

INTRODUCED: March 10, 2026

AN ORDINANCE No. 2026-062

To authorize the special use of the property known as 3313 Ellwood Avenue for the purpose of up to one two-family detached dwelling and one dwelling unit within an accessory structure, upon certain terms and conditions.

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

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

PUBLIC HEARING: APR 13 2026 AT 6 P.M.

WHEREAS, the owner of the property known as 3313 Ellwood Avenue, which is situated in a R-48 Multifamily Residential District, desires to use such property for the purpose of up to one two-family detached dwelling and one dwelling unit within an accessory structure, which use, among other things, is not currently allowed by section 30-416.2 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

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

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

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 3313 Ellwood Avenue and identified as Tax Parcel No. W000-1511/007 in the 2026 records of the City Assessor, being more particularly shown on a survey entitled “Survey of 3313 Ellwood,” prepared by Long Surveying, and dated August 22, 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 up to one two-family detached dwelling and one dwelling unit within an accessory structure, hereinafter referred to as “the Special Use,” substantially as shown on of the plans entitled “Site Plan, 3313 Ellwood Avenue, Richmond, Virginia 23221,” “Elevations, 3313 Ellwood Avenue, Richmond, Virginia 23221,” and “Floor Plan, 3313 Ellwood Avenue, Richmond, Virginia 23221,” all prepared by DFC Home Improvement, and dated July 10, 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 up to one two-family detached dwelling and one dwelling unit within an accessory structure, substantially as shown on the Plans.

(b) The height of the Special Use shall be substantially as shown on the Plans.

(c) All building elevations and site improvements shall be substantially as shown on the Plans, subject to the applicable regulations of Chapter 30, Article IX, Division 5 of the Code of the City of Richmond (2020), as amended.

(d) All mechanical equipment serving the Property shall be located or screened so as not to be visible from any adjacent 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 19, 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 3313 Ellwood Avenue for the purpose of one two-family detached dwelling and one dwelling unit within an accessory structure, upon certain terms and conditions.

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

**PURPOSE:** The applicant is requesting to convert a shed in the rear yard of a two-family detached dwelling into an accessory dwelling unit. ADU's are not allowed by-right on the same parcel as two-family dwellings, therefore, a special use permit is required.

**BACKGROUND:** The property is located in the Carytown neighborhood on Ellwood Ave, between South Crenshaw Ave and S Dooley Ave. The property is currently a 4,050 sq. ft. (.093 acre) 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..."

Primary Uses: Single-family houses, accessory dwelling units, duplexes, small multi-family buildings (typically 3-10 units), and open space. Secondary Uses: Large multifamily buildings (10+units), retail/office/personal service, institutional, cultural, and government."

The current zoning for this property is R-48 Multifamily Residential. Adjacent properties are located within the same R-48 and UB Urban Business zoning districts. The area is generally multi family residential, with some single family residential and small, neighborhood commercial uses present in the vicinity. The density of the proposed is three units upon .093 acres or approximately 17 units per acre.

**COMMUNITY ENGAGEMENT:** The Museum District Association and Fan Area Business Alliance were 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:** March 10, 2026

**CITY COUNCIL PUBLIC HEARING DATE:** April 13, 2026

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Planning Commission April 7, 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: 3313 Ellwood Ave. Richmond, Virginia 23221 APARTMENT NO/SUITE \_\_\_\_\_

APPLICANT'S NAME: Mei Liu EMAIL ADDRESS: 

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

SUBJECT PROPERTY OR PROPERTIES: 3313 Ellwood Ave. Richmond, Virginia 23221

**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

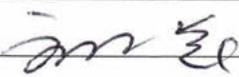
Signing this affidavit acknowledges that you, as the owner or lessee of the property, authorize the above applicant to submit the above selected application/s on your behalf.

PROPERTY OWNER: Mei Liu

PROPERTY OWNER ADDRESS: 3313 Ellwood Ave. Richmond, Virginia 23221

PROPERTY OWNER EMAIL ADDRESS: 

PROPERTY OWNER PHONE NUMBER: 8048339990

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.

# APPLICANT'S REPORT

## ADU Special Use Permit Application

Property Address: 3313 Ellwood Avenue, Richmond, VA 23221

---

### APPLICANT INFORMATION

Property Owners: Mei Liu

Applicant's Name: Brian Stone (DFC Home Improvement)

Applicant's Phone: 3012379555

Contact Address: 3313 Ellwood Avenue, Richmond, VA 23221

Contact Phone: 8048339990

Date: Aug 1, 2025

### PROJECT SUMMARY

This application requests approval for a Special Use Permit (SUP) to convert an existing detached garage into an Accessory Dwelling Unit (ADU) at the above-referenced address, located within the City of Richmond. The proposed renovation will transform an underutilized structure into a code-compliant, self-contained residential unit while preserving the integrity and character of the neighborhood.

