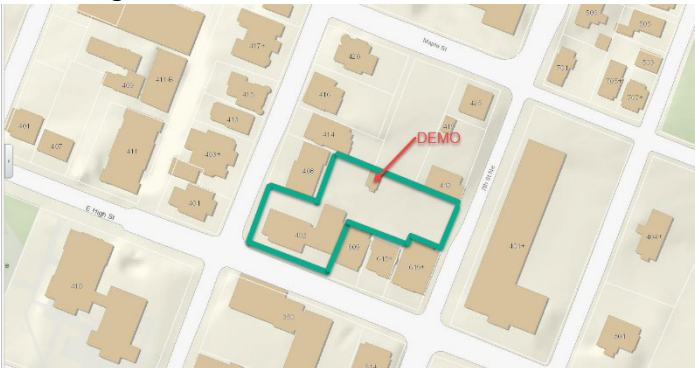


Image 1. Structure location



Image 2. Drive-through structure to be demolished



Image 3. Former bank on subject property, to remain (credit: Google)

B. Structure Description

The drive-through is 178 sf, 18.9 ft in height, and of brick construction, with a stretcher bond pattern and soldier course header. The roof is metal and gable-style, built to match that of the former bank building on the property. The structure style may be described as American Modern, built in 1974.

The structure is exhibiting signs of disrepair in the masonry, especially at the joints above the “window” openings where the steel rods are integrated for structural support. Though the structure could be repaired, it is not of use to the current owner.



Image 4. Visual disrepair in brick joints

Also of note is the structure’s location, which is shielded by buildings from the viewshed of major roads and can only be seen from 7th Street NE and the adjacent parking lot.

C. Standards for Considering Demolitions

a. *The historic, architectural or cultural significance, if any, of the specific structure or property, including, without limitation:*

(1) *The age of the structure of property;*

The drive-through is believed to have been built at the same time as the bank, which according to GIS records, was in 1974.

(2) *Whether it has been designated a National Historic Landmark, listed on the National Register of Historic Places or listed on the Virginia Landmarks Register;*

The structure is not designated or listed on any of the above.

(3) *Whether, and to what extent, the building or structure is associated with a historic person, architect or master craftsmen, or with a historic event;*

The structure is not associated with any of the above.

(4) *Whether the building or structure or any of its features, represent an infrequent or the first or last remaining example within the city of a particular architectural style or feature;*

The building structure is not of a distinct architectural style.

(5) *Whether the building or structure is of such old or distinctive design, texture or material that it could not be reproduced, or could be reproduced only with great difficulty; and*

The building material is brick and could be easily reproduced.

(6) The degree to which distinguishing characteristics, qualities, features, or materials remain.

The drive-through is proposed to be completely removed. Its materials and style resemble the main structure on the property (the former bank).

b. Whether, and to what extent, a contributing structure is linked, historically or aesthetically, to other buildings or structures within an existing major design control district, or is one of a group of properties within such a district whose concentration or continuity possesses greater significance than many of its component buildings.

The drive-through is linked to the former bank (to remain).

c. The overall condition and structural integrity of the building or structure, as indicated by studies prepared by a qualified professional engineer and provided by the applicant or other information provided to the board.

No formal assessment has been conducted, but there is visual evidence of disrepair in the masonry. Please see the photo below for evidence of cracking near the building edges.

d. Whether, and to what extent, the applicant proposes means, methods or plans for moving, removing, or demolishing the structure or property that preserves portions, features or materials that are significant to the property's historic, architectural, or cultural value.

No portions of the drive-through are planned to be preserved. As mentioned, its architectural style resembles the former bank structure on the property, which is to remain.

D. Conclusion

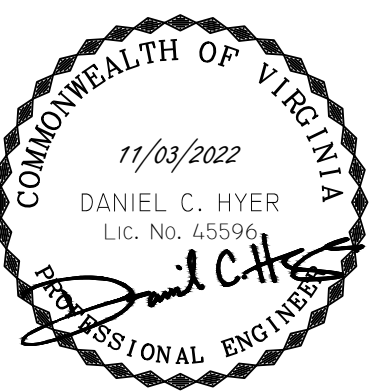
Though this drive-through is designated a contributing structure, it is not of historical significance and is not included on any historic registry. It was built for a specific function which is no longer useful to the current property owner and building tenant. Its style and materials are easily reproducible and mimic the main building on site, which is to be preserved.

