



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: 2230 Monument Ave, Richmond VA 23220 Current **Zoning**: R-6  
Historic District: Monument Avenue

Application is submitted for: (check one)

- Alteration**
- Demolition**
- New Construction**

**Project Description** (attach additional sheets if needed):

Demolition and reconstruction of front terrace slab and tile.

**Applicant/Contact Person:** Thomas Harpold

Company: Mark Franko Custom Building  
Mailing Address: 2111 N Hamilton St  
City: Richmond State: VA Zip Code: 23221  
Telephone: (804) 5024494  
Email: thomash@frankocustombuilding.com  
Billing Contact? \_\_\_\_\_ Applicant Type (owner, architect, etc.): \_\_\_\_\_

**Property Owner:** Cheairs Porter

If Business Entity, name and title of authorized signee: \_\_\_\_\_  
Mailing Address: 2230 Monument Ave  
City: Richmond State: VA Zip Code: 23220  
Telephone: (804) 5363426  
Email: cporter@harriswilliams.com  
Billing Contact? \_\_\_\_\_

**\*\*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: Cheairs Porter Date: 2/27/2024

## Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | [alex.dandridge@rva.gov](mailto: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](http://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 5<sup>th</sup> 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](http://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.

## **2230 Monument Avenue – Narrative**

“We have identified some issues with the front porch at 2230 Monument Ave that need attention. The current slab is displaying stress fractures, and the tile has cracked and has started to lift where it is cracked. Upon further inspection, we have discovered that the existing slab lacks proper support underneath. To resolve these issues, we propose removing the current slab and making any necessary repairs to the brick supports.

Our recommended solution involves installing a B-Lok galvanized composite deck pan that can span between the house and masonry wall. This will include a grid of Epoxy-Coated #4 bars, placed 18" apart, and a maximum slab depth of 6". The new slab will be made of 3500 PSI concrete.

Once the repairs are complete, we will replace the tile in the same pattern as the original. However, due to unavailability from our vendors, we will be using unglazed porcelain tiles in a slightly larger size of 1"x2" instead of the original ½"x1". We kindly request approval for this change in tile size as it will ensure a consistent color match with the existing tiles.”

## Porter Porch Application Information

Existing Porch Condition





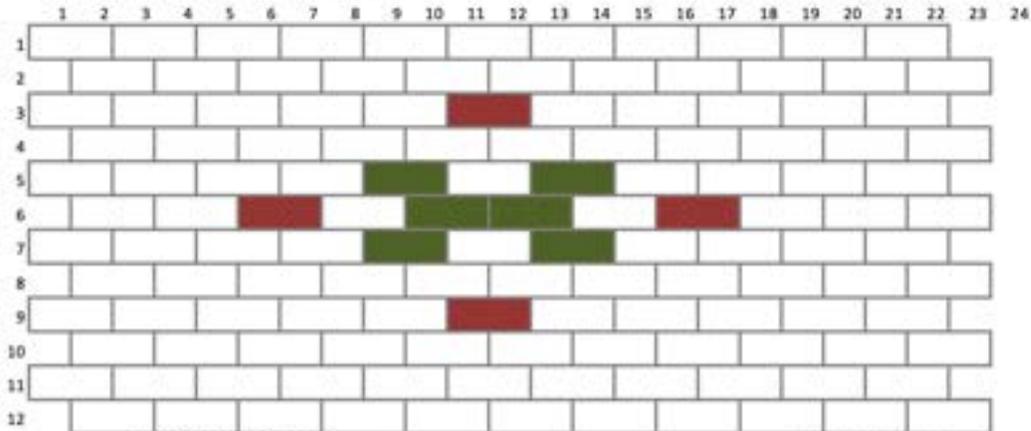
New Tile Designs

**2X1**

**DOT MOUNTED**

FILE # **9500**

Made at Plant 170



**2X1 BRICK JOINT**

**1.83 SF / SHEET**

MARK: **FIELD PATTERN**

		%	DK #	COLOR	
ITEM #	<b>10</b>	<input type="checkbox"/>	<b>92%</b>	<b>0A25</b>	<b>ICE WHITE (D617)</b>
SQ. FT		<input checked="" type="checkbox"/>	<b>3%</b>	<b>0A46</b>	<b>PASSION (D118)</b>
SHEETS		<input checked="" type="checkbox"/>	<b>5%</b>	<b>0A47</b>	<b>WISDOM (D195)</b>
WHSE #	<b>MORRIS TILE</b>	<input type="checkbox"/>			
DATE	<b>9/22/23</b>	<input type="checkbox"/>			
ORDER #		<input type="checkbox"/>			

