



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: 2616 E Grace Street Current Zoning: R-6  
Historic District: St. Johns Church

Application is submitted for: (check one)

- Alteration
- Demolition
- New Construction

**Project Description** (attach additional sheets if needed):

Construction of a second story addition to the existing one-story portion of the dwelling located at the rear of the structure.

**Applicant/Contact Person:** Will Gillette

Company: Baker Development Resources  
Mailing Address: 530 East Main Street, Suite 730  
City: Richmond State: VA Zip Code: 23219  
Telephone: (864) 377-9140  
Email: will@bakerdevelopmentresources.com  
Billing Contact?  Yes Applicant Type (owner, architect, etc.): Agent

**Property Owner:** HICKS DANIEL C AND QUINN MEGAN



If Business Entity, name and title of authorized signee: \_\_\_\_\_  
Mailing Address: 2616 E GRACE ST  
City: RICHMOND State: VA Zip Code: 23223  
Telephone: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_  
Billing Contact?  No  
**\*\*Owner must sign at the bottom of this page\*\***

**Acknowledgement of Responsibility**

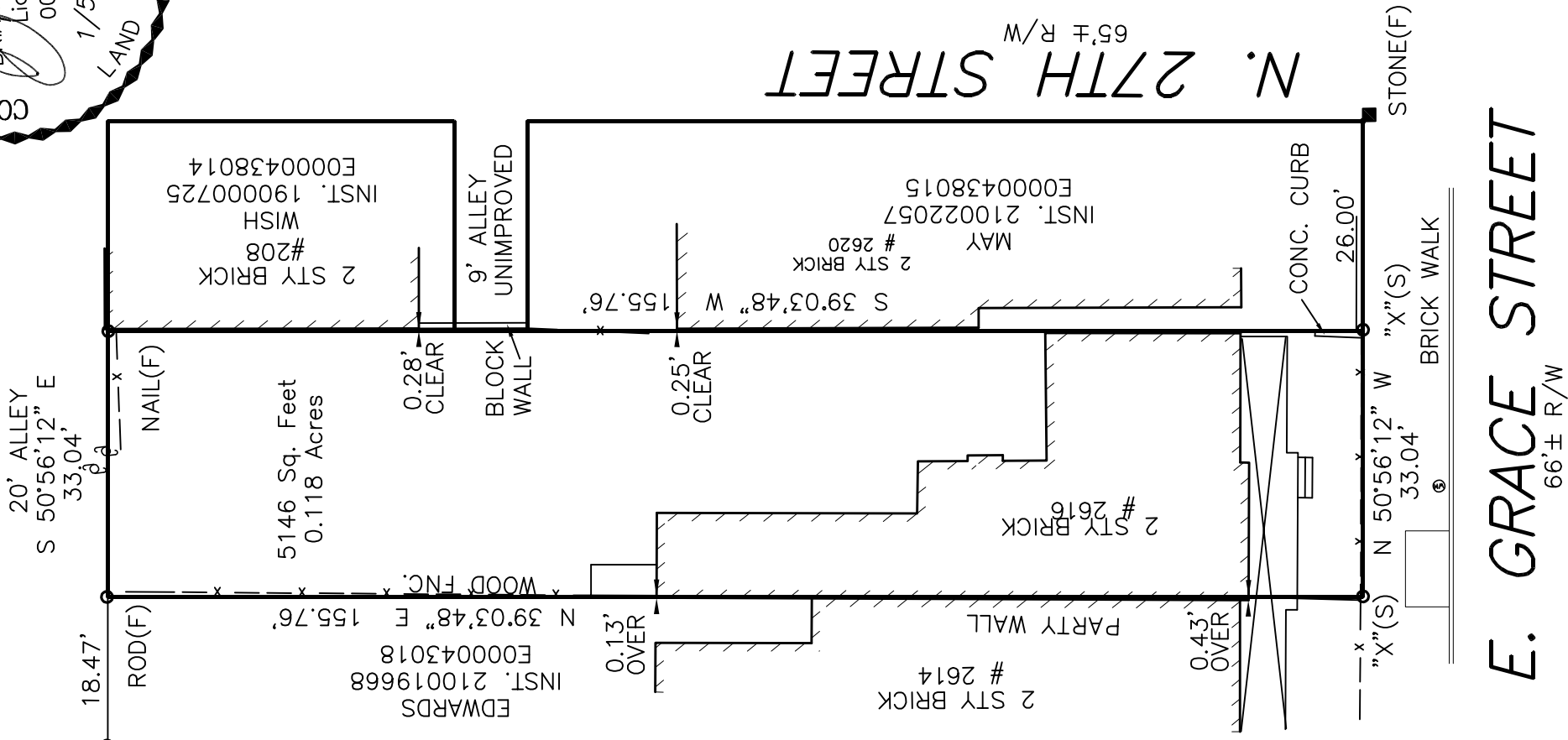
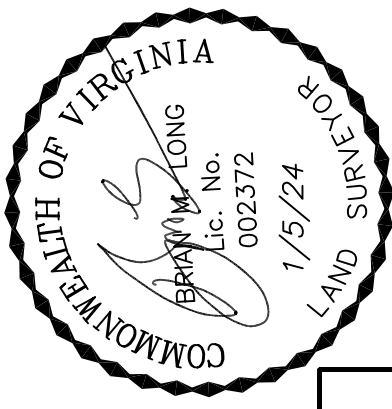
**Compliance:** If granted, you agree to comply with all conditions of the certificate of appropriateness (COA). Revisions to approved work require staff review and may require a new application and approval from the Commission of Architectural Review (CAR). Failure to comply with the conditions of the 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:   Date: 12/27/23

