

1 Minutes of the regular monthly meeting of the Planning Commission of Henrico County
2 held in the County Administration Building in the Government Center at Parham and
3 Hungary Spring Roads beginning at 9:00 a.m. Wednesday, May 22, 2013.
4

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

Member Absent: Mr. Tommy Branin (Three Chopt)

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

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

9 Mrs. Jones - This meeting of the Planning Commission for Henrico County
10 shall come to order. This is our Subdivisions and Plans of Development meeting for May
11 22, 2013. I welcome you. I would ask that you would please mute or turn off your cell
12 phones because these meetings would be interrupted by those. And as you do so,
13 please rise and Pledge Allegiance with me to the flag.
14

15 Mr. Branin will not be with us this morning, but we do have four commissioners in
16 attendance. And we do have Mr. Glover—we welcome you—who is the supervisor from
17 the Brookland District who will be with us at the Planning Commission meetings this
18 year. We do have a quorum; we can conduct business. And with that, I will turn our
19 meeting—well, now wait minute. Do we have anyone from the news media here? I do
20 not believe we do. I would have recognized them if they were here. With that, I will turn
21 the meeting over to our secretary, Mr. Emerson.
22

23 Mr. Emerson - Thank you, Madam Chair. First on your agenda this morning
24 are the requests for deferrals and withdrawals. Those will be presented by Ms. Leslie
25 News.

26
27 Mrs. Jones - Good morning, Ms. News.

28
29 Ms. News - Good morning, Madam Chair, members of the Commission.
30 We have four requests for deferrals this morning. The first is found on page three of your
31 agenda and is located in the Three Chopt District. This is POD-94-87, 109-89, and 118-
32 89, Westpark Shopping Center Phases I and II, for transfer of approval. The applicant
33 has requested a deferral to the June 26, 2013 meeting.

34
35 **TRANSFER OF APPROVAL**

36
POD-94-87, 109-89, and **Thalimer for Westdale Westpark I, II, LP:** Request for
POD-118-89 transfer of approval as required by Chapter 24, Section 24-
POD2011-00196; 106 of the Henrico County Code from SLN Broad Street
POD2011-00197; Association, LP and NP/I&G Westpark, LLC to Westdale
POD2011-00194; Westpark, I, II, LP. Phase I is a 18.36-acre site located at
POD2011-00259 the southwest corner of the intersection of Pemberton
Westpark Shopping Road (State Route 157) and W. Broad Street (U.S. Route
Center Phases I and II – 250), on part of parcels 753-758-7318, 754-758-2409, and
9645 and 9669 W. Broad 753-758-8965. Phase II is a 3.57-acre site located at the
Street (U.S. Route 250) intersection of W. Broad Street and Stillman Parkway, on
part of parcel 753-758-7318. The zoning is B-2C Business
District (Conditional). County water and sewer. **(Three
Chopt)**

37
38
39 Mrs. Jones - Is anyone here this morning who is in opposition to the
40 deferral of this transfer of approval for POD-94-87, 109-89, and POD-118-89 (POD2011-
41 00196; POD2011-00197; POD2011-00194; POD2011-00259), Westpark Shopping
42 Center Phases I and II? No opposition.

43
44 Mr. Archer - Madam Chair, I move deferral of this case, transfer of
45 approval for POD-94-87, 109-89, and POD-118-89 (POD2011-00196; POD2011-00197;
46 POD2011-00194; POD2011-00259), Westpark Shopping Center Phases I and II, to the
47 June 26 meeting, at the request of the applicant.

48
49 Mr. Witte - Second.

50
51 Mrs. Jones - Motion by Mr. Archer, second by Mr. Witte. All in favor say
52 aye. All opposed say no. The ayes have it; the motion passes.

53
54 At the request of the applicant, the Planning Commission deferred transfer of approval
55 for POD-94-87, 109-89, and POD-118-89 (POD2011-00196; POD2011-00197;

56 POD2011-00194; POD2011-00259), Westpark Shopping Center Phases I and II, to its
57 June 26, 2013 meeting.

58
59 Ms. News - The next item is found on page seven of your agenda and is
60 located in the Three Chopt District. This is POD2013-00103, West Broad Hyundai – Car
61 Storage Addition. The applicant has requested a deferral to the June 26, 2013 meeting.

62
63 **PLAN OF DEVELOPMENT**

64
POD2013-00103 **E.D. Lewis and Associates, P.C. for Page Broad Street,
West Broad Hyundai – Car LC and Page Imports, LC:** Request for approval of a plan
Storage Addition – 9001 of development, as required by Chapter 24, Section 24-
W. Broad Street (U.S. 106 of the Henrico County Code, to construct a car
Route 250) storage and display lot at an existing car dealership. The
(POD-97-93 Rev.) 5.5-acre site is located at the southwest corner of the
intersection of W. Broad Street (U.S. Route 250), and
Homeview Drive, on parcel 759-755-0982. The zoning is
B-3C, Business District (Conditional) and B-3, Business
District. County water and sewer. **(Three Chopt)**

65
66 Mrs. Jones - Is there anyone with us this morning who is in opposition to
67 the deferral of this case, POD2013-00103, West Broad Hyundai – Car Storage Addition?
68 No opposition.

69
70 Mr. Archer - Madam Chair, I move deferral of POD2013-00103, West
71 Broad Hyundai – Car Storage Addition, to the June 26 meeting at the applicant's
72 request.

73
74 Mr. Leabough - Second.

75
76 Mrs. Jones - Motion by Mr. Archer, second by Mr. Leabough. All in favor
77 say aye. All opposed say no. The ayes have it; the motion passes.

78
79 At the request of the applicant, the Planning Commission deferred POD2013-00103,
80 West Broad Hyundai – Car Storage Addition, to its June 26, 2013 meeting.

81
82 Ms. News - Next on page fourteen of your agenda and located in the
83 Three Chopt District is POD2013-00068, Tom Leonard's at Brookhollow. This is a
84 reconsideration of a condition, and the applicant has requested a deferral to the June 26,
85 2013 meeting

92 (Deferred from the April 24, 2013 Meeting)
93 **PLAN OF DEVELOPMENT – RECONSIDERATION OF A CONDITION**
94

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

Timmons Group for G3 Investments and Tom Leonard: Request for approval of a reconsideration of a condition for a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to locate a 2,400 square foot tent in the seasonal sales area of an existing grocery store. The 6.290-acre site is located along the north line of Brookriver Drive and along the south line of Interstate 64, approximately 650 feet north of W. Broad Street (U.S. Route 250), on parcel 743-762-6518. The zoning is M-1C, Light Industrial District (Conditional) and WBSO, West Broad Overlay District. County water and sewer. **(Three Chopt)**

95
96 Mrs. Jones - Do we have opposition this morning to the deferral of this
97 case, POD2013-00068, Tom Leonard's at Brookhollow? There is no opposition.
98

99 Mr. Archer - Madam Chair, I move deferral of POD2013-00068, Tom
100 Leonard's at Brookhollow, to the June 26 meeting at the applicant's request.
101

102 Mr. Witte - Second.
103

104 Mrs. Jones - Motion by Mr. Archer, second by Mr. Witte. All in favor say
105 aye. All opposed say no. The ayes have it; the motion passes.
106

107 At the request of the applicant, the Planning Commission deferred POD2013-00068,
108 Tom Leonard's at Brookhollow, to its June 26, 2013 meeting.
109

110 Ms. News - The final request is on page 16 of your agenda and is located
111 in the Three Chopt District. This is POD2013-00110, Hickory Place. The applicant has
112 requested a deferral to the June 13, 2013 meeting, which is your rezoning meeting.
113

114 **PLAN OF DEVELOPMENT**
115

POD2013-00110
Hickory Place – 5412 Twin
Hickory Road

Bay Companies, Inc. for David A. Turner, Trustee and Eagle Construction of Virginia, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct 30, 2-story and 3-story, residential townhomes for sale. The 5.21-acre site is located on the south line of Twin Hickory Road, approximately 800 feet east of Nuckols Road, on parcel 747-773-6860. The zoning is RTHC, Residential Townhouse District (Conditional). County water and sewer. **(Three Chopt)**

116 Mrs. Jones - Is anyone here in opposition to this deferral of case
117 POD2013-00110, Hickory Place? No opposition.
118

119
120 Mr. Archer - Madam Chair, I move for deferral of POD2013-00110,
121 Hickory Place, to the June 26—no, I'm sorry—the June 13 meeting at the applicant's
122 request.
123

124 Mr. Leabough - Second.
125

126 Mrs. Jones - Motion by Mr. Archer, second by Mr. Leabough. All in favor
127 say aye. All opposed say no. The ayes have it; the motion passes.
128

129 At the request of the applicant, the Planning Commission deferred POD2013-00110,
130 Hickory Place to its June 13, 2013 meeting.
131

132 Mr. Emerson - Madam Chair, that now takes us to the expedited agenda,
133 and there are no items on that agenda this morning. That would then lead us to the
134 Subdivision Extensions of Conditional Approval. Those will be presented by Mr. Lee
135 Pambid.
136

137 **SUBDIVISION EXTENSIONS OF CONDITIONAL APPROVAL**
138

Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District	Recommended Extension
SUB2012-00042 Liesfeld Farm Drive (April 2012 Plan)	0	0	0	Three Chopt	5/22/2014
SUB2009-00048 (SUB-08-09) Staples Mill Centre (May 2009 Plan) Libbie Mill (Formerly Staples Mill Centre) (May 2009 Plan)	52	52	3	Brookland	7/1/2017

139 Mrs. Jones - Good morning, Mr. Pambid.
140

141
142 Mr. Pambid - Good morning, Madam Chair, members of the Planning
143 Commission.
144

145 This map indicates the location of two subdivisions that are presented for extensions of
146 conditional approval. One is eligible for a one-year extension to May 22 of 2014. One is
147 eligible for an automatic extension to July 1, 2017, pursuant to the amended Section
148 15.2-2209.1 of the Code of Virginia.
149

150 Please note on page one of your addendum the name change for one of the
151 developments from Staples Mill Centre to Libbie Mill.

152
153 This is for informational purposes only and does not require Commission action at this
154 time.

