

1 Minutes of the regular monthly meeting of the Planning Commission of Henrico County,
2 held in the County Administration Building in the Government Center at Parham and
3 Hungary Springs Roads beginning at 9:00 a.m. Wednesday, October 28, 2009.
4

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

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

5
6 **Mr. James B. Donati, the Board of Supervisors' representative, abstains from**
7 **voting on all cases unless otherwise noted.**
8

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

12 Thank you. Good morning. Welcome to the October 28, 2009 Subdivisions and Plans of
13 Development meeting for the Henrico County Planning Commission. I'm happy to see
14 folks with us this morning; glad you're here. Thank you for taking the time to come.
15

16 I would like to ask that everybody mute or turn off their cell phones as a courtesy to
17 other folks.
18

19 I'd like to welcome Mr. Donati, who is the supervisor from the Varina District who sits
20 with us this year on the Planning Commission representing the Board of Supervisors.
21 Also, Katherine Calos is here from the *Times-Dispatch*. We welcome her. All of our
22 Commissioners are with us. So, with that, I'd like to turn the meeting over to our
23 Commission Secretary, Mr. Emerson.
24

25 Mr. Emerson - Thank you, Madam Chair. The first item on your agenda
26 today is the request for deferrals and withdrawals. Those will be handled by Ms. Leslie
27 News.

28
29 Ms. News - Good morning, Madam Chair, members of the Commission.

30
31 Mr. Vanarsdall - Good morning, Ms. News.

32
33 Ms. News - We have four items on our list for deferrals and withdrawals.
34 The first item on your list, which is on page 6 and located in the Tuckahoe District, is
35 transfer of approval for POD-71-82, Financial Services Office. They have requested to
36 be taken off of the list of deferrals. The applicant has withdrawn their request for
37 deferral, and we will be placing that on the expedited agenda at the Commissioner's
38 request. We'll get to that when we get there.

39
40 Mrs. Jones - Thank you, Ms. News.

41
42 Ms. News - The second item is found on page 14 of your agenda and is
43 located in the Brookland District. This is POD-41-06, a reconsideration of a condition of
44 the Kroger Fuel Center. The applicant is requesting a deferral to November 18, 2009.

45
46 **PLAN OF DEVELOPMENT**

47
POD-41-06 **Balzer and Associates, Inc. for Kroger Limited**
POD2009-00348 **Partnership I c/o Kroger Mid-Atlantic:** Request to
Reconsideration: amend a condition of approval of a plan of development,
Kroger Fuel Center – 9480 as required by Chapter 24, Section 24-106 of the Henrico
W. Broad Street – County Code, relating to outdoor display of merchandise
(Reconsideration of POD at a fuel center in an existing shopping center. The 0.31-
Condition) acre site is located on the north side of W. Broad Street
(U.S. Route 250), approximately 800 feet east of Old
Springfield Road, at 9480 W. Broad Street, on part of
parcel 756-758-4127. The zoning is B-2, Business District.
County water and sewer. **(Brookland)**

48
49 Mrs. Jones - Is there anyone with us this morning in opposition to the
50 deferral of POD-41-06, Reconsideration: Kroger Fuel Center?

51
52 Mr. Vanarsdall - Well, Madam Chair, I would like to know if the representative
53 of this case is here.

54
55 Mrs. Jones - Is the applicant here? No.

56
57 Mr. Vanarsdall - Well, if he's not here, then I don't want to talk to him. So, I'll
58 go ahead. I move that POD-41-06, Reconsideration: Kroger Fuel Center, be deferred
59 to November 18, 2009, at the applicant's request.

60
61 Mr. Branin - Second.

62

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

65
66 At the request of the applicant, the Planning Commission deferred POD-41-06,
67 Reconsideration: Kroger Fuel Center, to its November 18, 2009 meeting.

68
69 Ms. News - The next item is found on page 15 of your agenda and is
70 located in the Brookland District. This is POD-23-09, AutoZone, and the applicant has
71 requested a deferral to the November 18, 2009 meeting.

72
73 **PLAN OF DEVELOPMENT (Deferred from the September 23, 2009 Meeting)**
74

POD-23-09 POD2009-00291 AutoZone – 9450 W. Broad Street	Dewberry and Davis, Inc. for Woodhouse Family Limited Partnership and Autozone, Inc.: 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 7,147 square foot retail building in an existing shopping center. The 1.00-acre site is located on the north line of W. Broad Street (U.S. Route 250), approximately 600 feet east of Old Springfield Road, on parcel 756-757-2974. The zoning is B-2, Business District. County water and sewer. (Brookland)
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75
76 Mrs. Jones - Is there anyone with us this morning in opposition to the
77 deferral of this case, POD-23-09, AutoZone?

78
79 Mr. Vanarsdall - I move POD-23-09, AutoZone, be deferred at the applicant's
80 request to November 18, 2009.

81
82 Mr. Branin - Second.

83
84 Mrs. Jones - Motion by Mr. Vanarsdall, seconded by Mr. Branin. All in
85 favor say aye. All opposed say no. The ayes have it; the motion passes.

86
87 At the request of the applicant, the Planning Commission deferred POD-23-09,
88 AutoZone, to its November 18, 2009 meeting.

89
90 Ms. News - The final item is on page 16 of your agenda and is located in
91 the Three Chopt District. This is Pouncey Place, Phase 1. The applicant has requested
92 a deferral to the November 18, 2009 meeting.

93

94 **PLAN OF DEVELOPMENT AND MASTER PLAN**
95 *(Deferred from the September 23, 2009 Meeting)*

96

POD-41-07 **Bay Design Group, P.C. for Pouncey Place, LLC:**
POD2007-00101 Request for approval of a plan of development and master
Pouncey Place, Phase I – plan, as required by Chapter 24, Section 24-106 of the
Pouncey Tract Rd. and Henrico County Code, to construct a shopping center with
Twin Hickory Lake Dr. Phase 1 consisting of 3 one-story buildings totaling 32,500
(POD-57-86 Rev.) square feet and a future phase consisting of 2 one-story
buildings totaling 57,200 square feet. The 9.89-acre site is
located on the southeast corner of Pouncey Tract Road
(State Route 271) and Twin Hickory Lake Drive on parcel
740-765-2150. The zoning is B-2C, Business District
(Conditional) and WBSO, West Broad Street Overlay
District. County water and sewer. **(Three Chopt)**

97

98 Mrs. Jones - Actually, it's on page 17. Is there anyone in opposition to
99 the deferral of this case, POD-41-07, Pouncey Place, Phase 1? There is no opposition.

100

101 Mr. Branin - Then I would like to move that POD-41-07, Pouncey Place,
102 Phase 1, be deferred to the November 18, 2009 meeting, per the applicant's request.

