

**COMMISSION OF ARCHITECTURAL REVIEW
STAFF REPORT
July 28, 2015 Meeting**

8. **CAR No. 15-093** (M. Assouan)

**3100 E. Marshall Street
St. John's Church Old & Historic District**

Project Description: **Rehabilitation of outbuilding to include new windows, doors, lighting and HVAC**

Staff Contact: **K. Chen**

The applicant requests approval for the rehabilitation of an outbuilding to include new windows, doors, lighting and HVAC located in the St. John's Church Old and Historic District. The proposed alterations have limited visibility from 31st Street and the alley.

The applicant is proposing to rehabilitate the outbuilding into a one bedroom unit. The existing door and window openings will all be retained except for one on the east elevation facing the neighboring yard. The existing 6/6, double-hung wood sash will be repaired if possible or replaced in-kind with 6/6, double-hung wood sash. New wood 6-panel doors will be installed in existing openings that face 31st Street and the rear yard of the main house. A white carriage-style lantern will be installed next to the door on the 31st Street elevation. A white dual-head security light will be installed next to the door facing the rear yard. New HVAC equipment will be installed on the roof of the outbuilding.

Staff recommends approval of the project with conditions. *The Richmond Old and Historic District Handbook and Design Review Guidelines, Window Replacement and/or Reconstruction, page 65* notes several conditions for the removal of windows and infilling of masonry openings:

4. Boarded windows should be uncovered and repaired. If the resulting window opening is no longer functional, the glass should be retained and frosted, screened or shuttered from the interior. The window should appear to be functional from the exterior.
5. Original masonry openings for doors and windows should be maintained. Infilling original masonry openings is strongly discouraged.

Staff offers the following conditions:

- That the masonry infill be recessed so that the full extent of the original opening remains visible, and
- That the dual head security light be installed on the east side of the rear door, closest to the neighboring property.

It is the assessment of staff that if the above conditions are accepted the application is consistent with the Standards for Rehabilitation outlined in Section 114-930.7(c) of the City Code, as well as with the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*, specifically the page cited above, adopted by the Commission for review of Certificates of Appropriateness under the same section of the code.