



# 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](http://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](http://www.rva.gov/planning-development-review/commission-architectural-review)

**Staff Contact:** (804)-646-6569 | [alex.dandrige@rva.gov](mailto:alex.dandrige@rva.gov) | [alyson.oliver@rva.gov](mailto: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](http://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



September 29<sup>th</sup>, 2022

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: 2900 & 2902 E Franklin Street (E000-0578/010 & E000-578/023)**

Members of the Commission,

This memorandum shall serve as the applicant's statement for an application to be reviewed by the Commission of Architectural Review (the "CAR") for the proposed construction of two new single-family attached dwellings on the currently vacant properties known as 2900 and 2902 E Franklin Street (the "Property").

The Property is located on the north side of E Franklin Street between N 29<sup>th</sup> and N 31<sup>st</sup> 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 2906 E Franklin are developed with recent construction or are currently vacant.

The Property owner is proposing to construct two three-story, single-family attached dwellings on the Property. The dwellings would each contain 3 bedrooms and 2 ½ bathrooms in approximately 2,200 square feet of finished floor area. The dwellings have 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 requested by the CAR for the dwelling at 2906 E Franklin Street with the second story window above the front door being sized to match the door and a full-size window on the second story at the front of the eastern and western elevations.

### Siting:

The Property is located to the west of the existing detached dwelling located at 2904 E Franklin Street. The property at 2904 E Franklin contains a two-story dwelling constructed c. 1900. Further to the east at 2906 E Franklin, a dwelling similar to that which is currently proposed on the Property was approved by the CAR in March of 2022 (COA-107937-2022) and at 2908 E Franklin lies a three-story dwelling constructed in 2017. 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.

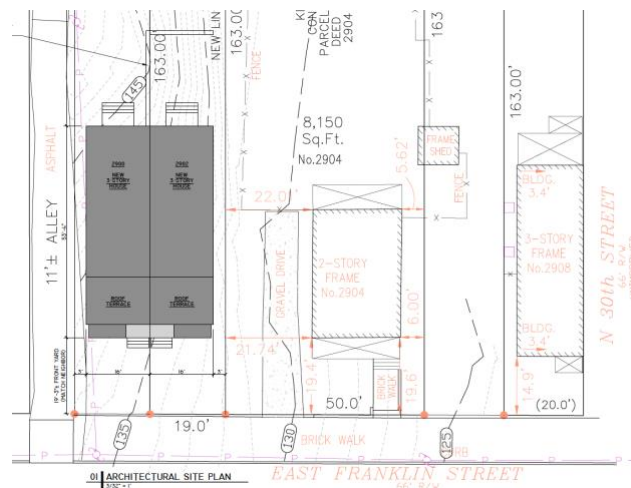


Figure 1: Site plan of proposed dwellings

The dwellings will be set back from the street 19' 3" to match the siting of the dwelling to the east. The siting of the new dwelling is compatible with the underlying zoning and with other dwellings within 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.

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 traditional townhome style which reflects the neighborhood. The vertical board and batten siding, smooth Hardie panels between the windows, and quality building materials convey a sense of modernity to the façade. 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 is set back from the front of the dwelling to limit the sense of height of the building from street level. This set-back, combined with the variations in materials and colors 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 dwellings, with their third-floor setbacks, allow for compatibility with adjacent homes which are of different heights and elevations due to the grade of the underlying landscape.

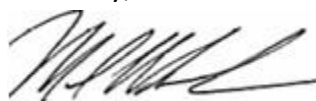
### **Exterior Cladding/Doors and Windows/Materials**

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 dwellings provides modern architectural style offering new and desirable housing opportunities within the area while remaining consistent with the townhome style of dwelling frequently found within the historic district. The proposed single-family attached dwellings 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 [markbaker@bakerdevelopmentresources.com](mailto:markbaker@bakerdevelopmentresources.com) or (804)874-6275.