155
156 **FOR PLANNING COMMISSION APPROVAL**
157 **SUBDIVISION WITHDRAWAL REQUESTS**
158

Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District
SUB-05-03 West Hermitage Park (July 2003 Plan)	4	4	6	Brookland

159
160 Mr. Pambid - Also before you this morning is one subdivision presented for
161 withdrawal, SUB-05-03, West Hermitage Park (July 2003 Plan). This location is also
162 shown on the map. This is at the applicant's request.

163
164 This conditional subdivision was approved by the Planning Commission on July 23,
165 2003. This withdrawal request requires action by the Planning Commission
166

167 This concludes my presentation. Staff can now field any questions you may have
168 regarding these items.

169
170 Mrs. Jones - Are there questions for Mr. Pambid?
171

172 Mr. Witte - You made them aware of the situation as far as they're
173 probably not going to get four lots out of it after they withdraw?
174

175 Mr. Pambid - They are aware of that. They were made aware when they
176 made that request for withdrawal.
177

178 Mr. Witte - Okay. They're aware of the wetlands and floodplain.
179

180 Mr. Pambid - Yes. The reason for the request was that they just couldn't
181 make the construction plans work. So they decided to withdraw their request.
182

183 Mr. Witte - All right. Thank you.
184

185 Mrs. Jones - We do need to have Commission action.
186

187 Mr. Witte - Madam Chairman, I move for withdrawal of SUB-05-03, West
188 Hermitage Park (July 2003 Plan), at the request of the applicant.
189

190 Mr. Leabough - Second.

191
192 Mrs. Jones - I have a motion by Mr. Witte, and a second by Mr. Leabough.
193 All in favor say aye. All opposed say no. The ayes have it; the motion passes.

194
195 At the request of the applicant, the Planning Commission withdrew SUB-05-03, West
196 Hermitage Park, from further consideration by the Commission.

197
198 Mrs. Jones - Thank you very much, Mr. Pambid.

199
200 Mr. Pambid - You're welcome.

201
202 Mr. Emerson - Madam Chair, that now takes us to page four of your regular
203 agenda and also page one of your amended agenda for SUB2013-00059.

204
205 **SUBDIVISION**

206
SUB2013-00059 **Youngblood, Tyler & Associates for Frances P. Keaton
Wistar Place (May 2013 Estate and Yaowu Liu, property owners, and Neil
Plan) – 4301 Wistar Road Farmer, Developer, of Wistar Place, LLC:** The 8.31-acre
site proposed for a subdivision of 16 single-family homes
and residual acreage reserved for future development is
located along the south line of Wistar Road, approximately
100 feet east of Elmbrook Road, on parcels 769-751-7755,
769-751-6726, and 769-751-7510. The zoning is R-3, One-
Family Residential District and R-5, General Residential
District. County water and sewer. **(Brookland) 16 Lots**

207
208 Mrs. Jones - Good morning, Mr. Ward.

209
210 Mr. Ward - Good morning.

211
212 Mrs. Jones - Is there anyone with us this morning in opposition to
213 SUB2013-00059, Wistar Place (May 2013 Plan)? No opposition.

214
215 Mr. Ward - This conditional subdivision request is for 16 single-family
216 lots. All of these lots have met the standard requirements for buildable areas and
217 setbacks as designated in the R-3 zoning district. A portion of the site which contains R-3
218 and R-5 zoning will be reserved for future development.

219
220 Staff has received confirmation that the applicant is willing to stub the right-of-way to the
221 eastern part of the property for possible future road extension. And that is shown here.
222 The plan has been annotated to reflect this. That's where it would be stubbed to, to that
223 eastern portion. Additionally, the applicant has agreed that any driveways fronting Wistar
224 Road—which is Lots A and B—during construction plan review would be determined by
225 the traffic engineer to have the best sight distance.

226

227 A common area with walking trails has also been provided. Landscape strips have been
228 provided along Wistar Road and here along the back of these lots. Those details will also
229 be worked out during the construction plan and landscape plan review.
230

231 With all of the conditions and everything that has come forward, staff can recommend
232 approval subject to the annotations on this plan and the revised plan that you have with
233 you in your addendum, the standard conditions for subdivisions served by public utilities,
234 the additional conditions #13 through #17 in the agenda and Condition #18 on page one
235 in the handout addendum.
236

237 This concludes my presentation. If you do have any questions, I'll be free to answer
238 those. Also, the engineer, Jonathan Cosby, is here with Youngblood, Tyler & Associates;
239 and Neil Farmer, the developer, is also present if you want to ask any questions of them.
240

241 Mrs. Jones - All right, thank you. Does anyone have questions for
242 Mr. Ward?
243

244 Mr. Witte - I do. Mr. Ward, I understand there's going to be a fence
245 around the cemetery on the adjoining property to the subdivision?
246

247 Mr. Ward - Right.
248

249 Mr. Witte - Did we have any designs or elevations for that fence?
250

251 Mr. Ward - We have asked for a detail of that. Recreation and Parks has
252 recommended that we get a privacy fence to delineate that area around the subdivision
253 boundary, so that the folks in this development would not be maybe potentially going into
254 the cemetery and wanting to be screened from it from it. So we will have to get details of
255 that during either the construction or landscape plan review.
256

257 Mr. Witte - Okay. But they are aware of it.
258

259 Mr. Ward - They are aware of it, and they've agreed to that.
260

261 Mr. Witte - All right, thank you. I have no further questions.
262

263 Mrs. Jones - So it sounds like there are a lot of details that are going to be
264 left for construction review.
265

266 Mr. Witte - A lot of details.
267

268 Mrs. Jones - Okay. You're comfortable with that.
269

270 Mr. Witte - I am.
271

72 Mrs. Jones - Any other questions? All right. Mr. Witte, how would you like
273 to proceed? Do you need to hear from the applicant?
274
275 Mr. Witte - I would like to hear from the applicant, yes.
276
277 Mrs. Jones - Thank you, Mr. Ward. If you wouldn't mind stating your name,
278 please, for the record.
279
280 Mr. Cosby - Good morning, members of the Planning Commission. I'm
281 Jonathan Cosby, engineer with Youngblood, Tyler & Associates.
282
283 Mrs. Jones - Good morning, Mr. Cosby.
284
285 Mr. Cosby - Do you have any questions?
286
287 Mr. Witte - I do. The reserved area is R-5 and R-3.
288
289 Mr. Cosby - That's correct.
290
291 Mr. Witte - What are your plans for that if that doesn't get rezoned?
292
293 Mr. Cosby - At this time, I think we're still trying to work out those details.
294 If it doesn't get rezoned, I think we'd probably have to come back and do something—
295 modify this layout to something that would be more amenable to the Commission.
296
297 Mr. Witte - Okay. But you are aware it's not a done deal.
298
299 Mr. Cosby - Oh, definitely.
300
301 Mr. Witte - Okay. That's all I have.
302
303 Mr. Cosby - Okay. Any other questions?
304
305 Mr. Witte - Thank you.
306
307 Mrs. Jones - All right. Thank you very much. Mr. Witte, how would you like
308 to move on this?
309
310 Mr. Witte - Madam Chair, I move conditional approval of SUB2013-
311 00059, Wistar Place (May 2013 Plan), as presented, subject to the annotations on the
312 plans, standard conditions for subdivisions served by public utilities, additional conditions
313 #13 through #17 as shown on the agenda, and additional Condition #18.
314
315 Mr. Leabough - Second.
316

317 Mrs. Jones - On the addendum. All right. I have a motion by Mr. Witte, a
318 second by Mr. Leabough. All in favor say aye. All opposed say no. The ayes have it; the
319 motion passes.

320
321 The Planning Commission granted conditional approval to SUB2013-00059, Wistar
322 Place (May 2013 plan), subject to the standard conditions attached to these minutes for
323 subdivisions served by public utilities, the annotations on the plans, and the following
324 additional conditions:

- 325
326 13. Each lot shall contain at least 11,000 square feet.
327 14. Prior to requesting the final approval, a draft of the covenants and deed restrictions
328 for the maintenance of the common area by a homeowners association shall be
329 submitted to the Department of Planning for review. Such covenants and
330 restrictions shall be in a form and substance satisfactory to the County Attorney and
331 shall be recorded prior to recordation of the subdivision plat.
332 15. The details for the landscaping to be provided within the 10 foot wide planting strip
333 easement along Wistar Road and the rear of lots 8 and 9 shall be submitted to the
334 Department of Planning for review and approval prior to recordation of the plat.
335 16. A concrete sidewalk meeting County standards shall be constructed along the
336 south side of Wistar Road.
337 17. Any necessary offsite drainage easements must be obtained prior to final
338 approval of the construction plan by the Department of Public Works.
339 18. The driveway locations and sight distance for lots fronting Wistar Road shall be
340 shown on the construction plan for approval by the traffic engineer prior to final
341 approval of the construction plans.
342

343 PLAN OF DEVELOPMENT AND LIGHTING PLAN

344
POD2013-00096 **E.D. Lewis and Associates, P.C. for GGC Associates,**
Grayson Hill, Section 5 - **LLC and Gaskins and Patterson, Inc.:** Request for
9514 Derbyshire Road approval of a plan of development, as required by Chapter
(POD-31-05 Rev.) 24, Section 24-106 of the Henrico County Code, to
 construct 17, two-story townhouse units for sale. The 6.16-
 acre site is located on the north line of Derbyshire Road,
 approximately 200 feet west of its intersection with
 Lakewater Drive, on parcels 745-740-3611, 745-740-4804,
 745-739-5887, 745-739-7086, 745-739-7474, and 745-
 739-8598, and part of parcel 744-740-8632. The zoning is
 RTHC, Residential Townhouse District (Conditional).
 County water and sewer. **(Tuckahoe)**

345
346 Mrs. Jones - Do we have anyone with us this morning in opposition to
347 POD2013-00096, Grayson Hill, Section 5? No opposition. Good morning, Mr. Wilhite
348

349 Mr. Wilhite - Good morning, Madam Chair. This is the last section of the
350 Grayson Hill development. This is for additional parcels that were added in 2007. The

51 original site plans for Grayson Hill were approved back in 2005. The applicant is
352 currently developing the portion of the property—the southern portion of the property
353 along Derbyshire Road. This particular section will add 17 additional townhouses. The
354 architectural plans proposed are consistent with what's existing out there currently. The
355 lighting plan is part of this approval request as well, and the lighting is consistent with
356 what is already in the existing sections.

