



Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510
Richmond, VA 23219 | (804)-646-6569
www.rva.gov/planning-development-review/commission-architectural-review



Property (location of work)

Address: _____

Historic District: _____

Applicant Information

Billing Contact

Owner Information

Billing Contact

Name: _____

Same as Applicant

Email: _____

Name: _____

Phone: _____

Email: _____

Company: _____

Phone: _____

Mailing Address: _____

Company: _____

Mailing Address: _____

Applicant Type: Owner Agent Lessee

Architect Contractor

Other (specify): _____

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

Project Information

Project Type: Alteration Demolition New Construction (Conceptual Review Required)

Project Description (attach additional sheets if needed):

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 an application. 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 an application materials should be prepared in compliance with zoning.

Signature of Owner 

Date 9/30/2022

Certificate of Appropriateness Application Instructions

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

Staff Contact: (804)-646-6569 | alex.dandrige@rva.gov | alyson.oliver@rva.gov

Submission Instructions

Certain exterior work can be administratively approved by Staff. Please contact 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's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist (PDF)
- Application fee, if required, will be invoiced via the City's Online Permit Portal. Payment of the fee must be received before the application will be scheduled. Please see fee schedule brochure available on the CAR website for additional information.
- **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.
- A complete application includes a signed application form, related checklist, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in 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 Schedule and Application Due Dates

- The CAR meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00pm via Microsoft Teams. The owner and/or applicant is encouraged to attend the meeting.
- 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 or contact staff.
- Exception: 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.

Fees

- **Full Demolition:** \$1,500
- **New construction/addition to a building other than for a single- or two-family dwelling or accessory building, including multi-family or mixed-use developments:** \$500
- **New construction/addition to a single- or two-family dwelling, or accessory building:** \$250
- **Amendments to previous certificates of appropriateness (COAs) concerning non-structural alterations, changes to signage, and changes to plans:** \$150
- **Extension of a certificate of appropriateness (COA):** \$25



August 1st, 2023

City of Richmond Department of Planning and Development Review
Commission of Architectural Review
Mr. Alex Dandridge, Secretary
City Hall, 900 East Broad Street
Richmond, VA 23219

RE: 2904 E Franklin Street (E000-0578/008)

Members of the Commission,

This memorandum shall serve as the applicant's statement for the resubmission of the application to be reviewed by the Commission of Architectural Review (the "CAR") for the proposed construction of one new single-family detached dwelling on the currently vacant property known as 2904 E Franklin Street (the "Property"). This item was initially presented for conceptual review at the June 27th meeting of the CAR.

The Property is located on the north side of E Franklin Street between N 29th and N 31st Streets and lies in Richmond's St. John's Church City Old and Historic District. Existing structures in the district are known for a variety of architectural styles and materials as well as a range of land uses. While dwellings in the St. John's Church City Old and Historic District offer excellent examples of historic architecture, due to the topography of the area, the majority of properties in the immediate vicinity of 2904 E Franklin are developed with recent construction or are currently vacant.

The Property owner is proposing to construct a three-story, single-family detached dwelling on the Property. The dwelling would contain 3 bedrooms and 2 ½ bathrooms in

approximately 2,100 square feet of finished floor area. The dwelling has been designed with a floorplan which offers a modern and open living area and kitchen on the first floor. Two bedrooms and a full bathroom will be located on the second floor. The third floor is stepped back to allow for a forward-facing outdoor terrace which is accessible from an interior loft. The primary bedroom will be located at the rear of the third floor and will contain a large closet and en-suite bathroom. The proposed design also incorporates the design elements that were approved by the CAR for the newly constructed dwellings nearby in the 2000 and 3000 block of E Franklin Street with a false mansard roof, matching window sizes on each floor, and a full width porch fronting E Franklin St.

Revisions to the Initial Plan:

Following the presentation of the initial plan for conceptual review at the June 27th meeting of the CAR the applicant has made the following changes to the proposed design:

- The porch roof was revised from a shed roof to a hip roof at the request of the Commission.
- The cornice line above the second floor was revised to utilize a right angle, similar to the existing dwelling at 2908 E Franklin.
- The conceptual street view was updated to show the relative height of the existing dwelling at 2904 E Franklin.

