



Commission of Architectural Review

#5 COA-169071-2025	Final Review	Meeting Date: 7/22/2025
Applicant/Petitioner	Jean Carlos	
Project Description	Rehabilitate an existing building and construct a new rear addition	
Project Location		
Address: 3104 East Broad Street		
Historic District: St. John's Church		
<p>High-Level Details:</p> <p>The applicant proposes to rehabilitate an extant masonry, Queen Anne Style dwelling circa. 1897. The building is in poor condition and some exterior work, including demolition, has already taken place without a COA or the necessary building and demolition permits.</p> <p>A notice of violation and a stop work order have been issued to the property for building, CAR, and Property Maintenance & Code Enforcement (PMCE).</p> <p>While the building is in poor condition and many elements need to be repaired/replaced, a rear masonry and frame addition has already been demolished, as well as a large section of the elevation, which is minimally visible from the public right-of-way.</p>		
Staff Recommendation	Approval, with Conditions	
Staff Contact	Alex Dandridge, Alex.Dandridge@RVA.gov, (804)646-6569	
Previous Reviews	This application was originally scheduled to be reviewed by the Commission at the April 2025 meeting; however, it was removed from the agenda to allow the applicant additional time to meet with city staff to address discrepancies in the plans.	

Staff Recommendations	<ul style="list-style-type: none"> Existing crown molding and dentils around the perimeter of the front porch roof, and the mansard roof be retained and repaired. If deteriorated beyond repair, elements should be replaced in-kind; materials submitted for staff approval. Battens on either side of the façade's mansard roof be retained and repaired. New front door, side light, and transom fit within the existing, original masonry opening behind the face of the paneled door jambs, and the existing, original paneled door jambs be retained and repaired as necessary. New front door reflect historic documentation or one of the configurations seen on 3106-3116 East Broad Street Iron cresting be cleaned, repainted, and repaired as necessary. Any salvageable front porch elements including the columns, newel posts, and railings be retained and repaired. Any replacement columns, newel posts, or railing match the existing in material and design, final materials selections submitted for administrative approval. New front porch decking boards be tongue and groove and be installed perpendicular to the face of the building. If the columns must be completely replaced, extant engaged columns be preserved and remain attached to the face of the building to serve as physical documentation. Slate on the front mansard roof be repaired and preserved. Stained-glass windows be retained, repaired, and protected during construction. Windows on the façade be retained and repaired. The second story window above the primary entrance should be replaced with a wood/aluminum clad wood one-over-one windows to match the original in dimension. New windows be based on the design of the original windows and match in dimension, fitting the existing masonry openings proportionately. Repointing be done with a lime-based mortar that matches the existing in color and composition. New mortar joints must match the existing in depth and profile. The use of Portland cement is not permitted. New addition's horizontal siding be wood or smooth, unbeaded fiber cement siding
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Staff Analysis

Guideline Reference	Reference Text	Analysis
Secretary of the Interior Standards for Rehabilitation – Residential Construction, pg. 59	<p>1. Retain original features and materials that define the building style, including but not limited to wood siding, shingles, stucco and masonry.</p> <p>2. Retain original wood features such as cornices, brackets, window and doorway surrounds, sashes and doors. Maintain the historic reveal or exposure of the siding and trim, as it is an important character-defining feature.</p> <p>3. Retain original metal features such as cast-iron porches and steps, metal cornices, roofs, roof cresting, window sash, entablatures, columns, capitals, window hoods and hardware and</p>	<p>The building features ornate woodwork and trim. A built-in gutter with crown molding and dentils follows the perimeter of the front porch roof, as well as the second-story roof line above and below the mansard roof. On a site visit, staff observed these elements and noted that they appear to be in good condition. <u>Staff recommends that the existing crown molding and dentils around the perimeter of the front porch roof, and the mansard roof be retained and repaired. If deteriorated beyond repair, elements should be replaced in-kind; materials submitted for staff approval.</u></p> <p>Either side of the mansard roof on the façade features ornate battens with circle, diamond, and crescent motifs. These are character defining elements. <u>Staff recommends that battens on either side of the façade's mansard roof be retained and repaired.</u></p>

