



Application for **SPECIAL USE PERMIT**

Department of Planning and Development Review
Land Use Administration Division
900 E. Broad Street, Room 511
Richmond, Virginia 23219
(804) 646-6304
<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

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

Project Name/Location

Property Address: 707 N 31st Street Date: Sept. 13, 2022
 Tax Map #: E0000726054 Fee: \$300
 Total area of affected site in acres: 0.162

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

Zoning

Current Zoning: R-6

Existing Use: Single-Family Residential

Proposed Use

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

New construction of four (4) single-family attached dwellings configures as two pairs
 Existing Use: Single-Family Residential

Is this property subject to any previous land use cases?

Yes No If Yes, please list the Ordinance Number: _____

Applicant/Contact Person: Will Gillette / Mark Baker

Company: Baker Development Resources
 Mailing Address: 530 E Main Street, Suite 730
 City: Richmond State: VA Zip Code: 23219
 Telephone: (804) 874-6275 Fax: ()
 Email: markbaker@bakerdevelopmentresources.com

Property Owner: C AND M PROPERTIES RICHMOND LLC

If Business Entity, name and title of authorized signee: Matt Jarreau, Managing Member

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

Mailing Address: ~~707 N 31ST ST~~ 611 N 26th St
 City: RICHMOND State: VA Zip Code: 23223
 Telephone: (804) 306-9019 Fax: ()
 Email: MattJ@HTRSI.com

Property Owner Signature: Matt Jarreau 09/13/22

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)



Review & Approval process for **SPECIAL USE PERMIT**

In instances where it has been determined that underlying zoning regulations cannot be met, a special use permit may be granted by City Council to provide relief from zoning regulations.

Special use permit applications are reviewed for compliance with the City's Master Plan to ensure the proposal is compatible with the surrounding area and that it is an appropriate use for the site. Specifically, applications are reviewed to ensure that the City Charter conditions for granting special use permits have been met. The City Charter requires that prior to City Council approval; it must be shown that the proposed special use will **not**:

1. be detrimental to the safety, health, morals and general welfare of the community involved;
2. create congestion in streets, roads, alleys and other public ways and places in the area involved;
3. create hazards from fire, panic or other dangers;
4. tend to cause overcrowding of land and an undue concentration of population;
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
6. interfere with adequate light and air.

Applicants **are encouraged** to schedule a pre-application conference with the Division of Land Use Administration staff to review related Master Plan, land use and other issues that may be involved prior to making application. Please call (804) 646-6304 to schedule an appointment with the staff. Staff will review submitted applications to ensure all required materials and information are provided. If the application is not acceptable, the required information must be provided prior to formal staff review.

Applicants should also discuss the proposed special use permit with area civic associations, property owners, residents, and the area Council Representative prior to submitting an application. Letters from the associations and property owners stating their position in regards to the request should be submitted with the application.

The Division of Land Use Administration circulates the special use permit application materials to appropriate City agencies as determined necessary. City agencies reviewing the proposal may include: Public Works, Building Permits & Inspections, Public Utilities, Water Resources, Zoning Administration, and Fire and Emergency Services. The Division of Land Use Administration will coordinate responses by City agencies. Written comments will be provided generally within 30 days of the application submittal date.

