



# City of Richmond

City Hall  
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## Meeting Minutes - Draft Planning Commission

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Monday, November 2, 2020

1:30 PM

5th Floor Conference Room

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### **This meeting will be held through electronic participation means**

This meeting will be held through electronic communication means pursuant to and in compliance with Ordinance No. 2020-093, adopted April 9, 2020, as amended. This meeting will be open to participation through electronic communication means by the public and closed to in-person participation by the public.

Most, if not all, Planning Commission members and other staff will participate in this meeting by teleconference/videoconference via Microsoft Teams. Those who may be assembling for this meeting will do so in the 5th Floor Conference Room of City Hall at 900 East Broad Street in Richmond, Virginia 23219.

Special Guidelines for Public Access and Citizen Participation:

To access or participate, or both, in the Planning Commission meeting on Monday, November 2, 2020, at 1:30 p.m., you have several options outlined in the following document:

1. [PDRPRES  
2020.067](#)

**Attachments:** [Public Access and Participation Instructions - Planning Commission  
11/2/20](#)

Citizens are encouraged to provide their comments in writing to [PDRLandUseAdmin@richmondgov.com](mailto:PDRLandUseAdmin@richmondgov.com) in lieu of speaking through audio or video means during the meeting.

When submitting your comments by email, be sure to include in your email (i) your full legal name, (ii) any organizations you represent, and (iii) any economic or professional relationships that would be affected by the adoption of the legislation on which you are commenting.

The person responsible for receiving written comments is Matthew J. Ebinger, Secretary to the Planning Commission.

All written comments received via email prior to 10:00 a.m. on Monday, November 2, 2020, will be provided to all members of the Planning Commission prior to the beginning of the meeting and will be included in the record of the meeting.

### **Call To Order**

Mr. Poole called the regular meeting of the Planning Commission to order at 1:30 p.m.

### **Roll Call**

Note: Commissioner Lenora Reid was also in attendance.

- Present 7 - \* Chair Rodney Poole, \* Vice Chair Melvin Law, \* Commissioner David Johannas, \* Commissioner Vivek G. Murthy, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Max Hepp-Buchanan, and \* Commissioner John Thompson
- Absent 1 - \* Commissioner Ellen Robertson

### Chair's Comments

Mr. Poole welcomed all who were present. He also stated the reconsideration of ORD. 2020-217 will be discussed during Consideration of Continuances and Deletions.

### Approval of Minutes

No minutes to approve.

### Director's Report

#### - Council Action Update

Mr. Matthew Ebinger stated there is no Council Action update.

#### - Richmond 300 Update

Mr. Olinger provided an update.

### Consideration of Continuances and Deletions from Agenda

#### [ORD. 2020-217](#)

To close to public travel certain medians located in Monument Avenue and North Allen Avenue at or near General Robert E. Lee Circle, to retain the City's legal interests in such medians, and to designate such medians as official City Parks, upon certain terms and conditions. (As Amended)

**Attachments:** [Ord. No. 2020-217 - Amended 20201214 - Stricken 20210111](#)

[Staff Report](#)

[Parcel Illustration](#)

[Plat](#)

[Support Historic West Grace Street Association](#)

[Support Monument Ave Preservation Society](#)

[Support Fan District Association](#)

[Letter of Opposition](#)

[Updated Civic Association Statements](#)

[Additional Letters of Opposition](#)

[20201214 Amendment of Ord. No. 2020-217](#)

On October 19, 2020 the Planning Commission voted to continue Ordinance No. 2020-217 to the December 21, 2020 meeting of the Planning Commission.

At the November 2, 2020 meeting of the Planning Commission, a motion was made by Commissioner Thompson, seconded by Commissioner Hepp-Buchanan,

that the Planning Commission reconsider Ordinance No. 2020-217 at the November 16, 2020 meeting of the Planning Commission.

The motion carried unanimously.

