



# City of Richmond

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

## Meeting Minutes Urban Design Committee

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Thursday, August 4, 2016

10:00 AM

5th Floor Conference Room of City Hall

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### Call to Order

### Roll Call

**Present --** 8 - \* Chair Andrea Almond, \* Andrew P. Gould, \* Bryan Green, \* Giles Harnsberger, \* Vice Chair Andrea Levine, \* Jill Nolt, \* Robert Smith and \* Committee Member Dawn Hicks

**Absent --** 1 - \* Chris Arias

### Approval of Minutes

1. Minutes of the May 2016 UDC Meeting (Draft)

**Attachments:** [May 5 2016 Minutes \(Draft\)](#)

Ms. Nolt abstained due to her absence from the May meeting. Ms. Harnsberger was not yet present for the meeting.

**Mr. Gould made a motion to approve the minutes from the May meeting of the UDC. Mr. Smith seconded the motion, and it passed by a 4-0 vote.**

**Aye --** 6 - Almond, Gould, Green, Levine, Smith and Hicks

**Excused --** 1 - Harnsberger

**Abstain --** 1 - Nolt

2. Minutes of the July 7, 2016 Meeting (Draft)

**Attachments:** [July 7, 2016 UDC Meeting Minutes \(Draft\)](#)

Ms. Nolt and Mr. Smith abstained as they were not present at the July meeting. Ms. Harnsberger was not yet in attendance at the time of the vote.

**Mr. Gould made a motion to approve the minutes of the July 7, 2016 UDC Meeting. Ms. Hicks seconded, and the motion passed by a 4-0 vote.**

**Aye --** 5 - Almond, Gould, Green, Levine and Hicks

**Excused --** 1 - Harnsberger

**Abstain --** 2 - Nolt and Smith

### Secretary's Report

Ms. Onufer stated that Kanawha Plaza came in for some small revisions to the phase I of their project and stated that they realized that they need to re-stain and re-glaze the

fountain. Ms. Onufer stated that they had a choice of colors to do that none that really matched the material that exist today and stated that they are going to stain it and re-glaze it a neutral grey color that matches the paving scheme in the rest of the plaza. Ms. Onufer stated that they administratively approved that change and stated that if they have any larger revisions as they are going through they will have to come before the Committee.

Ms. Almond asked even if they never approved it do they still get to view changes and Ms. Onufer stated that depending on the scale of the changes rising from the location, character and extent it will still come to the UDC for recommendations to the Planning Commission. Ms. Almond inquired if the change in the wall material was approve administratively and Ms. Onufer stated that was approved by the department in terms of like to like color match due to the discussion with the Director.

### **Consideration of Continuances and Deletions from Agenda**

Ms. Onufer stated that the review to the upgrades to the telecommunications equipment at Carter Jones Memorial Park DPW has wanted to do some additional revisions before it came before the Committee and stated that based on the size of the changes it is something that can be administratively approved. Ms. Onufer stated that they are asking that it be deleted from the agenda today.

Mr. Gould made a motion to approve the revised agenda, seconded by Mrs. Nolt and passed 8-0-0 (Almond, Smith, Green, Harnsberger, Nolt, Levine, Hicks and Gould for).

**Mr. Gould made a motion to approve the revised agenda, seconded by Mrs. Nolt and passed 8-0-0 (Almond, Smith, Green, Harnsberger, Nolt, Levine, Hicks and Gould for).**

**Aye --** 8 - Almond, Gould, Green, Harnsberger, Levine, Nolt, Smith and Hicks

### **CONSENT AGENDA**

**3.** Revisions to Final Review of 17th St Farmer's Market

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

This item was approved as part of the consent agenda.

**Ms. Levine made a motion to approve the consent agenda, Ms. Nolt seconded, and it passed by a 7-0 vote, with Mr. Gould recusing himself.**

**4.** Final review of upgrades to telecommunications equipment at Carter Jones Memorial Park

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

The Secretary reported that the applicant had requested that UDC 2016-33, item 4 on the agenda, be deleted from the agenda to allow it to complete another City review process first. Additionally, this item, once approved, can be reviewed administratively.

