

Form Name: Annual Reports for Boards, Commissions and Similar Entities
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2024 Annual Report For Boards and Commissions

Name of Board/Commission	Urban Design Committee
Current members (indicate chair, vice-chair, etc.)	Justin Doyle - 2/8/2024 to 2/7/2027 (Second Term)(Chair) Eva Clarke - 2/8/2024 to 2/7/2027 (Second Term)(Vice Chair) Luigi Mignardi - 1/28/2025 to 1/27/2028 (Second Term) Mitchell Danese - 5/12/2022 to 5/11/2025 (Second Term)(CAR representative) Jessie Gemmer - 5/24/2024 to 5/23/2027 (Second Term) Damon Pearson - 7/26/2024 to 7/25/2027 (Second Term) Amelia Wehunt - 5/24/2024 to 5/23/2027 (Second Term) Charles Woodson - 5/13/2022 to 5/12/2025 (First Term) Timothy Hamnett - 2/13/2023 to 2/12/2026 (First Term) Keith Van Inwegen - 11/29/2023 to 11/28/2026 (First Term) Samuel Young, Jr. - 11/13/2023 to 02/13/2025 (First Term)(Planning Commission Representative)
Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act?	No
Meeting Dates of meetings held in 2024	1/4/2024 2/8/2024 3/7/2024 4/4/2024 5/9/2024 6/6/2024 7/11/2024 8/8/2024 9/5/2024 10/10/2024 11/7/2024 12/5/2024
Is there any information that may have been requested by the standing committee to which the board or commission is assigned to report?	No
Is the 2024 meeting attendance record included?	Yes - Select Yes to upload documents

Is a copy of the body's current by-laws or rules of procedures attached?

Yes - Select Yes to upload documents

<https://www.formstack.com/admin/download/file/17300039084>

New Projects

Please see project attachment document loaded below. (File Name - "Attachment 3 - End of Year Summary 2024")

If there is additional information the body would like to share, please upload the documents or share in the box below.

<https://www.formstack.com/admin/download/file/17300039086>

Attendance Record 2024

X = Present

		January	February	March	April	May	June	July	August	September	October	November	December	#	%
1	Justin Doyle	X	X	X	X	X		X	X	na	na	X	X	11	91.7%
2	Eva Clarke	X		X	X	X		X	X	na	na	X	X	10	83.3%
3	Luigi Mignardi	X		X	X	X	X		X	na	na			8	66.7%
4	Mitchell Danese	X	X	X	X	X	X	X	X	na	na	X	X	12	100.0%
5	Jessie Gemmer	X		X		X			X	na	na	X	X	8	66.7%
6	Damon Pearson	X	X	X	X	X		X	X	na	na	X	X	11	91.7%
7	Amelia Wehunt	X				X	X			na	na	X	X	7	58.3%
8	Charles Woodson	X	X	X	X	X	X	X	X	na	na	X	X	12	100.0%
9	Timothy Hamnett		X	X	X	X	X		X	na	na	X	X	10	83.3%
10	Keith Van Inwegen	X	X	X		X	X	X	X	na	na	X	X	11	91.7%
11	Samuel Young, Jr.	X	X			X				na	na			5	41.7%
12														0	0.0%
13														0	0.0%
14														0	0.0%
15														0	0.0%
16														0	0.0%
17														0	0.0%
18														0	0.0%
19														0	0.0%
20														0	0.0%
21														0	0.0%
22														0	0.0%
23														0	0.0%
24														0	0.0%
25														0	0.0%
# in Attendance:		10	7	9	7	11	6	6	9	11	11	9	9		



URBAN DESIGN COMMITTEE

Operating Procedures (*Approved May 2024*)

SECTION 1 – ESTABLISHMENT

- 1-1 The Urban Design Committee was established as an advisory body to the Richmond City Planning Commission by Resolution No. 68-R12-12, adopted by the Richmond City Council on March 25, 1968; and as amended by Resolution 84-R96-96; and as further amended by Resolution 2000-24-39, adopted by Council on February 14, 2000. See Section 30-940 of the Code of the City of Richmond for current ordinance content.
- 1-2 The official title of the Urban Design Committee shall be the “Richmond Urban Design Committee” and shall hereafter be referred to as the “Committee.”

SECTION 2 – PURPOSE

- 2-1 The purpose of the Committee is to provide the City Planning Commission with an active and continuing source of review on matters of urban design.
- 2-2 The Committee shall support public education to stimulate interest in improving community appearance.
- 2-3 The Committee shall encourage high standards of design in development activities.

SECTION 3 – DUTIES

- 3-1 Advice to the City Planning Commission
 - 3-1.1 The Committee shall, upon the request of the Planning Commission, advise the Commission on matters 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 (and as further defined in two separate resolutions adopted by the Commission on January 18, 2011) and in any other matter requested by the Commission.
- 3-2 Advice to the City Department of Public Works
 - 3-2.1 The Committee shall provide advice of an aesthetic nature to the Department of Public Works in connection with the duties of that department under sections 24-59, 24-110 of the City Code.
- 3-3 Administer Design Overlay Districts

- 3-3.1 The Committee shall have the power and authority to review and approve or disapprove applications for design overlay district design review as established in Sections 30-940 through 30-940.9 of the Zoning Ordinance.
 - 3-3.2 The designee of the Urban Design Committee shall approve any new construction, alteration, reconstruction, repair, restoration, or demolition of any building or structure or any exterior portion thereof, sign or driveway as being consistent with the purpose set forth in the adopted design guidelines of the particular design overlay district in which the property is situated; as established in Sections 30.940.7.a of the Zoning Ordinance, when applicable.
 - 3-3.3 The Designee shall provide a written certificate of approval. The Applicant shall be required to post the certificate of approval on the exterior of the property within public view within two calendar days after the granting of such approval. The certificate of approval shall remain posted for 30 consecutive days; as established in Sections 30.940.7.a through 30.940.7.f of the Zoning Ordinance, when applicable.
 - 3-3.4 Applications for Special Use Permit which involve property that is subject to an approved Design Overlay District shall be reviewed by the Designee for consistency with the purposes set forth in the adopted Overlay design guidelines. The Designee shall provide a written certificate of approval at least 30 days prior to public hearing of the application by the Planning Commission to allow aggrieved parties sufficient amount of time to request an appeal. The Applicant shall be required to post the certificate of approval as required by the Zoning Ordinance, when applicable.
- 3-4 Advice on the Master Plan and Capital Improvement Program:
- 3-4.1 The Committee shall, upon request, advise the Commission concerning design and aesthetic considerations during review or revision of the Master Plan.
 - 3-4.2 The Committee shall, upon request, assist the Commission concerning design and aesthetic considerations during the annual preparation of the Capital Improvement Program.
- 3-5 Advice to the City Administration:
- 3-5.1 The Committee shall, upon the request of the City Planning Commission, advise the City administration concerning projects that it proposes to undertake on matters having design implications that would not normally receive the review of the City Planning Commission.
- 3-6 Advice on Public Policy:
- 3-6.1 The Committee shall, upon the request of the City Planning Commission, assist in developing public policies that assure good design practice.
 - 3-6.2 The Committee shall, upon the request of the City Planning Commission, offer advice concerning proposals for the preservation of sites or buildings and objects of historic, architectural or cultural significance.

SECTION 4 – MEMBERSHIP

- 4-1 The Committee shall consist of ten members who shall be appointed by the City Council of the City of Richmond.
- 4-2 The members shall be residents of the City of Richmond and/or their principal place of employment shall be within the City of Richmond.
- 4-3 The membership of the Committee shall consist of the following:
 - 4-3.1 One of the members shall be a registered architect;
 - 4-3.2 One shall be a member of a recognized local organization in one of the various fields of static arts;
 - 4-3.3 One shall be a member of the faculty of the arts division of a local college or university;
 - 4-3.4 One shall be a registered professional engineer;
 - 4-3.5 One shall be a business executive or professional;
 - 4-3.6 One shall be a registered landscape architect or a person having demonstrated talent in landscape design;
 - 4-3.7 One shall be a member of the City Planning Commission;
 - 4-3.8 One shall be a member of the Commission of Architectural Review; and
 - 4-3.9 Two shall be citizens of the City appointed at large.
- 4-4 Members shall be appointed for terms of three years, except that members who are also representing the City Planning Commission or of the Commission of Architectural review shall be appointed for terms coincident with their term on such Commissions.
- 4-5 No member shall be appointed to more than two successive full terms. If a person is appointed to fill a vacancy (that is, an incomplete term), they may serve two successive full terms upon completion of the incomplete term.
- 4-6 Any member who removes their permanent residence from the City of Richmond or who terminates qualifying employment within the City shall thereby forfeit membership on the Committee.
- 4-7 Any member who misses four consecutive regularly scheduled meetings shall be subject to removal from membership by City Council.
- 4-8 City Council shall fill any vacancy on the Committee for the uncompleted term.
- 4-9 Membership on the Urban Design Committee is public record; therefore, it is possible that an applicant will contact a member before the hearing on an application. If contacted, the members are under no obligation to meet with the party. If the member chooses to meet with the applicant, it is suggested that he/she inform the Secretary. It is suggested that the meeting include staff, in case any procedural questions arise, and if the member chooses, one other member of the UDC.

SECTION 5 – OFFICERS AND THEIR SELECTION

- 5-1 The Committee shall elect from its membership a Chairperson and a Vice-Chairperson.
- 5-2 A staff member of the City of Richmond Department of Planning and Development Review shall serve as Secretary to the Committee.
- 5-3 Nomination of officers shall be made at the Committee's regular meeting in January of each year or the first regularly scheduled meeting of the calendar year.
 - 5-3.1 The member receiving the highest number of votes of the members present shall be declared elected Chairperson, and the member receiving the second highest number of votes shall be declared elected Vice-Chairperson.
 - 5-3.2 The officers shall take office immediately and serve for one year or until their successors take office. Officers may succeed themselves.
- 5-4 Vacancies in office prior to term expiration shall be filled immediately by regular election procedures for the incomplete term of office vacated.
- 5-5 An officer shall continue to hold office until their successor is appointed.

