

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	July 19, 2021
Action Required:	Appropriation of Funds
Presenter:	Jeff Werner, Preservation & Design Planner, Department of Neighborhood Development Services (NDS)
Staff Contacts:	Jeff Werner, Preservation & Design Planner, NDS Alex Ikefuna, Director, NDS
Title:	<b>Resolution Appropriating Previously Approved Funds for a match of a Virginia Department of Historic Resources 2021-2022 State Survey and Planning Cost Share Program grant for Phase 1 of the Charlottesville Downtown Mall Historic Landscape Study and Management Plan - \$10,000</b>

**Background:**

In FY 2018/2019 City Council allocated \$50,000 to the CIP's New Historic Surveys fund (Fund 426, WBS P-00484) for a Downtown Mall Historic Landscape Study and Management Plan.

The City of Charlottesville, through the Department of Neighborhood Development Services, has been awarded \$10,000 from the VDHR 2021-2022 State Survey and Planning Cost Share Program towards the initial phase of the Charlottesville Downtown Mall Historic Landscape Study and Management Plan. The total cost for this phase is \$20,000, with the City contributing \$10,000 from the Fund 426, WBS P-00484.

Note: This grant differs from the Certified Local Government Subgrant Program, where the City retains the consultant and VDHR reimburses the City with the awarded grant amount. With a Cost Share Program grant, VDHR will retain and pay the consultant using the grant and matching funds transferred by the City to VDHR.

**Discussion:**

The Mall is both an important designed-space for the community and a critical piece of City infrastructure. Following the criteria for a *cultural landscape report*, the goals for the project are establishing the Mall's importance as a constructed landscape and historic site and to developed appropriate guidelines for its long-term management.<sup>1</sup>

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<sup>1</sup> The completed study and plan will conform to the criteria established by the U.S. Department of the Interior. [https://www.nps.gov/parkhistory/online\\_books/nps/cl\\_reports.pdf](https://www.nps.gov/parkhistory/online_books/nps/cl_reports.pdf)

The area to be evaluated is entirely within the public right of way and roughly encompasses the area between Water Street on the west and the Downtown Visitors Center on the east; and side streets in this area between East Market Street on the north, and Water Street on the south (including 2nd Street on the west through 5th Street on the east).

The Mall is part of the Charlottesville/Albemarle County Courthouse National Register Historic District and the Downtown Architectural Design Control District. Managed and maintained by several city departments, the mall also receives design and preservation oversight from the city's Board of Architectural Review.

Phase 1 of the Charlottesville Downtown Mall Historic Landscape Study and Management Plan consists of the following components:

- Conduct a reconnaissance-level, comprehensive survey of the Downtown Mall. Prepare and submit to VDHR a Preliminary Information Form (PIF), which will be used to evaluate a potential amendment to the existing National Register designation for the Charlottesville and Albemarle County Courthouse Historic District. The PIF narrative will include a general architectural and landscape description of the Downtown Mall, a brief history, and the maps and photos required for the PIF.
- With the reconnaissance historic survey, the consultant will conduct a conditions survey of Mall elements, with photographic and written documentation of site conditions.
- Deliverables from the survey fieldwork will include preparation and submittal of Virginia Cultural Resource Information System (V-CRIS) inventory forms and a survey report.
- The City has a tremendous amount of information related to the Downtown Mall, including the Halprin Plan, later modifications, and various maintenance plans and reports. The consultant will inventory this information.

Note: In 2022-2023, staff anticipates imitating the second phase of the project (summary below), for which staff will use the remaining CIP allocation and to also leverage those funds for additional grant funding.

- Development of a Treatment Plan: Working from the conditions survey, develop a lifecycle and maintenance plan for the Mall's elements and components. This will include outreach to stakeholder groups, a summary of maintenance responsibilities by agency and department, a summary of decision-making processes and entities involved as well, a recommended prioritization of maintenance and improvement projects, and recommendations for anticipation and accommodating changes in technology.

### **Alignment with Council Vision Areas and Strategic Plan:**

Council's *Vision 2025*:

- Charlottesville cherishes and builds programming around the evolving research and interpretation of our historic heritage and resources.

City *Strategic Plan*:

- Goal 3.5: Protect historic and cultural resources.

