

INTRODUCED: January 12, 2026

AN ORDINANCE No. 2026-020

To authorize the special use of the property known as 13 East 33<sup>rd</sup> Street for the purpose of one two-family detached dwelling, upon certain terms and conditions.

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

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

PUBLIC HEARING: FEB 9 2026 AT 6 P.M.

WHEREAS, the owner of the property known as 13 East 33<sup>rd</sup> Street, which is situated in a R-5 Single-Family Residential District, desires to use such property for the purpose of one two-family detached dwelling, which use, among other things, is not currently allowed by section 30-410.1 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 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

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

ADOPTED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

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 13 East 33<sup>rd</sup> Street and identified as Tax Parcel No. S000-1874/055 in the 2026 records of the City Assessor, being more particularly shown on a survey entitled “Physical Improvement Survey of #13 East 33<sup>rd</sup> Street, City of Richmond, Virginia,” prepared 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 one two-family detached dwelling, hereinafter referred to as “the Special Use,” substantially as shown on the plans entitled “Two-Family Dwelling Conversion, Jeff Roberts,” prepared by Slate Drafting, with Sheets G001, A100, and A101 dated September 25, 2025, and Sheet A200 undated, hereinafter referred to 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 one two-family detached dwelling, substantially as shown on the Plans.

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

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

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

§ 4. **Supplemental Terms and Conditions.** This special use permit is conditioned on the following supplemental terms and conditions:

(a) All required final grading and drainage plans, together with all easements made necessary by such plans, must be approved by the Director of Public Utilities prior to the issuance of the building permit.

(b) Storm or surface water shall not be allowed to accumulate on the land. The Owner, at its sole cost and expense, shall provide and maintain at all times adequate facilities for the drainage of storm or surface water from the Property so as not to adversely affect or damage any other property or public streets and the use thereof.

(c) Facilities for the collection of refuse shall be provided in accordance with the requirements of the Director of Public Works. Such facilities shall be located or screened so as not to be visible from adjacent properties and public streets.

(d) Any encroachments existing, proposed on the Plans or contemplated in the future shall require separate authorization and shall be subject to the applicable provisions of the Code of the City of Richmond (2020), as amended, and all future amendments to such laws.

(e) 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 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.

# City of Richmond

## Intracity Correspondence

### O&R Transmittal

**DATE:** November 10, 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 13 East 33<sup>rd</sup> Street for the purpose of one two-family detached dwelling, upon certain terms and conditions.

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

**PURPOSE:** The applicant is requesting a Special Use Permit to authorize the conversion of a single-family home to a two-family home. This use is not permitted in the R-5 zoning district, therefore, an SUP is required.

**BACKGROUND:** The property is located in the Swansboro neighborhood on East 33<sup>rd</sup> Street, just south of Midlothian Turnpike. The property is currently a 5,118.36sq. ft. (.118 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 (see Street Typologies Map)."

The current zoning for this property is R-5 Single-Family Residential. Adjacent properties are located within the same zoning district, and one small R-53 Multifamily Residential district. The area is generally single-family, with some two-family residential and multifamily nearby. The density of the proposed is 2 units upon .118 acres or 17 units per acre.

**COMMUNITY ENGAGEMENT:** Swansboro West 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:** \$400 application fee.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** January 12, 2026

**CITY COUNCIL PUBLIC HEARING DATE:** February 9, 2026

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Planning Commission February 3, 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: 13 E 33<sup>RD</sup> St APARTMENT NO/SUITE \_\_\_\_\_

APPLICANT'S NAME: Jeffrey S Roberts EMAIL ADDRESS: \_\_\_\_\_

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

SUBJECT PROPERTY OR PROPERTIES: 13 E 33<sup>RD</sup> St  
Richmond, VA 23224

**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: Jeffrey S Roberts

PROPERTY OWNER ADDRESS: 13 E 33<sup>RD</sup> St Richmond, VA 23224

PROPERTY OWNER EMAIL ADDRESS: \_\_\_\_\_

PROPERTY OWNER PHONE NUMBER: 804 852 9310

Property Owner Signature: Jeffrey Roberts

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.



