



## Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510  
Richmond, VA 23219 | (804)-646-7550  
[www.rva.gov/planning-development-review/commission-architectural-review](http://www.rva.gov/planning-development-review/commission-architectural-review)



### Property (location of work)

Address: 1103 West Franklin Street

Historic District: West Franklin Street

### Applicant Information ☐ Billing Contact

Name: David Johannas

Email: dave@johannasdesign.com

Phone: 804 358 4993

Company: Johannas Design Group

Mailing Address: 1901 W Cary St

Richmond, VA 23220

Applicant Type: ☐ Owner ☐ Agent ☐ Lessee

☒ Architect ☐ Contractor ☐ Other (specify):  
\_\_\_\_\_

### Owner Information ☒ Billing Contact

☐ Same as Applicant

Name: Jim Hammill

Email: jhammill1@verizon.net

Phone: 301 792 8707

Company: 1103 Franklin LLC

Mailing Address: 10910 Forest Gate Place  
Glenn Dale, MD 20769

**\*\*Owner must sign at the bottom of this page\*\***

### Project Information

Project Type: ☐ Alteration ☐ Demolition ☒ New Construction (Conceptual Review Required)

Description (attach additional sheets if needed):

See attached sheet and drawings.

### Acknowledgement of Responsibility

**Compliance:** If granted, you agree to comply with all conditions of the certificate of appropriateness (COA). Revisions to approved work require staff review and may require a new application and approval from the Commission of Architectural Review (CAR). Failure to comply with the conditions of the COA may result in project delays or legal action. The COA is valid for one (1) year and may be extended for an additional year, upon written request and payment of associated fee.

**Requirements:** A complete application includes all applicable information requested on checklists available on the CAR website to provide a complete and accurate description of existing and proposed conditions, as well as payments of the application fee. Applications proposing major new construction, including additions, should meet with staff to review the application and requirements prior to submitting an application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

**Zoning Requirements:** Prior to Commission review, it is the responsibility of the applicant to determine if zoning approval is required and application materials should be prepared in compliance with zoning.

Signature of Owner

James Hammill

Date 7-29-2022

## **Certificate of Appropriateness Application Instructions**

In advance of the application deadline, please contact staff to discuss your project, application requirements, and if necessary, to make an appointment to meet with staff for a project consultation. The CAR website has additional project guidance and required checklists: [www.rva.gov/planning-development-review/commission-architectural-review](http://www.rva.gov/planning-development-review/commission-architectural-review)

**Staff Contact: (804)-646-7550 | [Emily.Routman@richmondgov.com](mailto:Emily.Routman@richmondgov.com)**

### **Submission Instructions**

**Certain exterior work can be administratively approved by Staff. Please contact staff via email with the project address in the subject line. Submit the following items via email to staff:**

- One (1) signed and completed application (PDF) – property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist (PDF)
- Application fee, if required, will be invoiced via the City's Online Permit Portal. Payment of the fee must be received before the application will be scheduled. Please see fee schedule brochure available on the CAR website for additional information.
- **Application deadlines are firm.** All materials must be submitted by the deadline to be considered at the following Commission meeting. Designs must be final at the time of application; revisions will not be accepted after the deadline. Incomplete and/or late applications will not be placed on that month's agenda.
- A complete application includes a signed application form, related checklist, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in Sec. 30-930.6(b).
- The Commission will not accept new materials, revisions, or redesigns at the meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff, Commissioners, and public notice, if required.

### **Meeting Schedule and Application Due Dates**

- The CAR meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00pm via Microsoft Teams. The owner and/or applicant is encouraged to attend the meeting.
- All applications are due at 12 noon the Friday after the monthly CAR meeting, except in December, when applications are due the following Monday. For a list of meeting dates and submission deadline dates for each meeting please visit [www.rva.gov/planning-development-review/commission-architectural-review](http://www.rva.gov/planning-development-review/commission-architectural-review) or contact staff.
- Exception: Revisions to applications that have been deferred or conceptually reviewed at a CAR meeting can be submitted nine (9) business days after that meeting in order to be reviewed at the following meeting. Please contact staff to confirm this date.

### **Fees**

- Full Demolition: **\$1,500**
- New construction/addition to a building other than for a single- or two-family dwelling or accessory building, including multi-family or mixed-use developments: **\$500**
- New construction/addition to a single- or two-family dwelling, or accessory building: **\$250**
- Amendments to previous certificates of appropriateness (COAs) concerning non-structural alterations, changes to signage, and changes to plans: **\$150**
- Extension of a certificate of appropriateness (COA): **\$25**



# CERTIFICATE OF APPROPRIATENESS

## NEW CONSTRUCTION CHECKLIST

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**Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation in the office or on site.**

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for New Construction outlined in Section 30.930.7(c) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** 1103 West Franklin St

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### NEW BUILDING TYPE

- ☐ single-family residence
- ☐ multi-family residence
- ☐ commercial building
- ☐ mixed use building
- ☐ institutional building
- ☒ garage
- ☒ accessory structure
- ☐ other

### DRAWINGS (refer to required drawing guidelines)

- ☒ floor plans
- ☒ elevations (all sides)
- ☐ roof plan
- ☐ list of windows and doors, including size, material, design
- ☐ context drawing showing adjacent buildings
- ☐ perspective
- ☒ site plan
- ☒ legal plat of survey

### WRITTEN DESCRIPTION

- ☒ describe new structure including levels, foundation, siding, windows, doors, roof and details
- ☒ state how the *Richmond Old and Historic Districts Handbook and Design Review Guidelines* informed the proposed work, site specific pages and sections of the *Guidelines* that apply
- ☒ material description; attach specification sheets if necessary

### PHOTOGRAPHS place on 8 ½ x 11 page, label photos with description and location (refer to photograph guidelines)

- ☒ site as seen from street, from front and corners, include neighboring properties



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**JOHANNAS** design group  
1901 West Cary Street  
Richmond Virginia 23220

P. 804.358.4993  
F. 804.358.8211  
W. johannasdesign.com

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## **1103 W Franklin St. Carriage House Renovation CAR Application**

This proposed renovation project concerns an existing carriage house located at the southern end of 1103 West Franklin Street. Per the city GIS records, the house at 1103 W. Franklin St. was built around 1920. The detached garage was likely built at the same time, as it appears on the 1924 Sanborn Map with the main house. The house was originally single family and currently has four units.

