



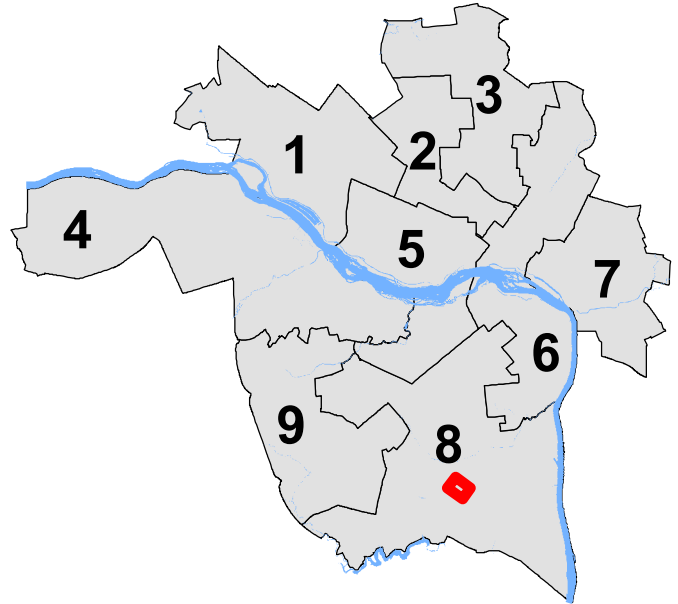
City of Richmond Department of Planning & Development Review

