



CITY OF RICHMOND

DEPARTMENT OF
PLANNING AND DEVELOPMENT REVIEW
BOARD OF ZONING APPEALS

February 7, 2020

Hugh G. Edmunds, III
807 Horsepen Road
Henrico, Virginia 23229

To Whom It May Concern:

RE: **BZA 10-2020**

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 1905 & 1907 MAPLEWOOD AVENUE (Tax Parcel Number W000-0843/003 & 004), 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.

Aly Apartments LLC
P.o. Box 14588
Richmond VA 23221

Brown Jennifer B
1909 Maplewood Ave
Richmond VA 23220

Dobrin 2 LLC
304 E Main Street
Richmond VA 23219

Duren Ada H
1919 Maplewood Ave
Richmond VA 23220

Fells Dorothy B And Shannon R
1900 Maplewood Ave
Richmond VA 23220

Fitzgerald Herman L Jr Trs
6050 Knights Ridge Wy
Alexandria VA 22310

Lugovaya Svetlana
304 E Main Street
Richmond VA 23219

Mclaughlin Mary A
1812 Maplewood Ave
Richmond VA 23220

Moore Dennis H & Charlene M
1811 Maplewood Ave
Richmond VA 23220

Randolph Homes LLC
304 E Main Street
Richmond VA 23219

Reid Daniel And Marano Mckendry And
Lindsey
10313 Old Camp Rd
N Chesterfield VA 23235

Ryland Robert B And Christine F
11941 Rothbury Dr
Richmond VA 23236

Sheppard Douglas R And Charlotte R
8361 Osborne Turnpike
Richmond VA 23231

Smith James C
1924 Lakeview Ave
Richmond VA 23220

Strei Thomas John Jr And Niamh J M
Revocable Living Trst
10993 Bacon Race Rd
Woodbridge VA 22192

The Urban Group Dmv Corporation
3420 Pump Rd #184
Glen Allen VA 23233

White Kim L Life Estate
1920 Maplewood Ave
Richmond VA 23220

White Marcus R
21 Brandy Wine St Sw
Washington DC 20032

Winston Juliet A And Calvin R Jr
1913 Maplewood Ave
Richmond VA 23220

Property: 1905 Maplewood Ave **Parcel ID:** W0000843003**Parcel**

Street Address: 1905 Maplewood Ave Richmond, VA 23220-
Owner: EDMUNDS HUGH G III
Mailing Address: PO BOX 8573, RICHMOND, VA 23226
Subdivision Name : NONE
Parent Parcel ID:
Assessment Area: 232 - Old Randolph
Property Class: 101 - R Single Family Vacant (R1-R7)
Zoning District: R-5 - Residential (Single Family)
Exemption Code: -

Current Assessment

Effective Date: 01/01/2020
Land Value: \$50,000
Improvement Value:
Total Value: \$50,000
Area Tax: \$0
Special Assessment District: None

Land Description

Parcel Square Feet: 4680
Acreage: 0.107
Property Description 1: 0040.00X0117.00 0000.000
State Plane Coords(?): X= 11782165.500018 Y= 3723158.901776
Latitude: 37.54371190 , **Longitude:** -77.46782168

Description

Land Type: Residential Lot A
Topology:
Front Size: 40
Rear Size: 117
Parcel Square Feet: 4680
Acreage: 0.107
Property Description 1: 0040.00X0117.00 0000.000
Subdivision Name : NONE
State Plane Coords(?): X= 11782165.500018 Y= 3723158.901776
Latitude: 37.54371190 , **Longitude:** -77.46782168

Other

Street improvement:
Sidewalk:

Assessments

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2020	\$50,000	\$0	\$50,000	Reassessment
2019	\$45,000	\$0	\$45,000	Reassessment
2018	\$30,000	\$0	\$30,000	Reassessment
2017	\$30,000	\$0	\$30,000	Reassessment
2016	\$30,000	\$0	\$30,000	Reassessment
2015	\$30,000	\$0	\$30,000	Reassessment
2014	\$30,000	\$0	\$30,000	Reassessment
2013	\$30,000	\$0	\$30,000	Reassessment
2012	\$29,000	\$0	\$29,000	Reassessment
2011	\$29,000	\$0	\$29,000	CarryOver
2010	\$29,000	\$0	\$29,000	Reassessment
2009	\$29,000	\$0	\$29,000	Reassessment
2008	\$29,000	\$0	\$29,000	Reassessment
2007	\$29,000	\$0	\$29,000	Reassessment
2006	\$27,000	\$0	\$27,000	Reassessment
2005	\$24,800	\$0	\$24,800	Reassessment
2004	\$23,000	\$0	\$23,000	Reassessment
2003	\$23,000	\$0	\$23,000	Reassessment
2002	\$9,900	\$0	\$9,900	Reassessment
2001	\$9,900	\$0	\$9,900	Reassessment
2000	\$9,000	\$0	\$9,000	Reassessment
1998	\$9,000	\$0	\$9,000	Not Available

