



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

Commission of Architectural Review
Certificate of Appropriateness Application
900 E. Broad Street, Room 510
Richmond, VA 23219
804-646-6569

Property (location of work)

Property Address: 401 W Marshall St Current Zoning: R-6
Historic District: Jackson Ward

Application is submitted for: (check one)

- Alteration
- Demolition
- New Construction

Project Description (attach additional sheets if needed):

401 W Marshall St has an original (c 1850s) house and a side lot, on which a house also built c. 1850s once stood, but was removed in the 1970s. We would like to subdivide the lot to return it to the original two lots and build a stacked triplex on the new parcel which would be 403 W Marshall Street

Applicant/Contact Person: Jeff Sadler

Company: n/a
Mailing Address: 4443 Knob Road
City: Richmond State: VA Zip Code: 23235
Telephone: (804) 400-6872
Email: jefsadler@gmail.com
Billing Contact? Yes Applicant Type (owner, architect, etc.): Owner

Property Owner: Jeff Sadler

If Business Entity, name and title of authorized signee: _____
Mailing Address: 4443 Knob Road
City: Richmond State: va Zip Code: 23235
Telephone: (804) 400-6872
Email: jefsadler@gmail.com
Billing Contact? Yes

****Owner must sign at the bottom of this page****

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. 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. Application materials should be prepared in compliance with zoning.

Property Owner Signature:  Digitally signed by Jeffrey Sadler
Date: 2024.08.29 22:11:44 -04'00' Date: _____

Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | alex.dandridge@rva.gov

Before You Submit

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. The CAR website has additional project guidance and required checklists: www.rva.gov/planning-development-review/commission-architectural-review.

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 that month's agenda.

Submission Requirements

Please submit applications to staff via email with the project address in the subject line. Submit the following items via email to staff:

- One (1) signed and completed application (PDF) – property owner signature required.
- Supporting documentation, as indicated on the [checklist](#), which can be found under the 'Application Information' tab on the website.
- Payment of application fee, if required. Payment of the fee must be received before the application will be scheduled. An invoice will be sent via the City's Online Permit Portal. Please see [fee schedule](#) available on the CAR website for additional information.

A complete application includes a signed application form, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in the City Code of Ordinances Sec. 30-930.6(b). 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 Information and Application Due Dates

- The Commission meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- Application hearings start at 4:00pm. Meetings are held in person at City Hall in the 5th floor conference room. Participation via Microsoft Teams is available. It is strongly recommended that at least one person, either the owner or applicant, attend the meeting in person.
- All applications are due at 12 noon the Friday after the monthly CAR meeting, except in December, when applications are due the following Monday. For a list of meeting dates and submission deadline dates for each meeting please visit www.rva.gov/planning-development-review/commission-architectural-review or contact staff.
- Revisions to applications that have been deferred or conceptually reviewed at a CAR meeting can be submitted nine (9) business days after that meeting in order to be reviewed at the following meeting. Please contact staff to confirm this date.
- New construction will be required to go through a conceptual review. The conceptual review is non-binding.
- Applicants are encouraged to reach out to any relevant civic associations and immediate neighbors for new construction or large-scale projects prior to submitting to the Commission of Architectural Review.



CERTIFICATE OF APPROPRIATENESS

NEW CONSTRUCTION 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 the 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 New Construction outlined in Section 30.930.7(c) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: Currently 401 W Marshall St; proposed to return to 403 W Marshall Street

NEW BUILDING TYPE

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

DRAWINGS (refer to required drawing guidelines)

- floor plans
- elevations (all sides)
- roof plan
- list of windows and doors, including size, material, design
- context drawing showing adjacent buildings
- perspective
- site plan
- legal plat of survey

WRITTEN DESCRIPTION

- describe new structure including levels, foundation, siding, windows, doors, roof and details
- state how the *Richmond Old and Historic Districts Handbook and Design Review Guidelines* informed the proposed work, site specific pages and sections of the *Guidelines* that apply
- 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)

- site as seen from street, from front and corners, include neighboring properties

From: [Jeff Sadler](#)
To: [Dandridge, Alex - PDR](#)
Subject: Re: 401 West Marshall Street
Date: Friday, January 3, 2025 11:16:49 AM

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

Good morning and Happy New Year:

Can you confirm receipt of this email and the attachments?

Jeff Sadler
Complete Community Economies, LLC
804-400-6872

On Thu, Dec 26, 2024, 8:39 AM Jeffrey Sadler <jefsadler@gmail.com> wrote:

Good morning:

I hope you had a happy Christmas. I had also hoped to have this to you last week, but my architect didn't get it to me until Monday night.

This should be everything you need. If you need anything additional, please let me know. I am about to get in the car to go to Vermont until the 2nd, but will have my laptop.

Just a quick rundown:

- 1 - We removed the roof from the top floor porch
- 2 - We shrunk the protrusion depth from 7' to 4'6"
- 3 - went to a brick a facade that wraps around the sides 4'
- 4 - still hardie plank on rear and sides
- 5 - window sizes exactly match 405
- 6 - have a stronger cornice presentation
- 7 - removed the rear stairwell
- 8 - front steps end 3' from the sidewalk, which exactly matches 401.

I believe this addressed all of the issues from the last meeting, so would like to present this for COA consideration. We will have a fiberglass window for you at the January meeting, plus a full listing of its benefits (Higher R rating, Less maintenance, longer life-span than wood windows built today -with or without aluminum cladding, similar costs)

Have a Happy New Year.

Jeff Sadler
804-400-6872
Complete Community Economies, LLC
jefsadler@gmail.com

401 (403) West Marshall Street Narrative for Application for CoA

The purpose of this application is to gain approval of the CAR for the appropriateness of a new residential structure in Jackson Ward. The identified location is currently a vacant yard that is part of the parcel with a street address of 401 West Marshall Street. This yard/lot was formerly known as 403 West Marshall Street and there was house on that lot that looked, from the one available photograph (below), similar to the current house at 401 West Marshall Street, which was built in 1852.

The proposed structure will be a three-story stacked tri-plex with each unit comprised of approximately 800 feet of living space and a covered front porch on the first and second level and an uncovered patio on the top (third) floor. The façade will be brick with the remainder of the exterior to be clad in James Hardie (or similar) smooth concrete boards with brick veneer for the foundation/crawl space. The overall exterior was designed to reactivate the previous residential lot with a quality “missing middle” residential structure that honors Jackson Ward, the neighboring houses, and the previous structure on the property.

