



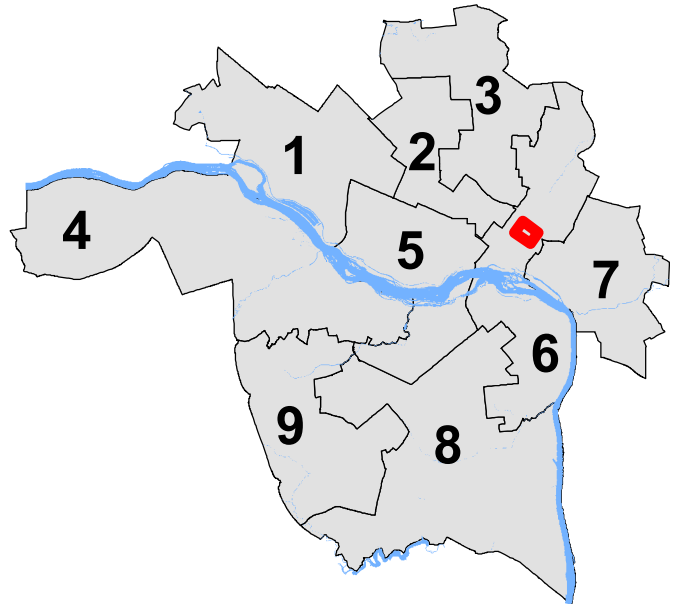
City of Richmond Department of Planning & Development Review

