City of Charlottesville Board of Architectural Review Staff Report May 20, 2025



Certificate of Appropriateness Application BAR #25-0077 540 Park Street, TMP 520183000 North Downtown ADC District Owner: Patrick & Jessica Fenn Applicant: Douglas Croker / Ilex Construction Project: Window replacements



#### **Background**

Year Built:	1900
District:	North Downtown ADC District
Status:	Contributing.

540 Park Street is a two-story asymmetrical wood house with a Doric veranda. Constructed by William T. Vandergrift for the Maphis family. Wood siding was covered in stucco.

#### **Prior BAR Reviews**

(See Appendix.)

#### **Application**

• Applicant submittals: Ilex Construction narrative letter, dated April 29, 2025, with attachments: reference photographs of house; City's historical survey; floor plan of house; photographs of windows; and Marvin window details/specs sheets 1 through 6 (23 pages).

CoA request for the replacement of existing windows using Marvin Signature Collection Ultimate aluminum-clad wood windows.

#### **Discussion**

BAR staff visited the site on March 26, 2025 and while there are varying levels of age and deterioration, the windows do not appear to be irreparable. The applicant's objective is to install

replacement windows [frame inserts, retaining the exterior trim] that provide insulated, properly fitting, operable units.

The basement windows are in the worst condition. Staff would support allowing replacement.

Re: the new window at the kitchen, staff notes this solution has been approved in similar circumstances and recommends approval.

The BAR should discuss if allowing replacement of the windows would unacceptably alter character defining features of this historic property and/or adversely impact this ADC District.

#### **Suggested Motions**

*Approval* Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to the proposed window replacements at 540 Park Street satisfy the BAR's criteria and are compatible with this property and other properties in this ADC District, and that the BAR approves the application [as submitted].

Or, [as submitted with the following conditions: ...]

*Denial*: Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to the proposed window replacements at 540 Park Street do not satisfy the BAR's criteria and are not compatible with this property and other properties in this ADC District, and that for the following reasons the BAR denies the request: [...]

### Criteria, Standards and Guidelines

Note re: BAR authority: Per Code, the BAR is charged only with the authority to approve or deny a design review CoA, following an evaluation applying the criteria under Code Sec. 34-5.2.7. *Major Historic Review*. The BAR does not evaluate a proposed use. Additionally, per Code Sec. 34-5.2.7.E.2., the issuance of a CoA "cannot, in and of itself, authorize any construction, reconstruction, alteration, repair, demolition, or other improvements or activities requiring a building permit. Where a building permit is required, no activity authorized by a [CoA] is lawful unless conducted in accordance with the required building permit and all applicable building code requirements."

### **Review Criteria Generally**

Per Chapter 34, Div. 5.2.7. C.2:

- a. In considering a particular application the BAR will approve the application unless it finds:
  - i. That the proposal does not meet specific standards set forth within this Section or applicable provisions of the City's design guidelines; and
  - ii. ii. The proposal is incompatible with the historic, cultural or architectural character of the district in which the property is located or the IPP that is the subject of the application.
- b. The BAR will approve, approve with conditions, or deny applications for Certificates of Appropriateness in accordance with the provisions of this Section.
- c. The BAR, or City Council on appeal, may require conditions of approval as are necessary or desirable to ensure that any new construction or addition is compatible with the scale and character of the Architecture Design Control District, Individually Protected Property, or Historic Conservation District. Prior to attaching conditions to an approval, due consideration will be given to the cost of compliance with the proposed conditions as well as the goals of the

Comprehensive Plan. Conditions may require a reduction in height or massing, consistent with the City's design guidelines and subject to the following limitations: [not germane to this request]

### **Standards for Review and Decision**

Per Chapter 34, Div. 5.2.7. D.1:

- a. Review of the proposed construction, reconstruction, alteration or restoration of a building or structure is limited to exterior architectural features, including signs, and the following features and factors:
  - i. 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 District;
  - ii. The harmony of the proposed change in terms of overall proportion and the size and placement of entrances, windows, awnings, exterior stairs, and signs;
  - iii. 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;
  - iv. The effect of the proposed change on the adjacent building or structures;
  - v. The impact of the proposed change on other protected features on the property, such as gardens, landscaping, fences, walls, and walks;
  - vi. Whether the proposed method of construction, renovation, or restoration could have an adverse impact on the structure or site, or adjacent buildings or structures;
  - vii. When reviewing any proposed sign as part of an application under consideration, the standards set forth within Div. 4.11. Signs will be applied; and
  - viii. Any applicable provisions of the City's design guidelines.

### Pertinent Design Review Guidelines for Rehabilitations

Link: Chapter 4 Rehabilitation

- C. Windows
- 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.

[...]

- 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.

[...]

- 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.

#### [...] APPENDIX

## **Prior BAR Actions**

July 18, 2005 - Administrative Approval given to repaint the house.

September 20, 2005- BAR approved CoA with conditions (7-0-1) architectural and site changes with certain details to come back to BAR.

Architectural changes:

- 1. Rear porch extended; replace stairs at south end of porch with at the north end, to wood, painted; replace double window with a painted, wood doors with transom.
- 2. Install painted, wood shutters on all windows with operable hardware.
- 3. Replace front stair treads.

Site changes:

- 1. Remove existing wood fence, concrete and brick walks, a portion of the asphalt pavement, and planting beds.
- 2. Construct brick walks and dining terrace using salvaged bricks.
- 3. Front yard: install evergreen hedge; wood gates; stone dust walkway with brick edge.
- 4. Rear yard: Construct swimming pool with bluestone coping; flagstone pool terrace; stone privacy wall with painted wood cap (along Farish Street); painted. wood security fence around balance of rear yard.

April 18, 2006- BAR approved CoA (6-0) fence details.

October 16, 2007- BAR approved (6-0-1) CoA for shed. BAR requested that the roof framing on the underside of the exposed roof is dealt with similarly to the existing detail.

<u>November 18, 2014</u>- BAR approved CoA, with re-roofing details to be submitted for Administrative Approval. [Note that removal of Philadelphia gutters would require an additional application for BAR approval].

<u>February 21, 2018</u> – BAR approved CoA to replace the existing painted standing seam metal roof with a copper standing seam roof with pan dimensions and seam heights to match the existing. The new roof will have copper snow guards in a 2-1-2 pattern. Replace the Philadelphia Gutter system with 6" copper half round gutters mounted on eaves with 4" copper downspouts. BAR required

downspouts be painted to minimize visibility and, as much as possible, locate downspouts to minimize visibility, especially at prominent corners.

<u>December 21, 2021</u> – BAR held a preliminary discussion on request to raze and construct a new pool house, and an addition and alterations to the house.

<u>February 15, 2022</u> – BAR approved (9-0) a CoA to raze and construct a new pool house, and an addition and alterations to the house.

433 PARK STREET ~ CHARLOTTESVILLE, VA 22902 OFFICE 434.244.0802 ~ FAX 434.244.0805

MARYLAND VIRGINIA WEST VIRGINIA WASHINGTON DC

April 29, 2025

Re: 540 Park Street - Window Replacement

To the members of the Charlottesville Board of Architectural Review:

As part of a building rehabilitation, the owners of the 540 Park Street Residence propose replacing all exterior windows to provide insulated, properly fit, operable units, made with more durable and sustainable materials, and configured for updated interior spaces.

This residence is in the North Downtown Architectural Design Control District ("ADC") so is considered a "contributing structure" and from our discussions with Jeff Werner, we understand that special consideration must be made when replacing windows on the Park Street (West) Elevation.

Please see the attached reference images, shop drawings, and the narrative below:

- 1. Replacement window specification: Marvin Signature Collection Ultimate aluminum clad wood windows with aluminum frame screens.
- 2. Park Street (West) Elevation windows:
  - a. Lower Level D-6: the proposal includes replacing the inswing casement that is beyond repair, with an outswing casement window.
  - b. Main Level C-6: this proposal includes two options for replacing the existing double hung at the main stair landing that does not have tempered glazing:
    - i. Option 1: replace double hung with a double hung unit with tempered glazing, salvage upper leaded glass sash for future reuse.
    - ii. Option 2: replace double hung with fixed unit with tempered glazing, install existing leaded glass upper sash as a hinged exterior accessory, similar to the existing condition at window C-7.
  - b. Main Level C-7: the historic window was previously replaced so this proposal includes replacing the existing fixed unit with a fixed unit and re-installing the existing leaded glass upper sash as a hinged exterior accessory, similar to the existing condition.
  - c. Upper Level B-9: replace the existing double hung in this bedroom suite with double hung.
  - d. Upper Level B-10: replace the existing double hung in this bedroom suite with double hung.
  - e. Attic A-1: leave the existing half round hopper window in place.
- 3. In addition to the windows on the Park Street (West) Elevation, the owner is proposing a significant change to the South Elevation window C-3, for a more durable and usable window at new perimeter Kitchen counters. The proposal includes keeping the original exterior trim and sill but replacing the double hung with a shorter casement unit and a fixed panel below. Please see the attached sketch.

Initialed by: Doug V. Croker

Patrick Fenn

Members of the Charlottesville Board of Architectural Review: Date: April 29, 2025

Please let us know if you need any further information or images and thank you for considering this proposal.

