

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, September 27, 2017.
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Members Present: Mr. Eric S. Leabough, C.P.C., Chairperson (Varina)
Mr. Robert H. Witte, Jr., Vice-Chairperson (Brookland)
Mr. C. W. Archer, C.P.C. (Fairfield)
Mr. Gregory R. Baka (Tuckahoe)
Mrs. Sandra M. Marshall (Three Chopt)
Mr. R. Joseph Emerson, Jr., AICP, Director of Planning,
Secretary
Mr. Tyrone E. Nelson, Board of Supervisors' Representative

Others Present: Ms. Jean Moore, Assistant Director of Planning
Ms. Leslie A. News, PLA, Senior Principal Planner
Mr. Kevin D. Wilhite, C.P.C., AICP, County Planner
Mr. Michael F. Kennedy, County Planner
Ms. Christina L. Goggin, AICP, County Planner
Mr. Tony Greulich, C.P.C., County Planner
Mr. Matt Ward, County Planner
Mr. Gregory Garrison, AICP, County Planner
Mr. Lee Pambid, C.P.C., County Planner
Ms. Aimee B. Crady, AICP, County Planner
Ms. Kate B. McMillion, County Planner
Mr. Gary A. DuVal, P.E., Traffic Engineer
Mr. William Moffett, CPETD Planner, Division of Police
Mr. Henry Rosenbaum, Division of Fire
Ms. Melissa Ferrante, Office Assistant / Recording Secretary
Ms. Rosemary Deemer, AICP, County Planner

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6 **Mr. Tyrone E. Nelson, the Board of Supervisors' representative, abstains on all**
7 **cases unless otherwise noted.**

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9 Mr. Leabough - I call this meeting of the Henrico County Planning Commission
10 to order. This is our plans of development and subdivisions meeting for September 27,
11 2017. If you would, please mute or silence your cell phones. And as you do that, please
12 stand with the Commission for the Pledge of Allegiance.
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14 Do we have anyone in the audience with the news media? I don't see anyone. Oh, we
15 do. I'm sorry. Hello, how are you? Which outfit are you with, may I ask.
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17 Ms. Smith - Richmond Times-Dispatch.

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19 Mr. Leabough - And what's your name?
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21 Ms. Smith - Tammy Smith.

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Mr. Leabough - Thank you for being here, Ms. Smith. If there's no one else from the news media, I move on to recognizing everyone. We have a quorum and can conduct business. Mr. Nelson will be here. He's our Board of Supervisors' representative. He's running a couple of minutes late, so he should be here shortly.

With that, I'd like to turn the agenda over to our secretary, Mr. Joe Emerson.

Mr. Emerson - Thank you, Mr. Chairman. The first item on your agenda this morning are the requests for deferrals and withdrawals. Those will be presented by Ms. Leslie News.

Ms. News - Thank you, Mr. Secretary. Good morning, members of the Commission. We have three requests for deferrals on your agenda this morning. The first is found on page 12 of the agenda and is located in the Three Chopt District. This is POD2017-00308, which includes a lighting plan, for Innslake Place, Building 1. The applicant has requested a deferral to the October 12, 2017 meeting.

(Deferred from the August 10, 2017 Meeting)

PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2017-00308
Innslake Place – Building
1 – 4235 Innslake Drive

Koontz-Bryant for WAM Associates, LLC and CATO Development: Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a five-story apartment building with 100 units above a ground floor parking deck in an urban mixed-use development. The 4.08-acre site is located on the southeastern corner of the intersection of Innslake Drive and Dominion Boulevard, on parcel 747-761-9275. The zoning is UMUC, Urban Mixed Use District (Conditional). County water and sewer. **(Three Chopt)**

Mr. Leabough - Is there anyone present who is opposed to the deferral request of POD2017-00308, Innslake Place, Building 1 and the lighting plan for Innslake Place? I see no opposition, Mrs. Marshall.

Mrs. Marshall - Mr. Chairman, I move POD2017-00308, Innslake Place, Building 1, be deferred to the October 12, 2017, per the applicant's request.

Mr. Baka - Second.

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

56 At the request of the applicant, the Planning Commission deferred the plan of
57 development and lighting plan for POD2017-00308, Innslake Place, Building 1, to its
58 October 12, 2017 meeting.

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60 Ms. News - The next item is found on page 18 of your agenda and is also
61 located in the Three Chopt District. This is POD2017-00424, a landscape plan for
62 Holloway Townes at Wyndham Forest, Section 1. The applicant has requested a deferral
63 to the October 25, 2017 meeting.

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65 **LANDSCAPE PLAN**

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68 **POD2017-00424** **Youngblood, Tyler, and Associates, P.C. for HHHunt**
69 **Holloway, LLC:** Request for approval of a landscape plan,
70 as required by Chapter 24, Sections 24-106 and 24-106.2
71 of the Henrico County Code. The 7.52-acre site is located
72 approximately 850 feet east of the intersection at Nuckols
73 Road and Opaca Lane and approximately 1,000 feet west
74 of the western terminus of Holman Ridge Road, on part of
75 parcel 748-772-2307. The zoning is RTHC, Residential
76 Townhouse District (Conditional). County water and sewer.
77 **(Three Chopt)**

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68 Mr. Leabough - Is there anyone present who is opposed to the deferral
69 request for POD2017-00424, Holloway Townes at Wyndham Forest, Section 1? There is
70 no opposition, Mrs. Marshall.

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72 Mrs. Marshall - Mr. Chairman. I move POD2017-00424, Holloway Townes at
73 Wyndham Forest, Section 1, be deferred to the October 25, 2017 meeting, per the
74 applicant's request.

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76 Mr. Archer - Second.

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

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81 At the request of the applicant, the Planning Commission deferred the landscape plan for
82 POD2017-00424, Holloway Townes at Wyndham Forest, Section 1, to its October 25,
83 2017 meeting.

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85 Ms. News - The next item is found on page 31 of your agenda and is
86 located in the Brookland District. This is POD2017-00437, including a lighting plan, for
87 Triangle Rock Club. The applicant has requested a deferral to the October 25, 2017
88 meeting.

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92 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

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POD2017-00437
(POD-79-96 Revised)
Triangle Rock Club – 4700
Thalbro Street

Silvercore for Head Shot Holdings, LLC and Adventure Capitalists, Inc. (DBA Triangle Rock Club): Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story, 6,300-square foot addition to an existing building for use as an indoor rock climbing facility. The 2.06-acre site is located on the northwestern corner of the intersection of Thalbro Street and Maywill Street, on parcel 775-738-8636. The zoning is M-1, Light Industrial District. County water and sewer. **(Brookland)**

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95 Mr. Leabough - Is there anyone present who is opposed to the deferral
96 request for POD2017-00437, (POD-79-96 Revised), Triangle Rock Club? I see no
97 opposition, Mr. Witte.

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99 Mr. Witte - Mr. Chairman, I move POD2017-00437 (POD-79-96
100 Revised), Triangle Rock Club, be deferred to the October 25, 2017 meeting, at the request
101 of the applicant.

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103 Mr. Baka - Second.

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105 Mr. Leabough - We have a motion by Mr. Witte, a second by Mr. Baka. All in
106 favor say aye. Those opposed say no. There is no opposition; that motion passes.

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108 At the request of the applicant, the Planning Commission deferred POD2017-00437
109 (POD-79-96 Revised), Triangle Rock Club, to its October 25, 2017 meeting.

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

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113 Mr. Emerson - Mr. Chairman, notwithstanding any additions by the
114 Commission to the deferral list, the next item on your agenda will be the expedited items.
115 Those will also be presented by Ms. Leslie News.

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117 Ms. News - Sir, we have 15 items on our expedited agenda this morning,
118 including 9 transfers of approval, so I'll walk you through those. The first is found on page
119 3 of your agenda and is located in the Fairfield District. This is a transfer of approval for
120 POD-67-98, Windsor Business Park, Building #1. Staff recommends approval.

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TRANSFER OF APPROVAL

POD-67-98
POD2016-00539
Windsor Business Park
Building #1 – 8550
Magellan Parkway

Jacob A. Ginsberg, Esq., Shulman, Rogers, Gandal, Pordy & Ecker, P.A. for Windsor Business Park, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Mr. Robert B. Ball, Sr. et al and General Investment and Development Company to Magellan Investors, LLC. The 5.01-acre site is located on the eastern line of Magellan Parkway, approximately 500 feet north of its intersection at East Parham Road, on parcel 791-760-8378. The zoning is M-1C, Light Industrial District (Conditional). County water and sewer. **(Fairfield)**

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Mr. Leabough - Is there anyone present who is opposed to the transfer request for POD-67-98 (POD2016-00539), Windsor Business Park Building #1? There's no opposition, Mr. Archer.

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Mr. Archer - Thank you, Mr. Chairman. I move approval on the expedited agenda of the transfer of approval for POD-67-98 (POD2016-00539), Windsor Business Park Building #1, subject to staff's recommendation.

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Mrs. Marshall - Second.

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

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The Planning Commission approved the transfer of approval request for POD-67-98 (POD2016-00539), Windsor Business Park Building #1, from Mr. Robert B. Ball, Sr. et al and General Investment and Development Company to Magellan Investors, LLC, subject to the standard and added conditions previously approved.

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Ms. News - Next on page 4 of your agenda and located in the Fairfield District is a transfer of approval for POD-003-00 (portion of POD) for Windsor Business Park, Buildings 2 and 4.

