

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 Hungry Springs Roads beginning at 9:00 a.m. Wednesday, April 24, 2013.
4

Members Present: Mrs. Bonnie-Leigh Jones, Chairperson, C.P.C. (Tuckahoe)
Mr. Eric Leabough (Varina), Vice Chairperson
Mr. C. W. Archer, C.P.C. (Fairfield)
Mr. Tommy Branin, Chairman (Three Chopt)
Mr. Robert H. Witte, Jr. (Brookland)
Mr. R. Joseph Emerson, Jr., AICP,
Director of Planning, Secretary
Mr. Richard W. Glover,
Board of Supervisors' Representative

Others Present: Mr. David D. O'Kelly, Assistant Director of Planning
Ms. Leslie A. News, PLA, Principal Planner
Mr. Kevin D. Wilhite, C.P.C., AICP, County Planner
Mr. Michael F. Kennedy, County Planner
Mr. Tony Greulich, C.P.C., County Planner
Mr. Matt Ward, County Planner
Mr. Gregory Garrison, AICP, County Planner
Mr. Lee Pambid, C.P.C., County Planner
Ms. Aimee B. Crady, AICP, County Planner
Mr. John Cejka, Traffic Engineering
Mr. Tommy Catlett, Traffic Engineering
Ms. Kim Vann, Henrico Police
Mr. Eric Dykstra, Office Assistant/Recording Secretary

5 **Mr. Richard W. Glover, the Board of Supervisors' representative, abstains on all**
6 **cases unless otherwise noted.**

7
8 Mrs. Jones - This meeting will come to order. Welcome. Happy to have
9 you with us for the April 24th Subdivisions and Plans of Development meeting for the
10 Planning Commission of Henrico County. I'd ask that you please mute or turn off your
11 cell phones, so that they don't interrupt the proceedings. And as you do that, please rise
12 and join me for the Pledge of Allegiance.

13
14 In light of many recent events, it is always a privilege to Pledge Allegiance. I'd like to
15 welcome you. As I said, Mr. Glover, the supervisor from the Brookland District is sitting
16 with us this year from the Board of Supervisors. He may be joining us shortly. I don't
17 believe we have any news media with us this morning. We do have all commissioners
18 present, and we have a quorum, so we can conduct business. I'll now turn the meeting
19 over to our secretary, Mr. Emerson.
20

21 Mr. Emerson - Thank you, Madam Chair. The first items on your agenda are
22 the requests for deferrals and withdrawals and the expedited agenda. You have no items
23 for deferral or withdrawal, and no items for the expedited agenda this morning unless the
24 Commission has a deferral that they would like to put forward.

25
26 Mrs. Jones - Is there anything from the Commissioners? There is nothing.

27
28 Mr. Emerson - Madam Chair, that takes us to the next item on your agenda,
29 which are Subdivision Extensions of Conditional Approval. Those will be presented by
30 Mr. Lee Pambid.
31

Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District	Recommended Extension
SUB2011-00024 (SUB-04-11) Broaddus Glen (April 2011 Plan)	34	34	1	Fairfield	4/23/2014
SUB2010-00025 (SUB-03-10) Inglenook Cottages (Formerly Maybeury) (April 2010 Plan)	30	30	2	Tuckahoe	7/1/2017
SUB2011-00026 (SUB-03-11) New Market Village (April 2011 Plan)	93	61	1	Varina	4/23/2014
SUB2012-00020 Osborne Glen (March 2012 Plan)	43	43	0	Varina	4/23/2014
SUB2009-00041 (SUB-05-09) Riverview Green, Phase 1 (April 2009 Plan)	47	6	3	Brookland	7/1/2017

32
33 Mrs. Jones - Good morning, Mr. Pambid.

34
35 Mr. Pambid - Good morning, Madam Chair, members of the Planning
36 Commission.

37
38 This map indicates the location of five subdivisions that are presented for extensions of
39 conditional approval. Three are eligible for a one-year extension to April 23, 2014, and
40 two are eligible for automatic extension to July 1, 2017, pursuant to the amended section
41 15.2-2209.1 of the Code of Virginia. This is for informational purposes only and does not
42 require Commission action at this time.

43
44 This concludes my presentation. Staff can now field any questions you have regarding
45 these.
46

7 Mrs. Jones - Any questions for Mr. Pambid? All right. Thank you very
48 much, sir.

49
50 Mr. Pambid - You're welcome.

51
52 Mr. Emerson - Madam Chair, we now move on to the main items on your
53 agenda beginning on page three.

54
55 **TRANSFER OF APPROVAL (Deferred from the March 27, 2013 Meeting)**

56
POD-15-95 (Part) and 80- **Rob Chesson for Short Pump Holdings, LLC:** Request
99 (Part) for transfer of approval as required by Chapter 24, Section
POD2012-00436; 24-106 of the Henrico County Code from Short Pump
POD2012-00437 Investors, LP, Short Pump Entertainment, LLC, and Menin
Downtown Short Pump Development Companies, Inc. to Short Pump Holdings,
(Part) (Formerly Short LLC. The 3.4-acre site is located on the west line of
Pump Station and Ice Rink Pouncey Tract Road (State Route 271), approximately
- Part) - 1,400 feet north of the intersection of Pouncey Tract Road
4300 Pouncey Tract Road and W. Broad Street (U.S. Route 250) on parcel 739-763-
(State Route 271) 8628. The zoning is M-1, Light Industrial District and
WBSO, West Broad Street Overlay District. County water
and sewer. **(Three Chopt)**

57
58 Mrs. Jones - Is anyone with us this morning in opposition to the transfer of
59 approval for POD-15-95 (Part) and 80-99 (Part) (POD2012-00436; POD2012-00437),
60 Downtown Short Pump (Part) (Formerly Short Pump Station and Ice Rink—Part)? There
61 is no opposition. Hello again, Mr. Pambid.

62
63 Mr. Pambid - Good morning.

64
65 Deficiencies included missing and unmaintained landscaping, an unsecured BMP gate,
66 litter, and an unapproved dumpster enclosure encroaching on an adjacent property. The
67 deficient landscaping elements have been installed, the landscaping plan has been
68 received by staff to supplement existing landscaping, and the building permit that
69 addresses the dumpster issue has been received and approved. But the enclosures
70 must either be bonded or constructed prior to the issuance of any certificates of
71 occupancy on this site.

72
73 Staff recommends approval of this transfer request subject to that condition, that the
74 construction of the enclosure be either bonded or completed prior to the issuance of any
75 certificates of occupancy.

76
77 This concludes my presentation. I can now field any questions you have regarding this.
78 And Mr. Chesson is here today to field any questions as well.

79
80 Mrs. Jones - Questions for Mr. Pambid?

81
82 Mr. Branin - No. I would like to see Mr. Chesson, please.
83
84 Mrs. Jones - All right. Mr. Chesson, if you could come down, please?
85 These are recorded, so please state your name.
86
87 Mr. Chesson - Rob Chesson.
88
89 Mr. Branin - Good morning, Mr. Chesson, how are you?
90
91 Mr. Chesson - Well. How are you?
92
93 Mr. Branin - I'm doing well. You're doing a great job out there; I wanted to
94 tell you that. I deferred you out last month because we needed to make sure that we had
95 the dumpster taken care of. And one of the reasons for that is, as you know, with the
96 buildings that have recently come into this area with the tree and the landscaping, that
97 big dirt spot behind you one day will be filled. And the eyesore—because there's so
98 much traffic coming through now—is the back of the building you're in. So cleaning it up,
99 keeping it right, was a priority. And I had hoped that I could have talked to you last
100 month, but I didn't have that opportunity. You weren't here, so it was deferred out. So
101 thank you for getting the dumpster taken care of. And please keep in mind that is an area
102 that we've worked very hard with saving the tree, and the landscaping out there, to make
103 sure it stays straight.
104
105 Mr. Chesson - Absolutely. Thank you.
106
107 Mrs. Jones - Anything else from the Commission?
108
109 Mr. Branin - Madam Chair, I'd like to move for transfer of approval POD-
110 15-95 (Part) and 80-99 (Part) (POD2012-00436; POD2012-00437), Downtown Short
111 Pump (Part) (Formerly Short Pump Station and Ice Rink—Part), be approved with
112 Condition #1.
113
114 Mr. Archer - Second.
115
116 Mrs. Jones - Motion by Mr. Branin, second by Mr. Archer. All in favor say
117 aye. All opposed say no. The ayes have it; the motion passes.
118
119 The Planning Commission approved the transfer of approval request for POD-15-95
120 (Part) and 80-99 (Part) (POD2012-00436; POD2012-00437), Downtown Short Pump
121 (Part) (Formerly Short Pump Station and Ice Rink—Part), from Short Pump Investors,
122 LP, Short Pump Entertainment, LLC, and Menin Development Companies, Inc. to Short
123 Pump Holdings, LLC, subject to the standard and added conditions previously approved
124 and the following additional condition:
125

- 126 1. The deficiencies, as identified in the inspection report dated January 30, 2013,
127 shall be corrected or bonded prior to the issuance of a Certificate of Occupancy.

