

INTRODUCED: March 23, 2026

AN ORDINANCE No. 2026-075

To amend and reordain Ord. No. 80-125-107, adopted Jun. 30, 1980, which authorized the use of the real estate, a parcel containing 2.274 acres, located on the south side of Forest Hill Avenue east of Bliley Road being more completely described as follows: beginning at a point on the south side of Forest Hill Avenue, said point being 670 feet east of the center line of Bliley Road; thence extending 208.41 feet in a southeasterly direction along the south line of Forest Hill Avenue to a point; thence extending 381.23 feet in a southwesterly direction along a line of bearings 54° 03' 10" W to a point; thence extending 232.56 feet in a northwesterly direction along a line of bearing N 43° 26' 40" W to a point; thence extending 77.64 feet in a northwesterly direction along a line of bearing N 42° 11' 05" W to a point; thence extending 410.83 feet in a north-easterly direction along a line of bearing N 68° 12' 25" E to the point of beginning, for multiple-family dwelling (condominium) purposes and to authorize the construction of eighteen townhouse (condominium) dwelling units (for sale), with accessory off-street parking, to allow for accessory structures and additions that are customarily incidental and clearly subordinate to the single-family attached dwellings.

\_\_\_\_\_  
Patron – Mayor Avula (By Request)

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: APR 27 2026 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

I. That Ordinance No. 80-125-107, adopted June 30, 1980, be and is hereby amended and reordained as follows:

AYES:                  8            NOES:                  0            ABSTAIN:                          

ADOPTED:   APR 27 2026        REJECTED:                                         STRICKEN:

WHEREAS, the owner of the properties known as 5539 Forest Hill Avenue, 5541 Forest Hill Avenue, 5543 Forest Hill Avenue, 5545 Forest Hill Avenue, 5547 Forest Hill Avenue, 5549 Forest Hill Avenue, 5551 Forest Hill Avenue, 5553 Forest Hill Avenue, 5555 Forest Hill Avenue, 5557 Forest Hill Avenue, 5559 Forest Hill Avenue, 5561 Forest Hill Avenue, 5563 Forest Hill Avenue, 5565 Forest Hill Avenue, 5567 Forest Hill Avenue, 5569 Forest Hill Avenue, 5571 Forest Hill Avenue, 5573 Forest Hill Avenue, and 5575 Forest Hill Avenue, which are situated in a R-3 Single-Family Residential District, desires to use such properties for the purpose of eighteen single-family attached dwellings and accessory off-street parking, which use, among other things, is not currently allowed by section 30-406.1 of the Code of the City of Richmond (2020), as amended; and

WHEREAS, in accordance with section 17.11 of the Charter of the City of Richmond (2020), as amended, it has been made to appear that, if granted subject to the terms and conditions set forth in this ordinance, the special use granted by this ordinance will not be detrimental to the safety, health, morals and general welfare of the community involved, will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved, will not create hazards from fire, panic or other dangers, will not tend to overcrowding of land and cause an undue concentration of population, will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements, and will not interfere with adequate light and air; and

WHEREAS, (i) the City Planning Commission has conducted a public hearing to investigate the circumstances and conditions upon which the Council is empowered to authorize such use, (ii) the City Planning Commission has reported to the Council the results of such public

hearing and investigation and its recommendations with respect thereto, and (iii) the Council has conducted a public hearing on this ordinance at which the person in interest and all other persons have had an opportunity to be heard;

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the real estate known as 5539 Forest Hill Avenue, [a parcel containing 2.274 acres, located on the south side of Forest Hill Avenue east of Bliley Road being more completely described as follows: beginning at a point on the south side of Forest Hill Avenue, said point being 670 feet east of the center line of Bliley Road; thence extending 208.41 feet in a southeasterly direction along the south line of Forest Hill Avenue to a point; thence extending 381.23 feet in a southwesterly direction along a line of bearing S 54° 03' 10" W to a point; thence extending 232.56 feet in a northwesterly direction along a line of bearing N 43° 26' 40" W to a point; thence extending 77.64 feet in a northwesterly direction along a line of bearing N 42° 11' 05" W to a point; thence extending 410.83 feet in a northeasterly direction long a line of bearing N 68° 12' 25" E to the point of beginning,] 5541 Forest Hill Avenue, 5543 Forest Hill Avenue, 5545 Forest Hill Avenue, 5547 Forest Hill Avenue, 5549 Forest Hill Avenue, 5551 Forest Hill Avenue, 5553 Forest Hill Avenue, 5555 Forest Hill Avenue, 5557 Forest Hill Avenue, 5559 Forest Hill Avenue, 5561 Forest Hill Avenue, 5563 Forest Hill Avenue, 5565 Forest Hill Avenue, 5567 Forest Hill Avenue, 5569 Forest Hill Avenue, 5571 Forest Hill Avenue, 5573 Forest Hill Avenue, 5575 Forest Hill Avenue and identified as Tax Parcel Nos. C005-0341/119, C005-0341/101, C005-0341/102, C005-0341/103, C005-0341/104, C005-0341/105, C005-0341/106, ,C005-0341/107 C005-0341/108, C005-0341/109, C005-0341/110, C005-0341/111, C005-0341/112, C005-0341/113, C005-0341/114, C005-0341/115, C005-0341-116, C005-0341/117, C005-0341/118, respectively,

in the 2026 records of the City Assessor, as shown on the [attached] plans attached to Ordinance No. 80-125-107, adopted June 30, 1980, entitled [“Colonial Green,” consisting of site plan, front elevation, and floor plans,] “Plat Showing 2.274 Acres of Land on the West Line of Forest Hill Avenue, Richmond, Virginia,” prepared by J. K. Timmons & Associates, Inc., and dated September 6, 1979, is hereby permitted to be used for [multiple family dwelling (condominium, pursuant to the provisions of Chapter 4.2 of Title 55, Chapter 416 of the Acts of the General Assembly of 1974, as amended of the Code of Virginia) purposes, construction of eighteen townhouse (condominium) units for sale, with] eighteen single-family attached dwellings and accessory off-street parking.

§2. That the Commissioner of Buildings is hereby authorized to issue to the owner of the real estate, or its successor in fee simple title, a special use permit for such purposes, and to permit the erection of eighteen dwelling units on the real estate for use for such purposes substantially in accordance with the [attached] plans attached to Ordinance No. 80-125-107, adopted June 30, 1980, entitled: “Colonial Green,” prepared by Douglas W. Bowman, Jr., Designer, and Thomas W. Cockerell, Architect, dated May 1, 1980, attached to the draft of and made a part of [this ordinance] Ordinance No. 80-125-107, adopted June 30, 1980. The permit shall be transferable to the successor in title of the owner, whether acquired by operation of law, deed or otherwise, and shall run with the land subject to the following terms and conditions:

(1) That the acceptance of the permits and the exercise of the privileges granted by this ordinance by the owner and its successors in title shall constitute a warranty on the part of the owner and its successors in title to the land and all of the buildings will be vested in the same person or corporation or both until completion of the construction, provided, however, the City Attorney may for good case waive such requirements;

(2) That the owner, and successor owners, of any unit will be bound by, observe and will comply with all other laws, ordinances and rules and regulations adopted pursuant thereto, applicable to the land and buildings, except as otherwise provided in this amendatory ordinance;

(3) That not less than thirty-six parking spaces shall be provided at substantially the locations shown on the [~~attached~~] plans attached to Ordinance No. 80-125-107, adopted June 30, 1980;

(4) That all parking areas and access aisles shall be paved with a dust-free, all-weather surface, and parking spaces shall be delineated on the pavement surface. Parking areas and access aisles shall be screened from view from adjacent public streets and residentially zoned properties by evergreen vegetative or opaque structural material not less than four and one-half feet in height;

