



Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510
Richmond, VA 23219 | (804)-646-7550
www.rva.gov/planning-development-review/commission-architectural-review



Property (location of work)

Address: 27 W Broad Street
Historic District: Broad Street

Applicant Information ☒ Billing Contact

Name: Will Gillette / Mark Baker
Email: markbaker@bakerdevelopmentresources.com
Phone: (804)874-6275
Company: Baker Development Resources
Mailing Address: 530 East Main St, Suite 730
Richmond, VA 23219

Applicant Type: ☐ Owner ☒ Agent ☐ Lessee
☐ Architect ☐ Contractor ☐ Other (specify):

Owner Information ☐ Billing Contact

☐ Same as Applicant
Name: SNP DEVELOPMENT LLC
Email: _____
Phone: _____
Company: _____
Mailing Address: 10320 SONNY MEADOWS LN
MECHANICSVILLE, VA 23116

****Owner must sign at the bottom of this page****

Project Information

Project Type: ☒ Alteration ☐ Demolition ☐ New Construction (Conceptual Review Required)
Description (attach additional sheets if needed):

Alteration of the existing facade along W Broad Street to permit the installation of one (1) walk-up ATM

Acknowledgement of Responsibility

Compliance: If granted, you agree to comply with all conditions of the certificate of appropriateness (COA). Revisions to approved work require staff review and may require a new application and approval from the Commission of Architectural Review (CAR). Failure to comply with the conditions of the COA may result in project delays or legal action. The COA is valid for one (1) year and may be extended for an additional year, upon written request and payment of associated fee.

Requirements: A complete application includes all applicable information requested on checklists available on the CAR website to provide a complete and accurate description of existing and proposed conditions, as well as payments of the application fee. Applications proposing major new construction, including additions, should meet with staff to review the application and requirements prior to submitting an application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

Zoning Requirements: Prior to Commission review, it is the responsibility of the applicant to determine if zoning approval is required and application materials should be prepared in compliance with zoning.

Signature of Owner  Date 10/5/22

Certificate of Appropriateness

Application Instructions

In advance of the application deadline, please contact staff to discuss your project, application requirements, and if necessary, to make an appointment to meet with staff for a project consultation. The CAR website has additional project guidance and required checklists: www.rva.gov/planning-development-review/commission-architectural-review

Staff Contact: (804)-646-7550 | Emily.Routman@richmondgov.com

Submission Instructions

Certain exterior work can be administratively approved by Staff. Please contact staff via email with the project address in the subject line. Submit the following items via email to staff:

- One (1) signed and completed application (PDF) – property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist (PDF)
- Application fee, if required, will be invoiced via the City's Online Permit Portal. Payment of the fee must be received before the application will be scheduled. Please see fee schedule brochure available on the CAR website for additional information.
- **Application deadlines are firm.** All materials must be submitted by the deadline to be considered at the following Commission meeting. Designs must be final at the time of application; revisions will not be accepted after the deadline. Incomplete and/or late applications will not be placed on that month's agenda.
- A complete application includes a signed application form, related checklist, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in Sec. 30-930.6(b).
- The Commission will not accept new materials, revisions, or redesigns at the meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff, Commissioners, and public notice, if required.

Meeting Schedule and Application Due Dates

- The CAR meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00pm via Microsoft Teams. The owner and/or applicant is encouraged to attend the meeting.
- All applications are due at 12 noon the Friday after the monthly CAR meeting, except in December, when applications are due the following Monday. For a list of meeting dates and submission deadline dates for each meeting please visit www.rva.gov/planning-development-review/commission-architectural-review or contact staff.
- Exception: Revisions to applications that have been deferred or conceptually reviewed at a CAR meeting can be submitted nine (9) business days after that meeting in order to be reviewed at the following meeting. Please contact staff to confirm this date.

Fees

- Full Demolition: **\$1,500**
- New construction/addition to a building other than for a single- or two-family dwelling or accessory building, including multi-family or mixed-use developments: **\$500**
- New construction/addition to a single- or two-family dwelling, or accessory building: **\$250**
- Amendments to previous certificates of appropriateness (COAs) concerning non-structural alterations, changes to signage, and changes to plans: **\$150**
- Extension of a certificate of appropriateness (COA): **\$25**



October 27th, 2022

City of Richmond Department of Planning and Development Review
Commission of Architectural Review
Mr. Alex Dandridge, Secretary
City Hall, 900 East Broad Street
Richmond, VA 23219

RE: 27 West Broad Street (W000-0105/001)

Members of the Commission,

This memorandum shall serve as the applicant's statement for an application to be reviewed by the Commission of Architectural Review (the "CAR") for the proposed alteration of the existing mixed-use building on the property known as 27 W Broad Street (the "Property") within the Broad Street City Old and Historic District in order to add a walk-up ATM.

