



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

**BOARD OF
ZONING APPEALS**

November 10, 2025

Janee & Chad Hunter
4545 Monument Avenue
Richmond, VA 23221

To Whom It May Concern:

RE: BZA 50-2025

You are hereby notified that the Board of Zoning Appeals will hold a public hearing on **Wednesday, December 3, 2025 at 1:00 PM** in the 5th Floor Conference Room, City Hall, 900 E. Broad Street to consider an application for a building permit to construct an addition and to expand an existing accessory building (2-car garage) to an existing single-family (detached) dwelling at 4545 MONUMENT AVENUE (Tax Parcel Number W000-2029/001), located in an R-5 (Single-Family Residential) District. This meeting will be open to in-person participation with a virtual option. The public will have the option to provide their comments by teleconference/videoconference via Microsoft Teams, or in writing via email as indicated below.

Please be advised that the applicant or applicant's representative is required to participate in the subject public hearing either by teleconference/videoconference or in person. For teleconference participation call 804-316-9457 and entering code **213 490 569#**. For video access by computer, smart phone or tablet visit <https://richmondva.legistar.com/Calendar.aspx>. Select the Board of Zoning Appeals drop-down and 2025 drop-down, click meeting details for December 3, 2025 meeting and then click video access. In the event you have difficulty accessing a public hearing you may contact Mr. William Davidson at 804-396-5350 or by email at Chuck.Davidson@rva.gov for assistance. The Board of Zoning Appeals Rules of Procedure provides that in the case of an application for a variance or a special exception, the applicant, proponents or persons aggrieved under §15.2-2314 of the Code of Virginia, shall be permitted a total of six (6) minutes each to present their case. The Board of Zoning Appeals will withhold questions until the conclusion of the respective presentations. For the purposes of the record it also requested that before addressing the Board you identify yourself and spell your name.

Finally, when you submitted your application to the zoning office you were given a handout entitled, Suggestions for Presenting Your Case to the Board, which indicated that you should discuss your request with your neighbor(s) and neighborhood

BZA 50-2025
Page 2
November 10, 2025

association(s) prior to appearing before the Board of Zoning Appeals. Contact information for civic group(s) can be found by navigating to the Civic Group webpage of the City's website at <https://www.rva.gov/planning-development-review/civic-groups>. Once there, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, simply scroll down the page to the appropriate group(s) to find the contact information for each. The Board understands that given the current situation it is not practical to conduct face-to-face discussions with either your neighbors or neighborhood association(s) but the Board requests that you make a good faith effort to provide them with relevant information regarding your case.

If you have any questions regarding the Board's procedures or any issue involving presentation of your case, please feel free to contact me.

Very truly yours,

A handwritten signature in dark ink, reading "Roy W. Benbow". The signature is fluid and cursive, with the first name "Roy" being the most prominent.

Roy W. Benbow, Secretary
Phone: (804) 240-2124
E-mail: Roy.Benbow@rva.gov

cc: Zoning Administrator

Notice of this meeting is being sent to the persons whom the Board of Zoning Appeals believes to be property owners in the immediate vicinity of the property concerned in this application. This notice is for their information only, and there is no need for them to appear unless they so desire. The Board will, however, welcome such views as any persons care to express during the hearing on this application.

4600 Monument Avenue Llc C/o
Quannah Zamanian
7508 Vista Del Arroyo Ave Ne
Albuquerque, NM 87109

Asgharpour Amon And Wallaesa Phoebe
4512 Monument Avenue
Richmond, VA 23230

Canaday Brian And Sloan
4511 Monument Ave
Richmond, VA 23230

City Of Richmond Row - Public Works
900 E Broad St
Richmond, VA 23219

Clarke Robert D & Sarah M
1201 Westmoreland Street
Richmond, VA 23226

Davis Ian H And Shari R
4600 Wythe Ave
Richmond, VA 23226

Ford Jennifer Rose
4509 Monument Ave
Richmond, VA 23230

Hauserman John And Erin
4602 Wythe Ave
Richmond, VA 23226

Lamura Raphael C And Alison M
4601 Monument Ave
Richmond, VA 23230

Michaud Matthew & Melissa
4513 Monument Ave
Richmond, VA 23230

Moorman Anthony J And Beth B
4516 Monument Ave
Richmond, VA 23230

Tsapatsaris Melanie A
4510 Wythe Ave
Richmond, VA 23221

Wamg Llc
805 Glenburnie Rd Unit 8298
Richmond, VA 23226

Wender James D & Barbara J & Casper
Janet C & Little Alice P
1203 Westmoreland St
Richmond, VA 23226

PIN: W0002029001

PID: 64231

As of: 11/7/2025 9:30:09 PM

City of Richmond, VA Report

Property Owner

Name: HUNTER KIVA JANEE HEIZER & CHAD ROBERT

Mailing Address: 4545 Monument Ave
Richmond, VA 23230

Parcel Use: R Two Story

Neighborhood: 112

Property Information

Property Address: 4545 Monument Ave

PIN W0002029001

Size: 0.149 Acres, 6500.000 Square Feet

Property Description: MONUMENT AVE PARK L1 B12; 0050.00X0130.00 0000.149 AC

Current Assessment

Year	Land	Improvements	Total
2026	\$250,000	\$1,280,000	\$1,530,000

Deed Transfers

Recordation Date	Book	Page	Deed Type	Consideration	 Grantee
6/12/2025	ID2025	9691	BS	\$1,500,000	HUNTER KIVA JANEE HEIZER &
1/3/2018	ID2018	71	BS	\$565,000	REYNOLDS LARRY GENE II AND
3/17/2004	IW2004	232	WI	\$0	SHOCKET BARBARA S
8/25/1993	00360	1130	N/A	\$230,000	SHOCKET RONALD D & BARBARA S
8/11/1988	000175	00707	N/A	\$0	Not Available
2/13/1975	000695	A00159	N/A	\$59,300	Not Available
1/1/1900	000695	A00159	N/A	\$59,300	Not Available

