

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 Spring Roads beginning at 9:00 a.m. Wednesday, December 11, 2013.  
4

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

Member Absent: Mr. Robert H. Witte, Jr. (Brookland)

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  
Ms. Christina L. Goggin, AICP, 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. Eric Dykstra, Office Assistant/Recording Secretary

5  
6 **Mr. Richard W. Glover, the Board of Supervisors' representative, abstains on all**  
7 **cases unless otherwise noted.**  
8

9 Mrs. Jones - I call this meeting of the Planning Commission to order. This  
10 is our Subdivisions and Plans of Development meeting. A general apology for the  
11 croakiness of my voice. I'm over the laryngitis, but a little lingers on. So, if this becomes  
12 an issue, I'll turn the meeting over to our vice chairman.  
13

14 I welcome you this morning. Thank you for being here. We do have a relatively short  
15 agenda. Some things were being handled early in the meeting, and I'm sorry we're  
16 starting a little late. I ask that you mute or turn off your cell phones, please, as a courtesy  
17 to others. And as you do that, please rise and Pledge Allegiance with me to the flag.  
18

19 Thank you. I don't believe we have anyone from the news media with us this morning. All  
20 right. We do have one of our commissioners absent this morning due to an out-of-town  
21 trip. However, we do have a quorum, and we can conduct business. I welcome  
22 Mr. Glover, supervisor from the Brookland District who sits with the Planning  
23 Commission this year.  
24

25 Mr. Glover - Thank you.  
26  
27 Mrs. Jones - He is here to offer guidance, oversight, and to vote, if needed,  
28 but will abstain unless necessary. And we do have a few children's toys with us that were  
29 left over from last night's Board of Supervisors' meeting for the drive for the tots.  
30

31 Mr. Glover - We were playing with the toys is what we were doing.  
32

33 Mrs. Jones - Well, we don't normally have penguins and orcas in  
34 attendance. All right. With that I will turn the meeting over to our secretary, Mr. Emerson.  
35

36 Mr. Emerson - Thank you, Madam Chair. First on your agenda this morning  
37 will be the requests for deferrals and withdrawals. Those will be presented by Ms. Leslie  
38 News.  
39

40 Mrs. Jones - Good morning, Ms. News.  
41

42 Ms. News - Good morning, Madam Chair, members of the Commission.  
43 We have one item listed on your request for deferrals and another one that's been added  
44 this morning. The first is on page seven of your agenda and is located in the Three  
45 Chopt District. This is POD-94-87, 109-89, and 118-89. This is a transfer of approval for  
46 Westpark Shopping Center, Phases 1 and 2. The applicant has requested a deferral to  
47 February 26, 2014.  
48

49 *(Deferred from the November 20, 2013 Meeting)*

50 **TRANSFER OF APPROVAL**  
51

POD-94-87, 109-89, and POD-118-89 POD2011-00196; POD2011-00197; POD2011-00194; POD2011-00259 Phases I and II - Westpark Shopping Center – 9645 and 9669 W. Broad Street (U.S. Route 250)	<b>Thalhimer for Westdale Westpark I, II, LP:</b> Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from SLN Broad Street Associates, LP, S.L. Nusbaum Realty Company, and NP/I&G Westpark, LLC to Westdale Westpark, I, II, LP. Phase I is a 18.36-acre site located at the southwest corner of Pemberton Road (State Route 157) and W. Broad Street (U.S. Route 250), on part of parcels 753-758-7318, 753-758-8965 and 754-758-2409. Phase II is a 3.57-acre site located approximately 240 feet south of W. Broad Street (U.S. Route 250) on the west line of Stillman Parkway, on part of parcel 753-758-7318. The zoning is B-2C Business District (Conditional). County water and sewer. <b>(Three Chopt)</b>
---	--

52  
53 Mrs. Jones - Is anyone with us this morning in opposition to the deferral of  
54 POD-94-87, 109-89, and POD-118-89 (POD2011-00196; POD2011-00197; POD2011-  
55 00194; POD2011-00259), Phases I and II - Westpark Shopping Center? There is no  
56 opposition.



