

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

Mr. Croker,

The CoA for the above referenced project was approved by the City of Charlottesville Board of Architectural Review on June 17, 2025. The following action was taken:

Mr. Schwarz made the following motion to approve the application:

Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find that 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 with the clarification that [it is acceptable to] either remove or retain the [exterior] transom on the first floor window.

Seconded by Ms. Lewis. **Vote: 7-0**

For specifics of the discussion, the meeting video is on-line at:

<https://boxcast.tv/channel/vabaitzezuuv3iclkx1a>

In future, the recording may be retrieved from the [City of Charlottesville's Board of Architectural Review YouTube channel](#).

Per the provisions of City Code, 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 or compliance with other provisions of the City Code.

If you have any questions, please contact me or Jeff Werner (wernerjb@charlottesville.gov).

Sincerely,
Kate



Kate Richardson
Historic Preservation & Design Planner II
Neighborhood Development Services
City of Charlottesville
434.970.3515 | richardsonka@charlottesville.gov

**City of Charlottesville
Board of Architectural Review
Staff Report
June 17, 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 May 27, 2025, with attachments: reference photographs of nearby properties and the main house; City's historical survey; floor plan of house; photographs of windows; and Lepage Millwork window details/specs sheets 1 through 7 (26 pages).

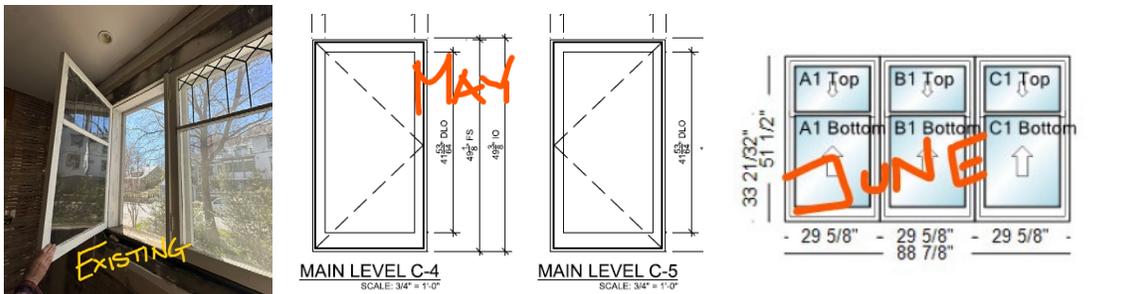
CoA request for the replacement of existing windows using Lepage Millwork painted wood windows with insulated glass. (Where divided lites are simulated with applied muntin, there is an internal spacer, consistent with the design guidelines.)

Discussion

Staff recommends approval. In response to the BAR's discussion on May 20, the application has been modified to replace the existing double-hung windows with double-hung windows. Additionally, the large, single-lite window at the first-floor front elevation (see below) will be replaced with twin double-hung windows similar to the existing above and reintroducing what had most likely been there originally.



Additionally, at the triple casement windows in the first-floor south (side) elevation, applicant has requested, and staff concurs, that replacements be two-lite casement windows (similar to the existing), not double-hung per the revised application.



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. 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.

November 18, 2014- 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].

February 21, 2018 – 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.

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

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

May 20, 2025 – Applicant deferred their CoA request to confer with the property owner regarding window selections. [Link to meeting video at selected time](#); [Link to May BAR Staff Report](#).

ILEX[®] CONSTRUCTION, INC.

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

MARYLAND VIRGINIA WEST VIRGINIA WASHINGTON DC

May 27, 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 exterior windows to provide insulated, properly fit, operable units, made with more durable and sustainable materials, and configured for updated interior spaces. Replacement windows will be installed from the inside, existing exterior window trim and sills to remain.

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: LePage Millwork H-100 painted wood windows with insulated glass.
2. Window operation to match existing windows, refer to attached window layout diagram and notes below:
 - a. Basement Level:
 - i. (5) push out casement, refer to diagram window type D-6.
 - ii. (5) double hung, refer to diagram window type D-1, D-2, D-3, D-4, D-5.
 - b. Main Level (except windows C-3 & C-7):
 - i. (11) double hung, refer to diagram window type C-1, C-2, C-4, C-5, C-6, C-9, C-10.
 - ii. (1) awning window, refer to diagram window type C-8.
 - iii. (9) existing double hung windows to remain at "modern" porch addition, refer to diagram window type E-1, E-2, E-3.
 - c. Main Level C-3:
 - i. (3) double hung at new perimeter Kitchen counters, includes keeping the original exterior trim and sill but replacing the double hung with a shorter unit and a fixed panel below. Please see the attached sketch.
 - b. Main Level C-7:
 - i. (2) double hung windows similar to the paired double hung windows above, to replace non-original single fixed window, refer to diagram window type C-7.

Initialed by:
Doug V. Croker 

Patrick Fenn 

- d. Upper Level:
 - i. (17) double hung, refer to diagram window type B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-9, B-10.
 - ii. (1) fixed window, refer to diagram window type B-8.
- e. Attic Level:
 - i. (1) fixed window half round window, refer to diagram window type A-1.
 - ii. (2) push out casement with divided lites, refer to diagram window type A-2, A-3.
 - iii. (1) push out casement, refer to diagram window type A-4.