103

104 Mr. Vanarsdall - Second.

105

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

108

109 At the request of the applicant, the Planning Commission deferred POD-41-07,
110 Pouncey Place, Phase 1, to its November 18, 2009 meeting.

111

112 Ms. News - Staff is aware of no further requests for deferrals.

113

114 Mrs. Jones - Are there any requests from the Commission? All right.

115

116 Mr. Emerson - Madam Chair, the next item on your agenda are the
117 expedited items. Those will be presented by Ms. Leslie News as well.

118

119 Ms. News - The first item that we have is on page 3 of your agenda and
120 is located in the Fairfield District. This is a transfer of approval for POD-31-76, Beautiful
121 Temple Empowerment Center, formerly the Bonanza East. Staff can recommend
122 approval.

123

124 **TRANSFER OF APPROVAL**

125

POD-31-76
POD2009-00272
Beautiful Temple
Empowerment Center
(Formerly Bonanza East)
– 5004 Nine Mile Road

Beautiful Temple for East End Resources: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from PPF Enterprises, The Warehouse Company, and Sternheimer Bros., Inc. to East End Resources. The 0.97-acre site is located on the north line of Nine Mile Road (State Route 33), approximately 200 feet east of Kenway Avenue, on parcel 811-724-7148. The zoning is B-2, Business District and ASO, Airport Safety Overlay District. County water and sewer. **(Fairfield)**

126

127 Mrs. Jones - Is there anyone in opposition to the transfer of approval for
128 POD-31-76, Beautiful Temple Empowerment Center? No opposition.

129

130 Mr. Archer - Madam Chair, I move to approve this transfer of approval for
131 POD-31-76, Beautiful Temple Empowerment Center.

132

133 Mr. Vanarsdall - Second.

134

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

137

138 The Planning Commission approved the transfer of approval request for POD-31-76,
139 Beautiful Temple Empowerment Center from PPF Enterprises, The Warehouse
140 Company, and Sternheimer Bros., Inc. to East End Resources subject to the standard
141 and added conditions previously approved.

142

143 Ms. News - The next item is on page 4 of your agenda, and is located in
144 the Brookland District. This is a transfer of approval for POD-78-86, Pearson Mazda
145 (formerly Haynes Jeep). Staff can recommend approval.

146

147 **TRANSFER OF APPROVAL**

148

POD-78-86
POD2009-00251
Pearson Mazda (Formerly
Haynes Jeep) – 9520 W.
Broad Street (U.S. Route
250)
(POD-31-84 Rev.)

Commercial Construction Corporation for 9520 W. Broad, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Stuart E. Haynes, Jr. to 9520 W. Broad, LLC. The 3.47-acre site is located at the northeast quadrant of the intersection of Springfield Road and W. Broad Street (U.S. Route 250), on parcel 755-758-3145. The zoning is B-3, Business District and B-3C, Business District (Conditional). County water and sewer. **(Brookland)**

149

150 Mrs. Jones - Do we have opposition to the approval of POD-78-86,
151 Pearson Mazda (formerly Haynes Jeep)? No opposition.

152
153 Mr. Vanarsdall - All right. I move that POD-78-86, Pearson Mazda (formerly
154 Haynes Jeep), be approved on the expedited agenda with one condition.

155
156 Mr. Archer - Second.

157
158 Mrs. Jones - Motion by Mr. Vanarsdall, seconded by Mr. Archer. All in
159 favor say aye. All opposed say no. The ayes have it; the motion passes.

160
161 The Planning Commission approved the transfer of approval request for POD-78-86,
162 Pearson Mazda (formerly Haynes Jeep), from Stuart E. Haynes, Jr. to 9520 W. Broad,
163 LLC, subject to the standard and added conditions previously approved and the
164 following additional condition:

- 165
166 1. The site deficiencies, including missing landscaping, broken pavement,
167 pavement striping, missing stop signs and stop bars, and a damaged gate shall
168 be corrected by November 30, 2009.

169
170 Ms. News - Next on page 5 of your agenda and located in the Three
171 Chopt District, is transfer of approval for POD-50-08, Merchant's Tire. Staff can
172 recommend approval.

173
174 **TRANSFER OF APPROVAL**

175
176
177 **POD-50-08 Hirschler Fleischer for DAV-LEV, LLC:** Request for
178 **POD2009-00357** transfer of approval as required by Chapter 24, Section
179 **Merchant's Tire at** 24-106 of the Henrico County Code from Short Pump Mini
180 **Downtown Short Pump –** Storage to DAV-LEV, LLC. The 0.753-acre site is located
181 **4390 Pouncey Tract Road** in an existing shopping center on the west line of Pouncey
182 Tract Road, approximately 1,750 feet north of its
183 intersection with W. Broad Street (U. S. Route 250), on
184 parcel 739-763-9067. The zoning is M-1C, Light Industrial
185 District and WBSO, West Broad Street Overlay District.
County water and sewer. **(Three Chopt)**

176
177 Mrs. Jones - Is there opposition to the transfer of approval for POD-50-
178 08, Merchant's Tire at Downtown Short Pump? No opposition.

179
180 Mr. Branin - Madam Chair, I'd like to move that the transfer of approval
181 for POD-50-08, Merchant's Tire at Downtown Short Pump be approved on the
182 expedited agenda according to staff's recommendation.

183
184 Mr. Vanarsdall - Second.

185

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

188
189 The Planning Commission approved the transfer of approval request for POD-50-08,
190 Merchant's Tire at Downtown Short Pump, from Short Pump Mini Storage to DAV-LEV,
191 LLC, subject to the standard and added conditions previously approved.

192
193 Ms. News - Next on page 6, we'll insert the expedited agenda item in the
194 Tuckahoe District for transfer of approval for POD-71-82, Financial Services Offices.
195 This is formerly the Bank of Virginia. Staff can recommend approval.

196
197 **TRANSFER OF APPROVAL**
198

POD-71-82 POD2009-00316 Financial Services Office (Formerly Bank of Virginia) – 1401 Gaskins Road (POD-54-82 Rev.)	Dalal Salomon for D2 Independence, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Norman Bernstein et al TRS and Essex Savings Bank FSB to D2 Independence, LLC. The 0.95-acre site is located north of the intersection of Gaskins Road and Stoneridge Lane, on parcel 746-745-4537. The zoning is O-2C, Office District (Conditional). County water and sewer. (Tuckahoe)
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199
200 Mrs. Jones - Is there anyone here in opposition to the transfer of approval
201 for POD-71-82, Financial Services Office (formerly Bank of Virginia)? If not, then I
202 recommend approval of this transfer of approval for POD-71-82, Financial Services
203 Office (formerly Bank of Virginia), based on staff recommendations and condition
204 number one.

205
206 Mr. Jernigan - Second.

