



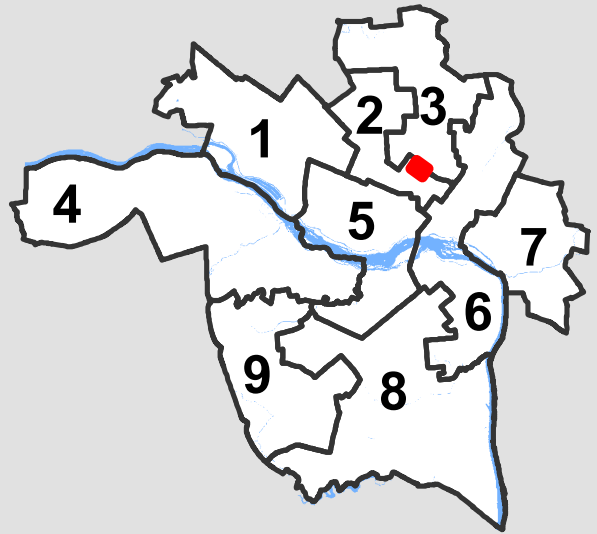
# City of Richmond Department of Planning & Development Review

## Location, Character, and Extent

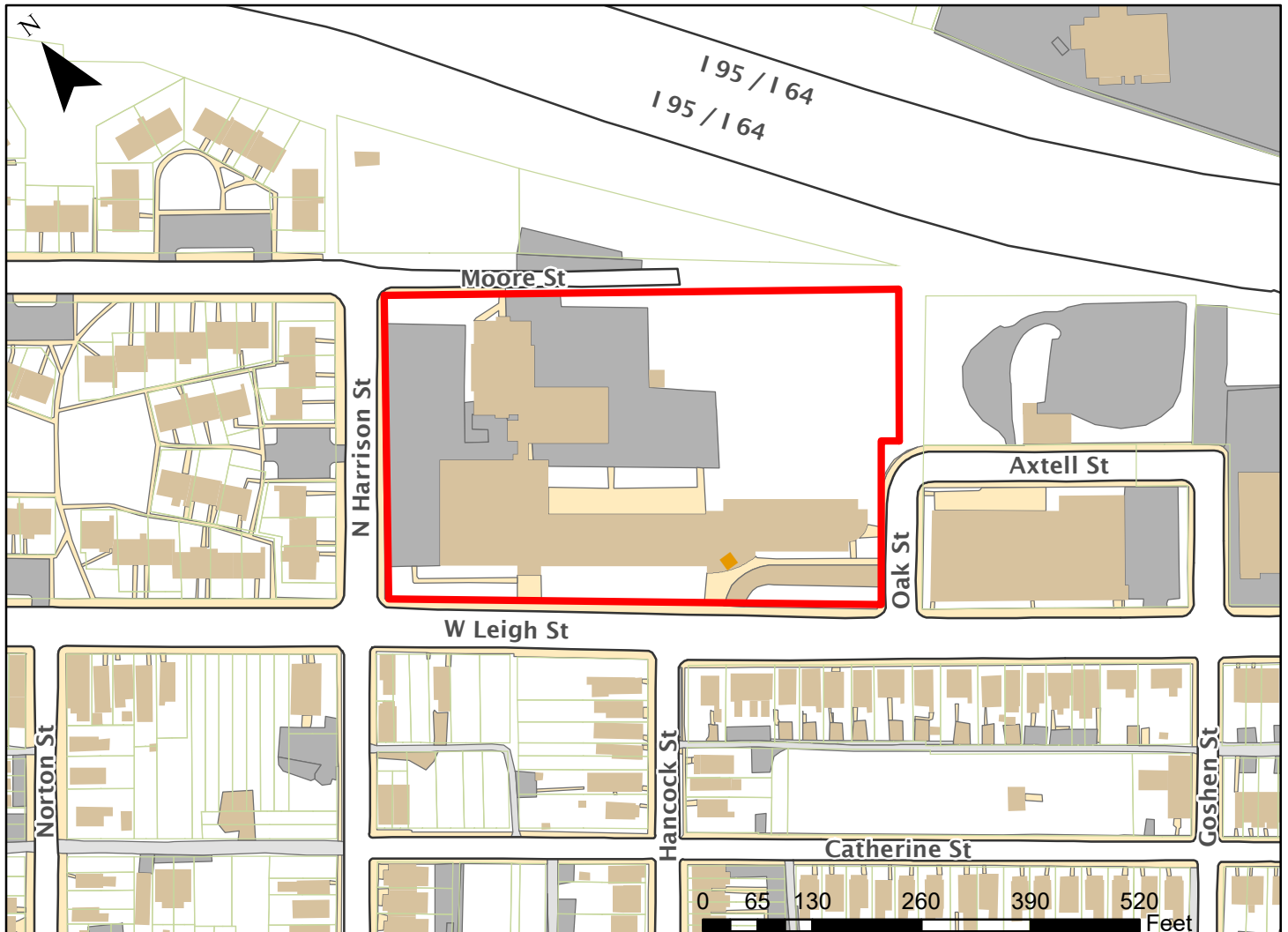
**LOCATION:** 1110 W. Leigh St.