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

Best Regards,

Doug V. Croker, Flex Construction CEO

Signature

Date

Patrick Fenn, Home Owner

Signature

Date

Initialed by:

Doug V. Croker

Patrick Fenn

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540 Park Street

Nearby Properties - Reference Photographs



601 Park Street – East/Park Street



532 Park Street – West/Park Street



534 Park Street – West/Park Street



532 Park Street. – North/Park Street



616 Park Street – Southwest View



534 Park Street – North/Farish Street

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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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540 Park Street

Nearby Properties - Reference Photographs



601 Park Street – East/Park Street



532 Park Street – West/Park Street



534 Park Street – West/Park Street



532 Park Street. – North/Park Street



616 Park Street – Southwest View



534 Park Street – North/Farish Street

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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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Main House – Reference Photographs

NORTH ELEVATION



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Main House – Reference Photographs

SOUTH ELEVATION



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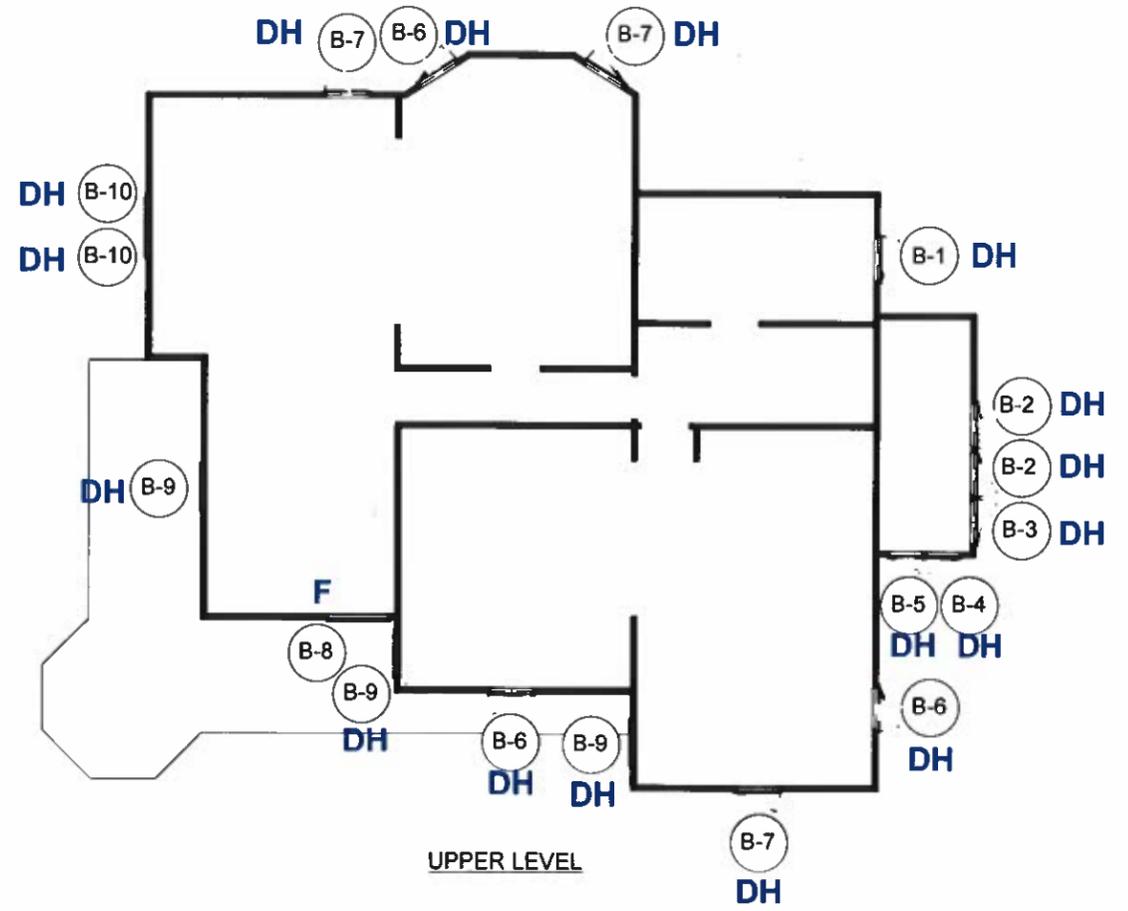
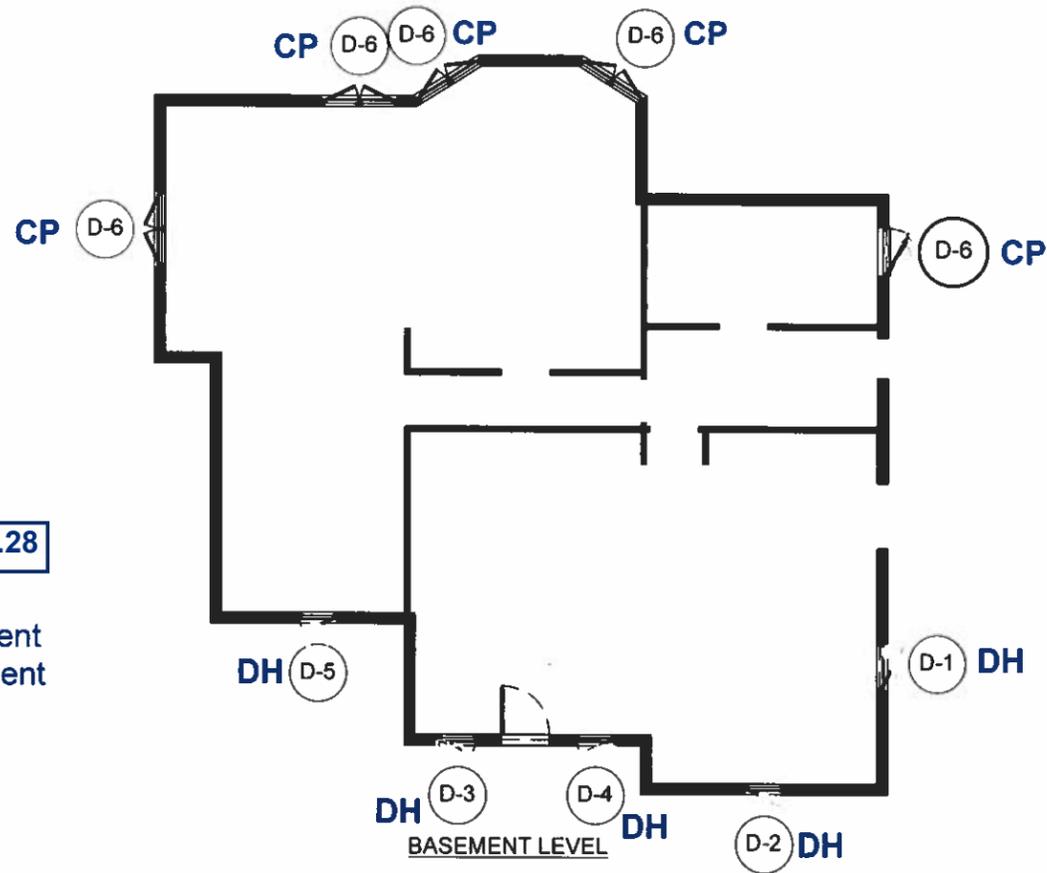
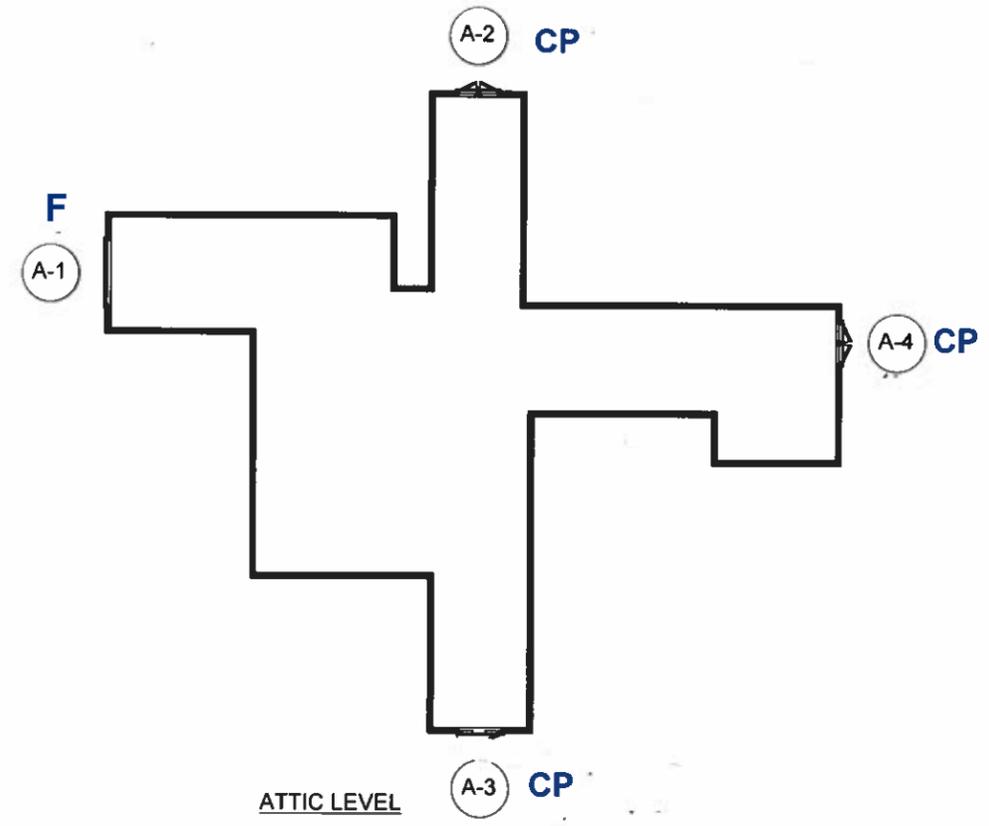
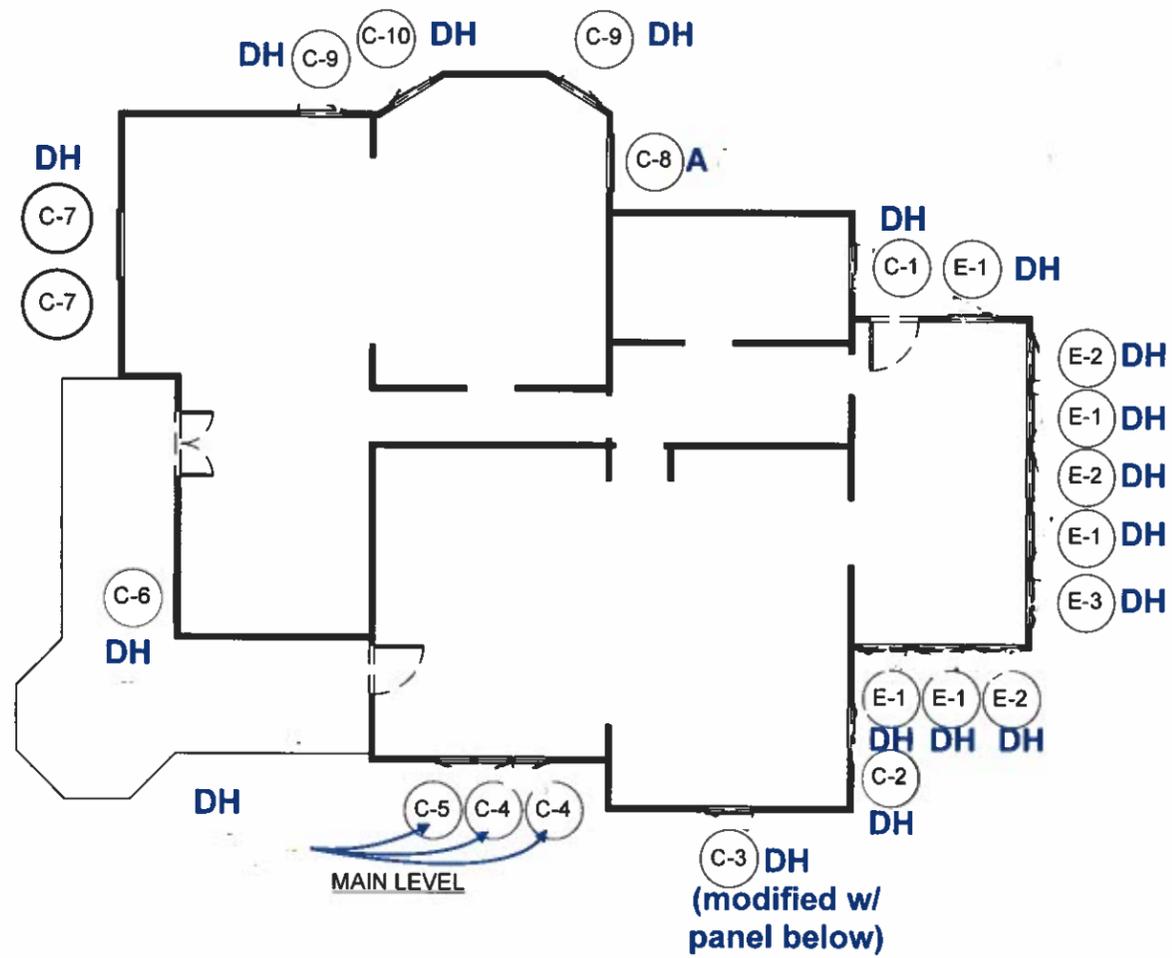
MARYLAND VIRGINIA WASHINGTON DC