Location, Character, and Extent

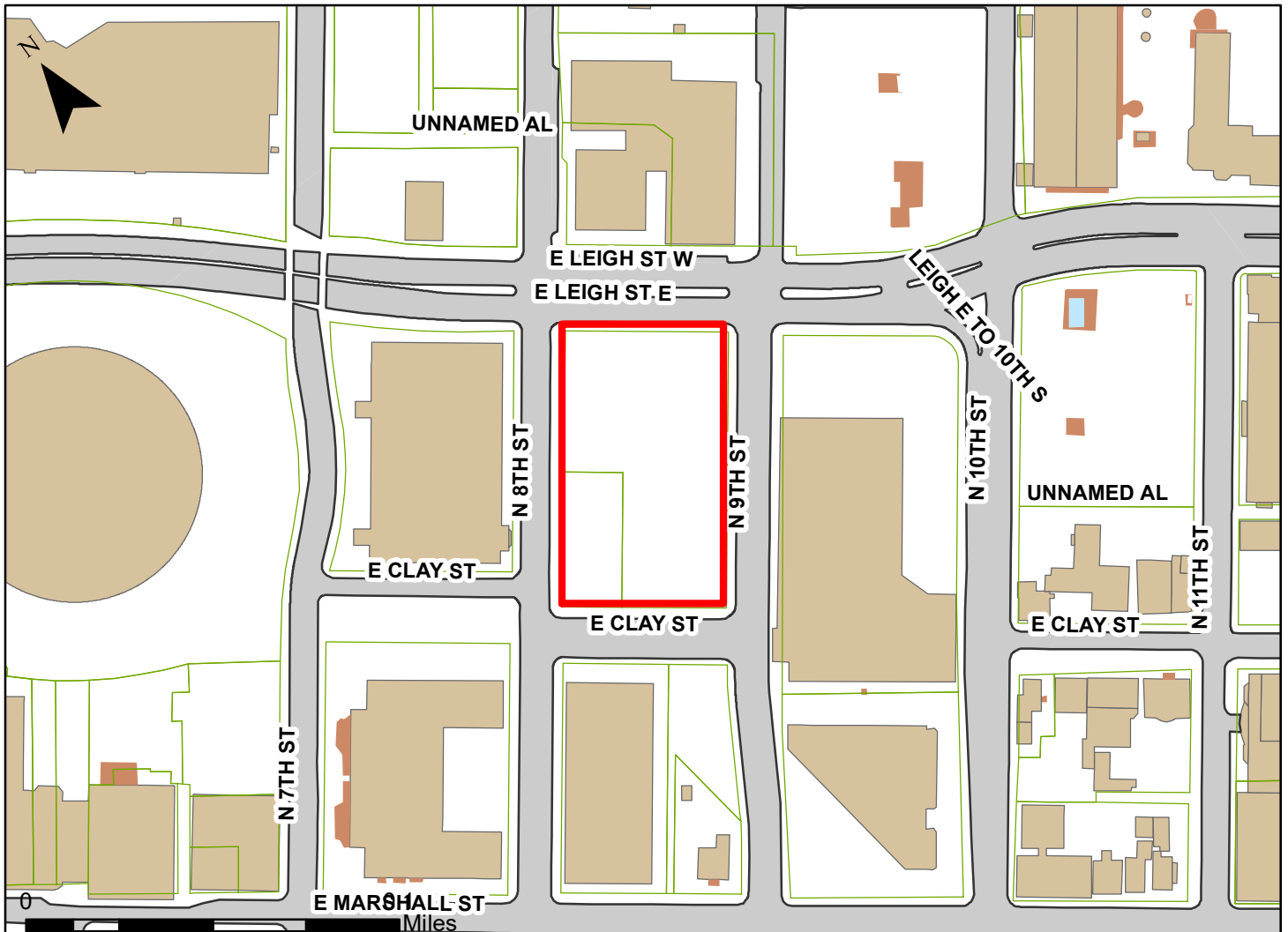
LOCATION: 808 E. Clay Street

COUNCIL DISTRICT: 6

PROPOSAL: Conceptual review of the temporary GRTC Transfer Station.



For questions, please contact Alex Dandridge at 646-6569 or alex.dandridge@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

<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: _____

Project Name: _____

Project Address: _____

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

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

Name: _____ Email: _____

City Agency: _____ Phone: _____

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.**

Submittal Deadlines

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.



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Submission Requirements

- An electronic copy (PDF preferred) of all application materials, which can be emailed, or delivered by FTP or USB.
- Three (3) copies of the application cover sheet and all support materials (see below).
- 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.
- All applications must include the attached cover sheet and the following support materials, as applicable to the project, based on Review Type:

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.

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.
- At the UDC meeting, the applicant or a representative should be present 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. Exceptions to this are encroachment applications, recommendations for which are forwarded to the Department of Public Works.
- At the CPC meeting, the applicant or a representative should be present, or the application may be deferred to the next regularly scheduled meeting.



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Regular meetings are scheduled on the Thursday after the first Monday of each month at **10:00 a.m. in the 5th floor conference room of City Hall, 900 E. Broad Street**. Special meetings are scheduled as needed.

Meeting Schedule 2021

UDC Meetings	UDC Submission Deadlines	Anticipated Date of Planning Commission Following the UDC Meeting
December 10, 2020	November 12, 2020	December 21, 2020
January 7, 2021	December 17, 2020	January 19, 2021 ¹
February 4, 2021	January 14, 2021	February 16, 2021 ²
March 4, 2021	February 11, 2021	March 15, 2021
April 8, 2021	March 11, 2021	April 19, 2021
May 6, 2021	April 15, 2021	May 17, 2021
June 10, 2021	May 13, 2021	June 21, 2021
July 8, 2021	June 17, 2021	July 19, 2021
August 5, 2021	July 15, 2021	August 16, 2021 ³
September 9, 2021	August 12, 2021	September 20, 2021
October 7, 2021	September 16, 2021	October 18, 2021
November 4, 2021	October 14, 2021	November 15, 2021
December 9, 2021	November 10, 2021 ⁴	December 20, 2021 ⁵

¹ Monday January 18, 2021 is a City of Richmond Holiday

² Monday February 15, 2021 is a City of Richmond Holiday

³ This meeting is subject to cancellation. If so, Planning Commission hearing would be Tuesday September 7, 2021.