- 1) THIS PARCEL IS NOT IN A FEMA DEFINED FLOOD ZONE
- 2) THIS SURVEY IS BASED ON CURRENT FIELD WORK
- 3) THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT, THEREFORE ALL ENCUMBRANCES MIGHT NOT BE SHOWN.



**E. GRACE STREET**  
**2616 E. GRACE STREET**

LONG SURVEYING, LLC  
 4650 FACTORY MILL ROAD  
 MAIDENS, VA 23012  
 804-314-5620

CITY OF RICHMOND  
 VIRGINIA  
 JAN. 5, 2024  
 SCALE: 1"=20'



December 27<sup>th</sup>, 2023

City of Richmond Department of Planning and Development Review  
Commission of Architectural Review  
City Hall, 900 East Broad Street  
Richmond, VA 23219

**RE: Commission of Architectural Review: 2616 E Grace Street (E000-0438/017)**

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 addition at the rear of the single-family dwelling on the property known as 2616 E Grace Street (the "Property").

The Property is located on the Northern line of E Grace Street between N 26<sup>th</sup> and N 27<sup>th</sup> Streets and lies in Richmond's St. John's Church City Old and Historic District. Existing structures in the district are noted for their well-established streetscapes and cohesive neighborhood character. The 2600 Block of E Grace Street consists primarily of historic two-story, single-family masonry dwellings. The nature of these dwellings, with consistent materials, porches facing the street, uniform heights, and numerous old-growth street trees creates a unified street wall on both frontages of E Grace Street and severely limits visibility from the street to the rear of the dwellings where the exterior improvements are proposed.

The Property owner is proposing to renovate the rear of the existing dwelling by constructing a second-story addition on the existing single-story portion of the house at the rear of the dwelling. The proposed renovation will allow for the historic dwelling to meet the needs of the homeowner without changing the façade or footprint of the dwelling. The

applicant has requested flexibility in the request to clad the dwelling in either brick or cementitious lap siding.



EXISTING CONDITIONS



ALTERNATE "A" (PROPOSED ADDITION WITH BRICK VENEER)



ALTERNATE "B" (PROPOSED ADDITION WITH SIDING)



**Siting:**

The Property is approximately 33 feet in width, 155 feet in depth, and contains roughly 5,146 square feet of lot area. The Property contains a single two-story masonry dwelling. The historic dwelling was roughly 17 feet wide, but a new, 16-foot addition was added on the eastern portion of the dwelling c. 1975. No changes are proposed to the front of the existing dwellings. The proposed addition would be at the rear of the dwelling and would add a second story addition to the existing single-story portion of the dwelling. As such, no changes are proposed to the footprint of the existing dwelling.

**Form:**

The proposed addition has been designed to recognize the existing structure and materials used on the site. The unified street wall of structures along E Grace Street would prevent the proposed changes from being seen from the E Grace Street. At 72 feet in depth, the adjacent home at 2620 E Grace, along with the large number of trees located to the rear of the Property, mean that the proposed addition will be shielded from view from the N 27<sup>th</sup> Street right of way.

