

INTRODUCED: December 15, 2025

AN ORDINANCE No. 2025-274

To authorize the special use of the properties known as 3013 N Street and 3015 N Street for the purpose of uses permitted on corner lots in the R-63 Multifamily Urban Residential District and commissary kitchen, office, and social service delivery uses, upon certain terms and conditions.

Patron – Mayor Avula (By Request)

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 12 2026 AT 6 P.M.

WHEREAS, the owner of the properties known as 3013 N Street and 3015 N Street, which are situated in a R-6 Single-Family Attached Residential District, desires to use such property for the purpose of uses permitted on corner lots in the R-63 Multifamily Urban Residential District and commissary kitchen, office, and social service delivery uses, which uses, among other things, are not currently allowed by section 30-412.1 of the Code of the City of Richmond (2020), as amended; and

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

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: JAN 12 2026 REJECTED: _____ STRICKEN: _____

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

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

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

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

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

§ 2. Grant of Special Use Permit.

(a) Subject to the terms and conditions set forth in this ordinance, the properties known as 3013 N Street and 3015 N Street and identified as Tax Parcel Nos. E000-0631/006 and E000-0631/005, respectively, in the 2025 records of the City Assessor, being more particularly shown on a survey entitled “Survey Plat Showing Existing Improvements to #3015 ‘N’ Street, City of Richmond, Virginia,” prepared by Shadrach & Associates LLC, and dated May 20, 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 uses permitted on corner lots in the R-63 Multifamily Urban Residential District and commissary kitchen, office, and social service delivery uses, hereinafter referred to as “the Special Use,” substantially as shown on the plans entitled “Site Plan of 3013-3015 N Street,” prepared Markham Planning, and dated September 3, 2025, and “Proposed Floor Plan, 3015 N ST, SUP-167807-2025,” prepared by an unknown preparer, and dated August 5, 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 uses permitted on corner lots in the R-63 Multifamily Urban Residential District and commissary kitchen, office, and social service delivery uses, substantially as shown on the Plans.

(b) The hours of operation for the Special Use of the Property shall be limited to between the hours of 6:00 a.m. and 9:00 p.m.

(c) The Property shall not be used for (i) any dwelling use, (ii) a recovery residence, as defined by section 37.2-431.1 of the Code of Virginia (1950), as amended, or (iii) a grocery store or convenience store.

(d) Signs on the Property shall be limited to signs permitted pursuant to section 30-507.1 of the Code of the City of Richmond (2020), as amended.

(e) Prior to the issuance of a certificate of zoning compliance for any social service delivery use, a filing shall be made with the Zoning Administrator which shall include, at minimum:

(i) The location and a description of all access control points and any fencing and screening for the parcel and all buildings and structures;

(ii) The location and a description of the use and occupancy of each room or space inside all buildings and structures;

(iii) The location and a description of the size of emergency ingress points, egress points, and evacuation routes;

(iv) The location and a description of all smoke alarms, carbon monoxide alarms, and fire extinguishers; and

(v) An operations information statement that shall include, at minimum, the following:

(1) The name of the operating entity, its articles of incorporation or similar

organizational document and its bylaws, if any, and a statement of the operating entity's experience providing social service delivery;

(2) The anticipated dates, days, and hours of operation; and

(3) A description of each staff position, the qualifications necessary for each position, and a statement of the anticipated number of staff serving in such positions.

§ 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.

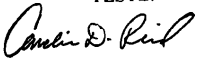
(d) Notwithstanding any other provision of law, this special use permit is being approved due, in part, to the mitigating effects of each and every condition attached hereto; consequently, if any portion of this ordinance is determined to be invalid for any reason by a final, non-appealable order of 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 or when the Special Use of the Property as authorized by this ordinance is abandoned for a period of 730 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:

City Clerk

City of Richmond

Intracity Correspondence

O&R Transmittal

DATE: September 12, 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 properties known as 3013 and 3015 N Street for the purpose of uses permitted on corner lots in the R-63 Multifamily Urban Residential District, commissary kitchen, office, and social service delivery uses, upon certain terms and conditions.

ORD. OR RES. No. _____

PURPOSE: The applicant is proposing to authorize social service delivery, commissary kitchen, and uses permitted on corner lots in the R-63 Multifamily Urban Residential District. The proposed uses are not allowed in the R-6 district, therefore, a special use permit is required.

