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Town of Richmond Development Review Board Staff Notes, 12/13/2023

RE: SUB2023-16-The Applicant's, Robert and Joy Reap, are proposing an amendment to their Planned Unit Development (PUD) located at 830 West Main Street. The Applicants are seeking to add a warehouse use in order to build storage units that would be available to rent. This would result in the creation of 8 storage structures resulting in 25,000 square feet of storage space. The Applicants are also seeking to change a previously approved mixed use office building into a warehouse with storage units and are seeking to adjust the boundaries of the lots in the PUD.

EXISTING ZONING: Gateway Residential Commercial

PARCEL HISTORY:

1. Planned Unit Development Application, Approved 7/12/17
2. Sub Amendment, Preliminary and Final Subdivision approval, Approved 12/21/16
3. Conditional Use and Site Plan Review Application 15-001, Approved 5/28/15

LIST OF SUBMISSIONS:

- A. Cover Letter
- B. Engineer Letter
- C. Platt
- D. Master Plan
- E. Overall Plan
- F. Scaled Site Plan
- G. Grading and Stormwater Plan
- H. Lighting and Landscaping
- I. Erosion Control
- J. Septic and Water Details
- K. Construction Details
- L. Existing Conditions
- M. Existing Approved Grading
- N. Existing Septic & Water Details

PROCEDURAL INFORMATION:

1. Application received 11/27/2023
2. Warning and agenda sent to Seven Days 11/27/2023
3. Hearing notice sent to applicant 11/27/2023
4. Abutters letter sent 11/27/2023

STAFF COMMENTS (In Bold):

1. The Applicant's, Robert and Joy Reap, are proposing an amendment to their Planned Unit Development (PUD) located at 830 West Main Street. The Applicants are seeking to add a warehouse use in order to build storage units that would be available to rent. This would result in the creation of 8 storage structures resulting in 25,000 square feet of storage space. The Applicants are also seeking to change a previously approved mixed use office building into a warehouse with storage units and are seeking to adjust the boundaries of the lots in the PUD.
2. The proposed development is located in the Gateway Residential Commercial district.
3. The project calls for 8 warehouse units the largest of which will be 5,000 square feet
4. The Applicants are seeking to adjust the boundaries of the lots included in the PUD.
5. The Gateway Residential Commercial district is regulated by Section 3.4 of the Richmond Zoning Regulations.
6. The lots inside of the PUD are Subject to the dimensional requirements noted in Section 3.4.4 of the Richmond Zoning Regulations.
7. The existing lots will be redrawn to the following sizes:
 - a. Lot 1- 1.03 acres
 - b. Lot 2- 2.06 acres
 - c. Lot 3- 1.78 acres
 - d. Lot 4- 4.10 acres
 - e. Lot 5- 1.00 acres

(The proposed lots meet the dimensional requirements noted in a-j of section 3.4.4.)
8. Lots 1 and 5 are not changing and have the same lot lines and coverage as previously approved by the Development Review Board.
9. Lots 2, 3, and 4 have the following impervious coverage:
 - a. Lot 2- 48%
 - b. Lot 3- 38%
 - c. Lot 4- 44%
10. Lots 2,3 and 4 are under the maximum lot coverage allowance of 60% noted in Section 3.4.4 Subsection e.
11. Section 3.4.3 notes that Warehouses are an allowed use with Conditional Use approval.
12. Section 3.4.5 notes the district specific development standards for the Gateway Residential Commercial district. **(The Applicants plan set shows a number of proposed plantings screening the warehouse units from lot 4 from route 2. Lot 4 has no parking between the warehouse units and Route 2. There is only one curb cut for the property.)**
13. The Applicants plan set shows the required information noted in Section 3.4.5 Subsection a. of the Richmond Zoning Regulations.
14. Section 3.4.5 Subsection b. notes the specific building design requirements for the Gateway Residential Commercial district.
15. The Applicants plan set shows plantings between the proposed warehouse units and Route 2.
16. Since the plantings are between Route 2 and the warehouse units the design standards in Subsection b do not apply as the facade does not directly face Route 2 as is noted in letter i. of 3.4.5 Subsection b.
17. Section 3.4.6 notes that PUDs are an allowed use with Conditional Use approval.
18. PUDs are regulated by Section 5.12 of the Richmond Zoning Regulations.
19. Section 5.12.1 notes that Applications for PUD or Residential PUD approval shall be, subject to Conditional Use review and approval under Section 5.6 and concurrently

with the review of a subdivision plat, in accordance with the Town of Richmond Subdivision Regulations.