Additionally, the proposed work is consistent with the City's Comprehensive Plan:

- **Urban Design.** Goal 1: Continue Charlottesville’s history of architectural and design excellence by maintaining existing traditional design features while encouraging creative, context-sensitive, contemporary planning and design.
  - 1.1: Promote a sense of place by emphasizing the importance of public buildings, public spaces, and other public improvements as opportunities to promote a distinctive, contextually integrated and a welcoming environment for residents and visitors.
  - 1.2: Promote Charlottesville’s diverse architectural and cultural heritage by recognizing, respecting, and enhancing the distinct characteristics of each neighborhood, historic district, individually designated historic property, and community node.
  - 1.6: Encourage the incorporation of meaningful public spaces defined as being available to the general public, into urban design efforts.
  
- **Resource Inventory.** Goal 4: Systematically inventory and evaluate all historic, cultural and natural resources, landscapes and open spaces as critical and historic elements that make the City special. Develop context narratives that provide the historical and architectural basis for evaluating their significance and integrity and provide the funding and resources necessary to conduct that work.
  - 4.4: Conduct additional survey work as needed to reevaluate existing ADC district boundaries.
  - 4.5: Survey and evaluate all City-owned property, including schools and parks, for historic and design significance and integrity.
  
- **Comprehensive Approach.** Goal 7: Coordinate the actions of government, the private sector, and nonprofit organizations to achieve preservation and urban design goals.
  - 7.2: Consider the effects of decisions on historic resources by all public decision-making bodies.
  - 7.8: Coordinate with the Public Works and Parks Departments regarding maintenance and construction that would affect historic features of the City’s neighborhoods. Where possible, maintain and repair granite curbs, retaining walls, distinctive paving patterns and other features instead of replacing them.

**Community Engagement:**

As with similar historic surveys conducted by the City, community input will be invited and encouraged; however, unlike the historic survey of a neighborhood, this work will examine only that part of the Mall within the City right of way. The second phase of the project, per the standards for such a plan, will include a more deliberate and robust level of community engagement.

**Budgetary Impact:**

No additional new funding is required. The City’s share, \$10,000, will be allocated from previously appropriated funds in the Historic Surveys capital improvement project account.

**Recommendation:**

Staff recommends approval and appropriation of the funds.

**Alternatives:**

The alternative is to not approve this project, which would be contrary to Comprehensive Plan's Historic Preservation goals.

**Attachments:**

- Draft resolution: Allocation of City funds to match a Virginia Department of Historic Resources 2021-2022 State Survey and Planning Cost Share Program grant for Phase 1 of the Charlottesville Downtown Mall Historic Landscape Study and Management Plan.
- April 1, 2021 application for the 2021-2022 Cost Share Grant. (Note: The initial request was for \$5,000. VDHR subsequently awarded the City a grant of \$10,000.)
- VDHR's 2021-2022 Cost Share Grant Locality Agreement letter (signed by City Manager)

**RESOLUTION APPROPRIATING PREVIOUSLY APPROVED FUNDS FOR  
A match a of Virginia Department of Historic Resources 2021-2022 State Survey and  
Planning Cost Share Program grant for Phase 1 of the Charlottesville Downtown Mall  
Historic Landscape Study and Management Plan.  
\$10,000**

**WHEREAS**, the City of Charlottesville, through the Department of Neighborhood Development Services, has been awarded from the Virginia Department of Historic Resources \$10,000 funding for Phase 1 of the Charlottesville Downtown Mall Historic Landscape Study and Management Plan;

**WHEREAS**, through the State Survey and Planning Cost Share Program, the Virginia Department of Historic Resources will retain, coordinate, and pay the consultant who completes Phase 1 of the Charlottesville Downtown Mall Historic Landscape Study and Management Plan, applying the \$10,000 grant to that cost;

**WHEREAS**, under the provisions of that grant, the City of Charlottesville contribute to the Virginia Department of Historic Resources a matching \$10,000 towards the consultant cost:

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$10,000 from the New Historic Surveys fund will be appropriated to the Virginia Department of Historic Resources in the following manner:

**Expenditure**

\$ 10,000      Fund: 426              WBS: P-00484              G/L: 530670

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the matching 2021-2022 State Survey and Planning Cost Share Program grant of \$10,000 for the fiscal year.

Approved by Council  
July 19, 2021

\_\_\_\_\_  
Clerk of Council



# COMMONWEALTH of VIRGINIA

## Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Matt Strickler  
*Secretary of Natural Resources*

Julie V. Langan  
*Director*

Tel: (804) 367-2323  
Fax: (804) 367-2391  
[www.dhr.virginia.gov](http://www.dhr.virginia.gov)

June 11, 2021

Chip Boyles  
Charlottesville City Manager  
605 East Main Street  
Charlottesville, VA 22902

RE: 2021-2022 Cost Share Grant Locality Agreement

Dear Mr. Boyles:

Attached please find the locality agreement for your 2021 Cost Share Grant for \$10,000. This project will include reconnaissance survey of approximately 50 resources, a Preliminary Information Form, and a conditions report for the proposed Downtown Mall Historic District. It is the Department of Historic Resources understanding that the City of Charlottesville will be able to provide \$10,000 in locality matching funds towards this project.