Transfers

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
06/21/2017	\$30,000	EDMUNDS HUGH G JR	ID2017-12741	2 - INVALID SALE-Relation Between Buyer/Seller
09/24/2008	\$75,000	JACKSON BENJAMIN & ALMA D	ID2008-25422	2 - INVALID SALE-Sale Includes Multiple Parcels

Planning

Master Plan Future Land Use: SF-MD
Zoning District: R-5 - Residential (Single Family)
Planning District: Near West
Traffic Zone: 1132
City Neighborhood Code: RDPH
City Neighborhood Name: Randolph
Civic Code: 4014
Civic Association Name: Randolph Neighborhood Association
Subdivision Name: NONE
City Old and Historic District:
National historic District:
Neighborhoods in Bloom:
Redevelopment Conservation Area: Randolph

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	2000	0414002	041400
1990	226	0414002	041400

Schools

Elementary School: Cary
Middle School: Binford
High School: Jefferson

Public Safety

Police Precinct: 3
Police Sector: 313
Fire District: 12
Dispatch Zone: 040A

Public Works Schedules

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

Government Districts

Council District: 5
Voter Precinct: 504
State House District: 69
State Senate District: 9
Congressional District: 4

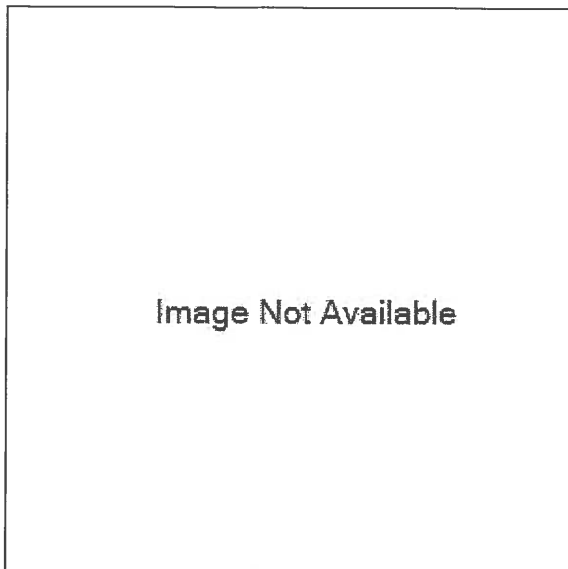
Property Images

Name:W0000843003 Desc:

[Click here for Larger Image](#)

Sketch Images

Name: Desc:



Property: 1907 Maplewood Ave Parcel ID: W0000843004**Parcel**

Street Address: 1907 Maplewood Ave Richmond, VA 23220-
Owner: EDMUNDS HUGH G JR
Mailing Address: 4714 CHARMIAN RD, RICHMOND, VA 23226
Subdivision Name : NONE
Parent Parcel ID:
Assessment Area: 232 - Old Randolph
Property Class: 110 - R One Story
Zoning District: R-5 - Residential (Single Family)
Exemption Code: -

Current Assessment

Effective Date: 01/01/2020
Land Value: \$50,000
Improvement Value: \$89,000
Total Value: \$139,000
Area Tax: \$0
Special Assessment District: None

Land Description

Parcel Square Feet: 4680
Acreage: 0.107
Property Description 1: 0040.00X0117.00 0000.000
State Plane Coords(?): X= 11782127.999997 Y= 3723173.771779
Latitude: 37.54382176 , **Longitude:** -77.46790377

Description

Land Type: Residential Lot A
Topology: Level
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Other

Street improvement: Paved
Sidewalk: Yes

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2017	\$30,000	\$79,000	\$109,000	Reassessment
2016	\$30,000	\$77,000	\$107,000	Reassessment
2015	\$30,000	\$77,000	\$107,000	Reassessment
2014	\$30,000	\$76,000	\$106,000	Reassessment
2013	\$30,000	\$93,000	\$123,000	Reassessment
2012	\$29,000	\$94,000	\$123,000	Reassessment
2011	\$29,000	\$96,000	\$125,000	CarryOver
2010	\$29,000	\$96,000	\$125,000	Reassessment
2009	\$29,000	\$16,400	\$45,400	Reassessment
2008	\$29,000	\$26,200	\$55,200	Reassessment
2007	\$29,000	\$25,500	\$54,500	Reassessment
2006	\$30,100	\$24,400	\$54,500	Reassessment
2005	\$27,600	\$21,600	\$49,200	Reassessment
2004	\$23,000	\$18,000	\$41,000	Reassessment
2003	\$23,000	\$18,000	\$41,000	Reassessment
2002	\$11,000	\$30,000	\$41,000	Reassessment
2001	\$11,000	\$30,000	\$41,000	Reassessment
2000	\$10,000	\$27,300	\$37,300	Reassessment
1998	\$10,000	\$26,000	\$36,000	Not Available