(5) [~~That driveways shall be constructed in accordance with the City Driveway Policy Standards;~~

(~~6~~) That final grading and drainage plans shall be approved by the Director of Public Works prior to issuance of building permits;

[~~(7)~~] (6) That facilities for the collection of refuse shall be provided in accordance with the requirements of the Department of Public Works and such facilities shall be so located or screened as not to be visible from adjacent public streets or residentially zoned property;

[~~(8)~~] (7) That storm or surface water shall not be allowed to accumulate on the land and adequate facilities for drainage of storm and surface water from the land or buildings shall be provided and maintained at all times by the owner at its cost and expense, so as not to adversely affect or damage adjacent properties or public streets and the use thereof;

[~~(9)~~] (8) That existing trees shall be retained and additional trees and landscaping shall be provided as shown on the [~~attached~~] plans attached to Ordinance No. 80-125-107, adopted

June 30, 1980;

[(40)] (9) That should the owner or owners of individual units use the premises for any purpose which is not permitted by this ordinance, or fail, refuse or neglect to comply with the provisions of foregoing paragraphs (1) through [(9)] (8) and do not terminate such use or comply with such provisions within one hundred eighty days after written notice so to do has been given to the owner by the Commissioner of Buildings, the privileges granted by this amendatory ordinance shall terminate and the special use permit shall become null and void;

[(44)] (10) That when the privileges granted by this ordinance terminate and the special use permit becomes null and void or when use of the premises is abandoned for a period of twenty-four consecutive months, use of the real estate shall be governed thereafter by the zoning regulation prescribed for the district in which the real estate is then situated; and

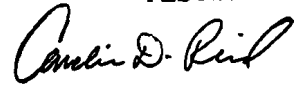
~~[(12)] That application for a building permit to erect the buildings will be made within twelve months from the effective date of this ordinance, which building permit shall expire by limitation and become null and void if the buildings are not commenced within one hundred eighty days from the date of the building permit, or if the work of constructing the building is suspended or abandoned for a period of one hundred eighty days at any time after the work is commenced, as provided in section 8-15 of the Building code (Code of the City of Richmond 1975); and if application for the building permit is not made within twelve months from the effective date of this ordinance or should the building permit become null and void, the privileges granted by this ordinance shall terminate and the special use permit shall become null and void.]~~

(11) That accessory structures and additions that are customarily incidental and clearly subordinate to the single-family attached dwellings shall be permitted.

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

II. This amendatory ordinance shall be in force and effect upon adoption.

A TRUE COPY:  
TESTE:

A handwritten signature in black ink, appearing to read "Carolin D. Reed". The signature is written in a cursive style with a large initial 'C'.

City Clerk

# City of Richmond

## Intracity Correspondence

**O&R Transmittal**

**DATE:** November 21, 2025

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Dr. Danny Avula, Mayor (by request)  
(This in no way reflects a recommendation on behalf of the Mayor)

**THROUGH:** Odie Donald II, Chief Administrative Officer

**THROUGH:** Sharon L. Ebert, DCAO for Economic Development and Planning

**FROM:** Kevin J. Vonck, Director of Planning & Development Review

**RE:** To amend and reordain Ord. No. 80-125-107, adopted Jun. 30, 1980, which authorized the use of the real estate, a parcel containing 2.274 acres, located on the south side of Forest Hill Avenue east of Bliley Road being more completely described as follows: beginning at a point on the south side of Forest Hill Avenue, said point being 670 feet east of the center line of Bliley Road; thence extending 208.41 feet in a southeasterly direction along the south line of Forest Hill Avenue to a point; thence extending 381.23 feet in a southwesterly direction along a line of bearings 54° 03' 10" W to a point; thence extending 232.56 feet in a northwesterly direction along a line of bearing N 43° 26' 40" W to a point; thence extending 77.64 feet in a northwesterly direction along a line of bearing N 42° 11' 05" W to a point; thence extending 410.83 feet in a north-easterly direction along a line of bearing N 68° 12' 25" E to the point of beginning, for multiple-family dwelling (condominium) purposes and to authorize the construction of eighteen townhouse (condominium) dwelling units (for sale), with accessory off-street parking, to allow for accessory structures and additions that are customarily incidental and clearly subordinate to the single-family attached dwellings.

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** The applicant seeks to build a screened-in porch in the rear of their property where a back deck used to exist. The existing special use permit for the townhouse community does not articulate the right for additions or accessory uses, therefore, an SUP amendment is required.

**BACKGROUND:** The property is in the Cedarhurst neighborhood along Forest Hill Avenue, between Westover Drive and Bliley Road. The City’s Richmond 300 Master Plan designates a future land use for the subject property as Neighborhood Mixed Use, which is defined as “Existing or new highly-walkable urban neighborhoods that are predominantly residential with a small, but critical, percentage of parcels providing retail, office, personal service, and institutional uses... Primary Uses: Single-family houses, accessory dwelling units, duplexes, small multi-family buildings (typically 3-10 units), and open space. Secondary Uses: Large multifamily buildings (10+units), retail/office/personal service, institutional, cultural, and government.”

The current zoning for this property is R-3 Single-Family Residential District. Adjacent properties are located within the same R-3 district and the surrounding area is primarily single-family residential.

**COMMUNITY ENGAGEMENT:** The Colonial Green HOA was notified of the application; additional community notification will take place after introduction.

**STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL:** Richmond 300 Master Plan  
**FISCAL IMPACT:** \$200 application fee.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** March 23, 2026

**CITY COUNCIL PUBLIC HEARING DATE:** April 27, 2026

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Planning Commission April 21, 2026

**AFFECTED AGENCIES:** Office of Chief Administrative Officer

Law Department (for review of draft ordinance)

**RELATIONSHIP TO EXISTING ORD. OR RES.:** SUP-80-125-107

**ATTACHMENTS:** Draft Ordinance, Authorization from Property Owner, Applicant’s Report, Plans, Survey

**STAFF:**

Alyson Oliver, Program and Operations Manager, Land Use Administration (Room 511) 646-3709

O&R Request

Page 3 of 3

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Madison Wilson, Planner, Land Use Administration (Room 511) 646-7436



**CITY OF RICHMOND, VA**  
**Department of Planning and Development Review**  
**Land Use Administration Division**  
900 East Broad Street, City Hall - Room 511, Richmond, Virginia 23219

**AUTHORIZATION FROM PROPERTY OWNER**

**TO BE COMPLETED BY THE APPLICANT**  
Applicant must complete ALL items

HOME/SITE ADDRESS: 5551 Forest Hill Ave APARTMENT NO/SUITE \_\_\_\_\_

APPLICANT'S NAME: Shelia D. Hines EMAIL ADDRESS: \_\_\_\_\_

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

SUBJECT PROPERTY OR PROPERTIES: \_\_\_\_\_

**APPLICATION REQUESTED**

- Plan of Development (New or Amendment)
- Wireless Plan of Development (New or Amendment)
- Special Use Permit (New or Amendment)
- Rezoning or Conditional Rezoning
- Certificate of Appropriateness (Conceptual, Administrative Approval, Final)
- Community Unit Plan (Final, Preliminary, and/or Amendment)
- Subdivision (Preliminary or Final Plat Correction or Extension)

**TO BE COMPLETED BY THE AUTHORIZED OWNER**  
Owner must complete ALL items

Signing this affidavit acknowledges that you, as the owner or lessee of the property, authorize the above applicant to submit the above selected application/s on your behalf.

PROPERTY OWNER: Shelia D. Hines

PROPERTY OWNER ADDRESS: 5551 Forest Hill Ave. Richmond, VA 23225

PROPERTY OWNER EMAIL ADDRESS: \_\_\_\_\_

PROPERTY OWNER PHONE NUMBER: (804) 426-3841

Property Owner Signature: Shelia D. Hines

The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney.

