



**Property** (location of work)

Property Address: 2808 E Leigh St, Richmond, VA 23223 Current Zoning: Residential  
Historic District: Church Hill North

Application is submitted for: (check one)

- Alteration**
- Demolition**
- New Construction**

**Project Description** (attach additional sheets if needed):

Restore, repair, and replace (where items and materials are beyond restoration) the front of the house including new windows (in keeping with the original look), insulation, exterior trim, dental molding, soffits, gutter area, roof rafter ends, siding (Installing a like-kind wood siding), framing repair as needed, and primer and paint (approved

**Applicant/Contact Person:** Christopher Wingfield

Company: Wingfield Home Solutions  
Mailing Address: 6255 Debora Drive  
City: Richmond State: VA Zip Code: 23225  
Telephone: (804) 210-6317  
Email: wingfieldhomesolutions@gmail.com  
Billing Contact? No Applicant Type (owner, architect, etc.): Contractor

**Property Owner:** Peter and Mandy Derby

If Business Entity, name and title of authorized signee: \_\_\_\_\_  
Mailing Address: 2808 E Leigh St  
City: Richmond State: VA Zip Code: 23223  
Telephone: (646) 943-1900 // (216) 650-8660  
Email: peter.derby@gmail.com // mandy.stehouwer@gmail.com  
Billing Contact? Yes  
**\*\*Owner must sign at the bottom of this page\*\***

**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. 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. Application materials should be prepared in compliance with zoning.

Property Owner Signature: Amanda Derby Digitally signed by Amanda Derby  
Date: 2024.03.29 11:17:00 -04'00' **Date:** 03/29/2024



# CERTIFICATE OF APPROPRIATENESS

## ALTERATION AND ADDITION 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.**

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 Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** 2808 E LEIGH ST, RICHMOND, VA 23223

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### BUILDING TYPE

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> single-family residence | <input type="checkbox"/> garage              |
| <input type="checkbox"/> multi-family residence             | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> commercial building                | <input type="checkbox"/> other               |
| <input type="checkbox"/> mixed use building                 |  |
| <input type="checkbox"/> institutional building             |  |

### ALTERATION TYPE

- |   |   |
|---|---|
| <input type="checkbox"/> addition                           | <input type="checkbox"/> roof             |
| <input type="checkbox"/> foundation                         | <input type="checkbox"/> awning or canopy |
| <input checked="" type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign  |
| <input checked="" type="checkbox"/> windows or doors        | <input type="checkbox"/> ramp or lift     |
| <input checked="" type="checkbox"/> porch or balcony        | <input type="checkbox"/> other            |

### WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new 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)

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

**DRAWINGS** (refer to required drawing guidelines)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> current site plan      | <input type="checkbox"/> list of current windows and doors | <input type="checkbox"/> current elevations (all sides)   |
| <input type="checkbox"/> proposed site plan     | <input type="checkbox"/> list of proposed window and door  | <input type="checkbox"/> proposed elevations (all sides)  |
| <input type="checkbox"/> current floor plans    | <input type="checkbox"/> current roof plan                 | <input type="checkbox"/> demolition plan                  |
| <input type="checkbox"/> proposed floor plans   | <input type="checkbox"/> proposed roof plan                | <input type="checkbox"/> perspective and/or line of sight |
| <input type="checkbox"/> legal "plat of survey" |  |   |

Restore, repair, and replace (where items and materials are beyond restoration) the front of the house including new windows (in keeping with the original look), insulation, exterior trim, dental molding, soffits, gutter area, roof rafter ends, siding (Installing a like-kind wood siding), framing repair as needed, and primer and paint (approved colors). We'll also be addressing the front porch which is sunken on one side and rotting (replacement of everything but the columns -- i.e., rebuild with concrete foundation piers, reframe floor joists, and install new tongue and groove flooring and railings).

