



Meeting Minutes - Final
Commission of Architectural Review

Tuesday, October 25, 2016

3:30 PM

5th Floor Conference Room of City Hall

1 Call to Order

2 Roll Call

Present -- 7 - * Sanford Bond, * Bryan Green, * Gerald Jason Hendricks, * Rebecca S. Aarons-Sydnor, * James W. Klaus, * Andrew Ray McRoberts and * Commissioner David C. Cooley

Absent -- 2 - * Joseph Yates and * Nathan Hughes

3 Approval of Minutes

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August 23, 2016

The motion was withdrawn to approve the minutes.

September 27, 2016

The minutes will be approved at the next meeting.

Secretary's Report

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Ms. Pitts briefly discussed the new format for the minutes which is consistent with the format that the other Commissions are using and inquired if the Commission members had any feedback. It was the consensus of the Commission members that the new format was acceptable and easier to read.

Ms. Chen stated that they received 2 National Register Nominations that the Commission will be reviewing and stated that both of them are for individual midcentury modern buildings. Ms. Chen stated that she will be emailing the Commission members with her staff analysis for them to review for the November meeting.

Ms. Pitts and the Commission briefly discussed the Paint Guidelines that were crafted by Mr. Green for the Commission's review. Ms. Pitts also stated that there is second document Ms. Chen created that speaks to the other concerns that have been raised with using the Guidelines regarding the public having a better understanding of the style of architecture of homes. Ms. Pitts stated that Ms. Chen has drafted an example they are considering using to illustrate character defining features of certain styles of homes. She explained that currently the Guidelines do a poor job of describing the styles of architecture that are actually found in the districts and illustrating how they are represented in the districts.

The Commission members briefly discussed and viewed the Paint Color Guidelines for different styles of houses including wood frame structures, masonry structures, trim, fences, and roofs.

Mr. Green inquired about the procedure for voting on the new Guidelines and Ms. Pitts stated that she was trying to follow up with the City Attorney's Office to ensure that they were properly updating the Guidelines and stated that she has not heard back. Ms. Pitts suggested that the Commission have an official vote at the next meeting and stated that she will make sure this is included on the Legistar Site soon as the next meeting agenda is loaded. Ms. Pitts stated that she was hoping to have the opportunity to include the information about the different styles as a part of this document so that it will be more useful to the public. Ms. Pitts stated that she would prefer that the architectural styles of houses document go hand in hand with the new revised colors. It was the consensus of the Commission members that they vote on the Paint Color Guidelines now and get them in circulation on the Legistar Site.

Ms. Aarons Sydnor made a motion to approve the amendment to the Guidelines concerning exterior paint with the clarification that there will be more paint colors added, seconded by Mr. Bond and passed 7 0 0.

Ms. Pitts gave the Commission an update regarding the Planner I position and stated that interviews would be held tomorrow, adding that they hope to have someone on by the end of the year. She also stated that hopefully that will free up Ms. Chen to complete some more big picture historic preservation items including looking at the Guidelines.

Administrative Approvals

Ms. Pitts stated that she will email the Commission members a copy of the Administrative Approval Report when it is made available.

Enforcement Report

Ms. Pitts stated that there is a home at 2407 Cedar Street that has been painted with more graffiti and she has been communicating with the owner. She also stated that an application will likely be submitted for next month to replace all the siding. Ms. Pitts also stated that there are a few items on the agenda that are the result of enforcement activities.

Other Committee Reports

Mr. Green stated that there were several projects at UDC this month which included a series of improvements and sighting improvements to James River Park System Headquarters at Reedy Creek; cell tower equipment going on the Main Library; alley encroachment behind 1419 Park Avenue; and outdoor dining encroachment at 1500 Roseneath Avenue. Mr. Green stated that they also discussed new lighting guidelines.

Ms. Pitts stated that she and Mr. Green wanted to discuss two items that are on the agenda that have easements held by Historic Richmond Foundation. She stated that they were discussing if they should have something prior to the application submittal that Historic Richmond has reviewed deferring the decision to the Commission to approve the work.

Mr. Green stated that they are not going to take any action today but just start a conversation about how the Commission can help make sure that applicants are aware

when there is an easement, whether a Historic Richmond Foundation easement or a State Preservation easement. Mr. Green stated that they wanted to make sure that the applicants know that it is their responsibility to work out the terms of the easement and stated that the easement holder's standards might be higher than the Commission's standards.

