



Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510
Richmond, VA 23219 | (804)-646-6569
www.rva.gov/planning-development-review/commission-architectural-review



Property (location of work)

Address: _____

Historic District: _____

Applicant Information

Billing Contact

Owner Information

Billing Contact

Name: _____

Same as Applicant

Email: _____

Name: _____

Phone: _____

Email: _____

Company: _____

Phone: _____

Mailing Address: _____

Company: _____

Mailing Address: _____

Applicant Type: Owner Agent Lessee

Architect Contractor

Other (specify): _____

****Owner must sign at the bottom of this page****

Project Information

Project Type: Alteration Demolition New Construction (Conceptual Review Required)

Project Description (attach additional sheets if needed):

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 an application. 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 an application materials should be prepared in compliance with zoning.

Signature of Owner

Date

Certificate of Appropriateness Application Instructions

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

Staff Contact: (804)-646-6569 | alex.dandrige@rva.gov | alyson.oliver@rva.gov

Submission Instructions

Certain exterior work can be administratively approved by Staff. Please contact 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's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist (PDF)
- Application fee, if required, will be invoiced via the City's Online Permit Portal. Payment of the fee must be received before the application will be scheduled. Please see fee schedule brochure available on the CAR website for additional information.
- **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.
- A complete application includes a signed application form, related checklist, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in 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 Schedule and Application Due Dates

- The CAR meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00pm via Microsoft Teams. The owner and/or applicant is encouraged to attend the meeting.
- 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.
- Exception: 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.

Fees

- **Full Demolition:** \$1,500
- **New construction/addition to a building other than for a single- or two-family dwelling or accessory building, including multi-family or mixed-use developments:** \$500
- **New construction/addition to a single- or two-family dwelling, or accessory building:** \$250
- **Amendments to previous certificates of appropriateness (COAs) concerning non-structural alterations, changes to signage, and changes to plans:** \$150
- **Extension of a certificate of appropriateness (COA):** \$25



March 3rd, 2023

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

RE: 1200 East Cary Street (E000-0082/022)

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 alteration of the existing mixed-use building on the property known as 1200 E Cary Street (the "Property") within the Shockoe Slip City Old and Historic District in order to add a walk-up ATM.

The Property is located on the north side of E Cary Street at the corner of S 12th Street and is part of the property which houses the Berkeley Hotel. It lies in Richmond's Shockoe Slip City Old and Historic District which is described by the CAR Handbook as being "rebuilt in the late 19th century as a commercial center. Many of these warehouses and exchanges remain and have been redeveloped as shops, restaurants, and hotels. Combined with new paving and planting, the area has become a popular attraction for residents and tourists alike. Despite some demolition over the course of the last 40 years and construction of the Downtown Expressway in the early 1970's, the Slip remains an architecturally cohesive commercial district."

The applicant is proposing to upfit the existing first-floor commercial space known as 1206 E Cary Street for a local bank. As part of this upfit, the tenant is proposing to install a walk-up ATM along the E Cary Street Frontage. Locating the ATM along E Cary Street, the units only frontage, would permit pedestrians access the structure and would help to activate the Cary Street corridor.

The proposed ATM would utilize the westernmost door bay and replace the existing door with the ATM and requisite screening of the interior. No changes are proposed to the structure of the building. No changes are proposed to the brick exterior of the building.



The applicant is also proposing to replace the central doors, adjacent to the proposed walk-up ATM. As no interior access is provided to the unit, the applicant must provide an ADA accessible entrance to the unit from Cary Street. None of the existing doors fronting Cary Street are 36" wide and therefore do not meet ADA requirements. The proposed door would be 36" in width with a fixed sidelight, painted to match the existing storefront. The new door would retain the aesthetic of the existing doors and include mullions like those which currently exist. The replacement would be only the doors and frame while the surrounding storefront and transom would remain. The applicant has spoken with the City of Richmond Department of Public works who has conceptually approved the contouring of the brick sidewalk in front of the unit to allow for wheelchair access to both the ATM and the proposed entrance door.



The proposed design would be compatible with the historical fabric of the block and would allow for the tenant to use the building for its initial purpose as a commercial storefront. The proposed design allows for the utilization of an existing historic building in the neighborhood while also addressing the pedestrian realm and increasing the functionality of the overall commercial use. The extremely minimal intrusion into the structure, with the replacement of the doors and not the structure, protects the historic façade of the building while allowing for a simple replacement should another tenant occupy the building in the future.

