



COMMISSION OF ARCHITECTURAL REVIEW

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)

Address _____
Historic district _____

Date/time rec'd: _____
Rec'd by: _____
Application #: _____
Hearing date: _____

APPLICANT INFORMATION

Name _____ Phone _____
Company _____ Email _____
Mailing Address _____
Applicant Type: Owner Agent
 Lessee Architect Contractor
 Other (please specify): _____

OWNER INFORMATION (if different from above)

Name _____ Company _____
Mailing Address _____ Phone _____
_____ Email _____

PROJECT INFORMATION

Review Type: Conceptual Review Final Review
Project Type: Alteration Demolition New Construction
(Conceptual Review Required)

Project Description: (attach additional sheets if needed)

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 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.

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Applicants 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 s _____ npliance with zoning.

Signature of Owner _____

_____ Date

CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

In advance of the application deadline please contact staff to discuss your project, application requirements, and if necessary, to make an appointment to meet with staff for a project consultation in the office or on-site. The Commission of Architectural Review website has additional project guidance and required checklists:

<http://www.richmondgov.com/CommissionArchitecturalReview/index.aspx>

Division of Planning and Preservation 804.646.6335 Carey.Jones@Richmondgov.com
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SUBMISSION INSTRUCTIONS

Certain exterior work can be administratively approved by Staff. Please contact staff for a preliminary determination of the level of review required prior to submitting an application.

Submit the following items to the Division of Planning and Preservation, 900 E. Broad Street, Rm. 510:

- Eleven (11) signed and completed applications – property owners signature required
- Eleven (11) copies of supporting documentation, as indicated on appropriate checklist, collated and stapled. All plans and elevations must be printed **11x17** and all text easily legible.
- One digital copy of the application and supporting documentation, depending on size emailed to staff or saved to a thumb drive or CD and delivered with the application materials.
- **Application deadlines are firm.** All materials must be submitted by the deadline to be considered at the following Commission meeting. Designs must be final at the time of application; revisions will not be accepted after the deadline. Incomplete and/or late applications will not be placed on the agenda.
- The Commission will not accept new materials, revisions, or redesigns at the meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff, Commissioners, and public notice if required.

MEETING SCHEDULE AND APPLICATION DUE DATES

- Commission meetings start at 4:00 PM in the 5th floor conference room of City Hall, 900 E. Broad Street. The owner and/or applicant is *encouraged to attend* the meeting.
- All applications are due at 12 noon the Friday on the deadline date. See table below.
- **Exception:** Revisions to applications that have been deferred or conceptually reviewed at a Commission meeting can be submitted nine (9) calendar days after that meeting in order to be reviewed at the following meeting. Please contact staff to confirm this date.

2020 Meeting Dates	Application Deadlines (Fridays unless noted otherwise)
Tuesday, January 28, 2020	<u>Monday, December 30, 2019</u>
Tuesday, February 25, 2020	Friday, January 31, 2020
Tuesday, March 24, 2020	Friday, February 28, 2020
Tuesday, April 28, 2020	Friday, March 27, 2020
Tuesday, May 26, 2020	Friday, May 1, 2020
Tuesday, June 23, 2020	Friday, May 29, 2020
Tuesday, July 28, 2020	Friday, June 26, 2020
Tuesday, August 25, 2020	Friday, July 31, 2020
Tuesday, September 22, 2020	Friday, August 28, 2020
Tuesday, October 27, 2020	Friday, September 25, 2020
Tuesday, November 24, 2020	Friday, October 30, 2020
Tuesday, December 15, 2020	Friday, November 20, 2020



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: _____

BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

ALTERATION TYPE

- addition
- foundation
- wall siding or cladding
- windows or doors
- porch or balcony
- roof
- awning or canopy
- commercial sign
- ramp or lift
- 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)

- current site plan
- proposed site plan
- current floor plans
- proposed floor plans
- legal "plat of survey"
- list of current windows and doors
- list of proposed window and door
- current roof plan
- proposed roof plan
- current elevations (all sides)
- proposed elevations (all sides)
- demolition plan
- perspective and/or line of sight

