

INTRODUCED: April 13, 2026

AN ORDINANCE No. 2026-094

To authorize the special use of the property known as 3119 Napoleon Street for the purpose of a single-family detached dwelling, upon certain terms and conditions.

\_\_\_\_\_  
Patron – Mayor Avula (By Request)

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: MAY 11 2026 AT 6 P.M

WHEREAS, the owner of the property known as 3119 Napoleon Street, which is situated in a R-5 Single-Family Residential District, desires to use such property for the purpose of a single-family detached dwelling, which use, among other things, is not currently allowed by section 30-410.4, concerning lot area and width, 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 safety, health, morals and general welfare of the community involved, will not tend to create

AYES:                  7            NOES:                  0            ABSTAIN:                          

ADOPTED:        MAY 11 2026        REJECTED:                               STRICKEN:

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 3119 Napoleon Street and identified as Tax Parcel No. N000-1051/011 in the 2026 records of the City Assessor, being more particularly shown on a survey entitled “Plat Showing the Northern Portion of Lot 12, Block G, Roslyn Heights, Richmond, Virginia, Surveyed for Booker R. Jones, Jr.,” prepared by Baseline Land Surveying, and dated January 22, 2024, 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 single-family detached dwelling, hereinafter referred to as “the Special Use,” substantially as shown on the plans entitled “3119 Napoleon St. SUP Application,” prepared by Martin Ellerbe, and dated March 31, 2025, and “Land Plan, 3119 Napoleon Street, Richmond, VA 23222, Parcel I.D. N0001051011,” prepared by an unknown preparer, and dated March 31, 2025, hereinafter referred to, collectively, 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 single-family detached dwelling, substantially as shown on the Plans.

(b) The height of the Special Use shall not exceed two stories, substantially as shown on the Plans.

(c) All building materials, elevations, and site improvements shall be substantially as shown on the Plans.

(d) Vinyl siding shall not be permitted.

(e) 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.

§ 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) The Owner shall make improvements within the right-of-way, including the installation of two street trees along Napoleon Street, substantially as shown on the Plans, which improvements may be completed in one or more phases as approved by the Director of Public Works. All improvements and work within the public right-of-way shall be (i) completed in accordance with the requirements of the Director of Public Works, (ii) considered completed only upon written confirmation by the Director of Public Works or the designee thereof that such improvements and work are in accordance with such requirements, and (iii) transferred to the City, following the written confirmation by the Director of Public Works or the designee thereof, pursuant to a transfer of interest document approved as to form by the City Attorney and accepted by the Chief Administrative Officer or the designee thereof on behalf of the City. The Chief Administrative Officer or the designee thereof, for and on behalf of the City, is hereby authorized to accept, in the manner for which this subsection provides, all improvements and work required by and meeting the requirements of this subsection. The final certificate of occupancy shall not be issued for the Property until all requirements of this subsection are fully satisfied.

(f) 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.

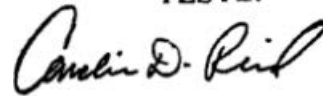
(e) The privileges granted by this ordinance may be revoked pursuant to the provisions of sections 30-1050.7 through 30-1050.11 of the Code of the City of Richmond (2020), as amended, and all future amendments to such laws. Failure to comply with the terms and conditions of this ordinance shall constitute 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 or when the Special Use of the Property as authorized by this ordinance is abandoned for a period of 733 consecutive calendar days, 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 Commissioner of Buildings is authorized to issue a building permit substantially in accordance with the Plans for the Special Use subject to the terms and conditions set forth in this ordinance. An application for the building permit shall be made within 1,096 calendar days following the date on which this ordinance becomes effective. If either the application for the building permit is not made within the time period stated in the previous sentence or the building permit terminates under any provision of the Virginia Statewide Building Code, this ordinance and the special use permit granted hereby shall terminate and become null and void.

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

A TRUE COPY:  
TESTE:

A handwritten signature in black ink, appearing to read "Amelia D. Reed".

City Clerk

# City of Richmond

## Intracity Correspondence

### O&R Transmittal

**DATE:** March 10, 2026

**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 3119 Napoleon Street for the purpose of a single-family detached dwelling, upon certain terms and conditions.

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** The applicant is requesting a Special Use Permit to authorize the construction of a single-family detached dwelling that does not meet the lot feature requirements of the R-5 Single-Family Detached Residential District. A Special Use Permit is therefore requested to authorize this proposal.