SECTION 6 – DUTIES OF OFFICERS

- 6-1 The Chairperson shall:
 - 6-1.1 Preside at all meetings;
 - 6-1.2 Rule on all procedural questions, subject to a reversal by a majority vote of the members present;
 - 6-1.3 Be informed immediately of any official communication and report same at the next regular meeting;
 - 6-1.4 Affix their signature to all official correspondence and resolutions of the Committee as evidence of approval; and
 - 6-1.5 Appoint such sub-committees, as they deem necessary.
- 6-2 The Vice-Chairperson shall:
 - 6-2.1 Assume the duties of Chairperson in the absence of the Chairperson or in case of the Chairperson's inability to act.
- 6-3 The Secretary shall:
 - 6-3.1 Notify all members and applicants of all meetings;
 - 6-3.2 Prepare agendas for all meetings and staff reports on applications;
 - 6-3.3 Attend to correspondence of the Committee;
 - 6-3.4 Maintain files of all records and reports of the Committee;
 - 6-3.5 Keep a set of minutes of all meetings which shall become official and a matter of public record by action of the Committee; and

- 6-3.6 Forward the Committee's recommendation in writing to the City Planning Commission or Department of Public Works.

SECTION 7 – SUB-COMMITTEES

- 7-1 The Chairperson may appoint such advisory sub-committees as deemed necessary.
- 7-2 Sub-committees shall be limited to two people so as not to require public meeting notification requirements.
- 7-3 Sub-committees shall be generally used only to provide detailed review of a proposed project, not as a body to be delegated recommendation authority.

SECTION 8 – MEETINGS

- 8-1 When applications are pending or there is other business to come before the Committee, regular meetings of the Committee shall be held on the Thursday after the first Monday of each month.
 - 8-1.1 When a meeting date falls on a legal holiday, the meeting shall be held on the Friday following the first Monday of the month unless otherwise designated by the Chairperson.
 - 8-1.2 When no application or other business is pending, no meeting shall be held.
- 8-2 The regular meetings shall be held in the 5th floor Conference Room of City Hall. The meetings shall begin at 10:00 a.m.
- 8-3 A regular meeting may be adjourned if all applications cannot be disposed of on the meeting date set, and the meeting may be reconvened at a later date.
- 8-4 Special meetings shall be called at the request of the Chairperson or at the request of three Committee members.
 - 8-4.1 Notice of a special meeting shall be given to each member at least three days prior to such meeting and shall state the purpose, place and time of the meeting.
- 8-5 All meetings shall be open to the public, except when agencies referring matters to the Committee request that matters be discussed in executive session or when the members declare the need for executive session. Executive sessions shall be conducted pursuant to the Virginia Freedom of Information Act.
- 8-6 Any citizen who wishes to speak on an agenda item may do so; however, the Committee may ask the speakers to adhere to a time limit of three minutes for an individual and six minutes for a spokesperson for a group.
- 8-7 All actions shall be taken in a public meeting.
- 8-8 Any Committee member may introduce a motion. Motions shall be seconded and re-stated by the Chairperson before a vote is taken. The names of the persons making and seconding motions shall be recorded.

- 8-9 Robert's Rules of Order shall govern parliamentary procedures in Committee meetings to the extent that such rules are not in conflict with these operating procedures.
- 8-10 Committee members must disqualify themselves from deliberation and voting on applications and any items of Committee business in which they have personal interest. A personal interest is a benefit or liability to a Committee member, a member of their immediate family, or to their business or property. Members of the Committee would have a personal interest in the case of one or more of the following:
- An interest in the property that would be affected, benefit or suffer from the action of the Committee;
 - An interest in a business entity whose application or plans would be reviewed by the Committee or that would benefit or suffer from the action of the Committee; and
 - A personal interest in a business that represents any entity that would be subject to an action by the Committee or that would benefit or suffer from the action of the Committee.

Whenever a Committee member has a personal interest, the member should complete and submit to the Committee Secretary the Form for the Disclosure of a Personal Interest, as well as state the conflict when the Committee considers it. The member should leave the room while the Committee is reviewing the item. If the Committee member's business is presenting an application to the Committee, another representative of that business should appear before the Committee. If the member is the owner of the property being reviewed by the Committee, the member may present the application to the Committee. In this circumstance, the Committee member would be prohibited from participating in the Committee's discussion or voting.

- 8-11 A committee member may choose to abstain from voting on an application because of a perceived conflict not mentioned in 8-10. The member should declare that they are abstaining and not participate in the discussion. Abstentions are appropriate for approval of the minutes when the member abstaining was not present at that meeting. Abstentions as a form of denial or lack of support for an application are not appropriate.
- 8-12 A quorum shall consist of six members of the Committee, except when vacancies exist at which time the majority of remaining members shall constitute a quorum. In the event that a quorum is not obtained for any scheduled meeting, the meeting will be held. If the Committee is requested to forward a recommendation to the City Planning Commission, the Planning Commission shall be advised of the Committee's attendance.
- 8-13 In the event of a tie vote of the members present, the item shall be deferred until the next regularly scheduled or special meeting, unless a subsequent motion disposing the item is adopted. A tie vote shall mean that the motion fails and that no action has been taken.

SECTION 9 – ORDER OF BUSINESS

- 9-1 The order of business for a regular meeting shall be:
- 9-1.1 Call to order by the Chairperson;
 - 9-1.2 Roll call;

- 9-1.3 Determination of a quorum;
- 9-1.4 Approval of minutes;
- 9-1.5 Secretary's Report
- 9-1.6 Consideration of Continuances and Deletions
- 9-1.7 Consent Agenda
- 9-1.8 Regular Agenda
- 9-1.9 Discussion of other business; and
- 9-1.10 Adjournment

- 9-2 The Secretary is authorized to prepare a consent agenda where approval is recommended on matters of a routine or non-controversial nature. The Secretary may also prepare a list of items where, with the consent of the applicant, the Committee will be asked to delete the item from the agenda, defer action, or make a recommendation to continue or strike the item.

The purpose of the consent agenda is to provide a method for the expeditious handling of items which, in the opinion of the Secretary, will not require discussion and the action recommended by the staff or requested by the applicant will be approved unanimously by the Committee.

The deletion and deferral list, including any items with the recommendations to continue or strike, shall be considered prior to considering the consent agenda. Prior to the consideration of a motion to approve the consent agenda, the Chair shall ask any if member of the Committee would like to have an item removed from the consent agenda for clarification, discussion or in order that there may be a separate vote on that item. Following that, the Secretary shall read a general description of each item remaining on the consent agenda for the benefit of the Committee and the citizens attending the meeting. The Chair shall then provide the public an opportunity to speak on any public hearing items and on any other item which the Commission is willing to accept public comment through a single public hearing on the entire consent agenda. At the close of the public hearing, the Committee shall take a single vote on the consent agenda, provided that the Committee may remove any item from the consent agenda prior to a vote for consideration under the regular order of business.

SECTION 10 – PROCEDURES FOR HEARING APPLICATIONS

- 10-1 The Secretary shall distribute to all applicants a handout that describes the application process and the submission requirements.
- 10-2 Applications should be submitted to the Secretary no later than three weeks prior to a regularly scheduled Committee meeting. A schedule of submittal dates shall be included in the Meeting Schedule.
- 10-3 When a complete application has been received and accepted, the Secretary shall place the application on the next regularly scheduled meeting's agenda.

- 10-4 The Secretary shall notify all members and applicants by mail, e-mail or by phone at least two business days (i.e. end of the day on Tuesday before a Thursday meeting) before the scheduled meeting date; indicating the date, time and place of the meeting.
- 10-5 The Secretary shall prepare an agenda for the meeting and staff reports on applications to be reviewed by the Committee. At least three business days prior to the meeting, the agenda and staff reports shall be distributed to all Committee members and made available to applicants.
- 10-6 At the meeting, the Committee shall request staff comments on each item prior to the applicant's presentation.
- 10-7 Either the applicant or their representative is encouraged to attend the meeting and to make a presentation on their proposal. Staff will inform the chairperson of application presentations.
- 10-8 The Committee shall review each proposal in accordance with adopted design guidelines, plans and policy.
- 10-9 After hearing an application, the Committee shall recommend that the City Planning Commission or Department of Public Works take one of the following actions:
- Conceptual approval as submitted;
 - Conceptual approval with conditions;
 - Approval as submitted;
 - Approval with conditions;
 - Deferral for resubmission; or
 - Disapproval.
- 10-10 When the Committee makes a recommendation on an application, the Secretary shall notify the applicant and the City Planning Commission or Department of Public Works of the recommendation in writing within one week following the meeting date.
- 10-11 Either the applicant or their representative is encouraged to attend the City Planning Commission's meeting at which their proposal will be heard and to make a presentation at that meeting.

SECTION 11 – DELEGATION OF AUTHORITY

- 11-1 The Committee may delegate certain routine items to staff for administrative review and approval.
- 11-2 If the Urban Design Committee Secretary finds that a particular project has unique characteristics that may call for an alternate design treatment or more comprehensive review, she/he shall schedule the application for consideration by the Committee at its next meeting.
- 11-3 The Committee has currently delegated the following to staff;
- Encroachments existing prior to 1954;

- Banners located within the City right-of-way as a part of the City Banner Display Program adopted by City Council (Ordinance No. 2009-85-67) on May 26, 2009, when such banners also comply with the Banner Design Review Criteria of the Richmond Urban Design Committee, adopted July 8, 1991;
- Encroaching wall signage only when existing underlying zoning regulations are met and the signage encroaches no more than two (2) feet into the public right-of-way;
- Encroaching steps, stoops and door swings only when the improvements are the minimum encroachments necessary to comply with the requirements of the building code; and
- Encroaching canopies or awnings only when the proposed structure(s) encroaches into no more than 75% of the depth of the sidewalk and is composed of a durable material over an aluminum frame or a frame of a comparably durable material and contains no internal illumination.
- Relating to the Zoning Code requirements that the UDC review setbacks in certain instances, the review is delegated to Staff in cases where the proposed setback is either 10 foot deep or less -OR- instances where the space created by the proposed setback is 1000 square feet or less.

11-4 The Urban Design Committee Secretary shall keep a record of all such administrative approvals and shall provide the Committee with a report of all new approvals at each of its regular meetings.

