

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 4021 Crutchfield Street and identified as Tax Parcel No. S000-2917/027 in the 2026 records of the City Assessor, being more particularly shown on a survey entitled “Physical Improvement Survey of Forest Hill Park Annex, Western Half of Lot 17, Block 4, City of Richmond, Virginia,” prepared by James River Surveying, and dated July 30, 2025, 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 home occupation within an accessory structure, hereinafter referred to as “the Special Use,” substantially as shown on the plans entitled “Architectural Site Plan,” “First Level Floor Plan,” and “Exterior Elevations,” all prepared by Jacob Sherry, and dated December 3, 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 home occupation within an accessory structure, substantially as shown on the Plans.

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

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

(d) All mechanical equipment serving the Property shall be located or screened so as not to be visible from any public right-of-way.

(e) The hours of operation for the Special Use shall be limited to between 8:00 a.m. and 6:00 p.m., Monday through Friday.

(f) Parking or storage of vehicles shall be subject to the limitations set forth in section 30-640.2 of the Code of the City of Richmond (2020), as amended, provided that no more than two vehicles used in conjunction with the Special Use shall be parked or stored on the Property either outside or inside a completely covered enclosed building.

(g) There shall be no process or activity conducted, or equipment operated that generates any noise, vibration, odor, smoke, fumes, glare or electrical interference discernable to the normal senses beyond the lot lines of the Property. The use or storage or both of hazardous materials of such type or in such quantities not normally permitted in a residential structure shall be prohibited.

§ 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.

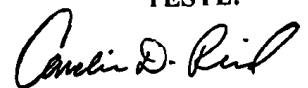
(e) The privileges granted by this ordinance may be revoked pursuant to the provisions of sections 30-1050.7 through 30-1050.11 of the Code of the City of Richmond (2020), as amended, and all future amendments to such laws. Failure to comply with the terms and conditions of this ordinance shall constitute 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 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 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.

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

A TRUE COPY:
TESTE:



City Clerk

City of Richmond

Intracity Correspondence

O&R Transmittal

DATE: December 4, 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 4021 Crutchfield Street for the purpose of a home occupation within an accessory structure, upon certain terms and conditions.

ORD. OR RES. No. _____

PURPOSE: The applicant is requesting to build an accessory building on their residential property to operate their chiropractor business. This is not allowed per the zoning code of the property, therefore, a Special Use Permit is required.

BACKGROUND: The property is located in the Northrop neighborhood on the northern line of Crutchfield Street between Roanoke Street and Westover Hills Boulevard. The property is currently a 12,500 sq. ft. (.287 acre) parcel of land. The City's Richmond 300 Master Plan designates a future land use for the subject property as Residential, which is defined as, "Neighborhood consisting primarily of single-family houses on large- or medium-sized lots more homogeneous in nature... Primary Uses: Single-family houses, accessory dwelling units, and open space."

Secondary Uses: Duplexes and small multi-family buildings (typically 3-10 units), institutional, and cultural. Secondary uses may be found along major streets.”

COMMUNITY ENGAGEMENT: 4000 Crutchfield Civic Association and Swansboro West Civic Association were notified of the application; additional community notification will take place after introduction.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: Richmond 300 Master Plan

FISCAL IMPACT: \$2400 application fee.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: February 23, 2026

CITY COUNCIL PUBLIC HEARING DATE: March 23, 2026

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Planning Commission March 17, 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

Madison Wilson, Planner, Land Use Administration (Room 511) 646-7436



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

AFFIDAVIT FROM PROPERTY OWNER

TO BE COMPLETED BY THE APPLICANT
Applicant must complete ALL items

HOME/SITE ADDRESS: 530 E Main Street, Richmond VA 23219 APARTMENT NO/SUITE Suite 600
APPLICANT'S NAME: Marisa Perez EMAIL ADDRESS: [REDACTED]
BUSINESS NAME (IF APPLICABLE): Baker Development Resources
SUBJECT PROPERTY OR PROPERTIES: 4021 Crutchfield

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: GALLANT MARK J AND ELIZABETH H
PROPERTY OWNER ADDRESS: 4021 CRUTCHFIELD ST RICHMOND, VA 23225
PROPERTY OWNER EMAIL ADDRESS: [REDACTED]
PROPERTY OWNER PHONE NUMBER: 757-509-9748
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.

