

Board of Zoning Appeals AGENDA

Wednesday, March 27, 2024, 4:00 PM
Council Chambers, City Hall, 114 North Broad Street

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Election of Officers

A. Election of Officers

Consider the election of Chairman, Vice-Chairman, and Secretary for 2024.

4. Consent Agenda

A. Minutes

Consider approval of the minutes of the December 27, 2023, meeting.

5. New Business

A. Variance Request

Hold public hearing to consider the request of Carol Grimes, property owner, for a variance from Section 106-202.3(B)(1) of the City of Salem Zoning Ordinance pertaining to site development regulations, for the property located at 2933 Phillips Brook Lane, Tax Map # 290-1-3.9. The petitioner is requesting a 4-foot rear yard setback variance to allow the construction of a 12 x 16 sunroom addition. Section 106-202.3(B)(1) states that the rear yard setback for the principal structure in the RSF Residential Single Family zoning district is 25 feet. As advertised in the March 14, and 21, 2024, issues of the *Salem Times Register*. STAFF REPORT

6. Adjournment

ORGANIZATIONAL MEETING OF THE BOARD OF ZONING APPEALS March 27, 2024 4:00 p.m.

- 1. Due to the retirement of Chairman DuBois, Vice-Chairman calls meeting to order.
- 2. Roll Call (Secretary)
- 3. Vice-Chairman reports that the next order of business is election of Chairman, Vice-Chairman, and Secretary for 2024.
- 4. Nominations taken and election held for Chairman.
- 5. New Chairman assumes duties.
- 6. Nominations taken and election held for Vice-Chairman for 2024.
- 7. Nominations taken and election held for Secretary.

Board of Zoning Appeals MINUTES

Wednesday, December 27, 2023, 4:00 PM

City Council Chambers, City Hall, 114 North Broad Street, Salem, Virginia

1. Call to Order

A regular meeting of the Board of Zoning Appeals of the City of Salem, Virginia, was held after due and proper notice in the City Council Chambers, City Hall, 114 North Broad Street, Salem, Virginia, at 4:00 p.m., on December 27, 2023. Notice of such hearing was published in the December 14, and 21, 2023, issues of the "Salem Times Register", a newspaper published and having general circulation in the City. All adjacent property owners were notified via the U. S. Postal Service.

Chairman DuBois called the meeting to order at 4:00 p. m.

Chairman DuBois asked Maxwell Dillon to call the role. Mr. Belanger sat in place of Mr. Gresham at this hearing. Each appropriate party responded. Mr. Belanger, here. Mr. Sellars, here. Mr. Eanes, here. Captain Copenhaver, here. Chairman DuBois, here.

Captain Copenhaver requested to make a quick motion before the meeting started that Max Dillon serve today as Secretary Pro-Tem.

Chairman DuBois asked for a second.

Mr. Sellers seconded that motion Chairman DuBois asked Max Dillon to call the role. Max Dillon called the role. Mr. Bellanger, Aye. Mr. Sellers, Aye. Mr. Eanes, Aye. Captain Copenhaver, Aye. Chairman DuBois, Aye.

Chairman DuBois requested that Max Dillon lead the Pledge of Allegiance.

2. Old business

Chairman DuBois stated that the minutes from the October 25th meeting needed to be approved. Chairman DuBois asked if everyone had a chance to look the minutes over and could he have a motion to approve?

Captain Copenhaver made a motion to approve the minutes.

Mr. Eanes seconded the motion.

Chairman DuBois requested a roll call vote.

Max called role. Mr. Belanger, Aye. Mr. Sellers, Aye. Mr. Eanes, Aye, Captain Copenhaver, Aye. Chairman DuBois, Aye.

3. New business

Chairman DuBois asked Max to read the new business.

Mr. Dillon stated that this date and time has been set to hold a public hearing to consider the request of Elizabeth G. Lane, property owner, for a variance from Section 106-208.3(B)(2) of the City of Salem regulations, for the property located at 111 Poplar Avenue, Tax Map #127-

3-5. The petitioner is requesting a variance to allow the placement of a 12 x 20-foot carport in the front yard, to be located no closer than 16 feet to the front property line. Section 106-208.3(B)(2) states that accessory structures must be built behind the rear building line of the principal structure (or in the rear yard).

Chairman DuBois declared that should anyone disagree with the Board's decision today you have the right to appeal to the Circuit Court of the City of Salem. You must exercise your right to appeal no later than thirty (30) days following the Board's decision by filing a petition to the Circuit Court specifying the grounds on which you are aggrieved.

Chairman DuBois asked if everyone understood or had any questions.

Chairman DuBois asked for the petitioner to approach the podium and state your name, address, and your relationship to the request.