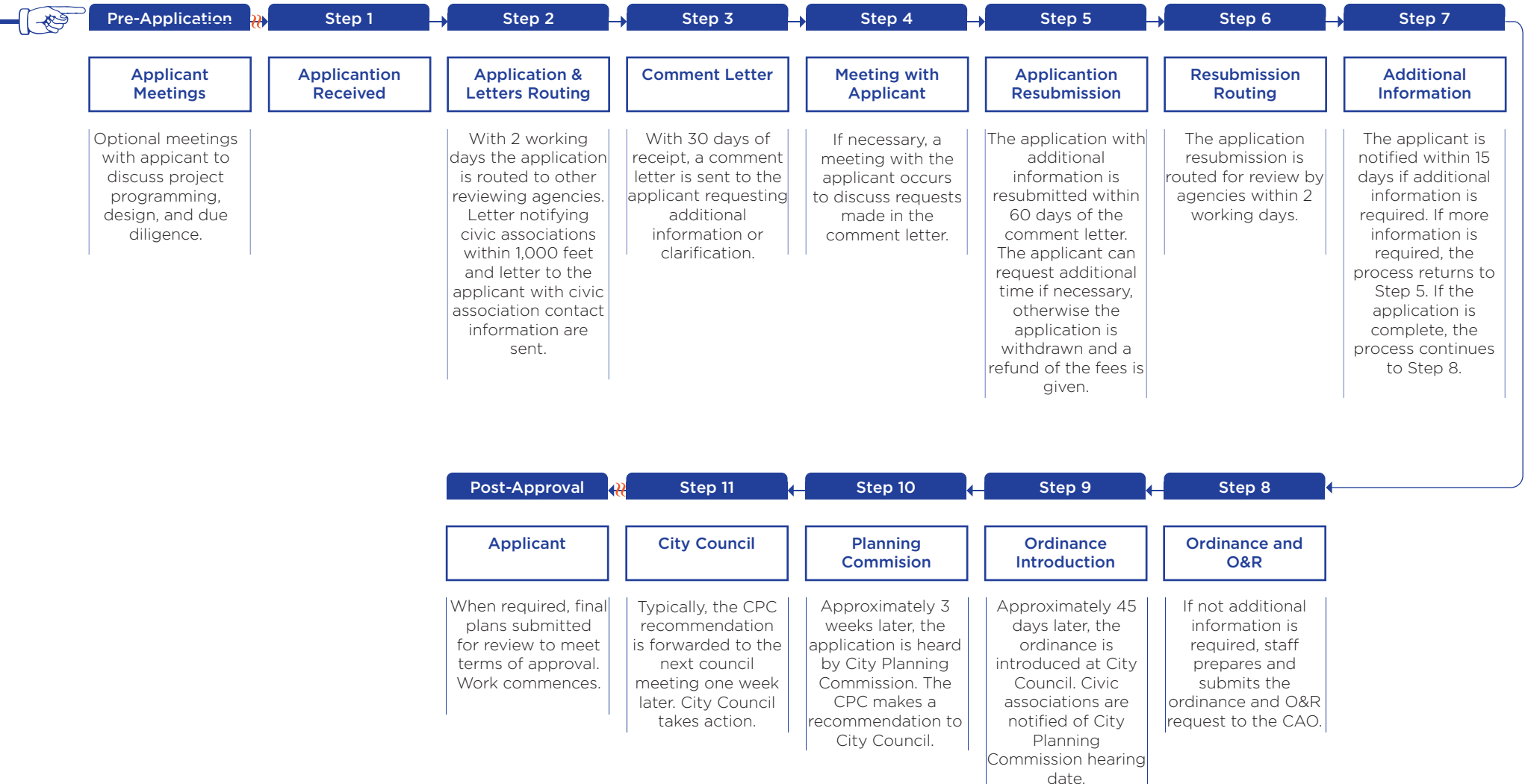
After review by these agencies and by the Division of Land Use Administration, the staff will confer with the applicant regarding suggested conditions to be included in the ordinance and any suggested changes to the plans. If the property is located in a City Old and Historic District and the request involves exterior alterations, additions or new construction, the plans should also be reviewed by the Commission of Architectural Review prior to an ordinance being introduced in City Council. Once the plans are in final form, an ordinance is drafted and the plans are attached to and are made a part of the ordinance. The staff will forward a copy of the ordinance to the applicant for review and approval.

The ordinance is then reviewed by the City Attorney's office and the City Administration. Once their review is complete, the ordinance is introduced to City Council and a public hearing is scheduled, usually thirty days after introduction. During this thirty-day period, public notice of the hearing is posted on the site and in a daily newspaper. Notices are also mailed to the owners of all properties within 150 feet of the subject property. One week prior to the City Council public hearing, the Planning Commission, after receiving a report from the Department of Planning and Development Review, considers the proposed special use permit and forwards a recommendation to City Council. The Planning Commission welcomes information submitted prior to the meeting and may ask questions of proponents and opponents during the course of its deliberation on the ordinance. Six affirmative votes of City Council are required to adopt a special use ordinance. Please note that there is a fee of \$250 for each continuance caused by the applicant.

If the special use ordinance is adopted by City Council, the applicant has a specified time period in which to apply for a building permit to implement the special use permit. Building permit plans must be substantially in accordance with the adopted special use permit plans, otherwise a building permit will not be issued. In general, the approval process for special use permits takes between 120 to 180 days. However, depending on the complexity of the proposed special use permit, more or less time may be required. The City Planning Commission considers approval of special use permits at its regular meetings on the first and third Monday of each month.

Incomplete submissions or major modifications to the plan during the review process may cause delays in the schedule.