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Refuse Collection: Wednesday
Bulk Collection: TBD

Government Districts

Council District: 5
Voter Precinct: 504
State House District: 69
State Senate District: 9
Congressional District: 4

Extension 1 Details

Extension Name: R01 - Residential record #01
Year Built: 1941
Stories: 1
Units: 0
Number Of Rooms: 5
Number Of Bed Rooms: 2
Number Of Full Baths: 1
Number Of Half Baths: 0
Condition: good for age
Foundation Type: Full Crawl
1st Predominant Exterior: Alum/Vinyl
2nd Predominant Exterior: N/A
Roof Style: Gable
Roof Material: Comp sh to 235#
Interior Wall: Plaster
Floor Finish: Hardwood-std oak
Heating Type: Heat pump
Central Air: Y
Basement Garage Car #: 0
Fireplace: N
Building Description (Out Building and Yard Items) : Residential Shed - Small Utility

Extension 1 Dimensions

Finished Living Area: 648 Sqft
Attic: 0 Sqft
Finished Attic: 0 Sqft
Basement: 0 Sqft
Finished Basement: 0 Sqft
Attached Garage: 0 Sqft
Detached Garage: 0 Sqft
Attached Carport: 0 Sqft
Enclosed Porch: 0 Sqft
Open Porch: 123 Sqft
Deck: 0 Sqft

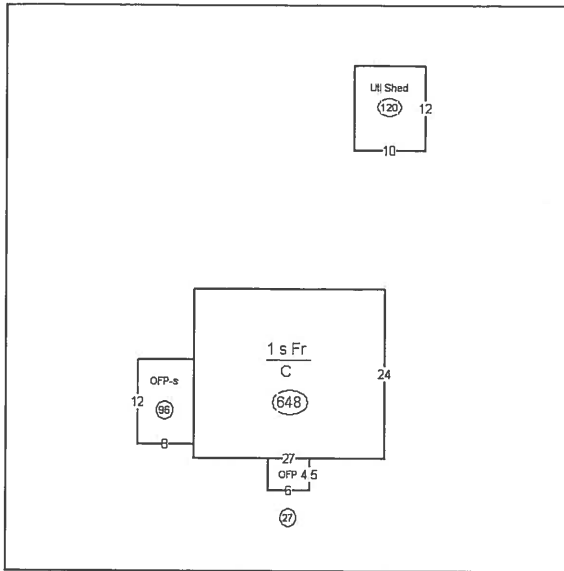
Property Images

Name:W0000843004 Desc:R01

[Click here for Larger Image](#)

Sketch Images

Name:W0000843004 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**

PROPERTY		TO BE COMPLETED BY THE APPLICANT	
OWNER: <u>Hugh C. Edmunds, III</u>	PHONE (Home) <u>()</u> (Mobile) <u>(502) 376-2066</u>		
ADDRESS: <u>807 Horroben Road</u>	FAX: <u>()</u>	(Work) <u>()</u>	
<u>Henrico, Virginia 23229</u>	E-mail Address: <u>hedmunds3@gmail.com</u>		
PROPERTY OWNER'S REPRESENTATIVE: _____			
(Name/Address) _____		PHONE (Home) <u>()</u> (Mobile) <u>()</u>	
_____		FAX: <u>()</u> (Work) <u>()</u>	
_____		E-mail Address: _____	

TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE

PROPERTY ADDRESS (ES) 1905 & 1907 Maplewood 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): W000-0843/003 & 004 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 9,360 square feet and a lot width of eighty feet (80') currently exists; lot areas of 4,680 square feet and lot widths of forty feet (40') are proposed.

DATE REQUEST DISAPPROVED: January 7, 2020 FEE WAIVER: YES ☐ NO: ☒
DATE FILED: January 7, 2020 TIME FILED: 3:30 p.m. REPAIRED BY: Brian Mercer RECEIPT NO. BZAR-066939-2020
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: *Highland* DATE: *1/7/2020*

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

CASE NUMBER: BZA 10-2020 HEARING DATE: March 4, 2020 AT 1:00 P.M.





