

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 22, 2020.
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Members Present: Mr. C. W. Archer, C.P.C., Chairperson (Fairfield)
Mr. William M. Mackey, Jr., Vice-Chairperson (Varina)
Mr. Gregory R. Baka (Tuckahoe)
Mrs. Melissa L. Thornton (Three Chopt)
Mr. Robert H. Witte, Jr. (Brookland)
Mr. R. Joseph Emerson, Jr., AICP, Director of Planning,
Secretary
Mr. Tyrone E. Nelson, Board of Supervisors' Representative

Others Present: Ms. Jean Moore, Assistant Director of Planning
Ms. Leslie A. News, PLA, Senior Principal Planner
Mr. Michael F. Kennedy, County Planner
Mr. Tony Greulich, C.P.C., County Planner
Ms. Christina L. Goggin, AICP, County Planner
Ms. Aimee B. Crady, AICP, County Planner
Ms. Kate B. McMillion, County Planner
Mr. Salim Chishti, ASLA, County Planner
Mr. Spencer Norman, County Planner
Mr. Phillip Bariteau, County Planner
Ms. Cherie Wyatt, County Planner
Ms. Edie Golden, GIS Specialist
Mr. Gary Duvall, Department of Public Works
Mr. Brandon House, Department of Public Works
Mr. William Moffett, Police
Ms. Melissa Ferrante, Office Assistant / Recording Secretary

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6 **Mr. Tyrone E. Nelson, the Board of Supervisors' representative, abstains on all**
7 **cases unless otherwise noted.**
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9 Mr. Archer - This is the January 22, 2020 meeting for Subdivision and
10 Plans of Development, first one of the year. Good to see everybody. Reverend Tyrone
11 Nelson is our representative this year from the Board of Supervisors. He's not arrived
12 yet. He may still -- he may still come. But, in the meantime, let's get started. I would like
13 for everyone to please silence your cell phones if you haven't already and stand with the
14 Commission as we salute the flag.
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16 Do we have anyone present from the press? If you're here and choose to remain
17 incognito that's quite all right. And, at this point, I will turn the agenda over to our
18 secretary, Mr. Joe Emerson. Mr. Emerson.
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Mr. Emerson - Thank you, Mr. Chairman. The first item on your agenda this morning are the requests for deferrals and withdrawals, and we have none of those this morning, so we now move on to the next item, which is the expedited agenda and those items will be presented by Ms. Leslie News.

Ms. News - Thank you, Mr. Secretary. Good morning members of the Commission.

Mr. Archer - Morning, Ms. News.

Ms. News - Morning. We have nine items on the expedited agenda this morning. The first is found on page 3 of your agenda and is located in the Three Chopt District. This is a transfer of approval for POD-35-83 The Park (Formerly TDFB Building), and staff recommends approval.

TRANSFER OF APPROVAL

POD-35-83 POD2018-00341 The Park (Formerly TDFB Building) – 4201 Park Place Court	John M. Street, Jr. for 4201 Park Place Court, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from the Innsbrook Corporation to 4201 Park Place Court, LLC. The 2-acre site is located on the northeastern corner at the intersection of Innslake Drive and Park Place Court, on parcel 749-762-5210. The zoning is O-3C, Office District (Conditional) and IO, Innsbrook Overlay District. County water and sewer. (Three Chopt)
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Mr. Archer - Thank you, Ms. News. Is there anyone here in opposition to this particular transfer, The Park, formerly TDFB Building? No opposition.

Mrs. Thornton - Okay, Mr. Chairman, I move approval of the transfer of approval for POD-35-83, The Park (Formerly TDFB Building) on the expedited agenda subject to the previous approved conditions.

Mr. Baka - Second.

Mr. Archer - Motion made by Mrs. Thornton and seconded by Mr. Baka. All those in favor of the motion say aye.

The Commission - Aye.

Mr. Archer - Those opposed say no. The ayes have it. The motion carries.

The Planning Commission approved the transfer of approval request for POD-35-83

(POD2018-00341) The Park (Formerly TDFB Building) from the Innsbrook Corporation to 4201 Park Place Court, LLC, subject to the standard and added conditions previously approved.

And before we move to the next case, Reverend Nelson, I introduced you a little bit before you got here.

Mr. Nelson - I appreciate you -- yeah.

Mr. Archer - For those of you who may not know, this is Reverend Tyrone Nelson, Supervisor of the Varina District, who'll be serving with us this year. We're glad to have him after about a four-year absence.

Mr. Nelson - Thank you.

Mr. Archer - And he typically will not vote on cases. He has the right to, if he wants to, but -- if he chooses to, he will, but usually he won't. All right, Ms. News.

Ms. News - The next item is on page 4 of your agenda and located in the Three Chopt District. This is a transfer of approval for POD-26-89, Lexington Commons. And staff recommends approval.

TRANSFER OF APPROVAL

POD-26-89
POD2019-00181
Lexington Commons –
10156 West Broad Street

Thalhimer Commercial for PWRE2 Lexington, LLC:
Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from J.K. Timmons and Associates, PC and ELB Associates to PWRE2 Lexington, LLC. The 2.68-acre site is located at the northeastern corner of the intersection at West Broad Street (U.S. Route 250) and Lexington Farm Drive, on parcel 750-760-8220. The zoning is B-2C, Business District (Conditional). County water and sewer. **(Three Chopt)**

Mr. Archer - Is there anyone here who is in opposition to this case? Okay.

Mrs. Thornton - Okay, Mr. Chairman, I move approval of the transfer of approval for POD-26-89, Lexington Commons, on the expedited agenda subject to the previous approved conditions.

Mr. Mackey - Second.

Mr. Archer - All right. A motion by Mrs. Thornton and a second by Mr. Mackey. All in favor of the motion say aye.

The Commission - Aye.

Mr. Archer - All those opposed say no. The ayes have it and the motion passes.

The Planning Commission approved the transfer of approval request for POD-26-89 (POD2019-00181) Lexington Commons from J.K. Timmons and Associates, PC and ELB Associates to PWRE2 Lexington, LLC, subject to the standard and added conditions previously approved.