357
358 Staff does recommend approval of this request.

359
360 Mrs. Jones - All right, questions for Mr. Wilhite? Mr. Wilhite, we discussed
361 the landscaping coming back to the Commission.

362
363 Mr. Wilhite - Yes ma'am.

364
365 Mrs. Jones - Okay. And I'll include that with my motion as we go through
366 this. Let's see here. We talked about—you've had no calls of opposition to this?

367
368 Mr. Wilhite - No ma'am. Since the notice letters went out, I have not
369 received any phone calls concerning this project.

370
371 Mrs. Jones - Okay. All right, I thank you. I really don't believe I need to
372 hear from the applicant. I think we have seen this project move along over a number of
373 years, and it's nice to see it being completed and moving to its final stages. So that will
374 be nice for everyone, both the developer and the neighbors and everyone. Thank you for
375 your help with this over—gosh, since I've come on the Commission, and even before.

376
377 Mr. Wilhite - It's been a while.

378
379 Mrs. Jones - Yes it has. I thank you. Any other questions from anyone? All
380 right. If not, then I would like to make a motion. I would like to move approval of
381 POD2013-00096, Grayson Hill, Section 5. This is subject to the annotations on the plans,
382 the standard conditions for developments of this type, and the following additional
383 conditions #9 amended, which we are adding today, and #11B, and #29 through #38,
384 which are listed on the agenda.

385
386 Mr. Witte - Second.

387
388 Mrs. Jones - Motion by Mrs. Jones, second by Mr. Witte. All in favor say
389 aye. All opposed say no. The ayes have it; the motion passes.

390
391 The Planning Commission approved POD2013-00096, Grayson Hill, Section 5, subject
392 to the annotations on the plans, the standard conditions attached to these minutes for
393 developments of this type, and the following additional conditions:
394

- 395 9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of
396 Planning for review and Planning Commission approval prior to the issuance of any
397 occupancy permits.
- 398 11B. Prior to the approval of an electrical permit application and installation of the site
399 lighting equipment, a plan including light spread and intensity diagrams, and fixture
400 specifications and mounting heights details shall be revised as annotated on the
401 staff plan and included with the construction plans for final signature.
- 402 29. The unit house numbers shall be visible from the parking areas and drives.
- 403 30. The names of streets, drives, courts and parking areas shall be approved by the
404 Richmond Regional Planning District Commission and the Director of Planning, and
405 such names shall be included on the construction plans prior to their approval. The
406 standard street name signs shall be installed prior to any occupancy permit
407 approval.
- 408 31. The subdivision plat for Grayson Hill, Section 5 shall be recorded before any
409 building permits are issued.
- 410 32. Outside storage shall not be permitted.
- 411 33. The proffers approved as a part of zoning cases C-08C-07 and C-35C-04 shall be
412 incorporated in this approval.
- 413 34. A note in bold lettering shall be provided on the erosion control plan indicating that
414 sediment basins or traps located within buildable areas or building pads shall be
415 reclaimed with engineered fill. All materials shall be deposited and compacted in
416 accordance with the applicable sections of the state building code and
417 geotechnical guidelines established by the engineer. An engineer's report
418 certifying the suitability of the fill materials and its compaction shall be submitted
419 for review and approval by the Director of Planning and Director of Public Works
420 and the Building Official
- 421 35. The pavement shall be of an SM-2A type and shall be constructed in accordance
422 with County standard and specifications. The developer shall post a defect bond
423 for all pavement with the Department of Planning - the exact type, amount and
424 implementation shall be determined by the Director of Planning, to protect the
425 interest of the members of the Homeowners Association. The defect bond shall
426 remain in effect for a period of three years from the date of the issuance of the
427 final occupancy permit. Prior to the issuance of the last Certificate of Occupancy,
428 a professional engineer must certify that the roads have been designed and
429 constructed in accordance with County standards.
- 430 36. Prior to issuance of a certificate of occupancy for any building in this development,
431 the engineer of record shall certify that the site has been graded in accordance
432 with the approved grading plans.
- 433 37. The location of all existing and proposed utility and mechanical equipment
434 (including HVAC units, electric meters, junction and accessory boxes,
435 transformers, and generators) shall be identified on the landscape plans. All
436 equipment shall be screened by such measures as determined appropriate by the
437 Director of Planning or the Planning Commission at the time of plan approval.
- 438 38. A paved pedestrian path shall be provided along the north side of Derbyshire
439 Road in accordance with proffer #10 of zoning case C-08C-07.
440

11
442
PLAN OF DEVELOPMENT AND TRANSITIONAL BUFFER DEVIATION

POD2013-00106
Crown BMW Building and
Parking Addition – 8710
W. Broad Street (U.S.
Route 250)
(POD-54-85, POD-06-86,
POD-17-03, POD-32-05,
and POD49-06 Rev.)

E.D. Lewis and Associates, P.C. for Crown RIB, LLC:
Request for approval of a plan of development, as required
by Chapter 24, Section 24-106 and Section 24-106.2 of
the Henrico County Code, to construct a one story, 3,000
square foot storage building and parking lot at an existing
car dealership. The transitional buffer deviation eliminates
the required buffer along the B-3/O-2 zoning line. The
9.16-acre site is located on the north line of W. Broad
Street (U.S. Route 250), approximately 185 feet west of
the intersection of W. Broad Street (U.S. Route 250) and
N. Skipwith Road, on parcels 760-756-7631 and 760-755-
5474. The zoning is B-3, Business District, B-3C, Business
District (Conditional), O-2C, Office District (Conditional),
and C-1C, Conservation District (Conditional). County
water and sewer. **(Brookland)**

443
444 Mrs. Jones - Is there anyone with us this morning in opposition to
445 POD2013-00106, Crown BMW Building and Parking Addition? No opposition. Good
446 morning, Mr. Pambid, again.

447
448 Mr. Pambid - Good morning. This plan proposes the construction of a
449 3,000-square-foot building for parts and file storage, and parking behind the Crown BMW
450 dealership on West Broad Street. A former church building slated for demolition is
451 located on the site and is currently being used for files and parts storage by Crown.

452
453 Previous inspections of the site revealed unscreened trash dumpsters and parking in
454 areas not appropriately improved or zoned for that use. This POD will alleviate these two
455 deficiencies.

456
457 The proposed improvements will be screened by a ten-foot-high precast concrete wall on
458 the east and west sides. There is an existing ten-foot-high wall to the east. A matching
459 ten-foot-high wall is proposed for the western side. The northern portion of the site is
460 zoned C-1C and will remain in its current natural state.

461
462 The applicant has requested a transitional buffer deviation—depicted here in the clouded
463 area—to eliminate the required buffer along the B-3/O-2 zoning line, which falls within a
464 portion of the site that is to be developed or is already appropriately buffered. Staff has
465 no objection to the requested deviation.

466
467 The proposed building is 14-feet tall at the eave and features a low pitched roof. Metal
468 siding to match the off-white color of the existing rear portion of the BMW dealership is
469 proposed. One roll-up door and one personnel door are proposed for each of the east
470 and south elevations. The south elevation is now proposed to be EIFS to match the front
471 of the dealership building as stated on page two in the addendum.

472
473 Staff can recommend approval with the annotations on the plans, the standard
474 conditions for developments of this type, and additional conditions #29 through #32.
475
476 This concludes my presentation. I can now field any questions you have regarding the
477 POD at this time. Monte Lewis, engineer from E. D. Lewis & Associates, is also here to
478 field your questions.
479
480 Mrs. Jones - Thank you, Mr. Pambid. Questions?
481
482 Mr. Glover - I have a question. The ten-foot wall on the west side, is that
483 like the one on the east side? You called it a precast concrete.
484
485 Mr. Pambid - Yes, sir. And it will match the one on the east wall—the east
486 side.
487
488 Mr. Glover - Okay. But anyway, it's the same wall on both sides?
489
490 Mr. Pambid - Absolutely, yes.
491
492 Mr. Glover - Okay, very good.
493
494 Mrs. Jones - I did have one quick question, and that was about the wall as
495 well, because it's an unusual setup there. Will there be trees spaced along there enough
496 to kind of break that up a little bit visually, or to add some height from the other side? Not
497 the property side, but from neighbors' sides.
498
499 Mr. Pambid - On the neighbor's side there is a heavily-wooded, I guess
500 what you could call a buffer, although the trunks of the trees mainly reside on the
501 adjacent property. But there is also a large slope that kind of slopes down from there. So
502 any future development, I would say, is unlikely. But that—I guess the outside of the wall
503 facing the Virginia Home for Boys is heavily wooded. On the other side of that buffer are
504 some athletic fields.
505
506 Mrs. Jones - Yes. And that will not be supplemented; it will just use the
507 existing features to keep it out of sight. All right. It's a challenging site, isn't it. Any other
508 questions?
509
510 Mr. Glover - It's a very good site. It pays good tax.
511
512 Mrs. Jones - There you go. Do we have—would you like to hear from the
513 applicant?
514
515 Mr. Witte - I think we've beat this horse.
516
517 Mrs. Jones - Mr. Witte, carry on.

18
519 Mr. Witte - Okay. Madam Chairman, I move approval of POD2013-
520 00106, Crown BMW Building and Parking Addition, 8710 West Broad Street, with POD-
521 54-85, POD-06-86, POD-17-03, POD-32-05, and POD-49-06 revised, as presented,
522 subject to the annotations on the plans, the standard conditions for developments of this
523 type, additional conditions #29 through #32 as shown on the agenda, and the additional
524 agreement that EIFS will be the siding on the south side of the building.

525
526 Mr. Archer - Second.
527
528 Mrs. Jones - Motion by Mr. Witte, second by Mr. Archer. All in favor say
529 aye. All opposed say no. The ayes have it; the motion passes. And Mr. Witte will have a
530 motion for the transitional buffer deviation as well.

