



## CITY OF RICHMOND

DEPARTMENT OF  
PLANNING AND DEVELOPMENT REVIEW  
BOARD OF ZONING APPEALS

February 7, 2020

Lissenden Bros, LLC  
3132 Grayland Ave  
Richmond, VA 23221

Robert Lissenden  
3409 Stony Point Road  
Richmond, VA 23235

To Whom It May Concern:

RE: **BZA 12-2020**

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 construct a two-story addition onto the rear of an existing single-family detached dwelling at 3132 GRAYLAND AVENUE (Tax Parcel Number W000-1402/042), 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/civicasociationgroupinformation.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.

3127 Parkwood Avenue Llc C/o Michael P  
Koplin President  
5031 Devonshire Road  
Richmond VA 23225

Ashworth Samuel Tarpley Jr And Baugh  
Gwendolyn R  
3138 Grayland Ave  
Richmond VA 23221

Bellona Arsenal Farm Associates LLC  
3816 W Old Gun Rd  
Midlothian VA 23113

Boothe David B  
601 1/2 S Laurel Street  
Richmond VA 23220

Bowling Bragdon R & Catherine M  
2720 Rettig Rd  
Richmond VA 23225

Craig Michael And Agnese Nicole  
3120 Grayland Ave  
Richmond VA 23221

Donius Mark C And Jill L  
3136 Grayland Ave  
Richmond VA 23221

Downer William B Iv  
3137 Parkwood Ave  
Richmond VA 23221

Ferrara J Michael And Sarah C  
3124 Grayland Ave  
Richmond VA 23221

Gnilka Philip Bransford  
3141 Parkwood Ave  
Richmond VA 23221

Hickman Robert W Ii  
3140 Grayland Ave  
Richmond VA 23221

Jacobsen Lora J  
3134 Grayland Ave  
Richmond VA 23221

Jones Earlie O Iii And Nichols Noel Eldon  
3133 Parkwood Ave  
Richmond VA 23241

Jones Elijah W Sr & Mary J  
3118 Grayland Ave  
Richmond VA 23221

Magness Lauren K  
5630 Sw 37th Ct  
Ft Lauderdale FL 33314

Mclaughlin Homes LLC  
14850 Perch Point Rd  
Chester VA 23836

Mitchell Kristina N  
3123 Parkwood Ave  
Richmond VA 23221

Paravati Joseph  
3128 Grayland Ave  
Richmond VA 23221

Rogel Janet L  
3121 Parkwood Avenue  
Richmond VA 23226

Waugh Geoffrey And Wortham Joshua N  
3119 Grayland Ave  
Richmond VA 23221

Waugh Geoffrey H  
3122 Grayland Ave  
Richmond VA 23221

**Property:** 3132 Grayland Ave **Parcel ID:** W0001402042**Parcel**

**Street Address:** 3132 Grayland Ave Richmond, VA 23221-  
**Owner:** LISSENDEN BROTHERS LLC  
**Mailing Address:** 3101 GRAYLAND AVE, RICHMOND, VA 23221  
**Subdivision Name :** PARK PLACE  
**Parent Parcel ID:**  
**Assessment Area:** 226 - S of Crytwn/N of RMA  
**Property Class:** 120 - R Two Story  
**Zoning District:** R-5 - Residential (Single Family)  
**Exemption Code:** -

**Current Assessment**

**Effective Date:** 01/01/2020  
**Land Value:** \$83,000  
**Improvement Value:** \$66,000  
**Total Value:** \$149,000  
**Area Tax:** \$0  
**Special Assessment District:** None

**Land Description**

**Parcel Square Feet:** 2400  
**Acreage:** 0.055  
**Property Description 1:** 0020.00X0120.00 0000.000  
**State Plane Coords( ?):** X= 11777913.000007 Y= 3726186.758637  
**Latitude:** 37.55206562 , **Longitude:** -77.48241695

**Description**

**Land Type:** Residential Lot A  
**Topology:** Level  
**Front Size:** 20  
**Rear Size:** 120  
**Parcel Square Feet:** 2400  
**Acreage:** 0.055  
**Property Description 1:** 0020.00X0120.00 0000.000  
**Subdivision Name :** PARK PLACE  
**State Plane Coords( ?):** X= 11777913.000007 Y= 3726186.758637  
**Latitude:** 37.55206562 , **Longitude:** -77.48241695

**Other**

**Street improvement:** Paved  
**Sidewalk:** Yes

**Assessments**

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2020	\$83,000	\$66,000	\$149,000	Reassessment
2019	\$68,000	\$80,000	\$148,000	Reassessment
2018	\$68,000	\$73,000	\$141,000	Reassessment
2017	\$56,000	\$85,000	\$141,000	Reassessment
2016	\$56,000	\$87,000	\$143,000	Reassessment
2015	\$56,000	\$84,000	\$140,000	Reassessment
2014	\$44,000	\$97,000	\$141,000	Reassessment
2013	\$44,000	\$97,000	\$141,000	Reassessment
2012	\$44,000	\$97,000	\$141,000	Reassessment
2011	\$44,000	\$105,000	\$149,000	CarryOver
2010	\$44,000	\$105,000	\$149,000	Reassessment
2009	\$44,000	\$104,800	\$148,800	Reassessment
2008	\$44,000	\$121,800	\$165,800	Reassessment
2007	\$44,000	\$121,800	\$165,800	Reassessment
2006	\$27,900	\$105,000	\$132,900	Reassessment
2005	\$16,500	\$32,400	\$48,900	Reassessment
2004	\$13,900	\$27,260	\$41,160	Reassessment
2003	\$13,900	\$22,900	\$36,800	Reassessment
2002	\$12,100	\$19,900	\$32,000	Correction
2001	\$11,100	\$51,800	\$62,900	Reassessment
2000	\$8,000	\$37,300	\$45,300	Reassessment
1998	\$8,000	\$35,500	\$43,500	Not Available

