



## 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: \_\_\_\_\_ Date: \_\_\_\_\_

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: \_\_\_\_\_

### Proposed Use

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

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

Is this property subject to any previous land use cases?

Yes

No

☐☐

If Yes, please list the Ordinance Number: \_\_\_\_\_

**Applicant/Contact Person:** \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_(\_\_\_\_\_) \_\_\_\_\_ Fax: \_(\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

If Business Entity, name and title of authorized signee: \_\_\_\_\_

(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: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_(\_\_\_\_\_) \_\_\_\_\_ Fax: \_(\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**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. **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)



November 18, 2022

To Whom It May Concern:

Fifth Street has agreed to partner with the City to operate the FY23 Inclement Weather Shelter (IWS). Our proposed Inclement Weather Shelter (IWS) will not be detrimental to the safety, health, morals, and general welfare of the community involved. Fifth Street Baptist Church has been in existence for 142 years and has a history of serving those in need. Fifth Street, its leaders, members, staff, volunteers, and those hired specifically to support 30 unhoused men nightly will work to ensure that the shelter will run to the highest standard while supporting the residents and surrounding community.

Our proposed Inclement Weather Shelter (IWS) will not create congestion in streets, roads, alleys, and other public places in the area involved. Fifth Street has experience in serving the unhoused. We successfully partnered with CARITAS for almost 20 years both in-house and at The Healing Place, once the men were relocated there. We housed 30 individuals for one week each year. Our guests would arrive each evening between 6:00 and 7:00 p.m. and depart each morning at 5:30 a.m. Fifth Street's Security Ministry & Street Outreach Ministry will partner with the City to prevent all congestion and loitering. The security ministry at Fifth Street is under the leadership of two experienced individuals. The leader retired from the State Department of Corrections where he was Unit Manager at Greenville Correctional Center. The assistant retired from the City Sheriff's Department. We will also be partnering with our local police precinct and an outside licensed security company. The church will also assist residents with transportation from the site for appointments, jobs, etc.

Our proposed Inclement Weather Shelter (IWS) will not create hazards from fire, panic, or other dangers. Fifth Street will partner with the City's Building Inspector and Fire Marshall to ensure our facilities are safe and free of any hazards. All recommendations will be implemented. We have multiple ingress and egress and options identified.

Our proposed Inclement Weather Shelter (IWS) will not cause overcrowding of land and an undue concentration of population. Fifth Street's main campus is located on .803 acres of land. We are proposing to house only 30 men within our large educational facility.

Our proposed Inclement Weather Shelter (IWS) 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. We will use the professional security team and staff to ensure operations do not adversely affect the area public or private schools, parks, and playgrounds.

FOUNDED BY FAITH FOCUSED ON FAMILY

**Rev. F. Todd Gray, Pastor**

**ADDRESS:** 2800 Third Avenue – Richmond, Virginia 23222 • **CHURCH OFFICE:** 804-321-5115 • **FAX:** 804-321-8275

**VISIT US AT [FIFTHSTREETBAPTIST.ORG](http://FIFTHSTREETBAPTIST.ORG)**

Our operations plan includes adequate water and sewage disposal as well as transportation from the site. Fifth Street has diligently worked to "Bring the Kingdom to the Community" through various projects including our monthly food pantry, clothes closet, Child Development Center, Thanksgiving basket giveaway, and Angel Tree project.

Our proposed Inclement Weather Shelter (IWS) will not interfere with adequate light and air. While Fifth Street has implemented some outdoor lighting upgrades, several beautification, renovation, and energy efficient updates are planned for this project.

Craig Watson, Church Administrator, will be the emergency contact for our Inclement Weather Shelter. He will be available 24 hours a day and can be reached at (804) 728-9545 in case of emergency.

Fifth Street's designated housing space for the unhoused guests is a permanent structure with multiple access control points. The Church Administrator met David L. Alley, Commissioner of Buildings, to review the proposed Inclement Weather (IWS) site to identify the ideal space for housing our guests. The planned space for housing our guests will be the finished basement in our educational wing. Within the basement we have plans to renovate all areas to meet the needs of the City and exceed the expectations of the residents. Architects and contractors will be hired to renovate and beautify two (2) large multi-purpose spaces. We will have a kitchenette with a dining area, intake/office spaces to conduct private screenings and wellness support, reception space for staff, lockers and showers for guests, a minimum of 3 commercial restrooms. Our HVAC system will be upgraded to provide for heating and air conditioning needs to prepare us for year-round services. Our food preparation area will be done both off-site by licensed caterers and in our commercial kitchen. In partnership with our local fire department, security company to ensure the appropriate smoke alarms, carbon monoxide alarms and fire extinguishers are installed.

