

INTRODUCED: October 8, 2018

AN ORDINANCE No. 2018-276

To amend and reordain City Code § 30-1020.3, concerning the issuance of certificates of zoning compliance, for the purpose of requiring that all certificates of zoning compliance and zoning confirmation letters and applications filed therefor be published on the City's website within two working days after such issuance and filing.

Patron – Mr. Agelasto

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: NOV 13 2018 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That section 30-1020.3 of the Code of the City of Richmond (2015), as amended, be and is hereby **amended** and reordained as follows:

Sec. 30-1020.3. Issuance.

No certificate of zoning compliance shall be issued by the Zoning Administrator unless the Zoning Administrator is satisfied, after inspection of the building, structure or premises involved, that all applicable sections of this chapter are met. Within two working days after the filing of an application for a certificate of zoning compliance or a letter of zoning confirmation,

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: DEC 17 2018 REJECTED: _____ STRICKEN: _____

the Zoning Administrator shall cause such application to be published on the City's website.
Within two working days after the Zoning Administrator issues a certificate of zoning
compliance or a letter of zoning confirmation, the Zoning Administrator shall cause such
certificate of zoning compliance or letter of zoning confirmation to be published on the City's
website.

§ 2. This ordinance shall be in force and effect upon adoption.



Lou Brown Ali
Council Chief of Staff

Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

RECEIVED

SEP 27 2018

Ordinance/Resolution Request

OFFICE OF CITY ATTORNEY

TO Allen Jackson, City Attorney

THROUGH Lou Brown Ali, Council Chief of Staff *MKB on Behalf*

FROM Charles M. Jackson, Council Budget Analyst *CJ*

COPY Parker Agelasto, 5th District Council Member
Amy Robins, 5th District Liaison
Meghan K. Brown, Deputy Council Chief of Staff *MKB*
Haskell Brown, Deputy City Attorney

DATE September 27, 2018

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TITLE To Require Certificates of Zoning Compliance (CZC) and Zoning Confirmation Letter (ZCL) be published on the City's website

This is a request for the drafting of an

Ordinance ☒

Resolution ☐

REQUESTING COUNCILMEMBER/PATRON

Councilman Agelasto

SUGGESTED STANDING COMMITTEE

Land use, Housing and Transportation

ORDINANCE/RESOLUTION SUMMARY

The patron requests an ordinance to amend the City's zoning ordinance to require that all Certificates of Zoning Compliance and Zoning Confirmation Letters be published on the City's website within two business days after issuance.

BACKGROUND

To develop or reuse property that has been zoned, individuals must obtain a certificate of zoning compliance (CZC) from the City's Zoning Administration Office. A CZC is a certification issued by the Zoning Administration Office that certifies conformance with the City's **Zoning Ordinance**. A CZC is required for any use of land, building or structures, other than an existing single-family dwelling or an individual residential unit (apartment) within multi-family buildings.

A Zoning Confirmation Letter (ZCL) is a letter indicating conformance with city zoning regulations and is typically requested by lenders, title companies, attorneys and/or prospective purchasers of properties and/or requested for properties undergoing re-financing arrangements. Reviews for A ZCL typically includes the verification of use, density and subdivision, "buildability" of a property or "lot-splits" of property. In the City of Richmond, administration and final oversight of the zoning certification process and zoning confirmation, is

performed solely by the City's Planning and Development Review Department. However there are no current processes in place to readily allow public access to the documents online.

On September 24, 2018, City Council adopted Resolution No. 2018-R068, which initiated this amendment. This ordinance would require that all completed certificates of zoning compliance and zoning certification letters be published on the City's website—thus allowing general public access.

FISCAL IMPACT STATEMENT

Fiscal Impact Yes ☐ No ☒

Budget Amendment Required Yes ☐ No ☒

Estimated Cost or Revenue Impact:

No expected impact.

Attachment/s Yes ☐ No ☒