

Form Name: Annual Reports for Boards, Commissions and Similar Entities  
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## 2024 Annual Report For Boards and Commissions

<b>Name of Board/Commission</b>	Commission of Architectural Review
<b>Current members (indicate chair, vice-chair, etc.)</b>	Andrew Moore, AIA (Chair) American Institute of Architects Larry Nutt (Vice Chair) Richmond Association of Realtors Mitchell Danese Citizen-at-large & Richmond Urban Design Committee Rep. Catherine Easterling Historic Richmond Foundation John Grier Citizen-at-large Emily Striffler Citizen-at-large Erik Bootsma Citizen-at-large Coleen Rodriguez Citizen-at-large Gina Hill Citizen-at-large
<b>Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act?</b>	No
<b>Meeting Dates of meetings held in 2024</b>	January 23 February 27 March 26 April 23 May 28 June 25 July 23 August 27 September 24 October 22 November 26 December 17
<b>Is there any information that may have been requested by the standing committee to which the board or commission is assigned to report?</b>	No
<b>Is the 2024 meeting attendance record included?</b>	Yes - Select Yes to upload documents
<b>Is a copy of the body's current by-laws or rules of procedures attached?</b>	Yes - Select Yes to upload documents
<b>New Projects</b>	none

**If there is additional information the body would like to share, please upload the documents or share in the box below.**

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# City of Richmond Commission of Architectural Review

2024 Annual Report



Secretary, Alex Dandridge

December 27, 2024

# Meeting Dates 2024-2025



# Commission of Architectural Review

## 2024 Meeting Dates

### Monthly Meeting Dates

All meetings occur on the fourth Tuesday of the month, except December when the Commission meets on the third Tuesday. All meetings are held at City Hall, 900 E. Broad Street, in the 5<sup>th</sup> Floor Conference Room. Commission business begins at 3:30 PM; public meeting starts at 4:00 PM.

January 23

February 27

March 26

April 23

May 28

June 25

July 23

August 27

September 24

October 22

November 26

December 17

### Quarterly Meeting Dates:

All meetings start at 6 PM, 5<sup>th</sup> Floor Conference Room.

January 9

April 9

July 9

October 8

### Contact:

Alex Dandridge, Secretary to the Commission of Architectural Review, Planning and Preservation,  
Department of Planning and Development Review, 900 E Broad Street, Room 510, Richmond, VA 23219

[Alex.Dandridge@rva.gov](mailto:Alex.Dandridge@rva.gov)

804-646-6569

# Commission of Architectural Review

## 2025 Meeting Dates

### Monthly Meeting Dates

All meetings occur on the fourth Tuesday of the month, except December when the Commission meets on the third Tuesday. All meetings are held at City Hall, 900 E. Broad Street, in the 5<sup>th</sup> Floor Conference Room. Commission begins at 3:30 PM.

January 28

February 25

March 25

April 22

May 27

June 24

July 22

August 26

September 23

October 28

November 25

December 16

### Quarterly Meeting Dates:

All meetings start at 6 PM, 5<sup>th</sup> Floor Conference Room.

January 14

April 8

July 8

October 14

### Contact:

Alex Dandridge, Secretary to the Commission of Architectural Review, Planning and Preservation,  
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# Attendance Record 2024 Commission of Architectural Review

## Regular Meetings

	NAME	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	Andrew Moore	1	1	1	1	1	1	1	1	1	1	1	1	12
2	Erik Bootsma	n/a	n/a	n/a	n/a	n/a	n/a	1	1	1	1		1	5
3	Gina Hill	n/a	n/a	n/a	n/a	1	1	1	1	1	1	1	1	8
4	Ashleigh Brewer	1		1	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3
5	Catherine Easterling	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	1	1	1	1	5
6	Mitch Danese	1	1	1	1		1	1	1	1	1	1	1	11
7	Larry Nutt	1	1	1	1	1	1	1	1	1		1	1	11
8	Coleen Butler-Rodriguez	1			1	1	1			1	1	1	1	8
9	John Grier	1	1	1	1	1	1	1	1		1	1	1	11
10	Kathleen Harper Morgan	1	1	1	1	1	1	1	n/a	n/a	n/a	n/a	n/a	7
11	Lawrence Pearson	1	1		1	1	1	1	n/a	n/a	n/a	n/a	n/a	6
12	Emily Striffler	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	1	1	1		4
13	Sean M. Wheeler	1	1	1	1	1	1	n/a	n/a	n/a	n/a	n/a	n/a	6
# in Attendance:		9	7	7	9	8	9	8	8	8	8	8	8	

# Members and Terms





Commission of Architectural Review

Member Name	Criteria for Appointment	Term	Commence	End
Andrew Moore	Richmond Chapter of the American Institute of Architects	First Term	6/22/2021	6/22/2024
		Second Term	5/24/2024	5/23/2027
Gina Hill	Citizen of the city at-large	First Term	4/24/2024	4/27/2027
		Second Term		
Mitch Danese	Citizen-at-large Member	First Term	5/13/2019	5/12/2022
		Second Term	5/13/2022	5/12/2025
Coleen Butler-Rodriguez	Citizen-at-large Member	First Term	3/10/2020	3/10/2023
	City Old and Historic District Resident	Second Term	11/10/2023	11/9/2026
Larry Nutt	Richmond Association of Realtors	First Term	9/11/2023	9/10/2026
		Second Term		
John Grier	Citizen-at-large Member	First Term	12/13/2021	9/14/2024
		Second Term	9/15/2024	9/14/2027
Catherine Easterling	Historic Richmond Foundation Representative	First Term	8/1/2024	7/31/2027
		Second Term		

Emily Striffler,	Citizen -at-large	Frist Term	7/23/2024	7/23/2027
		Second Term		
Eric Bootsma	Citizen-at-Large	Frist Term	7/23/2024	7/23/2027
		Second Term		
Larry Nutt, Vice Chair Until June 2025				
Andrew Moore, Chair Unitl June 2025				

# 2024 Project Review Data



Commission of Architectural Review	2024	2023	2022	2021	2020	2019	2018
<b>Certificate of Appropriateness # of Reviews</b>							
<b>Reviewed by the Commission</b>							
Approval	8	10	6	9	5	12	11
Approval with Conditions	54	48	64	59	56	94	90
Partial Approval	11	4	6	5	7	9	10
Deferral	15	4	6	12	9	12	21
Denial	2	4	2	3	2	8	5
Conceptual	18	15	20	18	18	29	33
<b>Total</b>	<b>108</b>	<b>85</b>	<b>104</b>	<b>106</b>	<b>97</b>	<b>164</b>	<b>170</b>
Administrative Approvals	114	151	110	148	145	113	n/a
<b>Total Reviews</b>	<b>222</b>	<b>236</b>	<b>214</b>	<b>254</b>	<b>242</b>	<b>277</b>	<b>n/a</b>
Appeals							
NOV's Issued							

