



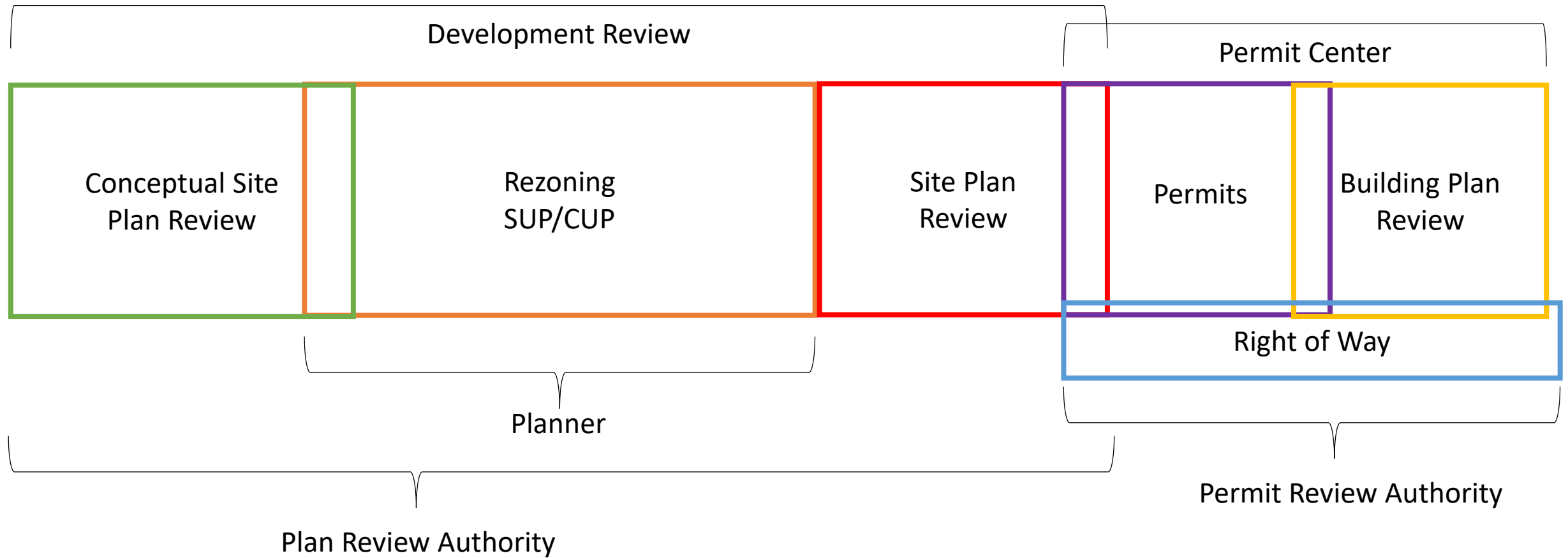
DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

# CPCR.2021.158: to Amend the Development Review Process



MONDAY, 4 NOVEMBER 2024

# Development Review Process Overview



# Challenges with Development Review



- **Misaligned Understanding of Plan of Development Purpose and Practice**
  - Conceptual plan that does not provide enough technical detail for city reviewers
  - Lack of technical detail led to timeline delays – staff asking developers for more information.
- **Reviewers and Plans Review are decentralized.**
  - Lead to weak communication and inconsistent collaboration.
- **Lack of formal interagency review procedures**
- **Inability to estimate timelines for review and approvals leading to process inconsistency**
- **Some Plan of Developments took longer than 60 Days to complete**

# Plan of Development Analysis conducted by Middle Manager Roundtable

Internal analyses began in July 2020 and consisted of:

- Mapping of existing processes
- Stakeholder interviews and group facilitated discussions
- Research of comparative and nearby localities
- Identification of benchmarks for review times and best practices
- Group consensus on final recommendations

## Stakeholders

- Planning & Development Review
- Public Works
- Public Utilities
- Fire Marshal's Office
- Building Commissioner



*\*Middle Managers Roundtable is an internal cross functional process reengineering committee*

# Solutions and Quick Wins



- Initial recommendations to improve Plan of Development process
  - Set clear expectations, foster predictability, and enhance efficiency
  - Strengthen internal and external communications with a development liaison
  - Implement a standardized application submittal and review schedule
  - Boost collaboration by standardizing and hosting regular pre-development meetings
  - Create a multiagency operating procedure to guide the process of reviews

*\*Recommendations highlight the need for over-arching revisions to the entire development review process, not just the POD process.*

