



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.richmondgov.com

Meeting Minutes Urban Design Committee

Thursday, March 5, 2020

10:00 AM

5th Floor Conference Room of City Hall

Call to Order

Roll Call

- Present --** 6 - * Andrea Quilici, * Andrew P. Gould, * James W. Klaus, * Chair Andrea Almond,
* John Reyna and * Max Hepp-Buchanan
- Excused --** 2 - * Jill Nolt and * Emily Smith

Approval of Minutes

3. [UDC MIN 2019-11](#) Minutes of the regular meeting on November 7, 2019

Attachments: [DRAFT UDC MIN 2019-11](#)

The Committee consulted with Senior Planner Carey Jones and decided, due to Emily Smith's absence, to postpone approval of the meetings for the November 2019 meeting, at which only Committee Members Smith and Reyna were present. There was also an inconclusive discussion as to whether approval of minutes is in fact required for a meeting of only two Committee Members.

The approval of these minutes were postponed to the Regular Meeting of the UDC on April, 9th 2020.

2. [UDC MIN 2020-01](#) Minutes of the regular meeting on January 9, 2020

Attachments: [DRAFT UDC MIN 2020-01](#)

A motion was made by Committee Member Gould, seconded by Committee Member Almond, to approve the Regular Meeting Minutes of January 9, 2020. The motion passed by the following vote:

- Aye --** 5 - Andrea Quilici, Andrew P. Gould, James W. Klaus, Chair Andrea Almond and John Reyna
- Excused --** 2 - Jill Nolt and Emily Smith
- Abstain --** 1 - Max Hepp-Buchanan

1. [UDC MIN 2020-02](#) Minutes of the regular meeting on February 6, 2020.

Attachments: [DRAFT UDC MIN 2020-02](#)

A motion was made by Committee Member Quilici, seconded by Committee

Member Reyna, to approve the Regular Meeting Minutes of January 9, 2019. The motion passed by the following vote:

- Aye --** 5 - Andrea Quilici, Andrew P. Gould, James W. Klaus, Chair Andrea Almond and John Reyna
- Excused --** 2 - Jill Nolt and Emily Smith
- Abstain --** 1 - Max Hepp-Buchanan

Secretary's Report

Committee Secretary Joshua Son provided an update of recent Planning Commission decisions for projects that had been reviewed by the Urban Design Committee. UDC 2020-03, final location, character, and extent review of a new roundabout and associated street improvements, 2115 Laburnum Avenue; and UDC-2020-04, conceptual location, character, and extent review of right-of-way improvements along Hey Road between Hull Street and Walmsley Boulevard were approved by the Planning Commission on the consent agenda at their February 18, 2020 meeting.

Mr. Son welcomed new UDC member Max Hepp-Buchanan. Mr. Buchanan has taken the City Planning Commission member spot on the Committee, recently vacated by Dave Johannas. Max is currently the Director of Riverfront & Downtown Placemaking at Venture Richmond. He holds a Master's Degree in Urban Planning and Design as well as a Master's degree in Public Administration. He has over 10 years of experience in sustainable transportation policy, planning, and advocacy. He is also the co-chair of the Safe and Healthy Street Commission, co-chair of the Richmond 300 Advisory Council; and a board member of both Capital Trees and the Virginia Capital Trail Foundation.

Mr. Son stated that this would be his last UDC meeting, as he has taken a position as Planner with the City of Chicago.

CONSENT AGENDA

There were no items on the consent agenda.

REGULAR AGENDA

A motion was made by Committee Member Almond, seconded by Committee Member Gould, to alter the agenda order so that item UDC 2020-05, be reviewed first. The motion carried by the following vote:

- Aye --** 6 - Andrea Quilici, Andrew P. Gould, James W. Klaus, Chair Andrea Almond, John Reyna and Max Hepp-Buchanan

5. [UDC 2020-05](#) Final location, character, and extent review of traffic operation and safety improvements at Maury Street and I-95 interchange.

Attachments: [UDC Report to CPC](#)
[Staff Report to UDC](#)
[Location & Plans](#)

The application was presented by Mr. Son.

Mr. Son: This project will provide a gateway with improved traffic operation and safety to

the historic Manchester Industrial District for all users by constructing a single lane roundabout on Maury Street at the bottoms of the I-95 Ramps. Two existing traffic signals on Maury Street at East 4th Street and at I-95 Off-Ramp will be eliminated. The roundabout is expected to significantly reduce the vehicle queuing during peak hours on both the I-95 Off-Ramp and Maury Street approaches. In addition to the roundabout, the project scope includes pedestrian and bicycle enhancements, lighting, and landscaping. This project involves both right-of-way acquisitions and utility relocations.

