| . | City of Richmond <br> Department of Planning <br> \& Development Review | Location, Character, and Extent |
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## Application for URBAN DESIGN COMMITTEE Review

Department of Planning and Development Review
Planning \& Preservation Division 900 E. Broad Street, Room 510

Richmond, Virginia 23219
(804) 646-6335
http://www.richmondgov.com/CommitteeUrbanDesign

Application Type
Addition/Alteration to Existing Structure
New Construction
Streetscape
Site Amenity
Project Name: West End Branch Library Renovation and IT Upgrades Project
Project Address: 5420 Patterson Ave. 1000
Brief Project Description (this is not a replacement for the required detailed narrative) : 1000 square foot addition to existing library building, new driveway, parking, and entrance improvements, new lighting, landscaping, plantings, HVA/C improvements, and new generator and enclosure per attached Plan Drawings and Specifications.

## Applicant Information

(on all applications other than encroachments, a City agency representative must be the applicant)
Name: Claes Tholand
City Agency: Special Capital Projects Group Email: Claes.Tholand@richmondgov.com

Address: Room 602, 900 E Braod Street
Main Contact (if different from Applicant):
Company: $\qquad$ Phone:
Email:

## Submittal Deadlines

All applications and support materials must be filed no later than 21 days prior to the scheduled meeting of the Urban Design Committee (UDC). Please see the schedule on page 3 as actual deadlines are adjusted due to City holidays. Late or incomplete submissions will be deferred to the next meeting.

Filing
Applications can be mailed or delivered to the attention of "Urban Design Committee" at the address listed at the top of this page. It is important that the applicant discuss the proposal with appropriate City agencies, Zoning Administration staff, and area civic associations and residents prior to filing the application with the UDC.

## UDC Background

The UDC is a ten member committee created by City Council in 1968 whose purpose is to advise the City Planning Commission on the design of projects on City property or right-of-way. The UDC provides advice of an aesthetic nature in connection with the performance of the duties of the Commission under Sections $17.05,17.06$ and 17.07 of the City Charter. The UDC also advises the Department of Public Works in regards to private encroachments in the public right-of-way.

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## Submission Requirements

- 9 copies of the application cover sheet and all support materials (see below), unless the application is for an encroachment, in which case only 4 copies are required. Plan sheets should be $11^{\prime \prime} \times 17^{\prime \prime}$, folded to $81 / 2^{\prime \prime} \times 11^{\prime \prime}$. If it is not possible to scale plans to these dimensions, please provide one set of larger, scaled plans.
- An electronic copy (PDF preferred) of all application materials, which can be burned to disc, emailed, or delivered by FTP.

All applications must include the attached cover sheet and the following support materials, as applicable to the project:

For Conceptual Review

- A detailed project narrative which includes the following: purpose of the project, project background, project budget and funding sources, description of construction program and estimated construction start date (description should also provide information on the surrounding area to provide context).
- A site plan for the project indicating site characteristics which include: building footprints, parking areas, pedestrian routes, recreation areas, open areas and areas of future expansion.
- A set of floor plans and elevations, as detailed as possible.
- A landscaping plan which shows the general location and character of plant materials and notes any existing tree to be removed.


## For Final Review

- A detailed project narrative which includes the following: purpose of the project, project background, project budget and funding sources, description of construction program and estimated construction start date (description should also provide information on the surrounding area to provide context).
- A site plan for the project indicating site characteristics which include: building footprints, parking areas, pedestrian routes, recreation areas, open areas and areas of future expansion.
- A set of floor plans and elevations, as detailed as possible.
- A landscaping plan that includes a complete plant schedule, the precise location of all plant materials, and a landscape maintenance analysis. The plant schedule must show number, size and type of each planting proposed. If existing trees are to be removed, their size, type and location must be noted on the landscape plan.
- The location of all lighting units should be noted on a site plan, including wall-mounted, site and parking lot lighting. Other site details, such as benches, trash containers and special paving materials, should also be located. Include specification sheets for each item.
- Samples of all proposed exterior building materials, including but not limited to brick, mortar, shingles, siding, glass, paint and stain colors. When as actual sample cannot be provided, a product information sheet that shows the item or a photo of an existing item may be substituted.


## Review and Processing

Once an application is received, it is reviewed by staff, who compiles a report that is sent to the UDC. A copy of the report and the meeting agenda will be sent to the applicant prior to the meeting. The applicant or a representative should be present at the UDC meeting or the application may be deferred to the next regularly scheduled meeting. It is also strongly suggested that a representative of the City Agency which will have final responsibility for the item be present at the meeting (if the applicant and the representative are not the same). Once the UDC recommends action on the application, it is automatically placed on the agenda for the next City Planning Commission (CPC) meeting. An exception to this is encroachment applications, recommendations for which are forwarded to the Department of Public Works. The applicant or a representative must be present at the CPC meeting or the application may be deferred to the next regularly scheduled meeting.

