



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

**BOARD OF  
ZONING APPEALS**

June 13, 2025

Barbara Hughes  
1018 Manakin Road  
Manakin-Sabot, VA 23103

Steve Hughes  
1495 Manakin Road  
Manakin-Sabot, VA 23103

To Whom It May Concern:

**RE: BZA 23-2025**

You are hereby notified that the Board of Zoning Appeals will hold a public hearing on **Wednesday, July 2, 2025 at 1:00 PM** in the 5<sup>th</sup> Floor Conference Room, City Hall, 900 E. Broad Street to consider an appeal of Barbara Hughes regarding the denial of a request for a sign permit (revision) to erect a forty-three foot (43') 960 square foot off-premises sign (billboard) on the property known as 1830 BOTETOURT STREET (N000-0945/001). The section of the zoning ordinance at issue is 30-446.2(46). This meeting will be open to in-person participation with a virtual option. The public will have the option to provide their comments by teleconference/videoconference via Microsoft Teams, or in writing via email as indicated below.

Please be advised that the applicant or applicant's representative is required to participate in the subject public hearing either by teleconference/videoconference or in person. For teleconference participation call 804-316-9457 and entering code **879 372 530#**. For video access by computer, smart phone or tablet visit <https://richmondva.legistar.com/Calendar.aspx>. Select the Board of Zoning Appeals drop-down and 2025 drop-down, click meeting details for July 2, 2025 meeting and then click video access. In the event you have difficulty accessing a public hearing you may contact Mr. William Davidson at 804-396-5350 or by email at [Chuck.Davidson@rva.gov](mailto:Chuck.Davidson@rva.gov) for assistance.

Please be advised that in the case of an appeal of the decision of the Zoning Administrator, the Zoning Administrator and the Appellant or Appellant's representative shall be permitted a total of ten (10) minutes to present their case in chief and their rebuttal. The Zoning Administrator and the Appellant or Appellant's representative shall be required prior to beginning their presentation to declare to the Board how many of their allotted minutes shall be devoted to their case in chief and their rebuttal. Following the presentations of the

BZA 23-2025  
Page 2  
June 13, 2025

Zoning Administrator and the Appellant or Appellant's representative, other interested parties shall be permitted a total of ten (10) minutes to present their views. Interested parties are defined as a property owner other than the Appellant whose property is the subject of an appeal and the neighborhood constituency consisting of neighbors and neighborhood association(s).

If you have any questions regarding the Board's procedures or any issue involving presentation of your case, please feel free to contact me.

Very truly yours,

A handwritten signature in dark ink, reading "Roy W. Benbow". The signature is fluid and cursive, with the first name "Roy" being the most prominent.

Roy W. Benbow, Secretary  
Phone: (804) 240-2124  
E-mail: [Roy.Benbow@rva.gov](mailto:Roy.Benbow@rva.gov)

cc: Zoning Administrator

Notice of this meeting is being sent to the persons whom the Board of Zoning Appeals believes to be property owners in the immediate vicinity of the property concerned in this application. This notice is for their information only, and there is no need for them to appear unless they so desire. The Board will, however, welcome such views as any persons care to express during the hearing on this application.

1301 Dinneen Llc  
4615 Augusta Ave  
Richmond, VA 23230

Banks Ernest W  
1846 Botetourt St  
Richmond, VA 23220

Botetourt Industrial Llc C/o Edward  
Mccoy Jr  
2007 Botetourt Street  
Richmond, VA 23220

City Funding Llc  
Po Box 14588  
Richmond, VA 23221

Richmond Indoor Soccer And Sports Ltd  
1365 Overbrook Rd  
Richmond, VA 23220

Rollen Llc  
503 E Main St  
Richmond, VA 23219

**Property:** 1830 Botetourt St **Parcel ID:** N0000945001

#### Parcel

**Street Address:** 1830 Botetourt St Richmond, VA 23220-  
**Alternate Street Addresses:** 1839 Bath St  
: 1830 Botetourt St  
**Owner:** HUGHES BARBARA D REVOCABLE TRUST TRUSTEE  
**Mailing Address:** 1018 MANAKIN RD, MANAKIN SABOT, VA 23103  
**Subdivision Name :** NONE  
**Parent Parcel ID:**  
**Assessment Area:** 435 - North Side 5  
**Property Class:** 480 - B Commercial Leasehold  
**Zoning District:** B-7 -  
**Exemption Code:** -

#### Current Assessment

**Effective Date:** 01/01/2025  
**Land Value:** \$94,000  
**Improvement Value:**  
**Total Value:** \$94,000  
**Area Tax:** \$0  
**Special Assessment District:**

#### Land Description

**Parcel Square Feet:** 12621  
**Acreage:** 0.2897  
**Property Description 1:** 0100.00X0079.97 IRG0000.000  
**State Plane Coords( ?):** X= 11785894.341730 Y= 3729664.074844  
**Latitude:** 37.56142284 , **Longitude:** -77.45480356

#### Description

**Land Type:** Commercial S2  
**Topology:**  
**Front Size:** 0  
**Rear Size:** 79  
**Parcel Square Feet:** 12621  
**Acreage:** 0.2897  
**Property Description 1:** 0100.00X0079.97 IRG0000.000  
**Subdivision Name :** NONE  
**State Plane Coords( ?):** X= 11785894.341730 Y= 3729664.074844  
**Latitude:** 37.56142284 , **Longitude:** -77.45480356

#### Other

**Street improvement:**  
**Sidewalk:**

**Assessments**

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2025	\$94,000	\$0	\$94,000	Not Available
2024	\$87,000	\$0	\$87,000	Reassessment
2023	\$87,000	\$0	\$87,000	Reassessment
2022	\$87,000	\$0	\$87,000	OfficeReview
2021	\$38,000	\$0	\$38,000	Reassessment
2020	\$38,000	\$0	\$38,000	Reassessment
2019	\$38,000	\$0	\$38,000	Reassessment
2018	\$25,000	\$0	\$25,000	Reassessment
2017	\$25,000	\$0	\$25,000	Reassessment
2016	\$25,000	\$0	\$25,000	Reassessment
2015	\$25,000	\$0	\$25,000	Reassessment
2014	\$25,000	\$0	\$25,000	Reassessment
2013	\$25,000	\$0	\$25,000	Reassessment
2012	\$25,000	\$0	\$25,000	Reassessment
2009	\$24,900	\$0	\$24,900	Reassessment
2008	\$24,900	\$0	\$24,900	Reassessment
2007	\$23,700	\$0	\$23,700	Reassessment
2006	\$23,000	\$0	\$23,000	Reassessment
2005	\$22,900	\$0	\$22,900	Reassessment

**Transfers**

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
12/16/2021	\$0	Not Available	ID2021-35506	
01/24/1984	\$20,000	Not Available	00825-1140	

**Planning**

**Master Plan Future Land Use:** IND-MU  
**Zoning District:** B-7 -  
**Planning District:** Near West  
**Traffic Zone:** 1013  
**City Neighborhood Code:** NTW  
**City Neighborhood Name:** Newtowne West  
**Civic Code:**  
**Civic Association Name:**  
**Subdivision Name:** NONE  
**City Old and Historic District:**  
**National historic District:**  
**Neighborhoods in Bloom:**  
**Redevelopment Conservation Area:**

**Economic Development**

**Care Area:** -  
**Enterprise Zone:** III

**Environment**

**100 YEAR Flood Plain Flag:** Contact the Water Resources Division at 646-7586.  
**500 YEAR Flood Plain Flag:** N  
**Resource Protection Flag:** Contact the Water Resources Division at 646-7586.  
**Wetland Flag:** N

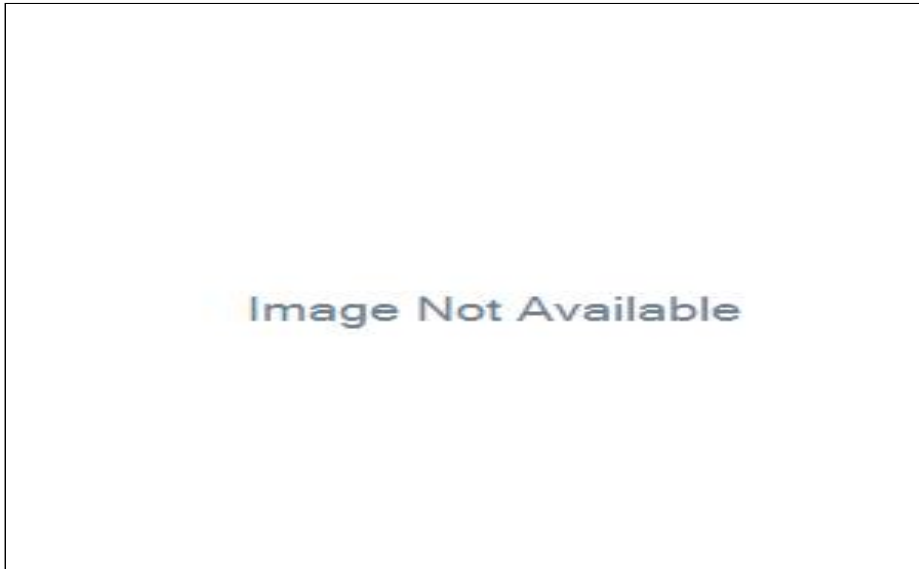
**Census**

Census Year	Block	Block Group	Tract
2000	2027	0402002	040200
1990	139	0101981	010198

**Schools****Elementary School:** Linwood Holton**Middle School:** Henderson**High School:** Marshall**Public Safety****Police Precinct:** 4**Police Sector:** 412**Fire District:** 10**Dispatch Zone:** 069D**Public Works Schedules****Street Sweep:** TBD**Leaf Collection:** TBD**Refuse Collection:** Monday**Bulk Collection:** TBD**Government Districts****Council District:** 3**Council District for 2025 (Current Election):** 3**Voter Precinct:** 311**State House District:** 78**State Senate District:** 14**Congressional District:** 4

## Property Images

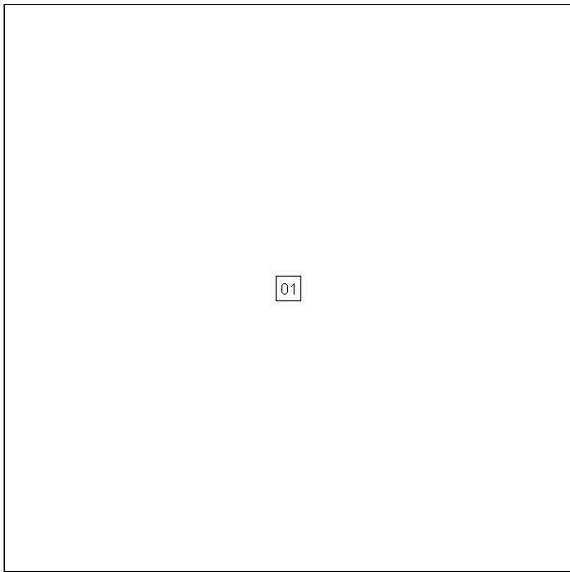
Name: Desc:



[Click here for Larger Image](#)

Sketch Images

Name:N0000945001 Desc:C01





## APPLICATION FORM FOR AN APPEAL TO A DECISION OF THE ZONING ADMINISTRATOR



CITY OF RICHMOND - ZONING ADMINISTRATION OFFICE  
ROOM 110, CITY HALL, 900 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219  
(804) 646-6340

[DCDZoningAdministration@Richmondgov.com](mailto:DCDZoningAdministration@Richmondgov.com)

TO BE COMPLETED BY APPELLANT  
(See the reverse side of this application for completion instructions)

1. APPEALS TO THE BOARD OF ZONING APPEALS MUST BE FILED WITH THE ZONING ADMINISTRATION OFFICE IN THE CITY OF RICHMOND CITY HALL - ROOM 110. SUCH APPEAL SHALL BE FILED NOT MORE THAN 30 DAYS FROM THE DATE OF THE DECISION FOR WHICH REVIEW IS SOUGHT. APPEALS FILED AS HEREIN PROVIDED ARE ALSO DEEMED TO HAVE BEEN PROPERLY FILED WITH THE BOARD OF ZONING APPEALS.

