



Property (location of work)

Property Address: _____ Current **Zoning**: _____

Historic District: _____

Application is submitted for: (check one)

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

Project Description (attach additional sheets if needed):

Applicant/Contact Person: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____

Email: _____

Billing Contact? Applicant Type (owner, architect, etc.):

Property Owner: _____

If Business Entity, name and title of authorized signee: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____

Email: _____

Billing Contact?

****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: _____ **Date:** _____

Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | alex.dandridge@rva.gov

Before You Submit

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.

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.

Submission Requirements

Please submit applications to 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 signature required.
- Supporting documentation, as indicated on the [checklist](#), which can be found under the 'Application Information' tab on the website.
- Payment of application fee, if required. Payment of the fee must be received before the application will be scheduled. An invoice will be sent via the City's Online Permit Portal. Please see [fee schedule](#) available on the CAR website for additional information.

A complete application includes a signed application form, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in the City Code of Ordinances 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 Information and Application Due Dates

- The Commission meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- Application hearings start at 4:00pm. Meetings are held in person at City Hall in the 5th floor conference room. Participation via Microsoft Teams is available. It is strongly recommended that at least one person, either the owner or applicant, attend the meeting in person.
- 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 or contact staff.
- 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.
- New construction will be required to go through a conceptual review. The conceptual review is non-binding.
- Applicants are encouraged to reach out to any relevant civic associations and immediate neighbors for new construction or large-scale projects prior to submitting to the Commission of Architectural Review.



March 17, 2025

City of Richmond Department of Planning and Development Review
Commission of Architectural Review
Mr. Alex Dandridge, Secretary
City Hall, 900 East Broad Street
Richmond, VA 23219

RE: 3021 & 3025 E Franklin Street (E000-0638/008 & E000-0638/010)

Members of the Commission,

This memorandum shall serve as the applicant's statement for an application to be reviewed by the Commission of Architectural Review (the "CAR") for the proposed construction of a new single-family detached dwelling on the properties known as 3021 & 3025 E Franklin Street (the "Property").

The Property is located on the south side of E Franklin Street between N 29th and N 31st Streets and lies in Richmond's St. John's Church City Old and Historic District. Existing structures in the district are known for a variety of architectural styles and materials as well as a range of land uses. While dwellings in the St. John's Church City Old and Historic District offer excellent examples of historic architecture, due to the topography of the area, the majority of properties in the immediate vicinity of the Property are developed with recent construction or are currently vacant.

The Property owner is proposing to divide the vacant western portion of the parcel at 3025 E Franklin while retaining the existing dwelling on the eastern portion of the lot. Two three-story, single-family attached dwellings are proposed, which will be located on the 18.5'

wide lots to be known as 3023 and 3031 E Franklin. Each new dwelling would contain 3 bedrooms and 2 ½ bathrooms including a primary bedroom suite on the second floor amounting to approximately 2,120 square feet of finished floor area. The dwellings are designed with a floorplan which offers a modern and open living area and kitchen on the first floor. A primary bedroom containing a large closet and en-suite bathroom would be located on the second floor while two bedrooms and a jack-and-jill bathroom would be located on the third floor.

Siting:

3025 E Franklin is currently occupied with a four-unit multifamily dwelling on the eastern portion of the lot. To the west of the vacant parcel at 3021 E Franklin lies an apartment complex with 12-24 units located at 3005 E Franklin. The property at 3005 E Franklin was originally constructed in 1964 and has been rehabbed in the last five years. The design and siting of the proposed dwellings have been configured to respect the existing dwellings in the area while also acknowledging the narrowness of the parcel and the changes in topography in the area.

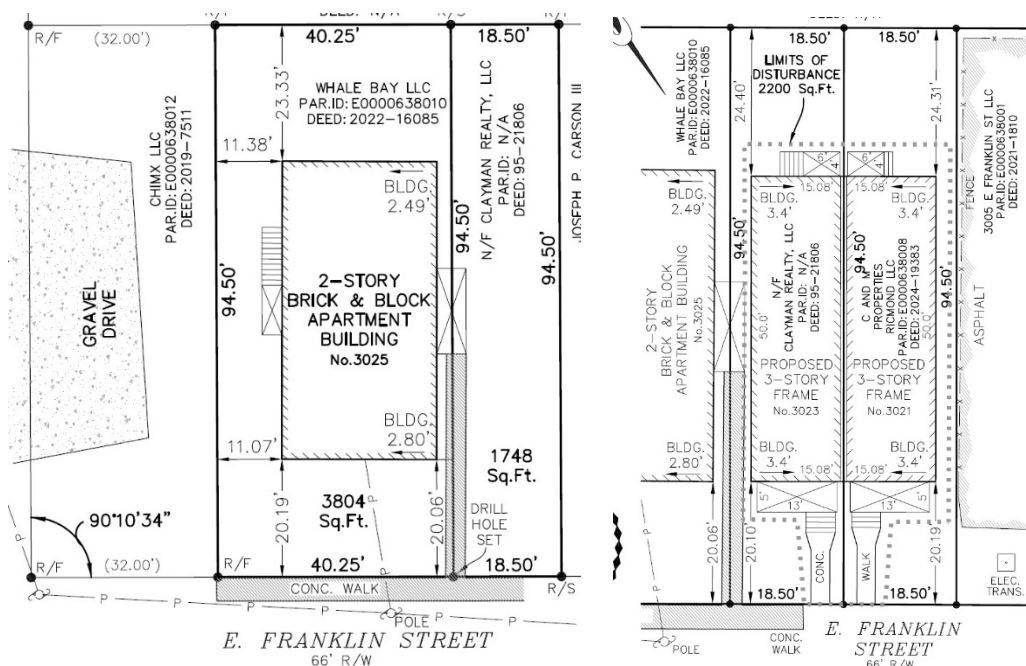


Figure 1: Division of lot (left) and Site plan of proposed dwellings including 3021 E Franklin St. (right)

The dwellings will be set back from the street 20' which recognizes the siting of the dwellings to the east. The siting of the new dwelling is compatible with the underlying zoning and with other dwellings within the area.

Form:

The proposed dwelling has been designed to be reflective of the existing lot configuration and to be consistent with other recently approved new dwelling and row house forms found in the area while also responding to the underlying R-6 zoning requirements.

Townhome-style dwellings are the primary housing typology fronting E Franklin Street in this block. The proposed dwelling features a modern design in a traditional townhome style which reflects the neighborhood. Quality materials including cementitious lap siding, full-width porches, and metal roofing on the porch and mansard roof ensure a quality building which fits in with the neighborhood. The combination of design and materials create a structure which acknowledges the needs of the modern homebuyer while remaining sensitive to the historic fabric of the neighborhood as a whole.

Scale:

The proposed dwelling is consistent with the scale and character of the proposed site layout and existing neighborhood and will appear appropriate from street level. The height of the building and changes in topography in the area create a sense of buildings stepping-up as the eye moves west along East Franklin Street.

