

INTRODUCED: January 12, 2026

AN ORDINANCE No. 2026-025

To authorize the special use of the property known as 1007 Melrose Avenue for the purpose of a commissary kitchen, an office use, and a library serving the existing nonconforming seminary, upon certain terms and conditions, and to repeal Ord. No. 87-305-88-9, adopted Jan. 11, 1988, and all amendatory ordinances thereto. (3rd District)

Patron – Mayor Avula (By Request)

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: FEB 9 2026 AT 6 P.M.

WHEREAS, the owner of the property known as 1007 Melrose Avenue, which is situated in a R-53 Multifamily Residential District, desires to use such property for the purpose of a commissary kitchen, an office use, and a library serving the existing nonconforming seminary, which uses, among other things, are not currently allowed by sections 30-418.1 and 30-418.2 of the Code of the City of Richmond (2020), as amended; and

WHEREAS, in accordance with section 17.11 of the Charter of the City of Richmond (2020), as amended, it has been made to appear that, if granted subject to the terms and conditions set forth in this ordinance, the special use granted by this ordinance will not be detrimental to the

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

safety, health, morals and general welfare of the community involved, will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved, will not create hazards from fire, panic or other dangers, will not tend to overcrowding of land and cause an undue concentration of population, will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements, and will not interfere with adequate light and air; and

WHEREAS, (i) the City Planning Commission has conducted a public hearing to investigate the circumstances and conditions upon which the Council is empowered to authorize such use, (ii) the City Planning Commission has reported to the Council the results of such public hearing and investigation and its recommendations with respect thereto, and (iii) the Council has conducted a public hearing on this ordinance at which the person in interest and all other persons have had an opportunity to be heard;

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. **Finding.** Pursuant to section 30-1050.1 of the Code of the City of Richmond (2020), as amended, the Council hereby finds that the special use set forth in and subject to the terms and conditions of this ordinance will not (i) be detrimental to the safety, health, morals and general welfare of the community involved, (ii) tend to create congestion in streets, roads, alleys and other public ways and places in the area involved, (iii) create hazards from fire, panic or other dangers, (iv) tend to overcrowding of land and cause an undue concentration of population, (v) adversely affect or interfere with public or private schools, parks, playgrounds, water supplies,

sewage disposal, transportation or other public requirements, conveniences and improvements, or
(vi) interfere with adequate light and air.

§ 2. Grant of Special Use Permit.

(a) Subject to the terms and conditions set forth in this ordinance, the property known as 1007 Melrose Avenue and identified as Tax Parcel No. N000-1338/001 in the 2026 records of the City Assessor, being more particularly described as the property bounded by Chamberlayne Avenue, Westwood Avenue, Brook Road, and Melrose Avenue, and shown on the plans entitled “Project 2150040, Renovation and Addition to Richmond Hall, 1101 Melrose Ave, Richmond, Virginia, Overall Plan,” prepared by Timmons Group and Baskervill, and dated November 17, 2015, a copy of which is attached to and made a part of this ordinance, hereinafter referred to as “the Property,” is hereby permitted to be used for the purpose of a commissary kitchen, an office use, and a library serving the existing nonconforming seminary, hereinafter referred to as “the Special Use,” substantially as shown on “Project 2150040 Renovation and Addition to Richmond Hall, 1101 Melrose Ave, Richmond, VA, 1st Floor Plan,” prepared by Baskervill, and dated November 17, 2015, hereinafter referred to as “the Plans,” copies of which are attached to and made a part of this ordinance.

(b) The adoption of this ordinance shall constitute the issuance of a special use permit for the Property. The special use permit shall inure to the benefit of the owner or owners of the fee simple title to the Property as of the date on which this ordinance is adopted and their successors in fee simple title, all of which are hereinafter referred to as “the Owner.” The conditions contained in this ordinance shall be binding on the Owner.

§ 3. Special Terms and Conditions. This special use permit is conditioned on the following special terms and conditions:

(a) The Special Use of the Property shall be as a commissary kitchen, substantially as shown on the Plans, and an office use and a library serving the existing nonconforming seminary.

