

Commission of Architectural Review Guidelines for Administrative Approval of Gutter and Downspout Installation

Introduction: Gutters and downspouts are important in the proper maintenance of a structure as they help to protect against water damage. The following guidelines are intended to allow staff to approve gutter and downspout installation administratively and be clear about what staff may not approve. The gutter and downspout guidelines apply to all sides of a building and to porches. 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 gutters and downspouts and to define the circumstances under which gutter and downspout installations can be approved by staff without approval of a certificate of appropriateness by the Commission of Architectural Review (Commission).

In keeping with the *Guidelines*, property owners are encouraged to repair box/built-in gutters and to maintain them in proper working order.

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

1. The installation of suspended gutters when a box or built-in gutter is present.
2. The replacement of box or built-in gutters which changes the appearance from the public view.
3. The installation of suspended gutters of an inappropriate profile or material. Inappropriate materials include vinyl and synthetic materials. Inappropriate profiles are those that introduce a new, and incompatible element that detracts from the roof and/or cornice line, such as k-style gutters.
4. The installation of downspouts of an inappropriate shape, such as rectangular, or inappropriate material including vinyl.

B. Items delegated for staff approval

The gutter and downspout installation guidelines in this section shall, upon adoption by the Commission of Architectural Review (Commission), constitute items delegated by the Commission 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). These guidelines shall serve as a supplement to and be deemed consistent with the *Old and Historic District Handbook and Design Review Guidelines*.

The following items are an appropriate treatment for historic buildings and administrative approvals may be granted for gutter and downspout installation as follows:

1. The in-kind replacement of gutters and downspouts. Replacement gutters and downspouts must be consistent with the *Guidelines* and must appear as an exact match, to include having the same profile as the existing gutters and downspouts and be of a comparable material.
2. Staff may approve new gutters and downspouts that are needed for proper drainage but were not on the building historically. New gutters and downspouts should be as unobtrusive as possible and should be painted a color that is compatible with the building, such as the body or trim color. Copper downspouts can be approved by staff for masonry buildings.
3. Staff may approve suspended gutters provided they are fastened with spikes or straps under roof materials, not on the roof surface.
4. Staff may approve the replacement of inappropriate suspended gutters with an appropriate gutter, provided that a box or built-in gutter is not present.

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.