2. APPELLANT: Barbara Hughes PHONE: (home) (804) 240-6864 (work) ( )  
(Name/Address) 1018 Manakin Rd E-mail Address: barbarad.hughes@comcast.net  
Manakin Sabot, VA 23103 Fax No. ( )

3. APPELLANT'S Steve Hughes PHONE: (home) ( ) (work) (804) 337-7440  
REPRESENTATIVE: Address: steve@hughesoutdoor.com  
(Name/Address) 1495 Manakin Road Fax No. ( )  
Manakin Sabot, VA 23103

4. LIST THE SPECIFIC SECTION NUMBER(S) OF THE ZONING ORDINANCE WHICH ARE BEING APPEALED:  
Section 30-446.2 (46)

5. PROPERTY ADDRESS(ES): 1830 Botetourt Street

6. GROUNDS FOR THE APPEAL (Grounds for the Appeal may be supplemented on additional page(s)):  
See Attached

I AM APPEALING UNDER SECTION 17.20, PARAGRAPH (1) OF THE CHARTER OF THE CITY OF RICHMOND.

7. SIGNATURE OF APPELLANT: [Signature] DATE: 5/13/25

## TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE

APPEAL DEADLINE DATE: 5/13/25 TAX PARCEL NO(S): 1000-0945/001 ZONING DISTRICT: B-7  
DATE FILED: 5/14/25 TIME FILED: 2:31pm RECEIVED BY: AM RECEIPT NO: 00188136  
TPC-182813-05-14-2025

## TO BE COMPLETED BY THE SECRETARY OF THE BOARD OF ZONING APPEALS

DATE FILED: 5-14-2025 CASE NUMBER: BZA 23-2025 HEARING DATE: July 2, 2025 AT 1:00 P.M.

AS CERTIFIED BY: [Signature] (ZONING ADMINISTRATOR)

AS CERTIFIED BY: [Signature] (SECRETARY, BOARD OF ZONING APPEALS)

BOARD OF ZONING APPEALS CASE BZA 23-2025  
150' Buffer

APPLICANT(S): Barbara Hughes

PREMISES: 1830 Botetourt Street  
(Tax Parcel Number N000-0945/001)

SUBJECT: An appeal of Barbara Hughes regarding the denial of a request for a sign permit (revision)  
to erect a forty-three foot (43') 960 square foot off-premises sign (billboard) on the property  
known as 1830 BOTETOVRT STREET (N000-0945/001).  
The section of the zoning ordinance at issue is 30-446.2(46).



# **Appellant Documentation**

April 13, 2025

Mr. Roy Benbow, Board of Zoning Appeals, Secretary  
City of Richmond, Department of Planning and Development Review  
900 East Broad Street, Room 110  
Richmond, VA 23219

**RE: Appeal of Zoning Administrator Decision (ZCLR-160460-2025) — 1830 Botetourt Street**

Pursuant to §15.2-2311 of the Code of Virginia and §17.19 of the Richmond City Charter, Hughes Outdoor Media, LLC hereby appeals the April 14, 2025, determination of the Zoning Administrator regarding the off-premises sign located at 1830 Botetourt Street (Tax Map: N000-0945/001) in the City of Richmond. (Botetourt Sign)

**Appeal**

The Zoning Administrator incorrectly claims that B-7 Section 30-446.2(46) doesn't apply to signs. This determination is legally and factually flawed because, even though signs are primarily regulated under Article V, the lawfully existing, off-premises sign use in the previous M-2 district is expressly permitted under **Section 30-446.2(46)** of the B-7 (Mixed-Use Business) zoning district.

This appeal will address the arguments made by the zoning administrator in his April 14 letter and show that:

1. Signs, and specifically freestanding signs, are land uses under the code of Virginia. [see: Va Code: 15.2-2280 (Zoning)<sup>1</sup>; 15.2-2307 (Vested Rights)<sup>2</sup>; 33.2-1218 (Just Compensation)<sup>3</sup>]
2. The terms "sign" and "use" are not mutually exclusive in the Zoning Ordinance since on-premises signs are deemed to be an integral part of the principal "use" of land. [see: Chapter 30, Article V, Division 1, Sec 30-500(b)<sup>4</sup>]
3. Signs are not exclusively regulated under Article V. [see: Article VI, Division 6, Height Exceptions<sup>5</sup>]
4. The Zoning Ordinance fails to define "use," and the definitions listed by the Zoning Administrator do not support his conclusion that a sign is not a "use" as referenced in 30-446.2(46) [see: Sec 30-1200]
5. Section 30-446.2(46) is worded differently than all other similar provisions in the Zoning Ordinance and must be interpreted differently as such. [(see: Article IV District Regulations, R2, R3, R4, R5, R5A, R6, R7, R8, R43, R48, R53, R63, R73, RM-H, RO-1, RO-2, RO-3, HO, I, M-1, and M-2.<sup>6</sup>)]
6. The Botetourt Sign meets all criteria set out under 30-446.2(46) and that a correct reading of the provision must conclude that the Botetourt Sign is a permitted use in the B-7 district and shall not be considered nonconforming contrary to zoning administrator's determination.

## (1). Signs, Specifically Freestanding Signs, are Land Uses Under the Code of Virginia.

### **Code of Virginia - Zoning Enabling Language**

The City Charter Chapter 30 Zoning is derived pursuant to the Code of Virginia Title 15.2-2280 which enables local governments to establish Zoning to regulate the “use” of land, buildings, and structures. If something is not a land “use,” it cannot be regulated through zoning.

#### **§ 15.2-2280. Zoning ordinances generally.**

Any locality may, by ordinance, classify the territory under its jurisdiction or any substantial portion thereof into districts of such number, shape and size as it may deem best suited to carry out the purposes of this article, and in each district it may regulate, restrict, permit, prohibit, and determine the following:

1. The use of land, buildings, structures and other premises for agricultural, business, industrial, residential, flood plain and other specific uses;

### **Vested Rights**

In addition, vested rights in nonconforming uses are recognized to protect previously established land uses. The zoning ordinance contains separate definitions of nonconforming sign and nonconforming use, but under the Code of Virginia a nonconforming sign is protected because of its classification as a land use.

#### **§ 15.2-2307. Vested rights not impaired; nonconforming uses.**

A. Nothing in this article shall be construed to authorize the impairment of any vested right. Without limiting the time when rights might otherwise vest, a landowner's rights shall be deemed vested in a land use and such vesting shall not be affected by a subsequent amendment to a zoning ordinance when the landowner (i) obtains or is the beneficiary of a significant affirmative governmental act which remains in effect allowing development of a specific project, (ii) relies in good faith on the significant affirmative governmental act, and (iii) incurs extensive obligations or substantial expenses in diligent pursuit of the specific project in reliance on the significant affirmative governmental act.

### **Just Compensation**

The Code of Virginia, protects billboards against removal without just compensation and specifically classifies a billboard without another use on the property is “the principal use of the property.”

#### **§ 33.2-1218. Removal of billboard signs under this chapter prohibited without just compensation.**



Notwithstanding any other provision of law, no billboard sign subject to this chapter may be removed by action of a county, city, or town under Chapter 22 (§ 15.2-2200 et seq.) of Title 15.2 without the payment of just compensation by the county, city, or town unless the billboard sign cannot remain on the property due to the site constraints of the property and removal of the billboard sign is therefore necessary for development on the property. The property owner may terminate the leasehold or other right of the billboard sign to remain on the property in accordance with the terms and conditions of the contract between the property owner and the billboard sign owner, but may not be required to do so by the county, city, or town as a condition of obtaining development approval for the property unless removal of the billboard sign is necessary for development of the property **or the billboard sign is nonconforming and is the principal use on the property** and the zoning ordinance permits only one principal use on the property.

## (2). City Chapter 30 Zoning Recognizes Signs as Land Uses

An on-premises sign is deemed to be an integral part of the principal use of the land.

**(a) Article V., Signs -Div 1-Sec. 30-500. - Findings; purpose and intent; interpretation**

(b) A sign **placed on land** or on a building for the purpose of identification, protection or directing persons to a use conducted therein shall be **deemed to be an integral but accessory and subordinate part of the principal use of land or building.**

Since an on-premises sign is deemed to an integral part of the principal “use,” of land, then a free-standing, off-premises sign, existing as the only feature on a property, must logically constitute a principal use of land. If not, this provision violates the First Amendment by favoring commercial speech over non-commercial speech since off-premises signs routinely communicate political, religious, and public service messages, and on-premises signs do not.

Article V, Section 30-500(b)<sup>4</sup> states:

“This article shall be interpreted in a manner consistent with the First Amendment guarantee of free speech.”

Moreover, Article V, Section 30-500(a) acknowledges that signs are a “use” by stating:

“(a) Signs obstruct view, distract motorists, displace **alternative uses for land,...**”

Further, including an on-premise sign as an integral part of the “use” and denying that an off-premise signs is a “use” is contradicted the fact that an on-premises sign may not require a building permit, whereas a freestanding structure does require a building permit.

### (3). Signs Are Not Exclusively Regulated Under Article V

While signs are primarily regulated in Section V, it is incorrect to say that signs are only regulated in Section V and that the rest of the ordinance doesn't apply. One example is:

#### **Article VI Div 6. – Height Exceptions, 30-650.1.**

The height limitations set forth in this chapter shall not apply to chimneys, smokestacks, ... However, no sign, display or advertising device of any kind shall be erected to exceed the height limit in the district in which it is located nor shall such be painted on or attached to that portion of a chimney, smokestack, tower, roof parapet, architectural embellishment or other structure extending above the height limit prescribed for the district in which it is located.