CONSENT AGENDA

Ms. Aarons-Sydnor made a motion to move item # 7 from the regular agenda to the consent agenda with staff recommendations. The motion was seconded by Mr. Bond and passed 6-1.

Mr. Klaus made a motion to move item # 6 from the regular agenda to the consent agenda. The motion was seconded by Mr. Bond and failed.

A motion was made by Mr. Klaus, seconded by Mr. Bond, to approve the amended consent agenda with staff's recommendations. The motion carried by the following vote:

Aye -- 7 - Bond, Green, Hendricks, Aarons-Sydnor, Klaus, McRoberts and Cooley

- 1 [CAR No. 2016-147](#) 2712 Monument Avenue - Replace existing brick wall on front patio with metal railing.

Attachments: [Application and Plans](#)

[Site Map](#)

[Staff Report](#)

A motion was made by Mr. Klaus, seconded by Mr. Bond, to approve this application for a Certificate of Appropriateness for the reasons cited in the staff report.

- 7 [CAR No. 2016-149](#) 970-972 Pink St. - Rehabilitate the existing structure and construct a two story rear addition.

Attachments: [Application and Plans](#)

[Site Plan](#)

[Staff Report](#)

This item was moved from the regular agenda to the consent.

A motion was made by Mr. Klaus, seconded by Mr. Bond, to approve this application for a Certificate of Appropriateness for the reasons cited in the staff report provided that the following conditions are met: the fiber cement siding be smooth and unbeaded; paint colors be submitted to staff for administrative review and approval; and a sample of the proposed windows be provided for administrative review and approval.

REGULAR AGENDA

- 2 [CAR No. 2016-137](#) 409 N. Boulevard - Replace 10 existing windows with aluminum clad wood windows.

Attachments: [Application and Plans - 10/25/16](#)

[Site Plan](#)

[Staff Report - 10/25/16](#)

[Application and Plans - 9/27/16](#)

[Staff Report - 9/27/16](#)

A motion was made by Ms. Aarons-Sydnor, seconded by Mr. Klaus, that this Application for a Certificate of Appropriateness be approved for the reasons cited in the staff report provided that the following conditions are met: the windows be true-divided-lite or simulated-divided-lite with muntins on the interior and exterior and a spacer bar between the panes of glass; the casement windows on the front elevation be retained; and details of the additional 6/6 window on the south elevation which is proposed to be replaced be provided to staff for administrative review and approval.

Aye -- 5 - Bond, Green, Aarons-Sydnor, Klaus and McRoberts

No -- 2 - Hendricks and Cooley

- 5 [CAR No. 2016-146](#) 700 N. 27th St. - Construct a garage, a pergola, a deck, and an addition to an existing structure; repaint the existing structure; and replace the existing fences.

Attachments: [Application and Plans](#)

[Site Map](#)

[Staff Report](#)

A motion was made by Mr. Klaus, seconded by Mr. Hendricks, that this Application for a Certificate of Appropriateness be approved for the reasons cited in the staff report provided that the following conditions are met: the new masonry elements remain unpainted; the existing wooden fence be maintained and repaired or replaced in-kind; the addition and garage be clad in smooth, shiplap siding; the new door to the deck be a single door aligned with the window above; and existing historic material including windows and doors removed to facilitate the addition be maintained onsite. The motion carried by the following vote:

Aye -- 5 - Bond, Hendricks, Aarons-Sydnor, Klaus and Cooley

No -- 2 - Green and McRoberts

- 6 [CAR No. 2016-148](#) 2230 Monument Ave. - Enclose existing 2 sotry porch at the rear of the home.

Attachments: [Application and Plans](#)

[Site Map](#)

[Staff Report](#)

A motion was made by Mr. Green, seconded by Mr. McRoberts, that this Application for a Certificate of Appropriateness be approved for the reasons cited in the staff report provided that the following conditions are met: the lattice frieze be maintained and enclosed with glass on the interior, and the existing dentils

remain in place. The motion carried by the following vote:

Aye -- 7 - Bond, Green, Hendricks, Aarons-Sydnor, Klaus, McRoberts and Cooley

- 8 [CAR No. 2016-150](#) 705 N. 23rd St. - Rehabilitate the existing structure to include painting and replacement of all windows.