## Applicants report

### Residential conversion from single-family to multifamily (duplex top and bottom)

My request for a special use permit is beneficial to the community because it allows young professionals, or residents that desire to live efficiently, an opportunity to live in one of the best parts of the city at a more affordable price point. The Swansboro West neighborhood is growing in demand with its easy access to Forest Hill Park, James River Park systems, VCU, and downtown Richmond. When I purchased the house in 2021, I appreciated how the existing house layout was essentially setup to become a duplex, as the upstairs unit has two bedrooms, a kitchenette and its own exterior entrance. The laundry room is the only shared space that can be accessed from the exterior. The request is compatible with the surrounding area as there are multi family dwellings in close proximity and plenty of on street parking at the property.

The proposed special use will not be detrimental to the safety, health, morals and general welfare of the community involved because the property is renovated, well maintained, and residents will have background/credit checks to ensure that only responsible, high-tiered renters will be occupying the spaces.

The proposed special use will not create congestion in the streets, roads, alleys and other public ways and places in the area involved. There is plenty of parking that allows everyone to park in front of their own buildings on the street. In addition, there is a driveway on the property.

The proposed special use will not create hazards from fire, panic or other dangers. The property is renovated with health, safety, and welfare at the highest priority. It is well maintained, and repairs are made in a timely fashion. Because the property is higher end, it attracts higher-tiered renters who are more responsible.


The proposed special use will not tend to cause overcrowding of land and an undue concentration of population. The lease for each unit certainly won't exceed the occupancy standards for residential units.

The proposed special use will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other requirements, conveniences and improvements. There will be no exterior changes to the existing property.

The proposed special use will not interfere with adequate light and air as there will be no exterior changes made to the property.

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. 5101290039F, WITH AN EFFECTIVE DATE OF JULY 8TH, 2025.
4. OWNER SHALL VERIFY BUILDING SETBACKS WITH LOCALITY PRIOR TO ANY PROPOSED CONSTRUCTION OR DEVELOPMENT OF SHOWN PARCEL.

