

**HENRICO COUNTY
NOTICE OF SPECIAL MEETING
BOARD OF SUPERVISORS**

Please take notice that a special meeting of the Board of Supervisors will be held on **Tuesday, March 11, 2025, at 3:45 p.m.** in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

The matters to be reviewed by the Board at this time are:

- | | |
|------------------|--|
| 3:45 - 4:00 p.m. | J. Sargeant Reynolds Annual Update |
| 4:00 - 4:30 p.m. | Division of Police Crime Update 2024 |
| 4:30 - 5:00 p.m. | Comp Plan Update - Third Round of Citizen Engagement |
| 5:00 - 5:15 p.m. | Review of Regular Meeting Agenda Items |

Tanya N. Brackett

Tanya N. Brackett, CMC
Clerk, Henrico County Board of Supervisors
March 6, 2025

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
March 11, 2025
6:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES – February 25, 2025, Regular and Special Meetings

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

APPOINTMENTS

- 76-25 Resolution - Appointment of Member - Historic Preservation Advisory Committee.
- 77-25 Resolution - Appointment of Member - Parks and Recreation Advisory Commission.

PUBLIC HEARINGS – REZONING CASES AND PROVISIONAL USE PERMIT

- 341-24 PANDEV, LLC: Request to amend proffers accepted with REZ2018-00022 on Parcels 761-754-8398, 761-755-5910, 761-755-6607, and 761-755-7503, and to conditionally rezone from R-3 One-Family Residence District to R-3C One-Family Residence District (Conditional) Parcels 761-755-6824 and 761-755-8413 containing 0.88 acres, located on the north line of W. Broad Street (U.S. Route 250) between Pine Grove Drive and Hollybrook Avenue. The existing zoning is B-2C Business District (Conditional) and R-3 One-Family Residence District. The applicant proposes to amend proffers on the business zoned property related to various development requirements and provide for buffers on the proposed R-3C portion of the site. A convenience store with fuel pumps is proposed. The use will be controlled by zoning ordinance regulations and proffered conditions. The 2026 Comprehensive Plan recommends Commercial Arterial and Suburban Residential 2, density should not exceed 3.4 units per acre. The Planning Commission voted to recommend the Board of Supervisors grant the request. **(Deferred from the February 11, 2025, meeting; Deferral requested to the April 8, 2025, meeting.)**
- REZ-2024-101247
Brookland
- 342-24 PANDEV, LLC: Request for a Provisional Use Permit under Sections 24-2306, 24-4205, and 24-4315.E of Chapter 24 of the County Code to allow for 24-hour operation of a convenience store on Parcels 761-754-8398, 761-755-5910, 761-755-6607, and 761-755-7503 located on the north line of W. Broad Street (U.S. Route 250) between Pine Grove Drive and Hollybrook Avenue. The existing zoning is B-2C Business District (Conditional). -The 2026 Comprehensive Plan recommends Commercial Arterial and Suburban Residential 2, density should not exceed 3.4 units
- PUP-2024-101250
Brookland

per acre. The Planning Commission voted to recommend the Board of Supervisors **grant** the request. **(Deferred from the February 11, 2025, meeting; Deferral requested to the April 8, 2025, meeting.)**

230-24
REZ-2024-
100950
Fairfield

Joseph B McCutcheon Jr: Request to amend proffers accepted with C-72C-83 on Parcel 805-737-7793 located on the west line of Valley Side Drive at its intersection with Farm Creek Drive. The applicant proposes to amend a proffer related to recreational space to allow for the development of new single-family homes. The existing zoning is R-3AC One-Family Residence District (Conditional). The 2026 Comprehensive Plan recommends Suburban Residential 2, density should not exceed 3.4 units per acre, and Environmental Protection Area. The site is located in the Airport Safety Overlay District. The Planning Commission voted to recommend the Board of Supervisors **grant** the request. **(Deferred from the January 28, 2025, meeting; Deferral requested to the April 8, 2025, meeting.)**

