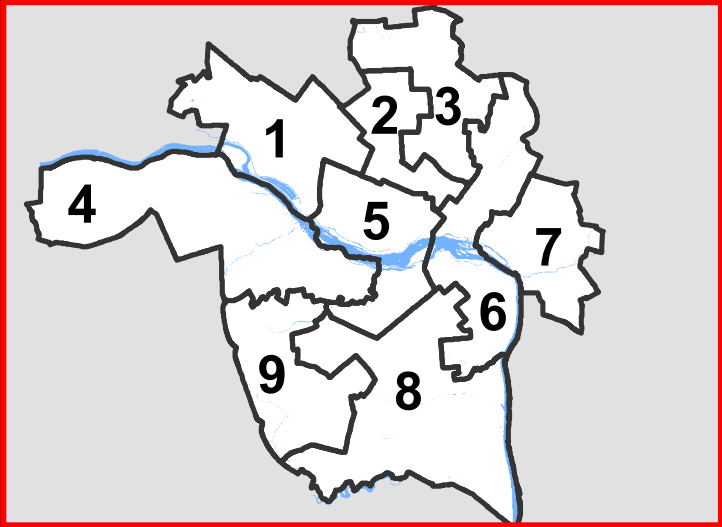




**LOCATION:** city-wide  
**COUNCIL DISTRICT:** city-wide  
**PROPOSAL:** Review of new GRTC bus shelters



*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: **Dironna.Clarke@richmondgov.com**

City Agency: **DPW** Phone: \_\_\_\_\_

Address: **900 E. Broad Street, Richmond, VA 23219**

Main Contact (if different from Applicant): **Adrienne Torres**

Company: **GRTC Transit System** Phone: **(804) 474-9798**

Email: **adrienne.torres@ridegrtc.com**

### 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.

Urban Design Committee (UDC)  
GRTC Shelter Design

City of Richmond  
Urban Design Committee  
c/o Joshua Son  
900 East Broad Street, Room 510  
Richmond, VA 23219

1) Purpose and Background

The City of Richmond and GRTC Transit System worked collaboratively since January 2016 to develop a new bus network known as the Richmond Transit Network Plan (RTNP) that restructured the existing transit routes in a manner that would provide seamless connectivity to the GRTC Pulse Bus Rapid Transit (BRT). The RTNP and the Pulse were launched June 24, 2018. GRTC has been monitoring the system identifying bus stop locations that need improved amenities, especially shelters. GRTC and the City of Richmond would like to install three-sided, clear tempered glass shelters that will better protect bus riders from inclement weather better than the current custom and neighborhood shelters. The new proposed shelter design has already been approved by UDC and planning commission at two site specific locations: Temporary Transfer Plaza on 9<sup>th</sup> and Marshall, and Hull and South Side Plaza. GRTC and the City of Richmond would like to get this same design approved for Citywide and not just site specific. This will also allow GRTC to re-use the shelters that will be temporarily installed at the Temporary Transfer Plaza at other locations. The shelter design has width and depth ranges which provides footprint flexibility dependent on the width of the sidewalk, and frequency of use of the bus stop.

Structure Color: Black (powder coated aluminum)

Roof Color: Matte Black

Bench: Black

2) Project Schedule

- |                                     |                         |
|-------------------------------------|-------------------------|
| • Approval by UDC of shelter design | December 2018           |
| • Order shelters                    | January 2019 – On-going |

3) Project Budget and Funding Sources

GRTC will use grant funds to purchase the shelters. GRTC currently has 5307 grant funds, and private grant funds to use toward shelter purchases.





8' x 20' Standing seam hip roof Slimline shelter in a Dark Bronze anodized finish with triple front windscreen and lower horizontal mullions.

## HIP SLIMLINE

### Standing Seam or Glazed Roof Options

The Hip Slimline series offers a classic and timeless design with three roof glazing options. Choose from standard or custom wall and roof glazing to tailor this design to match your brand colors. Select from an aluminum, polycarbonate or acrylic glazed roof in either a Classic or Dutch hip profile. The Slimline series is very versatile in size and can be tailored to fit nearly any specific footprint. Cantilevered roofs offer the narrowest footprint and are ideal for limited pathways. Brasco's engineering team calculates all shelters to meet local wind, snow & seismic load requirements.

Slimlines can be anodized or powder coated for tailored branding and you can customize the wall glazing with a variety of graphic options.

#### SPECIFICATIONS

Roof Width	4', 5', 8', Custom
Roof Length	8', 10', 12', 15', 20', Custom
Wall Configuration	Full Side Walls, Cantilevered Roof / Partial Side walls
Square Columns	2.5", 3", 4" (Calculated by Brasco Engineers)
Roof Profile	Classic Hip, Dutch Hip
Roof Fascia	2.5", 4", 6", Custom
Roof Glazing	Standing Seam Aluminum, Polycarbonate, Acrylic
Finishing	Std. Powder Coat, Anti-Graffiti Powder Coat, Anodized
Illumination	Solar Powered or A/C LED Lighting System
Grillwork	Upper and / or Lower: Diamond, Victorian, Square
Accessories	Bench, Leaning Rail, Windscreen, Waste Receptacle, Bike Rack, Map Case, Lit or Unlit Advertising Box
General	Aluminum Will Never Rust, Made in USA

Ordering matrix: SL - 00 (width) 00 (length) - X (roof) Example: SL-0510-H



**Left:** Classic hip with standing seam aluminum roof and 2.5" fascia. Full side walls with front windscreen and diamond grillwork.

**Center:** Classic hip with clear polycarbonate roof glazing and 6" fascia. Cantilevered roof

**Right:** Dutch hip with standing seam aluminum roof and 2.5" fascia. Full side walls.





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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.