




Commission of Architectural Review

10. COA-166145-2025	Final Review	Meeting Date: 5/27/2025
Applicant/Petitioner	Kathryn Miller	
Project Description	Replace fourteen non-original windows with new composite wood windows.	
Project Location		
Address: 3118 E Broad Street, Richmond, VA 23223		
Historic District: St John's Church		
<p>High-Level Details:</p> <p>The applicant proposes to replace 14 existing windows at 3118 E. Broad Street with new composite windows made of "Fibrex" material. The property is a contributing structure in the District, and historic photographs show that the structure has undergone numerous alterations, including possible changes to window opening sizes and cladding (original window configuration was 6-over-6 double-hung wood sash windows, and the original façade material was modified from stucco to siding).</p> <p>As the applicant proposes to introduce a composite window material, staff has requested a sample of the proposed window to assess compatibility.</p>		
Staff Recommendation	Approval, with Conditions	
Staff Contact	Yara Iwaz, Yara.Iwaz@RVA.gov, (804)646-6031	
Previous Reviews	<ul style="list-style-type: none"> February 2006: construct a new frame addition at the rear of this structure September 2008: Porch repair with substitute materials; Window replacement; Siding replacement (following a notice of violation for the removal and replacement of original six over six windows on the sides and front of the building, the application of beaded siding to the rear of the building, the installation of a new handrail on the front porch, and the removal of slate shingles and rafter ends on the front porch roof) December 2017 – January 2018: construct a new garage at the rear 	

Staff Recommendations	<p>Staff recommends the following:</p> <ul style="list-style-type: none"> Given the difficulty in reconstructing the original 6-over-6 windows, staff recommends installing replacement double-hung 1-over-1 sash windows that match the current form and district context Maintain the exact width of all existing window openings to preserve the relationship with the frieze board Verify the location of the kitchen window; <ul style="list-style-type: none"> if it is not visible from any public right-of-way, staff supports its replacement with a casement window. if the window is visible, staff recommends replacing it with a double-hung window.
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Staff Analysis

Guideline Reference	Reference Text	Analysis
Building Elements, Windows, pg. 69	<p><i>The architectural appearance of original windows should be used as a model for new windows. Changes in the sash, depth or reveal, muntin configuration, frame or glazing is strongly discouraged. New glass should not be tinted or receive reflective coatings.</i></p>	<p>The building at 3118 E Broad Street has undergone numerous alterations over the years. Historic photos indicate the replacement of the original 6-over-6 windows with smaller units, potential changes in window opening sizes, and a transition from original stucco to siding (Figure 1).</p> <p>Photos suggest that when the original 6-over-6 windows were removed and replaced with smaller, likely custom-fit windows, the existing openings may have been altered and possibly filled or reframed.</p> <p>These modifications pose a challenge in terms of the ability to accurately restore the original window configurations without a more extensive reconstruction process.</p> <p>In a typical situation, staff would recommend two acceptable options: restoring the original 6-over-6; or using 1-over-1 double-hung, as consistent with existing conditions and district patterns.</p> <p><u>However, for the reasons stated above, staff acknowledges the difficulty in reconstructing the original 6-over-6 windows and supports the use of 1-over-1 windows as a more feasible alternative.</u></p> <p>The proposed Fibrex composite windows should closely match the appearance of traditional wood windows in terms of profile, dimensions, and finish to ensure compatibility with the historic character of the district.</p> <p><u>Staff recommends approving the use of 1-over-1 composite windows, contingent upon the submission and approval of detailed material specifications that demonstrate compatibility with the historic context of the building and the surrounding district.</u></p>
Building Elements, Windows, pg. 69	<p><i>The architectural character of windows should not be altered by inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the</i></p>	<p>The proposed casement operation does not match the vertical double-hung rhythm seen on this block (Figure 4Figure 3). Additionally, casements can potentially introduce large unbroken glass planes inconsistent with the vertical orientation of neighboring double-hung windows.</p> <p>The application proposes one casement window to be placed in the kitchen (Figure 3). It is possible that this particular window would not be visible from the public right-of-way, and be concealed by the fence and neighboring structures, as seen in Figure 4. If this visual screening is</p>