# COLONIAL GREEN CONDOMINIUMS

## Architectural Request Form

Date:

6-17-25

To:

Architectural Review Committee

From:

Shelia D. Hines

Full Name

Unit No:

5551 Forest Hill Ave.  
Richmond, Address Virginia 23225

Telephone No:

(804) 426-3841

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### Scope of Work

Use this form to provide a detailed description of the type of Architectural change you wish to make to exterior of your unit. Attach additional sheets if needed. **Remember that the project cannot commence until you have received approval from the committee.**

See Attached Sheet.

Colonial Green Condominium Unit Owners' Association  
1904 Byrd Ave Suite 100  
Richmond, VA 23230

July 11, 2025  
Reference: 5551 Forest Hill Ave

Shelia D. Hines  
5551 Forest Hill Ave  
Richmond, VA 23225

Dear Shelia D. Hines,

Your Request for an Architectural Modification on your property at 5551 Forest Hill Ave has been approved by the Architectural Request Committee of Colonial Green Condominium Unit Owners' Association. Specifically, you have approval to proceed with the following request as submitted: See attached ARC Modification Request for screened in porch.

Per approval of the Board of Directors, owner may proceed with modification as request with contingency that all maintenance and repairs to all elements of modification are the responsibility of the owner.

Please note that the ARC reserves the right to make a final inspection to ensure that your project is compliant with the Architectural Design Standards applicable to your neighborhood.

As a disclaimer, please note that any damage to your property, other owners' property, or to common area will be your responsibility for repair and/or replacement, if applicable. Maintenance of the modification will also be your responsibility. The homeowner is also responsible for securing any and all necessary permits from local, state, and federal governments, if applicable.

Thank you for adhering to the architectural guidelines of the community. We appreciate your patience while this information was being reviewed.

Sincerely,

Colonial Green Condominium Unit Owners' Association

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This Community is Professionally Managed By:  
Association Community Services West  
(804) 282-7451

Colonial Green Condominium Unit Owner's Association  
Minutes of July 9, 2025  
Board of Directors Meeting

1. Call to order meeting at 5:33 pm – Board Members In attendance: Shelia Hines, Darryl Spitzer, Donna Gibson, Romilda Smith, Shirley Desmond. Owners in attendance: Fabian Wyatt and Mike Wyatt. Also in attendance, Laura Wheeler, ACSW
2. Quorum met
3. Motion to approve 05.2025 minutes by Shirley D, 2nd Donna, unanimously approved
4. Reports
  - a. **Treasurer's Report** We're doing good. Looking into close old CD's and opening a new one. Shelia and Laura to figure it out.
  - b. **Manager's Report**
    - i. 5567 FHA gutter and soffit repairs completed.
    - ii. Mail boxes. ACSW instructed to begin looking at pricing for new cluster mailboxes, PDF and pricing information provided to Board
    - iii. Reserve study next due for 2027
5. **Unfinished Business**
  - a. Mail boxes. Different styles were sent in an email. Shirley D is going to research more information from the USPS.
  - b. Front sign. Looking for new design.
6. **New Business**
  - a. Roofs for the remaining 3 sections of homes.
    - i. Motion to approve Nathan's Roofing proposal as submitted for all three buildings made by Shelia and 2<sup>nd</sup> by Darryl. Unanimously approved.
  - b. ARC Request for 5551 Forest Hill Avenue
    - i. At this time, Shelia Hines recused herself. Discussion and motion made to approve the request as submitted and with contingency that all maintenance and repairs to all elements of modification are the responsibility of the owner. Motion by Donna 2<sup>nd</sup> Darryl. Approved by 4 board members, S. Hines recused herself.
7. Romilda needed to leave. 6:31pm
8. Members forum – no comments
9. Adjournment was called at 6:32pm.

**3. Applicant's Report: A written report must be submitted describing the proposed use.**

**The homeowner, Shelia D. Hines, plans to use the screened porch for the following reasons:**

- 1. To enjoy the outdoor privacy in comfort when the weather permits;**
- 2. To establish a welcome area for relaxing;**
- 3. To connect with the outdoors and nature in a peaceful surrounding;**
- 4. To enjoy without the intrusion of pests, such as mosquitoes or other intrusions.**

**As the homeowner, I propose that the building of my screened porch will not cause any hazard(s) to the neighborhood/my neighbors adjacent to me.**

# Colonial Green Condominiums Unit Owners Association

c/o ACS West, Inc., AAMC®  
1904 Byrd Avenue, Suite 100  
Richmond, VA 23230  
804-282-7451 - phone / (804) 282-9590 - fax

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November 25, 2025

City of Richmond Planning and Development Review  
c/o Kevin Vonck, Director of Planning and Development Review  
900 E. Broad Street, Room 511  
Richmond, VA 23219  
804-646-6304 / PDRLandUseAdmin@rva.gov

RE: Amended Declaration 2024

Dear City of Richmond, Department of Planning and Review c/o Kevin Vonck

The purpose of this notice is to advise the City of Richmond that the members of Colonial Green Condominiums, per the criteria as outlined in the Associations Governing Documents, written approval of at least two-thirds of the Mortgagees had provided their written consent to amend the Declaration of Colonial Green Condominium Unit Owners Association.

Article III, Section 3 of the Declaration was amended by the addition of a new subsection (V), so that the amended version of Article III, Section 3(v) of the Declaration, in its entirety, is as follows:

*(v) Notwithstanding the foregoing, the Owner of the Unit to which a rear deck or a shed is attached shall have all of the maintenance, repair and replacement responsibility for the deck and the shed, except that the Association shall be responsible for the replacement of the roof of the shed.*

The effective date of this amendment was September 16, 2024, the date of the recordation.

Any exterior structural alterations, additions, or structural improvement to Units that change exterior appearance must first be given written approval by the Board of Directors. Owners wishing to modify the deck that is appurtenant to their home are required to submit to Colonial Green Condominium UOA an Architectural Modification request form for consideration of the Board of Directors.

