

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 24, 2018.  
4

Members Present: Mrs. Sandra M. Marshall, Chairperson (Three Chopt)  
Mr. Gregory R. Baka, Vice-Chairperson (Tuckahoe)  
Mr. C. W. Archer, C.P.C. (Fairfield)  
Mrs. Adrienne F. Kotula (Brookland)  
Mr. William M. Mackey, Jr. (Varina)  
Mr. R. Joseph Emerson, Jr., AICP, Director of Planning,  
Secretary  
Mrs. Patricia S. O'Bannon, Board of Supervisors' Representative

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

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6 **Mrs. Patricia S. O'Bannon, the Board of Supervisors' representative, abstains on**  
7 **all cases unless otherwise noted.**  
8

9 Mrs. Marshall - I call this meeting of the Henrico County Planning  
10 Commission to order. This is our plans of development meeting for October 24, 2018. At  
11 this time, I ask that you please take a moment to silence your cell phones. And as you  
12 do, please stand with the Commission for the Pledge of Allegiance.  
13

14 Good morning. Do we have anyone in the audience with the news media? We do not.  
15 We have Mrs. Pat O'Bannon, our representative from the Board of Supervisors who is  
16 sitting with the Commission. Thank you, as always, for being here. At this point, I will  
17 turn the agenda over to Mr. Emerson, our secretary.  
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19 Mr. Emerson - Thank you, Madam Chair. First on your agenda this morning  
20 are the requests for deferrals and withdrawals. Those will be presented by Ms. Leslie  
21 News.

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Ms. News - Thank you, Mr. Secretary. Good morning, members of the Commission. Staff has received one request for a deferral this morning, and that is located in the Varina District. It's found on page 10 your agenda. This is POD2018-00246, From the Heart Church Ministries of Richmond. The applicant has requested a deferral to the November 14, 2018 meeting.

*(Deferred from the September 26, 2018 meeting)*

**PLAN OF DEVELOPMENT**

POD2018-00246 **Silvercore for From the Heart Church Ministries of Richmond:** 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, 22,397-square foot place of worship. The 16.93-acre site is located on the western line of Westover Avenue, approximately 600 feet north of Nine Mile Road, and on the eastern line of Orams Lane at its intersection with Natchez Road, on parcel 816-727-0343. The zoning is A-1, Agricultural District and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

Mrs. Marshall - Is there anyone present who is opposed to POD2018-00246, From the Heart Church Ministries of Richmond?

Mr. Mackey - Madam Chair, I move that POD2018-00246, From the Heart Church Ministries of Richmond, be deferred to the November 14, 2018 meeting at the applicant's request.

Mr. Baka - Second.

Mrs. Marshall - We have a motion by Mr. Mackey, a second by Mr. Baka. All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

At the request of the applicant, the Planning Commission deferred POD2018-00246, From the Heart Church Ministries of Richmond, to its November 14, 2018 meeting.

Mr. Emerson - Madam Chair, that completes the withdrawals and deferrals for this morning unless the Commission has any they would like to enter. If not, next on the agenda will be the expedited items, which will also be presented by Ms. Leslie News.

Ms. News - We have seven items on our expedited agenda this morning. The first item is found on page 3 and is located in the Tuckahoe District. This is a transfer of approval for POD-42-77, POD-26-81, and POD-12-97, Broad Street Square. Staff recommends approval.





92 **TRANSFER OF APPROVAL**

93

POD-41-95 (pt)  
POD2017-00562  
Interport Business Center  
Building A – 4800 Eubank  
Road

**JLL for MDH Propco 2017-C, LLC:** Request for transfer of approval of a portion of a plan of development as required by Chapter 24, Section 24-106 of the Henrico County Code from Interport Holdings, LLC to MDH Propco 2017-C, LLC. The 23.82-acre site is located on the northern line of Eubank Road, approximately 850 feet west of its intersection with South Laburnum Avenue, on parcel 815-712-8947. The zoning is M-1, Light Industrial District and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

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95 Mrs. Marshall - Is there anyone present who is opposed to TOA POD-41-95  
96 (pt) (POD2017-00562), Interport Business Center Building A? I see no opposition, Mr.  
97 Mackey.

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99 Mr. Mackey - Madam Chair, I move approval of the transfer of approval for  
100 POD-41-95 (pt) (POD2017-00562), Interport Business Center Building A, on the  
101 expedited agenda subject to the previously approved conditions.

102

103 Mrs. Kotula - Second.

104

105 Mrs. Marshall - We have a motion by Mr. Mackey, a second by Mrs. Kotula.  
106 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

107

108 The Planning Commission approved the transfer of approval request for POD-41-95 (pt)  
109 (POD2017-00562), Interport Business Center Building A, from Interport Holdings, LLC  
110 to MDH Propco 2017-C, LLC, subject to the standard and added conditions previously  
111 approved.

112

113 Ms. News - The next items is on page 5 of your agenda and located in  
114 the Varina District. This is a transfer of approval for a portion of POD-41-95. This is  
115 Interport Business Center Building B. Staff recommends approval.

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117 **TRANSFER OF APPROVAL**

118

POD-41-95 (pt)  
POD2017-00563  
Interport Business Center  
Building B – 4700 Eubank  
Road

**JLL for MDH Propco 2017-C, LLC:** Request for transfer of approval of a portion of a plan of development as required by Chapter 24, Section 24-106 of the Henrico County Code from Interport Holdings, LLC to MDH Propco 2017-C, LLC. The 6.37-acre site is located at the northeastern corner of the intersection of Glen Alden Drive and Eubank Road, on parcel 815-712-2943. The zoning is M-1, Light Industrial District and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

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120 Mrs. Marshall - Is there anyone present who is opposed to TOA POD-41-95  
121 (pt) (POD2017-00563), Interport Business Center Building B? I see no opposition, Mr.  
122 Mackey.

123

124 Mrs. Marshall - Madam Chair, I move approval of the transfer of approval for  
125 POD-41-95 (pt) (POD2017-00563), Interport Business Center Building B, on the  
126 expedited agenda, subject to the previously approved conditions.

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128 Mrs. Marshall - Second. We have a motion by Mr. Mackey and a second by  
129 Mrs. Marshall. All in favor say aye. Those opposed say no. There is no opposition; that  
130 motion passes.

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132 The Planning Commission approved the transfer of approval request for POD-41-95 (pt)  
133 (POD2017-00563), Interport Business Center Building B, from Interport Holdings, LLC  
134 to MDH Propco 2017-C, LLC, subject to the standard and added conditions previously  
135 approved.

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137 Ms. News - The next item is on page 6 of your agenda and located in the  
138 Varina District. This is a transfer of approval for POD-102-96, Interport Business Center  
139 Building C, which was formerly Interport Business Center Phase III. Staff recommends  
140 approval.

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## 142 **TRANSFER OF APPROVAL**

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POD-102-96 POD2017-00564 Interport Business Center Building C (Formerly Interport Business Center Phase III) – 5300 South Laburnum Avenue	<b>JLL for MDH Propco 2017-C, LLC:</b> Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Interport Holdings, LLC to MDH Propco 2017-C, LLC. The 3.54-acre site is located at the northwestern corner of the intersection of South Laburnum Avenue and Eubank Road, on parcel 816-712- 4019. The zoning is M-1, Light Industrial District and ASO, Airport Safety Overlay District. County water and sewer. <b>(Varina)</b>
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145 Mrs. Marshall - Is there anyone present who is opposed to POD-102-96  
146 (POD2017-00564), Interport Business Center Building C (formerly Interport Business  
147 Center Phase III)? I see no opposition, Mr. Mackey.

148

149 Mr. Mackey - Madam Chair, I move approval of the transfer of approval for  
150 POD-102-96 (POD2017-00564), Interport Business Center Building C (formerly  
151 Interport Business Center Phase III), on the expedited agenda subject to the previously  
152 approved conditions.

153

154 Mr. Baka - Second.

155





191 Ms. News - Next on page 9 of your agenda and located in the Three  
192 Chopt District is a transfer of approval for POD-50-96, Westerre II. Staff recommends  
193 approval.  
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195 **TRANSFER OF APPROVAL**  
196

POD-50-96 **Thalhimer for TSO Westerre Richmond, LP:** Request for  
POD2018-00287 transfer of approval as required by Chapter 24, Section 24-  
Westerre II – 3957 106 of the Henrico County Code from Henricus Associates  
Westerre Parkway Limited Partnership and Farmers New World Life to TSO  
Westerre Richmond, LP. The 5.34-acre site is located at  
the southeastern corner of the intersection of West Broad  
Street (U.S. Route 250) and Westerre Parkway, on parcel  
750-759-7271. The zoning is O-3C, Office District  
(Conditional). County water and sewer. **(Three Chopt)**

197  
198 Mrs. Marshall - Is there anyone present who is opposed to TOA POD-50-96  
199 (POD2018-00287), Westerre II? I move approval of the transfer of approval for POD-50-  
200 96 (POD2018-00287), Westerre II, subject to the previously approved conditions, on the  
201 expedited agenda.  
202

203 Mr. Baka - Second.  
204

205 Mrs. Marshall - We have a motion by Mrs. Marshall, a second by Mr. Baka.  
206 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.  
207

208 The Planning Commission approved the transfer of approval request for POD-50-96  
209 (POD2018-00287), Westerre II, from Henricus Associates Limited Partnership and  
210 Farmers New World Life to TSO Westerre Richmond, LP, subject to the standard and  
211 added conditions previously approved.  
212

213 Ms. News - The final item is on page 11 of your agenda and located in  
214 the Fairfield District. This is POD2018-00376, which also includes a lighting plan, for  
215 Grove Point. Staff recommends approval.  
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228 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

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POD2018-00376  
Grove Point – 4101  
Mechanicsville Turnpike

**Bay Companies, Inc. for Reality I, LLC and Land One, LLC:** Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct 95 two-story townhouse units for sale. The 20.58-acre site is located on the northern line of Neale Street, approximately 312 feet east of its intersection with Mechanicsville Turnpike (U.S. Route 360), on parcel 804-737-7961 and part of parcel 804-736-0481. The zoning is RTHC, Residential Townhouse District (Conditional) and ASO, Airport Safety Overlay District. County water and sewer. **(Fairfield)**

230

231 Mrs. Marshall - Is there anyone present who is opposed to the plan of  
232 development and lighting plan for POD2018-00376, Grove Point? I see no opposition.  
233 Mr. Archer?

