



CITY OF RICHMOND

DEPARTMENT OF
PLANNING AND DEVELOPMENT REVIEW
BOARD OF ZONING APPEALS

December 14, 2018

James & Carmela DePasquale
18 West Franklin Street
Richmond, Virginia 23220

Markham Planning
2314 West Main Street
Richmond, Virginia 23220
Attn: Lory Markham

To Whom It May Concern:

RE: **BZA 01-2019**

You are hereby notified that the Board of Zoning Appeals will hold a public hearing on Wednesday, January 2, 2019 at 1:00 p.m. in the 5th floor conference room, City Hall, 900 East Broad Street, to consider an application for a building permit to convert an office building into a multi-family (5-units) dwelling at 18 WEST FRANKLIN STREET (Tax Parcel Number W000-0104/022), located in an RO-3 (Residential-Office District).

Please be advised that the applicant or the applicant's representative must be present at the hearing. 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.

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

December 14, 2018

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 <http://www.richmondgov.com/PlanningAndDevelopmentReview/civicasassociationgroupinformation.aspx> . 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.

Please 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. Please note that the Board's Rules of Procedure require payment of a \$150.00 continuance fee if the applicant must request a continuance for the reason that the applicant failed to discuss their case with their neighbors and neighborhood association(s). Please contact your neighborhood association to determine their meeting schedule. Be sure you allow yourself enough time to talk to all concerned parties prior to the hearing before the Board. For your convenience a list of the property owner(s) which have been identified based on the City Assessor's records as being located within a 150' radius of subject property is being provided to you (see attachment).

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,



Roy W. Benbow, Secretary

Phone: (804) 240-2124

Fax: (804) 646-5789

E-mail: Roy.Benbow@richmondgov.com

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.

Blue Atlantic Richmond LLC
500 N Dearborn St Suite 400
Chicago IL 60654

Emergency Shelter Inc
Po Box 5222
Richmond VA 23220

Historic Hotels Of Richmond Llc C/o
Riverstone Properties LLC
800 E Canal Street Suite 1900
Richmond VA 23219

Jemals Chesterman L L C
411 E Franklin St Ste#502
Richmond VA 23219

Jims Family Corporation
214 Eldorado Drive
Richmond VA 23229

Raising Grace Studios Llc C/o Marna Bales
203 Rocketts Way
Richmond VA 23231

Young Mens Christian Assoc Of Greater
Richmond
2 W Franklin St
Richmond VA 23220

Property: 18 W Franklin St **Parcel ID:** W0000104022**Parcel**

Street Address: 18 W Franklin St Richmond, VA 23220-5006
Owner: DEPASQUALE JAMES J & CARMELA S
Mailing Address: 18 WEST FRANKLIN ST, RICHMOND, VA 23220
Subdivision Name : NONE
Parent Parcel ID:
Assessment Area: 410 - Downtown
Property Class: 442 - B Professional Office
Zoning District: RO-3 - Residential-Office
Exemption Code: -

Current Assessment

Effective Date: 01/01/2018
Land Value: \$160,000
Improvement Value: \$541,000
Total Value: \$701,000
Area Tax: \$0
Special Assessment District: General

Land Description

Parcel Square Feet: 3986.34
Acreage: 0.092
Property Description 1: 0024.47X0161.75 IRG0000.000
State Plane Coords(?<#>): X= 11789058.051526 Y= 3723554.472454
Latitude: 37.54446717 , **Longitude:** -77.44416231

Description

Land Type: Primary Commercial/Indust Land
Topology:
Front Size: 24
Rear Size: 161
Parcel Square Feet: 3986.34
Acreage: 0.092
Property Description 1: 0024.47X0161.75 IRG0000.000
Subdivision Name : NONE
State Plane Coords(?<#>): X= 11789058.051526 Y= 3723554.472454
Latitude: 37.54446717 , **Longitude:** -77.44416231

Other

Street improvement:
Sidewalk:

Assessments

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2019	\$160,000	\$541,000	\$701,000	Reassessment
2018	\$160,000	\$541,000	\$701,000	Reassessment
2017	\$160,000	\$541,000	\$701,000	Reassessment
2016	\$159,000	\$541,000	\$700,000	Reassessment
2015	\$159,000	\$541,000	\$700,000	Reassessment
2014	\$182,000	\$518,000	\$700,000	Reassessment
2013	\$182,000	\$502,000	\$684,000	Reassessment
2012	\$182,000	\$502,000	\$684,000	Reassessment
2011	\$182,000	\$523,000	\$705,000	CarryOver
2010	\$182,000	\$523,000	\$705,000	Reassessment
2009	\$182,000	\$523,000	\$705,000	Reassessment
2008	\$182,000	\$523,000	\$705,000	Reassessment
2007	\$158,000	\$493,000	\$651,000	Reassessment
2006	\$134,000	\$418,000	\$552,000	Reassessment
2005	\$132,000	\$276,000	\$408,000	Reassessment
2004	\$120,000	\$230,000	\$350,000	Reassessment
2003	\$46,000	\$229,800	\$275,800	Reassessment
2002	\$45,100	\$225,300	\$270,400	Reassessment

Transfers

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
07/25/2008	\$0	DEPASQUALE JAMES J	ID2008-20243	2 - INVALID SALE-Relation Between Buyer/Seller
12/19/1997	\$0	Not Available	00097-27984	
07/16/1985	\$107,000	Not Available	000046-01875	
03/22/1985	\$67,000	Not Available	000034-01263	

Planning

Master Plan Future Land Use: DMU
Zoning District: RO-3 - Residential-Office
Planning District: Downtown
Traffic Zone: 1075
City Neighborhood Code: MNWD
City Neighborhood Name: Monroe Ward
Civic Code: 0290
Civic Association Name: Downtown Neighborhood Association
Subdivision Name: NONE
City Old and Historic District: Zero Blocks East and West Franklin Street
National historic District: Grace Street Commercial
Neighborhoods in Bloom:
Redevelopment Conservation Area:

Economic Development

Care Area: -
Enterprise Zone: III

Environment

100 YEAR Flood Plain Flag: Contact the Water Resources Division at 646-7586.
500 YEAR Flood Plain Flag: N
Resource Protection Flag: Contact the Water Resources Division at 646-7586.
Wetland Flag: N

Census

Census Year	Block	Block Group	Tract
2000	2011	0305002	030500
1990	218	0305002	030500

Schools

Elementary School: Fox
Middle School: Binford
High School: Armstrong

Public Safety

Police Precinct: 4
Police Sector: 413
Fire District: 6
Dispatch Zone: 022A

Public Works Schedules

Street Sweep: TBD
Leaf Collection: TBD
Refuse Collection: Wednesday
Bulk Collection:

Government Districts

Council District: 6
Voter Precinct: 607
State House District: 71
State Senate District: 10
Congressional District: 4

Extension 1 Details

Extension Name: C01 -
Year Built: 1895
Stories: 3
Units: 0
Number Of Rooms: 0
Number Of Bed Rooms: 0
Number Of Full Baths: 0
Number Of Half Baths: 0
Condition: normal for age
Foundation Type:
1st Predominant Exterior:
2nd Predominant Exterior: N/A
Roof Style: 1
Roof Material:
Interior Wall:
Floor Finish:
Heating Type: 7075 sf
Central Air: N
Basement Garage Car #: 0
Fireplace: N
**Building Description (Out Building and
Yard Items) :**

Extension 1 Dimensions

Finished Living Area: 5030 Sqft
Attic: 0 Sqft
Finished Attic: 0 Sqft
Basement: 2045 Sqft
Finished Basement: 0 Sqft
Attached Garage: 0 Sqft
Detached Garage: 0 Sqft
Attached Carport: 0 Sqft
Enclosed Porch: 0 Sqft
Open Porch: 0 Sqft
Deck: 0 Sqft

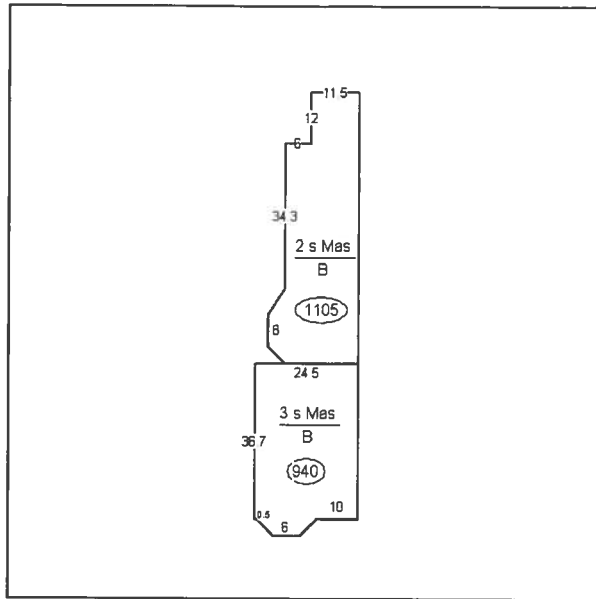
[<#>](#)**Property Images**

Name:W0000104022 Desc:C01

[Click here for Larger Image](#)

Sketch Images

Name:W0000104022 Desc:C01



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: James & Carmela DePasquale PHONE: (Home) (804) 649-2192 (Mobile) () _____
ADDRESS 18 West Franklin Street FAX: () _____ (Work) () _____
Richmond, Virginia 23220 E-mail Address: _____

PROPERTY OWNER'S

REPRESENTATIVE: Markham Planning PHONE: (Home) (804) 248-2561 (Mobile) () _____
(Name/Address) 2314 West Main Street FAX: () _____ (Work) () _____
Richmond, Virginia 23220 E-mail Address: lory@markhamplanning.com
Attn: Lory Markham

TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE

PROPERTY ADDRESS (ES) 18 West Franklin Street
TYPE OF APPLICATION: ☒ VARIANCE ☐ SPECIAL EXCEPTION ☐ OTHER _____
ZONING ORDINANCE SECTION NUMBERS(S): 30-300 & 30-428.6(2)b
APPLICATION REQUIRED FOR: A building permit to convert an office building into a multi-family (5-units) dwelling.
TAX PARCEL NUMBER(S): W000-0104/022 ZONING DISTRICT: RO-3 (Residential-Office District)
REQUEST DISAPPROVED FOR THE REASON THAT: The side yard (setback) requirement is not met. A side yard of fifteen feet (15') is required; none exists/is proposed along the eastern and western property lines.

DATE REQUEST DISAPPROVED: November 10, 2018 FEE WAIVER: YES ☐ NO: ☒
DATE FILED: November 10, 2018 TIME FILED: 2:26 pm PREPARED BY: Josh Young RECEIPT NO. BZAC-044989-2017
AS CERTIFIED BY: [Signature] (ZONING ADMINISTRATOR)

I BASE MY APPLICATION ON:

SECTION 17.20 PARAGRAPH(S) b. OF THE CHARTER OF THE CITY OF RICHMOND
SECTION 15.2 -2309.2 ☐ OF THE CODE OF VIRGINIA [OR]
SECTION 1040.3 PARAGRAPH(S) _____ 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: [Signature] DATE: 11/30/18

*** TO BE COMPLETED BY THE SECRETARY TO THE BOARD OF ZONING APPEALS ***

CASE NUMBER: BZA 01-2019 HEARING DATE: January 2, 2019 AT 1:00 P.M.

