

**Commission of Architectural Review  
Guidelines for Administrative Approval of  
Heating, Ventilation, and Air Conditioning (HVAC) Equipment**

**Introduction:** Due to the ever changing needs of owners and residents, as well as the technologies available to them, HVAC systems may require improvements and upgrades over the course of time. New HVAC equipment should not visually or physically affect the historic character of a building.

**A. Items delegated for staff review**

The Heating, Ventilation, and Air Conditioning (HVAC) Equipment guidelines below, through adoption by the Commission, shall constitute items delegated by the Commission of Architectural Review for administrative review to Commission staff in accordance with Sec. 30-930.6(h) of the Code of the City of Richmond. Unless the Commission Secretary deems it desirable, for particular reasons, to present the items listed below to the Commission for review, Commission staff may approve them administratively. All such approvals shall be reported monthly to the Commission accordance with Sec. 30-930.6(h). These guidelines shall serve as a supplement to and be deemed consistent with the *Old and Historic District Handbook and Design Review Guidelines*. Administrative approvals may be granted for Heating, Ventilation, and Air Conditioning (HVAC) Equipment as follows:

The Commission Staff is authorized to approve:

1. Solar panels, vent stacks, condenser units and other major HVAC components that are screened altogether from a public view or have a minor secondary view from the rear or alley side of the property, and are as far away from the front of the building as possible.
2. The installation of vents and ducts that are not visible from a public view or are minimally visible on the sides and rear of a building.
3. The removal of noncontributing HVAC elements, i.e. elements that are not a part of the historic character of the property.

**B. Items not delegated for Commission Staff Review**

The following items shall **under no circumstances be approved administratively** and will require a certificate of appropriateness from the Commission of Architectural Review. It will be necessary for the Commission to determine if they are in compliance with the *Old and Historic District Handbook and Design Review Guidelines*.

1. The installation of HVAC equipment that is visible on the street façade (s) of a building.

2. HVAC alterations that will remove historic elements, such as chimneys, parapets, windows, doors, or walls that are subject to public view.
3. Solar panels, condensers, or other equipment that is visible from a public street without screening.
4. The installation of any HVAC equipment on the street sides of a building.

### **C. Adoption and Effect**

These administrative approval guidelines were adopted by the Commission of Architectural Review on 08/28/2018. The adoption and implementation of these guidelines shall be consistent with Sec. 30-930.6(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.