**Transfers**

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
01/17/2019	\$150,000	ATKINS MARY GALE	ID2019-1029	1 - VALID SALE-Valid, Use in Ratio Analysis
02/07/2002	\$0	DOUD JAMES B	ID2002-4896	
01/10/2002	\$32,000	DOUD JAMES B	ID2002-1812	
10/05/2001	\$32,000	COOLEY CRAIG S	ID2001-26634	

**Planning**

**Master Plan Future Land Use:** SF-LD  
**Zoning District:** R-5 - Residential (Single Family)  
**Planning District:** Near West  
**Traffic Zone:** 1122  
**City Neighborhood Code:** CARY  
**City Neighborhood Name:** Carytown  
**Civic Code:**  
**Civic Association Name:** Carytown South Neighborhood Association  
**Subdivision Name:** PARK 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	1025	0409001	040900
1990	127	0409001	040900

**Schools**

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

**Public Safety**

**Police Precinct:** 3  
**Police Sector:** 311  
**Fire District:** 18  
**Dispatch Zone:** 048B

**Public Works Schedules**

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

**Government Districts**

**Council District:** 5  
**Voter Precinct:** 501  
**State House District:** 69  
**State Senate District:** 9  
**Congressional District:** 4

**Extension 1 Details**

age

**Extension Name:** R01 - Residential record #01  
**Year Built:** 1923  
**Stories:** 2  
**Units:** 0  
**Number Of Rooms:** 1  
**Number Of Bed Rooms:** 0  
**Number Of Full Baths:** 0  
**Number Of Half Baths:** 0

**Condition:** very poor for

**Foundation Type:** Full Crawl  
**1st Predominant Exterior:** Wood siding / Wood shake  
**2nd Predominant Exterior:** N/A  
**Roof Style:** Flat or Shed  
**Roof Material:** Metal  
**Interior Wall:** Plaster  
**Floor Finish:** Hardwood-std oak  
**Heating Type:** No Heat  
**Central Air:** N  
**Basement Garage Car #:** 0  
**Fireplace:** N  
**Building Description (Out Building and  
Yard Items) :**

**Extension 1 Dimensions**

**Finished Living Area:** 1176 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:** 144 Sqft  
**Deck:** 0 Sqft

**Property Images**

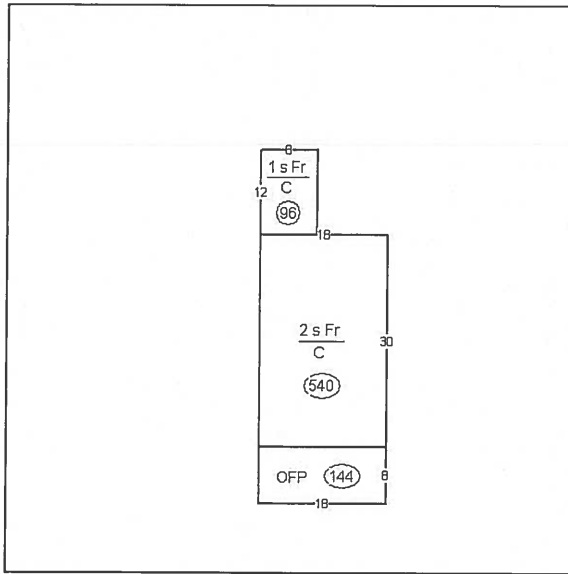
Name:W0001402042 Desc:R01

[Click here for Larger Image](#)



**Sketch Images**

Name:W0001402042 Desc:R01





THE RICHMOND ZONING ADMINISTRATION OFFICE  
ROOM 110, CITY HALL, 900 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219  
(804) 646-6340

BZA 12-2020

TO BE COMPLETED BY THE APPLICANT

PROPERTY Lisenden Bros. LLC PHONE: (Home) (804) 677-4972 (Work) ( )  
OWNER: 3132 Grayland Ave (Mobile) ( ) (FAX) ( )  
(Name/Address) Richmond, VA 23221 E-mail Address: rmllisenden@gmail.com  
OWNER'S Robert Lisenden PHONE: (Home) ( ) (Work) ( )  
REPRESENTATIVE: 3409 Stony Point Road (Mobile) ( ) (FAX) ( )  
(Name/Address) Richmond, VA 23235 EMAIL ADDRESS: rmllisenden@gmail.com

TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE

PROPERTY ADDRESS (ES): 3132 Grayland Avenue  
TYPE OF APPLICATION: ☐ VARIANCE ☒ SPECIAL EXCEPTION ☐ OTHER \_\_\_\_\_  
ZONING ORDINANCE SECTION NUMBER(S): 30-300, 30-410.5(2) & 30-620.1(c)  
APPLICATION REQUIRED FOR: A building permit to construct a 2 story addition onto the rear of an existing single family detached dwelling.  
TAX PARCEL NUMBER(S): W000-1402/042 ZONING DISTRICT: R-5 Single Family Residential  
REQUEST DISAPPROVED FOR THE REASON THAT: A side yard of three feet (3') is required; none (0') is proposed along the southwest property line.  
DATE REQUEST DISAPPROVED: 12/18/2019 FEE WAIVER: ☐ YES ☒ NO  
DATE FILED: 01/17/2020 TIME FILED: 1:15 PREPARED BY: Andrea Cuffee RECEIPT NO. BZAR-067655-2020  
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) 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: 2/4/2020

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

CASE NUMBER: BZA 12-2020 HEARING DATE: March 4, 2020 AT 1:00 P.M.

