

# **City of Richmond**

*City Hall*  
900 East Broad Street



## **Meeting Minutes**

**Tuesday, June 24, 2025**

**3:30 PM**

**To access this meeting via Microsoft Teams, please use the  
following link: <https://tinyurl.com/sfhxphve>  
5th Floor Conference Room of City Hall**

**Commission of Architectural Review**

PDRPRES  
2025.017 Public Access and Participation Instructions - Commission of Architectural Review

Attachments: [Public Access and Participation Instructions -COMMISSION OF ARCHITECTURAL REVIEW.pdf](#)

## Call to Order

The meeting was called to order at 3:30p.m.

## Roll Call

Commissioner Bootsma arrived at 3:45p.m.

**Present** -- 6 - \* Commissioner John Grier, \* Commissioner Larry Nutt, \* Commissioner Gina Marie Hill, \* Commissioner Erik Bootsma, \* Commissioner Emily Striffler and \* Commissioner Catherine Easterling

**Absent** -- 2 - \* Commissioner Coleen Butler Rodriguez and \* Commissioner Andrew Moore

## Approval of Minutes

There were no minutes for approval.

## Secretary's Report

## Consideration of Continuances and Deletions from Agenda

## CONSENT AGENDA

A motion was made by Commissioner Hill, seconded by Commissioner Striffler, to approved the amended Consent Agenda.

The motion carried by the following vote:

**Aye** -- 6 - Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma, Commissioner Emily Striffler and Commissioner Catherine Easterling

1. [COA-167466-2025](#) 210 West Marshall Street - Modify the main elevation of a warehouse structure to install a new commercial storefront and door.

Attachments: [Application & Plans](#)

[Staff Report](#)

A motion was made by Commissioner Hill, seconded by Commissioner Striffler to approve the application for the reasons state in the staff report, provided that the following conditions are met: Any new exterior venting, hoods, and HVAC be placed in a location that is not visible from the public right-of-way.

The motion carried by the following vote:

**Aye** -- 6 - Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma, Commissioner Emily Striffler and Commissioner Catherine Easterling

2. [COA-167469-](#) 405 Allen Avenue - Replace an existing wood fence with a new brick fence.  
[2025](#)

Attachments: [Application & Plans](#)

[Staff Report](#)

A motion was made by Commissioner Hill, seconded by Commissioner Striffler to approve the application for the reasons state in the staff report, provided that the following conditions are met: Applicant to provide final brick and mortar colors for staff review and approval; applicant to submit final stucco finish and color for staff review and approval; ensure that the overall fence height complies with zoning regulations applicable to rear and side yard enclosures.

**The motion carried by the following vote:**

**Aye --** 6 - Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma, Commissioner Emily Striffler and Commissioner Catherine Easterling

3. [COA-167474-](#) 411 Chimborazo Boulevard - Construct a two-story addition to the rear of  
[2025](#) an existing single family home.

Attachments: [Application & Plans](#)

[Staff Report](#)

A motion was made by Commissioner Hill, seconded by Commissioner Striffler to approve the application for the reasons state in the staff report, provided that the following conditions are met: Applicant to submit Final color and material specifications for administrative review and approval; demolition of non-contributing, previously altered elements to be done carefully and in a manner that minimized damage to historic fabric.

**The motion carried by the following vote:**

**Aye --** 6 - Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma, Commissioner Emily Striffler and Commissioner Catherine Easterling

## **REGULAR AGENDA**

4. [COA-165913-](#) 1201 West Franklin Street - Install a digital display board on integrated  
[2025](#) masonry wall of historic church.

Attachments: [Application & Plans \(May 2025\)](#)

[Staff Report \(May 2025\)](#)

[Application & Plans](#)

[Staff Report](#)

This application was withdrawn by the applicant.

**This Application for a Certificate of Appropriateness was withdrawn**

5. [COA-166151-2025](#) 3301 East Marshall Street - Replace various components of an existing storefront.

Attachments: [Application & Plans \(May 2025\)](#)

[Staff Report \(May 2025\)](#)

[Application & Plans](#)

[Staff Report](#)

**A motion was made by Commissioner Hill, seconded by Commissioner Striffler, to approve this application for the reasons stated in the Staff Report provided that the following conditions are met: The storefront's aluminum and trim pieces be primed and painted a color that is compatible with other painted woodwork on the building; the concrete be repoured to match the existing in height and footprint; the knee wall be reconstructed to match the existing in height.**

**The motion carried by the following vote:**

**Aye -- 6 -** Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma, Commissioner Emily Striffler and Commissioner Catherine Easterling

6. [COA-167477-2025](#) 715 Mosby Street - Construct a new three-story, 22-unit multifamily building with ground floor commercial space.

Attachments: [Application & Plans](#)

[Staff Report](#)

**A motion was made by Commissioner Hill, seconded by Commissioner Striffler, to approve the application for the reasons stated in the Staff Report provided that the following conditions are met: • Submit a cornice wrap detail where the second-floor band terminates at the projecting bays to ensure a continuous architectural expression and visual connection across the façade; submit final material and color selections (lap siding, storefront assembly, balcony railings) for administrative review.**

**The motion carried by the following vote:**

**Aye -- 6 -** Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma, Commissioner Emily Striffler and Commissioner Catherine Easterling

7. [COA-167481-2025](#) 730 North 23rd Street - Repaint house and trim, add black shutters and wrought iron porch rails, install new front porch post wraps and replace deteriorated front door.

Attachments: [Application & Plans](#)

[Staff Report](#)

**A motion was made by Commissioner Easterling, seconded by Commissioner Striffler, to defer this application to allow the applicant additional time to coordinate with staff and discuss alternate solutions.**

**The motion carried by the following vote:**

**Aye -- 6 -** Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma, Commissioner Emily Striffler and Commissioner Catherine Easterling

## **CONCEPTUAL REVIEW**

8. [COA-167745-](#) 520 Brook Road - Construct a two-story single-family residence on a [vacant lot](#)

**Attachments:** [Application & Plans](#)

[Staff Report](#)

The Commission reviewed this application in an advisory capacity. A recording of the meeting is available on the Legistar website. A summary of the commission's comments can be found below:

The Commission recognized the constraints of the project site, and supported staff's assessment which addressed building composition, fenestration patterns, cantilevered balcony location, orientation towards the street and overall height. The Commission suggested the use of brick as a natural material, and supported the applicant's proposal to include a non-standard brick running bond and color.

9. [COA-167496-](#) 874-876 Jessamine Street - Construct a new multifamily building on vacant lots.

**Attachments:** [Application & Plans](#)

[Staff Report](#)

The Commission reviewed this application in an advisory capacity. A recording of the meeting is available on the Legistar website. A summary of the commission's comments can be found below:

The Commission commented on the protruding and tall height of the staircases and their prominence on Carrington street which faces a city park, and further recommended revising the design of the staircases while also assessing their sight lines; the Commission noted that the use of brick on the first and second floor would read as having a suburban appearance, and further recommended that the design be more interpretative of the historic district ; overall, the Commission found the scale of the project to be too large in the context of Jessamine street and recommended a more appropriate massing strategy. The Commission provided feedback on the deep inset that defines the main elevation and questioned the use of the recessed space.

## **Adjournment**

The meeting was adjourned at 5:45p.m.