

Report to Committee

To:Planning CommitteeFrom:Wayne Craig

Director, Development

Date: April 24, 2019 **File:** RZ 18-819258

Re: Application by Evernu Developments for Rezoning at 11540 Railway Avenue from the "Single Detached (RS1/E)" Zone to "Arterial Road the Two-Unit Dwellings (RDA)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10030, for the rezoning of 11540 Railway Avenue from the "Single Detached (RS1/E)" zone to "Arterial Road Two-Unit Dwellings (RDA)" zone, be introduced and given First Reading.

Wayne Craig Director, Development (604:247-4625)

WC:el Att. 7

| REPORT CONCURRENCE | | | | |
|--------------------|-------------|--------------------------------|--|--|
| ROUTED TO: | CONCURRENCE | CONCURRENCE OF GENERAL MANAGER | | |
| Affordable Housing | 9 | Ways & for Jac Erecq | | |
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Staff Report

Origin

Evernu Developments has applied to the City of Richmond for permission to rezone 11540 Railway Avenue (Attachment 1) from the "Single Detached (RS1/E)" zone to the "Arterial Road Two-Unit Dwellings (RDA)" zone in order to permit the development of a duplex on site. A preliminary site plan, streetscape elevation and landscape plan are provided for reference in Attachment 2. A Development Permit application will be required to address the form and character of the proposed duplex.

A Service Agreement (SA) for frontage improvements and site service connections is required as a consideration of rezoning.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Subject Site Existing Housing Profile

There is an existing single-family dwelling on the property, which will be demolished. The applicant has indicated that the dwelling is currently owner occupied, and that it does not contain a secondary suite.

Surrounding Development

- To the North: A rezoning application to develop three duplex lots at 11480 and 11500 Railway Avenue (RZ 17-771371) has been received. This application is under staff review and will be brought forward for consideration in a separate Report to Committee.
- To the South: Fronting Railway Avenue, single family homes on lots zoned "Single Detached (RS1/E)".
- To the East: Fronting Kestrel Drive, single family homes on lots zoned "Single Detached (RS1/E)".
- To the West: Across Railway Avenue, single family homes on small lots zoned "Single Detached (RS1/A)" fronting on Garry Street and single family homes on lots zoned "Single Detached (RS1/E)" fronting on Railway Avenue.

Related Policies & Studies

Official Community Plan/Steveston Area Plan

The 2041 Official Community Plan (OCP) Land Use Map designation for the subject site is "Neighbourhood Residential". The Steveston Area Land Use Map designation for the subject site is "Single-Detached/Duplex/Triplex" (Attachment 4). The development proposal for a duplex lot is consistent with these designations.

Arterial Road Policy

The Arterial Road Land Use Policy in the City's 2041 Official Community Plan Bylaw 9000 directs appropriate duplex and triplex developments onto certain minor arterial roads outside the City Centre. The subject site is identified for "Arterial Road Duplex/Triplex" on the Arterial Road Housing Development Map and the proposal is in compliance with the Arterial Road Duplex Development Requirements under the Arterial Road Policy.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant First Reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing; where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the Local Government Act.

Analysis

Built Form and Architectural Character

The developer proposes to construct a duplex on the subject site; one unit will be in the front of the property with direct pedestrian access from Railway Avenue, and one unit will be at the back of the property with main entrances from the auto-court proposed on site. The unit sizes are ranging from 151.7 m^2 (1,633 ft²) to 182.7 m^2 (1,967ft²). Proposed building setbacks (including the rear yard setback) are consistent with the required setbacks of adjacent single family properties. Both units will have a side-by-side attached garage. In keeping with the architectural character of the neighbourhood, the duplex will be two storeys and will feature a peaked roof.

A Development Permit application will be required to address the form and character of the proposed duplex. Through the Development Permit, the following issues are to be further examined:

- Compliance with Development Permit Guidelines for duplex projects in the 2041 Official Community Plan (OCP).
- Review of the architectural character, scale and massing to ensure that the proposed duplexes are well designed, fit well into the neighbourhood, and do not adversely impact adjacent homes.
- Review of aging-in-place features in all units and the provision of a convertible unit.

- Refinement of the proposed site grading to ensure survival of the protected tree, and to provide appropriate transition between the proposed development and adjacent existing developments.
- Refinement of landscape design including new trees to be planted on site.

Additional issues may be identified as part of the Development Permit application review process.

