



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: 2031 Monument Ave

Current Zoning: R-6

Historic District: Monument Avenue

Application is submitted for: (check one)

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

Project Description (attach additional sheets if needed):

Remove & replace existing fixed sleeping porch windows & transoms for push out operable casements and one set of french doors to access an existing second floor deck. 12/15 windows are believed to not be original. Shall be replaced w/ Lepage windows & doors

Applicant/Contact Person: Matson Roberts

Company: Matson Roberts Architects

Mailing Address: [REDACTED]

City: Henrico State: Va Zip Code: 23229

Telephone: [REDACTED]

Email: [REDACTED]

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

Property Owner: Siano, Matthew Brady & Doherty, Laura Elizabeth

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

Mailing Address: [REDACTED]

City: Richmond State: Va Zip Code: 23220

Telephone: [REDACTED]

Email: [REDACTED]

Billing Contact? No

****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: [Signature]

Date: 6/12/26

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.

2031 Monument Ave

Richmond, Va 23220

The G. F. Jones house was designed by Richmonder Albert F. Hunt in 1912. He was an exuberant, non-classically abiding rule follower like the homes of Duncan Lee and William Bottomley. The homes incorporate curves and arches and simplistic details that set him apart from others along Monument. Like many of the great homes on Monument, the house took on other forms following the 1960's. The home was later converted into a Dentist's office which is where the 10' non-conforming addition to the west of the house comes from. It was then later broken up into various apartments. The prior owner brought the home back to a single family residence although the 10' addition still remains. The current owners have just completed an extensive interior renovation to the second floor living areas. Before starting on further work on the first floor they would like to reopen the sleeping porch windows and utilize it as their "back porch" with access to the second floor roof deck. Currently, the only access out is through the owner's suite.

Twelve of the fifteen casement windows appear to be later replacements, likely from the 70's when it was apartments. These windows feature narrow mullions that are incongruent with the existing larger mullions. They also match the mullions from the enclosed former back porch beneath. None of the windows are operable and have quarter round trim sealing them shut. We intend to replace the windows and transoms with Lepage push out casement windows with mullions that closely match the historical existing in full depth. We would look to the other French doors in the house to carefully replicate certain details. For security and environmental reasons the owners wish to have them insulated alongside the ability to open them. They seek permission to upgrade the windows and lovingly bring the house back to its original intent and beauty.



CERTIFICATE OF APPROPRIATENESS

ALTERATION AND ADDITION CHECKLIST

Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation.

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: 2031 Monument Ave

BUILDING TYPE

- | | |
|---|--|
| ☒ single-family residence | ☐ garage |
| ☐ multi-family residence | ☐ accessory structure |
| ☐ commercial building | ☐ other |
| ☐ mixed use building | |
| ☐ institutional building | |

ALTERATION TYPE

- | | |
|--|---|
| ☐ addition | ☐ roof |
| ☐ foundation | ☐ awning or canopy |
| ☐ wall siding or cladding | ☐ commercial sign |
| ☒ windows or doors | ☐ ramp or lift |
| ☐ porch or balcony | ☐ other |

WRITTEN DESCRIPTION

- ☒ property description, current conditions and any prior alterations or additions
- ☒ proposed work: plans to change any exterior features, and/or addition description
- ☒ current building material conditions and originality of any materials proposed to be repaired or replaced
- ☒ proposed new material description: attach specification sheets if necessary

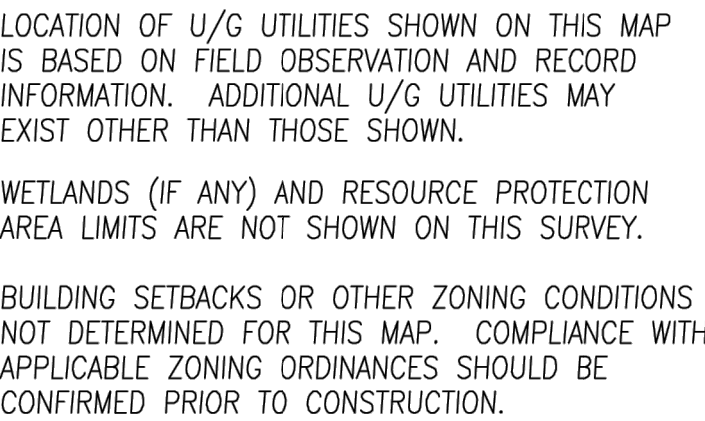
PHOTOGRAPHS place on 8 ½ x 11 page, label photos with description and location (refer to photograph guidelines)

- ☒ elevations of all sides
- ☒ detail photos of exterior elements subject to proposed work
- ☒ historical photos as evidence for restoration work

DRAWINGS (refer to required drawing guidelines)

- | | | |
|--|---|--|
| ☒ current site plan | ☒ list of current windows and doors | ☒ current elevations (all sides) |
| ☐ proposed site plan | ☒ list of proposed window and door | ☒ proposed elevations (all sides) |
| ☐ current floor plans | ☐ current roof plan | ☐ demolition plan |
| ☐ proposed floor plans | ☐ proposed roof plan | ☒ perspective and/or line of sight |
| ☒ legal "plat of survey" | | |

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RICHMOND + WEEMS
VIRGINIA

804 - 517 - 0535



GENERAL CONTRACTOR:
R.A. PRAUGHT CONST.
9524 Downing St,
Richmond, VA 23238
PHONE: 804-380-9539

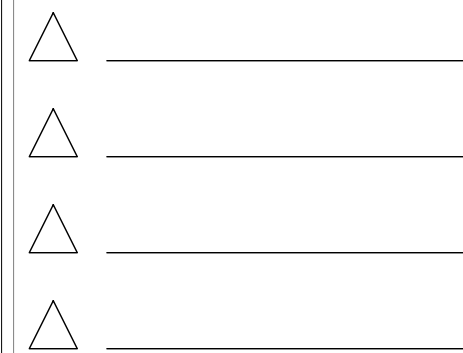
STRUCTURAL:
SYSTEMATIC
ENGINEERING, LLC
2400 Old Brick Rd
Glen Allen, VA 23060
PHONE: 703-431-6809

CAR SUBMISSION

26.02

REVISIONS

NO.	DATE	DESCRIPTION
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Siano Doherty
Residence