List of Appendices

Appendix A: Site Plan Amendment Sheets C1.0 and C2.0

Appendix B: Additional Building Photographs

Appendix A
Site Plan Amendment Sheets C1.0 and C2.0

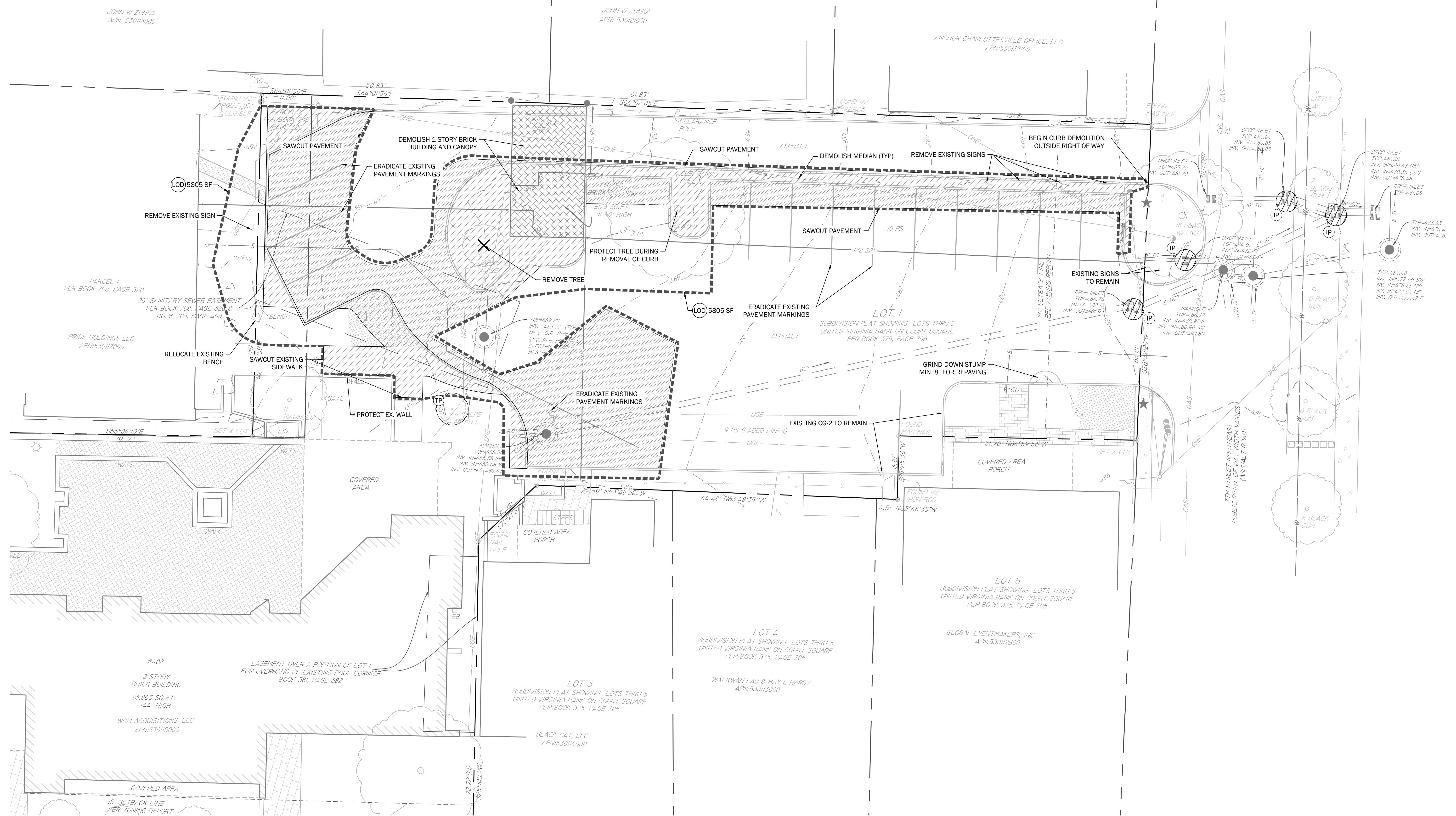


APPROVED DCH
SUBMISSION NO. 2
PROJECT 2202005
THE WORK OF LINE + GRADE

C1.0

LEGEND

	GENERAL DEMOLITION
	STRUCTURE DEMOLITION
	FULL-DEPTH PAVEMENT REMOVAL
	SAWCUT
	LIMITS OF DISTURBANCE



JOHN W ZUNKA
APN: 53018000

JOHN W ZUNKA
APN: 53012000

ANCHOR CHARLOTTESVILLE OFFICE, LLC
APN: 53012100

PARCEL 1
PER BOOK 708, PAGE 320

PRIDE HOLDINGS LLC
APN: 530117000

#402
2 STORY
BRICK BUILDING
±3,863 SQ.FT.
±44' HIGH
WGM ACQUISITIONS, LLC
APN: 530115000

LOT 3
SUBDIVISION PLAT SHOWING LOTS THRU 5
UNITED VIRGINIA BANK ON COURT SQUARE
PER BOOK 375, PAGE 206

LOT 4
SUBDIVISION PLAT SHOWING LOTS THRU 5
UNITED VIRGINIA BANK ON COURT SQUARE
PER BOOK 375, PAGE 206

LOT 5
SUBDIVISION PLAT SHOWING LOTS THRU 5
UNITED VIRGINIA BANK ON COURT SQUARE
PER BOOK 375, PAGE 206



GLOBAL EVENTMAKERS, INC
APN: 53012800

WAI KWAN LAU & HAY L HARDY
APN: 530113000

BLACK CAT, LLC
APN: 530114000

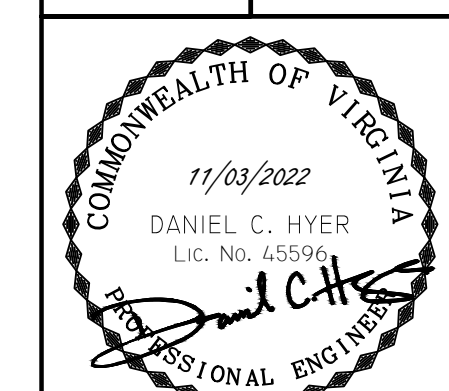
1 EXISTING CONDITIONS AND DEMOLITION PLAN
1" = 10' 0"