BACKGROUND: The property is located in the Church Hill North neighborhood on the corner of N Street and N 31st Street. The property is currently a 9,735 sq. ft. (.22) parcel of land. The City's Richmond 300 Master Plan designates a future land use for the subject property as Neighborhood Mixed-Use, which is defined as "Existing or new highly-walkable urban neighborhoods that are predominantly residential with a small, but critical, percentage of parcels providing retail, office, personal service, and institutional uses."

The current zoning for this property is R-6 Single-Family Attached. Adjacent properties are located within the same R-6 zone. The area is generally single-family residential, with some two-family residential and small, neighborhood commercial uses present in the vicinity.

COMMUNITY ENGAGEMENT: Church Hill Central Civic Association was notified of the application; additional community notification will take place after introduction.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: Richmond 300 Master Plan

FISCAL IMPACT: \$2400 application fee.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: December 8, 2025

CITY COUNCIL PUBLIC HEARING DATE: January 12, 2026

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Planning Commission January 6, 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

AUTHORIZATION FROM PROPERTY OWNER

TO BE COMPLETED BY THE APPLICANT

Applicant must complete ALL items

HOME/SITE ADDRESS: 208 E Grace St APARTMENT NO/SUITE _____

APPLICANT'S NAME: Lory Markham EMAIL ADDRESS: _____

BUSINESS NAME (IF APPLICABLE): Markham Planning

SUBJECT PROPERTY OR PROPERTIES: 3013-15 N Street

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: 3015 N LLC

PROPERTY OWNER ADDRESS: PO Box 7959, Richmond VA 23223

PROPERTY OWNER EMAIL ADDRESS: _____

PROPERTY OWNER PHONE NUMBER: _____

Property Owner 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.



June 11, 2025

Mr. Kevin Vonck, Acting Director
Department of Planning & Development Review
900 East Broad Street, Suite 511
Richmond, VA 23219
kevin.vonck@richmondgov.com

RE: Applicant's Report for Special Use permit at 3013-15 N Street

Dear Mr. Vonck

Please accept this letter as the Applicant's Report for the request a Special Use Permit (SUP) at 3013-15 N Street:

Address	Tax Parcel ID	Acreage	Existing Zoning	Ownership
3013 N Street	E0000631006	0.23	R-6	Chat Properties N Street LLC
3015 N Street	E0000631005	0.22	R-6	Chat Properties N Street LLC

With this application, the property owner is petitioning the City Council for a SUP to authorize the properties for social service delivery, commissary kitchen, and R-63 corner lot uses.

Property

The properties are two parcels located in the City's Church Hill North neighborhood on the block bounded by N Street, M Street, N 30th Street, and N 31st Street. The parcels are zoned R-6 Single Family Attached Residential and combine for a land area of 0.45 acres. The properties are currently improved with a one-story building which was originally constructed in 1962 as a funeral home. This building contains 5,631 square feet of floor area and was last used as a private school.

Surrounding properties are predominantly single-family detached residences in the R-6 district. An R-63 Multifamily Urban Residential District is located to the south. The Henry L Marsh III Elementary School is located to the west of the subject properties along N Street.

Zoning Regulations & Proposal

The subject property is located in the R-6 Single-Family Attached district which permits single- and two-family attached and detached uses. In addition, uses that complement residential uses such as libraries, museums, schools, parks, and churches are also permitted.

The property owner is requesting a Special Use Permit to authorize social service delivery, commissary kitchen, and uses permitted on corner lots in the R-63 Multifamily Urban Residential District. The planned use for existing building is for a portion to serve as the facility for UP RVA which is a social service dedicated to preparing high-achieving students from Richmond's East End for success at independent schools, and colleges. The remaining portion of the building is planned to be used as a commissary kitchen preparing food for sale off-site. In addition, the property owner is requesting R-63 corner uses for potential future development of the site.

Richmond 300 Master Plan

The property is designated for future land use as Neighborhood Mixed Use by Richmond 300. These areas are existing or new highly-walkable urban neighborhoods that are predominantly residential with a small, but critical, percentage of parcels providing retail, office, personal service, and institutional uses.