Location, Character, and Extent

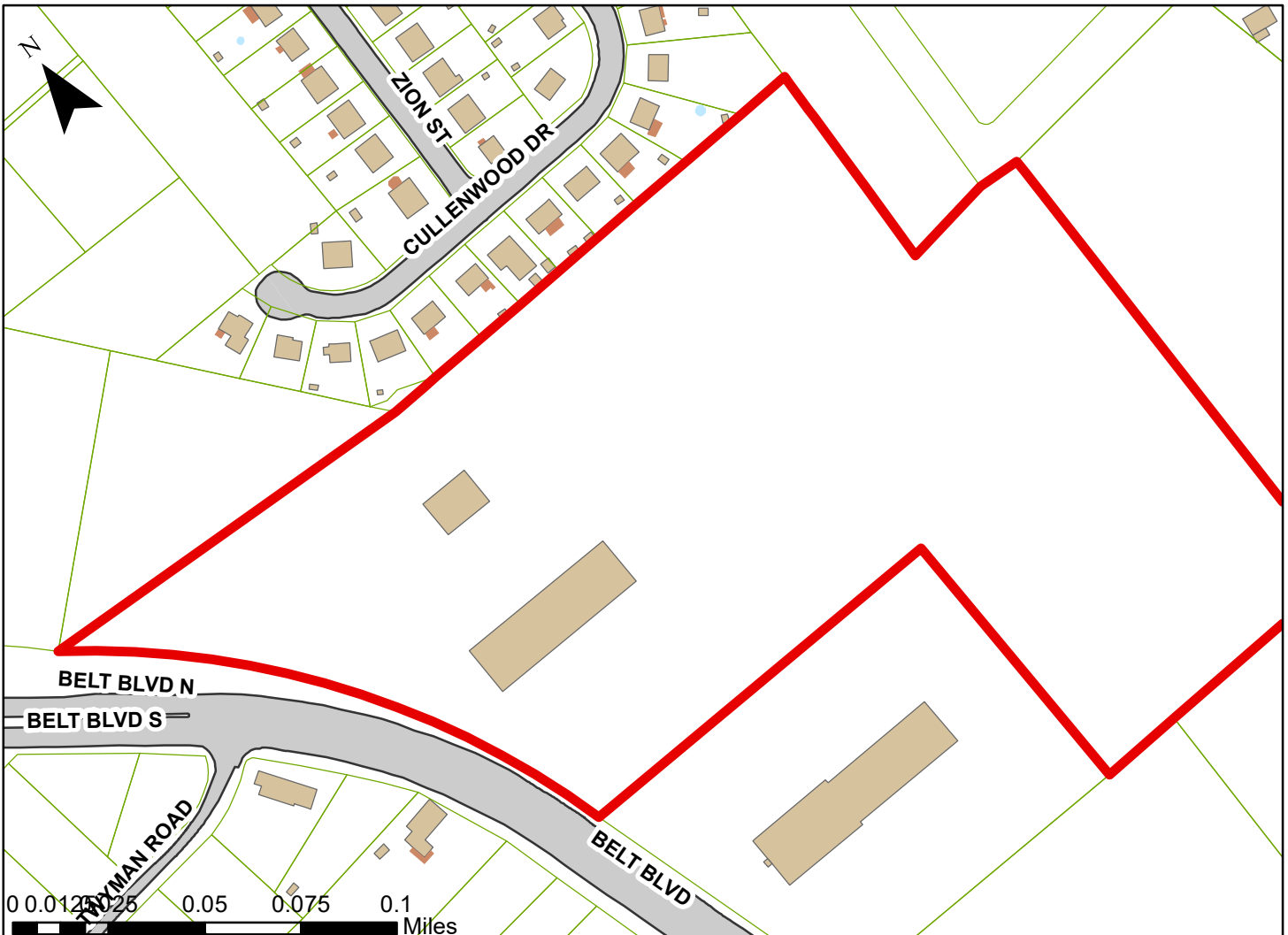
LOCATION: 3501 Belt Boulevard

COUNCIL DISTRICT: 8

PROPOSAL: Review of a new Richmond Public Schools Monument Sign.



*For questions, please contact Josh Son
at 646-3741 or 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
www.richmondgov.com/CommitteeUrbanDesign



Application Type (select one)

- Location, Character, & Extent Encroachment
 Section 17.05 Design Overlay District
 Other: Marquee Sign Install

Review Type (select one)

- Conceptual
 Final

Project Information

Submission Date: 12/16/2021

Project Name: Richmond Public Schools Transportation Department Marquee Install

Project Address: 3501 Belt Boulevard Richmond VA 23234

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

Install exterior 59"h x 95"w x 10" deep painted Aluminum monument sign with vinyl graphics and logos on both sides.

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

Name: Jarrell Coleman Email: jcolema5@rvaschools.net

City Agency: Richmond Public Schools Phone: 804-297-5541

Main Contact (if different from Applicant): Jarrell Coleman

Company: Richmond Public Schools Phone: 804-297-5541

Email: jcolema5@rvaschools.net

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.



Richmond Public Schools

1461 A Commerce Road
Richmond, VA 23224

Jarrell Coleman
Facilities Planner
Cell: (804) 297-5541

Urban Design Committee
December 16th, 2020
Richmond Public Schools
Transportation Department
3501 Belt Boulevard Richmond, VA 23234

Final Review:

Narrative:

The Department of Pupil Transportation is an essential member of the educational team. It is the employee's responsibility to deliver the student to and from school safely, on time and promote to the young citizens in their charge the characteristics necessary for the well-being of each child. The Department of Pupil Transportation operates on the authority of Federal and State laws, as well as directives from the Virginia Board of Education and the Richmond School Board. The primary mission of the Department of Pupil Transportation is to provide transportation to and from schools within the Richmond Public Schools' system. The department also provides auxiliary transportation for students from schools to various other sites, including vocational and exceptional education centers, sports activities, and off-campus field trips.

Richmond Public Schools is proposing to install exterior 59"h x 95"w x 10" deep painted Aluminum monument sign with vinyl graphics and logos on both sides. The proposed marquee is consistent with other non-illuminated signs throughout RPS with identical colorways.

The new sign will assist vendors, potential applicants, and other public school personnel locate the Transportation department from the roadway. Richmond Public schools is looking to proceed as quickly as possible with this project.

Jarrell Coleman
Facilities Planner
Richmond Public Schools
12/7/2020



DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW
 BUREAU OF PERMITS AND INSPECTION
 ROOM 110 CITY HALL
 900 E. BROAD STREET
 RICHMOND, VIRGINIA 23219
 PHONE (804) 646-4169
 FAX (804) 646-1569

SIGN PERMIT APPLICATION

PERMIT NO.
S

PROJECT NO.
B



THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK. NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.