The existing carriage house structure is brick and timber, and sits along the northwest and southwest property lines. The building has two stories and per city records contains 1,056 sqft. Currently used as storage space, the proposal includes reinstating the second floor dwelling unit and reconfiguring the garage. The 1924 Sanborn Map has accessory buildings of similar scale and material lining the alley at neighboring properties.

The project is located in an R-6 Single-Family Attached Residential District. The owner will be applying for a Special Use Permit to accommodate the proposed living unit.

### **Per the Richmond 300 Master Plan:**

*Goal 14: Preserve, expand, and create mixed income communities, by preserving existing housing units and developing new ones—both renter- and owner occupied—throughout the city.*

*Objective 14.1: Increase city-wide awareness of the importance of integrating housing at all income levels into every residential neighborhood so every household has housing choice throughout the city.*

### **Handbook and Design Review Guidelines:**

The changes to be made are categorized under the *New Construction* section as *newly built elements added to an existing structure*.

Doors and Windows:

*1. The size, proportion and spacing patterns of door and window openings on a new addition should follow patterns established by the original building. ...Wide, horizontal so-called "picture windows"...are strongly discouraged.*

*2. The architectural appearance of original windows should be used as models for new windows. ...New glass should be clear without reflective coatings....*

*4. Original masonry openings for doors and windows should be maintained.*

**Process:**

The garage doors of the accessory structure will be reconfigured along the alley-facing facade. The southeast door will be reconfigured under the existing header, and the new garage door will be a composite material. The northwest existing door on that facade will be replaced by a cementitious composite wall with three windows. These windows will be similar in proportion to the existing carriage house windows, but have a 6 over 1 lite configuration instead of the existing 6 over 6. The trim board along the bottom of this new wall will also be cementitious. This wall will be recessed from the finished face of the brick facade, reflecting the setback condition of the original garage doors. The remainder of this facade will be restored.

No changes, other than minor restoration, will be made to the northwest or southeast facades, or the fences that run along the property lines. The facade facing the main house will have a new stair and second floor door added. This face of the building and its alterations will be visible from neither Boyd St, nor the alley rights of way.

*Sanborn Map Image, from the Library of Congress:*



*Images of the Carriage House at 1103 West Franklin St.:*

Image of the carriage house as seen from Boyd St.

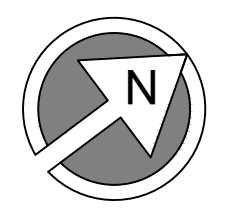
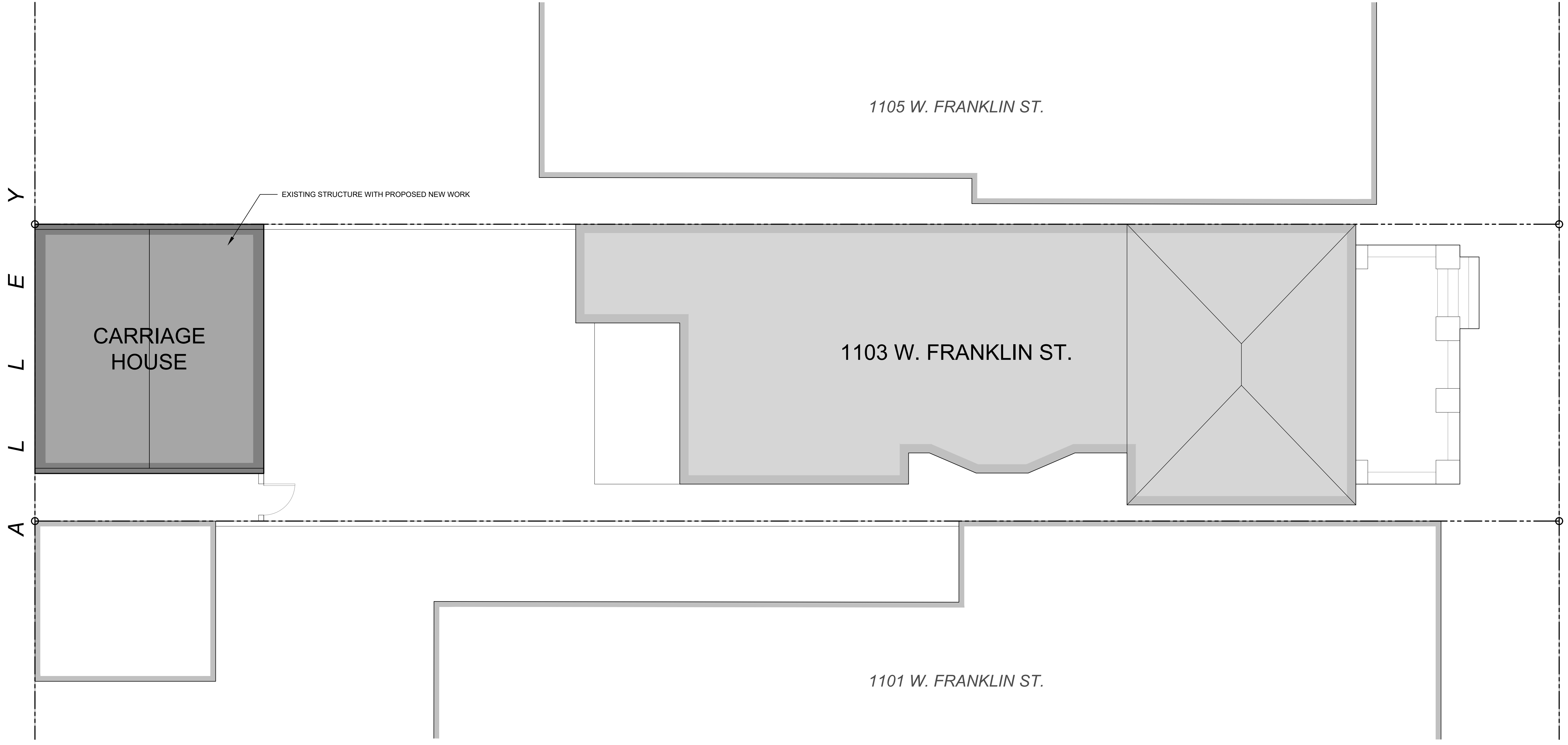


Images of the northwest and alley-facing sides of the carriage house.



