

Commission of Architectural Review Guidelines for Administrative Approval of Exterior Storm Windows and Doors

A. Overview

Richmond City Code Section 30-930.6 (a) specifies that in an Old and Historic District changes that are visible from a public right-of-way require a certificate of appropriateness from the Commission of Architectural Review (CAR). To expedite the review process Section 30-930.6. (h). authorizes the CAR to delegate specific items to the CAR Secretary for administrative approval.

The purpose of these administrative approval guidelines is to set out the clear circumstances when it would be appropriate to install storm windows and doors. The following guidelines are intended to allow staff to administratively approve the installation of storm windows and doors 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.

Commission staff can use their professional expertise to approve new and replacement storm windows and doors provided that an application for a certificate of appropriateness and all necessary documentation is provided as requested by staff.

Replacement of existing windows and doors and new window or door openings are not authorized with these administrative approval guidelines.

B. Items Eligible for Administrative Approval

The following items, pertaining to *Storm Windows and Doors*, are hereby designated by the CAR for administrative approval:

1. The replacement or installation of storm windows and doors provided they do not damage or obscure the window sash and frames or door.
2. The storm window divisions either match the original windows or have no window divisions.
3. The storm door divisions either match the original door or have no divisions.
4. The color corresponds to the paint scheme of the building. Aluminum storm sashes or doors should be painted after application of a primer.

B. Items not delegated for Administrative Approval

The following items shall not be eligible for administrative approval by staff:

1. 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).
2. The installation of storm windows or doors with a configuration or finish that would dramatically alter the fenestration of a building.
3. A storm window or door design that blocks or obscures the original windows or door.

4. A storm window design with false muntins or one that converts operable windows to fixed windows.
5. Tinted or reflective storm windows and storm doors with decorative or beveled glass.

All items listed above will require a certificate of appropriateness the Commission of Architectural Review as per Richmond City Code Section 30-930.6. (a).

C. Adoption

These administrative approval guidelines are hereby adopted by the Commission of Architectural Review on January 14th, 2020 as authorized by City Code Section 30-930.6. (h). These administrative approval guidelines shall be administered by the Commission staff, in accordance with all applicable provisions of Section 30-930.

These guidelines are hereby deemed to be consistent with and a supplement to the Standards and Guidelines specified in City Code Section 30-930.7, as well as the Richmond *Old and Historic District Handbook and Design Review Guidelines* authorized for adoption in Section 30-930.7 (a) through (g). These guidelines shall be in full effect and force until amended or rescinded by the Commission.