### INTENT AND PURPOSE

The purpose of this project is to create a functional and livable secondary dwelling unit that supports:

- Housing flexibility and affordability
- Multi-generational living
- Increased housing supply within the existing footprint

This aligns with the City of Richmond's broader goals of encouraging infill development and increasing housing diversity while minimizing neighborhood disruption.

## **Scope of Work**

The garage, currently used for storage, will be fully converted into a 354.56-square-foot ADU. The scope includes:

- Framing for new bathroom and closet
- Plumbing rough-ins for a full bathroom and a compact kitchen (with stove, microwave, sink, and refrigerator)
- Installation of a new mini-split HVAC unit
- Replacement of the garage door with a new framed wall and exterior door
- Addition of three new windows
- Construction of a new 64-square-foot deck for outdoor access
- Interior finishes to define a living area, bath, and kitchen for independent use

The design preserves the original garage footprint and complies with current setback requirements, ensuring minimal impact on adjacent properties.

## **NEIGHBORHOOD IMPACT AND COMPATIBILITY**

The ADU will not alter the existing lot coverage substantially and will maintain a residential appearance. Its modest scale ensures that the structure remains visually subordinate to the primary dwelling.

Benefits to the neighborhood include:

- Providing an attractive and efficient housing option
- Allowing for extended family or caregiver housing without new construction footprint
- Supporting the city's Comprehensive Plan goals related to housing choice, density, and affordability

Parking demand will not significantly increase, and the existing driveway and on-street capacity are expected to adequately accommodate any changes.

## **CONCLUSION**

This proposed conversion represents a thoughtful and beneficial reuse of an existing structure. By adding a compact and independent residential unit, the project supports Richmond's planning goals, contributes to housing diversity, and respects the established neighborhood character.

We respectfully request approval of the Special Use Permit to proceed with the conversion of the detached garage into an ADU at 3313 Ellwood Avenue.

