

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
REGULAR MEETING
July 22, 2025**

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, July 22, 2025, at 6:00 p.m. in the Board Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

Members of the Board Present:

Daniel J. Schmitt, Chair, Brookland District
Roscoe D. Cooper, III, Vice-Chair, Fairfield District
Jody K. Rogish, Tuckahoe District
Misty D. Roundtree, Three Chopt District
Tyrone E. Nelson, Varina District

Other Officials Present:

John A. Vithoulkas, County Manager
Andrew R. Newby, County Attorney
Tanya N. Brackett, CMC, Assistant to the County Manager/Clerk to the Board
Michael Y. Feinmel, Deputy County Manager for Public Safety
Monica Smith-Callahan, Deputy County Manager for Community Affairs
W. Brandon Hinton, Deputy County Manager for Administration
Steven J. Yob, Deputy County Manager for Community Operations
Ben A. Sheppard, Director of Public Relations

Steve Boots, Chaplain for the Henrico County Police Division, offered the invocation.

On motion of Mr. Cooper, seconded by Mrs. Roundtree, the Board approved the minutes of the June 24, 2025, Regular and Special Meetings; and the June 11, 2025, Special Meeting.

The vote of the Board was as follows:

Yes: Schmitt, Cooper, Rogish, Roundtree, Nelson

No:

MANAGER'S COMMENTS

Mr. Vithoulkas recognized Barbara K. Melton, who has served the County for more than 45 years. Tonight, she will be inducted into our Legacy Circle, which currently has 20 members. Each member is presented with a gift, and their name is added to the Legacy Circle plaque located in the lobby of the Administration Building.

Barbara has served six chiefs of police and involved in three police station moves. She embarked on her public service career July 30, 1980, as a dispatcher with Police Emergency Communications in the basement of then Police headquarters at Dabbs House. She recalls being one of two dispatchers on duty handling citizen calls for assistance and covering the

two districts with two radio channels. After serving as a dispatcher for years and moving to the new Public Safety Building on Parham Road, she worked as a Records Technician with the Criminal Records Unit. After over a decade of reading, sorting, reviewing, and filing thousands upon thousands of police reports, accident reports, interview cards, and traffic summonses, her New Jersey feistiness told her she could do more.

In 1997, the Criminal Intelligence Unit grew and evolving into a specialized unit that needed someone with tact and talent to keep both sworn intel detectives and seasoned civilian support staff on task. That position was termed the Office Assistant, but now with all the nuances of confidentiality, details, training, and intelligence rules and regulations, the position is the Criminal Intelligence Unit Management Assistant. Barbara has held that position since 1997.

The Police Division and the County are grateful for her steadfast dedication to her role. Mr. Vithoulkas thanked Barbara for her 45 years of service to the County and to the community. Barbara stated it was a pleasure, time has flown by, and she has enjoyed every position and stated this is her family. Barbara thanked the Manager and the Chair for their recognition.

BOARD OF SUPERVISORS COMMENTS

Mr. Rogish recognized River Road Presbyterian Boy Scout Troop 770, who were present for the meeting working on their citizenship in the community badge. The following troop members were present: Colson Pounders, a rising junior at Freeman High School; Gabe Drico, rising 8th grader, and Nathan Dueco, a rising 6th grader.

Mr. Cooper recognized the 20th anniversary of Mr. Nelson as Pastor of the Sixth Mount Zion Baptist Church and how fortunate the County is to have his service on the Board. He highlighted his accomplishments as a Board member with the new Varina Area Library, new Highland Springs High School, multipurpose athletic fields at Varina High School, Taylor Farm Park, Firehouse #23, enhancements to Dorey Park, the Capital Trail, and many more.

RECOGNITION OF NEWS MEDIA

Liana Hardy, with the *Henrico Citizen*, was in attendance for the meeting.

PUBLIC HEARINGS – REZONING CASES

101-25 REZ-2024- 102145 Three Chopt	Schell Brothers: Request to conditionally rezone from A-1 Agricultural District to R-5AC General Residence District (Conditional) Parcel 739-770-1325 containing 9.01 acres located at the northeast intersection of Pouncey Tract Road (State Route 271) and Shady Grove Road.
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Mr. Vithoulkas announced the applicant has withdrawn this request, and there is no action required from the Board.

176-25 REZ-2025- 100474 Varina	Godsey Properties Inc: Request to conditionally rezone from R-5AC General Residence District (Conditional) to RTHC Residential Townhouse District (Conditional) part of Parcel 836-713-7564 containing 15.65 acres located on the east line of Dry Bridge Road approximately 220' south of Old Williamsburg Road.
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Joe Emerson, Director of Planning, responded to questions from Mr. Nelson about the comprehensive plan designation for the property.

Mr. Emerson noted there were some concerns about having a four-story building, and this is no longer a part of the project.

Mr. Nelson clarified with Mr. Emerson this rezoning case simply changed the use from one residential category to another.

At the request of Mr. Nelson, Mr. Emerson gave an update on the road improvements for the project.

There was further discussion with Mr. Emerson and Mr. Nelson regarding the building materials and design of the project.

Mr. Emerson spoke about the commercial piece of the project, noting there is a possibility of a grocery store locating on the commercial piece. Mr. Nelson asked about the affordable housing components of the project. Mr. Vithoukas stated the funds approved for the affordable housing project is already included for this project.

Mr. Yob responded to questions from Mr. Nelson regarding projects that are on-going in the area and what traffic concerns will affect this area.

Mr. Vithoukas also clarified we are in active talks with VDOT to take over some of the roads, allowing the projects to go more quickly through the process with road improvements.

Eric Leabough, Director of Community Revitalization, responded to questions from Mr. Nelson regarding the affordable trust fund and how it affects this project.

Mr. Emerson responded to questions from Mrs. Roundtree about the plan for the project.

John Montgomery, on behalf of the applicant, commended the Board for *thoroughly reviewing the case because it piggybacks on an existing case* and updated the project. He gave an overview of the overall housing mix in the project, the commercial component, and the amenities.

Mr. Nelson asked him to discuss the commercial part of the development, noting there is a pad for the grocery store. Mr. Montgomery stated there is a commercial pad near the YMCA.

Jennifer Liberman, a resident of the Tuckahoe District, wanted to know why the project proposed townhomes instead of multi-level condos where residents can purchase individual units. She also voiced concerns about the environmental impacts of the project.

Mr. Nelson clarified these units are for purchase, not for rent.

Mr. Rogish stated this development is a half mile from Taylor Farm Park, about 5 minutes from the airport, less than a mile from the elementary school, fire station, and the YMCA. This development has a lot of amenities around, and feels it is important to have affordable new construction in Henrico like this project.

Mr. Schmitt stated it is almost impossible to find affordable housing at this level with these amenities.

On motion of Mr. Nelson, seconded by Mr. Rogish, and by unanimous vote, the Board followed the recommendation of the Planning Committee and approved this item with the following conditions:

1. **Concept Plan.** The Property shall be developed generally as shown on those certain plans dated July 16, 2024, Revised March 18, 2025, May 20, 2025, and June 3, 2025, labelled as "Exhibit A," and entitled "LANDMARK SECTION V, VARINA DISTRICT, HENRICO COUNTY, VIRGINIA," (the "Concept Plan")(see case file). The exact locations, footprints, configurations, size, and details of the lots, drives, roads, buildings and other improvements shown on the Concept Plan are illustrative and are subject to change and may be updated from time to time as required for final engineering design, compliance with governmental regulations or as otherwise approved at the time of Plan of Development review of the Property.
2. **Buffer Requirements.** The applicant shall establish buffers that will be located as set forth on the Concept Plan and will meet Transitional Buffer 10 and Transitional Buffer 25 zoning code standards as to width and planting quantity.
3. **Underground Utility Lines.** All utility lines on the Property shall be underground, except for existing utilities, junction boxes, meters, utility lines in wetlands areas, and utility lines required to be above ground by the utility company.
4. **Protective Covenants.** The Property is subject to certain Covenants (the "Covenants") having been recorded in the Clerk's Office of the Circuit Court of Henrico County, Virginia (the "County"). The Covenants set forth controls on the development and maintenance of the Property and establish one or more owners' associations (the "Association"). All common amenities and common areas shall be maintained by the Association for the benefit of the owners, residents, tenants and their guests.
5. **Landscaping.** A conceptual landscape plan shall be developed and submitted for review and approval at the time of Plan of Development review. Such landscape plan will include the

installation of trees, with a minimum caliper of 2½", an average of at least one tree every 35 +/- feet along interior streets. The trees will be installed not later than the issuance of the Certificate of Occupancy for each townhome building.

6. **Hours of Construction.** The hours of exterior construction including operation of bulldozers and other earthmoving equipment, shall be between 7:00 a.m. and 7:00 p.m., Monday through Friday, and 7:30 a.m. and 5:00 p.m. on Saturday, except in emergencies or where unusual circumstances require extending the specific hours in order to complete work such as concrete pours or utility connections; provided, however, any such exterior construction that is within 250 feet of any existing single family home shall be limited on Saturdays to 9 a.m. to 4 p.m. Signs, in both English and Spanish, stating the above referenced provisions shall be posted and maintained at all entrances to the Property prior to any land disturbance activities thereon.
7. **Access.** Access to and from the Property shall be provided generally as shown on the Concept Plan (see case file). No direct access to and from the Property shall be permitted from and to any public roads other than Dry Bridge Road.
8. **Road Improvements.** The applicant shall provide road improvements as set forth in and required by Case REZ2020-00015.
9. **Severance.** The unenforceability, elimination, revision or amendment of any proffer set forth herein, in whole or in part, shall not affect the validity or enforceability of the other proffers or the unaffected part of any such proffer.
10. **Elevations/Architecture/Conceptual Site Plan.**
 - a. Varying design elements will be incorporated to provide variety amongst individual units including, but not limited to, the following:
 - i. Varying colors of brick, brick accents (including, but not limited to, keystones, soldier courses and accent coloring different from any main brick coloring); and
 - ii. Varying colors of siding, and varying window designs.
 - b. The exterior walls of all dwellings shall be constructed with brick, stone, brick veneer, stone veneer, dryvit, vinyl siding, hardiplank or an equivalent, a combination thereof or such other materials approved by the Director of Planning.
 - c. All trim shall be of a low maintenance material.
 - d. All front steps shall be constructed of brick, concrete or such similar maintenance free material as approved by the County.
 - e. There shall be no more than eight (8) attached townhouses per building.