We are a faith-based organization in its 142nd year of existence. We are in the Historic Chestnut Hill Area of Highland Park. We have been led by Rev. F. Todd Gray for the past 27 years. During his tenure we have built The GRACE (God's Redemptive & Community Empowerment) Center, a 10,000 sq. ft. facility, which houses a Child Development Center and Conference & Catering Facility. Our mission is "We are a family, winning the world to Christ through worship, word, and work." (Acts 2:42-47). Our purpose is to grow a Christian family by winning the world to Christ by empowering people through the Worship of God, equipping people in the Word of God to fulfill their calling in the Work of God. We believe that we should share the goodness of God with our community and our world. Through educational opportunities, community involvement and collaboration with service organizations we seek to bring the Kingdom to our community, our city, our state, our nation, and world. Our internal organizations are established to facilitate our outside activities.

Fifth Street has many years of experience with providing shelter to the unhoused as we successfully partnered with CARITAS for almost 20 years both in-house and at The Healing Place, once the men were relocated there. We housed 30 individuals for one week each year. Our guests would arrive each evening between 6:00 and 7:00 p.m. and depart each morning at 5:30 a.m. During their stay they were provided 2 meals (dinner and breakfast), snacks, and lunches to take with them. Our ministries provided

activities and fellowship during the week. We partnered with the YMCA and Trinity Life Center to provide showers during their stay. Our participation was completely funded and sponsored by the ministries of the church. Members whose occupations are barbers and cosmetologists provided free services to our guests.

The anticipated days and hours of operation will be Sunday through Saturday from 5:00 p.m. - 8:00 a.m. This will last from the opening date, which was anticipated to begin on Nov 1, 2022, through April 15, 2023. The maximum number of intended overnight guests will be 30 men, the most allowed by R-6 zoning ordinance.

The requirements for the shelter will follow the guidelines as outlined in the Notice of Funding Availability (NOFA) to benefit low- and moderate-income persons as defined by HUD.

As a new service provider, we will partner with the other Inclement Weather Shelters and previous awardees to ensure that our shelter is effective. The “Fifth Street Wellness Retreat”, the name of our Inclement Weather Shelter, will be staffed with the following personnel:

**Project Director – Hybrid Position (1 person)**

- Reports directly to the Church Administrator
- Oversees the day-to-day operation of the project
- Maintains the budget of the project
- Reports as appropriate to City of Richmond
- Reports all incidents to appropriate church staff
- Report’s progress to church leaders – Pastor, Administrator, Executive Committee
- Serves as backup to intake staff
- Must be available by phone during operational hours
- Must be available to travel to site as needed

**Assistant Project Director – Hybrid Position (1 person)**

- Reports directly to the Project Director
- Serves as backup to the Project Director
- Submits all project related reports to the City of Richmond
- Serves as backup to intake staff
- Must be available by phone during operational hours
- Must be available to travel to site as needed

**Security Manager (1 per night)**

- Reports directly to the Project Director
- Oversees the safety of the building
- Manages the security staff to ensure campus coverage
- Responsible for controlling loitering around campus
- Reports all incidents to appropriate church staff – i.e., Project Director, Fifth Street Security

**Security Officer (2 per night)**

- Reports directly to the Security Manager
- Manages safety of the building
- Responsible for controlling loitering around campus
- Reports all incidents to the Security Manager

**CNA (2 per night)**

- Reports directly to Project Director
- Responsible for assessing and monitoring ill residents
- Reports all incidents to Project Director

**Intake Staff (2 per night)**

- Reports directly to Project Director
- Responsible for keying resident information into system
- Responsible for communicating bed space with other sites
- Responsible for distributing retreat guidelines to residents
- Responsible for distributing meal tickets to residents

**Caterer (1 per day)**

- Reports directly to Project Director
- Responsible for preparing and boxing meals for residents at assigned times

**Meal Monitors (2 per day)**

- Reports directly to Project Director
- Responsible for collecting meal tickets and distributing meals to residents

**Retreat Monitor (2 per night)**

- Reports directly to Project Director
- Responsible for activities with residents
- Assist's meal monitors as needed

- Other duties as assigned

**Outreach Team (several working throughout the project)**

- Reports directly to Project Director
- Responsible for distributing retreat information to unhoused in the area
- Responsible for controlling loitering around campus
- Responsible for coordinating efforts with established partners

A certified cleaning service will be hired to ensure deep cleaning, including Covid sanitation, is done each morning after our guests leave. Those who exhibit any type of illness will be housed on a separate floor, to manage the risks of spreading communicable diseases, and cared for by a CNA. Meals will be prepared and served on a scheduled basis. Breakfast, dinner, and a snack will be prepared on a nightly basis. On the days of inclement weather 3 meals, including lunch, and an additional snack will be furnished. Intake will be done at a centralized location, separate from the sleeping, dining, and entertainment areas. Security will be outsourced and performed by licensed and certified officers. Partnering with Capital Area Health Network, Rubicon, and The Daily Planet and others will allow us to provide physical, mental, and substance abuse counseling, if needed, for our guests.

Fifth Street anticipates participating in the Greater Richmond Continuum of Care coordinated entry system. We have budgeted for the purchase of tablets for our intake staff.

Respectfully Submitted,



Craig L. Watson, Church Administrator



Rev. F. Todd Gray, Pastor

Enclosed: Church Bylaws