Existing Legal Encumbrances

There is an existing 3.0 m wide utility Right-of-Way (ROW) along the east property line of the subject site for an existing sanitary sewer line. The developer is aware that no construction is permitted in these areas.

Transportation and Site Access

Vehicular access to the proposed development is to be provided via a single driveway from Railway Avenue along the south property line of the subject site. An on-site turn-around for passenger cars secured through legal agreement (i.e., restrictive covenant) is to be provided in the proposed auto-court.

As the lot access currently serving one single family dwelling, to address the increased traffic impacts, the following mitigation measures are required as part of the frontage upgrades for the development:

- The first 6 m of each driveway from the back of the sidewalk is to be maintained as a 6 m wide to allow for two vehicles in opposing directions to pass, and then tapered at a 5:1 transition to a minimum width of 4 m.
- The driveway is to be constructed to City design standards with 0.9 m flares at the curb and 45° offsets to meet the grade of sidewalk/boulevard.
- Special stamped/tinted concrete treatment for the sidewalk is to be provided across each driveway and green bike lane paint for the bike lane is to be provided at the crossings to better highlight the driveway points on Railway Avenue for cyclists and pedestrians. This special treatment is to be secured through the required Servicing Agreement.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses one bylaw-sized tree on the subject property and two trees on neighbouring property to the south at 11560 Railway Avenue, within 2 m of the property line or has a crown (dripline) encroaching on the property.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

• One tree (tag# 004) located on site is in good condition and identified to be retained and protected in the Arborist Report.

• Two trees (tag#002, 003) located on neighbouring property to be protected as per Arborist Report recommendations.

A hedgerow located along the front property line and three undersized trees located along the north property line are proposed to be removed. No replacement tree is required as per the Tree Bylaw. However, at least one new tree will be planted on site to enhance the streetscape of the development. The number, size and species of new tree(s) will be reviewed in detail through Development Permit and overall landscape design.

Tree Protection

One tree on site and two trees on the neighbouring property to the south at 11560 Railway Avenue are to be retained and protected. The applicant has submitted a Tree Protection Plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 5). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to Development Permit issuance, submission to the City of a Tree Survival Security as part of the Landscape Letter of Credit. No Landscape Letter of Credit will be returned until the Post-Construction Assessment Report, prepared by the Arborist, confirming the protected trees survived the construction, is reviewed by staff.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Accessible Housing

The developer has agreed that aging-in-place features will be provided in all units (e.g., inclusion of blocking in bathroom walls for installation of grab-bars, provision of blocking in stair walls to accommodate lift installation at a future date, and provision of lever door handles). In addition, at least one convertible unit will be provided in this duplex development. Details of the accessible housing features will be reviewed at the future Development Permit stage.

Affordable Housing Strategy

The applicant proposes to make a cash contribution to the Affordable Housing Reserve Fund in accordance to Section 5.15.1(c) of Zoning Bylaw 8500. The applicant will make a cash contribution of \$8.50 per buildable square foot as per the requirement for a contribution of \$30,600.

Energy Step Code

The applicant has committed to design the subject development to meet the City's Step Code requirements (Attachment 6). Details on how all units are to be built and maintained to this commitment will be reviewed at Building Permit stage.

Site Servicing and Frontage Improvements

Prior to final adoption of the rezoning bylaw, the applicant is required to enter into the City's standard Servicing Agreement to design and construct frontage beautification works and service connections including new sidewalk, boulevard and trees (see Attachment 7 for details). All works are at the client's sole cost (i.e., no credits apply).

Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

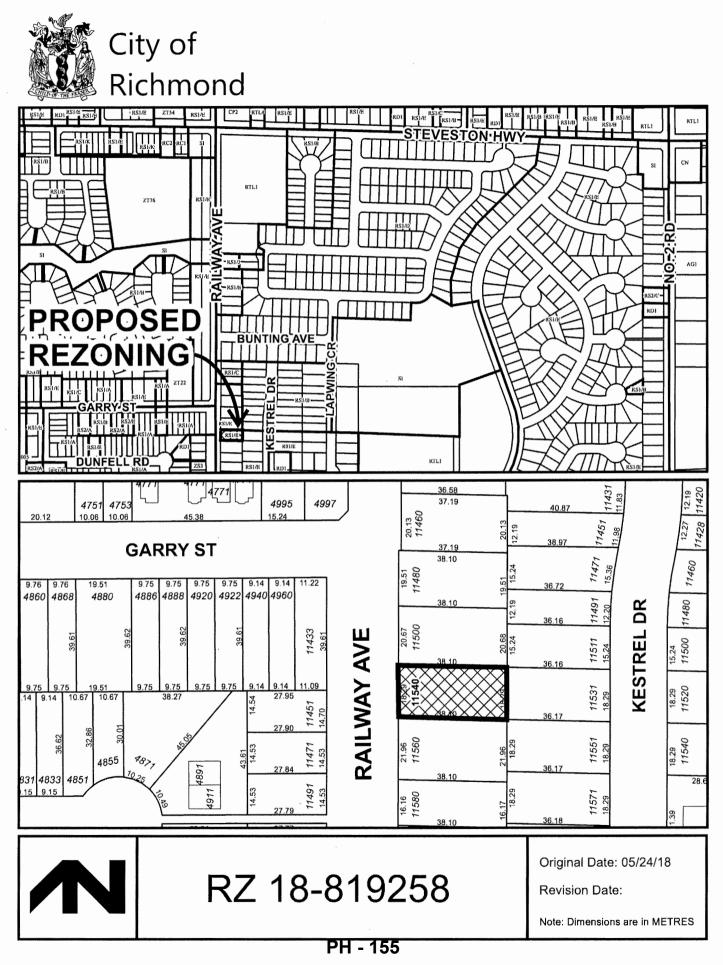
The purpose of this rezoning application is to rezone 11540 Railway Avenue from the "Single Detached (RS1/E)" zone to the "Arterial Road Two-Unit Dwellings (RDA)" zone, in order to permit the development of two duplex units on the subject site with direct access from Railway Avenue. The list of rezoning considerations is included in Attachment 7, which has been agreed to by the applicant (signed concurrence on file).

On this basis, it is recommended that Zoning Bylaw 8500, Amendment Bylaw 10030 be introduced and given First Reading.

Edwin Lee Planner 1 (604-276-4121)

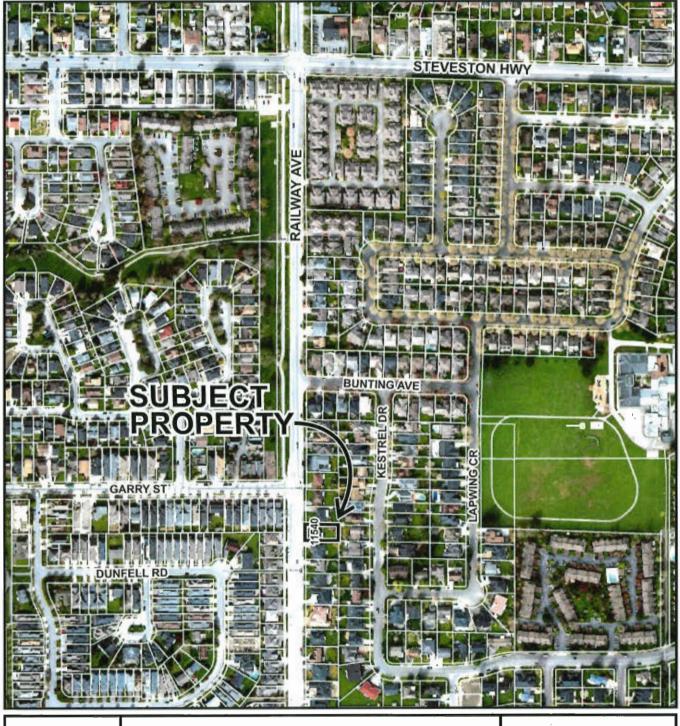
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Attachment 1: Location Map Attachment 2: Conceptual Development Plans Attachment 3: Development Application Data Sheet Attachment 4: Steveston Area Land Use Map Attachment 5: Tree Management Plan Attachment 6: Letter from Developer Attachment 7: Rezoning Considerations





