

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, June 27, 2018.
4

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

Others Present: Ms. Jean Moore, Assistant Director of Planning, Acting Secretary
Ms. Leslie A. News, PLA, Senior Principal Planner
Mr. Kevin D. Wilhite, C.P.C., AICP, County Planner
Mr. Michael F. Kennedy, County Planner
Mr. Tony Greulich, C.P.C., County Planner
Ms. Christina L. Goggin, AICP, County Planner
Ms. Aimee B. Crady, AICP, County Planner
Mr. Matt Ward, County Planner
Mr. Lee Pambid, C.P.C., County Planner
Ms. Kate B. McMillion, County Planner
Mr. Salim Chishti, ASLA, County Planner
Mr. Spencer Norman, County Planner
Ms. Sharon Smidler, P.E., Traffic Engineer
Mr. Henry Rosenbaum, Division of Fire
Ms. Melissa Ferrante, Office Assistant / Recording Secretary

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

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9 Mrs. Marshall - At this time, I ask that you please take a moment to silence
10 your cell phones. And please stand and join us as we say the Pledge of Allegiance.

11
12 Good morning. Do we have anyone in the audience with the news media? We do not. At
13 this point, I will turn the meeting over to Mr. Emerson, our secretary.

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15 Mr. Emerson - Thank you, Madam Chair. First on your agenda this morning
16 are the requests for deferrals and withdrawals, and there are none of those this morning.
17 So moving along to the expedited items, of which you do have several. Actually this is the
18 entire agenda, for the most part. Those will be presented by Ms. Leslie News.

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20 Mr. News - Thank you, Mr. Secretary. Good morning, members of the
21 Commission. We have six items on our expedited agenda this morning. The first is found

22 on page 3 of the agenda and is located in the Fairfield District. This is a transfer of
23 approval for POD-125-98, Springhill Suites by Marriott Richmond Virginia Center,
24 formerly Springhill Suites Hotel. Staff recommends approval.

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TRANSFER OF APPROVAL

28 29 30 31 32 33 34 35 36	POD-125-98 POD2018-00043 Springhill Suites by Marriott Richmond Virginia Center (Formerly Springhill Suites Hotel) – 9701 Brook Road	Latham & Watkins, LLP for Ashford Richmond, LP and MCR Hospitality Fund REIT, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Ashford Richmond, LP to MCR Hospitality Fund REIT, LLC. The 2.61-acre site is located on the eastern line of Brook Road, approximately 650 feet south of Virginia Center Parkway, on parcel 784-767-0407. The zoning is B-3, Business District. County water and sewer. (Fairfield)
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29 Mrs. Marshall - Is there anyone present who is opposed to the TOA POD-125-
30 98 (POD2018-00043), Springhill Suites by Marriott Richmond Virginia Center (formerly
31 Springhill Suites Hotel)? I see no opposition, Mr. Archer.

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33 Mr. Archer - Madam Chair, I move approval of POD-125-98 (POD2018-
34 00043), Springhill Suites by Marriott Richmond Virginia Center (formerly Springhill Suites
35 Hotel), subject to the staff's recommendation.

36
37 Mrs. Kotula - Second.

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

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42 The Planning Commission approved the transfer of approval request for POD-125-98
43 (POD2018-00043), Springhill Suites by Marriott Richmond Virginia Center (formerly
44 Springhill Suites Hotel), from Ashford Richmond, LP to MCR Hospitality Fund REIT, LLC,
45 subject to the standard and added conditions previously approved.

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47 Ms. News - The next item is on page 4 of your agenda and located in the
48 Fairfield District. This is a transfer of approval for POD-09-70, Hope Village, which was
49 formerly Randolph Court Apartments. There is an addendum item revising the caption to
50 incorporate that previous title. Staff recommends approval.

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59 **TRANSFER OF APPROVAL**
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POD-09-70
POD2018-00116
Hope Village (Formerly
Randolph Court
Apartments) – 1605 Hope
Road

Fairstead for Hope Preservation, LP and SHP Management Corporation: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Hope Village, LTD; Hope Village Preservation, LP; and Hope Village Investors, LLC to Hope Preservation, LP and SHP Management Corporation. The 6.79-acre site is located at the southeast corner of the intersection of Mountain Road and Winona Boulevard on parcel 780-761-7996. The zoning is R-5, General Residential District. County water and sewer. **(Fairfield)**

Mrs. Marshall - Is there anyone present who is opposed to POD-09-70 (POD2018-00116), Hope Village (formerly Randolph Court Apartments)? I see no opposition. Mr. Archer?

