



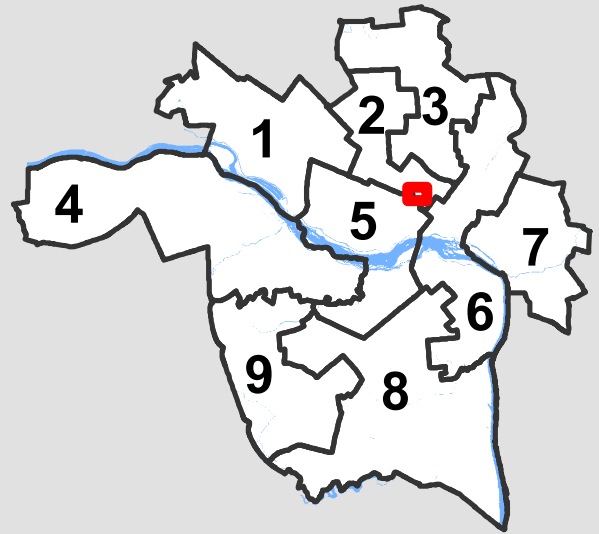
City of Richmond Department of Planning & Development Review

Location, Character, and Extent

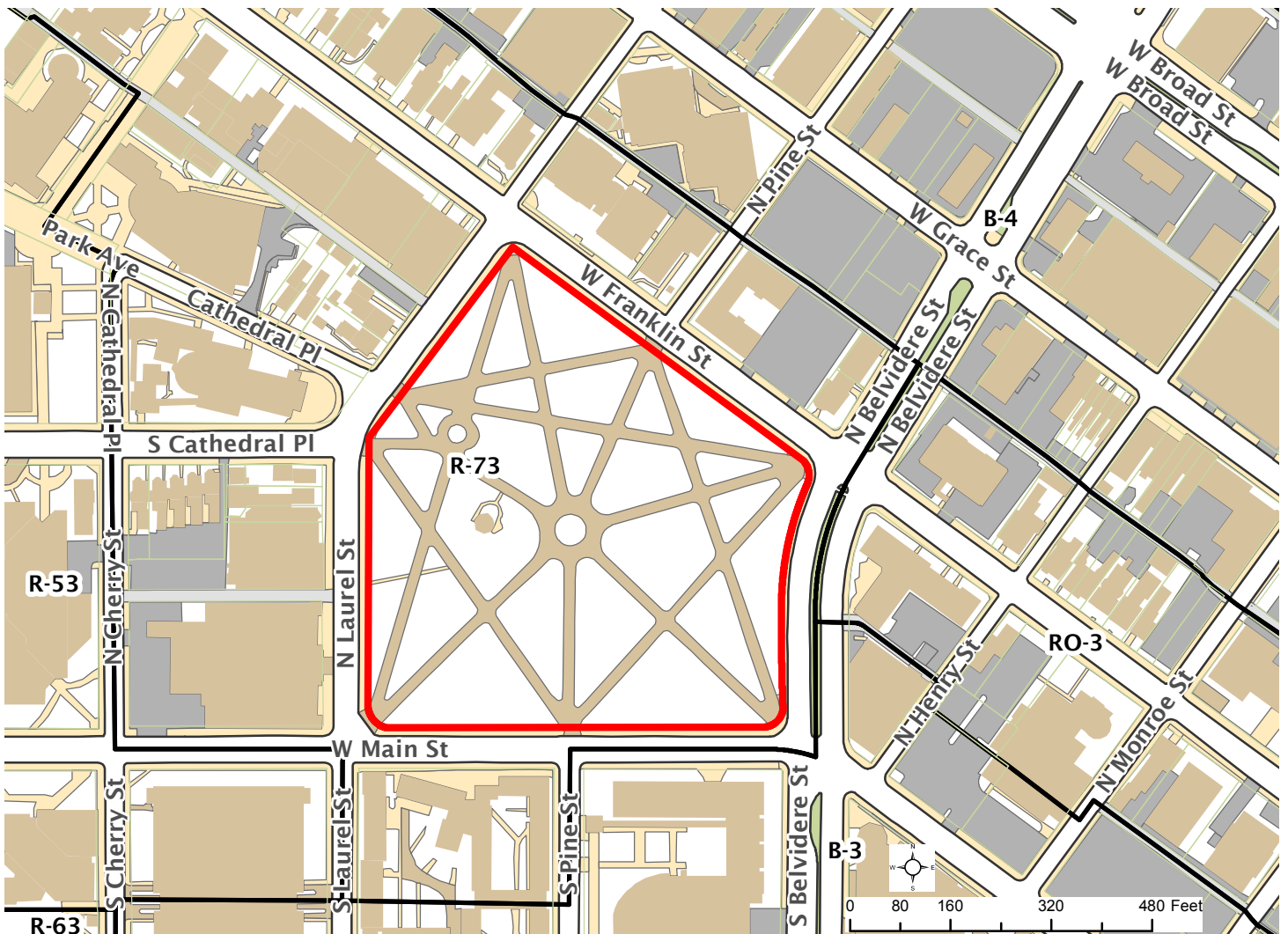
LOCATION: 719 W. Franklin St.

