

INTRODUCED: July 14, 2014

AN ORDINANCE No. 2014-153-147

To authorize the special use of the property known as 122 West Leigh Street for the purpose of a private museum, upon certain terms and conditions.

Patron – Mayor Jones (By Request)

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: SEPT 8 2014 AT 6 P.M.

WHEREAS, the owner of the property known as 122 West Leigh Street, which is situated in a R-6 Single-Family Attached Residential District, desires to use such property for the purpose of a private museum, which use section 114-412.1 of the Code of the City of Richmond (2004), as amended, currently prohibits; and

WHEREAS, in accordance with section 17.11 of the Charter of the City of Richmond (2010), 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

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: SEPT 8 2014 REJECTED: _____ STRICKEN: _____

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. **Finding.** Pursuant to section 114-1050.1 of the Code of the City of Richmond (2004), as amended, the Council hereby finds that the special use set forth in and subject to the terms and conditions of this ordinance will not (i) be detrimental to the safety, health, morals and general welfare of the community involved, (ii) tend to create congestion in streets, roads, alleys and other public ways and places in the area involved, (iii) create hazards from fire, panic or other dangers, (iv) tend to overcrowding of land and cause an undue concentration of population, (v) adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements, or (vi) interfere with adequate light and air.

§ 2. **Grant of Special Use Permit.**

(a) Subject to the terms and conditions set forth in this ordinance, the property known as 122 West Leigh Street and identified as Tax Parcel No. N000-0153/032 in the 2014 records of the City Assessor, being more particularly shown on a survey entitled “Improvements on 122 W. Leigh Street ‘Leigh Street Armory,’” prepared by the Balzer and Associates, Inc., and dated May 29, 2013, a copy of which is attached to and made a part of this ordinance, hereinafter referred to as “the Property,” is hereby permitted to be used for the purpose of a private museum, hereinafter referred to as “the Special Use,” substantially as shown on the plans entitled “Black History Museum, Leigh Street Armory, Restoration and Addition, 122 West Leigh Street, Richmond, VA 23220,” prepared by Baskervill, and dated November 6, 2014, hereinafter referred to as “the Plans,” copies of which are attached to and made a part of this ordinance.

(b) The adoption of this ordinance shall constitute the issuance of a special use permit for the Property. The special use permit shall inure to the benefit of the owner or owners of the fee simple title to the Property as of the date on which this ordinance is adopted and their successors in fee simple title, all of which are hereinafter referred to as “the Owner.” The conditions contained in this ordinance shall be binding on the Owner.

§ 3. **Special Terms and Conditions.** This special use permit is conditioned on the following special terms and conditions:

(a) The use of the Property shall be as a private museum. The private museum use may include a café, a gift shop, and other incidental uses accessory to the private museum use.

(b) No fewer than six parking spaces shall be provided for the use of the Property. These parking spaces shall be provided on the Property, substantially as shown on the Plans.

(c) The Property may be used for entertainment uses and recreation uses that are not incidental to the private museum use.

§ 4. **Supplemental Terms and Conditions.** This special use permit is conditioned on the following supplemental terms and conditions:

(a) All required final grading and drainage plans, together with all easements made necessary by such plans, must be approved by the Director of Public Utilities prior to the issuance of the building permit.

(b) Storm or surface water shall not be allowed to accumulate on the land. The Owner, at its sole cost and expense, shall provide and maintain at all times adequate facilities for the drainage of storm or surface water from the Property so as not to adversely affect or damage any other property or public streets and the use thereof.

(c) Facilities for the collection of refuse shall be provided in accordance with the requirements of the Director of Public Works. Such facilities shall be located or screened so as not to be visible from adjacent properties and public streets.

(d) Any encroachments existing, proposed on the Plans or contemplated in the future shall require separate authorization and shall be subject to the applicable provisions of the Code of the City of Richmond (2004), as amended, and all future amendments to such laws.

(e) The Owner shall make improvements within the right-of-way substantially as shown on the Plans, which improvements may be completed in one or more phases as approved by the Director of Public Works. All improvements and work within the public right-of-way shall be (i) completed in accordance with the requirements of the Director of Public Works, (ii) considered completed only upon written confirmation by the Director of Public Works that such improvements and work are in accordance with such requirements, (iii) transferred to the City, following the written confirmation by the Director of Public Works, pursuant to a transfer of interest document approved as to form by the City Attorney and accepted by the Chief

Administrative Officer or the designee thereof on behalf of the City. The Chief Administrative Officer or the designee thereof, for and on behalf of the City, is hereby authorized to accept, in the manner for which this subsection provides, all improvements and work required by and meeting the requirements of this subsection. The final certificate of occupancy shall not be issued for the Property until all requirements of this subsection are fully satisfied.

§ 5. **General Terms and Conditions.** This special use permit is conditioned on the following general terms and conditions:

(a) No permit implementing this special use permit shall be approved until satisfactory evidence has been presented to the Zoning Administrator that any delinquent real estate taxes applicable to the Property have been paid.

(b) The Owner shall be bound by, shall observe and shall comply with all other laws, ordinances, rules and regulations applicable to the Property, except as otherwise expressly provided in this ordinance.

(c) Words and phrases used in this ordinance shall be interpreted to have the meanings ascribed to them by section 114-1220 of the Code of the City of Richmond (2004), as amended, unless the context clearly indicates that a different meaning is intended.

(d) Notwithstanding any other provision of law, this special use permit is being approved due, in part, to the mitigating effects of each and every condition attached hereto; consequently, if any portion of this ordinance is determined to be invalid for any reason by a final, non-appealable order of any Virginia or federal court of competent jurisdiction, the invalidity shall cause the entire ordinance to be void and of no further effect from the effective date of such order.

(e) The privileges granted by this ordinance may be revoked pursuant to the provisions of sections 114-1050.7 through 114-1050.11 of the Code of the City of Richmond (2004), as amended, and all future amendments to such laws. Failure to comply with the terms and conditions of this ordinance shall constitute a violation of section 114-1080 of the Code of the City of Richmond (2004), as amended, and all future amendments to such law, or any other applicable laws or regulations.

(f) When the privileges granted by this ordinance terminate and the special use permit granted hereby becomes null and void or when the Special Use of the Property as authorized by this ordinance is abandoned for a period of 730 consecutive calendar days, use of the Property shall be governed thereafter by the zoning regulations prescribed for the district in which the Property is then situated.

§ 6. **Implementation.** The Commissioner of Buildings is authorized to issue a building permit substantially in accordance with the Plans for the Special Use subject to the terms and conditions set forth in this ordinance. An application for the building permit shall be made within 730 calendar days following the date on which this ordinance becomes effective. If either the application for the building permit is not made within the time period stated in the previous sentence or the building permit terminates under any provision of the Virginia Statewide Building Code, this ordinance and the special use permit granted hereby shall terminate and become null and void.