11. Development shall be similar with the architectural appearance in the Concept Plan including front elevations constructed with brick or stone in substantial conformance with the elevations included in the Concept Plan (See Exhibit E)(see case file).
12. All units shall have 30 year dimensional shingles.
13. **Density.** There shall be no more than 99 dwelling units developed on the Property.
14. **Minimum House Size.** Townhomes shall have a minimum of 1,280 square feet of finished floor area, provided a minimum of 89 shall have a minimum of 1,550 square feet of finished floor area. All Townhouses will have a minimum width of 20 feet.
15. **Foundations.** The exposed exterior portions of any exterior foundation below the first floor level which is visible above grade, shall be constructed of brick or stone (including veneer), and shall have a minimum of one (1) foot of the exterior portions of the unit above finished grade be constructed of brick or stone (including veneer).
16. **Chimneys and Cantilevered Features.** No chimneys or gas vent units shall be cantilevered. The exposed portions of all fireplace chimneys shall be of brick, stone, or siding similar to the exterior treatment of the dwelling. The exposed bases of all chimneys shall be of the same material as the dwelling foundation. Architectural features may extend beyond the facade if supported by decorative corbels.
17. **Driveways.** All driveways shall be constructed of asphalt, concrete, exposed aggregate material or pavers made of brick, stone or concrete.
18. **Street Lighting.** Street Lighting fixtures shall not exceed fifteen (15) feet in height above grade level. Lighting shall be non-glare, decorative in style, and residential in character.
19. **Mailboxes.** Central mail delivery boxes may be permitted as required by the US Postal Service.
20. **Roads.** The streets shall be constructed in conformance with the requirements of Case No. REZ2020-00015.
21. **Yards.** All front and side yards shall be sodded, exclusive of mulched flowerbeds and landscaping. An irrigation system shall be provided in all front yards and side yards.
22. **Sidewalks.** A minimum of a five (5) foot wide sidewalk will be installed with a planting strip, a minimum of two (2) feet, between the sidewalk and the curb. This sidewalk will be installed along

the front of all townhome units as shown on Exhibit A (see case file).

23. **Sound.** Interior walls between townhouse units shall be constructed with a combination of building materials and construction techniques to provide a minimum Sound Transmission Coefficient (STC) of 54. At the time of Plan of Development review, the owner or developer shall submit construction details, with an architect's or engineer's seal, demonstrating that construction will provide the proffered STC.
24. **Garages.** A minimum of 89 units will have garages.
25. **Best Management Practices.** Best Management Practice structures shall be located outside of any landscaped buffer within the Property, except as a landscaping amenity or water related feature, or unless at the time of subdivision review. Any wet pond best management structures shall include an aeration feature to move water within the structure.
26. **Entrance Feature.** Any signs located at the entrances from Dry Bridge Road will be consistent with the requirements set forth and included in Case REZ2020-00015.
27. **Park and Pedestrian Amenities.** The Park Area shall be provided consistent with the location and configuration as shown in the Park Area included in the Concept Plan (see case file). The pedestrian trails shall extend into the Property as shown in the Concept Plan.

The vote of the Board was as follows:

Yes: Schmitt, Cooper, Rogish, Roundtree, Nelson

No:

PUBLIC HEARINGS - OTHER ITEMS

- 177-25 Resolution - Authorizing the County Manager to Submit the Henrico County FY 2025-30 Consolidated Plan and FY 2025-26 Annual Action Plan, Including the CDBG and HOME Program Plans for FY 2025-26; Execute the CDBG and HOME Agreements for FY 2025-26; and Execute Contracts to Implement the CDBG and HOME Activities.

No one from the public spoke in opposition to this item.

On motion of Mr. Cooper, seconded by Mrs. Roundtree, and by unanimous vote, the Board approved this item – see attached resolution.

178-25 Resolution - Signatory Authority - Lease to Commonwealth of Virginia, Department of General Services - 8600 Dixon Powers Drive - Brookland District.

No one from the public spoke in opposition to this item.

On motion of Mr. Nelson, seconded by Mr. Cooper, and by unanimous vote, the Board approved this item – see attached resolution.

179-25 Resolution - Signatory Authority - Agricultural Lease to Creamfield Farm, LLC - 7160 Gill Dale Road - Varina District.

No one from the public spoke in opposition to this item.

On motion of Mr. Nelson, seconded by Mrs. Roundtree, and by unanimous vote, the Board approved this item – see attached resolution.

PUBLIC COMMENTS

Cassandra Zeigler, a resident of the Varina District, voiced concerns about a recent staff interaction.

Cathy Easter, Executive Director of Safe Harbor, thanked the Board for approving grant funding to help purchase a home for Safe Harbor's program.

Alisa Jones, a resident of the Brookland District, voiced concerns about hair follicle testing in court.

GENERAL AGENDA

180-25 Resolution - Funding for Regional Homelessness Services - CARITAS.

On motion of Mr. Nelson, seconded by Mrs. Roundtree, and by unanimous vote, the Board approved this item – see attached resolution.

Mr. Vithoulkas commended Ms. Smith-Callahan for making this item a reality for the region.

181-25 Introduction of Ordinance - To Amend and Reordain Section 20-276 Titled "Reports and remittance of tax" of the Code of the County of Henrico to Comply with Changes in State Law Regarding Transient Occupancy Tax.

On motion of Mrs. Roundtree, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached introduction of ordinance.

182-25 Introduction of Ordinance - To Amend and Reordain Section 6-251 Titled "Definitions" and Section 6-253 Titled "C-PACE loan requirements; program fees; reporting; program administrator; program guidelines" of

the Code of the County of Henrico to Comply with Changes in State Law Regarding Commercial Property Assessed Clean Energy (C-PACE) Financing Programs.

On motion of Mr. Nelson, seconded by Mr. Cooper, and by unanimous vote, the Board approved this item – see attached introduction of ordinance.

- 183-25 Introduction of Ordinance - To Amend and Reordain Section 6-201 Titled “Definitions,” Section 6-202 Titled “Henrico Investment Program Areas,” and Section 6-203 Titled “Applications” of the Code of the County of Henrico to Establish New Henrico Investment Program Areas, Expand the Existing Program Areas, Add Vaping Shops to the Enumerated Nonqualifying Uses, and Expand Eligibility for the Program.

On motion of Mr. Cooper, seconded by Mrs. Roundtree, and by unanimous vote, the Board approved this item – see attached introduction of ordinance.

- 184-25 Introduction of Ordinance - To Amend and Reordain Section 6-276 Titled “Definitions,” Section 6-280 Titled “Determination,” and Section 6-281 Titled “Deed of Restrictive Covenants” of the Code of the County of Henrico to Clarify the Housing Types in Affordable Housing Developments Qualifying for Fee Waivers and Provide Standards for Developments Under the Community Land Trust Model.

On motion of Mr. Nelson, seconded by Mrs. Roundtree, and by unanimous vote, the Board approved this item – see attached introduction of ordinance.

- 185-25 Resolution - Acquisition of Easements - 11201 Old Washington Highway - Old Washington Highway Sewer Extension - Brookland District.

On motion of Mr. Schmitt, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.

- 186-25 Resolution - Signatory Authority - Real Estate Contract Assignment - Funding for the Acquisition - 9301 Patterson Avenue - Tuckahoe District.

On motion of Mr. Rogish, seconded by Mrs. Roundtree, and by unanimous vote, the Board approved this item – see attached resolution.

- 187-25 Resolution - Award of Contract - Shady Grove Water Pump Station Improvements - Brookland District.

On motion of Mr. Schmitt, seconded by Mr. Cooper, and by unanimous vote, the Board approved this item – see attached resolution.

188-25 Resolution - Authorization to Apply for Matching Grants from the Revenue Sharing Program.

On motion of Mr. Nelson, seconded by Mrs. Roundtree, and by unanimous vote, the Board approved this item – see attached resolution.

189-25 Resolution - Signatory Authority - Amendment to Contract for Engineering Design Services for Three Chopt Road Improvements - Three Chopt and Tuckahoe Districts.

On motion of Mr. Rogish, seconded by Mrs. Roundtree, and by unanimous vote, the Board approved this item – see attached resolution.

190-25 Resolution - Acceptance of Roads - Sweetspire (Section 1) - Three Chopt District.

On motion of Mrs. Roundtree, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached resolution.

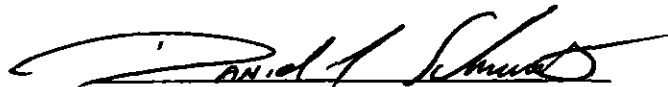
191-25 Resolution - Award of Contract - Meadow Road Culvert Replacement Project - Varina District.

On motion of Mr. Nelson, seconded by Mrs. Roundtree, and by unanimous vote, the Board approved this item – see attached resolution.

192-25 Resolution - Authorization to Apply for Transportation Alternatives Program - New Market Heights Trail Phases 3 and 4 - Varina District.

On motion of Mr. Nelson, seconded by Mr. Cooper, and by unanimous vote, the Board approved this item – see attached resolution.

There being no further business, the meeting was adjourned at 7:57 p.m.



