



COMMISSION OF ARCHITECTURAL REVIEW

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)

Address 412 W MARSHALL ST, RICHMOND VA 23219

Historic district JACKSON WARD

| |
|------------------------|
| Date/time rec'd: _____ |
| Rec'd by: _____ |
| Application #: _____ |
| Hearing date: _____ |

APPLICANT INFORMATION

Name KYLE H. WEBBER

Phone 804.353.3051

Company CORNERSTONE ARCHITECTS

Email KWEBBER@CSARCH.COM

Mailing Address 23 W. BROAD ST. SUITE 200
RICHMOND, VA 23220

Applicant Type: Owner Agent
 Lessee Architect Contractor
 Other (please specify):

OWNER INFORMATION (if different from above)

Name ANDREW HAORROCKS

Company UNIVERSITY PROPERTY

Mailing Address P.O. Box 1408
New York, New York 10028

Phone 917-302-8742

Email awhorrocks@university-property.com

PROJECT INFORMATION

Review Type: Conceptual Review Final Review

Project Type: Alteration Demolition New Construction
(Conceptual Review Required)

Project Description: (attach additional sheets if needed)

We are proposing to convert part of an existing private garage that is located in the rear of the property addressed 412 W Marshall St Richmond VA 23219 into a one-bedroom apartment.

ACKNOWLEDGEMENT OF RESPONSIBILITY

Compliance: If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. Failure to comply with the COA may result in project delays or legal action. The COA is valid for one (1) year and may be extended for an additional year, upon written request.

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

Zoning Requirements: Prior to CAR review, it is the responsibility of the applicant to determine if zoning approval is required and application materials should be prepared in compliance with zoning.

Signature of Owner

Date Oct. 9, 2018

CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

Well in advance of the COA application deadline contact staff to discuss your project, application requirements, and if necessary, to make an appointment to meet with staff for a project consultation in the office or on-site. Visit the Commission of Architectural Review website for project guidance and forms:

<http://www.richmondgov.com/CommissionArchitecturalReview/index.aspx>

Division of Planning and Preservation 804.646.6335 Carey.Jones@Richmondgov.com

SUBMISSION INSTRUCTIONS

Submit applications to the Division of Planning and Preservation, Rm. 510, 900 E. Broad Street

- One (1) signed and completed application – property owners signature required
- Twelve (12) copies of supporting documentation, as indicated on appropriate check-list, collated and stapled

MEETING SCHEDULE

- Applications are due by 12 PM (noon) on the deadline date. Exception: revisions to items deferred, denied or presented conceptually at the previous CAR meeting are due 15 days in advance of the scheduled meeting.
- **Application deadlines are firm.** All materials must be submitted by the deadline to be considered at the following CAR meeting. Designs must be final at the time of application; revisions will not be accepted after the deadline. Incomplete and/or late applications will not be placed on the agenda.
- CAR will not accept new materials, revisions, or redesigns at the meeting. Deferral until the following month’s meeting may be necessary in such cases to allow for adequate review by staff, commissioners, and public notice if required.
- CAR monthly meetings are held at 3:30 PM in the 5th floor conference room of City Hall, 900 E. Broad Street. The owner and/or applicant is *encouraged to attend* the meeting.

| 2018 Meeting Dates (Tuesdays unless noted otherwise) | Application Deadlines (Fridays unless noted otherwise) |
|---------------------------------------------------------|-----------------------------------------------------------|
| January 23 | December 22, 2017 |
| February 27 | January 26 |
| March 27 | March 2 |
| April 24 | March 30 |
| May 22 | April 27 |
| June 26 | May 25 |
| July 24 | June 29 |
| August 28 | July 27 |
| September 25 | August 24 |
| October 23 | September 28 |
| November 27 | October 26 |
| December 18 | November 26 (Monday) |



Application for **SPECIAL USE PERMIT**

Department of Planning and Development Review
Land Use Administration Division
900 E. Broad Street, Room 511
Richmond, Virginia 23219
(804) 646-6304
<http://www.richmondva.gov/>