**Scale:**

As noted above, the proposed design of the new addition is consistent with the scale and character of the existing dwelling on the Property and adjacent dwellings and will be minimally visible from street level along N 27<sup>th</sup> Street. The proposed addition will increase the overall livability of the existing dwelling and will allow for this historic dwelling to be renovated, without changing the existing streetscape of the St. John's Church Old and Historic District.

**Height, Width, Proportion, & Massing**

Existing residential structures within the block are predominantly two stories and constructed with masonry exteriors. As no changes will be made to the height or width of the dwelling's façade, it will retain their historic nature and compatibility with the surrounding properties.

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

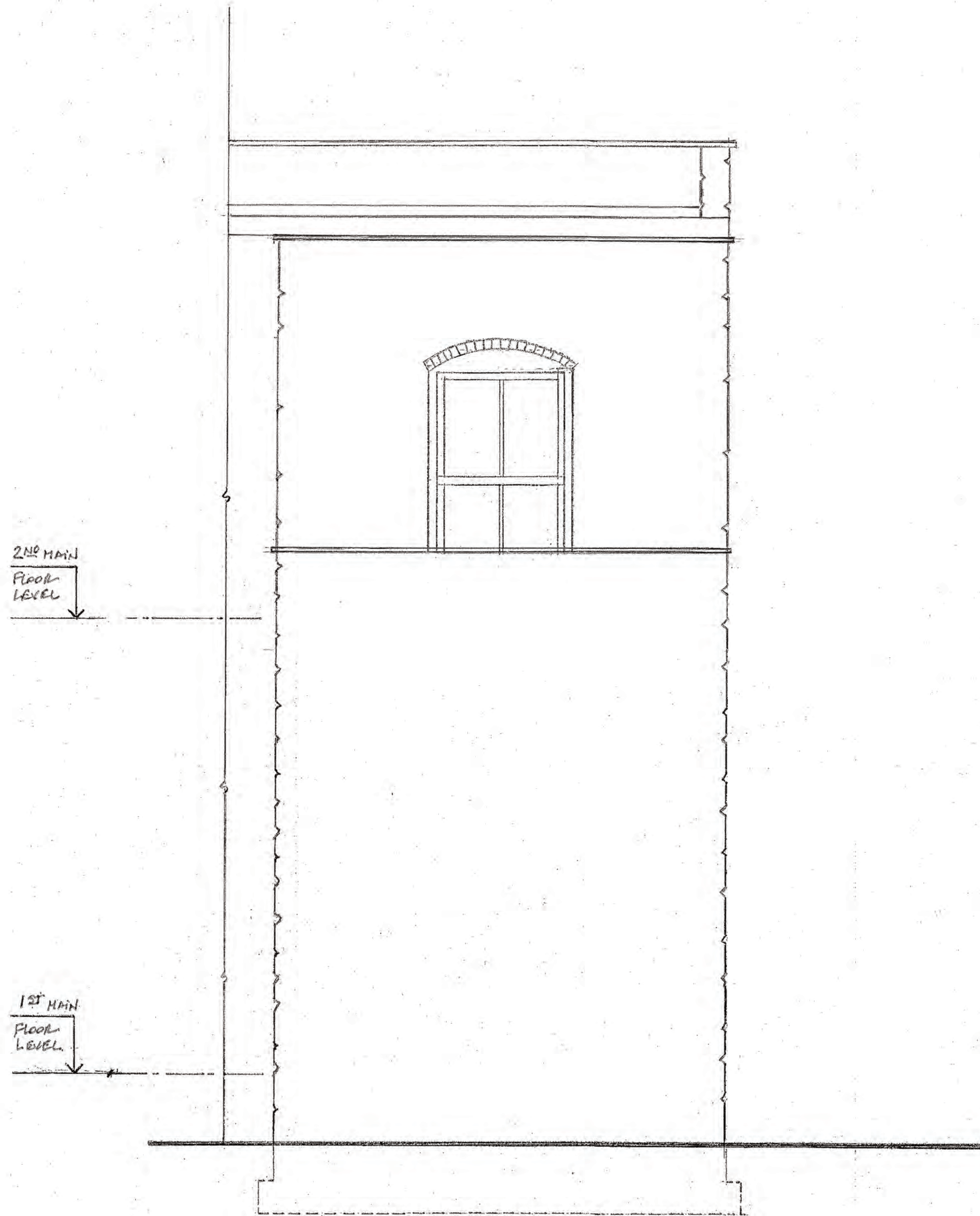
The applicant is requesting flexibility in the cladding of the proposed addition. The exterior would be clad in either a brick which matches the existing exterior material on the current one-story portion of the dwelling or a cementitious lap siding of a color which matches the CAR color palette. Materials were selected to be consistent with CAR requirements and with other dwellings within the St. John's Church Old and Historic District. All proposed exterior improvements will be visible from an extremely limited number of nearby viewpoints. A finish schedule including exterior materials, doors, and windows would be provided for the dwelling.

