



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: 2316 West Grace Street Current Zoning: R-48  
Historic District: West Grace Street Historical Society

Application is submitted for: (check one)

- Alteration
- Demolition
- New Construction

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

Construct a detached garage for alley entry.

Brick and block foundation. Hardiplank siding. Dimensional Shingles

**Applicant/Contact Person:** Benjamin Goodman

Company: James River Construction

Mailing Address: 8728 Forest Hill Ave.

City: Richmond State: VA Zip Code: 23235

Telephone: (804) 439-0465

Email: bgoodman@jamesriverconstruction.com

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

**Property Owner:** Brian & Kim Sullivan

If Business Entity, name and title of authorized signee: \_\_\_\_\_

Mailing Address: 2316 West Grace Street

City: Richmond State: VA Zip Code: 23220

Telephone: (703) 966-7245

Email: bpsullivan@verizon.net

Billing Contact? Yes

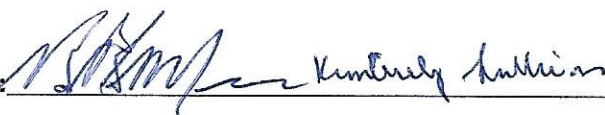
**\*\*Owner must sign at the bottom of this page\*\***

**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.

Property Owner Signature:  Date: 5/29/2024



# CERTIFICATE OF APPROPRIATENESS

## NEW CONSTRUCTION CHECKLIST

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**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 in the office or on site.**

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 New Construction outlined in Section 30.930.7(c) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** 2316 West Grace Street Richmond, VA 23220

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### NEW BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

### DRAWINGS (refer to required drawing guidelines)

- floor plans
- elevations (all sides)
- roof plan
- list of windows and doors, including size, material, design
- context drawing showing adjacent buildings
- perspective
- site plan
- legal plat of survey

### WRITTEN DESCRIPTION

- describe new structure including levels, foundation, siding, windows, doors, roof and details
- state how the *Richmond Old and Historic Districts Handbook and Design Review Guidelines* informed the proposed work, site specific pages and sections of the *Guidelines* that apply
- 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)

- site as seen from street, from front and corners, include neighboring properties

Windows: (2) 2430 Double hung, Fiberglass windows with no lites to match existing home. (White) 65-66, 94-95

Pedestrian Door: (1) 3068, ½ glass, 2 panel fiberglass door. (Rainstorm (SW 6230)) 67, 96-97

Garage Door: (1) 16', raised panel aluminum garage door. (White) 67, 96-97

Siding: Hardiplank, 8" beaded lap siding. (Body Paint: Techno Gray (SW 6170) Trim Paint: Fleur de Sel (SW 7666) ) 56, 88

Roofing: GAF Timberline HD Architectural asphalt shingles. (Pewter Gray) 62-63, 92

Foundation: Brick & Block 84-86



## BOARD OF ZONING APPEALS PRESENTATION SUGGESTIONS

CITY OF RICHMOND, VIRGINIA

When presenting your request for a variance or exception to the Board of Zoning Appeals, it is important that you consider the points outlined below. The City Charter requires that every decision of the Board must be based upon a finding of fact that the Board must determine from sworn testimony, together with pertinent evidence, presented at its public hearing. It is essential that the Board receive thorough and complete information in order for it to adequately consider your case and make an informed decision.

1. The powers and duties of the Board of Zoning Appeals (BZA) are specified in Section 17.20 of the City Charter and Article X, Division 5, of the Zoning Ordinance. The Zoning Office will assist you in identifying how your case should be filed. If you have questions regarding your case filing, please contact the Zoning Administration Office (804-646-6340/6701). Please review the applicable provisions of the City Charter or the Zoning Ordinance thoroughly and address them when presenting your case to the Board to show that the applicable requirements have been satisfied.
2. The Board of Zoning Appeals is a quasi-judicial board whose decisions are controlled by statutory law and also take into consideration applicable case law that has been handed down by the Richmond Circuit Court and the Virginia Supreme Court. The Board suggests that if you have any legal questions regarding statutory or case law as it may apply to your application, that those legal issues should be discussed with an attorney before you make your final decision to submit an application to the Board.
3. The Board considers it essential that you discuss your case with nearby residents (notification letters are sent to all property owners within a 150-foot radius of your property) and any nearby civic association(s). Information regarding your neighborhood association(s) and/or contact person(s) may be obtained [here](#). Once on the page, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, scroll down the page to the appropriate group(s) to find the contact information for each.