COUNCIL DISTRICT: 2

PROPOSAL: Final location, character, and extent review of informational signage to educate the public of sustainability improvements made to the park.



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

UDC Meetings	UDC Submission Deadlines	Anticipated Date of Planning Commission Following the UDC Meeting
December 7, 2017	November 9, 2017	December 18, 2017
January 4, 2018	December 7, 2017**	January 16, 2018 ¹
February 8, 2018	January 18, 2018	February 20, 2018 ²
March 8, 2018	February 15, 2018	March 19, 2018
April 5, 2018	March 15, 2018	April 16, 2018
May 10, 2018	April 19, 2018	May 21, 2018
June 7, 2018	May 17, 2018	June 18, 2018
July 5, 2018	June 14, 2018	July 16, 2018
August 9, 2018	July 19, 2018	August 20, 2018 ³
September 6, 2018	August 16, 2018	September 17, 2018
October 4, 2018	September 13, 2018	October 15, 2018
November 8, 2018	October 18, 2018	November 19, 2018
December 6, 2018	November 15, 2018*	December 17, 2018 ⁴

¹ Monday, January 15, 2018 is a City of Richmond Holiday.

² Monday, February 19, 2018 is a City of Richmond Holiday.

³ This August CPC Meeting may be canceled. If so, Planning Commission hearing would be Tuesday, September 4, 2018.

⁴ This December CPC Meeting may be canceled. If so, Planning Commission hearing would be Monday, January 7, 2019.

** 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.

DETAILED PROJECT NARRATIVE

Monroe Park Informational Sign: Sustainability Measures

The new and improved Monroe Park is now open to Richmond residents and visitors. Monroe Park Conservancy (MPC) has implemented extensive green infrastructure and stormwater control measures to make the park sustainable, and the City of Richmond's Department of Public Utilities (DPU) is proud to have played a small part in this effort. To educate the public about the improvements, DPU proposes adding a permanent sign to explain the measures put in place and let visitors to the park know how they can help keep the James River cleaner.

The sign will be installed on the west side of the structure known as the Checkers House. It will be placed in the ground to the right of trash and recycling cans and will not disturb existing plants, trees or infrastructure. This is a prime site for educational signage because it will serve as a reminder as people are disposing of trash and recycling at the Checkers House's only receptacles. It is not on a main radius, but it is located at the intersection of two of the park's radial walkways to increase visibility.

The sign was designed in partnership with MPC president Alice Massie and aligns with MPC brand guidelines so that the colors, fonts and design elements will blend seamlessly with existing park signage.

The cost of producing and installing the sign will be about \$2,300.

Production will begin directly after permission is granted by the UDC, and installation will take place between two and four weeks after project approval.