207
208 Mrs. Jones - Motion by Mrs. Jones, seconded by Mr. Jernigan. All in
209 favor say aye. All opposed say no. The ayes have it; the motion passes.

210
211 The Planning Commission approved the transfer of approval request for POD-71-82,
212 Financial Services Office (formerly Bank of Virginia), from Norman Bernstein et al TRS
213 and Essex Savings Bank FSB to D2 Independence, LLC, subject to the standard and
214 added conditions previously approved and the following additional condition:

- 215
216 1. The site deficiencies, as identified in the inspection report, dated August 24,
217 2009, shall be corrected by November 30, 2009, or a bond shall be posted to
218 cover the cost of the work.

219
220 Ms. News - The next item is on page 8 of your agenda and is located in
221 the Brookland District. This is POD-28-09, Faison Residences. There is an addendum
222 item on page 1 of your addendum, which indicates that the engineer had submitted a
223 revised layout plan showing corrections made to address certain comments and

224 showing minor changes to the internal parking arrangement and traffic circulation
225 including provision of parking spaces, a turnaround space at the Markel Road entrance,
226 some wider islands at the gate on Broad Street, and islands separating the loading area
227 from parking spaces. Staff continues to recommend approval.
228

229 **PLAN OF DEVELOPMENT**
230

POD-28-09 **Vanasse Hangen Brustlin, Inc. for 5215 West Broad**
POD2009-00345 **Street, LLC:** Request for approval of a plan of
Faison Residences – 5215 development, as required by Chapter 24, Section 24-106
W. Broad Street of the Henrico County Code, to construct a three-story
79,780 square foot mixed use building with 4,865 square
feet of commercial space and 45 residential units. The
2.31-acre site is located on the south line of W. Broad
Street (U. S. Route 250), the east line of Byrd Avenue,
and the north line of Markel Road, approximately 800 feet
west of Willow Lawn Drive, on parcel 772-738-8719. The
zoning is R-6C, General Residential District (Conditional).
County water and sewer. **(Brookland)**

231
232 Mrs. Jones - Is there anyone here in opposition to POD-28-09, Faison
233 Residences? No opposition.
234

235 Mr. Vanarsdall - There's no way there could have been any opposition to this.
236

237 Mrs. Jones - But I had to ask.
238

239 Mr. Vanarsdall - Oh, I know that and wanted you to. First of all, is Mrs. Laura
240 Harlow here? Before I make a motion, I know that all of you saw the article in the paper
241 this week, this past Monday, on Mr. Kirshner who, with his wife, started the Faison
242 School. It was a wonderful article—tells all about it. This morning, we have Bruce Kay,
243 who is vice-president of Markel. With him is architect Spencer Grice from Baskervill,
244 and Meg O'Brien, who is the engineer. We're glad to have you here. This is a most
245 important thing. This has had a lot of publicity and is going to have more. It's a
246 wonderful thing. I'm not going to read Mrs. Harlow's letter. This is a letter very much in
247 favor of this, and she lives over behind there over in Westwood. I'm only going to read
248 one part of it, and suggest this to Mr. Kay. She says, "Demolition cannot come too
249 soon." Lee Pambid said that he believes he's had more calls on tearing down the
250 building than he has about anything else. So, this lady says, "It cannot come too soon.
251 Can we all come and watch?" I was telling Bruce this morning that when the Suburban
252 Apartments were torn down, they invited Mr. Glover and me to come and watch it. So
253 they got on the bulldozer and hollered, "Start your engines." That great big rig grabbed
254 that building, and it was really one of the nice moments. So, Bruce, I'm passing this on
255 to you. This is most important, and Lee Pambid has done a good job with it.
256

257 With that, I recommend POD-28-09, Faison Residences, be approved with conditions
258 29 through 33, and the revised plan on the addendum.

259
260 Mr. Branin - Second.

261
262 Mrs. Jones - Motion by Mr. Vanarsdall, seconded by Mr. Branin. All in
263 favor say aye. All opposed say no. The ayes have it; the motion passes.

264
265 The Planning Commission approved POD-28-09, Faison Residences, subject to the
266 annotations on the plans, the standard conditions attached to these minutes for
267 developments of this type, and the following additional conditions:

- 268
269 29. Details for the gate and locking device at the entrance road shall be submitted
270 for review by the Traffic Engineer, Police and approved by the County Fire
271 Marshall. The owner or owner's contractor shall contact the County Fire
272 Marshall prior to completion of the fence installation to test and inspect the
273 operations of the gates. Evidence of the Fire Marshall's approval shall be
274 provided to the Department of Planning by the owner prior to issuance of
275 occupancy permits.
- 276 30. The proffers approved as a part of zoning case C-13C-09 and the conditions of
277 provisional use permit P-8-09 shall be incorporated in this approval.
- 278 31. A construction staging plan which includes details for traffic control, fire
279 protection, stockpile locations, construction fencing and hours of construction
280 shall be submitted for County review and prior to the approval of any final
281 construction plans.
- 282 32. The existing VEPCO easements in conflict with the building footprint shall be
283 vacated prior to approval of the building permit for the said building.
- 284 33. The location of all existing and proposed utility and mechanical equipment
285 (including HVAC units, electric meters, junction and accessory boxes,
286 transformers, and generators) shall be identified on the landscape plans. All
287 equipment shall be screened by such measures as determined appropriate by
288 the Director of Planning or the Planning Commission at the time of plan
289 approval.

290
291 Ms. News - The next item is found on page 10 of your agenda and is
292 located in the Fairfield District. This is POD-27-09, Rising Mt. Zion Baptist Church.
293 There's an addendum item on page 2 of your addendum indicating that there has been
294 a revised plan submitted that addresses the annotations and staff comments relating to
295 revisions to the parking lot, including removing parking out of the side yard setback and
296 provision of an adequate driveway. Staff can recommend approval subject to the
297 conditions for developments of this type and the additional conditions listed in the
298 agenda.

299

300 **PLAN OF DEVELOPMENT**

301

POD-27-09
POD2009-00341
Rising Mt. Zion Baptist
Church – 2705 Hartman
Street

Carter Design for Rising Mt. Zion Baptist Church:
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 10,554 square foot addition with 723 seats and 1,124 square foot choir loft and a one-story 2,391 square foot office addition to an existing 13,000 square foot church and church school. The 6.91-acre site is located at the southeast corner of the intersection of Hartman Street and Elkridge Lane, approximately 2,100 feet east of Mechanicsville Turnpike (U. S. Route 360), on parcels 801-729-9606 and 802-728-2384. The zoning is R-4, One Family Residential District. County water and sewer. **(Fairfield)**

302

303 Mrs. Jones - Is there anyone with us this morning in opposition to POD-
304 27-09, Rising Mr. Zion Baptist Church? There's no opposition.

