



**Staff Report**  
**City of Richmond, Virginia**



**Commission of Architectural Review**

COA-093113-2021	<b>Final Review</b>	<b>Meeting Date: 6/22/2021</b>
<b>Applicant/Petitioner</b>	Nancy Stroman	
<b>Project Description</b>	Alter size of existing rear window openings.	
<b>Project Location</b>		
<b>Address: 3301 Monument Ave.</b>		
<b>Historic District: Monument Avenue</b>		
<b>High-Level Details:</b>		
<ul style="list-style-type: none"> <li>The applicant proposes to enlarge two rear window openings of a ca. 1921 brick colonial revival residence.</li> <li>To enlarge the subject windows, the applicant proposes to lower the existing sills</li> <li>Existing windows are double-hung wood.</li> <li>New windows will be wooden casements with faux divided lights.</li> <li>Staff notes that the rear windows are visible from Tilden Street.</li> </ul>		
<b>Staff Recommendation</b>	<b>Denial</b>	
<b>Staff Contact</b>	Alex Dandridge, <a href="mailto:alex.dandridge@richmondgov.com">alex.dandridge@richmondgov.com</a> , (804) 646-6569	
<b>Previous Reviews</b>	None	
<b>Conditions for Approval</b>	<ul style="list-style-type: none"> <li>staff recommends denial of the proposed enlargement of the existing openings</li> <li>the existing windows be retained.</li> </ul>	

**Staff Analysis**

Guideline Reference	Reference Text	Analysis
Standards for rehabilitation, Windows #9, 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. Changes to existing windows or the addition of new windows along a secondary elevation will be considered by the Commission on a case-by-case basis.</i>	The applicant proposes to enlarge two window openings in the rear. Staff finds that these openings are visible from the street and alley.

Standards for rehabilitation Windows, #5, pg. 69	<i>Original masonry openings for doors and windows should be maintained. Infilling original masonry openings is strongly discouraged.</i>	The Guidelines recommend against altering original masonry openings. As the existing windows are visible from Tilden Street, <u>staff recommends denial of the proposed enlargement of the existing openings.</u>
Standards for Rehabilitation, #2, pg. 59	<i>Retain original wood features such as cornices, brackets, window and doorway surrounds, sashes and doors.</i>	The applicant is proposing to remove the existing windows the rear of the home. <u>Staff recommends the existing windows be retained.</u>

## Figures



Figure 1. View of rear from Tilden Street, 3301 Monument, Google streetview



Figure 2. Window #2



Figure 3. Window #1