



# City of Richmond

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## Meeting Minutes - Draft Planning Commission

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Tuesday, February 3, 2026

6:00 PM

5th Floor Conference Room

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**To access the meeting via Microsoft Teams: <https://go.rva.gov/CPC2026>**

This meeting was held in-person in the 5th Floor Conference Room of City Hall at 900 East Broad Street in Richmond, Virginia 23219

### Call To Order

Vice Chair Greenfield called this regularly scheduled meeting of the City Planning Commission to order at 6:06 p.m.

### Roll Call

Commissioner Knight requested to participate in the meeting virtually from her home due to exposure to an illness, per Section 11 of the City Planning Commission's Rules of Procedures.

**A motion was made by Commissioner White, seconded by Commissioner Robertson to allow Commissioner Knight's virtual participation. The motion carried unanimously.**

**Aye --** 5 - \* Commissioner Brian White, \* Commissioner Ellen Robertson, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Victor Mckenzie Jr. and \* Alternate Sharon Ebert

### Chair's Comments

### Approval of Minutes

1. DRAFT Planning Commission Minutes - May 6, 2025

**Attachments:** [DRAFT Planning Commission Minutes - May 6, 2025](#)

**A motion was made by Commissioner White, seconded by Commissioner Mckenzie, that the May 6, 2025 minutes be adopted. The motion carried by the following vote:**

**Aye --** 5 - \* Commissioner Dakia K. Knight, \* Commissioner Brian White, \* Commissioner Ellen Robertson, \* Commissioner Elizabeth Hancock Greenfield and \* Commissioner Victor Mckenzie Jr.

**Abstain --** 1 - \* Alternate Sharon Ebert

2. DRAFT Planning Commission Minutes - January 20, 2026

**Attachments:** [DRAFT Planning Commission Minutes - January 20, 2026](#)

**A motion was made by Commissioner White, seconded by Commissioner Robertson, that the January 20, 2026 minutes be adopted. The motion carried unanimously.**

**Aye --** 6 - \* Commissioner Dakia K. Knight, \* Commissioner Brian White, \* Commissioner Ellen Robertson, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Victor McKenzie Jr. and \* Alternate Sharon Ebert

**Director's Report**

Director Vonck provided an update on the progress of Code Refresh.

**Consideration of Continuances and Deletions from Agenda**

3. To authorize the special use of the property known as 3618 Hawthorne Avenue for the purpose of a four-unit multifamily dwelling and six single-family attached dwellings, upon certain terms and conditions. (3rd District)

**Attachments:** [Ord. No. 2025-014 - Withdrawn 20260206](#)

[Staff Report](#)

[Public Comment](#)

[Public Comment - GPRA](#)

**A motion was made by Commissioner Robertson, seconded by Commissioner White, that this item be deleted. The motion carried unanimously.**

4. Subdivision Exception for 3618 Hawthorne Avenue, per Sec. 25-219 of the Subdivision Ordinance.

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

**A motion was made by Commissioner White, seconded by Commissioner Robertson, that this item be deleted. The motion carried unanimously.**

5. To authorize the special use of the properties known as 6320 Daytona Drive, 6330 Daytona Drive, and 6340 Daytona Drive for the purpose of up to eight single-family detached dwellings, upon certain terms and conditions. (9th District)

**Attachments:** [Ord. No. 2025-258](#)

[Staff Report](#)

[Public Comment](#)

**A motion was made by Commissioner McKenzie, seconded by Commissioner White, that this item be continued to the March 3, 2026 City Planning Commission meeting. The motion carried unanimously.**

**Consent Agenda**

**A motion was made by Commissioner White, seconded by Commissioner McKenzie, that the consent agenda be adopted, as amended. The motion passed unanimously with the Commissioner Knight abstaining from voting on Item 15 (ORD. 2026-027).**

**Aye -- 6 - \* Commissioner Dakia K. Knight, \* Commissioner Brian White, \* Commissioner Ellen Robertson, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Victor Mckenzie Jr. and \* Alternate Sharon Ebert**

*The Consent Agenda items were considered by the Commission as a group, and there was a single combined staff presentation and a single combined public hearing held for all items listed on the Consent Agenda.*

*There was one speaker during the public comment period for Item 6. ORD. 2025-270*

- 6.** To authorize the special use of the property known as 217 West Clay Street for the purpose of a restaurant with outdoor dining, upon certain terms and conditions. (2nd District)

**Attachments:** [Ord. No. 2025-270](#)  
[Staff Report](#)  
[HWJA Letter](#)

During the public comment period, Janis Allen, the president of the Historic Jackson Ward Association requested that the Commission consider limiting outdoor dining hours.

