



CITY OF RICHMOND

DEPARTMENT OF  
PLANNING AND DEVELOPMENT REVIEW  
BOARD OF ZONING APPEALS

January 11, 2019

Dickson Properties LLC  
2826 Monument Avenue  
Richmond, Virginia 23221  
Attn: Timothy D. Dickson

To Whom It May Concern:

RE: **BZA 06-2019**

You are hereby notified that the Board of Zoning Appeals will hold a public hearing on Wednesday, February 6, 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 existing building containing one (1) dwelling unit and six (6) lodging units into a multifamily dwelling containing four (4) units at 3021 MONUMENT AVENUE (Tax Parcel Number W000-1368/007), located in an R-48 (Multi-Family Residential 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.

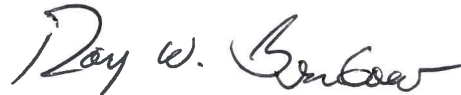
Finally, when you submitted your application to the zoning office you were given an handout entitled, Suggestions for Presenting Your Case to the Board, which indicated that you should discuss your request with your neighbor(s) and neighborhood

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.

3039 Monument LLC  
5611 Greendale Rd  
Richmond VA 23228

Bice Frances S  
3029 3 Monument Ave #3  
Richmond VA 23221

Bouchard Roger L & F Champe Granger  
2914 Monument Ave  
Richmond VA 23221

Bretz Benjamin Douglas  
3038 Marlboro Dr  
Richmond VA 23225

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

Corcoran Daniel B & Toni P  
3015 Monument Ave  
Richmond VA 23221

Dickson Thomas D & Timothy D & Deborah  
Dickson Heath  
2826 Monument Ave  
Richmond VA 23221

Durrer Christopher T & Beverly A  
3029 Monument Ave Unit 5  
Richmond VA 23221

Fitzhugh John H G  
8231 W Bon View Dr  
Richmond VA 23235

Fontaine Condominium Unit Owners Association  
3029 Monument Ave  
Richmond VA 23221

Houghton B Thomas  
2916 Monument Ave  
Richmond VA 23221

Hye Associates  
604 N. Sheppard St  
Richmond VA 23221

Individz LLC  
Po Box 26664  
Richmond VA 23261

Lepinn Properties LLC  
3019 Monument Ave  
Richmond VA 23221

Matthews Monument L L C  
3420 Pump Rd Box #347  
Richmond VA 23233

Moncol Virginia C  
3029 Monument Ave Apt 4  
Richmond VA 23221

Monument LLC  
Po Box 6749  
Richmond VA 23230

Nordlinger Properties LLC  
2132 Boardman Ln  
Richmond VA 23238

Park Belmont LLC  
15 Robin Rd  
Richmond VA 23226

Pollard & Bagby Inc  
2 S 5th St  
Richmond VA 23219

Smith Catherine E  
3029 Monument Ave Unit 1  
Richmond VA 23221

Smith Charles A  
3018 Park Ave  
Richmond VA 23221

Tarr Jill  
3029 Monument Ave Unit 2  
Richmond VA 23221

Warren Living Trust Warren Robert A & Theresa  
M Trs  
3029 Monument Ave Unit 6  
Richmond VA 23226

**Property:** 3021 Monument Ave **Parcel ID:** W0001368007**Parcel**

PROPERTIES LLC

**Street Address:** 3021 Monument Ave Richmond, VA 23221-1405**Owner:** DICKSON ROSA H & THOMAS D JR & TIMOTHY D & DICKSON**Mailing Address:** 2826 MONUMENT AVE, RICHMOND, VA 2322100000  
**Subdivision Name :** LEE ANNEX**Parent Parcel ID:****Assessment Area:** 217 - Monument Avenue**Property Class:** 161 - R Two Family Converted**Zoning District:** R-48 - Residential (Multi-Family)**Exemption Code:** -**Current Assessment****Effective Date:** 01/01/2019**Land Value:** \$215,000**Improvement Value:** \$471,000**Total Value:** \$686,000**Area Tax:** \$0**Special Assessment District:** None**Land Description****Parcel Square Feet:** 5314.05**Acreage:** 0.122**Property Description 1:** LEE ANNEX L6PT5 B8**Property Description 2:** 0035.00X0151.83 0000.000**State Plane Coords( ?<#>):** X= 11780164.574867 Y= 3729768.212567**Latitude:** 37.56207273 , **Longitude:** -77.47444586**Description****Land Type:** Residential Lot C**Topology:****Front Size:** 35**Rear Size:** 151**Parcel Square Feet:** 5314.05**Acreage:** 0.122**Property Description 1:** LEE ANNEX L6PT5 B8**Property Description 2:** 0035.00X0151.83 0000.000**Subdivision Name :** LEE ANNEX**State Plane Coords( ?<#>):** X= 11780164.574867 Y= 3729768.212567**Latitude:** 37.56207273 , **Longitude:** -77.47444586**Other****Street improvement:****Sidewalk:**

**Assessments**

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2019	\$215,000	\$471,000	\$686,000	Reassessment
2018	\$215,000	\$468,000	\$683,000	Reassessment
2017	\$292,000	\$383,000	\$675,000	BOE
2016	\$230,000	\$137,000	\$367,000	Reassessment
2015	\$230,000	\$137,000	\$367,000	Reassessment
2014	\$230,000	\$126,000	\$356,000	Reassessment
2013	\$230,000	\$126,000	\$356,000	Reassessment
2012	\$230,000	\$126,000	\$356,000	Reassessment
2011	\$230,000	\$120,000	\$350,000	CarryOver
2010	\$230,000	\$120,000	\$350,000	Reassessment
2009	\$150,000	\$200,000	\$350,000	Reassessment
2008	\$150,000	\$200,000	\$350,000	Reassessment
2007	\$150,000	\$200,000	\$350,000	Correction
2005	\$150,000	\$225,000	\$375,000	Reassessment
2004	\$80,500	\$119,500	\$200,000	Reassessment
2003	\$80,500	\$119,500	\$200,000	Reassessment
2002	\$46,200	\$123,400	\$169,600	Reassessment
2001	\$40,900	\$109,200	\$150,100	Reassessment
1998	\$30,500	\$81,500	\$112,000	Not Available

**Transfers**

Transfer Date	Transfer Amount	Grantor Name	Deed Reference	Verified Market Sale Description
02/11/2000	\$0	DICKSON ROSA H & THOMAS D JR &	ID2000-3125	
11/09/1989	\$106,000	Not Available	00219-0354	
11/09/1989	\$93,000	Not Available	000219-00350	

**Planning**

**Master Plan Future Land Use:** MF-MD  
**Zoning District:** R-48 - Residential (Multi-Family)  
**Planning District:** Near West  
**Traffic Zone:** 1091  
**City Neighborhood Code:** MUSD  
**City Neighborhood Name:** The Museum District  
**Civic Code:** 0770  
**Civic Association Name:** Monument Avenue Preservation Society  
**Subdivision Name:** LEE ANNEX  
**City Old and Historic District:** Monument Avenue  
**National historic District:** Monument Avenue  
**Neighborhoods in Bloom:**  
**Redevelopment Conservation Area:**

**Economic Development**

**Care Area:** -  
**Enterprise Zone:**

**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	1010	0406001	040600
1990	113	0406001	040600

**Schools**

**Elementary School:** Fox  
**Middle School:** Hill  
**High School:** Jefferson

**Public Safety**

**Police Precinct:** 3  
**Police Sector:** 311  
**Fire District:** 18  
**Dispatch Zone:** 046A

**Public Works Schedules**

**Street Sweep:** TBD  
**Leaf Collection:** TBD  
**Refuse Collection:** Monday  
**Bulk Collection:**

**Government Districts**

**Council District:** 1  
**Voter Precinct:** 113  
**State House District:** 68  
**State Senate District:** 10  
**Congressional District:** 4