346-24
REZ-2024-
102032
Fairfield

AIM Transportation, LLC: Request to conditionally rezone from B-3 Business District to M-1C Light Industrial District (Conditional) Parcels 799-730-4478 and 799-730-8639 containing 14.03 acres located on the northwest line of Mechanicsville Turnpike (U.S. Route 360) at its intersection with St. Claire Lane. The applicant proposes a truck rental and maintenance facility. The use will be controlled by zoning ordinance regulations and proffered conditions. The 2026 Comprehensive Plan recommends Commercial Arterial. The site is in the Enterprise Zone. The Planning Commission voted to recommend the Board of Supervisors **grant** the request. **(Deferred from the February 11, 2025, meeting.)**

78-25
REZ-2024-
102740
Brookland

Primrose School Franchising Company, LLC: Request to amend proffers accepted with C-38C-98 on Parcel 767-759-5765 located at the southeast intersection of Staples Mill Road (U.S. Route 33) and Hungary Road. The applicant proposes to amend proffers regarding the conceptual plan, use restrictions, hours of operation, and architecture to allow a daycare. The existing zoning is B-2C Business District (Conditional). The 2026 Comprehensive Plan recommends Commercial Concentration. The Planning Commission voted to recommend the Board of Supervisors **grant** the request.

79-25
REZ-2024-
101278
Three Chopt

Fahed Mahases: Request to conditionally rezone from A-1 Agricultural District to R-5AC General Residence District (Conditional) Parcel 738-767-5405 containing 1.00 acre located on the south line of Kain Road approximately 175' west of its intersection with Fry Landing Drive. The applicant proposes detached dwellings with zero lot lines. The use will be controlled by zoning ordinance regulations and proffered conditions. The 2026 Comprehensive Plan recommends Suburban Mixed-Use. The Planning Commission voted to recommend the Board of Supervisors **grant** the request.

PUBLIC HEARINGS - OTHER ITEMS

- 80-25 Resolution - Condemnation - Easement - Countywide Pedestrian Signals Pump Road and Old Prescott Road - 10700 Old Prescott Road - Tuckahoe District.

- 81-25 Resolution - Signatory Authority - Conveyance of Approximately 12.5 Acres off Hurop Road - Varina District.

PUBLIC COMMENTS

GENERAL AGENDA

- 82-25 Resolution - Receipt of Operating and Capital Budget Estimates for FY 2025-26 and Notices of Public Hearings on the Budget and Proposed Tax Rates.

- 83-25 Introduction of Ordinance - To Change Utility Charges by Amending and Reordaining Section 23-361 Titled “Water service and volume charges” and Section 23-362 Titled “Sewer service charges and rates” of the Code of the County of Henrico.

- 84-25 Resolution - Award of Contract - Employee Health Services.

- 85-25 Resolution - Approval of Acquisition - Easements - Church Road Sidewalk Project - 3310 Church Road - Three Chopt District.

- 86-25 Resolution - Signatory Authority - Acquisition of Real Property - Drainage and Flood Mitigation - 2001 N. Parham Road - Three Chopt District.

- 87-25 Resolution - Award of Contract - Annual Contract for Engineering and Related Services, Geotechnical, Quality Control and Special Inspections - Countywide.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
March 11, 2025**

APPOINTMENTS

RESOLUTION - Appointment of Member - Historic Preservation Advisory Committee.

This Board paper appoints the following person to the Historic Preservation Advisory Committee for a three-year term expiring December 31, 2027, or thereafter when her successor has been appointed and qualified:

Tuckahoe District Patricia M. Eichenberger

RESOLUTION - Appointment of Member - Parks and Recreation Advisory Commission.

