



# City of Richmond

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## Meeting Minutes - Final Planning Commission

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Monday, October 17, 2022

1:30 PM

5th Floor Conference Room

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To Access the meeting via Microsoft Teams: <https://tinyurl.com/CPC-October-17-2022>

### Call To Order

Chairman Poole called the regular meeting of the Planning Commission to order at 1:30 pm.

This meeting will be held in-person in the 5th Floor Conference Room of City Hall at 900 East Broad Street in Richmond, Virginia 23219. While all Planning Commissioners and staff will attend the meeting in-person, citizens may participate in the meeting virtually.

Special Guidelines for Public Access and Citizen Participation:

To access or participate, or both, in this Planning Commission meeting you have several options outlined in the following document:

[PDRPRES](#)  
[2022.066](#)

Citizens are encouraged to provide their comments in writing to [PDRLandUseAdmin@rva.gov](mailto:PDRLandUseAdmin@rva.gov) in lieu of speaking through audio or video means during the meeting. All written comments received via email prior to 10:00 a.m. on the day of the meeting were provided to all members of the Planning Commission prior to the beginning of the meeting and will be included in the record of the meeting.

### Roll Call

-- Present 9 - \* Commissioner Max Hepp-Buchanan, \* Commissioner Vivek G. Murthy, \* Commissioner Burchell Pinnock, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Rodney Poole, \* Commissioner Andreas Addison, \* Commissioner Samuel Young, \* Commissioner Rebecca Rowe, and \* Commissioner Reginald Gordon

### Chair's Comments

Chairman Poole welcomed all who were present.

### Approval of Minutes

[PDRMIN](#)  
[2022.022](#)

Draft Minutes - September 6, 2022 Meeting

**A motion was made by Commissioner Murthy, seconded by Commissioner Hepp-Buchanan, that the September 6, 2022 Minutes be adopted. The motion**

carried by the following vote:

- Aye --** 7 - \* Commissioner Max Hepp-Buchanan, \* Commissioner Vivek G. Murthy, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Rodney Poole, \* Commissioner Andreas Addison, \* Commissioner Samuel Young and \* Commissioner Rebecca Rowe
- Excused --** 1 - \* Commissioner Burchell Pinnock
- Abstain --** 1 - \* Commissioner Reginald Gordon

[PDRMIN  
2022.023](#)

Draft Minutes - September 19, 2022 Meeting

**A motion was made by Commissioner Gordon, seconded by Commissioner Greenfield, that the September 19, 2022 Minutes be adopted. The motion carried by the following vote:**

- Aye --** 6 - \* Commissioner Vivek G. Murthy, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Rodney Poole, \* Commissioner Andreas Addison, \* Commissioner Samuel Young and \* Commissioner Reginald Gordon
- Excused --** 1 - \* Commissioner Burchell Pinnock
- Abstain --** 2 - \* Commissioner Max Hepp-Buchanan and \* Commissioner Rebecca Rowe

[PDRMIN  
2022.024](#)

Draft Minutes - October 3, 2022 Meeting

**A motion was made by Commissioner Murthy, seconded by Commissioner Hepp-Buchanan, that the October 3, 2022 Minutes be adopted. The motion carried by the following vote:**

- Aye --** 8 - \* Commissioner Max Hepp-Buchanan, \* Commissioner Vivek G. Murthy, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Rodney Poole, \* Commissioner Andreas Addison, \* Commissioner Samuel Young, \* Commissioner Rebecca Rowe and \* Commissioner Reginald Gordon
- Excused --** 1 - \* Commissioner Burchell Pinnock

**Director's Report**

Director Vonck provided the Planning Commissioners with an update on the timeline for three proposed changes to the City's Zoning Ordinance pertaining to required parking minimums, short term rentals, and accessory dwelling units.

**Council Action Update**

Alyson Oliver provided an update on the actions taken by City Council at its October 10, 2022 meeting.

**Consideration of Continuances and Deletions from Agenda**

- 1. [ORD. 2022-205](#) To amend Ord. No. 2000-410-2001-10, adopted Jan. 8, 2001, as previously amended by Ord. No. 2001-220-231, adopted Jul. 23, 2001, and Ord. No. 2017-242, adopted May 29, 2019, which approved the “Shops at Stratford Hills Community Unit Plan,” for the purpose of increasing the area subject to the community unit plan by 2.85 acres to 67.4± acres and modifying the development standards, under certain terms and conditions. (4th District)

**A motion was made by Commissioner Greenfield, seconded by Commissioner Gordon, that this ordinance be continued to the November 7, 2022 meeting of the Planning Commissio. The motion carried by the following vote:**

- 2. [CPCR.2022.083](#)

RESOLUTION OF THE RICHMOND CITY PLANNING COMMISSION APPROVING AN AMENDMENT TO THE SHOPS AT STRATFORD HILLS PRELIMINARY COMMUNITY UNIT PLAN, FOR THE PURPOSE OF INCREASING THE AREA SUBJECT TO THE COMMUNITY UNIT PLAN BY 2.85 ACRES TO 67.4± ACRES AND MODIFYING THE DEVELOPMENT STANDARDS

**A motion was made by Commissioner Murthy, seconded by Commissioner Hepp-Buchanan, that this City Planning Commission Resolution be continued to the November 7, 2022 meeting of the Planning Commissio. The motion carried by the following vote:**

**Aye --** 8 - \* Commissioner Max Hepp-Buchanan, \* Commissioner Vivek G. Murthy, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Rodney Poole, \* Commissioner Andreas Addison, \* Commissioner Samuel Young, \* Commissioner Rebecca Rowe and \* Commissioner Reginald Gordon