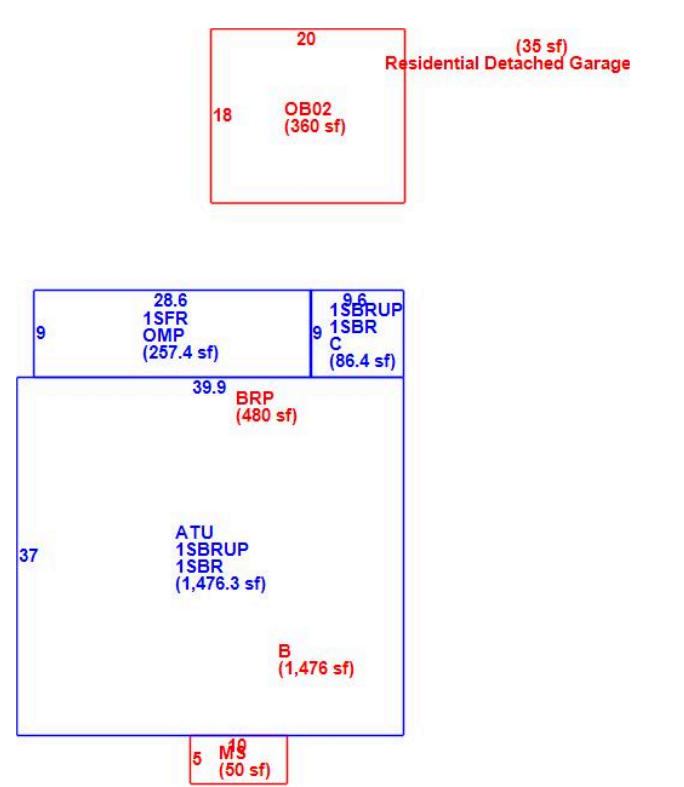
Residential Card 1 Details

Story	Style	Total Liv	Year Built
2.0	2sty Oldest	3,381	1939
Model:	RESIDENTIAL	Rooms:	Beds: 4
Interior Wall:	Plaster	Bathrooms:	Full: 3 Half: 1
Interior Wall 2:	Drywall	Central AC:	Central air
Exterior Wall:	Common Brick	Heat/Cool:	Heat Pump
Exterior Wall 2:	Masonry	Floor Cover:	Hardwood
Roof Type:	Hip	Floor Cover 2:	N/A
Roof Cover:	Slate or tile	Floor Cover 3:	N/A

Residential Card 1 Photo



Residential Card 1 Sketch



Building Sub-Areas (sq ft)

Code	Description	Gross Area	Living Area
1SBR	1 Story Brick - Fin	1,562	1,562
1SBRUP	1 Story Brick - Upper - Fin	1,562	1,562
1SFR	1 Story Frame - Fin	257	257
ATU	Attic - Unfin	487	0
B	Bsmt	1,476	0
BRP	Patio - Brick	480	0
C	Crawl Space	86	0
MS	Stoop - Masonry	50	0
OB02	Outbuilding	360	0
OMP	Porch - Open - Masonry	257	0
Totals		6,577	3,381

Outbuildings

Code	Description	Sub Code-Description	Size
DETGAR	Residential Detached Garage	Brick	360.00 SF

Assessment History			
Year	Land	Improvements	Total
2025	\$250,000	\$1,159,000	\$1,409,000
2024	\$250,000	\$1,117,000	\$1,367,000
2023	\$230,000	\$1,056,000	\$1,286,000
2022	\$180,000	\$1,079,000	\$1,259,000
2021	\$140,000	\$680,000	\$820,000
2020	\$140,000	\$678,000	\$818,000
2019	\$140,000	\$627,000	\$767,000
2018	\$140,000	\$575,000	\$715,000
2017	\$130,000	\$423,000	\$553,000
2016	\$130,000	\$404,000	\$534,000
2015	\$105,000	\$335,000	\$440,000
2014	\$105,000	\$335,000	\$440,000
2013	\$105,000	\$335,000	\$440,000
2012	\$105,000	\$394,000	\$499,000
2011	\$105,000	\$402,000	\$507,000
2010	\$105,000	\$402,000	\$507,000
2009	\$105,000	\$402,000	\$507,000
2008	\$105,000	\$402,000	\$507,000
2007	\$107,000	\$400,000	\$507,000
2006	\$87,400	\$380,700	\$468,100
2005	\$84,000	\$380,700	\$464,700

Map



Copyright Text: Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Not a Legal Document

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www.actDataScout.com

RICHMOND BOARD OF ZONING APPEALS APPLICATION FORM



THE RICHMOND ZONING ADMINISTRATION OFFICE
ROOM 110, CITY HALL, 900 EAST BROAD STREET
RICHMOND, VIRGINIA 23219
(804) 646-6340