Lisenden Bros LLC (OWNERS)



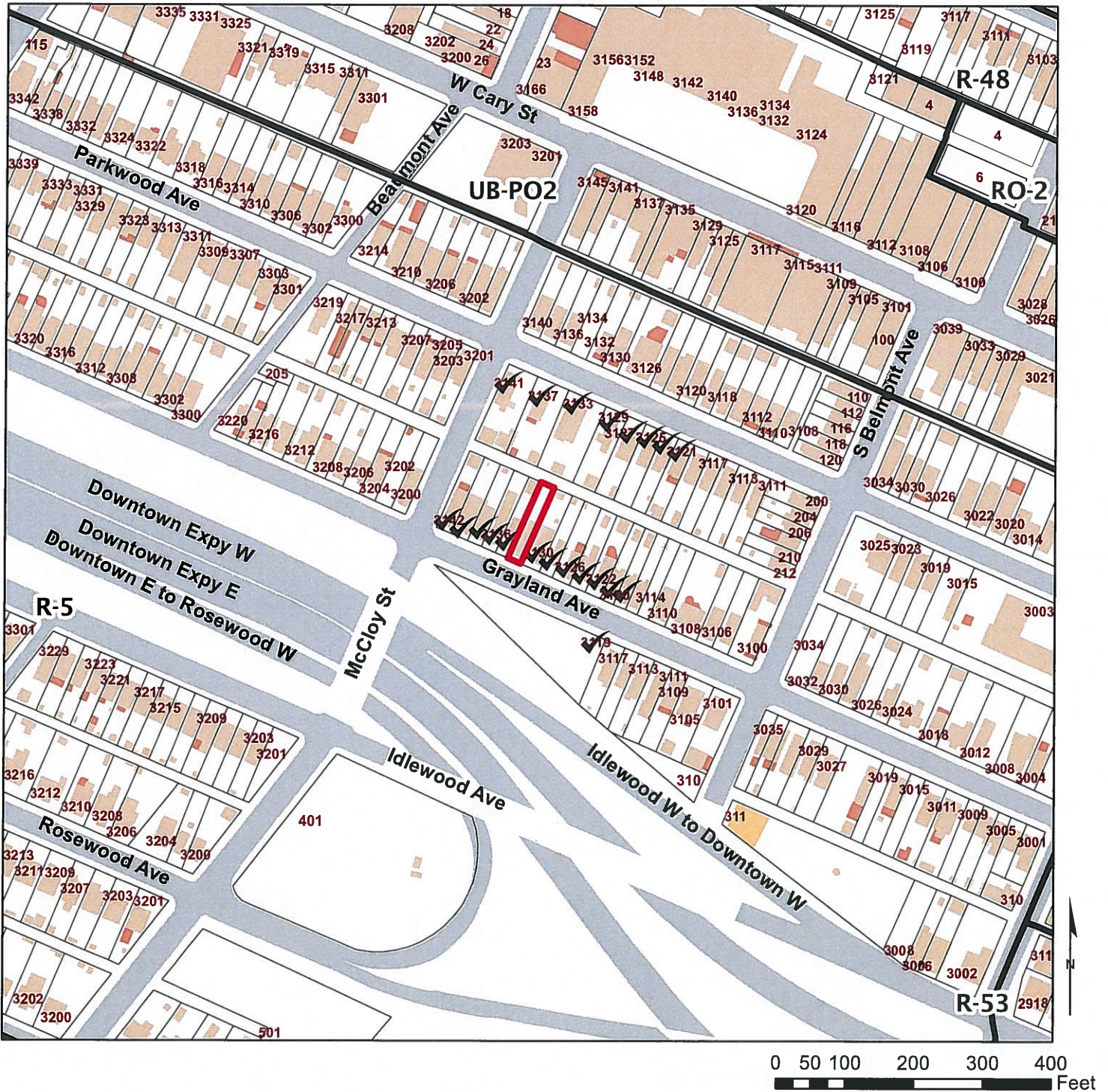
BOARD OF ZONING APPEALS CASE BZA 12-2020  
150' Buffer

APPLICANT(S): Lissenden Bros, LLC

PREMISES: 3132 Grayland Avenue  
(Tax Parcel Number W000-1402/042)

SUBJECT: A building permit to construct a two-story addition onto the rear  
of an existing single-family detached dwelling.

REASON FOR THE REQUEST: Based on Sections 30-300, 30-410.5(2) & 30-620.1(c)  
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: 

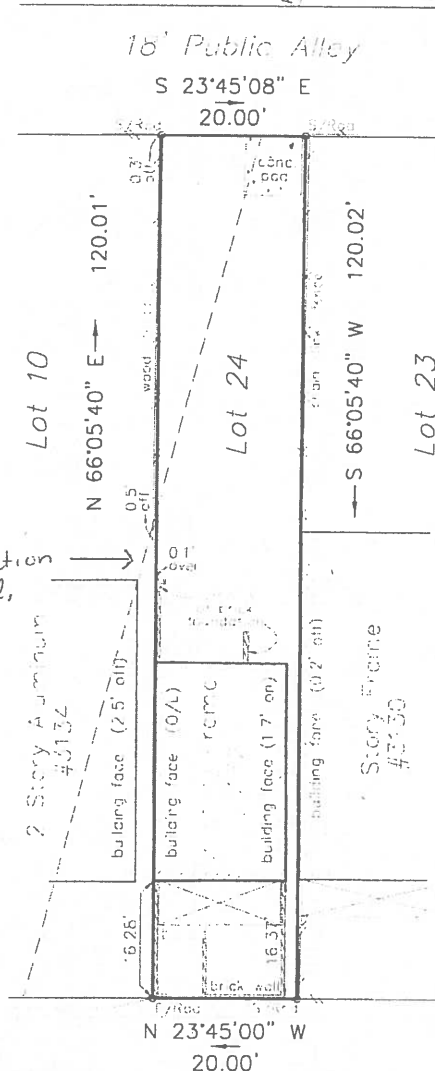
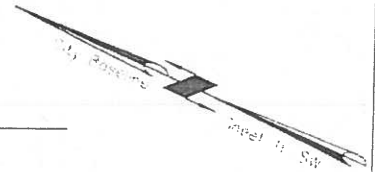
(Revised: 4/28/16)