In Neighborhood Mixed Use areas, primary uses are Single-family houses, accessory dwelling units, duplexes, small multi-family buildings. Secondary uses are Large multi-family buildings (10+units), retail/office/personal service, institutional, cultural, and government.

City Charter Conditions

We trust that you will agree with us that the use of the site under the conditions of this SUP would support the efforts to develop the properties in a manner consistent with the Master Plan; and that this request meets the City Charter considerations to be observed in the alteration of zoning regulations.

Thank you for your consideration of this application. Please feel free to contact me at lory@markhamplanning.com or (804) 248-2561 if you have any questions or require additional materials to process the application.

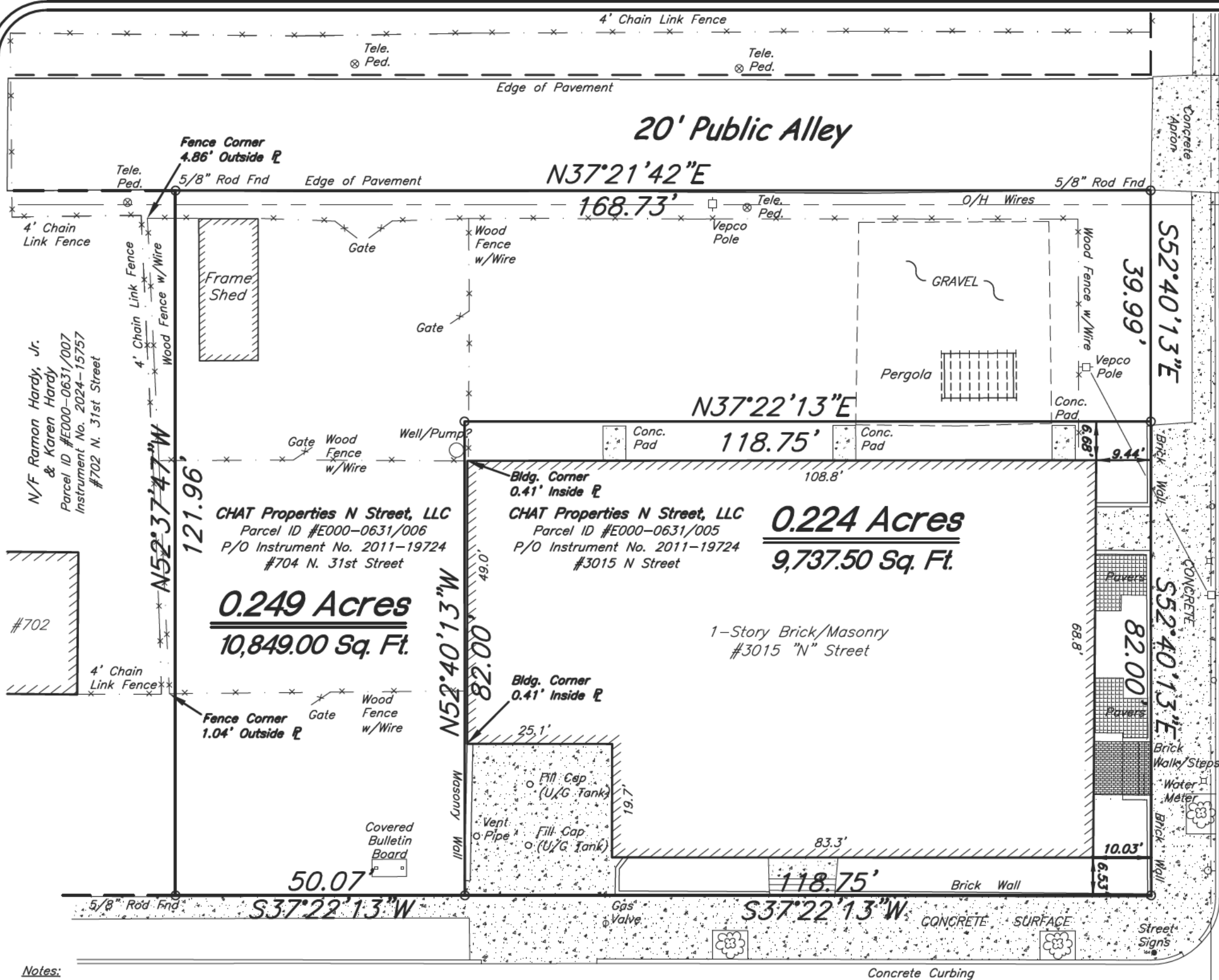
Very Truly Yours,



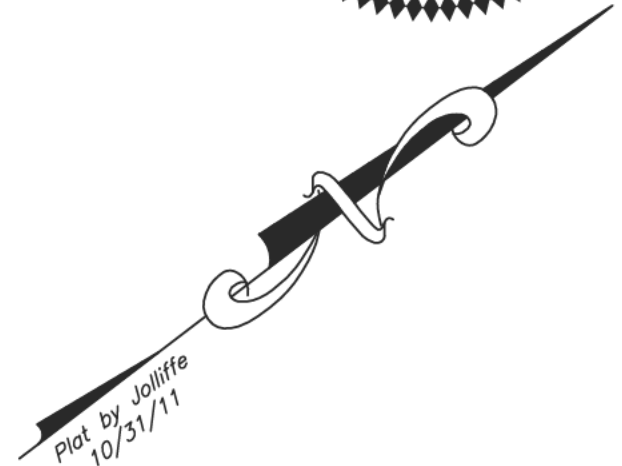
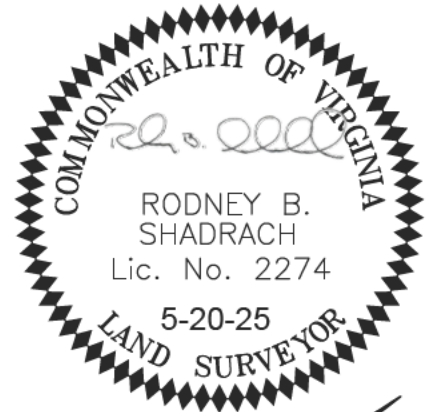
Lory Markham

Enclosures

cc: The Honorable Cynthia I. Newbille, 7th District Council Representative
Alyson E. Oliver, Secretary to the City Planning Commission



I hereby certify that this boundary survey, to the best of my professional knowledge and belief, is correct and complies with the minimum procedures and standards established by the Virginia State Board of Architects, Professional Engineers, Land Surveyors, and Certified Landscape Architects.



'N' Street
(65'± Public R/W)

SURVEY PLAT
SHOWING EXISTING IMPROVEMENTS
TO #3015 "N" STREET
CITY OF RICHMOND, VIRGINIA
DATE: MAY 20, 2025



Scale: 1" = 20'

