



# City of Richmond Department of Planning & Development Review

## Location, Character, and Extent

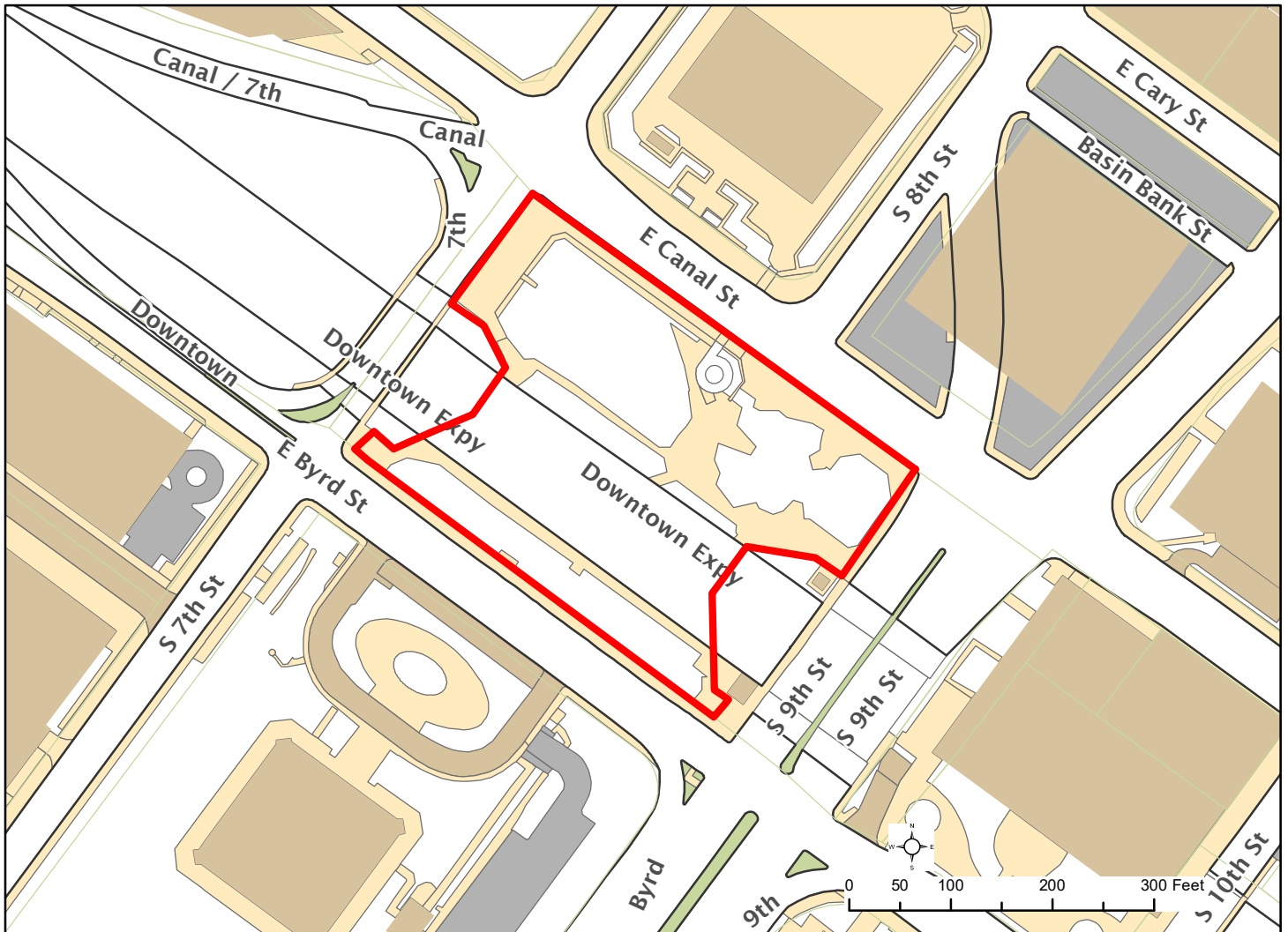
**LOCATION:** 701 E. Canal St.