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TRANSFER OF APPROVAL

POD-003-00 (pt)
POD2016-00548 and
POD2016-00549
Windsor Business Park
Buildings #2 & #4– 8570
and 8580 Magellan
Parkway

Jacob A. Ginsberg, Esq., Shulman, Rogers, Gandal, Pordy & Ecker, P.A. for Windsor Business Park, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Windsor Business Park, LLC to Magellan Investors, LLC. The 13.5-acre site is located on the eastern line of Magellan Parkway, approximately 1,325 feet north of its intersection at East Parham Road, on parcels 791-761-4109 and 791-761-3872. The zoning is M-1C, Light Industrial District (Conditional). County water and sewer. **(Fairfield)**

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155 Mr. Leabough - Is there anyone present who is opposed to the transfer
156 request for POD-003-00 (pt), (POD2016-00548 and POD2016-00549), Windsor Business
157 Park Buildings #2 & #4? I see no opposition, Mr. Archer.
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159 Mr. Archer - Okay. Then I move for approval of this transfer of approval
160 POD-003-00 (pt), (POD2016-00548 and POD2016-00549), Windsor Business Park,
161 Buildings #2 & #4.
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163 Mr. Witte - Second.
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165 Mr. Leabough - We have a motion by Mr. Archer, a second by Mr. Witte. All in
166 favor say aye. Those opposed say no. There is no opposition; that motion passes.
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168 The Planning Commission approved the transfer of approval request for POD-003-00 (pt),
169 (POD2016-00548 and POD2016-00549), Windsor Business Park Buildings #2 & #4, from
170 Windsor Business Park, LLC to Magellan Investors, LLC, subject to the standard and
171 added conditions previously approved.
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173 Ms. News - Next on page 5 of your agenda and located in the Fairfield
174 District is a transfer of approval for POD-003-00, another portion of the POD for Windsor
175 Business Park, Building #3. Staff recommends approval.
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177 **TRANSFER OF APPROVAL**
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POD-003-00 (pt) POD2016-00541 Windsor Business Park Building #3 – 8560 Magellan Parkway	Jacob A. Ginsberg, Esq., Shulman, Rogers, Gandal, Pordy & Ecker, P.A. for Windsor Business Park, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Windsor Business Park, LLC to Magellan Land Investors, LLC. The 8.08-acre site is located east of Magellan Parkway, approximately 675 feet north of its intersection at East Parham Road, on parcels 791-761-7321 and 792-761- 0424. The zoning is M-1C, Light Industrial District (Conditional). County water and sewer. (Fairfield)
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180 Mr. Leabough - Is there anyone present who is opposed to the transfer
181 request for POD-003-00 (pt), (POD2016-00541), Windsor Business Park Building #3? I
182 see no opposition, Mr. Archer.
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184 Mr. Archer - All right. I move approval of the transfer of POD-003-00 (pt),
185 (POD2016-00541), Windsor Business Park Building #3, subject to staff's
186 recommendation. And I note the building has not yet been constructed.
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188 Mr. Witte - Second.
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190 Mr. Leabough - We have a motion by Mr. Archer, a second by Mr. Witte. All in
191 favor say aye. Those opposed say no. There is no opposition; that motion passes.

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193 The Planning Commission approved the transfer of approval request for POD-003-00 (pt),
194 (POD2016-00541), Windsor Business Park Building #3 from Windsor Business Park, LLC
195 to Magellan Land Investors, LLC, subject to the standard and added conditions previously
196 approved.

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198 Ms. News - On page 6 of your agenda we have a transfer of approval for
199 POD-41-01, a portion of that POD, for Windsor Business Park, Buildings 5 and 7.

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201 **TRANSFER OF APPROVAL**

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POD-41-01 (pt) **Jacob A. Ginsberg, Esq., Shulman, Rogers, Gandal,**
POD2016-00540 and **Pordy & Ecker, P.A. for Windsor Business Park, LLC:**
POD2016-00552 Request for transfer of approval as required by Chapter 24,
Windsor Business Park Section 24-106 of the Henrico County Code from Robert B.
Buildings #5 and #7 & Edna H. Ball, Sr., Robert B. Ball, Jr., Roberta B. Rivers,
- 8555 Magellan Parkway and Windsor Business Park, LLC to Magellan Investors,
LLC. The 11.44-acre site is located on the western line of
Magellan Parkway, approximately 875 feet north of its
intersection at East Parham Road, on parcels 790-760-
7387 and 791-760-0456. The zoning is M-1C, Light
Industrial District (Conditional). County water and sewer.
(Fairfield)

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204 Mr. Leabough - Is there anyone present who is opposed to the transfer
205 request for POD-41-01 (pt), (POD2016-00540 and POD2016-00552), Windsor Business
206 Park Buildings #5 and #7? There is no opposition, Mr. Archer.

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208 Mr. Archer - All right. I move approval of the transfer for POD-41-01 (pt),
209 (POD2016-00540 and POD2016-00552), Windsor Business Park Buildings #5 and #7,
210 subject to staff's recommendations.

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212 Mr. Baka - Second.

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214 Mr. Leabough - We have a motion by Mr. Archer, a second by Mr. Baka. All in
215 favor say aye. Those opposed say no. There is no opposition; that motion passes.

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217 The Planning Commission approved the transfer of approval request for POD-41-01 (pt),
218 (POD2016-00540 and POD2016-00552), Windsor Business Park Buildings #5 and #7,
219 from Robert B. & Edna H. Ball, Sr., Robert B. Ball, Jr., Roberta B. Rivers, and Windsor
220 Business Park, LLC to Magellan Investors, LLC, subject to the standard and added
221 conditions previously approved.

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223 Ms. News - On page 7 of your agenda, we have a transfer of approval for
224 POD-09-09, Windsor Business Park, Building #10. Staff recommends approval.
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226 **TRANSFER OF APPROVAL**
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POD-09-09
POD2016-00542
Windsor Business Park
Building #10 – 430 East
Parham Road

**Jacob A. Ginsberg, Esq., Shulman, Rogers, Gandal,
Pordy & Ecker, P.A. for Windsor Business Park, LLC:**
Request for transfer of approval as required by Chapter 24,
Section 24-106 of the Henrico County Code from Windsor
Business Park, LLC to Magellan Land Investors, LLC. The
7.63-acre site is located on the northwestern corner of the
intersection at Magellan Parkway and East Parham Road,
on parcel 791-760-1417. The zoning is O-2C, Office District
(Conditional). County water and sewer. **(Fairfield)**

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229 Mr. Leabough - Is there anyone present who is opposed to transfer request
230 for POD-09-09 (POD2016-00542), Windsor Business Park Building #10? There is no
231 opposition, Mr. Archer.
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233 Mr. Archer - All right. Therefore, I move approval of the transfer request for
234 POD-09-09 (POD2016-00542), Windsor Business Park Building #10, also not
235 constructed, subject to the staff's recommendation.
236

237 Mrs. Marshall - Second.
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239 Mr. Leabough - We have a motion by Mr. Archer, a second Mrs. Marshall. All
240 in favor say aye. Those opposed say no. There is no opposition; that motion passes.
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242 The Planning Commission approved the transfer of approval request for POD-09-09
243 (POD2016-00542), Windsor Business Park Building #10, from Windsor Business Park,
244 LLC to Magellan Land Investors, LLC, subject to the standard and added conditions
245 previously approved.
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247 Ms. News - On page 8 of your agenda and located in the Fairfield District
248 we had a transfer of approval for POD-67-80, River Vista, formerly Aspen Station
249 Apartments. There is an addendum item on page 1 indicating that all deficiencies,
250 including the landscape installation, are now addressed. Staff recommends approval.
251

252 **TRANSFER OF APPROVAL**
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POD-67-80
POD2017-00045
River Vista (Formerly
Aspen Station
Apartments) – 1500 Forest
Run Drive

BH Management for Richmond 1500 Forest Run, LLC:
Request for transfer of approval as required by Chapter 24,
Section 24-106 of the Henrico County Code from Aspen
Station Apartments, LLC to Richmond 1500 Forest Run,
LLC. The 17.13-acre site is located at the southeast corner
of the intersection of Sanctuary Drive and East Parham
Road, on parcel 781-757-3622. The zoning is R-5, General
Residential District. County water and sewer. **(Fairfield)**

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Mr. Leabough - Is there anyone present who is opposed to transfer request for POD-67-80 (POD2017-00045), River Vista (Formerly Aspen Station Apartments)? I see no opposition, Mr. Archer.

Mr. Archer - All right. I move for approval of the transfer of approval for POD-67-80 (POD2017-00045), River Vista (Formerly Aspen Station Apartments), subject to staff's recommendation.

Mr. Witte - Second.

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

The Planning Commission approved the transfer of approval request for POD-67-80 (POD2017-00045), River Vista (Formerly Aspen Station Apartments), from Aspen Station Apartments, LLC to Richmond 1500 Forest Run, LLC, subject to the standard and added conditions previously approved.

Ms. News - On page 9 of your agenda we have a transfer of approval for POD2012-00105, Panera Bread, The Shops at White Oak Village. Staff recommends approval.

TRANSFER OF APPROVAL

POD2012-00105
POD2017-00121
Panera Bread – The
Shops at White Oak
Village – 4483 South
Laburnum Avenue

Darwin J. Walker for DJW Laburnum, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Laburnum Investments, LLC and Panera, LLC to DJW Laburnum, LLC. The 1.2-acre site is located on an outparcel in an existing shopping center along the eastern line of South Laburnum Avenue, approximately 300 feet north of Audubon Drive, on parcel 815-716-5777. The zoning is B-3C, Business District (Conditional) and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

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Mr. Leabough - Is there anyone present who is opposed to the transfer request for POD2012-00105 (POD2017-00121) Panera Bread – The Shops at White Oak Village? There is no opposition, so I move that the transfer request for POD2012-00105 (POD2017-00121) Panera Bread – The Shops at White Oak Village, be approved subject to previously approved conditions.

Mrs. Marshall - Second.

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

292 The Planning Commission approved the transfer of approval request for POD2012-00105
293 (POD2017-00121), Panera Bread – The Shops at White Oak Village, from Laburnum
294 Investments, LLC and Panera, LLC to DJW Laburnum, LLC, subject to the standard and
295 added conditions previously approved.

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297 Ms. News - On page 10 of your agenda we have a transfer of approval for
298 POD-09-84, Hickory Creek Apartments, which was formerly Timber Creek Apartments.
299 This is in the Three Chopt District. Staff recommends approval.

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301 **TRANSFER OF APPROVAL**

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POD-09-84 POD2016-00242 Hickory Creek Apartments (Formerly Timber Creek Apartments) – 2344 Hickory Creek Drive	Doug Morehead for Hickory Creek Owner, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from William C. Trimmer to Hickory Creek Owner, LLC. The 20.41-acre site is located at the northwestern corner of the intersection at Mayland Drive and Tuckernuck Drive, on parcel 756-755- 6553. The zoning is R-5, General Residence District. County water and sewer. (Three Chopt)
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304 Mr. Leabough - Is there anyone present who is opposed to the transfer
305 request for POD-09-84 (POD2016-00242), Hickory Creek Apartments (Formerly Timber
306 Creek Apartments)? There is no opposition, Mrs. Marshall.