SECTION 12 – AMENDMENTS

12-1 No amendments shall be made unless notice is given and drafts are provided to all Committee members at least seven days in advance of the meeting that a proposal will be made to amend these procedures. These operating procedures may be amended by an affirmative vote of at least six members of the Committee.

SECTION 13 – PARTICIPATION BY ELECTRONIC COMMUNICATION MEANS

13-0 The UDC shall follow the procedures established in the Operating Procedures for the Planning Commission regarding “Participation by Electronic Means”, as specifically detailed below. If the Planning Commission alters these procedures, the UDC should update their own procedures as well.

13-1 Purpose. The purpose of this section is to comply with the requirements of section 2.2-3708.2(C)(1) of the Code of Virginia to allow for and govern participation by one or more Planning Commissioners in meetings of the Planning Commission by electronic communication means, and all proceedings pursuant to this section shall be performed in accordance with section 2.2-3708.2 of the Code of Virginia, as that statute may hereafter be amended.

13-2 Application and Limitations. The policy established by this section shall be applied strictly and uniformly, without exception, to all Planning Commissioners and without

regard to the identity of the Planning Commissioner requesting remote participation or the matters that will be considered or voted on at the meeting.

Participation by a Planning Commissioner in a meeting by electronic communication means due to a personal matter shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up the next whole number, whichever is greater.

- 13-3 Electronic Communication. When used in this section, the term “electronic communication” has the meaning ascribed to it by section 2.2- 3701 of the Code of Virginia, as that statute may hereafter be amended.
- 13-4 Approval Process. No Planning Commissioner may participate in a meeting by electronic communication means unless the Planning Commissioner requests and the Planning Commission approves the participation in accordance with the provisions of this section.

A Planning Commissioner may request to participate in a meeting by electronic communication means if the Planning Commissioner notifies the Chair of the Planning Commission on or before the day of the meeting that the Planning Commissioner is unable to attend due to (i) a personal matter, provided that the Planning Commissioner identifies with specificity the nature of the personal matter to the Chair of the Planning Commission, (ii) a temporary or permanent disability or other medical condition that prevents the Planning Commissioner’s physical attendance or (iii) a family member’s medical condition that requires the Planning Commissioner to provide care for such family member, thereby preventing the member’s physical attendance. The Planning Commissioner must also notify the Chair of the Planning Commission of the remote location from which the Planning Commissioner would participate by electronic communication means.

The Planning Commission may consider a request for participation by electronic communication means only if a quorum of the Planning Commission is physically assembled at the primary or central meeting location.

At the meeting, the Chair of the Planning Commission shall announce the information received from the Planning Commissioner pursuant to this section. If the Planning Commissioner’s request is in all other respects in compliance with this section’s requirements, the Chair of the Planning Commission shall solicit a motion to approve or disapprove the Planning Commissioner’s request from the Planning Commissioners physically assembled at the primary or central meeting location. Upon adoption of a motion to approve the Planning Commissioner’s participation by electronic communication means, the Planning Commissioner shall be allowed to participate in the meeting by electronic communication means.

- 13-5 If the Planning Commissioner’s participation by electronic communication means is approved, the Secretary to the Planning Commission shall record in the meeting minutes (i) the motion, (ii) the vote thereon, (iii) a statement (a) of the specific nature of the personal matter, (b) that a temporary or permanent disability or other medical condition prevents the Planning Commissioner’s attendance, or (c) that a family member’s condition requires the Planning Commissioner to provide care for such family member,

thereby preventing the Planning Commissioner's physical attendance, and (iv) the remote location from which the Planning Commissioner participates in the meeting. If the Planning Commissioner's participation by electronic communication means is disapproved, whether by adoption of a motion to disapprove or rejection of a motion to approve, the Secretary to the Planning Commission shall record in the meeting minutes (i) the motion, (ii) the vote thereon, (iii) a statement (a) of the specific nature of the personal matter identified by the Planning Commissioner, (b) that the Planning commissioner stated that a temporary or permanent disability or other medical condition prevents the Planning Commissioner's attendance, or (c) that a family member's condition requires the Planning Commissioner to provide care for such family member, thereby preventing the Planning Commissioner's physical attendance, (iv) the remote location from which the Planning Commissioner sought to participate in the meeting, and (v) the specific aspect of the policy established by this section that would be violated by the Planning Commissioner's proposed participation by electronic communication means, as summarized by the Chair of the Planning Commission.

SECTION 14 – Preparation and Approval of Minutes

- 14-1 The Committee shall keep a set of minutes of all meetings which shall become official and a matter of public record by action of the Committee.
- 14-2 The secretary shall provide the Committee a draft minutes document for approval, following Roberts Rules of Order requirements of minutes.
- 14-3 Alternatively, the Committee may elect to have the Secretary provide a brief and general summary of topics and concerns expressed from the Committee's hearing of an item, directly after a motion or item is successfully voted upon by the Committee. This may only be provided for meetings that are recorded via video.

The Secretary shall take notes during the discussion of an item of primary topics addressed by the Committee. The Secretary shall read back the proposed summary to the Committee. The Committee shall suggest brief statements to be added to the Summary.

The Committee may approve the summary provided by the Secretary by vote of general consent, motioned by the Chair.

The approved summary shall be listed in the written Staff Report provided to the Planning Commission from each Committee Meeting, where applicable, along with recommended conditions by the Committee.

Prior to the following meeting, the approved summary and video recording of a meeting shall be uploaded to the City's electronic agenda system as the approved minutes of the meeting, which will then be publicly available.

Urban Design Committee

2024 Review Summary

January

UDC 2024-01 AMENDMENT TO FINAL Byrd Park Round House ADA renovation located at 621 Westover Rd – *Withdrawn*

UDC 2024-02 ENCROACHMENT - Permanent outdoor seating located at 2800 East Broad Street – *Recommended Approval*

February

UDC 2024-05 Plan of Development Recommendation for Front Yard Setback - 13 East Broad Street (Proposed VPM Building) – *Recommended Approval*

UDC 2024-07 CONCEPT Plan review for redesigned Blackwell Park located at 1400 Maury Avenue. – *Recommended Approval*

UDC 2024-06 - Delegate to Staff - Minor Plan of Development Recommendation for POD applications related to setbacks in instances of less than 1000 square ft. or less than 10ft in depth. – *Approved (Staff has not since received an applications that would qualify)*

March

UDC 2024-09 FINAL Location, Character, Extent review for a redesigned Blackwell Park located at 1400 Maury Avenue. – *Recommended Approval*

April

UDC 2024-11 FINAL Location, Character, and Extent review of Fonticello Park restroom structure and splash pad, located at 2813 Bainbridge Street. – *Recommended Approval*

UDC 2024-12 Plan of Development Recommendation for Front Yard Setback - 501 Orleans Street – *Recommended Approval*

UDC 2024-13 Section 17.05 Recommendation - Encroachment for permanent outdoor seating located at 2101 West Main Street (Sidewalk Café) – *Recommended Approval*

UDC 2024-14 FINAL Location, Character, and Extent review for proposed storage building at 1701 Fairfield Way – *Recommended Approval*

UDC 2024-16 FINAL Location, Character, and Extent review for proposed outdoor classroom at Pine Camp Park, located at 4901 Old Brook Road – *Recommended Approval*

UDC 2024-10 CONCEPT Location, Character, and Extent review for the proposed James River Branch Trail segment running between Westover Hills Boulevard and North Hopkins Road. – *Recommended Approval*

May

UDC 2024-23 Section 17.05 Recommendation - Encroachment for a blade sign located at 1200 E. Cary Street – *Recommended Approval*

UDC 2024-15 FINAL Location, Character, and Extent review for an overhead gateway sign establishing the entrance of the Carytown Commercial District, located on Cary Street between Thompson Street and Nansemond Street. – *Recommended Approval*

UDC 2024-19 CONCEPT Location, Character, Extent review of a proposed natural exploration and play area, located on Belle Isle. – *Recommended Approval*

UDC 2024-20 CONCEPT Location, Character, and Extent review of the Greening Richmond Public Libraries: Ginter Park Branch project, located at 1200 Westbrook Avenue. – *Recommended Approval*

UDC 2024-18 FINAL Location, Character, and Extent review of a renovation to the Byrd Park Round House to provide ADA circulation, located at 621 Westover Road. – *Withdrawn*

UDC 2024-21 Final Location, Character, and Extent review of landscape lighting along medians on East Broad Street, between 4th Street and 7th Street. – *Recommended Approval*

UDC 2024-22 Proposed Change to the UDC Operating Procedures regarding meeting minutes – *UDC APPROVED*

June

UDC 2024-24 Plan of Development Recommendation for Front Yard Setback - 3200 West Moore Street – *Recommended Approval*

UDC 2024-28 FINAL Location, Character, and Extent review of the proposed shared use path located between Crutchfield Street and West 42nd Street, located at 4200 Crutchfield St. – *Recommended Approval*

UDC 2024-30 FINAL Location, Character, and Extent review of the Greening Richmond Public Libraries: Ginter Park Branch project, located at 1200 Westbrook Avenue. – *Recommended Approval*

UDC 2024-21 Final Location, Character, and Extent review of landscape lighting along medians on East Broad Street, between 4th Street and 7th Street. – *Recommended Approval*

UDC 2024-25 CONCEPT Location, Character, and Extent review for a proposed shared use path from Terminal Place, across Leigh Street, and terminating at Arthur Ashe Boulevard. - *Recommended Approval*

UDC 2024-26 CONCEPT AMENDMENT Location Character and Extent review of the proposed Whitcomb Community Park located at 2100 Sussex Street. - *Recommended Approval*

UDC 2024-27 FINAL Location Character and Extent review of Phase 1 of the proposed Whitcomb Community Park located at 2100 Sussex Street. – *Recommended Approval*

UDC 2024-31 Location, Character, and Extent review of the proposed Fall Line Trail segment at Bryan Park, located at 4308 Hermitage Road. – *Recommended Approval*

UDC 2024-29 FINAL Location, Character, and Extent review of minor window and roof vent renovations at the Byrd Park Main Pump Station, located at 1708 Pump House Drive. – *Recommended Approval*

