

September 16, 2015

VIA EMAIL AND HAND DELIVERY

City of Richmond Department of Planning and Development Review
City Hall, 900 East Broad Street, Room 511
Richmond, Virginia 23219
Attn: Ms. Lory Markham

RECEIVED
SEP 18 2015
LAND USE ADMINISTRATION

Re: Special Use Permit Application Concerning 2804 Idlewood Avenue, Located in the City of Richmond, Virginia, and being TMP W000-12400/30 (the "Property")

Ladies and Gentlemen:

On behalf of the applicant, Sigma Phi Epsilon Educational Foundation (the "Foundation"), a 501(c)(3) non-profit entity whose mission is to provide support for the educational and leadership programs of Sigma Phi Epsilon Fraternity (the "Fraternity"), we submit the enclosed application for a special use permit concerning the captioned Property. This letter shall serve as the Applicant's Report.

The following application materials are enclosed:

1. Special Use Permit Application form;
2. Application Fee by check made out to City of Richmond in the amount of \$1,800.00;
3. Site Improvements Concept Plan (6 x full sets and 3 x 11" by 17"); and
4. Topographic and Improvement Survey (1 x full-size and 1 x 11" by 17").

Background

The Fraternity was founded at the University of Richmond in 1901, and its headquarters have been in Richmond continuously, in several locations, since that time. Since 1981, the Fraternity has occupied the former Baskervill mansion, located at 310 South Boulevard. The headquarters property is comprised of offices with approximately 38 employees, including five (5) Foundation staff, pursuant to an existing special use permit (Ord. 2013-106-108, amending 2001-23-32).

Recent growth of the Fraternity and its programs has imposed a need to increase the Foundation's capacity for fundraising and program development, thus requiring the creation of new positions with the Foundation. Due to capacity constraints at the headquarters property, the Foundation identified the subject Property as the ideal solution for its expected growth. The independent structure will afford Foundation staff sufficient autonomy, adequate room for meetings and visitor activity, and

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proximity to the Fraternity headquarters for overall staff interface and sharing of facilities. When the subject Property came on the market earlier this year, the Foundation, with a generous contribution from an alumnus, moved to acquire the Property, which closed in July of this year.

The subject Property is comprised of approximately 0.15 acres (6535 sq. ft.), presently zoned R-53, and the existing use of the Property is as a single-family home.

Proposed Use

This immediate prior owner acquired the Property in early 2015, when it was thoroughly renovated as a single family residence, converting it from a prior multi-family use. The Foundation proposes to utilize the building substantially as-is, with no material additions or changes to the footprint. Specifically, the Foundation proposes to customize the furniture, fixtures and equipment on the interior for the office occupancy, and to hardscape and landscape the site as illustrated on the concept plan (enclosed).

The new Foundation building will be occupied by 5-7 full time staff, working primarily Monday through Friday, 8:00 am to 5:00 pm. At busy times, there may be some evening or weekend work. There may also be alumni visitors commensurate with meetings or fundraising events - utilizing reception space in this building or the Headquarters building. In addition to the SUP request for office occupancy, the Foundation requests consideration for the second floor use of the Master Bedroom as a guest quarters for visiting alumni. While such use is not desired by the Foundation at this time, the use may be desired in the future should the need develop.

The Foundation's use of the Property will be compatible with existing uses in the surrounding area, for the following reasons:

- Use of the Property for office has a negligible impact on the surrounding properties, given the higher density, multifamily residential uses in the immediate vicinity.
- The building is ancillary to an existing office use within the adjacent headquarters property, which has played a positive role in the community for several decades.
- All parking for staff will be accommodated on the subject Property and on the adjacent headquarters property.
- All exterior trash receptacles will be adequately screened from view.

The proposed application is consistent with the City Charter Conditions, as follows:

1. The proposed use will not "be detrimental to the safety, health, morals, and general welfare of the community involved." The office occupancy will be by adult employees, working in a professional environment. No hazardous, illegal or unsavory activities are anticipated, or will be tolerated by the Foundation or Fraternity.

2. The proposed use will not "tend to create congestion in streets, roads, alleys, and other public ways and places in the area involved." The Foundation staff typically will remain on-site, arriving and

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leaving during regular office hours. Other groups for meetings will be infrequent, and often after hours or on weekends, when parking is available at the headquarters property.

3. The proposed use will not "create hazards from fire, panic or other dangers." The professional office occupancy will be the 5-7 staff referenced, and meeting groups will be relatively small. The building will retain a residential kitchen, for staff use or for catering of Foundation events within the building.

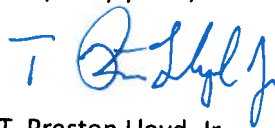
4. The proposed use will not "tend to cause overcrowding of land and an undue concentration of population." The existing building/footprint will not be increased in size (or torn down to build parking or multi-family as allowed in R-53.) Except for meeting events, the regular staff occupancy is no more than a large family.

5. The proposed use will not "adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements." As a professional office, the proposed use will have no impact on schools - either by adding children or by its activities. Consumption of domestic water and sewage will likely be less than a single family occupancy, and the building will utilize existing connections. Storm water impacts from proposed exterior site improvements will comply with applicable federal, state and local regulations, and will be mitigated by paving design & materials.

6. The proposed use will not "interfere with adequate light and air." The Foundation proposes no changes to the footprint or height of the existing building. The physical appearance of the structure, designed for residential uses, will remain consistent with the dimensions of the site and buildings to the north and west.

Please confirm when this Application is deemed complete by your office. Thank you in advance for your kind assistance.

Very truly yours,



T. Preston Lloyd, Jr.

cc. Jonathan J. Kucera, Architect (via email to jkucera2@verizon.net)
Brian C. Warren, Jr., Sigma Phi Epsilon Educational Foundation (via email to brian.warren@sigep.net)