Best Regards,

11.169

Doug V. Groker, Ilex Construction CEO

will 25 Signature

Patrick Fenn, Home Owner

4/29/2025 Patrick Fenn CDCD4CA093BB45F Date



540 Park Street



601 Park Street – East/Park Street



532 Park Street. – North/Park Street

Nearby Properties - Reference Photographs



532 Park Street – West/Park Street



616 Park Street – Southwest View





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534 Park Street – West/Park Street



534 Park Street – North/Farish Street

540 Park Street

Main House – Reference Photographs WEST ELEVATION



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540 Park Street

Main House – Reference Photographs EAST ELEVATION



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540 Park Street

Main House – Reference Photographs NORTH ELEVATION



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540 Park Street

Main House – Reference Photographs SOUTH ELEVATION



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# SURVEY

#### **IDENTIFICATION**

Street Address:	540 Park Street			
Map and Parcel:	52-183			
Census Track & Block: 3-405				
Present Owner: Address:	Mr. Paul Mustard 540 Park Street			
Present Use: Original Owner:	Residence & Apartments Maphis family			
Original Use:	Residence			

## BASE DATA

Historic Name:	Maphis-Mustard House
Date/Period:	1900
Style:	Victorian Vernacular
Height to Cornice:	
Height in Stories:	2 1/2
Present Zoning:	R-3
Land Area (sq.ft.):	86 x 318

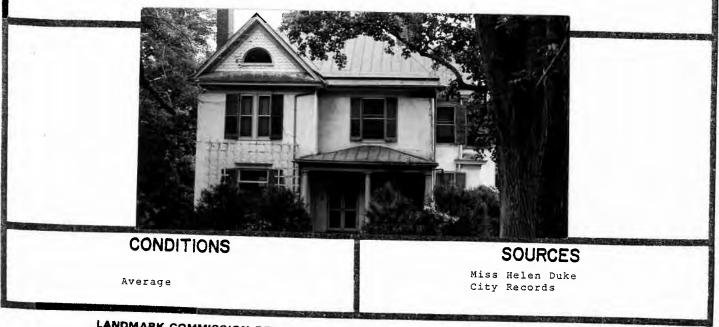
Assessed Value (land + imp.): 5400 + 8220 = 13,620

## ARCHITECTURAL DESCRIPTION

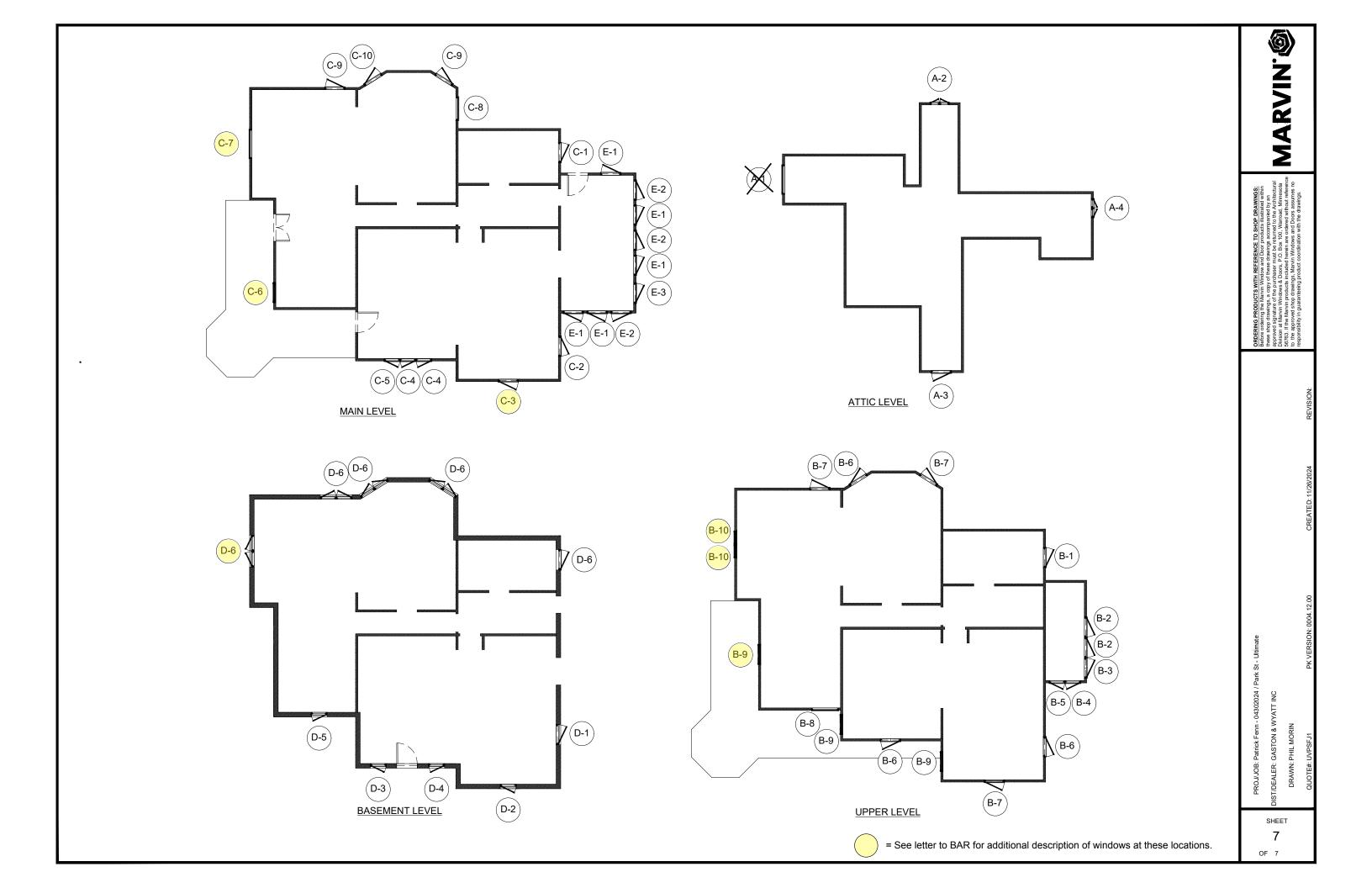
The house is an example of a modified Victorian style with its typical assymetrical massing and varied roof silhouette. The verticle massing of the Maphin-Mustard House is quite handsome giving the structure a noble, serene quality which is enhanced by its bucolic setting among large shade trees and box. The simple Doric veranda is nicely scaled so as to compliment the verticalness of the main house. The house is stucco over frame and has a tin roof. It was built by General Alexander A. Vandergrift's father William T. Vandergrift, a local

## HISTORICAL DESCRIPTION

The house was built by the Maphis family in 1900. Mr. Maphis purchased the corner lot from Judge R. T. W. Duke who resided in the large white frame house next door. Bessie D. Maphis conveyed the property to Mary Davis Thom & Cleveland in 1942. Stella Mustard purchased it from Mrs. Cleveland in 1948, and in 1952 it passed to her son Paul Mustard, the present owner.



LANDMARK COMMISSION DEPARTMENT OF COMMUNITY DEVELOPMENT



# 540 Park Street

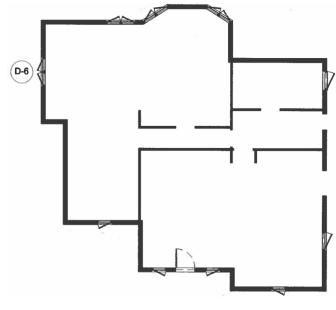
# Main House – Window Photographs WEST ELEVATION LOWER LEVEL WINDOW – D-6



**Exterior Lower Level Window D-6** 



**Interior Vertical Mullion** 





Window Interior



**Interior Sill** 

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> MARYLAND VIRGINIA WASHINGTON DC



**Interior Head** 



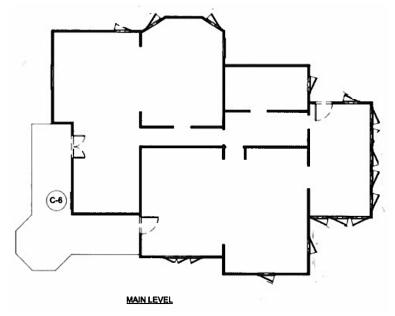
**Interior Sill** 

# 540 Park Street

# Main House – Window Photographs WEST ELEVATION MAIN LEVEL WINDOW – C-6



**Exterior View Window C-6** 





**Exterior Window** 

Window Interior

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VIRGINIA WASHINGTON DC MARYLAND

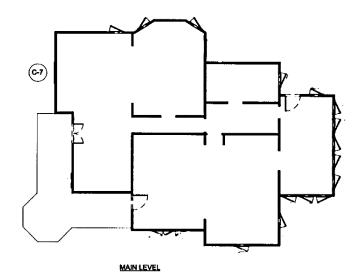


# 540 Park Street

# Main House – Window Photographs WEST ELEVATION MAIN LEVEL WINDOW - C-7



**Exterior View Window C-7** 





**Exterior Window Head** 



**Exterior Window Sill** 



Window Interior

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> WASHINGTON DC MARYLAND VIRGINIA



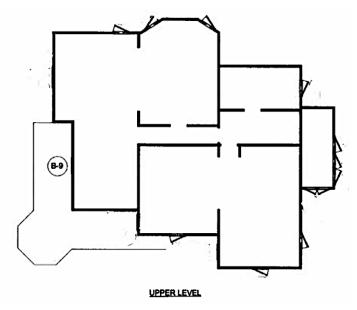
**Interior Window Head** 

# 540 Park Street

# Main House – Window Photographs WEST ELEVATION UPPER LEVEL WINDOW - B-9



**Exterior View Window B-9** 





Window Interior

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**Interior Window Head** 



**Interior Window Sill** 

# 540 Park Street

# Main House – Window Photographs WEST ELEVATION UPPER LEVEL WINDOW – B-10



Window Interior



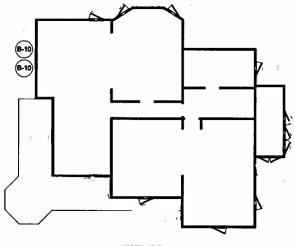
**Interior Window Sill** 

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MARYLAND VIRGINIA WASHINGTON DC



Exterior View Window B-10



UPPER LEVEL



540 Park Street

# Main House – Window Photographs WEST ELEVATION ATTIC LEVEL WINDOW A-1

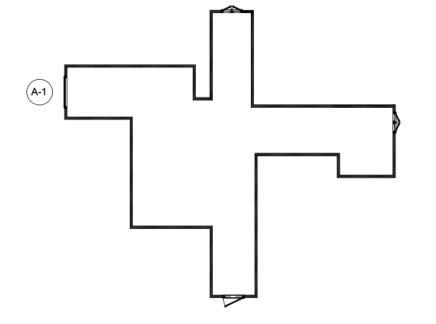


Interior Window A-1

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Exterior Window A-1-Park Street



