

Certificate of Appropriateness Application

BAR # HST26-0013

408 Park Street; TMP 530117000

North Downtown ADC District

Owner: RAF 408 LLC

Applicant: Preston Hutter

Project: Removal of exterior stairs at side entrance.

Mr. Hutter,

The CoA for the above referenced project was approved by the City of Charlottesville Board of Architectural Review on April 21, 2026. The following action was taken:

Ms. Lewis moved to approve items one (1) and three (3) on the Consent Agenda, which resulted in approval of the following motion:

Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find the proposed stair removal at 408 Park Street satisfies the BAR's criteria and is compatible with this property and other properties in this ADC District, and that the BAR approves the application as submitted.

The motion was seconded by Mr. Timmerman and passed 7-0.

For specifics of the discussion, see the Board of Architectural Review's YouTube channel: <https://youtu.be/BEqHRgUH1mo>

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 do not hesitate to contact me.

Sincerely,
Kate



Kate Richardson
Historic Preservation & Design Planner
Neighborhood Development Services
City of Charlottesville
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**City of Charlottesville
Board of Architectural Review
Staff Report
April 21, 2026**



Certificate of Appropriateness Application

BAR # HST26-0013
408 Park Street; TMP 530117000
North Downtown ADC District
Owner: RAP 408 LLC
Applicant: Preston Hutter
Project: Removal of exterior stairs at side entrance.



Background

Year Built: c.1854; north bay c.1923
District: North Downtown ADC District
Status: Contributing

“The Tower House” is a unique example of an Italianate, Pilastered-style façade, featuring prominent scrolled brackets along the cornice and a double arched window at the uppermost level of the tower. The north portion of the building was constructed after 1923, utilizing the foundations of a previous veranda. [Historical survey attached.]

Prior BAR Reviews

[July 17, 2014](#) – Administrative approval for tax credit work: roof replacement; rehabilitation.
[August 18, 2015](#) – CoA for curbing replacement and site work.
[September 3, 2015](#) - Staff approved revisions to the August 15, 2015 CoA.

Application

- Applicant submittals:
 - 408 Park Street – BAR Application April 2026, 13 pages.

Request CoA for removal of non-contributing cement stairs at the side entrance on the north elevation.

Discussion and Recommendations

The stairs on the north side of the house are no longer utilized as an entrance by the current owner/occupants. As this portion of the structure was constructed sometime after 1923, the concrete staircase, entrance stoop, and railings are not associated with the historic core. The doorway itself is no longer serviceable from the interior and has been walled off for conversion to storage space. Removal of the staircase would improve access along the walkway between the front entrances of the building and its rear parking area.

Only the staircase and its metal handrail are to be removed. The raised stoop, its support piers, and metal perimeter railing will remain. (See images below.) Where the stairs meet the concrete path there is a change in grade; an approximate 6” step will be revealed across the walkway at this location. Where the staircase interacts with the brick façade, repairs will be made as necessary to maintain the exterior in good condition. There are no changes proposed to the window at the basement level.



Staff recommends approval and requests the applicant pay particular attention to protecting the north elevation during demolition of the staircase to ensure no damage to the bricks or basement window occurs.

Suggested Motions

Approval [with approval of the consent agenda]: Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find the proposed stair removal at 408 Park Street satisfies the BAR’s criteria and is 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...]

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:
 - i. Along the Downtown Mall, the BAR may limit story height to within 2 stories of the prevailing story height of the block;
 - ii. In all other areas subject to review, the BAR may reduce the allowed height by no more than 2 stories; and
 - iii. The BAR may require upper story setbacks of up to 25’.

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.