2031 Monument Ave
Richmond, Va 23220

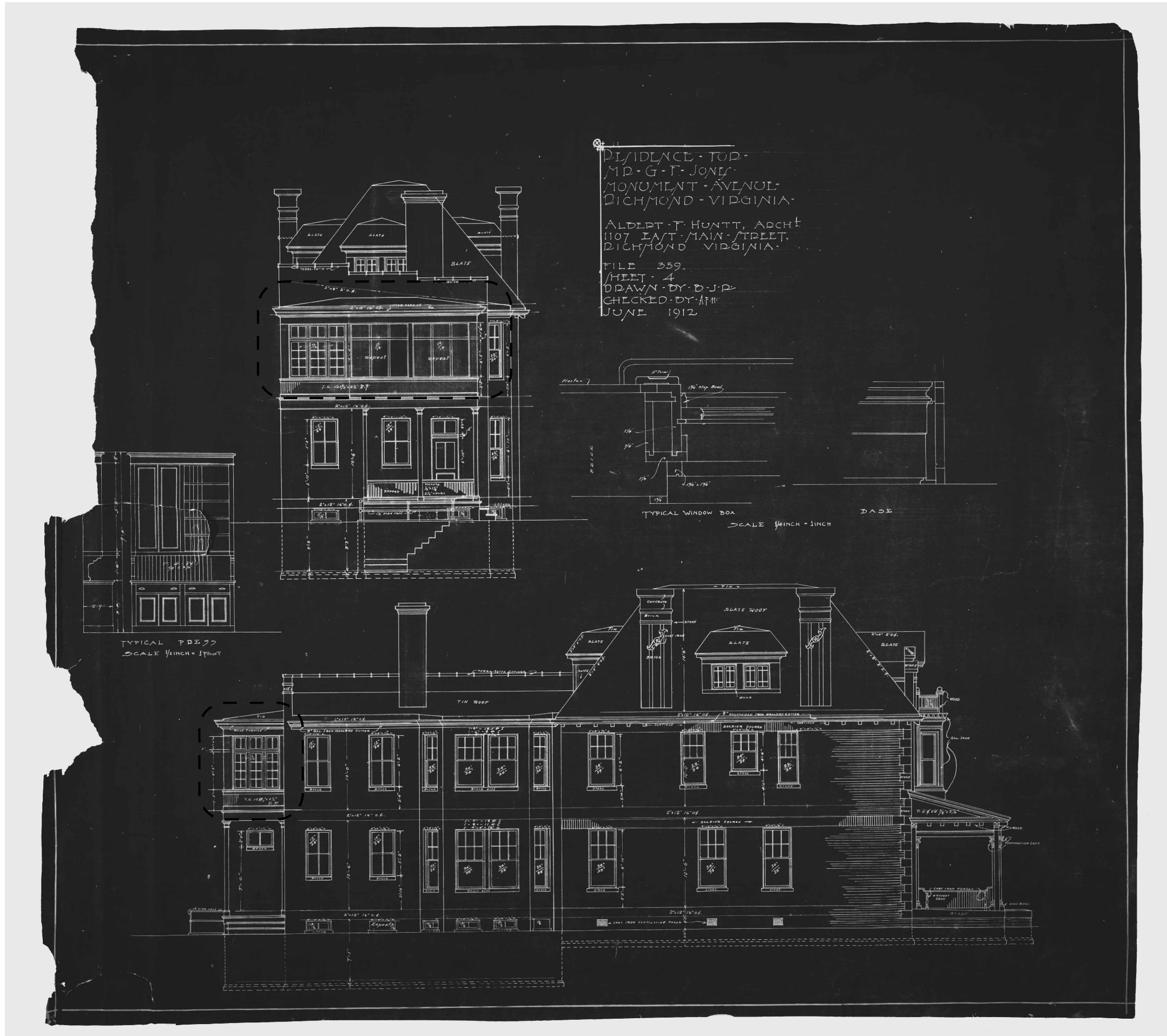
City of Richmond

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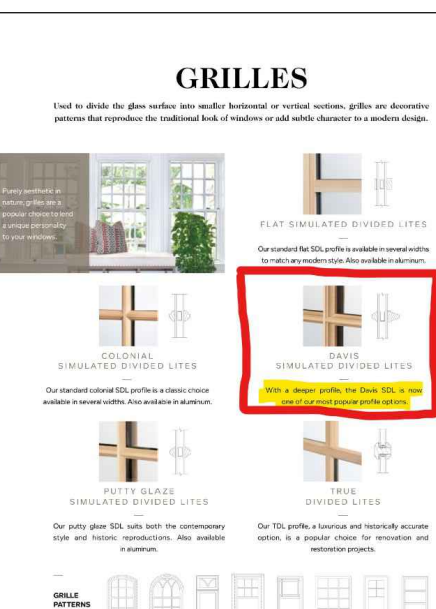
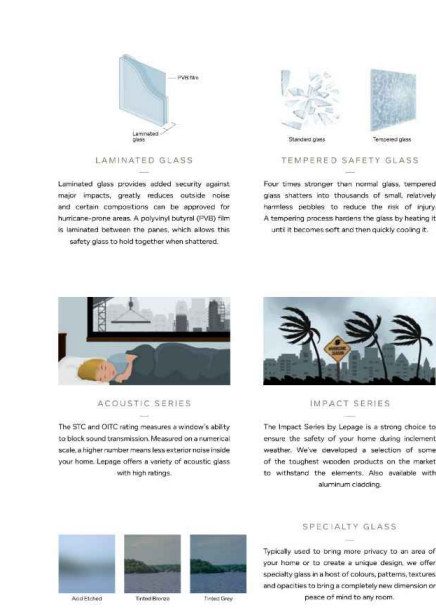
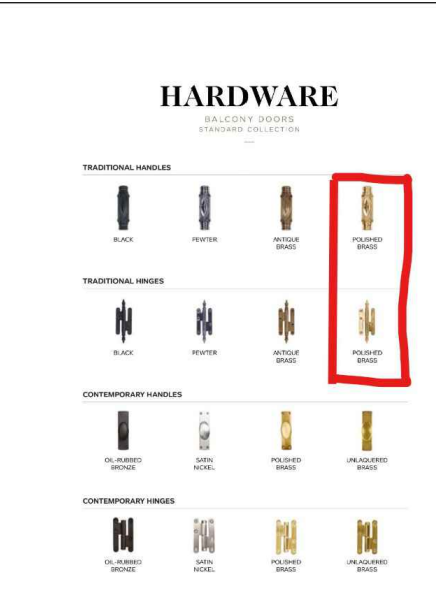
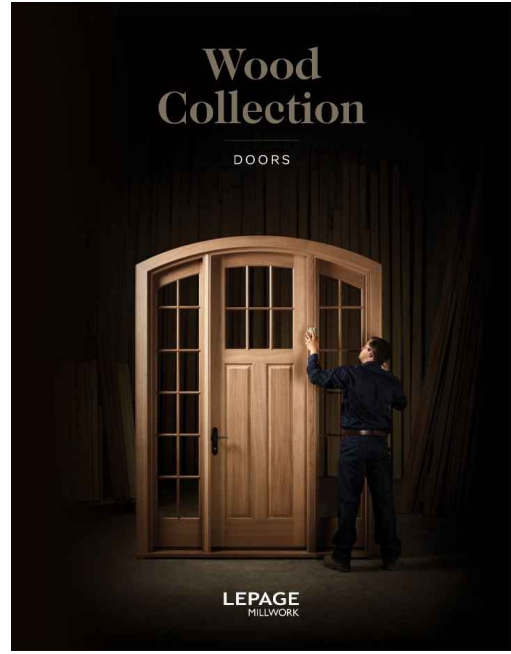
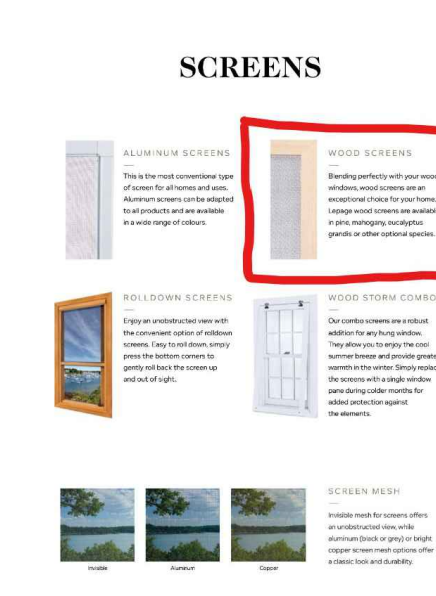
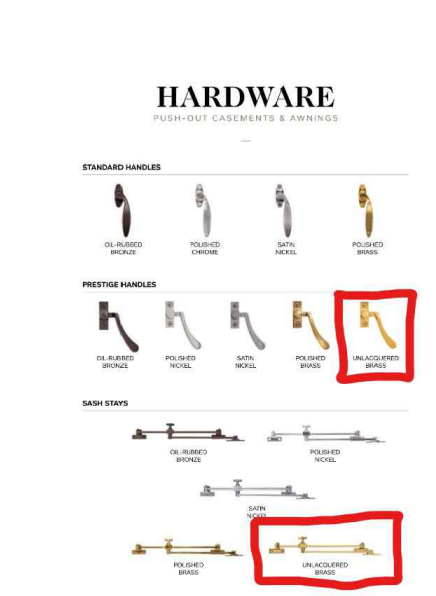
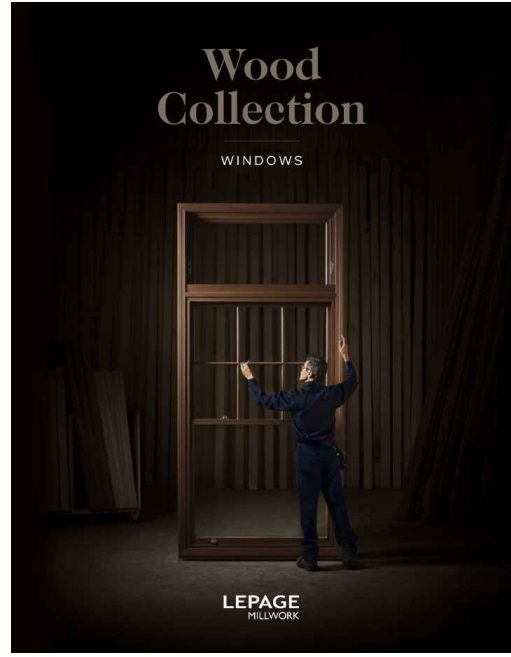
EXISTING CONDITIONS