**Extension 1 Details**

Apt+6Rms

**Extension Name:** R01 - 2Sty.B&F Rooming Hs.1-**Year Built:** 1922**Stories:** 2**Units:** 0**Number Of Rooms:** 16**Number Of Bed Rooms:** 8**Number Of Full Baths:** 6**Number Of Half Baths:** 0**Condition:** normal for age**Foundation Type:** 1/2 Bsmt, 1/2 Crawl**1st Predominant Exterior:** Brick**2nd Predominant Exterior:** N/A**Roof Style:** Mansard**Roof Material:** Metal**Interior Wall:** Plaster**Floor Finish:** Hardwood-std oak**Heating Type:** Forced hot air**Central Air:** Y**Basement Garage Car #:** 0**Fireplace:** Y**Building Description (Out Building and  
Yard Items) :** Residential Detached Garage**Extension 1 Dimensions****Finished Living Area:** 4418 Sqft**Attic:** 0 Sqft**Finished Attic:** 0 Sqft**Basement:** 1006 Sqft**Finished Basement:** 0 Sqft**Attached Garage:** 0 Sqft**Detached Garage:** 440 Sqft**Attached Carport:** 0 Sqft**Enclosed Porch:** 0 Sqft**Open Porch:** 0 Sqft**Deck:** 54 Sqft

&lt;#&gt;

**Property Images**

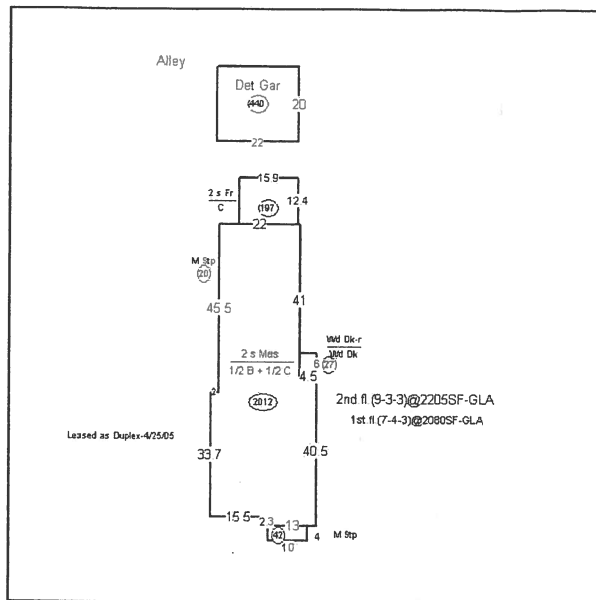
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[Click here for Larger Image](#)



**Sketch Images**

Name:W0001368007 Desc:R01



# 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: Dickson Properties LLC PHONE: (Home) (804) 358-4311 (Mobile) ( ) \_\_\_\_\_  
ADDRESS 2826 Monument Avenue FAX: (804) 421-3576 (Work) ( ) \_\_\_\_\_  
Richmond, Virginia 23221 E-mail Address: tim@dicksonproperties.com  
Attn: Timothy D. Dickson

### PROPERTY OWNER'S

REPRESENTATIVE: \_\_\_\_\_ PHONE: (Home) ( ) \_\_\_\_\_ (Mobile) ( ) \_\_\_\_\_  
(Name/Address) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ (Work) ( ) \_\_\_\_\_  
\_\_\_\_\_ E-mail Address: \_\_\_\_\_

## TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE

PROPERTY ADDRESS (ES) 3021 Monument Avenue  
TYPE OF APPLICATION: ☐ VARIANCE ☒ SPECIAL EXCEPTION ☐ OTHER \_\_\_\_\_  
ZONING ORDINANCE SECTION NUMBERS(S): 30-300 & 30-416.5(2)b  
APPLICATION REQUIRED FOR: A building permit to convert an existing building containing one (1) dwelling unit and six (6) lodging units into a multifamily dwelling containing four (4) units.  
TAX PARCEL NUMBER(S): W000-1368/007 ZONING DISTRICT: R-48 (Multi-Family Residential)  
REQUEST DISAPPROVED FOR THE REASON THAT: The side yard (setback) requirement is not met. A side yard of fifteen feet (15') is required; four and a half feet (4.5') is proposed along the western property lines.

DATE REQUEST DISAPPROVED: November 19, 2018 FEE WAIVER: YES ☐ NO: ☒  
DATE FILED: December 13, 2018 TIME FILED: 11:45 am PREPARED BY: Josh Young RECEIPT NO. BZAC-046273-2018  
AS CERTIFIED BY: [Signature] (ZONING ADMINISTRATOR)

### 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: [Signature] DATE: 12/27/19

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

CASE NUMBER: \_\_\_\_\_ HEARING DATE: February 6, 2019 AT 1:00 P.M.

BOARD OF ZONING APPEALS CASE BZA 06-2019  
150' Buffer

APPLICANT(S): Dickson Properties LLC

PREMISES: 3021 Monument Avenue

(Tax Parcel Number W000-1368/007)

SUBJECT: A building permit to convert an existing building containing one (1) dwelling unit and six (6) lodging units into a multifamily dwelling containing four (4) units.

REASON FOR THE REQUEST: Based on Sections 30-300 & 30-416.5(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

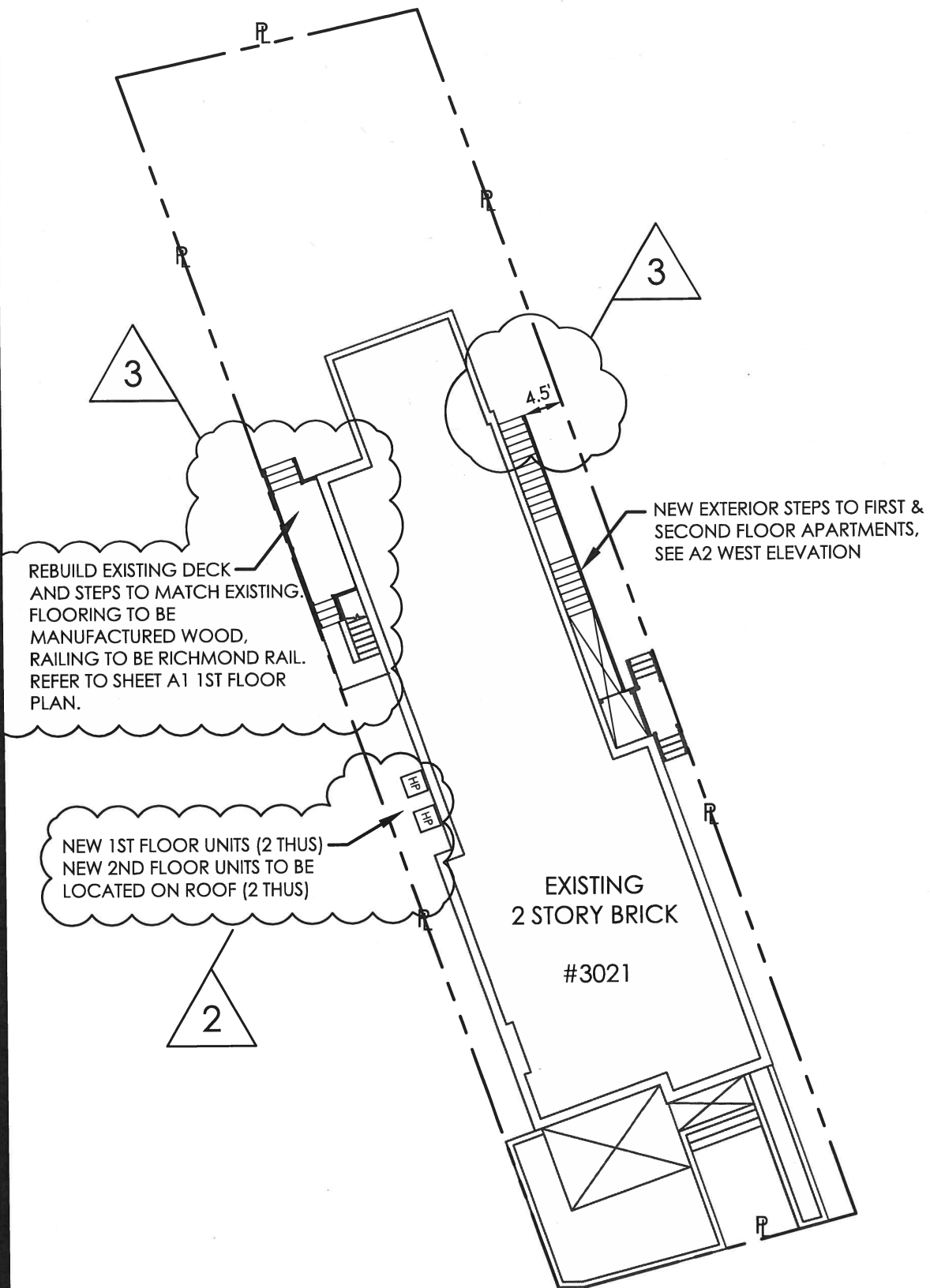
When presenting your request for a variance or exception to the Board of Zoning Appeals, it is important that you consider the points outlined below. The City Charter requires that every decision of the Board must be based upon a finding of fact that the Board must determine from sworn testimony, together 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:

*Timothy D. Dickson*

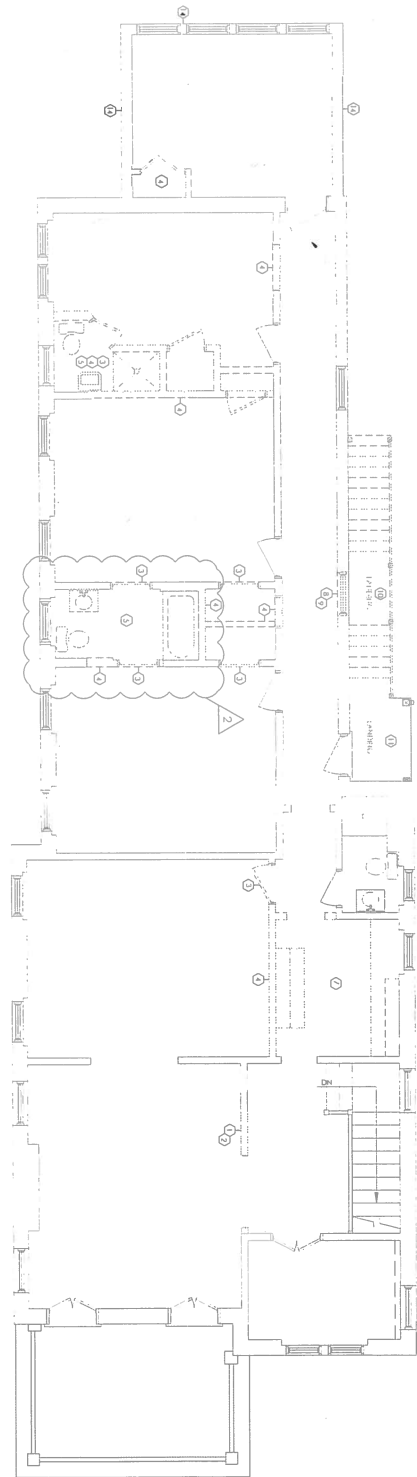
(Revised: 4/28/16)



# NEW EXTERIOR CONSTRUCTION PLAN

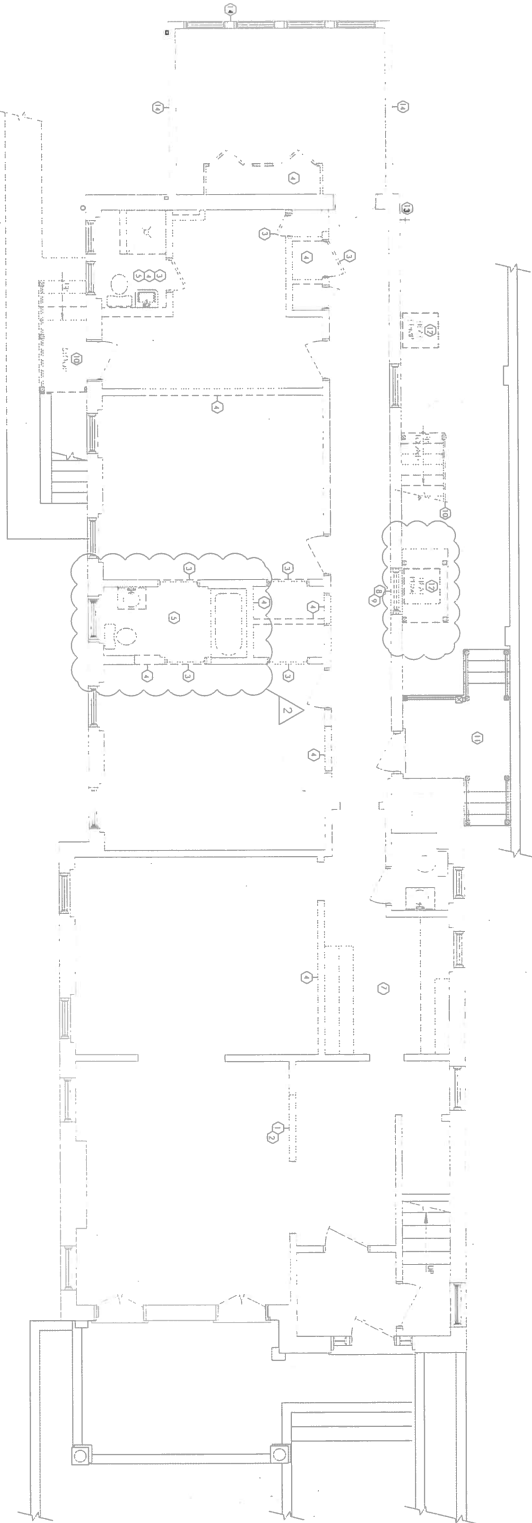
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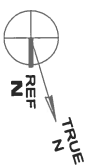


**Second Floor Demolition Plan**  
SCALE 1/4" = 1'-0"

- DEMOLITION KEYED NOTES:**
- 1 REMOVE BRICK WALL FOR LEVANTINE CO
  - 2 SALVAGE BRICK FOR TUBERN L&L
  - 3 REMOVE BRICK WALL FOR TUBERN L&L
  - 4 REMOVE BRICK WALL
  - 5 REMOVE ALL FRAMING JOISTS
  - 6 REMOVE ALL BRICK CHIMNEY & APPROXIMATE 15'
  - 7 REMOVE BRICK CHIMNEY
  - 8 REMOVE BRICK CHIMNEY
  - 9 REMOVE BRICK CHIMNEY
  - 10 REMOVE BRICK CHIMNEY
  - 11 REMOVE BRICK CHIMNEY
  - 12 REMOVE BRICK CHIMNEY