128
129 **TRANSFER OF APPROVAL**
130

131
132 **POD-54-90 William Walde for Oakley Court, LLC:** Request for
133 **POD2012-00501** transfer of approval as required by Chapter 24, Section 24-
134 **Oakley's Center Phase I** 106 of the Henrico County Code from Oakleys Center
135 **Warehouse – 4200** Associates to Oakley Court, LLC. The 8.48-acre site is
136 **Oakleys Court** located on the south line of Oakleys Court, approximately
137 950 feet south of the intersection of Oakleys Lane and
138 Oakleys Place, on parcel 816-720-9161. The zoning is M-
139 1, Light Industrial District. County water and sewer.
140 **(Fairfield)**

131
132 Mrs. Jones - Anyone with us this morning in opposition to this transfer of
133 approval for POD-54-90 (POD2012-00501), Oakley's Center Phase 1 Warehouse? No
134 opposition. Mr Pambid?

135
136 Mr. Pambid - Good morning.

137
138 Deficiencies included faded parking lot striping and stop bars, potholes, and cracking in
139 the asphalt, eight missing trees, and faded handicap parking spaces and signs. Staff has
140 received evidence of signed contracts addressing all of the deficiencies. As such, staff
141 can recommend approval subject to the condition on the agenda.

142
143 This concludes my presentation. I can field any questions you have regarding this.

144
145 Mrs. Jones - Questions for Mr. Pambid? Mr. Archer?

146
147 Mr. Archer - No, we discussed it.

148
149 Mrs. Jones - How would you like to proceed?

150
151 Mr. Archer - I'm ready to move. Madam Chair, I would like to move for
152 approval of POD-54-90 (POD2012-00501), Oakley's Center Phase 1 Warehouse,
153 subject to the staff recommendation and the addition of Condition #1, as stated in the
154 agenda.

155
156 Mr. Leabough - Second.

157
158 Mrs. Jones - I have a motion by Mr. Archer and a second by Mr.
159 Leabough. All in favor say aye. All opposed say no. The ayes have it; the motion passes.

160
161 The Planning Commission approved the transfer of approval request for POD-54-90
162 (POD2012-00501), Oakley's Center Phase 1 Warehouse, from Oakleys Center

163 Associates to Oakley Court, LLC, subject to the standard and added conditions
164 previously approved and the following additional condition:

- 165
166 1. The site deficiencies, as identified in the inspection report, dated March 13, 2013
167 shall be corrected by May 15, 2013.

168
169 **TRANSFER OF APPROVAL**
170

171 172 173 174 175 176 177	POD-50-83 POD2013-00023 Colonial Village at Chase Gayton (Formerly Chase Gayton Apartments) – 100 Chase Gayton Drive	171 172 173 174 175 176 177	Edward Wright for Colonial Realty Limited Partnership: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Principal Life Insurance Company to CRIT-VA- IV, Inc. The 27.62-acre site is located at the northeast corner of the intersection of Gayton Road and Quioccasin Road, on parcel 747-747-0033. The zoning is R-5, General Residential District. County water and sewer. (Tuckahoe)
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178 Mrs. Jones - Is there anyone with us this morning in opposition to the
179 transfer of approval for POD-50-83 (POD2013-00023), Colonial Village at Chase Gayton
180 (Formerly Chase Gayton Apartments)? There is no opposition. Mr. Pambid, once more.

181 Mr. Pambid - Yes ma'am, here I am. Good morning.

182 Deficiencies included faded parking lot striping and stop bars, pot holes and cracking in
183 the asphalt, one missing tree, and faded handicap parking spaces and signs. The
184 applicant reported that a four-year phased project to resurface all of the parking areas
185 will commence with the correction of the asphalt deficiencies listed above. So the entire
186 parking lot will be resurfaced over a period of time.

187 Staff has evidence of signed contracts addressing all of the deficiencies; as such, staff
188 can recommend approval subject to the condition in the agenda.

189 This concludes my presentation. Staff can now field any questions you have regarding
190 this.

191 Mrs. Jones - Are there any questions for Mr. Pambid? All right, thank you
192 very much. I do believe that this will certainly be done well over the next few years. I
193 would like to move for approval of transfer of approval POD-50-83 (POD2013-00023),
194 Colonial Village at Chase Gayton (Formerly Chase Gayton Apartments), with Condition
195 #1 as listed in the agenda.

196 Mr. Leabough - Second.

197 Mrs. Jones - Motion by Mrs. Jones, second by Mr. Leabough. All in favor
198 say aye. All opposed say no. The ayes have it; the motion passes.
199
200

201 The Planning Commission approved the transfer of approval request for POD-50-83
202 (POD2013-00023), Colonial Village at Chase Gayton (formerly Chase Gayton
203 Apartments), from Principal Life Insurance Company to CRIT-VA-IV, Inc., subject to the
204 standard and added conditions previously approved and the following additional
205 condition:

- 206
207 1. The site deficiencies, as identified in the inspection report, dated March 13, 2013
208 shall be corrected by May 15, 2013.

209
210 **TRANSFER OF APPROVAL**
211

212	POD-14-86	Allyson Wyld for The Blonde and The Brunette:
213	POD2013-00057	Request for transfer of approval as required by Chapter
214	The Blonde & The	24, Section 24-106 of the Henrico County Code from JT
215	Brunette (Formerly JT	Corker Electrical and Communications, Inc. to Allyson L.
216	Corker Electrical Company	Wyld. The 0.17-acre site is located at the northeast corner
217	and The Vincent Building)	of the intersection of Lakeside Avenue (State Route 161)
218	– 5801 Lakeside Avenue	and Forest Street, on parcel 782-746-0342. The zoning is
219	(State Route 161)	B-3C, Business District (Conditional). County water and
220		sewer. (Fairfield)

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Mrs. Jones - Good morning. Is anyone here in opposition to the transfer of approval for POD-14-86 (POD2013-00057), The Blonde & The Brunette (Formerly JT Corker Electrical Company and The Vincent Building)? No opposition. Mr. Greulich?

Mr. Greulich - Members of the Planning Commission, the applicant has addressed the minor deficiencies for this site. These deficiencies included some missing landscaping and the painting of a stop bar. A follow-up site inspection has been conducted, and the inspector has confirmed that everything has been addressed.

As all of the deficiencies have been addressed and the applicant has agreed to comply with the previous conditions, staff can recommend approval of the transfer of approval. Staff and the applicant are available to answer any questions you may have.

Mrs. Jones - Are there questions for Mr. Greulich? All right, thank you.
Mr. Archer?

Mr. Archer - I have none. Are the applicants here?

Mr. Greulich - Yes, sir.

Mr. Archer - I just wanted to be sure.

Mr. Branin - That would be the blonde and that would be the brunette.

