



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** 2811 Grove Ave Date: 1/8/20  
 Property Address: \_\_\_\_\_  
 Tax Map #: \_\_\_\_\_ Fee: \_\_\_\_\_  
 Total area of affected site in acres: \_\_\_\_\_

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

**Zoning**

Current Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Removal of verbiage  
Stating dwelling must  
be owner occupied -  
instead - state that tenant  
can be designated by  
owner.

**Proposed Use**

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

Existing Use: Verbiage change in current SUP. Single (owner operated) dwelling as a bed & breakfast

Is this property subject to any previous land use cases?

Yes  No  If Yes, please list the Ordinance Number: \_\_\_\_\_

**Applicant/Contact Person:** Melinda Fields  
 Company: Virginia Museum of Fine Arts Foundation / Serenity 7 Restoration  
 Mailing Address: 2811 Grove Avenue  
 City: Richmond State: VA Zip Code: 23221  
 Telephone: (804) 359-2332 Fax: \_\_\_\_\_  
 Email: melinda.fields@vmfa.museum

**Property Owner:** Virginia Museum of Fine Arts Foundation  
 If Business Entity, name and title of authorized signee: Melinda Fields

(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: 2811 Grove Avenue  
 City: Richmond State: VA Zip Code: 23221  
 Telephone: (804) 359-2332 Fax: \_\_\_\_\_  
 Email: melinda.fields@vmfa.museum

**Property Owner Signature:** [Signature]

The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. **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)

# Museum District B & B

VMFAF

Museum District B&B  
2811 Grove Avenue  
Richmond, VA 23221

**David Watson, AICP**  
**Senior Planner**

Department of Planning and Development Review  
900 E. Broad St., Room 511  
Richmond, VA 23219  
Office: 804-646-1036

Dear David,

Here is the list of changes we would like to have adjusted in this Special Use Permit. I have given page # and paragraph letter.

Page 3 and Paragraph D:

The use of the building shall be as an Owner-Designated Innkeeper single-family dwelling, with three (3) tourist home lodging units. Two (2) of the lodging units, identified as the "Luxury Suite" and Upstairs Front Suite" on the attached plans, shall be located within the main building. One (1) lodging unit, identified as the "Carriage House Guest Suite" on the attached plans, may be located in the carriage house. No more than two guest shall be permitted per tourist home bedroom unit, except that any child under twelve (12) shall not be counted as guest. Meals may be served to guest at anytime during their stay.

We believe that due to House Bill 552 we can now eliminate the statement that No meal other than breakfast may be served to guests, as it provides Bed and Breakfast establishments to serve meals at any time as long as they are served only to guest



Page 3 and Paragraph E:

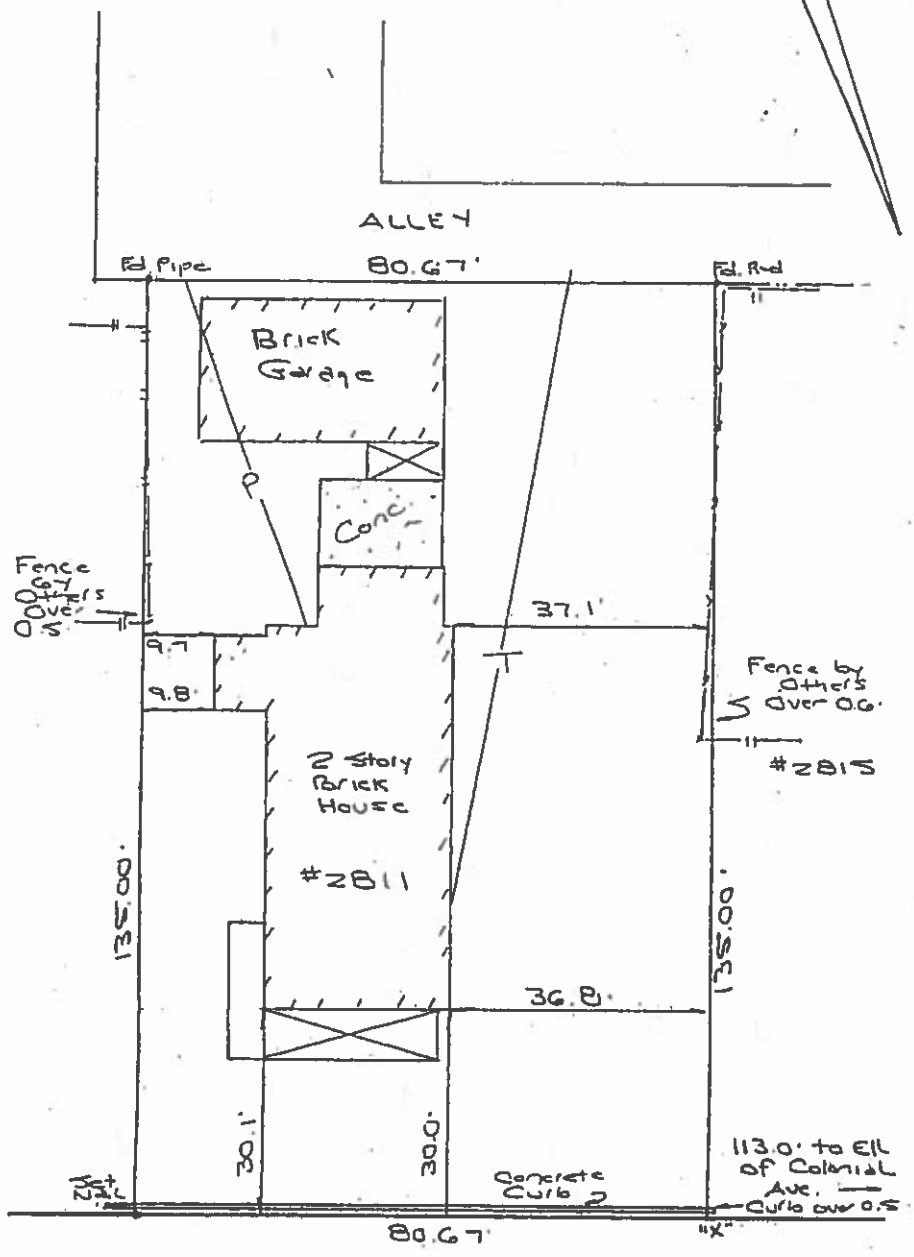
Functions such as small social events not to exceed 15 guests shall be permitted on the property. These events can be catered only by the Bed and Breakfast Innkeeper or the Virginia Museum of Fine Arts. No DJ's allowed and parking will be handled by Virginia Museum of Fine Arts. Events such as these must also end by 9pm. No other commercial enterprise, including catering or restaurant operations shall be operated on a for profit basis, shall be permitted on the premises.

Warm regards,

**Melinda D. Fields**  
Museum District B&B Innkeeper

This is to certify that on 8-17-00 Thomas & Associates made a field survey of the premises shown hereon; that to the best of my knowledge and belief all improvements and visible evidence of easements are shown hereon, that there are no encroachments by improvements either from adjoining premises, or from subject premises upon adjoining premises other than as shown hereon. According to the current respective National Flood Insurance Program rate map, this house is located within zone C  
 Power is  underground,  overhead; Telephone is  underground,  overhead.  
 New  Percent complete     %, Old  By F.T.J.

Re: Anna L. + James M. Currence



**GROVE AVENUE**

Improvements on Premises Known as  
 #2811 Grove Avenue in Richmond, Va.



DATE: 8-17-00

SCALE: 1" = 20'

FILE: Rich-165W

THOMAS AND ASSOCIATES  
 CERTIFIED LAND SURVEYORS  
 RICHMOND, VIRGINIA

THIS PLAT WAS MADE WITHOUT THE BENEFIT OF A TITLE SURVEY OR REPORT.

BOOK NO. 120-9

117 1 44