

City of Richmond

*City Hall
900 East Broad Street*



Meeting Minutes

Tuesday, May 27, 2025

3:30 PM

5th Floor Conference Room of City Hall

Commission of Architectural Review

[PDRPRES
2025.009](#)

Public Access and Participation Instructions - Commission of Architectural Review

Attachments: [Public Access and Participation Instructions -COMMISSION OF ARCHITECTURAL REVIEW.pdf](#)

Call to Order

The meeting was called to order at 3:30p.m.

Roll Call

Present -- 6 - * Commissioner Coleen Bulter Rodriguez, * Commissioner Andrew Moore, * Commissioner John Grier, * Commissioner Larry Nutt, * Commissioner Emily Striffler and * Commissioner Catherine Easterling

Absent -- 2 - * Commissioner Gina Marie Hill and * Commissioner Erik Bootsma

Approval of Minutes

There were no minutes for approval.

Secretary's Report

Administrative Approval Report

Enforcement Report

National Register of Historic Places Recommendations

1. [NRHP 1](#) Shockoe Valley and Tobacco Row NR Expansion

Attachments: [Report](#)
[Boundary Decrease and Update](#)

A motion was made by Commissioner Rodriguez, seconded by Commissioner Nutt, to recommend approval of the Shockoe Valley and Tobacco Row National Register Historic District expansion.

The motion carried by the following vote:

Aye -- 4 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier and Commissioner Larry Nutt

Excused -- 2 - Commissioner Emily Striffler and Commissioner Catherine Easterling

2. [NRHP 2](#) Main Street Banking District NR Decrease

Attachments: [Report](#)
[Boundary Decrease and Update](#)

A motion was made by Commissioner Striffler, seconded by Commissioner

Rodriguez, to recommend approval of the Main Street Banking District National Register Historic District decrease and update.

The motion carried by the following vote:

Aye -- 6 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Emily Striffler and Commissioner Catherine Easterling

CONSENT AGENDA

A motion was made by Commissioner Nutt, seconded by Commissioner Rodriguez, to move item #11 603.5 North 23rd Street to the Consent Agenda.

The motion carried by the following vote:

Yes: (5) EASTERLING, GRIER, MOORE, NUTT, RODRIGUEZ

No: (0)

Recused (1) STRIFFLER

Absent (2) BOOTSMA, HILL

A motion was made by Commissioner Moore, seconded by Commissioner Rodriguez, to approve the adjusted Consent Agenda.

The motion carried by the following vote:

Aye -- 5 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt and Commissioner Catherine Easterling

Recused -- 1 - Commissioner Emily Striffler

3. [COA-165909-2025](#) 401 Chimborazo Boulevard - Demolish a non-contributing one-story structure.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Moore, seconded by Commissioner Rodriguez, to approve this application for the reasons stated in the Staff Report provided that the following conditions are met: protective measures are taken during the removal process to ensure the safety and preservation of adjacent historic structures.

The motion carried by the following vote:

Aye -- 5 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt and Commissioner Catherine Easterling

Excused -- 1 - Commissioner Emily Striffler

4. [COA-165910-2025](#) 601 North 23rd Street - Extend the rear porch of a single family home, and construct a pergola.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Moore, seconded by Commissioner Rodriguez, to approve this application for the reasons stated in the Staff Report provided that the following conditions are met: confirm the total height of the pergola; submit final paint colors for all visible elements, including the pergola; and ensure any new construction does not impact site drainage or neighboring foundation conditions.

The motion carried by the following vote:

Aye -- 5 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt and Commissioner Catherine Easterling

Excused -- 1 - Commissioner Emily Striffler

5. [COA-165915-2025](#) 1333 East Cary Street - Install a concrete patio on the side of a building and expand a window opening to create entrance.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Moore, seconded by Commissioner Rodriguez, to approve this application for the reasons stated in the Staff Report provided that the following conditions are met: Work be done in a way that disturbs as little historic material as possible, and historic features of the building be protected and preserved during construction.

