



Commission of Architectural Review

1. COA-181513-2026	Final Review Meeting Date: 3/24/2026
Applicant/Petitioner	Sean Jefferson
Project Description	Exterior rehabilitation of a commercial building
Project Location	
Address: 1000 N 25th St	
Historic District: Union Hill	
<p>High-Level Details:</p> <p>The applicant proposes exterior alterations to a commercial building. The building is triangular in shape and consists of a rear, older gas station building with a more modern addition constructed off the front.</p> <p>Exterior alterations include in-kind repair of the roof and canopy, removing brick infill in the existing windows, installing glass block, and installing a new takeout window and security door.</p> <p>Most work will in-kind, except for the new glass block windows.</p>	
Staff Recommendation	
Staff Contact	Alex Dandridge, Alex.Dandridge@RVA.gov, (804)646-6569
Previous Reviews	None.
Staff Recommendations	<p>Staff supports installation of glass block in previously infilled window openings.</p> <p>While the application proposes in-kind roof replacement on the non-original portion, staff recommends repair and preservation of the roof on the original building.</p> <p>For the non-original portion, staff recommends in-kind replacement of exterior windows and doors, or a simple compatible design, with final specifications submitted for staff review and approval.</p>

Staff Analysis

Guideline Reference	Reference Text	Analysis
<p>Building Elements, Windows, Window Replacement and/or Reconstruction, pg.69</p>	<p>5. Original masonry openings for doors and windows should be maintained. Infilling original masonry openings is strongly discouraged.</p> <p>7. Windows should only be replaced when they are missing or beyond repair. Any reconstruction should be based on physical evidence or photo documentation.</p> <p>8. The number, location, size or glazing pattern of windows should not be changed by cutting new openings, blocking out windows or by installing replacement sash that do not fit the original window. Changes to existing windows or the addition of new windows along a secondary elevation will be considered by the Commission on a case-by-case basis.</p> <p>9. The architectural character of windows should not be altered by inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing or the appearance of the frame.</p> <p>10. The architectural appearance of original windows should be used as a model for new windows. Changes in the sash, depth or reveal, muntin configuration, frame or glazing is strongly discouraged. New glass should not be tinted or receive reflective coatings.</p>	<p>The applicant proposes to rehabilitate the exterior of a small commercial building. Rehabilitation will include the recladding of a wooden canopy with metal in the same red color to what was previously existing.</p> <p>Windows on the rear, original portion of the building that were previously infilled with brick will be replaced with glass block infill.</p> <p>The <i>Guidelines</i> recommend reopening previously infilled window openings. Staff supports removal of the brick infill on the original portion of the building.</p> <p>For replacement, new windows should replicate the original design where documentation exists. No photographic or physical evidence of the original windows was identified. Based on the building's style and guidance from NPS Preservation Brief 46, the original openings likely contained wood sash or steel windows; however, this remains unsubstantiated.</p> <p>The owner, whose family has held the property for three generations, reports that the openings were infilled with glass block prior to historic district designation. This account constitutes oral history and indicates that glass block represents the most recent documented historic material at these openings.</p> <p><u>Staff supports installation of glass block in previously infilled window openings.</u></p> <p><u>While the application proposes in-kind roof replacement on the non-original portion, staff recommends repair and preservation of the roof on the original building.</u></p> <p><u>For the non-original portion, staff recommends in-kind replacement of window and door openings, or a simple compatible design, with final specifications submitted for staff review and approval.</u></p>

It is the assessment of staff that, with the conditions above, the application is consistent with the Standards for Rehabilitation and New Construction 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.

Figures



Figure 1. 1000 N 25th Street – 1950s



Figure 2. 1000 N 25th Street – Repair to canopy underway and new glass block windows installed.



Figure 3. 1000 N 25th Street – Repair to canopy underway.



Figure 2. 1000 N 25th Street –Previously infilled window openings on original portion of the building.



Figure 2. 1000 N 25th Street – Repair to canopy underway and new glass block windows installed.



Figure 2. 1000 N 25th Street – View of façade along N. 25th Street.