**Be advised that if you fail to discuss your request with your neighbors and neighborhood association(s), you should anticipate that your case will be continued until the Board's next regularly scheduled meeting. It is highly recommended that you contact your neighborhood association as soon as possible to determine their meeting schedule in order to be sure you allow yourself enough time to talk to all concerned parties prior to the hearing before the Board. The Board's Rules of Procedure require payment of a \$175.00 continuance fee if the applicant must request a continuance for the reason that the applicant failed to discuss their case with their neighbor(s) or neighborhood association(s).**

4. You are also strongly encouraged to discuss your pending case with the Secretary of the Board, Roy Benbow at (804) 240-2124 well before the hearing. The BZA Secretary can be helpful by explaining the BZA public hearing requirements and process.
5. Utilizing photographs, plans, maps, diagrams and such other written or graphic evidence as needed to fully explain your request can be a great help to the Board in understanding your request and thereby improve your chances for success. Remember . . . a picture is worth a thousand words.
6. Note that, although the Board is not authorized to grant a waiver from the zoning regulations based on financial circumstances alone, it may be a factor to be taken into consideration along with other facts in a case. If your case involves such a factor, please provide the Board with complete and relevant financial information for its review.
7. The Board's hearings are informal, although all testimony is taken under oath. You are not required to be represented by an attorney in presenting your case. However, if you choose, you may have legal representation and/or may utilize such technical experts or other persons to testify on your behalf as you feel are needed to adequately explain your request to the Board.

Acknowledgement of Receipt by Applicant or Authorized Agent: \_\_\_\_\_

*[Handwritten Signature]*  
5/29/2024



Ben Goodman <bgoodman@jamesriverconstruction.com>

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## 2316 W. Grace Street - Garage

2 messages

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**Melissa Savenko** <melissa@mikemelissa.com>

Wed, Jun 5, 2024 at 5:52 PM

To: Ben Goodman <bgoodman@jamesriverconstruction.com>

Cc: "Juliette Landphair (jlandpha)" <jlandpha@umw.edu>, Rebecca Keller <fdapresidentrva@gmail.com>, Bill Beville <bevillebill@gmail.com>, Bill Gray <billgray.millrace@gmail.com>, Thomas Lisk <TLisk@cozen.com>, Mitch Huber <hub583@live.com>, Lenny Sachs <bhlenny57@gmail.com>, Cindy Wofford <wofford3@comcast.net>, Martha Warthen <mwarthen@hunton.com>

Mr. Goodman:

It is my understanding that your clients, the owners of [2316 W. Grace Street](#), wish to add a garage to the rear of their property. As Chair of the Fan District Association Zoning & Enforcement Committee, I wanted to confirm that we defer to the Historic West Grace Street Association (HWGSA) on zoning and enforcement matters on West Grace Street.

Since I understand the HWGSA has no objection to the project, the FDA defers to their position on the project. If you have any additional questions for me, please feel free to reach out.

Best regards,  
Melissa

Melissa Loughridge Savenko  
Long & Foster - Innsbrook  
[11225 Nuckols Road](#)  
[Glen Allen, Virginia 23059](#)

Physical Office: [5706 Grove Avenue](#)  
[Richmond, Virginia 23226](#)  
Cell: 804-986-3993  
Email: [melissa@mikemelissa.com](mailto:melissa@mikemelissa.com)  
URL: [www.mikemelissa.com](http://www.mikemelissa.com)  
Blog: [www.melissasavenko.strikingly.com](http://www.melissasavenko.strikingly.com)  
Licensed in the Commonwealth of Virginia

**If you have family, friends, or colleagues with real estate needs, Mike & Melissa welcome your referrals!**

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**Juliette Landphair (jlandpha)** <jlandpha@umw.edu>

Wed, Jun 5, 2024 at 5:57 PM

To: Melissa Savenko <melissa@mikemelissa.com>, Ben Goodman <bgoodman@jamesriverconstruction.com>

Cc: Rebecca Keller <fdapresidentrva@gmail.com>, Bill Beville <bevillebill@gmail.com>, Bill Gray <billgray.millrace@gmail.com>, Thomas Lisk <TLisk@cozen.com>, Mitch Huber <hub583@live.com>, Lenny Sachs <bhlenny57@gmail.com>, Cindy Wofford <wofford3@comcast.net>, Martha Warthen <mwarthen@hunton.com>

On behalf of the Historic West Grace Street Association board, we have reviewed the plans for the project on 2316 W Grace and have no objections to it moving forward.