Images of the southeast and northeast sides of the carriage house.



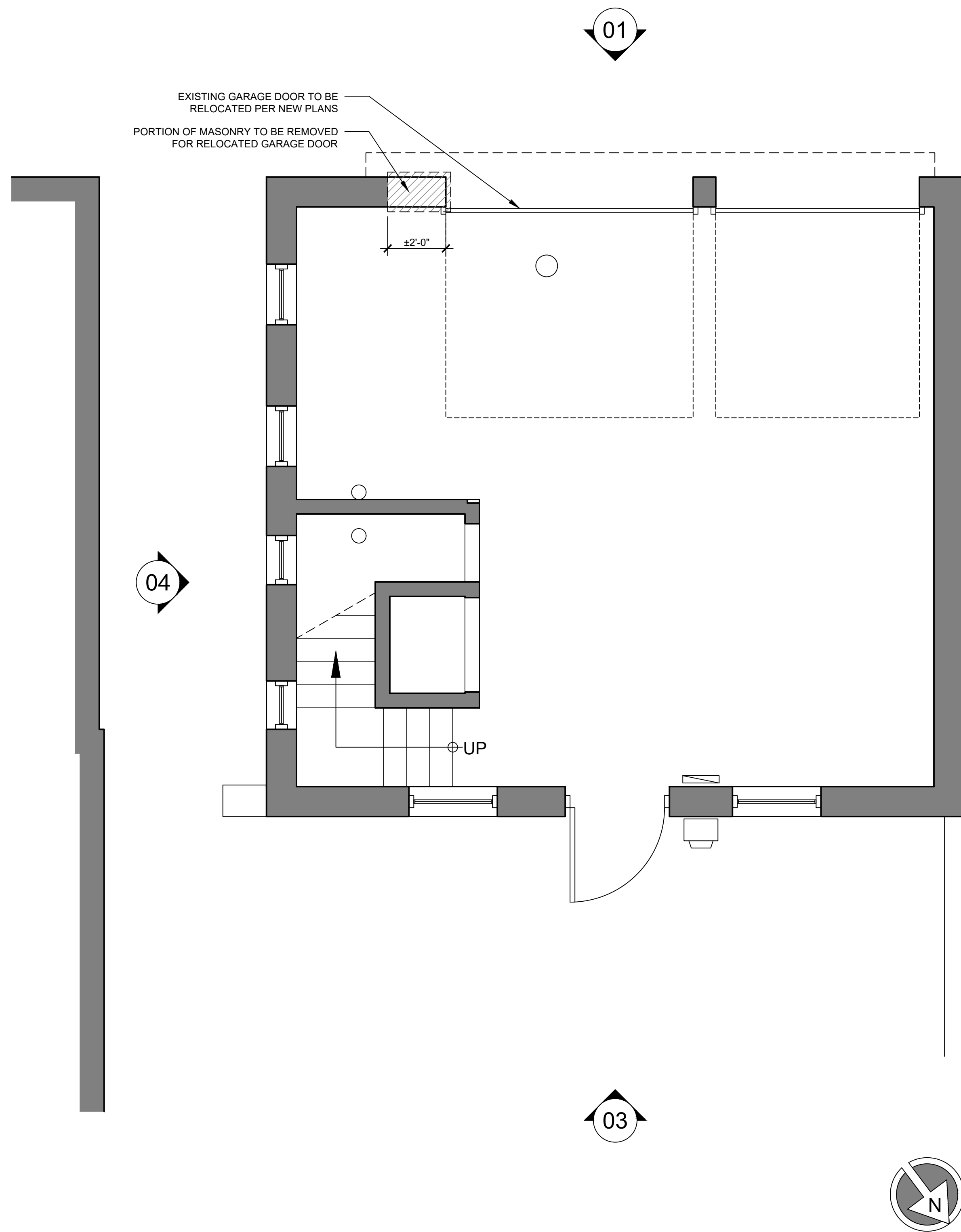


01 SITE PLAN  
SCALE: 3/16" = 1'-0"

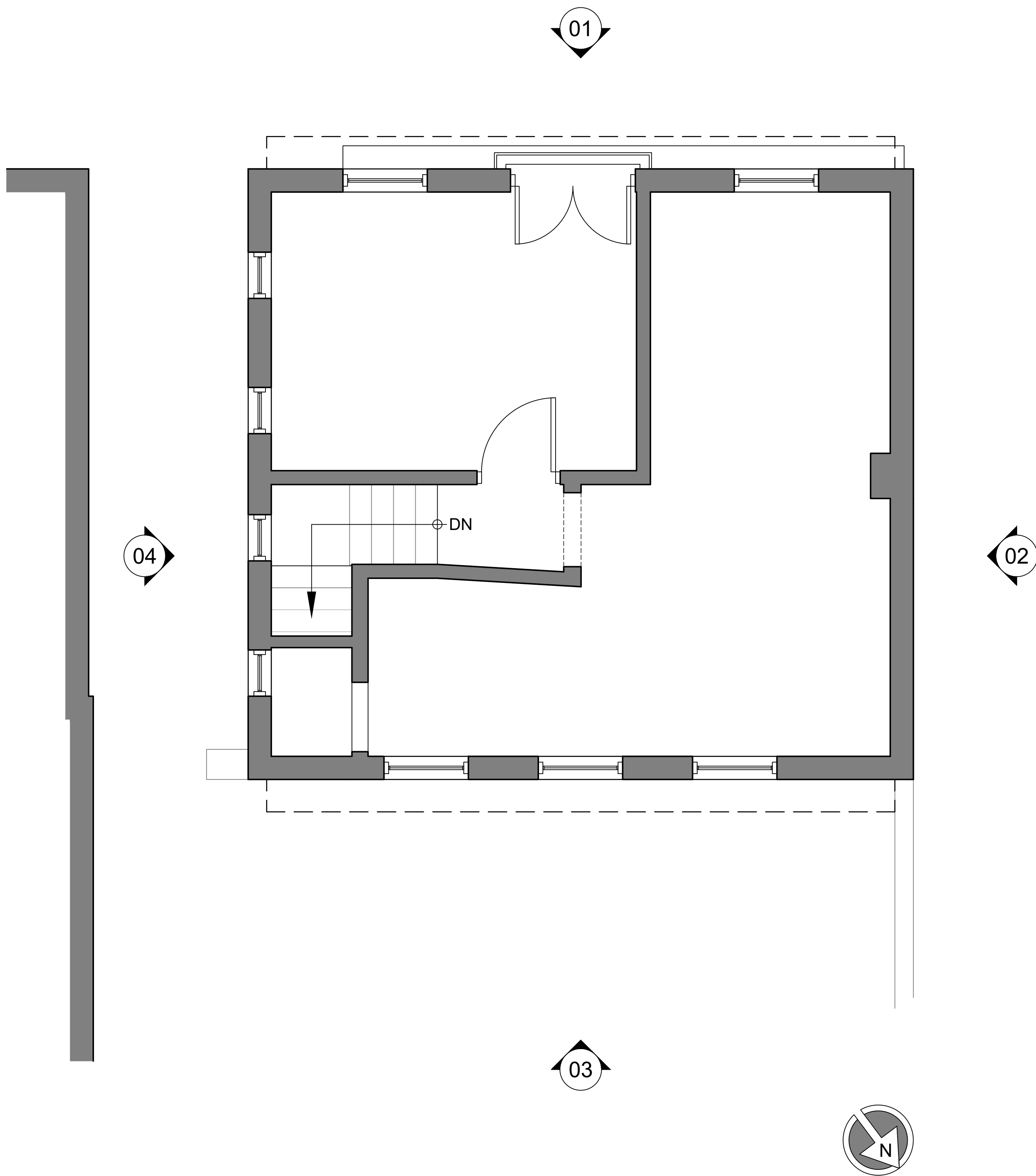
W E S T F R A N K L I N S T R E E T

J O H A N N A S D E S I G N G R O U P 1901 WEST CARY STREET RICHMOND, VA 23220 P 804.358.4993 F 804.358.8211

|                                                                                 |            |
|---------------------------------------------------------------------------------|------------|
| SEAL                                                                            |            |
| REVISIONS                                                                       |            |
| CARRIAGE HOUSE AT 1103 W FRANKLIN ST<br>RICHMOND, VA 23220<br>C.A.R. SUBMISSION |            |
| SHEET TITLE                                                                     |            |
| EXISTING SITE PLAN                                                              |            |
| PROJECT NO.                                                                     | 2132       |
| DATE                                                                            | 08/23/2022 |
| SHEET NO.                                                                       | A000       |