BOARD OF ZONING APPEALS CASE BZA 01-2019
150' Buffer

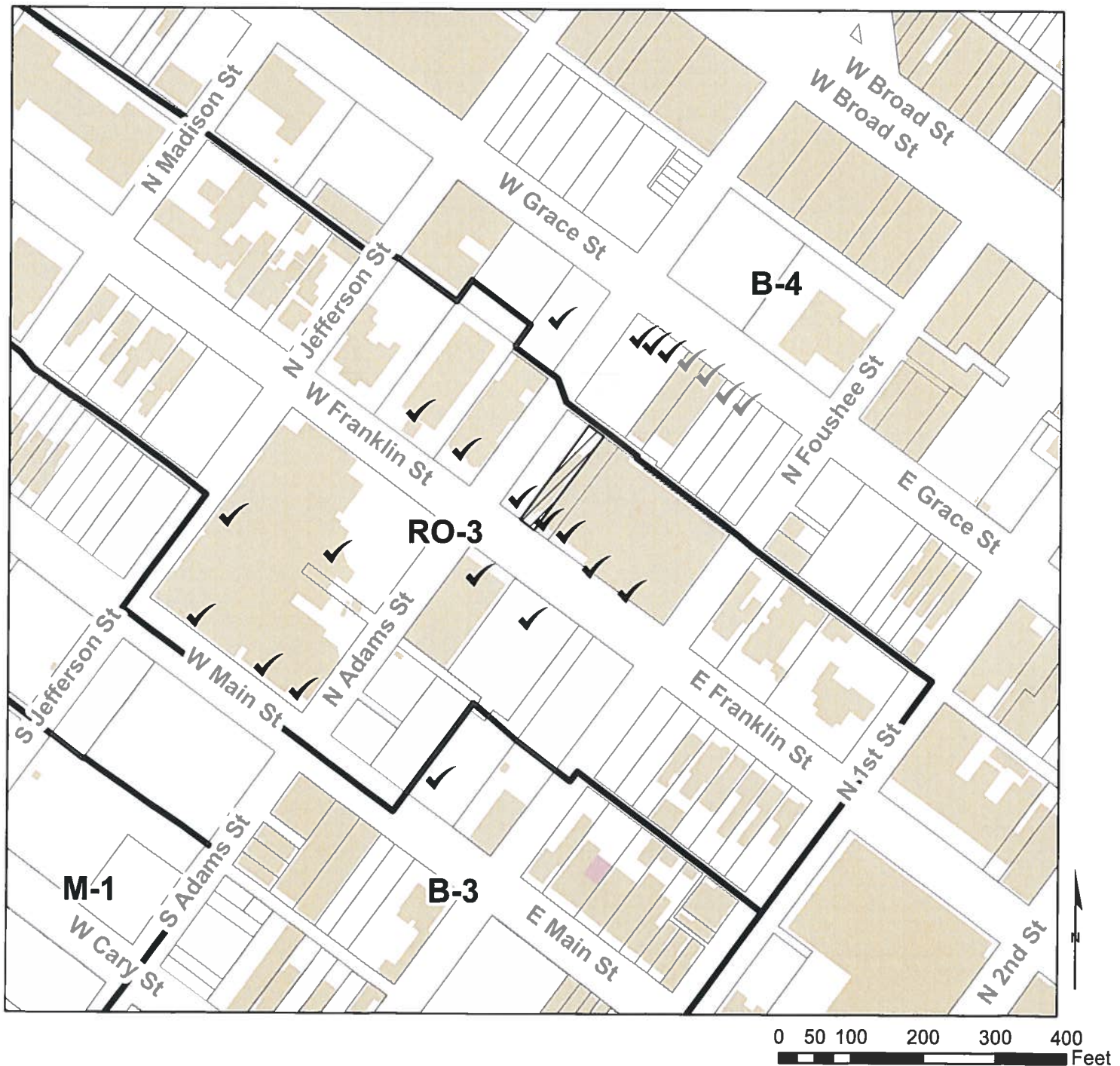
APPLICANT(S): James & Carmela DePasquale

PREMISES: 18 West Franklin Street

(Tax Parcel Number W000-0104/022)

SUBJECT: A building permit to convert an office
building into a multi-family (5-units) dwelling.

REASON FOR THE REQUEST: Based on Sections 30-300 & 30-428.6(2)b
of the Zoning Ordinance for the reason that:
The side yard (setback) requirement is not met.





