

INTRODUCED: January 26, 2015

AN ORDINANCE No. 2015-16-34

To amend Ord. No. 89-356-90-14, adopted Jan. 8, 1990, which authorized the special use of the property known as 1125 West Clay Street for the purposes of converting the existing building into 47 single-room occupancy units plus a resident manager’s unit, to permit an additional 33 dwelling units, upon certain terms and conditions.

Patron – Mayor Jones (By Request)

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: FEB 23, 2015 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

I. That Ordinance No. 89-356-90-14, adopted January 8, 1990, be and is hereby amended and reordained as follows:

§ 1. That the [~~real-estate,~~] property known as 1125 W. Clay Street, located on the southeast corner of W. Clay and Harrison Streets, being more completely described as follows: beginning at the point of intersection of the south right of way line of W. Clay Street and the east right of way line of Harrison Street; thence extending in an easterly direction along the south right of way line of Clay Street 150.08 feet to a point; thence extending in a southerly direction along a property line 74.00 feet, more or less, to a point; thence extending in an westerly

AYES: 8 NOES: 0 ABSTAIN: 1

ADOPTED: FEB 23 2015 REJECTED: _____ STRICKEN: _____

direction along a property line 114.42 feet, more or less, to a point; thence extending in a southerly direction along a property line 54.33 feet, more or less, to a point; thence extending in a westerly direction along a property line 35.58 feet, more or less, to the east right of way line of Harrison Street; thence extending in a northerly direction along the east right of way line of Harrison Street 129.17 feet, more or less, to the point of beginning, is hereby permitted to be used for purposes of [~~single room occupancy conversion of the existing building to contain 47 units~~] developing up to 80 dwelling units plus a resident manager's unit, as shown on site plan, floor plans and elevation drawings, entitled[: ~~“The New Clay House, SRO Housing of Richmond”, prepared by Baskerville & Son, DePasquale and Associates, and Glave Newman Anderson Architects, Sheet 1 last revised on October 31, 1989, and Sheet 2 last revised on October 30, 1989, and as described in the applicant's report entitled: “The New Clay House”, “New Clay House, prepared by Johannas Design Group, dated November 7, 2014, and last revised on November 14, 2014, and as described in the applicant's report entitled “New Clay House Renovation and Addition” and the management plan entitled “New Clay House Renovation Management Plan,”~~ copies of [~~said~~] which plans [~~and~~], applicant's report, and management plan are attached to [~~the draft of this ordinance,~~] and incorporated [~~in, and to be read as a part of~~] into this ordinance[, ~~and the existing building on such real estate is hereby permitted to be converted for use as single room occupancy~~].

§ 2. That the Commissioner of Buildings is hereby authorized to issue to the owner of the [~~real estate~~] property, or the owner's successor or successors in fee simple title, a building permit [~~for the purpose of making such conversion of the building as conform to the drawings attached to the draft of this ordinance and to permit the occupancy of the existing building for the purpose of single room occupancy~~] substantially in accordance with the plans attached to this

ordinance and subject to the terms and conditions set forth in this ordinance. The special use permit shall be transferable to the successor or successors in title of the owner, whether acquired by operation of law, deed or otherwise and shall run with the land subject to the following terms and conditions:

(a) That the owner shall be bound by, observe and comply with all laws, ordinances and rules and regulations adopted pursuant thereto, applicable to the land and building except as otherwise provided in this ordinance;

(b) That ~~[six (6)]~~ 26 parking spaces shall be provided substantially as shown on the attached plans;

(c) ~~[The parking area and access aisles shall be paved with a dust free, all weather surface and parking spaces shall be delineated on the pavement surface. The parking area shall be screened from view from W. Clay Street by a brick wall not less than four and one half feet in height, substantially as shown on the attached plans;~~

(d) The ~~[forty seven (47)]~~ 80 units, plus the resident manager's unit and the supportive studio apartment development, ~~[single room occupancy housing facility]~~ shall be operated ~~[as a non-profit entity]~~ by a limited liability company that provides housing available for occupancy ~~[for periods of not less than one month]~~ an initial term of one year with the lease converting to a monthly term thereafter. The ~~[facility]~~ development may house up to a maximum of ~~[forty eight (48)]~~ 81 persons. Meals may be served to persons who reside on the premises. The facility shall not be used as a detention or half-way house facility. The ~~[facility]~~ development shall not be used ~~[for the treatment of persons with drug or alcohol abuse problems]~~ as a drug or alcohol abuse treatment center. The ~~[facility]~~ development shall have a board of directors, rules

of behavior, resident screening criteria, and management substantially as represented in the attached applicant's report and management plan;

~~(e)~~ (d) That twenty-four hour a day ~~[supervision]~~ management shall be provided for the residents of the ~~[facility]~~ development at all times;

~~(f)~~ (e) That facilities for the collection of refuse shall be provided in accordance with the requirements of the Department of Public Works. Such facilities shall be located or screened as not to be visible from adjacent properties and public streets;

~~(g)~~ (f) That final grading and drainage plans shall be approved by the Director of ~~[Community Development]~~ Planning and Development Review prior to the issuance of building permits;

~~(h)~~ (g) That storm and surface water shall not be allowed to accumulate on the land, and adequate facilities for drainage of storm and surface water from the land or building shall be provided by the owner at the owner's cost and expense so as not to adversely affect or damage adjacent properties or public streets and the use thereof;

~~(i)~~ (h) That identification of the premises shall be limited to one sign not exceeding ~~[six]~~ eight square feet attached flat against the building;

~~(j)~~ (i) That should the owner use the premises for any purpose which is not permitted by this ordinance, or fails, refuses or neglects to comply with the provisions of foregoing paragraphs (a) through ~~(i)~~ (h) and does not terminate such use or comply with such provisions within ninety days after written notice so to do has been given to the owner by the Zoning Administrator, the privileges granted by this ordinance shall terminate and the special use permit shall become null and void;

~~[(4)]~~ (j) That when the privileges granted by this ordinance terminate and the special use permit becomes null and void or when use of the [~~premises~~] property is abandoned for a period of twenty-four consecutive months, use of the [~~real-estate~~] property shall be governed thereafter by the zoning regulations prescribed for the district in which the [~~real-estate~~] property is then situated; and

(4) (k) That application for a building permit to convert the existing building shall be made within [~~twelve months from the effective date of this ordinance, which building permit shall expire by limitation and become null and void if construction authorized upon and within the building is not commenced within one hundred eighty days from the date of the building permit, or if work upon the building is suspended or abandoned for a period of one hundred eighty days at any time after the work is commenced, as provided in Section 109.1 of the Uniform Statewide Building Code. Should application for the building permit not be made within twelve months from the effective date of this ordinance or should the building permit expire and become null and void, the privileges granted by this ordinance shall terminate and the special use permit shall become null and void]~~ 730 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.

§3. This ordinance shall be in force and effect upon adoption.

II. This amendatory ordinance shall be in force and effect upon adoption.



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST

JAN 14 2015

RECEIVED
JAN 21 2015

O&R REQUEST

Administration Office
City of Richmond

O & R Request OFFICE OF CITY ATTORNEY

DATE: January 13, 2015

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: Dwight C. Jones, Mayor (Patron: Mayor, by Request)
(This in no way reflects a recommendation on behalf of the Mayor)

THROUGH: Christopher L. Beschler, Interim Chief Administrative Officer

THROUGH: Peter L. Downey, Interim Deputy Chief Administrative Officer for Economic
Development and Planning

FROM: Mark A. Olinger, Director, Department of Planning and Development Review

SUBJECT: Special Use Permit amendment for 1125 West Clay Street to permit an
additional 33 dwelling units, upon certain terms and conditions.

ORD. OR RES. No. _____

PURPOSE: To amend Ord. No. 89-356-90-14, adopted January 8, 1990, which authorized the special use of the property known as 1125 W. Clay Street for the purposes of converting the existing building into 47 single-room occupancy units plus a resident manager's unit, to permit an additional 33 dwelling units, upon certain terms and conditions.