93  
94 Mrs. Jones - Motion by Mr. Leabough, second by Mr. Archer. All in favor  
95 say aye. All opposed say no. The ayes have it; the motion passes.  
96

97 At the request of the Commission, the Planning Commission deferred POD2013-000279,  
98 Enviroscope Inc., Office and Service Building, to its January 22, 2014 meeting.  
99

100 Mr. Emerson - Madam Chair, we now move on to the expedited items, and  
101 there are none this morning. Next would be Subdivision Extensions of Conditional  
102 Approval, and those will be presented by Mr. Lee Pambid.  
103

104 **SUBDIVISION EXTENSIONS OF CONDITIONAL APPROVAL**  
105

Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District	Recommended Extension
<b>SUB2012-00155 Ridings at Warner Farm (December 2012 Plan)</b>	<b>314</b>	<b>314</b>	<b>0</b>	<b>Varina</b>	<b>12/11/2014</b>

106  
107 Mrs. Jones - Good morning, Mr. Pambid.  
108

109 Mr. Pambid - Good morning. This map indicates the location of one  
110 subdivision that is presented for extension of conditional approval. It is eligible for a one-  
111 year extension to December 11, 2014. This is for informational purposes only and does  
112 not require Commission action at this time.  
113

114 This concludes my presentation. If you have any questions regarding this, I can now field  
115 them.  
116

117 Mrs. Jones - Questions for Mr. Pambid? All right. Thank you, sir.  
118

119 Mr. Pambid - You're welcome.  
120

121 Mr. Emerson - Madam Chair, we now move to page three of your agenda.  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132





108 **TRANSFER OF APPROVAL**  
209

POD-37-86  
POD2011-00441  
T.J. Maxx Shopping  
Center – 9125 W. Broad  
Street (U.S. Route 250)

**Creative Retail Works for Tuckernuck Associates, LLC:** Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Wilton Partners Tucker, LLC to Tuckernuck Associates, LLC. The 7.93-acre site is located on the west line of Tuckernuck Drive, approximately 425 feet south of its intersection with W. Broad Street (U.S. Route 250), on parcel 757-756-4724. The zoning is B-2, Business District. County water and sewer. **(Three Chopt)**

210  
211 Mrs. Jones - Is there opposition to the transfer of approval for POD-37-86  
212 (POD2011-00441), T.J. Maxx Shopping Center? No opposition. Mr. Ward again.

213  
214 Mr. Ward - The site deficiencies, as identified in the inspection report  
215 dated December 7, 2011, have been corrected. Work included construction of new  
216 dumpster pads in the rear of the shopping center, major parking lot repairs, removal of  
217 illegal cargo containers, and painting of new fire lanes and stop bars, as well as  
218 necessary parking spaces.

219  
220 Also, to meet the Department of Public Works' standards, the BMP in this area here was  
221 cleared of debris, then re-graded to reestablish positive drainage. Lastly, the missing  
222 trees along Tuckernuck Drive, and in front of the T.J. Maxx store were replanted as well.  
223 The new owner has accepted and agreed to be responsible for the continued compliance  
224 with the conditions of the original plan of development approval.

225  
226 Staff can recommend approval of this request. Again, I'm happy to answer any questions  
227 you may of me. Blake Shepherd, the representative, is here if you have questions of him.

228  
229 Mr. Branin - I'd like to speak to Mr. Shepherd.

230  
231 Mrs. Jones - All right. If the applicant would come down? Please state your  
232 name for the record.

233  
234 Mr. Shepherd - Blake Shepherd.

235  
236 Mr. Branin - Mr. Shepherd, I'm glad you got it cleaned up.

237  
238 Mr. Shepherd - Thank you.

239  
240 Mr. Branin - This is a prime area for retail. For some reason, your  
241 shopping center had gotten rundown and, honestly, trashy. When I say *trashy*, I mean  
242 literally litter. And I don't understand as an owner why you guys don't take more pride in  
243 your property. I saw last week it was not cleaned up; you had not removed the debris.

244 But as of yesterday it was. So thank you for actually cleaning up your property. But let's  
245 try to keep it clean, please.

246

247 Mr. Shepherd - Yes, sir.

248

249 Mr. Branin - Okay. Thank you.

250

251 Mrs. Jones - Anything else from the Commission?

252

253 Mr. Branin - Madam Chair, I'd like to move that transfer of approval for  
254 POD-37-86 (POD2011-00441), T.J. Maxx Shopping Center, be approved.

