CITY OF CHARLOTTESVILLE
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES
STAFF REPORT

APPLICATION FOR APPROVAL OF A PRELIMINARY SITE PLAN

PLANNING COMMISSION REGULAR MEETING

DATE OF MEETING: July 14, 2020

Project Planner: Brian Haluska, AICP
Date of Staff Report: June 25, 2020
Development: 602-616 West Main Street (Tax Map 29 Parcel 3)
Applicant: Heirloom West Main Street Second Phase, LLC
Applicant’s Representative(s): Craig Kotarski, Timmons Group
Current Property Owner: Heirloom West Main Street Second Phase, LLC
Applicable City Code Provisions: 34-800 – 34-827 (Site Plans)
Zoning District: West Main Street East Corridor with Architectural Design Control District and Parking Modified Overlay
Reason for Planning Commission Review: Preliminary site plans associated with a property which has a Special Use Permit (SUP) are subject to review by the Planning Commission.

Vicinity Map
2018 Aerial

Zoning Map

KEY – Magenta (WME): West Main Street East; Magenta (CH): Cherry Avenue Corridor; Yellow: R-1S – Single-Family, Low-Density Residential; Light Orange: R-2 – Two-Family, Low-Density Residential; Deep Orange: R-3 – Multi-Family, High-Density Residential; Aqua Blue: Planned Unit Development; Pink: B-1 – Commercial; Red: B-3 - Commercial
**Standard of Review**

Approval of a site plan is a ministerial function, as to which the Planning Commission has little or no discretion. When an applicant has submitted a site plan that complies with the requirements of the City’s Site Plan Ordinance, then approval of the plan must be granted. In the event the Planning Commission determines there are grounds upon which to deny approval of a site plan, the motion must clearly identify the deficiencies in the plan, that are the basis for the denial, by reference to specific City Code sections and requirements. Further, upon disapproval of a site plan, the Planning Commission must identify the modifications or corrections that would permit approval of the plan.

**Summary**

Craig Kotarski of Timmons Group, acting as agent for Heirloom West Main Street Second Phase, LLC is requesting approval of a preliminary site plan to construct a mixed-use development with 45 residential dwelling units and 6,700 square feet of retail space at 602-616 West Main Street (TMP 29-3). City Council approved a Special use Permit (SP19-00003) with conditions on October 7, 2019.

**Site Plan Compliance**

Site plans are reviewed for compliance with City codes and standards. An overview of site plan requirements and the location of those items on the site plan are outlined below.

**Site Plan Requirements**

A. **Compliance with applicable zoning district regulation West Main East Corridor (per Sections 34-636 through 34-643)**

The property is zoned West Main East Corridor. The project complies with all requirements of the district.

B. **Compliance with the City’s Erosion and Sediment Control ordinance, Chapter 10**

The applicant’s erosion and sediment control plan will be submitted and reviewed during final site plan submission. The applicant will be required to comply with staff comments.

C. **Compliance with General Standard for site plans (Sections 34-800 - 34-827)**

1. General site plan information, including but not limited to project, property, zoning, site, and traffic information: **Found on Sheet C0.0.**
2. Existing condition and adjacent property information: **Found on Sheet C2.0.**
3. Phasing plan: The project will be constructed in one phase.
4. Topography and grading: Found on Sheet C4.0.
5. Existing landscape and trees: Found on Sheet C2.0.
6. The name and location of all water features: Not applicable to this site.
7. One hundred-year flood plain limits: Not applicable to this site.
8. Existing and proposed streets and associated traffic information: Found on Sheets C4.0 & C0.0.
9. Location and size of existing water and sewer infrastructure: Found on Sheet C2.0.
10. Proposed layout for water and sanitary sewer facilities and storm drain facilities: Found of Sheets C4.0.
11. Location of other existing and proposed utilities and utility easements: Found on Sheet C4.0.
12. Location of existing and proposed ingress to and egress from the property, showing the distance to the centerline of the nearest existing street intersection: Found on Sheet C4.0.
13. Location and dimensions of all existing and proposed improvements: Found on Sheet C4.0.
14. All areas intended to be dedicated or reserved for public use: Found on Sheet C4.0 (Sidewalks).
15. Landscape plan: Found on Sheet L1.0.
16. Where deemed appropriate by the director due to intensity of development:
   a. Estimated traffic generation figures for the site based upon current ITE rates: Found on Sheet C0.0

D. Additional information to be shown on the site plan as deemed necessary by the director or Commission in order to provide sufficient information for the director or Commission to adequately review the site plan.