City of Richmond

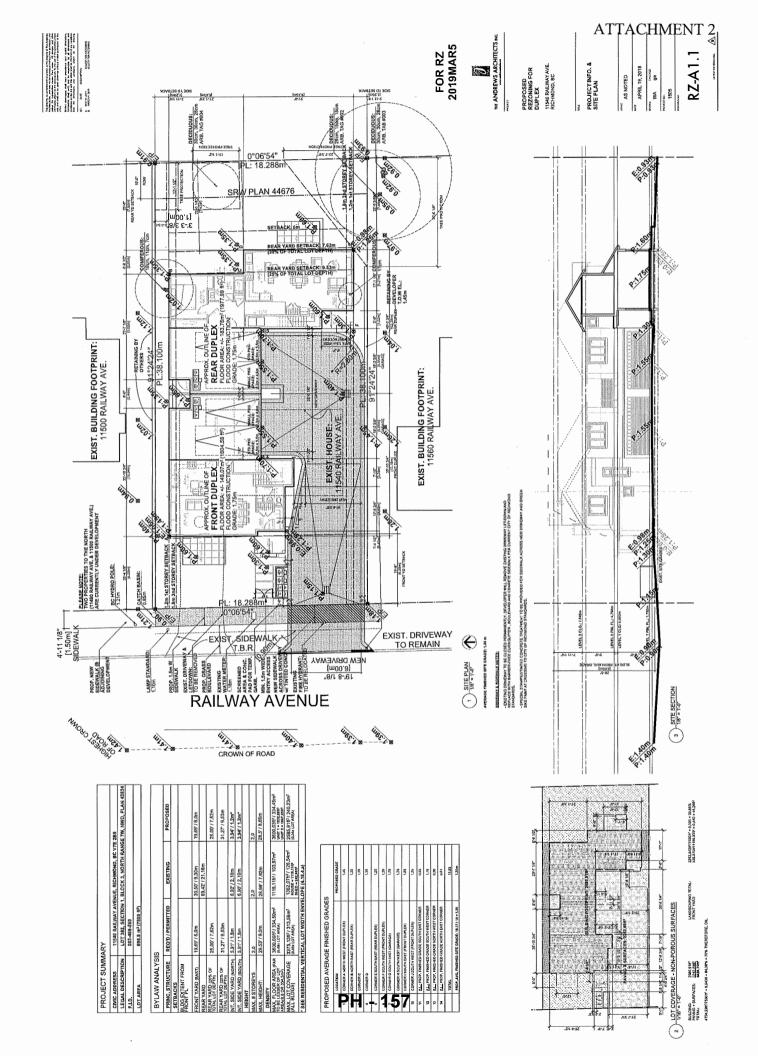


Original Date: 05/24/18

Revision Date:

Note: Dimensions are in METRES

RZ 18-819258

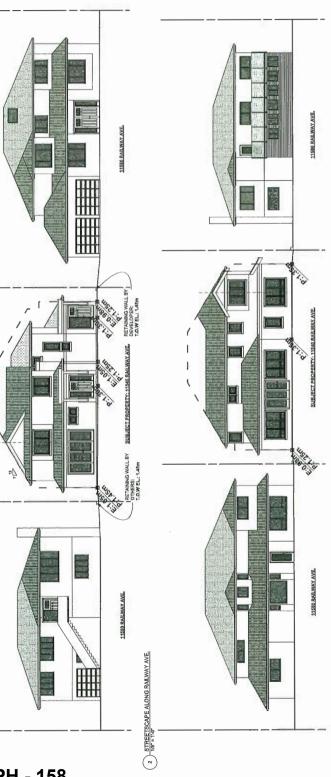


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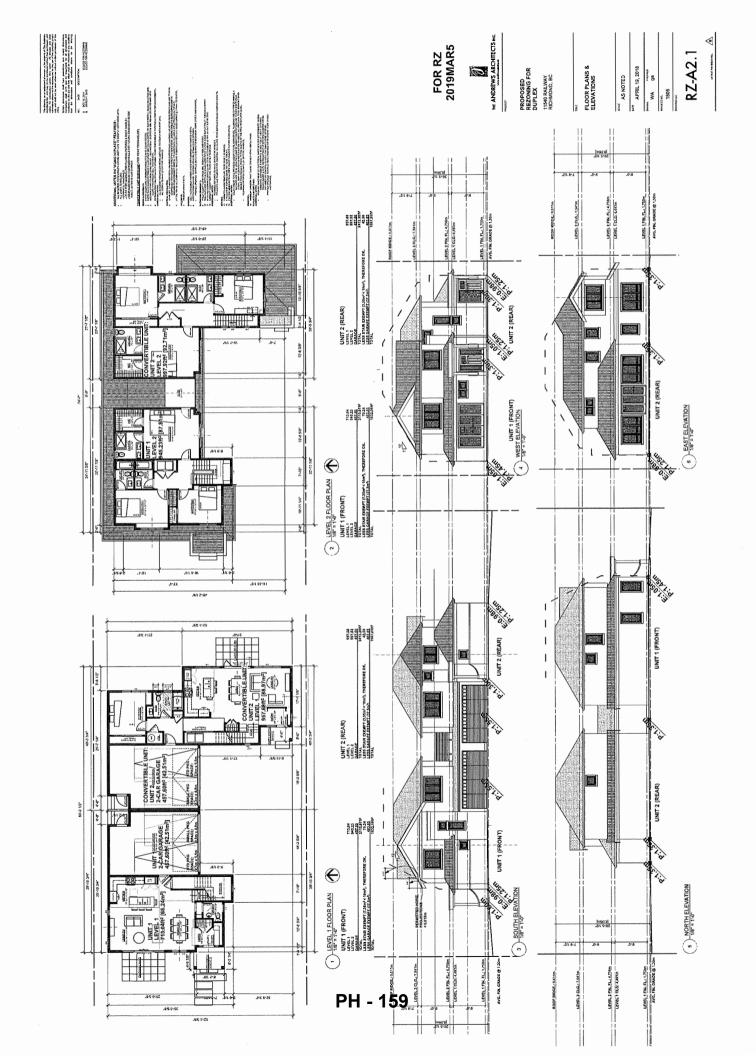
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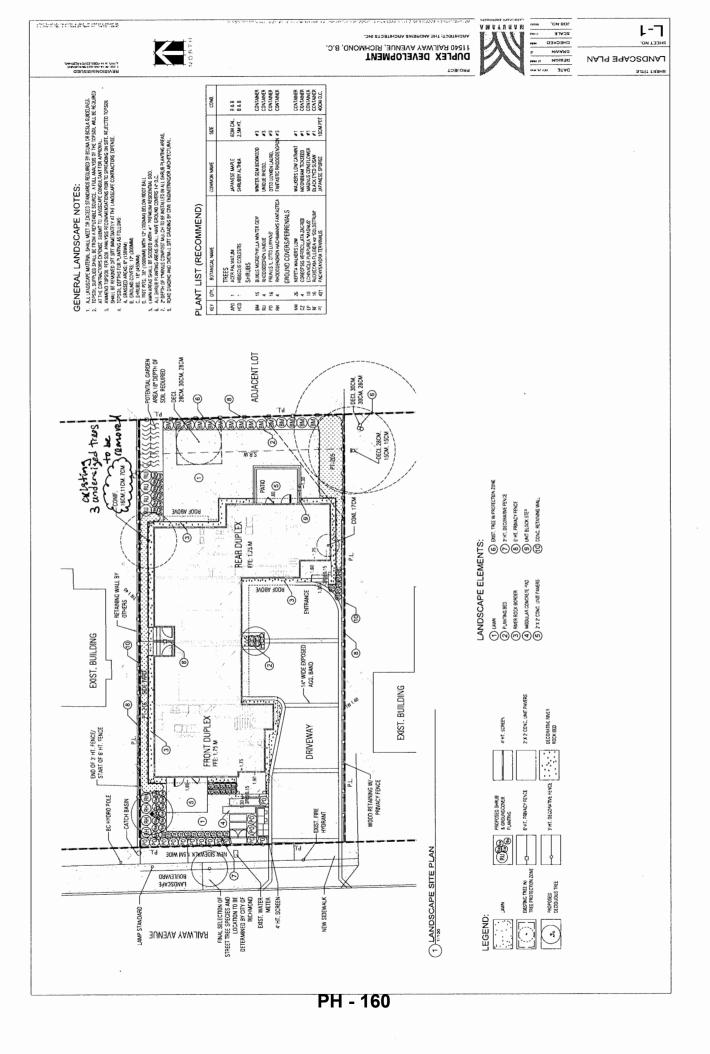




3 STREETSCAPE - FROM BACK 18" = 1-0"

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Development Application Data Sheet