### (4). The Ordinance Fails to Define “Use” [30-1200]

The Zoning Administrator list several definitions from Section 30-1200 below; however, he doesn't list a definition of “use” since the ordinance does not provide a definition for “use” or “principal use” or “permitted use.” More importantly, the definitions of various types of signs do not prohibit their inclusion as uses per 30-446.2(46) and the Zoning Administrator provides no definition of “use” or any other language that excludes signs from also being considered “uses.” In fact, in Section 30-500 above, the ordinance explicitly includes on-premises signs in the definition of *Accessory Use*.

But just because these definitions are not part of the Ordinance doesn't mean the Zoning Administrator can define them in any way he sees fit. As shown above, the Code of Virginia dictates that a sign is a “use” of land to be regulated through Zoning, and Section 30-500 dictates that an on-premises sign is a deemed to be an integral part of the “use” of the land. A determination that the term “use” excludes signs runs contrary to these provisions.

In the Zoning Administrator's April 14 letter, he lists the following definitions:

Section 30-1220.103:2: "Sign, off-premises, means a sign that directs attention to a business, product, service, or activity conducted, sold, or offered at a location other than the premises on which the sign is erected."

Section 30-1220.71: "Nonconforming sign means a sign lawfully existing at the effective date of the ordinance from which this chapter is derived or subsequent amendment thereto and which does not conform with the sign regulations of this chapter or any amendment thereto."

Section 30-1220.72: "Nonconforming use means a principal or accessory use of land, buildings or structures lawfully existing at the effective date of the ordinance from which this chapter is derived or subsequent amendment thereto and which does not conform with

the use regulations [sic: note that Article IV is titled District Regulations] of this chapter or any amendment thereto."

Section 30-1220.1: "Accessory structure and accessory building mean a structure or building used for purposes incident and subordinate to the principal use of the premises."

Section 30-1220.2: "Accessory use means a use of land or use of a structure or building for purposes incident and subordinate to the principal use of the premises."

Not included by the Zoning Administrator are:

Section 30-1220.99: *Sign* means any object, device, display, or part thereof, visible from a public place, a public right-of-way, or any navigable body of water, which is designed and used to attract attention to an institution, organization, business, product, service, event, location, or person by any means involving words, letters, figures, symbols, fixtures, logos, colors, illumination, or projected images. The term "sign" does not include the display of merchandise for sale on the site of the display.

Section 30-1220.103: *Sign, freestanding*, means a sign supported by uprights, brackets, poles, posts, a foundation or similar features which are **anchored within the ground**.

Section 30-1220.120: *Structure* means anything constructed or erected which has a fixed location on the ground or which is **attached to something having a fixed location on the ground**.

Section 30-1220.70: *Nonconforming feature* means a feature of a **use**, other than the **use** itself, or a feature of a building or structure lawfully existing at the effective date of the ordinance from which this chapter is derived or subsequent amendment thereto and which does not conform with the lot area, lot coverage, yard, open space, floor area, height, parking, loading, lighting, screening or other regulations of this chapter or any amendment thereto.

Nowhere does any definition of a sign exclude its inclusion as a use per 30-446.2(46).

Further, the definition of *Nonconforming Feature* uses the word "use," but clearly applies to "signs" as well. For example, a billboard allowed in the M-2 district that is over 35' in height is a conforming use with a non-conforming feature. If the height were to be lowered to 35', the billboard would be conforming.

In short, the zoning administrator:

- Fails to provide a definition of sign that excludes its inclusion as a "use" under 30-446.2(46);
- Fails to provide a definition of "use" that excludes signs; and
- Fails to provide any other language from the ordinance that says that a sign is not or cannot also be considered a "use."



## The Zoning Letter in Context of the Above

In paragraph 10 the zoning administrator states:

B-7 (Mixed-Use Business) regulations are found in Article IV, Division 25 of the current Zoning Ordinance. Article IV, Division 25, Section 30-446.2 specifies the permitted principal and accessory uses allowed in the B-7 zoning district. Under that section, signs of any type are not included as a permitted principal use or a permitted accessory use. In fact, under the Zoning Ordinance, signs are not a permitted "use" in any zoning district. Rather, the Zoning Ordinance separately regulates signs as "signs" under Article V, Division 1 through Division 4. In short, *per the terms* of the Zoning Ordinance, a "sign" is not a "use;" it is a "sign." (emphasis mine)

His reading mischaracterizes this entire section by stating that a "sign" is not a "use" and proceeding as if the terms are mutually exclusive. This assertion is not supported by any "terms of the zoning ordinance." There is no definition of a "use" or "principal use" that excludes a "sign" from also being considered a "use." A sign is clearly a land use per the Code of Virginia, and as explicitly stated in 30-500(b) whereby an on-premises sign is deemed an integral part of the principal "use."

So, while "signs" may not be separately listed as permitted uses under other sections of 30-446.2, they are not excluded, and thus become listed, permitted uses in the B-7 district through paragraph (46) which the zoning administrator fails to directly address.

### (5). Section 30-446.2(46) is Worded Differently than All Other Similar Provisions in the Ordinance and Must be Interpreted as Such.

Let's look closely at 30-446.2(46). Much like the Virginia Vested Rights statutes, this paragraph protects lawful uses that existed when the B-7 district was created by upzoning from the previous M-1 and M-2 districts. Paragraph (46) reads:

#### **30-446.2 Permitted principal and accessory uses.**

(46) Uses permitted in the M-1 and M-2 districts and not otherwise listed as permitted uses in this division, when such uses are lawfully existing on the effective date of the ordinance creating the B-7 district to include the property in the B-7 district, and:

a. Such uses shall not be considered nonconforming uses, shall not be subject to the limitations on nonconforming uses set forth in Article VIII of this chapter and, subject to the provisions of Section 30-446.3(6), may be extended, expanded or enlarged to occupy any portion of the property devoted to the use at the time of its inclusion in the B-7 district.

b. Any such use may be changed to another use that is permitted by right or by conditional use permit in the B-7 district, or to a use that is first permitted in the

same district as or a more restricted district than the district in which such use is first permitted, subject to the provisions of Section 30-454.1(2).

c. In the case of a building or portion thereof that is vacant on the effective date of the ordinance to include the property in the B-7 district, the last lawful use, subject to the provisions of Sections 30-800.4 and 30-800.5, to occupy such building or portion thereof shall determine the applicability of this subsection.

Here, the Zoning Administrator ignores the plain wording of section 30-446.2(46); The section unambiguously states that lawfully existing uses permitted in the M-1 and M-2 districts shall be permitted in the B-7 District and shall not be considered nonconforming.

It is critically important to examine the actual language of this section and how it differs from every other reference to uses allowed in other districts. Without exception in the Zoning Ordinance, when a use is permitted in a particular district by reference in another district, the Ordinance cites the specific code section. For example: principal uses permitted in the R-1 district are also permitted in the R-2 district and the language in the R-2 district states:

**Sec. 30-404.1. - Permitted principal uses.**

Any principal use permitted in the R-1 district **as set forth in Section 30-402.1** shall be permitted in the R-2 Single-Family Residential District.

Take note of the language : *“as set forth in Section 30-402.1”*

This specific reference language is used in every section in the ordinance where a reference is made to a use allowed in another district. (see: R2, R3, R4, R5, R5A, R6, R7, R8, R43, R48, R53, R63, R73, RM-H, RO-1, RO-2, RO-3, HO, I, M-1, and M-2.)

However, Section 30-446.2(46) of the B-7 district does **not** refer to any specific code section listing permitted uses in the M-1 or M-2 districts. The Zoning Administrator misinterprets the provision as if it explicitly references those sections—reading it as though it says: *“uses permitted in the M-1 district as set forth in section 30-452.1 and in the M-2 district as set forth in section 30-454.1.”* But no such citation appears in the actual text. The provision is broader and refers generally to uses permitted in those districts, not to any particular section.

If that language actually appeared in the ordinance, there would be no dispute. But it doesn't. And because it doesn't, the plain and natural reading of Section 30-446.2(46) is that **all lawful uses** permitted in the M-1 and M-2 districts are allowed in the B-7 district—without limitation to any specific section. Moreover, subsection (a) explicitly states that such uses **“shall not be considered nonconforming uses.”** Given that signs, including billboards, were clearly lawful uses in the M-2 district, it is untenable to argue that they are not lawful uses under the Section 30-446.2(46).

In paragraph 11, the Zoning Administrator claims that off-premises signs are not listed as a permitted sign type in the B-7 district and therefore the existing sign is now nonconforming due to the zoning change from M-2 to B-7.

However, this conclusion is based on a misreading of the applicable provisions. The Administrator is looking in the wrong place. As previously explained, **Section 30-446.2(46) of the B-7 district explicitly states that all lawful uses permitted in the M-1 and M-2 districts are also permitted in the B-7 district** and “shall not be considered nonconforming uses.” This language is not limited to the specific permitted use lists found in the M-1 and M-2 district sections—it encompasses **all uses lawfully allowed** in those districts, including those authorized elsewhere in the Ordinance.

Off-premises signs are in fact permitted in the M-1 and M-2 districts by **Section 30-523**, which states:

**Section 30-523 – M-1 and M-2 districts:**

(3) *Off-premises signs.* Off-premises signs shall be subject to the regulations applicable in the B-3 General Business District set forth in Section 30-515(5).

Therefore, off-premises signs are expressly permitted in M-1 and M-2 via incorporation of B-3 regulations, and under Section 30-446.2(46) and as such are likewise permitted in B-7.

In Paragraph 14, the Zoning Administrator reiterates his claim that a “sign” is not a “use,” reasoning that if signs were uses, they would be listed as permitted principal or accessory uses in the B-7 district regulations or elsewhere in the Zoning Ordinance. He concludes:

*“Nowhere does the Zoning Ordinance do this.”*

This interpretation ignores both the **plain language** of Section 30-446.2(46) and the structure of the ordinance itself. As previously explained, **Section 30-446.2(46)** is broader than uses listed in only in the M-1 and M-2 district regulations. The language expressly incorporates **all uses permitted in M-1 and M-2**. Under **Article V, Section 30-523(3)**, off-premises signs are **permitted in the M-1 and M-2 districts** by specific reference to the B-3 district. Therefore, off-premises signs lawfully permitted in M-2 **remain permitted in B-7** under 30-446.2(46) and are **not nonconforming**.