Respectfully submitted,

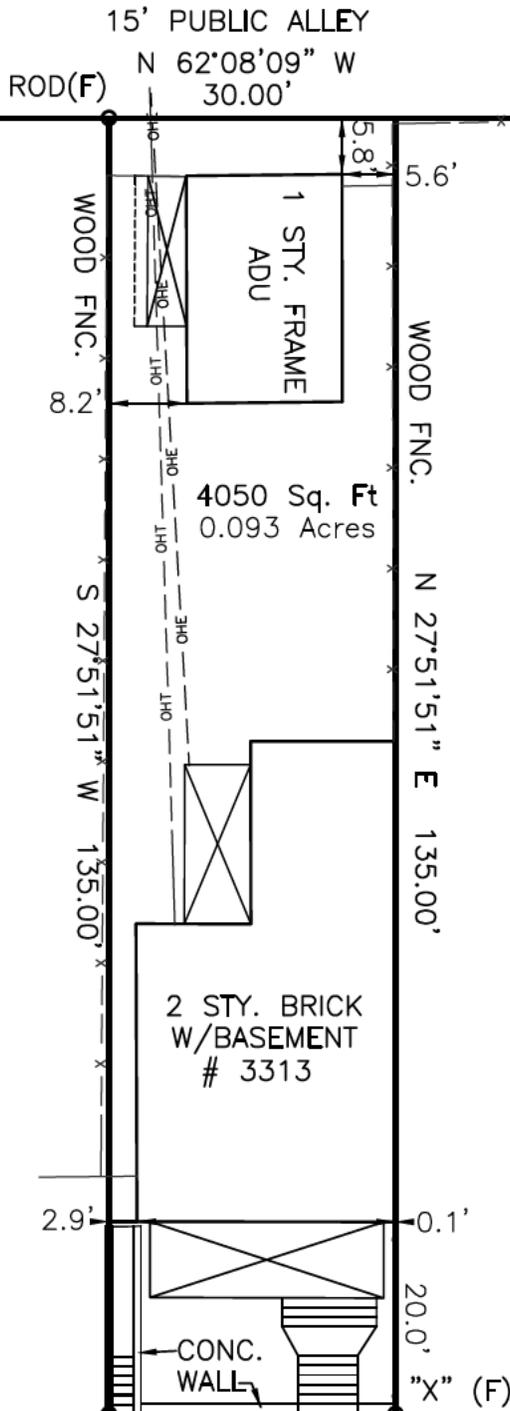
**Brian Stone**

DFC Home Improvement, *CEO*  
3012379555

**Mei Liu**

*Property Owners*  
3313 Ellwood Avenue, Richmond, VA 23221  
Phone: 8048339990

- 1) THIS PARCEL IS NOT IN A FEMA DEFINED FLOOD ZONE
- 2) THIS SURVEY IS BASED ON CURRENT FIELD WORK
- 3) THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT. ALL ENCUMBERANCE MAY NOT BE SHOWN.



ROD(F) S 62°08'09" E 30.00' 150.0' TO E/L OF S. CRENSHAW AVE.

# ELLWOD AVE

66'± PUBLIC R/W

# SURVEY OF 3313 ELLWOOD

LONG SURVEYING, LLC  
 4650 FACTORY MILL ROAD  
 MAIDENS, VA 23012  
 804-314-5620

CITY OF RICHMOND  
 VIRGINIA

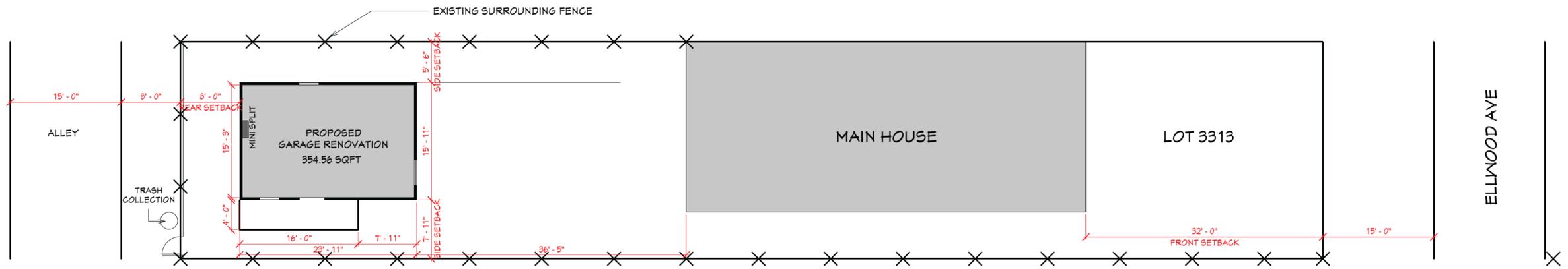
AUG. 22. 2025  
 SCALE: 1"=20'

REV.	DATE	DESCRIPTION

JULY 10, 2025

**SITE PLAN**  
 3313 ELLWOOD AVENUE,  
 RICHMOND, VIRGINIA 23221

CITY OF RICHMOND



1 RENOVIATION  
**SITE PLAN**  
 SCALE 1/8"=1'-0"

**SCOPE OF WORK**

- FRAMING FOR NEW BATHROOM
- FRAMING FOR NEW CLOSET
- PLUMBING ROUGH IN FOR KITCHEN
- PLUMBING ROUGH IN FOR FULL BATHROOM
- NEW MINI SPLIT UNIT
- NEW DECK BUILD
- ADDED 1 EXTERIOR DOOR
- ADDED 3 NEW WINDOWS
- GARAGE DOOR REMOVED - FRAMED NEW EXTERIOR WALL TO ENCLOSE SPACE