PURCHASER: JEFFREY ROBERTS



H

HVAC

WM

WATER METER

UP

UTILITY POLE

GM

GAS METER

R/W

RIGHT OF WAY

R/F

ROD FOUND

WF

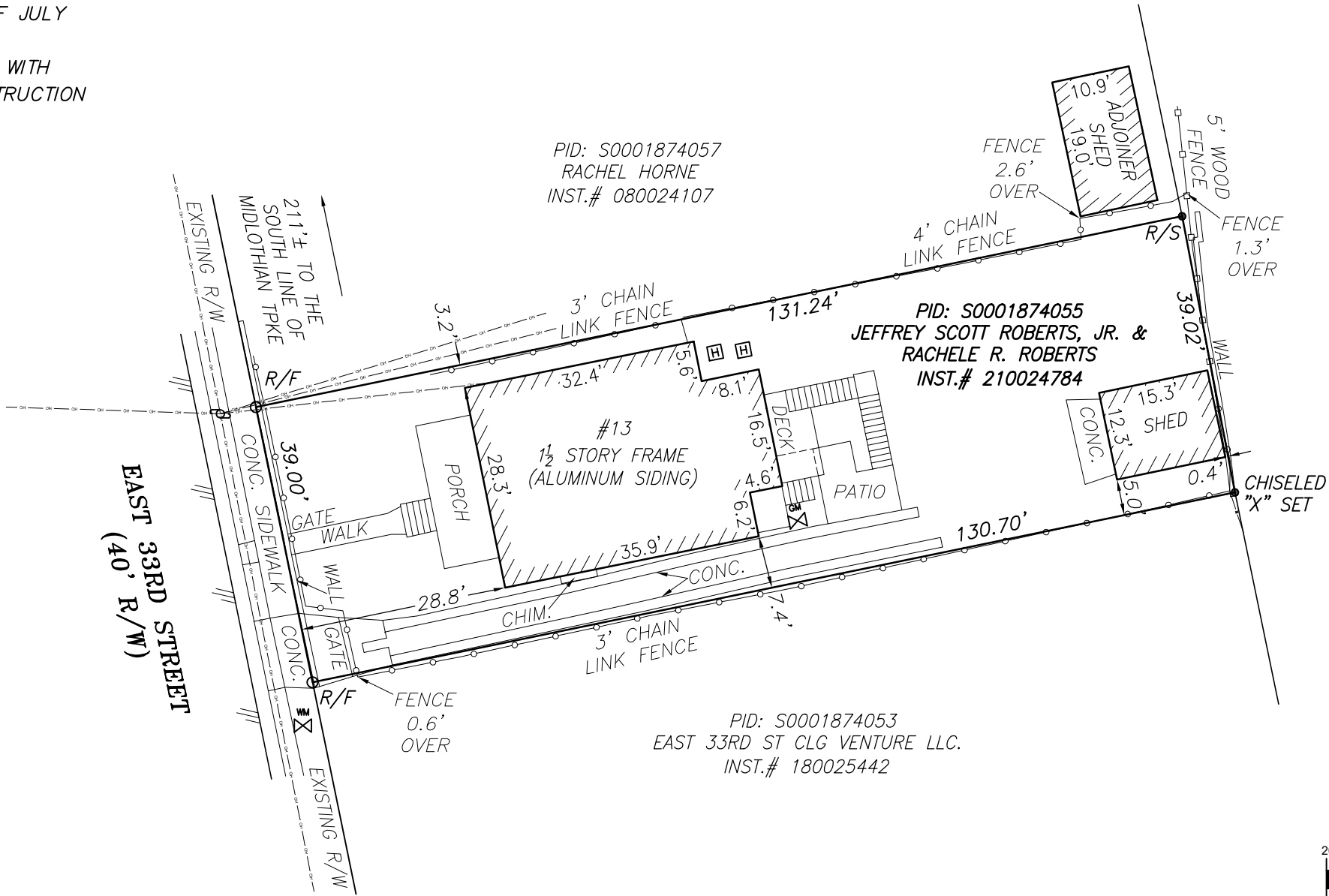
WOOD FENCE

CLF

CHAIN LINK FENCE

OW

OVERHEAD WIRE



COMMONWEALTH OF VIRGINIA



SCOTT L. WILLIAMS

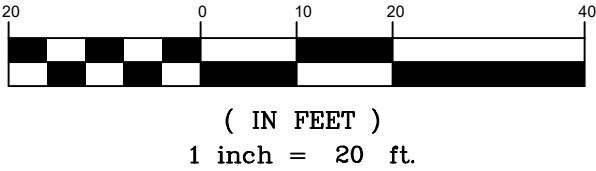