If you have any questions, please contact at [blake.mcdonald@dhr.virginia.gov](mailto:blake.mcdonald@dhr.virginia.gov) or (804) 482-6086.

We look forward to working with you on this project.

Sincerely,

A handwritten signature in black ink that reads "Blake McDonald".

Blake McDonald  
Architectural Survey and Cost Share Program Manager  
Virginia Department of Historic Resources

Eastern Region Office  
2801 Kensington Avenue  
Richmond, VA 23221  
Tel: (804) 367-2323  
Fax: (804) 367-2391

Western Region Office  
962 Kime Lane  
Salem, VA 24153  
Tel: (540) 387-5443  
Fax: (540) 387-5446

Northern Region Office  
5357 Main Street  
PO Box 519  
Stephens City, VA 22655  
Tel: (540) 868-7029  
Fax: (540) 868-7033

**VIRGINIA DEPARTMENT OF HISTORIC RESOURCES  
COST SHARE SURVEY AND PLANNING FUNDS AGREEMENT  
CITY OF CHARLOTTESVILLE  
FISCAL YEAR 2021-2022**

This agreement is entered into this day June 11, 2021, by the City of Charlottesville (the City) and the Virginia Department of Historic Resources (DHR), to fund reconnaissance level architectural survey of approximately 50 resources, a Preliminary Information Form, and a conditions report for the proposed Downtown Mall Historic District. It is the mutual hope and expectation of the City and DHR that this project will result in increased awareness about the location and significance of historic properties and will support the City's long term planning, education and development goals for this important place.

Witness that the City of Charlottesville and DHR, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

Scope of Agreement: With this agreement, DHR shall provide funding in the amount of \$10,000 for the project and the City of Charlottesville agrees that it will provide local matching funds in the amount of \$10,000.

DHR will serve as fiscal agent for the project and will assume administrative responsibility for hiring a qualified consultant, paying all bills, monitoring the progress of the project and ensuring final delivery of a satisfactory product by the scheduled deadlines. The City of Charlottesville will be invited to participate in developing the project scope of work and selecting the project consultant.

The City of Charlottesville will assume responsibility for notifying local residents and property owners about the project and arranging any necessary community meetings at the beginning of the project. The City of Charlottesville will receive copies of the interim submittals from the project consultant, and will be given the opportunity to review the materials, and provide additional guidance and feedback.

If the preferred consultant's cost for the project exceeds \$20,000, negotiations to reduce the scope of services will be explored. If the project cost exceeds \$20,000 after this negotiation and the City of Charlottesville decides not to pursue the project on account of additional cost, DHR will not invoice the City of Charlottesville \$10,000 for the amount of its contribution. If the project costs are less than \$20,000 DHR, in consultation with the locality, will explore the possibility of additional work to support the project. If no additional work is warranted, DHR will reduce the amount invoiced for the locality portion of the project by the saving amount.

Period of Performance: DHR Cost Share Program funds for this project are available until June 1, 2022, at which time all work on the project will be completed.

Funding Contingency: DHR Cost Share program funding is contingent upon budgetary considerations. It is understood and agreed among the parties herein that DHR shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement. Should funding limitations curtail the project, any remaining funding provided by the City shall be returned by DHR within 30 days of project termination.

This agreement shall consist of:

1. This signed form
2. Any negotiated modifications to this Agreement agreed to by both parties in writing; and
3. DHR's contract documents with the consultant selected to carry out this project, all of which shall be incorporated herein

In witness whereof, the parties have caused this Agreement to be duly executed intending to be bound thereby.

**APPLICANT:**  
**THE CITY OF CHARLOTTESVILLE**

BY: CP Boylston

TITLE: CITY MANAGER

DATE: 06/15/2021

**SOLICITOR:**  
**DEPARTMENT OF HISTORIC RESOURCES**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF CHARLOTTESVILLE

“A World Class City”  
**Department of Neighborhood Development Services**  
City Hall Post Office Box 911  
Charlottesville, Virginia 22902  
Telephone 434-970-3182  
Fax 434-970-3359  
[www.charlottesville.org](http://www.charlottesville.org)



April 1, 2021

Blake McDonald  
Virginia Department of Historic Resources  
2801 Kensington Avenue  
Richmond, VA 23221

RE: 2021-2022 Cost Share Grant

Dear Mr. McDonald,

On behalf of the City of Charlottesville, I am pleased to submit an application for the Virginia Department of Historic Resources 2021-2022 State Survey and Planning Cost Share Program. Attached, please find one application, signed, for the proposed *Charlottesville Downtown Mall Historic Landscape Study and Management Plan*.

