



City of Richmond

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

Meeting Minutes - Draft Planning Commission

Tuesday, July 15, 2025

6:00 PM

5th Floor Conference Room

To access the meeting via Microsoft Teams: <https://go.rva.gov/CPC2025>

Call To Order

Chair Poole called this regularly scheduled meeting of the City Planning Commission to order at 6:00 p.m.

Roll Call

- **Present** 7 - * Commissioner Rebecca Rowe, * Commissioner Dakia K. Knight, * Commissioner Rodney Poole, * Commissioner Ellen Robertson, * Commissioner Elizabeth Hancock Greenfield, * Commissioner Victor Mckenzie Jr., and * Commissioner Odie Donald
- **Absent** 2 - * Commissioner Burchell Pinnock, and * Commissioner Brian White

Chair's Comments

Approval of Minutes

Director's Report

Consideration of Continuances and Deletions from Agenda

2. [ORD. 2025-014](#) To authorize the special use of the property known as 3618 Hawthorne Avenue for the purpose of a four-unit multifamily dwelling and six single-family attached dwellings, upon certain terms and conditions. (3rd District)

Attachments: [Ord. No. 2025-014 - Withdrawn 20260206](#)

[Staff Report](#)

[Public Comment](#)

[Public Comment - GPR](#)

A motion was made by Commissioner Rowe, seconded by Commissioner Knight, that this item be continued to the August 19, 2025 regular meeting of the Planning Commission. The motion carried unanimously.

3. [SUBD 2025.003](#) Subdivision Exception for 3618 Hawthorne Avenue, per Sec. 25-219 of the Subdivision Ordinance.

Attachments: [Staff Report](#)

A motion was made by Commissioner Rowe, seconded by Commissioner Knight, that this item be continued to the August 19, 2025 regular meeting of the Planning Commission. The motion carried unanimously.

4. [ORD. 2025-025](#) To authorize the special use of the properties known as 5009 Rear Snead Road, 5015 Snead Road, and 5015 Rear Snead Road for the purpose of up to 180 multifamily dwelling units and a clubhouse, upon certain terms and conditions. (As Amended) (9th District)

Attachments: [Ord. No. 2025-025 - Amended 20250609](#)
[20250609 Amendment of Ord. No. 2025-025](#)
[Staff Report](#)
[Public Comment](#)

A motion was made by Commissioner Rowe, seconded by Commissioner Knight, that this item be continued to the September 2, 2025 regular meeting of the Planning Commission. The motion carried unanimously.

5. [ORD. 2025-081](#) To authorize the special use of the property known as 2618 Rear West Main Street for the purpose of a multifamily dwelling containing up to [four] three dwelling units, upon certain terms and conditions. (As Amended) (2nd District)

Attachments: [Ord. No. 2025-081 - Amended 20250922](#)
[Staff Report](#)
[Updated Application Packet and Plans](#)
[FDA - Letter of Non-Opposition](#)
[Public Comment](#)
[Pre-Construction Meeting Memo-20250911-2618 Rear W Main Street SUP](#)
[Applicant Presentation](#)

A motion was made by Commissioner Rowe, seconded by Commissioner Knight, that this item be continued to the September 2, 2025 regular meeting of the Planning Commission. The motion carried unanimously.

6. [ORD. 2025-113](#) To authorize the special use of the property known as 3200 2nd Avenue for the purpose of up to [one] two single-family detached [dwelling] dwellings, [two] one two-family detached [dwellings] dwelling, and four single-family attached dwellings, upon certain terms and conditions. (As Amended) (6th District)

Attachments: [Ord. No. 2025-113 - Amended 20250922](#)
[Staff Report](#)
[Proposed Amended Plans](#)
[Public Comment](#)

A motion was made by Commissioner Rowe, seconded by Commissioner Knight, that this item be continued to the September 2, 2025 regular meeting of the Planning Commission. The motion carried unanimously.

7. [ORD. 2025-150](#) To authorize the special use of the property known as 3923 Grove Avenue for the purpose of [a] five single-family detached [dwelling] dwellings and [16] six single-family attached dwellings, upon certain terms and conditions. (As Amended) (1st District)

Attachments: [Ord. No. 2025-150 - Amended 20260112](#)
[Staff Report](#)
[Westhampton Citizens Association Letter of Opposition](#)
[Westhampton Citizens Association Letter of Withdrawn Opposition](#)
[Public Comment](#)
[Supplemental Documents from District Council Member](#)
[Henry Place Neighborhood Association Letter of No Opposition](#)

A motion was made by Commissioner Rowe, seconded by Commissioner Knight, that this item be continued to the August 19, 2025 regular meeting of the Planning Commission. The motion carried unanimously.