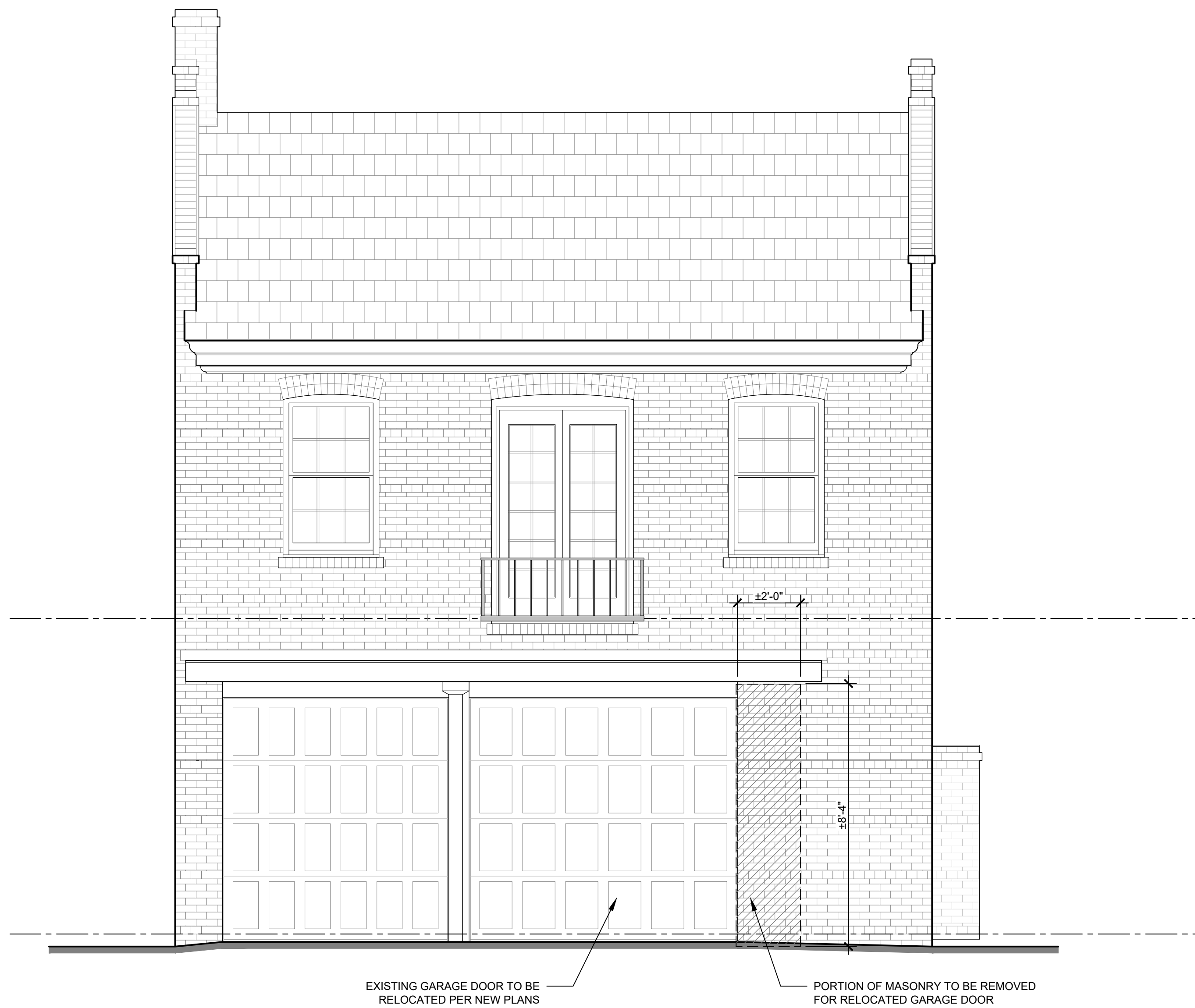


**01** FIRST FLOOR EXISTING PLANS  
SCALE: 3/8" = 1'-0"

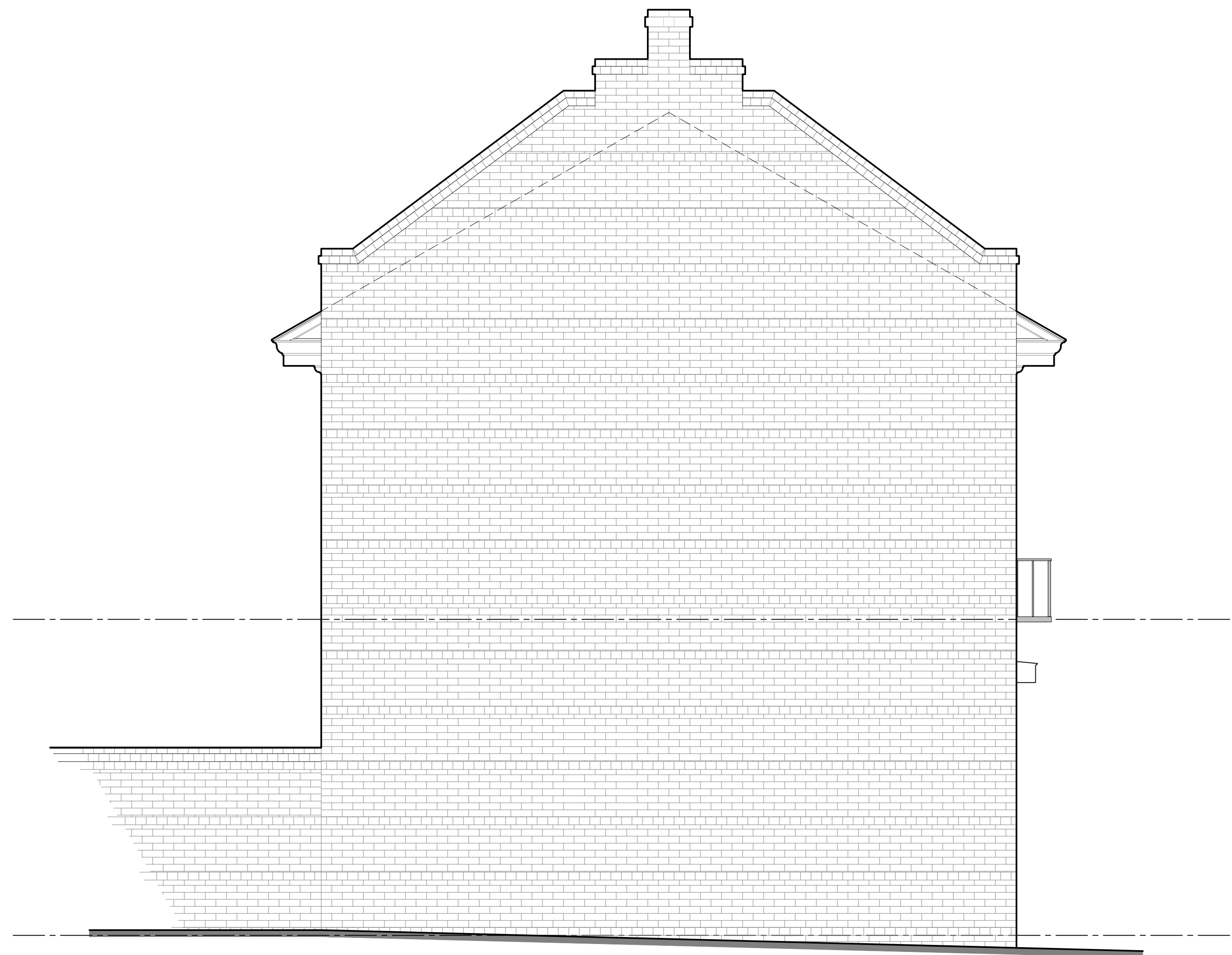


**02** SECOND FLOOR EXISTING PLANS  
SCALE: 3/8" = 1'-0"

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| P 804.358.4993<br>F 804.358.8211                                                |  | SEAL           |
| 1901 WEST CARY STREET RICHMOND, VA 23220                                        |  | REVISIONS      |
| JOHANNAS DESIGN GROUP                                                           |  | SHEET TITLE    |
| CARRIAGE HOUSE AT 1103 W FRANKLIN ST<br>RICHMOND, VA 23220<br>C.A.R. SUBMISSION |  | EXISTING PLANS |
| PROJECT NO.<br>2132                                                             |  | SHEET NO.      |
| DATE<br>08/23/2022                                                              |  | A001           |