Height, Width, Proportion, & Massing

A contextual exhibit is included with this request. At three stories, the proposed dwelling is comparable in height with the other structures on the block and with the underlying R-6 zoning regulations. Existing structures along E Franklin Street are range from two to three stories. The proposed design of the dwelling allows for compatibility with adjacent homes which are of different heights and elevations due to the grade of the underlying landscape.

Exterior Cladding/Doors and Windows/Materials

Exterior cladding, doors and windows, foundation, and roofing are as noted on the attached plans. Cementitious siding was chosen for its durability, desirable aesthetics, and consistency with CAR requirements and other dwellings within the St. John's Church Old and Historic District. A finish schedule including doors and windows is provided for the proposed dwellings.

The proposed design would be compatible with the historical fabric of the block as it recognizes the siting, scale, form, and massing of the contributing structures on the block. The proposed dwelling provides modern architectural style offering new and desirable housing opportunities within the area while remaining consistent with the townhome style of dwelling frequently found within the historic district. The proposed single-family detached dwelling addresses the unique considerations of the lot size, topography, and underlying zoning while also acknowledging the historical characteristics of the neighborhood.

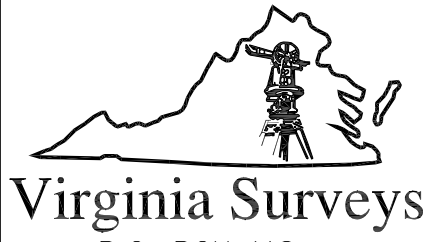
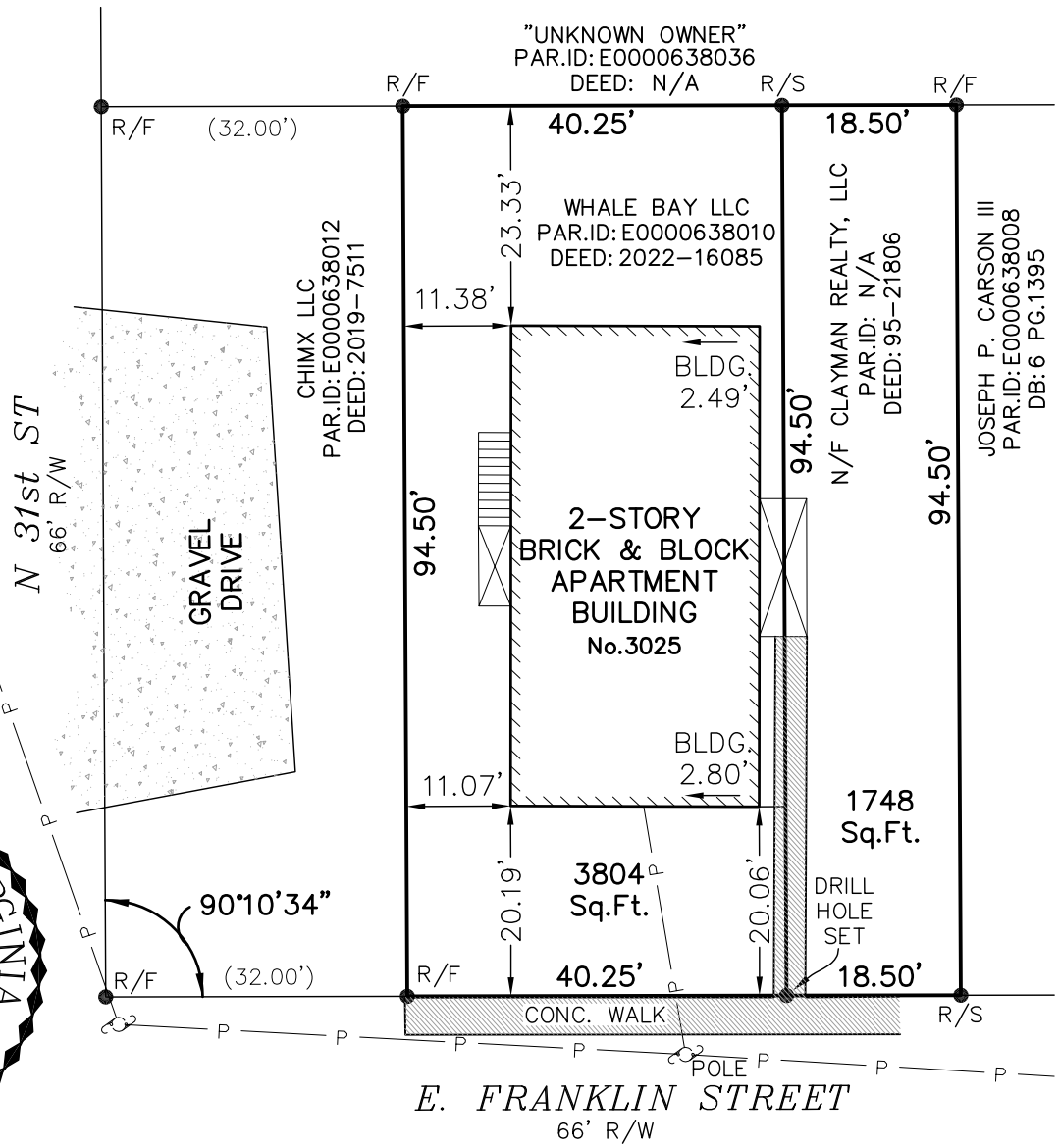
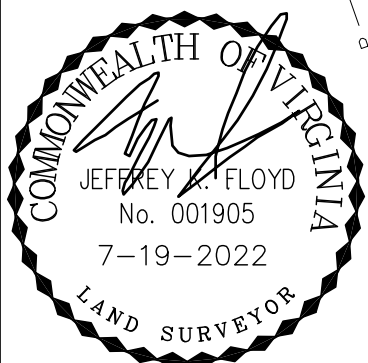
We thank you for the care and assistance in reviewing our application. Should you have any questions after reviewing this request, please feel free to contact me at will@bakerdevelopmentresources.com or (864) 377-9140.

Sincerely,



Will Gillette, AICP
Baker Development Resources, LLC

This is to certify to the PURCHASER/OWNER shown hereon, and his TITLE INSURER and Lender, that on 7-19-2022 I made an Accurate survey of the premises shown hereon and that there are no easements or encroachments visible on the ground other than those shown hereon. This survey has been made without the benefit of a title search and is subject to any uses recorded and unrecorded and other pertinent facts in which a title search may disclose. Copies of this plat without the certifying surveyor's seal with an original signature are INVALID.



MAP SHOWING THE IMPROVEMENTS
ON No.3025 E. FRANKLIN STREET
AND A 1748 Sq.Ft. PARCEL
IN THE CITY OF RICHMOND, VA.