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](mailto:will@bakerdevelopmentresources.com) or (864)377-9140.

Sincerely,

A handwritten signature in blue ink, appearing to read "Will Gillette".

Will Gillette  
Baker Development Resources, LLC



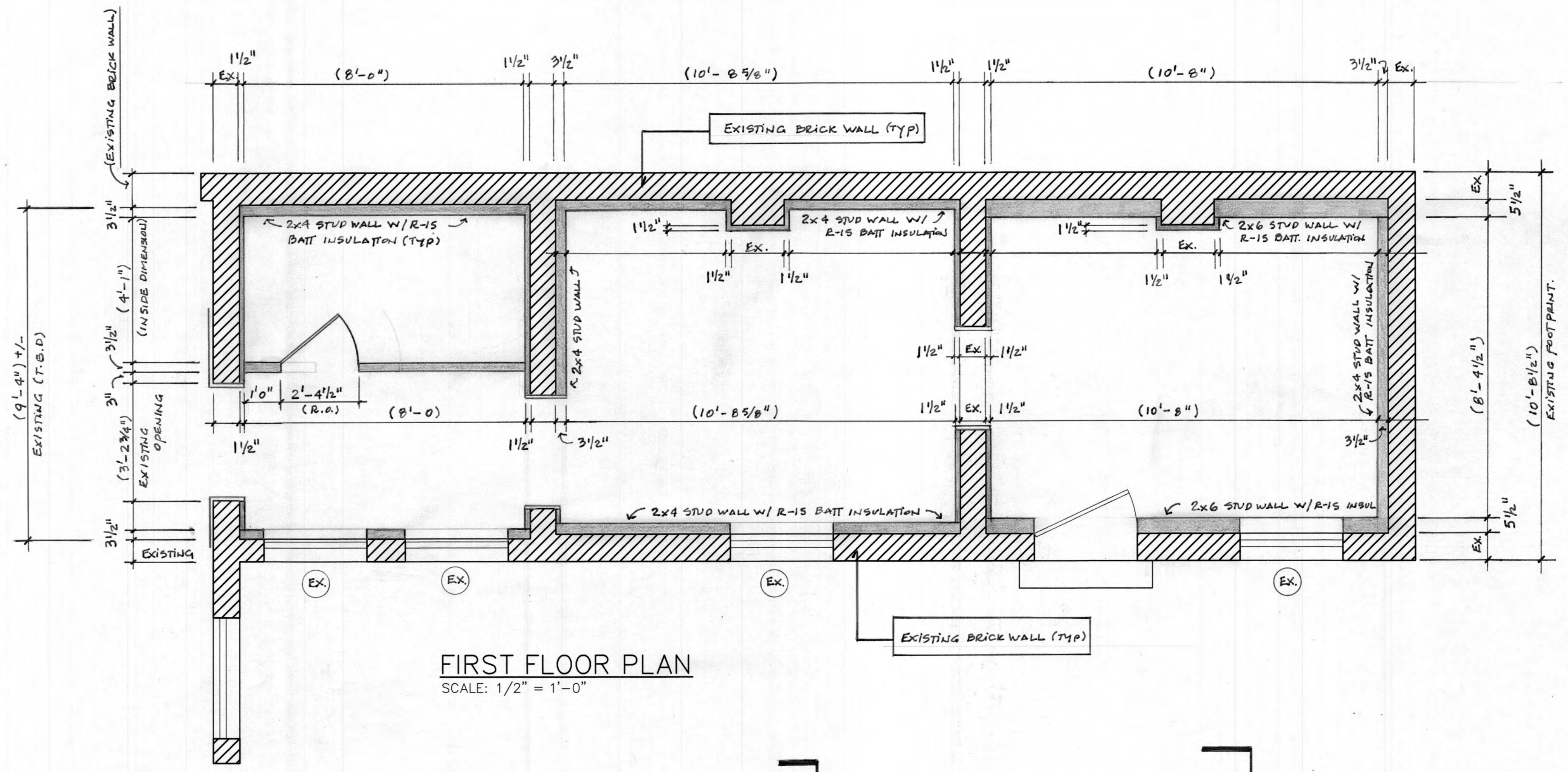
PARTIAL REAR ELEVATION (EXISTING)  
SCALE: 1/2" = 1'-0"