1315 E Main Street Alteration

Project Description:

The fourth floor of the Exchange Place building at 1315 E Main Street is undergoing a renovation from a single commercial office space to twenty-four apartment units. The following exterior alterations are proposed:

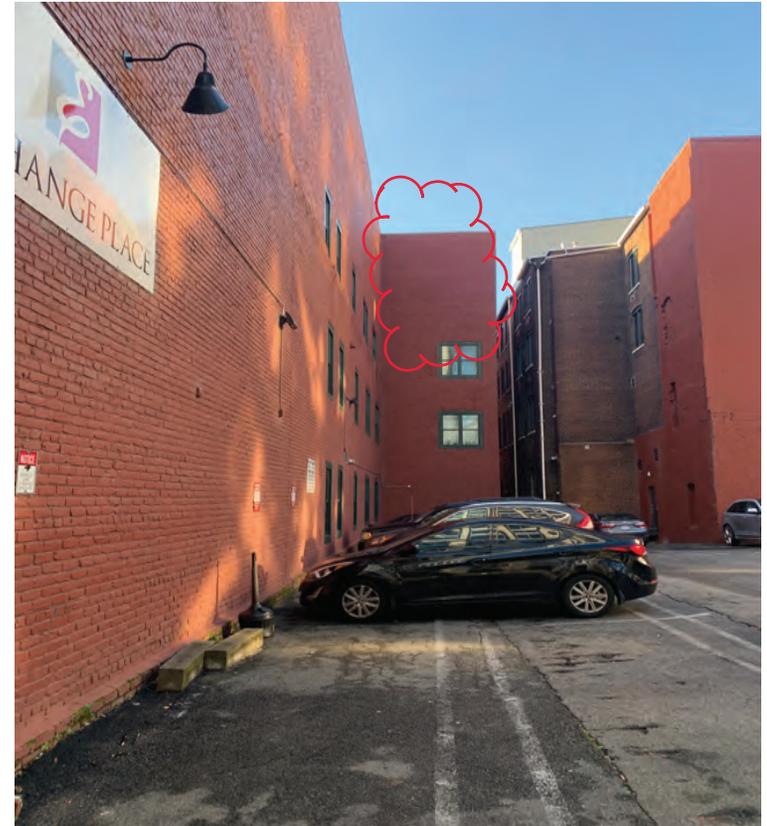
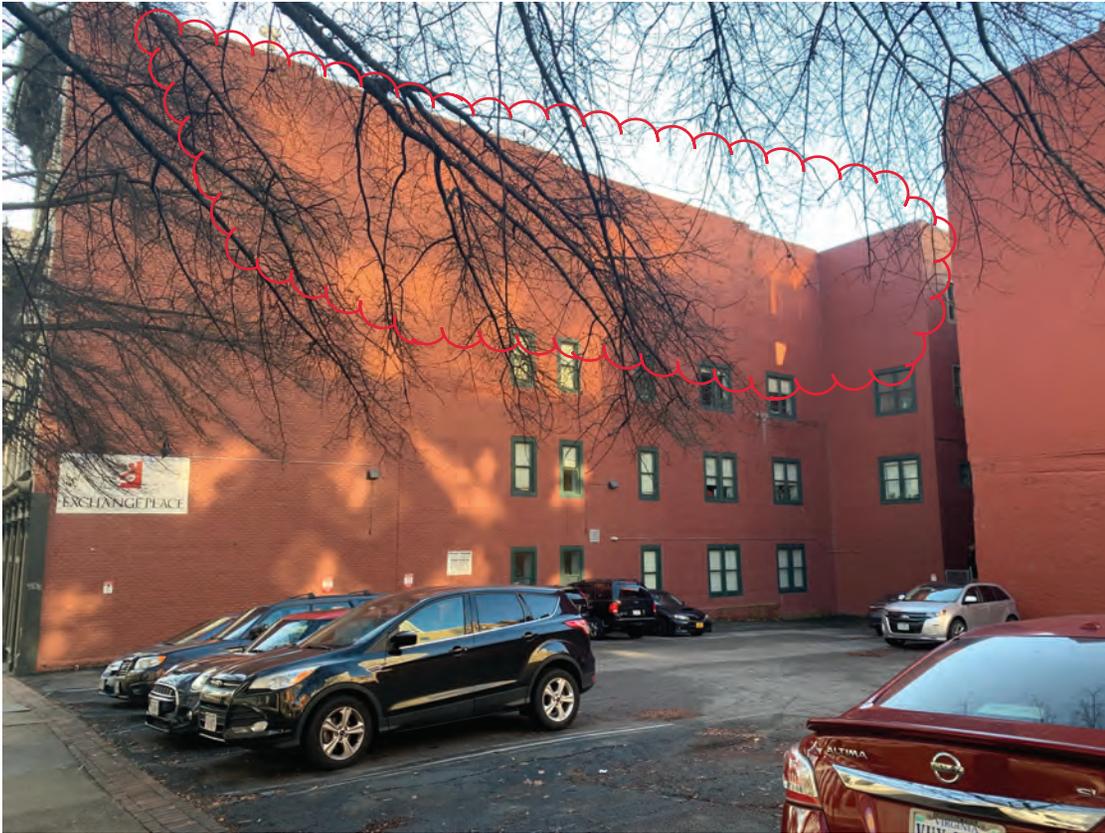
- Along the east and west elevations, as well as the partial north elevation set back from the street, new window openings are proposed as shown on the drawings. These new windows will match the existing modern windows installed during the previous renovation of the building, in size, color, material and operability. These are aluminum single hung windows in a green patina color finish.
- The new windows along the west and east elevation will align with the modern window openings below except for the two single hung windows in the northernmost unit, where it is the only option for natural light in that unit. The previous Certificate of Occupancy notes that windows should be continued to the fourth floor.
- Along the east and south elevations there are two existing balcony spaces whose exterior walls create a triangular shape exterior space. The applicant proposes to remove those angled walls and install an exterior wall parallel to the railing with new full-light patio doors as shown.
- The south elevation has a large modern glass storefront atrium. Applicant proposes to remove the atrium, infill the floor and build-out onto the exterior patio as shown on the drawings. This will not be visible from the surrounding area and the new wall will be held back from the historic rear elevation and patio space will be provided for three units. The wall will be constructed of studs and clad in Sto EIFS. Finish and color will match the surrounding stucco.
- On the north elevation, the existing roofline along the existing balcony is proposed to be extended in-kind approximately four feet in order to help protect the existing storefront from water infiltration.



