



## CITY OF RICHMOND

DEPARTMENT OF  
PLANNING AND DEVELOPMENT REVIEW  
BOARD OF ZONING APPEALS

February 7, 2020

Jeffrey & Stephanie Willis  
4511 Park Avenue  
Richmond, VA 23221  
Attn: Matt Willis

To Whom It May Concern:

RE: **BZA 09-2020**

You are hereby notified that the Board of Zoning Appeals will hold a public hearing on Wednesday, March 4, 2020 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 split an existing lot improved with a single-family detached dwelling and to construct a new single-family detached dwelling on the proposed vacant lot at 4511 PARK AVENUE (Tax Parcel Number W000-2025/022), located in an R-5 (Single-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.

Broaddus D Tilghman Jr & Peter Droujinsky  
9203 Beech Forest Lane  
Mechanicsville VA 23116

Claytor Andrew Boyd Iv & Toomey Suzanne  
C  
4514 Park Ave  
Richmond VA 23221

Collins Leslie V  
4510 Park Ave  
Richmond VA 23221

Dobson William J And Kirsten E  
4512 Patterson Ave  
Richmond VA 23221

Donnelly Deidre M  
4514 Patterson Ave  
Richmond VA 23221

Donovan Properties LLC  
408 Granite Ave  
Richmond VA 23226

Edwards Lauren E  
4507 Park Ave  
Richmond VA 23221

Gallagher Charles D And Mary L  
4517 Park Ave  
Richmond VA 23221

Happe Matthew Donald And Erika Renee  
4516 1/2 Patterson Ave  
Richmond VA 23221

Heyser John R Trustee And Hulett Julie M  
Trustee  
4509 Park Avenue  
Richmond VA 23221

Mangum Keith W & Katherine S  
4505 Park Ave  
Richmond VA 23221

Nickle Christopher W  
4516 Patterson Avenue  
Richmond VA 23221

Nilson-Matthew H And Rachel D  
4502 Park Avenue  
Richmond VA 23221

Noble Virginia H  
4503 Park Ave  
Richmond VA 23221

Parikh Rakesh And Madelyn  
4516 Park Ave  
Richmond VA 23221

Quick Johnathan Mark & Jacobson Jordan  
Marie  
4508 Patterson Ave  
Richmond VA 23226

Roberson Paula  
4513 Park Ave  
Richmond VA 23221

Singletary Properties LLC  
4317 Hanover Ave  
Richmond VA 23226

Uecker William C Iii And Michael A  
4515 Park Avenue  
Richmond VA 23221

Waller Mark G And Christina D  
4530 Park Ave  
Richmond VA 23221

Watson Thomas And Caroline  
4512 Park Ave  
Richmond VA 23221

Whitehurst James G And Martine M  
4506 Patterson Ave  
Richmond VA 23221

**Property:** 4511 Park Ave **Parcel ID:** W0002025022**Parcel**

**Street Address:** 4511 Park Ave Richmond, VA 23221-  
**Owner:** WILLIS JEFFREY M & STEPHANIE V  
**Mailing Address:** 4511 PARK AVE, RICHMOND, VA 2322100000  
**Subdivision Name :** COLONIAL PLACE  
**Parent Parcel ID:**  
**Assessment Area:** 110 - Colonial PI/Patterson PI  
**Property Class:** 115 - R One Story+ (1.25, 1.5, 1.75)  
**Zoning District:** R-5 - Residential (Single Family)  
**Exemption Code:** -

**Current Assessment**

**Effective Date:** 01/01/2020  
**Land Value:** \$120,000  
**Improvement Value:** \$278,000  
**Total Value:** \$398,000  
**Area Tax:** \$0  
**Special Assessment District:** None

**Land Description**

**Parcel Square Feet:** 9750  
**Acreage:** 0.224  
**Property Description 1:** COLONIAL PLACE L28-30 B8 SA  
**Property Description 2:** 0075.00X0130.00 0000.000  
**State Plane Coords( ?):** X= 11774097.500018 Y= 3732583.760402  
**Latitude:** 37.56985603 , **Longitude:** -77.49520335

**Description**

**Land Type:** Residential Lot B  
**Topology:**  
**Front Size:** 75  
**Rear Size:** 130  
**Parcel Square Feet:** 9750  
**Acreage:** 0.224  
**Property Description 1:** COLONIAL PLACE L28-30 B8 SA  
**Property Description 2:** 0075.00X0130.00 0000.000  
**Subdivision Name :** COLONIAL PLACE  
**State Plane Coords( ?):** X= 11774097.500018 Y= 3732583.760402  
**Latitude:** 37.56985603 , **Longitude:** -77.49520335

