

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 11, 2019.  
4

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

Others Present: Ms. Jean Moore, Assistant Director of Planning  
Ms. Leslie A. News, PLA, Senior Principal Planner  
Mr. Michael F. Kennedy, County Planner  
Mr. Tony Greulich, C.P.C., County Planner  
Mr. Doug Cole, PLA, County Planner  
Ms. Christina L. Goggin, AICP, County Planner  
Ms. Aimee B. Crady, AICP, County Planner  
Ms. Kate B. McMillion, County Planner  
Mr. Salim Chishti, ASLA, County Planner  
Mr. Spencer Norman, County Planner  
Mr. Phillip Bariteau, County Planner  
Ms. Cherie Wyatt, County Planner  
Ms. Edie Golden, GIS Specialist  
Mr. Gary Duvall, Department of Public Works  
Mr. Brandon House, Department of Public Works  
Ms. Alexandria Gruendl, Department of Public Works  
Mr. William Moffett, Police  
Ms. Melissa Ferrante, Office Assistant / Recording Secretary

5  
6 **Mr. Frank J. Thornton, the Board of Supervisors' representative, abstains on all**  
7 **cases unless otherwise noted.**  
8

9 Mr. Baka - I call this meeting of the Henrico County Planning Commission  
10 to order. This is our Plans of Development Meeting for December 11th, 2019. At this  
11 time I'd like to ask you to take a moment to silence your cellphones, and please stand  
12 with the Commission for the Pledge of Allegiance.  
13

14 Do we have anyone in the audience this morning with the news media? Okay. We have  
15 Mr. Frank Thornton, our representative from the Board of Supervisors, who is sitting with  
16 the Planning Commission this year, for 2019.  
17

18 Mr. Thornton - Thank you, Mr. Chairman.

19

20 Mr. Baka - Thank you for being here, sir. Mr. Thornton abstains on all  
21 cases unless otherwise noted. We do have all our Planning Commissioners here, and  
22 we have a quorum, so we can conduct business. And at this point I'll turn the agenda  
23 over to Mr. Emerson, our secretary.

24

25 Mr. Emerson - Thank you, Mr. Chairman. The first item on your agenda this  
26 morning are the requests for deferrals and withdrawals, and those will be presented by  
27 Ms. Leslie News, and there are none of those this morning.

28

29 Moving on to the next item on the agenda are the expedited items, and those will also be  
30 presented by Ms. Leslie News.

31

32 Ms. News - Thank you, Mr. Secretary, and good morning, members of the  
33 Commission.

34

35 The Commission - Good morning.

36

37 Ms. News - We have three items on our expedited agenda this morning.  
38 The first is found on page 3 of your agenda and is located in the Three Chopt District.  
39 This is a transfer of approval for POD-04-71, POD-06-71, and POD-43-71, Ridge  
40 Shopping Center. There's an addendum item on page 1 of your addendum with a revised  
41 recommendation indicating that the paving work has now been completed, and staff  
42 recommends approval.

43

#### 44 TRANSFER OF APPROVAL

45

|   |  |
|---|--|
| POD-04-71, POD-06-71,<br>and POD-43-71<br>POD2019-00066,<br>POD2019-00067 and<br>POD2019-00068<br>Ridge Shopping Center –<br>1501 and 1507 North<br>Parham Road | <b>PR II/RP Ridge Shopping Center, LLC:</b> Request for<br>transfer of approval as required by Chapter 24, Section 24-<br>106 of the Henrico County Code from Ridge Addition LLC,<br>Ridge SC LLC, and Marchetti Properties to PR II/RP Ridge<br>Shopping Center, LLC. The 8.47-acre site is located on the<br>eastern line of North Parham Road, approximately 500 feet<br>north of East Ridge Road, on parcels 754-744-1970 and<br>754-745-3707. The zoning is B-2, Business District and B-<br>2C, Business District (Conditional). County water and<br>sewer. <b>(Three Chopt)</b> |
|---|--|

46

47 Mr. Baka - Is there anyone present in opposition to the transfer of  
48 approval for POD-04-71, POD-06-71, POD-43-71 at Ridge Shopping Center? Okay.

49

50 Mrs. Thornton - Okay, Mr. Chairman, I move approval of the transfer of  
51 approval for POD-04-71, POD-06-71, and POD-43-71, Ridge Shopping Center, on the  
52 expedited agenda, subject to the previously approved conditions and the revised report  
53 in the addendum.

54  
 55 Mr. Mackey - Second.  
 56  
 57 Mr. Baka - We have a motion by Mrs. Thornton and a second by Mr.  
 58 Mackey. All in favor say aye.  
 59  
 60 The Commission - Aye.  
 61  
 62 Mr. Baka - Opposed say no. Motion carries.  
 63  
 64 The Planning Commission approved the transfer of approval request for POD-04-71,  
 65 POD-06-71, and POD-43-71 (POD2019-00066, POD2019-00067 and POD2019-00068),  
 66 Ridge Shopping Center Ridge Addition LLC, Ridge SC LLC, and Marchetti Properties to  
 67 PR II/RP Ridge Shopping Center, LLC, subject to the standard and added conditions  
 68 previously approved.  
 69  
 70 Ms. News - The next item is found on page 8 of your agenda and is  
 71 located in the Varina District. This is POD2019-00460, which also includes a lighting plan,  
 72 for C & F Financial, and staff recommends approval.  
 73

74 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**  
 75

|  |   |
|--|---|
| POD2019-00460<br>C & F Financial – 5491<br>International Trade Drive | <b>Kimley-Horn and Associates for DMG Properties, LLLP:</b><br>Request for approval of a plan of development and lighting<br>plan, as required by Chapter 24, Section 24-106 of the<br>Henrico County Code, to construct a one-story, 24,418-<br>square foot office building and a future one-story, 10,915-<br>square foot addition. The 9.86-acre site is located on the<br>southern line of International Trade Drive, approximately<br>1,700 feet east of the intersection with Oakley’s Lane, on<br>parcel 820-717-1860. The zoning is M-1, Light Industrial<br>District, M-1C, Light Industrial District (Conditional), and<br>ASO, Airport Safety Overlay District. County water and<br>sewer. <b>(Varina)</b> |
|--|---|

76  
 77 Mr. Baka - Okay. Is this 461?  
 78  
 79 Mr. Emerson - Yes.  
 80  
 81 Mr. Baka - Okay. Is there anyone present this morning here in opposition  
 82 to POD2019-00461?  
 83  
 84 I’m sorry. POD2019-00460, C & F Financial at 5491 International Trade Drive. We do  
 85 have some opposition here this morning. If that’s so, what we could do is we could  
 86 remove that from the expedited agenda and put it on the regular agenda and we’ll go  
 87 ahead and hear a presentation on that in just a few minutes.