The motion carried by the following vote:

Aye -- 5 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt and Commissioner Catherine Easterling

Excused -- 1 - Commissioner Emily Striffler

11. [COA-165911-2025](#) 603.5 N 23rd Street - Construct a new bike shed.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Moore, seconded by Commissioner Rodriguez to approve this application as submitted for the reasons stated in the staff report.

The motion carried by the following vote:

Aye -- 5 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt and Commissioner Catherine Easterling

Excused -- 1 - Commissioner Emily Striffler

REGULAR AGENDA

6. [COA-166438-2025](#) 2206 Jefferson Avenue - Construct a two-story single-family detached dwelling on the vacant parcel.

Attachments: [2206 Jefferson Ave - 2025_04-28 - Initial CAR Comment Response.pdf](#)
[CAR_Final Narrative_20250428_2206 Jefferson.pdf](#)
[Staff Report](#)

A motion was made by Commissioner Rodriguez, seconded by Commissioner Striffler, to approve this application for the reasons stated in the staff report provided that the following conditions are met: ensure that the total height of the new construction does not exceed what is currently proposed; and provide additional elevation views and section details to fully illustrate the porch design.

The Motion carried by the following vote:

Aye -- 6 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Emily Striffler and Commissioner Catherine Easterling

7. [COA-166144-2025](#) 3021-3023 East Franklin Street - Construct two single-family attached dwellings.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Striffler, seconded by Commissioner Grier, to approve this application for the reasons stated in the staff report provided that the following conditions are met: specify final material selection color selections for the cementitious siding material; and ensure that final porch detailing (columns, railings) align with district precedents.

The Motion carried by the following vote:

Aye -- 6 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Emily Striffler and Commissioner Catherine Easterling

8. [COA-164459-2025](#) 510 West 20th Street - Result of a violation: Replace original, deteriorated roofing with a new material.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Easterling, seconded by Commissioner Moore, to partially approve this application for the reasons stated in the staff report provided that the following conditions are met:

Specifically, the Commission approved the front porch roof material with standing seam metal, as it is a historic roofing material used for front porch roofs in the Spring Hill Old and Historic District.

Specifically, the Commission denied the replacement of the main standing seam metal roof with asphalt shingles for the following reasons: asphalt shingles are a modern material that do not adequately resemble standing seam metal and diminish the historic integrity and character of the building; the installation of asphalt shingles does not meet the intent of the Old and Historic District Guidelines for Roof Replacement and Reconstruction which state that, "Substitute materials should match the original in style and form as much as possible"; and page 96 of the guidelines which state that, "Asphalt shingles are made of felt impregnated with asphalt and covered with colored ceramic or stone granules. This modern roofing material is an inappropriate choice for the majority of historic structures."

The Motion carried by the following vote:

Aye -- 6 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Emily Striffler and Commissioner Catherine Easterling

9. [COA-166150-2025](#) 3422 East Broad Street - Construct a new rear fence, chiminea, and replace windows.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Rodriguez, seconded by Commissioner Striffler, to approve this application for the reasons stated in the staff report provided that the following conditions are met: replace the metal frame of the privacy fence with wood to match traditional materials used in the district; submit the proposed stain color for review and administrative approval; ensure compliance with the maximum privacy fence height permitted by zoning regulations; use unpainted brick on the chimney where possible. If painted, submit the final color selection for administrative approval; preserve and repair original wood siding where feasible. Replace with HardiePlank only when necessary; and replace existing non-original windows with double-hung 1-over-1 windows, using the requested 48x72 dimension, final specifications submitted to staff for review and approval.

The Motion carried by the following vote:

Aye -- 6 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Emily Striffler and Commissioner Catherine Easterling

10. [COA-166151-2025](#) 3301 East Marshall Street - Replace various components of an existing storefront.

Attachments: [Application & Plans \(May 2025\)](#)
[Staff Report \(May 2025\)](#)
[Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Moore, seconded by Commissioner Nutt, to defer this application to allow the applicant additional time to develop a replacement storefront design that better resembles the extant storefront.