This Board paper appoints the following person to the Parks and Recreation Advisory Commission for a three-year term expiring December 31, 2027, or thereafter when his successor has been appointed and qualified:

Tuckahoe District Marques Jones

PUBLIC HEARINGS – REZONING CASES AND PROVISIONAL USE PERMIT

REZ-2024-101247
Brookland

PANDEV, LLC: Request to amend proffers accepted with REZ2018-00022 on Parcels 761-754-8398, 761-755-5910, 761-755-6607, and 761-755-7503, and to conditionally rezone from R-3 One-Family Residence District to R-3C One-Family Residence District (Conditional) Parcels 761-755-6824 and 761-755-8413 containing 0.88 acres, located on the north line of W. Broad Street (U.S. Route 250) between Pine Grove Drive and Hollybrook Avenue. The existing zoning is B-2C Business District (Conditional) and R-3 One-Family Residence District. The applicant proposes to amend proffers on the business zoned property related to various development requirements and provide for buffers on the proposed R-3C portion of the site. A convenience store with fuel pumps is proposed. The use will be controlled by zoning ordinance regulations and proffered conditions. The 2026 Comprehensive Plan recommends Commercial Arterial and Suburban Residential 2, density should not exceed 3.4 units per acre. Acting on a motion by Mr. Witte, seconded by Mr. Mackey, the Planning Commission voted 5-0 (one abstention) to recommend the Board of Supervisors **grant** the request because it continues a form of zoning consistent with the area. **(Deferred from the February 11, 2025, meeting; Deferral requested to the April 8, 2025, meeting.)**

PUP-2024-101250
Brookland

PANDEV, LLC: Request for a Provisional Use Permit under Sections 24-2306, 24-4205, and 24-4315.E of Chapter 24 of the County Code to allow for 24-hour operation of a convenience store on Parcels 761-754-8398, 761-755-5910, 761-755-6607, and 761-755-7503 located on the north line of W. Broad Street (U.S. Route 250) between Pine Grove Drive and Hollybrook Avenue. Revisions to the existing B-2C Business District (Conditional) zoning are proposed with REZ-2024-101247. The 2026 Comprehensive Plan recommends Commercial Arterial and Suburban Residential 2, density should not exceed 3.4 units per acre. Acting on a motion by Mr. Witte, seconded by Mr. Mackey, the Planning Commission voted 5-0 (one abstention) to recommend the Board of Supervisors **grant** the request because when properly developed and regulated by the recommended conditions it would be reasonable in light of the existing zoning on the property. **(Deferred from the February 11, 2025, meeting; Deferral requested to the April 8, 2025, meeting.)**

REZ-2024-100950
Fairfield

Joseph B McCutcheon Jr: Request to amend proffers accepted with C-72C-83 on Parcel 805-737-7793 located on the west line of Valley Side Drive at its intersection with Farm Creek Drive. The applicant proposes to amend a proffer related to recreational space to allow for the development of new single-family homes. The existing zoning is R-3AC One-Family Residence District (Conditional). The 2026 Comprehensive Plan recommends Suburban Residential 2, density should not exceed 3.4 units per acre, and Environmental Protection Area. The site is located in the Airport Safety Overlay District. Acting on a motion by Mr. Dandridge, seconded by Mr. Mackey, the Planning Commission voted 4-0 (one absent, one abstention) to recommend the Board of Supervisors **grant** the request because the change in use is compatible with surrounding development and it was determined to be reasonable. **(Deferred from the January 28, 2025, meeting; Deferral requested to the April 8, 2025, meeting.)**

REZ-2024-102032
Fairfield

AIM Transportation, LLC: Request to conditionally rezone from B-3 Business District to M-1C Light Industrial District (Conditional) Parcels 799-730-4478 and 799-730-8639 containing 14.03 acres located on the northwest line of Mechanicsville Turnpike (U.S. Route 360) at its intersection with St. Claire Lane. The applicant proposes a truck rental and maintenance facility. The use will be controlled by zoning ordinance regulations and proffered conditions. The 2026 Comprehensive Plan recommends Commercial Arterial. The site is in the Enterprise Zone. Acting on a motion by Mr. Dandridge, seconded by Mr. Winterhoff, the Planning Commission voted 5-0 (one abstention) to recommend the Board of Supervisors **grant** the request because it is reasonable in light of the industrial zoning in the area and the proffered conditions will assure a level of development otherwise not possible. **(Deferred from the February 11, 2025, meeting.)**

REZ-2024-102740
Brookland

Primrose School Franchising Company, LLC: Request to amend proffers accepted with C-38C-98 on Parcel 767-759-5765 located at the southeast intersection of Staples Mill Road (U.S. Route 33) and Hungary Road. The applicant proposes to amend proffers regarding the conceptual plan, use

restrictions, hours of operation, and architecture to allow a daycare. The existing zoning is B-2C Business District (Conditional). The 2026 Comprehensive Plan recommends Commercial Concentration. Acting on a motion by Mr. Witte, seconded by Mr. Winterhoff, the Planning Commission voted 4-0 (one absence, one abstention) to recommend the Board of Supervisors **grant** the request because the changes do not greatly reduce the original intended purpose of the proffers and it is not expected to adversely impact surrounding land uses in the area.