88  
89  
90  
91  
92  
93  
94  
95

Ms. News - Okay. And our final item is found on page 12 of your agenda and is located in the Fairfield District. This is POD2019-00432, and also includes a lighting plan, for Dash-In Store at 805 East Parham Road. And staff recommends approval.

**PLAN OF DEVELOPMENT AND LIGHTING PLAN**

POD2019-00432  
Dash-In Store at 805 E  
Parham Road

**RKK for Parham Oil Master LLC and Dash-In Stores Inc.:** 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 demolish an existing convenience store and gas station and to construct a one-story, 3,860-square foot convenience store with fuel pumps and a one-story, 2,304-square foot drive-through carwash. The 2.18-acre site is located along the southern line of East Parham Road (State Route 73), approximately 800 feet east of its intersection with Brook Road (U.S. Route 1), on parcels 785-756-2826, 785-756-1842, and 785-756-3943. The zoning is B-3, Business District. County water and sewer. **(Fairfield)**

96  
97  
98  
99

Mr. Baka - Is there anyone in opposition this morning to POD2019-00432, Dash-In Store at 805 East Parham Road? Okay. Seeing none...

100  
101  
102  
103

Mr. Archer - Thank you, Mr. Chairman. I will move for approval of POD2019-00432 subject to the annotations on the plan, standard conditions for the developments of this type, and the additional conditions 11B and 29 through 32.

104  
105

Mr. Witte - Second.

106  
107

Mr. Baka - We have a motion by Mr. Archer and a second by Mr. Witte. All in favor say aye.

108  
109

The Commission - Aye.

110  
111

Mr. Baka - Opposed say no. Motion carries.

112  
113  
114  
115  
116  
117

The Planning Commission approved the plan of development for POD2019-00432 Dash-In Store at 805 E Parham Road, subject to the annotations on the plans, the standard conditions attached to these minutes for developments of this type, and the following additional conditions:

118  
119

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



120 specifications and mounting heights details shall be revised as annotated on the  
121 staff plan and included with the construction plans for final signature.

122 29. A concrete sidewalk meeting VDOT standards shall be provided along the  
123 southern side of East Parham Road (State Route 73).

124 30. There shall be no outdoor storage in moveable storage containers including, but  
125 not limited to, cargo containers and portable on demand storage containers.

126 31. The owner or manager on duty shall be responsible for temporarily closing the car  
127 wash facility when the on-site stacking space is inadequate to serve customer  
128 demand to prevent a backup of vehicles onto the public right-of-way. The owner  
129 shall arrange with the Traffic Engineer to provide standard traffic control signs to  
130 notify customers that stopping or standing on the public right-of-way shall not be  
131 permitted near the entrances to the car wash facility.

132 32. The location of all existing and proposed utility and mechanical equipment  
133 (including HVAC units, electric meters, junctions and accessory boxes,  
134 transformers, and generators) shall be identified on the landscape plan. All building  
135 mounted equipment shall be painted to match the building, and all equipment shall  
136 be screened by such measures as determined appropriate by the Director of  
137 Planning or the Planning Commission at the time of plan approval.

138  
139 Ms. News - And that completes our expedited agenda.

140  
141 Mr. Baka - Thank you.

142  
143 Mr. Emerson - Mr. Chairman, we now move on to subdivision extensions of  
144 conditional approval. There are none of those this morning. So, with that, we will move  
145 into your regular agenda to page 4 for POD2019-00465, Timmons Group for 2001  
146 Maywill, LLC and Bristol Development Group, LLC. The staff report will be presented by  
147 Ms. Aimee Crady.

148  
149 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

150  
POD2019-00465  
Kinsale Apartments –  
2035 Maywill Street

**Timmons Group for 2001 Maywill LLC and Bristol Development Group, LLC:** 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 five-story, approximately 275,000-square foot apartment building containing 260 units. The 2.3-acre portion of the 5.751-acre overall site is located on the eastern line of Maywill Street, approximately 500 feet south of Thalbro Street, on part of parcel 776-737-0463. The zoning is M-1, Light Industrial District and WRO, Westwood Redevelopment Overlay District. County water and sewer. **(Brookland)**

151  
152 Mr. Baka - Is there anyone present in opposition this morning to  
153 POD2019-00465 Kinsale Apartments -- 2035 Maywill Street? Okay. Good morning.

154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199

Ms. Crady - Good morning. The residential component of the Kinsale Development will be located south of the previously approved Kinsale office and the parking deck structures currently under construction on site. The Westwood Redevelopment Overlay District standards are utilized here to promote redevelopment, flexible dimensional standards, and a mixture of potential uses.

The proposal is consistent with the master plan adopted with the Provisional Use Permit approved by the Board of Supervisors in February of 2019 for this combination of office and multi-family uses, with structured parking facilities in the industrial-zoned parcel. Buildings up to 100 feet in height are permitted under this Provisional Use Permit.

This five-story, 260-unit multi-family residential building will contain a majority of one-bedroom units currently planned at 78 percent, with the remaining 22 percent of the units being two-bedroom units. The building façades shown here are a combination of brick, cementitious siding, and CMU at the very base here, and the selection of materials will complement the office building and garage, which are proposed to have finishes of brick veneer, metal siding, and cementitious components.

The overall height for this residential building shown here is approximately 72 feet, and in comparison, the office building is being constructed to 83 feet, and the garage will be 50 feet.

Loading and refuse service will occur along this one-way alley here, entered from Maywill Street and exiting to Thalbro. General vehicular movements will maintain at one-way, but in the event of an emergency this will also serve as an alternative fire-access lane. The parking deck access point here will remain exit only to configure with the one-way motion of the back alley.

The streetscape elements are a continuation of the lighting and trees that are being placed along Maywill Street with the office development. The interior site building and pole mounted lighting will continue to range between 12 and 16 feet in height, and the streetscape fixtures will be mounted at 25 feet height, which matches that which was approved with the previous development phase.

And, with that, staff recommends approval subject to the annotations on the plan, standard conditions for development of this type, and conditions 11B and 29 through 33 in your agenda. We have several representatives here. From the developer, Bristol Development, we have Lisa Gunderson, Glen Bartosh, and David Hanchrow. And we also have Jason Mullins with Timmons Group if you have any questions of a technical nature. And staff's always happy to answer questions you have of us.

Mr. Baka - Any questions from the Commission of Ms. Crady?

Mr. Witte - I have one. In reference to the parking deck, did – excuse me – fire have any reservations about access to and from the parking deck?