Sincerely,



Mark R. Baker

Baker Development Resources, LLC



**PROJECT CONTACTS:**  
 DEVELOPER/CONTRACTOR:  
 KEEL CUSTOM HOMES  
 CASEY WHITE  
 804-869-8600

ARCHITECT:  
 CHRISTOPHER WOLF  
 CHRIS WOLF ARCHITECTURE, PLLC  
 804-514-7644

TWO NEW 3-STORY SINGLE-FAMILY ATTACHED HOUSES  
 IN RICHMOND'S HISTORIC CHURCH HILL NEIGHBORHOOD

# 2900-2902 E. FRANKLIN ST. HOUSES

2900-2902 EAST FRANKLIN STREET  
 RICHMOND, VIRGINIA 23223

TWO NEW 3-STORY SINGLE-FAMILY ATTACHED HOUSES  
 IN RICHMOND'S HISTORIC CHURCH HILL NEIGHBORHOOD

**2900-2902 E. FRANKLIN ST. HOUSES**

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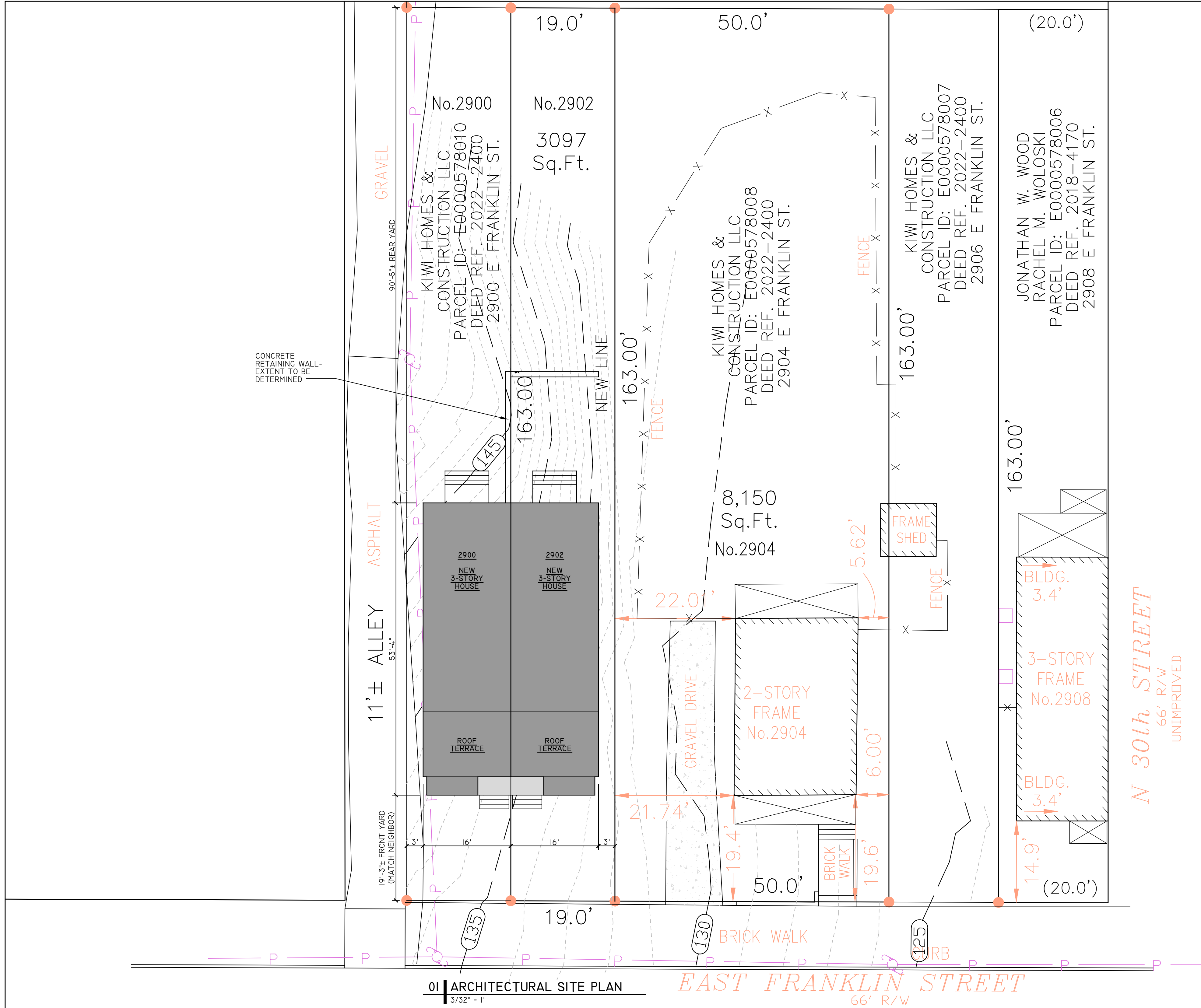
DRAWING INDEX	
DRAWINGS	
NO.	SHEET TITLE
CS	COVER SHEET
CI.1	ARCHITECTURAL SITE PLAN
XI.1	CONTEXT PHOTOS
AI.1	FIRST FLOOR PLAN
AI.2	SECOND FLOOR PLAN
AI.3	THIRD FLOOR PLAN
A2.1	FRONT ELEVATION & EXTERIOR MATERIAL SCHEDULE
A2.2	RIGHT SIDE ELEVATION
A2.3	REAR ELEVATION
A2.4	LEFT SIDE ELEVATION

