



Property (location of work)

Property Address: _____ Current **Zoning**: _____
Historic District: _____

Application is submitted for: (check one)

- Alteration**
- Demolition**
- New Construction**

Project Description (attach additional sheets if needed):

Applicant/Contact Person: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____

Email: _____

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

Property Owner: _____

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

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____

Email: _____

Billing Contact?

****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: Christopher Small Date: _____

Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | 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.

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 5th 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 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.



Via Email

25 February 2025

RICHMOND COMMISSION OF ARCHITECTURAL REVIEW Certificate of Appropriateness Application: Written Description

Property Description, Current Conditions, and any Prior Alterations and Additions:

- Parcel ID.: W0001249014
- Address: 500 North Arthur Ashe Boulevard (NW corner of AA Boulevard and Kensington Ave.)
- Property Description: The property is a 12,000 square foot, double lot occupied by a circa 1925 two and a half story single-family residence and three detached garages in the Boulevard Old & Historic District
- Zoning: R-48
- Current Conditions: Good for its age
- Prior Alterations/Additions: None of record

Proposed Work: Plans to change any exterior features, and/or addition description:

- Element 1 – Existing Side Porch: This project proposes to create enclosed, conditioned space beneath an existing side porch on (or occupying) a secondary elevation with no modifications to the existing building fabric. Significantly increased vehicular traffic since the home was constructed in 1925 and the resulting noise from abnormally loud exhausts and criminally deafening music coupled with an abundance of airborne particulate matter that settles on every horizontal surface has rendered this space inhospitable for outdoor living. *[Please note there are many examples of similarly enclosed porches in the Monument Avenue Historic District.]* The glazed enclosure is to be positioned to the inside of the existing porch columns and will be constructed of large, clear, non-reflective, glass panels framed with butt joints resulting in nearly invisible seams. Mechanical equipment at the exterior will be located in either the side yard sunken garden or in the rear yard, neither of which is visible from a public way. While it is not the intent of the homeowner to incorporate window treatment/sunshades, it is currently permissible to install such on the existing open porch.
- Element 2 – Side Porch Connector: This project proposes to enclose an existing open terrace that lies between the existing side porch and the southwest wing of the home. It is intended to read independently of those existing elements yet be complementary to the home's character. It will be constructed of painted, wood-frame walls with painted trim, wood windows, and a clear glass and standing seam copper roof.
- Element 3 – Rear Porch and Kitchen Expansion: This project proposes to replace an existing, dilapidated porch, with a new one of similar form and materials. The new porch features an enclosed portion to accommodate the expansion of the galley kitchen and an open portion to provide covered connection to the garden. The enclosed portion features six painted wood double-hung windows and a half-lite painted wood door. Two existing casement windows are proposed to be replaced with painted wood French doors utilizing the existing opening's width and height. The proposed materials are intended to match existing – painted wood walls and trim, painted wood porch columns, slate roof, painted wood deck floor, and a brick foundation. **This portion of the project is not visible from a public way.**

Current building material conditions and originality of any materials proposed to be repaired or replaced:

- Element 1 – Existing Side Porch: Existing materials are in good shape and will be retained.
- Element 2 – Side Porch Connector: Existing tile flooring is buckled and will be replaced. Existing brick steps to sidewalk will be retained and potted plants will be placed on them.
- Element 3 – Rear Porch and Kitchen Expansion: Existing porch structure is in fair to poor condition.

Proposed new material description:

- Element 1 – Existing Side Porch: A glazed enclosure is to be positioned to the inside of the existing porch columns and will be constructed of large, clear, non-reflective, glass panels with butt joints creating a nearly invisible seam.
- Element 2 – Side Porch Connector: It will be constructed of painted, wood-frame walls with painted trim, painted wood windows, and a clear glass and standing seam copper roof. Paint is Farrow & Ball Matchstick 2013.
- Element 3 – Rear Porch and Kitchen Expansion: The proposed materials are intended to match existing – painted wood walls and trim, painted wood porch columns, slate roof, painted wood deck floor, and a brick foundation. Paint is Farrow & Ball Matchstick 2013.