	<p>the color and finish of all original materials.</p> <p>4. Retain original roof shape, size, materials, and related elements including cupolas, chimneys and weathervanes; if replacement is necessary, consideration for use of slate, wood and metal, with respect to color and patterns, should be given.</p> <p>5. Retain original windows including both functional and decorative elements such as frames, sash, muntins, glazing, sills, hood molds, paneled or decorated jambs and moldings, shutters and exterior blinds.</p> <p>6. Retain original entrances and porches including doors, frames, fanlights, sidelights, steps, balustrades, pilasters, entablatures, columns and decorative features.</p> <p>7. Repair damaged elements instead of replacing them. Use materials that match the original in type or use physically and chemically compatible substitute materials that convey the same appearance as the surviving elements or sections. Use available documentation when reconstructing missing elements. Pictorial, historical or physical documentation can be helpful.</p> <p>9. Do not remove or radically alter fundamental architectural features such as windows, roofs or porches.</p>	<p>While the building has been in poor condition for quite a while, the primary entrance was identical to the neighboring seven houses to the east. The primary entrance featured a vestibule and then a front door. It appears that the vestibule has been lost, and the only remaining element defining the primary entrance is the actual masonry opening itself, and the paneled door jamb. While the original vestibule will not be reconstructed, the application indicates that a new wood and glass door with a sidelight will be reinstalled into the existing masonry door opening. <u>Staff recommends that a new front door and side light fit within the existing, original masonry opening behind the face of the paneled door jambs, and the existing, original paneled door jambs be retained and repaired as necessary.</u></p> <p>The application shows that the proposed front door and sidelight will have divided lights. The drawing of the door assembly doesn't appear to be in character with the district.</p> <p><u>Staff recommends that the new front door reflect historic documentation or one of the configurations seen on 3106-3116 East Broad Street which are either double doors with a transom, or a single door with a transom and sidelight.</u></p> <p><u>Staff recommends that the new front door, transom and sidelight not have any divided lights for a simplified design. Final front door assembly submitted for administrative approval.</u></p> <p>3116 East Broad Street is identical in design to 3104 East Broad Street and features its original front door and vestibule unobscured by a storm door. This door could be used as a reference when reconstructing the primary entrance of 3104 East Broad Street.</p> <p>The building features iron cresting along the roofline line. Some areas of the cresting are bent, and there appears to be evidence of corrosion seen as rust staining on the gutters. <u>Staff recommends that the extant iron cresting be retained and repaired and painted.</u></p> <p>The application states that most of the front porch elements will be replaced in-kind. The front porch has Tuscan columns that sit on top of paneled newel posts and there is a robust railing with a ide banister and turned balusters. Staff noticed on a site visit that the extant front porch was in poor condition. There were signs of</p>
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		<p>deterioration and the center of the porch had been completely removed; however, the decking did not appear to be original.</p> <p><u>Staff recommends that any salvageable front porch elements including the columns, newel posts, and railings be retained and repaired.</u></p> <p><u>Staff recommends that any replacement columns, newel posts, or railing match the existing in material and design, final materials selections submitted for administrative approval.</u></p> <p><u>Staff recommends that new front porch decking boards be tongue and groove and be installed perpendicular to the face of the building.</u></p> <p><u>If the columns must be completely replaced, Staff recommends retaining the extant engaged columns attached to the face of the building to serve as physical documentation.</u></p> <p>The front mansard roof features hexagonal slate pieces, as well as slate cut into triangles to create a star motif, as well as colored slate pieces. <u>Staff recommends that the slate on the front mansard roof be repaired and preserved.</u></p> <p>There is iron cresting atop the building that appears to be in good condition except for a few areas that are bent/dislodged. <u>Staff recommends that the iron cresting be cleaned, repainted, and repaired as necessary.</u></p>
Window Replacement & Reconstruction, pg. 69	<p><i>7. Windows should only be replaced when they are missing or beyond repair. Any reconstruction should be based on physical evidence or photo documentation.</i></p> <p><i>8. 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></p> <p><i>9. 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 reflective quality or color of the</i></p>	<p>The applicant proposes to replace the original wood windows on the building. Windows on the east and west side elevations are not visible. The façade features one-over-one wood windows with stained-glass transom windows above the three windows on the first story projecting bay. These windows appear to be in good condition. <u>Staff recommends that the stained-glass windows be retained, repaired, and protected during construction.</u> These stained-glass windows are a repeated element seen on 3104-3116 East Broad Street and contributes to the character of the block.</p> <p>The one-over-one windows on the façade appear to be in good condition, apart from the second story single windows above the primary entrance.</p> <p><u>Staff recommends that the windows on the façade be retained and repaired. The second story window above the primary entrance should be replaced with a wood/aluminum clad wood one-over-one windows to match the original in dimension.</u></p> <p>According to the plans, the east elevation one-over-one windows will be repaired, while the west elevation one-over-one windows will be replaced with new</p>