The Special Use Permit granted by City Council on October 7, 2019 includes the following conditions, which are provided on Sheet C0.1 of the preliminary site plan.

1. The specific development being approved by this special use permit ("Project"), as described within the site plan exhibit required by City Code §34-158(a)(1), shall have the following minimum attributes/characteristics:
   a. Not more than one building shall be constructed on the Subject Property (the “Building”). The Building shall be a Mixed Use Building.

The site description on Page C0.0 shows one building.
b. The Building shall not exceed a height of four (4) stories.

The site description on Page C0.0 shows a four story building with a maximum height of 50 feet and 6 inches.

c. The Building shall contain no more than 55 dwelling units.

The site description on Page C0.0 shows 45 dwelling units.

d. The Building shall contain space to be occupied and used for retail uses, which shall be located on the ground floor of the Building facing West Main Street. The square footage of this retail space shall be at least the minimum required by the City’s zoning ordinance.

The site description on Page C0.0 shows three commercial retail spaces totaling 6,700 square feet in space.

e. Underground parking shall be provided within a parking garage structure constructed underneath the Building serving the use and occupancy of the Building. All parking required for the Project pursuant to the City’s zoning ordinance shall be located on-site. All parking required pursuant to the ordinance for the Project shall be maximized onsite to the satisfaction of the Planning Commission. No direct access shall be provided into the underground parking from the Building’s street wall along West Main Street.

The plan shows a preliminary parking layout on Page C4.1, and complies with all requirements of this condition.

2. The mass of the Building shall be broken down to reflect the multi-parcel massing historically on the site, as well as the West Main Street context, using building modulation. The Building and massing refer to the historic buildings on either side.

The applicant is aware of this condition, and it will be reviewed as a part of the required Board of Architectural Review application review.

3. There shall be pedestrian engagement with the street with an active, transparent, and permeable façade at street level.

The applicant is aware of this condition, and it will be reviewed as a part of the required Board of Architectural Review application review.

4. The Landowner (including, without limitation, any person who is an agent, assignee, transferee or successor in interest to the Landowner) shall prepare a Protective Plan for the Rufus Holsinger Building located on property adjacent to the Subject Property at 620-
624 West Main Street ("Holsinger Building" or "Adjacent Property"). The Protective Plan shall provide for baseline documentation, ongoing monitoring, and specific safeguards to prevent damage to the Holsinger Building, and the Landowner shall implement the Protective Plan during all excavation, demolition and construction activities within the Subject Property ("Development Site"). At minimum, the Protective Plan shall include the following:

a. Baseline Survey—Landowner shall document the existing condition of the Holsinger Building ("Baseline Survey"). The Baseline Survey shall take the form of written descriptions, and visual documentation which shall include color photographs and/or video recordings. The Baseline Survey shall document the existing conditions observable on the interior and exterior of the Holsinger Building, with close-up images of cracks, staining, indications of existing settlement, and other fragile conditions that are observable. The Landowner shall engage an independent third party structural engineering firm (one who has not participated in the design of the Landowner’s Project or preparation of demolition or construction plans for the Landowner, and who has expertise in the impact of seismic activity on historic structures) and shall bear the cost of the Baseline Survey and preparation of a written report thereof. The Landowner and the Owner of the Holsinger Building ("Adjacent Landowner") may both have representatives present during the process of surveying and documenting the existing conditions. A copy of a completed written Baseline Survey Report shall be provided to the Adjacent Landowner, and the Adjacent Landowner shall be given fourteen (14) days to review the Baseline Survey Report and return any comments to the Landowner.

