



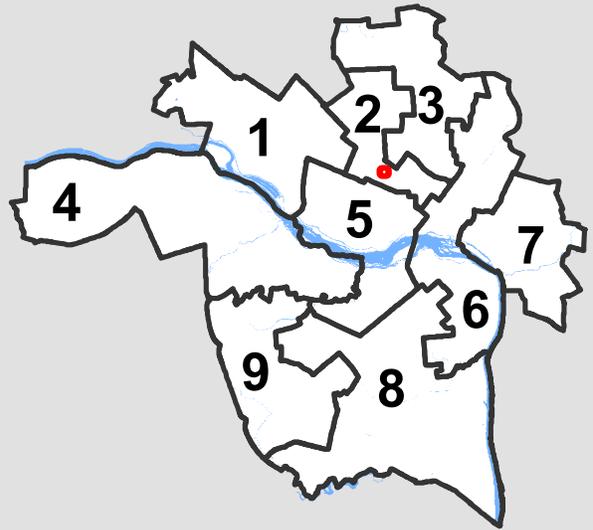
City of Richmond Department of Planning & Development Review

Location, Character, and Extent

LOCATION: 400 block of N. Allen Ave.

COUNCIL DISTRICT: 2

PROPOSAL: The application is for final location, character, and extent review of a new park area to be developed at the 400 block of N. Allen Ave.



*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

**ALLEN AVENUE COMMON PARK PROJECT
CITY OF RICHMOND, VIRGINIA
UDC SUBMISSION - CONCEPTUAL APPROVAL
JULY 17, 2017**

Brief Project Description:

The project goal is to renovate, rejuvenate and beautify the landscape median in the 400 block of North Allen Avenue (that lies south of the Lee Circle to its intersection with Park Avenue) with a sustainable esplanade design containing native plantings. Our vision is to create a new and welcoming Richmond City park.

Full Project Description:

Community neighbors known as 'Friends of Allen Avenue Common' (FAAC) came together in December 2012 to form a partnership with Enrichmond Foundation to beautify and transform this median. The Allen Avenue Common Board and Enrichmond Foundation signed a memorandum-of-understanding with the Richmond City Department of Parks, Recreation and Community Facilities (DPRCF) in August 2016. By vote, Richmond City Council approved the receipt of the proposed gift in March 2016.

Currently hard-packed earth does not percolate after rain and grass struggles to grow with shade and compacted soil conditions. The neglected looking median is traversed but not really used by neighbors and visitors alike. With Virginia native plantings and the best certified installation practices, the Allen Avenue Common Park project will substantially improve the environmental health and watershed issues of the existing historic median.

Hardscape walkways and quadrants will invite moving through the space under the shelter of existing willow oak trees - while new seasonal interest of native shrubs, groundcover and perennials will encourage people to linger on benches or a low seating wall.

We envision the community enjoying lunch, reading a book, walking leashed dogs, mothers watching toddlers on tricycles and students playing 'corn hole' or Frisbee on a weekend afternoon. This space can also host neighborhood sponsored activities (Fan District Association) in every season of the year.