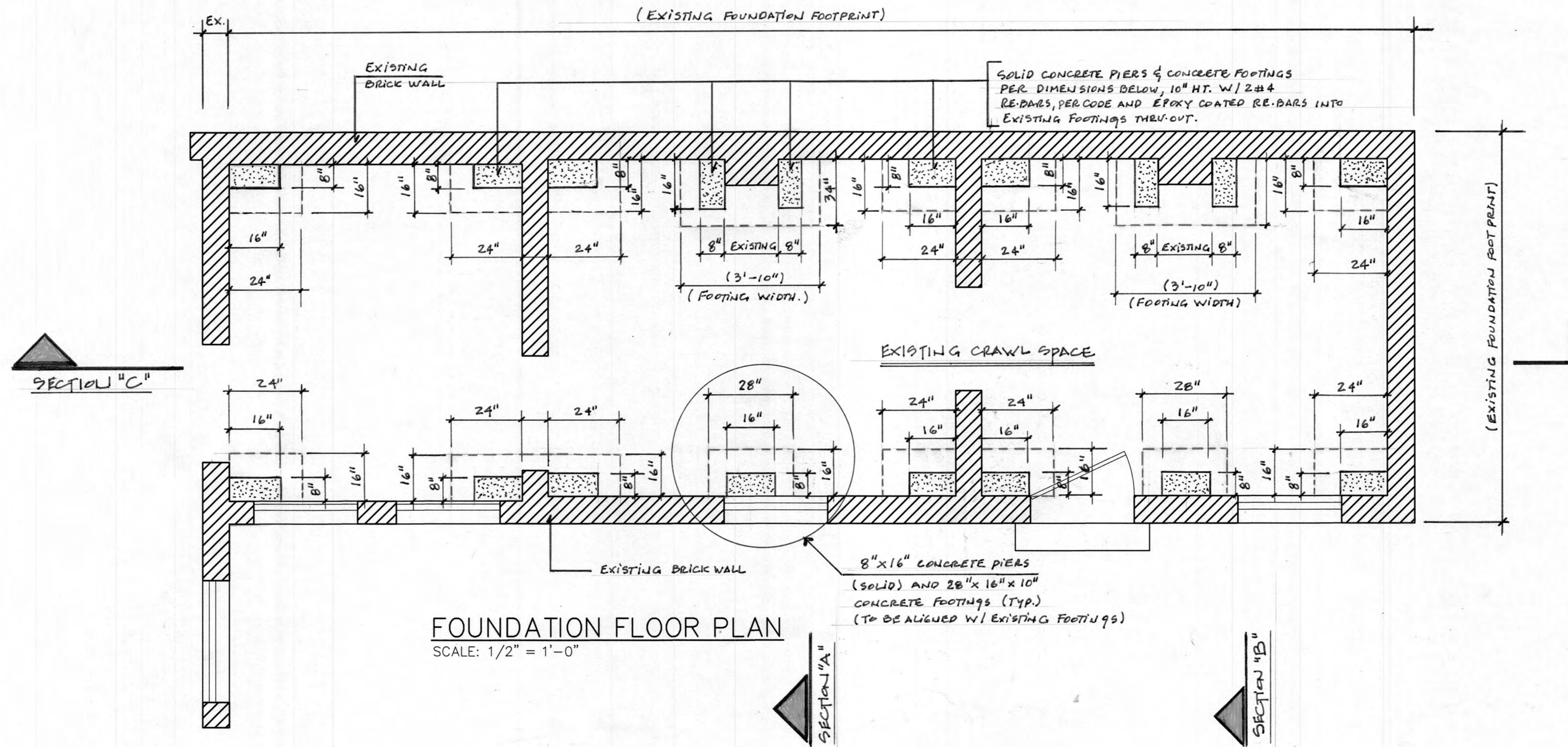
RIGHT SIDE ELEVATION (EXISTING)  
SCALE: 1/2" = 1'-0"

<b>2000 DESIGN STUDIO, LLC</b> 4058 CROCKETT ST. HENRICO, VA 23228	
<b>2616 E. GRACE STREET</b> RICHMOND, VA 23223	<b>ELEVATIONS</b> <small>(EXISTING CONDITIONS)</small>
DATE: DEC 7 2023	REVISION: 01/04/2024
SCALE: 1/2" = 1'-0"	
A-5.1	