BOARD OF ZONING APPEALS PRESENTATION SUGGESTIONS

CITY OF RICHMOND, VIRGINIA

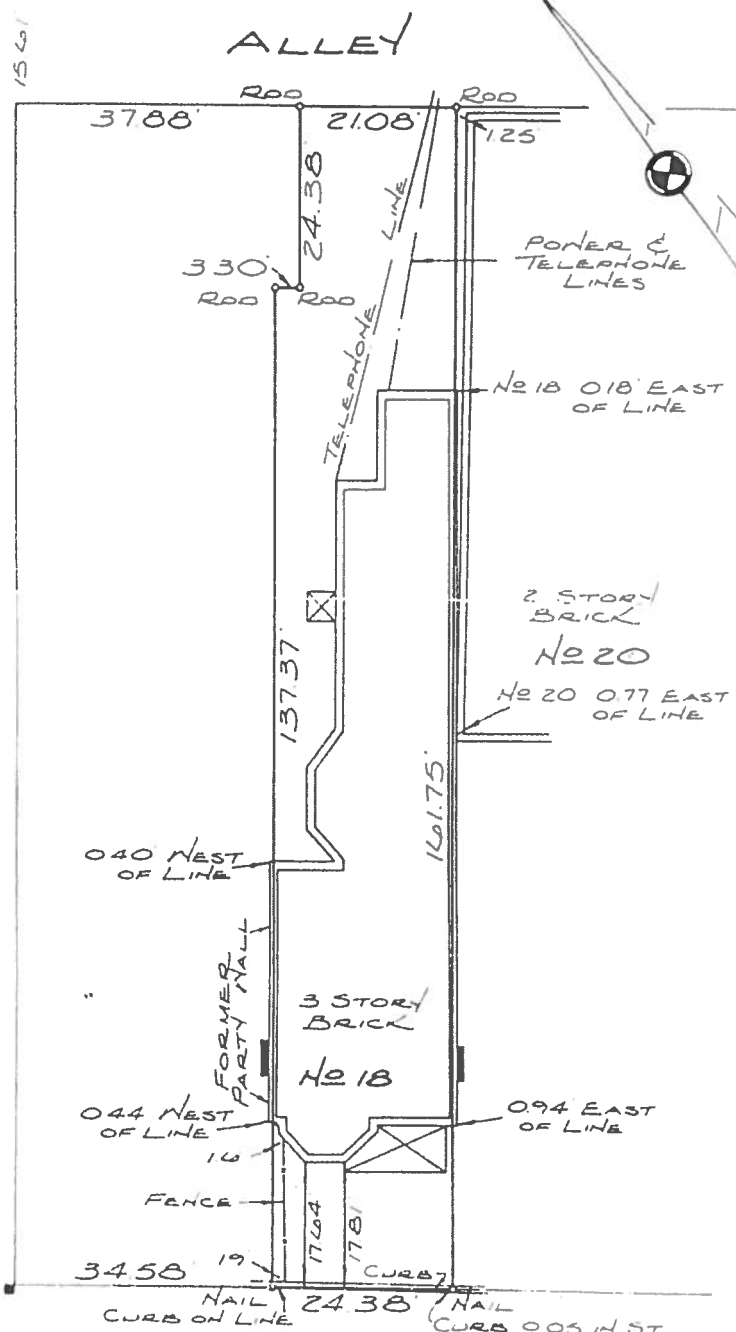
When presenting your request for a variance or exception to the Board of Zoning Appeals, it is important that you consider the points outlined below. The City Charter requires that every decision of the Board must be based upon a finding of fact that the Board must determine from sworn testimony, together 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 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 (646-6340/6701). 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 absolutely essential that you discuss your case with your neighbors (notification letters are sent to property owners within a 150-foot radius of your property) as well as your neighborhood association(s). Information regarding your neighborhood association(s) and/or contact person(s) may be obtained from the City's website at <http://www.richmondgov.com/PlanningAndDevelopmentReview/civicasociationgroupinformation.aspx> 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.
4. **Please 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 \$150.00 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 (804-240-2124) well before the hearing. The Secretary can be helpful by explaining the BZA public hearing 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: 4/28/16)

N. ADAMS STREET



W. FRANKLIN STREET

PLAT OF PROPERTY SITUATED
ON THE NORTHERN LINE OF
FRANKLIN STREET AND
EAST OF ADAMS STREET.
RICHMOND, VA.



MARCH 11, 1985
SCALE 1"=20'
CHAS. H. FLEET & ASSOCS
ENGINEER & SURVEYORS
RICHMOND, VA

CERTIFICATION
This is to certify that on 3-11-85
we made an accurate field survey of the premises
shown hereon, that all improvements and easements
are shown hereon, that there are no encroachments
by improvements either from adjoining
premises or from subject premises upon adjoining
premises other than as shown hereon.

