



# City of Richmond

City Hall  
900 East Broad Street

## Meeting Minutes Commission of Architectural Review

---

Tuesday, June 22, 2021

3:30 PM

5th Floor Conference Room of City Hall

---

**This meeting will be held through electronic participation means.**

This meeting will be held through electronic communication means pursuant to and in compliance with Ordinance No. 2020-093, adopted April 9, 2020. This meeting will be open to participation through electronic communication means by the public and closed to in-person participation by the public. Less than a quorum of Richmond City Commission of Architectural Review members will assemble for this meeting in the 5th Floor Conference Room of City Hall at 900 East Broad Street in Richmond, Virginia 23219, and most Commission members and other staff will participate by teleconference/videoconference via Microsoft Teams.

Special Guidelines for Public Access and Citizen Participation:

To access or participate, or both, in the Commission of Architectural Review meeting on Tuesday, June 22nd, 2021 at 3:30 PM, you have several options outlined in the following document:

[PDRPRES 2021.133](#) Public Access and Participation Instructions - Commission of Architectural Review

**Attachments:** [Public Access and Participation Instructions -COMMISSION OF ARCHITECTURAL REVIEW](#)

### Call to Order

The meeting began at 3:33pm.

Alex Dandridge read the announcement for virtual public meetings:

This meeting of the Commission of Architectural Review will be held as an electronic meeting pursuant to and in compliance with Ordinance 2020-093. The public has been notified of this meeting and how to participate by a notice in the Richmond Times Dispatch, and an instruction sheet posted with the agenda on the Legistar website. The public may participate in the meeting by calling \*67-804-316-9457 and entering 201-932-327#. Public comment will be heard for each item on the agenda after the applicant has responded to staff recommendations. Members of the public will be limited to 3 minutes for their comments.

### Roll Call

**Present --** 8 - \* Commissioner Neville C. Johnson Jr., \* Commissioner Ashleigh N. Brewer, \* Commissioner Kathleen Morgan, \* Commissioner Sean Wheeler, \* Commissioner Lawrence Pearson, \* Commissioner Mitch Danese, \* Commissioner Andrew Moore and \* Commissioner James W. Klaus

**Excused --** 1 - \* Commissioner Coleen Bulter Rodriguez

### Approval of Minutes

**Secretary's Report**

Commission Chair Johnson welcomes Emily Routman and gives his appreciation for Alex Dandridge. He welcomes Andrew Moore, the new Commissioner.

Commissioner Andrew Moore introduces himself, as an architect with Glave & Holmes architecture. He has been a practicing architect since the mid-90s and directs the urban architecture studio.

Commission Chair Johnson asks if there are any minutes for approval; Alex Dandridge says there are not.

Commission Chair Johnson lets everyone know about the upcoming appeal from the Department of Public Works about Monuments, primarily about the time frame of retention of Monuments that CAR decided in the May 2021 meeting. Commission Vice Chair Commissioner Wheeler & Commission Chair Johnson notarized the findings of the last meeting.

Commissioner Klaus says that the Monuments had to go in front of both the Urban Design Committee and Planning Commission, and that Gov. Northam asked for not taking out monuments. He iterates that he isn't sure if appealing the CAR decision does much for the City.

Commission Chair Johnson brings up that he sat in a FOIA review session by city – he wanted to bring these points to the Commission's attention: since the Commission does business in the public eye, everything they do needs to be recorded, so any emails should include staff on them to keep as a record. Says Emily Routman and Alex Dandridge's emails are the best to include.

Commission Chair Johnson brings up checking into the CAR quarterly meetings, following up in regards to the City Charter.

Commission Chair Johnson adjourned the business portion of the meeting at 3:43pm.

**Administrative Approval Report****Enforcement Report****CONSENT AGENDA**

The regular portion of the meeting was called to order at 4:00pm.

Alex Dandridge re-read the announcement info for virtual meetings.

