



# Commission of Architectural Review SUBMISSION APPLICATION

City of Richmond, Room 510 – City Hall  
900 East Broad Street, Richmond, Virginia 23219  
PHONE: (804) 646-6335 FAX: (804) 646-5789

**12 COPIES OF SUPPORTING DOCUMENTATION ARE REQUIRED FOR PROCESSING YOUR SUBMISSION**

LOCATION OF WORK: Cedar Street Baptist Church of God

DATE: November 15, 2016

OWNER'S NAME: Cedar Street Baptist Church of God

TEL NO.: (804) 648-8919

AND ADDRESS: 2301 Cedar St.

EMAIL: jtaylor211@comcast.net

CITY, STATE AND ZIPCODE: Richmond, VA 23223

ARCHITECT/CONTRACTOR'S NAME: KEi Architects

TEL. NO.: (804) 788-0338

AND ADDRESS: 101 W Broad St. Suite 101B

EMAIL: lrollins@keiarchitects.com

CITY, STATE AND ZIPCODE: Richmond, VA 23220

Would you like to receive your staff report via email? Yes  No

### REQUEST FOR CONCEPTUAL REVIEW

I hereby request Conceptual Review under the provisions of Chapter 114, Article IX, Division 4, Section 114-930.6(d) of the Richmond City Code for the proposal outlined below in accordance with materials accompanying this application. I understand that conceptual review is advisory only.

### APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

I hereby make application for the issuance of a certificate under the provisions of Chapter 114, Article IX, Division 4 (Old and Historic Districts) of the Richmond City Code for the proposal outlined below in accordance with plans and specifications accompanying this application.

### DETAILED DESCRIPTION OF PROPOSED WORK (Required):

#### STATE HOW THE DESIGN REVIEW GUIDELINES INFORM THE DESIGN OF THE WORK

**PROPOSED.** (Include additional sheets of description if necessary, and **12 copies** of artwork helpful in describing the project. The 12 copies are not required if the project is being reviewed for an administrative approval. See *instruction sheet for requirements.*)

The basement of the church is currently leaking and creating mold and mildew for the church. The majority of the water is coming through the window wells located on Cedar St. The church is proposing to infill the window wells with a 6" setback to show a profile of where the windows would be. Also, the fire department hookups have been designated to the same side of the building. This location was used due to the existing utility connections not being relocated.

ECE VED

NOV 18 2016

Signature of Owner or Authorized Agent: **X**

Name of Owner or Authorized Agent (please print legibly):

(Space below for staff use only)

Received by Commission Secretary

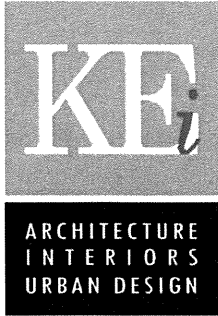
DATE \_\_\_\_\_

9:25 am

APPLICATION NO. \_\_\_\_\_

SCHEDULED FOR \_\_\_\_\_

**Note: CAR reviews all applications on a case-by-case basis.**



11/16/2016

Secretary  
Commission of Architectural Review  
Room 510  
City Hall  
900 E. Broad Street  
Richmond, VA 23219

**To the Commission of Architectural Review:**

The Cedar Street Baptist Church of God is renovating their Historic Church located at 2301 Cedar St. Richmond, Va. The church is currently under construction and recently uncovered water infiltration in the basement area. Water has been coming through the window located on the basement wall. The windows have significant damage and the basement area is being used primarily for mechanical equipment and utility connections. The utility connections are housed in the basement and will remain there.

The work that is being done in the renovation is as follows:

- + Restoration of Exterior Stained Glass Windows
- + Repair to Exterior Masonry
- + Repair of Existing Bell Tower
- + Renovate Existing Sanctuary Interior for use as a Chapel
- + Renovate Existing Sanctuary Interior Second Floor for Multi-Purpose Area
- + Renovate Existing Multi-Purpose Area/Baptistery for new Administrative Offices
- + Remove and Replace Existing Stairs
- + Install new elevator

The main concern is Health and Welfare for the church. They want to remove any items that could cause an issue for its members. To ensure this the churches intent is to brick up the existing windows with a 6" indentation to replicate where the window were. The sidewalk is to be brought up to the face of the exterior wall and slope away from the church.