Application is hereby submitted for: (check one)

- special use permit, new
- special use permit, plan amendment
- special use permit, text only amendment

Project Name/Location

Property Address: 412 W Marshall St, Richmond VA 23220 Date: 07/27/2018

Tax Map #: N0000207021 Fee: \$1200.00

Total area of affected site in acres: _____

(See **page 6** for fee schedule, please make check payable to the "City of Richmond")

Zoning

Current Zoning: R-6 - Residential

Existing Use: Multifamily Residence

Proposed Use

(Please include a detailed description of the proposed use in the required applicant's report)

Additional One-bedroom apartment/ Single dwelling unit

Existing Use: Residential Garage

Is this property subject to any previous land use cases?

Yes

No

If Yes, please list the Ordinance Number: 91-324-301

Applicant/Contact Person: Erik Quackenbush

Company: Cornerstone Architects

Mailing Address: 23 West Broad St, Suite 200

City: Richmond

State: VA

Zip Code: 23220

Telephone: (804) 353-3015 Ext. 104

Fax: ()

Email: equackenbush@csarch.com

Property Owner: UP Richmond, LLC

If Business Entity, name and title of authorized signee: Andrew Horrocks, President

(The person or persons executing or attesting the execution of this Application on behalf of the Company certifies that he or she has or have been duly authorized and empowered to so execute or attest.)

Mailing Address: P.O.Box 1408

City: New York

State: NY

Zip Code: 10028

Telephone: (1-833) 864-7767 Ext. 2

Fax: ()

Email: awhorrocks@university-property.com

Property Owner Signature:

The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. **Faxed or photocopied signatures will not be accepted.**

NOTE: Please attach the required plans, checklist, and a check for the application fee (see Filing Procedures for special use permits)



SPECIAL USE PERMIT APPLICATION TABLE OF CONTENTS

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Special Use Permit Application Report
Description of the proposed use:

We are proposing to convert part of an existing private garage that is located in the rear of the property addressed 412 W Marshall St Richmond VA 23219. This structure is a solid masonry structure that likely pre-dates the primary residence. In 1991 a special use permit (No. 91-324-301) was approved, allowing the owners at the time to convert the existing two-family dwelling into a three-family dwelling. This prompted the conversion of the brick structure in the rear of the property into off-street parking in compliance with parking ordinance at the time. The Special Use Permit required six parking spots, two for each dwelling. As the existing structure is a three-wide, this was achieved by “stacking” three of the parking spots in the rear portion of the garage accessible only by moving the parked cars in front back out onto the street causing inefficiency and potential congestion.

Since that time the need for a vehicle per household has decreased. The development of the surrounding urban area has allowed people access to day-to-day needs within walking or biking distance. In addition to that, the recent opening of the GRTC Pulse line has reduced the necessity for a vehicle. We believe that an additional dwelling unit at our site is an appropriate use of the space, considering the site is within walking distance from the public transportation line, markets and other commercial businesses.

According to the housing Market analysis completed by the U.S. Department of Housing and Urban Development in June of 2016, the overall rental vacancy rate in Richmond VA has dropped from 9% in 2010 to an estimated 6%. This is due to the increased rise in the rental demands driven by the substantial economic growth seen in Richmond VA over the past several years. Another factor driving this increase in rental demand is the consistent growth in the annual enrollment rate at VCU – directly affecting the housing market in the surrounding urban area. Since the site in question is located in the aforementioned urban area, we believe that an additional dwelling unit is not only compatible with the demands of the surrounding area but would be a great benefit.

The following notes are addressing conditions specified by the City Charter. At this early stage of the planning we believe that we meet the conditions set by the City Council and have listed them as follows.