Appropriateness of proposed improvements in concert with the Old & Historic Districts of Richmond, Virginia Handbook and Design Review Guidelines

- Element 1 – Existing Side Porch:
 - Page 59 Item 9: *“Do not remove or radically alter fundamental architectural features such as windows, roofs or porches.”* The existing porch is to remain unaltered with the new glass panels rendered nearly invisible beneath the extant structure.
 - Page 71 Item 12: *“Do not enclose porches on a primary elevation.”* While visible alongside the front, or primary, elevation, this porch is on the side, or secondary elevation.
 - Page 71 Item 13: *“Porch enclosures to aid in energy conservation are only appropriate on secondary elevations. Solid materials are not recommended for use in enclosure projects since they can radically alter the historic appearance of a porch. Glass enclosures which reveal decorative porch elements are strongly preferred.”* The proposed work adheres to this recommendation.
 - From the Appendix – Glossary of Terms: *“Facade - The building’s exterior face, or elevation, that is considered primary. The facade includes the building’s main entry. The facade is usually the elevation with the most elaborate architectural features.”*
 - Merriam-Webster definition of “on” as it pertains to physical conditions to clarify which elevation the porch is on, which, in this instance, is the side or secondary elevation:
 - used as a function word to indicate position in or in contact with an outer surface
 - used as a function word to indicate the location of something
 - used as a function word to indicate a source of attachment or support
 - Please note that the updates proposed to this existing porch are completely reversible with no loss to the historic building fabric.

SMALL RESIDENCE C.A.R. APPLICATION

500 N. ARTHUR ASHE BOULEVARD

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025



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This CAR Application undertaken by 3north, PLLC in 2025, is prepared exclusively for Mr. Christopher T. Small.

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EXISTING CONDITIONS

EXISTING PLAT

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025

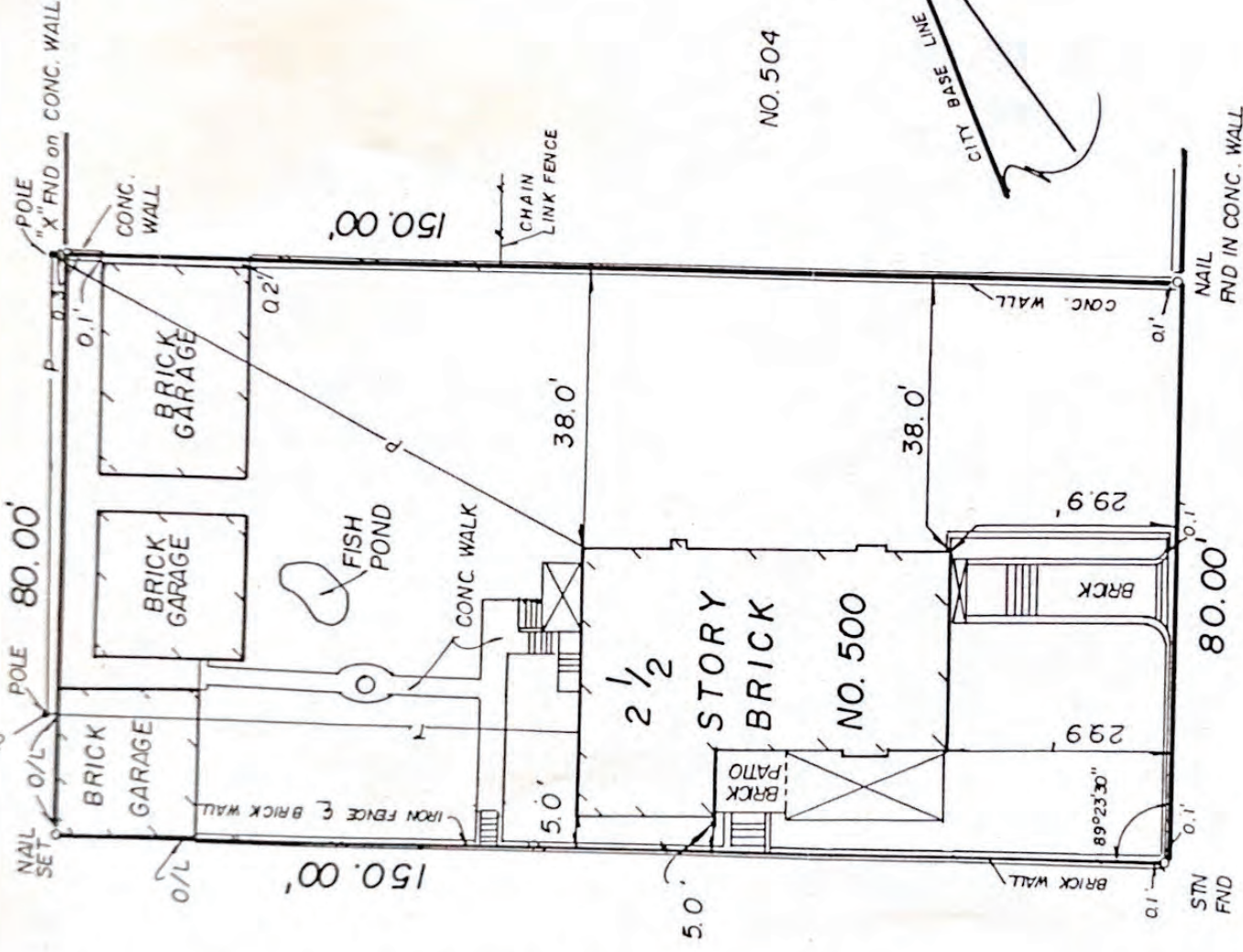
NOTE: THIS PROPERTY IS LOCATED IN ZONE C AS SHOWN ON FEMA COMMUNITY PANEL NO. 510129-00101B.

