

1 Minutes of the regular monthly meeting of the Planning Commission of Henrico County,
2 held in the County Administration Building in the Government Center at Parham and
3 Hungary Springs Roads beginning at 9:00 a.m. Wednesday, December 16, 2009.
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Members Present: Mrs. Bonnie-Leigh Jones, Chairperson (Tuckahoe)
Mr. Ernest B. Vanarsdall, C.P.C., Vice-Chairperson (Brookland)
Mr. E. Ray Jernigan, C.P.C., (Varina)
Mr. C. W. Archer, C.P.C. (Fairfield)
Mr. R. Joseph Emerson, Jr., Director of Planning, Secretary
Mr. James B. Donati (Varina)
Board of Supervisors Representative

Member Absent: Mr. Tommy Branin (Three Chopt)

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

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6 **Mr. James B. Donati, the Board of Supervisors' representative, abstains from**
7 **voting on all cases unless otherwise noted.**

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9 Mrs. Jones - I'd like to call this meeting of the Planning Commission to
10 order and ask that you rise for the Pledge of Allegiance to the Flag.
11

12 Thank you. Good morning. We have an abbreviated agenda and not too many folks with
13 us this morning, but we're happy to see you all and happy holidays. This is our last
14 meeting of the year for the Subdivisions and Plans of Development for the Planning
15 Commission. If any of you have cell phones, I'd appreciate it if you'd mute them or turn
16 them off before we get started.
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18 Mr. Vanarsdall - May I add as Vice Chairman, Merry Christmas to you all.
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20 Mrs. Jones - Thank you for that, Ernie. All right. I'd like to turn the
21 meeting at this point over to our secretary, Mr. Emerson.
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23 Mr. Emerson - Thank you, Madam Chair. The first item on your agenda
24 today is the request for deferrals and withdrawals. You do not have any deferrals or
25 withdrawals, so we'll move on to the expedited agenda, which will be presented by Ms.
26 Leslie News.

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28 Ms. News - Thank you, sir. Good morning, Madam Chair, members of
29 the Commission. We have very clean, clear-cut cases this morning. All 4 of our cases
30 actually are on the expedited agenda. The first case is on page 3 of your agenda and is
31 located in the Three Chopt District. This is a transfer of approval for POD-131-87,
32 Culpeper Farms Apartments. Staff recommends approval.

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34 **TRANSFER OF APPROVAL**

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POD-131-87 Culpeper Farms Apartments – 3450 Spendthrift Drive	Sandra Becker for CAPREIT Culpeper Farms, LP: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Lokey Properties, John H. Streicker Trust, and CAPREIT Culpeper Farms, LP to Culpeper Farms, LLC. The 14.29- acre site is located south of W. Broad Street (U.S. Route 250) on both north and south lines of Mayland Drive, approximately 850 feet east of Pemberton Road, on parcel 755-757-0805. The zoning is R-5C, General Residence District and R-6C, General Residence District. County water and sewer. (Three Chopt)
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37 Mrs. Jones - Is there anyone with us in opposition to case POD-131-87,
38 Culpeper Farms Apartments? No opposition.

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40 Mr. Jernigan - Madam Chair, with that I would like to move for approval of
41 transfer of approval for POD-131-87, Culpeper Farms Apartments, on the expedited
42 agenda.

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44 Mr. Vanarsdall - Second.

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

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49 The Planning Commission approved the transfer of approval request for POD-131-87,
50 Culpeper Farms Apartments, from Lokey Properties, John H. Streicker Trust, and
51 CAPREIT Culpeper Farms, LP to Culpeper Farms, LLC, subject to the standard and
52 added conditions previously approved.

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54 Ms. News - The next item is on page 4 of your agenda and is located in
55 the Three Chopt District. This is transfer of approval for POD-46-03, Mayland Townes.
56 There's an addendum item on page 1 that indicates that the staff report has been

57 corrected to note that 6units have been constructed in Section 1, although 13 have
58 been recorded. Staff recommends approval.