The City of Charlottesville would very much like to partner with the Virginia Department of Historic Resources to complete this project. The first phase of this project is estimated to cost \$15,000. The City of Charlottesville is requesting a grant in the amount of \$5,000, with the remaining \$10,000 provided by the City.

If you have any questions, please contact me at 434-970-3130 or [wernerjb@charlottesville.gov](mailto:wernerjb@charlottesville.gov). Thank you for considering our request.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Werner', is written over a horizontal line.

Historic Preservation and Design Planner

**RFA Cover Sheet**

In compliance with this Request for Applications and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to enter into a Cost Share Locality Agreement in accordance with the attached signed application, or as mutually agreed upon by contract.

**CERTIFICATION:** I certify that the information in this application is accurate to the best of my knowledge, and that I am authorized to make this request. I agree to abide by all the terms and conditions set forth in this application and accompanying instructions, if selected for a Cost-Sharing Agreement.

**Name and Address of Applicant(s):**

Chip Boyles, Charlottesville City Manager

City of Charlottesville

605 East Main Street

Charlottesville, VA 22902

FEI/FIN No.: 54-6001202

By: CP Boyles

Title: City Manager

Date: 04/02/21

Phone No.: (434) 970-3101

Fax No.: \_\_\_\_\_

E-mail: boylesc@charlottesville.gov

**Add sheets as necessary for multiple applicants, providing all requested information for each.**

**Survey Priority Checklist**

Please select the survey priority or priorities that apply to this application:

- Provide broad-based survey coverage to areas that have never been adequately surveyed, or for which data is out of date (typically at least 10 years of age or older);
- Result in the nomination of new historic districts to the Virginia Landmarks Register and National Register of Historic Places or updates documentation of historic districts listed in the Virginia Landmarks Register and National Register of Historic Places that lack detailed inventories, and/or that need significant amendment;
- Include an area or resource type that is under threat from development pressures, severe weather, natural disasters, the effects of climate change, and/or other serious threats;
- Include an area or resource type that is under documented and/or relates to a historic context that is not well understood; and
- Identify and document resources associated with Virginia's culturally diverse history such as places associated with the Reconstruction Era (1861-1898), the Civil Rights Movement, LGBTQ, African-American, Asian-American, Latino, Native American and women's history.

### **Priority Statement**

Please describe the proposed project objectives and how the project will address the jurisdiction's preservation priorities. Use additional pages as needed.

The City of Charlottesville Department of Neighborhood Services (NDS) is requesting 2021-2022 Cost Share Program funds toward a Historic Landscape Study and Management Plan for the City's Downtown Mall. The plan will have three components, with the goal of establishing guidelines for the long-term management of this modern urban, and vibrant historic landscape:

- Summary Historic Context and Design Evolution [Phase I]: A brief history of the mall's development and context, focusing on the Halprin & Associates design and its change over time.
- Summary Landscape Documentation [Phase I]: A description of the landscape as it exists today and an analysis of its historic integrity.
- Treatment [Phase II]: Treatment is the work carried out to achieve preservation goals for a historic landscape, guided by local input and national rehabilitation standards.

*Given the scale of this undertaking, we propose scheduling this project over two grant rounds. The first phase of work would document the mall landscape and conditions through survey, with an accompanying survey report for historical context. The second phase of work will develop a robust management plan for mall infrastructure.*

*Using funds available from the City's New Historic Surveys Fund, the City will contribute \$10,000 towards the completion of the first phase of the project.*

*By phasing this work, we hope to ensure the creation of a robust report; comprised of the survey files, the survey report, and the management plan; that will remain useful in managing the Downtown Mall for years to come. The three constituent deliverables will inform and complement each other, but can still stand alone as informative documents in their own right.*

**Please see following page for expanded priority statement.**

## Priority Statement (continued)

**Background:** The downtown mall is an eight-block pedestrian street designed by Lawrence Halprin & Associates as part of a Charlottesville downtown revitalization project in the 1970s. Charlottesville's mall reflects Halprin's modern approach to urbanism, the local values expressed during a series of community design workshops in the early 1970s. Significant as a work of modern landscape architecture and for its innovative design process, the mall today continues to be an active public space.