**This ordinance was recommended for approval to the City Council due back on February 9, 2026 with the following amendment:**

- 1. Amend Section 3 of the ordinance to include the following condition: Outdoor dining on the Property shall be in operation no later than 10:00 p.m., Sunday through Thursday and 11:00 p.m., Friday and Saturday.**

- 7.** To authorize the special use of the property known as 602 West 26th Street for the purpose of no more than two single-family detached dwellings, upon certain terms and conditions. (5th District)

**Attachments:** [Ord. No 2026-019](#)  
[602 W. 26th - Proposed Ordinance Amendment](#)  
[Staff Report](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026 with the following amendment:**

- 1. Amend to replace all references to “no more than two single-family detached dwellings” to read “no more than one single-family detached dwelling and one two-family detached dwelling”.**

- 13. To authorize the special use of the property known as 1007 Melrose Avenue for the purpose of a commissary kitchen, an office use, and a library serving the existing nonconforming seminary, upon certain terms and conditions, and to repeal Ord. No. 87-305-88-9, adopted Jan. 11, 1988, and all amendatory ordinances thereto. (3rd District)

**Attachments:** [Ord. No. 2026-025](#)  
[Staff Report](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026**

- 9. To authorize the special use of the property known as 4400 West Broad Street for the purpose of a multifamily dwelling, upon certain terms and conditions. (1st District)

**Attachments:** [Ord. No. 2026-021](#)  
[Staff Report](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026**

- 10. To authorize the special use of the property known as 2835 Burfoot Street for the purpose of up to three single-family detached dwellings, excepting such property from the terms and conditions of Ord. No. 2023-262, adopted Oct. 10, 2023, upon certain terms and conditions. (5th District)

**Attachments:** [Ord. No. 2026-022](#)  
[Staff Report](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026**

- 11. To authorize the special use of the property known as 2228 Cedar Street for the purpose of no more than two single-family attached dwellings, upon certain terms and conditions. (7th District)

**Attachments:** [Ord. No. 2026-023](#)  
[Staff Report](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026**

- 12. To authorize the special use of the property known as 401 West Marshall Street for the purpose of one single-family detached dwelling and a multifamily dwelling containing no more than three dwelling units, upon certain terms and conditions. (As Amended) (2nd District)

**Attachments:** [Ord. No. 2026-024 - Amended 20260209](#)

[Staff Report](#)

[Public Comment](#)

[HJWA Letter](#)

This ordinance was recommended for approval to the City Council due back on February 9, 2026 with the following amendment:

- 1. Amend Section 4 (c) of the ordinance to remove the following:  
"Such facilities shall be located or screened so as not to be visible from adjacent properties and public streets."

- 16. To authorize the special use of the property known as 103 South Shields Avenue for the purpose of up to two two-family detached dwellings, upon certain terms and conditions. (5th District)

**Attachments:** [Ord. No. 2026-028](#)

[Staff Report](#)

This ordinance was recommended for approval to the City Council due back on February 9, 2026

- 14. To authorize the special use of the property known as 715 Mosby Street for the purpose of a mixed-use building, upon certain terms and conditions, and to repeal Ord. No. 2010-128-172, adopted Oct. 11, 2010, and all amendatory ordinances thereto. (As Amended) (7th District)

**Attachments:** [Ord. No. 2026-026 - Amended 20260209](#)

[Staff Report](#)

This ordinance was recommended for approval to the City Council due back on February 9, 2026 with the following amendment:

- 1. Amend Section 3 of the ordinance to include the following condition:  
"Outdoor dining shall be permitted"