NOT FOR  
 CONSTRUCTION

SET/REVISION:  
 C.A.R. CONCEPTUAL  
 REVIEW SET

DATE/MARK:  
 09.30.2022

COVER SHEET  
**CS**



CONCRETE  
RETAINING WALL -  
EXTENT TO BE  
DETERMINED

GRAVEL

ASPHALT

ALLEY

N 30th STREET  
66' R/W  
UNIMPROVED

EAST FRANKLIN STREET  
66' R/W

01 ARCHITECTURAL SITE PLAN

3/32" = 1'

**PROJECT CONTACTS:**  
DEVELOPER/CONTRACTOR:  
KEEL CUSTOM HOMES  
CASEY WHITE  
804-869-8600  
  
ARCHITECT:  
CHRISTOPHER WOLF  
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ARCHITECTURAL  
SITE PLAN  
**CI.I**



N 29TH ST. HOUSE NEXT TO 2900 LOT



3000-3006 E. FRANKLIN ST. HOUSES



3008-3012 E. FRANKLIN ST. HOUSES



2900 E. FRANKLIN ST. LOT



2904-2908 E. FRANKLIN ST. - PROJECT LOT



PROJECT BLOCK



3005 E. FRANKLIN ST.



ACROSS STREET FROM LOT



N 29TH ST. HOUSE ACROSS STREET

**PROJECT CONTACTS:**

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IN RICHMOND'S HISTORIC CHURCH HILL NEIGHBORHOOD

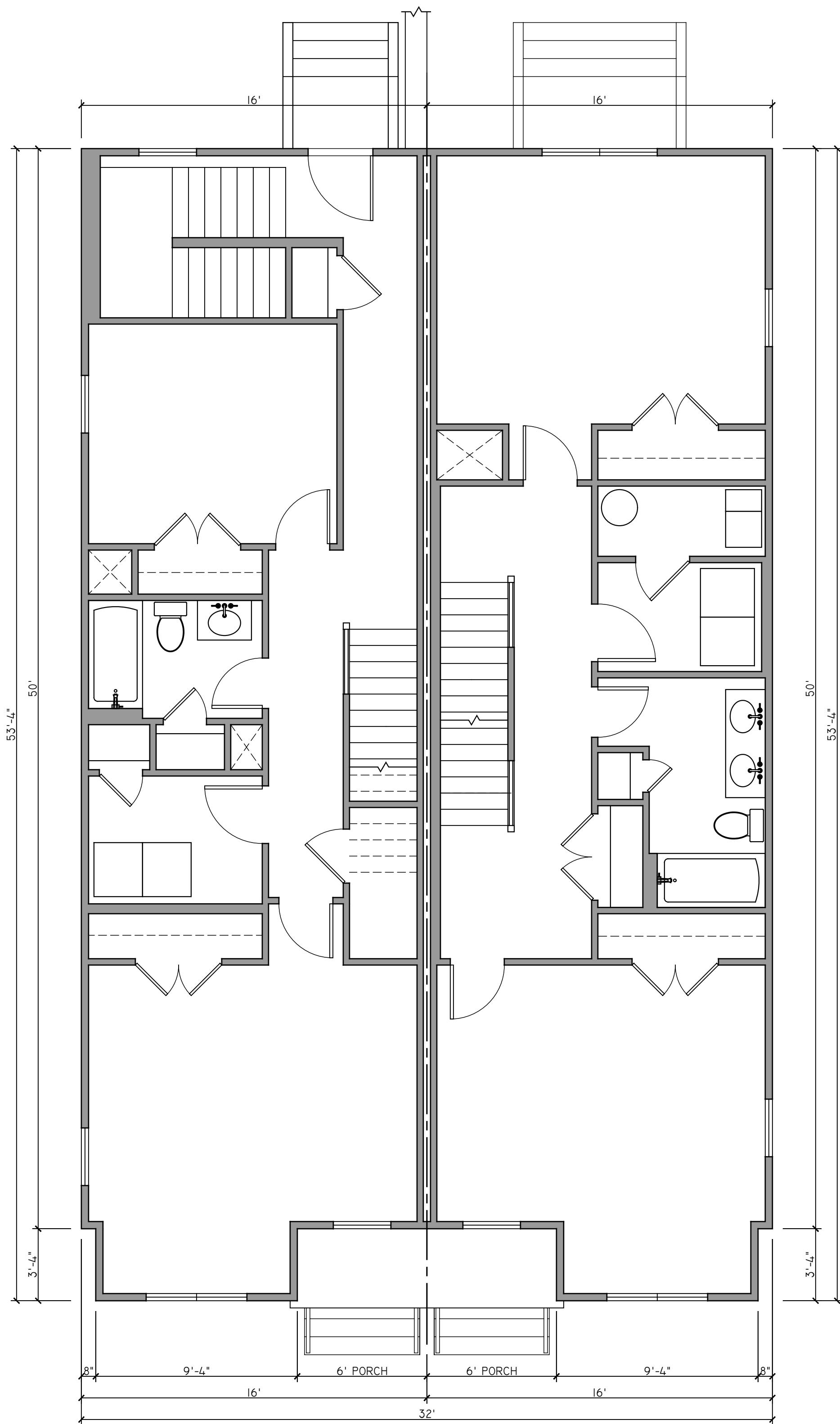
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AREA PHOTOS  
**XI.1**



01 | SECOND FLOOR PLAN

1/4" = 1'