255

256 Mr. Archer - Second.

257

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

260

261 The Planning Commission approved the transfer of approval request for POD-37-86  
262 (POD2011-00441), T.J. Maxx Shopping Center from Wilton Partners Tucker, LLC to  
263 Tuckernuck Associates, LLC, subject to the standard and added conditions previously  
264 approved.

265

## 266 TRANSFER OF APPROVAL

267

PODs 75-80, 33-87, 107- 88, and 16-97 POD2012-00302; POD2012-00305; POD2012-00306; POD2012-00307 Parham 2810 Building – 2810 N. Parham Road	<b>Jeffrey Clary for North Parham Road, LLC:</b> Request for transfer of approval as required by Chapter 24, Section 24- 106 of the Henrico County Code from Direct Invest Property Management, LLC to North Parham Road, LLC. The 9.93-acre site is located on the west line of N. Parham Road, approximately 255 feet south of its intersection with Mayland Drive, on parcel 757-753-9760. The zoning is O- 3C, Office District (Conditional). County water and sewer. <b>(Three Chopt)</b>
--	--

268

269 Mrs. Jones - Is there opposition to the transfer of approval for PODs 75-80,  
270 33-87, 107-88, and 16-97 (POD2012-00302; POD2012-00305; POD2012-00306;  
271 POD2012-00307), Parham 2810 Building? Mr. Ward, you've been busy.

272

273 Mr. Ward - The deficiencies, as identified in the inspection report dated  
274 August 21, 2012, have been corrected. The applicant did repair the HVAC fence  
275 screening, repaired and resealed the parking lot, as well as replaced faded stop signs  
276 and repainted the fire lane markings on the pavement.

277

278 The new owner does accept and agree to be responsible for the continued compliance  
279 with the conditions of the original plan of development. Staff can recommend approval of



30 this transfer request. Again, I am happy to answer any questions. Should you have any  
281 questions of the representative, Carla Kline is here to represent the owner.

282  
283 Mrs. Jones - All right. Questions for Mr. Ward? Would you like to hear from  
284 the applicant?

285  
286 Mr. Branin - No ma'am. Thank you, though, for asking.

287  
288 Mrs. Jones - It's all yours.

289  
290 Mr. Branin - Well, thank you. Madam Chair, I'd like to move that transfer of  
291 approval for PODs 75-80, 33-87, 107-88, and 16-97 (POD2012-00302; POD2012-00305;  
292 POD2012-00306; POD2012-00307), Parham 2810 Building, be approved.

293  
294 Mr. Archer - Second.

295  
296 Mrs. Jones - Motion by Mr. Branin, second by Mr. Archer. All in favor say  
297 aye. All opposed say no. The ayes have it; the motion passes.

298  
299 The Planning Commission approved the transfer of approval request for PODs 75-80,  
300 33-87, 107-88, and 16-97 (POD2012-00302; POD2012-00305; POD2012-00306;  
301 POD2012-00307), Parham 2810 Building, from Direct Invest Property Management, LLC  
302 to North Parham Road, LLC, subject to the standard and added conditions previously  
303 approved.

304  
305 **LANDSCAPE PLAN**

306  
POD2013-00183 **Bowman Consulting for Wal-Mart Real Estate  
Walmart – Shoppes at Business Trust and Reynolds Holdings, LLC:** Request  
Reynolds Crossing – for approval of a landscape plan, as required by Chapter  
Forest Avenue 24, Section 24-106 of the Henrico County Code. The  
10.21-acre site is located on the north line of Forest  
Avenue (private), approximately 1,000 feet east of the  
intersection of Glenside Drive and Forest Avenue, on  
parcel 765-744-9958, and also includes part of parcels  
767-744-6325 and 765-744-3270. The zoning is B-2C,  
Business District (Conditional). County water and sewer.  
**(Tuckahoe)**

307  
308 Mrs. Jones - Is there opposition to the landscape plan for POD2013-  
309 00183, Walmart – Shoppes at Reynolds Crossing? No opposition. Good morning, Mr.  
310 Garrison.

