



Commission for Architectural Review

Application for Certificate of Appropriateness

900 E. Broad Street, Room 510
Richmond, VA 23219 | (804)-646-7550
www.rva.gov/planning-development-review/commission-architectural-review



Property (location of work)

Address: 100 W Leigh Street

Historic District: Jackson Ward

Applicant Information ☐ Billing Contact

Name: Will Gillette / Mark Baker

Email: markbaker@bakerdevelopmentresources.com

Phone: 804-874-6275

Company: Baker Development Resources

Mailing Address: 530 East Main St, Suite 730

Richmond, VA 23219

Applicant Type: ☐ Owner ☒ Agent ☐ Lessee

☐ Architect ☐ Contractor ☐ Other (specify):

Owner Information ☒ Billing Contact

☐ Same as Applicant

Name: Samuel Medvene

Email: mbmedvene@gmail.com

Phone: 703-589-4832

Company: _____

Mailing Address: 700 Randolph St NW

Washington, DC 20011

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

Project Information

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

Description (attach additional sheets if needed):

Repair of fire damage and conversion of the existing single-family dwelling to a two-family dwelling

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 and application materials should be prepared in compliance with zoning.

Signature of Owner

Samuel Medvene

Date

8/1/20

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)-646-7550 | Emily.Routman@richmondgov.com

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**



August 11th, 2022

City of Richmond Department of Planning and Development Review
Commission of Architectural Review
City Hall, 900 East Broad Street
Richmond, VA 23219

RE: Commission of Architectural Review: 100 West Leigh Street (N000-0153/020)

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 renovation and conversion from a single-family attached to a two-family attached dwelling on the property known as 100 W Leigh Street (the "Property").

The Property is located on the northern line of W Leigh Street at its intersection with Price Street and lies in Richmond's Jackson Ward City Old and Historic District. The Jackson Ward historic district is known for its predominance of brick row houses and narrow lots with shallow setbacks. The 100 Block of W Leigh Street consists primarily of historic two- and three-story residential attached and detached dwellings. The western portion of the block is anchored by the historic Leigh Street Armory which currently houses the Black History Museum and Cultural Center of Virginia. Residential dwellings range from single-family to multifamily and generally consist of masonry structures of an Italianate design.

The Property owner is proposing to repair the existing structure which was damaged in a fire in May of 2022 and to convert it from a single-family dwelling to a two-family dwelling. Prior to the year 2000, the dwelling was used as a two-family dwelling but was subsequently converted to a single-family dwelling. The proposed renovation will allow for the repair of the structure from the

fire damage and its use as a two-family dwelling. The proposed conversion will retain the historic façade and character of the dwelling while allowing for the conversion of the interior to meet the needs of the modern market. The closure of the first-floor exterior patio is being proposed to facilitate a more appropriate floor plan for the proposed two-family dwelling. When complete, each unit will contain three bedrooms and two bathrooms with an open kitchen and living area.



Figure 1: Fire damage at the rear of the dwelling

Siting:

The irregularly shaped Property is approximately 21 feet in width and contains roughly 2,055 square feet of lot area. The Property currently contains one attached two-story dwelling on a lot with street frontage along W Leigh St. to the south, Price St. to the east, and Chamberlayne Pkwy to the north. No changes would be made to the current siting of the dwelling or to the front of the existing dwellings and the proposed changes would reflect all relevant City zoning requirements.

Form:

The proposed renovation has been designed to recognize the historic nature of the site. The National Register of Historic Places nomination form notes that the 100 block of West Leigh Street contains “a number of ante-bellum brick houses on the north side of this block, but most have been significantly altered.” The attached dwelling at 102 W Leigh, which mirrors the subject dwelling, is described as “Townhouse: pressed brick, two stories, three bays” though the dwelling at 100 W Leigh is not listed as a contributing structure to the neighborhood. The applicant is proposing to retain the existing historic façade along W Leigh Street and the unpainted brick wall along Price Street.

Scale:

As noted above, the proposed design of the alteration is consistent with the scale and character of the existing dwellings in the area and the existing form of the Property. The proposed alteration will increase the overall livability of the existing dwelling by allowing for the inclusion of features that are desirable in the modern market. The proposed alteration will allow for this historic dwelling to be renovated, without changing the existing streetscape of the Jackson Ward Old and Historic District.

Height, Width, Proportion, & Massing

Existing residential structures within the block are predominantly two to three stories and constructed with masonry exteriors. As no changes will be made to the height or width of the dwelling, it will retain its historic nature and compatibility with the surrounding properties.

Exterior Cladding/Doors and Windows/Materials

Exterior cladding, doors and windows, foundation, and roofing are as noted on the attached plans. Cementitious siding was chosen for its durability and desirable aesthetics. Materials were selected to be consistent with CAR requirements and with other dwellings within the Jackson Ward Old and Historic District. The proposed exterior improvements will be consistent with the existing design of the dwelling. A finish schedule including doors and windows is provided for the dwelling.

