



# 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](http://www.rva.gov/planning-development-review/commission-architectural-review)



### Property (location of work)

Address: 308 W Clay Street

Historic District: JACKSON Ward

### Applicant Information Billing Contact

Name: Kelly Marchal

Email: kkmarchal@yahoo.com

Phone: 804.339.3827

Company: \_\_\_\_\_

Mailing Address: 308 W Clay St  
Richmond VA 23220

Applicant Type:  Owner  Agent  Lessee

Architect  Contractor  Other (specify): \_\_\_\_\_

### Owner Information Billing Contact

Same as Applicant

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*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):  
see attached document.

### 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 Kelly Marchal

Date 20 Aug 2021



# CERTIFICATE OF APPROPRIATENESS

## DEMOLITION CHECKLIST

**Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation in office or on site.**

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Demolition outlined in Section 30.930.7(d) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: \_\_\_\_\_

308 Wclay St.

### WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions

**PHOTOGRAPHS** place on 8 ½ x 11 page, label photos with description and location

- elevations (all sides)
- interior views that show structural damage and/or deterioration

### DRAWINGS

- legal "plat of survey" showing improvements

### DOCUMENTATION

- evidence of any consideration by the owner of uses and adaptive reuses, relocation or re-sale of the property
- rehabilitation cost estimates, itemized and detailed
- comparison costs of rehabilitation of the existing building, demolition of the building and new construction
- report by a licensed structural engineer on the feasibility of rehabilitation
- evidence that the building does or does not contribute to the historic character of the Old and Historic District
- complete architectural plans and drawings of the intended future use of the property (See CAR New Construction checklist)
- plans to reuse or recycle -- list of building materials to be salvaged

Created 7/2016



# CERTIFICATE OF APPROPRIATENESS

## ALTERATION AND ADDITION CHECKLIST

**Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation.**

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: 308 W Clay St.

### BUILDING TYPE

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> single-family residence | <input type="checkbox"/> garage              |
| <input type="checkbox"/> multi-family residence             | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> commercial building                | <input type="checkbox"/> other               |
| <input type="checkbox"/> mixed use building                 |  |
| <input type="checkbox"/> institutional building             |  |

### ALTERATION TYPE

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> addition                | <input type="checkbox"/> roof             |
| <input checked="" type="checkbox"/> foundation              | <input type="checkbox"/> awning or canopy |
| <input checked="" type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign  |
| <input checked="" type="checkbox"/> windows or doors        | <input type="checkbox"/> ramp or lift     |
| <input checked="" type="checkbox"/> porch or balcony        | <input type="checkbox"/> other            |

### WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: attach specification sheets if necessary

**PHOTOGRAPHS** place on 8 ½ x 11 page, label photos with description and location (refer to photograph guidelines)

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

**DRAWINGS** (refer to required drawing guidelines)

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> current site plan      | <input type="checkbox"/> list of current windows and doors           | <input type="checkbox"/> current elevations (all sides)              |
| <input checked="" type="checkbox"/> proposed site plan     | <input checked="" type="checkbox"/> list of proposed window and door | <input checked="" type="checkbox"/> proposed elevations (all sides)  |
| <input checked="" type="checkbox"/> current floor plans    | <input type="checkbox"/> current roof plan                           | <input checked="" type="checkbox"/> demolition plan                  |
| <input checked="" type="checkbox"/> proposed floor plans   | <input type="checkbox"/> proposed roof plan                          | <input checked="" type="checkbox"/> perspective and/or line of sight |
| <input checked="" type="checkbox"/> legal "plat of survey" |  |  |

Created 7/2016

# Commission of Architectural Review Application

Kelly & Matt Marchal  
308 W Clay Street  
Jackson Ward

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<b>PROJECT SUMMARY</b>	<b>2</b>
<b>PROPERTY DESCRIPTION</b>	<b>3</b>
<b>AREAS PROPOSED FOR DEMOLITION</b>	
Description & Photos	<b>4-7</b>
Breakdown of Current Area	<b>7</b>
Materials	<b>8</b>
Repair Estimates	<b>8</b>
Considerations for Repair vs. New	<b>8</b>
<b>PROPOSED ALTERATIONS &amp; ADDITIONS</b>	
Description	<b>9</b>
Breakdown of Proposed Area	<b>10</b>
Materials	<b>10-11</b>
<b>ATTACHMENTS</b>	
A. Plat of Survey	<b>12</b>
B. Engineer's Report	<b>13</b>
C. Site Plan – Current & Proposed	<b>14</b>
D. Floor Plans – Current & Proposed	<b>15-16</b>
E. Elevations – Current & Proposed	<b>17-19</b>

## PROJECT SUMMARY & BACKGROUND

We first moved to Richmond in 1993. Matt attended MCV, completed his family practice residency, and opened a practice of his own. Kelly's career began with Overnite, which became a part of UPS, leading to our move to Atlanta in 2013. Matt continued to practice medicine with a group in downtown Decatur.

After a few years in Atlanta, Kelly decided to step away from UPS, starting a new leadership coaching and consulting practice in 2017. We've realized Richmond is home for us, and we moved back in May after deciding to return in late 2020. Matt is working with one of his former colleagues from MCV, and Kelly continues to work with clients both in person as well as virtually.

We've purchased this property in Jackson Ward to be our new home, and we are excited to close to downtown and be a part of the neighborhood.

We appreciate and embrace the importance of preservation its rich history as well as our responsibility to provide for and contribute to future of this vibrant community.

The main portion of the original house will remain intact, including the covered porch along the front of the house.