234

235 Mr. Archer - Madam Chair, I move approval of POD2018-00376, Grove  
236 Point, subject to the annotations on the plan, staff’s recommendation, standard  
237 conditions for developments of this type, and additional conditions 11B and 29 through  
238 43.

239

240 Mrs. Marshall - Second.

241

242 Mrs. Marshall - We have a motion by Mr. Archer, a second by Mrs. Marshall.  
243 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

244

245 The Planning Commission approved the plan of development and lighting plan for  
246 POD2018-00376, Grove Point, subject to the annotations on the plans, the standard  
247 conditions attached to these minutes for developments of this type, and the following  
248 additional conditions:

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250 11B. Prior to the approval of an electrical permit application and installation of the site  
251 lighting equipment, a plan including light spread and intensity diagrams, and fixture  
252 specifications and mounting heights details shall be revised as annotated on the  
253 staff plan and included with the construction plans for final signature.

254 29. The unit house numbers shall be visible from the parking areas and drives.

255 30. The names of streets, drives, courts and parking areas shall be approved by the  
256 Richmond Regional Planning District Commission and such names shall be  
257 included on the construction plans prior to their approval. The standard street  
258 name signs shall be installed prior to any occupancy permit approval.

259 31. The subdivision plat for Grove Point shall be recorded before any building  
260 permits are issued.

261 32. The entrances and drainage facilities on Mechanicsville Turnpike shall be  
262 approved by the Virginia Department of Transportation and the County.



- 263 33. A notice of completion form, certifying that the requirements of the Virginia  
264 Department of Transportation entrances permit have been completed, shall be  
265 submitted to the Department of Planning prior to any occupancy permits being  
266 issued.
- 267 34. Prior to issuance of a certificate of occupancy for any building in this  
268 development, the engineer of record shall certify that the site has been graded in  
269 accordance with the approved grading plans.
- 270 35. A concrete sidewalk meeting County standards shall be provided along the  
271 northern side of Neale Street.
- 272 36. Details for the gate and locking device at Orchard Glen Drive shall be submitted  
273 for review by the Traffic Engineer, Police and approved by the County Fire  
274 Marshal. The owner or owner's contractor shall contact the County Fire Marshal  
275 prior to completion of the fence installation to test and inspect the operations of  
276 the gates. Evidence of the Fire Marshal's approval shall be provided to the  
277 Department of Planning by the owner prior to issuance of occupancy permits.
- 278 37. The proffers approved as a part of zoning case C-11C-09 and REZ2018-00023  
279 shall be incorporated in this approval.
- 280 38. A construction staging plan which includes details for traffic control, fire  
281 protection, stockpile locations, construction fencing and hours of construction  
282 shall be submitted for County review and prior to the approval of any final  
283 construction plans.
- 284 39. A note in bold lettering shall be provided on the erosion control plan indicating  
285 that sediment basins or traps located within buildable areas or building pads shall  
286 be reclaimed with engineered fill. All materials shall be deposited and compacted  
287 in accordance with the applicable sections of the state building code and  
288 geotechnical guidelines established by the engineer. An engineer's report  
289 certifying the suitability of the fill materials and its compaction shall be submitted  
290 for review and approval by the Director of Planning and Director of Public Works  
291 and the Building Official prior to the issuance of any building permit(s) on the  
292 affected sites.
- 293 40. The pavement shall be of an SM-2A type and shall be constructed in accordance  
294 with County standard and specifications. The developer shall post a defect bond  
295 for all pavement with the Department of Planning - the exact type, amount and  
296 implementation shall be determined by the Director of Planning, to protect the  
297 interest of the members of the Homeowners Association. The defect bond shall  
298 remain in effect for a period of three years from the date of the issuance of the  
299 final occupancy permit. Prior to the issuance of the last Certificate of Occupancy,  
300 a professional engineer must certify that the roads have been designed and  
301 constructed in accordance with County standards.
- 302 41. Approval of the construction plans by the Department of Public Works does not  
303 establish the curb and gutter elevations along the Henrico County maintained  
304 right-of-way. The elevations will be set by Henrico County.
- 305 42. Approval of the construction plans by the Department of Public Works does not  
306 establish the curb and gutter elevations along the Virginia Department of  
307 Transportation maintained right-of-way. The elevations will be set by the  
308 contractor and approved by the Virginia Department of Transportation.

309 43. The location of all existing and proposed utility and mechanical equipment  
310 (including HVAC units, electric meters, junction and accessory boxes,  
311 transformers, and generators) shall be identified on the landscape plans. All  
312 equipment shall be screened by such measures as determined appropriate by  
313 the Director of Planning or the Planning Commission at the time of plan approval.  
314

315 Ms. News - That completes the expedited agenda.  
316

317 Mr. Emerson - Madam Chair, with that said, the next items on your agenda  
318 are the Subdivision Extensions of Conditional Approval. We have none of those this  
319 morning, so we move on to page 7 of your regular agenda for POD-42-89, Akomea  
320 Poku-Kankam for ARCHR5STP1001, LLC. The staff report will be presented by Mr. Lee  
321 Pambid.  
322

323 **TRANSFER OF APPROVAL**  
324

POD-42-89 POD2018-00224 North Park Center (Formerly Northpark Retail and Distribution Center) – 1030 Wilmer Avenue	<b>Akomea Poku-Kankam for ARCHR5STP1001, LLC:</b> Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Susan C. Gallienne, Crestar Bank to ARCHR5STP1001, LLC. The 13.88-acre site is located on the northern line of Wilmer Avenue, approximately 200 feet west of its intersection with Chamberlayne Avenue (U.S. Route 301), on parcel 786-746-5313. The zoning is M-1C, Light Industrial District (Conditional). County water and sewer. <b>(Fairfield)</b>
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326 Mrs. Marshall - Is there anyone present who is opposed to TOA POD-42-89  
327 (POD2018-00224), North Park Center (formerly Northpark Retail and Distribution  
328 Center)? Good morning.  
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330 Mr. Pambid - Good morning, Madam Chair, members of the Planning  
331 Commission.  
332

333 The new owner accepts and agrees to be responsible for continued compliance with the  
334 conditions of the original approval. All deficiencies as identified in the inspection report  
335 dated June 14, 2018, have been corrected. The deficiencies included missing  
336 ornamental and deciduous shade trees, missing ground cover, missing or faded  
337 pavement markings and striping, broken curb, potholes, signage and address numbers  
338 in disrepair, inoperable or dim site lighting fixtures, and cluttered gutters.  
339

340 Staff recommends approval of this transfer request. This concludes my presentation. I  
341 can now field any questions you have regarding this. Representatives for this are out of  
342 state and could not be available for the hearing.  
343



344 Mrs. Marshall - Are there any questions from the Commission for Mr.  
345 Pambid or Mr. Archer?

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347 Mr. Archer - Mr. Pambid, sounds like my house.

348  
349 Mr. Emerson - Cluttered gutters could get me.

350  
351 Mr. Archer - Madam Chair, I move approval of transfer of approval of  
352 POD-42-89 (POD2018-00224), North Park Center (formerly Northpark Retail and  
353 Distribution Center), subject to the staff's recommendation.

354  
355 Mrs. Kotula - Second.

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357 Mrs. Marshall - We have a motion by Mr. Archer, a second by Mrs. Kotula.  
358 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

359  
360 The Planning Commission approved the transfer of approval request for POD-42-89  
361 (POD2018-00224), North Park Center (formerly Northpark Retail and Distribution  
362 Center), from Susan C. Gallienne, Crestar Bank to ARCHR5STP1001, LLC, subject to  
363 the standard and added conditions previously approved.

364  
365 Mr. Emerson - Madam Chair, we now move on to page 14 of your regular  
366 agenda and page 2 of your amended agenda for POD2018-00378, E.D. Lewis and  
367 Associates for Midtown Land Partners, LLC. The staff report will be presented by Ms.  
368 Aimee Crady.

369  
370 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**  
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POD2018-00378  
Libbie Mill – Harp’s  
Landing Office Building –  
Libbie Lake West Street

**E.D. Lewis and Associates for Midtown Land Partners, LLC:** Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a six-story mixed use building with 19,465 square feet of first-story retail and restaurant space, and 123,847 square feet of office space above the first story; and a three-story, 46,545-square foot parking deck with 351 parking spaces. The 2.033-acre site is located on the northeastern corner of the intersection of Libbie Lake South Street (private) and Libbie Lake West Street (private), approximately, on parcel 773-739-3784. The zoning is UMUC, Urban Mixed Use District (Conditional). County water and sewer. **(Brookland)**

372  
373 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00378,  
374 Libbie Mill – Harp’s Landing Office Building? Good morning.