**COUNCIL DISTRICT:** 6

**PROPOSAL:** Review the installation of a waypoint sign to help educate the Richmond community of the City's global presence and of all the noble work the City's Sister Cities undertake globally.



*For questions, please contact Josh Son  
at 646-3741 or [joshua.son@richmondgov.com](mailto:joshua.son@richmondgov.com)*





## 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

- Encroachment  
 Master Plan  
 Sign  
 Other

### Review Type

- Conceptual  
 Final

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Applicant Information

(on all applications other than encroachments, a City agency representative must be the applicant)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

City Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Main Contact (if different from Applicant): \_\_\_\_\_

Company: \_\_\_\_\_ 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.



## 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>

### Submission Requirements

- 10 copies of the application cover sheet and all support materials (see below), unless the application is for an encroachment, in which case only 6 copies are required. Plan sheets should be 11" x 17", folded to 8 1/2" x 11". 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 an 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.

# CITY OF RICHMOND URBAN DESIGN COMMITTEE (UDC)

## MEETING SCHEDULE 2017

UDC Meetings	UDC Submission Deadlines	Anticipated Date of Planning Commission Following the UDC Meeting
<b>December 8, 2016</b>	November 12, 2015*	January 3, 2017
<b>January 5, 2017</b>	December 8, 2016**	January 17, 2017 <sup>1</sup>
<b>February 9, 2017</b>	January 19, 2017	February 21, 2017 <sup>2</sup>
<b>March 9, 2017</b>	February 16, 2017	March 20, 2017
<b>April 6, 2017</b>	March 16, 2017	April 17, 2017
<b>May 4, 2017</b>	April 13, 2017	May 15, 2017
<b>June 8, 2017</b>	May 18, 2017	June 19, 2017
<b>July 6, 2017</b>	June 15, 2017	July 17, 2017
<b>August 10, 2017</b>	July 20, 2017	August 21, 2017 <sup>3</sup>
<b>September 7, 2017</b>	August 17, 2017	September 18, 2017
<b>October 5, 2017</b>	September 14, 2017	October 16, 2017
<b>November 9, 2017</b>	October 19, 2017	November 20, 2017
<b>December 7, 2017</b>	November 9, 2017*	December 18, 2017 <sup>4</sup>

<sup>1</sup> Monday, January 16<sup>th</sup> is a City of Richmond Holiday

<sup>2</sup> Monday, February 20<sup>th</sup> is a City of Richmond Holiday

<sup>3</sup> This August CPC Meeting may be canceled. If so, Planning Commission hearing would be Tuesday, September 5<sup>th</sup>.

<sup>4</sup> This December CPC Meeting may be canceled. If so, Planning Commission hearing would be Tuesday, January 2, 2018.

\* Moved forward to account for Veteran's Day/Thanksgiving Holiday Schedule

\*\* Moved forward to account for Winter Holiday Schedule

The Richmond Urban Design Committee (UDC) is a ten member advisory committee created by City Council in 1968. Its purpose is to advise the City Planning Commission on the design of City projects. The UDC reviews projects for appropriateness in "location, character and extent" and for consistency with the City's Master Plan and forwards recommendations to the Planning Commission. The UDC also advises the Department of Public Works in regards to private encroachments in the public right-of-way.

Regular meetings are scheduled for the Thursday after the first Monday of each month at 10:00 a.m. in the 5<sup>th</sup> floor conference room of City Hall. Special meetings are scheduled as needed.

**For additional information, please contact the Planning and Preservation Division staff at (804) 646-3741 or [Joshua.Son@richmondgov.com](mailto:Joshua.Son@richmondgov.com)**