⁴ Thursday November 11, 2021 is a City of Richmond Holiday.

⁵ This meeting of the Planning Commission is subject to cancellation.

The Richmond Urban Design Committee is an 11 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 Urban Design Committee reviews projects for appropriateness in "location, character, and extent" and for consistency with the City's Master Plan and forwards recommendations to the City Planning Commission. The Urban Design Committee also advises the Department of Public Works in regards to private encroachments in the public right-of-way.

For more information, please contact the Planning and Preservation Division staff at (804) 646-6335 or Alex Dandridge at (804) 646-6569 or at alex.dandridge@richmondgov.com.

GRTC Temporary Transfer Center

June 22, 2021

Site Address: 808 E Clay Street

PROJECT NARRATIVE:

GRTC currently occupies the right of way adjacent to the City of Richmond Public Safety Building on 9th Street between Marshall Street and Leigh Street as their Temporary Transfer Plaza. The Public Safety Building property was recently sold by the City and is anticipated to be demolished and redeveloped, with demolition beginning as soon as December 2021. In coordination with the City of Richmond, GRTC plans to relocate the Temporary Transfer Plaza to the surface parking lot at 8th Street and Clay Street to make room for the construction along 9th Street.

The proposed improvements are planned to be temporary, as GRTC and the City will continue to work together to identify and construct a permanent transfer facility in the vicinity of Downtown Richmond. Currently, the City's draft City Center small area plan includes considerations for a permanent transit facility. The current expected life of the new temporary center in the 8th and Clay parking lot is 5-10 years. Therefore, proposed improvements are intended to be only what is necessary to meet GRTC's needs for safe and efficient transfers without added cost for temporary enhancements.

The current parking lot provides approximately 64 public parking spaces, including 3 ADA spaces, and approximately 199 spaces for use by government employees (City employees and John Marshall Courts Building personnel). The proposed lot will provide 34 spaces for government employee use and no public parking to make room for the transfer center and be controlled by gate access at the Clay Street entrance. Additionally, the 11-12 existing parking spaces on 8th Street between Clay Street and Leigh Street will be impacted by the proposed entrance modification and 7 on-street spots are proposed.

Due to the existing site being lower than the surrounding street grade, entrance to the transfer center is limited to the western boundary along 8th Street where the lot is at grade with the Street. The transfer center will provide 12 bus bays in a sawtooth design that allows arrival and departure at each bay independent of whether the adjacent bays are occupied by buses. The 12 bus bay layout can accommodate 10 standard buses and 2 articulated buses that GRTC has secured funding to add to their fleet in the near future. Additionally, 2 parking spots are proposed within the transfer center for GRTC maintenance vehicles.

Pedestrian access is shown on the included conceptual exhibit. Access for bus patrons will be provided in two locations from the public right-of-way: along 8th Street near the bus entrance, and by a proposed ramp in the northeast corner of the site near the corner of Leigh Street and 9th Street. Existing site walls and slopes up to 7' high prevent providing pedestrian access from other locations in a practical and cost-effective way. Crosswalks and ADA-accessible curb ramps will be provided to route pedestrians safely from the exterior of the site to the interior islands where boarding and alighting will occur.

Amenities for bus patrons on site include several bus shelters, benches, and trash cans. All will utilize the specific models previously approved by UDC. Additionally, a restroom facility is proposed for use by GRTC bus operators. Options for the restroom are still to be explored but include a temporary "trailer style" restroom with self-contained utilities or a permanent prefabricated facility with underground utility connections for water, sanitary, and power. The exhibit included in this application demonstrated a few options for operator restrooms that are currently being explored.

Existing site lighting will be improved for the transfer center portion of the site to provide visibility for patrons and buses alike during night hours. The two existing lights in the parking portion on the southern end of the lot are proposed to remain.

Fencing is proposed along the curb between the parking portion of the lot and the transfer center at the request of DPW Parking Services to prevent bus patron access to the parking lot. Pedestrian access to the parking lot will be provided as exists today: along 8th Street, down the driveway slopes from Clay Street, and a stairway in the southeast corner near Clay Street and 9th Street.