200  
201 Ms. Crady - No. With this Plan of Development, they have full hose-lay  
202 met around the building, and the apartments are designed so that you can actually get  
203 through the corridor if you need to get to the interior courtyard as well with ladders.  
204 They're aligning doors so they have that straight shot.  
205  
206 Mr. Witte - Okay. Thank you.  
207  
208 Ms. Crady - So they've reviewed this in detail, gone through several  
209 revisions, and this is where we landed. They're recommending approval.  
210  
211 Mr. Witte - Thank you.  
212  
213 Mr. Emerson - It does also, I believe, Mr. Witte, has the standpipes for the –  
214 for the hose connections.  
215  
216 Mr. Witte - I saw the standpipe connection. I was just concerned with  
217 ingress and egress with the equipment.  
218  
219 Mr. Emerson - Sure.  
220  
221 Ms. Crady - Right.  
222  
223 Mr. Witte - Okay.  
224  
225 Mr. Baka - Other questions of the staff? Thank you.  
226  
227 Mr. Witte - I would like to have the applicant -- I just have a question of  
228 interest, mainly.  
229  
230 Mr. Baka - Okay. Would the applicant please come forward? Anyone in  
231 particular?  
232  
233 Mr. Witte - Anybody that can answer the questions to the design.  
234  
235 Mr. Baka - Okay.  
236  
237 Mr. Witte - Nobody wants to come up here with you?  
238  
239 Mr. Baka - Good morning.  
240  
241 Mr. Mullins - Good morning. I'm Jason Mullins, civil engineer with  
242 Timmons Group. I can speak to the outside, but inside the building my knowledge is very  
243 limited.  
244



245 Mr. Witte - Well, the outside I think looks pretty good. I'm more  
246 concerned with the logic behind one – so many one-bedrooms. Is there a way to, if there's  
247 a need, to change that?  
248

249 Mr. Hanchrow - I'm David Hanchrow from Bristol Development. The unit mix  
250 that we've come up with is the result of what we see as demand in projects, not just in  
251 this market, but in a lot of our markets. We're seeing heavy demand for one-bedrooms.  
252 And, quite honestly, in a lot – in these types of locations, the demand for two-bedroom  
253 isn't nearly as much. In fact, we're seeing one-bedrooms go faster than we can deliver  
254 them, and two bedrooms sit for a while. So, you know, that even -- that even was true in  
255 our project, you may have heard, we just completed out at West Creek called 2000 West  
256 Creek, which was very successful. And we probably could have done a lot more one-  
257 bedrooms in that location and less twos. It's just where the market is right now.  
258

259 Mr. Witte - Okay. I just didn't understand that – I guess it's my age.  
260

261 Mr. Hanchrow - Well, you know, it's a good question, because you know the  
262 very first project I did in Henrico County was the Carriage Homes at Wyndham 20 years  
263 ago, and that was a very heavy 2- and 3-bedroom development. It's just really a sign of,  
264 you know, the changing times and who our -- who our customer is now. And we're just  
265 seeing, across all our markets including the Richmond area, that the demand is heavy for  
266 one-bedrooms.  
267

268 Mr. Witte - All right. You've answered my question. Anybody else?  
269

270 Mr. Baka - Any other questions from the Commission? Thank you.  
271

272 Mr. Mullins - Thank you.  
273

274 Mr. Witte - All right, Mr. Chairman, with that, excuse me, I move the  
275 POD2019-00465 Kinsale Apartments, including the lighting plan, be approved subject to  
276 the annotations on the plans, the standard conditions for developments of this type and  
277 additional conditions 11B and 29 through 33, as shown on the agenda.  
278

279 Mr. Archer - Second.  
280

281 Mr. Baka - We have a motion by Mr. Witte and a second by Mr. Archer.  
282 All in favor say aye.  
283

284 The Commission - Aye.  
285

286 Mr. Baka - Opposed say no. Motion carries. Thank you.  
287

288 The Planning Commission approved the plan of development and lighting plan for  
289 POD2019-00465, Kinsale Apartments, subject to the annotations on the plans, the



290 standard conditions attached to these minutes for developments of this type, and the  
291 following additional conditions:

- 292
- 293 11B. Prior to the approval of an electrical permit application and installation of the site  
294 lighting equipment, a plan including light spread and intensity diagrams, and fixture  
295 specifications and mounting heights details shall be revised as annotated on the  
296 staff plan and included with the construction plans for final signature.
- 297 29. A concrete sidewalk meeting County standards shall be provided along the eastern  
298 side of Maywill Street.
- 299 30. Outside storage shall not be permitted.
- 300 31. The proffers approved as a part of zoning case PUP2019-00002 shall be  
301 incorporated in this approval.
- 302 32. A construction staging plan which includes details for traffic control, fire protection,  
303 stockpile locations, construction fencing and hours of construction shall be  
304 submitted for County review and prior to the approval of any final construction  
305 plans.
- 306 33. The location of all existing and proposed utility and mechanical equipment  
307 (including HVAC units, electric meters, junction and accessory boxes,  
308 transformers, and generators) shall be identified on the landscape plans. All  
309 equipment shall be screened by such measures as determined appropriate by the  
310 Director of Planning or the Planning Commission at the time of plan approval.

311

312 Mr. Emerson - Mr. Chairman, we now move on to page 6 of your agenda for  
313 POD2019-00461, Timmons Group for Rosalia Sanzone and American Pet Resort, LLC.  
314 And the staff report will be presented by Mr. Spencer Norman.

315

316 **PLAN OF DEVELOPMENT AND TRANSITIONAL BUFFER DEVIATION**

317

POD2019-00461  
Pet Paradise at 4101  
Williamsburg Road

**Timmons Group for Rosalia Sanzone and American Pet Resort, LLC:** Request for approval of a plan of development and transitional buffer deviation, as required by Chapter 24, Section 24-106 and 24-106.2(e)(3) of the Henrico County Code, to construct a one-story, 15,282-square foot commercial kennel, with a second story accessory dwelling. The transitional buffer deviation would authorize a reduction in the width of the ten-foot transitional buffer along a portion of the eastern and western property lines, and the relocation of an internal ten-foot transitional buffer to the northern side of the parcel adjacent to Williamsburg Road (State Route 60). The 2.86-acre site is located on the southern line of Williamsburg Road (State Route 60), approximately 1,800 feet west of its intersection with South Laburnum Avenue, on parcel 814-713-4089. The zoning is B-3, Business District and M-1, Light Industrial District. County water and sewer.

**(Varina)**

318

319 Mr. Baka - Is there anyone present this morning in opposition to  
320 POD2019-00461, Pet Paradise at 4101 Williamsburg Road? Okay. Good morning.

321  
322 Mr. Norman - Good morning. This plan of development is for construction  
323 of a commercial kennel at 4101 Williamsburg Road. As noted, the applicant requested a  
324 transitional buffer deviation with this proposal as well. Adjacent uses include the Country  
325 Style Donuts store to the east, the East End Glass auto-repair shop to the west, and the  
326 Old Dominion Brush building to the south. The kennel is approximately 15,000 square  
327 feet in size and contains 182 individual kennel units.