Chair, Board of Supervisors
Henrico County, Virginia



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 177-25

Page No. 1 of 1

Agenda Title: RESOLUTION — Authorizing the County Manager to Submit the Henrico County FY 2025-30 Consolidated Plan and FY 2025-26 Annual Action Plan, Including the CDBG and HOME Program Plans for FY 2025-26; Execute the CDBG and HOME Agreements for FY 2025-26; and Execute Contracts to Implement the CDBG and HOME Activities

For Clerk's Use Only:

Date: 7/2/2025

☒ Approved

☐ Denied

☐ Amended

☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Cooper Seconded by (1) Roundtree
(2) (2)

REMARKS

APPROVED

YES NO OTHER

Cooper, R.	☒	☐	☐
Nelson, T.	☒	☐	☐
Rogish, J.	☒	☐	☐
Roundtree, M.	☒	☐	☐
Schmitt, D.	☒	☐	☐

WHEREAS, Henrico County is an entitlement community under the U.S. Department of Housing and Urban Development ("HUD") Community Development Block Grant ("CDBG") Program, as authorized by Title I of the Housing and Community Development Act of 1974; and,

WHEREAS, the County's CDBG entitlement for FY 2025-26 is \$1,619,559, and the County has prepared the attached proposed sources and uses of CDBG entitlement funds; and,

WHEREAS, the County is an entitlement community under the HUD HOME Investment Partnerships Program ("HOME") as authorized by the HOME Investment Partnerships Act of 1990; and,

WHEREAS, the County's HOME entitlement for FY 2025-26 is \$836,980, and the County has prepared the attached proposed sources and uses of HOME entitlement funds; and,

WHEREAS, localities are required to submit a Five-Year Consolidated Plan and an Annual Action Plan as a condition of receiving CDBG and HOME funds, and the Department of Community Revitalization has prepared the required plans for submission to HUD with the proposed uses of CDBG and HOME funds shown on the attached table.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that it: (1) approves and authorizes the County Manager to submit the County's Five-Year Consolidated Plan and FY 2025-26 Annual Action Plan, including the proposed uses of CDBG and HOME funds for FY 2025-26; (2) authorizes the County Manager to execute the CDBG and HOME agreements for FY 2025-26; and (3) authorizes the County Manager to execute the contracts necessary to implement the CDBG and HOME program activities in a form approved by the County Attorney.

COMMENTS: The Director of Community Revitalization recommends approval of the Board paper, and the County Manager concurs.

By Agency Head

By County Manager

Certified:

A Copy Teste:

Clerk, Board of Supervisors

Copy to:

Date:

Fiscal Year 2025-2026 CDBG and HOME Programs

Proposed Sources & Uses of Funds

SOURCES	CDBG	HOME
FY2025-2026 Allocation	\$1,619,559	\$836,980
Funds Brought Forward	\$85,618	\$410,524
Total Available	\$1,705,177	\$1,247,505

CDBG/HOME USES

1. CDBG & HOME Administration	285,000	82,000
2. Commercial Assistance Program	200,000	-
3. CONNECT Program	180,000	-
4. project:HOMES - Homeowner Rehabilitation Program	-	644,905
5. project:HOMES - Critical Home Repair Program	683,177	-
6. Richmond Metropolitan Habitat for Humanity - Critical Home Repair Program	75,000	-
7. Repair Program Administration	34,000	-
8. HOME Inc. - Downpayment Assistance Program	-	200,000
9. Southside Community Development & Housing Corp.- Downpayment Assistance Program	-	195,000
10. CHDO Activities - Affordable Housing Development New Construction or Rehab	-	125,600
11. Revitalization Area Planning	38,000	-
12. Safe Harbor - Transitional Housing	150,000	-
13. Presbyterian Homes & Family Services DBA HumanKind - Family Crisis Fund	30,000	-
14. Commonwealth Catholic Charities - Homelessness Diversion & Prevention	30,000	-
Total	\$1,705,177	\$1,247,505

July 22, 2025



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 178-25

Page No. 1 of 1

Agenda Title: RESOLUTION — Signatory Authority — Lease to Commonwealth of Virginia,
Department of General Services — 8600 Dixon Powers Drive — Brookland District

For Clerk's Use Only:

Date: 7/22/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson (2) _____
Seconded by (1) Cooper (2) _____

REMARKS:

APPROVED

YES NO OTHER

Cooper, R.	☒	☐	☐
Nelson, T.	☒	☐	☐
Rogish, J.	☒	☐	☐
Roundtree, M.	☒	☐	☐
Schmitt, D.	☒	☐	☐

WHEREAS, the County owns 8600 Dixon Powers Drive, known as the Henrico County Human Services Building (the "Property"); and,

WHEREAS, the Commonwealth of Virginia, Department of General Services (the "Commonwealth"), leases approximately 15,224 square feet in the Property (the "Leased Premises") from the County for office and clinic space for the Virginia Department of Health; and,

WHEREAS, the Commonwealth desires to establish a new lease of the Leased Premises; and,

WHEREAS, the initial term of the lease is five years, beginning on or about August 1, 2025, with the start date to be confirmed in a certificate of lease commencement; and,

WHEREAS, the lease may be renewed for up to three terms of five years each; and,

WHEREAS, rent will be in accordance with "Schedule A" attached hereto; and,

WHEREAS, this resolution was advertised pursuant to Sections 15.2-1800 and 15.2-1813 of the Code of Virginia, and a public hearing was held on July 22, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized to execute a lease and any amendments thereto, each in a form approved by the County Attorney, with the Commonwealth of Virginia, Department of General Services, in accordance with this resolution.

Comments: The Directors of General Services and Real Property recommend approval of this Board paper; the County Manager concurs.

By Agency Head

By County Manager

Certified:

A Copy Teste:

Clerk, Board of Supervisors

Copy to:

Date:

SCHEDULE A – RENT

Year	Rent (Annual)	Rent (Monthly)
Initial Term (Year 1)	\$ 155,600.00	\$ 12,966.67
Initial Term (Year 2)	\$ 160,268.00	\$ 13,355.67
Initial Term (Year 3)	\$ 165,076.04	\$ 13,756.34
Initial Term (Year 4)	\$ 170,028.32	\$ 14,169.03
Initial Term (Year 5)	\$ 175,129.17	\$ 14,594.10
First Option Term (Year 1)	\$ 180,383.04	\$ 15,031.92
First Option Term (Year 2)	\$ 185,794.53	\$ 15,482.88
First Option Term (Year 3)	\$ 191,368.37	\$ 15,947.36
First Option Term (Year 4)	\$ 197,109.42	\$ 16,425.78
First Option Term (Year 5)	\$ 203,022.70	\$ 16,918.56
Second Option Term (Year 1)	\$ 209,113.44	\$ 17,426.12
Second Option Term (Year 2)	\$ 215,386.84	\$ 17,948.90
Second Option Term (Year 3)	\$ 221,848.45	\$ 18,487.37
Second Option Term (Year 4)	\$ 228,503.90	\$ 19,041.99
Second Option Term (Year 5)	\$ 235,359.02	\$ 19,613.25
Third Option Term (Year 1)	\$ 242,419.92	\$ 20,201.66
Third Option Term (Year 2)	\$ 249,692.52	\$ 20,807.71
Third Option Term (Year 3)	\$ 257,183.29	\$ 21,431.94
Third Option Term (Year 4)	\$ 264,898.79	\$ 22,074.90
Third Option Term (Year 5)	\$ 272,845.76	\$ 22,737.15



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 179-25

Page No. 1 of 1

Agenda Title: RESOLUTION — Signatory Authority — Agricultural Lease to Creamfield Farm, LLC —
7160 Gill Dale Road — Varina District

For Clerk's Use Only:

Date: 7/22/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson
(2)

Seconded by (1) Roundtree

REMARKS:

APPROVED

YES NO OTHER

Cooper, R.

☒

Nelson, T.

☒

Rogish, J.

☒

Roundtree, M.

☒

Schmitt, D.

☒

WHEREAS, the County owns 76.26 acres of farmland known as 7160 Gill Dale Road, GPIN 838-696-3298 (the "Property"), the site of the future Gill Dale Park; and,

WHEREAS, the County advertised the Property for bids to lease; and,

WHEREAS, the highest bid was from Creamfield Farm, LLC (the "Tenant"); and,

WHEREAS, the initial term of the lease will be from August 1, 2025, until December 31, 2026, with six one-year options to renew beginning on January 1, 2027; and,

WHEREAS, the Tenant will pay rent of \$1.00 for August 1, 2025, through December 31, 2025, \$2,507.50 for January 1, 2026, through December 31, 2026, and \$2,507.50 for each renewal term; and,

WHEREAS, this resolution was advertised pursuant to Sections 15.2-1800 and 15.2-1813 of the Code of Virginia, and a public hearing was held on July 22, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized to execute a lease and any amendments thereto, each in a form approved by the County Attorney, with Creamfield Farm, LLC, in accordance with this resolution.

Comments: The Directors of Recreation and Parks and Real Property recommend approval of this Board paper; the County Manager concurs.

By Agency Head

By County Manager

Certified:

A Copy Teste:

Clerk, Board of Supervisors

Copy to:

Date:



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 180-25

Page No. 1 of 1

Agenda Title: RESOLUTION — Funding for Regional Homelessness Services – CARITAS

For Clerk's Use Only:

Date: 7/22/2025

- (☒) Approved
() Denied
() Amended
() Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson Seconded by (1) Roundtree
(2) (2)

REMARKS

APPROVED

YES NO OTHER

Cooper, R.	☒	☐	☐
Nelson, T.	☒	☐	☐
Rogish, J.	☒	☐	☐
Roundtree, M.	☒	☐	☐
Schlitt, D.	☒	☐	☐

WHEREAS, the Henrico County Board of Supervisors recognizes the need to address homelessness not only within the County but within the Richmond region; and,

WHEREAS, the County has worked with neighboring localities on a strategy to support not-for-profit agencies providing services to alleviate homelessness within the Richmond region; and,

WHEREAS, Virginia Code § 15.2-953(A) authorizes the County to make gifts and donations to any charitable institutions located within or outside County limits if such institutions provide services to County residents; and,

WHEREAS, CARITAS is a not-for-profit charitable organization providing charitable services to County residents; and,

WHEREAS, the Board wishes to provide a grant to CARITAS to alleviate homelessness within the Richmond region, subject to the terms of a Grant Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors authorizes and directs the County Manager to enter into a Grant Agreement with CARITAS to alleviate homelessness within the Richmond region.

