



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

**Commission of Architectural Review
Certificate of Appropriateness Application**

900 E. Broad Street, Room 510

Richmond, VA 23219

804-646-6569

Property (location of work)

Property Address: 3106 E Broad St

Current Zoning: R-6

Historic District: St John's Church

Application is submitted for: (check one)

☐ Alteration

☐ Demolition

☒ New Construction

Project Description (attach additional sheets if needed):

Replace existing concrete pad and construct a 12' x 21'-4" workshop/shed.

Applicant/Contact Person: Neal Stublen

Company: _____

Mailing Address: 3106 E Broad St

City: Richmond

State: VA

Zip Code: 23223

Telephone: (302) 983-8964

Email: nstublen@gmail.com

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

Property Owner: Neal C and Anne P Stublen

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

Mailing Address: 3106 E Broad St

City: Richmond

State: VA

Zip Code: 23223

Telephone: (302) 983-8964

Email: nstublen@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: Neal Stublen Date: May 24, 2024

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.

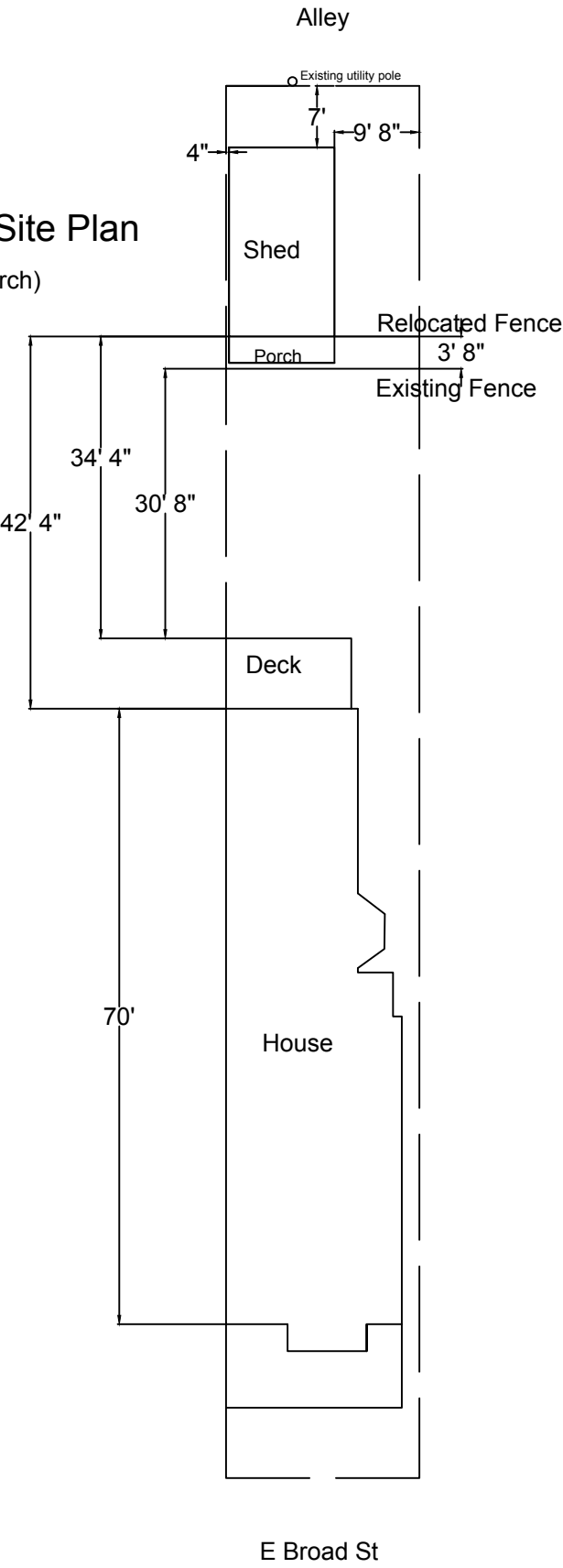
Meeting Information and Application Due Dates

- 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.