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376 Ms. Crady - Good morning.



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This plan of development includes two structures. The first, located just west of the library building, is a six-story, mixed-use building with approximately 19,541 square feet of restaurant or retail tenant space on the first level and 123,847 square feet of office space on levels two through six.

The height of the office building is approximately eighty-six feet measured at the roofline. And the second structure to be located south of the office building and just west of the Libbie Mill Library surface parking lot is a three-story parking deck. The deck is proposed to house approximately 351 parking spaces that will be open for shared use for the Libbie Mill UMU property owners and tenants. The height to the top of the horizontal spandrel of the parking deck is thirty feet. That would be thirty feet to here, eighty-six feet to here.

The brick tones that were selected for the office building and the vertical parking deck elements were selected to closely match the adjacent library, as well as various tones of gray metal cladding. Let me show those together. You can see those two buildings side by side.

The architect has samples of the building materials here today. The parking deck has horizontal spandrel elements constructed of acid-washed gray cement. To address concerns about the parking deck design and materials and to allow further enhancement that may be appropriate for a future office tenant, the applicant agrees to an added condition #34 this morning, which I will read here into the minutes as follows:

Final architectural elevations for the parking deck shall be submitted for review and approval by the Director of Planning prior to filing of the building permit plans for the parking deck structure.

That would be in reference to the parking deck.

While much of the perimeter landscaping and street lighting is installed on Libbie Lake West Street and Libbie Lake South Street, a site lighting plan and conceptual landscape plan is included in your packet for review and approval with this plan in accordance with UMU standards.

The revised caption in your addendum reflects the supplementary lighting plan that is included as a component of the plan that is part of this approval. The applicant has provided additional information to demonstrate that rooftop mechanical equipment will be adequately screened from ground level. You can see here. This would be the view from the library parking lot. And this would be the view from the street to the west of the office building. So, these exhibits demonstrate that adequate screening is anticipated. And as noted in staff's report, this design component will be confirmed for adequate screening with the building permit application as well.

422 With that, staff recommends approval subject to the annotations on the plan, the  
423 standard conditions for developments of this type, conditions 11B and 29 through 33 in  
424 the agenda, as well as condition #34 added here today to be incorporated into this  
425 approval. Shane Finnegan from Midtown Land Partners, Monte Lewis of E.D. Lewis and  
426 Associates, Nick Cooper of HKS Architects, and Jeff Geiger of Hirschler Fleischer are  
427 all here representing the POD and can answer any questions you may have of the  
428 applicant. And I'm happy to answer any questions you have of staff.

429  
430 Mrs. Marshall - Are there any questions for Mrs. Crady? Mrs. Kotula?

431  
432 Mrs. Kotula - I do want to thank Mrs. Crady and Mrs. News, as well as the  
433 applicant for continuing to work with us on this process to make Libbie Mill as great as it  
434 can be. So, with that, I move approval of POD2018-00378, Libbie Mill – Harp's Landing  
435 Office Building, including the lighting plan, subject to the standard conditions for  
436 developments of this type, conditions 11B and 29 through 33 in the agenda, and the  
437 revised caption to include the lighting plan as shown on the addendum, and added  
438 condition 34.

439  
440 Mr. Mackey - Second.

441  
442 Mrs. Marshall - We have a motion by Mrs. Kotula and a second by Mr.  
443 Mackey. All in favor say aye. Those opposed say no. There is no opposition; that motion  
444 passes.

445  
446 The Planning Commission approved the plan of development and lighting plan for  
447 POD2018-00378, Libbie Mill – Harp's Landing Office Building, subject to the standard  
448 and added conditions previously approved and the following additional conditions:

- 449
- 450 11B. Prior to the approval of an electrical permit application and installation of the site  
451 lighting equipment, a plan including light spread and intensity diagrams, and fixture  
452 specifications and mounting heights details shall be revised as annotated on the  
453 staff plan and included with the construction plans for final signature.
  - 454 29. Outside storage shall not be permitted.
  - 455 30. The proffers approved as a part of zoning cases REZ2015-00018 and PUP2015-  
456 00006 shall be incorporated in this approval.
  - 457 31. A construction staging plan which includes details for traffic control, fire  
458 protection, stockpile locations, construction fencing and hours of construction  
459 shall be submitted for County review and prior to the approval of any final  
460 construction plans.
  - 461 33. The location of all existing and proposed utility and mechanical equipment  
462 (including HVAC units, electric meters, junctions and accessory boxes,  
463 transformers, and generators) shall be identified on the landscape plan. All  
464 building mounted equipment shall be painted to match the building, and all  
465 equipment shall be screened by such measures as determined appropriate by  
466 the Director of Planning or the Planning Commission at the time of plan approval.



467 34. **[ADDED]** Final architectural elevations for the parking deck shall be submitted  
468 for review and approval by the Director of Planning prior to filing of the building  
469 permit plans for the parking deck structure.

470  
471 Mr. Emerson - Madam Chair, we now move on to page 16 of your regular  
472 agenda and page 2 of your amended agenda for POD2018-00382, Balzer and  
473 Associates, Inc. for TKEB, LLC and Jeff Small. The staff report will be presented by Mr.  
474 Lee Pambid.

475  
476 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

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479 **POD2018-00382 Balzer and Associates, Inc. for TKEB, LLC and Jeff**  
480 **Rio Carwash at 7408 West Small:** Request for approval of a plan of development and  
481 **Broad Street lighting plan, as required by Chapter 24, Section 24-106 of**  
482 **the Henrico County Code, to construct a one-story, 6,528-**  
483 **square foot automatic car wash facility. The 1.78-acre site**  
484 **is located on the eastern line of West Broad Street (U.S.**  
485 **Route 250), approximately 600 feet north of its intersection**  
486 **with Willard Road, on parcel 766-749-2740. The zoning is**  
487 **B-3C, Business District (Conditional). County water and**  
488 **sewer. (Brookland)**

489  
490 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00382,  
491 Rio Carwash? Mr. Pambid?

492  
493 Mr. Pambid - Good morning again.

494  
495 Mrs. Marshall - Good morning.

496  
497 Mr. Pambid - The applicant proposes to demolish an existing restaurant  
498 originally approved by the Planning Commission under POD-129-77 and to redevelop  
499 the site into an automated carwash. The plan moves the entrance to the south, provides  
500 for a new sidewalk along West Broad Street where there is currently none, and retains a  
501 significant stand of deciduous trees which acts as a 35-foot transitional buffer to the  
east along Bowler Street. A wooden fence will also be replaced. Patrons will enter the  
carwash after using one of three pay stations, and that's here. The proffers of zoning  
case REZ2018-00029 shall apply.

The proposed elevations are identical to the proffered elevations from the zoning case.  
They feature khaki-colored split-faced CMU along the foundation, tan-colored brick as  
the primary material, and red brick for the pilasters. In addition to the pilasters, other  
architectural features include a green standing seam metal roof and a tower.

The lighting plan complies with the County's lighting standards and with requirements of  
proffer #5 of the zoning case. Proposed are five building-mounted lights and eight pole-



502 mounted lights at a height of twenty feet. All wall-pack and pole-mounted lights are flat  
503 lens LED fixtures.

504  
505 Please note the added condition #38 in your addendum, which requires the applicant  
506 provides, prior to construction plan approval, evidence of his best efforts to obtain a  
507 cross-access and maintenance agreement for an existing access point here between  
508 this property and the adjacent Dominion Energy property, formerly VEPCO.

509  
510 Staff has not heard from anyone from the public or any adjacent owners regarding this  
511 application.

512  
513 Staff recommends approval subject to the annotations on the plan, standard conditions  
514 for developments of this type, and additional conditions 29 through 37 and condition #38  
515 in your addendum.

516  
517 This concludes my presentation. I can now field any questions you have regarding this.  
518 Engineer Aaron Breed from Balzer and Associates is also here to field questions.

519  
520 Mrs. Marshall - Are there any questions for Mr. Pambid from the  
521 Commission? Mrs. Kotula?

522  
523 Mrs. Kotula - I move POD2018-00382, Rio Carwash at 7408 West Broad  
524 Street, including the lighting plan, be approved subject to the annotations on the plans,  
525 the standard conditions for developments of this type, conditions 11B and 29 through 37  
526 in the agenda, and added condition #38 as shown on the addendum.

527  
528 Mr. Archer - Second.

529  
530 Mrs. Marshall - We have a motion by Mrs. Kotula, a second by Mr. Archer.  
531 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

532  
533 The Planning Commission approved the plan of development and lighting plan for  
534 POD2018-00382, Rio Carwash, subject to the annotations on the plans, the standard  
535 conditions attached to these minutes for developments of this type, and the following  
536 additional conditions:

537  
538 11B. Prior to the approval of an electrical permit application and installation of the site  
539 lighting equipment, a plan including light spread and intensity diagrams, and fixture  
540 specifications and mounting heights details shall be revised as annotated on the  
541 staff plan and included with the construction plans for final signature.

542 29. A concrete sidewalk meeting VDOT standards shall be provided along the  
543 eastern side of West Broad Street (U.S. Route 250).