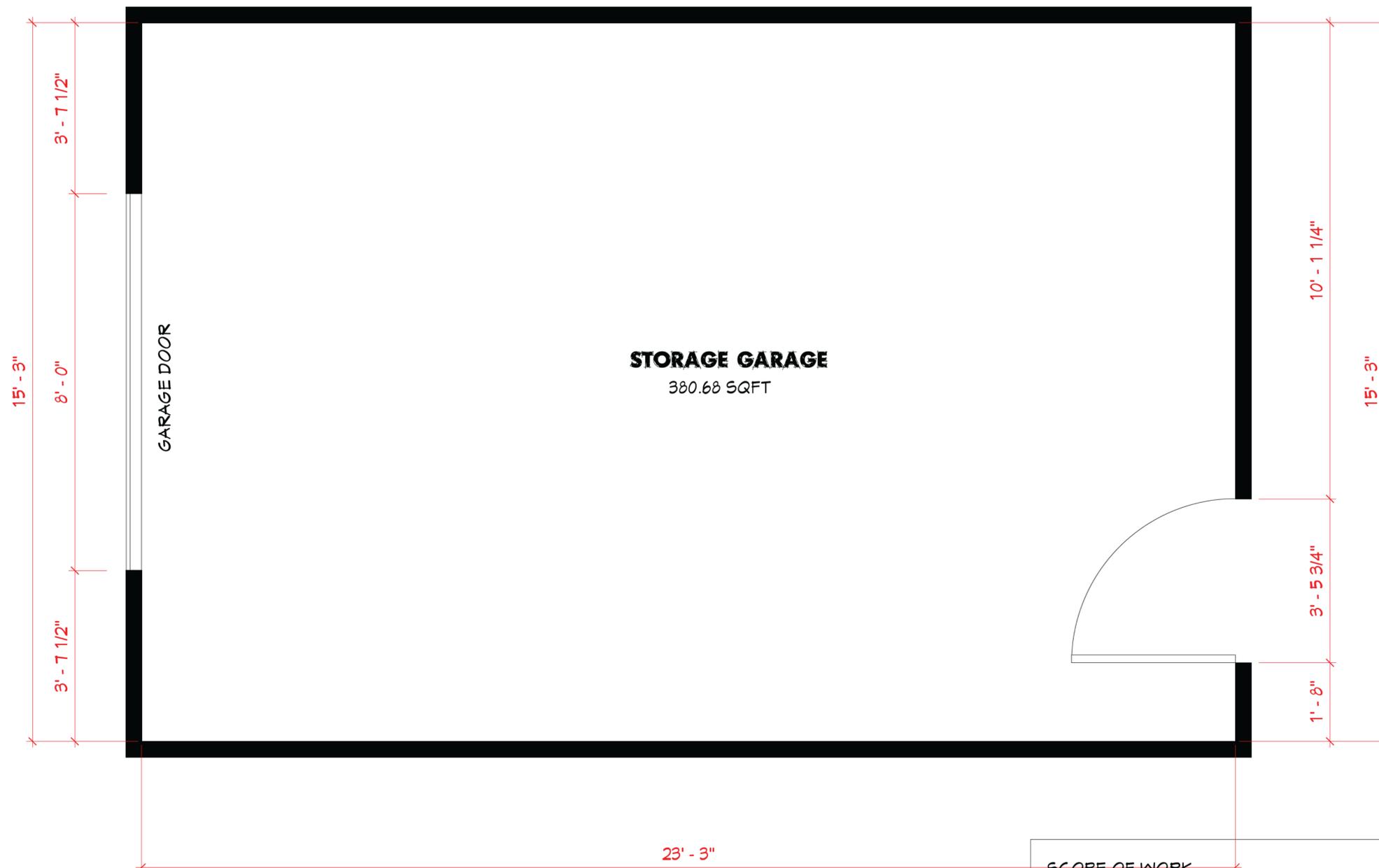
REV.	DATE	DESCRIPTION

JULY 10, 2025

# FLOOR PLAN

3313 ELLWOOD AVENUE,  
RICHMOND, VIRGINIA 23221

CITY OF RICHMOND



**STORAGE GARAGE**  
380.68 SQFT

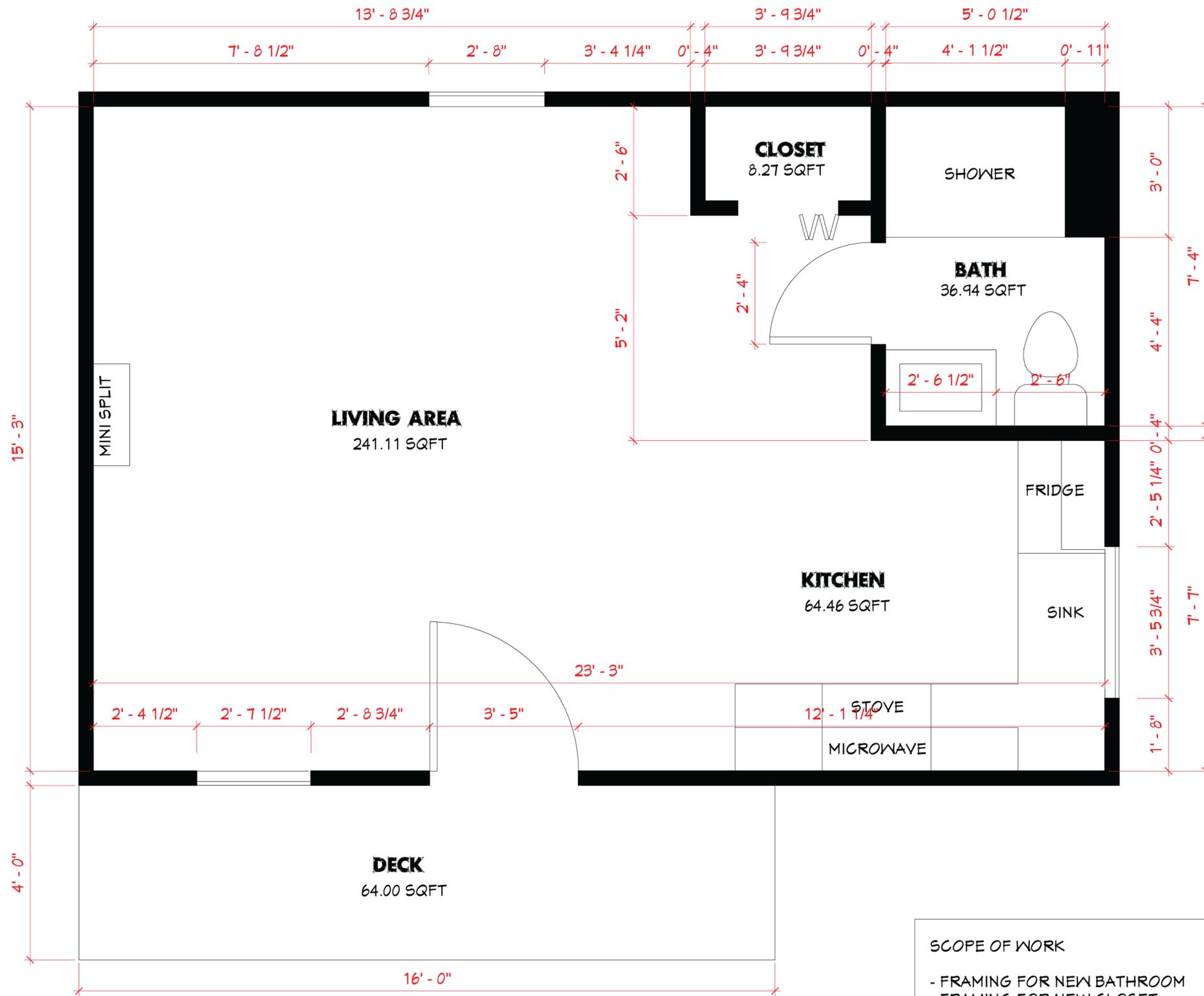
GARAGE DOOR

**SCOPE OF WORK**

- FRAMING FOR NEW BATHROOM
- FRAMING FOR NEW CLOSET
- PLUMBING ROUGH IN FOR KITCHEN
- PLUMBING ROUGH IN FOR FULL BATHROOM
- NEW MINI SPLIT UNIT
- NEW DECK BUILD
- ADDED 1 EXTERIOR DOOR
- ADDED 3 NEW WINDOWS
- GARAGE DOOR REMOVED - FRAMED NEW EXTERIOR WALL TO ENCLOSE SPACE

1 RENOVIATION  
**EXISTING FLOOR PLAN**  
SCALE 3/4"=1'-0"





1 RENOVAION PROPOSED FLOOR PLAN SCALE 3/4"=1'-0"

- SCOPE OF WORK**
- FRAMING FOR NEW BATHROOM
  - FRAMING FOR NEW CLOSET
  - PLUMBING ROUGH IN FOR KITCHEN
  - PLUMBING ROUGH IN FOR FULL BATHROOM
  - NEW MINI SPLIT UNIT
  - NEW DECK BUILD
  - ADDED 1 EXTERIOR DOOR
  - ADDED 3 NEW WINDOWS
  - GARAGE DOOR REMOVED - FRAMED NEW EXTERIOR WALL TO ENCLOSE SPACE

