



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

**BOARD OF
ZONING APPEALS**

BOARD OF ZONING APPEALS

MEETING MINUTES

WEDNESDAY, AUGUST 5, 2026

On Wednesday, August 5, 2026, the Board of Zoning Appeals held a public hearing in the Fifth Floor Conference Room, 900 East Broad Street, at 1:00 p.m.; display notice having been published in the Richmond Legacy Newspaper on July 22 and 29, 2026 and written notice having been sent to interested parties.

Members Present: Rodney M. Poole, Chair
Mary J. Hogue, Vice-Chair
Bryce L. Robertson
Susan Sadid
Edward H. Winks, Jr.

Staff Present: Roy W. Benbow, Secretary
William C. Davidson, Zoning Administrator
Brian P. Mercer, Principal Planner
Neil R. Gibson, Deputy City Attorney

The Chair called the meeting to order and read the Board of Zoning Appeals Introductory Statement, which explains the proceedings of the meeting. The applicant and those appearing in support of an application speak first, followed by those appearing in opposition.

BZA 24-2026

APPLICANT: Susan Ganch

PREMISES: 520 SOUTH SHEPPARD STREET
(Tax Parcel Number W000-1348/028)

SUBJECT: A building permit to construct a second-story addition to an existing accessory structure to an existing single-family (attached) dwelling.

DISAPPROVED by the Zoning Administrator on October 21, 2025, based on Sections 30-300, 30-412.5(2)b & 30-412.5(2)c of the zoning ordinance for the reason that: In an R-6 (Single-Family Attached Residential) District, the side yard and rear yard (setback) requirements are not met. A side yard of three feet (3') is required along the southern property line; 0.08 feet is proposed. A rear yard of five feet (5') is required; 4.99 feet is proposed.

APPLICATION was filed with the Board on April 23, 2026, based on Section 30-1040.3(1) of the City of Richmond Zoning Ordinance.

APPEARANCES:

For Applicant: Susan Ganch

Against Applicant: None

FINDINGS OF FACT: The Board finds from sworn testimony and exhibits offered in this case that the applicant, Susan Ganch has requested a special exception to construct a second-story addition to an existing accessory building for property located at 520 S. Shepherd St. Ms. Ganch testified that the special exception request is for waiver of the side and rear yard setback. Specifically, the side yard setback is 3 feet, and .08 feet is being requested and the rear yard setback is 5 feet and 4.99 feet is being requested. Ms. Ganch explained that the proposal is to construct a second story on top of an existing garage and it is the only viable location for construction of the studio. Further, the request is the minimum necessary to accomplish reasonable use of the property. Ms. Ganch pointed out that there will be no change in the setbacks as the addition will be vertical in nature. Ms. Ganch explained that the additional square footage will be utilized as art studio space. It was noted that there will be a bathroom within the studio space. Ms. Ganch explained that the gutter design was modified to ensure that the roof runoff will not affect the adjoining property. Ms. Ganch concluded by stating that the neighbors within a 150-foot radius had been contacted and that there was no negative response. Further, the Carillon Association was also contacted but no response was received.

The Board is satisfied that the property was acquired in good faith and pursuant to Section 30-1040.3(1) of the City Code, the intended purpose and use of the proposed accessory use is consistent with the zoning district regulations; departure from the yard requirements is the minimum necessary to accommodate the intended purpose of the accessory use; the accessory use or similar construction serving the same purpose cannot reasonably be located elsewhere on the lot in compliance with the zoning ordinance; and the accessory use will be in

keeping with the architectural character of the dwelling and development within the neighborhood

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ZONING APPEALS that a request for a special exception from the side yard and rear yard (setback) requirements be granted to Susan Ganch for a building permit to construct a second-story addition to an existing accessory structure to an existing single-family (attached) dwelling, subject to substantial compliance with the plans submitted to the Board and provision of cementitious siding.

ACTION OF THE BOARD: (5-0)

Vote to Grant Conditionally
affirmative: Poole, Hogue, Robertson, Sadid, Winks

negative: None

BZA 25-2026

APPLICANT: Sorbello Living Trust

PREMISES: 3908 STERLING STREET
(Tax Parcel Number W000-1772/006)

SUBJECT: A building permit to construct an accessory structure (garage) to an existing single-family (detached) dwelling.

DISAPPROVED by the Zoning Administrator on May 28, 2026, based on Sections 30-300 & 30-410.6 of the zoning ordinance for the reason that: In an R-5 (Single-Family Residential) District, the lot coverage requirement is not met. Maximum lot coverage shall not exceed thirty-five percent (35%) of the area of the lot. A lot coverage of 28.6% exists; 36.49% is proposed.

APPLICATION was filed with the Board on May 28, 2026, based on Section 30-1040.3(1) of the City of Richmond Zoning Ordinance.