Attachments: [Application and Plans](#)

[Site Map](#)

[Staff Report](#)

Staff recommended approval of the proposed composite decking, understanding that modern wood decking is much less durable than the first-growth timber that was historically used for porch flooring, with the condition that the decking be tongue and groove in a profile to match the existing wood decking. Staff had concerns with the replacement of the lattice below the porch with solid wood panels as that is not a form typically found in the district as historically the area under the porch was left open. Staff recommended denial of the installation of the wood panels and recommended the applicant repair, replace in-kind, or remove the existing lattice panels.

Staff also recommended denial of painting the masonry foundation white and recommended approval of the proposed body color. Additionally, the proposed porch ceiling color is characteristic of porch ceilings in the district, and therefore staff recommended approval. As the bright coral color proposed for the door is not a color found on the guidelines' palette, staff recommended denial of this paint color and recommended the applicant chose a pink color found on the paint palette if the desire is to have a pink door. Staff found that picket fences at the front of Greek Revival structures such as this are character defining features of properties in the district. For these reasons, staff recommended the picket fence not be removed and should be repaired or replaced in-kind.

Staff stated that the applicant has provided evidence that the three ground floor windows on the northeast elevation are deteriorated beyond the point of repair as the windows appear to have been destroyed from the interior by an animal. Staff did not believe the applicant has provided adequate evidence that the other eight windows have deteriorated beyond the point of repair. Though the windows are likely not the original windows, staff found the existing windows are characteristic of the historic windows which would have been found on the home. For this reason staff recommended approval of the in-kind replacement of the three windows on the ground floor of the northeast elevation to match the existing windows in material and form to include being wood, true-divided-lite, 6/6 windows. Staff recommended denial of the replacement of the remaining windows and encouraged the applicant to consider installing new storm windows if the concern is energy efficiency.

Danielle Worthing with Historic Richmond stated that they have been working with Mr. Dodson and added that Historic Richmond has the same recommendations as staff. Ms. Worthing stated that they will not be issuing an actual approval or formal comment in writing until they are the owner. Ms. Worthing stated that they do not want to see windows that can be salvaged be replaced and added that Historic Richmond believes the windows should be repaired. She also stated that Historic Richmond approves of the applicant replacing in-kind the 3 windows that were damaged by squirrels with true divided lite windows with the same profile.

The Commission was in consensus that they could offer the applicant recommendations to return to the Commission once the owner has closed on the property and deferred the application with staff recommendations and with the condition

that they remove the paint as safely as possible.

A motion was made by Ms. Aarons-Sydnor, seconded by Mr. McRoberts, that this Application for a Certificate of Appropriateness be deferred to allow the property to transfer to the applicant.. The motion carried by the following vote:

Aye -- 7 - Bond, Green, Hendricks, Aarons-Sydnor, Klaus, McRoberts and Cooley

- 9 [CAR No. 2016-151](#) 2432-2438 Venable St. - Demolish a small retaining wall, grade lot, construct a block wall, and paint over an existing mural with red brick colored paint.

Attachments: [Application and Plans](#)

[Site Plan](#)

[Staff Report](#)

A motion was made by Mr. Green, seconded by Ms. Aarons-Sydnor, that this Application for a Certificate of Appropriateness be approved as submitted for the reasons cited in the staff report provided that the following conditions are met: the parking lot be screened along the frontage of 2432 Venable Street in a manner to be reviewed and approved by staff to include a wall or fence and vegetation; a complete landscaping plan be submitted for administrative review and approval; the concrete block wall be removed or parged as to not allow the concrete blocks to telegraph through; the paint colors to be used to cover the existing mural be submitted to staff for administrative review and approval; and all portions of the structure which were not painted prior to the establishment of the Old and Historic District be painted the natural brick color. The motion carried by the following vote:

Aye -- 7 - Bond, Green, Hendricks, Aarons-Sydnor, Klaus, McRoberts and Cooley

- 10 [CAR No. 2016-152](#) 215 W. Clay St. - Rehabilitate the existing structure to include replacing or infilling with wood panels the existing windows and doors.