328  
329 The elevations shown here depict a building consisting predominately of fiber cement  
330 board panels with board and batten finish. The building includes a second story  
331 apartment suite for an overnight employee. And that is located on this side of the building  
332 here.

333  
334 The front portion of the kennel will contain a lobby, exam and treatment rooms, the  
335 overnight employee apartment, and associated support rooms. Those areas are shown  
336 here on the floor plan. The rear portion of the kennel contains individual kennel units, as  
337 well as outside play areas. These areas are screened by an eight-foot high white vinyl  
338 fence, which will envelope the kennel along the west, south, and east sides. So the  
339 interior/outdoor play areas are along here in a courtyard. The exterior play areas are  
340 along here and here. And that fence will be along this side, the rear portion, as well as  
341 this side.

342  
343 M-1 and B-3 zoning bisect the site, as shown here on the conceptual layout plan. That  
344 line is roughly right through the middle of the site, here. There are also sections of the  
345 site where B-3 zoning abuts M-1 zoning on adjacent parcels. There is one section here  
346 that is approximately 50 feet in length and then another section here that is approximately  
347 50 feet as well.

348  
349 As a transitional buffer 10 is required between M-1 and B-3 zoning, the applicant requests  
350 a transitional buffer deviation to reduce the width of the buffer from 10 feet to 6 feet along  
351 either side of the site and provide the required number of plantings along Williamsburg  
352 Road, which is located in this area. Additionally, the 8-foot screen fence will mitigate  
353 impacts in these areas. Staff has no objection to this request.

354  
355 Should the Commission approve the transitional buffer deviation, staff recommends  
356 approval. I am also happy to answer any questions you may have. The engineer, Steve  
357 Worthington, from Timmons is here, as well as the applicant, Mr. Brian Franco from Pet  
358 Paradise, should you have any technical questions or operational questions regarding the  
359 kennel. And that concludes my presentation.

360  
361 Mr. Baka - Thank you. Does the Commission have any questions for Mr.  
362 Norman?

363  
364 Mr. Mackey - No, sir. I don't have any questions for Mr. Norman.

365  
366 Mr. Baka - Thank you. Appreciate that.  
367  
368 Mr. Mackey - Yes, Mr. Chairman, I would like to ask the applicant a  
369 question.  
370  
371 Mr. Baka - Okay. Would the applicant please come forward? Thank you.  
372 Good morning.  
373  
374 Mr. Worthington - Good morning, members of the Commission. I'm Steve  
375 Worthington with Timmons Group, and this is Brian Franco with Pet Paradise.  
376  
377 Mr. Mackey - Okay. I guess the question would be for Mr. Franco then.  
378  
379 Mr. Franco - Yes.  
380  
381 Mr. Mackey - Good morning, sir.  
382  
383 Mr. Franco - Good morning.  
384  
385 Mr. Mackey - A question about the apartment, the overnight apartment.  
386  
387 Mr. Franco - Yes, sir.  
388  
389 Mr. Mackey - Someone will always be there as long as there are dogs in the  
390 kennel?  
391  
392 Mr. Franco - They will.  
393  
394 Mr. Mackey - Okay. If you didn't have any dogs in the kennel, will someone  
395 still be there?  
396  
397 Mr. Franco - They would.  
398  
399 Mr. Mackey - Okay. So someone's going to always be living there for the  
400 most -  
401  
402 Mr. Franco - Correct.  
403  
404 Mr. Mackey - Okay. That was my only real question about it.  
405  
406 Mr. Franco - Okay.  
407  
408 Mr. Mackey - I didn't have anything else.  
409  
410 Mr. Baka - Are there other questions for the applicants? Thank you.



411  
412 Mr. Franco - Thank you.  
413  
414 Mr. Worthington - Thank you.  
415  
416 Mr. Baka - Seeing no other questions, and there was no opposition to this  
417 case, how would you like to proceed?  
418  
419 Mr. Mackey - I would like to move forward with a motion, Mr. Chairman. I  
420 move that POD --  
421  
422 Mr. Baka - Sorry, they were for the next case.  
423  
424 Mrs. Thornton - No, he was with the other one.  
425  
426 Mr. Mackey - Okay.  
427  
428 Mr. Baka - They were for the next case.  
429  
430 Mr. Mackey - Oh, sorry. Sorry about that. So, all right, I'd like to move  
431 forward with a motion. I move that POD2019-00461, Pet Paradise, at 4101 Williamsburg  
432 Road, be approved, including the transitional buffer deviation, subject to the annotations  
433 on the plans, the standard conditions for developments of this type, and the additional  
434 conditions 29 through 34 in the agenda.  
435  
436 Mrs. Thornton - Second.  
437  
438 Mr. Baka - We have a motion by Mr. Mackey and a second by Mrs.  
439 Thornton. All in favor say aye.  
440  
441 The Commission - Aye.  
442  
443 Mr. Baka - Opposed say no. Motion carries.  
444  
445 The Planning Commission approved the plan of development for POD2019-00461, Pet  
446 Paradise, at 4101 Williamsburg Road, including the transitional buffer deviation, subject  
447 to the annotations on the plans, the standard conditions for developments of this type,  
448 and the additional conditions 29 through 34 in the agenda.  
449  
450 29. The right-of-way for widening of Williamsburg Road (State Route 60) as shown on  
451 approved plans shall be dedicated to the County prior to any occupancy permits  
452 being issued. The right-of-way dedication plat and any other required information  
453 shall be submitted to the County Real Property Agent at least sixty (60) days prior  
454 to requesting occupancy permits.  
455 30. The entrances and drainage facilities on Williamsburg Road (State Route 60) shall  
456 be approved by the Virginia Department of Transportation and the County.

- 457 31. A notice of completion form, certifying that the requirements of the Virginia  
 458 Department of Transportation entrances permit have been completed, shall be  
 459 submitted to the Department of Planning prior to any occupancy permits being  
 460 issued.
- 461 32. Approval of the construction plans by the Department of Public Works does not  
 462 establish the curb and gutter elevations along the Virginia Department of  
 463 Transportation maintained right-of-way. The elevations will be set by the contractor  
 464 and approved by the Virginia Department of Transportation.
- 465 33. A concrete sidewalk meeting VDOT standards shall be provided along the  
 466 southern side of Williamsburg Road.
- 467 34. The location of all existing and proposed utility and mechanical equipment  
 468 (including HVAC units, electric meters, junctions and accessory boxes,  
 469 transformers, and generators) shall be identified on the landscape plan. All building  
 470 mounted equipment shall be painted to match the building, and all equipment shall  
 471 be screened by such measures as determined appropriate by the Director of  
 472 Planning or the Planning Commission at the time of plan approval.

473

474 Mr. Emerson - Mr. Chairman, we now move on to page 8 of your agenda for  
 475 POD2019-00460, Kimley-Horn and Associates for DMG Properties, LLLP. The staff  
 476 report will be presented by Mr. Salim Chishti.