APPEARANCES:

For Applicant: Regina Sorbello
David Sacks

Against Applicant: None

FINDINGS OF FACT: The Board finds from sworn testimony and exhibits offered in this case that the applicant, Sorbello Living Trust, has requested a special exception to construct an accessory garage to an existing single-family dwelling for property located at 3908 Sterling St. The proposal is to construct a one and one-half car garage in the rear yard. It was noted that the request is limited to lot coverage only and that no setbacks are involved. Further, the proposal would result in a modest allowable increase in lot coverage amounting to 1.46%. A lot coverage of 35% is permitted and 36.49% is being requested. The proposed structure will be utilized exclusively as a garage, and no utilities will be added to the garage. Ms. Sorbello noted that a lot includes approximately 5000 ft.² which is significantly smaller than that currently permitted and smaller than all of the residential lots within the subdivision. Ms. Sorvino explained that the request is the minimum necessary to accommodate the intended purpose of the proposed accessory use and that the accessory use cannot reasonably be located elsewhere on the property. Ms. Sorbello explained that the garage will match the architectural character of the neighborhood. Their garage will be constructed with brick matching the dwelling unit on the property which also matches the neighborhood. It was noted that the proposed construction is compatible with the relevant special exception criteria. Ms. Sorbello noted that the garage will provide additional security as vandalism in the neighborhood has been a problem. Ms. Sorbello concluded by stating that the surrounding neighbors had been contacted and no objection to the requested special exception was noted.

The Board is satisfied that the property was acquired in good faith and pursuant to Section 30-1040.3(1) of the City Code, the intended purpose and use of the proposed accessory use is consistent with the zoning district regulations; departure from the yard requirements is the minimum necessary to accommodate the intended purpose of the accessory use; the accessory use or similar construction serving the same purpose cannot reasonably be located elsewhere on the lot in compliance with the zoning ordinance; and the accessory use will be in keeping with the architectural character of the dwelling and development within the neighborhood

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ZONING APPEALS that a request for a special exception from the lot coverage requirement be granted to Sorbello Living Trust for a building permit to construct an accessory structure (garage) to an existing single-family (detached) dwelling, subject to substantial compliance with the plans submitted to the Board.

ACTION OF THE BOARD: (5-0)

Vote to Grant Conditionally
affirmative: Poole, Hogue, Robertson, Sadid, Winks

negative: None

BZA 26-2026

APPLICANT: Tracee Martin

PREMISES: 3201 GROVE AVENUE
(Tax Parcel Number W000-1458/010)

SUBJECT: A building permit to construct an addition to an existing single-family (detached) dwelling.

DISAPPROVED by the Zoning Administrator on June 1, 2026, based on Sections 30-300, 30-412.5(1)a, 30-412.5(1)b & 30-630.1(a)(1) of the zoning ordinance for the reason that: In an R-6 (Single-Family Attached Residential) District, the front yard and side yard (setback) requirements are not met. A front yard of fifteen feet (15') is required along the North Auburn Avenue frontage; zero feet (0') is proposed. A side yard of five feet (5') is required; one foot (1') is proposed.

APPLICATION was filed with the Board on June 1, 2026, based on Section 30-1040.3(1) of the City of Richmond Zoning Ordinance.

APPEARANCES:

For Applicant: Syd Shoaf

Against Applicant: None

FINDINGS OF FACT: The Board finds from sworn testimony and exhibits offered in this case that the applicant, Tracee Martin, has requested a special exception to construct an addition to an existing detached single-family dwelling for property located at 3201 Grove Ave. Mr. Syd Shoaf, representing the applicant, testified the property is located on the southwest corner of Grove Avenue and Auburn Avenue. The lot measures 80 feet in width and 135 feet in depth and contains approximately 10,800 ft.² of lot area. The property is zoned R-6 single-family attached residential district. The lot is improved with a 2 ½ story single-family detached dwelling that was constructed in 1913. A two-story detached garage exists on the southeast corner of the property. It is currently being utilized as a guest room and is too small to use as a functional garage. The goal is to remove the existing garage and construct a new garage. Mr. Shoaf noted that the request is consistent with special exception intent to encourage improvement of property.

The proposed garage will be two stories in height and contain a guest room on the second floor. The exterior of the garage will be brick which is consistent with the surrounding neighborhood. Mr. Shoaf noted the property is located within the West of the Boulevard Designed Overlay District and was approved by the Urban Design Committee. Mr. Shoaf further noted that the existing garage does not provide a front yard setback from Auburn Avenue and the proposed garage would be in the same location. The existing garage does not provide a side yard setback from the adjacent alley, and the proposed garage will be 1 foot from said alley. Location of the proposed garage in the same location as the previous garage would allow the utilization of existing curb cut along Auburn Avenue. There is no other viable location on the lot to locate the proposed garage. Mr. Shoaf indicated that this type of proposal is not inconsistent with other garages in the vicinity. Mr. Shoaf stated that the relief from the front and side yard requirements is the minimum necessary to accommodate the improvements and the addition will remain in keeping with the character and development pattern of the neighborhood. Mr. Shoaf concluded by stating that letters were sent to all property owners within a 150-foot radius and that no objections were noted. Further, a presentation was made to the Museum District Association and to date no opposition has been noted.