LANDMARK



SURVEY

IDENTIFICATION	BASE DATA
<p>Street Address: 540 Park Street Map and Parcel: 52-183 Census Tract & Block: 3-405 Present Owner: Mr. Paul Mustard Address: 540 Park Street Present Use: Residence & Apartments Original Owner: Maphis family Original Use: Residence</p>	<p>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</p>
<h3 data-bbox="657 751 998 781">ARCHITECTURAL DESCRIPTION</h3> <p data-bbox="397 787 1258 903">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 craftsman of some repute.</p>	
<h3 data-bbox="657 1018 950 1050">HISTORICAL DESCRIPTION</h3> <p data-bbox="397 1060 1258 1144">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 Thomms 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.</p>	
	
<h3 data-bbox="511 1501 641 1528">CONDITIONS</h3> <p data-bbox="503 1549 568 1570">Average</p>	<h3 data-bbox="990 1512 1088 1539">SOURCES</h3> <p data-bbox="950 1543 1088 1575">Miss Helen Duke City Records</p>



LEGEND - 2025.05.28

- A = awning
- CS = single casement
- CP = paired casement
- DH = double hung
- F = fixed
- H = hopper

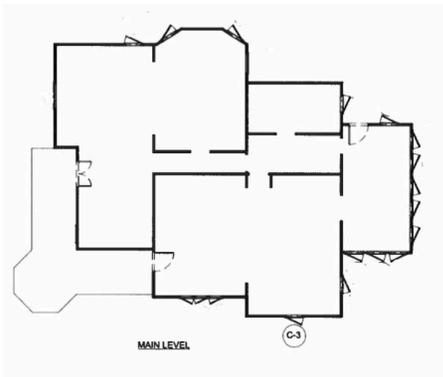
ILEX® CONSTRUCTION, INC.