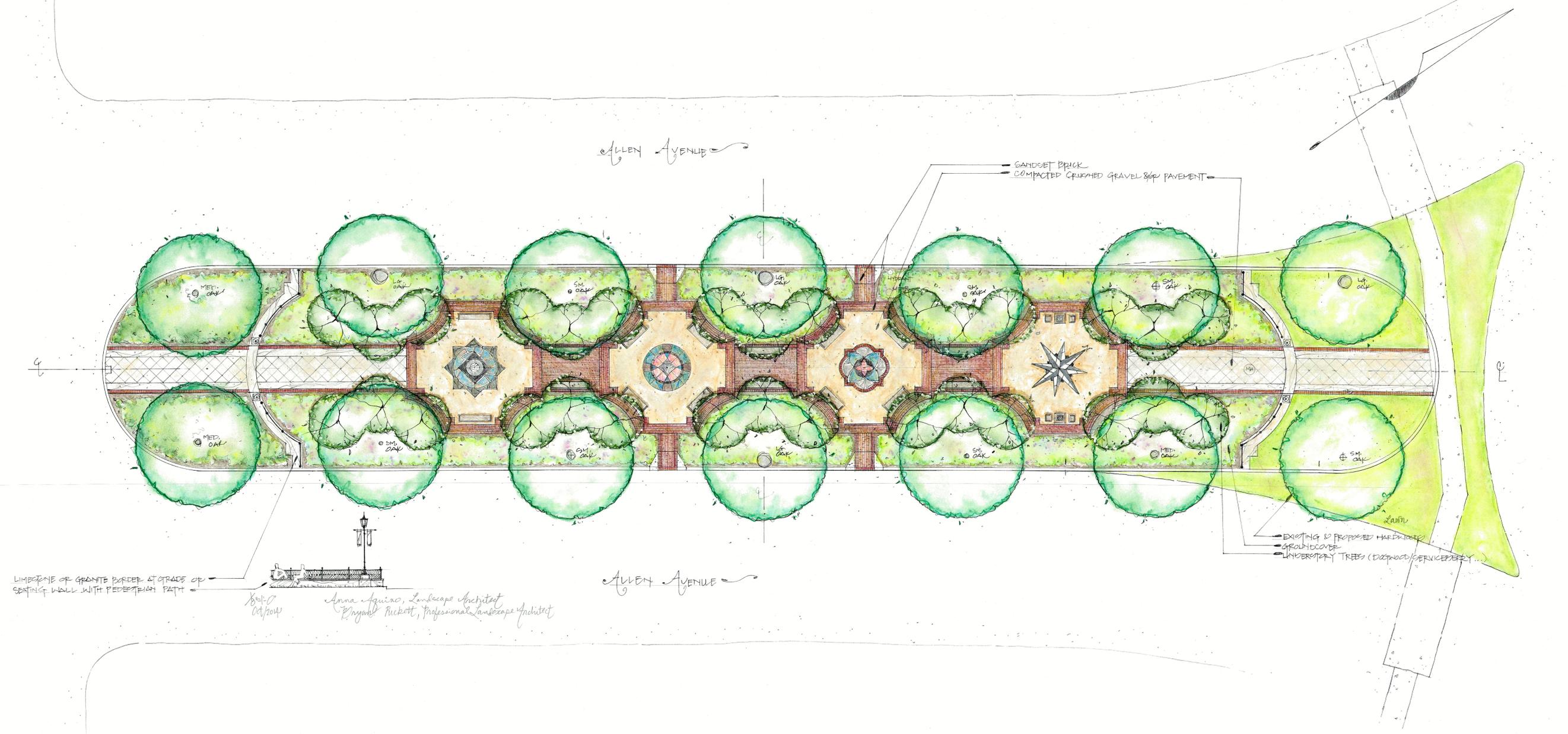
The current estimated budget for the project is \$175,000 - \$200,000. By signing the MOU with the Department of Parks, Recreation and Community

Facilities, Friends of Allen Avenue Common Park have pledged to raise the necessary funds, construct the park under City supervision and also take responsibility for its on-going maintenance. FAAC along with community support is committed to upholding the standards of this designed space.

Neighborhood friends and FAAC board members initially contributed funds that are banked with Enrichmond Foundation. In Spring, 2017, a 'Friends of Allen Avenue' website was created and launched with donation links (www.friendsofalleavenave.org). After DPRCF approvals, we are planning fund raising events beginning in Fall 2017. Two community garden clubs have given us grants, while two more community organizations have granted us funds payable when construction starts. Donations and sponsorships will be solicited for commemorative items like benches, bike racks, furniture, understory shrubs, walkway medallions and engraved bricks. Local businesses, real estate offices and churches will also be contacted for contributions.

Best construction and installation practices dictate starting the hardscape construction phase in the fall of the year when the existing trees are close to entering dormancy - hopefully Fall 2018 if funding goals are met. First, sometime before hardscape construction begins, appropriate areas of the site will be air spaded to protect and promote root growth and help remedy the existing soil compaction for better water percolation. Compost and mulch will then be applied to promote a healthy soil structure for the existing trees and a proper planting medium for proposed new plantings.

Permeable pavers will be used in the hardscape walkways and areas around the decorative stone medallions to control storm water run-off, trap and filter pollutants and promote ground water recharge. We foresee the hardscape phase of the project being completed before winter with the commencement of new plantings after hardscape grading has been completed the following spring. With the exception of necessary street parking and loading areas, the bulk of construction activity will occur within the median with careful protective practices concerning existing trees.



LEE MONUMENT

LIMESTONE OR GRANITE BORDER AT GRADE OR SEATING WALL WITH PEDESTALIAN PATH

10/1/07
02/2014

Anna Aquino, Landscape Architect
Ryland Rickett, Professional Landscape Architect

ALLEN AVENUE

- EXISTING & PROPOSED HAZARDOUS
- GROUND COVER
- LANDSCAPE TREES (DOGWOOD/SERVICE BERRY...)