



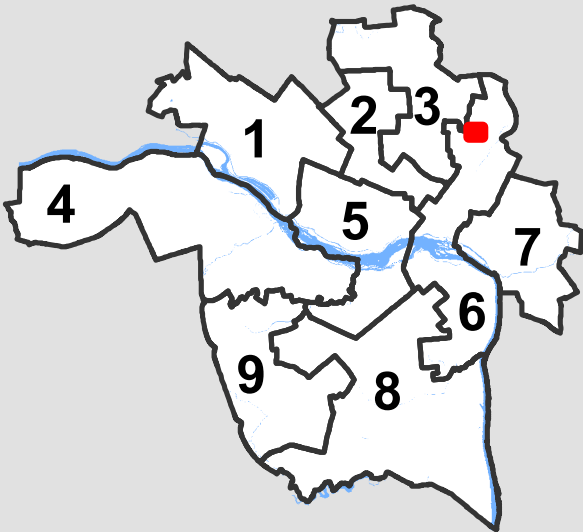
**City of Richmond  
Department of Planning  
& Development Review**

**Location, Character, and Extent**

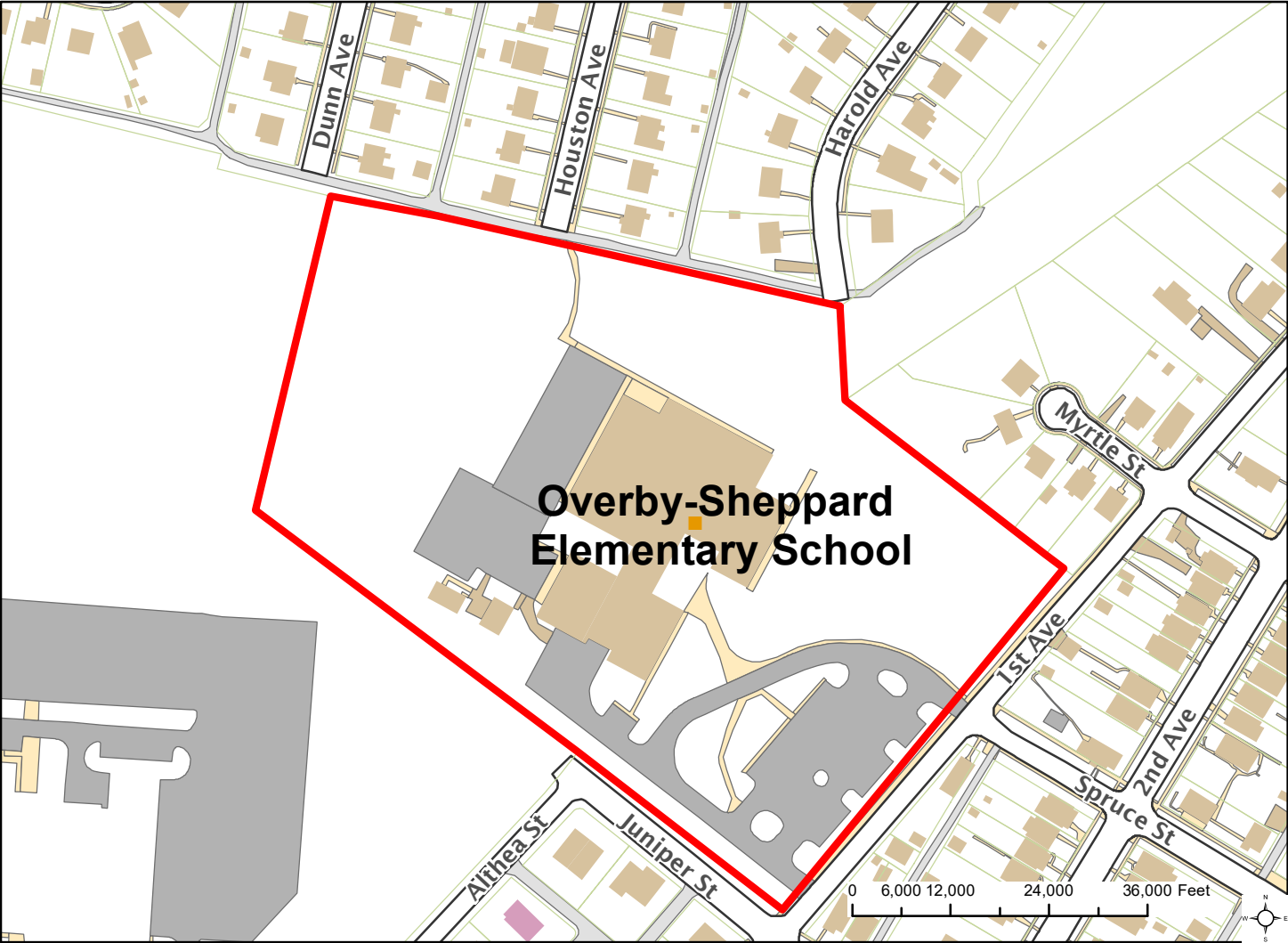
**LOCATION:** 2300 1st Avenue

**COUNCIL DISTRICT:** 6

**PROPOSAL:** Final Location, Character, and Extent review of exterior window renovations at Overby-Sheppard Elementary School at 2300 1st Avenue.



*For questions, please contact Josh Son  
at 646-3741 or [joshua.son@richmondgov.com](mailto: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
<b>December 8, 2016</b>	November 12, 2015*	January 3, 2017
<b>January 5, 2017</b>	December 8, 2016**	January 17, 2017 <sup>1</sup>
<b>February 9, 2017</b>	January 19, 2017	February 21, 2017 <sup>2</sup>
<b>March 9, 2017</b>	February 16, 2017	March 20, 2017
<b>April 6, 2017</b>	March 16, 2017	April 17, 2017
<b>May 4, 2017</b>	April 13, 2017	May 15, 2017
<b>June 8, 2017</b>	May 18, 2017	June 19, 2017
<b>July 6, 2017</b>	June 15, 2017	July 17, 2017
<b>August 10, 2017</b>	July 20, 2017	August 21, 2017 <sup>3</sup>
<b>September 7, 2017</b>	August 17, 2017	September 18, 2017
<b>October 5, 2017</b>	September 14, 2017	October 16, 2017
<b>November 9, 2017</b>	October 19, 2017	November 20, 2017
<b>December 7, 2017</b>	November 9, 2017*	December 18, 2017 <sup>4</sup>

<sup>1</sup> Monday, January 16<sup>th</sup> is a City of Richmond Holiday

<sup>2</sup> Monday, February 20<sup>th</sup> is a City of Richmond Holiday

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

<sup>4</sup> 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 5<sup>th</sup> 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](mailto:Joshua.Son@richmondgov.com)**

## **New Replacement Windows – Overby Sheppard Elementary School**

### **PROJECT NARRATIVE**

#### **Purpose of the project**

Overby Sheppard ES was opened in 1977 and still has the original windows on the building. All of the windows have been broken and currently have plexiglass installed in them with some areas including a metal grill covering over the windows for additional security. Any new glass type replacements are continually vandalized and repetitive cost to RPS in trying to maintain with glass. The plexiglass is currently faded with scratches and burn holes in them and they do not have a good seal which is allowing for air leaks into the building. The leaks are causing the heating and cooling system to work harder to heat and cool the building, which drive up electrical cost which RPS has to pay for. The plexiglass can easily be shoved in and allow for someone to break into the building during or after school hours. The school had a break in within the last 6 months, which were the same children that shot an RPS employee.

Richmond Public Schools is proposing to install a new more secure window system. The perimeter areas will include a combination of a smaller 7/16" laminated glass windows at the top with additional solid bronze paneling to match the existing framing and paneling to fill in the rest of the areas. The entrance and cafeteria areas will include an offset ¼" glass window with solid bronze paneling to match the existing framing and paneling and fill one section in opposite the window. Both will be the glass and panels will be approximately the same size.