The Administrator further argues that the Ordinance “expressly distinguishes” between “signs” and “uses” based on separate definitions and rules. With all due respect, this argument is unsupported and misleading:

- The zoning ordinance **does not define the term “use”** at all.
- There is **no provision stating that signs are excluded from the definition of a use**, nor that a sign cannot also constitute a use.
- The fact that nonconforming signs and nonconforming uses are regulated in separate sections **does not mean that signs cannot be uses**.
- **The Code of Virginia** only authorizes zoning ordinances to regulate **signs as land uses**.

- A freestanding sign is defined as a structure under §30-1220.120 and requires a building permit.
- Finally, per the definition of *nonconforming feature*, it is possible for a sign to be a conforming use with nonconforming features, such as size or illumination.

In sum, the Administrator's attempt to exclude signs from the category of "use" is inconsistent with the text of the ordinance, the structure of the zoning code, and broader legal principles under Virginia law.

## (6). The Botetourt Sign Meets All Criteria Set Under 30-446.2(46)

### Article IV District Regulations, Section 30-446.2 Permitted principal and accessory uses,

The following uses of buildings and premises shall be permitted in the B-7 district...

(46) "Uses permitted in the M-1 and M-2 districts and not otherwise listed as permitted uses in this division, when such uses are lawfully existing on the effective date of the ordinance to include the property in the B-7 district..."

Subsection (a) continues:

"Such uses shall not be considered nonconforming uses, shall not be subject to the limitations on nonconforming uses set forth in article VIII of this chapter and, subject to the provisions of section 30-446.3(7), may be extended, expanded or enlarged..."

This directly applies to the existing billboard at 1830 Botetourt Street:

- It was a lawful M-2 use at the time of rezoning,
- It has existed continuously since that date,
- It is not otherwise listed in the B-7 district regulations.

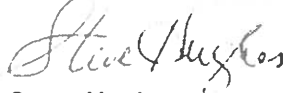
Per 30-446.2(46)(a) the Billboard is considered conforming and therefore is **Not a Nonconforming Use or a Nonconforming Sign**. The ordinance is unambiguous: M-2 uses lawfully existing at the time of rezoning are permitted in the B-7 district and shall not be considered nonconforming. The Zoning Administrator's assertion that a "sign" is not a "use" is misplaced and contradicts the explicit language of 30-446.2(46).

### **Relief Requested**

For all the reasons stated above, I respectfully request that the Board of Zoning Appeals:

1. **Reverse** the Zoning Administrator's determination dated April 14, 2025;
2. **Recognize** that the existing billboard at 1830 Botetourt Street is a **permitted principal use** under Section 30-446.2(46) of the B-7 zoning district;
3. **Acknowledge** that Section 30-446.2(46) specifies that the sign shall not be considered nonconforming, and that changing the existing static face to an internally illuminated LED face is allowable.

Respectfully submitted,



**Steve Hughes**

Hughes Outdoor Media, LLC

(804) 337-7440

steve@hughesoutdoor.com



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

**ZONING  
ADMINISTRATION**

April 14, 2025

Hughes Outdoor Media, LLC  
1495 Manakin Road  
Manakin Sabot, Virginia 23103

ATTN: Steve Hughes

**RE: 1830 BOTETOURT STREET (Tax Map: N000-0945/001) – the "Property"**

Dear Mr. Hughes:

1 In response to your request, please be advised of the following:

2 The Property is currently located within the B-7 (Mixed-Use Business) zoning district, having been re-zoned  
in 2021 from the M-2 (Heavy Industrial). The Property contains an off-premises sign erected under the  
previous M-2 zoning district designation.

3 Article XII, "Definitions," of City's Zoning Ordinance, found in Chapter 30 of the Richmond City Code,  
includes the following definitions relevant to your request:

4 Section 30-1220.103.2: "*Sign, off-premises*, means a sign that directs attention to a business, product,  
service, or activity conducted, sold, or offered at a location other than the premises on which the sign is  
erected."

5 (Note that under previous versions of City Code, an "off-premises sign" was defined as, and is more  
commonly known as, a billboard.)

6 Section 30-1220.71: "*Nonconforming sign* means a sign lawfully existing at the effective date of the  
ordinance from which this chapter is derived or subsequent amendment thereto and which does not  
conform with the sign regulations of this chapter or any amendment thereto."

7 Section 30-1220.72: "*Nonconforming use* means a principal or accessory use of land, buildings or  
structures lawfully existing at the effective date of the ordinance from which this chapter is derived or  
subsequent amendment thereto and which does not conform with the use regulations of this chapter or any  
amendment thereto."

8 Section 30-1220.1: "*Accessory structure and accessory building* mean a structure or building used for  
purposes incident and subordinate to the principal use of the premises."

9 Section 30-1220.2: "*Accessory use* means a use of land or use of a structure or building for purposes  
incident and subordinate to the principal use of the premises."

10 B-7 (Mixed-Use Business) regulations are found in Article IV, Division 25 of the current Zoning Ordinance.  
Article IV, Division 25, Section 30-446.2 specifies the permitted principal and accessory uses allowed in the  
B-7 zoning district. Under that section, signs of any type are not included as a permitted principal use or a  
permitted accessory use. In fact, under the Zoning Ordinance, signs are not a permitted "use" in any zoning

district. Rather, the Zoning Ordinance separately regulates signs as "signs" under Article V, Division 1 through Division 4. In short, per the terms of the Zoning Ordinance, a "sign" is not a "use;" it is a "sign."

11 Article V, Division 1, Section 30-518.1 lists permitted sign types in the B-7 zoning district, and off-premises signs are not so listed. This makes the off-premises sign on the Property a nonconforming sign where, per the above-cited definition of that term, a nonconforming sign is, among other things, one that "does not conform with the sign regulations of [the Zoning Ordinance]."

12 Article V, Division 3, Section 30-525 of the Zoning Ordinance regulates nonconforming signs and states as follows (emphasis added):

*(a) A nonconforming sign as defined in Section 30-1220 may remain except as set forth in this section. The owner of the property shall bear the burden of establishing the nonconforming status of a sign and of the physical shall submit verification that the sign lawfully existed at the time of erection. Failure to provide such verification shall be cause for an order to remove the sign or to bring the sign into compliance with the current provisions of this chapter.*

*(b) No nonconforming sign shall be enlarged, and no feature of a nonconforming sign, such as illumination, shall be increased.*

*(c) No provision of this section shall be interpreted or construed to prevent the keeping in good repair of a nonconforming sign. Nonconforming signs shall not be extended, structurally reconstructed, or altered in any manner except that a sign face may be changed if the new face is equal to or reduced in height or sign area, either or both.*

*(d) No nonconforming sign shall be moved any distance on the same lot or to any other lot unless such change in location will make the sign conform in all respects to the provisions of this article.*

13 The wording of your request for this letter implies a belief that under the Zoning Ordinance, a "sign" is a "use," such that the sign on the Property must be subject to B-7 district use regulations found in Section 446.2(46)(a)-(c) of the Zoning Ordinance. Uses subject to those rules can be expanded.

14 As discussed above, however, under the Zoning Ordinance, a "sign" is not a "use." If an off-premises sign, or any other sign, were a "use" under the Zoning Ordinance, then the Zoning Ordinance would identify signs as permitted principal or accessory uses in the B-7 zoning district or elsewhere in the Zoning Ordinance. Nowhere, however, does the Zoning Ordinance do this. Rather, the Zoning Ordinance expressly distinguishes between "signs" and "uses" and specifically establishes separate definitions for uses and signs, separate rules for "nonconforming signs" under Section 30-525 and "nonconforming uses" under Article VIII, Division 1, as well as separate definitions for "nonconforming sign" and "nonconforming use" within Section 30-1220.

15 In conclusion, because a "sign" is not a "use" under the Zoning Ordinance, the regulations applicable to the nonconforming sign on the Property about which you have asked are found in Section 30-525 (a) – (g) of the Zoning Ordinance, and the B-7 district regulations of Section 446.2(46) (a) – (c) that apply to "uses" are not applicable.

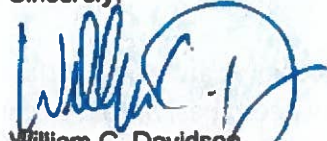
You are hereby advised that you have thirty (30) days from this notice in which to appeal this decision to the Board of Zoning Appeals, in accordance with §15.2-2311 of the Code of Virginia and §17.19 of the Richmond City Charter, or this decision shall be final and unappealable. Such appeal must be in writing and must be filed with the Secretary to the Board of Zoning Appeals. Said appeal shall indicate in specific terms the grounds for the appeal and must be accompanied by a filing fee of two hundred fifty dollars (\$250.00). An appeal form and instructions are attached.



Hughes Outdoor Media, LLC  
ATTN: Steve Hughes  
RE: 1830 BOTETOURT STREET  
April 14, 2025  
Page 3

I hope this information is sufficient. If you have additional questions, please contact me by E-mail at: [Chuck.Davidson@RVA.gov](mailto:Chuck.Davidson@RVA.gov) or by telephone at: (804) 646-6353.

Sincerely,



William C. Davidson  
Zoning Administrator

xc: BARBARA D. HUGHES REVOCABLE TRUST TRUSTEE  
1018 MANAKIN RD.  
MANAKIN SABOT, VA 23103



Code of Virginia  
Title 15.2. Counties, Cities and Towns  
Subtitle II. Powers of Local Government  
Chapter 22. Planning, Subdivision of Land and Zoning  
Article 7. Zoning

## § 15.2-2280. Zoning ordinances generally

Any locality may, by ordinance, classify the territory under its jurisdiction or any substantial portion thereof into districts of such number, shape and size as it may deem best suited to carry out the purposes of this article, and in each district it may regulate, restrict, permit, prohibit, and determine the following:

1. The use of land, buildings, structures and other premises for agricultural, business, industrial, residential, flood plain and other specific uses;
2. The size, height, area, bulk, location, erection, construction, reconstruction, alteration, repair, maintenance, razing, or removal of structures;
3. The areas and dimensions of land, water, and air space to be occupied by buildings, structures and uses, and of courts, yards, and other open spaces to be left unoccupied by uses and structures, including variations in the sizes of lots based on whether a public or community water supply or sewer system is available and used; or
4. The excavation or mining of soil or other natural resources.

Code 1950, §§ 15-819, 15-844, 15-968; 1962, c. 407, § 15.1-486; 1966, c. 344; 1969, Ex. Sess., c. 1; 1972, c. 789; 1975, c. 641; 1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

## § 15.2-2307. Vested rights not impaired; nonconforming uses

A. Nothing in this article shall be construed to authorize the impairment of any vested right. Without limiting the time when rights might otherwise vest, a landowner's rights shall be deemed vested in a land use and such vesting shall not be affected by a subsequent amendment to a zoning ordinance when the landowner (i) obtains or is the beneficiary of a significant affirmative governmental act which remains in effect allowing development of a specific project, (ii) relies in good faith on the significant affirmative governmental act, and (iii) incurs extensive obligations or substantial expenses in diligent pursuit of the specific project in reliance on the significant affirmative governmental act.

