



## Application for Urban Design Committee Review

Department of Planning and Development Review

900 E. Broad Street, Room 510

Richmond, Virginia 23219 | (804) 646-6335

<https://www.rva.gov/planning-development-review/urban-design-committee>



### Application Type (select one)

☒ Location, Character, & Extent

☐ Section 17.05

☐ Other:

☐ Encroachment

☐ Design Overlay District

### Review Type (select one)

☒ Conceptual

☐ Final

### Project Information

Submission Date: April 17th, 2025

Project Name: Mayo Island Park

Project Address: 501 S 14th St, Richmond, VA 23219

Brief Project Description (this is not a replacement for the required detailed narrative):

Mayo Island Park is a 16-acre natural, flood-resilient destination that welcomes visitors to experience the city's riverfront at the confluence of the falls and the tidal portion of the James River—a park rich in both history and ecological significance.

### Applicant Information (a City representative must be the applicant, with an exception for encroachments)

Name: Guinevere Richardson

Email: [Nissa.Richardson@rva.gov](mailto:Nissa.Richardson@rva.gov)

City Agency: Department of Parks, Recreation & Community Facilities

Phone: 804-389-8115

Main Contact (if different from Applicant):

Company: City of Richmond

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.**

### Application

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. Applications should be emailed to the Urban Design Committee Secretary, Ray Roakes, at [Raymond.roakes@rva.gov](mailto:Raymond.roakes@rva.gov).

### Background

The UDC is an 11 member committee created by City Council in 1968 whose purpose is to advise the City Planning Commission (CPC) 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.

last revised 01/04/2024