C/O: PSYCHIATRIC ASSOCIATES OF RICHMOND
D.B. 773, PG 1699

PUR: CHRISTOPHER T. SMALL

15' ALLEY

KENSINGTON AVENUE



NO. 504



N. BOULEVARD

PLAT SHOWING IMPROVEMENTS ON NO. 500 N. BOULEVARD, IN THE CITY OF RICHMOND, VIRGINIA.

THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE DOES NOT NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY



This is to certify that on OCTOBER 20, 1994, I made an accurate

Field Survey of the premises shown hereon; that all improvements and easements known or visible are shown hereon; that there are no encroachments by improvements either from adjoining premises or from subject premises upon adjoining premises, other than as shown hereon.

POTTS, MINTER AND ASSOCIATES, P.C.
ENGINEERS, LAND SURVEYORS
LAND PLANNERS

3520 S. Courthouse Road Suite B Richmond, Virginia 23236

Date: 10/20/94
Scale: 1" = 25'
J.N. 8309-02

CHECKED WKT





NORTH ARTHUR ASHE BLVD.

PROPERTY ADDRESS
500 North Arthur Ashe Boulevard
Richmond, Virginia 23220

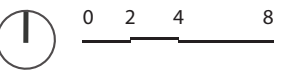
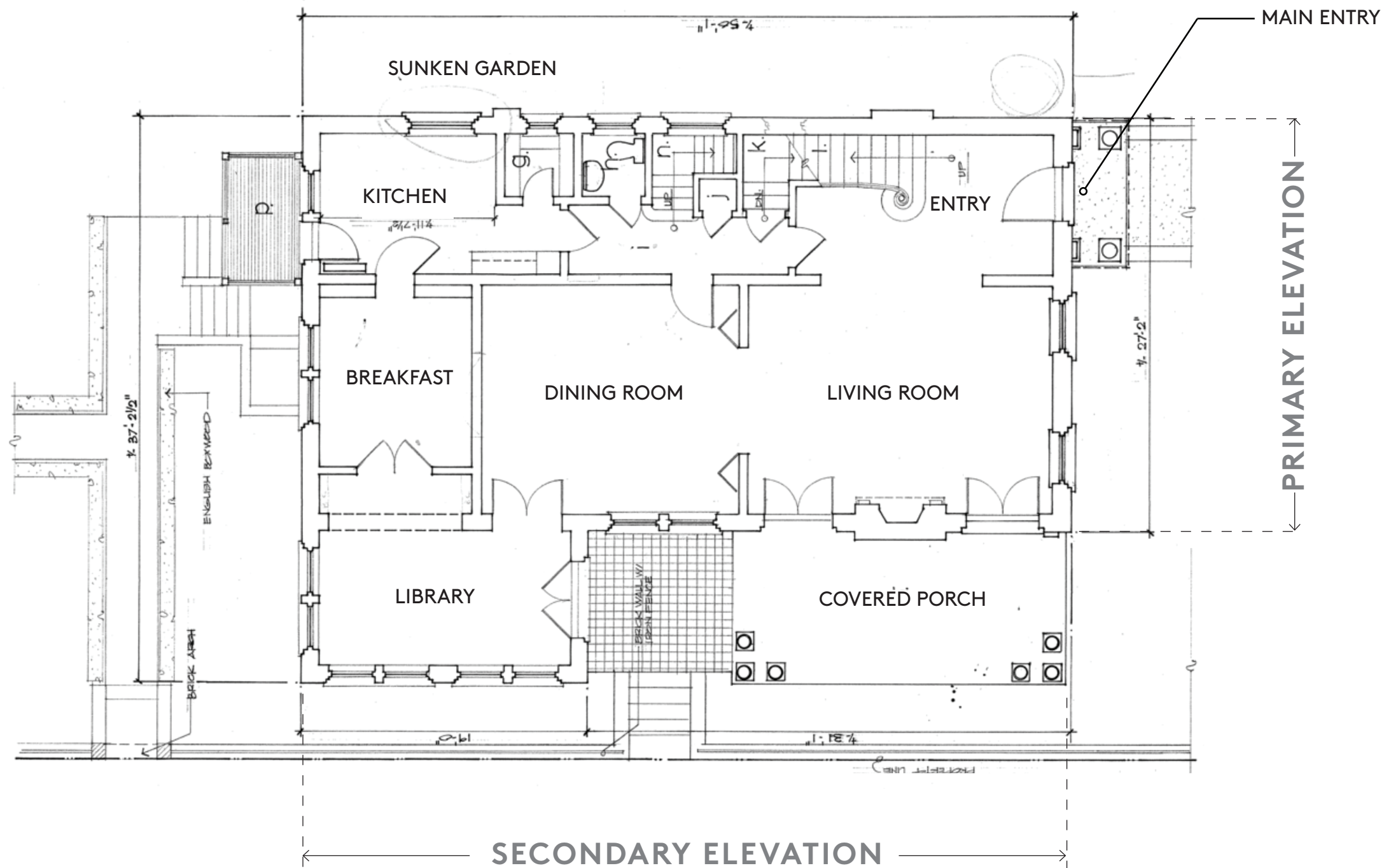
PARCEL NUMBER
W0001249014