Virginia Surveys
P.O. BOX 118
CHESTERFIELD, VA 23832
(804) 748-9481
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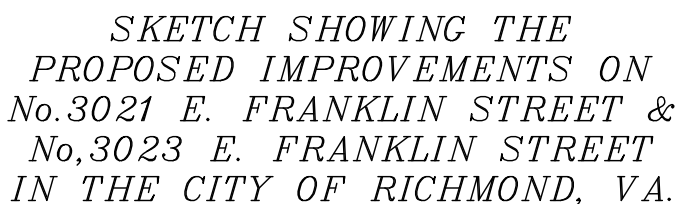
DATE: 7-19-2022
CERTIFIED BY JEFFREY K. FLOYD
VIRGINIA CERTIFICATE NO. 001905
SCALE: 1"=20'
JOB NO. 220615149

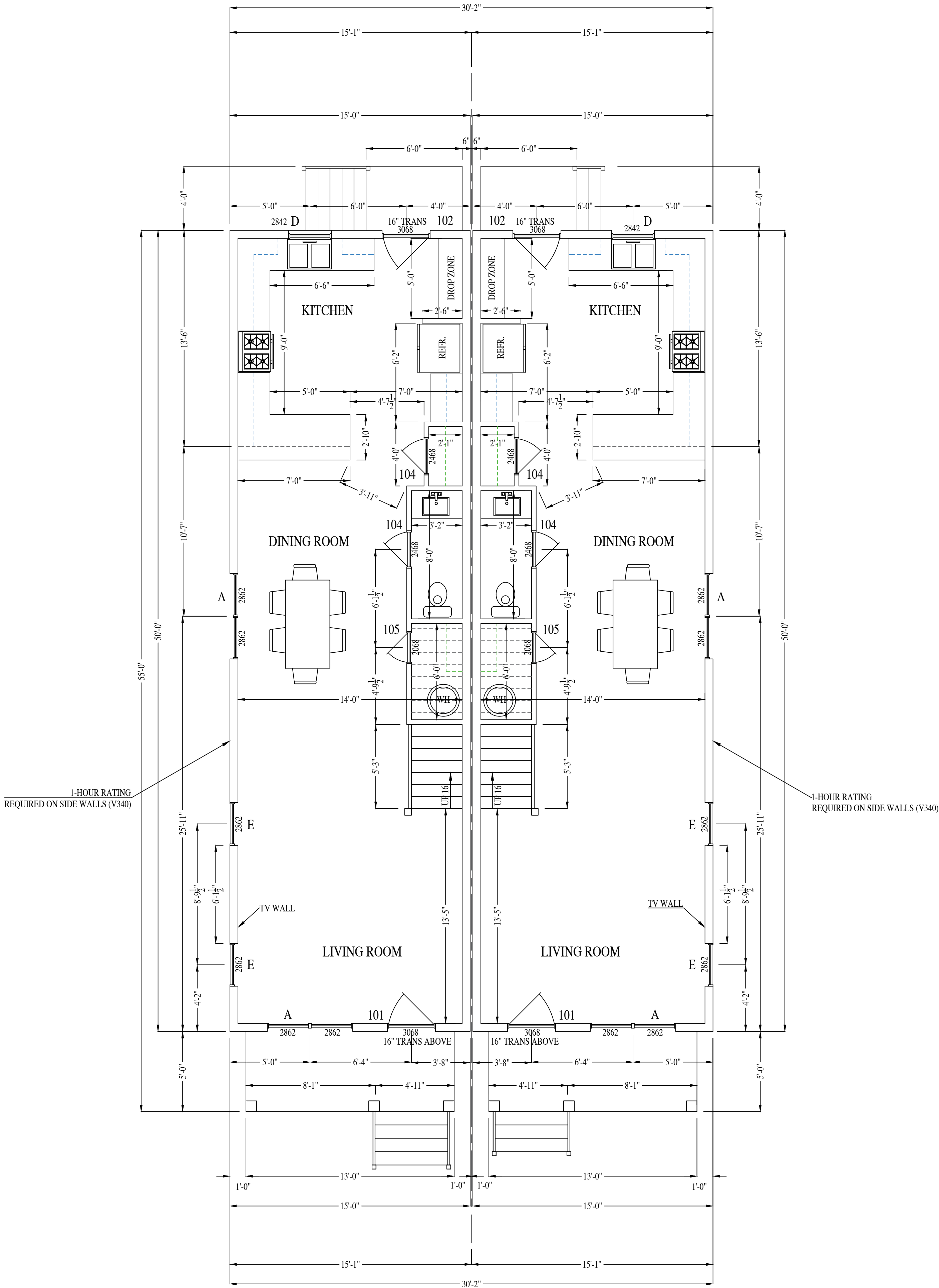


(804) 748-9481
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VIRGINIA CERTIFICATE NO. 001905

JOB NO. 241116528





FIRST FLOOR PLAN

BUILDING INFORMATION

1ST FL. HEATED S.F.	750
2ND FL. HEATED S.F.	750
3RD FL. HEATED S.F.	620

3021-3023 E FRANKLIN ST.

RIVER MILL DEVELOPMENT
RIVERMILLDEVELOPMENT@GMAIL.COM
PHONE: (434) 774-4535

REVISION NOTES

DATE	START

SCALE:

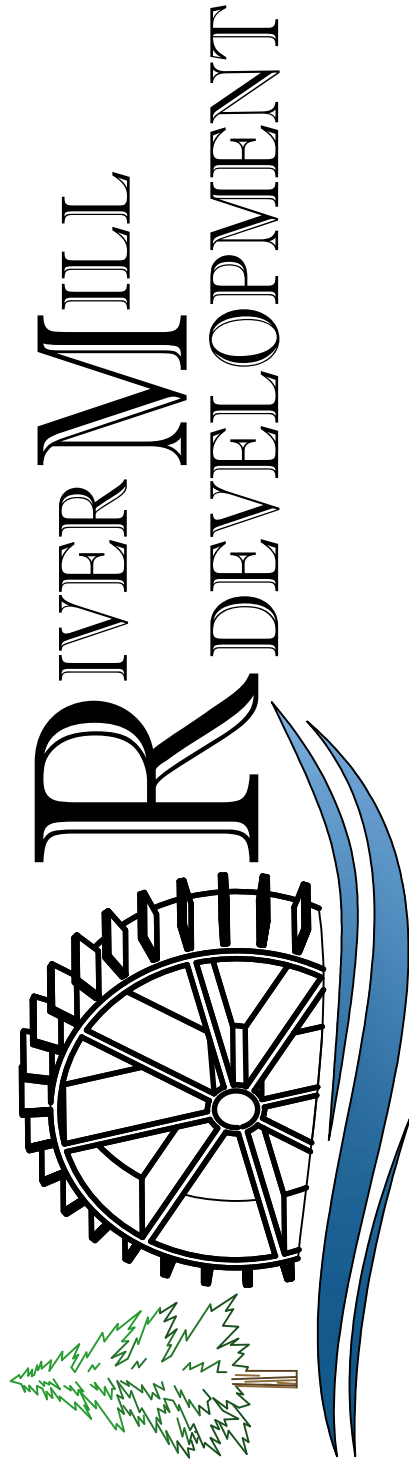
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DATE:

1-24-2025

SHEET:

A1.1

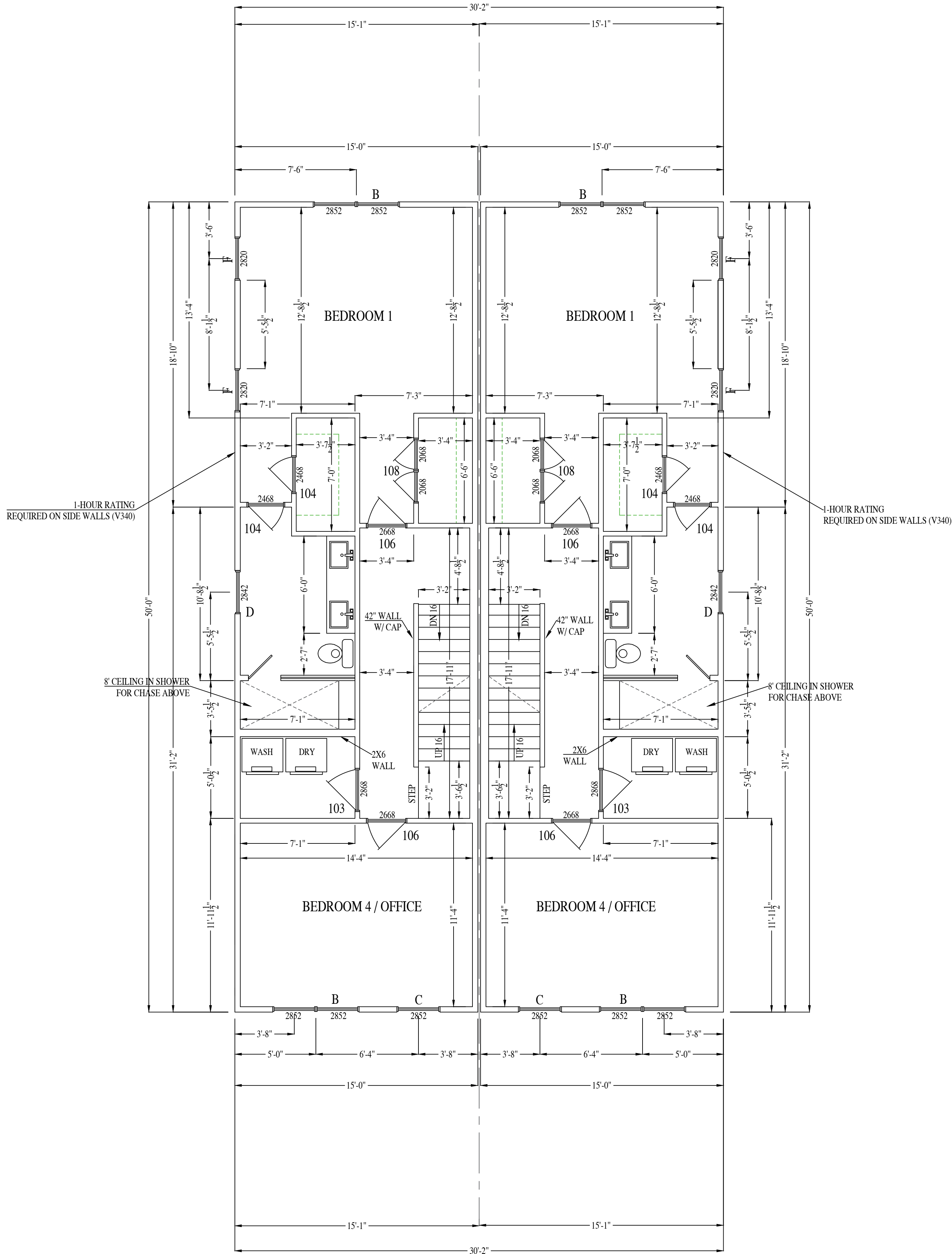


WINDOW SCHEDULE

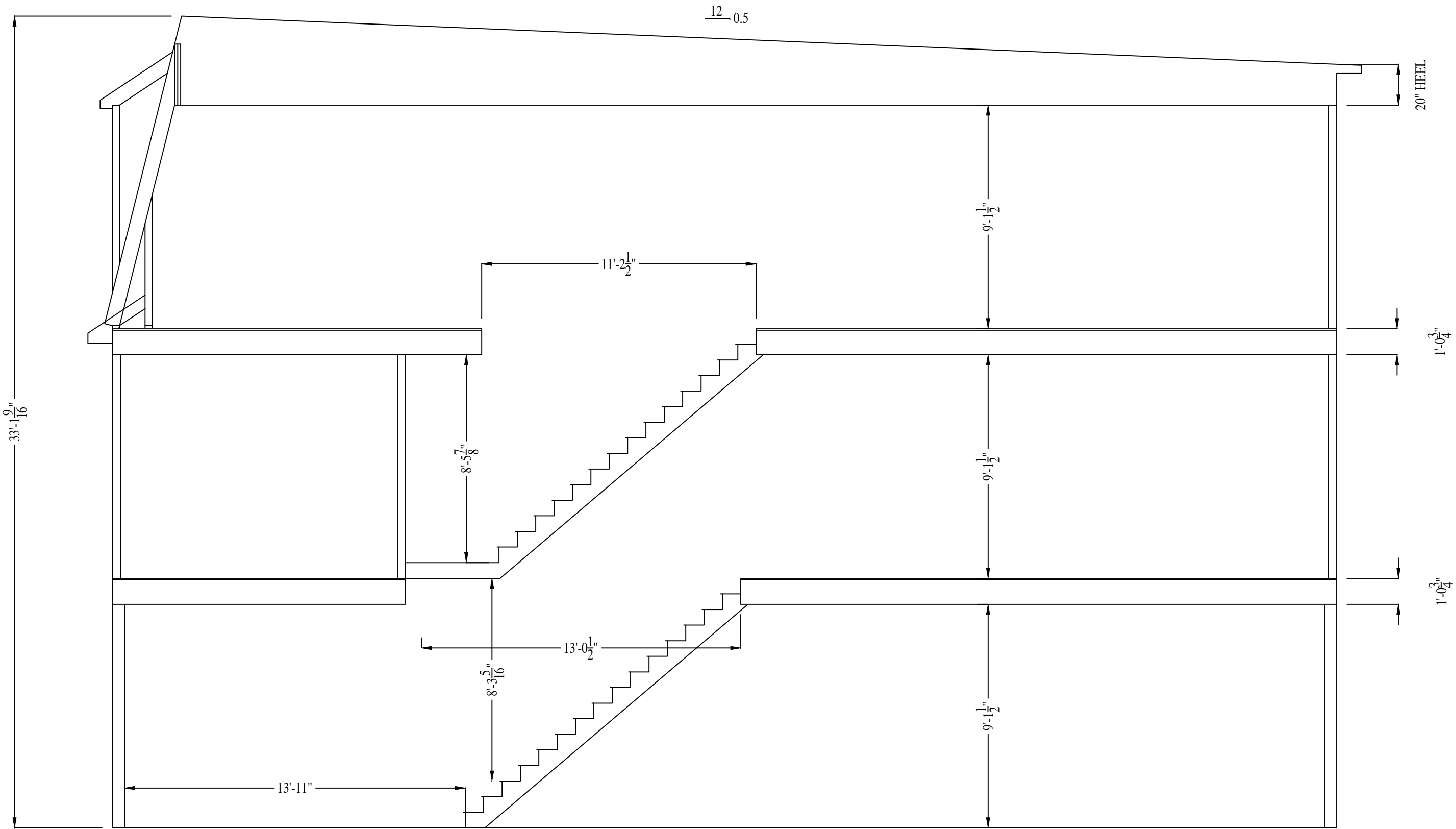
ID	WIDTH	HEIGHT	TYPE	TOP SASH	BOT. SASH	QTY.
A	2'-8"	6'-2"	TWIN D.H.	CLEAR	CLEAR	4
B	2'-8"	5'-2"	TWIN D.H.	CLEAR	CLEAR	6
C	2'-8"	5'-2"	SINGLE D.H.	CLEAR	CLEAR	10
D	2'-8"	4'-2"	SINGLE D.H.	CLEAR	CLEAR	6
E	2'-8"	6'-2"	SINGLE D.H.	CLEAR	CLEAR	4
F	2'-8"	2'-0"	SINGLE FIXED	CLEAR		8