	<p><i>glazing or the appearance of the frame.</i></p> <p><i>10. 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>aluminum clad wood windows. This includes two vertically aligned windows on the new addition which will be smaller six-over-six windows; however, this will be minimally visible.</p> <p><u>Staff recommends that any new windows be based of the design of the original windows and match in dimension, fitting the existing masonry openings proportionately.</u></p> <p>The rear elevation features first and second-story door opening and one second-story window. Based on this proposal, all these openings will be obscured by a new rear addition.</p>
Standards for Demolition, pg. 83	<p><i>There may instances when a property owner applies to the Commission for demolition of a building that is considered "historic" by virtue of the 50-year threshold, but the building design may be of such minor significance that the building is classified as noncontributing to the historic character of the District. If the building also meets one or more of the other criteria listed (i.e. if it is severely deteriorated, a source or blight or the demolition request will make way for new infill construction more appropriate to the District, etc.), the Commission may vote to approve the demolition. As with all potential demolitions, however, each case is approved or rejected on its own merits.</i></p>	<p>The applicant proposes to demolish a brick rear addition with a framed in sunroom on the second story. They also plan to demolish a portion of the east elevation. Based on a site visit, this work has already been completed.</p> <p>Based on the images provided to staff, it is unknown if the condition of these portions of the building were deteriorated to a point that required demolition.</p> <p>Documentation suggests that the rear addition that was removed was constructed sometime in the 1950s.</p> <p>The plans show that the portion of the east elevation that was demolished was done so to accommodate interior plans, The original configuration features an inset two-story porch, upper story enclosed. This area has been removed to have a flat wall plan and increased interior space. Staff notes that this area is not visible from the public right of way, and the images of this elevation were provided by the applicant while standing on the property.</p> <p><u>Staff recommends retroactive approval of the demolition of the portion of the east elevation, as it is not visible from the public right-of-way and doesn't negatively impact the character of the building as seen from the street and the alley.</u></p>
Maintenance & Repair, Masonry, pg. 89	<p><i>The repointing of masonry is necessary in cases where there is evidence of deterioration (i.e. disintegrating mortar, mortar joint cracks, loose bricks or damaged plaster).</i></p> <p><i>Do not repoint with mortar that is stronger than the original mortar or the existing brick. Mortar is not glue but a cushion that allows masonry units to expand and contract in periods or freeze and thaw</i></p>	<p>The applicant proposes to repoint deteriorated mortar joints. <u>Staff recommend that all repointing be done with a lime-based mortar that matches the existing in color and composition. New mortar joints must match the existing in depth and profile. The use of Portland cement in not permitted.</u></p>

<p>Standards for New Construction, pg. 46 & 47</p>	<p><i>1. Additions should be subordinate in size to their main buildings and as inconspicuous as possible. Locating additions at the rear or on the least visible side of a building is preferred.</i></p> <p><i>Materials & Colors</i></p> <p><i>1. Additions should not obscure or destroy original architectural elements.</i></p> <p><i>2. Materials used in new residential construction should be visually compatible with original materials used throughout the district.</i></p> <p><i>3. Paint colors for new additions should complement the historically appropriate colors used on the primary structure. Paint colors used should be similar to the historically appropriate colors already found in the district (see Painting Section starting on page 60).</i></p>	<p>In place of the demolished 1950s rear addition, a new frame, two-story addition will be constructed off the rear. It doesn't appear it will be in the same footprint as the original, but slightly to the east.</p> <p>The west elevation of the addition will have two windows that are vertically aligned; however, appear to be smaller than the typical window dimensions on the building.</p> <p>The addition will be clad in horizontal siding, a common cladding material in the district. This material will help differentiate the new from the old. Final materials were not listed. <u>Staff recommends that the new addition's horizontal siding be wood or smooth, unbeaded fiber cement siding.</u> Vinyl siding or fiber cement siding with a faux wood grain is not permitted. <u>Final material selection submitted to staff for approval.</u></p> <p>The rear addition will not impact any character defining features of the building.</p>
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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. 3104 East Broad. Façade

Figure 2. 3104 East Broad. Rear



Figure 3. 3104 East Broad. Front Porch



Figure 4. 3104 East Broad. Primary Etrance



Figure 5. Built-in gutter detail.



Figure 6. Mansard roof and crested detail.