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308 Mrs. Marshall - Mr. Chairman, I move approval of the transfer request for
309 POD-09-84 (POD2016-00242), Hickory Creek Apartments (Formerly Timber Creek
310 Apartments), subject to the previously approved conditions, on the expedited agenda.

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312 Mr. Leabough - Second. We have a motion by Mrs. Marshall, a second by Mr.
313 Leabough. All in favor say aye. Those opposed say no. There is no opposition; that motion
314 passes.

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316 The Planning Commission approved the transfer of approval request for POD-09-84
317 (POD2016-00242), Hickory Creek Apartments (Formerly Timber Creek Apartments),
318 from William C. Trimmer to Hickory Creek Owner, LLC, subject to the standard and added
319 conditions previously approved.

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321 Ms. News - On page 11 of your agenda we have a transfer of approval for
322 POD-111-84, Forest Center 1, which was formerly the Forest Financial Building. It's in
323 the Tuckahoe District. Staff recommends approval.

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TRANSFER OF APPROVAL

POD-111-84
POD2016-00221
Forest Center I (Formerly
Forest Financial Building)
– 7110 Forest Avenue

Jeffrey Clary for Glen Forest Richmond, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Grenoble Associates and Chevy Chase Land, Co. to Glen Forest Richmond, LLC. The 2.42-acre site is located along the southern line of Forest Avenue, approximately 102 feet west of its intersection with Brigham Road, on parcel 764-745-4711. The zoning is [R-6C], General Residence District (Conditional) and R-3, One-Family Residence District. County water and sewer. **(Tuckahoe)**

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Mr. Leabough - Is there anyone present who is opposed to the transfer request for POD-111-84 (POD2016-00221), Forest Center I (Formerly Forest Financial Building)? I see no opposition, Mr. Baka.

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Mr. Baka - Mr. Chairman, I move for approval on the expedited of the transfer of approval for POD-111-84 (POD2016-00221), Forest Center I (Formerly Forest Financial Building), subject to staff's recommended conditions.

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Mr. Witte - Second.

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

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The Planning Commission approved the transfer of approval request for POD-111-84 (POD2016-00221), Forest Center I (Formerly Forest Financial Building), from Grenoble Associates and Chevy Chase Land, Co. to Glen Forest Richmond, LLC, subject to the standard and added conditions previously approved.

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Ms. News - Next on page 16 of your agenda and located in the Three Chopt District is a landscape plan for POD2017-00405, Holloway at Wyndham Forest, Section 5. Staff recommends approval.

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LANDSCAPE PLAN

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POD2017-00405
Holloway at Wyndham
Forest – Section 5
– 11120 Nuckols Road

Youngblood, Tyler, and Associates, P.C. for HHHunt Holloway, LLC: Request for approval of a landscape plan, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code. The 8.98-acre site is located approximately 1,800 feet east of the intersection at Nuckols Road and Opaca Lane and approximately 1,000 feet west of the western terminus of Holman Ridge Road, on part of parcel 748-772-2307. The zoning is R-5AC, General Residential District (Conditional). County water and sewer. **(Three Chopt)**

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Mr. Leabough - Is there anyone present who is opposed to the landscape plan for POD2017-00405, Holloway at Wyndham Forest – Section 5? There is no opposition, Mrs. Marshall.

Mrs. Marshall - Mr. Chairman. I move POD2017-00405, Holloway at Wyndham Forest – Section 5, be approved subject to the annotations on the plans and standard conditions for landscape plans, on the expedited agenda.

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

The Planning Commission approved the landscape plan for POD2017-00405, Holloway at Wyndham Forest – Section 5, subject to the standard conditions attached to these minutes for landscape plans.

Ms. News - Next on page 17 of your agenda and located in the Three Chopt District is a landscape plan for POD2017-00423, Holloway at Wyndham Forest, Section 6. Staff recommends approval.

LANDSCAPE PLAN

POD2017-00423
Holloway at Wyndham
Forest – Section 6
– 11120 Nuckols Road

Youngblood, Tyler, and Associates, P.C. for HHHunt Holloway, LLC: Request for approval of a landscape plan, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code. The 10.628-acre site is located approximately 2,400 feet east of the intersection at Nuckols Road and Opaca Lane and approximately 1,100 feet west of the western terminus of Holman Ridge Road, on parcel 750-772-1612. The zoning is R-5AC, General Residential District (Conditional). County water and sewer. **(Three Chopt)**

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392

Mr. Leabough - Is there anyone present who is opposed to the landscape plan for POD2017-00423, Holloway at Wyndham Forest – Section 6? I see no opposition, Mrs. Marshall.

Mrs. Marshall - Mr. Chairman. I move POD2017-00423, Holloway at Wyndham Forest – Section 6, be approved subject to the annotations on the plans and the standard conditions for landscape plans, on the expedited agenda.

Mr. Archer - Second.

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

393 The Planning Commission approved the landscape plan for POD2017-00423, Holloway
394 at Wyndham Forest – Section 6, subject to the standard conditions attached to these
395 minutes for landscape plans.

396

397 Ms. News - Next on page 19 of your agenda and located in the Three
398 Chopt District is POD2017-00422, that also includes a lighting plan, for Westpark Phase
399 I Shopping Center Redevelopment. Staff recommends approval.

400

401 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

402

POD2017-00422 Westpark Phase 1 Shopping Center Redevelopment – 9645 West Broad Street	Timmons Group for IVT Westpark Glen Allen, LLC, InvenTrust Properties, Inc., and Skilkengold Development PX, 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 demolish a 59,068-square foot portion of an existing shopping center and construct a one-story 52,744-square foot grocery building with drive-through pharmacy service. The 7.95-acre site is located at the southwestern intersection of Pemberton Road (State Route 157) and West Broad Street (U.S. Route 250), on parcel 754-758-2409 and part of parcel 753-758-7318. The zoning is B-2C, Business District (Conditional). County water and sewer. (Three Chopt)
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403

404 Mr. Leabough - Is there anyone present who is opposed to the POD and
405 lighting plan for POD2017-00422, Westpark Phase 1 Shopping Center Redevelopment?
406 There is no opposition, Mrs. Marshall.

407

408 Mrs. Marshall - Mr. Chairman, I move POD2017-00422, Westpark Phase 1
409 Shopping Center Redevelopment, be approved subject to the annotations on the plans,
410 the standard conditions for developments of this type, and the following additional
411 conditions 11B and 29 through 37 on the expedited agenda.

412

413 Mr. Baka - Second.

414

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

417

418 The Planning Commission approved POD2017-00422, Westpark Phase 1 Shopping
419 Center Redevelopment, subject to the annotations on the plans, the standard conditions
420 attached to these minutes for developments of this type, and the following additional
421 conditions:

422

423 11B. Prior to the approval of an electrical permit application and installation of the site
424 lighting equipment, a plan including light spread and intensity diagrams, and fixture
425 specifications and mounting heights details shall be revised as annotated on the
426 staff plan and included with the construction plans for final signature.

- 427 29. Only retail business establishments permitted in a B-2 zone may be located in this
 428 center.
 429 30. The ground area covered by all the buildings shall not exceed in the aggregate 25
 430 percent of the total site area.
 431 31. No merchandise shall be displayed or stored outside of the building(s) or on
 432 sidewalk(s).
 433 32. A notice of completion form, certifying that the requirements of the Virginia
 434 Department of Transportation for work in the right of way have been completed,
 435 shall be submitted to the Department of Planning prior to any occupancy permits
 436 being issued.
 437 33. A concrete sidewalk meeting VDOT standards shall be provided along the south
 438 side of West Broad Street (U.S. Route 250).
 439 34. There shall be no outdoor storage in moveable storage containers including, but
 440 not limited to, cargo containers and portable on demand storage containers.
 441 35. The proffers approved as a part of zoning case C-76C-89 shall be incorporated in
 442 this approval.
 443 36. The location of all existing and proposed utility and mechanical equipment
 444 (including HVAC units, electric meters, junctions and accessory boxes,
 445 transformers, and generators) shall be identified on the landscape plan. All building
 446 mounted equipment shall be painted to match the building, and all equipment shall
 447 be screened by such measures as determined appropriate by the Director of
 448 Planning or the Planning Commission at the time of plan approval.
 449 37. Except for junction boxes, meters, and existing overhead utility lines, and for
 450 technical or environmental reasons, all utility lines shall be underground.
 451

452 Ms. News - The next item is on page 21 of your agenda and located in the
 453 Three Chopt District. This is POD2017-00249, Shady Grove United Methodist Church
 454 Expansion, Phase 3. Staff recommends approval.
 455

456 *(Deferred from the July 26, 2017 Meeting)*

457 **PLAN OF DEVELOPMENT**
 458

POD2017-00249
 Shady Grove United
 Methodist Church
 Expansion - Phase 3 –
 4825 Pouncey Tract Road

Timmons Group for Shady Grove United Methodist Church: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story, 6,795-square foot commons addition, to reconstruct a 1,326-square foot portion of the existing building for additional sanctuary space, and to construct a parking lot addition. The 2.56-acre portion of the 13.24-acre site is located at the southeastern corner of the intersection of Pouncey Tract Road (State Route 271) and Shady Grove Road, on parcels 739-769-3330 and 739-769-2272. The zoning is A-1, Agricultural District. County water and sewer. **(Three Chopt)**

459

460 Mr. Leabough - Is there anyone present who is opposed to POD2017-00249,
461 Shady Grove United Methodist Church Expansion - Phase 3? I see no opposition,
462 Mrs. Marshall.

463
464 Mrs. Marshall - Mr. Chairman, I move POD2017-00249, Shady Grove United
465 Methodist Church Expansion - Phase 3, be approved subject to the annotations on the
466 plans, standard conditions for developments of this type, and the following conditions 29
467 through 34 on the expedited agenda.

468
469 Mr. Witte - Second.