305

306 Mr. Archer - All right, Madam Chair. There being no opposition, then I will
307 move for approval of POD-27-09, Rising Mr. Zion Baptist Church, subject to the staff
308 recommendations, annotations on the plan, the additional conditions 29 through 32,
309 and the revised plan on the addendum.

310

311 Mr. Vanarsdall - Second.

312

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

315

316 The Planning Commission approved POD-27-09, Rising Mr. Zion Baptist Church,
317 subject to the annotations on the plans, the standard conditions attached to these
318 minutes for developments of this type, and the following additional conditions:

319

320 29. The location of all existing and proposed utility and mechanical equipment
321 (including HVAC units, electric meters, junction and accessory boxes,
322 transformers, and generators) shall be identified on the landscape plans. All
323 equipment shall be screened by such measures as determined appropriate by
324 the Director of Planning or the Planning Commission at the time of plan
325 approval.

326 30. A construction staging plan which includes details for traffic control, fire
327 protection, stockpile locations, construction fencing and hours of construction
328 shall be submitted for County review and prior to the approval of any final
329 construction plans.

330 31. The conceptual master plan, as submitted with this application, is for planning
331 and information purposes only.

332 32. The certification of building permits, occupancy permits and change of
333 occupancy permits for individual units shall be based on the number of parking
334 spaces required for the proposed uses and the amount of parking available
335 according to approved plans.
336

337 Ms. News - The final item is found on page 11 of your agenda and is
338 located in the Brookland District. This is POD-25-09, The Pavilion at CrossRidge
339 Addition. Staff can recommend approval.
340

341 **PLAN OF DEVELOPMENT**
342

343 344 345 346 347 348 349 350 351	POD-25-09 POD2009-00327 The Pavilion at CrossRidge Addition – 3300 Crossridge Glen Way (POD-97-00 Rev.)	Townes Site Engineering for CrossRidge Homeowners Association: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a 12,447 square foot one-story addition to an existing community center. The 5.0-acre site is located on the north line of Crossridge Glen Way, approximately 500 feet west of Staples Mill Road (State Route 33), on parcel 764-764-3168. The zoning is R-6C, General Residence District (Conditional). County water and sewer. (Brookland)
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343
344 Mrs. Jones - Anyone with us this morning in opposition to POD-25-09,
345 The Pavilion at CrossRidge Addition? No opposition.
346

347 Mr. Vanarsdall - I recommend POD-25-09, The Pavilion at CrossRidge
348 Addition, be approved with conditions 29 through 31 on the expedited agenda.
349

350 Mr. Branin - Second.
351

352 Mrs. Jones - Motion by Mr. Vanarsdall, seconded by Mr. Branin. All in
353 favor say aye. All opposed say no. The ayes have it; the motion passes.
354

355 The Planning Commission approved POD-25-09, The Pavilion at CrossRidge Addition,
356 subject to the annotations on the plans, the standard conditions attached to these
357 minutes for developments of this type, and the following additional conditions:
358

- 359 29. Outside storage shall not be permitted.
- 360 30. The proffers approved as a part of zoning case C-17C-00 shall be incorporated
361 in this approval.
- 362 31. The location of all existing and proposed utility and mechanical equipment
363 (including HVAC units, electric meters, junctions and accessory boxes,
364 transformers, and generators) shall be identified on the landscape plan. All
365 building mounted equipment shall be painted to match the building, and all
366 equipment shall be screened by such measures as determined appropriate by

367 the Director of Planning or the Planning Commission at the time of plan
368 approval.

369
370 Ms. News - That completes our expedited agenda.

371
372 Mrs. Jones - Thank you, Ms. News.

373
374 Mr. Emerson - Madam Chair, that takes us to the next item, which is
375 Subdivision Extensions of Conditional Approval. Those will be presented by Mr. Lee
376 Pambid.

377
378 **SUBDIVISION EXTENSIONS OF CONDITIONAL APPROVAL**

379
380 **FOR INFORMATIONAL PURPOSES ONLY**

381

Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District	Recommended Extension
SUB2008-00161 (SUB-12-04) Crowder Farms (October 2004 Plan)	43	43	4	Varina	07/01/2014
SUB2008-00162 (SUB-09-04) Pocahontas Estates (October 2004 Plan)	16	16	4	Varina	07/01/2014
SUB2008-00163 (SUB-01-06) West Broad Village (July 2006 Plan)	545	326	2	Three Chopt	07/01/2014

382

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

384

385 Mr. Pambid - Good morning, members of the Planning Commission. This
386 month, three subdivision extensions of conditional approval are entitled to be extended
387 to July 1, 2014, per the new legislation. These are for informational purposes only and
388 do not require Commission action at this time. This concludes my presentation. I will try
389 to field any questions you might have regarding these.

390

391 Mrs. Jones - Questions for Mr. Pambid? All right. We thank you for the
392 information.

393

394 Mr. Pambid - Thank you.

395

396 Mr. Emerson - Madam Chair, that takes you to your regular agenda, page
397 7.

398

399
400

PLAN OF DEVELOPMENT

POD-31-09
POD2009-00340
Mini Price Warehouse –
4300 W. Broad Street

Martin Engineering for Don Barry, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to demolish two existing buildings and construct a three-story 132,390 square foot self-storage warehouse. The 2.72-acre site is located on the north side of W. Broad Street (U. S. Route 250), approximately 1,000 feet south of Westmoreland Street, on parcel 776-734-8993. The zoning is M-1, Light Industrial District. City of Richmond water and sewer. **(Brookland)**

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402
403
404

Mrs. Jones - Good morning, Mr. Garrison. Do we have anyone here who is in opposition to POD-31-09, Mini Price Warehouse? There is no opposition.

405
406
407
408
409
410

Mr. Garrison - The applicant is requesting approval to demolish two existing buildings and construct a three-story approximately 132,000-square-foot self-storage warehouse. Staff received the revised plans Tuesday morning that adequately address the perimeter six-foot landscape strip requirement, and revised architectural plans that provide pilasters on the east and west sides of the building to mitigate the expanse of the three-story wall.

411
412
413
414
415

There is an existing rental car business on the property, and the applicant has stated that when the lease for the existing business has expired, or if the property is ever redeveloped, he intends to expand the storage facility, and bring the rest of the site into compliance.

416
417
418
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421

Should the Commission choose to waive the time limits, staff can recommend approval of POD-31-09, Mini Price Warehouse, subject to the annotations on the plan, standard conditions for developments of this type, and added conditions 29 through 31. Staff and representatives of the applicant are available to address any questions you may have.

422
423
424

Mrs. Jones - Questions for Mr. Garrison?

425
426
427
428

Mr. Vanarsdall - We talked this morning, yesterday, the day before, the day before that, and last Sunday. Thank you. I think you did a good job on this, thank you. I would like to ask Mr. Theobald to come up.