Development Applications Department

Attachment 3

RZ 18-819258

Address: 11540 Railway Avenue

Applicant: Evernu Developments

Planning Area(s): Steveston

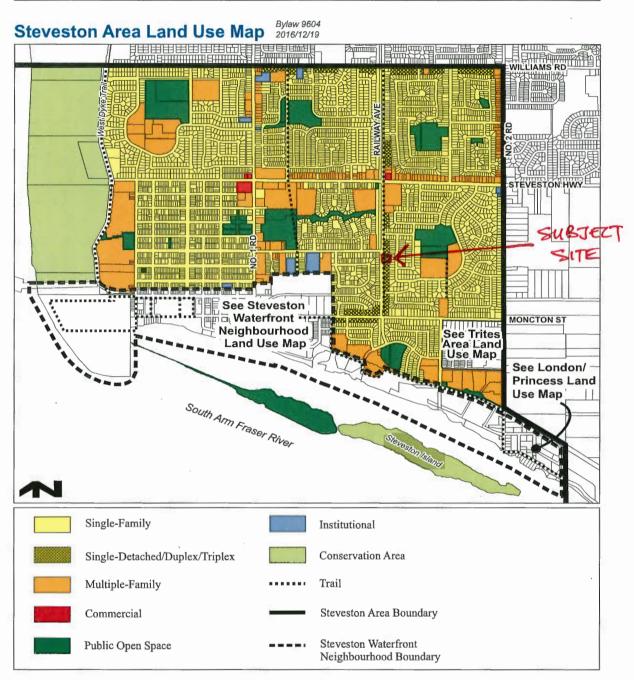
| | Existing | Proposed | |
|------------------------------|--|--|--|
| Owner: | Zilberberg Reuven, Zilberberg Noga | No change | |
| Site Size (m ²): | 696.8 m ² | 696.8 m ² per lot | |
| Land Uses: | Single-family dwelling | Two-unit dwelling | |
| OCP Designation: | Neighbourhood Residential | No change | |
| Area Plan Designation: | Steveston Area Plan: Single-Detached/Duplex/Triplex | Duplex | |
| 702 Policy Designation: | N/A | No Change | |
| Zoning: | Single-Detached (RS1/E) | Arterial Road Two-Unit Dwellings (RDA) | |
| Number of Units: | 1 | 2 | |
| Other Designations: | n/a | No change | |

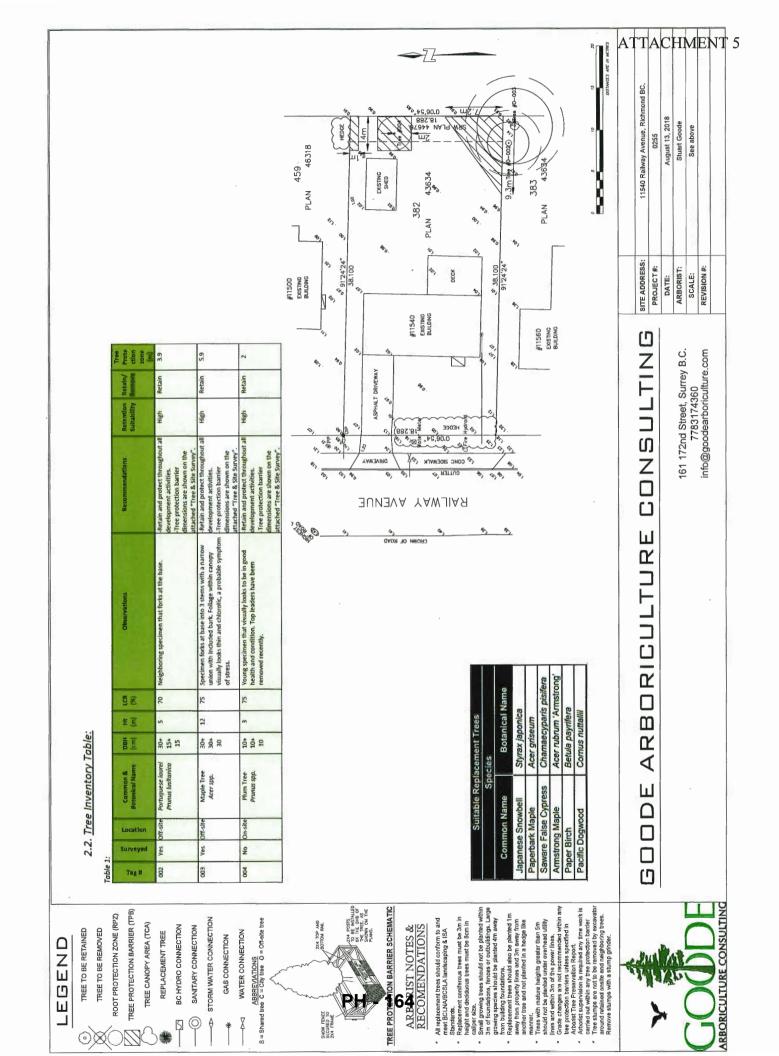
| On Future Subdivided Lots | Bylaw Requirement (new RDA zone) | Proposed | Variance |
|--------------------------------------|--|---|-------------------|
| Density (Net Floor Area): | The lesser of 0.6 FAR or 334.5 m ² per lot | 334.5 m ² per lot | none permitted |
| Lot Coverage (% of lot area): | Building: Max. 45% Non-porous Surfaces: Max. 70% Landscaping: Min. 20% | Building: 45% Non-porous Surfaces: 70% Landscaping: 20% | none |
| Lot Size: | Min. 464.5 m² | 696.8 m² | none |
| Lot Dimensions (m): | Width: Min. 13.4 m Depth: Min. 30 m | Width: 18.28 m Depth: 38.10 m | none |
| Setbacks (m): | Front: Min. 6 m Rear - Ground: Min. 7.62 m Rear - 2 nd floor: Min. 9.53 m Side: Min. 1.8 m | Front: 6 m Min. Rear - Ground: 7.62 m Rear - 2 nd floor: 9.53 m Side: 1.8 m | none |
| Height (m): | Max. 9.0 m (2 storeys) | 9.0 m (2 storeys) | none |
| Off-street Parking – Regular (R): | 2 per unit | 2 per unit | none |