B. For purposes of this section and without limitation, the following are deemed to be significant affirmative governmental acts allowing development of a specific project: (i) the governing body has accepted proffers or proffered conditions which specify use related to a zoning amendment; (ii) the governing body has approved an application for a rezoning for a specific use or density; (iii) the governing body or board of zoning appeals has granted a special exception or use permit with conditions; (iv) the board of zoning appeals has approved a variance; (v) the governing body or its designated agent has approved a preliminary subdivision plat, site plan or plan of development for the landowner's property and the applicant diligently pursues approval of the final plat or plan within a reasonable period of time under the circumstances; (vi) the governing body or its designated agent has approved a final subdivision plat, site plan or plan of development for the landowner's property; or (vii) the zoning administrator or other administrative officer has issued a written order, requirement, decision or determination regarding the permissibility of a specific use or density of the landowner's property that is no longer subject to appeal and no longer subject to change, modification or reversal under subsection C of § 15.2-2311.

C. A zoning ordinance may provide that land, buildings, and structures and the uses thereof which do not conform to the zoning prescribed for the district in which they are situated may be continued only so long as the then existing or a more restricted use continues and such use is not discontinued for more than two years, and so long as the buildings or structures are maintained in their then structural condition; and that the uses of such buildings or structures shall conform to such regulations whenever, with respect to the building or structure, the square footage of a building or structure is enlarged, or the building or structure is structurally altered as provided in the Uniform Statewide Building Code (§ 36-97 et seq.). If a use does not conform to the zoning prescribed for the district in which such use is situated, and if (i) a business license was issued by the locality for such use and (ii) the holder of such business license has operated continuously in the same location for at least 15 years and has paid all local taxes related to such use, the locality shall permit the holder of such business license to apply for a rezoning or a special use permit without charge by the locality or any agency affiliated with the locality for fees associated with such filing. Further, a zoning ordinance may provide that no nonconforming use may be expanded, or that no nonconforming building or structure may be moved on the same lot or to

Code of Virginia

Title 33.2. Highways and Other Surface Transportation Systems

Subtitle II. Modes of Transportation: Highways, Bridges, Ferries, Rail, and Public Transportation

Chapter 12. Outdoor Advertising in Sight of Public Highways

Article 1. General Policies and Regulations

## **§ 33.2-1218. Removal of billboard signs under this chapter prohibited without just compensation**

Notwithstanding any other provision of law, no billboard sign subject to this chapter may be removed by action of a county, city, or town under Chapter 22 (§ 15.2-2200 et seq.) of Title 15.2 without the payment of just compensation by the county, city, or town unless the billboard sign cannot remain on the property due to the site constraints of the property and removal of the billboard sign is therefore necessary for development on the property. The property owner may terminate the leasehold or other right of the billboard sign to remain on the property in accordance with the terms and conditions of the contract between the property owner and the billboard sign owner, but may not be required to do so by the county, city, or town as a condition of obtaining development approval for the property unless removal of the billboard sign is necessary for development of the property or the billboard sign is nonconforming and is the principal use on the property and the zoning ordinance permits only one principal use on the property.

2003, c. 569, § 33.1-370.1; 2014, c. 805.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Sec. 30-500. - Findings; purpose and intent; interpretation.

- (a) Signs obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The purpose of this article is to regulate the size, color, illumination, movement, materials, location, height and condition of all signs placed on private property for exterior observation, thus ensuring the protection of property values, the character of the various neighborhoods, the creation of a convenient, attractive and harmonious community, protection against destruction of or encroachment upon historic areas, and the safety and welfare of pedestrians and wheeled traffic, while providing convenience to citizens and encouraging economic development. This article allows adequate communication through signage while encouraging aesthetic quality in the design, location, size and purpose of all signs. This article shall be interpreted in a manner consistent with the First Amendment guarantee of free speech. If any provision of this article is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this article which can be given effect without the invalid provision.
- (b) A sign placed on land or on a building for the purpose of identification, protection or directing persons to a use conducted therein shall be deemed to be an integral but accessory and subordinate part of the principal use of land or building. Therefore, the intent of this article is to establish limitations on signs in order to ensure they are appropriate to the land, building or use to which they are appurtenant and are adequate for their intended purpose while balancing the individual and community interests identified in subsection (a) of this section.
- (c) These regulations are intended to promote signs that are compatible with the use of the property to which they are appurtenant, landscape and architecture of surrounding buildings, are legible and appropriate to the activity to which they pertain, are not distracting to motorists, and are constructed and maintained in a structurally sound and attractive condition.

(Code 1993, § 32-500; Code 2004, § 114-500; Code 2015, § 30-500; Ord. No. 2017-149, § 1, 9-11-2017)

Sec. 30-650.1. - Towers and appurtenances, roof parapets and architectural embellishments.

The height limitations set forth in this chapter shall not apply to chimneys, smokestacks, lightning rods, electric power line support structures, accessory antennas, steeples, cupolas, ornamental towers and spires cooling towers, elevators, bulkheads and other necessary mechanical appurtenances, or to roof parapets and architectural embellishments not exceeding four feet in height. However, no sign, display or advertising device of any kind shall be erected to exceed the height limit in the district in which it is located nor shall such be painted on or attached to that portion of a chimney, smokestack, tower, roof parapet, architectural embellishment or other structure extending above the height limit prescribed for the district in which it is located. To the extent that any wireless communications facility, microwave relay facility, or radio and television broadcast antenna and support structure exceeds the height limitations of the district regulations such additional height shall be permitted subject to compliance with the requirements of Division 11 of this article.

(Code 1993, § 32-650.1; Code 2004, § 114-650.1; Code 2015, § 30-650.1; Ord. No. 2006-331-2007-13, § 1, 1-8-2007)



# City Zoning References to Regulations by Specific Code Reference

## **DIVISION 2. - R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT**

- **Sec. 30-402.1. - Permitted principal uses.**

The following uses of buildings and premises shall be permitted in the R-1 district:

## **DIVISION 3. - R-2 SINGLE-FAMILY RESIDENTIAL DISTRICT**

- **Sec. 30-404.1. - Permitted principal uses.**

Any principal use permitted in the R-1 district as set forth in Section 30-402.1 shall be permitted in the R-2 Single-Family Residential District.

## **DIVISION 4. - R-3 SINGLE-FAMILY RESIDENTIAL DISTRICT**

- **Sec. 30-406.1. - Permitted principal uses.**

Any principal use permitted in the R-1 district as set forth in Section 30-402.1 shall be permitted in the R-3 Single-Family Residential District.

## **DIVISION 5. - R-4 SINGLE-FAMILY RESIDENTIAL DISTRICT**

- **Sec. 30-408.1. - Permitted principal uses.**

Any principal use in the R-1 district as set forth in Section 30-402.1 shall be permitted in the R-4 Single-Family Residential District.

## **DIVISION 6. - R-5 SINGLE-FAMILY RESIDENTIAL DISTRICT**

- **Sec. 30-410.1. - Permitted principal uses.**

Any principal use permitted in the R-1 district as set forth in Section 30-402.1 shall be permitted in the R-5 Single-Family Residential District.

## **DIVISION 6.1. - R-5A SINGLE- AND TWO-FAMILY RESIDENTIAL DISTRICT**

**Sec. 30-411.2. - Permitted principal uses.**

The following uses of buildings and premises shall be permitted in the R-5A Single- and Two-Family Residential District:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1.

**DIVISION 7. - R-6 SINGLE-FAMILY ATTACHED RESIDENTIAL DISTRICT**

**Sec. 30-412.1. - Permitted principal uses.**

The following uses of buildings and premises shall be permitted in the R-6 district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1;

**DIVISION 7.1. - R-7 SINGLE- AND TWO-FAMILY URBAN RESIDENTIAL DISTRICT**

**Sec. 30-413.2. - Permitted principal uses.**

- **Amended by Ordinance No. 2024-314**

The following uses of buildings and premises shall be permitted in the R-7 district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1;

**DIVISION 7.2. - R-8 URBAN RESIDENTIAL DISTRICT**

**Sec. 30-413.11. - Permitted principal uses.**

The following uses of buildings and premises shall be permitted in the R-8 district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1.

**DIVISION 8. - R-43 MULTIFAMILY RESIDENTIAL DISTRICT**

**Sec. 30-414.1. - Permitted principal uses.**

The following uses of buildings and premises shall be permitted in the R-43 district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1;

#### **DIVISION 9. - R-48 MULTIFAMILY RESIDENTIAL DISTRICT**

Sec. 30-416.1. - Permitted principal uses.

The following uses of buildings and premises shall be permitted in the R-48 district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1;

#### **DIVISION 10. - R-53 MULTIFAMILY RESIDENTIAL DISTRICT**

Sec. 30-418.1. - Permitted principal uses.

The following uses of buildings and premises shall be permitted in the R-53 district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1;

#### **DIVISION 10.1. - R-63 MULTIFAMILY URBAN RESIDENTIAL DISTRICT**

Sec. 30-419.2. - Permitted principal uses.

The following uses of buildings and premises shall be permitted in the R-63 district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1.

#### **DIVISION 11. - R-73 MULTIFAMILY RESIDENTIAL DISTRICT**

Sec. 30-420.1. - Permitted principal uses.

The following uses of buildings and premises shall be permitted in the R-73 district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1;

#### **DIVISION 12. - R-MH MOBILE HOME DISTRICT**

- **Sec. 30-422.1. - Permitted principal uses.**

- **Amended by Ordinance No. 2024-314**

The following uses of buildings and premises shall be permitted in the R-MH district:



- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1, subject to all requirements applicable to such uses in the R-6 district as set forth in Division 7 of this article;

#### **DIVISION 13. - RO-1 RESIDENTIAL-OFFICE DISTRICT**

- **Sec. 30-424.1. - Permitted principal uses.**

◦ **Amended by Ordinance No. 2024-314**

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1, subject to plan of development requirements applicable in such district;

#### **DIVISION 14. - RO-2 RESIDENTIAL-OFFICE DISTRICT**

- **Sec. 30-426.1. - Permitted principal uses.**

The following uses of buildings and premises shall be permitted in the RO-2 district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1;

#### **DIVISION 15. - RO-3 RESIDENTIAL-OFFICE DISTRICT**

- **Sec. 30-428.1. - Permitted principal uses.**

The following uses of buildings and premises shall be permitted in the RO-3 district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1;

#### **DIVISION 16. - HO HOTEL-OFFICE DISTRICT**

- **Sec. 30-430.1. - Permitted principal uses.**

The following uses of buildings and premises shall be permitted in the HO district:

- (1) Any principal use permitted in the R-1 district as set forth in Section 30-402.1;

#### **DIVISION 17. - I INSTITUTIONAL DISTRICT**

- **Sec. 30-432.2. - Permitted accessory uses and structures.**

Accessory uses and structures, including the following, which are customarily incidental and clearly subordinate to permitted principal uses shall be permitted in the I district (see Article VI, Division 9 of this chapter):

- (1) Any accessory use or structure permitted in the R-1 district as set forth in Section 30-402.2.