**Excused --** 1 - \* Commissioner Burchell Pinnock

- 3. [ORD. 2022-232](#) To authorize the special use of the properties known as 3301 Park Avenue and 3303 Park Avenue for the purpose of four single-family attached dwellings, with off-street parking, upon certain terms and conditions. (1st District)

**A motion was made by Commissioner Murthy, seconded by Commissioner Greenfield, that this Ordinance be continued to the November 7, 2022 meeting of the Planning Commission. The motion carried.**

- 4. [ORD. 2022-268](#) To authorize the special use of the property known as 401 South Stafford Avenue for the purpose of a mixed-use building containing up to one second floor dwelling unit and a ground floor restaurant use, upon certain terms and conditions. (5th District)

**A motion was made by Commissioner Gordon, seconded by Commissioner Greenfield, that this Ordinance be continued to the November 7, 2022 meeting of the Planning Commission. The motion carried.**

**Consent Agenda**

**A motion was made by Commissioner Greenfield, seconded by Commissioner Gordon, that this be adopted. The motion carried by the following vote:**

**Aye --** 8 - \* Commissioner Max Hepp-Buchanan, \* Commissioner Vivek G. Murthy, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Rodney Poole, \* Commissioner Andreas Addison, \* Commissioner Samuel Young, \* Commissioner Rebecca Rowe and \* Commissioner Reginald Gordon

**Excused --** 1 - \* Commissioner Burchell Pinnock

*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.*

- 5.** [ORD. 2022-284](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept the second tranche of American Rescue Plan Act funds in the amount of \$77,439,914.00 from the United States Department of the Treasury; to amend the Fiscal Year 2022-2023 General Fund Budget by increasing estimated revenues and the amount appropriated to the General Fund Budget for certain agencies and reserves for contingencies by \$16,939,914.00; to amend the Fiscal Year 2021-2022 Capital Budget by increasing estimated revenues and the amount appropriated to the Department of Parks, Recreation, and Community Facilities for certain existing and new capital improvement projects in the Culture and Recreation category by \$60,500,000.00all for the purpose of funding the City’s efforts to recover from the economic and health effects of the COVID-19 pandemic in accordance with the American Rescue Plan Act.

**This Ordinance was recommended for approval to the City Council due back on 11/14/2022**
  
- 6.** [ORD. 2022-285](#) To declare that a public necessity exists and to authorize the acquisition by gift, purchase, condemnation or otherwise, permanent utility easements for the public purpose of facilitating the construction, operation, and maintenance of the Robin Road sewer replacement project.

**This Ordinance was recommended for approval to the City Council due back on 11/14/2022**
  
- 7.** [Location 2022-01](#)

Location Review of proposed utility easements for 6110 St. Andrews Lane, 6112 Street Andrews Lane, 4 Robin Road, and 17 Robin Road.

**This Location, Character and Extent Item was approved**
  
- 8.** [ORD. 2022-286](#) To declare a public necessity for and to authorize the acquisition of ±16.87 acres, in fee simple from CSX Transportation, Inc., and in connection therewith, to authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Purchase Sale Agreement between the City and CSX Transportation, Inc., for the purpose of facilitating the implementation of the James River Branch Trail project in the city of Richmond.

**This Ordinance was recommended for approval to the City Council due back on 11/14/2022**

9. [SUBD  
2022.010](#)

Subdivision Exception for 2516 East Leigh Street, per Sec. 25-9 of the Subdivision Ordinance.

**This Tentative Subdivision was approved**

10. [UDC 2022-19](#)

Final Location, Character, Extent review of the Greening Richmond Public Libraries project for the East End Branch Library.

**This Location, Character and Extent Item was approved**

11. [UDC 2022-20](#)

Conceptual Location, Character, Extent review of the Leigh Street Streetscape Improvement project.

**This Location, Character and Extent Item was approved**

12. [UDC 2022-21](#)

Conceptual Location, Character, and Extent review for the Calhoun Recreation Center - Park Renovation project.

**This Location, Character and Extent Item was approved**

**Regular Agenda**

13. [CPCR.2022.1  
03](#)

Resolution of the City Planning Commission regarding written notice of plans, ordinances, and other items referred to the Commission for consideration, pursuant to § 15.2-2204 of the Code of Virginia.

Director Vonck provided an overview of this proposed resolution.

Chairman Poole opened the public hearing for public comment. Seeing no one wishing to speak, Chairman Poole closed the public hearing.

**A motion was made by Commissioner Greenfield, seconded by Commissioner Rowe, that this City Planning Commission Resolution be adopted. The motion carried by the following vote:**

- Aye --** 8 - \* Commissioner Max Hepp-Buchanan, \* Commissioner Vivek G. Murthy, \* Commissioner Elizabeth Hancock Greenfield, \* Commissioner Rodney Poole, \* Commissioner Andreas Addison, \* Commissioner Samuel Young, \* Commissioner Rebecca Rowe and \* Commissioner Reginald Gordon

- Excused --** 1 - \* Commissioner Burchell Pinnock

14. [PDRPRES  
2022.068](#)

Update on CPR.2021.158: Resolution of Intent to Amend the Development Review Process.

Director Vonck provided the Planning Commissioners with an update on the departments efforts to amend the development review process. Mr. Vonck gave an overview of the proposed thresholds to trigger a site plan review, as well as additional information about the timeline for implementation.

### **Upcoming Items**

Alyson Oliver shared a list of items tentatively scheduled for the November 7, 2022 meeting of the Planning Commission.

### **Adjournment**

Chairman Poole adjourned the meeting at 2:34 pm.