Mr. Archer - Madam Chairman, this is a pretty lengthy write-up on this one. If any of the members of the Commission have any questions, I can have a brief presentation done by Mr. Kennedy. But if not . . .

Mrs. Kotula - I would personally love some background on this.

Mr. Archer - Well, we'll just take it off, and we'll hear it. Is that okay?

Mrs. Marshall - Sure.

Mr. Archer - Okay. This particular area is getting rather old. It was good, and then it was bad. It was good again, and now it's bad again. So I'm really happy to see that it is coming up to the standards of some of the other new subdivisions that have been built around. So we'll just pull it off and hear it at the end, if that's all right with everybody. All right, thank you.

[See page 9 of this transcript for recalling of this case on the regular agenda.]

Ms. News - The next items is on page 5 of your agenda and is located in the Three Chopt District. This is a transfer of approval for POD-109-73, -105-85, a portion of POD-18-07, and POD-91-93, SunTrust Center I and II. This was formerly the WestMark Office Park. Staff recommends approval.

95 **TRANSFER OF APPROVAL**

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POD-109-73, POD-105-85, POD-18-07 (pt), and POD-91-93
POD2018-00138,
POD2018-00146,
POD2018-00147,
POD2018-00148,
POD2018-00149,
POD2018-00150,
POD2018-00151, and
POD2018-00152
SunTrust Center I and II
(Formerly WestMark
Office Park) – 11011 and
11013 West Broad Street

FD Stonewater for FDS SunTrust Center, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from ROC Fairlead SunTrust Center, LLC to FDS SunTrust Center, LLC. The 32.34-acre site is located on the southern line of West Broad Street (U.S. Route 250), approximately 900 feet west of its intersection with Cox Road, on parcel 746-760-8608. The zoning is B-3C, Business District (Conditional), O-3, Office District, and O-3C, Office District (Conditional). County water and sewer. **(Three Chopt)**

97

98 Mrs. Marshall - Is there anyone present who is opposed to TOA POD-109-73,
99 POD-105-85, POD-18-07 (pt), and POD-91-93 (POD2018-00138, POD2018-00146,
100 POD2018-00147, POD2018-00148, POD2018-00149, POD2018-00150, POD2018-
101 00151, and POD2018-00152), SunTrust Center I and II (formerly WestMark Office Park)?
102 I see no opposition.

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104 I move approval of the transfer of approval for POD-109-73, POD-105-85, POD-18-07
105 (pt), and POD-91-93 (POD2018-00138, POD2018-00146, POD2018-00147, POD2018-
106 00148, POD2018-00149, POD2018-00150, POD2018-00151, and POD2018-00152),
107 SunTrust Center I and II (formerly WestMark Office Park), subject to the previously
108 approved conditions on the expedited agenda.

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110 Mr. Baka - Second.

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

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116 The Planning Commission approved the transfer of approval request for POD-109-73,
117 POD-105-85, POD-18-07 (pt), and POD-91-93 (POD2018-00138, POD2018-00146,
118 POD2018-00147, POD2018-00148, POD2018-00149, POD2018-00150, POD2018-
119 00151, and POD2018-00152), SunTrust Center I and II (formerly WestMark Office Park),
120 from ROC Fairlead SunTrust Center, LLC to FDS SunTrust Center, LLC, subject to the
121 standard and added conditions previously approved/

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123 Ms. News - The next item is found on page 6 of your agenda and is
124 located in the Tuckahoe District. This is a transfer of approval for POD-55-73 and POD-

125 49-01, Burlington Coat Factory Shopping Center, which was formerly Carousel Addition
126 and O'Charley's at West Broad Street and Horsepen Road. Staff recommends approval.
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128 **TRANSFER OF APPROVAL**
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POD-55-73 and POD-49-01
POD2018-00195 and
POD2018-00203
Burlington Coat Factory
Shopping Center
(Formerly Carousel
Addition) – (6301 West
Broad Street) and
O'Charley's – West Broad
Street and Horsepen Road
– (6291 West Broad
Street) –

