



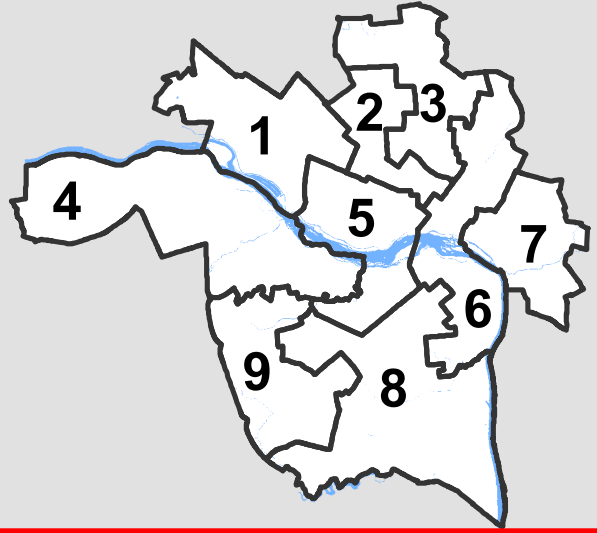
City of Richmond Department of Planning & Development Review

Location, Character, and Extent

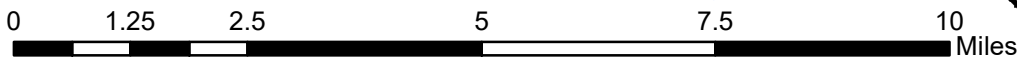
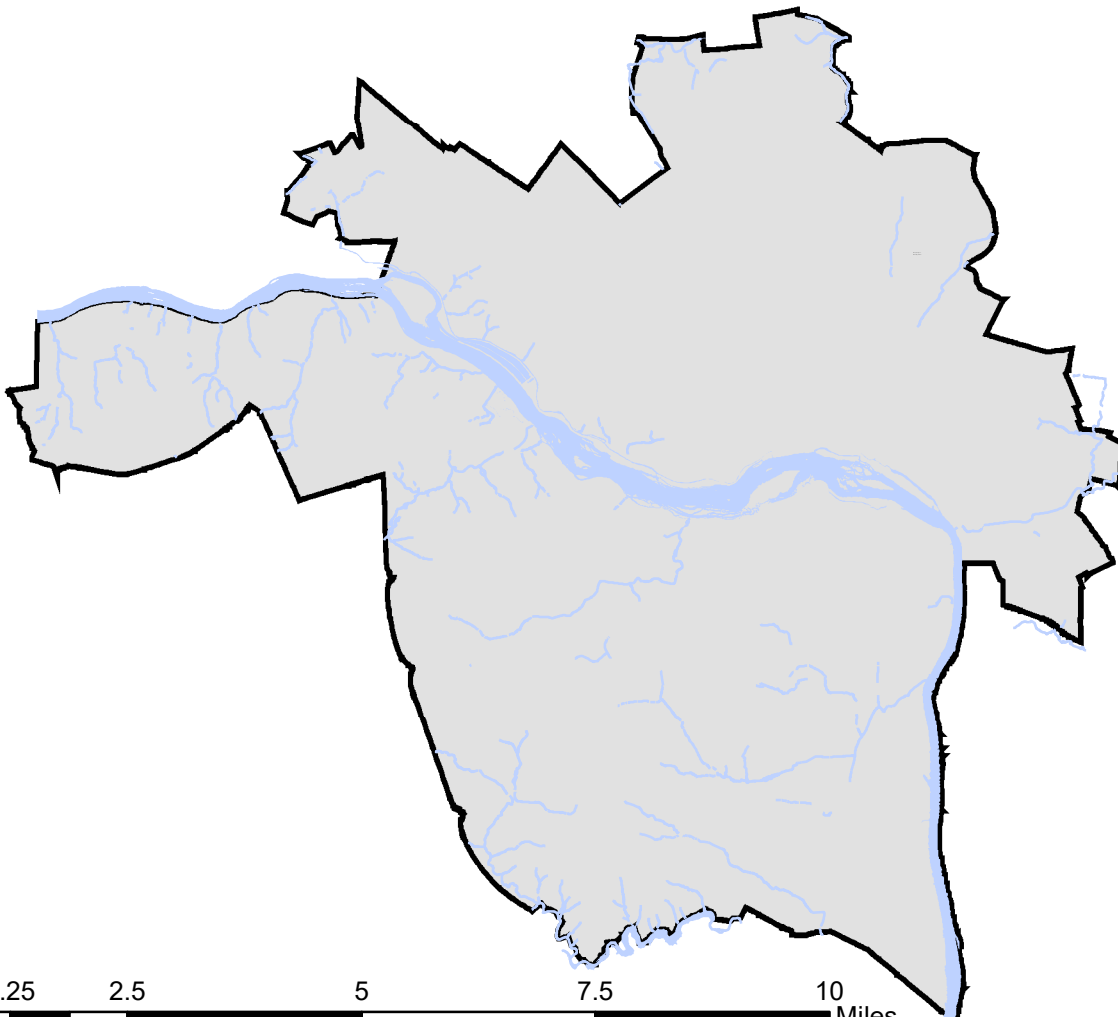
LOCATION: City-wide