**First Floor Demolition Plan**  
SCALE 1/4" = 1'-0"



**FLOOR PLAN SYMBOLS LEGEND:**

- 1 REMOVE WALL
- 2 REMOVE WALL

## Apartment Renovation

3021 Monument Avenue  
Richmond, Virginia

Joseph F. Yates  
ARCHITECTS

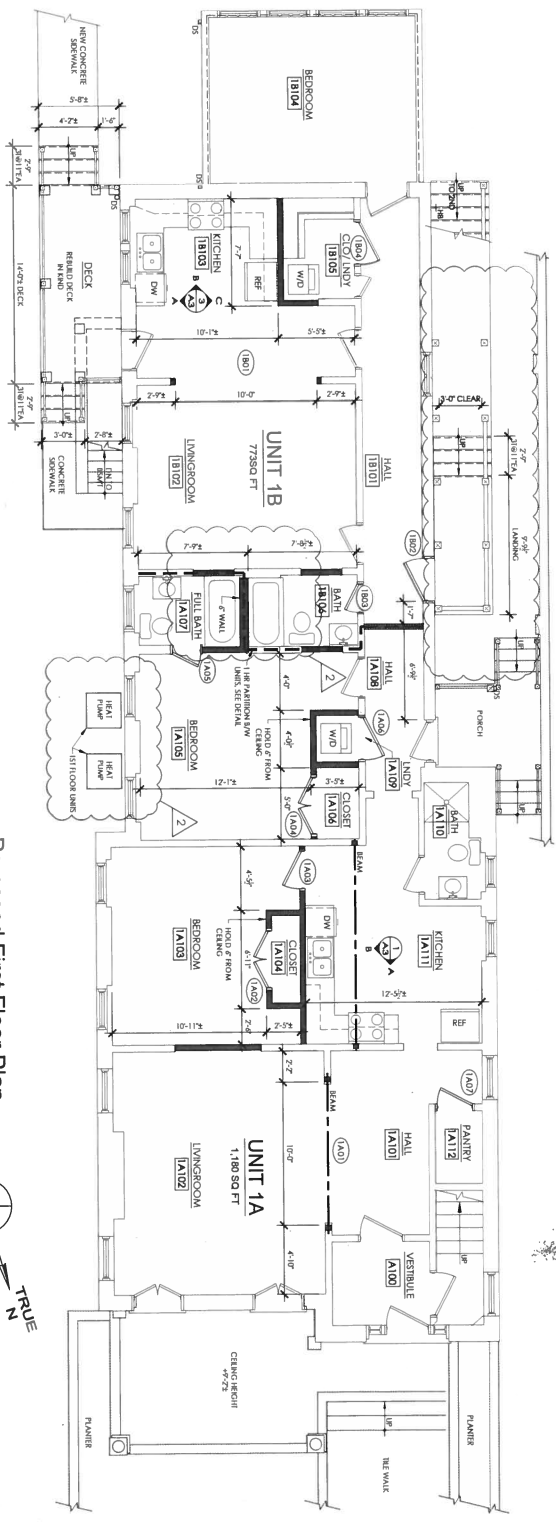
804-839-3747  
joe@jfyarchitects.com

Set Date:  
AUG 1, 2018  
Revisions:  
2 10/19/18

Project No.:  
2017-28

D1  
2 OF 8

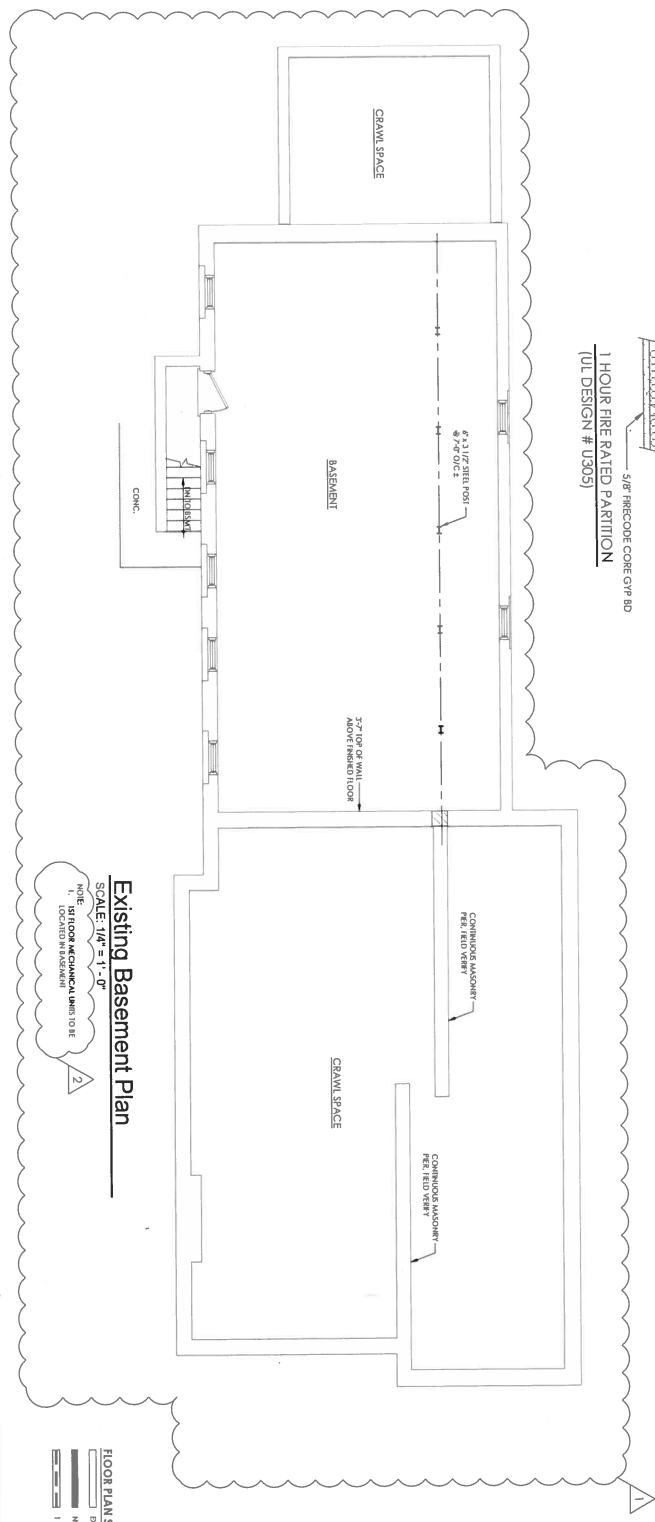




**Proposed First Floor Plan**  
SCALE: 1/4" = 1'-0"



3 1/2" MINERAL WOOL BATT INSUL  
5/8" FIRECORE CORE GYP BD  
2x4 WOOD STUDS @ 16" O.C.  
1 HOUR FIRE RATED PARTITION  
(UL DESIGN # U305)