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.

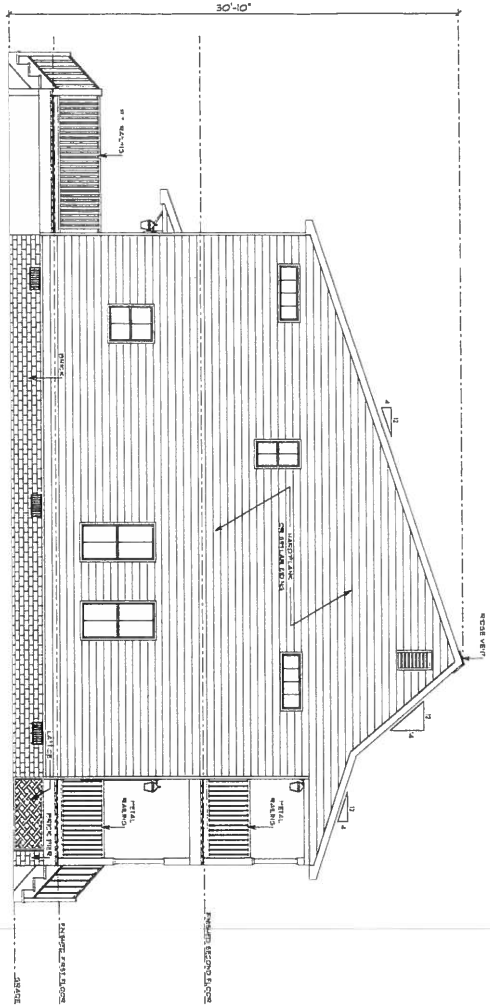
1. The powers and duties of the Board of Zoning Appeals are specified in Section 17.20 of the City Charter and Article X, Division 5, of the Zoning Ordinance. The Zoning Office will assist you in identifying how your case should be filed. If you have questions regarding your case filing, please contact 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: Hugh E. Benbow

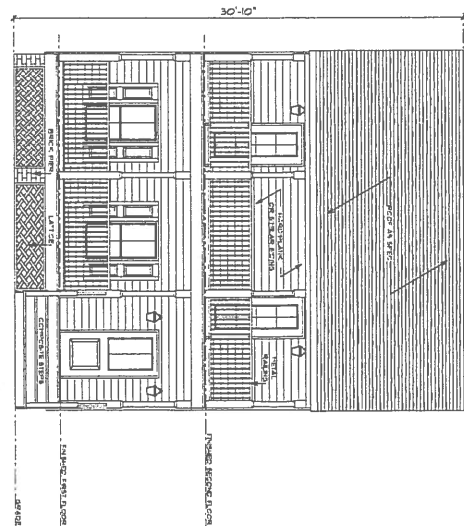
(Revised: 4/28/16)