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 Robertson, seconded by Commissioner Knight that Item 14 (ORD. 2025-155) be moved to the regular agenda. The motion carried unanimously.

A motion was made by Commissioner Rowe, seconded by Commissioner Donald, that the consent agenda be adopted, as amended. The motion carried unanimously.

Aye -- 7 - * Commissioner Rebecca Rowe, * Commissioner Dakia K. Knight, * Commissioner Rodney Poole, * Commissioner Ellen Robertson, * Commissioner Elizabeth Hancock Greenfield, * Commissioner Victor Mckenzie Jr. and * Commissioner Odie Donald

8. [ORD. 2025-144](#) To authorize the special use of the property known as 3103 2nd Avenue for the purpose of one two-family detached dwelling, upon certain terms and conditions. (6th District)

Attachments: [Ord. No. 2025-144](#)
[Staff Report](#)

This item was recommended for approval.

9. [ORD. 2025-149](#) To authorize the special use of the property known as 1720 North 29th Street for the purpose of one two-family detached dwelling and one dwelling unit within an accessory structure, upon certain terms and conditions. (7th District)

Attachments: [Ord. No. 2025-149](#)
[Staff Report](#)

This item was recommended for approval.

10. [ORD. 2025-151](#) To authorize the special use of the property known as 1114 Hull Street for the purpose of a six-story mixed-use building, upon certain terms and conditions. (6th District)

Attachments: [Ord. No. 2025-151](#)
[Staff Report](#)

This item was recommended for approval.

11. [ORD. 2025-152](#) To authorize the special use of the property known as 2300 Ingram Avenue for the purpose of up to seven single-family attached dwellings, upon certain terms and conditions. (8th District)

Attachments: [Ord. No. 2025-152](#)
[Staff Report](#)
[Letter of Non-Opposition - Oak Grove Civic Association](#)
[Letter of support - Oak Grove Neighborhood Association](#)

This item was recommended for approval.

12. [ORD. 2025-153](#) To authorize the special use of the property known as 304 Oak Lane for the purpose of an accessory structure, upon certain terms and conditions. (1st District)

Attachments: [Ord. No. 2025-153](#)
[Staff Report](#)

This item was recommended for approval.

13. [ORD. 2025-154](#) To amend and reordain Ord. No. 75-309-302, adopted Dec. 15, 1975, as most recently amended by Ord. No. 2024-182, adopted July 22, 2024, pertaining to the “Stony Point Community Unit Plan,” for the purpose of amending the development standards as they pertain to Map Section K of the Northern Portion of the Plan, regarding permitted principal and accessory uses, signage, hours of operation, and developable building area, to amend the development standards as they pertain to Map Section F of the Southern Portion of the Plan, to allow a commissary kitchen as a permitted use on the property known as 9221 Forest Hill Avenue.

Attachments: [Ord. No. 2025-154](#)
[Staff Report](#)

This item was recommended for approval.

15. [ORD. 2025-156](#) To rezone the properties known as 1220 Ingram Avenue and 1260 Ingram Avenue from the M-1 Light Industrial District to the TOD-1 Transit Oriented Nodal District and the B-5 Central Business District. (6th District)

Attachments: [Ord. No. 2025-156](#)
[Staff Report](#)
[Public Comment](#)

This item was recommended for approval.

16. [ORD. 2025-162](#) To grant a conservation and open-space easement on the property known as 501 South 14th Street, 501 1R South 14th Street, 505 South 14th Street, 508 South 14th Street, and a portion of 503 South 14th Street, each a portion of the property known as Mayo’s Island, to the Capital Region Land Conservancy, Inc. and the Virginia Department of Conservation and Recreation.

Attachments: [Ord. No. 2025-162](#)
[Staff Report](#)

This item was recommended for approval.

17. [UDC 2025-19](#) UDC 2025-19 CONCEPT Location, Character, Extent review for the renovation of the Holly Street Playground, located at 819 Holly Street.

Attachments: [UDC 2025-19 Application Packet](#)
[UDC 2025-19 Narrative](#)
[UDC 2025-19 Concept Site Plan](#)
[UDC 2025-19 - Scheduling Report](#)
[UDC 2025-19 - Staff Report](#)
[UDC 2025-19 - UDC report to CPC](#)
[Public Input](#)

This item was approved with the conditions listed in the UDC staff report.

18. [UDC 2025-20](#) UDC 2025-20 CONCEPT Location, Character, Extent review for the reconstruction of the bridge over CSX on Arthur Ashe Blvd., located between Norfolk Street and Boulevard West.