Staff finds the implementation of a roundabout at Maury Street and E. 4th Street will generally improve the intersection. It will decrease the amount of vehicles that queue along the off-ramp, simultaneously allowing larger vehicles to more easily move through the intersection. The plan addresses bike and pedestrian programming through adding sidewalks, removing unnecessary aprons, and further provides enhanced accessibility at grade changes along with future connections.

Therefore, Staff recommends that the Urban Design Committee recommend the Planning Commission approve the final design as submitted.

Mr. Son stated that the applicant had submitted additional application material in response to staff request, prior to conceptual review, that the applicant provide a pedestrian plan that did not preclude future development for providing more pedestrian connections.

Mr. Gould requested clarification regarding the entry directly from 4th Street to I-95 which does not go via the roundabout.

Jason Zhang, Project Manager for Virginia Department of Transportation (VDOT), introduced himself and confirmed that motorists from that direction would have direct highway access, and that the ramp shown in drawings already exists; this is because forcing them onto the roundabout would create a very difficult turn.

Mr. Quilici asked if there would be difficulties for traffic simultaneously entering and exiting the roundabout, especially in the case of large trucks.

Federico Gontaruk, VDOT Traffic Design Program Manager, introduced himself and stated that the roundabout and its apron component were designed that large trucks could make the turn without going onto the grass or going outside of their lane.

Mr. Gould asked if the project was designed internally by VDOT. Mr. Gontaruk confirmed this, and stated that from the beginning the project, which is a Smart Scale project, was designed in cooperation with the City. Mr. Gontaruk stated that the project was proposed through the City of Richmond Department of Public Works, but VDOT is delivering it.

Mr. Gould stated that the intersection in its current form is unusual, and that the proposed work seemed like it would improve it greatly. Mr. Gontaruk agreed, stating that at present there is often significant queuing of vehicles due to a stop condition which the roundabout will not have, and that the roundabout should be safer in terms of rear-end collisions and other accidents.

Mr. Quilici asked if utility poles would be relocated. Mr. Zhang stated that they would be, and that there would be no overhead wires in the area of the roundabout; and that the utilities had mostly or completely been rerouted already, the vestigial poles to be removed once construction is underway.

Mr. Quilici asked if there was a lighting scheme. Mr. Zhang confirmed that there would be lighting for the roundabout and also for the shared use path. Mr. Gontaruk stated that discussions with the City about lighting are ongoing.

Mr. Quilici asked if there were currently any facilities for bicycles in the project area. Mr. Zhang said there were not any that the applicants were aware of.

Mr. Quilici asked if there would be the possibility of adding bicycle connections in the future. Mr. Zhang said there would be, just not within the limits of the current project.

Ms. Almond asked if the landscape architect for the plan was present, to whom planting plan discussion could be directed. Mr. Zhang stated that there was not, noting that VDOT has only one landscape architect on staff.

Ms. Almond stated that the purple-leafed redbud specified in the planting plan should be changed to a native species, and that the beech trees specified for the traffic circle are extremely slow-growing when in an open setting and should be changed to a faster-growing shade tree. In addition, the hinoki false cypress specified for the center of the traffic circle should instead be a mix of native species, including grasses and shrubs for variety.

Mr. Gontaruk stated that the slow-growing beech was specified because a smaller tree was desired for the traffic circle. Ms. Almond stated that the beech would grow slowly, but would tend to eventually grow large.

Mr. Quilici asked if there was any irrigation included as part of the planting plan. Mr. Zheng stated that there was not, and that the City would be maintaining the landscaping.

A motion was made by Committee Member Almond, seconded by Committee Member Gould, that this location, character, and extent item be recommended for approval with following conditions:

-Replace the proposed Black Pearl redbud (*Cercis canadensis* 'Black Pearl') with a green leaf variety, such as Eastern redbud (*Cercis canadensis* L.) a native species

-Replace the Dwarf hinoki falsecypress with a mix of native shrubs and grass (suggestions include *Itea virginica* 'Little Henry' – Virginia Sweetspire; *Ilex verticillata* 'Red Sprite' – Dwarf Winterberry; *Muhlenbergia capillaris* – Muhly Grass – pink or white variety

-Replace the three American beech trees with a faster growing, native shade tree

Aye -- 6 - Andrea Quilici, Andrew P. Gould, James W. Klaus, Chair Andrea Almond, John Reyna and Max Hepp-Buchanan

Excused -- 2 - Jill Nolt and Emily Smith

4. [UDC 2020-07](#) Conceptual location, character, and extent review of Broad Rock Sports Complex Indoor Baseball Facility and Outdoor Fitness Facility.

