



COMMISSION OF ARCHITECTURAL REVIEW
APPLICATION / CERTIFICATE OF APPROPRIATENESS

PROPERTY (Location of Work)

Address 2620 East Grace Street, 23223
Historic District St. Johns

PROPOSED ACTION

- Alteration (including paint colors)
Addition
Rehabilitation
New Construction (Conceptual Review required)
Conceptual Review
Final Review

OWNER

Name Timothy & Rachel May
Company
Mailing Address Same as above
Phone 804-283-2038 or 804-475-5749
Email timjoelmay@gmail.com
Signature Timothy J. May
Date 8-25-17

APPLICANT (if other than owner)

Name
Company
Mailing Address
Phone
Email
Signature
Date

ACKNOWLEDGEMENT OF RESPONSIBILITY

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

Zoning Requirements: Prior to CAR review, it is the responsibility of the applicant to determine if zoning approval is required and application materials should be prepared in compliance with zoning.

Compliance: If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. 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.

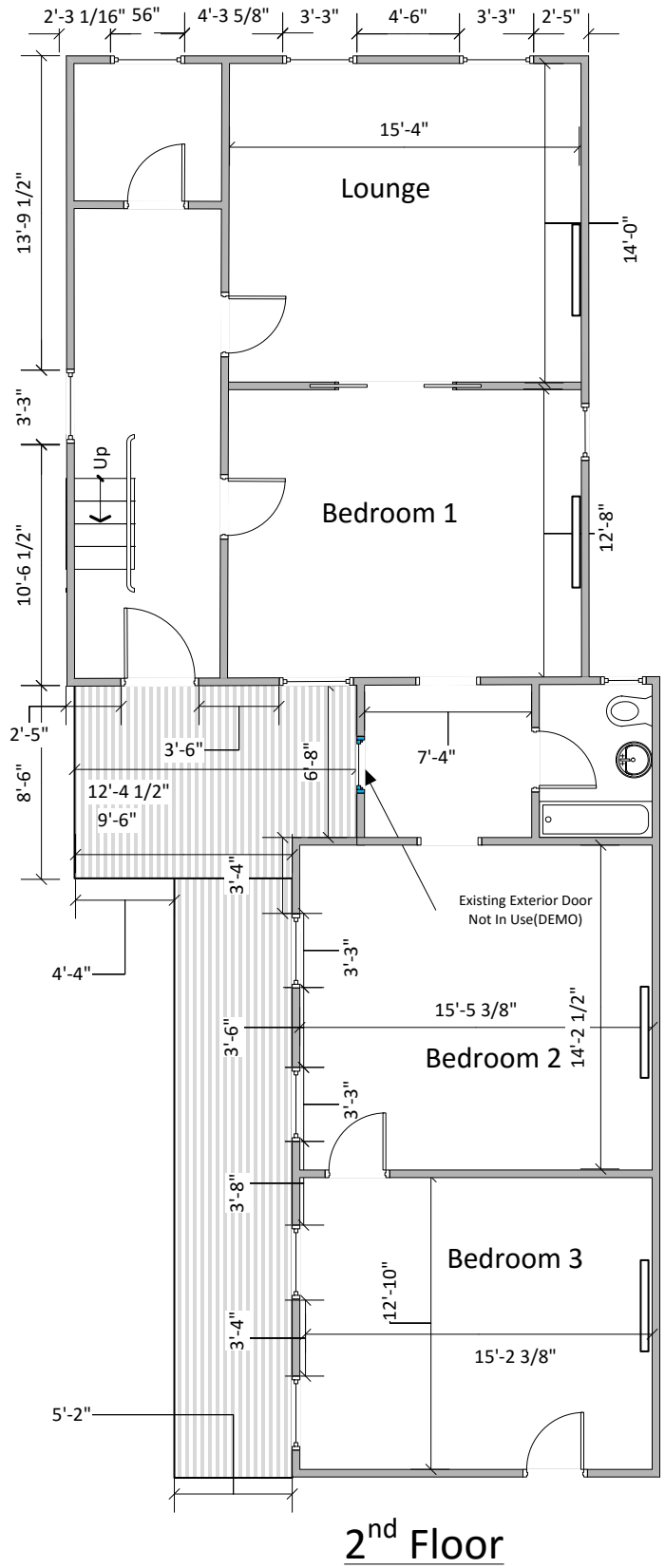
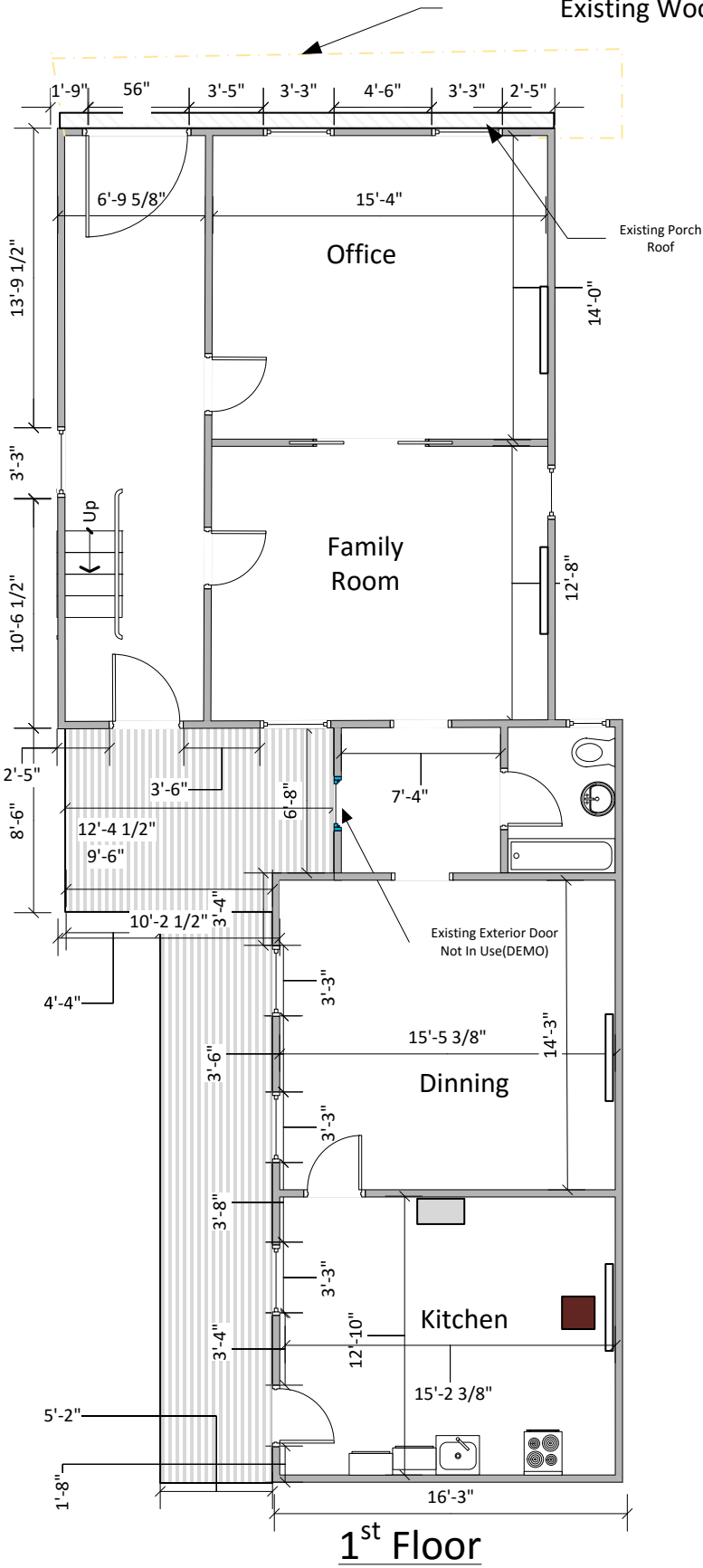
(Space below for staff use only)

Application received: ECE VED
Date/Time AUG 25 2017 Complete Yes No
By 2pm COA-022896-2017

Both examples exist on 26th between Grace and 27th (which is within 1 block from our house)



Existing Wooden Fence (DEMO)



