

INTRODUCED: April 27, 2026

AN ORDINANCE No. 2026-096

To establish the Resident Planning Review Commission for the purpose of advising the Council concerning the City’s implementation of the Master Plan.

Patron – Ms. Gibson

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: MAY 11 2026 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Council hereby establishes the Resident Planning Review Commission (the “Commission”) pursuant to the following provisions:

A. **Purpose.** The Commission is created for the purpose of providing the Council with information and advice concerning the City’s implementation of the Master Plan (also known as Richmond 300 or the Comprehensive Plan) and any amendments, extensions, or additions to the Master Plan (collectively, “the Plans”). For purposes of section 2-773 of the Code of the City of Richmond (2020), as amended, the Commission is classified as “advisory.”

B. **Composition.**

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

1. **Appointment.** The Commission shall consist of 18 members, who are residents of the City, appointed by the Council. Each Councilmember shall appoint two members of the Commission who live in the district that such Councilmember represents, at least one of whom must rent as a tenant and not own their own residence.

2. **Qualifications.** Every individual appointed to the Commission shall file with the City Clerk, as a condition of assuming office, a disclosure form of their personal interests and such other information as is specified on the form described in section 2.2-3117 of the Code of Virginia (1950), as amended, and thereafter, for the duration of their service on the Commission, shall file such form annually on or before February 1. No individual to whom either of the following apply shall be eligible to serve on the Commission:

a. Holds more than a ten percent ownership interest in, or manages, real property in the city of Richmond, Virginia, whether individually or through a business entity, except that ownership of a primary residence, or ownership or management of up to four dwelling units not inclusive of a primary residence, or both, shall not be a reason for disqualification; or

b. Personally engages, as part of their employment or board service, in lobbying, litigating, mediating, negotiating, representing, or otherwise acting on behalf of any other organization, entity, or individual concerning the sale, leasing, renting, or improvement of real estate for profit in the Commonwealth of Virginia.

3. **Duties.** The Commission shall make reports to the Council concerning the following:

a. The validity of surveys and studies of the existing conditions and trends of growth used to develop the Plans;

- b. The City's compliance with the laws and ordinances governing the Plans;
- c. The City's progress towards implementation of the Plans, including the completeness and accuracy of annual reporting regarding the progress of the Plans;
- d. The alignment of any zoning ordinance proposed or contemplated by the Planning Commission with the Plans; and
- e. The efficacy and implementation of the Plans regarding (i) the prevention of displacement of low-income residents and residents of public housing, (ii) the protection of the natural environment, (iii) the stewardship of historic resources, and (iv) the development of infrastructure, transportation systems, roads, and pedestrian infrastructure.

C. Conduct of Affairs.

- 1. **Quorum.** Ten members of the Commission shall constitute a quorum.
- 2. **Officers.** The Commission shall have a Chairman and a Vice Chairman appointed by the members of the Commission by a simple majority vote. The Commission may select from its members such other officers as it may deem necessary to discharge its functions.
- 3. **Duration.** The Commission shall continue in existence until it has submitted the report called for by section 1(C)(5) of this ordinance.
- 4. **Meetings.**
 - a. *Generally.* No later than ten working days following the date on which the Council has appointed a majority of the Commission's members, the Commission shall hold a meeting. The Commission shall meet at least four (4) times and as often as it deems necessary in order to complete its duties within the

time prescribed by this ordinance. In addition, the Commission must adhere to the following:

1. The Commission should endeavor to schedule each meeting of the Commission at times convenient for the public.

2. The Commission shall ensure that all public meetings of the Commission be video recorded and made available to the public for live streaming over the internet.

3. The Commission shall hold a public hearing at each public meeting of the Commission.

4. At least four public hearings must be held in the city of Richmond: two south of the James River, including one in the southeast and one in the southwest, and two north of the James River, including one in the northeast and one in the northwest.

5. The Commission should encourage interested groups or organizations to select one spokesperson to appear on behalf of such groups or organizations at meetings and public hearings of the Commission.

b. *Virginia Freedom of Information Act.* In accordance with section 2-796(c) of the Code of the City of Richmond (2020), as amended, the Commission's meetings shall be subject to the provisions of the Virginia Freedom of Information Act, codified as sections 2.2-3700 et seq. of the Code of Virginia (1950), as amended (the "Act"). Each meeting of the Commission shall include a public comment period for residents and shall be video recorded and posted online.

