

**Town of Richmond**  
**Development Review Board**  
**Staff Report**  
**March 10, 2021**

**Noyes Properties, LLC** – SUB21-04/CU21-02 to amend an existing PUD to establish a bank use. Property located at 53 Railroad Street within the Village Commercial (VC) Zoning District.

**SUBMITTALS**

- A. Site Plan and Conditional Use Application**
- B. Narrative**
- C. Existing elevations and sketched proposed floor plans**

**PROCEDURE**

As per the Notice Requirements, a Notice for Public Hearing appeared in the Seven Days on February 26, 2021 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 February 26, 2021.

Per Section 5.12, Planned Unit Developments (PUD) are “authorized to encourage flexibility of design and the development of land” and result in the approval of a “Master Development Plan.”

**BACKGROUND INFORMATION**

Permit 13-012 Remodel of exiting duplex to office use with apartment.

**STAFF REVIEW**

1. The proposed project is subject to review under the following regulations:
  - a. Richmond Zoning Regulations, Village Commercial District
  - b. Planned Unit Development (PUD) (Section 5.12 of Richmond Zoning Regulations)
  - c. Site Plan Review (Section 5.5 of Richmond Zoning Regulations)
  - d. Conditional Use Review (Section 5.6 of Richmond Zoning Regulations)
  - e. Public Improvement Standards and Specifications for the Town of Richmond
  
2. **Staff comments:**
  - a. **Signage:** It is unclear what signage is proposed. A general shape has been provided but no details such as scale, wording or materials proposed. The shape provided on the site plan does not require a waiver as the previous approvals captured sign shape.  
Note: Signage was not included with this submittal; signage will be reviewed and approved separate from the application currently under review.

b. Parking – Per section 6.12 Off Road Parking Requirements, the following apply:

**Bank**

Code: Bank Parking 3.3 spaces per 1000 sq. ft.

Required: 4.0 for proposed 1200 sq. ft. Bank

Proposed: Unclear

**Office**

Code: Professional Office Parking 3.5 spaces per 1000 sq. ft.

Required: 3.0 for proposed 700 sq. ft. Office

Proposed: Unclear

**Accessory Dwelling**

Code: 1 per unit

Required: 1 per unit

Proposed: 2

**STAFF RECOMMENDATIONS**

Staff recommends approval of SUB 21-04/CU21-02, amendments to CU 12-182 and PUD 12-183, with the following conditions:

1. Concerning Parking, the requirements have change as the proposed overall use has changed. As denoted above, 8 spaces must be provided per section 6.12 of Town Code. The previous approvals for the Office and Apartment, CU 12-182 and PUD 12-183 allowed for 8 spaces on-site.  
Proposed Condition of Approval: **Parking on the final approved site plan to be modified to denote parking spaces for each of the three uses as referenced is Staff Comments. No waivers required.**
2. Signage, as per 5.7.4, to be followed.  
Proposed condition of approval: **This decision does not include any approvals for proposed signage. If the applicant would like to install signage, the proposed signage will need to be reviewed and approved by the Zoning Administrator at a later time.**

**PROPOSED STANDARD CONDITIONS**

1. The project shall be developed in conformance with the above referenced survey plat, plans, and submittal documents.
2. Any other applicable zoning regulations not expressly waived in this decision must be complied with.
3. This decision shall not relieve the applicant from any obligation to obtain all other applicable required federal, state and local permits.