



# City of Richmond

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## Meeting Minutes Planning Commission

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Monday, July 20, 2015

1:30 PM

5th Floor Conference Room

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### Call To Order

### Roll Call

**Present** 8 - Mr. Rodney Poole  
Mr. Melvin Law  
Ms. Amy Howard  
Ms. Lynn McAteer  
Mr. Jeffrey Sadler  
Mr. Doug Cole  
Ms. Ms. Robertson  
Ms. Selena Cuffee-Glenn

**Absent** 1 - Mr. David Johannas

### Chair's Comments

#### - Cancellation of regular meetings in August

**A motion was made by Ms. Robertson, seconded by Ms. Cuffee-Glenn, that the regular August, 2015 meetings of the City Planning Commission be cancelled. The motion carried by a unanimous vote.**

**Aye:** 8 - Mr. Poole, Mr. Law, Ms. Howard, Ms. McAteer, Mr. Sadler, Mr. Cole, Ms. Robertson and Ms. Cuffee-Glenn

### Approval of Minutes

[a2015 - 607](#) July 6, 2015 Meeting Minutes

**Attachments:** [Draft July 6, 2015 Meeting Minutes](#)

**A motion was made by Mr. Sadler, seconded by Mr. Cole, that the July 6, 2015 meeting minutes be approved. The motion carried by the following vote:**

**Aye:** 5 - Mr. Poole, Mr. Law, Mr. Sadler, Mr. Cole and Ms. Cuffee-Glenn

**Abstain:** 3 - Ms. Howard, Ms. McAteer and Ms. Robertson

### Director's Report

Mr. Olinger discussed the efforts of the staff team that has been studying short-term rental/internet lodging services. He hopes that there will be a written report to the Commission by the September meeting. He stated that there are several issues that the report will address, including:

1. Principal vs. accessory uses

2. Hosted vs. unhosted facilities
3. Locations where they would be permitted and if they will be permitted in all residential zoning districts
4. Taxes
5. Life safety and building code issues
6. Other localities' legislation. They are all slightly different; which is telling that something specific for Richmond will need to be crafted.

Ms. McAteer asked if the City is generally supportive of short-term rentals.

Mr. Olinger stated that the tone of the resolution approved by Council was supportive of permitting short-term rentals and the Mayor is supportive as well. He continued that the details will need to be carefully crafted to protect the City's neighborhoods.

Ms. Cuffee-Glenn stated that best practices from across the country will also be taken into consideration in the report.

Mr. Olinger stated that at 11 am on Friday morning will be a meeting to begin the work of the Richmond Regional Planning District Commission on the land use/transit oriented development study along the route of the proposed Bus Rapid Transit system. He stated the budget for the study is \$150,000; \$100,000 from the City and \$50,000 from the State. He stated that the larger team meeting will be on Friday to begin to put together a framework for the study. He stated that there will be public meetings and other public outreach beginning after Labor Day.

Ms. Robertson asked Mr. Olinger to include the staff that supports the Land Use, Housing and Transportation Subcommittee of Council in the upcoming meetings on the land use study.

Mr. Olinger stated that there will be a larger stakeholder group that will be involved as the study develops.

Ms. Cuffee-Glenn informed the Commission of upcoming public meetings on the proposed Bus Rapid Transit system.

#### **- Council Action Update**

There was no Council Action update.

### **Consideration of Continuances and Deletions from Agenda**

#### **Consent Agenda**

Mr. Nicholas Smith, Richmond resident, stated that the proposed roundabout at Belmont Road is within a bicycle route in the proposed bicycle plan. He stated that the bicycle infrastructure should be included in the roundabout design now, in order to save money.

**A motion was made by Ms. McAteer, seconded by Ms. Robertson, that the Consent Agenda be approved. The motion carried unanimously.**

**Aye:** 8 - Mr. Poole, Mr. Law, Ms. Howard, Ms. McAteer, Mr. Sadler, Mr. Cole, Ms. Robertson and Ms. Cuffee-Glenn

1. [ORD. 2015-147-15](#)  
[7](#) To amend Ord. No. 2013-135-131, adopted Jul. 8, 2013, which closes to public use and travel, a portion of right-of-way known as the 8th Street Connector located in the block bounded by South 8th Street, Basin Bank

Street, South 9th Street and East Canal Street, consisting of 16,337± square feet, upon certain terms and conditions, to extend the time period within which the conditions of the closing must be fulfilled.

**Attachments:** [Staff Report](#)  
[Location Map](#)  
[Ord. No. 2015-147-157.pdf](#)

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

2. [UDC No. 2015-11\(2\)](#) Final Location, Character and Extent Review of an addition to the Emergency Communications Center and associated site improvements at 3516 N. Hopkins Road

**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.**

3. [UDC No. 2015-16](#) Final Location, Character and Extent Review of the Richmond Justice Center identifying sign, 1701 Fairfield Way

**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. [Subd. No. 2015-010](#) Preliminary approval of the Church Hill North subdivision at 1501 and 1611 North 31st Street (82 lots).

