



City of Petersburg

Board of Zoning Appeals

Brenda R. Henderson, Chair

Michael R. Packer, Vice Chair

Thomas L. Carwile

Steven E. Simonsen

Robert M. Baer

City of Petersburg Board of Zoning Appeals

Meeting Agenda

Thursday, February 26, 2026

2:00 PM

- 1) Call to Order
- 2) Roll Call
- 3) Public Information Period
- 4) Consent Agenda
 - a. Minutes from January 2026 Meeting
- 5) Public Hearing
 - a. 2026-VAR-01: A request from Thomas Heinemann for a variance of Article 19. Section 4.8 of the Petersburg Zoning Ordinance. The applicant is requesting to increase the maximum allowed area of coverage for off-street parking to develop a single-family dwelling at 811 Halifax Road.
 - b. 2026-VAR-02: A request from Edgar Decorado for a variance of Article 22. Section 1 of the Petersburg Zoning Ordinance. The applicant is requesting a variance of 5.6' of the rear yard setback for a single-family dwelling at 133 South Little Church Street.
 - c. 2026-APP-01: A request from Christopher Winslow on behalf of SP- Thirteen Properties LLC to appeal a Notice of Violation for an alleged zoning violation at 36 W Fillmore Street, Petersburg, VA 23803. The Petersburg Zoning Administrator issued a Notice of Violation in

December 2025 for failing to comply with Article 35. Section 6 of the Petersburg Zoning Ordinance by not abiding by a Certificate of Appropriateness.

6) Adjournment

City of Petersburg Board of Zoning Appeals

Petersburg Public Library, Wellness Center

January 22, 2026, 2:00 PM

Members Present:

Chair Brenda Henderson

Michael Packer

Thomas Carwile

Robert Baer

Members absent:

Steve Simonson

Adoption of minutes

Mr. Packer motioned to adopt the minutes as presented. Mr. Carwile seconded the motion. All members present voted in favor of the motion. The minutes were adopted.

Public Information Period

No members of the public present, Chair Henderson closed the public information period.

Old Business

1. The discussion and adoption of new BZA bylaws.

Mr. Packer suggested an edit to clarify language on the posting of approved minutes.

Mr. Carwile motioned to adopt the current draft of the bylaws with the suggested edit made. Mr. Packer seconded the motion. All members present voted in favor. The motion carried

New Business

1. Election of officers

Mr. Packer motioned to re-elect Brenda Henderson as BZA Chair. Mr. Baer seconded the motion. All voted in favor. The motion carried.

Mr. Baer motioned to elect Michael Packer as BZA Vice Chair. Mr. Carwile seconded the motion. All voted in favor. The motion carried.

Adjournment

Mr. Carwile motioned to adjourn, Vice Chair Packer seconded the motion. All voted in favor. The motion carried.



City of Petersburg

To: Board of Zoning Appeals

From: Maxwell Gorman, Zoning Administrator

Date: February 26, 2026

Request: 2026-VAR-01: A petition for a variance of the maximum allowed area of coverage for off-street parking at 811 Halifax Road, Petersburg Virginia.

Background Information:

The applicant, Mr. Thomas Heinemann, is seeking a variance of Article 19. Section 4.8 to allow an increase in the maximum allowed area of coverage for off-street parking to develop a single-family dwelling at 811 Halifax Road, Petersburg Virginia. Article 19. Section 4.8. dictates that off-street parking for a residential use may not cover more than 35% of the required front yard.

The applicant has cited that the irregular shape of the lot has imposed limitations that would prevent all zoning requirements from being met. The proposed plans [attached] meet all required setbacks and show that adequate parking is provided. The proposed off-street parking area covers 41% of the front yard.

Public Input

At the time of writing this report, this office received no public input, positive or negative.

Included Attachments

- a. Variance request application
- b. Proposed development plans



**City of Petersburg
Board of Zoning Appeals**

Variance Application

1. Description of Property

Address: _____ Tax Parcel Number(s): _____

Existing Zoning: _____ Proposed Use: _____

2. Notes:

a. **Two (2)** Copies of a plan must be submitted with this application showing size and location of the lot, the dimensions and location of the proposed building or structure on the lot, and the dimensions and location of the existing buildings or structures on the lot.

b. The undersigned owner authorized the entry onto the property by the Board of Zoning Appeals and City employees during the normal discharge of their duties in regard to this request.

3. Request for variance from Article _____, Section _____ of the Zoning Ordinance of the City of Petersburg in respect to _____ requirements.

4. Explain how there are exceptional or extraordinary circumstances or conditions applying to the property in question, as to the intended use of the property, that do not apply generally to other properties or class of uses in the same zoning districts.

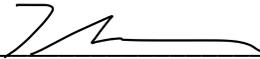
5. Explain how a variance is necessary for the preservation and enjoyment of a substantial property right possessed by other properties in the same zoning district and in the vicinity.

6. Explain how the authorization of such variance will not be of substantial detriment to adjacent property, and will not materially impair the purpose of this ordinance or the public interest.

Zoning District: _____	Lot Dimensions	Zoning Ordinance Requirement	Applicant Variance Amount
Total Lot Area			
Lot Width			
Front Yard Setback			
Minimum Side Yard			
Total Side Yard			
Rear Yard			
Public Road Frontage			

Owner or Agent:

Address: _____ Email: _____

Phone Number: _____ Signature:  _____

Office Use Only:

Date Received: _____ Fee: _____ Check #: _____

Approved: _____ Denied: _____

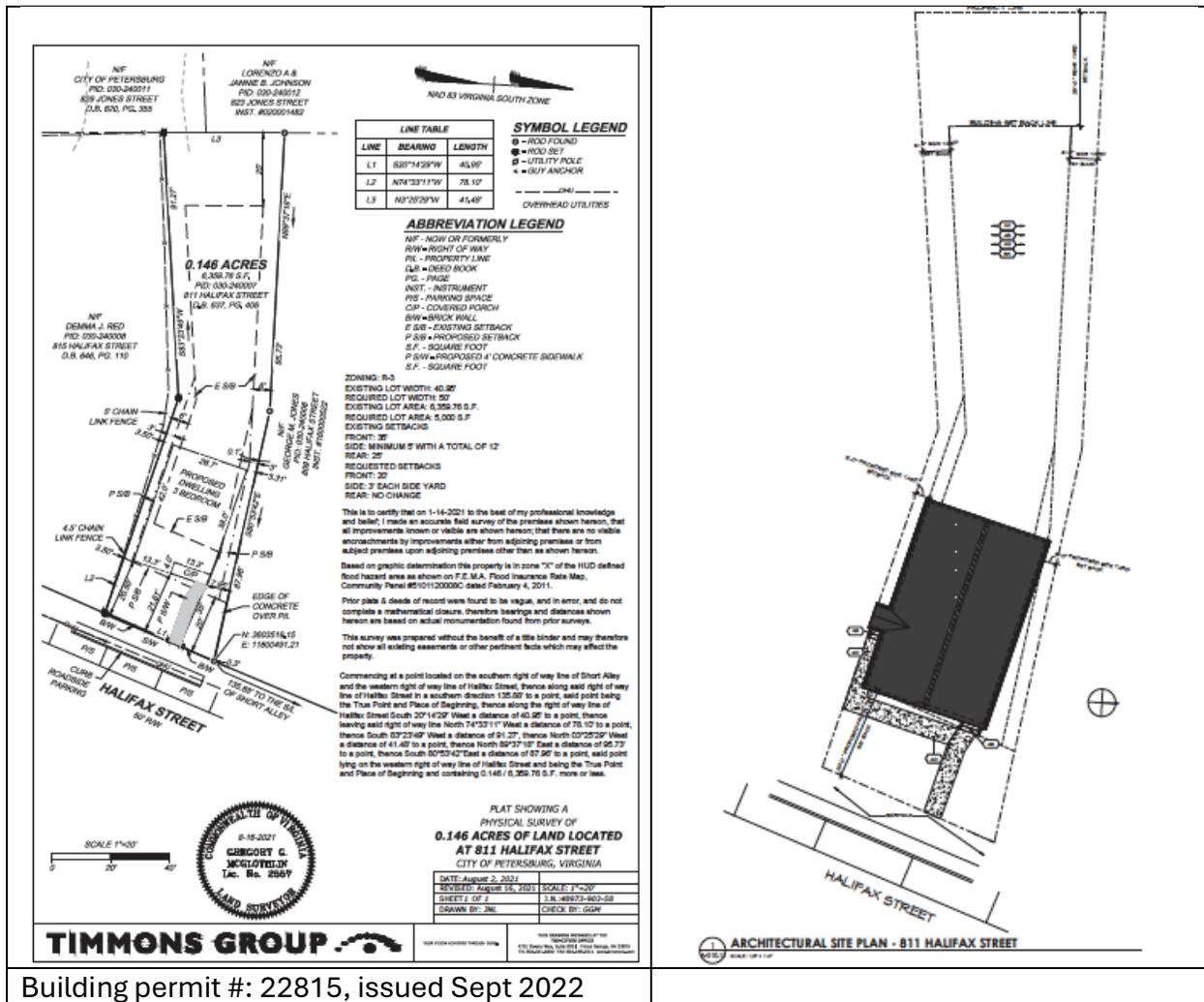
Zoning Administrator Signature: _____

Background:

811 Halifax is part of the Dorsey Homes development, 46 homes that are in the process of being placed in the Delectable Heights and surrounding neighborhoods. Dorsey Homes is a LIHTC supported development that is currently 100% budgeted and financed. All drawings have been approved through Virginia Housing. In this case, Virginia Housing reviewed and approved the proposed replacement home for 811 Halifax St.

An initial building permit was issued on 8/5/2022. # 227815. However, as we reviewed the permit drawings, we noticed the home encroached the side yard setbacks –with the side porch directly abutting the property line.

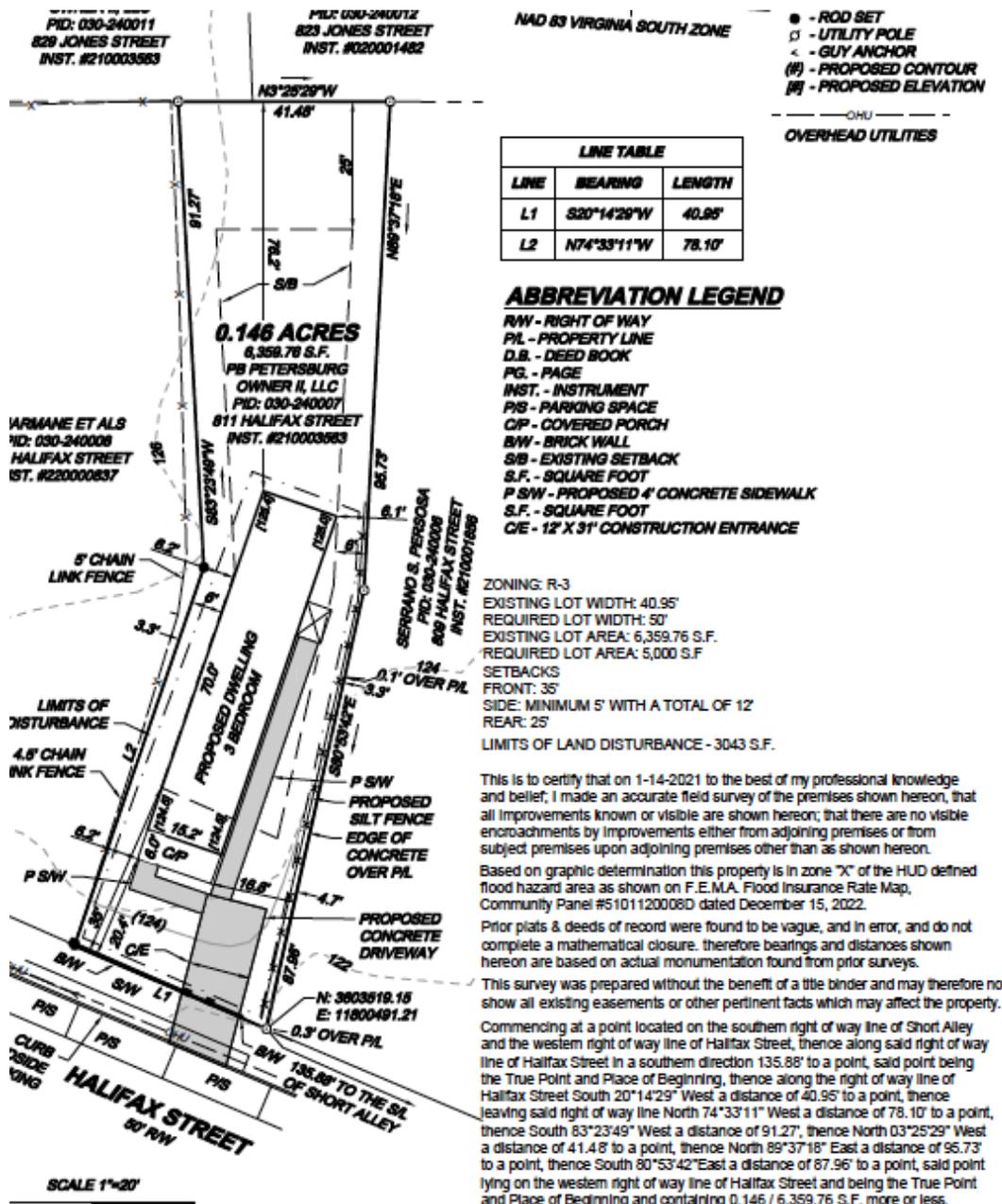
See images below:



Proposal:

We are proposing to switch out the model to a 3 Bedroom 14' x 66' home with a built in 6' porch. Our civil engineer placed the home within the lot and determined that it would not encroach on any side yard setbacks. Given the size of the home and the odd shape of the lot, we are requesting:

- A variance from the 35% open space rule to permit the installation of a driveway. – See below



PB PETERSBURG
OWNER II, LLC
PID: 030-240011
829 JONES STREET
INST. #210003563

LORENZO A &
JANNIE B. JOHNSON
PID: 030-240012
823 JONES STREET
INST. #020001482



SYMBOL LEGEND

- - ROD FOUND
- - ROD SET
- ⊙ - UTILITY POLE
- < - GUY ANCHOR
- (#) - PROPOSED CONTOUR
- [#] - PROPOSED ELEVATION

— OHU —
OVERHEAD UTILITIES

LINE TABLE		
LINE	BEARING	LENGTH
L1	S20°14'29"W	40.95'
L2	N74°33'11"W	78.10'

ABBREVIATION LEGEND

- R/W - RIGHT OF WAY
- P/L - PROPERTY LINE
- D.B. - DEED BOOK
- PG. - PAGE
- INST. - INSTRUMENT
- P/S - PARKING SPACE
- C/P - COVERED PORCH
- B/W - BRICK WALL
- S/B - EXISTING SETBACK
- S.F. - SQUARE FOOT
- P S/W - PROPOSED 4' CONCRETE SIDEWALK
- S.F. - SQUARE FOOT
- C/E - 12' X 31' CONSTRUCTION ENTRANCE

ZONING: R-3
EXISTING LOT WIDTH: 40.95'
REQUIRED LOT WIDTH: 50'
EXISTING LOT AREA: 6,359.76 S.F.
REQUIRED LOT AREA: 5,000 S.F.
SETBACKS
FRONT: 35'
SIDE: MINIMUM 5' WITH A TOTAL OF 12'
REAR: 25'
LIMITS OF LAND DISTURBANCE - 3043 S.F.

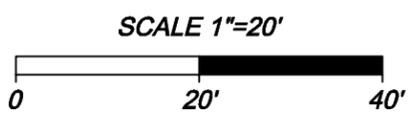
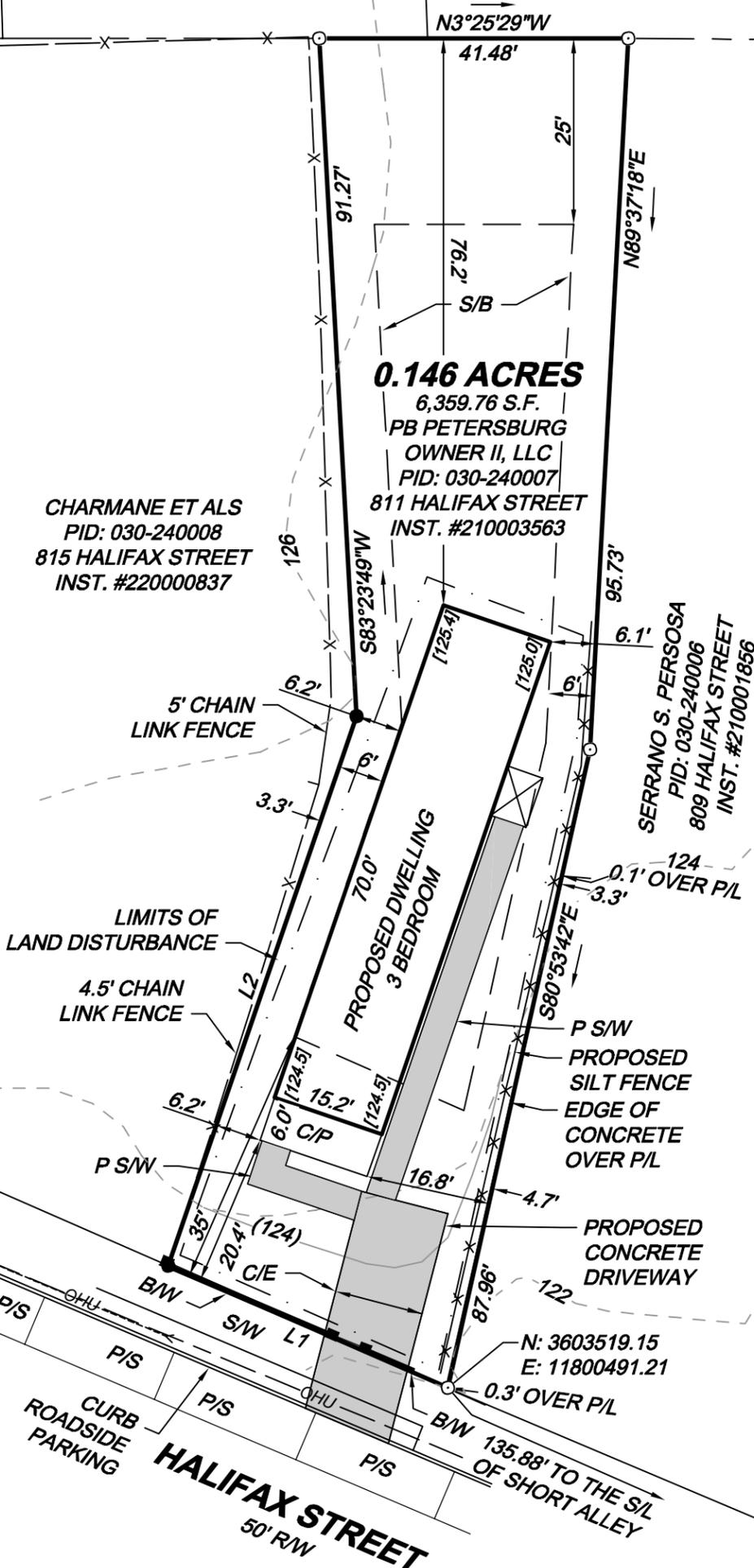
This is to certify that on 1-14-2021 to the best of my professional knowledge and belief; I made an accurate field survey of the premises shown hereon, that all improvements known or visible are shown hereon; that there are no visible encroachments by improvements either from adjoining premises or from subject premises upon adjoining premises other than as shown hereon.