Ms. News - The next item is on page 5 of your agenda and located in the Three Chopt District. This is transfer of approval for POD-115-88, a portion of that POD, POD-75-95, and POD-2013-00069. Deep Run III and Parking Deck, which was formerly the Circuit City Headquarters. And staff recommends approval.

TRANSFER OF APPROVAL

POD-115-88 (pt), POD-75-95, and POD2013-00069 POD2019-00252, POD2019-00253, POD2019-00254 Deep Run III and Parking Deck (Formerly Circuit City Headquarters) – 9954 Mayland Drive	The RMR Group, LLC for RMR OPF Richmond LP: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from DR III LLC to RMR OPF Richmond LP. The 18.17-acre site is located at the southern terminus of Deep Rock Road and the western terminus of Mayland Drive, approximately 2,000 feet from the intersection of Mayland Drive and Gaskins Road, on parcel 749-758-7718. The zoning is M-1C, Light Industrial District (Conditional) and IO, Innsbrook Overlay District. County water and sewer. (Three Chopt)
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Mr. Archer - Thank you. Anybody here in opposition to Deep Run III and Parking Deck? No opposition.

Mrs. Thornton - Mr. Chairman, I move approval of the transfer of approval for POD-115-88, POD-75-95, and POD2013-00069, Deep Run III, third, and Parking Deck (Formerly Circuit City Headquarters), on the expedited agenda subject to the previous approved conditions.

Mr. Witte - Second.

Mrs. Thornton - Thank you.

Mr. Archer - Who was -- oh, Mr. Witte. Motion has been made by Mrs. Thornton and seconded by Mr. Witte. All in favor say aye.

The Commission - Aye.

Mr. Archer - Anyone opposed say no. The ayes have it, the motion carries.

The Planning Commission approved the transfer of approval request for POD-115-88 (pt), POD-75-95, and POD2013-00069 (POD2019-00252, POD2019-00253, POD2019-00254) Deep Run III and Parking Deck (Formerly Circuit City Headquarters) from DR III, LLC, to RMR OPF Richmond, LP, subject to the standard and added conditions previously approved.

Ms. News - The next item's on page 6 of your agenda and located in the Brookland District. This is a transfer of approval for POD-36-76, West End Heating & Air, like, which was formerly Laurel Auto Parts. And staff recommends approval.

PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD-36-76
POD2019-00096
West End Heating & Air
(Formerly Laurel Auto
Parts) – 9512 Woodman
Road

Jason Bumgarner for JR Properties: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from The Gregory P. Ferguson Revocable Trust to JR Properties. The 0.55-acre site is located on the western line of Woodman Road, approximately 50 feet north of its intersection with Hungary Road, on parcel 773-759-9815. The zoning is B-3C, Business District (Conditional). County water and sewer.
(Brookland)

Mr. Archer - Anyone here in opposition to this case, West End Heating and Air? No opposition.

Mr. Witte - Mr. Chairman, I move approval of TOA for POD 36-76 and POD2019-00096 West End Heating & Air on the expedited agenda subject to previous approved conditions and previous approved annotations on the plans.

Mr. Baka - Second.

Mr. Archer - Okay. Motion by Mr. Witte, seconded by Mr. Baka. All in favor of the motion say aye.

The Commission - Aye.

Mr. Archer - Any opposed say no. No noes, the ayes have it, the motion passed.

The Planning Commission approved the transfer of approval request for POD-36-76 (POD2019-00096) West End Heating & Air (Formerly Laurel Auto Parts from The Gregory P. Ferguson Revocable Trust to JR Properties subject to the standard and added conditions previously approved.

Ms. News - The next item is found on page 9 of your agenda and is located in the Varina District. This is POD2019-00394, which also includes a lighting plan for Sheetz, at 550 South Airport Drive. Staff recommends approval.

PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2019-00394
Sheetz at 550 South
Airport Drive

Pabst Design Group, PA for Capital Regional Airport Commission and Sheetz, Inc.: Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story, 6,077-square foot convenience store with drive-through facilities and two fuel pump canopies. The 9.38-acre site is located on the southwestern corner of the intersection of South Airport Drive (State Route 156) and Audubon Drive, on part of parcel 822-716-2325. The zoning is B-3, Business District and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

Mr. Archer - All right. Anyone here in opposition to Sheetz at Airport Drive?
No opposition.

Mr. Mackey - Mr. Chairman, seeing no opposition I move POD2019-00394, Sheetz, at 550 South Airport Drive, including the lighting plan, be approved on the expedited agenda subject to the annotations on the plans, the standard conditions for developments of this type, and the additional conditions 11B and 29 through 38 on the agenda.

Mr. Witte - Second.

Mr. Archer - Okay. Motioned by Mr. Mackey and seconded by Mr. Witte.
All in favor of the motion say aye.

The Commission - Aye.

Mr. Archer - Any opposed say no. The ayes have it and Sheetz passes.

The Planning Commission approved the plan of development and lighting plan for POD2019-00394 Sheetz at 550 South Airport Drive, subject to the annotations on the plans, the standard conditions attached to these minutes for developments of this type, and the following additional conditions:

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.