20. Section 5.12.2 Subsection a. notes that a Planned Unit Development is an allowed use in the Gateway Residential Commercial district.
21. Planned Unit Developments require Conditional Use Review and are subject to Sections 5.5 and 5.6 of the Richmond Zoning Regulations.
22. The Applicants are required to provide all of the information noted in Section 5.5.2 of the Richmond Zoning Regulations. **(The Applicants have provided most of the information noted in this section. However, there are no pedestrian pathways shown in the plan set. The parking area and warehouse buildings do not have pedestrian pathways linking them together. The Board could consider requiring some form of pedestrian pathways linking the buildings together).**
23. The Applicants are required to provide all of the traffic information noted in Section 5.5.3 Subsection a. of the Richmond Zoning Regulations. **(As noted above the board should consider whether or not they want pedestrian pathways between the buildings. The Applicants have submitted a lighting plan and ISO diagram for lighting. The parking area noted on the site plan is located to the side of the proposed 5000 square foot building and is screened from view of route 2 by the building itself and I89 by the difference in elevation. The project will utilize the existing curb cut.)**
24. The Applicants are required to provide all of the landscaping information noted in Section 5.5.3 Subsection b. of the Richmond Zoning Regulations.
25. The Applicants will have to meet the minimum landscaping requirements noted in vii of Subsection b.
26. The Applicants note that they are planning on spending \$14,600 on trees. **(The Applicants should clarify if the \$14,600 represents total landscaping cost or just the cost of the trees. The project will have to provide documentation that their total landscaping cost will meet the minimum requirements.)**
27. The Applicants have provided a landscaping plan that shows landscaping screening the Route 2 side of the project from view. The plan set notes 48 Eastern Red Cedar trees and 8 Red Maples. The plan set notes that trees are guaranteed for 3 years after planting. The plan also notes that disturbed areas shall be seeded and mulched. **(The Applicants plan set does not note a plan to replace dead or dying trees as is noted in vi of Subsection b. The DRB should consider requiring the Applicants to amend their landscape plan to show this information. While the Applicants have provided a landscape plan they have not provided a formal landscape maintenance agreement. If the Applicants plan to maintain the landscaping themselves, they should note that. If not the board could consider whether they want to make that a condition.**
28. The project will have to comply with the standards noted in Section 5.6.2 Subsections A-K of the Richmond Zoning Regulations.
29. The Applicants have submitted a timeline for construction of this project
30. The project will have to comply with the regulations noted in Section 4. of the Richmond Zoning Regulations.
31. Section 4.4 notes that no more than one curb cut shall be allowed onto a public or private road or highway right of way affording access to a lot.
32. The Applicants site plan notes only one curb cut.
33. The project will be subject to the lighting requirements noted in Section 4.10.2 of the Richmond Zoning Regulations. **(The Applicants have submitted a site plan that**

shows the location of lighting for 7 out of the 8 storage buildings. The applicants do not mention whether the lighting will be on dimmers, timers, or sensors as is noted in Subsection c of 4.10.2. The ISO diagram does not show the portion of walls that will be illuminated. The applicants have not provided lighting diagram for the 5000 square foot warehouse building noted on the site plan. In addition, the applicants have not shown lighting plan or cut sheets for the parking area. However, these two areas were previously approved during the original PUD application. The Applicants indicated that they intend to build the 5000 square foot building and parking area according to the plans previously approved by the DRB. The lighting height is not noted however, the Applicants note that the lighting will be at or below 8 feet 4 inches. The lighting cutsheet indicates lighting is most effective within 4 feet of the ground. No specific lighting height was given. **The Applicants will need to clarify lighting height.)**

34. The Applicants plan set shows exterior light fixtures on most of the warehouse buildings.
35. The Applicants have submitted an ISO illuminance diagram for the lighting of 7 of the 8 buildings.
36. The lighting cut sheets show the CRI of the bulbs. It also notes that the color of the lighting will be bronze.
37. The project will be subject to the parking and security lighting requirements noted in Section 4.10.3.
38. The Applicants ISO diagram shows that their lighting meets the requirements noted in Subsection c. of 4.10.3.
39. The Project will be subject to lighting requirements for building facades and roofs noted in Section 4.10.7 Subsection a-d of the Richmond Zoning Regulations.
40. Section 4.10.7 The maximum illumination on any vertical surface or angular roof surface shall not exceed 2.5 footcandles.
41. ISO diagram shows light disappearing near the boundaries of the lot as is noted in Subsection b. of 4.10.7.
42. The Applicants lighting cut sheets indicate that the lighting will be downcast as is noted Subsection c of 4.10.7.
43. Section 4.11.1 notes that building heights shall not exceed 35 feet.
44. The Applicants elevation sheet notes that the building heights for 7 of the units are 8 feet 4 inches.
45. Section 6.1.1 Subsections a-g note the requirements for loading spaces. Loading spaces are required unless waived by the DRB per Section 6.1.1 Subsection g.
46. Per the formula noted in 6.1.1 Subsection e. the Applicants are required to have 1 loading space. **(The Applicants have not shown a loading space on their plan set and have requested a waiver from this requirement.)**
47. The project will be subject to the parking requirements noted in Section 6.1.2 Subsections a-f.
48. Subsection a. of Section 6.1.2 notes that all required parking spaces shall have a minimum width of nine (9) feet and a minimum length of eighteen (18) feet. **(The applicants have not shown dimensions of parking areas.)**
49. Subsection c. of Section 6.1.2 notes minimum parking requirements based on the use.
50. The Applicants project meets the definition of a Warehouse as is noted in Section 7 of the Richmond Zoning Regulations.
51. Using the warehouse use the applicants need .5 spaces per 1000 square feet.
52. Based on the above-mentioned formula the applicants will need 12.5 parking spaces.

