

1 Minutes of the regular monthly meeting of the Planning Commission of Henrico County,
2 held in the County Administration Building in the Government Center at Parham and
3 Hungary Springs Roads beginning at 9:00 a.m. Wednesday, January 27, 2010.
4

Members Present: Mr. Ernest B. Vanarsdall, C.P.C., Chairman (Brookland)
Mr. C. W. Archer, C.P.C. Vice-Chairman (Fairfield)
Mrs. Bonnie-Leigh Jones, (Tuckahoe)
Mr. E. Ray Jernigan, C.P.C., (Varina)
Mr. R. Joseph Emerson, Jr., Director of Planning, Secretary
Mr. David A. Kaechele (Three Chopt)
Board of Supervisors Representative

Member Absent: Mr. Tommy Branin (Three Chopt)

Others Present: Mr. David D. O'Kelly, Assistant Director of Planning
Ms. Leslie A. News, CLA, Principal Planner
Mr. Kevin D. Wilhite, C.P.C., AICP, County Planner
Mr. Michael F. Kennedy, County Planner
Ms. Christina L. Goggin, AICP, County Planner
Mr. Tony Greulich, C.P.C., County Planner
Mr. Matt Ward, County Planner
Mr. Gregory Garrison, County Planner
Mr. Lee Pambid, C.P.C., County Planner
Ms. Aimee Berndt, County Planner
Mr. Tommy Catlett, Assistant Traffic Engineer
Mr. Jonathan W. Steele, G.I.S. Manager
Ms. Kim Vann, Henrico Police
Ms. Holly Zinn, Recording Secretary

5
6 **Mr. David A. Kaechele, the Board of Supervisors' representative, abstains from**
7 **voting on all cases unless otherwise noted.**
8

9 Mr. Vanarsdall - Good morning, everybody. Welcome to the first meeting of
10 the Planning Commission for Plans of Development (POD) and Subdivisions for 2010.
11 I'd like to welcome my fellow Commissioners and Mr. Kaechele, who is on the Board of
12 Supervisors and immediate past chairman of the Board of Supervisors. He'll sit with us
13 representing the Board this year to keep us straight. Welcome, Mr. Kaechele—
14

15 Mr. Kaechele - Thank you.
16

17 Mr. Vanarsdall - —Joe Emerson, our secretary, Director of Planning, and the
18 Assistant Director behind us, Dave O'Kelly. Then, our unsung heroes over here on my
19 right, the staff who does all the work and gets us to where we are this morning. Good
20 morning, Ms. News. Having said that, I'd like to ask everyone to stand and Pledge
21 Allegiance to our Flag.
22

59 At the request of the applicant, the Planning Commission deferred POD-29-09, Surrey
60 Lea, to its February 24, 2010 meeting.

61
62 Ms. News - The next item is on page 11 of your agenda and is located in
63 the Three Chopt District. This is POD-41-07, Pouncey Place, Phase I. The applicant
64 has requested a deferral to the February 24, 2010 meeting.

65
66 **PLAN OF DEVELOPMENT AND MASTER PLAN**
67 *(Deferred from the November 18, 2009 Meeting)*
68

POD-41-07
POD2007-00101
Pouncey Place, Phase I –
Pouncey Tract Rd. and
Twin Hickory Lake Dr.
(POD-57-86 Rev.)

Bay Design Group, P.C. for Pouncey Place, LLC:
Request for approval of a plan of development and master
plan, as required by Chapter 24, Section 24-106 of the
Henrico County Code, to construct a shopping center with
Phase 1 consisting of 3 one-story buildings totaling 32,500
square feet and a future phase consisting of 2 one-story
buildings totaling 57,200 square feet. The 9.89-acre site is
located on the southeast corner of Pouncey Tract Road
(State Route 271) and Twin Hickory Lake Drive on parcel
740-765-2150 and part of parcel 740-765-7333. The
zoning is B-2C, Business District (Conditional), A-1,
Agricultural District, and WBSO, West Broad Street
Overlay District. County water and sewer. **(Three Chopt)**

69
70 Mr. Vanarsdall - Anyone in opposition to POD-41-07, Pouncey Place, Phase
71 I, in the Three Chopt District? You're in opposition of deferring the case? All we're
72 going to do is defer it. Are you in opposition of deferment? Do you have a question?
73 Mr. Jernigan, how do you want to handle that? Do you want to see what the question
74 is?

75
76 Mr. Jernigan - Let's put it in rotation with the rest of the cases. We only
77 have four cases to hear. Let's put it in rotation.

78
79 Mr. Vanarsdall - We'll hear it whenever it comes up.

80
81 **THIS CASE WAS REMOVED FOR FURTHER DISCUSSION LATER DURING THIS**
82 **MEETING (SEE PAGE 19 OF THESE MINUTES).**

83
84 Ms. News - The next item is on page 14 of your agenda and is located in
85 the Three Chopt District. This is POD-38-09, Christ Church Episcopal Youth Center.
86 The applicant has requested a deferral to the February 24, 2010 meeting.

87
88

89 **PLAN OF DEVELOPMENT**

90

POD-38-09
POD2009-00403
Christ Church Episcopal
Youth Center – 5000
Pouncey Tract Road
(POD-63-08 Rev.)

Borden Engineering, PLC for Christ Church Episcopal:
Request for approval of a plan of development, as required
by Chapter 24, Section 24-106 of the Henrico County
Code, to construct a one-story 6,640 square foot youth
center on the site of an existing church. The 11.98-acre
site is located on the west line of Pouncey Tract Rd. (State
Route 271) at the northwest quadrant of its intersection
with Shady Grove Rd., on parcel 738-769-3891. The
zoning is A-1, Agricultural District. County water and
sewer. **(Three Chopt)**

91

92 Mr. Vanarsdall - Anyone in the audience in opposition to the deferral of POD-
93 38-09, Christ Church Episcopal Youth Center, in the Three Chopt District? All right, I'll
94 entertain a motion.

95

96 Mr. Jernigan - Mr. Chairman, I'll move for deferral of case POD-38-09,
97 Christ Church Episcopal Youth Center, to February 24, 2010, by request of the
98 applicant.

99

100 Mrs. Jones - Second.

101

102 Mr. Vanarsdall - Motion by Mr. Jernigan, seconded by Mrs. Jones. All in
103 favor say aye. All opposed say no. The ayes have it; the motion passes.

104

105 At the request of the applicant, the Planning Commission deferred POD-38-09, Christ
106 Church Episcopal Youth Center, to its February 24, 2010 meeting.

107

108 Ms. News - Staff is not aware of any further deferral requests.

109

110 Mr. Emerson - Mr. Chairman, that takes us to the next item on your agenda,
111 which are the expedited items. Those will also be presented by Ms. Leslie News.

112

113 Ms. News - Sir, we have 4 items on our expedited agenda this morning.
114 The first item is found on page 3 of your agenda and is located in the Tuckahoe District.
115 This is a transfer of approval for POD-64-86, Oaks at Gayton Apartments (formerly
116 Gayton Apartments of Potomac Hunt Apartments). Staff can recommend approval.