1. 17.20

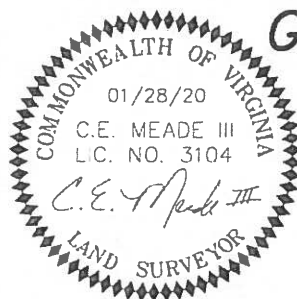
Address: #3132 Grayland Avenue  
 Current Owner: Lissenden Brothers, LLC  
 Parcel ID: W0001402042  
 I.D. 2019 1029

Note: Bearings protracted from City  
 Baseline sheet 16 SW.

Park Place Annex  
 Park Place



Note:  
 Existing foundation  
 to be removed.



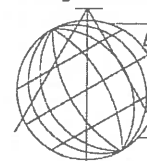
## GRAYLAND AVENUE

Survey and Plat of  
 Part of Lot 24, Block J  
 of Park Place and  
 Part of Lot 10, Block 3  
 of Park Place Annex in  
 the City of Richmond, VA

This is to certify that on 01/28/201 made an accurate  
 field survey of the premises shown hereon that all  
 improvements and easements known or visible are shown  
 hereon, that there are no encroachments by improvements  
 either from adjoining premises or from subject premises  
 upon adjoining premises other than shown hereon. THIS  
 PLAT WAS MADE WITHOUT THE BENEFIT OF A TITLE SURVEY  
 OR REPORT

FLOOD INSURANCE NOTE. By graphics plotting only,  
 this property is in ZONE X  
 of the Flood Insurance Rate Map, Community Panel No.  
 510129 0036D effective date of 04/02/09

Exact designations can only be determined by an Elevation  
 Certificate Based on the above information, this property  
 IS NOT in a Special Flood Hazard Area.



Edwards, Kretz, Lohr & Associates, PLLC

Land Surveyors-Planners

Virginia-North Carolina

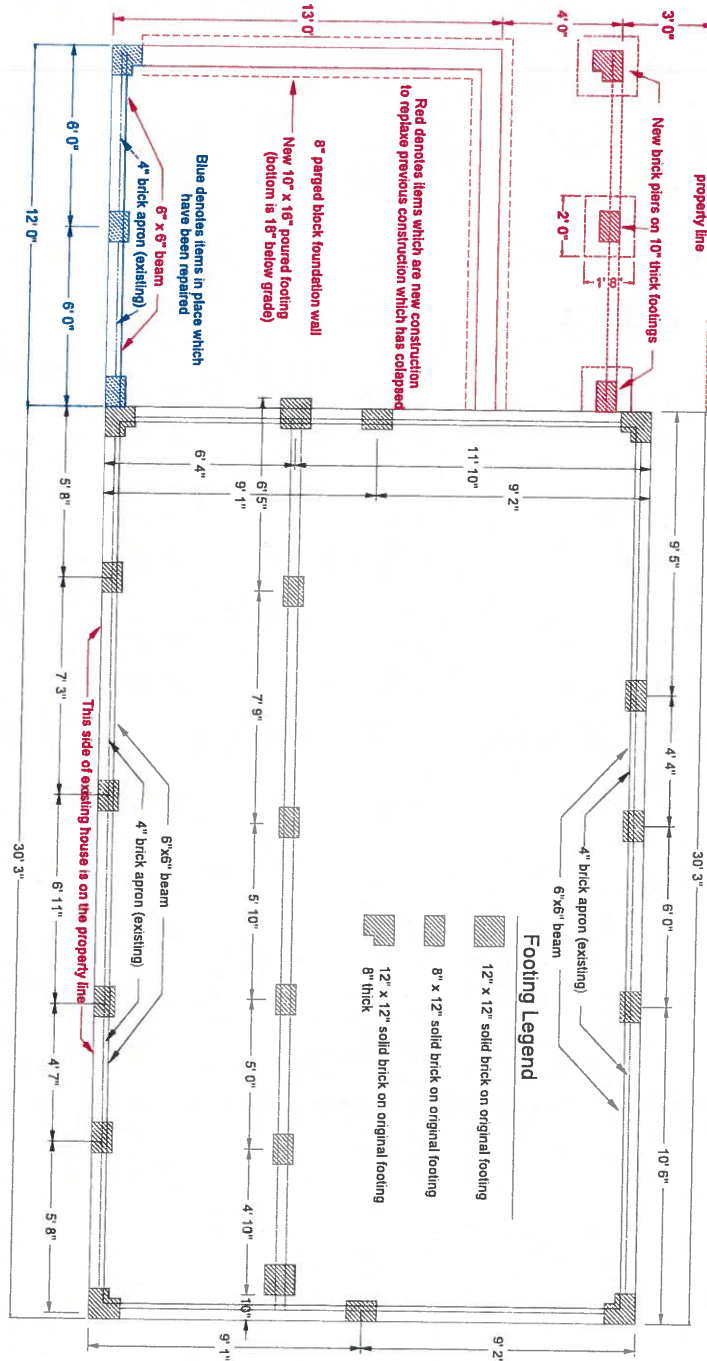
4914 Radford Avenue, Suite 206  
 Richmond, Virginia, 23230  
 Phone (804) 673-9666  
 Fax (804) 673-9990

Scale: 1"=20'  
 Drawn: TCJ  
 Job: 1032-20

Date: 01/30/20  
 Checked: CEM

Scale: 1/4" = 1'