The site has likely had boundary adjustments over the years and has no alley access or other public visibility except for the front street access on Marshall Street. Garbage will be picked up on Monroe Street from the current trash can corral for 401 W Marshall Street, which will be enlarged. The trash corral will access via an access easement which will run along the current maintenance easement (5') which runs along the rear property line.



Photo of subject parcel from c1967



Siting for New Construction – Old & Historic District Design Guidelines

SITING

1 – N/A

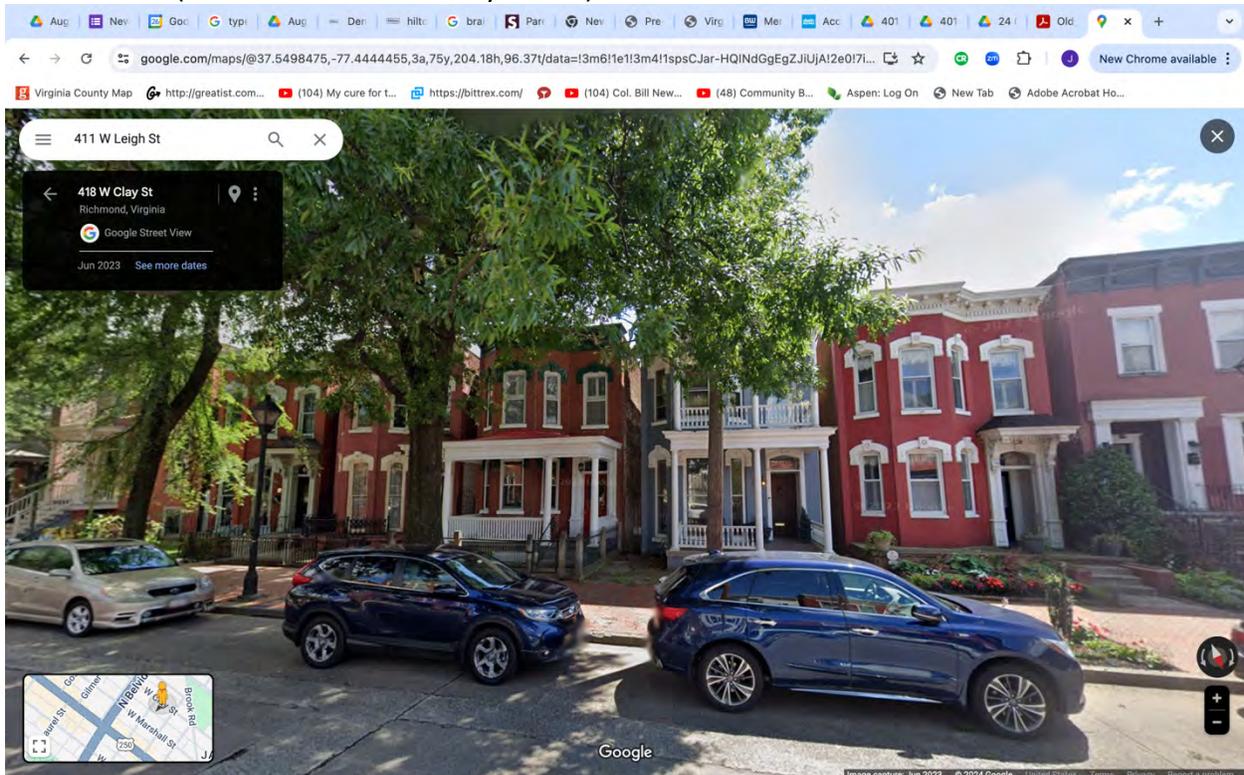
2 – The front set-back is at 15', which is the prevailing front set-back for the block and neighborhood for residential structures. Side set-backs are 5'-6' from the next-door structures, which is within the range of the prevailing side set-backs for the neighborhood and roughly equivalent to where the side set-backs for the pre-existing structure at 403 W. Marshall Street (demolished in the 1970s) were, although these may need to shift by up to 8".

3 – The Structure faces W. Marshall Street, which is the most prominent street bordering the structure.

4 – Current zoning does not allow this structure, even though it is consistent with the historic street wall for the block and district, because of plot width and set-backs. Therefore, the owner/developer will be applying to BZA and Planning Commission for waivers/SUP. After several conversations, the owner/developer was told to obtain a CoA before applying for the subdivision and SUP.

FORM

1 – The construction form is consistent with the block and neighborhood in size, massing, height and width. It incorporates roof shapes and projections that are respectful of the current historic built streetscape. The front bay projection and porches are evocative of neighborhood construction (see 400 block of W. Clay Street).



2 – The structure maintains the human scale of the neighborhood and is consistent with the historic residential construction of the district.

3 – The street presentation is consistent with the neighborhood in respect to distance of front steps to the sidewalk, which is 36” from the sidewalk – the same as 401 W Marshall St -- and the front porch appearance. The cornice extends across the full width of the front of the house and has minor ornamentation to reflect the prevailing style of the neighborhood without mimicking it. Please note that in the historic photo above, 405 W Marshall Street had a front porch, which has since been removed.

HEIGHT, WIDTH, PROPORTION & MASSING

1 – The new structure respects the typical height of the surrounding buildings. The roof line will be at ~35’. 401 W Marshall Street is ~28’ tall and 405 W Marshall Street is 39’6” tall.

2 – The width of the new structure will be slightly narrower than many of the residential structures in Jackson Ward, but not unreasonably so, nor is it as narrow as some existing structures. For reference. The proposed structure will be 22’4” wide while 401 W Marshall Street is 25’ wide, 405 is 24’ wide, 413 W Marshall Street is 22’ wide, and 413 W Clay St is 18’6” wide.

3 – The Cornice height, at ~32’ is well within the norm of the block and neighborhood.

MATERIALS AND COLORS

1 – N/A

2 – The exterior materials respect the existing neighborhood residential construction materials, presenting as brick foundation and facade by using brick faced concrete block for the foundation topped with James Hardie smooth siding (or similar depending on price and availability). for the rear and sides. The brick façade wraps around the structure approximately 4’.

3 – The cement planking will be light gray and windows will be white framed.

4 – No vinyl, asphalt or aluminum siding is to be used. The façade will be brick. The rear and sides will be faced with Hardie board to respect the clapboard construction of the original structure at 403 W Marshall Street (demolished in the 1970s) and the existing structure at 401 W Marshall Street while offering improved maintenance and energy efficiency. Windows will be high efficiency working fiberglass windows that reduce maintenance while being unobtrusive to the visual presentation of the streetscape.

5 – Rooftop mechanical will be placed to the rear of the building, unobservable from the front.

