



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

### PROPERTY (location of work)

Address 2617 E. Grace  
Historic district St. John's

Date/time rec'd: \_\_\_\_\_  
Rec'd by: \_\_\_\_\_  
Application #: \_\_\_\_\_  
Hearing date: \_\_\_\_\_

### APPLICANT INFORMATION

Name Matt Elmes  
Company Atlantic Crest Co.  
Mailing Address 130 N 32nd St  
Richmond VA 23223

Phone 400-3326  
Email matt.elmes@verizon.net  
Applicant Type: ☐ Owner ☒ Agent  
☐ Lessee ☐ Architect ☐ Contractor  
☐ Other (please specify): \_\_\_\_\_

### OWNER INFORMATION (if different from above)

Name Kim Faison  
Mailing Address 2617 E Grace

Company \_\_\_\_\_  
Phone \_\_\_\_\_  
Email Kim @ Kimfaisonartiques.com

### PROJECT INFORMATION

Review Type: ☐ Conceptual Review ☒ Final Review

Project Type: ☐ Alteration ☐ Demolition ☐ New Construction  
(Conceptual Review Required)

Project Description: (attach additional sheets if needed)

Part 2 OAR Approval of renovation  
front window to new door opening remains but set  
longer to floor level. Rear double door added  
simple Brick steps at both openings 2 steps each

### ACKNOWLEDGEMENT OF RESPONSIBILITY

**Compliance:** If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. Failure to comply with 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.

**Requirements:** A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Applicants 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

Kim Faison

12/28/18



# COMMONWEALTH of VIRGINIA

## Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Matt Strickler  
Secretary of Natural Resources

Julie V. Langan  
Director

Tel: (804) 367-2323  
Fax: (804) 367-2391  
www.dhr.virginia.gov

December 3<sup>rd</sup>, 2018

Kimberly Faison  
5605 Grove Avenue  
Richmond, VA - 23226

Re: 2617 East Grace Street - Richmond  
Amendment #2 Response  
DHR # 2018-010

Ms. Faison -

Thank you for submitting the Continuation/Amendment sheet addressing the additional information and changes to the proposed work at 2617 East Grace Street in Richmond. This Amendment deals with window and door specifications, the west wing front window, the non-historic master bath window, floor plan changes, shutters, and HVAC units. Based on the materials submitted and the revisions noted on the Amendment, the proposed work is consistent with the Secretary of the Interior's *Standards for Rehabilitation*. The project, as described in the original Part 2 application and as revised by the Amendment, is approved as submitted.

As you know, this approval is for the Part 2 application and Amendment as submitted, as clarified by any prior conditions. All new information should be sent to the Virginia Department of Historic Resources in the form of an additional amendment which can be found on page 7 of the original application.

We look forward to reviewing Part 3 of the application upon the completion of work. In the interim, please feel free to contact me with any questions at 804-482-6452 or [Jessica.Ugarte@dhr.virginia.gov](mailto:Jessica.Ugarte@dhr.virginia.gov).

Sincerely,

Jessica Aurora Ugarte  
Tax Credit Reviewer  
Office of Preservation Incentives

approved without comments  
front window to door / rear doors

cc: Mary Harding Sadler

Capital Region Office  
2801 Kensington Avenue  
Richmond, VA 23221  
Tel: (804) 367-2323  
Fax: (804) 367-2391

Western Region Office  
962 Kime Lane  
Salem, VA 24153  
Tel: (540) 387-5443  
Fax: (540) 387-5446

Northern Region Office  
5357 Main Street  
PO Box 519  
Stephens City, VA 22655  
Tel: (540) 868-7029  
Fax: (540) 868-7033

Architecture  
Historic Preservation  
Furniture Design  
Watercolors

Sadler & Whitehead  
ARCHITECTS PLC

2 November 2018

TRANSMITTAL

TO: Chris Novelli  
Virginia Department of Historic Resources  
2801 Kensington Avenue  
Richmond, VA 23221

FR: Kathleen Morgan, Project Manager *KM*

RE: 2617 E. Grace Street, Richmond VA  
DHR #2018-010  
Amendment 1

TRANSMITTING:

1 copy each:

- > Amendment 1 to the state Part 2 application
- > Amendment 1 photographs 1-7
- > Project drawings, 2 sheets
- > Kitchen plan
- > Window and door specifications, 3 sheets
- > Email from DHR reviewer Andrea Burke

NOTE:

Enclosed please find Amendment 1 to the Part 2 state tax credit application for 2617 E. Grace Street in Richmond, Virginia. We request your concurrence that the proposed rehabilitation meets the Secretary of the Interior's Standards for Rehabilitation.