July

UDC 2024-32 Review and Recommendation of the Diamond District Public Realm Design Standards. – *Positive Recommendation*

August

UDC 2024-35 ENCROACHMENT - Permanent building sign extending into ROW located at 2920 West Cary Street. – *Recommended Approval*

UDC 2024-36 ENCROACHMENT - Expansion of permanent outdoor seating in the ROW located at 29 North 17th Street (17th Street Market) – *Recommended Approval*

UDC 2024-38 Plan of Development Recommendation for Front Yard Setback - 2000 Semmes Avenue – *Recommended Approval*

UDC 2024-39 FINAL AMENDMENT Location, Character, Extent review for Phase 1 of the remodeled Blackwell Park located at 1400 Maury Avenue. – *Recommended Approval*

UDC 2024-37 FINAL Location, Character, and Extent review of the proposed Diamond District Stadium located at 3001 North Arthur Ashe Boulevard. – *Recommended Approval*

September

NA

October

NA

November

UDC 2024-44 Section 17.05 Recommendation - Encroachment for outdoor seating located at 3308 East Marshall Street - *Recommended Approval*

UDC 2024-40 CONCEPT location, character, and extent review of the proposed renovation of Westover Park, including construction of new features, located at 1301 Jahnke Road. – *Recommended Approval*

December



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Summary - Final Urban Design Committee

Thursday, January 4, 2024

10:00 AM

5th Floor Conference Room of City Hall

Call to Order

[PDRPRES
2023.088](#)

To access the meeting via Microsoft Teams, please use the following link:
<https://tinyurl.com/2udtdhct>
or dial *67-804-316-9457 and enter ID: 300 326 617#

Public comment will be requested in turn for each item on the agenda.
Please stay on mute during other times to reduce background noise. If
using a phone to access the meeting, you can use *6 to mute and un-mute.

Patrons: Urban Design Committee

Attachments: [01 04 2024 Public Access and Participation Instructions - Urban
Design Committee](#)

Roll Call

Present -- 10 - * Committee Member Luigi Mignardi, * Justin Doyle, * Eva Clarke, * Amelia Wehunt, * Jessie Gemmer, * Damon Pearson, * Committee Member Charles Woodson, * Committee Member Keith Van Inwegen, * Committee Member Samuel Young and * Committee Member Mitchell Danese

Absent -- 1 - * Committee Member Timothy Hamnett

Approval of Minutes

[UDC MIN
12 07 23](#)

Meeting Minutes - December 07, 2023

Patrons: Urban Design Committee

Attachments: [12-07-23 Meeting Minutes DRAFT](#)

A motion was made by Clarke, seconded by Gemmer, that the Minutes for the December 2023 meeting be approved. The motion carried by a unanimous vote.

Secretary's Report

The positions for Chair and Vice Chair are required to be elected every year at the first meeting of the year.
Current Chair Doyle and Vice Chair Clarke were re-elected, unopposed, with unanimous vote.

Consideration of Continuances and Deletions from Agenda

[UDC 2024-01](#) UDC 2024-01 AMENDMENT TO FINAL Byrd Park Round House ADA renovation located at 621 Westover Rd

Patrons: Urban Design Committee

This Location, Character and Extent Item was withdrawn.

CONSENT AGENDA

REGULAR AGENDA

[UDC 2024-02](#) UDC 2024-02 ENCROACHMENT - Permanent outdoor seating located at 2800 East Broad Street

Patrons: Urban Design Committee

Attachments: [UDC 2024-02 Application and Narrative](#)

[UDC 2024-02 Plans](#)

[UDC 2022-02 Staff Report](#)

This Encroachment was recommended for approval with amendments to the Planning Commission due back on 1/16/2024.

Recommended Conditions of Approval:

1) Applicant to amend plans to show that no gate be provided for outdoor seating enclosure, 5ft clear pedestrian path to the face of any obstruction as a 3D object and to a height of 6ft8in.

Aye -- 10 - Committee Member Luigi Mignardi, Justin Doyle, Eva Clarke, Amelia Wehunt, Jessie Gemmer, Damon Pearson, Committee Member Charles Woodson, Committee Member Keith Van Inwegen, Committee Member Samuel Young and Committee Member Mitchell Danese

OTHER BUSINESS

[PDRPRES 2023.089](#) UDC 2024-03 Amending application form to add public outreach and context for architecture

Patrons: Urban Design Committee

Attachments: [UDC Application - 2024 DRAFT](#)

Committee approved alterations to the Application form as proposed by unanimous voice vote.

Adjournment



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Summary - Final Urban Design Committee

Thursday, February 8, 2024

10:00 AM

5th Floor Conference Room of City Hall

Call to Order

Present -- 8 - * Damon Pearson, * Committee Member Charles Woodson, * Committee Member Timothy Hamnett, * Committee Member Keith Van Inwegen, * Committee Member Samuel Young, * Committee Member Mitchell Danese, * Committee Member Eva Clarke and * Committee Member Justin Doyle

Absent -- 3 - * Committee Member Luigi Mignardi, * Amelia Wehunt and * Jessie Gemmer

1. [PDRPRES 2024.005](#) To access the meeting via Microsoft Teams, please use the following link:
<http://tinyurl.com/2s38f6bf>
or dial *67-804-316-9457 and enter ID: 639 134 39#
Public comment will be requested in turn for each item on the agenda. Please stay on mute during other times to reduce background noise. If using a phone to access the meeting, you can use *6 to mute and un-mute.

Attachments: [02_08_2024_Public Access and Participation Instructions - Urban Design Committee](#)

Roll Call

Present -- 7 - * Damon Pearson, * Committee Member Charles Woodson, * Committee Member Timothy Hamnett, * Committee Member Keith Van Inwegen, * Committee Member Samuel Young, * Committee Member Mitchell Danese and * Justin Doyle

Absent -- 4 - * Committee Member Luigi Mignardi, * Amelia Wehunt, * Jessie Gemmer and * Eva Clarke

Approval of Minutes

Secretary's Report

Secretary Roakes reported regarding items approved at the previous UDC meeting in January 2024.

Senior Manager Chen provided an update on a new team that was created with the Planning Department of which she was the manager, as well as other items.

Consideration of Continuances and Deletions from Agenda

CONSENT AGENDA

2. **UDC 2024-05** UDC 2024-05 Plan of Development Recommendation for Front Yard

Setback - 13 East Broad Street (Proposed VPM Building)

Attachments: UDC 2024-05 Application
 UDC 2024-05 Narrative
 UDC 2024-05 Site Plan
 UDC 2024-05 Staff Report

The Urban Design Committee voted to recommend approval to the Director of Planning and Development Review regarding item UDC 2024-05.

REGULAR AGENDA

3. [UDC 2024-07](#) UDC 2024-07 CONCEPT Plan review for redesigned Blackwell Park located at 1400 Maury Avenue.

Attachments: [UDC 2024-07 App](#)
[UDC 2024-07 Narrative](#)
[UDC 2024-07 Concept Plan](#)
[UDC 2024-07 UDC Staff Report](#)

This Location, Character and Extent Item was recommended for approval with amendments to the Planning Commission due back on 2/20/2024 with the following conditions.

Recommended Conditions:

1. UDC recommends that final details on outdoor lighting be sensitive to light pollution or dark-skies compliant, where applicable.
2. UDC recommends inclusion of permeable hardscape materials and sustainable stormwater features, where appropriate, and as suggested by the Urban Design Guidelines.
3. UDC recommends the inclusion of public art, where feasible.
4. UDC recommends that the re-use of existing materials onsite should be incorporated with the design plans, where feasible.
5. UDC recommends that the Applicant provide storage space for the community garden for FINAL application.
6. UDC recommends that the Applicant consider working with the Department of Public Works and Council Members to improve sidewalk along all frontages.
7. UDC recommends that the Applicant consider orientation of the sports field for FINAL Application.
8. UDC recommends that the Applicant provide a detail and street views from Maury Street and 15th Street for FINAL Application.

Aye -- 8 - Damon Pearson, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen, Committee Member Samuel Young, Committee Member Mitchell Danese, Committee Member Eva Clarke and Committee Member Justin Doyle

5. [RES. UDC 2024-06](#) UDC 2024-06 - Delegate to Staff - Minor Plan of Development Recommendation for POD applications related to setbacks in instances of less than 1000 square ft. or less than 10ft in depth.

- Attachments:** [UDC 2024-06 Staff Report](#)
[Resolution Setback Delegation](#)
[Public Letter - Burger](#)
[Public Letter - Woodson](#)
[Public Letter - Poole](#)

This Resolution was adopted.

- Aye --** 7 - Damon Pearson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen, Committee Member Samuel Young, Committee Member Mitchell Danese, Committee Member Eva Clarke and Committee Member Justin Doyle
- No --** 1 - Committee Member Charles Woodson

OTHER BUSINESS

6. Discussion: Michael Webb, City of Richmond Urban Forester

City Forester Michael Webb provided a discuss to the Committee regarding efforts of the Forestry Division both ongoing and upcoming.

Adjournment



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Summary - Final Urban Design Committee

Thursday, March 7, 2024

10:00 AM

5th Floor Conference Room of City Hall

Call to Order

**PDRPRES
2024.015**

To access the meeting via Microsoft Teams, please use the following link:
<http://tinyurl.com/mpbz3wpu>
or dial *67-804-316-9457 and enter ID: 680 795 594#
Public comment will be requested in turn for each item on the agenda. Please stay on mute during other times to reduce background noise. If using a phone to access the meeting, you can use *6 to mute and un-mute.

Patrons: Urban Design Committee

Roll Call

Present -- 9 - * Committee Member Luigi Mignardi, * Jessie Gemmer, * Damon Pearson, * Committee Member Charles Woodson, * Committee Member Timothy Hamnett, * Committee Member Keith Van Inwegen, * Committee Member Mitchell Danese, * Committee Member Eva Clarke and * Committee Member Justin Doyle

Absent -- 2 - * Amelia Wehunt and * Committee Member Samuel Young

Approval of Minutes

Secretary's Report

Consideration of Continuances and Deletions from Agenda

CONSENT AGENDA

REGULAR AGENDA

[UDC 2024-09](#) UDC 2024-09 FINAL Location, Character, Extent review for a redesigned Blackwell Park located at 1400 Maury Avenue.