Commission Chair Johnson explained that there is an order to the meeting, starting with the Consent Agenda, which are items earmarked for the staff recommendations to be approved by Commission without formal review, followed by the Regular Agenda, and concluding with the Conceptual Review. At appropriate times, applicants will have an opportunity to speak in regard to their applications, or to request that their items from the consent agenda.

Commission Chair Johnson asked if the Commissioners wished to move any items from the regular agenda to the consent agenda.

A motion was made by Commission Chair Johnson, seconded by Commissioner Commissioner Wheeler, to move the 7th item, 2602 E. Broad St., to the Consent Agenda.

The applicant, Jason Holder, asked about the nature of moving from Regular to Consent Agenda. Commission Chair Johnson explained.

Commission Chair Johnson asked if there was any public comment. There was none.

Commission Chair Johnson asked if there was any discussion from the Commission. Commissioner Wheeler says to the applicant that unlike the Staff Report condition says, the TPO roof of the new garage can be either color. The applicant agreed that the roof would not be visible.

The motion carried by the following vote:

Aye – 8 - Commissioner Sean Wheeler, Commission Chair Neville Johnson, Commissioner James Klaus, Commissioner Mitch Danese, Commissioner Ashleigh Brewer, Commissioner Andrew Moore, Commissioner Kathleen Morgan, Commissioner Lane Pearson

Excused – 1 – Commissioner Colleen Butler Rodriguez

Commission Chair Johnson asks if there are any other additions or subtractions from the Consent Agenda.

A motion was made by Commissioner Klaus, seconded by Commissioner Wheeler, to approve the Consent Agenda.

Commission Chair Johnson asked if there was any applicant discussion on the Consent Agenda. There was none.

Commission Chair Johnson asked if there was any public comment on the Consent Agenda. There was none.

Commission Chair Johnson asked if there was any Commission discussion on the Consent Agenda.

A motion was made by Commissioner Klaus, seconded by Commissioner Wheeler, to approve the Consent Agenda.

Commissioner Klaus asks why the City came back with the same electronic sign proposal for 813 N. 28th St. Commission Chair Johnson also didn't know the reason, but said it would be deferred so there wouldn't have to be any kind of appeal.

**A motion was made by Commissioner Klaus, seconded by Commissioner Wheeler, to approve the Consent Agenda.**

**The motion carried by the following vote:**

**Aye --** 8 - Commissioner Neville C. Johnson Jr., Commissioner Ashleigh N. Brewer, Commissioner Kathleen Morgan, Commissioner Sean Wheeler, Commissioner Lawrence Pearson, Commissioner Mitch Danese, Commissioner Andrew Moore and Commissioner James W. Klaus

**Excused --** 1 - Commissioner Coleen Bulter Rodriguez

1. [COA-093110-2021](#) 813 N. 28th Street - Install a new electronic message board on an existing monument sign.

**Attachments:** [Application and Plans](#)

[Basemap](#)

[Staff Report](#)

**A motion was made by Commissioner Klaus, seconded by Commissioner Wheeler, to defer the application for the reasons cited in the staff report, with the**

recommendation that the applicant meet with staff – with final approval from the Chair and Vice Chair – to determine a lighting plan for the existing sign that can be administratively approved.

The motion carried by the following vote:

**Aye --** 8 - Commissioner Neville C. Johnson Jr., Commissioner Ashleigh N. Brewer, Commissioner Kathleen Morgan, Commissioner Sean Wheeler, Commissioner Lawrence Pearson, Commissioner Mitch Danese, Commissioner Andrew Moore and Commissioner James W. Klaus

**Excused --** 1 - Commissioner Coleen Bulter Rodriguez

2. [COA-093109-2021](#) 1833 Monument Avenue - Alter fenestration of an existing building, adding new, side, third-floor window openings.