- 197 29. The entrances and drainage facilities on State Route 156 shall be approved by the
98 Virginia Department of Transportation and the County.
- 199 30. A notice of completion form, certifying that the requirements of the Virginia
200 Department of Transportation entrances permit have been completed, shall be
201 submitted to the Department of Planning prior to any occupancy permits being
202 issued.
- 203 31. A concrete sidewalk meeting County standards shall be provided along the
204 southern side of Audubon Drive.
- 205 32. A concrete sidewalk meeting VDOT standards shall be provided along the western
206 side of South Airport Drive (State Route 156).
- 207 33. Details for the gate and locking device at the emergency access road shall be
208 submitted for review by the Traffic Engineer, Police and approved by the County
209 Fire Marshal. The owner or owner's contractor shall contact the County Fire
210 Marshal prior to completion of the fence installation to test and inspect the
211 operations of the gates. Evidence of the Fire Marshal's approval shall be provided
212 to the Department of Planning by the owner prior to issuance of occupancy
213 permits.
- 214 34. There shall be no outdoor storage or outdoor storage in moveable storage
215 containers including, but not limited to, cargo containers and portable on demand
216 storage containers.
- 217 35. In the event of any traffic backup which blocks the public right-of-way as a result
218 of congestion caused by the drive-up facilities, the owner/occupant shall close the
219 drive-up facilities until a solution can be designed to prevent traffic backup.
- 20 36. Approval of the construction plans by the Department of Public Works does not
221 establish the curb and gutter elevations along the Henrico County maintained right-
222 of-way. The elevations will be set by Henrico County.
- 223 37. Approval of the construction plans by the Department of Public Works does not
224 establish the curb and gutter elevations along the Virginia Department of
225 Transportation maintained right-of-way. The elevations will be set by the contractor
226 and approved by the Virginia Department of Transportation.
- 227 38. The location of all existing and proposed utility and mechanical equipment
228 (including HVAC units, electric meters, junction and accessory boxes,
229 transformers, and generators) shall be identified on the landscape plans. All
230 equipment shall be screened by such measures as determined appropriate by the
231 Director of Planning or the Planning Commission at the time of plan approval.

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233 Ms. News - The next item is on page 11 and located in the Varina District.
234 This is POD2019-00478, and includes a lighting plan, for 7-Eleven at 1125 New Market
235 Road, and staff recommends approval.

243 **PLAN OF DEVELOPMENT**

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POD2019-00478
7-Eleven at 1125 New
Market Road

Blakeway Corporation for 7-Eleven Inc. and Presmont Construction Services LLC: Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to demolish an existing commercial building and convenience store and construct a one-story, 3,030-square foot convenience store with fuel pumps. The 1.05-acre site is located on the western line of New Market Road (Route 5), at its intersection with Osborne Turnpike, on parcels 801-703-1153 and 801-703-0569. The zoning is B-2C, Business District (Conditional). County water and sewer. **(Varina)**

Mr. Archer - All right. Is there anyone here in opposition to the 7-Eleven at New Market Road? No opposition.

Mr. Mackey - Mr. Chairman, I move POD2019-00478, 7-Eleven at 1125 New Market Road, including the lighting plan, be approved on the expedited agenda subject to the annotations on the plan, the standard conditions for developments of this type, and the additional conditions 11B and 29 through 39 on the agenda.

Mrs. Thornton - Second.

Mr. Archer - All right. Motion by Mr. Mackey and seconded by Mrs. Thornton. All in favor of the motion say aye.

The Commission - Aye.

Mr. Archer - Any opposed say no. No noes, the ayes have it and the motion is passed.

The Planning Commission approved the plan of development POD2019-00478 7-Eleven at 1125 New Market Road, subject to the annotations on the plans, the standard conditions attached to these minutes for developments of this type, and the following additional conditions:

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.

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

- 278 30. The entrances and drainage facilities on Route 5 shall be approved by the Virginia
79 Department of Transportation and the County.
- 280 31. A notice of completion form, certifying that the requirements of the Virginia
281 Department of Transportation entrances permit have been completed, shall be
282 submitted to the Department of Planning prior to any occupancy permits being
283 issued.
- 284 32. A concrete sidewalk meeting County standards shall be provided along the eastern
285 side of Osborne Turnpike.
- 286 33. There shall be no outdoor storage or outdoor storage in moveable storage
287 containers including, but not limited to, cargo containers and portable on demand
288 storage containers.
- 289 34. The proffers approved as a part of zoning case REZ2019-00023 shall be
290 incorporated in this approval.
- 291 35. Approval of the construction plans by the Department of Public Works does not
292 establish the curb and gutter elevations along the Henrico County maintained right-
293 of-way. The elevations will be set by Henrico County.
- 294 36. Approval of the construction plans by the Department of Public Works does not
295 establish the curb and gutter elevations along the Virginia Department of
296 Transportation maintained right-of-way. The elevations will be set by the contractor
297 and approved by the Virginia Department of Transportation.
- 298 37. The location of all existing and proposed utility and mechanical equipment
299 (including HVAC units, electric meters, junction and accessory boxes,
300 transformers, and generators) shall be identified on the landscape plans. All
301 equipment shall be screened by such measures as determined appropriate by the
302 Director of Planning or the Planning Commission at the time of plan approval.
- 303 38. Except for junction boxes, meters, and existing overhead utility lines, and for
304 technical or environmental reasons, all utility lines shall be underground.
- 305 39. A multi-use path meeting VDOT requirements and specifications of the Capital
306 Bike Trail shall be maintained along the north side of New Market Road (State
307 Route 5).

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309 Ms. News - The next item is on page 13 of your agenda and located in the
310 Brookland District. This is POD2019-00437, including a lighting plan, for Chase Bank at
311 5205 West Broad Street. There's an addendum item indicating that staff has completed
312 its review of the revised plan that was included with your agenda, and now includes 6-
313 foot landscape strips on the side property lines, and staff recommends approval.

324 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

325 POD2019-00537 **Bohler Engineering VA, LLC for Eastern Shore Real**
Chase Bank at 5205 West **Estate Company and OTJ Architecture, Inc.:** Request for
Broad Street approval of a plan of development and lighting plan, as
 required by Chapter 24, Section 24-106 of the Henrico
 County Code, to demolish an existing restaurant building
 and construct a new one-story, 3,300-square foot bank
 building with a drive-through ATM. The 0.79-acre site is
 located on the southern line of West Broad Street (U.S.
 Route 250), approximately 350 feet west of Willow Lawn
 Drive, on parcel 773-738-2301. The zoning is B-2, Business
 District. County water and sewer. **(Brookland)**

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327 Mr. Archer - Thank you. Anyone here opposed to Chase Bank at 5205
328 West Broad?

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330 Mr. Witte - Mr. Chairman, I move approval of POD2019-00537 and
331 lighting plan for Chase Bank at 5205 West Broad Street on the expedited agenda as
332 presented, subject to the annotations on the plan, standard conditions for developments
333 of this type, additional conditions 11B and 29 through 35, and the addendum we received
334 today as shown on the agenda.