# Progress Made

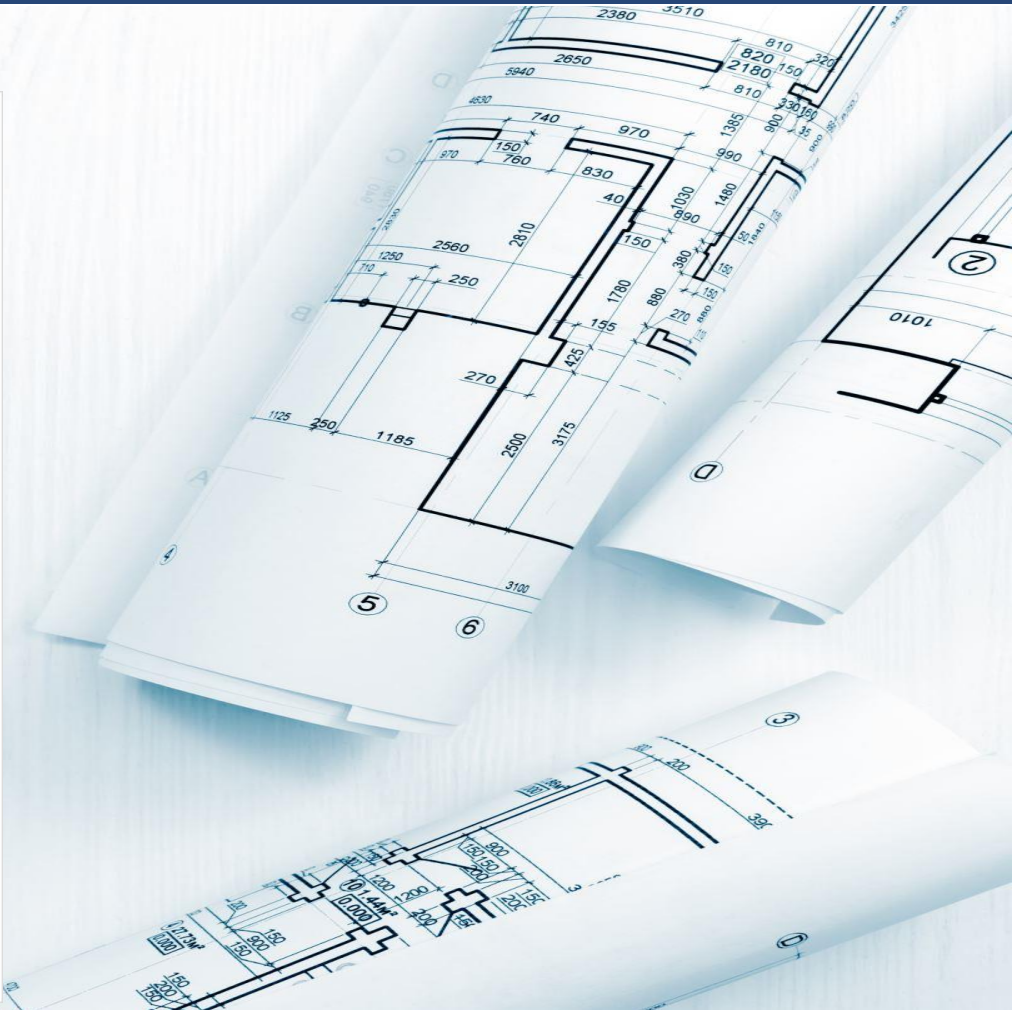