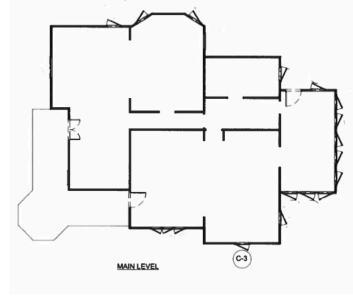
# 540 Park Street

Main House – Window Photographs SOUTH ELEVATION MAIN LEVEL WINDOW – C-3





Exterior View Window C-3

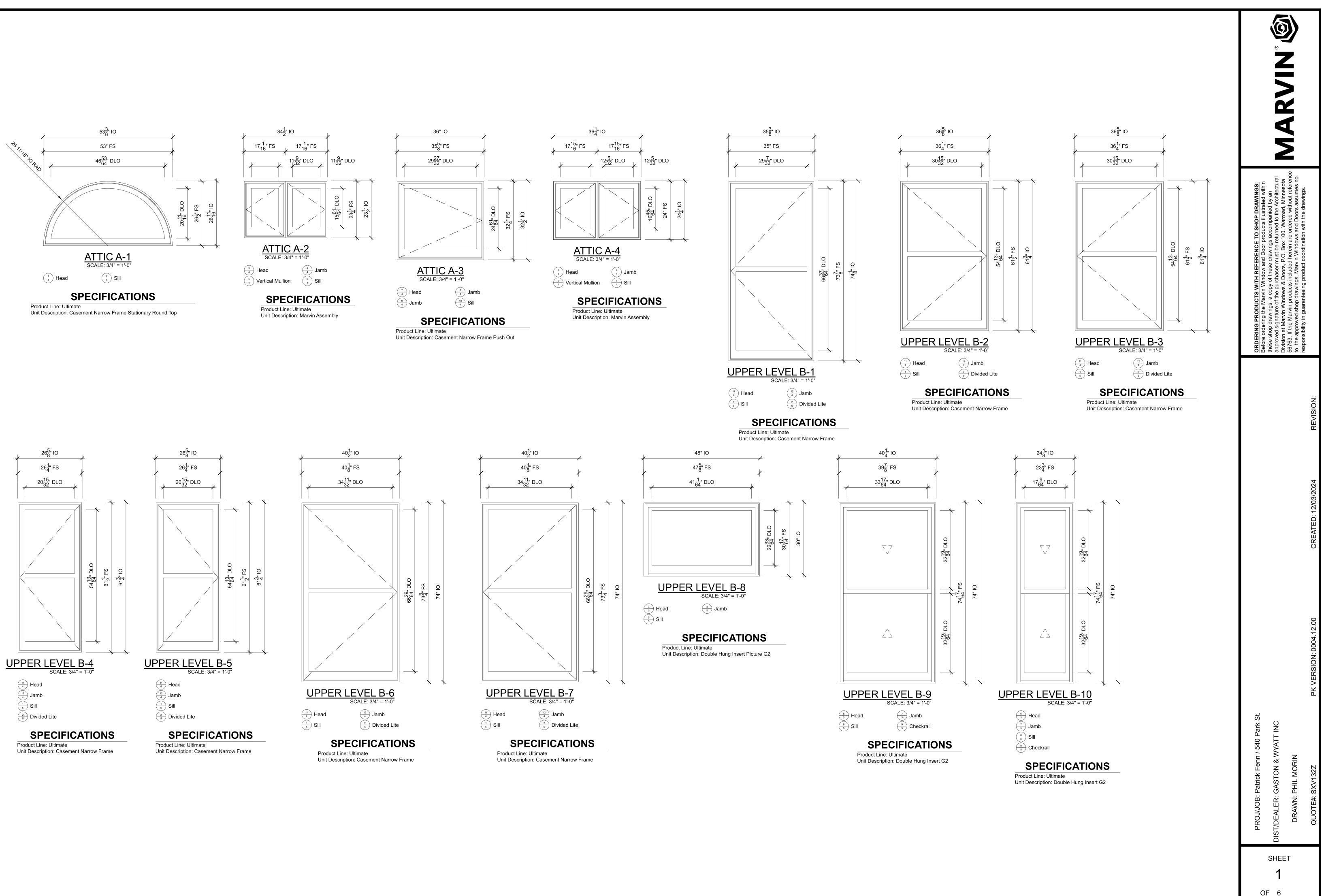


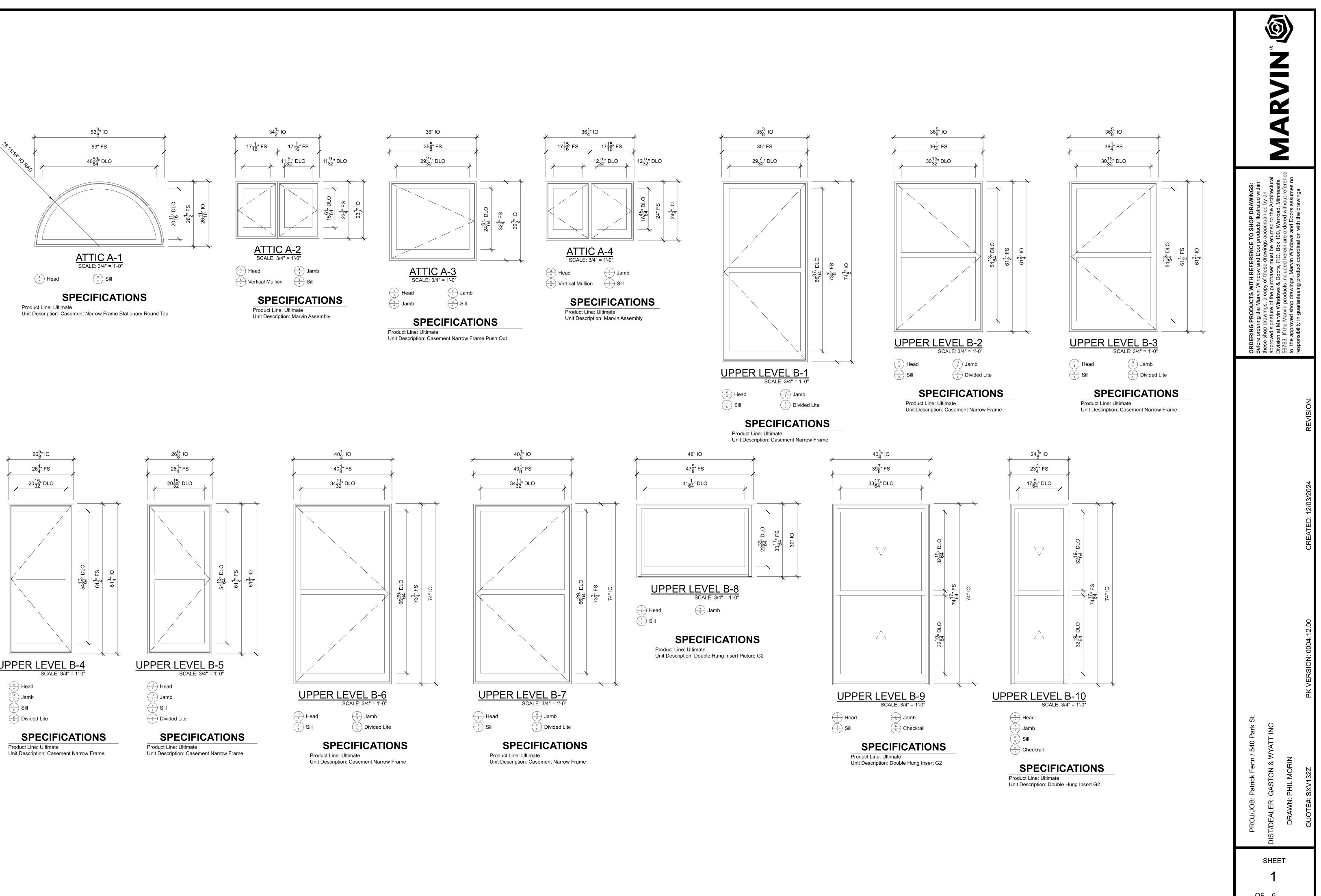
Existing