**BACKGROUND:** The 4,790 square foot property is located in the Highland Terrace neighborhood on the eastern side of Napoleon Street near its intersection with Arnold Avenue to the north. This is the result of an illegal lot split that occurred on May 8, 1967. As a result, two (2) substandard lots were created: the subject property, as well as the adjacent property known as 3117 Napoleon Street. As the minimum lot area requirement was not met at the time of the lot split, the lot was not created legally and not buildable by right. The City's Richmond 300 Master Plan designates a future land use for the subject property as Residential, which is described as "a neighborhood consisting primarily of single-family houses on large or medium sized lots more homogeneous in nature." (p. 54)

Intensity: Buildings are generally two to four stories. Lot sizes generally range up to 5,000 to 20,000 square feet.

The current zoning for this property is R-5 Single-Family Detached Residential District. Adjacent properties are also located within this district.

**COMMUNITY ENGAGEMENT:** The property is located within the boundaries of the Highland Park Quality of Life Association; additional community notification will take place after introduction.

**STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL:** Richmond 300 Master Plan

**FISCAL IMPACT:** \$400 application fee.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** April 13, 2026

**CITY COUNCIL PUBLIC HEARING DATE:** May 11, 2026

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Planning Commission May 5, 2026

**AFFECTED AGENCIES:** Office of Chief Administrative Officer

Law Department (for review of draft ordinance)

**RELATIONSHIP TO EXISTING ORD. OR RES.:** None

**ATTACHMENTS:** Draft Ordinance, Authorization from Property Owner, Applicant's Report, Plans, Survey

**STAFF:**

Alyson Oliver, Program and Operations Manager, Land Use Administration (Room 511) 646-3709

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



Application for **SPECIAL USE PERMIT**

Department of Planning and Development Review  
Land Use Administration Division  
900 E. Broad Street, Room 511  
Richmond, Virginia 23219  
(804) 646-6304

<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- special use permit, new**
- special use permit, plan amendment**
- special use permit, text only amendment**

**Project Name/Location**

Property Address: 3119 Napoleon Street Date: 02/19/2024  
 Parcel I.D. #: N0001051011 Fee: \_\_\_\_\_  
 Total area of affected site in acres: 4760 square feet

(See **page 6** for fee schedule, please make check payable to the "City of Richmond")

**Zoning**

Current Zoning: R-5 Single-Family Residential

Richmond 300 Land Use Designation: Residential

**Proposed Use**

(Please include a detailed description of the proposed use in the required applicant's report)

Existing Use: Vacant lot (Details description of proposed use is attached in report)

Is this property subject to any previous land use cases?

Yes  No  If Yes, please list the Ordinance Number: \_\_\_\_\_

**Applicant/Contact Person:** Booker R. Jones, Jr.

Company: \_\_\_\_\_  
 Mailing Address: 10749 Chase Grove Lane  
 City: Glen Allen State: VA Zip Code: 23060  
 Telephone: (804) 938-0048 Fax: ( )  
 Email: [REDACTED]

**Property Owner:** Booker R. Jones, Jr., Marian E. Jones, Margie J. Jasper, Renee J. Givens, Donna J. Robinson

If Business Entity, name and title of authorized signee: Booker R. Jones, Jr (Executor of Evelyn R. Jones Estate)

(The person or persons executing or attesting the execution of this Application on behalf of the Company certifies that he or she has or have been duly authorized and empowered to so execute or attest.)

Mailing Address: 10749 Chase Grove Ln.  
 City: Glen Allen State: VA Zip Code: 23060-2523  
 Telephone: (804) 938-0048 Fax: ( )  
 Email: [REDACTED]

**Property Owner Signature:** 6320fa81-beca-493d-8c1a-e3db319871b2

Digitally signed by 6320fa81-beca-493d-8c1a-e3db319871b2  
Date: 2024.01.03 16:05:00 -05'00'

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. **Faxed or photocopied signatures will not be accepted.**

**NOTE:** Please attach the required plans, checklist, and a check for the application fee (see Filing Procedures for special use permits)

February 20, 2024

## Heirs Special Use Permit Application Agreement

**Property Address: 3119 Napoleon Street, Richmond, VA, 23222**

**Parcel I.D. #: N0001051011**

We, the current owners of the property at 3119 Napoleon Street, Richmond, VA, do agree that Booker R. Jones, Jr. will speak and represent us for the entire application process for a Special Use Permit (SUP). Below are our contact information and signatures:

BOOKER R JONES JR  
10749 CHASE GROVE LANE  
GLEN ALLEN, VA 23060  
(804) 938-0048

x Booker R. Jones, Jr. 2/20/2024

MARIAN E JONES  
5621 GILLING RD  
CHESTERFIELD, VA 23234

x Marian E Jones 2/25/2024 804 512-4758

MARGIE J JASPER  
2917 MARISSA LANE  
N CHESTERFLD, VA 23224

x Margie J. Jasper 2/25/2024 804-745-424

RENEE J GIVENS  
5600 LONG BRIDGE ROAD  
HENRICO, VA 23231

x Renee J Givens 2/25/2024 804 814 7435

DONNA J ROBINSON  
3132 CHARTWOOD DRIVE  
SANDSTON, VA 23150

x Donna J. Robinson 2/25/2024  
804-218-2314

February 20, 2024

## Applicant's Report / Description of Proposed Use of Property

Property Address: 3119 Napoleon Street, Richmond, VA, 23222

Parcel I.D. #: N0001051011

4760 square feet vacant lot

Current Zoning: R-5 Single-Family Residential

Greetings,

My siblings and I inherit a 4,760 square feet vacant lot at 3119 Napoleon Street, Richmond, VA.

We would like to build a single-family resident on the property but were informed by the Planning and Development Zoning Admin. that the zoning district requires 6,000 sq. ft. to build on the property.

The property is located within an R-5 (Single-Family Residential). Therefore, the Planning and Development Zoning Admin. determined the property is not buildable and suggested we request a Special Use Permit (SUP) from the City Council. Attached are SUP application and supporting documentation. Please let me know if you require any additional information to process this application.

Thanks,

Booker R. Jones, Jr.

*Booker R. Jones, Jr.*

(804) 938-0048

# NAPOLEON STREET

60' R/W

ROD FD.

N 10°30'00" E 56.21'

NAIL SET

BRICK RET. WALL

CHAINLINK FENCE

52.66' TO S/L  
ARNOLD AVE.

1:2

ZANE A. PETRAS  
N0001051001  
D.B. 2022/17857  
# 701 ARNOLD AVE.

N 83°33'20" W 86.64'

S 82°50'00" E 80.45'

3119

N0001051011  
4,642.238Sq. Ft.  
0.107Acres

BURRELL BULLOCK  
N0001051003  
D.B. 370/713  
# 703 ARNOLD AVE



DANIEL J. HANYOK  
N0001051012  
D.B. 2023/8025  
# 3117 NAPOLEON STREET.

ROD SET

VINYL PRIVACY FENCE

WOOD PRIVACY FENCE

S 04°08'00" W 55.10'

ROD SET

DANIEL S. LEE  
N0001051004  
D.B. 2019/10609  
# 705 ARNOLD AVE.



PLAT SHOWING  
**THE NORTHERN PORTION OF LOT 12**  
**BLOCK G, ROSLYN HEIGHTS**  
RICHMOND, VIRGINIA  
SURVEYED FOR  
**BOOKER R. JONES, JR.**



N 83°33'20" W 86.64'

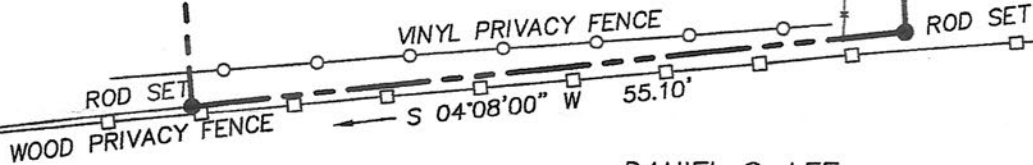
3119

N0001051011  
4,642.238Sq. Ft.  
0.107Acres

S 82°50'00" E 80.45'

BURRELL BULLOCK  
N0001051003  
D.B. 370/713  
# 703 ARNOLD AVE

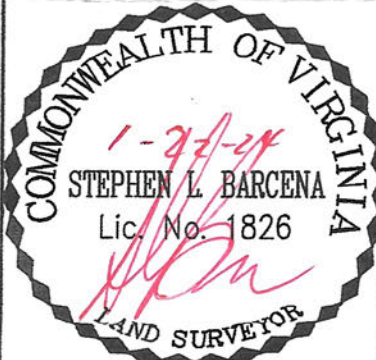
DANIEL J. HANYOK  
N0001051012  
D.B. 2023/8025  
# 3117 NAPOLEON STREET.