**Attachments:** [Application and Plans](#)

[Base Map](#)

[Staff Report](#)

A motion was made by Commissioner Klaus, seconded by Commissioner Wheeler, approve the application for the reasons cited in the staff report provided the following condition is met: the new windows fit into the new openings at a depth that matches that of the existing windows.

The motion carried by the following vote:

**Aye --** 8 - Commissioner Neville C. Johnson Jr., Commissioner Ashleigh N. Brewer, Commissioner Kathleen Morgan, Commissioner Sean Wheeler, Commissioner Lawrence Pearson, Commissioner Mitch Danese, Commissioner Andrew Moore and Commissioner James W. Klaus

**Excused --** 1 - Commissioner Coleen Bulter Rodriguez

3. [COA-093111-2021](#) 2023 Monument Avenue - Construct rear covered porch.

**Attachments:** [Application & Plans](#)

[Base Map](#)

[Staff Report](#)

A motion was made by Commissioner Klaus, seconded by Commissioner Wheeler, approve the application for the reasons cited in the staff report provided the following conditions are met: the rear portico have a simple design that does not mimic original architecture elements found elsewhere on the main building, and that revised plans be submitted to staff for review; and final color specifications be submitted to staff for review and approval.

The motion carried by the following vote:

**Aye --** 8 - Commissioner Neville C. Johnson Jr., Commissioner Ashleigh N. Brewer, Commissioner Kathleen Morgan, Commissioner Sean Wheeler, Commissioner Lawrence Pearson, Commissioner Mitch Danese, Commissioner Andrew Moore and Commissioner James W. Klaus

**Excused --** 1 - Commissioner Coleen Bulter Rodriguez

7. [COA-093252-2021](#) 2602 E. Broad Street - Construct a new rear garage.

**Attachments:** [Application & Plans](#)  
[Base Map](#)  
[Staff Report](#)

**A motion was made by Commissioner Klaus, seconded by Commissioner Wheeler, approve the application for the reasons cited in the staff report provided the following condition is met: the colors of the garage doors and exterior door be submitted for staff review and approval.**

**The motion carried by the following vote:**

**Aye --** 8 - Commissioner Neville C. Johnson Jr., Commissioner Ashleigh N. Brewer, Commissioner Kathleen Morgan, Commissioner Sean Wheeler, Commissioner Lawrence Pearson, Commissioner Mitch Danese, Commissioner Andrew Moore and Commissioner James W. Klaus

**Excused --** 1 - Commissioner Coleen Bulter Rodriguez

## **REGULAR AGENDA**

4. [COA-091741-2021](#) 2516 E. Leigh Street - Construct nine, single-family, attached residences.

**Attachments:** [Application and Plans \(5/25/2021\)](#)  
[Base Map](#)  
[Staff Report \(5/25/2021\)](#)  
[Application & Plans](#)  
[Staff Report \(6/22/2021\)](#)

The application was presented by Rich Saunders, who explained that he was also overseeing the Special Use Permit for this project.

Commission Chair Johnson asked if the Commission had any questions for Mr. Saunders. Commissioner Klaus asked what the next steps of this project are in terms of the Special Use Permit. Mr. Saunders stated that the applicant has been through one round with the Special Use Permit so far, and that any changes from CAR decisions will need to be revised for the next step in the SUP process. He explains that staff is supportive of the project from the SUP perspective.

Commission Chair Johnson asked if there were any other questions for Mr. Saunders. There were none.

Commission Chair Johnson asked if the applicant wanted to speak to the application.

The applicant, developer Daniil Kleyman, explained that the goal of this submission was to address the remaining concerns from the CAR May 2021 meeting. The changes were showing that the HVAC locations were screened, changing the window heights on the

corner first floor, and the biggest change was reconfiguring the house closest to the Bowler School. They moved 618 N. 26th further from the school by swapping it with the courtyard to reflect the historical open space that was once there. They moved the house as far north as possible without sacrificing the ability to continue having windows. He explained that a CAR approval today would help them move the SUP process forward.