Patrons: Urban Design Committee

Attachments: [UDC 2024-09 App](#)
[UDC 2024-09 Narrative](#)
[UDC 2024-09 FINAL Plan \(Proposed\)](#)
[UDC 2024-09 UDC Staff Report](#)
[Exhibit 1 - Previously Approved CONCEPT Plan](#)

A motion was made by Committee Member Woodson, seconded by Committee Member Clarke, that this Location, Character and Extent Item be recommended for approval with conditions to the Planning Commission, due back on 3/19/2024.

The Urban Design Committee recommended the following conditions:

1. The UDC recommends that final details on outdoor lighting be sensitive to light pollution or dark-skies compliant, where applicable.
2. The UDC recommends inclusion of permeable hardscape materials and sustainable stormwater features, where appropriate, and as suggested by the Urban Design Guidelines.
3. The UDC recommends the inclusion of public art, where feasible.
4. The UDC recommends that the re-use of existing materials onsite should be incorporated with the design plans, where feasible.
5. The UDC recommends the Applicant remove invasive and undesirable species in surrounding tree canopy areas with the purpose of increasing visibility into the park.

Aye -- 9 - Committee Member Luigi Mignardi, Jessie Gemmer, Damon Pearson, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen, Committee Member Mitchell Danese, Committee Member Eva Clarke and Committee Member Justin Doyle

OTHER BUSINESS

Discussion: Marianne Pitts, Senior Deputy Director, PDR, Planning and Policy Division

Adjournment



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Summary - Final Urban Design Committee

Thursday, April 4, 2024

10:00 AM

5th Floor Conference Room of City Hall

Call to Order

[PDRPRES
2024.020](#)

To access the meeting via Microsoft Teams, please use the following link:

<https://tinyurl.com/ypk3fr7a>

or dial *67-804-316-9457 and enter ID: 197 079 429#

Public comment will be requested in turn for each item on the agenda. Please stay on mute during other times to reduce background noise. If using a phone to access the meeting, you can use *6 to mute and un-mute.

Patrons: Urban Design Committee

Attachments: [04 04 2024 Public Access and Participation Instructions - Urban Design Committee](#)

Roll Call

- Present --** 7 - * Committee Member Luigi Mignardi, * Damon Pearson, * Committee Member Charles Woodson, * Committee Member Timothy Hamnett, * Committee Member Mitchell Danese, * Committee Member Eva Clarke and * Committee Member Justin Doyle
- Absent --** 4 - * Amelia Wehunt, * Jessie Gemmer, * Committee Member Keith Van Inwegen and * Committee Member Samuel Young

Approval of Minutes

Secretary's Report

Staff discussed a rework of how minutes are completed. The UDC provided feedback. Staff proposed to bring back to the UDC at the following meeting an agenda item with changes to the operating procedures.

Consideration of Continuances and Deletions from Agenda

CONSENT AGENDA

The UDC discussed pollinator plant maintenance relating to UDC 2024-11.
The UDC discussed floor covering and seating relating to UDC 2024-16.
The UDC discussed the provision of seating in front of a property that could be used for residential uses in the future relating to UDC 2024-13.

A motion was made by Committee Member Hamnett seconded by Committee Member Mignardi that the Consent Agenda items be recommended for approval with Staff recommended conditions to the Planning Commission, due back on

4/16/2024. The motion carried by the following vote:

Aye: 7 No: 0 Abstain: 0

[UDC 2024-11](#) UDC 2024-11 FINAL Location, Character, and Extent review of Fonticello Park restroom structure and splash pad, located at 2813 Bainbridge Street.

Patrons: Urban Design Committee

Attachments: [UDC 2024-10 App](#)
[UDC 2024-11 FINAL Plan Set](#)
[UDC 2024-11 Staff Report](#)
[UDC 2024-11 UDC report to CPC](#)

This Location, Character and Extent Item was recommended for approval, with Staff recommended conditions, to the Planning Commission due back on 4/16/2024

[UDC 2024-12](#) UDC 2024-12 Plan of Development Recommendation for Front Yard Setback - 501 Orleans Street

Patrons: Urban Design Committee

Attachments: [UDC 2024-12 App](#)
[UDC 2024-12 Narrative](#)
[v2 UDC 2024-12 site plan](#)
[UDC 2024-12 Rendering](#)
[UDC 2024-12 Staff Report](#)

This Location, Character and Extent Item was recommended for approval to the Director of Planning and Development Review.

[UDC 2024-13](#) UDC 2024-13 Section 17.05 Recommendation - Encroachment for permanent outdoor seating located at 2101 West Main Street (Sidewalk Cafe)

Patrons: Urban Design Committee

Attachments: [UDC 2024-13 app-narrative-ownership letters](#)
[UDC 2024-13 Plans](#)
[UDC 2024-13 Staff Report](#)

This Section 17.05 Review was recommended for approval to the Department of Public Works.

[UDC 2024-14](#) UDC 2024-14 FINAL Location, Character, and Extent review for proposed storage building at 1701 Fairfield Way

Patrons: Urban Design Committee

Attachments: [UDC 2024-14 App and Narrative](#)

[UDC 2024-14 Plans](#)

[UDC 2024-14 Architecture](#)

[UDC 2024-14 Staff Report](#)

[UDC 2024-14 UDC report to CPC](#)

This Location, Character and Extent Item was recommended for approval, with Staff recommended conditions, to the Planning Commission due back on 4/16/2024

[UDC 2024-16](#) UDC 2024-16 FINAL Location, Character, and Extent review for proposed outdoor classroom at Pine Camp Park, located at 4901 Old Brook Road

Patrons: Urban Design Committee

Attachments: [UDC 2024-16 App and Plans](#)

[UDC 2024-16 Staff Report](#)

[UDC 2024-14 UDC Report to CPC](#)

This Location, Character and Extent Item was recommended for approval to the Planning Commission due back on 4/16/2024

REGULAR AGENDA

[UDC 2024-10](#) UDC 2024-10 CONCEPT Location, Character, and Extent review for the proposed James River Branch Trail segment running between Westover Hills Boulevard and North Hopkins Road.

Patrons: Urban Design Committee

Attachments: [UDC 2024-10 App](#)

[UDC 2024-10 Narrative](#)

[UDC 2024-10 CONCEPT Plan](#)

[UDC 2024-10 Location Map](#)

[UDC 2024-10 Pedestrian Crossing Evaluation Memo](#)

[UDC 2024-10 Staff Report](#)

[UDC 2024-10 UDC Report to CPC](#)

The UDC discussed feedback from the Applicant's public meeting. The Applicant stated the following as highlights: landscaping, safety at intersection and at night, and the provision of fixtures and amenities.

The UDC discussed broader connectivity to surrounding locations of interest for users, parking at off shoot areas, provisions for art, bike rack locations, trash separation from benches, provision of bike tool stands, removal of scrub to increase visibility, provision of trashcan fixtures that included a lid, and protection from tree roots cleaving the path surface. The UDC was concerned with tree removals.

A motion was made by Committee Member Woodson, seconded by Committee Member Clarke, that this Location, Character and Extent Item be recommended for approval with conditions to the Planning Commission, due back on 4/16/2024.

Recommended Conditions:

1. UDC recommends that outdoor lighting be sensitive to light pollution or dark-skies compliant.
2. UDC recommends the Applicant show in the FINAL Plan, a minimum 5ft width for sidewalks crossing the proposed path at street crossings.
3. UDC recommends the Applicant show in the FINAL Plan, locations for future signage that labels for drivers the trail crossing, and for trail users the upcoming cross street.
4. UDC recommends the Applicant show in the FINAL Plan, space for future small scale landscaping, such as flower and shrubs, at intersections.
5. UDC recommends the Applicant provide in the FINAL application, a letter from the Department of Public Works stating an intent to repave and otherwise provide necessary minimum improvements to sections of the street where the path branches off.

Aye -- 7 - Committee Member Luigi Mignardi, Damon Pearson, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Mitchell Danese, Committee Member Eva Clarke and Committee Member Justin Doyle

OTHER BUSINESS

At the request of the Department of Public Works, the UDC delegated its approval to a small committee (Members Clark and Mignardi) and Staff to approve the FINAL application for the James River Branch Trail.

The UDC expressed the need to see impacts to existing trees and grading plans, along with other items typically included in a FINAL application.

Motion by Committee Member Clark, Seconded by Committee Member Danese.

The Motion Passed:

Aye - 7, No - 0, Abstain - 0

Discussion: Laura Thomas, Director - Office of Sustainability

Public Arts Commission representative selection

The Urban Design Committee selected Committee Member Woodson to represent the UDC at the Public Arts Commission.

Adjournment

City of Richmond

*900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov*



Meeting Minutes

Thursday, May 9, 2024

10:00 AM

5th Floor Conference Room of City Hall

Urban Design Committee

Call to Order

[PDRPRES
2024.028](#)

To access the meeting via Microsoft Teams, please use the following link:
<https://tinyurl.com/ch7nvaps>
or dial *67-804-316-9457 and enter ID: 212 408 588#
Public comment will be requested in turn for each item on the agenda. Please stay on mute during other times to reduce background noise. If using a phone to access the meeting, you can use *6 to mute and un-mute.

Attachments: [05 09 2024 Public Access and Participation Instructions - Urban Design Committee](#)

Roll Call

Present -- 11 - * Committee Member Luigi Mignardi, * Amelia Wehunt, * Jessie Gemmer, * Damon Pearson, * Committee Member Charles Woodson, * Committee Member Timothy Hamnett, * Committee Member Keith Van Inwegen, * Committee Member Samuel Young, * Committee Member Mitchell Danese, * Committee Member Eva Clarke and * Committee Member Justin Doyle

Approval of Minutes

Secretary's Report

The Chair discussed how Committee Members should represent themselves in media: Members should be clear any commentary was provided as a private citizen.

The Secretary reported on items from the previous meeting.