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,



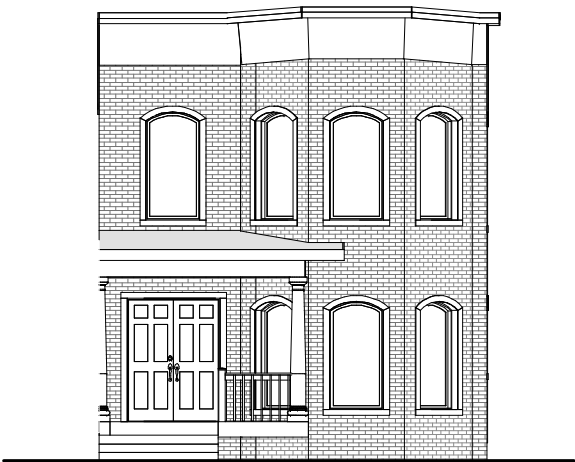
Mark R. Baker

Baker Development Resources, LLC

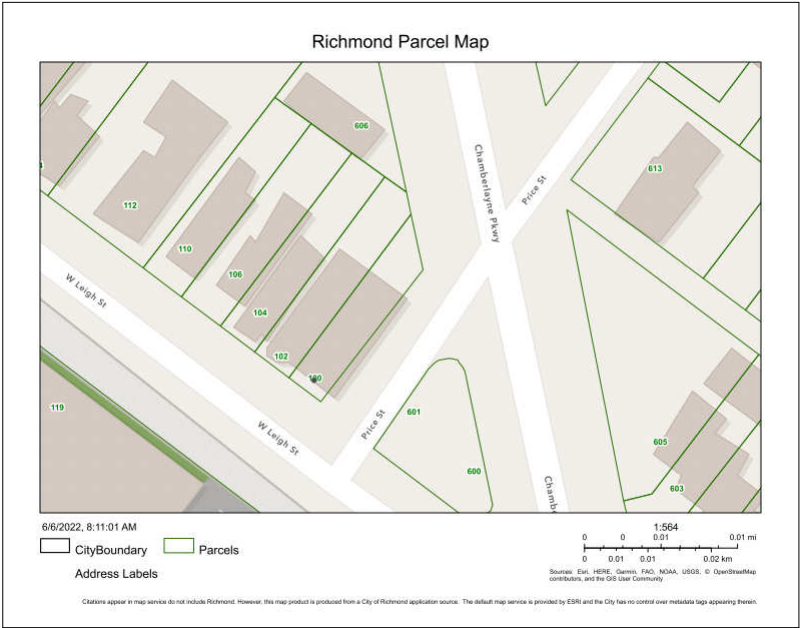
MEDVENE RESIDENCE

AREA CALCULATIONS

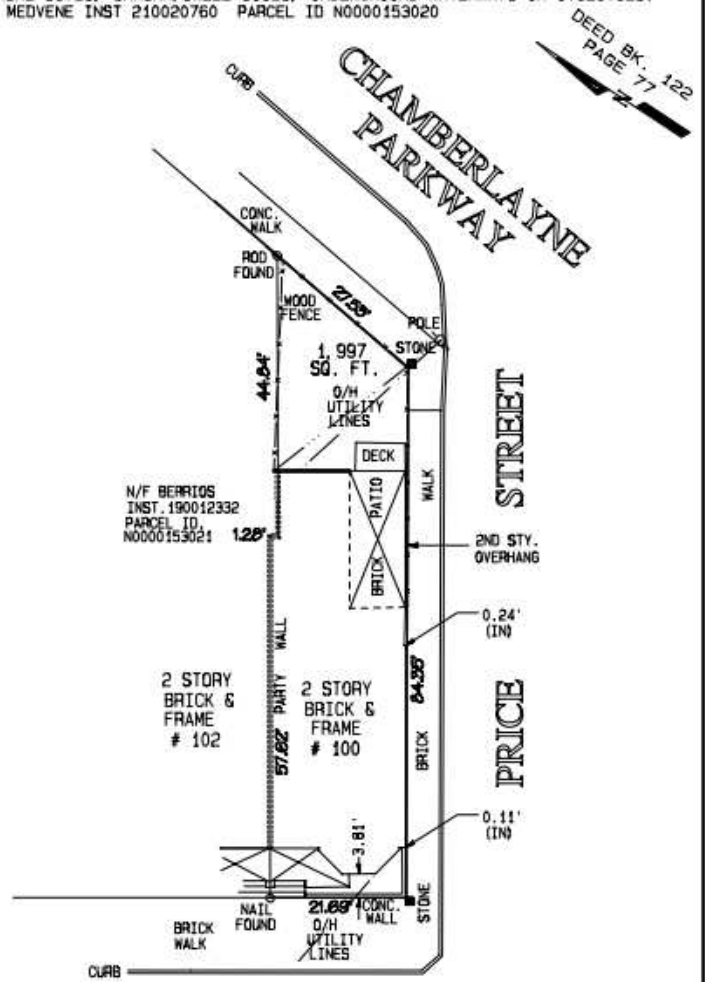
Heated Area	
1st Floor Livable	1316 SF
2nd Floor Livable	1318 SF
	2633 SF
Unheated Area	
Front Porch	53 SF
	53 SF
Total	2687 SF



