Staff Report
City of Richmond, Virginia

Commission of Architectural Review

6. COA-112853-2022	**Final Review**	**Meeting Date:** 6/28/2022
Applicant/Petitioner	Meghan Zapiec	
Project Description	Replace existing wooden windows with new aluminum clad wood windows.	
Project Location **Address**: 2905 E. Broad St. **Historic District**: St. John's Church **High-Level Details:** • The applicant requests permission to replace 9 existing 2/2 wooden windows of a 1881 Italianate, semi-attached, masonry dwelling with aluminum clad wood windows. • Staff was unable to determine if the existing wood windows are original to the building, but believes that they are either original or installed predistrict designation IN 1957		
Staff Recommendation	**Denial**	
Staff Contact	Alex Dandridge, alex.dandridge@rva.gov, (804)-646-6569	
Previous Reviews	None.	
Staff Recommendations	• Applicant identify the source of the water that is causing the damage, and that the sill be repaired or replaced in-kind. • Applicant consider installing interior or exterior storm windows, which can be administratively approved.	

Staff Analysis

Guideline Reference	Reference Text	Analysis
Windows, #1, pg. 69	*1. Retain all original windows, and ensure that hardware is in good shape, reusing serviceable window hardware and locks.*	Staff was unable to obtain documentation that demonstrated that the windows proposed for replacement are not original to the dwelling. Staff notes that there does appear to have been alterations to the rear of the building, specifically at the window labeled "back window #4". This window has the same light configuration as the other rear windows. Staff notes that the front façade windows of the attached dwelling at 2903 E. Broad appear to be the same 2/2 wood windows as seen at 2905 E. Broad. Staff emphasizes the importance of keeping the windows of the attached dwellings intact for a uniform, historic appearance.
Windows, #7, pg. 69	*7. Windows should only be replaced when they are missing or beyond repair. Any reconstruction should be based on physical evidence or photo documentation.*	Based on the information submitted by the applicant, staff finds the windows proposed for replacement are not deteriorated beyond repair. The only portion of a window that appears to be deteriorated beyond repair is the wooden sill of rear window #4. This sill appears to have been damaged due to excess water runoff and infiltration. Staff recommends that the applicant identify the source of the water that is causing the damage, and that the sill be repaired or replaced in-kind.
Windows, #12, pg. 69	*12. Thermal efficiency can be enhanced through the use of weather stripping, storm windows, caulking, interior shades, shutters, blinds and awnings, if appropriate.*	The applicant has indicated to staff that they would like to replace the rear windows because they are not thermal-efficient. Staff suggests that storm windows can increase the thermal efficiency of single-pane wood windows. Staff recommends the applicant consider installing interior or exterior storm windows, which can be administratively approved.

Figures

Figure 1. Façade photo, google street view

Figure 2. City Assessor's Card, 1950's. Windows appear to be the existing front façade windows.

Figure 3. Rear of dwelling

Figure 4.