311  
312 Mr. Garrison - Good morning. The applicant is requesting approval of a  
313 landscape plan for the Walmart at Reynolds Crossing. The applicant has provided  
14 additional plant material and alternate plant species per staff's recommendation.

315  
316 Staff can recommend approval subject to the revised plan in your addendum and  
317 standard conditions for landscape plans.  
318  
319 Some of the changes that were made just include some additional plant material in this  
320 area and alternate plant species in this area back by the loading area.  
321  
322 Mrs. Jones - All right. And so you feel that everything that you have  
323 requested has been resolved?  
324  
325 Mr. Garrison - Yes, ma'am.  
326  
327 Mrs. Jones - Okay. Would you like to touch on that gas line?  
328  
329 Mr. Garrison - Yes, I can discuss that. Not long ago the City of Richmond  
330 requested an easement. Initially, the gas line came in just slightly near this—there's a fire  
331 hydrant right here, and the gas line didn't come in too far. Kind of perpendicular, if you  
332 will. The city didn't like the amount of plant material that was around that gas line and  
333 requested an easement. And Jonathan Jackson discussed maybe shifting the gas line  
334 up here along the property line and bending it down. You still have screening from the  
335 neighborhood and screening from the Cancer Center while accommodating the City of  
336 Richmond.  
337  
338 Mrs. Jones - Okay. Thank you. So you can recommend approval?  
339  
340 Mr. Garrison - Yes, ma'am.  
341  
342 Mrs. Jones - I'd like to speak to Mr. Jackson for a moment if I could.  
343  
344 Mr. Jackson - Good morning.  
345  
346 Mrs. Jones - Good morning. Just state your name, please.  
347  
348 Mr. Jackson - Jonathan Jackson.  
349  
350 Mrs. Jones - These are recorded minutes. We are required to have you do  
351 that. Good morning. It's really coming out of the ground, isn't it?  
352  
353 Mr. Jackson - Yes it is. Thank you.  
354  
355 Mrs. Jones - At first I was not sure why it was imperative to move this into  
356 the December time frame, but my understanding is that there will be planting  
357 immediately upon approval of this landscape plan.  
358  
359 Mr. Jackson - As you've noticed, the building is coming well out of the  
360 ground. Certain portions of the site are completed, such as the portion adjacent to

361 Interstate 64. And the contractor would like to take advantage of the season, as well as  
362 their aggressive schedule, and start getting some of these plantings in the ground.  
363 Certainly, I don't think it'll be all at once, but they'd like to start quadrant by quadrant and  
364 move around the building.

365

366 Mrs. Jones - Will you start on Forest Avenue?

367

368 Mr. Jackson - Probably Forest Avenue and Interstate 64, I imagine, will be  
369 the first areas that they'll start. This berm area along Forest is pretty well completed. We  
370 have the gas line and a few other utilities. Those are being taken care of now. So I think  
371 as soon as that happens, which is imminent, this week or so, the plantings can be  
372 installed.

373

374 Mrs. Jones - Well, as far as the neighbors are concerned, I'm always  
375 happy to know that their screening is moving along because that was very important to  
376 this whole process.

377

378 Mr. Jackson - Yes.

379

380 Mrs. Jones - I appreciate you getting ready to go on that. Do you have a  
381 general time frame when you think that the building may be finished? Do you know?

382

383 Mr. Jackson - About March at this time frame.

384

385 Mrs. Jones - Really?

386

387 Mr. Jackson - Yes.

388

389 Mrs. Jones - Wow. Okay. That was the challenge in sight. So, thank you  
390 for handling the gas line. I guess that was all we could do. And thank you for the extra  
391 plant material.

392

393 Mr. Jackson - Thank you.

394

395 Mrs. Jones - All right. I would like to—unless there are other questions?  
396 Anyone? I could like to move for approval of the landscape plan POD2013-00183,  
397 Walmart – Shoppes at Reynolds Crossing on Forest Avenue. This is in addition to the  
398 annotations on the plan, standard conditions for landscape plans, and the reference on  
399 the addendum to the revised plan and staff recommendation.

