



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: 3017 Williamsburg Avenue Current **Zoning**: M-2  
Historic District: Woodward House-Rocketts

Application is submitted for: (check one)

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

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

A proposal to improve the vacant land adjacent to the Woodward House with 70 surface parking spaces, including 4 ADA compliant parking spaces. Please see attached Applicant's Report for additional information.

**Applicant/Contact Person:** The Wilton Companies, LLC  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: Richmond State: VA Zip Code: 23230  
Telephone: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_  
Billing Contact? \_\_\_\_\_ Applicant Type (owner, architect, etc.): \_\_\_\_\_

**Property Owner:** EMSEA Holdings, LLC  
If Business Entity, name and title of authorized signee: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: Richmond State: VA Zip Code: 23230  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Billing Contact? No  
**\*\*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:  Date: 4.4.26



**CITY OF RICHMOND, VA**  
**Department of Planning and Development Review**  
**Land Use Administration Division**  
900 East Broad Street, City Hall - Room 511, Richmond, Virginia 23219

**AUTHORIZATION FROM PROPERTY OWNER**

**TO BE COMPLETED BY THE APPLICANT**  
Applicant must complete ALL items

HOME/SITE ADDRESS: [REDACTED] APARTMENT NO/SUITE \_\_\_\_\_

APPLICANT'S NAME: EMSEA Holdings, LLC EMAIL ADDRESS: \_\_\_\_\_

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

SUBJECT PROPERTY OR PROPERTIES: 3017 Williamsburg Avenue

**APPLICATION REQUESTED**

- Plan of Development (New or Amendment)
- Wireless Plan of Development (New or Amendment)
- Special Use Permit (New or Amendment)
- Rezoning or Conditional Rezoning
- Certificate of Appropriateness (Conceptual, Administrative Approval, Final)
- Community Unit Plan (Final, Preliminary, and/or Amendment)
- Subdivision (Preliminary or Final Plat Correction or Extension)

**TO BE COMPLETED BY THE AUTHORIZED OWNER**  
Owner must complete ALL items

Signing this affidavit acknowledges that you, as the owner or lessee of the property, authorize the above applicant to submit the above selected application/s on your behalf.

PROPERTY OWNER: EMSEA Holdings, LLC

PROPERTY OWNER ADDRESS: [REDACTED]

PROPERTY OWNER EMAIL ADDRESS: [REDACTED]

PROPERTY OWNER PHONE NUMBER: [REDACTED]

Property Owner Signature: \_\_\_\_\_

The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney.



March 27, 2026

Jennifer D. Mullen

1519 Summit Avenue, Suite 102

(804) 977-3374 (direct)

[jmullen@rothjackson.com](mailto:jmullen@rothjackson.com)

Alex Dandridge, Secretary  
Commission of Architectural Review  
900 E. Broad St., Room 510  
Richmond, VA 23219

**Re:** Certificate of Appropriateness – Woodward House (E0000584001)

Mr. Danridge,

This letter shall serve as the Applicant's Report accompanying the application for a Certificate of Appropriateness for the property located at 3017 Williamsburg Avenue, identified as Tax Map Number E0000584001 (the "Property"). This firm represents the applicant of the Certificate of Appropriateness application. The Property is currently improved with the Woodward House, a two-and-one-half-story single family dwelling, registered on the Virginia Landmarks Register and the National Register of Historic Places. The Property is located within the Woodward House-Rocketts City Old & Historic District.

Background:

The earliest construction of the Woodward House began in 1780. The home began as a one-room cottage and was expanded with an addition completed in 1829. The historical significance of the Woodward House, is the dwelling itself, not the site, as the dwelling remains from the former dockside neighborhood, consists of a late-eighteenth century core, and the early woodwork and trim have been retained.

Proposal:

The Applicant proposes improving the vacant land adjacent to the Woodward House with sixty-three (63) surface parking spaces, including four (4) ADA compliant parking spaces.

**RICHMOND**

1519 Summit Avenue, Suite 102, Richmond, VA 23230

P: 804-441-8440 F: 804-441-8438

**TYSONS CORNER**

8200 Greensboro Drive, Suite 820, McLean, VA 22102

P: 703-485-3535 F: 703-485-3525



The Woodward House itself will not be improved, altered, demoed, or structurally changed or affected by the surface parking improvement.

