



# City of Richmond

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

## Meeting Minutes Planning Commission

---

Monday, March 16, 2015

1:30 PM

5th Floor Conference Room

---

### Call To Order

Mr. Poole called the meeting to order at 1:31 PM

### Roll Call

**Present** 9 - Mr. Rodney Poole  
Mr. Melvin Law  
Ms. Amy Howard  
Mr. David Johannas  
Ms. Jane Ferrara  
Ms. Lynn McAteer  
Mr. Jeffrey Sadler  
Mr. Doug Cole  
Ms. Ellen Robertson

### Chair's Comments

Mr. Poole welcomed everyone who was present.

### Approval of Minutes

**ID 2015-012** February 23, 2015 Meeting Minutes

**Attachments:** [Draft February 23, 2015 Meeting Minutes](#)

**A motion was made by Mr. Johannas, seconded by Mr. Cole, that the February 23, 2015 meeting minutes be approved. The motion carried by the following vote:**

**Aye:** 6 - Mr. Poole, Mr. Law, Mr. Johannas, Ms. Ferrara, Mr. Sadler and Mr. Cole

**Abstain:** 2 - Ms. Howard and Ms. McAteer

**ID 2015-011** March 2, 2015 Meeting Minutes

**Attachments:** [Draft March 2, 2015 Meeting Minutes](#)

**A motion was made by Mr. Sadler, seconded by Mr. Cole, that the March 2, 2015 meeting minutes be approved. The motion carried by the following vote:**

**Aye:** 6 - Mr. Poole, Mr. Law, Ms. McAteer, Mr. Sadler, Mr. Cole and Ms. Robertson

**Abstain:** 3 - Ms. Howard, Mr. Johannas and Ms. Ferrara

### Director's Report

There was no Director's Report

**- Council Action Update**

At its last meeting, Council voted to deny the Special Use Permit application for 2216 Keswick Avenue, of which the Planning Commission recommended denial.

Mr. Sadler inquired of the status of the ordinance for the 20 mph speed limit on Floyd Avenue. Ms. Markham stated she is not certain if the Department of Public Works has prepared the ordinance. Mr. Poole requested Ms. Markham to inform the Commission once the ordinance has been prepared and introduced.

**Consideration of Continuances and Deletions from Agenda**

None

**Consent Agenda**

Councilwoman Robertson asked how much consideration is given during the planning phase to overall budget cost for Location, Character & Extent Reviews.

Ms. Markham stated typically items brought before the Urban Design Committee and Planning Commission for conceptual location, character & extent review may not have a final budget but items seeking final location, character & review have funding identified.

Councilwoman Robertson asked if all conceptual location, character, & extent items return to the Planning Commission for final review with a budget in place.

Ms. Markham confirmed.

Mr. Poole opened the public hearing for the Consent Agenda.

There was no comment from the public.

**A motion was made by Mr. Law, seconded by Mr. Cole, that the Consent Agenda be approved. The motion carried by the following vote:**

**Aye:** 9 - Mr. Poole, Mr. Law, Ms. Howard, Mr. Johannas, Ms. Ferrara, Ms. McAteer, Mr. Sadler, Mr. Cole and Ms. Robertson

- 1. **ORD. 2015-048** To declare that a public necessity exists and to authorize the Chief Administrative Officer or the designee thereof, for and on behalf of the City of Richmond, to acquire, at a tax delinquent judicial sale, the property located at 1800 Krouse Street and to authorize the Chief Administrative Officer or the designee thereof to accept title to such property for the purpose of maintaining such property as public green space and for recreational uses.

**Attachments:** [Staff Report](#)  
[ORD 2015-048](#)  
[Location Map](#)

**This Ordinance was recommended for approval on the Consent Agenda.**

- 2. **UDC No. 2015-05** Conceptual Location, Character and Extent Review of a new section of roadway connecting two sections of Deepwater Terminal Road

**Attachments:** [UDC Report to CPC](#)  
[Staff Report to UDC](#)  
[Location Map](#)  
[Application & Plans](#)

**This Location, Character and Extent item was conceptually approved on the Consent Agenda with the conditions recommended by the Urban Design Committee.**

**Aye:** 9 - Mr. Poole, Mr. Law, Ms. Howard, Mr. Johannas, Ms. Ferrara, Ms. McAteer, Mr. Sadler, Mr. Cole and Ms. Robertson