531
532 The Planning Commission approved POD2013-00106, Crown BMW Building and
533 Parking Addition, (POD-54-85, POD-06-86, POD-17-03, POD-32-05, and POD-49-06
534 revised), subject to the annotations on the plans, the standard conditions attached to
535 these minutes for developments of this type, and the following additional conditions:

- 536
537 29. Outside storage shall not be permitted.
538 30. The proffers approved as a part of zoning cases C-40C-04, C-40C-02, C25C-12,
539 and C-67C-02 shall be incorporated in this approval.
540 31. The location of all existing and proposed utility and mechanical equipment
541 (including HVAC units, electric meters, junction and accessory boxes,
542 transformers, and generators) shall be identified on the landscape plans. All
543 equipment shall be screened by such measures as determined appropriate by the
544 Director of Planning or the Planning Commission at the time of plan approval.
545 32. The site deficiencies as identified in the inspection report dated May 20, 2011,
546 shall be corrected prior to the issuance of a Certificate of Occupancy.

547
548 Mr. Witte - Yes ma'am. Madam Chair, I move that the transitional buffer
549 for POD2013-00106, Crown BMW Building and Parking Addition, be amended, as
550 presented by staff.

551
552 Mr. Leabough - Second.
553
554 Mrs. Jones - Motion by Mr. Witte, second by Mr. Leabough for the
555 transitional buffer deviation. All in favor say aye. All opposed say no.

556
557 Mr. Glover - Could I ask a question? Okay, go ahead and finish your
558 motion; I thought you were finished.

559
560 Mrs. Jones - The ayes have it; that motion carries.

561

562 The Planning Commission approved the transitional deviation buffer for POD2013-
563 00106, Crown BMW Building and Parking Addition, (POD-54-85, POD-06-86, POD-17-
564 03, POD-32-05, and POD-49-06 revised)

565
566 Mr. Glover - I have a question concerning this particular motion. I was
567 under the impression our ordinance said that the wall was—you were able to take away
568 the ten feet, because you put the wall there. I didn't know that there was such a thing as
569 having to vote on a deviation. When you put up the ten-foot wall, it automatically took
570 away the ten-foot buffer.

571
572 Mr. Emerson - Yes sir. Mr. Glover, this deviation is at the rear of the property
573 between the church property and the dealership, and there is not a wall there. Is that
574 correct, Mr. Pambid?

575
576 Mr. Pambid - That is correct.

577
578 Mr. Glover - But that's just contiguous land, isn't it?

579
580 Mr. Emerson - Yes, sir. But it's two different zonings, it's a technicality.

581
582 Mr. Glover - Okay.

583
584 Mr. Emerson - But that's what we were trying to clean up, because it's
585 somewhat senseless to require a buffer between the two contiguous properties, but the
586 code does require it.

587
588 Mr. Glover - Sure. I was under the impression you were talking about the
589 west side.

590
591 Mr. Emerson - No, sir, it's that piece.

592
593 Mr. Glover - I'll learn how to read Mr. Lewis's crayons.

594
595 Mrs. Jones - Thank you, Mr. Glover. All right.

596
597
598
599
600
601
602
603
604
605
606
607

08
609
PLAN OF DEVELOPMENT

POD2013-00080
Wawa at Staples Mill
Road and Bethlehem
Road – Staples Mill Road
(U.S. Route 33)

E.D. Lewis and Associates, P.C. for GGC Associates, Arch Creek Venture, LLLP, and JG Virginia, LP: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story, 6,049 square foot convenience store with fuel pumps. The 2.16-acre site is located on the southeast corner of Staples Mill Road (U.S. Route 33) and Bethlehem Road, on parcels 774-740-8236, 774-740-7574, 774-740-8370, and 774-740-7856. The zoning is B-2C, Business District (Conditional). County water and sewer. **(Brookland)**

610
611 Mrs. Jones - Mr. Pambid, you're having a busy morning. Good morning,
612 again.

613
614 Mr. Pambid - This will be it for me today.

615
616 Mrs. Jones - Okay.

617
618 Mr. Pambid - The proposal calls for the redevelopment of four parcels—

619
620 Mrs. Jones - Excuse me; I'm sorry. Before you start, I need to ask if there
621 is opposition to POD2013-00080, Wawa at Staples Mill Road and Bethlehem Road.
622 Sorry to interrupt you, but I wanted to clear that first.

623
624 Mr. Pambid - That's okay.

625
626 Mrs. Jones - All right. Please go ahead.

627
628 Mr. Pambid - Thank you. Again, the proposal calls for the redevelopment of
629 four parcels into a 6,049-square-foot convenience store with fuel pumps at the
630 intersection of Staples Mill Road and Bethlehem Road. The plan features two entrances,
631 one on each frontage. There is one here on Staples Mill and one here on Bethlehem.
632 And the Staples Mill Road entrance will line up with one entrance to the proposed
633 Staples Mill Centre—now called Libbie Mill—also being considered by the Planning
634 Commission this month.

635
636 The zoning case, REZ2013-00003, proffered the site layout, conceptual landscape
637 arrangement, building appearance, and restrictions on outside storage, certain uses,
638 outside speakers, and lighting.

639
640 The building conforms to the proffers, featuring red brick, light brown stone, white
641 synthetic PVC trim, and gray standing seam metal roof. A recessed vestibule on the east

642 side where the proposed loading area will be located is required so that the door will not
643 swing out into the drive aisle. And that is this location in the building here.

644
645 The canopy over the fuel pumps features a sloped wing design. As stated on page two of
646 the addendum, the developer has agreed to increase the height of the brick wrap to six
647 feet tall.

648
649 Staff can recommend that this plan be approved with the annotations on the plan, the
650 standard conditions for developments of this type, and additional conditions #29 through
651 #38.

652
653 This concludes my presentation. I can now field any questions you have regarding this.
654 Monte Lewis, engineer from E. D. Lewis & Associates is also here to field your
655 questions.

656
657 Mrs. Jones - All right, do we have questions for Mr. Pambid?

658
659 Mr. Witte - I have one. I understand there is some concern about a
660 possible crosswalk. Can you explain that?

661
662 Mr. Pambid - I received a phone call from a representative of a neighboring
663 neighborhood. What they wanted to know is, if there was a crosswalk proposed with this
664 or at any time in the future. I can only speak to what was presented and reviewed with
665 this plan, and there was no crosswalk proposed with the Wawa. Any other discussion I'd
666 have to defer to the traffic engineer on any pedestrian connectivity plans here.

667
668 Mr. Witte - Okay. I'd like to hear from the traffic engineer.

669
670 Mr. Pambid - Okay.

671
672 Mrs. Jones - Of course.

673
674 Mr. Cejka - Hi, how are you? Yesterday we sent an e-mail to VDOT to
675 question if they would be okay with putting in a crosswalk. And they said they were okay
676 with installing a crosswalk, and only if the CG12s remained, with the handicap ramps on
677 the north side and south side of Bethlehem Road, and walk signals were put in as part of
678 the project.

679
680 Mrs. Jones - I'm sorry. For the record, could you state your name?

681
682 Mr. Cejka - Oh, I'm sorry. John Cejka.

683
684 Mrs. Jones - Okay.

685
686 Mr. Witte - Okay. So if need required it, it would be possible.

687

688 Mr. Cejka - Correct.
689
690 Mr. Witte - Even though that's a pretty dangerous intersection as it is. I'm
691 not sure it would be a good idea, but it is possible.
692
693 Mr. Cejka - Correct.
694
695 Mr. Witte - Okay. Thank you.
696
697 Mr. Leabough - I have a question about the brick around the columns for the
698 canopy.
699
700 Mrs. Jones - Certainly.
701
702 Mr. Leabough - Mr. Pambid?
703
704 Mr. Pambid - Yes, sir.
705
706 Mr. Leabough - Is that—six feet, is that the height of the pumps or is that a
707 little bit shorter?
708
709 Mr. Pambid - Six feet is approximately the height of the pumps. I'd have to
710 ask the engineer to come up and verify what the actual pump height is.
711
712 Mr. Leabough - What's typical for Wawa? I've seen them where they go all
713 the way up, some halfway up, some—
714
715 Mr. Pambid - As part of my review, I visited several Wawas in Henrico
716 County, and I have seen them without any brick wrap at all. Some of them go a little bit
717 higher. And if I take that outside of the purview of the Wawa brand, I have seen some
718 that go all the way to the top. For this one, I think that the six-foot-brick-wrap height
719 would be taller than average for a Wawa.
720
721 Mr. Leabough - Thank you.
722
723 Mr. Pambid - You're welcome.
724
725 Mrs. Jones - Would you like to hear from the engineer?
726
727 Mr. Leabough - Yes, please.
728
729 Mrs. Jones - Thank you, Mr. Pambid.
730
731 Mr. Pambid - You're welcome.
732

733 Mr. Lewis - My name is Monte Lewis. I'm with E. D. Lewis & Associates.
734 We're the civil engineers.
735
736 Wawa has agreed to extend that brick up. And it's almost—it's not at the—if you go back
737 to the canopy cross-section. It's about at the top of the—there you go. It will come up to
738 about the top of this fueling station here, but not the top of this little canopy. And it says it
739 matches well with the building, if you can go to the building elevation for me. It will match
740 well with this stone that you see here on the building, and right there. That's right at
741 about six feet.
742
743 Mr. Witte - I think that's a nice accent to bring that up. Can you go back
744 to the previous slide, please? Is that a wooden fence behind?
745
746 Mr. Lewis - I think that that's some architect's frou-frou on the plans,
747 really. We don't have—
748
749 Mr. Witte - But there are no plans for a wooden fence.
750
751 Mr. Lewis - No, sir. The adjacent owner has a chain link fence because
752 it's a storage area there, which will remain. But we'll have landscaping in that six-foot
753 area.
754
755 Mr. Witte - All right. Thank you.
756
757 Mr. Lewis - Yes, sir.
758
759 Mr. Witte - I have no more questions.
760
761 Mrs. Jones - Any other questions? No?
762
763 Mr. Lewis - Thank you.
764
765 Mrs. Jones - All right. Thank you, Mr. Lewis.
766
767 Mr. Witte - I have no further questions.
768
769 Mrs. Jones - Mr. Witte?
770
771 Mr. Witte - Madam Chair, I move approval of POD2013-00080, Wawa at
772 Staples Mill Road and Bethlehem Road, as presented, subject to the annotations on the
773 plans, the standard conditions for developments of this type, additional conditions #29
774 through #38 as shown on the agenda, as well as the extension on the brick wrap of the
775 canopy columns.
776
777 Mr. Leabough - Second.
778

79 Mrs. Jones - All right. I have a motion by Mr. Witte, second by Mr.
780 Leabough. All in favor say aye. All opposed say no. The ayes have it; the motion passes.
781