01 EXISTING SOUTH FACADE  
SCALE: 3/8" = 1'-0"

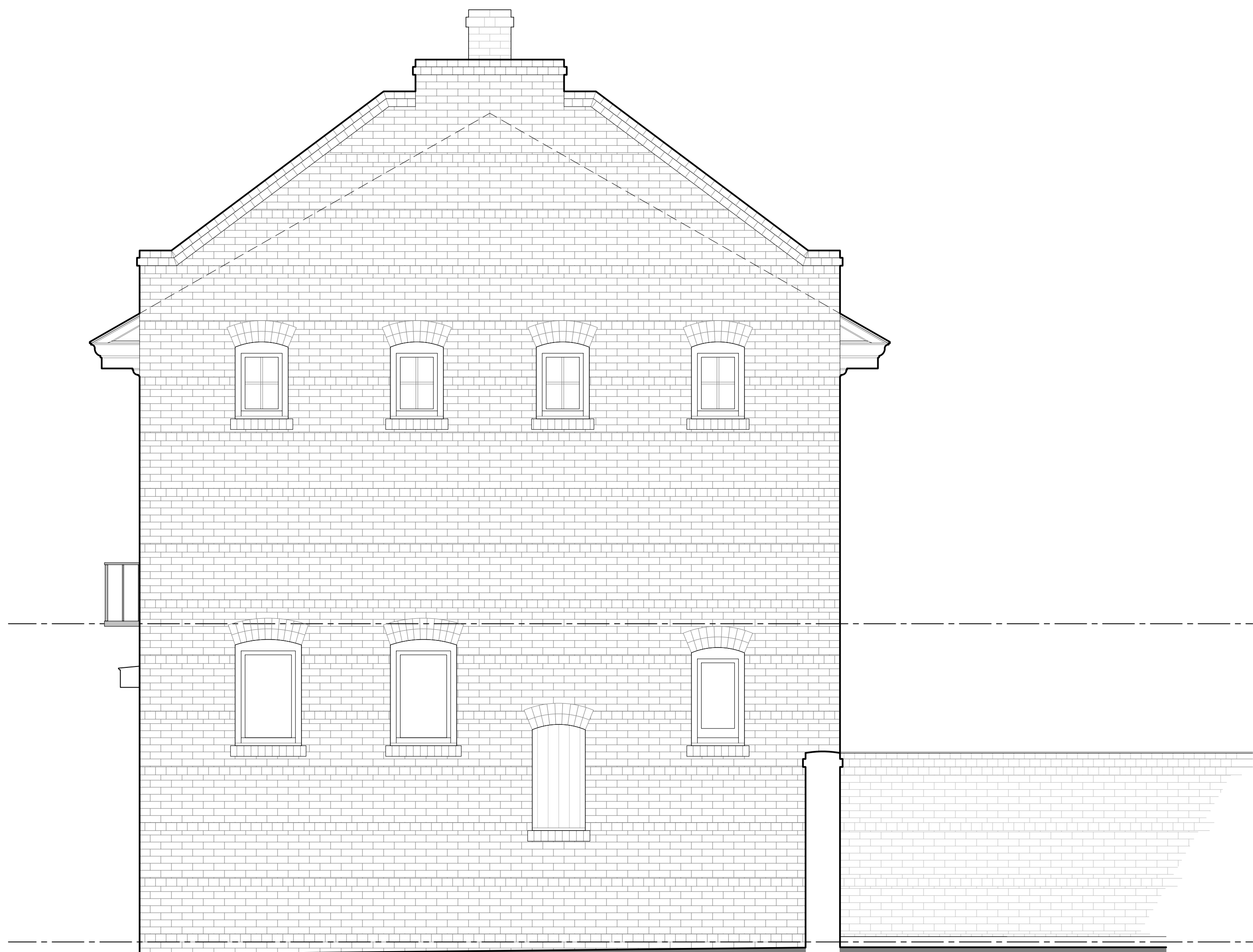


02 EXISTING WEST FACADE  
SCALE: 3/8" = 1'-0"

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| <div>JOHANAS DESIGN GROUP</div> <div>1901 WEST CARY STREET RICHMOND, VA 23220</div> <div>P 804.358.4993<br/>F 804.358.8211</div> | SEAL                                                                            |            |
|                                                                                                                                  | REVISIONS                                                                       |            |
|                                                                                                                                  | CARRIAGE HOUSE AT 1103 W FRANKLIN ST<br>RICHMOND, VA 23220<br>C.A.R. SUBMISSION |            |
|                                                                                                                                  | SHEET TITLE                                                                     |            |
|                                                                                                                                  | EXISTING ELEVATIONS                                                             |            |
| PROJECT NO.                                                                                                                      |                                                                                 | 2132       |
| DATE                                                                                                                             |                                                                                 | 08/23/2022 |
| SHEET NO.                                                                                                                        |                                                                                 | A002       |



