

**COMMISSION OF ARCHITECTURAL REVIEW
STAFF REPORT
June 23, 2015 Meeting**

4. **CAR No. 15-087** (K. Banks)

**2707 East Broad Street
St. John's Church Old and Historic District**

Project Description:

**Install new window in
existing opening of a carriage house**

Staff Contact:

M. Pitts

The applicant requests approval to restore a second floor window on the southwest side of an existing brick carriage house at the rear of a home in the St. John's Church Old and Historic District. Currently, the opening is infilled with a wooden panel. The applicant proposes to install a 2/2 double hung wood window to fit the existing opening. The sashes will be painted black, and the window trim will be painted taupe to match the windows on the primary structure.

Staff recommends approval of the project, with a condition. The *Richmond Old and Historic Districts Handbook and Design Review Guidelines* recommend that original masonry openings for windows should be maintained (pg. 65, #5). The carriage house has been altered throughout the years as is evident from the ghosting on the brick which indicates previous openings on the structure. Included in these alteration was the infilling of this opening. The proposed application restores the masonry opening with the proposed window. The *Guidelines* recommend that the reconstruction of missing windows should be based on physical evidence or photo documentation (pg. 65, #7). Though there was no photo documentation provided regarding the historic appearance of the windows, the applicant proposes to match the sash and window trim color to the historic windows on the primary structure. Additionally, the proposed window will be differentiated from the historic windows on the primary structure through its muntin configuration. Staff recommends that the window be true divided lite or simulated divided lite.

It is the assessment of staff that the application, with the condition above, is consistent with the Standards for Rehabilitation in Section 114-930.7(b) of the City Code, as well as with the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*, specifically the pages cited above, adopted by the Commission for review of Certificates of Appropriateness under the same section of the code.