2620 East Grace Street

DEMO PLAN

Single Family Dwelling

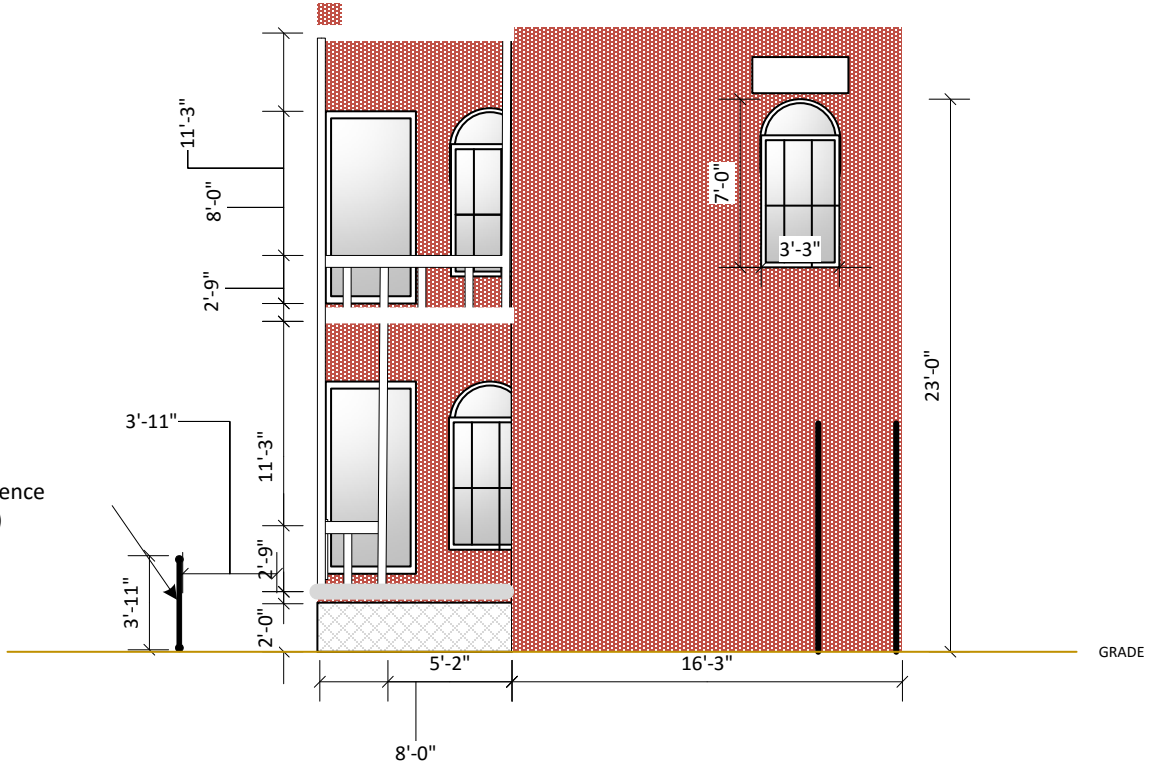
1/4-1'	7/25/17
<b>1<sup>st</sup> Floor</b>	1
<b>2<sup>nd</sup> Floor</b>	1