- A. There appears to be no detrimental effect to the safety and wellbeing of the community – our plan is to make use of an otherwise unused portion of the solid masonry structure. The renovation will primarily consist of interior work and will have very little effect on the exterior of the building.
- B. We believe that there will not be a significant tendency to create congestion in the street or the surrounding circulation network; as we are only intending to add a single dwelling unit.
- C. We do not anticipate any creation of hazards from fire, panic or other dangers that might arise from a simple interior renovation.
- D. We determine that there will be very little effect on overcrowding and will have scant increase in population – as stated in section B we are intending to add a single unit

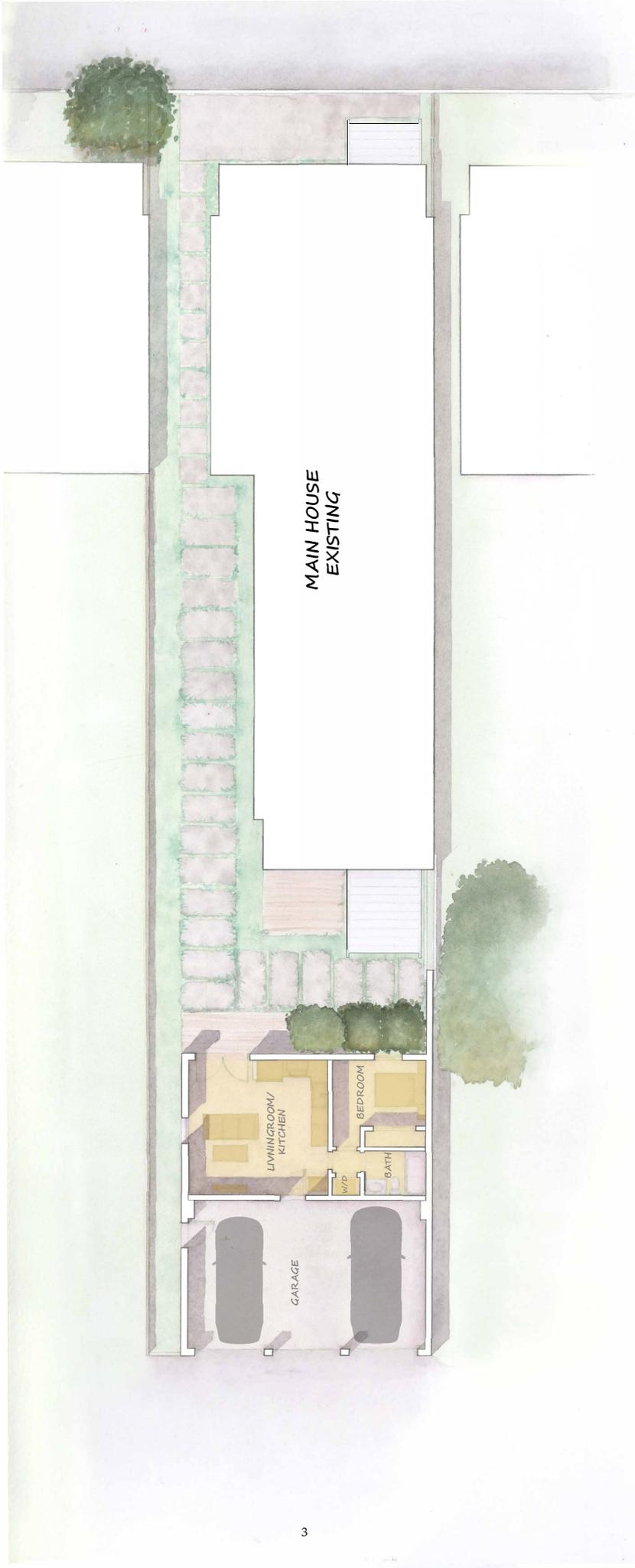


- E. We do not foresee that this renovation will interfere with light and air, since we will maintain the existing structural integrity of the building as well as all the existing openings/fenestration. Refer to elevations 1-3.

The structure has a closed-off chimney, industrial drainage, and large swinging doors fronting the main building. It was converted to a garage at some point with three garage doors opening to the rear alley. In reality, the garage only functions as a three car garage due to the width of the structure and sole access from the alley. The excess space in the front of the garage, originally intended as the “stacked” parking spots, is largely unusable and has become a storage area with many abandoned items. We are considering converting the unused area to a one-bedroom apartment, while retaining the three parking spaces for the current residents. The scope of the renovation is mostly confined to the interior therefore will have minimal impact on the surrounding area.