REASON: The applicant is proposing to amend Ord. No. 89-356-90-14, which authorized forty-seven (47) single-room occupancy units. The proposed amendment includes renovation of the existing forty-seven (47) dwelling units and construction of an additional thirty-three (33) dwelling units for a total of eighty (80) dwelling units and one (1) resident manager's unit. The property is zoned M-1 Light Industrial, which does not permit dwelling uses.

RECOMMENDATION: In accordance with the requirements of the City Charter and the Zoning Ordinance, the City Planning Commission will review this request and make a recommendation to City Council. This item will be scheduled for consideration by the Commission at its March 2, 2015, meeting. A letter outlining the Commission's recommendation will be forwarded to City Council following that meeting.

BACKGROUND: In 1990, City Council approved a special use permit (Ord. No. 89-356-90-14), which authorized conversion of the existing building to contain forty-seven (47) single-room occupancy residential units plus a resident manager's residential unit. The applicant is proposing to amend the ordinance to renovate the existing forty-seven (47) dwelling units and construct an additional thirty-three (33) dwelling units for a total of eighty (80) dwelling units and one (1) resident manager's unit. The property is zoned M-1 Light Industrial, which does not permit dwelling uses.

201501005

The renovated and new dwelling units would be approximately 350 to 385 square feet and include kitchens. The existing units are approximately 150 square feet. The submitted plans also show twenty-six (26) parking spaces, four (4) of which are compact spaces. In addition, a landscaped courtyard is proposed as well as a donation shop and admission office.

A number of conditions made part of the existing ordinance will remain part of the proposed amended ordinance. Conditions include restricting the development from being used as a detention or half-way house facility or a treatment facility for drug and alcohol abuse.

The Richmond Master Plan designates this property as Multi-Family (medium-density) in the Near West Planning District. "Carver should remain primarily a single-family neighborhood, with some multi-family uses in appropriate locations. Any new development or redevelopment of existing structures that results in additional multi-family residential units in the Carver neighborhood must provide sufficient off-street parking to accommodate the increase in housing units" (p. 234).

FISCAL IMPACT: The Department Planning and Development Review does not anticipate any impact to the City's budget for this or future fiscal years.

COST TO CITY: Staff time for processing the request; preparation of draft ordinance; and publishing, mailing and posting of public notices.

REVENUE TO CITY: \$1,200 application fee

DESIRED EFFECTIVE DATE: Upon adoption.

REQUESTED INTRODUCTION DATE: February 9, 2015

CITY COUNCIL PUBLIC HEARING DATE: March 9, 2015

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: None

CONSIDERATION BY OTHER GOVERNMENTAL AGENCIES: City Planning Commission, March 2, 2015

AFFECTED AGENCIES: Office of Chief Administrative Officer
Law Department (for review of draft ordinance)
City Assessor (for preparation of mailing labels for public notice)

RELATIONSHIP TO EXISTING ORDINANCES: None.

ATTACHMENTS: Application Form, Applicant's Letter, Draft Ordinance, Plans, Management Plan

STAFF: Willy Thompson, Senior Planner; Land Use Administration (Room 511)
646-5734



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

Project Name: New Clay House Renovation Date: _____

Property Address: 1125 W. Clay Street Tax Map #: _____

Fee: _____ Total area of affected site in acres: 0.6
(See page 3 for fee schedule, please make check payable to the "City of Richmond")

Zoning

Current Zoning: _____

Existing Use: Single Room Occupancy

Is this property subject to any previous land use cases?

- Yes
- No

If Yes, please list the Ordinance Number: _____

Proposed Use

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

80 studio apartments
for formerly homeless and
low-income individuals with
on-site property management and services.

Applicant/Contact Person: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

Email: _____

Property Owner: MARGARET T. STALLINGS

If Business Entity, name and title of authorized signee: _____

Mailing Address: 3007 HAWTHORNE AVE

City: RICHMOND State: VA Zip Code: 23222

Telephone: (804) 240-7626 Fax: (____) _____

Email: WDSZAS@AOL.COM

Property Owner Signature: [Signature]

(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)

**Special Use Amendment
New Clay House Renovation and Addition
Existing Zoning M-1**

Virginia Supportive Housing (VSH) is a non-profit organization dedicated to providing permanent housing and supportive services for formerly homeless and/or very low-income individuals in need of affordable accommodation in a safe and secure environment. The New Clay House, which is located on the southeast corner of North Harrison Street and West Clay Street, was VSH's first venture more than 20 years ago. The property is zoned M-1, and a Special Use Permit was approved by the City Council for the existing New Clay House facility on January 8, 1990, subject to a series of conditions. VSH does not propose any changes to the nature of the existing use, which has been extremely successful and well-received by neighboring property owners, but simply desires to modify the Special Use Permit conditions to accommodate substantial upgrades to, and the expansion of, the existing facilities.

In connection with this application to amend the Special Use Permit approval by which the original New Clay House facility was originally developed, VSH proposes to reinvest resources to (i) enhance and preserve the existing historic New Clay House structure, (ii) expand the facility into an adjacent historic building (which will be rehabilitated and preserved), and (iii) redevelop the vacant blighted portion of the existing parcel with a new and attractive multifamily building. As a result of these improvements, (a) the New Clay House facility will be expanded from 48 to 80 residential units, (b) the available on-site parking will be increased from 6 to 26 spaces, (c) a private, outdoor living area (garden and courtyard space) will be provided in the center of the property for the use of residents, and (d) other amenities will be added for residents, including a large community room (including a kitchen and pantry) for meetings and socials, computer and telephone rooms, on-site laundry, property management offices, and case management offices.

As per its original design, the New Clay House currently includes 48 small residential units, including a staff apartment (each of which contain approximately 150 square feet of floor area). Over the past twenty years, in order to better meet the needs of its residents, VSH has shifted its preferred housing model from smaller dwelling units with shared kitchens and bathrooms to larger, more private units that promote greater independence for residents. Accordingly, VSH proposes to thoroughly renovate the existing New Clay House structure to provide larger units that are approximately 350 to 385 square feet in size, and that each include a private kitchen and bath.

It is important to note that the existing New Clay House, together with the adjacent historical structure into which the facility will be expanded, are buildings of historic significance. Accordingly, VSH plans to preserve and rehabilitate the exterior facades of these buildings, and plans to apply for historic tax credits in accordance with the National Parks Service Secretary of the Interior's Standards for Rehabilitation. With respect to the new multifamily residential building to be constructed on an adjacent parcel (which is the site of a vacant warehouse building that has been heavily damaged by fire), the proposed

This project will result in the entire New Clay House facility (both existing and new structures) being brought into compliance with current building, electric, and life-safety codes.

4. tend to cause overcrowding of land and an undue concentration of population;

Many of the new residents of the expanded New Clay House facility will be people who already live in the vicinity of the subject property. Additionally, the site is located in an urban area, where residential uses with densities similar to that proposed in this case are appropriate.

5. adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage; disposal, transportation or other public requirements, conveniences and improvements; or

Given the fact that the New Clay House facility serves only adults, there are no anticipated impacts on schools, or playgrounds. Additionally, as this project will include the development of an on-site green/recreational area, there will be no impacts on City parks. Finally, VSH's engineering consultants will design the site in accordance with current City Codes that govern the design of and connection to applicable public utilities.

6. interfere with adequate light and air.

The expanded facility (a significant portion of which consists of existing, historic buildings) will be surrounded by roads and alleys on three sides, and will face a windowless wall on the fourth side. Additionally, the proposed height of the new multifamily residential building is consistent with adjacent apartment buildings and the surrounding urban setting.