TO BE COMPLETED BY THE APPLICANT

PROPERTY OWNER (Name): Jane & Chad Hunter
(Address): 4545 Monument Avenue,
Richmond, VA 23221
OWNER'S REPRESENTATIVE (Name): N/A PHONE (Mobile): (203) 918-5561
(Address): _____ E-mail: JaneandChad@Gmail.com

TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE

PROPERTY ADDRESS: 4545 Monument Avenue
TYPE OF APPLICATION: VARIANCE ☒ SPECIAL EXCEPTION OTHER

ZONING ORDINANCE SECTION NUMBERS(S): 30-300, 30-410.5(1) & (2), 30-630.1(a)(1) & 30-630.2(a)(1)

APPLICATION REQUIRED FOR: A building permit (BP) to construct an addition and to expand an existing accessory building (2-car garage).

TAX PARCEL NUMBER(S): W000-2029/001 ZONING DISTRICT: R-5 (Single-Family Residential)

REQUEST DISAPPROVED FOR THE REASON THAT: The required front yard & side yards (setbacks) are not met. A fifteen foot (15' +/-) front yard (along Westmoreland Street) is required based upon the average of the adjacent dwellings; three feet (3') is existing/proposed. A side yard (adjoining the alley) of five feet (5') is required; 4.8' currently exists and none is proposed.

DATE REQUEST DISAPPROVED: October 17, 2025 FEE WAIVER: YES ☐ NO ☒

DATE FILED: 10/17/2025 TIME FILED: 4:14 pm PREPARED BY: W.C. Davidson RECEIPT NO.: 192156

AS CERTIFIED BY: [Signature] (ZONING ADMINSTRATOR)

I BASE MY APPLICATION ON:
SECTION 17.20 PARAGRAPH(S) _____ OF THE CHARTER OF THE CITY OF RICHMOND
SECTION 15.2 -2309.2 ☐ OF THE CODE OF VIRGINIA
[OR]
SECTION 1040.3 PARAGRAPH(S) (1) OF THE ZONING ORDINANCE OF THE CITY OF RICHMOND

TO BE COMPLETED BY APPLICANT

I have received the handouts, Suggestions for Presenting Your Case to the Board & Excerpts from the City Charter

I have been notified that I, or my representative, must be present at the hearing at which my request will be considered. ☒

SIGNATURE OF OWNER OR AUTHORIZED AGENT: Chad Hunter DATE: 11/3/25

☒
☒
☒

BOARD OF ZONING APPEALS CASE BZA 50-2025
150' Buffer

APPLICANT(S): Janee & Chad Hunter

PREMISES: 4545 Monument Avenue
(Tax Parcel Number W000-2029/001)

SUBJECT: A building permit to construct an addition and to expand an existing accessory building (2-car garage) to an existing single-family (detached) dwelling.

REASON FOR THE REQUEST: Based on Sections 30-300,
30-410.5(1), 30-410.5(2), 30-630.1(a)(1) & 30-630.2(a)(1)
of the Zoning Ordinance for the reason that:

The front yard (setback) and side yard (setback) requirements are not met.





BOARD OF ZONING APPEALS PRESENTATION SUGGESTIONS

CITY OF RICHMOND, VIRGINIA

When presenting your request for a variance or exception to the Board of Zoning Appeals, it is important that you consider the points outlined below. The City Charter requires that every decision of the Board must be based upon a finding of fact that the Board must determine from sworn testimony, together with pertinent evidence, presented at its public hearing. It is essential that the Board receive thorough and complete information in order for it to adequately consider your case and make an informed decision.

1. The powers and duties of the Board of Zoning Appeals (BZA) are specified in Section 17.20 of the City Charter and Article X, Division 5, of the Zoning Ordinance. The Zoning Office will assist you in identifying how your case should be filed. If you have questions regarding your case filing, please contact the Zoning Administration Office (804-646-6340) or at PDRZoningAdministration@Richmondgov.com. Please review the applicable provisions of the City Charter or the Zoning Ordinance thoroughly and address them when presenting your case to the Board to show that the applicable requirements have been satisfied.
2. The Board of Zoning Appeals is a quasi-judicial board whose decisions are controlled by statutory law and also take into consideration applicable case law that has been handed down by the Richmond Circuit Court and the Virginia Supreme Court. The Board suggests that if you have any legal questions regarding statutory or case law as it may apply to your application, that those legal issues should be discussed with an attorney before you make your final decision to submit an application to the Board.
3. The Board considers it essential that you discuss your case with nearby residents (notification letters are sent to all property owners within a 150-foot radius of your property) and any nearby civic association(s). Information regarding your neighborhood association(s) and/or contact person(s) may be obtained [here](#). Once on the page, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, scroll down the page to the appropriate group(s) to find the contact information for each.

Be advised that if you fail to discuss your request with your neighbors and neighborhood association(s), you should anticipate that your case will be continued until the Board's next regularly scheduled meeting. It is highly recommended that you contact your neighborhood association as soon as possible to determine their meeting schedule in order to be sure you allow yourself enough time to talk to all concerned parties prior to the hearing before the Board. The Board's Rules of Procedure require payment of a one-hundred fifty dollar (\$150) continuance fee if the applicant must request a continuance for the reason that the applicant failed to discuss their case with their neighbor(s) or neighborhood association(s).

