

# City of Richmond

*City Hall  
900 East Broad Street*



## Meeting Minutes

**Tuesday, June 25, 2024**

**3:30 PM**

**To access this meeting virtually, use the following link:**

**<https://tinyurl.com/5n94k2mf>  
5th Floor Conference Room of City Hall**

## **Commission of Architectural Review**

[PDRPRES  
2024.033](#)

Public Access and Participation Instructions - Commission of Architectural Review

**Attachments:** [Public Access and Participation Instructions -COMMISSION OF ARCHITECTURAL REVIEW](#)

## Call to Order

The meeting was called to order at 3:30p.m.

## Roll Call

**Present --** 9 - \* Commissioner Coleen Bulter Rodriguez, \* Commissioner Andrew Moore, \* Commissioner Sean Wheeler, \* Commissioner Sean Wheeler, \* Commissioner Kathleen Morgan, \* Commissioner Kathleen Morgan, \* Commissioner Mitch Danese, \* Commissioner Larry Nutt and \* Commissioner Gina Marie Hill

**Absent --** 3 - \* Commissioner Lawrence Pearson , \* Commissioner Lawrence Pearson and \* Commissioner John Grier

## Approval of Minutes

There were no minutes to be approved.

## Secretary's Report

- Administrative Approval Report
- Enforcement Report

## CAR Elections

Chair

**A motion was made by Commissioner Moore, seconded by Commissioner Rodriguez, to elect Commissioner Moore Chair of the Commission of Architectural Review.**

**The motion carried by the following vote:**

**Aye --** 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner Sean Wheeler, Commissioner Kathleen Morgan, Commissioner Mitch Danese, Commissioner Larry Nutt and Commissioner Gina Marie Hill

Vice Chair

**A motion was made by Commissioner Moore, seconded by Commissioner Danese, to elect Commissioner Nutt as Vice Chair of the Commission of Architectural Review.**

**The motion carried by the following vote:**

**Aye -- 7 -** Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner Sean Wheeler, Commissioner Kathleen Morgan, Commissioner Mitch Danese, Commissioner Larry Nutt and Commissioner Gina Marie Hill

## **CONSENT AGENDA**

A motion was made by Commissioner Hill, seconded by Commissioner Rodriguez, to move Item #2 3029 Monument Avenue to the Consent Agenda; however the motion failed for lack of support from the other Commissioners.

None

## **REGULAR AGENDA**

1. [COA-149483-2024](#) 3106 East Broad Street - Replace existing concrete pad and construct a rear shed.

**Attachments:** [Application & Plans](#)  
[Staff Report](#)

**A motion was made by Commissioner Rodriguez, seconded by Commissioner Nutt to approve this application for the reasons stated in the staff report provided the following conditions are met: The proposed shed features a flat shed roof, a roof form more common of frame auxiliary buildings, rather than a stepped parapet roof; Final material (including windows and doors) and exterior color specifications be submitted for administrative review and approval.**

**The motion carried by the following vote:**

**Aye -- 7 -** Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner Sean Wheeler, Commissioner Kathleen Morgan, Commissioner Mitch Danese, Commissioner Larry Nutt and Commissioner Gina Marie Hill

2. [COA-149484-2024](#) 3029 Monument Avenue - Demolition of remaining two bays of a four-bay brick garage.

**Attachments:** [Application & Plans \(June 2024\)](#)  
[Staff Report \(June 2024\)](#)  
[Application & Plans](#)  
[Staff Report](#)

**A motion was made by Commissioner Danese, seconded by Commissioner Morgan to defer this application to allow the applicant additional time to determine other feasible alternatives to demolition.**

**The motion carried by the following vote:**

**Aye -- 7 -** Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner Sean Wheeler, Commissioner Kathleen Morgan, Commissioner Mitch Danese, Commissioner Larry Nutt and Commissioner Gina Marie Hill

3. [COA-149482-2024](#) 812-814 North 21st Street - Construct a two-story multi family dwelling.

