



CHARLES CITY COUNTY

BOARD OF ZONING APPEALS PUBLIC HEARING

February 5, 2020

Government Administration Building
Auditorium

6:00 P.M.

AGENDA

I. CALL TO ORDER

- Election of Officers
- Bylaws

II. MINUTES

May 8, 2019

III. UNFINISHED BUSINESS

IV. NEW BUSINESS

V. PUBLIC HEARING

ITEM #1 **BZA-01-2020, Application by B. Paige** for three (3) setback variances to permit an addition of a handicap accessible bathroom and bedroom at 14311 Sandy Point Road. The applicant seeks to vary requirements of Section 5- Agricultural District (A-1), Setback Requirements (5-5), of the Charles City County Zoning Ordinance which stipulates front, side and rear setbacks of $\pm 100'$, $\pm 25'$ and $\pm 50'$ respectively. The south side yard setback variance would result in a setback of $\pm 12'$. A variance for the north side yard would result in a setback of $\pm 17'$. The front yard setback variance would result in a setback of $\pm 51'$. The subject property consists of ± 0.71 acre, is zoned Agricultural District (A-1), and located on the west side of Sandy Point Road, beginning $\pm 7,121$ feet from the intersection of Sandy Point Road/SR613 and John Tyler Memorial Highway/SR 5. The Tax Parcel Identification Number is 69-44.

VI. PLANNING DIRECTOR

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

1 **VIRGINIA:**

2

3 The meeting of the Board of Zoning Appeals was held at the Charles
4 City County Government Administration Building on May 8, 2019, at 6 p.m.
5 in the 244th year of the Commonwealth and 385th year of the County.

6

7 **PRESENT:** Charles H. Carter, III Chairman
8 Linda Pearce, Vice-Chairman
9 Yvonne Smith-Jones
10 Frank Whiting

11

12 **OTHERS:** Myles Busching, Planner/Asst. Zoning Administrator
13 Denise D. Williams, Community Development Specialist

14

15 **ABSENT:** Peter Churins

16

17

18 After determining a quorum, Mr. Carter called the meeting of the
19 Charles City County Board of Zoning Appeals to order at 6 p.m.

20

21 **MINUTES:**

22

23 The minutes for February 13, 2019, were presented for approval. Mrs.
24 Pearce motioned to approve the minutes as presented, seconded by Dr. Smith-
25 Jones and carried by a 4:0 vote.

26

27 **UNFINISHED BUSINESS:**

28

29 There were none.

30

31 **NEW BUSINESS:**

32

33 There were none.

34

35 **PUBLIC HEARING:**

36

37 The Board of Zoning Appeals held a public hearing to receive
38 comments on BZA-02-2019, Mt. Zion Baptist Church and BZA-03-2019,
39 Summit Design and Engineering Service on behalf of Par 5 Development
40 Group, LLC. (Dollar General)

41

42 **BZA-02-2019, MT. ZION BAPTIST CHURCH:**

43

44 The applicant is requesting a 58 foot. variance from the 100 foot. front
45 setback requirement in Section 5-5 of the Charles City County Zoning
46 Ordinance to allow construction of a 34' x 34' addition to the church
47 sanctuary. The proposed addition would be built 42 feet from the public
48 right-of-way. The property is located at 11600 Wilcox Neck Road,
49 Chickahominy Magisterial District.

50

51 Myles Busching read the staff report. (see attachment) He stated as a
52 church, Mt. Zion is subject to the Religious Land Use and Institutionalized
53 Persons Act (RLUIPA), a federal statute. RLUIPA prohibits the county from
54 placing a substantial burden on religious exercise unless the county
55 demonstrates a compelling governmental interest and the regulation is the

1 least restrictive means of furthering this interest. In practice, this law means a
2 variance should be granted if there is no other viable means for the church to
3 continue serving its religious function and the setback requirements is not
4 strictly necessary to protect public health, safety, or welfare. Staff
5 recommends approval of this variance request.

6
7 Chairman Carter asked the Board if they had any questions about the
8 request. There were no questions. Chairman Carter opened the public
9 hearing. There were no public comments, Chairman Carter closed the public
10 hearing.

