

Certificate of Appropriateness Application

BAR # 26-0016

110 3rd Street, NE; TMP 330222000

Downtown ADC District

Owner/Applicant: Steve Barber / Dunbar, Milby & Williams

Project: Window replacements

Mr. Barber,

The CoA for the above referenced project was approved by the City of Charlottesville Board of Architectural Review on May 19, 2026. The following action was taken:

Mr. Zehmer made the following motion:

Having considered the standards set forth within the City Code, including the City's ADC District Design Guidelines, I move to find that the proposed window replacements at 110 3rd Street NE satisfy the BAR's criteria and are compatible with this property and other properties in the District, and that the BAR approves the application with the clarification that the movable casement windows on the front facade depicted in the rendering provided by the applicant at this meeting are what is approved [and the rendering included in the BAR record].

The motion was seconded by Ms. Lewis 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
434.970.3515 | richardsonka@charlottesville.gov

**City of Charlottesville
Board of Architectural Review
Staff Report
May 19, 2026**



Certificate of Appropriateness

BAR # HST26-0016
110-114 3rd Street NE; TMP 30222000
Downtown ADC District
Owner/Applicant: Steve Barber/Dunbar, Milby & Williams
Project: Window replacements



Background

Year Built: c. 1940-1950
District: Downtown ADC District
Status: Contributing

Two-story commercial brick building in the International Style. The city Sanborn Maps show this lot as vacant from 1886 - 1920. [Historical survey attached.]

Prior BAR Reviews

January 27, 1992- CoA approved for installation of wrought-iron gate at the alley of 112 3rd St. NE

Application

- Submittal April 23, 2026: Window images, 5 pages.
- *DMWPV Office Floor Plan*, 2 pages, including Pella Reserve window details.

CoA application to replace all upper-level windows.

Discussion

Photographs provided by the application show varying levels of age and deterioration, and staff cannot confirm whether the windows are irreparable. The applicant states they will match the light layout at each location and retain the existing steel frames. The selected window is the Pella Reserve series with square mullions.

BAR should discuss if replacement of the windows would be appropriate for this property and this ADC District. In reference to Ch. 4.C.8 of the Design Guidelines, “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.” In the past we’ve encouraged applicants to consider this recommendation as an alternative to replacing all the windows.

Staff Recommendation

A rigid application of the guidelines would recommend repair in lieu of replacement, however the BAR has recently approved window replacements for 20th-century buildings.

Staff does not recommend replacement of the windows on the primary façade, and suggests the applicant consider repair and reglazing of the existing frames. However, replacements at the side and rear elevations of the second floor may be appropriate.

Suggested motion

Approval: Having considered the standards set forth within the City Code, including City’s ADC District Design Guidelines, I move to find that the proposed window replacements at 110 3rd Street NE satisfy the BAR’s criteria and are compatible with this property and other properties in the District, and that the BAR approves the application as submitted.

*Or, excluding replacement of windows on the primary façade[...]
And/or, with the following conditions: [...]*

Denial: 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 110 3rd Street NE do not satisfy the BAR’s criteria and are not compatible with this property and other properties in the District, and that for the following reasons the BAR denies the application as submitted...

Criteria, Standards, and Guidelines

Review Criteria Generally

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.”

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 ADC District 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

NDS Photographs, April 2026









VIRGINIA HISTORIC LANDMARKS COMMISSION

File no. 104-72B
Negative no(s). 513-21

SURVEY FORM

| | |
|--|---|
| Historic name County/Town/City <u>ALBEMARLE / CHARLOTTESVILLE</u> Street address or route number <u>110-114 3RD ST. N.E. DUNBAR, MILBY, WILLIAMS, ENG.</u> USGS Quad <u>CHARLOTTESVILLE EAST, VA.</u> Original owner Original use Present owner Present owner address Present use Acreage | Common name <u>CAR MICHAEL SHOE REPAIR</u> <u>S. E. DARNEL, ARCH.</u> Date or period <u>1940-1950</u> Architect/builder/craftsmen Source of name Source of date Stories Foundation and wall const'n Roof type |
|--|---|

State condition of structure and environs

State potential threats to structure
 Note any archaeological interest

Should be investigated for possible register potential? yes ___ no

Architectural description (Note significant features of plan, structural system and interior and exterior decoration, taking care to point out aspects not visible or clear from photographs. Explain nature and period of all alterations and additions. List any outbuildings and their approximate ages, cemeteries, etc.)