Update on Public Arts Commission Appointment

Planning Manager Chen provided an update on the Public Arts Committee representative from the UDC, stating the CPC is the electing body, and the CPC Chair determined that the representative election would take place after a new ordinance for PAC was adopted.

Consideration of Continuances and Deletions from Agenda

CONSENT AGENDA

UDC 20024-18 and UDC 2024-21 was moved to the Regular Agenda.
UDC 2024-15 was moved to the Consent Agenda.

Committee Member Wehunt made a motion to approve the Consent Agenda, as amended.

Committee Member Hamnett seconded.

The Committee unanimously approved the Consent Agenda, as amended.

[UDC 2024-23](#) UDC 2024-23 Section 17.05 Recommendation - Encroachment for a blade sign located at 1200 E. Cary Street

Attachments: [UDC 2024-23 App](#)
[UDC 2024-23 Narrative](#)
[UDC 2024-23 Survey](#)
[UDC 2024-23 Plans](#)
[UDC 2024-13 Staff Report](#)
[CAR Approval Letter 1200 E Cary](#)

This Section 17.05 Review was recommended for approval to the Department of Public Works.

[UDC 2024-15](#) UDC 2024-15 FINAL Location, Character, and Extent review for an overhead gateway sign establishing the entrance of the Carytown Commercial District, located on Cary Street between Thompson Street and Nansemond Street.

Attachments: [UDC 2024-15 App](#)
[UDC 2024-15 Narrative](#)
[UDC 2024-15 Application Packet](#)
[UDC 2024-15 Staff Report](#)
[Exhibit 1 - Location and Photos](#)

This item was approved on Consent Agenda - to be recommended for approval to the Planning Commission, due back on 5/21/2024. The motion carried by the following vote:

Aye -- 11 - Committee Member Luigi Mignardi, Amelia Wehunt, Jessie Gemmer, Damon Pearson, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen, Committee Member Samuel Young, Committee Member Mitchell Danese, Committee Member Eva Clarke and Committee Member Justin Doyle

REGULAR AGENDA

[UDC 2024-19](#) UDC 2024-19 CONCEPT Location, Character, Extent review of a proposed natural exploration and play area, located on Belle Isle.

Attachments: [UDC 2024-19 App](#)
[UDC 2024-19 Site Plan](#)
[UDC 2024-19 Concept Packet](#)
[UDC 2024-19 Staff Report](#)
[UDC 2024-19 CONCEPT Narrative REVISED](#)
[Letter of Support - James River Park System](#)

The Committee discussed accessibility of ground materials and play spaces; dog safety and "no dog" signage; bicycle safety and separation; group seating spaces; planting choices; flooding issues; safety of natural material choices; safety of the bridge above; stormwater requirements with impervious surfaces, berm filling, and FEMA permitting; restroom and potable water access; trash receptacles; pet waste stations; and

interpretive signage.

A motion was made by Committee Member Woodson, seconded by Committee Member Clarke, that this Location, Character and Extent Item was recommended for approval to the Planning Commission due back on 5/21/2024.

- Aye --** 11 - Committee Member Luigi Mignardi, Amelia Wehunt, Jessie Gemmer, Damon Pearson, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen, Committee Member Samuel Young, Committee Member Mitchell Danese, Committee Member Eva Clarke and Committee Member Justin Doyle

[UDC 2024-20](#) UDC 2024-20 CONCEPT Location, Character, and Extent review of the Greening Richmond Public Libraries: Ginter Park Branch project, located at 1200 Westbrook Avenue.

Attachments: [UDC 2024-20 CONCEPT Application Packet](#)
[UDC 2023-20 Staff Report](#)
[Exhibit 2 Public Questionnaire](#)

The Committee discussed pollinator friendly maintenance; street trees interfering with bike lanes; tree removal and recycling; comfort of seating fixtures; and stormwater infrastructure.

A motion was made by Committee Member Clarke, seconded by Committee Member Pearson, that this Location, Character and Extent Item was recommended for approval with conditions to the Planning Commission due back on 5/21/2024.

Recommended Conditions:

1. Applicant to work with GRTC to determine if the adjacent bus stop should be relocated or improved for the FINAL Application.

- Aye --** 10 - Committee Member Luigi Mignardi, Amelia Wehunt, Jessie Gemmer, Damon Pearson, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen, Committee Member Samuel Young, Committee Member Mitchell Danese and Committee Member Eva Clarke

- Abstain --** 1 - Committee Member Justin Doyle

[UDC 2024-18](#) UDC 2024-18 FINAL Location, Character, and Extent review of a renovation to the Byrd Park Round House to provide ADA circulation, located at 621 Westover Road.

Attachments: [2024-18 UDC Application Packet](#)
[UDC 2024-18 Staff Report](#)

The Committee discussed ADA ramp locations; overall ADA accessibility; railing styles; and alternatives to the proposed ADA ramp with the purpose of reducing number of railings. The Committee generally agreed that the item was not an appropriate General Character for the historic structure - specifically the visual prevalence of railings on both the proposed ramp and deck area.

UDC 2024-18 was withdrawn by the Applicant after the Committee held a hearing.

[UDC 2024-21](#) UDC 2024-21 Final Location, Character, and Extent review of landscape lighting along medians on East Broad Street, between 4th Street and 7th Street.

Attachments: [UDC 2024-21 App](#)
[UDC 2024-21 Narrative](#)
[UDC 2024-21 Plans](#)
[UDC 2024-21 Staff Report](#)

The Committee discussed the application not including enough information; proposed lighting including something to make it unique to Richmond; the landscaping; and the color of the lights. The Committee requested renderings of the final condition at the item's next hearing.

A motion was made by Committee Member Woodson, seconded by Committee Member Young, that this Location, Character and Extent Item be approved. The motion tied by the following vote and was deferred to the next meeting according to the rules of procedure.

Aye -- 5 - Committee Member Luigi Mignardi, Committee Member Charles Woodson, Committee Member Samuel Young, Committee Member Mitchell Danese and Committee Member Justin Doyle

No -- 5 - Jessie Gemmer, Damon Pearson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen and Committee Member Eva Clarke

Abstain -- 1 - Amelia Wehunt

OTHER BUSINESS

[UDC 2024-22](#) UDC 2024-22 Proposed Change to the UDC Operating Procedures regarding meeting minutes

Attachments: [UDC 2024-22 Staff Report](#)
[Operating Procedures May 2024 DRAFT](#)

This change to Operating Procedure was approved.

Aye -- 11 - Committee Member Luigi Mignardi, Amelia Wehunt, Jessie Gemmer, Damon Pearson, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen, Committee Member Samuel Young, Committee Member Mitchell Danese, Committee Member Eva Clarke and Committee Member Justin Doyle

Adjournment



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Summary Urban Design Committee

Thursday, June 6, 2024

10:00 AM

5th Floor Conference Room of City Hall

1. [PDRPRES 2024.030](#) To access the meeting via Microsoft Teams, please use the following link: <https://tinyurl.com/3uw7zfwx> or dial *67-804-316-9457 and enter ID: 262 491 162# Public comment will be requested in turn for each item on the agenda. Please stay on mute during other times to reduce background noise. If using a phone to access the meeting, you can use *6 to mute and un-mute.

Attachments: [06_06_2024_Public Access and Participation Instructions - Urban Design Committee](#)

Roll Call

- Present --** 6 - * Committee Member Luigi Mignardi, * Amelia Wehunt, * Committee Member Charles Woodson, * Committee Member Timothy Hamnett, * Committee Member Keith Van Inwegen and * Committee Member Mitchell Danese
- Absent --** 5 - * Jessie Gemmer, * Damon Pearson, * Committee Member Samuel Young, * Committee Member Eva Clarke and * Committee Member Justin Doyle

Call to Order

The Chair and Vice Chair were not present at the meeting. Committee Member Woodson nominated Committee Member Mignardi to be temporary Chair. Committee Member Mignardi was unanimously elected to be temporary chair.

Approval of Minutes

The UDC approved a new minutes approach at the previous meeting. This will be the first meeting that will utilize the new approach. Staff will read back a high level summary statement before voting on a final motion for each individual item. The summary statement will be transmitted to the Planning Commission along with the Motion outcome; and be recorded as minutes for the record.

Secretary's Report

Consideration of Continuances and Deletions from Agenda

CONSENT AGENDA

Committee Member Woodson motioned, and Committee Member Danese seconded, to move UDC 2024-29 to the Regular Agenda. The Committee voted unanimously to move the item to the Regular Agenda.

Committee Member Mignardi motioned, and Committee Member Van Inwegen seconded, approval of the amended Consent Agenda with Staff Recommendations. The Committee voted unanimously to approval..

2. [UDC 2024-24](#) UDC 2024-24 Plan of Development Recommendation for Front Yard Setback - 3200 West Moore Street

Attachments: [UDC 2024-24 App](#)
[UDC 2024-24 Narrative](#)
[UDC 2024-24 Landscape Plan](#)
[UDC 2024-24 Architectural Plans](#)
[UDC 2024-24 Staff Report](#)

This Location, Character and Extent Item was recommended for approval to the Director of Planning and Development Review.

3. [UDC 2024-28](#) UDC 2024-28 FINAL Location, Character, and Extent review of the proposed shared use path located between Crutchfield Street and West 42nd Street, located at 4200 Crutchfield St.

Attachments: [UDC 2024-28 App](#)
[UDC 2024-28 Narrative](#)
[UDC 2024-28 Existing Site](#)
[UDC 2024-28 Plans](#)
[UDC 2024-28 Site Details](#)
[UDC 2024-28 Staff Report](#)
[UDC 2024-28 UDC report to CPC](#)

This Location, Character and Extent Item was recommended for approval with conditions to the Planning Commission due back on 6/18/2024

5. [UDC 2024-30](#) UDC 2024-30 FINAL Location, Character, and Extent review of the Greening Richmond Public Libraries: Ginter Park Branch project, located at 1200 Westbrook Avenue.

Attachments: [UDC 2024-30 FINAL Application Packet](#)
[UDC 2023-30 Staff Report](#)
[UDC 2023-30 UDC report to CPC](#)

This Location, Character and Extent Item was recommended for approval with conditions to the Planning Commission due back on 6/18/2024

REGULAR AGENDA

- [UDC 2024-21](#) UDC 2024-21 Final Location, Character, and Extent review of landscape lighting along medians on East Broad Street, between 4th Street and 7th Street.