117

118

119 **TRANSFER OF APPROVAL**

120

POD-64-86
POD2009-00393
Oaks at Gayton
Apartments (Formerly
Gayton Apartments
(Potomac Hunt
Apartments)) – 12520
Gayton Road

Robert W. Hughes, Esq. for Culpeper Farms, LLC:
Request for transfer of approval as required by Chapter
24, Section 24-106 of the Henrico County Code from The
Carter Group, Gayton Road Assoc., LP, Security Capital
Atlantic, and CAPREIT Gayton, LP to Culpeper Farms,
LLC. The 16.23-acre site is located on the west line of
Gayton Road, approximately 700 feet north of Ridgefield
Parkway, on parcel 731-752-9790. The zoning is R-5,
General Residence District. County water and sewer.
(Tuckahoe)

121

122 Mr. Vanarsdall - Any opposition to POD-64-86, Oaks at Gayton Apartments
123 (formerly Gayton Apartments/Potomac Hunt Apartments)? No opposition.

124

125 Mrs. Jones - I move for approval of transfer of approval POD-64-86,
126 POD2009-00393, for Oaks at Gayton Apartments (formerly Gayton
127 Apartments/Potomac Hunt Apartments), on the expedited agenda.

128

129 Mr. Jernigan - Second.

130

131 Mr. Vanarsdall - Motion by Mrs. Jones, seconded by Mr. Jernigan. All in
132 favor say aye. All opposed say no. The ayes have it; the motion passes.

133

134 The Planning Commission approved the transfer of approval request for POD-64-86,
135 Oaks at Gayton Apartments (formerly Gayton Apartments/Potomac Hunt Apartments)
136 from The Carter Group, Gayton Road Assoc., LP, Security Capital Atlantic, and
137 CAPREIT Gayton, LP to Culpeper Farms, LLC, subject to the standard and added
138 conditions previously approved.

139

140 Ms. News - The next item is on page 8 of your agenda and is located in
141 the Three Chopt District. This is landscape and lighting plan LP/POD-70-08, The
142 Learning Experience at Lauderdale Square Shopping Center. Staff recommends
143 approval.

144

145

174 **PLAN OF DEVELOPMENT**

175

POD-03-10
POD2009-00442
Little Caesars at
Woodman Road – 9514
Woodman Road
(POD-86-75 Rev.)

Resource International for JD Properties, LP and Robert C. Peery, Jr.: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to add drive-through facilities and provide driveway improvements for an existing 2,510 square foot restaurant building. The 0.72-acre site is located on the west line of Woodman Rd., approximately 240 feet north of Hungary Rd. on parcel 773-759-9426. The zoning is B-2C District (Conditional). County water and sewer. **(Brookland)**

176

177 Mr. Vanarsdall - Anyone in opposition to POD-03-10, Little Caesars at
178 Woodman Road (POD-86-75 Rev.), in the Brookland District? All right. I move that
179 POD-03-10, Little Caesars at Woodman Road (POD-86-75 Rev.), be approved on the
180 expedited agenda. In the addendum, staff recommends approval and has received the
181 revised plans. I recommend standard conditions for developments of this type and the
182 following conditions # 29, #30, #31, #32, and #33.

183

184 Mr. Jernigan - Second, Mr. Chairman.

185

186 Mr. Vanarsdall - Motion by Mr. Vanarsdall, seconded by Mr. Jernigan. All in
187 favor say aye. All opposed say no. The ayes have it; the motion passes.

188

189 The Planning Commission approved POD-03-10, Little Caesars at Woodman Road
190 (POD-86-75 Rev.), subject to the annotations on the plans, the standard conditions
191 attached to these minutes for developments of this type, and the following additional
192 conditions:

193

194 29. A concrete sidewalk meeting County standards shall be provided along the west
195 side of Woodman Road.

196 30. Outside storage shall not be permitted.

197 31. The proffers approved as a part of zoning case C-70C-86 shall be incorporated in
198 this approval.

199 32. In the event of any traffic backup which blocks the public right-of-way as a result of
200 congestion caused by the drive-up facilities, the owner/occupant shall close the
201 drive-up facilities until a solution can be designed to prevent traffic backup.

202 33. The location of all existing and proposed utility and mechanical equipment
203 (including HVAC units, electric meters, junction and accessory boxes,
204 transformers, and generators) shall be identified on the landscape plans. All
205 equipment shall be screened by such measures as determined appropriate by the
206 Director of Planning or the Planning Commission at the time of plan approval.

207

208 Ms. News - The final item is on page 15 of your agenda and is located in
209 the Varina District. This is SUB-01-10, Highland Springs (January 2010 Plan). There is

210 an addendum item on page 3 of your addendum, which includes a revised plan and
211 recommendation. The revised plan provides for right-of-way as required by the
212 Department of Public Works, Traffic Division, including 25 feet of right-of-way from the
213 centerline of North Bridge Street to match the existing right-of-way, and 27.5 feet of
214 right-of-way from the centerline of West Washington Street. Previous comments
215 regarding required street widening and other improvements have been rescinded and,
216 therefore, are no longer required by Public Works. With that, staff can recommend
217 approval.

218

219 **SUBDIVISION**

220

SUB-01-10
Highland Springs
(January 2010 Plan)
209 Bridge Street

Engineering Design Associates for Robert H. Jones:
The 0.49-acre site proposed for a subdivision of 2 single-
family homes is located on the south line of West
Washington Street, at the southeast quadrant of its
intersection with Bridge Street, on parcel 823-727-1417.
The zoning is R-4, One Family Residence District. County
water and sewer. **(Varina) 2 Lots**

221

222 Mr. Vanarsdall - Anyone in the audience in opposition to SUB-01-10,
223 Highland Springs (January 2010 Plan)? No one in opposition. Mr. Jernigan.

224

225 Mr. Jernigan - Mr. Chairman, I move for approval of SUB-01-10, Highland
226 Springs (January 2010 Plan), subject to the standard conditions for subdivisions served
227 by public utilities, the following additional condition #13, and on the addendum that there
228 will be no road improvements and the centerline.

229

230 Mr. Archer - Second.

231

232 Mr. Vanarsdall - Motion by Mr. Jernigan, seconded by Mr. Archer. All in favor
233 say aye. All opposed say no. The ayes have it; the motion passes.

234

235 The Planning Commission granted conditional approval to SUB-01-10, Highland
236 Springs (January 2010 Plan), subject to the standard conditions attached to these
237 minutes for subdivisions served by public utilities, the annotations on the plans, and the
238 following additional condition:

239

240 13. Each lot shall contain at least 8,000 square feet.

241

242 Ms. News - That completes our expedited agenda.

243

244 Mr. Vanarsdall - Thank you, Ms. News.

245

246 Mr. Emerson - Mr. Chairman, that takes you to your next item, which is
247 Subdivision Extensions. Those will be presented by Mr. Lee Pambid.

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**SUBDIVISION EXTENSIONS OF CONDITIONAL APPROVAL
FOR PLANNING COMMISSION APPROVAL –
SUBDIVISION WITHDRAWAL REQUEST**

Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District
SUB2008-00155 (SUB-008-04) Gill Dale Forest (September 2004 Plan)	35	35	5	Varina

254
255
256
257

FOR INFORMATIONAL PURPOSES ONLY – SUBDIVISION EXTENSIONS

Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District	Recommended Extension
SUB2008-00177 (SUB-014-04) Grey Oaks (Formerly XYZ Subdivision) (January 2004 Plan)	208	70	2	Three Chopt	07/01/2014
SUB2008-00183 (SUB-001-01) Lafayette Park (Formerly Malvern Hill Manor) (January 2001 Plan)	121	80	8	Varina	07/01/2014
SUB2008-00134 (SUB-004-06) Shady Oaks Farm (January 2006 Plan)	16	16	3	Varina	07/01/2014
SUB2008-00135 (SUB-005-05) Westin (January 2005 Plan)	34	34	4	Three Chopt	07/01/2014

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Mr. Vanarsdall -

Good morning, Mr. Pambid.