477

478 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

479

POD2019-00460  
 C & F Financial – 5491  
 International Trade Drive

**Kimley-Horn and Associates for DMG Properties, LLLP:**  
 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 one-story, 24,418-  
 square foot office building and a future one-story, 10,915-  
 square foot addition. The 9.86-acre site is located on the  
 southern line of International Trade Drive, approximately  
 1,700 feet east of the intersection with Oakley's Lane, on  
 parcel 820-717-1860. The zoning is M-1, Light Industrial  
 District, M-1C, Light Industrial District (Conditional), and  
 ASO, Airport Safety Overlay District. County water and  
 sewer. (Varina)

480

481 Mr. Baka - Morning. I'll ask again, is anyone here in opposition this  
 482 morning to POD2019-00460 C & F Financial, at 54 International Trade Drive? Okay. We  
 483 do have some opposition. We'll have a presentation from Mr. Chishti first, and we'll get  
 484 to you in just a couple minutes. Thank you. Good morning.

485

486 Mr. Chishti - Okay. Good morning. The applicant is proposing to develop  
 487 the site with a one-story office building. The building will be constructed in two phases  
 488 totaling, excuse me, approximately 35,333 square feet. The first phase is 24,418 square  
 489 feet, and the second phase is 10,915 square feet, to be built later at an unspecified time.

491 The applicant is proposing two driveways, as you can see here, one on International  
492 Trade Drive, and one on Audubon Road. The purpose of the driveway to Audubon Drive  
493 is to relieve the traffic congestion on International Trade Drive during morning and  
494 afternoon commutes.

495  
496 The building features a mostly open floor plan with offices, meeting rooms, and other  
497 spaces included as well. The exterior of the building, as you can see here in the  
498 elevations, is predominately red brick with some white metal architectural features, and  
499 it's substantially similar in style to other buildings along International Trade Drive. The  
500 application also includes a lighting plan, which you can see here.

501  
502 The current POD that is being proposed conforms to all proffers from two rezoning cases,  
503 C-055C-90 and C-023C-00. Staff recommends approval subject to the annotations on  
504 the plans, standard conditions for developments of this type, and conditions 29 through  
505 32 in the agenda.

506  
507 Representatives are here from Kimley-Horn Engineering and I'm happy to answer any  
508 questions that Commissioners may have. And that concludes my presentation.

509  
510 Mr. Baka - Thank you. Does the Commission have any questions for Mr.  
511 Chishti?

512  
513 Mr. Mackey - No, sir.

514  
515 Mr. Chishti - Okay.

516  
517 Mr. Baka - Okay. Thank you very much. How would you like to proceed?

518  
519 Mr. Mackey - I'd like to hear from the opposition.

520  
521 Mr. Baka - Okay. Would you please come forward? Good morning.

522  
523 Mr. Kosvanec - Good morning. My name's David Kosvanec. I live at 10  
524 Kemper Court, Sandston. This is the first meeting I've ever been to like this, so bear with  
525 me. I'm here for the stormwater drain off, or runoff. I own the property south of this, and  
526 all the water's going to be going there that runs off of this. The water that comes through  
527 my land now is the airport runoff, and any runoff, extra runoff, will interfere with the airport.

528  
529 The building to the right, the second phase, seemed to be within 100 feet of the creek,  
530 which is, I understand, not supposed to be done. And I'd like to have a sidewalk put in  
531 for the -- for the people in the neighborhood.

532  
533 Mr. Mackey - Did you say...?

534  
535 Mr. Kosvanec - A sidewalk on Audubon Drive. They'll be not the first one, but  
536 they'll be the -- a good neighbor, they'll be giving something back to the neighborhood



537 instead of just thinking about themselves. Everyone else on Audubon Drive, including  
538 the mall, White Oak, apartment complexes all the way down to WaWa and all them, all  
539 have a retention pond.

540

541 This will be the first new retention pond that I'm familiar with. I don't know if it works, or  
542 don't work. They're taking the water from the top, putting it out halfway down the property,  
543 and letting it out. I don't think the area they have, considering their property line, they're  
544 actually not going to be -- their water ain't going to come to my property so fast as to my  
545 neighbor, but then it'll eventually hit the creek and go into my neighbor, to me. That's all  
546 I have to say. Any questions for me?

547

548 Mr. Baka - Is there any questions from the Commission?

549

550 Mr. Mackey - No, Mr. Kosvanec, but we'll have someone speak to the  
551 stormwater runoff to address that.

552

553 Mr. Kosvanec - All right, thank you.

554

555 Mr. Mackey - All right, thank you, sir.

556

557 Mr. Baka - Is there anyone else that would like to speak in opposition to  
558 this case? Okay, Mr. Mackey?

559

560 Mr. Mackey - Yes. Do we have someone from staff who could speak to the  
561 stormwater runoff question?

562

563 Mr. Baka - Yes, I believe we do.

564

565 Mr. Mackey - Okay, thank you. Good morning.

566

567 Ms. Gruendl - Good morning.

568

569 Mr. Mackey - Good morning.

570

571 Ms. Gruendl - My name is Alex Gruendl with the Public Works Department.

572

573 Mr. Mackey - Okay.

574

575 Ms. Gruendl - So for stormwater for this site, for the quantity of the  
576 stormwater, they're required to meet channel and flood protection. Closer, Is that better?

577

578 Mr. Mackey - Yes.

579

580 Ms. Gruendl - For flood protection they were required to analyze the  
581 floodplain and since the level spreader that you can see right here discharges to a flood  
582 plain, that requirement has been met. For channel protection that requirement is also

583 met by use of this level spreader. It is -- discharges as sheet flow. So the purpose of this  
584 level spreader device is to spread all the water out, instead of just dumping out of a pipe,  
585 and give it time to infiltrate through the soils between that point and the main channel,  
586 and so the use of that level spreader converting the concentrated flow to sheet flow meets  
587 the channel protection requirements.

588  
589 The level spreader also includes a water quantity aspect to it, to meet the pollutant  
590 requirements for the development. Any questions for me?

591  
592 Mr. Mackey - Yes, ma'am. I had a question. Mr. Kosvanec spoke of  
593 possibly the second portion, the second building, pushing more runoff onto the airport  
594 property that would cause more runoff on his.

595  
596 Ms. Gruendl - This is this building in question right here, correct?

597  
598 Mr. Mackey - That's the second building, yes ma'am.

599  
600 Ms. Gruendl - Yes. So this building has a system of roof drains hooked up  
601 to it. As you can see, they run down south of the building down to this storm pipe, and  
602 so that is all collected to the system that discharges through the same level spreader as  
603 the rest of the buildings.