03 EXISTING NORTH FACADE  
SCALE: 3/8" = 1'-0"



04 EXISTING EAST FACADE  
SCALE: 3/8" = 1'-0"

JOHANNAS DESIGN GROUP

1901 WEST CARY STREET RICHMOND, VA 23220

P 804.358.4993  
F 804.358.8211

SEAL

REVISIONS

CARRIAGE HOUSE AT 1103 W FRANKLIN ST  
RICHMOND, VA 23220  
C.A.R. SUBMISSION

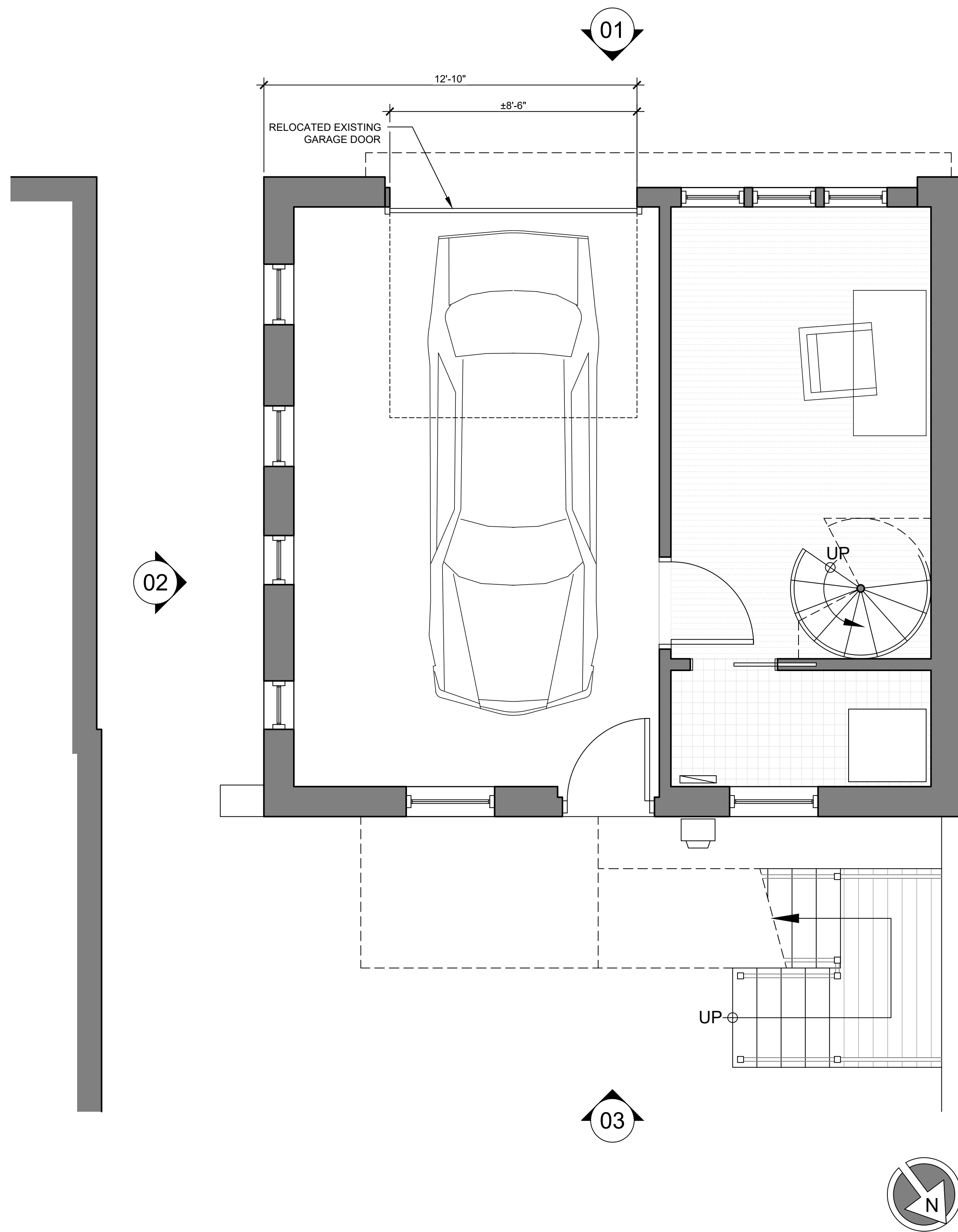
SHEET TITLE

EXISTING ELEVATIONS

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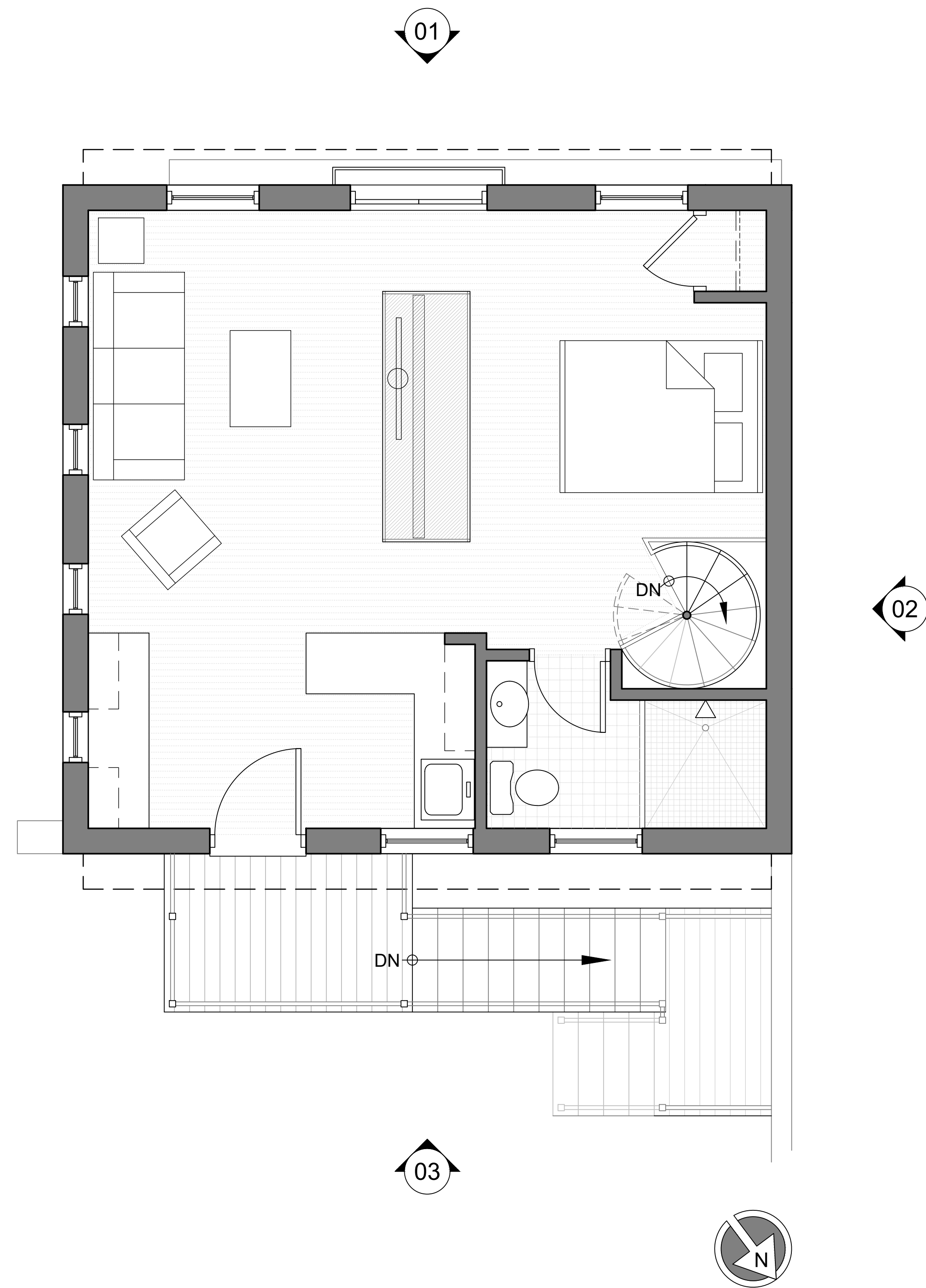
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A003