NEW CONSTRUCTION CORNER PROPERTIES

N/A

STOREFRONT FACADES

N/A

DOORS AND WINDOWS

1 – N/A

2 – N/A

3 – The size and proportion of the windows and doors respect the patterns and sizes of the existing windows and doors of the neighborhood, while adopting improved operation and energy efficiency. The front door is located at the left of the façade, fitting the construction of many of the existing structures in the neighborhood and, specifically, the next-door house at 401 and (presumably) the original house in the location. Windows are of a proportion and spacing to reflect the prevailing context of the neighborhood and block.

4 – N/A

5 – N/A

6 – No storm windows or doors will be used.

PORCHES AND PORCH DETAILS

1 – See 3

2 – See 3

3 – While not necessary for structural purposes, the porch posts and railings have been added to create a visual consistency along the block and are designed to complement the original porch from 1852 on 401 W Marshall Street. The balusters will be in the traditional Richmond rail and are rectangular in section (with the narrow dimension facing the street) or square. The baluster is fitted into the recess in the top rail and a sloped bottom rail.

4 – N/A

5 – Roof material will be a membrane type roof. However, due to the rear, shallow slope, the roof material will be unobservable from any street or sidewalk.

RESIDENTIAL OUTBUILDINGS:

There will be no outbuildings.

FENCES & WALLS:

There is currently an approved picket fence in front of the lot and a privacy fence to the rear and side between the subject lot and 405 W Marshall St. The current picket fence will need to be removed for construction, but will be replaced exactly as is, but with an additional gate in front of the new structure once construction is complete. The privacy fences are owned by the neighbors to the rear and side and not on the subject property. It is expected that the rear fence will not be touched but the side fence (which is currently in disrepair) will be removed for construction access and replaced once construction is complete. There will be no fence between the house currently at 401 W Marshall Street and the new construction subject house,

as there will be an access easement running the length of the proposed property division between the houses.

DECKS:

N/A – There will be no decks.

W. Marshall Street

Light Pole (60' Public R/W) Guy

VEPCO Pole

I hereby certify that this boundary survey to the best of my professional knowledge and belief, is correct and complies with the minimum procedures and standards established by the Virginia State Board of Architects, Professional Engineers, Land Surveyors and Certified Landscape Architects.



Parcel 3A
1809.98 Sq. Ft.

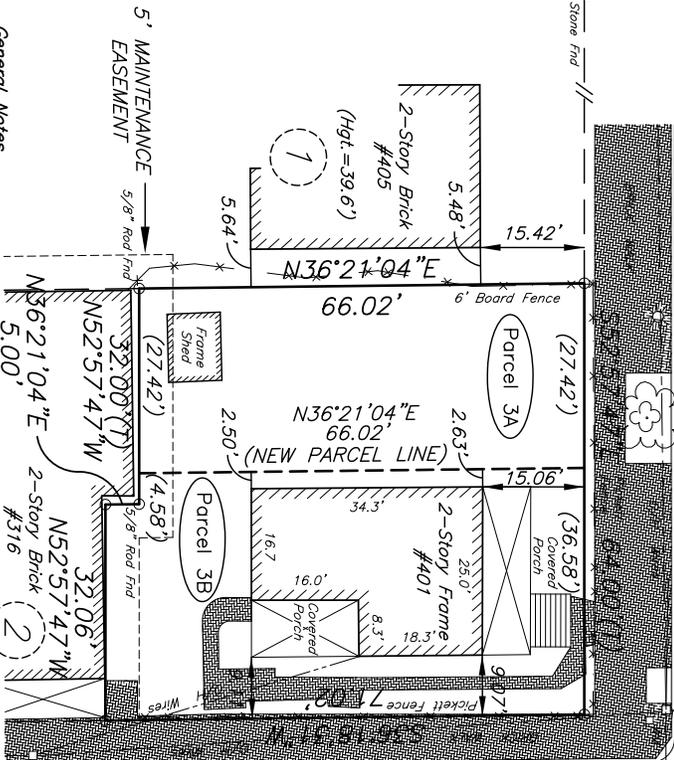
Parcel 3B
2577.05 Sq. Ft.

Legal Reference:

Jeffrey W. & Kirstie H. Sadtler
Parcel ID #N000-0206/009
Instrument No. 2005-14243
LOT 3 - ROBINSON'S PLAN
Plat Book 25, Page 25
#401 W. Marshall Street
(4387.03 Sq. Ft.)

N. Monroe Street

(45' Public R/W)



General Notes

- This survey plat represents a current and accurate field transit survey of the premises shown hereon. Date of last physical survey: December 15, 2023.
- This survey was made without the benefit of a Title Report and therefore there may be encumbrances which are not reflected hereon.
- The subject property is not located within the limits of the 100 Year Flood Plain Boundary as defined by The Federal Insurance Administration Firmette #510129-0037-D, effective date April 2, 2009 (Zone X).
- 5/8" Iron Rods or PK Nails set at all corners unless otherwise shown hereon.



N/F MGP Property, LLC
Parcel ID #N000-0206/008
Instrument No. 2013-25416
#405 W. Marshall Street



N/F Sean A. Urquhart
Parcel ID #N000-0206/012
Instrument No. 2005-14810
LOT 2, Robinson's Plan
#316 N. Monroe Street

Plat of Division
#401 W. Marshall Street
City of Richmond, Virginia

Date: January 31, 2024



Shadrach & Associates LLC



LAND SURVEYING
430 South Lakeside Blvd., Suite 300 • Richmond, Virginia 23226
Phone: (804) 319-9330 • Email: info@shadrachandassociates.com