Legislative Land Use Application Process





Filing Procedures for **SPECIAL USE PERMIT**

FILING

Special use permit applications are filed with the:

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

APPLICATION REQUIREMENTS

The application for a special use permit must include the following, each part of which is explained below. ***Application must be submitted in an electronic format (PDF).***

- 1. Application form, including a completed checklist;**
- 2. Application fee;**
- 3. Applicant's report;**
- 4. Electronic PDF plans; and**
- 5. Survey plat.**

- 1. Application Form:** All the owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required.
- 2. Application Fee:** The appropriate fee must accompany the application. Checks should be made payable to the "City of Richmond". The fees are determined from the attached fee schedule.
- 3. Applicant's Report: A written report must be submitted describing the proposed use.** For non-residential development, the description should include the anticipated number of employees, hours of operation, and an estimate of the amount of vehicular traffic that will be generated by the use. The report should point out the specific features of the special use that will ensure that it will be compatible with the surrounding area, and that it is an appropriate use for the site. In addition, the City Charter specifies certain conditions that must be met before City Council can approve a special use permit. It must be shown that the proposed special use will ***not:***
 - a.** be detrimental to the safety, health, morals and general welfare of the community involved;
 - b.** tend to create congestion in streets, roads, alleys and other public ways and places in the area involved;
 - c.** create hazards from fire, panic or other dangers;
 - d.** tend to cause overcrowding of land and an undue concentration of population;
 - e.** adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or
 - f.** interfere with adequate light and air.

The report must indicate the reasons why the applicant feels these conditions will be met (e.g., features of the plan, characteristics of the proposed use or surrounding area). ***Please note*** that the ***above materials will be forwarded to the City Planning Commission and City Council along with the special use permit ordinance.***



Filing Procedures for **SPECIAL USE PERMIT**

FILING

- 4. Plans:** Plans are required to provide sufficient detail to permit the staff to make a determination of the compatibility of the proposed project with surrounding development. Plans must be properly scaled and include a scale bar. Depending on the request, plans may include the following:

- a.** Site Plan
- b.** Elevation Plans
- c.** Floor Plans
- d.** Landscape Plans
- e.** Signage Plan & Details
- f.** Lighting Plan & Details

In some cases not all plans would be relevant to the request and may not be required. If there is a question about the level of detail required, please contact Land Use Administration Staff. Electronic Plans (PDF) are required with the initial application and any subsequent resubmissions. Electronic plans may be submitted on a disk or via email at: DCDLanduseadmin@richmondgov.com.

- 5. Survey Plat:** A PDF of a survey plat showing the property and including metes and bounds is required. The plat should show existing physical features of the property, including:
- a.** North arrow, scale, property address, the distance to nearest public street, preparer of plat, date, revision dates, area of site;
 - b.** Existing structures, buildings, paved areas, fences, streets, alleys, easements, and limits of the 100 year flood plain, Chesapeake Bay Preservation Area limits, wetlands, and streams.



(As of 9_7_2018) **(FEE SCHEDULE)**
 Department of Planning and Development Review
 Land Use Administration Division
 900 E. Broad Street, Room 511
 Richmond, Virginia 23219
 (804) 646-6304
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COMMUNITY UNIT PLAN

Preliminary	\$3,000 + \$100/acre ¹
Extension of Preliminary Approval	\$1,500
Final	\$1,500 + \$100/acre ¹
Amendment	\$1,500 + \$100/acre ¹

CONDITIONAL USE PERMIT

Initial	\$1,500 + \$100/acre ²
Amendment	\$1,000 + \$100/acre ²

PLAN OF DEVELOPMENT

Floor area & Land disturbed ≤5,000 square feet	\$500 + \$100/acre ²
Floor area & Land disturbed ≥5,001 & ≤50,000 square feet	\$1,000 + \$100/acre ²
Floor area & Land disturbed ≥50,001 square feet	\$1,500 + \$100/acre ²

REZONING/CONDITIONAL REZONING

Each continuance caused by the applicant	\$1,500 + \$100/acre ²
	\$250

SPECIAL USE PERMIT

<i>Use</i>	<i>Initial</i>	<i>Amendment</i>
Day Nursery	\$300	\$200
Single- or two-family detached or attached dwelling	\$300	\$200
Outdoor dining	\$300	\$200
Mobile food business	\$300	\$200
Sign	\$300	\$200
Multi-family dwelling (3 to ten units)	\$1,800	\$1,200
Commercial or industrial equal to or less than 5,000 sq ft	\$1,800	\$1,200
Multi-family dwelling (more than 10 units)	\$2,400	\$1,800
Commercial or industrial more than 5,000 sq ft	\$2,400	\$1,800
Each continuance caused by the applicant	\$250	

SUBDIVISION

Preliminary Plat	\$500 + \$15/lot
Extension of Preliminary Plat Approval	\$150
Final Plat	\$500 + \$15/lot
Subdivision Confirmation Letter	\$100
Continuance*	\$50
Plat of Correction	\$100

A full refund of the application fee is permitted if the application is withdrawn prior to the second submittal of plans. Once a second submittal of plans is made, fees are not refundable.