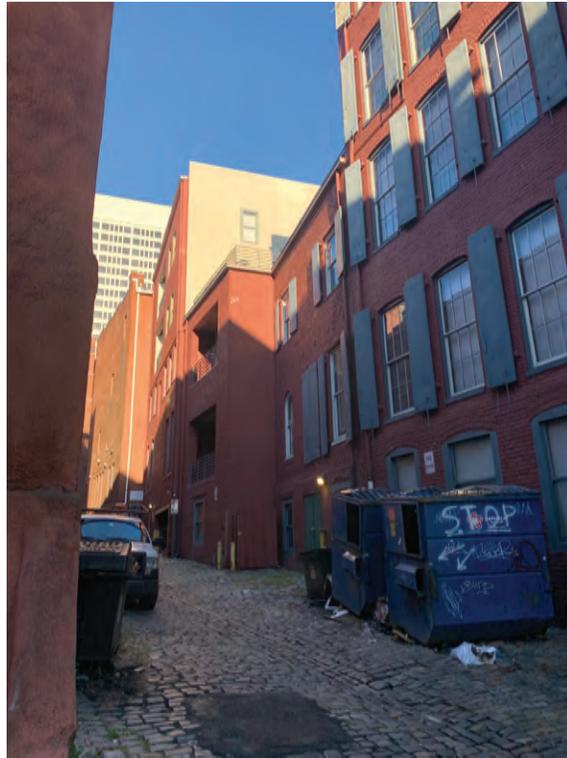
NORTH ELEVATION



EAST ELEVATION



WEST AND PARTIAL NORTH ELEVATION



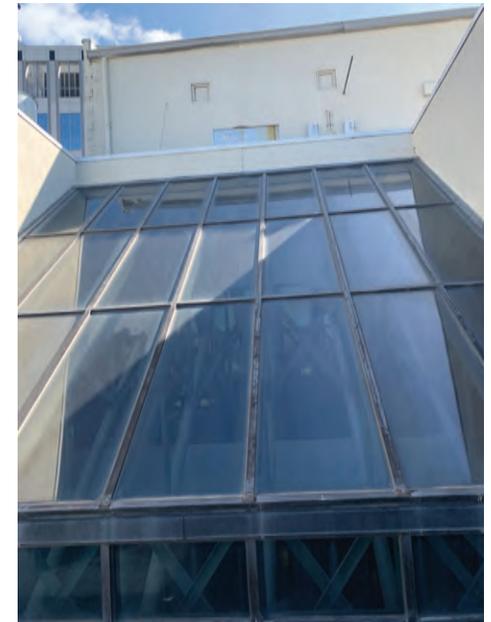
SOUTH ELEVATION_4TH FLOOR ATRIUM NOT VISIBLE



VIEW LOOKING SOUTH_RAILING AND 5FT DEEP BALCONY TO REMAIN



STOREFRONT TO BE REMOVED AND BUILT-OUT
NEW EXTERIOR EIFS FINISH TO MATCH SURROUNDING



ATRIUM STRUCTURE TO BE REMOVED

4TH FLOOR ATRIUM TO BE REMOVED



CITY OF RICHMOND

DEPARTMENT OF
PLANNING AND DEVELOPMENT REVIEW
COMMISSION OF ARCHITECTURAL REVIEW

June 28, 2013

Jeff Bisser
1100 W. Broad Street
Richmond, VA 23060

Dear Applicant:

RE: Application No. 13-022
1317 E. Main Street

The enclosed certificate has been issued with copies to the Commissioner of Buildings. Also enclosed is a copy of the March 26, 2013, meeting minutes regarding your application.

Kind regards,

A handwritten signature in black ink that reads "Catherine Easterling". The signature is written in a cursive, flowing style.

Catherine Easterling, Secretary
Commission of Architectural Review

CLE/tmr
Enclosures



Commission of Architectural Review
CITY OF RICHMOND

900 EAST BROAD STREET
RICHMOND VIRGINIA 23219
(804) 646-6335

CERTIFICATE OF APPROPRIATENESS

This certificate is issued pursuant to Chapter 114, Article IX, Division 4 of the Richmond City Code (Old and Historic Districts) to the applicant:

Jess Bisser
11100 W. Broad Street
Glen Allen, VA 23060

For the property at: 1317 E. Main Street

with respect to the exterior architectural features as described in the application for this certificate and the information and plans filed with the application for this property, pursuant to the following resolution adopted by the Commission of Architectural Review and recorded in the minutes of the Commission:

RESOLUTION: WHEREAS, the applicant proposes to create new window and door openings,
and

WHEREAS, the patterning of new window openings must be continued on the fourth floor of the east elevation, exclusive of the rear bay of the east elevation,
and

WHEREAS, the application is otherwise approved as submitted,

NOW, THEREFORE, LET IT BE RESOLVED that the Commission approves the work as being in conformity with the intent of Division 4 Section 114-930 of the Richmond City Code.

The applicant shall comply with all City Codes in the execution of this project. The certificate shall be valid for a period of one year from the date of issuance.

Catherine Easterling, Secretary
Commission of Architectural Review

CLE/tmr
Enclosures

Date of Issuance: March 26, 2013
Document Date: June 28, 2013
Certificate No. 13-022

Application No. 13-022 (J. Bisser)
1317 E. Main Street

[Citing a conflict of interest, Ms. Sadler recused herself from the discussion.]