Specifically, the Commission asked that the applicant provide a rendering/drawing of the proposed storefront, and that additional moldings and trim be incorporated into the design that better resemble the extant storefront.

The motion carried by the following vote:

Aye -- 6 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Emily Striffler and Commissioner Catherine Easterling

12. [COA-165913-2025](#) 1201 West Franklin Street - Install a digital display board on integrated masonry wall of historic church.

Attachments: [Application & Plans \(May 2025\)](#)
[Staff Report \(May 2025\)](#)
[Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Striffler, seconded by Commissioner Rodriguez, to defer this application. Specially, the Commission deferred the application to allow the applicant additional time to explore other signage options like E-Ink, or other modern technologies that are non-illuminated.

The motion carried by the following vote:

Aye -- 5 - Commissioner Coleen Bulter Rodriguez, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Emily Striffler and Commissioner Catherine Easterling

Recused -- 1 - Commissioner Andrew Moore

13. [COA-166143-2025](#) 2625 Monument Avenue - Replace a slate roof on a side porch with copper.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Rodriguez, seconded by Commissioner Nutt, to approve this application for the reasons stated in the staff report provided that the following conditions are met: The new copper roof feature flat-lock seams.

The motion carried by the following vote:

Aye -- 6 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Emily Striffler and Commissioner Catherine Easterling

14. [COA-166145-2025](#) 3118 East Broad Street - Replace fourteen non-original windows with new composite wood windows.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Striffler, seconded by Commissioner

Moore, to approve this application for the reasons stated in the staff report provide that the following conditions are met: given the difficulty in reconstructing the original 6-over-6 windows, staff recommends installing replacement double-hung 1-over-1 sash windows that match the current form and district context; maintain the exact width of all existing window openings to preserve the relationship with the frieze board; approve the kitchen casement window due to its lack of visibility from the public right-of-way.

The motion carried by the following vote:

Aye -- 6 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Emily Striffler and Commissioner Catherine Easterling

15. [COA-165908-2025](#) 15 West Leigh Street - Construct a two-story addition to the rear of a single-family residence.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made Rodriguez, seconded by Commissioner, to approve this application for the reasons stated in the staff report provided that the following conditions are met: the rear porch have a finished appearance, be painted/stained a color that compliments the building and have railings with the pickets inset into the top and bottom banister, rather than nailed-up pickets; new windows be constructed of wood or aluminum clad wood, final window specifications submitted to staff for approval; the addition be clad in either horizontal wood siding or fiber cement siding. Fiber cement siding must be un-beaded and not have a faux wood grain, final materials submitted for administrative approval; final exterior color selections must be submitted for staff approval; new exterior HVAC equipment be located adjacent to a secondary elevation and screened from the street and the alley by either fencing or vegetation; any unpainted masonry on the extant building must remain unpainted. Any change in the exterior color of the extant building must be submitted in a subsequent COA application for Staff approval; and any exterior work to the primary portion of the building avoids the removal or alteration of any existing architectural features such as the windows, doors, cornice, and porch elements. Any work beyond routine maintenance and in-kind painting must be submitted in a subsequent COA application prior to completing.

The motion carried by the following vote:

Aye -- 6 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Emily Striffler and Commissioner Catherine Easterling

CONCEPTUAL REVIEW

16. [COA-166142-2025](#) 2228 Cedar Street - Demolish existing structure on parcel and construct two new single-family attached dwellings.

Attachments: [Application & Plans](#)
[Unsafe Structure Notice](#)
[Staff Report](#)

Specifically, The Commission reviewed this application in an advisory capacity. A recording of the meeting is available on the Legistar website. A summary of the commission's comments can be found below:

Overall, the Commission supported the design of the new construction. There were comments on revising the east elevation's roof profile. The Commission expressed the need to have the gable roof portion be more prominent. It was suggested that the third story portion off the rear be reduced to 2 1/2 stories, connecting to the front mass of the building below the ridge line of the gable. One Commissioner sta

Adjournment

The meeting was adjourned at 7:13p.m.