**PROJECT CONTACTS:**

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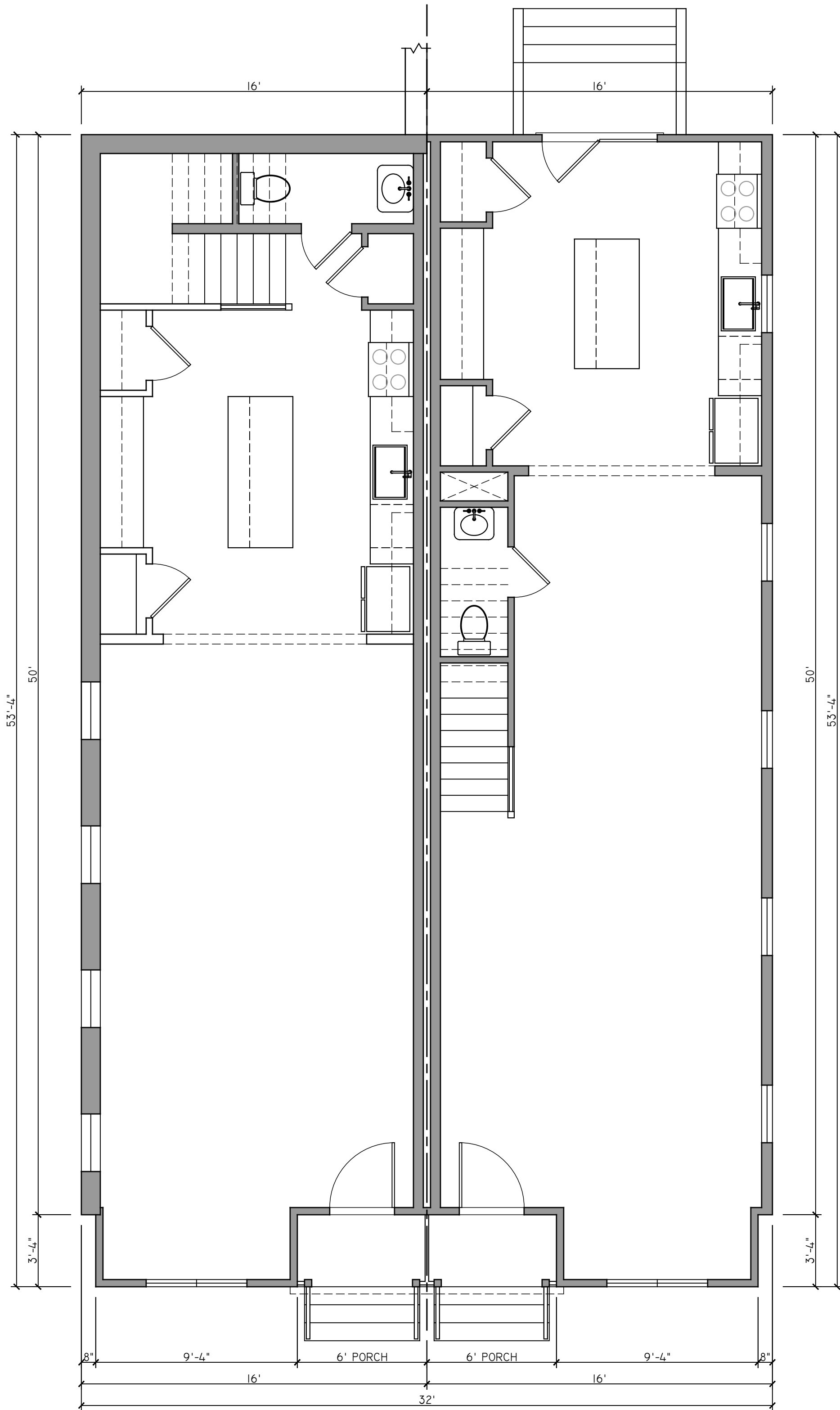
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SECOND FLOOR PLAN

**AI.2**



01 | FIRST FLOOR PLAN  
1/4" = 1'