Ms. Easterling presented the staff report and summarized the applicant's request to create new window openings at the property. Ms. Easterling noted that the applicant is seeking State and Federal Rehabilitation Tax Credits for this project. She noted that the proposed new window openings on the secondary elevations would not radically alter the appearance of this building, and that the proposed configuration responded to feedback from the Department of Historic Resources. Ms. Easterling noted that several walls on the property had been rebuilt. Ms. Easterling recommended approval of the application.

Ms. Easterling was unable to confirm for Mr. Johannas when the walls had been rebuilt.

Mr. Green opened the floor for applicant and public comment.

Mr. Chris Johnson with Monument Companies commented that they had changed the plans after receiving feedback from Ms. Susanne Tripp at DHR. He commented that he thought the walls had been rebuilt in the 1980s.

Mr. Johnson confirmed for Mr. Johannas that the building is right on the property line where it meets the parking lot. He confirmed that they had by-right zoning for the project. Mr. Johnson confirmed for Mr. Green that he had not yet received Part II approval from DHR.

Mr. Johannas asked why the applicant was not continuing the pattern of new openings to the fourth floor. Mr. Johnson noted that they did not wish to disturb the tenant occupying that space.

Mr. Johnson confirmed for Mr. Elmes that the new windows will be an exact match of the existing windows.

There were no additional public comments. Commission discussion began.

Mr. Johannas noted that the window guidelines state that new window openings should reflect patterns in the district. He noted that buildings in the area generally have the same patterns continue up all floors, and he expressed concern with the applicant's proposal to not continue the pattern of new openings up to the fourth floor.

Mr. Green expressed concern with the double windows, noting that it was not something one would see in a historic warehouse building.

Mr. Yates stated that the Commission needs to remember that these walls were never meant to be exposed because there used to be buildings on either side. Mr. Yates stated that he did not have any issue with the openings as proposed.

Mr. Green stated that he did not see a precedent for the proposed pattern.

Mr. Johannas cited item number one on page 47 of the *Guidelines*, and noted that the size, proportion and spacing patterns of door and window openings on a new addition

should follow patterns established by the original structure. Windows on most commercial and residential property over the historic district have the vertical orientation and stated that might be a consideration in how they respond.

Mr. Yates pointed out that DHR had requested the proposed configuration.

Mr. Elmes stated that he did not have a problem with the proposed configuration, as the side walls had been rebuilt. He suggested deferring any changes required by DHR to staff.

Mr. Yates introduced a motion to approve the application in accordance with the staff report. Mr. Johannas commented that he could not support the motion, as it was inconsistent with the *Guidelines*.

Mr. Andrews concurred with Mr. Johannas, and noted that the walls are very visible from the street.

Mr. Johannas commented that he had no problem with the proposed window openings on the rear of the building.

After further discussion, Mr. Elmes seconded the motion, and it failed 3-3-1.

Mr. Johannas introduced a motion to approve the application with the condition that the bays of window openings continue to the fourth floor on the three sets of double windows is located on the east elevation, in accordance with the page 47 of the *Guidelines*. The motion was seconded by Mr. Andrews, and failed 3-3-1.

Mr. Pearsall noted that the existing windows are clearly not original.

Ms. Easterling stated that the applicant has indicated that DHR would be okay with continuing the pattern of paired windows up to the fourth floor. Ms. Easterling stated that staff could administratively approve the application if the applicant receives Part II approval from DHR.

Mr. Johnson confirmed for Mr. Yates that they would be willing to continue the pattern of openings up to the fourth floor.

Mr. Johannas introduced a motion to approve the application with the condition that the window patterning of the double windows on the east elevation should be continued to the fourth floor. The motion was seconded by Mr. Yates, and passed 4-2-1 (Green and Pearsall opposed, Sadler abstaining).

RESOLUTION: WHEREAS, the applicant proposes to create new window and door openings, and

WHEREAS, the patterning of new window openings must be continued on the fourth floor of the east elevation, exclusive of the rear bay of the east elevation, and

WHEREAS, the application is otherwise approved as submitted,

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VOTE: Affirmative: Andrews, Elmes, Johannas, and Yates

Negative: Green and Pearsall

Abstain: Sadler