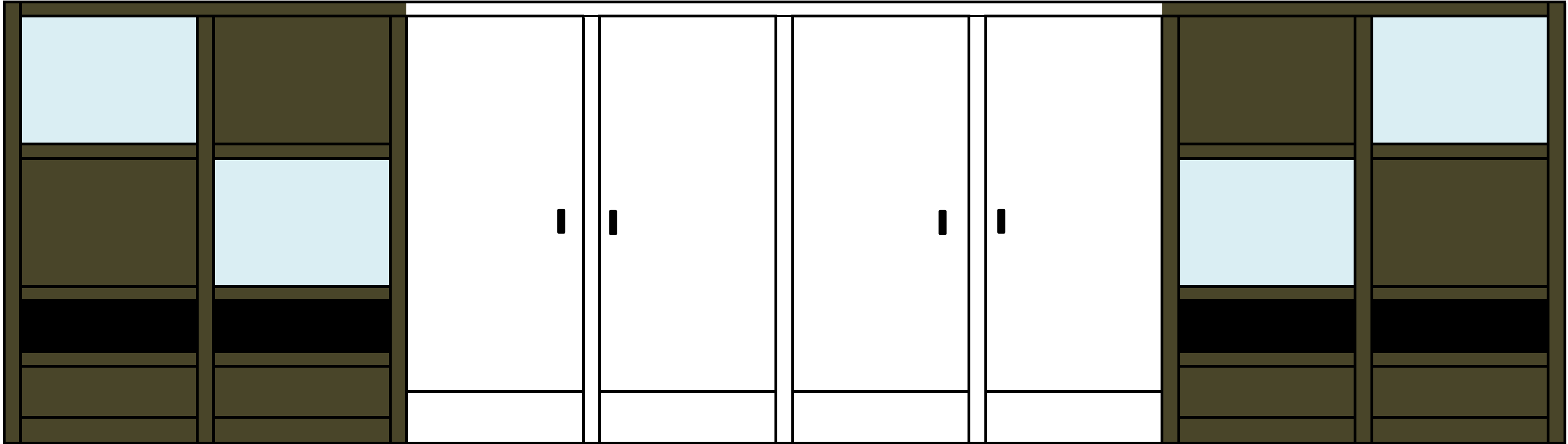
This will create a more secure environment for students and staff during the day and in the off hours when school is not in session. Plus it will greatly improve the cost for heating and cooling the building.

The funding source will be Richmond Public Schools with a budget of \$87,640.00

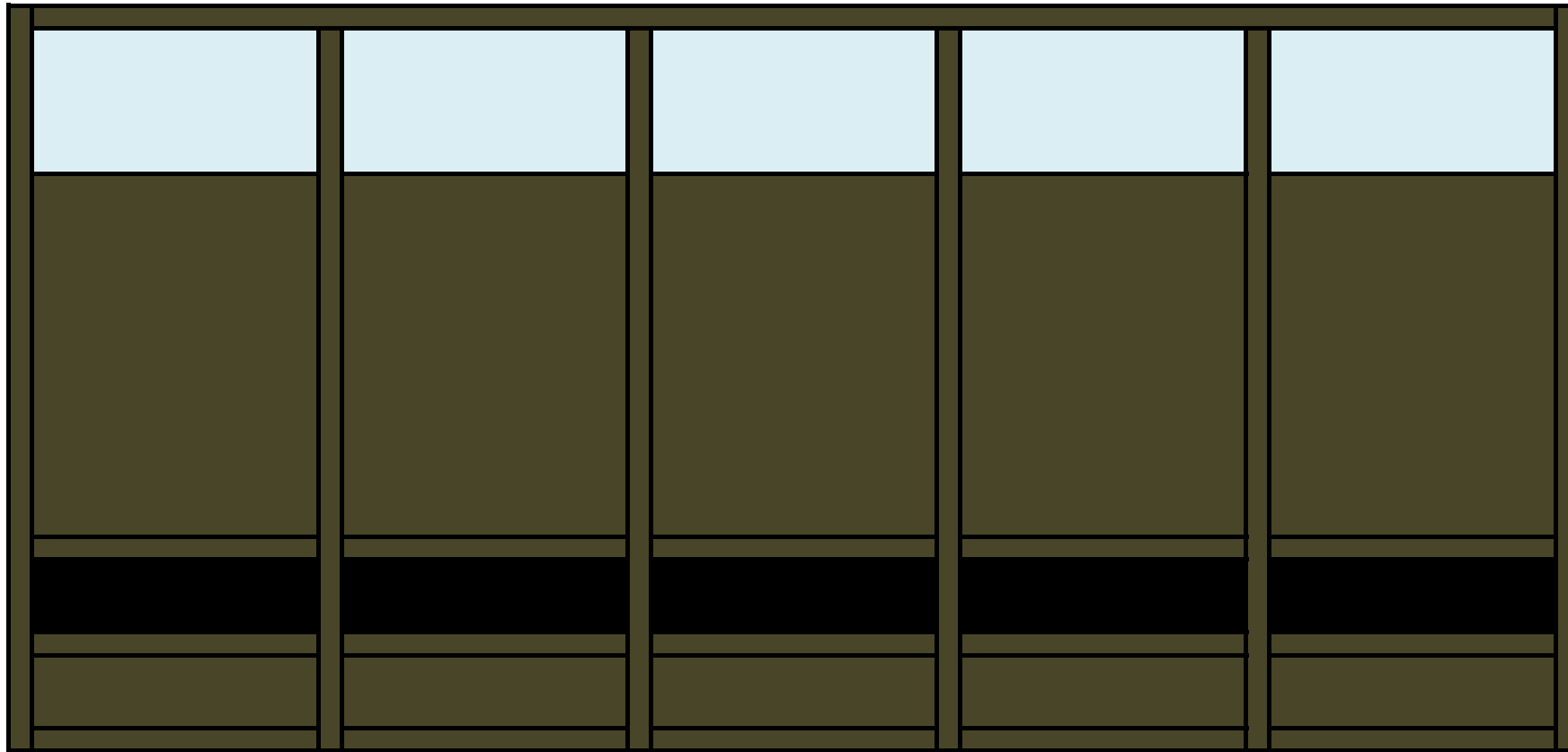
RPS desired to have the windows completed by 2/28/2018 with a projected start date to begin installation on 2/1/2017 with completion by 2/28/2018.