# Foundation Plan

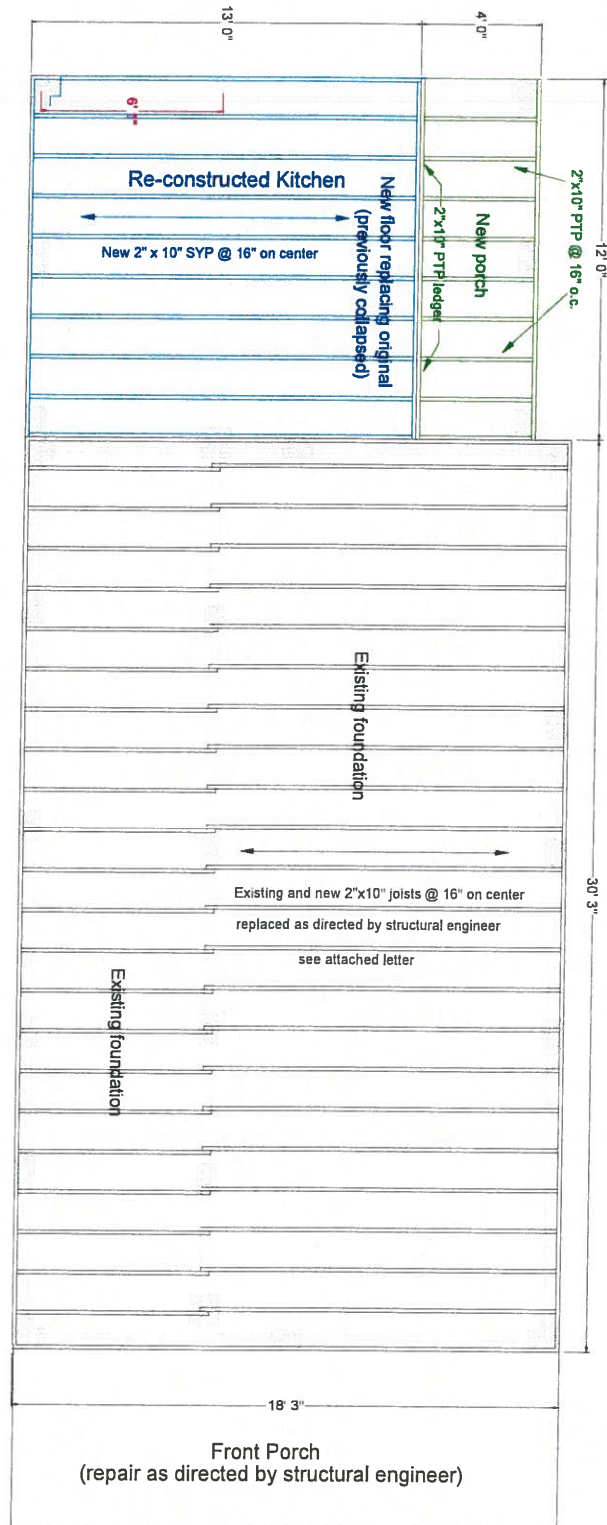


Lissenden Brothers, LLC - Owner  
 3101 Grayland Avenue  
 Richmond, VA 23221  
 (804) 677-4072

3132 Grayland Avenue  
 Richmond, VA 23221  
 Remodel Plan

Sheet  
 1  
 of  
 7

First Floor framing plan



Scale: 1/4" = 1'



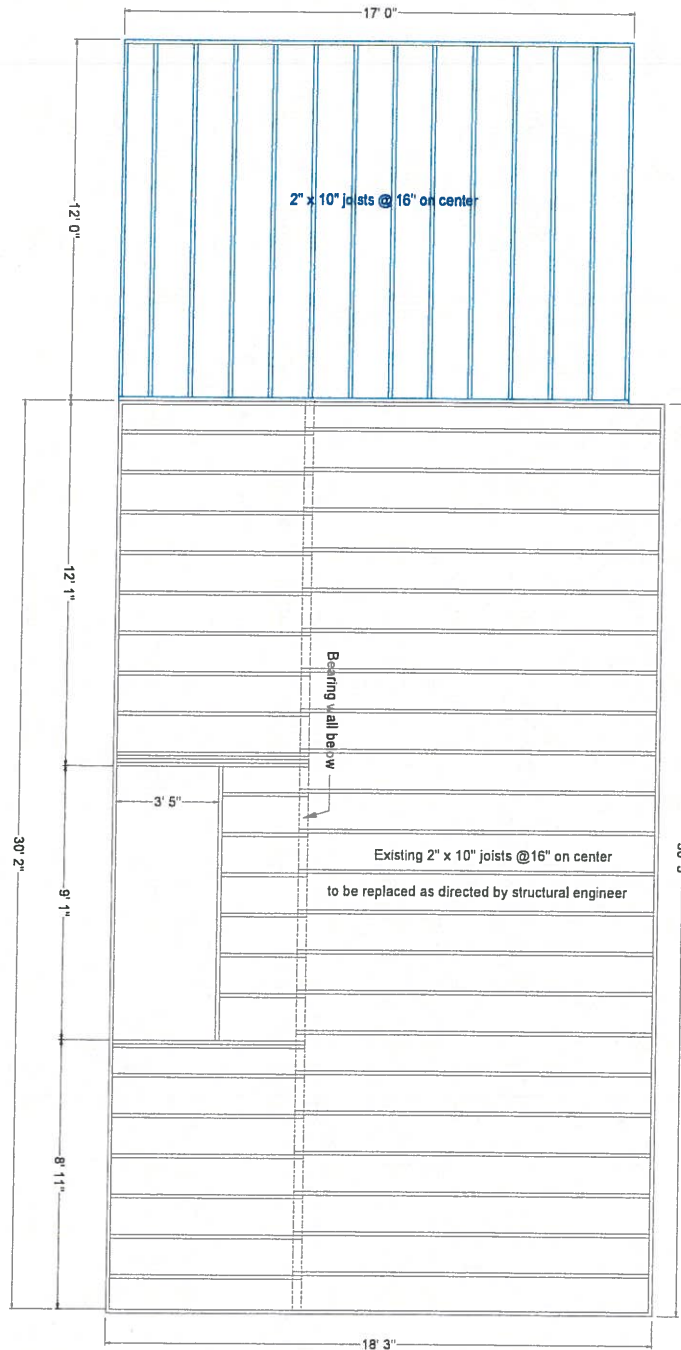
Lissenden Brothers, LLC - Owner  
3101 Grayland Avenue  
Richmond, VA 23221  
(804) 677-4072