DOOR SCHEDULE

ID	WIDTH	HEIGHT	TYPE	DECRPTION	QTY.
101	3'-0"	8'-0"	EXTERIOR INSUL.	1/3 LITE FIBERGLASS W/ TRANSOM	2
102	3'-0"	8'-0"	EXTERIOR INSUL.	1/3 LITE FIBERGLASS W/ TRANSOM	2
103	2'-8"	6'-8"	INTERIOR	WOOD	2
104	2'-4"	6'-8"	INTERIOR	WOOD	10
105	2'-0"	6'-8"	INTERIOR	WOOD	2
106	2'-6"	6'-8"	INTERIOR	WOOD	10
107	2'-6"	6'-8"	INTERIOR LOUVERED	WOOD	2
108	2'-0"	6'-8"	INTERIOR TWIN	WOOD	6



SECOND FLOOR PLAN



3021-3023 E FRANKLIN ST.

RIVER MILL DEVELOPMENT
RIVERMILLDEVELOPMENT@GMAIL.COM
PHONE: (434) 774-4535

REVISION NOTES

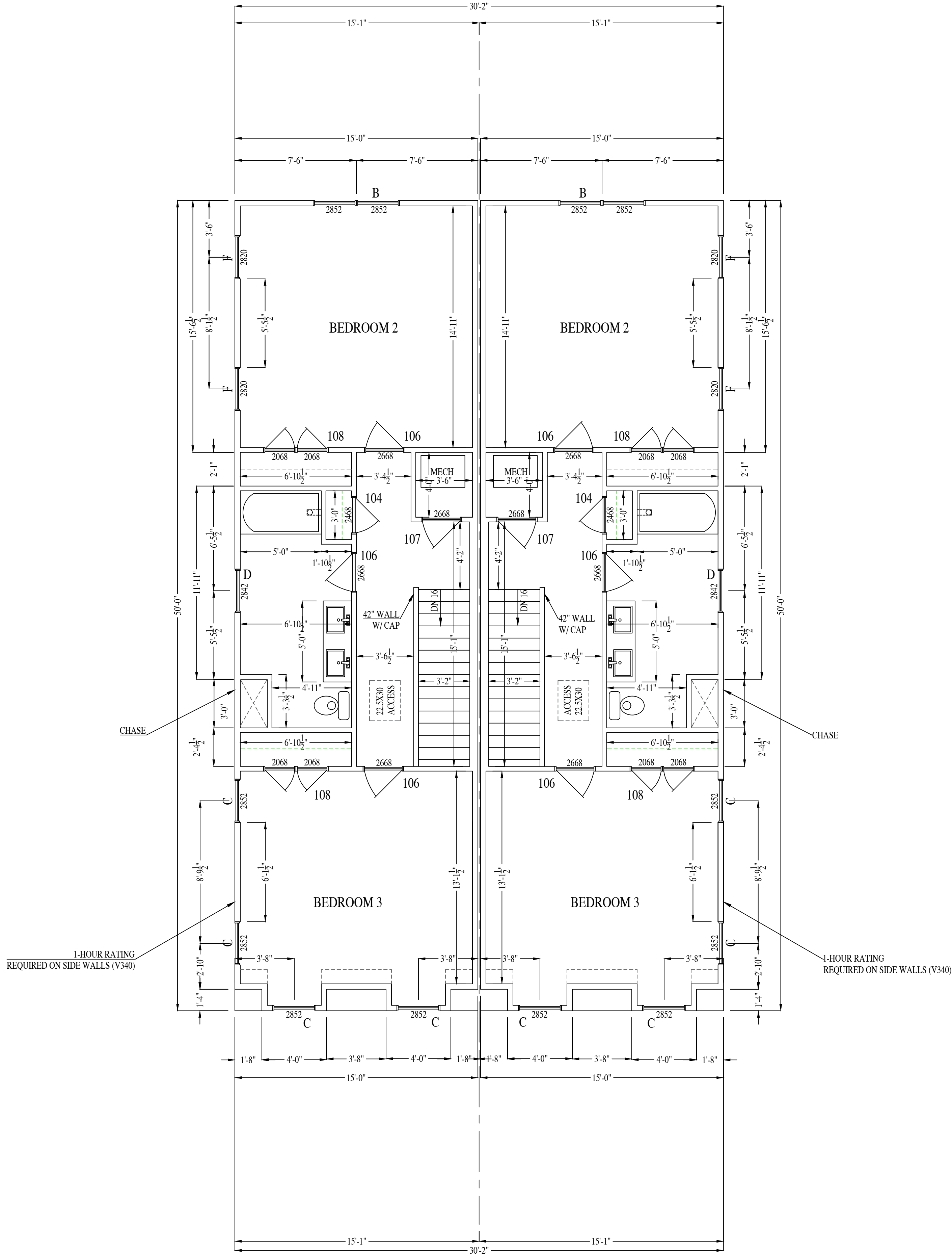
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SCALE:
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DATE:
1-24-2025

SHEET:
A1.2





THIRD FLOOR PLAN

3021-3023 E FRANKLIN ST.