	<i>reflective quality or color of the glazing or the appearance of the frame.</i>	<p>confirmed, staff finds that a single, non-visible casement window may be acceptable as a functional exception, particularly if located at the rear or side where it does not impact the building's historic street-facing presentation.</p> <p><u>Staff recommends that the applicant verify the placement and visibility of the proposed kitchen casement window.</u></p> <p><u>If it is confirmed that the window is not visible from any public right-of-way, staff supports its approval as an exception due to its minimal visual impact and location on a non-primary elevation.</u></p> <p><u>If the window is visible, staff recommends replacing it with a double-hung window, consistent with the rest of the façade, to maintain visual continuity with the district</u></p>
Building Elements, Windows, pg. 69	<i>The number, location, size or glazing pattern of windows should not be changed by cutting new openings, blocking out windows or by installing replacement sash that do not fit the original window.</i>	<p>The main elevation of the building features a continuous frieze board above the windows that aligns directly with their widths. Any change in window width would disrupt this historic visual rhythm. <u>Staff recommends that replacement windows should match existing widths exactly to preserve the frieze-window alignment.</u></p>

It is the assessment of staff that, with the conditions above, the application is consistent with the Standards for Rehabilitation and New Construction outlined in Section 30-930.7 (b) and (c) of the City Code, as well as with the Richmond Old and Historic Districts Handbook and Design Review Guidelines, specifically the pages cited above, adopted by the Commission for review of Certificates of Appropriateness under the same section of the code.

Figures

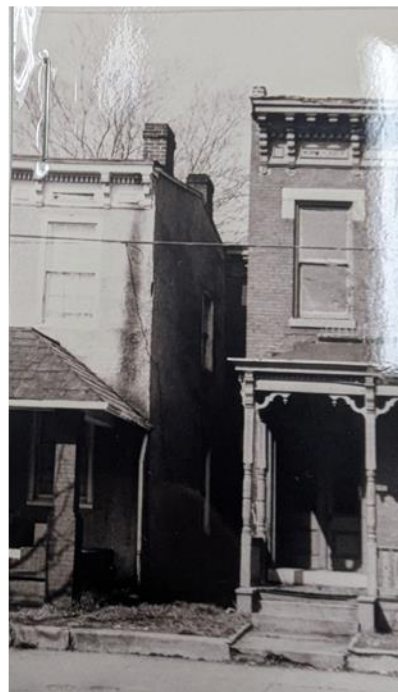


Figure 1



Figure 2




104	Living	32 W 66 H		<p>Window: Acclaim™ Double-Hung (DG) , 1:1, Slope Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White</p> <p>Performance Calculator: PG Rating: 40 DP Rating: + 40 / - 40</p> <p>Glass: All Sash: High Performance SmartSun Glass, No Pattern</p> <p>Hardware: White</p> <p>Screen: TruScene , Full Screen</p> <p>Grille Style: No Grille</p> <p>Misc: None</p>
106	Kitchen	32 W 66 H		<p>Window: Acclaim™ Casement Single , Left, Base Frame, Exterior White, Interior White</p> <p>Performance Calculator: PG Rating: 40 DP Rating: + 40 / - 40</p> <p>Glass: All Sash: High Performance SmartSun Glass, No Pattern</p> <p>Hardware: White</p> <p>Screen: TruScene , Full Screen</p> <p>Grille Style: No Grille</p> <p>Misc: None</p>
201	stairwell	36 W 62 H		<p>Window: Acclaim™ Double-Hung (DG) , 1:1, Slope Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White</p> <p>Performance Calculator: PG Rating: 40 DP Rating: + 40 / - 40</p> <p>Glass: All Sash: High Performance SmartSun Glass, No Pattern , Tempered Glass</p> <p>Hardware: White</p> <p>Screen: TruScene , Full Screen</p> <p>Grille Style: No Grille</p> <p>Misc: None</p>

Figure 3



Figure 4



Figure 5