REZ-2024-
101278
Three Chopt

Fahed Mahases: Request to conditionally rezone from A-1 Agricultural District to R-5AC General Residence District (Conditional) Parcel 738-767-5405 containing 1.00 acre located on the south line of Kain Road approximately 175' west of its intersection with Fry Landing Drive. The applicant proposes detached dwellings with zero lot lines. The use will be controlled by zoning ordinance regulations and proffered conditions. The 2026 Comprehensive Plan recommends Suburban Mixed-Use. Acting on a motion by Mr. Shippee, seconded by Mr. Winterhoff, the Planning Commission voted 4-0 (one absence, one abstention) to recommend the Board of Supervisors **grant** the request because it would permit development of the land for residential use in an appropriate manner and it continues a similar level of single family residential zoning as currently exists in the area.

PUBLIC HEARINGS - OTHER ITEMS

RESOLUTION - Condemnation - Easement - Countywide Pedestrian Signals Pump Road and Old Prescott Road - 10700 Old Prescott Road - Tuckahoe District.

This Board paper authorizes condemnation proceedings for property needed for construction of the Countywide Pedestrian Signals Pump Road and Old Prescott Road Project.

The County needs to acquire a permanent sidewalk and traffic control easement containing 1,307 square feet across the property located at 10700 Old Prescott Road, identified as Tax Map Parcel 741-750-6451, and owned by Richard J. Kannan. Based on an independent appraisal, the County made an offer of \$7,890 for the required easement, but the parties have not reached an agreement.

This Board paper authorizes the County Attorney to institute and conduct condemnation proceedings in accordance with the Code of Virginia. This Board paper further authorizes and directs the County Manager to continue to seek a voluntary acquisition of the easement, to take all steps necessary to acquire the easement, and to enter on and take possession of the required easement in accordance with the Code of Virginia.

The Directors of Public Works and Real Property recommend approval of this Board paper; the County Manager concurs.

RESOLUTION - Signatory Authority - Conveyance of Approximately 12.5 Acres off Hurop Road - Varina District.

This Board paper would declare as surplus approximately 12.5 acres of unimproved real property off Hurop Road near the County's border with Charles City County. The Board paper also authorizes the sale of the property to Bottoms Bridge Environmental Reclamation, LLC, which will pay \$156,250 for the property and sell wetlands credits to the County at a reduced rate. The County can use the wetlands credits for various County road projects.

The Deputy County Manager for Community Operations and the Director of Public Works recommend approval of the Board paper; the County Manager concurs.

PUBLIC COMMENT

GENERAL AGENDA

RESOLUTION - Receipt of Operating and Capital Budget Estimates for FY 2025-26 and Notices of Public Hearings on the Budget and Proposed Tax Rates.

This Board paper receives the County Manager's proposed Operating Annual Fiscal Plan (operating budget) and Capital Annual Fiscal Plan (capital budget) for FY 2025-26. The plans include all contemplated expenditures and estimated resources necessary to meet those requirements, including the estimate of funds needed for educational purposes. The paper directs the Clerk to advertise twice, on or before March 18, 2025, a public hearing on the proposed budget to be held at 5:00 p.m., on Tuesday, March 25, 2025.

This paper further directs the Clerk to advertise the proposed tax rates and levies for calendar year 2025 and a public hearing thereon to be held at 6:00 p.m., on Tuesday, April 8, 2025. This advertisement must run on or before April 1, 2025, but not on the same date as the notice of the public hearing on the proposed budget.