LEGEND

-  PARKING LOT PAVEMENT
-  PROPOSED VEGETATED AREA

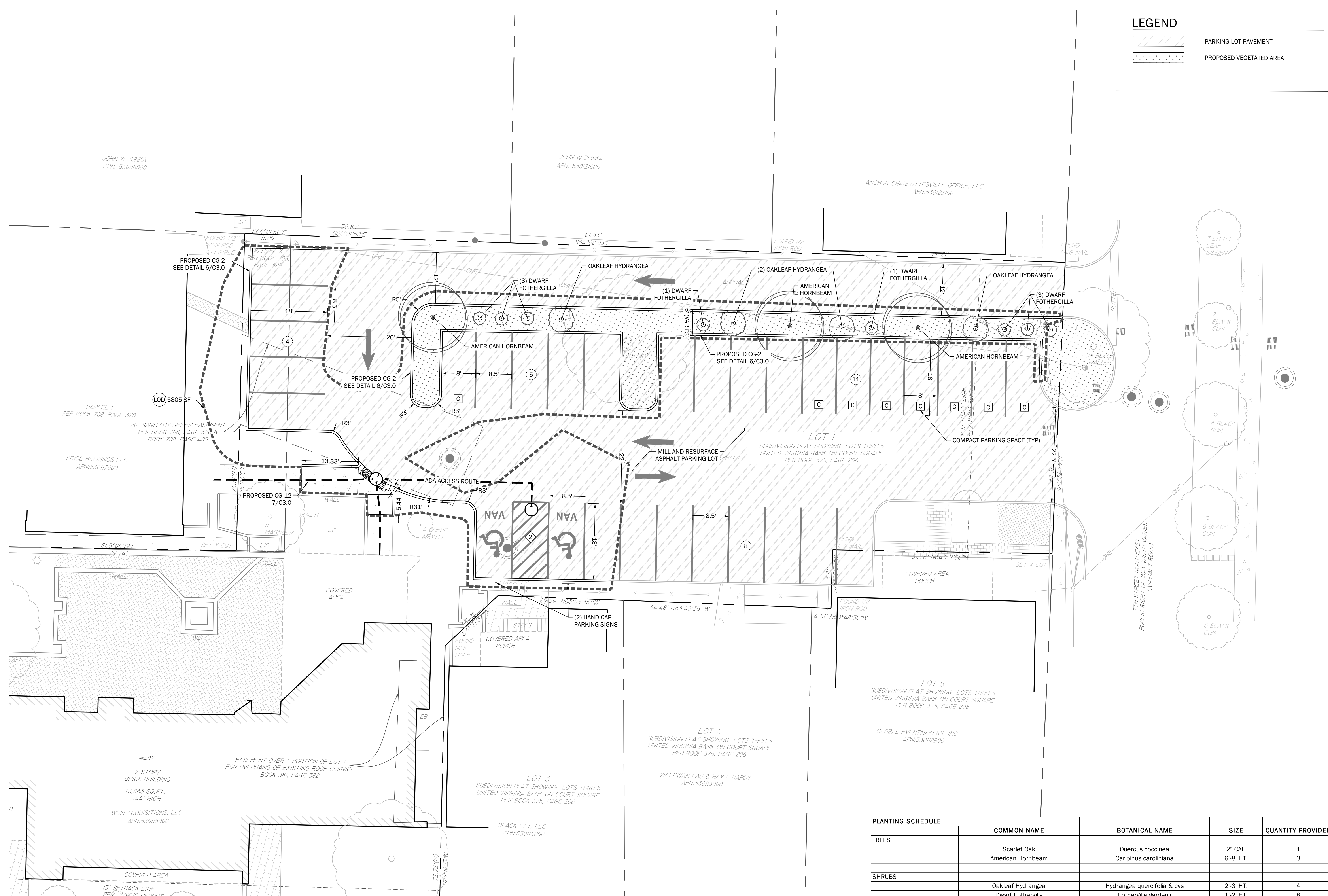
LINE + GRADE
CIVIL ENGINEERING

402 PARK STREET
SITE PLAN AMENDMENT #1
CHARLOTTESVILLE, VIRGINIA
SITE AND LANDSCAPING PLAN



APPROVED DCH
SUBMISSION NO. 2
PROJECT 2202005
THE WORK OF LINE + GRADE

C2.0



PLANTING SCHEDULE	COMMON NAME	BOTANICAL NAME	SIZE	QUANTITY PROVIDED
TREES	Scarlet Oak	Quercus coccinea	2" CAL.	1
	American Hornbeam	Carpinus caroliniana	6'-8" HT.	3
SHRUBS	Oakleaf Hydrangea	Hydrangea quercifolia & cvs	2'-3' HT.	4
	Dwarf Fothergilla	Fothergilla gardenii	1'-2' HT.	8

1 SITE AND LANDSCAPING PLAN
1" = 10'-0"

JOHN W. ZUNKA
APN: 530118000

JOHN W. ZUNKA
APN: 530121000

ANCHOR CHARLOTTESVILLE OFFICE, LLC
APN: 530122100

PARCEL 1
PER BOOK 708, PAGE 320

20' SANITARY SEWER EASEMENT
PER BOOK 708, PAGE 320 &
BOOK 708, PAGE 400

PRIDE HOLDINGS LLC
APN: 530117000

LOT 1
SUBDIVISION PLAT SHOWING LOTS THRU 5
UNITED VIRGINIA BANK ON COURT SQUARE
PER BOOK 375, PAGE 206

LOT 5
SUBDIVISION PLAT SHOWING LOTS THRU 5
UNITED VIRGINIA BANK ON COURT SQUARE
PER BOOK 375, PAGE 206

GLOBAL EVENTMAKERS, INC
APN: 530112800

LOT 4
SUBDIVISION PLAT SHOWING LOTS THRU 5
UNITED VIRGINIA BANK ON COURT SQUARE
PER BOOK 375, PAGE 206

WAI KWAN LAU & HAY L. HARDY
APN: 530113000

LOT 3
SUBDIVISION PLAT SHOWING LOTS THRU 5