HAND	PLATE
<input type="checkbox"/>	<input type="checkbox"/>

PRODUCTION USE

**PLEASE SIGN AND DATE THE FOLLOWING STATEMENT:**

PLEASE REVIEW ALL ATTACHED DRAWINGS RELATED TO FILE NUMBER: **9500**  
 THESE ARE THE DRAWINGS WE WILL USE TO PROCEED WITH ASSEMBLY OF YOUR ORDER. IF THERE IS AN ERROR IN YOUR ORDER, PLEASE NOTIFY US IMMEDIATELY AT (717) 334-1181. ASK FOR CUSTOM PATTERN COORDINATOR.

SIGN \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*ALL SPECIALS ARE CONSIDERED NON-CANCELLABLE AT THE START OF ASSEMBLY\*\***

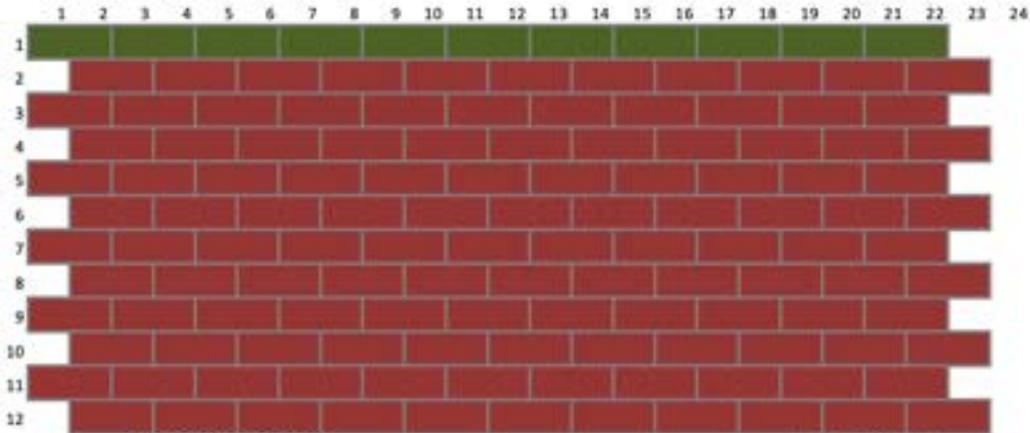
RETURN TO GETTYSBURG DESIGN FAX #  
**1-717-337-3901**

2X1

DOT MOUNTED

FILE # 9500

Made at Plant 170



2X1 BRICK JOINT

1.83 SF / SHEET

MARK: BORDER 2

		%	DK #	COLOR
ITEM #	30	0%	0A25	ICE WHITE (D617)
SQ. FT		92%	0A46	PASSION (D118)
SHEETS		8%	0A47	WISDOM (D195)
WHSE #	MORRIS TILE			
DATE	9/22/23			
ORDER #				

HAND	PLATE
<input type="checkbox"/>	<input type="checkbox"/>

PRODUCTION USE

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SIGN \_\_\_\_\_ DATE \_\_\_\_\_

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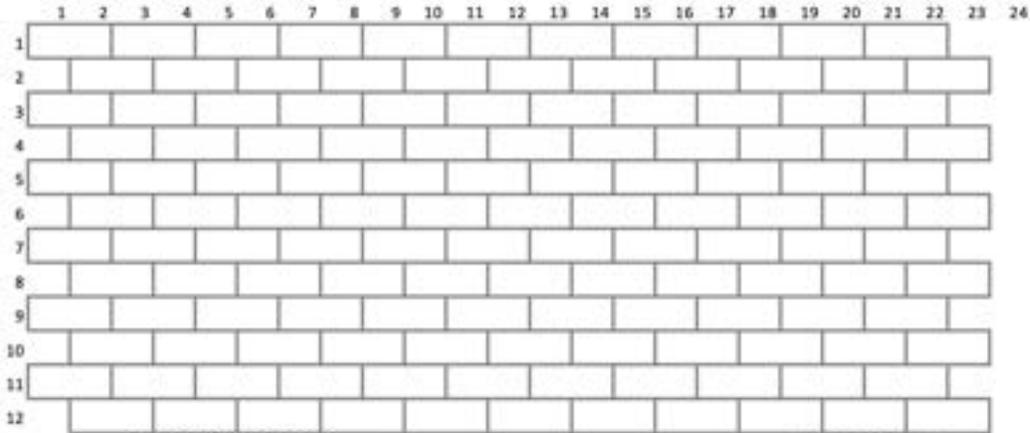
RETURN TO GETTYSBURG DESIGN FAX #  
1-717-337-3901