Commission Chair Johnson asked if the Commissioners had any questions for the applicant.

Commissioner Wheeler asked the applicant to speak to the open green space that's being reserved for Bowler school, as this is a concern for neighbors. Mr. Kleyman stated that they were working closely with the owner of the Bowler school to address this. He showed on the site map the 2 possible areas that were mapped out to retain greenspace, and said the greenspace is more part of the SUP process. He said the owner is cognizant of the desire by residents and concerns from neighbors to retain greenspace, so it will be addressed.

Commissioner Klaus asked if the owner of the Bowler school was the one selling them the property. Mr. Kleyman responded that yes, that's correct, and they've communicated that to concerned neighbors. He explained that the owner told them that proceeds of the sale of the land will be used to renovate the Bowler school building and improve the lives of residents without increasing their rent. Commissioner Klaus responded by saying it would be nice if the Bowler owner were here to speak on their financial motivations for selling the land. The architect, Todd Dykshorn, said no one is trying to sidestep communications with the neighbors, and that he believes this is more related to the SUP process, not the CAR process. Mr. Kleyman added that there is a parallel conversation by the owner with the City on the SUP process, happening with the neighbors and residents; they're just not involved in CAR portion since the SUP is the process that will subdivide the property. He stated that CAR is in charge of design, so that's what they should be discussing today.

Commissioner Klaus states that this is the first that he'd heard or seen that the Bowler school owner is the one selling property and that the motivation was to renovate the school, so this becomes a very important part of CAR's discussion. He said that he's giving this as a suggestion because it was helpful in previous similar CAR discussions: if the deal is encompassing changes to historic property, it is relevant to CAR. Mr. Kleyman iterated that any exterior changes to existing buildings will be handled by the relevant owners as a separate CAR project.

Commission Chair Johnson opened the floor for public comment. There was none.

Commission Chair Johnson opened the floor for Commission discussion.

A motion was made by Commissioner Morgan, seconded by Commission Chair Johnson, to approve the application with staff recommendations: a complete window schedule be submitted; final material specifications be submitted for staff review & approval; the cornice line be raised on buildings with a mansard roof form; roof form at 2501 M Street utilize a mansard roof form, and building at 2505 M Street not utilize a mansard roof form, but rather be the full 3-story design with a flat roof - revised plans be submitted to staff for review and approved by the chair and vice chair; the cornice line on units without a mansard roof be more substantial, being applied between the 3rd story windows and below the roof line, aligning with the neighboring dormer windows; and any changes required on account of the special use permit be approved by the chair and vice chair.

Commissioner Moore wanted to offer a couple of comments on exterior elevations. He wanted to compliment the architect and applicant for a reasonable interpretation of Church Hill architecture. He said they're a little taller than typical buildings in the district, but that it's reasonable. Moore stated that it might be more appropriate for the rightmost building (2501 M) to have a mansard, thereby swapping the configurations of 2501 and 2505 M Street. His next comment was that it looks like they could align the cornice lines of 620 and 2513 by raising the cornice line of the mansard at 2513 M with the cornice line above the second story of 620 N. 26th Street. His last comment asked if there could be more articulation on the implied cornice line at the top of the 3-story townhouses (2501/2507/2509 M Street) with the cornice, molding, or some other option. Commissioner Wheeler stated that Commissioner Moore made good points, and that those changes could be easily incorporated without deviating too much from the current proposal, with the exception of swapping 2501 and 2505 M St.

Commission Chair Johnson says that they could entertain an amendment to the motion, asking Commissioner Morgan if those conditions would be okay to add in the motion.

Commissioner Morgan responds yes, she can amend the motion to add a condition that cornice line on 2nd floor of units of mansard roof be raised and that the mansard roof be applied to 2501 M St. She said the cornice line would be higher than Roosevelt but it would be a nice transition.