11
12 Dr. Smith-Jones motioned to approve BZA-02-2019, Mt. Zion Baptist
13 Church. Mrs. Pearce seconded the motion, carried by a 4:0 vote.

14
15 **RE: BZA-01-2019, SUMMIT DESIGN AND ENGINEERING**
16 **SERVICE ON BEHALF OF PAR 5 DEVELOPMENT GROUP, LLC.**

17
18 The applicant is requesting a .63 sq. ft. variance from the maximum
19 size of 50 sq. ft. for an individual sign in Section 16-1 (1) of the Zoning
20 Ordinance to install a 50.63 sq. ft. pylon sign. All other signage on the
21 property would comply with the requirements of the Zoning Ordinance. The
22 property is located at Tax Map 40-10, Tyler Magisterial District.

23
24 Mr. Busching read the staff report (see attachment). Mr. Busching
25 stated the applicant was granted a variance for a monument sign 50.63 square
26 feet in size. The applicant is now requesting that the 50.63 square feet
27 monument sign be changed to a pylon sign. Zach Ivey the Development
28 Project Manager was present to answer questions.

29
30 Mr. Zach Ivey Development Project Manager stated once they sent the
31 approved variance to Dollar General, they realized a mistake had been made
32 to the type of signage.

33
34 Chairman Carter opened the public hearing. There were no comments,
35 Chairman Carter closed the public hearing.

36
37 Dr. Smith-Jones motioned to approve BZA-03-2019, Summit Design
38 and Engineering Service on behalf of Par 5 Development Group, LLC with
39 the following condition:

- 40 1. The site shall be in general conformance with the information and
41 drawings submitted with the variance application except as
42 specifically modified by the conditions below or as necessary to
43 meet the Zoning Ordinance requirements.

44 Mrs. Pearce seconded the motion, carried by a 4:0 vote.

45
46 **ADJOURNMENT:**

47
48 The Board of Zoning Appeals meeting was adjourned at 6:16 p.m.

49
50
51 _____
Charles H. Carter, III, Chairman

Recording Secretary

**ZONING ADMINISTRATOR'S SUMMARY
VARIANCE REPORT
2020**

**REFERENCE: BZA-01-2020: Brian Paige
 TAX PARCEL # 69-44 AKA 14311 SANDY POINT ROAD**

BACKGROUND INFORMATION

The property, located at 14311 Sandy Point Road (see exhibit 1), it is within the Agricultural (A-1) zoning district. This site is located approximately 7121+/- feet from the intersection of Sandy Point Road and John Tyler Memorial Highway, on the western side of Sandy Point Road adjacent to Jerusalem Church. The applicant is proposing to construct an addition to the left corner of the house for his mother that would be a handicapped accessible bedroom and bath. However, upon examining the plat submitted the entire house does not meet the zoning setbacks (sides and front) and is a pre-existing nonconforming structure. Law prohibits such structures from being enlarged. This this application must address the setback issue on both sides and the front such that the house will no longer be a pre-existing, non-conforming structure.

**PROPOSED VARIANCE(S): 13+/-feet from the minimum left-side principal structure setback
 49+/-feet from the minimum front principal structure setback
 8+/- feet from the minimum right-side principal structure setback**

SETBACK TABLE:

Zoning District	Existing Zoning (ft.)			Setback Results with Variance (ft.)		
	Front	Rear	Side	Front	Rear	Side
Agricultural (A-1)	100	50	25	48.78	50	13

Note: These numbers represent minimum requirements

AUTHORITY:

Section 28 of the County's Zoning Ordinance gives the Board of Zoning Appeals the power to authorize "upon appeal in specific cases such variances from the terms of the ordinance as will not be contrary to the public interest, when owing to special conditions, a literal enforcement of the provisions of the ordinance will result in an unnecessary hardship; provided that the spirit of the ordinance is observed and substantial justice done."