# 2024 Outreach and Supplemental Projects

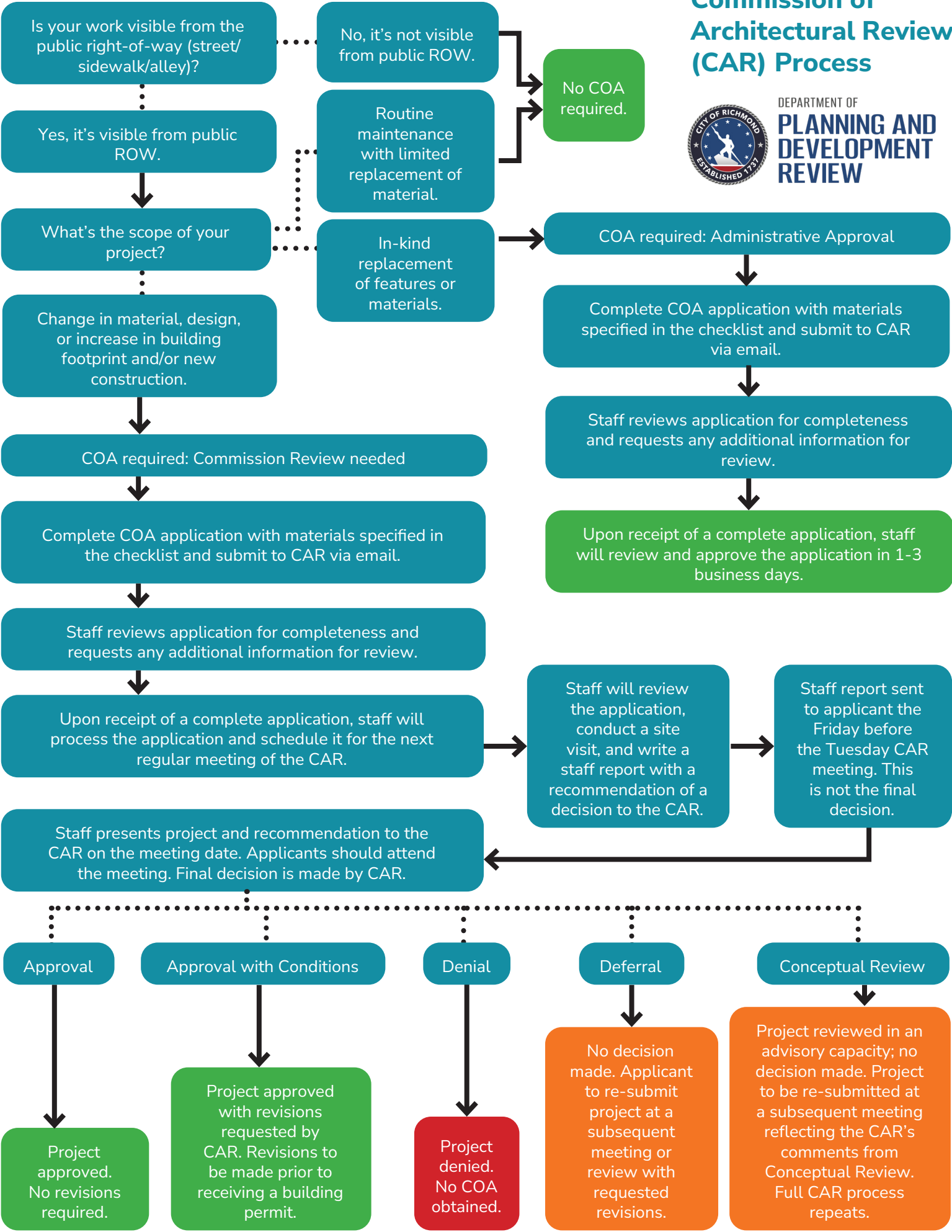
- COA Review Process Flow Chart
- Homeowner's Guide



# Commission of Architectural Review (CAR) Process



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**



# Historic District & Review Guide

**Timeline:** The Certificate of Appropriateness (COA) application and approval process usually takes 30-60 days. Generally, you should submit your application by the 4th Friday of each month for your application to be heard at the following month's regularly scheduled meeting.

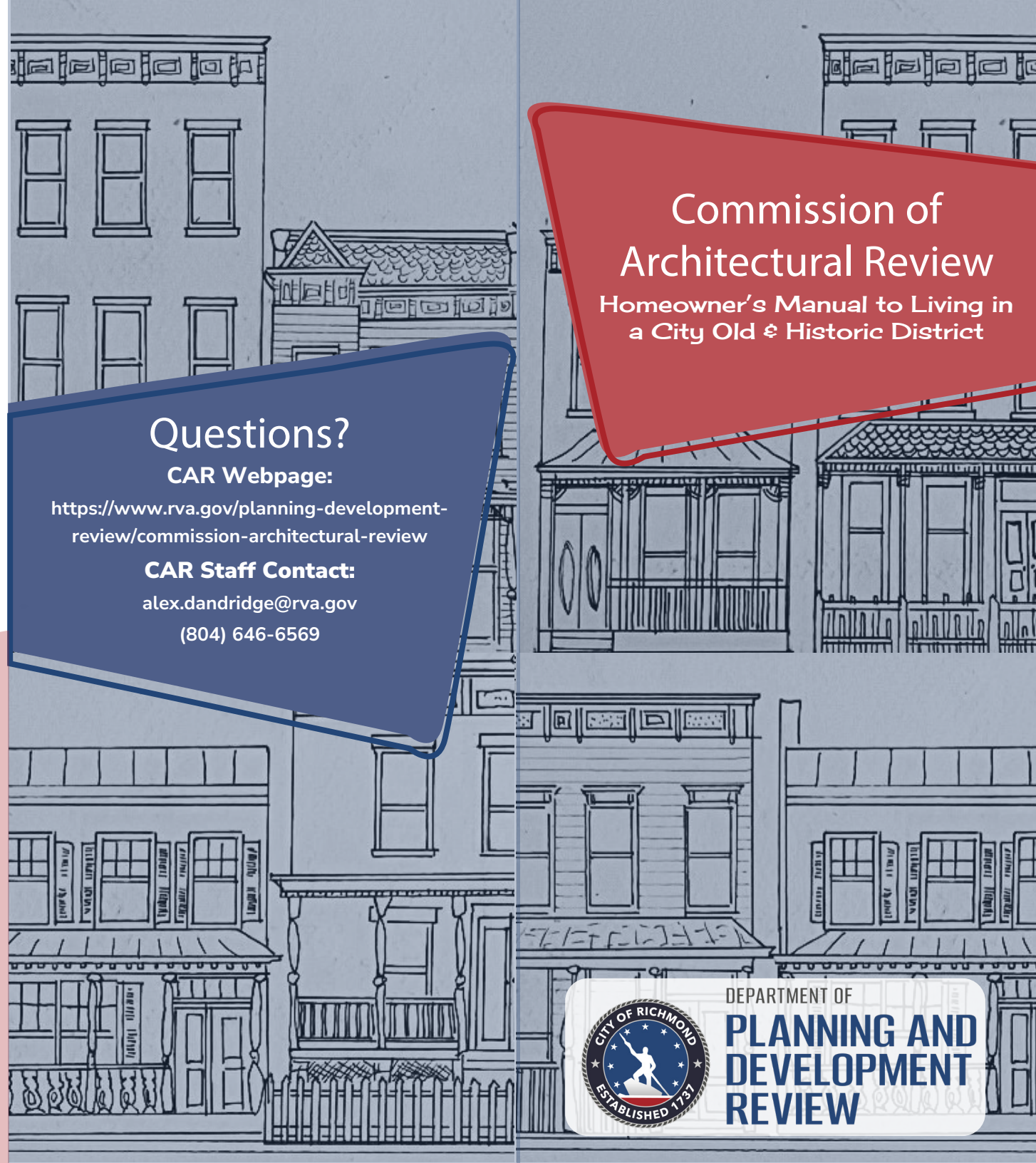
Projects with a smaller scope like in-kind replacements and repair can be administratively approved without going before the commission. The administrative approval process generally takes 1-3 days. The CAR meets on the 4th Tuesday of each month at 3:30 pm at City Hall (December Meeting is the 3rd Tuesday). These meetings are public, and all interested citizens can attend to comment on projects.



While the Commission reviews a variety of projects, this pamphlet outlines some of the most common types of applications. For greater guidance on any of the work types below, or a work type that is not outlined below, please refer to the City of Richmond's Old and Historic District Design and Review Guidelines on the CAR Webpage.