Mr. Pambid -

Good morning, Mr. Chairman, and members of the Planning Commission. We have a total of 5 items this morning, and one requires Commission

263 action. First of all, this is something new. The map indicates the location of the
264 subdivisions that are presented for the Extensions of Approval. Four subdivision
265 extensions of conditional approval are entitled to be extended to the July 1, 2014 date,
266 per the new legislation. On page 2 of your addendum, a correction has been made to
267 the number of remaining lots to the Grey Oaks (formerly XYZ Subdivision) (January
268 2004 Plan) from 87 to 70 lots. These are for informational purposes only and do not
269 require Commission action at this time.

270
271 One item requiring Planning Commission action is the request for withdrawal of SUB-
272 008-04, Gill Dale Forest (September 2004 Plan). This is a conditional subdivision. It has
273 been extended five previous times, and the applicant has requested that the Planning
274 Commission withdraw its approval, as they no longer intend to proceed. The applicant,
275 Dickie Turner, is here to answer any questions you might have regarding that.

276
277 This concludes my presentation. Staff can now field any questions you have regarding
278 this.

279
280 Mr. Vanarsdall - Anyone here for this case other than the applicant?

281
282 Mr. Jernigan - If they want to withdraw it, I don't have any questions. With
283 that, Mr. Chairman, I will move for approval of withdrawal of SUB-008-04, Gill Dale
284 Forest (September 2004 Plan).

285
286 Mrs. Jones - Second.

287
288 Mr. Vanarsdall - Motion by Mr. Jernigan, seconded by Mr. Archer. All in favor
289 say aye. All opposed say no. The ayes have it; the motion passes.

290
291 At the request of the applicant, the Planning Commission withdrew SUB-008-04, Gill
292 Dale Forest (September 2004 Plan), from further consideration by the Commission.

293
294 Mr. Vanarsdall - Thank you, Mr. Pambid.

295
296 Mr. Emerson - Mr. Chairman, that now takes us into your regular agenda
297 on, I believe, page 4. It's also on amended agenda page 1.

298
299

300 **LANDSCAPE & LIGHTING PLAN**

301 LP/POD-25-08
POD2009-00401
POD2009-00402
The Corner at Short Pump
– 11801 W. Broad Street

Bignell, Watkins, Hasser for Archon Group: Request for approval of a landscape and lighting plan, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code. The 41.07-acre site is located on the southwest corner of the intersection of W. Broad Street (U. S. Route 250) and Lauderdale Drive, on parcel 736-762-2022. The zoning is B-2C, Business District (Conditional), RTHC, Residential Townhouse District (Conditional), and WBSO, West Broad Street Overlay District. County water and sewer. **(Three Chopt)**

302
303 Mr. Vanarsdall - Good morning. Anyone in the audience in opposition to
304 LP/POD-25-08, The Corner at Short Pump? This is a landscape and lighting plan in the
305 Three Chopt District. No opposition.

306
307 Mr. Garrison - Mr. Chairman and Planning Commission members, the
308 applicant is requesting approval of a landscape and lighting plan for POD-25-08. The
309 applicant held a community meeting on January 11, 2010 to present the landscape and
310 lighting plan to the Wellesley Community. In general, most seemed pleased with the
311 plan, and to date, staff has not received any phone calls in opposition to this landscape
312 and lighting plan.

313
314 There is a revised plan that addresses staff's initial comments regarding provision of
315 decorative light fixtures and relocated plant material due to conflicts with utility
316 easements and grading. The plan in your addendum has staff's comments in response
317 to this revised plan.

318
319 The applicant has requested the landscape and lighting plan be completed in two
320 phases to mitigate damage to the plant material and lighting fixtures during future
321 construction. The first phase will include interior landscaping for the Kroger, the entire
322 western buffer, and Three Chopt buffer, including landscaping that addresses screening
323 of the service aisle behind Building F adjacent to Three Chopt Road, and most of the
324 plant material for the Lauderdale and West Broad Street buffers. Keep in mind that any
325 plant material proposed within approximately 20 feet of Buildings A, B, and C will not be
326 installed with Phase 1.

327
328 The second phase will include all the remaining interior parking lot landscaping, lighting
329 fixtures, hardscape, and remaining West Broad Street and Lauderdale plant material.
330 Due to the minimal amount of material included in Phase 2, this phase will be reviewed
331 administratively.

332
333 The applicant and landscape architect are aware that some minor revisions are
334 necessary prior to final approval of the landscape plan and have agreed to work with
335 staff in response to the most recent comments. With that, staff can recommend

336 approval subject to the annotations on the plans, standard conditions for landscape and
337 lights plans, and added conditions 6 and 7.

338

339 I'm available to answer any questions, and the representative of the applicant is
340 available also.

341

342 Mr. Vanarsdall - Questions for Mr. Garrison by Commission members?

343

344 Mrs. Jones - I have a quick question. Mr. Garrison, you said that minor
345 revisions are still needed to the landscaping plan?

346

347 Mr. Garrison - Yes, ma'am.

348

349 Mrs. Jones - Okay. The applicant has agreed to do the plan with staff?

350

351 Mr. Garrison - Yes, ma'am.

352

353 Mrs. Jones - Work through it administratively?

354

355 Mr. Garrison - Yes, ma'am.

356

357 Mrs. Jones - And you certainly expect cooperation with all that?

358

359 Mr. Garrison - I do.

360

361 Mrs. Jones - This is a very important parcel. It's a very visible parcel. I
362 want to make sure your satisfaction will be handled well.

363

364 Mr. Garrison - That comment has been emphasized. The applicant is
365 aware that this is an important, prominent piece of property.

366

367 Mrs. Jones - He may be able to come up and speak to it. Thank you.

368

369 Mr. Kaechele - Is the applicant here?

370

371 Mr. Garrison - Yes, sir.

372

373 Mr. Kaechele - Could you come up and verify that?

374

375 Mr. Theobald - Mr. Chairman, ladies and gentlemen, I'm Jim Theobald here
376 on behalf of Archon. We have been working—

377

378 Mr. Vanarsdall - Good morning, Mr. Theobald.

379

380 Mr. Theobald - Good morning, sir. We've been working with Mr. Garrison for
381 quite some time to make sure we get this right. I think, if I'm not mistaken, they're

382 meeting after this meeting to work on those few remaining details. My understanding
383 from Mr. Garrison is it's more with regard to swapping out some species that perhaps
384 provide either better coverage or better opportunities to survive our climate rather than
385 large issues. Keep in mind that what we're doing here is fairly unique for a site this
386 large. The Kroger store is coming out of the ground now, but we're doing all the
387 perimeter landscaping except in a very narrow area where it gets too close to a building
388 line, so that we don't kill landscaping when we go back in. We intend to plant this stuff
389 in April, if at all possible. The Wellesley residents were hugely excited and, I think,
390 surprised when they heard that the entire perimeter was going in this spring. As you can
391 see, they've registered no complaints. In fact, at the meeting they were quite laudatory.
392 We acknowledge we have a few things to work out. Hopefully that can get done this
393 morning.

394
395 I'm happy to answer any questions. We also have the experts here.

396
397 Mr. Vanarsdall - Any questions for Mr. Theobald?

398
399 Mrs. Jones - Thank you. I appreciate that commitment.

400
401 Mr. Theobald - Sure.

402
403 Mr. Vanarsdall - Thank you, Mr. Theobald.