THIS EXHIBIT IS ILLUSTRATIVE IN NATURE AND IS NOT INTENDED TO CONVEY EVERY SITE DETAIL, BUT TO DEMONSTRATE THE PROPOSED SITE LAYOUT.

PEDESTRIAN ACCESS SUMMARY
 PEDESTRIAN ACCESS TO THE GRTC TEMPORARY TRANSFER CENTER WILL BE FOCUSED TO TWO POINTS. ACCESS FROM THE WEST SIDE OF THE SITE WILL BE PLACED ALONG THE EXISTING SIDEWALK ALONG 8TH STREET WHICH IS AT GRADE WITH THE PARKING LOT. AN ADA ACCESSIBLE RAMP WILL BE ADDED TO PROVIDE ACCESS FROM THE EAST SIDE OF THE SITE WHICH IS CURRENTLY GRADE SEPARATED BY APPROXIMATELY TWO FEET ON THE NORTH EAST CORNER OF THE SITE AT LEIGH STREET AND 9TH STREET. THE DESIGN TEAM WILL FURTHER EVALUATE THE DELINEATOR (FENCE OR BARRIER) BETWEEN THE GRTC FACILITY AND THE COURTHOUSE PARKING TO MINIMIZE INTERACTION BETWEEN COURTHOUSE PERSONNEL AND POTENTIAL CLIENTS.

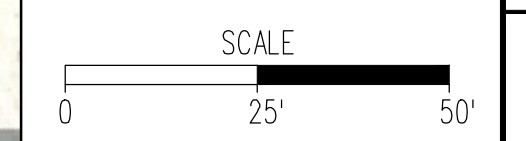
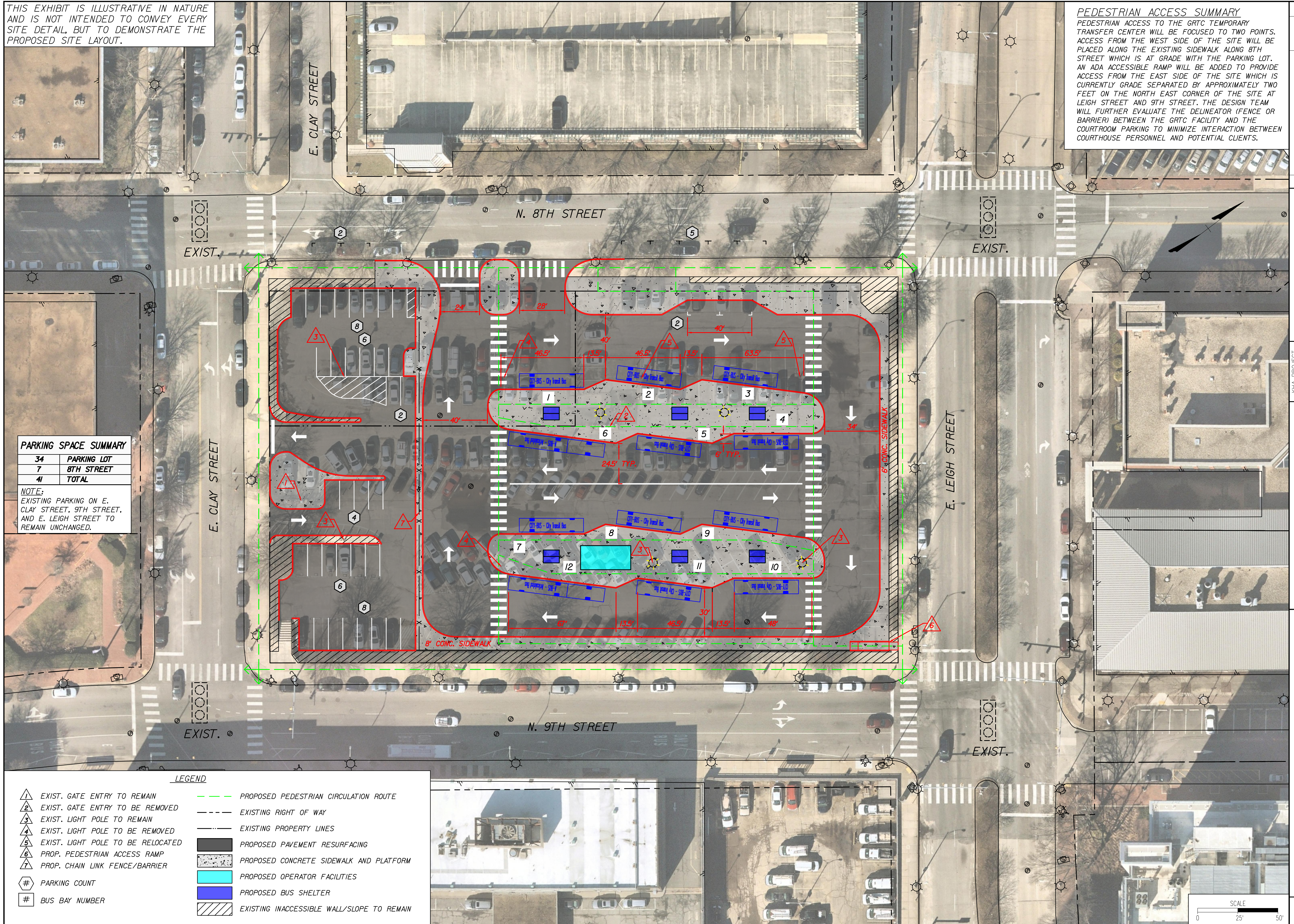
PARKING SPACE SUMMARY

