



City of Richmond

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

Meeting Minutes - Draft Planning Commission

Tuesday, February 4, 2025

6:00 PM

5th Floor Conference Room

To access the meeting via Microsoft Teams: <https://tinyurl.com/Richmond-CPC-2025>

This meeting was held in-person in the 5th Floor Conference Room of City Hall at 900 East Broad Street in Richmond, Virginia 23219.

Call To Order

Commissioner Poole called the meeting to order at 6:00 p.m.

Roll Call

- **Present** 7 - * Commissioner Burchell Pinnock, * Commissioner Dakia K. Knight, * Commissioner Rodney Poole, * Commissioner Brian White, * Commissioner Ellen Robertson, * Commissioner Sabrina Joy-Hogg, and * Commissioner Victor McKenzie Jr.
- **Absent** 1 - * Commissioner Rebecca Rowe
- **Vacant** 1 - * Commissioner Samuel Young

Chair's Comments

Mr. Poole welcomed the newest member of the Planning Commission, Victor McKenzie.

- Election of Officers

A motion was made by Commissioner White, seconded by Commissioner Pinnock, to continue this item to the next meeting of the Planning Commission on February 18, 2025. The motion carried unanimously.

Approval of Minutes

None.

Director's Report

Kevin Vonck, Director of the Department of Planning and Development Review, provided an update on upcoming events and open houses relating to the Richmond Code Refresh process.

Consideration of Continuances and Deletions from Agenda

- 17. [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)

A motion was made by Commissioner Robertson, seconded by Commissioner Knight, that this item be continued to the March 4, 2025 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.

2. [ORD. 2024-325](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the total amount of \$1,148,000.00 from the Virginia Department of Transportation and to amend Ord. No. 2024-100, adopted May 13, 2024, which accepted a program of proposed Capital Improvement Projects for Fiscal Year 2024-2025 and the four fiscal years thereafter, adopted a Capital Budget for Fiscal Year 2024-2025, and determined a means of financing the same, by (i) establishing a new project for the Department of Public Works in the Transportation category called the “Richmond Signal System Smart City Traffic Signal Controllers” project and (ii) increasing estimated revenues from the funds received from the Virginia Department of Transportation and the amount appropriated to the new Department of Public Works’ “Richmond Signal System Smart City Traffic Signal Controllers” project in the Transportation category by \$1,148,000.00, for the purpose of funding the implementation of a Richmond Signal System Smart City Traffic Signal Controllers program.
This item was recommended for approval.
3. [ORD. 2024-327](#) To authorize the special use of the property known as 1800 North 27th Street for the purpose of one single-family detached dwelling, upon certain terms and conditions. (7th District)
This item was recommended for approval.
4. [ORD. 2024-328](#) To authorize the special use of the property known as 2501 Dana Street for the purpose of up to three single-family detached dwellings, upon certain terms and conditions. (8th District)
This item was recommended for approval.
5. [SUBD 2025.002](#) Subdivision Exception for 2501 Dana Street, per Sec. 25-9(2) of the Subdivision Ordinance.
This item was approved.
6. [ORD. 2025-012](#) To authorize the special use of the property known as 3401 Decatur Street for the purpose of two single-family detached dwellings, upon certain terms and conditions. (8th District)

This item was recommended for approval.

7. [ORD. 2025-015](#) To authorize the special use of the property known as 618 South Laurel Street for the purpose of an accessory dwelling unit located on the same lot as a two-family dwelling, upon certain terms and conditions. (5th District)

This item was recommended for approval.

8. [ORD. 2025-017](#) To authorize the special use of the property known as 501 South Pine Street for the purpose of an outdoor storage area accessory to a restaurant, upon certain terms and conditions. (5th District)

This item was recommended for approval.

9. [ORD. 2025-018](#) To authorize the special use of the property known as 3316 Q Street for the purpose of two two-family detached dwellings and one single family attached dwelling, upon certain terms and conditions. (7th District)

This item was recommended for approval.

10. [ORD. 2025-019](#) To authorize the special use of the property known as 207 Reveille Street for the purpose of a single-family detached dwelling with an accessory dwelling unit, upon certain terms and conditions. (1st District)

This item was recommended for approval.

11. [ORD. 2025-020](#) To declare a public necessity for and to authorize the acquisition of the parcels of real property owned by the Capital Region Land Conservancy, Inc., located at 1401 Brander Street and 1421 Brander Street for the purpose of maintaining such properties as public greenspace and enhancing connectivity for the Richmond Slave Trail within the James River Park System. (6th District)

This item was recommended for approval.

12. [ORD. 2025-021](#) To grant a conservation and open-space easement on the property known as 1401 Brander Street and 1421 Brander Street to the Capital Region Land Conservancy, Inc. and the Virginia Department of Conservation and Recreation. (6th District)

This item was recommended for approval.

13. [UDC 2025-03](#) UDC 2025-03 POLICE PRECINCT 1 - Location, Character, Extent review for the installation of parking canopies in the secured parking area of the First Police Precinct, located at 1701 Fairfield Way.