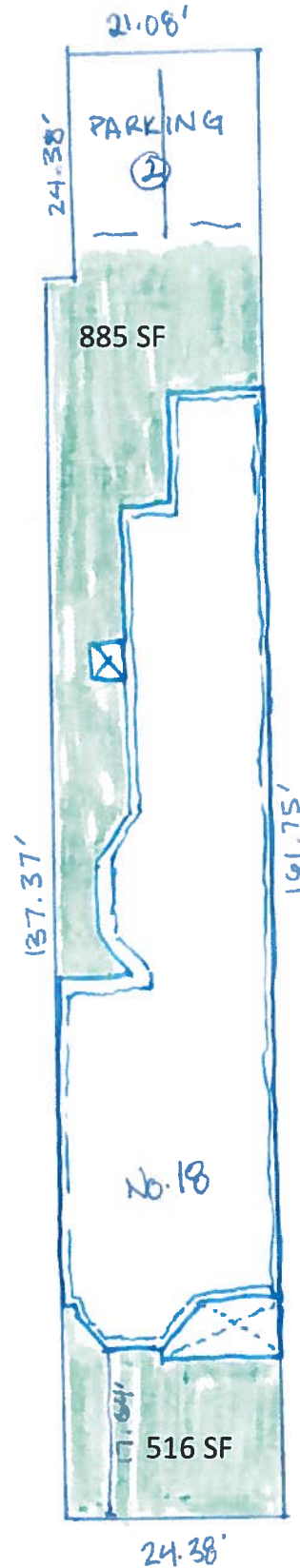
R.F. Jett

ALLEY

18 WEST FRANKLIN STREET

Site Plan for 5 Units

November 16, 2018



Parking Required: 5

Parking Provided: 2 on-site, 3 non-conforming

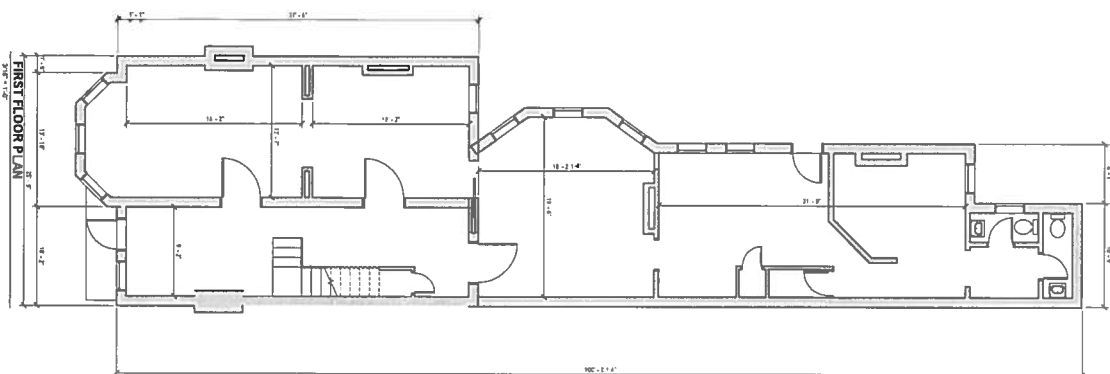
Floor Area: 5,132 SF

Useable Open Space: 1,401 SF

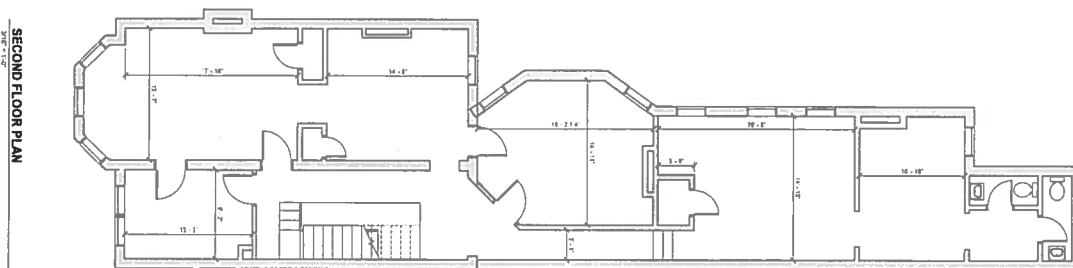
Useable Open Space Ratio: 0.27



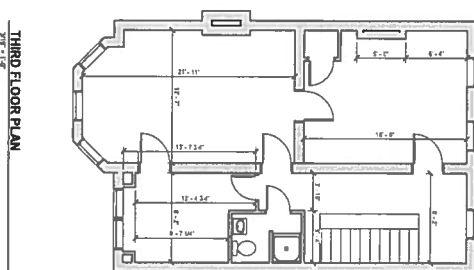
FRANKLIN STREET



FIRST FLOOR PLAN
3/16" = 1'-0"