UNITED VIRGINIA BANK ON COURT SQUARE
PER BOOK 375, PAGE 206

BLACK CAT, LLC
APN: 530114000

EASEMENT OVER A PORTION OF LOT 1
FOR OVERHANG OF EXISTING ROOF CORNICE
BOOK 381, PAGE 382

#402
2 STORY
BRICK BUILDING
±3,863 SQ. FT.
±44' HIGH
WGM ACQUISITIONS, LLC
APN: 530115000

COVERED AREA
15' SETBACK LINE
PER ZONING REPORT

Appendix B
Additional Building Photographs



Photo 1. Eastern view



Photo 2. Northeastern view



Photo 3. Northwestern view



Photo 4. Southwestern view

Property Information

Property Names

Name Explanation	Name
Function/Location	Bank, 402 Park Street
Historic	Sun Trust Bank
Historic	United Virginia Bank

Property Evaluation Status

Not Evaluated
This Property is associated with the Charlottesville and Albemarle County Courthouse Historic District.

Property Addresses

Current - 402 Park Street

County/Independent City(s):	Charlottesville (Ind. City)
Incorporated Town(s):	No Data
Zip Code(s):	22902
Magisterial District(s):	No Data
Tax Parcel(s):	No Data
USGS Quad(s):	CHARLOTTESVILLE EAST

Additional Property Information

Architecture Setting: Urban

Acreage: No Data

Site Description:

Located on the northeast corner of Park Street and High Street in downtown Charlottesville. The parcel includes a paved parking lot that is northeast of the building.