3106 E Broad St

Accessory Building Site Plan

(Proposed shed with porch)



3106 E Broad St - Accessory Building Proposal

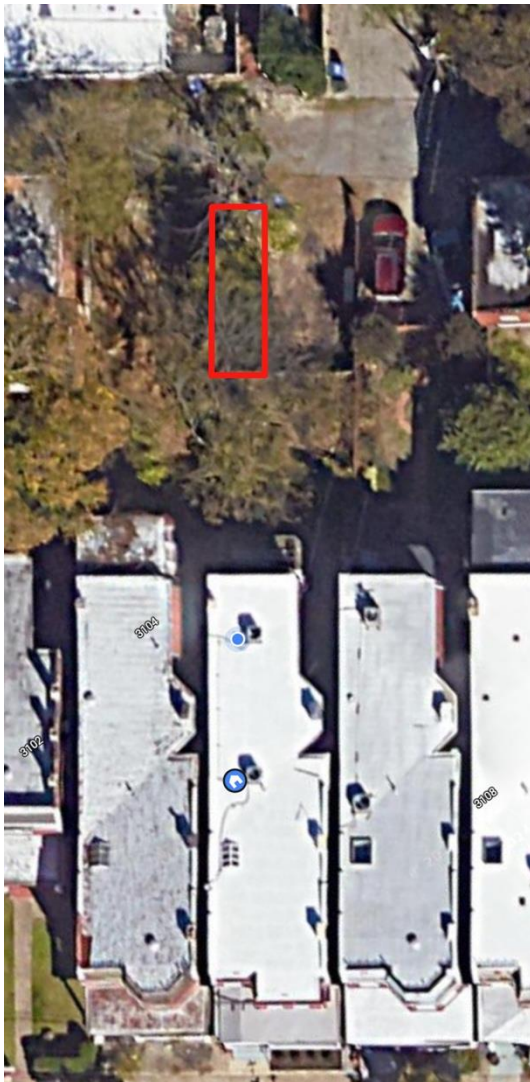
Submitted by Neal Stublen (nstublen@gmail.com)

Description

I would like to replace the existing concrete pad (which is severely damaged) and construct an accessory building at the rear of the property. The new building would be 12' x 21'-4" (256 sq. ft.) with a maximum height of 12'.

The exterior of the building will be covered with wood slats as common to other buildings in the neighborhood, notably the building across the alley at 307 N 31st St (photo below).

The location of the existing concrete pad is marked on the following drawing.

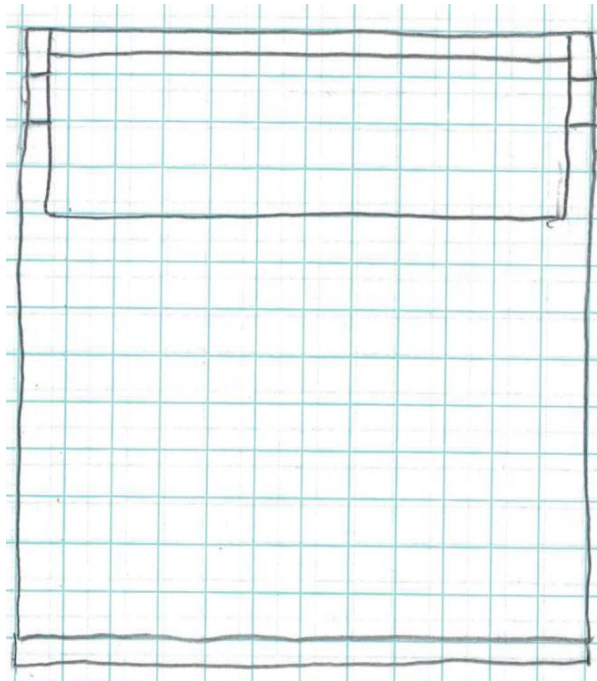
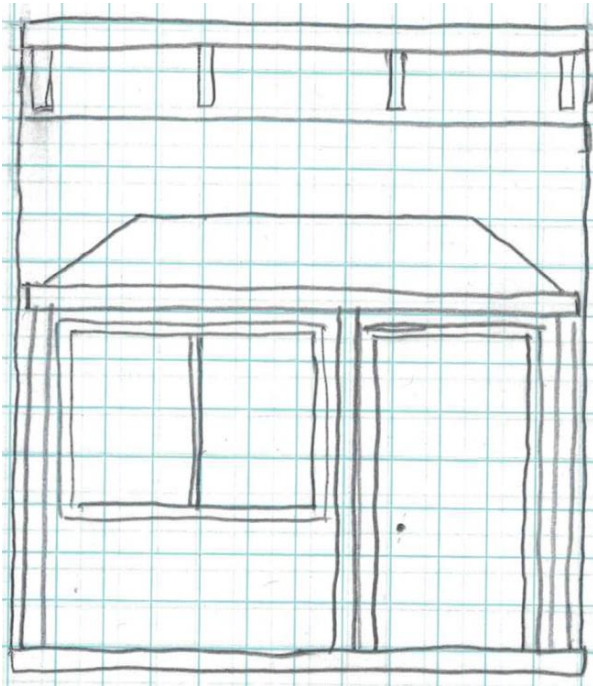