#### **DIVISION 28. - M-1 LIGHT INDUSTRIAL DISTRICT**

- **Sec. 30-452.1. - Permitted principal and accessory uses.**
  - **Amended by Ordinance No. 2024-314**

The following uses of buildings and premises shall be permitted in the M-1 district:

- (1) Any use permitted in the district as set forth in section 30-438.1, provided that:

#### **DIVISION 29. - M-2 HEAVY INDUSTRIAL DISTRICT**

- **Sec. 30-454.1. - Permitted principal and accessory uses.**

The following uses of buildings and structures shall be permitted in the M-2 district:

- (1) Any use permitted in the M-1 district as set forth in Section 30-452.1.

# **Zoning Administrator Documentation**



City of Richmond  
Department of Planning  
& Development Review

Bureau Of Permits  
& Inspections

[PDRPermitsAndInspections@Richmondgov.com](mailto:PDRPermitsAndInspections@Richmondgov.com)

To Request an inspection, call (804) 646-0770

# SIGN PERMIT

ISSUE DATE: 7/21/2021

## SIGN-088350-2021

**SITE ADDRESS:** 1830 Botetourt St  
Richmond, VA 23220

PARCEL NUMBER:N0000945001

**PERMIT DESCRIPTION:** Replace Existing Sign Structure in place and Install Digital Changeable Message Faces.

TYPE OF IMPROVEMENT: New

USE GROUP: U - Temporary, Miscellaneous

INSPECTOR NAME: Donald Drummond

INSPECTOR EMAIL ADDRESS:Donald.Drummond@richmondgov.com

COST OF WORK: \$0.00

CONSTRUCTION TYPE:

INSPECTOR PHONE:804-389-3967

### PERMIT CONTACT INFORMATION

OWNER NAME: Robert W & Barara D Hughes

CONTRACTOR NAME: Tenant - contractor

CONTRACTOR LICENSE NUMBER:9999999922

OWNER PHONE:

CONTRACTOR PHONE: 0000000000

### FEE INFORMATION

Permit Fee	\$1,772.90	Administrative Handling	\$94.10
State Levy	\$37.64	Plan Review	\$15.00

**TOTAL FEES** \$1,919.64

### SPECIAL TERMS AND CONDITIONS

Building: Construct Billboard per Attached Engineer's Plans... VCC 2015

Third Party Inspections are required for this project.

DPW:

No work or construction staging (including dumpsters, CE, DRIVEWAYS etc) may occur within the public right of way until the appropriate WISPs have been acquired.

Any damage in the public right of way (street, sidewalk, etc) will be the responsibility of contractor(s)

Zoning: Replace existing billboard/off-premises sign to install digital changeable message faces as per submitted plans. Off-premises sign does not exceed area of 700 square feet (672 sq. ft. proposed) or height of 35 feet (35' proposed). Sign is not within 500 feet of existing billboard sign along the same side of the highway nor within 500 feet of an interchange. SIGN CANNOT CHANGE ITS MESSAGE FACE MORE THAN ONCE EVERY FIVE SECONDS. NO CHANGE IN SIGN STRUCTURE LOCATION AUTHORIZED BY THIS APPROVAL



**Jason Carangelo**  
**Commissioner of Buildings**  
**Approved By:**



DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW  
BUREAU OF PERMITS AND INSPECTION  
ROOM 110 CITY HALL  
900 E. BROAD STREET  
RICHMOND, VIRGINIA 23219  
PHONE (804) 646-4169  
FAX (804) 646-1569

# SIGN PERMIT APPLICATION

PERMIT NO.

S

PROJECT NO.

B

**THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK.  
NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.**

CONTRACTOR/OWNER INFORMATION	1 JOB/PROPERTY ADDRESS (STREET & NUMBER) <b>1830 Botetourt Street</b>						2 FLOOR/ROOM NO.																																																																																											
	3 CONTRACTOR NAME <b>Steve Hughes (Lessee - see affidavit)</b>			4 LICENSE TYPE <b>n/a</b>		5 CLASS <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		6 STATE LICENSE NO.																																																																																										
	7 CONTRACTOR STREET ADDRESS <b>1495 Manakin Road</b>			8 CONTRACTOR TELEPHONE NO. / EMAIL ADDRESS <b>804-784-0501 / steve@hughesoutdoor.com</b>																																																																																														
BUILDING INFORMATION	9 CITY <b>Manakin Sabot</b>		STATE <b>VA</b>		ZIP CODE <b>23103</b>		10 CONTRACTOR FAX NO. <b>804-784-0502</b>																																																																																											
	11 PROPERTY OWNER NAME <b>Barbara D. Hughes</b>			12 PROPERTY OWNER ADDRESS/ZIP <b>1018 Manakin Rd, Manakin Sabot, VA 23103</b>			13 OWNER DAYTIME TELEPHONE NO. <b>804-784-1249</b>																																																																																											
	14 DESCRIBE CURRENT STRUCTURE USE <b>Billboard</b>				15 DESCRIBE PROPOSED STRUCTURE USE <b>Billboard</b>																																																																																													
COST INFO	16 NEW ACCESSORY BLDG. <input type="checkbox"/> ACC																																																																																																	
	17 ADDITION <input type="checkbox"/> ADD																																																																																																	
	18 RESIDENTIAL GARAGE <input type="checkbox"/> AD1																																																																																																	
WORK DESCRIPTION	19 RESIDENTIAL DECK <input type="checkbox"/> AD2																																																																																																	
	20 OPEN PORCH <input type="checkbox"/> AD3																																																																																																	
	21 ENCLOSED PORCH <input type="checkbox"/> AD4																																																																																																	
CONTACT INFORMATION	22 ALTER/REMODEL LIGHT <input type="checkbox"/> AL1																																																																																																	
	23 ALTER/REMODEL HEAVY <input type="checkbox"/> AL2																																																																																																	
	24 DEMOLITION <input type="checkbox"/> DEM																																																																																																	
TYPE OF WORK TO BE DONE	25 TENANT FITUP <input type="checkbox"/> FUP																																																																																																	
	26 FOUNDATION ONLY <input type="checkbox"/> FOU																																																																																																	
	27 NEW BUILDING <input type="checkbox"/> NB																																																																																																	
OWNERS AFFIDAVIT	28 MOVING/RELOCATION <input type="checkbox"/> REL																																																																																																	
	29 REPAIR/REPLACEMENT <input type="checkbox"/> REP																																																																																																	
	30 TOTAL VALUE OF CONTRACT INCLUDING MATERIAL, LABOR, SUBCONTRACTS OVERHEAD AND PROFIT <b>\$ 208,000</b>																																																																																																	
ASBESTOS CERTIFICATION	31 DESCRIBE SCOPE OF WORK <b>Replace Existing Sign Structure in place and Install Digital Changeable Message Faces.</b>																																																																																																	
	32 CONTACT PERSON <b>Steve Hughes</b>				33 CONTACT PHONE NO. <b>804-337-7440</b>		34 CONTACT FAX NO. <b>804-784-0502</b>																																																																																											
	35 CONTACT ADDRESS <b>1495 Manakin Road, Manakin Sabot, VA 23103</b>				ZIP CODE <b>23103</b>		36 EMAIL <b>steve@hughesoutdoor.com</b>																																																																																											
OFFICE USE ONLY	37 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				NAME <b>Steve Hughes</b>																																																																																													
	38 ENGINEER/ARCHITECT NAME <b>Formetco</b>				39 ENGINEER/ARCHITECT PHONE NO. <b>678-315-9054</b>		40 ENGINEER/ARCHITECT FAX NO.																																																																																											
	41 ARE ANY SIGNS EXISTING AT THIS LOT OR LOCATION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				IF YES, TOTAL # AND AREA OF EXISTING SIGNS (SQUARE FEET) <b>(1) 960sqft to be removed and replaced with (1) 672sqft sign</b>																																																																																													
OFFICE USE ONLY	42 PRINCIPAL STREET FRONTAGE? (LINEAR FEET) <b>I-95</b>				43 IS PLOT PLAN ATTACHED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		44 HOW MANY SIGNS ARE TO BE ERECTED? <b>(1) removed (1) erected</b>																																																																																											
	FOR EACH INDIVIDUAL SIGN, ENTER FOLLOWING SPECIFICATIONS:																																																																																																	
	<table border="1"> <thead> <tr> <th>SIGNS</th> <th>46 SIGN TYPE</th> <th>47 HEIGHT (FEET)</th> <th>48 LENGTH/ WIDTH (FEET)</th> <th>49 TOTAL AREA (SQUARE FEET)</th> <th>50 PROJECTION FROM BLDG. (FEET)</th> <th>51 HEIGHT ABOVE GRADE (FEET)</th> <th>52 HEIGHT ABOVE PUBLIC PROPERTY (FEET)</th> <th>53 SIGN PROJECTS OVER ROAD OR SIDEWALK YES/NO IF YES, FEET</th> <th>54 ENCROACHMENT PERMIT APPLIED FOR YES/NO</th> <th>55 SIGN SECURED TO BUILDING YES/NO</th> <th>56 SIGN ANIMATED YES/NO</th> <th>57 SIGN ILLUMINATED YES/NO</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>BB</td> <td>14</td> <td>48</td> <td>672</td> <td>n/a</td> <td>35'</td> <td></td> <td>No</td> <td>n/a</td> <td>No</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								SIGNS	46 SIGN TYPE	47 HEIGHT (FEET)	48 LENGTH/ WIDTH (FEET)	49 TOTAL AREA (SQUARE FEET)	50 PROJECTION FROM BLDG. (FEET)	51 HEIGHT ABOVE GRADE (FEET)	52 HEIGHT ABOVE PUBLIC PROPERTY (FEET)	53 SIGN PROJECTS OVER ROAD OR SIDEWALK YES/NO IF YES, FEET	54 ENCROACHMENT PERMIT APPLIED FOR YES/NO	55 SIGN SECURED TO BUILDING YES/NO	56 SIGN ANIMATED YES/NO	57 SIGN ILLUMINATED YES/NO	1	BB	14	48	672	n/a	35'		No	n/a	No	Yes	Yes	2													3													4													5													6											
SIGNS	46 SIGN TYPE	47 HEIGHT (FEET)	48 LENGTH/ WIDTH (FEET)	49 TOTAL AREA (SQUARE FEET)	50 PROJECTION FROM BLDG. (FEET)	51 HEIGHT ABOVE GRADE (FEET)	52 HEIGHT ABOVE PUBLIC PROPERTY (FEET)	53 SIGN PROJECTS OVER ROAD OR SIDEWALK YES/NO IF YES, FEET	54 ENCROACHMENT PERMIT APPLIED FOR YES/NO	55 SIGN SECURED TO BUILDING YES/NO	56 SIGN ANIMATED YES/NO	57 SIGN ILLUMINATED YES/NO																																																																																						
1	BB	14	48	672	n/a	35'		No	n/a	No	Yes	Yes																																																																																						
2																																																																																																		
3																																																																																																		
4																																																																																																		
5																																																																																																		
6																																																																																																		
OFFICE USE ONLY	<b>↑ SIGN TYPES</b> AC = AWNING/CANOPY BB = BILLBOARD FS = FREESTANDING PA = PAINTED PO = PORTABLE PR = PROJECTING SP = SUSPENDED WL = WALL																																																																																																	
	I HEREBY AFFIRM THAT UNDER THE PROVISIONS OF TITLE 54.1-1101 OF THE CODE OF VIRGINIA, I AM NOT SUBJECT TO LICENSURE AS A CONTRACTOR OR SUBCONTRACTOR. BY THIS AFFIDAVIT I ASSUME FULL RESPONSIBILITY FOR COMPLETION OF THE PROPOSED WORK IN ACCORDANCE WITH ALL APPLICABLE BUILDING CODES AND LAW. I ALSO UNDERSTAND IT IS A VIOLATION OF STATE LAW TO KNOWINGLY HIRE AN UNLICENSED CONTRACTOR.																																																																																																	
	PRINTED NAME <b>Steve Hughes</b>				SIGNATURE <i>Steve Hughes</i>		DATE <b>5/1/2021</b>																																																																																											
OFFICE USE ONLY	A I _____ (NAME OF APPLICANT) B CERTIFY THAT THE BUILDING AT _____ (ADDRESSES, FLOOR OR SUITE)																																																																																																	
	HAS BEEN INSPECTED OR MEETS THE EXCEPTIONS OF SECTION 110.3, THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE. THE ASBESTOS ABATEMENT WILL BE DONE AS PER REQUIREMENT OF THE "CLEAN AIR ACT" NATIONAL EMISSION STANDARD FOR THE HAZARDOUS AIR POLLUTANT (NESHAPS) AND OSHA "STANDARDS FOR CONSTRUCTION WORKERS".																																																																																																	
	C SIGNATURE _____																																																																																																	
OFFICE USE ONLY	ARTS DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		HISTORICAL DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		VIOLATION ON PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO		DELINQUENT TAXES DUE? <input type="checkbox"/> YES <input type="checkbox"/> NO																																																																																											
	EXISTING USE GROUP		PROPOSED USE GROUP		FEE CALC. TYPE <input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> B <input type="checkbox"/> C		PERMIT FEE																																																																																											
	IS PROPERTY IN 100 YR FLOOD PLAIN? <input type="checkbox"/> YES <input type="checkbox"/> NO		FLOOD ELEV.		SITE ELEV.		CHESAPEAKE BAY PROTECTION AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO																																																																																											
OFFICE USE ONLY	APPLICATION APPROVED BY _____		DATE _____		APPLICATION DISAPPROVED BY _____		DATE _____																																																																																											
	A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.																																																																																																	
	DCD02S (Rev. 07/12)																																																																																																	



