



## Department Details

---

Department name: Planning Commission  
Type: Planning Commission  
Meeting time: 6:00 PM  
Meeting location: 5th Floor Conference Room  
Primary contact:  
Description: All Boards & Commissions Vacancies for Next Quarter

### **ENACTED**

City Charter, Section 17.02 in City Code, 1985

### **COMPOSITION**

The Planning Commission shall consist of nine (9) members. One member shall be a member of Council who shall be appointed by the Council for a term coincident with his or her term on Council; one member shall be a member of the Board of Zoning Appeals appointed by the Board of Zoning Appeals for a term coincident with his or her term on such board; one member shall be the chief administrative officer (CAO) or an officer or employee of the city designated from time to time by the CAO; six (6) citizen members shall be qualified voters of the City who hold no office of profit under the City government, one of whom shall be appointed by the mayor and five of whom shall be appointed by the City Council.

(Assigned to the Land Use, Housing & Transportation Standing Committee)

### **TERM OF OFFICE**

Of the six (6) citizen members, one shall be appointed by the mayor and five shall be appointed by the City Council for terms of three (3) years.

### **OBLIGATION**

The Commission shall adopt a master plan; preserve historical landmarks and control the design and location of statuary and other works of art, consider and suggest the design of harbors, bridges, viaducts, airport, stadium, arenas, swimming pools, street fixtures and other public structures and appurtenances; review proposed capital improvement projects and recommend changes to Council; review capital budget recommendations, consult with City Manager, department heads and hold public hearings it shall need necessary; prepare and submit to Council a Zoning Plan.

### **REQUIREMENTS OTHER NOTES**

---

The Planning Commission is responsible for the conduct of planning relating to the orderly growth and development of the City, including adequate and appropriate resources for the housing, business, industry, transportation, distribution, recreation, culture, comfort, convenience, health and welfare of its population.

It is the duty of the Commission to make and adopt a Master Plan with accompanying maps and descriptive matter showing the Commission's recommendations for the development of the area covered by the Plan. In the preparation of such Plan, the Commission makes careful and comprehensive surveys and studies of existing conditions and future growth. The general purpose of the Plan is to guide and accomplish a coordinated and harmonious development of the City.

When the Planning Commission adopts the Master Plan, it must be approved by City Council in order to be in effect. The Commission may undertake activities to promote the Master Plan and planning in the City.

It is the duty of the Commission to prepare and submit to City Council a comprehensive zoning ordinance and zoning district maps. The Commission also makes a recommendation to City Council on Special Use Permits,

Rezoning, Conditional Rezoning, and Conditional Use Permits at the request of property owners or developers. The Commission approves Community Unit Plan preliminary plans prior to introduction to Council. The Commission has the power to grant approval of Community Unit Plan final plans and tentative subdivisions.

It is the duty and function of the Commission to preserve historical landmarks and to control the design and location of statuary and other works of art that may become the property of the City. Public projects such as bridges, streets and public buildings and facilities must receive "Location, Character and Extent" approval by the Commission. The closing or change in use of streets, the acquisition of land and the sale of any City owned land must also receive Commission approval.

Should the Commission disapprove any such item, the Council may overrule the Commission action by a vote of not less than two-thirds of its entire membership.

The Capital Budget and Capital Improvement Program are presented to the Commission each year. The Commission may recommend to City Council such changes it deems appropriate based on the Budgets conformance with the City's Master Plan.

Additional information about specific meeting dates, agendas, minutes, and membership is available by emailing [DCDLandUseAdmin@richmondgov.com](mailto:DCDLandUseAdmin@richmondgov.com). You can also visit the Land Use Administration Division in room 511 of City Hall between the hours of 8 a.m. and 5 p.m. Monday through Friday, or call (804)646-6304.

Name	Title	Start Date	End Date
Burchell Pinnock	Commissioner	7/26/2021	7/23/2027
Rebecca Rowe	Commissioner	7/23/2022	7/22/2025
Appointed By: City Council			
Dakia K. Knight	Commissioner	5/15/2023	5/15/2026

---

Appointed By: City Council

Rodney Poole	Commissioner	1/1/2024	12/31/2027
--------------	--------------	----------	------------

Appointed By: City Council

Brian White	Commissioner	5/28/2024	4/23/2027
-------------	--------------	-----------	-----------

Appointed By: City Council

Ellen Robertson	Commissioner	1/8/2025	12/31/2028
-----------------	--------------	----------	------------

Appointed By: City Council

Sabrina Joy-Hogg	Commissioner	1/8/2025	12/31/2028
------------------	--------------	----------	------------

Elizabeth Hancock Greenfield	Commissioner	2/12/2025	2/13/2028
------------------------------	--------------	-----------	-----------

Victor Mckenzie, Jr.	Commissioner	1/29/2025	1/28/2029
----------------------	--------------	-----------	-----------