



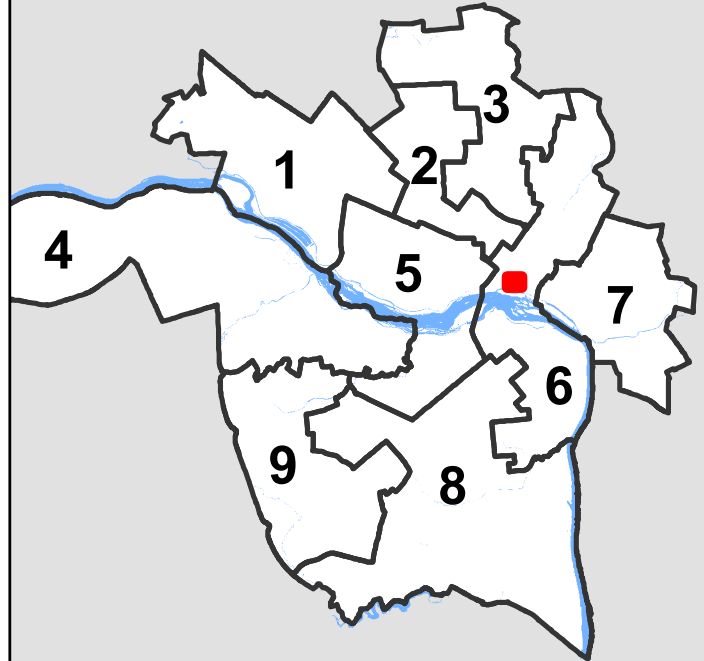
City of Richmond Department of Planning & Development Review

Location, Character, and Extent

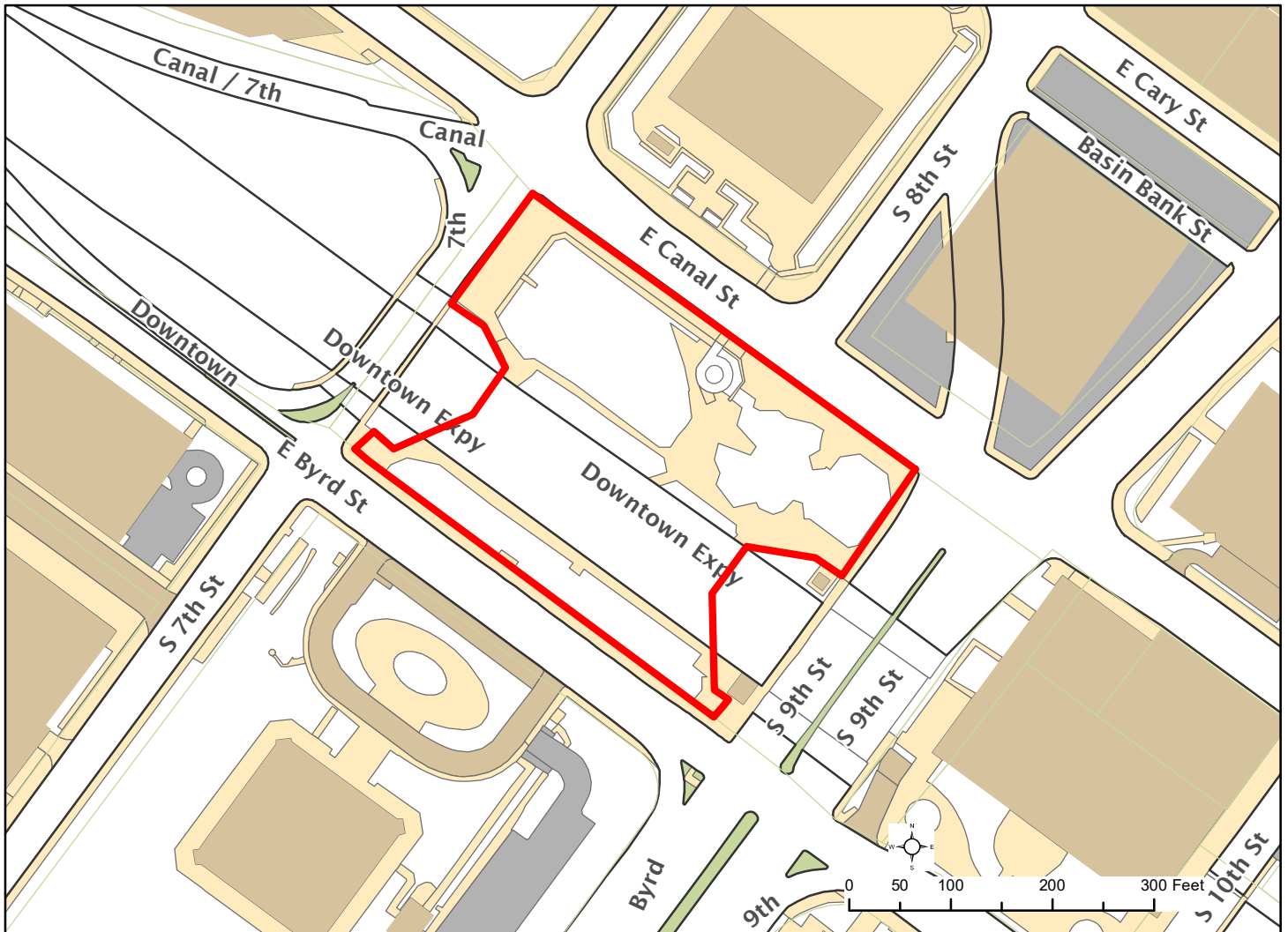
LOCATION: 701 E. Canal St.

COUNCIL DISTRICT: 6

PROPOSAL: Review the installation of a waypoint sign to help educate the Richmond community of the City's global presence and of all the noble work the City's Sister Cities undertake globally.



*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

<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: _____

Project Address: _____

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

Applicant Information

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

Name: _____ Email: _____

City Agency: _____ Phone: _____

Address: _____

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.**

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 2017

UDC Meetings	UDC Submission Deadlines	Anticipated Date of Planning Commission Following the UDC Meeting
December 8, 2016	November 12, 2015*	January 3, 2017
January 5, 2017	December 8, 2016**	January 17, 2017 ¹
February 9, 2017	January 19, 2017	February 21, 2017 ²
March 9, 2017	February 16, 2017	March 20, 2017
April 6, 2017	March 16, 2017	April 17, 2017
May 4, 2017	April 13, 2017	May 15, 2017
June 8, 2017	May 18, 2017	June 19, 2017
July 6, 2017	June 15, 2017	July 17, 2017
August 10, 2017	July 20, 2017	August 21, 2017 ³
September 7, 2017	August 17, 2017	September 18, 2017
October 5, 2017	September 14, 2017	October 16, 2017
November 9, 2017	October 19, 2017	November 20, 2017
December 7, 2017	November 9, 2017*	December 18, 2017 ⁴

¹ Monday, January 16th is a City of Richmond Holiday

² Monday, February 20th is a City of Richmond Holiday

³ This August CPC Meeting may be canceled. If so, Planning Commission hearing would be Tuesday, September 5th.

⁴ This December CPC Meeting may be canceled. If so, Planning Commission hearing would be Tuesday, January 2, 2018.

* Moved forward to account for Veteran's Day/Thanksgiving Holiday Schedule

** 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 5th 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



Sister Cities Way Point Signage Installation in Kanawha Plaza



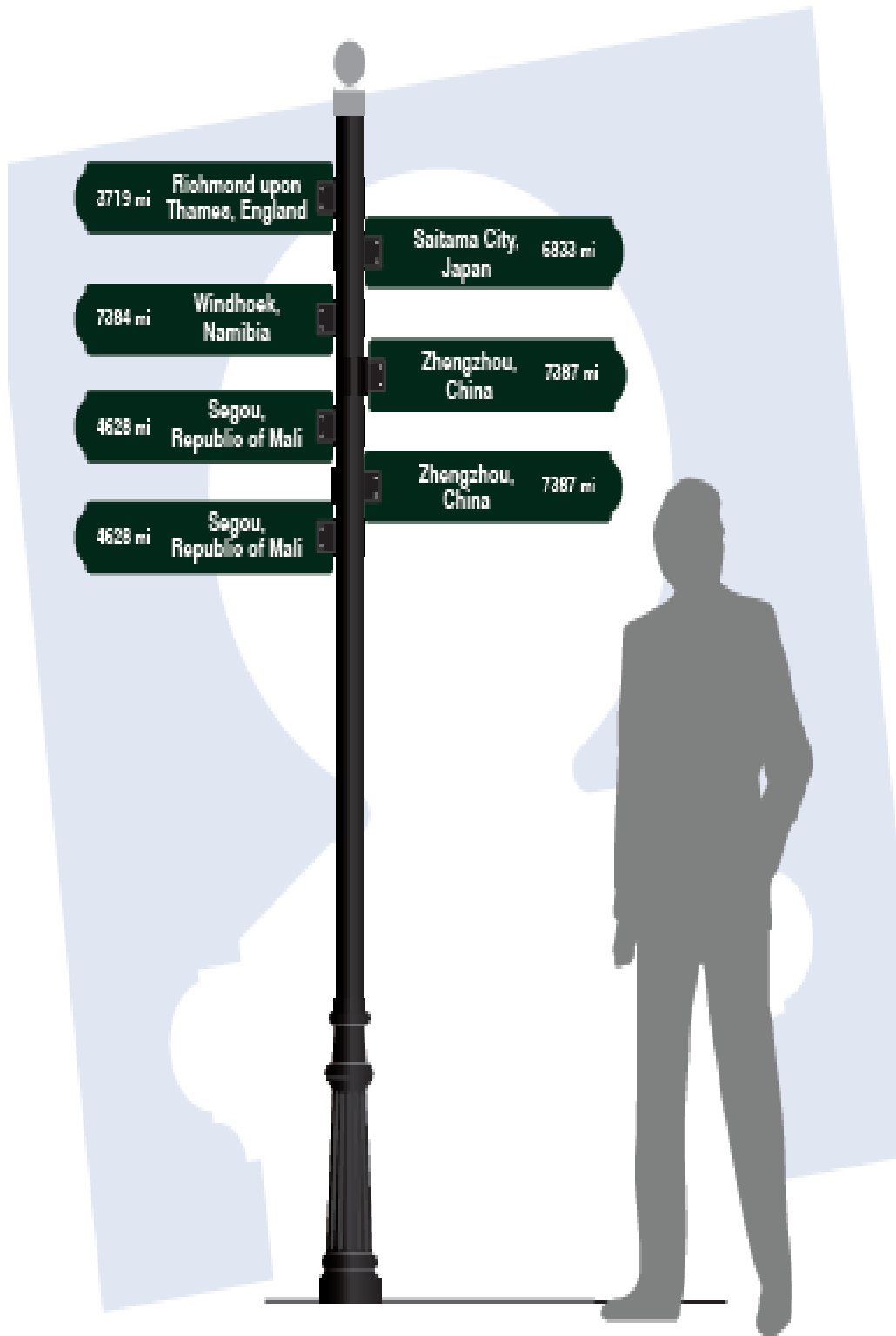
Mission Statement:

Richmond Sister Cities Commission shares Sister Cities International's mission to create relationships based on cultural, educational, information and trade exchanges, creating lifelong friendships that provide prosperity and peace through a people-to-people form of citizen diplomacy and the bring the world to Richmond and Richmond to the world –

The mission of the waypoint signage is to help educate the Richmond community of our global presence and all of the noble work, which our Sister Cities undertake globally. This signage will also assist Richmond in greeting delegations when they arrive in Richmond. We hope to bring them to a premier Richmond Park to demonstrate that our city is dedicated to a visible Sister Cities Relationship.



Option One Pointed Panels With Cap -



3719 mi Richmond upon Thames, England

Saitama City, Japan 6833 mi

7384 mi Windhoek, Namibia

Zhengzhou, China 7387 mi

4639 mi Segou, Republic of Mali

Zhengzhou, China 7387 mi

4639 mi Segou, Republic of Mali

Option Two Rounded Panels, Cap Panel Is Possible As Well -
Page Three of Four

The Sister Cities Commission, enRichmond, and The Parks and Recreation Department have agreed on placement of the signage in Kanawha Plaza, at Site Option A.



The Budget

NO.	QTY	UNIT PRICE	TAXABLE	AMOUNT	
1	8' Post Option w/ Custom Panels	1	\$1,010.8000	\$1,010.80	\$1,010.80
1.1	<p>Custom Signage -</p> <p>Width: 3.00" Height: 96.00" - Retail Price: \$1010.8</p> <p>Notes: 3" Diameter 8' fluted post w/ decorative DECO finishing ball on top (5x) Stand off rings (5x) 6"H x 30"W x 1/4"D Aluminum Blades Powder coated one stock color (Custom paint colors will be an additional charge)</p> <p>*please see product line "Graphics for Blades" for graphics pricing for signs*</p> <p>Add \$187.40 for 10' Post Option</p>				
2	Graphics for Blades	10	\$20.3030	\$203.03	\$203.03
2.1	<p>IJ Print - Cast -</p> <p>Width: 30.00" Height: 6.00"</p> <p style="margin-left: 200px;">Setup Fee - Setup Fee Laminate - Laminate: Cast Satin Contour Cut - Contour Cut: Simple</p> <p>Notes: Full color digitally printed Each Blade will need 2 prints (1 for each side)</p>				
3	Installation	1	\$300.0000	\$0.00	\$300.00
3.1	<p>Installation -</p> <p>- Retail Price: \$300</p> <p>Notes: Installation of custom post and (5x) panels Post will be mounted 2' in soil</p> <p>*price might increase due to mounting surface*</p>				

Thank you for your business!	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Subtotal:</td> <td style="text-align: right;">\$1,513.83</td> </tr> <tr> <td style="text-align: right;">Taxable Amount:</td> <td style="text-align: right;">\$1,213.83</td> </tr> <tr> <td style="text-align: right;">Taxes:</td> <td style="text-align: right;">\$64.33</td> </tr> <tr> <td style="text-align: right;">Grand Total:</td> <td style="text-align: right;">\$1,578.16</td> </tr> <tr> <td style="text-align: right;">Amount Paid:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr style="background-color: yellow;"> <td style="text-align: right;">BALANCE DUE:</td> <td style="text-align: right;">\$1,578.16</td> </tr> </table>	Subtotal:	\$1,513.83	Taxable Amount:	\$1,213.83	Taxes:	\$64.33	Grand Total:	\$1,578.16	Amount Paid:	\$0.00	BALANCE DUE:	\$1,578.16
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BALANCE DUE:	\$1,578.16												

The budget for the signage is \$1578.00 this includes installation-
 The Waypoint Signage will be fully funded by The Richmond Sister Cities
 Commission -

(COPY OF APPROVAL LETTER)

June 12, 2017

Dear Mr. Squires,

Thank you for your interest in bringing the community together through your Sister Cities Signage proposal for Kanawha Plaza. Per our meeting Thursday, June 8 with the Enrichmond Foundation, we have approved the signage location, pending final approval from Public Arts Commission and Planning and Development Review, if needed.

1) Option A of attached map

Please keep us abreast of permissions moving forward.

We look forward to the installation.

Thank you,

Marlie Smith
Parks Operations Manger
City of Richmond - DPRCF
Cc: Deborah Morton, Interim Director