This item was approved.

Regular Agenda

14. [ORD.](#)
[2024-326](#)

To amend Ord. No. 2021-277, adopted Nov. 8, 2021, which authorized the special use of the property known as 3401 Patterson Avenue for the purpose of a restaurant, tea room, café, delicatessen, ice cream parlor, or similar food service establishment, upon certain terms and conditions, and repealed Ord. No. 90-142-117, adopted May 14, 1990, to authorize a mobile food truck use and to revise the plans, upon certain terms and conditions. (1st District)

Jonathan Brown, Planner, presented to the City Planning Commission an overview of the request.

Commissioner McKenzie asked a question regarding hours of operation and sound.

Chair Poole asked for clarification about the commercial history of the property. Mr. Brown explained that the property has been commercial in the past but was currently vacant.

Commissioner Robertson asked for clarification about the mobile food truck. Mr. Brown explained that the proposal included the food truck.

Alessandro Ragazzi with Baker Development Resources spoke on behalf of the applicant and gave an overview of the request. Mr. Ragazzi discussed specifics of the project and community outreach.

Chair Poole opened a public hearing.

There were no speakers during the public comment period.

A motion was made by Commissioner Joy-Hogg, seconded by Commissioner White, that this item be recommended for approval. The motion carried unanimously.

15. [ORD.](#)
[2024-329](#)

To authorize the special use of the properties known as 5728 Patterson Avenue and 805 Libbie Avenue for the purpose of a mixed-use building, including commercial space, upon certain terms and conditions. (As Amended) (1st District)

Jonathan Brown, Planner, presented to the City Planning Commission an overview of the request.

Jennifer Mullen with Roth Jackson spoke on behalf of the applicant and gave an overview of the request. Ms. Mullen discussed specifics of the project.

Commissioner Pinnock asked if the subject property would normally have two front yards. Ms. Mullen explained that it was not deemed to have two front yards.

During the public comment period, five people spoke in opposition to this request.

Charlie Menges, on behalf of the Westhampton Citizens Association, spoke in opposition. Mr. Menges mentioned that the two major concerns for the Association were the height of the proposal and the lack of parking.

Tammy Rose, spoke in opposition. Ms. Rose specifically spoke on the impact of the project on the Westwood community.

Following her comments, Commissioner Pinnock asked Ms. Rose to further discuss how she believed the project would impact the Westwood community.

Robin Beecher, spoke in opposition. Ms. Beecher cited additional concerns about height and parking.

Cyane Crump, spoke in opposition. Ms. Crump spoke on the Westwood community, height, and density.

Chair Poole closed the public hearing.

Ms. Mullen, the applicant's representative, returned to the podium to answer any additional questions.

Commissioner Robertson asked if there was a map showing the boundaries of the Westwood neighborhood.

Matthew Ebinger pulled up a map showing the Westwood neighborhood.

Alyson Oliver, Secretary, explained that a member of the public used the raise hand function on Teams to speak just after the public comment period ended. Chair Poole allowed the comment due to the technical difficulties.

Vee Wright spoke in opposition.

Ms. Mullen, the applicant's representative, returned to the podium. Ms. Mullen focused on explaining the project's impact to the neighborhood.

Following the motion, Commissioner Pinnock spoke about the Westwood community. Mr. Pinnock spoke on the balance between preservation and development. Additionally, he spoke on the height concern.

Commissioner Robertson expressed the need for the city to have a larger discussion on how to protect historic neighborhoods, such as Westwood.

A motion was made by Commissioner Pinnock, seconded by Commissioner White, that this item be recommended for approval. The motion carried unanimously.

16. [ORD. 2025-013](#)

To authorize the special use of the properties known as 2526 Floyd Avenue and 105 North Robinson Street to allow for certain uses permitted in the R-63 Multifamily Urban Residential District, upon certain terms and conditions, and to repeal Ord. No. 88-92-99, adopted Apr. 25, 1988, as amended by Ord. No. 89-41-46, adopted Mar. 13, 1989, as amended by Ord. No. 94-195-188, adopted Sept. 15, 1994, as amended by Ord. No. 99-196-208, adopted Jul. 12, 1999. (2nd District)

Shaianna Trump, Planner Associate, presented to the City Planning Commission an overview of the request.

William Gillette with Baker Development Resources spoke on behalf of the applicant and gave an overview of the request. Mr. Gillette discussed specifics of the project and community outreach.

Commissioner McKenzie asked for confirmation that the two buildings are not structurally connected.

Chair Poole opened a public hearing.

There were no speakers during the public comment period.

Chair Poole closed the public hearing.

A motion was made by Commissioner White, seconded by Commissioner McKenzie, that this item be recommended for approval. The motion carried unanimously.

18. [ORD.
2025-016](#)

To authorize the special use of the property known as 3308 East Marshall Street for the purpose of a mixed-use building with outdoor dining, upon certain terms and conditions. (7th District)

Alyson Oliver, Planner, presented to the City Planning Commission an overview of the request.