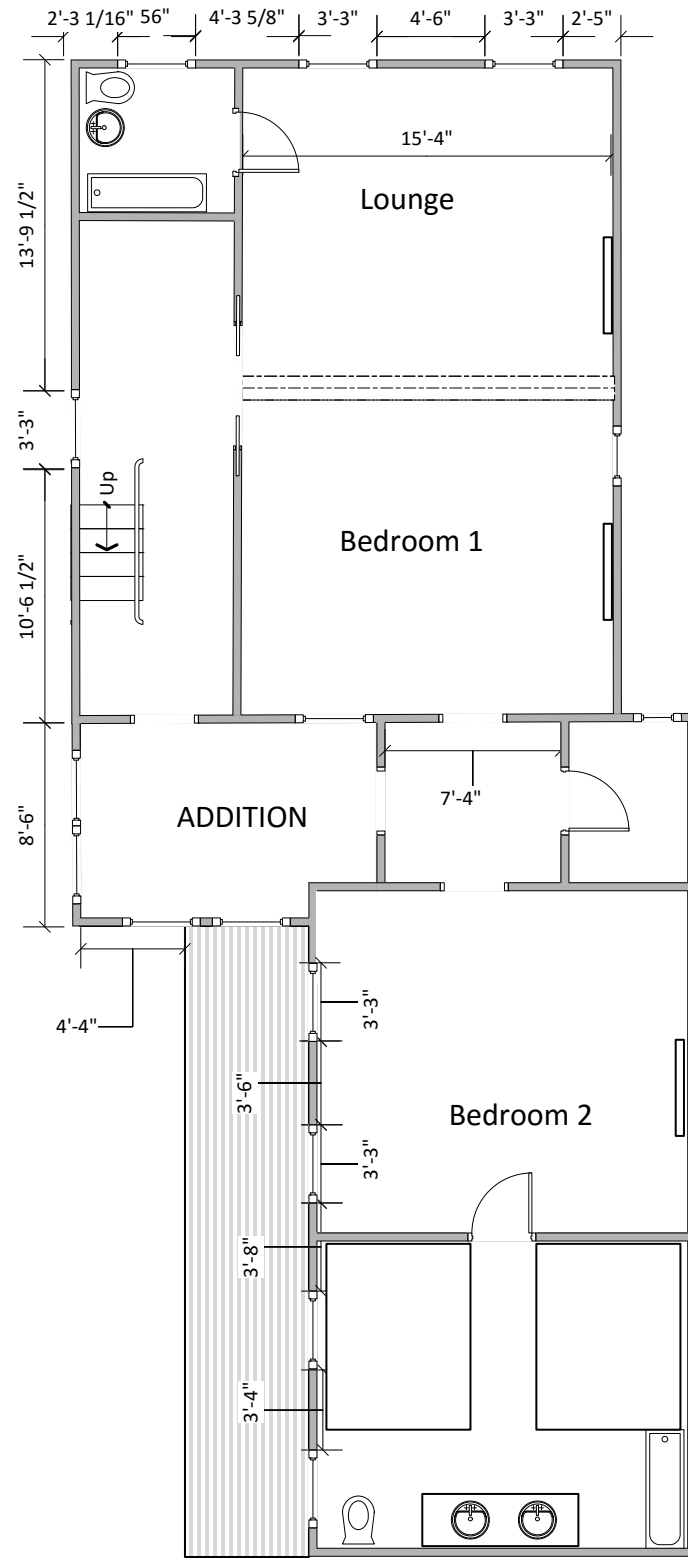
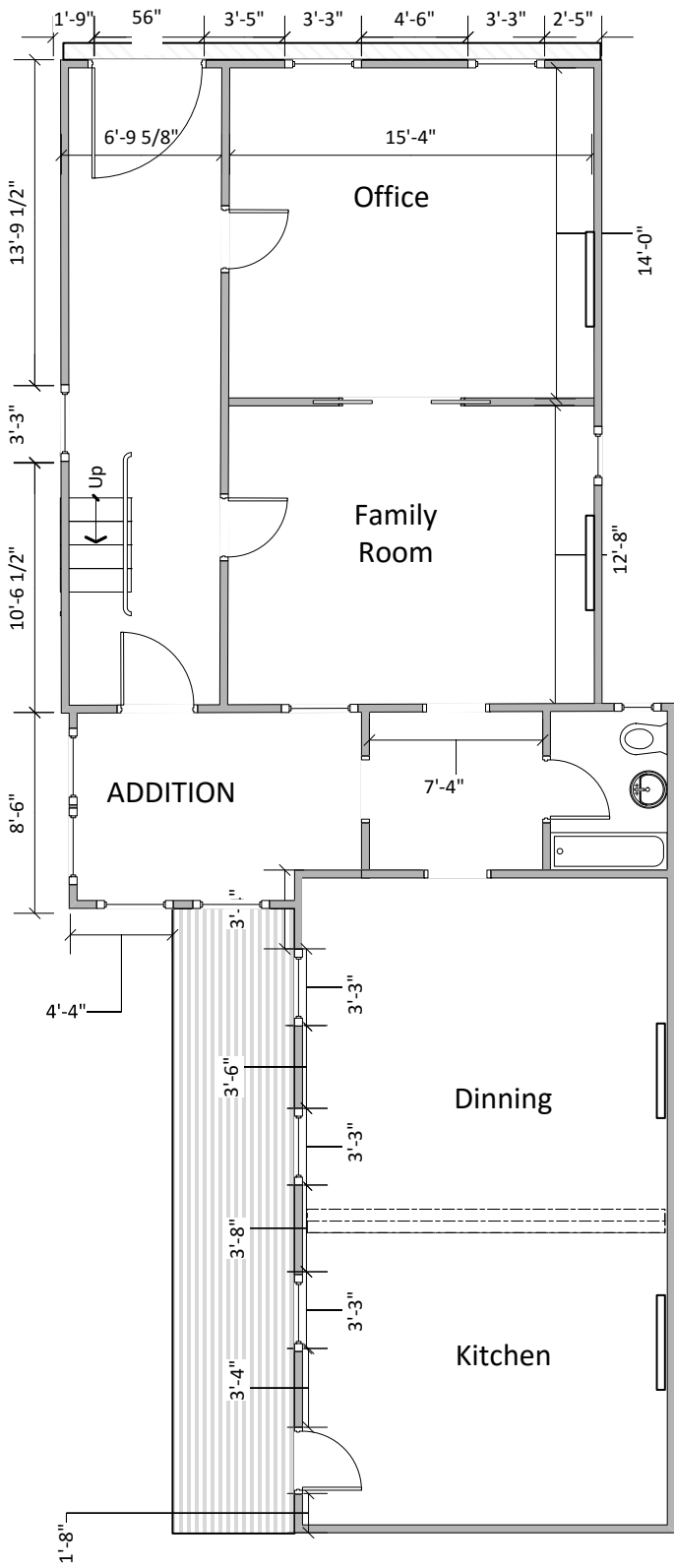
Elevation  
Line

