

**COMMISSION OF ARCHITECTURAL REVIEW  
STAFF REPORT  
January 24, 2017, Meeting**

1. **CAR No. 17-004** (D. & C. McCormack) **407 North Allen Avenue  
Monument Avenue Old and Historic District**

**Project Description:** **Replace windows in first-story projecting bay.**

**Staff Contact:** **C. Jeffries**

The applicant requests approval to replace three windows of an eclectic Mediterranean-style multifamily residence in the Monument Avenue Old and Historic District. The applicant is proposing to install new wood SDL casement windows on the first floor of the projecting bay within the existing window framing. The proposed windows will match the existing casement windows on the second floor of the projecting bay. The applicant notes that the exterior color of the windows will not change.

**Staff recommends approval of the project as submitted.** The *Richmond Old and Historic Districts Handbook and Design Review Guidelines* state that original features and materials that define a building style should be retained and damaged elements should be repaired instead of replaced (pg. 56, #1, 7). The applicant is proposing to replace the windows due to water damage and other maintenance issues. The *Guidelines* note that windows should only be replaced when they are missing or beyond repair and any reconstruction should be based on physical evidence or photo documentation (pg. 67, #7). The applicant has provided documentation that supports the use of casement windows. The applicant also notes that the existing windows may have been installed in the 1950's, based on photo documentation.

It is the assessment of staff that the application, as presented, is consistent with the Standards for Rehabilitation outlined in Section 30-930.7(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.