WEST MARSHALL STREET

NORTH MONROE STREET

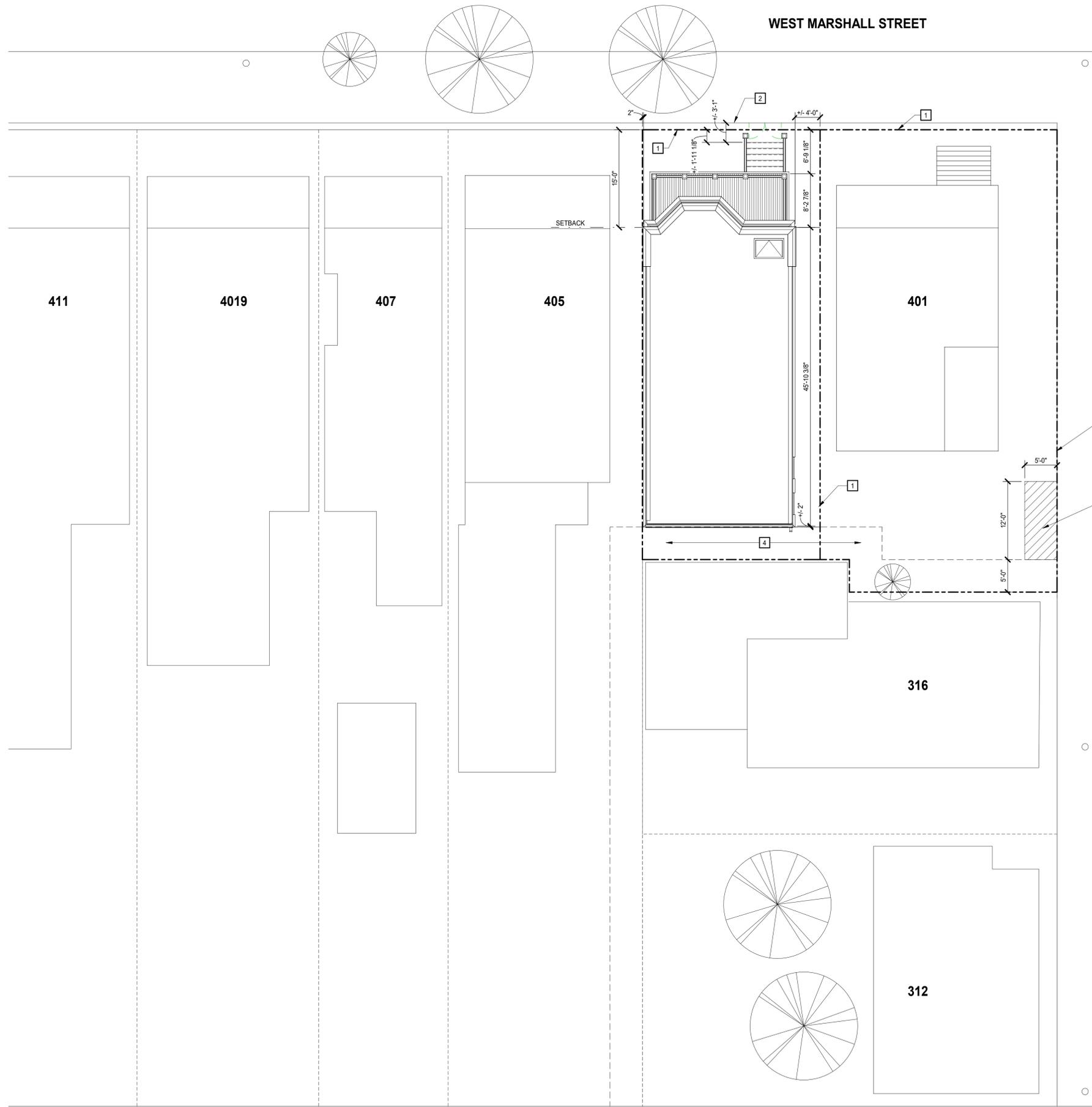
ARCHITECTURAL SITE PLAN GENERAL NOTES

A. THE ARCHITECTURAL SITE PLAN IS PROVIDED FOR GENERAL COORDINATION BETWEEN THE VARIOUS DISCIPLINES. REFER TO THE CIVIL ENGINEERING, LANDSCAPE ARCHITECTURE, ELECTRICAL, AND OTHER DISCIPLINE DRAWINGS FOR ADDITIONAL INFORMATION.

ARCHITECTURAL SITE PLAN KEYNOTES

REPRESENTED BY [n]
APPLIES TO DRAWINGS A1.1.1 - A1.1.n

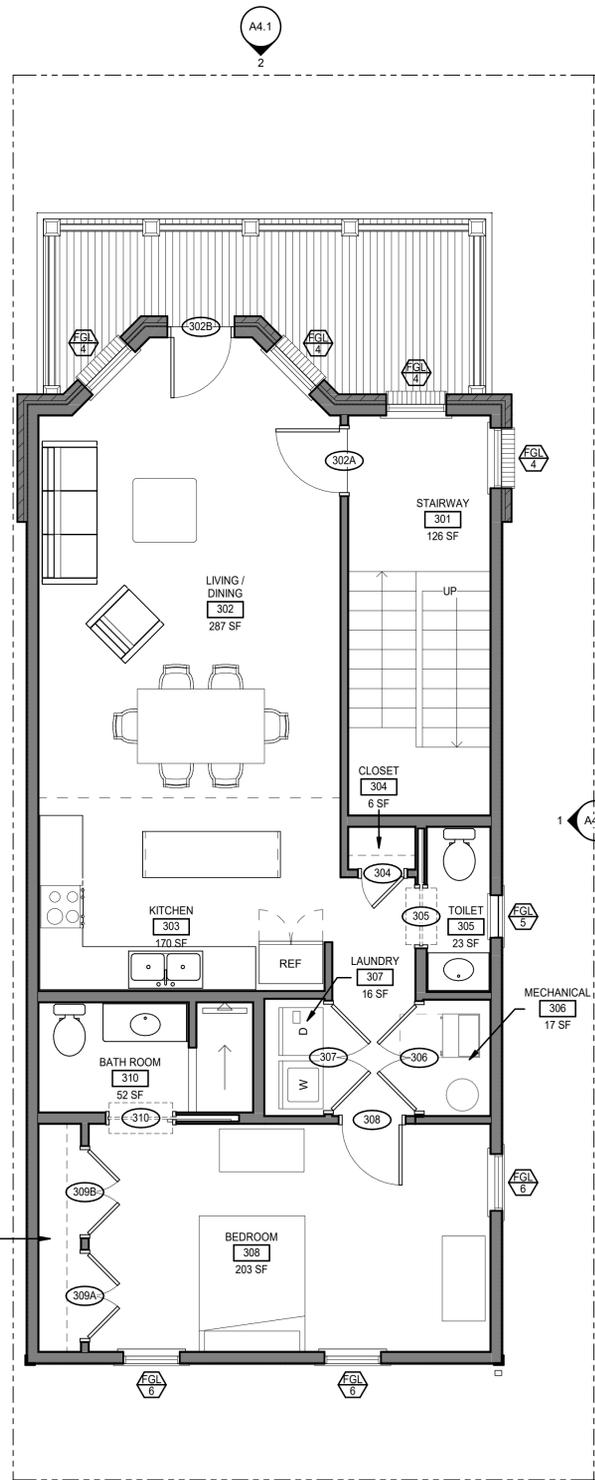
- 1 <varies>
- 2 EDGE OF SIDEWALK - REFER TO SURVEY
- 3 TRASH CAN CORRAL - DESIGN TBD
- 4 MAINTENANCE EASEMENT