Commissioner Pinnock asked to see the floor plan again to get further clarification on the location of the outdoor dining.

Chair Poole confirmed that the proposal was reviewed by the Commission of Architectural Review.

William Gillette with Baker Development Resources spoke on behalf of the applicant and gave an overview of the request. Mr. Gillette discussed specifics of the project and community outreach.

Mr. Gillette and Chair Poole discussed the proposed trees.

Chair Poole opened a public hearing.

During the public comment period, one person spoke in opposition to this request.

Allan Rosenbaum, spoke in opposition. Mr. Rosenbaum was opposed to the potential sound pollution.

Mr. Gillette returned to the podium. He explained that the proposal is not asking for any waiver for the sound ordinance.

Chair Poole closed the public hearing.

During the discussion period, Commissioner Pinnock and Commissioner White emphasized the importance of the future tenants abiding the sound ordinance.

A motion was made by Commissioner Knight, seconded by Commissioner Pinnock, that this item be recommended for approval. The motion carried unanimously.

19. [UDC 2024-45](#) UDC 2024-45 Location, Character, and Extent review of a proposed bus platform, located within the right-of-way on the southeast corner of Brauers Lane and Mechanicsville Turnpike.

Kelly Rowan and Shanice Brown presented to the City Planning Commission an overview of the request. The pair discussed the goals of the project and the community engagement the team did. Ms. Rowan emphasized traffic and pedestrian safety.

Guy Roach, from GRTC, spoke more about the community engagement that GRTC did.

Ms. Rowan highlighted that they can report back to the City Planning Commission in approximately 3 months and then again at 1 year.

Commissioner Knight asked about data regarding pedestrian related injuries. Ms. Rowan did not have any data on hand.

Commissioner White commented on standardizing traffic improvements. Ms. Rowan explained that there is a Better Streets Manual for the City.

Commissioner Robinson discussed consistency with traffic improvements.

Chair Poole reminded the Commission that the review for the proposed project is a location, character, and extent review.

Commissioner McKenzie and Commissioner Pinnock discussed the community engagement efforts. Ms. Rowan went into more detail about the process.

Chair Poole opened a public hearing.

During the public comment period, five people spoke in favor of this request.

Richard Hankins, Executive Director of the Partnership for Smarter Growth, spoke in favor, emphasizing support for pedestrian safety.

Stephanie Power, Community Engagement and Programs Manager at RVA Rapid Transit, spoke in favor. Ms. Power spoke on bus, bike, and pedestrian safety.

Brantley Tendall with Sports Backers, Director of Bike Walk RVA program, spoke in favor. Mr. Tendall discussed the importance of incremental reporting.

Vee Wright, spoke in favor. Ms. Wight urged the Commission to approve the request. Ms. Wright gave a brief history of her background and her knowledge base. Ms. Wright offered reasoning for the importance of the project.

Dan Motta, spoke in favor. Mr. Motta emphasized prioritizing safety and sustainability.

Chair Poole closed the public hearing.

A motion was made by Commissioner Robertson, seconded by Commissioner McKenzie, that this item be approved with the added condition that the applicant report back to the Planning Commission 1-month, 3-months, and 12-months after installation with details and findings on the efficacy of the installation. The motion carried unanimously.

Aye -- 7 - * Commissioner Burchell Pinnock, * Commissioner Dakia K. Knight, * Commissioner Rodney Poole, * Commissioner Brian White, * Commissioner Ellen Robertson, * Commissioner Sabrina Joy-Hogg and * Commissioner Victor McKenzie Jr.

20. [PDRPRES](#) Presentation on Richmond INSPIRE
[2025.003](#)

Ryan Wren began the presentation to the City Planning Commission.

Mr. Wren introduced Morgan Clutter, Anna-Lee Born and Emily Pixberg as part of the design team for the project.

Ms. Clutter led the presentation, focusing on introducing the planning process for the project.

Ms. Pixberg shared the progress the team had made. At the time of the meeting they had met with focus groups and stakeholders to understand community needs and administered a citywide survey and workshop series as part of Phase One.

At the time of the meeting, the team was ending Phase Two.

Ms. Clutter explained that the vision statement was based on community feedback and proceeded to highlight key elements of the community engagement methods used.

Ms. Clutter identified the driving principals of the plan. These principals are access, belonging, equity, environment, quality and community.

Ms. Clutter identified the "Big Moves" of the plan. There were 14 listed; Ms. Clutter discussed a few.

Ms. Clutter shared a few statistics about parks that have been found during the planning process.

Ms. Pixberg offered further detail on some of the principals and Big Moves.

Ms. Clutter explained the next steps.

The City Planning Commission had no questions for the presenters, but Chair Poole and other Commissioners offered thanks.

This item was presented.

Council Action Update and Upcoming Items

Alyson Oliver, Planning Commission Secretary, gave an overview of items adopted at the January 27, 2025 City Council meeting as well as items to be considered at the next Planning Commission meeting.

Adjournment

Chair Poole adjourned the meeting at 9:26 p.m.