Attachments: [Application and Plans 11/22/16](#)

[Site Plan](#)

[Staff Report 11/22/16](#)

[Application and Plans 10/25/16](#)

[Staff Report 10/25/16](#)

Ms. Pitts stated that although there is evidence that some windows are in poor condition, staff does not believe the applicant has provided enough evidence that all of the existing windows have deteriorated beyond repair. As the Guidelines emphasize that original windows should be retained and damaged elements should be repaired not replaced, staff could not recommend approval for the replacement of the windows which are visible from the public right-of-way. Staff stated the Commission may wish to defer this application to allow the applicant the opportunity to provide a more detailed window survey which thoroughly illustrates the condition of each window.

The Guidelines note that windows should not be blocked out, and therefore, staff could not recommend approval of infilling windows on primary elevations with wooden panels. The applicant may wish to consider leaving the sashes in place and infilling the windows from the interior. The Guidelines state that changes to existing windows on secondary

elevations are to be considered by the Commission on a case-by-case basis. Staff had some concerns about altering the openings on the 1st story of the Brook Road elevation as this is a primary elevation.

While the existing door is a replacement door, staff believes the window above is original and therefore should not be replaced; and due to the presence of a granite curb, it appears that there has historically been a door in this opening. Staff recommended that the Commission defer the application to gain a better understanding of why the change is needed. As the Guidelines note that previously painted brick should be painted the same color as it is currently painted or a natural brick color, staff recommended the applicant provide more information about the proposed paint scheme for Commission review and approval.

The Commission members voiced concerns about the applicant infilling the window from the outside and recommended the applicant find a way to close it off from the inside. The Commission also felt that the applicant needs a window survey for the remaining windows. The Commission members also had concerns about the ramp and inquired if the applicant could maintain the existing threshold and explore using a temporary ramp and raising the brick sidewalk to 6ft at the front, as there were concerns about the change in the elevation. The Commission also had a concern with the applicant changing the side door to a window and suggested that the door be closed off from the interior.

A motion was made by Mr. Green, seconded by Mr. Klaus, that this Application for a Certificate of Appropriateness be deferred to allow the applicant the opportunity to explore ways to enclose the windows from the interior; to explore repairing and retaining the existing windows or to provide a more detailed window survey if window replacement is still desired; and to provide additional details about the first floor openings on the Brook Road elevation. The motion carried by the following vote:

Aye -- 7 - Bond, Green, Hendricks, Aarons-Sydnor, Klaus, McRoberts and Cooley

- 11 [CAR No. 2016-153](#) 720 Jessamine St. - Construct a new duplex.

Attachments: [Application and Plans](#)

[Site Plan](#)

[Staff Report](#)

A motion was made by Mr. Cooley, seconded by Ms. Aarons-Sydnor, that this Application for a Certificate of Appropriateness be approved as submitted for the reasons cited in the staff report provided that the following conditions are met: the proposed porch roofs be clad in black or gray membrane and the front three windows on the first floor of the south elevation be increased in size to match the adjacent windows.. The motion carried by the following vote:

Aye -- 7 - Bond, Green, Hendricks, Aarons-Sydnor, Klaus, McRoberts and Cooley

- 12 [CAR No. 2016-154](#) 3005-3007 E. Franklin St. - Rehabilitate a multifamily building and construct a new multifamily building.

Attachments: [Application and Plans](#)

[Site Plan](#)

[Staff Report](#)

A motion was made by Ms. Aarons-Sydnor, seconded by Mr. Bond, that this Application for a Certificate of Appropriateness be approved as submitted for the reasons cited in the staff report provided that the following condition is met: the column placement be revised to be even and to include a column at the end of the railing.. The motion carried by the following vote:

Aye -- 7 - Bond, Green, Hendricks, Aarons-Sydnor, Klaus, McRoberts and Cooley

- 13 [CAR No. 2016-155](#) 2107 Cedar St. - Rehabilitate an existing structure to include new windows, doors, siding, and roof and construct a two story addition and deck at the rear.

Attachments: [Application and Plans - 10/25/16](#)

[Site Map](#)

[Staff Report - 10/25/16](#)

[Application and Plans - 9/27/16](#)

[Staff Report - 9/27/16](#)

A motion was made by Mr. Green, seconded by Mr. Hendricks, that this Application for a Certificate of Appropriateness be approved as submitted for the reasons cited in the staff report provided that the following conditions are met: windows be true or simulated divided lite, wood or aluminum clad wood windows; the windows on the side elevation vertically align; the existing chimney be retained; and the porch roof be black or grey membrane. The motion carried by the following vote:

Aye -- 7 - Bond, Green, Hendricks, Aarons-Sydnor, Klaus, McRoberts and Cooley

- 14 [CAR No. 2016-156](#) 604 N. 22nd St. - Construct a garage at the rear of the property.