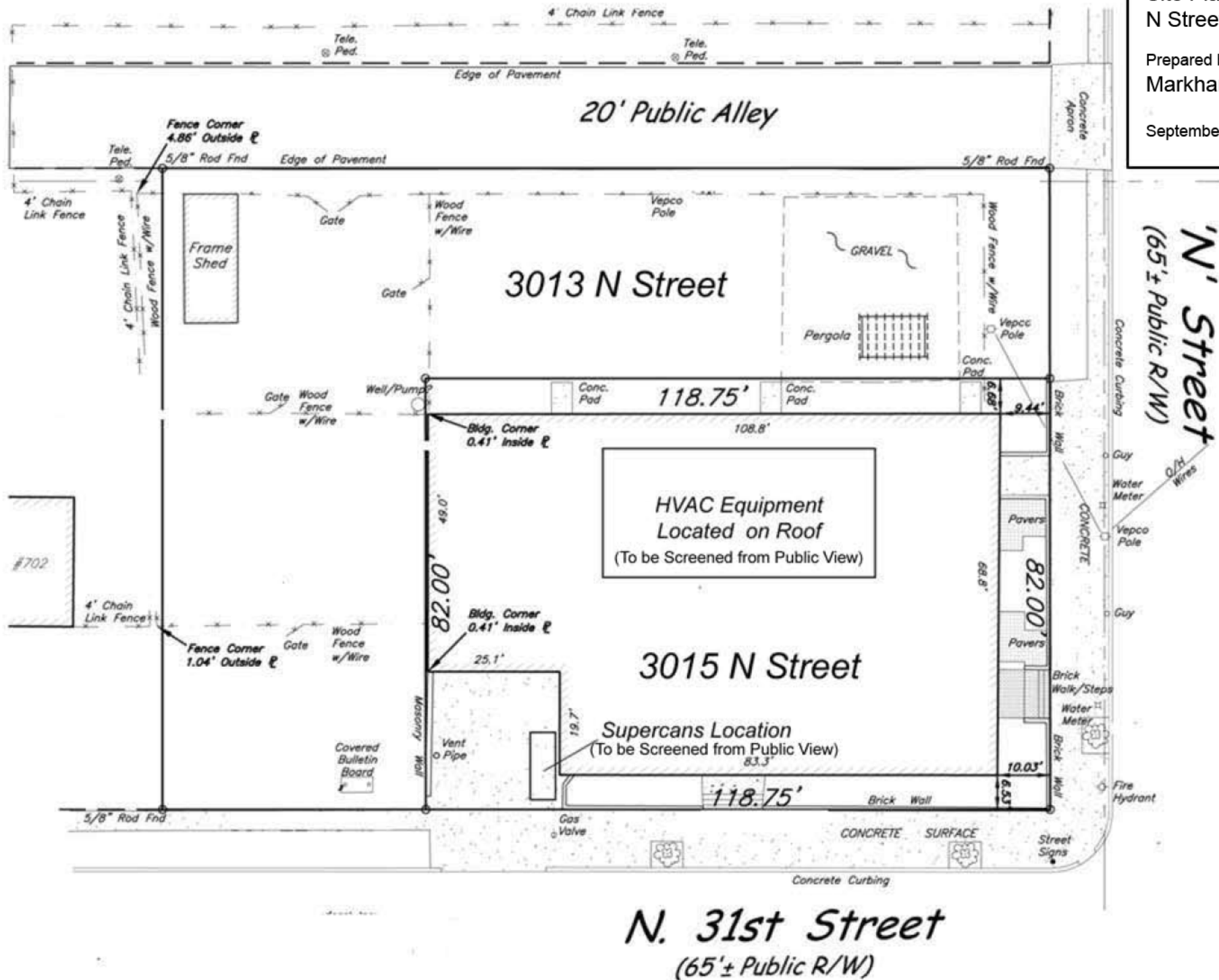


Shadrach & Associates, LLC
LAND SURVEYING
430 Southlake Blvd., Suite 10-B • Richmond, Virginia 23236
Phone: (804)379-9300 • Fax: (804)379-9301