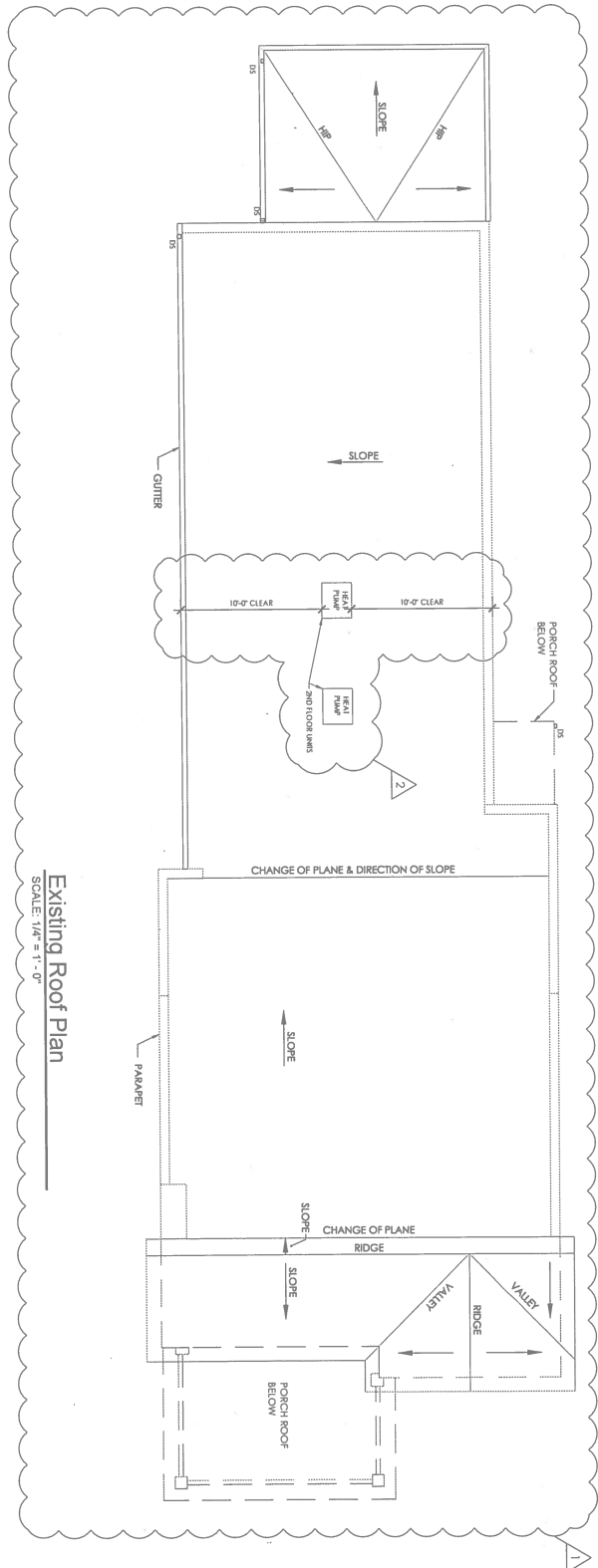
**Existing Basement Plan**  
SCALE: 1/4" = 1'-0"

NOTE:  
1. 1ST FLOOR ACQUINCA UNITS TO BE  
LOCATED IN THIS AREA

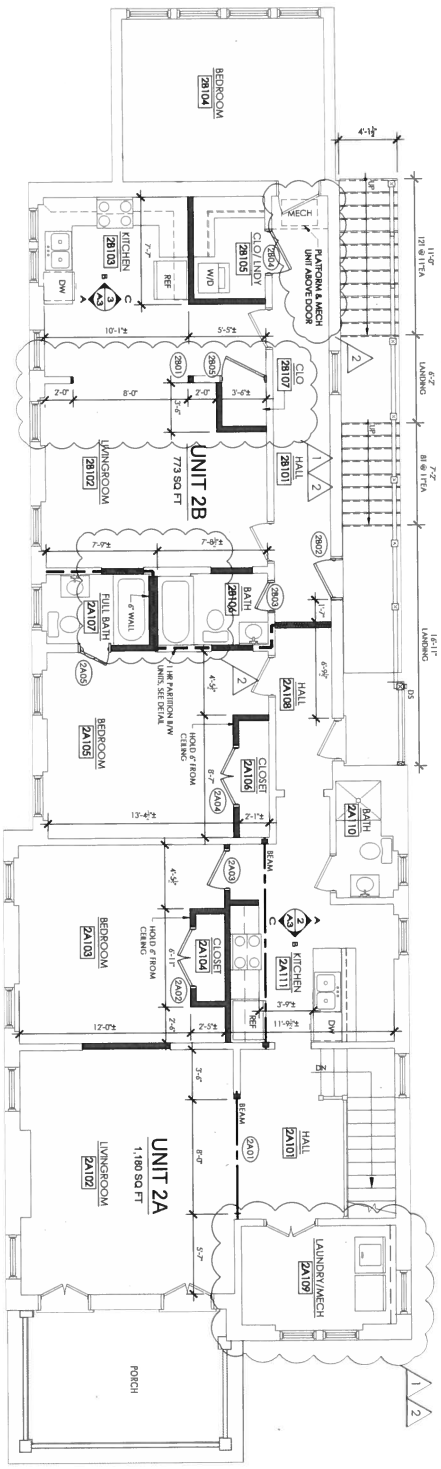
**FLOOR PLAN SYMBOLS LEGEND:**  
EXISTING WALLS  
NEW WALLS  
1" IRON RATED PARTITION







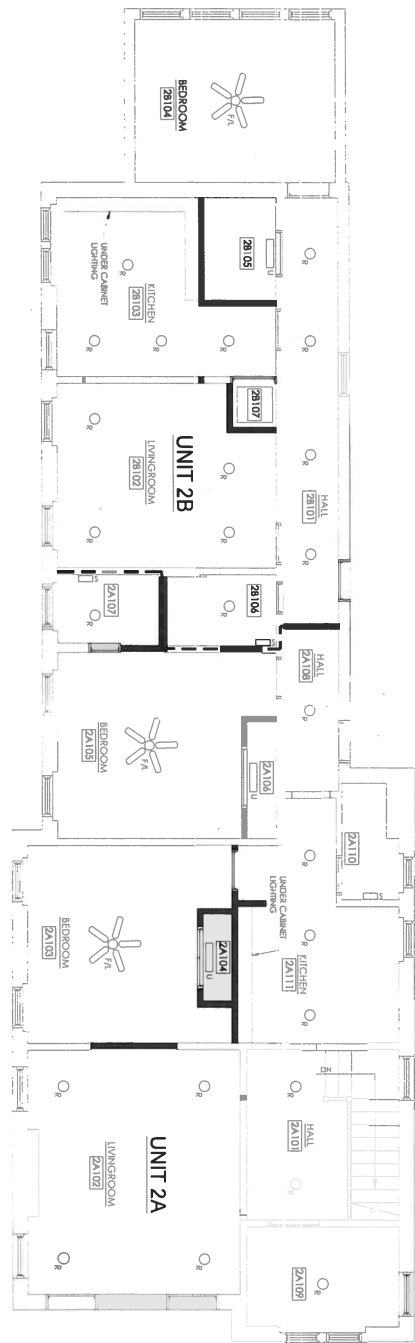
Existing Roof Plan  
SCALE: 1/4" = 1'-0"



Proposed Second Floor Plan  
SCALE: 1/4" = 1'-0"

NOTE:  
1. CHG FLOOR FROM MECHANICAL RM  
TO BE LOCATED IN PLATE SPACE ABOVE

FLOOR PLAN SYMBOLS LEGEND:  
— EXISTING WALLS  
— NEW WALLS  
— 1 IN. PAVED PATIEN



**Second Floor Reflected Ceiling Plan**

SCALE 1/4" = 1' - 0"



**First Floor Reflected Ceiling Plan**

SCALE 1/4" = 1' - 0"