- 2. [ORD. 2020-177](#) To authorize the special use of the properties known as 618 North 32nd Street and 620 North 32nd Street for the purpose of permitting the expansion of an existing adult care residence from 27 residents to 40 residents, upon certain terms and conditions.

- Attachments:** [Ord. No. 2020-177](#)  
[Staff Report](#)  
[Application Form](#)  
[Applicant's Report](#)  
[Applicant's Letter](#)  
[Management Plan](#)  
[Plans & Survey](#)  
[Map](#)  
[Letters of Support](#)  
[Letters of Opposition](#)  
[Additional Letter of Opposition](#)  
[Staff Presentation](#)

A motion was made by Commissioner Johannas, seconded by Commissioner Greenfield, that this Ordinance be continued to the December 7, 2020 Planning Commission meeting. The motion carried unanimously with Mr. Thompson abstaining.

**Consent Agenda**

Public Hearing: No one spoke.

A motion was made by Vice Chair Law, seconded by Commissioner Greenfield, that the Consent Agenda be approved. The motion carried by the following vote with Commissioner Johannas abstaining on Item 7:

- Aye -- 8 - \* Chair Rodney Poole, \* Vice Chair Melvin Law, \* Commissioner David Johannas, \* Commissioner Vivek G. Murthy, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Max Hepp-Buchanan, \* Commissioner John Thompson and \* Lenora Reid

- 3. [ORD. 2020-225](#) To amend Ord. No. 71-180-163, adopted Jun. 14, 1971, as previously amended by Ord. No. 81-204-199, adopted Nov. 23, 1981, which authorized the special use of the property known as 3800 Grove Avenue for the purpose of doctors' offices, permitted an addition at the rear entry way, and authorized the erection of an accessory utility building, to also allow other office uses and personal service uses.

- Attachments:** [Ord. No. 2020-225](#)  
[Staff Report](#)  
[Application Form and Applicant's Report](#)  
[Map](#)

**This Ordinance was recommended for approval to the City Council.**

4. [ORD. 2020-227](#) To authorize the special use of the property known as 320 Hunt Avenue for the purpose of a single-family detached dwelling, upon certain terms and conditions.

- Attachments:** [Ord. No. 2020-227](#)  
[Staff Report](#)  
[Application Form and Applicant's Report](#)  
[Plans & Survey](#)

**This Ordinance was recommended for approval to the City Council.**

5. [ORD. 2020-228](#) To authorize the special use of the property known as 414 Milton Street for the purpose of a single-family detached dwelling, upon certain terms and conditions.

- Attachments:** [Ord. No. 2020-228](#)  
[Staff Report](#)  
[Application and Narrative](#)  
[Plans & Survey](#)  
[Map](#)

**This Ordinance was recommended for approval to the City Council.**

6. [ORD. 2020-229](#) To authorize the special use of the property known as 3406 East Broad Street for the purpose of a two-family detached dwelling, upon certain terms and conditions.

- Attachments:** [Ord. No. 2020-229](#)  
[Staff Report](#)  
[Application Form & Applicant's Report](#)  
[Plans & Survey](#)  
[Map](#)  
[Letter of Support Church Hill Association](#)  
[Letter of Opposition](#)

**This Ordinance was recommended for approval to the City Council.**

7. [ORD. 2020-230](#) To authorize the special use of the property known as 3411 Kensington Avenue for the purpose of an existing multifamily dwelling and a new two-family detached dwelling, upon certain terms and conditions.