Attachments: [UDC Report to CPC](#)
[Staff Report to UDC](#)
[Location & Plans](#)

This application was presented by Mr. Dandridge

The project site is comprised of approximately 46.50 acres and is zoned R-4 Residential.

The Sports Complex abuts residential neighborhoods to the north, west, south, and Old Warwick Road to the east. Broad Rock Library is located to the southeast of the project site, and across the road is Fire Station No. 22. The primary access to the park is from Warwick Road and there is secondary access from Old Warwick Road behind the library, which leads to Broad Rock Road. Both accesses are gated.

The indoor baseball and outdoor fitness facilities are being proposed in the location of the existing volleyball, tennis, and basketball courts, which will be removed as part of the UDC 2020-06, The Basketball Court relocation.

The Indoor Baseball Facility's exterior materials consist of masonry veneer, metal panels, polycarbonate panels and an aluminum storefront with tinted glazing. The facilities low pitched roof will be standing metal seam and the entrance canopy roof will be EPDM rubber.

The Outdoor Fitness Facility will have exterior-grade fitness equipment strategically placed to allow for various workout options as well as multiple colors of poured-in-place rubber surfacing. The poured-in-place surfacing will include a perimeter track. Surface patterns will denote additional two-dimensional fitness elements.

Supporting the Outdoor Fitness Facility, a hi-low drinking fountain and modular bench will be situated between masonry piers along the south façade of the building, which will have an open-air canopy structure.

Landscaping on the site will consist of: preserving as many existing trees as possible, and planting trees to replace non-invasive trees that are removed; the planting of native species; and mostly large shade trees; the planting of shrubs (evergreen for screening), grasses, flowering perennials, and groundcovers; and restoring existing lawns and reseeding disturbed areas.

The shade trees being proposed around the outdoor fitness area will be a species with vertical root structures, planted within root barriers. This will ensure that the poured-in-place rubber ground material will not be impacted by root growth, and will stay flat and safe for athletic use.

The Urban Design Guidelines recommend that impervious material on a site be minimized. Storm water best management practices such as swales and bio-retention will be implemented in an attempt to mitigate the addition of impervious material such as the new indoor facility and outdoor fitness area.

The proposed plan for the Broad Rock Sports Complex Indoor Baseball and Outdoor Fitness Facilities will enhance and increase the offerings available to users in the surrounding community. Proposed programming aims to serve a wide range of user groups that vary in age and ability, and allow Broad Rock Sports Complex to accommodate sporting events and other community activities.

The Indoor Baseball Facility will have a simple design, utilizing a variety of exterior materials and increased architectural interest at the main entrance. The Outdoor Fitness Facility will have outdoor-quality exercise equipment, seating, cubbies, a shade canopy, and poured-in-place rubber ground material for the convenience and comfort of users.

The plan proposes to reduce impervious surface, enhance pedestrian circulation and safety, improve storm-water drainage, and maintain existing, non-invasive shade trees.

Thus, Staff recommends that the Urban Design Committee recommend that the Planning Commission grant conceptual approval of the plan with the following conditions: the applicant consider a way to break up the expanse of blank wall on the western façade of the Indoor Baseball Facility; and, if applicable, a lighting plan for the outdoor fitness area be provided with the final submission.

Mr. Reyna asked what the floor surface would be for the Outdoor Fitness Facility. Mr. Dandridge stated that it would be poured-in-place rubber, which he believed would be non-pervious, in various colors to denote different fitness activity areas. Mr. Reyna asked if the rubber would get hot. Mr. Dandridge deferred to the applicant to respond to this.

Mr. Trevor Buckley from Timmons Group introduced himself and stated that the heat absorption of the poured-in-place rubber surface would vary depending on color. Ms. Almond asked if the dark blue and gray color scheme in the plans was part of a larger color scheme. Mr. Buckley stated that the applicants were attempting to color-coordinate with the building, and were using a light gray for most of the surface, dark gray as an accent color, and dark blue for the perimeter track.