No variance can be authorized by the Board unless it finds: (a) that the strict application of the provisions of the Zoning Ordinance would produce an undue hardship; (b) that such hardship is not shared generally by other properties in the same vicinity; and (c) that the authorization of this variance will not be a substantial detriment to adjacent property and that the character of the district will not be changed by granting a variance.

Although there is no hard and fast definition of "undue hardship," generally based on legal precedent, the following should be used as a guide for defining "undue hardship":

1. That the ordinance effectively prohibits or unreasonably restricts the use of the property, or that the granting of the variance will alleviate a clearly demonstrable hardship approaching confiscation (as distinguished from a special privilege or convenience sought by the applicant) because of a condition which is unique to the particular parcel of land (size, shape, topography, use of adjoining property).
2. That the strict application of the ordinance would produce undue hardship.

3. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
4. That the authorization of such variance will not be of substantial detriment to adjacent property and that the character of the district will not be changed by the granting of the variance.
5. That the condition or situation of the property concerned, or the intended use of the property is not of so general or recurring nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance.
6. The Virginia Supreme County determined that a variance may be granted only when the beneficial use of the property has been eliminated by the requirements of the ordinance.

In authorizing a variance, the Board may impose such conditions regarding the location, character, and other features of the proposed structure or use as it may deem necessary in the public interest and may require a guarantee or bond to ensure that the conditions imposed are and will continue to be in compliance.

ANALYSIS:

In applying the undue hardship test, it is important to note that the principal structure already rests only approximately 17+ feet from the right-side property line, approximately 51+ feet from the front property lines and 12+ feet from the left-side property line. As stated earlier the applicant wishes to place an addition on the house to provide housing for his mother including a handicapped accessible bedroom and bath. Since the house is pre-existing, non-conforming structure and granting this request eliminates that status from the house, staff believes that this is a reasonable request.

With respect to the second test of hardship, the existing house location is unique to this property. The existing house makes it quite unique as opposed to other homes in the community. The side setback request is tied to the fact that the existing house does not have handicapped amenities and sufficient space to accommodate the applicant's proposed uses which are central to the beneficial use of the property. The applicants proposed use is unique and therefore, the request does not warrant an amendment to the zoning requirements in the A-1 zoning district.

Additionally, this case is unique due to the lot being small and uniquely shaped (triangle) with a small building envelope on the property. The shape of the parcel also contributes to this situation since the short side of the triangle faces the street as opposed to the long side of the triangle facing the street. As a result this lot is not normal and therefore it is unique to this parcel.

In light of principle 6 listed above, staff feels that all beneficial use of the property has been eliminated due to these setback requirements. The required front and rear setbacks, because of the location of the principle structure, prohibits the construction of any attached deck, bedroom, and bath handicapped amenities. Staff contends that in granting this variance, the Board would not be in violation of the Supreme Court's ruling.

STAFF RECOMMENDATION:

Based on these facts and the plan submitted by the applicant, staff recommends the granting of this variance. Staff believes the applicant has adequately shown, by way of the guidelines above, that the setback requirements of the zoning district have produced an undue hardship.

Should the Board decide to grant the variance, staff further recommends the following conditions to be placed on the variance:

1. The proposed additions shall not be any larger than those indicated on the plat plan (Exhibit 1).
2. If required a stormwater BMP agreement and plan showing the location of the BMP on the property consistent with the County's requirements shall be recorded in the County Clerk's Office at the

applicant's expense prior to issuance of permits for construction of the addition to the house. A copy of the recorded document shall be submitted to the County and shall provide to Staff a copy of the recorded instrument prior to obtaining a building permit to commence the construction of the renovations for the new structure.

3. Prior to a Certificate of Occupancy for the addition the BMP shall be installed, and a BMP maintenance agreement executed and recorded in the Clerk's office (if required).
4. The applicant takes the necessary steps to have this variance and its conditions to be recorded in the Charles City County Circuit Clerk's Office as part of the deed of the property and shall provide to staff a copy of the recorded instrument(s) prior to obtaining a building permit to commence the construction of the renovation(s)/addition(s) for the existing structure.

