



Staff Report
City of Richmond, Virginia
Urban Design Committee



UDC 2024-23	Meeting Date: 5/9/2024
Project Description	UDC 2024-22 Proposed Change to the UDC Operating Procedures regarding meetings minutes

Findings of Fact

Scope of Review	<p>Sec. 30-940.3. - Urban Design Committee.</p> <p>(e) Rules of procedure. The Urban Design Committee shall be authorized to adopt rules of procedure for the transaction of its business and implementation of the purposes of this division. The rules of procedure shall not conflict with this division.</p>
Project Description	<p>Staff Analysis:</p> <p>Due to the nature of the UDC's role as a recommendation body to the Planning Commission, it would be beneficial to confirm how recommendations are communicated to the Planning Commission.</p> <p>Additionally, the provision of detailed minutes has been difficult to balance for Staff.</p> <p>Noting that meetings are video recorded, the Planning Commission has altered how minutes are addressed to be much less detail. This makes a lot of sense for the UDC, but the UDC does need to commit some details to the record.</p> <p>Staff recommends:</p> <p>Altering the UDC Rules of Procedure for an alternative way to address minutes.</p> <p>Specifically, so that a general summary be approved by the UDC the day of the meeting. This is for the purpose of both approving communications to the Planning Commission and being efficient with Staff time.</p> <p>Staff will take notes during the discussion of an item to list general topics addressed by the Committee and major concerns shared by multiple committee members.</p> <p>Staff will read back a summary statement to the UDC after an item is voted upon. The UDC will approve the summary, or recommend additions, via general consent vote motioned by the Chair. General consent vote consists of a request of the Chair for any comments, hearing none the item is approved.</p> <p>The summary statement will be placed in the Staff Report provided to the Planning Commission summarizing the actions by the UDC. Staff already provides this report and summary, we would just be adding an approval of the statement by the UDC.</p> <p>Below are the proposed changes to the Rules of Procedure:</p> <p>SECTION 14 – Preparation and Approval of Minutes</p> <p>14-1 The Committee shall keep a set of minutes of all meetings which shall become official and a matter of public record by action of the Committee.</p>

	<p>14-2 The secretary shall provide the Committee a draft document for approval, following Roberts Rules of Order requirements of minutes.</p> <p>14-3 Alternatively, the Committee may elect to have the Secretary provide a brief and general summary of topics and concerns expressed from the Committee's hearing of an item, directly after a motion or item is successfully voted upon by the Committee. This may only be provided for meetings that are recorded via video.</p> <p>The Secretary shall take notes during the discussion of an item of primary topics addressed by the Committee. The Secretary shall read back the proposed summary to the Committee. The Committee shall suggest brief statements to be added to the Summary.</p> <p>The Committee may approve the summary provided by the Secretary by vote of general consent, motioned by the Chair.</p> <p>The approved summary shall be listed in the written Staff Report provided to the Planning Commission from each Committee Meeting, where applicable, along with recommended conditions by the Committee.</p> <p>Prior to the following meeting, the approved summary and video recording of a meeting shall be uploaded to the City's electronic agenda system as the approved minutes of the meeting, which will then be publicly available.</p>
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