Proposed Sign Location

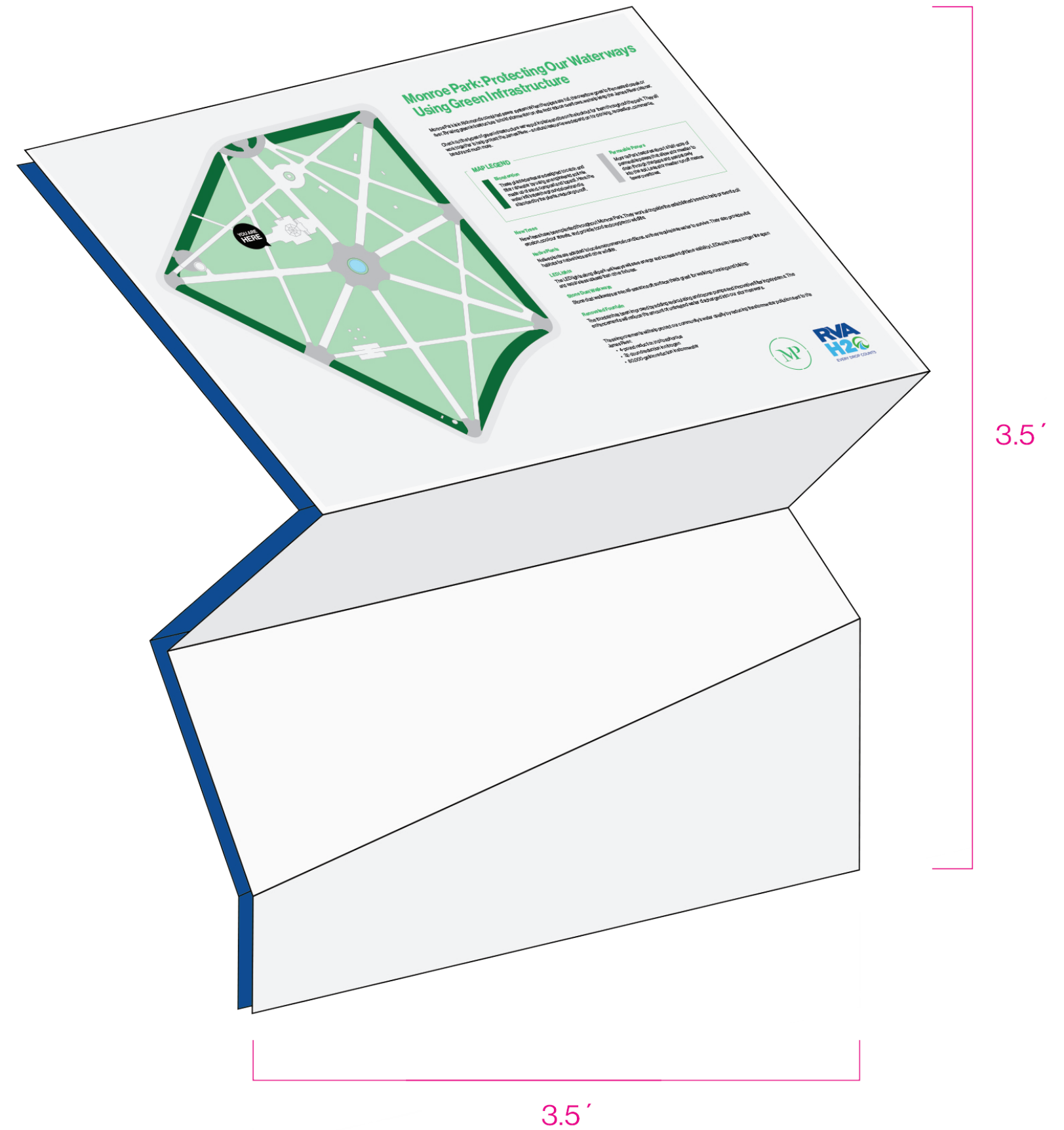