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5. That the condition or situation of the property concerned, or the intended use of the property is not of so general or recurring nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance.
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In authorizing a variance, the Board may impose such conditions regarding the location, character, and other features of the proposed structure or use as it may deem necessary in the public interest and may require a guarantee or bond to ensure that the conditions imposed are and will continue to be in compliance.

ANALYSIS:

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With respect to the second test of hardship, the existing house location is unique to this property. The existing house makes it quite unique as opposed to other homes in the community. The side setback request is tied to the fact that the existing house does not have handicapped amenities and sufficient space to accommodate the applicant's proposed uses which are central to the beneficial use of the property. The applicants proposed use is unique and therefore, the request does not warrant an amendment to the zoning requirements in the A-1 zoning district.

Additionally, this case is unique due to the lot being small and uniquely shaped (triangle) with a small building envelope on the property. The shape of the parcel also contributes to this situation since the short side of the triangle faces the street as opposed to the long side of the triangle facing the street. As a result this lot is not normal and therefore it is unique to this parcel.

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Gary D. Mitchell, AICP
Assistant Planning and Zoning
Administrator
10800 Courthouse Road
PO Box 66
Charles City, VA 23030
804-652-4713 Direct
804-652-4707 Office
gmitchell@co.charles-city.va.us



MEMO

To: Brian Paige
From: Gary D. Mitchell, AICP
Date: December 17, 2019
RE: Variance Request
VIA: US Mail and E-Mail

A handwritten signature in blue ink, appearing to read "GDM", is placed over the "From:" field of the memo header.

Mr. Paige upon further review of your variance application it is evident that the existing house does not meet either side setback and the front setback. Additionally, the right, rear is very close but meets the setback based upon the plat you provided. However, the side setbacks are 25-feet and 100-feet in front. Your existing sides are 12+ feet and 17+ feet respectively and the front is 51+ feet. As a result, this too complex to process as an administrative variance. Your application will be presented to the Board of Zoning Appeals on February 5, 2020.

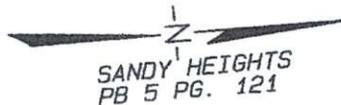
In general staff does not object to the request but the variance must include all the setback issues to prevent the home from remaining as a pre-existing, nonconforming use. By law such a use is not permitted to be expanded unless a variance has been granted. Therefore, the variance request will need to be amended to include these issues. All I need from you is a simple response to this memo acknowledging this and requesting that the application be amended accordingly. You may respond by email to gmitchell@co.charles-city.va.us or you can mail your response to:

Gary Mitchell, AICP
Charles City County
Department of Community Development
10900 Courthouse Road, PO Box 66
Charles City, VA 23030

BACHELOR-POINT LLC
TAX PARCEL 69-46
INSTR. NO. 2010-578

EXHIBIT 1

LORETTA M. &
BRIAN S. PAIGE
PARCEL NO. 69-44
INSTR. NO. 2017-240



30,690 SF
0.705 AC.

LOT 1
SANDY HEIGHTS
PB 5 PG. 121

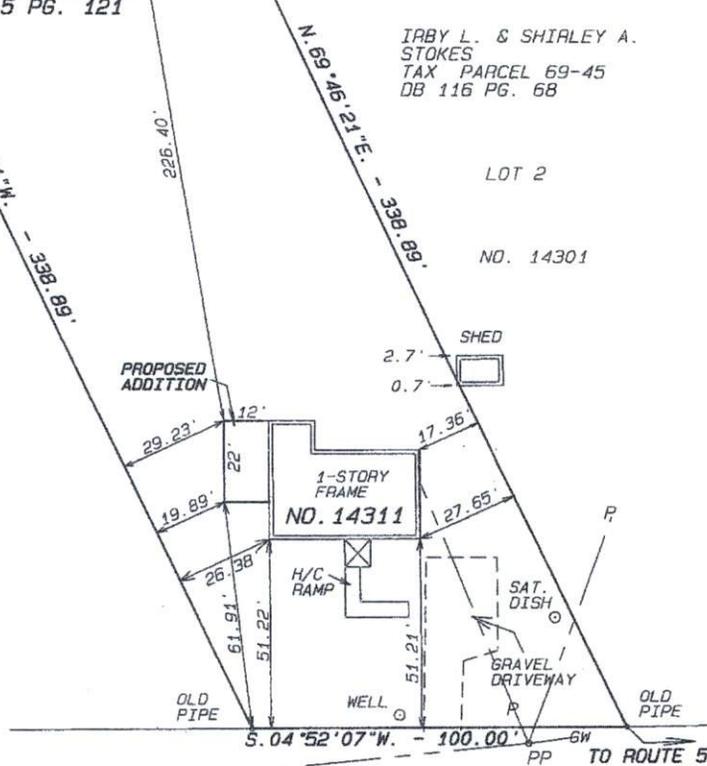
IRBY L. & SHIRLEY A.
STOKES
TAX PARCEL 69-45
DB 116 PG. 68