5. **Reporting.** The Commission shall provide a report on the progress of its work at each meeting of the Council's Organizational Development Standing Committee. No later than 180 days following the date of the Commission's first meeting, the Commission shall furnish the Council with a final report detailing its findings pursuant to section 1(B)(3) above.

6. **Records.** The Commission shall keep minutes of its meetings in accordance with the Act. All records shall be maintained as provided in section 2-798 of the Code of the City of Richmond (2020), as amended, and subject to public disclosure as provided in the Act.

7. **Procedures.** The Commission may adopt rules of procedure or bylaws not inconsistent with this ordinance to govern the conduct of its meetings and affairs.

8. **Staff and Resources.** The Office of the Council Chief of Staff shall provide such staff and resources as may be necessary to assist the Commission in performing the duties imposed by this ordinance. It is estimated that the annual operating costs of the Commission will be approximately \$5,000, plus 40 staff hours.

9. **Access to Information.** It is the intent of this ordinance that the Commission have full access to all information that the Commission deems necessary to the performance of its duties under this ordinance, including, where permitted by law, information deemed confidential.

§ 2. This ordinance shall be in force and effect upon adoption.

DATE: April 23, 2026
TO: The Honorable Members of City Council
THROUGH: RJ Warren, Council Chief of Staff
FROM: The Honorable Kenya Gibson, Councilmember 3rd District
RE: To establish the Resident Planning Review Commission for the purpose of advising the Council concerning the City's implementation of the Master Plan.

CNL-2025-0034

PURPOSE: Patron requests an ordinance to establish a Resident Planning Review Commission for the purpose of advising the Council concerning the City's implementation of the Master Plan (Richmond 300). The Commission will be an advisory commission as defined in Sec. 2-773 of City Code.

The Commission shall consist of 18 members, all residents of the City, appointed by the City Council. Each Councilmember shall appoint two members – both residents of the District the Councilmember represents – at least one of whom must be a renter. Membership on the Commission is limited for individuals with ownership or management interests in residential or commercial real property in the City and for individuals engaged in the real estate industry.

The Commission shall make reports to the Council related to zoning and implementation of the City's Master Plan (Richmond 300) including the efficacy and implementation of the Plan in preventing displacement of low-income residents and residents of public housing, the protection of the natural environment, stewardship of historic resources, and development of infrastructure, transportation systems, roads, and pedestrian infrastructure. The Commission shall provide a report on its progress at each Organizational Development Standing Committee meeting and a final report no later than 180 days following the date of the Commission's first meeting.

The Commission shall meet at least four times, including at least two meetings with public hearings held south of the James River.

The Office of the Council Chief of Staff shall provide staff and resources as may be necessary to assist the Commission in performing the duties imposed by this ordinance. It is estimated that the annual operating costs of the Commission will be approximately \$5,00 plus 40 staff hours.

BACKGROUND AND COMMUNITY ENGAGEMENT:

The City is currently undertaking its first comprehensive review and revision of its zoning ordinance, which is set forth in Chapter 30 of the Code of the City of Richmond (2020), as amended, a process commonly referred to as “Code Refresh,” since 1976. This process is expected to culminate in one or more ordinances for the City Council to consider. The patron expects this Commission to advise the City Council in its deliberations of potential changes to the City’s zoning ordinance. A goal of this commission is to broaden the outreach and engagement from City residents, particularly amongst tenants. The patron has engaged with homeowners and renters across the 3rd District and City and has heard from residents from a variety of backgrounds regarding Code Refresh. Consistently the patron has heard that residents are looking for co-governing opportunities in this process.

ALIGNMENT WITH STRATEGIC INITIATIVES:

- Thriving Neighborhoods (that meet our housing needs)

FISCAL IMPACT: \$5,000

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: April 27, 2026

CITY COUNCIL PUBLIC HEARING DATE: May 11, 2026

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Organizational Development Standing Committee

AFFECTED AGENCIES: Department of Planning and Development Review

RELATIONSHIP TO EXISTING ORD. OR RES.: None

ATTACHMENTS: N/A

STAFF: RJ Warren, Council Chief of Staff