**2X1**

**DOT MOUNTED**

FILE # **9500**

Made at Plant 170



**2X1 BRICK JOINT**

**1.83 SF / SHEET**

MARK: **0A25 FILL**

		%	DK #	COLOR	
ITEM #	<b>40</b>	<input type="checkbox"/>	<b>100%</b>	<b>0A25</b>	<b>ICE WHITE (D617)</b>
SQ. FT		<input checked="" type="checkbox"/>	<b>0%</b>	<b>0A46</b>	<b>PASSION (D118)</b>
SHEETS		<input checked="" type="checkbox"/>	<b>0%</b>	<b>0A23</b>	<b>FRESH (D192)</b>
WHSE #	<b>MORRIS TILE</b>	<input type="checkbox"/>			
DATE	<b>9/15/23</b>	<input type="checkbox"/>			
ORDER #		<input type="checkbox"/>			

HAND	PLATE
<input type="checkbox"/>	<input type="checkbox"/>

PRODUCTION USE

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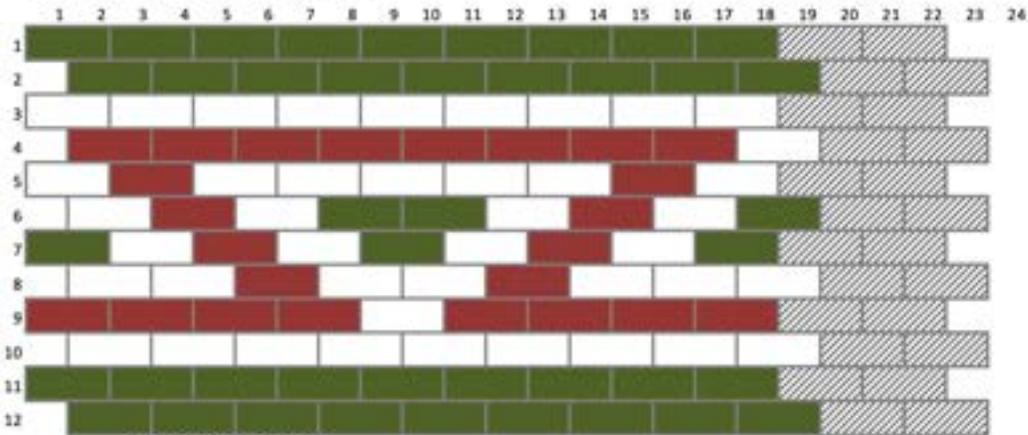
RETURN TO GETTYSBURG DESIGN FAX #  
**1-717-337-3901**

2X1

DOT MOUNTED

FILE # 9500

Made at Plant 170



2X1 BRICK JOINT

1.5 SF / SHEET

MARK: BORDER 1

		%	DK #	COLOR
ITEM #	20	39%	0A25	ICE WHITE (D617)
SQ. FT		22%	0A46	PASSION (D118)
SHEETS		39%	0A47	WISDOM (D195)
WHSE #	MORRIS TILE			NOT USED / NOT INCLUDED
DATE	9/22/23			
ORDER #				

HAND	PLATE
<input type="checkbox"/>	<input type="checkbox"/>

PRODUCTION USE

PLEASE SIGN AND DATE THE FOLLOWING STATEMENT:  
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 SIGN \_\_\_\_\_ DATE \_\_\_\_\_  
 \*\*ALL SPECIALS ARE CONSIDERED NON-CANCELLABLE AT THE START OF ASSEMBLY\*\*

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1-717-337-3901