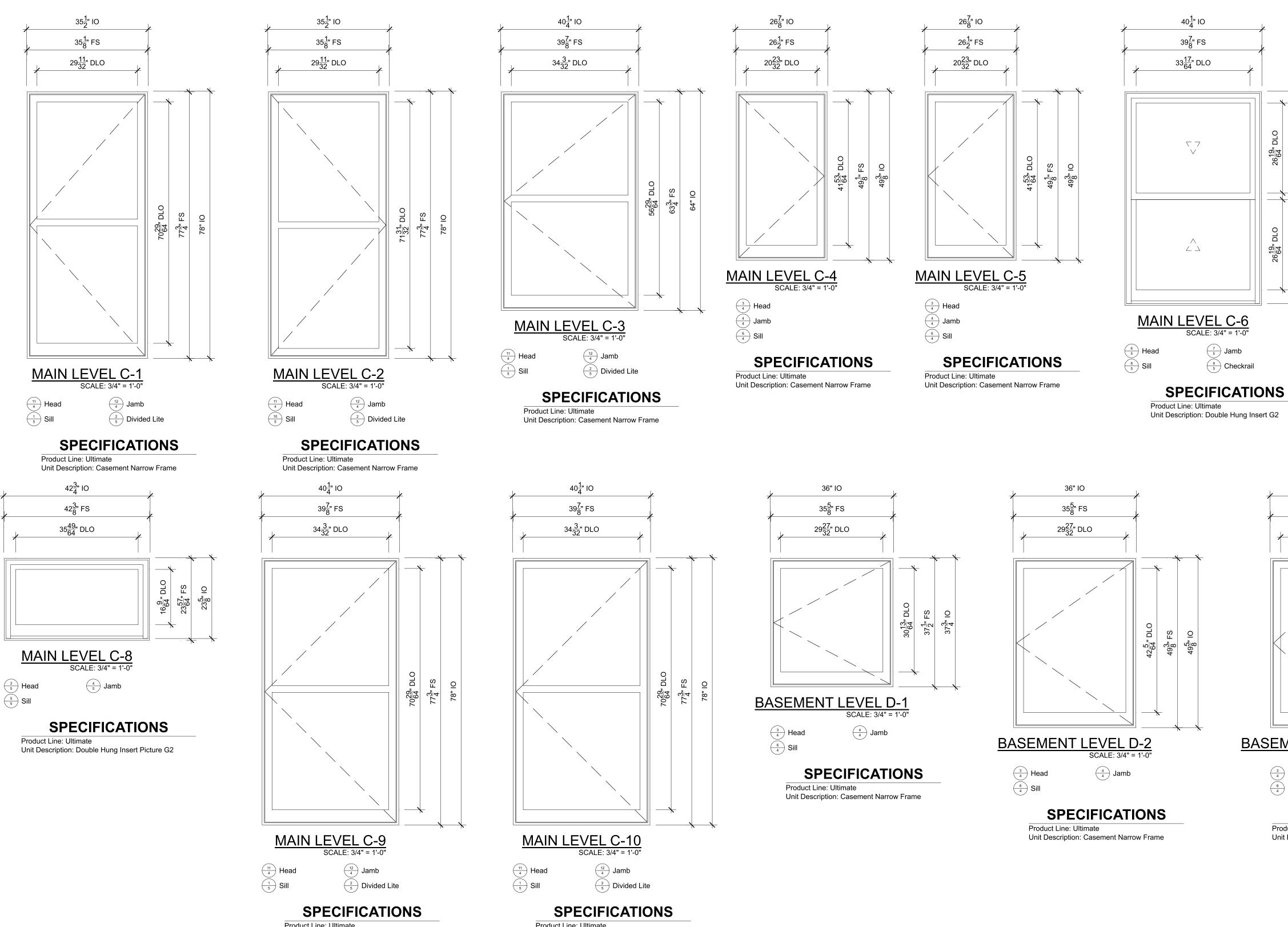
Proposed

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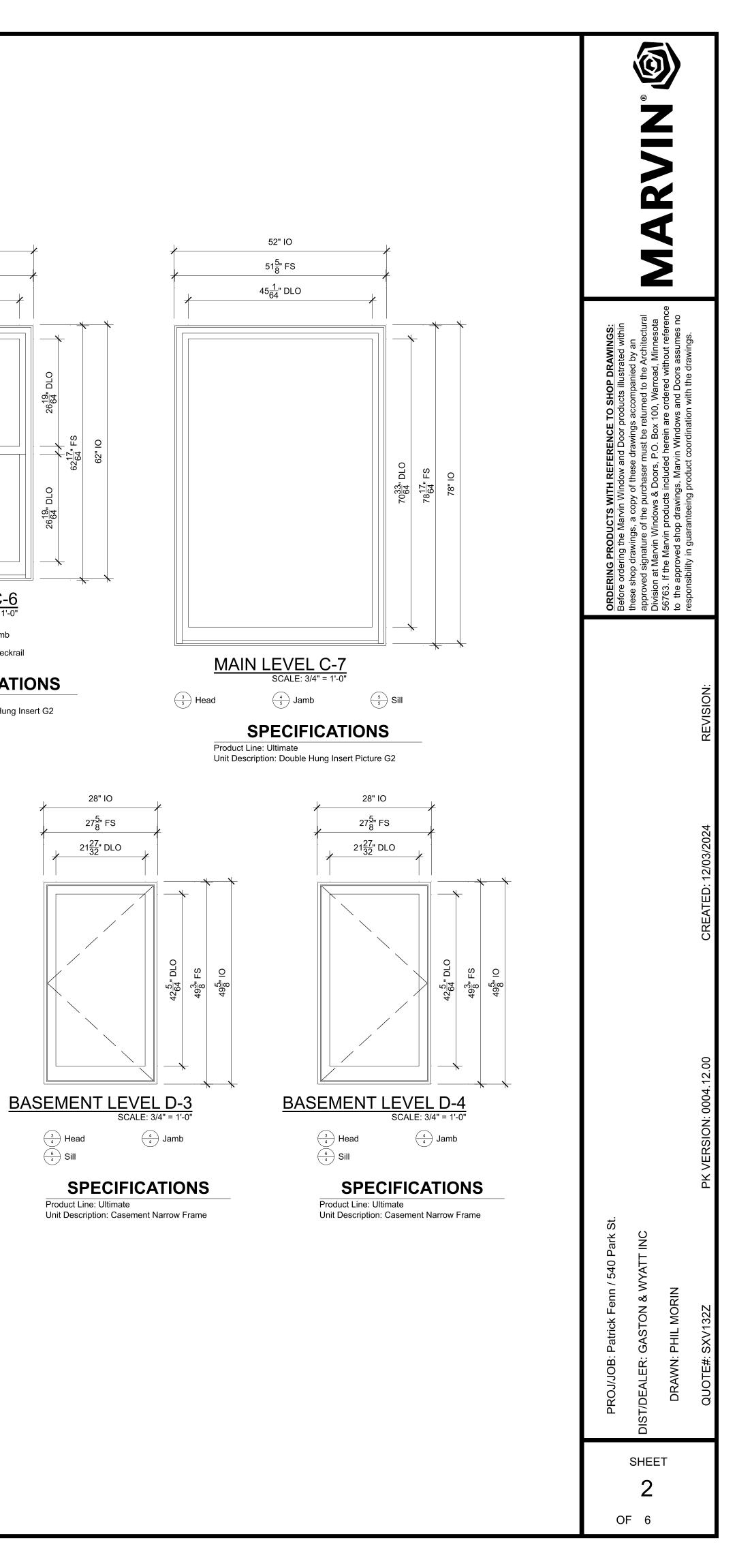


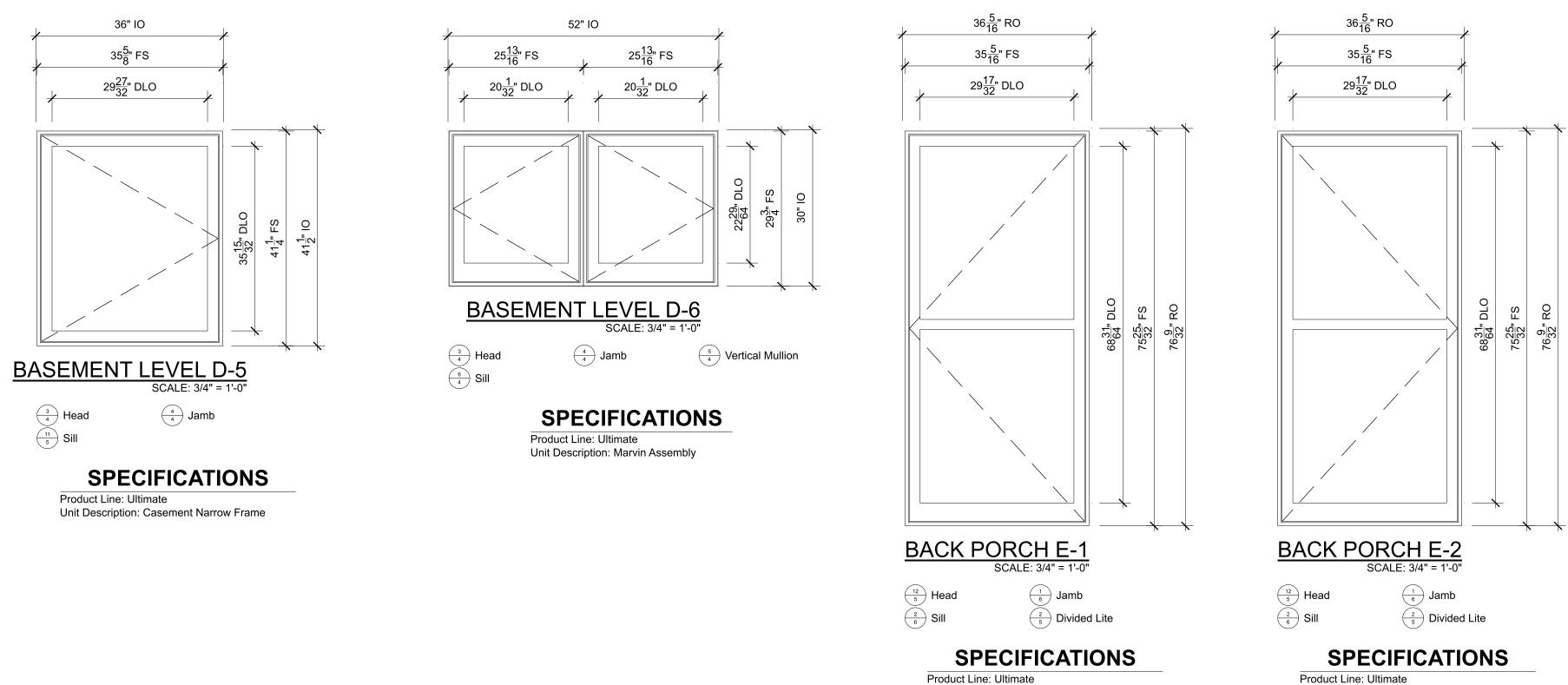




Product Line: Ultimate Unit Description: Casement Narrow Frame Product Line: Ultimate