Elizabeth Lane, property owner, located at 111 Poplar Avenue, stated that she didn't know that she had to check with anybody to put the carport up. Ms. Lane explained that she figured since she hired a local contractor from Salem, the contractor would know the rules. The reason Ms. Lane wanted the carport was being 80 years old and had fallen and broken her ankle. Ms. Lane thought that it would be nice to have something to keep the weather from falling on her and having to rush to carry things like groceries in from the car. Ms. Lane stated she felt the carport would be a nice thing to have to better help take care of herself. Ms. Lane explained she had no idea that she was supposed to check with anyone, because she was raised in Salem, but had moved to Roanoke County out near Bent Mountain during her adult life. Ms. Lane stated she even knew she had to do that. The contractor that she hired is a City of Salem business owner. Ms. Lane felt like he should have known the rules and would have told her. Ms. Lane apologized for not knowing. Ms. Lane stated that maybe she had the carport put up to make it a little bit easier for herself as she is getting older and lazier after retirement. Ms. Lane thanked the Board members for considering for her to leave it up.

Chairman DuBois asked if Ms. Lane knew if the contractor had bolted it to her driveway? Is it fixed and bolted in so it wouldn't be a wind hazard?

Ms. Lane responded yes. A friend, who is a builder, came out and looked at it after the petition had started happening. Ms. Lane stated that the friend said it was anchored in really good and well built.

Chairman DuBois asked Ms. Lane if the carport was a new structure.

Ms. Lane replied yes, in July.

Captain Copenhaver asked who the contractor was that had built the structure.

Ms. Lane stated that the contractor was James Philpott.

Mr. Belanger asked Ms. Lane if she used her front door or does, she goes through the garage.

Ms. Lane answered no she doesn't go through the garage. Ms. Lane stated that she uses the front door, and she doesn't have a back door. That being the reason the carport is in the front. It wouldn't serve a purpose to be around the back with no back door.

Mr. Belanger asked how Ms. Lane gets into her front door when she is in the carport; there is no side entrance off the porch that he could see.

Ms. Lane answered when you come out the front door you walk in front of the windows, right there is where the carport starts.

Mr. Belanger asked if there was a step down from the side of the sidewalk.

Mr. Gladden stated that it is level with the yard.

Daphne Gladden stated there were pictures showing the connection.

Mr. Belanger stated he had the pictures. Mr. Belanger asked if Ms. Lane used the garage.

Ms. Lane stated that her laundry is in the garage, and she just doesn't use it to put my car in.

Ms. Gladden and Mr. Gladden both stated the garage wasn't big enough to put a car in.

Mr. Gladden stated that when the house was built the garage part was an old-style carport that had been enclosed years ago. The garage as it is today is not wide enough to fit a car in. The laundry was moved into the garage area after Ms. Lane fell and couldn't go up and down the steps any longer.

Captain Copenhaver asked if Mr. Gladden and Ms. Gladden would please state their names, addresses, and relationships to Ms. Lane.

Ervin Gladden, nephew of Ms. Lane, address is 4444 Harborwood Road, Salem Virgina.

Daphne Boothe Gladden, niece of Ms. Lane, address is 4444 Harborwood Road Salem, Virginia.

Chairman DuBois asked if there were any other questions.

Captain Copenhaver stated he had a question for Max.

Daphne Booth Gladden stated that Ms. Lane lives alone. Ms. Lane originally moved in to take care of my grandmother, Ms. Lane's mother, who lived to be 99 years old. Ms. Lane sold her home and moved in to take care of her.

Mr. Belanger asked from an anchor perspective if it anchored in the grass, or is it anchored into the black top.

Ms. Lane answered that it is anchored in the grass not the black top.

Mr. Belanger stated it is on the grass. So, they are grass anchors not black top, they are not bolted to the black top.

Chairman DuBois asked if there were any other questions.

Captain Copenhaver asked Max if there had been any correspondence regarding this matter.

Max stated there had been no correspondence to his knowledge.

Mr. Gladden stated that Ms. Lane has done a lot of work in and around the house. In his opinion the carport has done nothing but added value to the house.

Chairman DuBois asked for a motion to approve.

Captain Copenhaver motioned for approval.

Mr. Sellers seconded the motion.

Chairman DuBois requested a roll call vote.

Max stated, and the appropriate party responded: Mr. Belanger, Aye. Mr. Sellers, Aye. Mr
Eanes, Aye. Captain Copenhaver, Aye. Chairman DuBois, Aye.

Chairman DuBois stated the petition for the variance was approved and for Ms. Lane to follow up with the Building department.

Chairman DuBois thanked the participants for coming. Chairman DuBois asked if there was any more business.

Max responded with not at this time.

Chairman DuBois adjourned the meeting at 4:10 p. m.

ATTEST:					
Winston J.	DuBois,	Chairman	Board 6	of Zoning	Appeals

CASE NUMBER: 2024-001:

APPLICANTS: Carol Grimes, 2933 Phillips Brook Lane



Board of Zoning Appeals (BZA)

Public Hearing Date: March 27, 2024

Community Development Zoning Administration Division 21 South Bruffey Street (540) 375-3032

SALEM, VIRGINIA

2933 Phillips Brook Lane



APPLICANTS' REQUEST

The request of Carol Grimes, property owner, for a variance from Section 106-202.3(B)(1) of the City of Salem Zoning Ordinance pertaining to site development regulations, for the property located at 2933 Phillips Brook Lane, Tax Map # 290-1-3.9. The petitioner is requesting a 4-foot rear yard setback variance to allow the construction of a 12×16 sunroom addition. Section 106-202.3(B)(1) states that the rear yard setback for the principal structure in the RSF Residential Single Family zoning district is 25 feet.