The mall roughly encompasses the area between Water Street on the west and the Downtown Visitors Center on the east; and side streets in this area between East Market Street on the north, and Water Street on the south (including 2<sup>nd</sup> Street on the west through 5<sup>th</sup> Street on the east). The mall is part of the Charlottesville/Albemarle County Courthouse National Register Historic District and the Downtown Architectural Design Control District. Managed and maintained by several city departments, the mall also receives design and preservation oversight from the city's Board of Architectural Review.

Today the mall is thriving—although many other downtown pedestrian malls around the country have foundered. Significant as a work of modern landscape architecture and for its innovative design process, the mall today is a bustling public space. Filled with street musicians, business people, diners, joggers, and shoppers, the mall is characterized by distinctive fountains, outdoor furnishings, lighting, paving, tree bosques, and adjacent 19<sup>th</sup> and 20<sup>th</sup> century buildings.

**Statement of Need:** The intent of the study is to establish the mall's importance as a constructed landscape and historic site and create appropriate guidelines for its long-term management. While not individually listed on the National Register of Historic Places, the mall is likely eligible due to its design significance and the events of August 2017. Research, documentation, and analysis undertaken according to national preservation standards—and accompanied by coordinated input from local entities—will provide a foundation for the long-term management and protection of the mall. Additionally, a survey of the mall landscape and its current conditions will inform later decisions for its management. Appropriate management will not attempt to freeze the landscape in one "historic" condition; rather, the guidelines for this landscape will help the city achieve sensitively-designed repairs and updates that support the mall's current use while also protecting its distinctive historic character and features.

The mall should be viewed not only as an important *designed-space* for the community but also as a critical piece of *city infrastructure*. As one of the city's primary entertainment destinations for both residents and visitors, a robust lifecycle and maintenance plan is necessary for all of the mall's elements. This plan must account both for the preservation of the of the mall's historic elements and for its long-term viability and maintenance; from considering and respecting the design goals established by Halprin's plan to recommendations on adapting to future technology (i.e. lighting, WiFi) and adjusting to evolving community expectations. The plan is not intended to address privately owned land or buildings, however some issues may warrant evaluation as they relate to the public domain—for example, ADA accessibility; functionality of gutters and downspouts relative to storm water management and drainage; etc.) Additionally, the plan must account for the various agencies, city departments and governing bodies, private utilities, etc., and offer recommendations on coordination, cooperative planning, and efficient decision-making. The goal is a cohesive and coherent plan for proper stewardship of this community asset.

## Priority Statement (continued)

The City of Charlottesville adopted its first local district ordinance in 1959 and adopted a Historic Preservation Plan in 1993. The City's 2013 Comprehensive Plan updated previous plans with a Historic Preservation chapter that includes nine historic preservation goals. This proposed work is consistent with least three key goals:

- *Urban Design*: This survey will contribute to how the Mall is treated and maintained as a designed public space.
- *Resources Inventory*: The Mall is City property within the Downtown Architectural Design Control (ADC) District, which was established in 1985 and has not been meaningfully surveyed since. The history of the Mall is also linked to the City's past in ways that have, recently, come under more scrutiny than in the past. At the west end of the Mall began the historically black commercial district of what was known as Vinegar Hill.
- *Resources Protection*: Maintenance of the Mall—Charlottesville's *outdoor living room*--is funded by the City and managed by the Department of Parks and Recreation. The Mall is a complex, constructed-landscape. It's components range from the visible bricks, trees, furniture, fountains, and lighting to the unseen drainage systems and buried utility lines. Decision-making ranges from the materials used for repairs to snow removal to the management of Halprin's willow oak bosques and public safety.

### *Comprehensive Plan excerpts:*

**Urban Design.** Goal 1: Continue Charlottesville's history of architectural and design excellence by maintaining existing traditional design features while encouraging creative, context-sensitive, contemporary planning and design.

1.1: Promote a sense of place by emphasizing the importance of public buildings, public spaces, and other public improvements as opportunities to promote a distinctive, contextually integrated and a welcoming environment for residents and visitors.

1.2: Promote Charlottesville's diverse architectural and cultural heritage by recognizing, respecting, and enhancing the distinct characteristics of each neighborhood, historic district, individually designated historic property, and community node.

1.6: Encourage the incorporation of meaningful public spaces defined as being available to the general public, into urban design efforts.

**Resource Inventory.** Goal 4: Systematically inventory and evaluate all historic, cultural and natural resources, landscapes and open spaces as critical and historic elements that make the City special. Develop context narratives that provide the historical and architectural basis for evaluating their significance and integrity and provide the funding and resources necessary to conduct that work.

