

Meeting Minutes
City of Charlottesville
Board of Architectural Review
Work Session
March 18, 2025 5:30 PM
In-person in the Neighborhood Development Conference Room



Welcome to this public work session of the Charlottesville Board of Architectural Review. The primary goals of this session are to provide updates for BAR members regarding on-going projects and applications, as well as to discuss staff workflows for the conduction of board business.

Members Present: Ron Bailey, Roger Birle, Cheri Lewis, Jerry Rosenthal, Carl Schwarz, Kate Tabony, David Timmerman, James Zehmer

Staff Present: Jeff Werner, Kate Richardson

5:30 PM - Work Session began. (No pre-meeting discussion.)

A. Matters from Public

Genevieve Keller addressed the members to urge vigilance when considering demolition requests.

B. Consent Agenda

1. Special Use Permit Request - Recommendation to City Council

Planning #PL-25-0027

Commercial Permit #BC-25-0033

401 Ridge Street, Tax Parcel 290132000

Ridge Street ADC District

Owner: Barbara S & Alan D. Jenkins

Applicant: Andrew Jenkins

Request: Special Use Permit to allow commercial general lodging for up to 10 guest rooms. Change of permitted use only. No exterior alterations proposed.

Mr. Zehmer asked for a motion to approve the consent agenda. Mr. Schwarz so moved; Mr. Bailey seconded. Vote: 8-0

Finding of no adverse impact: Based on the information submitted addressing only the proposed use, with no alterations associated with the SUP being currently proposed to the site or to the exterior of the existing c1891 structure, I move to recommend to City Council the requested Special Use Permit for 401 Ridge Street to allow operation of a B&B will not adversely impact this property or the Ridge Street ADC District.

Furthermore, it should be understood that at any later exterior alterations at this property--with or without this SUP--will require BAR review and approval, per Chapter 34, Sections 5.2.6. and/or 5.2.7.

C. Work Session

2. Project Update

BAR # HST24-0047

1000 Wertland Street, TMP 100038000
(1010 Wertland St; 129 10th St NW; Portion of 1105 W. Main St.)
West Main Street ADC District
Owner: UVA Foundation
Applicant: Elizabeth Chapman; Grimm + Parker Architects
Project: Multi-story residential building

Ms. Chapman from Grimm + Parker Architects gave a brief introduction of the development team. **Mr. Settles** provided an overview of the project’s narrative and status.

Note: Separate two-on-one meetings were held earlier in the day with four BAR members and the development team at the Grimm + Parker office. A brief account of the work session discussion follows:

- The development team summarized the numerous limiting factors and constraints on the project, most importantly impacting unit number and square footage, which is a set parameter.
- In response to feedback from neighborhood meetings, the building’s inner courtyard was specifically designed to be a private and safe space for the community; “just for them”.
- BAR members expressed they did not see much responsiveness to their design recommendations and comments over the past year of preliminary discussions, specifically in regards to: massing, scale, and materiality.
- There was discussion that the alternating color scheme is utilized to camouflage massing, and that this strategy is not very successful. This formula is seen everywhere on similar buildings, and therefore this project could be anywhere, in any city.
- The presence of the proposed structure on the Wertland street side remains of particular concern and is generally out of step with the neighborhood and the ADC district guidelines.
- The applicant will return with another design iteration in the coming month(s).

3. Staff Consultation & Questions

Staff Documentation

a. Hyperlinks & Laserfiche (update)

The City’s IT Department is looking into purchasing additional Laserfiche licenses so that the archives for Boards and Commissions, as well as city historic surveys and other cultural documentation, can have a more stable connection for public access.

b. Minutes, Action Memos, Applicant Materials: Dissemination and Archiving.

Mr. Schwarz recommended utilizing the “*other files*” location within the Civic Clerk application for any presentation materials or late submittals pertaining to a CoA application that are not included in the official packet. This would allow for better viewing when in Council Chamber (TV monitors near the dais are not ideal),

and then those additional materials can be flagged for inclusion into the BAR archives on Laserfiche.

4. Application procedures & Workflows
 - a. Review of BAR Bylaws. (Agenda item added by staff.)

Discussion: Members expressed they were generally content with the document as is, and that it does an outstanding job of summarizing procedures. Several minor revisions and suggestions were discussed to maintain brevity and clarity, but no major revision was undertaken.

[Staff Note- March 20, 2025: **Ms. Lewis** communicated she will provide the Bylaws edits as discussed in the work session to staff.]