*Juliette Landphair, Ph.D.*

President, HWGSA

804-426-8593

[Quoted text hidden]



Ben Goodman <bgoodman@jamesriverconstruction.com>

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## Fw: Architectural Drawings for Garage Proposal for 2316 W Grace Street

1 message

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**Brian Sullivan** <bpsullivan@verizon.net>  
To: Ben Goodman <bgoodman@jamesriverconstruction.com>  
Cc: BRIAN SULLIVAN <bpsullivan@verizon.net>

Fri, May 31, 2024 at 7:56 AM

FYI.

Thanks,

Kim

----- Forwarded Message -----

**From:** Juliette Landphair (jlandpha) <jlandpha@umw.edu>  
**To:** Brian Sullivan <bpsullivan@verizon.net>; wgracestrva@gmail.com <wgracestrva@gmail.com>  
**Cc:** Brian Sullivan <bpsullivan@verizon.net>  
**Sent:** Friday, May 31, 2024 at 07:08:56 AM EDT  
**Subject:** Re: Architectural Drawings for Garage Proposal for 2316 W Grace Street

Kim,

The HWGSA board has reviewed your proposal and supports it.

Good luck!

Juliette

*Juliette Landphair, Ph.D.*

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**From:** Brian Sullivan <bpsullivan@verizon.net>  
**Date:** Thursday, May 30, 2024 at 5:24 PM  
**To:** wgracestrva@gmail.com <wgracestrva@gmail.com>, Juliette Landphair (jlandpha) <jlandpha@umw.edu>  
**Cc:** Brian Sullivan <bpsullivan@verizon.net>  
**Subject:** Fw: Architectural Drawings for Garage Proposal for 2316 W Grace Street

Good afternoon, HWGSA.

Our contractor has provided revised drawings for the garage proposal for 2316 W Grace Street. Copy attached.

Thank you,

Kim Sullivan

----- Forwarded Message -----

**From:** Brian Sullivan <[bpsullivan@verizon.net](mailto:bpsullivan@verizon.net)>

**To:** [wgracestrva@gmail.com](mailto:wgracestrva@gmail.com) <[wgracestrva@gmail.com](mailto:wgracestrva@gmail.com)>; Juliette Landphair (jlandpha) <[jlandpha@umw.edu](mailto:jlandpha@umw.edu)>

**Cc:** BRIAN SULLIVAN <[bpsullivan@verizon.net](mailto:bpsullivan@verizon.net)>

**Sent:** Tuesday, May 28, 2024 at 11:35:29 AM EDT

**Subject:** Architectural Drawings for Garage Proposal for 2316 W Grace Street

Good morning, HWGSA.

We are working with James River Construction to have a garage built at the back of our property which will replace a falling down retaining wall. We plan to replace the fence on our property which is also at risk of falling down as it is very old. James River is preparing their proposal to submit to the City of Richmond for approval. It is our understanding that the City will reach out to the Fan District Association and HWGSA as the proposal moves along through the approval process.

Attached are the attached architectural drawings James River will submit to the City. Please let us know if you have any questions.