ZONING INFORMATION
Zoning: R-48
Setbacks:
 Front - 15 feet
 Sides - 3 feet
 Rear - 5 feet
Lot Coverage: 50%

EXISTING SITE PLAN

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025

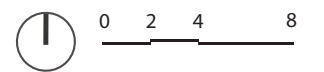
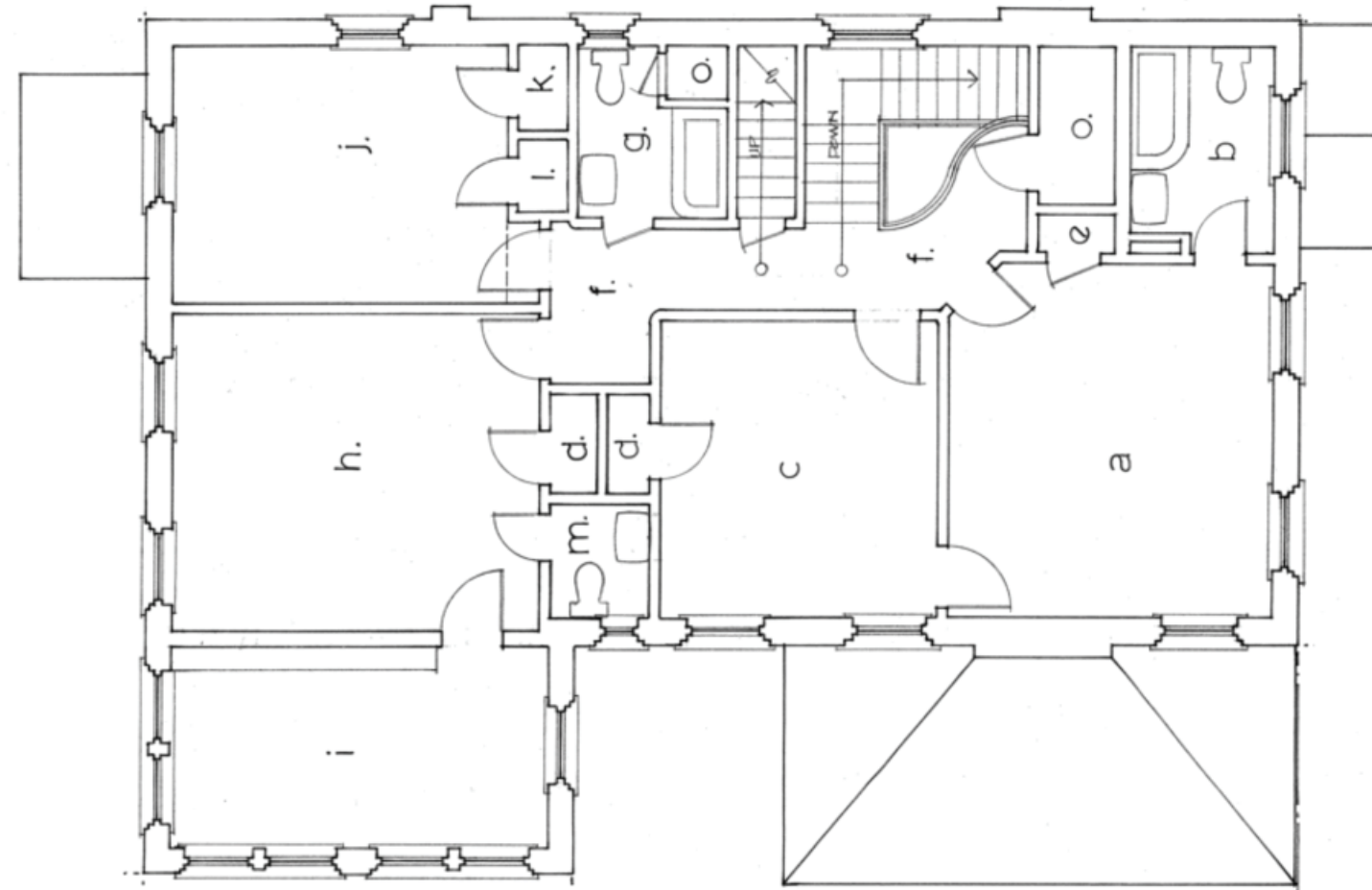