LIGHT FIXTURE SYMBOLS	
SYMBOL	DESCRIPTION
	FAN / LIGHT COMBO
	RECESSED LIGHT
	WALL MOUNTED LIGHT
	WALL MOUNTED SCONCE

FLOOR PLAN SYMBOLS LEGEND:	
	EXISTING WALLS
	NEW WALLS
	1/8" RAILED PARTITION

## Apartment Renovation

3021 Monument Avenue  
Richmond, Virginia

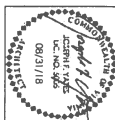
Joseph F. Yates  
ARCHITECTS

804-839-3747  
joe@jfyarchitects.com

Set Date:  
AUG 31, 2018  
Revisions:

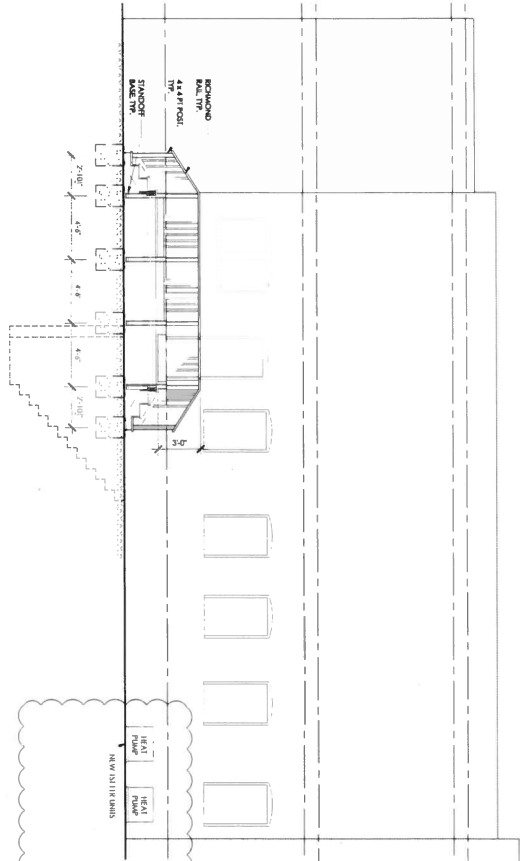
Project No.:  
2017-28

A3  
5 OF 8



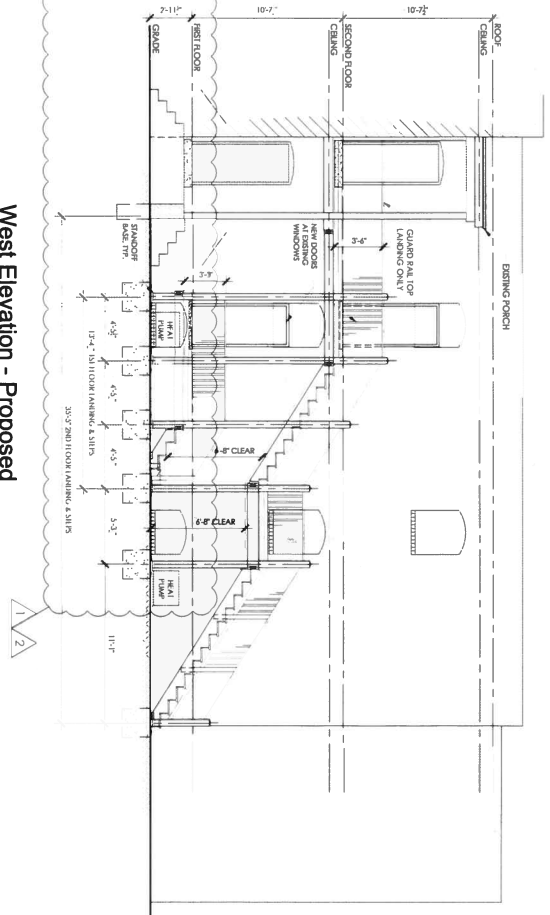
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**SCALE: 1/4" = 1' - 0"**



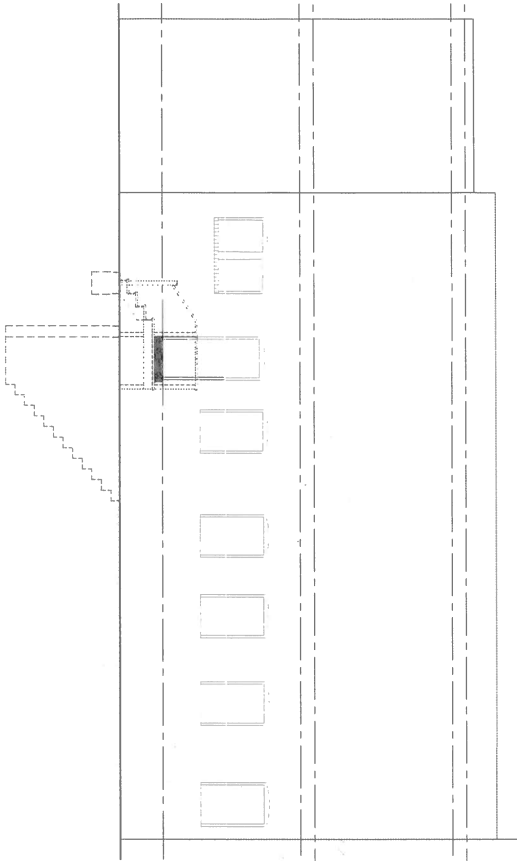
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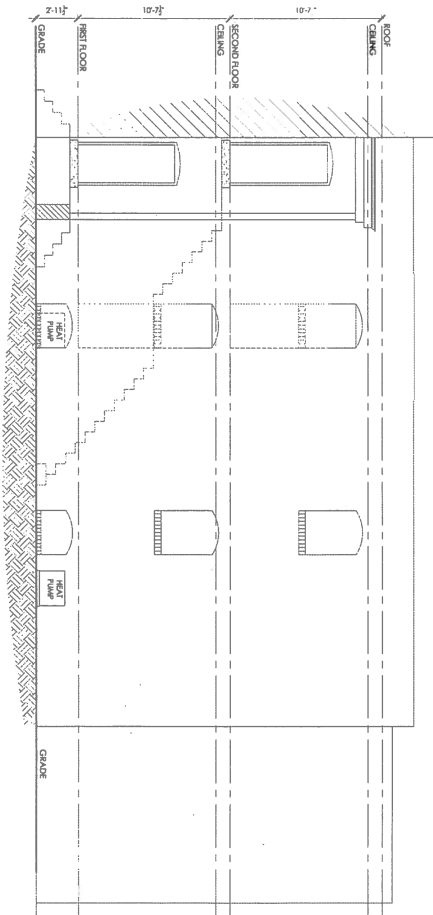
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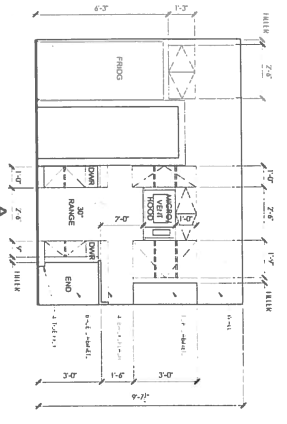
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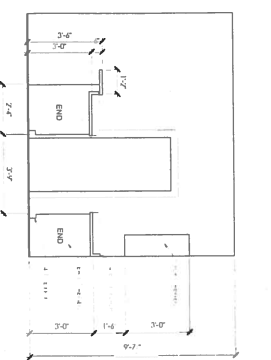
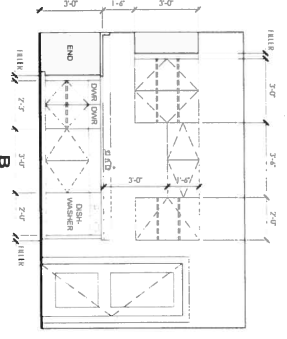
SCALE: 1/4" = 1' - 0"