NEW CLAY HOUSE FOR VIRGINIA SUPPORTIVE HOUSING

revised 11.14.14

Code and Zoning summary

Existing R-2 with 47 units, 1 apartment, common space and office provider rooms occupying roughly 17,000 square feet.
Adjacent unoccupied space of roughly 3,000 square feet.
Proposed R-2 with 80 units, 1 apartment, common space and office provider rooms occupying a total of approximately 56,000 square feet.

Zoning:

M-1 Industrial underlying zoning
Existing Special Use Permit # 89-356-90-14
Site = 20,144 SF or 0.60 Acres

parking
6 spaces existing
30 spaces proposed

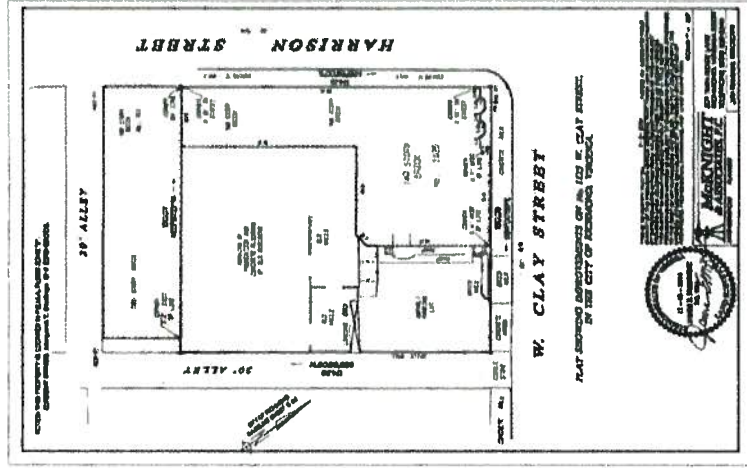
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T-1 Title Sheet
AB-1 Existing Floor Plans
A-100 Proposed Ground and First Floor Plans
A-101 Proposed Second and Third Floor Plans
A-102 Proposed Fourth Floor Plan
A-200 Exterior Elevations
A-201 Exterior Elevations



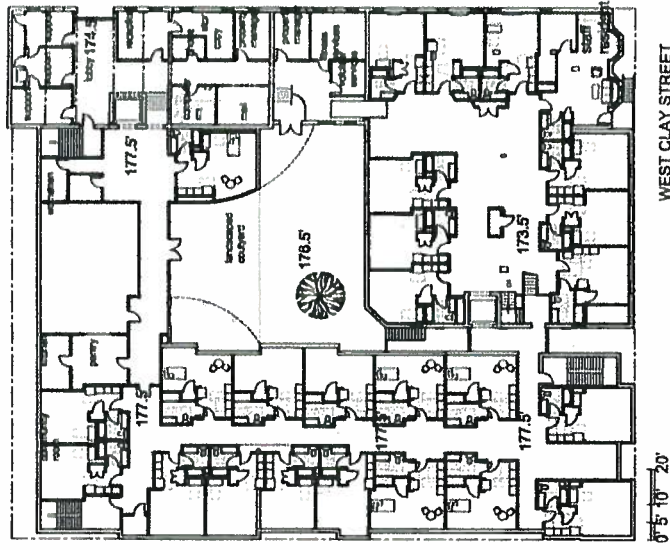
SITE

VICINITY MAP



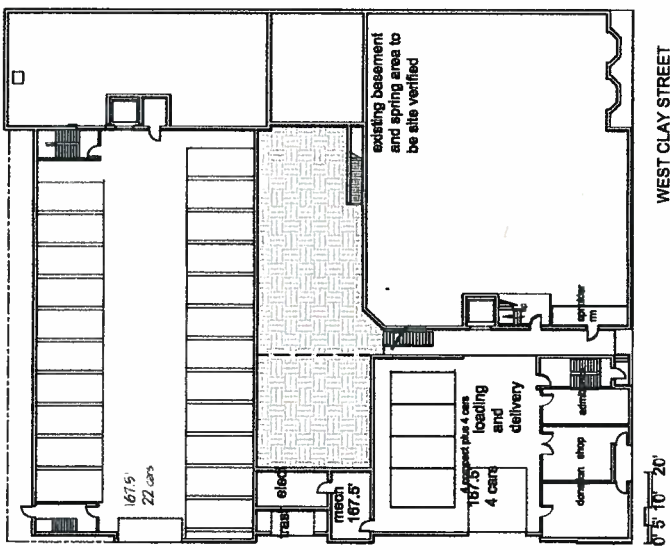
VICINITY MAP

revised 11.14.14



PROPOSED FIRST FLOOR

SCALE: 1/8" = 1'-0"

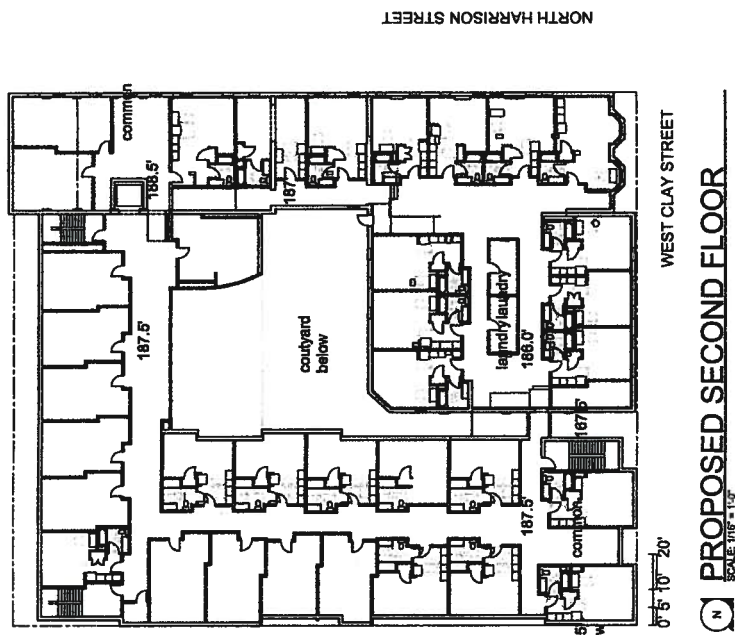
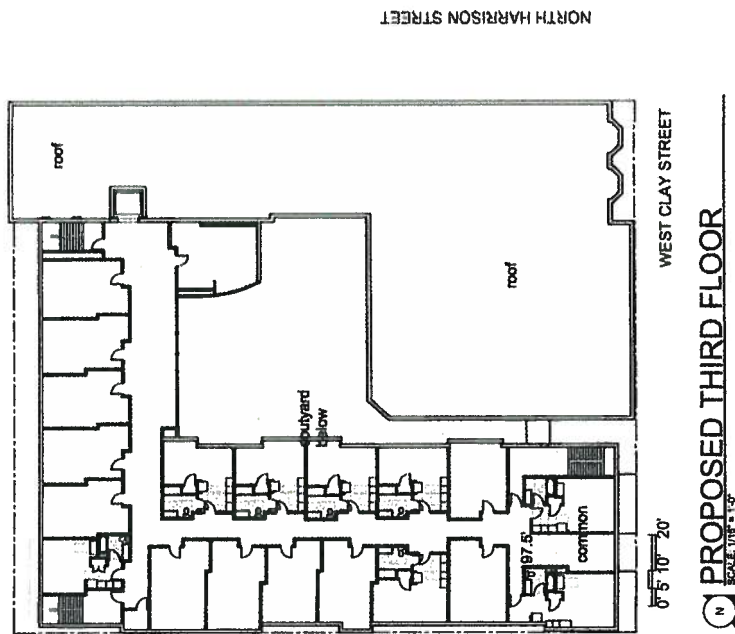