LIC. NO. 003184

8/1/25

LAND SURVEYOR

PHYSICAL IMPROVEMENT  
SURVEY OF  
#13  
EAST 33RD STREET  
CITY OF RICHMOND, VIRGINIA

GRAPHIC SCALE



PROJ#	SCALE : 1" = 20'
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

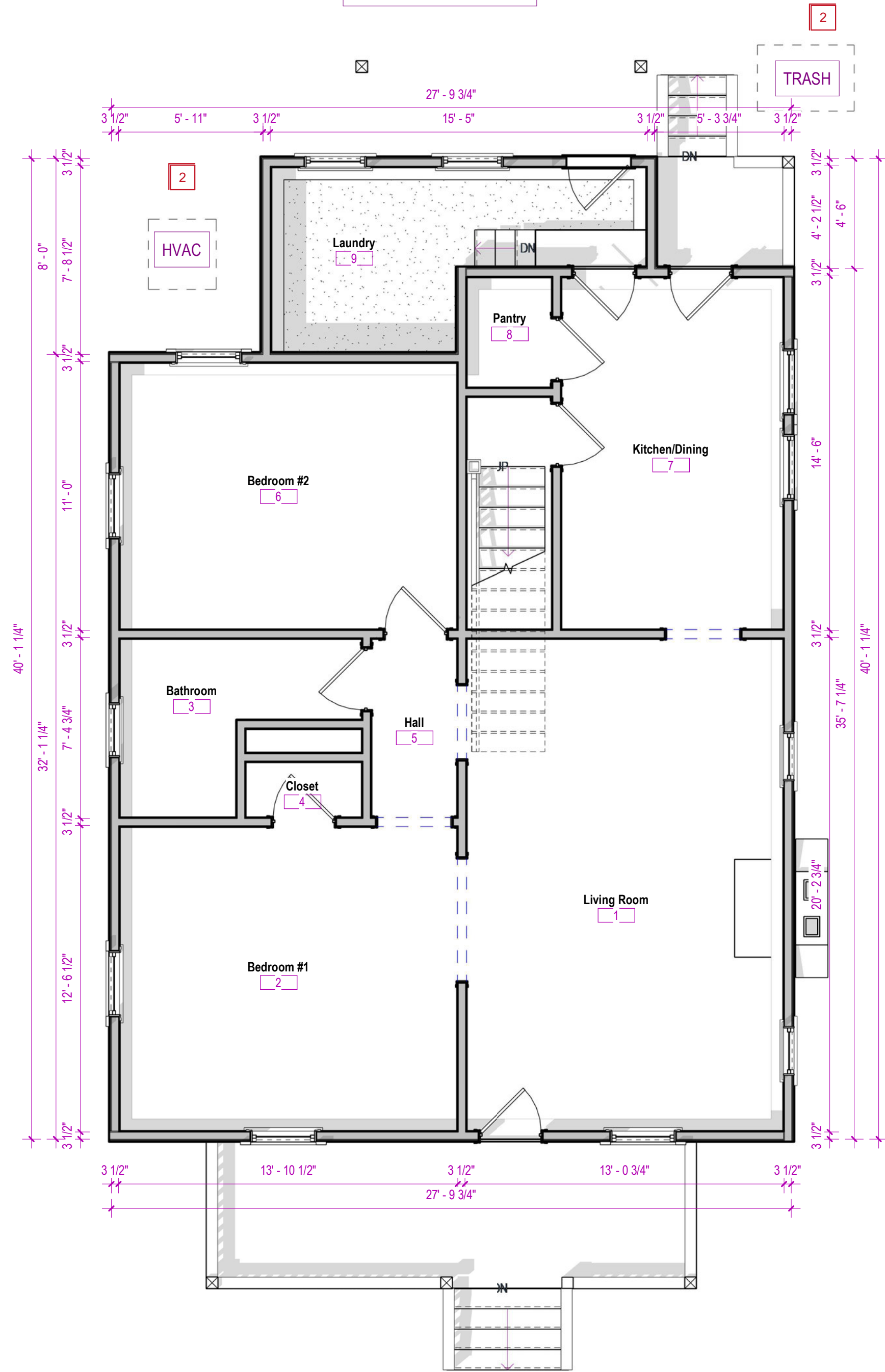






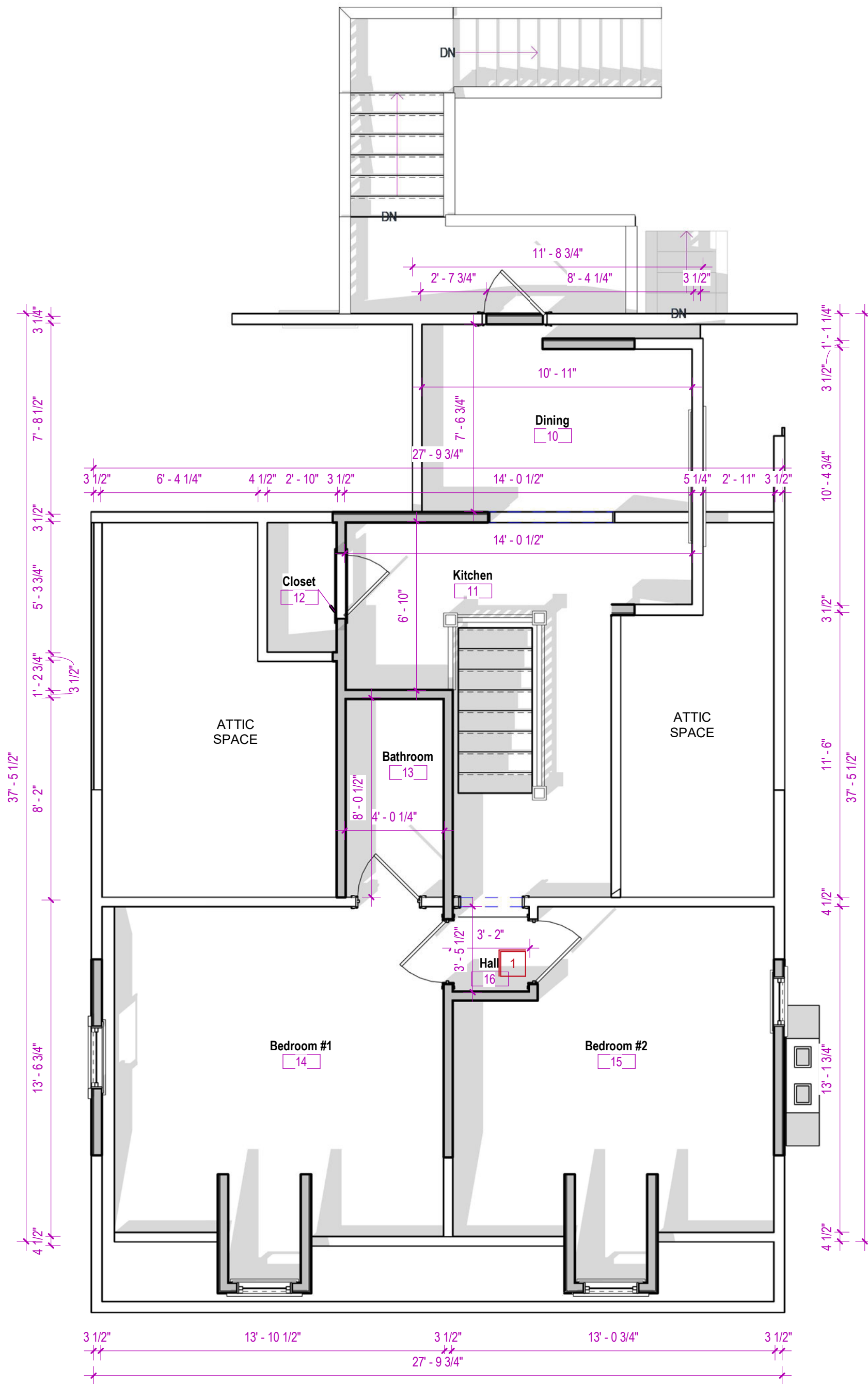
PROJECT CONSISTS OF INTERIOR RENOVATION TO CONVERT EXISTING SINGLE-FAMILY HOUSE TO DUPLEX. NO SITE WORK, GRADING, OR UTILITY MAIN WORK PROPOSED. EXISTING UTILITY SERVICE LATERALS TO REMAIN. CONTRACTOR SHALL FIELD-VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY DPU OF ANY CONFLICTS OR DAMAGE.