## What does not require a COA?

- » Routine Maintenance
- » Painting the same color
- » Work not visible from the public right-of-way (street, alley, sidewalk)



## Commission of Architectural Review

Homeowner's Manual to Living in a City Old & Historic District

### Questions?

#### CAR Webpage:

<https://www.rva.gov/planning-development-review/commission-architectural-review>

#### CAR Staff Contact:

[alex.dandridge@rva.gov](mailto:alex.dandridge@rva.gov)  
(804) 646-6569



## Siding

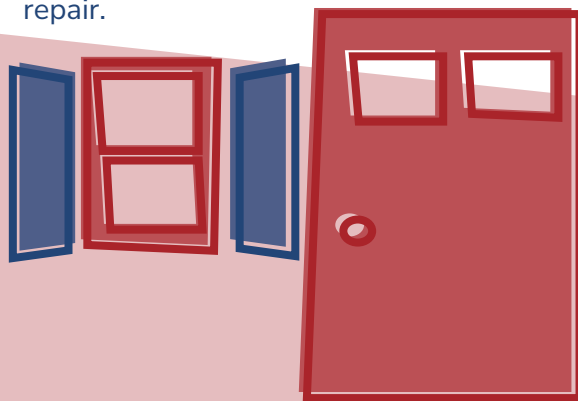
- » Original siding should be maintained and repaired in-kind as needed.
- » Wood siding may be replaced when it is deteriorated beyond repair.
- » New wood siding must match the reveal and profile of the original.
- » Substitute materials like Fiber Cement and Boral may be approved on minimally visible, secondary, and tertiary elevations. Using substitute materials for siding on primary elevations is generally inappropriate but may be considered by the Commission on a case-by-case basis.
- » A building permit is required for siding replacement within historic districts.

## Fencing

- » Fences should be constructed of materials commonly found in the Historic District
- » Historic fences should be maintained and repaired.
- » New fences must be painted or stained after weathering.
- » Fences must abide by zoning district regulations (Front: 4ft. max, Rear & Side: 6ft. max)
- » Vinyl, chain link, and exposed CMU block are not appropriate for historic districts. Walls, or fence designs that feature masonry piers or are more decorative will require Commission Review and Approval. Otherwise, simple fence designs (flat, dog eared, picket) can be administratively approved.

## Windows/Doors

- » Original windows should be repaired, not replaced.
- » Window replacement is only acceptable if original components are beyond repair.
- » Replacement windows must match the original design & dimension.
- » Appropriate replacement materials include wood and aluminum clad wood.
- » Vinyl windows and trim wrap will not be approved for use on historic buildings.
- » A building permit is required for windows replacement in Historic districts.
- » Storm windows are encouraged to increase energy efficiency. Storm windows can be approved administratively.
- » Original doors should be maintained and repaired. They may be replaced in-kind if determined to be deteriorated beyond repair.



## Painting

- » Painting may be administratively approved.
- » Unpainted masonry is not permitted to be painted.
- » No approval is needed to paint the same color or touch up existing paint.
- » Overly saturated colors, fluorescent colors, or black are generally not appropriate colors.

## Roof

- » Original roof materials should be maintained or replaced in-kind when determined to be beyond repair. This includes slate, tile, metal, etc.
- » In-kind replacement of roof material may be administratively approved.
- » A change in roof material must be approved by the CAR.
- » Flat and non-visible portions of roof do not require review and approval.
- » A building permit is required for roof replacement within historic districts.

## Additions

- » Additions are permitted; however, require review by the CAR.
- » Additions must be smaller than the primary building and compatible in design and material selection.
- » Additions should be differentiated from the primary building.
- » The rear is the most appropriate location for additions; however, in some cases, side additions may be appropriate if set back far from the face of the building and are minimally visible.



# CAR Rules of Procedure



**RULES OF PROCEDURE  
of the  
COMMISSION OF ARCHITECTURAL REVIEW  
City of Richmond, Virginia**

The following rules of procedure are adopted by the Commission of Architectural Review to facilitate the performance of its duties and the exercise of its powers as outlined in Chapter 30, Article IX, Division 4 of the City Code and pursuant to Sections 30-930.0 through 30-930.9.

**SECTION 1**

**Composition** - As set forth in Section 30-930.3 and any amendments thereto.

**SECTION 2**

**Organization** - As set forth in Section 30-930.3 and any amendments thereto.

(a) **Election of Officers**

The Commission shall elect from its membership a Chairperson and Vice-Chairperson, who shall serve for a term of one year. The election of officers shall take place at the first regular meeting in June, and officers shall begin to serve at the start of the next meeting. An officer shall serve until a successor is elected, or the officer is re-elected. No officer shall serve more than two successive terms as Chairperson.

(b) **Duties**

The Chairperson shall preside at all meetings, appoint committees and perform other such duties as may be required. The Chairperson shall have the same right to vote and speak therein as other members. The Vice-Chairperson shall, in the absence or disability of the Chairperson, perform the duties of the Chairperson, if a vacancy shall occur in the office of the Chairperson, the Vice Chairperson shall become the acting Chairperson, until a successor is elected. In the absence or disability of both the Chairperson and Vice-Chairperson, the Commission shall by a majority vote of those present, choose one of their number to perform the duties of Chairperson for that particular meeting.

The Chairperson shall have the authority to review requests for approval of alterations to a project's designs for projects which the Commission has previously issued a certificate of appropriateness to determine if these changes are in substantial compliance with the original certificate of

appropriateness and therefore can be administratively approved. In the event the Chairperson has a conflict of interest on a specific project, this authority shall be ceded to the Vice Chairperson. If the proposed alterations are determined to be not in substantial compliance, the Secretary shall schedule an application for review on the next available meeting agenda.

### **SECTION 3**

#### **Meetings**

(a) **Regular Meetings**

The Commission shall hold its meetings on the fourth Tuesday of each month, or at such other times as it may designate. If the regular meeting date falls on a legal holiday, or for some other reason the scheduled date is an undesirable meeting date, the meeting shall be held on a day scheduled by the Chairperson in consultation with Commission Members and Staff.

(b) **Special Meetings**

The Chairperson or a minimum of five (5) members of the Commission may call a special meeting. Notices of such a special meeting shall be given to all the members of the Commission at least forty-eight hours prior to such meetings and shall state the purpose, place and time of the meeting. Public notice will be provided for all special meetings in accordance with Sec. 30-930.6.

(c) **Consent Agenda**

For simple certificate of appropriateness applications that do not require deliberation or modification, the Commission can make use of a consent agenda. Items may be placed on the consent agenda when the Commission Secretary determines that they are appropriate to the character of the property, and do not have any complicated issues that would require deliberation or modification by the Commission.

At the request of any Commission member, an item may be removed from or added to the consent agenda. After affording an opportunity for the public to speak on any consent agenda item and the removal or addition of any items from the consent agenda, the Commission will adopt the consent agenda. Adoption of the consent agenda is a determination that the consent agenda items are appropriate for reasons stated in the staff reports and recorded in the minutes for each individual application.

(d) **Order of Business**

The Chairperson of the Commission may reasonably modify the order of business at their discretion. Items carried over from previous meetings

and for which there are individuals in attendance shall be given priority in the review. The order of business of such may be modified to give priority in the review to these. The order of business of such regular or special meetings of the Commission shall be as follows:

1. Meeting called to order
2. Roll call
3. Elections (where applicable)
4. Other Business (as time allows prior to the public hearing)
5. Public Hearing of applications for certificates of appropriateness on the consent agenda
6. Public Hearing of applications for certificates of appropriateness
7. Public discussion of projects submitted for Conceptual Review
8. Remaining items of Other Business
9. Adjournment

(e) **Public Meetings**

All meetings, hearings, and records shall be open to the public as prescribed by the Virginia Freedom of Information Act.

(f) **Quorum**

A majority of the duly appointed members serving on the Commission at any given time shall constitute a quorum for the transaction of its business or the performance of its functions. A simple majority of those in attendance shall be necessary for the approval of any certificate of appropriateness or for the adoption of any other resolution, motion or other action of the Commission. The affirmative vote of five (5) members shall be necessary to amend these Rules of Procedure or reconsider any other item of business.

(g) **Records**

The Commission shall keep a record of its resolutions, proceedings and actions. The records of the Commission shall be open to public inspection. The Commission, in the exercise of its powers and performance of its duties, shall act only by formal resolution. The resolution shall set forth the reason for Commission's decision. The vote of each member participating therein shall be placed in the records of the Commission. Every such decision of the Commission shall be based upon a finding of fact, which shall be reduced to writing and preserved among its records.

## **SECTION 4**

### **Requirements of Membership**

(a) **Conflict of Interest**

Each member of the Commission shall adhere to the conflict-of-interest laws of the Commonwealth of Virginia applying to local public officials. Each member will identify any conflict-of-interest and act in accordance with the law.