This proposal is for a remodel of the rear portion of the house with 2 components:

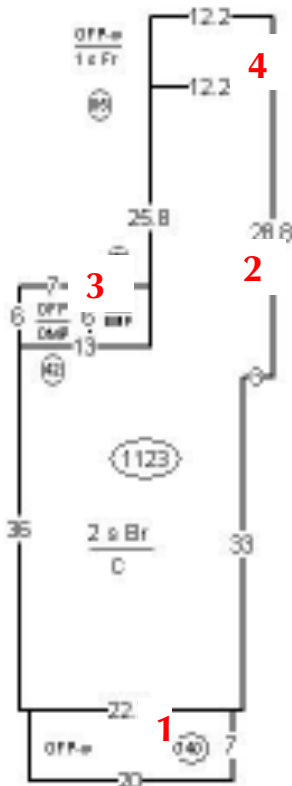


- 1) Removal of the remainder of the rear porches (seen on the right of this photograph), The rebuild is an addition with a slightly larger footprint than the existing rear porch area to accommodate expanded living and dining space as well as a new master bathroom on the 2<sup>nd</sup> floor.
- 2) The existing mudroom and 2<sup>nd</sup> story balcony (seen on the left of this photograph) will be removed and replaced with a more functional utility room and rear entrance on the ground floor with an open deck above to be accessed from the 2<sup>nd</sup> floor.

Each of the new structures will have a 3' allowance from structures on either side of the property.

Area Comparison Before & After (Square Feet)							
	CURRENT				PROPOSED		
	1st Floor	2nd Floor	TOTAL		1st Floor	2nd Floor	TOTAL
Interior	1,208	1,122	<b>2,330</b>	Interior	1,375	1,232	<b>2,607</b>
Exterior	218	163	<b>381</b>	Exterior	162	165	<b>327</b>
	<b>1,426</b>	<b>1,286</b>	<b>2,712</b>		<b>1,536</b>	<b>1,397</b>	<b>2,933</b>

## PROPERTY DESCRIPTION



308 W Clay is an existing two-story single family attached brick home on a 2900 sf parcel.

See Attachment A - Plat of Survey

1. In a review of Sanborn maps, we estimate the original home ("Main House") was built sometime during the late 1870's / early 1880's.
2. A rear brick building was added sometime around the turn of the century (reference as "1900 Addition"), and 1905 maps show that this building was at some point connected to the Main House. This rear portion of the house has a shared wall with the property at 306 W Clay Street.
3. The double porch on the rear of the house at one time spanned the entire width of the Main House and was partially enclosed at the time of the connection of the Main House to the 1900 Addition.
4. A mudroom and upper balcony were added sometime later.

Image Reference: City of Richmond Property Records

<https://apps.richmondgov.com/applications/propertysearch/Detail.aspx?pin=N0000182017>

We purchased the property in December 2020. It is our understanding from neighbors, as well as City of Richmond billing records that it has been in use as a multi-family residence / rental property for the past few decades. Overall, the house is in a reasonable state considering its age; however, many of the repairs and updates that have been made over the years were performed with neither long-term structural stability nor energy efficiency in mind.

Significant updates are needed to improve safety, efficiency and functionality. With these updates, we will convert the property into our home as a single-family residence, designing and building to preserve the structure for future generations.



From the alley connected to Brook Road, behind our block of W Clay:  
306 is to the left, with a 6' concrete wall adjacent to our property.  
310 W Clay has a 6' wooden fence at the right edge of our property.

# AREAS PROPOSED FOR DEMOLITION

## #1 – DOUBLE PORCH

The Main House originally had a covered porch that ran across the length of the rear of the house. It is unclear whether this was always a double porch, as the slope of the “floor” of the 2<sup>nd</sup> story porch has a distinct pitch that resembles more of a roof than a floor.

At some point around the turn of the 20<sup>th</sup> century, about half of the porch was enclosed to establish interior access between the original (Main House) portion of the home to the rear brick building (1900 Addition) that had been added sometime after the original build.



There are exterior access doors for each of these porches. We are unable to determine when these were added, but they do not appear to have architectural significance to the house, as the original exterior access is now part of the interior.



The porches themselves are not safe or functional for use. They are in a significant state of disrepair, with a crumbling foundation and wood elements that are missing or coming apart.



## #2 – MUDROOM & UPPER BALCONY

At yet another later date (sometime well into the 20<sup>th</sup> century), a mudroom, enclosed with aluminum siding and a 2<sup>nd</sup> floor balcony were added to the rear of the 1900 Addition. The mudroom serves as the rear entryway into the house and connects to the kitchen inside.



The rear balcony floor has been covered with 1/4" plywood and what can be seen underneath is green with mildew, indicating moisture is being trapped. At a minimum, this floor and potentially the ceiling of the existing mudroom would need to be replaced.

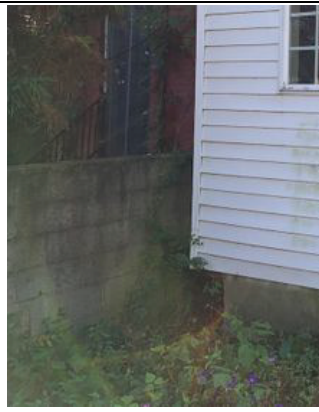


There is also a small inoperable chimney that runs from the ground to the roof at what was once the exterior corner of the 1900 Addition.





The mudroom and balcony were built “around” the chimney. The entire structure abuts directly to a 6’ concrete wall extending from the house at the edge of the property at 306 W Clay.



The current area of the mudroom interior is approximately 11’ x 5.5’, including the chimney (behind the boiler in the top right of the photo).

This room houses the boiler for heating, a hot water heater and laundry facilities. The space is crowded and does not allow for any additional storage.



There is evidence of water intrusion in the metal roof structure. The roof has been coated with roofing tar in multiple layers which has dried and cracked and is not offering protection to the roof.