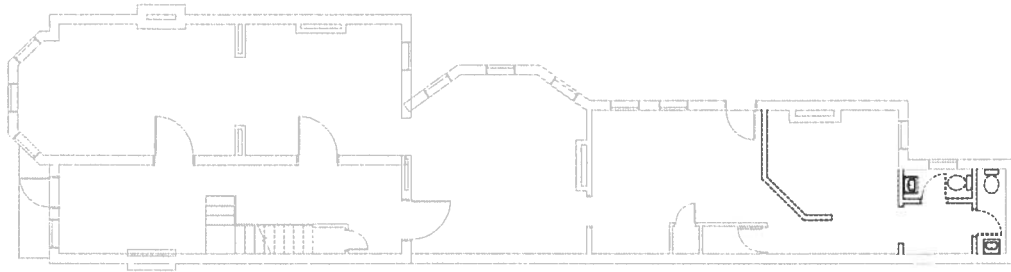


SECOND FLOOR PLAN

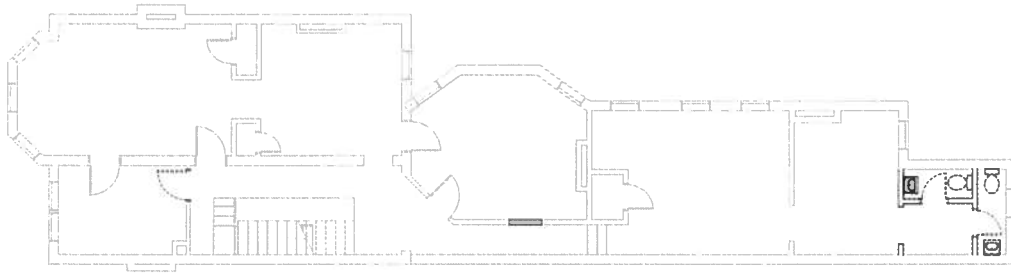


THIRD FLOOR PLAN

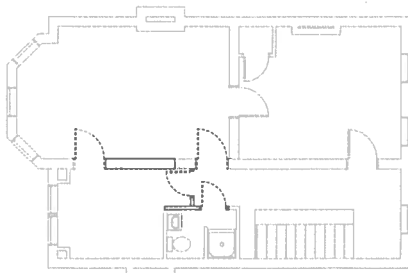
FIRST FLOOR PLAN
2nd fl. plan



SECOND FLOOR PLAN
2nd fl. plan



THIRD FLOOR PLAN
2nd fl. plan



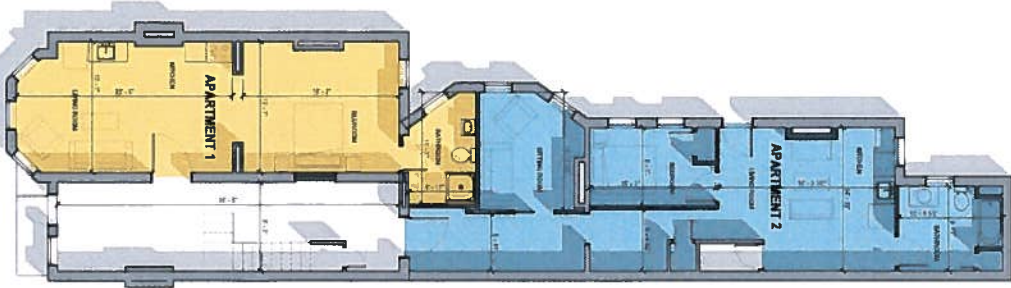
18 W. FRANKLIN STREET

Prepared by:
HISTORIC RICHMOND RENOVATIONS LLC
GENERAL CONTRACTOR

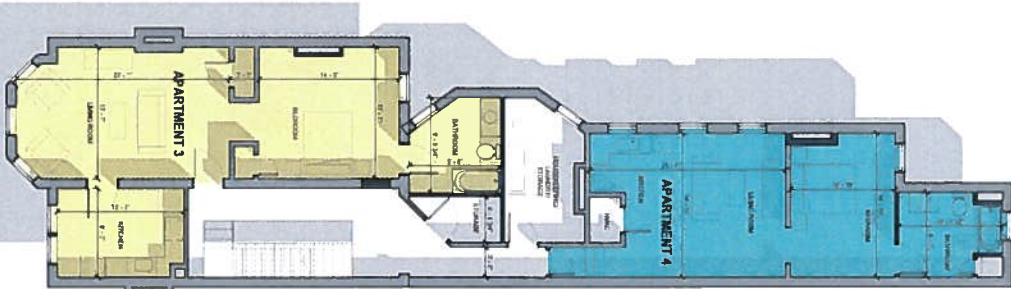
DEMOLITION
PLANS

A2

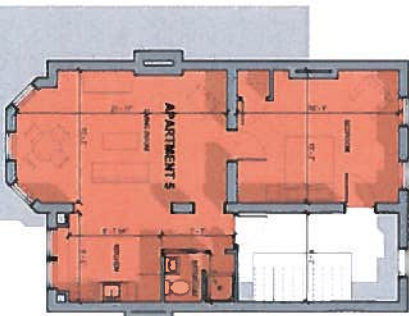
FIRST FLOOR PLAN - APARTMENTS 1 & 2
 APARTMENT 1: 894 SF
 APARTMENT 2: 219 SF
 TOTAL: 1,113 SF



SECOND FLOOR PLAN - APARTMENTS 3 & 4
 APARTMENT 3: 1,117 SF
 APARTMENT 4: 104 SF
 TOTAL: 1,221 SF



THIRD FLOOR PLAN - APARTMENT 5
 APARTMENT 5: 894 SF



18 W. FRANKLIN STREET

Designer
 HISTORIC RICHMOND RENOVATIONS LLC
 GENERAL CONTRACTOR

FLOOR PLANS

A4



November 16, 2018

Mr. Roy Benbow, Secretary
Board of Zoning Appeals
900 East Broad Street, Suite 511
Richmond, VA 23219

Dear Mr. Benbow,

Please accept this letter as the Applicant's Report for the variance application for the property at 18 West Franklin Street. With this application, the property owner is petitioning the Board of Zoning Appeals for a variance from the side yard setback for multifamily use in the RO-3 Residential Office District under Section 17.20(b) of the City Charter and Section 15.2-2309.2 of the Code of Virginia. The applicant wishes to convert the existing historic building from the current office use into a multifamily dwelling with five (5) dwelling units. The existing office use requires a side yard setback of ten (10) feet while the proposed multifamily use requires a side yard setback of fifteen (15) feet. The historic property is only 24.38 feet wide along the street frontage making it impossible to meet the required side yard setback for either use.

Site

The property is located in the Downtown Planning District near the intersection of West Franklin and North Adams Streets. The property is also located in the Zero Blocks East and West Franklin Street City Old and Historic District. The property has a land area of 3,986 square feet and is zoned in the RO-3 Residential Office District. This property is currently improved with an historic three-story building constructed in 1895 currently in use as offices with 5,132 square feet of finished living area.

Adjacent to the property is the downtown YMCA to the east and a surface parking lot to the west. Located across Adams Street is an office building. Across Franklin Street is another surface parking lot and a former church that is now part of the Jefferson Hotel. Each of these properties is also located in the RO-3 District. Across the alley to the north is a B-4 Central Business Zoning District with a surface parking lot and office uses fronting on West Grace Street.



Zoning

The subject property is located in the RO-3 Residential Office District which permits multifamily residential uses, office, and limited commercial uses. The conversion from office use to a 5-unit multifamily dwelling is a permitted use within the district with the exception of the side yard requirement being greater for multifamily use. The property is 21 feet wide at the rear and 24.38 feet wide along Franklin Street. Built in 1895, the existing building was built on the property lines and maintains no side yard. It would not be possible to demolish the existing historically designated building to meet the side yard requirement. Adhering to either the existing ten (10) feet required side yard of office use or the fifteen (15) required side yard for multifamily use is not possible given the 24.38 feet width and would render the property unusable. Strict application of the terms of the ordinance actually prohibit or unreasonably restrict the use of this historic property and a variance under 17.20(b) should be granted.

The property maintains 3 non-conforming parking spaces and has two parking spaces that are accessible from the alley at the rear of the property. The existing office use would require fourteen (14) parking spaces, while the proposed multifamily use only requires five (5) parking spaces and is much closer to conformance in terms of the parking requirements.

Thank you for your consideration of this application. Please feel free to contact me at lory@markhamplanning.com or (804) 248-2561 if you have any questions or require additional materials to process the application.

Very Truly Yours,

A handwritten signature in black ink, appearing to read 'Lory Markham', with a stylized, cursive script.

Lory Markham

Enclosures

INSTRUCTIONS:
DO NOT
DETACH THIS STUB

COMPLETE ALL ITEMS ON THIS SIDE OF FORM
NOTE: FAILURE TO FOLLOW THESE INSTRUCTIONS
WILL VOID APPLICATION.



DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW
BUREAU OF PERMITS AND INSPECTION
ROOM 110 CITY HALL
900 E. BROAD STREET
RICHMOND, VIRGINIA 23219
PHONE (804) 646-1169
FAX (804) 646-1569

BUILDING
PERMIT/CERTIFICATE
APPLICATION

PERMIT NO.
B



THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK.
NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.