Links to ADC District Design Guidelines

[Chapter 1 Introduction \(Part 1\)](#)

[Chapter 1 Introduction \(Part 2\)](#)

[Chapter 2 Site Design and Elements](#)

[Chapter 3 New Construction and Additions](#)

[Chapter 4 Rehabilitation](#)

[Chapter 5 Signs, Awnings, Vending, and Cafes](#)

[Chapter 6 Public Improvements](#)

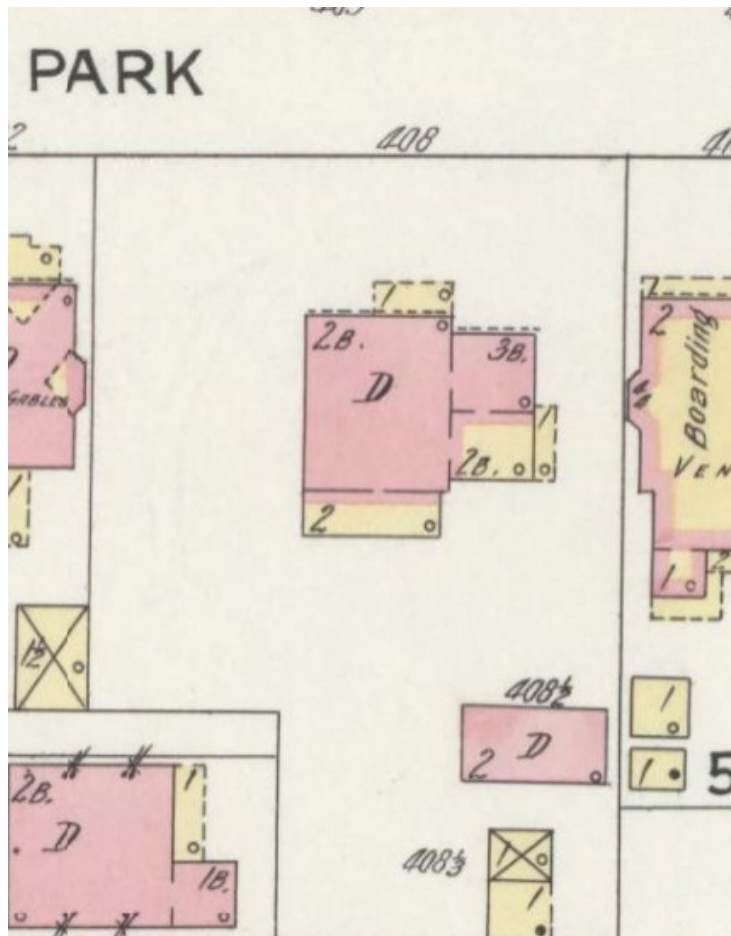
[Chapter 7 Demolition and Moving](#)

APPENDIX

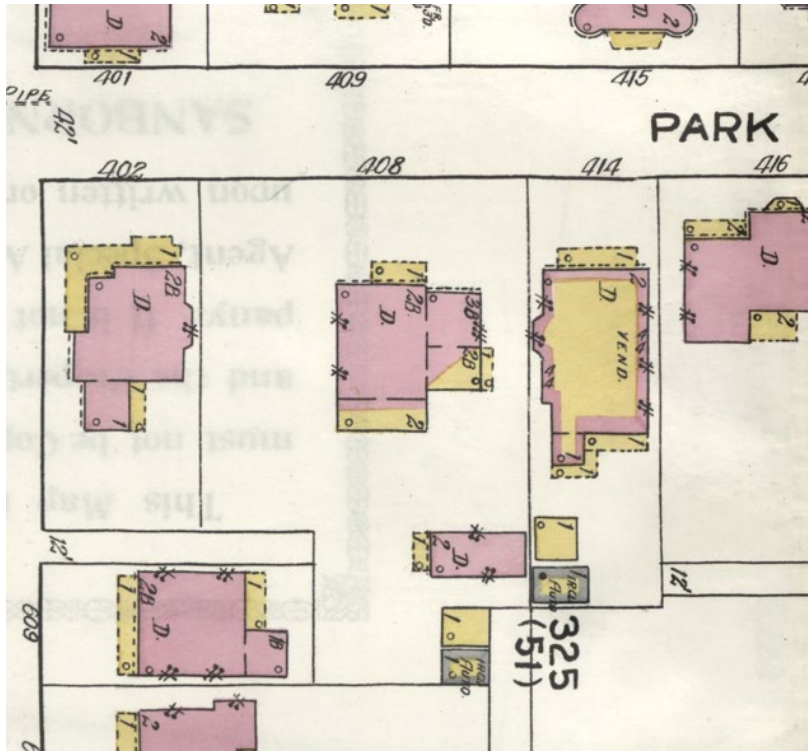
Sanborn Map Evidence

This series of Sanborn Maps from 1913 onwards corroborates statements from the historical survey regarding alterations to the historic core after 1923, in particular the addition of the northern bay.

