



**Property** (location of work)

Property Address: 2822 East Marshall Street Current Zoning: Urban Res.

Historic District: Church Hill

Application is submitted for: (check one)

- Alteration
- Demolition
- New Construction

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

Seeking approval to replace 11 current, non-original windows in historic home

**Applicant/Contact Person:** [REDACTED]

Company: \_\_\_\_\_

Mailing Address: [REDACTED]

City: Richmond State: VA Zip Code: 23223

Telephone: [REDACTED]

Email: [REDACTED]

Billing Contact?  Applicant Type (owner, architect, etc.):

**Property Owner:** John Franck

If Business Entity, name and title of authorized signee: \_\_\_\_\_

Mailing Address: [REDACTED]

City: Richmond State: VA Zip Code: 23223

Telephone: [REDACTED]

Email: [REDACTED]

Billing Contact? Yes

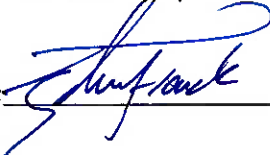
**\*\*Owner must sign at the bottom of this page\*\***

**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:  Date: 5/5/20

## 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.

**Subject:** Seeking approval to replace 11 current, non-original windows in historic home, primary residence

**Address:** 2822 E Marshall St. Richmond, VA 23223

**Summary:** Eleven non-original windows have reached end-of-life and are currently compromising the home's thermal efficiency, safety, and security. Estimated to be 10–20 years old, these units are no longer performing to standard—exhibiting frame instability, seal degradation, and locking mechanism failure. Several windows are no longer securely seated within their frames, creating both energy loss and a material security vulnerability.

From an efficiency standpoint, the existing windows are contributing to significant heating and cooling loss, placing unnecessary demand on HVAC systems and increasing operating costs. From a safety and security perspective, failed locking systems and structural deterioration present a clear risk of forced entry and potential hazard during severe weather conditions.

The proposed solution is a like-for-like replacement using Earthwise Windows, a Virginia-manufactured product, maintaining the existing color, style, and grille pattern to ensure full architectural consistency. All surrounding wood trim and structural elements will remain intact and unaltered.

The windows are located on the side and rear elevations of the home, minimizing visibility from the public right-of-way. Installation is expected to be completed within approximately two days, with no material impact to the exterior architectural character beyond improved performance, safety, and security.

---

Project was bid across three contractors. Best Windows represents competitive pricing, excellent warranty, and highly reviewed installation expertise.

Contractor: Best Windows Inc., <https://bestwindowsva.com/about-us>

Quote and pictures attached:











Contract Copy

ESTIMATE AND PROPOSAL  
BEST WINDOWS, INC.WINDOWS  
TYPE OF INSTALLATION

DATE 5/4/2026	BUSINESS ADDRESS 2122 BROOK DR	CITY Mechanicsville	STATE VA	ZIP CODE 23111	BUSINESS PHONE 804-710-6897
CLIENT'S NAME MOSE FRANK	HOME PHONE 65-516-5283		OFFICE PHONE		
ADDRESS 2822 E. MARSHALL ST	CITY Richmond	STATE VA	ZIP CODE 23223	SP CODE	
INSTALLATION ADDRESS IF DIFFERENT SAME	CITY	STATE	ZIP CODE	SP CODE	

SPECIFICATIONS: Best Windows Inc. offers to furnish and arrange for the delivery and normal installation of:

- Eleven Solid Vinyl Insulated Windows
- All BATH WARE WINDOWS Double Hung Style
- All Color White Inside AND White Outside
- All SAME SIZE AS THE OLD WINDOWS.
- All ELEVON WINDOWS CURRENTLY ARE NOW
- SAME STYLE AS THE OLD WINDOWS. FIRST
- ARE ALSO Solid Vinyl Insulated Windows
- WITH GRIDS Between the glass.
- \* New windows will be:
- Same Size (As old)
- Same Solid Vinyl Construction (As old)
- Same Double Hung Style Window (As old)
- Same Grid Pattern (As old)
- Clean up AND Haul away old windows.

INSTALLATION ESTIMATED TO BEGIN ON OF 6/1/2026	ESTIMATED COMPLETION DATE OF 6/2/2026	I understand that this is only an estimated date and I will be contacted prior to this date to schedule the actual installation date.
CASH PRICE \$ 9075.00	Customer or his DATE	For information regarding your installer call 804-710-6897

SUBMITTED BY: Doug Manning  
SALES/OPERATIONS

APPROVED BY: [Signature]

(ADDITIONAL PROVISIONS OF THIS PROPOSAL ARE STATED ON REVERSE SIDE.)

Customer's Signature

Installer's Signature

Date

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THE TRANSACTION. SEE THE NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.