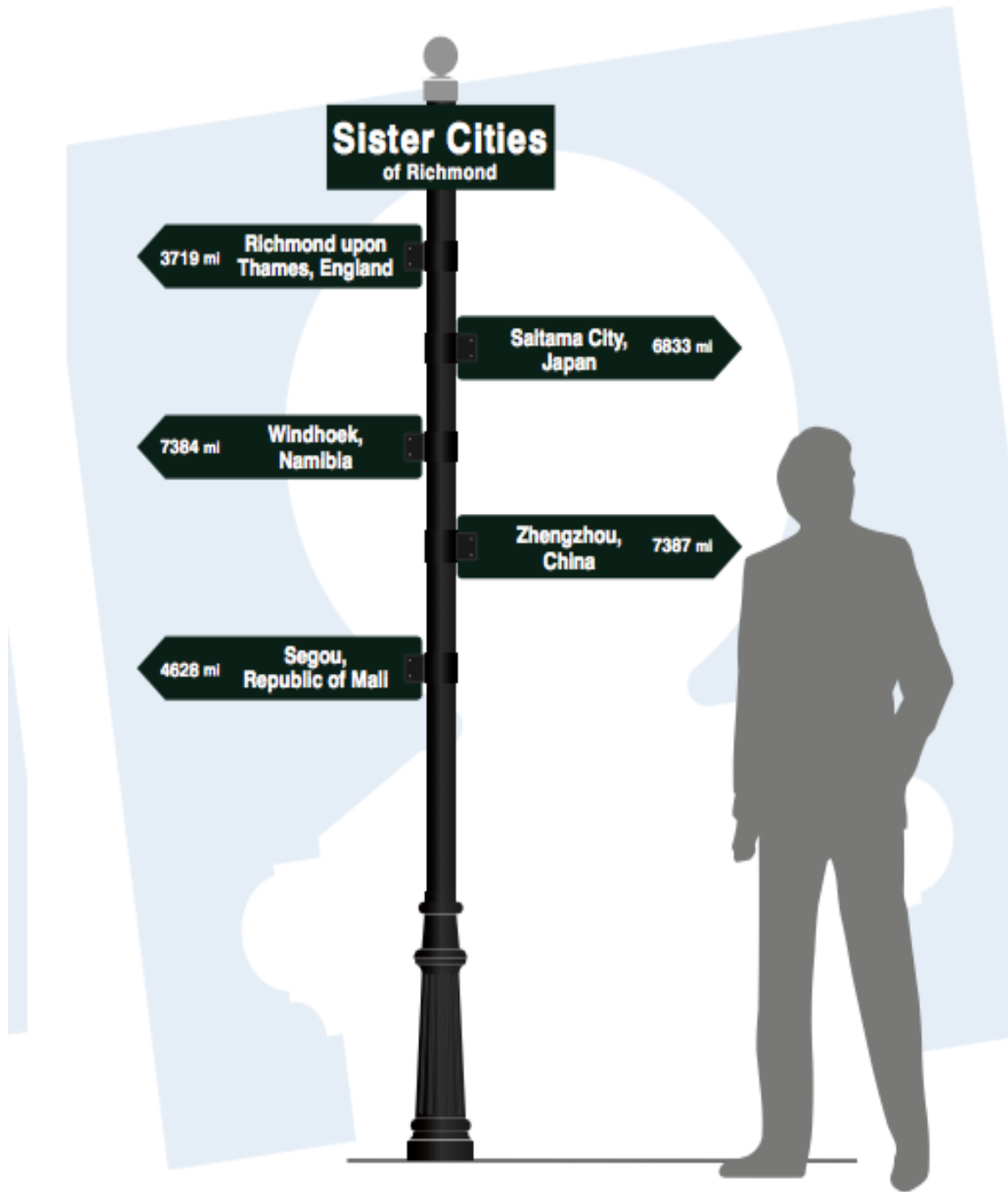
*Sister Cities Way Point Signage Installation in Kanawha Plaza*