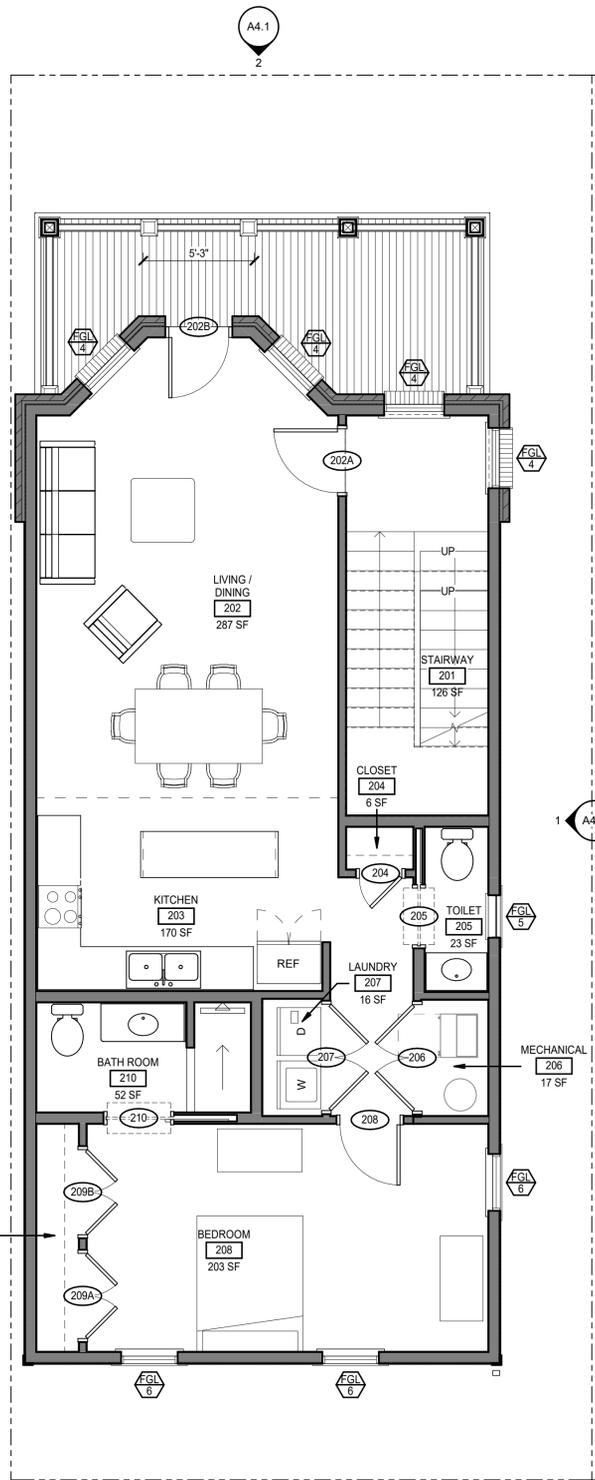
REVISIONS	
DATE	DESCRIPTION

THREE STORY TRIPLEX

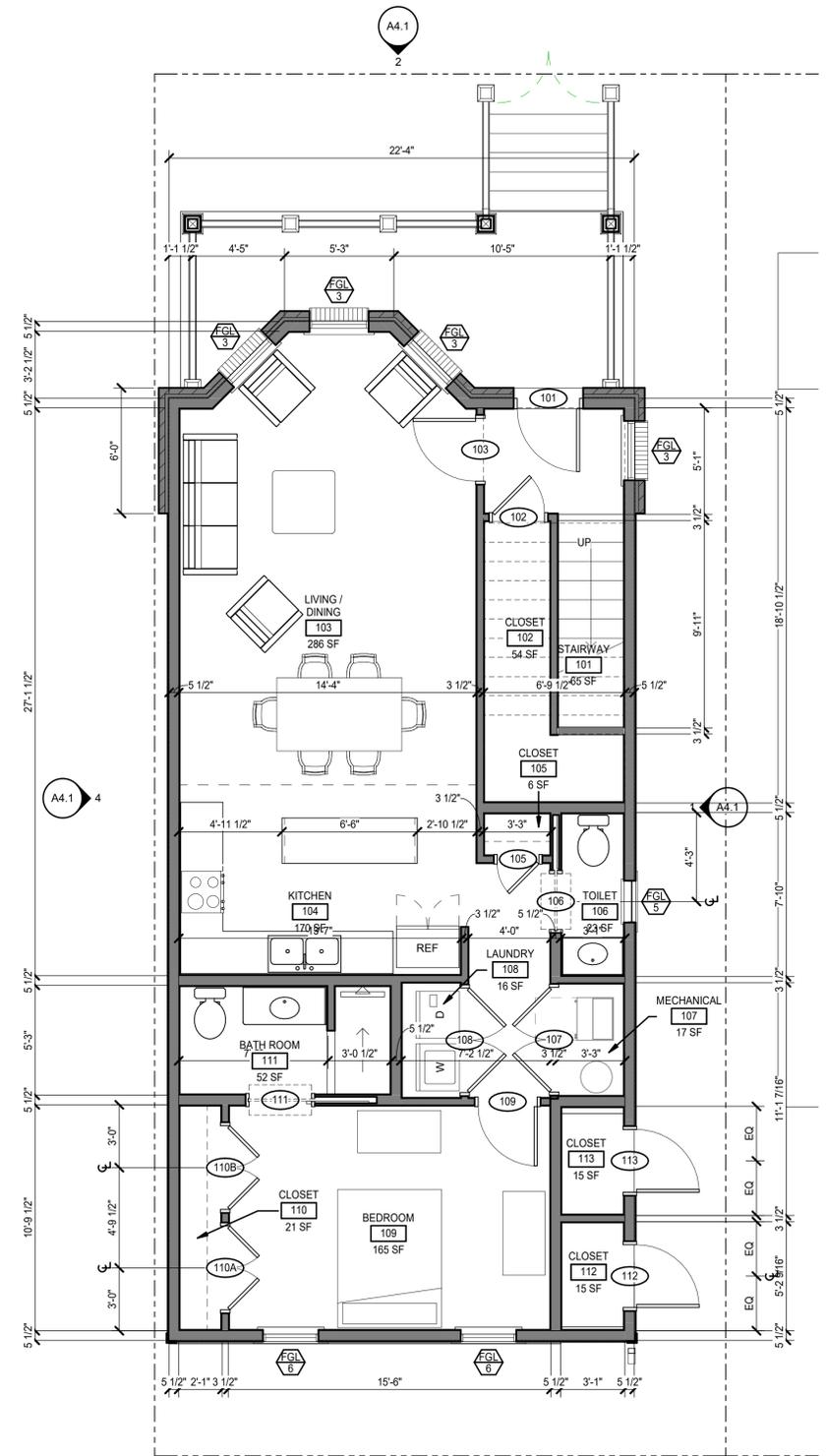
PROJECT ADDRESS: 401 WEST MARSHAL STREET	DRAWING TITLE: ARCHITECTURAL SITE PLAN
ARCHITECT: CHRISTOPHER REA, AIA 2312 NEW BERNE ROAD HENRICO, VIRGINIA 23228 (804) 874-9718	DRAWING NUMBER: A1.1
PROJECT NUMBER: 123456	DATE: DECEMBER 20, 2024