**This Location, Character and Extent Item was withdrawn, as the Department of Parks & Recreation needs to complete a review prior to location, character extent**

review. Mr. Gould made a motion to delete item 4 from the Consent Agenda, Ms. Nolt seconded, and it passed by an 8-0 vote.

5. Review of encroachments for antenna equipment atop existing utility poles

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

This encroachment review was approved as part of the consent agenda.

**Ms. Levine made a motion to approve the consent agenda, Ms. Nolt seconded, and it passed by a 7-0 vote, with Mr. Gould recusing himself.**

## **REGULAR AGENDA**

6. Final Review of Modular Building at Miles Jones Elementary School

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

Items 13 and 14 were presented and considered together.

Ms. Onufer gave the staff report.

Ms. Nolt inquired about the December 30th expiration date that falls in the middle of the school year. Ms. Onufer stated that they sat them at December 30th or June 30th which during the winter break or at the end of the school year in order to let it go through and stated that these are supposed to be installed on winter break this year.

Ms. Almond inquired that at J. L. Francis where the children will be entering and coming out of the modular there is a loose parking area and inquired are there going to be changes made to the site plan to make sure that they have safe access. Ms. Onufer stated that the applicant could answer that question.

Mr. Gould inquired about the subsequent cost for the year and Ms. Onufer stated that is a good question for the applicant.

Mr. Tommy Krantz, the Assistant Superintendent and Chief Operating Officer at Richmond Public School System, came up to answer questions.

Ms. Nolt inquired about the December 30th expiration date being in the middle of the school year and Mr. Krantz stated that June 30th will give them some opportunities and stated that they will be coming back in the summer. Mr. Krantz stated that it was never their intent to do Green and Broad Rock which was previously approved and stated that those intentions were that the Green units be leaving at the fiscal year 2017 and that they would be opening the new Green Elementary on September 1, 2017. Mr. Krantz stated that they had to come to the Committee for that for the dining room and the 12 units at Broad Rock. Mr. Krantz stated that Broad Rock in their master plan was never intended to have modular units. Mr. Krantz stated that because of lack of City funding on the construction of a new Green it triggers the challenges they are facing at Francis. Mr. Krantz stated that the lack of rezoning at Broad Rock is triggering some of the challenges at Francis. Mr. Krantz stated that Miles Jones is independent of itself and stated that its population has skyrocketed and stated that they projected for Oct 1, 2015

that its population was going to grow to 33 students but states that it actually grew to 70. Mr. Krantz stated that Miles Jones on April 19th added another 61 new students on top of the 70 and stated that their growths are in pockets of the Hispanic population. Mr. Krantz stated that they can't fix their problems with modules and stated that these modular are intended to be a short term fixes for the immediate problems and stated that long term they are going to have to come back. Ms. Nolt inquired if they have approved and are working towards the projected cost of the 66.3 million dollars. Mr. Krantz stated that the school board adopted the option 5 plan has been adopted and presented and stated that there has been 18 meetings of that particular plan and stated that there has been 6 joint meetings with the City and School Board of that particular plan and there has been some side meeting on the south with the Broad Rock Community. Mr. Krantz stated that there has been an access of 30 plus meetings and it has been formally adopted by their board and stated that Green, Elkhart and Thompson are their first two priorities.

Ms. Almond inquired about the site plan for Francis where the children will be entering and exiting the modular classroom by the parking lot. Mr. Krantz stated that they will not allow any cars in the back and stated that the only vehicle that will be allowed there is service entry for the cafeteria and stated that they will paint so they will know it is an un-drivable area.

Mr. Gould inquired what the reason behind the 2 year time frame is and inquired if they were confident that in 2 years the rest of the master plan. Mr. Krantz stated that the 2 years in looking at the history the committee was upset with the school with the fact that modular units were being used and stated that the average CIP runs less than 4 million dollars a year and think that 2 years is good. Mr. Gould inquired if there are no specific plans and Mr. Krantz stated yes and that they are going to rezone a lot of the schools. Mr. Gould inquired what the cost is for the second year and Mr. Krantz stated about 100,000 and stated that they may buy them and stated that if the Committee has any suggestions he is welcome to them.