(b) All mechanical equipment, including heating, ventilation, and air conditioning units, serving the Property shall be located or screened so as not to be visible from any public right-of-way.

(c) Identification of each of the premises at 1002 Westwood Avenue, 1010 Westwood Avenue, and 3406 Chamberlayne Avenue shall be limited to one sign, not exceeding six square feet in area, attached flat against an exterior surface of the building.

(d) There shall be no enlargement or exterior alterations to the building except for those which are shown on the Plans, and normal repair and maintenance.

§ 4. Supplemental Terms and Conditions. This special use permit is conditioned on the following supplemental terms and conditions:

(a) All required final grading and drainage plans, together with all easements made necessary by such plans, must be approved by the Director of Public Utilities prior to the issuance of the building permit.

(b) Storm or surface water shall not be allowed to accumulate on the land. The Owner, at its sole cost and expense, shall provide and maintain at all times adequate facilities for the drainage of storm or surface water from the Property so as not to adversely affect or damage any other property or public streets and the use thereof.

(c) Facilities for the collection of refuse shall be provided in accordance with the requirements of the Director of Public Works. Such facilities shall be located or screened so as not to be visible from adjacent properties and public streets.

- (d) Any encroachments existing, proposed on the Plans, or contemplated in the future shall require separate authorization and shall be subject to the applicable provisions of the Code of the City of Richmond (2020), as amended, and all future amendments to such laws.
- (e) In all other respects, the use of the Property shall be in accordance with the applicable underlying zoning regulations.

§ 5. General Terms and Conditions. This special use permit is conditioned on the following general terms and conditions:

- (a) No permit implementing this special use permit shall be approved until satisfactory evidence has been presented to the Zoning Administrator that any delinquent real estate taxes applicable to the Property have been paid.
- (b) The Owner shall be bound by, shall observe, and shall comply with all other laws, ordinances, rules, and regulations applicable to the Property, except as otherwise expressly provided in this ordinance.
- (c) Words and phrases used in this ordinance shall be interpreted to have the meanings ascribed to them by section 30-1220 of the Code of the City of Richmond (2020), as amended, unless the context clearly indicates that a different meaning is intended.
- (d) Notwithstanding any other provision of law, this special use permit is being approved due, in part, to the mitigating effects of each and every condition attached hereto; consequently, if any portion of this ordinance is determined to be invalid for any reason by a final, non-appealable order of any Virginia or federal court of competent jurisdiction, the invalidity shall cause the entire ordinance to be void and of no further effect from the effective date of such order.
- (e) The privileges granted by this ordinance may be revoked pursuant to the provisions of sections 30-1050.7 through 30-1050.11 of the Code of the City of Richmond (2020), as

amended, and all future amendments to such laws. Failure to comply with the terms and conditions of this ordinance shall constitute a violation of section 30-1080 of the Code of the City of Richmond (2020), as amended, and all future amendments to such law, or any other applicable laws or regulations.

(f) When the privileges granted by this ordinance terminate and the special use permit granted hereby becomes null and void, whether as a result of the Owner relinquishing this special use permit in a writing addressed to the Director of Planning and Development Review or otherwise, use of the Property shall be governed thereafter by the zoning regulations prescribed for the district in which the Property is then situated.

§ 6. Implementation. The Zoning Administrator is authorized to issue a certificate of zoning compliance for the Special Use subject to the terms and conditions set forth in this ordinance. An application for the certificate of zoning compliance shall be made within 730 calendar days following the date on which this ordinance becomes effective. If the application for the certificate of zoning compliance is not made within the time period stated in the previous sentence, this ordinance and the special use permit granted hereby shall terminate and become null and void.

§ 7. Repeal of Prior Ordinances. That Ordinance No. 87-305-88-9, adopted January 11, 1988, and all amendatory ordinances thereto, be and are hereby repealed.

§ 8. Effective Date. This ordinance shall be in force and effect upon adoption.