400

401 Mr. Leabough - Second.

402

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

405

406 The Planning Commission approved the landscape plan for POD2013-00183, Walmart –  
407 Shoppes at Reynolds Crossing, subject to the standard conditions attached to these  
408 minutes for landscape plans.

409

410 *(Deferred from the November 20, 2013 Meeting)*

411 **LANDSCAPE PLAN**

412

SUB2013-00163                      **Youngblood, Tyler and Associates, P.C. for Lawrence  
Liesfeld Farm at Bacova,            H. Liesfeld, Charles P. Liesfeld, Jr., and Robert M.  
Section 1 - 12130 Bacova            Liesfeld trustees:** Request for approval of a landscape  
Drive                                      plan, as required by Chapter 24, Section 24-106 of the  
Henrico County Code. The 31.36-acre site is located on  
the north and west lines of Bacova Drive, approximately  
750 feet west of Pouncey Tract Road (State Route 271),  
on parcel 738-765-2372. The zoning is R-3C, One-Family  
Residential District (Conditional), and WBSO, West Broad  
Street Overlay District. County water and sewer. **(Three  
Chopt)**

413

414 Mrs. Jones -                              Is there any opposition this morning to the landscape plan for  
415 SUB2013-00163, Liesfeld Farm at Bacova, Section 1? There's no opposition. Good  
416 morning, Ms. Crady.

417

418 Ms. Crady -                              Good morning. On page one of your addendum, you'll find a  
419 revised recommendation, as well as in your addendum a revised plan addressing staff's  
420 comments. The plan identifies perimeter buffer plantings, street tree plantings along the  
421 front and sides of each lot along the rights-of-way, and tree plantings within the common  
422 area around the basin.

423

424 Supplemental landscape information is given for foundation plantings. The fence details  
425 for the buffers along future Liesfeld Farm Drive and Bacova Drive include a six-foot fence  
426 as specified in the proffers seen here. Materials quantities for the landscaping meet the  
427 buffer requirements.

428

429 The applicant has provided an irrigation plan for informational purposes, as irrigation is  
430 required by proffered conditions. Playground equipment, a pavilion, a dock, and other  
431 specifications for the common area are provided within the plan. The basin will include a  
432 fountain. Details for the neighborhood identification signage are also located in the  
433 revised plan. They specify concrete and stone veneer construction consistent with the  
434 proffered exhibits.

435

436 Each lot will also contain ornamental pedestrian light fixtures that are compatible with  
437 residential design and pedestrian scale to be installed prior to certificate of occupancy for  
438 each individual lot. With the addendum, staff now recommends approval subject to the  
439 annotations on the plan and standard conditions for landscape plans.

440

41 Both Anne Tignor and Andrew Browning from Youngblood, Tyler and Associates are  
42 here to answer any questions for the applicant. And I'm happy to answer any questions  
43 of staff.

44  
45 Mrs. Jones - Questions for Ms. Crady?

46  
47 Mr. Branin - Ms. Crady, I'm very satisfied with what they did with the  
48 landscaping plan. The only question I had was I thought the original plan in the zoning,  
49 the original proffers, had vinyl siding not wood for fencing—I mean vinyl fencing, not  
50 wood.

51  
52 Ms. Crady - Actually, the plan detail you see here is taken directly from  
53 the proffered exhibits.

54  
55 Mr. Branin - Okay.

56  
57 Mr. Emerson - Wood, correct?

58  
59 Ms. Crady - Wood. It's to be similar to the fence at Glen Allen Cultural  
60 Arts Center with the cap rail.

61  
62 Mr. Branin - Okay, my mistake. That was the only question I had.

63  
64 Mrs. Jones - Would you like to have someone come down from the  
65 applicant?

66  
67 Mr. Branin - I don't think it's necessary.

68  
69 Mrs. Jones - Okay.

70  
71 Mr. Branin - All right. Madam Chair, I'd like to move that the landscape  
72 plan for SUB2013-00163, Liesfeld Farm at Bacova, Section 1, be approved with the  
73 additions, the annotations on the plans, staff's recommended conditions, and the  
74 standard conditions for landscaping plans.

75  
76 Mr. Archer - Second.

77  
78 Mrs. Jones - Motion by Mr. Branin, second by Mr. Archer, All in favor say  
79 aye. All opposed say no. The ayes have it; the motion passes.