APPLICANT'S REPORT

September 24, 2025

*Special Use Permit Request
4021 Crutchfield Street, Richmond, Virginia
Map Reference Number: S000-2917/027*

Submitted to:	City of Richmond Department of Planning and Development Review Land Use Administration 900 East Broad Street, Suite 511 Richmond, Virginia 23219
Submitted by:	Baker Development Resources 530 East Main Street, Suite 600 Richmond, Virginia 23219

Introduction

The applicant is requesting a special use permit (the "SUP") for the property known as 4021 Crutchfield Street (the "Property"). The SUP would authorize the construction of an accessory building for use as a home occupation. While the current underlying R-4 Single-Family Residential zoning district permits the construction of an accessory building and the home occupation use, the use is allowed in the existing dwelling but not in the accessory building, and therefore, a SUP is required.

Existing Conditions

SITE DESCRIPTION AND EXISTING LAND USE

The Property is located along the northern line of Crutchfield Street between Roanoke Street and Westover Hills Boulevard and is referenced by the City Assessor as tax parcel S000-2917/027. The Property is approximately 50 feet in width, contains roughly 12,500 square feet of lot area, and is currently improved with a single-family dwelling constructed in 1953. The property is exceptionally deep with a lot length of 250 feet which is similar to those on the block face.



The properties in the immediate vicinity are developed primarily with residential uses. Single-family detached dwellings are the most prevalent residential use although multi-family dwellings can be found nearby as well.

EXISTING ZONING

The Property and those immediately to the north, east, and south are zoned R-4 Single-Family Residential. Properties to the east are located within a R-5 Single-Family Residential District. Further to the south are properties zoned M-1 Light Industrial. The property is within a two-minute walk of two 2C bus stops.

MASTER PLAN DESIGNATION

The request is consistent with the Richmond 300 Master Plan (the "Master Plan"), which suggests "Residential" for the Property. The residential designation suggests that single-family dwellings and accessory buildings and uses are appropriate. In addition to this designation, the property is adjacent to the Southside Plaza Node. This node is described as a "bustling center of South Richmond, offering employment, housing, recreation, and entertainment."

In addition to the Property-specific guidance offered by the Vision and Core Concepts chapter, there are a number of other goals elsewhere within the Master Plan that support this request:

- Diverse Economy Chapter, Objective 11.1, to encourage the creation of new businesses and growth of small businesses by promoting and identifying smaller spaces for small businesses to start and grow.
- Thriving Environment Chapter Objective 15.1 to "Reduce air pollution related to transportation."
 - a. Increase the number of Richmonders living in a development pattern that encourages density and reduces dependency on single-occupancy vehicles (see Goal 1, Goal 8, Goal 14).
- High Quality Places Chapter, Objective 4.1, to "create and preserve high-quality, distinctive, and well-designed neighborhoods and nodes throughout the City," as the request introduces thoughtfully designed new construction in a manner not otherwise assured by-right.

Proposal

PROJECT SUMMARY

The SUP would authorize the construction of an accessory building for the owner of the property, a physical therapist, to be able to consult out of his home office.

PURPOSE OF REQUEST

The SUP would authorize the construction of an accessory building for use as a home occupation. While the current underlying R-4 Single-Family Residential zoning district permits the construction of an accessory building and the home occupation use, the use is allowed in the existing dwelling but not in the accessory building, and therefore, a SUP is required.

PROJECT DETAILS

The property consists of a 250-foot deep, 12,500 square foot lot which is currently improved with a 941 square foot single-family detached dwelling. Due to the modest house size, and in an attempt preserve the existing building footprint rather than expand, the owner is proposing to build a 400-500 square foot accessory building on the rear vacant portion of his property as a home occupation for wellness consulting. The owner is a physical therapist and board-certified orthopedic specialist and would be the only employee of this wellness consulting business. His one-on-one consultations will be conducted by appointment-only Monday-Friday from 8am-6pm with no after hours or special events. The owner would see on average 4 patients per day, max 20 patients per week, with appointments lasting an hour. The proposed use and hours would not impact nearby residential properties as with the peak use from 8-6 M-F. In addition, due to the property's exceptionally deep lot length, the addition of an accessory building will also cause minimal disruption to neighbors.