RVA Zoning Administration has informed me that an accessory building in this location does not require setbacks if the height does not exceed 12'. This is referenced in Section 30-680.1 of the Richmond Zoning Ordinance: "(b) In R-6, R-7, R-8, R-48, R-53 and R-63 districts, a building accessory to a single-family or two-family dwelling and not exceeding 12 feet in height may be located within a required rear yard and/or the portion of a required side yard situated within 30 feet of the rear lot line. (Ord. No. 2010- 18-30, § 5, 2-22-2010)."

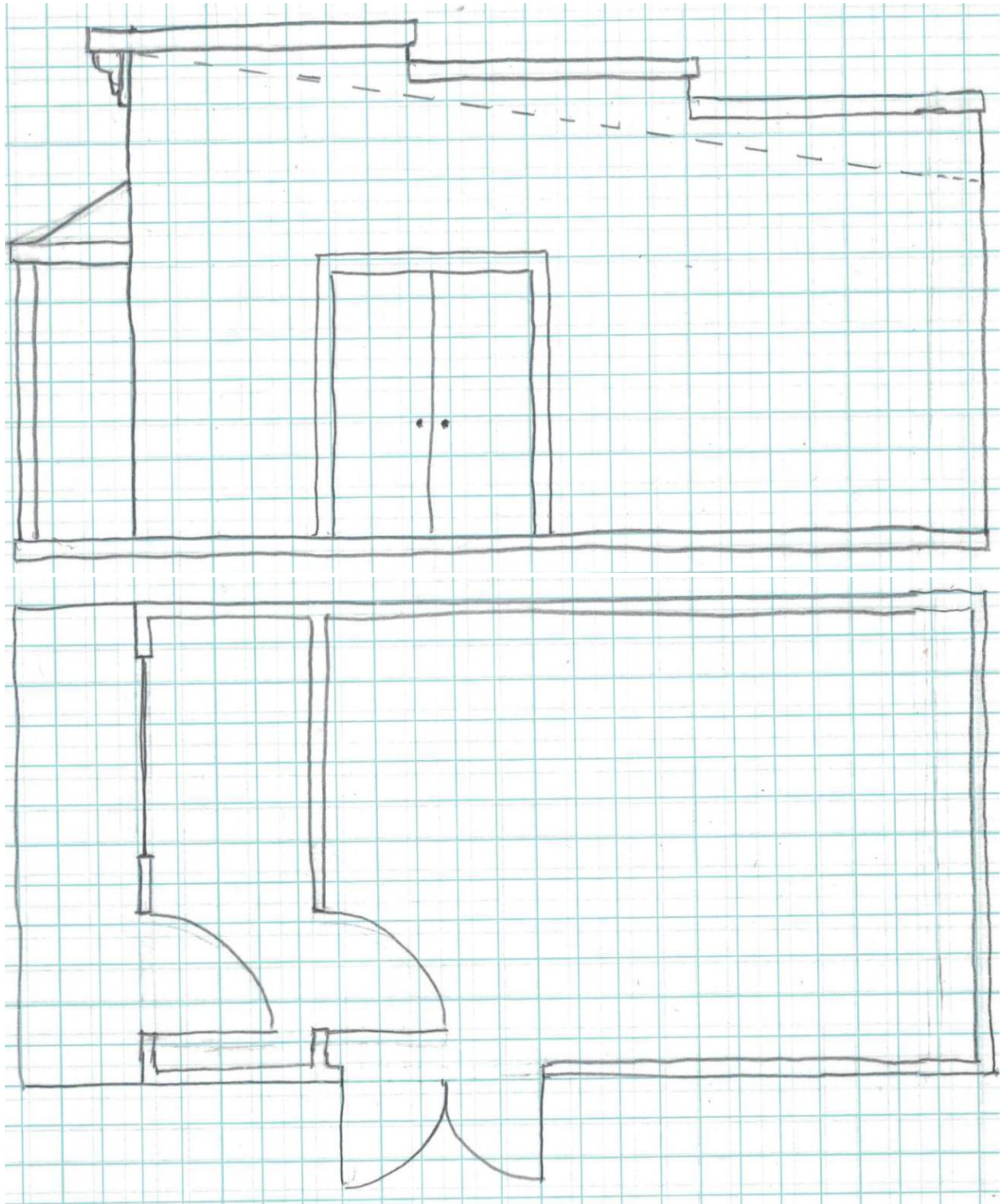
Building Elevation

The front of the building will present a single door (3' wide) and a double window (5' wide). Both the door and window will be custom constructed from wood, following the design of historic doors and windows in the district.

Sketch of the front and rear elevation of the building.



The east side of the building will present a double-door (5'-6" wide). The doors will be custom constructed from wood, following the design of historic doors and windows in the district.



Rough sketch of the building as seen from the back yard:



307 N. 31st St., Painted wood siding



Double-Door Reference

The double-door on the east side of the building will be modeled after the double-door on an accessory building on N 27th St. in Church Hill (between E Broad St and E Marshall St).



Roofing

The main roof will be a flat roof with a 1.8:12 pitch. It will be covered with EDPM roofing material and water will be collected through a built-in gutter along the rear of the building. Water will be diverted toward the alley behind the house.

The roofline of the main building will extend slightly beyond the front of the building with decorative cornice pieces.

As suggested in Section 3 of the CAR Guidelines, the porch roof will be covered with flat metal roofing materials and contain a built-in gutter that will divert water into the back yard. The porch roof will use a 6:12 pitch.

The design of the cornice decoration and porch will be based upon the cornice and porch of a neighboring building in the 2900 block of E Broad St. (seen to the right).



Materials

Main Roof

- EPDM roofing material

Porch Roof

- metal roofing material
- SW6207 Retreat

Siding

- Wood siding, painted
- SW 2816 Rookwood Dark Green

Trim

- Wood trim, painted
- SW 6207 Retreat

Front Door

- 36" x 80", wood
- SW 6207 Retreat

Front Double Window

- Approx. 60" x 44"
- SW 6207 Retreat

Side Double Door

- 66" x 80", wood
- SW 6207 Retreat
- Following style of other accessory buildings

Site Location Photos

View of proposed building location from the alley:

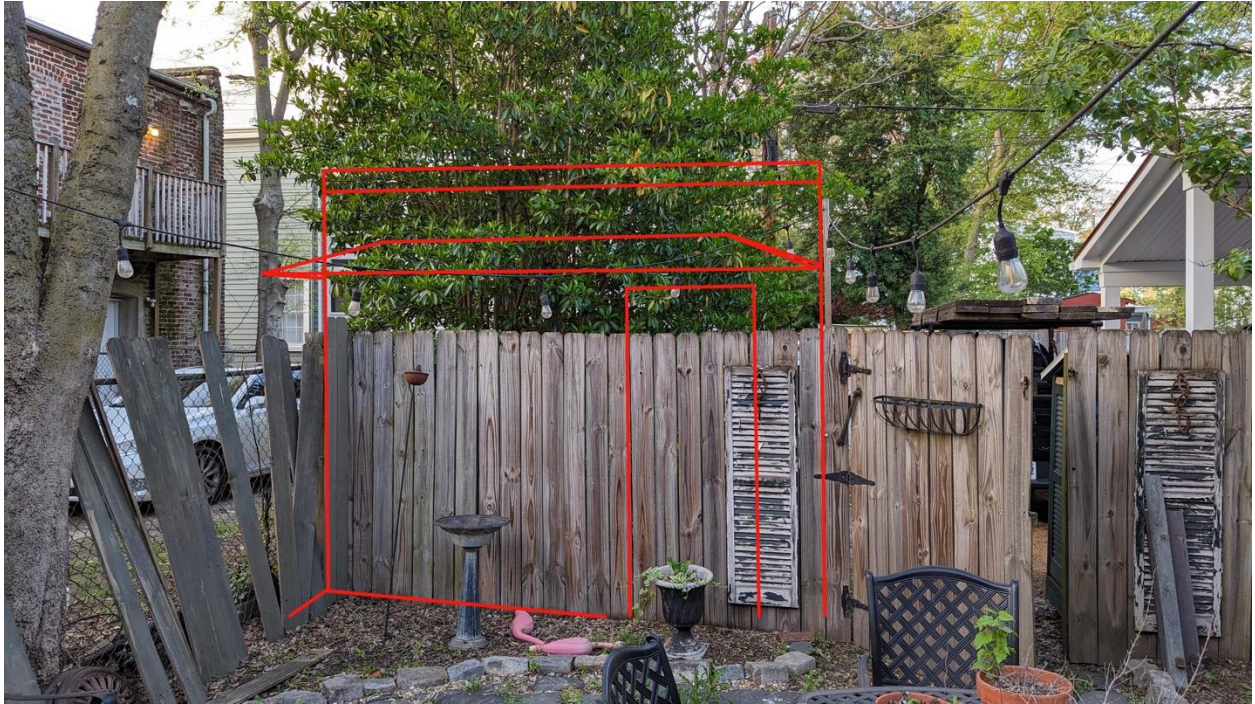


View of proposed building location from the rear yard gate:

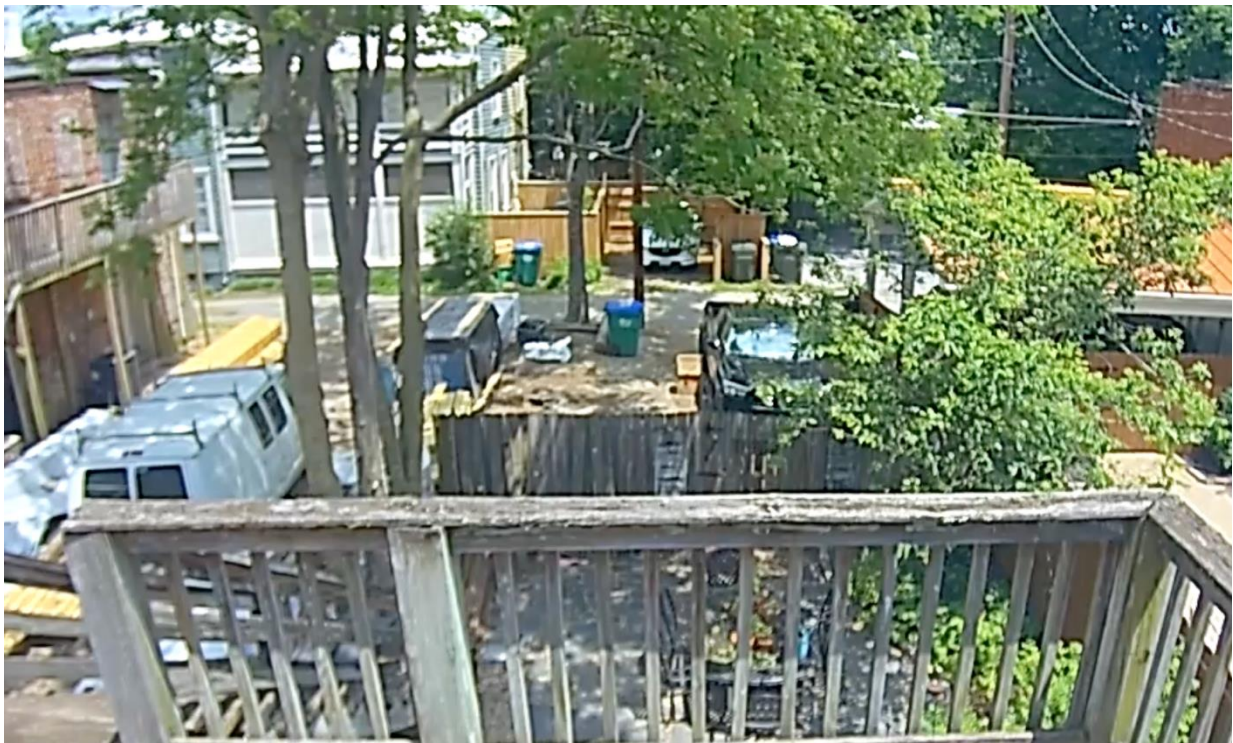


Site Location Photos (continued)

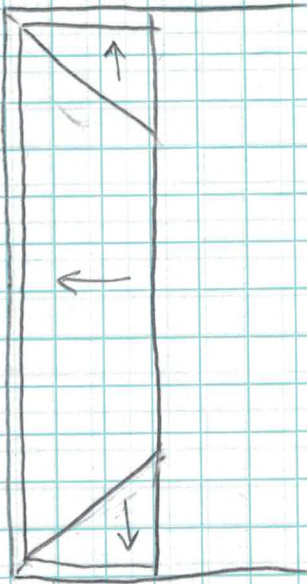
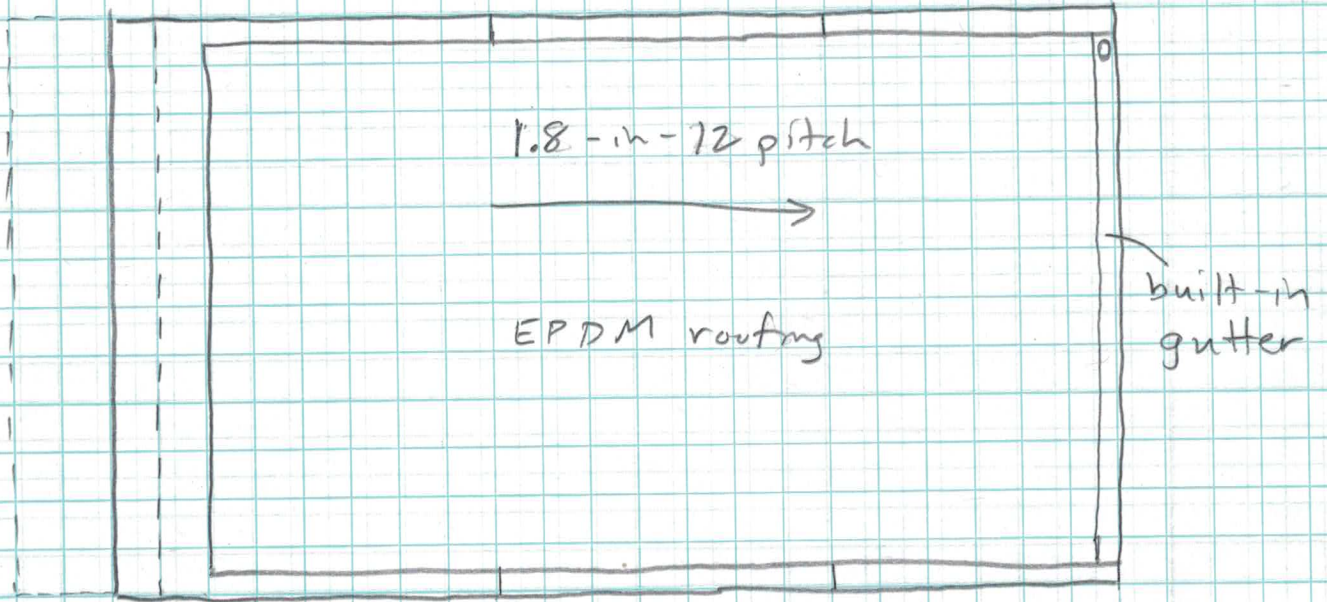
View of proposed building from rear yard:



Existing view from upper deck of 3106 E Broad St:



ROOF



PORCH ROOF

6-in-12 pitch
standing seam
metal roofing

Site Plan

utility pole (ALLEY)