| On Future Subdivided Lots | Bylaw Requirement (new RDA zone) | Proposed | Variance |
|--------------------------------------|---|----------|----------|
| Off-street Parking – Visitor (V): | None when fewer than 3 units sharing one driveway | 0 | none |
| Off-street Parking: | 4 | 4 | none |
| Tandem Parking Spaces: | Permitted | 0 | none |

Other: Tree replacement compensation required for removal of bylaw-sized trees.











April, 9th 2019

Reuben Zilberberg EverNu Developments Inc. 604.773.3205 | reuben@evernu.ca

Edwin Lee Planning and Development Division City of Richmond

Dear Mr. Edwin Lee:

Re: Intent to Design Proposed Development at 11540 Railway Ave Richmond (RZ 18-819258) In Compliance with Step Code

The purpose of this letter is to confirm our intent to design the proposed development at 11540 Railway Ave such that it will meet the City of Richmond's energy efficiency requirements (known as Step Code), which is expected to be in place at the time of the Building Permit application.

Sincerely,

Reuben Zilberberg President, EverNu Developments Inc.

The information contained herein is proprietary to EVERNU DEVELOPMENTS INC. The recipient of this document, by its retention and use, agrees to protect the same and the information therein from loss, theft and compromise. Disclosure of this information may result in commercial harm to EVERNU DEVELOPMENTS INC., or have a negative effect on its competitive position in commercial interests.





Development Applications Department 6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 11540 Railway Avenue

File No.: RZ 18-819258

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10030, the developer is required to complete the following:

- 1. Registration of a flood indemnity covenant on title.
- 2. Registration of a legal agreement on Title to ensure that:
 - a) Vehicle access to the subject site is provided via a single driveway for the two units proposed.
 - b) The buildings and driveway on the proposed lot are designed to accommodate on-site vehicle turn-around capability to prevent vehicles from reversing onto the site or Railway Avenue.
- 3. Submission of a Contract entered into between the applicants and a Certified Arborist for supervision of any on-site works conducted within/near the tree protection zone of the tree to be retained on site. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
- 4. City acceptance of the developer's offer to voluntarily contribute \$8.50 per buildable square foot (e.g. \$30,600) to the City's Affordable Housing Reserve Fund.
- 5. The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
- 6. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:
 - a) Water Works:
 - Using the OCP Model, there is 192 L/s of water available at a 20 psi residual at the Railway Avenue frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
 - The Developer is required to submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISQ) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
 - At Developer's cost, the City is to:
 - Install two new water service connections to serve the proposed development, complete with meters and meter boxes.
 - o Cut and cap, at main, the existing water service connections serving the development site.
 - Relocate the existing fire hydrant to the south such that it is not located within the proposed driveway. The relocation of the fire hydrant increases the spacing between this fire hydrant and the one to the north to be above the maximum allowed spacing between hydrants according to City's design specifications. The developer shall coordinate with the fire department about whether or not a new fire hydrant is required.
 - b) Storm Sewer Works:
 - At Developer's cost, the City is to:
 - Cut and cap, at inspection chamber, the existing service connection at the northern property line of 11540 Railway Avenue. Retain inspection chamber STIC51180 serving 11500 Railway Ave.
 - Cut and cap, at inspection chamber, the southern-most service connection serving the development site and retain inspection chamber STIC51 **RH**ser **(i66**) 1540 Railway Avenue.