PROPOSED GROUND FLOOR

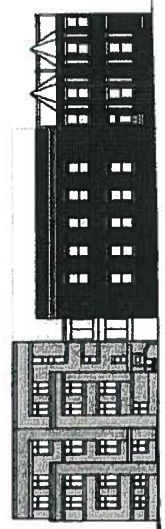
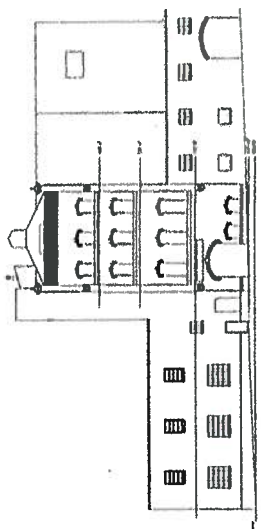
SCALE: 1/8" = 1'-0"

DATE	11.14.14	PROJECT NO.	1000
SHEET NO.	A-100	PROPOSED FLOOR	PLANS
SHEET TITLE		New Clay House	
JOHANNAS DESIGN GROUP 1801 WEST GARY STREET RICHMOND, VA 23218			

revised 11.14.14

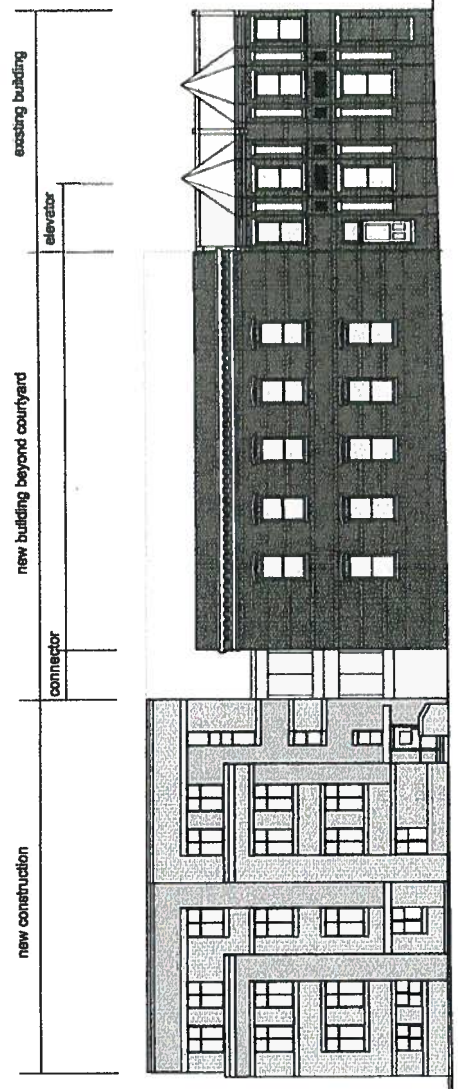


revised 11.14.14



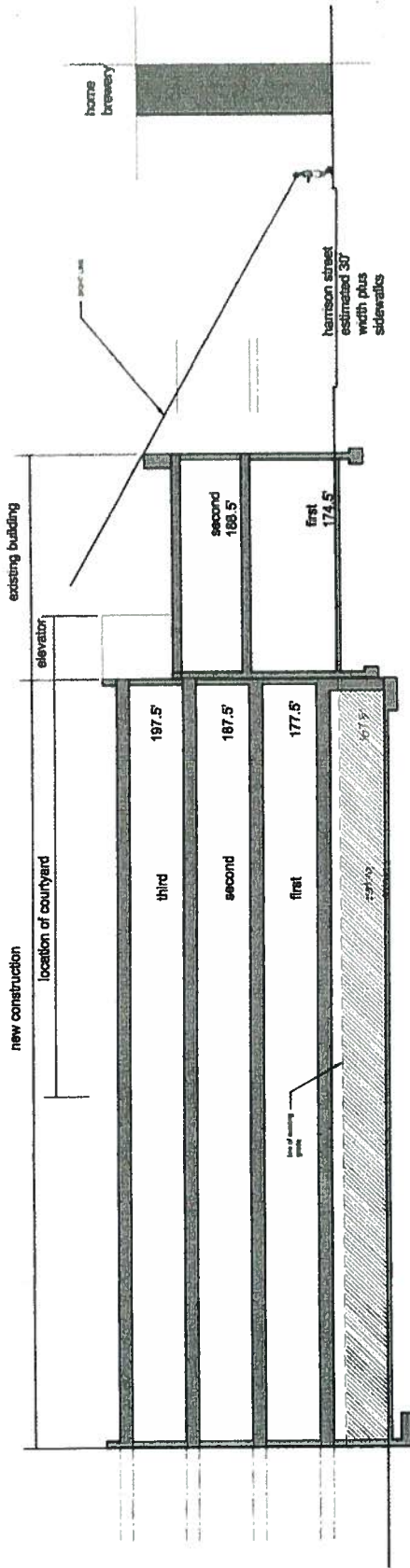
WEST CLAY HOUSE
 27' ALLEY
 EXISTING GARAGEHOUSE
 EXISTING TO BE REPOURTOID
 EXISTING TO BE REPOURTOID
 EXISTING TO BE REPOURTOID