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TRANSFER OF APPROVAL

POD-46-03
POD2009-00410
Mayland Townes – 8640
Mayland Drive

Joyce Wolfe for Eagle Construction of VA, LLC and MTBO1/E|C, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Accent Builders and Developers, LLC to Eagle Construction of VA, LLC and MTBO1/E|C, LLC. The 7.5-acre site is located on the north line of Mayland Drive, approximately 820 feet west of Parham Road, on parcel 757-753-0796. The zoning is RTHC, Residential Townhouse District (Conditional). County water and sewer. **(Three Chopt)**

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Mrs. Jones - Is anyone with us in opposition to this transfer of approval for
POD-46-03, Mayland Townes?

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Mr. Jernigan - Madam Chair, with that I would like to move for approval of
transfer of approval for POD-46-03, Mayland Townes, on the expedited agenda and
with the addition of the addendum with correction.

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Mr. Vanarsdall - Second.

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

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The Planning Commission approved the transfer of approval request for POD-46-03,
Mayland Townes, from Accent Builders and Developers, LLC to Eagle Construction of
VA, LLC and MTBO1/E|C, LLC, subject to the standard and added conditions previously
approved.

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Ms. News - Next on page 5 of your agenda and located in the Fairfield
District is SUB-17-09, Watts Lane Extension (December 2009 Plan) for zero lots. This
is a road dedication in conjunction with the Eastern Henrico Recreation Center. Staff
recommends approval.

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SUBDIVISION

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SUB-17-09
SUB2009-00165
Watts Lane Extended
(December 2009 Plan)

Burgess and Niple, Inc. for the County of Henrico: The 1.045-acre site proposed for extension of Watts Lane is located on the western line of N. Laburnum Avenue, on parcels 808-731-0412 and 807-731-6248. The zoning is A-1, Agricultural District. County water and sewer. **(Fairfield) 0 Lots**

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88 Mrs. Jones - Are there objections to SUB-17-09, Watts Lane Extended?
89 There is no opposition.

90
91 Mr. Archer - Madam Chair, I would like to move for approval of SUB-17-
92 09, Watts Lane Extended, subject to the annotations on the plan and standard
93 conditions for subdivisions served by public utilities for a road dedication, on the
94 expedited agenda.

95
96 Mr. Vanarsdall - Second.

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98 Mrs. Jones - All right. We have a motion by Mr. Archer and a second by
99 Mr. Vanarsdall. All in favor say aye. All opposed say no. The ayes have it; the motion
100 passes.

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102 The Planning Commission granted conditional approval to SUB-17-09, Watts Lane
103 Extended, subject to the standard conditions attached to these minutes for subdivisions
104 served by public utilities for a road dedication and the annotations on the plans.

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106 Ms. News - Finally on page 6 of your agenda and located in the Three
107 Chopt District is SUB-18-09, Kadi's Corner (December 2009 Plan) for 2 lots. Staff
108 recommends approval.

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110 **SUBDIVISION**

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SUB-18-09 **E. D. Lewis & Associates, P.C. for Najj Kadi & Beth**
SUB2009-00182 **Kadi: The 2.418-acre site proposed for a subdivision of 2**
Kadi's Corner **single-family homes is located on the northeast corner at**
(December 2009 Plan) **the intersection of Sadler and Sadler Grove roads, on**
4501 Sadler Road **parcel 746-765-9911. The zoning is A-1, Agricultural**
District. County water and sewer and on-site sewage
disposal system. (Three Chopt) 2 Lots

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113 Mrs. Jones - Anyone with us this morning in opposition to SUB-18-09,
114 Kadi's Corner (December 2009 Plan)? There is none.

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116 Mr. Jernigan - Madam Chair, with that I would like to move for approval for
117 SUB-18-09, Kadi's Corner (December 2009 Plan), subject to the annotations on the
118 plans, standard conditions for subdivisions served by public utilities, and the following
119 additional conditions #5, #6 modified, #6A modified, and #13.

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121 Mr. Vanarsdall - Second.

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

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126 The Planning Commission granted conditional approval to SUB-18-09, Kadi's Corner
127 (December 2009 Plan), subject to the standard conditions attached to these minutes for
128 subdivisions served by public utilities, the annotations on the plans, and the following
129 additional conditions:
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131 5. The owner shall enter into the necessary contracts with the Department of Public
132 Utilities for water.