**Other**

**Street improvement:**  
**Sidewalk:**

**Assessments**

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2020	\$120,000	\$278,000	\$398,000	Reassessment
2019	\$110,000	\$275,000	\$385,000	Reassessment
2018	\$110,000	\$241,000	\$351,000	Reassessment
2017	\$95,000	\$243,000	\$338,000	Reassessment
2016	\$95,000	\$229,000	\$324,000	Reassessment
2015	\$85,000	\$219,000	\$304,000	Reassessment
2014	\$85,000	\$203,000	\$288,000	Reassessment
2013	\$111,000	\$213,000	\$324,000	Reassessment
2012	\$111,000	\$213,000	\$324,000	Reassessment
2011	\$111,000	\$237,000	\$348,000	CarryOver
2010	\$111,000	\$237,000	\$348,000	Reassessment
2009	\$111,000	\$244,600	\$355,600	Reassessment
2008	\$111,000	\$242,700	\$353,700	Reassessment
2007	\$111,000	\$215,000	\$326,000	Reassessment
2006	\$100,900	\$204,400	\$305,300	Reassessment
2005	\$97,000	\$174,700	\$271,700	Reassessment
2004	\$82,900	\$149,300	\$232,200	Reassessment
2003	\$79,700	\$143,600	\$223,300	Reassessment
2002	\$71,200	\$128,200	\$199,400	Reassessment
2001	\$67,200	\$120,960	\$188,160	Reassessment
2000	\$60,000	\$108,000	\$168,000	Reassessment
1998	\$60,000	\$83,000	\$143,000	Not Available

**Transfers**

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
03/09/2015	\$0	WILLIS JEFFREY M	ID2015-3746	2 - INVALID SALE-Relation Between Buyer/Seller
07/20/2009	\$265,000	ROY LINDA G TRUSTEE	ID2009-16177	2 - INVALID SALE-DO NOT USE
07/12/2006	\$0	ROY LINDA G	ID2006-23491	
04/26/1978	\$54,000	Not Available	00735-1652	
06/16/1976	\$40,300	Not Available	000708-01057	

**Planning**

**Master Plan Future Land Use:** SF-LD  
**Zoning District:** R-5 - Residential (Single Family)  
**Planning District:** Far West  
**Traffic Zone:** 1087  
**City Neighborhood Code:** MVGD  
**City Neighborhood Name:** Malvern Gardens  
**Civic Code:** 0680  
**Civic Association Name:** Malvern Gardens Civic Association  
**Subdivision Name:** COLONIAL PLACE  
**City Old and Historic District:**  
**National historic District:**  
**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	2012	0502002	050200
1990	210	0502002	050200

**Schools**

**Elementary School:** Mary Munford  
**Middle School:** Hill  
**High School:** Jefferson

**Public Safety**

**Police Precinct:** 3  
**Police Sector:** 311  
**Fire District:** 18  
**Dispatch Zone:** 061A

**Public Works Schedules**

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

**Government Districts**

**Council District:** 1  
**Voter Precinct:** 111  
**State House District:** 68  
**State Senate District:** 10  
**Congressional District:** 4

**Extension 1 Details**

age

**Extension Name:** R01 - Residential record #01  
**Year Built:** 1938  
**Stories:** 1.8  
**Units:** 0  
**Number Of Rooms:** 7  
**Number Of Bed Rooms:** 3  
**Number Of Full Baths:** 2  
**Number Of Half Baths:** 0  
**Condition:** normal for  
**Foundation Type:** 1/2 Bsmt, 1/2 Crawl  
**1st Predominant Exterior:** Brick  
**2nd Predominant Exterior:** N/A  
**Roof Style:** Gable  
**Roof Material:** Slate or tile  
**Interior Wall:** Plaster, Paneling  
**Floor Finish:** Hardwood-std oak, Carpet, Vinyl sheet  
**Heating Type:** Hot water or steam  
**Central Air:** Y  
**Basement Garage Car #:** 0  
**Fireplace:** Y  
**Building Description (Out Building and Yard Items) :**

**Extension 1 Dimensions**

**Finished Living Area:** 1764 Sqft  
**Attic:** 0 Sqft  
**Finished Attic:** 0 Sqft  
**Basement:** 648 Sqft  
**Finished Basement:** 0 Sqft  
**Attached Garage:** 0 Sqft  
**Detached Garage:** 0 Sqft  
**Attached Carport:** 0 Sqft  
**Enclosed Porch:** 127 Sqft  
**Open Porch:** 0 Sqft  
**Deck:** 560 Sqft

**Property Images**

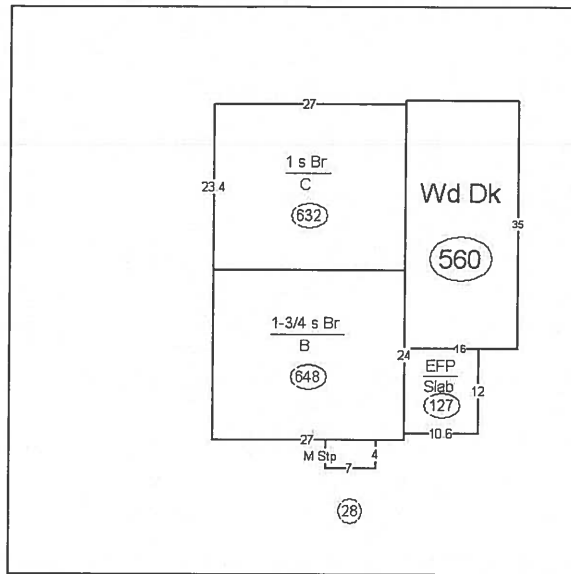
Name:W0002025022 Desc:R01

[Click here for Larger Image](#)



## Sketch Images

Name:W0002025022 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: Jeffrey & Stephanie Willis PHONE: (Home) ( ) ( ) (Mobile) (804) 338-8213  
ADDRESS: 4511 Park Avenue FAX: ( ) ( ) (Work) ( ) ( )  
Richmond, Virginia 23221 E-mail Address: willis.matt62@gmail.com  
Attn: Matt Willis