§ 7. **Effective Date.** This ordinance shall be in force and effect upon adoption.



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

RECEIVED JUN 04 2014

OFFICE OF CITY ATTORNEY

O&R REQUEST

DATE: April 14, 2014

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: Dwight C. Jones, Mayor. (Patron: Mayor, by Request) (This in no way reflects a recommendation on behalf of the Mayor)

THROUGH: Byron C. Marshall, Chief Administrative Officer

THROUGH: Peter H. Chapman, Deputy Chief Administrative Officer for Economic Development and Planning

FROM: Mark A. Olinger, Director, Department of Planning and Development Review

SUBJECT: Special use permit to allow the Black History Museum to occupy 122 West Leigh Street (Leigh Street Armory).

ORD. OR RES. No. _____

PURPOSE: To authorize the special use of the property known as 122 West Leigh for the purpose of a private museum.

REASON: The applicant is proposing to renovate the former Leigh Street Armory and convert the building into a private museum which will become the new home for the Black History Museum and Cultural Center of Virginia. This proposed use is not allowed in the underlying R-6 Single-Family Attached Residential zoning district. The applicant is therefore requesting a special use permit.

RECOMMENDATION: In accordance with the requirements of the City Charter and the Zoning Ordinance, the City Planning Commission will review this request and make a recommendation to City Council. This item will be scheduled for consideration by the Commission once it has been introduced. A letter outlining the Commission's recommendation will be forwarded to City Council following that meeting.

BACKGROUND: The applicant is proposing to renovate the Historic Leigh Street Armory and add an addition to accommodate the continued operation of the Black History Museum and Cultural Center of Virginia. The proposed addition will also include a café and gift shop that will be patronized by visitors and operate during normal museum business hours. The museum also plans to offer exhibit and banquet space for rent to the public for special events. The City Planning Commission recommended and City Council has approved the sale/transfer of the property to the applicant per ordinance no. 2013-164-150. The subject property is located at the northeast corner of West Leigh and St. Peters Streets in the Jackson Ward Old and Historic District. The proposed improvements and design of the addition were approved by the Commission of Architectural review on September 24, 2013. The site is in an R-6 Single Family Attached Residential zoning district which does not allow privately-owned museums. The applicant has therefore requested a special use permit.

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The surrounding properties are zoned R-6 Single-Family Attached Residential. Just north of the project site there are several single-family homes on either side of St. Peters Street. A continuous row of attached and detached single-family homes occupy the properties to the east along Leigh Street. South of the project site on the opposite side of Leigh Street is Abner Clay Park and a public school which operates from 8am–4pm on weekdays. West of the project site is Ebenezer Baptist Church, which has acquired several properties to create parking lots for its members.

Under normal zoning requirements the proposed use as a private museum would not be allowed. If approved the ordinance would allow the proposed use.

The City of Richmond's Downtown Master Plan identified the project site and surrounding area as a "General Urban Area"(3.19). The Downtown Plan identifies Historic Jackson Ward as an example of the general urban condition and indicates that it is characterized by a mix of building types ranging from single-family homes to rowhouses to mixed-use, main street buildings and sites. The Plan also encourages the "adaptive re-use of historic and architecturally significant buildings to ensure preservation and retention of essential elements of community character." The City Master Plan establishes a specific set of guiding principles for Historic Preservation that suggests that "it is in the City's best interest to nurture its historic sites, structures, neighborhoods and heritage parks that contribute to Richmond's unique character as the capital of the Commonwealth"(p113).

The applicant proposes to provide 6 parking spaces, while normal zoning would require 44 spaces for a private museum use of this size. The applicant submitted a parking study that consists of an area map that identifies 40 on-street parking spaces within 300 feet and 55 spaces within 500 feet of the project site. The study included several photos taken during the proposed hours of operation, which confirm limited public usage. The applicant projects that daily visitation will vary throughout the hours of operation, resulting in an average of 15 visitors per hour which will generate demand of 5-10 parking spaces. The applicant anticipates consistent visitation from surrounding school districts and therefore will pursue a dedicated loading zone for buses.

The applicant intends to host private banquets and meeting events in its galleries and community spaces to generate revenue to support the museum's normal operations. The projected capacity for these special events is a maximum of 175 attendees.

FISCAL IMPACT: The Department of Planning and Development Review does not anticipate any impact to the City's budget for this or future fiscal years.

COST TO CITY: Staff time for processing the request; preparation of draft ordinance; and publishing, mailing and posting of public notices.

REVENUE TO CITY: \$1,800 application fee

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: May 12, 2014

CITY COUNCIL PUBLIC HEARING DATE: June 9, 2014

REQUESTED AGENDA: Regular

O&R Request
April 14, 2014
Page 3 of 3

RECOMMENDED COUNCIL COMMITTEE: None

CONSIDERATION BY OTHER GOVERNMENTAL AGENCIES: City Planning Commission
June 2, 2014

AFFECTED AGENCIES: Office of Chief Administrative Officer
Law Department (for review of draft ordinance)
City Assessor (for preparation of mailing labels for public notice)

RELATIONSHIP TO EXISTING ORDINANCES: None.

ATTACHMENTS: Application Form, Applicant's Letter, Draft Ordinance, Survey, Plans

STAFF: Douglas C. Dunlap, Deputy Director
Department of Planning and Development Review
646-6822

PDR O&R No.

Applicant's Report

Special Use Permit:
Leigh Street Armory Restoration and Addition
122 West Leigh Street
Richmond, VA 23220

Tax Map #: N0000153032

Submitted by:
1895 Group, Inc.
00 East Clay Street
Richmond, VA 23219

The applicant request certain exceptions to the Zoning District and a special use permit to authorize the renovation and addition to the historic Leigh Street Armory for the purposes of continued operation of the Black History Museum and Cultural Center of Virginia currently located at 00 East Clay Street, Richmond, VA. Founded in 1991 by Carroll Anderson, Sr., the Black History Museum opened to the public in 1991 in the Adolph Dill House in the historic Jackson Ward district of Richmond.

The First Battalion Armory (Leigh Street Armory) was built in 1895 to serve as Richmond's center for training and organizing local African American municipal militias. It is one of only three armories built for use by black militias in the United States, one of the oldest such buildings in the country and certainly the oldest armory of any kind in Virginia. It has been placed on both the National Register of Historic Places and the Virginia Landmarks Registry.

The Leigh Street Armory is one of only three public armories "built for the specific use of black units. One of those was in Chicago's Bronzeville district (for the 8th Regiment) in 1914-1915 and the other in New York's Harlem (for its 369th Infantry) between 1920 and 1923. Those two armories still stand. Only New York's Armory is still being used by the New York National Guard. Chicago's is used as a school. He cites Richmond's Leigh Street Armory as the oldest and the only 19th-century black militia armory still standing in the United States."