LOT 2

NO. 14301

JERUSALEM CHURCH
TAX PARCEL 69.43
PS 228

NO. 14321



SANDY POINT ROAD
STATE ROUTE 613 - (50' R/W)
PLAT OF PROPERTY SITUATED
ON THE WESTERN LINE OF
SANDY POINT ROAD
AND SOUTH OF ROUTE 5
CHICKAHOMINY DISTRICT
CHARLES CITY COUNTY, VA.
NOV. 1, 2019 SCALE: 1"=40'
REVISED DEC. 11, 2019

P = OVERHEAD POWER
PP = POWER POLE
GW = GUY WIRE
H/C RAMP = HANDICAP RAMP

NOTE:
THIS SURVEY HAS BEEN
PREPARED WITHOUT THE
BENEFIT OF A TITLE REPORT,
AND DOES NOT, THEREFORE,
NECESSARILY INDICATE ALL
ENCUMBRANCES ON
THE PROPERTY.



STEVEN B. KENT & ASSOCIATES, P.C.
LAND SURVEYORS
1521 Brook Road
Richmond, VA 23220
PH. 804-643-6113

THIS IS TO CERTIFY THAT WE MADE AN ACCURATE FIELD
SURVEY OF THE PREMISES SHOWN HEREON THAT ALL
IMPROVEMENTS AND VISIBLE EASEMENTS ARE SHOWN
HEREON, THAT THERE ARE NO ENCROACHMENTS BY
IMPROVEMENTS EITHER FROM ADJOINING PREMISES,
OR FROM SUBJECT PREMISES, OTHER THAN SHOWN
HEREON.

MBK

FILE Charles City - 69



LAND DEVELOPMENT APPLICATION

Application for (please check one):

- | | | | |
|--------------------------|--------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> | Boundary Line Adjustment | <input type="checkbox"/> | Subdivision, Major (Preliminary) |
| <input type="checkbox"/> | Land Disturbance Permit | <input type="checkbox"/> | Subdivision, Major (Final) |
| <input type="checkbox"/> | Site Plan | <input type="checkbox"/> | Subdivision, Minor |
| <input type="checkbox"/> | Special Use Permit | <input checked="" type="checkbox"/> | Variance Request |
| <input type="checkbox"/> | Subdivision, Commercial | <input type="checkbox"/> | Zoning Appeal |
| <input type="checkbox"/> | Subdivision, Family | <input type="checkbox"/> | Zoning Map Amendment/Rezoning |
| <input type="checkbox"/> | Subdivision, Large Lot | <input type="checkbox"/> | Zoning Text Amendment |

This application must be completed in its entirety. Please list *all* owners and applicants. Use additional sheets if needed.