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SCHEMATIC DWG: NOT FOR CONSTRUCTION



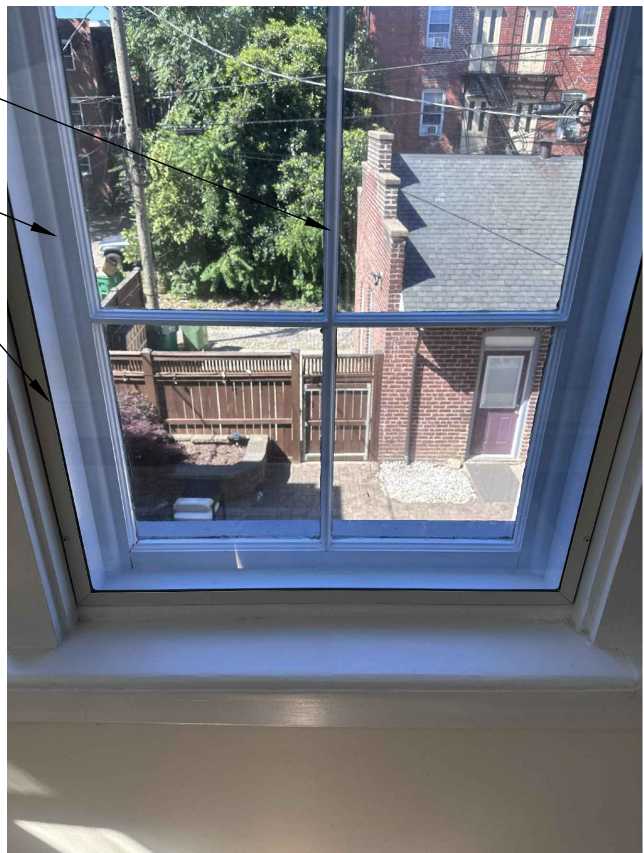
1912 DRAWINGS BY ALBERT HUNT 3



EAST CASEMENT & TRANSOM WINDOWS 2



(POSSIBLY ORIGINAL)



(BELIEVED TO BE 1970's)