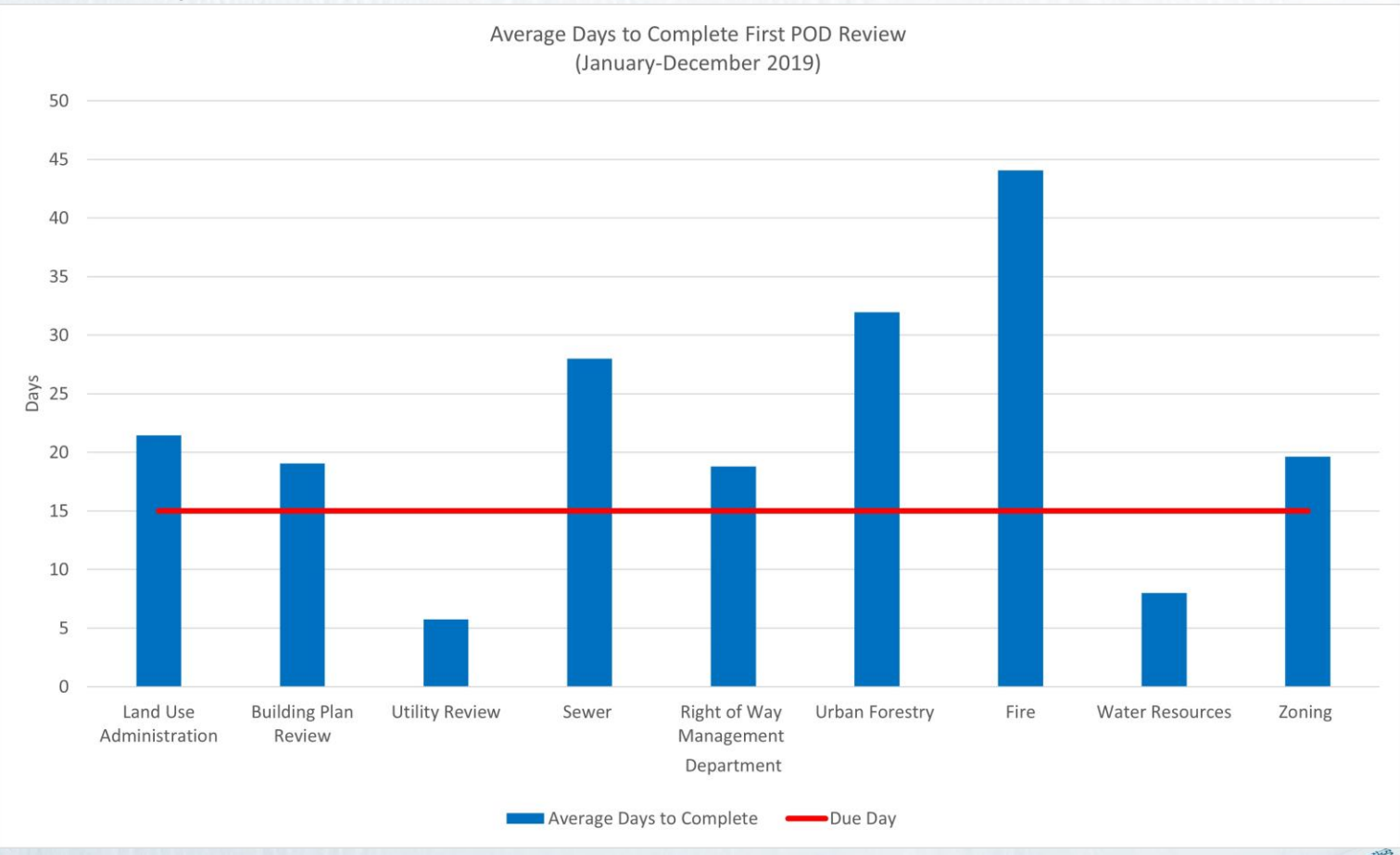
## Reduced Plan of Development Review Times