**PROJECT CONTACTS:**  
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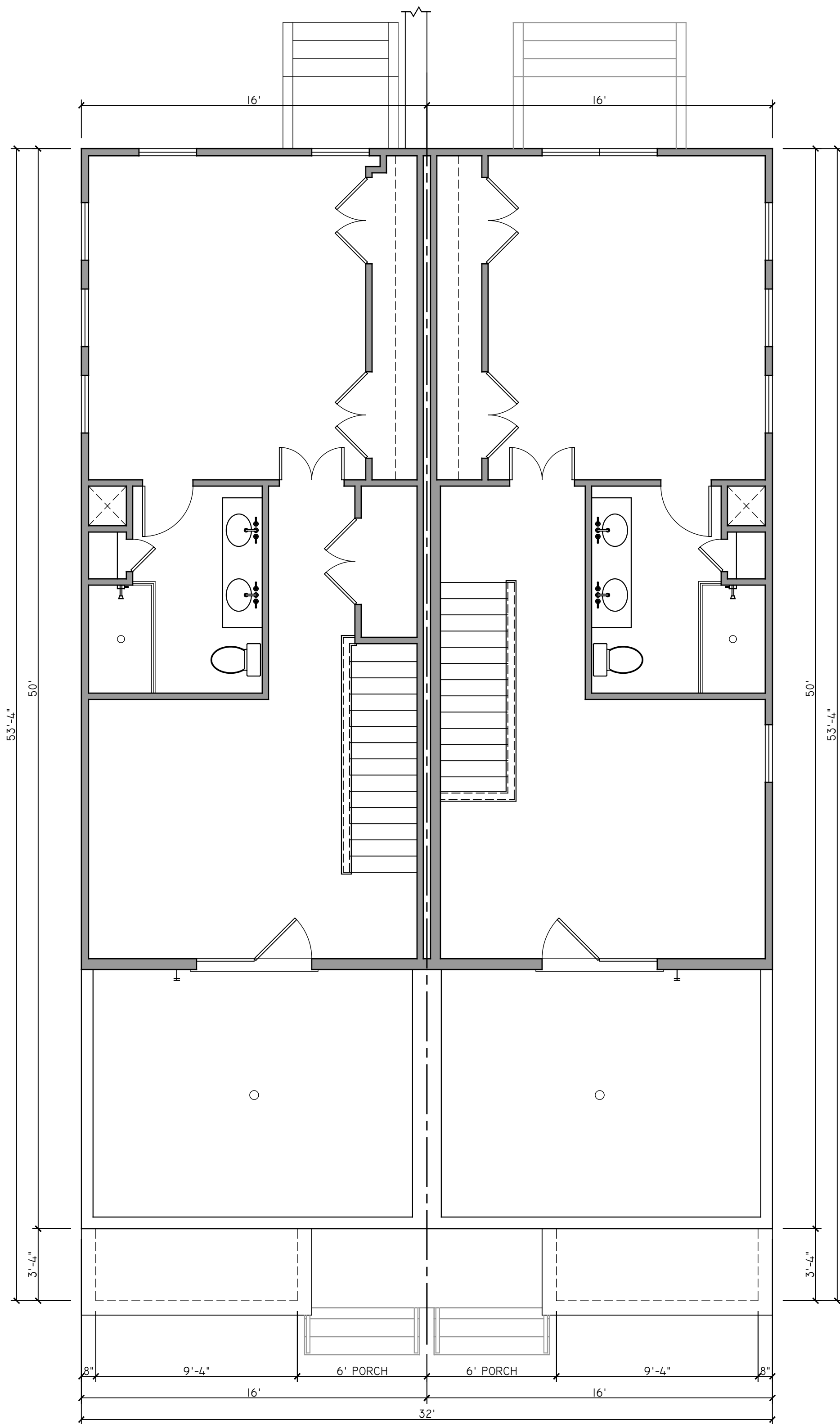
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FIRST FLOOR PLAN  
**AI.1**



01 | THIRD FLOOR PLAN  
1/4" = 1'

**PROJECT CONTACTS:**  
 DEVELOPER/CONTRACTOR:  
 KEEL CUSTOM HOMES  
 CASEY WHITE  
 804-869-8600  
 ARCHITECT:  
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THIRD FLOOR PLAN  
**AI.3**

**EXTERIOR FINISH SCHEDULE**

NO.	COMPONENT/MATERIAL	COLOR/FINISH
01	PARGED OR NAT. CONCRETE FOUNDATION	GRAY
02	FRONT PORCH - T&G COMPOSITE DECKING	MATCH PARGED FOUNDATION COLOR
03	HARDIE 6" EXPOSURE HORIZONTAL LAP SIDING	ARCTIC WHITE
04	FRONT SIDING FEATURE	IRON GRAY OR BLACK HARDIE PANEL/TRIM
05	COMPOSITE TRIM	PAINTED WHITE
06	SOLID WOOD & GLASS DOORS	PER SCHEDULE, PAINTED DEEP RED
07	ALUMINUM-CLAD WOOD WINDOWS	PER SCHEDULE
08	MAIN ROOF - TPO	FACTORY WHITE
09	METAL ROOF TRIM	DARK GRAY/BLACK
10	ALUMINUM BOX GUTTERS DOWNSPOUTS	PREFINISHED WHITE
11	REAR DECK P.T. WOOD FRAMING WITH P.T. DECKING & MODERN RAIL (SELECTION T.B.D.)	RAIL & PORCH FRAMING SURROUND PAINTED WHITE
12	WALL-MOUNTED DOWN LIGHT OVER ALL DOORS	BLACK

ALL MATERIALS & COLORS MUST MEET GENERAL C.A.R. REQUIREMENTS.