City of Richmond

Intracity Correspondence

O&R Transmittal

DATE: June 10, 2025

TO: The Honorable Members of City Council

THROUGH: The Honorable Dr. Danny Avula, Mayor (by request)

(This in no way reflects a recommendation on behalf of the Mayor)

THROUGH: Odie Donald II, Chief Administrative Officer

THROUGH: Sharon L. Ebert, DCAO for Economic Development and Planning

FROM: Kevin J. Vonck, Director of Planning & Development Review

RE: To authorize the special use of the property known as 1007 Melrose Avenue for the purpose of a commissary kitchen, an office use, and a library serving the existing nonconforming seminary, upon certain terms and conditions, and to repeal Ord. No. 87-305-88-9, adopted Jan. 11, 1988, and all amendatory ordinances thereto.

ORD. OR RES. No. _____

PURPOSE: The applicant is requesting a special use permit to authorize an existing commercial kitchen to operate as a commissary kitchen.

BACKGROUND: The proposed commissary kitchen will be located in the building noted as 1101 Melrose Avenue on the campus of the Union Presbyterian Seminary. The campus occupies a block bounded by Melrose Avenue to the north, Westwood Avenue to the south, Chamberlayne Avenue to the east, and Brook Road to the west.

The City's Richmond 300 Master Plan designates a future land use for the subject property as Institutional. This designation is described as public and quasi-public entities, such as local, state, and federal government, hospitals, universities, schools, and religious institutions. (p. 95)

The campus, as well as properties located to the west across Brook Road, are located in the R-53 Multifamily Residential District. Properties to the north, south, and east are located in the R-1 Single-Family Residential District.

COMMUNITY ENGAGEMENT: The Ginter Park Residents Association was notified of the application; additional community notification will take place after introduction.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: Richmond 300 Master Plan

FISCAL IMPACT: \$1,200 application fee.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: January 12, 2026

CITY COUNCIL PUBLIC HEARING DATE: February 9, 2026

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Planning Commission February 3, 2026

AFFECTED AGENCIES: Office of Chief Administrative Officer

Law Department (for review of draft ordinance)

RELATIONSHIP TO EXISTING ORD. OR RES.: None

ATTACHMENTS: Supporting documents

STAFF:

David Watson, Senior Planner, Land Use Administration (Room 511) 646-1036



CITY OF RICHMOND, VA
Department of Planning and Development Review
Land Use Administration Division
900 East Broad Street, City Hall - Room 511, Richmond, Virginia 23219

AUTHORIZATION FROM PROPERTY OWNER

TO BE COMPLETED BY THE APPLICANT
Applicant must complete ALL items

HOME/SITE ADDRESS: 1101 Melrose Ave **APARTMENT NO/SUITE** _____

APPLICANT'S NAME: Katie Heishman **EMAIL ADDRESS:** [REDACTED]

BUSINESS NAME (IF APPLICABLE): Union Presbyterian Seminary [REDACTED]

SUBJECT PROPERTY OR PROPERTIES: Richmond Hall [REDACTED]

APPLICATION REQUESTED

- Plan of Development (New or Amendment)
- Wireless Plan of Development (New or Amendment)
- Special Use Permit (New or Amendment)
- Rezoning or Conditional Rezoning
- Certificate of Appropriateness (Conceptual, Administrative Approval, Final)
- Community Unit Plan (Final, Preliminary, and/or Amendment)
- Subdivision (Preliminary or Final Plat Correction or Extension)

TO BE COMPLETED BY THE AUTHORIZED OWNER
Owner must complete ALL items

Signing this affidavit acknowledges that you, as the owner or lessee of the property, authorize the above applicant to submit the above selected application/s on your behalf.

PROPERTY OWNER: Union Presbyterian Seminary [REDACTED]

PROPERTY OWNER ADDRESS: 3401 Brook Road, Richmond, VA 23227 [REDACTED]

PROPERTY OWNER EMAIL ADDRESS: [REDACTED]

PROPERTY OWNER PHONE NUMBER: 804-278-4239 [REDACTED]

Property Owner Signature: Katie Washington [REDACTED]

The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney.