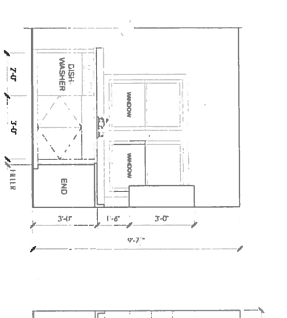
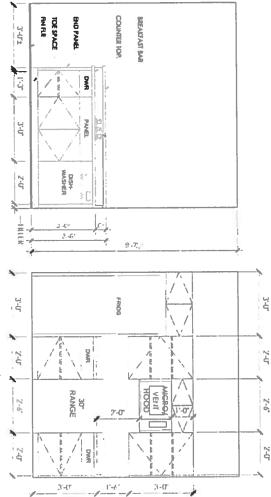


**1 KITCHEN ELEVATION UNIT 1A**  
SCALE: 3/8" = 1'-0"

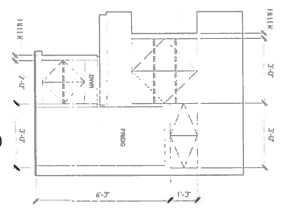
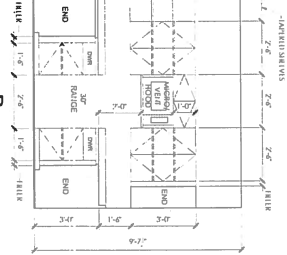
NOTE: CABINET LAYOUT WORKS BEFORE ORDERING CABINETS, TYPICAL ALL UNITS



**2 KITCHEN ELEVATION UNIT 2A**  
SCALE: 3/8" = 1'-0"



**3 KITCHEN ELEVATION UNIT 1,2 B**  
SCALE: 3/8" = 1'-0"

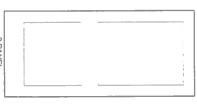


FINISH SCHEDULE									
ROOM NO.	SPACE	FLOOR	BASE	NORTH	EAST	SOUTH	WEST	CEILING FINISH	NOTES
1.2 A101	VEGETABLE	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A102	HALL	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A103	WARM ROOM	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A104	BEDROOM	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A105	CLOSET	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A106	BEDROOM	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A107	CLOSET	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A108	BATH	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A109	HALL	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A110	LAUNDRY/CL. AREA	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A111	BATH	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 A112	PANTRY	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 B101	HALL	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 B102	WARM ROOM	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 B103	KITCHEN	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 B104	BEDROOM	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 B105	CLOSET	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 B106	BATH	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"
1.2 B107	CLOSET	WO	WO	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	PRO PLASTER	7'2 1/2"

NOTES:  
1. FINISH ALL EXISTING PLASTER.  
2. REPLACE EXISTING WOOD LOOKING WHERE POSSIBLE. REPLACE DAMAGED WOOD LOOKING W/ WOOD LOOKING.  
3. SALVAGE EXISTING WOOD LOOKING WHERE POSSIBLE. REPLACE DAMAGED WOOD LOOKING W/ WOOD LOOKING.  
4. MATCH EXISTING. EXISTING WOOD LOOKING MATCHED TO EXISTING WOOD LOOKING.

DOOR NO.	DOOR SIZE	MATERIAL	DOOR TYPE	FRAME TYPE	THRESHOLD	RABED	REMARKS
1.2 A01	10'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 A02	8'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 A03	8'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 A04	8'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 A05	8'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 A06	8'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 A07	8'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 B01	10'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 B02	8'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 B03	8'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 B04	8'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---
1.2 B05	8'-0" x 6'-6"	WO	CASD OPENING	WO	---	---	---

NOTES:  
1. ALL DOORS TO BEAM EXCEPT AS NOTED.  
2. ALL EXISTING WOOD LOOKING TO REMAIN.



**DOOR TYPES**  
SCALE: 1/2" = 1'-0"



**Apartment Renovation**  
3021 Monument Avenue  
Richmond, Virginia

**Joseph F. Yates**  
**ARCHITECT**  
804-839-3747  
joe@jfyarchitects.com

Sat Date:  
AUG 1, 2018  
Revisions:  
2 10/19/18  
Project No.:  
2017-28  
A5  
7 of 8



December 14, 2018

**Description of BZA Issue:**

The issue before the Board of Zoning Appeals is that the side egress stairs are being rebuilt to accommodate new egress requirements and they do not meet the side yard setback of 15'-0". This setback is impractical as the lot is only 32.74' wide facing Monument and 35.18' facing the rear alley. **The new stairs are 3'-0" as required by code and the new setback will be 5'-0"**. Relocating the stair to the rear of the building is not feasible as it would enter a bedroom and would not be approved by the agencies reviewing this as a tax credit project.

The building was constructed as two very large duplex units. The owner is renovating the building using State and Federal Tax Credits to create two, two bedroom units and two, one bedroom units. This conversion was approved by the zoning department in a letter dated August 3, 2017, a copy of which is attached. The current use is 1 dwelling and 6 lodging units.

In order to provide a means of egress from the units it is necessary to reconstruct the side stairs from these units. The stair construction is minimally visible from Monument Avenue, but visible from the rear alley. **The new stairs will be in the same location as the current stairs.** The current rear egress stair is not original, but is a rebuilding of the original in treated wood. The current stair construction is approximately twenty years old. This application covers the new stairs. Drawings A1 & A2 show the renovated floor plans and drawing A3 shows the elevation of the reconstructed stairs.

Richmond rail will be used for the railings. The stairs will be stained with a solid body stain, in a color to be approved by the staff of the Commission of Architectural Review.



CITY OF RICHMOND

DEPARTMENT OF  
PLANNING AND DEVELOPMENT REVIEW  
ZONING ADMINISTRATION

August 3, 2017

Thomas Dickson  
2826 Monument Avenue  
Richmond, Virginia 23221

RE: 3021 MONUMENT AVENUE

Dear Mr. Dickson:

In response to your request for a Zoning Confirmation Letter for the above-referenced properties, please be advised you of the following:

3021 MONUMENT AVENUE:

According to the City Assessor's records, the property measures 35' x 151.83' and contains approximately 5,314+ square feet of lot area. The property has a Certificate of Occupancy (C.O.) issued on June 22, 1990, for use as a single dwelling unit (1<sup>st</sup> floor) and six (6) lodging units (2<sup>nd</sup> floor). Records indicate the building was constructed circa 1922 and contains a total of 4,418 square feet of floor area with 1,006 square feet in the basement. The property also contains includes a two (2) car accessory building (garage) in the rear of the lot measuring 22' x 20'.

The property is currently located in R-48 (Multi-Family Residential) zoning district, which does not permit the current use by-right. The current zoning district regulations would limit the by-right use to two-family dwelling use, subject to a minimum lot area of 4,400 square feet and the provision of two (2) on-site parking spaces. However, the current use is determined to be nonconforming, as it pre-existed current zoning requirements having been issued the original C.O. for the current use in 1956.

The property could be converted from the one (1) unit and six (6) lodging units to a maximum of four (4) dwelling units (apartments) with the retention of the two (2) on-site garage parking spaces. Any conversion would necessitate the approval of a building permit for such conversion.

I hope this information is sufficient. If you have any questions regarding this letter or desire any additional information, please contact me via E-mail at: [William.Davidson@Richmondgov.com](mailto:William.Davidson@Richmondgov.com) or by telephone at: (804) 646-6353.