01 | FRONT ELEVATION  
1/4" = 1'

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FRONT EXTERIOR  
ELEVATION

**A2.1**

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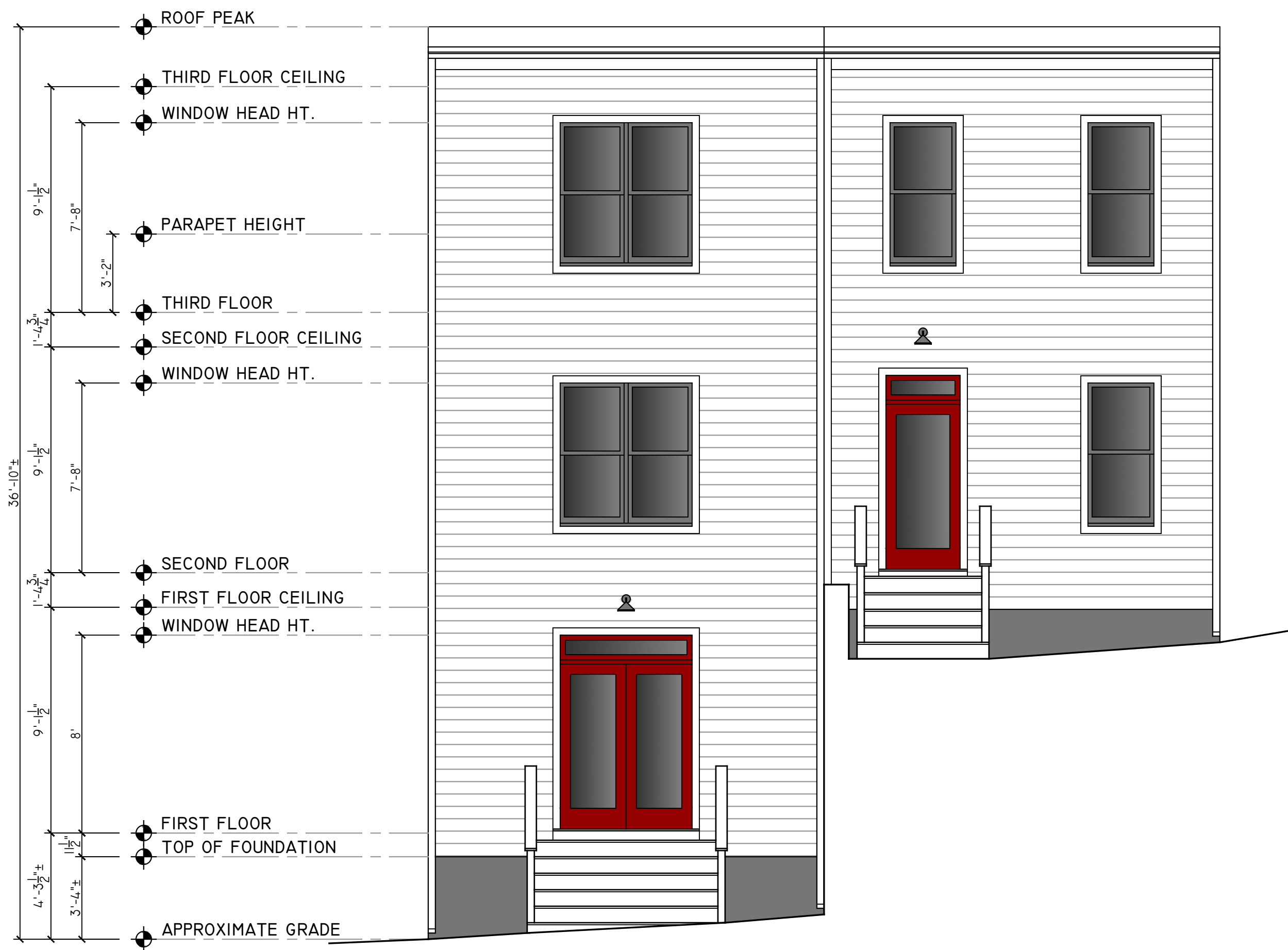
01 | RIGHT SIDE ELEVATION  
 1/4" = 1'