470
471 Mr. Leabough - We have a motion by Mrs. Marshall, a second by Mr. Witte.
472 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

473
474 The Planning Commission approved POD2017-00249, Shady Grove United Methodist
475 Church Expansion - Phase 3, subject to the annotations on the plans, the standard
476 conditions attached to these minutes for developments of this type, and the following
477 additional conditions:

- 478
479 29. The right-of-way for widening of Pouncey Tract Road (State Route 271) and Shade
480 Grove Road as shown on approved plans shall be dedicated to the County prior to
481 any occupancy permits being issued. The right-of-way dedication plat and any
482 other required information shall be submitted to the County Real Property Agent
483 at least sixty (60) days prior to requesting occupancy permits.
- 484 30. The entrances and drainage facilities on Pouncey Tract Road (State Route 271)
485 shall be approved by the Virginia Department of Transportation and the County.
- 486 31. A notice of completion form, certifying that the requirements of the Virginia
487 Department of Transportation entrances permit have been completed, shall be
488 submitted to the Department of Planning prior to any occupancy permits being
489 issued.
- 490 32. A concrete sidewalk meeting County standards shall be provided along the east
491 side of Pouncey Tract Road (State Route 271).
- 492 33. Approval of the construction plans by the Department of Public Works does not
493 establish the curb and gutter elevations along the Henrico County maintained right-
494 of-way. The elevations will be set by Henrico County.
- 495 34. The location of all existing and proposed utility and mechanical equipment
496 (including HVAC units, electric meters, junction and accessory boxes,
497 transformers, and generators) shall be identified on the landscape plans. All
498 equipment shall be screened by such measures as determined appropriate by the
499 Director of Planning or the Planning Commission at the time of plan approval.

500
501 Ms. News - On page 23 of your agenda and located in the Fairfield District
502 is POD2017-00427, Peak 10 Data Center at Villa Park. Staff recommends approval.

503
504
505

506 **PLAN OF DEVELOPMENT**

507

POD2017-00427
Peak 10 Data Center at
Villa Park – 8020 Villa
Park Drive

Townes Site Engineering for Riverstone Properties and RP Villa Park, LLC: 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, 72,500-square foot office and data warehouse building with a 17,960-square foot mechanical courtyard, and a future 62,500-square foot data warehouse building with a 17,960-square foot mechanical courtyard. The 9.22-acre site is located on the western line of Villa Park Drive, approximately 2,100 feet south of East Parham Road, on parcel 781-755-0513 and part of parcel 780-754-4684. The zoning is O/SC, Office Service District (Conditional). County water and sewer. **(Fairfield)**

508

509 Mr. Leabough - Is there anyone present who is opposed to POD2017-00427,
510 Peak 10 Data Center at Villa Park? I see no opposition, Mr. Archer.

511

512 Mr. Archer - All right. Thank you, Mr. Chairman. Therefore, I move
513 approval of POD2017-00427, Peak 10 Data Center at Villa Park, subject to the
514 annotations on the plans, standard conditions for developments of this type, and
515 additional conditional 29 through 32.

516

517 Mr. Leabough - Second. We have a motion by Mr. Archer, a second by
518 Mr. Leabough. All in favor say aye. Those opposed say no. There is no opposition; that
519 motion passes.

520

521 The Planning Commission approved POD2017-00427, Peak 10 Data Center at Villa Park,
522 subject to the annotations on the plans, the standard conditions attached to these minutes
523 for developments of this type, and the following additional conditions:

524

- 525 29. Outside storage shall not be permitted.
- 526 30. The proffers approved as a part of zoning case C-87C-86 shall be incorporated in
527 this approval.
- 528 31. The conceptual master plan, as submitted with this application, is for planning and
529 information purposes only. All subsequent detailed plans of development and
530 construction needed to implement this conceptual plan may be administratively
531 reviewed and approved and shall be subject to all regulations in effect at the time
532 such subsequent plans are submitted for review/ approval.
- 533 32. The location of all existing and proposed utility and mechanical equipment
534 (including HVAC units, electric meters, junction and accessory boxes,
535 transformers, and generators) shall be identified on the landscape plans. All
536 equipment shall be screened by such measures as determined appropriate by the
537 Director of Planning or the Planning Commission at the time of plan approval.

538

539 Ms. News - The final item is on page 29 of your agenda and located in the
540 Brookland District. This is POD2017-00379, Taco Bell at Staples Mill Square Shopping
541 Center. There's an addendum item on page 1 revising condition 29 to list the correct
542 zoning. Staff recommends approval.

543

544 PLAN OF DEVELOPMENT

545

POD2017-00379 **Sekiv Solutions, LLC for Staples Mill Square Holding, LLC and Burger Busters VIII, LLC:** 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, 2,558-square foot restaurant with drive-through facilities on an outparcel in an existing shopping center. The 1.19-acre site is located on the east line of Staples Mill Road (U.S. Route 33), approximately 650 feet south of Hungary Spring Road, on parcel 768-758-3811. The zoning is B-2C, Business District (Conditional). County water and sewer. **(Brookland)**

546

547 Mr. Leabough - Is there anyone present who is opposed to POD2017-00379,
548 Taco Bell at Staples Mill Square Shopping Center? No opposition, Mr. Witte.

549

550 Mr. Witte - Mr. Chairman, I move approval of POD2017-00379, Taco Bell
551 at Staples Mill Square Shopping Center, as presented, subject to the annotations on the
552 plans, standard conditions for developments of this type, additional conditions 29 revised
553 and 30 through 37 as shown on the agenda, on the expedited agenda.

554

555 Mr. Baka - Second.

556

557 Mr. Leabough - We have a motion by Mr. Witte, a second by Mr. Baka. All in
558 favor say aye. Those opposed say no. There is no opposition; that motion passes.

559

560 The Planning Commission approved POD2017-00379, Taco Bell at Staples Mill Square
561 Shopping Center, subject to the annotations on the plans, the standard conditions
562 attached to these minutes for developments of this type, and the following additional
563 conditions:

564

565 29. **REVISED:** Only retail business establishments permitted in a ~~ZONE B-2 zone~~
566 may be located in this center.

567 30. The ground area covered by all the buildings shall not exceed in the aggregate 25
568 percent of the total site area.

569 31. No merchandise shall be displayed or stored outside of the building(s) or on
570 sidewalk(s).

571 32. The proffers approved as a part of zoning case C-77C-94 shall be incorporated in
572 this approval.

- 573 33. In the event of any traffic backup which blocks the public right-of-way as a result
 574 of congestion caused by the drive-through facilities, the owner/occupant shall close
 575 the drive-through facilities until a solution can be designed to prevent traffic
 576 backup.
- 577 34. Evidence of a joint ingress/egress and maintenance agreement must be submitted
 578 to the Department of Planning and approved prior to issuance of a certificate of
 579 occupancy for this development.
- 580 35. The conceptual master plan, as submitted with this application, is for planning and
 581 information purposes only.
- 582 36. The location of all existing and proposed utility and mechanical equipment
 583 (including HVAC units, electric meters, junctions and accessory boxes,
 584 transformers, and generators) shall be identified on the landscape plan. All building
 585 mounted equipment shall be painted to match the building, and all equipment shall
 586 be screened by such measures as determined appropriate by the Director of
 587 Planning or the Planning Commission at the time of plan approval.
- 588 37. Except for junction boxes, meters, and existing overhead utility lines, and for
 589 technical or environmental reasons, all utility lines shall be underground.

591 Ms. News - That completes our expedited agenda.

592
 593 Mr. Leabough - Thank you, Ms. News. I just wanted to recognize our Board of
 594 Supervisors representative, Mr. Nelson. Thank you for being with us this year, serving
 595 with us this year, sir.

596
 597 Mr. Archer - Good morning, Mr. Nelson.

598
 599 Mr. Leabough - I think we can all go home after that expedited agenda.

600
 601 Mr. Emerson - You have very few items left. However, you do have a few. So
 602 next on your agenda are the Subdivision Extensions of Conditional Approval. Those will
 603 be presented by Ms. Kate McMillion.

604
 605 **SUBDIVISION EXTENSIONS OF CONDITIONAL APPROVAL**
 606 **EXTENSIONS - FOR INFORMATIONAL PURPOSES ONLY**
 607

Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District	Recommended Extension
SUB2015-00118 Holloway at Wyndham Forest (September 2015 Plan)	97	3	1	Three Chopt	July 1, 2020
SUB2015-00106 GreenGate (September 2015 Plan)	248	36	1	Three Chopt	July 1, 2020

608

609 Ms. McMillion - Good morning. There are two informational conditional
610 subdivision extensions on the agenda this morning. The two cases — Holloway at
611 Wyndham Forest (September 2015 Plan) and GreenGate (September 2015 Plan) — are
612 both indicated in red on the map and both are located in the Three Chopt District. Under
613 the newly enacted state legislation, both cases are eligible for an automatic extension to
614 July 1, 2020. In each case, the approvals were granted prior to January 1st of this year,
615 and those approvals are still valid.

616
617 The automatic extensions do not require Commission action and are for informational
618 purposes only. I am available for any questions you may have.

619
620 Mr. Leabough - Are there any questions from the Commission? Thank you,
621 Ms. McMillion.

622
623 Mr. Emerson - Mr. Chairman. With that, we move into your regular agenda,
624 page 14, for POD2017-00435, Youngblood, Tyler, and Associates, P.C. for 2352, LLC.
625 The staff report will be presented by Mr. Matt Ward.

626 627 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

628
POD2017-00435
Belmont at River Mill –
Woodman Road

Youngblood, Tyler, and Associates, P.C. for 2352, 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 285 apartment units,
including ten three-story buildings totaling 355,851 square
feet and three two-story buildings with garages totaling
7,083 square feet. Additional buildings include a one-story,
7,083-square foot clubhouse and three standalone one-
story garages totaling 6,714 square feet. The 21.38 -acre
site is located at the northwest corner of the intersection of
Magnolia Ridge Drive and Woodman Road, on parcel 782-
771-0431. The zoning is R-5C, General Residential District
(Conditional). County water and sewer. **(Fairfield)**

629
630 Mr. Leabough - Is there anyone present who is opposed to POD2017-00435,
631 Belmont at River Mill – Woodman Road? I see no opposition. Good morning, Mr. Ward.

