

Minutes from the work session of the Planning Commission of the County of Henrico held in the Planning Department Large Conference Room, County Administration Building in the Government Center at Parham and Hungary Spring Roads, beginning at 5:45 p.m., December 14, 2023.

Members Present: Mr. Robert H. Witte, Jr. Chair (Brookland)
Mr. Gregory R. Baka, Vice-Chair (Tuckahoe)
Mrs. Melissa L. Thornton, (Three Chopt)
Mr. C. W. Archer, C.P.C. (Fairfield)
Mr. William M. Mackey, Jr. (Varina)
Mr. R. Joseph Emerson, Jr., AICP, Director of Planning, Secretary

Members Absent: Mr. Thomas M. Branin (Three Chopt)
Board of Supervisors Representative

Also Present: Ms. Jean M. Moore, Assistant Director of Planning
Mr. Ben Sehl, Senior Principal Planner
Ms. Kelly Drash, County Planner

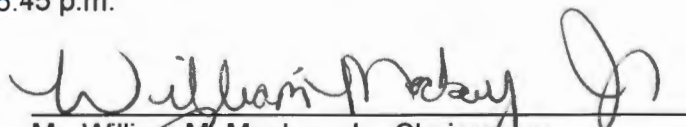
The Commission convened a work session in the Manager's Conference Room at 5:45 p.m.

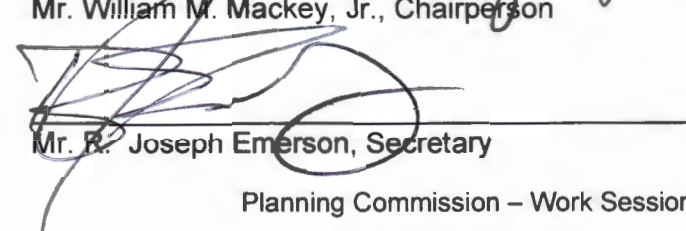
Mr. Joe Emerson began the work session by introducing Mr. Ben Sehl and Ms. Kelly Drash as presenters of Henrico County's new electronic land management system POSSE, and its customer portal, *Build Henrico*. This new online tool allows the submission and review of planning-related applications, such as rezonings, plans of development, subdivisions, and variances electronically. The Departments of Public Works and Public Utilities have also begun processing permits using these new capabilities.

Mr. Sehl gave an overview of the Build Henrico portal and described how customers access the new system. After extensive design and testing, the portal went live on November 14, 2023. With few exceptions, the new system eliminates the need for printed plats, plans and documents providing significant cost savings to customers, who also now have the convenience of online payment. Staff provided outreach and training to customers and staff to help transition to the new process.

When the Commission asked if filings are visible to all users, Mr. Sehl explained basic project information was accessible on-line to non-account holders. He also explained the system is not exclusive to Planning Commission applications. It will be used for other filings as well, i.e., conditional use permits and variances. Build Henrico is a dynamic program affording its users flexibility with project filings, document management, ascertaining project status, notification activation and the ease of having all project information housed in one place. It's also proven to be quite economical.

The Commission recessed its meeting at 6:45 p.m.


Mr. William M. Mackey, Jr., Chairperson


Mr. R. Joseph Emerson, Jr., Secretary

December 14, 2023

Planning Commission – Work Session