Siting:

The dwelling would be located to the west of the existing detached dwelling located at 2904 E Franklin Street. The property at 2904 E Franklin currently contains a two-story dwelling constructed c. 1900. Further to the east at 2906 E Franklin, was approved by the CAR in March of 2022 (COA-107937-2022) and at 2908 E Franklin lies a similar three-story dwelling constructed in 2017 which uses a similar design including the false mansard roof. The design and siting of the proposed dwelling has been configured to respect the existing dwellings in the area while also acknowledging the narrowness of the parcel and the changes in topography in the area.

Form:

The proposed dwellings have been designed to be reflective of the existing lot configuration and to be consistent with other row house forms found in the area while also responding to the underlying R-6 zoning requirements.

Narrow, attached and detached townhome-style dwellings are the primary housing typology fronting E Franklin Street in this block. The proposed dwelling features a modern design which appeals to the current homebuyer in a style which reflects the existing homes in the neighborhood. Traditional lap siding and a full-width front porch have been chosen to appropriately transition from the existing dwelling at 2904 E Franklin to the modern, CAR approved, dwellings at 2900 and 2902 E Franklin. The combination of design and materials create a structure which acknowledges the needs of the modern homebuyer while remaining sensitive to the historic fabric of the neighborhood as a whole.

Scale:

The proposed dwellings are consistent with the scale and character of the proposed site layout and existing neighborhood and will appear appropriate from street level. The third floor mansard roof brings elements from the dwellings to the west while limiting the sense of height of the building from street level. This, combined with the quality materials, lap siding, and full-width porch add human-scale elements to the design and address the street creating a more attractive and pedestrian oriented street front.

Height, Width, Proportion, & Massing

A contextual exhibit is included with this request. At three stories, the proposed dwelling is comparable in height with the other structures on the block and with the underlying R-6 zoning regulations. Existing structures along E Franklin Street range from two to three stories. The proposed design of the dwelling, with features from both the historic and modern homes in the area, allows for compatibility with those homes which are of different styles, heights, and elevations due to the grade of the underlying landscape.

Exterior Cladding/Doors and Windows/Materials

Exterior cladding, doors and windows, foundation, and roofing are as noted on the attached plans. Cementitious siding was chosen for its durability, desirable aesthetics, and consistency with CAR requirements and other dwellings within the St. John's Church Old and Historic District. A finish schedule including doors and windows will be provided for the proposed dwellings.

The proposed design would be compatible with the historical fabric of the block as it recognizes the siting, scale, form, and massing of the contributing structures on the block. The proposed dwelling provides appropriately modern architectural style offering new and desirable housing opportunities within the area while remaining consistent with the historic dwellings found within the historic district. The proposed single-family detached dwelling address the unique considerations of the lot size, topography, and underlying zoning while also acknowledging the historical characteristics of the neighborhood.

We thank you for the care and assistance in reviewing our application. Should you have any questions after reviewing this request, please feel free to contact me at will@bakerdevelopmentresources.com or (864)377-9140.