### PROPERTY OWNER'S

REPRESENTATIVE: ( ) ( ) (Mobile) ( ) ( )  
(Name/Address) ( ) ( ) (Work) ( ) ( )  
( ) ( ) E-mail Address: ( ) ( )

## TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE

PROPERTY ADDRESS (ES) 4511 Park Avenue

TYPE OF APPLICATION: ☐ VARIANCE ☒ SPECIAL EXCEPTION ☐ OTHER ( ) ( )

ZONING ORDINANCE SECTION NUMBERS(S): 30-300 & 30-410.4

APPLICATION REQUIRED FOR: A building permit to split an existing lot improved with a single-family detached dwelling and to construct a new single-family detached dwelling on the proposed vacant lot.

TAX PARCEL NUMBER(S): W000-2025/022 ZONING DISTRICT: R-5 (Single-Family Residential)

REQUEST DISAPPROVED FOR THE REASON THAT: The lot area and lot width requirements are not met. A lot area of six thousand square feet (6,000 SF) and a lot width of fifty feet (50') are required. For zoning purposes, one (1) lot having a lot area of 9,748.6 square feet and a lot width of seventy-five feet (75') currently exists; a lot area of 3,249.5 square feet and a lot width of twenty-five feet (25') are proposed (#4511 1/2 ).

DATE REQUEST DISAPPROVED: January 7, 2020

FEE WAIVER: YES ☐ NO: ☒

DATE FILED: January 7, 2020 TIME FILED: 8:30 a.m. REPAIRED BY: David Duckhardt RECEIPT NO. BZAR-066840-2020

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) (2) 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: 1/29/2020

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

CASE NUMBER: BZA 09-2020 HEARING DATE: March 4, 2020 AT 1:00 P.M.



BOARD OF ZONING APPEALS CASE BZA 09-2020  
150' Buffer

APPLICANT(S): Jeffrey & Stephanie Willis

PREMISES: 4511 Park Avenue  
(Tax Parcel Number W000-2025/022)

SUBJECT: A building permit to split an existing lot improved with a single-family detached dwelling and to construct a new single-family detached dwelling on the proposed vacant lot.

REASON FOR THE REQUEST: Based on Sections 30-300 & 30-410.4  
of the Zoning Ordinance for the reason that:  
The lot area and lot width requirements are not met.





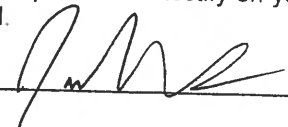


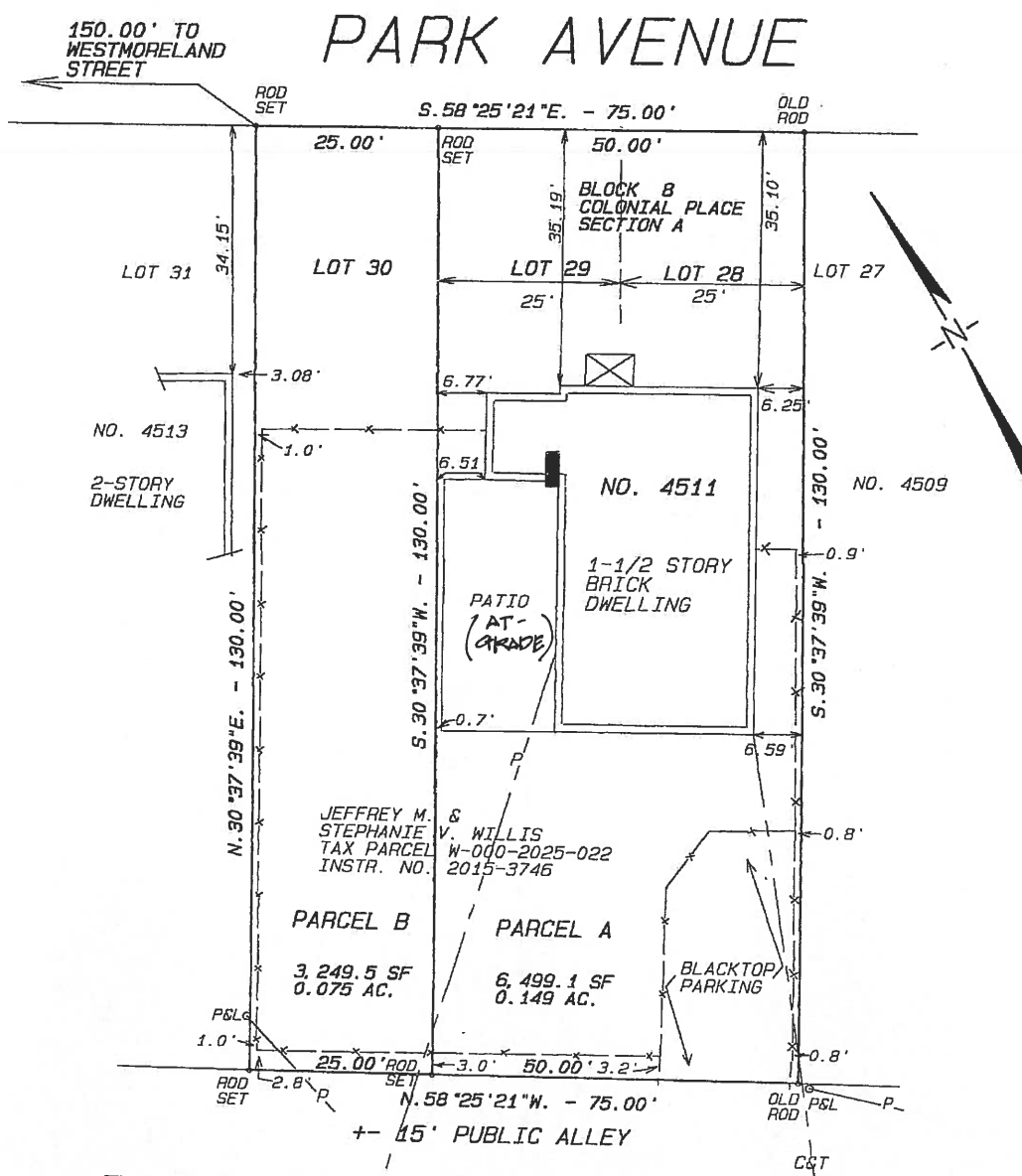
## BOARD OF ZONING APPEALS PRESENTATION SUGGESTIONS