Sincerely,

  
William C. Davidson  
Zoning Administrator



DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW  
BUREAU OF PERMITS AND INSPECTION  
ROOM 110 CITY HALL  
900 E. BROAD STREET  
RICHMOND, VIRGINIA 23219  
PHONE (804) 646-4169  
FAX (804) 646-1569

**BUILDING  
PERMIT/CERTIFICATE  
APPLICATION**

BBLDG-044551-  
2018

01  
05  
09

Plans  
uploaded MD

**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) <b>3021 Monument Avenue</b>				2. FLOOR/ROOM NO. <b>1D00002483</b>	
	3. CONTRACTOR NAME <b>Frederys Atencio</b>		4. LICENSE TYPE <b>CBC RB</b>	5. CLASS <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	6. STATE LICENSE NO. <b>27815703N</b>	
BUILDING INFORMATION	7. CONTRACTOR STREET ADDRESS <b>3321 Rolando Dr</b>				8. CONTRACTOR TELEPHONE NO. / EMAIL ADDRESS	
	9. CITY <b>Henrico</b>		10. STATE <b>VA</b>	11. ZIP CODE <b>23229</b>	12. CONTRACTOR FAX NO. <b>NA</b>	
PROPERTY OWNER INFORMATION	13. PROPERTY OWNER NAME <b>Thomas Dickson</b>		14. PROPERTY OWNER ADDRESS/ZIP <b>2826 Monument Ave 23229</b>		15. OWNER DAYTIME TELEPHONE NO. <b>909 358 4311</b>	
	16. DESCRIBE CURRENT STRUCTURE USE <b>Duplex (Cofar Multi-Family)</b>				17. DESCRIBE PROPOSED STRUCTURE USE <b>Apts (4 unit)</b>	
OFFICE USE ONLY	18. NEW ACCESSORY BLDG. <input type="checkbox"/> ACC	19. ADDITION <input type="checkbox"/> ADD	20. RESIDENTIAL GARAGE <input type="checkbox"/> AD1	21. RESIDENTIAL DECK <input type="checkbox"/> AD2	22. OPEN PORCH <input type="checkbox"/> AD3	23. ENCLOSED PORCH <input type="checkbox"/> AD4
	24. ALTER/REMODEL HEAVY <input checked="" type="checkbox"/> REM	25. DEMOLITION <input type="checkbox"/> DEM	26. TENANT FITUP <input type="checkbox"/> FUP	27. FOUNDATION ONLY <input type="checkbox"/> FOU	28. NEW BUILDING <input type="checkbox"/> NB	29. MOVING/RELOCATION <input type="checkbox"/> REL
CONSTRUCTION COST	30. IF 1 OR 2 FAMILY <input checked="" type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY		31. IF MULTIFAMILY, NUMBER OF UNITS PER STRUCTURE <input type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY		32. CHECK ONE (IF APPLICABLE) <input type="checkbox"/> 1. LODGING HOUSE <input type="checkbox"/> 3. ADULT CARE RESIDENCE <input type="checkbox"/> 2. NURSING HOME	
	33. INSTRUCTIONS: ENTER APPROPRIATE AMOUNTS FOR A, B, C, D, E & F. TOTAL B, C, D, E & F. SUBTRACT THIS TOTAL FROM A TO OBTAIN D. COSTS ARE TO INCLUDE MATERIAL, LABOR, SUBCONTRACTS OVERHEAD & PROFIT.		34. A. TOTAL CONST. COST OF ENTIRE JOB \$		35. G. TOTAL CONSTRUCTION COST LESS TRADE PERMITS \$ <b>8800.00</b>	
WORK DESCRIPTION	36. DESCRIBE SCOPE OF WORK <b>convert two apartment building into four apartments. Remove existing walls according to the plans and build the new walls and deck</b>					
	37. LIEN AGENT NAME					
LIEN INFORMATION	38. ADDRESS				39. ZIP CODE	
	40. CONTACT PERSON <b>Frederys Atencio</b>				41. CONTACT PHONE NO. <b>804 878 4871</b>	
CONTACT INFORMATION	42. CONTACT ADDRESS <b>3321 Rolando Dr</b>		43. ZIP CODE <b>23229</b>		44. EMAIL <b>frederysatencio@gmail.com</b>	
	45. DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		46. NAME <b>Frederys Atencio</b>		47. PHONE NO. <b>804 878 4871</b>	
PERMITS	48. ENGINEER/ARCHITECT NAME		49. ENGINEER/ARCHITECT PHONE NO.		50. ENGINEER/ARCHITECT FAX NO.	
	51. ENGINEER/ARCHITECT EMAIL		52. EMAIL			
LOT & BUILDING DATA	53. ROOF TYPE 1 (SEE BACK FOR LIST)		54. NO. OF SQUARES		55. ROOF TYPE 2 (SEE BACK FOR LIST)	
	56. NO. OF SQUARES		57. NO. OF SQUARES			
PARKING	58. NOT REQUIRED FOR 1 & 2 FAMILY <input checked="" type="checkbox"/>		59. AUTOMATIC SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO		60. FIRE ALARM SYSTEM <input type="checkbox"/> YES <input type="checkbox"/> NO	
	61. BUILDING UNFINISHED AREA NEW OR ADDITION (SQ. FT.)		62. GARAGE AREA (SQ. FT.)		63. ENCLOSED PORCH AREA (SQ. FT.)	
SITE DATA	64. DECK AREA (SQ. FT.)		65. BUILDING AREA EXISTING (SQ. FT.) (PER FLOOR)		66. TOTAL AREA AT COMPLETION (SQ. FT.) (PER FLOOR)	
	67. NO. OF ON SITE PARKING SPACES (STREET SPACES DO NOT COUNT)		68. NO. OF SPACES AT ANOTHER LOCATION		69. LOCATION	
SUBMITTALS	70. WILL THERE BE A <input type="checkbox"/> NEW CURB <input type="checkbox"/> RELOCATED CURB <input type="checkbox"/> DRIVEWAY		71. WILL THERE BE ANY SITE GRADING OR LAND DISTURBING ACTIVITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		72. TOTAL AREA TO BE DISTURBED (SQ. FT.)	
	73. IS SURVEY OR SITE PLAN ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO		74. IS SURVEY OR SITE PLAN ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ASBESTOS CERTIFICATION	75. I HEREBY AFFIRM THAT UNDER THE PROVISIONS OF TITLE 54.1-101 OF THE CODE OF VIRGINIA, I AM NOT SUBJECT TO LICENSURE 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 LAWS. I ALSO UNDERSTAND IT IS A VIOLATION OF STATE LAW TO KNOWINGLY HIRE AN UNLICENSED CONTRACTOR.					
	76. PRINTED NAME <b>Frederys Atencio</b>		77. SIGNATURE <i>[Signature]</i>		78. DATE <b>11/06/18</b>	
OFFICE USE ONLY	79. ARTS DISTRICT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		80. HISTORICAL DISTRICT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		81. VIOLATION ON PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	82. DELINQUENT TAXES DUE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		83. ICC TYPE OF CONSTRUCTION			
84. EXISTING USE GROUP <b>R2B</b>		85. PROPOSED USE GROUP <b>R2B</b>		86. FEE CALC. TYPE <input checked="" type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> B <input type="checkbox"/> C		
87. PERMIT FEE		88. FEE RECEIVED		89. RECEIPT NO.		
90. IS PROPERTY IN 100 YR FLOOD PLAIN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		91. FLOOD ELEV.		92. SITE ELEV.		
93. CHESAPEAKE BAY PROTECTION AREA? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		94. CHESAPEAKE BAY MANAGEMENT AREA? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
95. APPLICATION APPROVED BY		96. DATE		97. APPLICATION DISAPPROVED BY		
98. DATE						

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