Elevation



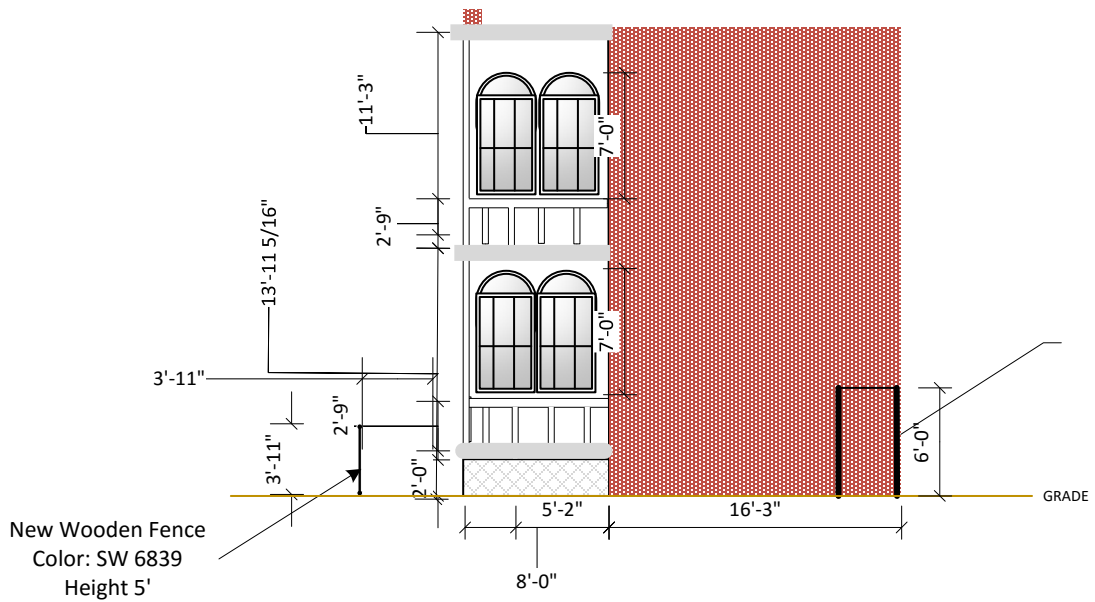
Chain Link Fence  
(DEMO)





# NOT TO SCALE





New Wooden Fence  
 Color: SW 6839  
 Height 5'

Brick Enclosure  
 Use existing brick













**From:** [Tim May](#)  
**To:** [Pitts, Marianne G. - PDR](#); [Jonathan Contractor Bean](#)  
**Cc:** [Chen, Kimberly M. - PDR](#); [Rachel May](#); [Jeffries, Chelsea R. - PDR](#)  
**Subject:** Re: 2620 East Grace Street - Timothy & Rachel May  
**Date:** Wednesday, September 13, 2017 10:37:45 AM

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Hi Marianne,

Thank you so much for your follow up. I'm including my contractor on this email so he can be in on the communication. His name is Jonathan Bean.

- Marianne...Mr Bean will be providing you the rear-view conceptual drawing by tomorrow.

- Marianne...attached is a picture of the cast iron fence we will have in our front yard.

- Marianne...based on the picture example of the enclosure I provided, will you help me describe what the materials are so Mr Bean can include that correct verbiage on the drawings?

- Marianne...the things above were what I wrote down from our last meeting that I needed to provide you. Am I missing anything?

- Mr Bean...on the side and rear drawings, please show that the 2 Windows are two separate, individual Windows. The current drawing doesn't give a clear depiction that it is 2 Windows. It looks like it is one big window. So please separate the 2 Windows by showing an indentation between the 2.