01 FIRST FLOOR PROPOSED PLANS  
SCALE: 3/8" = 1'-0"

02



02 SECOND FLOOR PROPOSED PLANS  
SCALE: 3/8" = 1'-0"

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| JOHANNAS DESIGN GROUP         |  | CARRIAGE HOUSE AT 1103 W FRANKLIN ST<br>RICHMOND, VA 23220<br>C.A.R. SUBMISSION | REVISIONS   |
| 01                            |  | PROPOSED PLANS                                                                  | SHEET TITLE |
| 02                            |  | 2132                                                                            | PROJECT NO. |
| 08/23/2022                    |  | DATE                                                                            |             |
| A100                          |  | SHEET NO.                                                                       |             |



01 PROPOSED SOUTH FACADE  
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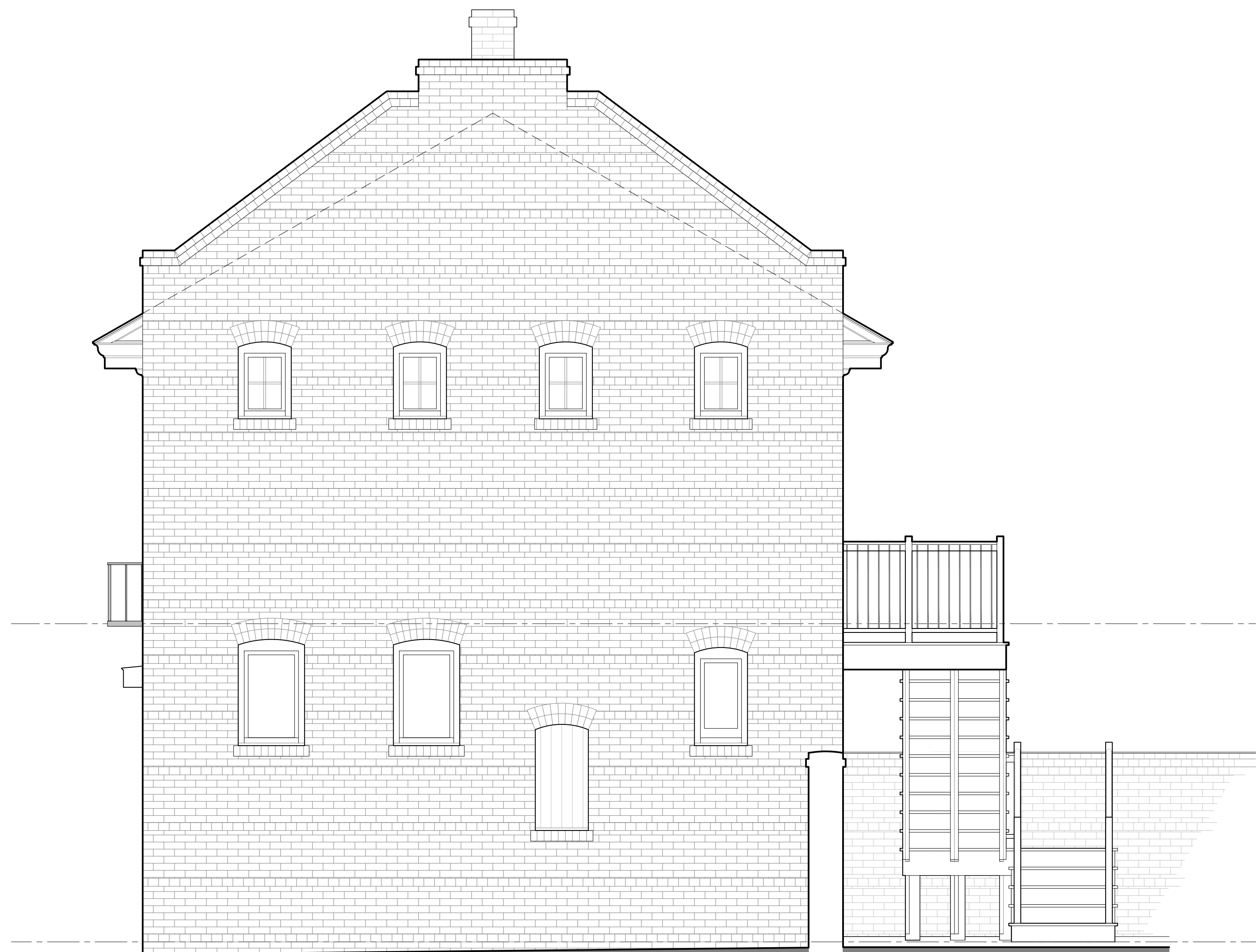


02 PROPOSED WEST FACADE  
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|                                                                                                                                                   | CARRIAGE HOUSE AT 1103 W FRANKLIN ST<br>RICHMOND, VA 23220<br>C.A.R. SUBMISSION |             |                                  |           |                                                                                               |
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| PROPOSED ELEVATIONS                                                                                                                               |                                                                                 | PROJECT NO. |                                  | 2132      |                                                                                               |
| DATE                                                                                                                                              |                                                                                 | 08/23/2022  |                                  | SHEET NO. |                                                                                               |
| A200                                                                                                                                              |                                                                                 |             |                                  |           |                                                                                               |



03 PROPOSED NORTH FACADE  
SCALE: 3/8" = 1'-0"



04 PROPOSED EAST FACADE  
SCALE: 3/8" = 1'-0"

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|                                                                                                                                                                                                                                                                  | <div>CARRIAGE HOUSE AT 1103 W FRANKLIN ST</div> <div>RICHMOND, VA 23220</div> <div>C.A.R. SUBMISSION</div> |  |
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| A201                                                                                                                                                                                                                                                             |                                                                                                            |  |