There was no public comment

**Mr. Smith made a motion that the Urban Design Committee recommends that the Planning Commission grant final approval, with the staff conditions:**

**•That the Certificate of Occupancy for the modular classrooms contains an expiration date of December 30th, 2018.**

**•That if the modular classrooms are needed beyond the December 30th, 2018 expiration date, the applicant must obtain an extension from the Planning Commission.**

**As well as the additional recommendation**

**•That renewal the renewal in two years be contingent on visible and submitted planning to address the long-term crowding at the school**

**Ms. Levine seconded, and the item passed unanimously.**

**Aye -- 8 - Almond, Gould, Green, Harnsberger, Levine, Nolt, Smith and Hicks**

**7. Final Review of Modular Building at J.L. Francis Elementary School**

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

**Mr. Smith made a motion that the Urban Design Committee recommends that the Planning Commission grant final approval, with the staff conditions:**

- That the Certificate of Occupancy for the modular classrooms contains an expiration date of December 30th, 2018.
  - That if the modular classrooms are needed beyond the December 30th, 2018 expiration date, the applicant must obtain an extension from the Planning Commission.
- As well as the additional recommendation
- That renewal the renewal in two years be contingent on visible and submitted planning to address the long-term crowding at the school
- Ms. Levine seconded, and the item passed by a unanimous vote.

Aye -- 8 - Almond, Gould, Green, Harnsberger, Levine, Nolt, Smith and Hicks

8. Final review of Historic Fulton Memorial Park

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

Ms. Onufer gave the staff report.

Ms. Nolt inquired if the 2 existing roadways are on vacated on paper and inquired if that was a part of this project. Ms. Onufer stated that they are both legally vacated and the demolition is happening. Ms. Nolt inquired if the demolition was part of this project and Ms. Onufer stated that she would have to ask the applicant. Ms. Nolt inquired if they had a timeline for phase I and Ms. Onufer stated that is a good question for the applicant.

Mr. Gould inquired who approves the statue and Ms. Onufer stated that if the statue is pursued with public art funding it would most likely come through the Public Art Commission and then go to the Planning Commission. Mr. Gould stated that there is no statue being proposed and Ms. Onufer stated correct.

Mr. Malachi Mills, with RK&K Engineers, stated that he has been working on this project working with the Legacy Committee. Mr. Mills stated that they are going to have a plaza which is a long garden street with planters that was going to stay with some of the other plantings that are more internal to a park. Mr. Mill stated that when you are out there and look at the current alignment of Fulton Street it does drop off at a quicker pace with a 5 percent grade or more as it approaches the curbing alignment of Williamsburg Avenue and the sidewalk is a little lower and drops off. Mr. Mills stated that is an opportunity to have the stacked granite curbing receding the signage for the park that you would see 10 feet wide concrete sidewalk on Williamsburg Avenue that operates today. Mr. Mills stated that are able to fill the park side and raise the grade a little bit and create a more gentle grade on the pathways and stated that they could do about a 3 percent grade flattening that area out as you circle around and then the grades kind of match as you come back up to Goddin Street along Williamsburg Avenue. Mr. Mills stated that on that lighting they posted a Charleston fixture which the lighting consultant informed him that it was the Hanover that was brought out and stated that it would meet the DPU standards street lighting and stated that is what they will have. Mr. Mills stated that there is some bollard lighting and other details that is posted and they provided LED Sylvania up-lit bollard that they are proposing and stated that they have to work with DPU on the lighting section because it needs a separate circuit and meter and stated that they have to work through some of those details. Mr. Mills stated that when they were having the neighborhood meetings on the park prior to the conceptual plan coming forward the Legacy Committee they were fund raising and stated that it could be

a year or 18 months.

