



City of Richmond

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Meeting Minutes - Draft Planning Commission

Tuesday, April 16, 2024

6:00 PM

5th Floor Conference Room

To access the meeting via Microsoft Teams: <https://bit.ly/CPC-Richmond-2024>

This meeting was held in-person in the 5th Floor Conference Room of City Hall at 900 East Broad Street in Richmond, Virginia 23219. While all Planning Commissioners and staff attended the meeting in-person, citizens were able to participate in the meeting virtually.

All written comments received via email prior to 12:00 p.m. on the day of the meeting were provided to all members of the Planning Commission prior to the beginning of the meeting and will be included in the record of the meeting.

Call To Order

Commissioner Pooled called the regular meeting of the Planning Commission to order at 6:00 pm.

Roll Call

- **Present** 7 - * Commissioner Vivek G. Murthy, * Commissioner Burchell Pinnock, * Commissioner Samuel Young, * Commissioner Dakia K. Knight, * Commissioner Elizabeth Hancock Greenfield, * Commissioner Rodney Poole, and * Commissioner Lincoln Saunders
- **Absent** 2 - * Commissioner Rebecca Rowe, and * Commissioner Andreas Addison

Chair's Comments

None.

Approval of Minutes

1. [PDRMIN
2024.008](#) CPC Draft Minutes - March 5, 2024

A motion was made by Commissioner Greenfield, seconded by Commissioner Murthy, that these Planning Commission Minutes be adopted.

- Aye** -- 5 - * Commissioner Vivek G. Murthy, * Commissioner Burchell Pinnock, * Commissioner Samuel Young, * Commissioner Dakia K. Knight and * Commissioner Elizabeth Hancock Greenfield

- Abstain** -- 1 - * Commissioner Rodney Poole

2. [PDRMIN
2024.009](#) CPC Draft Minutes - March 19, 2024

A motion was made by Commissioner Greenfield, seconded by Commissioner

Murthy, that these Planning Commission Minutes be adopted.

Aye -- 4 - * Commissioner Vivek G. Murthy, * Commissioner Burchell Pinnock, * Commissioner Dakia K. Knight and * Commissioner Elizabeth Hancock Greenfield

Abstain -- 2 - * Commissioner Samuel Young and * Commissioner Rodney Poole

- 3. [PDRMIN 2024.010](#) CPC Draft Minutes - April 2, 2024

A motion was made by Commissioner Greenfield, seconded by Commissioner Knight, that these Planning Commission Minutes be adopted.

Aye -- 4 - * Commissioner Burchell Pinnock, * Commissioner Dakia K. Knight, * Commissioner Elizabeth Hancock Greenfield and * Commissioner Rodney Poole

Abstain -- 2 - * Commissioner Vivek G. Murthy and * Commissioner Samuel Young

Director's Report

None.

Consideration of Continuances and Deletions from Agenda

None.

Consent Agenda

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

There were no speakers during the public comment period.

A motion was made by Commissioner Murthy, seconded by Commissioner Pinnock, that the consent agenda be adopted with the recommendations listed in the staff report. The motion carried unanimously.

Aye -- 6 - * Commissioner Vivek G. Murthy, * Commissioner Burchell Pinnock, * Commissioner Samuel Young, * Commissioner Dakia K. Knight, * Commissioner Elizabeth Hancock Greenfield and * Commissioner Rodney Poole

- 4. [ORD. 2024-098](#) To authorize the special use of the property known as 5500 Campbell Avenue for the purpose of four single-family detached dwellings, upon certain terms and conditions. (7th District)

This ordinance was recommended for approval.

- 5. [SUBD. 2024.002](#) Subdivision Exception for 3301 Park Avenue, per Sec. 25-219 of the Subdivision Ordinance.

This subdivision exception was approved.

- 6. [UDC 2024-11](#) UDC 2024-11 FINAL Location, Character, and Extent review of Fonticello Park restroom structure and splash pad, located at 2813 Bainbridge Street.

This item was approved.

