



# Application for SPECIAL USE PERMIT

RECEIVED

APR 13 2016

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

LAND USE ADMINISTRATION

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

Project Name: 504 Libbie Ave / 506 Libbie Ave Date: 2/3/2016

Property Address: 504 Libbie Ave / 506 Libbie Ave Tax Map #: W 0210211025

Fee: 1800.00 Total area of affected site in acres: 0.45  
(See page 3 for fee schedule, please make check payable to the "City of Richmond")

### Zoning

Current Zoning: R4 SPECIAL USE PERMIT

### Proposed Use

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

Existing Use: BUSINESS OFFICE BUILDING

Is this property subject to any previous land use cases?

BUSINESS OFFICE BUILDING

Yes  No  
If Yes,  please list the Ordinance Number:

89-391-90-16 JAN 27, 1990

Applicant/Contact Person: W. Brett Hayes

Company: Windsor Way, LLC

Mailing Address: 4211 Dover Rd, 2nd Floor

City: Richmond State: VA Zip Code: 23221

Telephone: (804) 353-3260 Fax: (804) 254-3946

Email: brett.hayes@wfafinet.com

Property Owner: Windsor Way, LLC

If Business Entity, name and title of authorized signer: W. Brett Hayes

(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: 4211 Dover Rd, 2nd Floor

City: Richmond State: VA Zip Code: 23221

Telephone: (804) 353-3260 Fax: (804) 254-3946

Email: brett.hayes@wfafinet.com

Property Owner Signature: \_\_\_\_\_

504 Libbie Ave

Maryloue Bouter  
506 Libbie Ave

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)

**Windsor Way, LLC.**  
4211 Dover Road, 2<sup>nd</sup> Floor  
Richmond, VA 23221

March 29, 2016

Department of Planning and Development Review  
Land use Administration Division, Room 511  
City Hall, 900 East Broad Street  
Richmond, VA 23219

RECEIVED  
APR 13 2016  
LAND USE ADMINISTRATION

Re: 504 Libbie Ave/506 Libbie Ave - Special Use Permit Plan Amendment written report

To whom it may concern,

Please accept this correspondence as the written report for the Special Use Permit Plan Amendment requested by Windsor Way, LLC for the property at 504 Libbie Avenue, Richmond Virginia. The amendment is requested to allow us to add a small addition to the back of the building which will make the building more suitable to our business. This addition is necessary to provide the office configuration needed for our practice, and an adequate break room for the members.

Windsor Way, LLC (504 Libbie Ave.) is a financial advisory practice currently consisting of 5 full-time members in Richmond, and 1 full-time member in Newport News. We see clients at our office only a few times per week, so generally there will be 5 – 8 parking spaces needed at any given time. Our hours of operation are primarily during normal business hours Monday through Friday, with occasional work on some weekend days. Aubrey R Bowles IV of Bowles and Bowles Law Firm (506 Libbie Ave.) has 2 full-time employees and does have various clients visit their offices during the day. In the normal operation of their business they will need 2 – 5 parking spaces at any given time. Therefore between both 504 Libbie Avenue and 506 Libbie Avenue, we estimate average usage of 7 – 12 parking spaces being used at any given time.

The current special use permit, which applies to both 504 and 506 Libbie Avenue specifies 26 parking spaces for the two properties (there is an easement which provides for shared use of the parking lot). The proposed addition at 504 Libbie Avenue would reduce the number of spaces available to 23. We are confident that 23 spaces is still more than adequate for the operation of our Financial Advisory practice, along with the users of the adjacent property at 506 Libbie Avenue.

The proposed addition will be constructed in a way that compliments and even improves the aesthetic appearance of the existing structure, and also is designed so that it does not impede on any of the traffic flow of the parking lot or the Libbie Avenue access. As a frame of reference, the prior occupants of this property operated a Coldwell Banker Real Estate office which was listed as having 20 real estate agents and a small support staff.

**Windsor Way, LLC.**  
4211 Dover Road, 2<sup>nd</sup> Floor  
Richmond, VA 23221

Thank you in advance for your consideration of our request. We are confident that our small improvements to the building will enhance the value and quality of the property overall, and will not be detrimental to the safety, environmental, or community characteristics. Should you need additional information or have questions that we may assist with, please feel free to contact us at (804) 353-3260.

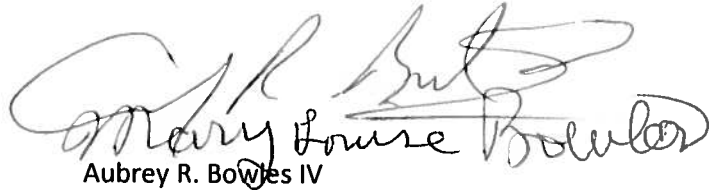
Sincerely,

**WINDSOR WAY, LLC.**



W. Brett Hayes, Managing Member

**BOWLES & BOWLES LAW FIRM**



Aubrey R. Bowles IV