RIVER MILL DEVELOPMENT
RIVERMILLDEVELOPMENT@GMAIL.COM
PHONE: (434) 774-4535

REVISION NOTES

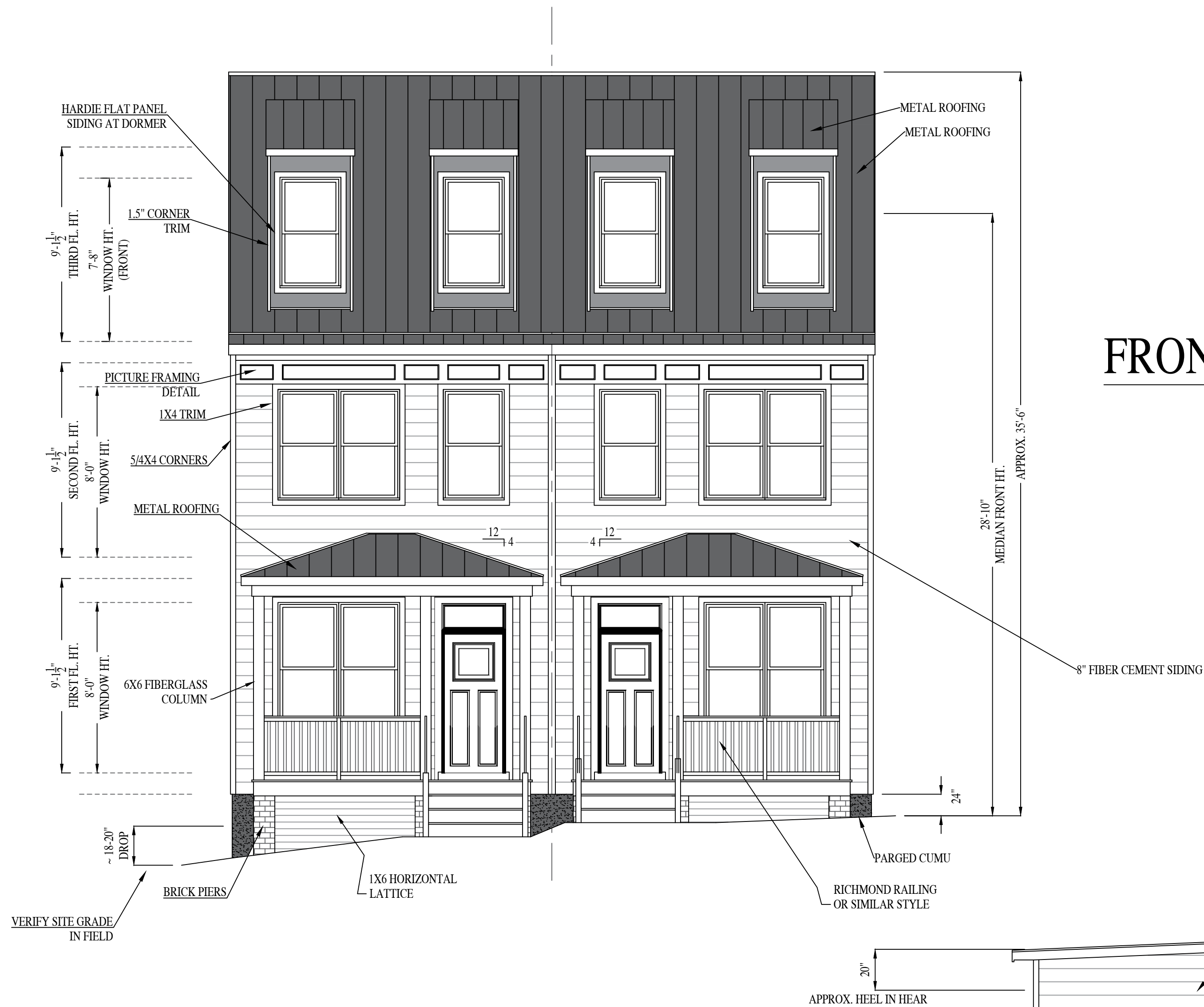
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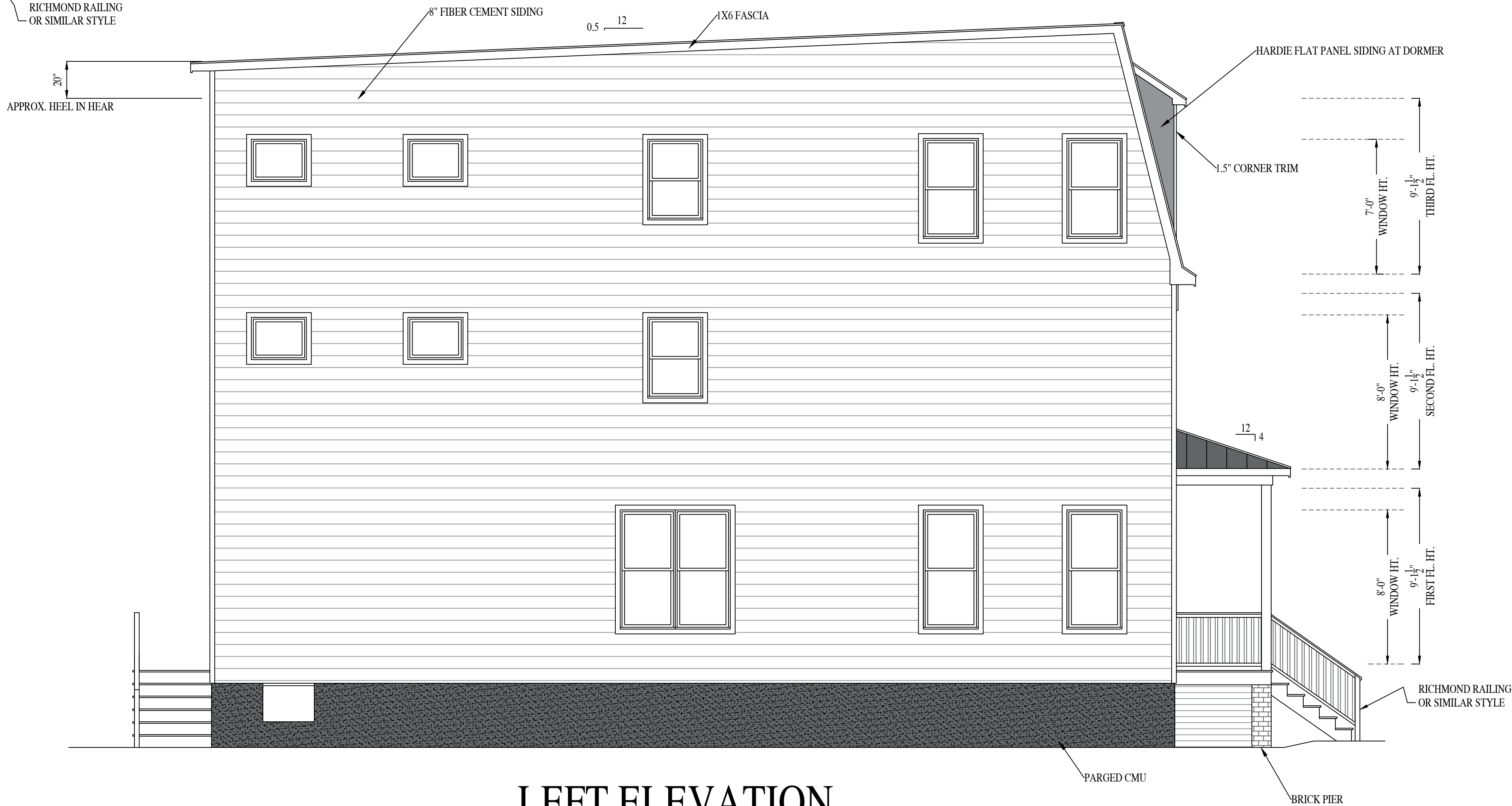
DATE:
1-24-2025

SHEET:
A1.3





FRONT ELEVATION



LEFT ELEVATION

3021-3023 E FRANKLIN ST.

