

**Town of Richmond  
Development Review Board  
Staff Report  
December 3, 2020**

**Tom Juiffre (Applicant) and Court Street Associates (Owner)** - Application 2020-158 for Conditional Use Review for a free-standing sign on the property located at 191 East Main St, Parcel ID EM0191, in the Residential/Commercial (R/C) Zoning District.

**SUBMITTALS:**

- A. Cover Letter and Conditional Use Application, dated 11/9/20
- B. Sign Design, prepared by Tom Juiffre, dated 11/9/20
- C. Sign Placement, prepared by Tom Juiffre, dated 11/9/2020

**PROCEDURAL INFORMATION:**

As per the Notice Requirements, a Notice for Public Hearing appeared in the Seven Days on November 18, 2020 and was posted at 3 locations in Town and on the municipal website. The Referral Notice was sent to the Applicant and a copy of the Notice was sent to all adjoining landowners on November 18, 2020.

**DESCRIPTION OF PROJECT:**

1. The Applicant is seeking approval for a 11.7 sq. ft. free standing sign at 191 East Main Street reviewed under Application 2020-158. (Submittal A & B).
2. The property is located in the Residential/Commercial District. The use of the property is Professional Office.
3. If proposed signs that do not utilize one or more of the following geometric forms (circle, square, rectangle or ellipse) then the DRB shall review the request as a conditional use review (Section 5.7.3). The proposed sign does not strictly meet one of the listed geometric forms.
4. Per Section 5.7.3, one free-standing sign is allowed per lot in the Residential/Commercial District provided that the sign is located outside of any right-of-way, and is no larger than 24 square feet on each sign face. The proposed sign is located outside the right-of-way, is the only free-standing sign on the property, and meets the size requirement.
5. The proposed sign is approximately 5.7 feet tall. Per Section 5.7.2, the height of free-standing signs shall not exceed 10 feet.
6. The proposed sign is located approximately 6 feet from the existing retaining wall on-site and the front property line. The proposed sign is located approximately 22 feet from the driveway on the property. The Applicant does not propose to illuminate the sign.
7. The application is subject to review under the following sections of the zoning regulations:
  - a. Section 5.6 Conditional Use Review
  - b. Section 3.3 Residential / Commercial (R/C) District
  - c. Section 5.7 Signs

**REQUESTED WAIVERS:**

1. None

**PROPOSED CONDITIONS:**

1. None

**PROPOSED STANDARD CONDITIONS:**

1. The applicant shall obtain a zoning permit prior to construction.
2. This approval shall expire 24 months from the date of the final approval unless a valid zoning permit has been obtained and remains in effect, or the DRB determines at a warned public hearing that substantial commencement of the project has begun or that the work, time and expenditures invested in the project indicates a good faith intent to presently commence upon the project. The DRB may grant an extension of up to 12 months for good cause, if a request for extension was made before the end of the 24-month period after the final approval.
3. The project shall be developed in conformance with the above referenced plans, and submittal documents.
4. Any other applicable zoning regulations not expressly waived in this decision must be complied with.
5. This decision shall not relieve the applicant from any obligation to obtain all other applicable required federal, state and local permits, including wastewater permits.