Richmond Old & Historic District Standards for Site Improvements:

Pursuant to the Standards for Site Improvements for Parking Lots which constitute the additional standards authorized in Section 30-930.7(e) of the City Code, the proposed parking lot will be located, designed, and screened as to have a minimal impact on the Libby Hill neighborhood. Screening of the proposed parking lot will include dense landscaping and the preservation of fencing along Williamsburg Avenue. Pursuant to the Standards, the proposed parking lot will be confined to the side of the existing building. All existing trees on the Property, located to the South of the proposed parking lot, shall be preserved and maintained.

Pursuant to the Standards for Site Improvements for Landscaping which constitute the additional standards authorized in Section 30-930.7(e) of the City Code, landscaping along Williamsburg Avenue shall be designed and planted to screen the proposed parking lot and enhance the streetscape and natural aesthetic along Williamsburg Avenue. All landscaping will include plant materials compatible with the surrounding properties and suitable and native to the site. All existing landscaping on the Property will remain between the Woodward House and the proposed parking lot.

Pursuant to the Standards for Site Improvements for Fences and Walls which constitute the additional standards authorized in Section 30-930.7(e) of the City Code, all existing fencing along Williamsburg Avenue shall remain and be maintained to the extent possible, and if necessary, due to the condition of the existing fencing, the fence shall be replaced with fencing substantially similar in design, nature, and scale. All fencing shall consist of materials appropriate to the Woodward House-Rocketts Old and Historic District. The fencing and the enhance landscaping along Williamsburg Avenue shall serve to screen the parking lot.

Thank you for your time and consideration of this request. Should you have any further questions about this request, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer D. Mullen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jennifer D. Mullen