RIVER MILL DEVELOPMENT
RIVERMILLDEVELOPMENT@GMAIL.COM
PHONE: (434) 774-4535

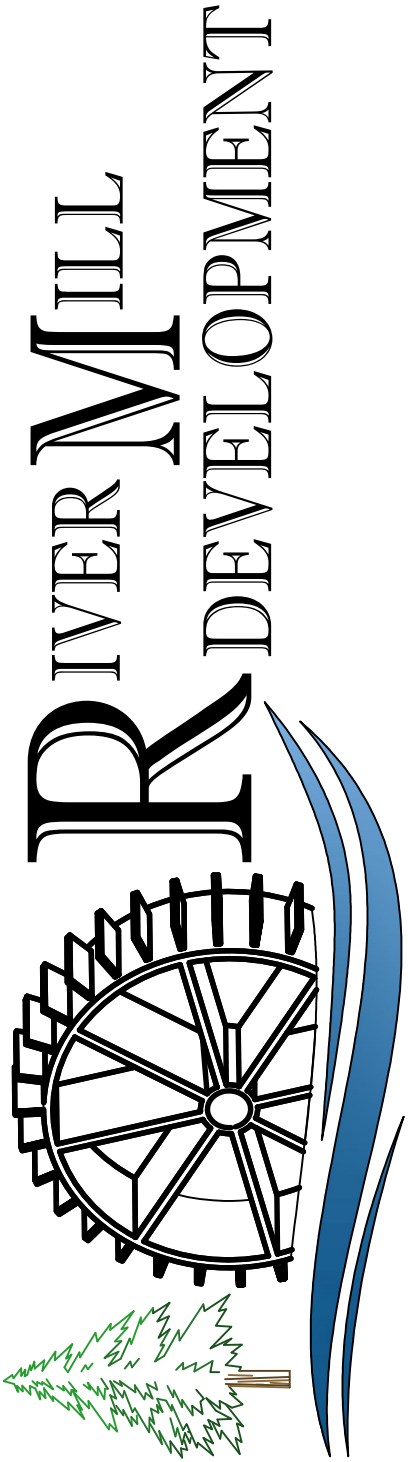
REVISION NOTES

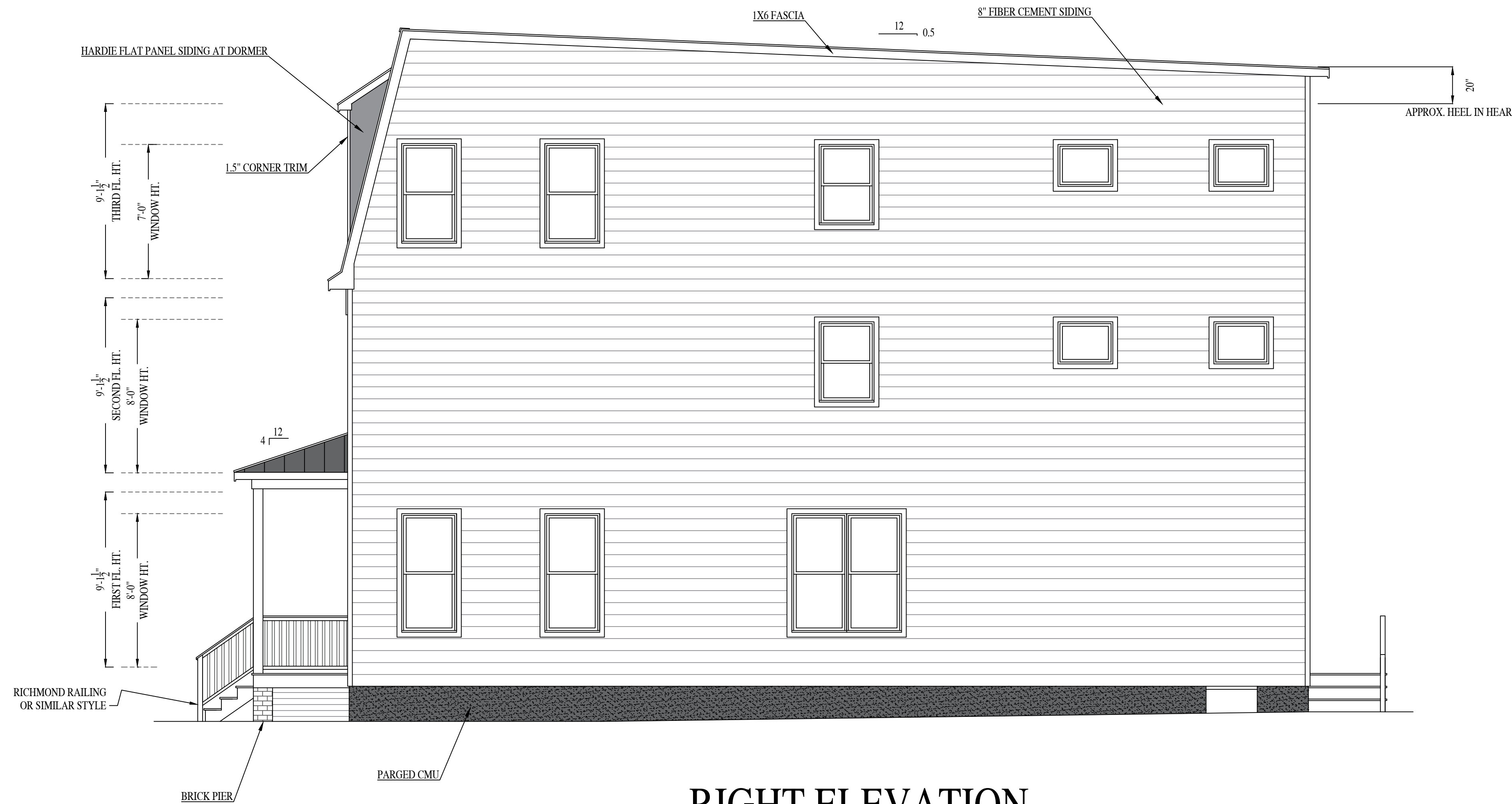
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DATE:
1-24-2025

SHEET:
A2.1





RIGHT ELEVATION



REAR ELEVATION

3021-3023 E FRANKLIN ST.