4.4: Conduct additional survey work as needed to reevaluate existing ADC district boundaries.

4.5: Survey and evaluate all City-owned property, including schools and parks, for historic and design significance and integrity.

**Comprehensive Approach.** Goal 7: Coordinate the actions of government, the private sector, and nonprofit organizations to achieve preservation and urban design goals.

7.2: Consider the effects of decisions on historic resources by all public decision-making bodies.

7.8: Coordinate with the Public Works and Parks Departments regarding maintenance and construction that would affect historic features of the City's neighborhoods. Where possible, maintain and repair granite curbs, retaining walls, distinctive paving patterns and other features instead of replacing them.

### **Scope of Work and Project Design**

Please briefly describe the geographic, temporal, or thematic scope of the proposed project. Use additional pages as needed.

### **Survey Area and Description**

The proposed historic resource and conditions survey area extends the length of Charlottesville's Downtown Mall, from its western end at the Omni Charlottesville Hotel to its eastern terminus at the Charlottesville Pavillion. The survey will not concern the buildings that line the mall, but the various plantings, paving, site furnishings, fountains, and other elements that encompass the landscape.

### **Proposal**

The project proposal consists of several components. The following components are proposed for this upcoming grant cycle.

1. Conduct a reconnaissance-level, comprehensive survey of the Downtown Mall. Prepare and submit to VDHR a Preliminary Information Form (PIF) for the mall. It will be used to evaluate a potential amendment to the existing National Register designation for the Charlottesville and Albemarle County Courthouse Historic District. The PIF narrative will include a general architectural and landscape description of the Downtown Mall, a brief history, and the maps and photos required for the PIF.
2. Alongside the reconnaissance historic survey, the consultant will conduct a conditions survey of mall elements, with photographic and written documentation of site conditions.
3. Deliverables from the survey fieldwork will include preparation and submittal of Virginia Cultural Resource Information System (V-CRIS) inventory forms and a survey report.
4. The City has a tremendous amount of information about the Downtown Mall. The consultant will inventory this information.

The following project component will be proposed for the 2022-2023 grant cycle.

1. Working from the conditions survey, develop a lifecycle and maintenance plan for the mall's elements and components. This will include outreach to stakeholder groups, a summary of maintenance responsibilities by agency and department, a summary of decision-making processes and entities involved as well, a recommended prioritization of maintenance and improvement projects, and recommendations for anticipation and accommodating changes in technology.

### **Scope of Work for Phase 1**

- A PIF report that complies with DHR Guidelines;
- All survey information will be recorded in DHR's V-CRIS system;
- A survey and conditions report of the Downtown Mall, with information to be submitted both digitally and as one loose-leaf bound hard copy.

**Project Planning with DHR Staff**

Have you corresponded with DHR's architectural historian for your region about this project? If yes, please describe.

City of Charlottesville staff have corresponded with Marc Wagner, Blake McDonald, and Aubrey von Lindern regarding this project.

**This correspondence is attached in the following pages.**

**Re: Cost Share Funded Projects-Consider?**

Von Lindern, Aubrey &lt;aubrey.vonlindern@dhr.virginia.gov&gt;

Tue 3/23/2021 8:58 AM

To: McDonald, Blake &lt;blake.mcdonald@dhr.virginia.gov&gt;

Cc: Werner, Jeffrey B &lt;wernerjb@charlottesville.gov&gt;; Wagner, Marc &lt;marc.wagner@dhr.virginia.gov&gt;; Watkins, Robert &lt;watkinsro@charlottesville.gov&gt;

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Hi Jeff,

I echo the thoughts of my colleagues, this sounds like a great project. The CLG grant is a reimbursement grant and the City would have to pay the contractor and DHR would reimburse the City upon completion and submittal of a final product. And as you know, the CLG would be responsible for managing the project until completion.

Thank you and please let me know if you have any questions.

Aubrey

*Aubrey Von Lindern, Architectural Historian  
Certified Local Government Coordinator  
Northern Region Preservation Office  
Virginia Department of Historic Resources  
P.O. Box 519  
Stephens City, VA 22655  
Phone: (540) 868-7029*

On Tue, Mar 23, 2021 at 8:47 AM McDonald, Blake <[blake.mcdonald@dhr.virginia.gov](mailto:blake.mcdonald@dhr.virginia.gov)> wrote:

Hi Jeff,

Thanks for your question.

For a cost share grant, DHR is responsible for project administration. We would invoice the city for their portion of the project budget once we had selected a contractor (usually in early fall). DHR would then pay the contractor at intervals defined in the project scope. Unlike CLG grants, DHR's procurement office handles all of the contractor payments for cost share projects.