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 markbaker@bakerdevelopmentresources.com or (804)874-6275.

Sincerely,

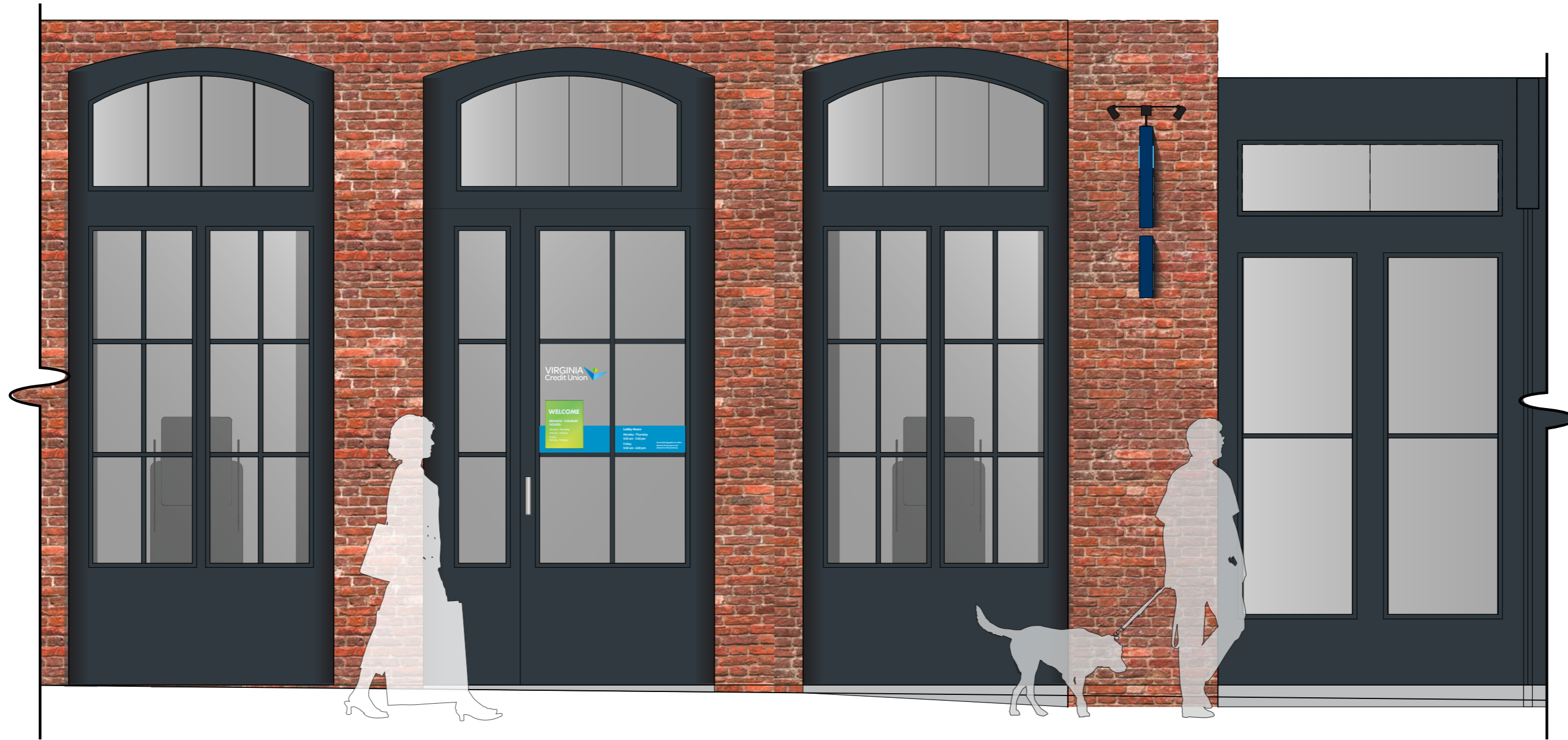
A handwritten signature in black ink, appearing to read 'Mark R. Baker'.