In exchange for the SUP, the home occupation use will be permitted in an accessory building less than 500 square feet. Currently, the home occupation use "shall not occupy an area greater than the equivalent of 25 percent of the enclosed and heated floor area of the dwelling unit or more than 500 square feet, whichever is less." The existing dwelling unit does not have the available space for a home occupation use; therefore, the owner would construct an accessory building to apply this use. Apart from this requirement, all other provisions of the home occupation use will be met. Finally, the quality assurances within the SUP would guarantee a high-quality development.

Findings of Fact

The following are factors indicated in Section 17.11 of the Charter and Section 114-1050.1 of the Zoning Ordinance relative to the approval of special use permits by City Council. The proposed special use permit will not:

- ***Be detrimental to the safety, health, morals and general welfare of the community involved.***

The proposed special use permit will not impact the safety, health, morals and general welfare of the nearby neighborhoods.

- ***Tend to create congestion in streets, roads, alleys and other public ways and places in the area involved.***

The proposed special use permit will not result in significant traffic impacts to nearby residential neighborhoods. The proposed use would be limited in size, type, scale, and operational characteristics consistent with the home occupation regulations under normal zoning to avoid any traffic or parking concerns.

- ***Create hazards from fire, panic or other dangers.***

The property will be developed in a manner consistent with the requirements of the building code and in accordance with the requirements of Fire and Emergency Services. The City's codes applicable to this development are designed to eliminate such hazards.

- ***Tend to overcrowding of land and cause an undue concentration of population.***

The proposed special use permit will not tend to over crowd the land or create an undue concentration of population.

- ***Adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements.***

The proposed special use permit would not adversely affect the above referenced City services. To the contrary, the proposal would provide positive fiscal (tax) benefits that would enhance the City's ability to provide these services to the proposed development.

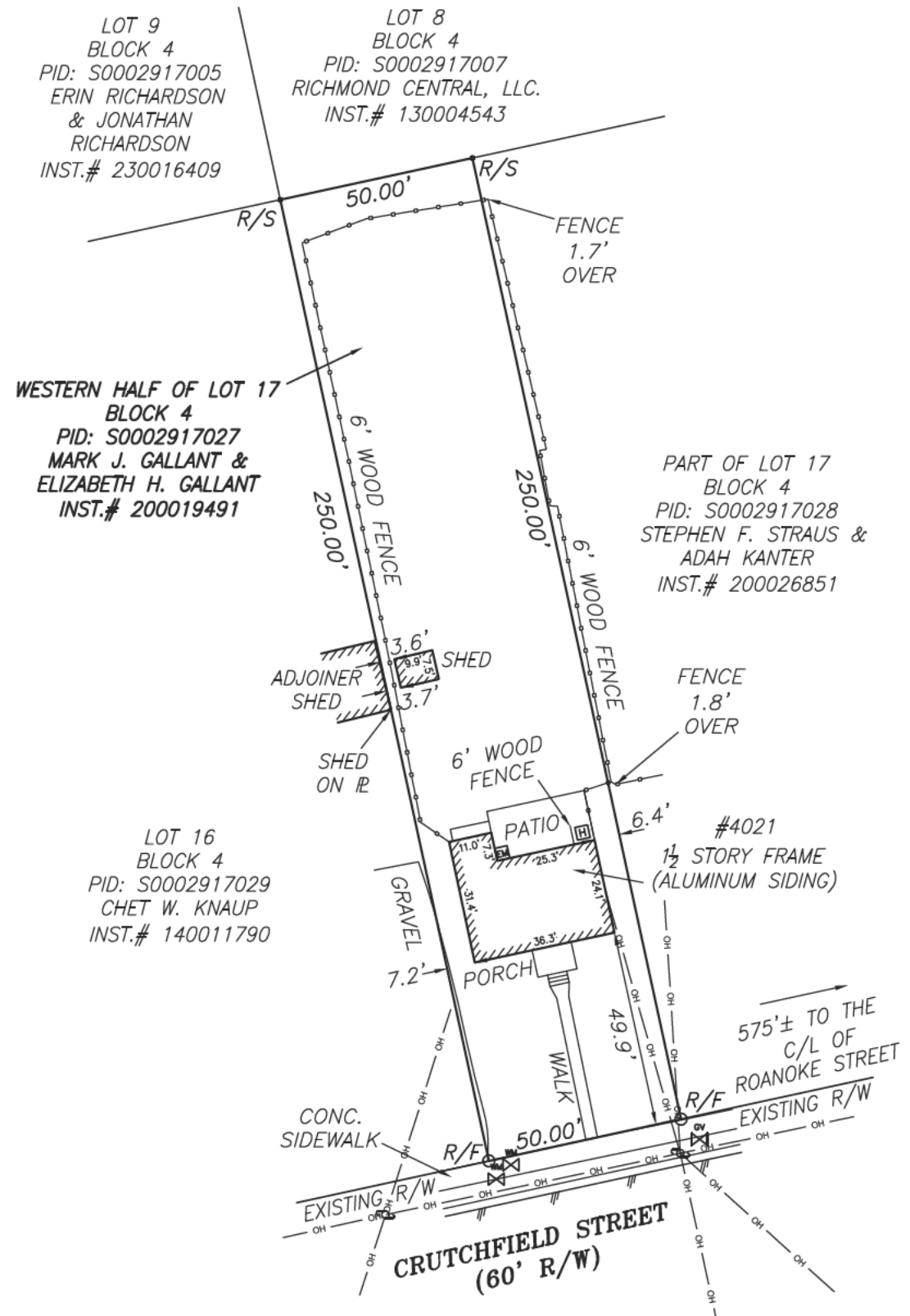
- ***Interfere with adequate light and air.***