Thank you,

Kim and Brian Sullivan

2316 W Grace Street

**RICHMOND BOARD OF ZONING APPEALS APPLICATION FORM**



**THE RICHMOND ZONING ADMINISTRATION OFFICE  
ROOM 110, CITY HALL, 900 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219  
(804) 646-6340**

**TO BE COMPLETED BY THE APPLICANT**

|                                |   |   |
|--------------------------------|---|---|
| <b>PROPERTY OWNER:</b>         | <u>Brian &amp; Kim Sullivan</u><br><u>2316 West Grace Street</u><br><u>Richmond, VA 23220</u> | <b>PHONE:</b> (Home) ( ) _____ (Mobile) <u>(703) 966-7245</u>     |
| <b>(Name/Address)</b>          |   | <b>FAX:</b> (Home) ( ) _____ (Mobile) ( ) _____                   |
|                                |   | <b>E-mail Address:</b> <u>bpsullivan@verizon.net</u>              |
|                                |   |   |
| <b>OWNER'S REPRESENTATIVE:</b> | <u>Ben Goodman</u><br><u>8728 Forest Hill Ave</u><br><u>Richmond, VA 23235</u>                | <b>PHONE:</b> (Home) ( ) _____ (Mobile) <u>(804) 439-0465</u>     |
| <b>(Name/Address)</b>          |   | <b>FAX:</b> (Home) ( ) _____ (Mobile) ( ) _____                   |
|                                |   | <b>E-mail Address:</b> <u>bgoodman@jamesriverconstruction.com</u> |

**TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE**

**PROPERTY ADDRESS (ES):** \_\_\_\_\_

**TYPE OF APPLICATION:**     **VARIANCE**             **SPECIAL EXCEPTION**     **OTHER** \_\_\_\_\_

**ZONING ORDINANCE SECTION NUMBER(S):** \_\_\_\_\_

**APPLICATION REQUIRED FOR:** \_\_\_\_\_

**TAX PARCEL NUMBER(S):** \_\_\_\_\_                      **ZONING DISTRICT:** \_\_\_\_\_

**REQUEST DISAPPROVED FOR THE REASON THAT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE REQUEST DISAPPROVED:** \_\_\_\_\_                      **FEE WAIVER:**  **YES**     **NO**

**DATE FILED:** \_\_\_\_\_ **TIME FILED:** \_\_\_\_\_ **PREPARED BY:** \_\_\_\_\_ **RECEIPT NO.** \_\_\_\_\_

**AS CERTIFIED BY:** \_\_\_\_\_ **(ZONING ADMINSTRATOR)**

**I BASE MY APPLICATION ON:**

**SECTION 17.20 PARAGRAPH(S)** \_\_\_\_\_ **OF THE CHARTER OF THE CITY OF RICHMOND**

**SECTION 15.2 -2309.2**  **OF THE CODE OF VIRGINIA**                      **[OR]**

**SECTION 1040.3 PARAGRAPH(S)** \_\_\_\_\_ **OF THE ZONING ORDINANCE OF THE CITY OF RICHMOND**

**TO BE COMPLETED BY APPLICANT**

I have received the handouts, *Suggestions for Presenting Your Case to the Board & Excerpts from the City Charter*