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# THE WOODWARD HOUSE

*3017 Williamsburg Avenue, Richmond, VA 23223*





# SITE AERIAL

WOODWARD HOUSE BUILDING | MARCH 2026





Woodward House

# HISTORIC PHOTO 1920'S

WOODWARD HOUSE BUILDING | MARCH 2026



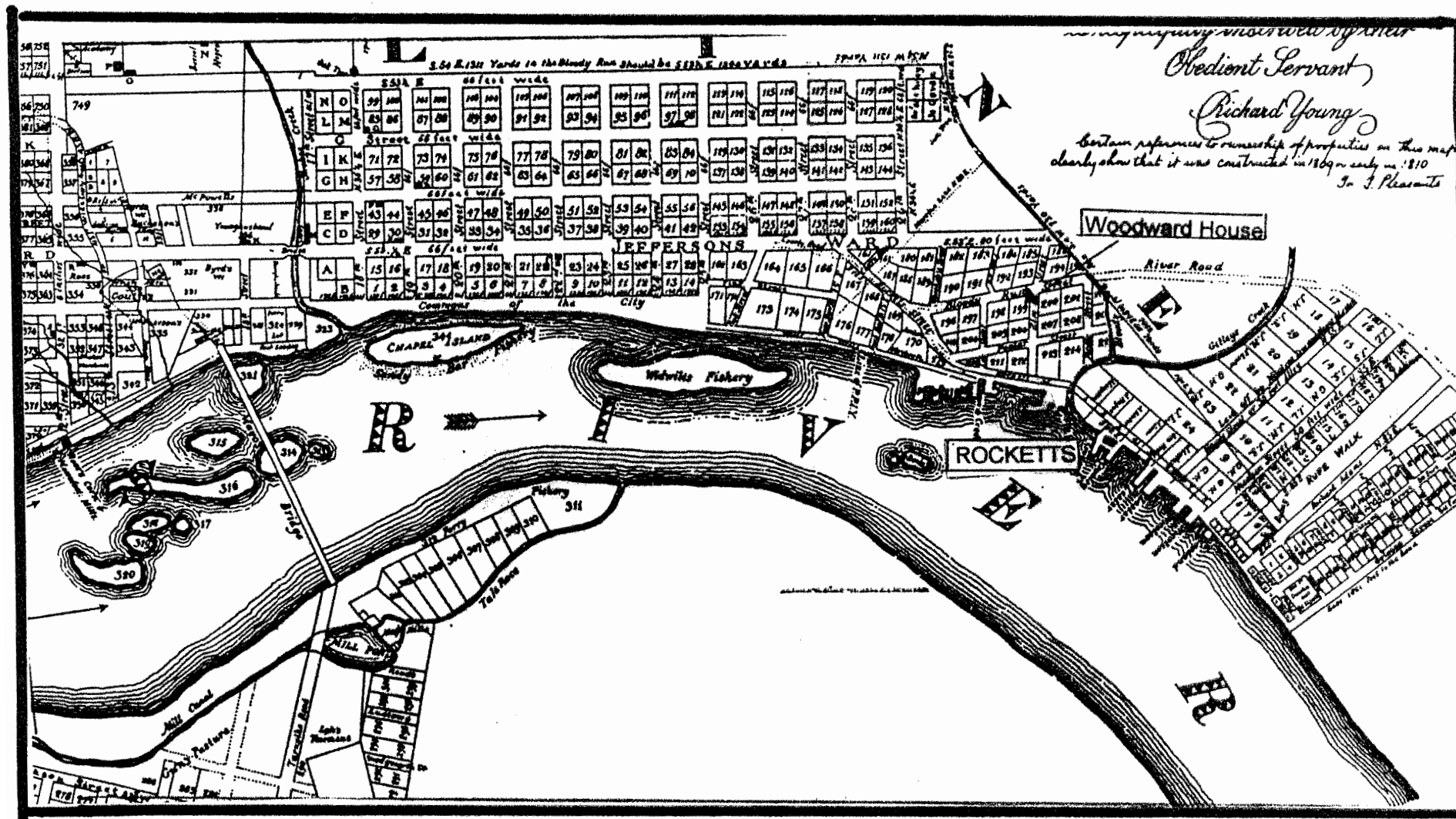
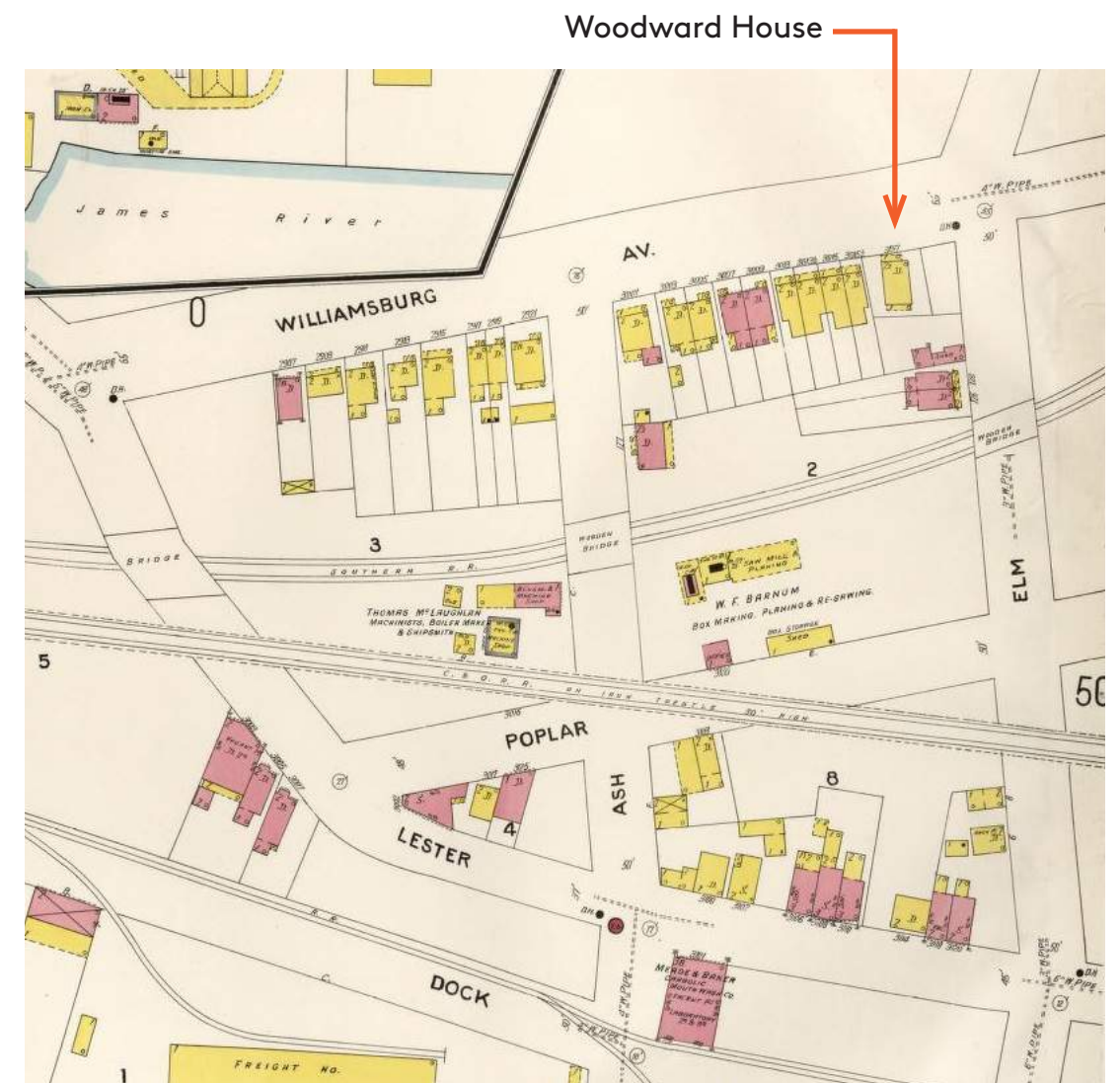