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336 Mr. Mackey - Second.

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338 Mr. Archer - All right, a motion by Mr. Witte, seconded by Mr. Mackey. All
339 in favor of the motion say aye.

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341 The Commission - Aye.

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343 Mr. Archer - Anyone opposed say no. No noes, the ayes have it and the
344 motion passes.

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346 The Planning Commission approved the plan of development and lighting plan POD2019-
347 00537, Chase Bank at 5205 West Broad Street, subject to the annotations on the plans,
348 the standard conditions attached to these minutes for developments of this type, and the
349 following additional conditions:

- 350
351 11B. Prior to the approval of an electrical permit application and installation of the site
352 lighting equipment, a plan including light spread and intensity diagrams, and fixture
353 specifications and mounting heights details shall be revised as annotated on the
354 staff plan and included with the construction plans for final signature.
355 29. The right-of-way for widening of West Broad Street (U.S. Route 250) as shown on
356 approved plans shall be dedicated to the County prior to any occupancy permits
357 being issued. The right-of-way dedication plat and any other required information

- shall be submitted to the County Real Property Agent at least sixty (60) days prior to requesting occupancy permits.
30. Outside storage shall not be permitted.
31. In the event of any traffic backup which blocks the public right-of-way as a result of congestion caused by the drive-up ATM facilities, the owner/occupant shall close the drive-up ATM facilities until a solution can be designed to prevent traffic backup.
32. Approval of the construction plans by the Department of Public Works does not establish the curb and gutter elevations along the Virginia Department of Transportation maintained right-of-way. The elevations will be set by the contractor and approved by the Virginia Department of Transportation.
33. Evidence of a joint ingress/egress and maintenance agreement must be submitted to the Department of Planning and approved prior to issuance of a certificate of occupancy for this development.
34. The location of all existing and proposed utility and mechanical equipment (including HVAC units, electric meters, junctions and accessory boxes, transformers, and generators) shall be identified on the landscape plan. All building mounted equipment shall be painted to match the building, and all equipment shall be screened by such measures as determined appropriate by the Director of Planning or the Planning Commission at the time of plan approval.
35. Except for junction boxes, meters, and existing overhead utility lines, and for technical or environmental reasons, all utility lines shall be underground.

Ms. News - The next item's on page 17 of your agenda and located in the Three Chopt District. This is POD2019-00530, a landscape plan for Smith Grove at Bacova Section 3. Staff recommends approval.

LANDSCAPE PLAN

POD2019-00530
Smith Grove at Bacova
Section 3 – Hepler Ridge
Way

Youngblood, Tyler, and Associates for Smith Grove, LLC: Request for approval of a landscape plan, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code. The 5.66-acre site is located at the southeastern corner of the intersection at Kain Road and North Gayton Road, on parcel 736-768-5963. The zoning is R-5AC, General Residential District (Conditional). County water and sewer. **(Three Chopt)**

Is there anyone present who is opposed to Smith Grove at Bacova Section 3? No opposition. Mrs. Thornton.

Mrs. Thornton - Mr. Chairman, I move the Landscape Plan for POD2019-00530, Smith Grove at Bacova Section 3 be approved on the expedited agenda subject to the annotations on the plans and the standard conditions for the landscape plans.

Mr. Witte - Second.

Mr. Archer - Motioned by Mrs. Thornton, seconded by Mr. Witte. All in favor of the motion say aye.

The Commission - Aye.

Mr. Archer - Those opposed say no. The ayes have it, the motion passes.

The Planning Commission approved the landscape plan POD2019-00530 Smith Grove at Bacova Section 3 – Hepler Ridge Way, subject to the annotations on the plans and the standard conditions attached to these minutes for landscape plans.

Ms. News - The final item is on Page 18 of your agenda and located in the Three Chopt District. This is POD2019-00534, and 00535 for a landscape and lighting plan for Hermitage at Cedarfield Expansion and Renovations. There's an addendum item that includes a revised plan which annotates minor revisions to utility -- tree and light locations for coordination with utilities, and staff recommends approval.

LANDSCAPE AND LIGHTING PLAN

POD2019-00534 and
POD2019-00535
Hermitage at Cedarfield
Expansion and
Renovations – 2300
Cedarfield Parkway

SFCS for VA United Methodist Homes, Inc. dba Pinnacle Living: 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 90.24-acre site is located on the southern line of Three Chopt Road, approximately 2,000 feet west of Gaskins Road, on parcel 747-754-9557. The zoning is R-6C, General Residential District (Conditional) and RTHC, Residential Townhouse District (Conditional). County water and sewer. **(Three Chopt)**

Mr. Archer - Thank you. Anyone here opposed to Hermitage at Cedarfield Expansion and Renovations? No opposition.

Mrs. Thornton - Okay, Mr. Chairman. I move the Landscape and Lighting Plan for POD2019-00534 and POD2019-00535 Hermitage at Cedarfield Expansion and Renovations be approved on the expedited agenda subject to the annotations on the plans and the standard conditions for landscaping and lighting plans, and the revised plan in the addendum.

Mr. Baka - Second.

Mr. Archer - All right. A motion by Ms. Thornton and seconded by Mr. Baka. All in favor of the motion say aye.

The Commission - Aye.

Mr. Archer - Anyone opposed say no. The ayes have it and that motion passes.

The Planning Commission approved the landscape and lighting plan POD2019-00534 and POD2019-00535, Hermitage at Cedarfield Expansion and Renovations subject to the annotations on the plans, the standard conditions attached to these minutes for developments of this type.

Ms. News - And that completes our expedited agenda.

Mr. Archer - Thank you, Ms. News.

Mr. Emerson - Mr. Chairman, excuse me, Mr. Chairman, we now move on to subdivision extensions of conditional approval, and those will be presented by Ms. Kate McMillion.

Mr. Archer - Good morning, Ms. McMillion.