- *Average Days for First Reviews:*
  - **2023:** 14 business days (down from 35 days)
  - **2024:** 13 business days
- **Enhanced Customer Service**
- ***Strengthened Collaborations:***
  - Improved coordination between staff and applicants
- **Streamlined Processes**
  - Refined pre-development meeting procedures
  - Enhanced development intake processes



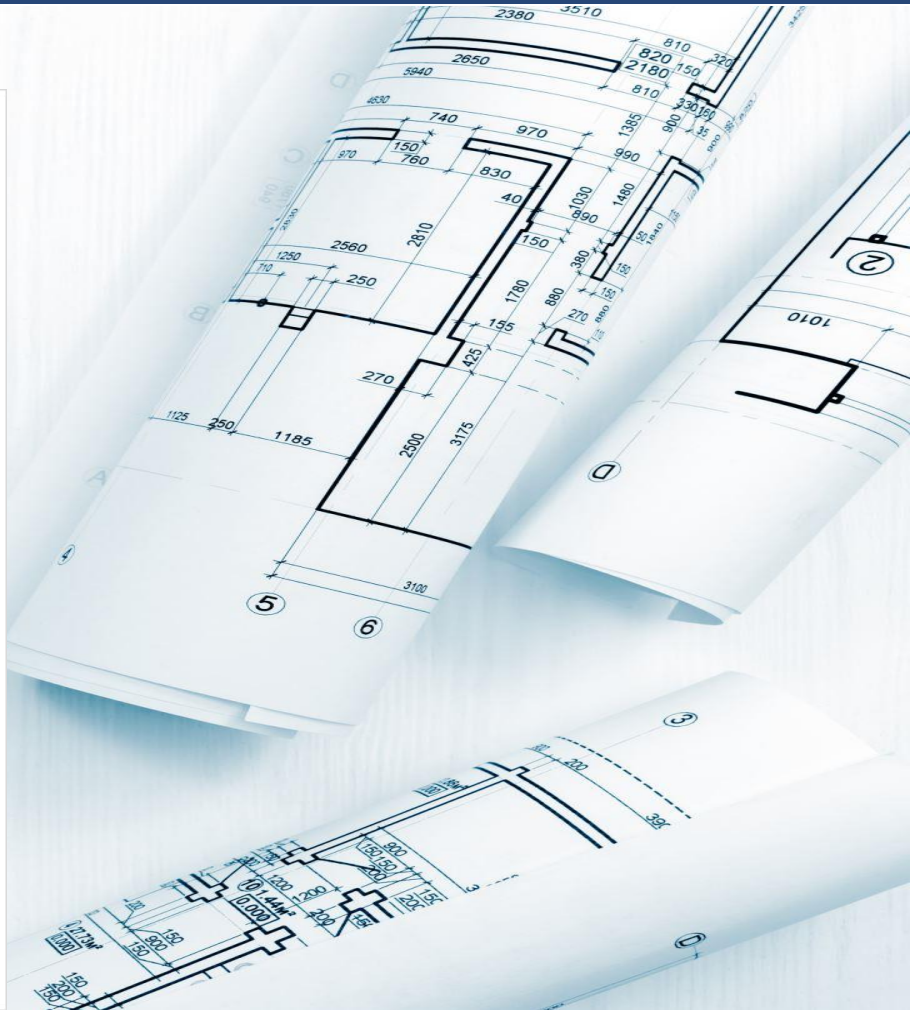
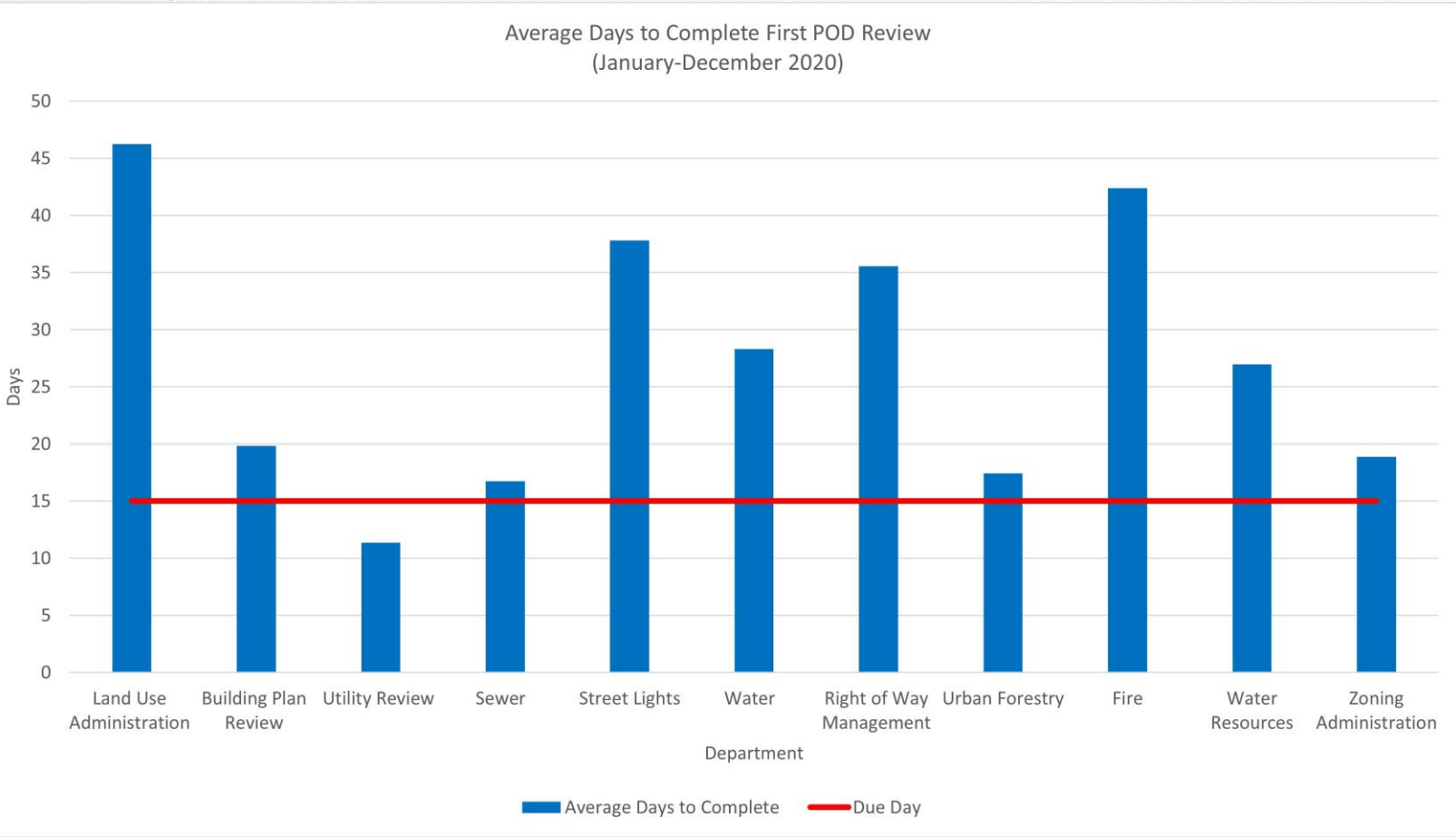
# Average Days to Complete Initial Site Development Review