Thank you for your guidance. Please contact us if you have any questions.

COPIES: Kim Faison

726 West 33rd Street

Richmond, Virginia

23225-3533

P 804.231.5299

F 804.231.5298

sadler@sadlerandwhitehead.com

# CONTINUATION/AMENDMENT SHEET

## Historic Preservation Certification Application

Property Name: 2617 E. Grace Street

Property Address 2617 E. Grace Street, Richmond VA 23223

DHR Project Number: 2018-010

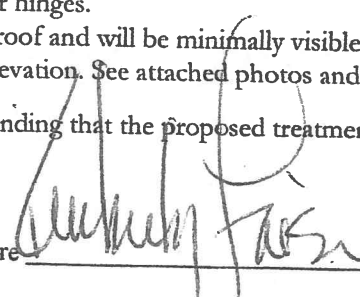
**Instructions.** Read the instructions carefully before completing. Type, or print clearly in black ink. Use this sheet to continue sections of the Part 1 and Part 2 application, or to amend an application already submitted. Photocopy additional sheets as needed.

This sheet: ☐ continues Part 1 ☐ continues Part 2 ☒ amends Part 2 ☐ amends Part 3

The purpose of Amendment 1 is to describe how we are fulfilling the conditions for approval listed in DHR's 8/2/2018 letter and to provide additional information.