Unit Description: Casement Narrow Frame

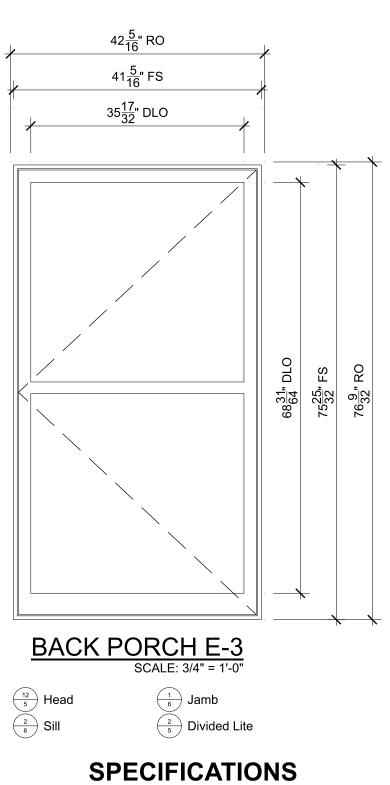




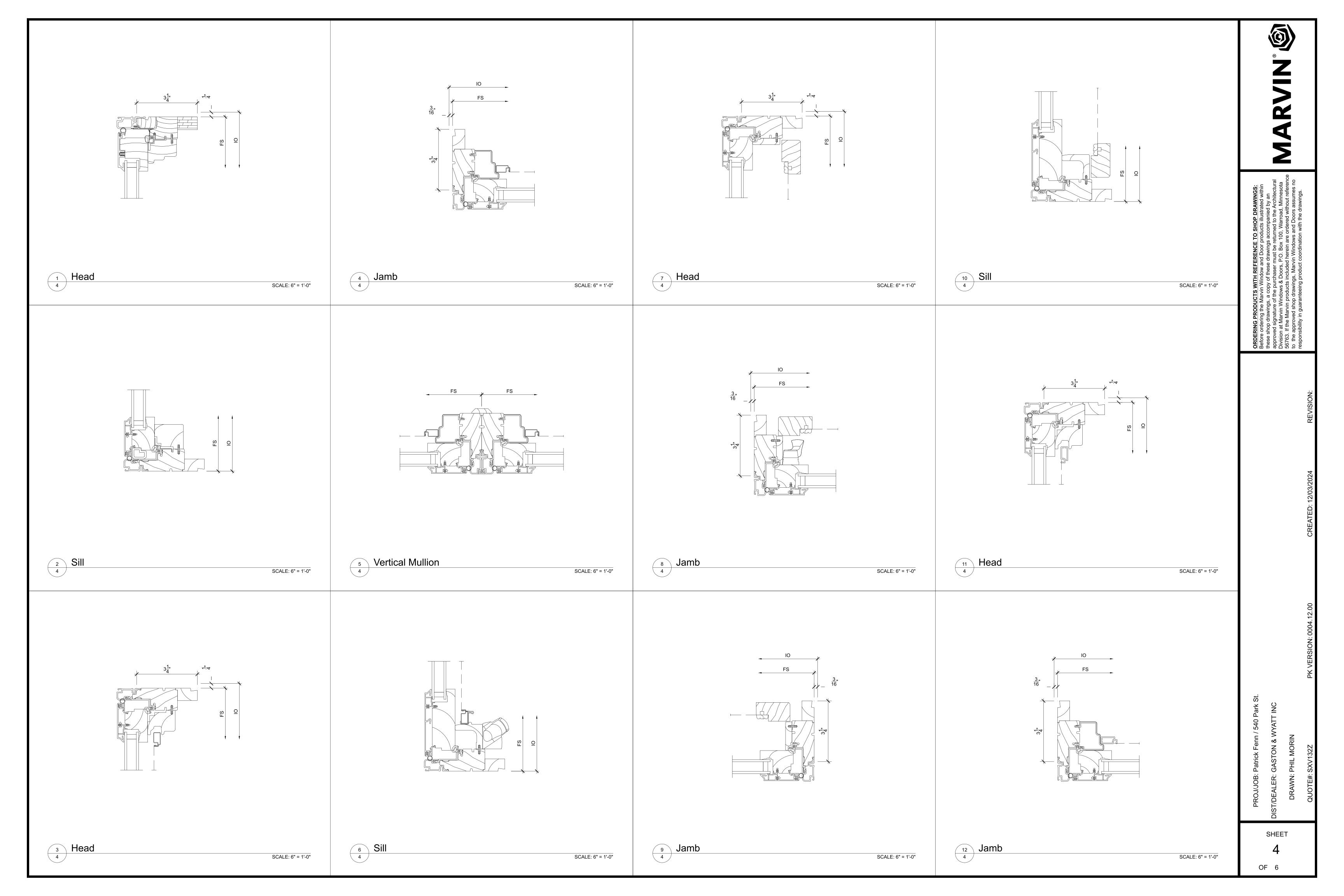
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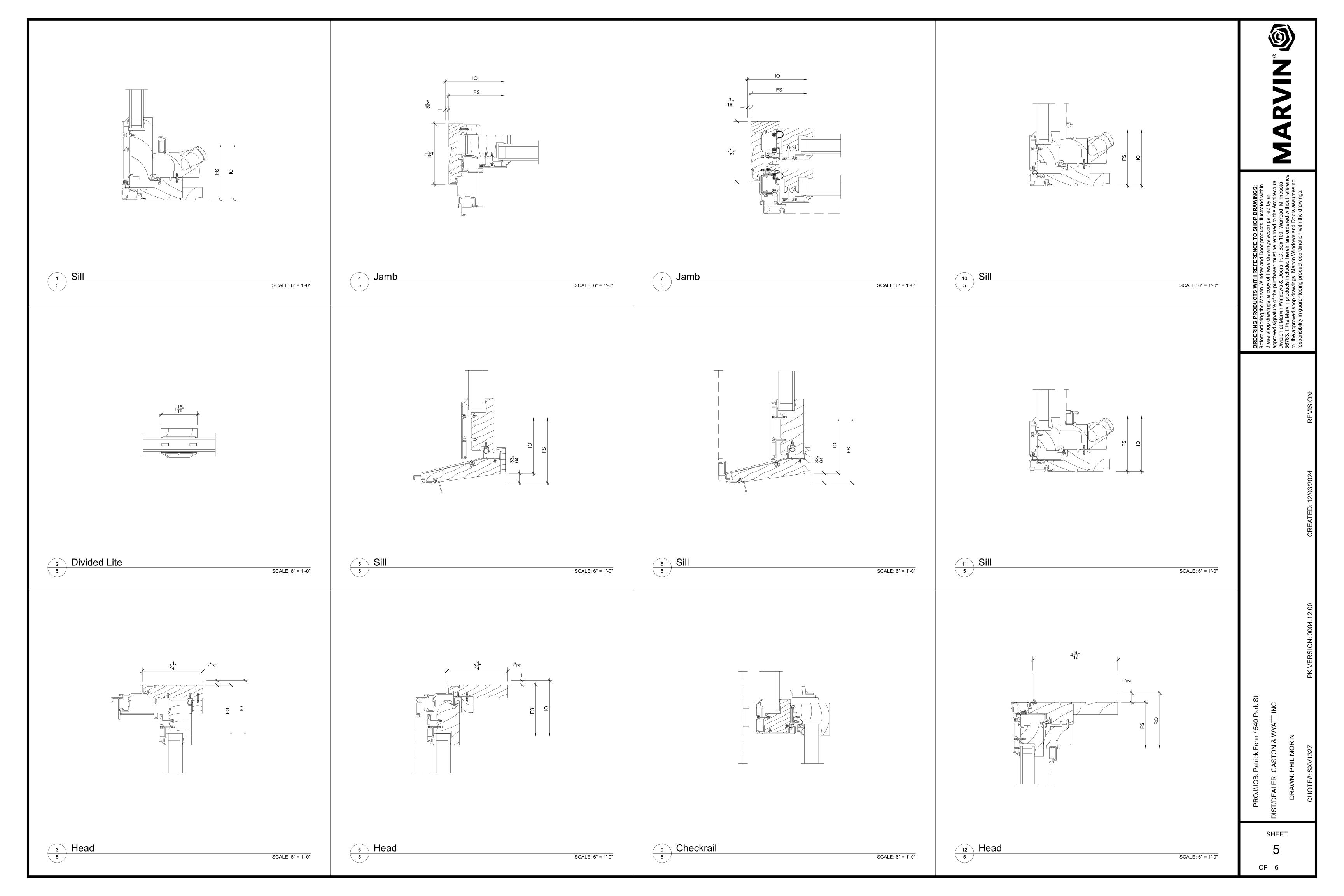
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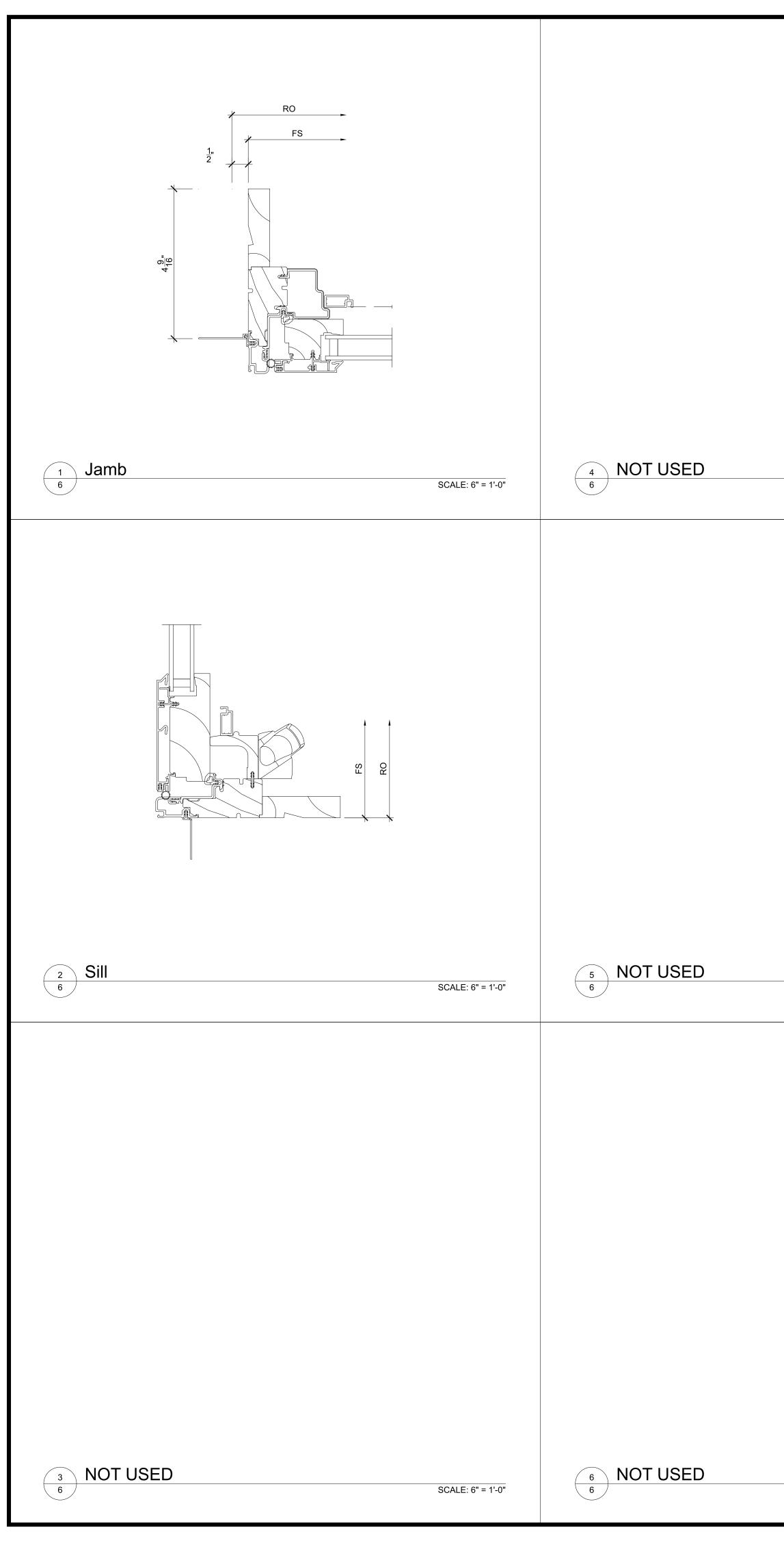
<b>ORDERING PRODUCTS WITH REFERENCE TO SHOP DRAWINGS:</b> Before ordering the Marvin Window and Door products illustrated within these shop drawings, a copy of these drawings accompanied by an approved signature of the purchaser must be returned to the Architectural Division at Marvin Windows & Doors, P.O. Box 100, Warroad, Minnesota	56763. If the Marvin products included herein are ordered without reference to the approved shop drawings, Marvin Windows and Doors assumes no responsibility in guaranteeing product coordination with the drawings.				
		REVISION:			
		CREATED: 12/03/2024			
		PK VERSION: 0004.12.00			
PROJ/JOB: Patrick Fenn / 540 Park St. DIST/DEALER: GASTON & WYATT INC	DRAWN: PHIL MORIN	QUOTE#: SXV132Z			
SHEET <b>3</b> OF 6					