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RIGHT SIDE  
 EXTERIOR ELEVATION

**A2.2**



01 | REAR ELEVATION  
1/4" = 1'

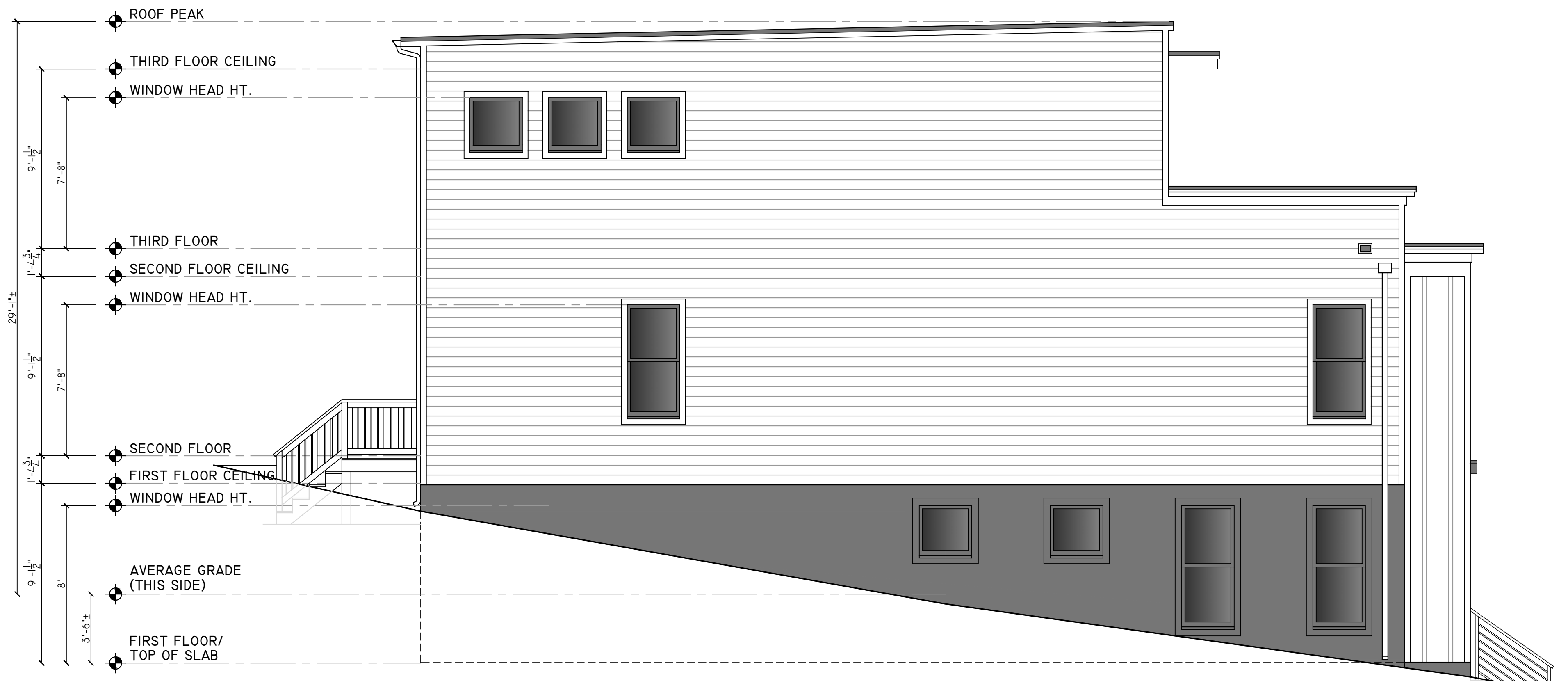
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REAR EXTERIOR  
 ELEVATION  
**A2.3**



01 | LEFT SIDE ELEVATION  
1/4" = 1'

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LEFT SIDE  
 EXTERIOR ELEVATION  
**A2.4**