238 Woman in Audience - I am the blonde, she is the brunette, not to be confused.

239
240 Mr. Archer - Thank you, ladies. Madam Chair, I move for approval of this
241 transfer of approval for POD-14-86 (POD2013-00057), The Blonde & The Brunette
242 (Formerly JT Corker Electrical Company and The Vincent Building).

243
244 Mr. Branin - Second.

245
246 Mrs. Jones - Motion by Mr. Archer, a second by Mr. Branin. All in favor say
247 aye. All opposed say no. The ayes have it; the motion passes.

248
249 The Planning Commission approved the transfer of approval request for POD-14-86
250 (POD2013-00057), The Blonde & The Brunette (Formerly JT Corker Electrical Company
251 and The Vincent Building), from JT Corker Electrical and Communications, Inc. to
252 Allyson L. Wyld, subject to the standard and added conditions previously approved.

253
254 **SUBDIVISION**

255
SUB2013-00040 **Youngblood, Tyler & Associates for BACOVA, LLC:**
Bowles Crossing at The 26.206-acre site proposed for a subdivision of 89
Bacova (April 2013 Plan) detached dwellings for sale with zero-lot-lines, is located
– 4660 Pouncey Tract on the west line of Pouncey Tract Road (State Route
Road (State Route 271) 271), approximately 375 feet north of Bacova Drive, on
parcels 739-766-3768, 738-766-9367, and part of 739-
766-2504. The zoning is R-5AC, General Residential
District (Conditional), and WBSO, West Broad Street
Overlay District. County water and sewer. **(Three Chopt)
89 Lots**

256
257 Mrs. Jones - Good morning. Is there anyone here who is in opposition to
258 SUB2013-00040, Bowles Crossing at Bacova (April 2013 plan)? There is no opposition.
259 Ms. Crady?

260
261 Ms. Crady - Good morning.

262
263 The subject property was recently rezoned by the Board of Supervisors at the November
264 13, 2012 meeting to allow up to 95 zero-lot-line residential dwelling development parcels
265 subject to the proffers of zoning case C-19C-12. The applicant is proposing 89 lots with
266 this plan.

267
268 The layout is in conformance with the proffered layout and conditions. Features
269 proposed with this development include an all-weather multi-use path that will run
270 through this easement here to the right of the majority of the parcels. It will tie into the
271 overall pedestrian network and multiple buffer areas around the perimeter of the site.
272 The buffers will include a variety of specifications for berms, fences, and enhanced
273 landscaping in accordance with those approved proffers.

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The additional details for the buffer areas and streetscape plantings, as well architectural samples for the proposed dwellings, will be presented with the POD review for Planning Commission consideration at a later hearing date.

With that, staff recommends approval subject to the annotations on the plan, the standard conditions for zero-lot-line subdivisions, and the additional Conditions #13 through #18 in the agenda. The applicant, Robert Babcock, and his representative, Andrew Browning with Youngblood, Tyler and Associates, are both here to answer any questions you may have of them. I'm happy to answer any questions you may have of me.

Mrs. Jones - Questions for Ms. Crady? All right. Mr. Branin, would you like to hear from the applicant?

Mr. Branin - No ma'am. I think we've covered this pretty well.

Mrs. Jones - All right. Are there any other questions at all from the Commission?

Mr. Branin - Then, Madam Chair, I'd like to move that SUB2013-00040, Bowles Crossing at Bacova (April 2013 plan), be approved with the annotations on the plan, standard conditions for zero-lot-line subdivisions, as well as the following conditions 13 through 18.

Mr. Archer - Second.

Mrs. Jones - Motion from Mr. Branin, second from Mr. Archer. All in favor say aye. All opposed say no. The ayes have it; the motion passes.

The Planning Commission granted conditional approval to SUB2013-00040, Bowles Crossing at Bacova (April 2013 plan), subject to the annotations on the plan, the standard conditions for zero lot line subdivisions, and the following additional conditions:

- 13. Prior to requesting the final approval, a draft of the covenants and deed restrictions for the maintenance of the common area by a homeowners association shall be submitted to the Department of Planning for review. Such covenants and restrictions shall be in a form and substance satisfactory to the County Attorney and shall be recorded prior to recordation of the subdivision plat.
- 14. Prior to requesting construction plan approval the developer must furnish a letter from Dominion Virginia Power, stating that this proposed development does not conflict with its facilities.
- 15. A County standard sidewalk shall be constructed along the east side of Liesfeld Farm Drive and south side of Kain Road.
- 16. A VDOT standard sidewalk shall be constructed along the west side of Pouncey Tract Road (State Route 271).

- 320 17. The proffers approved as part of zoning case C-19C-12 shall be incorporated in
321 this approval.
- 322 18. The developer shall provide signage, the wording and location as deemed
323 appropriate by the Director of Public Works, which addresses the possible future
324 extension of the stub street.

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326
327

SUBDIVISION

SUB2013-00043
Hickory Place (April
2013 Plan) – 5412 Twin
Hickory Road

Bay Companies, Inc. for David Turner, Trustee and Eagle Construction of Virginia, LLC: The 5.02-acre site proposed for a subdivision of 30 residential townhomes for sale is located on the east line of Twin Hickory Road, approximately 795 feet north of Nuckols Road, on parcel 747-773-6860. The zoning is RTHC, Residential Townhouse District (Conditional). County water and sewer.
(Three Chopt) 30 Lots

328
329 Mrs. Jones - Good morning. Is there anyone with us this morning in
330 opposition to SUB2013-00043, Hickory Place (April 2013 Plan)? There is no opposition.

331
332 Mr. Kennedy - Good morning, members of the Commission.

333
334 The proposed subdivision is subject to the proffers of zoning case C-07C-07. The
335 applicant has requested an amendment to the architectural proffers for that case, so
336 you'll be seeing a lot of this case in the next two months. The proffered amendment is
337 scheduled to be heard by the Planning Commission at their May 9th meeting. It will go to
338 the Board of Supervisors at their June 14th meeting and return to you on your June 22nd
339 meeting to see the POD. So it will go to you for the proffer amendment, come back for a
340 POD for just the site plan, go to the Board of Supervisors for their public hearing, and if
341 they should adopt the architectural plans, then the architectural plans for the POD will
342 come back. So you'll be seeing a lot of this case.

343
344 The proposed amendment does not impact the layout of the plan, so there's no problem
345 moving forward with it and following this plan as scheduled. The plan in your addendum
346 packet shows the revised plan that was requested by the Department of Public Works to
347 provide wider roads within the development to accommodate two-way traffic. Public
348 Works felt that since the driveways were at right angles to the drive, they would need to
349 have two-way traffic circulation around the site.

350
351 Public Works and Planning can now recommend approval of the plan. If you have any
352 questions, I'll be happy to answer them.

353
354 Mrs. Jones - Are there questions for Mr. Kennedy?

355
356 Mr. Branin - I have none for Mr. Kennedy. I would like to talk to the
357 applicant, please.

