



City of Richmond

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Meeting Minutes Planning Commission

Monday, December 21, 2015

1:30 PM

5th Floor Conference Room

Call To Order

Mr. Poole called the meeting to order at 1:30p.m.

Roll Call

Present 8 - Mr. Rodney Poole
Mr. David Johannas
Ms. Lynn McAteer
Mr. Jeffrey Sadler
Mr. Doug Cole
Ms. Selena Cuffee-Glenn
Mr. Vivek Murthy
Mr. Melvin Law

Absent 1 - Ms. Ellen Robertson

Chair's Comments

Mr. Poole welcomed everyone who was present.

Approval of Minutes

[a2015 -
2180](#) December 7, 2015 Meeting Minutes

Attachments: [Draft December 7, 2015 Meeting Minutes](#)

A motion was made by Commissioner Cuffee-Glenn, seconded by Commissioner McAteer, that the December 7, 2015 meeting minutes be approved as amended. The motion carried unanimously.

Director's Report

Mr. Mark Olinger, Director, provided update on Archer Springs tree issue. He stated that staff is working with developer to get new tree planting plan because two-thirds of trees planned to remain were removed. He stated that the tree plan will come back before the Planning Commission in February.

Ms. McAteer asked in that type of a situation where there has been so much community input and discussion about the plan, when site preparation starts does the City have a representative from the City that is out there during site clearing to make sure that the developer or the construction company is actually following the recommendations and plans that were approved.

Mr. Olinger stated there were representatives there from DPU and DPW, part of the challenge was a lot of the trees that came down were not in the right-of-way so it is

difficult for them to see what was going on. Mr. Olinger stated these trees were shown to be saved on their construction plans; they had specific notes on some of the trees about changing things, yet the trees still went away.

Mr. Poole asked staff to outline the problem in the February staff report, addressing those issues.

Ms. Cuffee-Glenn stated further, what do we need to do as a staff as it relates to monitoring inspection once Mr. Olinger is able to ascertain exactly what happened.

- Council Action Update

Ms. Markham stated that all of the items that the Commission recommended approval of were approved by City Council including the closure of Brook Road for the Maggie Walker Plaza. There will be a Public Meeting on the design of the Plaza on January 12, 2016.

Ms. McAteer asked who would be facilitating the meeting.

Ms. Markham stated the City will be.

Ms. McAteer stated she would like to make a suggestion that some background be given on how the site was selected and what the process was. She stated it is a relatively new thing for the Public Art Commission to have all the different site selection teams and how the teams were put together, making sure that they have representation from the different neighborhoods or communities where the public art is going to be, so that folks feel that it was an open vetting process for site selection as well as the artist.

Ms. Markham stated absolutely, they will definitely give the background.

Consideration of Continuances and Deletions from Agenda

Ms. Markham stated that there were no continuances or deletions from today's agenda.

Consent Agenda

Mr. Johannas stated the lease for the modular classrooms under item number 5 is \$421,000 for one year, does this mean if it is approved for two years it will be approved for \$840,000.

Mr. Jeff Eastman stated the total estimated cost to lease a modular classroom for one year is \$421,404 which includes site work, utility, storm water, etc., so the second year the lease amount would be much less because they are not actually installing it, running pipes through it, etc.

Mr. Johannas stated they do not have a value for the budget to maintain the upkeep or what the life cycle is for.

Mr. Eastman stated they are leased units, the intent is not to keep them longer than two years. Beyond two years he would estimate \$421,000, maybe half to two thirds of that for the second year. Total, maybe \$750,000. The overall plan is redistricting and putting additions on to existing schools to handle those students.

Public Hearing

Mr. Nicholas Smith thanked the Commission and the City of Richmond, he proposed an alternative design that would be safer for cyclists for the Belmont Roundabout. He

stated he had a meeting with Mr. Sawyer, Mr. Bridewell, Mr. Helmboldt and Ms. Reyes and came to a good compromise and agreement where the slip ramp would be going onto the sidewalk. Those who are more comfortable could stay on the sidewalk, those who were less comfortable could go onto the sidewalk without a curb. It seemed like an appropriate compromise, it shows how residents of the City and the City can work together to get a great process.

