



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: 303 W. Clay Street _____ Current Zoning: _____
Historic District: Jackson Ward _____

Application is submitted for: (check one)

- Alteration
- Demolition
- New Construction

Project Description (attach additional sheets if needed):

We originally applied to replace the rotten wood roof over the front porch, with the intent to restore it to match - with curved beams like the original. We believe this will be the last roof on the block with curved beams, because ~~the others were converted to flat beams to save money~~. This plan was 'administratively approved' by CAR on 10/10/2023.

Applicant/Contact Person: _____

Company: _____

Mailing Address: _____

City: Mattapoisett _____ State: MA _____ Zip Code: 02739 _____

Telephone: (_____) _____

Email: _____

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

Property Owner: _____

If Business Entity, name and title of authorized signee: _____

Mailing Address: _____

City: Mattapoisett _____ State: MA _____ Zip Code: 02739 _____

Telephone: _____

Email: _____

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.

Mark A Hays Digitally signed by Mark A Hays
Date: 2026.05.29 19:55:04
+02'00'

Property Owner Signature: _____ Date: _____

303 W. Clay St., Richmond, VA – dentil moulding and brick wall

From: Mark Hays

Email: MarkAllenHays@Gmail.com (best bet)

Cell: 508.661.9733

Date: 31 May, 2026 v1b

Home: 303 W. Clay St.
Richmond, VA 23223

Mail/Billing: 82 County Road, #68
Mattapoisett, MA 02739

Summary: We own the home at 303 W. Clay St. in Richmond and recently discovered that the existing front porch roof is thoroughly rotten and must be replaced. The stone wall in front of our home was also in danger of collapse.

We believe this home was built ~1870 and are proud to know that it is part of the Jackson Ward National Landmark Historic District. We support Richmond's Historic Preservation Plan and the efforts of the Commission of Architectural Review to preserve this history.

Our initial application to replace the porch roof and remove the dangerous and non-historic stone wall was 'administratively approved' by CAR staff on 19 May: COA-185633-2026 and BLDR-185484-2026. We appreciate the assistance kindly provided by CAR staff through this process.

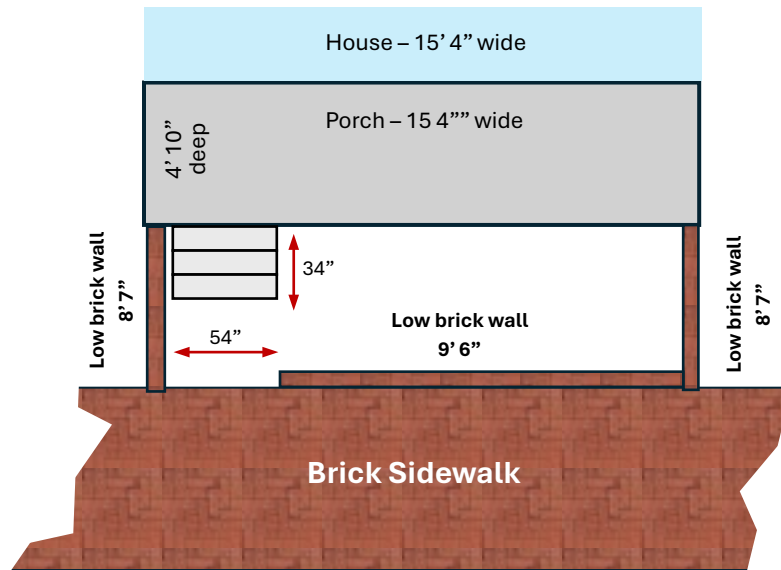
Now we would like to petition the CAR Commission to approve two additional steps in our repair plan:

1. Build a low brick wall in front of our home, matching the design of similar low brick walls in front of 301, 305, 307 and 309 W. Clay.
2. Add dentil moulding, PVC based, on new porch roof fascia, to match our neighbors: 301 W. Clay – which is the oldest home on this block – and 305 W. Clay. This moulding would be painted like the rest of the fascia, and the difference in materials would be undetectable – even on close inspection with a ladder.

Details and photos are included on the following pages. Both of these 'next steps' are intended to preserve the historic character of the important Jackson Ward Historic District.

New brick front wall: We would like to build a low brick front wall in front of 301 W. Clay, along the sidewalk, similar to low brick walls in front of neighboring homes on this 300 block of W. Clay street. (A brick wall was originally in front of 303, before someone replaced it with an ugly stone wall.)

This new wall would be ~8” wide and ~14” tall – to match the wall in front of 301 W. Clay:



The clay brick we plan to use would be sourced from General Shale’s Meridian Legacy Collection with a color range that matches the house and pavers used for the front walkway at 303 and walls in front of neighboring homes:



Similar brick walls: 301 W. Clay is apparently the oldest on this block – built in 1833. It has a low ~14” brick wall that was covered with concrete. Homes on this block have similar low brick walls, some also covered with concrete; see the photos below for 305, 307 and 309 W. Clay St.

We plan to build a matching brick wall following the same footprint, with a ~54” opening to match the width of the stairs from the front porch.



305 W. Clay



307 W. Clay



309 W. Clay



Please let us know if you have any questions about this plan for the low brick wall.

New dentil moulding for the new porch roof at 303 W. Clay: We would like to install new PVC dentil moulding along the top edge of fascia on the new porch roof, similar to what is there today and on the adjoining porch roof at 301:



We are appealing to the Commission because wood is no longer used for exterior dentil moulding products; *all* of the suppliers we could find switched to PVC and/or polyurethane – because modern wood will quickly rot, particularly with the many nooks and crannies in the dentil profile. Wood is used only for *interior* dentil moulding products.

For example see:

- Elite Trimworks: https://elitetrimworks.com/collections/headers-friezes?filter.p.m.custom.product_category=Dentil%20Strips
- Ekena Millwork: <https://www.ekenamillwork.com/dentil-trim>
- Architectural Depot: www.architecturaldepot.com/exterior-dentil-trim.html
- Decoro Building Products: <https://decoro.com/products/cornice-and-mouldings/>

It may be possible to find a custom mill that would make custom dentil moulding from durable hardwood, but this would be too costly. We are already paying to recreate the curved beams in the porch roof.

Dentil moulding is common in the 300 block of West Clay St.

301 and 303 W. Clay in 1978:

301 on the left had dentil moulding along the cornice and around the porch roof.

303: This Zehmer photo shows dentil trim along the cornice but no trim around the porch roof. This may have rotted or was removed when the gutters were installed.



301 and 303 W. Clay – today:

301 has dentil moulding along the cornice and around the porch roof.

303 has dentil moulding along the cornice and around the porch roof, similar to 301.



305 W. Clay - 1978: This Zehmer photo has poor resolution, but dentil moulding is visible along the cornice and there is trim around the porch roof which appears to be dentil – with photo enlarging and enhancement.



305 W. Clay – today: There is dentil moulding along the cornice and around the porch roof.



311 W. Clay: Clearly in need of major repairs – but dentil moulding is visible along the cornice and around the porch roof.



313 W. Clay: Dentil moulding runs along the cornice and around the porch roof.

