

Commission of Architectural Review Guidelines for Administrative Approval of Door Replacement

Introduction: Doors and entrances are an important element of a building's style and their maintenance and preservation can help maintain the historic character of a building. 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 historic doors and to define the limited circumstances under which new doors can be approved by staff without approval of a certificate of appropriateness by the Commission of Architectural Review (Commission).

Replacing original doors in most cases is not appropriate in City Old and Historic Districts. In keeping with the *Guidelines*, original doors should be repaired not replaced.

A. Items that do not meet the *Guidelines* and will not be approved:

Staff will not approve replacement doors that are constructed of vinyl or metal, possess stamped or molded faux paneling, or have leaded, beveled, stained, or etched glass.

B. Items delegated for staff approval

The Door Replacement guidelines below, through adoption by the Commission, shall constitute items delegated by the Commission 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 in accordance with Sec. 30-930.6(h).

Only wood or wood and glass doors will be approved on the front of a historic building.

Replacement of doors may be approved administratively by staff if the following criteria are met:

- Documentation has been submitted that demonstrates doors are beyond repair. Photographic documentation should be submitted to staff for their review. Staff may request additional information about the extent of the deterioration before approving the door replacement.

- The replacement door replicates the original door if there is physical evidence or photographic documentation or is of a simple design representative of the architectural character of the building.
- The proposed door is constructed of wood and/or glass, if glass was historically present.
- Replacement doors fit the existing openings without altering the size or shape of the opening. Transom windows or sidelights and door surrounds, including decorative elements, are retained or replaced with the same material and light configuration.
- The reconstruction of a missing door or door surround is based on physical evidence or photographic documentation.
- The door installation will not damage any contributing historic features.
- Existing hardware or locks that are original or important to the evolution of the building are reused.
- The proposed paint color is consistent with the Commission's paint palette.

C. Adoption and Effect

These administrative approval guidelines were adopted by the Commission of Architectural Review on September 25, 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.