604  
605 Mr. Mackey - Okay. Mr. Kosvanec, I think had a -- oh, you have to come  
606 down to the microphone, sir.

607  
608 Mr. Kosvanec - You have 24,000 square feet building that you're trying to get  
609 proposed here, but you're not adding a 10,000-square-foot building when you're giving  
610 these estimates. I would like to know how to --

611  
612 Mr. Baka - Please address your comments to the Commission, I'm sorry.

613  
614 Mr. Kosvanec - Oh, I'm sorry. They're getting permission to build a 24,000-  
615 square foot building, and then, in the future, Phase 2, a 10,000-square foot building. All  
616 of these site preparations are only based on the 24,000-square foot building, not take into  
617 consideration the future of Phase 2, which are going to be adding on in the future on the  
618 same site that they're getting approved for, for the first phase. That's all I have to say.

619  
620 Mr. Mackey - Okay, you can take a seat.

621  
622 Ms. Gruendl - So Public Works requires that all projects that are done in  
623 phases -- that stormwater be addressed with the first phase. So the stormwater  
624 calculations will include the additional impervious from the second building.

625  
626 Mr. Baka - So, to clarify, these stormwater counts include everything that  
627 could be built in the second phase. So that, your response, addresses his concern.

628

629 Ms. Gruendl - Yes, I believe so.  
630  
631 Mrs. Thornton - So during the project itself, the stormwater, how is that going  
632 to be? Since the system is -- how does that work during the construction phase? That's  
633 usually when we see a lot of stormwater.  
634  
635 Mr. Chishti - (off mic) I believe we have someone else who can answer  
636 your question.  
637  
638 Mr. Baka - Good morning, welcome.  
639  
640 Ms. Anderson - Good morning. I'm Laura Anderson with Kimley-Horn, civil  
641 engineer. And so during the construction phase we're providing a sediment trap where  
642 this parking lot is in the final phase, and so during construction we would have all  
643 stormwater runoff go to the trap that's located here, and then it will also outflow in the  
644 same location as generally where this level spreader is.  
645  
646 Mrs. Thornton - So slowly.  
647  
648 Ms. Anderson - Yes.  
649  
650 Mrs. Thornton - Just like she said, the sheet.  
651  
652 Ms. Anderson - That's correct, yes. For sediment trap design it -- yes. That'll  
653 be controlled runoff, yes.  
654  
655 Mr. Baka - So -- oh, go ahead. Ms. Anderson, if I may, to address the  
656 gentleman's concern, is it fair to say that the post-development runoff would be less than  
657 or equal to any predevelopment flow at this time?  
658  
659 Ms. Anderson - So there's various DEQ requirements that you can meet for  
660 stormwater. And so for this site we're meeting the requirement that says you have to be  
661 less than one percent of your CFS, so your flow post-development needs to be less than  
662 one percent of the entire watershed area that your site's located within. So we're meeting  
663 that requirement. So our post-development run off is less than one percent of the entire  
664 drainage area. Did I say that correctly? Yes, okay.  
665  
666 Mr. Baka - Okay. And then, in summary, your plan will be in full  
667 compliance with DEQ regulations.  
668  
669 Ms. Anderson - Yes. Henrico would not approve these without us meeting the  
670 state and County laws.  
671  
672 Mrs. Thornton - And he asked a question about being 100 feet within the  
673 creek, and he wasn't thinking that that was doable. Can you give us some background  
674 on that?



675  
676 Ms. Anderson - So is that the – are you referring to the SPA boundary that's  
677 right here? This is the – so this is 100 feet off of the center line of the creek, which is down  
678 here. So, this boundary line that you see that's labeled SPA is 100 feet off the creek. So,  
679 we're still well behind that. And we're actually required to be well behind the 100-year  
680 floodplain, which is even further behind the centerline of the creek. So we're not anywhere  
681 close to 100 feet of the creek.  
682  
683 Mr. Mackey - Okay. I have a question for someone from the Timmons  
684 Group who could speak to the possibility of the sidewalk on Audubon?  
685  
686 Ms. Anderson - Or with Kimley-Horn?  
687  
688 Mr. Mackey - I apologize --  
689  
690 Mr. Baka - Kimley-Horn's their engineer.  
691  
692 Ms. Anderson - That's all right. It's fine.  
693  
694 Mr. Mackey - I apologize. Yes. I -- excuse me. I apologize for that.  
695  
696 Ms. Anderson - That's okay.  
697  
698 Mr. Mackey - Is that something -- when he says a good neighbor?  
699  
700 Ms. Anderson - That's something we can look into. We do know there is an  
701 existing guard rail along Audubon for a portion of that site, so we would be willing to look  
702 into that. But I can't say anything for certain.  
703  
704 Mr. Mackey - All right. I didn't have any other questions. Appreciate it.  
705  
706 Mr. Baka - Any other questions from the Commission? Thank you.  
707  
708 Mr. Mackey - All right. I'm ready to move on with a motion, Mr. Chairman.  
709  
710 Mr. Baka - Okay.  
711  
712 Mr. Mackey - I move that POD2019-00460, C & F Financial, including the  
713 lighting plan, be approved subject to the annotations on the plans, the standard conditions  
714 for developments of this type, and additional conditions 11B and 29 through 32 in the  
715 agenda.  
716  
717 Mrs. Thornton - Second.  
718  
719 Mr. Baka - We have a motion by Mr. Mackey and a second by Mrs.  
720 Thornton. All in favor say aye.

721  
722  
723  
724  
725  
726  
727  
728  
729  
730  
731  
732  
733  
734  
735  
736  
737  
738  
739  
740  
741  
742  
743  
744  
745  
746  
747  
748  
749  
750  
751  
752  
753  
754  
755  
756

The Commission - Aye.

Mr. Baka - Opposed say no. Motion carries.

The Planning Commission approved the plan of development and lighting plan for POD2019-00460, C & F Financial, subject to the annotations on the plans, the standard conditions attached to these minutes for developments of this type, and the following additional conditions:

- 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.
- 29. The proffers approved as a part of zoning cases C-047C-82 and C-055C-90 shall be incorporated in this approval.
- 30. The conceptual master plan, as submitted with this application, is for planning and information purposes only. All subsequent detailed plans of development and construction needed to implement this conceptual plan may be administratively reviewed and approved and shall be subject to all regulations in effect at the time such subsequent plans are submitted for review/ approval.
- 31. The location of all existing and proposed utility and mechanical equipment (including HVAC units, electric meters, junction and accessory boxes, transformers, and generators) shall be identified on the landscape plans. All equipment shall be screened by such measures as determined appropriate by the Director of Planning or the Planning Commission at the time of plan approval.
- 32. Except for junction boxes, meters, and existing overhead utility lines, and for technical or environmental reasons, all utility lines shall be underground.