100 W. LEIGH ST



NOTES: THIS PROPERTY DOES NOT APPEAR TO BE LOCATED IN A F.E.M.A. DEFINED FLOOD HAZARD AREA. FREDERICK A. GIBSON & ASSOCIATES, P.C. ASSUMES NO LIABILITY REGARDING SUB-SURFACE FEATURES SUCH AS TOXIC WASTE, GARBAGE OR WASTE DISPOSAL AREAS, LANDFILLS, UNDERGROUND STORAGE TANKS, CEMETERIES OR BURIAL SITES, SHRINK/SWELL SOILS, UNDERGROUND WATERWAYS OR UTILITIES. CURRENT OWNER(S): SAMUEL MEDVENE INST 210020760 PARCEL ID N0000153020



W. LEIGH STREET

**SURVEY & PLAT OF No.100 W. LEIGH STREET,
IN THE CITY OF RICHMOND, VIRGINIA**

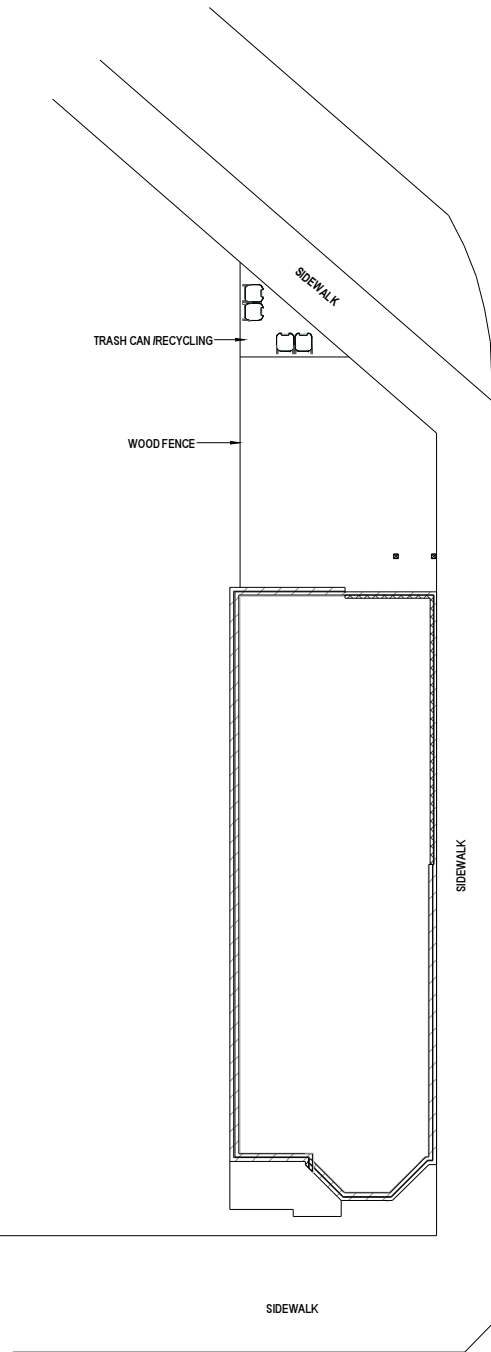
SCALE: 1" = 20'



THIS IS TO CERTIFY THAT ON AUGUST 4, 2022, I MADE A FIELD SURVEY OF THE PREMISES SHOWN HEREON THAT THERE ARE NO VISIBLE ENCROACHMENTS BY IMPROVEMENTS EITHER FROM ADJOINING PREMISES OR FROM SUBJECT PREMISES UPON ADJOINING PREMISES, OTHER THAN AS SHOWN HEREON. THIS PLAT IS BEING FURNISHED WITHOUT BENEFIT OF A TITLE REPORT. PREMISES SHOWN HEREON IS SUBJECT TO EASEMENTS OF RECORD OR OTHERWISE, TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS PLAT COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND CERTIFIED LANDSCAPE ARCHITECTS.