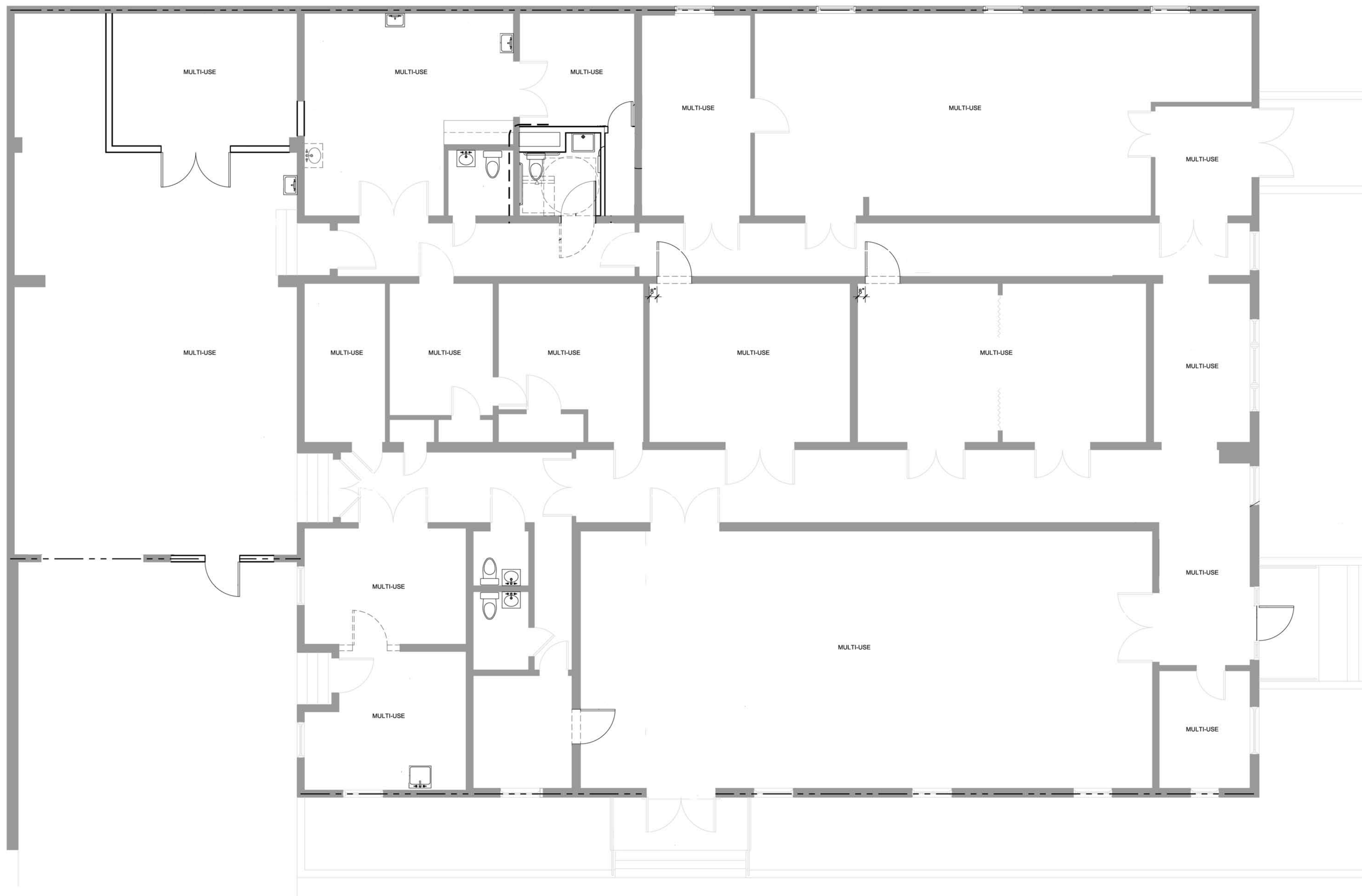
- Notes:
1. The subject property appears not to be located within the limits of the 100 Year Flood Plain Boundary as defined by The Federal Insurance Administration Map #510129-0041-E effective date: July 16, 2014 (Zone X).
 2. This survey plat represents a current and accurate field transit survey of the premises shown hereon. Date of last physical survey: May 12, 2025.
 3. This survey was made without the benefit of a Title Report and therefore there may be encumbrances which are not reflected hereon.

N. 31st Street
(65'± Public R/W)

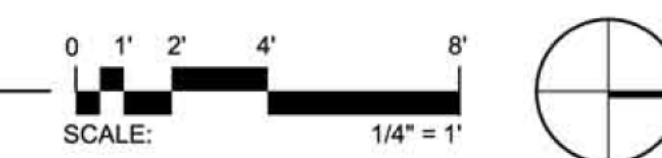
September 3, 2025



PROPOSED
FLOOR PLAN
3015 N ST
SUP-167807-2025
August 5, 2025



1 FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"





FD LETTERHEAD

The submitted plans for your commercial or multi-family project are under review with Fire & Emergency Services. Applications which only require conceptual plans will be reviewed to the appropriate level of detail for this stage of development planning.

Per the Department of Planning & Development Review, Final Subdivision Plat site plan and Building Permit architectural plan reviews require 100% construction drawings. When applicable, the following sheets should be noted in the Table of Contents of the plan set. Any symbols, fire lines, hydrants, etc. pertaining to our review should be in noted in red.

- Site Layout
- Utility Layout
- First Floor Plan
- Life Safety Plan
- Roof Plan
- Elevation Drawings

Please respond to the checklist items below **and include the corresponding sheet number when asked to provide locations** to expedite our review process. Further discussion may be necessary to provide approval from this department on your application's plans.

We reserve the right to change or amend our decisions should new evidence be discovered, site conditions change during the review period, or revisions on subsequent submissions for this application modify previously approved items which fall within our scope of review.

We look forward to working with you to design a safe project for our city's residents and visitors.