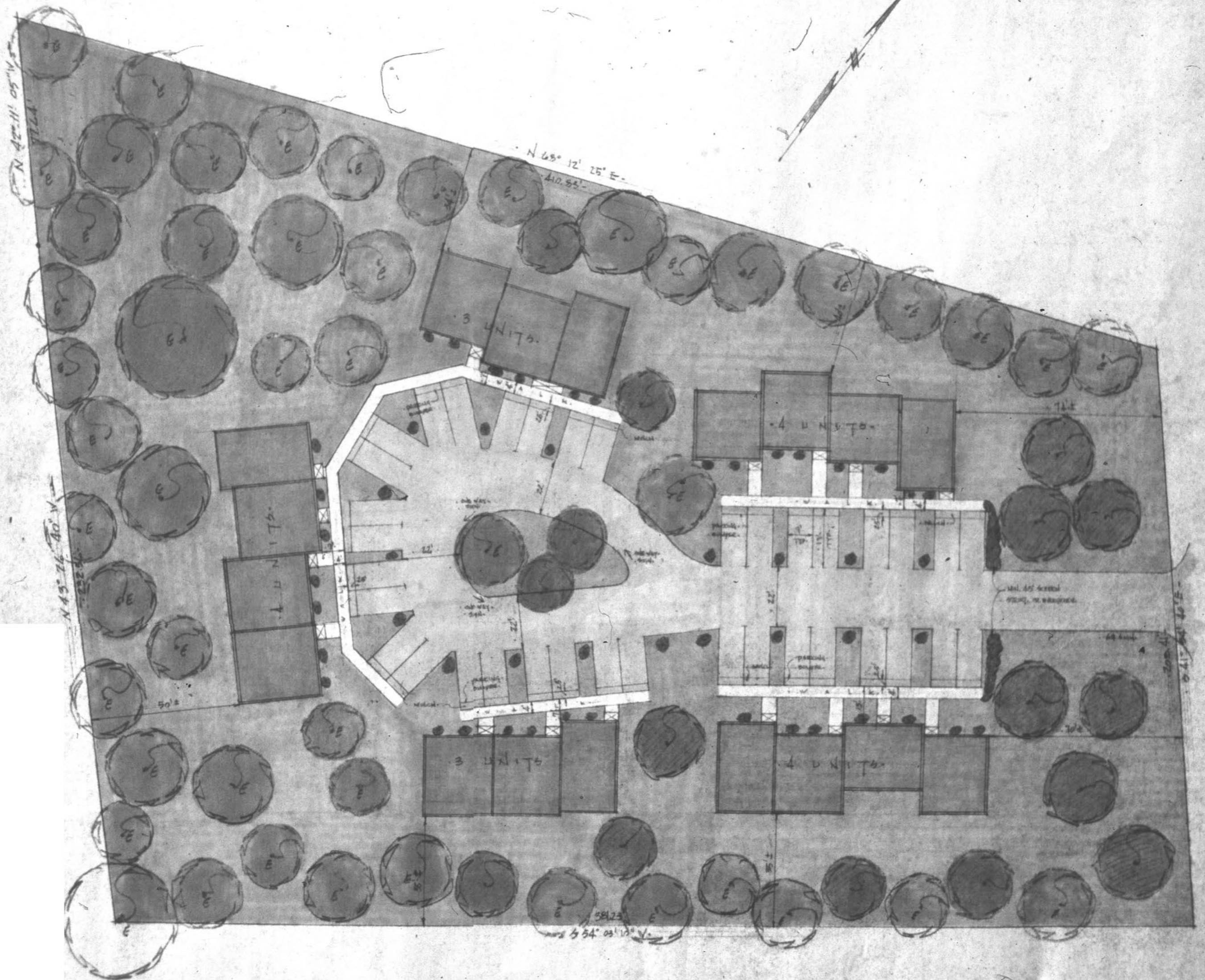
Examples of modifications may include (is not limited to): Change in material, Screening in deck, installing a privacy panel on deck, etc.

The Board of Directors will then review and evaluate each request with the entire Community in mind, for approval.

Sincerely,  
Board of Directors  
Colonial Green Condominium, UOA

CC: S.Hines, President  
J. Darryl Sptizer, Vice President  
R. Smith, Treasurer  
D. Gibson, Secretary  
S. DeSimone, Member at Large

Enclosures



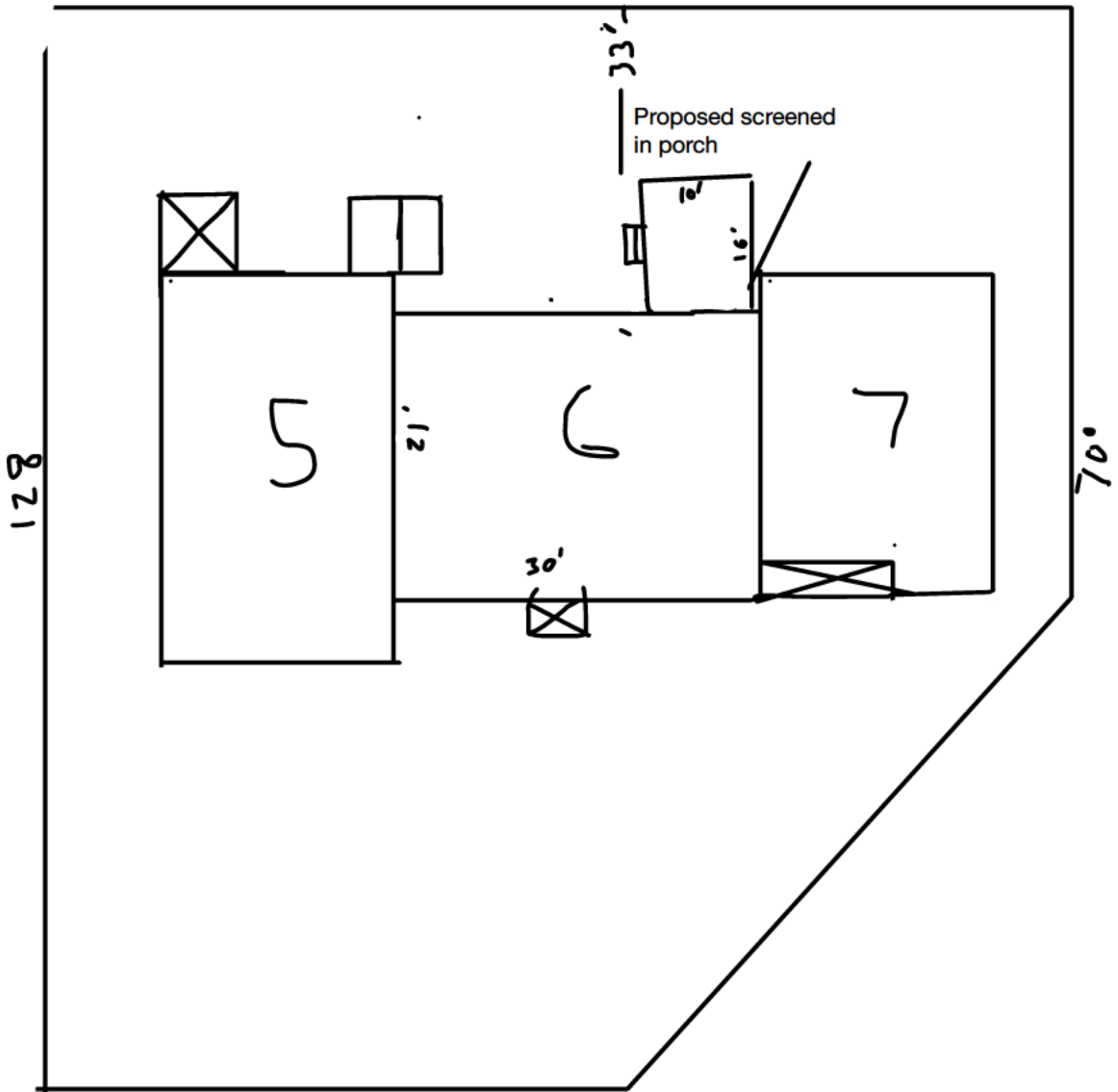
SITE PLAN  
 SCALE: 1" = 20'