**FREDERICK A. GIBSON
& ASSOCIATES, P.C.**
LAND SURVEYORS
2361 JUDES FERRY ROAD
POWHATAN, VIRGINIA 23139
PHONE 804 378-4485 FAX 804 378-4487

LEGEND	
○	= IRON ROD FOUND
●	= IRON ROD SET
UNLESS OTHERWISE NOTED.	
PROJECT # 2208-01 PL	



1

SITE PLAN

A-0.10 1" = 20'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

CLIENT
MEDVENE RESIDENCE

ADDRESS
100 W. LEIGH ST

PROJECT
RENOVATION

SHEET
Site Plan

ISSUE DATE
9/21/22

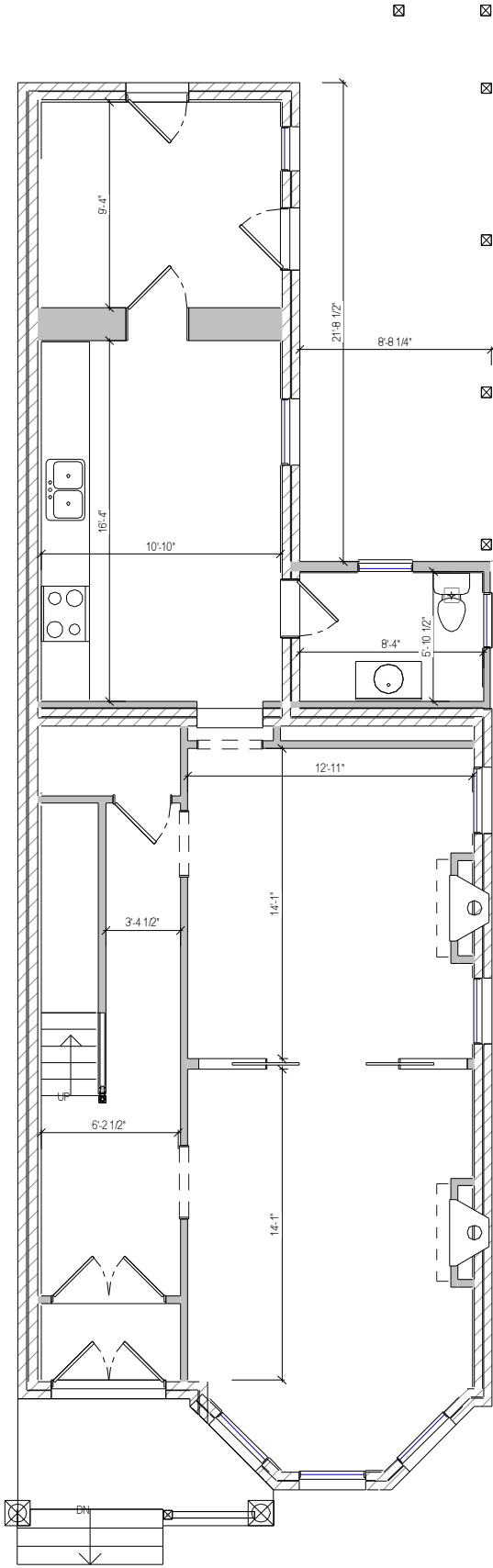
DRAWN BY

**PINNACLE
DESIGN**

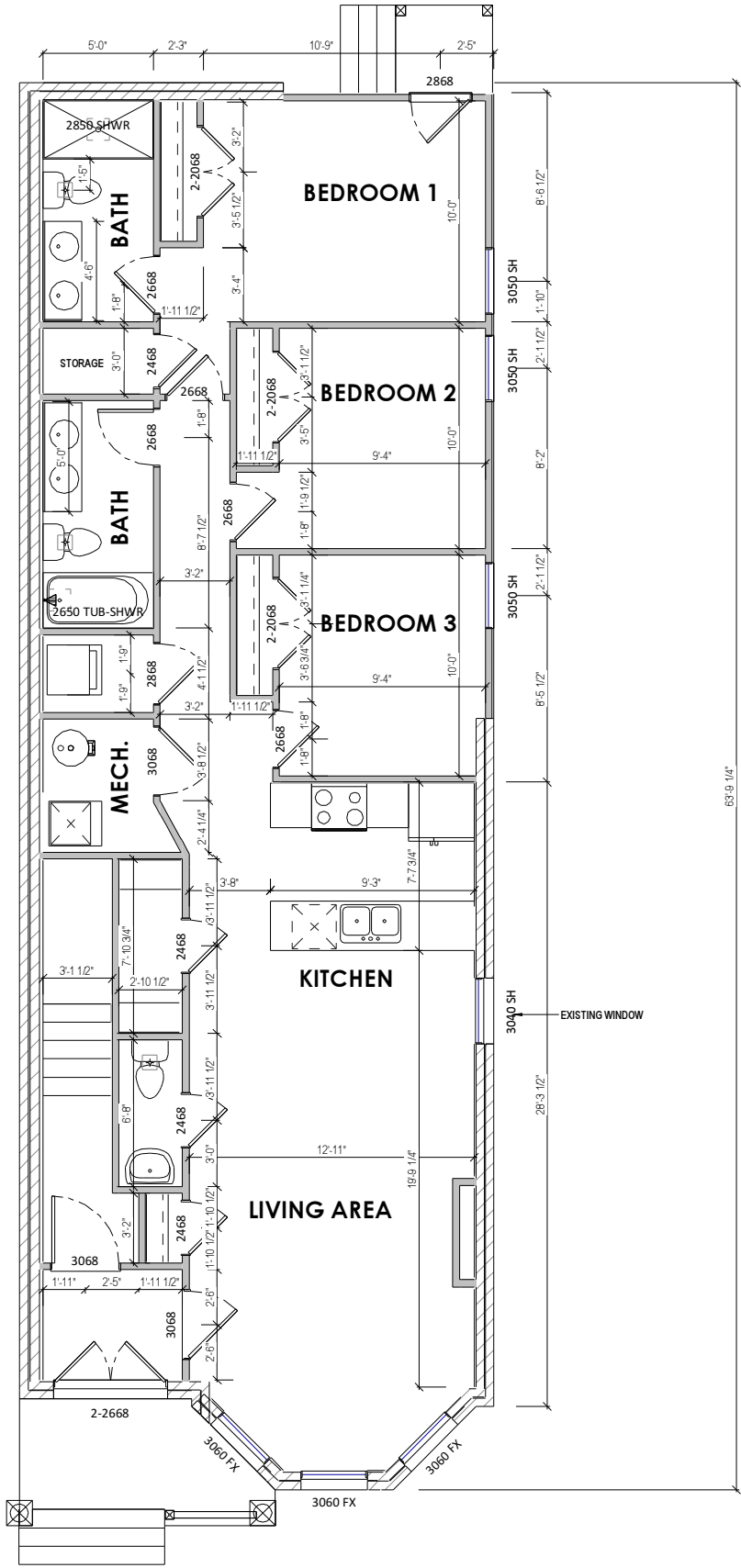
SHEET NUMBER

A-0.10

- NOTE:
- 1. ALL DIMENSIONS ARE FROM OUTSIDE EDGE OF EXTERIOR WALL SHEATHING OR FACE OF STUD, U.N.O.
 - 2. ALL DOOR & WINDOW HEADERS IN EXTERIOR WALLS TO BE (2) 2X8 U.N.O.
 - 3. ALL INTERIOR DOOR HEADERS TO BE (2) 2X4, U.N.O.
 - 4. PROVIDE PRESSURE TREATED LUMBER @ HOUSE BAND WHERE ALL DECK, PORCH & APPURTENANCES ARE CONNECTED.