b. Protective Plan--The Landowner shall engage the engineer who performed the Baseline Survey to prepare a Protective Plan to be followed by all persons performing work within the Development Site, that may include seismic monitoring or other specific monitoring measures of the Adjacent Property if recommended by the engineer preparing the Protective Plan, and minimally shall include installation of at least five crack monitors. Engineer shall inspect and take readings of crack monitors at least weekly during ground disturbance demolition and construction activities. Reports of monitor readings shall be submitted to the city building official and Adjacent Landowner within two days of inspection. A copy of the Protective Plan shall be provided to the Adjacent Landowner. The Adjacent Landowner shall be given fourteen (14) days to review the Report and return any comments to the Landowner.

c. Advance notice of commencement of activity--The Adjacent Landowner shall be given 14 days’ advance written notice of commencement of demolition at the Development Site, and of commencement of construction at the Development Site. This notice shall include the name, mobile phone number, and email address of the construction supervisor(s) who will be present on the Development Site and who may be contacted by the Adjacent Landowner regarding impacts of demolition or construction on the Adjacent Property. The Landowner shall also offer the Adjacent Landowner an opportunity to have meetings:
   i. prior to commencement of demolition at the Development Site, and
   ii. at least fourteen (14) days prior to commencement of construction at the Development Site.
Development Site, on days/times reasonably agreed to by both parties. During any such preconstruction meeting, the Adjacent Landowner will be provided information as to the nature and duration of the demolition or construction activity and the Landowner will review the Protective Plan as it will apply to the activities to be commenced.

d. Permits—No demolition or building permit, and no land disturbing permit, shall be approved or issued to the Landowner, until the Landowner provides to the department of neighborhood development services:

i. copies of the Baseline Survey Report and Protective Plan, and NDS verifies that these documents satisfy the requirements of these SUP Conditions,

ii. documentation that the Baseline Survey Report and Protective Plan were given to the Adjacent Landowner in accordance with these SUP Conditions.

The applicant has indicated that the protective plan will be in place in accordance with the SUP condition prior to the commencement of construction activities.

E. Compliance with Additional Standards for Specific Uses (Sections 34-930 - 34-938)
Not applicable to this site.

Public Comments Received
Staff has not received any comment on the site plan during preliminary review.
The original site plan was submitted to the City on February 26, 2020. A Site Plan Conference was scheduled to be held on March 18, 2020, and the City sent notice to property owners within 500 feet of the property, and advertised the meeting. The conference was forced to be cancelled because of the COVID-19 pandemic.

As a result, the applicant will be required to follow the City’s guidance for holding a public meeting to fulfill the site plan conference requirement following the submission of the final site plan.

Recommendation
Staff recommends approval of the preliminary site plan with the following condition:

1. Following the submission of the final site plan, the applicant will participate in a site plan conference that is organized in compliance with City policies governing such meetings.

Attachments
A. Preliminary Site Plan dated February 26, 2020 and a Revision date of June 23, 2020
B. Special Use Permit Resolution dated October 7, 2019
612 WEST MAIN STREET
PRELIMINARY SITE PLAN
CITY OF CHARLOTTESVILLE, VIRGINIA
2/26/2020

VICINITY MAP
SCALE: 1" = 500'

OWNER:
HEIRLOOM WEST MAIN STREET SECOND PHASE LLC
178 COLUMBUS AVE #231409
NEW YORK, NY 10023

ENGINEER OF RECORD:
TIMMONS GROUP
608 PRESTON AVENUE SUITE 200
CHARLOTTESVILLE, VA 22902
CONTACT: CRAIG KOTARSKI, P.E.
TELEPHONE: 434-327-1688