Recoating is not a viable option; the coating was likely done to repair a leak and that coating has failed.



Exterior stairs to the mudroom and house are concrete, with no landing at the door, and no handrail.

The door jamb is rotted and needs repair / replacement.



There is limited access under the house, with only a small opening (not large enough for an adult to enter), and even with a flashlight, it is clear there is no further human access beyond the mudroom to access the crawlspace under the kitchen (lower floor of the 1900 Addition).

This is dirt only, with no vapor barrier under the mudroom.



Wastewater pipes have been replaced under the kitchen with an interior remodel but were not accessible through the mudroom. These pipes run to the edge of the property in the alley.

The pipes replaced thus far were terra cotta, and we believe these pipes may be the originals that were laid at the time plumbing was added to the house (est. early 20<sup>th</sup> century)



		<b>Current Area (Square Feet)</b>		
		<u>1st Floor</u>	<u>2nd Floor</u>	<u>TOTAL</u>
Front Porch	<i>Exterior</i>	140	-	140
Main House & 1900 Addition	<i>Interior</i>	1,122	1,122	2,245
Double Porch	<i>Exterior</i>	78	78	156
Mudroom	<i>Interior</i>	85	-	85
Balcony	<i>Exterior</i>	-	85	85
		<u>1st Floor</u>	<u>2nd Floor</u>	<u>TOTAL</u>
	Interior	1,208	1,122	<b>2,330</b>
	Exterior	218	163	<b>381</b>
		<b>1,426</b>	<b>1,286</b>	<b>2,712</b>

**EXISTING MATERIALS**

	DOUBLE PORCH	MUDROOM & BALCONY
Windows	6 over 6 Double hung, single pane vinyl replacement windows); low visibility beyond the porch itself.	Vinyl – no framing or other architectural detail
Doors	Exterior doors with full lights / 15 grid (Wood and vinyl)	Mudroom – metal with ¼ light Balcony wood (no light) + screen
Floors	Tongue & groove wood, some areas are missing and covered with plywood.	Rear balcony floor has been covered with ¼” plywood and what can be seen underneath is green with mildew
Siding	Brick *	Brick (upper floor and wall between mudroom and kitchen); Vinyl around mudroom
Ceilings	Beadboard, some is missing	Beadboard, some missing
Roof	Modified bitumen	Metal that has been coated with roofing tar

*Most materials are not suitable for re-use. The brick would be saved for potential use in landscaping, and any other fixtures, windows or doors that are in reasonable condition would be donated to Habitat for Humanity.*

**COST ESTIMATES TO REPAIR \***

	DOUBLE PORCH	MUDROOM & BALCONY
Doors	N/A	\$200-300 (Jamb is rotted)
Framing & Flooring	\$7,000-\$10,000	\$1,000 - \$1,500
Roof	Modified bitumen	\$1,500 - \$2,000

*\*Reference – Inspection Report, Rosewood Homes - October 2020; estimates are for repair only and are primarily safety-related; they do not reflect any improvements to appearance or functionality.*

Each of these areas are publicly visible only from the alleyway behind the house.

With today’s configuration, there are issues with safety, access and appearance. Functionality and access is limited, thus repair and retention of these areas would likely not add to the current or future value to the home. Additionally, neither of these structures contributes to the historic character of the property or the district. For these reasons, we propose demolition for a revised configuration of these spaces.

*See Attachment B – Engineer’s Report*

## **PROPOSED ALTERATIONS / ADDITIONS**

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### **#1 LIVING & DINING AREA EXTENSION + MASTER BATH**

This would be a 2-story addition on the previous footprint of the double porch, extended slightly further into the backyard.

A new footer and foundation would be established.

The kitchen is located on the ground floor of the 1900 Addition. In its current configuration, access to living and dining areas is through a hallway along the front of the Main House. The ground floor of the new addition would provide additional open access between the kitchen and dining areas, as well as increased living space with greater functionality.

Currently, there is only one full bath in the home. The addition of a master bath on the 2<sup>nd</sup> floor provides for additional privacy and space for guests and homeowners and will ultimately increase the value of the home. Placement of the master bath in the rear of the home minimizes the impact to the Main House for additional plumbing and ventilation required.

The roofline of the addition will follow the adjacent roofline of the connecting segment between the Main House and the 1900 Addition and will be consistent with the original roofline over the double porch.

This addition does not further encroach upon the property at 310 W Clay and would maintain a 3' clearance between existing and new structures.

### **#2 UTILITY ROOM / OPEN DECK**

This addition will be in place of the original mudroom and balcony, providing rear entry into the home. The new footprint establishes a 3' allowance between the new building and the existing concrete wall at 306 W Clay. The existing exterior chimney would remain intact and is not part of the footprint of the new addition.

The ground floor will house a more functional utility room, with a relocation of mechanicals to a closet in the rear. This also includes a covered entryway with a platform at the exterior entrance.

The upper deck will be accessible from the upstairs office / guest room (above the kitchen), maintaining the existing brick wall from the 1900 Addition. The opening will be enlarged and structurally supported with an iron beam to accommodate double swing doors. This provides additional natural light for the office, as well as more functional and attractive outdoor living space than any or all of the covered porches and balconies proposed for demolition.

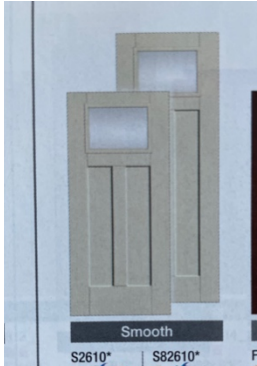
Remaining brick on this 1900 Addition will be re-pointed by a qualified mason and re-painted.