- 3. **UDC No. 2015-06** Final Location, Character and Extent Review of streetscape improvements along E. Canal Street between S. 12th and Virginia streets and along Virginia Street between E. Cary and E. Canal streets

**Attachments:** [UDC Report to CPC](#)  
[Staff Report to UDC](#)  
[Location Map](#)  
[Application & Plans](#)

**This Location, Character and Extent item was approved on the Consent Agenda with the conditions recommended by the Urban Design Committee.**

- 4. **UDC No. 2015-07** Final Location, Character and Extent Review of a freestanding sign for the Henry L. Marsh, III and Harold M. Marsh, Sr. Manchester Courthouse at 28 E. 10th Street

**Attachments:** [UDC Report to CPC](#)  
[Staff Report to UDC](#)  
[Location Map](#)  
[Application & Plans](#)

**This Location, Character and Extent item was approved on the Consent Agenda.**

- 5. **UDC No. 2015-09** Conceptual Location, Character and Extent Review of the construction of two new buildings and associated site improvements at 3502 N. Hopkins Road

**Attachments:** [UDC Report to CPC](#)  
[Staff Report to UDC](#)  
[Location Map](#)  
[Application & Plans](#)

**This Location, Character and Extent item was conceptually approved on the Consent Agenda with the conditions recommended by the Urban Design Committee.**

**Aye:** 9 - Mr. Poole, Mr. Law, Ms. Howard, Mr. Johannas, Ms. Ferrara, Ms. McAteer, Mr. Sadler, Mr. Cole and Ms. Robertson

- 6. UDC No. 2015-08** Conceptual Location, Character and Extent Review of the construction of two new buildings and associated site improvements at 1638, 1650 and 1700 Commerce Road

**Attachments:** [UDC Report to CPC](#)  
[Staff Report to UDC](#)  
[Location Map](#)  
[Application & Plans](#)

**This Location, Character and Extent item was conceptually approved on the Consent Agenda with the conditions recommended by the Urban Design Committee.**

**Aye:** 9 - Mr. Poole, Mr. Law, Ms. Howard, Mr. Johannas, Ms. Ferrara, Ms. McAteer, Mr. Sadler, Mr. Cole and Ms. Robertson

*The consent agenda consists of items that appear relatively non-controversial in nature and for which there was no known opposition at the time this agenda was set. The Consent Agenda items will be considered by the Commission as a group, and there will be a single combined staff presentation and a single combined public hearing held for all items listed on the Consent Agenda.*

**Regular Agenda**

- 7. PCR 2015-001** Resolution of intent to amend sections 114-692.4 and 114.1030.1 of the City Code, to permit small scale telecommunication facilities on alternative support structures throughout the City and exempt them from the requirement to obtain a Plan of Development (POD).

**Attachments:** [PCR 2015-001](#)  
[Draft Ordinance Amendment](#)  
[Small Cell/Data Node Examples](#)

Ms. Markham provided a presentation of the Resolution of Intent pursuant to the Staff Report. The amendment contemplated by Resolution of Intent would exempt small scale telecommunication facilities on alternative support structures from the requirement to obtain a Plan of Development provided:

- The maximum combined projection (antenna and mounting hardware) above the alternative support structure shall not exceed 10 feet, provided, however if the installation is visible from the principal street frontage, then the maximum combined projection (antenna and mounting hardware) above the alternative support structure shall not exceed 5 feet in height
- The maximum dimensions of the antenna shall not exceed 2 feet by 2 feet by 2 feet or an alternative design not to exceed 3 cubic feet
- The maximum dimensions of any new mechanical enclosures or cabinets located on a support structure where they would be visible shall not exceed 5 feet by 2 feet by 2 feet.
- Any portion of the installation that is visible from the principal street frontage shall be designed and colored to appear as an element of the alternative support structure including the use of antennas, cables and equipment that are painted or tinted to match the surface of the alternative support structure on which they are affixed.

Ms. Markham stated this is a Motion of Intent to amend the Zoning Ordinance. If the

Planning Commission believes it is advisable to move forward, staff will prepare the ordinance amendment and bring it before the Planning Commission and City Council.

Mr. Poole inquired about fees pertaining to this amendment.