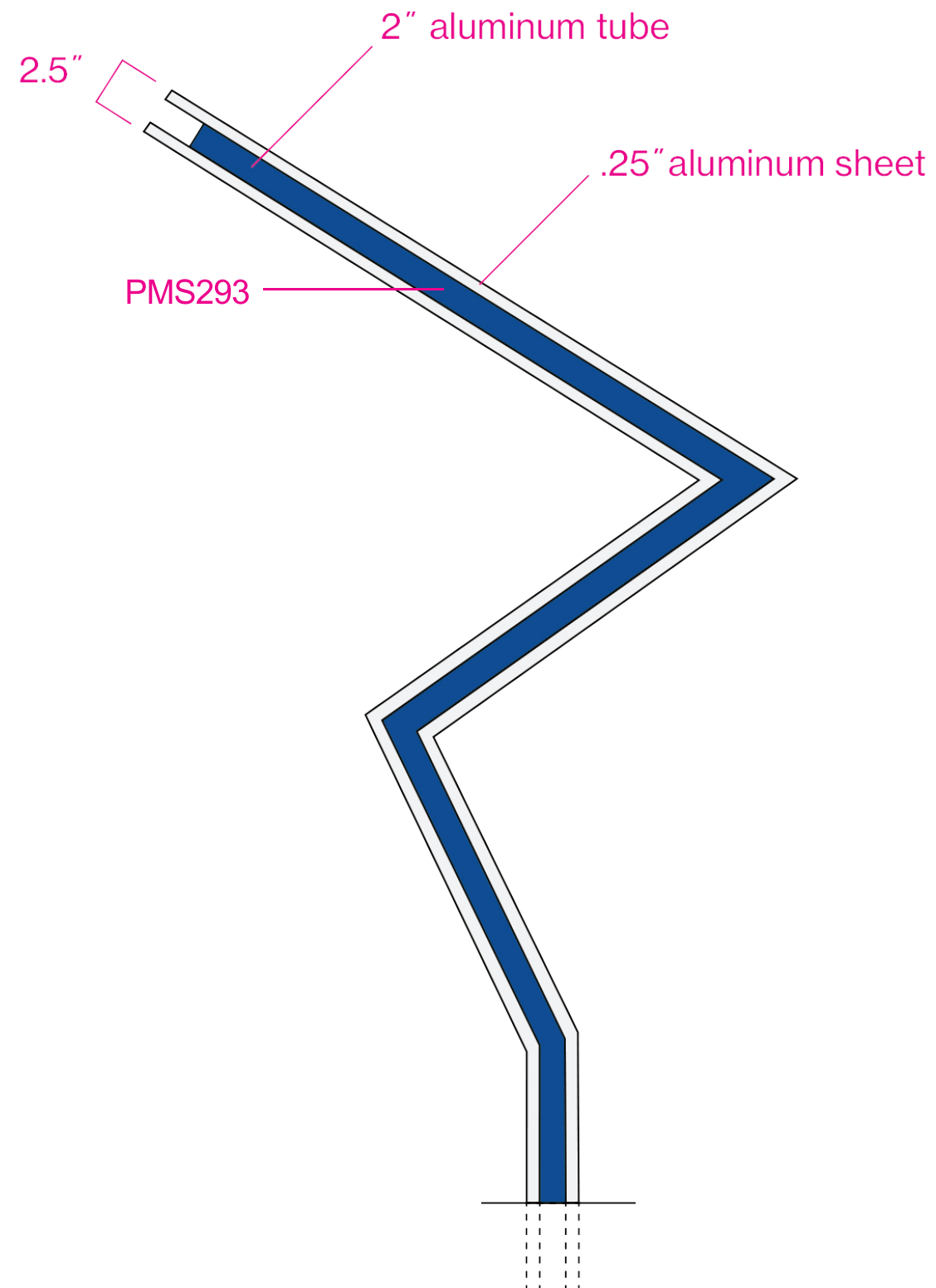