Mr. Emerson - Mr. Chairman, we now move on to page 10 of your agenda for POD2019-00402, RKK for Holly Brook Inc. and Parham & Broad, LLC. And the staff report will be presented by Ms. Christina Goggin.

**PLAN OF DEVELOPMENT AND LIGHTING PLAN (Deferred from the November 20, 2019 Meeting)**

POD2019-00402  
Parham & Broad LLC Auto  
Display/Storage Facility –  
7834 East Parham Road

**RKK for Holly Brook Inc. and Parham & Broad LLC:**  
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 vehicle display lot on a site with an existing ATM. The 2.05-acre site is located at the northeastern corner of the intersection of West Broad Street (U.S. Route 250) and East Parham Road, on parcel 762-754-3266 and part of parcel 762-755-1612. The zoning is B-3C, Business District (Conditional). County water and sewer. **(Brookland)**

757  
758 Mr. Baka - Morning.  
759  
760 Ms. Goggin - Good morning.  
761  
762 Mr. Baka - Is there anyone present this morning in opposition to  
763 POD2019-00402, Parham & Broad, LLC, Auto Display/Storage Facility? Thanks.  
764  
765 Ms. Goggin - Okay. Good morning. Since the preparation of the agenda,  
766 a waiver request for the right-turn lane on West Broad Street has been approved by the  
767 Department of Public Works. Additionally, the applicant is providing sidewalk along the  
768 entire West Broad Street frontage of the dealership to Hollybrook Road, so along here.  
769  
770 Because there is no need to dedicate right of way, condition 29 in the agenda addressing  
771 right-of-way dedication needs to be deleted. Staff recommends approval of the POD and  
772 lighting plan subject to the annotations on the plan, the standard conditions for  
773 developments of this type, and conditions 11B and 30 through 36 in the agenda, with  
774 condition 29 deleted.  
775  
776 I would be happy to answer any questions you may have of me, and Bill Johns is here to  
777 answer any questions you may have of him.  
778  
779 Mr. Baka - Does the Commission have any questions for Ms. Goggin?  
780  
781 Mr. Witte - I think I do.  
782  
783 Ms. Goggin - Okay.  
784  
785 Mr. Witte - I wasn't able to read the width of the sidewalks, but I think it  
786 was five feet. Is that correct?  
787  
788 Ms. Goggin - Yes, sir.  
789  
790 Mr. Witte - Okay. And all the way down to the length of the property on  
791 Broad Street.  
792  
793 Ms. Goggin - Holly -- yes sir. To Hollybrook Avenue.  
794  
795 Mr. Witte - All right. Now I have another question. Has a deviation  
796 amendment been filed for the pad sites?  
797  
798 Ms. Goggin - I don't believe so yet, but the applicant is here, too.  
799  
800 Mr. Witte - We'll have to check on that.  
801  
802 Ms. Goggin - Yeah.



803  
804 Mr. Witte - And I think that's pretty much -- that's pretty much all I have  
805 for questions right now.  
806  
807 Ms. Goggin - Yes, sir.  
808  
809 Mr. Baka - Any other questions from the Commission? Thank you. How  
810 would you like to proceed?  
811  
812 Mr. Witte - The applicant, please.  
813  
814 Mr. Baka - Would the applicant please come forward? Good morning.  
815  
816 Mr. Johns - Good morning, gentlemen. My name is Bill Johns, engineer  
817 with RKK Associates, representing the...  
818  
819 Mr. Witte - All right, Mr. Johns. Let's talk pad sites. I believe there's up  
820 to five pad sites that you're interested in.  
821  
822 Mr. Johns - Yeah. I think our letter -- we're proposing to put four in. And  
823 everything would be west of the existing entrance so that we have appropriate sight  
824 distance to the east.  
825  
826 Mr. Witte - Right. Okay, so how many pad sites do you...?  
827  
828 Mr. Johns - We're thinking four, sir.  
829  
830 Mr. Witte - Okay. And when do you anticipate filing the -- for the  
831 amendment deviation?  
832  
833 Mr. Johns - Just as soon as we can.  
834  
835 Mr. Witte - Next 30 days?  
836  
837 Mr. Johns - Oh, yes sir.  
838  
839 Mr. Witte - Okay.  
840  
841 Mr. Emerson - Mr. Witte, I've agreed to work with the applicant to get those  
842 on the construction plans.  
843  
844 Mr. Witte - Okay.  
845  
846 Mr. Emerson - While we're processing the proffer amendment, I think that's  
847 something we can accomplish to everybody's satisfaction.  
848

849 Mr. Witte - Absolutely.  
850  
851 Mr. Emerson - So we don't -- so we don't slow them down. It's a minor  
852 change in the proffer, and I think it's a move in the right direction, so we'll make sure that  
853 happens.  
854  
855 Mr. Witte - All right, thank you. I have no further questions.  
856  
857 Mr. Johns - Thank you. Okay, thank you.  
858  
859 Mr. Baka - Any other questions for the applicant? Thank you.  
860  
861 Mr. Witte - All right, Mr. Chairman, I move that POD2019-00402, Parham  
862 & Broad, LLC, Auto Display/Storage Facility, including the lighting plan, be approved  
863 subject to the annotations on the plan, the standard conditions for developments of this  
864 type, the additional conditions 11B and 30 through 36, with the deletion of condition 29 in  
865 the agenda, and the revised report in the agenda.  
866  
867 Mr. Baka - Second. We have a motion by Mr. Witte and a second by Mr.  
868 Baka. All in favor say aye.  
869  
870 The Commission - Aye.  
871  
872 Mr. Baka - Opposed say no. Motion carries.  
873  
874 The Planning Commission approved the plan of development and lighting plan for  
875 POD2019-00402, Parham & Broad LLC Auto Display/Storage Facility – 7834 East  
876 Parham Road, subject to the annotations on the plans, the standard conditions attached  
877 to these minutes for developments of this type, and the following additional conditions:  
878  
879 11B. Prior to the approval of an electrical permit application and installation of the site  
880 lighting equipment, a plan including light spread and intensity diagrams, and fixture  
881 specifications and mounting heights details shall be revised as annotated on the  
882 staff plan and included with the construction plans for final signature.  
883 29. ~~DELETED The right of way for widening of West Broad Street (U.S. Route 250) as~~  
884 ~~shown on approved plans shall be dedicated to the County prior to any occupancy~~  
885 ~~permits being issued. The right of way dedication plat and any other required~~  
886 ~~information shall be submitted to the County Real Property Agent at least sixty (60)~~  
887 ~~days prior to requesting occupancy permits.~~  
888 30. The entrances and drainage facilities on West Broad Street (U.S. Route 250) shall  
889 be approved by the Virginia Department of Transportation and the County.  
890 31. A notice of completion form, certifying that the requirements of the Virginia  
891 Department of Transportation entrances permit have been completed, shall be  
892 submitted to the Department of Planning prior to any occupancy permits being  
893 issued.