540 Park Street

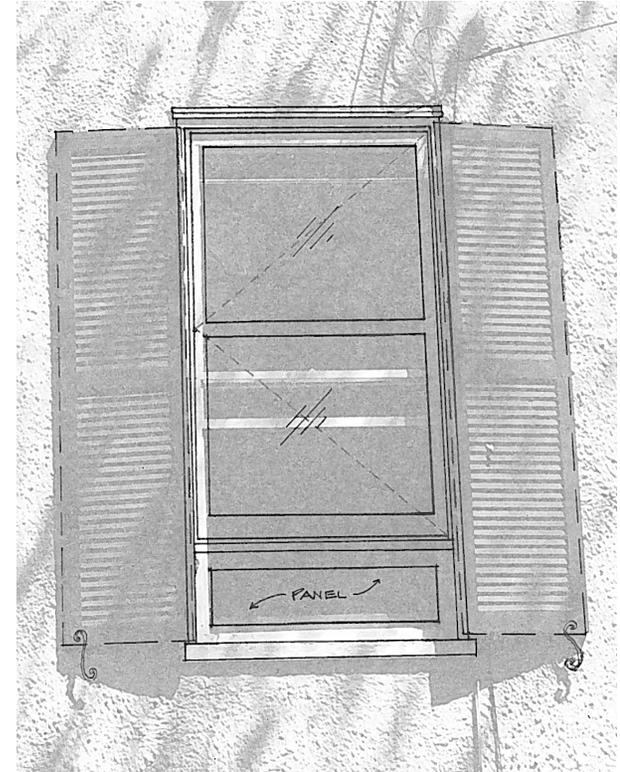
Main House – Window Photographs
SOUTH ELEVATION MAIN LEVEL WINDOW – C-3



Exterior View Window C-3



Existing



Proposed

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

MARYLAND VIRGINIA WASHINGTON DC

Products Summary

Item : 100-1 **Quantity :** 1
Location : C-7 Office

Frame Size : 55" X 81.50001"
Ext. Casing : 55" X 81.50001"

Item : 200-1 **Quantity :** 1
Location : C-6 Front stairs

Frame Size : 42" X 66"
Ext. Casing : 42" X 66"

Item : 300-1 **Quantity :** 1
Location : C4 & C-5 Family Rm

Frame Size : 88.875" X 51.5"
Ext. Casing : 88.875" X 51.5"

Item : 400-1 **Quantity :** 1
Location : C3 - Kitchen shortened - right side

Frame Size : 42" X 66"
Ext. Casing : 42" X 66"

Item : 500-1 **Quantity :** 1
Location : C-2 Kitchen rear

Frame Size : 37.25" X 81.50001"
Ext. Casing : 37.25" X 81.50001"

Item : 600-1 **Quantity :** 8
Location : E1,E2, E2 Dining Room

Frame Size : 35.5" X 76"
Ext. Casing : 35.5" X 76"

Item : 700-1 **Quantity :** 1
Location : E1 tempered near door Dining Room

Frame Size : 35.5" X 76"
Ext. Casing : 35.5" X 76"

Item : 800-1 **Quantity :** 1
Location : C-1 Pantry rear

Frame Size : 38" X 81.50001"
Ext. Casing : 38" X 81.50001"

Item : 900-1 **Quantity :** 1
Location : C-8 Living Room

Frame Size : 45" X 27"
Ext. Casing : 45" X 27"

Item : 1000-1 **Quantity :** 3
Location : C-9 & C-10 Office / Living Room left side

Frame Size : 42" X 81.50001"
Ext. Casing : 42" X 81.50001"

Item : 1100-1 **Quantity :** 1
Location : B-10 Bedroom 204

Frame Size : 56.5" X 77"
Ext. Casing : 56.5" X 77"

Item : 1200-1 **Quantity :** 1
Location : B-8 DH fixed transom Stairs right side

Frame Size : 50" X 32"
Ext. Casing : 50" X 32"

Item : 1300-1 **Quantity :** 3
Location : B9 Closet 201, Mster Bed, Mstr closet

Frame Size : 42.5" X 77"
Ext. Casing : 42.5" X 77"

Item : 1400-1 **Quantity :** 2
Location : B6 Master Bedrm, Master Closet

Frame Size : 42.5" X 77.5"
Ext. Casing : 42.5" X 77.5"

Item : 1500-1 **Quantity :** 1
Location : B7 Master Closet

Frame Size : 42.5" X 77.5"
Ext. Casing : 42.5" X 77.5"

Item : 1600-1 **Quantity :** 2
Location : B4 & B5 Master Bath tempered

Frame Size : 28.75" X 64"
Ext. Casing : 28.75" X 64"

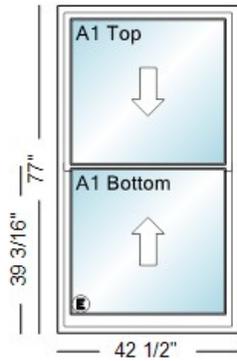
Item : 1700-1 **Quantity :** 3
Location : B2 & B3 Master Bath tempered

Frame Size : 38.75" X 64"
Ext. Casing : 38.75" X 64"

Item : 1800-1 **Quantity :** 1
Location : B1 Bath 206 tempered

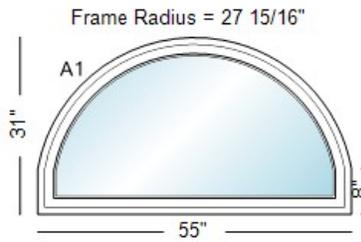
Frame Size : 35.5" X 80.5"
Ext. Casing : 35.5" X 80.5"

Item : 1900-1 **Quantity :** 3
Location : B6 & B7 Bed Room #204 & 205
left side



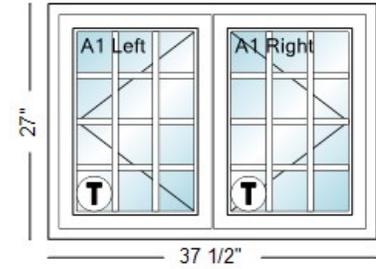
Frame Size : 42.5" X 77"
Ext. Casing : 42.5" X 77"