The Armory and the new facility to be constructed to the rear of the Armory will provide compact, functional, accessible and fully integrated spaces within which the Museum will carry out the kinds of robust activities expected of a modern museum.

The grace and grandeur of the historic building's large and tall rooms will be preserved. In order to maximize usable space, the newly constructed building will include a basement and two upper floors.

The addition will provide the new main entrance to the building through a new lobby with a small café and gift shop to support the museum. The elevator, egress stair, public restrooms, mechanical spaces, staff break areas and small catering kitchen are all contained in the addition.

Founded in 1981 by Carroll Anderson, Sr., the Black History Museum opened to the public in 1991 in the Adolph Hill House, located at 00 Clay Street in the historic Jackson Ward district of Richmond.

Project Information:

Current Zoning: R6

Current Use: Vacant

Proposed Use: Private Museum

Number of employees: 8 full time

Hours of Operation for Museum, Gift Shop and Café':

Monday: Closed

Tuesday: 8 AM – 5 PM

Wednesday: 8 AM – 5 PM

Thursday: 8 AM – 5 PM

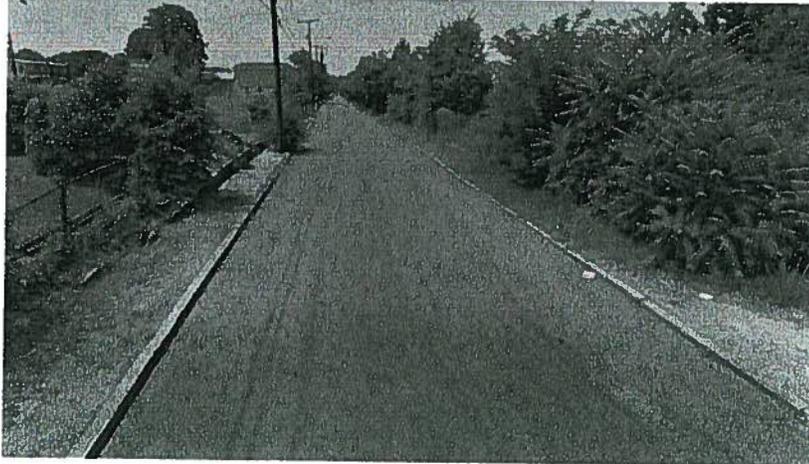
Friday: 10 AM – 8 PM

Saturday: 10 AM – 8 PM

Sunday: 1 PM – 8 PM

Rental Facilities: The 1000 SF Community Room will be made available to outside groups

1. This project will not be detrimental to the safety, health, morals and general welfare of the community involved. The Armory restoration and addition will provide a positive addition to the Jackson Ward community and the City of Richmond as the Black History Museum has done since 1981
2. The Armory project will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved. The last recorded annual visitation for the Black History Museum is less than 7,000 visitors per year. Six parking spaces will be provided on site. It is expected that the loading area on Leigh Street will remain for bus loading and not interfere with traffic on West Leigh Street. The 1895 Group is currently seeking permission from the Richmond Public School Board to use the parking lot at the Adult Career Development Center at 119 West Leigh Street for buses when necessary. It is anticipated that visitors will also use available street parking including the underutilized West Duval Street (see photo below).



3. The Armory project will not create hazards from fire, panic or other dangers and meets all current applicable building and life safety codes.

4. The Armory project will not cause overcrowding of land and an undue concentration of population. The addition will be built on a portion of the site previously occupied by the gymnasium building when the Armory was a school.
5. The Armory Project 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.
6. The Armory Project will not interfere with adequate light and air.



Application for SPECIAL USE PERMIT

Department of Planning and Development Review
Land Use Administration Division
900 E. Broad Street, Room 511
Richmond, Virginia 23219
(804) 646-6304
<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- special use permit, new
- special use permit, plan amendment
- special use permit, text only amendment

Project Name/Location

Project Name: Black History Museum of Virginia Date: _____

Property Address: 122 W. Leigh St. Richmond, VA 23220 Tax Map #: N0000153032

Fee: \$ 1800.⁰⁰ Total area of affected site in acres: .25 ACRE
(See page 3 for fee schedule, please make check payable to the "City of Richmond")

Zoning

Current Zoning: R-6

Proposed Use

(Please include a detailed description of the proposed use in the required applicant's report)

Existing Use: Vacant Shell

Is this property subject to any previous land use cases?

- Yes
- No

Museum

If Yes, please list the Ordinance Number: _____

Applicant/Contact Person: STACEY BURRS

Company: 1895 GROUP, INC.

Mailing Address: 00 E. CLAY ST.

City: RICHMOND State: VA Zip Code: 23219

Telephone: (804) 700-9093 Fax: ()

Email: _____

Property Owner: CITY OF RICHMOND (DENISE LAWUS)

If Business Entity, name and title of authorized signee: _____

Mailing Address: DEPT. OF ECONOMIC/COMMUNITY DEVELOPMENT- MAIN ST. STATION

City: _____ State: _____ Zip Code: _____

Telephone: (804) 646-3975 Fax: ()

Email: DENISE.LAWUS@RICHMONDGOV.COM

Property Owner Signature: _____

(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. Faxed or photocopied signatures will not be accepted.)

NOTE: Please attach the required plans, checklist, and a check for the application fee (see Filing Procedures for special use permits)



Review & Approval Process: SPECIAL USE PERMIT

In instances where it has been determined that underlying zoning regulations cannot be met, a special use permit may be granted by City Council to provide relief from zoning regulations.

Special use permit applications are reviewed for compliance with the City's Master Plan to ensure the proposal is compatible with the surrounding area and that it is an appropriate use for the site. Specifically, applications are reviewed to ensure that the City Charter conditions for granting special use permits have been met. The City Charter requires that prior to City Council approval; it must be shown that the proposed special use will not:

1. be detrimental to the safety, health, morals and general welfare of the community involved;
2. tend to create congestion in streets, roads, alleys and other public ways and places in the area involved;
3. create hazards from fire, panic or other dangers;
4. tend to cause overcrowding of land and an undue concentration of population;
5. adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or
6. interfere with adequate light and air.

Applicants are encouraged to schedule a pre-application conference with the Division of Land Use Administration staff to review related Master Plan, land use and other issues that may be involved prior to making application. Please call (804) 646-6304 to schedule an appointment with the staff. Staff will review submitted applications to ensure all required materials and information are provided. If the application is not acceptable, the required information must be provided prior to formal staff review.

Applicants should also discuss the proposed special use permit with area civic associations, property owners, residents, and the area Council Representative prior to submitting an application. Letters from the associations and property owners stating their position in regards to the request should be submitted with the application.