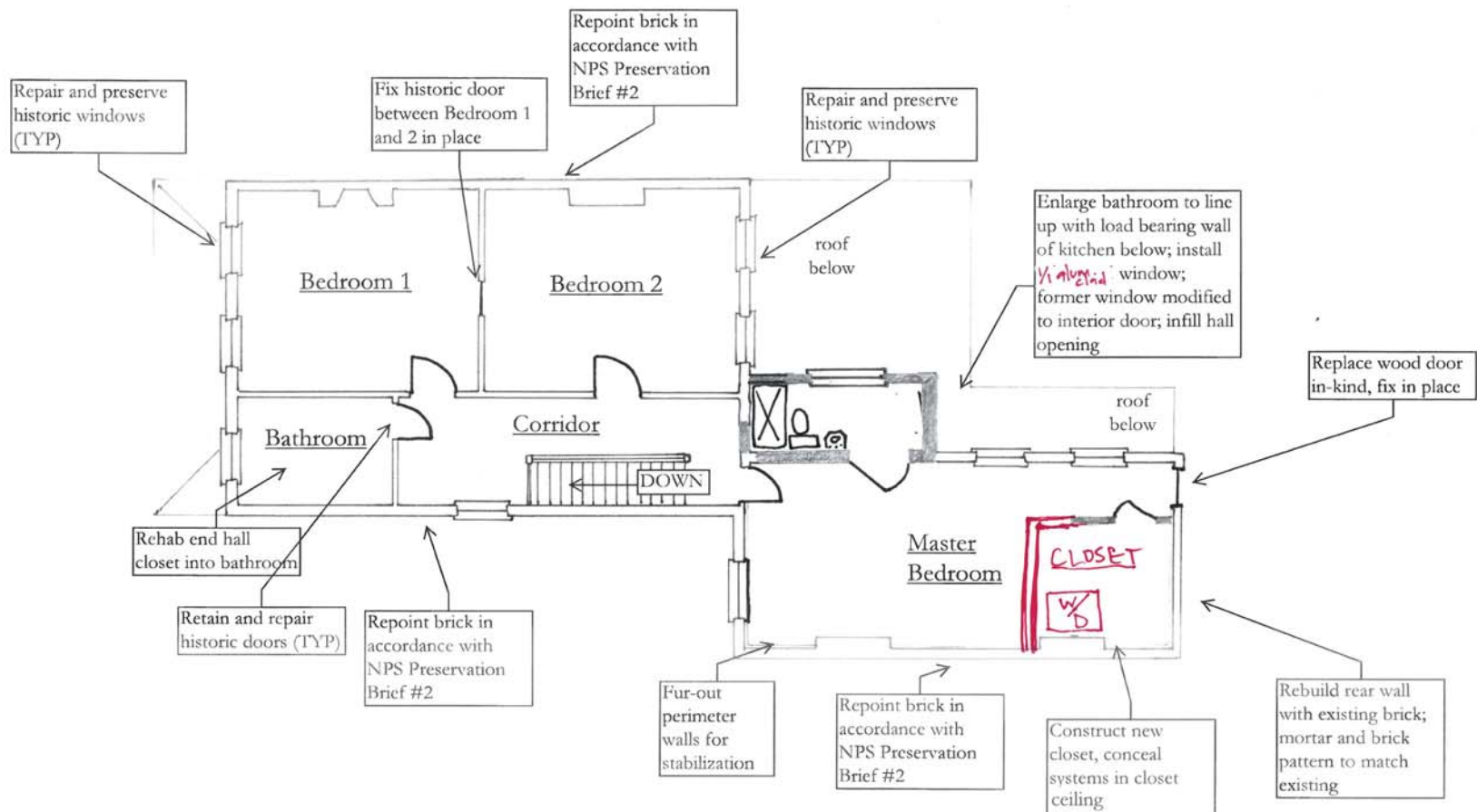
1. **Windows and Door Specifications:** Please see the attached Jeld-Wen shop drawings for all window and door specifications. The 6/6 aluminum clad window will be installed at the rear porch enclosure. The 1/1 aluminum clad window will be installed at the second floor bathroom addition. The aluminum clad single door with transom will be installed at the front of the west wing. The aluminum clad double doors with transom will be installed at the rear of the west wing. There will be a small, standing seam metal overhang at the rear doors. Please also see enclosed email from DHR reviewer Andrea Burke confirming her support of the use of aluminum clad.
2. **West Wing Front Window:** The lintel of the west wing front opening will be preserved. The opening will extend below the frame to accommodate the new door, not above.
3. **Non-Historic Master Bath Window:** A 1/1 aluminum clad window will be installed at this second floor location towards the rear. Please see attached Jeld-Wen shop drawings for specifications.
4. **Floor Plan Changes (see enclosed plans):**
  - A. Along with mechanicals, a bathroom and small coat closet will be located beneath the stair. Existing bead board doors will provide access.
  - B. The enclosed porch will become a closet rather than a bathroom.
  - C. The master bedroom closet will extend beyond the mechanical flue, rather than dissecting it. The enlarged closet provides adequate space for the washer/dryer. The relocation of the washer/dryer to this location better conceals systems and places vents on the rear of the building rather than on the side elevation. This is the only newly constructed closet in the house.
  - D. The previously proposed kitchen area will now be a den in order to better preserve and showcase remaining historic fabric. The kitchen will now be located in the west wing, which has less historic fabric. A kitchen island will be constructed in the middle of the room. Cabinetry will be located along the stabilized and furred out west wall (approved in the Part 2 application) where there is an existing chimney chase. The hood and range will be located in front of the chase, though projected from adjacent cabinetry to denote the location of the chimney. The chimney chase will remain expressed (see attached rendering). There are six other chimneys and mantels throughout the house that are being preserved and repaired.
5. **Shutters:** The applicant will be reinstalling operable wood shutters to fit the original openings. See attached photos of 2617 E. Grace Street windows with existing shutter hinges.
6. **HVAC units:** HVAC units will be located on the roof and will be minimally visible. They will be located at the very west side of the roof and setback from the front elevation. See attached photos and roof plan for location.

**Conclusion:** We request your concurrence with our finding that the proposed treatments meet the Secretary of the Interior's Standards for Rehabilitation.

Name Kimberly Faison Signature  Date 11/2/18  
 Street 5605 Grove Avenue City Richmond  
 State VA Zip 23226 Daytime Telephone Number 804-502-6369

☒ See Attachments





361 E. Cedar Street  
 Carson  
 DEIR #2018-010  
 (not to scale)

Proposed Plans  
 Plan 2  
 5.16.2018

# JELD-WEN. WINDOWS & DOORS

Window Division - Hawkins

811 FACTORY STREET  
HAWKINS, WISCONSIN 54630  
(715)585-8311 (800)826-8783

SHOWING WEA.