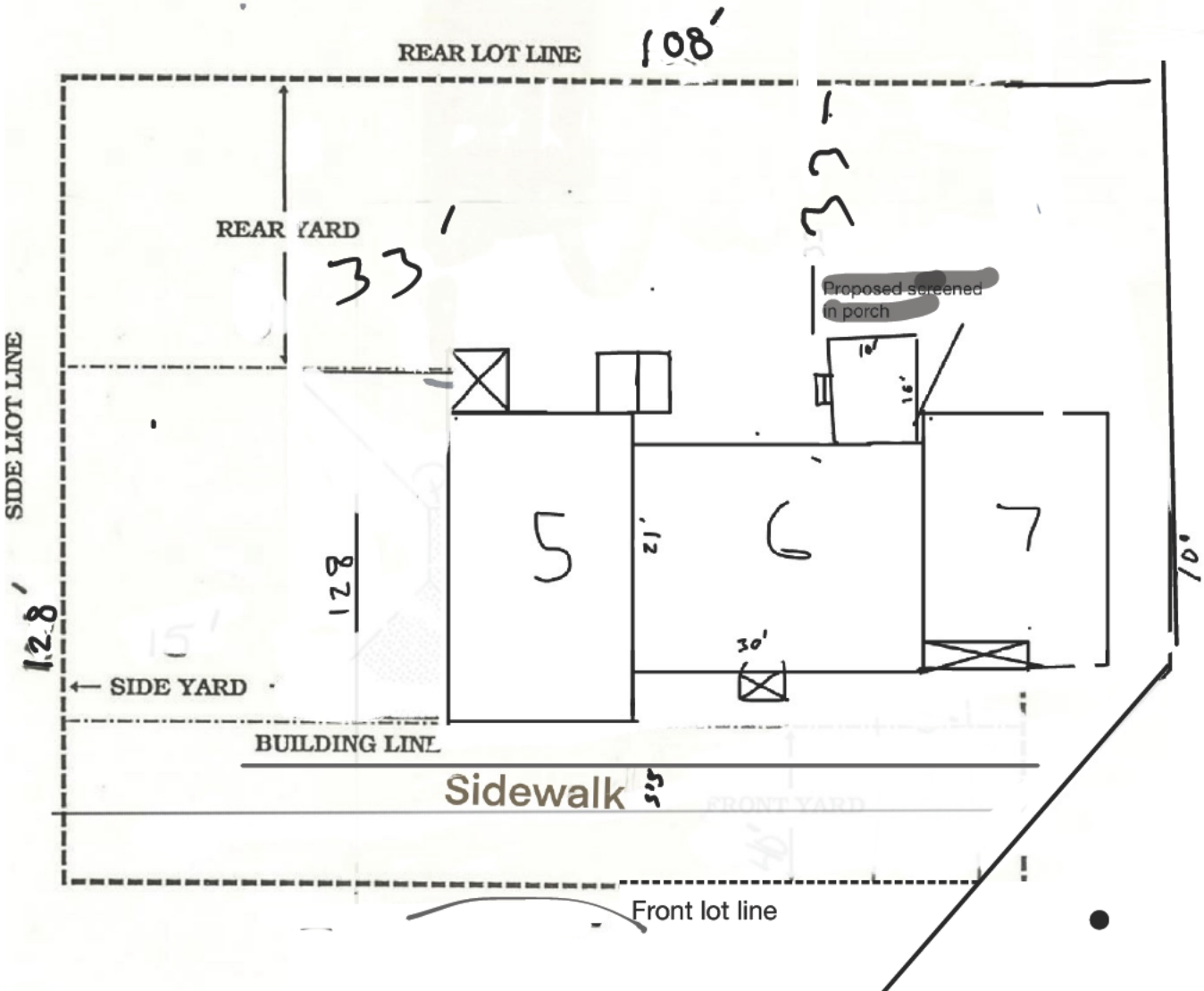
COLONIAL GREEN

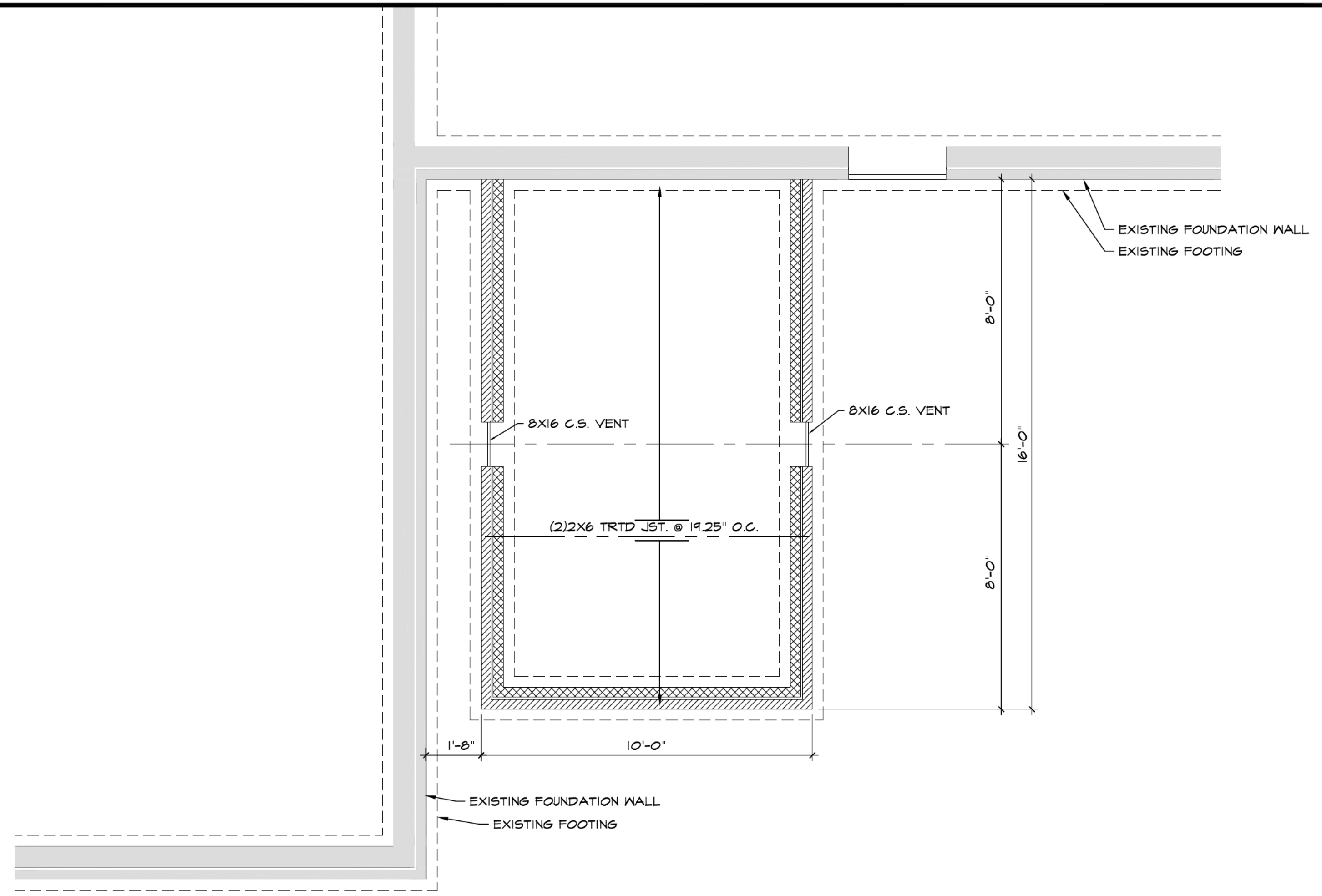
FOREST HILL AVENUE

2.3 Acres  
 18 Units  
 30 Parking

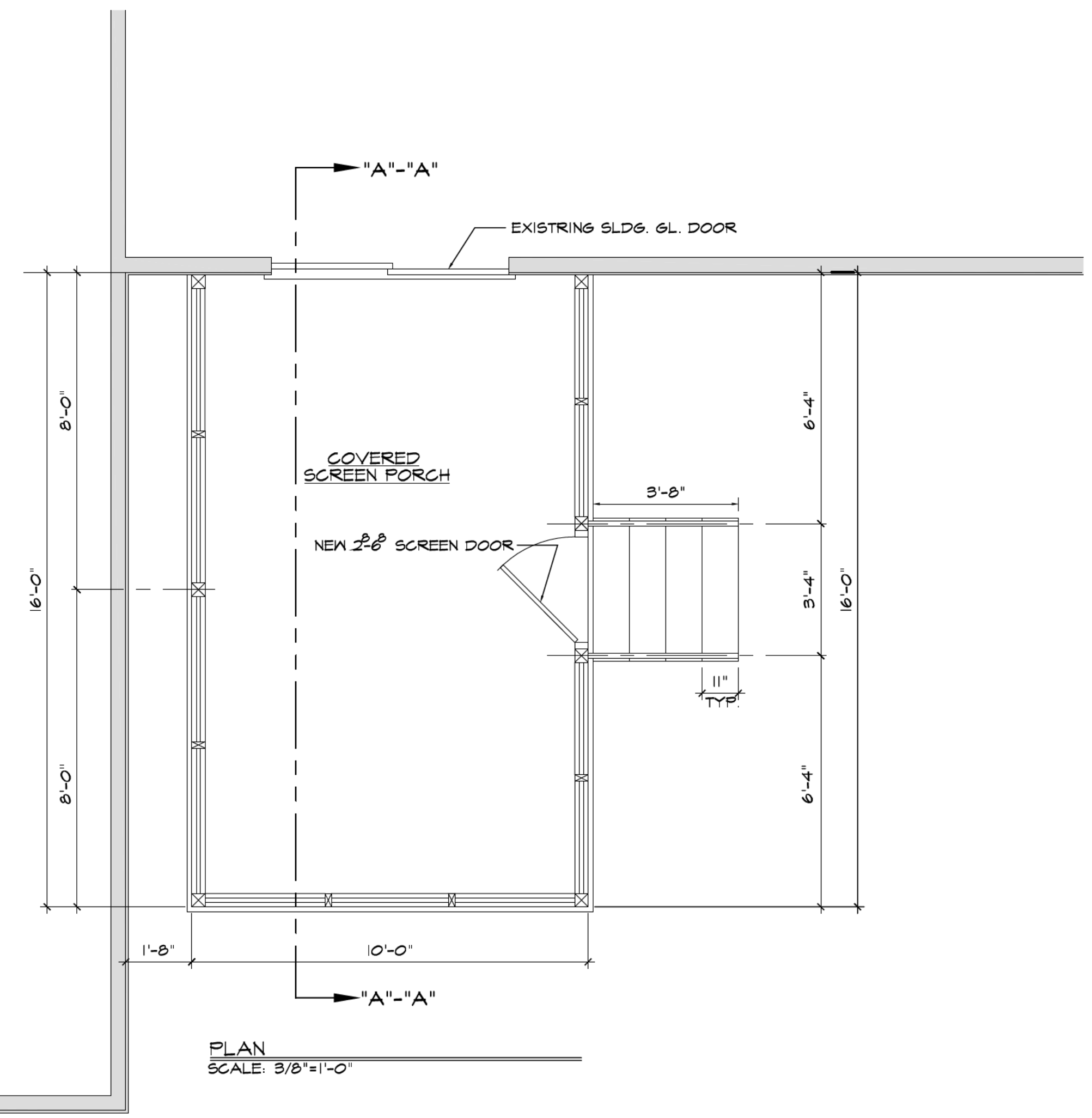
Existing Trees  
 New Trees







FOUNDATION PLAN  