Mr. Quilici asked if there could be more windows or other visual connectivity between the building and outside. Mr. Buckley stated that there had been a question about breaking up the expanse of wall on the west, parking-facing side of the building, and that the applicant response was that a planting plan for along that wall was in development. Ms. Jennifer Weatherford of Timmons Group stated that the applicants are proposing a large polycarbonate wall portion on the north side which will bring some natural light into the building.

Ms. Weatherford stated that traditional punched-open windows were seen as a likely target for vandalism, and that a skylight was also considered but the polycarbonate window was determined to be a cost-effective option. Ms. Weatherford stated that on the far left side of the south façade there would be a storefront which would provide a visual connection between the Multi-Purpose Room and the Outdoor Fitness Facilities. Ms. Weatherford stated that the building's contents and uses, include utilities, batting cages, and public art, would not give much opportunity for views outside.

Ms. Almond asked if there would be security staff who would want views to facilitate their monitoring. Ms. Weatherford stated that there would be security, who would be based in the building in question, and using cameras positioned outside.

Mr. Klaus asked if the Indoor Baseball Facility had protection against flying balls. Ms. Weatherford stated that there would be a complete netting system. Mr. Klaus asked, in that case, why there could not be more windows. Ms. Weatherford stated that although there would be security during the day, the risk of vandalism at night is considered high and windows are deemed to be a probable target. Mr. Klaus suggested that small recessed windows could be nice, and safer.

Mr. Reyna stated that more inside/outside visibility is a longstanding crime prevention measure. Ms. Weatherford stated that during the day this would be true, but that there are concerns during the evening; however, the applicants would consider the concerns voiced regarding windows and visual connection. Ms. Weatherford stated that budget constraints have led the applicants to favor a simple style of building, with some material variation to add visual interest. Mr. Quilici expressed agreement with Mr. Reyna regarding the idea of visibility enhancing safety, and stated that an insulated glass window is

difficult to break.

Mr. Reyna stated that the blank wall of the building makes an appealing target for graffiti. Ms. Weatherford stated that a landscaping plan is in the works, pending budget clarification.

Ms. Almond asked where the project is in terms of the process of budgeting et cetera, mentioning that it's the first component of the master plan that UDC is seeing. Mr. Buckley stated that currently permits were being secured. Ms. Weatherford stated that costing was waiting on the outcome of the current meeting, in case of any major changes. A third-party cost estimator should have their findings ready for the applicants in about 3 weeks. At that point the schematic package would be handed over to Deborah Morton, Deputy Director of Parks and Recreation, to determine next steps.

Ms. Morton introduced herself and stated that at this point no money was allocated for this project, though there is money allocated for the sports complex as a whole. Outside organizations and grants are being looked at for potential funding, and the applicants are waiting on the Mayor's presentation on Friday [March 6 2020] to have a better idea of what City funds might be available.

Ms. Almond asked if there was any public comment. There was none.

Ms. Almond stated that Committee Members seemed to agree with staff about breaking up the façade, but had in mind more than simply landscaping to do so.

A motion was made by Committee Member Klaus, seconded by Committee Member Reyna, that this location, character, and extent item be recommended for approval with conditions:

-Applicant consider a way to break up the expanse of blank wall on the western façade of the Indoor Baseball Facility using landscaping and/ or additional windows

-If applicable, a lighting plan for the outdoor fitness area be provided with the final submission

Aye -- 5 - Andrea Quilici, James W. Klaus, Chair Andrea Almond, John Reyna and Max Hepp-Buchanan

Excused -- 2 - Jill Nolt and Emily Smith

Abstain -- 1 - Andrew P. Gould

6. [UDC 2020-06](#) Final location, character, and extent review of Broad Rock Sports Complex Basketball Court Relocation.

Attachments: [UDC Report to CPC](#)
[Staff Report to UDC](#)
[Location & Plans](#)

Mr. Dandridge: The project site is comprised of approximately 46.50 acres and is zoned R-4 Residential. The Sports Complex abuts residential neighborhoods to the north, west, south, and Old Warwick Road to the east. Broad Rock Library is located to the southeast of the project site, and across the street is Fire Station No. 22.

The specific areas on site that will be impacted by UDC 2020-06 will be the existing volleyball, tennis, and basketball courts to the north of the access drive which will be removed, and the western half of the existing parking area to the south of the access

drive which will be repurposed as the new basketball court.

At the September 5th, 2019 Regular Meeting, the Urban Design Committee reviewed the Conceptual location, character, and extent of the Broad Rock Sports Complex Master Plan. The UDC recommended that the Planning Commission grant final approval of the plan as submitted. The Planning Commission subsequently approved the plan as submitted at their September 16, 2019 regular meeting.