544 30. The right-of-way for widening of West Broad Street (U.S. Route 250) as shown  
545 on approved plans shall be dedicated to the County prior to any occupancy  
546 permits being issued. The right-of-way dedication plat and any other required

- 547 information shall be submitted to the County Real Property Agent at least sixty  
548 (60) days prior to requesting occupancy permits.
- 549 31. The entrances and drainage facilities on U.S. Route 250 shall be approved by  
550 the Virginia Department of Transportation and the County.
- 551 32. A notice of completion form, certifying that the requirements of the Virginia  
552 Department of Transportation entrances permit have been completed, shall be  
553 submitted to the Department of Planning prior to any occupancy permits being  
554 issued.
- 555 33. Approval of the construction plans by the Department of Public Works does not  
556 establish the curb and gutter elevations along the Virginia Department of  
557 Transportation maintained right-of-way. The elevations will be set by the  
558 contractor and approved by the Virginia Department of Transportation.
- 559 34. Outside storage shall not be permitted.
- 560 35. The proffers approved as a part of zoning case REZ2018-00029 shall be  
561 incorporated in this approval.
- 562 36. The owner or manager on duty shall be responsible for temporarily closing the  
563 car wash facility when the on-site stacking space is inadequate to serve  
564 customer demand to prevent a backup of vehicles onto the public right-of-way.  
565 The owner shall arrange with the Traffic Engineer to provide standard traffic  
566 control signs to notify customers that stopping or standing on the public right-of-  
567 way shall not be permitted near the entrances to the car wash facility.
- 568 37. The location of all existing and proposed utility and mechanical equipment  
569 (including HVAC units, electric meters, junction and accessory boxes,  
570 transformers, and generators) shall be identified on the landscape plans. All  
571 equipment shall be screened by such measures as determined appropriate by  
572 the Director of Planning or the Planning Commission at the time of plan approval.
- 573 38. **ADDED:** Evidence of best efforts to obtain a joint ingress/egress and  
574 maintenance agreement for the existing access point between the subject  
575 property and the adjacent parcel shall be submitted to the Department of  
576 Planning prior to approval of construction plans for this development.

577  
578 Mr. Emerson - Madam Chair, that completes your hearings for this morning.  
579 The next two items on your agenda are discussion items regarding public hearing items  
580 that you scheduled for November 8th. The first is the Westwood Small Area Study. This  
581 presentation will be made by Mr. Ben Sehl.

582  
583 **DISCUSSION ITEM: Westwood Small Area Study – Comprehensive Plan and**  
584 **Zoning Ordinance Amendments**

585  
586 Mr. Sehl - Good morning members of the Commission.

587  
588 As we start here, Kristin just handed out to you revisions to the Westwood Area Study  
589 that was provided to you back at the end of September when we had another  
590 discussion item at your daytime meeting on September 26th. At that point, we had  
591 established the boundaries of the Westwood study area, which are shown on the screen  
592 in front of you, which had been in discussions the evening before your day meeting with



593 the Board of Supervisors. Based on some of the conversation with the Board that  
594 evening and with the Commission and subsequent to that internally with staff, we've  
595 taken some additional steps to refine the study and provide the revisions that you see in  
596 front of you today. They're not major in scope, but they do address the items that are on  
597 the screen in front of you, including additional focus on the portion of the study area  
598 that's in the Enterprise Zone, as well as some recommendations to consider expanding  
599 the Enterprise Zone for areas within the Westwood area. Right now it's fairly limited,  
600 and we're looking at additional ways to potentially incentivize redevelopment in the  
601 area.

602  
603 We also took a bit deeper look at utilities. You'll notice that in the study itself—and that's  
604 on page 19, I believe, in front of you — that's where the largest number of changes are.  
605 We added some general language. There are some utility challenges within Westwood.  
606 Capacity is based on — the existing infrastructure that's in the ground is based on kind  
607 of the existing development pattern, which is largely industrial in nature, and didn't have  
608 huge water and sewer demands. As the area redevelops, that might change. So, we  
609 want to make sure that as folks look at redeveloping that they're aware of that and start  
610 the review of those impacts early in the process with any redevelopment. So, we added  
611 some language regarding that.

612  
613 We also added some language based on recent discussions that the Board of  
614 Supervisors has been having about potential ways to fund other public improvements,  
615 items such as sidewalks, streetlights, things like that. This is something that was begun  
616 by residents looking for ways to — in instances where we've done it, I think, but by  
617 property owners for ways to fund improvements such as sidewalks, streetlights, other  
618 public improvements that might not be funded through the general fund or through the  
619 CIP. CIP projects could be funded through sanitary districts. So, we added that as a  
620 potential funding method for folks to examine as it moves forward.

621  
622 But those are, again, kind of recommendations from the study. It's kind of melded into  
623 what's Appendix A in the draft in front of you. It kind of begins on page 23 and 24. This  
624 essentially crystallizes the recommendations of the study into a Comprehensive Plan  
625 amendment that would be considered by the Planning Commission at their November  
626 8th public hearing. This follows the formatting that exists right now in the 2026  
627 Comprehensive Plan. So, we have essentially distilled everything that's in the study  
628 itself into a vision and some goals for Westwood, as well as some objectives that kind of  
629 — all of those little point-by-point recommendations in the study itself are now listed as  
630 objectives for the study area. And this would be incorporated into the Comprehensive  
631 Plan as part of the public hearing process that we're starting on November 8th and then  
632 would follow on to the Board of Supervisors.

633  
634 In addition to those Comprehensive Plan amendments, you have an additional appendix  
635 which is Appendix B. And that is a draft Overlay Ordinance for Westwood. If you'll recall,  
636 a couple years ago the Planning Commission and then the Board of Supervisors  
637 ultimately approved the Innsbrook Redevelopment Overlay District. This ordinance that  
638 we've drafted and has been reviewed by the County Attorney at this point, and has



639 been advertised for public hearing on November 8th, would establish the Westwood  
640 Redevelopment Overlay District.

641  
642 What the Overlay District does is it essentially defines the boundaries of it, which is  
643 consistent with what I just showed you, which are the boundaries of the Westwood  
644 study itself. And it would also establish provisional uses for the Overlay. Those two  
645 provisional uses that are listed in the draft in front of you are for multi-family  
646 development in conjunction with other non-residential development. So, you might see  
647 redevelopment of a parcel that say has an office building now and they could come in  
648 and request a provisional use permit to add residential uses, which wouldn't otherwise  
649 be allowed. Most of the property, as we discussed the first time around, is zoned M-1  
650 and M-2. Residential uses are—you are allowed for residential uses under a provisional  
651 use permit now in the general M-1 and M-2 zoning districts. But this would allow you to  
652 submit a provisional use permit if you're in the Overlay to request additional residential  
653 uses.

654  
655 It would also be something that we think is pretty neat and is very specific to Westwood,  
656 which would allow you to submit a master plan through the provisional use permit  
657 process and have the Board essentially approve site-specific setback and height  
658 requirements for a property. The M-1 and M-2 districts have relatively large setbacks.  
659 The study certainly contemplates a little bit different development pattern than exists in  
660 Westwood right now. So, you might see buildings that are brought a little bit closer to  
661 the street in a little bit more urban format, especially in those areas that are close to the  
662 mass transit along West Broad Street. So, this would allow a developer to come in and  
663 propose redevelopment on the property and not be encumbered by some of those  
664 larger setbacks. They could propose something different. And I say "propose," because  
665 it is a provisional use permit. So, there's the process, there are public hearings at both  
666 the Planning Commission and Board of Supervisors. It would allow some input and  
667 conditions that would be specific to those projects.

668  
669 The final major item of the Overlay District in front of you is some additional parking  
670 allowances. It expands kind of shared parking capabilities within Westwood. That's one  
671 of the things that we've kind of seen larger challenges with new uses established in  
672 there. They could be office uses that have a bit more parking requirements so they've  
673 had to spread out and look at shared parking on adjacent properties that don't meet the  
674 code requirements right now for shared parking, or they're new uses that just have  
675 larger parking demands. Strangeways is always the one that I point to because it's a  
676 new use that's really introduced itself there. We were able to figure out a way to make  
677 the parking work for that project, but we want to be able to expand that and see what  
678 other opportunities are out there.

679  
680 So, it expands the shared parking that's available within Westwood. And it also offers  
681 another option, which you've seen in your UMU approvals that have come through,  
682 which is approve a parking plan. In this instance, it's something where a developer  
683 could submit a parking study that's approved by a licensed engineer. In this case, it  
684 would be approved just by the Director of Planning. They could also approve it as part

685 of the provisional use permit that comes to the Board of Supervisors. But because there  
686 is so much zoned property in there, we thought it was also worthwhile to have a process  
687 outside of the legislative process to approve those parking studies. We'd obviously work  
688 closely with our Public Works department in reviewing those such as we have for the  
689 UMU projects. But that allows another kind of tool to make sure that the parking is the  
690 right size for the uses that are coming in.

691  
692 So those are the major components of the Zoning Ordinance amendment that we're  
693 proposing to bring before you in November. That kind of hits on next steps, which we  
694 have obviously provided that to you this morning. I have had some discussion with Mrs.  
695 Kotula prior. There aren't major changes, but we're certainly happy to have additional  
696 discussions about elements of the plan that you think might need additional scrutiny or  
697 other things that you would like us to consider as we're moving towards November 8th.  
698 But we would revise the Comprehensive Plan amendment and then the Zoning  
699 Ordinance with any comments we hear this morning or in the intervening time.