### 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 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). 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: 8/8/14)



PSL = POLE & LIGHT  
P = OVERHEAD POWER  
T = OVERHEAD TELEPHONE  
C = OVERHEAD CABLEVISION

NOTE:  
THIS SURVEY HAS BEEN  
PREPARED WITHOUT THE  
BENEFIT OF A TITLE REPORT,  
AND DOES NOT, THEREFORE,  
NECESSARILY INDICATE ALL  
ENCUMBRANCES ON  
THE PROPERTY.

PLAT OF PROPERTY SITUATED  
ON THE SOUTHERN LINE OF  
PARK AVENUE AND EAST OF  
WESTMORELAND STREET  
CITY OF RICHMOND, VIRGINIA  
DEC. 19, 2019 SCALE: 1"=20'



STEVEN B. KENT & ASSOCIATES, P.C.  
LAND SURVEYORS  
1521 Brook Road  
Richmond, VA 23220  
PH. 804-643-6113

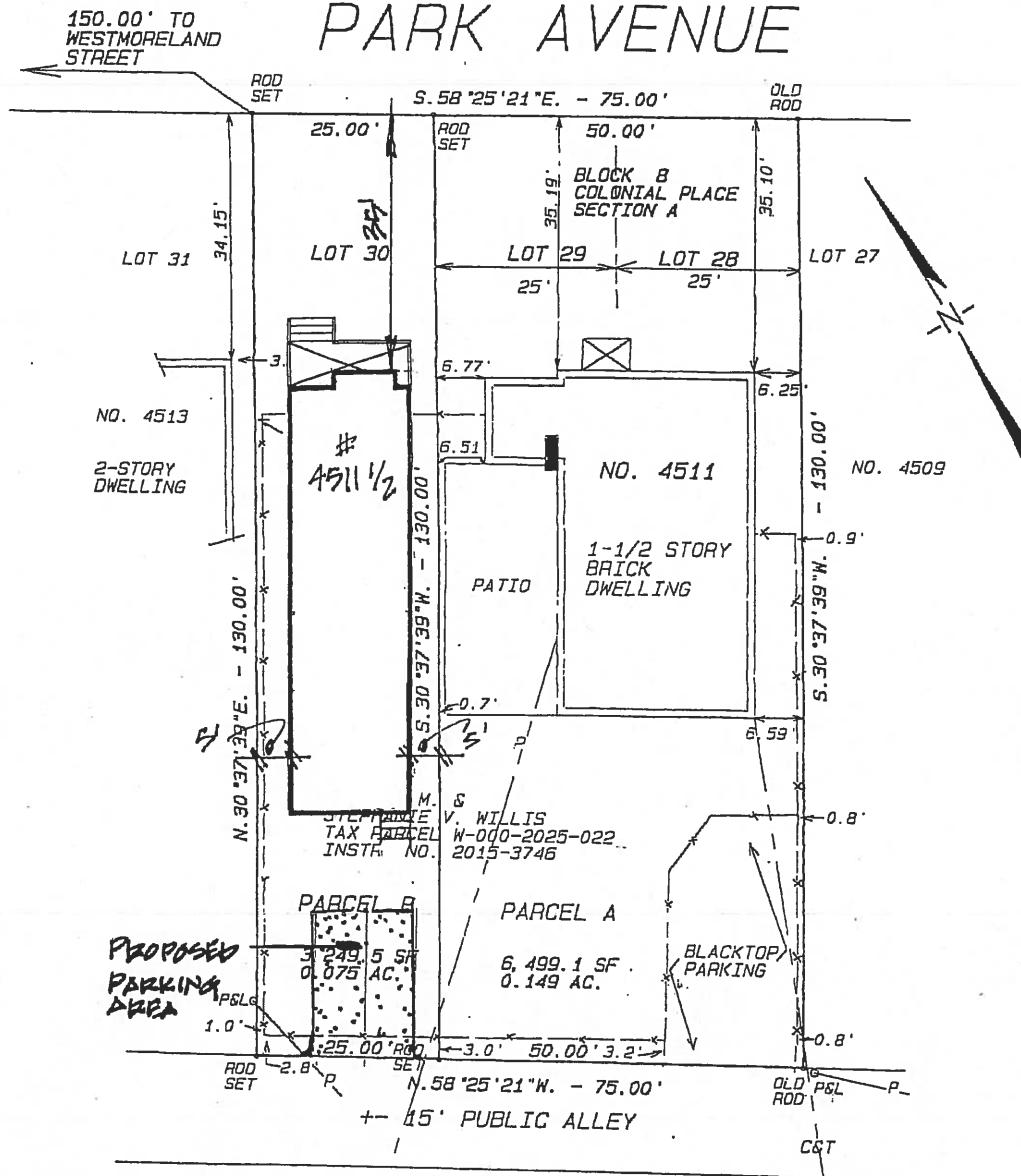
#### CERTIFICATION

THIS IS TO CERTIFY THAT WE MADE AN ACCURATE FIELD  
SURVEY OF THE PREMISES SHOWN HEREON, THAT ALL  
IMPROVEMENTS AND VISIBLE EASEMENTS ARE SHOWN  
HEREON, THAT THERE ARE NO ENCROACHMENTS BY  
IMPROVEMENTS EITHER FROM ADJOINING PREMISES,  
OR FROM SUBJECT PREMISES, OTHER THAN SHOWN  
HEREON.

*[Signature]*

FILE K-2025

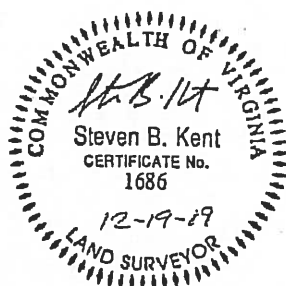
BK. 130-18  
EXISTING:



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STEVEN B. KENT & ASSOCIATES, P.C.

LAND SURVEYORS

1521 Brook Road

Richmond, VA 23220

PH. 804-643-6113

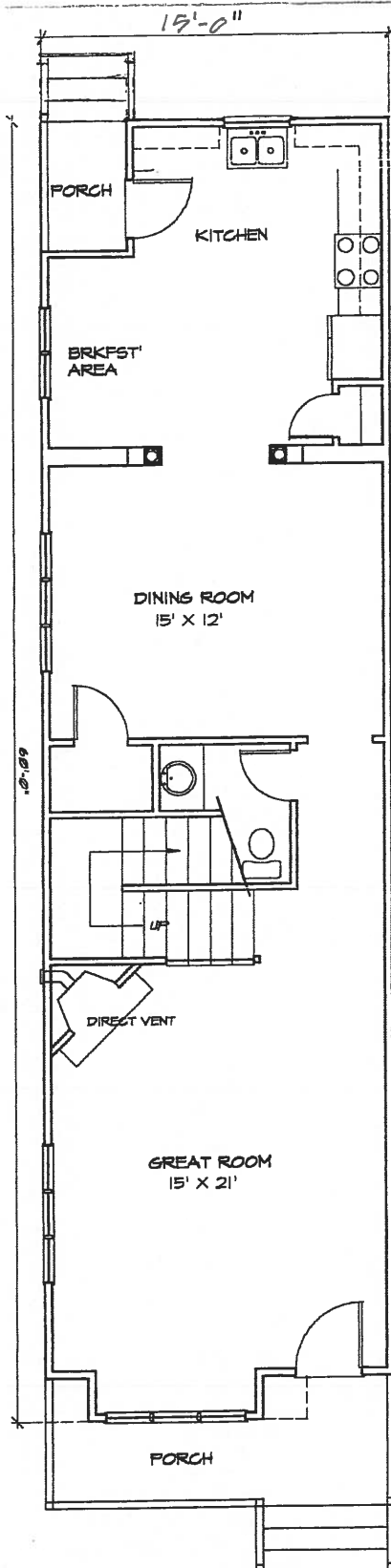
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*[Signature]*