⊙ = 5/8" IRON ROD SET

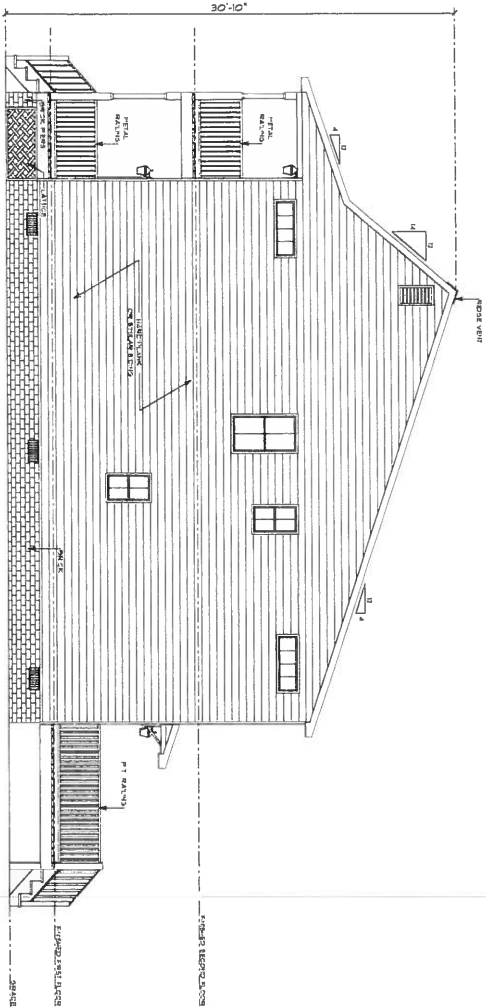




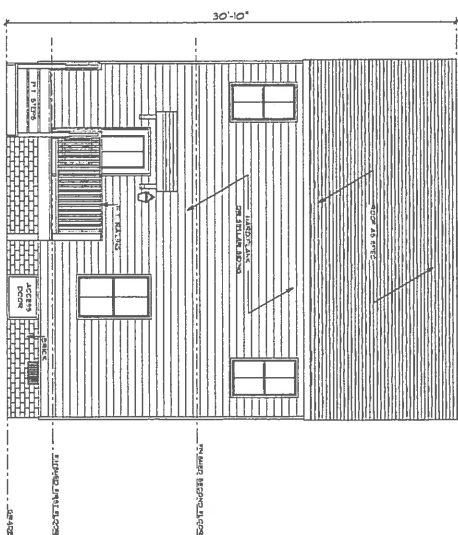
LEFT ELEVATION
SCALE 1/4" = 1'-0"



FRONT ELEVATION
SCALE 1/4" = 1'-0"



RIGHT ELEVATION
SCALE 1/4" = 1'-0"



REAR ELEVATION
SCALE 1/4" = 1'-0"