700  
701 We have advertised public hearings for November 8th. As part of that, I will note too that  
702 we are notifying all the property owners within the Overlay District, all of the adjacent  
703 property owners in the City of Richmond, the City of Richmond itself, adjacent property  
704 owners in the county, including the entire Brittons Hill neighborhood because they're  
705 pretty integral to where this study is. Those areas are excluded from the study itself, but  
706 we certainly want them to be notified and be aware of what's going on around them. So,  
707 our notices will include them as well.

708  
709 With that I'd be happy to answer any questions you might have. But otherwise we will  
710 anticipate being back in front of you on November 8th. And then following on to the  
711 Board of Supervisors with work sessions and public hearings after the Planning  
712 Commission takes action.

713  
714 Mrs. Marshall - This would be on November 8<sup>th</sup>?

715  
716 Mr. Emerson - Yes, Madam Chair, that would be the idea especially on this  
717 one. We do have an economic development project that is dependent upon some of  
718 these changes. Ben, if you'd pull up the map and point out where the Kinsale office  
719 building is proposed. It's essentially in the area of U-Turn and the Ukrop's operation, if  
720 you're familiar with the area.

721  
722 Mr. Sehl - This is Ukrop's and this is the Anthem office building right  
723 there.

724  
725 Mr. Emerson - And Anthem. That does currently consist of a six-story  
726 parking deck with—four-story parking deck with 600 spaces or 300 spaces. I'm trying to  
727 recall off the top of my head.

728  
729 Mr. Sehl - That sounds correct.

730



731 Mr. Emerson - A five-story office building with 150,000 square feet. They  
732 would like to break ground by April. So, in order to keep on that schedule for that  
733 project, we need to move this forward.

734  
735 Mrs. O'Bannon - Are there any residences in this area? I know there are  
736 some. If you look at the top, there are three or four streets in there, and I know those  
737 are. But are there any residences within the study area?

738  
739 Mr. Sehl - Mrs. O'Bannon, there is no residentially zoned property  
740 within the study area itself. You're very correct. Brittons Hill is here. And then as we  
741 were discussing just a little bit earlier, Libbie Mill is obviously right across Staples Mill.  
742 So, on the boundaries of it you have some residential property, which is all being  
743 notified as part of our process as well. But there is no residential property within the  
744 study area.

745  
746 Mrs. O'Bannon - So you're basing the need for water and sewer on a  
747 possibility of residential?

748  
749 Mr. Sehl - That certainly increases the service demands for water and  
750 sewer, should residential uses be added. In our discussions with the Department of  
751 Public Utilities, obviously they'll have both the provisional use permit process should  
752 residences be added. So that gives them a chance to evaluate that early in the land use  
753 decision-making process. And then obviously they'll go through the plan of development  
754 process. But there are some capacity concerns in there, and so those will have to be  
755 addressed somewhat incrementally. We're kind of opening up the area without a firm  
756 density, location, those types of things. So, it's kind of going to be on a case-by-case  
757 basis. And sewer, as you know, is kind of first come, first serve when it comes to that.

758  
759 Mrs. O'Bannon - But then that would be the responsibility of the Department  
760 of Public Utilities mostly, or all...?

761  
762 Mr. Sehl - The general pattern is that those downstream improvements  
763 are the responsibility of the property owner developing the property not the County. The  
764 only real regional facility through here is there's a pump station down by Acca Yard  
765 where Topgolf is going in. And then there's a trunk sewer that runs through this area.

766  
767 Mrs. O'Bannon - The County has put in water and sewer down main roads in  
768 the past, particularly in eastern Henrico.

769  
770 Mr. Sehl - That's certainly something that we—in the process and part  
771 of the revisions we talked about with different funding methods. That would be  
772 something that the Board would obviously have to be involved with and the Department  
773 of Public Utilities would have to propose as part of their CIP planning. But at this time,  
774 it's anticipated that the developers will be responsible for those.

775



776 Mr. Emerson - Mrs. O'Bannon, this isn't unlike any other redevelopment  
777 area. But based upon investment of new entities coming into the area, sometimes the  
778 County finds creative ways to assist in making some of these improvements. So, I think  
779 it's going to be a case-by-case basis to a great extent, based on the needs and the size  
780 of any improvement that may be necessary.

781  
782 Mrs. O'Bannon - And I agree. As I mentioned, in eastern Henrico the impetus  
783 for putting in the water and sewer was a new school. There was a school that was  
784 needed, and we had to get the water and sewer to the school. The secondary plus was  
785 that it allowed a big trunk line, one big line, and the developers went off that. It supplied  
786 developers off that.

787  
788 Mr. Sehl - Certainly. In this instance, the base infrastructure is in place.  
789 It's just that pipes might need to be enlarged, additional service added.

790  
791 Mrs. O'Bannon - The connection to Scott's Addition, you mentioned that it's  
792 very difficult. Westwood Avenue is pretty well traveled. And so, interconnecting there  
793 would be, I think, pretty difficult. Is there anything suggested?

794  
795 Mr. Sehl - We're not recommending additional connections towards the  
796 city with this study. Westwood Avenue is there. I think the connection is really made by  
797 Broad Street and by the additional mass transit options that are being provided along  
798 Broad Street with the BRT line. But you're correct. The way that Westwood goes  
799 through there and then starts to begin grade separating after it goes underneath 195  
800 limits the ability. And then the railroad line and 195 obviously are pretty big barriers for  
801 its directly connecting to Scott's Addition in a manner other than Broad Street itself.

802  
803 Mr. Emerson - And Mrs. O'Bannon, I think the primary reason we  
804 mentioned Scott's Addition is that because of its adjacency and the fact that that area is  
805 becoming more built. That's what's created more interest in this area. They're very  
806 similar other than this area is larger and does have a different road network, certainly.  
807 But as far as mass transit, distance to the central business district, the development  
808 community finds them very similar. And again, it's going to have to be organic growth  
809 that's going to be obviously not—I wouldn't think it would be rapid. But I do think this will  
810 continue to be a major job center and commerce area for the County as it transitions.  
811 So, it's a very great opportunity for the County. Of course, you already have Libbie Mill  
812 directly across Staples Mill Road and the activity at Willow Lawn along with the mass  
813 transit, Anthem. You have PPD in this area, Ukrop's Home Style Foods, Triangle Rock  
814 Rock Club, Strangeways. And there is a variety of smaller offices and distribution  
815 facilities throughout this area. These additions just enhance the area and crease a more  
816 diverse mixture of uses within the area that should continue its livelihood.

817  
818 Mrs. O'Bannon - Thank you.

819  
820 Mrs. Marshall - Do we think that we're going to see some residential go into  
821 this area, in your opinion, as far as like condos?

822  
823 Mr. Sehl - I believe that that is a very real potential for this area. It's  
824 certainly what's happened with Scott's Addition. You saw some redevelopment like we  
825 have with kind of adding some of the new entertainment and business uses that you  
826 didn't see before. That's what kind of started in Scott's Addition, and then they started  
827 adding the residential. So, I could see this following a similar trajectory, yes ma'am.

828  
829 Mrs. Marshall - Thank you.

830  
831 Mrs. O'Bannon - Scott's Addition had single-family houses in it to begin with.  
832 And there were more formerly. They got taken down, and they put the industrial uses or  
833 the business uses. But there were always some houses in there.

834  
835 Mr. Sehl - And thank you for clarifying that, Mrs. O'Bannon. I was  
836 speaking more towards the recent redevelopment. Those were always some of my  
837 favorite row houses, I think, down in that area. In Scott's Addition they were pretty cool  
838 to be in that close proximity to the Boulevard and everything like that.

839  
840 We don't have that in the Westwood area, that kind of older—that level of development.  
841 But certainly, there were residences in Scott's Addition. The recent transition has  
842 certainly added—you've seen the addition of multi-family housing and stuff in recent  
843 years in the city.

844  
845 Mrs. Kotula - Mr. Sehl, so with this potential addition of residential and the  
846 mass transit connections and all the pedestrian connectivity that we're talking about with  
847 this plan, what's envisioned for street lighting along with those types of improvements?

848  
849 Mr. Sehl - The study doesn't speak specifically to street lighting other  
850 than noting that a sanitary district is a potential funding method for those types of  
851 improvements. I think street lighting is certainly an important component of  
852 redevelopment in this area, especially in those areas like we talked about where we're  
853 trying to facilitate pedestrian connections to the transit facilities. It's not something that's  
854 specifically mentioned in the plan; that's certainly something that we could take an  
855 additional and deeper look at. Right now, we have objectives talking about enhancing  
856 pedestrian access. We could certainly look at adding an objective regarding street  
857 lighting.

858  
859 Those objectives are what we use when somebody submits a provisional use permit to  
860 review an application against. So those could help provide guidance as we're moving  
861 through that process as well.

862  
863 Mrs. Kotula - I think that would be a wise consideration.

864  
865 Mr. Archer - Mr. Sehl, looking at the development challenges that are  
866 listed here, funding for public improvements is one of the challenges. You just



867 mentioned a sanitary district. Is there a mechanism or have there been instances in  
868 which sanitary districts have been taken over by the County?