The Property is located on the south side of W Broad Street at the corner of N Adams and lies in Richmond's Broad Street City Old and Historic District. The Broad Street District is described by the CAR Handbook as "[t]he finest and best-preserved collection of turn-of-the-century commercial buildings in the state [of Virginia]." Per the National Register of Historic Places, the building at 27 W broad Street was constructed c. 1910 as a commercial storefront.

The Property owner is proposing to upfit the first-floor commercial space for a local bank. As part of this upfit, the tenant is proposing to install a walk-up ATM along the W Broad Street Frontage. Locating the ATM along W Broad Street, the building's primary frontage, would permit pedestrians easily access the structure and would help to activate the Broad Street corridor. The proposed ATM would utilize the easternmost window bay and replace the

window with the ATM and require screening of the interior. No changes are proposed to the other windows or the structure of the building. The proposed ATM would not affect the existing framing of the window and no changes are proposed to the brick exterior of the building.

The proposed design would be compatible with the historical fabric of the block and would allow for the tenant to utilize the building for its initial purpose as a commercial storefront. The proposed design allows for the utilization of an existing historic building in the neighborhood while also addressing the pedestrian realm and increasing the functionality of the overall commercial use. The extremely minimal intrusion into the structure, with just the replacement of a pane of glass, protects the historic façade of the structure while allowing for a simple replacement should another tenant occupy the building in the future.

We thank you for the care and assistance in reviewing our application. Should you have any questions after reviewing this request, please feel free to contact me at markbaker@bakerdevelopmentresources.com or (804)874-6275.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark R. Baker', with a stylized, flowing script.

Mark R. Baker

Baker Development Resources, LLC

Downtown West Broad MASTER SIGNAGE: OVERVIEW

1.1

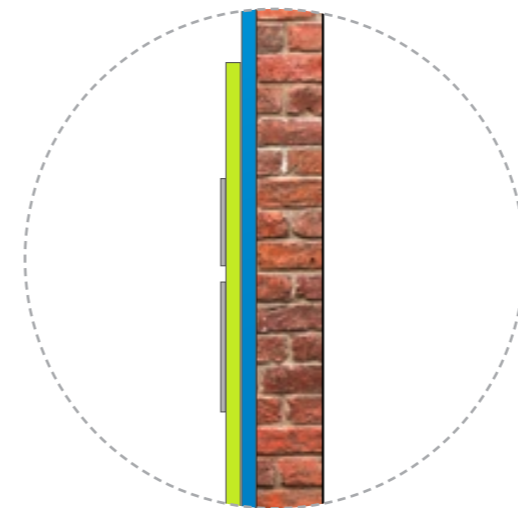


WEST ELEVATION



SOUTH ELEVATION

Downtown West Broad EXTERIOR ATM+ SURROUND

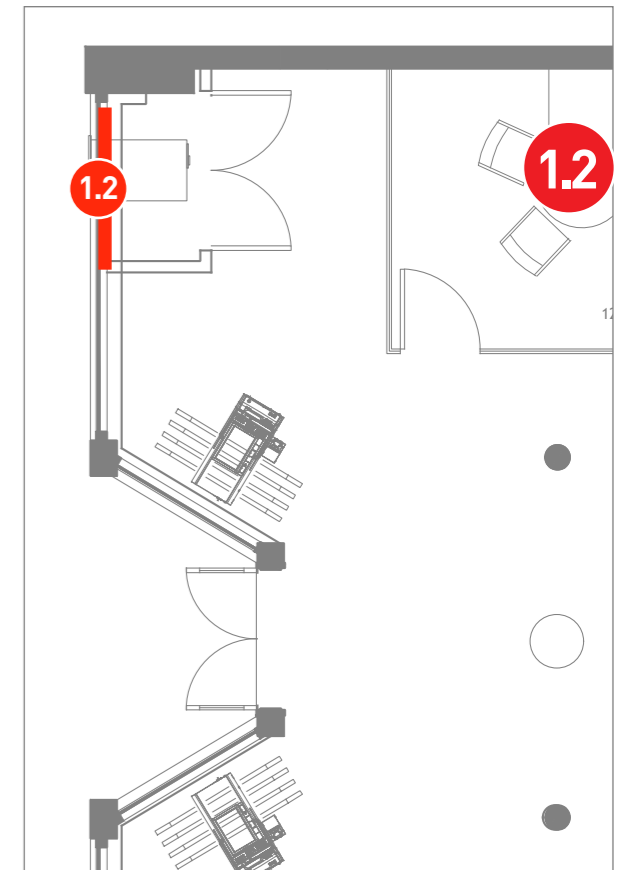


SIDE VIEW DETAIL

LOGO
Dimensional letters
and logo.

BACKER PANEL
Dimensional ATM surround.
Face painted SW6524 Commodore,
or similar.
Edges painted to match PMS 388c.

BACKER PANEL
Direct printed exterior-grade vinyl.



PLAN VIEW



ENVIRONMENTAL ELEVATION