782 The Planning Commission approved POD2013-00080, Wawa at Staples Mill Road and
783 Bethlehem Road, subject to the annotations on the plans, the standard conditions
784 attached to these minutes for developments of this type, and the following additional
785 conditions:

- 786
- 787 29. The right-of-way for widening of Bethlehem Road, as shown on approved plans
788 shall be dedicated to the County prior to any occupancy permits being issued. The
789 right-of-way dedication plat and any other required information shall be submitted
790 to the County Real Property Agent at least sixty (60) days prior to requesting
791 occupancy permits.
- 792 30. The entrances and drainage facilities on Staples Mill Road (U.S. Route 33) shall
793 be approved by the Virginia Department of Transportation and the County.
- 794 31. A notice of completion form, certifying that the requirements of the Virginia
795 Department of Transportation entrances permit have been completed, shall be
796 submitted to the Department of Planning prior to any occupancy permits being
797 issued.
- 798 32. The proffers approved as a part of zoning case REZ2013-00003 and conditions of
799 provisional use case PUP2013-00005 shall be incorporated in this approval.
- 800 33. The location of all existing and proposed utility and mechanical equipment
801 (including HVAC units, electric meters, junction and accessory boxes,
802 transformers, and generators) shall be identified on the landscape plans. All
803 equipment shall be screened by such measures as determined appropriate by the
804 Director of Planning or the Planning Commission at the time of plan approval.
- 805 34. Approval of the construction plans by the Department of Public Works does not
806 establish the curb and gutter elevations along the Henrico County maintained
807 right-of-way. The elevations will be set by Henrico County.
- 808 35. Approval of the construction plans by the Department of Public Works does not
809 establish the curb and gutter elevations along the Virginia Department of
810 Transportation maintained right-of-way. The elevations will be set by the
811 contractor and approved by the Virginia Department of Transportation.
- 812 36. A concrete sidewalk meeting VDOT and County standards shall be provided
813 along the east side of Staples Mill Road (U.S. Route 33), and the south side of
814 Bethlehem Road.
- 815 37. Outside storage shall not be permitted.
- 816 38. Evidence of a joint ingress/egress and maintenance agreement must be
817 submitted to the Department of Planning and approved prior to issuance of a
818 certificate of occupancy for this development.
819
820
821
822
823
824

825 **PLAN OF DEVELOPMENT**

826

POD2013-00107
Libbie Mill, Phase 1B
~~Staples Mill Centre, Phase~~
4B – Staples Mill Road
(U.S. Route 33)
(POD-55-07 Rev.)

E.D. Lewis and Associates, P.C. for Midtown Land Properties, LLC and GGC Associates, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct Phase 1B of an urban mixed use development, consisting of a two-story office/retail building with 22,511 square feet of retail space and 24,878 square feet of office space, and a one-story, 52,963 square foot, retail grocery store with an accessory restaurant. The 11.56-acre portion of the 46-acre site is located on the west line of Staples Mill Road (U.S. Route 33), approximately 600 feet south of Bethlehem Road, on parcels 773-740-5043, 774-739-3999, 774-739-4569, 773-739-8155, and 774-739-5043. The zoning is UMUC, Urban Mixed Use District (Conditional). County water and sewer. **(Brookland)**

827

828 Mrs. Jones - Good morning, Mr. Kennedy. Is anyone with us in opposition
829 to POD2013-00107, Libbie Mill, Phase 1B (POD-55-07 Rev.)? No opposition.

830

831 Mr. Kennedy - Good morning, members of the Commission.

832

833 There are a lot of attachments and exhibits for this, so I will help you find them on the
834 screen. In addition, there are actually duplicates of some of the exhibits because the
835 color exhibits weren't the ones in the package, and we wanted color exhibits with the
836 addendum, so this way—

837

838 Mr. Glover - Could you pull your mike up closer to your face?

839

840 Mr. Kennedy - So you can actually see the building design.

841

842 This POD would revise the UMU master plan for Libbie Mill, formerly known as Staples
843 Mill Centre. Since the preparation of the agenda, the caption has been revised to reflect
844 the name change for the overall development, which has been requested by the
845 applicant. So as you can see on this location map we have—it says Libbie Mill as
846 opposed to Staples Mill Centre.

847

848 Mrs. Jones - Mr. Kennedy, I'm sorry. We are just having a hard time
849 hearing you. Would you mind just talking a little louder, if you could?

850

851 Mr. Kennedy - Yes ma'am.

852

853 Mrs. Jones - Thank you.

854

855 Mr. Kennedy - So Libbie Mill is the replacement name for Staples Mill
856 Centre.

857
858 As you may recall, the master plan—UMU master plan for Staples Mill Centre, now
859 Libbie Mill, was recently amended by the Planning Commission in February to
860 accommodate a pad site for relocation of the Dumbarton Library. A POD for construction
861 of the library is currently under development and will be introduced for action by the
862 Board of Supervisors in the near future.

863
864 The proposed revision to the UMU master plan would accommodate construction of the
865 new Southern Season retail grocery store at this location here. Southern Season is a
866 gourmet store. It sells gourmet food, and it has a mail order business. It is currently
867 based in Chapel Hill, North Carolina, and they have a second store opening this summer
868 in Charleston, South Carolina. According to their website, they pride themselves on
869 having a large selection of sauces, cheeses, candy, coffees, wine, and specialty
870 housewares. It's kind of a Paula Dean store, if I may. You could call it the IKEA of
871 gourmet food for foodies. It's an interesting store concept. It's kind of brand new in high-
872 end residential areas, and they're taking it to Richmond as kind of a third stop.

873
874 As you can see from the floor plan, they have a large restaurant area where you can
875 taste test the things they sell. The middle of the store here is basically sauces, and
876 cheeses, and things like that, more of the gourmet things that you would need to make a
877 gourmet meal. And this end here is actually housewares—pots, pans, table linens, that
878 sort of thing.

879
880 They also have cooking schools. They have a cooking school here, as well as an
881 outdoor grilling area. So they actually teach you to do it. So they take you fully through if
882 you're a foodie.

883
884 Mrs. Jones - This is not going to be good for the diet, I can tell. All right.

885
886 Mr. Kennedy - The POD would also authorize building a two-story 47,000-
887 square-foot mixed use retail/office building on the site as well. So you have the 53,000-
888 square-foot grocery/retail store, including the restaurant, and you have this building as
889 well. It's a two-story. The first floor is retail. The second floor is office use.

890
891 This represents the Southern Season site generally. It will be per the UMU Design
892 Manual for Staples Mill Centre, which contains an alternative plan—development plan,
893 which contemplates the possibility of retail at this location. The proposed UMU master
894 plan is consistent with that alternative plan. And that's this area here. This is the grocery
895 store, and this shows an alternative on the UMU master plan.

896
897 Since the original agenda, the applicant has submitted a revised site plan as requested
898 by the staff, a copy of which is attached to the agenda. The revised site plan addresses
899 staff's previous concerns regarding the loading area for the Southern Season grocery

900 store. In this area here, originally there was a large drop-off area; that has been
901 eliminated.

902
903 Here is the elevation design of the building. So you can see here, this is rear elevation
904 which would face Staples Mill Road. And this here is the elevation on the side facing the
905 creek. The loading area would be enclosed by brick on both sides, and it would screen it
906 from the street; and this additional area which is now available for screening.

907
908 This here shows the front of the elevation facing into the parking lot. And this here faces
909 the other entry road on the site. So it's a fully brick building with a lot of architectural
910 features. They've added a lot of windows to make it look like it ties into the site as
911 opposed to being a closed-in building. This is a difficult site design because it has four
912 visible sides. So the object was to make the elevations provide enough character to carry
913 you through the areas, including the loading area.

914
915 This parking here has been eliminated. There's more landscaping. The thought is to
916 screen that loading here. So there's the loading area. Here's the secondary entrance
917 drive. So the elevation facing Staples Mill Road will be here. The parking main entrance
918 is here. That secondary entrance is here. And there will be outdoor dining in that area.
919 And here is the loading dock area. The original loading dock area had an opening of
920 approximately 180 feet wide. It was really not pedestrian friendly. They reduced it to
921 about 60 feet to make it more pedestrian friendly. Pedestrians walking along and
922 crossing there have a very limited area. The loading dock screening walls are 65 feet
923 deep. The typical loading truck is about 55 feet, so clearly they will be screened when
924 they're in that area.

925
926 Staff recommends approval of the plan of development, subject to the annotations on
927 the plans, the standard conditions for developments of this type, and additional
928 conditions #29 through #40 on the addendum—I mean agenda; excuse me.

929
930 If you have any further questions, I'd be happy to answer them. Monte Lewis and the
931 applicant are here to answer any questions you may have.

932
933 Mrs. Jones - All right. Any questions for Mr. Kennedy? This is a big plan.
934 All right. Would you like to hear from the applicant?

935
936 Mr. Witte - I would.

937
938 Mrs. Jones - All right. Thank you, Mr. Kennedy.

939
940 Mr. Lewis - Good morning. Monte Lewis with Lewis & Associates. We're
941 the civil engineers.

942
943 Mr. Witte - I see Mr. Theobald has passed the buck.

944
945 Mr. Lewis - Apparently I am his project.

16
947 Mr. Witte - The loading dock area, are we certain that the vehicles will
948 not be impeding the flow of traffic on the road?
949
950 Mr. Lewis - Yes, sir. It is angled that way so you cannot see it from
951 Staples Mill Road. And it's also angled that way so you can get in and out as fast as
952 possible. If you squared it up and it was more parallel with Staples Mill, it would take a lot
953 longer to get it in there. That's why we angled it that way. They come in at Waller Road
954 back into the dock, and then they head west.
955
956 Mr. Witte - But the length of the tractor and the trailer—
957
958 Mr. Lewis - Yes, sir.
959
960 Mr. Witte - —will not impede the flow of traffic while they're there.
961
962 Mr. Lewis - No sir. The whole dock is 65-feet. The truck and the cab is
963 55-feet.
964
965 Mr. Witte - Okay.
966
967 Mr. Lewis - And we have—we've widened the drive aisle to 30 feet
58 minimum. And you can see on it we have a bulbed-out area also for an additional area
969 for traffic.
970
971 Mr. Witte - No further questions. Thank you.
972
973 Mrs. Jones - I'd like to ask about timing. Do you have any idea when this
974 might start?
975
976 Mr. Lewis - Tomorrow.
977
978 Mrs. Jones - Tomorrow? Okay. I just have my eye on the—
979
980 Mr. Lewis - As soon as we can get staff to sign plans, we are ready to go.
981
982 Mrs. Jones - The gourmet food sounds awfully good.
983
984 Mr. Glover - Mr. Witte said he was going to take the cooking class, but I
985 think it's too late for him, don't you?
986
987 Mr. Witte - Maybe they have an opening for a taste-tester. I'll try that.
988
989 Mr. Lewis - In addition to Mike's presentation, we are removing all the
990 overhead lines, power and telecommunication, along Staples Mill and putting in an

991 underground duct bank, at a huge expense. It wasn't required by County staff; it was just
992 something that the developers wanted to do to make it look a lot nicer.