Tim May

On Sep 12, 2017, at 3:01 PM, Pitts, Marianne G. - PDR  
<[Marianne.Pitts@richmondgov.com](mailto:Marianne.Pitts@richmondgov.com)> wrote:

**From:** [Tim May](#)  
**To:** [Pitts, Marianne G. - PDR](#)  
**Cc:** [Rachel May](#); [Chen, Kimberly M. - PDR](#); [Jeffries, Chelsea R. - PDR](#)  
**Subject:** Re: 2620 East Grace Street - Timothy & Rachel May  
**Date:** Monday, August 28, 2017 4:44:08 PM

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Hi Kim and Chelsea,

Please see my product description along with my replies to Marianne's bullet points in black.

Please let me know if I am missing anything.

If this is correct and suffice, I can bring the 12 copies Tuesday. Marianne suggested I not leave the 12 copies I brought this past Friday because it need more clarification(which is below). I did leave the application with her Friday.

Project Description:

We will restore(meaning not change, just make look new and fresh) each part of the exterior with a new finish(paint, cleaning brickwork, new porch) of the house.

The only thing different to the exterior of the house will be an enclosure to a small corner of the side porch. The length of the side porch is currently 35 feet long, We will only enclose 7 feet. \*\*\*Please see the attached example of exactly what we will do. This example is a house 1 block from our house(the house is on 26th and East Grace). The enclosure will match the color of the columns we currently have. \*\*\*Please see the attached photos of our house in the current condition.

"...existing floor plans" - **Reply - See attached**

"Additionally, the area that your proposing to enclose projects past the existing porch which is not accurately shown on the floor plans" - **Reply - Unless I am not understanding Marianne's statement, the proposed enclosure does not project past the existing porch. We are only enclosing the part of the side porch that already is there.**

o If you are not proposing a new fence, I would recommend not including it in your elevation. If you are planning on just painting an existing fence, please state the paint color in your project description. If you are proposing a new fence, we will need a site plan of where the fence will be located, and details of the proposed fence to include dimensions and materials. **Reply - New front fence will be a cast iron fence, no higher than 3 1/2 feet.**

o Dimensions on the proposed addition for the windows(**Reply - 2'9" X 6' - width X height**) and vertical dimensions for the addition(**Reply - 10'5"**)

o Material description for the window and cladding. The Commission does not approve vinyl siding or vinyl windows. They do approve fiber cement or wood siding and wood or aluminum clad wood windows. (**Reply - Wood siding and wood clad windows**)

- Are you proposing a different cladding or paneling below the 2<sup>nd</sup> story window? For porch enclosures, the Commission typically likes details similar to those provided in your examples or including railings and columns similar to the existing porch details. **(Reply - Same cladding and paneling for both stories of enclosure and will be the same color as the existing/current columns which can be found on the attached "Existing Condition 3" photo.**
- The plans note "All new windows per CAR." I believe you are only talking about the windows on the enclosure, but please clarify. **(Reply - Correct, all windows will be the same as current. The "new" windows are for the enclosure with dimensions 2'9" X 6')**

On Fri, Aug 25, 2017 at 4:47 PM, Pitts, Marianne G. - PDR  
<[Marianne.Pitts@richmondgov.com](mailto:Marianne.Pitts@richmondgov.com)> wrote:

Tim,

I apologize as I have not had a chance to sit down at my desk to email you. These are the items and revisions we will need for CAR review:

- Project description
- Pictures of existing conditions
- Accurate existing floor plans. As we discussed, there appears to be some windows missing. Additionally, the area that your proposing to enclose projects past the existing porch which is not accurately shown on the floor plans
- Revisions on the side elevation:
  - If you are not proposing a new fence, I would recommend not including it in your elevation. If you are planning on just painting an existing fence, please state the paint color in your project description. If you are proposing a new fence, we will need a site plan of where the fence will be located, and details of the proposed fence to include dimensions and materials.
  - Dimensions on the proposed addition for the windows and vertical dimensions for the addition
  - Material description for the window and cladding. The Commission does not approve vinyl siding or vinyl windows. They do approve fiber cement or wood siding and wood or aluminum clad wood windows.
  - Are you proposing a different cladding or paneling below the 2<sup>nd</sup> story window? For porch enclosures, the Commission typically likes details similar to those provided in your examples or including railings and columns similar to the existing porch details.