BACKGROUND INFORMATION

2933 Phillips Brook Lane is zoned RSF, Residential Single Family District. The property currently is comprised of 0.23 acres and contains a 2,405 square foot 1.2 story brick home, constructed in 2006. This parcel is a part of the Phillips Brook subdivision platted in 2003 and is considered legally conforming.

The petitioner would like to build an enclosed sunroom on the same footprint as the existing 10 x 16 brick patio. According to Section 106-406.5(B)(2), Yard, height and setback requirements patios shall be allowed within all required setback areas. By removing the patio and constructing a sunroom, the addition must meet the requirements of Section 106-202.3, Site development regulations, which state that the rear yard setback of the principal structure shall be 25 feet.

The petitioner is unable to purchase land to the rear (if that were an option) due to the fact that the property is part of a Planned Unit Development and cannot be altered without going through the public hearing process

RELEVANT EXCERPTS FROM ZONING ORDINANCE

Sec. 106-202.3. - Site development regulations.

The following are general development standards for the RSF Residential Single Family District. For additional, modified or more stringent standards see article III, use and design standards.

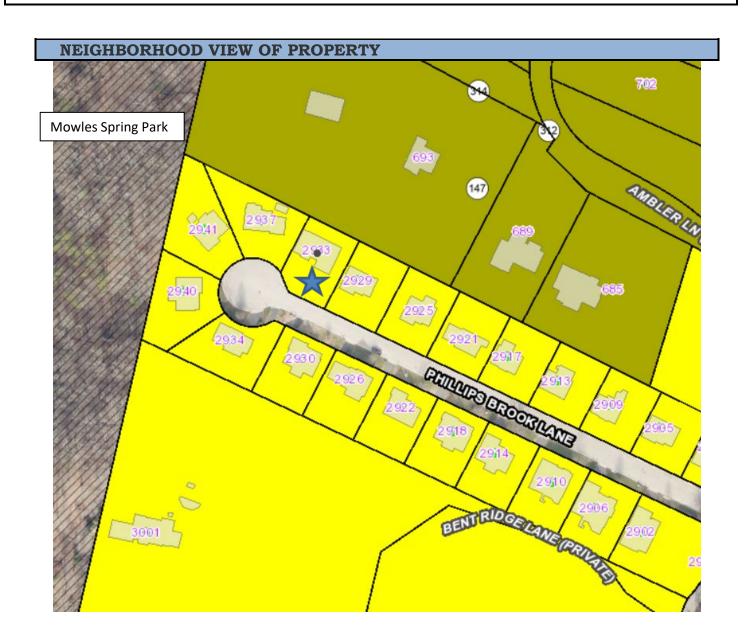
(B) Minimum Setback Requirements.

1.Principal Structure:

Front Yard: 25 feet, if right-of-way is 50 feet or greater in width; 50 feet from the centerline of any right-of-way less than 50 feet in width. However, if an adjoining lot is developed, no principal structure shall be required to have a front yard greater than that observed by an existing building on an adjoining lot.

Side Yard: Any side yard shall be a minimum of ten percent of lot width. However, under no circumstances shall either side yard be required to exceed 25 feet.

Rear Yard: 25 feet.



BOARI	O OF ZONING APPEALS PETITION A	APPLICATION
	OWNER INFORMATION	
USE CURRENT CONTACT IN	IFORMATION FOR ALL PROPERTY AY BE ATTACHED FOR MULTIPLE C	OWNERS. (AN ADDITIONAL SHEET DWNERS)
Name: CAROL	GRIMES	
Mailing address: 2933	PHILLIPS BROOK LA	V.
City: SALEM	State: $\bigvee \mathcal{H}$	ZIP Code: 24/53
Phone: 540-494-122	9 Email: STEPPING STONE	513@ COMCAST. NET
	AGENT INFORMATION	
Name: Southwest Su Corporation:	unroom & Window Co	9.
Mailing address: 425 50	uth Callear Ang,	
City: Salam	State: V	ZIP Code: 24153
Phone: 540 - 389- 88	44 Email: Kavin. SWSUNTO	
	APPLICATION DETAILS	
Application For:	Appeal of Zoning Decision: □	Variance: ☑
Appeal Details:		A
Date of Decision:	Regarding:	
Variance Details: Section of Zoning Ordinance:	To Allow:	
Section of Zoning Ordinance.		
Variance Request basis:		
□ Unreasonable Restriction		
 Hardship due to Physical Condition of the Property 		
	PROPERTY INFORMATION	
Address of Property: 2933	PHILLIPS BROOK LN	. SALEM VA 24153
Tax Man # 290-1-3 9	Legal Description: 1T 9	0.230 AC PHILLIPS BROOK
Zoning District: RESIDENT	IAL Present Use: PRIVATE	RESIDENTIAL HOME SUBD
	APPLICATION CHECKLIST	
Letter detailing justification for	r request (Variance & Appeals)	
	ty & proposed project, with location i	map
□ Application Fee		
☐ Submit application & associat	ed materials via email to mewines@)salemva.gov
	SIGNATURES	
I certify that the information supp	plied on this application and on the a	attachments provided (maps and other
information) is accurate and true	to the best of my knowledge. I furth	her agree to submit payment to the
newspaper for costs associated	with the legal advertisement of the and employees of the City of Salem	above request. In addition, i hereby
purposes of processing and revi	ewing the above application. Also,	the petitioner understands that a
'Notice of Zoning Request" sign	will be posted by the City on any pr	operty which is involved with a petition
Signature of Owner:	1 Grines	Date:
Signature of Owner:	1	Date:
Signature of Agent:		Date:

The Board of Zoning Appe questions are intended to	eals can grant a v	variance only nt show that a	if certain leg	al requirement appropriate.	nts have b	een met. The f	following
Please answer all qu	estions as cor	npletely as	possible.	Attach add	itional p	ages if nece	ssary.
Does the zoning ordina ordinance unreasonable?	ance <i>unreasor</i>	ably restr	<i>ict</i> the use o	f the property	/? If so, ho	w is the zoning	
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A JUNROOM. T	THIS WILL	-NOT 1	mpact	CHANG	es or	ADMEN	TMENTS
TO ANY ZONA	6 ORDIN	ANCE.	All and Groupe for Million and All Co.				
2. Is there a <i>hardship</i> the variance necessary? W	related to the pharmal Vere those physic	ysical conditical conditions	ons of the pr present whe	operty? If son the ordinar	, what phonice was ac	ysical condition dopted?	
NONE FOR							
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DIMENSIONS	WILL BE	12/16	· VAR	IANCE 1	REDEI	FOR CODE	6 PROPER
. Is a variance necessary							by, or on
ehalf of, a <i>person with</i>	<i>h disability?</i> I	f so, describe	what modifi	cation is need	ded, and v	vhy.	
NO.							
				31			
ary 1		and the second	<u> </u>		7		
. If there is a hardship, v	was it created by	the applicar	it?				
NO			7 A 8 A	1	1	2	
				8.7			
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Is the condition or situa							
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OTHOUT A	VARIANC!	5					
Mould the vester trees	e a negative eff	ect on other	property in	the area?			
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HERE WOULD	FAR E	NOUGH	Aw Ay	AND	No C	ONSTRUC	TION

ArcGIS Web Map



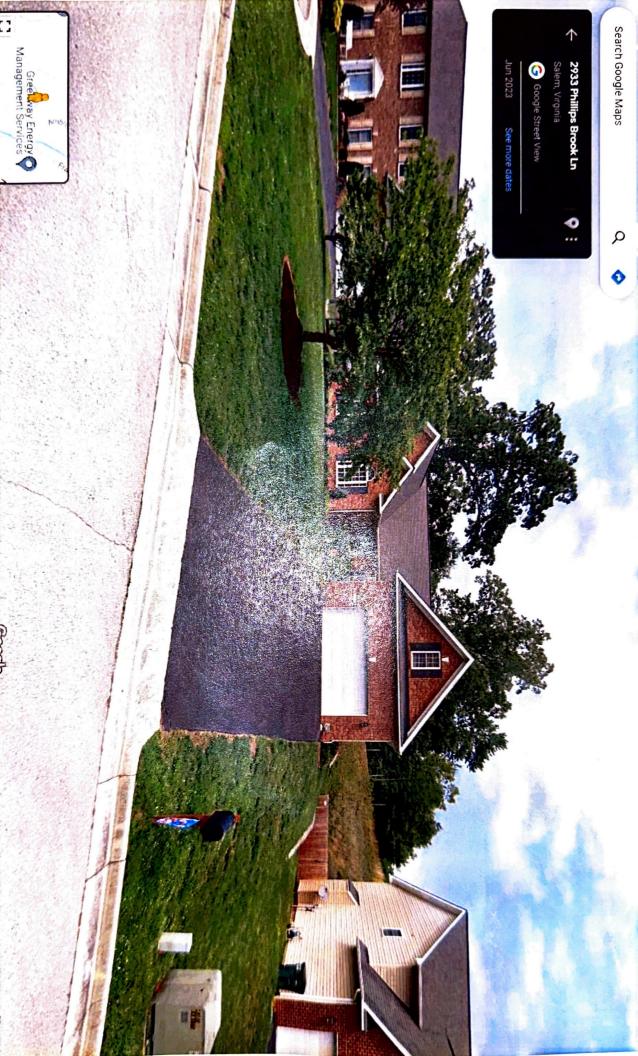
WITA Wast Winninia DIR For HERE Care City of Salem GIS IntraNet Site