PROPOSED

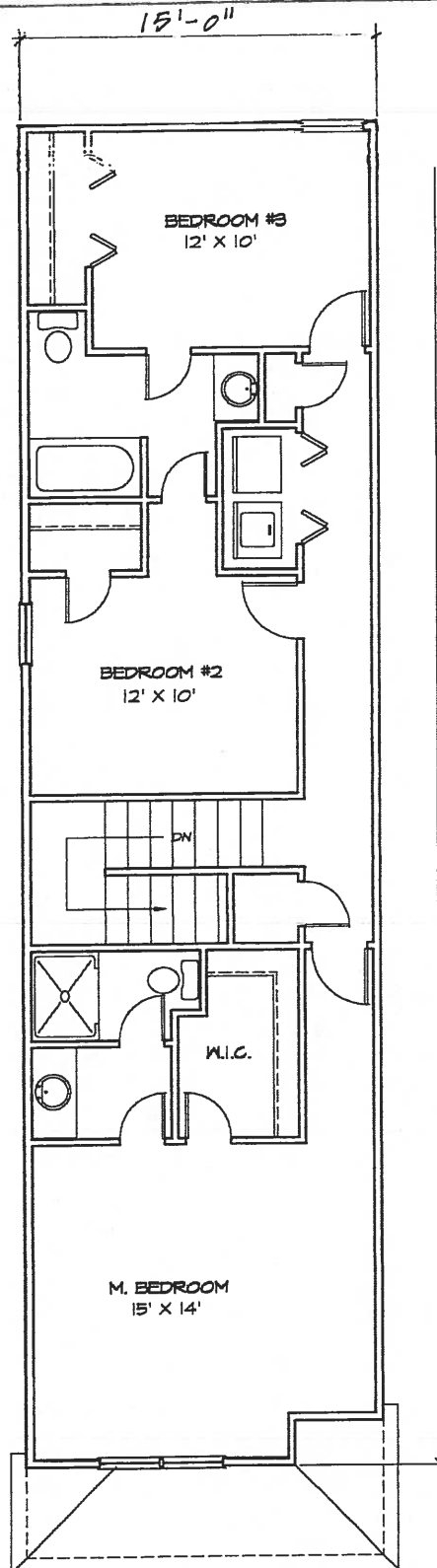
FILE W-2025



**FIRST FLOOR PLAN**

9/16" = 1'-0"

900 SQ. FT. +/-



**SECOND FLOOR PLAN**

9/16" = 1'-0"

