

**COMMISSION OF ARCHITECTURAL REVIEW  
STAFF REPORT  
January 24, 2017, Meeting**

2. **CAR No. 17-005** (City of Richmond) **701 North 25<sup>th</sup> Street  
Church Hill North Old and Historic District**

**Project Description:** **Replace existing windows  
in a commercial structure.**

**Staff Contact:** **C. Jeffries**

The applicant requests approval to replace the existing windows of the “East End Social Services Center,” constructed in 1977, in the Church Hill North Old and Historic District. The applicant is proposing to replace steel framed, single glazed windows with energy efficient double glazed aluminum windows. The applicant notes that the existing windows have reached the end of their serviceable life, and some windows are currently not ADA compliant. The proposed windows will match the existing window color, and will be installed within the existing window openings. The existing awning windows will be replaced with single hung windows with a bottom awning sash.

**Staff recommends approval of the project as submitted.** The *Richmond Old and Historic Districts Handbook and Design Review Guidelines* state that original features and materials that define a building style should be retained and damaged elements should be repaired instead of replaced (pg. 56, #1, 7). The applicant is proposing to replace the windows for energy efficiency. The *Guidelines* note that windows should only be replaced when they are missing or beyond repair and any reconstruction should be based on physical evidence or photo documentation (pg. 67, #7). The proposed windows will match the existing windows, with the exception of the awning windows, which will be replaced with ADA compliant windows.

In addition, staff finds that this 20<sup>th</sup> century structure is not a contributing part of the historic character of the Old and Historic District as it was not constructed during the period of significance for the structures in the District and is not of the architectural style of the historic structures in the district.

It is the assessment of staff that the application, as presented, is consistent with the Standards for Rehabilitation outlined in Section 30-930.7(b) of the City Code, as well as with the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*, specifically the page cited above, adopted by the Commission for review of Certificates of Appropriateness under the same section of the code.