CONTRACTOR/OWNER INFORMATION

1 JOB/PROPERTY ADDRESS (STREET & NUMBER)
3501 Belt Boulevard

2 FLOOR/ROOM NO.

3 CONTRACTOR NAME
Acorns

4 LICENSE TYPE

5 CLASS
 A B C

6 STATE LICENSE NO.

7 CONTRACTOR STREET ADDRESS
4109 West Clay Street

8 CONTRACTOR TELEPHONE NO. / EMAIL ADDRESS
Joanh@acornsign.com

9 CITY
Richmond

10 STATE
VA

11 ZIP CODE
23230

12 CONTRACTOR FAX NO.

13 PROPERTY OWNER NAME
Floyd Miles

14 PROPERTY OWNER ADDRESS/ZIP
3501 Belt Boulevard

15 OWNER DAYTIME TELEPHONE NO.

BUILDING INFORMATION

16 DESCRIBE CURRENT STRUCTURE USE
N/A

17 DESCRIBE PROPOSED STRUCTURE USE
Marquee signage

18 OFFICE USE ONLY

19 NEW ACCESSORY BLDG. AGC

20 ADDITION ADD

21 RESIDENTIAL GARAGE AD1

22 RESIDENTIAL DECK AD2

23 OPEN PORCH AD3

24 ENCLOSED PORCH AD4

25 ALTER/REMODEL LIGHT AL1

26 ALTER/REMODEL HEAVY AL2

27 DEMOLITION DEM

28 TENANT FITUP FUP

29 FOUNDATION ONLY FOU

30 NEW BUILDING NB

31 MOVING/RELOCATION REL

32 REPAIR/REPLACEMENT RCP

BUSINESS INFO

33 TOTAL VALUE OF CONTRACT INCLUDING MATERIAL, LABOR, SUBCONTRACTS OVERHEAD AND PROFIT **\$**

WORK DESCRIPTION

34 DESCRIBE SCOPE OF WORK
Furnish marquee sign, install sign

CONTACT INFORMATION

35 CONTACT PERSON
Jarrell Coleman

36 CONTACT ADDRESS
1461 A Commerce Rd

37 CONTACT PHONE NO.
804 297 5541

38 CONTACT FAX NO.

39 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? YES NO

40 NAME

41 PHONE NO.

ENGINEER/ARCHITECT INFORMATION

42 ENGINEER/ARCHITECT NAME
Joan Haynes

43 ENGINEER/ARCHITECT PHONE NO.
804 726 6999

44 ENGINEER/ARCHITECT FAX NO.

45 EMAIL
joanh@acornsign.com

46 ARE ANY SIGNS EXISTING AT THIS LOT OR LOCATION? IF YES, TOTAL # AND AREA OF EXISTING SIGNS (SQUARE FEET)
 YES NO

47 PRINCIPAL STREET FRONTAGE? (LINEAR FEET)

48 IS PLOT PLAN ATTACHED? YES NO

49 HOW MANY SIGNS ARE TO BE ERECTED?
1

FOR EACH INDIVIDUAL SIGN, ENTER FOLLOWING SPECIFICATIONS:

SIGN#	SIGN TYPE	HEIGHT (FEET)	LENGTH/WIDTH (FEET)	TOTAL AREA (SQUARE FEET)	PROJECTION FROM BLDG. (FEET)	HEIGHT ABOVE GRADE (FEET)	HEIGHT ABOVE PUBLIC PROPERTY (FEET)	SIGN PROJECTS OVER ROAD OR SIDEWALK	ENCROACHMENT PERMIT APPLIED FOR	SIGN SECURED TO BUILDING	SIGN ARMORED	SIGN ILLUMINATED
								YES/NO IF YES, FEET	YES/NO	YES/NO	YES/NO	YES/NO
1	PA	59"	95"	5605"	40'			No				
2												
3												
4												
5												
6												

SIGN TYPES AC = AWNING/CANOPY | BB = BILLBOARD | FS = FREESTANDING | PA = PAINTED | PO = PORTABLE | PR = PROJECTING | SP = SUSPENDED | WL = WALL

I HEREBY AFFIRM THAT UNDER THE PROVISIONS OF TITLE 54.1-1701 OF THE CODE OF VIRGINIA, I AM NOT SUBJECT TO LICENSURE AS A CONTRACTOR OR SUBCONTRACTOR BY THIS AFFIDAVIT. I ASSUME FULL RESPONSIBILITY FOR COMPLETION OF THE PROPOSED WORK IN ACCORDANCE WITH ALL APPLICABLE BUILDING CODES AND LAWS. I ALSO UNDERSTAND IT IS A VIOLATION OF STATE LAW TO KNOWINGLY HIRE AN UNLICENSED CONTRACTOR.

