COMMISSION OF ARCHITECTURAL REVIEW STAFF REPORT December 15, 2015 Meeting

1. CAR No. 15-146 (J. Budwell)

602 ¹/₂ North 21st Street Union Hill Old and Historic District

Project Description: Install new wood windows at the rear of a structure

Staff Contact:

M. Pitts

The applicant requests approval to install five new wood windows at the rear as a part of the rehabilitation of a home within the Union Hill Old and Historic District. The existing window sashes and frames have been removed from the five windows at the rear. The applicant proposes to reconstruct the wooden frames and install two 3' by 6' 2/2 windows on the first floor and three 3' by 5'-4" 2/2 windows on the second floor to fit the existing openings.

Staff recommends approval of the project with a condition. The Richmond Old and Historic Districts Handbook and Design Review Guidelines state that all original windows should be retained and only replaced when they are missing or beyond repair (pg. 65 #1, #7). As the windows were removed prior to application to the CAR, staff did not have the opportunity to determine if the windows were in poor condition and beyond repair or original to the structure; though the applicant asserts that the windows were severely deteriorated. The Guidelines further state that when the severity of deterioration requires the replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visible qualities and, where possible, materials (pg. 5, #6); and that any reconstruction of windows should be based on physical evidence or photographic documentation (pg. 65, #7). The only photograph staff has of the rear of the structure prior to removal of the windows is a photograph from July 31, 2015, which shows only one window remaining. The window that is remaining does not appear to be original to the structure as it does not appear to fit the window opening. The applicant is proposing to model the new windows off of the existing original windows on the facade which are 2/2 wooden windows. As the Guidelines support the architectural appearance of original windows should be used as a model for new windows (pg. 65, #10), staff recommends the approval of the proposed window installation with the condition that all windows be true or simulated divided lite windows.

It is the assessment of staff that the application, with the condition noted above, is consistent with the Standards for Rehabilitation 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 pages cited above, adopted by the Commission for review of Certificates of Appropriateness under the same section of the code.