133 6. MODIFIED - The owner shall enter into the necessary contracts with the
134 Department of Public Utilities for sewer if Lot 2 is not served by an on-site sewage
135 disposal system.

136 6A. MODIFIED - A detailed soil analysis shall be performed and other requirements
137 of the Health Department met before final plats are recorded. The developer
138 shall have the center lines of all streets and lot corners staked to facilitate the
139 examination of lots by the Health Department Sanitarians prior to filing for final
140 approval and shall notify the Department of Planning and Health Department in
141 writing when the staking has been done if an on-site sewage disposal system is
142 proposed on Lot 2.

143 13. The right of way for the realignment of Sadler Road, as determined by the
144 Director of Public Works, shall be shown on the plat and dedicated to the County
145 with the recordation of the subdivision plat.
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147 Ms. News - That completes our expedited agenda.

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149 Mr. Emerson - Madam Chair, that takes us to the next item on your agenda,
150 which is Subdivision Extensions of Conditional Approval. Those will be presented by Mr.
151 Lee Pambid.
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153 **SUBDIVISION EXTENSIONS OF CONDITIONAL APPROVAL**

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155 **FOR INFORMATIONAL PURPOSES ONLY**
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Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District	Recommended Extension
SUB2008-00173 (SUB-013-05) Michael's Way (October 2005 Plan)	18	18	3	Varina	07/01/2014
SUB2008-00174 (SUB-021-05) Turner Woods, Section C (December 2005 Plan)	5	5	3	Varina	07/01/2014
SUB2008-00172 (SUB-063-06) Wilton Parkway (December 2006 Plan)	0	0	2	Varina	07/01/2014
SUB2008-00070 (SUB-060-07) Winfrey Meadows (November 2007 Plan)	4	1	1	Brookland	07/01/2014

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158 Mrs. Jones - Good morning, Mr. Pambid.

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160 Mr. Pambid - Good morning. This map indicates the location of the
 161 subdivisions that are presented for extensions of approval. This is something new that
 162 we'll be bringing to you monthly to familiarize you with the locations of these
 163 subdivisions, as we may not have touched on these in a while. The map indicates 3;
 164 however, this month, 4 subdivision extensions of conditional approval are entitled to be
 165 extended to July 1, 2014, per the new legislation.

166

167 On page 1 of your addendum, you will see the addition of a fourth subdivision, Winfrey
 168 Meadows, which is SUB-60-07. That is a four-lot subdivision in the Brookland District.
 169 It's located off Winfrey Road and the future Woodman Road extension. While 3 lots
 170 have been recorded, 1 lot is eligible to be extended.

171

172 These are for informational purposes only and do not require Commission action at this
 173 time. This concludes my presentation. Staff can now field any questions you might
 174 have.

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176 Mrs. Jones - Thank you for the additional map. I think that's interesting
 177 and certainly orients us very nicely.

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179 Mr. Pambid - You're welcome.

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Mrs. Jones - Are there any questions for Mr. Pambid?

Mr. Jernigan - Yes. Mr. Pambid, I see Wilton Parkway put in for their extension, but Wilton never put in for the regular subdivision. Was that ever discussed with you?

Mr. Pambid - It was. I spoke with Hans Klinger with HHHunt. Actually, a couple of years ago, they did request that the Wilton on the James subdivision lapse. They allowed that to expire, but they did want to keep the road, the right-of-way dedication current. So that has been covered with staff.

Mr. Jernigan - Okay, thank you.

Mr. Pambid - You're welcome.

Mrs. Jones - Anything else? Thank you.

Mr. Emerson - Madam Chair, that takes us to the next item on your agenda, which is the approval of minutes for the November 18, 2009 meeting.

APPROVAL OF MINUTES: November 18, 2009 Minutes.

Mrs. Jones - You all have the minutes as mailed. Are there any additions or corrections? I have one on the last page, page 16, line 518. That was not Mr. Archer, that was Mr. Vanarsdall. Anyone else? I'll entertain a motion, then.

Mr. Vanarsdall - I move that the minutes be approved.

Mr. Jernigan - Second.

