

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 12, 2018.
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Members Present: Mrs. Sandra M. Marshall, Chairperson (Three Chopt)
Mr. Gregory R. Baka, Vice-Chairperson (Tuckahoe)
Mr. C. W. Archer, C.P.C. (Fairfield)
Mr. William M. Mackey, Jr. (Varina)
Mrs. Patricia S. O'Bannon, Board of Supervisors' Representative

Members Absent: Mrs. Adrienne Kotula, (Brookland)

Others Present: Ms. Jean Moore, Assistant Director of Planning, Acting Secretary
Ms. Leslie A. News, PLA, Senior Principal Planner
Mr. Michael F. Kennedy, County Planner
Mr. Tony Greulich, C.P.C., County Planner
Ms. Christina L. Goggin, AICP, County Planner
Ms. Aimee B. Crady, AICP, County Planner
Mr. Matt Ward, County Planner
Ms. Kate B. McMillion, County Planner
Mr. Salim Chishti, ASLA, County Planner
Mr. Spencer Norman, County Planner
Mr. Robert Peterman, GIS Technician
Ms. Melissa Ferrante, Office Assistant / Recording Secretary

5 **Mrs. Patricia S. O'Bannon, the Board of Supervisors' representative, abstains on**
6 **all cases unless otherwise noted.**

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8 Mrs. Marshall - I call this meeting of the Henrico County Planning Commission
9 to order. This is our plans of development meeting for December 12, 2018. At this time, I
10 ask that you please take a moment to silence your cell phones; and as you do, please
11 stand with the Commission for the Pledge of Allegiance.
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13 Do we have anyone in the audience with the news media this morning? Ok.
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15 We have Mrs. Pat O'Bannon, representative from the Board of Supervisors with us this
16 morning. We appreciate it after your long night last night. At this point, I will turn the
17 agenda over to Ms. Moore, our secretary.
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19 Ms. Moore - Thank you, Madam Chair. We do have a full quorum today.
20 We have one person missing, but the first order of business is your consideration of
21 deferrals and withdrawals and that will be presented by Ms. Leslie News.
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23 Ms. News - Thank you, Madam Secretary. Good morning, members of the Commission.
24 We have two requests for deferrals this morning. The first is found on page three of your

25 agenda and is located in the Brookland District. This is POD2018-00429, Don Rudd
26 Project. The applicant has requested a deferral to the January 23, 2019 meeting.
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28 **PLAN OF DEVELOPMENT**
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30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64	<p>POD2018-00429 Don Rudd Project – 2106 Henderson Road</p> <p>Advanced Engineering, LLC for Donald Rudd: 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, 4,000-square foot storage building with accessory parking. The 1-acre site is located at the northeastern corner of the intersection of West Broad Street (U.S. Route 250) and Henderson Road, on parcel 771-740-3432. The zoning is B-3C, Business District (Conditional) and B-3, Business District. County water and sewer. (Brookland)</p>
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31 Mrs. Marshall - Is there anyone present in opposition to the deferral of
32 POD2018-00429, Don Rudd Project? I see no opposition. Mr. Archer.

34 Mr. Archer - Madame Chair I move deferral of POD2018-00429, Don Rudd
35 Project to the January 23, 2019 meeting. Second?

37 Mr. Baka - Second

39 Mrs. Marshall – We have a motion by Mr. Archer and a second by Mr. Baka.
40 All in favor say aye.

42 The Commission - Aye

44 Mrs. Marshall - Those opposed say no. There is no opposition. This motion
45 passes.

47 At the request of the applicant, the Planning Commission deferred POD2018-00429, Don
48 Rudd Project, to its January 23, 2019 meeting.

50 Ms. News - Next item is found on page seven of your agenda and is
51 located in the Brookland District. This is POD2018-00471 Middleton Place and the
52 applicant has requested a deferral to the January 23, 2019 meeting.

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PLAN OF DEVELOPMENT

POD2018-00471
Middleton Place – 9460
Hungary Road

AES Consulting Engineers for Hungary Road Investments, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct 23 detached dwellings for sale with zero lot lines. The 9.8-acre site is located on the northern line of Hungary Road, approximately 240 feet west of its intersection with Fairlake Lane, on parcel 756-761-2574. The zoning is R-5AC, General Residential District (Conditional). County water and sewer. **(Brookland)**

Mrs. Marshall - Is there anyone present in opposition to the deferral of POD2018-00471, Middleton Place? I see no opposition. Mr. Archer.