Sincerely,



Will Gillette, AICP
Baker Development Resources, LLC



CONCEPTUAL STREET VIEW

2904.5 E FRANKLIN ST.

RIVER MILL DEVELOPMENT
 RIVERMILLDEVELOPMENT@GMAIL.COM
 PHONE: (434) 774-4535

REVISION NOTES

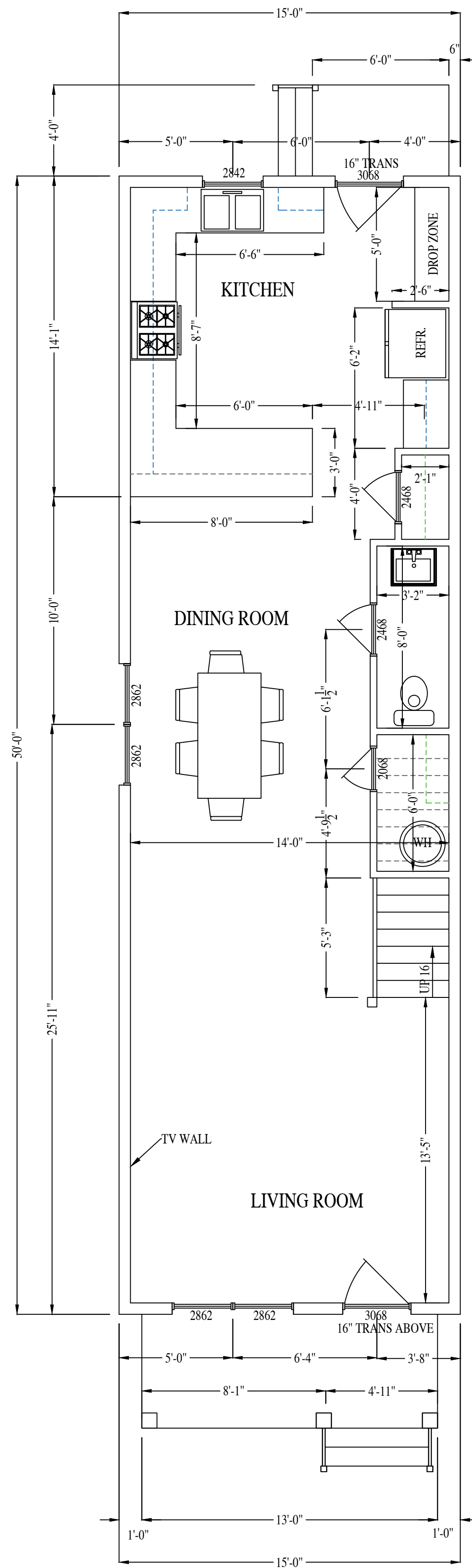
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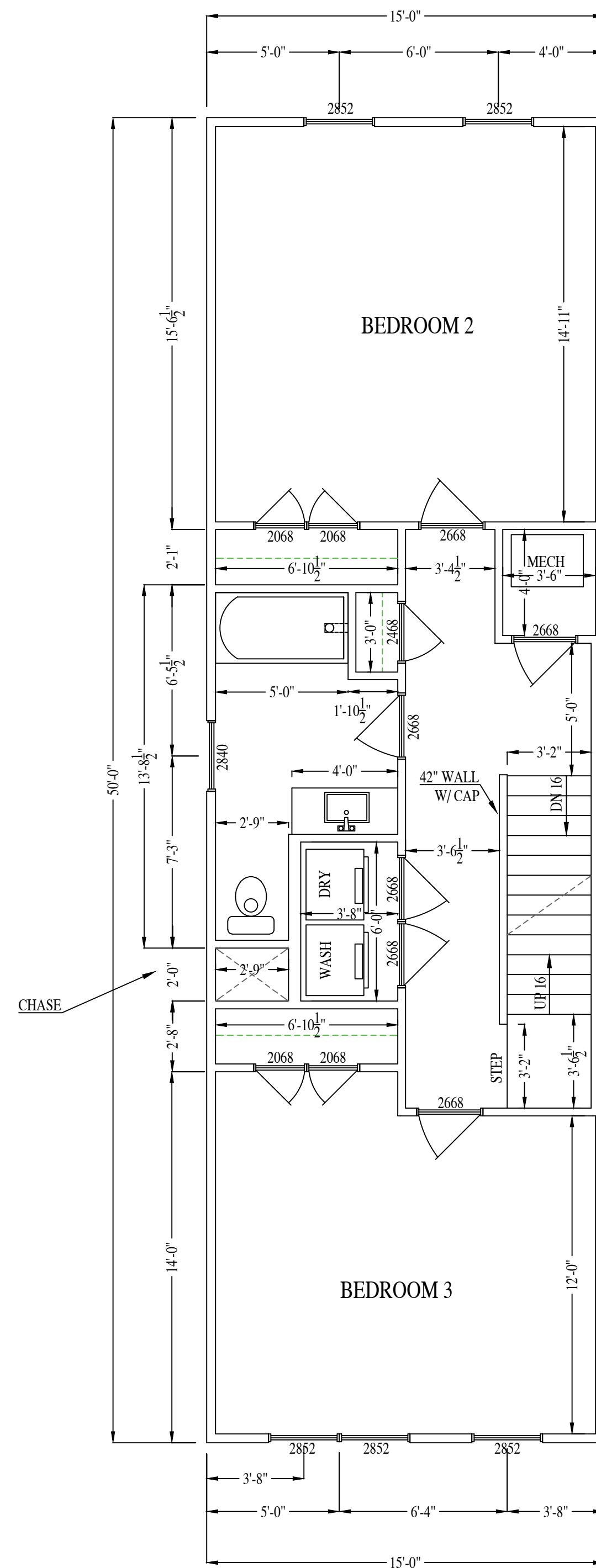
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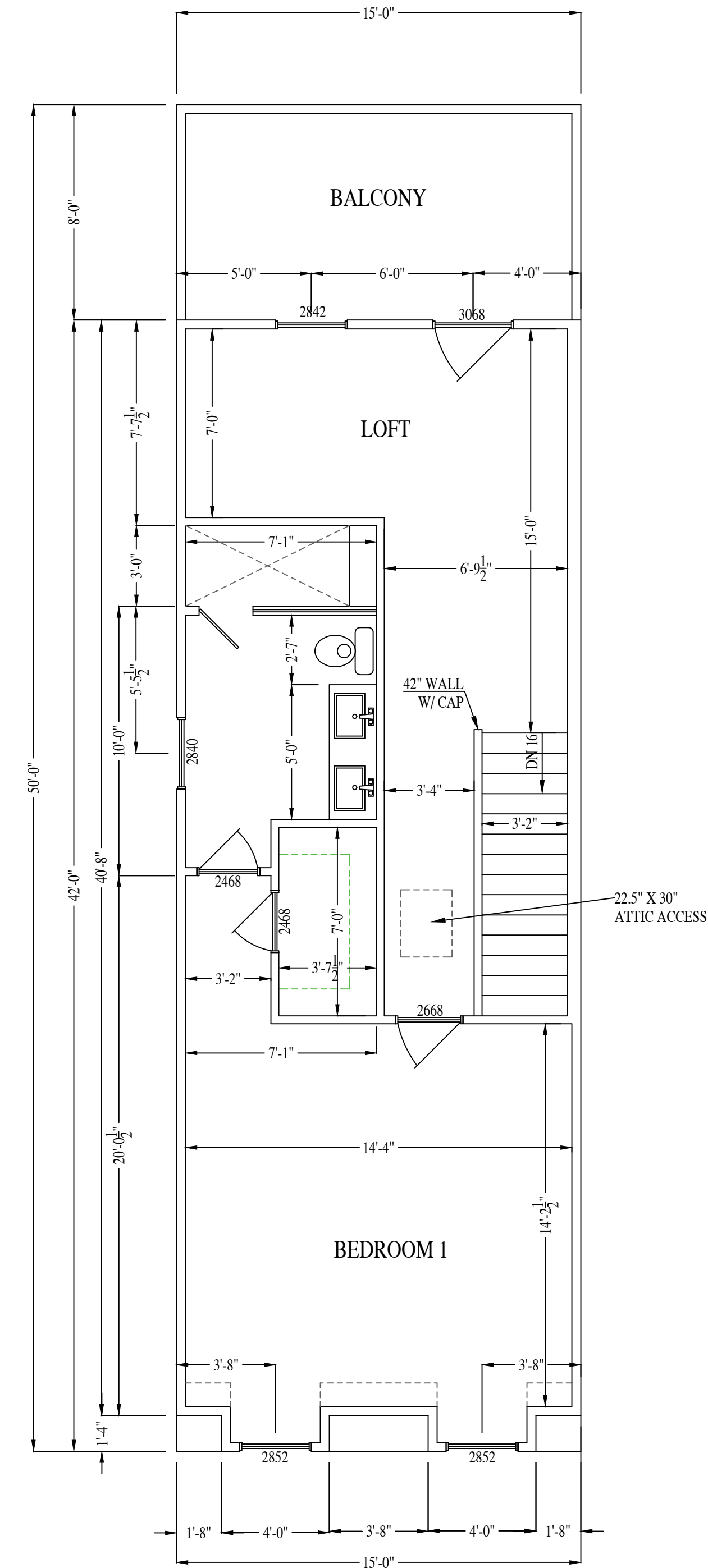