The light and air available to the subject and adjacent properties will not be affected.

Summary

In summary we are seeking approval of the SUP in order to authorize the construction of an accessory building for use as a home occupation. While the current underlying R-4 Single-Family Residential zoning district permits the construction of an accessory building and the home occupation use, the use is allowed in the existing dwelling but not in the accessory building, and therefore, a SUP is required.

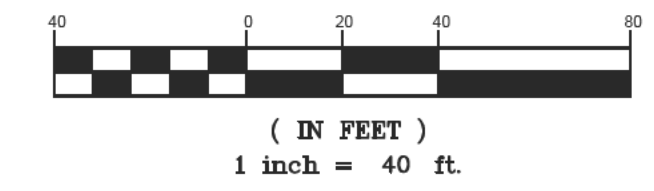
1. THIS SURVEY WAS COMPILED FROM A FIELD SURVEY COMPLETED ON 7/29/25 AND FROM DEEDS AND PLATS OF RECORD.
2. NO TITLE REPORT WAS FURNISHED FOR THIS SURVEY; ENCUMBRANCES MAY EXIST THAT ARE NOT SHOWN HEREON.
3. BY GRAPHICAL MEANS THE PROPERTY SHOWN HEREON APPEARS TO BE LOCATED WITHIN FLOOD ZONE "X" ON FLOOD INSURANCE RATE MAP NO. 51087C0038D, WITH AN EFFECTIVE DATE OF APRIL 25TH, 2024.
4. OWNER SHALL VERIFY BUILDING SETBACKS WITH LOCALITY PRIOR TO ANY PROPOSED CONSTRUCTION OR DEVELOPMENT OF SHOWN PARCEL.



- HVAC
- WATER METER
- ELEC. METER
- UTILITY POLE
- GAS VALVE
- R/F ROD FOUND
- WOOD FENCE
- OVERHEAD WIRE



**PHYSICAL IMPROVEMENT
SURVEY OF
FOREST HILL PARK ANNEX
WESTERN HALF OF LOT 17,
BLOCK 4
CITY OF RICHMOND, VIRGINIA
GRAPHIC SCALE**



PROJ#	SCALE : 1" = 40'
REVISED:	DATE: 7/30/25
	DRAWN BY: TDR
	CHECKED BY: JCT

James River
SURVEYING
UNIT 204
5806 GROVE AVE.
RICHMOND, VIRGINIA 23226
PHONE: (804) 922-4444
SURVEYOR@JAMESRIVERSURVEYING.COM