429
430

Mr. Theobald - Good morning, Madam Chair.

431
432

Mrs. Jones - Good morning.

433
434

Mr. Theobald - Jim Theobald here on behalf of the applicant. We appreciate very much staff working with us on this project. It's a good redevelopment project near

435 the City. As noted, half the project, or a third of the project, is actually in the City along
436 the frontage. Just a couple of things to clarify for the record. In talking with staff about
437 the property line, about the fact that you can't put some of the expected landscaping on
438 the property line. There's a difference between a car dealership and the property next
439 door. About 18 feet of asphalt and some major utilities are in there, so they have kindly
440 allowed us to take that landscaping and basically use it in the back. So we're moving it
441 a little bit in recognition of the physical characteristics. We believe this current fence,
442 which is not attractive along here, actually belongs to our neighbor. We're going to go
443 and negotiate with that person to try to take that fence down so we don't have a double
444 fence situation there. We've committed to staff to do that. That old fence is probably
445 under control of our neighbor, not us. We're hopeful that will be resolved. Then, I think,
446 as Mr. Garrison indicated, when the Budget Rent-A-Car goes away and that building is
447 demolished, we would hope to be able to expand our facilities, and then we'd continue
448 that buffer along the edge. As it is now, it's all one parcel, and we can't really create a
449 buffer there between those two buildings.

450
451 With that, I'd very much appreciate your approval of this POD. And again, thanks to
452 staff for working with us with some of the physical restraints on this property. Thank
453 you.

454 Mrs. Jones - Are there questions for the applicant?

455
456
457 Mr. Vanarsdall - Thank you.

458
459 Mrs. Jones - Okay. This has been interesting between the County and
460 the City. So yes, we're ready for a motion if you are.

461
462 Mr. Vanarsdall - This is the same company and the same gentleman who put
463 up the very nice looking one behind Wawa off Staples Mill Road. Very nice. This is
464 going to be an extreme improvement to what's there now. He's agreed to everything
465 and is very easy to work with. Glad to have him over there.

466
467 With that, I recommend POD-31-09, Mini Price Warehouse—Time limits. Thank you; I
468 forgot that. Last thing Greg told me. Waive the time limits on POD-31-09, Mini Price
469 Warehouse.

470
471 Mr. Branin - Second.

472
473 Mrs. Jones - Motion by Mr. Vanarsdall to waive time limits, seconded by
474 Mr. Branin. All in favor say aye. All opposed say no. The ayes have it; the motion
475 passes.

476
477 Mr. Vanarsdall - Now I'll recommend POD-31-09, Mini Price Warehouse, be
478 approved with conditions 29 through 31.

479
480 Mr. Archer - Second.

481
482 Mrs. Jones - Motion by Mr. Vanarsdall for approval, with a second from
483 Mr. Archer. All in favor say aye. All opposed say no. The ayes have it; the motion
484 passes.

485
486 The Planning Commission approved POD-31-09, Mini Price Warehouse, subject to the
487 annotations on the plans, the standard conditions attached to these minutes for
488 developments of this type, and the following additional conditions:

- 489
490 29. Outside storage shall not be permitted.
491 30. The location of all existing and proposed utility and mechanical equipment
492 (including HVAC units, electric meters, junctions and accessory boxes,
493 transformers, and generators) shall be identified on the landscape plan. All
494 building mounted equipment shall be painted to match the building, and all
495 equipment shall be screened by such measures as determined appropriate by
496 the Director of Planning or the Planning Commission at the time of plan
497 approval.
498 31. Evidence that the City of Richmond has reviewed and approved construction
499 plans for the portion of this site located within the City limits shall be provided
500 prior to final approval of construction plans by Henrico County.

501
502 **PLAN OF DEVELOPMENT**

503
504
505 **POD-26-09** **Balzer and Associates, Inc. for Kalyan Plaza at Short**
506 **POD2009-00342** **Pump, LLC and CP Other Realty, LLC:** Request for
507 Car Pool at Towne Center approval of a plan of development, as required by Chapter
508 West – 11950 W. Broad Street 24, Section 24-106 of the Henrico County Code, to
509 construct a one-story 6,430 square foot car wash facility
510 with vacuum and shade structures in an existing shopping
511 center. The 1.68-acre portion of the 4.76-acre site is
512 located on the north line of W. Broad Street (U. S. Route
250), approximately 1,625 feet east of its intersection with
N. Gayton Road, on part of parcel 735-763-7898. The
zoning is B-3C, Business District (Conditional) and WBSO,
West Broad Street Overlay District. County water and
sewer. **(Three Chopt)**

504
505 Mrs. Jones - Is there anyone with us in opposition of POD-26-09, Car
506 Pool at Towne Center West? Thank you.

507
508 Mr. Wilhite - Thank you. Good morning. You've just been handed out a
509 revised site plan and additional architectural plans. The site plan that you received has
510 addressed staff's main comments concerning the provision of an access drive
511 connection to the steak house site just to the west of the proposed Car Pool. It also
512 provides additional sidewalk along the drive that runs parallel to the west property line

513 that will end up connecting with an additional sidewalk within the Towne Center West
514 development.

515
516 The architectural plans address the additional structures on the site, a vacuum canopy
517 and also a shade structure that wasn't part of the original architectural plans. This is
518 where the remaining issue on this project lies. Both the vacuum structure and the shade
519 structure show flat roofs, essentially a steel-frame structure with no roof profile to it.
520 Zoning case C-8C-09 had proffers that dealt extensively with architectural design on the
521 property. In particular, there were two portions—proffer #14— that are pertinent to this
522 site. First, "Any carwash developed on the property shall be in general conformance
523 with the architectural appearance shown on the elevations on the north, south, and
524 west elevations of the proposed building entitled Short Pump Car Pool, Henrico County,
525 Virginia, prepared by Freeman Morgan Architects, and attached hereto—see case file—
526 unless otherwise requested and specifically approved at the time of plan of
527 development."

528
529 There was also another provision in proffer #14 that says, "Any shade structures
530 associated with any carwash developed on the property shall have a roof treatment
531 generally consistent with the main building, which will consist of green standing seam
532 metal."

533
534 The rendering that you see on the screen is what was provided at the time of rezoning
535 and was approved by the Board of Supervisors. We go to the north elevation, and you
536 will see a canopy structure shown just to the left-hand side of the rendering. This is the
537 proposed shade structure, which is actually on the east side of the building. The
538 vacuum structure is on the west side of the building, and it does not even appear in the
539 north elevation.