PICKET FENCE PROPERTIES
1905 MAPLEWOOD AVENUE
RICHMOND, VA 23220

8302 Brookfield Road
Richmond, VA 23227
(804) 262-6603

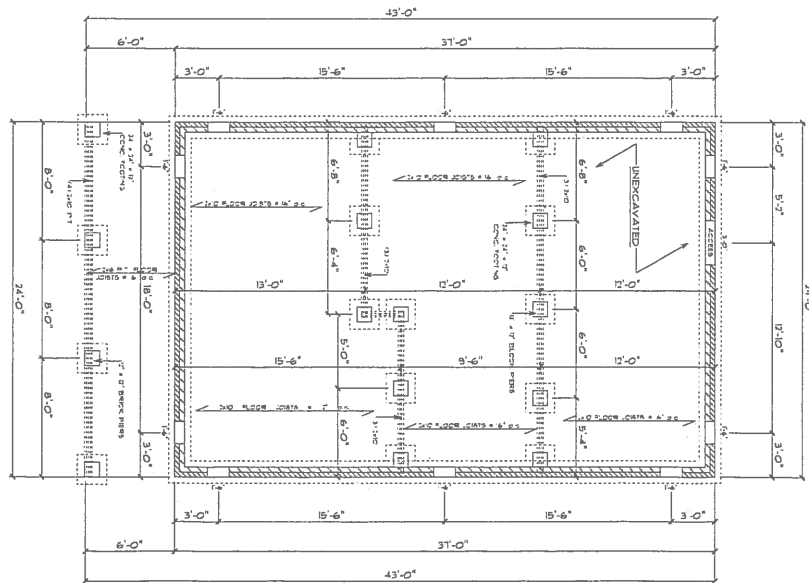
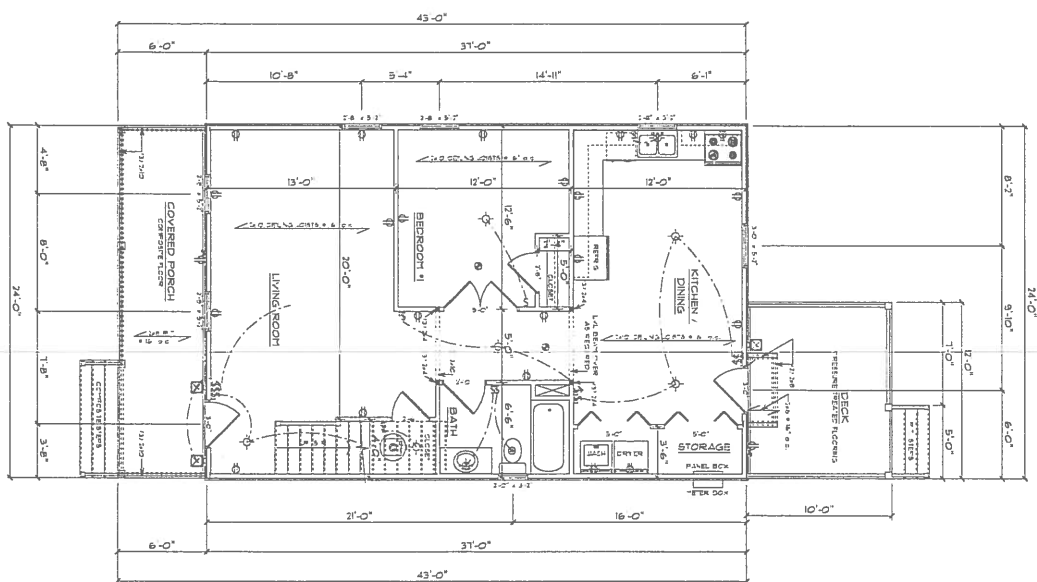
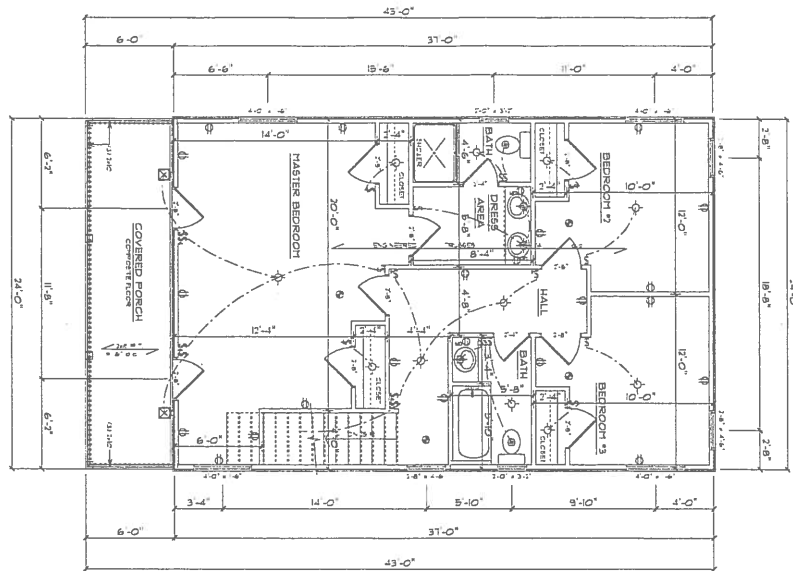
MOFFETT
& Company