The attached pictures will show the amount of mold that has to be remediated with the existing amount of water damage that is currently in the basement area. The windows are allowing a large amount of water in the building. Figure 1 shows the existing window and the damage done over the year. The water travels to the corner of the building and standing in the corner. Figure 1A shows the small profile that is visible to the street.



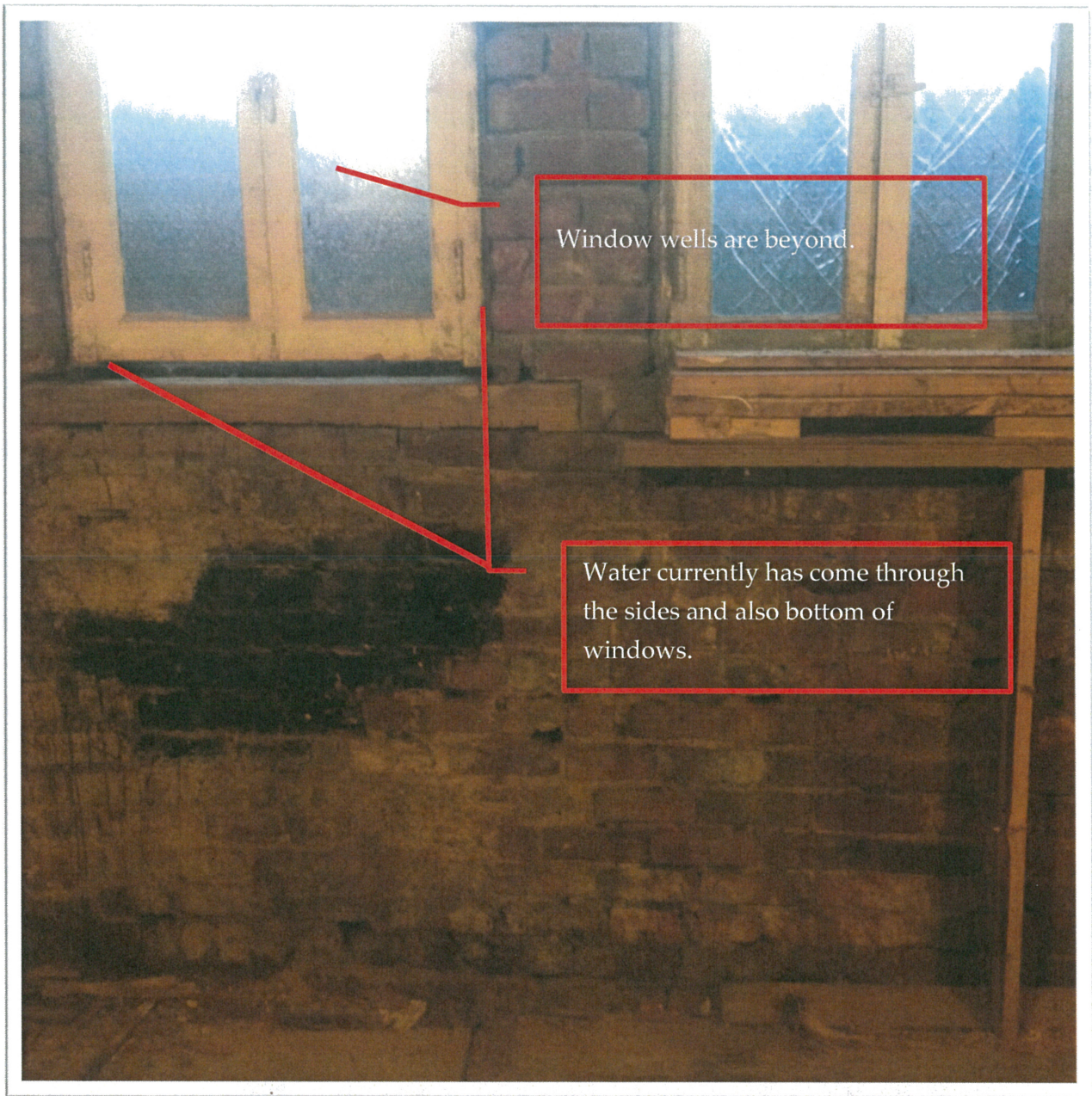


Figure 1.