## January to December 2019



# Average Days to Complete Initial Site Development Review

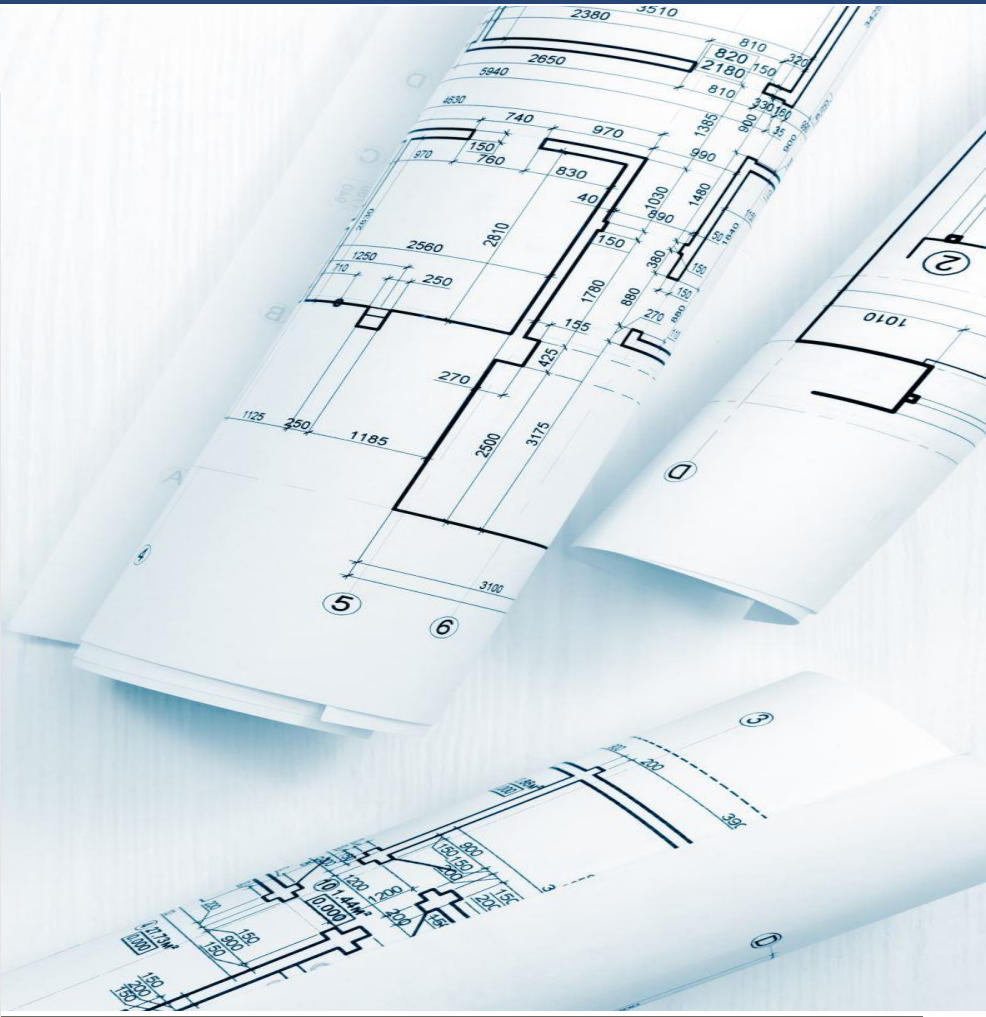
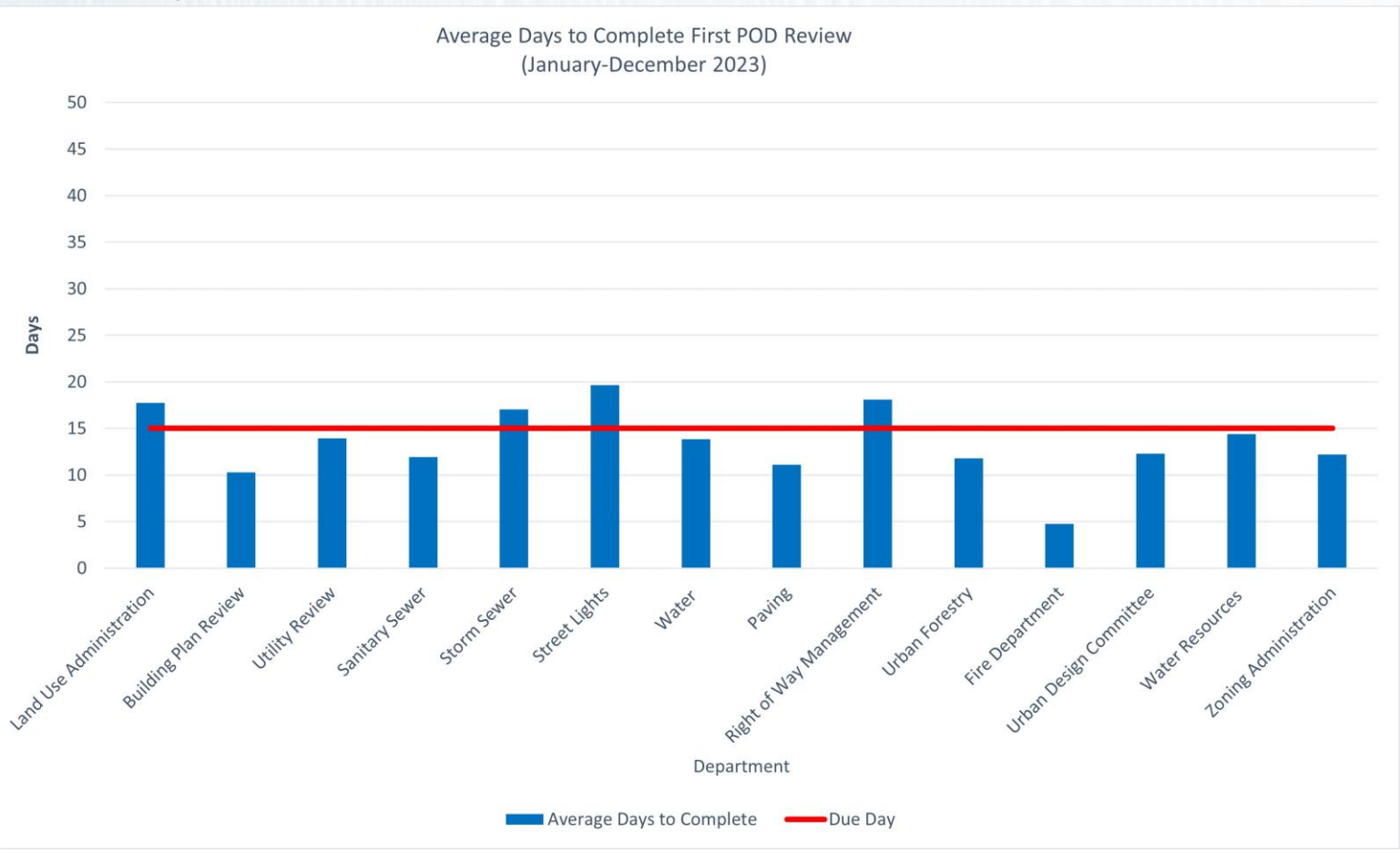
## January to December 2020