**Attachments:** [Ord. No. 2020-230](#)[Staff Report](#)[Application Form and Applicant's Report](#)[Plans & Survey](#)[Map](#)[Letter of Support](#)

**This Ordinance was recommended for approval to the City Council.**

*The consent agenda consists of items that appear relatively non-controversial in nature and for which there was no known opposition at the time this agenda was set. The Consent Agenda items will be considered by the Commission as a group, and there will be a single combined staff presentation and a single combined public hearing held for all items listed on the Consent Agenda.*

**Regular Agenda**

8. [ORD. 2020-226](#) To amend Ord. No. 2013-156-154, adopted Sept. 9, 2013, as previously amended by Ord. No. 2013-208-197, adopted Oct. 28, 2013, which authorized the special use of the property known as 2501 Monument Avenue for the purpose of a museum for architecture and design and a lodging unit and imposed as a condition on the special use of such property a 150-person attendance limit for all reception events, to permit a dwelling unit and retail space and to impose as a condition on the special use of such property a 300-person attendance limit for all reception events instead of a 150-person attendance limit for all reception events.

**Attachments:** [Ord. No. 2020-226](#)  
[Staff Report](#)  
[Ord. No. 2020-226](#)  
[Application Form & Applicant's Report](#)  
[Management Plan](#)  
[Management Plan 04 Nov 2020 Amendment](#)  
[Map](#)  
[Additional Letters and Petitions of Opposition](#)  
[Letters of Opposition](#)  
[Letter of No Opposition Fan District Association](#)  
[Letter of Support Robinson Street Association](#)  
[Letter of Support Monument Ave Preservation Society](#)  
[Letter of Support Historic Richmond Foundation](#)  
[Letter of Support Fan Area Business Alliance](#)  
[Letters of Support](#)  
[Additional Letters of Support](#)  
[Additional Letter of Support](#)  
[Additional Letter of Support](#)  
[Staff Presentation](#)  
[Applicant's Presentation](#)

Mr. Matthew Ebinger provided staff's presentation.

Ms. Jennifer Mullen provided the applicant's presentation.

Public Hearing: Eight individuals spoke during the public hearing:

Support:

Penny Fletcher, Executive Director of Branch Museum of Architecture and Design

Bill Gallasch, Monument Ave Preservation Society President

Cyane Crump, Historic Richmond Foundation

Opposition:

Laura Friese, Resident

David Porter, Resident

Carol Sawyer, Resident

Sue Robertson, Resident, Park and Davis Homeowner Association

Susan Delgado, Resident

**A motion was made by Vice Chair Law, seconded by Commissioner Reid, that this Ordinance be recommended for approval to City Council, with the understanding that the Management Plan would include the following amendments:**

**-No more than 25 events annually shall be wedding receptions**

-In the event the parking area located at 2551 Monument Avenue is not available, the owner shall secure a satellite parking area within a 2,500 foot radius of the property for events exceeding 75 attendees based on a ratio of 1 parking space per 4 attendees for use with a shuttle service, valet parking service or similar transportation arrangement.

-Temporary signage “Resident Parking Only Please” and containing the logo of the owner shall be placed along the streets bordering the property (which include the north and south side of the 2500 block of Park Avenue, the east and west side of the 600 block of North Davis Avenue, and the south side of the 2500 block of Monument Avenue) with placement of the signs similar to the placement of the City’s street cleaning signs.

-A staff person will be in attendance at events

The motion carried unanimously.

9. [CPCR.2020.058](#)

**Attachments:** [Staff Report](#)  
[Resolution](#)

Title: Resolution to declare an intent to amend Chapter 30 of the Code of the City of Richmond as part of the recodification process.

Mr. Neil Gibson provided an overview of the Zoning Ordinance amendments associated with this resolution.

**A motion was made by Commissioner Johannas, seconded by Commissioner Thompson, that this City Planning Commission Resolution be adopted. The motion carried by the following vote:**

**Aye --** 8 - \* Chair Rodney Poole, \* Vice Chair Melvin Law, \* Commissioner David Johannas, \* Commissioner Vivek G. Murthy, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Max Hepp-Buchanan, \* Commissioner John Thompson and \* Lenora Reid

**Upcoming Items**

Mr. Ebinger shared a list of items tentatively scheduled for the November 16, 2020 meeting of the Planning Commission.

**Adjournment**

Mr. Poole adjourned the meeting at 2:51 p.m.