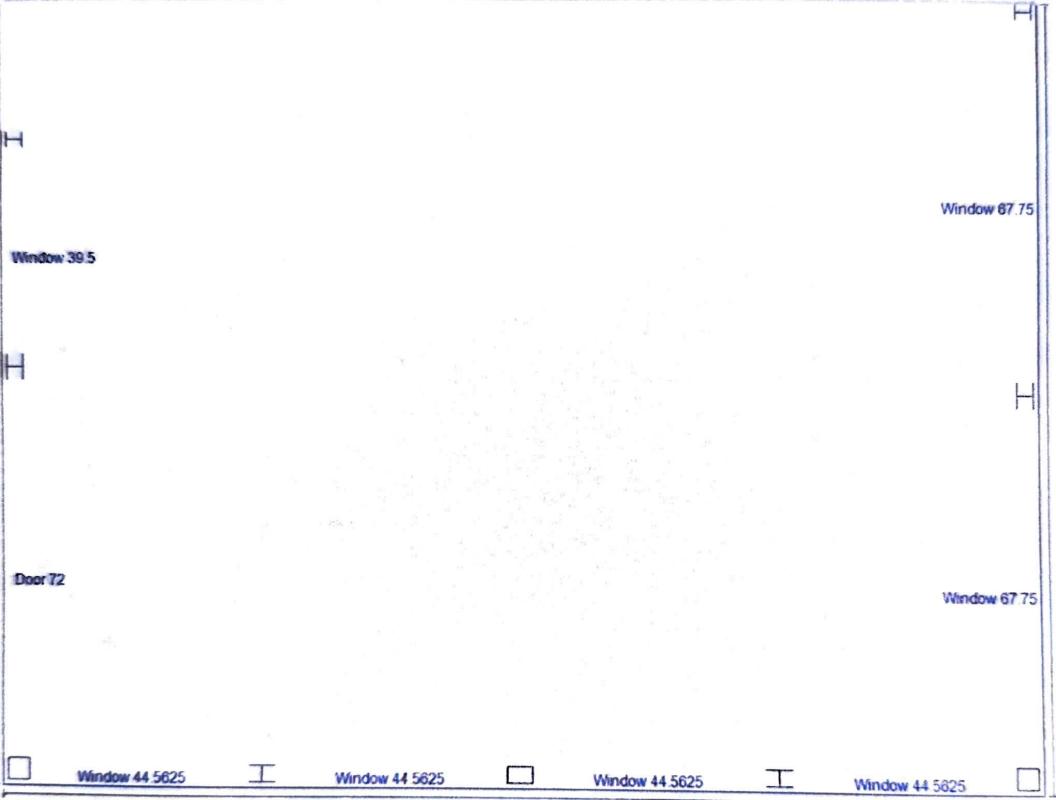
0.01

0.02

0.04 km

Green: Band_2 Blue: Band_3



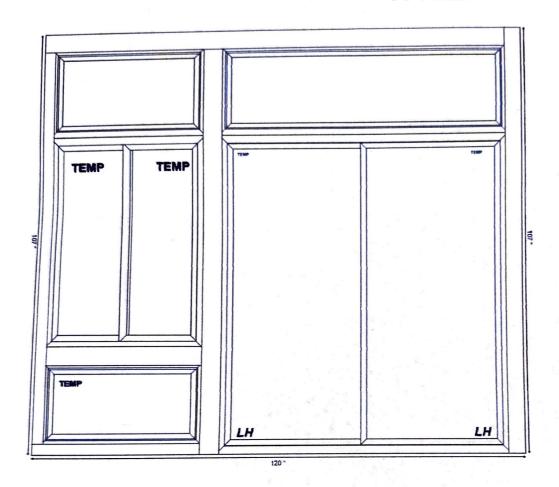


ORDER: 25209

LINE ITEM: 1

DATE: 10/12/2023

A Wall



Dimensions

Width: 120"

Height: 107"

Layout

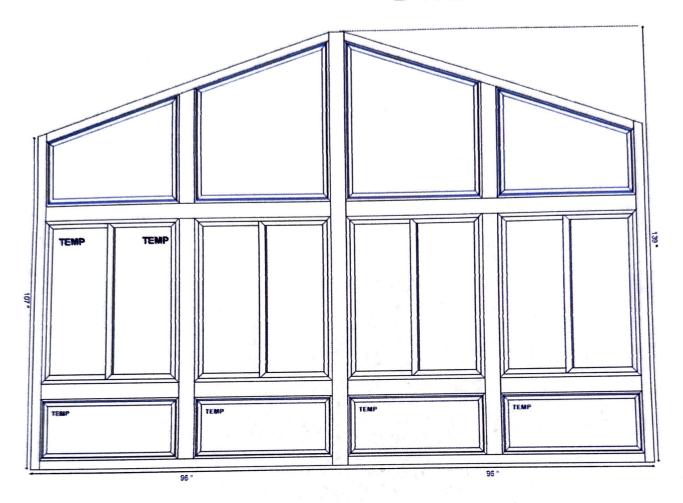
2" (Wall Starter) + 39.5" (Window) + 3.25" (Door Post) + 72" (Door) + 3.25" (Corner Post)

2" (Floor Starter) + 20.75" (Kick Panel) + 3.25" (Sill) + 54" (Window) + 23" (Transom) + 4" (Bearing Header)

ORDER: 25209 LINE ITEM: 1

DATE: 10/12/2023

B Wall



Dimensions

Width: 192"

Height: 107"

Left Wall Pitch: 4.0 / 12 = 19.0°

Right Wall Pitch: 4.0 / 12 = 19.0°

Layout

2" (Comer Post) + 44.5625" (Window) + 3.25" (Center Post) + 44.5625" (Window) + 3.25" (Ridge Post) + 44.5625" (Window) + 3.25" (Center Post) + 44.5625" (Window) + 2" (Comer Post)