(b) **Attendance**

Each member of the Commission shall be responsible for regular attendance of Commission meetings. Failure to attend four meetings of the Commission in any calendar year shall prompt a request, from the Commission to City Council, for removal of the member from the Commission.

## **SECTION 5**

### **Responsibilities and Duties of Commission** -

As set forth in Section 30-930.23 and any amendments thereto.

## **SECTION 6**

### **Secretary** -

As set forth in Section 30-930.3 and Section 30-930.6 and any amendments thereto. The Secretary shall perform the following duties on behalf of the Commission:

- (a) Execute documents in the name of the Commission, when they are in accordance with the Commission's action.
- (b) Notify the applicant for a certificate of appropriateness of the time and place of the Commission meeting, where the application shall be reviewed.
- (c) Approve certain certificates of appropriateness, as allowed by the Commission, and report on those approvals to the Commission. Approve a certificate of appropriateness for alterations to a project's design previously approved by the Commission if the Chairperson determines the changes are in substantial compliance with the previously approved certificate of appropriateness. If the Chairperson determines that the project is not in substantial compliance with the Commission approved plans, the Secretary will, upon receipt of a complete application, schedule the project for the next available Commission meeting.
- (d) Maintain all necessary records of the Commission.
- (e) Prepare agendas for Commission meetings.
- (f) Notify the members of the Commission of all meetings in accordance to Section 3.

- (g) Assist applicants in the development of appropriate designs for Commission consideration.
- (h) Develop educational materials on historic preservation for the use of the general public.
- (i) Report to the Commission on historic resources in the City of Richmond.
- (j) Administer the establishment of additional Old and Historic Districts.
- (k) Represent the Commission before City Council, the Planning Commission, Board of Zoning Appeals and meetings with City agencies.
- (l) In compliance with Sec. 30-930.6(d) ensure applications are complete, including payment of required fees, prior to scheduling the application for consideration by the Commission at a monthly meeting.
- (m) Extend a certificate of appropriateness for the period of 1(one) year upon receipt of a complete application.

## **SECTION 7**

### **Committees**

In order to expedite the work of the Commission, Committees may be established.

- (a) Standing committees may be established upon the vote of a majority of the Commission members.
- (b) The Chairperson may appoint special committees. Such committees shall be appointed for a period not to exceed three months.
- (c) The Vice Chair is to coordinate all committees and assure that there is adequate representation.

## **SECTION 8**

### **Procedures on the Establishment of Old and Historic Districts** -

As set forth in Chapter 30, Article XI and Section 30-930.4 of the City Code and any amendments thereto, the following procedures shall be followed in the establishment of Old and Historic Districts.

- (a) **Nomination Request Submitted.** The Commission, a neighborhood organization, preservation group, property owner or other interested party, hereafter known as the sponsor, requests, in writing, a staff evaluation of a neighborhood or individual property, for possible designation as an Old and Historic District; or the Mayor or a member of City Council introduces an ordinance for the creation of an Old and Historic District. In the case of a designation sponsored by a Council member or the Mayor, the process will go directly to step (b).
- (b) **Staff Review.** Staff meets with the sponsor of the proposed Old and Historic District to discuss procedures for designation. Staff evaluates boundary options and identifies additional information required for preparation of a staff report for Commission review.
- (c) **Resolution.** To begin the review process, the Commission shall pass a resolution instructing the Secretary to begin administration of the review process.
- (d) **Staff Report.** With the assistance of the nomination sponsor, staff prepares a report on the proposed Old and Historic District for the Commission. The report includes the following information on the proposed Old and Historic designation:
- A summary of the history and development of the proposed district;
  - A description of the existing historic building(s), environmental features, urban design elements and non-historic features of the proposed district;
  - Photographs that document the history and architecture of the proposed district;
  - A map showing the boundaries and major features of the proposed district;
  - The number of property owners and a discussion of the type of ownership;
  - A summary of current land use and zoning;
  - Information on the sponsor of the designation and why the designation was requested; and
  - Justification for Old and Historic District designation.
- (e) **Commission Review.** After evaluating the report, the Commission decides whether to continue with the designation process for the proposed Old and Historic District. If the designation process is to go

forward, the Commission will request that the sponsor undertake an owner information process.

- (f) **Owner Information Process.** The goal of this process is to attempt to inform all affected property owners of the proposed designation and the responsibilities of property owners within Old and Historic Districts, and to determine the level of property owner support before beginning the actual legal process of designation. Commission staff is responsible for sending, receiving, and tallying the property-owner postcard survey. Property owners will be sent an information packet that includes one response postcard per parcel owned within the proposed district's boundaries. The returned responses will be used to gauge the level of support for the designation. The information packet will also include notification of the time, date, and place of a public information meeting.

The sponsor hosts a public information meeting. At the meeting, staff will make a presentation on the process for designating an Old and Historic District, requirements for property owners in Old and Historic Districts, and why the property or district is being considered for Old and Historic District status. Staff and a Commission representative will answer questions from those in attendance. Property owners may return their response post cards stating their support, opposition, or lack of opinion on the proposed designation at this meeting or they may return the card by mail within two weeks of the public meeting.

- (g) **Additional Commission Review.** Upon completion of the public information process, staff presents the Commission with a written summary on the process and the property owner response. After consideration of the report, the Commission determines whether to continue with the designation process.
- (h) **Scheduling and Notice of Public Hearing.** If the Commission decides to proceed, it will schedule a public hearing. The Commission will decide if the hearing will be at a regular Commission meeting or at a special time and place. The Commission Secretary will notify by mail all property owners within and adjacent to the proposed Old and Historic District of the date, time and place of the public hearing. Adjacent property owners are those within 150 feet of the proposed district.
- (i) **Public Hearing.** The Commission will conduct a public hearing to allow the Commission the opportunity to hear public comments on the proposed designation before making a recommendation to City Council. At the hearing, staff will make a presentation that summarizes the staff report and the process up to that point. Following the staff presentation, the Commission will hear questions and statements for or against designation from those in attendance.



- (j) **Formal Action and Rezoning Procedures.** The Commission will vote whether or not to recommend designation to City Council. The proposed Old and Historic District shall then be forwarded to City Council and processed in accordance with Article XI of Chapter 30. At the Council public hearing, Staff and at least one member of the Commission will attend, and the Commission member will summarize the position of the Commission.

## **SECTION 9**

### **Procedures on Hearing Certificates of Appropriateness-**

As set forth in Section 30-930.5, 30-930.6 and any amendments thereto. In addition, the following procedures shall be used:

- (a) The Secretary shall endeavor to meet with applicants early in the process and advise them of appropriate design solution and advise them of the standards and guidelines used by the Commission.
- (b) Conceptual review of design proposals for new construction projects shall be required before submitting a formal application for a certificate of appropriateness. The Commission shall review and discuss the proposal with the applicant and make any necessary recommendations. Such conceptual review shall be advisory only.
- (c) Certain items may be delegated by the Commission for review by the Secretary in conformance with Section 30-930.6. The Secretary shall prepare monthly reports for the Commission, summarizing staff approvals. Whenever the Secretary has any doubts about the intent of the Commission, the Secretary shall present the item for Commission consideration. For alterations to a project's design previously approved by the Commission, the Secretary shall consult with the Chairperson who shall determine if the changes are in substantial compliance with the previously approved certificate of appropriateness prior and subsequently either issue an administrative approval or schedule an application for review by the full Commission, as appropriate.
- (d) Prior to the public hearing of applications for certificates of appropriateness, Commission members shall disclose any meetings or formal discussions that were held individually or in groups with applicants regarding their proposal.
- (e) With the approval, denial, or modification of any decision of the Commission of Architectural Review, the Commission shall state the reason for approval or denial and articulate any amendments in the form of a resolution.
- (f) Site visits by Commission Members shall be a prerequisite for the review for any application for demolition. Site visits may also be undertaken for any other application the Commission may consider. The Commission may

choose to defer an application to make a site visit or gather additional information.