EXISTING - MAIN LEVEL PLAN

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025





EXISTING - UPPER LEVEL PLAN

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025





EXISTING - EAST/WEST ELEVATIONS

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EXISTING - SOUTH ELEVATION

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025





EXISTING PHOTOGRAPHS

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025



EXISTING PHOTOGRAPHS

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025



PRECEDENTS



2025 MONUMENT AVENUE



1808 MONUMENT AVENUE



2314 MONUMENT AVENUE



2336 MONUMENT AVENUE



2609 MONUMENT AVENUE



3322 MONUMENT AVENUE

PRECEDENTS_ENCLOSURE PORCHES

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3400 MONUMENT AVENUE



3114 MONUMENT AVENUE



3142 MONUMENT AVENUE



3200 MONUMENT AVENUE



3406 MONUMENT AVENUE

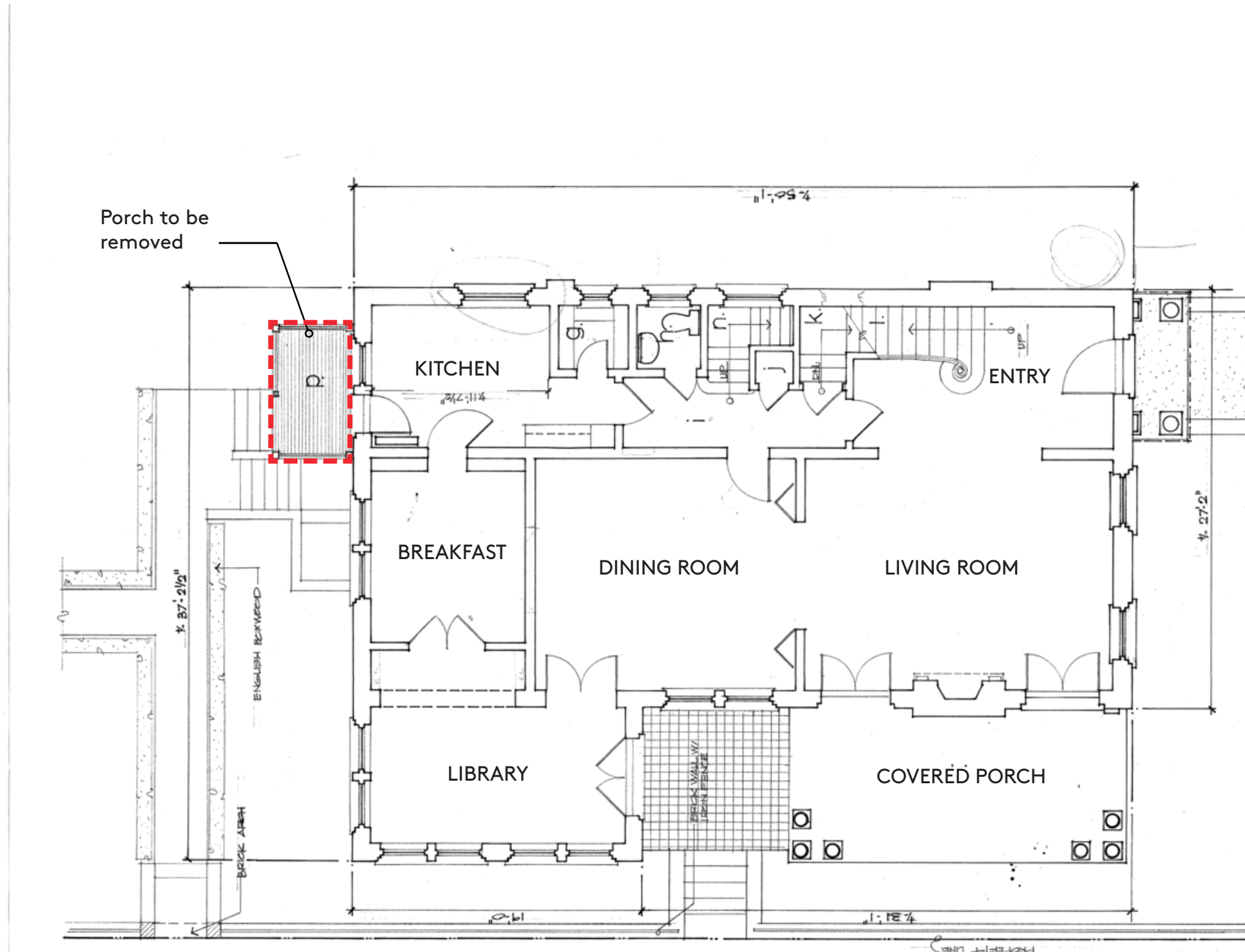


2035 MONUMENT AVENUE

PRECEDENTS_ENCLOSURED PORCHES

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025

DESIGN SCHEME

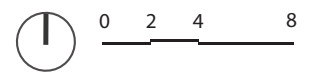
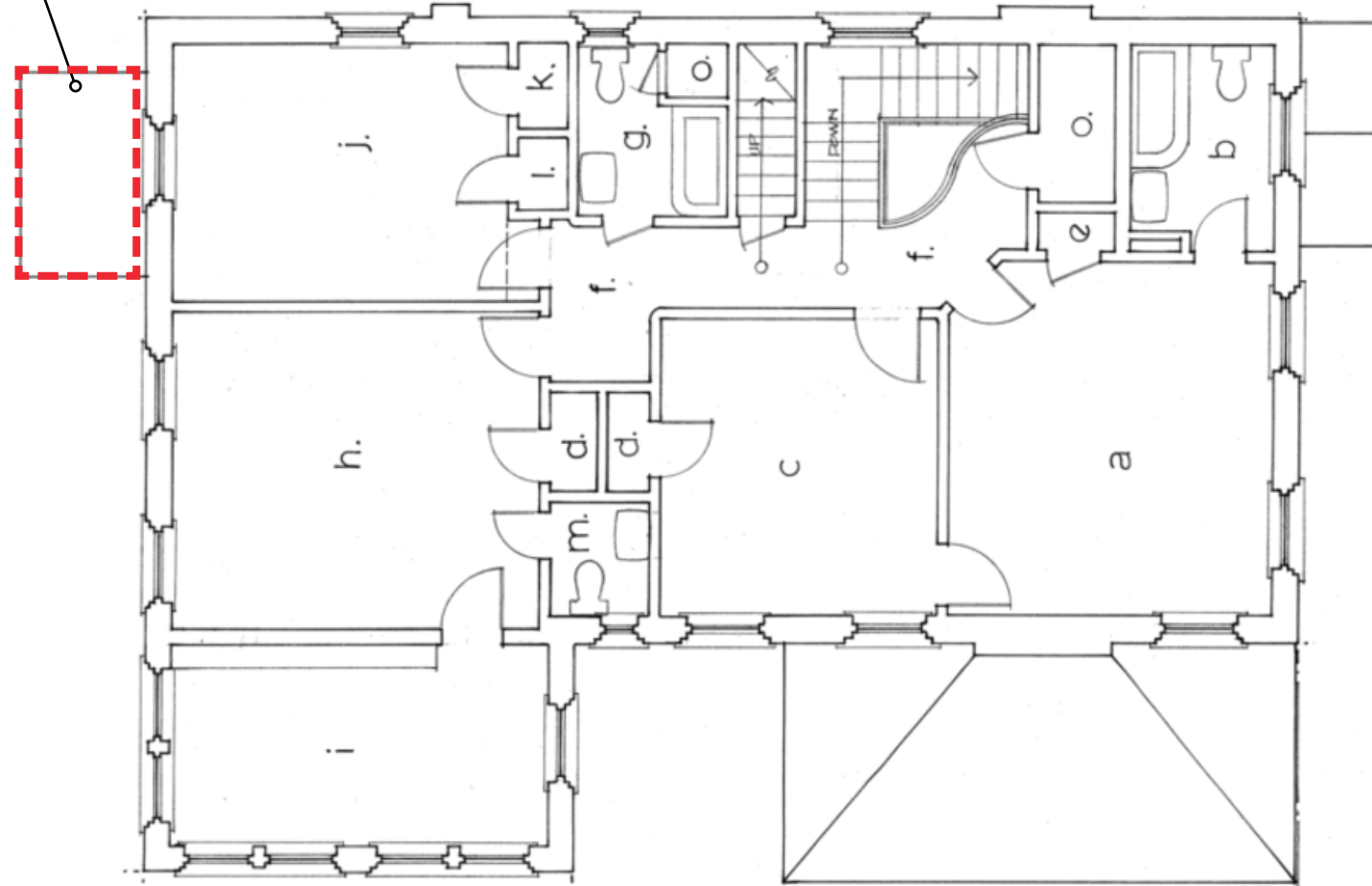