404
405 Mrs. Jones - With no more questions from the Commission, I'd like to
406 move for approval of LP/POD-25-08, for POD2009-00401, POD2009-00402, The
407 Corner at Short Pump. I'd like to move for approval with standard conditions for
408 landscape and lighting plans, the additional conditions #6 and #7 on the agenda, with
409 the notation on the addendum on page 1, and the notes on the plan.

410
411 Mr. Jernigan - Second.

412
413 Mr. Vanarsdall - Motion by Mrs. Jones, seconded by Mr. Jernigan. All in
414 favor say aye. All opposed say no. The ayes have it; the motion passes.

415
416 The Planning Commission approved the landscape plan for LP/POD-25-08, The Corner
417 at Short Pump, subject to the standard conditions attached to these minutes for
418 landscape and lighting plans, and the following additional conditions:

- 419
420 6. Phase 1 landscaping and lighting shall be complete prior to issuance of a
421 certificate of occupancy for the Kroger building.
422 7. Phase 2 landscaping and lighting shall be complete prior to issuance of a
423 certificate of occupancy for any additional buildings, unless an additional phasing
424 plan is approved by the Director of Planning.

425
426

454 Mrs. Jones - Mr. Garrison, has the applicant agreed to the enhanced
455 landscaping?
456

457 Mr. Garrison - Yes, and Jeff Staub is available to answer any questions. It
458 would just be in this area. You can see how the parking encroaches a little bit here.
459 Even though the buffer is reduced, we can still get some plant material, shrubs and
460 such, but with that Virginia Power easement, they're not going to be able to get large
461 trees. We can add plant material up here where this temporary drive aisle is located.
462 That will change, and plant material will be provided in there.
463

464 Mrs. Jones - I just wanted to clarify that. It's an interesting parcel.
465

466 Mr. Garrison - It is a very interesting parcel.
467

468 Mrs. Jones - Thank you.
469

470 Mr. Vanarsdall - Any other questions of Mr. Garrison? If not, we'll need a
471 motion, Mr. Archer.
472

473 Mr. Archer - I would like to speak to the applicant just a moment.
474

475 Mr. Vanarsdall - I'm sorry. Will the applicant come down please?
476

477 Mr. Archer - Good morning, sir.
478

479 Mr. Staub - Good morning. My name is Jeff Staub from Balzer and
480 Associates.
481

482 Mr. Archer - Mr. Staub, I just wanted to reiterate the point Mrs. Jones was
483 making. Mr. Garrison and I talked about this quite a bit yesterday. It is a tough site, and I
484 can understand the reasoning for wanting to have some parking that provides
485 convenience to the entrance. Is that what you're trying to achieve by not moving that?
486

487 Mr. Staub - As you said, it's a very interesting site, and a couple of
488 things are going on. You can see where the temporary parking is. While it is
489 temporary, that location will be fine. However, if you tried to put your permanent parking
490 there, I think it would be more of a traffic hazard as people are coming out of the drive
491 lanes, as well as coming into the site. So not only is it more convenient to move them
492 down even to the buffer a little bit more, but I just think from a safety standpoint that it
493 would be just a little bit more confusing to have it pushed up there and have too many
494 movements happening on the site in that particular location. We have no problem with
495 enhancing the buffer at that spot to move it down and not only make more convenience
496 for the bank users but also embellish that site. The other thing is, I realize, they are
497 eating into the transitional buffer, but that entire R-1 parcel is solid woods. Once you
498 clear that little bit of extra room, you still won't even be able to see Cleveland Street.

499 You're looking at an area that's already solid woods. Even though it is a residential
500 zoning, you're not actually looking into a residential community adjacent.

501
502 Mr. Archer - Mr. Garrison, as you know, is insistent upon that enhanced
503 buffering.

504
505 Mr. Staub - We have no problem with that.

506
507 Mr. Archer - And I am, too. I just wanted to get that on the record sir.

508
509 Mr. Staub - Absolutely.

510
511 Mr. Archer - I think your reasoning is pretty sound. Thank you; I
512 appreciate it.

513
514 Mr. Staub - You bet.

515
516 Mr. Vanarsdall - Thank you.

517
518 Mr. Archer - Mr. Chairman, with that I will move for approval of POD-02-
519 10, 2009-00441, Parham Road BB&T, subject to the conditions on the plan and
520 additional conditions #29 through #34.

521
522 Mr. Jernigan - Second.

523
524 Mr. Vanarsdall - Motion by Mr. Archer, second by Mr. Jernigan. All in favor
525 say aye. All opposed say no. The ayes have it; the motion passes.

526
527 The Planning Commission approved POD-02-10, Parham Road BB&T, subject to the
528 annotations on the plans, the standard conditions attached to these minutes for
529 developments of this type, and the following additional conditions:

530
531 29. The right-of-way for widening of Hungary Road as shown on approved plans
532 shall be dedicated to the County prior to any occupancy permits being issued.
533 The right-of-way dedication plat and any other required information shall be
534 submitted to the County Real Property Agent at least sixty (60) days prior to
535 requesting occupancy permits.

536 30. The temporary parking and related improvements shall be removed from the site
537 within sixty (60) days after the issuance of a certificate of occupancy.

538 31. All temporary improvements shall be removed from the site no more than one
539 year after approval of the construction plans, regardless of the status of the
540 occupancy permit, unless an extension is granted by the Director of Planning.

541 32. In the event of any traffic backup which blocks the public right-of-way as a result
542 of congestion caused by the drive-up teller facilities, the owner/occupant shall
543 close the drive-up teller facilities until a solution can be designed to prevent traffic
544 backup.

545 33. The owners shall not begin clearing of the site until the following conditions have
546 been met:

547

548 (a) The site engineer shall conspicuously illustrate on the plan of development
549 or subdivision construction plan and the Erosion and Sediment Control
550 Plan, the limits of the areas to be cleared and the methods of protecting
551 the required buffer areas. The location of utility lines, drainage structures
552 and easements shall be shown.

553 (b) After the Erosion and Sediment Control Plan has been approved but prior
554 to any clearing or grading operations of the site, the owner shall have the
555 limits of clearing delineated with approved methods such as flagging, silt
556 fencing or temporary fencing.

557 (c) The site engineer shall certify in writing to the owner that the limits of
558 clearing have been staked in accordance with the approved plans. A copy
559 of this letter shall be sent to the Department of Planning and the
560 Department of Public Works.

561 (d) The owner shall be responsible for the protection of the buffer areas and
562 for replanting and/or supplemental planting and other necessary
563 improvements to the buffer as may be appropriate or required to correct
564 problems. The details shall be included on the landscape plans for
565 approval.

566 34. The location of all existing and proposed utility and mechanical equipment
567 (including HVAC units, electric meters, junctions and accessory boxes,
568 transformers, and generators) shall be identified on the landscape plan. All
569 building mounted equipment shall be painted to match the building, and all
570 equipment shall be screened by such measures as determined appropriate by
571 the Director of Planning or the Planning Commission at the time of plan approval

572

573 PLAN OF DEVELOPMENT

574

POD-33-09

POD2009-00370

Kroger Fuel Center at
Laburnum Square
Shopping Center– 4816 S.
Laburnum Avenue

Balzer and Associates, Inc. for Laburnum Square, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to demolish a portion of an existing building and construct a fuel center in an existing shopping center. The 2.83-acre site is located on the north line of Williamsburg Road (U. S. Route 60), approximately 800 feet west of S. Laburnum Avenue, on part of parcel 815-714-7661. The zoning is B-2, Business District; B-3, Business District; and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

575

576 Mr. Vanarsdall - Anyone in the audience in opposition to POD-33-09,
577 POD2009-00370, Kroger Fuel Center at Laburnum Square Shopping Center in the
578 Varina District? Good morning, Ms. Berndt.