**From:** [Mandy Derby](#)  
**To:** [Dandridge, Alex - PDR](#)  
**Cc:** [Christopher Wingfield](#)  
**Subject:** Re: 2808 E Leigh St -- seeking approval for alterations/repairs  
**Date:** Friday, April 19, 2024 4:55:23 PM  
**Attachments:** [image002.png](#)  
[image005.png](#)  
[image003.png](#)

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Correction from Chris:  
7 1/4" for the siding

**Mandy Derby**  
Creative Director  
[mandyderby.com](http://mandyderby.com)  
[mandy.stehouwer@gmail.com](mailto:mandy.stehouwer@gmail.com)  
(216) 650-8660

On Fri, Apr 19, 2024 at 2:17 PM Mandy Derby <[mandy.stehouwer@gmail.com](mailto:mandy.stehouwer@gmail.com)> wrote:

Hi Alex,

Two updates for you, as previously mentioned:

### **1. Siding**

We'd like to replace the current, original siding with a **thicker width -- 5-7"**

We took a walk around the historic section of Church Hill yesterday and saw quite a few homes with this taller width and like it a lot better than our current thinner boards. We also have a much thicker cement board siding on the rest of the house. I don't believe Chris has a specific siding chosen. Can we ask for a general approval on that range?

### **2. Railings / Balusters**

Taking inspiration from the original colonial-style iron fence in the front of our house, we're interested in installing iron (or aluminum) balustrades between the existing columns, enclosing the porch. We'd like to continue the design on the side of the stairs to replace the current stair railings as well. In a quick search, I found a local company, [Virginia Ironworks](#), who do railings and balustrades in iron as well as "wood-like" aluminum. Aesthetics aside, this would be a great option considering the climate. **I've attached a couple image boards of the styles we're considering. Some images are from the Richmond/Church Hill area and some from online.** We're interested in an updated take on a colonial balustrade. We'd likely have these constructed and installed after the porch is fixed by Chris. I assume we need an approval on this direction and then will need a second approval once we have final drawings. Is that correct?

Thanks,

**From:** [Mandy Derby](#)  
**To:** [Dandridge, Alex - PDR](#)  
**Cc:** [Christopher Wingfield](#)  
**Subject:** Re: 2808 E Leigh St -- seeking approval for alterations/repairs  
**Date:** Wednesday, May 1, 2024 2:28:33 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[Screenshot 2024-05-01 at 1.54.19 PM.png](#)

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Thanks Alex,

For the May 28th meeting, is there any more information you need from me that will help with our approval process? I just spoke to Chris and he'll be sharing with you the material specs for the window replacements (in-kind in material, style, and proportions to the originals).

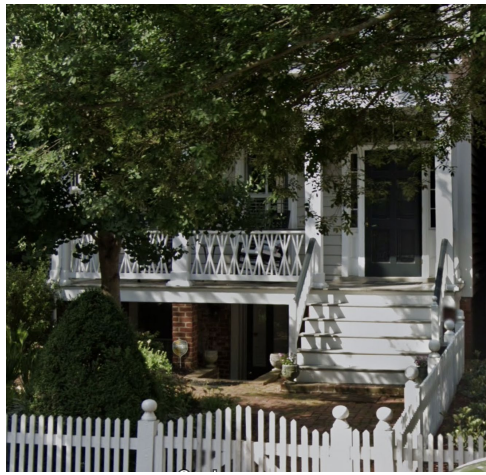
We've read the guidelines, as has Chris, and our goal is to maintain and restore the historic look of the house as we improve its quality and make updates. Many of the elements on the facade are rotted beyond repair and despite being recently renovated (2018 I believe), the house -- especially the front -- is in poor condition. It seems, at the time, many cosmetic updates were made when deeper renovations and repairs were needed.

We're investing in the house to mend it, care for it, and make it more efficient. In almost every area of this front facade project, we're in keeping with the identical historic appearance and materials. There are just two elements we'd like to update that are still historically accurate, appropriate, and relevant to the period of the house -- just not *identical* to the original house: the siding height and the railing style. As the owners who are making the investment to improve the property, it would be great to also *like* the updates. Is there some leeway between historically appropriate and historically identical? According to my research, our house is a Colonial Revival architecture style. I'm seeing many houses in the neighborhood of the same style with taller siding on their primary elevations. We'd like to use 7 1/4" if possible. For the railings, we're taking cues from our original front fence and inspiration from other traditional Colonial Revival houses in the neighborhood to create a railing style that's still historically relevant, though not identical -- and a style we feel good spending our money to create. We'd also be keeping the original columns and are seeing this balustrade railing used with our same column style.

This is the style we're most interested in (minus the flourish ornamentation):



As seen in Shockoe Valley and Church Hill:



We found a local company that can construct the balustrade out of iron or a "wood-like" material for longevity.