Let me know if you have any other questions.

Thanks again,

Blake

On Mon, Mar 22, 2021 at 6:37 PM Werner, Jeffrey B <[wernerjb@charlottesville.gov](mailto:wernerjb@charlottesville.gov)> wrote:

Just got this question from accounting: Will VDHR reimburse the City for costs or are they paying the contractor/vendor directly and the City will have to pay the contractor/vendor for its share of the

costs?

I assume the latter, but just want to confirm.

Jeff

---

Jeff Werner, AICP

Historic Preservation and Design Planner

City of Charlottesville

Neighborhood Development Services

City Hall | P.O. Box 911

610 East Market Street

Charlottesville, VA 22902

Phone: 434.970.3130

Email: [wernerjb@charlottesville.gov](mailto:wernerjb@charlottesville.gov)

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**From:** McDonald, Blake <[blake.mcdonald@thr.virginia.gov](mailto:blake.mcdonald@thr.virginia.gov)>

**Sent:** Thursday, March 18, 2021 10:05 AM

**To:** Wagner, Marc <[marc.wagner@thr.virginia.gov](mailto:marc.wagner@thr.virginia.gov)>

**Cc:** Werner, Jeffrey B <[wernerjb@charlottesville.gov](mailto:wernerjb@charlottesville.gov)>; Watkins, Robert

<[watkinsro@charlottesville.gov](mailto:watkinsro@charlottesville.gov)>; Aubrey Von Lindern <[aubrey.vonlindern@thr.virginia.gov](mailto:aubrey.vonlindern@thr.virginia.gov)>

**Subject:** Re: Cost Share Funded Projects-Consider?

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Hi Jeff,

This is an exciting possibility! I would love to see the Downtown Mall landscape design receive some much-needed documentation.

Due to the size, cost, and purpose of this project, it might be one that we want to consider splitting up over multiple grant rounds or dividing between cost share and CLG. The cost share program distributes only \$53,500 annually and we usually fund between 4-6 projects. Therefore, it is challenging for us to fund requests of more than \$15,000 or so. We focus on documentation projects, specifically broad-based architectural survey. Any local government or PDC can apply for cost share funding, so we do prioritize non-CLG applications because they do not have that additional source of funding. Finally, cost share projects run on a pretty tight schedule dictated by the end of the state fiscal year in June, so we select relatively small projects to ensure there is enough time to complete everything.

With those limitations in mind, I would support a cost share application that starts this process by fully documenting the mall landscape through survey and VCRIS data entry. We could also scope a survey report to provide historical context and development history. This product could serve as the foundation for a larger management plan. You could reapply to the cost share program to fund that, or dip into CLG funding. I estimate that the cost share project to fully document the mall landscape and provide a report would cost \$10,000-\$15,000. If the city wanted to pursue the cost share option and could provide more than a 50% match, we would be more likely to be able to fund the request. The advantage to cost share is that DHR administers the project by writing the scope, selecting the contractor, and tracking their progress.

I'm happy to chat about this if needed, and Aubrey may want to chime in (though she and Marc are at the board meeting today) on CLG options.

Thanks very much,

Blake

On Wed, Mar 17, 2021 at 3:54 PM Wagner, Marc <[marc.wagner@dhr.virginia.gov](mailto:marc.wagner@dhr.virginia.gov)> wrote:

Hi Jeff: I am prepping for our Quarterly Board Meeting (tomorrow) so won't have time until Friday, but I will alert Blake. This would be a great model project for our Modern Architecture Initiative. It's hard to price this one out. I am thinking a CLI could be \$50K if you include a lot of graphic, maps---a lot of custom analysis. Maybe Blake or Aubrey (CLG) can find some leads on CLI pricing. Thanks, this is very exciting! Marc

On Wed, Mar 17, 2021 at 3:47 PM Werner, Jeffrey B <[wernerjb@charlottesville.gov](mailto:wernerjb@charlottesville.gov)> wrote:

Marc:

I started this note ten days ago and then, as always, a dozen other things jumped onto my list.

I am very interested in this and very, very much would like to apply this to the long-planned Mall CLR project. Robert and I will be working on that over the next several days. (Robert, use the attached to work off of. I modified it from what I shared with you earlier.)

I could use some advice on how to rework the attached document. I've removed some of the unrelated stuff, but this is the draft I developed with Parks and Rec when we were looking at a broader *Downtown Mall Historic Landscape Study **and Infrastructure** Management Plan*. I need some help on what to further strip out, relative to a request that meets VDHR criteria.