Based on graphic determination this property is in zone "X" of the HUD defined flood hazard area as shown on F.E.M.A. Flood Insurance Rate Map, Community Panel #5101120008D dated December 15, 2022.

Prior plats & deeds of record were found to be vague, and in error, and do not complete a mathematical closure. therefore bearings and distances shown hereon are based on actual monumentation found from prior surveys.

This survey was prepared without the benefit of a title binder and may therefore not show all existing easements or other pertinent facts which may affect the property.

Commencing at a point located on the southern right of way line of Short Alley and the western right of way line of Halifax Street, thence along said right of way line of Halifax Street in a southern direction 135.88' to a point, said point being the True Point and Place of Beginning, thence along the right of way line of Halifax Street South 20°14'29" West a distance of 40.95' to a point, thence leaving said right of way line North 74°33'11" West a distance of 78.10' to a point, thence South 83°23'49" West a distance of 91.27', thence North 03°25'29" West a distance of 41.48' to a point, thence North 89°37'18" East a distance of 95.73' to a point, thence South 80°53'42" East a distance of 87.96' to a point, said point lying on the western right of way line of Halifax Street and being the True Point and Place of Beginning and containing 0.146 / 6,359.76 S.F. more or less.



REVISED
August 16, 2021
January 18, 2022
March 28, 2022
April 6, 2022
August 12, 2025
September 24, 2025

PLAT SHOWING A
PHYSICAL SURVEY OF
**0.146 ACRES OF LAND LOCATED
AT 811 HALIFAX STREET
CITY OF PETERSBURG, VIRGINIA**

DATE: August 2, 2021	SCALE: 1"=20'
SHEET 1 OF 1	J.N.: 48973-903-S8
DRAWN BY: JNL	CHECK BY: DFP



City of Petersburg

To: Board of Zoning Appeals

From: Maxwell Gorman, Zoning Administrator

Date: February 26, 2026

Request: 2026-VAR-02: A petition for a variance of the required rear yard setbacks for a single-family dwelling at 133 S Little Church Street, Petersburg Virginia. A single-family dwelling was built on the property with incorrect setbacks.

Background Information:

The applicant, Mr. Edgar Decorado, is seeking a variance of the rear yard setback requirements for a single-family dwelling at 133 S Little Church street, Petersburg Virginia. A single-family dwelling was built at the property with the incorrect rear yard setback.

In July, 2025, the applicant received a building permit to construct a single-family dwelling at the subject property. The plans included in the permit application met all setback requirements. Following an inspection and approval of the completed building, an as-built survey revealed that the house was built 19.4 feet from the rear property line. The minimum required rear yard setback is 25 feet.

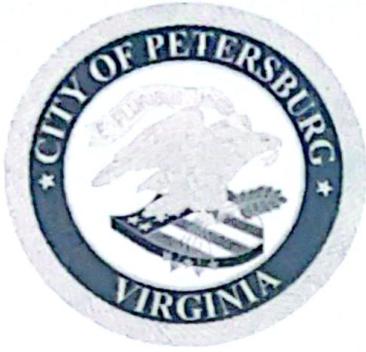
The applicant is seeking a variance of 5.6 feet from the 25-foot minimum rear yard setback.

Public Input

At the time of writing this report, this office received no public input, positive or negative.

Included Attachments

- a. Variance request application
- b. Plans approved for the building permit
- c. As built survey of the completed house



**City of Petersburg
Board of Zoning Appeals**

Variance Application

1. Description of Property

Address: 133 South Little Church St Tax Parcel Number(s): 012-320017

Existing Zoning: R-3 Proposed Use: Single Family Home

2. Notes:

a. **Two (2)** Copies of a plan must be submitted with this application showing size and location of the lot, the dimensions and location of the proposed building or structure on the lot, and the dimensions and location of the existing buildings or structures on the lot.

b. The undersigned owner authorized the entry onto the property by the Board of Zoning Appeals and City employees during the normal discharge of their duties in regard to this request.

3. Request for variance from Article 22, Section 1 of the Zoning Ordinance of the City of Petersburg in respect to Height, Area and Bulk requirements.