50 PROJECT NAME
Jarrell Coleman

51 SIGNATURE
Jarrell Coleman

52 DATE
10/1/20

53 CERTIFY THAT THE BUILDING AT _____ (ADDRESS, FLOOR OR SUITE) HAS BEEN INSPECTED OR MEETS THE EXCEPTIONS OF SECTION 110.5, THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE. THE ASBESTOS ABATEMENT WILL BE DONE AS PER REQUIREMENT OF THE "CLEAN AIR ACT" NATIONAL EMISSION STANDARD FOR THE HAZARDOUS AIR POLLUTANT (NESHAPS) AND OSHA STANDARDS FOR CONSTRUCTION WORKERS.

54 SIGNATURE
Jarrell Coleman

OFFICE USE ONLY

ARTS DISTRICT YES NO

HISTORICAL DISTRICT YES NO

VIOLATION ON PROPERTY YES NO

DELINQUENT TAXES DUE? YES NO

100% TYPE OF CONSTRUCTION

EXISTING USE GROUP

PROPOSED USE GROUP

FEE CALC. TYPE S U B C

PERMIT FEE

FEE RECEIVED

RECEIPT NO.

CASH CHECK CREDIT CARD

IS PROPERTY IN 100 YR FLOOD PLAIN? YES NO

FLOOD ELEV.

SITE ELEV.

CHESAPEAKE BAY PROTECTION AREA? YES NO

CHESAPEAKE BAY MANAGEMENT AREA? YES NO

APPLICATION APPROVED BY _____ DATE _____

APPLICATION DISAPPROVED BY _____ DATE _____

A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.



Acorn Sign Graphics
P.O. Box 11664
4109 West Clay Street
Richmond, VA 23230
P:804-726-6999
F:804-726-6998
800-770-4744
www.acornsign.com

Estimate #: 147663_20

Page 1 of 3

GSA Contract #GS-03F-090CA
 Small Woman Owned Business:
 VA SWaM Certification Number:WS-8606
 Class A Contractor No 2705 113248A

<p>Created Date: May 04, 2020 Printed Date: May 12, 2020 Salesperson: Joan Haynes Email: joanh@acornsign.com Office Phone: (804) 726-6999 x129 Office Fax: (804) 726-6998</p>	<p>Prepared For: Richmond Public Schools Procurement Contact: Floyd Miles Address: 2395 Hermitage Road Richmond, VA 23222 Office Phone: (804) 218-7704 Office Fax: (804) 780-6151 Email: Miles, Floyd <fmiles@rvaschools.net></p>	<p>Completion Requirements Installed Richmond Public Schools Procurement/Property Mgmt. Floyd Miles 3501 Belt Blvd Richmond, VA 23234-1520 US Office Phone (804) 218-7704</p>
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Description: Monument Sign @ 2395 Hermitage Road

COMMENTS

Acorn Sign Graphics is pleased to provide the following pricing for the Signage Scope on Monument Sign @ 2395 Hermitage Road.

Pricing to provide the signs you requested by email is shown below.
 Our quote does include installation.

Sign permit if needed, (application and cost thereof) are not included in this quote.
 If Acorn need to get the sign permit please add \$350.00 plus tax to the quote for filling out the application.
 The actual cost of the sign permit is not included. It will need to be added to the final invoice.

Exterior sign installation is quoted as earth bury with concrete fill and assumes normal digging conditions.
 If installation turns out to be through concrete or asphalt or if site digging conditions are other than normal (such as rocky conditions) extra charges will be levied.

Our quote does not include any landscaping after the sign is installed.

Installation price does include Acorn obtaining a Miss Utility Ticket. We will need to get additional information from you in order to get the ticket called in.

If sizes, quantities or construction changes we will need to revise the quote.

PLEASE SEE IMPORTANT, QUALIFYING QUOTE NOTES ON LAST PAGE OF THIS ESTIMATE.
 THEY ARE PERTINENT TO YOUR UNDERSTANDING OF THE PRICING.

Joan Haynes

	Quantity	Item Price	Product Subtotal
1	1	\$4,972.73	\$4,972.73
Description: 59"h x 95"w x 10" deep {Painted Aluminum Monument Sign W/ Vinyl Graphics and logo on both sides.			
	Quantity	Item Price	Product Subtotal
2	1	\$227.27	\$227.27
Description: Shop Drawing Submittals			
	Quantity	Item Price	Product Subtotal
3	1	\$737.05	\$737.05
Description: Install Sign (Miss Utility Ticket by Acorn)			



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Estimate #: 147663_20

Page 2 of 3

GSA Contract #GS-03F-090CA
 Small Woman Owned Business:
 VA SWaM Certification Number:WS-8606
 Class A Contractor No 2705 113248A

Richmond Public Schools Procurement/Property Mgmt.

May 12, 2020

Estimate Number 147663

Monument Sign @ 2395 Hermitage Road

Special Notes and Comments

F.O.B.: Installed
 Delivery: 5 - 6 Weeks After Receipt of Approved Submittals
 Pricing Good: 60 Days From Quote Date
 Deposit Required: 50%
 Balance: Net 30 Days

Subtotal:	\$5,937.05
Taxes:	\$0.00
Total:	\$5,937.05
Tax Exempt No.	541689909

This Order Will Require A Deposit of 50% in the amount of \$ 2,968.53

SIGN: _____ **Date:** _____

PLEASE PRINT NAME: _____



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Page 3 of 3

GSA Contract #GS-03F-090CA
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TERMS AND CONDITIONS

We are grateful for your choice of Acorn Sign Graphics and thank you for your patronage. Please note that all sales are subject to the following terms and conditions:

1. Orders are accepted subject to conformance with ASG Standard Terms and Conditions of Sale as set forth herein which include all the terms, warranties, and conditions pertaining to this transaction and can not be modified by anyone other than a Corporate Officer of ASG.
2. Orders may be cancelled only if an ASG sales representative confirms in writing that no work has commenced;
3. All sales are F.O.B. factory, freight pre-paid, with routing and mode of transportation determined by ASG unless otherwise specified by the customer. ASG will procure insurance on behalf of the customer upon request;
4. All shipment, delivery, and installation dates on ASG Estimates and Orders are ASG's best approximation of probable completion and are not guaranteed. ASG shall not be liable for any costs, expenses, or damages incurred by any party due to shipment, delivery, or installation after the estimated shipment, delivery, or installation date;
5. Most ASG products are warranted for one year from failure of adhesion, image discoloration, warping, or other material defect, subject to limitations of placement, exposure to extreme light or temperatures, etc. An ASG sale rep will be glad to supply a warranty statement for a specific product;
6. All estimates for painting where no color has been specified are based on standard paint colors. Requests after the estimate has been accepted for colors requiring special-order paint products which exceed the cost of the estimated paint blends will result in additional charges.
7. Installations are scheduled in concert with the customer. Any additional trips or extended installation times because of a lack of site readiness will be subject to added trip and time charges.
8. In the event that this account remains unpaid and is referred to an attorney for collection purposes, the Customer will be responsible for all costs of collection, including reasonable attorney's fees, court costs, and interest on the unpaid balance at the rate of 1 ½ % per month from the date that payment was originally due.

