



**Staff Report**  
**City of Richmond, Virginia**  
**City Planning Commission**



PDRPRES 2021.186	<b>Meeting Date:</b> 12/20/2021
<b>Applicant/Petitioner</b>	Department of Planning and Development Review
<b>Purpose</b>	Consider Amending Rules of Procedure to authorize a new City Planning Commission meeting time.
<b>Staff Recommendation</b>	Approval
<b>Staff Contact</b>	Kevin J. Vonck, Ph.D., Director (e) kevin.vonck@rva.gov
<b>Conditions for Approval</b>	Change SECTION 3, (a) Regular Meetings, to read:  The Commission shall hold its regular meetings on the 1st and 3rd <del>Mondays</del> <u>Tuesdays</u> in each month at five o'clock (5:00) p.m. When the regular meeting day falls on a legal holiday, or for some other special reason the scheduled date is an undesirable meeting date, the meeting shall be held on the following day unless otherwise directed by the Commission.

The City Planning Commission has adopted Rules of Procedure to facilitate the performance of its duties and the exercise of its powers as outlined in Chapter 17 of the City Charter.

We respectfully request that the City Planning Commission (CPC) move its meetings to the evening hours in order to provide greater opportunities for public participation, especially for residents who are required to work and attend school during the daytime hours.

Meetings should continue to be held during the first and third weeks of the month in order to facilitate an efficient flow of ordinances between Council and the Commission. Meetings should continue to be held early in the week in order to allow staff sufficient time to prepare reports for the following Council meeting, which are generally held the following Mondays. Meetings should try not to conflict with any Council meeting or standing committee of Council.

Given this, we recommend the Commission hold its regular meetings on the 1st and 3rd Tuesdays in each month at five o'clock (5:00) p.m. Because of requirements for postings and other public notices, we recommend that the change take effect with the first regular meeting in February.

Decisions about meeting in person versus meeting electronically will continue to be made in accordance with City Code and Code of Virginia in order to maintain the health and safety of Commissioners, staff, and the general public, and will be clearly stated clearly on all public notices.

Should the Commission be required to meet physically in one location. staff intends to continue to provide means for the public to participate electronically (virtually) as permitted by City Code and the Code of Virginia in order to maximize opportunities for observance and participation.

Thank you for your consideration of this request.