BE IT FURTHER RESOLVED that the Board authorizes the County of Henrico to appropriate funds to be paid in accordance with the terms of the Grant Agreement with CARITAS.

Comment: The Deputy County Manager for Community Affairs recommends approval of the Board paper, and the County Manager concurs.

By Agency Head

By County Manager

Certified:

A Copy Teste:

Clerk, Board of Supervisors

Copy to: _____

Date: _____



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 181-25

Page No. 1 of 1

Agenda Title: INTRODUCTION OF ORDINANCE — To Amend and Reordain Section 20-276 Titled "Reports and remittance of tax" of the Code of the County of Henrico to Comply with Changes in State Law Regarding Transient Occupancy Tax

For Clerk's Use Only:

Date: 7/22/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Roundtree Seconded by (1) Nelson
(2) (2)

REMARKS

APPROVED

YES NO OTHER

Cooper, R.	☒	☐	☐
Nelson, T.	☒	☐	☐
Rogish, J.	☒	☐	☐
Roundtree, M.	☒	☐	☐
Schmitt, D.	☒	☐	☐

The Clerk is directed to advertise, in a newspaper of general circulation in the County, on July 29 and August 5, 2025, the following ordinance for a public hearing to be held at the Board Room on August 12, 2025, at 6:00 p.m.:

"AN ORDINANCE to amend and reordain section 20-276 titled "Reports and remittance of tax" of the Code of the County of Henrico to comply with changes in state law regarding transient occupancy tax. A copy of the full text of the ordinance is on file in the Office of the County Manager."

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

By Agency Head [Signature] By County Manager [Signature]

Copy to: _____

Certified:

A Copy Teste: _____

Clerk, Board of Supervisors

Date: _____

BLACKLINE

ORDINANCE — To Amend and Reordain Section 20-276 Titled “Reports and remittance of tax” of the Code of the County of Henrico to Comply with Changes in State Law Regarding Transient Occupancy Tax

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA:

1. That Section 20-276 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 20-276. Reports and remittance of tax.

• • • •

(b) Additional information from accommodations intermediaries. ~~Subject to applicable laws, a~~An accommodations intermediary must also submit to the director the property addresses and gross receipts for all accommodations facilitated by the accommodations intermediary in the county. Such information must be submitted monthly and may be included on the return required in subsection (a).

• • • •

(d) Transmission of returns by accommodations provider. An accommodations provider is not required to transmit a return to the director if (i) all retail sales of accommodations owned by the accommodations provider are facilitated by an accommodations intermediary and (ii) the accommodations provider attests to the county that all such sales were facilitated by an accommodations intermediary. Such attestation will be due annually on the same date as the annual registration renewal described in section 20-280. Accommodations providers must transmit returns for the retail sale of any accommodations not facilitated by an accommodations intermediary as otherwise required by this article.

2. That this ordinance will be in full force and effect on and after its passage as provided by law.



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 182-25

Page No. 1 of 1

Agenda Title: INTRODUCTION OF ORDINANCE — To Amend and Reordain Section 6-251 Titled "Definitions" and Section 6-253 Titled "C-PACE loan requirements; program fees; reporting; program administrator; program guidelines" of the Code of the County of Henrico to Comply with Changes in State Law Regarding Commercial Property Assessed Clean Energy (C-PACE) Financing Programs

For Clerk's Use Only:

Date: 7/22/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson Seconded by (1) Cooper
(2) _____ (2) _____

REMARKS

APPROVED

YES NO OTHER

Cooper, R.	☒	☐	☐
Nelson, T.	☒	☐	☐
Rogish, J.	☒	☐	☐
Roundtree, M.	☒	☐	☐
Schmitt, D.	☒	☐	☐

The Clerk is directed to advertise, in a newspaper of general circulation in the County, on July 29 and August 5, 2025, the following ordinance for a public hearing to be held at the Board Room on August 12, 2025, at 6:00 p.m.:

"AN ORDINANCE to amend and reordain section 6-251 titled "Definitions" and Section 6-253 titled "C-Pace loan requirements; program fees; reporting; program administrator; program guidelines" of the Code of the County of Henrico to comply with changes in state law regarding commercial property assessed clean energy (C-PACE) financing programs. A copy of the full text of the ordinance is on file in the Office of the County Manager."

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

By Agency Head

[Signature]

By County Manager

[Signature]

Copy to: _____

Certified:

A Copy Teste:

Clerk, Board of Supervisors

Date: _____

ORDINANCE — To Amend and Reordain Section 6-251 Titled “Definitions” and Section 6-253 Titled “C-PACE loan requirements; program fees; reporting; program administrator; program guidelines” of the Code of the County of Henrico to Comply with Changes in State Law Regarding Commercial Property Assessed Clean Energy (C-PACE) Financing Programs

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA:

1. That Section 6-251 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 6-251. Definitions.

For purposes of this article, the following terms have the following meanings:

• • • • •

Eligible Property or *Property* means all assessable commercial real estate located within the County, with all buildings located or to be located thereon, whether vacant or occupied, improved or unimproved, and regardless of whether such real estate is currently subject to taxation by the County. **Eligible Property is eligible for the C-PACE loan program and may include multifamily properties with no fewer than five units, excluding (i) a residential dwelling with fewer than five units, and (ii) a residential condominium as defined in Code of Virginia, § 55.1-2100. Common areas of real estate owned by a cooperative or a property owners' association described in Code of Virginia, Title 55.1, Subtitle IV (as defined in Code of Virginia § 55.1-1800 et seq.), that have a separate real property tax identification number are Eligible Properties, and commercial condominiums as defined in § 55.1-1900. Residential real estate with fewer than five units is not eligible for** ~~Eligible Properties are eligible to participate in the C-PACE Loan Program.~~

• • • • •

Property Owner means ~~(i) the Property Owner(s) of Eligible Property who voluntarily obtain(s) a C-PACE Loan from a Capital Provider in accordance with the Program Guidelines, or (ii) a successor in title to the Property Owner~~ **the fee simple owner of Eligible Property or the lessee under a long-term ground lease of Eligible Property, including a property that is owned by a public or private entity. To be eligible for a C-PACE Loan (i) the term of the C-PACE Loan shall not exceed the remaining term of the ground lease, (ii) there shall be no ground lease provisions or other circumstances that would prevent the property owner from participating in the C-PACE Program, (iii) the fee simple owner shall consent to the C-PACE Loan, and**

(iv) the fee simple owner and the lessee under a long-term ground lease shall comply with the requirements of the C-PACE Program, including the program guide.

• • • •

2. That Section 6-253 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 6-253. C-PACE loan requirements; program fees; reporting; program administrator; program guidelines.

• • • •

(c) *C-PACE Loan refinancing or reimbursement.* The Program Administrator may approve a loan application submitted within ~~two~~ (2) **three** years of the County's issuance of a certificate of occupancy or other evidence that the Eligible Improvements comply substantially with the plans and specifications previously approved by the County and that such Loan may refinance or reimburse the Property Owner for the total costs of such Eligible Improvements.

• • • •

3. That this ordinance will be in full force and effect on and after its passage as provided by law.



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 183-25

Page No. 1 of 1

Agenda Title: INTRODUCTION OF ORDINANCE — To Amend and Reordain Section 6-201 Titled "Definitions," Section 6-202 Titled "Henrico Investment Program Areas," and Section 6-203 Titled "Applications" of the Code of the County of Henrico to Establish New Henrico Investment Program Areas, Expand the Existing Program Areas, Add Vaping Shops to the Enumerated Nonqualifying Uses, and Expand Eligibility for the Program

For Clerk's Use Only:

Date: 7/22/2025

☒ Approved

☐ Denied

☐ Amended

☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Cooper Seconded by (1) Roundtree
(2) (2)

REMARKS:

APPROVED

YES NO OTHER

Cooper, R. ☒ ☐ ☐

Nelson, T. ☒ ☐ ☐

Rogish, J. ☒ ☐ ☐

Roundtree, M. ☒ ☐ ☐

Schmitt, D. ☒ ☐ ☐

The Clerk is directed to advertise, in the Richmond Times-Dispatch on July 29 and August 5, 2025, the following ordinance for a public hearing to be held at the Board Room on August 12, 2025, at 6:00 p.m.:

"AN ORDINANCE to amend and reordain Section 6-201 titled "Definitions," Section 6-202 titled "Henrico Investment Program Areas," and Section 6-203 titled "Applications" of the Code of the County of Henrico to establish new Henrico Investment Program Areas, expand the existing Program Areas, add vaping shops to the enumerated nonqualifying uses, and expand eligibility for the Program. A copy of the full text of the ordinance is on file in the Office of the County Manager."

Comments: The Director of Community Revitalization and the Executive Director of the Economic Development Authority recommend approval of the Board paper, and the County Manager concurs.

By Agency Head

By County Manager

Certified:

A Copy Teste:

Clerk, Board of Supervisors

Copy to:

Date:

BLACKLINE

ORDINANCE — To Amend and Reordain Section 6-201 Titled “Definitions,” Section 6-202 Titled “Henrico Investment Program Areas,” and Section 6-203 Titled “Applications” of the Code of the County of Henrico to Establish New Henrico Investment Program Areas, Expand the Existing Program Areas, Add Vaping Shops to the Enumerated Nonqualifying Uses, and Expand Eligibility for the Program

1. That Section 6-201 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 6-201. Definitions.

For purposes of this article, the following terms have the following meanings:

. . . .

Qualifying Commercial or Industrial Use means any of the following uses of real property: retail or wholesale trades, hotels, restaurants, offices, clinics, warehouses, light manufacturing, or similar uses as determined by the director, and specifically excludes dissimilar uses, such as: apartments, dwellings, townhomes, and other residential uses, heavy manufacturing, exterior corridor motels, pay day lenders, **vaping shops**, and adult businesses and other uses where admittance by the public is conditioned on being over the age of 18.

. . . .