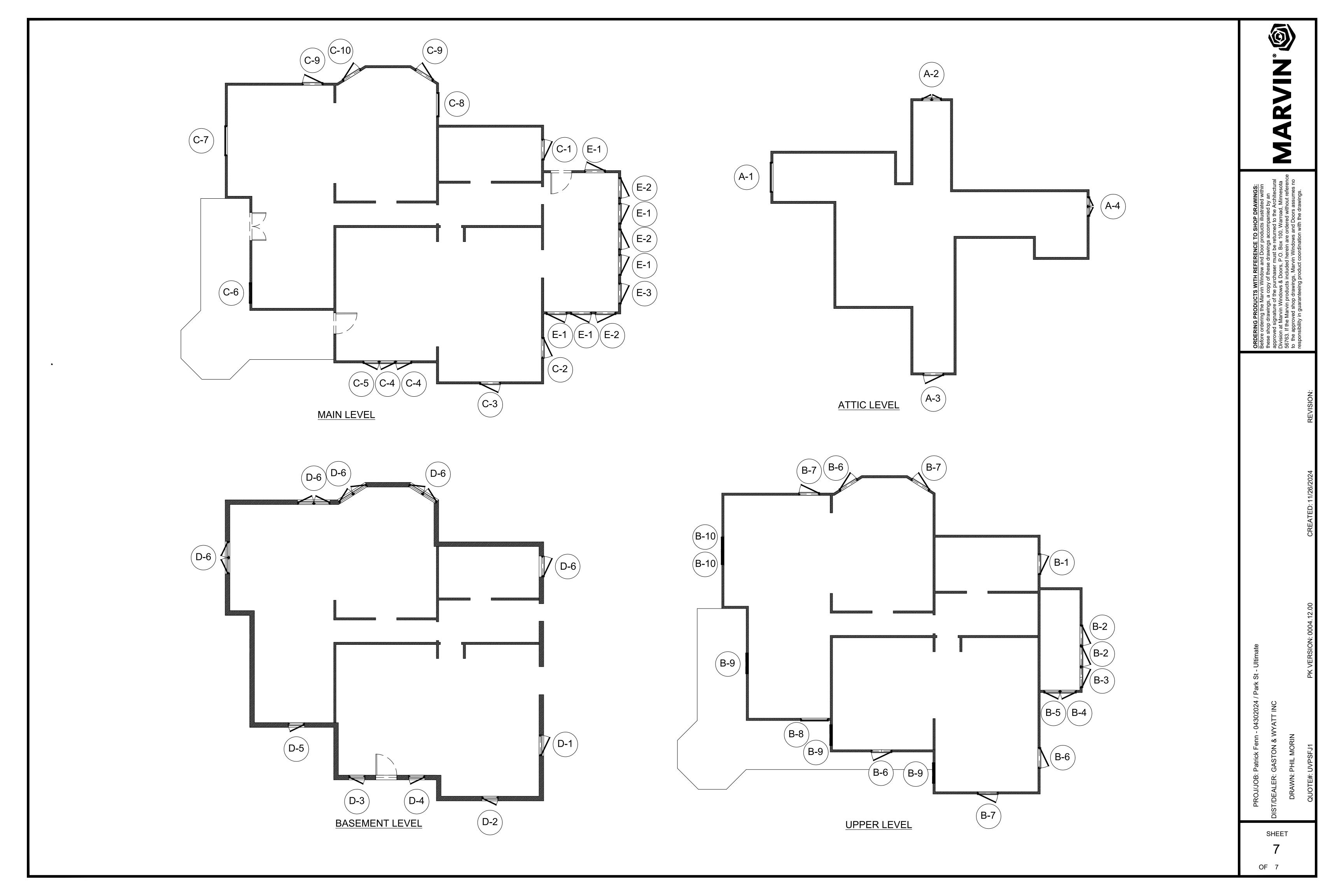
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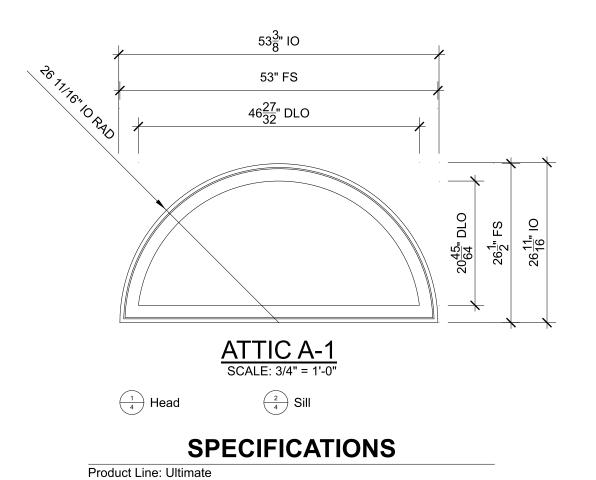