PUBLIC UTILITY NOTES:
A. PUBLIC UTILITY NOTES FROM THE CITY OF CHARLOTTESVILLE (VIRGINIA) ARE ATTACHED TO THIS SHEET. THE SHEET IS FOR INFORMATION ONLY AND IS NOT AN OFFICIAL DOCUMENT OR APPROVAL.
B. PER THE VIRGINIA DEPARTMENT OF HEALTH WATERWORKS REGULATIONS (PART II, ARTICLE 3, SECTIONS 12 VAC 5-590 THROUGH 630), ALL WATER UTILITIES AND PLUMBING SYSTEMS SHALL MEET SPECIFICATIONS OF THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE, MAINTAIN RECORDS OF CLEANING AND MAINTENANCE, AND BE INSPECTED ON REGULAR INTERVALS BY THE REGULATORY COMPLIANCE ADMINISTRATION IN THE CITY OF CHARLOTTESVILLE, VIRGINIA.
C. NO TURN-PERMIT IS REQUIRED FOR ALL WATER AND SEWER UTILITIES.

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C. NO TURN-PERMIT IS REQUIRED FOR ALL WATER AND SEWER UTILITIES.
These plans and associated documents are the exclusive property of TIMMONS GROUP and may not be reproduced in whole or in part and shall not be used for any purpose whatsoever, inclusive, but not limited to construction, bidding, and/or construction staking without the express written consent of TIMMONS GROUP.

608 Preston Avenue, Suite 200 | Charlottesville, VA 22903
TEL 434.295.5624  FAX 434.295.8317  www.timmons.com

THIS DRAWING PREPARED AT THE CHARLOTTESVILLE OFFICE

S:\103\43751-612_WMS\DWG\Sheet\CD\C0.1 SPECIAL USE PERMIT CONDITIONS OF APPROVAL.dwg | Plotted on 6/23/2020 10:42 AM | by Anna Fontaine
Parking Signs for the Disabled

Parking signs for the disabled shall be identified by above-grade signs as reserved for physically disabled persons. Provide one (1) R-7-8 sign at each parking space indicated on site plan. Sign shall be aluminum (painted white) with green letters and international wheelchair symbol. Sign shall be placed on steel post 1-1/2" O.D. painted black set in min. 2' of concrete.

6' above finished grade

No Scale

TYPICAL PARKING SPACE DETAILS

Stack Rack

Dimensional Drawing:

DURA BIKE RACKS
A DIVISION OF DURAMAX SPECIALTIES INC.
(914) 363-7223 • (800) 723-8680 (2453)

www.durabikelocker.com

612 WEST MAIN STREET
CITY OF CHARLOTTESVILLE

NOTES & DETAILS

REVISED PER CITY COMMENTS

6/23/20 4/22/20
FIRE HYDRANT TEST RESULTS

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<th>Test Type</th>
<th>Location</th>
<th>Pressure (PSI)</th>
<th>Flow (GPM)</th>
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**NOTE:** CITY STANDARD 2-INCH METER SETTER IS A MCDONALD 720B712WFFF 775
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THIS DRAWING PREPARED AT THE CHARLOTTESVILLE OFFICE

S:\103\43751-612_WMS\DWG\Sheet\CD\C4.0 LAYOUT & UTILITIES PLAN.dwg | Plotted on 6/23/2020 10:53 AM | by Anna Fontaine

PRELIMINARY SITE PLAN
REVISED PER CITY COMMENTS
6/23/20 4/22/20

0
SCALE 1"=10'
NAD 83

PRELIMINARY PARKING LAYOUT
C4.1

YOUR VISION ACHIEVED THROUGH OURS.
### Preliminary Water Quantity Analysis to Site Outfall 1

**Drainage Area Analysis (Pre-Developed)**

<table>
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<th>Year</th>
<th>Drainage Area (AC)</th>
<th>Flow Depth (Ft)</th>
<th>Flow Velocity (Fps)</th>
<th>Flow Area (Ft^2)</th>
<th>Critical Depth (Ft)</th>
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<td>0.06</td>
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<td>3.60</td>
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**Drainage Area Analysis (Post-Developed)**

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<th>Flow Velocity (Fps)</th>
<th>Flow Area (Ft^2)</th>
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**Gutter Spreads Calculations**

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<th>Year</th>
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<tr>
<td>2 YR</td>
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**Drainage Area Analysis (Contd.)**