2. That Section 6-202 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 6-202. Henrico Investment Program Areas.

The following areas are established as individual Henrico Investment Program Areas for economic revitalization pursuant to Code of Virginia, § 15.2-1232.2, as amended. Each area is shown on a map approved by the board of supervisors **effective [August 12, 2025]**, and maintained in the office of the Director. The incentives under this article will be available only for the dates listed for each Area.

(1) Brook Road Investment Area. Effective [August 12, 2025], and expires December 31, 2031.

(2) Laburnum Avenue Investment Area. Effective [August 12, 2025], and expires December 31, 2031.

(3) Lakeside Avenue Investment Area. Effective [July 22, 2025], and expires December 31, 2031.

~~(4)~~**(4)** *Mechanicsville Turnpike Investment Area.* Effective January 1, 2022, and expires December 31, 2031.

(5) Nine Mile Road Investment Area. Effective [August 12, 2025], and expires December 31, 2031.

~~(2)~~**(6)** *Patterson Avenue Investment Area.* Effective January 1, 2022, and expires December 31, 2031.

~~(3)~~**(7)** *Staples Mill Road Investment Area.* Effective January 1, 2022, and expires December 31, 2031.

~~(4)~~**(8)** *West Broad Street Investment Area.* Effective January 1, 2022, and expires December 31, 2031.

~~(5)~~**(9)** *Williamsburg Road Investment Area.* Effective January 1, 2022, and expires December 31, 2031.

3. That Section 6-203 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 6-203. Applications.

The Director will publish application forms for incentives under this article. The forms will require all information necessary to determine whether the property is a Qualifying Property and the extent to which a project on the Qualifying Property qualifies for incentives. ~~Anyone owning~~ **owner, contract purchaser, or lessee of** property located in a Henrico Investment Program Area is eligible to apply. If the property has more than one owner, all owners must join in the application; ~~and a~~ **contract purchaser or lessee of property located in a Henrico Investment Program Area** may apply **only** with the written consent of all owners of the property.

4. That this ordinance will be in full force and effect on and after its passage as provided by law.



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 184-25

Page No. 1 of 1

Agenda Title: INTRODUCTION OF ORDINANCE — To Amend and Reordain Section 6-276 Titled "Definitions," Section 6-280 Titled "Determination," and Section 6-281 Titled "Deed of Restrictive Covenants" of the Code of the County of Henrico to Clarify the Housing Types in Affordable Housing Developments Qualifying for Fee Waivers and Provide Standards for Developments Under the Community Land Trust Model

For Clerk's Use Only:

Date: 7/22/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson Seconded by (1) Roundtree
(2) (2)

REMARKS:

APPROVED

YES NO OTHER

Cooper, R.	☒	☐	☐
Nelson, T.	☒	☐	☐
Rogish, J.	☒	☐	☐
Roundtree, M.	☒	☐	☐
Schmitt, D.	☒	☐	☐

The Clerk is directed to advertise, in the Richmond Times-Dispatch on July 29 and August 5, 2025, the following ordinance for a public hearing to be held at the Board Room on August 12, 2025, at 6:00 p.m.:

"AN ORDINANCE to amend and reordain Section 6-276 titled "Definitions," Section 6-280 titled "Determination," and Section 6-281 titled "Deed of Restrictive Covenants" of the Code of the County of Henrico to clarify the housing types in affordable housing developments qualifying for fee waivers and provide standards for developments under the community land trust model. A copy of the full text of the ordinance is on file in the Office of the County Manager."

Comments: The Director of Community Revitalization recommends approval of the Board paper, and the County Manager concurs.

By Agency Head [Signature] By County Manager [Signature]

Copy to: _____

Certified:
A Copy Teste: _____
Clerk, Board of Supervisors

Date: _____

ORDINANCE — To Amend and Reordain Section 6-276 Titled “Definitions,” Section 6-280 Titled “Determination,” and Section 6-281 Titled “Deed of Restrictive Covenants” of the Code of the County of Henrico to Clarify the Housing Types in Affordable Housing Developments Qualifying for Fee Waivers and Provide Standards for Developments Under the Community Land Trust Model

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA:

1. That Section 6-276 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 6-276. Definitions.

For purposes of this article, the following terms have the meanings given to them below:

Affordable Home means a ~~single-family detached or attached~~ **for-sale** dwelling in the county subject to conditions designed to ensure the dwelling serves the Target Population, is affordable for the Target Population, and is affordable for purchasers within the Target Population after the initial purchaser. A residential rental unit occupied by, or intended to be occupied by, one or more tenants pursuant to a lease or other rental agreement is not an Affordable Home.

Affordable Housing Development means the new construction of residential housing in the county that:

- (1) Consists of ~~single-family detached or attached~~ **for-sale** dwellings;
- (2) Serves the Target Population;
- (3) Reduces housing costs to levels affordable for the Target Population;
- (4) Demonstrates commitment to ensure the affordability of Affordable Homes within the development beyond the initial purchasers of such Affordable Homes; and
- (5) Is approved to receive Affordable Housing Trust funds or has been approved by the County Manager under criteria substantially similar to those used to determine eligibility for Affordable Housing Trust funds.

Residential rental units occupied by, or intended to be occupied by, one or more tenants pursuant to a lease or other rental agreement is not an Affordable Housing Development.

• • • •

2. That Section 6-280 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 6-280. Determination.

After receiving an application for fee waivers under this article, the Director or designee will determine whether the application is complete and whether the proposed development is an Affordable Housing Development. If the application is approved, the Department will provide the applicant a copy of the approval promptly after the applicant records the deed declaration of restrictive covenants required pursuant to section 6-281. If the application is denied, the applicant will be notified of the reason for denial and required to pay all applicable building permit and planning application fees at the time such fees become due to the county.

3. That Section 6-281 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 6-281. Deed Declaration of Restrictive Covenants.

(a) Upon receipt of the first development approval for its Affordable Housing Development, the applicant, as the owner of the property to be developed as an Affordable Housing Development, must record in the county land records a deed declaration of restrictive covenants to run with the land effective upon the date of recordation and ending no earlier than 10 years from the date of the first sale of an Affordable Home within the Affordable Housing Development to a purchaser within the Target Population and in a form approved by the county. Such deed declaration must ensure that the Affordable Housing Development will be completed and maintained as proposed in the approved application. If the applicant has not acquired ownership of the property to be developed as an Affordable Housing Development at the time the building permit or planning application fees identified in section 6-279 would be due, the applicant will be required to pay the applicable fees, subject to reimbursement by the county following recordation of the deed declaration of restrictive covenants meeting the requirements of this section.

(b) Notwithstanding the provisions of subsection (a) of this section, if the applicant proposes to maintain the affordability of its Affordable Housing Development using the Community Land Trust model, the applicant must provide a copy of the ground lease and any declaration of restrictive covenants applicable to the Affordable Housing Development to the Department for review upon receipt of the first development approval for its Affordable Housing Development, but in any case not later than when the property is conveyed to the organization operating under the Community Land Trust model. Such ground lease and declaration of restrictive covenants must ensure that the Affordable Housing Development will be completed and maintained as proposed in the approved application. The ground lease and any declaration of restrictive covenants applicable to an Affordable

Home must be recorded in the land records of Henrico County, Virginia, prior to or at closing on the sale of the Affordable Home to the initial purchaser.

4. That this ordinance will be in full force and effect on and after its passage as provided by law.



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 185-25

Page No. 1 of 1

Agenda Title: RESOLUTION — Acquisition of Easements — 11201 Old Washington Highway — Old Washington Highway Sewer Extension — Brookland District

For Clerk's Use Only:

Date: 7/22/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Schmitt (2) Nelson
Seconded by (1) Nelson (2)

REMARK:

APPROVED

YES NO OTHER

Cooper, R.	☒	☐	☐
Nelson, T.	☒	☐	☐
Rogish, J.	☒	☐	☐
Roundtree, M.	☒	☐	☐
Schmitt, D.	☒	☐	☐

WHEREAS, Carolyn F. and Robert W. Bumgarner (together, the "Owner"), own 11201 Old Washington Highway, also known as Tax Map Parcel 771-771-6768 (the "Property"); and,

WHEREAS, the County needs to acquire 1,481 sq. ft. of temporary construction easement and 2,687 sq. ft. of permanent utility easement (the "Easements") across the Property for the construction of the Old Washington Highway Sewer Extension project, with the acquisition areas shown on the attached Exhibit "A"; and,

WHEREAS, the Owner has agreed to sell the Easements for \$50,000.

NOW, THEREFORE, BE IT RESOLVED that:

- (1) The acquisition of the easements described above for \$50,000 is approved; and,
- (2) The County Manager is authorized to execute all contracts and deeds in a form approved by the County Attorney necessary to complete the acquisitions; and,
- (3) The County Manager, the Director of Real Property, and the County Attorney are authorized to execute all other documents and undertake all actions necessary to complete the acquisitions.