4. You are also strongly encouraged to discuss your pending case with the Secretary of the Board, Roy Benbow at (804) 240-2124 well before the hearing. The BZA Secretary can be helpful by explaining the BZA public hearing requirements and process.
5. Utilizing photographs, plans, maps, diagrams and such other written or graphic evidence as needed to fully explain your request can be a great help to the Board in understanding your request and thereby improve your chances for success. Remember . . . a picture is worth a thousand words.
6. Note that, although the Board is not authorized to grant a waiver from the zoning regulations based on financial circumstances alone, it may be a factor to be taken into consideration along with other facts in a case. If your case involves such a factor, please provide the Board with complete and relevant financial information for its review.
7. The Board's hearings are informal, although all testimony is taken under oath. You are not required to be represented by an attorney in presenting your case. However, if you choose, you may have legal representation and/or may utilize such technical experts or other persons to testify on your behalf as you feel are needed to adequately explain your request to the Board.

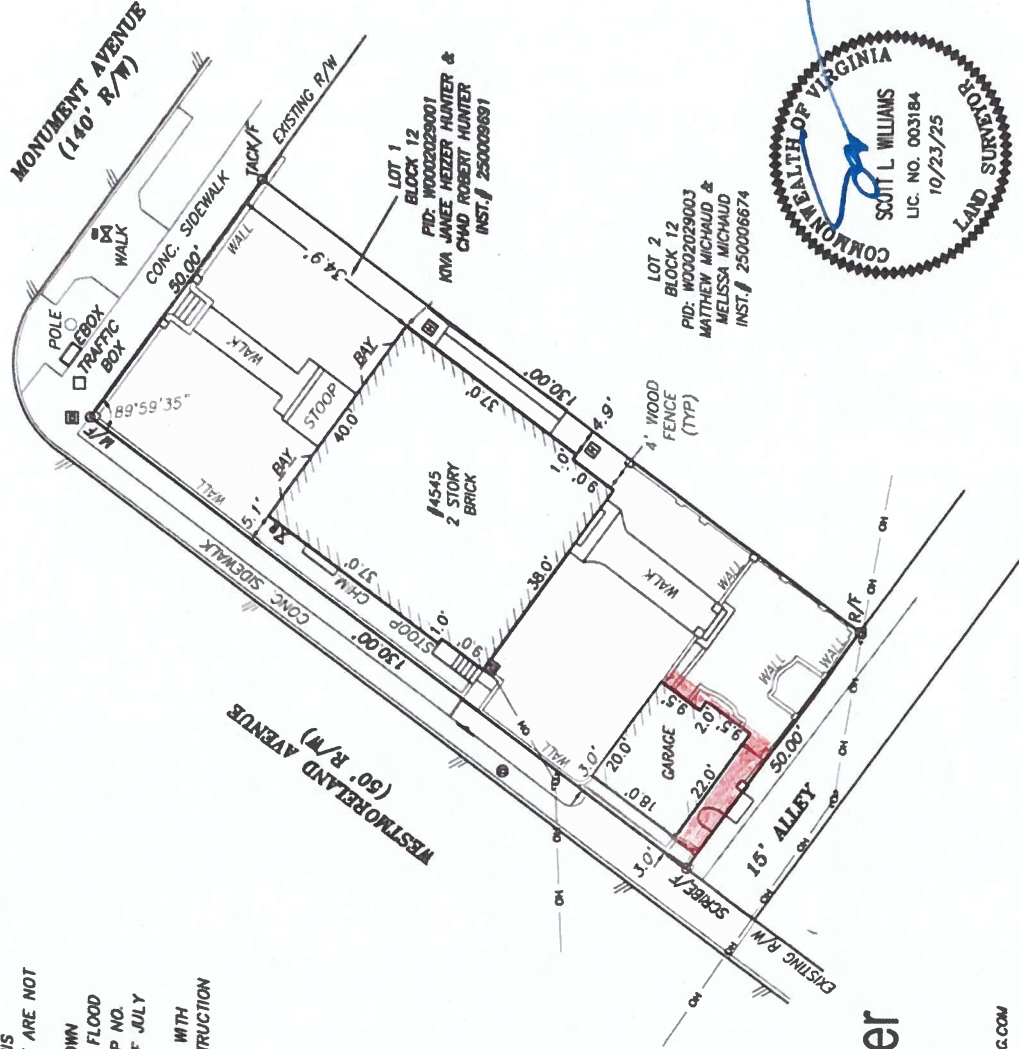
Acknowledgement of Receipt by Applicant or Authorized Agent:

Revised: November 10, 2020

1. THIS SURVEY WAS COMPILED FROM A FIELD SURVEY COMPLETED ON 9/XX/25 AND FROM DEEDS AND PLATS OF RECORD.
2. NO TITLE REPORT WAS FURNISHED FOR THIS SURVEY; ENCUMBRANCES MAY EXIST THAT ARE NOT SHOWN HEREON.
3. BY GRAPHICAL MEANS THE PROPERTY SHOWN HEREON APPEARS TO BE LOCATED WITHIN FLOOD ZONE "X" ON FLOOD INSURANCE RATE MAP NO. 5101290028E, WITH AN EFFECTIVE DATE OF JULY 8TH, 2025.
4. OWNER SHALL VERIFY BUILDING SETBACKS WITH LOCALITY PRIOR TO ANY PROPOSED CONSTRUCTION OR DEVELOPMENT OF SHOWN PARCEL.