58
359 Mrs. Jones - Thank you, Mr. Kennedy. Would the applicant come down,
360 please?
361
362 Mr. Caskie - Good morning. I'm Dan Caskie with Bay Companies.
363
364 Mrs. Jones - Good morning.
365
366 Mr. Branin - Mr. Caskie, I wanted to bring you down. Thank you for
367 widening the roads for Public Works. And also, if the Commission would look and see
368 that they put a tot lot in and a lot of green space, which is one of the things that I had
369 been barking about in regards to townhomes for the last year and a half. So I wanted to
370 thank you for getting that done.
371
372 You guys have already submitted all of the information for the proffer change, and that is
373 in process?
374
375 Mr. Caskie - That's correct.
376
377 Mr. Branin - All right. That's all I have. I have nothing further.
378
379 Mrs. Jones - All right. It's up to you, Mr. Branin.
380
381 Mr. Branin - Okay, I'd like to move that SUB2013-00043, Hickory Place
382 (April 2013 Plan), be approved with conditions for residential townhome subdivisions and
383 the following additional Conditions #15 and #16.
384
385 Mr. Archer - Second.
386
387 Mrs. Jones - All right. I have a motion by Mr. Branin, second by Mr. Archer.
388 All in favor say aye. All opposed say no. The ayes have it; the motion passes.
389
390 The Planning Commission granted conditional approval to SUB2013-00043, Hickory
391 Place (April 2013 Plan), subject to the annotations on the plans, the standard conditions
392 attached to these minutes for residential townhouse subdivisions, and the following
393 additional conditions:
394
395 15. The proffers of Zoning Case Number C-07C-07 shall be incorporated in this
396 approval.
397 16. Any future building lot containing a BMP, sediment basin, or trap and located
398 within the buildable area for a principal structure or accessory structure, may be
399 developed with engineered fill. All material shall be deposited and compacted in
400 accordance with the Virginia Uniform Statewide Building Code and geotechnical
401 guidelines established by a professional engineer. A detailed engineering report
402 shall be submitted for the review and approval by the Building Official prior to the
403 issuance of a building permit on the affected lot. A copy of the report and

404 recommendations shall be furnished to the Directors of Planning and Public
405 Works.

406
407 **PLAN OF DEVELOPMENT**
408

POD2013-00069
Deep Run III Parking
Deck – 9954 Mayland
Drive

Burgess & Niple for Deep Run III Parent, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a four-story, 66,807 square-foot parking deck. The 2.76-acre site is located at the terminus of Mayland Drive and Deep Rock Road, on part of parcels 749-758-7718 and 750-757-2337. The zoning is M-1C, Light Industrial District (Conditional). County water and sewer.
(Three Chopt)

409
410 Mrs. Jones - Do we have anyone with us this morning in opposition to
411 POD2013-00069, Deep Run III Parking Deck? No opposition. Good morning,
412 Mr. Garrison.

413
414 Mr. Garrison - Good morning.

415
416 The applicant is requesting approval to construct a four-story parking deck containing
417 approximately 780 parking spaces. Staff has received a revised plan on April 18th, that
418 addresses how the existing parking spaces on the adjacent parcel to the west will
419 function, and information on adequate fire protection measures. Staff has also received
420 confirmation that the adjacent property owner is aware of work to be done on their
421 property, and that the applicant will continue to work with Kim Vann to resolve her
422 concerns as security details are being completed by the architect.

423
424 With this information, staff can recommend approval subject to the standard conditions,
425 annotations on the plan, and added Conditions #29 through #31. Staff and
426 representatives of the applicant are available to answer any questions that you may
427 have.

428
429 Mrs. Jones - Question for Mr. Garrison?

430
431 Mr. Branin - Mr. Garrison, we have received a letter from the adjacent
432 landowner stating agreement with construction?

433
434 Mr. Garrison - Yes, sir.

435
436 Mr. Branin - That's most important. I have no further questions for Mr.
437 Garrison.

438
439 Mrs. Jones - Anything else from the Commission for Mr. Garrison? Would
440 you like to hear from the applicant, Mr. Branin?

41
442 Mr. Branin - I don't think it's necessary. I would ask Ms. Vann, do you
443 have anything you want to add? Nothing? Okay.

444
445 Mrs. Jones - All right.

446
447 Mr. Branin - Madam Chair, I'd like to move that POD2013-00069, Deep
448 Run III Parking Deck, be approved under standards and conditions for developments of
449 this type, as well as the additional Conditions #29, #30, and #31. (See line 602 of these
450 minutes).

451
452 Mr. Archer - Second.

453
454 Mrs. Jones - I have a motion by Mr. Branin, second by Mr. Archer. All in
455 favor say aye. All opposed say no. The ayes have it; the motion passes.

456
457 The Planning Commission approved POD2013-00069, Deep Run III Parking Deck,
458 subject to the annotations on the plans, the standard conditions attached to these
459 minutes for developments of this type, and the following additional conditions:

- 460
461 29. The proffers approved as a part of zoning case C-15C-97 shall be incorporated in
462 this approval.
- 463 30. Evidence of a joint ingress/egress and maintenance agreement must be
464 submitted to the Department of Planning and approved prior to issuance of a
465 certificate of occupancy for this development.
- 466 31. The location of all existing and proposed utility and mechanical equipment
467 (including HVAC units, electric meters, junctions and accessory boxes,
468 transformers, and generators) shall be identified on the landscape plan. All
469 building mounted equipment shall be painted to match the building, and all
470 equipment shall be screened by such measures as determined appropriate by the
471 Director of Planning or the Planning Commission at the time of plan approval.

472
473 **PLAN OF DEVELOPMENT**

474
POD2013-00064
Enterprise Parking Facility
Expansion – 5300 Lewis
Road

Balzer and Associates, Inc. for Aragon Group and Enterprise Holdings: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a rental car storage facility. The 0.72-acre site is located on the west line of Lewis Road, approximately 800 feet south of the intersection of Williamsburg Road (U.S. Route 60) and Lewis Road, on part of parcel 818-713-9823. The zoning is M-1, Light Industrial District and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

475

476 Mrs. Jones - Is there anyone in opposition to POD2013-00064, Enterprise
477 Parking Facility Expansion? No opposition. Mr. Pambid, again.

478
479 Mr. Pambid - Good morning.

480
481 Mrs. Jones - Good morning.

482
483 Mr. Pambid - The proposal is for a rental car storage facility adjacent to an
484 existing Enterprise base facility, just immediately adjacent to the west in this vicinity right
485 here.

486
487 The existing facility receives and processes new cars for distribution to local Enterprise
488 stores around the area. The proposed facility is for the exclusive use of Enterprise and is
489 not intended for public use. Cars are not rented to customers directly from this facility. No
490 new buildings are proposed with the POD. An eight-foot-tall black vinyl-clad chain link
491 fence supplemented with landscaping is proposed for a screen. This part of the site is
492 leased from a larger 2.8-acre site and it's all to remain under the ownership of the
493 Aragon Group. The existing base facility and the adjacent Aragon air center, which would
494 be here, and here, are accessible by a private drive that loops around this way. All of
495 these properties are owned and will continue to be owned by the Aragon Group.

496
497 Staff recommends approval of this POD subject to the conditions in your agenda. This
498 concludes my presentation. Staff can now field any questions you have regarding this.

499
500 Mrs. Jones - Questions for Mr. Pambid?

501
502 Mr. Leabough - I have one question regarding the change to Condition #30.

503
504 Mrs. Jones - Sure.

505
506 Mr. Leabough - What prompted that change? I see the original condition
507 indicated outside storage is not permitted, and now it indicates that proffers approved as
508 part of the rezoning case will be incorporated. I'm just trying to understand the purpose
509 of the change and then what the change means.

510
511 Mr. Pambid - We just want to make sure that the only thing they're storing
512 on the site are cars. So if they have the idea that they want to try to put in any PODS or
513 any Conex boxes or anything else out there, that's the not the purpose of this lot. This is
514 strictly for cars.

515
516 Mr. Leabough - Okay.

517
518 Mr. Pambid - And frankly, from what I've observed at the site, they have
519 been storing cars along that drive aisle, so I think that this will alleviate that situation as
520 well. So we have pictures of this private drive aisle here. They have cars stacked along
521 there, so it seems to me like they could use every space that they can get in terms of

522 being able to conduct that use. We just don't want them storing anything other than cars
523 out there.