THIRD FLOOR PLAN
1/4" = 1'-0"



SECOND FLOOR PLAN
1/4" = 1'-0"

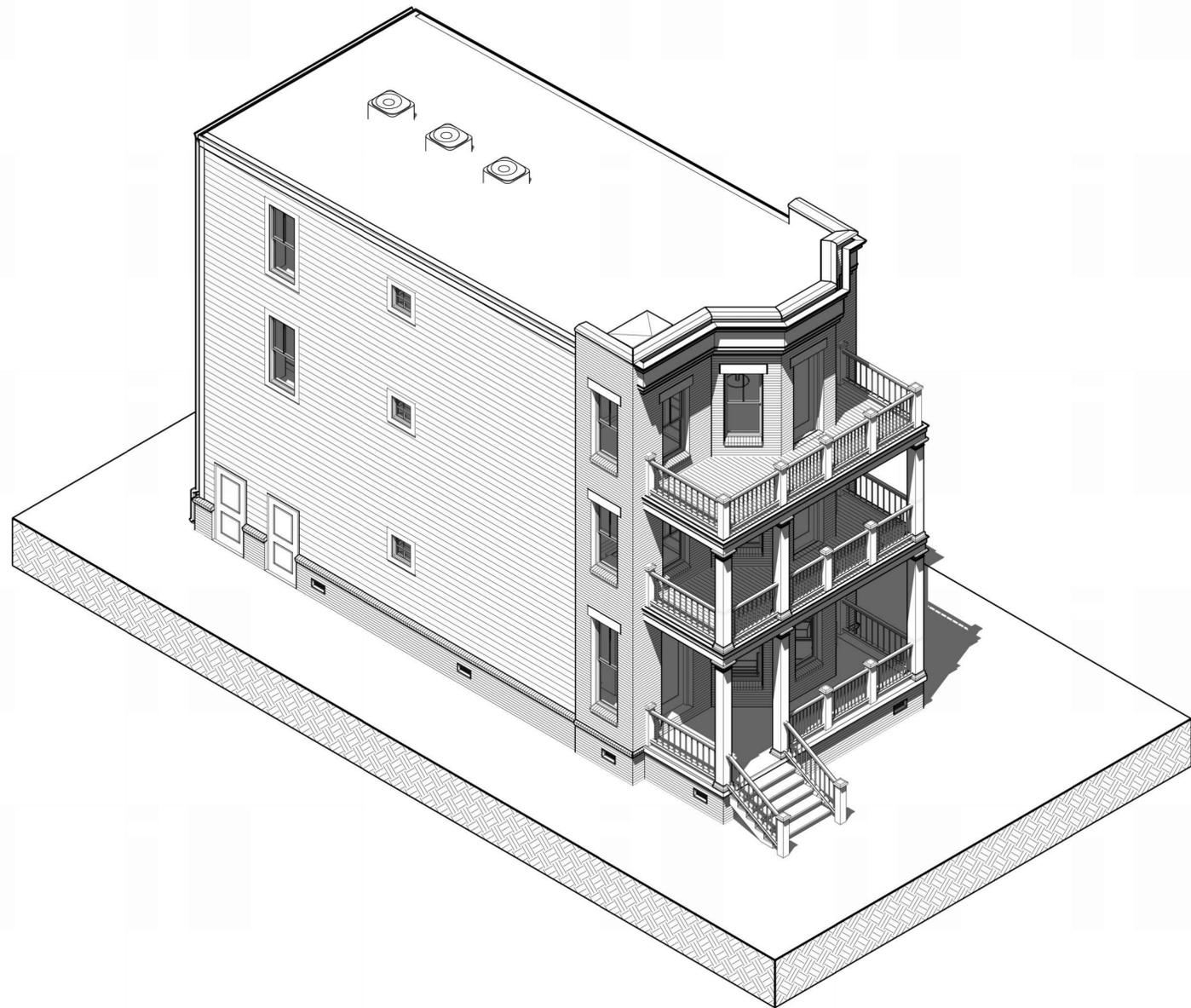


FIRST FLOOR PLAN
1/4" = 1'-0"