- 894 32. A concrete sidewalk meeting VDOT standards shall be provided along the eastern  
 895 side of West Broad Street (U.S. Route 250).  
 896 33. The proffers approved as a part of zoning case REZ2018-00031, C-100C-86, and  
 897 C-55C-00 shall be incorporated in this approval.  
 898 34. Approval of the construction plans by the Department of Public Works does not  
 899 establish the curb and gutter elevations along the Henrico County maintained right-  
 900 of-way. The elevations will be set by Henrico County.  
 901 35. Approval of the construction plans by the Department of Public Works does not  
 902 establish the curb and gutter elevations along the Virginia Department of  
 903 Transportation maintained right-of-way. The elevations will be set by the contractor  
 904 and approved by the Virginia Department of Transportation.  
 905 36. Evidence of a joint ingress/egress and maintenance agreement must be submitted  
 906 to the Department of Planning and approved prior to issuance of a certificate of  
 907 occupancy for this development.  
 908

909 Mr. Emerson - Mr. Chairman, we now move on to the final item on your  
 910 agenda, which is the consideration of approval of your minutes from November 20, 2019.  
 911 And I do not have an errata sheet, but as always, if you have, or you or the Commission,  
 912 have any alterations or changes to the minutes, we certainly will take care of that.  
 913

914 Mr. Baka - Any corrections to the minutes? If not, a motion would be in  
 915 order.  
 916

917 Mr. Witte - So moved.  
 918

919 Mr. Archer - Second.  
 920

921 Mr. Baka - We have a motion by Mr. Witte and a second by Mr. Archer to  
 922 approve the minutes. All in favor say aye.  
 923

924 The Commission - Aye.  
 925

926 Mr. Baka - Opposed say no. Motion carries.  
 927

928 Mr. Emerson - Mr. Chairman, as this is our last meeting of this year, I will  
 929 remind the Commission that you need to be thinking about your organizational meeting  
 930 in January, and working on who will be the next chairman and vice chairman so you'll be  
 931 prepared for that meeting in January. And, also, I'd like to wish the Commission Merry  
 932 Christmas, Happy Holidays, and Happy New Year, and hope everyone has a safe and  
 933 happy holiday.  
 934

935 Mr. Baka - We wish you the same, Mr. Emerson.  
 936

937 Mrs. Thornton - Thank you.  
 938

939 Mr. Mackey - Same to you, sir.

940  
941 Mr. Archer - Same to you, and I'd like to congratulate our chair on doing  
942 such a fine job this year.  
943  
944 Mrs. Thornton - Yes.  
945  
946 Mr. Archer - Might even be able to try to succeed yourself.  
947  
948 Mr. Baka - Oh, I don't know about that.  
949  
950 Mr. Witte - Well I'll add to have a safe holiday season to that. It's the fire  
951 background, I can't help with that.  
952  
953 Mr. Baka - That's good.  
954  
955 Mr. Thornton - Mr. Chairman, I would like to also express Merry Christmas  
956 and the very best for the new year coming in. I'd also like to express that unless  
957 something unusual happens, this will be my last session with the Planning Commission,  
958 as I look at the rotation process. And it has really been a pleasure over the years.  
959  
960 And when I do come on, as I have from time to time, one of the things I have noted, and  
961 suggested, is that Henrico County's no longer the rural county that it used to be. It has  
962 become much more urbanized and I just wanted to say to my colleagues on this august  
963 board, keep on doing the fine job that you've done in the past, but also, in the future there  
964 are going to be some interesting things coming down the pike, and it's going to be up to  
965 your wisdom to make sure that we straighten that out relative to planning.  
966  
967 And I think one of the ideas of planning is talking about is living and livable communities,  
968 and that's very important. And so I have learned a lot. I didn't even know when I first  
969 came to one of the sessions as a citizen what POD stood for. And now I know much,  
970 much more about PODs and what have you.  
971  
972 So it's been a pleasure serving, and also, I won't have a chance to say this again, but  
973 having appointed Mr. Archer to this august board has also been, for me, a great joy. And  
974 I think that he's probably the senior member now. And that is interesting. He and I started  
975 when we were teenagers. Right, Mr. Archer?  
976  
977 Mr. Archer - Yeah, that's right.  
978  
979 Mr. Mackey - Thank you, Mr. Chairman.  
980  
981 Mr. Archer - You're entitled to one mistake.  
982  
983 Mr. Baka - Mr. Thornton, thank you very much for your time and service.  
984 Not just to this Commission, but also to the Board, and thank you for your endeavors.  
985



986 Mr. Witte - And I'd just like to say, staff, thank you again for another  
987 wonderful, productive year. To say we couldn't have done it without you is insane. So,  
988 anyway, thank you for all you've done.

989  
990 Mr. Baka - We truly appreciate that staff's help week in and week out,  
991 because every case is so unique and there's so many details that are addressed even  
992 days or weeks before we get to, sometimes, before meetings. So thank you for all you  
993 do.

994  
995 Mrs. Thornton - Yes, thank you.

996  
997 Mr. Witte - Thank you.

998  
999 Mr. Baka - Any other business to conduct this morning? If not, a motion  
1000 would be in order to adjourn.

1001  
1002 Mr. Witte - So moved.

1003  
1004 Mr. Archer - Second.

1005  
1006 Mr. Baka - All in favor -- we have a motion by Mr. Witte and a second by  
1007 Mr. Archer. All in favor of adjourning say aye.

1008  
1009 The Commission - Aye.

1010  
1011 Mr. Baka - Meeting is adjourned.

1012  
1013

1014  
1015

1016  
1017

1018  
1019

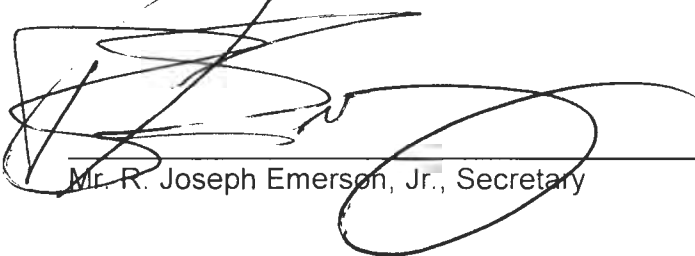
1020  
1021

1022  
1023

1024  
1025

1026

  
\_\_\_\_\_  
Mr. Gregory R. Baka, Chairman

  
\_\_\_\_\_  
Mr. R. Joseph Emerson, Jr., 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 11, 2019**, 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 11, 2019**, 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-flammable 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 11, 2019**, 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 10, 2020**, 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 11, 2019**, 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 10, 2020**, 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 11, 2019**, 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 10, 2020**, 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 11, 2019**, 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 10, 2020**, 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 11, 2019**, 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 10, 2020**, 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.