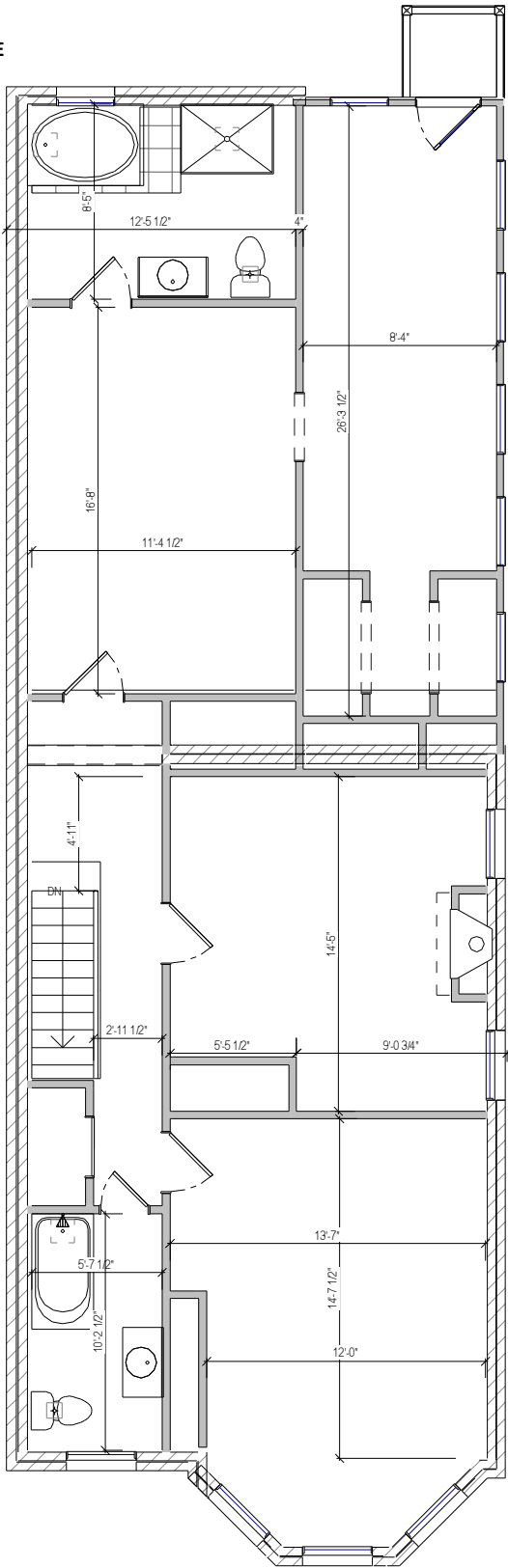


1 EXISTING 1ST FLOOR
A-2.20 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE



2 PROPOSED 1ST FLOOR PLAN
A-2.20 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

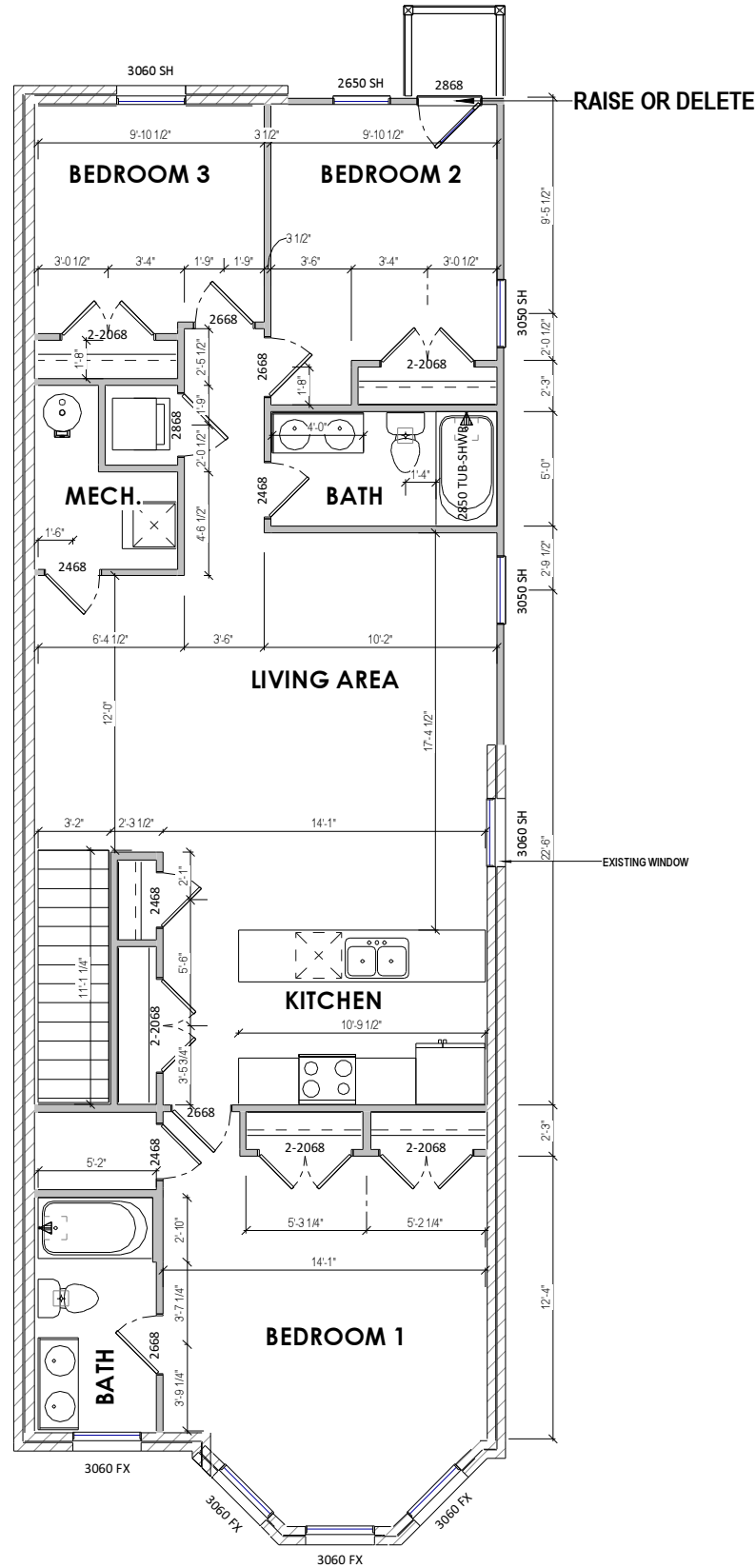
- NOTE:
- 1. ALL DIMENSIONS ARE FROM OUTSIDE EDGE OF EXTERIOR WALL SHEATHING OR FACE OF STUD, U.N.O.
 - 2. ALL DOOR & WINDOW HEADERS IN EXTERIOR WALLS TO BE (2) 2X8 U.N.O.
 - 3. ALL INTERIOR DOOR HEADERS TO BE (2) 2X4, U.N.O.
 - 4. PROVIDE PRESSURE TREATED LUMBER @ HOUSE BAND WHERE ALL DECK, PORCH & APPURTENANCES ARE CONNECTED.