Surveyor Assessment:

United Virginia Bank, constructed ca 1970-1975. Noncontributing.

Surveyor Recommendation: Recommended for Further Survey

Ownership

Ownership Category	Ownership Entity
Private	No Data

Primary Resource Information

Resource Category:	Commerce/Trade
Resource Type:	Bank
NR Resource Type:	Building
Historic District Status:	Non-contributing
Date of Construction:	Ca 1970
Date Source:	Written Data
Historic Time Period:	The New Dominion (1946 - 1991)
Historic Context(s):	Commerce/Trade
Other ID Number:	No Data
Architectural Style:	Other
Form:	No Data
Number of Stories:	2.0
Condition:	Good
Threats to Resource:	None Known
Cultural Affiliations:	No Data
Cultural Affiliation Details:	No Data

Architectural Description:

HD inventory: 402 Park (United Virginia Bank): brick and glass (common bond); 2 stories; modified gable roof; 3 bays. Commercial with

Colonial Revival influence. 1970. Pre-fabricated fixed windows; steel frame with brick façade; large 2-story, plate-glass viewing window to rear walkway.

Exterior Components

Component	Component Type	Material	Material Treatment
Structural System and Exterior Treatment	Masonry	Brick	American/Common Bond

Secondary Resource Information

Historic District Information

Historic District Name: Charlottesville and Albemarle County Courthouse Historic District
Local Historic District Name: *No Data*
Historic District Significance: Charlottesville has been a regional political center since becoming the Albemarle County seat in 1762. In addition to its associations with Thomas Jefferson and the University of Virginia, the city is significant for the diversity of its 19th- and early-20th-century architecture. The heart of the district is the courthouse square, containing the courthouse and several 19th-century brick offices. Also in the district is an archetypical late-19th-century main street which was made into a pedestrian mall in the 1970s. Architectural highlights are the former public library, the former post office, and a railroad station, all employing a learned classicism. Adjacent industrial buildings and several adjoining residential neighborhoods complete the district. Scattered through the district are various Federal and Greek Revival houses. While not devoid of intrusions, the district gives Charlottesville's downtown a strong sense of historical continuity.

CRM Events

Event Type: Survey:Phase I/Reconnaissance

Project Review File Number: *No Data*
Investigator: UVA Student Survey
Organization/Company: UVA
Photographic Media: Film
Survey Date: 4/15/1980
Dhr Library Report Number: *No Data*
Project Staff/Notes:
No Data

Bibliographic Information

Bibliography:
No Data
Property Notes:
No Data

ADC District or IPP



**Board of Architectural Review (BAR)
Certificate of Appropriateness ADC Districts and IPPs**

Please Return To: City of Charlottesville
Department of Neighborhood Development Services
P.O. Box 911, City Hall **Staff contacts:**
Charlottesville, Virginia 22902 **Jeff Werner** wernerjb@charlottesville.gov
Telephone (434) 970-3130

Please submit the signed application form and a digital copy of submittal and attachments (via email or thumb drive).
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. **Note: No submittal deadline for Admin Review**
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 Anchor Charlottesville Office 2, LLC Applicant Name Kendra Moon
Project Name/Description 402 Park Street Parcel Number 530115000 + 530122100
Project Property Address 402 Park Street

Applicant Information

Address: 113 4th St NE, STE 100
Charlottesville, VA 22902
Email: kmoon@line-grade.com
Phone: (W) 434-262-0169 (C) 540-660-5744

Property Owner Information (if not applicant)

Address: 425 7th St NE
Charlottesville, VA 22902
Email: jnelson@anchorhealthproperties.com
Phone: (W) 434-989-7138 (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.

Kendra G. Moon 10/19/2022
Signature Date
Kendra G. Moon 10/19/2022
Print Name Date

Property Owner Permission (if not applicant)

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

Jonathan L. Nelson 10/19/22
Signature Date
Jonathan L. Nelson 10/19/22
Print Name Date

Description of Proposed Work (attach separate narrative if necessary): Change of use for existing financial institution to office space. Demolition of drive-through structure (contributing) and minor improvements to parking area.
Reference Line and Grade SPA for 402 Park Street.

List All Attachments (see reverse side for submittal requirements):
Narrative including proposed changes, existing building photos, and consistency with ADC standards

For Office Use Only
Received by: [Signature]
Fee paid: 12500 Cash/Ck. # 0500
Date Received: 10/23/2022
Revised 2016
Approved/Disapproved by: _____
Date: _____
Conditions of approval: _____