Front Entrance

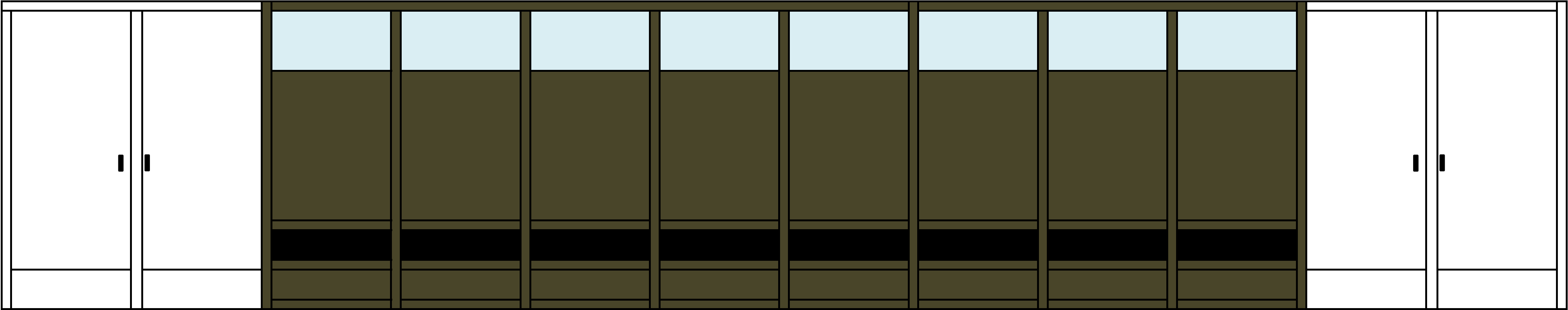


## Office Area



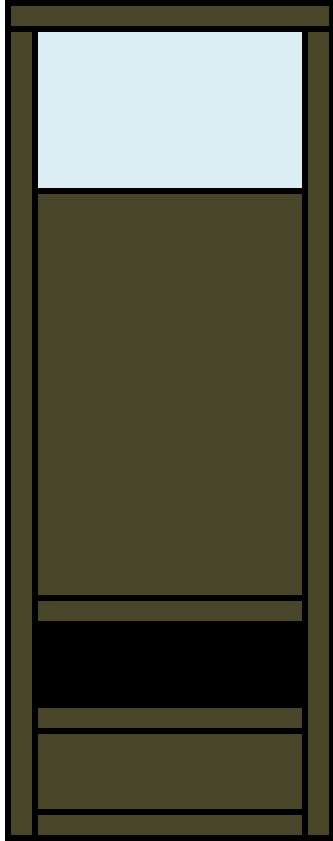