920 SQ. FT. +/-

A1	DATE	10/1/88
	DESIGNER	WILLIS
	DATE	10/1/88
	DESIGNER	WILLIS



CITY OF RICHMOND

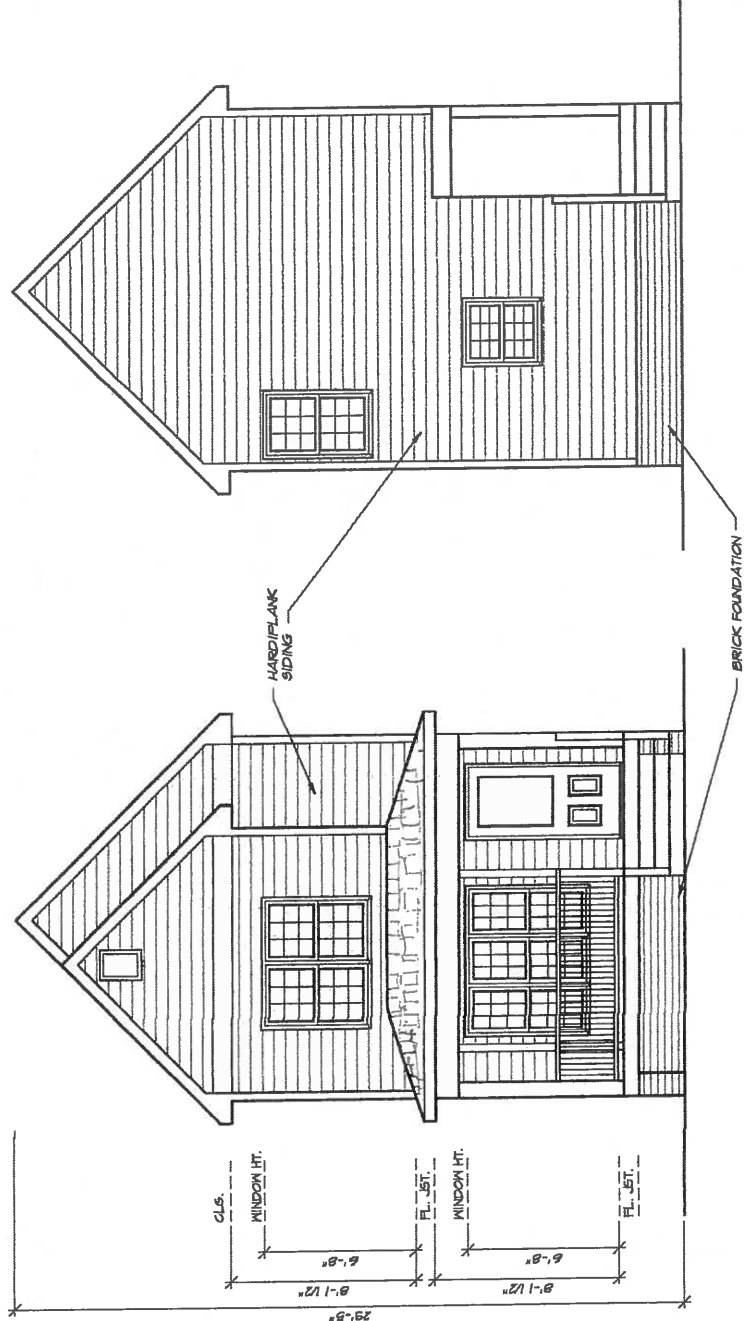
**WILLIS  
RESIDENCE**



P.O. BOX 567  
OLIVE, VA. 25129  
(804) 536-4312

## REAR ELEVATION

FRONT ELEVATION



**WILLIS**  
**RESIDENCE**

P.O. BOX 367  
OVIAT, VA 23129  
(804) 556-4912





PROJECT: WILLIS  
DATE: 08/08/12  
DRAWN BY: JLM

CLIP: A3

CITY OF RICHMOND

# WILLIS RESIDENCE

P.O. BOX 557  
OLIVETTE, VA. 23129  
(804) 556-4512



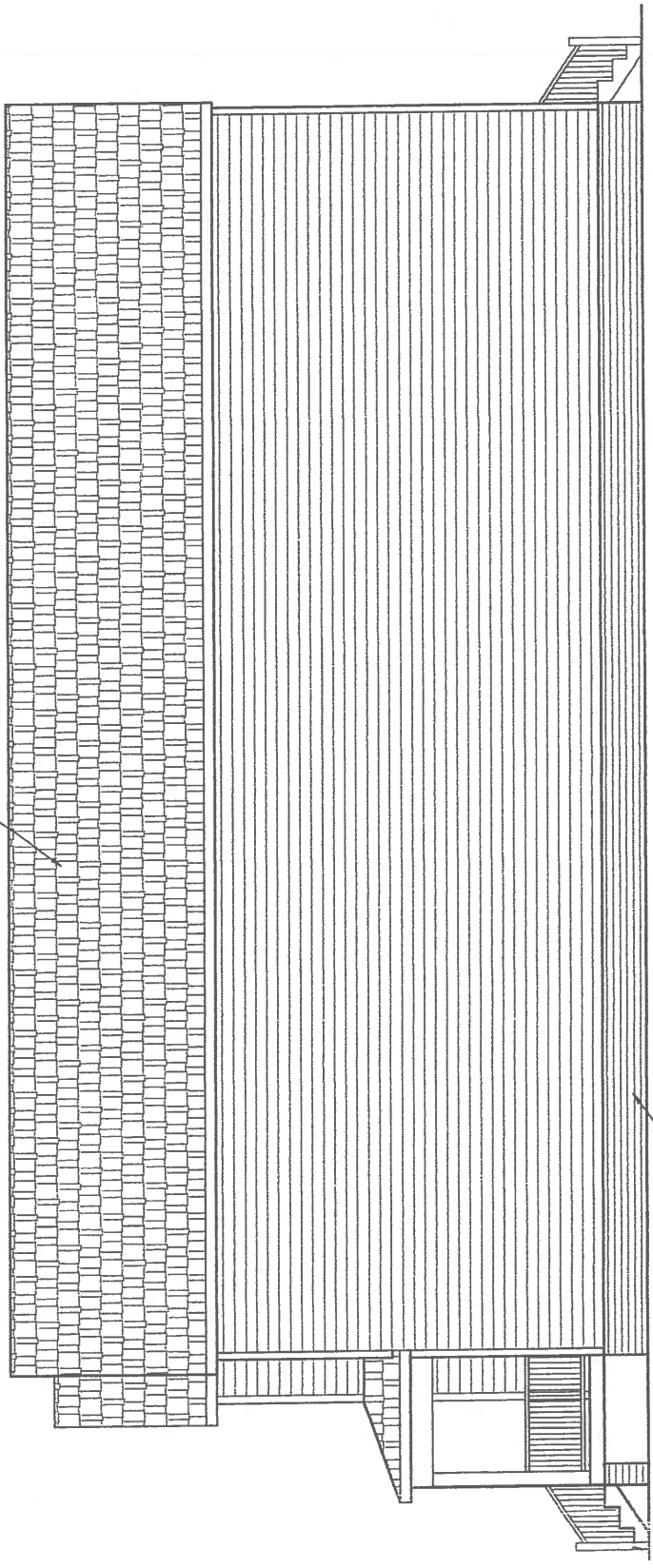
CONTINUOUS RIDE VENT

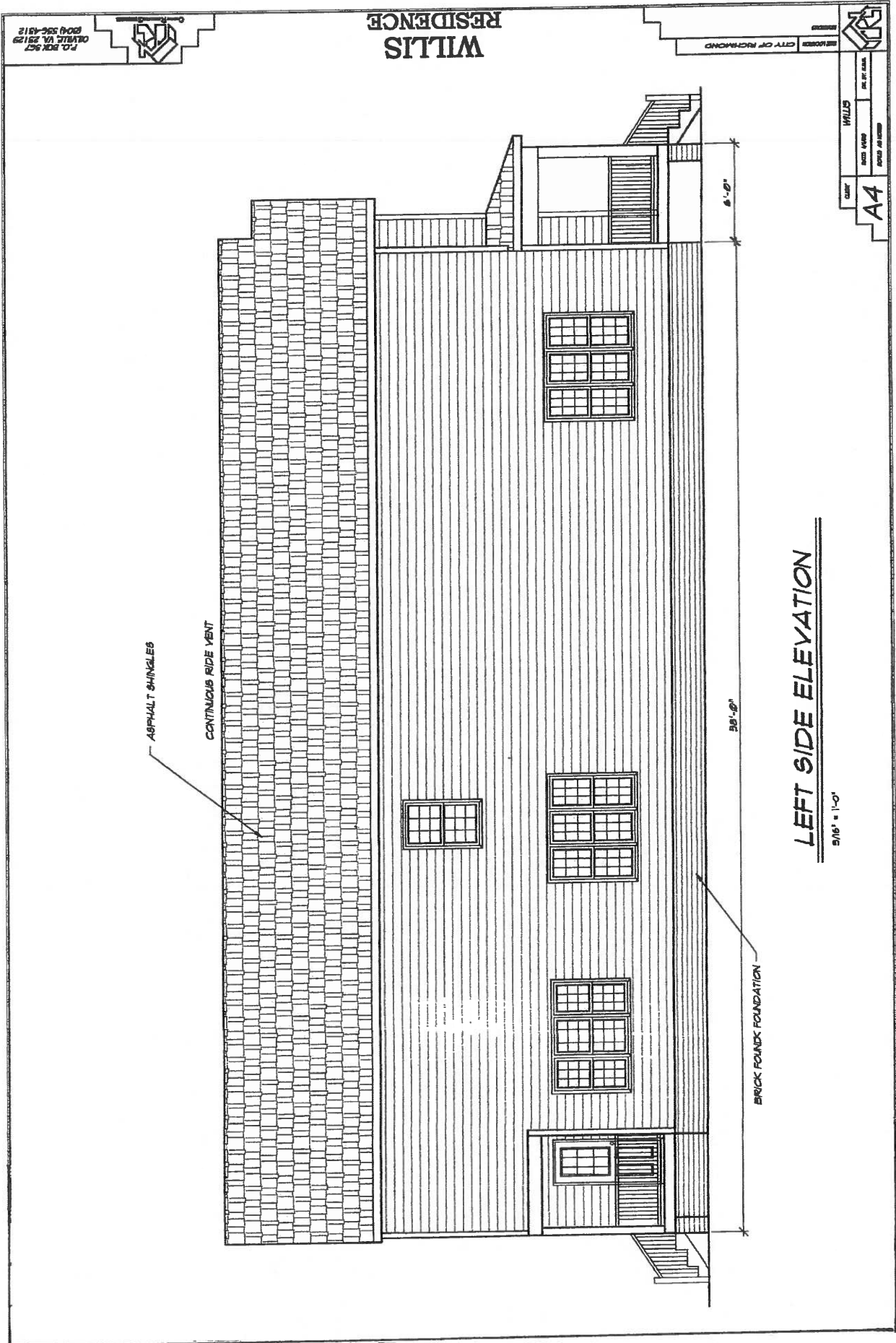
ASPHALT SHINGLES

## RIGHT SIDE ELEVATION

3/16" = 1'-0"

BRICK FOUNDATION







CITY OF RICHMOND

DEPARTMENT OF  
PLANNING AND DEVELOPMENT REVIEW  
ZONING ADMINISTRATION

December 4, 2019

Jeffrey Matthew Willis  
4511 Park Avenue  
Richmond, Virginia 23221

**RE: 4511 Park Avenue**  
Tax Parcel: W000-2025/022

Dear Mr. Willis:

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

The property is located within an R-5 (Single-Family Residential) zoning district. The R-5 District requires a minimum lot area of not less than six thousand square feet (6,000 SF) and a minimum lot width of not less than fifty feet (50') for single-family detached dwellings. According to City Assessor's records and a June 14, 1976, Survey Plat, by Foster & Miller, the subject property has a road frontage of seventy-five feet (75') along Park Avenue and a lot depth of one hundred thirty feet (130'), which results in a lot area of 9,750.0 square feet (0.224 Acres). The subject property is improved with a single-family detached dwelling.