Item : 2000-1 **Quantity :** 1
Location : A-1 Attic front Fixed sash non-operable



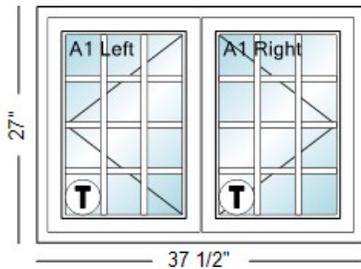
Frame Size : 55" X 31"
Ext. Casing : 55" X 31"

Item : 2100-1 **Quantity :** 1
Location : A-2 Attic Bath - tempered



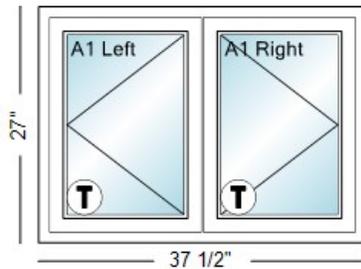
Frame Size : 37.5" X 27"
Ext. Casing : 37.5" X 27"

Item : 2200-1 **Quantity :** 1
Location : A-3 Attic Bed rm 300-tempered



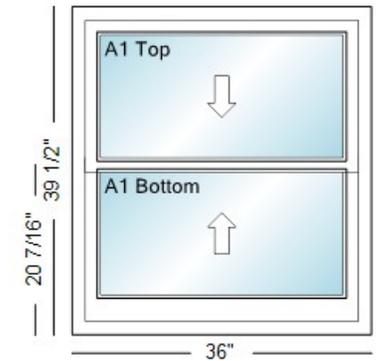
Frame Size : 37.5" X 27"
Ext. Casing : 37.5" X 27"

Item : 2300-1 **Quantity :** 1
Location : A-4 Attic rear stairs - tempered



Frame Size : 37.5" X 27"
Ext. Casing : 37.5" X 27"

Item : 2400-1 **Quantity :** 1
Location : D1 Basement Bed #005 rear



Frame Size : 36" X 39.5"
Ext. Casing : 36" X 39.5"

Item : 2500-1 **Quantity :** 1
Location : D2 Bsmt Bed #005 right side

Frame Size : 37.5" X 51"
Ext. Casing : 37.5" X 51"

Item : 2600-1 **Quantity :** 2
Location : D-3 & D-4 Bsmt Living Rm right side

Frame Size : 29" X 51"
Ext. Casing : 29" X 51"

Item : 2700-1 **Quantity :** 1
Location : D-5 Bsmt Bed Rm #001 right side

Frame Size : 29.5" X 53"
Ext. Casing : 29.5" X 53"

Item : 2800-1 **Quantity :** 1
Location : D6 - Finished Basement front

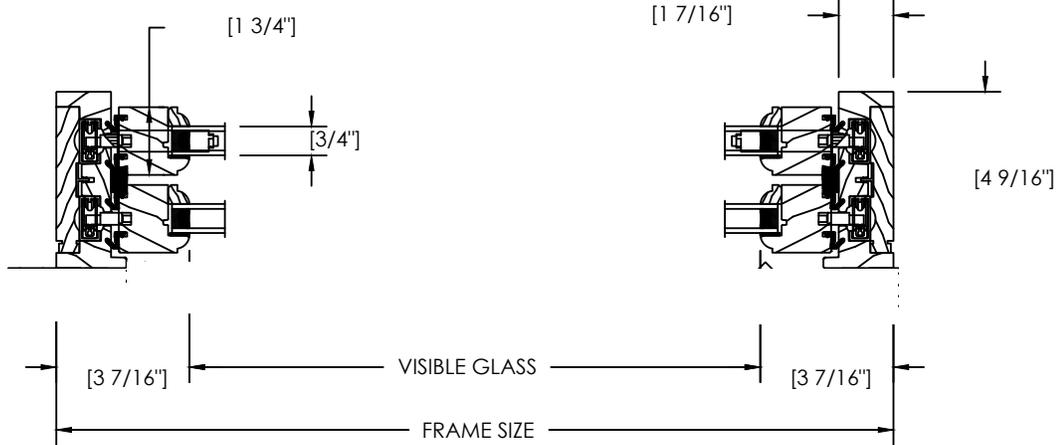
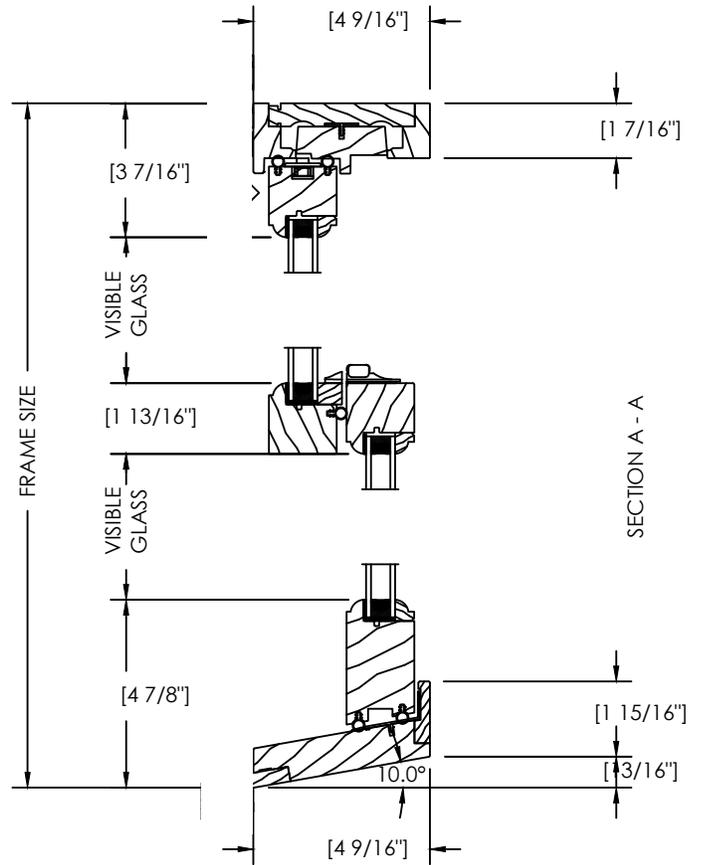
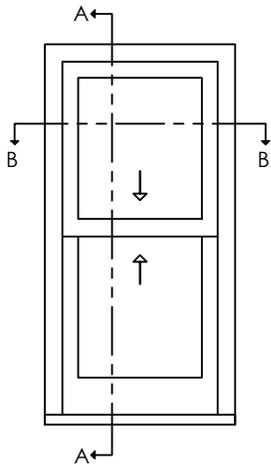
Frame Size : 54" X 35"
Ext. Casing : 54" X 35"