3132 Grayland Avenue  
Richmond, VA 23221  
Remodel Plan

Sheet  
2  
of  
7

Scale: 1/4" = 1'

Second Floor Framing plan

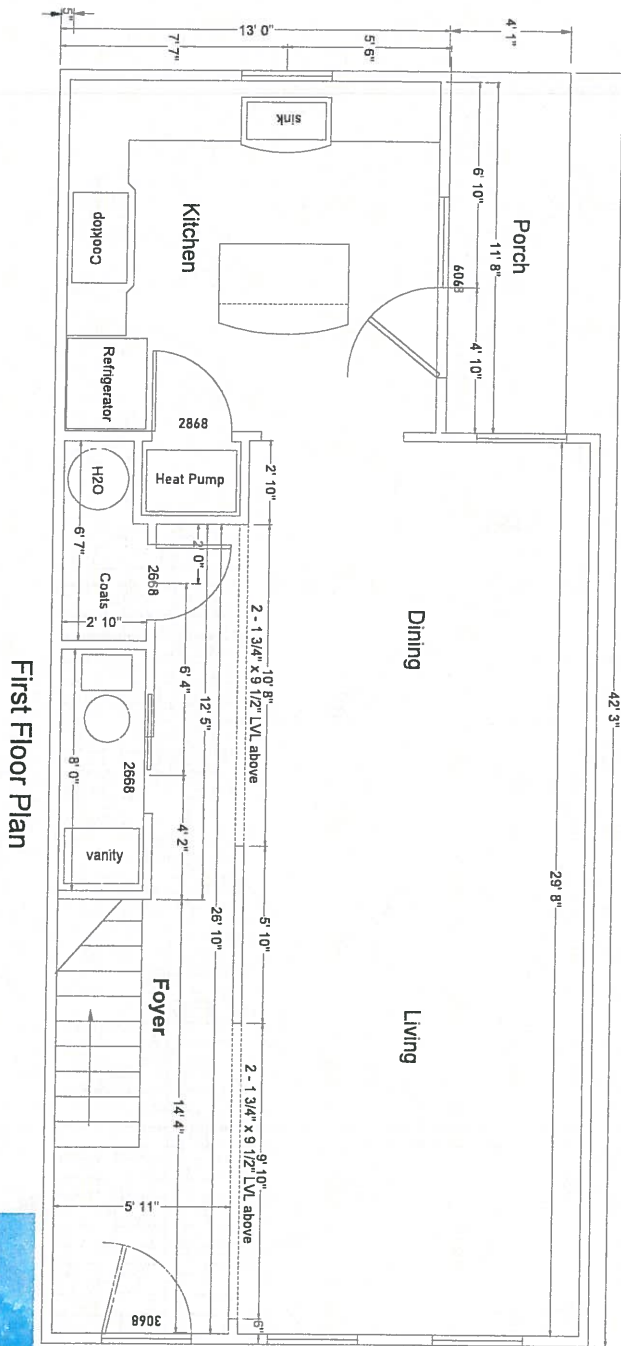


Lissenden Brothers, LLC - Owner  
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3132 Grayland Avenue  
Richmond, VA 23221  
Remodel Plan

Sheet  
3  
of  
7





Existing Facade (no change)