According to a July, 14, 2009, Deed (most current), the subject Tax Parcel has been conveyed as *"All that certain lot or parcel of land, with the improvements thereon and the appurtenances thereto belonging, lying and being in the City of Richmond, Virginia, designated by Street No. 4511 Park Avenue, situated on the southern line of Park Avenue between Westmoreland Avenue and Commonwealth Avenue, also known as Lots 28, 29 and 30, in Block 8, Section A, Colonial Place, as shown on a plat of record in the Clerk's Office of the Circuit court of Henrico County, Virginia...and more particularly described as follows: Beginning on the southern line of Park Avenue at a point distant thereon 150 feet eastwardly from the eastern line of Westmoreland Avenue, thence running eastwardly along the southern line of Park Avenue and fronting thereon 75 feet, and from said front extending back southwardly between lines parallel with the eastern line of Westmoreland Avenue 130 feet to an alley in the rear 15 feet wide...Being the same real estate conveyed..."*. According to the aforementioned Subdivision Map, Entitled, Colonial Place, dated December 10, 1909, the subdivision Lots 28, 29 and 30 are shown as having lot widths of twenty-five feet (25') each.

As proposed, your intent is to split the subject property retaining the existing single-family dwelling and creating a new independent vacant lot for the construction of a future single-family dwelling. The subject property has conveyed as one (1) independent lot of record. As per Section 30-1220 of the Zoning Ordinance, a lot is defined as *"a single lot of record or*

Jeffrey Matthew Willis  
RE: 4511 Park Avenue  
December 4, 2019  
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*a combination of contiguous lots of record".* The construction of the existing dwelling and the description of the property by deeds resulted in the combination of the aforementioned subdivision lots into one (1) lot for zoning purposes. Therefore, once parcels are combined, any subsequent division thereof must be done in compliance with applicable zoning regulations. Since, the minimum lot area and lot width would not be met for any proposed division of this property, requesting and obtaining special approval from the Board of Zoning Appeals (BZA) or a Special Use Permit (SUP) may be a possibility. Be advised, it may be difficult to obtain approval from the BZA unless you can prove the lot is consistent with the predominate lot areas and lot widths within the block. 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.

For any environmental concerns that may affect each lot such as grading, erosion control issues, wetland, floodplain and Chesapeake Bay Preservation Areas, please contact Sarah Henrikson, Project Management Analyst, Water Resources Division, Department of Public Utilities at 646-8106.

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 decision 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 filing fee of two hundred fifty dollars (\$250.00).**

I hope this information is sufficient. Should you have any additional questions, please contact Senior Planner David Duckhardt at 646-6917.

Sincerely,



William C. Davidson  
Zoning Administrator