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

By Agency Head

By County Manager

Certified:

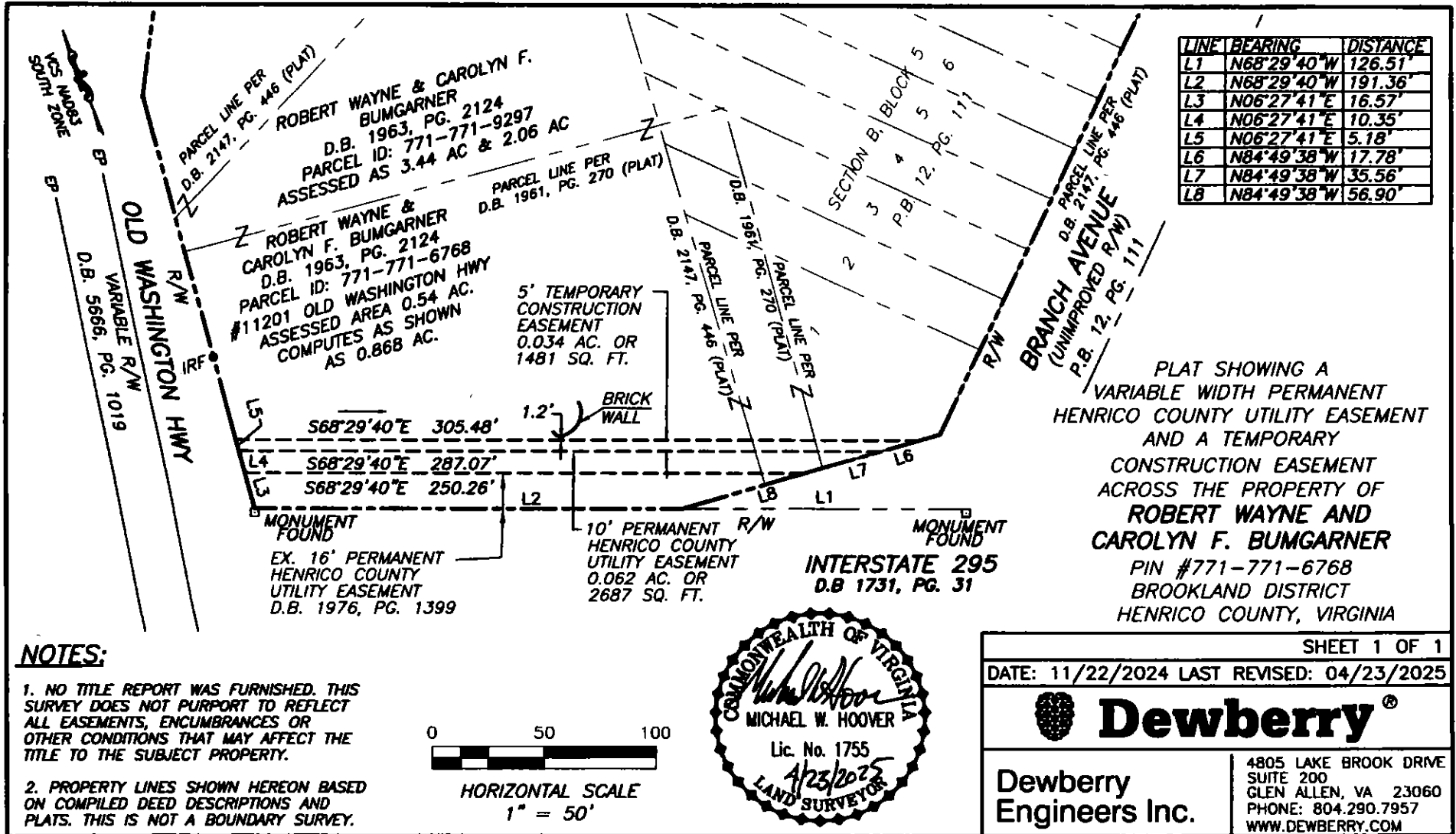
A Copy Teste:

Clerk, Board of Supervisors

Copy to:

Date:

EXHIBIT "A"





COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 186-25

Page No. 1 of 1

Agenda Title: RESOLUTION — Signatory Authority — Real Estate Contract Assignment —
Funding for the Acquisition — 9301 Patterson Avenue — Tuckahoe District

For Clerk's Use Only:

Date: 7/22/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Rogish (2) Roundtree
Seconded by (1) Roundtree (2)

REMARKS:

APPROVED

YES NO OTHER

Cooper, R.	☒	☐	☐
Nelson, T.	☒	☐	☐
Rogish, J.	☒	☐	☐
Roundtree, M.	☒	☐	☐
Schmitt, D.	☒	☐	☐

WHEREAS, Investors Lands Holding of Richmond, LLC ("Investors Lands") owns approximately 6.1 acres of real property commonly known as 9301 Patterson Avenue, Tax Map Parcel No. 748-741-8046 (the "Property"); and,

WHEREAS, Investors Lands has agreed to sell the Property for \$2,900,000 to First Light Real Estate Partners, LLC ("First Light") pursuant to a certain Purchase and Sale Agreement dated June 24, 2025 (the "PSA"); and,

WHEREAS, First Light wishes to assign its right, title, and interest in the PSA to the County; and,

WHEREAS, the County desires to accept the assignment and purchase the Property, with the intention of using the Property for a public park.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that:

- (1) The County Manager is authorized to execute an assignment of Purchase and Sale Agreement for the Property with First Light, or its successor or assign, in a form approved by the County Attorney; and,
- (2) The County Manager is authorized to accept a deed, in a form approved by the County Attorney, to acquire the Property; and,
- (3) The County Manager and Director of Real Property, as his designee, are authorized to execute all other documents necessary to complete the County's due diligence and to close the transaction; and,
- (4) The County Manager and County Attorney are authorized to undertake all other actions necessary to complete the acquisition by the County; and,
- (5) \$2,900,000 is appropriated for the acquisition of the Property.

Comments: Resources are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund. The Directors of Real Property, Recreation and Parks, and Finance recommend approval of the Board paper; the County Manager concurs.

By Agency Head

By County Manager

Certified:

A Copy Tests:

Copy to:

Clerk, Board of Supervisors

Date:



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 187-25

Page No. 1 of 1

Agenda Title: RESOLUTION – Award of Contract – Shady Grove Water Pump Station Improvements – Brookland District

For Clerk's Use Only: Date: <u>7/24/2025</u> ☒ Approved ☐ Denied ☐ Amended ☐ Deferred to: _____	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Schmitt</u> Seconded by (1) <u>Cooper</u> (2) _____ (2) _____ REMARKS: APPROVED	YES NO OTHER Cooper, R. ☒ _____ Nelson, T. ☒ _____ Rogish, J. ☒ _____ Roundtree, M. ☒ _____ Schmitt, D. ☒ _____
--	--	---

WHEREAS, the County received two bids on June 17, 2025, in response to ITB No. 25-2845-SEAR and Addendum No. 1 for the Shady Grove Water Pump Station Improvements project; and,

WHEREAS, the project consists of providing new pumps, piping and valves, mechanical and electrical equipment, roof replacement, and site work at the Shady Grove Water Pump Station; and,

WHEREAS, the bids were as follows:

Bidders	Bid Amounts
Waco, Inc. Sandston, VA	\$2,258,044
W.M. Schlosser Company, Inc. Hyattsville, MD	\$3,588,000

WHEREAS, after a review and evaluation of the bids, it was determined that Waco, Inc., is the lowest responsive and responsible bidder with a bid of \$2,258,044.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors:

1. The contract for \$2,258,044 is awarded to Waco, Inc., the lowest responsive and responsible bidder pursuant to ITB No. 25-2845-SEAR, Addendum No. 1, and the Total Bid Amount submitted by Waco, Inc.
2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount.

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

By Agency Head [Signature] By County Manager [Signature]

Copy to: _____

Certified:
A Copy Teste: _____
Clerk, Board of Supervisors

Date: _____



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 188-25

Page No. 1 of 1

Agenda Title: RESOLUTION — Authorization to Apply for Matching Grants from the Revenue Sharing Program

For Clerk's Use Only:

Date: 7/22/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson Seconded by (1) Roundtree
(2) (2)

REMARKS

APPROVED

YES NO OTHER

Cooper, R.	✓	—	—
Nelson, T.	✓	—	—
Rogish, J.	✓	—	—
Roundtree, M.	✓	—	—
Schmitt, D.	✓	—	—

WHEREAS, the County of Henrico desires to submit an application for an allocation of funds through the Virginia Department of Transportation ("VDOT") Fiscal Year 2029-2030 Revenue Sharing Program (the "Program"); and,

WHEREAS, \$7,650,094 of these funds are requested to fund the construction of a roundabout at the intersection of New Market Road, Route 5, and Doran Road, as well as the realignment of a portion of Buffin Road; and,

WHEREAS, the County of Henrico hereby supports this application for an allocation of \$7,650,094 through the Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby commits to fund its local share of preliminary engineering, right-of-way, and construction of the project under agreement with VDOT in accordance with the project financial document(s).

COMMENT: The Director of Public Works recommends approval of the Board paper, and the County Manager concurs.

By Agency Head

By County Manager

Certified:

A Copy Teste:

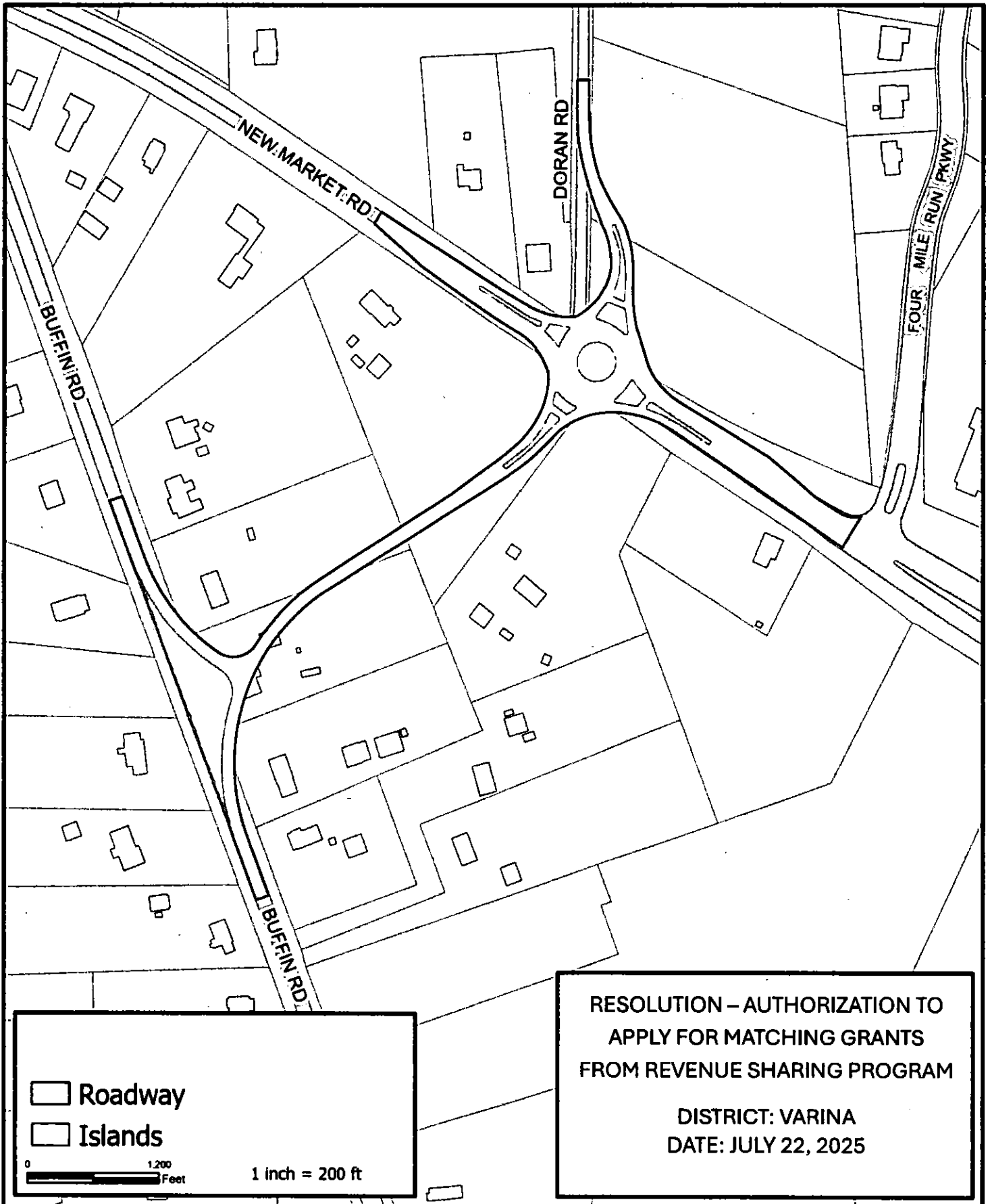
Clerk, Board of Supervisors

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Date:



Route 5 and Doran Rd Roundabout/Bufin Rd Realignment





COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 189-25

Page No. 1 of 2

Agenda Title: RESOLUTION — Signatory Authority — Amendment to Contract for Engineering Design Services for Three Chopt Road Improvements — Three Chopt and Tuckahoe Districts

For Clerk's Use Only:

Date: 7/2/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Rogish Seconded by (1) Roundtree
(2) (2)

REMARKS

APPROVED

YES NO OTHER

Cooper, R.	☒	☐	☐
Nelson, T.	☒	☐	☐
Rogish, J.	☒	☐	☐
Roundtree, M.	☒	☐	☐
Schmitt, D.	☒	☐	☐

WHEREAS, on January 25, 2005, the Board approved a contract with Earth Tech (now known as AECOM) for a total fixed lump sum fee of \$1,495,047.68 for the preparation of design and construction plans for Three Chopt Road from Barrington Hills Drive to 1,000 feet east of Gaskins Road (approximately 2.05 miles); and,

WHEREAS, on June 10, 2008, the Board approved a contract amendment for a total fixed lump sum fee of \$196,789.70 to extend the western boundary of the project approximately 1,245 feet to its new western terminus approximately 1,055 feet west of Barrington Hills Drive to better transition into existing improvements; and,

WHEREAS, on July 27, 2010, the Board approved a contract amendment for a total fixed lump sum fee of \$137,325.01 to incorporate site and utility improvements due to private development along the corridor, to conduct hydraulic studies of the Stoney Run tributary crossing that were not required at the time of the original contract, and to collect additional pavement cores to better evaluate the structural integrity of existing pavement; and,

WHEREAS, on February 13, 2013, the Board approved a contract amendment for a total fixed lump sum fee of \$52,771.66 to conduct additional work required to comply with VDOT's new noise study regulations; and,

WHEREAS, on March 24, 2015, the Board approved a contract amendment for a total fixed lump sum fee of \$387,963.15 to conduct additional work to comply with new federal and state requirements, add sidewalk along both sides of the roadway, add a right turn lane onto Cedarfield Parkway, add conduit for future fiber communication facilities, to coordinate with adjacent development plans, and prepare plats for right-of-way acquisitions; and,

WHEREAS, on March 27, 2018, the Board approved a contract amendment for a total fixed lump sum fee of \$194,228.33 to conduct additional work required to incorporate design changes in response to citizen input received at the public hearing, comply with environmental regulations, and prepare additional right-of-way plats; and,

WHEREAS, on September 11, 2018, the Board approved a contract amendment for a total fixed lump sum fee of \$99,702.59 for the additional design coordination and survey stakeout; and,

By Agency Head

Paula E. Jones

By County Manager

Michael J. Sullivan

Certified:

A Copy Teste:

Clerk, Board of Supervisors

Copy to:

Date:

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 189-25
Page No. 2 of 2

Agenda Title: RESOLUTION — Signatory Authority — Amendment to Contract for Engineering Design Services for Three Chopt Road Improvements — Three Chopt and Tuckahoe Districts

WHEREAS, on July 14, 2020, the Board approved an amendment to the contract for (1) additional engineering design services for the preliminary portion of the contract for out of scope plan revisions, additional scope items to be performed to complete the project, and updated utility information for the corridor, and (2) additional engineering design services for the right-of-way portion of the contract for plan revisions during right-of-way negotiations and advertisement, construction consultation services, plat revisions, and right-of-way/easement stakeouts for an additional total fixed lump sum amount of \$564,986.00; and,

WHEREAS, Amendment No. 1, dated September 15, 2020, contractually memorialized the aforementioned Board-approved amendments; and,

WHEREAS, Amendment No. 2, dated May 16, 2023, amended the contract to include additional engineering services required for subsurface utility engineering for an additional lump sum amount of \$236,191.34; and,

WHEREAS, Amendment No. 3, dated January 4, 2024, amended the contract to include additional engineering services required for project survey update design revisions and project survey updates for an additional lump sum amount of \$228,484.99; and,

WHEREAS, it has been determined that environmental permits require updating, NEPA requires re-evaluation, utility relocations require coordination, and additional plan revisions and engineering support during construction are needed; and,

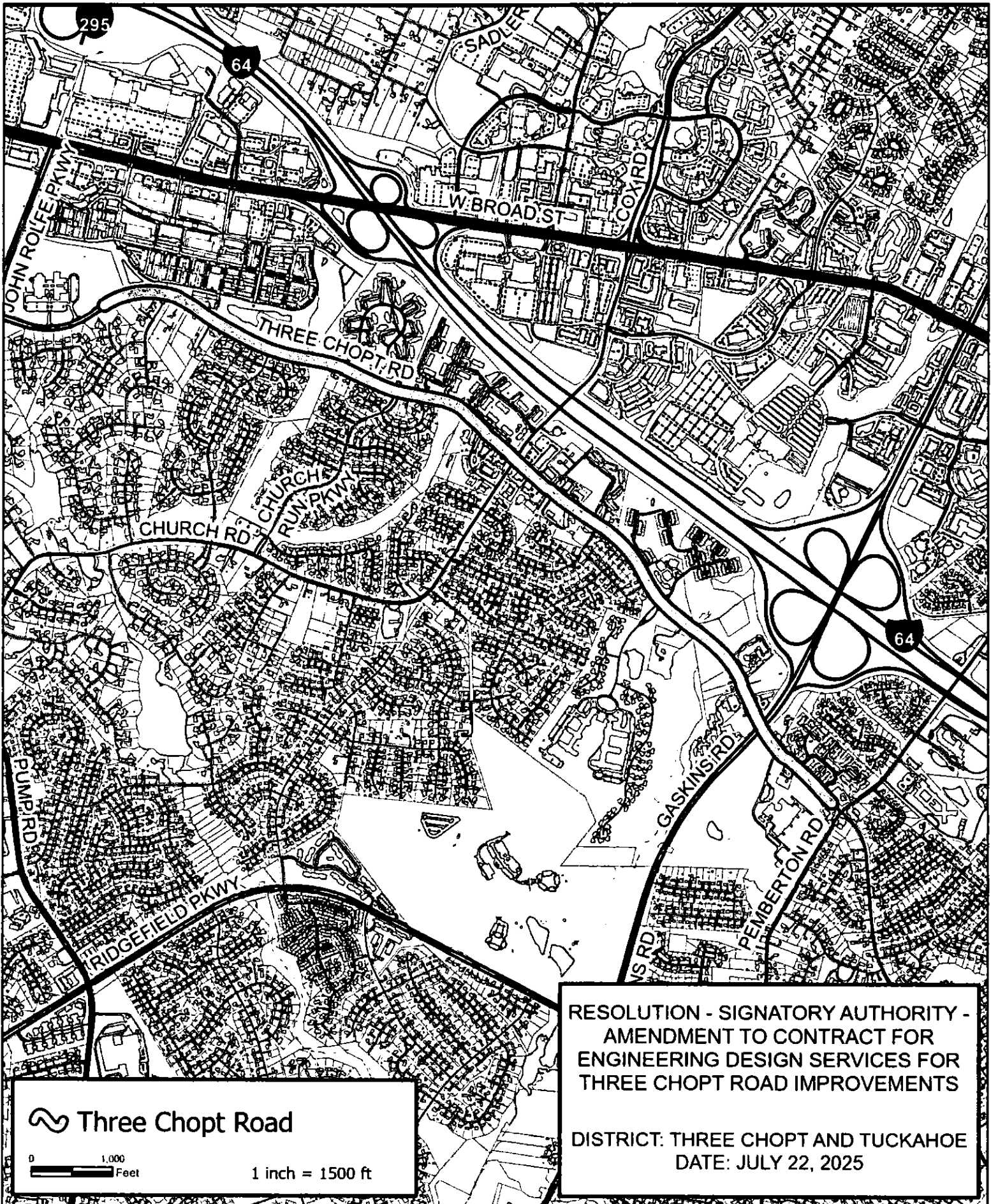
WHEREAS, AECOM and the Department of Public Works have negotiated a proposal for services that increases the contract amount by \$898,637.79 to update environmental permits, re-evaluate NEPA, coordinate utility relocations, and provide plan revisions and engineering support services during construction.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors approves the proposal for services for an additional contract amount of \$898,637.79 and authorizes the County Manager to execute an amendment in a form approved by the County Attorney.