**COUNCIL DISTRICT:** 2

**PROPOSAL:** Final review of a sign identifying G. W. Carver Elementary School, 1110 W. Leigh St.



*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: G. W. Carver Elementary School

Project Address: 1110 W. Leigh St.

Brief Project Description (this is not a replacement for the required detailed narrative) : \_\_\_\_\_  
Furnish & install (1) Double Face Internally Illuminated Monument Sign with fabricated aluminum base & manual change reader board per attached plans.

### Applicant Information

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

Name: Robert (Bobby) Hathaway Email: rhathawa@richmond.k12.va.us

City Agency: RPS Phone: 804-325-0740

Address: 301 N 9th Street, Richmond, VA 23219

Main Contact (if different from Applicant): Jeff Lee

Company: Superior Signs LLC Phone: 804-271-5685

Email: jeff.lee@SuperiorSignsRVA.com

### 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.



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### 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

UDC Meetings	UDC Submission Deadlines	Anticipated Date of Planning Commission Following the UDC Meeting
<b>December 7, 2017</b>	November 9, 2017	December 18, 2017
<b>January 4, 2018</b>	December 7, 2017**	January 16, 2018 <sup>1</sup>
<b>February 8, 2018</b>	January 18, 2018	February 20, 2018 <sup>2</sup>
<b>March 8, 2018</b>	February 15, 2018	March 19, 2018
<b>April 5, 2018</b>	March 15, 2018	April 16, 2018
<b>May 10, 2018</b>	April 19, 2018	May 21, 2018
<b>June 7, 2018</b>	May 17, 2018	June 18, 2018
<b>July 5, 2018</b>	June 14, 2018	July 16, 2018
<b>August 9, 2018</b>	July 19, 2018	August 20, 2018 <sup>3</sup>
<b>September 6, 2018</b>	August 16, 2018	September 17, 2018
<b>October 4, 2018</b>	September 13, 2018	October 15, 2018
<b>November 8, 2018</b>	October 18, 2018	November 19, 2018
<b>December 6, 2018</b>	November 15, 2018*	December 17, 2018 <sup>4</sup>

<sup>1</sup> Monday, January 15, 2018 is a City of Richmond Holiday.

<sup>2</sup> Monday, February 19, 2018 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 4, 2018.

<sup>4</sup> This December CPC Meeting may be canceled. If so, Planning Commission hearing would be Monday, January 7, 2019.

\*\* 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).**

## **SIGNAGE FOR G. W. CARVER ELEMENTARY SCHOOL**

### **PROJECT NARRATIVE**

#### Purpose of the project

Provide an on-site freestanding sign with a manual change reader board section that will communicate with the student body, parents and the public in order to create awareness of special events and activities that are being conducted at the school.