OCT 2019
REVISIONS
01-09-20
01-16-20

SHEET

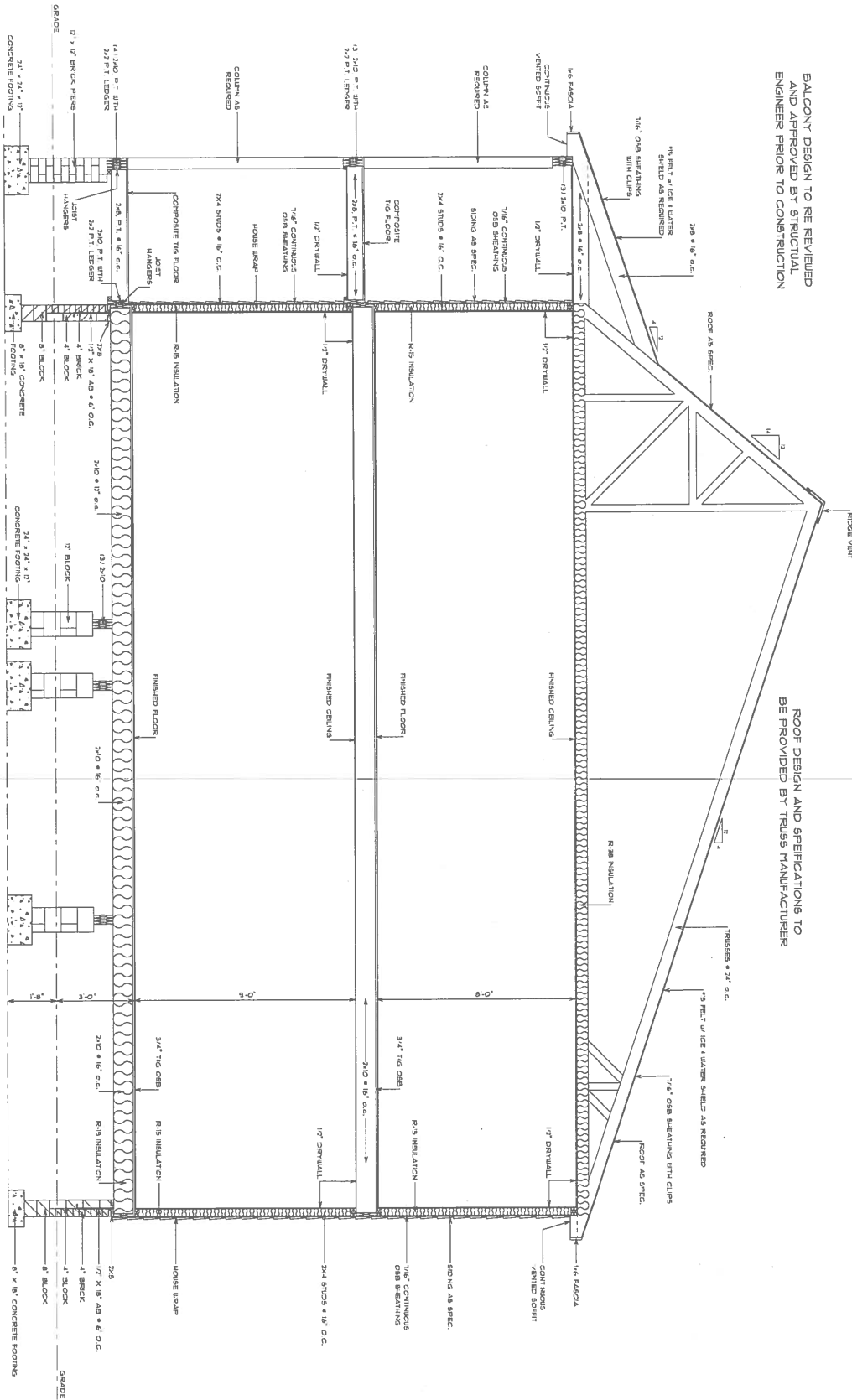
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NOTE: ALL WINDOWS, EXTERIOR DOORS, AND
TERMINAL OPENINGS IN BEARING WALLS
TO HAVE MINIMUM 12" AND HEADERS