4. Explain how there are exceptional or extraordinary circumstances or conditions applying to the property in question, as to the intended use of the property, that do not apply generally to other properties or class of uses in the same zoning districts.

This was previously a vacant lot. This single family home was constructed on this property. The property is intended to be used for the use of a single family. The residence as built was built a few feet within the required setbacks set by the city. As the distances are minimal there is not immediate ciscustances that would set apart from other adjacent properties.

5. Explain how a variance is necessary for the preservation and enjoyment of a substantial property right possessed by other properties in the same zoning district and in the vicinity.

Since this residence is already built and its already received its Certificate of Occupancy it would be harmful to the development of this neighborhood if this residence cannot be used for its intended used and thus delay the revitalization of the neighborhood.

6. Explain how the authorization of such variance will not be of substantial detriment to adjacent property, and will not materially impair the purpose of this ordinance or the public interest.

As stated before this residence was only built within a few feet inside the setbacks at the front and back. The front and rear setbacks actually match and resemble the existing properties and thus will not cause detriment, loss of appeal, loss of value and set a bad precedence to the adjacent properties but instead will be positive affect on adjacent properties and the neighborhood as a whole.

Zoning District: <u>R-3</u>	Lot Dimensions	Zoning Ordinance Requirement	Applicant Variance Amount
Total Lot Area	62'x100'	5,000	6200
Lot Width		50'	62'
Front Yard Setback		35'	30.9'
Minimum Side Yard		6'	18.7'
Total Side Yard		12'	24.8
Rear Yard		25'	19.4'
Public Road Frontage			62'

Owner or Agent: Edgar A Decorado Rivera

Address: 9700 W Providence Rd
North Chesterfield VA 23236 Email: cordonnelia@gmail.com

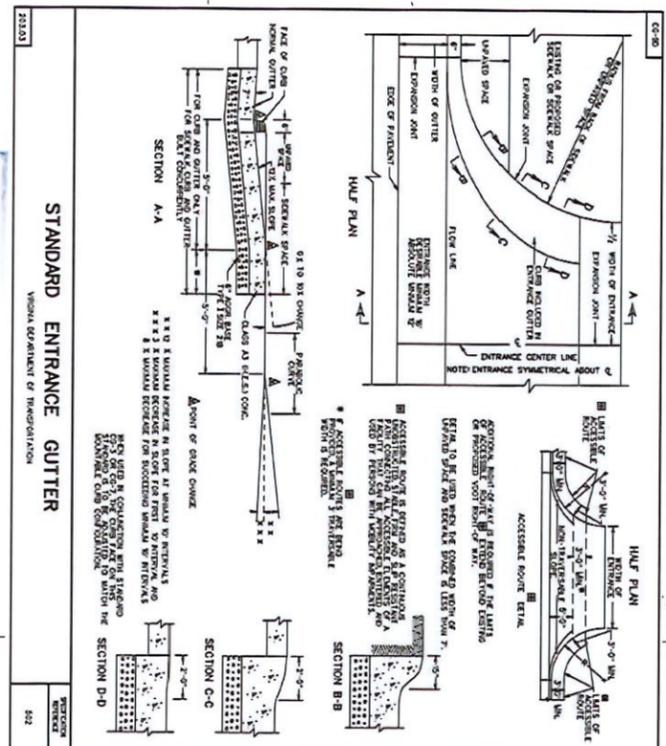
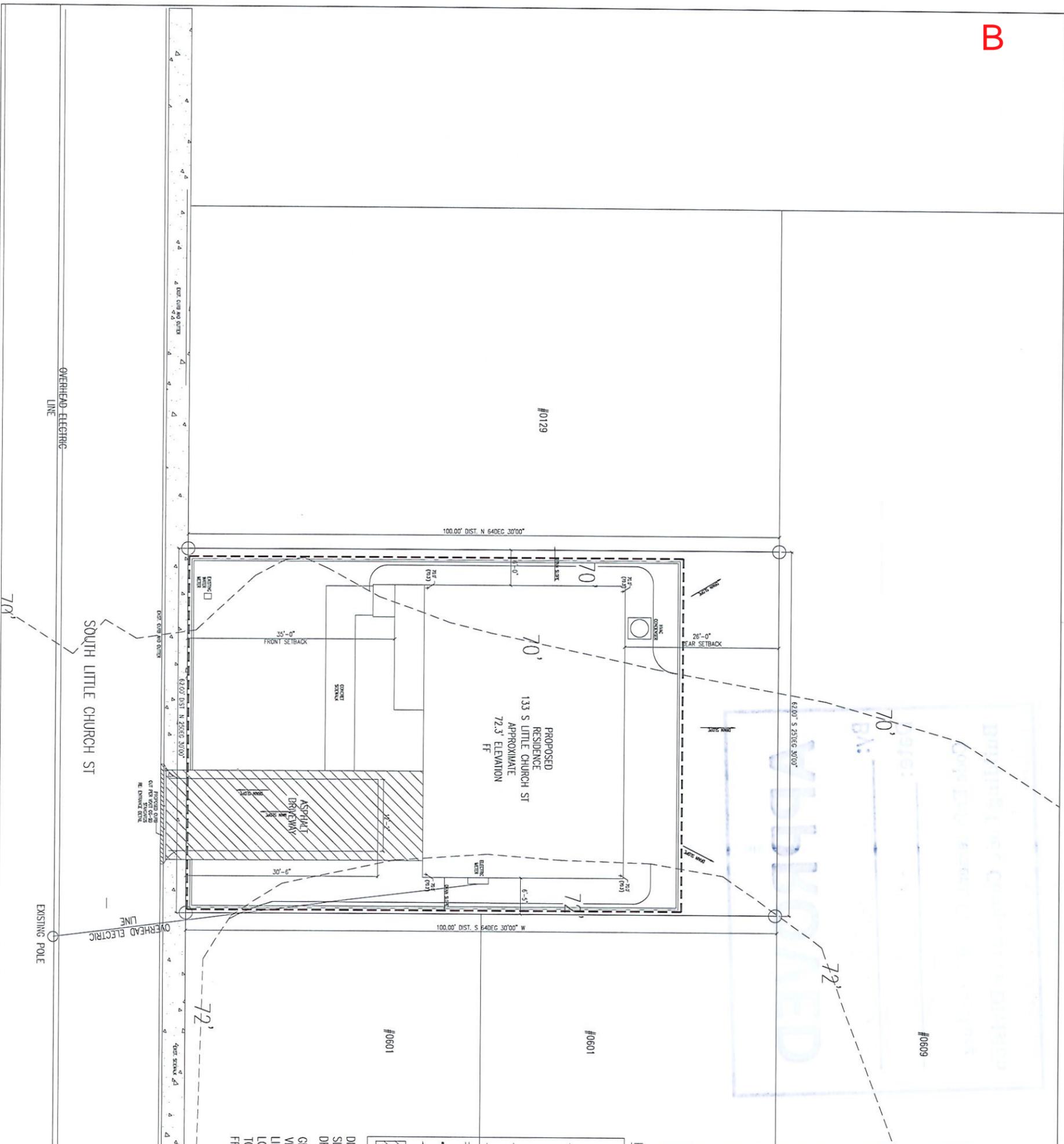
Phone Number: 804-840-6917 Signature: Edgar A. Decorado