Applicant Statement**April 11, 2025**

Special Use Permit Amendment Request
Union Presbyterian Seminary – Richmond Hall Kitchen

I am requesting an amendment to the current special use permit to allow the commercial kitchen located at 1101 Melrose Avenue to be designated and used as a commissary kitchen.

This kitchen is currently used by Union Presbyterian Seminary to support our on-campus café, which serves students, staff, faculty, and guests. We are planning to continue with this usage, while seeking to expand its use by partnering with local chefs, food entrepreneurs, and nonprofit organizations in the Northside of Richmond who need access to licensed kitchen space. These partners will prepare food for off-site sale or service or support food-based community initiatives.

The kitchen space is well-equipped and compliant with current health and safety regulations. All outside users will be required to sign facility use agreements, provide insurance documentation, and follow the seminary's kitchen policies. Access will be scheduled to avoid conflicts with internal seminary use and to maintain a safe and orderly environment.

We believe this expanded use will support small business development and community-serving programs in our neighborhood, while making responsible and productive use of existing resources on our campus.

Thank you for your consideration. I am happy to provide any additional information as needed.

Sincerely,
Katie Heishman
Coordinator of Community and Hospitality Initiatives
Union Presbyterian Seminary



UNION
PRESBYTERIAN
SEMINARY

For the Church in the World

Jacqueline E. Lapsley
President and Professor of Old Testament

April 11, 2025

To whom it may concern:

I am writing to express the seminary's support for the use of the commercial kitchen at 1101 Melrose Avenue in Union Presbyterian Seminary's Richmond Hall be granted an additional designation of "Commissary Kitchen."

The seminary currently uses this kitchen to feed students, faculty, staff, and seminary guests through the cafe. The seminary plans to create partnerships with local chefs and non-profit organizations in the Northside of Richmond that we believe will be beneficial to all parties.

The Seminary is committed to responsible stewardship of our facilities and will ensure that all use of the kitchen complies with health and safety regulations, insurance requirements, and any conditions outlined by the City. We are confident this expanded use will enhance the vitality of our campus and our surrounding neighborhood.

Thank you for your time and consideration of this request. Please do not hesitate to reach out if any additional information is needed.

Sincerely,

A handwritten signature in cursive script that appears to read "Jacqueline Lapsley".