524

525 Mrs. Jones - Mr. Pambid, where is that condition?

526

527 Mr. Leabough - It's on the—

528

529 Mrs. Jones - That's mine. That's my case.

530

531 Mr. Leabough - No, right here. It's at the bottom.

532

533 Mr. Pambid - On page 11.

534

535 Mr. Leabough - No, that's not it. Here—where—I'm sorry. Oh, I'm sorry. I'm
536 looking at the wrong case; I'm sorry.

537

538 Mrs. Jones - Mr. Leabough was using my case.

539

540 Mr. Leabough - I'm sorry.

541

542 Mrs. Jones - No. I just didn't see it, and I wasn't sure about the wording.
543 It's on the addendum?

544

545 Mr. Leabough - Is there an addendum for this case?

546

547 Mrs. Jones - No.

548

549 Mr. Leabough - For some reason I got into my head that Condition #30 was
550 revised. So please disregard.

551

552 Mrs. Jones - So Condition #30 is as it's stated on the agenda.

553

554 Mr. Leabough - Is as it's stated. Okay.

555

556 Mrs. Jones - Okay.

557

558 Mr. Leabough - Are we good, now? I'm sorry.

559

560 Mr. Pambid - I'm fine.

561

562 Mr. Leabough - Sorry about that, Mr. Pambid.

563

564 Mr. Pambid - That's okay. Just want to make sure that I'm answering your
565 questions correctly.

566

567 Mrs. Jones - Well, you did very well.

568
569 Mr. Leabough - You did very well.
570
571 Mrs. Jones - All right. Any other questions about the Enterprise parking
572 facility? There are none. Sir?
573
574 Mr. Leabough - Madam Chair, I move for approval of POD2013-00064,
575 Enterprise Parking Facility Expansion, 5300 Lewis Road, subject to standard conditions
576 for developments of this type, additional Conditions as noted on the agenda, #29 through
577 #31, and annotations on the plans.
578
579 Mr. Witte - Second.
580
581 Mrs. Jones - Motion by Mr. Leabough, second by Mr. Witte. All in favor say
582 aye. All opposed say no. The ayes have it; the motion passes.
583

584 The Planning Commission approved POD2013-00064, Enterprise Parking Facility
585 Expansion, subject to the annotations on the plans, the standard conditions attached to
586 these minutes for developments of this type, and the following additional conditions:
587

- 588 29. The right-of-way for widening of Lewis Road as shown on approved plans shall be
589 dedicated to the County prior to approval of construction plans. The right-of-way
590 dedication plat and any other required information shall be submitted to the
591 County Real Property Agent at least sixty (60) days prior to requesting occupancy
592 permits.
593 30. Outside storage shall not be permitted.
594 31. Evidence of a joint ingress/egress and maintenance agreement must be
595 submitted to the Department of Planning and approved prior to approval of
596 construction plans for this development.
597

598 Mr. Leabough - I just wanted to make sure you all were awake.
599

600 Mrs. Jones - We were. And may I just make a comment. I believe on the
601 previous case for Deep Run Parking Deck, was there reference to the addendum item in
602 your motion, Mr. Branin? If not, let's so note that that will be included with the motion.
603

604 Mr. Branin - Okay.
605

606 **PLAN OF DEVELOPMENT – RECONSIDERATION OF A CONDITION** 607

POD2013-00068
(POD-71-02 Rev.)
Tom Leonard's at
Brookhollow – Seasonal
Tent – 4150 Brookriver
Drive

**Timmons Group for G3 Investments, LLC and Tom
Leonard:** Request for approval of a reconsideration of a
condition for a plan of development, as required by
Chapter 24, Section 24-106 of the Henrico County Code,
to locate a 2,400 square-foot tent in the seasonal sales
area of an existing grocery store. The 6.29-acre site is

located along the north line of Brookriver Drive and along the south line of Interstate 64, approximately 650 feet north of W. Broad Street (U.S. Route 250), on parcel 743-762-6518. The zoning is M-1C, Light Industrial District (Conditional) and WBSO, West Broad Overlay District. County water and sewer. **(Three Chopt)**

608
609 Mrs. Jones - Is there anyone with us in opposition to POD2013-00068,
610 Tom Leonard's at Brookhollow – Seasonal Tent-Revised? No opposition. Good morning,
611 Mr. Wilhite.

612
613 Mr. Wilhite - Good morning, Madam Chair.

614
615 This tent was originally approved with the landscape plan for Tom Leonard's on
616 September 24, 2003, by the Planning Commission. Since that time, we have had three
617 previous requests for extension of time. The last one expired in February of 2013. The
618 applicant has made another request for temporary approval for this tent. He is asking for
619 an additional three years. Page two of your addendum has the dates on the condition
620 that he would like to substitute here. This also gives him the ability to get a one-year
621 extension from the Director of Planning if he submits plans for a permanent structure in
622 this location.

623
624 I'd be happy to answer any questions that you have. Joe Vilseck representing the
625 applicant is here as well.

626
627 Mrs. Jones - I have a quick question, if that's all right. Mr. Branin?

628
629 Mr. Branin - You're the chairman.

630
631 Mrs. Jones - May I just ask, this current tent, how new is that one?

632
633 Mr. Wilhite - I've been out to the site. It looks in good condition, no tears.
634 It's my understanding that it's probably been replaced within the last few months, so I
635 believe it's a fairly new tent.

636
637 Mrs. Jones - Well, I was struck when I went out there that either the
638 existing tent that had been there before had had a total makeover or this was a new tent.
639 Because, this one looks a lot better than what was there before. My only concern, is can
640 it last in good condition for three years? Our history with this indicates that it can or
641 cannot last three years?

642
643 Mr. Wilhite - I'm not sure how to answer that question. Obviously,
644 Mr. Leonard has replaced the tent.

645
646 Mr. Branin - The previous one went in when, 2003?

647

648 Mr. Wilhite - I think it had been replaced since that time. I don't know
649 which number this is; Mr. Vilseck may be able to answer that question for us. But I think
650 this is more than two, anyway.
651

652 Mrs. Jones - It looks a lot better now than it did a little while ago.
653

654 Mr. Glover - Can I ask a question? Tell me how long are you asking the
655 Commission to approve this tent to stay where it is?
656

657 Mr. Wilhite - The applicant has requested an additional three-year
658 extension.
659

660 Mr. Glover - How long has it been there?
661

662 Mr. Wilhite - Originally it was approved in 2003 with the landscape plan.
663 But, this particular tent has been replaced before, and this is the fourth request for an
664 extension that we've received.
665

666 Mr. Glover - How many tents do we have throughout Henrico County that
667 we've approved for—basically a permanent tent?
668

669 Mr. Emerson - Very few.
670

671 Mr. Glover - What's very few mean?
672

673 Mr. Emerson - I do not think it's more than one or two.
674

675 Mr. Glover - Is this setting a precedent?
676

677 Mr. Emerson - In a commercial area, yes sir, probably.
678

679 Mrs. Jones - I will just throw in for conversation's sake that in my district
680 there are a number of places where tenting material, commercial tenting material, is
681 used, for instance, in a school setting.
682

683 Mr. Glover - Has it been approved by the Planning Commission?
684

685 Mrs. Jones - Yes.
686

687 Mr. Glover - We've approved tents, permanent tents—
688

689 Mrs. Jones - The reference that I have—yes.
690

691 Mr. Glover - But for schools? The schools approved it first, evidently. I just
692 think that we are setting a precedent here, and I'm not sure—over the past, tents have

693 not been something that you approve on a permanent basis. And this appears to be
694 permanent since it's from, what did you say, 2002?

695
696 Mr. Wilhite - Originally approved in September of 2003.

697
698 Mr. Glover - So that would be 12 years when it's finished here, and he
699 wants a year extension. I can appreciate Tom Leonard because they do an outstanding
700 business. But I think it takes away from an area when you start putting up tents. I have to
701 voice my opinion; that's what they put me here for.

702
703 Mrs. Jones - Thank you for that. Maybe the applicant can answer—

704
705 Mr. Glover - The amount of New York strips that he sells, he could build a
706 permanent structure. I know, because everybody I talk to asks have you eaten any Tom
707 Leonard steaks. No, I didn't. I don't understand why we are approving permanent tents in
708 an area that has generated unbelievable revenue. The conversation we're having is the
709 reason I ask. How long do you think this tent will last is the conversation you have had?
710 Now, there is no stipulation that it has to come down. But three or four years additional
711 on a tent that's been there? In other words, it's obvious that the tent is never going to
712 come down. By the time it's ready to come down, I'm not sure you and I are going to be
713 here, so it will be a whole new batch, except for the steak. Why don't we build a place?
714 Could I ask a question? I see the applicant is here. Could I ask a question of the
715 applicant?