Commission Chair Johnson asks Commissioner Moore if those conditions are correct, and adds that there should be Chair and Vice Chair approval with those conditions. Commissioner Moore says those conditions satisfy him. Commissioner Morgan says to add that those changes be approved administratively. Commissioner Wheeler said if they're switching 2501 and 2505 M Street, then adding the cornice isn't necessarily as important. He said he'd like to see the differentiation between the two at the top and wouldn't want to have a continuous line of the same materials.

Commission Chair Johnson said it could be kind of an homage to the cornice line of the Bowler School.

**A motion was made by Commissioner Morgan, seconded by Commission Chair Johnson, to approve the application with staff recommendations: a complete window schedule be submitted; final material specifications be submitted for staff review & approval; the cornice line be raised on buildings with a mansard roof form; roof form at 2501 M Street utilize a mansard roof form, and building at 2505 M Street not utilize a mansard roof form, but rather be the full 3-story design with a flat roof - revised plans be submitted to staff for review and approved by the chair and vice chair; the cornice line on units without a mansard roof be more substantial, being applied between the 3rd story windows and below the roof line, aligning with the neighboring dormer windows; and any changes required on account of the special use permit be approved by the chair and vice chair.**

**The motion carried by the following vote:**

**Aye --** 7 - Commissioner Neville C. Johnson Jr., Commissioner Ashleigh N. Brewer, Commissioner Kathleen Morgan, Commissioner Sean Wheeler, Commissioner Mitch Danese, Commissioner Andrew Moore and Commissioner James W. Klaus

**Excused --** 1 - Commissioner Coleen Bulter Rodriguez

**Abstain --** 1 - Commissioner Lawrence Pearson

5. [COA-090038-2021](#) 908 N. 24th Street - Construct a new two-story, single-family, detached residence.

**Attachments:** [Application and Plans \(4/27/2021\)](#)

[Base Map](#)

[Staff Report \(4/27/2021\)](#)

[Application & Plans](#)

[Staff Report \(6/22/2021\)](#)

The application was presented by Alex Dandridge.

Commission Chair Johnson asked if the applicant was present. The applicant, Mark Baker, responded yes.

Commission Chair Johnson asked if there were any question for staff from Commissioners.

Commissioner Moore asked if the staff recommendation was to make single windows that are more common on that block, and if those triple windows would be recommended to be single. Alex Dandridge responds that yes, groupings and pairings of windows are uncommon on this block.

Commission Chair Johnson asked if the applicant wanted to speak.

The applicant, Mark Baker, said that they got good feedback from CAR in the March and April 2021 meetings, and that they provided a matrix in their COA application which demonstrates the revisions that were made to the plans in response to the feedback received from CAR and staff. He wanted to speak on two of the staff recommendations, stating that the recommendations are going in a different direction than where the project was headed. He said they wanted to make the project a little less traditional – the use of the more contemporary Hardie plank siding was given to them as an example of a recent approval that staff shared earlier. He iterated that they would prefer not to change the design at this point. His second point was that the arrangement of the grouped windows had been found acceptable in previous staff report. He believed that they felt comfortable in the ways they addressed the previous reviews, but think that current staff recommendations are inconsistent with past reviews.

Commission Chair Johnson asked if there were any questions by Commissioners in regards to the nature of the changes. There were none.

Commission Chair Johnson opened the floor for public comment. There was none.

Commission Chair Johnson opened floor for Commission discussion.

A motion was made by Commissioner Wheeler, seconded by Commission Chair Johnson, to approve the application with the recommendation that final color selections be submitted to staff for administrative approval, and that hardi-plank panel be used between all of the first and second story windows on the right elevation.

Commissioner Wheeler said he thought that the applicant was correct that CAR previously discussed adding the grouped windows on the corner. He said he thought the panel between windows is fine, and would probably put panel between single windows as a new recommendation.



