

**Commission of Architectural Review
Guidelines for Administrative Approval of
Porch Roof Replacement**

Introduction: Porch roof replacement is typically a minor modification that is often required to protect the integrity of the porch structure. The following guidelines are intended to allow staff to approve porch roof replacement administratively and 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)*.

The purpose of this document is to reiterate the *Guidelines* for the treatment of porch roofs and to define the circumstances under which porch roof replacements can be approved by staff without approval of a certificate of appropriateness by the Commission of Architectural Review (Commission).

In keeping with the *Guidelines*, roof materials should be repaired with the same materials, and if necessary, a protective coating applied, and not replaced. Under limited circumstances, staff will approve new porch roof materials when the historic roofing materials cannot be repaired, or the historic material is no longer available. Staff will not approve the replacement of a porch roof material that is not visually similar to the historic roof material. Staff also will not approve the installation of new roofing which changes the shape or design of the porch roof. This includes the installation of flashing that does not match the existing design or appearance.

A. Items that do not meet the *Guidelines* and will not be approved administratively or by the Commission:

1. The installation of new roofing when the historic roofing can be repaired.
2. The installation of asphalt shingles or preformed standing seam metal on a porch roof.
3. The installation of new roofing which changes the shape or design of the porch roof. This includes the installation of flashing that does not match the existing design or appearance.
4. The construction of an altogether new porch not authorized in other administrative guidelines.
5. The installation of white membrane.

B. Items delegated for staff approval

The porch roof replacement guidelines in this section shall, upon adoption by the Commission of Architectural Review (CAR), constitute items delegated by the CAR to Commission staff for administrative review 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 in accordance with Sec.30-930.6(h).

Administrative approvals may be granted for porch roof replacement as follows:

1. Staff may approve the replacement of historic roof materials if the existing material cannot be repaired, as determined by photographic evidence and documentation.
2. Staff may approve the replacement of historic roof materials with a substitute material if the original material is no longer available.
3. Substitute roof materials may be installed if they meet the following conditions:
 - a. The substitute material matches the original in style and form, and the appearance of the roof material is not radically altered.
 - b. The replacement material matches the color of the original roofing.

Acceptable substitute materials for flat lock metal include:

- a. Black thermoplastic polyolefin (TPO) membrane.
- b. Lead-coated copper, terne-coated steel, and aluminum/ zinc-coated steel for tin, terne plate, zinc, or lead.
- c. Copper-coated steel, though less durable, for sheet copper.

C. Adoption and Effect

These guidelines for administrative approval were adopted by the Commission of Architectural Review on September 25, 2018 as being in accordance with and 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.