RIVER MILL DEVELOPMENT

RIVERMILLDEVELOPMENT@GMAIL.COM
PHONE: (434) 774-4535

REVISION NOTES

DATE	START

SCALE:

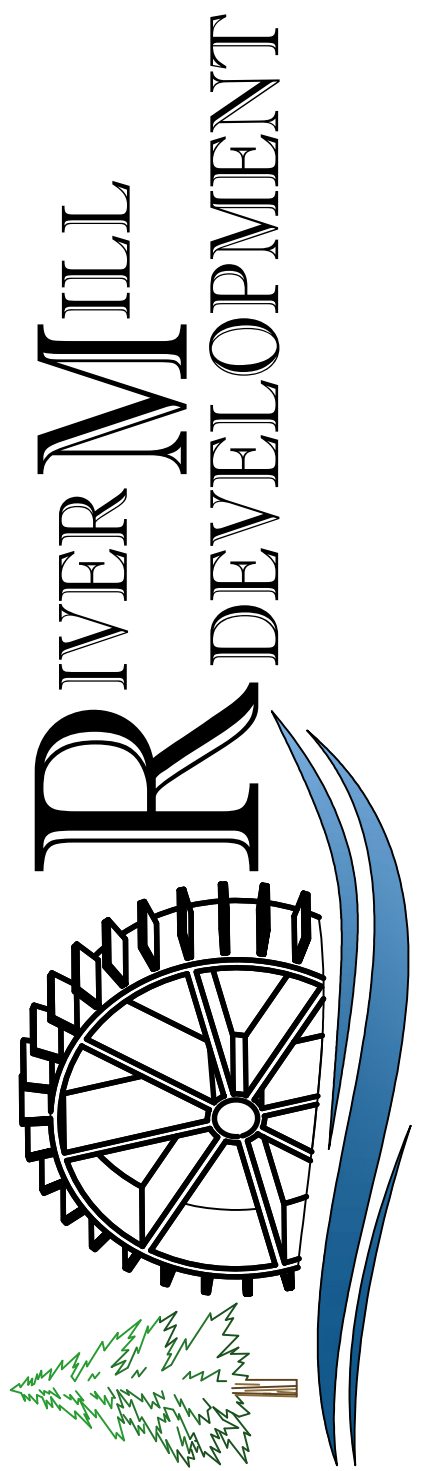
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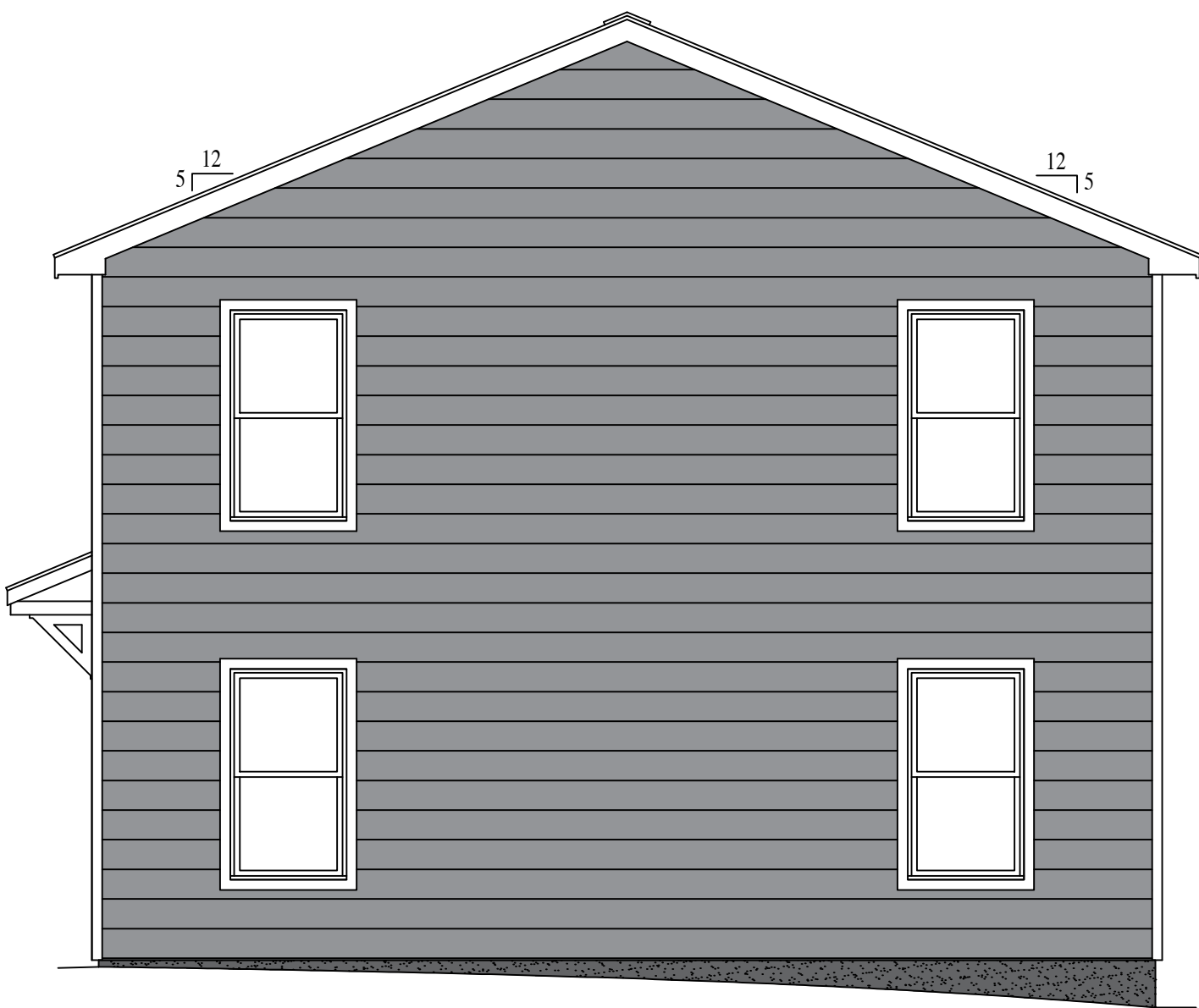
DATE:

1-24-2025

SHEET:

A2.2





PROPOSED RIGHT ELEVATION



CONCEPTUAL STREET VIEW

3021-3023 E FRANKLIN ST.

RIVER MILL DEVELOPMENT
RIVERMILLDEVELOPMENT@GMAIL.COM
PHONE: (434) 774-4535

REVISION NOTES

DATE	START

SCALE:
1/4" = 1'-0"

DATE:
1-24-2025

SHEET:
A2.3