632
633 Mr. Ward - Good morning, Commission. Today's proposed apartment
634 complex is anticipated to be the first residential development to be under construction in
635 the River Mill community. Located at the intersection of Magnolia Ridge Drive and
636 Woodman Road Extended, this project will consist of 285 apartments. There will be ten`
637 three-story apartment buildings built throughout the site here along the edge and in the
638 center. Also, there will be three two-story carriage-style apartments with the garages to
639 be built here in the rear. Three detached garage buildings here along Magnolia Ridge
640 Road and Woodman Road are also proposed. Those have 30 additional parking spaces
641 within. The amenities include a one-story clubhouse central to the site with a cabana,
642 pool, tot lot, picnic pavilion, and a recreational park.

643

644 The building elevations provide brick on the majority of the first and second floors. All
645 remaining parts of the buildings will cementitious siding. The elevations and material
646 ratios are consistent with the proffered conditions and conceptual elevations provided at
647 the time of rezoning case REZ2016-00002. You do have interior sidewalks provided
648 throughout the community that will connect to the public sidewalks shown on Magnolia
649 Ridge Road and Woodman Road Extended, which will be constructed with the Woodman
650 Road Extension project.

651

652 We also have a lighting plan as part of this approval. This includes an LED mixture of
653 parking lot poles, decorative poles, building-mounted, and additional pedestrian bollard
654 lighting throughout the internal walkways, as shown in the central amenity areas. The
655 parking light poles will be mounted to 18 feet tall and the decorative poles will be 12 feet
656 tall.

657

658 We also have a conceptual landscape plan that's for informational purposes. It
659 demonstrates the typical plantings associated with the proffered 25-foot greenbelt, interior
660 foundation plantings, as well as typical parking lot landscaping details. As you know,
661 detailed landscape plans will come back and be finalized with the construction plans.

662

663 Staff can recommend approval of this project with the annotations on the plans, the
664 standard conditions for developments of this type, and the following conditions 11B and
665 29 through 40 listed in your agenda.

666

667 This completes my presentation. Should you have any questions, I'm happy to answer
668 those. We also have Adam Werner with Youngblood and Tyler, the engineer, and Ryan
669 Hamilton representing the owner.

670

671 Mr. Leabough - Are there any questions from the Commission for Mr. Ward?
672 Mr. Archer, would you like to hear from the applicant?

673

674 Mr. Archer - I don't believe so.

675

676 Mr. Leabough - How would you like to proceed, sir?

677

678 Mr. Archer - I would like to move for approval of POD2017-00435, Belmont
679 at River Mill – Woodman Road, subject to the annotations on the plan, the standard
680 conditions for developments of this type, additional conditions 11B and 29 through 40.

681

682 Mrs. Marshall - Second.

683

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

686

687 The Planning Commission approved POD2017-00435, Belmont at River Mill – Woodman
688 Road, subject to the annotations on the plans, the standard conditions attached to these
689 minutes for developments of this type, and the following additional conditions:

- 690
691 11B. Prior to the approval of an electrical permit application and installation of the site
692 lighting equipment, a plan including light spread and intensity diagrams, and fixture
693 specifications and mounting heights details shall be revised as annotated on the
694 staff plan and included with the construction plans for final signature.
- 695 29. The unit house numbers shall be visible from the parking areas and drives.
- 696 30. The names of streets, drives, courts and parking areas shall be approved by the
697 Richmond Regional Planning District Commission and such names shall be
698 included on the construction plans prior to their approval. The standard street
699 name signs shall be installed prior to any occupancy permit approval.
- 700 31. The right-of-way for widening of Woodman Road as shown on approved plans
701 shall be dedicated to the County prior to any occupancy permits being issued. The
702 right-of-way dedication plat and any other required information shall be submitted
703 to the County Real Property Agent at least sixty (60) days prior to requesting
704 occupancy permits.
- 705 32. Prior to issuance of a certificate of occupancy for any building in this development,
706 the engineer of record shall certify that the site has been graded in accordance
707 with the approved grading plans.
- 708 33. A concrete sidewalk meeting County standards shall be provided along the
709 northern side of Magnolia Ridge Drive.
- 710 34. A ten-foot wide asphalt paved multi-service trail shall be constructed along the
711 northern side of Woodman Road.
- 712 35. Details for the gate and locking device at the entrance road shall be submitted for
713 review by the Traffic Engineer, Police and approved by the County Fire Marshal.
714 The owner or owner's contractor shall contact the County Fire Marshal prior to
715 completion of the fence installation to test and inspect the operations of the gates.
716 Evidence of the Fire Marshal's approval shall be provided to the Department of
717 Planning by the owner prior to issuance of occupancy permits.
- 718 36. Outside storage shall not be permitted.
- 719 37. The proffers approved as a part of zoning case REZ2016-00002 shall be
720 incorporated in this approval.
- 721 38. The pavement shall be of an SM-2A type and shall be constructed in accordance
722 with County standard and specifications. The developer shall post a defect bond
723 for all pavement with the Department of Planning - the exact type, amount and
724 implementation shall be determined by the Director of Planning, to protect the
725 interest of the members of the Homeowners Association. The defect bond shall
726 remain in effect for a period of three years from the date of the issuance of the final
727 occupancy permit. Prior to the issuance of the last Certificate of Occupancy, a
728 professional engineer must certify that the roads have been designed and
729 constructed in accordance with County standards.
- 730 39. Approval of the construction plans by the Department of Public Works does not
731 establish the curb and gutter elevations along the Henrico County maintained right-
732 of-way. The elevations will be set by Henrico County.
- 733 40. The location of all existing and proposed utility and mechanical equipment
734 (including HVAC units, electric meters, junctions and accessory boxes,
735 transformers, and generators) shall be identified on the landscape plan. All building

736 mounted equipment shall be painted to match the building, and all equipment shall
737 be screened by such measures as determined appropriate by the Director of
738 Planning or the Planning Commission at the time of plan approval.
739

740 Mr. Emerson - Mr. Chairman, we now move on to page 25 of your regular
741 agenda for POD2017-00433, Balzer and Associates Incorporated for Pruitt F G Jr & O J
742 & R I and CIP Construction Company. The staff report will be presented by Ms. Christina
743 Goggin.
744

745 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**
746

POD2017-00433
Bee Safe Storage – Old
Staples Mill Road

Balzer and Associates, Inc. for PRUITT F G JR & O J & R I and CIP Construction Company: 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 three-story, 93,231-square foot self-storage facility. The 1.93-acre site is located on the eastern line of Old Staples Mill Road, approximately 300 feet north of its intersection with Staples Mill Road (U.S. Route 33) and 300 feet north of the northern terminus of Landmark Road, on part of parcel 770-756-3352. The zoning is M-1, General Light Industrial District and M-1C, Light Industrial District (Conditional). County water and sewer. **(Brookland)**

747
748 Mr. Leabough - Is there anyone present who is opposed to POD2017-00433,
749 Bee Safe Storage? I see no opposition. Good morning, Ms. Goggin.
750

751 Ms. Goggin - Good morning. The proposal is to construct a three-story,
752 93,231-square-foot self-storage facility in between the Wawa and an existing mini storage
753 building. Here is the Wawa and here is the existing mini storage. Both the layout and the
754 architectural plans that were submitted are compliant with proffers associated with zoning
755 case C-43C-90.
756

757 The building will utilize deep red/brown brick with light red/brown brick accent bands
758 around the building. A gray stacked stone feature is utilized around the front to break up
759 the mass as well as a glass feature. Here is the rear of the building and the side of the
760 building that will face the existing mini storage. So, this is the side that faces Old Staples
761 Mill Road and the side that faces Wawa.
762

763 There is a lighting plan that appears to have been left out. But the proposed lighting plan
764 offers one 20-foot-tall pole light, and the rest of the site lighting is building-mounted at 20
765 feet fall. All the lights are concealed source per proffers and do not exceed half a foot
766 candle at the property line.
767

768 Currently, there is a 66-foot private ingress/egress easement that is located under the
769 proposed building—located right here—that will need to be quit-claimed by the property

770 owner prior to construction plans and building permit approval. The portion of the
771 easement is shown to remain where a future connection could be made to Landmark
772 Road—which is down here—Extended as approved by conditional subdivision SUB2008-
773 00237 in 2005. A quit-claim condition is in your agenda as condition 34.
774

775 Aaron Breed from Balzer and Associates is here to answer any engineering questions,
776 as well as Ian Phillips is here to represent the developer.
777

778 Staff recommends approval subject to the annotations on the plans, standard conditions
779 for developments of this type, and the additional conditions in the agenda. I would be
780 happy to answer any questions the Commission may have of me.
781

782 Mr. Leabough - Are there any questions from the Commission for
783 Ms. Goggin?
784

785 Mr. Baka - One brief question. As you exit the Wawa and turn left, traffic
786 backs up on Old Staples Mill Road quite bit. Is it contemplated to have stop signs on both
787 the egress coming out of the mini storage and coming out of the—I'm not sure if there's
788 a yield or a stop coming out of the Wawa. We're creating a new access point here.
789

790 Ms. Goggin - Yes. There currently is a stop sign at Wawa, and there will be
791 a stop sign. We have been discussing—and I'll go back to the layout plan. Hopefully,
792 people will obey these signs a little bit better once they see another access point. We
793 think what's happening is that since the road doesn't continue, there is a sense of freedom
794 to feel off the road.
795

796 Mr. Baka - I follow you. So with the current access, people can roll out.
797 But once a person leaving Wawa sees that there's a stop sign on the other side and that
798 there are people turning right that they need to yield the right-of-way to, I think it'll be safer
799 then. That makes sense.
800

801 Ms. Goggin - Hopefully.
802

803 Mr. Baka - All right, thanks.
804

805 Mr. Witte - Mr. Baka, just for informational purposes, we had looked into
806 extending that road to put the entrance further back, but it's not owned by the developer.
807 Unless it's developed back there further in the future, we're kind of handcuffed as to where
808 we can put that entrance.
809

