

City of Richmond

*City Hall
900 East Broad Street*



Meeting Minutes

Tuesday, September 23, 2025

3:30 PM

City Hall, Council Chambers, 2nd Floor

Commission of Architectural Review

[PDRPRES
2025.025](#)

Public Access and Participation Instructions - Commission of Architectural Review

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

Call to Order

The meeting was called to order at 3:34p.m.

Roll Call

Present -- 8 - * Commissioner Coleen Bulter Rodriguez, * Commissioner Andrew Moore, * Commissioner John Grier, * Commissioner Larry Nutt, * Commissioner Gina Marie Hill, * Commissioner Erik Bootsma, * Commissioner Emily Striffler and * Commissioner Catherine Easterling

Secretary's Report

Administrative Approval Report

Enforcement Report

Consideration of Continuances and Deletions from the Agenda

CONSENT AGENDA

A motion was made by Commissioner Easterling, seconded by Commissioner Grier, to move Item #4 12 East Franklin Street to the Consent Agenda.

The motion carried by the following vote:

Yes: (8) BOOTSMA, EASTERLING, GRIER, HILL, MOORE, NUTT, RODRIGUEZ, STRIFFLER

No: (0)

Recused (0)

Absent (0)

A motion was made by Commissioner Bootsma, seconded by Commissioner Rodriguez, to approve the Consent Agenda as amended.

The motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Emily Striffler

Recused -- 1 - Commissioner Catherine Easterling

1. [COA-172313-
2025](#) 2605 East Franklin Street - Repair and expand a rear porch.

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

A motion was made by Commissioner Bootsma, seconded by Commissioner Rodriguez, to approve this application for the reasons stated in the staff report provided that the following conditions are met:
Any in-kind replacement materials match existing in profile and dimension, and that replacement be limited to areas with documented deterioration; and all installations be carried out in a manner that minimizes impact to existing historic fabric, particularly where new elements interface with original porch framing and columns.

The motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Emily Striffler

Recused -- 1 - Commissioner Catherine Easterling

2. [COA-172316-2025](#) 961, 965, 967 Pink Street - Install asphalt paving in shared, private, rear alley.

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

A motion was made by Commissioner Bootsma, seconded by Commissioner Rodriguez, to approve this application for the reasons stated in the staff report provided that the following conditions are met:
The applicant works with the department of public works on the treatment of the public portion of the alley and any future paving of that portion to ensure a consistent paving material.

The motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Emily Striffler

Recused -- 1 - Commissioner Catherine Easterling

3. [COA-172310-2025](#) 2614 West Grace Street - Replace wood fence with new masonry wall.

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

A motion was made by Commissioner Bootsma, seconded by Commissioner Rodriguez, to approve this application for the reasons stated in the staff report provided that the following conditions are met:
Ensure that all heights abide by zoning regulations; applicant submit a proposed gate design (location, dimensions, materials), for final review and approval; and any changes to fencing that extend into a neighboring property must be submitted under a separate application.

The motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Emily Striffler

Recused -- 1 - Commissioner Catherine Easterling

4. [COA-172312-2025](#) 12 East Franklin Street - Undertake site improvements, including parking reconfiguration, new pathways, plantings, lighting, and signage.

Attachments: [Application & Plans](#)

[Staff Report](#)

A motion was made by Commissioner Bootsma, seconded by Commissioner Rodriguez, to approve this application for the reasons stated in the staff report provided that the following conditions are met:

Final siting of the freestanding sign to be confirmed and submitted for staff approval; all construction to be carried out in a manner sensitive to adjacent historic fabric; and any exterior alterations to the primary historic building to be submitted under a separate application.

The motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Emily Striffler

Recused -- 1 - Commissioner Catherine Easterling

REGULAR AGENDA

Item #4 was the only item on the Regular Agenda, but was moved to the Consent Agenda by the Commission.

OTHER BUSINESS**Adjournment**

The meeting was adjourned at 3:42p.m.