



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

**ZONING
ADMINISTRATION**

July 10, 2026

Kathleen Sanders
319 N 32nd Street
Richmond, Virginia 23223

Dear Kathleen Sanders:

RE: 319 N 32nd Street – Administrative Variance CASE NO. 5A-26 (AV-178557-2026)

Your *Administrative Variance* has been approved, as it has been determined that:

- a. *The strict application of the ordinance would produce undue hardship;*
- b. *Such hardship is not shared generally by other properties in the same zoning district and vicinity;*
- c. *The authorization of the variance will not be of substantial detriment to adjacent property, and the character of the zoning district will not be changed by the granting of the variance; and*
- d. *The variance granted by the Zoning Administrator shall be the minimum necessary to relieve the hardship.*

I base these findings on the following:

- The adjacent property owner(s) most directly impacted has been notified via U.S. Mail and has not expressed any opposition to the proposal as shown on the plans.
- The construction of a one-story rear addition to a single-family detached dwelling does not detract from, and is consistent with, the residential and historic character of the neighborhood.
- The construction of a one-story rear addition to a single-family detached dwelling will not be detrimental to the adjacent property through the affecting of light, access or safety.

Now, therefore, be it resolved by the Zoning Administrator that a request for an Administrative Variance from the side yard (setbacks) (2.4' ± vs. 3') along the southern property line and (none vs. 3') along the northern property line is approved.

You have two (2) years to obtain the necessary permit to implement this approval or your Administrative Variance is deemed to be null and void.

Very truly yours,

William C. Davidson
Zoning Administrator

cc: Roy Benbow, BZA Secretary
Richard Morton, GIS Analyst, DP & DR