¹For Community Unit Plans (CUP), the first 10 acres are included in the base price.

²For Conditional Use Permits, Plans of Development, and Rezoning, the first acre is included in the base price.

For all applications with an additional price per acre, fractions of an acre are rounded up to the nearest whole number. Do not prorate the fee per fraction of acre.

- Example: A Conditional Use Permit (CUP) for a 0.76 acre property would owe \$1,500 (base fee only). A CUP for a 2.3 acre property would owe \$1,700 (\$1,500 base fee + 2*100 (for the 1.3 acres over the first acre))

* No charge for the 1st continuance requested by the applicant or for any continuance requested by the Planning Commission. The second or subsequent continuance request by the applicant costs \$50.

Fees went into effect upon adoption of Ordinance No. 2018-209 by City Council on September 10, 2018.

APPLICANT'S REPORT

September 12th, 2022

*Special Use Permit Request
707 N 31st Street, Richmond, Virginia
Map Reference Number: E000-0726/054*

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 730 Richmond, Virginia 23219

Introduction

The property owner is requesting a special use permit (the "SUP") for 707 N 31st Street (the "Property"). The SUP would authorize the construction of four (4) single-family attached dwellings configured as two pairs, some of the features of which do not conform to the underlying R-6 Single-Family Attached Residential district zoning requirements applicable to the Property.

Existing Conditions

SITE DESCRIPTION AND EXISTING LAND USE

The Property is located on the southeast corner of the intersection of N 31st and N Streets. The Property is referenced by the City Assessor as tax parcel E000-0726/054, is approximately 80 feet wide by 88 feet deep and contains approximately 7,040 square feet of lot area. The Property is currently improved with a small single-family dwelling, constructed in 1981. Due to the configuration of lots in the block, no alley access is provided for the Property.



Figure 1: Existing lot pattern

The properties in the area contain a range of dwellings. Immediately to the south lie primarily single-family dwellings while to the north, east, and west lie a wide range of properties and uses. Nearby properties contain, two-family residential, institutional, public open-space, and

commercial uses. To the north, across N Street lies the 31st Street Baptist Church while the southeast corner of the block is occupied by an office use. Immediately to the rear of the Property lies a 14-unit apartment complex.

EXISTING ZONING

The Property and those in the vicinity are zoned R-6 Single-Family Attached Residential. To the northeast, across O and N 31st Streets, lies a R-48 Multifamily Residential District. To the south, across M Street lies a R-63 Multifamily Urban Residential District. Properties located nearby, at the intersection of M and N 31st and N and 32nd, located within the R-6 District, have recently been approved for SUPs to authorize the construction of new, attached dwellings.

TRANSPORTATION

Located 0.1 miles from the Property, less than a five-minute walk, is the 31st and O Street bus stop which serves the 12 bus line which runs every 30 minutes and connects with the Pulse BRT providing connectivity throughout the City. The Property is also located less than a half mile from the 13 and 56 bus lines which run every thirty minutes.

MASTER PLAN DESIGNATION

The Richmond 300 Master Plan (the "Master Plan") suggests "Neighborhood Mixed-Use" for the Property. This land use category is described as "existing or new highly-walkable urban neighborhoods that are predominantly residential." The Master Plan suggests this future land use designation allow for a variety of housing types that are consistent with the scale, density, and design of what exists in the vicinity. Single-family dwellings are a primary use in the Neighborhood Mixed-Use designations which also encourages that developments reinforce a gridded street pattern to increase connectivity. Single-family dwellings are the contemplated primary use in the Residential future land use designation (p. 54).

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:

- Page 109 (Equitable Transportation Chapter), Objective 6.1 to "Increase the number of residents and jobs at Nodes and along enhanced transit corridors in a land development pattern that prioritizes multi-modal transportation options."
 - b. Develop housing at all income levels in and near Nodes and along major corridors (see strategies Goal 14).
- Page 136 (Diverse Economy Chapter), Objective 11.1 to "Increase the areas of appropriately zoned land near various transportation modes and housing to retain, create, and attract employers."
 - d. Encourage the development of a variety of quality housing types to house employees across the economic spectrum (see Goal 14).
- Page 159 (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).
- Page 86 (High-Quality Places Chapter), Objective 1.4, to “maintain and improve primarily residential areas by increasing their linkages to...corridors...and maintaining high-quality design standards”
- Page 100 (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 proposed development includes the construction of four single-family attached dwellings, configured as two pairs, on the Property.

