

**Commission of Architectural Review  
Guidelines for Administrative Approval of  
Removal of Non-historic Elements**

**A. Overview:**

The purpose of these administrative approval guidelines is to set out the clear circumstances when it would be appropriate to replace elements that are not historic to the building and do not contribute to the character of the Old and Historic District of which they are a part.

The following guidelines are intended to allow staff to administratively approve the removal of non-historic decorative features 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.

**B. Items delegated for staff approval**

The Commission Secretary may determine that any of the following elements are non-historic and may administratively approve their removal:

1. Synthetic cladding materials including asphalt and asbestos shingles, aluminum, vinyl, or any other form of synthetic siding.
2. Any type of signage or exterior lighting that is less than fifty years of age.
3. Windows, doors, storm doors, or awnings constructed of aluminum, vinyl, or other materials that do not meet the Guidelines.
4. Metal porch columns, non-historic stairs or decks.

Commission staff will administratively approve the replacement of the non-historic items, based on other administrative approval *Guidelines* such as approval of replacement porch decks, railings, and windows.

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

1. Anything that is defined as a substantial impact, including demolition.
2. Items that have gained significance over time as determined by staff based on photographic and historic research.

**D. Adoption and Effect**

These administrative approval guidelines were adopted by the Commission of Architectural Review on April 9, 2019. 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 These guidelines shall be in full effect and force until amended or rescinded by the Commission.