Ms. McMillion - Good morning. There is one conditional subdivision extension on the agenda this morning. The map indicates in red the location of The Glens at Scott Place (January 2017 Plan), located in the Fairfield District, which is presented before you for Extension of Conditional Approval. Under State Code, this case is eligible for a five-year extension, because a section of the subdivision has previously been recorded. The extension noted in your agenda is from the date of that plat's recordation, which had lots approved under this conditional plan. This extension does not require any Commission action and is for your informational purposes only. I'm available for any questions you may have.

Mr. Archer - All right, any questions? No questions, thank you, ma'am.

Ms. McMillion - You're welcome.

Mr. Archer - You done good. All right, Mr. Secretary.

Mr. Emerson - Yes sir, Mr. Chairman. We now move into your regular agenda to page 7 for POD2019-00538, Koontz Bryant Johnson Williams for Muds Associates, LLP and Pivot Development.

478 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

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POD2019-00538
Ukrop's Homestyle Foods
– 7250 Patterson Avenue

Koontz Bryant Johnson Williams for Muds Associates, LLP and Pivot Development: Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to demolish an 11,071-square foot church building and to renovate and redevelop an existing 6,452-square foot sanctuary building, including an approximately 1,150-square foot mezzanine area, for retail and restaurant use. The 2.81-acre site is located on the northeastern corner at the intersection of Horsepen Road and Patterson Avenue (State Route 6), on parcel 762-740-9594. The zoning is B-2C, Business District (Conditional). County water and sewer. **(Tuckahoe)**

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481 And the staff report will be reported by Ms. Aimee Crady.

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483 Mr. Archer - Morning, Ms. Crady.

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485 Ms. Crady - Good Morning.

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487 Mr. Archer - Anyone present who is in opposition to Ukrop's Homestyle
488 Foods? No opposition. Proceed, Ms. Crady.

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490 Ms. Crady - Thank you. The applicant recently underwent rezoning on the
491 subject parcel from O-1 Office to B-2C Business District Conditional. The zoning was
492 approved with 17 proffered conditions by the Board of Supervisors on October 8, 2019,
493 and subject to a phasing plan referenced in the proffers and addressing proposed
494 redevelopment of the vacant former church site.

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496 The current proposal for consideration today includes only the Phase I redevelopment,
497 which would authorize the demolition of the administrative and school building north of
498 the sanctuary, located here, and renovation of the sanctuary building for a food hall.

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500 In addition to building demolition on the northern half of the parcel, site modifications with
501 Phase I will include the reconfiguration of the Patterson Avenue entrance to restrict
502 vehicles to right-in, right-out movements, as you can see here. And that's consistent with
503 the concept plan, Phase I. This will alleviate conflict among customers exiting the site
504 and vehicles utilizing the median break for Ridgeway Road to the south here.

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506 Along Horsepen Road the plan provides for the installation of the pedestrian crosswalk
507 that's shown here, and better shown here on the overall plan. And that'll include a pole-
508 mounted LED rectangular rapid-flashing beacon system specified in proffer number 3.
509 The crosswalk attaches to new sidewalk to be constructed in the existing right of way at

the southwest corner of Normandy Drive to the paved surface of that road, as shown on the plan, and then the sidewalk connects all the way into this site here.

The plans comply with proffers for screening of mechanical equipment, loading docks and trash receptacles. No loading dock is proposed to Phase I. The goods will be delivered through a service door on a hand truck for this building. You can see the ramp here. And that side faces Patterson Avenue. The dumpster enclosure will be constructed of masonry with brick face compatible with the brick of the sanctuary on three sides and an opaque gate on the opening side of the enclosure, and that's noted on the plans.

The lighting plan is also included for your consideration today, and it proposes new LED concealed source fixtures and a combination of wall packs that'll be installed at 12 feet on the building above the finished first floor, and then pole-mounted fixtures shall be no greater than 25 feet above grade, and that's consistent with the proffers, which also specify that parking-lot lighting shall be reduced to no more than a security level following the close of business operations. We've copied that proffer onto the plan there.

A conceptual landscape plan demonstrates compliance with proffer 6, requiring the 25-foot transitional buffer adjacent to the proposed food hall in this initial phase. We can see that here. Food hall is here. The buffer will continue to provide some better view shed all the way to there, and there are some existing trees and Crape Myrtles here, a large tree there, and then that'll be filled in with the transitional buffer 25-foot plantings. This is included for informational purposes and will return after construction plan approval for subsequent landscape plan review and approval by this Commission.

Just to give you all a glimpse of Phase II, this is not under consideration, but it will include the future road improvements for an additional lane on the northbound Horsepen Road adjacent to the property and within the existing right-of-way. If required at the Plan of Development Phase II, a pedestrian crosswalk and signal with public right-of-way -- within the public right-of-way of Patterson Avenue connecting the southeast corner of Patterson Avenue and Horsepen Intersection will be included in that plan, so that would be here.

Sidewalk along both frontages will also be included in Phase II, and that building for Phase II, will be in this proximity, will be required to come back for a full Plan of Development approval by this Commission as well and will require architectural compatibility with the sanctuary building. With that, staff can confirm compliance with all applicable code and the proffers and recommends approval to the plan subject to the standard conditions for developments of this type as well as conditions 9 amended, 11B and 29 through 34 listed in the agenda.

The applicant's representatives Rob Lanphear of Pivot Development and the project engineer Simon Mueller and Fernando Perez-Rubio of KBJW are here, if you have any questions of a technical nature. And I'm happy to answer any questions you may have of staff.