716
717 Mrs. Jones - Of course. Are there any other questions for Mr. Wilhite?

718
719 Mr. Glover - I just thought I'd put it politely rather than say I want to.

720
721 Mrs. Jones - You have put it very politely; thank you. Are there any other
722 questions for Mr. Wilhite? Thank you. If the applicant would come down, please? State
723 your name for the record.

724
725 Mr. Glover - This is the engineer for the applicant. Do I have the applicant
726 here?

727
728 Mr. Vilseck - Good morning. My name is Joe Vilseck with Timmons Group.
729 Tom Leonard is not here this morning, but I'll do my best to answer any questions you
730 have.

731
732 Mr. Glover - Your best may not be enough. When do they plan to build a
733 permanent structure here?

734
735 Mr. Vilseck - That I don't know.

736
737 Mr. Glover - The Planning Commission can do what it wants to, but I'm
738 going to object to extending a tent for 13 years. And you can't tell me when he plans to

739 build anything, so evidently he doesn't plan to. What kind of engineer does it take for a
740 tent?
741
742 Mr. Vilseck - For a permanent tent, or?
743
744 Mr. Glover - Would you say this is permanent?
745
746 Mr. Vilseck - I think he likes to—
747
748 Mr. Glover - No, no, let's not think.
749
750 Mr. Vilseck - The tent kind of—
751
752 Mr. Glover - Could you tell me, do they plan to leave this here as a
753 permanent fixture?
754
755 Mr. Vilseck - I really don't -- Mr. Glover, I don't know.
756
757 Mr. Glover - Well what do you do for a tent as an engineer?
758
759 Mr. Vilseck - I mean, it's just—I mean it's—
760
761 Mr. Glover - That's okay, you answered my question.
762
763 Mr. Leabough - They just installed a new tent how recently?
764
765 Mr. Branin - From what I understand, two or three months.
766
767 Mr. Leabough - The only thing I would be concerned about is they just
768 invested in a new tent. And I know that's their challenge but—
769
770 Mr. Branin - Now, I think we can resolve this. With three years and looking
771 at 2003, I was looking at the extension and the one that we did while I've been on the
772 Commission, not at the full range. Twelve years is a very long period of time. I'm going to
773 make a recommendation that we defer this out, so Mr. Leonard has an opportunity to
774 come and address this, number one. I was told he was going to be here today and he's
775 not. So number one, I'm going to ask for a deferral. And then I'm also going to ask for a
776 recommendation to staff that we reduce it to a one-year with an option to extend one
777 year, not a three with an option to extend. From what I've understood from Mr. Leonard,
778 this area is where they are going to expand. Because of the economic times, he isn't
779 selling enough steaks to expand out the side.
780
781 Mr. Glover - Did you see that ad in this morning's paper?
782
783 Mr. Branin - No, I don't typically look at--
784

35 Mr. Glover - It's in there.
786
787 Mr. Branin - With that in mind, I know this is useful space. I know the
788 Halloween community movies that he does, it does serve a good purpose. But I think it
789 would be best served to this Commission to defer this out. So would you like to defer
790 this?
791
792 Mr. Vilseck - Sure, yes.
793
794 Mr. Branin - Okay.
795
796 Mr. Glover - I'd like to know what are the standards of development that
797 surround a tent. Do we have any standards that we have to abide by?
798
799 Mr. Emerson - No sir, not in particular. The building code. They have to be
800 inspected by the building official and they have to have permits. And, of course, in this
801 case we make sure it meets all the appropriate setbacks and things for a commercial
802 area. But in essence, no. Tents are normally a temporary thing, as you know, with
803 festivals and things of that nature. The Building Inspection Office does have to go out,
804 inspect how they're secured and tie it together to make sure that they'll withstand a
805 certain wind load, I would assume, and things of that nature to protect the public.
806
807 Mr. Glover - What's the standard that we've established as a County
808 where they can put these?
809
810 Mr. Emerson - We haven't established a standard necessarily.
811
812 Mr. Glover - In other words, you can put a tent anywhere.
813
814 Mr. Emerson - Well you could ask.
815
816 Mr. Glover - Well how would you deny it? I'm not against a tent.
817
818 Mr. Emerson - I hear what you had -- I would agree with you, it would be
819 difficult if you have allowed them in other areas. I don't know of any—there is not one
820 that immediately comes to mind in a commercial area that the Commission has
821 approved.
822
823 Mr. Glover - Well, it could sprinkle all up and down a commercial corridor.
824
825 Mr. Emerson - Certainly.
826
827 Mr. Glover - Based on the standards that you've just told me.
828
829 Mr. Emerson - We do have, on occasion, for festivals in the commercial
830 areas, temporary approvals where a tent is put up for three days or a week. We do have

831 school facilities that have coverings over the playground equipment for the children who
832 have sun allergies. But we don't have in a commercial area that I recall—and I could be
833 wrong; we'll do a little research on it—any type of permanent tent.
834

835 Mr. Glover - But New York strips have—I mean this area has an
836 exemption.
837

838 Mr. Emerson - This area is in the West Broad Street Overlay District. And
839 certainly staff is concerned about this tent and has voiced those concerns before.
840

841 Mr. Glover - I'm very concerned with having a tent for 13 years.
842

843 Mr. Emerson - To me, it's extreme; I agree with you.
844

845 Mr. Glover - It's extremely extreme.
846

847 Mrs. Jones - I would throw out, just to play devil's advocate, I guess, that if
848 Mr. Leonard feels that there is something inherent in having a tent of this nature at this
849 location to enhance the products that he sells here and to give it a look and a feel that he
850 is after, that he can come make that case.
851

852 Mr. Glover - I don't think that there is a case for a tent.
853

854 Mrs. Jones - Well, that's up to—
855

856 Mr. Glover - Because we don't have any standards for it. But, you know,
857 right here I'm reading in here an additional one-year extension, Condition #35. An
858 additional one-year extension may be granted by the Director of Planning if plans for a
859 permanent—if plans for a permanent structure to replace the tent are submitted by the
860 County approval, prior to the aforementioned deadline. When was that condition adopted
861 by the Planning Commission, Mr. Emerson?
862

863 Mr. Emerson - That would have been February 23, 2011, when that
864 condition was placed forward. And Mr. Leonard was advised—he received a letter from
865 Mr. Wilhite regarding that his time limit was up, and he needed to submit his plans. And
866 he inquired that he would like to extend, and we told him, as staff, we didn't have the
867 ability to extend without plans for the permanent structure that he had indicated that he
868 would build on several occasions, and that it had to come to the Commission for their
869 consideration if there was a change in the condition.
870

871 Mr. Glover - Well. I don't know why you put conditions like that on there if
872 you don't pay attention to them. And that's us, not necessarily staff. All right.
873

874 Mrs. Jones - Any further questions?
875

876 Mr. Branin - None.

77
878 Mrs. Jones - Okay, Mr. Branin?
879
880 Mr. Branin - All right. I'd like to move that POD2013-00068, Tom
881 Leonard's at Brookhollow – Seasonal Tent Revised, be deferred to the May 22nd meeting
882 per the applicant's request.

883
884 Mr. Archer - Second.
885
886 Mrs. Jones - Motion by Mr. Branin, second by Mr. Archer. All in favor say
887 aye. All opposed say no. The ayes have it; the motion passes.

888
889 At the request of the applicant, the Planning Commission deferred POD2013-00068,
890 Tom Leonard's at Brookhollow – Seasonal Tent Revised, to its May 22, 2013 meeting.