General Project Information:

- Project Title: Paige Addition
- Property Location: 14311 Sandypoint Rd Charles City, VA 23030
- Tax Map Number(s): 69-44
- Total Acreage: .705
- Acreage to be Developed: _____
- Acreage to be Disturbed: 264 sq Ft.
- Responsible Land Disturber: Cotman Construction RLD #: 13475
- Current Number of Lots: 1
- Proposed Number of Lots: 1
- Current Zoning: A1
- Proposed Zoning: _____
- Current Use(s): Residential
- Proposed Use(s): same

Contact Information:

- Property Owner: Brian Paige & Loretta Paige
- Owner Address: 14311 Sandypoint Rd.
- Owner Telephone: 804-307-8518 Email: _____

17. Applicant: Brian Paige
 18. Applicant Address: 14311 Sandy Point Rd Charles City, VA 23030
 19. Applicant Telephone: 804-307-8518 Email: _____
 20. Representative: Corey Cotman
 21. Representative Address: 7701 Bradbury Rd Richmond, VA 23231
 22. Representative Telephone: 804519-5130 Email: coreycotman@yahoo.com
 23. Correspondence to be sent to: Applicant Owner Representative
 24. Preferred form of Contact: Email Mail

Owner Affidavit:

I have read this application, understand its intent, and freely consent to its filing. The information provided is complete and accurate to the best of my knowledge and capabilities. I understand that the county may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission for county officials on official business to enter the property to make such investigations and inspections as they deem necessary to process this application.

Brian Paige
 Owner's Signature

12-11-19
 Date

 Owner's Signature

 Date

<u>For Office Use Only:</u>	
Application Number:	_____
Submission Date:	_____
Completeness Date:	_____
Application Fee:	_____ Date Paid: _____
Taxes Paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Environmental Review:	<input type="checkbox"/> Floodplain <input type="checkbox"/> Wetlands <input type="checkbox"/> Highly Erodible Soils <input type="checkbox"/> Resource Protection <input type="checkbox"/> Resource Management
Additional Review Req.:	<input type="checkbox"/> WQIA <input type="checkbox"/> CBPA Board <input type="checkbox"/> Wetland Board
Outcome:	<input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved

APPEAL TO THE BOARD OF ZONING APPEALS

Charles City County, Virginia

Appeal No. _____

I (we), Brian Paige of 14311 Sandy Point Rd Charles City, VA
Name Mailing Address 23030

Respectfully request that a determination be made by the board of zoning appeals on the following appeal, which was denied by the zoning administrator _____ for the reason that it was a matter which, in the opinion of the administrator, should properly come before the board of zoning appeals.

An Interpretation Variance is requested to _____ of the Charles City County Zoning Ordinance for the reason that:

It is an appeal for an interpretation of the ordinance, map, or appeal of administrative decision;

It is a request for a variance relating to the: use area
 frontage front setback yard setback, or _____ provisions of the ordinance.

Remarks:

We are installing a Handicap Accessible bedroom and Bathroom Addition on our home for my mother. We are requesting a variance for the front setback and side yard set back. The home is currently 51' off the road and the addition would be 61' from the road.

The premises affected are situated at 14311 Sandy Point Rd in A-1 zoning district; within the Chickahominy magisterial district. Legal description of property involved in this appeal: 14311 Sandy Point Rd, Charles City, VA 23030

Has any previous application or appeal been filed in connection with these premises? Yes no, if so, please explain:

What is the applicant's interest in the premises affected? owner

What is the approximate cost of the work involved? \$50,000.00

Explanation of purpose to which property will be put: Room Addition

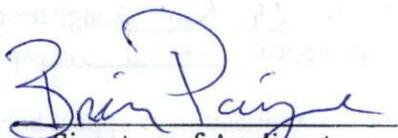
Plot plan attached? yes no

Ground plan and elevations attached? yes no. If no, explain:



Following are names and addresses of adjacent landowners.
Attach additional sheet if needed.

Name	Tax Map #	Location (Address)
IRBY + Shirley Stokes	69-45	14301 SAndy Point Rd
Jerusalem Baptist Church	69-43	14321 SAndy Point Rd
Bachelor Point, LLC William Tyler	69-46	P.O. Box 8 Charles City, VA 23030
Julius + Glenora Brown	69-50	
John + Annette Roberts	69-49	