I do not know how much this would all cost, so I could use some direction there as well. We have \$50,000 earmarked for this work, though I'd have to determine how it would be allocated to a VDHR project, or if it even can be. The \$50,000 was based on a proposal from the A-School's Center for Cultural Landscapes. This may be low, as it was assumed that portions of the work would be done by students and CCS interns. **OR**, because it might gum up the works, do I leave the City funds completely out of this discussion?

Jeff

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Jeff Werner, AICP

Historic Preservation and Design Planner

City of Charlottesville

Neighborhood Development Services

City Hall | P.O. Box 911

610 East Market Street

Charlottesville, VA 22902

Phone: 434.970.3130

Email: [wernerjb@charlottesville.gov](mailto:wernerjb@charlottesville.gov)

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**From:** Wagner, Marc <[marc.wagner@dhr.virginia.gov](mailto:marc.wagner@dhr.virginia.gov)>  
**Sent:** Friday, March 5, 2021 5:30 PM  
**To:** Watkins, Robert <[watkinsro@charlottesville.gov](mailto:watkinsro@charlottesville.gov)>; Werner, Jeffrey B <[wernerjb@charlottesville.gov](mailto:wernerjb@charlottesville.gov)>  
**Subject:** Cost Share Funded Projects-Consider?

**\*\* WARNING:** This email has originated from **outside of the organization**. Do not click links or open attachments unless you recognize the sender and know the content is safe.\*\*

Hi Jeff and Robert:

We have a little less than a month before the Cost Share applications are due (April 2nd) I am checking in to see if you are interested in funding any projects. Here is the application form/directions: <https://www.dhr.virginia.gov/wp-content/uploads/2021/02/COST-SHARE-REQUEST-FOR-APPLICATIONS-2021.pdf>

You have a few eligible HDs, but also think about some work on the Downtown Mall Landscape Design HD or just a good survey---or some individual nominations?

Sincerely,  
Marc

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**Marc C. Wagner**

**Senior Architectural Historian**

**Project Budget**

Total Project Cost: \$15,000

Applicant Contribution Amount: \$10,000 (Source: P-00484, Fund 426, New Historic Surveys)

Requested Amount: \$5,000

Please provide a line item budget for the proposed project using additional pages if necessary. Only costs directly related to the scope of work for the project will be allowed. Specify any non-cash/in-kind contributions that may be available such as office space, availability of a vehicle, lodging, use of computers and other office equipment, and the ability to make copies of research materials, property records, etc., at no cost, that contribute to the overall worth of the project. This non-cash contribution will not be counted as part of the financial match but can enhance the proposed project application since it can help reduce consultants' costs and hence the overall cost of the project. For assistance determining project costs, contact Blake McDonald, DHR's Architectural Survey and Cost Share Manager at [blake.mcdonald@dhr.virginia.gov](mailto:blake.mcdonald@dhr.virginia.gov) or (804) 482-6086.

The City will also make available a space to work, access to City records, and copying/scanning equipment.

**Please see following page for budget.**

**Project Budget (continued)**

<i>Activity</i>	<i>DHR Share</i>	<i>City of Charlottesville Share</i>	<i>Subtotal</i>
Professional consultant: survey, fieldwork, research, data processing in V-CRIS, materials, meetings	\$5,000	\$10,000 (Source: P-00484, Fund 426, New Historic Surveys)	\$15,000
Totals	\$5,000	\$10,000	\$15,000

**Project Schedule**

Please provide a proposed schedule for completion of project work assuming that funds are available beginning August 23, 2021, and ending May 27, 2022 using additional pages if necessary. Note that projects must be completed by May 27, 2022, to ensure proper processing of deliverables and close-out of payments. Projects will be regularly monitored by DHR through meetings, site visits, submission of progress reports and project deliverables to DHR for review, and other appropriate means. Services contracted for projects will also include reporting requirements for contractors. Reports will be conveyed to the other parties of the Agreements. For assistance determining project schedules, contact Blake McDonald, DHR’s Architectural Survey and Cost Share Manager at [blake.mcdonald@dhr.virginia.gov](mailto:blake.mcdonald@dhr.virginia.gov) or (804) 482-6086.

**Action**

**Schedule**

Kickoff Project	August 2021
Research	August-November
Conduct Fieldwork	November-December
Process Data/V-CRIS Entry	December-February 2022
Preparation of PIF	January-February
Draft Survey Report	February-March
Draft Survey Report Review	March-April
Prepare Deliverables	May
Present Findings	May 2022