1 EXISTING 2ND FLOOR PLAN
A-2.60 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

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2 2ND FLOOR PLAN
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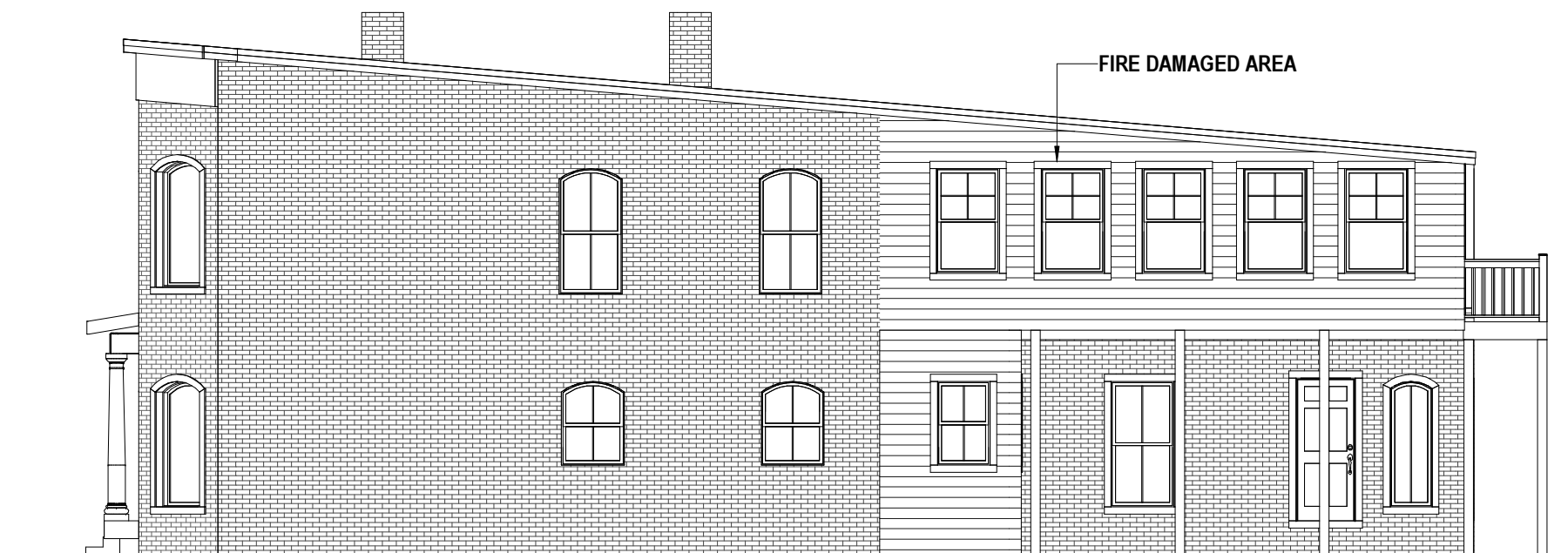
PROJECT	MEDVENE RESIDENCE	
	CLIENT	
SHEET	100 W. LEIGH ST	
	ADDRESS	
2nd Floor Plan		
ISSUE DATE		
9/21/22		
DRAWN BY		
PINNACLE DESIGN		
SHEET NUMBER		
A-2.60		



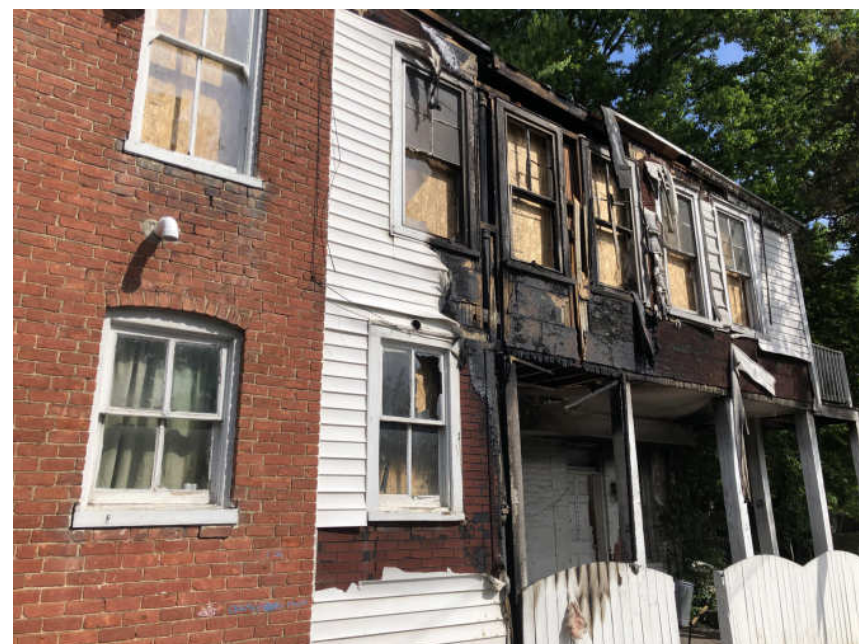
1 FRONT VIEW
A-3.00 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE



2 REAR VIEW
A-3.00 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

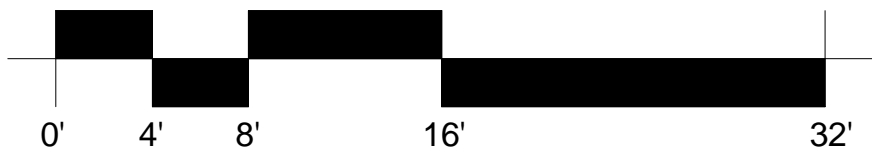


3 RIGHT VIEW
A-3.00 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE



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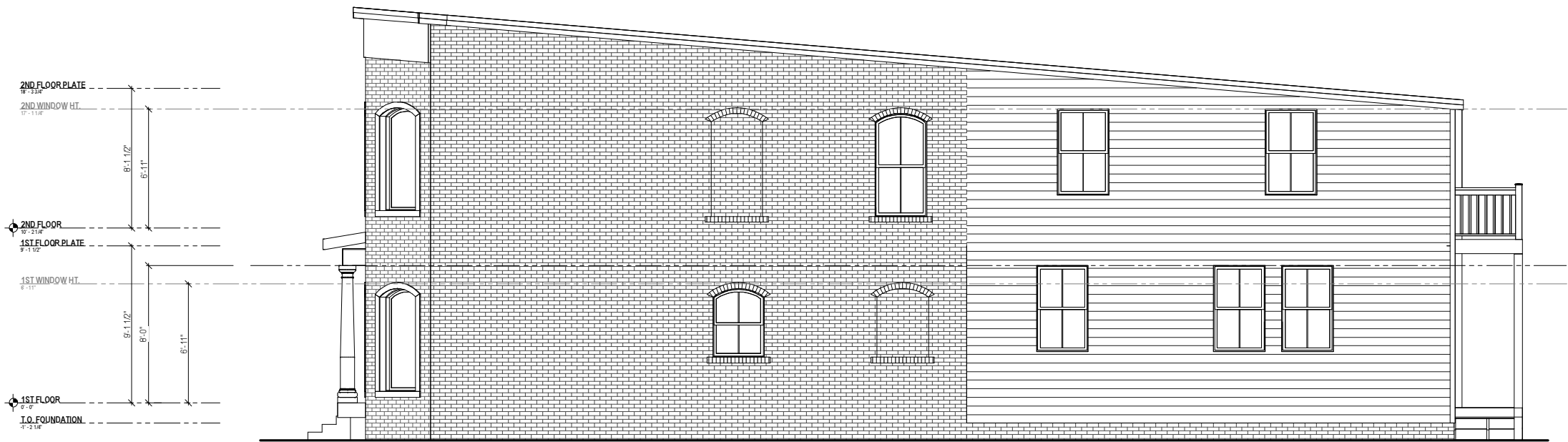
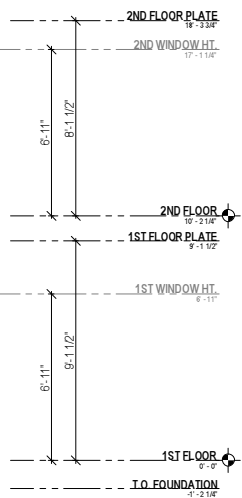
CLIENT	MEDVENE RESIDENCE	
	ADDRESS	100 W. LEIGH ST
PROJECT	RENOVATION	
	SHEET	Existing Elevations
ISSUE DATE 9/21/22		
DRAWN BY PINNACLE DESIGN		
SHEET NUMBER A-3.00		



1 FRONT VIEW
A-3.10 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE



2 REAR VIEW
A-3.10 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE



3 RIGHT VIEW
A-3.10 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

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CLIENT	MEDVENE RESIDENCE	
	ADDRESS	100 W. LEIGH ST
PROJECT	RENOVATION	
	SHEET	Proposed Elevations
ISSUE DATE 9/21/22		
DRAWN BY PINNACLE DESIGN		
SHEET NUMBER A-3.10		