**Combined Flow to Site Outfall 2**

10 Year Flow: 1.59 CFS

**Drainage from 600 W. Main St.**

- Area = 0.26 AC (IMPERVIOUS)
- 0.33 AC (IMPERVIOUS)
- Tc = 6 MIN
- 2 Year Flow: 0.70 CFS

**Combined Flow to Site Outfall 1**

- 10 Year Flow: 2.36 CFS
- 2 Year Flow: 1.55 CFS

**Drainage from Offsite**

- Area = 0.210 AC
- 1 Year Flow: 1.00 CFS
- 2 Year Flow: 0.70 CFS

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### Preliminary Stormwater Narrative

**General Project Information:** The project proposes the demolition of an existing auto repair building, parking area, and associated utilities followed by the construction of a new mixed-use building on the site. The site is located within the City of Charlottesville. The final design will be developed in accordance with the City’s stormwater management requirements.

**Existing Conditions:** The existing site is characterized by a mix of impervious and pervious surfaces. The site includes a parking area, auto repair building, and adjacent streets.

**Proposed Improvements:** The project will involve the demolition of the existing auto repair building and the construction of a new mixed-use building. The new building will be designed to meet the City’s stormwater management requirements.

**Flood Protection:** The proposed design includes the installation of a detention facility to handle the stormwater runoff from the site. The detention facility will include a detention pond and a weir plate to manage the runoff effectively.

**Staging:** Staging activities will be limited to construction, bidding, and/or construction staking without the express written consent of TIMMONS GROUP.

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### Preliminary Water Quality Analysis

**Top of Storm Pipe Elevation:**

- 482.65
- 484.40

**Post Developed Area:**

- ELEV. = 484.50
- Velocity = 4.40 FPS
- RESIL = 1.40 FT

**Prior Developed Area:**

- ELEV. = 483.50
- Velocity = 4.60 FPS
- RESIL = 3.40 FT

**Flow Protection:**

To further minimize the risk of construction, the proposed design will include the installation of a flow protection system to manage the stormwater runoff effectively.

**Summary:** The proposed design meets the City’s stormwater management requirements and will effectively manage the runoff from the site.

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**Note:** This drawing was prepared at the Charlottesville Office and is designed by as shown.

**Limited to construction, bidding, and/or construction staking without the express written consent of TIMMONS GROUP.**
RESOLUTION
APPROVING A SPECIAL USE PERMIT
TO ALLOW HIGH DENSITY RESIDENTIAL DEVELOPMENT
FOR PROPERTY LOCATED AT
602-616 WEST MAIN STREET

WHEREAS, landowner Heirloom West Main Street Second Phase, LLC is the current owner of a lot identified on 2019 City Tax Map 29 as Parcel 3 (City Parcel Identification No. (290003000)) (the “Subject Property”), and pursuant to City Code §34-641, the landowner proposes to redevelop the Subject Property by constructing a mixed use building on the Subject Property (“Project”), containing residential dwelling units at a density of up to 120 dwelling units per acre (“DUA”); and

WHEREAS, the Project is described within the Applicant’s application materials dated May 14, 2019 submitted in connection with SP19-00003, including, without limitation, a narrative statement dated May 14, 2019, and a preliminary site plan dated May 13, 2019, as required by City Code §34-158 (collectively, the “Application Materials”); and

WHEREAS, the Planning Commission reviewed the Application Materials, and the City’s Staff Report, and subsequent to a joint public hearing, duly advertised and conducted by the Planning Commission and City Council on August 13, 2019, the Planning Commission voted to recommend that the City Council should approve the requested special use permit, to allow residential density up to 120 dwelling units per acre (DUA), subject to certain suitable conditions and safeguards recommended by the Planning Commission; and

WHEREAS, upon consideration of the comments received during the joint public hearing, the Planning Commission’s recommendation, and the Staff Reports discussing this application, as well as the factors set forth within Sec. 34-157 of the City’s Zoning Ordinance, this Council finds and determines that granting the proposed Special Use subject to suitable conditions would serve the public necessity, convenience, general welfare or good zoning practice; now, therefore,