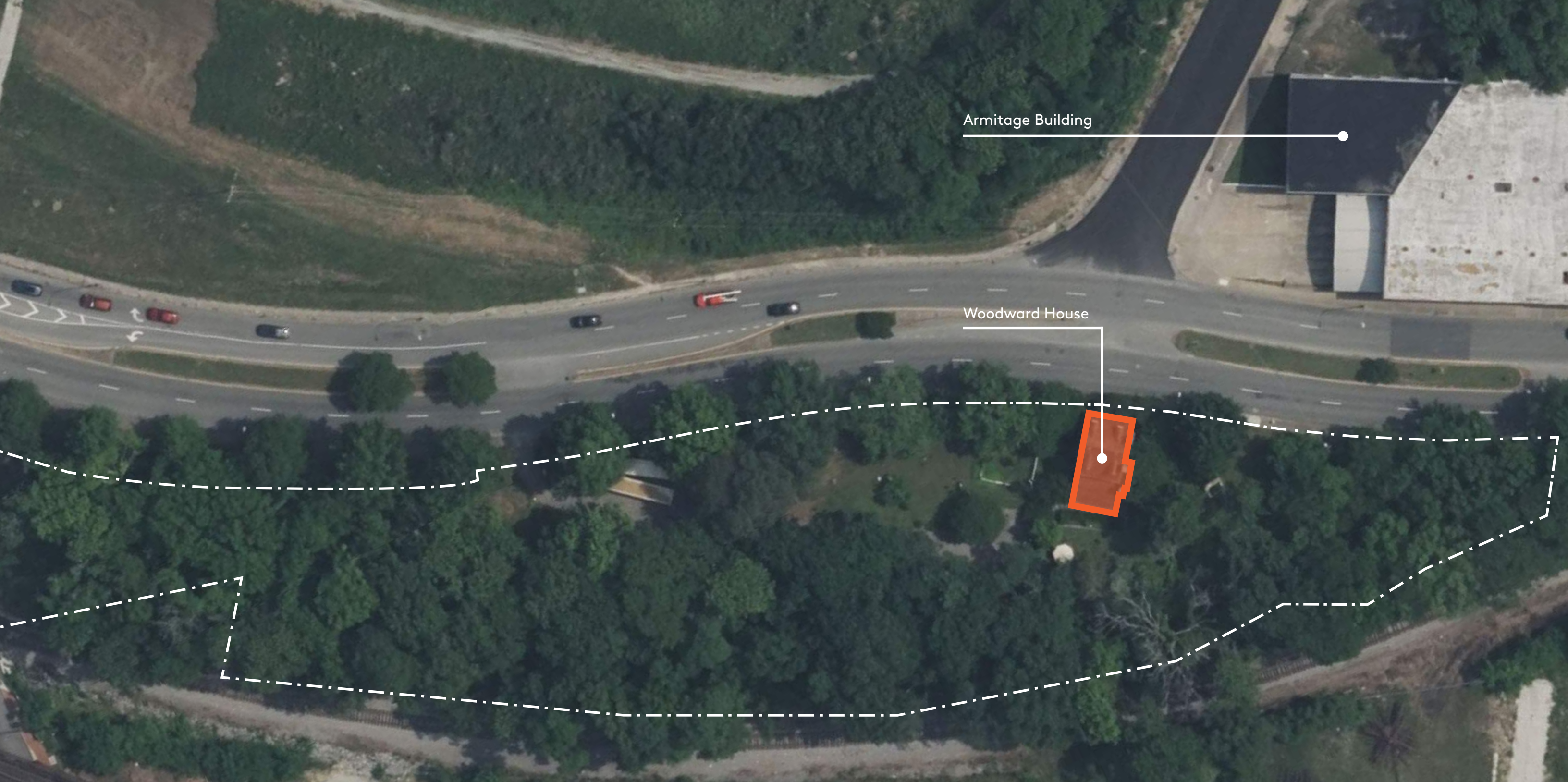
Figure 6. Richard Young's Map of Richmond 1810. Library of Virginia.