DEMOLITION - MAIN LEVEL PLAN

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025



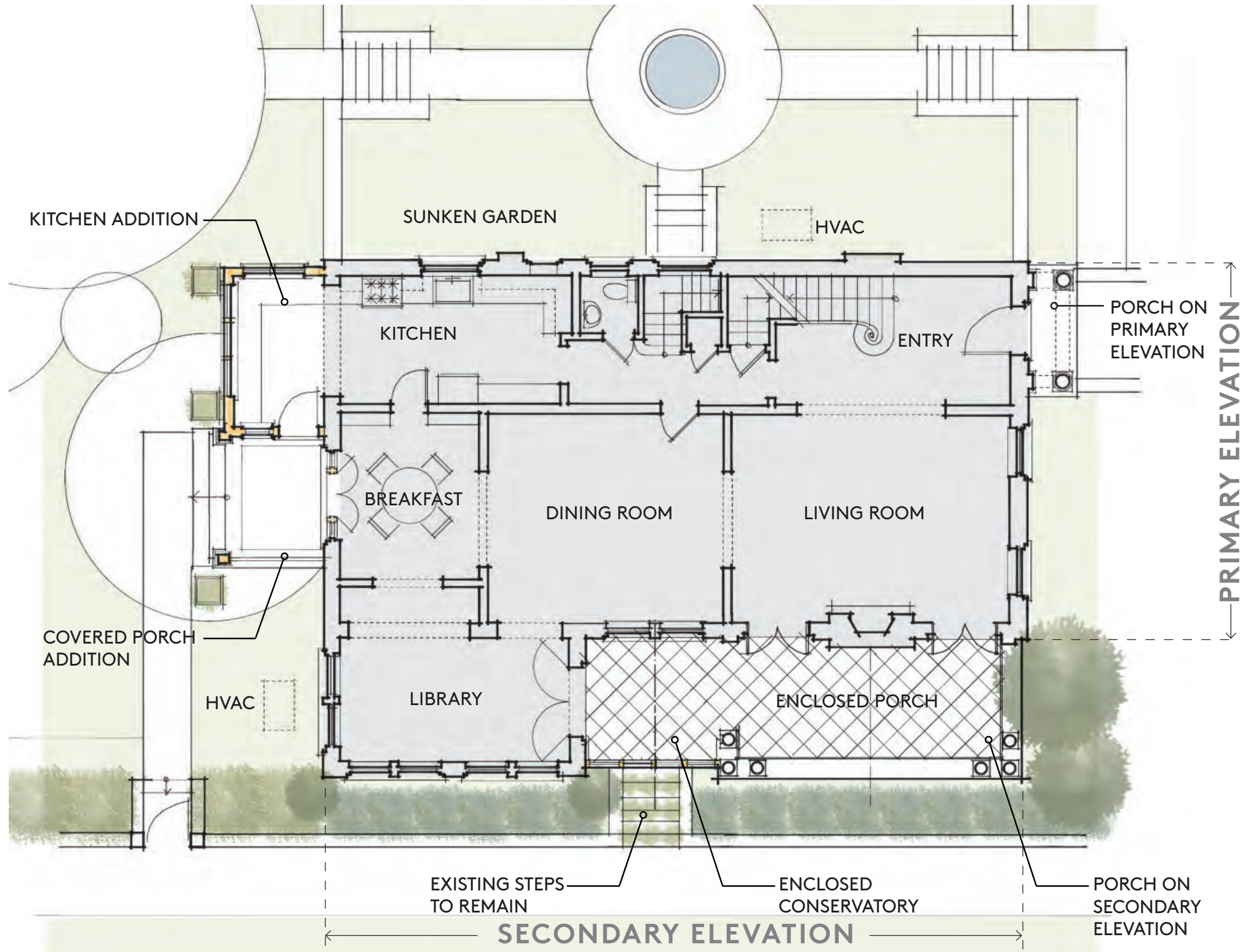
Porch Roof to be removed



DEMOLITION - UPPER LEVEL PLAN

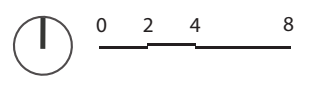
SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025