HVAC
 ELEC. METER
 ELEC. BOX
 WATER METER
 UTILITY POLE
 GAS METER
 DRAINAGE MANHOLE
 SIGN
 R/W RIGHT OF WAY
 R/F ROD FOUND
 M/F MONUMENT FOUND
 WOOD FENCE
 OVERHEAD WIRE

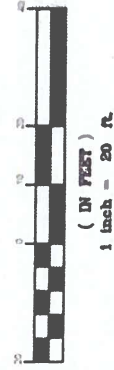
PB 10 PC 62



PHYSICAL IMPROVEMENT SURVEY OF

MONUMENT AVENUE PARK
 LOT 1, BLOCK 12
 CITY OF RICHMOND, VIRGINIA

GRAPHIC SCALE



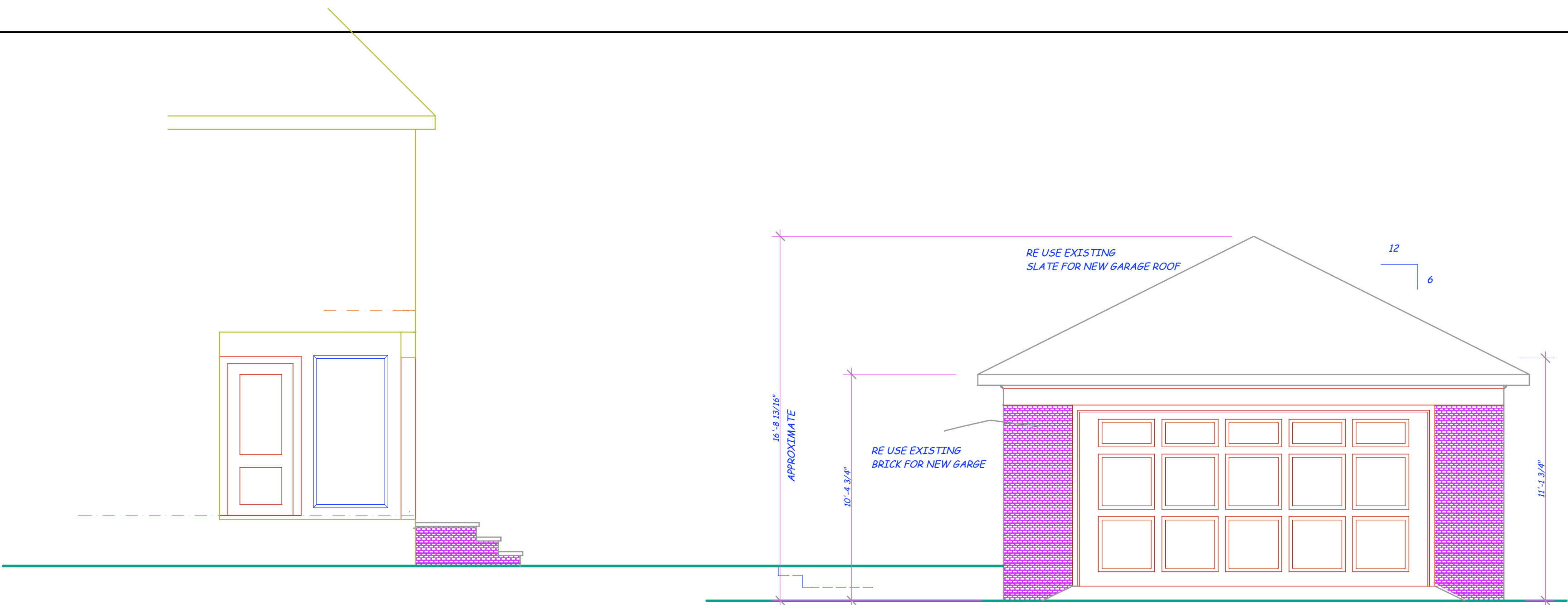
PROJ#	SCALE: 1" = 20'
REVISED	DATE: 10/23/25
	DRAWN BY: TDR
	CHECKED BY: CDS

James River
 SURVEYING
 UNIT 204
 5908 GROVE AVE
 RICHMOND, VIRGINIA 23226
 PHONE: (804) 922-4444
 SURVEY@JAMESRIVERSURVEYING.COM