First Floor Plan

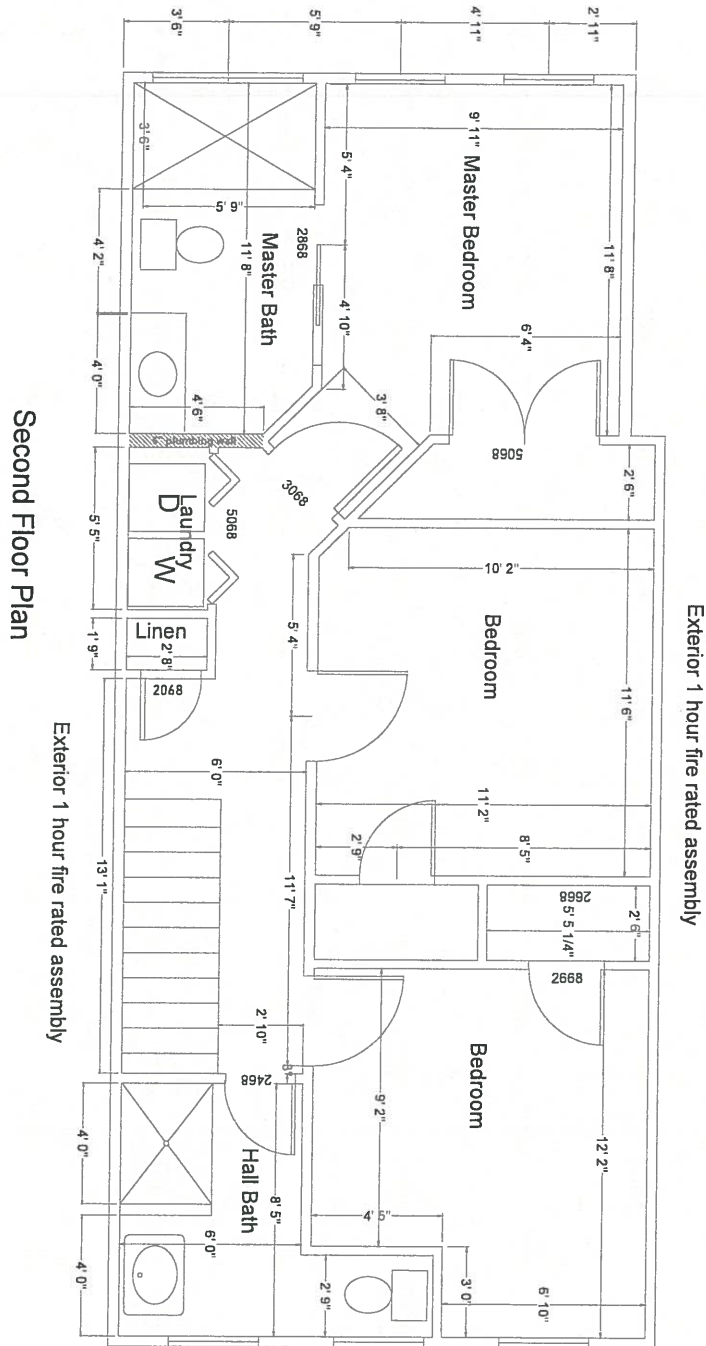
Scale: 1/4" = 1'



Lissenden Brothers, LLC - Owner  
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 Richmond, VA 23221  
 (804) 677-4072

3132 Grayland Avenue  
 Richmond, VA 23221  
 Remodel Plan

Sheet  
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 of  
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Scale: 1/4" = 1'

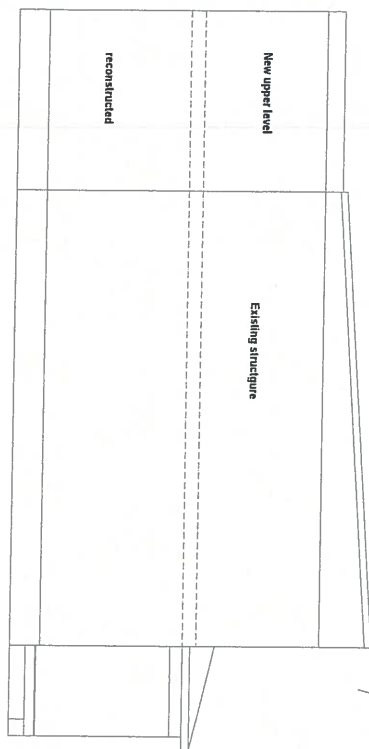


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3132 Grayland Avenue  
 Richmond, VA 23221  
 Remodel Plan

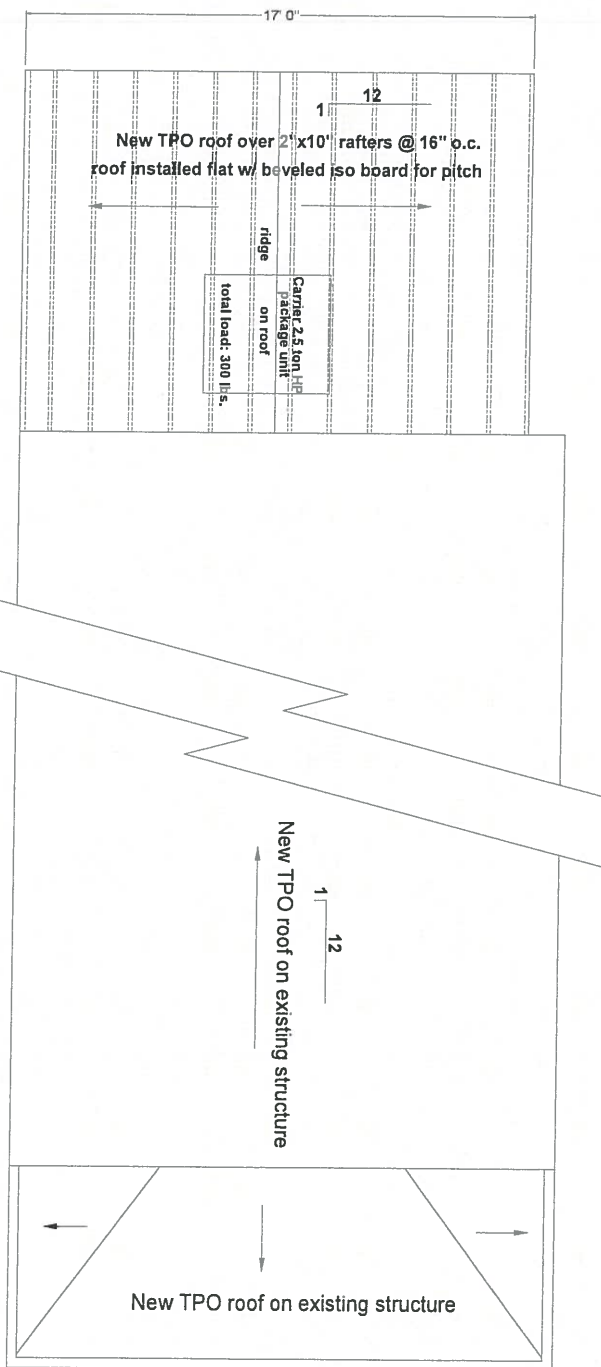
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 of  
 7

Schematic slide view  
Scale: 1/8" = 1'