7. [UDC 2024-14](#) UDC 2024-14 FINAL Location, Character, and Extent review for proposed storage building at 1701 Fairfield Way

This item was approved.

8. [UDC 2024-16](#) UDC 2024-16 FINAL Location, Character, and Extent review for proposed outdoor classroom at Pine Camp Park, located at 4901 Old Brook Road

This item was approved.

Regular Agenda

9. [PDRPRES 2024.023](#) Presentation on FY 2025 - 2029 Capital Improvement Plan

Lincoln Saunders, Chief Administrative Officer for the City of Richmond, presented an overview of the Capital Improvement Program to members of the Planning Commission.

Mr. Poole opened up the floor to allow comments or questions from the general public. There were no public comments.

Following the presentation, members of the Planning Commission briefly discussed the high-level details of the plan pertaining to public safety, school modernization, and public spaces.

10. [ORD. 2024-099](#) To adopt the annual budget, which includes all of the separate current expense budgets for the general operation of the City government and Richmond Public Schools and for each utility as defined in ch. 13 of the City Charter and provides for increases to certain fees for certificates of appropriateness, certificates of zoning compliance, zoning confirmation letters, and other filing fees set forth in ch. 30 of the City Code, concerning zoning, for the fiscal year commencing Jul.1, 2024, and ending Jun. 30, 2025, and to appropriate the estimated revenues for such fiscal year for the objects and purposes stated in such budget.

Kevin Vonck, Director of the Department of Planning and Development Review, gave an overview of the aspects of this ordinance pertaining to changes that would impact fees for zoning and development review applications, specifically noting the methodology used to determine how the existing fees should be adjusted.

Members of the Planning Commission asked Mr. Vonck questions pertaining to this ordinance, including if there are opportunities to streamline processes to free up staff time, when the fees were last updated, if there are any plans to increase staffing, an overview of outreach that has been conducted on this request, as well as the timeline for adoption by the City Council.

Mr. Poole opened the floor to receive comments or questions from the general public. There were no public comments.

A motion was made by Commissioner Saunders, seconded by Commissioner Young, that this item be recommended for approval. The motion failed by the following vote:

Aye: Saunders, Pinnock, Young
 No: Poole, Greenfield, Knight, Murthy

A motion was made by Commissioner Greenfield, seconded by Commissioner Young, that this ordinance be continued to a Special Meeting of the Planning Commission on April 30, 2024 at 1:30 pm. The motion carried unanimously.

Aye -- 7 - * Commissioner Vivek G. Murthy, * Commissioner Burchell Pinnock, * Commissioner Samuel Young, * Commissioner Dakia K. Knight, * Commissioner Elizabeth Hancock Greenfield, * Commissioner Rodney Poole and * Commissioner Lincoln Saunders

11. [UDC 2024-10](#) UDC 2024-17 FINAL Location, Character, and Extent review for the proposed James River Branch Trail segment running between Westover Hills Boulevard and North Hopkins Road.

M. S. Khara, City Engineer, introduced Alix Warren with Whitman, Requardt, and Associates and Tristan Cleveland with Kimley-Horn to provide details on this request, including information on the general design, location, landscaping, public involvement, and timeline.

Following the presentation, Mr. Poole opened a public hearing. There were no public comments on this request.

Members of the Planning Commission asked Ms. Warren and Ms. Cleveland follow-up questions pertaining to wetland avoidance and timeline for funding.

A motion was made by Commissioner Murthy, seconded by Commissioner Young, that this item be approved. The motion carried unanimously.

Aye -- 7 - * Commissioner Vivek G. Murthy, * Commissioner Burchell Pinnock, * Commissioner Samuel Young, * Commissioner Dakia K. Knight, * Commissioner Elizabeth Hancock Greenfield, * Commissioner Rodney Poole and * Commissioner Lincoln Saunders

Council Action Update and Upcoming Items

Alyson Oliver, Planning Commission Secretary, gave an overview actions taken at the April 8, 2024 City Council meeting.

Adjournment

Commissioner Poole adjourned the meeting at 8:05 pm.