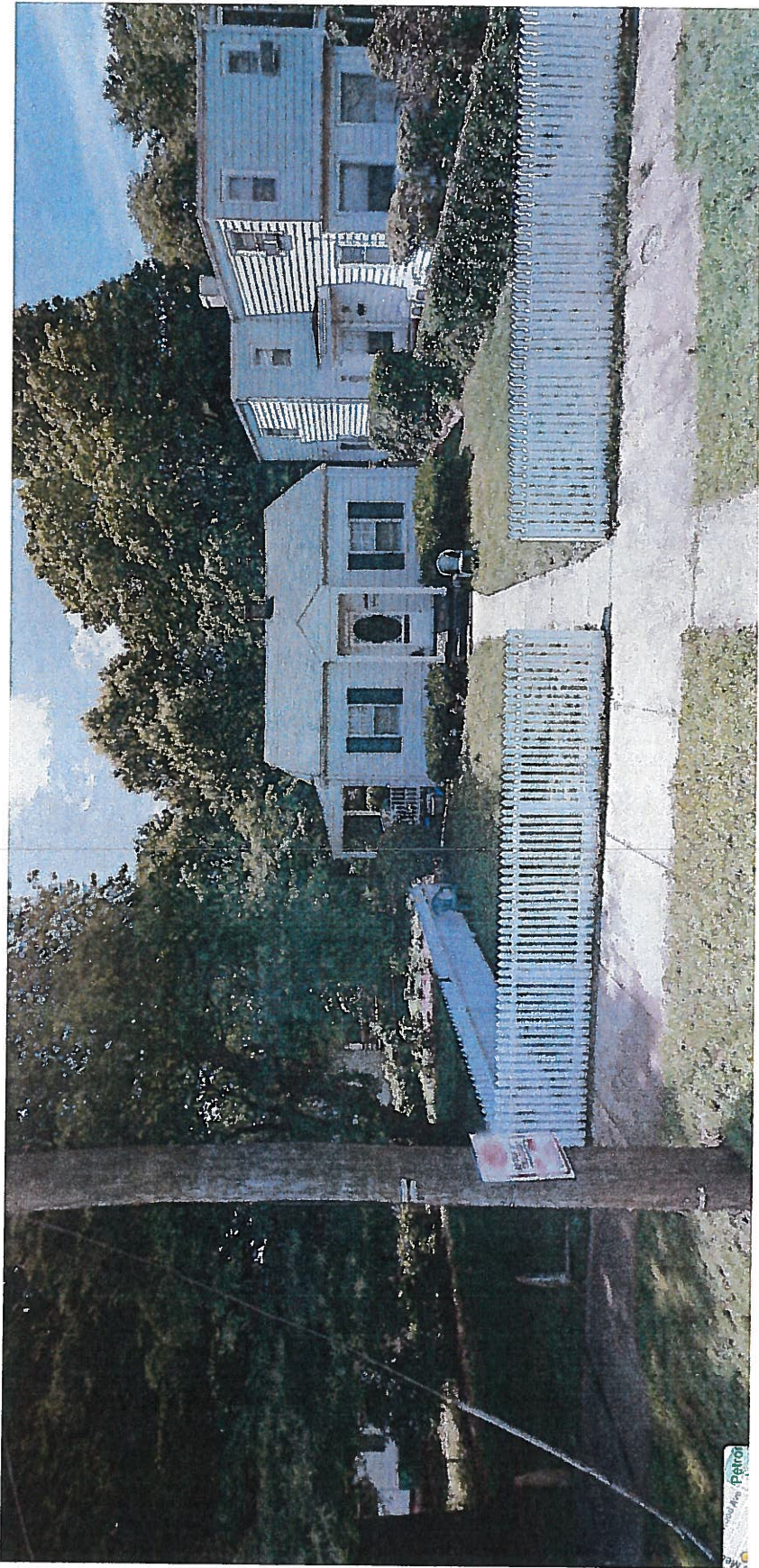


BALCONY DESIGN TO BE REVIEWED
AND APPROVED BY STRUCTURAL
ENGINEER PRIOR TO CONSTRUCTION

ROOF DESIGN AND SPECIFICATIONS TO
BE PROVIDED BY TRUSS MANUFACTURER



WALL SECTION
SCALE 1/2" = 1'-0"





CITY OF RICHMOND

DEPARTMENT OF COMMUNITY DEVELOPMENT
ZONING ADMINISTRATION

September 22, 2008

Hugh Edmonds
2510 West Main Street
Richmond, Virginia 23220

Re: 1905 Maplewood Avenue (Tax Map: W000-0843/003)

Dear Mr. Edmonds:

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 a R-5 (Single-Family Residential) zoning district, which 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, the subject property has a lot width of forty feet (40') and a lot depth of one hundred seventeen feet (117'), which results in a lot area of 4,680 square feet.

According to an October 27, 1980, Deed, less and except that certain portion of the lot was deeded to the City of Richmond to extend the alley within the block as shown on the plan on file in the office of the Department of Public works entitled; "Plan for the Acquisition of Property for the purpose of extending an Alley in the Block Bounded by Meadow Street, Lakeview Avenue, Granby Street, and Maplewood Avenue (Drawing No. N-20489)".

According to an April 12, 1944, Deed (current owner), the subject property has been conveyed as "All that certain lot, piece or parcel of land, lying and being in the City of Richmond, Virginia, and bounded and described as follows, to-wit: Beginning at a point on the south line of Maplewood Avenue at a point distant thereon eighty-one (81') feet west of the western line of Granby Street; thence running westwardly along and fronting on the said south line of Maplewood Avenue forty (40') feet; thence from said front running back southwardly at right angles and between parallel lines, a distance of one hundred and seventeen (117') feet to the northern line of an alley sixteen (16') feet four (4") inches more or less, wide; which said alley is an alley in common for the use of the property hereby conveyed as well as for all other property fronting on the said south line of Maplewood Avenue between Granby Street and Meadow Street...Being a part of the same real estate conveyed to the said F.L. Crutchfield by deed from G.H. Crutchfield and wife, dated May 21, 1941...".

As indicated on the same aforementioned April 12, 1944, Deed, the lot configuration as it exists today was part of a larger parcel that was divided into lots in 1944. Zoning in affect at the time of the division was the former "D" District, which required a minimum lot area of not less than three

Hugh Edmonds
Re: 1905 Maplewood Avenue
September 22, 2008
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thousand square feet (3,000 SF) for single-family detached dwellings. There was no minimum lot width requirement at that time. The lot exceeded the minimum lot area requirement in 1944. Currently, the minimum lot area and lot width requirements are deemed to be nonconforming (grandfathered). The lot is deeded as an independent lot of record and has been since, at least 1944 when .

In summary, based on the information available to me at this time, it is my determination that the lot is buildable from the zoning perspective. Other zoning requirements that may affect the potential development of the site are as follows:

1. Front yard – not less than twenty-five feet (25') or as determined by the existing setbacks of adjacent dwellings within one hundred feet (100').
2. Side yards – not less than four feet (4') [Sec. 114-620.1(c)].
3. Rear yard – not less than five feet (5').
4. Lot coverage – not to exceed thirty-five percent (35%) of the area of the lot.
5. Building height – not to exceed thirty-five feet (35'). No accessory building shall exceed twenty feet (20') in height.
6. Parking – minimum of one (1) on-site parking space.

Please be advised, that the Department of Finance records is showing delinquent real estate taxes on this property. Be advised that until you provide this office with documentation indicating the real estate taxes have been paid-in-full, any future permit applications will not be processed. Be advised that this figure will increase due to the accruing of additional interest and penalties for each day the taxes due are not paid.

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 G. Davidson
Zoning Administrator