The Division of Land Use Administration circulates the special use permit application materials to appropriate City agencies as determined necessary. City agencies reviewing the proposal may include: Public Works, Building Permits & Inspections, Public Utilities, Water Resources, Zoning Administration, and Fire and Emergency Services. The Division of Land Use Administration will coordinate responses by City agencies. Written comments will be provided generally within 30 days of the application submittal date.

After review by these agencies and by the Division of Land Use Administration, the staff will confer with the applicant regarding suggested conditions to be included in the ordinance and any suggested changes to the plans. If the property is located in a City Old and Historic District and the request involves exterior alterations, additions or new construction, the plans should also be reviewed by the Commission of Architectural Review prior to an ordinance being introduced in City Council. Once the plans are in final form, an ordinance is drafted and the plans are attached to and are made a part of the ordinance. The staff will forward a copy of the ordinance to the applicant for review and approval.

The ordinance is then reviewed by the City Attorney's office and the City Administration. Once their review is complete, the ordinance is introduced to City Council and a public hearing is scheduled, usually thirty days after introduction. During this thirty-day period, public notice of the hearing is posted on the site and in a daily newspaper. Notices are also mailed to the owners of all properties within 150 feet of the subject property. One week prior to the City Council public hearing, the Planning Commission, after receiving a report from the Department of Planning and Development Review, considers the proposed special use permit and forwards a recommendation to City Council. The Planning Commission welcomes information submitted prior to the meeting and may ask questions of proponents and opponents during the course of its deliberation on the ordinance. Six affirmative votes of City Council are required to adopt a special use ordinance. Please note that there is a fee of \$250 for each continuance caused by the applicant.

If the special use ordinance is adopted by City Council, the applicant has a specified time period in which to apply for a building permit to implement the special use permit. Building permit plans must be substantially in accordance with the adopted special use permit plans, otherwise a building permit will not be issued. In general, the approval process for special use permits takes between 120 to 180 days. However, depending on the complexity of the proposed special use permit, more or less time may be required. The City Planning Commission considers approval of special use permits at its regular meetings on the first and third Monday of each month. ***Incomplete submissions or major modifications to the plan during the review process may cause delays in the schedule.***



Filing Procedures: SPECIAL USE PERMIT

FILING

Special use permit applications are filed with the:

Department of Planning and Development Review
Land Use Administration Division, Room 511
City Hall, 900 East Broad Street, Richmond, Virginia 23219
Telephone (804) 646-6304

APPLICATION REQUIREMENTS

The application for a special use permit must include the following, each part of which is explained below. **Application must be submitted in both hard copy and electronic format (PDF).**

- 1) Application form, including a completed checklist;
- 2) Application fee;
- 3) Applicant's report;
- 4) Plans; and
- 5) Survey plat.

- 1) **Application Form:** All the owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required. Faxed or photocopied signatures will not be accepted.
- 2) **Application Fee:** The appropriate fee must accompany the application. Checks should be made payable to the "City of Richmond". The fees are determined from the following schedule:

Application Type	Fee Required
Initial Application	\$1,800.00 + \$100 per acre*
Amendment	\$1,200.00 + \$100 per acre*

*\$100 for each acre or fraction thereof over the first acre (fee is not prorated by acreage)

- 3) **Applicant's Report:** *A written report must be submitted describing the proposed use.* For non-residential development, the description should include the anticipated number of employees, hours of operation, and an estimate of the amount of vehicular traffic that will be generated by the use. The report should point out the specific features of the special use that will ensure that it will be compatible with the surrounding area, and that it is an appropriate use for the site. In addition, the City Charter specifies certain conditions that must be met before City Council can approve a special use permit. It must be shown that the proposed special use will not:
 1. be detrimental to the safety, health, morals and general welfare of the community involved;
 2. tend to create congestion in streets, roads, alleys and other public ways and places in the area involved;
 3. create hazards from fire, panic or other dangers;
 4. tend to cause overcrowding of land and an undue concentration of population;
 5. adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or
 6. interfere with adequate light and air.

The report must indicate the reasons why the applicant feels these conditions will be met (e.g., features of the plan, characteristics of the proposed use or surrounding area). **Please note that the above materials will be forwarded to the City Planning Commission and City Council along with the special use permit ordinance.**



Filing Procedures: SPECIAL USE PERMIT

4) **Plans:** Initially, nine (9) sets of the following plans are required to provide sufficient detail to permit the staff to make a determination of the compatibility of the proposed project with surrounding development. Each set of plans should be bound, **folded** and include a title page with index to all of the included sheets. Preferred size of plans is six (6) full size sets (24"x36") and three (3) 11"x17" sets. Plans must be properly scaled and include a scale bar.

1. Site Plan
2. Elevation Plans
3. Floor Plans
4. Landscape Plans
5. Signage Plan & Details
6. Lighting Plan & Details

Electronic Plans (PDF and/or JPG) are also required with the initial application and any subsequent resubmissions. Electronic plans may be submitted on a disk or via email at:
DCDLanduseadmin@richmondgov.com.

An additional fourteen (14) 11"x17" sets of plans will be required at a later date for distribution to City Planning Commission members.

In the case of special use applications for the conversion of existing buildings where there are no alterations or changes in exterior appearance, the typical elevation drawings will not be required.

For items required on the submitted plans, please see the attached "Checklist of Plan Requirements".

5) **Survey Plat:** A copy of a survey plat showing the property and including metes and bounds is required. The plat should show existing physical features of the property, including:

1. North arrow, scale, property address, the distance to nearest public street, preparer of plat, date, revision dates, area of site;
2. Existing structures, buildings, paved areas, fences, streets, alleys, easements, and limits of the 100 year flood plain, Chesapeake Bay Preservation Area limits, wetlands, and streams.