810 Mr. Baka - That's fine. Thanks.
811

812 Mr. Witte - They have agreed to come back and look at it if that road is
813 ever put into Landmark.
814

815 Ms. Goggin - Yes they have.

816
817 Mr. Witte - Okay.
818
819 Mr. Leabough - Any other questions for Ms. Goggin from the Commission?
820 Thank you. Mr. Witte, would you like to hear from the applicant?
821
822 Mr. Witte - I have no further questions. Do any of the Commissioners?
823
824 Mr. Leabough - So how would you like to proceed, Mr. Witte?
825
826 Mr. Witte - Well, with that, Mr. Chairman, I move approval of the POD
827 and lighting plan for POD2017-00433, Bee Safe Storage on Staples Mill, as presented,
828 subject to the annotations on the plans, standard conditions for developments of this type,
829 additional conditions 11B and 29 through 38 as shown on the agenda.
830
831 Mr. Baka - Second.
832
833 Mr. Leabough - We have a motion Mr. Witte, a second by Mr. Baka. All in favor
834 say aye. Those opposed say no. There is no opposition; that motion passes.
835
836 The Planning Commission approved the POD and lighting plan for POD2017-00433, Bee
837 Safe Storage, subject to the annotations on the plans, the standard conditions attached
838 to these minutes for developments of this type, and the following additional conditions:
839
840 11B. Prior to the approval of an electrical permit application and installation of the site
841 lighting equipment, a plan including light spread and intensity diagrams, and fixture
842 specifications and mounting heights details shall be revised as annotated on the
843 staff plan and included with the construction plans for final signature.
844 29. The right-of-way for widening of Old Staples Mill Road as shown on approved
845 plans shall be dedicated to the County prior to any occupancy permits being
846 issued. The right-of-way dedication plat and any other required information shall
847 be submitted to the County Real Property Agent at least sixty (60) days prior to
848 requesting occupancy permits.
849 30. Outside storage shall not be permitted.
850 31. The proffers approved as a part of zoning case C-43C-90 shall be incorporated in
851 this approval.
852 32. The certification of building permits, occupancy permits and change of occupancy
853 permits for individual units shall be based on the number of parking spaces
854 required for the proposed uses and the amount of parking available according to
855 approved plans.
856 33. The loading areas shall be subject to the requirements of Chapter 24, Section 24-
857 97(b) of the Henrico County Code.
858 34. The existing 66-foot easement in conflict with the building footprint shall be
859 quitclaimed prior to approval of the building permit for the said building.

- 860 35. Approval of the construction plans by the Department of Public Works does not
861 establish the curb and gutter elevations along the Henrico County maintained right-
862 of-way. The elevations will be set by Henrico County.
- 863 36. Evidence of a joint ingress/egress and maintenance agreement must be submitted
864 to the Department of Planning and approved prior to issuance of a certificate of
865 occupancy for this development.
- 866 37. The location of all existing and proposed utility and mechanical equipment
867 (including HVAC units, electric meters, junctions and accessory boxes,
868 transformers, and generators) shall be identified on the landscape plan. All building
869 mounted equipment shall be painted to match the building, and all equipment shall
870 be screened by such measures as determined appropriate by the Director of
871 Planning or the Planning Commission at the time of plan approval.
- 872 38. Except for junction boxes, meters, and existing overhead utility lines, and for
873 technical or environmental reasons, all utility lines shall be underground.

874
875 Mr. Emerson - Mr. Chairman, we now move on to page 27 of your agenda
876 for POD2017-00346, Ingenium Enterprises, Inc. for NC Park 1235, LLC and Panda
877 Restaurant Group Inc. The staff report will be presented by Ms. Aimee Crady.

878
879 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

880
881
882 **POD2017-00346** **Ingenium Enterprises, Inc. for NC Park 1235 LLC and**
883 **Panda Express at Panda Restaurant Group, Inc.:** Request for approval of a
884 **1782 North Parham Road** plan of development and lighting plan, as required by
885 Chapter 24, Section 24-106 of the Henrico County Code, to
886 demolish two office buildings totaling 4,560 square feet and
887 to construct a one-story, 2,100-square foot restaurant. The
888 0.71-acre site is located on the western line of North
889 Parham Road, approximately 240 feet south of its
890 intersection with Three Chopt Road, on parcel 753-747-
891 9823. The zoning is B-2C, Business District (Conditional).
892 County water and sewer. **(Tuckahoe)**

881
882 Mr. Leabough - Is there anyone present who is opposed to POD2017-00346,
883 Panda Express? I see no opposition. Good morning, Ms. Crady.

884
885 Ms. Crady - Good morning. The current proposal will demolish these two
886 vacant one-story office buildings totaling 4,560 square feet. The new building will be the
887 2100-square-foot fast-casual restaurant Panda Express.

888
889 The proposal is generally consistent with the conceptual plans and elevations presented
890 in late 2016 to the Planning Commission and approved the Board of Supervisors in
891 January of this year for zoning case REZ2016-00042.

892
893 Related improvements will include the sidewalk to be installed along the property
894 frontage, along Parham Road, which will complete a continuous length of sidewalk from

895 Three Chopt Road to Starling Drive for this commercially occupied block. A sidewalk
896 connection will also be added into the site to the front door, and the entrance drive aisle,
897 which has faced some challenges in the past, is going to be improved for a better radius
898 to allow vehicular maneuvering into the site from North Parham Road. The pavement
899 along this drive aisle – this site has also been historically plagued by potholes – all of that
900 will be repaired before certificates of occupancy.

901
902 The proposed building elevations are consistent with the proffers and include a
903 combination of red-toned brick, EIFS, brown wood-type composite decking, and stone
904 veneer. There is also a lighting plan included in your packet. It proposes LED fixtures of
905 design compatible with the adjacent McDonald's fixtures, to be mounted at a 20-foot
906 height above grade, and which will demonstrate adequate levels in accordance with our
907 recommendations.

908
909 Staff recommends approval subject to the annotations on the plans, the standard
910 conditions for developments of this type, and conditions 11B and 29 through 32 as listed
911 in your agenda.

912
913 Brett Ford of Ingenium Enterprises is here representing the applicant if you have any
914 questions of him. And I'm happy to answer any questions the Commission may have of
915 me.

916
917 Mr. Leabough - Are there any questions from the Commission for Ms. Crady?
918 All right. Would you like to hear from the applicant, Mr. Baka?

919
920 Mr. Baka - At this time, I don't need to hear from the applicant unless
921 others from the Commission have any questions.

922
923 Mr. Leabough - Okay.

924
925 Mr. Baka - I did want to thank the staff and the applicant for their work on
926 two major points for the improvements for the drive aisle features for the new pavement
927 and turning radius. Right now sometimes cars have to slow down to such a point where
928 it could impose a traffic hazard. I also appreciate these proffered elevations. They are
929 indeed more consistent with the original proffers. Thank you.

930
931 I move for approval of POD2017-00346, Panda Express, subject to the annotations on
932 the plans, the standard conditions for developments of this type, and additional conditions
933 11B and 29 through 32 as shown in the staff report.

934
935 Mr. Witte - Second.

936
937 Mr. Leabough - We have a motion by Mr. Baka, a second by Mr. Witte. All in
938 favor say aye. Those opposed say no. There is no opposition; that motion passes.

939

940 The Planning Commission approved the POD and lighting plan for POD2017-00346,
941 Panda Express, subject to the annotations on the plans, the standard conditions attached
942 to these minutes for developments of this type, and the following additional conditions:

943
944 11B. Prior to the approval of an electrical permit application and installation of the site
945 lighting equipment, a plan including light spread and intensity diagrams, and fixture
946 specifications and mounting heights details shall be revised as annotated on the
947 staff plan and included with the construction plans for final signature.

948 29. A concrete sidewalk meeting County standards shall be provided along the west
949 side of North Parham Road.

950 30. Outside storage shall not be permitted.

951 31. The proffers approved as a part of zoning case REZ2016-00042 shall be
952 incorporated in this approval.

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

959
960 Mr. Emerson - Mr. Chairman, we now move on to page 33 of your agenda
961 for POD2017-00436, VHB for MCP West Broad Marketplace, LLC and NV Retail. Inc.
962 The staff report will be presented by Mr. Lee Pambid.

963
964 **PLAN OF DEVELOPMENT**

965
POD2017-00436
Retail East Outparcel 4C
at West Broad
Marketplace – 12210 West
Broad Street

VHB for MCP West Broad Marketplace, LLC and NV Retail, Inc.: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story, 8,000-square foot retail/existing restaurant building with outdoor dining in an existing regional shopping center. The 0.65-acre site is located on the northern line of West Broad Street (U.S. Route 250), approximately 2,000 feet west of its intersection with North Gayton Road, on part of parcel 732-765-6262. The zoning is B-3C, Business District (Conditional) and WBSO, West Broad Street Overlay District. County water and sewer. **(Three Chopt)**

966
967 Mr. Leabough - Is there anyone present who is opposed to POD2017-00436,
968 Retail East Outparcel 4C at West Broad Marketplace? I see no opposition. Good morning,
969 Mr. Pambid.

970
971 Mr. Pambid - Good morning, Mr. Chairman, members of the Planning
972 Commission.

973

974 The developer proposes a one-story, 8,000-square-foot multi-tenant retail/restaurant
975 building with drive-through facilities and outdoor dining. This development is on the last
976 remaining parcel of the West Broad Marketplace development. Zoning case REZ2014-
977 00028 shall apply.

978

979 The building elevations feature a combination of brick, stone, fiber cement board, and
980 ground-face and smooth-face CMU with precast concrete accents for the stone pilasters.
981 Two new awnings to the rear of the building facing Broad Street have been added at
982 staff's request for decorative purposes.

983

984 Your staff plan contains a sheet illustrating the colors and materials. The plan does
985 comply with the 40 percent proffer. It's a requirement for masonry and stone.

986

987 The floor plan indicates three tenant spaces for restaurants.

988

989 This concludes my presentation. Staff recommends approval of this plan of development
990 subject to the annotations on the plan, standard conditions for developments of this type,
991 and additional conditions 29 through 33. I can now field any questions you have regarding
992 this. The engineer Tim Smith from VHB and the applicant Bruno Colavecchia are also
993 present.

994

995 Mr. Leabough - All right. Are there any questions from the Commission for Mr.
996 Pambid?

997

998 Mrs. Marshall - Mr. Pambid, do we have any idea what those three
999 restaurants will be?

1000

1001 Mr. Pambid - We only have the information that's on the elevation. As far as
1002 tenant leases, I'd have to defer to the applicant. We typically don't get into that. But on
1003 here it's showing something called Tijuana Flats and Habit Burger. This is all the
1004 information that staff has on possible tenants.

1005

1006 Mrs. Marshall - Okay, I was just curious. Thank you.

1007

1008 Mr. Pambid - Okay.

1009

1010 Mr. Leabough - All right. Any other questions from the Commission? If not,
1011 Mrs. Marshall, would you like to hear from the applicant?