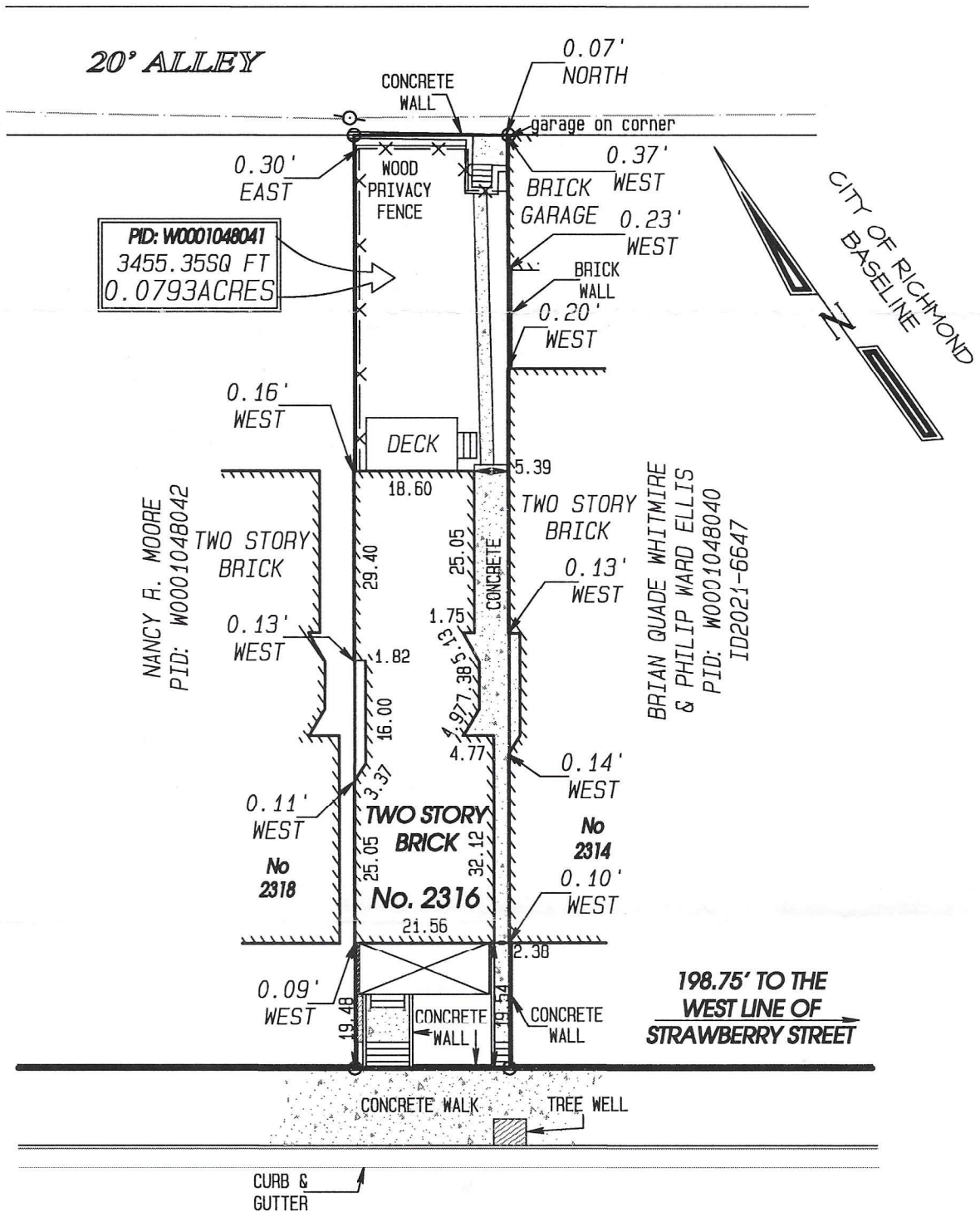
I have been notified that I, or my representative, must be present at the hearing at which my request will be considered.

**SIGNATURE OF OWNER OR AUTHORIZED AGENT:** *Brian Sullivan*                      **DATE:** 5-30-24

**\*\*\* TO BE COMPLETED BY THE SECRETARY TO THE BOARD OF ZONING APPEALS \*\*\***

**CASE NUMBER:** \_\_\_\_\_ **HEARING DATE:** \_\_\_\_\_ **AT** \_\_\_\_\_ **P.M.**





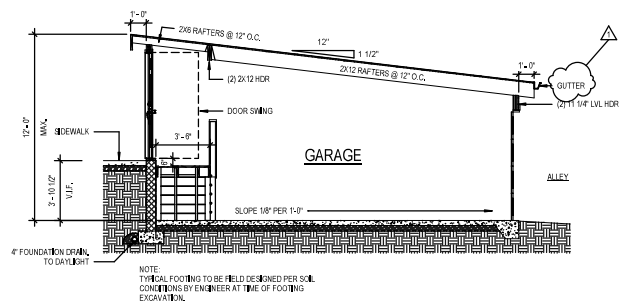
# WEST GRACE STREET

60' +/- R/W

**PLAT SHOWING IMPROVEMENTS ON No. 2316,  
WEST GRACE STREET, IN THE  
CITY OF RICHMOND, VIRGINIA.**

**PURCHASERS:  
KIMBERLY SULLIVAN  
& BRIAN SULLIVAN**

THIS IS TO CERTIFY THAT ON JUNE 13, 2022, I MADE AN ACCURATE FIELD SURVEY OF THE PREMISES SHOWN HEREON; THAT THERE ARE NO ENCROACHMENTS BY IMPROVEMENTS EITHER FROM ADJOINING PREMISES OR FROM SUBJECT