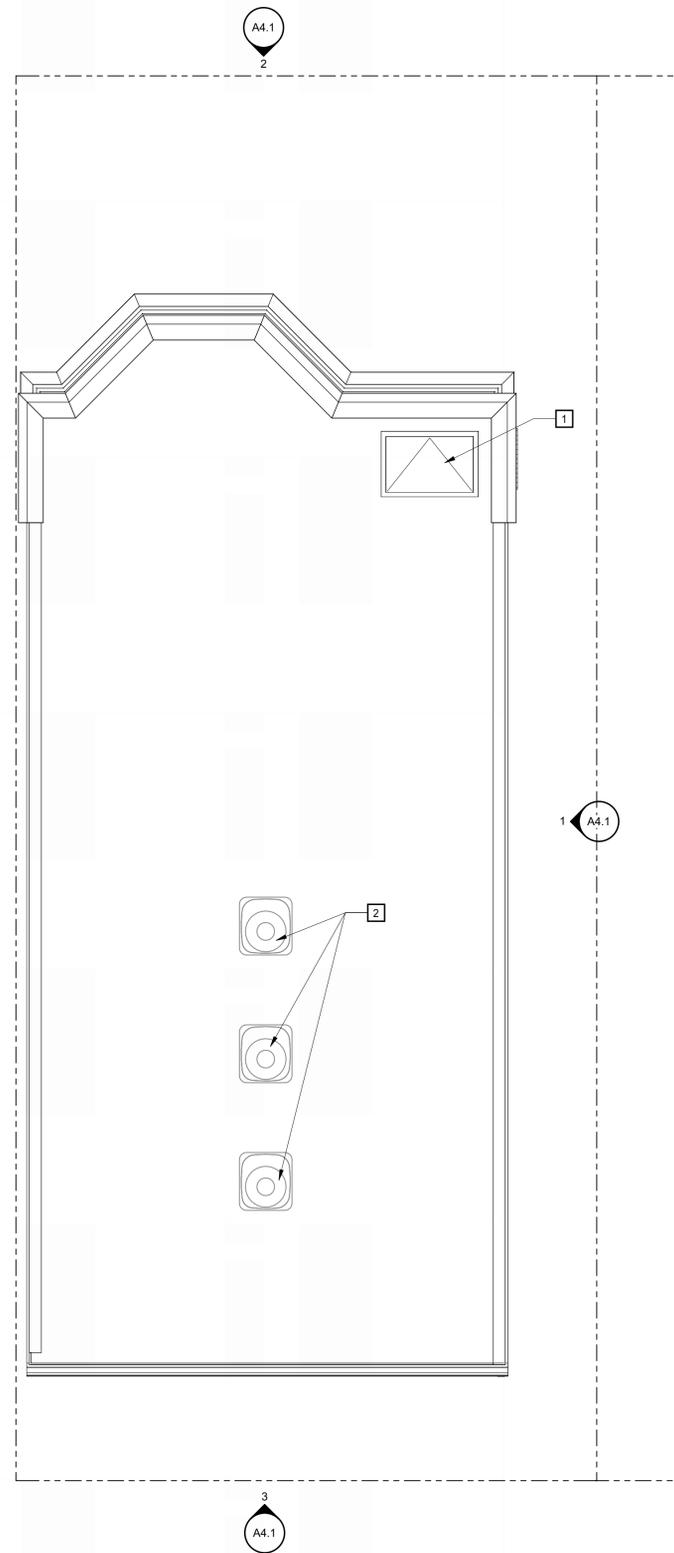
REVISIONS	
DATE	DESCRIPTION

THREE STORY TRIPLEX

PROJECT ADDRESS: 401 WEST MARSHAL STREET	DRAWING TITLE: FLOOR PLANS
ARCHITECT: CHRISTOPHER REA, AIA 2312 NEW BERNE ROAD HENRICO, VIRGINIA 23228 (804) 874-9718	DRAWING NUMBER: A2.1
PROJECT NUMBER: 123456	DATE: DECEMBER 20, 2024



AXONOMETRIC FROM NORTHEAST
NO SCALE



ROOF PLAN
1/4" = 1'-0"

FLOOR PLAN KEYNOTES

REPRESENTED BY [n]
APPLIES TO DRAWINGS A2.1 - A2.nn

- 1 ROOF HATCH
- 2 HVAC CONDENSER

REVISIONS	
DATE	DESCRIPTION

THREE STORY TRIPLEX

PROJECT ADDRESS:
401 WEST MARSHAL STREET

DRAWING TITLE:
& 3D VIEWS

ARCHITECT: CHRISTOPHER REA, AIA
2312 NEW BERNE ROAD
HENRICO, VIRGINIA 23228
(804) 874-9718

DRAWING NUMBER:

A2.2

PROJECT NUMBER: 123456 DATE: DECEMBER 20, 2024

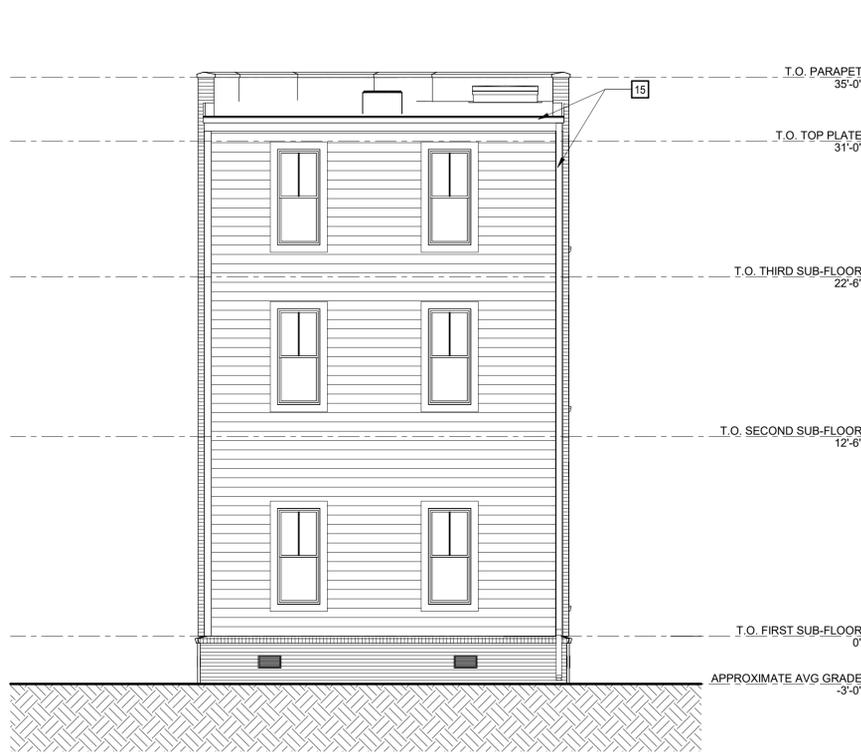
GENERAL NOTES

- A. ELEVATION ANNOTATIONS AND KEYNOTES ARE TYPICAL FOR BUILDING ELEVATIONS UNLESS INDICATED OTHERWISE.
- B. REFER TO THE ROOF PLAN FOR DOWNSPOUT LOCATIONS.
- C. FINISH GRADE INDICATED IS DIAGRAMMATIC. EXCEPT AT DOOR LANDINGS AND PATIOS, MAINTAIN 8" MINIMUM CLEAR FROM TOP OF GRADE TO FINISHED FLOOR. REFER TO CIVIL PLANS FOR GRADING.