The proposed floor plan of this one bedroom apartment shows the utilization of the currently unused area of the garage creating an open living space. The outdoor area will also receive suitable landscaping. We will provide a separate entrance to the garage for the current residents of the adjacent dwelling units. They will be able to continue to use the garage in its current state. The scope of the contemplated project includes, the repointing of all historic brickwork, replacing the existing roof, interior renovations of the unused area of the garage. The existing footprint and parking spaces will be maintained. We anticipate a construction period of three to four months and approximately \$100,000 in investments. We plan to use an all local team of Architects, contractors and subcontractors, construction team and suppliers.

We have been informed that, due to the provisions of a prior Special Use Permit, we must request an amendment to that permit from the Land Use Committee. We understand that the prior permit required the preservations of six parking spaces, even though the building could only ever function as a three-car garage. Our preliminary plans appear, at this early stage, to be consistent with zoning, building and other guidelines. We are therefore submitting this application for an amendment to the existing Special Use Permit and kindly request your consideration.



MAIN HOUSE
EXISTING

LIVINGROOM/
KITCHEN

BEDROOM

BATH

W/P

GARAGE

FLOOR PLAN



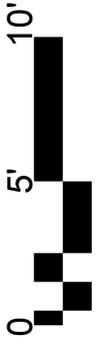


BUILDING SECTION

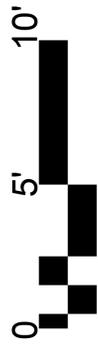




FRONT ELEVATION



BACK ELEVATION



SIDE ELEVATION



SITE PLAN



EXTERIOR PERSPECTIVE



INTERIOR PERSPECTIVE

±18' PUBLIC ALLEY (COBBLESTONE)

S68° 25' 21"E

33.17

414 W. MARSHALL ST.
DAHM FAMILY LIVING TRUST
INST. #14-15070
PARCEL ID#N0000207022

BRICK GARAGE

WEST MARSHALL STREET
±29' PUBLIC R.O.W.

412 W. MARSHALL ST.
UP RICHMOND, LLC
INST. #S17-15924,
17-15925 & 17-15926
PARCEL ID#S N0000207031,
N0000207032 &
N0000207033

N20° 59' 34"E

160.56

160.46

S21° 04' 39"W

410 W. MARSHALL ST.
GLENN M. SMITH
D.B.194, PG.132
PARCEL ID#N0000207020

BUILDING ENC. 0.4'

2 STORY BRICK WITH BASEMENT

GRANITE STONE FOUND

45.40

N68° 35' 03"W

16.43

N68° 35' 03"W

32.93

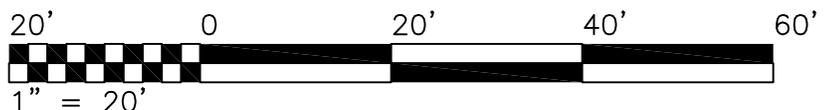
WEST MARSHALL STREET
±60' PUBLIC R.O.W.

LEGEND

-  BUILDING LINE
-  ROOF OVERHANG
-  IRON ROD FOUND
-  ELECTRIC METER
-  CONCRETE
-  BRICK
-  FENCE LINE
-  HEAT PUMP
-  GAS METER
-  OVERHEAD UTILITY LINE

NOTES:

1. BUILDINGS ARE CLEAR OF PARCEL LINES EXCEPT WHERE NOTED.
2. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.



BOUNDARY SURVEY

FOR
412 WEST MARSHALL
STREET
RICHMOND, VA



**NYFELER
ASSOCIATES**

LAND SURVEYING & MAPPING
619 W CARY STREET RICHMOND, VA 23220
804-277-4231
www.nyfelerassociates.com

SHEET NO.: 1 OF 1

DATE:
8/21/2018

SCALE:
1" = 20'

JOB NUMBER:
18129

DRAWN BY:
JRW