## **SECTION 10**

### **Participation by Electronic Communication Means-**

- (a) **Purpose.** The purpose of this section is to comply with the requirements of section 2.2- 3708.2(C)(1) of the Code of Virginia to allow for and govern participation by one or more Commission of Architectural Review Members in meetings of the Commission of Architectural Review by electronic communication means, and all proceedings pursuant to this section shall be performed in accordance with section 2.2-3708.2 of the Code of Virginia, as that statute may hereafter be amended.
- (b) **Application and Limitations.**
1. The policy established by this section shall be applied strictly and uniformly, without exception, to all Commission of Architectural Review Members and without regard to the identity of the Commission of Architectural Review Member requesting remote participation or the matters that will be considered or voted on at the meeting.
  2. Participation by a Commission of Architectural Review Member in a meeting by electronic communication means due to a personal matter shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up the next whole number, whichever is greater.
- (c) **Electronic Communication.** When used in this section, the term “electronic communication” has the meaning ascribed to it by section 2.2- 3701 of the Code of Virginia, as that statute may hereafter be amended.
- (d) **Approval Process.**
1. No Commission of Architectural Review Member may participate in a meeting by electronic communication means unless the Commission of Architectural Review Member requests and the Commission of Architectural Review approves the participation in accordance with the provisions of this section.
  2. A Commission of Architectural Review Member may request to participate in a meeting by electronic communication means if the

Commission of Architectural Review Member notifies the Chair of the Commission of Architectural Review on or before the day of the meeting that the Commission of Architectural Review Member is unable to attend due to (i) a personal matter, provided that the Commission of Architectural Review Member identifies with specificity the nature of the personal matter to the Chair of the Commission of Architectural Review, (ii) a temporary or permanent disability or other medical condition that prevents the Commission of Architectural Review Member's physical attendance or (iii) a family member's medical condition that requires the Commission of Architectural Review Member to provide care for such family member, thereby preventing the member's physical attendance. The Commission of Architectural Review Member must also notify the Chair of the Commission of Architectural Review of the remote location from which the Commission of Architectural Review Member would participate by electronic communication means.

3. The Commission of Architectural Review may consider a request for participation by electronic communication means only if a quorum of the Commission of Architectural Review is physically assembled at the primary or central meeting location.
4. At the meeting, the Chair of the Commission of Architectural Review shall announce the information received from the Commission of Architectural Review Member pursuant to this section. If the Commission of Architectural Review Member's request is in all other respects in compliance with this section's requirements, the Chair of the Commission of Architectural Review shall solicit a motion to approve or disapprove the Commission of Architectural Review Member's request from the Commission of Architectural Review Members physically assembled at the primary or central meeting location. Upon adoption of a motion to approve the Commission of Architectural Review Member's participation by electronic communication means, the Commission of Architectural Review Member shall be allowed to participate in the meeting by electronic communication means.
5. If the Commission of Architectural Review Member's participation by electronic communication means is approved, the Secretary to the Commission of Architectural Review shall record in the meeting minutes (i) the motion, (ii) the vote thereon, (iii) a statement (a) of the specific nature of the personal matter, (b) that a temporary or permanent disability or other medical condition prevents the Commission of Architectural Review Member's attendance, or (c) that a family member's condition requires the Commission of Architectural Review Member to provide care for such family member, thereby preventing the Commission of Architectural Review Member's physical attendance, and (iv) the remote location from which the Commission of

Architectural Review Member participates in the meeting. f. If the Commission of Architectural Review Member's participation by electronic communication means is disapproved, whether by adoption of a motion to disapprove or rejection of a motion to approve, the Secretary to the Commission of Architectural Review shall record in the meeting minutes (i) the motion, (ii) the vote thereon, (iii) a statement (a) of the specific nature of the personal matter identified by the Commission of Architectural Review Member, (b) that the Commission of Architectural Review Member stated that a temporary or permanent disability or other medical condition prevents the Commission of Architectural Review Member's attendance, or (c) that a family member's condition requires the Commission of Architectural Review Member to provide care for such family member, thereby preventing the Commission of Architectural Review Member's physical attendance, (iv) the remote location from which the Commission of Architectural Review Member sought to participate in the meeting, and (v) the specific aspect of the policy established by this section that would be violated by the Commission of Architectural Review Member's proposed participation by electronic communication means, as summarized by the Chair of the Commission of Architectural Review.

## **SECTION 11**

### **Definitions-**

As set forth in Section 30-930.1 and any amendments thereto. In addition, the following definitions shall be used:

*Certificate of appropriateness* means the approval statement issued by the Commission of Architectural Review and signed by its Secretary which certifies the appropriateness of a particular request for the construction, alteration, reconstruction, repair, restoration, or demolition of all or a part of any building, structure or site within an old and historic district and which is subject to all other permits required by law. A certificate of appropriateness is valid for a period of 1 (one) year from the date of the Commission decision.

Complete application means a signed application form, related checklist, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in Sec. 30-930.6 (b).

Adopted by the Commission of Architectural Review July 28, 1993.  
Portions revised by the Commission of Architectural Review April 26, 1995.  
Section 2 revised by the Commission of Architectural Review on September 27, 1995.  
Section 2 revised by the Commission of Architectural Review on August 28, 1996.  
Section 2 revised by the Commission of Architectural Review on March 2, 1999.  
Section 9 (e) added by the Commission of Architectural Review on July 25, 2006.  
Section 9 (e) deleted by the Commission of Architectural Review on October 14, 2008.  
Sections 2b, 6c, and 9b amended by the Commission of Architectural Review to add review for substantial compliance on April 28, 2015.  
Section 8 amended by the Commission of Architectural Review to update the additional procedures on April 28, 2015.  
Sections 9 (b) and 9(e) added by the Commission of Architectural Review on January 24, 2017.  
Section 3 (c) amended by the Commission of Architectural Review on July 9, 2019.  
Section 6 (c) amended by the Commission of Architectural Review on July 14, 2020.  
Section 6 (l) and (m), and Section 10 added by the Commission of Architectural Review on July 14, 2020.  
Section 10 added by the Commission of Architectural Review on December 17, 2024.

# 2024 Agendas



# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

**Tuesday, January 9, 2024**

**6:00 PM**

**Quarterly Meeting - Items to be discussed at 1/23/2024 CAR meeting.**

**5th Floor Conference Room of City Hall**

**Commission of Architectural Review**

[PDRPRES  
2024.000](#)

Public Access and Participation Instructions - Commission of  
Architectural Review

**Attachments:**

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUF](#)

## Call to Order

## Roll Call

### 1. Approval of Minutes

October 2023

November 2023

December 2023

### 2. Year in Review - 2023

### 3. Commissioner Terms - 2024

### 4. Window Conservation one-pager

### 5. Paint Discussion

### 6. April 2024 Quarterly - CAR Review Improvements Brainstorming.

## Adjournment



# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

Tuesday, January 23, 2024

3:30 PM

Virtual Meeting Link: <http://tinyurl.com/4zecm95b>

5th Floor Conference Room of City Hall

**Commission of Architectural Review**

[PDRPRES  
2024.002](#)

Public Access and Participation Instructions - Commission of Architectural Review

**Attachments:**

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUR](#)

**Call to Order**

**Roll Call**

**Approval of Minutes**

**Administrative Approval Report**

**Enforcement Report**

**Secretary's Report**

## **CONSENT AGENDA**

1. [COA-141043-  
2024](#) 972 Pink Street - Construct a rear garage with an accessory dwelling unit above.

**Attachments:**

[Application & Plans](#)

[Staff Report](#)

## **REGULAR AGENDA**

2. [COA-141067-  
2024](#) 510 North 29th Street - Replace a non original, front porch railing with composite materials.

**Attachments:**

[Application & Plans](#)

[Staff Report](#)

3. [COA-141065-  
2024](#) 3105 West Franklin Street - Replace a non original, wooden balustrade with a composite material.

**Attachments:**

[Application & Plans](#)

[3105 W Franklin Staff Report.pdf](#)

4. [COA-141042-  
2024](#) 611 North 26th Street - Construct a garage in a rear yard and a 2-story rear addition with a basement and covered rear/side porches.