COUNCIL DISTRICT: City-wide

PROPOSAL: Final review of Parklet Baseline Design



*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
www.richmondgov.com/CommitteeUrbanDesign



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 a ten 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.



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



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.



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



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 2020

UDC Meetings	UDC Submission Deadlines	Anticipated Date of Planning Commission Following the UDC Meeting
December 5, 2019	November 14, 2019	December 16, 2019
January 9, 2020	December 12, 2019	January 21, 2020 ¹
February 6, 2020	January 16, 2020	February 18, 2020 ²
March 5, 2020	February 13, 2020	March 16, 2020
April 9, 2020	March 12, 2020	April 20, 2020
May 7, 2020	April 16, 2020	May 18, 2020
June 4, 2020	May 14, 2020	June 15, 2020
July 9, 2020	June 11, 2020	July 20, 2020
August 6, 2020	July 16, 2020	August 17, 2020 ³
September 10, 2020	August 13, 2020	September 21, 2020
October 8, 2020	September 17, 2020	October 19, 2020
November 5, 2020	October 15, 2020	November 16, 2020
December 10, 2020	November 12, 2020	December 21, 2020 ⁴

¹ Monday, January 20, 2020 is a City of Richmond Holiday.

² Monday, February 17, 2020 is a City of Richmond Holiday.

³ This August CPC Meeting may be canceled. If so, Planning Commission hearing would be Tuesday, September 8, 2020.

⁴ This December CPC Meeting may be canceled.

The Richmond Urban Design Committee 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 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.

Purpose of the project and project background

Venture Richmond has launched “Picnic in a Parklet,” a program designed to assist Richmond restaurants and other businesses with reopening. Through this new partnership with the City of Richmond, business owners can receive design and permitting assistance for their parklet applications.

Parklets are outdoor patio spaces constructed in the on-street parking lane of the street in front of a business that can function as an area for customers to gather and/or take to-go orders and eat outside in a physically-distanced environment. Parklets are, by definition, public space; but, restaurants can offer lightly packaged to-go orders for people who simply want to dine in the parklet in front of the restaurant.

Business-owners who are interested in temporarily converting an on-street parking space adjacent to their storefront into a parklet will be connected with Venture Richmond to better assess their needs. If a parklet will be helpful and appropriate, Venture Richmond will work with the American Institute of Architects Richmond Chapter (AIA-Richmond) to connect businesses with a certified architect for pro-bono parklet design services. Venture Richmond will assist the applicant through the steps needed to obtain a permit from the City of Richmond.

The Baseline Parklet Design for consideration by the Urban Design Committee is intended to be the platform and railings used for the parklets submitted through the Picnic in a Parklet program. Each parklet application will use the same Baseline Parklet Design which can be further customized according to specific location and preferences of the applicant. A customizable “kit of parts” include elements such as waste receptacles, shade, bike racks, seating, etc.

The platform design will be of PT wood construction with a 6”x6” minimum detail to accommodate proper drainage based on the city guidelines as well as mounted levelers to plan for the various sloping site conditions throughout the city. The platform and railing will adhere to the horizontal force and live load requirements defined in the guidelines with the assembly being bolted to the face of the curb. The assembly will be 34’ long by 7’ deep incorporating the 18” buffer from assembly to drive lane and 4’ buffers on either side of the assembly

Project budget and funding sources

The Baseline Parklet Design is estimated to cost approximately \$1500 to construct and will increase in price as elements of the “kit of parts” are included. Funding sources are to be determined.

Description of construction program and start date

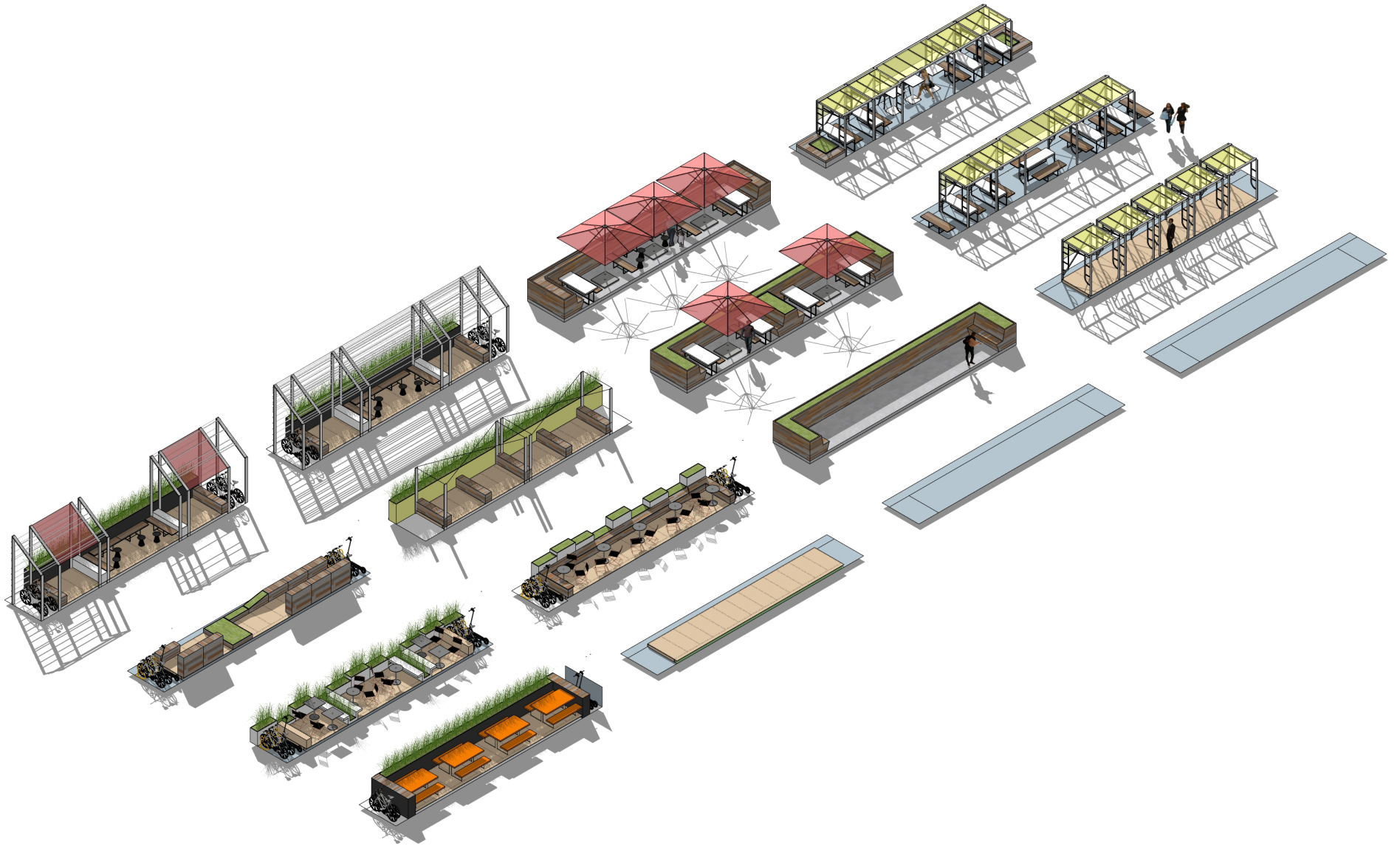
Construction will commence once a site-specific parklet application is submitted, permitted, and funding is available. A contractor will be selected by Venture Richmond and the parklet applicant.

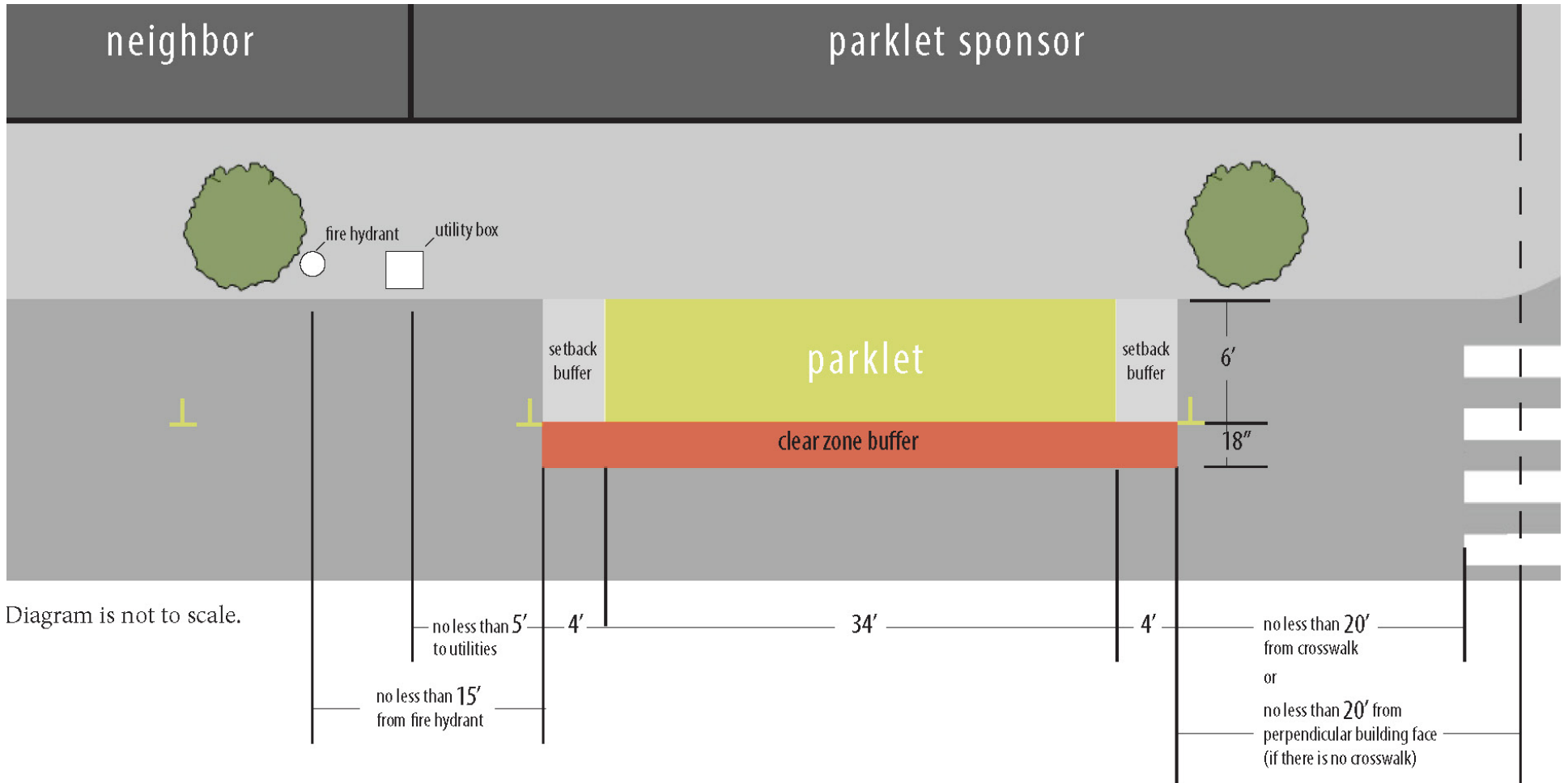
Picnic in a **PARKLET**

8/6/2020

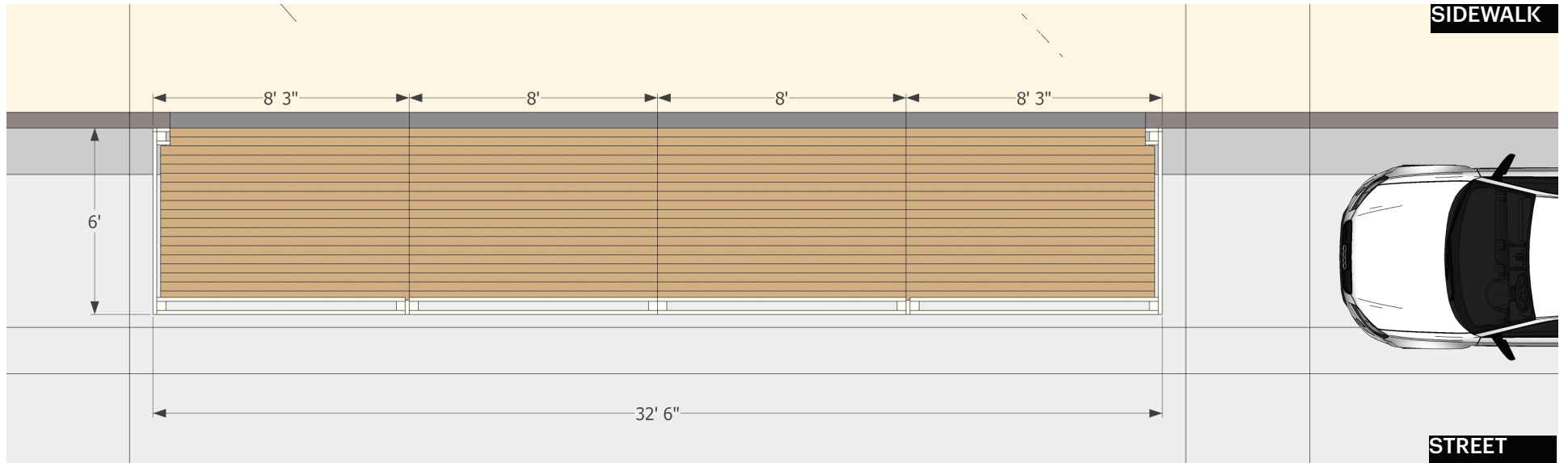
I Richmond UDC Meeting

HKS + VENTURE
richmond



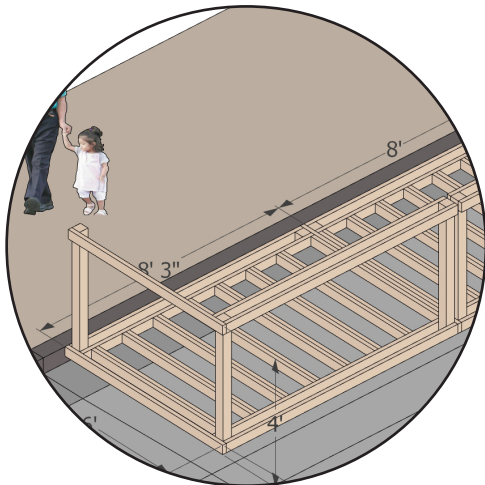


PARKLET | Modular Baseline

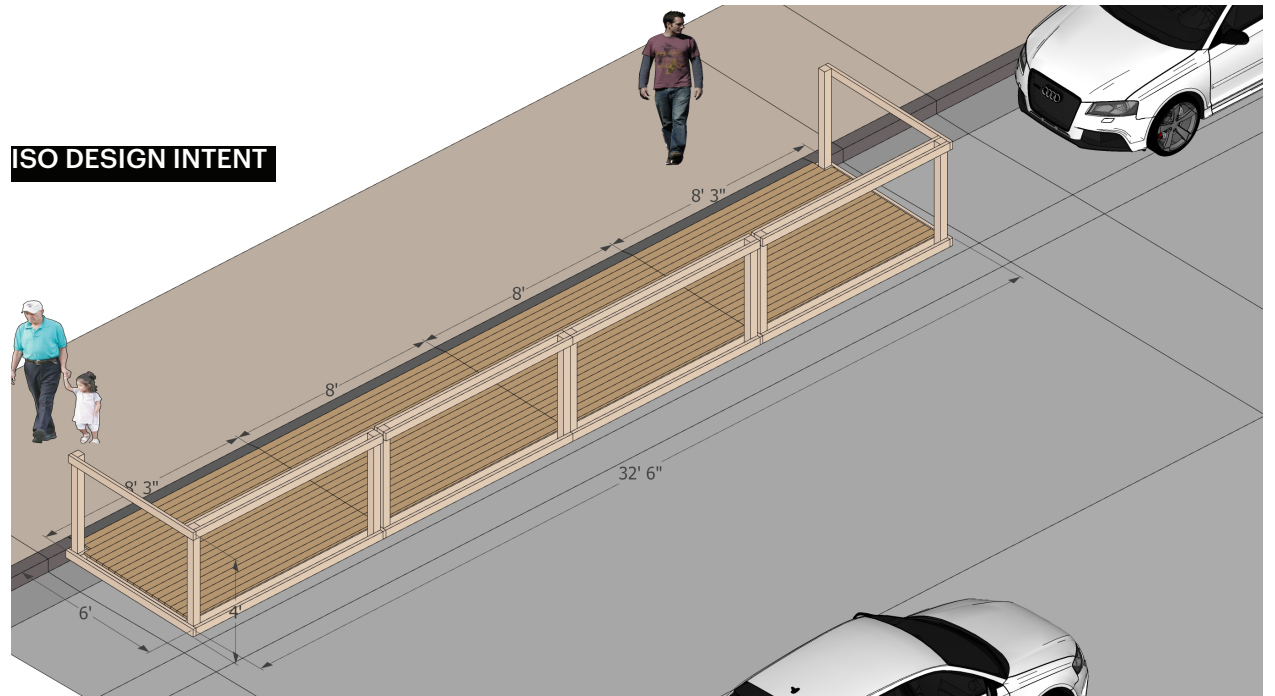


PLAN VIEW OF DESIGN INTENT

MODULAR FRAMING INTENT

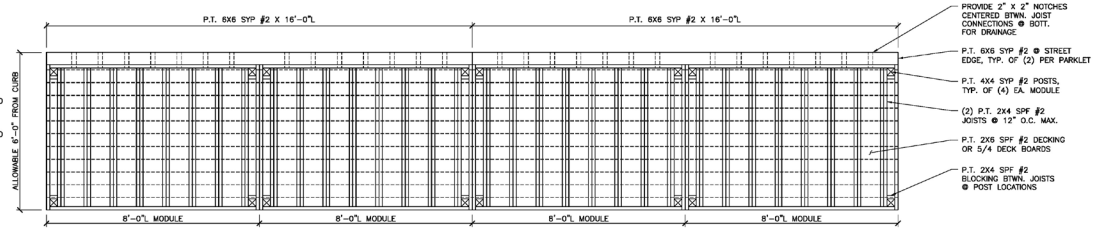


ISO DESIGN INTENT

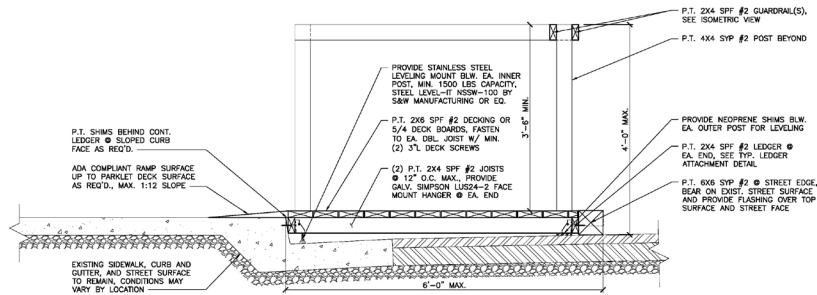


- GENERAL WOOD FRAMING NOTES:**