Attachments: [Application and Plans](#)

[Site Map](#)

[Staff Report](#)

A motion was made by Ms. Aarons-Sydnor, seconded by Mr. Bond, that this Application for a Certificate of Appropriateness be approved as submitted for the reasons cited in the staff report provided that the following conditions are met: details of the proposed siding dimensions and color be provided for administrative review and approval; the roof form be altered to a gable or shed roof; details of the proposed garage door be provided for administrative review and approval; and the garage be setback 4 feet from the south property line as presented. The motion carried by the following vote:

Aye -- 5 - Bond, Hendricks, Aarons-Sydnor, Klaus and McRoberts

No -- 1 - Green

Recused -- 1 - Cooley

CONCEPTUAL REVIEW

This was conceptually reviewed

- 15 [CAR No. 2016-157](#) 3112 E. Marshall St. - Construct a new three story single family dwelling.

Attachments: [Application and Plans](#)

[Site Map](#)

[Staff Report](#)

Staff had some concerns with the construction of a third story extension at the rear of a two story structure as this is not a single family residential building form found in the district. Staff was also concerned that the typical height of the surrounding buildings is 2 stories and the proposed structure is 3 stories. As the context drawing provided emphasizes the height of the building in comparison to the adjacent structure, staff encourages the applicant to provide additional perspective drawings that show the visibility of the third story from the street when the applicant returns for final review. The proposed windows are vertically aligned and symmetrically placed which is consistent with patterns in the district. Staff also finds the center entrance as proposed is an element that is not found on the majority of structures in the surrounding block as the primary entrance is typically found in an outer bay. The proposed construction utilizes cementitious lapped siding, trim, and panels; wooden front porch details; composite porch flooring and rear railings; and aluminum clad windows. Though lapped siding is a material that is found in the district, the mix of exposures is not something typically found in the district. As the plans are unclear as to where the different sizes of siding will be located, staff is unable to fully comment on this use of material.

The Commission was in consensus regarding concerns that the cornice was set back too far and that it is out of character for the neighborhood. The Commission also was concerned about the cornice wrapping around the building and not being differentiated. The Commission feels that the 3rd floor needs to be treated differently and the decoration at the cornice on the side elevation needs to be minimized. The Commission also feels that the applicant should treat the cornice on the second story as one unit and stated that they have concerns about the height of the 3rd floor.

This Application for a Certificate of Appropriateness was conceptually reviewed

REGULAR AGENDA CONTINUED

- 4 [CAR No. 2016-145](#) 512 N. 29th St. - Rehabilitate the existing home to include replacing vinyl siding with fiber cement siding, painting, and installing a new front door.

Attachments: [Application and Plans](#)

[Site Map](#)

[Staff Report](#)

A motion was made by Mr. Green that this Application for a Certificate of Appropriateness be approved as submitted for the reasons cited in the staff report provided that the following conditions are met: the condition of the wood siding be assessed in coordination with staff and if possible, a sufficient amount

of existing wood siding be salvaged and installed with the historic reveals on the façade; the fiber cement siding on the secondary elevations be smooth, unbeaded, and installed with a reveal consistent with the historic reveal; the paint on the piers be removed with non-abrasive cleaners; the concrete block wall along the entry walkway may be removed; and the front door be redesigned to have a single light above a panel. The motion carried by the following vote:

Aye -- 7 - Bond, Green, Hendricks, Aarons-Sydnor, Klaus, McRoberts and Cooley

- 3** [CAR No. 2016-144](#) 2423 E. Grace St. - Remove eastern handrail on 1st story of the rear porch and install lattice to the height of 5'-10".

Attachments: [Application and Plans](#)

[Site Map](#)

[Staff Report](#)

A motion was made by Mr. McRoberts, seconded by Ms. Aarons-Sydnor, that this Application for a Certificate of Appropriateness be deferred the application to allow the applicant the opportunity to speak to the application.. The motion carried by the following vote:

Aye -- 7 - Bond, Green, Hendricks, Aarons-Sydnor, Klaus, McRoberts and Cooley

Adjournment

Mr. Green adjourned the meeting at 7:25pm