



17 October 2022

**CPCR.2022.103: RESOLUTION OF THE CITY OF RICHMOND 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.**

WHEREAS, when a planning commission considers proposals to change the zoning map classification of twenty-five (25) or fewer parcels of land, § 15.2-2204 Code of Virginia requires the body, or its representative, to notify certain parties of the associated hearing in writing, which notices a representative of the City of Richmond Planning Commission has traditionally sent by registered or certified mail; and

WHEREAS, § 15.2-2204 Code of Virginia permits an agency, department or division of the local governing body, or its representative, to send such notices by first class mail so long as an affidavit that such mailings have been made is filed with the papers for consideration; and

WHEREAS, the Department of Planning and Development Review is responsible for sending such notices on behalf of the City of Richmond Planning Commission; and

WHEREAS, the preparation and management of registered and certified mail requires a significant amount of department employee time and effort; and

WHEREAS, the number of instances for which such notices are required has significantly increased in recent years; and

WHEREAS the department is aware of several recent instances in which recipients have not received notices sent by registered or certified mail until the day of or days after a scheduled public hearing; and

WHEREAS neighboring jurisdictions, including the County of Chesterfield, County of Henrico, County of New Kent, County of Powhatan, and Town of Ashland send such notices by first class mail with an attached affidavit.

THEREFORE, BE IT RESOLVED, that when the City of Richmond Planning Commission considers a change in the zoning map classification of twenty-five (25) or fewer parcels of land, it authorizes the Department of Planning and Development Review to send written notices of the associated hearing on its behalf by first class mail so long as an affidavit that such mailings have been made is filed with the papers for consideration, in accordance with § 15.2-2204 Code of Virginia.

Rodney Poole
Chair, Planning Commission

Alyson Oliver
Secretary, Planning Commission