**4 BUILDING SECTION**  
1/4" = 1'-0"

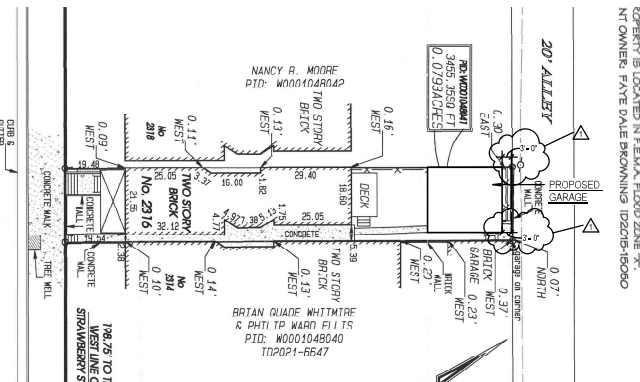
**WINDOW SCHEDULE**

| MARK | TYPE   | COUNT | NOTE |
|------|--------|-------|------|
| A    | 2x8 SH | 2     |      |

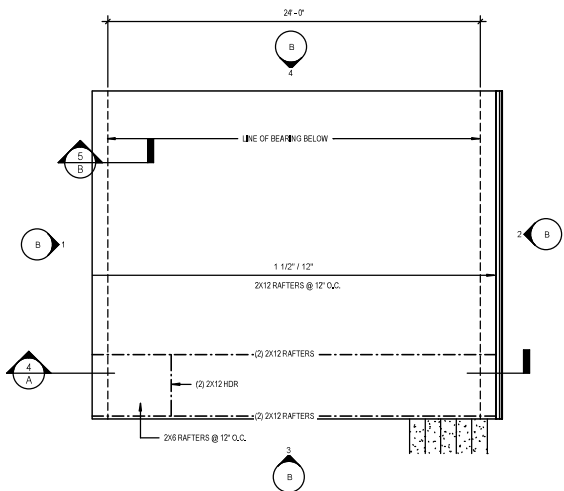
**DOOR SCHEDULE**

| MARK | Type                              | COMMENTS |
|------|-----------------------------------|----------|
| 1    | Garage Door Panel 18079           |          |
| 2    | Door - Exterior Single Swing 2028 |          |

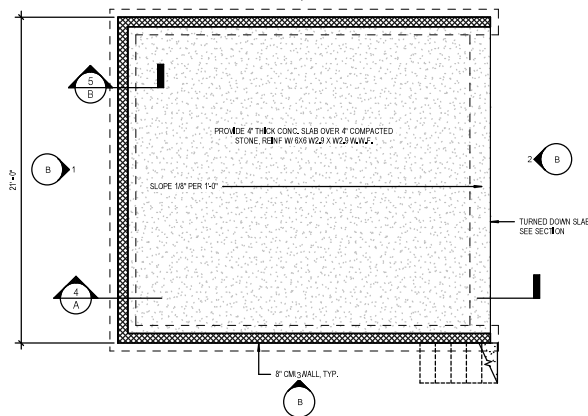
NOTE:  
1. ALL DIMENSIONS ARE FROM OUTSIDE EDGE OF EXTERIOR WALL SHEATHING OR FACE OF STUD OR CENTERLINE OF WALL UNLESS SHOWN OTHERWISE.  
2. ALL DOOR & WINDOW HEADERS IN EXTERIOR WALLS TO BE (2) 2x8 U.O.C.  
3. ALL INTERIOR DOOR HEADERS TO BE (2) 2x4 U.O.C.  
4. PROVIDE SOLID BLOCKING TO FOUNDATION SILL OR PIER UNDER ALL STRUCTURAL COLUMNING.



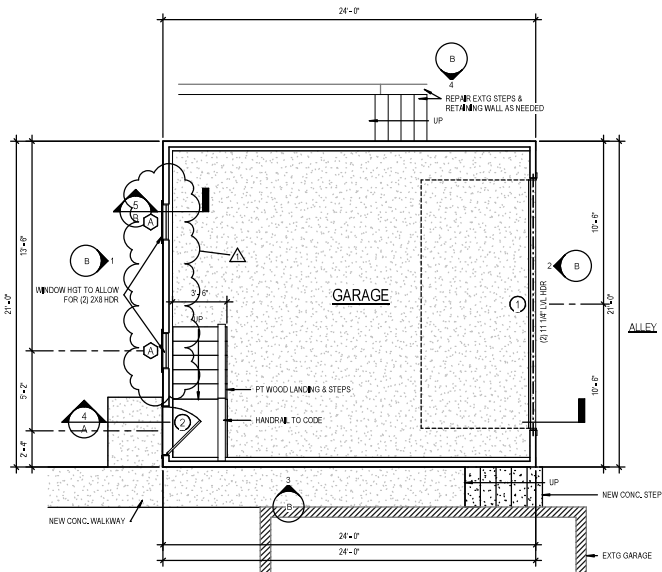
**5 SITE PLAN**  
1" = 20'-0"



