



# City of Richmond

City Hall  
Richmond VA, 23219  
(p) 804.646.6304  
(f) 804.646.5789

## Meeting Minutes - Final Planning Commission

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Monday, March 4, 2019

1:30 PM

5th Floor Conference Room

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### Call To Order

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

### Roll Call

NOTE: Ms. Betty-Anne Teter served as an alternate for Commissioner Selena Cuffee-Glenn.

-- Present 9 - \* Chair Rodney Poole, \* Vice Chair Melvin Law, \* Commissioner David Johannas, \* Commissioner Selena Cuffee-Glenn, \* Commissioner Vivek G. Murthy, \* Commissioner Max Hepp-Buchanan, \* Commissioner John Thompson, \* Commissioner Ellen Robertson, and \* Commissioner Elizabeth Hancock Greenfield

### Chair's Comments

Mr. Poole welcomed all who were present.

### Approval of Minutes

1. [PDRMIN  
2019.005](#)

**Attachments:** [CPC Draft Minutes\\_Feb 19, 2019](#)

**A motion was made by Commissioner Murthy, seconded by Commissioner Robertson, that the February 19, 2019 Meeting Minutes be adopted. The motion carried by the following vote: (7,2,0), Commissioner Johannas and Ms. Teter abstaining.**

### Director's Report

#### - Richmond 300 Update

Mr. Olinger stated tonight at 5:00 we give an update to the Organizational Development Subcommittee of City Council about Richmond 300. He stated we are continuing to work on working groups. He stated the Branch Museum has asked us to participate with them in a historical map display or exhibit that would run April through May, maybe longer.

#### - Council Action Update

Mr. Ebinger provided an update on the actions taken by City Council at its February 25, 2019 meeting.

#### - Reminder: Special Meeting, City Planning Commission, Wednesday, March 6, 2019.

**Consideration of Continuances and Deletions from Agenda**

- 3. [ORD. 2019-031](#) To authorize the special use of the property known as 521 Craigie Avenue for the purpose of a dwelling unit within an accessory building, upon certain terms and conditions.

**Attachments:** [Staff Report April 1, 2019 CPC Meeting](#)  
[Staff Report March 4, 2019 CPC Meeting](#)  
[Ord. No. 2019-031](#)  
[Application Form](#)  
[Applicant's Report](#)  
[Plans](#)  
[Map](#)

Ms. Robertson expressed concern with approval of the structure built without permits. She stated she was not notified of the project. She believes the zoning ordinance should be looked at to see how authorization of garages as dwelling units would be authorized, rather than through the special use permit process.

Ms. Greenfield agrees that the zoning ordinance should be looked at regarding authorizing accessory dwelling units.

Mr. Poole asked is Anne Darby working on this.

Mr. Olinger stated he will talk to Ms. Darby more about researching this and get back to Mr. Poole.

Mr. Thompson asked how is family membership enforced.

Mr. Poole stated it can be difficult to enforce from the perspective of the Zoning Administrator.

**A motion was made by Commissioner Robertson, seconded by Vice Chair Law, that Item 3 be continued to the April 1, 2019 Planning Commission meeting. The motion carried unanimously.**

**Consent Agenda**

Public Hearing: No one spoke.

**A motion was made by Vice Chair Law, seconded by Commissioner Robertson, that the Consent Agenda be approved. The motion carried unanimously.**

- 2. [ORD. 2019-030](#) To amend and reordain Ord. No. 91-324-301, adopted Oct. 28, 1991, which authorized the special use of the property known as 412 West Marshall Street for the purpose of converting an existing two-family dwelling into a three-family dwelling, to authorize a dwelling unit within an accessory building, upon certain terms and conditions.

- Attachments:** [Ord. No. 2019-030](#)  
[Staff Report](#)  
[Application Form & Applicant's Report](#)  
[Plans & Survey](#)  
[Map](#)

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

4. [ORD. 2019-032](#) To authorize the special use of the property known as 815 North 22nd Street for the purpose of a building with commercial uses on the first floor and one dwelling unit, upon certain terms and conditions.

- Attachments:** [Ord. No. 2019-032](#)  
[Staff Report](#)  
[Application Form & Applicant's Report](#)  
[Plans](#)  
[Map](#)

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

5. [ORD. 2019-033](#) To authorize the special use of the property known as 2119 East Broad Street for the purpose of a dwelling unit within an accessory building, upon certain terms and conditions.

- Attachments:** [Ord. No. 2019-033](#)  
[Staff Report](#)  
[Application Form & Applicant's Report](#)  
[Plans & Survey](#)  
[Map](#)  
[CHA Letter of Support](#)

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

6. [SUBD 2019.002](#)

- Attachments:** [Staff Report](#)  
[Application Form](#)  
[Plat](#)  
[Map](#)

**This Tentative Subdivision was approved.**

*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**

No Items

**Upcoming Items**

Mr. Johannas asked can the Planning Commission create a resolution regarding housing affordability.

Mr. Poole stated there may be issues regarding the Commission's ability to issue a resolution regarding housing affordability. He asked Mr. Neil Gibson to research the Planning Commission's authority.

Mr. Gibson stated it would be helpful to have more information regarding the Planning Commission's intent.

Ms. Robertson stated the Planning Commission must have a clear understanding of what is being asked for in terms of housing affordability. Also, the Commission should balance the needs of the community and development community.

Ms. Greenfield stated they must be careful of not going into mandatory inclusionary zoning. We should also look at the city's ADU ordinance to see how that can be utilized.

Mr. Poole stated a question for Mr. Gibson would be are the same limitations applicable to City Council with respect to mandatory affordable housing applicable to the Planning Commission.

Mr. Hepp-Buchanan asked can the resolution include evidence of a housing affordability study by the applicant in the area.

Mr. Poole stated that is one approach.

Mr. Law asked is "request" the fallback approach if "require" is not possible.

Mr. Poole stated yes.

-The Planning Commission will have a special meeting on Wednesday, March 6, 2019, 11:00 AM in the 2nd Floor Council Chamber for a presentation on the FY2020 - FY2024 Proposed Capital Budget.

-The following is a list of items tentatively scheduled for the March 18, 2019 regular meeting of the Planning Commission:

- Preliminary subdivision approvals
- 5612 Langdon Ct - Chesapeake Bay Exception Request
- 507 N 30th St – SUP for a dwelling unit within an accessory building
- 6807 Midlothian Tpke – SUP for signage
- 700 N 31st St – SUP for single-family attached dwellings
- 3516 Belt Blvd – rezone from R-4 to M-1
- 1113 N 32nd – SUP for two-family detached dwelling

**Adjournment**

Mr. Poole adjourned the meeting at 2:00 p.m.

*All persons attending the meeting are requested to register on the attendance sheets that have been placed on the chairs and are also available at the table by the conference room entrance. Once you have completed an attendance sheet, it should be provided to the Commission staff.*

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Rodney M. Poole, Chair

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Matthew J. Ebinger, Secretary