869  
870 Mr. Sehl - Mr. Emerson might be able to speak to that better than me. I  
871 am not aware of any; Mrs. O'Bannon might know them better than I do as well. I'm not  
872 aware of any.

873  
874 Mr. Emerson - I'm not aware that we have taken over any sanitary districts,  
875 Mr. Archer. Certainly sanitary districts become, I'm sure you're aware, an additional levy  
876 on the tax base within a defined area. So that's something should the County — enough  
877 revenue be generated from that area, for some reason they decided to retire the levy, I  
878 think they could within that area. That's probably within the ability of the legislation when  
879 you set one of these up.

880  
881 Mr. Archer - But we don't know of any instances where it has been done?

882  
883 Mr. Emerson - No sir, I don't know of any, at least not in Henrico.

884  
885 Mr. Archer - I don't either. Right.

886  
887 Mr. Emerson - We haven't had that many sanitary districts. There are a few  
888 out there that pay for street lights and various different things in different areas. But it's  
889 becoming a more and more utilized tool, especially in redevelopment areas, to try to  
890 spur along development, and the addition of streetlights, sidewalks, stormwater  
891 improvements certainly bring about those types of districts to improve the base value of  
892 the land. Normally, you'd gain support for those from the property owners within the  
893 area before you implement something like that. If they are residents, they require a vote.  
894 In this case, there is currently no residential within this area. So it would have to be a  
895 little bit different approach, if it were considered. It's just an option.

896  
897 Mr. Archer - Okay. I can't think of any that I've seen created since I've  
898 been around here. I think that maybe there was a request for one.

899  
900 Mr. Emerson - There is, yes sir.

901  
902 Mr. Archer - Near the fairgrounds.

903  
904 Mrs. O'Bannon - There are two right now, two requests.

905  
906 Mr. Emerson - That's correct.

907  
908 Mrs. O'Bannon - There's one in Tuckahoe and there is one—I think you're  
909 right—near the fairgrounds.

910  
911 Mr. Emerson - Montezuma, I believe.

912

913 Mrs. O'Bannon - The one that I'm thinking of in Tuckahoe is—oh shucks.  
914 Well, I've had a couple meetings. I apologize I can't think of it right now.  
915

916 Mr. Emerson - I believe the Board received a presentation on the possibility  
917 of one in Montezuma Village. Is that correct?  
918

919 Mr. Archer - Montezuma Gardens.  
920

921 Mr. Emerson - Gardens?  
922

923 Mr. Archer - I'm not aware of it. I seem to remember between '96 and  
924 2000 they were considering a request over around Providence Park Church, which is  
925 near the raceway. But I don't think it ever came to fruition.  
926

927 Mr. Emerson - Yes sir. I'm not sure. There was a presentation recently, and  
928 I don't have the information in front of me. But it's my understanding the Board may be  
929 considering a sanitary district in the Fairfield area for, I believe, lighting.  
930

931 Mrs. O'Bannon - The one in Tuckahoe is Farmington. I'm sorry.  
932

933 Mr. Emerson - Farmington.  
934

935 Mrs. O'Bannon - And it was for lighting. I have just one question. In the '20s  
936 and the '30s there was an airfield in this area. I think it was slightly to the east of this.  
937

938 Mr. Sehl - That's not something that's been specific to our research,  
939 Mrs. O'Bannon. We've been focused more on kind of how the rail line shaped this area.  
940

941 Mrs. O'Bannon - Well they were going for multi-modal in the '20s and '30s.  
942

943 Mr. Sehl - But no, that's not something I'm specifically aware of.  
944

945 Mr. Emerson - That's news to me.  
946

947 Mr. Archer - I think there was an airfield somewhere in the vicinity of the  
948 Westwood Racquet Club.  
949

950 Mrs. O'Bannon - It was that far west? Really?  
951

952 Mr. Archer - I think so.  
953

954 Mrs. O'Bannon - I know it was near Acca Yard. I've seen a lot of the  
955 photographs looking at the history of aviation for the area and the number of airports  
956 they had. When you say Westwood Racquet Club—  
957

958 Mr. Archer - Yes. That's near the Willow Lawn area.



959

960 Mrs. O'Bannon - It was off Westwood Avenue, but that's slightly to the east of  
961 this area.

962

963 Mr. Archer - Oh, okay.

964

965 Mrs. O'Bannon - Westwood Avenue is, where the former—it was generally in  
966 this area. I was just curious.

967

968 Mr. Sehl - Again, we've been I think a little bit focused more in the '50s  
969 when this area was starting with the rail line and with Acca Yard.

970

971 Mr. Baka - I do have one follow-up question on provisional uses for  
972 multi-family uses. When you look at making recommendations for possible densities or  
973 range of densities, what comparisons or what other areas in metro Richmond might you  
974 look to? And I guess part of my question is when you look at multi-family densities, you  
975 might have 10, 12, 14, 20 units an acre for traditional garden style apartments. And then  
976 recently a case of up to 75 dwellings per acre, and the developer proposed 74-1/2. At  
977 the meeting there was a lot of consternation among some of the Planning Commission  
978 members of is that type of standard too much development at one point. So how do you  
979 look at a range of possible densities going forward for what fits in the Brookland District,  
980 what fits here at Westwood? What type of comparisons might you use?

981

982 Mr. Sehl - I do believe that it would be more in line with the higher  
983 densities that you have seen in the recent UMU requests. I think that this is an area that  
984 is well served by public transit, by other modes of transportation with the interstates in  
985 close proximity. It's an area where the goals for the County have been to highlight  
986 redevelopment opportunities and take advantage of existing infrastructure. So, I think  
987 that from a staff perspective we would see directing that density towards areas like this  
988 that are redeveloping, versus trying to spread that density out in undeveloped areas,  
989 would be beneficial. So, I do think the densities might be a little bit in that range versus  
990 the garden-style apartments. I certainly think given the land costs in this area and the  
991 development challenges when you're redeveloping a property likely having to take down  
992 existing buildings, likely having to take up existing parking lots, potentially increase the  
993 size of sewer lines that are in the ground, and do off-site extensions. Those  
994 development costs are likely going to drive the density needs a little bit higher, similar to  
995 Innsbrook. So, I would envision the density going high, but that's obviously going to be  
996 consideration as we move through any provisional use permit application. And we'd  
997 have to consult with other County agencies from Public Utilities to schools to traffic folks  
998 to see exactly what can be accommodated there. But I think that's going to be on a  
999 case-by-case basis as well.

1000

1001 Mr. Emerson - Also, in order to support the cost of construction of  
1002 structured parking, you're going to have to consider higher densities.

1003

1004 Mr. Baka - Thank you.

1005  
1006 Mrs. Marshall - Do we have any more questions for Mr. Sehl? Thank you.  
1007  
1008 Mr. Sehl - Thank you very much.  
1009  
1010 Mr. Emerson - All right, Madam Chair, next on our agenda this morning is  
1011 another discussion item. It is an item you scheduled a public hearing for on November  
1012 8th as well. That's the Glen Allen study. Mr. Seth Humphreys will be discussing that with  
1013 you this morning.  
1014  
1015 **DISCUSSION ITEM: Glen Allen Small Area Study - Comprehensive Plan**  
1016 **Amendment**  
1017  
1018 Mr. Humphreys - Good morning, Madam Chair and Commissioners.  
1019  
1020 Mrs. Marshall - Good morning.  
1021  
1022 Mr. Humphreys - The purpose of this presentation is to update you on the  
1023 changes that have been made since the last time this was presented to you. A copy of  
1024 the study has been given to you this morning, included in the binder. The first sheet is  
1025 noting the significant changes made to the document. All of these changes have been  
1026 underlined in the document also for your ease of reference.  
1027  
1028 Before we get to those changes, I wanted to give you a brief recap of the study just  
1029 because we haven't talked about it for a while. The study began in 2016 and was  
1030 prompted by a general concern by the citizens for preserving the area's existing  
1031 character. The original objective of the study was to prepare recommendations that  
1032 ensured continued high-quality development consistent with the existing village  
1033 character of the study area. The boundaries were based on several factors including  
1034 concentration of older structures, civic uses, historic character, plus natural and property  
1035 boundaries. The existing zoning and land use patterns along with future land use  
1036 recommendations were also considered.  
1037  
1038 The study area here shown in yellow comprises properties within and surrounding what  
1039 we consider to be the core of the Glen Allen Village, if you will. It's located both in the  
1040 Fairfield and the Brookland Districts as represented by the red line.  
1041  
1042 As you can see, the study's developed a bit of history. We have had several work  
1043 sessions with you and held a community meeting at the Cultural Arts Center back in  
1044 August 2017. Public input was obtained through that open house, and respondents  
1045 were able to fill out a survey on our website for the project. Where possible, all that input  
1046 was incorporated into the study document. The last bullet there is where we are  
1047 currently with the schedule. This afternoon, the revised plan that we've handed out to  
1048 you will be placed on the project website for public comment. And we will send out a  
1049 blast email to our email list notifying those people that have been interested that it will



1050 now be available. We are also sending out notifications for your upcoming public  
1051 hearing on this tomorrow.

1052  
1053 During the time period between the cancelled public hearing in February and today,  
1054 staff has been busy doing research and making changes based on the direction of the  
1055 Brookland supervisor and the Planning Commissioner.