# Average Days to Complete Initial Site Development Review

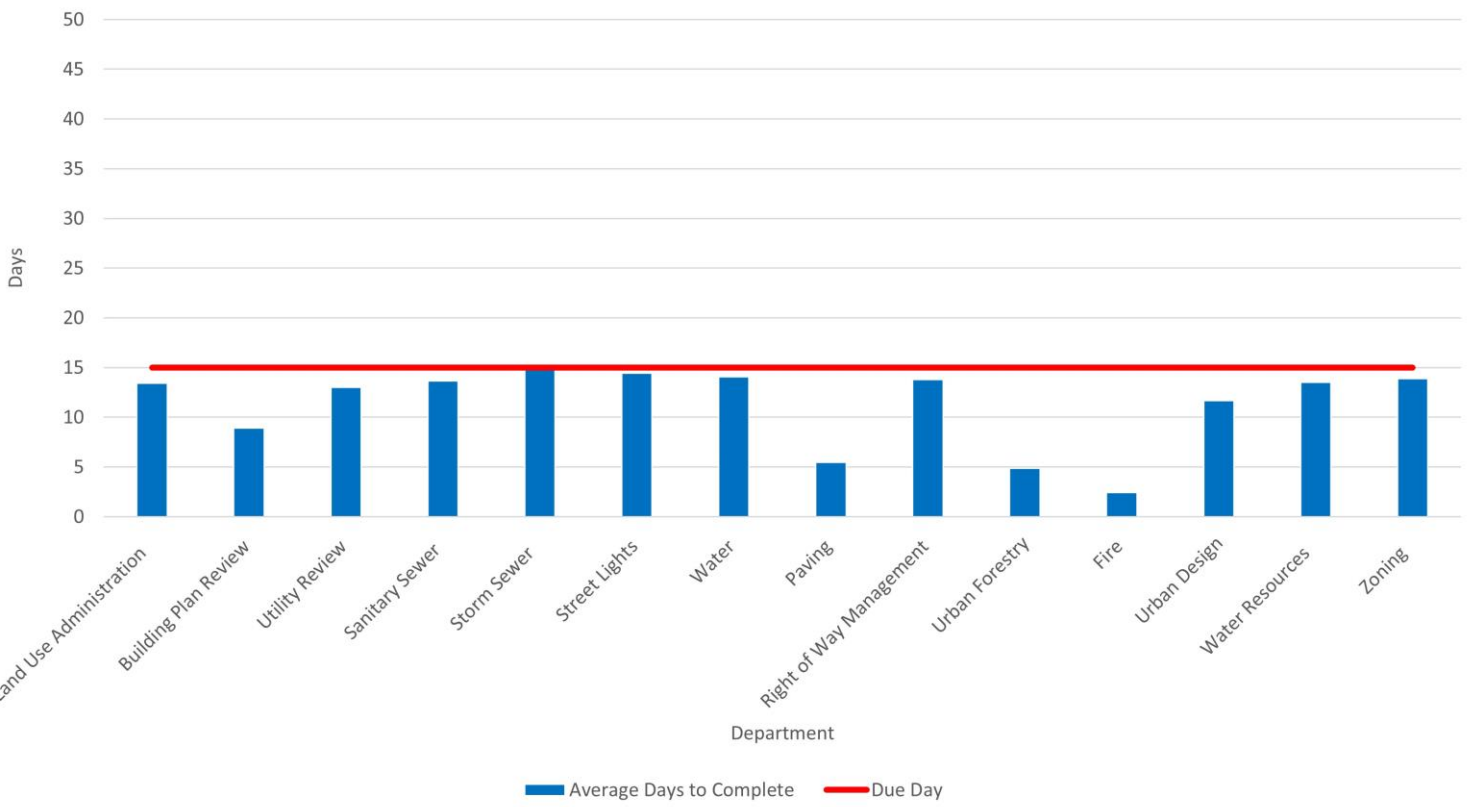
## January to December 2023



# Average Days to Complete Initial Site Development Review

## January to September 2024

Average Days to Complete First POD Review  
(January-September 2024)