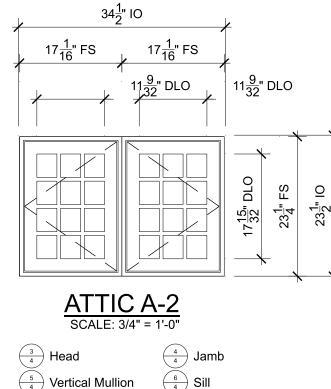


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SCALE: 6" = 1'-0"	7 6 NOT USED	SCALE: 6" = 1'-0"	10 6 NOT USED	SCALE: 6" = 1'-0"	<b>PRODUCTS WITH REFERENCE TO SHOP DRAWINGS:</b> ing the Marvin Window and Door products illustrated within drawings, a copy of these drawings accompanied by an gnature of the purchaser must be returned to the Architectural farvin Windows & Doors, P.O. Box 100, Warroad, Minnesota Marvin products included herein are ordered without reference oved shop drawings, Marvin Windows and Doors assumes no y in guaranteeing product coordination with the drawings.
					ORDERING Before order these shop c approved sig Division at M 56763. If the to the appro responsibility
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					PK VERSION: 0004.12.00
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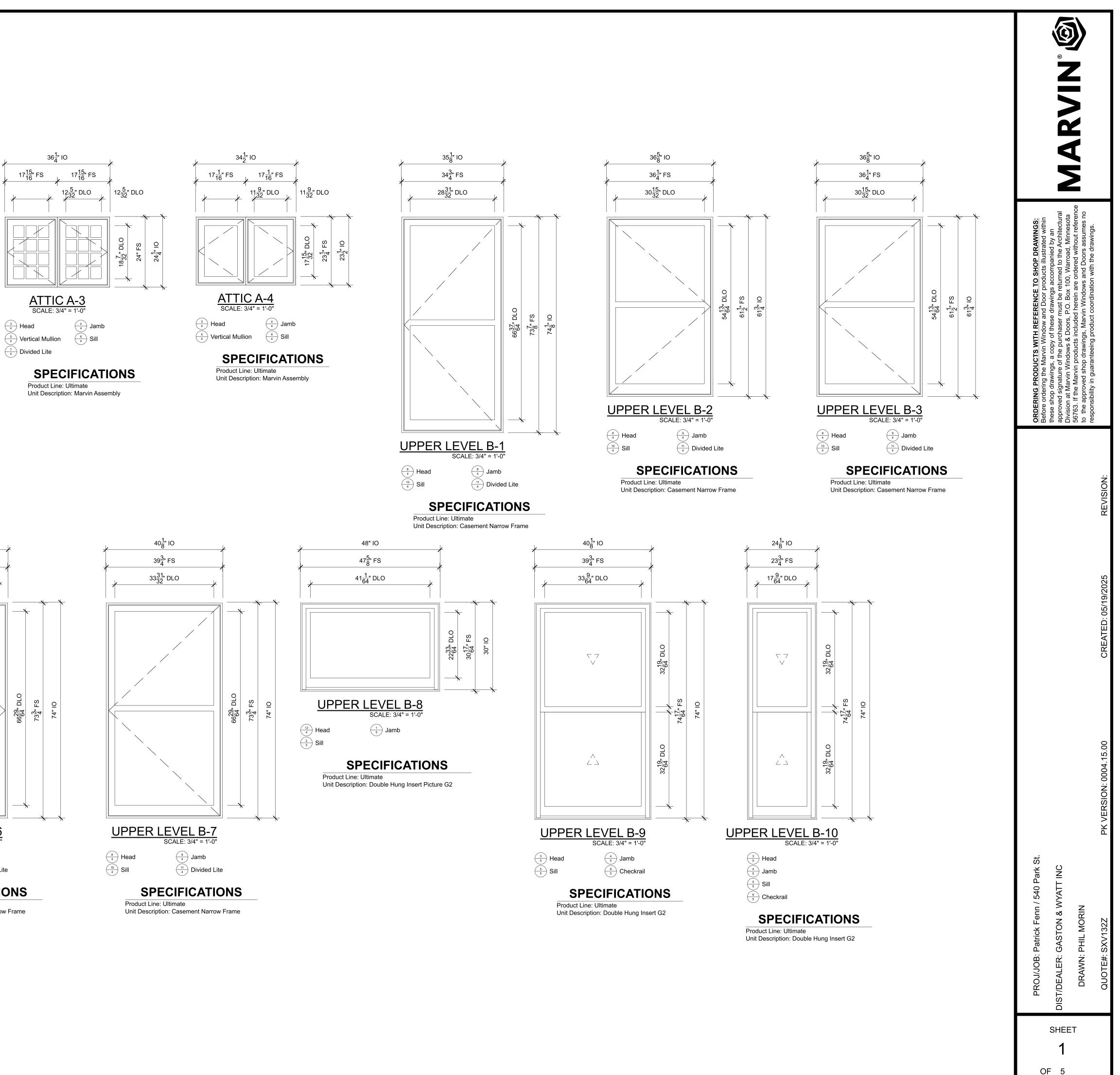


Unit Description: Casement Narrow Frame Stationary Round Top

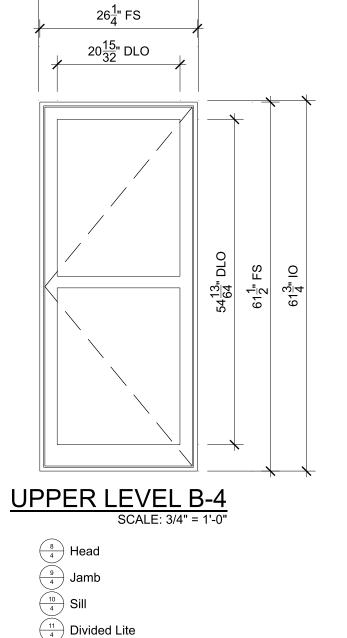


**SPECIFICATIONS** Product Line: Ultimate Unit Description: Marvin Assembly

<sup>7</sup>/<sub>4</sub> Divided Lite







Product Line: Ultimate

Unit Description: Casement Narrow Frame

26<u>5</u>" IO

UPPER LEVEL B-5 SCALE: 3/4" = 1'-0" (<sup>8</sup>/<sub>4</sub>) Head <sup>9</sup>/<sub>4</sub> Jamb (10) (4) Sill Divided Lite **SPECIFICATIONS** SPECIFICATIONS

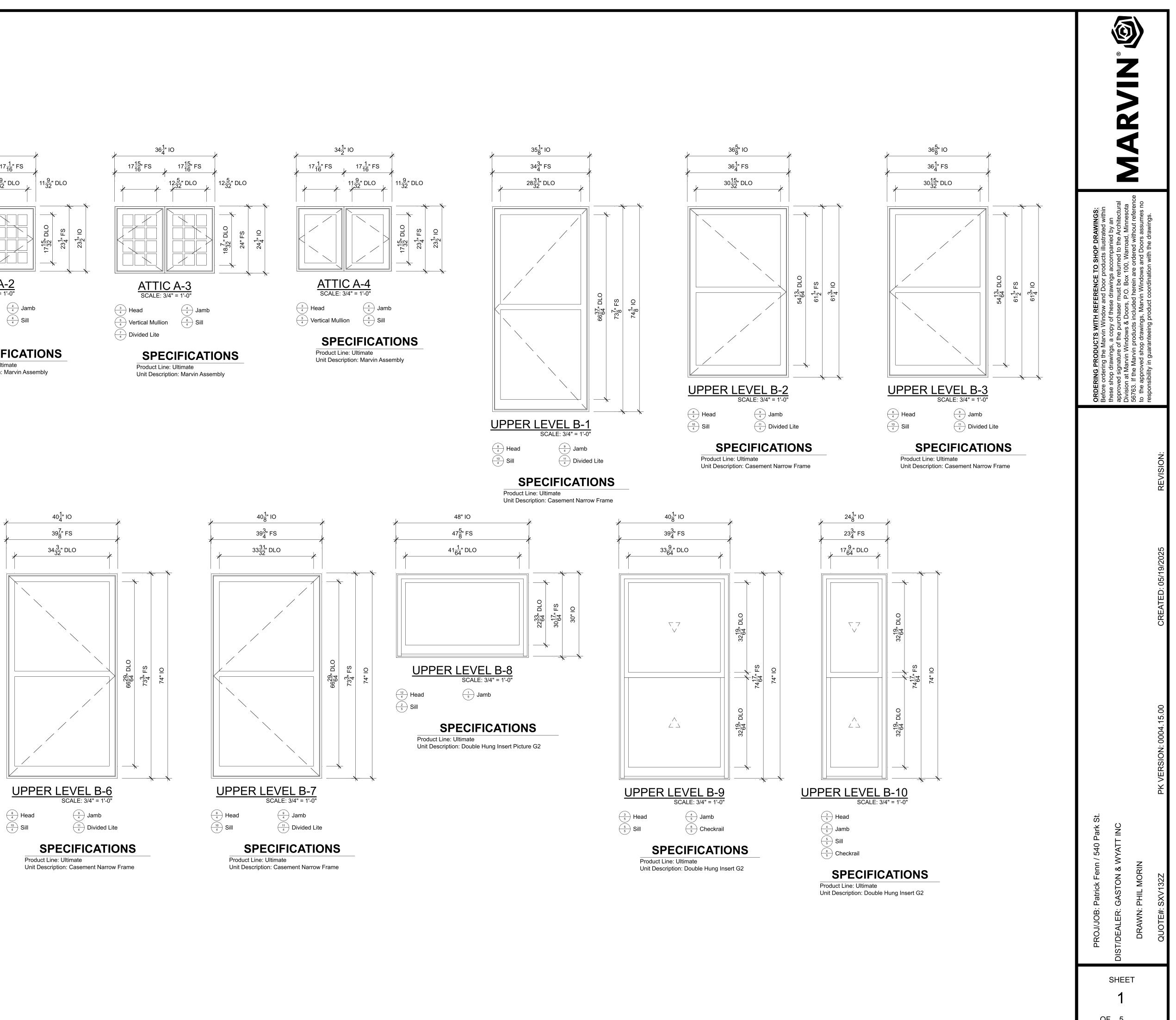
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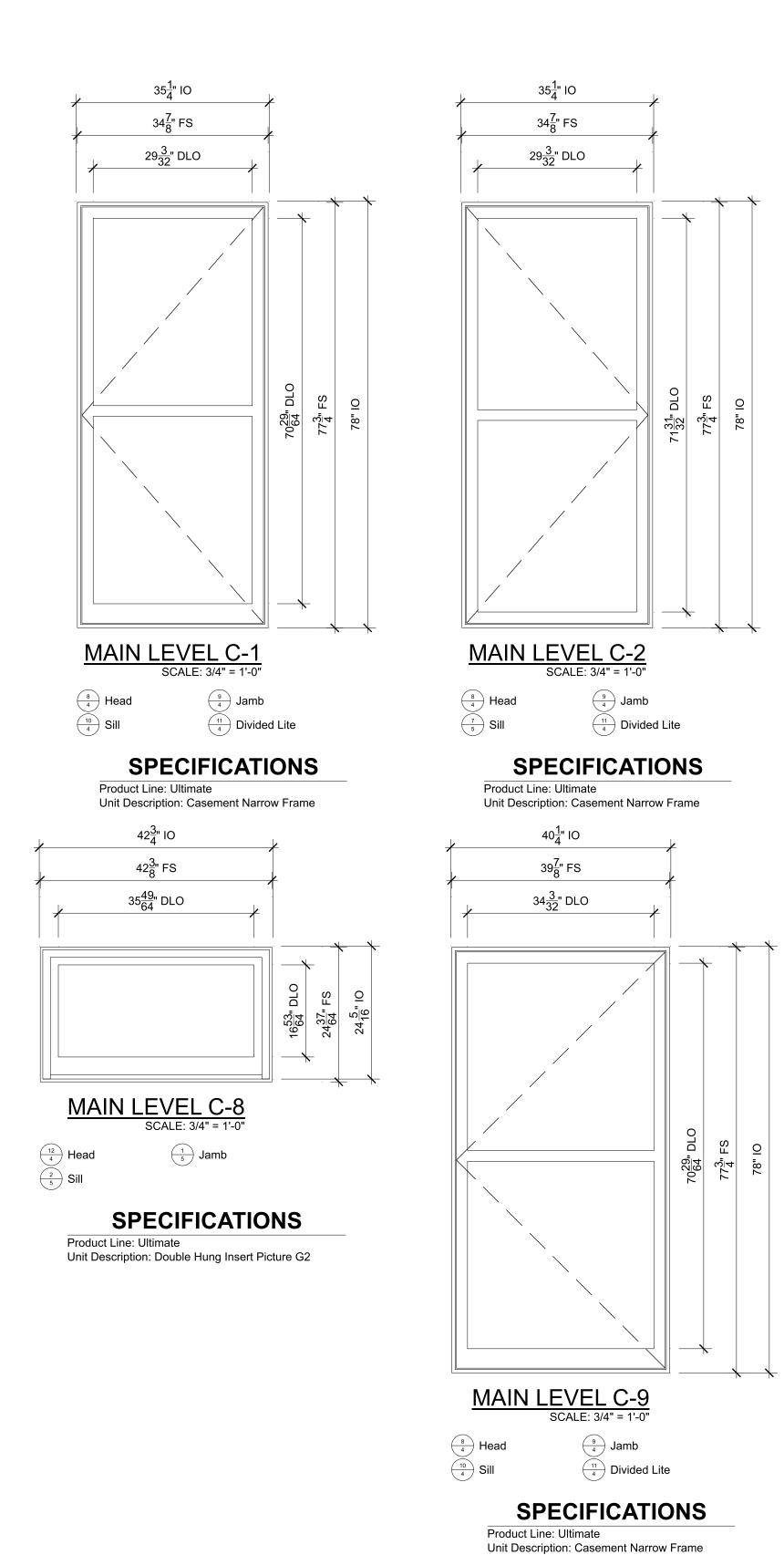
26<u>1</u>" FS