53. The Applicants plan set notes 19 parking spaces. **(The Applicants have requested a waiver from this requirement.)**
54. Section 6.1.6 Subsections a-p notes the other parking standards that apply to this project. **(The Applicants have noted that the parking areas will not be paved and the request a waiver from the surfacing requirements noted in Section 6.1.6 Subsection b. They have provided a stormwater plan that shows an area of 1.64 acres draining into the system. However, this system is focused on 7 of the 8 buildings. The parking area and proposed 5000 square foot building are not shown to be draining into this system. The stormwater system has a lot of detail: however, it does not show whether the system has been designed to a 25 year 24 hr storm event. The Applicants have submitted a letter from O'leary Burke stating that all submitted information was designed to comply with the town of Richmond's Public Works, Zoning and Subdivision regulations. In addition, the applicants have requested a waiver from the bike rack requirements.)**
55. The Applicants plan set shows the location and technical specifications for the stormwater detention devices. These devices are required per Subsection c. of Section 6.1.6.
56. The Applicants have submitted a stormwater management plan for 7 of the 8 proposed warehouse buildings. **(The Stormwater management plan provided significant details as to the area that will be managed by the stormwater system. However, the proposed 5000 square foot building and parking area are not shown. The Applicants note that the building and parking area were originally approved by the DRB and they intended to build them according to these previously approved plans. The Applicants have submitted a letter from O'leary Burke stating that all submitted information was designed to comply with the town of Richmond's Public Works, Zoning and Subdivision regulations.)**
57. Subsection d. of Section 6.1.6 notes that parking areas shall provide ADA compliant parking. **(The Applicants parking area does not note an ADA space and is requesting a waiver from this requirement.)**
58. Subsection f. of Section 6.1.6 notes that all parking must be located outside of the setback requirements for each district.
59. The Parking area shown on the site plan is located outside of the setbacks noted in Section 3.3.4.
60. Subsection g. of Section 6.1.6 notes that the parking areas must be screened from view.
61. The parking area will be screen from view by the 5000 square foot warehouse building. and the elevation difference between the project and I89.
62. Subsection h. of 6.1.6 notes that all parking areas shall be landscaped. **(The Applicants have a landscaping plan for the project. However, there is no landscaping shown for the parking area located by the 5000 square foot warehouse building. The Applicants note that the building and parking area were originally approved by the DRB and they intended to build them according to these previously approved plans).**
63. Subsection i. of 6.16 notes that parking areas shall incorporate design elements to protect pedestrian safety. **(The Applicants have not shown pedestrian crossings linking the parking area to the rest of the Warehouse buildings. The Applicants have requested a waiver from this requirement.)**
64. Subsection j. of 6.1.6 notes that parking lots with 15 or more spaces must have bike racks unless the applicant request a waiver from this requirement.