BY SUBMITTING THIS APPLICATION, I CERTIFY I AM IN COMPLIANCE WITH THE CODE OF VIRGINIA, SECTION 54.1-1100 ET SEQ; RULES AND REGULATIONS OF THE VIRGINIA BOARD OF CONTRACTORS AND CHAPTER 14, CODE OF THE CITY OF RICHMOND.

**FEE SCHEDULE - BASED ON VALUE OF CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT.**

**VALUE OF WORK INCLUDES LABOR, MATERIALS, SUBCONTRACTS, OVERHEAD AND PROFIT. THE FEE IS BASED ON CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT.**

**RESIDENTIAL ONLY - 1 & 2 FAMILY**

VALUE OF WORK	PERMIT FEE
\$0 - \$2000	\$63.00
OVER \$2000	\$63.00*

\* Add \$6.07 per thousand or fraction thereof for residential construction.  
\* Add a 2% state surcharge to the final calculated fee.

**COMMERCIAL ONLY**

VALUE OF WORK	PERMIT FEE
\$0 - \$2000	\$131.00
OVER \$2000	\$131.00*

\* Add \$8.50 per thousand or fraction thereof for commercial construction.  
\* Add a 2% state surcharge to the final calculated fee.

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
A1A	THEATER/STAGE	B5	FIRE STATION	H5	HIGH HAZARD	NU	NO USE SANCTIONED VACANT STRUCTURE
A1B	THEATER NO STAGE	B6	FUNERAL HOME	I1	GROUP HOMES 17 OR MORE	R1M	MOTEL
A2A	NIGHTCLUB	B7	LAUNDRY	I2A	INSTITUTIONAL INCAPACITATED	R2A	DORMITORIES
A2B	RESTAURANT EAT IN	B8	MEDICAL OFFICE	I2B	INSTITUTIONAL DAY NURSERY	R2B	MULTIFAMILY
A3B	MUSEUM/ART GALLERY	B9	OFFICE	I3	DETENTION FACILITY	R2C	LODGING HOUSES
A3C	LIBRARY	B10	BUSINESS - OTHER	I4	ADULT CARE FACILITY	R3A	1&2 FAMILY OVER 3 STORIES
A3D	PASSENGER TERMINAL	E1	EDUCATION/SCHOOL 1 TO 12	I4B	CHILD CARE >5 CHILDREN <2.5 YRS	R5A	SINGLE FAMILY ATTACHED UNDER 4 STORIES
A3F	LECTURE HALL	E2	DAYCARE OVER 2 1/2 YEARS	MU	MIXED USE	R5B	TWO FAMILY ATTACHED UNDER 4 STORIES
A3H	CHURCH	F1	FACTORY MODERATE HAZARD	M1	RETAIL CONVENIENCE STORE	R5C	SINGLE FAMILY DETACHED UNDER 4 STORIES
A4A	RECREATION CENTER	F2	FACTORY LOW HAZARD	M2	RETAIL DEPARTMENT STORE	R5D	TWO FAMILY DETACHED UNDER 4 STORIES
B1	AUTO DEALERSHIP	H1	HIGH HAZARD	M3	RETAIL SUPERMARKET	R4A	ASSISTED LIVING 5 TO 16 PEOPLE
B2	DENTIST/DOCTOR'S OFFICE	H2	HIGH HAZARD	M4	RETAIL STORE	S1	STORAGE MODERATE HAZARD
B3	BANK	H3	HIGH HAZARD	M5	RETAIL AUTO SERVICE STATION	S2	STORAGE LOW HAZARD
B4	CAR WASH	H4	HIGH HAZARD	R1H	HOTEL	U	TEMPORARY/MISC

USE GROUP CODES

**INSTRUCTIONS ON FILLING OUT A SIGN PERMIT APPLICATION**

At the top right hand corner of the application is a capital S. This is the space where your permit number will be written after you have paid for the permit.

**Box #1** - This is where you put the number & street address where the work is being done.

**Box #2** - This is to be used on multi-story commercial and multi-family residential projects. It can be left blank on single family and duplex permit applications.

**Box #3** - This is where you put the name of the contractor doing the work or your name if you are the owner/tenant and are applying for the permit as the owner/tenant.

**Box #4** - This is where you put the classification that is on your contractor's license such as BLD, BSC.

**Box #5** - This is where you put the class of license located on your contractor's license such as A, B, C.

**Box #6** - This is your state board of contractor's license number. It will always begin with 2701 or 2705 and be followed by six digits. Do NOT use a license number that begins with 2710 as this is a tradesman card number and does not allow you to apply for a permit.

**Box #7** - Contractor's street address.

**Box #8** - Contractor's telephone number.

**Box #9** - Contractor's city, state and zip code.

**Box #10** - Contractor's fax number.

**Box #11** - This is where you put the name of the property owner.

**Box #12** - This is where you put the property owner's address.

**Box #13** - This is where you put the property owner's daytime phone number.

**Box #14** - Fill in the current use of the property such as restaurant, single family dwelling, duplex, etc.

**Box #15** - Fill in the proposed use of the property such as restaurant, office, duplex, etc.

**Boxes #16 through #29** - Office use only.

**Box #30** - COST INFORMATION - This is the cost of all labor, materials, overhead, subcontractors and profit. This may be used to determine how much you pay in permit fees.

**Box #31** - Give a brief description of the work to be done.

**Box #32** - The name of the person to contact if there are questions about the application or drawings.

**Box #33** - Fill in the contact person's phone number.

**Box #34** - Fill in the contact person's fax number.

**Box #35** - Fill in the contact person's complete address.

**Box #36** - Fill in the contact person's e-mail, if available.

**Box #37** - Check whether or not you would like to be called to pick up the permit. If you check "yes", fill in your name and phone number.

**Box #38** - Fill in if submitting drawings done by an engineer or architect.

**Box #39** - Fill in the Architect/Engineer's phone number.

**Box #40** - Fill in the Architect/ Engineer's fax number.

**Box #41** - Fill in the Architect/Engineer's e-mail address.

**Box #42** - Mark Yes or No if there are any signs existing at this location. If yes give the number of signs and the square foot area for the signs.

**Box #43** - Fill in the Linear feet from the principal street frontage.

**Box #44** - Mark Yes or no if you have attached a Plot Plan.

**Box #45** - Fill in the number of signs that are to be erected.

**Box #46** - Fill in type of sign that is to be erected. AC=awning/canopy, BB=billboard, FS=freestanding, PA=painted, PO=portable, PR=projecting, SP=suspended, WL=wall.

**Box #47** - List the height of the sign in feet.

**Box #48** - Fill in the length/width of the sign in feet.

**Box #49** - Fill in the total area in square feet of the sign.

**Box #50** - Fill in the distance (in feet) that the sign projects from the building.

**Box #51** - Fill in the sign's height above grade in feet.

**Box #52** - Fill in the sign's height above public property in feet.

**Box #53** - Mark Yes or No if the sign projects over the road or public sidewalk. If yes mark the number of feet that it projects.

**Box #54** - Mark Yes or No if you have applied for an encroachment permit for this sign.

**Box #55** - Mark Yes or No if the sign is secured to the building.

**Box #56** - Mark Yes or No if the sign is animated.

**Box #57** - Mark Yes or No if the sign is illuminated.

**Box #A, B & C** - Fill out the asbestos certification with the Applicant's name, property address and signature if renovating an existing commercial structure. (This section is not applicable to residential structures of 4 units or less.)