CONTRACTOR/OWNER INFORMATION	1 JOB PROPERTY ADDRESS (STREET & NUMBER) 18 West Franklin Street			2 FLOOR ROOM NO.		
	3 CONTRACTOR NAME			4 LICENSE TYPE	5 CLASS A B C	6 STATE LICENSE NO.
BUILDING INFORMATION	7 CONTRACTOR STREET ADDRESS			8 CONTRACTOR TELEPHONE NO. EMAIL ADDRESS		
	9 CITY STATE ZIP CODE			10 CONTRACTOR FAX NO.		
OFFICE USE ONLY	11 PROPERTY OWNER NAME James & Carmela DePasquale			12 PROPERTY OWNER ADDRESS/ZIP 18 West Franklin Street Richmond, Virginia 23220		13 OWNER DAYTIME TELEPHONE NO. 804-649-2192
	14 DESCRIBE CURRENT STRUCTURE USE			15 DESCRIBE PROPOSED STRUCTURE USE		
CONTRACTOR COST	16 NEW ACCESSORY BLDG. ADD			17 ADDITION ADD	18 RESIDENTIAL GARAGE AD1	19 RESIDENTIAL DECK AD2
	20 OPEN PORCH AD3			21 ENCLOSED PORCH AD4	22 ALTER/REMODEL LIGHT AL1	23 ALTER/REMODEL REPAIR AL2
WORK DESCRIPTION	24 IF 1 OR 2 FAMILY 1 FAMILY 2 FAMILY			25 IF MULTIFAMILY NUMBER OF UNITS PER STRUCTURE		
	26 CHECK ONE (IF APPLICABLE) 1 LODGING HOUSE 2 NURSING HOME 3 ADULT CARE RESIDENCE					
LIEN INFORMATION	27 INSTRUCTIONS: ENTER APPROPRIATE AMOUNTS FOR A, B, C, D, E & F. TOTAL G, H, I, J, K & L. SUBTRACT THIS TOTAL FROM A TO OBTAIN G. COSTS ARE TO INCLUDE MATERIAL, LABOR, SUBCONTRACTS OVERHEAD & PROFIT.			28 TOTAL CONSTRUCTION COST LESS TRADE PERMITS		
	29 DESCRIBE SCOPE OF WORK Convert an existing office building into a multi-family (5-units) dwelling.					
CONTACT INFORMATION	30 LEND AGENT NAME Lory Markham			31 PHONE NO. 804-248-2561		
	32 ADDRESS 2314 West Main Street Richmond, Virginia			33 ZIP CODE 23220		
BLDG. INFO	34 CONTACT PERSON Lory Markham			35 CONTACT PHONE NO. 804-248-2561		
	36 CONTACT ADDRESS 2314 West Main Street Richmond, Virginia			37 CONTACT FAX NO.		
LOT & BUILDING SIZE	38 CONTACT ADDRESS 2314 West Main Street Richmond, Virginia			39 ZIP CODE 23220		
	40 CONTACT ADDRESS 2314 West Main Street Richmond, Virginia			41 EMAIL lory@markhamplanning.com		
BUILDING INFO	42 DO YOU WANT TO BE CALLED TO WORK ON PERMIT WHEN ISSUED? YES NO			43 NAME PHONE NO.		
	44 ENGINEER/ARCHITECT NAME			45 ENGINEER/ARCHITECT PHONE NO.		
BUILDING INFO	46 ENGINEER/ARCHITECT FAX NO.			47 EMAIL		
	48 ROOF TYPE 1 (SEE BACK FOR LIST)			49 NO. OF SQUARES		
BUILDING INFO	50 ROOF TYPE 2 (SEE BACK FOR LIST)			51 NO. OF SQUARES		
	52 AUTOMATIC SPRINKLERS YES NO			53 FIRE ALARM SYSTEM YES NO		
BUILDING INFO	54 BUILDING FINISHED AREA NEW OR ADDITION (SQ. FT.)			55 BUILDING UNFINISHED AREA NEW OR ADDITION (SQ. FT.)		
	56 GARAGE AREA (SQ. FT.)			57 OPEN PORCH AREA (SQ. FT.)		
BUILDING INFO	58 ENCLOSED PORCH AREA (SQ. FT.)			59 DECK AREA (SQ. FT.)		
	60 BUILDING AREA EXISTING (SQ. FT.) (PER FLOOR)			61 TOTAL AREA AT COMPLETION (SQ. FT.) (PER FLOOR)		
BUILDING INFO	62 TOTAL BUILDING HEIGHT			63 NUMBER OF FLOORS		
	64 NO. OF ON SITE PARKING SPACES (STREET SPACES DO NOT COUNT)			65 NO. OF SPACES AT OTHER LOCATION		
BUILDING INFO	66 LOCATION			67 LEASE ATTACHED YES NO		
	68 WILL THERE BE A NEW CURB RELOCATED CURB DRIVEWAY			69 WILL THERE BE ANY SITE GRADING OR LAND DISTURBANCE ACTIVITY? YES NO		
BUILDING INFO	70 TOTAL AREA TO BE DISTURBED (SQ. FT.)			71 SURVEY OR SITE PLAN ATTACHED? YES NO		
	72 HEREBY AFFIRM THAT UNDER THE PROVISIONS OF TITLE 54.1-1101 OF THE CODE OF VIRGINIA, I AM NOT SUBJECT TO LITIGIOUS AS A CONTRACTOR OR SUBCONTRACTOR BY THIS AFFIDAVIT. I ASSUME FULL RESPONSIBILITY FOR COMPLETION OF THE PROPOSED WORK IN ACCORDANCE WITH ALL APPLICABLE BUILDING CODES AND LAW. I ALSO UNDERSTAND IT IS A VIOLATION OF STATE LAW TO KNOWINGLY HIRE AN UNLICENSED CONTRACTOR.					
BUILDING INFO	73 PRINTED NAME			74 SIGNATURE		
	75 DATE					
BUILDING INFO	76 NAME OF APPLICANT			77 CERTIFY THAT THE BUILDING AT (ADDRESS, FLOOR OR SUITE)		
	78 HAS BEEN INSPECTED OR REVISIT THE EXISTING OF SECTION 110.3, THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE THE AGREEMENT WILL BE DONE AS PER REQUIREMENT OF THE CLEAR AIR ACT NATIONAL EMISSION STANDARD FOR THE HAZARDOUS AIR POLLUTANT (HAPs) AND RSPA STANDARDS FOR CONSTRUCTION WORKERS					
BUILDING INFO	79 SIGNATURE					
	80 ARTS DISTRICT YES NO			81 HISTORICAL DISTRICT YES NO		
BUILDING INFO	82 VIOLATION ON PROPERTY YES NO			83 DELINQUENT TAXES DUE? YES NO		
	84 NO. TYPE OF CONSTRUCTION					
BUILDING INFO	85 EXISTING USE GROUP			86 PROPOSED USE GROUP		
	87 FEE CALC TYPE S U C			88 PERMIT FEE		
BUILDING INFO	89 FEE RECEIVED			90 RECEIPT NO.		
	91 CASH CHECK CREDIT CARD					
BUILDING INFO	92 IS PROPERTY IN 100 YR FLOOD PLAIN? YES NO			93 FLOOD ELEV.		
	94 SITE ELEV.			95 CHESAPEAKE BAY PROTECTION AREA? YES NO		
BUILDING INFO	96 CHESAPEAKE BAY MANAGEMENT AREA? YES NO					
	97 APPLICATION APPROVED BY			98 DATE		
BUILDING INFO	99 APPLICATION DISAPPROVED BY			100 DATE		