SOUTH & WEST CASEMENT & TRANSOM WINDOWS 1



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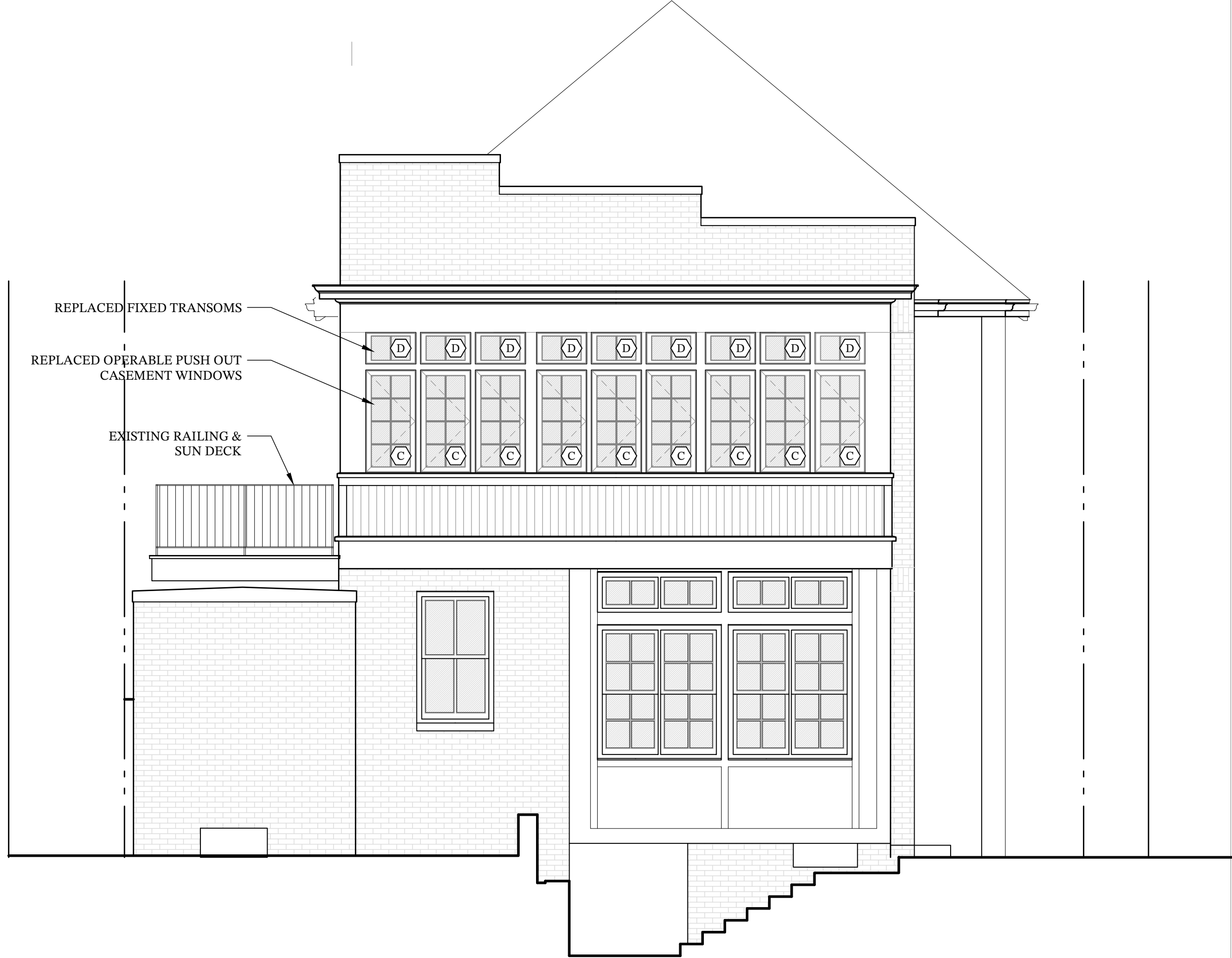
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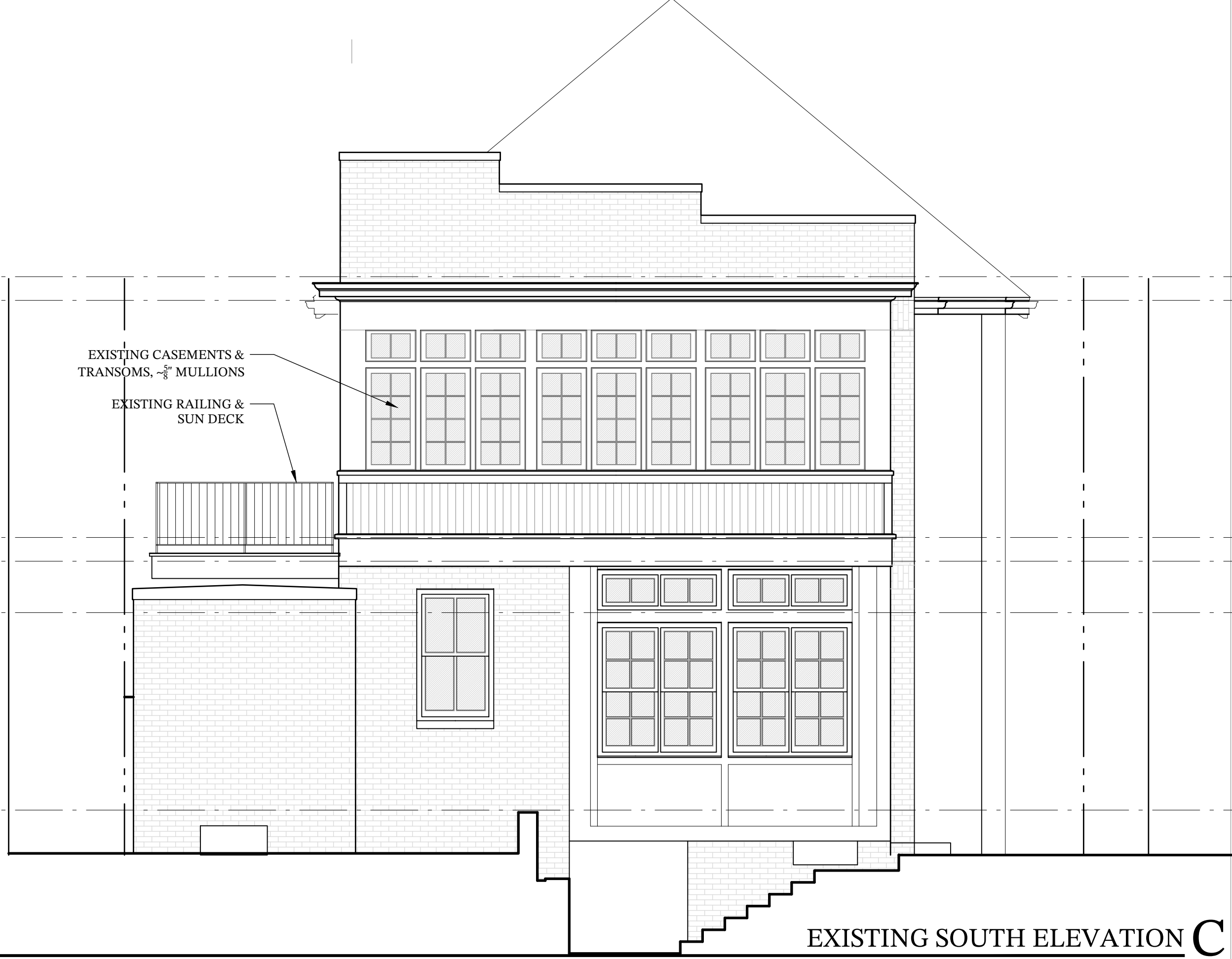
PROPOSED NORTH ELEVATION **A**
1/4" = 1'-0"



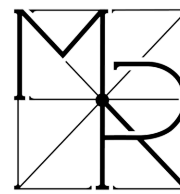
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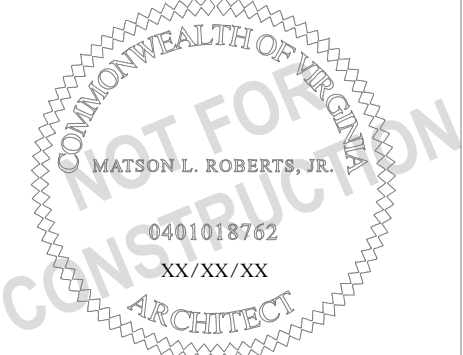


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EXIST & PROPOSED
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A3.0