1913 Sanborn Map (prior to addition of north bay)



1920 Sanborn Map (no change from 1913)



1965 Sanborn map (Alteration/additions in place)



LANDMARK



SURVEY

IDENTIFICATION

Street Address: 408 Park Street
Map and Parcel: 53-117
Census Tract & Block: 3-419
Present Owner: United Virginia Bank
Address:
Present Use: Six Apartments
Original Owner: John Wood
Original Use: Residence

BASE DATA

Historic Name: "The Tower House"
Date/Period: 1854-1861
Style: Italianate
Height to Cornice: 23.5
Height in Stories: 2 with a 3 story tower
Present Zoning: B-1
Land Area (sq.ft.): 82 x 142
Assessed Value (land + imp.): 11,840 + 8740 = 20,630

ARCHITECTURAL DESCRIPTION

This structure is an important example of the "Pilastered Style" done in the Italianate mode. The Italian style is expressed with the tower or campanile, the heavy scrolled brackets at the cornice, and the double circular headed windows at the third level of the tower. The building is of brick, laid in common bond; six over six windows, with much of the original glazing. The bay which connects with the north side of the tower was built on the foundations of an earlier veranda by E. G. Haden, who bought the house in 1923. Much of the interior fabric (i.e. doors, baseboards, mantels, and staircases) remain intact.

HISTORICAL DESCRIPTION

The lot was sold to John Wood by George Carr in 1854 (ACDB 59, P 533) and the house was probably built shortly thereafter. It is known to have been standing during the Civil War, and it is one of the three structures claiming to have been General Sheridan's headquarters during his raid of March 306, 1867 (Recollections p. 37). Wood sold the house in 1883 to Emma Moore (ACDB 82-97), who in turn sold the property to W. R. Dubose in 1892 (DB 3-335). The house has been sold six times since 1898, the last time being in 1943. Deed references: 13-229, 16-364, 29-194, 41-475, 84-131, 113-322.



CONDITIONS

Good

SOURCES

Alexander's Recollections, 1963 edition
City and County Records
Mrs. George Gilmer

Street Address: 408 Park
 Map & Parcel: 53-117
 Census Tract & Block:
 Present Owner: George Gilmer
 Address:
 Present Use: apt. 6apts 23 rooms
 Original Owner: John Wood
 Original Use: residence

Historic Name: Tavern House
 Date/Period: c. ~~1854~~ 1854-1861
 Style: Bracketed / Italian / Plastered
 Height to Cornice: 23.5
 Height to Stories: 2 w/ 3 story tower
 Present Zoning: B
 Land Area (sq. ft.): 82 x 142
 Assessed Value (land+imp)
 9,210 + 5,460 = 14,670

Architectural Description

Plastered - bricks in common bond

1 bay - town - 3 bay -
 additional: Bracketed cornice

6/6 windows - entrance porch not original
 left section rebuilt (?)
 double cor. headed window tower -

1943 - Ge. Gilmer purchase historic description
 Sheelans HQ.

2656 sq. ft. / story

Name of Persons Interviewed:

408-10 PARK Trust 113-324-1943
S.J. Michie -

W.O. Haden ¹⁹⁴³ - sell sisters prop. for estate
1934 = 84, 131

Lizzie purchase property from estate E.G. Haden

41-475 E.G. Haden from Virginia & Ruth Hawes 1922
plat = DB 9-231 29-194

Julie Hawes Hill give to Va. Hawes

1905 - Va. Hawes from Ida A. Saltzman 16-364
Saltzman from W.R. Dubose 1902 (13-229)
Property sold by A.P. Bibb

TAX book - Mrs. Va. S. Hawes - improvements
1,000 + 3,500

Emma M. Moore to W. Dubose 3 - p. 335 1893-83

John Wood to Moore 1883 & lot A.C. 82-97

George Can for John Wood 1854-1883
1861 sale 1854 standing during

John Woodward - Ge. 295-4138
611 - John Moore -
Ge. 6-1938
Wood bought land
Dr. Ge. Gilmer - second
Dr. Thomas Walker's daughter
1777 - Fern Park - Sterling
A. Bond - 408-

Street Address: 408 Park St.