Jacqueline Lapsley
President
Union Presbyterian Seminary

Baskerville

PROJECT **2150040**
RENOVATION AND
ADDITION TO
RICHMOND HALL

101 MELROSE AVE
RICHMOND, VIRGINIA

MMONS GROU
R VISION ACHIEVED THROUGH OUR

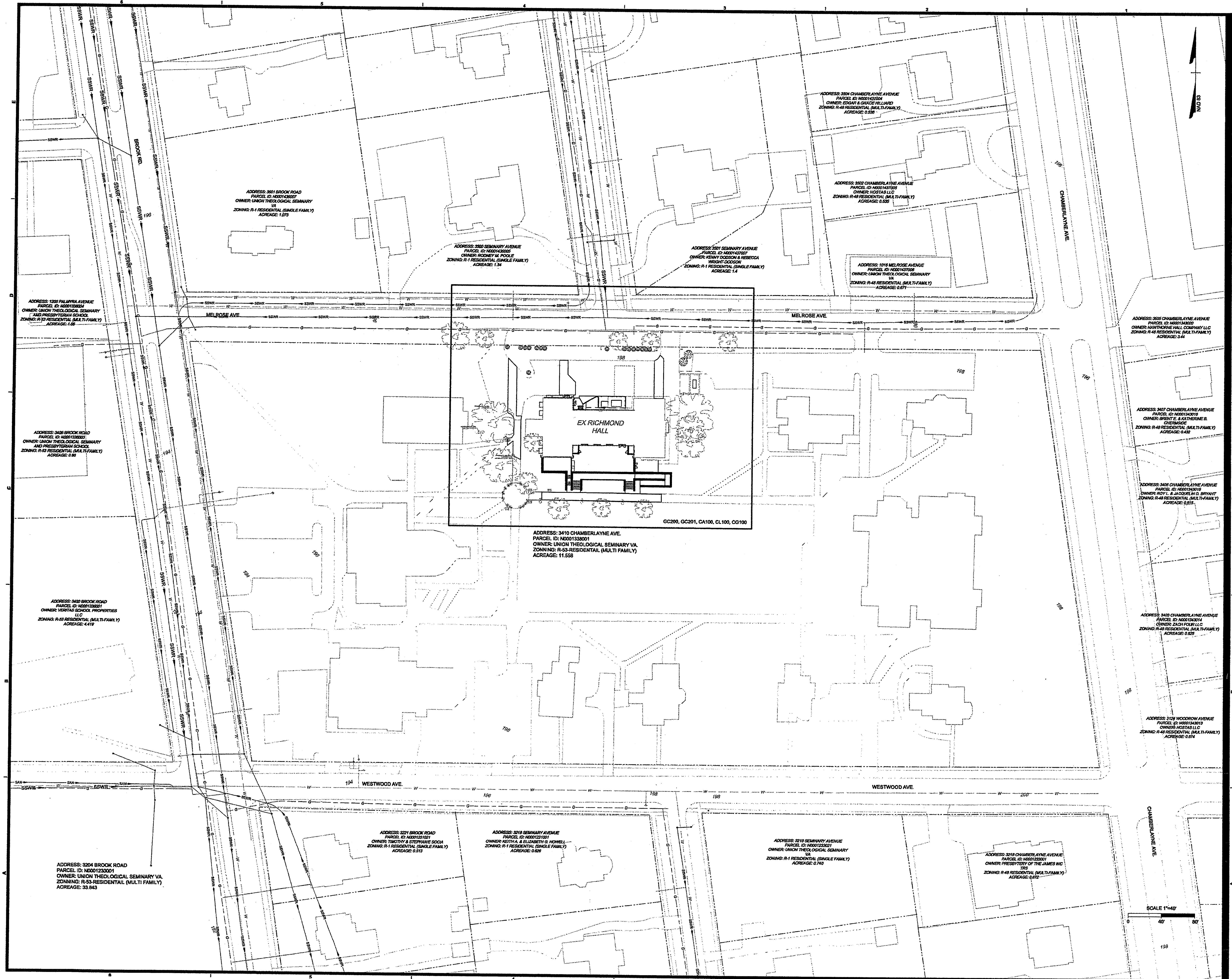
001 BOULDERS PKWY, SUITE 300
RICHMOND, VIRGINIA 23230
804-200-8500 FAX 804-560-1024
MANHATTAN CONSULTING