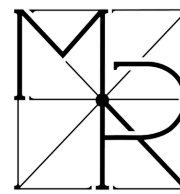
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PROPOSED WEST ELEVATION B
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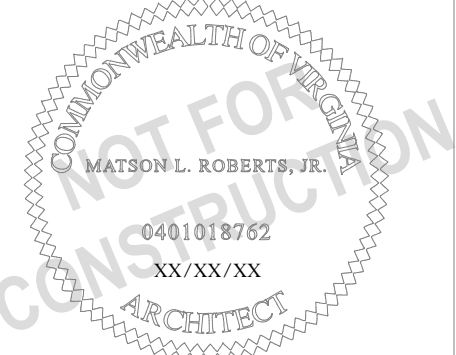
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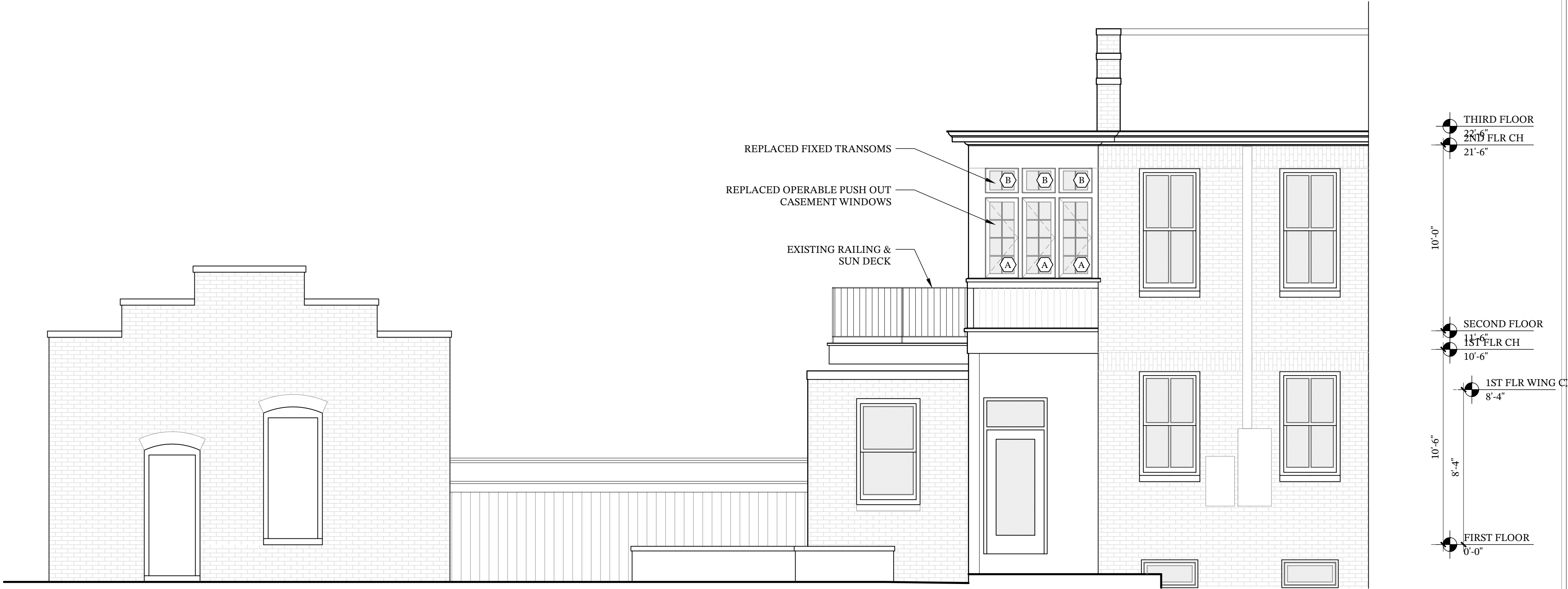
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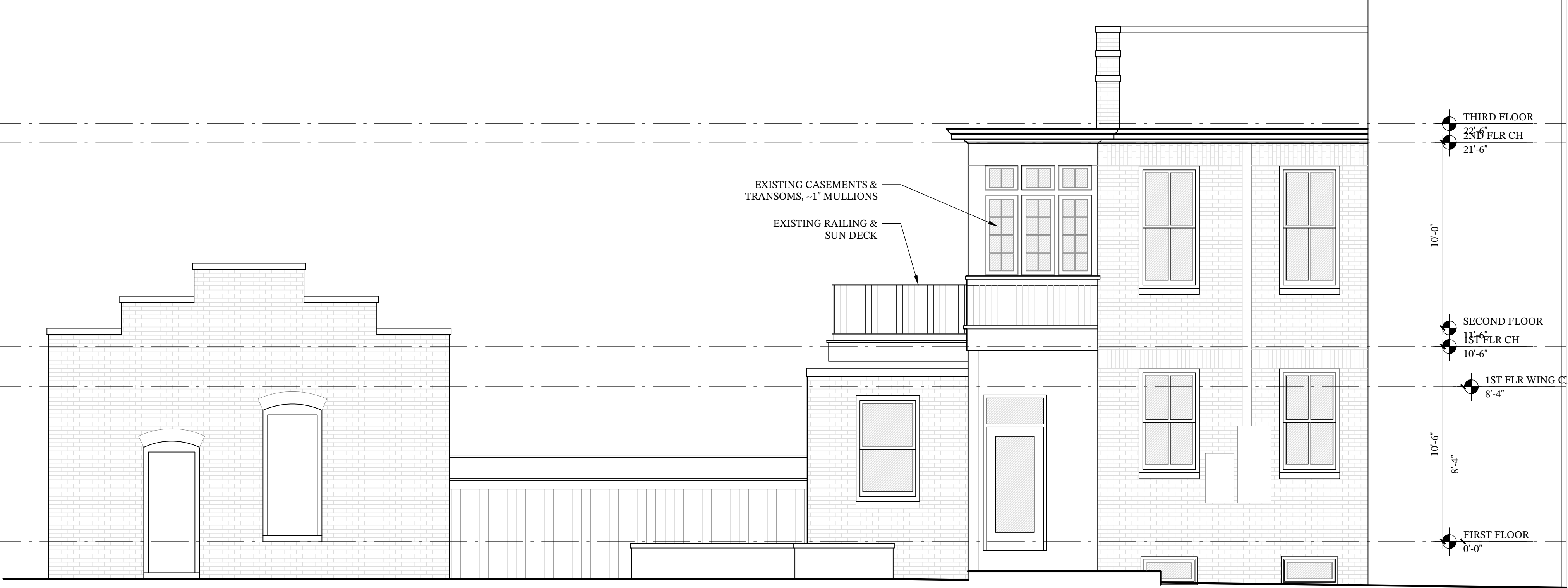
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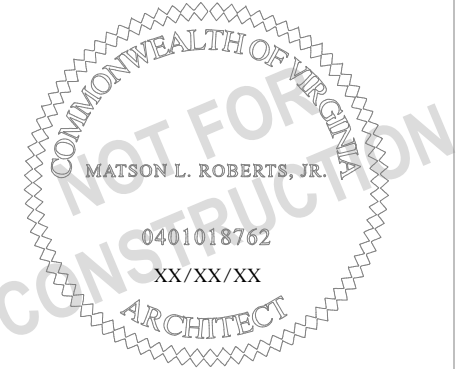