N. ARTHUR ASHE BLVD.

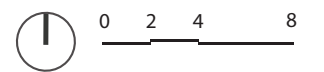
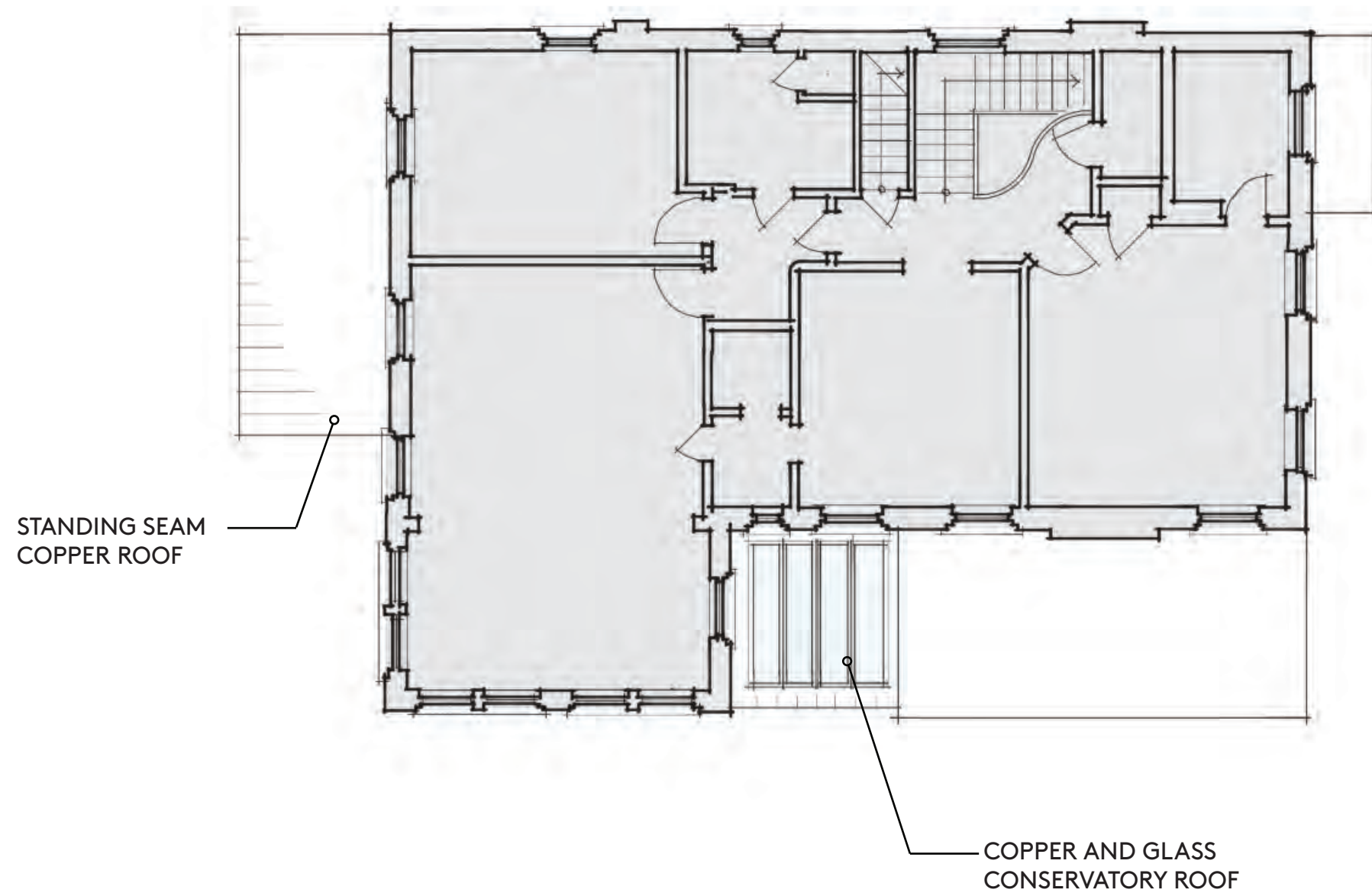
KENSINGTON AVENUE



PROPOSED - MAIN LEVEL PLAN

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025





PROPOSED - UPPER LEVEL PLAN

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025





WEST ELEVATION

EAST ELEVATION (PRIMARY)

0 2 4 8

PROPOSED - EAST/WEST ELEVATIONS

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025





SOUTH ELEVATION (SECONDARY)

0 2 4 8

PROPOSED - SOUTH ELEVATION

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025





PROPOSED - NORTH ELEVATION

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025





EXISTING VIEW - SOUTH

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025



PROPOSED VIEW - SOUTH

SMALL RESIDENCE | MASTER PLAN | 25 FEBRUARY 2025





EXISTING VIEW - WEST

SMALL RESIDENCE | MASTER PLAN | 24 OCTOBER 2024





STANDING SEAM
COPPER ROOF

BRICK FOUNDATION
TO MATCH EXISTING

PROPOSED VIEW - WEST

SMALL RESIDENCE | MASTER PLAN | 24 OCTOBER 2024