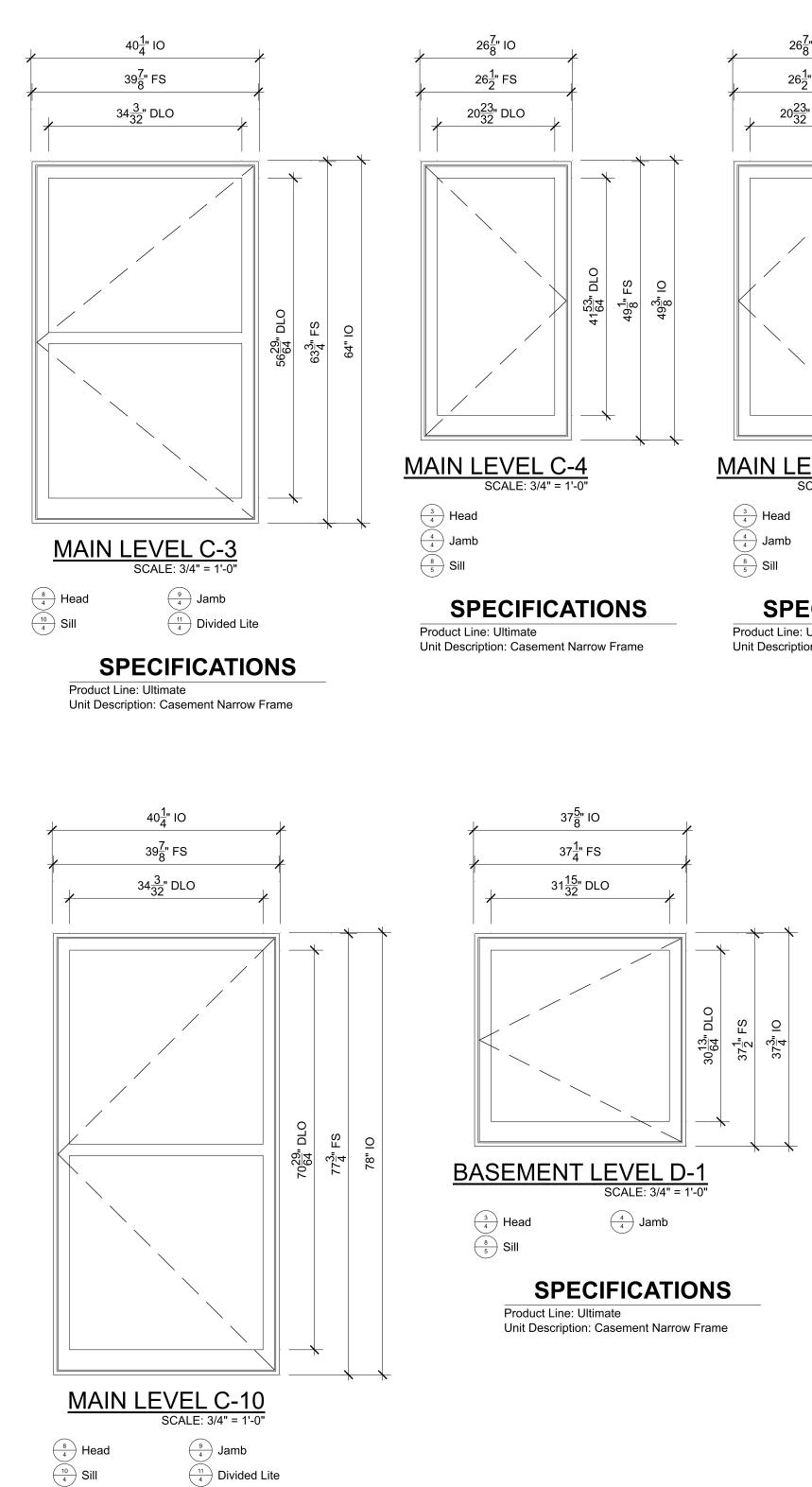
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54<u>13</u>, DLO 61<u>1</u>, FS 61<u>3</u>, IO

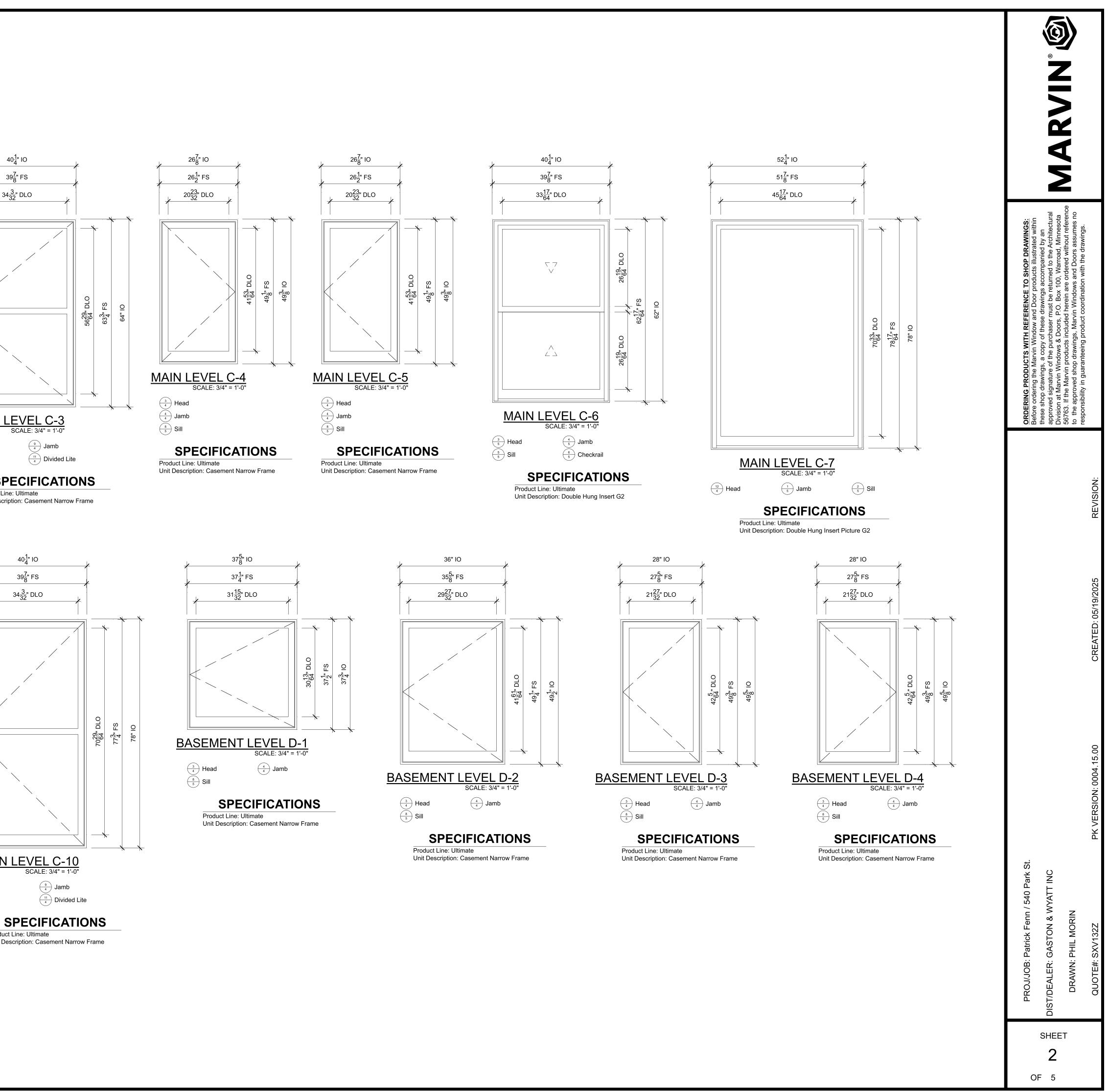
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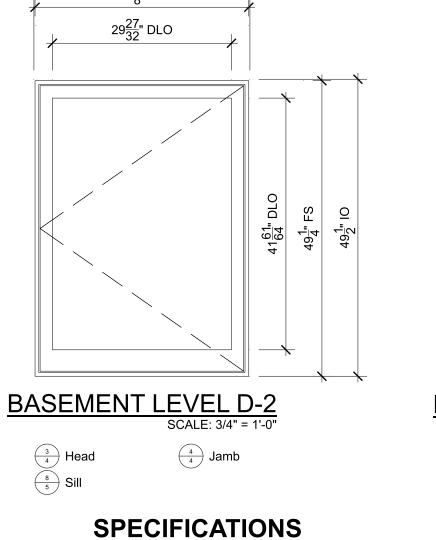






Product Line: Ultimate





Unit Description: Casement Narrow Frame