The Broad Rock Sports Complex Master Plan is to be implemented in multiple stages as funding becomes available, the first stage being the relocation of the existing basketball courts.

The basketball court relocation plans also include the removal of existing asphalt and concrete curbs to make way for the basketball courts; construction of the new asphalt basketball court; a new concrete sidewalk outside the courts and new concrete curb and gutter along the adjacent parking spaces; and the removal of the existing basketball court, tennis courts, volleyball court, and horseshoe pits which will be the proposed site for the indoor baseball facility and outdoor fitness area. This area will be seeded for grass and serve as open field in the meantime.

The new basketball court will be surrounded by a chain-link fence that will be coated in a dark vinyl material. The Urban Design Guidelines discourage chain link fencing under the preference of the City Zoning Administration, however if chain link fencing in a certain location is necessary, a dark vinyl material coating is recommended.

The Urban Design Guidelines state that impervious materials on site should be minimized to limit storm water runoff and heat gain and that site development should minimize large expanses of impervious surface.

There is currently an excess of paved surfaces for parking. Asphalt parking will be reduced and reused to make way for the new basketball courts. The new courts have been designed for drainage away from the courts and the remaining parking. Sidewalks will be added to improve access, circulation, and safety for pedestrians around the site.

Any disturbed landscaped areas will be permanently seeded; existing lawns that are disturbed will be restored. Additional plantings as shown in the master plan will be implemented at a future phase when greater build-out is planned. Landscape maintenance will primarily belong to the Department of Parks and Recreation and Community Facilities as the property owner. Only two trees have been identified for removal: a less than two-inch caliper deciduous tree and an approximately ten-inch caliper eastern red cedar, both at the northwest corner of the existing parking lot where a new sidewalk is to be located at the entrance to the new basketball courts. The plan is to replace these two trees on a one-to-one replacement ratio by diameter at breast height, but to complete that work during one of two future phases of master plan implementation: during either the construction of the indoor baseball facility or the replacement of the parking lot adjacent to the basketball court.

Completion of construction is anticipated for the end of 2020. The project may be broken into two main phases based on the available budget, with the new basketball courts constructed first to be followed by the demolition of the existing courts on the north side of the access drive.

The first component of the Broad Rock Sports Complex Master plan to be implemented is the relocation of the existing basketball courts to the south side of the access drive

where they will be placed over a portion of an existing parking lot. This plan also includes demolition of the existing basketball courts, tennis courts, volleyball court, and horseshoe pits on the north side of the access drive to make room for a future indoor baseball facility.

In terms of physical design the plan proposes reductions in impervious surface by removing the existing basketball courts and repurposing a section of the existing parking area for the new courts. Drainage will be reconfigured to be directed away from the new courts and existing parking; and sidewalks will be added to improve access, circulation, and safety for pedestrians around this area of the site. An effort will be made to preserve as many existing trees as possible, and any chain link fencing will be lined in a black vinyl to enhance aesthetic appearance.

Thus, Staff recommends that the Urban Design Committee recommend that the Planning Commission grant final approval as submitted.

Ms. Almond asked why, if the timeline of the new baseball facility's construction is unknown, the applicants don't wait on that before demolishing the other facilities.

Ms. Morton stated that the demolitions would not occur until the newer basketball courts are built. There are two older sets of tennis courts, and the ones which won't be demolished are in better shape. Mr. Klaus stated that it still seemed problematic to demolish first. Ms. Morton stated that the demolition would be an easy first step, and that the basketball, horseshoes, and tennis facilities are in bad condition and not worth maintaining any longer than necessary.

Mr. Klaus expressed concern that if the demolition uses up too much funding, there could be a significant delay before the replacement sports amenities can be built.

Ms. Morton stated that there would be other upkeep priorities at the Park, which would come ahead of facilities slated for demolition. Mr. Dandridge stated that the applicant did a community survey to determine which athletic amenities were most important; basketball scored highest, whereas volleyball and others, e.g., horseshoes, scored the lowest.

Mr. Quilici asked the purpose of the chain link fence. Mr. Buckley stated that its main purpose was to prevent basketballs from straying out of the playing area, either into traffic on one side or into a wooded drainage area on the other. Mr. Buckley stated that there would be 10-foot-high fencing wrapping around the court from the baseline and extending around for 20 feet on either side, then going down to 42 inches in height for the remainder of the sidelines.