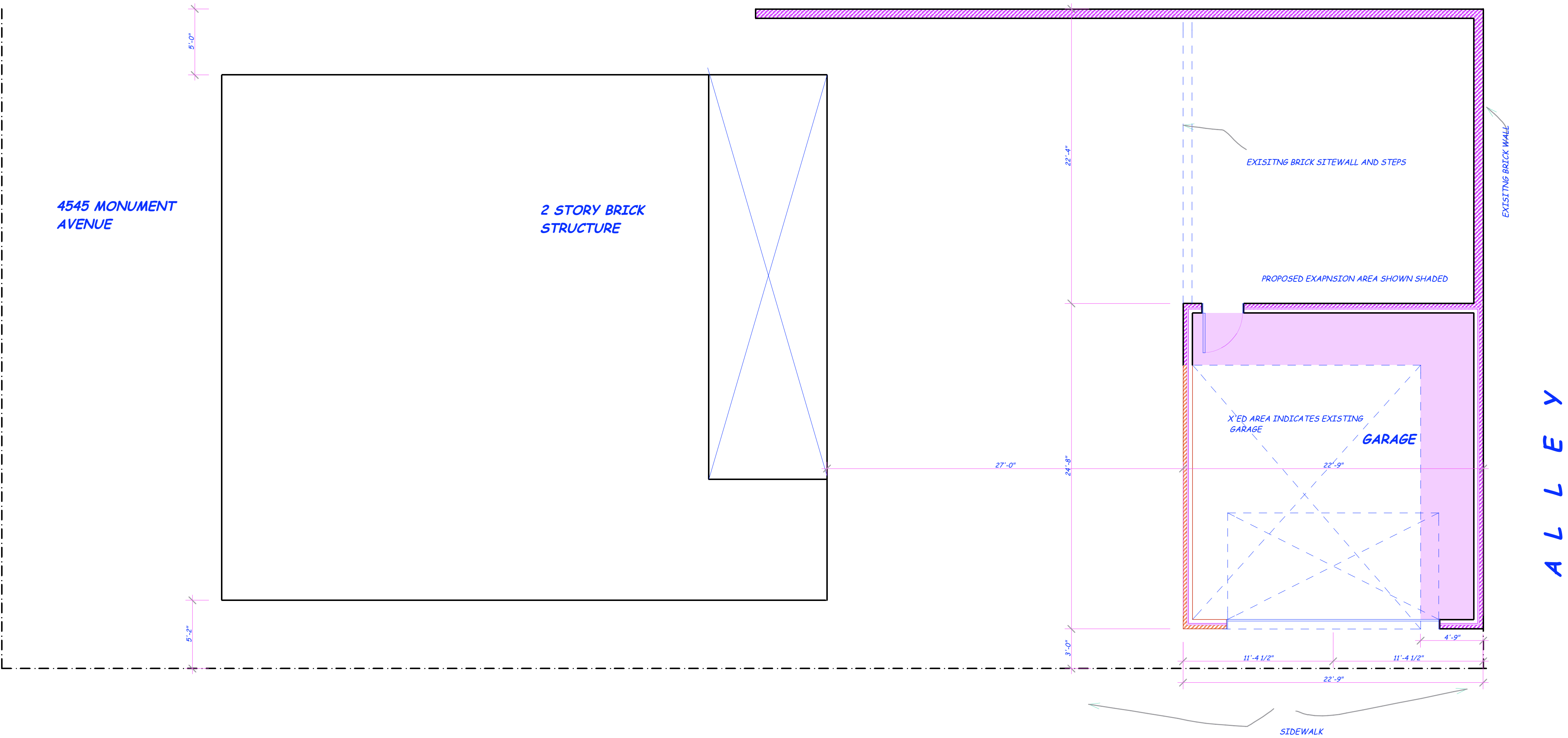
MARK SPANGLER
ARCHITECTURE
1727 W. MAIN ST.
RICHMOND, VA. 23220
804-432-4739
MARK@SPANGLERARCHITECTURE.COM

REYNOLDS
MONUMENT
AVENUE

DATE OF ISSUE:
OCTOBER 22, 2025
OCTOBER 27, 2025



SIDE ELEVATION 1/4"



SITE PLAN 3/16"

WEST MORELAND STREET



Davidson, William C. - PDR

From: Chad Hunter <chadroberthunter@gmail.com>
Sent: Friday, October 17, 2025 10:00 AM
To: PDR Zoning Administration; Davidson, William C. - PDR
Cc: Janee Work Number Hunter
Subject: Re: 4545 Monument Garage Expansion
Attachments: REYNOLDS MONUMENT AVE 2019 A-1A.pdf; BZA Deadline 2025-26 - Public Format.doc; BZA Application Document Requirements August 2024.doc; BZA Presentation Handout - February 2024 - Final.doc

You don't often get email from chadroberthunter@gmail.com. [Learn why this is important](#)

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

Good morning William and Chuck

We are planning to submit a special exception request for garage work at the rear of our property.

Below is our request and statement of facts followed by an architectural drawing and photographs.

We have a survey scheduled for next week, which will show property lines and the proposed structure location. Please let me know what else we should include.

We would like to submit the application today, so we can get on the agenda for the December meeting, but realize a few items are still outstanding. Please advise on that plan.

Thank you for your consideration and assistance.

We are looking forward to your thoughts.

Request for variance to expand existing garage.

1. Description and Background

The Applicant at 4545 Monument Ave. seeks approval of a variance to allow existing garage near the rear property line to be repaired and expanded maintaining a **zero-foot setback** consistent with its existing location. Specifically, in order to render the garage usable and safe, the Applicant requests to be allowed to repair the brick garage wall which faces Westmoreland Street and to replace the southern garage wall which borders the alley and move it to the same location as the Applicant's existing decorative brick wall. The proposed project when completed will have the same setback from Westmoreland, site lines, and orientation as the existing structure and will have no impact upon the neighbors. This configuration has been in place for decades and contributes to the historic character of the property and surrounding neighborhood. Utility poles,

guy wires, and neighboring fences and structures prohibit rotating the garage entrance toward the alleyway. These physical constraints are unique to this parcel and make strict compliance with current required setback impracticable. Without the requested variance, the Applicant would be deprived of reasonable use of the property's off-street parking and safe vehicle storage.