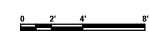
**3 ROOF PLAN**  
1/4" = 1'-0"

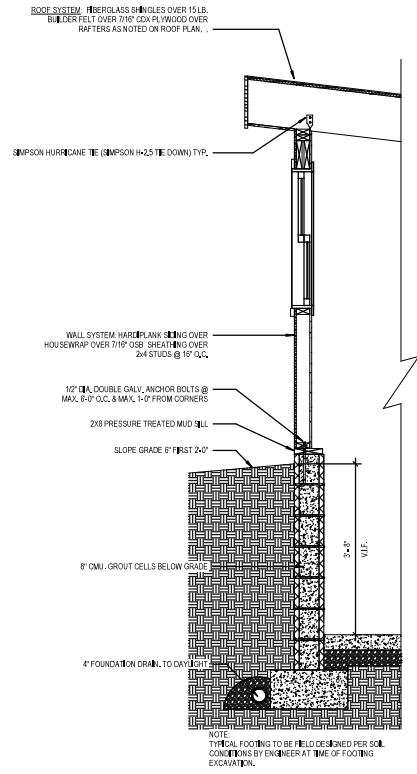


**2 FOUNDATION PLAN**  
1/4" = 1'-0"

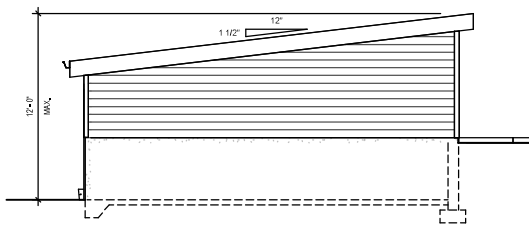


**1 GARAGE PLAN**  
1/4" = 1'-0"

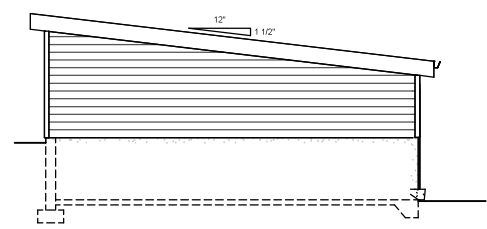




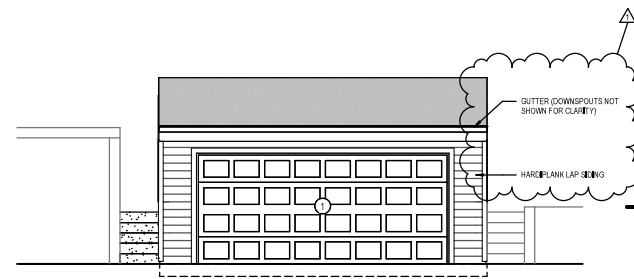
**5** **TYPICAL WALL SECTION**  
3/4" = 1'-0"



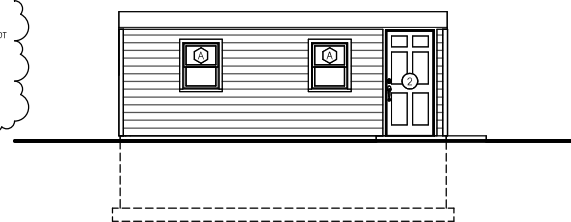
**4** **LEFT ELEVATION**  
1/4" = 1'-0"



**3** **RIGHT ELEVATION**  
1/4" = 1'-0"



**2** **REAR ELEVATION**  
1/4" = 1'-0"



**1** **FRONT ELEVATION**  
1/4" = 1'-0"