2617 E. GACE ST

SIEWERS LUMBER

## NOTES:

\* DOORS AND WINDOWS TO BE INSTALLED PER LATEST ASTM E2112 STANDARD PRACTICE FOR INSTALLATION OF EXTERIOR WINDOWS, DOORS AND SKYLIGHTS.

JELD-WEN's installation guidelines are issued as recommended guidelines for installing its window products. An installer may choose to install JELD-WEN window products using alternative installation methods. However, in such instances, the installer assumes the risk of using the unapproved window installation method.

Use of an alternative installation method will not necessarily void the JELD-WEN product warranty. Upon receipt of a product warranty claim, the claim will be investigated and if the issue is determined to be a result of the window installation the claim may be denied. If the warranty claim is not affected by the installation of the product then the claim will be resolved in accordance with the terms of the applicable product warranty.

**DRAWINGS ARE PROVIDED FOR REFERENCE ONLY, THEY ARE NOT USED FOR PRODUCTION.**

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SYN.	DATE	REVISION	BY

GRAPHIC CONTENT:

ELEVATIONS  
STILENE CLAD WINDOWS AND DOORS

DATE: 09/11/2018

ARCH D - SCALE (UNLESS NOTED)  
1/2" = 1'

DRAWN BY:  
CTW

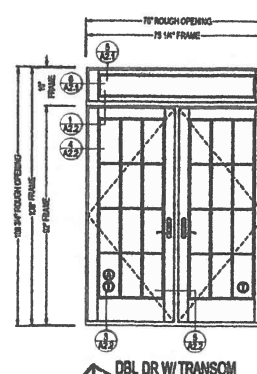
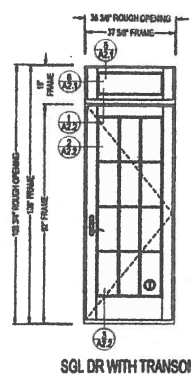
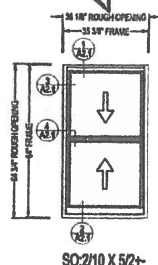
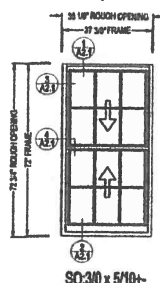
A1.1