579

580 Ms. Berndt - Good morning. The applicant proposes to modify the
581 existing Laburnum Square Shopping Center to allow a Kroger Fueling Station adjacent
582 to the Williamsburg Road entrance at this end of the site. The former buffet restaurant at
583 the southernmost part of the shopping center will be demolished to allow the space, and
584 it will have your traditional pump islands and attendants' kiosk to serve that area.

585
586 Staff had some concerns regarding the amount of outdoor display of merchandise on
587 the site due to some safety issues such as visibility and circulation. The applicant has
588 worked closely with staff to limit the outdoor display of merchandise. This is shown on
589 the kiosk plan here. This outdoor display would include three shelf displays that are low
590 level below the window height and two vending machines out here at the pump island.
591 This display merchandise for sale is not to be confused with open air outdoor storage of
592 bulk merchandise or equipment on pallets and such. That is not permitted by code. The
593 display of merchandise for sale and vending machines as proposed on the kiosk layout
594 meet all code requirements with regard to location and quantity.

595
596 Should the Commission act on this request, staff recommends approval subject to the
597 annotations on the plan, standard conditions for developments of this type, and
598 additional conditions 29 through 31 in your agenda, as well as the additional conditions
599 32 and 33 in the addendum, which are the standard conditions applicable to shopping
600 centers. Chris Shust from Balzer and Associates, and Fenton Childers from Kroger are
601 here to answer any questions you may have of the applicant. I'm happy to answer
602 questions the Commission may have of me.

603
604 Mr. Vanarsdall - Any questions for Ms. Berndt from the Commission?

605
606 Mr. Jernigan - I don't have any.

607
608 Mr. Vanarsdall - Thank you, Ms. Berndt. I'd like to ask the gentleman from
609 Kroger to come forward. Would you state your name, please?

610
611 Mr. Childers - Fenton Childers with Kroger Company.

612
613 Mr. Vanarsdall - That's the only question I had. I wanted them to know that
614 you came down from Roanoke this morning, and that if any of the rest of you have a
615 Kroger coming up in your district, don't contact anybody but him. He'll take care of it.
616 We had a nice meeting, and I appreciate that.

617
618 Mr. Childers - Thank you. I appreciate your support.

619
620 Mr. Vanarsdall - Are you going back today?

621
622 Mr. Childers - Yes, sir.

623
624 Mr. Vanarsdall - It takes you three hours?

625

626 Mr. Childers - Yes, sir. It's all uphill.
627
628 Mr. Vanarsdall - I was going to tell you, I knew you got here quick.
629
630 Mr. Jernigan - Quicker coming down than it is going back.
631
632 Mr. Vanarsdall - He said he uses hardly any gas coming down. He drives a
633 Rolls Royce, and it's hard on the gas going back. Thank you, Fenton.
634
635 Mr. Jernigan - I wanted to let the rest of the Commissioners know. Mr.
636 Vanarsdall and I and Mr. Theobald and Mr. Childers, we met and went over this. We
637 knew we had had some problems with the displays on the Kroger Centers. We went
638 over and sat down and came up with what we think will be good for all districts. It was a
639 very good meeting. Mr. Theobald and Mr. Vanarsdall appreciate you all showing up for
640 that. I think from now on we can breeze these along a little easier.
641
642 With that, I will move for approval of POD-33-09, POD2009-00370, Kroger Fuel Center
643 at Laburnum Square Shopping Center, subject to the standard conditions for
644 developments of this type, the following additional conditions #29 through #31, and the
645 addition of conditions #32 and #33 on the addendum.
646
647 Mr. Archer - Second.
648
649 Mr. Vanarsdall - Motion by Mr. Jernigan, second by Mr. Archer. All in favor
650 say aye. All opposed say no. The ayes have it; the motion passes.
651
652 The Planning Commission approved POD-33-09, Kroger Fuel Center at Laburnum
653 Square Shopping Center, subject to the annotations on the plans, the standard
654 conditions attached to these minutes for developments of this type, and the following
655 additional conditions:
656
657 29. Outside storage shall not be permitted.
658 30. The conceptual master plan, as submitted with this application, is for planning
659 and information purposes only.
660 31. The location of all existing and proposed utility and mechanical equipment
661 (including HVAC units, electric meters, junctions and accessory boxes,
662 transformers, and generators) shall be identified on the landscape plan. All
663 building mounted equipment shall be painted to match the building, and all
664 equipment shall be screened by such measures as determined appropriate by
665 the Director of Planning or the Planning Commission at the time of plan approval
666 32. Only retail business establishments permitted in a B-3 zone may be located in this
667 center.
668 33. The ground area covered by all the buildings shall not exceed in the aggregate 25
669 percent of the total site area.
670

671 CONTINUATION OF CASE POD-41-07, BAY DESIGN GROUP FOR PONCEY
672 PLACE, PHASE 1 FROM PAGE 3.

673
674 Mr. Emerson - Mr. Chairman, that now takes you to page 11 of your regular
675 agenda to POD-41-07, Bay Design Group for Pouncey Place, LLC, that was on your
676 deferral agenda. I understand staff has now worked out any questions that the folks in
677 the audience had, and you can move forward with the deferral.

678
679 **PLAN OF DEVELOPMENT AND MASTER PLAN**
680 *(Deferred from the November 18, 2009 Meeting)*
681

682 683 684 685 686 687 688	POD-41-07 POD2007-00101 Pouncey Place, Phase I -- Pouncey Tract Rd. and Twin Hickory Lake Dr. (POD-57-86 Rev.)	Bay Design Group, P.C. for Pouncey Place, LLC: Request for approval of a plan of development and master plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a shopping center with Phase 1 consisting of 3 one-story buildings totaling 32,500 square feet and a future phase consisting of 2 one-story buildings totaling 57,200 square feet. The 9.89-acre site is located on the southeast corner of Pouncey Tract Road (State Route 271) and Twin Hickory Lake Drive on parcel 740-765-2150 and part of parcel 740-765-7333. The zoning is B-2C, Business District (Conditional), A-1, Agricultural District, and WBSO, West Broad Street Overlay District. County water and sewer. (Three Chopt)
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682
683 Mr. Vanarsdall - That's wonderful. A good way to work it.

684
685 Mr. Jernigan - Do you need a motion now, Mr. Chairman?

686
687 Mr. Vanarsdall - Yes, sir.

688
689 Mr. Jernigan - Okay. With that, I will move for deferral of case POD-41-07,
690 Pouncey Place, Phase 1, in the Three Chopt District to February 24, 2010, by request of
691 the applicant.

692
693 Mrs. Jones - Second.

694
695 Mr. Vanarsdall - Motion by Mr. Jernigan, second by Mrs. Jones. All in favor
696 say aye. All opposed say no. The ayes have it; the motion passes.

697
698 At request of the applicant, the Planning Commission deferred POD-41-07, Pouncey
699 Place, Phase 1, to its February 24, 2010 meeting.

700
701

702
703

PLAN OF DEVELOPMENT AND TRANSITIONAL BUFFER DEVIATION

POD-04-10
POD2009-00440
Thalhimer Plaza –
11100 W. Broad Street
(U.S. Route 250)
(POD-12-84 Rev.)