Signature of Applicant

Dated at Charles City, Virginia, the 11 day of Dec, ~~2019~~
2019

COMMONWEALTH OF VIRGINIA
COUNTY of CHARLES CITY
P.O. BOX 128
CHARLES CITY, VIRGINIA 23030



BOARD OF SUPERVISORS

WILLIAM G. COADA, CHAIRMAN
GILBERT A. SMITH, VICE-CHAIRMAN
LEWIS E. BLACK, III, MEMBER

COUNTY ADMINISTRATOR

MICHELLE JOHNSON

ASST. COUNTY ADMINISTRATOR

RHONDA RUSSELL

Notice Date: January 13, 2020

Marion G. Jefferson et al, 14231 Sandy Point Road, Charles City VA 23030, tax map #69-47

Bachelor Point LLC, PO Bo x 8, Charles City, VA, 23030, tax map #69-46

Irby L. Stokes et al, 15031 Wilcox Neck Road, Charles City, VA, 23030, tax map 69-45

Nat Properties LLC, 8 Melson Lane, Hampton, VA, 23664, tax map 69-51

Julius Brown et al, PO Box 192, Gambrills, MD, 21054, tax map 69-50

Dear Property Owners,

This letter is the adjoining property owner notification letter as required by the Code of Virginia. If you have an interest in this administrative variance, please feel free to call the County at 804-652-4707.

BZA-01-2020-Application by B. Paige for three (3) setback variances to permit an addition of a handicap accessible bathroom and bedroom at 14311 Sandy Point Road. The applicant seeks to vary requirements of Section 5-Agricultural District (A-1), Setback Requirements (5-5), of the Charles City County Zoning Ordinance which stipulates front, side and rear setbacks of $\pm 100'$, $\pm 25'$ and $\pm 50'$ respectively. The south side yard setback variance would result in a setback of $\pm 12'$. A variance for the north side yard would result in a setback of $\pm 17'$. The front yard setback variance would result in a setback of $\pm 51'$. The subject property consists of ± 0.71 acres, is zoned Agricultural District (A-1), and located on the west side of Sandy Point Road, beginning $\pm 7,121$ feet of the intersection of Sandy Point Road/SR613 and John Tyler Memorial Highway/SR 5. The Tax Parcel Identification Number is 69-44.

The variance permit application can be reviewed during regular business hours in the Community Development Department located at the address above. The complete case information may be obtained from Rhonda Russell, AICP, Assistant County Administrator and Director of Community Development for Charles City County at the County Administration Building located at 10900 Courthouse Road, Charles City, Virginia 23030. Anyone having questions or wishing to submit written

comments may contact Ms. Russell at 804-65 2-470 7, Monday through Friday, 8:00 a.m. to 4:30 p.m. Anyone with a disability who requires assistance in order to participate in the public hearing is asked to contact Ms. Russell prior to the public hearing so that appropriate arrangements may be made.

All interested persons may attend and express their views.

By the Authority of Rhonda L. Russell

Assistant County Administrator

Gary Mitchell, AICP

Assistant Planning and Zoning Administrator



File



COMMONWEALTH OF VIRGINIA
COUNTY of CHARLES CITY
P.O. BOX 128
CHARLES CITY, VIRGINIA 23030

BOARD OF SUPERVISORS
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COUNTY ADMINISTRATOR
MICHELLE JOHNSON

ASST. CO. ADMINISTRATOR
RHONDA RUSSELL

January 8, 2020

AFFIDAVIT

I hereby affirm that I, Gary D. Mitchell, Planning & Zoning Advisor
FULL NAME JOB TITLE

for the County of Charles City, Virginia, did prepare and send notice via first class mail to all adjoining property owners regarding application PZA-01-2020 as required by Va.
APPLICATION NUMBER

Code Ann. § 15.2-2204(B) and the Zoning Ordinance of Charles City County, Virginia Section 30-2(2). Said notice was mailed on 1-7-20 and conforms to all standards for
DATE MAILED

notice under law.

[Signature]
SIGNATURE

PAULETTE L. JONES
NOTARY PUBLIC
REG. #222654
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES DEC. 31, 2020

COMMONWEALTH OF VIRGINIA
COUNTY OF CHARLES CITY

The foregoing instrument was subscribed and sworn before me this 8th day of

January, 2020 by
Paulette L. Jones