Sanborn Fire Insurance Map of Richmond, 1905

# HISTORIC MAPS

WOODWARD HOUSE BUILDING | MARCH 2026



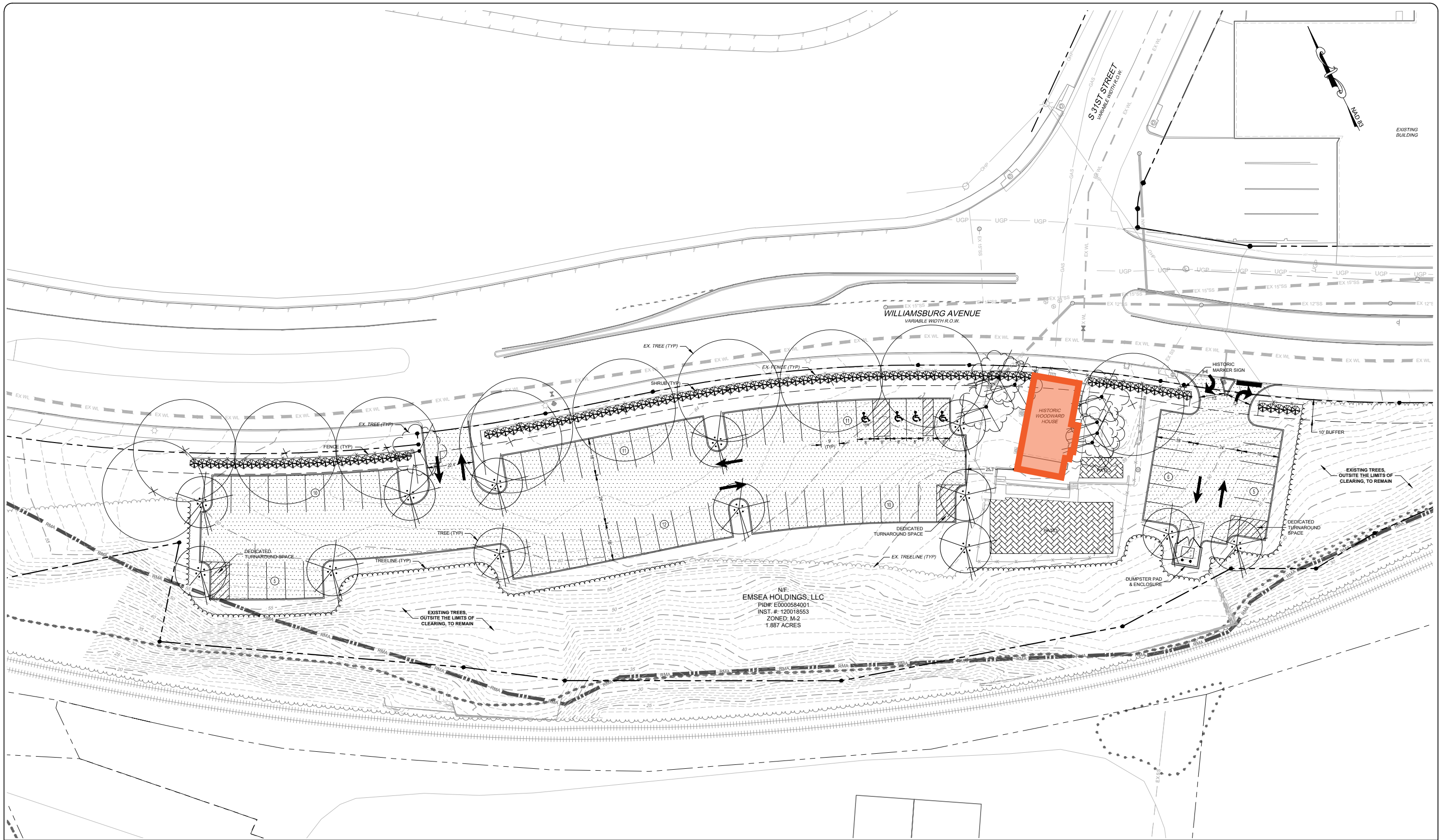
Armitage Building

Woodward House

# WOODWARD HOUSE SITE

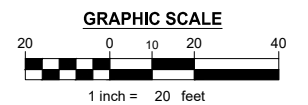
WOODWARD HOUSE BUILDING | MARCH 2026





# PARKING LAYOUT

WOODWARD HOUSE BUILDING | MARCH 2026





# WOODWARD HOUSE EXISTING

WOODWARD HOUSE BUILDING | MARCH 2026





# WOODWARD HOUSE PROPOSED

WOODWARD HOUSE BUILDING | MARCH 2026





# WOODWARD HOUSE EXISTING

WOODWARD HOUSE BUILDING | MARCH 2026





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