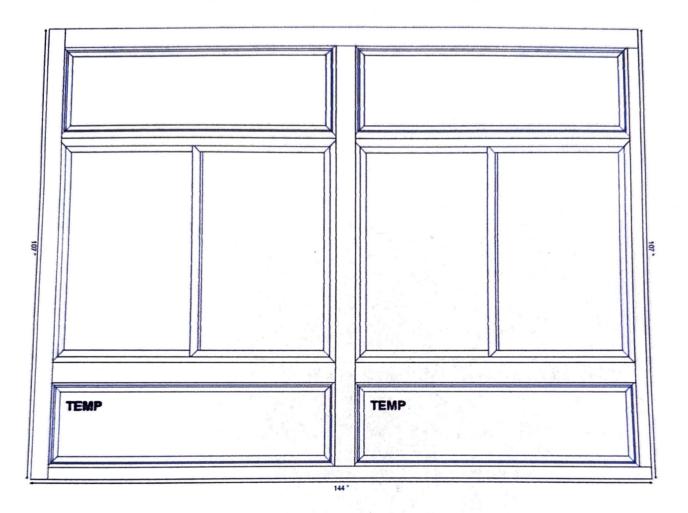
2" (Floor Starter) + 20.75" (Kick Panel) + 3.25" (Sill) + 54" (Window) + 3.25" (Header)

ORDER: 25209

LINE ITEM: 1

DATE: 10/12/2023

C Wall



Dimensions

Width: 144"

Height: 107"

Layout

3.25" (Corner Post) + 67.75" (Window) + 3.25" (Center Post) + 67.75" (Window) + 2" (Wall Starter)

2" (Floor Starter) + 20.75" (Kick Panel) + 3.25" (Sill) + 54" (Window) + 23" (Transom) + 4" (Bearing Header)

Southwest Sunroom & Window Co.

625 College Avenue Salem VA 24153

Invoice

Date	Invoice #
11/16/23	3609

Bill To	
Carol Grimes 2933 Phillips Brook Lane Salem, VA 24153	

Terms	
Deposit \$17,800.00 Due @ Start \$35,600.00 Due Under Roof \$10,600.00 Due @ Completion \$7,180.00	

Rep

QTY	Item	Description	Amount
		Windows come with a manufacturer's lifetime warranty against seal failure and Southwest's 5 year labor warranty. Southwest to clean up and haul away all job related debris daily. Lead Time: 18 to 22 weeks to start, weather permitting and/or vendor permitting.	
		Subtotal	\$71.180

A finance charge of 1.5% per month, which is an annual rate of 18%, will be added to balances over 30 days from date of job completion.

Oubtotal	\$71,180.00
Sales Tax (5.3%)	\$0.00
Total	\$71,180.00
Payments/Credits	-\$17,800.00
Balance Due	\$53,380.00

Phone #

(540) 389-8844

Carol Grimes 2933 Phillips Brook Ln. Salem, VA 24153 540-494-1229

To Whom It May Concern:

I am submitting a petition to the Board of Zoning Appeals for a variance for the above address. I purchased the home July 2020 and I have signed a contract with Southwest Sunroom & Window Co. There is a brick patio (10X16) attached to the house when I purchased it and I would like to build an enclosed sunroom on the same footprint for my personal enjoyment. The plans would need an extra 2 feet that would accommodate the necessary footings to make it 12X16. The approval of the variance would allow this to fall into the code restriction of being within the 25 Ft. of the property line. I believe the application of strict terms of the ordinance would unreasonably restrict the use of my property/project.

Phillips Brook HOA Architectural Committee and President Bryan Gregory have approved of this project. Emails to follow.

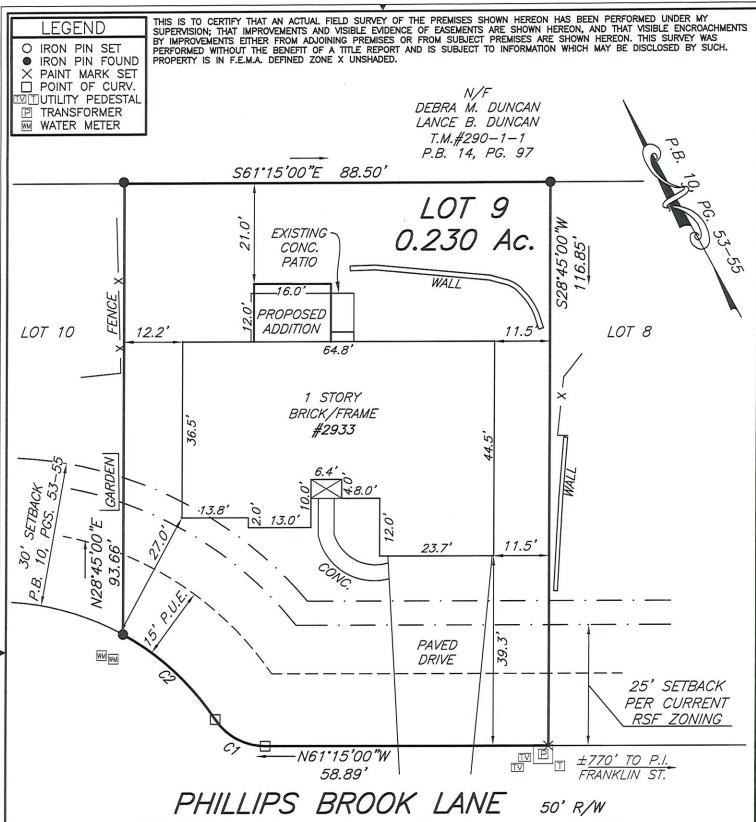
I have had the property surveyed and this sunroom would not have any negative effect on my neighbors on either side as they sit forward some yards and there is a fence on the north side of the other property. The property behind me (693 and 2901-1) would not be affected because they are not directly behind me and they are approximately 260 feet away with a heavily and densely wooded natural area on the property line that provides privacy to and from those neighbors. Also, there is no road between the properties.