1012

1013 Mrs. Marshall - No, thank you.

1014

1015 Mr. Leabough - All right. How would you like to move forward?

1016

1017 Mrs. Marshall - Mr. Chairman. I move POD2017-00436, Retail East Outparcel
1018 4C at West Broad Marketplace, be approved subject to annotations on the plan, the

1019 standard conditions for developments of this type, and the following conditions 29 through
1020 33.

1021
1022 Mr. Witte - Second.

1023
1024 Mr. Leabough - We have a motion by Mrs. Marshall, a second by Mr. Witte.
1025 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

1026
1027 The Planning Commission approved POD2017-00436, Retail East Outparcel 4C at West
1028 Broad Marketplace, subject to the annotations on the plans, the standard conditions
1029 attached to these minutes for developments of this type, and the following additional
1030 conditions:

- 1031
- 1032 29. Only retail business establishments permitted in a B-3 zone may be located in this
1033 center.
 - 1034 30. The ground area covered by all the buildings shall not exceed in the aggregate 25
1035 percent of the total site area.
 - 1036 31. No merchandise shall be displayed or stored outside of the building(s) or on
1037 sidewalk(s).
 - 1038 32. The proffers approved as a part of zoning case REZ2014-00028 shall be
1039 incorporated in this approval.
 - 1040 33. The location of all existing and proposed utility and mechanical equipment
1041 (including HVAC units, electric meters, junction and accessory boxes,
1042 transformers, and generators) shall be identified on the landscape plans. All
1043 equipment shall be screened by such measures as determined appropriate by the
1044 Director of Planning or the Planning Commission at the time of plan approval.

1045
1046 Mr. Emerson - Mr. Chairman, the next item on your agenda this morning is a
1047 discussion item. Staff will be presenting to the Commission an update on the Route 5
1048 Corridor/Marion Hill Study. We have quite a bit of exciting information, I believe, to share
1049 with you, including our upcoming meeting on the 19th of October and some of the
1050 technology we'll be using in that meeting. It's not necessarily brand new technology, but
1051 it's the first time we've used it. I'm very excited about the opportunity this provides for
1052 citizen input. With that said, Ms. Rosemary Deemer will be presenting this information to
1053 the Commission this morning.

1054
1055 Mr. Leabough - Good morning, Ms. Deemer.

1056
1057 Ms. Deemer - Good morning. As Mr. Emerson indicated, we'd just like to
1058 give you a brief update on our public participation efforts to date.

1059
1060 Following our kickoff meeting that we had here with you on May 11th, the department
1061 launched a website dedicated to the Route 5 project. It contains a project description, as
1062 well as a place to review documents and find notifications about future meetings. In
1063 addition, there is a public engagement portal, which lets visitors take a virtual tour of the
1064 corridor and review the historic markers along Route 5. There is also an interactive feature

1065 that encourages visitors to fill out a survey and share how frequently and for what
1066 purposes they use Route 5 and the Capital Trail, as well as offer suggestions and
1067 concerns. Participants can also share suggestions and concerns directly on an interactive
1068 map of the area.

1069
1070 The website has been active for a little over four months and has had over 2,400 hits. The
1071 average time spent on the site is 5 minutes and 32 seconds, which is fairly good by web
1072 standards. It shows that people are finding plenty of information. Additionally, 58 percent
1073 of the people that are entering the site are doing so from outside of the County web pages.
1074 This shows that our outreach is working and people aren't just learning about the study
1075 from seeing it on the County page.

1076
1077 The most commented-upon topics on the survey and interactive map have been
1078 transportation at 42 percent, and character at 29 percent. Those are followed by land use
1079 and other items including safety, crime, and the Marion Hill neighborhood.

1080
1081 An open house was held on June 8th, and over 110 participants, including elected and
1082 appointed officials, attended. It was held at the Varina Library, and staff were available
1083 from 4:30 to 7:30 to introduce the project and answer questions. Based on the results of
1084 our exit survey, most people were interested in future land use recommendations and the
1085 Major Thoroughfare Plan. Additional topics of concern included the views from Route 5,
1086 establishing additional parks, and zoning. Other items commented on included the
1087 general rural/scenic nature of the area, bike safety, and preserving agriculture.

1088
1089 On Thursday, August 3rd, a community workshop was held at John Rolfe Middle School,
1090 and over 100 people were in attendance. The Planning Department's facilitator, Greg
1091 Dale, provided a brief overview of the project, including a summary of the work completed
1092 to date, and discussed how input would be used to formulate goals, objectives, and
1093 strategies moving forward. Attendees were then assigned to tables to work on identifying
1094 their five most important issues facing the corridor and Marion Hill. The 70 remaining
1095 participants were also asked to label such examples on a map of the area. Each table
1096 was then asked to present their ideas to the larger group, and staff recorded them on
1097 newsprint and hung them on the walls.

1098
1099 At the conclusion of the workshop, everyone received a set of dots, and they were asked
1100 to place them on those ideas or topics that they felt that they most agreed with. The topics
1101 with the most votes indicated people were concerned about retaining the character of the
1102 area, encouraged the development of a town center, and looked favorably upon an
1103 Overlay District. A visual inventory of Marion Hill was also recommended. Other items
1104 that were promoted by participants included using the Capital Trail to promote history and
1105 tourism and protecting or incentivizing agriculture. Participants also suggested specific
1106 transportation changes and recommended fewer subdivisions be built to keep the
1107 agricultural lands from developing.

1108
1109 The input gained from the various meetings and workshops is being used to draft the
1110 goals, objectives, and strategies for the Route 5/Marion Hill Corridor Study. A second

1111 community workshop, as Mr. Emerson indicated, is scheduled for Thursday, October
1112 19th, at John Rolfe Middle School, from 6:30 to 8:30. Participants will have the opportunity
1113 to use keypad polling technology to identify their support for various issues. Additionally,
1114 attendees will have a chance to share their thoughts on potential designs for the Four
1115 Mile Creek restroom facility to be built by the Division of Recreation and Parks.

1116
1117 Mr. Nelson - May I ask a question?

1118
1119 Ms. Deemer - Sure.

1120
1121 Mr. Nelson - I'm sorry. What time was that again on October 19th?

1122
1123 Ms. Deemer - It's 6:30 to 8:30.

1124
1125 Mr. Nelson - Okay, thank you.

1126
1127 Ms. Deemer - Sure. That concludes my presentation. I'd be happy to answer
1128 any questions.

1129
1130 Mr. Leabough - Are there any questions for Ms. Deemer?

1131
1132 Mr. Nelson - I have another question. So, the focus of the October 19th
1133 meeting is again what? And how are we informing people for that meeting?

1134
1135 Ms. Deemer - Well, the purpose of the meeting will be to introduce the draft
1136 goals, objectives and strategies that we've been working on, which were based on the
1137 input received from the last meeting. Instead of just announcing them, what the
1138 participants will be able to do is they'll be seated in an auditorium, and they'll each be
1139 given an individual keypad. Our facilitator will identify a way to put the questions up there
1140 so it'll be answered in either a yes or no fashion or a multiple-choice fashion so that people
1141 can decide whether they agree or disagree with the proposed goals, objectives and
1142 strategies.

1143
1144 We will be informing all owners of property within the corridor by doing a very large mailing
1145 of approximately 900 notifications the beginning of early next week.

1146
1147 Mr. Leabough: Where will the meeting be held? Do we have the location?

1148
1149 Ms. Deemer - It is at John Rolfe Middle School again.

1150
1151 Mr. Leabough: Okay. Just one suggestion. That cafeteria area, it just seemed
1152 like the acoustics there were not that great.

1153
1154 Ms. Deemer - This will be held in the auditorium.

1155
1156 Mr. Leabough: But this will be in the auditorium?

1157
1158 Ms. Deemer - Yes sir.
1159
1160 Mr. Leabough: With a PA system and all?
1161
1162 Ms. Deemer - Yes sir.
1163
1164 Mr. Leabough: Okay. My concern is outreach, making sure that we get more
1165 participation from folks along that corridor from different neighborhoods. I think we've had
1166 great attendance, but I think it's been attendance in certain areas. I don't think we've seen
1167 a lot of folks in the subdivisions attend. I don't know what the challenge there is, but maybe
1168 we should think about some strategies to do more outreach to get more participation,
1169 especially at this juncture, because this is a critical point in time. I don't know what we
1170 could do, so maybe we could brainstorm some strategies.
1171
1172 I've seen where police have put little signs out periodically about different things going
1173 on. I think car break-ins was something that was happening all over the region, so they
1174 put the little mobile boards out there. Maybe that's something we could do just to let
1175 residents that travel that corridor know about the meetings. Maybe that's a strategy.
1176 Outside of the mailings and everything else that we typically do. I don't know if that's
1177 possible or not.
1178
1179 Mr. Emerson - We can talk about that. The first two meetings we hadn't
1180 specifically targeted properties and done mailings. So, I think this time we'll possibly get
1181 a little more involvement because of that. We have our newspaper representative here
1182 today, so I'm hoping that she'll focus and write a story and encourage people to come to
1183 this meeting. So, every media outlet that we have available to us, we use it. The County's
1184 channel – what is it – Channel 17?
1185
1186 Ms. Deemer - Yes, HC17.
1187
1188 Mr. Emerson - We try to get information out through that. But certainly we'll
1189 take a look at some other options, and we'll be happy to talk with you, Mr. Leabough and
1190 Mr. Nelson, with any ideas you may have. Engaging the citizens of course is important.
1191 And in this case, we've got 150 of the interactive keypads that will be available. Of course,
1192 we'll have to police everybody and make sure nobody walks away with the consultant's
1193 keypads. That will give people an opportunity in real time to register their thoughts on all
1194 these questions that we'll be putting in front of them that have been generated out of the
1195 work sessions and information in the study to date so we can make sure that we're being
1196 reflective of everybody's thoughts. It's a little easier for people to engage. They don't have
1197 to stand up and make long statements. They get to respond. They get to see the results.
1198 Everybody gets equal participation so one person or another person doesn't dominate a
1199 conversation. I'm excited about it. I think it's good.
1200
1201 The added caveat of this meeting is that we were able to coordinate with Rec and Parks;
1202 a very important feature, albeit maybe not a large one, but the restroom facilities and

1203 things at Four Mile Creek. Rec and Parks, they were looking for input on architecture in
1204 regard to how that site should look and how that building should look. So, we're going to
1205 have some information from them. And in this same fashion, we want to gain input from
1206 the citizens in regard to how they'd like that to look.