993
994 Mrs. Jones - It'll go long way for aesthetics, it certainly will. Any other
995 questions?

996
997 Mr. Witte - No ma'am.

998
999 Mrs. Jones - All right, thank you.

1000
1001 Mr. Lewis - Yes ma'am.

1002
1003 Mr. Witte - Madam Chair, I move approval of POD2013-00107, Libbie
1004 Mill (formerly Staples Mill Centre), Phase 1B (POD-55-07 Rev.), as presented, subject to
1005 the annotations on the plans, the standard conditions for developments of this type, and
1006 additional conditions #29 through #40 as shown on the agenda.

1007
1008 Mr. Archer - Second.

1009
1010 Mrs. Jones - And I believe we have the revised caption, revised plan, and
1011 revised recommendation on the addendum?

1012
1013 Mr. Witte - Oh, that's true.

1014
1015 Mrs. Jones - Okay.

1016
1017 Mr. Witte - Yes, indeed.

1018
1019 Mrs. Jones - All right. I have a motion by Mr. Witte, second by Mr. Archer.
1020 All in favor say aye. All opposed say no. The ayes have it; the motion passes.

1021
1022 The Planning Commission approved POD2013-00107, Libbie Mill, Phase 1B (POD-55-
1023 07 Rev.), subject to the annotations on the plans, the standard conditions attached to
1024 these minutes for developments of this type, and the following additional conditions:

1025
1026 29. The right-of-way for widening of Staples Mill Road (U.S. Route 33) as shown on
1027 approved plans shall be dedicated to the County prior to any occupancy permits
1028 being issued. The right-of-way dedication plat and any other required information
1029 shall be submitted to the County Real Property Agent at least sixty (60) days prior
1030 to requesting occupancy permits.

1031 30. The entrances and drainage facilities on Staples Mill Road (U.S. Route 33) shall
1032 be approved by the Virginia Department of Transportation and the County.

1033 31. A notice of completion form, certifying that the requirements of the Virginia
1034 Department of Transportation entrances permit have been completed, shall be
1035 submitted to the Department of Planning prior to any occupancy permits being
1036 issued.

- 1037 32. A concrete sidewalk meeting VDOT standards shall be provided along the west
1038 side of Staples Mill Road (U.S. Route 33).
- 1039 33. Outside storage shall not be permitted.
- 1040 34. In order to maintain the effectiveness of the County's public safety radio
1041 communications system within buildings, the owner will install radio equipment
1042 that will allow for adequate radio coverage within the building, unless waived by
1043 the Director of Planning. Compliance with the County's emergency
1044 communication system shall be certified to the County by a communications
1045 consultant within ninety (90) days of obtaining a certificate of occupancy. The
1046 County will be permitted to perform communications testing in the building at
1047 anytime.
- 1048 35. The proffers approved as a part of zoning case C-05C-07 shall be incorporated in
1049 this approval.
- 1050 36. Approval of the construction plans by the Department of Public Works does not
1051 establish the curb and gutter elevations along the Virginia Department of
1052 Transportation maintained right-of-way. The elevations will be set by the
1053 contractor and approved by the Virginia Department of Transportation.
- 1054 37. All subsequent detailed plans of development needed to implement this
1055 conceptual plan shall be submitted for staff review and Planning Commission
1056 approval, and shall be subject to all regulations in effect at the time such
1057 subsequent plans are submitted for review/ approval.
- 1058 38. The location of all existing and proposed utility and mechanical equipment
1059 (including HVAC units, electric meters, junctions and accessory boxes,
1060 transformers, and generators) shall be identified on the landscape plan. All
1061 building mounted equipment shall be painted to match the building, and all
1062 equipment shall be screened by such measures as determined appropriate by the
1063 Director of Planning or the Planning Commission at the time of plan approval
- 1064 39. Except for junction boxes, meters, and existing overhead utility lines, and for
1065 technical or environmental reasons, all utility lines shall be underground.
- 1066 40. The limits and elevations of the Special Flood Hazard Area shall be conspicuously
1067 noted on the plan and labeled "Limits of Special Flood Hazard Area." In addition,
1068 the delineated Special Flood Hazard Area must be labeled "Variable Width
1069 Drainage and Utility Easement." The easement shall be granted to the County
1070 prior to the issuance of any occupancy permits.

1083 **PLAN OF DEVELOPMENT**

1084

POD2013-00105
Kroger Fuel Center at
Willow Lawn Shopping
Center – 1601 Willow
Lawn Drive
(POD-19-10 Rev.)

Robertson Loia Roof, P.C. for Federal Realty Investment Trust and Kroger Limited Partnership I: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a fuel facility with 5 pump islands and a 112 square foot kiosk in an existing shopping center. The 0.75-acre portion of the 20.332-acre site is located at the southeast corner of the intersection of W. Broad Street (U.S. Route 250) and Willow Lawn Drive, on parcel 773-736-2198. The zoning is B-2, Business District. County water and sewer. **(Brookland)**

1085

1086 Mrs. Jones - Anyone with us this morning in opposition to POD2013-00105
1087 (POD-19-10-Rev.), Kroger Fuel Center at Willow Lawn Shopping Center? There is no
1088 opposition. It's been a busy morning for Brookland. Good morning, Mr. Garrison.

1089

1090 Mr. Glover - It's a great place.

1091

1092 Mr. Garrison - Good morning. The applicant is requesting approval to
1093 construct a fuel facility and a 112-square-foot kiosk at Willow Lawn Shopping Center.
1094 Staff has received details showing the raised landscape islands along the existing 30-
1095 foot drive aisle, and updated shopping center calculations.

1096

1097 With this, staff can recommend approval subject to the annotations on the plans,
1098 standard conditions for developments of this type, condition #9 amended, and added
1099 conditions #29 through #32. Condition #33 has been deleted, which limits the hours of
1100 service.

1101

1102 Staff and representatives of the applicant are available to answer any questions that you
1103 may have.

1104

1105 Mrs. Jones - All right. Mr. Garrison, just let me make sure I understood
1106 what you said. Condition #33 as listed on the addendum is deleted?

1107

1108 Mr. Garrison - Yes ma'am, on the addendum.

1109

1110 Mrs. Jones - Okay. Was the landscaping in the median of Willow Lawn
1111 Drive addressed?

1112

1113 Mr. Garrison - Yes, that's been discussed.

1114

1115 Mrs. Jones - Okay. It's been discussed?

1116

117 Mr. Garrison - Yes. I'm sorry. The applicant has agreed to provide
1118 landscaping in the median.
1119
1120 Mrs. Jones - Okay, thank you.
1121
1122 Mr. Glover - I believe they—also, yesterday I talked with Tim Caldwell.
1123 And he said he has no problem putting the landscaping in the center median. I believe
1124 when we met with—and the reason I'm saying this is because we have two people here
1125 from 5100 Monument. They were very much interested in making sure we had some
1126 beautification of the area since they felt it would take away from the gas pumps. But he
1127 was very happy to put landscaping in the center median. And they also—when I asked
1128 him about the islands, he was happy to address those. So those things that they were
1129 interested in at 5100 Monument when we met with them, I think we took care of them.
1130 They were very much in favor of doing what was needed to be done to make people
1131 happy. So it's interesting they were able to do that yesterday. Thank you.
1132
1133 Mr. Witte - Mr. Garrison.
1134
1135 Mr. Garrison - Yes, sir.
1136
1137 Mr. Witte - Have they agreed to no Sunday construction?
1138
1139 Mr. Garrison - Yes, they did agree to—hours of construction will be 7:00
1140 a.m. to 7:00 p.m., Monday through Saturday, with no construction on Sunday.
1141
1142 Mr. Witte - Okay, thank you.
1143
1144 Mrs. Jones - Any other questions for Mr. Garrison?
1145
1146 Mr. Glover - I believe when we were there at 5100 Monument, the
1147 question was asked how many pumps there would be. And I think they were told it was
1148 five islands of two pumps each. I think what this says is there's five pumps. Five islands,
1149 not ten islands.
1150
1151 Mr. Garrison - Five islands.
1152
1153 Mr. Glover - It's not ten islands.
1154
1155 Mr. Garrison - Correct. Yes sir. Not ten islands, five islands. Yes.
1156
1157 Mr. Glover - And we—Madam Chair, we have—I'm sorry I can't remember
1158 Edith's last name, but she took me by surprise, so I do remember Edith. She's the
1159 president of the 5100 Monument residents association. And then we have Carol Martin
1160 who is the boss—I mean is the manager over there. Edith is the boss.
1161
1162 Female - Edith Brenner.