34	PARKING LOT
7	8TH STREET
41	TOTAL

NOTE:
 EXISTING PARKING ON E. CLAY STREET, 9TH STREET, AND E. LEIGH STREET TO REMAIN UNCHANGED.

LEGEND

- ① EXIST. GATE ENTRY TO REMAIN
- ② EXIST. GATE ENTRY TO BE REMOVED
- ③ EXIST. LIGHT POLE TO REMAIN
- ④ EXIST. LIGHT POLE TO BE REMOVED
- ⑤ EXIST. LIGHT POLE TO BE RELOCATED
- ⑥ PROP. PEDESTRIAN ACCESS RAMP
- ⑦ PROP. CHAIN LINK FENCE/BARRIER
- # PARKING COUNT
- # BUS BAY NUMBER
- PROPOSED PEDESTRIAN CIRCULATION ROUTE
- EXISTING RIGHT OF WAY
- EXISTING PROPERTY LINES
- PROPOSED PAVEMENT RESURFACING
- PROPOSED CONCRETE SIDEWALK AND PLATFORM
- PROPOSED OPERATOR FACILITIES
- PROPOSED BUS SHELTER
- EXISTING INACCESSIBLE WALL/SLOPE TO REMAIN



No.	REVISIONS	DATE	BY

Kimley»Horn
 1700 WILLOW LANE, SUITE 300, RICHMOND, VA 23230
 PHONE: 804-672-3882
 WWW.KIMLEY-HORN.COM

KHA PROJECT: 113206010
 DATE: 06/04/2021
 DESIGNED BY: JDL
 DRAWN BY: JDL
 CHECKED BY: JHO

CONCEPT PLAN

PREPARED FOR
GRTC
 TRANSIT SYSTEM

GRTC TEMPORARY TRANSFER CENTER

RICHMOND, VA

SHEET NUMBER
 1

**Temporary Transfer Center:
Operator Restroom Examples**

Norcal Portable Services:



Modular Connections:



**Temporary Transfer Center:
Operator Restroom Examples**

Green Flush:



Romtec:



Temporary Transfer Center:
Operator Restroom Examples

Comforts Of Home Services:

