



**City of Richmond  
Department of Planning  
and Development Review**

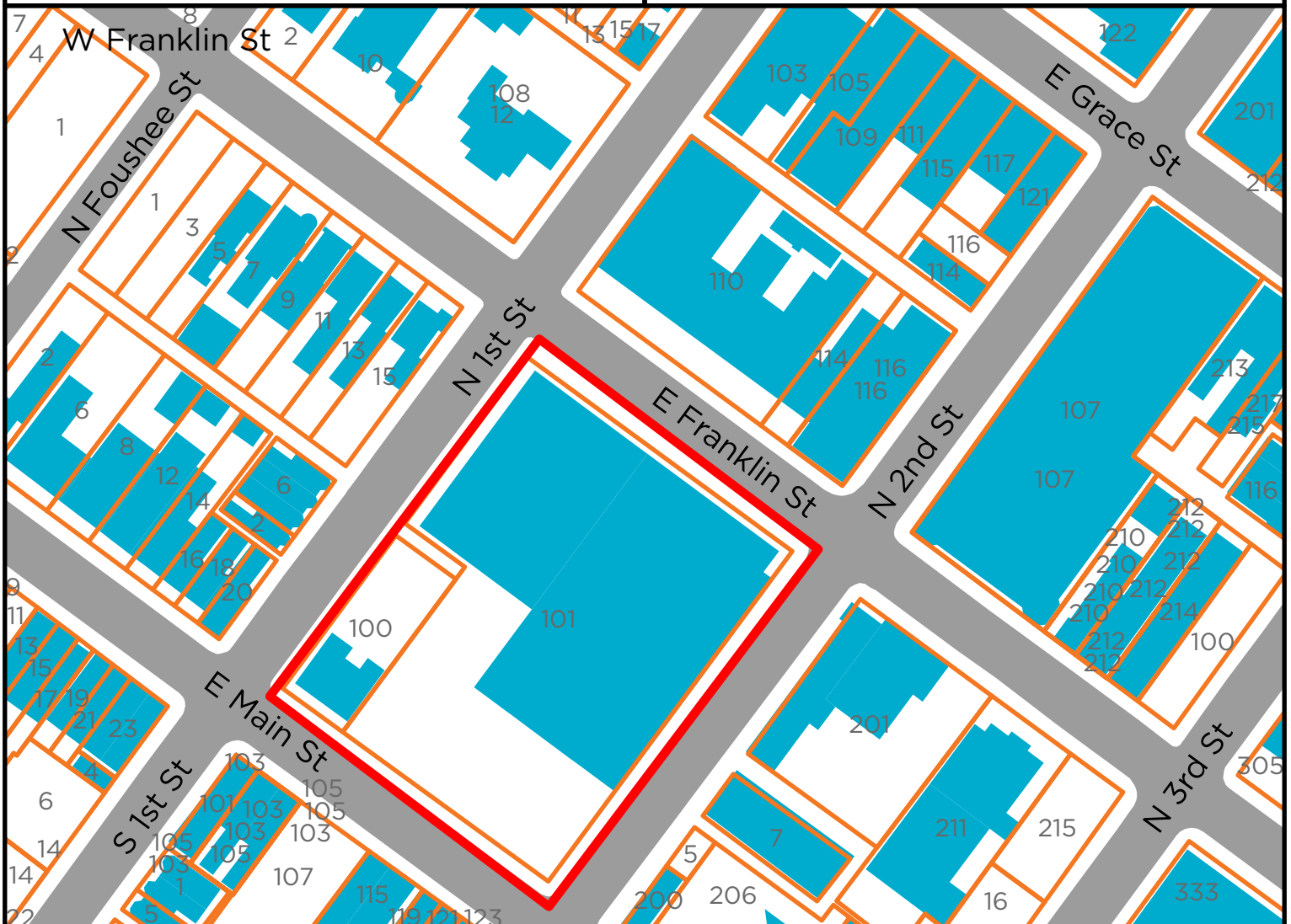
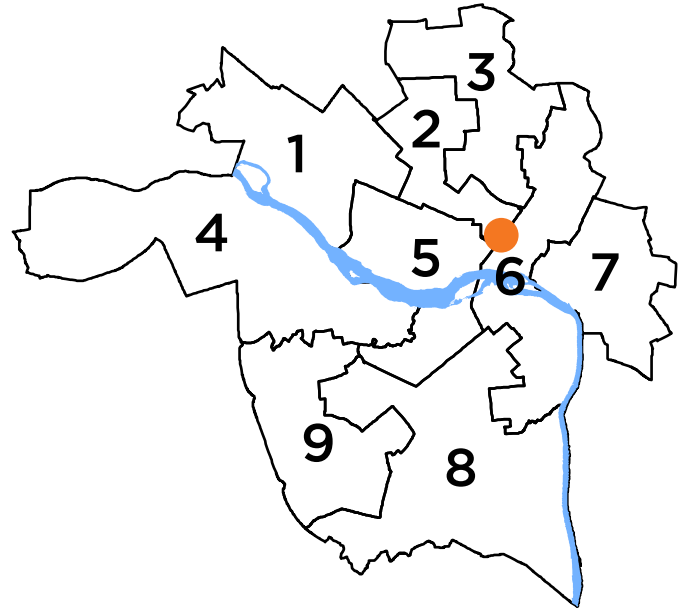
Address: 101 E. Franklin St.

Council District: 6

Description: Conceptual  
location, character, and  
extent review of renovations  
to the existing  
Richmond Public Library -  
Downtown Branch.

For questions, please contact Alex Dandridge  
at (804)-646-6569 or [alex.dandridge@rva.gov](mailto:alex.dandridge@rva.gov)

**Urban Design Committee**  
Location, Character, and Extent





## 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.

last revised 12/21/2020



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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.

### URBAN DESIGN COMMITTEE (UDC)

#### MEETING SCHEDULE 2022

UDC Meetings	UDC Application Deadlines	Anticipated Date of Planning Commission Following the UDC Meeting
January 6, 2022	December 16, 2021	TBD
February 10, 2022	January 13, 2022	TBD
March 10, 2022	February 17, 2022	TBD
April 7, 2022	March 17, 2022	TBD
May 5, 2022	April 14, 2022	TBD
June 9, 2022	May 12, 2022	TBD
July 7, 2022	June 16, 2022	TBD
August 4, 2022	July 14, 2022	TBD
September 8, 2022	August 11, 2022	TBD
October 6, 2022	September 15, 2022	TBD
November 10, 2022	October 13, 2022	TBD
December 8, 2022	November 17, 2022	TBD
January 5, 2023	December 15, 2022	TBD

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](mailto:alex.dandridge@richmondgov.com).**



Richmond Public Library Master Plan  
UDC Concept Design Submission  
Date: July 14, 2022

## **RICHMOND PUBLIC LIBRARY GUIDING PRINCIPLES**

- A true reflection of, and resource for all in the Richmond community.
- Welcoming and inclusive for a broad range of patrons, including out of town visitors.
- A transparent and modernized building, which commemorates its historic beauty while being adaptable for the future.
- Innovative leader for libraries nationwide.
- Sustainably designed for an equitable environment.

## **RICHMOND PUBLIC LIBRARY ATTRIBUTES**

The Master Plan is the first step in the process for a renewed Main Branch. The intent of the document is to build enthusiasm and support for the project by identifying the potential of what currently exists and what could be. The following attributes are being considered for the project and will be confirmed in the next phase of design.

### **SITE**

- Paving and Surface Materials
  - The design team will make material selections based upon the following: desired visual image, compatibility with adjacent paving materials, performance, durability, maintenance requirements, and cost. Areas of stormwater retention have been added and the reduction of impervious material and introduction of pervious material has been considered.
- Parking
  - The design team will maintain the existing parking located on site and provide the adequate lighting and screening required. Any additional parking will have pedestrian friendly design and uses on the street level.

- Multimodal Transportation
  - The design team has kept all modes of transportation in mind. Currently the closest public resources are the #87 GRTC bus stop at Marshall and 3<sup>rd</sup> and the Pulse Rapid bus Convention Center stop. In future, the design team would like to have discussions with the city about reinstating the former bus stop at the corner of Franklin and 2<sup>nd</sup>.
- Street Design
  - There will be no change to the existing main streets, pedestrian crossings, and intersections. There will be no lane changes and no on-street parking scope of work in this project.
- Handicap Accessible Curb Cuts
  - None required (see Street Design comment above).
- Building Orientation
  - The design team has placed the new addition such that it will face the larger more traveled street (Franklin) with a recognizable entrance at grade level. The current entry is elevated from the sidewalk, creating a barrier to entry.
- Building Setback
  - The design team has maintained the setback across the entirety of the existing building and for most of the new addition. The entry of the new addition pushes further out into the sidewalk to engage pedestrians but does not extend beyond the property line.
- Site Features
  - The design team has responded to the community and library requests by providing an appropriate array of amenities to serve those users. Circulation within the site will be geared toward pedestrian movements. Connectivity from the site to adjacent areas will be considered during the design phase.

## **ENVIRONMENT**

- Public Parks
  - The design team will collaborate with the users to include a maintenance plan which addresses all phases of the project, including both landscaping and facilities.
- Landscaping
  - The design team will provide planting compatible with and relate to surrounding landscapes. New landscaping will complement and soften new construction and building architecture. No trees will be removed, and additional pollinator trees and flower beds will be provided.

- Storm Water Management and Low Impact Development
  - Areas of stormwater retention have been added, including a potential splash pad, which could have retention tanks beneath it for recycling the water used.
  - The new design will take measures towards conservation of natural resources per Low Impact Development (LID).

## **BUILDING DESIGN**

The building has not yet been designed since the design team has just completed a Master Plan. The Master plan includes program diagrams which respond to the community and library requests that occurred during the engagement process with those stakeholders. There were three instances of community engagement in addition to the many meetings with the library committee and staff. When the project moves into the next design phase, the building design will be considered using a similar process, and a concept will be submitted to the UDC at that time.

## **COMMUNITY CHARACTER**

The lighting, signage, site furnishings, and any walls, fencing or screening will be designed to meet the UDC guidelines. These will be submitted during the next design phase of work.

## **ENCROACHMENTS**

The lighting, signage, planters, and any other potential encroachments will be designed to meet the UDC guidelines. These will be submitted during the next design phase of work.