**Attachments:** [Staff Report](#)  
[Location Map](#)  
[Tentative Plat](#)  
[Application](#)

**This Tentative Subdivision was approved on the Consent Agenda.**

## **Regular Agenda**

4. [UDC No. 2015-17](#) Conceptual Location, Character and Extent Review of a roundabout at the intersection of Belmont Road and West Belmont Road

**Attachments:** [UDC Report to CPC](#)  
[Staff Report to UDC](#)  
[Location Map](#)  
[Application & Plans](#)  
[Letters of Support](#)  
[Letter of Opposition](#)

Mr. Jeff Eastman presented the Urban Design Committee (UDC) recommendation as outlined in the staff report.

Mr. Sadler asked if Mr. Smith's suggestion to include bike lanes was taken into consideration by the UDC.

Mr. Eastman stated that they were.

Ms. Howard asked if the Department of Public Works considered the Bike Plan in their proposed design.

Mr. Helmboldt confirmed that the Bike Plan did identify these roads as part of a potential bike route. He stated that including separate infrastructure at the roundabout is not a good idea because they don't currently connect to anything, and is not currently planned.

Mr. Poole stated that they have considered these questions and they are premature.

Mr. Helmboldt confirmed.

Mr. Sadler asked if there are markings that could be used to accommodate bikes around the roundabout.

Mr. Helmboldt explained the proper roundabout design and that it includes bikes within the single travel lane or on the sidewalk. He stated that there is not accommodations for bikes in a separate lane in proper roundabout design.

Mr. Cole stated that the UDC recommended increasing the size of the center island, which decreased the size of the lanes.

Mr. Sadler stated that all the proposed infrastructure plans in the City should be reflective of the plans developed and adopted by the City.

Mr. Smith recommended using a separate protected lane as they do in the Netherlands. He stated that this proposed design will work with whatever is proposed in the future.

Mr. Bridewell stated that they will work with Mr. Smith.

Mr. Poole stated the Commission is glad that they will be willing to work with Mr. Smith to improve the roundabout design.

**A motion was made by Mr. Sadler, seconded by Ms. Howard, that this item be removed from the Consent Agenda and heard on the Regular Agenda. The motion carried unanimously.**

**A motion was made by Mr. Law, seconded by Ms. McAteer, that this Location, Character and Extent Item be approved with the following conditions:**

- (1) That the applicant considers reducing the apron width, with the excess used to enlarge the central landscaped island.
- (2) That the final plans include a landscape plan and schedule showing plant species, quantity, location and size at the time of installation.
- (3) That the applicant considers providing a larger shade tree (or multiple smaller trees) in the central landscaped portion of the roundabout in addition to the concentric rings of evergreen hedge, perennials/bulbs and an evergreen groundcover.
- (4) That the applicant continues the existing median tree plantings on Belmont Road in the new median extensions.
- (5) That the applicant provides shade trees in the newly created, larger planting strips on Belmont Road.
- (6) That the applicant landscapes the splitters on W. Belmont Road.
- (7) That the applicant explores overhead utility relocation through the intersection to allow for larger tree species in the central landscaped island.
- (8) That the final plans include a lighting plan, showing make, model and finish for any light pole and fixture, as well as fixture light source and color temperature.
- (9) That the final plans include a signage plan.
- (10) That the applicant considers working with the Public Art Commission on an installation in the central landscaped island.
- (11) That the applicant work with Mr. Nicholas Smith, a citizen who spoke to the item, to improve bicycle access around the roundabout.

The motion carried by a unanimous vote.

6. [ORD. 2015-148-158](#)  
[8](#)
- To amend and reordain City Code §§ 114-456.11, 114-1045.13, 114-1050.5, and 114-1140, concerning the requirements for the posting of public notices on property related to community unit plans, conditional use permits, special use permits and changes in the boundaries of a zoning district, for the purpose of making the Department of Planning and Development Review responsible for such posting instead of the applicant.

**Attachments:** [Staff Report](#)  
[Planning Commission Resolution](#)  
[Other Locality Sign Examples](#)  
[Ord. No. 2015-148-158.pdf](#)

Ms. Markham presented items number 6 and 7 as outlined in the staff report.

Ms. Markham stated this item is the ordinance that would go to City Council that would amend the zoning ordinance requirements. It was presented to the Planning Commission about a month ago as a resolution of intent; it takes the responsibility for posting the signs from the applicant and puts it with the Department of Planning and Development Review. She stated it takes some of the specifications about what the signs look like out of the code and puts it in a signed policy adopted by the Planning Commission. The timeframes would be the same as they were before. The signs would have to be posted 15 days prior to the public hearing and come down 10 days after the final action.

Ms. Mariah White stated that she is highly in favor of item 6. She stated that this will include neighbors in the proposed zoning changes. She stated that this will ensure that zoning is properly done. She stated that it would make the community feel more

included. She stated that the notice for special use permits should include property owners and neighbors and not just the Associations.

**A motion was made by Ms. Robertson, seconded by Mr. Law, that this Ordinance be recommended for approval to the City Council. The motion carried by a unanimous vote.**

**Aye:** 8 - Mr. Poole, Mr. Law, Ms. Howard, Ms. McAteer, Mr. Sadler, Mr. Cole, Ms. Robertson and Ms. Cuffee-Glenn

7. [PCR 2015-010](#) To adopt a policy for the posting of public notification signs in conjunction with public hearings.