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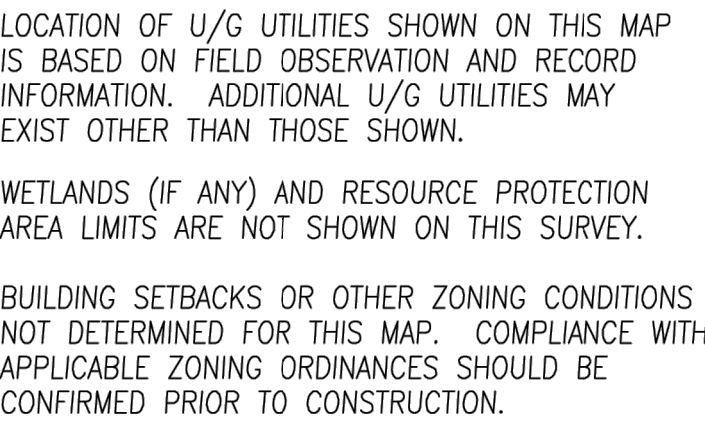
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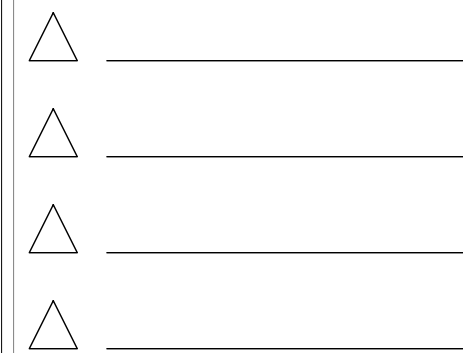
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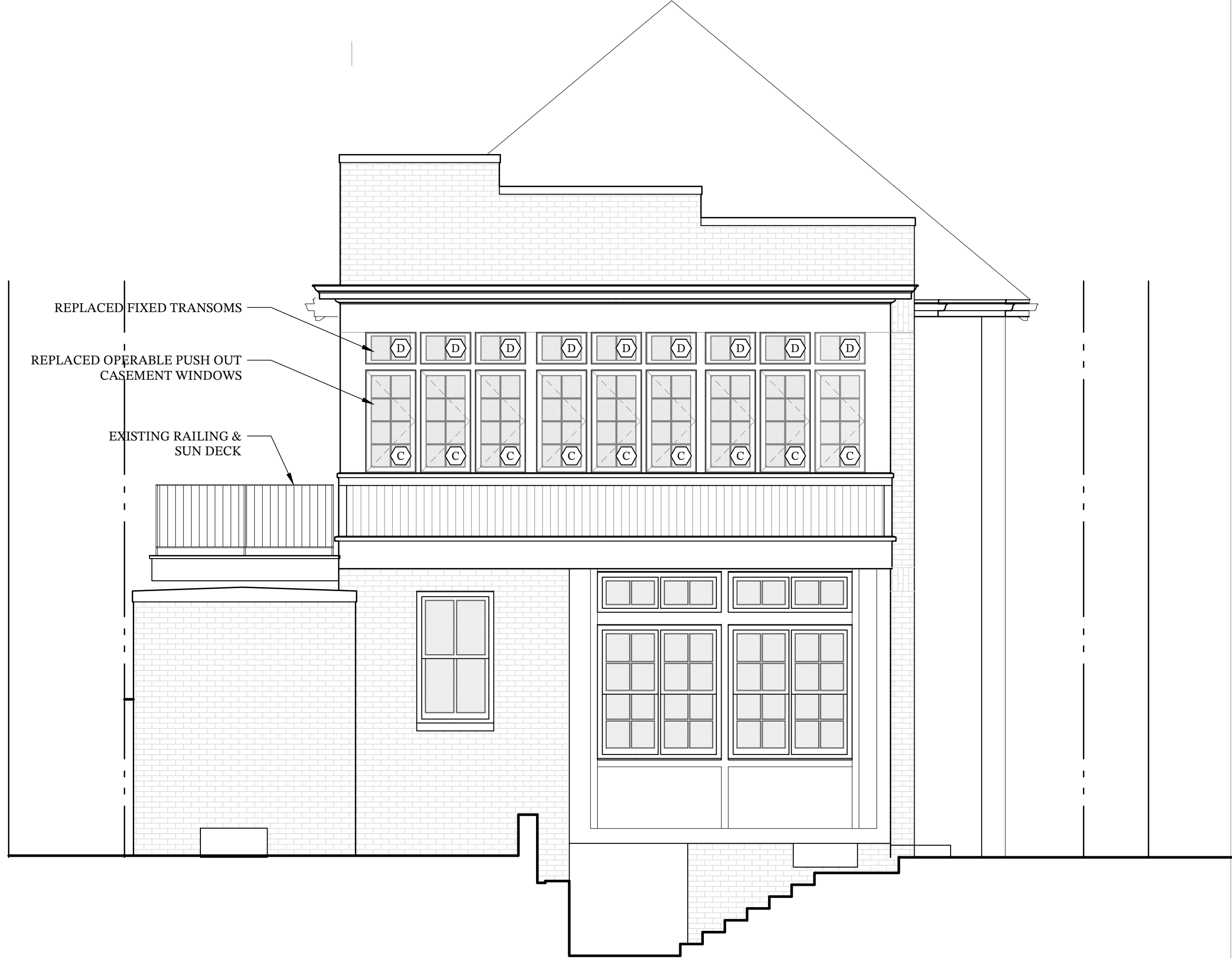
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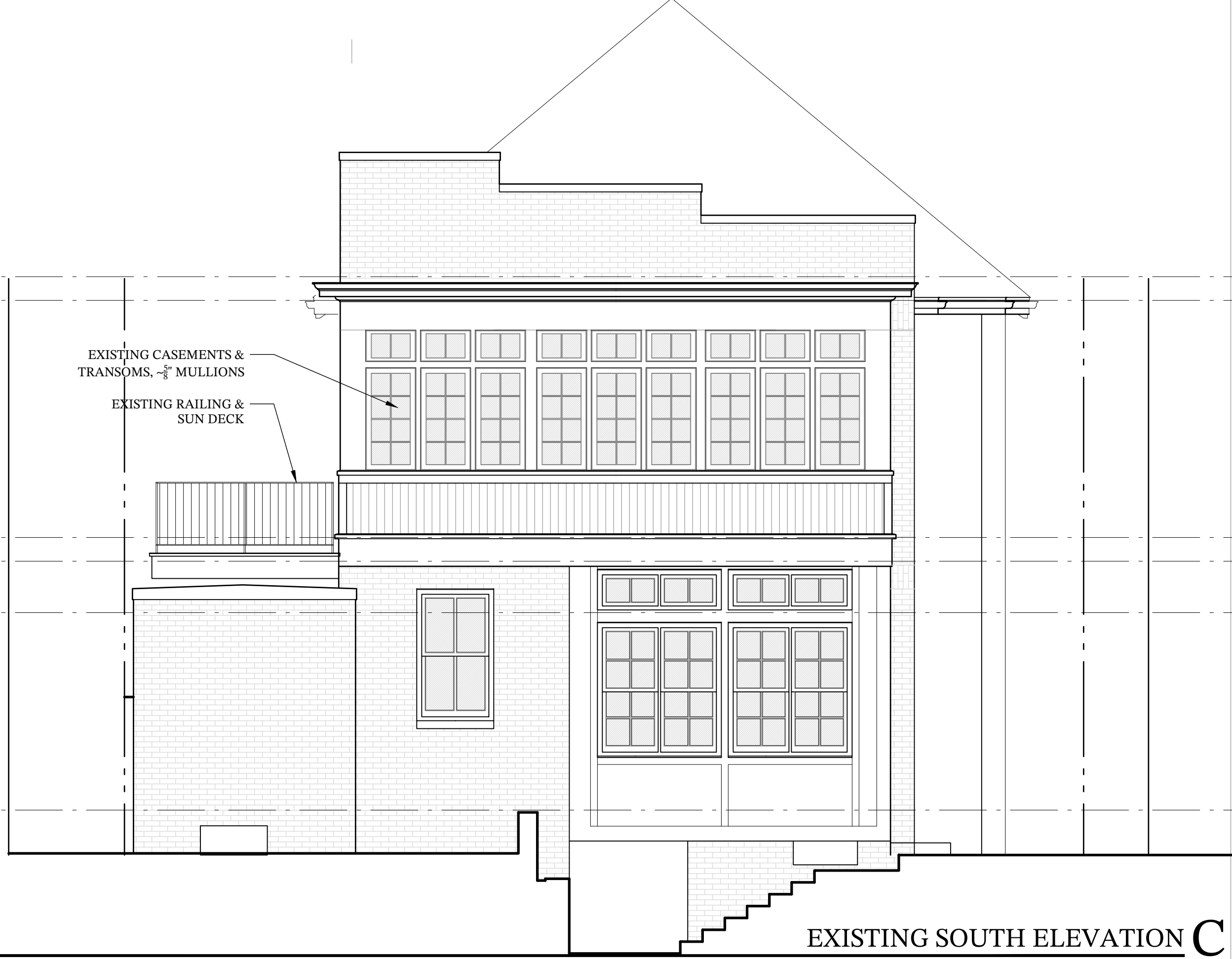
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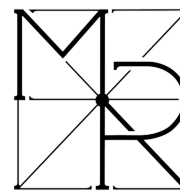
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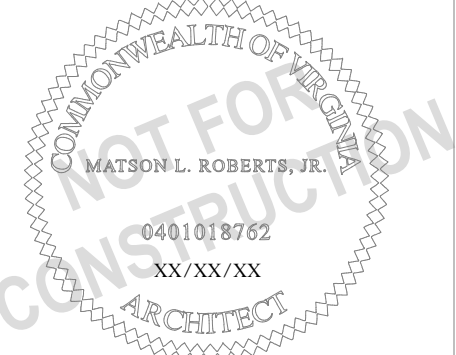