Checklist of Plan Requirements: SPECIAL USE PERMIT

The following checklist of information must be shown on the plans:

STANDARD PLAN NOTES:

- Name of project, developer, and preparer of plans;
- North arrow and bar scale;
- Vicinity sketch;
- Plan date and revision dates;
- Dimensions and bearings of property lines taken from deed or survey;
- Area of site;
- Zoning and existing use of subject property and all adjacent properties;

EXISTING FEATURES:

- Existing physical features, including water bodies, structures, buildings, paved areas; fences, signage, curbs, gutters, fire hydrants, streets, alleys, easements, or other improved or unimproved rights-of-way in or adjacent to the subject property;
- Limits of the 100-year flood plain;
- Limits of Chesapeake Bay Preservation Areas;
- Trees and other significant vegetative material;

PROPOSED FEATURES:

- Existing and proposed public and private utility services, including: location, type, and size of service; location of poles, manholes and vaults; locations and types of related facilities, (e.g. transformers, back-flow preventers, grease and oil traps, detention or retention basins, etc.)
- Proposed streets, alleys, easements or other rights-of-way including proposed improvements to existing rights-of-way;
- Proposed parking area layout and landscaping, including dimensions for parking spaces, aisle width, and stacking and loading spaces;
- Proposed sidewalks, curbs, gutters, driveways, and access, loading and other paved areas, with a description of the materials to be used;
- Proposed structures with dimensions and a description of the exterior materials and colors to be used;
- Location and type of proposed outside lighting;
- Height, location and character of proposed screening (fences, walls, vegetation);
- Major landscaping features including existing vegetation to be retained;
- Type, location and screening of trash containers;
- Location, height, size, content and method of illumination of all signs;
- Grading plan and/or cross-section drawings (if deemed necessary by the staff for evaluation of site drainage and conservation of natural features);
- Calculations for total gross floor area of all buildings, total land area covered by buildings, amount of open space on the site, amount of paved area (vehicular) on the site, and number of parking spaces proposed and the number required by normal zoning regulations; and
- For residential developments, a unit schedule with the number and size of all unit types.



Sign Posting Requirement

It shall be the responsibility of the applicant to post on the property that is the subject of the proposal, a sign(s) notifying interested parties of the application and pending public hearings. Such sign(s) shall comply with the following requirements:

- **TIMING:** The sign(s) shall be posted at least 15 days prior to the scheduled planning Commission public hearing on the application, shall remain on the property until final disposition of the application by City Council, and shall be removed from the property within ten days after final action by City Council.
- **CONTENT:** The sign(s) shall contain the words "Zoning Application Pending" together with the words "For Planning Commission and City Council Public Hearings Information Call (804) 646-6304."
- **LOCATION:** The sign(s) shall be posted within five feet of the right-of-way of the street along each street frontage of the property, and shall be located at approximately the mid-point of the street frontage in such manner as to be readable from the street.
 - In the case of street frontages greater than 1000 feet in length, in addition to the foregoing requirement, signs shall be posted at approximately 500-foot intervals. The required number and/or location of signs may be adjusted by the Secretary of the Planning Commission in case where the applicant can present sufficient justification to warrant such adjustment, provided that the spirit and intent of the notice requirements are met.
- **SIZE AND MATERIAL:** The sign(s) shall be of wood or metal material, 36" by 48" in size, with black lettering at least three inches in height on a white background. The top edge of such sign(s) shall not be greater than six feet in height as measured from the adjacent ground level.
- **SUPPORT:** The support element for such sign(s) shall be a four-inch by four-inch wood post fastened securely in the ground.
- **ILLUMINATED:** The sign(s) shall not be illuminated.
- **MAINTENANCE:** The applicant shall be responsible for maintaining the sign(s) in a sound and legible condition. Any sign which is the subject of theft or damage shall immediately be replaced or repaired.
- **AFFIDAVIT AND PHOTO:** The applicant shall submit the following affidavit to the secretary of the Planning Commission not less than ten days prior to the scheduled Planning Commission public hearing attesting to the fact that the sign(s) is posted on the property as required. The applicant shall also submit a photo of the sign(s) verifying that the sign(s) is posted as required.



Affidavit for Sign Posting

I, _____, _____ do hereby certify that
Name Title
notice of Ordinance No. _____, was posted on the subject
property(ies) on this _____ day of _____, 20 ____, in
conformance with the notice requirements of City of Richmond Code .