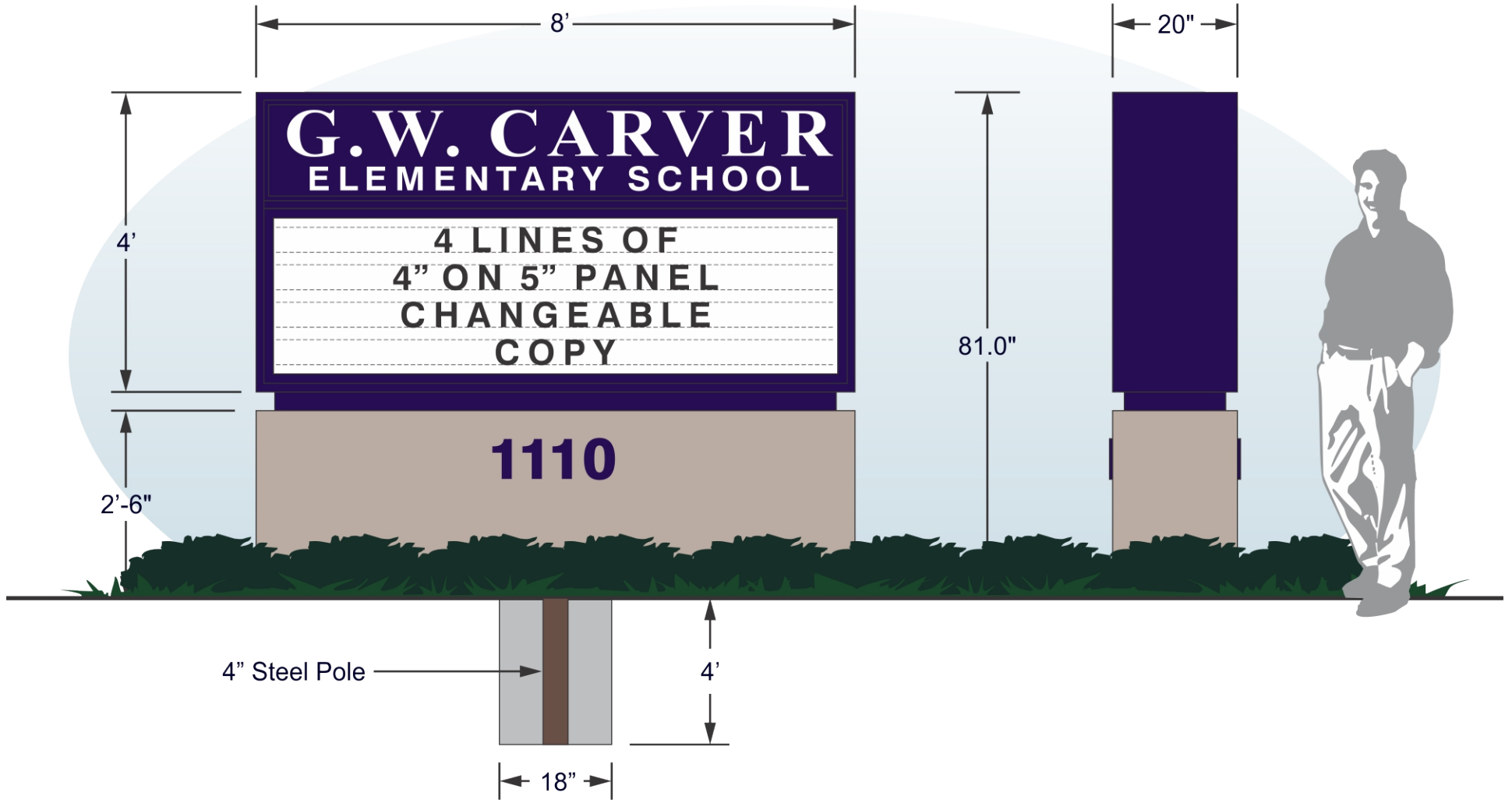
The sign will be internally illuminated with energy efficient LED lighting system and includes a nameplate above the reader board section that will display the school name and mascot. A locking cover will protect against vandalism and prevent unauthorized changes to the message board.

The funding source will be Richmond Public Schools with an anticipated budget range between \$8,700.00 and \$13,000.00 depending on whether the sign will have an aluminum base or a brick base. Providing primary electrical service to the sign location is included in this budget estimate.

RPS desires to have the sign in place in February. The projected start date to install the sign is 2/19/17 with completion by the end of the month.

ROYAL BLUE ( CONFIRM )

BEIGE TO MATCH PRECAST ( CONFIRM )



2510 willis road, richmond, virginia 23237  
phone: 804-271-5685 fax: 804-743-9250

SuperiorSignsRVA.com

Customer: G.W. Carver Elementary School Job Location: 1110 W. Leigh St. - Richmond, VA

Date: 11-28-17 Salesperson: Drawn By: C M Revisions: Scale: 1/2" = 1'-0"

Type of Signage: Monument Sign

File Name: G.W. Carver

Customer Approval:

This drawing must be approved and signed by the customer before production can begin. Any changes made after the drawing has been approved will be done at the customers expense. This drawing is the property of Superior Signs, LLC and may not be shown to anyone outside of the customers own organization. Duplication or distribution of this drawing without the written permission of Superior Signs, LLC is prohibited by law and will be taken very seriously.



N Harrison St

W Moore St

P 1001-1099 N Harrison St Parking

W Leigh St

proposed FS Sign

5' behind P/L

George W Carver Elementary School

Oak St