## **SUSTAINABILITY**

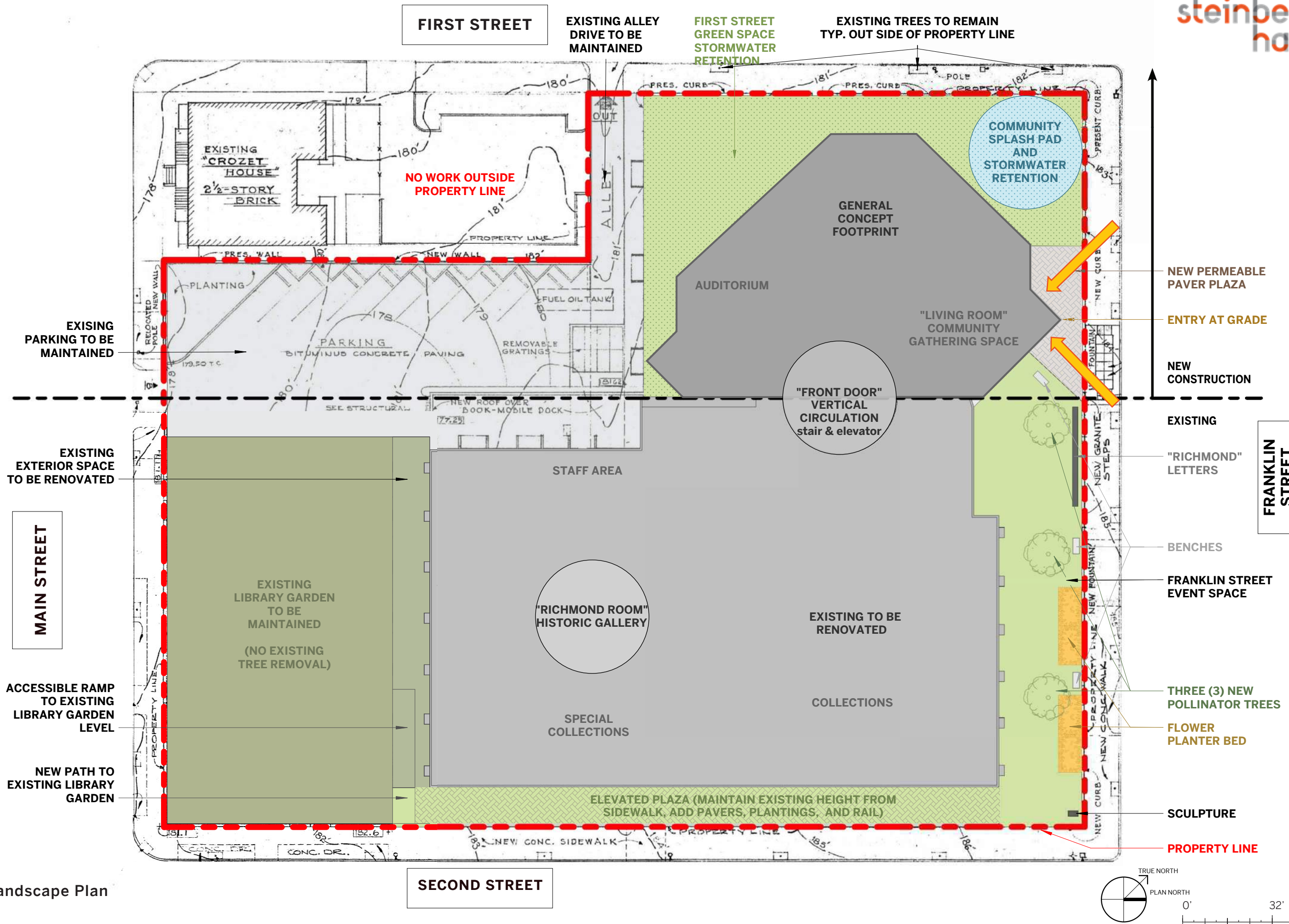
One of the key objectives to the plan is increasing accessibility, quantity, and quality of public space. The project will conform with RVAgreen 2050, the City of Richmond's equity-centered climate action and resilience planning initiative and include consideration of the following sustainable design attributes:

- NetZero Energy buildings combine energy efficiency and renewable energy generation to consume only as much energy as can be produced onsite
  - Utilizing alternative energy sources
  - 100% renewable energy
  - Photovoltaic/ Solar Panels

- Lower overall building energy consumption  
LED Lighting
- Water Use Reduction  
Eco-friendly plumbing fixtures  
A splash pad, where the water can be stored in underground tanks and then recycled back through the water features  
Permeable pavers, roof gardens, and bioretention in landscape areas
- Healthy Indoor Air Quality  
Improved ventilation, air filters, low emission materials
- Green Roof  
Including an event area and views of the city of Richmond
- Building Materials  
Recycled Building Materials  
Locally Sourced Building Materials
- Sustainable Learning Opportunities  
As a community facility, the library is a fantastic venue for education about sustainability through the building itself.

We submit this Master Plan Concept to initiate the process and discussion regarding the Richmond Public Library Main Branch. We look forward to the opportunity to submit a Design Concept in the future.





Site and Landscape Plan