1. ALL SPECIFIED METAL HANGERS, SELF-LEVELING FEET, AND FASTENERS ARE TO BE GALVANIZED, STAINLESS, OR CORROSION-RESISTANT COATED AND ATTACHED WITH THE MAXIMUM FASTENING PATTERN AS SPECIFIED BY THE MANUFACTURER.
 2. ALL WOOD PRODUCTS TO BE PRESSURE-TREATED OR MARINE GRADE.
 3. PARKLET SHALL MAINTAIN NECESSARY CLEARANCE IN THE EXISTING CURB AND GUTTER TO VOID IMPEDANCE OF THE DESIGNED STORMWATER FLOW.
 4. ALL WORK IS TO BE COORDINATED WITH AND PERFORMED WITHIN THE CONSTRAINTS OF THE PARKLET DESIGN GUIDELINES PROVIDED BY THE CITY OF RICHMOND AND IS SUBJECT TO REVIEW AND APPROVAL BY THE DEPARTMENTS OF PLANNING & DEVELOPMENT, PUBLIC WORKS, AND PUBLIC UTILITIES.
 5. THIS TYPICAL DESIGN MUST BE REVIEWED ON A SITE-SPECIFIC BASIS, AND POTENTIAL ADJUSTMENTS MAY NEED TO BE MADE BASED ON THE EXISTING CURB HEIGHT OR CONSTRUCTION, STREET GRADE, OR CROSS SLOPE.

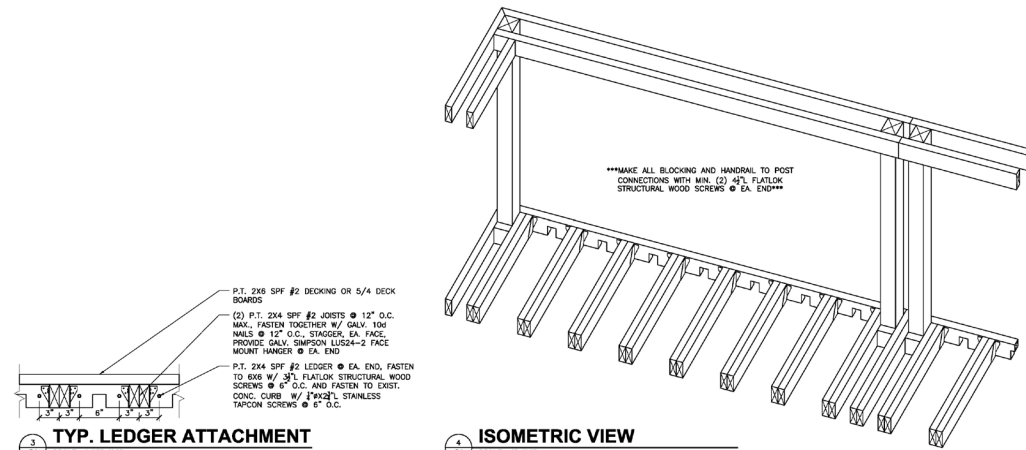
DESIGN LOAD SCHEDULE (2015 IBC)	
DECK LOADS:	
DECK DEAD LOAD:	10 psf
LIVE LOADS:	
DECK LIVE LOAD (PUBLIC ASSEMBLY):	100 psf
SNOW LOAD DESIGN CRITERIA:	
GROUND SNOW LOAD:	20 psf



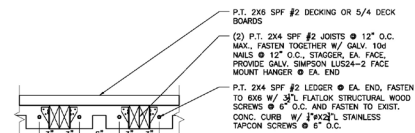
1 TYP. PARKLET FRAMING PLAN
SCALE = 1/2"=1'-0"



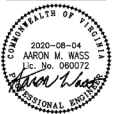
2 TYP. PARKLET FRAMING SECTION
SCALE = 1/4"=1'-0"



4 ISOMETRIC VIEW
SCALE = 1/4"=1'-0"



3 TYP. LEDGER ATTACHMENT
SCALE = 1-1/2"=1'-0"



RVA PARKLETS
TYPICAL PARKLET FRAMING

DRAWN BY: AMW
DESIGNED BY: AMW
CHECKED BY: AMW
DATE: 2020-08-04
SCALE: AS INDICATED
REVISIONS:

S1

PROJECT NO: NA

PLAN ADAPTATIONS