2. Harmony with Section 3-10-4 (Guiding Principles)

The request is **in harmony with the purpose and intent of Section 3-10-4** of the zoning ordinance, which directs that variances must be compatible with the Comprehensive Plan, preserve neighborhood character, and avoid adverse impacts on adjacent properties.

The proposed garage will use materials and finishes that match the existing structure as closely as economically feasible, maintaining the established architectural rhythm and appearance of the neighborhood. The structure will remain residential in scale and character, with height and mass similar to surrounding garages.

Importantly, **directly across Westmoreland Street, the neighboring home was built in the same decade as that of the Applicant, also has a brick garage built on its rear lot line with zero setback, faces Westmoreland Street but has higher walls and is a larger structure than the Applicant requests. The neighboring garage** demonstrating that this configuration is consistent with neighborhood precedent and character.

The Applicant's property currently includes a **six-foot-high brick wall** along the rear lot line, which will be replaced by the new garage wall in the same location and only approximately two feet higher. A nearly **three-foot section of wall extending beyond the garage will be removed which will improve sight lines** for vehicles exiting the alleyway and pedestrian walking south on Westmoreland thereby enhancing safety for neighbors and pedestrians. Collectively, the project preserves the historic orientation of the garage, reduces visual clutter, and improves public safety—all consistent with the Comprehensive Plan's goals of maintaining the traditional residential form and ensuring compatible development.

3. Public Safety and Neighborhood Impact

Street parking along **Monument Avenue near Westmoreland** has proven hazardous; within the past five years, there have been at least **three accidents** which vehicles parked in front the Applicant's property on Monument Avenue have been badly damaged by turning traffic.

Additionally, **Westmoreland Street** along the subject property is designated **no parking**, limiting safe parking options for residents. The replacement garage will enable vehicles to be stored off the street, improving overall neighborhood safety and circulation.

Because the new garage will occupy essentially the same footprint as the existing structure with its abutting walls, it will not increase the impervious area, stormwater runoff, or shadowing on neighboring lots. The limited increase in wall height and removal of the section of the wall that extends beyond the garage will combined have an immaterial visual impact. These conditions ensure no substantial detriment to adjoining properties or to the public welfare.

4. Minimum Relief and Hardship

The variance requested represents the **minimum relief necessary** to allow reasonable use of the property under its current physical constraints. Relocating or reorienting the garage would require removal or

relocation of utility poles and guy wires—an infeasible option after discussion with Dominion —and would likely reduce on-site functionality and be inconsistent with the property’s established character. The hardship is **not self-inflicted**, arises from existing site conditions, and does not confer a special privilege unavailable to other properties in the same district. The proposed garage merely maintains the historic configuration of the lot while addressing modern safety and access concerns.

5. Conclusion

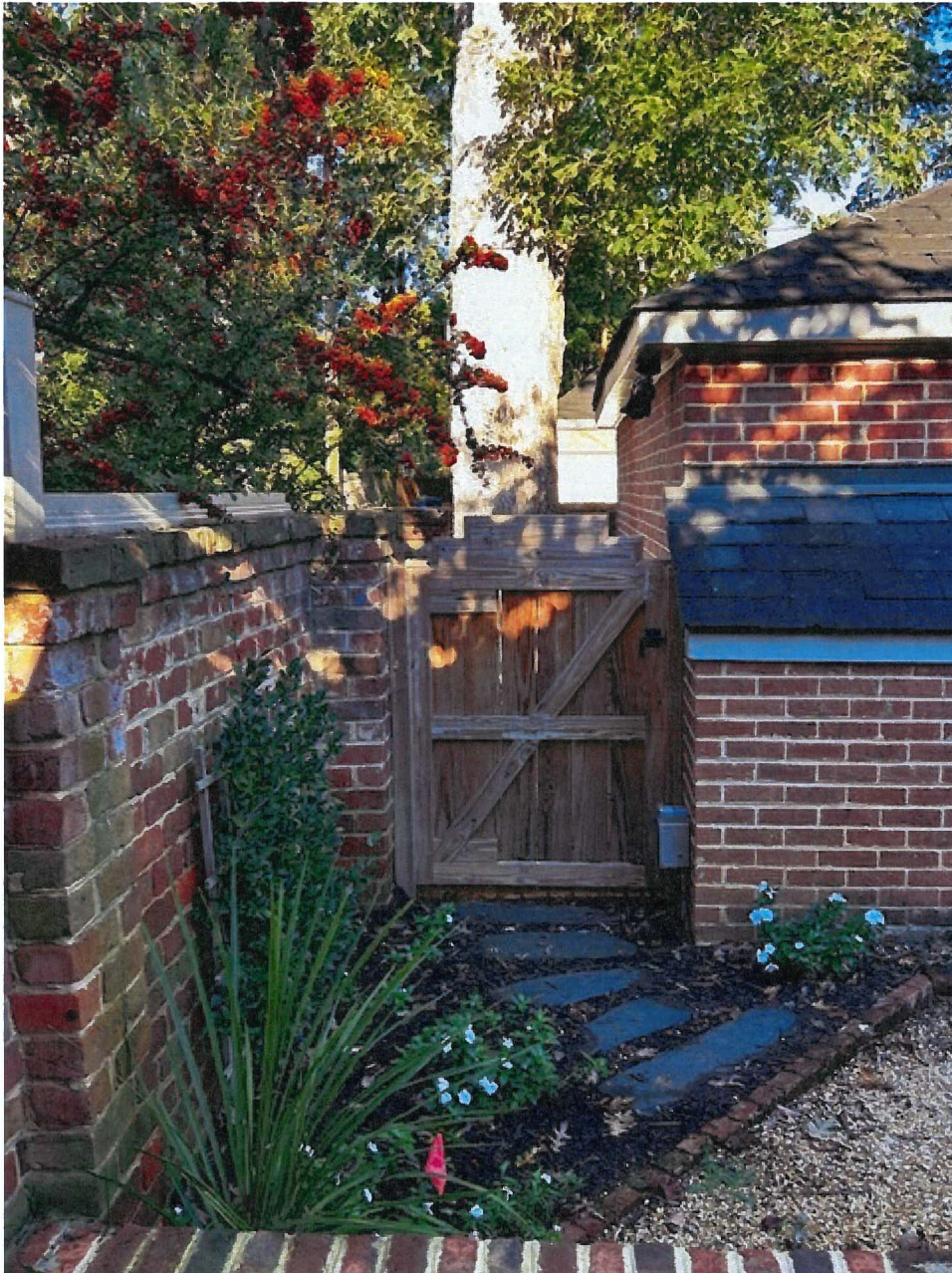
For these reasons, the proposed variance is consistent with the guiding principles of **Section 3-10-4**, advances the goals of the Comprehensive Plan, and satisfies the statutory findings required for approval. The project preserves the property’s historic character, improves safety, and will not adversely affect adjacent properties or the public interest.