Balzer and Associates, Inc. for 11100 West Broad, LC:
Request for approval of a plan of development and transitional buffer deviation, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code, to demolish a portion of an existing building, renovate the remaining building for a one story 52,672 square-foot trade school and two story 11,693 square-foot administrative offices, and to expand the parking lot. The transitional buffer deviation would permit a reduction in the width of the transitional buffer adjacent to I-64. The 8.49-acre site is located on the north line of W. Broad Street (U.S. Route 250), approximately 500 feet east of Brookriver Drive, on parcel 744-761-3043. The zoning is M-1, Light Industrial District. County water and sewer.
(Three Chopt)

704

705 Mr. Vanarsdall - Anyone in the audience in opposition to POD-04-10,
706 POD2009-00440, Thalhimer Plaza, in the Three Chopt District? The old S&K building.
707 Good morning again, Ms. Berndt.

708

709 Ms. Berndt - Good morning, again. The applicant wishes to demolish a
710 portion of the former S&K Warehouse building to provide additional parking on site for
711 the proposed Stratford College Trade School and to allow the continued use of the
712 office portion of the building, which is the triangular portion on the site.

713

714 This proposal includes building footprint and parking layout changes, as well as a
715 façade renovation, which will add some face brick, some glass, and some metal accents
716 to an otherwise EIFS building.

717

718 The transitional buffer deviation is requested by the applicant to allow additional parking
719 and BMP upgrades. The 50-foot transitional buffer is required along Interstate 64,
720 which is technically zoned A-1. The subject site is M-1. This transitional buffer may be
721 reduced at the discretion of the Planning Commission. The existing parking lot
722 encroaches 20 feet into the required 50-foot transitional buffer as-is at this portion here,
723 but it maintains a 30-foot separation between parking and the property line. The
724 applicant would continue to maintain this 30-foot buffer with any proposed parking lot
725 additions.

726

727 The Department of Public Works also has required the applicant to upgrade the existing
728 basin at the corner of the site at I-64 and Broad. This is to meet current design
729 standards. This will require the footprint of the pond to be enlarged to encroach further
730 into the transitional buffer as well. The applicant requests a transitional buffer deviation
731 of 40 feet strictly for the purposes of allowing the BMP within 10 feet of the property line.
732 Staff has no objection to this request.

733
734 Should the Commission approve the transitional buffer deviation, staff recommends
735 approval subject to the annotations on the plan, standard conditions for developments
736 of this type, and additional conditions 20 through 33 in your agenda. Jeff Staub from
737 Balzer and Associates, the applicant's architect, Jack Shady, and Drew Wiltshire from
738 Thalhimer are all here to speak on behalf of the transitional buffer deviation request. I'm
739 happy to answer any questions the Commission may have of me.

740
741 Mr. Vanarsdall - Any questions for Ms. Berndt?

742
743 Mr. Jernigan - Ms. Berndt, in the discussions with Mr. Branin, was there
744 anything that came up? Was everything pretty clean?

745
746 Ms. Berndt - No. They spoke individually one-on-one, and it was my
747 understanding that there were no outstanding issues.

748
749 Mr. Emerson - Mr. Jernigan, I also spoke to Mr. Branin yesterday, and he
750 was comfortable with this case.

751
752 Mr. Jernigan - Okay, that's good. All right, then, I don't have any additional
753 questions.

754
755 Mr. Vanarsdall - All right.

756
757 Mr. Jernigan - Mr. Chairman, with that, I will move for approval of POD-04-
758 10, POD2009-00440, Thalhimer Plaza, at 11100 West Broad Street, subject to the
759 annotations on the plan, standard conditions for developments of this type, and the
760 following additional conditions #29 through #33.

761
762 Mrs. Jones - Second.

763
764 Mr. Vanarsdall - Motion by Mr. Jernigan, second by Mrs. Jones. All in favor
765 say aye. All opposed say no. The ayes have it; the motion passes.

766
767 The Planning Commission approved POD-04-10, Thalhimer Plaza, subject to the
768 annotations on the plans, the standard conditions attached to these minutes for
769 developments of this type, and the following additional conditions:

- 770
771 29. Outside storage shall not be permitted.
772 30. The certification of building permits, occupancy permits and change of
773 occupancy permits for individual units shall be based on the number of parking
774 spaces required for the proposed uses and the amount of parking available
775 according to approved plans.
776 31. Evidence of a joint ingress/egress and maintenance agreement must be
777 submitted to the Department of Planning and approved prior to issuance of a
778 certificate of occupancy for this development.

- 779 32. The location of all existing and proposed utility and mechanical equipment
780 (including HVAC units, electric meters, junctions and accessory boxes,
781 transformers, and generators) shall be identified on the landscape plan. All
782 building mounted equipment shall be painted to match the building, and all
783 equipment shall be screened by such measures as determined appropriate by
784 the Director of Planning or the Planning Commission at the time of plan approval.
785 33. Future parking shall be constructed at such time as determined appropriate by
786 the Director of Planning.

787
788 Mr. Vanarsdall - I have one little thing on this. You can't do anything with it,
789 but you may not know this. When S&K was in business out there, Stuart Siegel gave
790 George Bush that blue tie that he wore all the time. I know he liked it because every
791 time you saw him, he had it on. Like I said, you can't do anything with that, but it's good
792 to know. Maybe when you're sitting around the parlor with—

793
794 Mr. Jernigan - A little piece of trivia.

795
796 Mr. Vanarsdall - That's right. When you're sitting in the parlor with nothing to
797 talk about.

798
799 Mr. Emerson - Ms. Berndt, do you know where Thalhimer's offices are
800 moving from?

801
802 Ms. Berndt - Their address is Main Street—so from the City.

803
804 Mr. Jernigan - Welcome.

805
806 Ms. Berndt - Is that all?

807
808 Mr. Jernigan - Thank you.

809
810 Mr. Vanarsdall - Thank you, Ms. Berndt.

811
812 Mr. Emerson - Mr. Chairman, that takes us to the next item on you agenda,
813 which is the approval of minutes for your December 16, 2009 meeting.

814
815 APPROVAL OF MINUTES: December 16, 2009

816
817 Mr. Vanarsdall - Mrs. Jones, do you have any corrections?

818
819 Mrs. Jones - I do not. I am fine with the minutes. If no one else has any, I
820 will move for approval of the minutes as mailed.

821
822 Mr. Archer - Second.