(stretch)
 BRICK - ~~AMERICAN~~ BOND; 2 STORIES; FLAT ROOF; 2 BAYS;
 "INTERNATIONAL"; ENTRANCE - ONE AT EACH BAY; FLATE GLASS
 WINDOWS - 1ST - RIBBON WINDOWS - 2ND;

Interior inspected? YES

Historical significance (Chain of title; individuals, families, events, etc., associated with the property.)



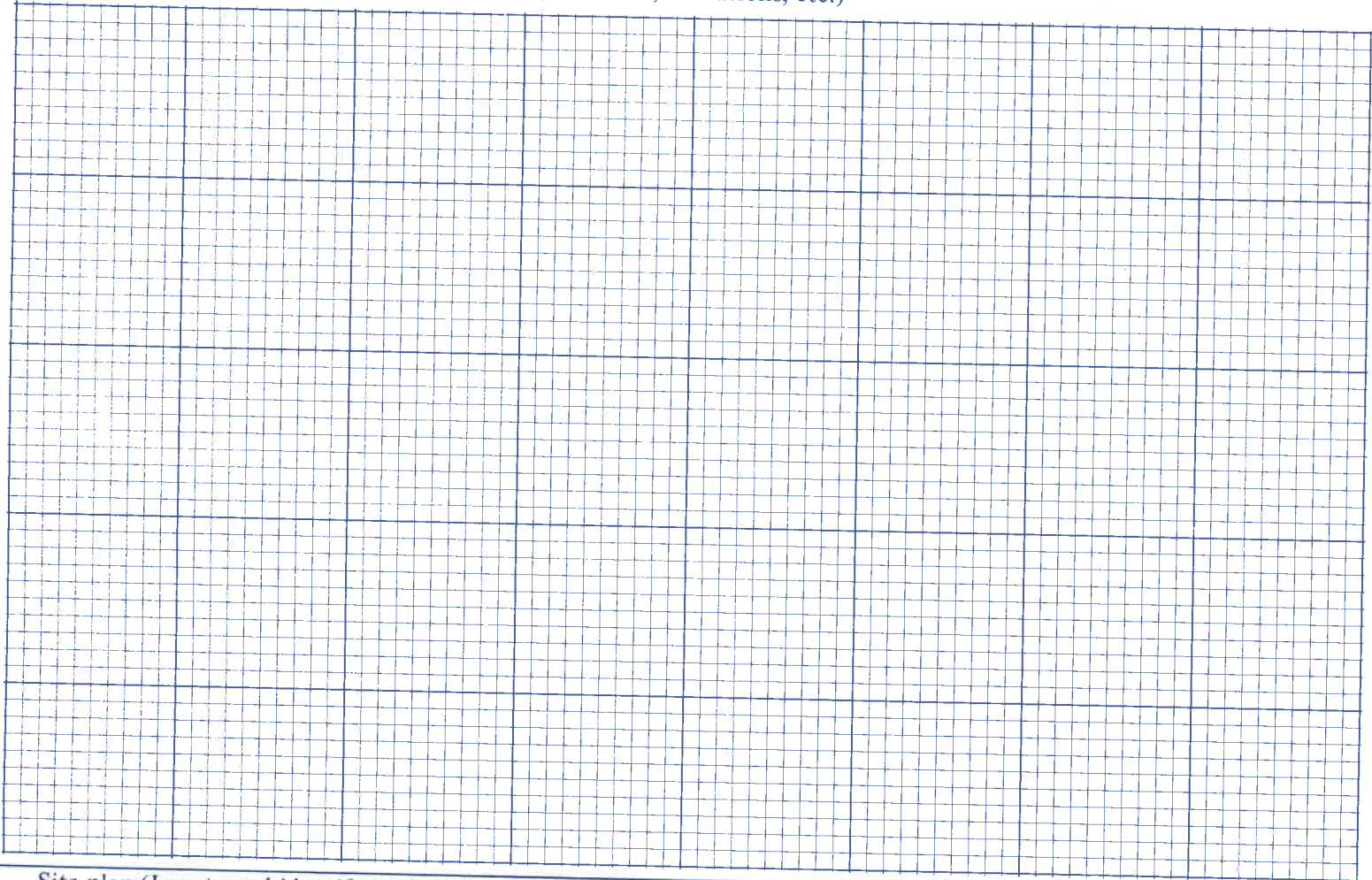
SANBORN MAP!
 886 VALANT LOT
 891 SAME
 907 VALANT
 920 SAME