SCALE: 3/8"=1'-0"



PLAN  
SCALE: 3/8"=1'-0"

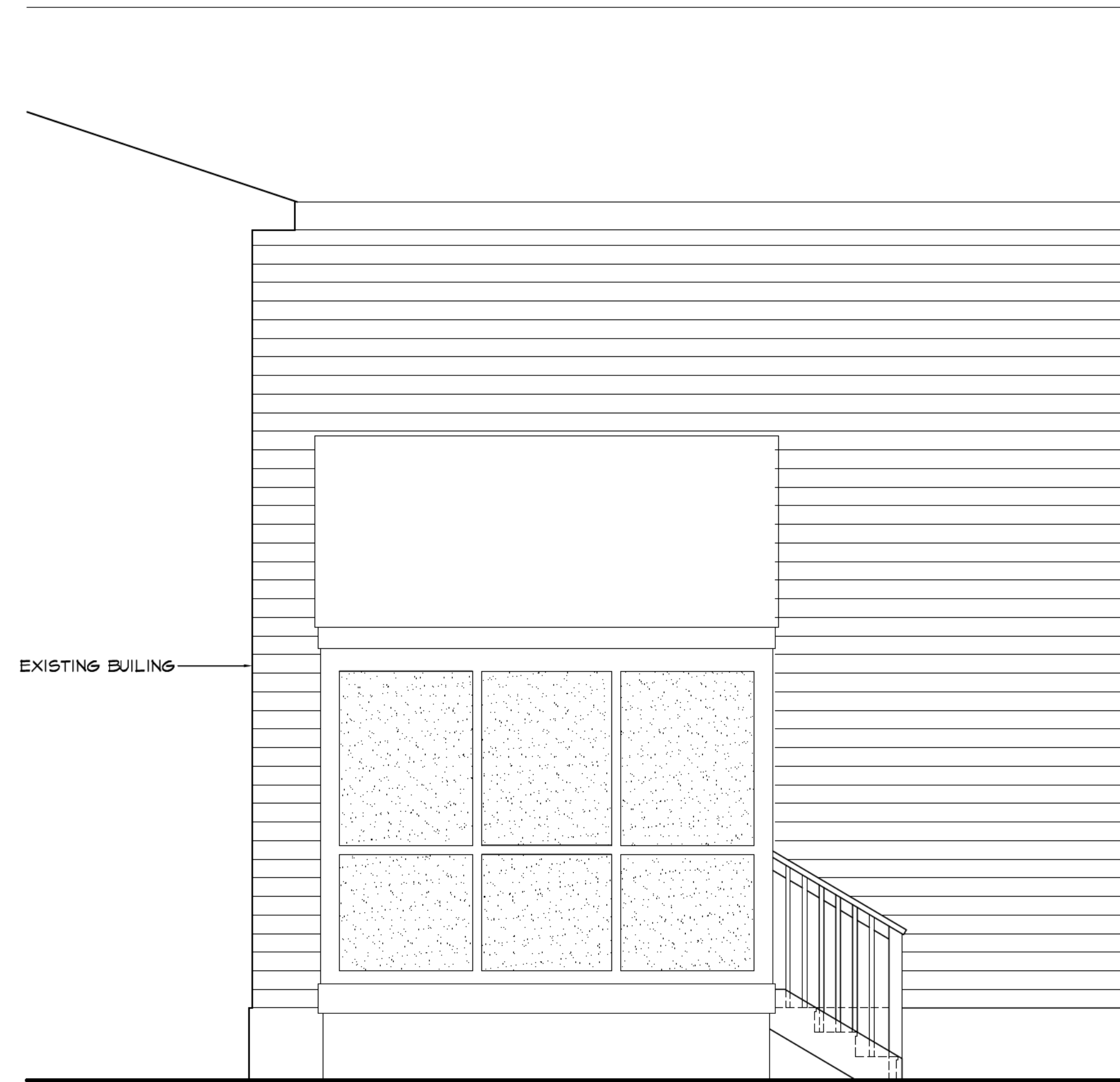
GENERAL NOTES  
ALL CONSTRUCTION AND FABRICATION WILL BE PERFORMED IN ACCORDANCE WITH THE LATEST EDITION OF THE I.R.CODE AND THE VIRGINIA STATEWIDE BUILDING CODE.