WEST CLAY STREET LOOKING SOUTH
 NOT TO SCALE

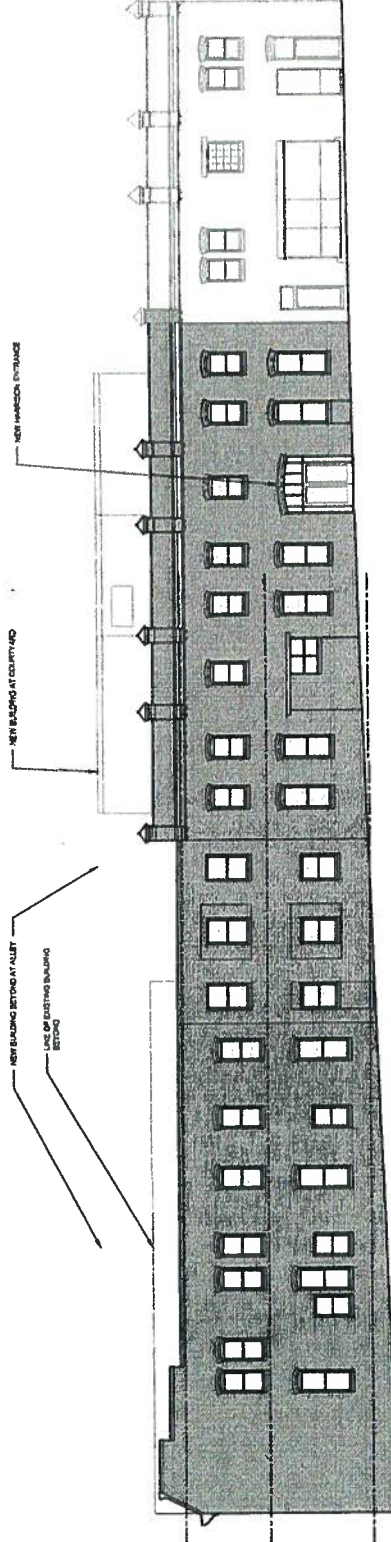


WEST CLAY STREET ELEVATION LOOKING SOUTH

revised 11.14.14



SCHEMATIC SECTION FROM ALLEY TO HARRISON STREET



EXISTING TO BE RENOVATED

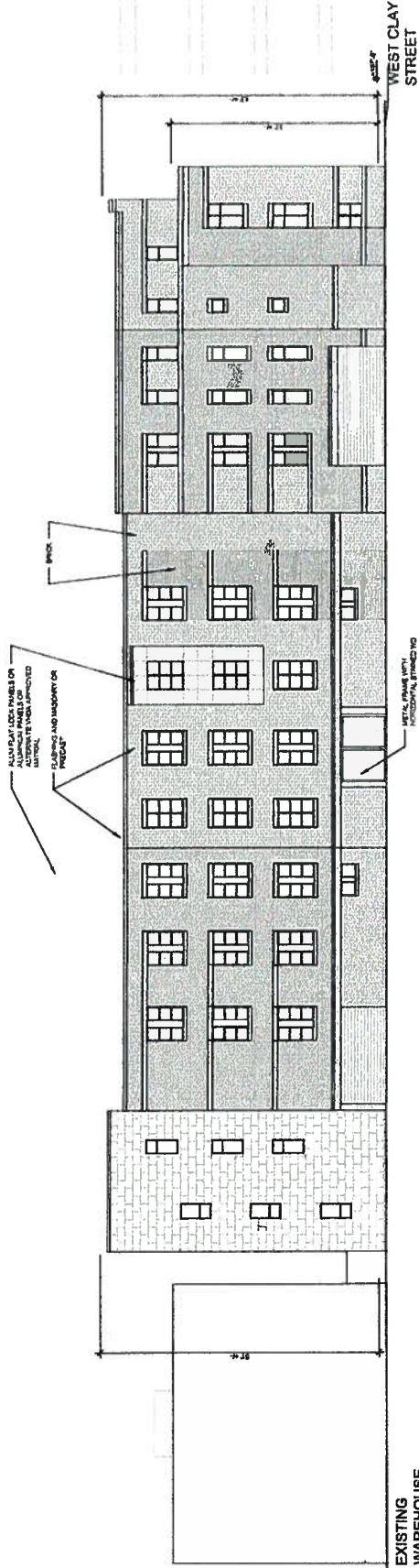
EXISTING TO BE RENOVATED

NOT IN PROJECT

NORTH HARRISON STREET ELEVATION LOOKING EAST

JOHANNAS DESIGN GROUP 1801 WEST GARY STREET RICHMOND, VA 23220 P 804 208 4881 F 804 208 0211	PROJECT NO M22	DATE 11.14.14	SHEET NO A-201
NEW CLAY HOUSE	ELEVATIONS		

revised 11.14.14



ALLEY ELEVATION LOOKING WEST

EXISTING WAREHOUSE

WEST CLAY STREET

1001 WEST GARY STREET RICHMOND VA 23220	PROJECT NO	DATE	SHEET NO
P 004 328 4993	1470	11.14.14	A-202
F 004 328 4993	NEW CLAY HOUSE		
ELEVATIONS			
JOHANNAS DESIGN GROUP			

New Clay House Renovation Management Plan

1. Role and Responsibility of Owner and Managing Agent

The Owner, is contracting with Virginia Supportive Housing or an entity approved by Virginia Supportive Housing (VSH) to manage the property. VSH will develop all policies and procedures to operate the property with input from the Owner's Board of Directors. All policies and procedures will be approved by the owner prior to implementation.

Contact Information for Owner Representative:

Sheila G. Parker, Director of Property Management
Virginia Supportive Housing
P.O. Box 8585
Richmond, VA 23226
Telephone: (804) 836-1064
Fax: (804) 788-6827

2. Staffing

Duties and Responsibilities of Staff: New Clay House will have an on-site Assistant Property Manager. The Assistant Property Manager will be responsible for supervising the operation of New Clay House, and will report directly to the Senior Property Manager who reports directly to the Director of Property Management. The Director of Property Management is responsible to the VSH Deputy Executive Director. (Please see attached job descriptions for Assistant Property Manager, Senior Property Manager and Director of Property Management.)

There will be a Night Monitor living on the premises. The Night Monitor reports directly to the Assistant Property Manager. (Please see attached job description for Night Monitor.)

A Case Manager will develop and implement individual treatment plans for the Residents, and identify services and providers to assist in meeting their needs. The Case Manager will report to the Clinical Services Supervisor. Supportive services will be optional for the Residents. (Please see attached job description for Case Manager.)

New Clay House will also employ one maintenance staff and two (2) full time and two (2) part time front desk clerks.

If property-related problems occur, such as maintenance problems, late or non-payment of rent, etc, the Assistant Property Manager will first become involved and will contact the Case Manager for assistance, if appropriate. The Assistant Property Manager and the Case manager will work with the individual together on issues of common concern, such as non-payment of rent or disturbances in the building.

The Assistant Property Manager will be on call 24-hours a day if housing related problems occur.

Employee Requirements: All new VSH staff members have a six-month probationary period after which they are evaluated for continued employment. Thereafter, annual reviews are undertaken. VSH also has personnel policies and procedures that all employees must comply with as well as an employee handbook. These are reviewed and updated periodically and approved by the VSH Board of Directors' Executive Committee.

Compliance with Laws: All hiring at VSH is done in conformance with EEO and other applicable federal, state, or local requirements.

3. Marketing and Resident Selection

Resident Selection: Each locality that has Project-Based Vouchers for formerly homeless individuals at New Clay House will maintain their own waiting list through the local Redevelopment and Housing Authority and the Housing Authority will refer homeless individuals to this property as vacancies become available. Agencies that serve the target population, such as emergency shelters and transitional housing facilities in the region, police departments, departments of social services, mental health agencies, community service boards, centers for independent living, major hospitals, communities of faith, community action agencies, and other regional service providers, including home health agencies and nursing homes will refer potential applicants to the local housing authorities to complete an application for New Clay House.

These agencies may also refer potential residents to the units at New Clay House that are not reserved for formerly homeless individuals. These units will not have rental subsidies and will be available to individuals earning 50% or less of the Area Median Income. VSH will generate a waiting list for these apartments. Qualified applicants will be listed in chronological order by their date of application.

Selection and screening of Residents for the units receiving Project Based Vouchers will be the responsibility of the local housing authorities. Selection and screening of Residents for the units not receiving rental subsidies will be the responsibility of the Assistant Property Manager as directed by the Senior Property Manager and Case Manager as directed by the Clinical Services Supervisor. Specialists familiar with the target population may be consulted.

Applicants must meet the following admission criteria:

- Must be single, homeless, and at least 18 years of age.
- Must be able to live independently, handle their finances and maintain their residence. (Protective payees are accepted.)

- Must pay a security deposit equal to one month's rent or \$50, whichever is greater.
- Must be willing to adhere to all the lease requirements and New Clay House Rules and Regulations.

In addition, a rental history and credit check will be obtained on each applicant. Applicants who actively pose a threat to themselves or others as assessed by a mental health professional may be ineligible for admission.

Instruction in Laws: All VSH staff members are required to attend Fair Housing training at least annually, as well as training on other applicable laws, such as ADA.

Resident Selection Review: The Owner's Board of Directors will regularly review the Resident selection process.

Appeal Process: The local housing authorities will require that residents not approved for the subsidized housing units comply with their appeal process which is published in their administrative plan. VSH notifies applicants for the non-subsidized units in writing whether they are approved or denied for housing. Applicants who are denied may appeal by notifying the Assistant Property Manager in writing within ten days of denial. A meeting will be scheduled with the Senior Property Manager and/or Director of Property Manager to discuss the denial, whereupon a written final decision is sent to the applicant. If the applicant is dissatisfied with the appeal decision, he or she has the right to request a review by VSH Deputy Executive Director who will review the application and supporting paperwork and give written notification on a final ruling.

Resident Rents and Security Deposits: As specified above, Residents will be required to pay one month's rent as a security deposit or Fifty Dollars (\$50) whichever is greater. VSH will open a security deposit account that will draw interest and comply with the State's Landlord Resident Act with regard to the return of the security deposit. VSH will be responsible for all utility costs.

Marketing Units: VSH will carry out marketing activities promptly in compliance with all government program and fair housing requirements and in a manner which best achieves its objectives.

Providers are visited and contacted periodically, but no less than annually, and are given Application Guidelines, as well as any other relevant information about New Clay House. These Application Guidelines are updated annually and as information changes are faxed or sent to any person or agency that requests application information.

Selecting the Resident: VSH will handle the application process professionally using fair and consistent procedures and in compliance with Fair Housing and other applicable local laws. It will give every eligible applicant the full opportunity to qualify for residency in a vacant unit.

Receiving and Screening Applications: The criteria for admission into New Clay House are as follows:

Applicants must be:

- Single, homeless or earning 50% or less of the Area Median Income, and at least 18 years of age.
- Able to live independently, handle their finances, and maintain their residence. (This is not supervised housing.)

Applicants must furnish:

- Picture ID and Social Security card.
- Residency for the past two (2) years. Residency can be apartment, rooming house, shelter, and/or other temporary residency.
- Dates at each residence, i.e., move in and move out.
- Name of person responsible for residency as well as a contact address, zip code, and phone numbers.
- Amount of rent paid, if applicable.
- Employment, if applicable, with name of a supervisor, address, zip code, and phone number.
- Amount of income from employment or benefits received.

Criminal and credit investigation inquiries are performed with the authorization of the applicant.

Applicants who meet the above criteria and are interested in applying for a subsidized unit are directed to call their local housing authority. Persons who meet the above criteria and are interested in applying for a non-subsidized unit at New Clay House must call for an appointment and to set a time for a rental screening. This is a two part interview involving the Assistant Property Manager and the Case Manager. All potential residents will be required to have a rental screening.

When applicants arrive for their interview, they are asked to complete an application prior to the interview. Applicants are also required to comply with the following:

- Supply picture ID and Social Security card
- Sign release forms for Residential Inquiry, Verification of Rental History, and a Criminal History Record Request

During the interview with the property management staff, the applicant is given an opportunity to clarify information on the application and to ask questions. Any gaps in the dates provided for the rental history section of the application must be explained. The interviewer will document comments on the Interview Record and make sure the applicant has provided an address to mail the status of his/her application. If the applicant was referred by a service agency, information must be obtained about the service agency in

order to send a copy of the status of the application to the agency worker. A phone contact can be helpful also.

After the interview with the property management staff, the applicant meets with support services staff for part two of the initial interview. During this interview, a psychosocial assessment is done with the applicant to determine his/her appropriateness for this type of independent living. A copy of all inquiries is retained with rental applications.

The applicant's name, date of interview and names of verification references are then logged on the flow sheet. Once verifications are received, these are checked off. If all references have not been returned within thirty (30) days, a follow up call is made.

Credit checks for all properties are completed by the Desk Clerk. The application serves as the release form for the credit check. The applicant's name, address, social security number and date of birth are entered into OneSite Background and Screening. Credit information on the applicant is provided by the system immediately upon entering the information.

Criminal record checks for all properties are completed by the Desk Clerk. The applicant's information is entered into OneSite Background and Screening. Applicants must sign the request form. The applicant's name, social security number, date of birth, race and sex are keyed into the system using any of the computers at all properties. The criminal background check is received within 0 to 48 hours of entering the data, and contains aliases, a description of the person, last known address and any and all violations committed, convictions and sentences served by the applicant. Any felony conviction within the last five years is cause for denial of application.

When all of the information requested is received, the Assistant Property Manager then meets with the services staff to determine if an applicant is approved or denied. There are times when the services staff will approve an applicant, but information received by the property management staff will disqualify the applicant. This situation can also happen in the reverse. Both property management and support services must agree on an applicant in order for that applicant to be approved.

A status letter is mailed to the applicant and an approval copy is sent to the local housing authority, who will then notify the applicant by mail for a financial eligibility (Section 8 qualification) interview, if applicable. A list of required documents is included in the applicant's appointment letter. The applicant's failure to keep the appointment will generate a second appointment. The applicant is informed that failure to respond to the second appointment automatically deletes their name from the list.

Maintaining Waiting Lists: VSH will maintain the New Clay House Waiting List for units not receiving Project-Based Vouchers. An average of five (5) to ten (10) approved applicants is a good number to maintain on the waiting list. Applicants are encouraged to continue to seek housing because of the small number of turnover. The local housing authorities will maintain the waiting list for the units receiving Project-Based Vouchers.

4. **Procedures for Determining Resident Eligibility and for Certifying and Recertifying Incomes**

Procedures for Certifying Income and Eligibility: Determining Resident eligibility and certifying and recertifying Resident income will be done by the local housing authorities. Income recertifications are performed annually from the date of move-in.

Measures to Protect Confidentiality: The Assistant Property Manager will keep Resident files at New Clay House and these files will be kept confidential.

5. **Plans for Maintenance and Repair**

Light Maintenance and Housecleaning: The maintenance staff under the direction of the Assistant Property Manager will be responsible for the overall maintenance of the buildings and common areas, including the laundry facilities and vending machine in each apartment building. Each Resident will be responsible for cleaning and maintaining his or her own apartment.

Repairs or light maintenance will be done by the Maintenance staff. The Assistant Property Manager will be on call to handle emergencies. Repairs will be reported to the Assistant Property Manager using a Work Order that is generated by a request from the Resident.

Procedures to Control Purchase and Inventory: The Assistant Property Manager will be responsible for purchasing necessary supplies and for keeping an inventory of the supplies or any equipment purchased for the apartments. The Assistant Property Manager will be responsible for keeping all purchases and work done in conjunction with New Clay House separate from other properties.

Procedures to Service Appliances and Mechanical Equipment: At move-in, each individual will be given an orientation package that will include care and maintenance of his or her apartment and appliances. The maintenance staff under the direction of the Assistant Property Manager will be responsible for servicing appliances and mechanical equipment. She or he will use the VSH approved vendor list for troubleshooting and for yearly maintenance of all equipment.

Inspection Procedures: The Assistant Property Manager will inspect the apartments prior to move-in and after move-out. Residents will be notified whenever possible in advance and in writing whenever inspections or servicing of their units is necessary. For emergency inspections, the Assistant Property Manager will attempt to contact the Resident prior to entry and will leave a note when exiting to inform the Resident of the reason for entry. Apartments will be inspected quarterly by the Assistant Property Manager. Residents will be notified in writing of the time and day of the inspection. The Case Manager will work with Residents to address housecleaning deficiencies.

Preparing Vacant Units: The Maintenance staff will be responsible for cleaning and repairing vacant apartments. This will include painting, if necessary.

Work Orders: Work orders will be given to the Assistant Property Manager who will determine whether the Maintenance staff is able to complete the repairs or if a contractor needs to be called. The Assistant Property Manager will arrange for the work to be completed by the Maintenance staff or a contractor as appropriate and then inspect the work that is done after completion.

Reimbursement for Resident Damages: Residents will be responsible for paying damages above normal wear and tear. The Assistant Property Manager will bill the Resident and collect.

Painting Schedule: Apartments will be painted as needed and when they are vacated.

Grounds Upkeep and Maintenance: VSH staff will address grounds maintenance.

Cleaning of Common Areas: Maintenance staff will be responsible for ensuring that the common areas are clean and maintained.

Emergency Repairs: The Assistant Property Manager will be on call to handle emergencies and will use the same contractors that are used by VSH for plumbing, heating, or electrical work. The Assistant Property Manager will also contract with companies used by VSH for mechanical and appliance checks on an annual basis. A monthly service contract will also be executed for extermination services.

Regular Inspections of Building and Grounds: The Assistant Property Manager will inspect the building and grounds periodically, note any required repairs or maintenance needs, and submit a report to the Senior Property Manager and/or Director of Property Management.

Preventive Maintenance Schedule: Annual inspections of the heating/cooling system, building systems, and major appliances will be conducted. Major repairs and replacements will be paid for out of replacement reserves. Inside and common area painting will be done as needed as will outside trim work.

6. Rent Collection Policies

VSH will ensure that all Residents are aware of the procedures and deadlines as they apply to the process of paying rent. All payment amounts and the proper procedures for timely payments are outlined in the lease which Residents sign at move-in. In addition, deadlines for the designations of "late payments" and their consequences are described as well.