## UNIT 1



1 Existing First Floor  
1/4" = 1'-0"

## UNIT 2



2 Existing Second Floor  
1/4" = 1'-0"

### KEYNOTES

- 1 PROVIDE 1-HOUR FIRE-RATED SEPARATION BETWEEN DWELLING UNITS AT FLOOR/CEILING ASSEMBLY PER 2021 VRC R302.3. CONSTRUCT ASSEMBLY PER UL-LISTED DESIGN OR PRESCRIPTIVE IRC TABLE R302.3.2 (E.G., 5/8" TYPE X GYPSUM BOARD ON CEILING JOISTS WITH INSULATION IN CAVITY). CONTINUOUS RATING REQUIRED TO BUILDING EXTERIOR WALLS.
- 2 PROVIDE TRASH/RECYCLING STORAGE AREA AT SIDE YARD WITH OPAQUE SCREENING PER CITY REQUIREMENTS. PROVIDE OUTDOOR HVAC CONDENSERS AT SIDE/REAR YARD WITH REQUIRED SCREENING.

### SLATE DRAFTING

Slate Drafting  
5806 Grove Ave  
Suite 145  
Richmond, VA 23226

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Slate Drafting's liability, if any, shall be limited to the sale price of the plans

## Two-Family Dwelling Conversion Jeff Roberts

13 E. 33rd St  
Richmond, VA 23224

### Key Plan

Rev	Description	Date
CONSTRUCTION DOCUMENTS		

### ARCHITECTURE

#### EXISTING FLOOR PLAN

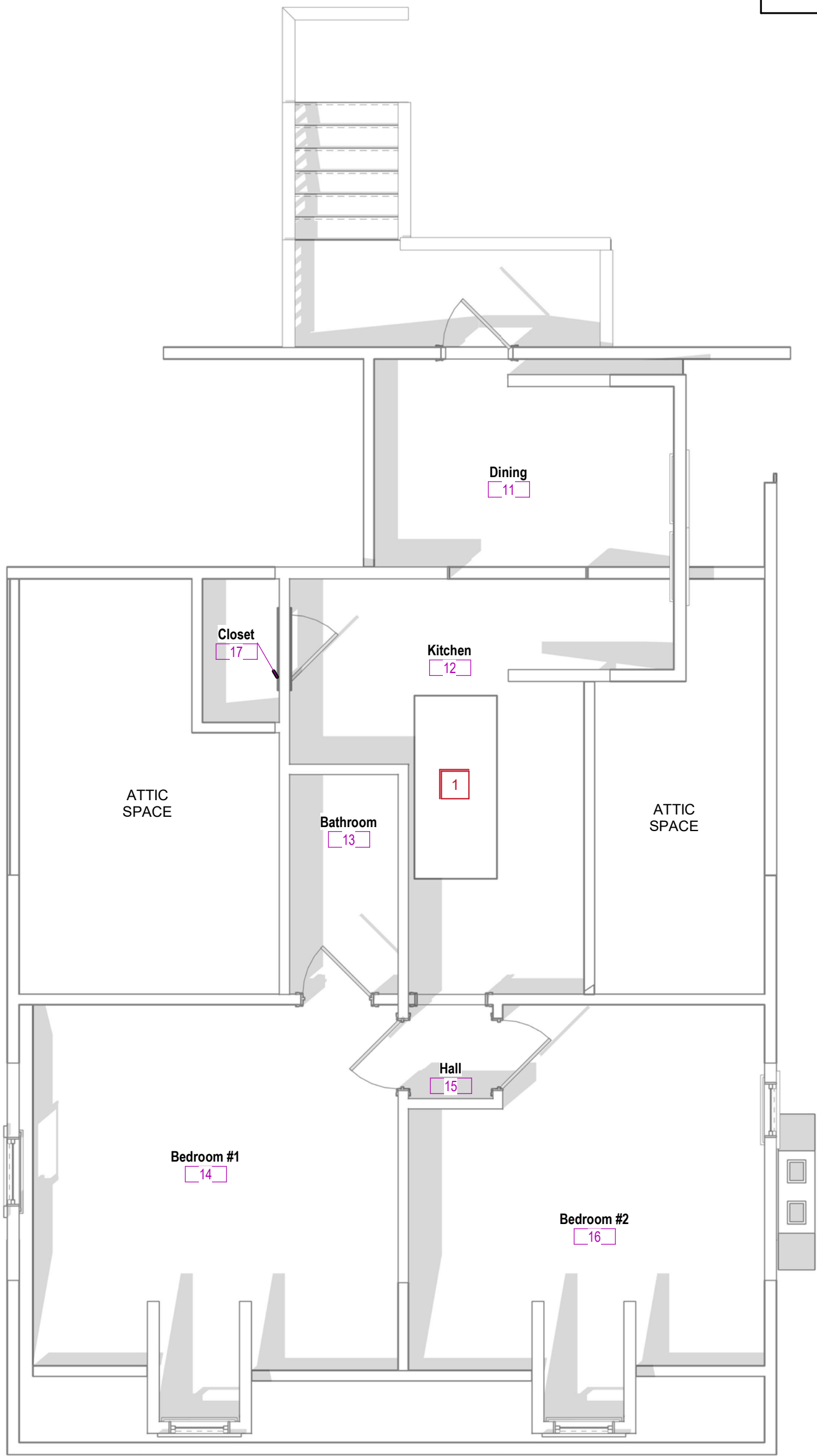
Drawn By: Matthew R. Jones  
Checked By: Checker  
Scale: 1/4" = 1'-0"  
Project #: 314

# A100



1 Proposed First Floor Plan

1/4" = 1'-0"



2 Proposed Second Floor Plan

1/4" = 1'-0"

KEYNOTES

1 EXISTING STAIR OPENING AT SECOND FLOOR TO BE FRAMED IN AND CLOSED. PROVIDE 1-HOUR FIRE-RATED FLOOR/CEILING ASSEMBLY AT INFILL AREA TO MAINTAIN REQUIRED DWELLING UNIT SEPARATION PER 2021 VRC R302.3.

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Two-Family Dwelling  
Conversion  
Jeff Roberts

13 E. 33rd St  
Richmond, VA 23224

Key Plan

Rev	Description	Date
CONSTRUCTION DOCUMENTS		

ARCHITECTURE

PROPOSED FLOOR PLAN

Drawn By: Matthew R. Jones  
Checked By: Checker  
Scale: 1/4" = 1'-0"  
Project #: 314

A101





2 X - EL - North Elevation  
1/4" = 1'-0"



1 X - EL - East Elevation  
1/4" = 1'-0"



4 X - EL - South Elevation  
1/4" = 1'-0"



3 X - EL - West Elevation  
1/4" = 1'-0"

SLATE/DRAFTING

Drawn By: Matthew R. Jones  
Checked By: Checker  
Scale: 1/4" = 1'-0"  
Project #: 314

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Rev	Description	Date

Jeff Roberts

Two-Family Dwelling Conversion

13 E. 33rd St  
Richmond, VA 23224

A200