FIRST FLOOR PLAN



SECOND FLOOR PLAN



THIRD FLOOR PLAN

BUILDING INFORMATION

1ST FL. HEATED S.F.	750
2ND FL. HEATED S.F.	750
3RD FL. HEATED S.F.	620

2904.5 E FRANKLIN ST.

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PHONE: (434) 774-4535

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SCALE:
1/4" = 1'-0"

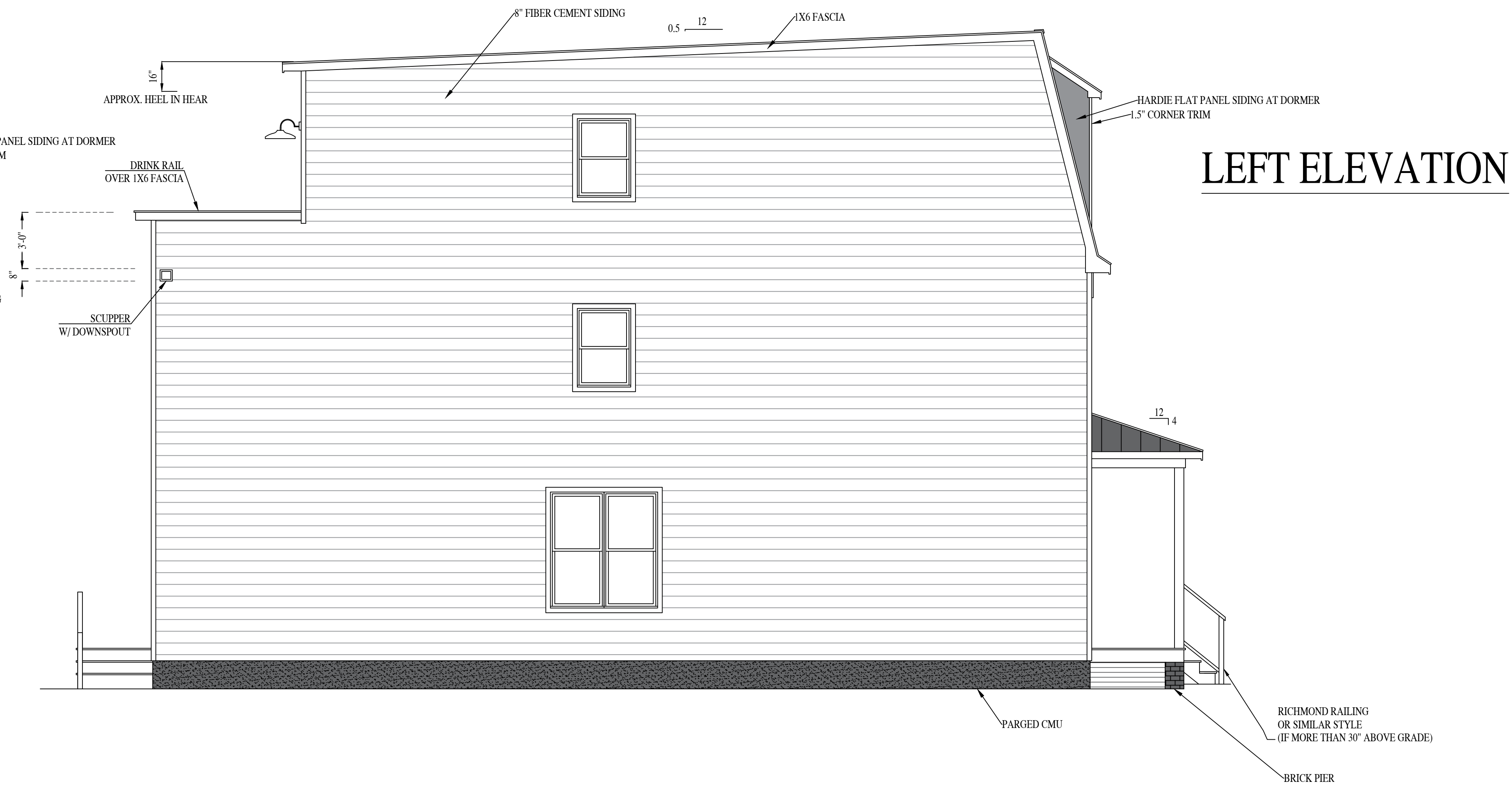