Attachments: [UDC 2025-20 Application Packet](#)
[Exhibit 1 - Community Outreach Summary Report](#)
[UDC 2025-20 - Staff Report](#)
[UDC 2025-20 - UDC report to CPC](#)

This item was approved with the conditions listed in the UDC staff report.

19. [UDC 2025-21](#) UDC 2025-21 FINAL Location, Character, and Extent review of the Greening Richmond Public Libraries: Belmont Branch project, located at 3100 Ellwood Avenue

Attachments: [UDC 2025-21 Application Packet](#)
[UDC 2025-21 site plan](#)
[UDC 2025-21 - Scheduling Report](#)
[UDC 2025-21 - Staff Report](#)

This item was approved with the conditions listed in the UDC staff report.

20. [UDC 2025-22](#) UDC 2025-22 FINAL Location, Character, and Extent review of the Greening Richmond Public Libraries: Hull Street Branch project, located at 1400 Hull Street.

Attachments: [UDC 2025-22 App and Narrative](#)
[UDC 2025-22 Application Packet](#)
[UDC 2022-22 Site Plan](#)
[UDC 2025-22 - Scheduling Report](#)
[UDC 2025-22 Staff Report](#)
[UDC 2025-22 UDC report to CPC](#)

This item was approved with the conditions listed in the UDC staff report.

21. [UDC 2025-23](#) UDC 2025-23 SIGNAGE PACKAGE for the separately approved renovation of Browns Island, located at 500 Tredegar St.

Attachments: [UDC 2025-23 App](#)
[UDC 2025-23 Location Plan and Schedule](#)
[UDC 2025-23 Sign Design Book](#)
[UDC 2025-23 Programming Plan 1](#)
[UDC 2025-23 Programming Plan 2](#)
[UDC 2025-23 - Scheduling Report](#)
[UDC 2025-23 - Staff Report](#)
[UDC 2025-23 - UDC report to CPC](#)

This item was approved with the conditions listed in the UDC staff report.

Regular Agenda

14. [ORD. 2025-155](#) To authorize the conditional use of the property known as 505 West Leigh Street for the purpose of a lodginghouse, upon certain terms and conditions. (As Amended) (2nd District)

Attachments: [Ord. No. 2025-155 - Amended 20250728](#)

[Staff Report](#)

[Ronald McDonald House - Letter of Support from HJWA](#)

Shaianna Trump, Planner Associate, gave an overview of this request. Emily Toalson, Chief Executive Officer of Ronald McDonald House Charities of Richmond, provided further details about this request.

There were no speakers during the public comment period.

There was no discussion following the motion.

A motion was made by Commissioner Greenfield, seconded by Commissioner McKenzie, that this item be recommended for approval with the following amendment.

- The ordinance be updated to reflect that the conditional use permit will no longer be valid if there is a change in ownership.

The motion carried unanimously.

22. [ORD. 2024-312](#) To authorize the special use of the property known as 7100 Jahnke Road for the purpose of a [mixed-use] multifamily building containing up to [14] 17 dwelling units, with off-street parking, upon certain terms and conditions. (As Amended) (4th District)

Attachments: [Ord. No. 2024-312 - Amended 20250728](#)

[Staff Report](#)

[Proposed Amended Plans](#)

[Public Comment](#)

[Public Comments Council](#)

[Staff Presentation \(February 18, 2025\)](#)

[Staff Report \(February 18, 2025\)](#)

Jonathan Brown, Planner, gave an overview of this request. Mark Baker with Baker Development Resources, provided further details about this request.

During the public comment period the following people spoke in support of this request:
Jackson Miller

The following people spoke in opposition of this request:

Joanne Myers
Charles Myers
Doreene Rice
Katie McCall
Katrina Camale
Robin Parsons
Carmel Colon
Marcelle Miller
Jarden Kamali
Rick R.

Following the motion, Chair Poole opened the discussion. Commissioner Greenfield began the discussion and noted that her initial concerns about traffic were addressed, that the removal of short term rentals from the project was a loss, and that she felt the applicant had worked to address community concerns.

Chair Poole expressed support for the case and thanked the neighbors for their public comment.

A motion was made by Commissioner Greenfield, seconded by Commissioner Knight, that this item be recommended for approval with the following amendments:

- Include amended plans dated July 9, 2025, showing only residential uses;
- Remove condition 3(h) regarding commercial uses;
- Revise condition 3(a) to read as follows: The Special Use of the Property shall be as a multifamily building containing up to 17 dwelling units, with off-street parking, substantially as shown on the Plans; and
- Remove condition 3(g) regarding short-term rentals.