- b. Pre-Application Conferences

Jeff Werner: Development Code Ch. 34, 5.2.7-B.2.c requires *Pre-application Conferences* with the entire board for projects and activities that meet certain criteria (i.e.: development with projected construction costs of \$350,000 or more.) We should establish some basic requirements for what information an applicant must provide prior to this pre-application conference. And we should distinguish between what's necessary for a multi-story office building versus a two-story addition to someone's house. We should have rules for how we treat those discussions, and what's expected from the applicants. Staff has the responsibility of determining what constitutes as "complete" application but there are no precise rules to define that, so it requires judgment on my part.

Discussion:

Staff provided an overview of the current development review processes. [See appendix.]

The BAR suggested a two-step review for large-scale projects might be worth evaluation

Members agreed there should be a clear path outlined for applicants, and that staff is doing a good job of managing CoA requests, bringing applications forward, and creating informative and detailed staff reports.

Further discussion centered on what constitutes a complete application. Staff Referenced the *ADC District Guidelines, Introduction, C. Desing Review Process*. [See Appendix.]

Members directed staff to outline the review procedures and to create a checklist for applicant submittals.

Jeff Werner: For demolitions, should we establish that CoAs for significant demolitions that have subsequent CoAs for new construction will only be considered separately and not at the same meeting? Or, only after the demo CoA is resolved, including if it gets appealed?

Discussion:

General discussion on this process, and regarding the period of validity for demolition CoAs including how or why they are renewed by the Administrator (the NDS Director, or Board Staff). Staff raised the idea that perhaps any extension of a demolition CoA be brought to the board for review prior to renewal.

5. Certified Local Government Training Requirements

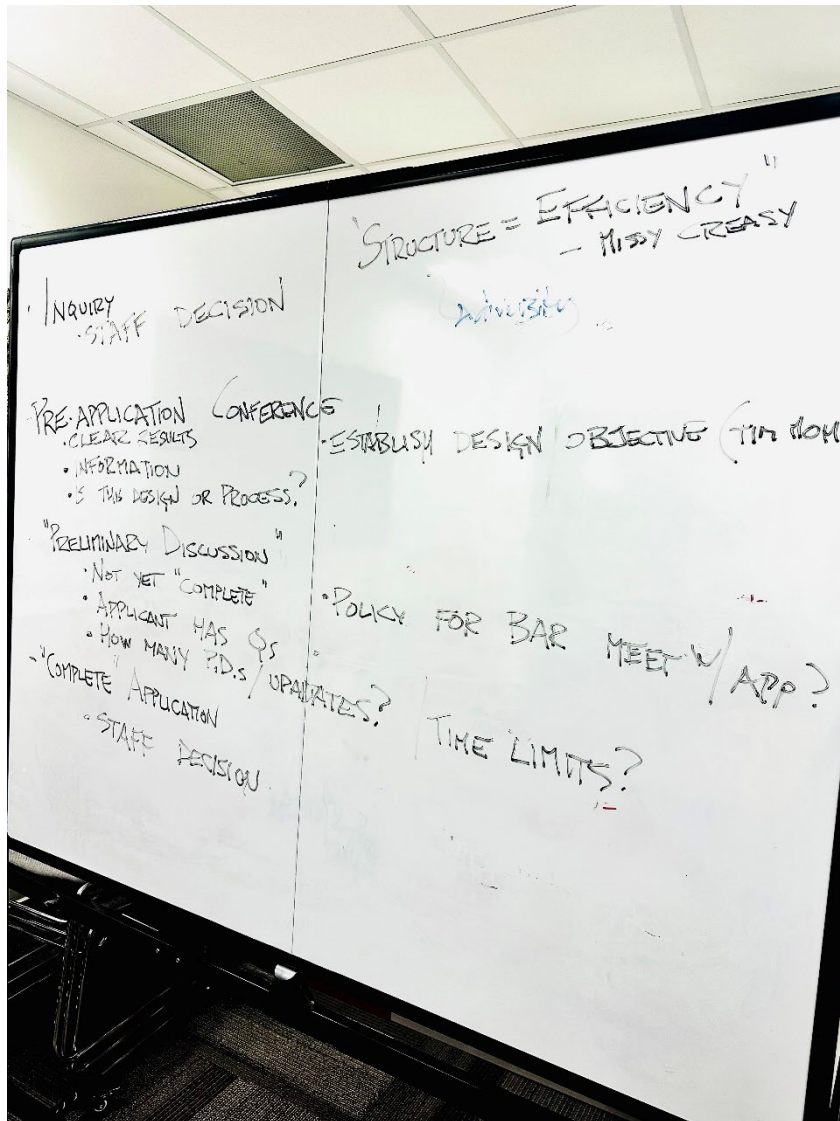
Members fulfilled a portion of their CLG training by participating in this work session regarding the BAR review process.