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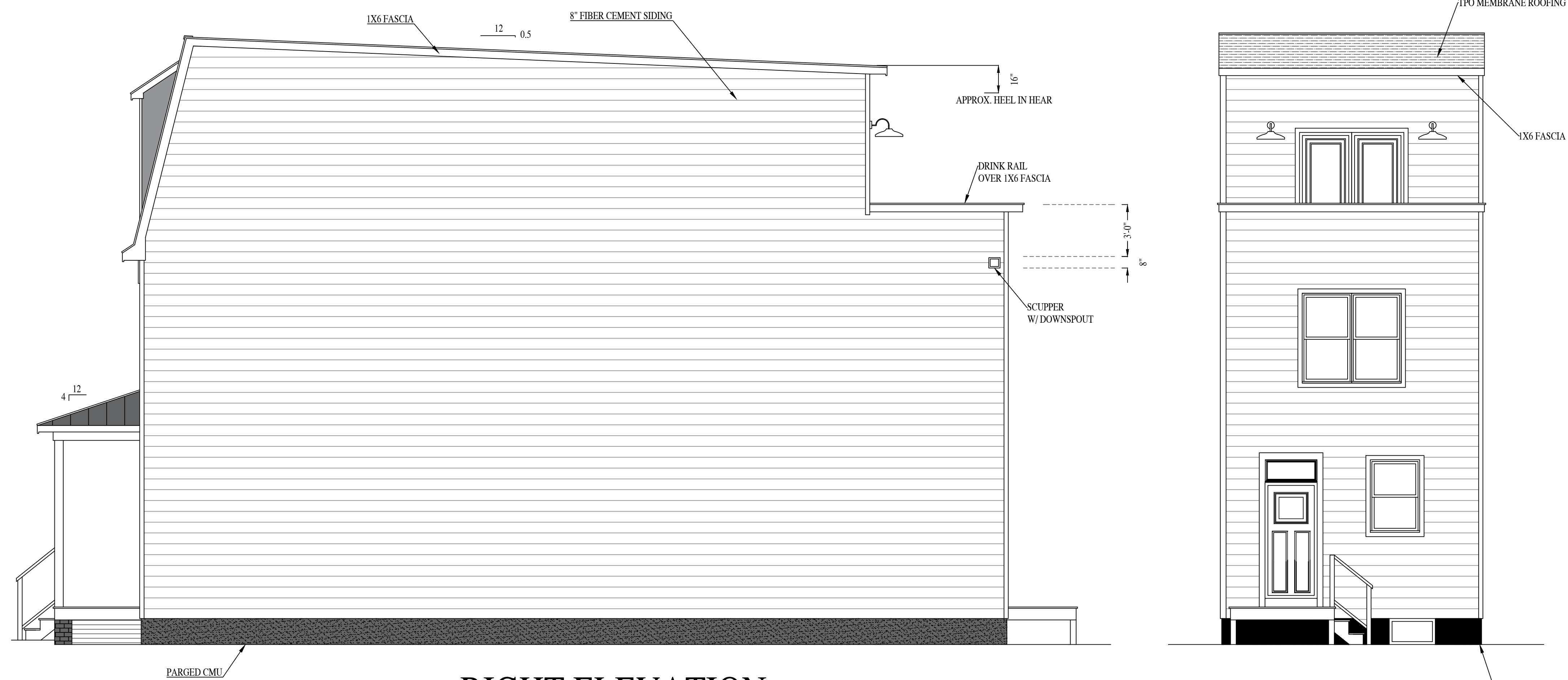




FRONT ELEVATION



LEFT ELEVATION



RIGHT ELEVATION

REAR ELEVATION

2904.5 E FRANKLIN ST.

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 RIVERMILLDEVELOPMENT@GMAIL.COM
 PHONE: (434) 774-4535

REVISION NOTES

DATE	START

SCALE:

1/4" = 1'-0"

DATE:

5-10-2023

SHEET:

A2.1