Ms. Nolt stated that there is a lot of granite here that is marked to be reclaimed or salvaged and inquired if they can confirm that they have approval to do that with the design that they are seeing here and work with the actual pieces that are salvageable granite. Mr. Mills stated that yes and stated that they have been a while waiting on paperwork to catch up and stated that there have been public meetings with Public Works specifically with Doug Mawby. Mr. Mills stated that one of the developments is that it is a cost saver that they are trying to see how much they can really leverage or benefit from and stated that they don't know how much is really in the ground. Mr. Mills stated that when you look at Fulton there is a nice strong hard alignment of the original granite from the one side. Ms. Nolt stated that the granite is going to become the site walls and more visual structures and inquired if they are going to be cleaned, dressed or cut. Mr. Mills stated that when you see the historical granite he don't think they want to have cleaner for the sake of cleaner and stated that is an opportunity to reuse the actual granite they would. Mr. Mills stated that in those particular elements it does need to be a more uniformed. Ms. Nolt inquired about the recycled granite for the half round Amphitheater and inquired if the intent is to have a new curb cut pieces of granite there or are they going to use and Mr. Mills stated that new in the budget they have a 50/50 split and stated that there are curbed granite in the stock pile but states they he don't know if it is enough but stated that they are going to use to use as much of the old granite as possible.

Ms. Almond stated that there are concerned about how they are going to get the finish to look clean and Mr. Mills stated that in recent meetings that they have had with Barry Russell, Dr. Newbille and the Legacy Committee and stated that they need to get on the site to see how much granite is available to start fitting in these pieces. Mr. Mills stated that he thinks the plaza frontage and the amphitheater might have to be unified with the new granite. Mr. Mills stated that the pathways and the walls as you depart and go internal in that plaza that is where they would use the most rusticated and reusable granite. Ms. Almond inquired what the amphitheater drainage looks like. Mr. Mills stated that they are tucking it in close and stated that the intent is to have a cast iron type of foundry grate.

Ms. Nolt inquired that the site section going through the amphitheater shows 3 steps with a 14 inch rise but states that on the grading plan there is no grading plan. Ms. Nolt inquired is there a required sunken retaining wall required and inquired if the amphitheater was sunken. Mr. Mills stated on the plaza area there would be a back drop of a wall where the amphitheater does sink and it will also function as a backdrop for the stage. Mr. Mills stated yes that it would be a drop off and then tier down from that plaza area and stated that they may need a knee wall and a rail. Ms. Nolt inquired if the amphitheater will happen in phase I and Mr. Mills stated that he sees it as being in phase II and stated that they have designed the project around the Dominion Power poles. Mr. Mills stated that someone inquired if the funding was going toward demolition the roads today and stated that the activity that is out there today is more a remnants of work that has been ongoing for the brewery and gas repair work on the corridor and extension. Mr. Mills stated that area has been used for staging more than anything for other work in the area.

Ms. Almond inquired if they are going to have stabilizers or binding agent and stated that it should be one the requirements in their specification and Mr. Mills stated okay. Ms. Almond inquired if they had a structural engineer look at these details because they have 8ft tall pylons that are only about a foot in the ground in a mud bed and not even concrete footing. Mr. Mills stated that they have not stepped inside to do anything structural on that and stated that they think this is going to be more come along based on the phases and funding.

Ms. Levine stated that she is not clear with the granite curbing that is broken up and then comes back together and inquired if it was sitting on a grassy area and Mr. Mills stated yes that it is all grass.

Mr. Smith stated that he would like to see some examples of the lighting and stated that there is a lot of up-lighting going on there and they need to reduce the wattage. Mr. Smith stated that he would like to see an example of the bollard lighting and stated that maybe there is another opportunity to use something beside the Hanover lighting. Mr. Smith inquired if they are going to be on a timer and Mr. Mills stated that he is not sure and stated that they have been working with a lighting consultant on those issues to work through. Mr. Smith stated that given the area it don't need to be lit up all night. Mr. Mill stated that the intent is that the street lights along the perimeter pathway will be on and stated that Parks will regulate that up-lighting and it would be limited lighting. Mr. Smith inquired how they would regulate it and Mr. Mills stated probably with a timer to cut it off.

Ms. Harnsberger inquired if they talked to the site designer recently about developing phase plans and how it looks Mr. Mills stated yes and stated that they only talked about it in reaction to the anticipation of the O and R stuff going through on vacation and stated that they need to look back on how they phase this and stated that the phasing is going to come out getting on site and how much is on Fulton Street and see how much curbing and cobble is there. Ms. Harnsberger stated that it is going to be important to have a sense of some kind of completion after phase I and how complex this plan is and an explanation of the history and the people of Fulton. Mr. Mills stated that it will be useful to have phases.