Mr. Quilici asked if there might be more aesthetically pleasing landscaping options which could be used in place of the fence. Ms. Almond pointed out that visibility would be a concern and this was probably the reason for the fence, and also that in similar areas such as Battery Park which are left unfenced, the playing balls don't have wetlands, parking lots, or driveways to roll onto. Ms. Morton stated that she could foresee landscaping in a playing area requiring significant upkeep.

Ms. Almond asked how many gates there are for basketball court access. Mr. Buckley stated that there are two identified: one by the parking lot and one at a corner where it will potentially lead to a sidewalk. Ms. Almond suggested that instead of gates there could just be openings.

Mr. Reyna asked if there would be lighting for the basketball courts. Mr. Buckley stated

that court lighting was in the master plan, but at this point park staff wish to keep it as a dawn-to-dusk facility, and thus not have lighting. Ms. Almond stated that depending on time of year, it can get dark early. Mr. Buckley stated that the lighting could be added earlier. Ms. Almond suggested that the applicants identify and install supportive infrastructure for lighting so that it can be added later without requiring a retrofit.

Mr. Reyna stated that concerns about security seem inconsistent with having no lighting for the court. Mr. Buckley stated that the park is gated and closes at night. Ms. Morton stated that there have been many neighbor complaints about after-hours disruptive activities, thus the decision to make the park dawn-to-dusk. Mr. Quilici asked if the evening closing applies with the indoor facilities as well. Ms. Morton stated that it does not, and that it depends on programming and those facilities usually close around 8 or 9pm.

Mr. Quilici asked if there would be sufficient public lighting to provide security at those facilities which are open past dusk. Ms. Morton stated that there would be, including lighting at the entrance, parking lot, and walkway.

Mr. Klaus asked if the funding was in place for this project. Ms. Morton stated that it was, and that once the applicants have a budget they would be ready to proceed.

Ms. Almond asked if there was any public comment.

Mr. Borden Edgerton, a landscape architect, introduced himself and recommended that the applicants get a lighting plan, which they can get for free, as this would help in planning conduit and pole location needs for potential future lighting needs.

A motion was made by Committee Member Reyna, seconded by Committee Member Quilici that this location, character, and extent item be recommended for approval with the following conditions:

- That the existing basketball, tennis, volleyball, and horseshoe courts not be demolished until the new facility is open
- That the amount of chain-link fencing around the new basketball court be minimized as much as possible
- That the applicant consider providing infrastructure for the future lighting of the new basketball court

Aye -- 5 - Andrea Quilici, James W. Klaus, Chair Andrea Almond, John Reyna and Max Hepp-Buchanan

Excused -- 2 - Jill Nolt and Emily Smith

Abstain -- 1 - Andrew P. Gould

OTHER BUSINESS

Mr. Son stated that, as he is leaving and will no longer be UDC secretary, UDC members should direct any questions to Ms. Carey Jones.

Mr. Quilici asked if Ms. Jones would be taking Mr. Son's position, to which Mr. Son stated that the staff would hopefully know more by next month [April].

Mr. Quilici asked if there was any specific information or comments regarding ongoing projects, e.g., guidelines updates, which the Committee members should be aware of. Mr. Son stated that there was nothing in particular, and that, because they have been done via email, there is a record of the guidelines update process thus far, and that Mr.

Dandridge and Ms. Jones have access to the most recent draft. Mr. Son suggested that a firm deadline should be established and adhered to for completion of that project, and possibly a subcommittee established for that purpose.

Ms. Almond asked, and Mr. Son confirmed, that Ms. Anne Darby is working on the Committee position description changes.

Ms. Almond asked about the status of the selected Committee member who had dropped out. Mr. Son stated that his resignation had become official and thus the process of replacing him could move forward. Mr. Son stated that the position was designated citizen-at-large.

Mr. Quilici asked about the lighting guidance component of the new guidelines. Mr. Son stated that the lighting section, based on recommendations of former Committee member Robert Smith, would be included both in the appendix and in the body copy of the lighting section of the guidelines.

Mr. Son recommended that the guidelines draft be reviewed, and that he was not certain if Planning Commission would need to review it.

Ms. Almond stated that the Public Art Commission is becoming more active, including looking at existing funding and sources of additional funding. Ms. Almond stated that there should be a project list from that Commission, which she would be able to share probably at the April UDC meeting.

Ms. Almond stated that the Public Art Commission is also working on developing an improved review process for projects that need review by more than one City commission or committee, as was the case for example with the Maggie Walker statue.

Adjournment

Chairwoman Almond adjourned the meeting at 12:06 PM.