Office Use Only:

Date Received: _____ Fee: _____ Check #: _____

Approved: _____ Denied: _____

Zoning Administrator Signature: _____



KEY LEGEND

- 110' EXISTING SPOT ELEVATION (110.2)
- PROPOSED SPOT ELEVATION (110)
- PROPOSED GRADE CONTOUR LINES WITH SPOT ELEVATION
- FF FINISHED FLOOR ELEVATION
- PROPERTY LINES
- OVERHEAD POWER LINES
- SILT FENCE
- LIMIT OF DISTURBANCE
- DRAINAGE SLOPE DIRECTION
- 35'x15' SW CONSTRUCTION ENTRANCE

DRAINAGE NOTE: CONTRACTOR TO SLOPE SITE TO CREATE POSITIVE DRAINAGE AWAY FROM STRUCTURE

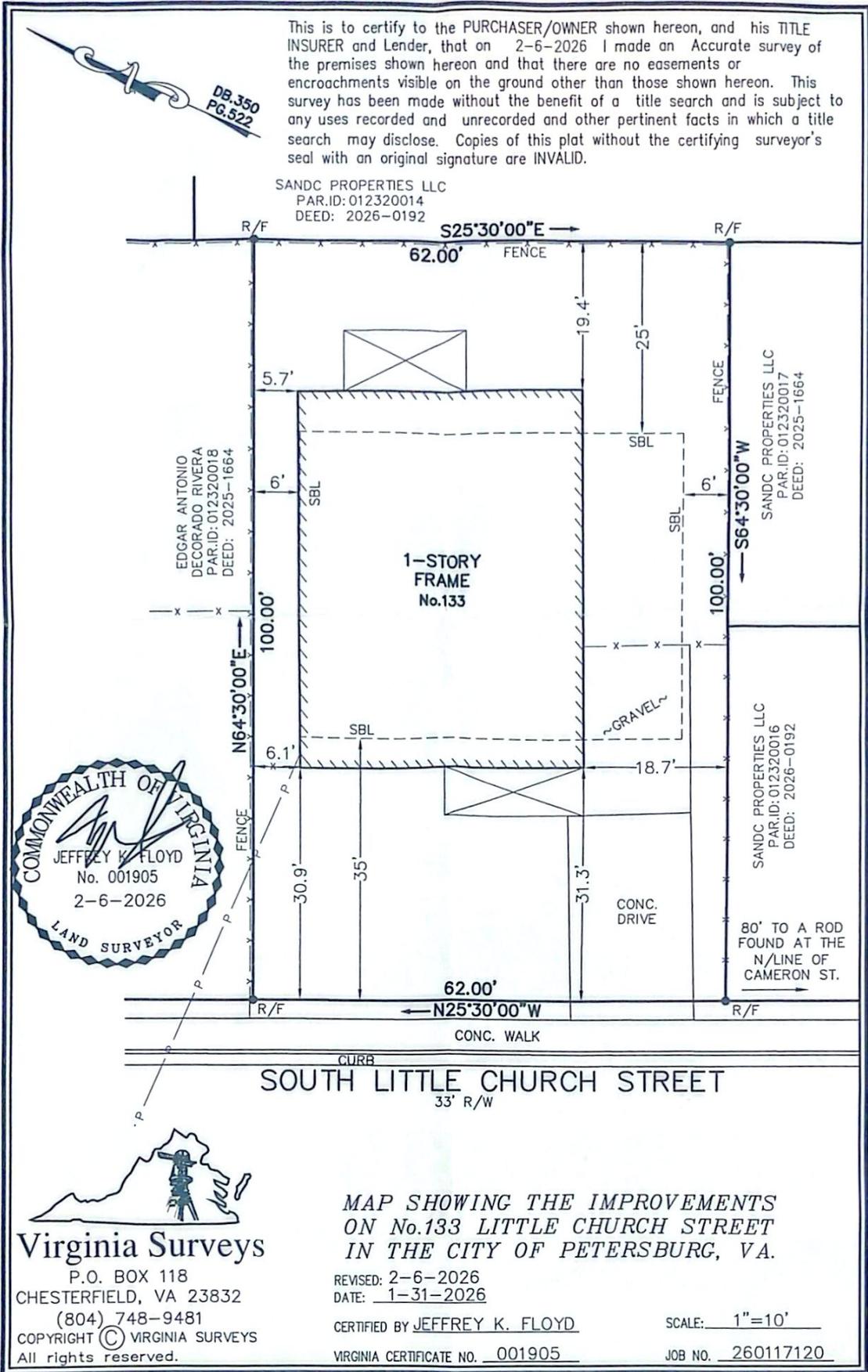
GENERAL NOTES: CONTRACTOR TO VERIFY LOCATION OF ALL UTILITIES LINES ON SITE. THE CURRENT LOCATION OF WATER METERS IS TO REMAIN AND BE PROTECTED FROM CONSTRUCTION