Mark R. Baker
Baker Development Resources, LLC

Exterior View: Interior & Exterior ATM+

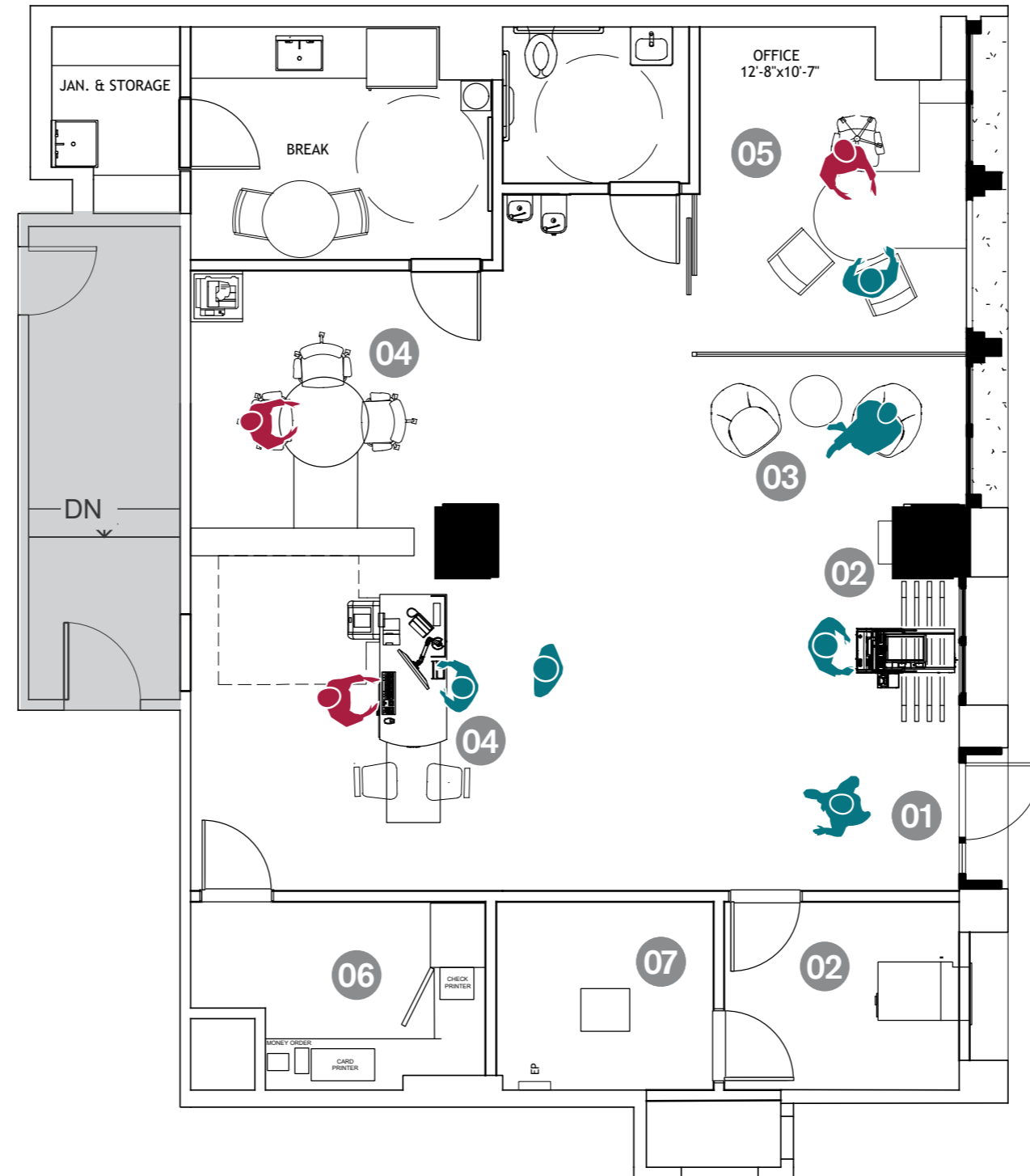


Exterior Elevation Overview



Schematic Plan: Future Interior & Exterior ATM+

- 01 Entry
- 02 ATM+
- 03 Opt-In Seating
- 04 Dialogue Station
- 05 Office
- 06 Work Room
- 07 IT



SCALE PEOPLE KEY	
	Staff
	Consumer