1207

1208 So I think we're excited about it and certainly open to any ideas of trying to engage more
1209 of the public in this process.

1210

1211 Mr. Nelson: I just want to ditto would Mr. Leabough said. If I can get a copy
1212 of this presentation—I mean I know it's online, but if I could have like a physical copy of
1213 it.

1214

1215 Ms. Deemer - Sure. It's not online yet.

1216

1217 Mr. Nelson: Oh, okay.

1218

1219 Ms. Deemer - We're updating the website as we speak because we've been
1220 working on drafting the goals and objectives. Certainly.

1221

1222 Mr. Nelson: So if I can get a physical copy. And then if we can work with
1223 police to get those signs up somewhere on Route 5, I think that would be great. My
1224 concern is the same that I shared when we had the last meeting. There are groups that
1225 are concerned about Route 5, and they are doing their job to get the word out through the
1226 mechanisms that they use. But I don't really think that we have a balanced viewpoint. So,
1227 I think that the viewpoints that we're hearing are probably more skewed toward the
1228 interest of the groups that are participating. And they're doing their job, but I just want to
1229 make sure that we're doing everything that we can for the citizens that are not a part of
1230 the beautification committee or Route 5 and Marion Hill. Just the citizen that may not be
1231 a part of that group to say, "Oh, this may be something that I'm interested in."

1232

1233 And maybe it'll still turn out the same way. If that's the case, then that's the case. But I
1234 just want to make sure we try every way. Like I'd like to know not who the 900 people are
1235 but what areas are we targeting with the 900, where are we sending them. Is it just all
1236 people who live on Route 5? Are we branching off?

1237

1238 Mr. Emerson - We can give you a map.

1239

1240 Mr. Nelson: Yes. Maybe some of those neighborhood associations, we
1241 can send some of those through email.

1242

1243 Mr. Leabough - Yes. Part of my concern was that our neighborhood
1244 association sent information out before the last meeting, but it was misinformation
1245 provided by one of those groups. It had the wrong date, the wrong location, and it had the
1246 wrong purpose for the intent of the meeting. That's why I want to have our message out
1247 there. That way people can get it firsthand from the County and not through those
1248 separate channels, like those other not so credible groups.

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Mr. Nelson: Right. Those pieces have their own interest, so when they make their way through the community, it's skewed. It's not really focused on what it is that we're focused on. We almost have to counterbalance what's going on. And we're doing a great job with the website and everything. But the turn-out I think for this next meeting—and if we do another one beyond that—I think it's going to be crucial.

Ms. Deemer - I can just indicate that our initial emailing when we started out in May, we probably started out with about 30 to 50 people that we just simply let know about the kickoff meeting. And then we've grown it to about I think it was 100 for our June meeting. And our current mailing list—and this is just where people have signed up by email or they've filled out a survey or they've gone to the website and said please notify me—that's up to 290 people. The additional mailing will include any owner of property within 500 feet of either side of Route 5. So that will definitely capture a lot of people that haven't been coming to the meetings.

We have tried to get to neighborhood associations along the area. The problem is in doing research, they've not registered with the County. And so we don't have a physical mailing address for them. So part of the problem has been trying to contact them. This was, though, with this mailing, we are now going to be touching individual property owners within those subdivisions who hopefully will also spread the word.

Mr. Nelson: There are a couple of churches on Route 5, too, so can we make sure that they get—

Ms. Deemer - They are already getting our mailings.

Mr. Leabough - I just want to go on record. This has really been a remarkable process, the effort that's been put into it by the staff and the County is just great, the website, all the different tools that you all put in place, the interactive maps. So I just want to thank you all for everything that you've done. I don't want to seem like I'm providing Monday-morning-quarterback comments. It's really been great. You all have done just a bang-up job. This is really good. We appreciate everything you've done. We know that this plan will be great for this part of the County. So thank you for everything.

Mr. Nelson: Right. I ditto that. Mr. Emerson and everybody from the top down has done a great job and really worked hard. These are my comments—which I'm certain Mr. Leabough is the same—are less about—it's not about staff, really. It's almost like we need staff to help counterbalance the chatter that is existing about this study, which you guys have understood from the beginning. We just want to make sure that we put out facts about the meeting and ultimately let people come and make their own decisions based upon the facts that are being shared. That's my hope for the 19th. It looks like this may be one of—I don't know how many more meetings we'll do beyond this one. So it may be coming down to the nitty-gritty now.

1294 Mr. Emerson - Yes sir. I think we're probably nearing the end of that piece of
1295 the public process. We'll see how this meeting goes, see if there's a need for another one
1296 or if at that point it's time to bring it to the Commission, do a work session on everything
1297 combined, and what our recommendations may be. And then move on to a public hearing
1298 with the Commission. But certainly it's important, we'd like to get people's input. I think so
1299 far we've done pretty well. But as I've shared with all of you before, even when we did the
1300 countywide comprehensive plan, we had a very difficult time getting people to come to
1301 meetings and participate in that. But of course when a rezoning or development proposal
1302 drops in next door, then we get everyone. And they say, "Well how did this happen?" You
1303 go back through this same old story of well, we've been through this process, we did this,
1304 and nobody came.

1305
1306 So certainly we understand your concern, and we share it as well. That's why we're taking
1307 the extra step of actually doing a physical mailing this time to the property owners to see
1308 if we can get them out.

1309
1310 Mr. Leabough - Are there any other questions for Ms. Deemer? If not, thank
1311 you.

1312
1313 Mr. Emerson - Mr. Chairman, next on the agenda is the consideration of the
1314 approval of your minutes from the July 26th meeting. I do not have an errata sheet.

1315
1316 APPROVAL OF MINUTES: July 26, 2017

1317
1318 Mr. Leabough - If there are no changes to the minutes, I'll entertain a motion.

1319
1320 Mr. Witte - I move we approve the minutes.

1321
1322 Mrs. Marshall - Second.

1323
1324 Mr. Leabough - We have a motion by Mr. Witte, a second by Mrs. Marshall.
1325 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.
1326 The minutes are approved.

1327
1328 The Planning Commission approved the July 26, 2017 minutes as submitted.

1329
1330 Mr. Leabough - Do we have any other business to come before the
1331 Commission, Mr. Secretary?

1332
1333 Mr. Emerson - Mr. Chairman, I have nothing further.


1334
1335 Mr. Archer - Mr. Chairman and Mr. Secretary, I understand—and I may be
1336 remiss in that I may not know everybody. But I understand that we have two people who
1337 have been recognized for their long tenure here—Ms. News at 20 years and Ms. Crady
1338 at 10 years. Are there more?

1339

1340 Mr. Emerson - I believe we had several from the Design Division. It was
1341 Ms. News, Ms. Crady, Mr. Pambid, and Mr. Ward who were recognized at the most recent
1342 service awards, along with Ms. Moore at 15 years who went on vacation and didn't attend
1343 the service awards. And Mr. Strauss who had a 20-year anniversary as well. So
1344 congratulations to all.
1345
1346 Mr. Archer - Well I'd like to congratulate all of them. Ms. News and
1347 Ms. Crady came when they were just little girls then.
1348
1349 Mr. Emerson - They did. And Ms. Moore as well.
1350
1351 Mrs. Marshall - Congratulations.
1352
1353 Mr. Witte - I have one question. In my packet was a 2018 meeting
1354 schedule for the Board of Zoning Appeals.
1355
1356 Mr. Emerson - On the other side you have—
1357
1358 Mr. Archer - There's a flip side to it.
1359
1360 Mr. Baka - We're saving paper.
1361
1362 Mr. Witte - Oh. In that case, I have no question.
1363
1364 Mr. Emerson - We do that just to confuse you, Mr. Witte.
1365
1366 Mr. Emerson - The BZA schedule is old habit for at least two of you.
1367
1368 Mr. Baka - Yes sir.
1369
1370 Mr. Witte - Well I kind of like this.
1371
1372 Mr. Emerson - Mr. Chairman, I have nothing further for the Commission this
1373 morning.
1374
1375 Mr. Leabough - I'll entertain a motion for adjournment.
1376
1377 Mr. Witte - So moved.
1378
1379 Mr. Leabough - We're adjourned.
1380
1381 Mr. Archer - Thank you, staff.
1382



Mr. Eric S. Leabough, C.P.C., Chairperson



Mr. R. Joseph Emerson, Jr., Secretary

A. Standard Conditions for all POD's:

1. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water and sewer. **(when the property is served by public utilities)**
- 1A. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public sewer. The well location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public water system when available within 300 feet of the site/building. **(when not served by public water)**
- 1B. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water. The septic tank location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public sewer when available within 300 feet of the site/building. **(when not served by public sewer)**
2. The Director of the Department of Public Utilities shall approve the plan of development for construction of public water and sewer, prior to beginning any construction of these utilities. The Department of Public Utilities shall be notified at least 48 hours prior to the start of any County water or sewer construction.
3. The parking lot shall be subject to the requirements of Chapter 24, Section 24-98 of the Henrico County Code.
4. The parking spaces shall be marked on the pavement surface with four-inch-wide traffic painted lines. All lane lines and parking lines shall be white in color with the exception that those dividing traffic shall yellow.
5. Sufficient, effectively usable parking shall be provided. If experience indicates the need, additional parking shall be provided.
6. Curb and gutter and necessary storm sewer shall be constructed as shown on approved plans.
7. The plan of development plan shall be revised as annotated on the staff plan dated **September 27, 2017**, 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 **September 27, 2017**, which shall be as much a part of this approval as if all details were fully described herein. Four (4) sets of prints of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Conventional Single-Family Subdivisions Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water. **(Substitute condition 5A if well)**
- 5A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer. **(Substitute condition 6A if on-site sewage disposal/septic)**
- 6A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **September 27, 2017**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **September 26, 2018**, 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 casement 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 **September 27, 2017**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **September 26, 2018**, 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 **September 27, 2017**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **September 26, 2018**, 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 **September 27, 2017**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **September 26, 2018**, 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 **September 27, 2017**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **September 26, 2018**, 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.