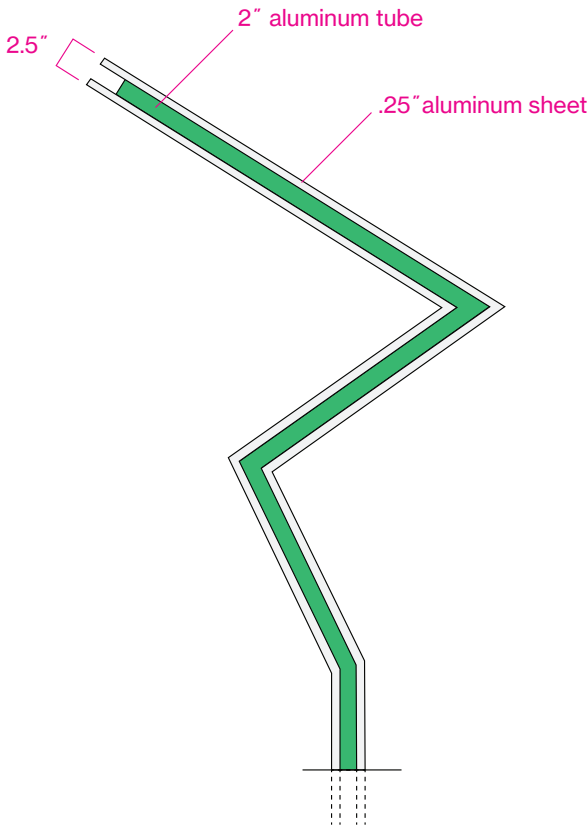
2.23'

3.5'