1 PLOT PLAN
 SP-1
 SCALE: 1/8"=1'-0"



CAMERON ST

SP-1 SHEET	PLOT SITE PLAN	PLAN REVISIONS DATES	RESIDENTIAL CONSTRUCTION DOCUMENTS 133 SOUTH LITTLE CHURCH ST PETERSBURG, VA 23803	PREPARED FOR: EDGAR DECORADO RIVERA		



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City of Petersburg

To: Board of Zoning Appeals

From: Maxwell Gorman, Zoning Administrator

Date: February 26, 2026

Request: 2026-APP-01: An appeal of a Notice of Zoning Violation for 36 W Fillmore, Petersburg Virginia, from Mr. Chris Winslow on behalf of SP Thirteen Properties LLC. The Petersburg Zoning Administrator issued a Notice of Zoning Violation for a perceived violation of Article 35. Section 6. of the Petersburg Zoning Ordinance. Under Virginia State Code, zoning violations may be appealed to the Board of Zoning Appeals for review.

Background Information:

The Petersburg Zoning Administrator issued a Notice of Zoning Violation to 36 W Fillmore, Petersburg Virginia in December 2025 for violating Article 35. Section 6. of the Petersburg Zoning Ordinance. In 2023, SP Thirteen Properties were denied a Certificate of Appropriateness from the Architecture Review Board for the replacement of the slate shingle roof that had already been completed. Following the denial, the ARB requested that the original roof materials be reinstalled or new imitation materials be used, with the ARBs approval, to replace the new asphalt shingle roof by April 2025.

Per Article 35. Section 6. of the Petersburg Zoning Ordinance, any changes to the exterior of a building within a Local Historic District must be approved by the ARB with the issuance of COA. The asphalt shingles used in the replacement of the roof were not approved by the ARB and was not corrected within the specified timeframe given. The Zoning Administrator has requested that the asphalt shingle roof be replaced with the original slate shingles or with alternative materials approved by the ARB.

Under Virginia State Code Section 15.2-2311, a Notice of Zoning Violation may be appealed to the Board of Zoning Appeals for review.

Public Input

At the time of writing this report, this office received no public input, positive or negative.

Included Attachments

- a. Notice of Zoning Violation
- b. Appeal Letter from Mr. Chris Winslow on behalf of SP Thirteen Properties
- c. Minutes from the April 2023 ARB meeting granting additional time to replace the roof
- d. 2023 letter from the Preservation Planner informing the applicant that their COA has been denied
- e. Article 35. Section 6 of the Zoning Ordinance



City of Petersburg

Department of Planning & Community Development
804-733-2308

135 N. Union Street, Room 304
Petersburg, Virginia 23803
pcd@petersburg-va.org

December 9, 2025

Notice of Zoning Violation

Take notice that the land use or structure or actions of the property owner, tenant, or business owner, on the described property have been found to be in violation of the City of Petersburg Zoning Ordinance

Property Owner: SP-THIRTEEN PROPERTIES LLC
7806 FOREST HILL AVE
RICHMOND, VA 23225

Location of Violation: 36 W FILLMORE STREET
PETERSBURG, VA 23803

Zoning District: RB- Office Apartment

Tax Parcel ID: 022360001

Zoning Ordinance Violation: Article 35. Section 6.

Description of Violation: Only exterior changes and materials approved by the ARB may be permitted on properties within a local historic district. The asphalt shingle roof installed in 2023 was not approved by the ARB.

Action Required: Replace the asphalt shingle roof with the original slate roof or obtain ARB approval for alternative materials to be used for replacement.

Date for Compliance: January 12, 2026

In accordance with Section 15.2-2311 of the Code of Virginia (1950), as amended, you have the right to appeal this decision to the Board of Zoning Appeals within 30 days after your receipt of this letter. Otherwise, the decisions set forth in this letter shall be final and unappealable if not appealed within the thirty-day period. The filing fee associated with your application for appeal is \$500.00, and should be enclosed with a completed application if you intend to appeal this decision.

If you have any questions or concerns regarding this letter or would like further information please contact the Department of Planning & Community Development.

Thank you,

Maxwell Gorman
Zoning Administrator
mgorman@petersburg-va.org
804-733-2312



**WINSLOW,
MCCURRY
& MACCORMAC, PLLC**

1324 SYCAMORE SQUARE, MIDLOTHIAN, VA 23113
PHONE: 804.423.1382 FAC: 804.423.1383

CHRISTOPHER M. WINSLOW
SARAH L. MCCURRY*
ERIKA E. MACCORMAC
BRANDON S. NEXSEN
MICHELLE ANTHONY SNELL
LAUREL E. VIA
**Also licensed in FL*

January 8, 2026

VIA E-MAIL and U.S. MAIL

Maxwell Gorman
Zoning Administrator
135 N. Union Street, Room 304
Petersburg, VA 23803

Re.: Appeal of Notice of Zoning Violation: Parcel No. 022360001

Dear Mr. Gorman:

Please accept this letter as a written appeal of the Notice of Violation in relation to the above described property otherwise known as 36 W Fillmore Street, Petersburg, VA 23803. The notice relates to Article 35 Section 6 of the Zoning Ordinance and alleges that the brand new asphalt shingle roof should be replaced with a slate roof.

If you should have any questions concerning the above, please feel free to call me at 804-423-1382. Thank you for your attention to this matter.

Sincerely,

Christopher Winslow, Esq.
Counsel for SP-Thirteen Properties, LLC

cc: Stephen Parson, Jr. (by email and U.S. mail)

**Architectural Review Board
City of Petersburg, Virginia**

Minutes of the Regular Meeting
April 12, 2023 6:00 p.m.