DANIEL S. LEE  
N0001051004  
D.B. 2019/10609  
# 705 ARNOLD AVE.



PLAT SHOWING  
**THE NORTHERN PORTION OF LOT 12**  
**BLOCK G, ROSLYN HEIGHTS**  
RICHMOND, VIRGINIA  
SURVEYED FOR  
**BOOKER R. JONES, JR.**



THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE BINDER AND IS SUBJECT TO ANY ENCUMBRANCES THAT ONE MAY REVEAL. THIS IS TO CERTIFY THAT ON 1/22/24 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. THIS PROPERTY IS IN ZONE "X" OF THE HUD DEFINED FLOOD HAZARD AREA AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAPS, COMMUNITY PANEL # 5101290033D, DATED 4/02/2009.

0 15 30



**BASELINE**  
**LAND SURVEYING**  
526 GROVE AVENUE  
PETERSBURG, VIRGINIA 23803  
BLS23803@MSN.COM  
PH.: 804.520.9180 / FX.: 804.722.9517

DATE: JANUARY 22, 2024		SCALE: 1" = 15'	
DRAWN BY: SLB			
CHECKED BY:		CALC. CHK.: SLB	
JOB NO.: 23903		F.B. 211/73	

NOT VALID UNLESS SIGNED IN RED

PREVIOUS JOB NO.

REV.:

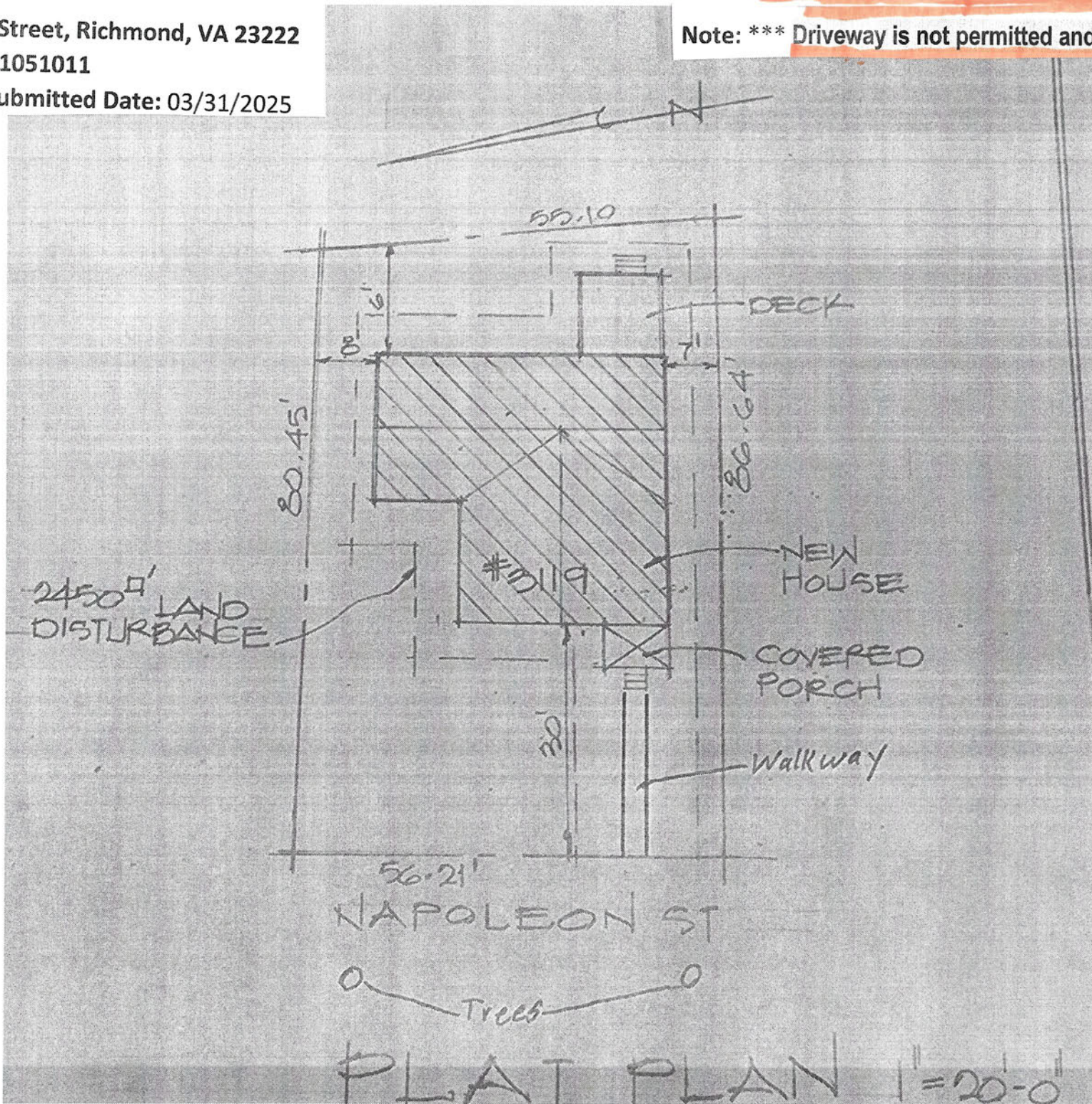
**Land Plan**

3119 Napoleon Street, Richmond, VA 23222

Parcel I.D. N0001051011

Version: 2 Resubmitted Date: 03/31/2025

Note: \*\*\* Driveway is not permitted and shall not be installed



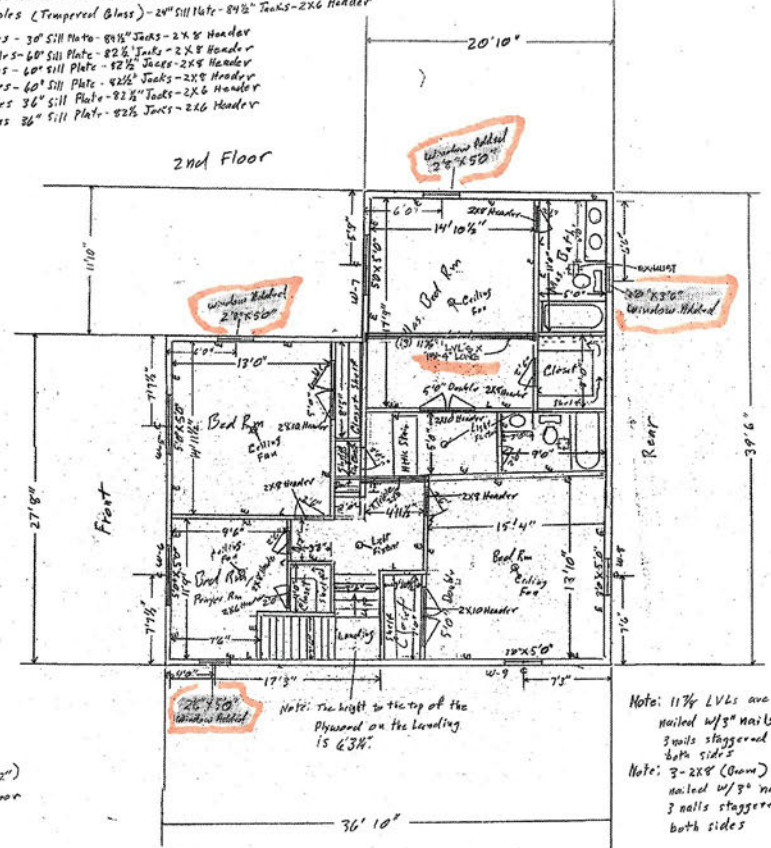
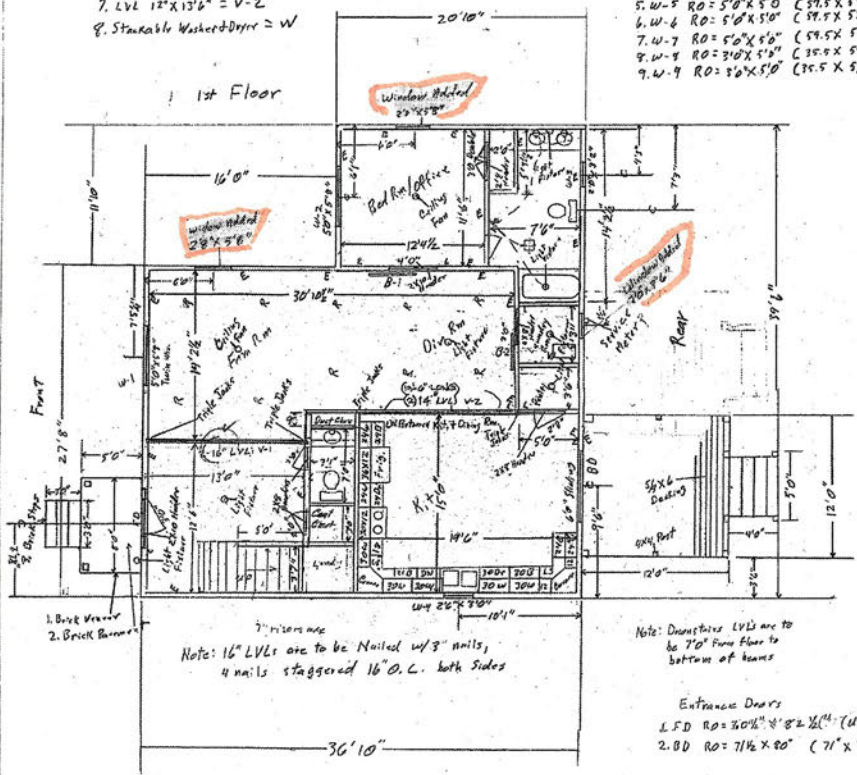
- Schedule:
1. Electrical Outlets = E
  2. Recessed Lights = R
  3. Light Switch = L
  4. 4'0" Barn Door = B-1
  5. 3'0" Barn Door = B-2
  6. LVL 12"x13'6" = V-1
  7. LVL 12"x13'6" = V-2
  8. Stairable Washed Deck = W

