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### **Sec. 30-698.3. Approvals.**

- (a) Prior to the establishment of an emergency housing, transitional housing, or permanent supportive housing use, whether principal or accessory, the owner, tenant, or operator of such building, structure, or premises shall obtain a certificate of zoning compliance in accordance with the conditions specified in this division and in article X, division 3 of this chapter.
- (b) Within seven days of receipt of the materials described in section 30.698.3(d) for a certificate of zoning compliance for an emergency housing, a transitional housing, or a permanent supportive housing use, the Zoning Administrator shall provide written notice of such application to:
  - (1) All owners of real property within 150 feet of the applicant's property;
  - (2) The Council member representing the district in which the applicant's property is located; and
  - (3) At least one civic or neighborhood association established in accordance with applicable law that advocates for the district or area in which the applicant's property is located and of which the Zoning Administrator has actual knowledge.
- (c) A Certificate of Zoning Compliance for an emergency housing use shall be valid for one (1) year. If a property owner with a valid Certificate of Zoning Compliance for emergency housing seeks to continue such use for one (1) additional year, the property owner shall submit all documentation to the City, as specified in this Division, no later than sixty (60) days prior to the date of expiration of its Certificate of Zoning Compliance to ensure timely issuance of a new Certificate of Zoning Compliance, provided property owner satisfies all other conditions for such issuance.
- (d) Issuance of a Certificate of Zoning Compliance for an emergency housing, transitional housing, permanent supportive housing, or social service delivery use shall be subject to (i) approval by the Director of Planning and Development Review of a plan of development, in accordance with Article X, Division 4 of this Chapter, in the event building permits are needed to engage in such use, and (ii) submittal to the Zoning Administrator of a filing that shall include, at minimum, the location and description of the following, including an operations information statement as described below:
  - (1) The parcel and all buildings and structures thereon, both permanent and temporary;
  - (2) Access control points and any fencing and screening for the parcel and all buildings and structures;
  - (3) The use and occupancy of each room or space inside a building or structure, including accommodations for sleeping, accommodations for sanitary health and hygiene (e.g. sinks, toilets, latrines, showers, or washing stations); and accommodations for food preparation;
  - (4) The size of emergency ingress points, egress points, and evacuation routes;
  - (5) Smoke alarms, carbon monoxide alarms, and fire extinguishers; and
  - (6) An operations information statement that shall include, at minimum, the following:
    - a. The name of the operating entity, its articles of incorporation or similar organizational document and its bylaws, if any, and a statement of the operating entity's experience providing emergency housing, transitional housing, permanent supportive housing, or social service delivery;
    - b. Anticipated dates, days, and hours of operation;
    - c. Maximum intended number of overnight occupants, which shall at all times be in compliance with all applicable provisions of building, fire, health, and zoning codes;
    - d. List of requirements for admission of occupants;

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- e. Description of each staff position, qualifications necessary for each position, and a statement of the anticipated number of staff serving in such positions;
  - f. Statement of intention, or not, to provide occupants meals, minor medical care, job counseling, substance abuse counseling, and services to help occupants transition to more permanent housing, and if so, whether provision of each will be on or offsite; and
  - g. Statement of intention, or not, to participate in the Greater Richmond Continuum of Care coordinated entry system.

( Ord. No. 2020-261, § 2, 3-8-2021 )