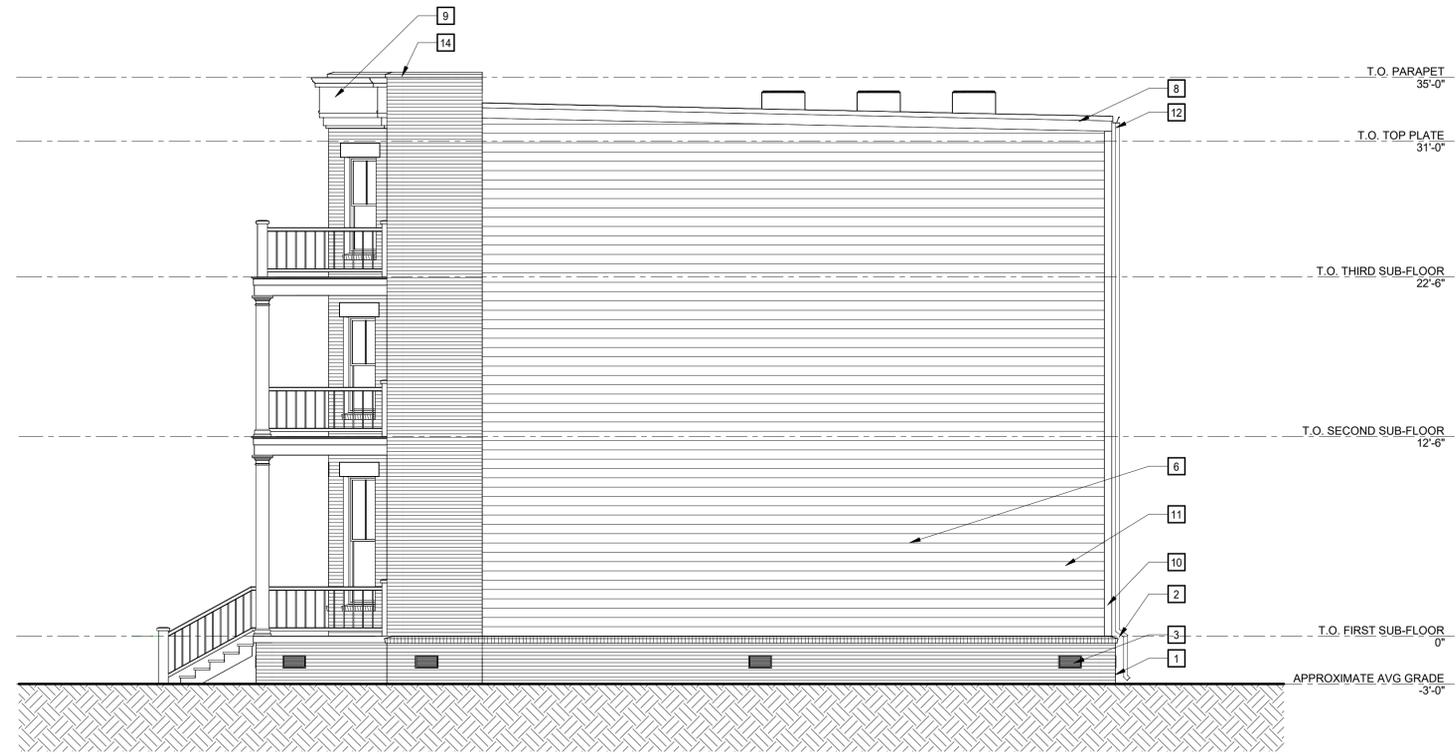
BUILDING ELEVATION KEYNOTES

REPRESENTED BY [n]
APPLIES TO DRAWINGS A4.1 - A4.n

- 1 FACE BRICK
- 2 ROWLOCK WATERTABLE
- 3 8" X 16" FOUNDATION VENT
- 4 "RICHMOND RAIL" GUARDRAIL
- 5 10" SQUARE BOX COLUMN - SMOOTH FACED FIBER-CEMENT
- 6 FIBERGLASS WINDOW
- 7 CAST STONE HEADER
- 8 <varies>
- 9 SMOOTH FACED FIBER-CEMENT CORNICE
- 10 FIBER-CEMENT CORNER BOARD
- 11 FIBER-CEMENT LAP SIDING - 7" EXPOSURE
- 12 GUTTER AND DOWNSPOUT TO SPLASHBLOCK AT GRADE
- 13 CONCRETE PORCH FLOOR
- 14 CAST STONE PARAPET CAP
- 15 ALUMINUM GUTTER AND DOWNSPOUT TO UNDERGROUND COLLECTION SYSTEM



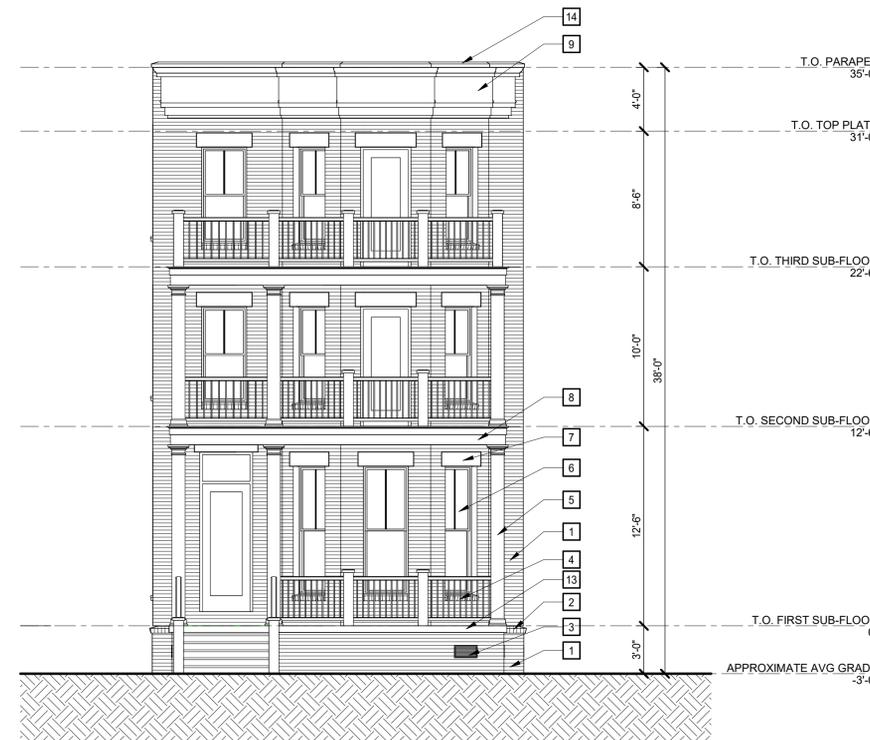
3 SOUTH ELEVATION
3/16" = 1'-0"



4 WEST ELEVATION
3/16" = 1'-0"



1 EAST ELEVATION
3/16" = 1'-0"



2 NORTH ELEVATION
3/16" = 1'-0"

REVISIONS	
DATE	DESCRIPTION

THREE STORY TRIPLEX

PROJECT ADDRESS: 401 WEST MARSHAL STREET	DRAWING TITLE: BUILDING ELEVATIONS
ARCHITECT: CHRISTOPHER REA, AIA 2312 NEW BERNE ROAD HENRICO, VIRGINIA 23228 (804) 874-9718	DRAWING NUMBER: A4.1
PROJECT NUMBER: 123456	DATE: DECEMBER 20, 2024