A motion was made by Commissioner Cuffee-Glenn, seconded by Mr. Law, to approve the Consent Agenda. The motion carried unanimously.

1. [UDC No. 2015-17\(2\)](#) Final Location, Character and Extent Review of a roundabout at the intersection of Belmont Road and West Belmont Road

Attachments: [UDC Report to CPC](#)
[Staff Report to UDC](#)
[Location Map](#)
[Application & Plans](#)
[Letters of Support](#)

This Location, Character and Extent Item was approved on the Consent Agenda.

2. [UDC No. 2015-30](#) Conceptual Location, Character and Extent Review of a screen and grit building at the Wastewater Treatment Facility, 1400 Brander Street

Attachments: [UDC Report to CPC](#)
[Staff Report to UDC](#)
[Location Map](#)
[Application & Plans](#)

This Location, Character and Extent Item was approved on the Consent Agenda.

3. [UDC No. 2015-31](#) Final Location, Character and Extent Review of an addition to Fire Station #20, 4715 Forest Hill Avenue

Attachments: [UDC Report to CPC](#)
[Staff Report to UDC](#)
[Location Map](#)
[Application & Plans](#)

This Location, Character and Extent Item was approved on the Consent Agenda.

4. [UDC No. 2015-32](#) Conceptual Location, Character and Extent Review of a sign identifying Albert Hill Middle School, 3400 Patterson Avenue

Attachments: [UDC Report to CPC](#)
[Staff Report to UDC](#)
[Location Map](#)
[Application & Plans](#)

This Location, Character and Extent Item was approved on the Consent Agenda

with the following conditions recommended by the Urban Design Committee:
 (1) That the applicant should proceed with sign colors that are more subtle and in keeping with the building.
 (2) That the sign should be designed more proportionately with the building.
 (3) That landscaping around the sign is not required.

- 5. [UDC No. 2015-34](#) Final Location, Character and Extent Review of the installation of modular classrooms on the Miles Jones Elementary School Site, 200 Beaufont Hills Drive

Attachments: [UDC Report to CPC](#)
[Staff Report to UDC](#)
[Location Map](#)
[Application & Plans](#)

This Location, Character and Extent Item was approved on the Consent Agenda with the following conditions recommended by the Urban Design Committee:
 (1) That the Certificate of Occupancy for the modular classrooms contains an expiration date of June 30th, 2018.
 (2) That if the modular classrooms are needed beyond the June 30th, 2018 expiration date, the applicant must obtain an extension from the Planning Commission.

- 6. [a2015 - 2146](#) Preliminary Subdivision Plat for 1317 and 1326 McDonough Street (6 lots)

Attachments: [Staff Report](#)
[Location Map](#)
[Plat](#)
[Application](#)

This Tentative Subdivision was approved on the Consent Agenda.

Regular Agenda

Upcoming Items

- 2015 Annual Report

Ms. Markham stated she will be working on the Annual Report over the next couple of weeks. She stated that if there is anything the Commission would like to include to let her know.

- Election of Officers & Committee Appointments

Ms. Markham stated that the Commission will need to elect officers at their first meeting in January, as well as make appointments to other committees, Urban Design Committee, Public Art Commission and the Maymont Foundation. She wished everyone Happy Holidays.

Mr. Poole extended Holiday wishes to the Commission and staff and thanked the staff for their tremendous support.

Ms. Cuffee-Glenn thanked the staff for all their hard work. She stated often times there is a lot of debate and discussion but their commitment is to make things better for the City. On behalf of the Mayor she is very committed to building the bridges necessary so we can have a healthy community as we grow with economic development, but also with other things that they have to focus on when it comes to the amenities and quality of life for citizens and businesses that call Richmond home.

Mr. Poole thanked Ms. Cuffee-Glenn because her attendance at these meetings brings a great deal of affect to the meetings and it is so important for the Commission. He stated thank you for your attentive attendance, it means a lot for us to have our representative be the person that is the Chief Administrative Officer. Thank you so much for being here.

Adjournment

Mr. Poole adjourned the meeting at 1:55 pm.

Rodney M. Poole, Chair

Lory P. Markham, Secretary