PURPOSE OF REQUEST

The subject Property is a single legal lot of record, has a lot width of roughly 80 feet along N 31st Street, and contains approximately 7,040 square feet of lot area. The applicant is proposing to remove the existing dwelling on the parcel, which was constructed in 1981, and subdivide the Property into a total of four lots and construct four single-family attached dwellings. The new dwellings would continue to front onto N 31st Street to reflect the existing lot pattern in the block.

The R-6 district permits the single-family attached dwelling use. The four proposed lots would have lot widths ranging from 18' 6" to 20' 6" and lot areas ranging from approximately 1,600 to 1,800 square feet. Although the proposed lots would be consistent with the historical development pattern, the required lot area of 2,200 square feet would not be met for some of the dwellings. As the lots are relatively small compared to the R-6 standards, in order to construct dwellings which are compatible with the needs and expectations of the market, the lot coverage requirements cannot be met. In addition, as it is a corner lot, the Property would be subject to two front yard requirements. Development of the Property consistent with the Richmond 300 plan necessitates the waiving the 15' front yard setback along both N and N 31st Streets. Finally, while the underlying zoning would require four off-street parking spaces, due to the lot configuration in the block and lack of alley access, none can be provided. Therefore, a SUP is required in order to permit the development.

The proposed lot areas and widths are compatible with other lots in the vicinity and allow for the efficient use of the Property. The historic lot pattern in the vicinity includes many lots that are nonconforming with regard to lot area, width, setbacks or some combination thereof. This request would allow for the redevelopment of the Property consistent with the existign lot pattern and the character of the area.

In exchange for the SUP, this request will better ensure a high-quality market rate infill development. The overall project would be appropriately dense and efficient. It would be consistent with the use permitted by-right by the underlying zoning. At the same time, it would remain respectful to the historical lot pattern in the vicinity thereby remaining consistent with the predominant character of the area. Finally, the quality assurances conditioned through the SUP would guarantee a higher quality development than might otherwise be developed by right.

PROJECT DETAILS

The four single-family attached dwellings would be two stories in height with mansard roofs and contain three bedrooms and two-and-one-half bathrooms. The proposed buildings are configured as two sets of attached row homes and are intended to be consistent with other residential buildings in the vicinity in terms of scale and character. Each building would contain approximately 2,150 square feet of floor area. The four individual dwelling units would be traditionally configured, with an open living room, dining area, and kitchen on the ground floor, and three bedrooms with two bathrooms upstairs. Of the rooms upstairs, there will be a primary suite with walk-in closet and en suite bathroom as well as a laundry room. The dwelling floor plans are spacious and modern with open living areas.

The buildings would be clad in cementitious lap siding to ensure quality and consistency in appearance with many other dwellings in the vicinity. All of the dwellings would feature full-width front porches to engage the street and provide additional outdoor living area.

Findings of Fact

The following are factors included in Section 17.11 of the Charter and Section 30-1050.1 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 for high-quality conversion of the existing dwelling 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 negligible traffic generation related to the proposed dwellings and the proposed off-street parking will result in no congestion on streets, roads, alleys or any other public right of way.

- ***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 is consistent with the historical lot pattern and density in the vicinity and 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 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. The proposed buildings are of compatible massing and spacing to the existing dwellings in the vicinity, which are in many cases attached. Required setbacks between buildings will be met. The proposed development will not interfere with the provision of adequate light and air to the adjacent buildings.

Summary

In summary we are enthusiastically seeking approval for the construction of the proposed single-family attached dwellings. The buildings have been thoughtfully designed in order to provide appropriate, high quality market rate infill development. The request offers compatibility with the City's Master Plan in terms of use. The request would contribute to the ongoing revitalization of the neighborhood, upgrading the Property while maintaining a desirable variation in housing style and density in the vicinity and providing for continued economic diversity in housing options within the neighborhood.

The proposed development would provide for respectful infill development that is consistent with the objectives of the Master Plan. It would respectfully encourage a pedestrian friendly traditional urban streetscape in the block. The proposed design is historically appropriate and would contribute to the vibrancy of the block with street-oriented front porches. The appropriate urban form would give the property the much-desired traditional neighborhood design which is appropriate to this area of the City. Finally, the quality assurances conditioned through the SUP would guarantee a higher quality development than might otherwise be developed by right.