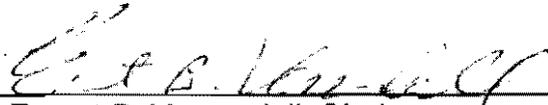
823

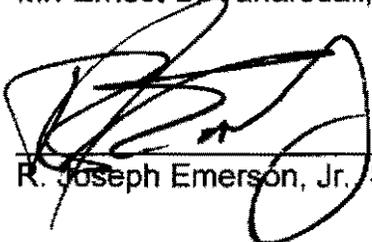
824 Mr. Vanarsdall - Motion by Mrs. Jones, second by Mr. Archer. All in favor say
825 aye. All opposed say no. The ayes have it; the motion passes.
826
827 The Planning Commission approved the December 16, 2009 minutes as submitted.
828
829 Mr. Kaechele - Mr. Chairman, I'll abstain from that vote since I wasn't here.
830
831 Mr. Vanarsdall - Thank you.
832
833 Mr. Emerson - Mr. Chairman, before you adjourn, I would like to remind you
834 we do have a work session scheduled prior to your meeting on the February 11, 2010,
835 which will begin at 6:00 for your public hearing on the CIP. The work session we plan to
836 start at 5:00 p.m., and it will be upstairs in the Manager's conference room. What we're
837 going to present to you essentially is information that you normally don't see, but I
838 thought you might find interesting. It's what I present to the Manager and then to the
839 Board during budget deliberations, which is quite a bit of statistical data. I probably
840 won't bore you with our budget because it's flat and actually decreasing, but I thought
841 you might find some of the other information interesting and also some of the things that
842 are going on in the Planning Department. So we're going to present that information to
843 you, as well as provide you dinner since we're bringing you in early for the work session
844 and then for the public hearing.
845
846 Mr. Vanarsdall - Thank you.
847
848 Mrs. Jones - I'd like to ask when will we have our—
849
850 Mr. Emerson - CIP? I spoke with the budget director yesterday and you
851 should receive it on February 4. We're going to hand-deliver it to you. He promised it to
852 me no later than the afternoon of the 3rd.
853
854 Mrs. Jones - A challenge.
855
856 Mr. Emerson - I impressed that upon him. It's a challenge for them this
857 year, but every year there seems to be a little bit of issue in getting the CIP together and
858 to you in a timely fashion. I have mentioned that to them.
859
860 Mrs. Jones - Thank you.
861
862 Mr. Vanarsdall - This year due to the budget constraints, they were going to
863 just give us one, and we would read it and pass it on to the next Commissioner. That's
864 about five people, and we would finish it by Kite Day in March.
865
866 Mrs. Jones - I'm so glad they decided not to do that.
867

868 Mr. Emerson - I can tell you that the CIP is not a large document this year.
869 It's a large document, but it doesn't have a lot of funded items in it I guess is a better
870 way to put it.
871
872 Mr. Kaechele - Is the meeting on the 11th?
873
874 Mr. Emerson - Yes, sir, the meeting is February 11. The hearing is at 6, and
875 then we have a work session at 5.
876
877 Mr. Vanarsdall - Dinner is served at 5, Mr. Kaechele.
878
879 Mr. Kaechele - Excuse me?
880
881 Mr. Vanarsdall - Dinner is served upstairs at 5.
882
883 Mr. Emerson - I don't have any other items for the Commission.
884
885 Mr. Vanarsdall - Anybody else have anything to offer? Anybody planning to
886 go to New Orleans?
887
888 Mr. Archer - No, but I could change my mind.
889
890 Mr. Emerson - If you are interested, let me know.
891
892 Mr. Jemigan - We do have somebody. Joe, are you going?
893
894 Mr. Emerson - I'm not sure. I may. The Deputy Manager has inquired as to
895 whether or not I should go. He's encouraging me to go. If a member or two of the
896 Commission would like to go, we have funds in this year's budget. So let me know so
897 we can get you registered.
898
899 Mr. Archer - Can we just take the money?
900
901 Mr. Emerson - I don't think that's an option.
902
903 Mr. Archer - I figured we'd just take the money.
904
905 Mr. Vanarsdall - I would expect that from Chris. That's what he wants to do
906 with the cell phone. If we don't have anything else, then, I'll entertain a motion to
907 adjourn.
908
909 Mrs. Jones - So moved.
910
911 Mr. Archer - Second.
912

913 Mr. Vanarsdall - Motion by Mrs. Jones, second by Mr. Archer to adjourn. All
914 in favor say aye. All opposed say no. The ayes have it; the motion passes.

915
916 The meeting is adjourned.

917
918 
919 _____
Mr. Ernest B. Vanarsdall, Chairman

920
921 
922 _____
923 R. Joseph Emerson, Jr. Secretary
924

PLANS OF DEVELOPMENT

A. Standard Conditions for all POD's:

1. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water and sewer. **(when the property is served by public utilities)**
- 1A. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water. The well location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public water system when available within 300 feet of the site/building. **(when not served by public water)**
- 1B. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public sewer. The septic tank location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public sewer when available within 300 feet of the site/building. **(when not served by public sewer)**
2. The Director of the Department of Public Utilities shall approve the plan of development for construction of public water and sewer, prior to beginning any construction of these utilities. The Department of Public Utilities shall be notified at least **48** hours prior to the start of any County water or sewer construction.
3. The parking lot shall be subject to the requirements of Chapter 24, Section 24-98 of the Henrico County Code.
4. The parking spaces shall be marked on the pavement surface with four-inch-wide traffic painted lines. All lane lines and parking lines shall be white in color with the exception that those dividing traffic shall yellow.
5. Sufficient, effectively usable parking shall be provided. If experience indicates the need, additional parking shall be provided.
6. Curb and gutter and necessary storm sewer shall be constructed as shown on approved plans.
7. The plan of development plan shall be revised as annotated on the staff plan dated **January 27, 2010**, which shall be as much a part of this approval as if details were fully described herein. Eight (8) sets of revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised January 2008)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.

9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of Planning for review and Planning Commission approval prior to the issuance of any occupancy permits.
10. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced no later than the next planting season.
11. Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including light spread and intensity diagrams, and fixture specifications and mounting height details shall be submitted for Department of Planning review and approval.
- 11A. **AMENDED** - Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including depictions of light spread and intensity diagrams, and fixture specifications and mounting height details shall be submitted for Department of Planning review and Planning Commission approval.
- 11B. Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including light spread and intensity diagrams, and fixture specifications and mounting heights details shall be revised as annotated on the staff plan and included with the construction plans for final signature. **(For POD which includes lighting plan approval)**
12. All exterior lighting shall be designed and arranged to direct the light and glare away from nearby residential property and streets.
13. The site, including the parking areas, shall be kept clean of litter and debris on a daily basis. Trash container units/litter receptacles and recycling containers shall be maintained with regular pickups scheduled and shall be screened properly on all four sides. The gate(s) shall remain closed except when the receptacle(s) are being filled or serviced and shall be repaired or replaced as necessary. Details shall be included with the final site plan or required landscape plan for review and approval.
14. Required fire lanes shall be marked and maintained in accordance with the Virginia Statewide Fire Prevention Code.
15. Traffic control signs shall be provided as indicated on the Department of Planning Staff plan. All signs shall be fabricated as shown in The National Manual on Uniform Traffic Control Devices for Streets and Highways and The Virginia Supplement to The Manual on Uniform Traffic Control Devices for Streets and Highways.
16. The assigned property number(s) shall be displayed so it is easily readable from the street. If assistance is needed with the address, please contact the Department of Planning at 501-4284. The Planning Department must assign all property addresses. **(Revised January 2008)**
17. The owner shall have a set of plans approved by the Director of Public Works, Public Utilities and Secretary of the Planning Commission available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
18. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.

19. Upon completion of the improvements and prior to the certification of the permanent occupancy permit, the owner shall furnish a statement by the engineer or land surveyor who prepared the POD plan, to the effect that all construction including water and sewer is in conformance to the regulations and requirements of the POD.
20. The approved Plan of Development is granted by the Planning Commission only to the owners(s)/applicant(s) listed on the Plan of Development application on file for this project. Upon written notification to the Director of Planning, the Plan of Development approval may be transferred to subsequent owner(s) subject to approval by this Commission **(Revised July 2007)**.
21. Vehicles shall be parked only in approved and constructed parking spaces.
22. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
23. The site, including paving, pavement markings, signage, curb and gutter, dumpster screens, walls, fences, lighting and other site improvements shall be properly maintained in good condition at all times. Any necessary repairs shall be made in a timely manner.
24. The developer shall provide fire hydrants as required by the Department of Public Utilities and Division of Fire.
25. Insurance Services Office (ISO) calculations shall be included on the final construction plans for approval by the Department of Public Utilities prior to issuance of a building permit.
26. Any necessary off-site drainage and/or water and sewer easements must be obtained in a form acceptable to the County Attorney prior to final approval of the construction plans.
27. The easements for drainage and utilities as shown on approved plans shall be granted to the County in a form acceptable to the County Attorney prior to any occupancy permits being issued. The easement plats and any other required information shall be submitted to the County Real Property Agent at least sixty (60) days prior to requesting occupancy permits.
28. Deviations from County standards for pavement, curb or curb and gutter design shall be approved by the County Engineer prior to final approval of the construction plans by the Department of Public Works.
29. **(Start of miscellaneous conditions)**