Commissioner Moore had a few comments. First, he said double hung windows ganged together looks more in keeping with traditional styles if there is a wider mullion between the two windows. In traditional sense there would've been a sash weight, with typically a 5-6 inch mullion to allow for a sash weight to move up and down. Commissioner Moore asked if a wider mullion between the paired windows should be incorporated here to be in keeping with traditional window types. He also stated that he doesn't mind the panel between the upper and lower windows, but it looks like the intersection of the cornice line and the face of the building could be resolved in a better way due to its proximity to the hardi-plank panel between the first and second floor paired windows.

**A motion was made by Commissioner Wheeler, seconded by Commission Chair Johnson, to approve the application with the recommendation that final color selections be submitted to staff for administrative approval, and that hardi-plank panel be used between all of the first and second story windows on the right elevation.**

**The motion carried by the following vote:**

**Aye --** 6 - Commissioner Neville C. Johnson Jr., Commissioner Ashleigh N. Brewer, Commissioner Sean Wheeler, Commissioner Lawrence Pearson, Commissioner Andrew Moore and Commissioner James W. Klaus

**Excused --** 3 - Commissioner Kathleen Morgan, Commissioner Mitch Danese and Commissioner Coleen Bulter Rodriguez

6. [COA-093113-2021](#) 3301 Monument Avenue - Alter size of existing rear window openings.

**Attachments:** [Application and Plans](#)

[Base Map](#)

[Staff Report](#)

The application was presented by Alex Dandridge.

Commission Chair Johnson asked if the applicant was present. The applicant, Sabet Stroman, said she was.

Commission Chair Johnson asked if there were any questions for staff by the Commissioners. There were none.

Commission Chair Johnson asked if the applicant wanted to speak.

The applicant, Ms. Stroman, said that she believes the house was heavily renovated in the late 1990s. She said the right-most window is within a kitchen and that in the same room, on the side facing Tilden Street, the casement windows are lower and longer. She said that usually, the pergola and wisteria cover the back windows. She said her concern is to match the smaller windows with the larger, upper level windows.

Commission Chair Johnson asked if there are any questions from Commissioners.

Commissioner Wheeler asked the applicant if they were trying to match the width of the window above the right-most window. Ms. Stroman said that they want to make left-most window wider, but keep the width of the right-most window.

Commissioner Wheeler asked about the condition of the windows. Ms. Stroman said that they are casement windows that will not open because they believe they're painted shut.

Commission Chair Johnson opened the floor for public comment. There was none.

Commission Chair Johnson opened the floor for Commission discussion.

Commissioner Klaus said he could not see the window under the porch from Tilden Street, and suggests they allow the applicant to replace the left-most window under the porch to match the window facing Tilden Street as an attempt to compromise.

A motion was made by Commissioner Klaus, seconded by Commissioner Wheeler, to partially approve the application to deny enlarging the opening on the right-most window, but approved the enlargement of the window underneath the rear porch roof to match the size of the existing window closest to Tilden Street.

Commission Chair Johnson iterates to the applicant that CAR doesn't usually allow window openings to be changed if they can be seen from public right-of-way.

**A motion was made by Commissioner Klaus, seconded by Commissioner Wheeler, to partially approve the application to deny enlarging the opening on the right-most window, but approved the enlargement of the window underneath the rear porch roof to match the size of the existing window closest to Tilden Street.**

**The motion carried by the following vote:**

**Aye --** 7 - Commissioner Neville C. Johnson Jr., Commissioner Ashleigh N. Brewer, Commissioner Sean Wheeler, Commissioner Lawrence Pearson, Commissioner Mitch Danese, Commissioner Andrew Moore and Commissioner James W. Klaus

**Excused --** 2 - Commissioner Kathleen Morgan and Commissioner Coleen Bulter Rodriguez

## **OTHER BUSINESS**

### **Adjournment**

The meeting was adjourned at 5:33pm.