- Front Porch
1. Brick veneer
  2. Brick Pavement
  3. Brick Steps

3119 Napoleon Street  
Richmond, Va. 23222

1/4" = 1 Foot

- Window Schedule
1. W-1 Twin Win RO = 5'0" x 5'0" (59.5" x 47.5"); 2" Cripples - 60" Sill Plate - 90° Double Joints - 2x10 Header
  2. W-2 RO = 5'0" x 5'0" (59.5" x 47.5"); 2" Cripples - 60" Sill Plate - 90° Double Joints - 2x10 Header (Twin Window)
  3. W-3 RO = 2'0" x 3'2" (23.5" x 37.5"); 45" Cripples (Tempered Glass) - 24" Sill Plate - 84 1/2" Joints - 2x6 Header
  4. W-4 RO = 2'6" x 3'0" (29.5" x 35.5"); 45" Cripples - 30" Sill Plate - 84 1/2" Joints - 2x4 Header
  5. W-5 RO = 5'0" x 5'0" (59.5" x 59.5"); 2" Cripples - 60" Sill Plate - 92 1/2" Joints - 2x4 Header
  6. W-6 RO = 5'0" x 5'0" (59.5" x 59.5"); 2" Cripples - 60" Sill Plate - 92 1/2" Joints - 2x4 Header
  7. W-7 RO = 5'0" x 6'6" (59.5" x 79.5"); 2" Cripples - 60" Sill Plate - 92 1/2" Joints - 2x6 Header
  8. W-8 RO = 3'0" x 5'0" (35.5" x 59.5"); 2" Cripples - 36" Sill Plate - 92 1/2" Joints - 2x6 Header
  9. W-9 RO = 2'6" x 5'0" (35.5" x 59.5"); 2" Cripples - 36" Sill Plate - 92 1/2" Joints - 2x6 Header