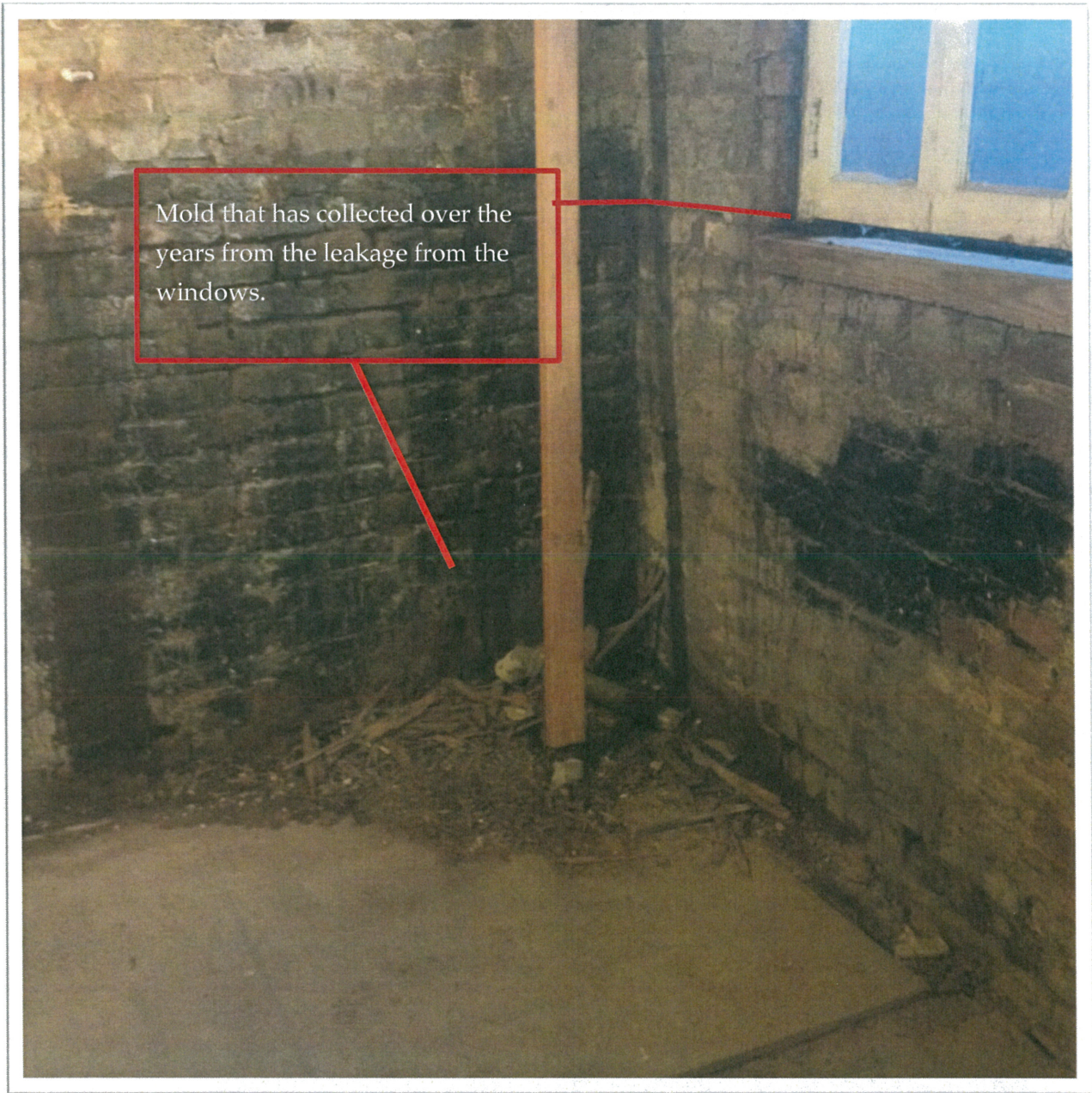


Figure 2.