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, pursuant to City Code §§ 34-641, a special use permit is hereby approved and granted, subject to the following conditions:

1. The specific development being approved by this special use permit (“Project”), as described within the site plan exhibit required by City Code §34-158(a)(1), shall have the following minimum attributes/characteristics:
   a. Not more than one building shall be constructed on the Subject Property (the “Building”). The Building shall be a Mixed Use Building.
   b. The Building shall not exceed a height of four (4) stories.
   c. The Building shall contain no more than 55 dwelling units.
d. The Building shall contain space to be occupied and used for retail uses, which shall be located on the ground floor of the Building facing West Main Street. The square footage of this retail space shall be at least the minimum required by the City’s zoning ordinance.

e. Underground parking shall be provided within a parking garage structure constructed underneath the Building, which shall provide at least 53 parking spaces serving the use and occupancy of the Building. All parking required for the Project pursuant to the City’s zoning ordinance shall be located on-site. All parking required pursuant to the ordinance for the Project shall be maximized on-site to the satisfaction of the Planning Commission. No direct access shall be provided into the underground parking from the Building’s street wall along West Main Street.

2. The mass of the Building shall be broken down to reflect the multi-parcel massing historically on the site, as well as the West Main Street context, using building modulation. The Building and massing refer to the historic buildings on either side.

3. There shall be pedestrian engagement with the street with an active, transparent, and permeable façade at street level.

4. The Landowner (including, without limitation, any person who is an agent, assignee, transferee or successor in interest to the Landowner) shall prepare a Protective Plan for the Rufus Holsinger Building located on property adjacent to the Subject Property at 620-624 West Main Street (“Holsinger Building” or “Adjacent Property”). The Protective Plan shall provide for baseline documentation, ongoing monitoring, and specific safeguards to prevent damage to the Holsinger Building, and the Landowner shall implement the Protective Plan during all excavation, demolition and construction activities within the Subject Property (“Development Site”). At minimum, the Protective Plan shall include the following:

   a. **Baseline Survey**—Landowner shall document the existing condition of the Holsinger Building (“Baseline Survey”). The Baseline Survey shall take the form of written descriptions, and visual documentation which shall include color photographs and/or video recordings. The Baseline Survey shall document the existing conditions observable on the interior and exterior of the Holsinger Building, with close-up images of cracks, staining, indications of existing settlement, and other fragile conditions that are observable.

   The Landowner shall engage an independent third party structural engineering firm (one who has not participated in the design of the Landowner’s Project or
preparation of demolition or construction plans for the Landowner, and who has expertise in the impact of seismic activity on historic structures) and shall bear the cost of the Baseline Survey and preparation of a written report thereof. The Landowner and the Owner of the Holsinger Building (“Adjacent Landowner”) may both have representatives present during the process of surveying and documenting the existing conditions. A copy of a completed written Baseline Survey Report shall be provided to the Adjacent Landowner, and the Adjacent Landowner shall be given fourteen (14) days to review the Baseline Survey Report and return any comments to the Landowner.

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The Landowner shall also offer the Adjacent Landowner an opportunity to have meetings: (i) prior to commencement of demolition at the Development Site, and (ii) at least fourteen (14) days prior to commencement of construction at the Development Site, on days/times reasonably agreed to by both parties. During any such preconstruction meeting, the Adjacent Landowner will be provided information as to the nature and duration of the demolition or construction activity and the Landowner will review the Protective Plan as it will apply to the activities to be commenced.

d. **Permits**—No demolition or building permit, and no land disturbing permit, shall be approved or issued to the Landowner, until the Landowner provides to the department of neighborhood development services: (i) copies of the Baseline Survey Report and Protective Plan, and NDS verifies that these documents satisfy
the requirements of these SUP Conditions, (ii) documentation that the Baseline Survey Report and Protective Plan were given to the Adjacent Landowner in accordance with these SUP Conditions.

Approved by Council
October 7, 2019
Kyna Thomas, CMC
Clerk of Council