A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.



CITY OF RICHMOND

DEPARTMENT OF
PLANNING AND DEVELOPMENT REVIEW
ZONING ADMINISTRATION

September 25, 2018

Markham Planning
2314 West Main Street
Richmond, VA 23220

Attn: Lory Markham

RE: 18 West Franklin Street (Tax Map: W000-0104/022)

Dear Ms. Markham:

Thank you for your request of a Zoning Confirmation Letter regarding the above referenced property. In response to your request, as of the date of this letter, be advised of the following:

The Property is located within an RO-3 (Residential - Office) zoning district. According to City Assessor's records and deeds, the property is located on an irregularly-shaped parcel containing a lot width of approximately twenty-four feet (24.47') and a lot depth of approximately one hundred sixty-one feet (161.75'), for a total lot area of approximately 3,986.24 square feet. The property is currently improved with a three-story building containing approximately 5,030 square feet of office space constructed circa 1895.

The proposed use of a multi-family dwelling containing five (5) units is a permitted principal use in the RO-3 zoning district. This use requires one (1) on-site parking space per dwelling unit. It has been determined that three (3) nonconforming spaces exist at the property. A recent site inspection revealed zero (0) on-site spaces currently exist, with an illegal dumpster serving the use located at the adjacent property occupying two (2) possible parking spaces. If the dumpster was removed the parking requirement would be met for the proposed use of five (5) dwelling units. Other feature requirements that would affect the potential conversion from an office use to a multifamily use are as follows:

1. The side and rear yard (setback) requirements for the office use are ten (10) feet. The requirement for multifamily is fifteen (15) feet. The nonconforming feature requirements would be exacerbated by this conversion.
2. There is no usable open space ratio requirement for the office use, however there is a usable open space ratio requirement of 0.10 for a dwelling use. No plans were submitted in connection with this letter request. This office is unable to make a determination if the requirement is met.

The Property is located within the Zero Blocks East and West Franklin Street City Old and Historic District. Exterior changes to buildings, structures, and sites within public view are subject to review by the City's Commission of Architectural Review.

Lory Markham
RE: 18 West Franklin Street
September 25, 2018

In summary the potential for meeting the parking requirement without leased spaces off-site exists for the potential use of a multifamily dwelling containing five (5) dwelling units. Because both the current use of office and the potential use of a multifamily dwelling containing five (5) dwelling units are permitted principal uses in the RO-3 district the side yard and open space requirements will have to be met for the conversion or waived, through requesting and obtaining a Variance or Special Exception from the Board of Zoning Appeals (BZA) or a Special Use Permit (SUP) from City Council may be a possibility. For information concerning the BZA process, please contact the Zoning Administration Office at 646-6340. For information concerning the SUP process, please contact the Land Use Administration Office at 646-6304.

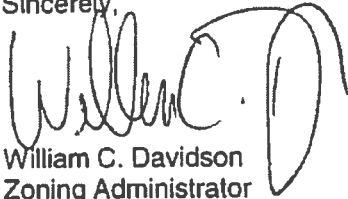
Please be advised that this office does not issue opinions with respect to compliance with building codes, fire codes, or other health and safety regulations that may pertain to the property.

Upon submittal of specific development plans, including detailed floor plans, for any proposed use(s), this office will evaluate for conformance with all zoning requirements in effect at that time.

You are hereby advised that you have thirty (30) days from this notice in which to appeal this decision to the Board of Zoning Appeals, in accordance with §15.2-2311 of the Code of Virginia and §17.19 of the Richmond City Charter, or this decisions shall be final and unappealable. Such appeal must be in writing and must be filed with the Secretary to the Board of Zoning Appeals. Said appeal shall indicate in specific terms the grounds for the appeal and must be accompanied by a filling fee of two hundred fifty dollars (\$250.00).

I hope this information is sufficient. If you have additional questions, please contact Josh Young by E-mail at: joshua.young@richmondgov.com or by telephone at: (804) 646-6923.

Sincerely,



William C. Davidson
Zoning Administrator

Cc: James J. & Carmela S. Depasquale
18 West Franklin Street
Richmond, VA 23220