Attachments: [UDC 2024-21 App](#)
[UDC 2024-21 Narrative REVISED](#)
[UDC 2024-21 Plans REVISED](#)
[UDC 2024-21 Staff Report REVISED](#)
[UDC 2024-21 UDC report to CPC](#)

The UDC discussed landscaping, landscaping irrigation, and had concerns over the quality of the design.

This Location, Character and Extent Item was recommended for approval to the Planning Commission due back on 6/18/2024.

Aye -- 3 - Committee Member Charles Woodson, Committee Member Keith Van Inwegen and Committee Member Mitchell Danese

No -- 2 - Committee Member Luigi Mignardi and Committee Member Timothy Hamnett

Abstain -- 1 - Amelia Wehunt

6. [UDC 2024-25](#) UDC 2024-25 CONCEPT Location, Character, and Extent review for a proposed shared use path from Terminal Place, across Leigh Street, and terminating at Arthur Ashe Boulevard.

Attachments: [UDC 2024-25 App](#)
[UDC 2024-25 Narrative](#)
[UDC 2024-25 Application Packet](#)
[UDC 2024-25 Staff Report](#)
[UDC 2024-25 UDC report to CPC](#)
[UDC 2024-25 Application Packet \(REVISED\)](#)

The UDC discussed the material of the path, lighting, public outreach, ROW acquisition, pet user comfort, and the layout of the parking lot.

This Location, Character and Extent Item was recommended for approval with amendments to the Planning Commission due back on 6/18/2024.

The UDC recommends the following conditions:

1. Outdoor lighting be sensitive to light pollution or dark-skies compliant.
2. The Applicant show in the FINAL Plan, locations for future signage that labels for drivers the trail crossing, and for trail users the upcoming cross streets and points of interest.
3. The Applicant include some portion of existing rail items for the entire length of the path, including the Movieland Property, in the FINAL Plan.
4. The Applicant provide lighting throughout the length of the trail to anticipate night users.
5. FINAL Plans shall include seating and trash location(s) in the "Proto-Path" and "Movieland" sections, respectively.
6. Applicant to provide a non-paved shoulder to the proposed path, at time of FINAL application.

Aye -- 6 - Committee Member Luigi Mignardi, Amelia Wehunt, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen and Committee Member Mitchell Danese

7. [UDC 2024-26](#) UDC 2024-26 CONCEPT AMENDMENT Location Character and Extent review of the proposed Whitcomb Community Park located at 2100 Sussex Street.

Attachments: [UDC 2024-26 App](#)
[v2 UDC 2024-26 Narrative](#)
[UDC 2024-26 CONCEPT Application Packet REVISED](#)
[UDC 2024-26 CONCEPT Staff Report](#)
[UDC 2024-26 UDC report to CPC](#)
[Exhibit 1 PREVIOUS CONCEPT](#)

The UDC discussed community engagement, meadow location, and the football field.

This Location, Character and Extent Item was recommended for approval with conditions to the Planning Commission due back on 6/18/2024.

The UDC recommended the following conditions of approval:

- 1. Final details on outdoor lighting be sensitive to light pollution or dark-skies compliant.**
- 2. Inclusion of permeable hardscape materials where appropriate and as suggested by the Urban Design Guidelines.**
- 3. The re-use of existing materials onsite should be incorporated with the design plans, where feasible.**
- 4. A maintenance plan be submitted during the Final UDC review phase to include landscaping, sustainability features, public spaces, and splash-pad.**
- 5. The Applicant incorporate public art, where feasible.**
- 6. The Applicant work with Staff to revise the location and design of crosswalks and curb cut/driveways to DPW standards in preparation for any Final Application that includes the splashpad or play area.**
- 7. That the Applicant work with GRTC Staff to evaluate moving adjacent bus stop locations in surrounding blocks to be relocated directly adjacent to the proposed park and to improve any potential bus stop locations to GRTC standards.**
- 8. Applicant to consider safety and visibility through the park area from the street in landscape plantings and maintenance.**

Aye -- 5 - Committee Member Luigi Mignardi, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen and Committee Member Mitchell Danese

Abstain -- 1 - Amelia Wehunt

8. [UDC 2024-27](#) UDC 2024-27 FINAL Location Character and Extent review of Phase 1 of the proposed Whitcomb Community Park located at 2100 Sussex Street.

Attachments: [UDC 2024-27 App](#)
[v2 UDC 2024-27 Narrative](#)
[UDC 2024-27 PHASE 1 Site Plan](#)
[UDC 2024-27 Application Packet](#)
[UDC 2024-27 FINAL Staff Report](#)
[UDC 2024-27 UDC report to CPC](#)

The UDC discussed the benefits of the meadow and the adjacent brownfield.

This Location, Character and Extent Item was recommended for approval with conditions to the Planning Commission due back on 6/18/2024.

The UDC recommended the following conditions of approval:

- 1. That the Applicant work with GRTC Staff to evaluate moving adjacent bus stop locations in surrounding blocks to be relocated directly adjacent to the proposed park and to improve any potential bus stop locations to GRTC standards.**
- 2. Applicant to consider safety and visibility through the park area from the street in landscape plantings and maintenance.**

Aye -- 5 - Committee Member Luigi Mignardi, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen and Committee Member Mitchell Danese

Abstain -- 1 - Amelia Wehunt

9. [UDC 2024-31](#) UDC 2024-31 Location, Character, and Extent review of the proposed Fall Line Trail segment at Bryan Park, located at 4308 Hermitage Road.

Attachments: [UDC 2024-31 App](#)
[UDC 2024-31 Narrative](#)
[Exhibit 1 - Layout](#)
[UDC 2024-31 Plans](#)
[UDC 2024-31 Staff Report](#)
[UDC 2024-31 UDC report to CPC](#)

The UDC discussed how existing park users will interact with the new trail, connections to Henrico County, larger scope of the FallLine Trail. The UDC had concerns over trail separation from existing paths and tree loss.

This Location, Character and Extent Item was recommended for approval with amendments to the Planning Commission due back on 6/18/2024.

The UDC recommended the following conditions of approval:

- 1. Applicant to revise plans to show the removal of currently proposed physical barrier fixtures where the trail runs on existing pathways within the park, to be approved by Staff.**
- 2. It is recommended to the Applicant that existing brick path sidings are not removed to the maximum extent possible.**
- 3. It is recommended to the Applicant that wayfinding signage be finalized to be provided at the corner of Hermitage Road and Bryan Park Avenue prior to issuance of any future FallLine Trail approvals.**
- 4. It is recommended to the Applicant that the installation of a pedestrian traffic signal, located at Hermitage Road and Bryan Park Avenue, be completed prior to issuance of any future FallLine Trail approvals.**
- 5. It is recommended the Applicant to show 11 trees have been planted within the park.**

4. [UDC 2024-29](#) UDC 2024-29 FINAL Location, Character, and Extent review of minor window and roof vent renovations at the Byrd Park Main Pump Station, located at 1708 Pump House Drive.

Attachments: [UDC 2024-29 App](#)
[UDC 2024-29 Narrative](#)
[UDC 2024-29 Application Packet](#)
[UDC 2024-29 Staff Report](#)
[UDC 2024-29 UDC report to CPC](#)

The UDC discussed if the building was registered as historic (no), concerns over the louver design in the windows, and public outreach.

This Location, Character and Extent Item was recommended for approval to the Planning Commission due back on 6/18/2024.

OTHER BUSINESS

Adjournment

City of Richmond

*900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov*



Summary

Thursday, July 11, 2024

10:00 AM

5th Floor Conference Room of City Hall

Urban Design Committee

Call to Order

[PDRPRES
2024.040](#)

To access the meeting via Microsoft Teams, please use the following link: <https://tinyurl.com/5x6sbfd4> or dial *67-804-316-9457 and enter ID: 458 536 086# Public comment will be requested in turn for each item on the agenda. Please stay on mute during other times to reduce background noise. If using a phone to access the meeting, you can use *6 to mute and un-mute.

Attachments: [07 11 2024 Public Access and Participation Instructions - Urban Design Committee](#)

Roll Call

Committee Member Eva Clark was voted to attend virtually, motioned by Committee Member Woodson and Seconded by Committee Member Van Inwegen.

- Present --** 6 - * Damon Pearson, * Committee Member Charles Woodson, * Committee Member Keith Van Inwegen, * Committee Member Mitchell Danese, * Committee Member Eva Clarke and * Committee Member Justin Doyle
- Absent --** 5 - * Committee Member Luigi Mignardi, * Amelia Wehunt, * Jessie Gemmer, * Committee Member Timothy Hamnett and * Committee Member Samuel Young

Approval of Minutes**Secretary's Report****Consideration of Continuances and Deletions from Agenda****CONSENT AGENDA****REGULAR AGENDA**

[PDRPRES
2024.041](#)

UDC 2024-32 Review and Recommendation of the Diamond District Public Realm Design Standards.

Attachments: [UDC 2024-32 Staff Report](#)
[Part 1 - FINALIZED Diamond District Public Realm Design Standards](#)
[Part 2 - FINALIZED Diamond District Public Realm Design Standards](#)

Committee voted to forward a positive recommendation to the Planning Commission with the following notes; motioned by Committee Member Woodson and seconded by Committee Member Van Inwegen.

UDC recommends that:

- 1) Cycling safety and infrastructure continue to be emphasized in the Design Standards;
- 2) Traffic calming measures be added to the Standards;
- 3) Additional consideration be given to the street tree species list;
- 4) Trash/Recycling/Composting bins design consider resistance to pests and any

needed communication on what is appropriate to put in recycling and composting bins;

5) Additional consideration be given to bollard lighting being used for security purposes; and

6) Additional consideration be given to pavement in high heat settings, especially for users with pets.