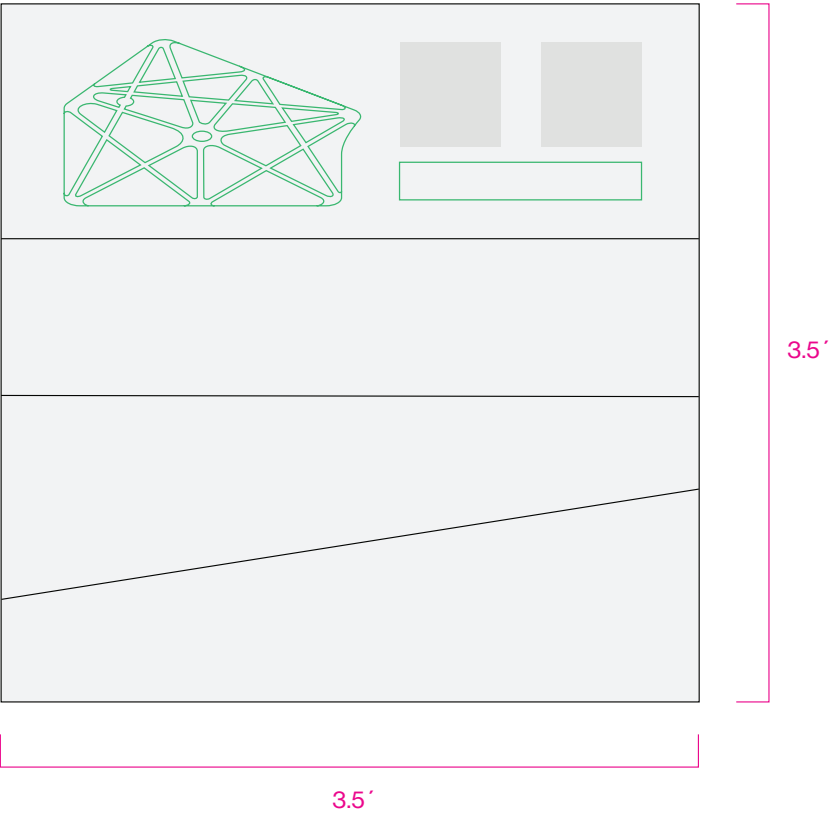
Side of Proposed Sign



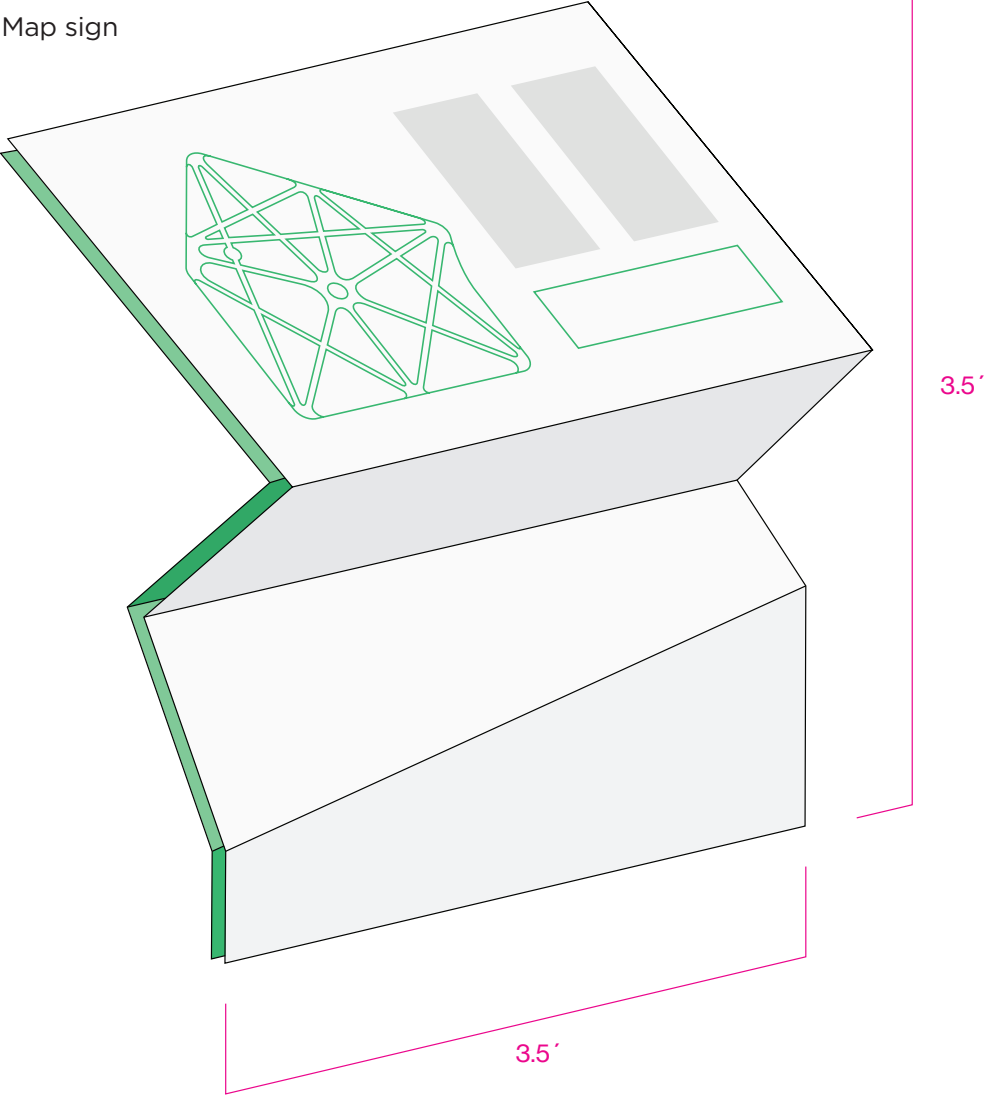
Existing Monroe Park Conservancy Signage