Sources and bibliography
Published sources (Books, articles, etc., with bibliographic data.)


Primary sources (Manuscript documentary or graphic materials; give location.)

Names and addresses of persons interviewed

Plan (Indicate locations of rooms, doorways, windows, alterations, etc.)



Site plan (Locate and identify outbuildings, dependencies and significant topographical features.)



Name, address and title of recorder

CLAIRE WELCH

Date

2/80

PRIMARY PROPOSAL

Matching Light Layout

The primary proposal replaces the existing windows in kind, maintaining the same grid pattern, number of lights, and overall proportion as the original installation.

New dark aluminum frames closely replicate the finish and visual character of the existing windows. All glazing divisions will be true divided lights or fixed exterior/interior muntins with internal spacers — no snap-in removable grilles. No modification to masonry openings is required.

- ✓ Same number, size & glazing pattern preserved
- ✓ Dark aluminum frame — matches existing finish
- ✓ No change to masonry openings



110-114 3rd Street NE
TMP: 330222000

Window Images
BAR CoA Application – May 2026



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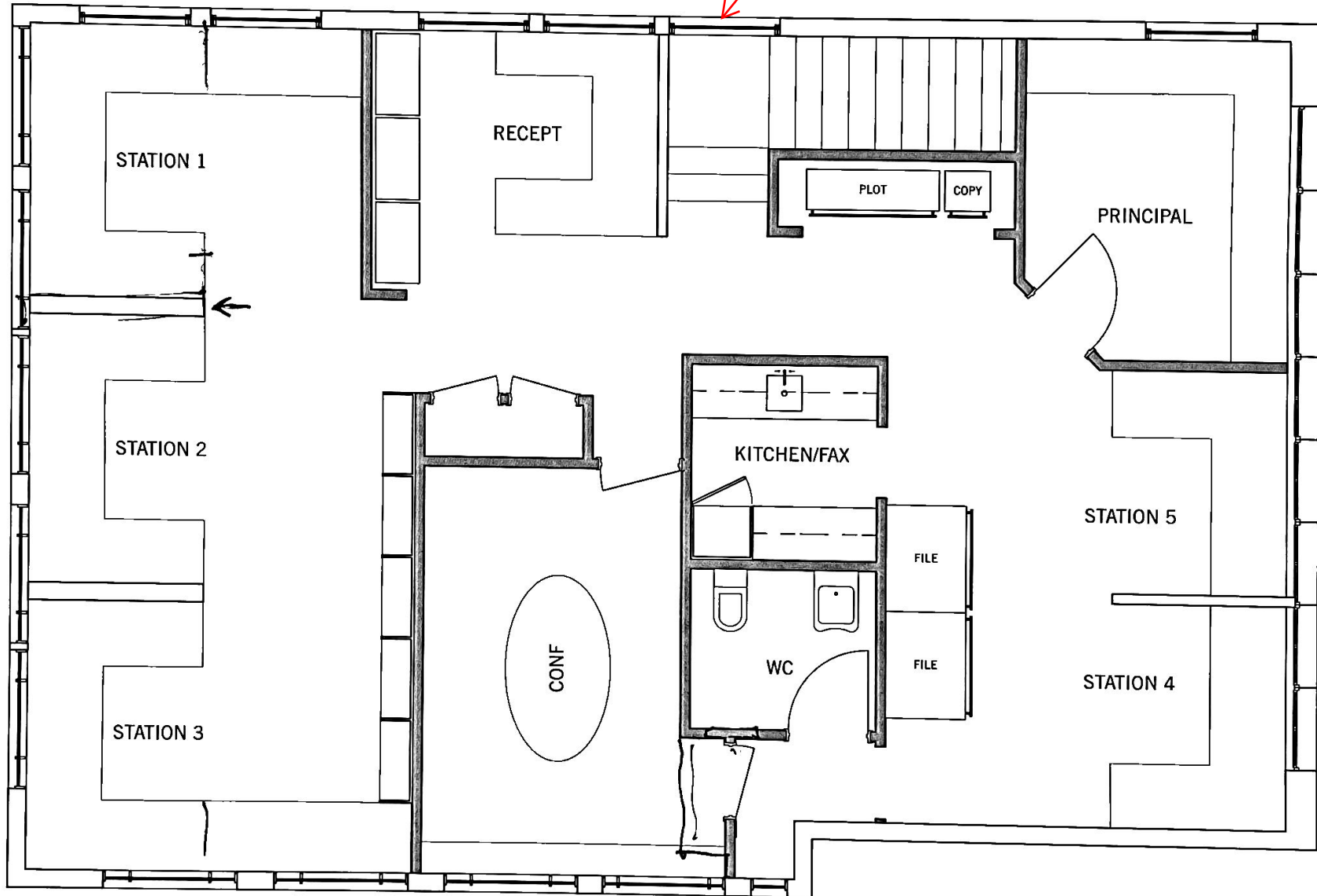