**FIRST FLOOR PLAN**  
SCALE: 1/2" = 1'-0"



**FOUNDATION FLOOR PLAN**  
SCALE: 1/2" = 1'-0"

**2000 DESIGN STUDIO, LLC**  
4058 CROCKETT ST.  
HENRICO, VA 23228

**2616 E. GRACE STREET**  
RICHMOND, VA 23223

**FOUNDATION FLOOR PLAN**  
**AND FIRST FLOOR PLAN**

**DATE: DEC 7 2023**

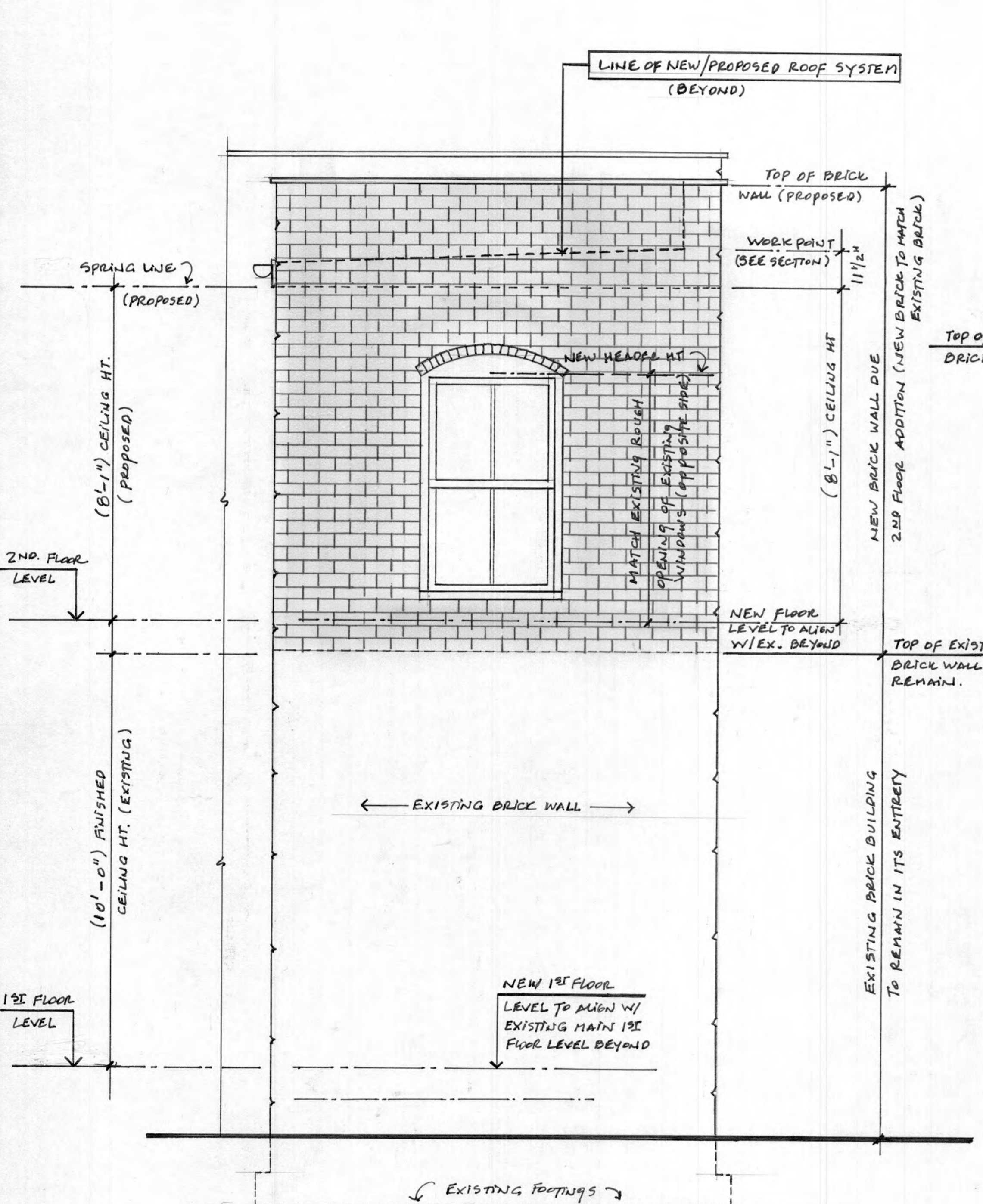