Comments

**Zoning:** Replace existing billboard/off-premises sign to install digital changeable message faces as per submitted plans. Off-premises sign does not exceed area of 700 square feet (672 sq. ft. proposed) or height of 35 feet (35' proposed). Sign is not within 500 feet of existing billboard sign along the same side of the highway nor within 500



FILLED IN BY APPLICANT – All boxes in this section must be completed if applicable

Date: 1/2/2025	Plan # –	Permit # – SIGN-088350-2021
Address: 1830 Botetourt Street		

Your Name: Steve Hughes	Email Address: steve@hughesoutdoor.com
Phone Number: 804-337-7440	Contractor Name: Hughes Outdoor Media, LLC
Revision Description: Revised the height and size of sign. The application was originally 672 sq ft and 35' tall, revision is 960 square feet and 43' tall, which matches the existing sign on the property per B-7 section 30-446.2 awaiting zoning confirmation letter	
Has the permit been issued <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cost increase to job (if any) - \$ 125,000
For revised plans, are the changes clouded <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are the plans signed/sealed (if applicable) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Revised due to plan review comments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Revised due to inspector comments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Revised due to design Changes: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

FOR OFFICE USE ONLY

Date Received: 01/02/2025	Date Reviewed: 01/15/2025	10% Revision fee required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Permit Fee - \$ 1,772.90	Original Cost of Work - \$ 208,000.00	New Cost of Work - \$ 333,000.00
Comments: Post Permit Revision Fees Due on Permit: \$177.29 Fees Due on Plan for Increase in Cost of Work: \$1,083.75 EM 01/16/2025		

**Revision Resubmittal – Plan Intake Sheet**  
Department of Planning and Development Review  
Bureau of Permits and Inspections  
900 East Broad Street, Room 108  
Richmond, Virginia 23219  
Phone (804) 646-4169

NEW PLAN

GW SIGN-093298-2021 • Sign • George Woodall

Location  
1830 Botetourt St  
Richmond, VA 23220

Project

Application Date  
05/18/2021

Work Class  
New

Plan Status  
P&I Approved

Summary

Details

Location

Additional Info

Workflow

Linked Records

Holds (1)

Contacts (3)

Fees (7)

Plan Clock

Bonds

Activities

Files (4)

Print Documents

Conditions (3)

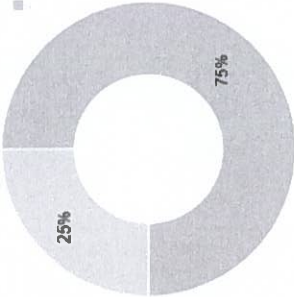
Recent Workflow Activity

Last Completed Action: 138 days ago  
**Sign v.1 (Receive Submittal)**  
Submittal Status: **Requires Resubmittal**  
Completed On: 01/23/2025

Next Action  
**Sign v.2 (Receive Submittal)**

Workflow Completion Summary

Completed 75%  
In Progress 0%  
Not Started 25%



Plan Description

Revised the height and size of sign. The application was originally 672 sq ft and 35' tall, revision is 960 square feet and 43' tall, which matches the existing sign on the property per B-7 section 30-446.2 awaiting zoning confirmation letter REVISED 01/16/2025 Replace Existing Sign Structure in place and install Digital Changeable Message Faces, REVISED 01/16/2025

NEW PLAN

Summary

Details

Location

Additional Info

Workflow

Linked Records

Holds (1)

Contacts (3)

Fees (7)

Plan Clock

Bonds

Activities

Files (4)

REVIEW FILES (3)

ATTACHMENTS (1)

Revised Plans-202501...

Latest Version

Allow new CSS uploads

DETAILS

VERSIONS

Origin File Name

Revised Plans-20250115-1830 Botetourt St-SIGN-088350-2...

File Name

Revised Plans-20250115-1830 Botetourt St-SIGN-088350-2...

Version

1

Uploaded

01/16/2025, 2:00 PM by Eric Martin

Uploaded By

Eric Martin

File Status

Reviewed

Needs Customer Attention

NO

File Status

Uploaded By

Uploaded

Version

Reviewed

Eric Martin

01/16/2025, 2:00 PM

1

Reviewed

Eric Martin

01/16/2025, 2:00 PM

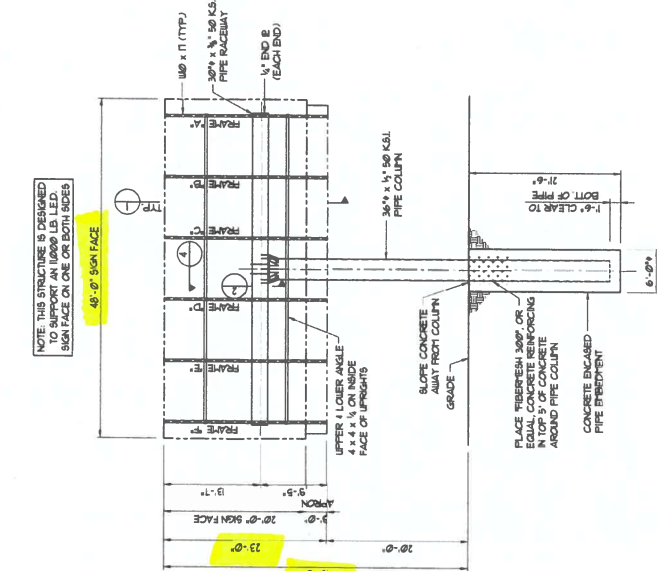
1

Reviewed

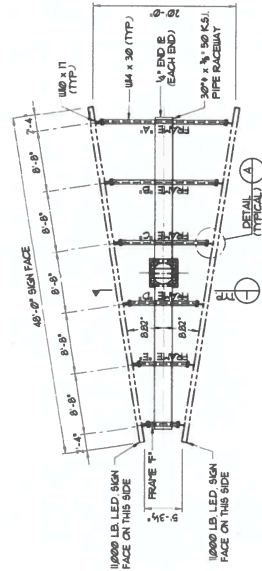
Stephen Przyowski

06/04/2021, 3:00 PM

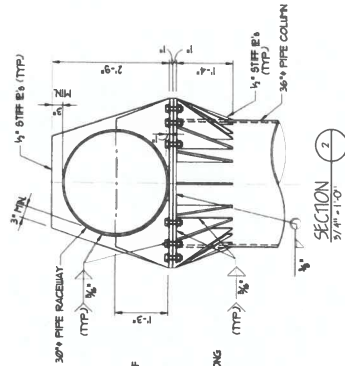
1



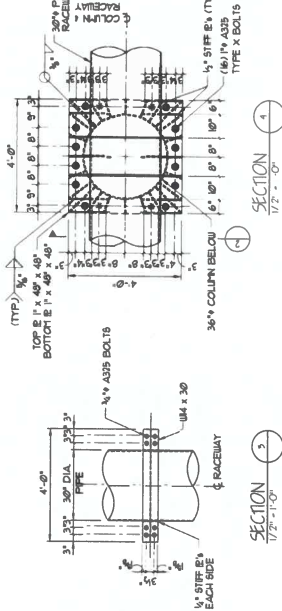
**SIGN FRAME ELEVATION**  
SCALE: 1/8" = 1'-0"



**PLAN OF SIGN FRAME**  
SCALE: 1/4" = 1'-0" (20' VEE SIGN FACES)



SECTION 5/4" - 1'-0"



SECTION 1/2" = 1'-0"

## NOTES:

1. ALL BOLTS SHALL BE 3/4" X35" GALV. UNFINISHED. UNLESS NOTED OTHERWISE.
2. CONCRETE SHALL BE 4000 PSI 28 DAY COMPRESSIVE STRENGTH.
3. COMPRESSIVE STRENGTH UNLESS NOTED OTHERWISE.
4. REINFORCING BARS SHALL BE 60,000 PSI YIELD STRENGTH.
5. CODE AND 2021 INTERNATIONAL BUILDING CODE. CRITERIA FOR 10% NPH.
6. EXPOSURE C. CLASS CATEGORY.
7. UNLESS NOTED OTHERWISE, ALL 4" X 8" UNLESS NOTED OTHERWISE.
8. WOOD PLANK DECKING SHALL BE ASTM A36 S40 AND STEEL PLATED SHALL BE ASTM A315.
9. ALL LEADS SHALL BE MADE BY AN AMERICAN LEADING SOCIETY.
10. MAINTAIN SIGN FACE AREA SHALL BE 360 SQUARE FEET EACH SIDE.
11. MAXIMUM SIGN FACE AREA SHALL BE 144 SQUARE FEET EACH SIDE.
12. ALL LEADS SHALL BE 1/2" DIA. UNLESS NOTED OTHERWISE.
13. ALL LEADS SHALL BE 1/2" DIA. UNLESS NOTED OTHERWISE.
14. ALL LEADS SHALL BE 1/2" DIA. UNLESS NOTED OTHERWISE.
15. ALL LEADS SHALL BE 1/2" DIA. UNLESS NOTED OTHERWISE.
16. ALL LEADS SHALL BE 1/2" DIA. UNLESS NOTED OTHERWISE.
17. ALL LEADS SHALL BE 1/2" DIA. UNLESS NOTED OTHERWISE.
18. ALL LEADS SHALL BE 1/2" DIA. UNLESS NOTED OTHERWISE.
19. ALL LEADS SHALL BE 1/2" DIA. UNLESS NOTED OTHERWISE.
20. ALL LEADS SHALL BE 1/2" DIA. UNLESS NOTED OTHERWISE.

B I P JOB NO. 2405345

NOTE: THIS PRINT IS FOR  
PERMITTING PURPOSES  
ONLY AND NOT RELEASED  
FOR CONSTRUCTION

**OUTDOOR SPECIALIST, INC.**  
Augusta, Georgia

**SIGN LOCATION:**

1830 BOTETOURT ST. RICHMOND, VIRGINIA 23208

NOTED	revisions	by
-------	-----------	----

1	02074		
	YES		

TF <sub>L</sub>	
-----------------	--

SIGN FRAME #4800-OSI



**bennett & pless**

Representative Securities Litigation  
 Offshore Challenges, Securities Theory  
 Multi-Jurisdictional Securities Litigation  
 1400 Connecticut Street, Suite 100  
 Cambridge, Massachusetts 02142  
 Cambridge Office: 617.452.1100  
 Fax: 617.452.1101

Submittal Details

Submittal Name  
 Sign

Submittal Status \*  
 Requires Resubmittal



Action Priority Order  
 0

Action Sort Order  
 0

Start Date  
 01/16/2025

Due Date  
 02/18/2025

Complete Date  
 01/23/2025

ITEM REVIEWS (2)

NOTES



Zoning Administration • Colleen Dang • Denied

Assigned  
 01/16/2025

Due  
 02/18/2025

Complete  
 01/23/2025

Review Set

Set Priority

Item Priority  
 0

Required  
 Yes

Overall Comments:  
 Awaiting ZCL per applicant

Corrections (0)

Recommendations (0)