The new footer and foundation will provide for access into the crawl space under the kitchen and will include a vapor barrier. With this construction, wastewater pipe would be replaced from the kitchen out to the edge of the property.

The back of this addition allows for approximately 30 feet of setback from the rear of the property.

<b>Proposed Area (Square Feet)</b>		<u>1st Floor</u>	<u>2nd Floor</u>	<u>TOTAL</u>
Front Porch	<i>Exterior</i>	140	-	140
Main House & 1900 Addition	<i>Interior</i>	1,122	1,122	2,245
NEW: Dining / Master Bath	<i>Interior</i>	110	110	219
NEW: Utility Room	<i>Interior</i>	119	-	119
NEW: Mechanical Closet	<i>Interior</i>	24	-	24
NEW: Rear Entry Platform	<i>Exterior</i>	22	-	22
NEW: Deck	<i>Exterior</i>	-	165	165
		<u>1st Floor</u>	<u>2nd Floor</u>	<u>TOTAL</u>
	Interior	1,375	1,232	<b>2,607</b>
	Exterior	162	165	<b>327</b>
		<b>1,536</b>	<b>1,397</b>	<b>2,933</b>

**PROPOSED MATERIALS**

	1-EXPANDED LIVING / MASTER BATH	2-UTILITY ROOM & DECK
Windows	Rear-facing windows – both floors: Lincoln Metal (aluminum) clad exterior; wood interior Dining Area (ground floor) – 2 double casement functioning windows – similar in style to double doors for deck Bathroom (upper floor) – 2 smaller architectural windows.	Side window of Utility Room: Lincoln Black clad metal (aluminum) clad exterior; wood interior
Exterior Doors	N/A	Ground floor: ThermaTru Fiberglass Craftsman Style ¼ light (Black)   Deck: Lincoln Outswing double patio doors - Metal (aluminum) clad exterior; wood interior; Full lite / 4 panes each; 36” wide

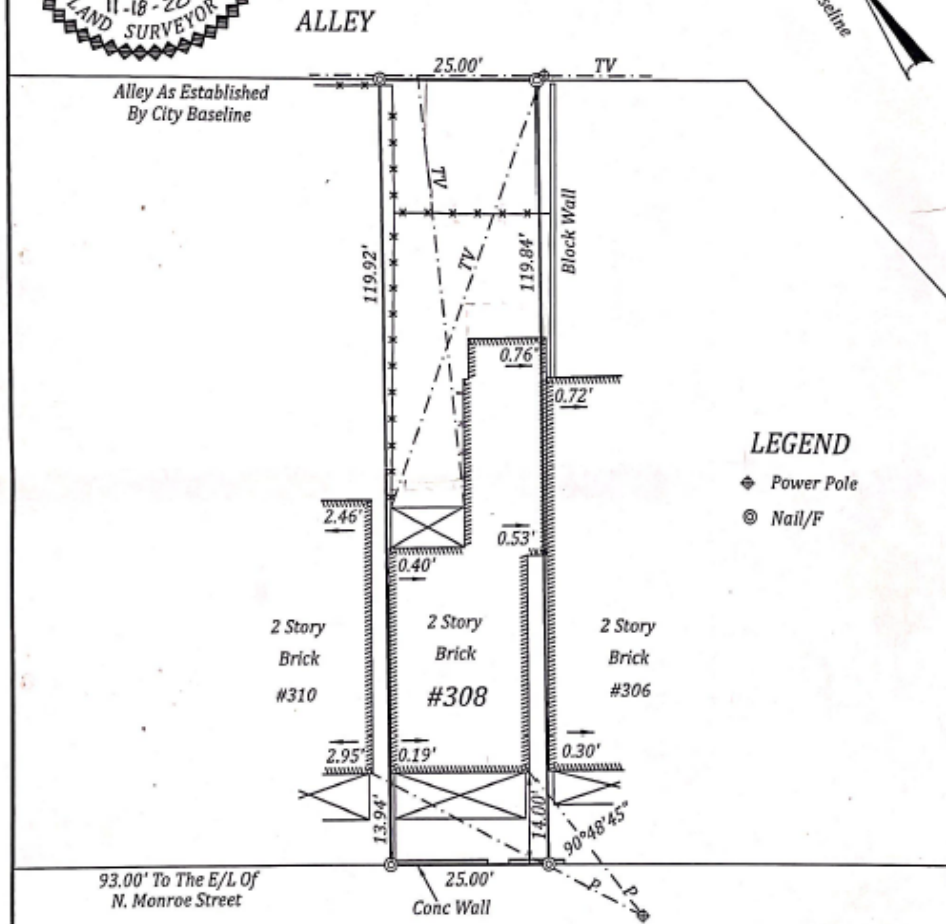
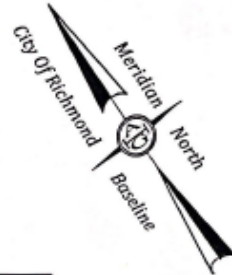
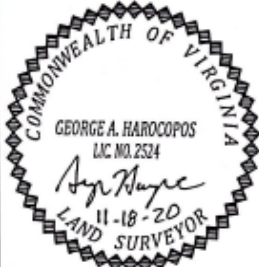
		with thin rails and styles 
Decking & Stairs	N/A	Treated Wood – Cedar or similar with Black clad metal railing 
Siding	Hardie Plank Smooth; SW 0053 Porcelain OR SW 0046 White Hyacinth	Hardie Plank Smooth; SW 0053 Porcelain OR SW 0046 White Hyacinth
Brick	N/A	Repoint/repaint exterior brick – 1900 Addition (same as today) SW 2839 Roycroft Copper Red Trim color to match siding
Roof	TPO	Deck will be built over a sloped roof covering the utility room to allow for drainage with gutters to the left side as viewed from the alley.