Legal constraints require such advertising but do not preclude continued work sessions and deliberations to consider changes to the budget or tax rates. Currently, the Board is scheduled to review the budget in meetings during the week of March 17, 2025.

The Director of Finance recommends approval of the Board paper, and the County Manager concurs.

INTRODUCTION OF ORDINANCE - To Change Utility Charges by Amending and Reordaining Section 23-361 Titled "Water service and volume charges" and Section 23-362 Titled "Sewer service charges and rates" of the Code of the County of Henrico.

This Board paper introduces for advertisement and a public hearing on April 8, 2025, a proposed ordinance to change utility fees and charges effective July 1, 2025.

The ordinance would increase bimonthly service and volume charges for water and sewer. The total increase in water and sewer charges for the median residential account holder

using 10 CCF of water every two months will be \$7.35, or approximately \$0.12 per day. The changes would be effective July 1, 2025, and are recommended to support annual operating, debt service, and capital costs associated with water and sewer projects.

The Director of Public Utilities recommends approval of this Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract - Employee Health Services.

This Board paper would award a contract to BSMH Employer Services, LLC d/b/a Bon Secours Occupational Health to provide employee health services.

Four proposals were received on November 20, 2024, in response to RFP 24-2766-10EMF. After reviewing the written proposals and oral presentations, the evaluation committee selected BSMH Employer Services, LLC d/b/a Bon Secours Occupational Health as the top-ranked offeror and entered into negotiations for service rates.

The Directors of Human Resources and Purchasing recommend approval, and the County Manager concurs.

RESOLUTION - Approval of Acquisition - Easements - Church Road Sidewalk Project - 3310 Church Road - Three Chopt District.

This Board paper would authorize the acquisition of easements across the property located at 3310 Church Road owned by 7-Eleven, Inc. for the Church Road Sidewalk Project.

On January 24, 2023, the Board authorized condemnation proceedings to acquire the right-of-way and easements. On March 1, 2023, the County filed a Certificate of Take and deposited \$6,000 with the Clerk of the Henrico County Circuit Court to acquire the easements. On August 24, 2023, the County filed a Petition for Condemnation to institute proceedings to determine just compensation in accordance with state law.

Following negotiations between the parties, the Owner is willing to accept \$12,000 as just compensation for the easements. Upon completion of the acquisition, the condemnation proceedings will be dismissed.

The Deputy County Manager for Community Operations recommends approval of the Board paper; the County Manager concurs.

RESOLUTION - Signatory Authority - Acquisition of Real Property - Drainage and Flood Mitigation - 2001 N. Parham Road - Three Chopt District.

This Board paper authorizes the acquisition of 2001 N. Parham Road for drainage and flood mitigation. The owner, Thomas A. Crump, has agreed to sell the property for \$395,000.

The Directors of Public Works and Real Property recommend approval of the Board paper; the County Manager concurs.

RESOLUTION – Award of Contract – Annual Contract for Engineering and Related Services, Geotechnical, Quality Control and Special Inspections – Countywide.

This Board paper would award contracts to ECS Mid-Atlantic, LLC and Schnabel Engineering, LLC to provide annual engineering and related services, geotechnical, quality control and special inspections. These services will include engineering studies for various development, subdivision, capital improvement, and utility projects across the County.

Ten proposals were submitted in response to RFP# 24-2782-11EAR, on December 10, 2024. Following review and evaluation of the proposals, the Selection Committee interviewed the following firms:

ECS Mid-Atlantic, LLC
Froehling & Roberrson, Inc.
Hillis-Carnes Engineering Associates
Koontz Bryant Johnson Williams
Schnabel Engineering, LLC
Zannino Engineering, Inc.

Based on the written proposals and interviews, the Selection Committee chose ECS Mid-Atlantic, LLC and Schnabel Engineering, LLC as the top-ranked firms and negotiated hourly rate schedules.

The contract is for a period of one year. The County may renew the contract for three additional one-year terms.

Compensation will be based on the hourly rate schedule, and fees are not to exceed \$2,500,000 for any single project and \$10,000,000 in any one-year term.

The Directors of Public Works and Purchasing recommend approval of the Board paper, and the County Manager concurs.