1056  
1057 Looking at the structure, we can see where some of those changes are. That direction  
1058 led to a more proactive versus reactive approach to future development. We began with  
1059 the question, what could we do to encourage the type of development and vision for this  
1060 area? The answers to that question formed the changes we made to several portions of  
1061 the study. Since we already had a good amount of background information, there were  
1062 very minor changes to the majority of that. We did add a good portion of a paragraph  
1063 regarding the high-speed rail study that had come out since the last time we talked to  
1064 you guys. Essentially, that is not going to affect this area. They would propose to add a  
1065 third rail to the west of the two existing rails and keep it as an at-grade crossing. So that  
1066 would not significantly change the structure of the roadway.

1067  
1068 A new section was added to the conclusions regarding pedestrian and bicycle facilities.  
1069 Also, with the new proactive approach in mind, the special focus area section was  
1070 revised with expanded goals and objectives. And lastly, the recommendations for the  
1071 Overlay District were also revised based on providing more flexibility for existing uses  
1072 and expanding the possible uses in some areas.

1073  
1074 Out of all the topics we examined, those with the most impact fell into the categories  
1075 shown here, and I'll briefly go over those.

1076  
1077 Given that the Cultural Arts Center is such an activity generator in the area, we gave its  
1078 master plan a fresh examination. After looking at this, we noted a few items. There are  
1079 opportunities for expansion of the nature walks and potential for a wetland overlook with  
1080 the purchase of the neighboring properties, which was done prior to this plan but after  
1081 the Comprehensive Plan. We saw the chance for expanded activities including a  
1082 permanent market structure. And that has become a possibility. Wildflower community  
1083 gardens are also encouraged to be added to the offerings on the property. Additionally,  
1084 since the time that we talked to you last, the Cultural Arts Center is in the process of  
1085 taking over operation of Walkerton Tavern. It made sense for the County, and that's  
1086 been moving forward. So, this would really act as one property moving forward.

1087  
1088 Then looking at the edges of the property, possible connections to a greater pedestrian  
1089 network were examined for the opportunity to connect the rest of the surrounding  
1090 residential uses and community to this property and to the activity center that it  
1091 presents.

1092  
1093 To examine the greater pedestrian and bike network, an inventory of the existing  
1094 facilities was added to the study. In addition to the existing facilities, primary and  
1095 secondary priorities were identified. The primary would be in the blue and the secondary

1096 would be in the green. Basically, just trying to hit all the major roadways and then  
1097 eventually hit all of the roadways with facilities of some sort; depending on the roadway,  
1098 it would be dependent upon what we would recommend.

1099  
1100 Also, we did an analysis of the activity centers in the area. You can see in addition to  
1101 the Cultural Arts Center, which is #11, we had the Meadow Farm and Crump Park at #5,  
1102 RF&P Park at #6, the new Glover Park up at #9. And we have the US bike Route 1 and  
1103 the East Coast Greenway that bisects the study area along Old Washington Highway  
1104 and Purcell Road. So, there are a lot of activity centers in the area, and how we connect  
1105 those will be key as we move forward. There are opportunities for expanded facilities in  
1106 some of the existing right-of-way. And these facilities can benefit not only the study area  
1107 but the County as a whole.

1108  
1109 To translate all of this into the document, the revised and expanded goals and  
1110 opportunities address the predominance of internal sidewalks, uncompleted  
1111 connections, the railroad crossing, and potential materials.

1112  
1113 The revisions also promote the addition of lighting with possible branding that could help  
1114 tie the entire site together and kind of unify it. These can be expanded along with  
1115 pedestrian bike facilities as those get done.

1116  
1117 Much as Ben talked about, we also looked at funding opportunities and how we would  
1118 go about doing some of these things. One thing that may be available here that was  
1119 unavailable for Ben is a tourism zone. That's similar to traditional Enterprise Zones  
1120 where businesses and property owners are eligible for state and local incentives and tax  
1121 breaks. And we also looked at the sanitary districts, which you guys just had a  
1122 discussion on. And then of course the more traditional CIP and state and federal  
1123 funding. But identified projects here would have to get in line behind all the other  
1124 projects that have already been identified.

1125  
1126 So, the entire recommendation section for the Overlay District was revised with the idea  
1127 of preserving the existing character but expanding the flexibility for existing uses at the  
1128 same time. An example of this is how various uses could be addressed within the  
1129 Overlay District. While some of the uses that are not consistent with the existing  
1130 character would be prohibited, as seen here, such as drive-up windows, adult  
1131 businesses, outside speakers, attention-getting devices, that sort of thing, other uses  
1132 would be allowed as long as they're able to fit into the existing character. That would be  
1133 permitted with provisional use permits.

1134  
1135 And then to provide even more flexibility and encourage the redevelopment of some of  
1136 the sites, new uses such as residential on industrially or commercially zoned land are a  
1137 possibility and something that we're looking at.

1138  
1139 The next thing you guys have on your agenda is the Planning Commission public  
1140 hearing. At that public hearing, we will be bringing forward not only this study for  
1141 approval but a Comprehensive Plan amendment to add this area as a special focus



1142 area to the Comprehensive Plan. That would accompany the goals and objectives. But  
1143 also, there are a few minor changes that we had discussed previously for the future land  
1144 use recommendations. Moving the new properties for the Cultural Arts Center from  
1145 Suburban Residential 1 to Government; the post office that was missed when the  
1146 Comprehensive Plan was done, moving that from Suburban Residential 1 to  
1147 Government; and a rezoning that had been done since the Comprehensive Plan was  
1148 approved, we wanted to move that from Suburban Residential 1 to Commercial  
1149 Concentration.

1150  
1151 That concludes my presentation. I'd be happy to take any questions you guys might  
1152 have on this. I know it's been a while since you've seen it.

1153  
1154 Mrs. Marshall - As far as the sidewalks go, is the County solely responsible  
1155 for funding the sidewalks to make it more pedestrian friendly?

1156  
1157 Mr. Humphreys - No, not solely. Some of that can come as properties are  
1158 redeveloped or developed. We didn't want it to be hodgepodge and kind of make it  
1159 more uniform throughout the area. Certainly, some of that funding for that could fall to  
1160 the property owners as they do that. But we would want them to do it in line with the  
1161 overall plan.

1162  
1163 Mrs. O'Bannon - I see you have the asphalt paths in here as part of it.  
1164 Recently at Glen Allen Day, I was supposed to be in the parade and supposed to be up  
1165 at the gas station. Instead I had parked at the entrance to Crump Park or the park there.  
1166 Very kindly, Bob Witte picked me up in his golf cart. We went a back way, and it  
1167 zigzagged through Crump and through RF&P. And we zigzagged, and he got me to the  
1168 gas station through back asphalt paths. I was surprised that it connected up the  
1169 neighborhoods back there.

1170  
1171 Mr. Humphreys - There are a few back there. They're outside of the study  
1172 area currently. What is it, the Glen Allen Recreation Center or something like that?

1173  
1174 Mr. Emerson - There's an association housed there. And the neighborhood  
1175 has a connecting path. From Crump Mill, if you go back up through the adjacent  
1176 neighborhood, there's a connecting path over to the Glen Allen Youth League, their  
1177 community center building. And then you can get from there through RF&P Park. And  
1178 then there's another connection that you can make. In my mind, I know exactly how he  
1179 got you through there, so I know what you're talking about.

1180  
1181 Mrs. O'Bannon - It seems there's some interconnectivity, but it isn't at the  
1182 edge of the road.

1183  
1184 Mr. Emerson - Correct.

1185  
1186 Mrs. O'Bannon - That was what I was getting at. They themselves have—or  
1187 one way or the other they've gotten the interconnectivity. I think that is part of the

1188 question. Does it have to be at the edge of the road? These are all on County  
1189 properties, though, pretty much.

1190  
1191 Mr. Humphreys - I don't think it has to be. That's why with this plan where  
1192 we're talking about connecting the activity centers we didn't put defined locations for  
1193 those things. We just drew kind of desired connections between them. For instance, up  
1194 in this area there's a possibility of coming out of the back of RF&P Park over to Old  
1195 Washington Highway through some property in that manner. If you're trying to connect  
1196 RF&P back to the Cultural Arts Center or over to the new Glover Park, there's also  
1197 some right-of-way for power lines and that type of thing. So, it doesn't have to be  
1198 roadways. But we're looking at connecting, in some fashion, connecting those activity  
1199 centers and creating a network of amenities and cultural amenities in this area.

1200  
1201 Mrs. O'Bannon - The other question that I know was one of the reasons for  
1202 the study had to do with defining styles. You have the Colonial architectural style well  
1203 covered with Walkerton Tavern. I think that's a good example. The Bowles Lane House,  
1204 though, is a mixture of architectural styles. So, I was wondering. We talk about Victorian  
1205 and we talk about Queen Anne, and they're two different styles. But I have to tell you,  
1206 this is a combination of both Queen Anne and Victorian. So, does there need to be  
1207 another example or a list of characteristics? That was something that has come up.

1208  
1209 Mr. Humphreys - We can certainly examine that.

1210  
1211 Mrs. O'Bannon - I don't know if it's necessary unless you show a picture of a  
1212 house that's Victorian and a picture of a house that's Queen Anne.

1213  
1214 Mr. Humphreys - We can certainly look at that.

1215  
1216 Mrs. O'Bannon - I know that that was one of the reasons for this small area  
1217 study.

1218  
1219 I think it's interesting. I'm looking at that house, and I can see the Queen Anne in it, but I  
1220 can also see the Victorian.