# ATTACHMENT A: PLAT OF SURVEY

This is to certify that on 11/18/20  
 I made an accurate field survey of the known premises shown hereon; that all improvements known or visible are shown hereon; that there are no encroachments by improvements either from adjoining premises, or from subject premises upon adjoining premises, other than shown hereon.

NOTE: THIS LOT APPEARS TO BE IN FEMA FLOOD ZONE X AS SHOWN ON HUD COMMUNITY PANEL NUMBERS 51012900370

NOTE: This survey has been prepared without the benefit of a title report and does not therefore necessarily indicate all encumbrances on the property.



**W. CLAY STREET**

SURVEY OF  
 LOT AND IMPROVEMENTS THEREON LOCATED AT  
**#308 W. CLAY STREET**  
 RICHMOND, VIRGINIA

IN XXXX

<b>A. G. HAROCOPOS &amp; ASSOCIATES, P.C.</b> CERTIFIED LAND SURVEYOR AND CONSULTANT
4920 E. MILLRIDGE PKWY, SUITE 200 MIDLOTHIAN VA. 23112 Office 804 744 2630 FAX 804 744 2632 E-MAIL AGHAROCOPOS72@GMAIL.COM
Scale <u>1"=20'</u> Date <u>11/18/20</u> Drawn by <u>GAH</u>

NOTE: PLAT PREPARED FOR THE EXCLUSIVE USE OF THE CONVEYANCE TO MATTHEW W. & KELLY MARCHAL

# ATTACHMENT B: ENGINEER'S REPORT

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## C. E. Duncan & Associates, Inc.

2609 Rocky Oak Road  
Powhatan, Virginia 23139  
(804) 598-8240 Fax (804) 598-9240

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August 3, 2021

Kelly Marchal  
2765 Peachtree Road #401  
Atlanta, GA. 30305

RE: 308 West Clay Street

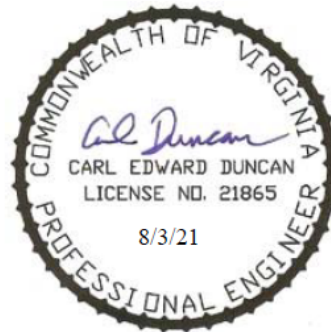
Dear Kelly,

You asked our office to evaluate the condition of the existing rear porch mud room/ covered porch at the above referenced location. The porch is severely damaged and cannot be repaired. The framing has detached from the brick walls and the external supports are rotten. The porch is currently support by temporary bracing to prevent a complete collapse. The mudroom is also collapsing. The damage is too extensive to save the framing and will need to be rebuilt.

Sincerely,



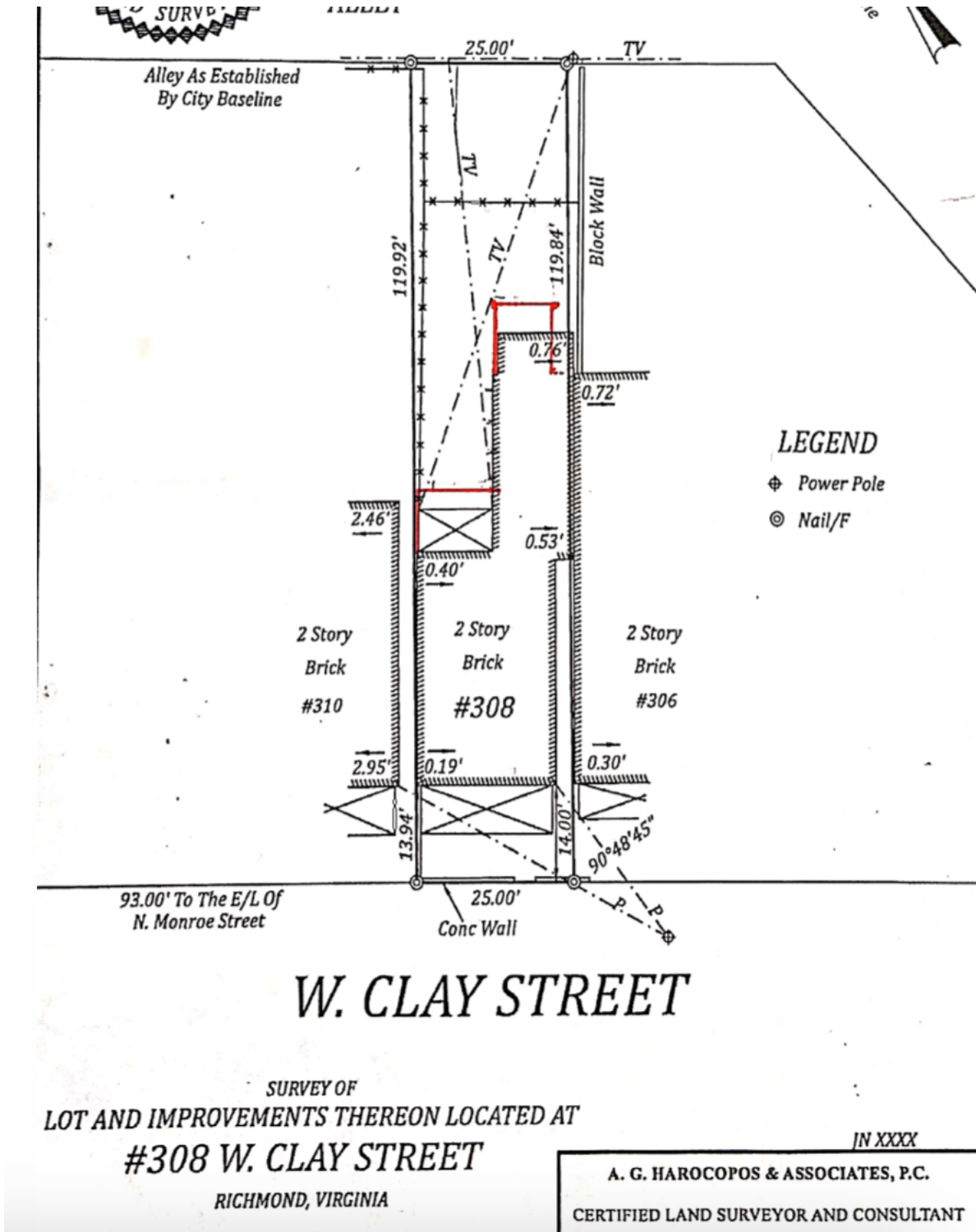
Carl E. Duncan, P.E., L.S.