Mrs. Jones - Motion by Mr. Vanarsdall, seconded by Mr. Jernigan that the minutes be approved as corrected. All in favor say aye. All opposed say no. The ayes have it; the motion passes.

The Planning Commission approved the November 18, 2009 minutes as corrected.

Mr. Emerson - Madam Chair, that completes your regular agenda and takes us to a work session which we have scheduled for you upstairs in the Planning Department large conference room. I would request that you recess the meeting for a change in venue at this time.

Mrs. Jones - In order to accommodate the change of venue, I declare this meeting recessed until we reconvene upstairs.

RECESS for change in venue at 9:09.

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RECONVENE in Planning Department Conference Room for Work Session at 9:25.

ATTENDEES FOR WORK SESSION:

Members Present: Mrs. Bonnie-Leigh Jones, Chairperson (Tuckahoe)
Mr. Ernest B. Vanarsdall, C.P.C., Vice-Chairperson (Brookland)
Mr. E. Ray Jernigan, C.P.C., (Varina)
Mr. C. W. Archer, C.P.C. (Fairfield)
Mr. R. Joseph Emerson, Jr., Director of Planning, Secretary

Members Absent: Mr. Tommy Branin (Three Chopt)
Mr. James B. Donati (Varina)
Board of Supervisors Representative

Others Present: Mr. David D. O'Kelly, Assistant Director of Planning
Ms. Leslie A. News, CLA, Principal Planner
Ms. Jean Moore, Assistant Director of Planning
Mr. Jim Strauss, CLA, Principal Planner
Mr. Randy Silber, Deputy County Manager,
Community Development
Mr. Ben Blankinship, Principal Planner
Ms. Susan Moore, Planning Systems
Mr. Jonathan Steele, G.I.S. Manager
Ms. Holly Zinn, Recording Secretary

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PLANNING COMMISSION PORTAL DEMONSTRATION

Mr. Jonathan Steele presented the newly-developed Planning Commission Portal website to the Planning Commission. The discussion centered on navigation through each page and link of the Portal as well as the resources linked to the Portal.

Mrs. Jones - Well, is there anything else to come before the Commission today?

Mr. Emerson - I don't have anything, Madam Chair. -

Mrs. Jones - Well, Merry Christmas to all. I will entertain a motion for adjournment.

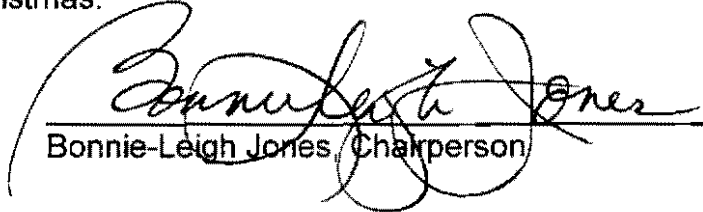
Mr. Archer - So moved.

Mr. Vanarsdall - Second.

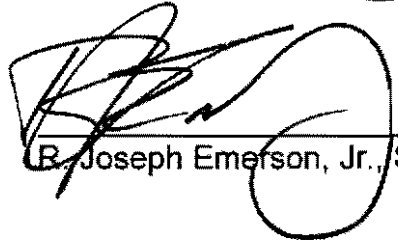
250 Mrs. Jones - Okay. We have a motion by Mr. Archer and a second by Mr.
251 Vanarsdall. All in favor say aye. All opposed say no. The ayes have it; the motion
252 passes.

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254 Meeting adjourned. Merry Christmas.

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Bonnie-Leigh Jones, Chairperson

 2/24/10

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 **December 16, 2009**, which shall be as much a part of this approval as if details were fully described herein. Eight (8) sets of revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised January 2008)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.

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

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

STANDARD CONDITIONS FOR LANDSCAPE /LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **December 16, 2009**, 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 **December 16, 2009**, which shall be as much a part of this approval as if all details were fully described herein.

9. This approval shall expire on December 15, 2010, 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 **December 16, 2009**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **December 15, 2010**, 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 **December 16, 2009**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **December 15, 2010**, 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 **December 16, 2009**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **December 15, 2010**, 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 **December 16, 2009**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **December 15, 2010**, 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.