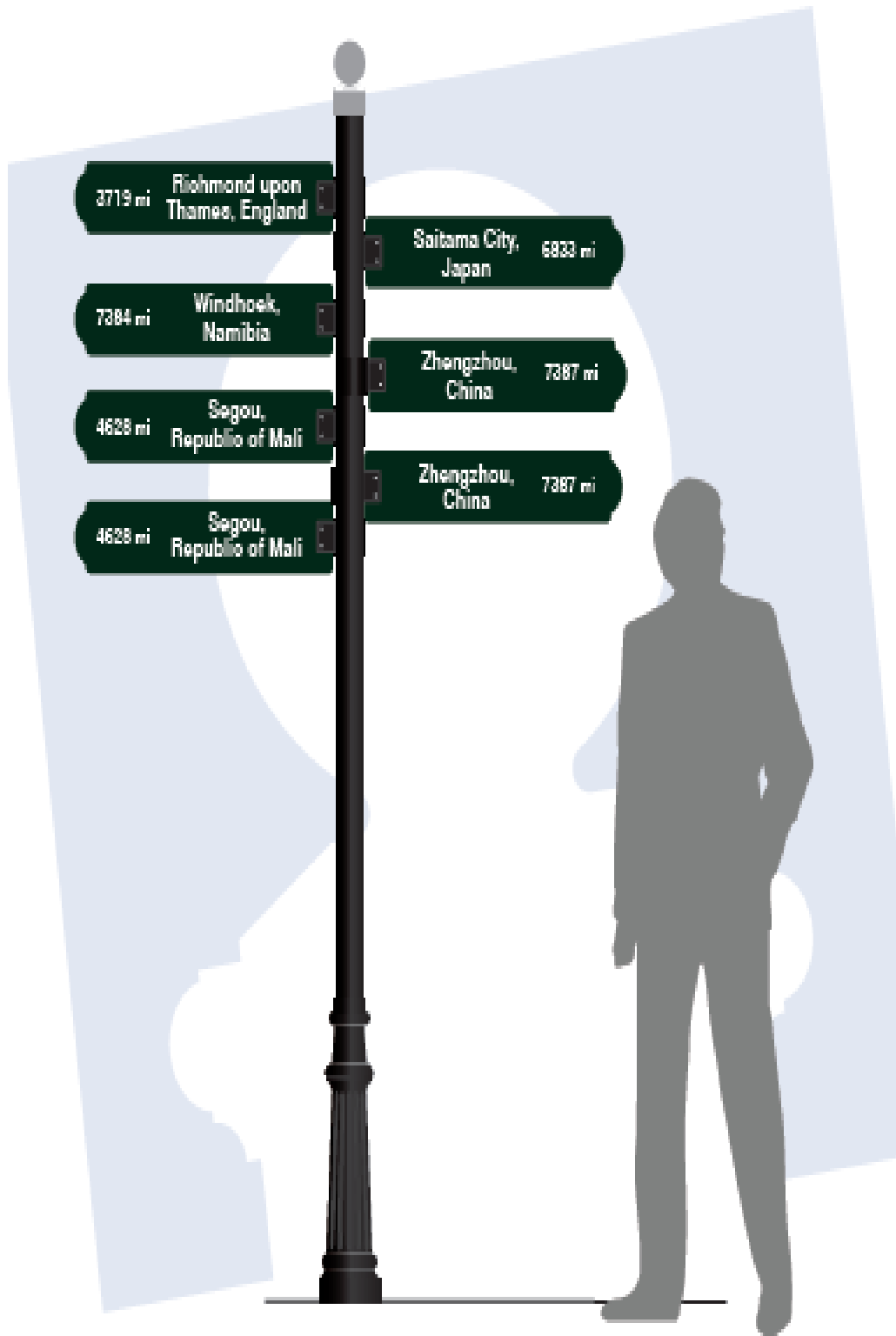
**Mission Statement:**

Richmond Sister Cities Commission shares Sister Cities International's mission to create relationships based on cultural, educational, information and trade exchanges, creating lifelong friendships that provide prosperity and peace through a people-to-people form of citizen diplomacy and the bring the world to Richmond and Richmond to the world –

The mission of the waypoint signage is to help educate the Richmond community of our global presence and all of the noble work, which our Sister Cities undertake globally. This signage will also assist Richmond in greeting delegations when they arrive in Richmond. We hope to bring them to a premier Richmond Park to demonstrate that our city is dedicated to a visible Sister Cities Relationship.



Option One Pointed Panels With Cap -



Option Two Rounded Panels, Cap Panel Is Possible As Well -  
Page Three of Four

The Sister Cities Commission, enRichmond, and The Parks and Recreation Department have agreed on placement of the signage in Kanawha Plaza, at Site Option A.