closet/shed

master bath

38 <sup>3</sup>/<sub>8</sub> x 108 <sup>3</sup>/<sub>4</sub>

76 x 108 <sup>3</sup>/<sub>4</sub>



door to  
replace window 1

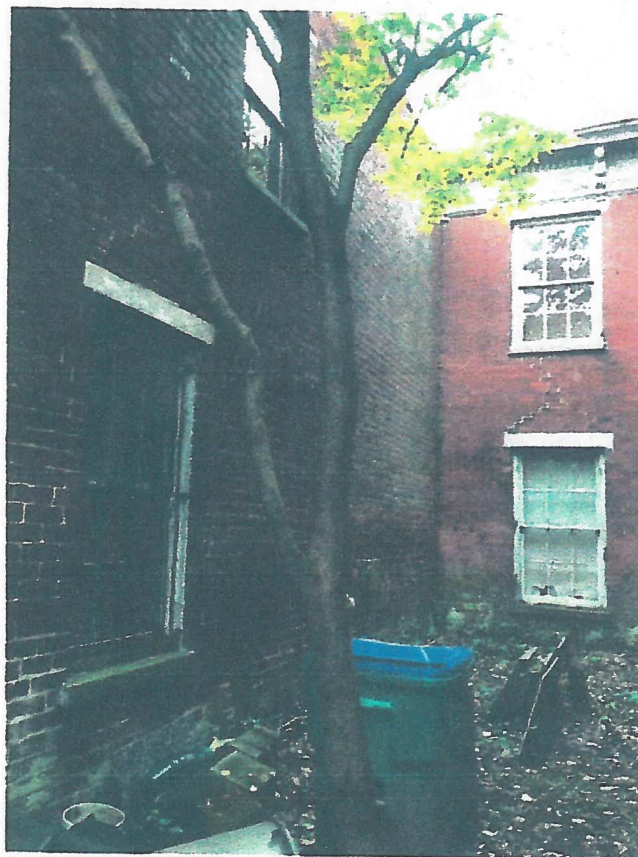
new rear door

ELEV.#	PRODUCT I.D.#	EXTERIOR	INTERIOR	GLASS	HDWR	SCREEN	JAMB	HANDING	OTHER	PG	QTY
SC-310 X 5'10"	SC03772	BRIGHT WHITE	PRIMED PINE	LOW E ANNEALED, HEAT, LG. W/ARCON	WHITE	BRIGHT WHITE	4 876	X		35	1
SC-2'10 X 5'2"	SC03328	BRIGHT WHITE	PRIMED PINE	LOW E ANNEALED, HEAT, LG. W/ARCON	WHITE	BRIGHT WHITE	4 876	X		35	1
SGL DR WITH TRANSOM	PC0375204	BRIGHT WHITE	PRIMED PINE	LOW E ANNEALED, HEAT, LG. W/ARCON	OIL RUBBED BRONZE	NONE	4 916	RIGHT	CLEAR OPENING = 33 1/2"	35	1
DBL DR W/ TRANSOM	PC0375204	BRIGHT WHITE	PRIMED PINE	LOW E ANNEALED, HEAT, LG. W/ARCON	OIL RUBBED BRONZE	NONE	4 916	STATIONARY	CLEAR OPENING = 33 1/2"	35	1

2617 E. Grace Street, Richmond, VA  
DHR #2018-010  
Part 2 Photos, taken August 2017



3. Front and west side elevations, looking south



← window  
to  
door  
conversion

4. West side elevation and recessed front elevation. Separation in masonry at corner

2617 E. Grace Street, Richmond, VA  
DHR #2018-010  
Part 2 Photos, taken August 2017



7. Rear elevation, looking north up N. 27th Street



8. Rear elevation, looking north. Note structural cracks and top corner of parapet where bricks are caving in and falling out

