



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION / CERTIFICATE OF APPROPRIATENESS

### PROPERTY (Location of Work)

Address 2501 Monument Avenue, Richmond, Virginia 23220

Historic District Monument Avenue

### PROPOSED ACTION

- Alteration (including paint colors)
  Rehabilitation
  Demolition  
 Addition
  New Construction (Conceptual Review required)  
 Conceptual Review
  Final Review

### OWNER

Name Helene Combs Dreiling, FAIA

Company Branch House Associates, LLC

Mailing Address 2501 Monument Avenue

Richmond, Virginia 23219

Phone 804-237-1776

Email hdreiling@aiaava.org

Signature [Handwritten Signature]

Date March 31, 2017

### APPLICANT (if other than owner)

Name Robert A. Boynton, FAIA

Company Boynton Rothschild Rowland Architects PC

Mailing Address 1011 East Main Street, Suite 221

Richmond, Virginia 23219

Phone 804-643-1977

Email rboynton@brr-arch.com

Signature [Handwritten Signature]

Date March 31, 2017

### ACKNOWLEDGEMENT OF RESPONSIBILITY

**Requirements:** A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

**Zoning Requirements:** Prior to CAR review, it is the responsibility of the applicant to determine if zoning approval is required and application materials should be prepared in compliance with zoning.

**Compliance:** If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. Failure to comply with 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.

(Space below for staff use only)

Application received:

Date/Time 3/31/17

By [Handwritten Signature]

ECE VED

**MAR 31 2017** Complete  Yes  No



# CERTIFICATE OF APPROPRIATENESS

## ALTERATION AND ADDITION CHECKLIST

**Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation.**

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** The Branch House - 2501 Monument Avenue, Richmond, Virginia 23220

### BUILDING TYPE

- |   |  |
|---|--|
| <input type="checkbox"/> single-family residence        | <input type="checkbox"/> garage              |
| <input type="checkbox"/> multi-family residence         | <input type="checkbox"/> accessory structure |
| <input checked="" type="checkbox"/> commercial building | <input type="checkbox"/> other               |
| <input type="checkbox"/> mixed use building             |  |
| <input type="checkbox"/> institutional building         |  |

### ALTERATION TYPE

- |  |   |
|--|---|
| <input type="checkbox"/> addition                | <input type="checkbox"/> roof             |
| <input type="checkbox"/> foundation              | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign  |
| <input type="checkbox"/> windows or doors        | <input type="checkbox"/> ramp or lift     |
| <input type="checkbox"/> porch or balcony        | <input checked="" type="checkbox"/> other |

### WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: attach specification sheets if necessary

**PHOTOGRAPHS** place on 8 ½ x 11 page, label photos with description and location (refer to photograph guidelines)

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

**DRAWINGS** (refer to required drawing guidelines)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> current site plan             | <input type="checkbox"/> list of current windows and doors | <input type="checkbox"/> current elevations (all sides)             |
| <input checked="" type="checkbox"/> proposed site plan | <input type="checkbox"/> list of proposed window and door  | <input checked="" type="checkbox"/> proposed elevations (all sides) |
| <input type="checkbox"/> current floor plans           | <input type="checkbox"/> current roof plan                 | <input type="checkbox"/> demolition plan                            |
| <input type="checkbox"/> proposed floor plans          | <input type="checkbox"/> proposed roof plan                | <input type="checkbox"/> perspective and/or line of sight           |
| <input type="checkbox"/> legal "plat of survey"        |  |   |



## **COMMISSION OF ARCHITECTURAL REVIEW**

### **CERTIFICATE OF APPROPRIATENESS ALTERATION AND ADDITION CHECKLIST (continued)**

#### **WRITTEN DESCRIPTION:**

The proposal is to remove a section of the entry courtyard west wall and to be replaced with brick piers and a cast iron gate with stationary cast iron side sections. The brick piers will be constructed using salvaged brick from the removed brick wall and with mortar to match existing. The cast iron gate and side sections will be painted black. There will be a concrete sidewalk constructed to extend through the proposed gate from the parking lot to the west and connect to the concrete garage driveway to the east. One parking space will be striped and one concrete parking bumper will be installed in a parking space next to the striped space.