**Attachments:**

[Application & Plans](#)

[Staff Report](#)

5. [COA-141066-2024](#) 2616 East Grace Street - Construct a new second story rear addition.

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

### **CONCEPTUAL REVIEW**

6. [COA-141064-2024](#) 2207 Carrington Street - Construct a new two story, single family dwelling on a vacant lot.

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

### **OTHER BUSINESS**

[Quarterly Meeting Agenda](#)

**Attachments:**      [2024 01 January Quarterly agenda.pdf](#)

### **Adjournment**

# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

Tuesday, February 27, 2024

3:30 PM

To access the meeting via Microsoft Teams, please use the following link: <http://tinyurl.com/y6upwujn>

5th Floor Conference Room of City Hall

**Commission of Architectural Review**

[PDRPRES  
2024.008](#)

Public Access and Participation Instructions - Commission of  
Architectural Review

**Attachments:**

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTU](#)

Call to Order

Roll Call

Approval of Minutes

Secretary's Report

Administrative Approvals Report

Enforcement Report

## **CONSENT AGENDA**

None

## **REGULAR AGENDA**

1. [COA-142932-  
2024](#) 2214 E. Marshall Street - Install exterior blinds on primary facade,  
second-story windows.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
2. [COA-142639-  
2024](#) 2316-2318 Burton Street - Construct two single family attached  
dwellings.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
3. [COA-142640-  
2024](#) 1822 W. Grace Street - Exterior alterations to a rear carriage house.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
4. [COA-142863-  
2024](#) 504 N. 26th Street - Construct a new retaining wall and rebuild a portion  
of a foundation.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

5. [COA-142784-2024](#) 22 S. Arthur Ashe Boulevard - Replace a steel fire escape with wood.

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

6. [COA-142780-2024](#) 21 S. Arthur Ashe Boulevard - Replace a steel fire escape with wood.

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

7. [COA-142785-2024](#) 23 S. Arthur Ashe Boulevard - Replace a steel fire escape with wood.

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

### **CONCEPTUAL REVIEW**

8. [COA-142638-2024](#) 4002 Hermitage Road - Construct a new two-story building.

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

### **Adjournment**

# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

**Tuesday, March 26, 2024**

**3:30 PM**

**To access this meeting via Microsoft Teams; please use the following link: <https://tinyurl.com/bdesa4xs>**

**5th Floor Conference Room of City Hall**

**Commission of Architectural Review**

[PDRPRES  
2024.019](#)

Public Access and Participation Instructions - Commission of Architectural Review

Attachments:

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUR](#)

**Call to Order**

**Roll Call**

**Approval of Minutes**

**Secretary's Report**

**Administrative Approval Report**

**Enforcement Report**

**Richmond300 Annual Report**

## **CONSENT AGENDA**

1. [COA-144512-  
2024](#) 506 N. Arthur Ashe Boulevard - Install a front yard patio.  
Attachments: [Application & Plans](#)
2. [COA-144513-  
2024](#) 612 N. 29th Street - Install a new window on a rear side elevation.  
Attachments: [Application & Plans](#)
3. [COA-144134-  
2024](#) 2720 E. Broad Street - Install a new balustrade.  
Attachments: [Application & Plans](#)
4. [COA-144137-  
2024](#) 2707 E. Clay Street - Replace deteriorated siding, decking boards, and a front porch roof.  
Attachments: [Application & Plans](#)

## **REGULAR AGENDA**

5. [COA-144511-  
2024](#) 2707 E. Clay Street - Construct a one story, rear sunroom.  
Attachments: [Application & Plans](#)



6. [COA-142639-2024](#) 2316-2318 Burton Street - Construct two single family attached dwellings.  
**Attachments:** [Application & Plans \(2/27/2024\)](#)  
[Staff Report \(2/27/2024\)](#)  
[Application & Plans](#)
7. [COA-144133-2024](#) 2230 Monument Avenue - Replace a deteriorated, tiled front porch floor.  
**Attachments:** [Application & Plans](#)
8. [COA-144132-2024](#) 1201 W. Franklin Street - Install an accessible ramp and wall.  
**Attachments:** [Application & Plans](#)
9. [COA-144130-2024](#) 2111-2119 Venable Street - Construct 16 single family dwellings in groupings of two and three.  
**Attachments:** [Application & Plans](#)
10. [COA-144129-2024](#) 810-812 N. 22nd Street - Construct four single family dwellings in groups of two.  
**Attachments:** [Application & Plans](#)

## **CONCEPTUAL REVIEW**

11. [COA-144138-2024](#) 1843 W. Grace Street - Construct a rear accessory dwelling unit.  
**Attachments:** [Application & Plans](#)

## **Adjournment**

# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

Tuesday, April 23, 2024

3:30 PM

To access the meeting via Microsoft Teams, please use the following link: <https://tinyurl.com/mrytpm8z>

5th Floor Conference Room of City Hall

**Commission of Architectural Review**

[PDRPRES  
2024.019](#)

Public Access and Participation Instructions - Commission of Architectural Review

**Attachments:**

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUR](#)

**Call to Order**

**Roll Call**

**Approval of Minutes**

**Secretary's Report**

**CAR Fee Revisions**

[PDRPRES  
2024.024](#)

Paint Guidelines Revisions

## **CONSENT AGENDA**

1. [COA-146153-  
2024](#) 2314 Jefferson Avenue - Install a mural on a previously painted, commercial, masonry building.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
2. [COA-146154-  
2024](#) 2703 West Grace Street - Replace an existing second-story rear door with a new fixed window.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)  
[Additional Information](#)
3. [COA-146218-  
2024](#) 3202 Monument Avenue - Enclose a rear porch.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

## **REGULAR AGENDA**

4. [COA-146160-  
2024](#) 2207 Carrington Street - Construct a new two-story, single-family dwelling on a vacant lot.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

5. [COA-146155-2024](#) 1843 West Grace Street - Construct a rear accessory dwelling unit.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
6. [COA-146163-2024](#) 508 North 24th Street - Replace a front door with a new design.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
7. [COA-146150-2024](#) 22 South Arthur Ashe Boulevard - Reconstruct a deteriorated, multi-story, rear addition.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
8. [COA-146156-2024](#) 2802 East Clay Street - Replace deteriorated wood siding with fiber cement siding.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
9. [COA-146161-2024](#) 3202 Monument Avenue - Construct a rooftop addition onto an existing one story rear garage.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
10. [COA-146162-2024](#) 2205 East Broad Street - Construct a rooftop addition onto an existing one-story rear garage.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

## **CONCEPTUAL REVIEW**

### **Adjournment**

# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

**Tuesday, May 28, 2024**

**3:30 PM**

**To access this meeting virtually, used the following link:**

**<https://tinyurl.com/22jsudft>**

**5th Floor Conference Room of City Hall**

**Commission of Architectural Review**

[PDRPRES  
2024.029](#)

Public Access and Participation Instructions - Commission of Architectural Review

**Attachments:**

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUR](#)

**Call to Order**

**Roll Call**

**Approval of Minutes**

**Secretary's Report**

**Administrative Approval Report**

**Enforcement Report**

[NRHP 1 2024](#) Hickory Hill NRHP Review

**Attachments:**

[Hickory Hill NRHP](#)

[Hickory Hill School](#)

[PDRPRES  
2024.024](#)

Paint Guidelines Revisions

**Attachments:**

[Paint Chart\\_Revisions 2024\\_Final.pdf](#)

## **CONSENT AGENDA**

1. [COA-147330-  
2024](#) 1630 Pope Avenue - Amendment to a previously approved garage addition.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
2. [COA-147344-  
2024](#) 4107 Hermitage Road - Replace non-original roof on a historic garage.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
3. [COA-147341-  
2024](#) 1908 Princess Anne Avenue - Add permanent solar string lighting to the exterior of a non-historic condominium.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