**REVISION:**

**SCALE: 1/2"=10"**

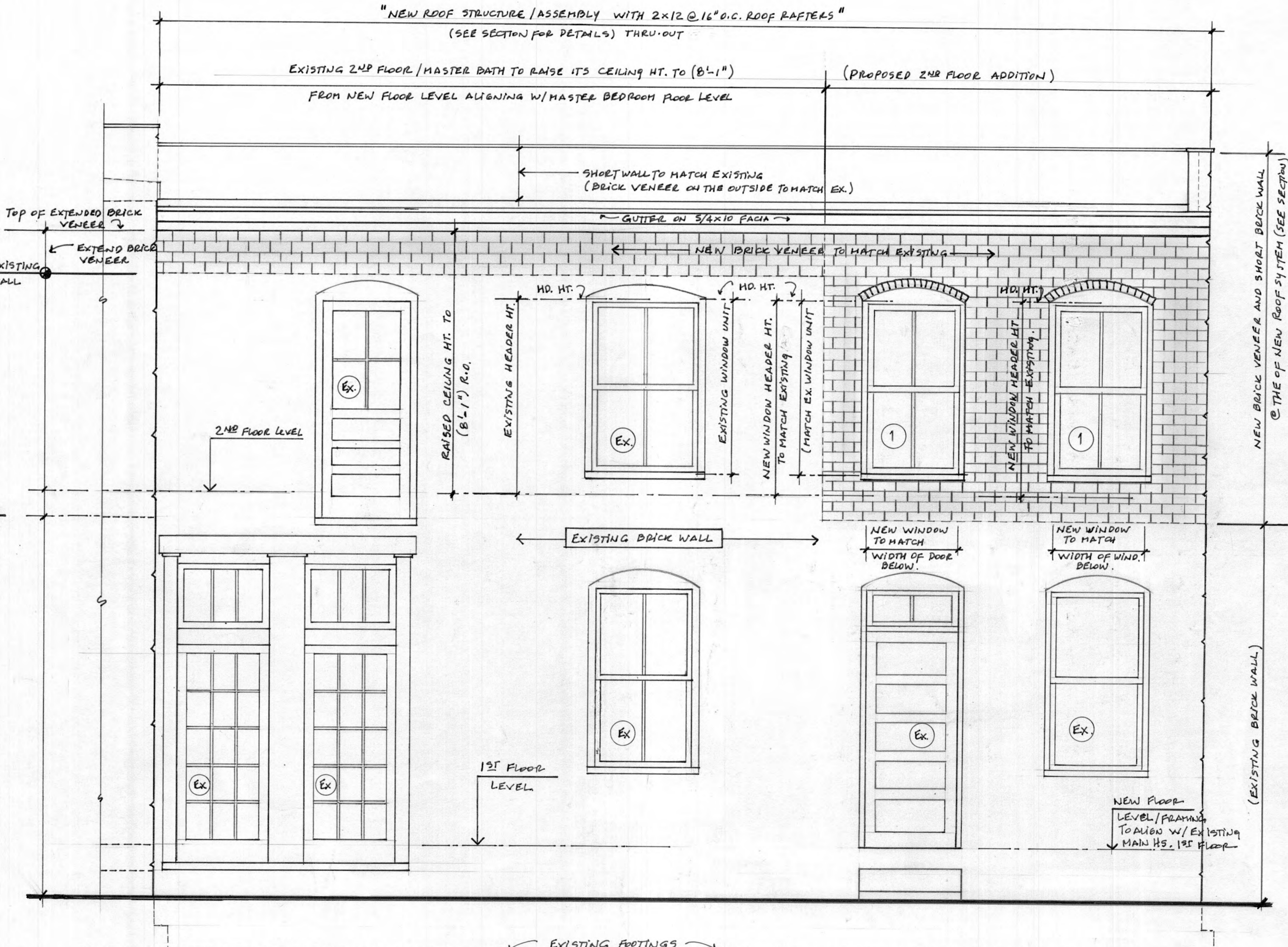
**A-2**



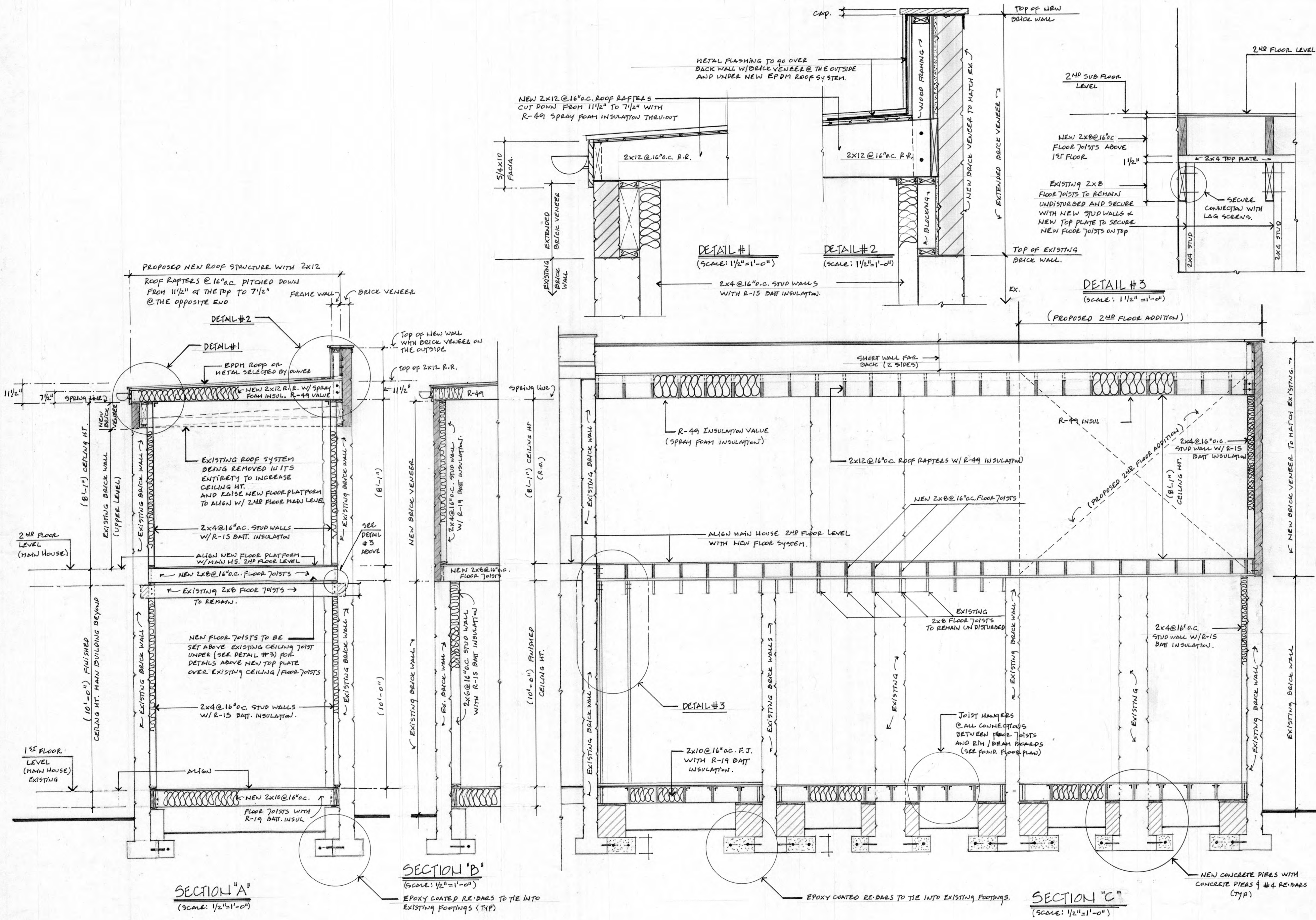




PARTIAL REAR ELEVATION  
 (SCALE: 1/2"=1'-0")



PARTIAL RIGHT SIDE ELEVATION  
 (SCALE: 1/2"=1'-0")



**SECTION "A"**  
(SCALE: 1/2"=1'-0")

**SECTION "B"**  
(SCALE: 1/2"=1'-0")

EPOXY COATED RE-BARS TO TIE INTO EXISTING FOOTINGS (TYP)

**SECTION "C"**  
(SCALE: 1/2"=1'-0")

EPOXY COATED RE-BARS TO TIE INTO EXISTING FOOTINGS.

DATE: DEC 7 2023

REVISION:

SCALE: 1/2"=1'-0"

2616 E. GRACE STREET  
RICHMOND, VA 23223

SECTIONS AND DETAILS

2000 DESIGN STUDIO, LLC

4058 CROCKETT ST.  
HENRICO, VA 23228

**A-6**