SIGNATURE: _____ DATE: _____

PLEASE PRINT NAME: _____



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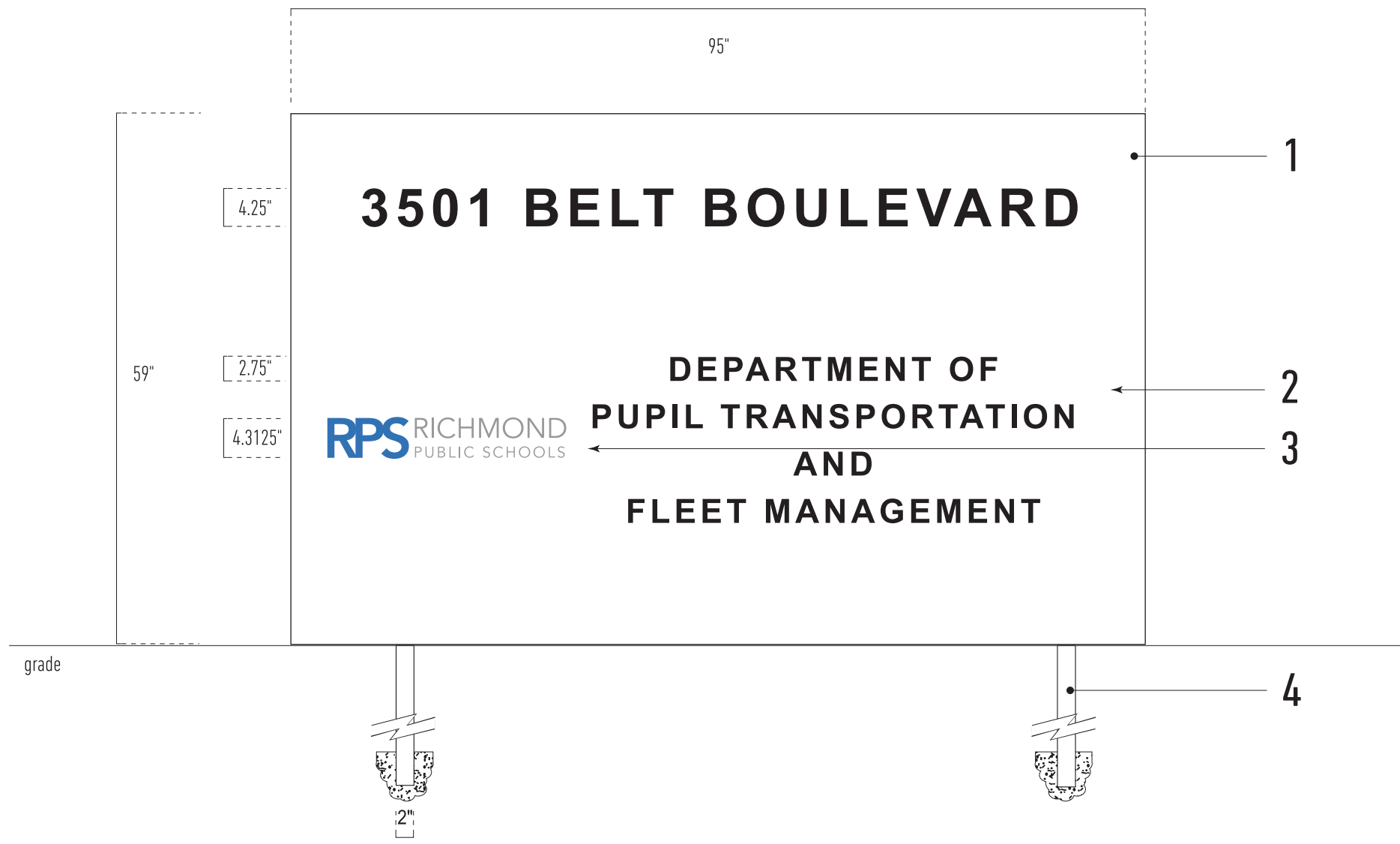
Project: 3501 Belt Boulevard

Number: 198787

Client: Richmond Public Schools
 Project Manager: Joan Haynes
 Design/Technical: Matt Boyle
 Date: 05.21.20, 07.02.20
 Scale: .0625" = 1"

**Sign Type:
 Monument Sign**

All concepts, ideas, design arrangements, or plans indicated or represented by these drawings which originate from Acorn Sign (or any portions thereof originating from Acorn Sign) are submitted in good faith and are to remain the sole property of Acorn Sign unless or until an express written agreement states that these rights are to transfer to the client (or other). No concepts, ideas, design arrangements, or plans shall be disclosed to any unauthorized person, firm, or corporation for any purpose without the written consent of Acorn Sign.



CONSTRUCTION:

- 1: D/F 59" tall x 95" wide x 10" deep monument non illuminated; Fabricated aluminum; Painted on all sides; Slide over and welded to posts
- 2: Copy is surface applied vinyl
- 3: Digital color print on 3M ControlTac-IJ10c vinyl; Sized to fit; Laminated with 3MRG8519Lustre-2 mil UV; Mounts to aluminum via self adhesive
- 4: 2" x 2" Steel Tubes, Saddle Design, Set Steel

MOUNT : Buried no less than 24" below grade; filled with 3000 psi grade concrete after leveling
LOCATE : to be determined with on-site contact

COLORS:

- 1: White
- 2: TBD
- 3: Multi-colored print
- 4: n/a



Marquee Location

3501 E Belt Blvd,
Richmond, VA 23234

E Belt Blvd

E Belt Blvd

E Belt Blvd

E Belt Blvd

E Belt Blvd

E Belt Blvd

E Belt Blvd

3508

3516

Google