001 BOULDERS PKWY, SUITE 300
RICHMOND, VIRGINIA 23230
804-200-8500 FAX 804-580-1010
WWW.TIMMONS.COM
TG NO: 370

SUE
1/17/2015
PERMIT SET

DRAWING TITLE: OVERALL PLAN

DRAWING NO. GC100



OWNER
**UNION
PRESBYTERIAN
SEMINARY**



PROJECT #
2150040
RENOVATION AND
ADDITION TO
RICHMOND HALL

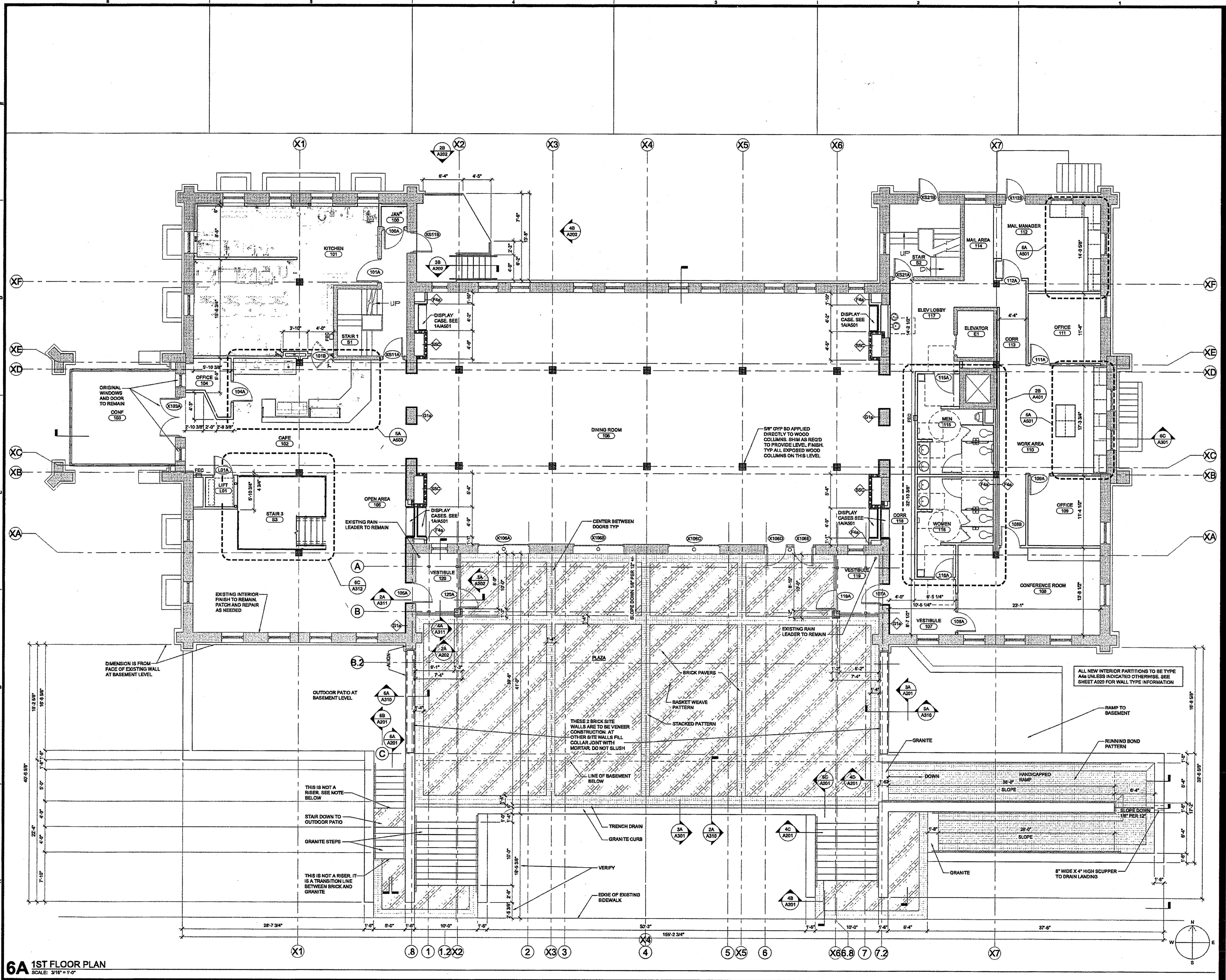
1101 MELROSE AVE
RICHMOND, VIRGINIA

COPYRIGHT 2015 BASKERVILL. USE OF THIS WORK IN WHOLE OR IN PART IS EXPRESSLY PROHIBITED.

ISSUE **11/17/2015**
PERMIT SET

DRAWING TITLE: 1ST FLOOR PLAN

DRAWING NO. 444





City of Richmond Department of Planning & Development Review

Special Use Permit

LOCATION: 1101 Melrose Place

APPLICANT: Union Presbyterian Seminary

COUNCIL DISTRICT: 3

PROPOSAL: To authorize the special use of the property known as 1101 Melrose Avenue for the purpose of a commissary kitchen, upon certain terms and conditions, and to repeal Ord.

No. 94-121-124, adopted June 13, 1994, and all amendatory ordinances thereto.

For questions, please contact David Watson
at 804-646-1036 or David.Watson@rva.gov