Mr. Archer - Madame Chair I move deferral of POD2018-00471, Middleton Place to the January 23, 2019 meeting.

Mr. Mackey - Second

Mrs. Marshall - We have a motion by Mr. Archer and a second by Mr. Mackey. All in favor say aye.

The Commission - Aye

Mrs. Marshall - Those opposed say no. There is no opposition. This motion passes.

At the request of the applicant, the Planning Commission deferred POD2018-00471, Middleton Place, to its January 23, 2019 meeting.

Ms. News - Staff is not aware of any further requests deferrals.

Ms. Moore - Okay, let's go right over to our requests for the expedited agenda, and again it will be presented by Ms. Leslie News.

Ms. News - We have two requests for the expedited agenda this morning. The first is found on page five of your agenda. It's located in the Brookland District. This is POD2018-00468 Valvoline Instant Oil Change at Staples Mill Market Place and that includes the Lighting Plan. Staff recommends approval.

101 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**
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POD2018-00468
Valvoline Instant Oil
Change at Staples Mill
Marketplace – 9114
Staples Mill Road

CESO, Inc. for Market Place Holdings, LLC and Valvoline Instant Oil Change: Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a 1,620-square foot instant oil change facility. The 2.41-acre site is located on an outparcel in an existing shopping center on the western line of Staples Mill Road (U.S. Route 33), approximately 400 feet south of its intersection with Hungary Spring Road, on part of parcel 767-757-9294. The zoning is B-2C, Business District (Conditional). County water and sewer. **(Brookland)**

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104 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00468
105 Valvoline Instant Oil Change at Staples Mill Market Place? I see no opposition. Mr.
106 Archer?

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108 Mr. Archer - Madam Chair, I move approval on the expedited agenda for
109 Valvoline Instant Oil Change POD2018-00468, subject to the additional
110 recommendations on the agenda as prepared before.

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112 Mrs. Marshall - Second.

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114 Mrs. Marshall - We have a motion by Mr. Archer, a second by Mrs. Marshall.
115 All in favor say aye.

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117 The Commission: Aye

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119 Mrs. Marshall - Those opposed say no. There is no opposition. This motion
120 passes.

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122 The Planning Commission approved the plan of development and lighting plan for
123 POD2018-00468, Valvoline Instant Oil Change at Staples Mill Marketplace, subject to the
124 annotations on the plans, the standard conditions attached to these minutes for
125 developments of this type, and the following additional conditions:

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127 11B. Prior to the approval of an electrical permit application and installation of the site
128 lighting equipment, a plan including light spread and intensity diagrams, and fixture
129 specifications and mounting heights details shall be revised as annotated on the
130 staff plan and included with the construction plans for final signature.
131 29. Only retail business establishments permitted in a B-2 zone may be located in this
132 center.
133 30. The ground area covered by all the buildings shall not exceed in the aggregate 25
134 percent of the total site area.

- 125 31. No merchandise shall be displayed or stored outside of the building(s) or on
 6 sidewalk(s).
- 137 32. All repair work shall be conducted entirely within the enclosed building.
- 138 33. The proffers and conditions approved as a part of zoning cases PUP2018-00011,
 139 C-36C-09, and REZ2018-00039 shall be incorporated in this approval.
- 140 34. Evidence of a joint ingress/egress and maintenance agreement must be submitted
 141 to the Department of Planning and approved prior to issuance of a certificate of
 142 occupancy for this development.
- 143 35. The location of all existing and proposed utility and mechanical equipment
 144 (including HVAC units, electric meters, junctions and accessory boxes,
 145 transformers, and generators) shall be identified on the landscape plan. All building
 146 mounted equipment shall be painted to match the building, and all equipment shall
 147 be screened by such measures as determined appropriate by the Director of
 148 Planning or the Planning Commission at the time of plan approval.

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 150 Ms. News - The next item is found on page nine of your agenda and is
 151 located in the Tuckahoe District. This is a landscape and lighting plan for POD2018-00430
 152 and POD2018-00431 Ample Storage – Three Chopt Road and staff recommends
 153 approval.