Regular Monthly Actions to Collect Rent: Residents are not billed monthly for rent. Rents are set prior to move in and only change with annual recertification by the local housing authorities or recertification triggered by changes in a Resident's income. In both cases, Residents will receive a copy of their most recent certification or recertification and Management will also receive a copy. These copies will contain an "Effective as of" date, which identifies when the new rental amount should be applied. The Management copy of this form is kept in the Resident's folder.

Desk Clerks are responsible for collecting rents from Residents. At the beginning of each month, the Desk Clerk will generate an updated Rental Listing from the Assistant Property Manager's computer showing the most current rent owed. The Desk Clerk will put this sheet with the Delinquency Report to determine how much the Resident owes. (Refer to the next section for further information about the Delinquency Report.) When Residents pay their rent, the Desk Clerk indicates this on the Rental Sheet. If the Resident pays late charges, this is noted on the Delinquency Report.

Residents may pay their rent (and any other amounts that are owed) when the Desk Clerks are on duty, which is 8 AM until midnight. Residents may pay by check or money order, not by cash. If a rent payment with a personal check is returned for insufficient funds, the Resident will be charged \$30 and will no longer be able to use personal checks for the payment of rent. Management will maintain a list of Residents who can only use money orders. Residents are given a numbered receipt for their rent prepared by the Desk Clerk. The receipt will indicate the amount that was paid for rent as well as any late charges and will note the check or money order number on the receipt.

All rents that are collected are put in an envelope in a locked file cabinet in the Assistant Property Manager's office until such time as there are enough collected to deposit. A Desk Clerk will be selected and trained with the responsibility of depositing the rents. The deposit slip is completed by this Desk Clerk and given to the Assistant Property Manager for deposit.

Commencing Legal Proceedings for non-payment: On the sixth day of the month, the Desk Clerk will indicate on the Delinquency Report which Residents have not paid their rent. A \$10 late charge will be added to their account at this point and a 5 Day Notice of Non-Compliance will be completed by the Desk Clerk and/or Assistant Property Manager. The original is mailed and a copy is posted on the resident's door.

Failure to pay rent will result in issuing a 5 Day Notice of Non-Compliance to the Resident. The Case Manager will be notified and will work with the Resident on payment or finding another rental unit. If rent is not received within the allotted timeframe, an Unlawful Detainer will be issued and eviction will be pursued. Every attempt will be made to work with the Case Manager and the Resident so the individual will be able to continue to live in the unit.

7. Maintaining Account Records and Handling Necessary Forms and Vouchers

The Assistant Property Manager will receive all invoices and bills related to operation of the properties. He or she will initial and date each bill and submit the bills for payment as per the usual VSH distribution schedule and procedures. The VSH accountant will track all operating expenses in the computer program for each of the properties. Financial statements will be generated on a monthly basis and will be part of the VSH financial tracking system. Monthly financial reports are reviewed by the Deputy Executive Director, and Treasurer and then approved by the appropriate organizational Board and Executive Committee monthly. VSH is bonded and has insurance coverage. This project will be added to its coverage.

8. Plans for Residents – Management and Community Relations

The Assistant Property Manager will develop an orientation package for the Residents that will include care and maintenance of their apartment and the common areas they use, and the Case Manager will assist the Residents with orientation. Resident complaints will be brought to the Assistant Property Manager who will generally work with the Case Manager to help with resolution, depending on the complaint. The Assistant Property Manager will have regular contact with the Case Manager to ensure the smooth operation of New Clay House.

Support services staff work with our tenants to ensure a strong sense of connectedness in the apartment community as well as with the larger community. For example, individuals participate in community meetings, attend civic association meetings and community events, and plan and participate in recreational activities.

9. Security and General Administration

The Assistant Property Manager will maintain normal working hours but will be on call in emergencies. The Senior Property Manager or Director of Property Management will fill in for emergencies when the Assistant Property Manager is unavailable.

The buildings and apartments will be locked at all times. Only Residents and staff will have keys allowing access to the apartments and common areas.

Residents will have access to additional building amenities at no extra cost. These include an on-site laundry room and vending machines. Residents are also able to purchase cable television, telephone, and internet service for their apartments at an additional cost. Water, sewer, electricity, and trash are paid for by the property.

New Clay House Job Descriptions

Director of Property Management: The Director of Property Management is responsible for the supervision of all activities related to the Property Management Division of Virginia Supportive Housing (VSH) in Virginia. He or she will provide for the property management of all VSH housing projects in Richmond, Charlottesville and South Hampton Roads to include the physical property as well as the financial soundness of the site(s) operations. The Director of Property Management is also part of the Blended Management Team where Residential services staff and property management staff work together to ensure a safe and secure environment for the Residents while helping the Residents to become more independent and self-sufficient. The Director of Property Management reports to the Deputy Executive Director. Qualifications for the position include no less than five years of prior Residential property management experience, including knowledge of applicable federal and state housing laws and experience with Section 8 leasing and low-income housing management. Familiarity with budgeting and rental record keeping and excellent supervisory skills are also required.

Senior Property Manager: The Senior Property Manager is responsible for the supervision of all activities related to the Properties assigned in the Richmond Region. He/She will provide for the property management of the **VSH** housing communities to include the physical property as well as the financial soundness of the site(s) operation. The Senior Property Manager is also part of the Blended Management Team wherein residential supportive services staff and property management staff work together to ensure a safe and secure environment for all residents while helping individual residents to stay successfully housed and become more independent and self-sufficient. The Senior Property Manager supervises Assistant Property Managers and reports to the Director of Property Management. The Senior Property Manager is responsible for financial management of designated properties, including rent collections; Working with Director of Property Management to prepare annual budget for assigned VSH properties and submit same to Deputy Executive Director; On a monthly basis monitor actual NOI and take corrective action as necessary and in consultation with the Director of Property Management; Working with Director of Property Management, secure annual rent increase from appropriate government entity; Review delinquencies, work with Support Services and take action to reduce if problems exist, keeping in mind that the goal is to keep our residents housed; Recruit, hire, train and terminate all applicable site staff; Ensure assistant property managers, desk staff and maintenance personnel are operating per company policy and procedures; Ensure all rental and employment practices comply with federal, state, and local laws. Ensure fair housing practices are implemented and followed; Ensure that the properties are operated in compliance with all HUD and LIHTC guidelines; Ensure that property staff are implementing the maintenance program for each assigned property including compliance with established Preventive Maintenance Schedule; Ensure maintenance requests and apartment preparations are being handled per company procedures; Serve as senior purchasing agent and review and approve all non- budgeted operational expenses, up to \$1000; Ensure purchasing and approved vendors list are being used per company procedures and that all accounts payable are paid in a timely manner; Obtain necessary bids for any contract work. Make recommendation to Director of Property Management as to which contract to accept; Inspect all VSH properties monthly to ensure cleanliness, safety and high quality maintenance as well as accurate and well-organized tenant files; Assist the Director of Property Management in completion of quarterly management reviews of all properties

assigned; Assist the Director of Property Management in preparations for all desk and physical audits by government entities, regulators, funders, and partners; Work in a coordinated effort with the other divisions in regards to: public inquiries, tours, volunteer activities, new development planning, and residential services program planning and implementation.

Assistant Property Manager: The Assistant Property Manager is responsible for the supervision of all activities related to the property management of New Clay House. He or she is also a part of the Blended Management Team where Residential services staff and property management staff work together to ensure a safe and secure environment for the Residents while helping the Residents to become more independent and self-sufficient. The Assistant Property Manager reports to the Senior Property Manager. Specific duties and responsibilities are to recruit, hire, train, and supervise all applicable site staff under the direction of the Senior Property Manager; coordinate the marketing, application, and leasing process for New Clay House with applicable Section 8 Administrator(s) including vacancy notification and Section 8 inspections; perform all duties related to Resident selection and retention; review and sign leases on behalf of the Owner and other lease up activities as needed; maintain rental records at each site and enter appropriate information on rent roll; serve as the purchasing agent and review and approve expenses related to New Clay House; supervise rent collection and receipts of other rental income and make deposits; perform duties related to late rental payments, court appearances, and evictions; inspect New Clay House to ensure cleanliness and safety; ensure the use of a preventative maintenance program at New Clay House; schedule and supervise building maintenance and repairs, ensuring quality and Resident satisfaction and maintain all operational records; resolve Resident grievances, conflicts, and problems with the help of Residential services staff; handle telephone inquiries and conduct tours of the building; prepare monthly reports as requested by the Senior Property Manager and/or Director of Property Management; work in a coordinated effort with the supportive services staff related to program planning, and implementation; and other duties as assigned by the Senior Property Manager and/or Director of Property Management. Qualifications for this position include 2-3 years of prior Residential property management experience, including experience with Section 8 leasing and low-income housing management. Knowledge of applicable federal and state housing laws, familiarity with budgeting and rental record keeping, and excellent supervisory skills are required.