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EXIST & PROPOSED
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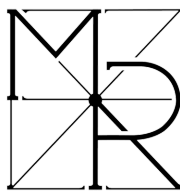
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PROPOSED WEST ELEVATION B
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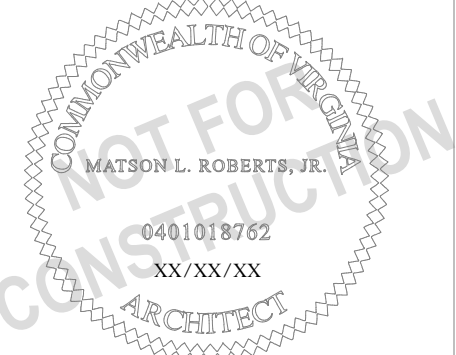
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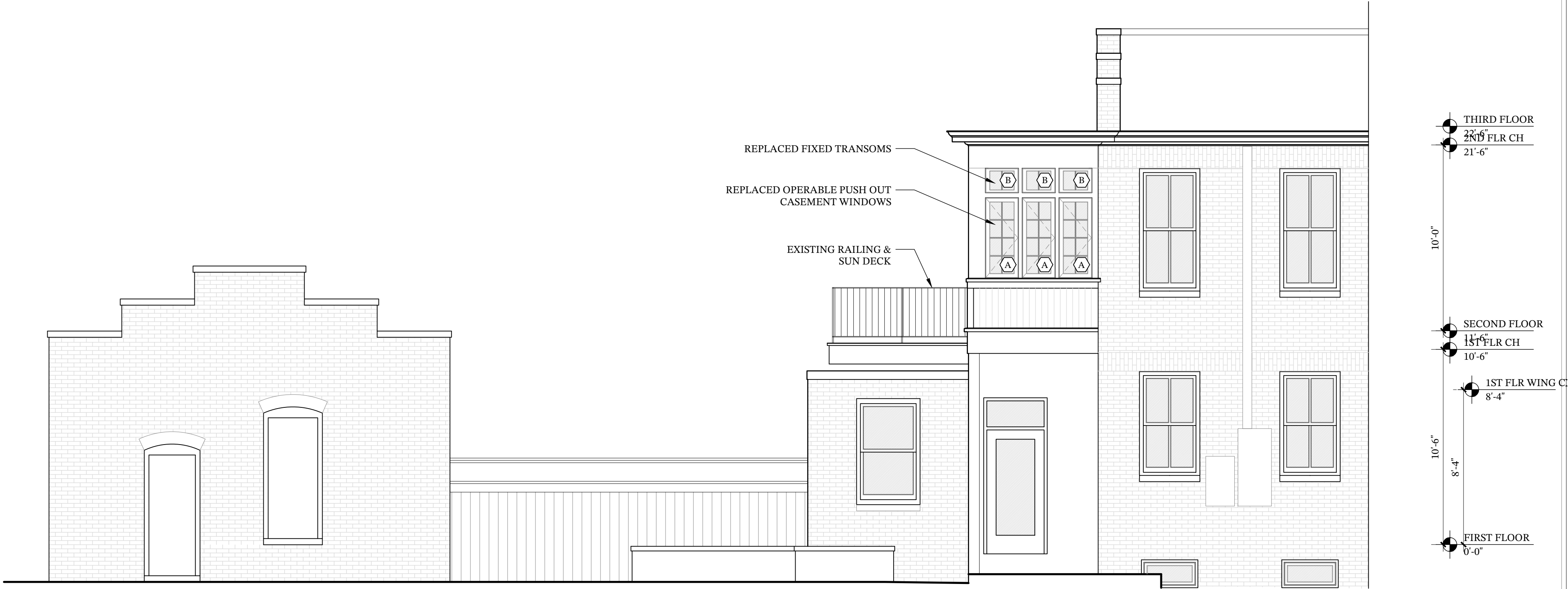
City of Richmond

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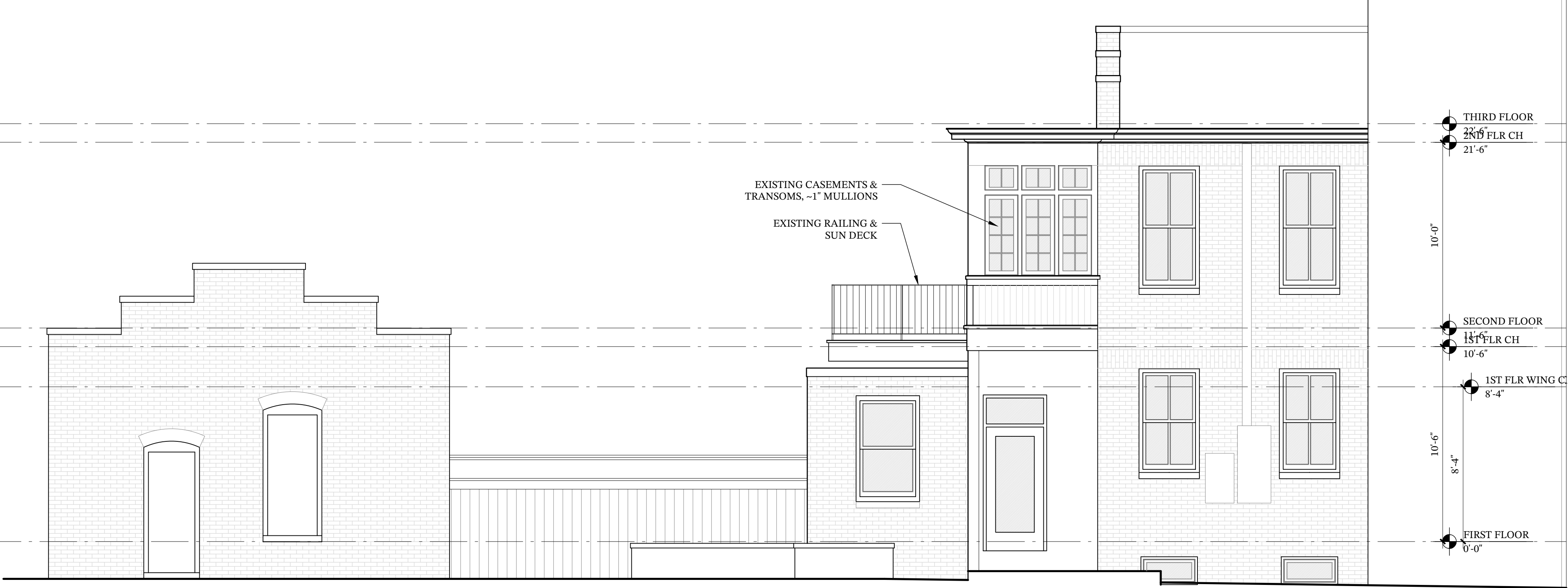
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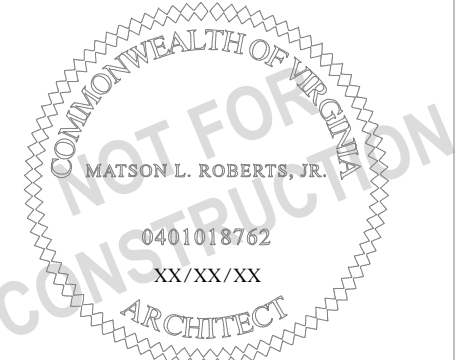