**First Baptist Church**  
2709 Monument Avenue  
Richmond, VA 23220  
804-355-8637

April 10, 2017

Helene Comb Dreiling, FAIA  
Executive Director  
The Branch Museum of Architecture and Design  
2501 Monument Avenue  
Richmond, VA 23220

Dear Ms. Dreiling,

The purpose of this letter is to provide a written understanding of agreement that **First Baptist Church** officially approves of the work to be performed by The Branch Museum of Architecture and Design to create the "West Gate Elevation" from the parking lot into the museum forecourt.

We understand that the proposed project will comprise of work to include the following:

To remove a section of the entry courtyard west wall and to be replaced with brick piers and a cast iron gate with stationary cast iron side sections. The brick piers will be constructed using salvaged brick from the removed brick wall and with mortar to match existing. The cast iron gate and side sections will be painted black. There will be a concrete sidewalk constructed to extend through the proposed gate from the parking lot to the west and connect to the concrete garage driveway to the east. One parking space will be striped and one concrete parking bumper will be installed in a parking space next to the striped space.

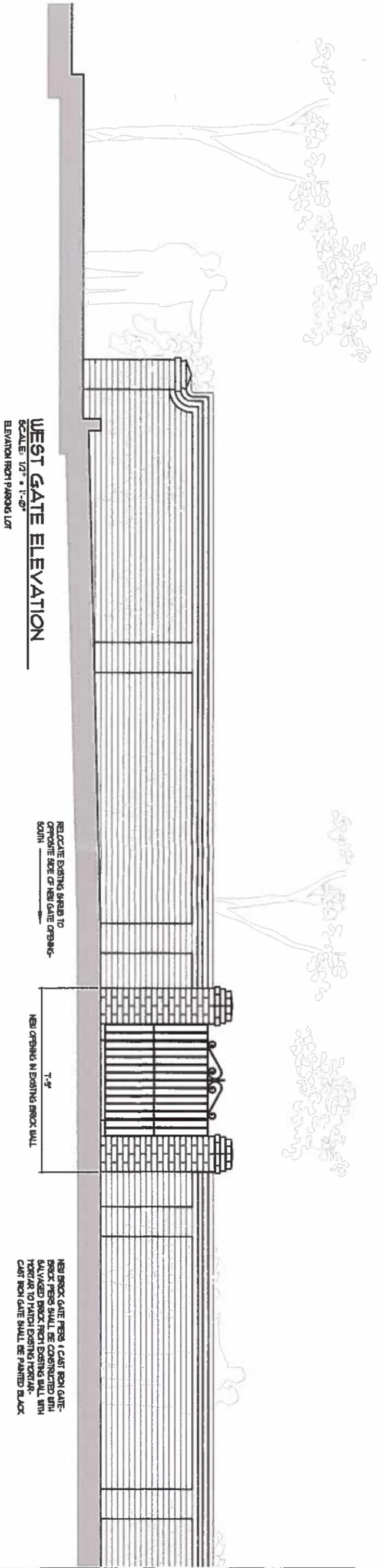
We certify that we have carefully reviewed the project designs and proposal and that we are providing consent for the plans to move forward.