Hines Screen Porch  
5551 Forest Hill Ave  
Richmond, Virginia

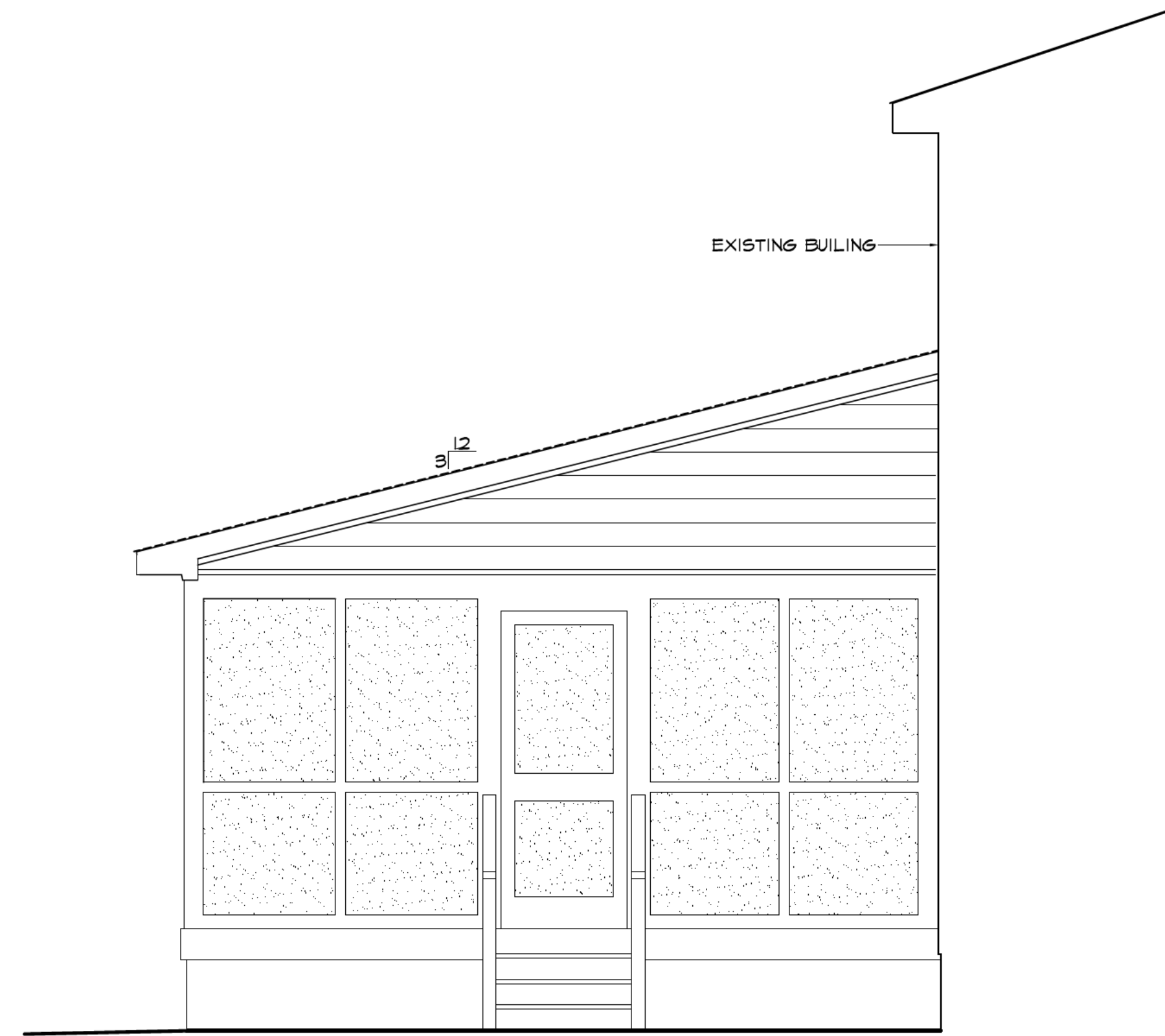
Plans

Date	04-20-2025
Drawn	GAQ
Checked	GAQ
Project	202536

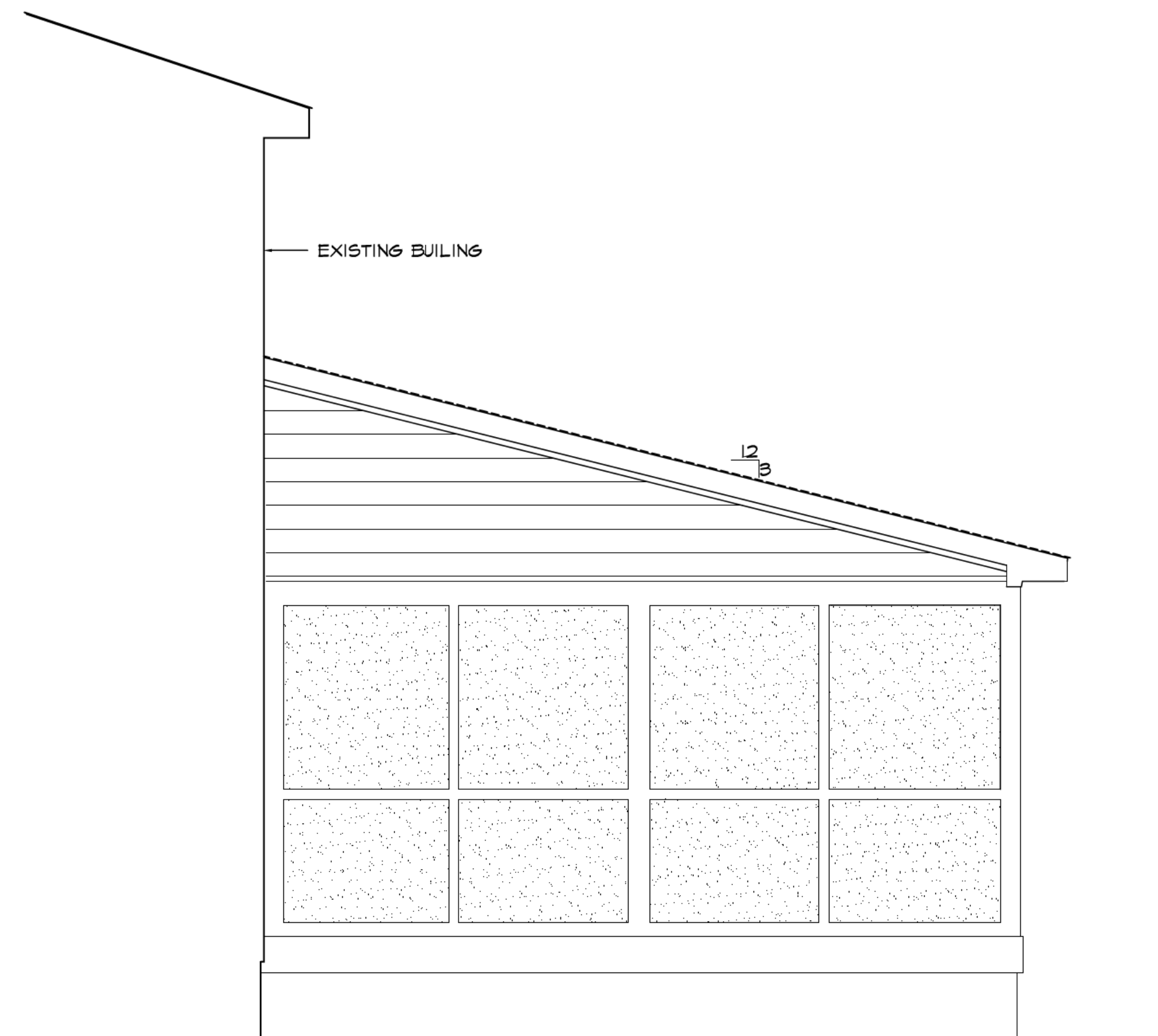
A-1  
of 4 Sheets



REAR ELEVATION  
SCALE: 3/8"=1'-0"



RIGHTSIDE ELEVATION  
SCALE: 3/8"=1'-0"



LEFTSIDE ELEVATION  
SCALE: 3/8"=1'-0"