- 15. To authorize the special use of the properties known as 2708 Nine Mile Road, 2718 Nine Mile Road, and 2720 Nine Mile Road for the purpose of a mixed-use building, upon certain terms and conditions. (7th District)

**Attachments:** [Ord. No. 2026-027](#)

[Staff Report](#)

This ordinance was recommended for approval to the City Council due back on February 9, 2026

18. To amend and reordain Ord. No. 2017-180, adopted October 9, 2017, which authorized the special use of the properties known as 3801 Seminary Avenue (and alternatively as 1010 West Laburnum Avenue), 3800 Chamberlayne Avenue, and 3802 ½ Chamberlayne Avenue for the purpose of a vocational school accessory to a church, upon certain terms and conditions, to modify the permitted uses and operational hours. (3rd District)

**Attachments:** [Ord. No. 2026-030](#)

[Staff Report](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026**

17. To authorize the special use of the properties known as 100 North Thompson Street, 102 North Thompson Street, 104 North Thompson Street, 106 North Thompson Street, 101 Berrington Court, 103 Berrington Court, 107 Berrington Court, 109 Berrington Court, 3600 Floyd Avenue, and 3602 Floyd Avenue for the purpose of up to 17 single-family attached dwellings, upon certain terms and conditions. (1st District)

**Attachments:** [Ord. No. 2026-029](#)

[Staff Report](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026**

19. To amend and reordain Ordinance No. 2019-039, adopted Mar. 25, 2019, which authorized the special use of the property known as 6807 Midlothian Turnpike for the purpose of permitting certain signs, upon certain terms and conditions, to authorize the special use of the property known as 6707 Rear Midlothian Turnpike for the purpose of a parking area located between the main building and the street line, upon certain terms and conditions. (9th District)

**Attachments:** [Ord. No. 2026-031](#)

[Staff Report](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026**

- 20. To amend Ord. No. 2023-174, adopted June 26, 2023, which authorized the special use of the property known as 3601 Seminary Avenue for the purpose of a day nursery for up to 64 children, within a church, to allow for up to 74 children, upon certain terms and conditions. (3rd District)

**Attachments:** [Ord. No. 2026-032](#)  
[Staff Report](#)  
[Public Comment](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026**

- 21. To amend and reordain Ordinance No. 2024-036, adopted Feb. 26, 2024, which authorized the special use of the properties known as 2900 Rady Street and 2733 5th Avenue for the purpose of up to 83 permanent supportive housing units, upon certain terms and conditions, to modify certain terms and conditions. (6th District)

**Attachments:** [Ord. No. 2026-033](#)  
[Staff Report](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026**

- 8. To authorize the special use of the property known as 13 East 33rd Street for the purpose of one two-family detached dwelling, upon certain terms and conditions. (5th District)

**Attachments:** [Ord. No. 2026-020](#)  
[Staff Report](#)  
[SWCA Public Comment](#)

**This ordinance was recommended for approval to the City Council due back on February 9, 2026**

- 22. UDC 2026-02 CONCEPT Location, Character, and Extent review of proposed bus platform located on North 2nd Street, between East Broad Street and East Marshall Street.

**Attachments:** [UDC 2026-02 Application Packet](#)  
[UDC 2026-02 Staff Report](#)

**This item was referred to the February 12, 2026 Urban Design Committee meeting.**

23. UDC 2026-03 FINAL Location Character and Extent review of proposed Broad Rock Creek Park Phase 1 improvements, located at 2606 Lynhaven Avenue.

**Attachments:** [UDC 2026-03 APP](#)  
[UDC 2026-03 Narrative](#)  
[UDC 2026-03 Site Plan](#)  
[UDC 2026-03 Landscape Plan](#)  
[UDC 2026-03 Application Packet](#)  
[Exhibit 1 - Invasive Plant Management Plan\\_draft](#)  
[UDC 2026-03 Schedule Report](#)

This item was approved.

## **Regular Agenda**

### **Council Action Update and Upcoming Items**

Secretary Trump provided an overview of items on the agenda for the next Planning Commission meeting.

## **Adjournment**

Vice Chair Greenfield adjourned the meeting at 6:25 p.m.