Map Signage Front and side view



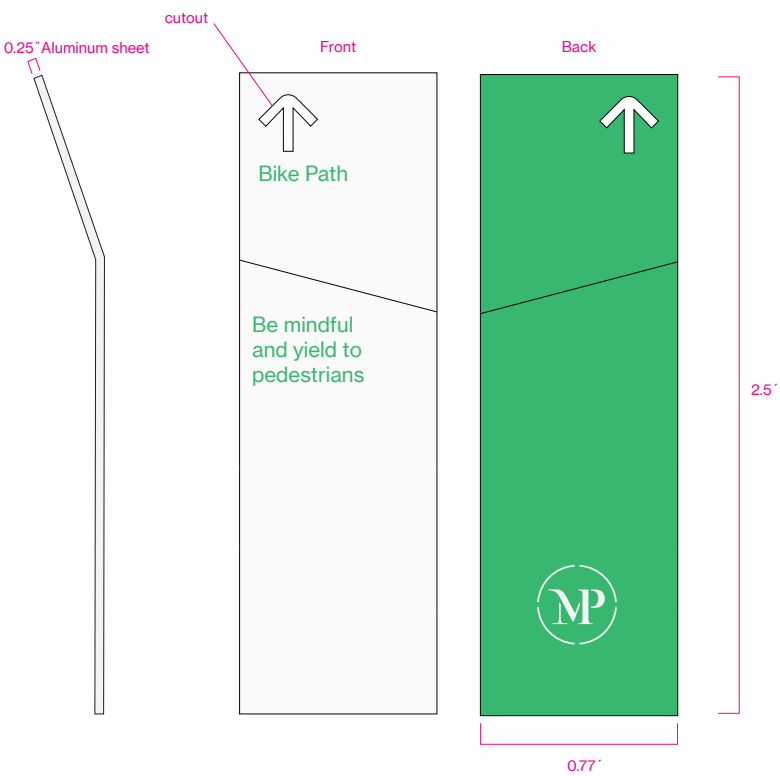
Map sign

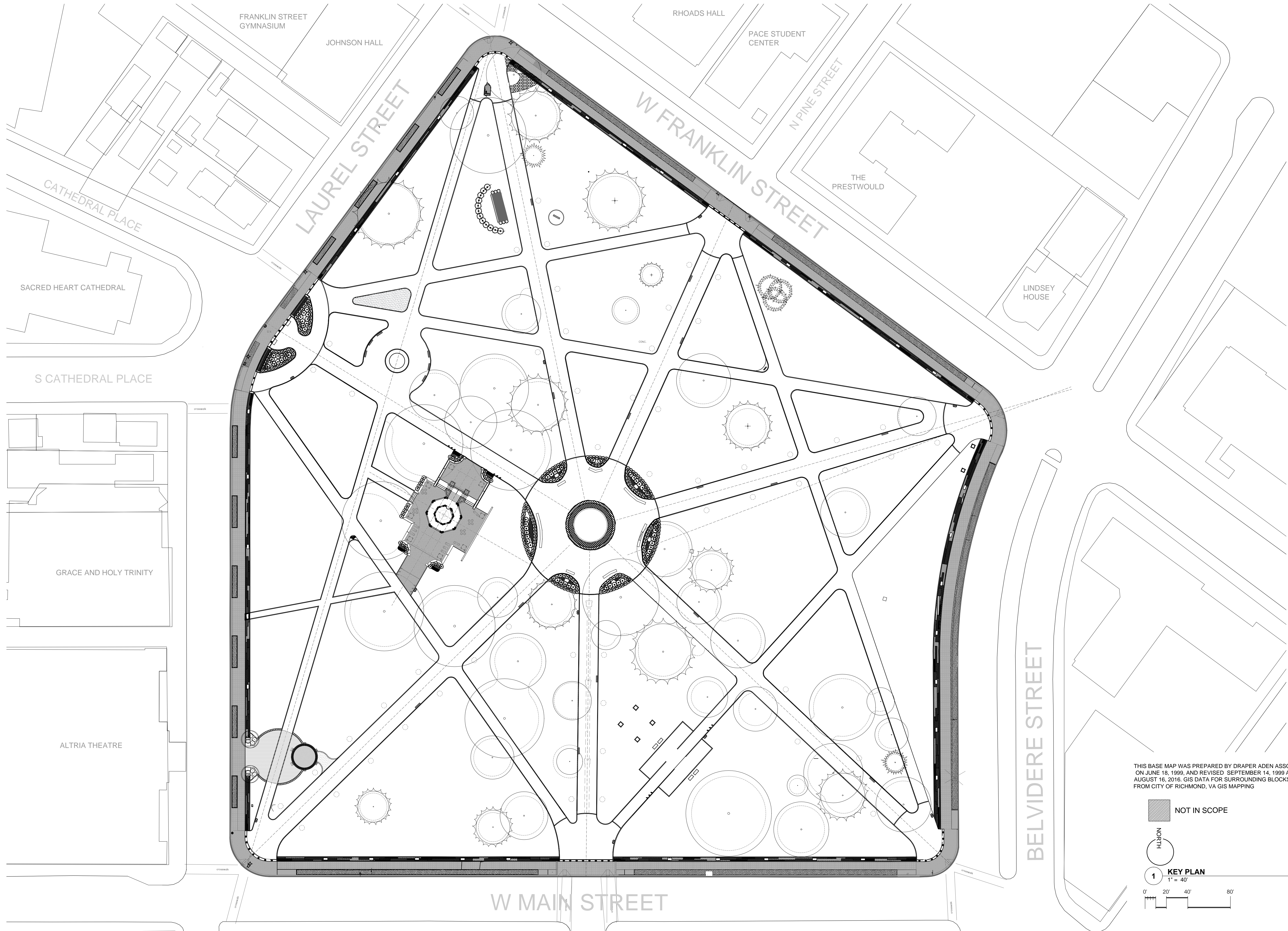


Park Rules Sign



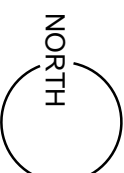
Bike Path Sign



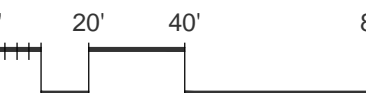


THIS BASE MAP WAS PREPARED BY DRAPER ADEN ASSOCIATES
ON JUNE 18, 1999, AND REVISED SEPTEMBER 14, 1999 AND
AUGUST 16, 2016. GIS DATA FOR SURROUNDING BLOCKS
FROM CITY OF RICHMOND, VA GIS MAPPING

NOT IN SCOPE



1 KEY PLAN
1" = 40'

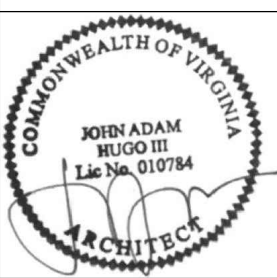


201 WEST 7TH STREET RICHMOND VA 23224
P 804 232 8900 F 804 232 2082 ©2017

LAYOUT KEY PLAN

NO.	DESCRIPTION	DATE

REVISIONS



L1.1