555 Mr. Archer - Thank you so much, Ms. Crady. Are there any questions for
 556 Ms. Crady from the Commission?
 557
 558 Mr. Baka - No questions for staff.
 559
 560 Mr. Archer - Okay. There was no opposition, so I don't suppose there are
 561 questions from the audience. So...
 562
 563 Mr. Baka - If there's no opposition, I do have two questions for the
 564 applicant regarding construction timing, construction activity. Well, I have some
 565 questions, a comment, couple questions.
 566
 567 Mr. Archer - Okay.
 568
 569 Mr. Lanphear - Good morning, Mr. Chairman, members of the Commission.
 570
 571 Mr. Archer - Good morning.
 572
 573 Mr. Lanphear - Hi. My name's Rob Lanphear and I'm here on behalf of MUDS
 574 Associates, LLP. Happy to answer any questions.
 575
 576 Mr. Baka - Good morning and thank you for being here. Just wanted to,
 577 quick comment, just wanted to thank you again for that time you spent for the rezoning
 578 and worked through safety issues, especially the mid-street crosswalk, which I know is
 579 especially challenging for the county. We don't have a particularly large number of those
 580 throughout the county, but it makes it safer for those neighbors on the other side of
 581 Horsepen to be able to walk to this future business. So my questions are regarding
 582 construction, timing, phasing, no surprise there, right?
 583
 584 Mr. Lanphear - Sure.
 585
 586 Mr. Baka - But I just want to walk through if you could start us with the
 587 idea of demolition, when might that occur, and then how long demolition takes in terms of
 588 days and weeks and then also when would construction -- when might construction for
 589 Phase I begin, how long that takes, and when might that end and be open?
 590
 591 Mr. Lanphear - Sure. This is current schedule, all this, obviously.
 592
 593 Mr. Baka - Sure.
 594
 595 Mr. Lanphear - Subject to change, but we anticipate starting construction the
 596 site around May of this year, and we hope to be serving food, selling food, in the late
 597 summer, certainly before Thanksgiving. That's always important. From a demolition
 598 standpoint, we think that will take about a week to a week and a half on the existing
 599 11,000-square-foot building. Perhaps longer in terms of taking up some of the parking
 600 lot. I'd say within a month demolition would be done, but this is a timeframe should stand.

601
602 Mr. Baka - Okay. So for a week, week and a half, folks could expect
603 heavy dump truck activity exiting the site with debris and whatnot.
604
605 Mr. Lanphear - Correct.
606
607 Mr. Baka - Okay. And then to be open by late this summer or fall,
608 perhaps, you think?
609
610 Mr. Lanphear - Yes, sir. Yeah.
611
612 Mr. Baka - Any idea for Phase II?
613
614 Mr. Lanphear - We have not yet started to focus on Phase II.
615
616 Mr. Baka - Okay.
617
618 Mr. Lanphear - We want to be open first, and then sometime after that. We
619 don't have plans, specific plans, on Phase II yet.
620
621 Mr. Baka - So that was all the questions I had this morning.
622
623 Mr. Archer - Thank you, sir. Anybody else with a question? All right, thank
624 you, sir.
625
626 Mr. Baka - Thank you very much.
627
628 Mr. Lanphear - Thank you, sir.
629
630 Mr. Baka - Mr. Chairman, seeing no opposition this morning, I appreciate
631 the work the staff has -- staff has put into this thing. Thank you, Ms. Crady. I would move
632 that POD2019-00538, Ukrop's Homestyle Foods and -- POD2019-00538 and lighting
633 plan, Ukrop's Homestyle Foods both in case be approved, including the lighting plan,
634 subject to the annotations in the plan, the standards and conditions for developments of
635 this type, and the additional conditions 9 amended, 11B and 29 through 34 in the agenda.
636
637 Mrs. Thornton - I second.
638
639 Mr. Baka - All right. Motion by Mr. Baka and seconded by Ms. Thornton,
640 all in favor say aye.
641
642 The Commission - Aye.
643
644 Mr. Baka - Anyone opposed say no. The ayes have it. the motion
645 passes.
646

The Planning Commission approved the plan of development and lighting plan POD2019-00538, Ukrop's Homestyle Foods, subject to the annotations on the plans, the standard conditions attached to these minutes for developments of this type, and the following additional conditions:

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.
- 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.
29. The entrances and drainage facilities on Patterson Avenue (State Route 6) shall be approved by the Virginia Department of Transportation and the County.
30. A notice of completion form, certifying that the requirements of the Virginia Department of Transportation entrances permit have been completed, shall be submitted to the Department of Planning prior to any occupancy permits being issued.
31. Outside storage shall not be permitted.
32. The proffers approved as a part of zoning case REZ2019-00026 shall be incorporated in this approval.
33. Approval of the construction plans by the Department of Public Works does not establish the curb and gutter elevations along the Virginia Department of Transportation maintained right-of-way. The elevations will be set by the contractor and approved by the Virginia Department of Transportation.
34. The location of all existing and proposed utility and mechanical equipment (including HVAC units, electric meters, junctions and accessory boxes, transformers, and generators) shall be identified on the landscape plan. All building mounted equipment shall be painted to match the building, and all equipment shall be screened by such measures as determined appropriate by the Director of Planning or the Planning Commission at the time of plan approval.

Mr. Emerson - Mr. Chairman, we now move on to page 15 of your agenda for subdivision 2019-00059, Bay Companies Incorporated for Stanley Martin Companies, LLC; Daniel Allen, Sr. and Michelle Lyn; Siek Homes, LLC; Brian W. Barnes; Ball/Rivers, LLC; WT and Betty R. Guthrow; Edwin E. and Rosemary S. Bohannon; RCAPF, Inc.; Neal A Gonyo; Goodman Family Properties, LLC; and Abernathy Construction Company.

693 **SUBDIVISION**

694

SUB2019-00059
ReTreat at One (January
2020 Plan) – 8801
Telegraph Road

Bay Companies, Inc. for Stanley Martin Companies, LLC; Daniel Allen, Sr. and Michelle Lyn; Siek Homes, LLC; Brian W. Barnes; Ball/Rivers, LLC; WT and Betty R. Guthrow; Edwin E. and Rosemary S. Bohannon; RCAPF, Inc.; Neal A Gonyo; Goodman Family Properties, LLC; and Abernathy Construction Company: The 67.056-acre site is proposed for a subdivision of 208 townhouses, reserved area for future development, and dedication of public right of way. The subject properties are located on the western line of Telegraph Road, approximately 150 feet south of Georgia Avenue and the eastern line of Telegraph Road at its intersection Georgia Avenue, on parcels 784-759-7593, 785-760-8637, 785-760-2751, 784-760-9470, 784-760-1564, 785-761-1615, 785-760-6689, 785-760-0184, 784-760-9147, 785-760-2106, 785-759-0085, and 785-759-8052 . The zoning is R-6C, General Residential District (Conditional) and B-3, Business District. County water and sewer. **(Fairfield) 208 Lots**

695

696 The staff report will be presented by Ms. Christina Goggin.

697

698 Mr. Archer - Morning, Ms. Goggin.

699

700 Ms. Goggin - Good morning.

701

702 Mr. Archer - Is there anyone present who is in opposition to ReTreat at
703 One? I see no opposition. Go ahead, Ms. Goggin.