1163
1164 Mr. Glover - Pardon me?
1165
1166 Female - Edith Brenner.
1167
1168 Mr. Glover - Ms. Brenner. Right. She told me to call her Edith.
1169
1170 Mrs. Jones - It's nice to have you with us this morning. Thank you for
1171 coming. All right. Would you like to hear from the applicant?
1172
1173 Mr. Witte - I don't think so. I think we've pretty much covered everything.
1174
1175 Mrs. Jones - All right, thank you.
1176
1177 Mr. Witte - All right, Madam Chair. I move approval of POD2013-00105
1178 (POD-19-10-Rev.), Kroger Fuel Center at Willow Lawn Shopping Center, 1601 Willow
1179 Lawn Drive, subject to the annotations on the plan, standard conditions for developments
1180 of this type, and additional conditions #29 through #32 as shown on the agenda and the
1181 amended agenda, with #9 amended.
1182
1183 Mr. Leabough - Second.
1184
1185 Mrs. Jones - I think you covered it. I have a motion by Mr. Witte, second by
1186 Mr. Leabough. All in favor say aye. All opposed say no. The ayes have it; the motion
1187 passes.
1188
1189 The Planning Commission approved POD2013-00105 (POD-19-10-Rev.), Kroger Fuel
1190 Center at Willow Lawn Shopping Center, subject to the annotations on the plans, the
1191 standard conditions attached to these minutes for developments of this type, and the
1192 following additional conditions:
1193
1194 9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of
1195 Planning for review and Planning Commission approval prior to the issuance of any
1196 occupancy permits.
1197 29. The ground area covered by all the buildings shall not exceed in the aggregate 25
1198 percent of the total site area.
1199 30. There shall be no exterior display of merchandise except on pump islands and on
1200 paved walkway areas within three (3) feet of building.
1201 31. Outside storage shall not be permitted.
1202 32. Hours of construction shall be limited to 7:00 a.m. to 7:00 p.m. Monday through
1203 Saturday.
1204 ~~33. DELETED - Hours of operation, including fuel delivery, shall be limited to 7:00 a.m.~~
1205 ~~to 10:00 p.m.~~
1206
1207
1208

09
1210

PLAN OF DEVELOPMENT

POD2013-00109
University Park, Phase 2 -
Building 1A & Master
Plan- 2422 Pemberton
Road (State Route 157)
(POD-47-08 Rev.)

Willmark Engineering for University Park RE Inv., LLC and Smith-Packett, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct Phase 2 of a life care facility consisting of Building 1A, a 156,217 square foot, 4-story building with a basement, containing 122 independent living units, and accessory community and limited retail space, along with a master plan for four future 4-story buildings (Buildings 1B-4) with 299 additional independent living units. The 25.45-acre site is located on the east line of Pemberton Road (State Route 157), and on the south line of Interstate 64, on parcel 753-754-0908. The zoning is R-6C, General Residential District. County water and sewer. **(Three Chopt)**

1211
1212 Mrs. Jones - Is anyone here this morning in opposition to POD2013-00109
1213 (POD-47-08 Rev.), University Park, Phase 2, Building 1A & Master Plan? There is no
1214 opposition. Good morning, Mr. Kennedy, again.

1215
1216 Mr. Kennedy - Good morning again.

1217
1218 This POD would revise the previously approved master plan for University Park, a life
1219 care facility. The proposed revision would revise the layout of the site, but would not
1220 increase the density of the development. There are a lot of exhibits with this project as
1221 well. We've included colored elevations in your package, so that you can kind of see
1222 what the building is. We're not recommending it at this time, but we want you to see what
1223 all the recommendations are.

1224
1225 The revised master plan would substitute surface parking for a garage parking level
1226 previously proposed under Buildings 1A and 1B. The previous plan actually had parking
1227 underneath it, which means it is one story higher. So what they've done now is at-grade
1228 parking as opposed to parking underneath the building. That reduced the height of the
1229 building by one story, and has less impact on adjoining properties.

1230
1231 The revised master plan would also revise the orientation of these buildings here, along
1232 the interstate. Previously, these buildings were facing the other direction, and the open
1233 space was actually facing the interstate. So by turning the buildings in, and creating a
1234 central courtyard, they're all protected from—the open space is protected from interstate
1235 noise.

1236
1237 The entrance here was the original entrance; on the last plan it was further north on
1238 Pemberton. And what they've done is they've relocated so it so it aligns with Oakley
1239 Pointe Drive. That relocation provides better sight distance, better separation from the
1240 intersection, and reduces conflict points. So it's intended to be a safety measure.

1241
1242
1243
1244
1245
1246
1247
1248
1249
1250
1251
1252
1253
1254
1255
1256
1257
1258
1259
1260
1261
1262
1263
1264
1265
1266
1267
1268
1269
1270
1271
1272
1273
1274
1275
1276
1277
1278
1279
1280
1281
1282
1283
1284
1285
1286

The POD would also authorize construction of Building 1A in Phase 2. Building 1A would have 122 independent living units. The master plan does provide for additional buildings here, approximately 299 units between these four buildings—these three here and this remaining part of Building 1, which would be called Building 1B.

Also, an existing assisted living facility is already on this site. The plan also provides for additional townhouse development of 42 units, and there are two existing single-family detached cottages on the site.

The applicant held a community meeting on May 8th to present the revised POD to the adjoining property owners. The meeting was attended by Planning staff, as well as the Planning Commissioner for the Three Chopt District. There were 13 neighbors in attendance, and there was no opposition expressed.

The applicant is now working with the staff to address staff's concerns regarding architectural details of the proposed building. And they have requested a deferral of the architectural until the June 26th Planning Commission meeting. The applicant's architect is preparing revisions to the elevations to break up the building. As you can see now, this is kind of a large, stately looking building. But since it has such a large expanse, and they're planning to expand it even further—it'll be over 1,000 feet long—we felt that it would need some differentiation, so it wouldn't look as institutional. So they're looking at varying brick and windows in design. It doesn't affect the floor plan, it doesn't affect the layout, but we're still working on those elevation details. So what I want to do is give you kind of an understanding of where we're starting from and the reason why we're deferring at this point.

Should the Planning Commission act on this request, staff recommends deferral of the elevations to the June 26th meeting and approval of the POD master plan, site plan, and floor plans, subject to the annotations on the plans, the standard conditions for developments of this type, and additional conditions #29 through #39 on the agenda.

I know it's kind of complex. Again, it has a lot of exhibits. I tried to put in the major ones to make the points that we needed to make. If you have any questions, I'd be happy to answer them.

Mrs. Jones - Do we have questions for Mr. Kennedy?

Mr. Leabough - I have a question about parking. How many spaces are proposed?

Mr. Kennedy - With this stage, 120. Because of the type of living it is, they usually require 0.75 spaces, or three-quarters of a space per unit. So actually, it's exceeding that. It's a self-contained site. It's not like someone can park in front of somebody else's house. So as they develop, they will come back with revisions. They may end up revising the number of units in the site. They have a limitation on how many

1287 they can have, and there's a limitation according to the code. Not only on unit density,
1288 but also on site coverage. So they have to meet both of those. So as they go forward
1289 with the other buildings, they may consider additional changes, but basically, they're
1290 going with 120 because they feel that—according to their market study, that's probably
1291 more than enough for this space and the common area. This building does include a
1292 large common area. That's part of the requirements of the life care facilities. So they will
1293 have a pub, and kitchen/dining room facilities, and other types of rooms, exercise
1294 facilities. It was meant to be a self-contained community. And as each phase develops,
1295 they have to provide additional space to make up those amenities.

1296
1297 The life care facilities' regulations require a minimum of 100 square feet of common
1298 functional space per unit. So as they develop, they have to develop that.

1299
1300 Mr. Leabough - I just thought it was a lot of spaces for the type of use, but
1301 now that you've explained all that.

1302
1303 Mr. Kennedy - This site has a lot of grading issues. They're going to be
1304 grading the entire site, mass grading. It's started already. There's an existing fire lane
1305 that goes around to serve uses that are already there. It looks like they're moving
1306 forward and trying to move forward quickly. It's an interesting site. It's been successful in
1307 other places. We've got Lakewood Manor, and Beth Shalom, and all sorts of places
1308 around western Henrico County that have similar types of developments.

1309
1310 Mr. Leabough - Thank you.

1311
1312 Mrs. Jones - Other questions for Mr. Kennedy? Some of the
1313 commissioners are much too young to be thinking about this, but I know from personal
1314 experience with my parents these communities are certainly becoming more and more in
1315 demand as their generation and mine age. So, I hope this is a very successful
1316 expansion.

1317
1318 Would you like to hear from the applicant, Mr. Archer?

1319
1320 Mr. Archer - Madam Chair, I don't have a need to. But since this is quite
1321 an involved case, I don't mind calling him in case any of the other commissioners have
1322 questions.

1323
1324 Mrs. Jones - Would anyone like to hear from the applicant?

1325
1326 Mr. Witte - Sure.

1327
1328 Mr. Archer - While they're coming, Madam Chair, as Mr. Kennedy noted,
1329 there will be two motions on this, and I'll split them when the time comes. Good morning,
1330 sir.

1331
1332 Mr. Williams - Hi. Mark Williams with Willmark Engineering.

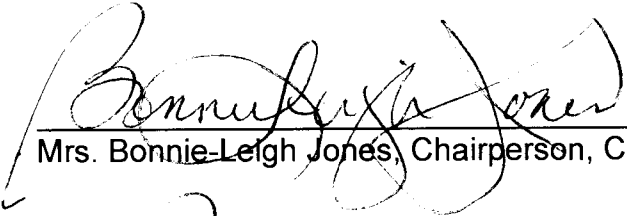
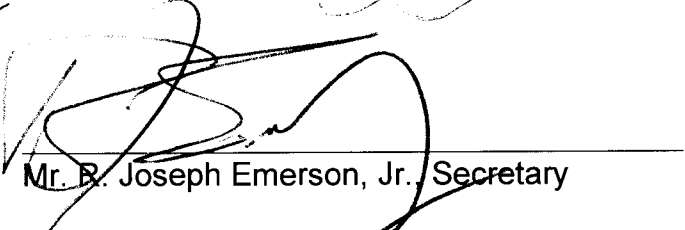
1333
1334 Mrs. Jones - Good morning, Mr. Williams.
1335
1336 Mr. Williams - Good morning. I guess it's good to be last.
1337
1338 Mrs. Jones - It's good, yes. Would you like to just tell us a little bit about
1339 this phase?
1340
1341 Mr. Williams - Sure. This phase is going to be Building 1A, as Mike
1342 explained. There is a second half of the building that's going to come with a different
1343 phase. Along Interstate 64 there's three additional buildings that are going to be in the
1344 future. The residential component or the townhouse component really has not changed.
1345 That's the same as the original master plan.
1346
1347 Are there any specifics?
1348
1349 Mr. Witte - I would like to know about this mass grading situation that
1350 you're going to do.
1351
1352 Mr. Williams - It's a mass grading plan.
1353
1354 Mr. Witte - Grading plan, yes.
1355
1356 Mr. Williams - Yes, sir. The grades on the site, they fall—they're fairly steep
1357 from Interstate 64 to the existing creek. So in order to build this building, we have to have
1358 a flat area. And to do that and to get the mass of dirt that we need, we're going to have
1359 cut on the upper half of the site. So to do that, we have to kind of grade everything out at
1360 one time to make the volumes of dirt.
1361
1362 Mr. Witte - How is that going to affect the drainage?
1363
1364 Mr. Williams - We have a drainage system that's part of the design of the
1365 POD where it accommodates all the future areas of development. We're developing a
1366 road. Where that traffic circle is there, that's going to come across the site and tie into
1367 the assisted living facility. And we have drainage structures in that road. So all the flow
1368 from those three future pad sites will flow into that drainage system. I would say a good
1369 majority of the storm sewer for the entire future site as it's fully developed is going to be
1370 built with this phase.
1371
1372 Mr. Witte - That was my concern, future development.
1373
1374 Mr. Williams - Right. And the pond that we have designed is actually for the
1375 ultimate development as well.
1376
1377 Mr. Witte - Okay. Thank you. You've answered my questions.
1378