Map & Parcel: 53-117

Census Tract & Block:

Present Owner:

Address:

Present Use:

Original Owner:

Original Use: **was II. neworked by Mrs. Gilmer-**

Historic Name: **Tower House**

Date/Period:

Style: **Italianate**

Height to Cornice: **23.5**

Height to Stories:

Present Zoning: **B-OFFICE**

Land Area (sq. ft.):

Assessed Value (land+imp)

Frame - porch - Kitchen brick basement - Historic Description

Porch had fluted columns and brackets at Farmington - Mrs. Gilmer put brick piers

Stair way - handsome brackets

brick partition walls - moulding - later recessed dis-

mantles - pilaster

dining room - cabinets by door & chimney

high-heavy baseboard -

Had deep cornice - Curved stair now enclosed - wave motif 1850's style

Dining room in basement - step down to kit. - was apt. for Mayor Haden

Porch around House - Haden ~~live~~ build on top of it -

basement here -

Was stable where garage was

They went to house -

Mayor Haden - add other side - Historic Description

John Wood - uncle of Wood lawyers - move to Spring Hill - Fishburne House

Jerry Haden

Dr. Dan Haden

Max Smith's wife granddaughter

Haden live here because ~~best~~ other need repair.

No. 408 PARK ST.

Name "TOWER HOUSE"

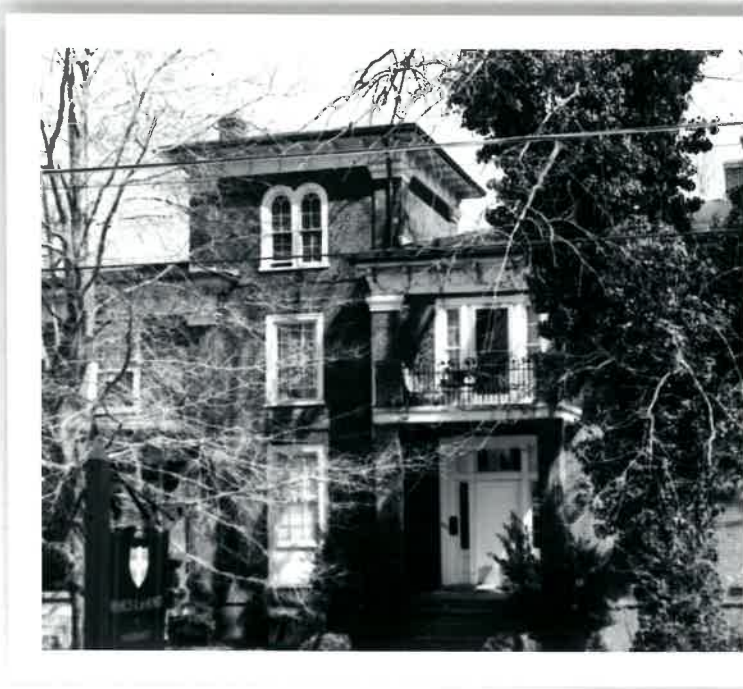
Order 53-117

Remarks

Retouched 105

Order Finished AUG 1974

Reorder



No. 408 PARK ST.
Name "TOWER HOUSE"
Order 53-117
Remarks _____
Retouched 106
Order Finished ADQ, 1974
Reorder _____

p. 126
Towers in
126(R.)

106
TOWER HOUSE
408 PARK ST.
ADQ 1974
SOUTH CORNER

106
TOWER HOUSE
408 PARK ST.
ADQ 1974
VENT GRATE

408 PARK ST

408 Park Street - BAR Application April 2026



North Elevation - existing conditions





Stairway to be removed
(street view)



Attachment points
to be repaired





Attachment points
to be repaired

Existing Railing



Step to be completed

Basement window to the right of the stairs.