Accordingly, the applicant respectfully requests that the Board of Zoning Appeals **approve the variance for a zero-setback garage** as submitted.

Best Regards,

Chad

This picture show the existing perimeter wall and distance, we are requesting for the new garage wall location.



This picture shows the perimeter wall extension that will be removed to increase site lines for cars exiting the alleyway.



This picture shows the neighbor's garage on the rear light line with higher walls and a higher roof line.



On Oct 10, 2025, at 3:48 PM, PDR Zoning Administration <DCDZoningAdministration@rva.gov> wrote:

William C. Davidson
Zoning Administrator

Email: Chuck.Davidson@RVA.gov

(804) 646-6353: Direct
(804) 646-6340: Office

900 East Broad Street
City Hall – Room 110
Richmond, Virginia 23219

To access the Zoning Webpage, click on: Zoning Administration

To access the Zoning Code, click on: Zoning Ordinance

For GIS map information, click on: City Zoning Map

The Online Permit Portal (OPP) is available and is to be used for submissions for many plan types and shall be used for all Residential (Building, Electrical, Gas Piping, Mechanical & Plumbing), Certificate of

Zoning Compliance (CZC) and Site Plan applications. Create your OPP account here: www.rva.gov/planning-development-review/online-permit-portal

Zoning Confirmation Letter (ZCL) requests can be submitted electronically by completing the form and submitting it by E-mail to: PDRZoningAdministration@Richmondgov.com. Once received, a Zoning Staff member will review and process the request and you will be invoiced for payment utilizing the OPP system.

Restaurant and other similar Assembly Use Group facilities require an updated Certificate of Occupancy ("H-permit").

Any OPP software technical issue questions should be submitted to CSShelp@Richmondgov.com.

-----Original Message-----

From: Chad Hunter <chadroberthunter@gmail.com>

Sent: Friday, October 10, 2025 3:17 PM

To: PDR Zoning Administration <DCDZoningAdministration@rva.gov>

Subject: Re: 4545 Monument Garage Expansion

[You don't often get email from chadroberthunter@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

Hi William

What would you need to do your review and what do we need to submit to BZA?

Thanks again!

Chad

On Oct 10, 2025, at 1:04 PM, PDR Zoning Administration <DCDZoningAdministration@rva.gov> wrote:

It wouldn't be a Variance, but rather, a Special Exception.

The BZA reviews and approves similar request every month.

Put together your plans and send them in for us to look at them to better advise.

Meetings are the 1st Wednesday of the month, but due to required notification of adjoining owners, it is about a 45-day lag between submittal and meeting.

Next deadline is next Friday, October 17th for the December meeting.

William C. Davidson

Zoning Administrator

Email: Chuck.Davidson@RVA.gov

(804) 646-6353: Direct

(804) 646-6340: Office

900 East Broad Street
City Hall - Room 110
Richmond, Virginia 23219

To access the Zoning Webpage, click on: Zoning Administration To access the Zoning Code, click on: Zoning Ordinance For GIS map information, click on: City Zoning Map

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-----Original Message-----

From: Chad Hunter <chadroberthunter@gmail.com>

Sent: Friday, October 10, 2025 11:58 AM

To: PDR Zoning Administration <DCDZoningAdministration@rva.gov>

Subject: 4545 Monument Garage Expansion

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CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

Good morning,

I just left a voicemail but wanted to follow up with an email, as this might be more convenient.

I recently purchased a house at 4545 Monument Avenue in Richmond. The property has an existing garage that I would like to expand by approximately five feet toward the rear property line. There is currently a six-foot brick wall at the location where I plan to expand the garage, so the change would not significantly alter the existing configuration sidelines or access ways.

I am in the early stages of planning and wanted to seek your advice on the best way to proceed with requesting a zoning variance for the lot line setbacks.

Thank you for your time and guidance.

Best regards,

Chad Hunter
312-282-0205