1379 Mr. Williams - Yes, sir.
1380
1381 Mrs. Jones - All right. Any other questions? All right.
1382
1383 Mr. Archer - All right, Madam Chair. To Mr. Williams, just to let you know,
1384 since this may be some of our future homes, that's why we pay a lot of attention.
1385
1386 Mrs. Jones - Exactly.
1387
1388 Mr. Archer - So with that, Madam Chair, I'll do two motions. One is to
1389 defer the architectural elevations for POD2013-00109 (POD-47-08 Rev.), University
1390 Park, Phase 2, Building 1A & Master Plan, until the June 26, 2013 Planning Commission
1391 meeting at the applicant's request.
1392
1393 Mr. Leabough - Second.
1394
1395 Mrs. Jones - Motion by Mr. Archer, second by Mr. Leabough. All in favor
1396 say aye. All opposed say no. The ayes have it; the motion passes for the deferral of the
1397 architecturals.
1398
1399 At the request of the applicant, the Planning Commission deferred the architecturals for
1400 POD2013-00109 (POD-47-08 Rev.), University Park, Phase 2, Building 1A & Master
1401 Plan, to its June 26, 2013 meeting.
1402
1403 Mr. Archer - And then I'll move approval of POD2013-00109 (POD-47-08
1404 Rev.), University Park, Phase 2, Building 1A & Master Plan, subject to the annotations
1405 on the plan, standard conditions for developments of this type, and additional conditions
1406 #29 through #39 on the agenda.
1407
1408 Mr. Witte - Second.
1409
1410 Mrs. Jones - Motion by Mr. Archer, second by Mr. Witte. All in favor say
1411 aye. All opposed say no. The ayes have it; the motion passes.
1412
1413 The Planning Commission approved POD2013-00109 (POD-47-08 Rev.), University
1414 Park, Phase 2, Building 1A & Master Plan, subject to the annotations on the plans, the
1415 standard conditions attached to these minutes for developments of this type, and the
1416 following additional conditions:
1417
1418 29. The right-of-way for widening of Pemberton Road (State Route 157) as shown on
1419 approved plans shall be dedicated to the County prior to any occupancy permits
1420 being issued. The right-of-way dedication plat and any other required information
1421 shall be submitted to the County Real Property Agent at least sixty (60) days prior
1422 to requesting occupancy permits.
1423 30. The entrances and drainage facilities on Pemberton Road (State Route 157) shall
1424 be approved by the Virginia Department of Transportation and the County.

- 1425 31. A notice of completion form, certifying that the requirements of the Virginia
1426 Department of Transportation entrances permit have been completed, shall be
1427 submitted to the Department of Planning prior to any occupancy permits being
1428 issued.
- 1429 32. A concrete sidewalk meeting VDOT standards shall be provided along the east
1430 side of Pemberton Road (State Route 157)
- 1431 33. In order to maintain the effectiveness of the County's public safety radio
1432 communications system within buildings, the owner will install radio equipment
1433 that will allow for adequate radio coverage within the building, unless waived by
1434 the Director of Planning. Compliance with the County's emergency
1435 communication system shall be certified to the County by a communications
1436 consultant within ninety (90) days of obtaining a certificate of occupancy. The
1437 County will be permitted to perform communications testing in the building at
1438 anytime.
- 1439 34. The proffers approved as a part of zoning cases C-42C-06 and C-17C-11, and
1440 provisional use case P-15-06 shall be incorporated in this approval.
- 1441 35. Approval of the construction plans by the Department of Public Works does not
1442 establish the curb and gutter elevations along the Virginia Department of
1443 Transportation maintained right-of-way. The elevations will be set by the
1444 contractor and approved by the Virginia Department of Transportation.
- 1445 36. The conceptual master plan, as submitted with this application, is for planning and
1446 information purposes only. All subsequent detailed plans of development and
1447 construction needed to implement this conceptual plan may be administratively
1448 reviewed and approved and shall be subject to all regulations in effect at the time
1449 such subsequent plans are submitted for review/ approval.
- 1450 37. The location of all existing and proposed utility and mechanical equipment
1451 (including HVAC units, electric meters, junctions and accessory boxes,
1452 transformers, and generators) shall be identified on the landscape plan. All
1453 building mounted equipment shall be painted to match the building, and all
1454 equipment shall be screened by such measures as determined appropriate by the
1455 Director of Planning or the Planning Commission at the time of plan approval.
- 1456 38. Except for junction boxes, meters, and existing overhead utility lines, and for
1457 technical or environmental reasons, all utility lines shall be underground.
- 1458 39. The limits and elevations of the Special Flood Hazard Area shall be conspicuously
1459 noted on the plan and labeled "Limits of Special Flood Hazard Area." In addition,
1460 the delineated Special Flood Hazard Area must be labeled "Variable Width
1461 Drainage and Utility Easement." The easement shall be granted to the County
1462 prior to the issuance of any occupancy permits.

1463
1464 APPROVAL OF MINUTES: April 24, 2013
1465

1466 Mr. Emerson - Madam Chair, that now takes us to your consideration of
1467 approval of your minutes from the April 24, 2013 meeting. I have no errata sheet from
1468 staff; and, of course, unless there are any changes to be introduced this morning or
1469 corrections by the Commission.
1470

1471 Mrs. Jones - Does anyone have corrections to the minutes as distributed?
1472
1473 Mr. Leabough - No, ma'am.
1474
1475 Mrs. Jones - Then I'll entertain a motion.
1476
1477 Mr. Leabough - I move that we approve the April 24, 2013 minutes.
1478
1479 Mr. Archer - Second.
1480
1481 Mrs. Jones - All right. I have a motion by Mr. Leabough, second by Mr.
1482 Archer. All in favor say aye. All opposed say no. The ayes have it; the motion passes.
1483
1484 The Planning Commission approved the April 24, 2013 minutes as distributed.
1485
1486 Mrs. Jones - Mr. Secretary, is there anything else to come before the
1487 Commission this morning?
1488
1489 Mr. Emerson - I have nothing further for the Commission today.
1490
1491 Mrs. Jones - Anything from the other commissioners? Mr. Glover?
1492
1493 Mr. Glover - I just want to thank the staff for all the work they've put in on
1494 the Brookland District for this meeting. I appreciate your help.
1495
1496 Mrs. Jones - They are wonderful to work with, I know that. There being no
1497 further business, is there a motion for adjournment?
1498
1499 Mr. Archer - So moved, Madam Chair.
1500
1501 Mr. Leabough - Second.
1502
1503 Mrs. Jones - All right. This meeting stands adjourned.
1504
1505
1506
1507
1508 
1509 Mrs. Bonnie-Leigh Jones, Chairperson, C.P.C.
1510
1511
1512
1513 
1514 Mr. B. Joseph Emerson, Jr. Secretary
1515



PLANS OF DEVELOPMENT

A. Standard Conditions for all POD's:

1. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water and sewer. **(when the property is served by public utilities)**
- 1A. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water. The well location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public water system when available within 300 feet of the site/building. **(when not served by public water)**
- 1B. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public sewer. The septic tank location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public sewer when available within 300 feet of the site/building. **(when not served by public sewer)**
2. The Director of the Department of Public Utilities shall approve the plan of development for construction of public water and sewer, prior to beginning any construction of these utilities. The Department of Public Utilities shall be notified at least **48** hours prior to the start of any County water or sewer construction.
3. The parking lot shall be subject to the requirements of Chapter 24, Section 24-98 of the Henrico County Code.
4. The parking spaces shall be marked on the pavement surface with four-inch-wide traffic painted lines. All lane lines and parking lines shall be white in color with the exception that those dividing traffic shall yellow.
5. Sufficient, effectively usable parking shall be provided. If experience indicates the need, additional parking shall be provided.
6. Curb and gutter and necessary storm sewer shall be constructed as shown on approved plans.
7. The plan of development plan shall be revised as annotated on the staff plan dated **June 26, 2013**, which shall be as much a part of this approval as if details were fully described herein. Eight (8) sets of revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised January 2008)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.

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

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

STANDARD CONDITIONS FOR LANDSCAPE /LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **June 26, 2013**, which shall be as much a part of this approval as if all details were fully described herein. **Five (5)** sets of **prints** of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

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

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

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

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

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

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

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

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

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

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

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

B-2 ZONE

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

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

B-3 ZONE

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



SUBDIVISION - CONDITIONAL APPROVAL

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water. **(Substitute condition 5A if well)**
- 5A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer. **(Substitute condition 6A if on site sewage disposal/septic)**
- 6A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **June 26, 2013**, which shall be as much a part of this approval as if all details were fully described herein.

9. This approval shall expire on **June 25, 2014**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements as applicable, and design considerations.
12. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers, Chesapeake Bay Act Areas, wells and primary/reserved drainfields.

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage and erosion control plans have been approved by the Department of Planning, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, fifteen (15) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **June 26, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **June 25, 2014**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
9. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
10. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements and design considerations.

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

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **June 26, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **June 25, 2014**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.

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

Standard Conditions for Zero Lot Line Subdivisions
(January 2008)

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **June 26, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **June 25, 2014**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change may be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.

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

SUBDIVISION - CONDITIONAL APPROVAL

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **June 26, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **June 25, 2014**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