540
541 Is it staff's position that with the way the proffer is worded, these additional structures
542 do have to provide standing metal seam roofs. The original provision about the
543 renderings does allow the Planning Commission to alter the design of the building, but
544 the intent of the last provision of proffer 14 does require that a standing metal seam
545 roof be provided. Staff, therefore, recommends that this additional vacuum structure
546 also have a roof that mirrors the design of the structure just to the east. I will also point
547 out that within the West Broad Street Overlay District, even without any type of zoning
548 proffers addressing architecture, staff has consistently recommended that canopy
549 structures, such as at gas stations, not be flat roof structures but would provide some
550 type of additional enhancement of aesthetics, which includes a larger profile on roof
551 designs.

552
553 Therefore, the staff recommendation is that the revised plan be approved and the
554 additional architectural plans dealing with the canopy structures also provide a standing
555 metal seam roof with a profile that is visible. Jim Theobald and Aaron Breed are here
556 representing the applicant. I'll be happy to answer any questions that you have.

557

558 Mr. Branin - I'm done with him right now. And can I catch everybody up?
559 I apologize to my fellow Commissioners. If you all remember when we had this come
560 through, we had discussion, especially Madam Chair and I, in regards to the roofs.
561 When we discussed that, we had decided that flat would be good, would be acceptable.
562 Where I made the mistake was not having the proffer changed by the applicant and it
563 followed through. So although it was discussed among the Commission members
564 paperwork-wise, it didn't go through. With that going forward, the design came through
565 with flat roofs. Today, Mr. Emerson told me when meeting with Mr. Kaechele, the
566 discussion was one pitched and one flat, which I can't believe we're arguing about
567 pitched versus flat, but we're there. So now another phase has come in for possibly
568 one pitched, one flat. We moved with a flat roof on these canopies, and the proffer
569 says pitched roof. So, that's where we are with this case. With that, can I call the
570 applicant—

571
572 Mrs. Jones - I do have one question for—I'm sorry, Mr. Theobald, if you
573 can wait a moment here. Mr. Wilhite, just refresh my memory. When this went through,
574 the renderings were never changed to reflect flat roofs as it moved forward?
575

576 Mr. Wilhite - No. The renderings weren't changed. The wording in those
577 particular provisions of proffer #14 weren't changed.
578

579 Mrs. Jones - I understand the words weren't changed; I just wondered
580 about the architectural—
581

582 Mr. Wilhite - No, nothing was changed in the architectural rendering. In
583 fact, you don't see the roof on the west side of the building, but there actually is no
584 structure shown on the renderings. So, the vacuum structure doesn't appear on these—
585

586 Mrs. Jones - In this north elevation, the remaining roof in question actually
587 is there, but because of the topography, it's not visible. Is that correct?
588

589 Mr. Wilhite - No. The rendering does not reflect any type of structure on
590 the west side. The vacuum structure does not show up. If you were to look at the west
591 elevation on the bottom, if a structure was appearing on these renderings, it would
592 actually be in front of this expanse of brick façade there.
593

594 Mrs. Jones - One more question. The plantings and the—This is all
595 about visibility. We're talking about visibility and aesthetics here, and we just want to
596 make sure it's right. The plantings, if you'll go back one to the other elevation, the color
597 rendering one. Yes. The suggested plantings, will they be taller than an elevated
598 roofline, a pitched roofline?
599

600 Mr. Wilhite - That would depend on what was approved at the time of
601 landscape approval. Planning does have a concern about trying to adequately screen
602 the activities within the site, but, in addition, Police have concerns about visibility into

603 the site as well, so there are sort of competing perspectives that have to be addressed.
604 The rendering that you see—

605
606 Mrs. Jones - Is conceptual, I understand.

607
608 Mr. Wilhite - Conceptual, yes.

609
610 Mrs. Jones - I just didn't know what kind of discussion had been had
611 about the height, the mature height of the trees that would be there.

612
613 Mr. Wilhite - We have not advanced that far yet.

614
615 Mrs. Jones - Okay. Thank you.

616
617 Mr. Theobald - Good morning, Madam Chair and members of the
618 Commission. I'm Jim Theobald on behalf of Car Pool. I'm going to try to help us all
619 through this with a little more background and a suggestion.

620
621 These are the elevations that were proffered with the zoning case. At that Commission
622 meeting, there was expression of interest that the roof treatments be flat in order to
623 lower the profile. It is correct, and I have checked my notes, Mr. Emerson, that in a
624 meeting with Mr. Kaechele, we did discuss the canopy in the rear, specifically, as
625 having a roof, "the same as the buildings."

626
627 So, what I think is likely appropriate and meets everybody's expectations is this is a
628 screening wall here that covers the cars that are stacked. The vacuum area is behind
629 that wall. This is the area where we think a flat roof is appropriate, and I think it is the
630 one that perhaps got your attention initially, Mrs. Jones. So, it won't interfere with all
631 these other rooflines and the top of this building. What I'm going to suggest to you is
632 that this one is appropriate to be flat, and I would argue consistent with even my
633 discussions with Mr. Kaechele. This one we should leave built up the way it is. It has
634 the most visibility, the most exposure to the hotel. It was discussed that way with Mr.
635 Kaechele, notwithstanding our discussions at the Planning Commission hearing. I do
636 believe that the way the proffer is drafted, you do have legal ability to deviate from the
637 elevations. Keep in mind that the elevation doesn't show the canopy over here
638 whatsoever so I don't think this is much of a stretch.

639
640 So, to try to get us through all of this in a way that I think is arguably consistent and
641 probably in the best interest of the aesthetics of the site, I propose we continue with the
642 pitched built up roof in the back, the detail area, and make this one, which is behind the
643 wall covering the vacuum area, flat. Even a flat roof, if it has to be metal seam, can be
644 a flat section of metal seam roof consistent with the proffer, if that bothers anybody.

645
646 Mr. Emerson - Mr. Theobald, I believe your recollection is consistent with
647 what I recall in our discussions. As I recall, he was comfortable with that being flat as
648 long as he was guaranteed it was not visible. That's the way I recall the discussion. He

649 did want the roof features on the rear. I think that's what the proffer obviously
650 envisioned because it wouldn't just have standing seam on a flat roof.

651
652 Mr. Theobald - Well, it doesn't make a lot of sense, but—

653
654 Mr. Emerson - So, I think overall the concept was it would be some sort of
655 raised or pitched roof features on these canopies. That's the way I recall it. If that
656 wasn't visible, Mr. Kaechele was comfortable with that being flat.

657
658 Mr. Carr - Visible.

659
660 Mr. Branin - Sir, I can't—

661
662 Mr. Theobald - You're going to have to come down, Paul.

663
664 Mrs. Jones - I'm sorry, but we record these proceedings. We welcome
665 your comments, but you'll just have to come forward.

666
667 Mr. Theobald - We don't want to mis-speak here if we're not describing this
668 correctly.

669
670 Mr. Carr - Hi. Paul Carr with Car Pool. A little bit more memory to the
671 Planning Commission meeting. We thought that the—

672
673 Mrs. Jones - There's a mouse you can use to illustrate.

