

**COMMISSION OF ARCHITECTURAL REVIEW
STAFF REPORT
September 25, 2018, Meeting**

1. **COA-041226-2018** (A. Smith & S. Mullen-Smith) **3422 East Broad Street
Chimborazo Park Old and Historic District**

Project Description: **Alter two window openings
and add an opening in the rear.**

Staff Contact: **C. Jeffries**

The applicant requests approval to alter the fenestration on the rear elevation of a two story frame Queen Anne dwelling constructed ca. 1900. The applicant proposes to alter two existing window openings by replacing two 33"x79" wood windows with 71"x40" 1/1 double hung wood or aluminum clad wood windows and add a window opening on the first floor.

This application is the result of enforcement activity as work was completed without approval. An application to install three vinyl casement windows in the rear was denied June 26, 2018.

Staff recommends approval of the project with a condition.

The *Richmond Old and Historic Districts Handbook and Design Review Guidelines* state that all original windows should be retained (pg.69, #1), further noting that they should be repaired (pg. 69, #6) and only replaced when they are missing or beyond repair (pg. 69, #7). The applicant has stated that the historic wood windows were in disrepair. As the windows have already been disposed of, staff cannot determine if they were beyond repair.



February, 2018



June, 2018

The *Guidelines* also provide guidance for window replacement. They state that the number, location, size, or glazing pattern of windows should not be changed by installing replacement sash that do not fit the original window (pg. 69, #8) and changes in the sash, depth of reveal, muntin configuration, frame or glazing is strongly discouraged (pg. 69, #10). The existing window openings have been altered to accommodate vinyl casement windows. The applicant proposes to return these openings to their original width and location with a reduction in height to 71 inches. As the openings will not exactly match the historic design staff supports the use of a 1/1 light configuration rather than replicating the historic 2/2 windows.

The *Guidelines* state that replacement materials should convey the same appearance as surviving elements (pg. 59, #7). The applicant is proposing to install wood or aluminum clad wood windows, though details were not provided. Staff recommends the window details be submitted to staff for administrative review and approval prior to installation.

The *Guidelines* state the number of windows should not be changed by cutting new openings, however the addition of new windows along a secondary elevation will be considered by the Commission on a case-by-case basis (pg. 69, #8). Staff finds that the proposed new window opening is highly visible due to the change of elevation. The rear wall is visible from the alley as well as 35th Street, which dead ends at the rear of the property. The proposed window opening will be vertically aligned with the door below and creates a fenestration pattern that is compatible with historic patterns in the district. Staff recommends approval of the proposed new window opening, with the condition that the new window align with the door below.

When new windows are approved, the *Guidelines* recommend that the architectural appearance of original windows should be used as a model for new windows (pg. 69, #10). As the new window will match the size and design of the two replacement windows on the same elevation, staff recommends approval of the proposed new window design.

It is the assessment of staff that the application, with the conditions noted above, is consistent with the Standards for Rehabilitation 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.