

**COMMISSION OF ARCHITECTURAL REVIEW
STAFF REPORT
July 22, 2014 Meeting**

4. **CAR No. 14-72** (S. Hodges)

**2241 W. Grace Street
West Grace Street Old & Historic District**

Project Description:

Replace windows

Staff Contact:

W. Palmquist

The applicant requests permission to replace all windows on the front, rear and sides of this structure within the West Grace Street Old & Historic District. The work was completed in 2008, and this application is the result of enforcement efforts. The applicant has indicated that there are a total of 32 windows on the structure, but has not provided details on how many are located on each façade. Due to adjacent structures, the windows on the side elevations are not visible from the public right-of-way. The replacement windows are six-over-one vinyl windows with grid-between-the-glass. While the applicant does not have any photos of the former windows, she has described them as being rotten beyond repair with missing hardware, broken glass, and in some cases they had been replaced entirely with plexiglass. Furthermore, the windows which were replaced may not have been original to the structure. Based on a photographic survey completed throughout the district at the time of its designation in 1996, the structure had one-over-one windows (photograph attached).

Staff recommends approval of the project with a condition. The window guidelines outlined on page 59 of the *Richmond Old and Historic Districts Handbook and Design Review Guidelines* emphasize the need to retain and repair all original windows, but provides guidance concerning the style of replacement windows if original windows are missing or deteriorated beyond repair:

- Original windows should be repaired by patching, splicing, consolidating or otherwise reinforcing them.
- Windows should be replaced only when they are missing or beyond repair. Any reconstruction should be based on physical evidence or photographic documentation.
- 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.
- 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 glazing or the appearance of the frame.
- Do not replace multi-paned sash windows with new thermal sash windows that use false muntins.

While there is no photographic evidence to support the replacement of the preexisting windows, the applicant has provided a description of the windows being in a condition beyond repair. The windows that were replaced may not

have been historic or original to the structure, and the work has been completed for at least six years. However, the installed grid-between-the-glass windows do not meet the requirements of the *Guidelines*. Therefore, staff recommends that the applicant replace the windows on the front of the structure with simulated divided light wood or aluminum clad windows.

It is the assessment of staff that the application, with the condition noted above, is consistent with the Standards for Rehabilitation outlined in Section 114-930.7(b) of the City Code, as well as with the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*, specifically the page cited above, adopted by the Commission for review of Certificates of Appropriateness under the same section of the code.