# Hines Screen Porch Addition

5551 Forest Hill Ave

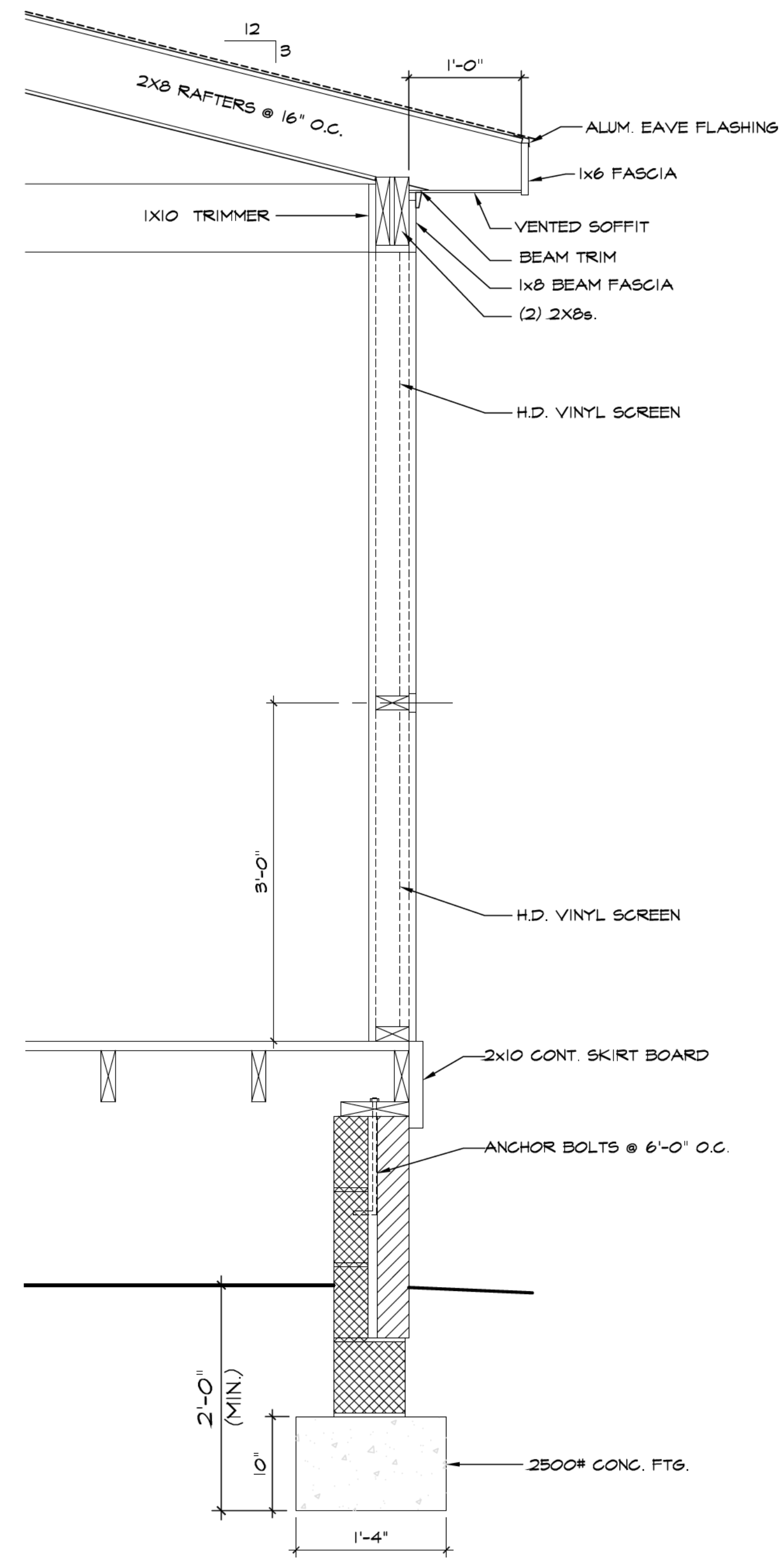
Richmond, Virginia

Exterior Elevations

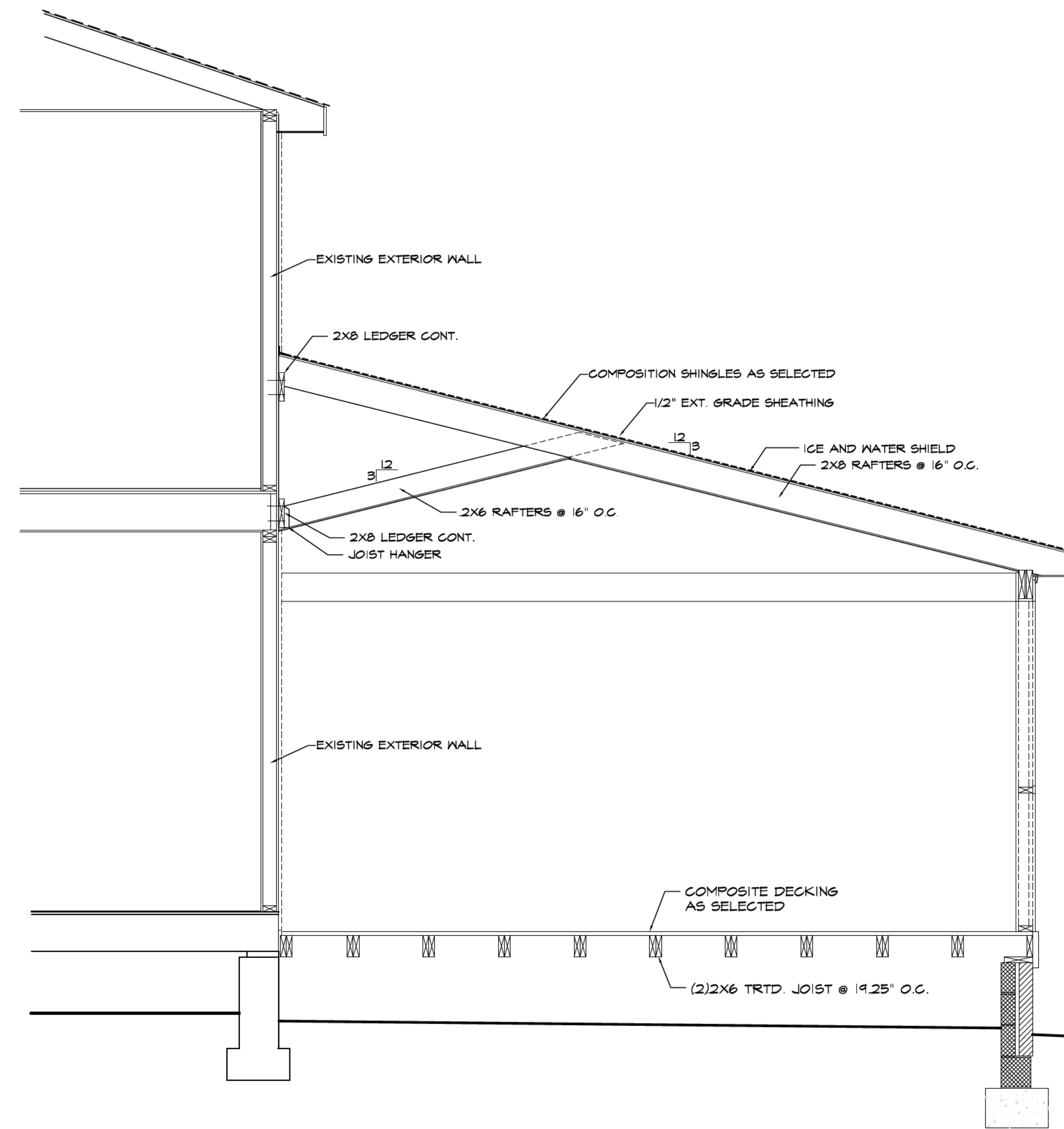
Date 04-20-2025  
 Drawn GAQ  
 Checked GAQ  
 Project 202536

A-2

of 4 Sheets



TYP. WALL SECTION  
SCALE: 1"=1'-0"



TYPICAL BUILDING SECTION "A"- "A"  
SCALE: 3/4"=1'-0"

Hines Screen Porch Addition  
5551 Forest Hill Ave  
Richmond, Virginia

Building Section

Date 04-20-2025  
Drawn GAQ  
Checked GAQ  
Project 202536

A-3

of 4 Sheets