80  
81 The Planning Commission approved the landscape plan for SUB2013-00163, Liesfeld  
82 Farm at Bacova, Section 1, subject to the standard conditions attached to these minutes  
83 for landscape plans.

84  
85  
36

487 **PLAN OF DEVELOPMENT**

488

POD2013-00383  
Eastport VIII - 5550  
Eastport Boulevard

**McKinney and Company for Liberty Property Trust:**  
Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story, 129,660-square-foot warehouse. The 14.93-acre site is located on the west line of Eastport Boulevard, approximately 1,000 feet west of S. Laburnum Avenue, on parcels 815-707-1577, 814-707-7163, 814-708-6806, and 814-708-9914. The zoning is M-2, General Industrial District, and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

489

490 Mrs. Jones - Is there anyone in opposition to POD2013-00383, Eastport  
491 VIII? No opposition. Mr. Garrison, again.

492

493 Mr. Garrison - Good morning. The applicant is requesting approval to  
494 construct 129,660-square-foot spec warehouse with offices. Adequate parking, which  
495 takes into account anticipated office square footage, has been provided for Phase I.

496

497 The applicant is unsure about the timing of the building of the Phase II parking area;  
498 however, should a potential tenant require additional parking spaces, 44 additional  
499 parking spaces could be administratively approved per Condition #31.

500

501 Therefore, staff can recommend approval subject to the standard conditions for  
502 developments of this type, the annotations on the plans, and added conditions #29  
503 through #31.

504

505 Mrs. Jones - Are there questions for Mr. Garrison?

506

507 Mr. Leabough - Mr. Garrison, the fire lane is paved, correct? I know the plan  
508 shows that it's gravel, but—

509

510 Mr. Garrison - Correct.

511

512 Mr. Leabough - —the applicant is aware that we would like it to be paved,  
513 asphalt?

514

515 Mr. Garrison - Correct. Fire has already made a comment that it needs to be  
516 paved, and the applicant is okay with that.

517

518 Mr. Leabough - Okay. And then do we know the occupancy rate for the rest of  
519 the center? Maybe it's a better question for the applicant. The reason I'm asking is I was  
520 wondering if there is a sufficient demand for additional warehouse office space.

521

523 Mr. Garrison - Right. I would probably defer that question to the  
524 representatives of the applicant.

525 Mr. Leabough - Sure.

526

527 Mr. Groseclose - I'm Stuart Groseclose.

528

529 Mrs. Jones - I'm sorry. I couldn't hear your last name.

530

531 Mr. Groseclose - Stuart Groseclose.

532

533 Mrs. Jones - Okay.

534

535 Mr. Groseclose - I currently don't know the occupancy rate of the existing park,  
536 and unfortunately the owner is not with us today. He has that information.

537

538 Mr. Leabough - Just wondering. We have a good bit of warehouse and office  
539 space in that area. There seems to be a demand, I guess, or otherwise the owner  
540 wouldn't be making this investment.

541

542 Mr. Groseclose - I think so.

543

544 Mr. Leabough - Okay. Thank you. I don't have any other questions.

545

546 Mrs. Jones - How would you like to proceed?

547

548 Mr. Leabough - Madam Chair, I move for approval of POD2013-00383,  
549 Eastport VIII, subject to standard conditions for developments of this type, conditions #29  
550 through #31, and annotations on the plans.

551

552 Mr. Branin - Second.

553

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

556

557 The Planning Commission approved POD2013-00383, Eastport VIII, subject to the  
558 annotations on the plans, the standard conditions attached to these minutes for  
559 developments of this type, and the following additional conditions:

560

561 29. Outside storage shall not be permitted.

562 30. The certification of building permits, occupancy permits and change of occupancy  
563 permits for individual units shall be based on the number of parking spaces  
564 required for the proposed uses and the amount of parking available according to  
565 approved plans.

566 31. The conceptual master plan, as submitted with this application, is for planning and  
57 information purposes only. All subsequent detailed plans of development and

568 construction needed to implement this conceptual plan for additional parking area  
569 construction may be administratively reviewed and approved and shall be subject  
570 to all regulations in effect at the time such subsequent plans are submitted for  
571 review/approval.