# Roof Plan

Scale: 1/4" = 1'



Lissenden Brothers, LLC - Owner  
3101 Grayland Avenue  
Richmond, VA 23221  
(804) 677-4072

3132 Grayland Avenue  
Richmond, VA 23221  
Remodel Plan

Sheet  
6  
of  
7

# C. E. Duncan & Associates, Inc.

2609 Rocky Oak Road  
Powhatan, Virginia 23139  
(804) 598-9240 Fax (804) 598-9240

August 1, 2019

Lissenden Brothers  
3101 Grayland Avenue  
Richmond, VA 23221

RE: 3132 Grayland Avenue

Dear Sir,

You asked our office to evaluate some repairs to the above referenced location. The building has been completely gutted and will be removed. The demolition revealed some damage to the sill beams and floor joists. The right side floor joists have been completely removed. There are a few places on the sill beam where water has caused damage. These areas will be reinforced by installing a 2"x6" pressure treated board to the inside face. The damage portion will be removed and replaced by a 2"x6" pressure treated board placed horizontally. This will provide a good bearing surface for the new floor joists. The floor joists (2"x10") will need to be notched to bear upon the sill beam and girdler to maintain the floor height. The existing floor joists are already notched. This is not a structural concern. We note no structural concerns with the repairs to the sill beam. The foundation is constructed of piers and beam construction with the brick wall between piers as skirting only. There are some piers in the mortar of this skirting wall. This is not a structural concern since this wall carries no load. You can repair it or not as desired. This evaluation is based upon a visual inspection of the area of concern only. A whole structure inspection was not performed. There is no warranty, either implied or explicit, with this evaluation.

Sincerely,

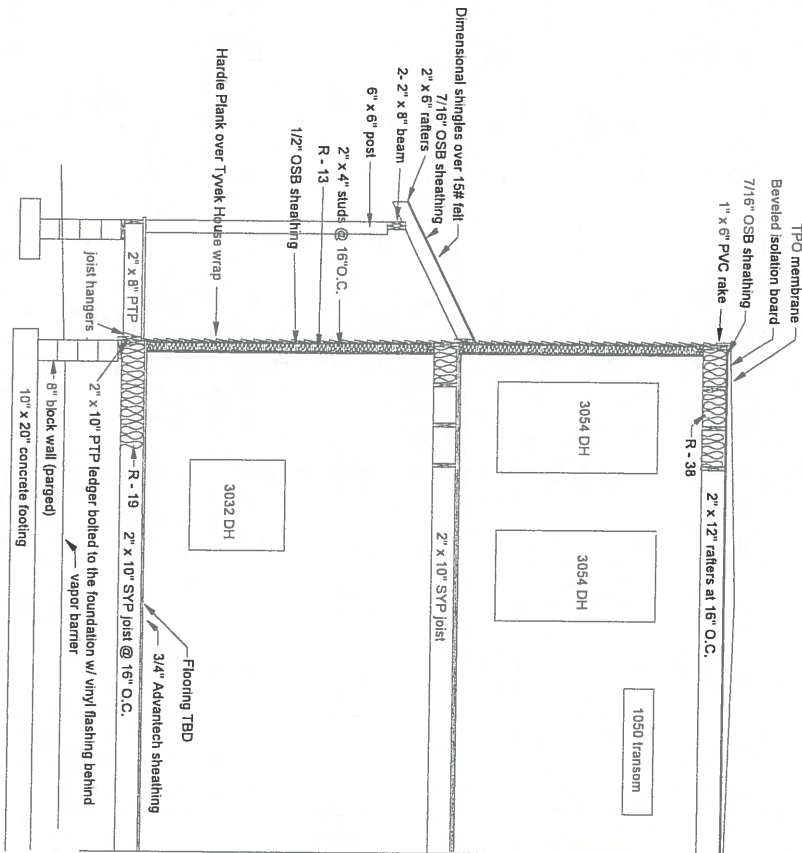
*CE Duncan*  
Carl E. Duncan, P.E., L.S.



J:\006 19\19-1354 Grayland Avenue\3132DP19-1354 structural inspection.docx

Scale: 1/4" = 1'

Note: All headers are 2" x 10" unless noted otherwise



Wall section through new addition



Lissenden Brothers, LLC - Owner  
3101 Grayland Avenue  
Richmond, VA 23221  
(804) 677-4072

3132 Grayland Avenue  
Richmond, VA 23221  
Remodel Plan

Sheet  
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of  
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**CITY OF RICHMOND**

**DEPARTMENT OF  
PLANNING AND DEVELOPMENT REVIEW  
ZONING ADMINISTRATION**

December 18, 2019

Robert Lissenden  
3409 Stony Point Road  
Richmond VA 23235

**RE: 3132 Grayland Ave – Plan No. AV-065379-2019 (Case No. 41A-19)**

Dear Mr. Lissenden:

Your Administrative Variance request, "to construct a two-story addition onto the rear of an existing single family detached dwelling has been denied, as an adjoining property owner has objected to the request. As specified in Section 30-1040.4(a)(3), your request shall be transferred to the Board of Zoning Appeals (BZA) should you desire to continue to pursue your request. You will, however, be required to pay the normal filing fee of one-hundred fifty dollars (\$175) and re-submit the required plans in order for you case to be docketed.

If you wish for your case to be heard by the Board of Zoning Appeals (BZA), please file said request and pay the appropriate fee. I have included information on the submission requirements.

Now, therefore, be it resolved by the Zoning Administrator that a request for an Administrative Variance from the side yard (setback) requirement along the southwestern property line is denied.

Very truly yours,

A handwritten signature in black ink, appearing to read "William C. Davidson".

William C. Davidson  
Zoning Administrator

cc: Roy W. Benbow, Secretary, Board of Zoning Appeals