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 155 **LANDSCAPE AND LIGHTING PLAN**

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POD2018-00430 and POD2018-00431 Ample Storage – Three Chopt Road – 10210 Three Chopt Road	Bay Companies, Inc. for Ample Storage Three Chopt, LLC and Richmond Retirement RES II, LLC: Request for approval of a landscape and lighting plan, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code. The 3.64-acre site is located on the northeastern line of Three Chopt Road, approximately 365 feet northwest of its intersection with Gaskins Road, on parcel 750-755-0814 and part of parcel 749-755-4576. The zoning is B-2C, Business District (Conditional) and R-6C, General Residential District (Conditional). County water and sewer. (Tuckahoe)
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 158 Mrs. Marshall - Is there anyone present in opposition POD2018-00430 and
 159 POD2018-00431 Ample Storage – Three Chopt Road? I see no opposition. Mr. Baka?

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 161 Mr. Baka - I move approval on the expedited agenda of POD2018-00430
 162 and POD2018-00431 Ample Storage – Three Chopt Road subject to the annotations on
 163 the plans and the standard conditions for landscape and lighting plans.

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 165 Mrs. Marshall - "Second." We have a motion by Mr. Baka and a second by
 166 Mrs. Marshall. All in favor say aye.

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 168 The Commission - Aye.

170 Mrs. Marshall - Those opposed say no. There is no opposition. This motion
171 passes.
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173 The Planning Commission approved the landscape and lighting plan for POD2018-00430
174 and POD2018-00431, Ample Storage – Three Chopt Road, subject to the standard
175 conditions attached to these minutes for landscape and lighting plans.
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177 Ms. News - That completes our expedited agenda.
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179 Ms. Moore - Now, moving on to subdivision extensions and conditional
180 approvals. We have none; and seeing that we went through a whole agenda, that's all
181 the secretary has to report.
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183 Mrs. O'Bannon - I have one question. I have a question about the Valvoline
184 Instant Oil – there's the number 465 on the first page, then on the next page, 468...
185

186 Ms. Moore - There's a – the mapping, I guess the case number on the map
187 is different from the agenda
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189 Ms. News - For Valvoline? I believe it should be corrected on the agenda,
190 on the addendum.
191

192 Mrs. O'Bannon - On the agenda, but it's ok that its 465?
193

194 Ms. News - Yes. The case number that we read was correct. I'll mention
195 that we have the minutes on our agenda.
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197 Ms. Moore - Then also, we have the minutes on the agenda. That will be
198 next for the approval.
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200 Mrs. Marshall - Are there any corrections to the minutes? If not, a motion
201 would be in order.
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203 Mr. Mackey - Madam Chair, I move that we accept the minutes as
204 presented.
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206 Mr. Baka - Second
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208 Mrs. Marshall - We have a motion by Mr. Mackey and a second by Mr. Baka.
209 All in favor for approval of the minutes, say aye.
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211 The Commission - Aye
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213 Mrs. Marshall So moved.
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215 Ms. Moore - This may have been our record.
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217 Mrs. Marshall – Well, we're not done yet. We have a couple of minutes.
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219 Mr. Archer - I want to read through these minutes.
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221 Mrs. Marshall - Sir, I would just like to say a couple of things. I want to say
222 thank you to my fellow Planning Commissioners and our amazing Planning staff. Today
223 is my last day as a Planning Commissioner. I am leaving to work in the private sector and
224 it doesn't allow me to do both. So, I just want to tell you that it's been my honor and my
225 privilege to work with all of you the last couple of years. You make it fun to come to work.
226 I will miss seeing your smiling faces and our phone conversations that I know can be
227 really lengthy when you have a conversation with me sometimes. Thank you so much
228 for everything you have done for me during my time here. I really appreciate all the hard
229 work that all of you do every single day. Also, I would like to wish everyone Happy
230 Holidays.
231

232 A little side note, I want to give a special shout out to Dad, Chris Archer, for being the best
233 mentor any one could ever ask for.
234

235 Mr. Archer - You really did just fine.
236

237 Mrs. Marshall - Thank you for 25 years of service and for being the
238 Fairfield/Brookland representative. We appreciate that.
239