9' ceiling 1st floor

8' ceiling 2nd floor



3119 Napoleon Street  
Richmond, Va 23222

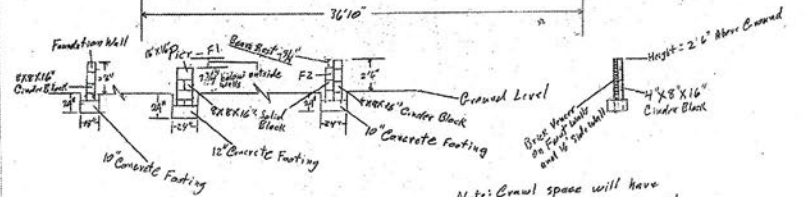
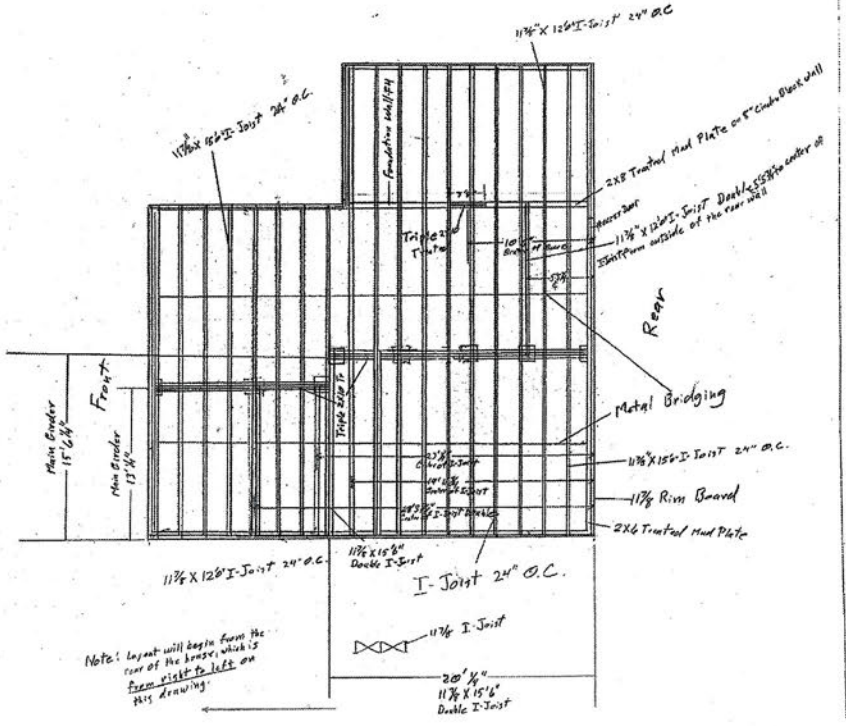
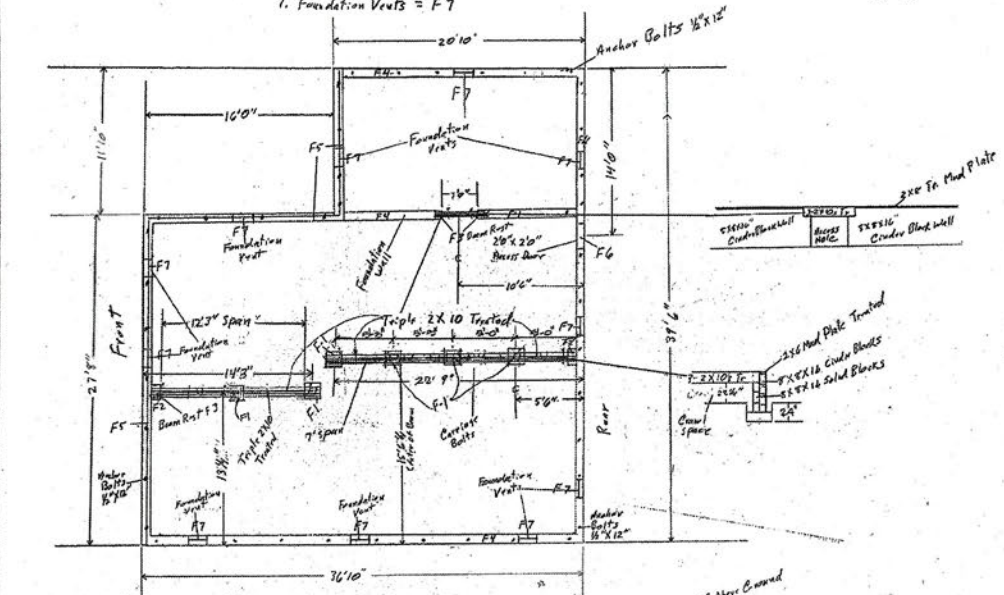
Schedule:

1. 16"X16" Pier = F1 Solid Block
2. 8"X16" Pier = F2 Solid Block Dam Rest
3. 4" X 8" Beam Rest = F3
4. 8"X8"X16" Block - Foundation Wall = F4 Cinder Block
5. 4"X8"X16" Block W/Brick Veneer - Foundation Wall = F5 (Front Walls)
6. 2'0"X2'0" Hearse Door = F6
7. Foundation Vents = F7

8. 1/2" X 12" Anchor Bolts 4' @ 8".  
12" From Corners
9. 1/2" Cavnage Bolts w/Flat Washers, Lock Washers and Nuts 4" O.C. and 12" from the end of Beams (Tripple 2X10 Treated)

1/4" = 1 Foot

1st Floor I-Joist 24" O.C.