\\SERVER2014\File Server\Jobs 21\21-0897 West Clay Street 308\PDF\21-0897 rear porch inspection.docx

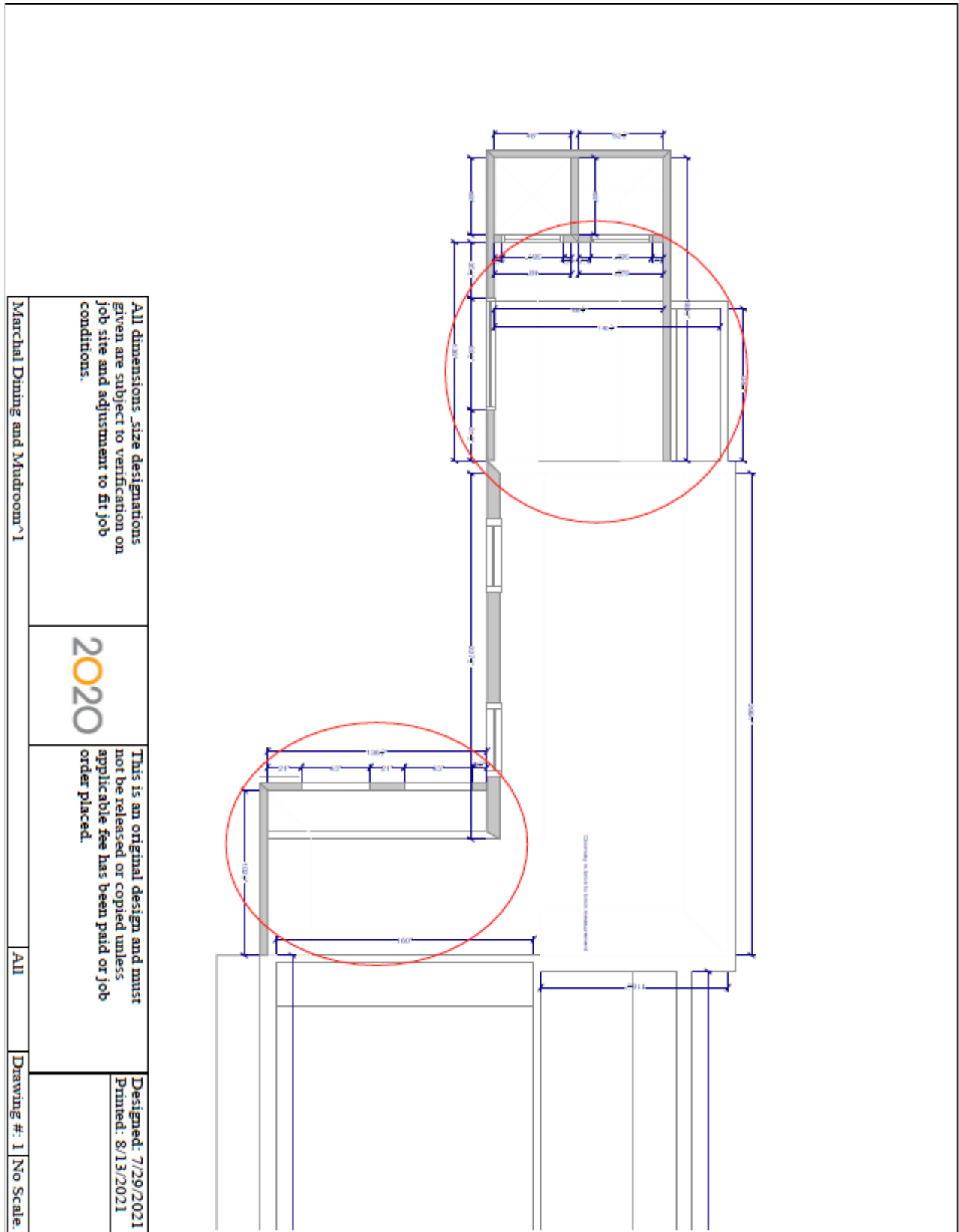


**ATTACHMENT C: SITE PLAN – CURRENT & PROPOSED**

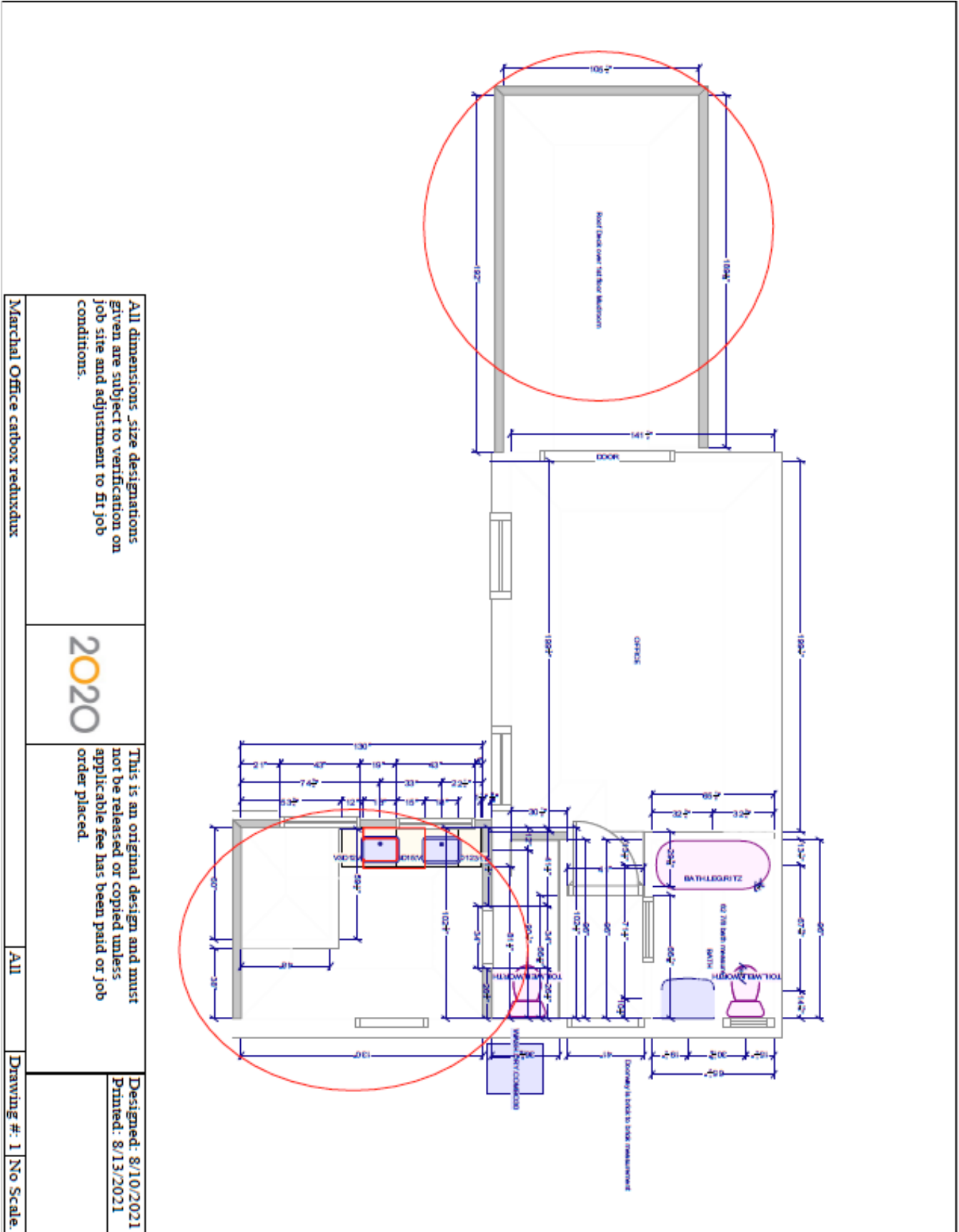


# ATTACHMENT D: FLOOR PLANS – CURRENT & PROPOSED

## GROUND FLOOR:



2<sup>ND</sup> STORY DETAIL:



All dimensions, size designations given are subject to verification on job site and adjustment to fit job conditions.

2020

This is an original design and must not be released or copied unless applicable fee has been paid or job order placed.

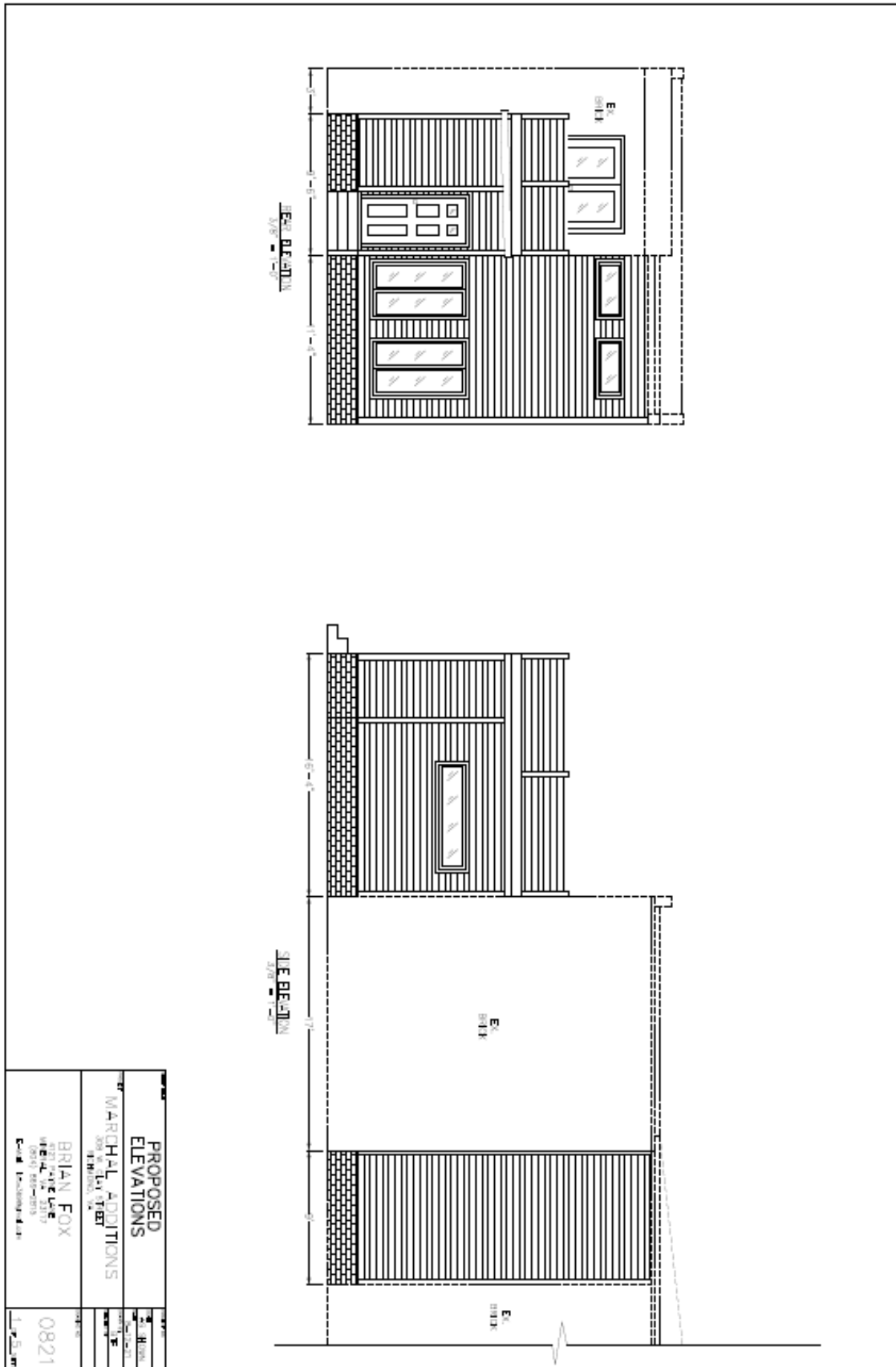
Designed: 8/10/2021  
Printed: 8/13/2021

