



## 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: 3/25/24

Project Name: Carytown Gateway Overhead Sign

Project Address: In front of 3507 W. Cary Street (Kroger)

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

The proposed design is an overhead gateway sign with supporting steel posts on concrete footings on each side of Cary Street between the Thompson and Nansemond intersections. It will be a pre-finished aluminum cabinet with an internal steel beam, supported by steel rods to each post. It will be two-sided to address both pedestrians and cars, and will be lit with a combination of neon tubes and internal LED lights.

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

Name: Kelley Banks

Email: [kelley.banks@gmail.com](mailto:kelley.banks@gmail.com)

City Agency: Carytown Merchant's Association

Phone: 804-382-0251

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.**

### 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