674
675 Mr. Carr - This piece right here is what we thought was the canopy,
676 and I was mistaken at that meeting. So, it is going to be visible to the extent that you
677 can see that. It's going to be higher than the screening wall. What I don't want to
678 happen is for us to sit here and make the same mistake, and say it's not going to be
679 visible, because it is going to be visible. The wall is 8 to 10 feet high, and I know the
680 canopy structure is going to higher than that. I don't want to start building it and
681 somebody come out and go, "Wait a minute, we can see it."

682
683 The idea from the Planning Commission meeting was that we saw it. It looked like that.
684 You started the discussion by saying you liked it by it not being as busy and having a
685 lower profile to the entire facility. While we're here, I would argue that the same is the
686 case on the back as well. There are going to be 8- to 10-foot cedar trees back there,
687 and you're just not going to be able to see it. I think the pitched roof makes the place
688 look busier. I think it looks like more of a compound than what you guys had envisioned
689 from the beginning. I would still argue that a flat roof is going to be consistent with the
690 canopy structures right here around the building. It's not going to look odd; it's going to
691 match the rest of the quote-unquote shade structures of the building, which are already
692 flat. These are overhangs from the building right there and right here, that we thought
693 was the vacuum structure.

694

695 Mr. Branin - Mr. Carr, I appreciate your opinion, but we're at a point now
696 which we can take this off and send it back to go through the process to change the
697 proffer. Because we didn't change the proffer prior to the Board for flat, and the
698 elevation was submitted to the Board with pitched in the rear, we're at a position that I
699 don't feel comfortable in changing it, especially from the recommendations that were
700 approved. The meeting that was stated by Mr. Secretary and confirmed by your
701 counsel—
702
703 Mr. Carr - Which I think was before the Planning Commission meeting,
704 actually, but—
705
706 Mr. Emerson - Actually it was after.
707
708 Mr. Branin - It was after, and because of that, the man that I serve at the
709 pleasure of stated his wishes, and it went through the Board with that. So, we can go
710 with flat and the pitched, or we can send it back through for proffer changes. That's up
711 to Car Pool.
712
713 Mr. Carr - I'd rather stick with what we have.
714
715 Mr. Branin - That would be my choice.
716
717 Mr. Carr - My only point being, and the reason I came to the podium, to
718 make sure that you understand that may not be completely out of sight from the
719 screening wall. Eventually the trees there you see will probably cover it, but initially I
720 don't think it's going to be completely unseen.
721
722 Mrs. Jones - May I ask one question for clarification?
723
724 Mr. Carr - Yes, ma'am.
725
726 Mrs. Jones - If you're looking at this rendering before us now, you say it's
727 going to be higher than the screening wall, which was a real integral part of the approval
728 here. Looking at what's there, does it come to the first line under Car Pool? Will it come
729 to the middle of the Car Pool name? Where do you say it will come?
730
731 Mr. Carr - I think it's going to come to the same height as the canopy
732 that you see right there.
733
734 Mrs. Jones - Would you put the cursor on—
735
736 Mr. Carr - Attached to the building right here. So it's going to be under
737 the white line that's under Car Pool.
738
739 Mrs. Jones - Under the white line, but not up to it.
740

741 Mr. Carr - Right. I would imagine it's going to be the same height as
742 the shade canopy that you see right there that is attached to the building.
743
744 Mrs. Jones - What material will the roof be made of?
745
746 Mr. Carr - I'm not sure. I think it's steel.
747
748 Mr. Branin - Wouldn't it be the same steel as—
749
750 Mr. Carr - It's going to look just like what you see right there. See this
751 canopy right here that's attached to the building? It's going to look like that, except it's
752 going to be freestanding in the parking lot.
753
754 Mrs. Jones - And it'll be the green?
755
756 Mr. Carr - Oh, yes. Oh, yes.
757
758 Mr. Emerson - Similar to a metal carport?
759
760 Mr. Carr - Hopefully a little nicer than that, but yes, similar to it.
761
762 Mrs. Jones - Has to be standing seam.
763
764 Mr. Emerson - Yes, ma'am. Just in Mr. Branin's defense on the
765 conversation he's not aware of, that meeting was held one morning prior to the Board
766 meeting. He, obviously, has businesses that he has to take care of to operate his life
767 and his concerns, and he wasn't available that morning when we had the meeting with
768 Mr. Kaechele, as I recall. So that's why he's not familiar with the conversation.
769
770 Mrs. Jones - Are there other questions for the applicant?
771
772 Mr. Branin - For the record, Mr. Secretary, I have no life other than the
773 Planning Commission. I live, sleep, and breathe. Okay. So I don't mess up again, Mr.
774 Theobald, how are we going to make this proffer? Would you like to state a proffer as
775 condition #42?
776
777 Mr. Theobald - I think you would be approving the canopy design in the rear
778 per the proffered elevations and the vacuum canopy with a flat roof, standing seam,
779 also consistent with the elevations.
780
781 Mr. Branin - And that would be condition #42?
782
783 Mr. Theobald - Mmm-hmm. Does that make sense, Joe? Okay.
784
785 Mr. Branin - I just want to make sure I get it in here. Okay. Mr. Wilhite,
786 thank you for your diligence on this project. You did a great job in working on this one.

787 Thank you, sir. Mr. Vanarsdall, thank you. Car Pool is absolutely the Taj Mahal of
788 carwashes, which the Three Chopt District definitely deserves out on West Broad.
789

790 So, I'd like to move, Madam Chair, that POD-26-09, Car Pool at Towne Center West,
791 be approved with the following conditions 29 through 42 with 42 reflecting the pitched
792 roof on the back and the flat on the side for the vacuum areas.
793

794 Mr. Vanarsdall - Second.
795

796 Mrs. Jones - Motion by Mr. Branin, seconded by Mr. Vanarsdall. All in
797 favor say aye. All opposed say no. The ayes have it; the motion passes.
798

799 The Planning Commission approved POD-26-09, Car Pool at Towne Center West,
800 subject to the annotations on the plans, the standard conditions attached to these
801 minutes for developments of this type, and the following additional conditions:
802