Signature

Witness Name

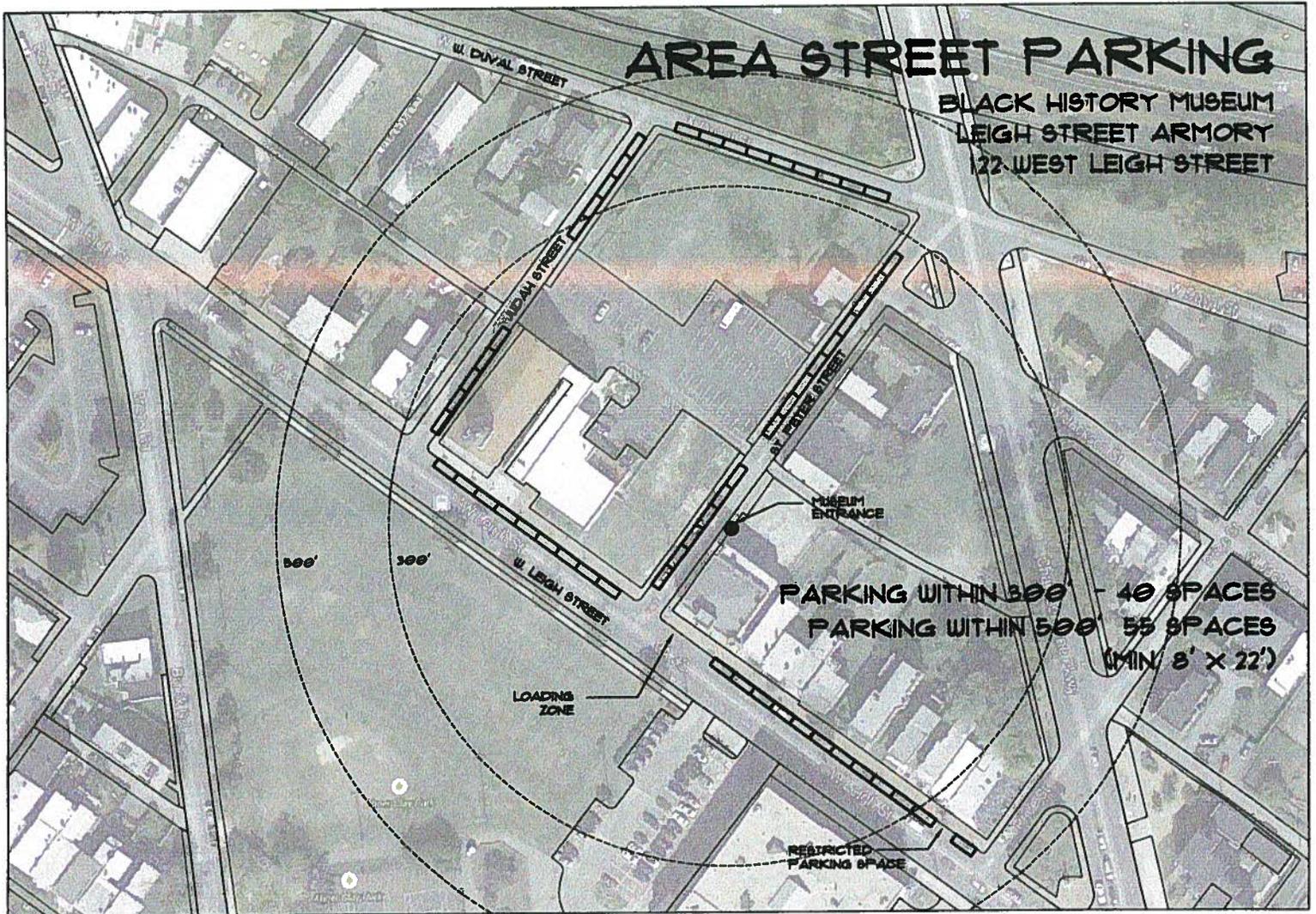
Witness Signature

Secretary of the City Planning Commission

Date Received

AREA STREET PARKING

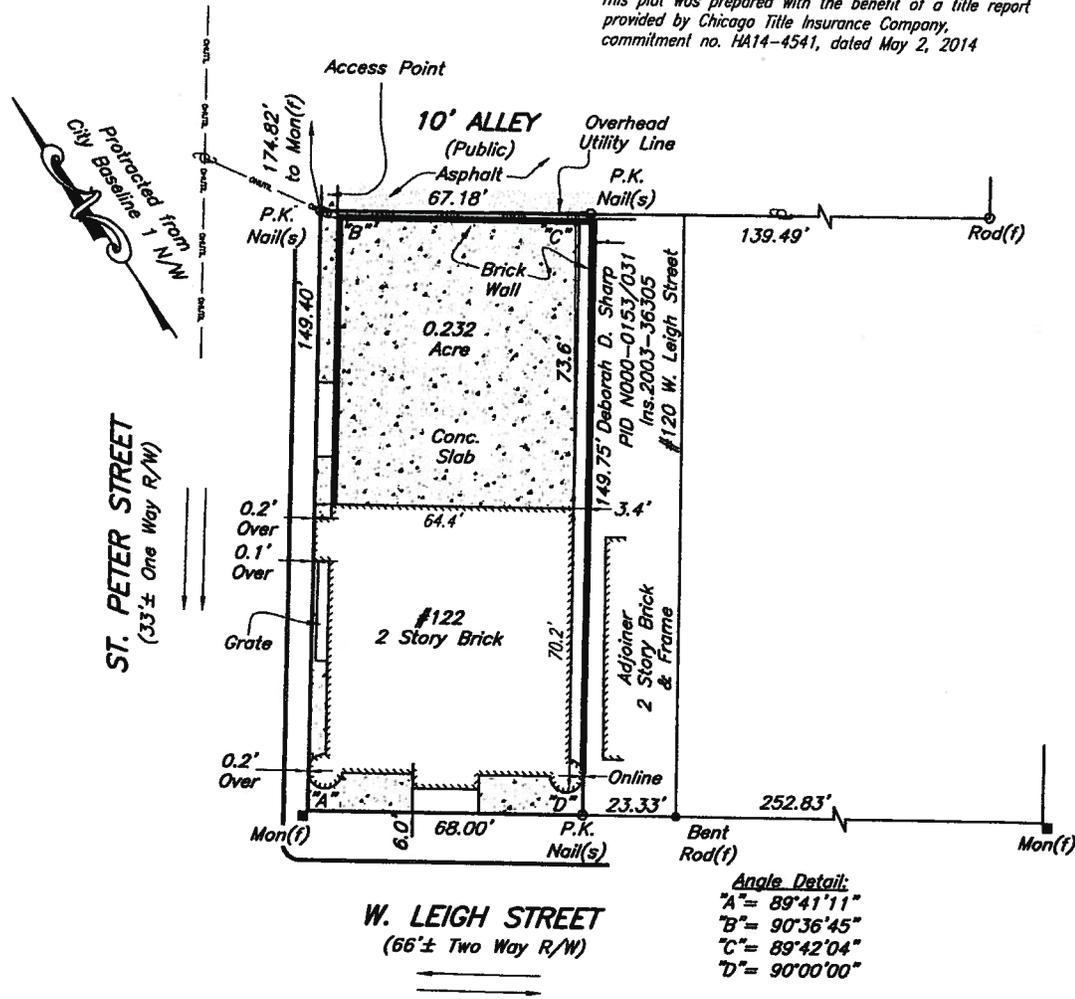
BLACK HISTORY MUSEUM
LEIGH STREET ARMORY
122 WEST LEIGH STREET



This is to certify that this plat or map was prepared under my direction from an actual field survey with the benefit of a title report. Unless otherwise noted, to the best of my knowledge and belief all visible evidence of improvements, easements and apparent encroachments are shown hereon.

NOTES:

Subject Parcel Owner Info:
 CITY OF RICHMOND GENERAL SERVICES
 PID: N000-0153/032
 Inst. 2013-20039
 Dwelling is in F.E.M.A. Defined flood zone X per FIRM No. 5101290037D, dated: April 2, 2009
 Zone: R-6 (per City of Richmond Assessor's Records)
 This plat was prepared with the benefit of a title report provided by Chicago Title Insurance Company, commitment no. HA14-4541, dated May 2, 2014



SCHEDULE B-II EXCEPTIONS

- 1 - Is a standard exception containing no survey data to be shown hereon
- 2 - Matters as shown on a complete land survey
- 3 - Is a standard exception containing no survey data to be shown hereon
- 4 - Board of Historic Resources Easement restricting permitted use of of subject property, Inst. 03-019596; Affects subject parcel, see instrument for particulars
- 5 - Quitclaim of any interest in subject property by School Board of the City of Richmond, Inst. 13-20039; Contains no survey data to be shown hereon



rev:5/12/2014:
 Reviewed Title Work,
 no additional field work
 rev:5/29/2013
 DATE: 5/29/2013
 SCALE: 1"=30'
 JOB NO.: C1420210

CHK: MBB
 DWG: SCZ

IMPROVEMENTS ON
 122 W. LEIGH STREET
 "LEIGH STREET ARMORY"
 CITY OF RICHMOND, VIRGINIA

PLANNERS • ARCHITECTS • ENGINEERS • SURVEYORS
 15871 City View Drive Suite 200 • Midlothian, Virginia 23113 • Phone (804) 794-0571 • Fax (804) 794-2635