704

705 Ms. Goggin - Okay. This conditional subdivision purposes the subdivision
706 of 67 acres in to 208 townhouse lots. You know, this is kind of hard to see, but 208
707 townhouse lots, 4 reserved parcels for future condos, the dedication of the Magellan
708 Parkway, and 1 reserved parcel for commercial development along Brook Road, which is
709 US Route 1. The site was rezoned December 10, 2019 with REZ2019-00025, and the
710 layout is consistent with the proffered concept plan.

711

712 The dwellings will be provided access with the dedication and construction of Magellan
713 Parkway, which is Concept Road 143. In coordination with Public Works, the dedication
714 of Magellan Parkway from the eastern line of Brook Road, down here, to the western line
715 of Telegraph Road, will provide access to the B-3 parcel and to future condo parcels.
716 Dedication of right-of-way for Magellan Parkway east to Telegraph Road to I-95, up here,
717 will provided access for the townhome lots, townhouse lots, which are outlined in red, and
718 the two condo portions down here. The conditional subdivision plan also provides right-

719 of-way dedication as required the Public Works Traffic Division along both sides of
720 Telegraph Road.

721
722 Currently the developer is proposing two different styles of townhouses which result in
723 two different townhouse lot sizes. 123 lots are narrower 20-foot lots as seen down in this
724 corner, for a 3-story type of townhouse and a wider 32-foot lot or a 2-story townhome.

725
726 A Plan of Development will return to Planning Commission for review, which will contain
727 additional details such as drainage plans, parking layouts, sidewalks, and architectural
728 elevations. The proposed condos and B-3 parcel development will also return to the
729 Planning Commission for POD review at a later date.

730
731 The staff recommends conditional approval subject to the annotations on the plans, the
732 standard conditions for residential townhouses for sale, and additional conditions 15
733 through 18 in the agenda.

734
735 Dan Caskie from Bay Design is here should you have any engineering questions, and
736 Kent Henry is here representing the developer should you have any questions for them.

737
738 Mr. Archer - Thank you Ms. --

739
740 Ms. Goggin - I'm also happy to answer questions.

741
742 Mr. Archer - Okay. Any questions from the Commission for Ms. Goggin?

743
744 Mr. Witte - I have one.

745
746 Ms. Goggin - Yes, sir.

747
748 Mr. Witte - Did we get a comment from the schools?

749
750 Ms. Goggin - They're saying it's in Brookland. They broke down what
751 schools they're in, but they didn't give any comments pertaining to enrollment or staff.

752
753 Mr. Emerson - Mr. Witte, here in the rezoning process they reviewed and
754 evaluated the student generation from this project, and the schools that the students
755 would be districted to from this project all have capacity and can accommodate the
756 projections, projected attendance.

757
758 Mr. Witte - Wonderful.

759
760 Mr. Emerson - So that's unusual, but we do have schools with capacity in the
761 county when you build in the right areas.

762
763 Mr. Witte - All right, thank you.


764

765 Mr. Archer - All right. Anybody else with a question? Ms. Goggin, do we
766 know -- I know this has to return twice, when the POD will come back?
767
768 Ms. Goggin - Yes, sir.
769
770 Mr. Archer - And we have --
771
772 Ms. Goggin - There will be a POD for all the townhomes, all the condos, and
773 the B-3 parcel. So many PODs.
774
775 Mr. Archer - Okay. All right. All right, anyone else with a question?
776 Anybody here think they need to hear from the applicant? They came all the way over
777 here.
778
779 Mrs. Thornton - Now when we first -- when we first saw this plan was it single-
780 family houses back behind the other houses?
781
782 Ms. Goggin - No.
783
784 Mr. Emerson - No. No, ma'am. No, ma'am.
785
786 Ms. Goggin - Different one.
787
788 Mrs. Thornton - Okay.
789
790 Mr. Emerson - There have been some variations in terms of type of unit, but
791 they've all either been the condos or the flats.
792
793 Mrs. Thornton - Townhomes -- okay.
794
795 Mr. Emerson - Or the townhouses.
796
797 Mrs. Thornton - Maybe the condos are over there, we moved them over.
798
799 Mr. Emerson - Styles of units have shifted.
800
801 Mrs. Thornton - Yeah, okay.
802
803 Mr. Emerson - Or types of units have shifted.
804
805 Mrs. Thornton - I just remember when those people that lived right there
806 were...
807
808 Mr. Emerson - Yes, they were.
809
810 Mrs. Thornton - But they will definitely be notified at time of planning? Okay.