240 Mr. Archer - You are very kind madam. We appreciate you.
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242 Mrs. Marshall - Do we have any other business to conduct this morning? I
243 think we need to talk for a few more minutes, Mr. Archer.
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245 Mr. Archer - No, I'm going to let you have it.
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247 Mrs. Marshall - Are you sure?
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249 Mr. Archer - I move the meeting be adjourned.
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251 Ms. Moore - Well, just really quickly. We enjoyed working with you as well,
252 the Planning staff. I'm hurt that you call it going to work. I thought this was all fun. But,
253 we really appreciate your insight over the years in making Three Chopt better.
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255 Mrs. Marshall - Well, thank you so much.
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257 Mr. Baka - We'll miss you.
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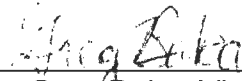
259 Mrs. Marshall - I will miss all of you. Thank you. So, we have a motion by Mr.
260 Archer to adjourn.
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262 Mr. Baka - Second
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269 Mrs. Marshall -

This meeting is now adjourned.

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Mr. Greg Baka, Vice-Chairperson



Ms. Jean Moore, Secretary

A. Standard Conditions for all POD's:

1. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water and sewer. **(when the property is served by public utilities)**
- 1A. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public sewer. The well location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public water system when available within 300 feet of the site/building. **(when not served by public water)**
- 1B. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water. The septic tank location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public sewer when available within 300 feet of the site/building. **(when not served by public sewer)**
2. The Director of the Department of Public Utilities shall approve the plan of development for construction of public water and sewer, prior to beginning any construction of these utilities. The Department of Public Utilities shall be notified at least 48 hours prior to the start of any County water or sewer construction.
3. The parking lot shall be subject to the requirements of Chapter 24, Section 24-98 of the Henrico County Code.
4. The parking spaces shall be marked on the pavement surface with four-inch-wide traffic painted lines. All lane lines and parking lines shall be white in color with the exception that those dividing traffic shall yellow.
5. Sufficient, effectively usable parking shall be provided. If experience indicates the need, additional parking shall be provided.
6. Curb and gutter and necessary storm sewer shall be constructed as shown on approved plans.
7. The plan of development plan shall be revised as annotated on the staff plan dated **December 12, 2018**, which shall be as much a part of this approval as if details were fully described herein. Nine (9) sets of revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised October 2015)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.
9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of Planning for review and Planning Commission approval prior to the issuance of any occupancy permits.
10. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced no later than the next planting season.

11. Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including light spread and intensity diagrams, and fixture specifications and mounting height details shall be submitted for Department of Planning review and approval.
11. **AMENDED** - Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including depictions of light spread and intensity diagrams, and fixture specifications and mounting height details shall be submitted for Department of Planning review and Planning Commission approval.
- 11B. Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including light spread and intensity diagrams, and fixture specifications and mounting heights details shall be revised as annotated on the staff plan and included with the construction plans for final signature. **(For POD which includes lighting plan approval)**
12. All exterior lighting shall be designed and arranged to direct the light and glare away from nearby residential property and streets.
13. The site, including the parking areas, shall be kept clean of litter and debris on a daily basis. Trash container units/litter receptacles and recycling containers shall be maintained with regular pickups scheduled and shall be screened properly on all four sides. The gate(s) shall remain closed except when the receptacle(s) are being filled or serviced and shall be repaired or replaced as necessary. Details shall be included with the final site plan or required landscape plan for review and approval.
14. Required fire lanes shall be marked and maintained in accordance with the Virginia Statewide Fire Prevention Code.
15. Traffic control signs shall be provided as indicated on the Department of Planning Staff plan. All signs shall be fabricated as shown in The National Manual on Uniform Traffic Control Devices for Streets and Highways and The Virginia Supplement to The Manual on Uniform Traffic Control Devices for Streets and Highways.
16. The assigned property number(s) shall be displayed so it is easily readable from the street. If assistance is needed with the address, please contact the Department of Planning at 501-4284. The Planning Department must assign all property addresses. **(Revised January 2008)**
17. The owner shall have a set of plans approved by the Director of Public Works, Public Utilities and Secretary of the Planning Commission available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
18. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
19. Upon completion of the improvements and prior to the certification of the permanent occupancy permit, the owner shall furnish a statement by the engineer or land surveyor who prepared the POD plan, to the effect that all construction including water and sewer is in conformance to the regulations and requirements of the POD.
20. The approved Plan of Development is granted by the Planning Commission only to the owners(s)/applicant(s) listed on the Plan of Development application on file for this project. Upon written notification to the Director of Planning, the Plan of Development approval may be transferred to subsequent owner(s) subject to approval by this Commission, or approval by the Director of Planning provided the property is transferred to new ownership no later than 24 months following initial construction plan approval. **(Revised August 2016)**

