



# 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: Scott's Funeral Home Date: 08/28/2013

Property Address: 115 East Brookland Park Boulevard Tax Map #: \_\_\_\_\_

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

**Zoning**

Current Zoning: UB-PO5

Existing Use: Funeral Home

Is this property subject to any previous land use cases?

- Yes  No

If Yes, please list the Ordinance Number:

95-185-178 (copy attached)

**Proposed Use**

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

Expand existing storage garage located

on the site of the existing funeral home.

Special Use Permit already exists

**Applicant/Contact Person:** Mark Ricketts

Company: Site Improvement Associates, Inc.

Mailing Address: 800 Juniper Crescent, Suite A

City: Chesapeake

State: VA Zip Code: 23320

Telephone: (757) 671-9000

Fax: (757) 671-9288

Email: mricketts@siava.us

**Property Owner:** Richard A. Lambert Investments, LLC

If Business Entity, name and title of authorized signee: Richard A. Lambert, Sr.

Mailing Address: P. O. Box 6179

City: Richmond

State: VA Zip Code: 23222

Telephone: (804) 321-9095

Fax: (804) 321-1033

Email: rlambert@scottsfuneralhome.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)

**Applicant's Report**  
**Scott's Funeral Home**  
**115 & 116 East Brookland Park Boulevard**  
Richmond, VA

In accordance with the requirements of the Special Use Permit Application, an Applicant's Report is required. The information requested in that report is provided below for use and evaluation.

**GENERAL**

Scott's Funeral Home has been a part of the community since 1910. The current facility located at 115 East Brookland Park Boulevard has been an integral part of the community for over 100 years. In that time, they have expanded on the property where the funeral home operation is currently located on the south side of East Brookland Park Boulevard. In order to better serve the community, Scott's Funeral Home would like to provide a small expansion to one of their existing buildings for storage and construct a new and larger funeral home chapel on property located directly across the street at 116 East Brookland Park Boulevard. The new chapel will provide larger, more modern, and better organized space to benefit the community in times of grief. The interior of the existing main building will also be renovated to better serve the community. The owners of Scott's Funeral Home purchased the property at 116 East Brookland Park Boulevard in anticipation of their growth and expansion to provide more and better service to the community. The time for that expansion has come.

**EMPLOYEES**

Initially there will be no additional employees required; however, it is anticipated there will be an additional 5 to 10 full and part time jobs created by the expansion. The total number of employees on site at any one time will vary from as few as 2 or 3 during normal office operations when there is no viewing, service, or preparation for service, to 10 to 15 during larger attended viewings and services.

**OPERATING HOURS**

Although the hours of operation vary depending upon the need for their services, Scott's Funeral Home has regular business hours from 9:00 a.m. to 5:00 p.m. Monday thru Friday. These regular business hours will be maintained when the small addition and new chapel are constructed. Funeral home staff is available 24 hours per day to meet the needs of the community. The funeral home will be staffed as circumstances and the need for their services dictate.

**TRAFFIC**

There will be no new traffic generated for the small addition at the existing site since it is principally for storage. The traffic generated by the new chapel will vary depending upon the number and size of viewings and funerals held and coordinated by Scott's Funeral Home. On a regular and on-going basis, most of the traffic generated will be for the office staff and deliveries. The traffic generation will be very light while conducting normal business operations. More traffic will be generated during viewings, services, and processions. The amount of traffic depends upon the number of family and friends attending events. It is difficult to accurately predict attendance and the number of vehicles. The existing streets are adequate to accommodate regular traffic during normal business operation and during small to medium sized events. Staff will direct traffic during large events to ensure smooth and safe traffic flow.

## COMPATIBILITY

The existing funeral home has been compatible with, and a good neighbor in, the community for many years. Expanding the current use will not place undue hardship upon the surrounding neighborhood. The new building will be constructed of material that is consistent with the existing buildings in the area and that meet the city's building code requirements. The new site will be landscaped and buffered in accordance with the city's landscape requirements for its use within the surrounding area. Site lighting will be provided, and it will be properly shielded to prevent light spillover into the right-of-way or into the surrounding residential properties.

Additionally, 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 – Scott's Funeral Home has been an integral part of the existing community and good neighbor for many years. Their current operation has not created any degradation of the safety, morals, or general welfare within the surrounding community and it is not anticipated the new chapel will have any adverse impact on the community. Funeral homes in general, and Scott's Funeral Home, in particular, provide a much needed service within their communities.
2. Tend to create congestion in streets, roads, alleys and other public ways and places in the area involved – The new chapel for Scott's Funeral Home will include off street parking arranged to meet the city's code requirement as well as the overall function and operation of the funeral home. Adequate entry points into the site will be provided as well as properly sized and located exit points. During processions, staff does now, and will continue to, direct traffic in order to provide for the safe and orderly movement of vehicles and pedestrians during viewings and processions.
3. Create hazards from fire, panic or other dangers – The new chapel for Scott's Funeral Home will be constructed in accordance with current building codes that provide protection against fire and accommodate the safe and orderly entry and exit of people. The operation of the funeral home itself will not create any undue fire hazard nor will it create panic or similar dangers within the community at large.
4. Tend to cause overcrowding of land and an undue concentration of population – Although there may be times, during heavily attended viewings, services, or processions, when a large number of people will temporarily visit the new and existing sites. Normal funeral home operations will not generate large crowds. Appropriate staff levels will be maintained to accommodate large crowds when they occur.
5. Adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements – The new chapel and storage addition for Scott's Funeral Home will not adversely affect schools, parks, or playgrounds in any way. The impact on water and sewer utilities will be of normal demand levels. Initial and preliminary analysis of the existing systems in the area indicates the existing water and sewer systems will adequately accommodate the proposed expansion. The site will be designed to meet the development ordinances affecting the proposed additions.
6. Interfere with adequate light and air – The operation of the funeral home will comply with environmental standards for such facilities and will not adversely affect the light or air within the community.