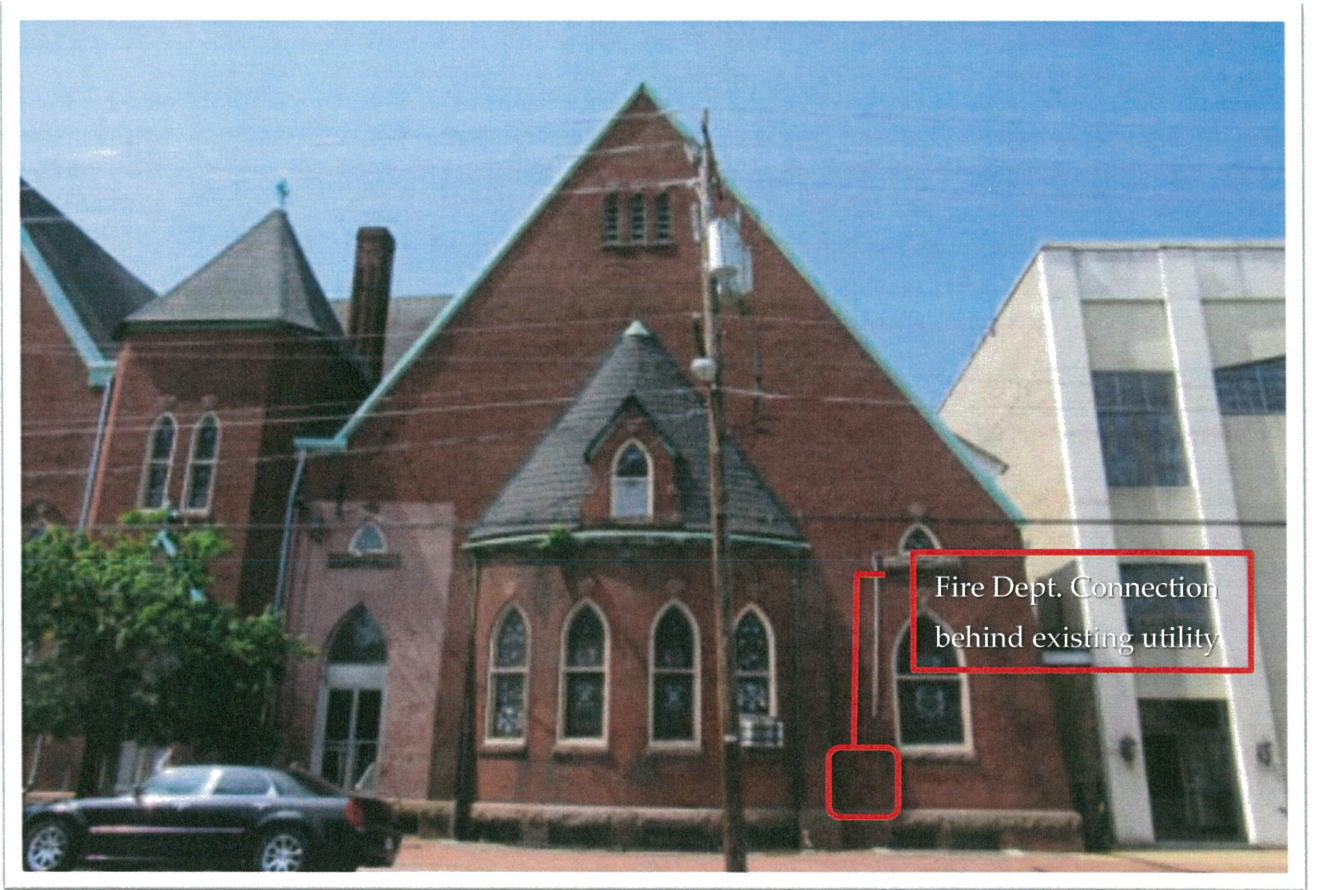


Figure 3.