Rear opening with new double door

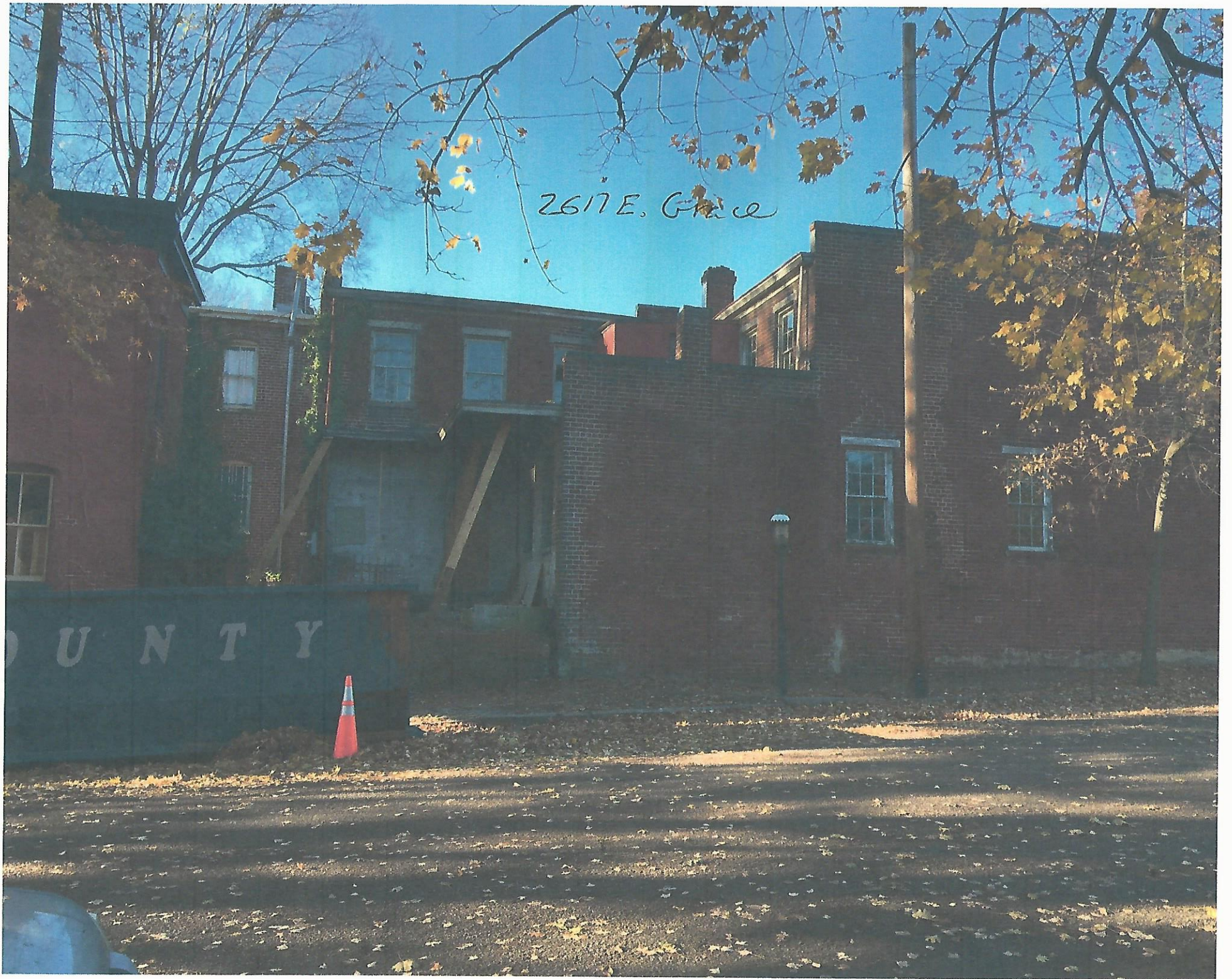
Front Window 2617 E Groce



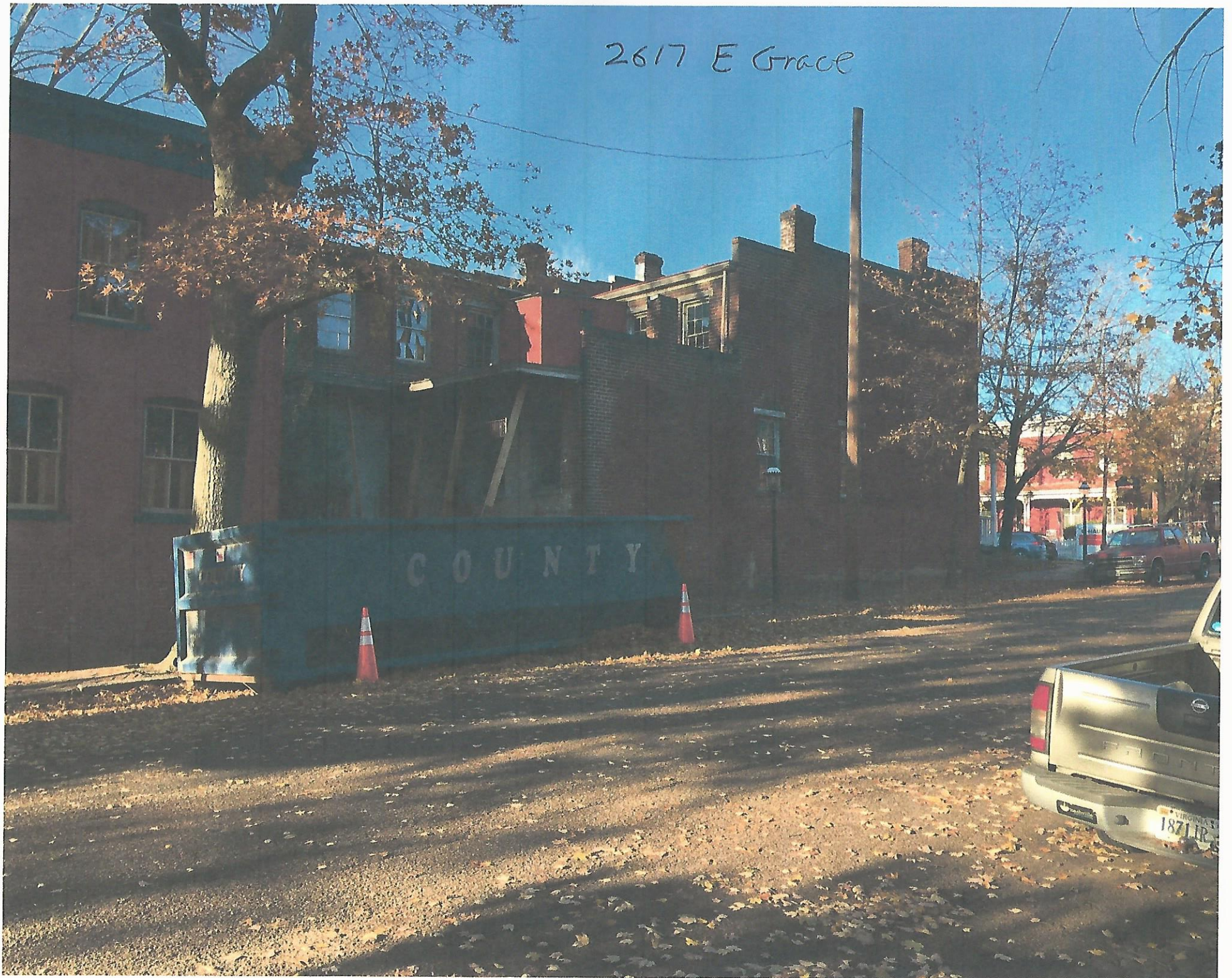
2617 E. Grace



2617 E. Grace



2617 E Grace





5. East side elevation, looking south down N. 27th Street



6. East side elevation after tree removal, looking west



7. Rear elevation, looking north up N. 27th Street



8. Rear elevation, looking north. Note structural cracks and top corner of parapet where bricks are caving in and falling out

proposed new double door with  
transom 72' x 109". Existing  
was 42' x 74" or 100" off floor

**From:** [Atlantic Crest Co. LLC Matt Elmes](#)  
**To:** [Jones, Carey L. - PDR](#)  
**Subject:** 2617 E Grace Information  
**Date:** Wednesday, February 06, 2019 10:36:02 PM  
**Attachments:** [Scan0038.pdf](#)

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Carey,

Please see the following images and information regarding 2617 E Grace Street. I will comment on the front or Grace Street side, the 27th Street Side, and the rear of the property.

-The first images show the proposed window conversion to a door opening on the front inset elevation. The level is demonstrating the existing interior floor height, that is currently below mean exterior grade. DHR has approved that the opening be changed to a door but that the width and height to the existing lintel stay the same. The current brick to brick width is 45" and the height is 84". The window sill is 24" off the proposed mean grade making the new door opening roughly 45" by 108". Some adjustments to mean grade may still occur as dirt has built up on the building for some time and grade is 16" higher at the house than it is at the sidewalk level. The proposed door will be a 12 lite in-swing door with transom, frame size 41" by 108", Jeld Wen Clad door. The mullions on the proposed door will be 5/8" to compliment the existing putty glazed multi-lite windows.