Hallway Area

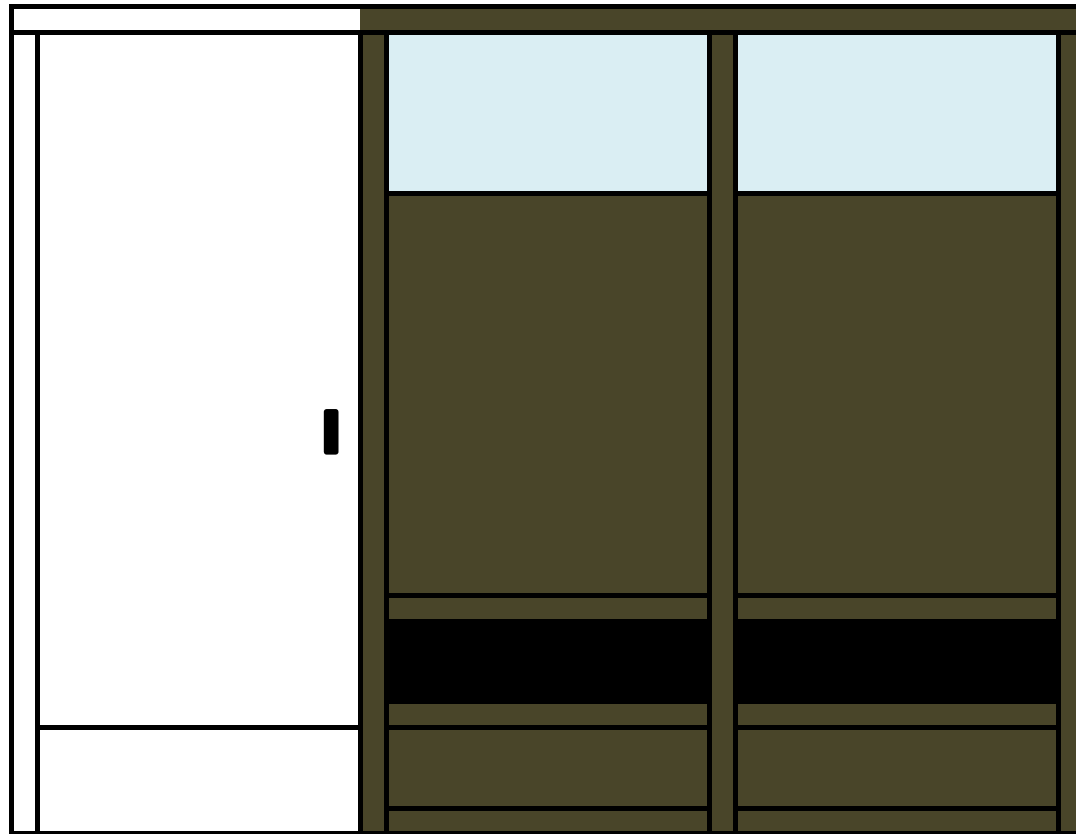




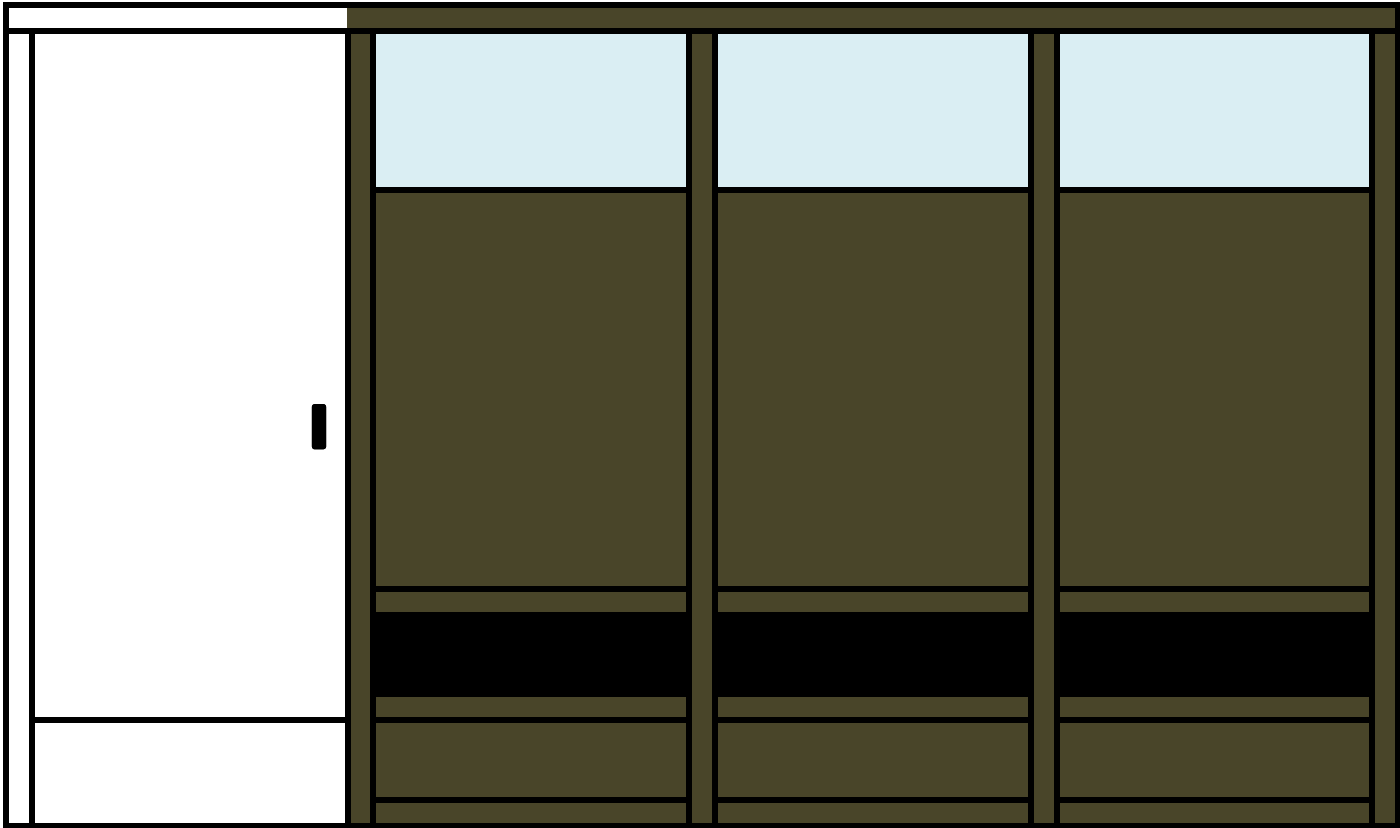
## Single Pane Windows



