

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

6. **CAR No. 15-073** (L. & M. Wingfield ) **2807 East Grace Street  
St. John's Church Old and Historic District**

**Project Description:** **Infill 2nd floor window and  
install two new windows in existing openings.**

**Staff Contact:** **M. Pitts**

The applicant requests approval to infill an existing second story window and to restore a second floor window on the southeast elevation near the rear of a home in the St. John's Church Old and Historic District. The existing home is a shed-roofed, Italianate brick row-house constructed in 1885.

The applicant proposes to infill the second floor window with brick and mortar to match the existing as close as possible. The new brick will be recessed approximately 1"-2" from the building façade. This request to infill the window is to accommodate future interior alterations of an existing second floor bathroom.

The applicant proposes to install a 6 over 6 double hung window in the existing opening on the first floor. The proposed window will fill the existing masonry opening and will match the existing windows at the rear of the house. At the Commission's meeting on January 27, 2015, the Commission approved modifications to the rear of this home to include the installation of a boxed window at this location. The applicant is proposing to revise this project to restore the historic opening with an appropriate sized window rather than a boxed window.

**Staff recommends partial 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, and infilling original masonry openings is strongly discouraged (pg. 65, #5). Though the applicant is proposing to maintain the appearance of a window opening by recessing the brick infill, the proposal removes a historic opening from a location which is visible from the public right of way. For this reason, staff cannot recommend approval of the removal of the second floor window and the infill of the masonry opening. If the Commission determines that the window removal is appropriate, staff recommends that the window be kept on site to allow for the possibility of reinstallation in the future.

The rear of the home appears to have been altered through the years including the infilling of the historic opening on the first floor. 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 existing 6 over 6 windows at the rear of the structure. Staff recommends approval of this window installation with the condition that the window be a wood or aluminum clad wood window with true divided lite or simulated divided lite.

It is the assessment of staff that the application, with the condition above, is partially 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.