Ms. Almond inquired if they were putting in GFI's around the site for power for music or food trucks and being that they are having a stage where people can plug in and Mr. Mills stated that they don't have a plan for that yet but states that they will need them.

Ms. Almond stated that this is for final approval and they have a whole lot of questions about the phasing and flushed out details with the granite which probably can't be resolved until they find out about the status of what can be salvaged and the lighting fixtures and how that is going to be work. Ms. Almond inquired how was the Commission was going to address that. Ms. Onufer stated that the UDC and Planning Commission have a number of option in which they can approve it as a final for general location, character and extent and as those items come forward they can be approve administratively if they are in substantial conformance with the design. Ms. Onufer stated that if they take a strategy that departed largely from the plans with use of new materials and change the look or the function of the amphitheater than it would have to come back as an amendment to the final review. Ms. Onufer stated that another option would be that they could ask the applicant to present again on the more detailed elements essentially as a phase II or they can ask the applicant if they are interested in returning with more detailed plans next month or waiting to adjust those items before forwarding it to the Planning Commission for review.

Mr. Gould inquired if this project has come before the Committee before for preliminary approval and Ms. Onufer stated that it did in 2013 with very detailed conceptual plans.

The Committee had a brief discussion on the previous review.

Mr. Gould inquired what the construction schedule is and inquired if they don't give approval will it mess up their schedule and Mr. Mills stated that they don't have an answer for the that and stated that they have to stage it so that they will understand how far they are to go with funding and stated that they need the right-of-way vacated so they can pick out stuff.

Mr. Green stated that since they did review this in 2013 the body hasn't changed and stated that he don't think it is fair to ask the applicant to come back again a second or third time for some of the small details like the quality if the up-light. Mr. Green stated that traditionally that is delegated to staff and stated that if there is something about the phasing plan that doesn't meet the intent that the Committee saw today they certainly can come back and stated that given the funding source that they are working from there is a significant cost in splitting these things up in phase plans and come back before the Committee. Mr. Green stated that he is not sure that it is fair to ask the applicant to come back at this point and stated that they have enough information to make a decision.

Ms. Harnsberger stated that they can make a recommendations based on the cons that the Committee members brought out which were great and will probably be useful to the applicant and then recommend that the applicant come back for administrative approval. Ms. Onufer stated yes and stated that they would need to do it regardless as part of the process.

Ms. Nolt stated that they can say resubmit and they can resubmit to Ms. Onufer and if she deems it in keeping with the spirit of the project she can approve it administratively unless she thinks it needs to come back.

A motion was made by Mr. Green to approve the application with the staff comments and with the expectation that as phasing is developed and additional details are developed that they will be submitted to staff for review approval and that if those plans exceed the capacity for staff administrative approval that they be brought back to the Urban Design Committee for review.

**Mr. Green made a motion to recommend that the Planning Commission approve this item with the following consideration**

- That as phasing is developed and additional details are developed that they will be submitted to staff for approval and that if those plans exceed the capacity for staff review that they be brought back to the Urban Design Committee for review, specifically regarding:
  - Stabilizer for the path
  - Structural engineering details specifically regarding the amphitheater
  - Lighting specifications
  - That there be power in areas for envisioned for events and public gathering
- Ms. Harnsberger seconded, and it passed by a unanimous vote.**

**Aye --** 8 - Almond, Gould, Green, Harnsberger, Levine, Nolt, Smith and Hicks

## **OTHER BUSINESS**

### **Adjournment**

Ms. Onufer stated that they are working on getting DPU to come and present on light fixtures and LED conversions in hopes of having a more proactive conversation with them so that it will help them understand why they are providing guidance that they do for individual projects but also understand what's needed in order to move forward and have other light fixtures and particularly LED options. Ms. Onufer stated that they have done some amendments to the administrative approvals and stated that they can amend their guidelines to have more details within the lighting section specifically concerning LED.

Meeting adjourned at 11:42 pm.