## Front Classrooms

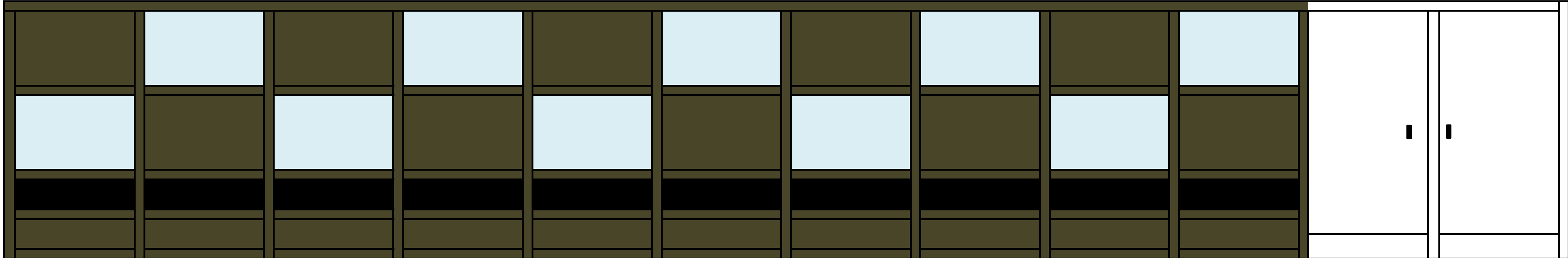


Side & Back Hallways





Rear Lobby Area





## Cafeteria