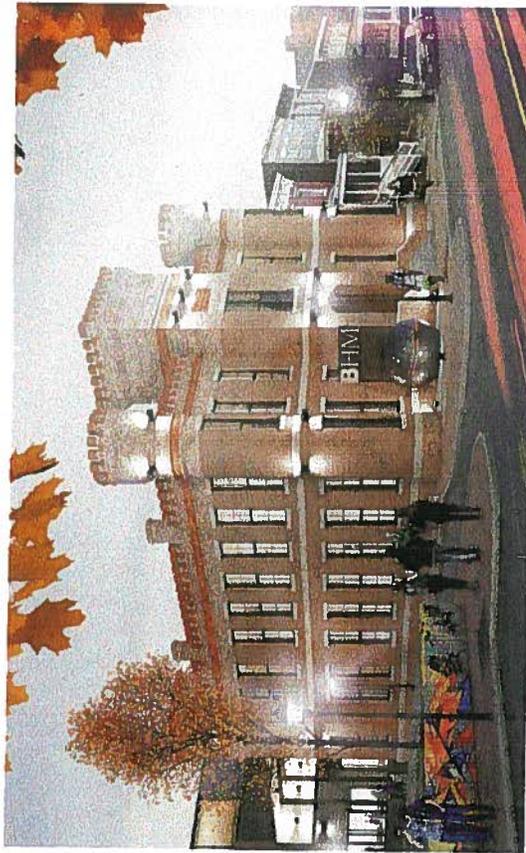


BLACK HISTORY MUSEUM

LEIGH STREET ARMORY

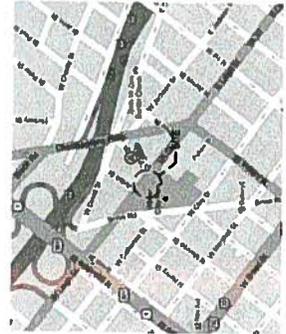
RESTORATION AND ADDITION

122 WEST LEIGH STREET
RICHMOND, VA 23220



- OWNER**
THE 1888 GROUP, INC.
80 EAST CLAY STREET
RICHMOND, VA 23219
Phone: (804) 387-4232
Fax: (804) 387-4232
CONTACT: STACY BURRS
- MUSEUM PLANNING**
MADGE BEBBS ARCHITECT
1208 ROTHERDAY CIRCLE
RICHMOND, VA 23221
Phone: (804) 947-6475
Fax: (804) 947-6475
CONTACT: MADGE BEBBS
- DEVELOPER**
THE M COMPANIES, LLC
3 NORTH MEADOW STREET
RICHMOND, VA 23220
Phone: (804) 387-4232
Fax: (804) 457-3132
CONTACT: MICHAEL HOPKINS
- STRUCTURAL ENGINEER**
SIMPSON GUMPERTZ & HEDGER, INC.
2101 GATHER ROAD, SUITE 200
ROCKVILLE, MD 20850
Phone: (301) 228-4109
Fax: (301) 228-4109
CONTACT: GARY STRAND
- ARCHITECT & INTERIOR DESIGNER**
BASKERVILLE
141 S 10TH ST, SUITE 200,
RICHMOND, VA 23219
Phone: (804) 343-9170
Fax: (804) 343-9039
CONTACT: BURT FRINCKO
- MEP ENGINEER**
DUNLAP & PARTNERS ENGINEERS
2115 W. LABURNAM AVENUE
RICHMOND, VA 23227
Phone: (804) 358-4200
Fax: (804) 358-3220
CONTACT: JOHN DUNLAP
- CIVIL ENGINEER**
TIMMONS GROUP
117 SOUTH 14TH STREET, SUITE 303
RICHMOND, VA 23219
Phone: (804) 351-1085
Fax: (804) 351-1085
CONTACT: STUART TORRASON
- AV TECHNICIAN**
SEAMLESS INTEGRATION
1819 HUGENOT ROAD, SUITE 101
MIDDLETON, VA 23113
Phone: (804) 410-3248
Fax: (804) 410-3248
CONTACT: CHAUN BURNETTE

VICINITY MAP



LIST OF DRAWINGS

NO.	DATE	DESCRIPTION
1	11/08/2013	GENERAL NOTES
2	11/08/2013	FOUNDATION
3	11/08/2013	CONCRETE
4	11/08/2013	STEEL
5	11/08/2013	MECHANICAL
6	11/08/2013	ELECTRICAL
7	11/08/2013	PLUMBING
8	11/08/2013	PAINT
9	11/08/2013	FINISHES
10	11/08/2013	LANDSCAPE
11	11/08/2013	EXTERIOR
12	11/08/2013	INTERIOR
13	11/08/2013	MECHANICAL
14	11/08/2013	ELECTRICAL
15	11/08/2013	PLUMBING
16	11/08/2013	PAINT
17	11/08/2013	FINISHES
18	11/08/2013	LANDSCAPE
19	11/08/2013	EXTERIOR
20	11/08/2013	INTERIOR
21	11/08/2013	MECHANICAL
22	11/08/2013	ELECTRICAL
23	11/08/2013	PLUMBING
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25	11/08/2013	FINISHES
26	11/08/2013	LANDSCAPE
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32	11/08/2013	PAINT
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34	11/08/2013	LANDSCAPE
35	11/08/2013	EXTERIOR
36	11/08/2013	INTERIOR
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94	11/08/2013	ELECTRICAL
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96	11/08/2013	PAINT
97	11/08/2013	FINISHES
98	11/08/2013	LANDSCAPE
99	11/08/2013	EXTERIOR
100	11/08/2013	INTERIOR

Baskerville
P.O. Box 189
Richmond, VA
23218-0189
Phone: (804) 343-9170
Fax: (804) 343-9039
baskerville.com

DATE: 11/08/2013
DRAWN BY: [Name]
CHECKED BY: [Name]
SCALE: [Scale]
PROJECT: [Project Name]
SHEET NO.: [Sheet No.]
TOTAL SHEETS: [Total Sheets]
TITLE SHEET

