BOARD OF ZONING APPEALS

MEETING MINUTES

WEDNESDAY, SEPTEMBER 2, 2026

On Wednesday, September 2, 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 August 19 and 26, 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 28-2026

APPLICANT:	Imperial Building LLC
PREMISES:	422 EAST FRANKLIN STREET (Tax Parcel Number W000-0024/010)
SUBJECT:	A building permit to convert an existing first floor commercial space into two (2) dwelling units.

DISAPPROVED by the Zoning Administrator on June 29, 2026, based on Sections 30-300 & 30-440.1(12) of the zoning ordinance for the reason that: In a B-4 (Central Business) District, the proposed dwelling use is not permitted as the building fronts on a street designated as priority street frontage. East Franklin Street is designated as "Priority Street Frontage" on the official Zoning Map. Under the Priority Street Frontage designation, dwelling uses are not permitted on the ground floor of the building within twenty feet (20') of the front building wall. A portion (41'+ linear feet) of the ground floor of the East Franklin Street frontage is proposed to contain two (2) dwelling units.

APPLICATION was filed with the Board on June 29, 2026, based on Section 30-1040.3(5) of the City of Richmond Zoning Ordinance.

APPEARANCES:

For Applicant: Sam McDonald

Against Applicant: None

FINDINGS OF FACT: The Board finds from sworn testimony and exhibits offered in this case that the applicant, Imperial Building LLC, has requested a special exception to convert an existing first floor commercial space into two dwelling units for property located at 422 E. Franklin St. Mr. Sam McDonald testified the property is located at the corner of E. Franklin St. and 5th Street in the B-4 Central Business District. Mr. McDonald noted that the subject property fronts on streets designated as priority street frontage. Such dwelling units are permitted within buildings fronting on streets designated as priority street frontage when a minimum of one third or 1000 ft.² whichever is greater of the floor area of the ground floor of the building is devoted to other principal uses permitted in the district. Such uses shall have a depth of not less than 20 feet along the entire priority Street frontage. Mr. McDonald stated that the entire 5th Street is devoted to a commercial use and that approximately 75% of the Franklin Street frontage is also devoted to a commercial use. It is the remaining 25% for which the special exception is being requested. Mr. McDonald explained that the requirement for ground floor commercial space is not economically feasible. Attempts to rent the space for commercial usage had proven unsuccessful. Further increasing the dwelling unit floor area will increase residential occupancy thereby facilitating a mixed-use character of the neighborhood. Finally, the remainder of the block along Franklin Street is occupied by a large parking lot. Mr. McDonald concluded by stating that they had reached out to all neighbors within a 150-foot radius and no objection was noted.

The Board is satisfied that the property was acquired in good faith and pursuant to Section 30-1040.3 (5) of the zoning ordinance that the applicant has demonstrated

that there is no purpose in providing for uninterrupted commercial frontage and that ground floor commercial space is either physically impractical or economically unfeasible, additionally increasing the dwelling unit floor area will increase residential occupancy thereby facilitating a mixed use character of the neighborhood and finally that any proposed alterations to the building will not be architecturally incompatible with the dominant character of building façades on the block..

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ZONING APPEALS that a request for a special exception from the commercial frontage requirements be granted to Imperial Building LLC for a building permit to convert an existing first floor commercial space into two (2) dwelling units, 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 29-2026

APPLICANT: Richmond Cash Offer LLC

PREMISES: 3112 P STREET
(Tax Parcel Number E000-0723/022)

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

DISAPPROVED by the Zoning Administrator on May 27, 2026, based on Sections 30-300, 30-412.5(1)b & 30-620.1(c) of the zoning ordinance for the reason that: In an R-6 (Single-Family Attached Residential) District, the side yard (setback) requirement is not met. A side yard of three feet (3') is required; 0.2 feet is proposed along the western property line.

APPLICATION was filed with the Board on July 15, 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, Richmond Cash Offer LLC, has requested a special exception to construct a two-story addition to an existing single-family detached dwelling for property located at 3112 P St. Mr. Sid Shoaf, representing the applicant, testified that the property is located on the northern line of P Street between North 31st and North 32nd streets. The lot in question measures 16.5 feet in width and 100 feet in depth. The property is zoned R-6 single-family attached residential district. The property is improved with a two-story single-family detached dwelling that was constructed in 1900 however the rear portion of the dwelling has deteriorated and is caving in. Mr. Shoaf explained that the goal is to reconstruct the rear portion of the dwelling to provide an enhanced living environment that meets the needs of today's market. Mr. Shoaf noted that the request is consistent with the special exception intent which provides for construction of new additions and accessory structures to encourage improvement of property. It was noted that the renovation would be in line with the existing building footprint insofar as the setbacks are concerned. The dwelling would be extended to the rear and the roof will be removed and replaced which would allow for expanded living space on the first floor and primary bedroom suite on the second floor. The exterior will be designed to be compatible and consistent with the original dwelling and will utilize similar materials as the original dwelling which would include cementitious lap siding. Mr. Shoaf explained the three-foot side yard setbacks are required, and the existing dwellings is constructed 0.2 feet from the property line with 3110 P St. and is 2.39 feet from the property line with 3114 P St. The side yard setbacks are nonconforming in both instances. Mr. Shoaf indicated that the proposed construction is consistent with the development pattern of the block. With respect to the special exception criteria the single-family detached dwelling use is consistent with the R-6 regulations, relief from the side yard requirements are the minimum necessary to accommodate the improvements and the improvements 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. Further, a presentation was made to the Church Hill Central Civic Association and in so far as the neighborhood and the Civic Association are concerned no objections were 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 addition is consistent with the zoning district regulations; departure from the yard requirements is the minimum necessary to accommodate the intended purpose of the addition; the addition or similar construction serving the

same purpose cannot reasonably be located elsewhere on the lot in compliance with the zoning ordinance; and the addition 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 (setback) requirement be granted to Richmond Cash Offer LLC for a building permit to construct a two-story addition to an existing single-family (detached) 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 30-2026 (WITHDRAWN)

APPLICANT: Gray Ramsey and Tyler Sherwin

PREMISES: 376 LEXINGTON ROAD
(Tax Parcel Number W020-0137/038)

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

DISAPPROVED by the Zoning Administrator on July 21, 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 9% exists; 39% is proposed.

APPLICATION was filed with the Board on July 17, 2026, based on Section 30-1040.3(1) of the City of Richmond Zoning Ordinance.

Upon motion made by Ms. Hogue and seconded by Mr. Winks, Members voted (5-0) to adopt the Board's August 2026 meeting minutes.

The meeting was adjourned at 1:20 p.m.

Rodney M. Poole
Chair

R. Bonbon
Secretary