



City of Richmond

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Meeting Minutes - Draft Planning Commission

Monday, October 3, 2016

10:00 AM

5th Floor Conference Room

This is a special meeting of the City Planning Commission.

Call To Order

Mr. Poole called the special meeting of the Planning Commission to order at 10:10am.

Roll Call

-- Present 9 - * Mr. Rodney Poole, * Mr. Melvin Law, * Mr. David Johannas, * Ms. Ellen Robertson, * Ms. Selena Cuffee-Glenn, * Mr. Vivek Murthy, * Ms. Elizabeth Greenfield, * Mr. Max Hepp-Buchanan, and * Mr. John Thompson

Chair's Comments

Mr. Poole welcomed everyone who was present.

Director's Comments

Education and Housekeeping

1. [PDRPRES 2016-4](#) Authority & Role of the City Planning Commission

Attachments: [City of Richmond Planning Commission Adopted Rules of Procedure](#)
[City Charter Chapter 17 - Planning, Zoning and Subdivision Control](#)
[Code of Virginia Code - Article 2. Local Planning Commissions](#)
[Planning Commission Graphic](#)
[10.3.2016 Presentation to the Planning Commission](#)

Ms. Markham presented on the authority and role of the Planning Commission in the execution of their duties under the City Charter and State Code. The presentation can be seen in the attached link above.

2. [PDRPRES 2016-6](#) Section 17.05 and 17.07 (Location, Character and Extent) Review

Attachments: [City Charter 17.05 & 17.07](#)

[2011 Location, Character and Extent Resolutions](#)

[1995 Planning Commission Minutes on modular school buildings](#)

[LCE - City Attorney Opinion \(1984\)](#)

[LCE - City Attorney Opinion \(1964\)](#)

[LCE - City Attorney Opinion \(1963\)](#)

[10.3.2016 Presentation to the Planning Commission](#)

Ms. Markham presented on the Planning Commission's responsibilities in reviewing public projects under Section 17.05 and 17.07 of the City Charter. The presentation can be seen in the attached link above.

Ms. Markham informed the Commission that the Department of Planning and Development Review is working with the Department of Public Works on a memorandum of which street improvement projects would come to the Commission for review and how that would be determined on a case by case basis. Ms. Markham stated that more information on this would be coming to the Commission in the future.

The Commission discussed the 1995 motion of the Commission related to modular school buildings and generally agreed that the Commission should no longer condition the approval of modular school buildings for only a two-year period nor should they require a cost analysis for each review. The Commission also agreed that the review of modular school buildings should not be referred to the Urban Design Committee and should be brought directly to the Commission for review.

Ms. Markham indicated that the staff will prepare an amendment to the 2011 Planning Commission Resolutions related to the review of public projects under Section 17.07 of the City Charter that would exempt modular school buildings from being considered by the Urban Design Committee. She stated that this would be brought before the Commission for consideration at their next meeting.

3. [PDRPRES 2016-9](#) Subdivision Ordinance Updates

- Attachments:** [State Code §15.2-2260](#)
[Current Subdivision Review Process Flow Chart](#)
[City's Subivision Ordinance 2016](#)
[State Code Subdivision Sections](#)
[10.3.2016 Presentation to the Planning Commission](#)

Ms. Markham presented on the proposed updates to the Subdivision Ordinance that would bring it into compliance with the State Code. The presentation can be seen in the attached link above.

Ms. Markham informed the Commission that the changes to the State Code would allow the City to require a preliminary plat only when the subdivision involves more than 50 lots. Ms. Markham stated that this would be most of the subdivision in the City since there are rarely subdivisions that involve more than 50 lots. She suggested that the Subdivision Ordinance could be amended to only require subdivision plats to be approved by the Commission when the subdivider is requesting an exception to the Ordinance.

A motion was made by Commissioner Greenfield, seconded by Councilor Robertson, that the updates to the Subdivision ordinance include a provision that would only require plats to be approved by the Planning Commission if the subdivider was requesting an exception to the Subdivision Ordinance. The motion carried unanimously.