891
892 **PLAN OF DEVELOPMENT**

893
POD2013-00011 **Balzer and Associates Inc. for Meadow Glen of West**
Meadow Glen of West End **End, LP:** Request for approval of a plan of development,
Addition (Formerly as required by Chapter 24, Section 24-106 of the Henrico
Gaskins Retirement County Code, to construct a one-story, 23-unit, 14,415
Community) – 2400 square-foot addition to an existing 45-unit assisted living
Gaskins Road facility. The 8.07-acre site is located along the west line of
(POD-51-99 Rev.) Gaskins Road, approximately 765 feet south of its
intersection with Three Chopt Road, on part of parcel 749-
754-2538. The zoning is R-6C, General Residential District
(Conditional), and C-1, Conservation District. County water
and sewer. **(Tuckahoe)**

894
895 Mrs. Jones - Is there anyone with us this morning in opposition to
896 POD2013-00011, Meadow Glen of West End Addition (Formerly Gaskins Retirement
897 Community)? There is no opposition. Good morning, Mr. Ward.

898
899 Mr. Ward - Good morning, Planning Commission members, Madam
900 Chair.

901
902 At this time, staff has received the schematic landscape plan that was requested; it's in
903 the addendum on page two. I was going to see if I could pull it up on the screen. Here we
904 are. At this time, this revised schematic landscaping plan was requested by staff so that
905 we could better understand how they're going to have the opportunity to landscape in
906 this 50-foot proffered buffer that begins basically at the southern terminus of the
907 driveway, which is going in here, going 150 feet along the western line of Gaskins Road.

908
909 Additionally, staff received some information. The Department of Public Works'
910 Engineering Division confirmed that adequate information was submitted that
911 demonstrated the required water quality and the 50/10 detention requirements.

912
913 So at this time, the current proposal is going to be adding an additional 23 units, as
914 stated before. And it's related to a recent rezoning case, C-12C-12, that was approved
915 by the Board of Supervisors on June 12, 2012. This amended the proffers, which allowed
916 more units to be on this property, but limited it to no more than 70 units or 96 beds.
917

918 So the current proposal is going to be, as was said earlier, 14,415 square feet. And this
919 basically will include 23 bedroom units, an activity area, a sunroom, and other common
920 areas associated with the facility. The total proposal would be 68 units and beds on the
921 property. The architectural renderings show the brick to be consistent in matching with
922 what's out there and applying consistent architectural design features, as well as
923 addressing the individual heating/air units under each bedroom unit. The applicant
924 agreed to at least match the colors to the building to make it blend more, and those
925 should not protrude more than a quarter inch from the building. We have the applicant
926 agreeing to that.
927

928 At this time, staff can recommend approval. Should the Commission act on the request,
929 the standard conditions for developments of this type and the following additional
930 conditions are recommended— #9 amended for landscaping to come back, #29, #30
931 revised in the addendum on page two, and then in the regular agenda, page 13,
932 conditions #31 through #35. We have the engineer, Chris Shust, here, and the applicant,
933 Richard McClellan. I'm also available to answer any questions, if you'd like.
934

935 Mrs. Jones - Are there any questions for Mr. Ward? I don't have any
936 questions for Mr. Ward. We've worked with this over the past months diligently. I would
937 like to ask the applicant to come forward, if you would please. State your name.
938

939 Mr. Shust - My name is Chris Shust with Balzer and Associates. Good
940 morning, Madam Chairwoman, members of the Commission.
941

942 Mrs. Jones - Good morning. Mr. Shust, I am happy we're here today. It's
943 been of a bit of a long road, but I'm glad we're at the point where this is ready to come
944 before the Commission.
945

946 I just wanted to double-check. The landscaping plan, you do realize, will come back here
947 with Condition #9.
948

949 Mr. Shust - Yes, landscape and lighting, that's correct.
950

951 Mrs. Jones - Okay.
952

953 Mr. Shust - We'll bring that back.
954

955 Mrs. Jones - You do have a schematic here that looks like it will protect
956 that Gaskins Road corridor, which really will be very helpful. Could you just make sure

57 for the sake of the Commission that we understand? The new units which will be built,
958 how many of those will be for Alzheimer's specifically?

959
960 Mr. Shust - There is actually going to be a reconfiguration of the facility
961 internally. Dick, do you remember how many total beds you're going to have for
962 Alzheimer's?

963
964 Man in Audience - Approximately 22 or 23.

965
966 Mrs. Jones - Okay.

967
968 Mr. Shust - Yes. The Alzheimer's wing is going to be moved to the
969 opposite side of the construction.

970
971 Mrs. Jones - All right. That was differently presented in the beginning, so I
972 just wanted to confirm. Okay. Assuming the approval comes today, do you know when
973 you might get started on all this?

974
975 Mr. Shust - As soon as we can get through approval of construction
976 documents and signatures, they're ready to go.

977
978 Mrs. Jones - Ready to roll. Well, I will say that there has been a lot of
979 improvements to this property, and certainly the addition will take it to another level. I'm
980 wishing you all the very best. I think as our population ages, these are facilities that will
981 become more and more valuable to us. I wish you well.

982
983 Mr. Shust - Thank you. We appreciate your help and Matt Ward's help on
984 this.

985
986 Mrs. Jones - All right. Are there any other questions? Okay, thank you.
987 Then I would like to make a motion for approval of POD2013-00011, Meadow Glen of
988 West End Addition (Formerly Gaskins Retirement Community), at 2400 Gaskins Road.
989 This motion is for approval with the standard conditions for developments of this type,
990 the additional conditions that are on the agenda, #9 amended, #29, #30 as revised on
991 our addendum page two, and #31 through #35.

992
993 Mr. Leabough - Second.

994
995 Mrs. Jones - Motion by Mrs. Jones, a second by Mr. Leabough. All in favor
996 say aye. All opposed say no. The ayes have it; the motion passes.

997
998 The Planning Commission approved POD2013-00011, Meadow Glen of West End
999 Addition (formerly Gaskins Retirement Community), subject to the annotations on the
1000 plans, the standard conditions attached to these minutes for developments of this type,
1001 and the following additional conditions:

1002

- 1003 9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of
1004 Planning for review and Planning Commission approval prior to the issuance of any
1005 occupancy permits.
- 1006 29. Outside storage shall not be permitted.
- 1007 30. **REVISED** - The proffers approved as part of zoning cases C-12C-12, ~~C-62C-03,~~
1008 ~~and C-10C-99~~ shall be incorporated in this approval.
- 1009 31. The existing 16-inch sewer easement in conflict with the proposed building
1010 footprint shall be vacated prior to approval of the building permit for the said
1011 building.
- 1012 32. The owners shall not begin clearing of the site until the following conditions have
1013 been met:
- 1014 (a) The site engineer shall conspicuously illustrate on the plan of development
1015 or subdivision construction plan and the Erosion and Sediment Control
1016 Plan, the limits of the areas to be cleared and the methods of protecting the
1017 required buffer areas. The location of utility lines, drainage structures and
1018 easements shall be shown.
- 1019 (b) After the Erosion and Sediment Control Plan has been approved but prior
1020 to any clearing or grading operations of the site, the owner shall have the
1021 limits of clearing delineated with approved methods such as flagging, silt
1022 fencing or temporary fencing.
- 1023 (c) The site engineer shall certify in writing to the owner that the limits of
1024 clearing have been staked in accordance with the approved plans. A copy
1025 of this letter shall be sent to the Department of Planning and the
1026 Department of Public Works.
- 1027 (d) The owner shall be responsible for the protection of the buffer areas and
1028 for replanting and/or supplemental planting and other necessary
1029 improvements to the buffer as may be appropriate or required to correct
1030 problems. The details shall be included on the landscape plans for
1031 approval.
- 1032 33. Evidence of a joint ingress/egress and maintenance agreement must be
1033 submitted to the Department of Planning and approved prior to issuance of a
1034 certificate of occupancy for this development.
- 1035 34. The location of all existing and proposed utility and mechanical equipment
1036 (including HVAC units, electric meters, junction and accessory boxes,
1037 transformers, and generators) shall be identified on the landscape plans. All
1038 equipment shall be screened by such measures as determined appropriate by the
1039 Director of Planning or the Planning Commission at the time of plan approval.
- 1040 35. The limits and elevations of the **Special Flood Hazard Area** shall be
1041 conspicuously noted on the plan and labeled "**Limits of Special Flood Hazard**
1042 **Area.**" In addition, the delineated **Special Flood Hazard Area** must be labeled
1043 "Variable Width Drainage and Utility Easement." The easement shall be granted
1044 to the County prior to the issuance of any occupancy permits.
- 1045

1046 Mr. Emerson - Madam Chair, that now takes to page 15 of your agenda for
1047 the consideration of your March 28, 2013 minutes. It's my understanding from staff that
1048 the Commission members were polled and that there were no corrections to the minutes

49 that were sent to you, unless subsequently there has been a change found by any of
1050 you.