Desk Clerk: The Desk Clerk is responsible for the daily operations of the building, monitoring the front desk, and ensuring the security of the building and safety of the Residents. The Desk Clerk reports to the Assistant Property Manager. Specific duties and responsibilities are to perform walk-through inspections of all common areas, including the grounds at the onset of his or her shift and to record any findings on the shift report; review prior shift reports with departing Desk Clerk; answer phones and direct calls while taking messages when necessary; be familiar with all Residents and respond to problems and emergencies as appropriate; check and monitor guest registration; collect rents; monitor any unusual activities of Residents and note the activities on the shift report; monitor cameras, note any suspicious activity and respond accordingly; file and maintain paperwork for the property; and other duties assigned by the Assistant Property

Manager. Qualifications for this position include an ability to relate well to others and respond to emergency situations calmly, appropriately, and quickly.

Maintenance staff: The Maintenance staff is responsible for the cleanliness and light maintenance of the building. The Maintenance staff reports to the Assistant Property Manager. Specific duties and responsibilities are to perform general cleaning of kitchen, lounge, multipurpose rooms and offices; wet mop all tile floors in common areas; clean and disinfect community restrooms; clean entryway doors; collect trash and transfer to outside receptacles; clean laundry rooms, filters, empty trash, wipe out machines, and remove lint; dust mop stairwells; dust furniture in common areas; wet mop stairwells at least weekly or as needed; wipe down walls and doors as required; clean parking lot with blower as required; check emergency lights and change as needed; replace lighting in common areas as needed; inspect secured areas, electrical room, and storage rooms; rinse inside of all trash receptacles; clean stove and refrigerator in community kitchen as needed; maintain current inventory of maintenance equipment; maintain inventory of cleaning supplies and submit requisition for reorder; spray and buffer common areas; pick up trash in parking lot, as needed; turn over vacant unit(s) per the direction of the Assistant Property Manager; and other duties as assigned. Qualifications for this position include experience in building maintenance.

Night Monitor: The Night Monitor is responsible for the security of the building between 12:00 midnight and 8:00 AM. The Night Monitor reports to the Assistant Property Manager. Specific duties and responsibilities are to monitor security throughout the building; respond to all confrontational and emergency situations from midnight to 8 AM; respond to Resident's needs to access building in the event of lock-out; prepare written incident reports; meet with the Assistant Property Manager and any Resident who violates policy during the overnight hours on an as need basis; attend staff meetings and agency annual staff retreats; other duties as assigned by the Assistant Property Manager. Qualifications for this position include an ability to get along well with others, excellent skills in conflict resolution, the ability to handle emergency situations, and good oral communication skills.

Case Manager: The Case Manager is responsible for the provision of case management services at New Clay House. The Case Manager is also a participant in the VSH Blended Management Team and works with the Assistant Property Manager and Senior Property Manager to ensure a safe and secure environment for the Residents. The Case Manager is primarily responsible for encouraging Residents to become more independent and self-sufficient. The Case Manager reports to the Clinical Services Supervisor. Specific duties and responsibilities are to provide case management and referrals to Residents; maintain individual files on each Resident through documentation of meetings, community contacts, etc.; assist in organization of Resident-initiated and coordinated activities; perform Resident screenings as assigned in cooperation with property management; attend supervision meetings with the Clinical Services Supervisor as scheduled; attend staff and Board meetings as requested; assist in the preparation of statistical and budget

reports; attend local civic and community meetings and conferences as requested; and other duties, as assigned. Qualifications include a BSW with experience in working with low-income and/or homeless adults, demonstrated skills and abilities in case management and crisis intervention, knowledge of the homeless population and relevant resources, the ability to interact in a professional manner with Residents, peers, and collateral agencies, good computer skills, and good oral and written communication skills.

1113 West Clay St.
Richmond, VA 23220
Office: (804) 771-4470
Cell: (804) 921-1456
December 2, 2014

Department of Planning & Development Review
C/o Lory Markham, Director Planning & Development Review
900 East Broad Street, Room 510
Richmond, VA 23219

RE: Expansion Request of Virginia Supportive Housing's "New Clay House" at 1125 W. Clay St., Richmond, Virginia.

Dear Ms. Markham and Department of Planning & Development Review Staff,

It has come to my attention that Virginia Supportive Housing (VSH) is seeking to expand their operation and number of unit's at its New Clay House property, located at 1125 W. Clay St., Richmond, Virginia. The VSH's mission is to ending homelessness by providing both permanent housing and support services to homeless individuals. As stated in their mission statement, these individuals are often people with substance abuse, mental illness, physical disabilities often compounded by a whole host of other societal challenges. New Clay House opened at 1125 W. Clay Street back in 1992 housing 47 formerly homeless single adults, which continues today.

Since 1992, the Carver Community has evolved and become a new destination community for investment in new home ownership and a growing college student population. Property and home values have continued to increase and new positive development is abound. The VSH expansion proposal to double in size is a noble cause, however appropriate for a different time, era and location. The City's Master Plan clearly states relief from zoning regulations must **not** be detrimental to the safety, health, morals and general welfare of the community or cause overcrowding of land and undue concentration of population.

I and many of my Carver Community neighbors are strongly opposed to any expansion of the VSH housing project. Allowing VSH to expand 100% in the Carver community would not only be a violation to the Richmond City Master Plan, but a destruction of property value for all surrounding properties. The proposed doubling of homeless population will only dissuade new family home ownership, discourage college student housing and lower property values to the Carver community at large. We will experience a rollback to a previously distressed and dangerous environment we had five and ten years ago, with increased potential for crime, as we are only forgetting a rape on this block two years ago. Since then, we worked hard, invested a great sum of money and effort to clean this area up with expensive renovations to our homes and investment properties, and finally feel a sense of community again, and most importantly, we feel safe. This is the goal that we and Richmond City seek. Working together, we achieved it. We can only ask you to consider the sensitive environment with young adults, senior citizens and children this grossly increased use will impact, so close to our universities. Please contact me for additional details in opposition to this proposal.

Sincerely,



David Kohler



**City of Richmond
Department of Community Development
LAND USE PROPOSAL RESPONSE FORM**

Proposal / Address: 1125 West Clay St

Association Name: Carver Area Civic Improvement League (CACIL)

Please Check Appropriate Boxes:

The Association's (check one) Membership or Board met on 11/17/2014
and voted to Oppose Support Take no position on this proposal.

This Association does not intend to consider this issue because:

Other comments: CACIL Real Estate Committee under the direction of the CACIL Board voted in favor of the proposal as presented to the Committee. The proposal was then subsequently presented to the CACIL body on 11/18/2014 where it was also supported by vote.

H. Charleen Baylor
Print Name
H. C. Baylor
Signature

CACIL Real Estate Committee, Chair
~~CACIL Vice-President~~
Title
December 2, 2014
Date

Please fax to (804) 646-5789, Attention Willy Thompson

**Or mail to:
Willy Thompson, Senior Planner
City of Richmond
Land Use Administration Division
900 East Broad Street, Room 511
Richmond, VA 23219**