Multipurpose Room, Petersburg Public Library
201 W. Washington Street, Petersburg VA 23803
DRAFT

Members Present:

Chair, Larry Murphy
Vice-Chair, Joe Battiston
Bill Hartsock
Louis Malon
Celeste Wynn

Members Absent:

Terry Ammons
Dino Lunsford

Staff:

Secretary to the ARB, Kate Sangregorio

1. CALL TO ORDER

Chair Larry Murphy called to order a regular meeting of the City of Petersburg Architectural Review Board on Wednesday, April 12, 2023 at 6:00 p.m. in the Multipurpose Room of the Petersburg Public Library, 201 W. Washington Street, Petersburg, Virginia 23803.

2. THE PLEDGE OF ALLEGIANCE

With there being no flag present, the pledge was dispensed of.

3. REVIEW OF MINUTES

Minutes from the February 8, regular meeting were presented. Mr. Battiston motioned to approve the minutes as presented, with a second from Mr. Malon.

4. APPROVAL OF AGENDA

Ms. Wynn motioned to approve the agenda as presented, with a second by Mr. Malon. The motion passed unanimously.

5. PUBLIC INFORMATION PERIOD

Chair Murphy opened the Public Information Period to anyone who wished to speak on any subject not on the agenda.

Bill Irvin spoke. He expressed concerns about work going on a building at the corner of Harrison and East Fillmore Streets. Staff believed the house had a building permit but work hadn't taken place in a long time. Mr. Irvin also lamented those who purchase and flip houses with their only motive being money.

Mr. Battiston confirmed that beaded siding was proposed on the addition. Mr. Murphy noted that asphalt shingles would only be appropriate on the addition. Mr. Hogge said they might use wooden singles. Mr. Battiston suggested the applicants have this change be reviewed for its HPF covenants, since everyone was still unsure if the outbuilding was original or rebuilt.

There was no public comment.

Mr. Battiston motioned to defer the application to the next ARB meeting on the basis of requiring more research. The motion was seconded by Ms. Wynn and passed unanimously.

6g. 36 W. Fillmore Street

Applicant present, Steven Parson. Staff recommended approval.

Mr. Parson said he never would have taken the slate off if he had known it was historic and thought his contractor would be getting permits, and was asking for a financial hardship exception and time to correct the violation. Mr. Battiston asked the size of the roof; it was around 1700 sq ft. Mr. Battiston noted that the ARB had granted grace periods in the past for correcting violations. Mr. Battiston also noted that there can be good and bad quality synthetic/artificial slate roofs, and suggested the applicant select his material carefully.

Chair Murphy opened the floor for anyone to speak for or against the application.

Michelle Murrills spoke. Ms. Murrills said she did not know if every window on the building was, but that not all of them were vinyl. She noted that it was a non-contributing building, and if it was used as a group home consideration should be made for that and its unusual additions. Ms. Murrills thought the ARB should give the applicant time to correct the violation or appeal it to City Council.

There were no further public comments.

Mr. Malon motioned to approve the application for replacing the inappropriate asphalt shingle roof with either slate or synthetic slate, based on the Design Guidelines Chapter 4 Section F with the allowance of 24 months to correct the violation. The motion was seconded by Ms. Wynn and passed unanimously.

7. OLD BUSINESS

8. NEW BUSINESS

8c. Bollards



City of Petersburg

Department of Planning and
Community Development
135 N. Union Street, Room 304
Petersburg, Virginia 23803

Kate Sangregorio
Preservation Planner
804-733-2314
ksangregorio@petersburg-va.org

February 10, 2023

SP Thirteen Properties LLC
7606 Forest Hill
Richmond, VA 23225

RE: Certificate of Appropriateness (COA) Application for 36 W. Fillmore Street –Poplar Lawn Historic District

Mr. Parson,

Thank you for your application for a Certificate of Appropriateness for 36 W. Fillmore Street, located in the Poplar Lawn Historic District. Your request was reviewed and denied at our February meeting—Wednesday, February 8, 2023.

With the exception of the request for paint which was approved, the Architectural Review Board denied the work that has taken place on the property without issuance of a COA; specifically the replacement of a slate roof on the two story portion of the building with asphalt shingles and replacement of all windows with vinyl. Although this is a non-contributing building to the Poplar Lawn Historic District, according to our Local Historic District Design Guidelines and the Secretary of the Interior's Standards for Rehabilitation, material quality in historic districts should not be reduced.

You may appeal this decision to City Council as authorized in the Zoning Ordinance Article 35, Section 13, which is attached. If the decision is not appealed, you are hereby required to remedy the violations with the following methods:

Roof: the asphalt shingles must be removed and either the original slate, which was retained on the property, be repaired and reinstalled; or a new artificial or imitation slate roofing material be found and presented to the ARB for approval before installation.

Windows: an application to the ARB must be submitted for removing all vinyl windows and replacing all with appropriate wood or wood with aluminum clad windows. Alternatively, an inventory of previous windows and their materials may be

conducted and in-kind replacement windows be presented. If this option is taken, windows that were previously vinyl may remain vinyl, windows that were aluminum must be replaced with aluminum, and windows that were wood must be replaced with wood or wood with aluminum cladding. For windows that were missing, context clues should be used to determine what material they were, generally by inferring that they would match their neighboring windows. In-kind replacements include both the matching of materials and matching their size and configuration.

Your cooperation in this matter is appreciated. Should you have questions or concerns, please feel free to contact this office at (804) 733-2314 or via email at ksangregorio@petersburg-va.org.

Respectfully,



Kate Sangregorio
Secretary to the ARB

cc: March Altman, City Manager
Brian Moore, Director of Economic, Planning, & Community Development
Sandra Robinson, Zoning Administrator

Section 6. - Certificate of appropriateness; requirements before issuance of building permit, or commencement of work not requiring a permit.

No building permit under the provisions of the building code shall hereafter be issued for the erection, construction, alteration or restoration of the exterior of any building or structure, including signs, or part thereof, within a historic area, unless and until the applicant shall have secured a certificate of appropriateness from the architectural review board. No work, such as, but not limited to, painting which does not require a building permit, but would substantially alter the exterior appearance of any building or structure within a historic area, shall be commenced, unless and until the applicant shall have secured a certificate of appropriateness from the architectural review board.

These requirements shall not apply when the work proposed would not be subject to public view from a street or other public place.