1221  
1222 Mr. Humphreys - Correct.

1223  
1224 Mrs. O'Bannon - So. And I'm not an architectural specialist; I just know it  
1225 when I see it. I'll say it that way.

1226  
1227 Mrs. Kotula - Mr. Humphreys, I don't know how many people in this room  
1228 know, but I actually had to apply for the Planning Commission seat through the former  
1229 supervisor. And part of that application process was developing comments on this small  
1230 area study, many of which have been incorporated into it today. And I'm very pleased to  
1231 see those types of amendments moving forward.

1232



1233 But I did have a question about the tourism zones and whether the County has used  
1234 those previously and how that process works.

1235  
1236 Mr. Humphreys - We have not used a tourism zone previously, but we do  
1237 have the Enterprise Zone that we utilize quite extensively. And they operate in a very  
1238 similar fashion. It's not something that needs to get voted on by the residents, as in the  
1239 case of the sanitary districts. It doesn't do an additional levy. But it provides some other  
1240 mechanisms, some other funding mechanisms from the state, including tax breaks and  
1241 other incentives that they have. We can also put incentives on some of the properties as  
1242 we have done in the Enterprise Zone. That is not so much as a mechanism for  
1243 widespread funding in this area for public infrastructure necessarily. But when tasked  
1244 with looking at what we could do to be proactive in terms of encouraging the  
1245 development that the study envisions for this area and not just sitting back and  
1246 reviewing proposals that come in, but what we could do to encourage that to happen, I  
1247 think the Tourism Zone is definitely a mechanism that could do that.

1248  
1249 Mr. Baka - What state agency administers Tourism Zone grants? The  
1250 DFCD?

1251  
1252 Mr. Humphreys - I'd have to look that up.

1253  
1254 Mr. Baka - I was just curious. Thanks.

1255  
1256 Mrs. O'Bannon - That was a good question. When we talked about the style  
1257 of architecture, one of the things that comes to mind is at the entrance to Innsbrook  
1258 there is the Silver Diner. That's not Colonial, and it's not Victorian, and it's not Queen  
1259 Anne. But near the railroad tracks, something like that might be kind of interesting. It  
1260 would be a character thing. It would fit maybe in that area. That's all I'm saying. I don't  
1261 want to limit too much— when you make suggestions, you don't want to make too much  
1262 of a limit on what could be there. It would look kind of rail-roady. It's supposed to look  
1263 like a railroad car I think. That type of thing. In other words, what they're getting at is  
1264 *village*. I think they want it close in, character-wise, small. Not tall and huge but a  
1265 smaller village.

1266  
1267 Mr. Humphreys - In the draft Overlay Ordinance, that we're not going to be  
1268 bringing forward at the public hearing, but that we had done before and distributed to  
1269 you before, we talk a lot about the placement of buildings and what goes around them. I  
1270 think, as you alluded to, that's almost more key than necessarily what exactly it looks  
1271 like. But bringing it closer to the road we were limiting the amount of parking in front of  
1272 buildings so that they weren't set back too far. Limiting the number of stories. Limiting  
1273 the size of tenant spaces to 5,000 square feet so that the buildings didn't get too  
1274 massive and overshadow the rest of the structures out there. That type of thing. We did  
1275 have a lot of that kind of village feel in mind. And instead of concrete paths, that's one  
1276 reason for looking at the asphalt paths is to look at that aspect of things.

1277  
1278 Mrs. Marshall - Any more questions for Mr. Humphreys? Thank you.  
1279

1280 Mr. Emerson - Madam Chair, the next item on your agenda this morning is  
1281 the consideration of the approval of the minutes from your September 26th meeting.  
1282

1283 APPROVAL OF MINUTES: September 26, 2018 Minutes  
1284

1285 Mrs. O'Bannon - I have a question. On line 1145 of the minutes, this may be  
1286 what the person said – the gentleman talking, Mr. Hogan, said, "I've heard the  
1287 Commission also talk about they can't comment on the *appreciation* of home property  
1288 value." He may have said "depreciation," but the "sic" means that there's an error. So,  
1289 unless you've heard it properly — or not properly... It's not misspelled because  
1290 *appreciation* is increase in value, of course, and depreciation is a reduction in value.  
1291 Just curious why that "sic."  
1292

1293 Mr. Emerson - I'm not sure. I'm honestly not sure.  
1294

1295 Mrs. O'Bannon - He could have said appreciation, which would have been  
1296 appropriate, or depreciation. I haven't heard the audio and don't recall.  
1297

1298 Mr. Emerson - We'll go back and take a look at it.  
1299

1300 Mrs. O'Bannon - That's all. I'm just curious.  
1301

1302 Mr. Emerson - Ms. News, do you have any idea on that?  
1303

1304 Ms. News - I think it was just a case of thinking that he used a word that  
1305 wasn't what he meant — we'll go back and listen to see exactly what he said on that  
1306 one.  
1307

1308 Mrs. O'Bannon - But he could have said "appreciation."  
1309

1310 Ms. News - He could have.  
1311

1312 Mrs. O'Bannon - It's not the wrong word.  
1313

1314 Ms. News - We'll double check the tape.  
1315

1316 Mrs. O'Bannon - Or he may have said "depreciation," and not said it clearly.  
1317 That's all.  
1318

1319 Mr. Emerson - I think his intent's there in the statement, though, which is  
1320 the impact to the value on his property and the Commission can't take that into  
1321 consideration.  
1322

1323 Mrs. O'Bannon - Either one is probably appropriate and really isn't "sic."  
1324 Okay.  
1325

1326 Mr. Baka - I move approval of the minutes as presented.  
1327

1328 Mr. Mackey - Second.  
1329



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Mrs. Marshall - We have a motion by Mr. Baka and second by Mr. Mackey to approve the minutes. All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

The Planning Commission approved the September 26, 2018 minutes as submitted.

Mrs. Marshall - Do we have any more new business this morning?

Mr. Emerson - Yes, Madam Chair. I just have one item I want to note to the Commission. I've been in discussions with the County Manager. You probably aren't aware of this. Mrs. O'Bannon probably is. There is under consideration right now, and a date's been chosen, for a retreat for the Board of Supervisors. The date currently is January 11th at 8 a.m. That would be January 11, 2019. The Manager has requested that I ask all of you to hold that time on your schedules because he will be sending you an invitation to attend that retreat along with the Board. The rain date or the inclement weather date for that event would be January 12, 2019. Now the eleventh is a Friday, the twelfth is a Saturday. The song remains the same, it's 8 a.m. on either day. And it is at the Cultural Arts Center. So, if all of you would just note that on your calendars. And as that gets a little more firm, you will be receiving some information from the County Manager regarding that retreat.

The Planning Department has a big section of the information for that day. It is a one-day event. I believe the time is roughly at this point from 9 to 4, 9 to 5. The request is that we all be there by eight o'clock to get in and get settled so everything can begin promptly at nine o'clock. But those are the general discussions at that time. And again, staff is working on firming up that schedule. And as we get more details, I certainly will pass them along to you, as well as you'll receive some communication from the County manager.

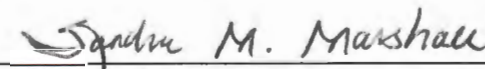
With that said, I have nothing further this morning, Madam Chair, for the Commission.

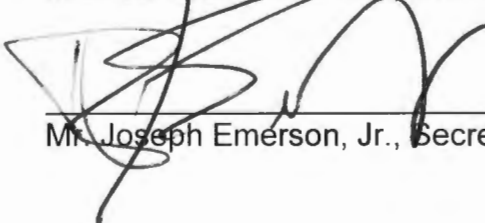
Mrs. Marshall - All right. Is there any more business to conduct? If not, a motion to adjourn would be in order.

Mrs. Kotula - So moved.

Mr. Archer - Second.

Mrs. Marshall - We have a motion by Mrs. Kotula, seconded by Mr. Archer. This meeting is adjourned.

  
\_\_\_\_\_  
Mrs. Sandra M. Marshall, Chairperson

  
\_\_\_\_\_  
Mr. Joseph Emerson, Jr., Secretary

**A. Standard Conditions for all POD's:**

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



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

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



## STANDARD CONDITIONS FOR LANDSCAPE/LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **October 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein. Four (4) sets of prints of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

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

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

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

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

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

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

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

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



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

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

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

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

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

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



## CONDITIONAL SUBDIVISION STANDARD CONDITIONS

### Conventional Single-Family Subdivisions Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water. **(Substitute condition 5A if well)**
- 5A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer. **(Substitute condition 6A if on-site sewage disposal/septic)**
- 6A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **October 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 23, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be

filed a minimum of two weeks prior to the expiration date.

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



## CONDITIONAL SUBDIVISION STANDARD CONDITIONS

### Conventional Single-Family Subdivisions Not Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage and erosion control plans have been approved by the Department of Planning, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of eleven (11) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **October 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **October 23, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
9. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

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



## CONDITIONAL SUBDIVISION STANDARD CONDITIONS

### Residential Townhouse for Sale (RTH) Subdivisions

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **October 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 23, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

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

## CONDITIONAL SUBDIVISION STANDARD CONDITIONS

### Zero Lot Line Subdivisions

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **October 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 23, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change may be implemented.



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

## CONDITIONAL SUBDIVISION STANDARD CONDITIONS

### Road Dedication with No Lots

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **October 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 23, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.