D. Adjourn

The meeting was adjourned at 7:56 PM.

Appendix:

Development Review Process – work session whiteboard (image)



C. DESIGN REVIEW PROCESS

Design review is mandatory for exterior alterations to any building and/or site in Charlottesville's Architectural Design Control (ADC) Districts and for any individually protected properties. Please consult the individual map for each district on the following pages to determine if your building or site is located in one of these historic districts. Some districts contain non-contributing buildings and sites, which do not require BAR approval for demolitions. Otherwise, both contributing and non-contributing buildings and sites follow the same design review process.

Contributing buildings and sites are defined as those individual properties that are listed on or eligible for the National Register; listed by the City as individually designated structures; or by their design, age (over 50 years), and historic integrity meet generally agreed upon standards of contributing buildings in historic districts. Buildings of more recent construction whose form, materials, scale, and overall design relate to the remaining traditional character of the district, or that represent a unique or distinct architectural style, are also included in this category.

Non-contributing buildings and sites are those whose age (less than 50 years), design, scale, and materials do not relate to the remaining traditional character of the district. Also included are buildings whose age and original design might make them eligible for the Contributing category, but because of extensive alterations no longer retain their integrity; and those buildings whose advanced level of deterioration precludes their inclusion.

Once you have determined that your building and/or site is located in an ADC district or is an individually protected property, you must follow the steps below:

1. Obtain online or pick up a Certificate of Appropriateness (COA) application at the Department of Neighborhood Development Services (NDS) in City Hall. Staff can help you determine if you need a COA.
2. Determine whether a pre-application conference is mandatory for your project. Consult Zoning Ordinance Article II, Sec. 34-282(e).
3. If not mandatory, you may still request a pre-application conference which can provide informal input and helpful technical information for completing the COA.
4. Consider presenting a conceptual design, particularly for an addition or a new building, to the BAR before seeking formal approval. Contact staff to be placed on an agenda.

5. Fill out the COA application and collect necessary information and exhibits as listed in the Zoning Ordinance, Article II, Section 34-282(d):

- a. Detailed and clear depictions of any proposed changes in the exterior features of the subject property, including but not limited to the following: the general design, arrangement, texture, materials, plantings and colors to be used, the type of windows, exterior doors, lights, landscaping, parking, signs, and other exterior features and appurtenances. The relationship of the proposed change to surrounding properties will also be shown.
- b. Photographs of the subject property and photographs of the buildings on contiguous properties.
- c. Samples to show the nature, texture and color of materials proposed.
- d. The history of an existing building or structure, if requested by the BAR or staff.
- e. For new construction and projects proposing expansion of the footprint of an existing building: a three-dimensional model (in physical or digital form) depicting the site, and all buildings and structures to be located thereon, as it will appear upon completion of the work that is the subject of the application.
- f. In the case of a demolition request where structural integrity is at issue, the applicant shall provide a structural evaluation and cost estimates for rehabilitation, prepared by a professional engineer. The BAR may waive the requirements for a structural evaluation and cost estimates in the case of an emergency, or if it determines that the building or structure proposed for demolition is not historically, architecturally, or culturally significant under the criteria set forth in Section 34-274.

6. Make ten copies of the application materials and return these with the required fee to the Department of Neighborhood Development Services in City Hall. Return this information twenty-one calendar days before the next scheduled meeting of the BAR, which is the third Tuesday of each month.

7. If the application is complete, your project will be placed on the agenda of the next meeting or you will be informed that additional information is needed. You should plan to attend the BAR meeting.

8. If the application is approved by the BAR, you will receive a letter approving the application and issuing a COA or issuing COA subject to certain conditions which will be stated in the letter. After your COA is approved, you may apply for a building permit, if needed.

9. If the BAR does not approve the application, you may appeal to the City Council by filing an appeal within ten (10) working days of the date of the decision; if they do not approve it, you may appeal to the Circuit Court.