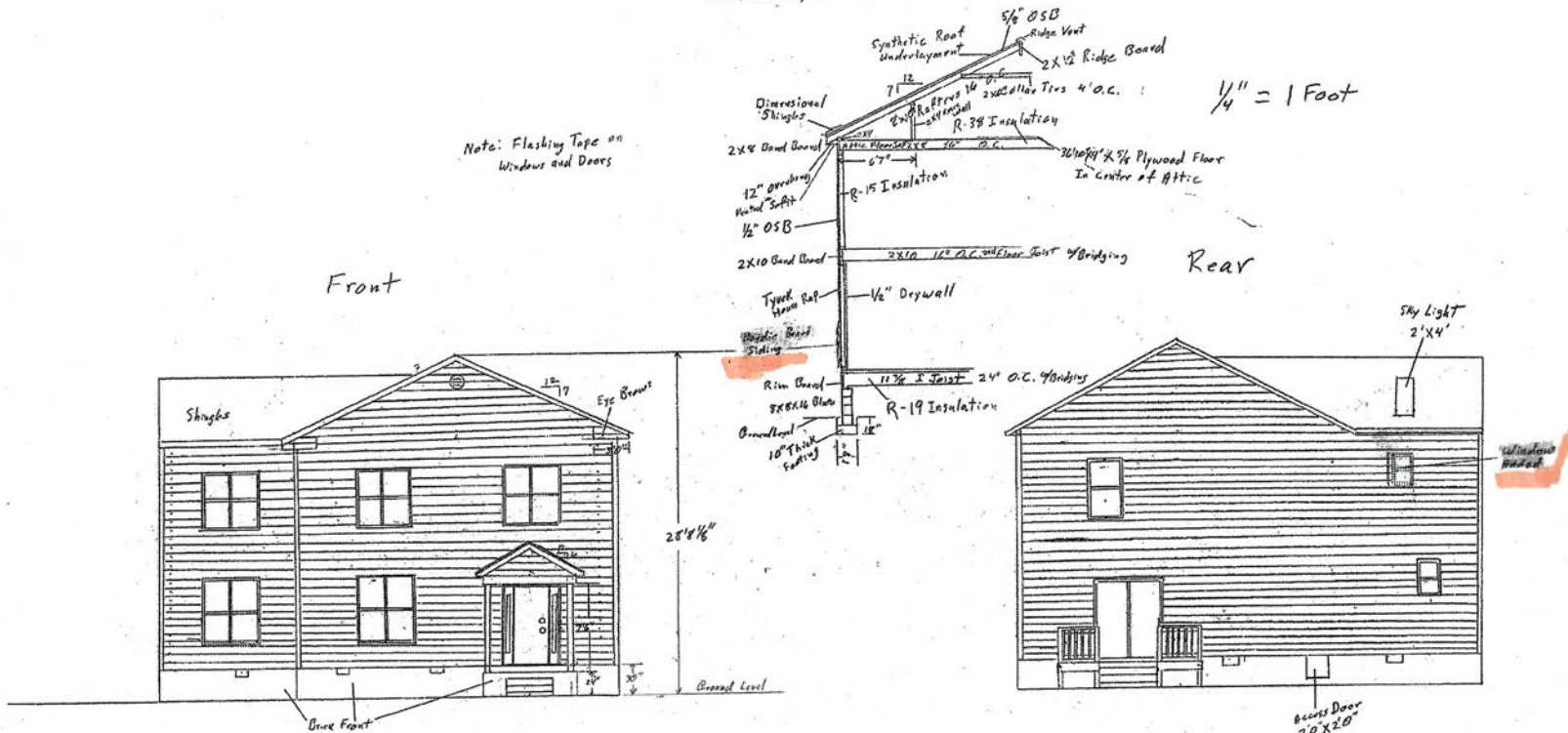


Note: Interior pier and beam rest are 7/8" below outside foundation walls.

Note: Crawl space will have 1" of Crush and Run Gravel.



3119 Napoleon Street  
Richmond, Va. 23222



Note: Driveway is not permitted and will not be installed

Note: Siding will be cementitious



**City of Richmond  
Department of Planning  
& Development Review**

**Special Use Permit**

**LOCATION:** 3119 Napoleon Street

**APPLICANT:** Booker R. Jones

**COUNCIL DISTRICT:** 6

**PROPOSAL:** To authorize the special use of the property known as 3119 Napoleon Street for the purpose a single-family detached dwelling, upon certain terms and conditions.

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