Do you need more information to approve this general concept direction on 5/28? I assume we'll need to get drawings approved down the road, once drafted, but I don't want to start that process if the overall direction isn't approved. Please let me know.

Thanks,  
Mandy

On Fri, Apr 26, 2024 at 11:22 AM Dandridge, Alex - PDR <[Alex.Dandridge@rva.gov](mailto:Alex.Dandridge@rva.gov)> wrote:

Good Morning,

Sorry for the delayed response!

Because you are wanting to install a different siding type on the facade, as well as a new railing style, this application is lending itself more towards a full Commission Review. I can go ahead and schedule it for the May 28<sup>th</sup>, 2024 CAR meeting.

I will add that generally alterations that are made on historic building should be in-kind or based on physical or photographic documentation, which is also reflected in our guidelines. I can see if I have any older photos in our files if you wish to take inspiration from that.

All this being said, your present this to the commission, but there will be some discussion and push back on changing the siding on the front and adding a new railing.

Thank you,

Alex D



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

Alex Dandridge

Preservation Planner | [authenticITY Studio](https://www.authenticitystudio.com)

Secretary, Commission of Architectural Review

(o) 804-646-6569

(e) [alex.dandridge@rva.gov](mailto:alex.dandridge@rva.gov)

(w) [rva.gov/planning-development-review](http://rva.gov/planning-development-review)

(m) 900 E. Broad St., Room 511, Richmond, VA 23219-1907

How am I doing? Please contact my supervisor [Kimberly.Chen@rva.gov](mailto:Kimberly.Chen@rva.gov)

---

**From:** Mandy Derby <[mandy.stehouwer@gmail.com](mailto:mandy.stehouwer@gmail.com)>  
**Sent:** Friday, April 19, 2024 4:55 PM  
**To:** Dandridge, Alex - PDR <[Alex.Dandridge@rva.gov](mailto:Alex.Dandridge@rva.gov)>  
**Cc:** Christopher Wingfield <[wingfieldhomesolutions@gmail.com](mailto:wingfieldhomesolutions@gmail.com)>  
**Subject:** Re: 2808 E Leigh St -- seeking approval for alterations/repairs

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Correction from Chris:

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**Mandy Derby**  
Creative Director  
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(216) 650-8660

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a local company, [Virginia Ironworks](#), who do railings and balustrades in iron as well as "wood-like" aluminum. Aesthetics aside, this would be a great option considering the climate. **I've attached a couple image boards of the styles we're considering. Some images are from the Richmond/Church Hill area and some from online.** We're interested in an updated take on a colonial balustrade. We'd likely have these constructed and installed after the porch is fixed by Chris. I assume we need an approval on this direction and then will need a second approval once we have final drawings. Is that correct?

Thanks,

Mandy

On Thu, Apr 18, 2024 at 3:40 PM Mandy Derby <[mandy.stehouwer@gmail.com](mailto:mandy.stehouwer@gmail.com)> wrote:

Ah, got it. No problem.  
I'll share those details as soon as I have them.  
Thank you,  
Mandy

On Thu, Apr 18, 2024 at 3:38 PM Dandridge, Alex - PDR <[Alex.Dandridge@rva.gov](mailto:Alex.Dandridge@rva.gov)> wrote:

Those items may be sent to me over email for review. No need to amend anything. Please note that nothing has been approved just yet!



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

Alex Dandridge

Preservation Planner | authenticITY Studio

Secretary, Commission of Architectural Review

(o) 804-646-6569

(e) [alex.dandridge@rva.gov](mailto:alex.dandridge@rva.gov)

(w) [rva.gov/planning-development-review](http://rva.gov/planning-development-review)

(m) 900 E. Broad St., Room 511, Richmond, VA 23219-1907

How am I doing? Please contact my supervisor [Kimberly.Chen@rva.gov](mailto:Kimberly.Chen@rva.gov)

---

**From:** Mandy Derby <[mandy.stehouwer@gmail.com](mailto:mandy.stehouwer@gmail.com)>  
**Sent:** Thursday, April 18, 2024 3:36 PM  
**To:** Dandridge, Alex - PDR <[Alex.Dandridge@rva.gov](mailto:Alex.Dandridge@rva.gov)>  
**Cc:** Christopher Wingfield <[wingfieldhomesolutions@gmail.com](mailto:wingfieldhomesolutions@gmail.com)>  
**Subject:** Re: 2808 E Leigh St -- seeking approval for alterations/repairs

You don't often get email from [mandy.stehouwer@gmail.com](mailto:mandy.stehouwer@gmail.com). [Learn why this is important](#)

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That's wild. Thanks for sharing. We thought the house was originally brick and then sided in 2016. We wondered why the siding was in such disrepair!