**Attachments:** [Application & Plans](#)

[Staff Report](#)

A motion was made by Commissioner Morgan, seconded by Commissioner Danese to approve this application with conditions for the reasons stated in the staff report provided that the following conditions are met: final color specifications be submitted for administrative review and approval; cladding material for the hyphen be submitted for final review; decking boards be installed perpendicular to the face of the building on the front and rear, and that they be tongue and groove in profile; final fence design and color/stain be submitted for administrative review and approval; and the undersides/ceilings of the front and rear porches have a finished appearance.

The motion carried by the following vote:

**Aye --** 6 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner Sean Wheeler, Commissioner Kathleen Morgan, Commissioner Mitch Danese and Commissioner Gina Marie Hill

**Excused --** 1 - Commissioner Larry Nutt

4. [COA-144130-2024](#) 2111-2119 Venable Street - Construct 15 single family dwellings in groupings of two and three.

**Attachments:** [Application & Plans \(3/26/2024\)](#)

[Staff Report \(3/26/2024\)](#)

[Application & Plans \(5/28/2024\)](#)

[Staff Report \(5/28/2024\)](#)

[Application & Plans](#)

[Staff Report](#)

A motion was made by Commissioner Rodriguez, seconded by Commissioner Hill, to approve this application with conditions for the reasons stated in the Staff Report provided that the following conditions are met: Final materials and colors be submitted to staff for administrative review and approval; Final window and door schedule be submitted for administrative review and approval; Information on hardscaping for sidewalks, alleys, and any parking pads, including materiality and dimension be submitted administrative review; Details on any proposed walls or fences be submitted for Administrative Review; Stucco base be coplanar with the horizontal siding above; brick edge be added to the front of the concrete slabs on the building that are on slabs; and the slab-on-grade units be located on the ends of the grouping of proposed buildings on both the Venable and Burton Street sides – final configuration submitted to staff for Chair and Vice Chair approval.

The motion carried by the following vote:

**Aye --** 5 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner Sean Wheeler, Commissioner Mitch Danese and Commissioner Gina Marie Hill

**Excused --** 2 - Commissioner Kathleen Morgan and Commissioner Larry Nutt

5. [COA-144129-2024](#) 810-812 North 22nd Street - Construct four single family dwellings in groups of two.

**Attachments:** [Application & Plans \(3/26/2024\)](#)  
[Staff Report \(3/26/2024\)](#)  
[Application & Plans \(5/28/2024\)](#)  
[Staff Report \(5/28/2024\)](#)  
[Application & Plans](#)  
[Staff Report](#)

A motion was made by Commissioner Morgan, seconded by Commissioner Danese to approve this application for the reasons stated in the staff report provided the following conditions are met: The small square windows on the left unit located at 810 N. 22ND Street be removed or redesigned to be a size more in-keeping with other windows on the proposed building; Final window schedule to be submitted for staff review and approval; Information on hardscaping for sidewalks, alleys, and any parking pads, including materiality and dimension be submitted for Administrative Review; Details on any proposed walls or fences be submitted for Administrative Review; Stucco base be coplanar with the horizontal siding above; brick edge be added to the front of the concrete slabs on the building that are on slabs; right side of the third story roof be sloped with the roof behind the decorative cornice feature, rather than a flat parapet wall; and the railings on the front and rear of the corner building be the same design, Richmond Rail.

The motion carried by the following vote:

**Aye --** 5 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner Sean Wheeler, Commissioner Mitch Danese and Commissioner Gina Marie Hill

**Excused --** 2 - Commissioner Kathleen Morgan and Commissioner Larry Nutt

## **CONCEPTUAL REVIEW**

6. [COA-149481-2024](#) 15 West Leigh Street - Construct a rear addition.

**Attachments:** [Application & Plans](#)  
[Staff Report](#)

The Commission reviewed this application in an advisory capacity. A recording of the meeting is available at the following link: City of Richmond - Meeting of Commission of Architectural Review on 6/25/2024 at 3:30 PM (legistar.com)

7. [COA-149479-2024](#) 524-526 North 1st Street - Construct new two-story building to replace, failing building.

**Attachments:** [Application & Plans](#)  
[Staff Report](#)

The Commission reviewed this application in an advisory capacity. A recording of the meeting is available at the following link: [City of Richmond - Meeting of Commission of Architectural Review on 6/25/2024 at 3:30 PM \(legistar.com\)](#)

## Adjournment

6:42pm