## **REGULAR AGENDA**

4. [COA-142639-2024](#) 2316-2318 Burton Street - Construct two single family attached dwellings.  
**Attachments:** [Application & Plans \(2/27/2024\)](#)  
[Staff Report \(2/27/2024\)](#)  
[Application & Plans \(3/26/2024\)](#)  
[Staff Report \(3/26/2024\)](#)  
[Application & Plans](#)  
[Staff Report](#)
5. [COA-144129-2024](#) 810-812 N. 22nd Street - Construct four single family dwellings in groups of two.  
**Attachments:** [Application & Plans \(3/26/2024\)](#)  
[Staff Report \(3/26/2024\)](#)  
[Application & Plans](#)  
[Staff Report](#)
6. [COA-144130-2024](#) 2111-2119 Venable Street - Construct 16 single family dwellings in groupings of two and three.  
**Attachments:** [Application & Plans \(3/26/2024\)](#)  
[Staff Report \(3/26/2024\)](#)  
[Application & Plans](#)  
[Staff Report](#)
7. [COA-147329-2024](#) 819 East Grace Street - Install flat solar panels on the main roof of St. Paul's Episcopal Church.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
8. [COA-147332-2024](#) 2808 East Leigh Street - Restore, repair and replace elements on the façade in need of repair.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
9. [COA-147334-2024](#) 2405 O Street - Construct a second-story addition onto an existing, rear one-story addition.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

10. [COA-147348-2024](#) 4002 Hermitage Road - Construct a new two-story building.

**Attachments:**      [Application & Plans](#)  
[Application & Plans \(Conceptual Review 2/27/2024\)](#)  
[Staff Report \(Conceptual Review 2/27/2024\)](#)  
[Staff Report](#)

### **CONCEPTUAL REVIEW**

11. [COA-147340-2024](#) 812-814 North 21st Street - Construct a multifamily dwelling on a vacant lot.

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

### **Adjournment**



# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

**Tuesday, June 25, 2024**

**3:30 PM**

**To access this meeting virtually, use the following link:**

**<https://tinyurl.com/5n94k2mf>**

**5th Floor Conference Room of City Hall**

**Commission of Architectural Review**

[PDRPRES  
2024.033](#)

Public Access and Participation Instructions - Commission of Architectural Review

**Attachments:**

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUR](#)

### Call to Order

### Roll Call

### Approval of Minutes

### Secretary's Report

- Administrative Approval Report

- Enforcement Report

### CAR Elections

### CONSENT AGENDA

None

### REGULAR AGENDA

1. [COA-149483-  
2024](#) 3106 East Broad Street - Replace existing concrete pad and construct a rear shed.

**Attachments:** [Application & Plans](#)  
[Staff Report](#)
2. [COA-149484-  
2024](#) 3029 Monument Avenue - Demolition of remaining two bays of a four-bay brick garage.

**Attachments:** [Application & Plans](#)  
[Staff Report](#)
3. [COA-149482-  
2024](#) 812-814 North 21st Street - Construct a two-story multi family dwelling.

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

4. [COA-144130-2024](#) 2111-2119 Venable Street - Construct 15 single family dwellings in groupings of two and three.  
**Attachments:** [Application & Plans \(3/26/2024\)](#)  
[Staff Report \(3/26/2024\)](#)  
[Application & Plans \(5/28/2024\)](#)  
[Staff Report \(5/28/2024\)](#)  
[Application & Plans](#)  
[Staff Report](#)
5. [COA-144129-2024](#) 810-812 North 22nd Street - Construct four single family dwellings in groups of two.  
**Attachments:** [Application & Plans \(3/26/2024\)](#)  
[Staff Report \(3/26/2024\)](#)  
[Application & Plans \(5/28/2024\)](#)  
[Staff Report \(5/28/2024\)](#)  
[Application & Plans](#)  
[Staff Report](#)

## **CONCEPTUAL REVIEW**

6. [COA-149481-2024](#) 15 West Leigh Street - Construct a rear addition.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
7. [COA-149479-2024](#) 524-526 North 1st Street - Construct new two-story building to replace, failing building.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

## **Adjournment**

# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

**Tuesday, July 23, 2024**

**3:30 PM**

**5th Floor Conference Room of City Hall**

**Commission of Architectural Review**

[PDRPRES  
2024.042](#)

Public Access and Participation Instructions - Commission of Architectural Review

Attachments:

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUR](#)

**Call to Order**

**Roll Call**

**Approval of Minutes**

**Secretary's Report**

**Resolutions of Appreciation**

**New and Existing Commissioner Introductions**

### **CONSENT AGENDA**

1. [COA-150784-  
2024](#) 2235 West Grace Street - Replace brick stairs with concrete and construct a concrete curb.

Attachments:

[Application & Plans](#)

[Staff Report](#)

2. [COA-150679-  
2024](#) 2709 Monument Avenue - Install awnings.

Attachments:

[Application & Plans](#)

[Staff Report](#)

3. [COA-150676-  
2024](#) 618 North 25th Street - Construct a new iron fence with brick piers.

Attachments:

[Application & Plans](#)

[Staff Report](#)

4. [COA-150518-  
2024](#) 3820 Hermitage Road - Enclose a side covered porch.

Attachments:

[Application & Plans](#)

[Staff Report](#)

### **REGULAR AGENDA**

5. [COA-150664-2024](#) 409 North 23rd Street - Re-clad an existing, rear, metal shed in fiber cement siding.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
6. [COA-146156-2024](#) 2802 East Clay Street - Replace deteriorated wood siding with fiber cement siding.  
**Attachments:** [Application & Plans \(April 2024\)](#)  
[Staff Report \(April 2024\)](#)  
[Application & Plans](#)  
[Staff Report](#)  
[HRF Comments](#)
7. [COA-150999-2024](#) 3103 E. Broad Street - Replace wood siding with fiber cement siding on a primary elevation.  
**Attachments:** [Application](#)  
[Staff Report](#)
8. [COA-149484-2024](#) 3029 Monument Avenue - Demolition of remaining two bays of a four-bay brick garage.  
**Attachments:** [Application & Plans \(June 2024\)](#)  
[Staff Report \(June 2024\)](#)  
[Application & Plans](#)  
[Staff Report](#)
9. [COA-150700-2024](#) 2720 West Grace Street - Replace an original barrel tile roof with a synthetic material, and replace the existing windows.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
10. [COA-150675-2024](#) 2810 East Leigh Street - Install front yard hardscaping and a ramp.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

## **CONCEPTUAL REVIEW**

11. [COA-150671-2024](#) 2316 West Grace Street - Construct a rear garage.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

12. [COA-150617-2024](#) 413-415 North Arthur Ashe Boulevard - Construct a semi-attached pair of two story garages.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
13. [COA-150916-2024](#) 817 North 22nd Street - Construct two semi-attached, three story dwellings.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
14. [COA-150915-2024](#) 2201 Venable Street - Construct a new three story dwelling.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

## Adjournment

# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

**Tuesday, August 27, 2024**

**3:30 PM**

**5th Floor Conference Room of City Hall**

**Commission of Architectural Review**



[PDRPRES  
2024.049](#)

Public Access and Participation Instructions - Commission of  
Architectural Review

**Attachments:**

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUF](#)

## Call to Order

## Roll Call

## **OTHER BUSINESS**

### Approval of Minutes

None

### Secretary's Report

Administrative Approval Report

Enforcement Report

## **CONSENT AGENDA**

1. [COA-152521-  
2024](#) 2605 E. Franklin Street - Construct a rear staircase, fence, gate, and screen-in a rear multi-story porch.

**Attachments:**

[Application & Plans](#)

## **REGULAR AGENDA**

2. [COA-147348-  
2024](#) 4002 Hermitage Road - Construct a new two-story building.

**Attachments:**

[Application & Plans \(5/28/2024\)](#)

[Application & Plans \(Conceptual Review 2/27/2024\)](#)

[Staff Report \(Conceptual Review 2/27/2024\)](#)

[Staff Report \(5/28/2024\)](#)

[Application & Plans](#)

3. [COA-152217-  
2024](#) 413-415 N. Arthur Ashe Boulevard - Construct a semi-attached pair of two story garages.

**Attachments:**

[Application & Plans](#)

4. [COA-152520-2024](#) 2316 W. Grace Street - Construct a rear garage.