The Board is satisfied that the property was acquired in good faith and pursuant to Section 30-1040.3(1) of the City Code, the intended purpose and use of the proposed accessory use is consistent with the zoning district regulations; departure from the yard requirements is the minimum necessary to accommodate the intended purpose of the accessory use; the accessory use or similar construction serving the same purpose cannot reasonably be located elsewhere on the lot in compliance with the zoning ordinance; and the accessory use will be in keeping with the architectural character of the dwelling and development within the neighborhood.

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ZONING APPEALS that a request for a special exception from the front yard and side yard (setback) requirements be granted to Tracee Martin for a building permit to construct an addition to an existing single-family (detached) dwelling, subject to substantial compliance with the plans submitted to the Board.

ACTION OF THE BOARD: (5-0)

Vote to Grant Conditionally

affirmative: Poole, Hogue, Robertson, Sadid, Winks

negative: None

BZA 27-2026

APPLICANT Robert Alexander Criqui and Funcion Grace Angelrose D

PREMISES: 1508 ½ WILLIAMSBURG ROAD
(Tax Parcel Number E000-2814/031)

SUBJECT: A certificate of zoning compliance to construct a one-story detached structure accessory to an existing single-family (detached) dwelling.

DISAPPROVED by the Zoning Administrator on June 4, 2026, based on Sections 30-300 & 30-410.6 of the zoning ordinance for the reason that: In an R-5 (Single-Family Residential) District, the lot coverage requirement is not met. Maximum lot coverage shall not exceed thirty-five percent (35%) of the area of the lot. A lot coverage of 33.3% exists; 37.1% is proposed.

APPLICATION was filed with the Board on June 5, 2026, based on Section 30-1040.3(1) of the City of Richmond Zoning Ordinance.

APPEARANCES:

For Applicant: Robert Criqui

Against Applicant: None

FINDINGS OF FACT: The Board finds from sworn testimony and exhibits offered in this case that the applicants, Robert Alexander Criqui and Funcion Grace Angelrose D, have requested a special exception to construct a one-story detached shed accessory to a single-family detached dwelling for property located at 1508 and one half Williamsburg Rd. Mr. Criqui testified that he is the owner of the subject property which is a one-story home that was purchased in 2024. Is not a large home comprising approximate 1400 ft.² situated on a small lot. Mr. Criqui stated the goal is to replace the old shed with a 10 x 16 new shed to provide needed storage. It was noted that all relevant yard requirements have been met. The special exception request centered around the lot coverage requirement. The property is zoned R-5 single-family residential which requires a maximum 35% lot coverage the request is to increase that lot coverage requirement to 37% which amounts to a 2% deviation. Mr. Criqui explained that the request is the minimum necessary to accommodate the intended purpose of the proposed accessory use and that the accessory use cannot reasonably be located elsewhere on the property. Finally, all neighbors within a 150-foot radius had been contacted and

no opposition was noted. In addition, the Greater Fulton Civic and Resource Center were contacted and no opposition was noted.

The Board is satisfied that the property was acquired in good faith and pursuant to Section 30-1040.3(1) of the City Code, the intended purpose and use of the proposed accessory use is consistent with the zoning district regulations; departure from the yard requirements is the minimum necessary to accommodate the intended purpose of the accessory use; the accessory use or similar construction serving the same purpose cannot reasonably be located elsewhere on the lot in compliance with the zoning ordinance; and the accessory use will be in keeping with the architectural character of the dwelling and development within the neighborhood.

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ZONING APPEALS that a request for a special exception from the lot coverage requirement be granted to Robert Alexander Criqui and Funcion Grace Angelrose D for a certificate of zoning compliance to construct a one-story detached structure accessory to an existing single-family (detached) dwelling, subject to substantial compliance with the plans submitted to the Board.

ACTION OF THE BOARD: (5-0)

Vote to Grant Conditionally
affirmative: Poole, Hogue, Robertson, Sadid, Winks
negative: None

Upon motion made by Mr. Robertson and seconded by Mr. Winks, Members voted (3-0) to adopt the Board's June 2026 meeting minutes.

Upon motion made by Mr. Winks and seconded by Ms. Hogue, Members voted (3-0) to adopt the Board's July 2026 meeting minutes.

The meeting was adjourned at 1:35 p.m.

Ray Benson
Secretary

Redman M. Poole
Chair