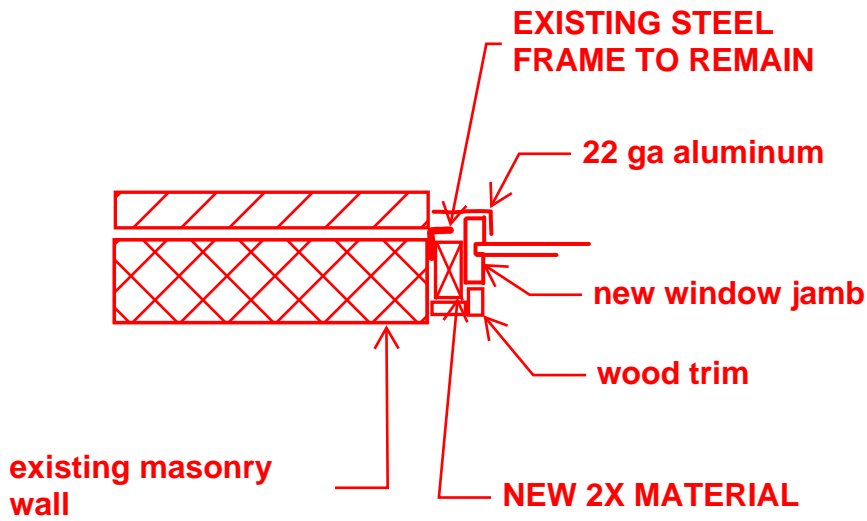
Existing windows date to the 1950's and are single pane with steel frames. Many units are inoperable with broken hardware. There are no seals. Windows leak air. Some have broken glass.

We propose a replacement with modern efficient windows that would replicate the light layout of the existing windows. Mullions will be square. Color will closely match existing color.

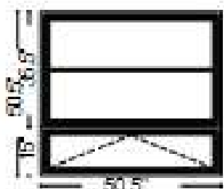
REPLACE ALL UPPER LEVEL WINDOWS WITH PELLA RESERVE SERIES WITH MATCHING LIGHT LAYOUT AT EACH LOCATION.



DMWPV OFFICE FLOOR PLAN v.3

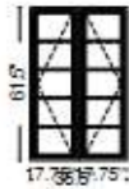


TYPICAL NEW WINDOW JAMB DETAIL WITH ALUMINUM BREAK METAL AT EXTERIOR

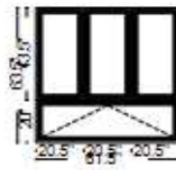


Viewed From Exterior

PK #
2227



Viewed From Exterior



Viewed From Exterior

PK #
2227

TYPICAL WINDOW TYPES (PELLA RESERVE SERIES WITH SQUARE MULLIONS)



EXAMPLE