The situation of my property is not a recurring nature as to make any regulation to be adopted as an amendment to the ordinance. The granting of the variance will not result in a use that is not otherwise permitted or change in the zoning classification of the property. There will not be construction near or on the property line.

There will be several emails to follow with the subject "Petition Application for 2933" including: Survey, HOA Approval, Pictures, Web Map, Southwest Sunroom plans and contract.

In conclusion, I appreciate your time in reviewing my application as I have already invested \$17,750 for deposit on contract, survey and fees.

Sincerely, Carol Grimes



			CURVE TABLE		
CURVE	RADIUS	LENGTH	CHD BEARING	CHD LENGTH	DELTA
C1	12.50'	12.27'	N33°07'28"W	11.79'	56°15′04″
C2	<i>55.00</i> ′	26.34	N18°43'08"W	26.09'	<i>27°26′23</i> ″

NOTES:

1. OWNERS OF RECORD: CAROL GRIMES

2. LEGAL REFERENCE: INSTRUMENT #230000176

3. TAX MAP NUMBER: 290-1-3.9

4. PROPERTY MAY CONTAIN UNDERGROUND UTILITY SERVICE LINES.

PHYSICAL IMPROVEMENT SURVEY FOR

CAROL GRIMES

2933 PHILLIPS BROOK LANE LOT 9

REVISED PLAT OF PHILLIPS BROOK

PLAT BOOK 10, PAGES 53-55 CITY OF SALEM, VIRGINIA SURVEYED 02-23-2024 JOB #05240043.MS SCALE: 1" = 20'

DRAWN BY: MSS CHECKED BY: JAP PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS
ROANOKE / RICHMOND / NEW RIVER VALLEY / SHENANDOAH VALLEY

1208 Corporate Circle / Roanoke, Virginia 24018 / Phone (540) 772-9580 / www.balzer.cc





BALZER & ASSOCIATES









PAYMENT DATE
02/26/2024
COLLECTION STATION
Engineering/Inspections
RECEIVED FROM
Carol Grimes
DESCRIPTION

City of Salem P.O. Box 869 Salem, VA 24153

BATCH NO. 2024-00004653 RECEIPT NO. 2024-00090385 CASHIER Krystal Graves

PAYMENT CODE CD LAND USE	RECEIPT DESCRIPTION Land Use Application Fees BZA fee for address 2933 Phillips Brook Ln.	TRANSACTION AMOUNT \$200.00
	Total Cash \$0.00 Total Check \$200.00 Total Charge \$0.00 Total Wire \$0.00 Total Other \$0.00 Total Remitted \$200.00 Change \$0.00 Total Received \$200.00	
	Total Amount: Customer Copy	\$200.00



NOTICE OF PUBLIC HEARING

Notice is hereby given to all interested persons that the Board of Zoning Appeals of the City of Salem, Virginia will hold a public hearing, in accordance with the provisions of Sections 15.2-2204 and 15.2-2309 of the 1950 Code of Virginia, as amended, on March 27, 2024, at 4:00 p.m. in the Council Chambers of City Hall, 114 North Broad Street, in the City of Salem, Virginia, to consider the following applications.

The request of Carol Grimes, property owner, for a variance from Section 106-202.3(B)(1) of the City of Salem Zoning Ordinance pertaining to site development regulations, for the property located at 2933 Phillips Brook Lane, Tax Map # 290-1-3.9. The petitioner is requesting a 4 foot rear yard setback variance to allow the construction of a 12×16 sunroom addition. Section 106-202.3(B)(1) states that the rear yard setback for the principal structure in the RSF Residential Single Family zoning district is 25 feet.

At this hearing, all parties in interest will be given an opportunity to be heard, present evidence, and show cause why such requests should or should not be granted. For additional information, contact the Office of the Zoning Administrator, 21 South Bruffey Street, Salem, Virginia (Phone 375-3032).

THE BOARD OF ZONING APPEALS OF THE CITY OF SALEM

BY: Mary Ellen H. Wines, CZA, CFM Planning & Zoning Administrator

(Please publish in the 3-14-2024 and 3-21-2024, issues of the "<u>Salem Times Register</u>". Please send statement to Zoning Administrator, P. O. Box 869, 21 South Bruffey Street, Salem, Virginia 24153).