Initial:

- Install a new storm service connection, complete with an inspection chamber.
- c) Sanitary Sewer Works:
 - The Developer is required to:
 - Not start onsite excavation or foundation construction prior to completion of rear yard sanitary works by City crews.
 - Ensure no encroachments of onsite works (proposed trees, buildings, non-removable fences, retaining walls, etc.) into existing sanitary right-of-way along north property line of subject site.
 - At Developer's cost, the City is to:
 - Cut and cap, at IC, the existing sanitary service connection and retain the inspection chamber SIC13590 serving 11560 Railway Ave.
 - o Install a new sanitary service connection complete with an inspection chamber.
- d) Frontage Improvements:
 - Remove the existing sidewalk and construct a new 1.5 m wide concrete sidewalk next to the property line. Construct a new 1.5 m wide grass boulevard with street trees between the new sidewalk and the east curb of Railway Ave. at the site frontage. The new sidewalk and boulevard are to transition to meet the existing frontage treatments to the north and south of the subject development.
 - A cross section based on survey is required to confirm the existing width between the existing property line and the east curb of Railway Ave along the site frontage in order to confirm if road dedication is required.
 - All existing driveways along the Railway Ave to be closed permanently. The Developer is responsible for the removal of the existing driveway let-downs and the replacement with barrier curb/gutter, boulevard and concrete sidewalk per standards described above.
 - Construct a new single driveway to the site. The new driveway is to be constructed to City design standards: 6.0 m wide at the property line with 0.9 m flares at the curb and 45° offsets to meet the grade of sidewalk/boulevard. The driveway width is to be kept at 6.0 m for a distance of 6.0 m from the back of the sidewalk to allow for two vehicles in opposite directions to pass. The driveway can be tapered at a 5:1 transition to a minimum width of 4.0 m.
 - Provide special stamped/tinted concrete treatments for the sidewalk across the new driveway to the site and green bike lane paint at the crossing to better highlight the driveway for cyclists and pedestrians.
 - Relocate/upgrade the existing streetlights along Railway Avenue as required by the proposed sidewalk/driveway and to meet lighting requirements. Consult Engineering on other utility requirements as part of the frontage works.
 - Consult Parks on the requirements for tree protection/placement including tree species and spacing as part of the frontage works.
 - Coordinate with BC Hydro, Telus and other private communication service providers
 - To relocate/underground the existing overhead poles and lines as required to prevent conflict with the proposed frontage works (i.e. sidewalk and boulevard).
 - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - To underground overhead service lines.
 - To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.). These should be located onsite.
- e) General Items:
 - The Developer is required to:
 - Provide, within the building permit application, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting the development site (i.e. AC water main on Railway Avenue, and rear-yard sanitary main) and provide mitigation recommendations.

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Initial:

 Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, dewatering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Prior to a Development Permit* issuance, the developer is required to complete the following:

- 1. Submission of a Landscaping Security based on 100% of the cost estimate provided by the landscape architect.
- 2. Submission of a Tree Survival Security to the City as part of the Landscape Letter of Credit to ensure that all trees identified for retention will be protected. No Landscape Letter of Credit will be returned until the post-construction assessment report, confirming the protected trees survived the construction, prepared by the Arborist, is reviewed by staff.

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

Note: Should the applicant wish to begin site preparation work after third reading of the rezoning bylaw, but prior to final adoption of the rezoning bylaw and issuance of the Development Permit, the applicant will be required to obtain a Tree Permit and submit landscaping security (i.e. \$1,000 in total) to ensure the replacement planting will be provided.

- Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management
 Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and
 proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of
 Transportation) and MMCD Traffic Regulation Section 01570.
- 3. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
- 4. If applicable, payment of latecomer agreement charges, plus applicable interest associated with eligible latecomer works.
- 5. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants
 of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

Initial: _____

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date

Bylaw 10030



Richmond Zoning Bylaw 8500 Amendment Bylaw 10030 (RZ 18-819258) 11540 Railway Avenue

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)".

P.I.D. 003-468-569 Lot 382 Section 1 Block 3 North Range 7 West New Westminster District Plan 43634

2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 10030".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

APPROVED by Director or Solicitor

CITY OF RICHMOND

APPROVED

MAY 1 3 2019

MAYOR

CORPORATE OFFICER