Office of the Fire Marshal
City of Richmond Fire Department
1904 N Hamilton St.
Richmond, VA 23230

Project Address: 3013-15 N Street (SUP)

Project Number: TBD



FD LETTERHEAD

FIRE & EMERGENCY PLAN REVIEW CHECKLIST

Project Summary

1. Is this new construction or a rehabilitation project? **SUP application only. If approved, plans will be provided during permitting phase.**
2. What is the height of the building(s)? How many stories? **SUP application only. If approved, plans will be provided during permitting phase.**
3. Is there an accessory parking garage or parking garage levels? **SUP application only. If approved, plans will be provided during permitting phase.**
4. Are any levels below street level or below grade? **SUP application only. If approved, plans will be provided during permitting phase.**

Building Occupant Egress

5. Provide locations of roof access points on the plans. **SUP application only. If approved, plans will be provided during permitting phase.**
6. If there is a basement or floors below street level, provide locations for egress on the plans. **SUP application only. If approved, plans will be provided during permitting phase.**
7. For projects with 6 stories or more, stairways must be noted with compass directions (North, South, etc.) and the inside of stairwells must note each floor number. **N/A.**
8. If a fire escape is part of the structure, it must be inspected by a design engineer and necessary repairs or replacements must be made before a Certificate of Occupancy can be issued. **N/A.**

Suppression Systems

9. A temporary standpipe is required on site during construction. Its operative should be on the finished floor below the next floor being constructed. Provide the location on the plans. **Fire control systems are deferred submissions.**
10. Alarm panel box. This must be in the first-floor lobby area on the street address side of the building. Provide location on the plans. **Fire control systems are deferred submissions.**
11. Knox-Box® Rapid Entry System. One is required on any new construction or renovated enclosed multi-story building. Provide the location on the plans. **Fire control systems are deferred submissions.**
12. Fire pump(s). Provide the location on the plans. **Fire control systems are deferred submissions.**
13. Command Center. This needs to be clearly marked outside of the door. Provide the location on the plans. **Fire control systems are deferred submissions.**
14. Sprinkler shut off valve. Provide the location on the plans. **Fire control systems are deferred submissions.**
15. Sprinkler connections. Provide the FDC location on the plans – in red ink please. **Fire control systems are deferred submissions.**

Hydrants & Fire Department Connections

16. More than one hydrant may be required to support the project. How many existing hydrants are near the project? How many are proposed? Provide the locations on the plans. **SUP application only. If approved, plans will be provided during permitting phase.**
17. The dedicated hydrant should be public. Special circumstances may allow for a private hydrant if an ISO Class 1 Rating can be maintained and the Department of Public Utilities approves of it. A private hydrant must also be maintained in accordance with NFPA 291 and the current Virginia Statewide Fire Prevention Code. **Acknowledged.**
18. The FDC for each building. Provide the location on the plans. Signage is required around it (i.e. FDC Connection, No Parking) and curbing before it must be painted yellow. We highly recommend a Knox FDC secure system to safeguard the sprinkler system. **SUP application only. If approved, plans will be provided during permitting phase.**
19. The FDC should be at least 50 feet from its dedicated hydrant, but no more than 100 feet. **Acknowledged.**

Emergency Vehicle Access to Site

20. New construction projects require at least (2) two roads for emergency vehicles *to access the site* and shall comply with Chapter 5 of Statewide Virginia Fire Prevention Code Fire Service Features. **N/A.**
21. Proposed or improved road surfaces used for emergency access must be able to support a minimum weight of 75,000 lbs. **Existing roads are able to support 75,000 lbs.**
22. Proposed or improved road surfaces used for emergency access must be at least 20 feet in width. In some cases, 27 feet may be required. **Existing roads are minimum 27 feet in width.**



FD LETTERHEAD

- 23. Curb cuts into and around the site for emergency access must support a fire apparatus turning radii of 36' inside and 52' outside. **N/A.**
- 24. New construction projects may require *access to all sides of the building* for emergency vehicles. **N/A.**

Environmental Concerns

- 25. Are you aware of any underground storage tanks (USTs) or above ground storage tanks (ASTs) which currently hold, or may have at one time held, flammable or combustible substances? If any are discovered during land disturbance, excavation, or construction activities, they must be immediately reported to the Fire Marshal's Office. A permit is required before removal or abandonment. All documents pertaining environment reports shall be forwarded to the Fire Marshal's Office. **No.**
- 26. Are you aware of any environmental concerns that need to be mitigated before construction, i.e. leaks, spills, etc.? **No.**
- 27. Will this project involve any rock blasting? A rock blasting permit shall be obtained from the Fire Marshal's Office. **No.**