

**COMMISSION OF ARCHITECTURAL REVIEW  
STAFF REPORT  
May 24, 2016 Meeting**

5. **CAR No. 16-081** (K. Bohm)

**109 East Clay Street  
Jackson Ward Old and Historic District**

**Project Description:**

**Convert a window opening to a door opening to access a new rear deck.**

**Staff Contact:**

**M. Pitts**

The applicant requests approval to convert an existing window at the rear of a structure into a door opening with a transom above to provide access to a proposed deck at the rear of a structure in the Jackson Ward Old and Historic District. Due to the existence of a privacy fence, the proposed deck is not visible from the public right of way and therefore will not be reviewed by the Commission. The applicant proposes a new opening which will maintain the head height and right jamb of the existing window opening. The proposed door is a Craftsman style steel door with two panels and 6-lites. The applicant is proposing to install a 4-lite transom above the proposed door.

**Staff recommends approval of the project with conditions.** The *Richmond Old and Historic Districts Handbook and Design Review Guidelines* note that though alterations to window openings are discouraged, the Commission will consider changes to existing windows on secondary elevations on a case-by-case basis (pg. 65, #8). The proposed alteration is on a secondary elevation which is partially blocked by an existing privacy fence. Staff supports the conversion of the window opening to a door opening as the proposed opening will continue to align with the head height of the adjacent window and the right jamb of the window above. As a metal craftsman style door is not appropriate for the Greek Revival style structure, staff recommends the applicant install a simple wooden door to be reviewed and administratively approved by staff. Staff recommends the proposed transom be either true or simulated divided lite 4-lite transom as proposed or a single lite transom.

It is the assessment of staff that the application, with the above noted conditions, 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.