Ms. Markham stated the current fee for the Plan of Development is \$500. Staff is considering collecting the fee during building permit review, possibly through issuance of a Certificate of Zoning Compliance.

Ms. Howard ask who is responsible for removal of equipment when obsolete in the future.

Ms. Jennifer Mullen stated existing regulations already require unused equipment to be removed.

Ms. Mullen provided a presentation and summary of the request. The zoning ordinance authorizes most of these uses by-right with the Plan of Development followed by building permits. The majority of comments pertaining to these uses can be addressed during building permit review. If the Plan of Development process is to be bypassed, applicants must fit the equipment into a smaller space. Ms. Mullen provided several examples of how the equipment can be incorporated into existing structures.

Mr. Poole asked if the applicant is amenable to the proposed fee structure.

Ms. Mullen stated yes, the applicant is more concerned about time-savings than the fee.

Mr. Pooled opened the public hearing.

There was no public comment.

**A motion was made by Mr. Law, seconded by Ms. Robertson, that this City Planning Commission Resolution be approved with the condition that the fee for obtaining a certificate of zoning compliance for a wireless telecommunication facility would be established at \$500. The motion carried unanimously.**

**Aye:** 9 - Mr. Poole, Mr. Law, Ms. Howard, Mr. Johannas, Ms. Ferrara, Ms. McAteer, Mr. Sadler, Mr. Cole and Ms. Robertson

## 8. a2015 - 3 Richmond Bicycle Master Plan Presentation

**Attachments:** [Draft Richmond Bicycle Master Plan](#)

Jakob Helmboldt provided an informal presentation on the Richmond Bicycle Master Plan. The purpose of the plan is to:

Develop a city-wide network of bike infrastructure; Evaluate existing conditions and recommend specific types of bike infrastructure for the proposed routes/corridors; and Prioritize projects for build-out of a connected network based on a range of factors.

The public participation included a moonlight ride kick-off, survey implementation, an on-line mapping tool, and a public open house. Data has been analysed and alternative corridors have been proposed. Targeted streets have been identified for bike infrastructure improvements. The Bicycle Master Plan is intended to be a "living" document that can be updated and remain current.

Ms. McAteer asked if there is a date for plan to be finalized.

Mr. Helmboldt stated it is essentially in its final form. The last round of reviews is taking place.

Ms. McAteer asked if the plan would be attached to Richmond Master Plan.

Ms. Markham stated if the Planning Commission recommended to City Council to include the Bicycle Master Plan as a component of the Richmond Master Plan, City Council could vote to do so.

Mr. Helmboldt stated the Department of Public Works would include the Bicycle Master Plan as a component of the City's Multi-modal Plan.

Ms. McAteer asked if the Department of Public Works would have to bring the Multi-modal Plan to the Planning Commission to be incorporated into the Richmond Master Plan.

Mr. Helmboldt was not certain if the Multi-modal plan is intended to be adopted as part of the Richmond Master Plan.

Ms. Markham stated there has been no formal action taken by the Planning Commission regarding inclusion of the Multi-modal Plan in the Richmond Master Plan.

Mr. Poole did not conduct a public hearing for this item as it was an informal presentation.

**A motion was made by Mr. Johannas, seconded by Ms. Howard, to request the Department of Public Works present the Multimodal Transportation Plan with the Bike Master Plan incorporated to the Commission for formal adoption. The motion carried by the following vote:**

**Aye:** 8 - Mr. Poole, Mr. Law, Ms. Howard, Mr. Johannas, Ms. Ferrara, Ms. McAteer, Mr. Sadler and Mr. Cole

**Excused:** 1 - Ms. Robertson

## **Upcoming Items**

Ms. Markham informed the Planning Commission of the upcoming open house to be held March 26, 2015, 5:00 pm at Binford Middle School Auditorium regarding the zoning of properties along the West Cary Street and West Main Street corridors between Meadow and Harrison Streets.

Mr. Law stated the need for more public outreach regarding rules and regulations pertaining to bicycle use.

## **Adjournment**

Mr. Poole adjourned the meeting at 2:07 PM

*All persons attending the meeting are requested to register on the attendance sheets that have been placed on the chairs and are also available at the table by the conference room entrance. Once you have completed an attendance sheet, it should be provided to the Commission staff.*