811
812 Mr. Archer - All right. Anything else? Thank you, Ms. Goggin.
813
814 Ms. Goggin - You're welcome.
815
816 Mr. Archer - Okay. With that, then I will move for conditional approval
817 subject to the annotations on the plan, the standard conditions for residential townhouses
818 for sale, and the additional conditions 15 through 18.
819
820 Mr. Mackey - Second.
821
822 Mr. Archer - All right. Motioned by Archer and seconded by Mr. Mackey.
823 All in favor of the motion say aye.
824
825 The Commission - Aye.
826
827 Mr. Archer - All opposed say no. The ayes have it and the motion passes.
828
829 The Planning Commission approved the subdivision SUB2019-00059, ReTreat at One
830 (January 2020 Plan), subject to the annotations on the plans, the standard conditions
831 attached to these minutes for residential townhouses for sale, and the following additional
832 conditions:
833
834 15. Any necessary offsite drainage easements must be obtained prior to final approval
835 of the construction plan by the Department of Public Works.
836 16. The proffers approved as part of zoning case REZ2019-00025 shall be
837 incorporated in this approval.
838 17. The final plat for recordation shall contain information showing The Chesapeake
839 Bay Preservation areas, if any, in accordance with Chapter 19, Section 19-72 (18),
840 of the Henrico County Code, as determined by the Director of Public Works.
841 18. The developer shall provide signage, the wording and location as deemed
842 appropriate by the Director of Public Works, which addresses the possible future
843 extension of the stub street.
844
845 Mr. Emerson - Mr. Chairman, the next item on your agenda is the approval
846 of your minutes from the December 11, 2019 meeting, and there is no errata sheet.
847
848 Mr. Archer - All right. Anyone care to comment on the minutes? Anyone
849 find any errors? I'll entertain a motion.
850
851 Mr. Mackey - I'll move that the minutes be approved as accepted -- as
852 presented.
853
854 Mr. Witte - Second.
855
856 Mr. Baka - Second.

857
 58 Mr. Archer - Motioned by Mr. Mackey, seconded by Mr. Witte. All in favor
 859 of the motion say aye. Those opposed say no. Before we close, I would like to
 860 compliment the staff on how efficient you were. This is a right heavy caseload and we
 861 finished it less than a half hour. I think that's excellent. All of you be congratulated.
 862
 863 Mr. Emerson - Thank you.
 864
 865 Mr. Archer - Also, before we adjourn, there was some members here from
 866 the Sheetz Company who would like to address the Commission. Are they still here?
 867
 868 Mr. Witte - They're sitting back there.
 869
 870 Mr. Archer - Don't everybody jump at once. Good morning, gentlemen.
 871
 872 Mr. Anastasi - Good morning.
 873
 874 Mrs. Thornton - Morning.
 875
 876 Mr. Anastasi - Good morning. Tom Anastasi, 5700 6th Avenue, Altoona,
 877 Pennsylvania. I'm a Sheetz employee. I'm working the engineering, permitting for land
 878 development, so we're excited to be here, and we just wanted to thank you guys,
 879 introduce ourselves, thank staff for working with us up to this point, and we're just moving
 880 on to our next phases of our project, and hopeful be under construction real soon.
 881 Appreciate your time.
 882
 883 Mr. Archer - Thank you for coming, sir. Appreciate it.
 884
 885 Mr. Gerhart - My name is J.B. Gerhart. M&R Real Estate Department, also
 886 a Sheetz employee. It's nice to get to this point. We've met a handful of you over the last
 887 two, three years on some other projects, but we're glad we got one that's at least this far.
 888 I'm not ready to celebrate just yet, but it's good to get here, and we're still growing. This
 889 is probably our first new store in the county in quite some time. We did a remodel, but
 890 we are actively in the greater Richmond area looking for a site. So hopefully get to see
 891 some more of you soon. Thank you.
 892
 893 Mr. Baka - What road -- sorry. What road is that current store operation
 894 on?
 895
 896 Mr. Gerhart - Oh. We finished a major remodel at West Broad Street.
 897
 898 Mr. Baka - West Broad at --
 899
 900 Mr. Gerhart - At the existing store.
 901
 902 Mr. Baka - At Glenside.

903
 904 Mr. Archer - At Glenside.
 905
 906 Mr. Gerhart - Yes.
 907
 908 Mr. Archer - Oh, okay.
 909
 910 Mr. Gerhart - Yes, sir.
 911
 912 Mr. Baka - Thank you. I've been there and enjoy it.
 913
 914 Mrs. Thornton - Yeah.
 915
 916 Mr. Gerhart - Good to hear.
 917
 918 Mr. Baka - I hope you can find -- I hope you can find other suitable
 919 locations, too.
 920
 921 Mr. Gerhart - We're trying. Thanks.
 922
 923 Mr. Archer - Thank you, gentlemen.
 924
 925 Mrs. Thornton - Thank you.
 926
 927 Mr. Archer - All right. The business has been conducted and the minutes
 928 have been approved. Is there a motion for dismissal?
 929
 930 Mr. Witte - So moved.
 931
 932 Mr. Mackey - Second.
 933
 934 Mr. Archer - All right, we are adjourned.

935
 936
 937
 938
 939
 940
 941
 942

 Mr. C. W. Archer, Chairman

943
 944
 945
 946
 947
 948

 Mr. R. Joseph Emerson, Jr., Secretary

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 sewer. 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 water. 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 22, 2020**, which shall be as much a part of this approval as if details were fully described herein. Nine (9) 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, a minimum of fourteen (14) 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 October 2015)**
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.
11. **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, or approval by the Director of Planning provided the property is transferred to new ownership no later than 24 months following initial construction plan approval. **(Revised August 2016)**

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 22, 2020**, which shall be as much a part of this approval as if all details were fully described herein. Four (4) 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.
- 33. The mechanical equipment for each building shall be located on its respective lot. Except for wall-mounted electric meters, in no case shall the eight-foot easement for construction, drainage, and maintenance access on the abutting lot be used to locate other mechanical equipment (such as HVAC equipment, generators, and the like) for the subject lot.

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)**

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Conventional Single-Family Subdivisions Served By Public Utilities

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, a minimum of sixteen (16) 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 Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **January 22, 2020**, 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 21, 2021**, 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.

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Conventional Single-Family Subdivisions Not Served By Public Utilities

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, a minimum of eleven (11) 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 Director of Planning for final approval of street names before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **January 22, 2020**, 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 21, 2021**, 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.

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Residential Townhouse for Sale (RTH) Subdivisions

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, a minimum of fourteen (14) 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 Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **January 22, 2020**, 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 21, 2021**, 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.

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Zero Lot Line Subdivisions

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, a minimum of fourteen (14) 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 Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **January 22, 2020**, 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 21, 2021**, 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.

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Road Dedication with No Lots

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, a minimum of sixteen (16) 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 Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **January 22, 2020**, 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 21, 2021**, 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.