# The Budget

NO.	QTY	UNIT PRICE	TAXABLE	AMOUNT	
1	8' Post Option w/ Custom Panels	1	\$1,010.8000	\$1,010.80	\$1,010.80
1.1	<p><b>Custom Signage -</b></p> <p><b>Width:</b> 3.00"  <b>Height:</b> 96.00"                      - Retail Price: \$1010.8</p> <p><b>Notes:</b>                      3" Diameter 8' fluted post w/                      decorative DECO finishing ball on top                      (5x) Stand off rings                      (5x) 6"H x 30"W x 1/4"D Aluminum                      Blades                      Powder coated one stock color                      (Custom paint colors will be an                      additional charge)</p> <p>*please see product line "Graphics for                      Blades" for graphics pricing for signs*</p> <p>Add \$187.40 for 10' Post Option</p>				
2	Graphics for Blades	10	\$20.3030	\$203.03	\$203.03
2.1	<p><b>IJ Print - Cast -</b></p> <p><b>Width:</b> 30.00"  <b>Height:</b> 6.00"</p> <p><b>Setup Fee</b>                      - Setup Fee  <b>Laminate</b>                      - Laminate: Cast Satin  <b>Contour Cut</b>                      - Contour Cut: Simple</p> <p><b>Notes:</b>                      Full color digitally printed                      Each Blade will need 2 prints (1 for                      each side)</p>				
3	Installation	1	\$300.0000	\$0.00	\$300.00
3.1	<p><b>Installation -</b></p> <p>- Retail Price: \$300</p> <p><b>Notes:</b>                      Installation of custom post and (5x)                      panels                      Post will be mounted 2' in soil</p> <p>*price might increase due to                      mounting surface*</p>				

Thank you for your business!	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>Subtotal:</b></td> <td style="text-align: right; padding: 2px;">\$1,513.83</td> </tr> <tr> <td style="padding: 2px;"><b>Taxable Amount:</b></td> <td style="text-align: right; padding: 2px;">\$1,213.83</td> </tr> <tr> <td style="padding: 2px;"><b>Taxes:</b></td> <td style="text-align: right; padding: 2px;">\$64.33</td> </tr> <tr> <td style="padding: 2px;"><b>Grand Total:</b></td> <td style="text-align: right; padding: 2px;">\$1,578.16</td> </tr> <tr> <td style="padding: 2px;"><b>Amount Paid:</b></td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr style="background-color: yellow;"> <td style="padding: 2px;"><b>BALANCE DUE:</b></td> <td style="text-align: right; padding: 2px;">\$1,578.16</td> </tr> </table>	<b>Subtotal:</b>	\$1,513.83	<b>Taxable Amount:</b>	\$1,213.83	<b>Taxes:</b>	\$64.33	<b>Grand Total:</b>	\$1,578.16	<b>Amount Paid:</b>	\$0.00	<b>BALANCE DUE:</b>	\$1,578.16
<b>Subtotal:</b>	\$1,513.83												
<b>Taxable Amount:</b>	\$1,213.83												
<b>Taxes:</b>	\$64.33												
<b>Grand Total:</b>	\$1,578.16												
<b>Amount Paid:</b>	\$0.00												
<b>BALANCE DUE:</b>	\$1,578.16												

The budget for the signage is \$1578.00 this includes installation-  
 The Waypoint Signage will be fully funded by The Richmond Sister Cities  
 Commission -

(COPY OF APPROVAL LETTER)

June 12, 2017

Dear Mr. Squires,

Thank you for your interest in bringing the community together through your Sister Cities Signage proposal for Kanawha Plaza. Per our meeting Thursday, June 8 with the Enrichmond Foundation, we have approved the signage location, pending final approval from Public Arts Commission and Planning and Development Review, if needed.

1) Option A of attached map

Please keep us abreast of permissions moving forward.

We look forward to the installation.

Thank you,

Marlie Smith  
Parks Operations Manger  
City of Richmond - DPRCF  
Cc: Deborah Morton, Interim Director