March 15, 2024

Ms. Carol Grimes 2933 Phillips Brook Lane Salem, Virginia 24153

RE: Variance Request

2933 Phillips Brook Lane Tax Map # 290-1-3.9

Dear Ms. Grimes:

You and/or your agent shall appear before the Board of Zoning Appeals on:

Wednesday March 27, 2024 at 4:00 p.m. in the

Council Chambers, City Hall, 114 North Broad Street

for consideration of your request for a variance for the above referenced property.

If you have any questions regarding this matter, please contact our office at (540) 375-3032.

Sincerely,

Mary Ellen H. Wines, CZA CFM Planning & Zoning Administrator



March 14, 2024

Dear Property Owner(s):

Notice is hereby given that the City of Salem Board of Zoning Appeals will hold a PUBLIC HEARING at 4:00 p.m. on March 27, 2024, in the

Council Chambers, City Hall, 114 North Broad Street

to consider the following:

The request of Carol Grimes, property owner, for a variance from Section 106-202.3(B)(1) of the City of Salem Zoning Ordinance pertaining to site development regulations, for the property located at 2933 Phillips Brook Lane, Tax Map # 290-1-3.9. The petitioner is requesting a 4 foot rear yard setback variance to allow the construction of a 12×16 sunroom addition. Section 106-202.3(B)(1) states that the rear yard setback for the principal structure in the RSF Residential Single Family zoning district is 25 feet.

A map of this area, as well as other information submitted by the above petitioner, may be examined in the Office of Community Development, 21 South Bruffey Street, Salem, Virginia.

At the above-mentioned public hearing, parties in interest and citizens shall have an opportunity to be heard relative to said request.

Sincerely,

Mary Ellen H. Wines, CZA CFM Planning & Zoning Administrator

AFFIDAVIT

STATE OF VIRGINIA

CITY OF SALEM

I, Mary Ellen H. Wines, Planning & Zoning Administrator for the City of Salem, Virginia, hereby certify that notice of a hearing before the Salem Board of Zoning Appeals was mailed to the hereinafter named adjacent and abutting property owners, agents or occupants, in accordance with Section 15.2-2204 of the 1950 Code of Virginia, as amended.

RE: The request of Carol Grimes, property owner, for a variance from Section 106-202.3(B)(1) of the City of Salem Zoning Ordinance pertaining to site development regulations, for the property located at 2933 Phillips Brook Lane, Tax Map # 290-1-3.9. The petitioner is requesting a 4 foot rear yard setback variance to allow the construction of a 12×16 sunroom addition. Section 106-202.3(B)(1) states that the rear yard setback for the principal structure in the RSF Residential Single Family zoning district is 25 feet.

NOTICE MAILED TO:

Owner Name	Co-Owner Name	Address 1	City, State, Zip
CITY OF SALEM		PO BOX 869	SALEM, VA 24153-0869
DUNCAN, DEBRA M	DUNCAN, LANCE B	693 AMBLER LN	SALEM, VA 24153
SHUMATE HOWARD W		2937 PHILLIPS BROOK LN	SALEM, VA 24153
DEWALT DERRICK R		2941 PHILLIPS BROOKS LN	SALEM, VA 24153
JOHNSON JANE W BERROTERAN-GARRIDO		2940 PHILLIPS BROOK LN	SALEM, VA 24153
LIVING TRUST		2934 PHILLIPS BROOK LN	SALEM, VA 24153
GILL HARLEEN		2930 PHILLIPS BROOK LN	SALEM, VA 24153
BROWN PETER D		2926 PHILLIPS BROOK LN	SALEM, VA 24153
GREGORY, BRYAN L	GREGORY, JODI LYNN	2922 PHILLIPS BROOK LN	SALEM, VA 24153
NAGEL, RICHARD JOHN III	PARDO, DESIRAE ROSE DUNAWAY, HEATHER	2918 PHILLIPS BROOK LN	SALEM, VA 24153
DUNAWAY, NICKOLAS TRAVIS	BRATTON	2917 PHILLIPS BROOK LN	SALEM, VA 24153
THORELL, MICHAEL C JR		2921 PHILLIPS BROOK LANE	SALEM, VA 24153
DENNY, DUSTIN M	LAFAYE, RACHEL A	2925 PHILLIPS BROOK LN	SALEM, VA 24153
KUSHMAN, JASON S	KUSHMAN, SYLVAN S	2929 PHILLIPS BROOK LN	SALEM, VA 24153
GRIMES, CAROL		2933 PHILLIPS BROOK LN	SALEM, VA 24153
CUMMINGS, DAVID A	CUMMINGS, OLIVIA D	3001 BENT RIDGE LN	SALEM, VA 24153
COOPER, MICHAEL W	COOPER, JOHANNA S	685 AMBLER LN	SALEM, VA 24153
PETERS, STEVEN DEWAYNE	PETERS, JULIE MARIE	689 AMBLER LN	SALEM, VA 24153

Mary Ellen H. Wines, CZA CFM Planning & Zoning Administrator

Krystal M. Graves Notary Public

Krystal M. Graves
Notary Public - ID 228801
Commonwealth of VA
My Commission Exps. 331-27