SHEET TITLE:

ARCHITECTURAL SITE PLAN

SHEET NO:

A0

03 DEC 2025

AUTHOR: JACOB SHERRY, AIA

R/S

50.00'

R/S

HALF OF LOT 17
BLOCK 4
S0002917027
V. GALLANT &
H. H. GALLANT
200019491



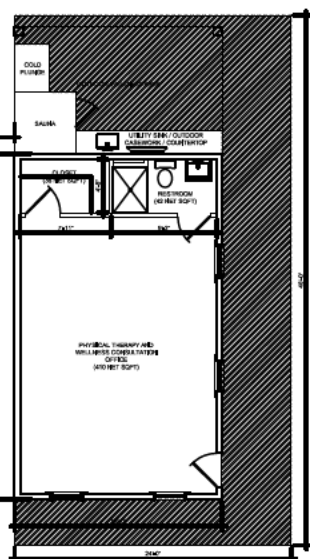
250.00'

250.00'

PART OF LOT
BLOCK 4
PID: S00029170
STEPHEN F. STRAU
ADAH KANTER
INST.# 20002685

ADJOINER
SHED

SHED
ON R



LOT 16
BLOCK 4
S0002917029
T. W. KNAUP
140011790

GRAVEL

PATIO

#4021
1 1/2 STORY FRAME
(ALUMINUM SIDING)

PORCH

WALK

575'± TO THE
C/L OF
ROANOKE STREET

CONC.
SIDEWALK

EXISTING R/W

EXISTING R/W

CRUTCHFIELD STREET

R/F

50.00'

R/F

SHEET TITLE:

FIRST LEVEL FLOOR PLAN

SHEET NO:

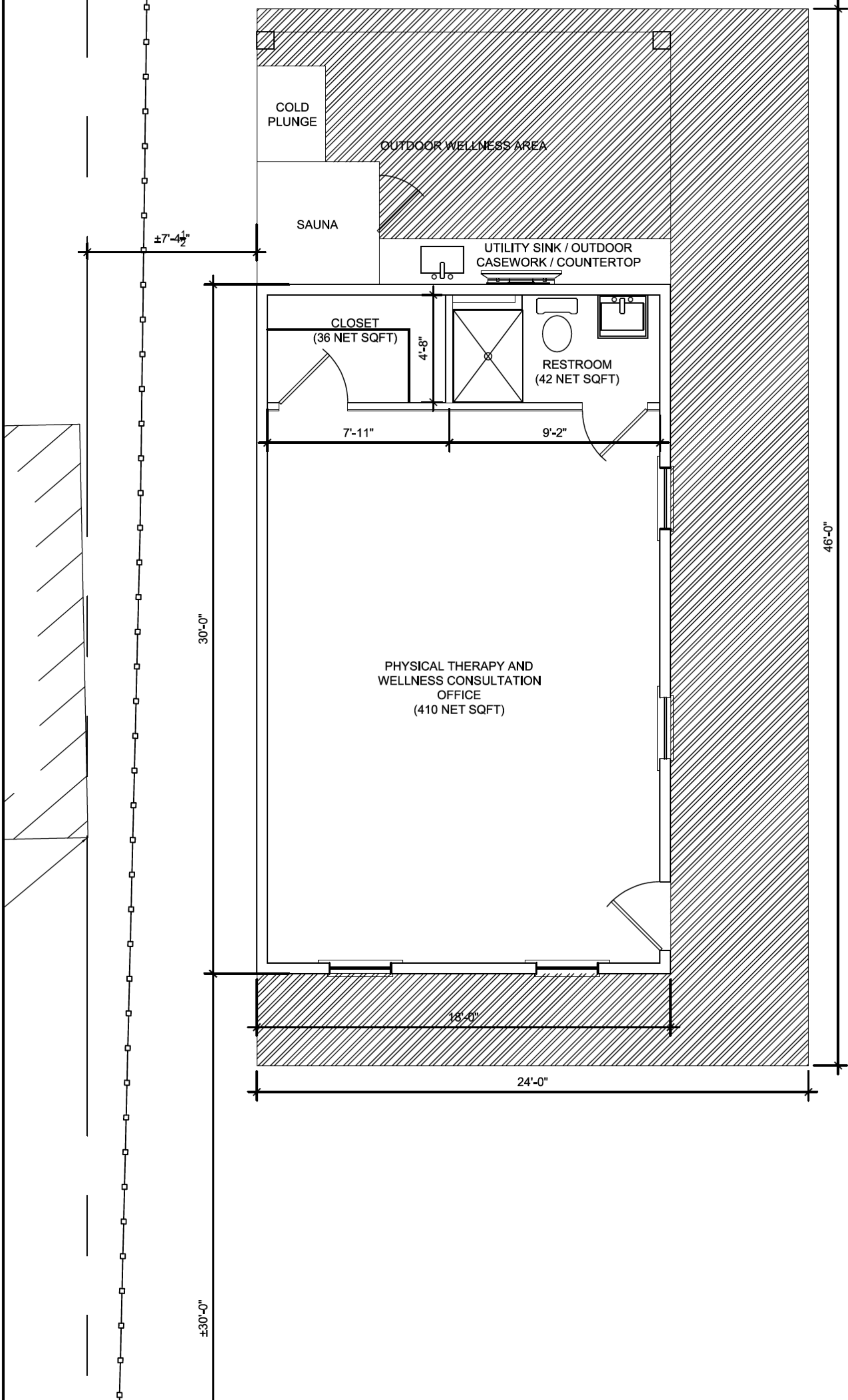
A1

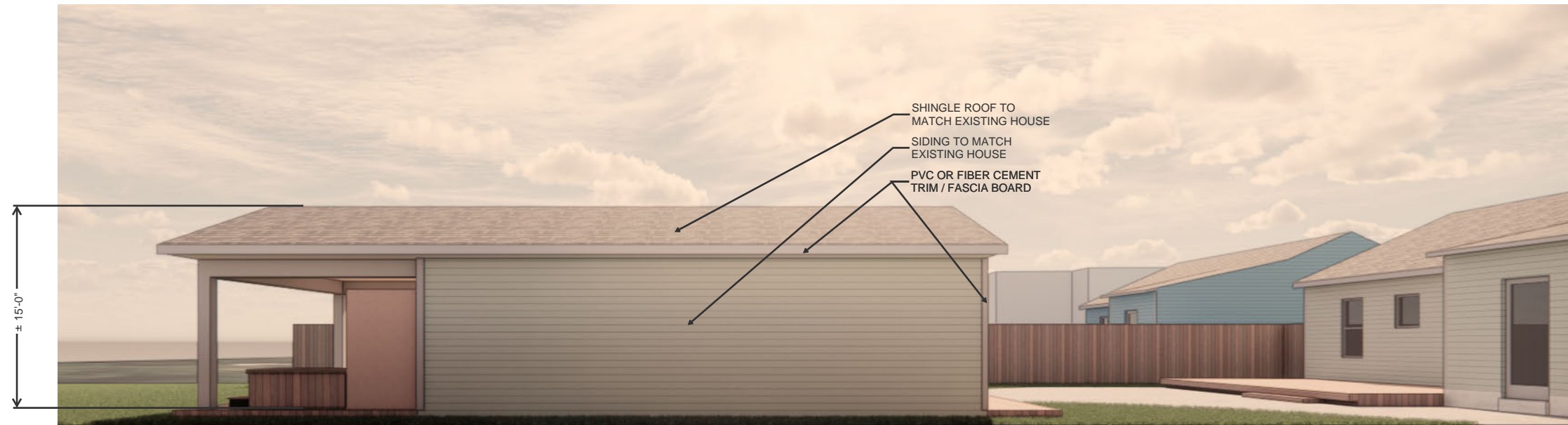
03 DEC 2025

AUTHOR: JACOB SHERRY, AIA

General Notes:

1. Detailed construction plans will be provided during building permit review to include Sewer and Storm Water Calculations





WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION

SHEET TITLE:
EXTERIOR ELEVATIONS

SHEET NO:
A2

03 DEC 2025
 AUTHOR: JACOB SHERRY, AIA