REV.	DATE	DESCRIPTION

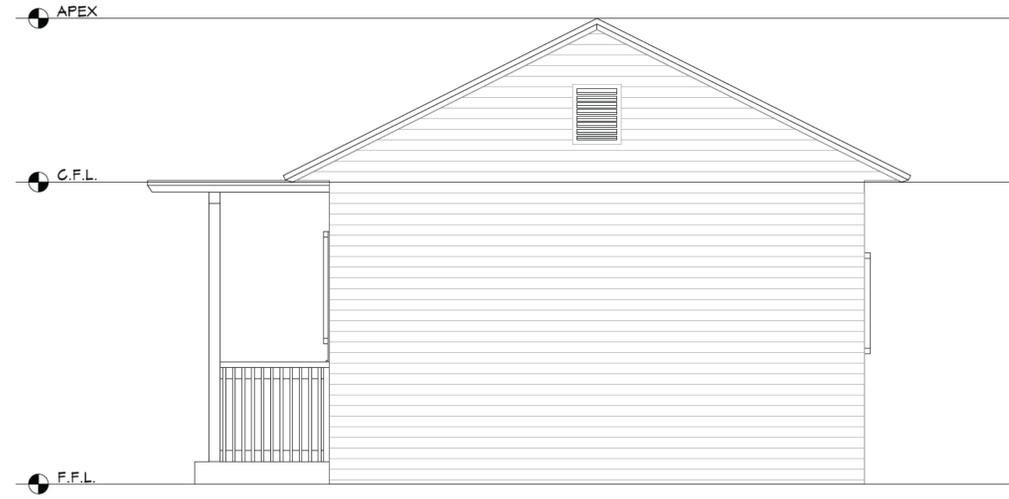
**FLOOR PLAN**  
 3313 ELLWOOD AVENUE,  
 RICHMOND, VIRGINIA 23221

CITY OF RICHMOND JULY 10, 2025

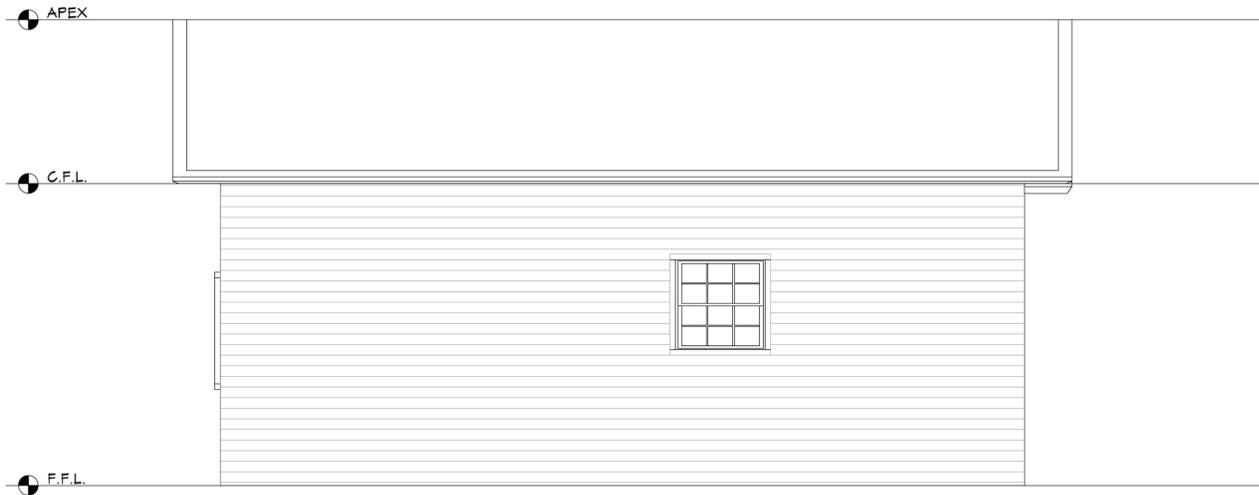




**1 FRONT ELEVATION**  
SCALE 3/8"=1'-0"



**2 RIGHT-SIDE ELEVATION**  
SCALE 3/8"=1'-0"



**3 REAR ELEVATION**  
SCALE 3/8"=1'-0"



**4 LEFT-SIDE ELEVATION**  
SCALE 3/8"=1'-0"

- SCOPE OF WORK**
- FRAMING FOR NEW BATHROOM
  - FRAMING FOR NEW CLOSET
  - PLUMBING ROUGH IN FOR KITCHEN
  - PLUMBING ROUGH IN FOR FULL BATHROOM
  - NEW MINI SPLIT UNIT
  - NEW DECK BUILD
  - ADDED 1 EXTERIOR DOOR
  - ADDED 3 NEW WINDOWS
  - GARAGE DOOR REMOVED - FRAMED NEW EXTERIOR WALL TO ENCLOSE SPACE

A1.6

REV.	DATE	DESCRIPTION

JULY 10, 2025

**ELEVATIONS**  
3313 ELLWOOD AVENUE,  
RICHMOND, VIRGINIA 23221

CITY OF RICHMOND