1051
1052 APPROVAL OF MINUTES: March 28, 2013

1053
1054 Mrs. Jones - Are there any corrections to the minutes? There are none.

1055
1056 Mr. Leabough - Madam Chair, I move approval of the March 27, 2013
1057 minutes.

1058
1059 Mr. Branin - Second.

1060
1061 Mrs. Jones - Motion by Mr. Leabough, second by Mr. Branin. All in favor
1062 say aye. All opposed say no. The ayes have it; the motion passes.

1063
1064 The Planning Commission approved the March 28, 2013 minutes as distributed.

1065
1066 Mrs. Jones - Is there anything else for the Commission?

1067
1068 Mr. Emerson - Yes ma'am. I did want to inform the Commission that we
1069 have a new administrative assistant, Office Assistant IV is the title, in the Development
1070 and Design Review Division. That's Mr. Eric Dykstra. Eric, if you'll stand up and be
1071 recognized. Eric is replacing Holly Zinn, who moved to the third floor. Eric has been with
1072 us for a while; you've met him before. He's served in various capacities. He started out
1073 with us as an intern. Then after that we kept him around as a temporary employee, and
1074 he's filled in for Sylvia Ray, and he's filled in for Holly Zinn I guess twice now, and done
1075 quite a few other tasks in the office. Eric was interested in getting his foot in the door and
1076 applied for this position. He's very qualified. He has a bachelor's degree in Urban and
1077 Regional Studies and a graduate certificate in GIS from VCU. And he's currently
1078 pursuing his master's degree in Public Administration through the Virginia Tech campus
1079 here in Richmond. So, I wanted to just let you know that and join me in welcoming Eric
1080 as a permanent employee of the Planning Department.

1081
1082 Mrs. Jones - Congratulations.

1083
1084 Mr. Emerson - Madam Chair, I have nothing else for the Commission this
1085 morning.

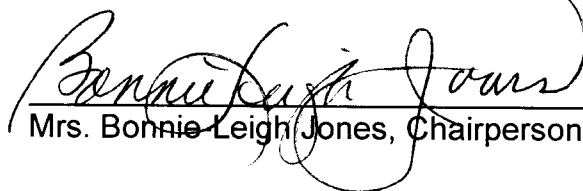
1086
1087 Mrs. Jones - Is there anything else from the Commissioners to come
1088 before the Commission?

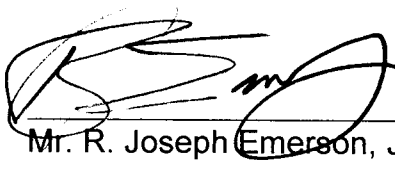
1089
1090 Mr. Archer - I just want to let Eric know that's the last applause he'll ever
1091 hear in here.

1092
1093 Mrs. Jones - I was waiting for you to say that, Mr. Archer.

1094

1095 Mr. Archer - I couldn't let it go.
1096
1097 Mrs. Jones - All right.
1098
1099 Mr. Branin - Move to adjourn.
1100
1101 Mr. Leabough - Second.
1102
1103 Mrs. Jones - I have a motion and a second for adjournment. This meeting
1104 stands adjourned.


Mrs. Bonnie Leigh Jones, Chairperson, C.P.C.


Mr. R. Joseph Emerson, Jr., Secretary

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PLANS OF DEVELOPMENT

A. Standard Conditions for all POD's:

1. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water and sewer. **(when the property is served by public utilities)**
- 1A. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water. The well location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public water system when available within 300 feet of the site/building. **(when not served by public water)**
- 1B. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public sewer. The septic tank location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public sewer when available within 300 feet of the site/building. **(when not served by public sewer)**
2. The Director of the Department of Public Utilities shall approve the plan of development for construction of public water and sewer, prior to beginning any construction of these utilities. The Department of Public Utilities shall be notified at least **48** hours prior to the start of any County water or sewer construction.
3. The parking lot shall be subject to the requirements of Chapter 24, Section 24-98 of the Henrico County Code.
4. The parking spaces shall be marked on the pavement surface with four-inch-wide traffic painted lines. All lane lines and parking lines shall be white in color with the exception that those dividing traffic shall yellow.
5. Sufficient, effectively usable parking shall be provided. If experience indicates the need, additional parking shall be provided.
6. Curb and gutter and necessary storm sewer shall be constructed as shown on approved plans.
7. The plan of development plan shall be revised as annotated on the staff plan dated **April 24, 2013**, which shall be as much a part of this approval as if details were fully described herein. Eight (8) sets of revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised January 2008)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.

9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of Planning for review and Planning Commission approval prior to the issuance of any occupancy permits.
10. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced no later than the next planting season.
11. Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including light spread and intensity diagrams, and fixture specifications and mounting height details shall be submitted for Department of Planning review and approval.
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 **(Revised July 2007)**.
21. Vehicles shall be parked only in approved and constructed parking spaces.
22. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
23. The site, including paving, pavement markings, signage, curb and gutter, dumpster screens, walls, fences, lighting and other site improvements shall be properly maintained in good condition at all times. Any necessary repairs shall be made in a timely manner.
24. The developer shall provide fire hydrants as required by the Department of Public Utilities and Division of Fire.
25. Insurance Services Office (ISO) calculations shall be included on the final construction plans for approval by the Department of Public Utilities prior to issuance of a building permit.
26. Any necessary off-site drainage and/or water and sewer easements must be obtained in a form acceptable to the County Attorney prior to final approval of the construction plans.
27. The easements for drainage and utilities as shown on approved plans shall be granted to the County in a form acceptable to the County Attorney prior to any occupancy permits being issued. The easement plats and any other required information shall be submitted to the County Real Property Agent at least sixty (60) days prior to requesting occupancy permits.
28. Deviations from County standards for pavement, curb or curb and gutter design shall be approved by the County Engineer prior to final approval of the construction plans by the Department of Public Works.
29. **(Start of miscellaneous conditions)**

STANDARD CONDITIONS FOR LANDSCAPE /LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **April 24, 2013**, which shall be as much a part of this approval as if all details were fully described herein. **Five (5)** sets of **prints** of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

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

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

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

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

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

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

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

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

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

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

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

B-2 ZONE

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

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

B-3 ZONE

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



SUBDIVISION - CONDITIONAL APPROVAL

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water. **(Substitute condition 5A if well)**
- 5A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer. **(Substitute condition 6A if on site sewage disposal/septic)**
- 6A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **April 24, 2013**, which shall be as much a part of this approval as if all details were fully described herein.

9. This approval shall expire on **April 23, 2014**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements as applicable, and design considerations.
12. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers, Chesapeake Bay Act Areas, wells and primary/reserved drainfields.

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage and erosion control plans have been approved by the Department of Planning, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, fifteen (15) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **April 24, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **April 23, 2014**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
9. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
10. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements and design considerations.

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

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **April 24, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **April 23, 2014**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.

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

Standard Conditions for Zero Lot Line Subdivisions
(January 2008)

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **April 24, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **April 23, 2014**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change may be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.

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

SUBDIVISION - CONDITIONAL APPROVAL

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated April 24, 2013, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on April 23, 2014, 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.

