

**COMMISSION OF ARCHITECTURAL REVIEW
STAFF REPORT
July 24, 2018 Meeting**

1. **COA-037944-2018** (Highwoods)

**106 Shockoe Slip
Shockoe Slip Old and Historic District**

Project Description:

Convert two existing windows to two, double doors in an office building.

Staff Contact:

K. Chen

Proposal: The applicant requests approval to convert two existing windows to two double doors in an office building constructed in 1996. The office building is composed of two multi-storied blocks that are separated on the ground floor by a driveway connecting Shockoe Plaza and Canal Street. The windows are located on the ground floor in the north elevation of the portion of the building to the east of the driveway. The windows are visible from the public right of way. The proposed new doors match those found in other locations of the building.

Staff recommends approval of the project.

The *Richmond Old and Historic Districts Handbook and Design Review Guidelines* state that all original windows should be retained (pg.69, #1), further the *Guidelines* state the number of windows should not be changed by cutting new openings, however the addition of new windows along a secondary elevation will be considered by the Commission on a case-by-case basis (pg. 69, #8). While the *Guidelines* do not make a distinction between contributing and noncontributing buildings, Staff believes that the age, constructed in 1996, the complexity, and commercial nature of the building offer extenuating circumstances to deviate from the *Guidelines* and review the request on a case-by-case basis.

It is the assessment of staff that the application is consistent with the Standards for Rehabilitation outlined in Section 30-930.7(b) and (c) of the City Code, as well as with the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*, specifically the pages cited above, adopted by the Commission for review of Certificates of Appropriateness under the same section of the code.