**Attachments:** [PCR 2015-010](#)

[Staff Report](#)

[Proposed Sign](#)

[Sign Posting Policy Established by the City Planning Commission](#)

Ms. Markham presented items number 6 and 7 as outlined in the staff report.

Ms. Markham stated this item would adopt the sign policy, it takes what was in the code and puts it in the policy. It says what the sign would say and where it should be posted. If it gets stolen or removed, it is the responsibility of the applicant to notify Planning and Development so it can be replaced.

**A motion was made by Ms. Cuffee-Glenn, seconded by Ms. McAteer, that this City Planning Commission Resolution be approved. The motion carried by a unanimous vote.**

**Aye:** 8 - Mr. Poole, Mr. Law, Ms. Howard, Ms. McAteer, Mr. Sadler, Mr. Cole, Ms. Robertson and Ms. Cuffee-Glenn

8. [PCR 2015-011](#) Resolution of intent to rezone certain properties along Brookland Park Boulevard and North Avenue.

**Attachments:** [PCR 2015-011](#)

[Staff Report](#)

[Existing Zoning](#)

[Proposed Zoning](#)

[Existing Land Use](#)

[Master Plan Land Use](#)

Mr. Jeff Eastman presented the Resolution as outlined in the staff report.

Mr. Sadler asked what the distinction is between a nightclub and a restaurant.

Ms. Markham stated a night club has to have several elements in order to distinguish it from a restaurant. It has to be open after midnight, serve alcohol, have a place for dancing or standing and have music or entertainment.

Ms. Robertson asked if there are restricted parking areas along Brookland Park Boulevard.

Mr. Olinger stated that there are a few no parking locations, but the rest of the on-street parking is not restricted.

Ms. Robertson stated that the restricted on-street parking areas should be looked at along Brookland Park Boulevard to maximize the availability of the parking for the businesses.

Mr. Olinger stated that this will remove a small hurdle to businesses trying to open in the area. He stated that there are some small spaces to provide off-street parking in the area.

Mr. Poole stated that new buildings have to comply with parking regulations and that this could be a disincentive for new development.

Mr. Olinger stated that he is not opposed to removing the requirement for off-street parking for new development in parking exempt districts.

Ms. Markham stated that it would require a larger ordinance change that would also affect other areas.

Mr. Sadler asked about relief for the parking requirements and height, which will be reduced by seven feet.

Ms. Markham stated that a special use permit could waive those requirements or the BZA could authorize a special exception.

Mr. Poole stated that he is in support and would like to see it go further.

Ms. Robertson stated that mixed-use development is the trend and the proposal would require special use permits for additional height to support that mixed-use.

Mr. Olinger stated that this is being driven by the Master Plan and the Dollar General store. He stated that this is for the short-term and there will be more conversation once more revitalization has occurred. He stated that this is an interim step.

Mr. Poole asked Mr. Olinger to give some thought to the suggestions being proposed by Ms. Robertson and the Commission.

Ms. Robertson stated that parking will be an issue that will need to be addressed as part of the redevelopment. She stated that the City should look to see if there is land available to support the development of a parking facility.

Mr. Cole asked if there is any change to the requirements for screening or buffering between the residential and commercial areas.

Ms. Markham stated those requirements would remain the same.

Mr. Smith stated he is supportive of the proposal. He stated that reducing parking requirements in a dense urban environment is the right thing to do. He stated that some uses will require more parking. He stated that the market should drive the parking and not the code. He requested the Commission support this item.

**A motion was made by Ms. Robertson, seconded by Ms. Cuffee-Glenn, that this City Planning Commission Resolution be approved. The motion carried by a unanimous vote.**

**Aye:** 8 - Mr. Poole, Mr. Law, Ms. Howard, Ms. McAteer, Mr. Sadler, Mr. Cole, Ms. Robertson and Ms. Cuffee-Glenn

9. [PCR  
2015-012](#)

Resolution of intent to rezone certain properties along Meadowbridge Road, East Brookland Park Boulevard and Dill Avenue.

**Attachments:** [Staff Report](#)  
[PCR 2015-012](#)  
[Existing Zoning](#)  
[Proposed Zoning](#)  
[Existing Land Use](#)  
[Master Plan Land Use](#)

Mr. Willy Thompson presented the Resolution as outlined in the staff report.

Mr. Smith stated he is supportive of the proposal. He stated that reducing parking requirements in a dense urban environment is the right thing to do. He stated that some uses will require more parking. He stated that the market should drive the parking and not the code. He requested the Commission support this item.

**A motion was made by Mr. Law, seconded by Mr. Sadler, that this City Planning Commission Resolution be approved. The motion carried by a unanimous vote.**

**Aye:** 8 - Mr. Poole, Mr. Law, Ms. Howard, Ms. McAteer, Mr. Sadler, Mr. Cole, Ms. Robertson and Ms. Cuffee-Glenn

## **Upcoming Items**

### **Adjournment**

Mr. Poole adjourned the meeting at 2:57 p.m.