COMMENTS: Funding to support the supplement is available within the project budget. The Director of Public Works recommends approval of this Board paper, and the County Manager concurs.



Three Chopt Road Improvements





COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 190-25

Page No. 1 of 1

Agenda Title: RESOLUTION – Acceptance of Roads – Sweetspire (Section 1) – Three Chopt District

For Clerk's Use Only:

Date: 7/22/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Roundtree Seconded by (1) Rogish
(2) (2)

REMARKS

APPROVED

YES NO OTHER

Cooper, R.	☒	☐	☐
Nelson, T.	☒	☐	☐
Rogish, J.	☒	☐	☐
Roundtree, M.	☒	☐	☐
Schmitt, D.	☒	☐	☐

BE IT RESOLVED by the Board of Supervisors of the County of Henrico that the following named and described section of road is accepted into the County road system for maintenance:

Sweetspire (Section 1) – Three Chopt District

Church Spire Lane from N. Gayton Road to 0.07 Mi. N. of N. Gayton Road 0.07 Mi.

Total Miles 0.07 Mi.

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

By Agency Head

By County Manager

Certified:

A Copy Teste:

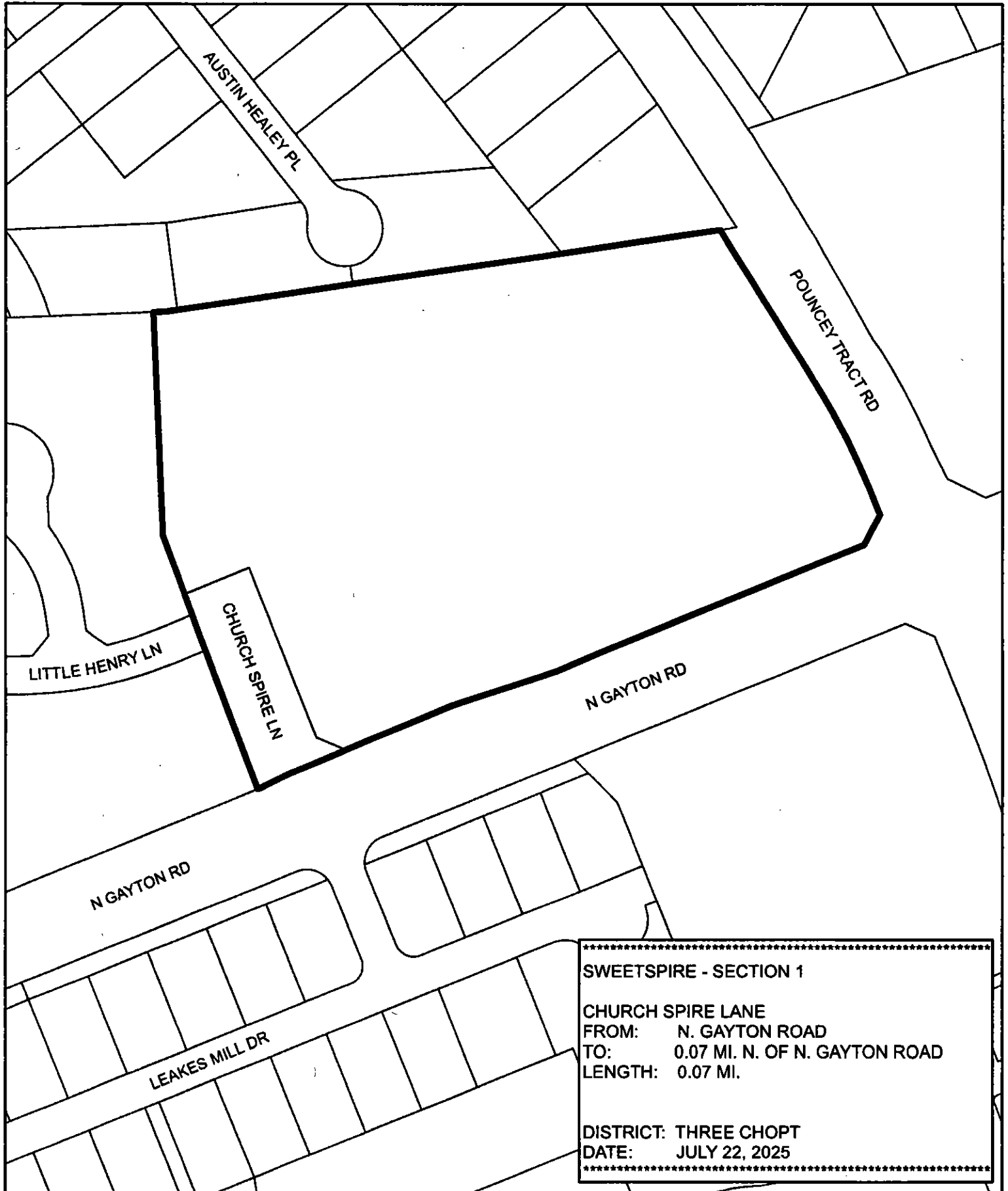
Clerk, Board of Supervisors

Copy to: _____

Date: _____



SWEETSPIRE - SECTION 1



SWEETSPIRE - SECTION 1

CHURCH SPIRE LANE

FROM: N. GAYTON ROAD

TO: 0.07 MI. N. OF N. GAYTON ROAD

LENGTH: 0.07 MI.

DISTRICT: THREE CHOPT

DATE: JULY 22, 2025



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 191-25

Page No. 1 of 2

Agenda Title: RESOLUTION – Award of Contract – Meadow Road Culvert Replacement Project –
Varina District

For Clerk's Use Only:

Date: 7/2/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson Seconded by (1) Roundtree
(2) (2)

REMARKS

APPROVED

YES NO OTHER

Cooper, R.

☒ ☐ ☐

Nelson, T.

☒ ☐ ☐

Rogish, J.

☒ ☐ ☐

Roundtree, M.

☒ ☐ ☐

Schmitt, D.

☒ ☐ ☐

WHEREAS, the County received three bids on May 8, 2025, in response to ITB No. 24-2785-11JL and Addendum No. 1 for construction of the Meadow Road Culvert Replacement project. The project consists of the replacement of a structurally deficient double 10' x 6' box culvert with 52' of new triple 10' x 6' box culvert. While no roadway widening is proposed with this project, the shoulders will be extended to accommodate guardrail installation. The project is located over Boar Swamp Creek 0.7 miles north of Route 60; and,

WHEREAS, the bids were as follows:

Bidders	Bid Amounts
Abernathy Construction Corporation Glen Allen, VA	\$1,848,240.00
FLB Contractors Clinton, MD	\$2,036,890.84
Sagres Construction Corporation Alexandria, VA	\$4,400,000.00

WHEREAS, the bid amounts were calculated by multiplying the estimated unit quantities listed in the bid documents by the unit prices set out in the bids; and,

WHEREAS, after a review and evaluation of the bids, it was determined that Abernathy Construction Corporation is the lowest responsive and responsible bidder for the unit price contract; and,

WHEREAS, the final contract amount will be determined upon completion of the project by multiplying the actual unit quantities authorized by the County by the unit prices submitted in the contractor's bid.

By Agency Head

By County Manager

Certified:

A Copy Teste:

Copy to:

Clerk, Board of Supervisors

Date:

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 191-25

Page No. 2 of 2

Agenda Title: RESOLUTION – Award of Contract – Meadow Road Culvert Replacement Project – Varina District

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that:

1. The contract for \$1,848,240 is awarded to Abernathy Construction Corporation, the lowest responsive and responsible bidder, pursuant to ITB No. 24-2785-11JL, Addendum No. 1, and the total unit price base bid submitted by Abernathy Construction Corporation.
2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget.

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



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 192-25

Page No. 1 of 1

Agenda Title: RESOLUTION – Authorization to Apply for Transportation Alternatives Program – New Market Heights Trail Phases 3 and 4 – Varina District

For Clerk's Use Only:

Date: 7/22/2025

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson Seconded by (1) Cooper
(2) (2)

REMARKS:

APPROVED

YES NO OTHER

Cooper, R. ☒ ☐ ☐
Nelson, T. ☒ ☐ ☐
Rogish, J. ☒ ☐ ☐
Roundtree, M. ☒ ☐ ☐
Schmitt, D. ☒ ☐ ☐

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction requesting the Virginia Department of Transportation ("VDOT") establish projects in the County of Henrico; and,

WHEREAS, the County of Henrico requests the Commonwealth Transportation Board to establish projects for the construction of New Market Heights Trail Phases 3 and 4; and,

WHEREAS, the County of Henrico hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of these projects, in accordance with the project financial documents, subject to appropriation; and,

WHEREAS, the County of Henrico hereby agrees to enter into project administration agreements with VDOT and provide the necessary oversight to ensure the projects are developed in accordance with all applicable federal, state, and local requirements for design, right-of-way acquisition, and construction of the projects; and,

WHEREAS, the County of Henrico will be responsible for maintenance and operating costs of the facilities as constructed unless other arrangements have been made with VDOT; and,

WHEREAS, if the County of Henrico subsequently elects to cancel the projects, the County hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The County also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT; and,

WHEREAS, the County of Henrico understands the maximum cost to be reimbursed through the Transportation Alternatives Program is \$2.5 million per project, and the County of Henrico hereby agrees to match the required 20% of total costs.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Henrico hereby grants authority for the Director of the Department of Public Works to apply for the funds in accordance with the terms of this resolution.

COMMENT: The Director of Public Works recommends approval of the Board paper, and the County Manager concurs.

By Agency Head

By County Manager

Certified:

A Copy Teste:

Clerk, Board of Supervisors

Copy to:

Date:



New Market Heights Trail, Phases 3 & 4

