

**Commission of Architectural Review  
Guidelines for Administrative Approval of  
Building and Site Accessibility**

**I. Overview:** The purpose of these administrative approval guidelines is to set out the clear circumstances when the Commission Secretary can approve enhancements for building and site accessibility. The following guidelines are intended to allow staff to administratively approve the exterior changes to buildings and to sites to allow for greater accessibility and to be clear about what staff may not approve. These guidelines shall serve as a supplement to and be deemed consistent with the *Old and Historic District Handbook and Design Review Guidelines (Guidelines)*. These guidelines are a supplement to the existing *Guidelines* and are to be used in coordination with other relevant guidelines.

**II. Items delegated for staff approval**

- a. Installation of mechanical lifts and/or ramps under the following conditions:
  - i. It is located on a non-primary elevation such as a rear or internal wall between two buildings.
  - ii. No historic fabric or materials will be removed.
  - iii. It is easily reversible in the future and is removed when no longer needed.
- b. Retrofitting doors on wood-frame, non-primary elevations.
- c. Regrading provided it does not remove or eliminate historic fabric.
- d. Other items not listed above, with approval from the Commission Chair.

**III. Items that will not be approved administratively by staff:**

- a. Any work that would constitute a substantial impact as defined in Section Sec. 30-930.1 or that would require direct notification of affected property owners as specified in Section Sec. 30-930.6.(e)(2).
- b. Removal of historic fabric as determined by the Secretary, including but not limited to new or enlarged openings in a masonry building.
- c. Creation of a new opening on any visible elevation.

**IV. Adoption and Effect**

These administrative approval guidelines were adopted by the Commission of Architectural Review on January 14<sup>th</sup>, 2020. The adoption and implementation of these guidelines shall be consistent with Sec. 114-930.6(h) of the Code of the City of Richmond. These guidelines are deemed to be consistent with and a supplement to the *Old and Historic District Handbook and Design Review Guidelines*. These guidelines shall be in full effect and force until amended or rescinded by the Commission.