**Aye -- * Commissioner Dakia K. Knight, *
Commissioner Rodney Poole, * Commissioner Ellen Robertson, * Commissioner Elizabeth Hancock Greenfield, * Commissioner Victor Mckenzie Jr. and ***

Commissioner Odie Donald

No -- * Commissioner Rebecca Rowe

23. [ORD. 2025-079](#) To authorize the special use of the properties known as 3801 Hanover Avenue and 3803 Hanover Avenue for the purpose of up to two single-family detached dwellings and [eight] four single-family attached dwellings, upon certain terms and conditions. (As Amended) (1st District)

Attachments: [Ord. No. 2025-079 - Amended 20250922](#)

[Staff Report](#)

[Proposed Amended Plans](#)

[Public Comment 7-9-2025](#)

[Letter of Opposition - Westhampton Citizens Association](#)

[Public Comments Council](#)

Shaianna Trump, Planner Associate, gave an overview of this request. Alessandro Ragazzi and Mark Baker with Baker Development Resources provided further details about the request on behalf of the applicant.

During the public comment period the following people spoke in opposition to this request:

Bo Bowden

Karen Salkin

Joe Spenneberg

Teresa Spenneberg

Following the motion, Chair Poole opened the discussion. Commissioner Greenfield began the discussion by sharing her support for the proposed allowance of accessory dwelling units.

Commissioner Robertson noted the City's declaration of a housing affordability crisis and how the addition of dwelling units is necessary to address it.

Commissioner Mckenzie noted overall support for the proposed accessory dwelling units, but noted that the application materials should have presented the proposal more clearly.

A motion was made by Commissioner Robertson, seconded by Commissioner Greenfield, that this item be recommended for approval with the following amendments:

- Incorporate amended plans dated July 7, 2025, which show 4 single-family attached dwellings and two existing single-family detached dwellings; and
- Include a new condition specifically calling out that accessory dwelling units are permitted.
- Remove the condition requiring private trash collection.

The motion carried unanimously.

24. [ORD. 2025-157](#) To amend City Code §§ 30-433.3, 30-433.11.1, 30-436.2, 30-438.2, 30-440.2, 30-442.1:1, 30-444.2:1, 30-447.2:1, 30-447.11:1, 30-448.3, 30-449.4, 30-451.2:1, 30-452.1:1, all concerning principal uses permitted by conditional use permit, 30-454.1 concerning permitted principal and accessory uses, 30-1045.6, concerning specific conditions applicable to particular uses, and 30-1220, concerning definitions, for the purpose of establishing “retail sales of tobacco and hemp” as a defined use in the City’s zoning ordinance and regulating where such uses can occur.

Attachments: [Ord. No. 2025-157](#)

[Staff Report](#)

[Presentation](#)

Kevin Vonck, Director, gave an overview of this request.

During the public comment period the following people spoke in support of this request:
Cindy Pulido

Following the motion, Chair Poole opened the discussion. Chair Poole, Kevin Vonck, Director, and Neil Gibson, City Attorney, discussed the legal implications of the proposed amendment to the ordinance.

A motion was made by Commissioner Donald, seconded by Commissioner Greenfield, that this item be recommended for approval with the following amendment:

- Replace references to the state code with the full text of the applicable state code language included directly within the ordinance.

The motion carried unanimously.

25. [UDC 2025-24](#) UDC 2025-24 FINAL Location, Character, Extent review of a proposed bridge replacement and pedestrian and bike improvements; located along Lombardy Street between Admiral Street and West Leigh Street.

Attachments: [UDC 2025-24 App](#)
[UDC 2025-24 Narrative](#)
[UDC 2025-24 Roadway CrossSection](#)
[Exhibit 1 - Rendering](#)
[Exhibit 2 - Rendering](#)
[Exhibit 3 - Perspective Transverse Section](#)
[Exhibit 4 - Roadway CrossSection](#)
[UDC 2025-24 - Staff report to CPC](#)

Raymond Roakes, Planner and Secretary to the Urban Design Committee, gave an overview of this request. John Kim with the Richmond Department of Public Works and Jeremy Schluskel, a project engineer, provided further details about this request.

There were no speakers during the public comment period.

There was no discussion following the motion.

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

26. [PAC 2025-004](#) Richmond Connects: Lighter/Quicker/Cheaper – Asphalt Art at Mechanicsville Turnpike and Brauers Lane

Attachments: [Staff Report](#)

Kelli Rowan with the Richmond Department of Public Works and Anna Bon-Harper with Richmond's Office of Equitable Transit and Mobility, gave an overview of this request.

There were no speakers during the public comment period.

Chair Poole opened the discussion and then noted the need for legal advice on the Planning Commission's role in the approval process for the installation of flex posts.

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

Council Action Update and Upcoming Items

Alyson Oliver, Secretary, provided an overview of upcoming items.

Adjournment

Chair Poole adjourned the meeting at 10:14 pm.