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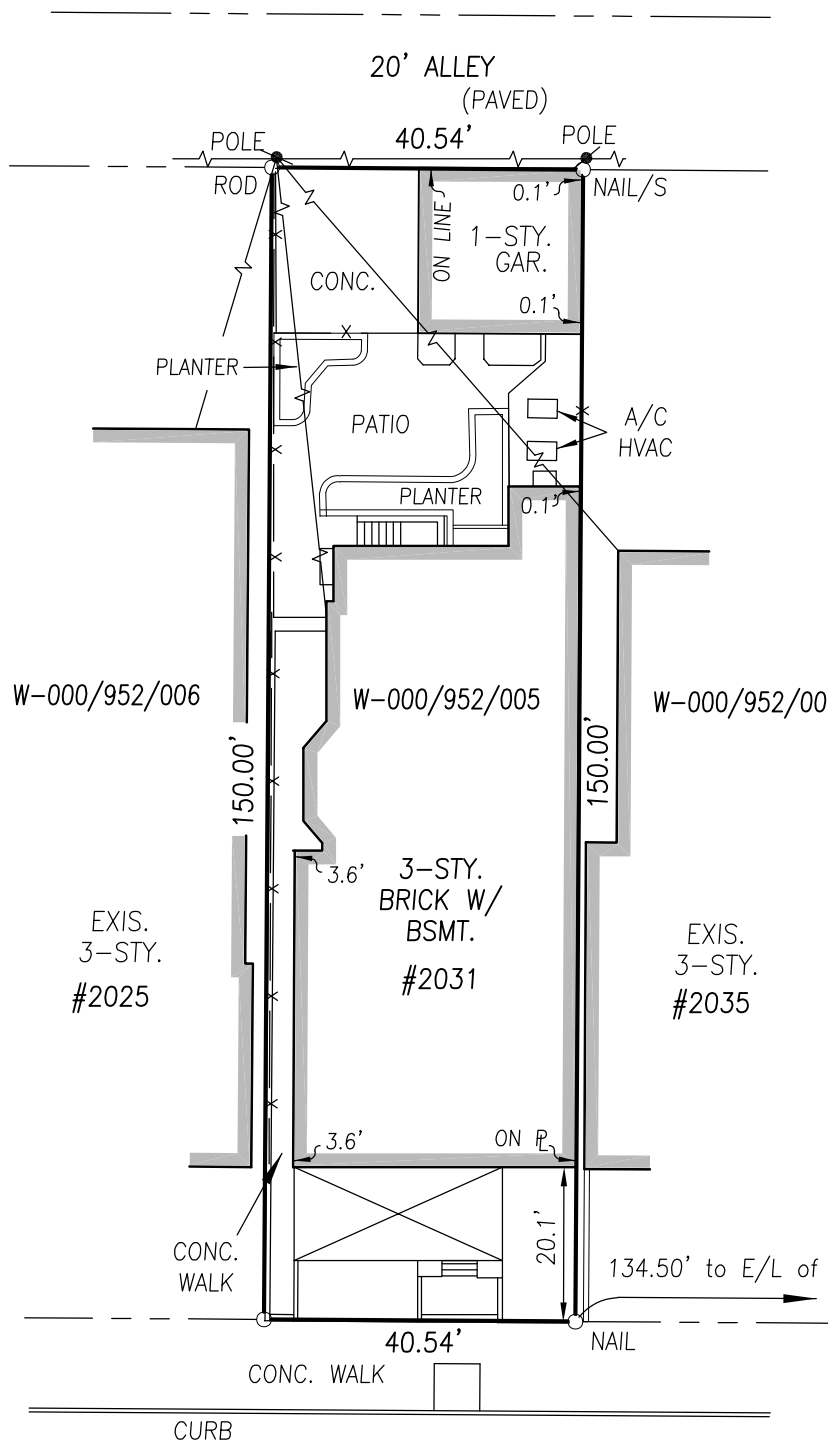
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EXIST & PROPOSED
ELEVATIONS

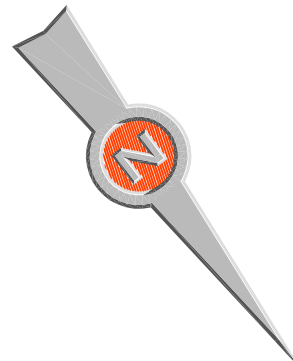
A3.2



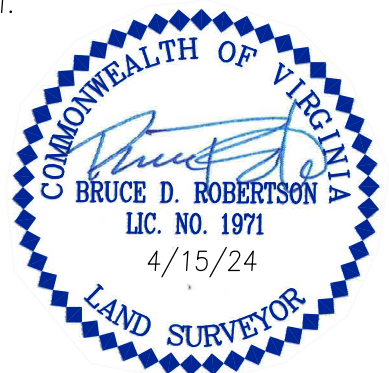
LOCATION OF U/G UTILITIES SHOWN ON THIS MAP IS BASED ON FIELD OBSERVATION AND RECORD INFORMATION. ADDITIONAL U/G UTILITIES MAY EXIST OTHER THAN THOSE SHOWN.

WETLANDS (IF ANY) AND RESOURCE PROTECTION AREA LIMITS ARE NOT SHOWN ON THIS SURVEY.

BUILDING SETBACKS OR OTHER ZONING CONDITIONS NOT DETERMINED FOR THIS MAP. COMPLIANCE WITH APPLICABLE ZONING ORDINANCES SHOULD BE CONFIRMED PRIOR TO CONSTRUCTION.



This plat was prepared without the benefit of a title report and may not, therefor, indicate all easements or conditions affecting subject property.

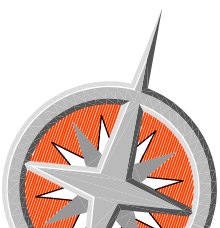


This is to certify that on 4/12/24
I made an accurate field survey of the premises shown hereon, that all improvements and easements known or visible are shown hereon, that there are no encroachments by improvements either from adjoining premises or from subject premises upon adjoining premises other than as shown hereon.

PURCHASERS: MATT SIANO & LAURA DOHERTY

SURVEY SHOWING IMPROVEMENTS ON PROPERTY LOCATED AT 2031 MONUMENT AVENUE

CITY OF RICHMOND, VIRGINIA



Bruce Robertson Land Surveying, P.C.

1519 Huguenot Rd., Suite 100, Midlothian, VA 23113 Ph. 804-330-2801

Date: 4/15/24
Scale: 1"=25'

JN 24091