Sincerely,

Bonnie Wilmoth  
Facilities Management Director  
First Baptist Church

Lynn Turner  
Senior Associate Pastor  
First Baptist Church

**WEST GATE ELEVATION**  
 SCALE: 1/2" = 1'-0"  
 ELEVATION FROM PARKING LOT

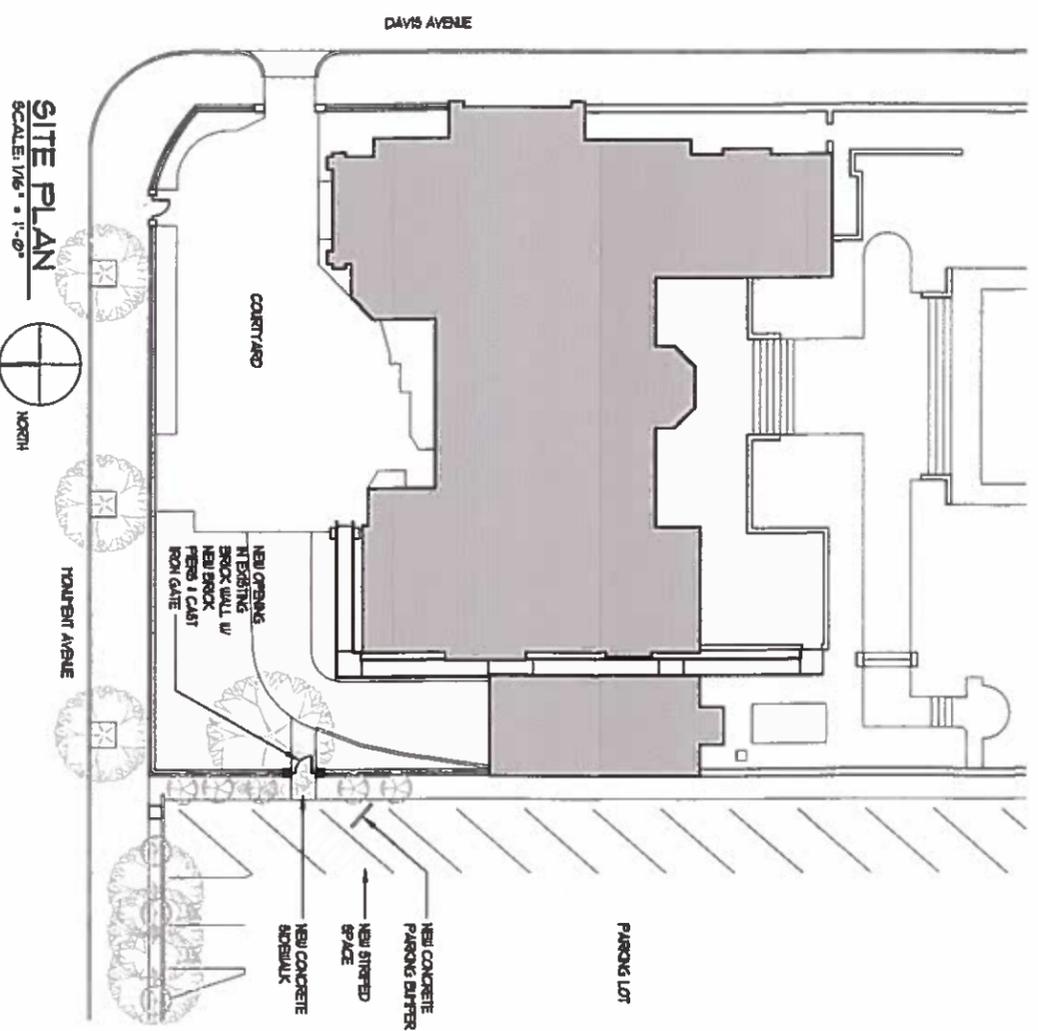


RELOCATE EXISTING BRICK TO  
 OPPOSITE SIDE OF NEW GATE OPENING-  
 SOUTH

NEW OPENING IN EXISTING BRICK WALL

7'-0"

NEW BRICK GATE PERS 1 CAST IRON GATE-  
 BRICK PERS SHALL BE CONSTRUCTED WITH  
 SALVAGED BRICK FROM EXISTING WALL WITH  
 HORIZONTAL TO MATCH EXISTING HORIZONTAL-  
 CAST IRON GATE SHALL BE PAINTED BLACK



**SITE PLAN**  
 SCALE: 1/8" = 1'-0"



**BONNOR**  
 BOTTICELLI  
 BORTLAND  
 ARCHITECTURE

The Firm:  
 1717 1/2 Main Street  
 Richmond, Virginia 23219  
 (804) 644-1100 (fax)  
 (804) 644-1101 (mail)  
 (804) 644-1102 (cell)  
 (804) 644-1103 (home)  
 (804) 644-1104 (office)  
 (804) 644-1105 (office)  
 (804) 644-1106 (office)  
 (804) 644-1107 (office)  
 (804) 644-1108 (office)  
 (804) 644-1109 (office)  
 (804) 644-1110 (office)

**COMMISSION**  
 NEW WEST GATE TO  
 ENTRANCE  
 COURTYARD

**BRANCH MUSEUM OF  
 ARCHITECTURE &  
 DESIGN**  
 2501 MOUNTBENT AVENUE  
 RICHMOND, VIRGINIA  
 23220

**SUBMIT TITLE**  
 COMMISSION OF  
 ARCHITECTURAL  
 REVIEW  
 SUPERVISION

**DATE**  
 MARCH 31, 2011  
**APRIL 25, 2011**  
**CONTRACT NO.**  
**CE 2 14 0415**

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 MARCH 31, 2011  
**APRIL 25, 2011**  
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