# Brockent <br> ENGINEERING + CONSULTING 

February 10, 2016

Urban Design Committee<br>900 East Broad Street, Room 510<br>Richmond, VA 23219<br>Re: Richmond Public Libraries<br>West End Branch Library, Addition and Renovation<br>UDC Narrative

Dear Committee:
The West End Branch Library is located at 5420 Patterson Ave., in Richmond. The existing building is approximately 7,400 square feet and was constructed in 1977. The proposed addition is approximately 1,250 square feet. The main purpose of the renovation and addtion is to reorganize and improve the interior of the library to meet the needs of a modern facility. The addition will create additional space badly needed at this branch. The City purchased two lots adjacent to the library which are currently sitting empty and unutilized. This will allow for the addition and associated site work on the east side. The addition itself is contained within the setbacks of the original library property.

Site work will include moving the eastern driveway farther to the east to make room for the addition. The western access drive will remain. This western access drive allows for both left and right turns as it currently has a curb cut. The eastern drive (existing and proposed) only allows right turns and it is too close to other intersections to permit a new curb cut. The proposed new driveway location is driven by the locations of an existing utility pole to the west and three existing oak trees to the east of the proposed location. Also moving the driveway as far east as possible allows the library to make better use of the green space as it will be adjacent to the building rather than across a drive. This configuration will also allow expansion in the future should the need ever arise. Other site work includes the addition of three parking spaces to replace two that will be taken by a new generator, and one which will be converted to a landscape island to comply with current City parking lot design standards. The generator will be screened with a 6 feet high PVC privacy fence similar to what has been done at other branch libraries. A new patio will be added to the north of the proposed addition to be used as outdoor space for the library.

Site lighting for the parking lot and driveways will be replaced at the library's request as the parking lot is currently dark. LED fixtures are proposed for the parking lot lighting for energy savings and lower maintenance.

Landscaping will include new plantings for the disturbed area around the addition and proposed driveway. Existing established landscaping around the building will be left in place except as
noted. Three existing smaller trees on the south (Patterson Ave.) side of the building are proposed to be removed. The removal of these trees was requested by the Library as they are too close to the building and have grown into the roof. These trees are shown on the submitted drawings on the site and landscape plans and labeled in the photos on sheet A-001 (photos C2 and C4). Note that four street trees have recently been planted by the City in the curb lawn along Patterson Avenue in front of the library just to the south of these smaller trees. These are noted on the submitted site and landscape drawings. Three crape myrtles will be removed from the east end of the building in order to construct the addition. Also to be removed is a diseased maple from one of the purchased properties. This site was reviewed with Urban Forestry several years ago during planning phases and it was requested that this tree be removed. This tree is pictured in the photo on drawing sheet C-101. Efforts were made where possible to save significant trees on the sites. As mentioned above, three existing oak trees just to the east of the proposed drive will be saved and a very large oak just to the south east of the existing drive will be saved. The addition and driveway were designed around these trees in an effort to preserve them. All trees to the west and southwest of the building will be left in place.

New landscaping plantings were chosen to match what has been planted at other library branches during recent renovations. Native species are proposed where practical to minimize water usage. Larger trees are proposed for the new parking lot island and along the new drive (away from the existing oaks).

The existing bike rack, pictured in photo C 1 on sheet $\mathrm{A}-001$ and located on the floor plan on sheet A-101, will remain at the request of Richmond Public Libraries. This bike rack was installed two to three years ago and matches some of the bike racks used on other branches at the time. As the other branches are not replacing theirs, the Library requested that this one remain. The existing rack is fairly new and is in excellent condition.

Improvements to the exterior of the existing building will include replacement of existing deteriorated painted wood siding with new metal panels. Richmond Public Libraries has requested that the wood siding be replaced as it lends a dated appearance to the building and has become a maintenance issue because of moisture damage and the requirement to keep it painted. The metal panels will be a cost effective way to clad the building in materials that will not require painting and maintenance. All brick portions of the building will remain and will be cleaned as part of the project. The existing standing seam metal roof will be replaced in kind.

The addition is designed to match the configuration, scale and materials of the existing building where it is attached. The roof slope, height and materials were chosen to match or complement the existing building. Glass is proposed on the north and south elevations of the addition in order to improve interior natural light and visibility from outside. New brick will match the existing building's brick.

A small vestibule is proposed under the existing canopy on the west end in order to improve interior traffic flow and energy efficiency. A small part of the canopy will be enclosed with
storefront matching the existing storefront entrance in that location and the addition on the opposite end.

At the request of the Library, the existing building mounted letters will be removed as they are not legible from the street. Additionally, at their request, the pole mounted sign will be removed as it is damaged and out of date. A new ground mounted sign is proposed just to the east of the western driveway. This sign will be made of brick and metal panels to match the building and will feature dimensional letters. The proposed sign is shown on drawing sheet A-201 and its location is shown on sheet $\mathrm{C}-104$.

Please feel free to contact me should you have any questions.

Sincerely,
Austin Brockenbrough \& Associates, LLP


Paul W Shope Jr, AIA<br>Architect

## RICHMOND PUBLIC LIBRARIES <br> TECHNOLOGY UPGRADES AND LIBRARY RENOVATIONS

CITY INFRASTRUCTURE IMPROVEMENT PROGRAM
CITY OF RICHMOND, VIRGINIA
WEST END BRANCH LIBRARY
5420 PATTERSON AVENUE RICHMOND, VIRGINIA


URBAN DESIGN COMMITTEE SUBMITTAL












$\begin{array}{cc}\text { WEST END BRANCH LIBRARY - RICHMOND } & \text { Brockenbrough } \\ \text { SITE LIGHTING CALCULATIONS }\end{array}$