2.0309010-124
T001

BLACK HISTORY MUSEUM OF VIRGINIA

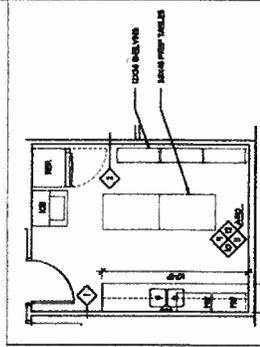
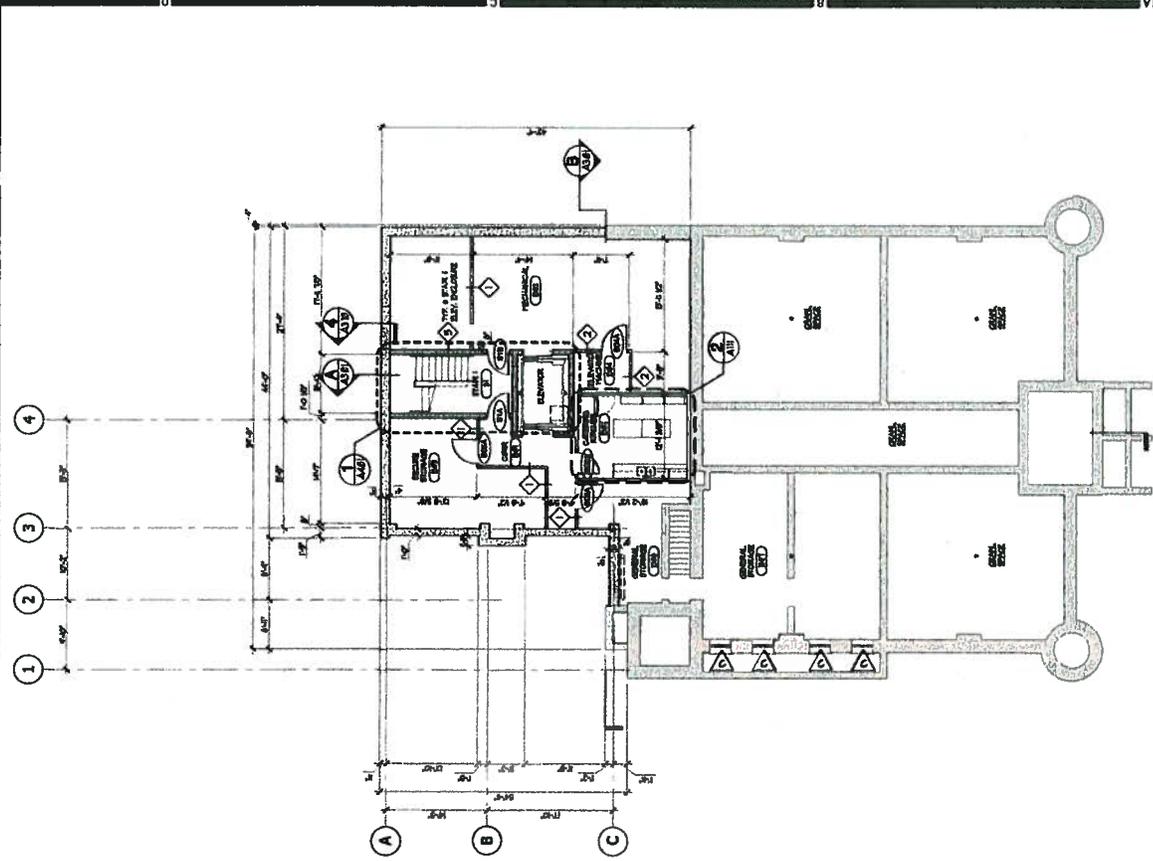
122 W. LEIGH STREET
RICHMOND, VA 23220



P.O. Box 408
Richmond, VA 23216-0408
Phone for office
804.343.1818
Fax 804.343.1818
http://www.baskerville.com

DATE: 11.08.2013
 CLIENT: BLACK HISTORY MUSEUM OF VIRGINIA
 PROJECT: RENOVATION OF EXISTING BUILDING
 ARCHITECT: BASKERVILLE ARCHITECTS
 PROJECT MANAGER: BASKERVILLE ARCHITECTS
 PROJECT TEAM: BASKERVILLE ARCHITECTS
 PROJECT LOCATION: 122 W. LEIGH STREET, RICHMOND, VA
 PROJECT NUMBER: 11082013
 DRAWING TITLE: BASEMENT FLOOR PLAN

SCALE: AS SHOWN
 2.13006010-1124
 A111



ENLARGED KITCHEN PLAN 2 BASEMENT FLOOR PLAN
 SCALE: 1/8" = 1'-0"

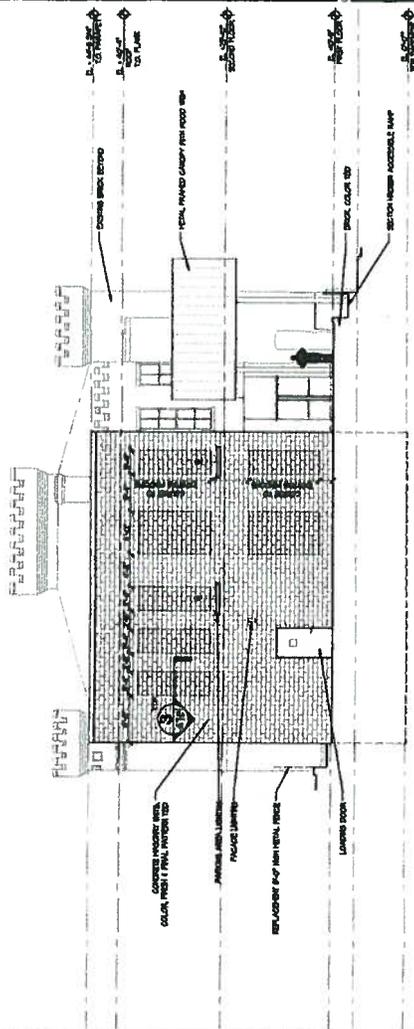
BLACK HISTORY
MUSEUM
OF VIRGINIA

122 W. LEIGH STREET
RICHMOND, VA 23220

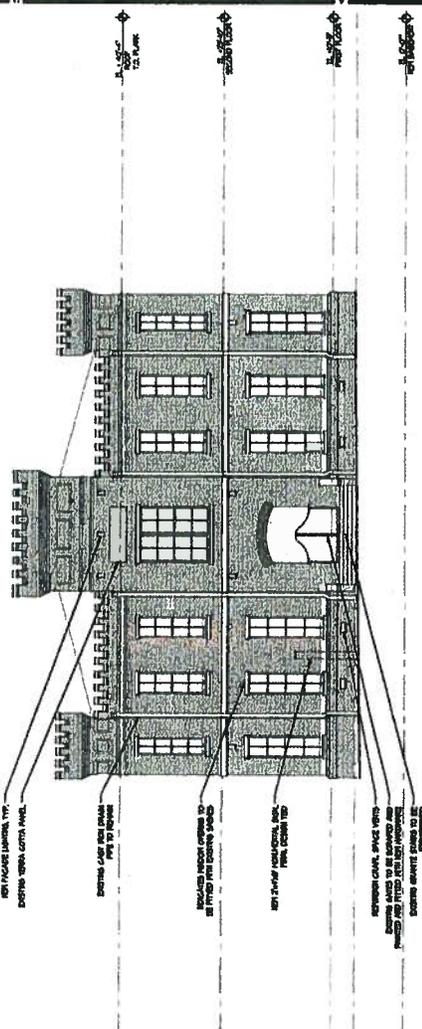
Bashervill
ARCHITECTS
P.O. Box 488
RICHMOND, VA 23218-0488
804.342.4414
804.342.4419
804.342.4418
804.342.4417

DATE: 11.08.2013
SHEET: 02 OF 04
PROJECT: BLACK HISTORY MUSEUM OF VIRGINIA
DRAWING NO.: 2.130801D-1124
SCALE: 1/4" = 1'-0"

A202



NORTH ELEVATION
SCALE: 1/4" = 1'-0"



SOUTH ELEVATION
SCALE: 1/4" = 1'-0"