Chris let me know he talked to someone (maybe you) over the phone and that most of what we're asking to do was approved. It's my understanding that a couple specific details (width of replacement siding and style of replacement balusters (if different from what we have now)) need further approval. Do I need to amend the documents I've submitted to include that information or can those details be discussed over email?

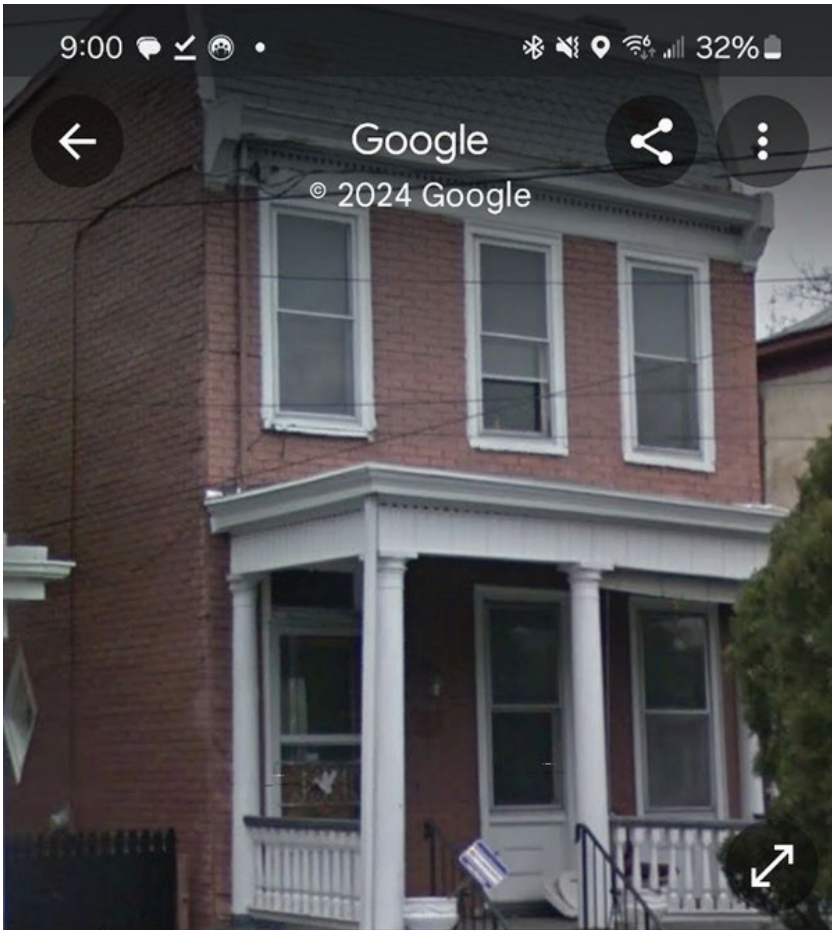
Thanks,

Mandy

On Thu, Apr 18, 2024 at 1:01 PM Dandridge, Alex - PDR <[Alex.Dandridge@rva.gov](mailto:Alex.Dandridge@rva.gov)> wrote:

Just found this picture in our files from 2016 that shows the faux brick siding coming off, revealing the wood siding underneath. Looks like it was a faux brick!

# HISTORIC IMAGES



ELEVATIONS / FACADE



PORCH



**LOWER LEFT WINDOW**



LOWER RIGHT WINDOW



UPPER LEFT WINDOW



UPPER MIDDLE WINDOW





UPPER MIDDLE WINDOW



IRON OR ALUMINUM WOOD-LIKE BALUSTRADE STYLE (1)



IRON OR ALUMINUM WOOD-LIKE BALUSTRADE STYLE (2)





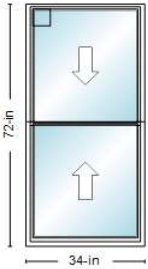
# Lowe's Custom Order Quote

Quote # 206398884  
Quote Name: wood window spec  
Date Printed: 5/10/2024

**Customer:** Chris Wingfield  
**Email:** chrisxwingfield@gmail.com  
**Address:** 6255 Debora Dr  
Richmond, VA 23225  
**Phone:** (804) 210-6317