OTHER BUSINESS

Adjournment

City of Richmond

*900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov*



Meeting Minutes

Thursday, August 8, 2024

10:00 AM

5th Floor Conference Room of City Hall

Urban Design Committee

Call to Order

[PDRPRES
2024.048](#)

To access the meeting via Microsoft Teams, please use the following link: <https://tinyurl.com/5x6sbfd4> or dial *67-804-316-9457 and enter ID: 458 536 086# Public comment will be requested in turn for each item on the agenda. Please stay on mute during other times to reduce background noise. If using a phone to access the meeting, you can use *6 to mute and un-mute.

Attachments: [08 08 2024 Public Access and Participation Instructions - Urban Design Committee](#)

Roll Call

Present -- 10 - * Committee Member Luigi Mignardi, * Jessie Gemmer, * Damon Pearson, * Committee Member Charles Woodson, * Committee Member Timothy Hamnett, * Committee Member Keith Van Inwegen, * Committee Member Samuel Young, * Committee Member Mitchell Danese, * Committee Member Eva Clarke and * Committee Member Justin Doyle

Absent -- 1 - * Amelia Wehunt

Approval of Minutes

A high level summary statement will be provided before voting on a final motion for each individual item. The summary statement will be transmitted to the Planning Commission along with the Motion outcome; and be recorded as minutes for the record.

Secretary's Report

Scope of Review Reminder

17.07 General Location, Character, Extent Approval of public buildings, structures, streets, parks, etc.

- Items of a specific nature that are designed by professionals, such as engineers or architects, are not considered general.

17.05 UDC may make recommendations on the specific design of public structures, appurtenances, and street fixtures.

Consideration of Continuances and Deletions from Agenda

CONSENT AGENDA

The UDC discussed recommendations on planting species for UDC 2024-36 - 29 N 17th St., that the proposed sign located at 2920 W. Cary Street was missing a period after the A.B.C(.); and concern over the proposed plaza at 29 North 17th Street not being a plaza as required by the zoning code.

A motion by Committee Member Clark, seconded by Committee Member Woodson, to approve the Consent Agenda with Staff recommendations was approved by unanimous "aye" vote by the Committee.

[UDC 2024-35](#) UDC 2024-35 ENCROACHMENT - Permanent building sign extending

into ROW located at 2920 West Cary Street

Attachments: [UDC 2024-35 App](#)
[UDC 2024-35 Plans](#)
[UDC 2022-35 Staff Report](#)

[UDC 2024-36](#) UDC 2024-36 ENCROACHMENT - Expansion of permanent outdoor seating in the ROW located at 29 North 17th Street (17th Street Market)

Attachments: [UDC 2024-36 Application](#)
[UDC 2024-36 Plans](#)
[UDC 2022-36 Staff Report](#)
[Exhibit 1 - Site Photo - Current Existing](#)

[UDC 2024-38](#) UDC 2024-38 Plan of Development Recommendation for Front Yard Setback - 2000 Semmes Avenue

Attachments: [UDC 2024-38 App](#)
[UDC 2024-38 Narrative](#)
[UDC 2024-38 Plans](#)
[UDC 2024-38 Staff Report](#)
[Exhibit 1 - POD Architecture Plan Set](#)
[Exhibit 2 - POD Landscape Plan Set](#)

[UDC 2024-39](#) UDC 2024-39 FINAL AMENDMENT Location, Character, Extent review for Phase 1 of the remodeled Blackwell Park located at 1400 Maury Avenue.

Attachments: [UDC 2024-39 App](#)
[UDC 2024-39 Narrative](#)
[UDC 2024-39 Plans](#)
[UDC 2024-39 Staff report to UDC](#)
[UDC 2024-39 UDC report to CPC](#)
[PREVIOUSLY APPROVED Concept Plan](#)
[PREVIOUSLY APPROVED Phase 1 Plans](#)

REGULAR AGENDA

[UDC 2024-37](#) UDC 2024-37 FINAL Location, Character, and Extent review of the proposed Diamond District Stadium located at 3001 North Arthur Ashe Boulevard

- Attachments:** [UDC 2024-37 Application](#)
[UDC 2024-37 Narrative](#)
[UDC 2024-37 Rendered Site Plan](#)
[UDC 2024-37 Architectural 3D Renderings](#)
[UDC 2024-37 Architecture](#)
[UDC 2024-37 Staff Report to UDC](#)
[UDC 2024-37 UDC Report to CPC](#)

The UDC discussed planting species, shade for activity areas within the stadium, how parking will be facilitated, architectural quality as viewed from the future Festival Street – including the provision of fencing along that façade, accessibility for the children’s play area, if the proposed architecture was unique within Richmond or among similarly situated baseball stadiums, architectural quality as viewed from the bridge on Arthur Ashe Boulevard (A.A. Blvd), materials used on the roof that are visible from the A.A. bridge, quality of materials visible from A.A. Blvd, lighting to break up facades, disappointment in City Staff that the project was brought before the UDC as a FINAL application rather than providing a CONCEPT review.

Public comment was provided with concern over the quality and uniqueness of the architectural design, playground design, accessibility, view from the highway.

This Location, Character and Extent Item was recommended for approval with amendments to the Planning Commission due back on 8/20/2024.

The UDC Recommended the following Conditions of Approval:

- 1. The UDC recommends that final details on outdoor lighting be sensitive to light pollution or dark-skies compliant.**
- 2. The UDC recommends inclusion of permeable hardscape materials and sustainable stormwater features, where appropriate, and as suggested by the Urban Design Guidelines.**
- 3. The UDC recommends the applicant incorporate public art, where feasible.**
- 4. The UDC recommends that the Applicant explore additional brick proportions and detailing visible from Arthur Ashe Boulevard.**
- 5. The UDC recommends that the Applicant include additional shade and seating.**
- 6. The UDC supports consideration for solar power generation.**
- 7. The UDC recommends that the Applicant include for Planning Commission review, renderings of the view from Arthur Ashe Boulevard and the Arthur Ashe Boulevard Bridge, as well as renderings showing architecture during the night time.**
- 8. The UDC supports changes to the architectural façade that make it more iconic and monumental.**

Aye -- 8 - Committee Member Luigi Mignardi, Jessie Gemmer, Committee Member Charles Woodson, Committee Member Keith Van Inwegen, Committee Member Samuel Young, Committee Member Mitchell Danese, Committee Member Eva Clarke and Committee Member Justin Doyle

No -- 2 - Damon Pearson and Committee Member Timothy Hamnett

OTHER BUSINESS

Discussion - Richmond Connects Lighter, Quicker, Cheaper

Adjournment



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Summary - Final Urban Design Committee

Thursday, November 7, 2024

10:00 AM

5th Floor Conference Room of City Hall

Call to Order

[PDRPRES
2024.061](#)

To access the meeting via Microsoft Teams, please use the following link: <https://tinyurl.com/45te94kj> or dial *67-804-316-9457 and enter ID: 569 846 610# Public comment will be requested in turn for each item on the agenda. Please stay on mute during other times to reduce background noise. If using a phone to access the meeting, you can use *6 to mute and un-mute.

Attachments: [11_07_2024_Public Access and Participation Instructions - Urban Design Committee](#)

Roll Call

- Present --** 9 - * Amelia Wehunt, * Jessie Gemmer, * Damon Pearson, * Committee Member Charles Woodson, * Committee Member Timothy Hamnett, * Committee Member Keith Van Inwegen, * Committee Member Mitchell Danese, * Committee Member Eva Clarke and * Committee Member Justin Doyle
- Absent --** 2 - * Committee Member Luigi Mignardi and * Committee Member Samuel Young

Approval of Minutes

A high level summary statement will be provided before voting on a final motion for each individual item. The summary statement will be transmitted to the Planning Commission along with the Motion outcome; and be recorded as minutes for the record.

Secretary's Report

Scope of Review Reminder

17.07 General Location, Character, Extent Approval of public buildings, structures, streets, parks, etc.

- Items of a specific nature that are designed by professionals, such as engineers or architects, are not considered general.

17.05 UDC may make recommendations on the specific design of public structures, appurtenances, and street fixtures.

Consideration of Continuances and Deletions from Agenda

CONSENT AGENDA

[UDC 2024-44](#) UDC 2024-44 Section 17.05 Recommendation - Encroachment for outdoor seating located at 3308 East Marshall Street

Attachments: [UDC 2024-44 App](#)
[UDC 2024-44 Narrative](#)
[UDC 2024-44 Site Plan](#)
[UDC 2024-44 Seating Example](#)
[UDC 2024-44 Staff Report](#)

A motion was made by Committee Member Clarke, seconded by Committee Member Pearson, that this Location, Character and Extent Item be recommended for approval to the Department of Public Works with Staff Recommendations. The motion carried by the following vote:

Aye -- 9 - Amelia Wehunt, Jessie Gemmer, Damon Pearson, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen, Committee Member Mitchell Danese, Committee Member Eva Clarke and Committee Member Justin Doyle

REGULAR AGENDA

[UDC 2024-40](#) UDC 2024-40 CONCEPT location, character, and extent review of the proposed renovation of Westover Park, including construction of new features, located at 1301 Jahnke Road.

Attachments: [UDC 2024-40 Application Packet](#)
[UDC 2024-40 Staff Report](#)
[UDC 2024-40 UDC Report to CPC](#)

This Location, Character and Extent Item was recommended for approval with conditions to the Planning Commission due back on 11/19/2024.

Recommended Conditions of Approval:

- 1. Final details on outdoor lighting be sensitive to light pollution or dark-skies compliant.**
- 2. Inclusion of permeable hardscape materials where appropriate and as suggested by the Urban Design Guidelines.**
- 3. The re-use of existing materials onsite should be incorporated with the design plans, where feasible.**
- 4. A maintenance plan be submitted during the Final UDC review phase to include landscaping, sustainability features, public spaces, and splash-pad.**
- 5. The Applicant incorporate public art, where feasible.**
- 6. Applicant to work with GRTC Staff to evaluate to collocate any bus stops with the entrance of the park and to improve any potential bus stop locations to GRTC standards.**

Aye -- 8 - Jessie Gemmer, Damon Pearson, Committee Member Charles Woodson, Committee Member Timothy Hamnett, Committee Member Keith Van Inwegen, Committee Member Mitchell Danese, Committee Member Eva Clarke and Committee Member Justin Doyle

Abstain -- 1 - Amelia Wehunt

OTHER BUSINESS

Adjournment