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

5. [COA-152522-2024](#) 2903 E. Marshall Street - Rehabilitate an existing building, replace vinyl windows with new vinyl windows, and alter the size of existing masonry openings.

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

### **CONCEPTUAL REVIEW**

None

### **Adjournment**

# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

**Tuesday, September 24, 2024**

**3:30 PM**

**5th Floor Conference Room of City Hall**

**Commission of Architectural Review**

[PDRPRES  
2024.054](#)

Public Access and Participation Instructions - Commission of Architectural Review

**Attachments:**

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUR](#)

### Call to Order

### Roll Call

### Approval of Minutes

### Secretary's Report

Administrative Approval Report

Enforcement Report

### **CONSENT AGENDA**

1. [COA-153793-  
2024](#) 2120 M Street - Construct a shed in a rear yard.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
2. [COA-153862-  
2024](#) 111 Pulliam Street - Replace rear deck with proposed custom 7' x 18' wood deck.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
3. [COA-153769-  
2024](#) 2711 East Clay Street - Replace aluminum siding with fiber cement siding on a secondary elevation.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

### **REGULAR AGENDA**

4. [COA-153788-  
2024](#) 817 North 22nd Street - Construct two new, attached, three-story dwellings.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

5. [COA-153790-2024](#) 2201 Venable Street - Construct a new, three-story dwelling
- Attachments:**      [Application & Plans](#)  
                                 [Staff Report](#)
6. [COA-153782-2024](#) 6 North Arthur Ashe Boulevard - Construct a third-story rear addition.
- Attachments:**      [Application & Plans](#)  
                                 [Staff Report](#)

### **CONCEPTUAL REVIEW**

7. [COA-153792-2024](#) 2120 M Street - Construct an accessory dwelling unit in a rear yard.
- Attachments:**      [Application & Plans](#)  
                                 [Staff Report](#)
8. [COA-153810-2024](#) 2108.5 East Broad Street - Construct a new single-family dwelling.
- Attachments:**      [Application & Plans](#)  
                                 [Staff Report](#)
9. [COA-153783-2024](#) 401 West Marshall Street - Construct a new three-story multi-family building.
- Attachments:**      [Application & Plans](#)  
                                 [Staff Report](#)
10. [COA-153811-2024](#) 1906, 1908, 1910 East Broad Street - Construct a new five story multi-family building.
- Attachments:**      [Application & Plans](#)  
                                 [Staff Report](#)

### **Adjournment**

# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

Tuesday, October 22, 2024

3:30 PM

5th Floor Conference Room of City Hall

**Commission of Architectural Review**

[PDRPRES  
2024.057](#)

Public Access and Participation Instructions - Commission of Architectural Review

Attachments:

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUR](#)

### Call to Order

### Roll Call

### Approval of Minutes

### Secretary's Report

Administrative Approval Report

Enforcement Report

### **CONSENT AGENDA**

1. [COA-155452-  
2024](#) 2904 East Franklin Street - Construct a shed in a rear yard.  
Attachments: [Application & Plans](#)  
[Staff Report](#)
2. [COA-155354-  
2024](#) 2720 East Broad Street - Construct a new rear privacy fence with painted brick piers with wooden pickets in between.  
Attachments: [Application & Plans](#)  
[Staff Report](#)

### **REGULAR AGENDA**

3. [COA-155372-  
2024](#) 2108.5 East Broad Street - Construct a new single-family dwelling.  
Attachments: [Application & Plans](#)  
[Staff Report](#)
4. [COA-155369-  
2024](#) 2120 M Street - Construct an Accessory Dwelling Unit in a rear yard.  
Attachments: [Application & Plans](#)  
[Staff Report](#)

### **CONCEPTUAL**

5. [COA-155363-2024](#) 2003 West Grace Street - Construct a new rear Accessory Dwelling Unit.

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

**Adjournment**



# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

**Tuesday, November 26, 2024**

**3:30 PM**

**5th Floor Conference Room of City Hall**

**Commission of Architectural Review**

[PDRPRES  
2024.063](#)

Public Access and Participation Instruction - Commission of Architectural Review

Attachments:

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUR](#)

Call to Order

Roll Call

## **OTHER BUSINESS**

Approval of Minutes

Secretary's Report

Revised Bylaws

## **CONSENT AGENDA**

1. [COA-156645-  
2024](#) 714 North 30th Street - Paint a mural on a water tower.

Attachments:

[Application & Plans](#)

[Staff Report](#)

## **REGULAR AGENDA**

2. [COA-157142-  
2024](#) 2003 West Grace Street - Construct a new rear Accessory Dwelling Unit.

Attachments:

[Application & Plans](#)

[Staff Report](#)

3. [COA-156665-  
2024](#) 2209 East Broad Street - Remove two windows and a two doors on the first story and install a wide glass door.

Attachments:

[Application & Plans](#)

[Staff Report](#)

4. [COA-156672-  
2024](#) 13 West Franklin Street - Demolish a non-original valet parking booth.

Attachments:

[Application & Plans](#)

[Staff Report](#)

5. [COA-156644-2024](#) 323 North 36th Street - Enclose a rear, second-story porch.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
6. [COA-156667-2024](#) 2404 East Clay Street - Construct a second story rear addition.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
7. [COA-156668-2024](#) 2406 East Clay Street - Construct a second story rear addition.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
8. [COA-156669-2024](#) 2408 East Clay Street - Construct a second story rear addition.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
9. [COA-156646-2024](#) 817 North 22nd Street - Construct two semi-attached, three story buildings.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
10. [COA-156648-2024](#) 2201 Venable Street - Construct a new three story building.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

## **CONCEPTUAL REVIEW**

11. [COA-156639-2024](#) 2607 East Marshall Street - Construct a two story semi-attached building.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
12. [COA-156640-2024](#) 2609 East Marshall Street - Construct a two story semi-attached building.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

13. [COA-155642-2024](#) 2611 East Marshall Street - Construct a two story detached building.

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

**Adjournment**

# City of Richmond

*City Hall  
900 East Broad Street*



## Agenda

Tuesday, December 17, 2024

3:30 PM

5th Floor Conference Room of City Hall

**Commission of Architectural Review**

[PDRPRES  
2024.063](#)

Public Access and Participation Instruction - Commission of  
Architectural Review

**Attachments:**

[Public Access and Participation Instructions -COMMISSION OF ARCHITECTUR](#)

**Call to Order**

**Roll Call**

**OTHER BUSINESS**

**Approval of Minutes**

Minutes 2024

**Secretary's Report**

Bylaw Revisions

**CONSENT AGENDA**

None.

**REGULAR AGENDA**

1. [COA-158347-  
2024](#) 2607 East Marshall Street - Construct a two story semi-attached  
building.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
2. [COA-158351-  
2024](#) 2609 East Marshall Street - Construct a two story semi-attached  
building.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)
3. [COA-158353-  
2024](#) 2611 East Marshall Street - Construct a two story detached building.  
**Attachments:** [Application & Plans](#)  
[Staff Report](#)

4. [COA-158302-2024](#) 2609 East Leigh Street - Remove a rear, deteriorated, standing seam metal roof and install a new asphalt shingle roof.

WITHDRAWN BY APPLICANT

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

5. [COA-158297-2024](#) 500 North Arthur Ashe Boulevard - Enclose a side porch and remove a rear projection and porch to construct an addition.

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

6. [COA-158358-2024](#) 1809 West Grace Street - Reconstruct a covered front porch.

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

7. [COA-158299-2024](#) 2228 Cedar Street - Construct a second story rear addition.

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

8. [COA-158301-2024](#) 2516 East Leigh Street - Alter a rear parking lot to include new hardscaping, landscaping, and site features.

**Attachments:** [Application & Plans](#)  
[Gazebo.pdf](#)  
[Staff Report](#)

9. [COA-158354-2024](#) 400 West Clay Street - Rehabilitate an existing dwelling.

**Attachments:** [Application & Plans](#)  
[Additional Photos and Paint.pdf](#)  
[Staff Report](#)

## Adjournment