**Store:** (381) LOWE'S OF WEST RICHMOND, VA.  
**Associate:** JULIUS MILLS (3059848)  
**Address:** 9490 WEST BROAD ST.  
RICHMOND, VA 23294-5330  
**Phone:** (804) 270-9277

**Item Total:** 20  
**PreSavings Total:** \$7,372.30  
**Freight Total:** \$0.00  
**Labor Total:** \$0.00  
**Pre-Tax Total:** \$7,372.30



Lifestyle | Double Hung | 34 X 72 | Without HGP | White  
Room Location: None Assigned

Product Warranty



Line #	Item Summary	Production Time	Was Price	Now Price	Quantity	Total Savings	Pre-Tax Total
100-1	Lifestyle   Double Hung   34 X 72   Without HGP   White	21 days	\$1,270.59	\$1,270.59	5		\$6,352.95
Line #	Item Summary	Production Time	Was Price	Now Price	Quantity	Total Savings	Pre-Tax Total
100-2	Screen Hidden Screen Bottom Sash Only White	21 days	\$181.83	\$181.83	5		\$909.15
Line #	Item Summary	Production Time	Was Price	Now Price	Quantity	Total Savings	Pre-Tax Total
100-3	Hardware Options Champagne Sash Lift (0F370003)	21 days	\$11.02	\$11.02	5		\$55.10
Line #	Item Summary	Production Time	Was Price	Now Price	Quantity	Total Savings	Pre-Tax Total
100-4	Hardware Options Champagne Sash Lift (0F370003)	21 days	\$11.02	\$11.02	5		\$55.10

**Begin Line 100 Descriptions**

---- Line 100-1 ----

A1: Non-Standard Size  
 Double Hung  
 Equal. Frame Size: 34 X 72. Lifestyle Series.  
 No Program. No Package  
 Without Hinged Glass Panel  
 North Central  
 Climate Zone 4

Clad  
 Pine  
 5"  
 3 11/16"  
 Jambliner Color: Black. Standard Enduraclad  
 White. Prefinished White Paint Interior. Glass:  
 Insulated Low-E SunDefense™+ Low-E  
 Insulating Glass Argon Non High Altitude. Cam-  
 Action Lock  
 2 Locks  
 Champagne  
 No Limited Opening Hardware  
 Order Sash Lift  
 2 Lifts  
 No Integrated Sensor. Hidden Screen Bottom  
 Sash Only  
 White. Combination U-Factor 0.25  
 U-Factor 0.25  
 Combination SHGC 0.22  
 SHGC 0.22  
 VLT 0.51  
 CPD PEL-N-35-00463-00001  
 Satisfied Energy Star Zones North Central,South  
 Central,Southern  
 Yes  
 STC 27  
 OITC 23  
 Clear Opening Width 30.812  
 Clear Opening Height 32.75  
 Clear Opening Area 7.00759  
 Egress Meets Typical 5.7 sqft (E) (United States  
 Only).

Remake: No  
 In-Store Pick-up  
 EA  
 04/26/2024  
 False  
 True  
 877-473-5527  
 . 21 Days. 943063  
 WTS Pella LS Window. 33070.  
 Grille: No Grille  
 Wrapping Information: Branch Supplied  
 4 9/16"  
 5 7/8"  
 Standard Four Sided Jamb Extension  
 Factory Applied  
 Pella Recommended Clearance  
 Perimeter Length = 212".

---- Line 100-2 ----

Screen Hidden Screen Bottom Sash Only White

---- Line 100-3 ----

Hardware Options Champagne Sash Lift  
 (OF370003)

---- Line 100-4 ----

Hardware Options Champagne Sash Lift  
 (OF370003)

**End Line 100 Descriptions**

Accepted by: \_\_\_\_\_

Date: 5/10/2024

<b>Pre-Tax Total</b>	<b>\$7,372.30</b>
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This quote is an estimate only and valid for 30 days on all regularly priced items. For promotional items please refer to the dates listed above.  
 This estimate does not include tax or delivery charges. Estimated arrival will be determined at the time of purchase. All of the above  
 quantities, dimensions, specifications and accessories have been verified and accepted by the customer.

**\*\*\*\* Special order configured products returned or canceled after 72 hours from purchase are subject to a 20% restocking fee. \*\*\*\***