21. Vehicles shall be parked only in approved and constructed parking spaces.
22. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
23. The site, including paving, pavement markings, signage, curb and gutter, dumpster screens, walls, fences, lighting and other site improvements shall be properly maintained in good condition at all times. Any necessary repairs shall be made in a timely manner.
24. The developer shall provide fire hydrants as required by the Department of Public Utilities and Division of Fire.
25. Insurance Services Office (ISO) calculations shall be included on the final construction plans for approval by the Department of Public Utilities prior to issuance of a building permit.
26. Any necessary off-site drainage and/or water and sewer easements must be obtained in a form acceptable to the County Attorney prior to final approval of the construction plans.
27. The easements for drainage and utilities as shown on approved plans shall be granted to the County in a form acceptable to the County Attorney prior to any occupancy permits being issued. The easement plats and any other required information shall be submitted to the County Real Property Agent at least sixty (60) days prior to requesting occupancy permits.
28. Deviations from County standards for pavement, curb or curb and gutter design shall be approved by the County Engineer prior to final approval of the construction plans by the Department of Public Works.
29. **(Start of miscellaneous conditions)**

STANDARD CONDITIONS FOR LANDSCAPE/LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **December 12, 2018**, which shall be as much a part of this approval as if all details were fully described herein. Four (4) sets of prints of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

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

- 29. Roof edge ornamental features that extend over the zero lot line, and which are permitted by Section 24-95(i)(1), must be authorized in the covenants.
- 30. Eight-foot easements for construction, drainage, and maintenance access for abutting lots shall be provided and shown on the POD plans.
- 31. Building permit request for individual dwellings shall each include two (2) copies of a layout plan sheet as approved with the plan of development. The developer may utilize alternate building types providing that each may be located within the building footprint shown on the approved plan. Any deviation in building footprint or infrastructure shall require submission and approval of an administrative site plan.
- 32. Windows on the zero lot line side of the dwelling can only be approved with an exception granted by the Building Official and the Director of Planning during the building permit application process.
- 33. The mechanical equipment for each building shall be located on its respective lot. Except for wall-mounted electric meters, in no case shall the eight-foot easement for construction, drainage, and maintenance access on the abutting lot be used to locate other mechanical equipment (such as HVAC equipment, generators, and the like) for the subject lot.

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

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

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

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

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

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

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

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

G. STANDARD CONDITIONS FOR CONVENIENCE STORES WITH FUEL PUMPS IN A B-2 ZONE

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

**H. STANDARD CONDITIONS FOR CONVENIENCE STORES WITH FUEL PUMPS
IN A B-3 ZONE**

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Conventional Single-Family Subdivisions Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water. **(Substitute condition 5A if well)**
- 5A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer. **(Substitute condition 6A if on-site sewage disposal/septic)**
- 6A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **December 12, 2018**, 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 11, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Conventional Single-Family Subdivisions Not Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage and erosion control plans have been approved by the Department of Planning, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of eleven (11) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **December 12, 2018**, 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 11, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
9. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

10. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements and design considerations.
11. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers, Chesapeake Bay Act Areas, wells and primary/reserved drainfields.

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Residential Townhouse for Sale (RTH) Subdivisions

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **December 12, 2018**, 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 11, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.
12. A draft of the Declaration of Covenants, Conditions and Restrictions shall be submitted to the Department of Planning for review, prior to final approval. The proposed Homeowners Association for the project shall be responsible for the exterior maintenance of all buildings and grounds.
13. All block corners shall be monumented and referenced, where possible, to the exterior boundaries of the site
14. The record plat shall contain a statement that the common area is dedicated to the common use and enjoyment of the homeowners of **(name of subdivision)** and is not dedicated for use by the general public. This statement shall refer to the applicable article in the covenants recorded with the plat.

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Zero Lot Line Subdivisions

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **December 12, 2018**, 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 11, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change may be implemented.

11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.
12. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers and Chesapeake Bay Act Areas.

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Road Dedication with No Lots

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **December 12, 2018**, 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 11, 2019**, 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.