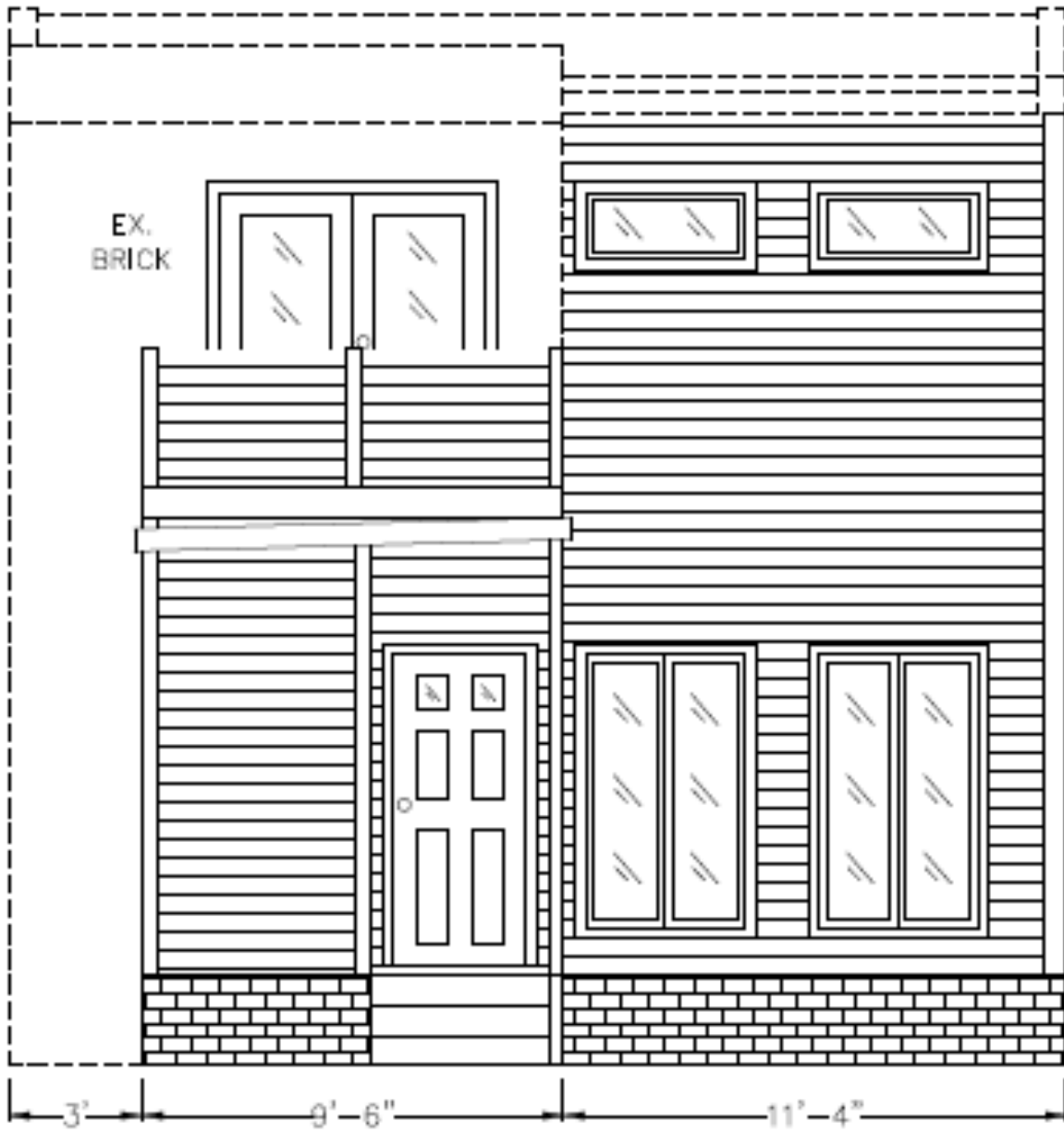
Marchal Office catbox reduxdux

All

Drawing #: 1 No Scale

# ATTACHMENT E: ELEVATION DRAWINGS





REAR ELEVATION