- 803 29. The right-of-way for widening of W. Broad Street (U. S. Route 250) as shown on
804 approved plans shall be dedicated to the County prior to any occupancy permits
805 being issued. The right-of-way dedication plat and any other required
806 information shall be submitted to the County Real Property Agent at least sixty
807 (60) days prior to requesting occupancy permits.
- 808 30. The entrances and drainage facilities on U. S. Route 250 shall be approved by
809 the Virginia Department of Transportation and the County.
- 810 31. A notice of completion form, certifying that the requirements of the Virginia
811 Department of Transportation entrances permit have been completed, shall be
812 submitted to the Department of Planning prior to any occupancy permits being
813 issued.
- 814 32. A concrete sidewalk meeting VDOT standards shall be provided along the north
815 side of W. Broad Street (U. S. Route 250).
- 816 33. Outside storage shall not be permitted.
- 817 34. The proffers approved as a part of zoning case C-8C-09 shall be incorporated in
818 this approval.
- 819 35. Approval of the construction plans by the Department of Public Works does not
820 establish the curb and gutter elevations along the Virginia Department of
821 Transportation maintained right-of-way. The elevations will be set by the
822 contractor and approved by the Virginia Department of Transportation.
- 823 36. The owner or manager on duty shall be responsible for temporarily closing the
824 car wash facility when the on-site stacking space is inadequate to serve
825 customer demand to prevent a backup of vehicles onto the public right-of-way.
826 The owner shall arrange with the Traffic Engineer to provide standard traffic
827 control signs to notify customers that stopping or standing on the public right-of-
828 way shall not be permitted near the entrances to the car wash facility.
- 829 37. Evidence of a joint ingress/egress and maintenance agreement must be
830 submitted to the Department of Planning and approved prior to issuance of a
831 certificate of occupancy for this development.

- 832 38. The conceptual master plan, as submitted with this application, is for planning
 833 and information purposes only.
- 834 39. The location of all existing and proposed utility and mechanical equipment
 835 (including HVAC units, electric meters, junction and accessory boxes,
 836 transformers, and generators) shall be identified on the landscape plans. All
 837 equipment shall be screened by such measures as determined appropriate by
 838 the Director of Planning or the Planning Commission at the time of plan
 839 approval.
- 840 40. The ground area covered by all the buildings shall not exceed in the aggregate
 841 25 percent of the total site area.
- 842 41. No merchandise shall be displayed or stored outside of the building(s) or on
 843 sidewalk(s).
- 844 42. **ADDED** – The vacuum structure shall be constructed with a flat standing-seam
 845 metal roof. The shade structure shall be constructed with a sloped standing-
 846 seam metal roof as represented on the rendering approved with zoning case C-
 847 8C-09.

848

849 Mr. Emerson - Madam Chair, that takes us to the next item on your agenda,
 850 which is the approval of the minutes from your September 23, 2009 meeting.

851

852 APPROVAL OF MINUTES: September 23, 2009

853

854 Mrs. Jones - All right. Do we have corrections or additions to the minutes?

855

856 Mr. Branin - Yes.

857

858 Mrs. Jones - Ah, Mr. Branin.

859

860 Mr. Branin - Yes, I know. Live, sleep, and breathe. On page 9, line 330,
 861 “move forward with a recommendation for approval on the expedited.” “For approval” is
 862 left out. There was another one, Madam Chair, that I don’t have a clue because it says
 863 my voice went out—which I thought I had a pretty booming voice—on page 17. I have
 864 no idea what I said there, so no help.

865

866 Mrs. Jones - You obviously said, “voice fading in and out.”

867

868 Mr. Archer - That’s what I heard.

869

870 Mrs. Jones - All right; I’m sorry. Any others?

871

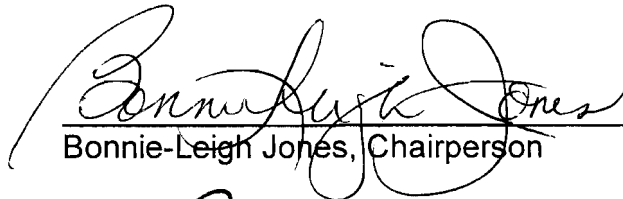
872 Mr. Archer - Well, Madam Chair, in reviewing the minutes, I cannot find a
 873 single instance where I said a single word. Was I here?

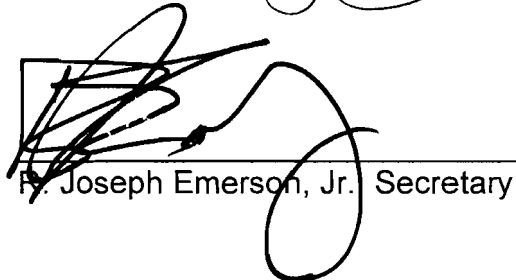
874

875 Mrs. Jones - You were just waiting until you had something to say. All
 876 right. If there are no other corrections or additions to the minutes—

877

878 Mr. Archer - I move for approval.
879
880 Mrs. Jones - Mr. Archer moves for approval.
881
882 Mr. Branin - Second.
883
884 Mrs. Jones - Second by Mr. Branin. All in favor say aye. All opposed say
885 no. The ayes have it; the motion passes.
886
887 The Planning Commission approved the September 23, 2009 minutes as corrected.
888
889 Mrs. Jones - Is there any other business for the Commission?
890
891 Mr. Emerson - Staff doesn't have anything further, Madam Chair.
892
893 Mrs. Jones - All right. I'll entertain a motion for adjournment.
894
895 Mr. Branin - So moved.
896
897 Mr. Archer - Second.
898
899 Mrs. Jones - Motion by Mr. Branin, seconded by Mr. Archer. All in favor
900 say aye. All opposed say no. The ayes have it; the motion passes.
901
902 Meeting adjourned.

903
904
905
906
907
908 
909 Bonnie-Leigh Jones, Chairperson

910
911
912 
913
914 R. Joseph Emerson, Jr. Secretary
915
916
917

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 **October 28, 2009**, which shall be as much a part of this approval as if details were fully described herein. Eight (8) sets of revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised January 2008)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.

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

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

STANDARD CONDITIONS FOR LANDSCAPE /LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **October 28, 2009**, which shall be as much a part of this approval as if all details were fully described herein. **Five (5)** sets of **prints** of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

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

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

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

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

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

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

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

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

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

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

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

B-2 ZONE

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

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

B-3 ZONE

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

SUBDIVISION - CONDITIONAL APPROVAL

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water. **(Substitute condition 5A if well)**
- 5A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer. **(Substitute condition 6A if on site sewage disposal/septic)**
- 6A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **October 28, 2009**, which shall be as much a part of this approval as if all details were fully described herein.

9. This approval shall expire on **October 27, 2010**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements as applicable, and design considerations.
12. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers, Chesapeake Bay Act Areas, wells and primary/reserved drainfields.

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage and erosion control plans have been approved by the Department of Planning, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, fifteen (15) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **October 28, 2009**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **October 27, 2010**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
9. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
10. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements and design considerations.

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

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **October 28, 2009**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 27, 2010**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.

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

Standard Conditions for Zero Lot Line Subdivisions
(January 2008)

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **October 28, 2009**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 27, 2010**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change may be implemented.
11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.

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

SUBDIVISION - CONDITIONAL APPROVAL

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

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, twenty-one (21) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **October 28, 2009**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 27, 2010**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.