572  
573 Mr. Emerson - Madam Chair, that now takes us to the consideration of  
574 approval of your minutes from the November 20, 2013 meeting. I do not have an errata  
575 sheet in front of me this morning.

576  
577 APPROVAL OF MINUTES: November 20, 2013.

578  
579 Mrs. Jones - Do I hear a motion?

580  
581 Mr. Branin - Move for approval.

582  
583 Mr. Archer - Second.

584  
585 Mrs. Jones - Motion by Mr. Branin, second by Mr. Archer to accept the  
586 minutes as presented. All in favor say aye. All opposed say no. The ayes have it; the  
587 motion passes.

588  
589 The Planning Commission approved the November 20, 2013 minutes are presented.

590  
591 Mrs. Jones - Mr. Secretary, do you have anything more for the  
592 Commission?

593  
594 Mr. Emerson - Madam Chair, I have nothing more for the Commission other  
595 than to wish you a very merry Christmas and thank you for being so great to work with  
596 this year.

597  
598 Mrs. Jones - Well, I certainly want to take a moment on behalf of the  
599 Commission to return the compliment because we have a staff that is second to none.  
600 They work hard for us all year long. And even through there are only a small number of  
601 them here to listen to the actual compliment, please know it's to you and all your  
602 colleagues. We thank you. We wish you a happy holiday season, a little bit of a hiatus  
603 from the Planning Commission until 2014. To my fellow commissioners, it's been a  
604 pleasure, and I thank you for a constructive and rewarding year in all respects. And  
605 Mr. Glover, we thank you for all of your help this year.

606  
607 Mr. Glover - I really don't know that I've been any help, but I have certainly  
608 enjoyed being here and participating to the point that I did. The Planning Commission I  
609 think does an outstanding job in Henrico. As a matter of fact, you are the lightning rods  
610 for the County and for the Board of Supervisors. If it wasn't for you, with a county like  
611 Henrico County, we'd have a very difficult time passing anything. No one knows. Things  
612 such as what Mr. Leabough just asked are important. At the same time, I think you all do  
613 an outstanding job. But more than that, our staff is what makes us what we are. I don't



614 know that we could do any better. A couple of places, maybe. No really. I've enjoyed it  
615 very much, and I'm sorry this is my last meeting for the next five years.

616  
617 Mrs. Jones - We'll look forward to the next time.

618  
619 Mr. Glover - That's a long time. Well, keep on looking.

620  
621 Mrs. Jones - Thank you very much.

622  
623 Mr. Glover - Yes.

624  
625 Mrs. Jones - To all of the members of the Commission, Merry Christmas,  
626 enjoy your holidays, and Happy New Year. If there is nothing else—

627  
628 Mr. Archer - Madam Chair, same to you. And I'd like to charge the staff  
629 with the responsibility of telling the rest of the staff members that we like them just as  
630 much as we like you all. All your cohorts. Merry Christmas.

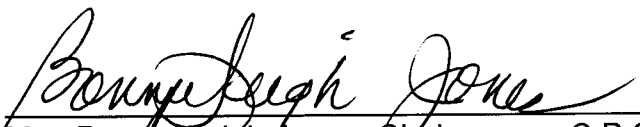
631  
632 Mr. Branin - And from the Three Chopt District, you don't need to tell them  
633 that we like them better; we like you the best. We like you actually the best. We were  
634 discussing it earlier. Merry Christmas to all. Mr. Glover, thank you for your wittiness, and  
635 your expertise and years of knowledge that you brought to the Commission this year. We  
636 appreciate everything that you did for us and with us this year.

637  
638 Mr. Glover - Thank you.

639  
640 Mr. Leabough - I move for adjournment.

641  
642 Mr. Branin - Second that.

643  
644 Mrs. Jones - All right. I have a motion for adjournment, a second. We are  
645 adjourned.

646  
647  
648  
649  
650   
Mrs. Bonnie-Leigh Jones, Chairperson, C.P.C.

651  
652  
653  
654   
Mr. R. Joseph Emerson, Jr., Secretary

655  
656  
657  
658  
659

## 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 11, 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 **December 11, 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)**