Item : 2900-1 **Quantity :** 4
Location : D6 - Finished Basement left side & Mech room

Frame Size : 40" X 40"
Ext. Casing : 40" X 40"

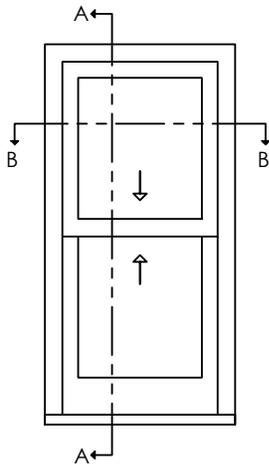
Total Quantity : 50 * Includes Nic-Nac quantities

WOOD H-100 HUNG (1 3/4" SASH, 4 9/16" FRAME)

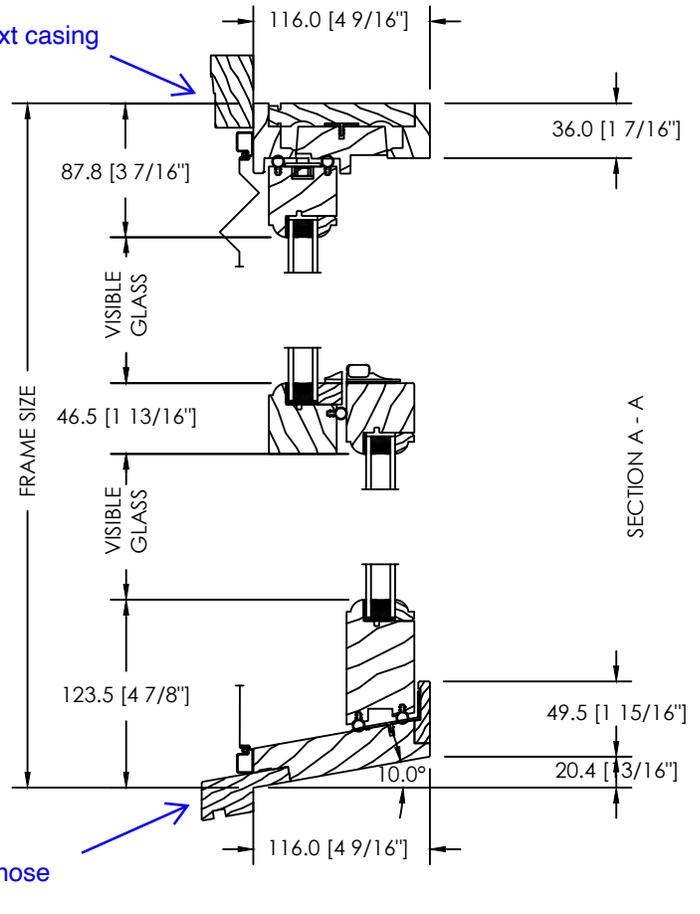


SECTION B - B

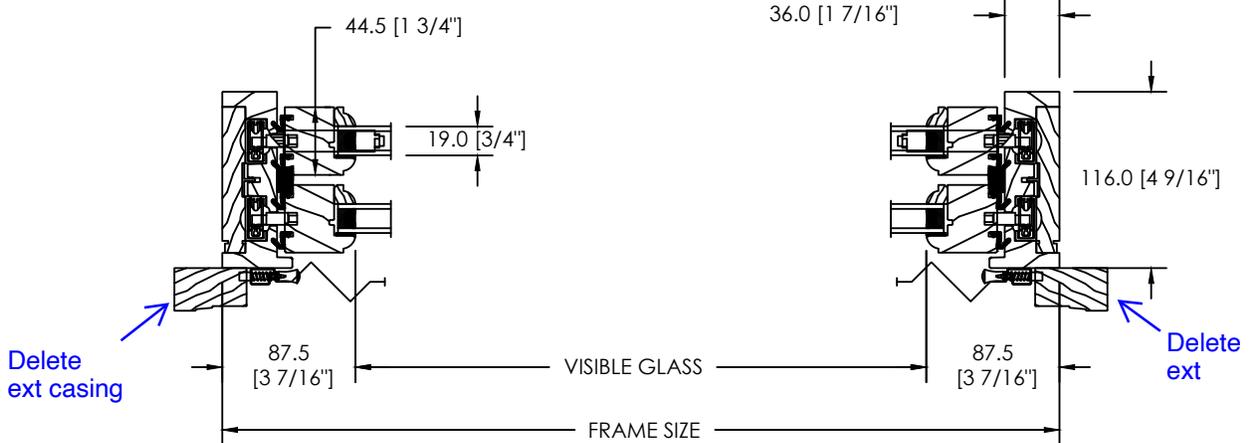
WOOD H-100 HUNG (1 3/4" SASH, 4 9/16" FRAME)