Aye -- 9 - * Mr. Poole, * Mr. Law, * Mr. Johannas, * Ms. Robertson, * Ms. Cuffee-Glenn, * Mr. Murthy, * Ms. Greenfield, * Mr. Hepp-Buchanan and * Mr. Thompson

Master Planning

4. [PDRPRES 2016-013](#) Citywide Master Plan Update

- Attachments:** [Master Plan Process Overview](#)

Mr. Olinger briefed the Commission on the status of the Citywide Master Plan Update and the proposed process.

5. [CPCR 2016-70](#) Resolution of the Richmond City Planning Commision to establish the Advisory Team for the Master Plan update.

- Attachments:** [Staff Report](#)
[CPCR 2016-70](#)

Mr. Olinger presented this Resolution for consideration by the Commission.

A motion was made by Commissioner Johannas, seconded by Commissioner Greenfield, that this City Planning Commission Resolution be approved. The motion carried unanimously.

Aye -- 9 - * Mr. Poole, * Mr. Law, * Mr. Johannas, * Ms. Robertson, * Ms. Cuffee-Glenn, * Mr. Murthy, * Ms. Greenfield, * Mr. Hepp-Buchanan and * Mr. Thompson

6. [PDRPRES
2016-11](#) Pulse Corridor Plan

Attachments: [Update & Status of the Pulse Corridor Plan](#)

Mr. Olinger presented on the Pulse Corridor Plan. The presentation can be seen in the attached link above.

7. [PDRPRES
2016-10](#) Public Art Master Plan

Ms. Ellyn Parker updated the Commission on the status of the Public Art Master Plan and informed the Commission that a draft will be ready for their review early in 2017.

Zoning Updates

10. [PDRPRES
2016-8](#) Signage Regulations

Attachments: [LGA Model Sign Code - Relevant Jurisprudence](#)
[Reed vs. Town of Gilbert - Enforcement Notes](#)
[Sign Law 2016 VAPA Presentation](#)

Mr. William Davidson, Zoning Administrator, briefed the Commission on potential changes that will need to be made to the City's sign regulations in the Zoning Ordinance due to the Supreme Court decision in Reid vs. Town of Gilbert.

8. [PDRPRES
2016-3](#) Parking Amendments

Attachments: [Proposed Parking Amendments for the B-4 and B-5 Zoning Districts](#)
[10.3.2016 Presentation to the Planning Commission](#)

Ms. Kathleen Onufer presented proposed updates to the Zoning Ordinance parking regulations in the B-4 and B-5 zoning districts. The presentation can be seen in the attached link above.

The Commission was generally supportive of the proposed changes.

9. [PDRPRES
2016-7](#) Affordable Dwelling Unit Ordinance

Attachments: [Proposed Amendments to the Affordable Dwelling Units Ordinance](#)
[10.3.2016 Presentation to the Planning Commission](#)

Ms. Kathleen Onufer presented proposed updates to the Zoning Ordinance related to the Affordable Dwelling Unit bonuses. The presentation can be seen in the attached link above.

The Commission was generally supportive of the proposed changes.

Recess

Mr. Poole recessed the Special Meeting of the Commission at 1:35pm in order to convene the Regular Meeting of the Commission. The Special Meeting was reconvened at 2:27pm at the conclusion of the Regular Meeting. The audio of the remainder of the Special Meeting can be heard in the Regular Meeting audio file.

11. [PDRPRES](#) Windowless Dwelling Units [2016-12](#)

Attachments: [Light and Air Resolution 2012 Staff Report Package](#)
[10.3.2016 Presentation to the Planning Commission](#)

Ms. Markham gave an overview of the history of the Commission's Windowless Dwelling Unit Resolution and presented examples of projects. The presentation can be seen in the above link.

A motion was made by Vice Chair Law, seconded by Commissioner Thompson, that the discussion on Windowless Dwelling Units be continued for six months in order for the staff to work with the stakeholders and the Commissioners to study the issue further by visiting some projects with windowless dwelling units. The motion carried by the following vote:

- Aye --** 8 - * Mr. Poole, * Mr. Law, * Ms. Robertson, * Ms. Cuffee-Glenn, * Mr. Murthy, * Ms. Greenfield, * Mr. Hepp-Buchanan and * Mr. Thompson
- No --** 1 - * Mr. Johannas

Adjournment

Mr. Poole adjourned the meeting at 2:58pm.