STANDARD CONDITIONS FOR LANDSCAPE /LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **January 27, 2010**, which shall be as much a part of this approval as if all details were fully described herein. **Five (5)** sets of **prints** of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

B. In Addition to Item A, the Following Standard Conditions for Approval of All Zero Lot Line Developments shall apply:

29. Roof edge ornamental features that extend over the zero lot line, and which are permitted by Section 24-95(i)(1), must be authorized in the covenants.
30. Eight-foot easements for construction, drainage, and maintenance access for abutting lots shall be provided and shown on the POD plans.
31. Building permit request for individual dwellings shall each include two (2) copies of a layout plan sheet as approved with the plan of development. The developer may utilize alternate building types providing that each may be located within the building footprint shown on the approved plan. Any deviation in building footprint or infrastructure shall require submission and approval of an administrative site plan.
32. Windows on the zero lot line side of the dwelling can only be approved with an exception granted by the Building Official and the Director of Planning during the building permit application process.

C. Standard Conditions for Approval of All Dry Cleaners and Laundries in Addition to Item A:

29. The dry cleaning establishment shall use only non-inflammable cleaning solvents and have fully enclosed cleaning and solvent reclamation processes and fully enclosed pressing equipment with no outside steam exhaust.

D. In addition to Item A, the Following Conditions for Approval of All Shopping Centers Shall Apply:

29. Only retail business establishments permitted in a zone may be located in this center.
30. The ground area covered by all the buildings shall not exceed in the aggregate 25 percent of the total site area.
31. No merchandise shall be displayed or stored outside of the building(s) or on sidewalk(s).

E. In Addition to Item A, the Following Standard Conditions for Approval of All Multi-Family Shall Apply:

29. The unit house numbers shall be visible from the parking areas and drives.
30. The names of streets, drives, courts and parking areas shall be approved by the Richmond Regional Planning District Commission and **such names shall be included on the construction plans prior to their approval.** The standard street name signs shall be installed prior to any occupancy permit approval.

F. In addition to Item A, the Following Standard Conditions for Approval of All Service Station Developments Shall Apply:

29. This business shall not remain in operation after midnight and no exterior signs shall remain lighted after (12:00 midnight - B-1) (1:00 o'clock a.m. - B-2) (no limit - B-3).
30. No merchandise shall be displayed outside of the building except that oil racks will be allowed on the pump islands.
31. This service station shall be used only for the sale of petroleum products and automobile accessories and parts. It shall not be used to sell or rent camping trailers, nor as a base of operation for truck fleets or fuel oil delivery or other such use that is not strictly a service station operation.
32. Only light repair work shall be allowed at this station, including motor tune-up, brake, generator, ignition, and exhaust repairs, and wheel balancing. The only work that can be performed outside the building is those services that are normally furnished at the pump island and the changing of tires.
33. No wrecked automobiles, nor automobiles incapable of being operated, shall be kept on the premises.
34. The prospective operator of this station shall come to the Department of Planning and sign the file copy of the special plan of development letter before he signs a lease with the oil company to operate this station.

**G. STANDARD CONDITIONS FOR CONVENIENCE STORES WITH FUEL PUMPS
IN A**

B-2 ZONE

29. Bulk storage of fuel shall be underground.
30. There shall be no exterior display of merchandise except on pump islands and on paved walkway areas within three (3) feet of building.
31. Lighting fixtures shall not exceed a height greater than twenty (20) feet.
32. No temporary storage of wrecked or inoperative vehicles or rental of vehicles, trailer campers, vans or similar equipment shall be permitted.
33. Not more than two (2) electronic amusement games shall be permitted.
34. Not more than two (2) vending machines for food and beverage and similar merchandise shall be permitted on the premises outside of an enclosed building.
35. The prospective operator of this facility shall come to the Department of Planning and sign the file copy of the special plan of development letter before he signs a lease with the oil company to operate this station.
36. The landscaping plan shall include details for screening of refuse containers and refuse storage facilities in accordance with Section 24-61(i).
37. Refuse containers or refuse storage facilities shall be serviced during business hours only.
38. The owner or manager on duty shall be responsible for temporarily closing the car wash facility when the on-site stacking space is inadequate to serve customer demand to prevent a backup of vehicles onto the public right-of-way.
39. The owner shall arrange with the Traffic Engineer to provide standard traffic control signs to notify customers that stopping or standing on the public right-of-way shall not be permitted near the entrances to the car wash facility. **(If Car Wash Is Proposed)**

**H. STANDARD CONDITIONS FOR CONVENIENCE STORES WITH FUEL PUMPS
IN A**

B-3 ZONE

29. Bulk storage of fuel shall be underground.
30. The owner or manager on duty shall be responsible for temporarily closing the car wash facility when the on-site stacking space is inadequate to serve customer demand to prevent a backup of vehicles onto the public right-of-way. **(If Car Wash Is Proposed)**
31. The owner shall arrange with the Traffic Engineer to provide standard traffic control signs to notify customers that stopping or standing on the public right-of-way shall not be permitted near the entrances to the car wash facility. **(If Car Wash Is Proposed)**

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SUBDIVISION - CONDITIONAL APPROVAL

Standard Conditions for Conventional Subdivisions Served By Public Utilities Public Water and/or Sewer (January 2008)

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water. **(Substitute condition 5A if well)**
- 5A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer. **(Substitute condition 6A if on site sewage disposal/septic)**
- 6A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated January 27, 2010, which shall be as much a part of this approval as if all details were fully described herein.

9. This approval shall expire on January 26, 2011, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements as applicable, and design considerations.
12. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers, Chesapeake Bay Act Areas, wells and primary/reserved drainfields.

Standard Conditions for Conventional Subdivisions Not Served By Public Utilities
(January 2008)

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage and erosion control plans have been approved by the Department of Planning, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, fifteen (15) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **January 27, 2010**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **January 26, 2011**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
9. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
10. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements and design considerations.

11. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers, Chesapeake Bay Act Areas, wells and primary/reserved drainfields.

Standard Conditions for Residential Townhouse for Sale (RTH) Subdivisions
(January 2008)

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **January 27, 2010**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **January 26, 2011**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.

12. A draft of the Declaration of Covenants, Conditions and Restrictions shall be submitted to the Department of Planning for review, prior to final approval. The proposed Homeowners Association for the project shall be responsible for the exterior maintenance of all buildings and grounds.
13. All block corners shall be monumented and referenced, where possible, to the exterior boundaries of the site
14. The record plat shall contain a statement that the common area is dedicated to the common use and enjoyment of the homeowners of **(name of subdivision)** and is not dedicated for use by the general public. This statement shall refer to the applicable article in the covenants recorded with the plat.

Standard Conditions for Zero Lot Line Subdivisions
(January 2008)

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **January 27, 2010**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **January 26, 2011**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change may be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.

12. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers and Chesapeake Bay Act Areas.

SUBDIVISION - CONDITIONAL APPROVAL

Standard Conditions for Conventional Subdivisions Served By Public Utilities Road Dedication (No Lots) (January 2008)

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated January 27, 2010, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on January 26, 2011, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

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