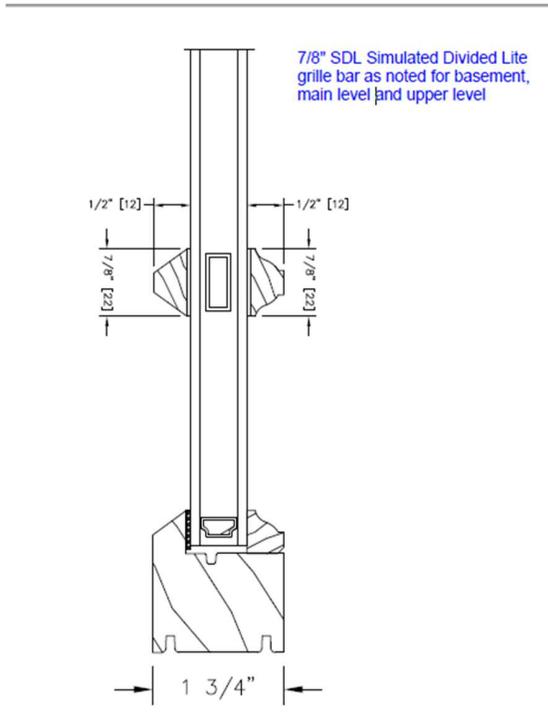
Delete ext casing



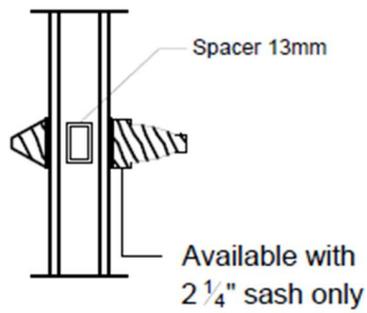
Delete sill nose extension



SDL Simulated Divided Lite 7/8" Bars at lower 3 floors



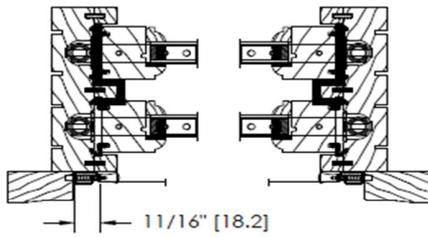
SDL grille bar profile for attic level French Push Out Casements



SDL 16mm [5/8"]
Putty glaze Ext / Hudson Int

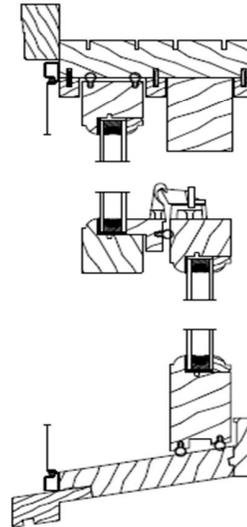
Screen options for Double hungs and French push-out casement

WOOD XL-100 HUNG SCREEN OPTIONS



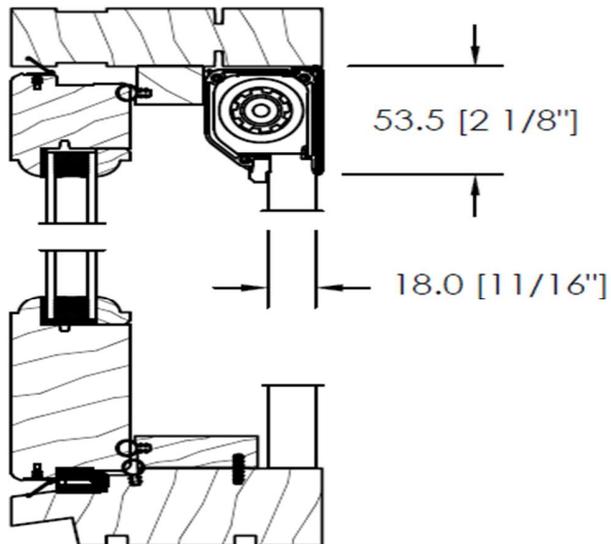
***IF 3" FLUSH EXTERIOR EXTENSION,
THE SCREEN DIMENSIONS WILL BE CHANGE***

STANDARD SCREEN

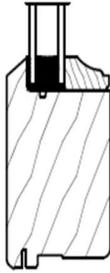


Hollow aluminum roll-formed
color matched frame, fiberglass mesh

Retractable screen on French casement

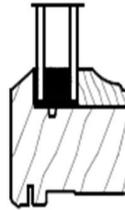


Wide bottom
rail for basement
level French
Push Out
Casments



PUTTY GLAZE SASH & DAVIS
GLASS STOP - WIDE BOTTOM RAIL

Narrow sash profile for Attic level
Push-out French Casements



PUTTY GLAZE SASH &
DAVIS GLASS STOP