-The 27th Street Side images show the existing first floor roof line and foundation line. These are to remain the same. The rear porch will be re-built in kind. The roof will remain standing seam metal. The existing first floor bath will remain in the existing foot print. The existing, non-original window will be replaced with a multi-lite clad window same style as described door for the front. The proposed window will be 37" by 72". The exterior siding will be wood lap siding with corner boards and fascia and soffit to match existing.

-The 27th Street Side will also have a proposed second floor expansion of the existing bath shown over the existing roof, in red. The expansion will be 5' deep the same as the existing but will expand to the South, or rear, by 4' and cover the closest of the 3 second floor side facing windows. This proposed additional 20 square feet will expand the second floor bath and will include a new one over one clad window in the approximate center of the bath structure facing 27th Street. The new bath will have wood clapboard siding, corner boards and soffit and fascia to match existing.

-The last image is of the rear of the building and shows the second floor door that will remain but be pinned shut. The first floor window as shown is 42" wide by 74" tall. This opening has been approved by DHR to expand to 6' in width and 109" in height to accommodate a new clad 12 lite in-swing double door with transom. This proposed opening will be approximately in the center of the rear wall. Two brick steps will lead to the back yard and will share the 6' width of the door. A 6'8" simple wooden shed roof has been approved by DHR to provide cover over the the door. This will be a simple bracketed roof, with flat lock metal. Unadorned straight supports pitching back onto straight vertical

supports against the house will support the 2' roof overhang.

I assume that these images will be combined with the previous information provided for the January agenda. I hope that this information will be enough for the proposed project to be on the February agenda. Thank you and please let me know if any more information is required.

I hope that this information will be enough for the proposed project to be on the February agenda.

Atlantic Crest Co. LLC  
Matt Elmes  
130 North 32nd Street  
Richmond VA 23223  
804-400-3326