# What's Next?

## Ordinance Introduction

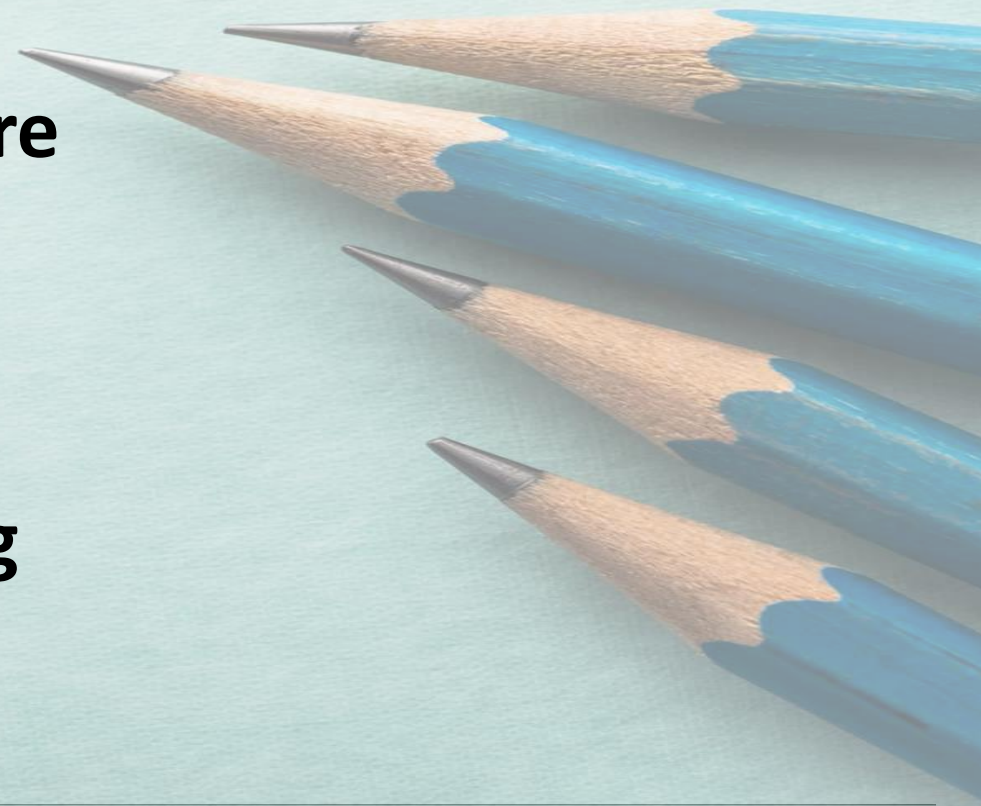
- After coordinating internally with City agencies, staff met with the Home Building Association of Richmond, development community and external stakeholders to discuss draft ordinance and solicit feedback.

Planning Development and Review hosted five (5) Sessions beginning in August of 2022, with the final session in October of 2024



# Amend Ordinance Chapter 30

To establish rules to **govern the content**,  
submittal, review, and validity of **site plans**  
for certain proposed development to **ensure**  
**such development complies** with the  
requirements of this chapter, and other  
applicable, duly adopted laws, regulations,  
and policies, **prior to issuance of a building**  
**permit** or certificate of occupancy



# What is the intent?

Establish **consistency** for when a site plan is required

Create and **restate timelines** and deadlines

**Clarify** process for modifications

**Build** framework for City and applicants

Separate code required review comments and discretionary review comments

# What is the scope of review?

**Chapter 25 (Subdivision of Land)**

**Chapter 30 (Zoning)**

Chapter 13 – Fire Prevention and Protection

Chapter 14 – Floodplain Management,  
Erosion and Sediment Control, and Drainage

Chapter 23 – Solid Waste

Chapter 24 – Streets, Sidewalks, and Public Ways

Chapter 28 – Utilities

# To what will this apply?

Land Development under single ownership or unified control which seeks to :

- Develop at least three (3) or more residential dwelling units
- Disturb land greater than 4,000 square feet or 2,500 square feet within a Chesapeake Bay Preservation Area
- Augment the public right of way or public utilities
- Increases by 10% or more the number of vehicular parking spaces or installs drive-ups, drive-throughs, fuel pumps, or charging stations
- Increases the usable space of any building by more than 2,500 square feet

# Next Steps

## **Introduce Ordinance**

- Discuss draft ordinance with City staff and decide on an effective date for implementation.
- Request approval from Planning Commission and City Council.

## **Communication & Partnerships**

- Distribute public information dissemination and marketing materials
- Hold informal sessions with the community and distribute FAQ's

## **Implement Site Development Standard Operating Procedures**

- Align agency resources toward new centralized process
- Finalize Site Development application checklist
- Configure and deliver a new applicant plan review portal

## **Monitoring & Evaluation**

- Establish consistent monitoring and evaluation to assess ordinance impact, ensure compliance and receive feedback to continuously improve



# Questions and Discussion