65. The parking area shown by the 5000 square foot warehouse building shows 19 spots. **(The applicants have not shown bike racks and request a waiver from this requirement)**
66. Subsection m. of 6.1.6 notes that the lighting for the parking areas is subject to the regulations noted in Section 4.10 of the Richmond Zoning Regulations. **(The Applicants have submitted a lighting plan and ISO diagram for the area of the lot with 7 warehouse buildings. However, the Applicants have not provided a lighting diagram for the parking area located next to the 5000 square foot warehouse building. The Applicants note that the building and parking area were originally approved by the DRB and they intended to build them according to these previously approved plans.)**
67. Subsection o. of 6.1.6 notes that fire lanes must be provided per the Richmond Fire Chief and shall be clearly marked and kept free of obstruction. **(The Applicants plan set does not note fire lanes. The applicants will need to provide fire lanes. The applicants could request a waiver from this requirement, but I would encourage the board not to as this touches on public safety. The Applicants did provide an email from Richmond Fire noting that they can provide service to these new warehouse buildings.)**
68. PUDs are a form of subdivision and are subject to the subdivision regulations.
69. Article 4 section 420 lays out the criteria for Final Subdivision approval.
70. Section 420.2 notes that the final subdivision plats shall provide the information noted in 1-13.
71. The Applicants plat notes the required information noted in 1-13 of Section 420.2. **(The Applicants have provided the information noted in this section.)**
72. The project is subject to the Final Subdivision Plan requirements as is noted in 420.3 items 1-11.
73. Item 10 of Section 420.3 notes that the Applicants need a letter from a professional engineer noting that all infrastructure will be built to the Town of Richmond Zoning, Subdivision, and Public Works regulations.
74. The Applicants have submitted a letter from O'leary Burke stating that all submitted information was designed to comply with the town of Richmond's Public Works, Zoning and Subdivision regulations
75. Subdivisions are subject to Section 600 of the Richmond Subdivision Regulations.
76. Section 600.14 notes that the DRB may require sidewalks and bike racks in the subdivision. **(The Applicants have not provided sidewalks or pedestrian crossings to link the various buildings on lot 4. The Board should consider requiring these pathways. The Applicants would like to wave this requirement.)**
77. Section 610.1 notes that the Applicant is Required to submit a conceptual Master Development Plan for their subdivision.
78. The Applicants have submitted a master development plan.
79. Section 620 notes that the DRB may require a 10 foot easement for pedestrian or Bicycle access.
80. The Applicants are required to supply all the information noted in Sections 650.1-650.6 of the Richmond Subdivision regulations.
81. The Applicants have provided a drainage system as noted in Section 650.1.
82. Section 650.4 notes that the stormwater system shall be designed to a 25-year storm event. **(The Applicants need to confirm if the system is designed to a 25 year 24 hr storm event)**

83. Section 650.5 notes that the applicants need to provide an erosion control plan for the subdivision.
84. The Applicants have submitted an erosion control plan for the subdivision.
85. Section 650.6 notes that the applicant shall not use woody or fibrous materials as fill except in areas stipulated for no development.
86. The Applicants erosion control plan notes a plan to dispose of tree stumps. (**The Applicants noted that they intend to dispose of stumps offsite.**)
87. Section 670.1 notes that the final subdivision plat shall show all utility systems, existing and proposed. (**The Applicants have presented a site plan that shows various utilities**)
88. Section 670.1 notes that the Subdivision plat shall show all utility systems existing and proposed. (**The Applicants do show some utilities. However, it is unclear as to where the power utilities to service the 7 warehouse buildings are located. Applicants noted in their cover letter that all proposed utilities will be underground.**)
89. Section 670.2 notes that all utilities shall be located underground through the Subdivision.
90. Section 680 notes that phasing may be required by the DRB.

Items for DRB Consideration

- 1. Approve the Application with the following condition that the below information is provided.**

Significant Outstanding Items

1. Provide fire lanes as is noted in Subsection o. of Section 6.1.6 or receive a waiver from this requirement.
2. Provide confirmation that the stormwater system has been built to accommodate a 25 year 24 hr storm event as noted in Section 6.1.6 Subsection c.
3. Provide a designated ADA parking spot or receive a waiver.

Outstanding Items That Can be Handled with Conditions or Waivers

1. Consider requiring the Applicants provide the previously approved landscaping, lighting, and stormwater plan for the 5000 square foot warehouse building and parking area or receive a waiver as noted in Subsection m. of 6.1.6
2. Provide clarification as to whether all proposed utilities have been shown. Particularly those that are supposed to serve the 7 new warehouse buildings.
 - a. If they are not, then they will need to be shown.
3. Provide final construction cost to determine minimum landscaping per Section 5.5.3 Subsection b vii.
4. Provide ISO lighting for surfaces of buildings per Section 4.10.7 of the Richmond Zoning regulations.
5. Provide the previously approved ISO diagram for parking area and 5,000 foot building per Section 4.10 of the Richmond Zoning regulations.
6. Show height of lighting.
7. Show the required loading space noted in Section 6.11 Subsection e. or request a waiver from the loading requirements as noted in Section 6.1.1 subsection g.
8. Parking dimensions as is noted in 6.1.2 Subsection a.
9. Parking widths noted in Section 6.1.2 Subsection b.
10. Provide pedestrian pathways or receive a waiver as noted in 6.16 Subsection i.

11. Update landscape maintenance plan to show how they will deal with dead or dying trees.
12. Submit the previously approved landscaping and lighting plan for the parking areas as required by 6.1.6 Subsection h.