Robert Chesson for Midtown Retail Investments, LLC:
Request for transfer of approval as required by Chapter 24,
Section 24-106 of the Henrico County Code from Kimco
Richmond 800, Inc. to Midtown Retail Investments, LLC.
The 11.47-acre site is an existing shopping located at the
northwest corner of the intersection of West Broad Street
(U.S. Route 250) and Horsepen Road, on parcel 768-742-
8126. The zoning is B-2, Business District. County water
and sewer. **(Tuckahoe)**

130
131 Mrs. Marshall - Is there anyone present who is opposed to POD-55-73 and
132 POD-49-01 (POD2018-00195 and POD2018-00203), Burlington Coat Factory Shopping
133 Center (formerly Carousel Addition)? I see no opposition. Mr. Baka?
134

135 Mr. Baka - Seeing no opposition, I would move for approval of POD-55-
136 73 and POD-49-01 (POD2018-00195 and POD2018-00203), Burlington Coat Factory
137 Shopping Center (formerly Carousel Addition) and O'Charley's – West Broad Street and
138 Horsepen Road, subject to the conditions as recommended by staff, on the expedited
139 agenda.

140 Mrs. Marshall - Second.

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

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146 The Planning Commission approved the transfer of approval request for POD-55-73 and
147 POD-49-01 (POD2018-00195 and POD2018-00203), Burlington Coat Factory Shopping
148 Center (formerly Carousel Addition) – (6301 West Broad Street) and O'Charley's – West
149 Broad Street and Horsepen Road – (6291 West Broad Street), from Kimco Richmond
150 800, Inc. to Midtown Retail Investments, LLC, subject to the standard and added
151 conditions previously approved.

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153 Ms. News - Next on page 7 and located in the Three Chopt District we
154 have POD2018-00179, Smith Grove at Bacova, Section 3. Staff recommends approval.
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158 **PLAN OF DEVELOPMENT**

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POD2018-00179
Smith Grove at Bacova
Section 3 – 12311 Kain
Road

Youngblood, Tyler, and Associates for Smith Grove, LLC and Bacova, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct 21 detached dwellings for sale with zero lot lines. The 5.66-acre site is located on the southeastern corner at the intersection of North Gayton Road and Kain Road, on parcel 736-768-6361 and part of parcel 736-768-5323. The zoning is R-5AC, General Residential District (Conditional). County water and sewer. **(Three Chopt)**

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161 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00179,
162 Smith Grove at Bacova Section 3?

163

164 I move POD2018-00179, Smith Grove at Bacova Section 3, be approved on the expedited
165 agenda subject to the annotations on the plans, the standard conditions for developments
166 of this type, and additional conditions 9 amended and 29 through 38 in the agenda.

167

168 Mr. Leabough - Second.

169

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

173

174 The Planning Commission approved POD2018-00179, Smith Grove at Bacova Section
175 3, subject to the annotations on the plans, the standard conditions attached to these
176 minutes for developments of this type, and the following additional conditions:

177

178 9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of
179 Planning for review and Planning Commission approval prior to the issuance of any
180 occupancy permits.

181 29. Roof edge ornamental features that extend over the zero lot line, and which are
182 permitted by Section 24-95(i)(1), must be authorized in the covenants.

183 30. Eight-foot easements for construction, drainage, and maintenance access for
184 abutting lots shall be provided and shown on the POD plans.

185 31. Building permit request for individual dwellings shall each include two (2) copies of
186 a layout plan sheet as approved with the plan of development. The developer may
187 utilize alternate building types providing that each may be located within the building
188 footprint shown on the approved plan. Any deviation in building footprint or
189 infrastructure shall require submission and approval of an administrative site plan.

190 32. Windows on the zero lot line side of the dwelling can only be approved with an
191 exception granted by the Building Official and the Director of Planning during the
192 building permit application process.

- 193 33. The mechanical equipment for each building shall be located on its respective lot.
 194 The location of the equipment shall be reviewed and approved with the building
 195 permit application for each lot. Except for wall-mounted electric meters, in no case
 196 shall the eight-foot easement for construction, drainage, and maintenance access
 197 on the abutting lot be used to locate other mechanical equipment (such as HVAC
 198 equipment, generators, and the like) for the subject lot.
- 199 34. The subdivision plat for Smith Grove at Bacova Section 3 shall be recorded before
 200 any building permits are issued.
- 201 35. Prior to issuance of a certificate of occupancy for any building in this development,
 202 the engineer of record shall certify that the site has been graded in accordance
 203 with the approved grading plans.
- 204 36. A concrete sidewalk meeting County standards shall be provided along the east
 205 side of North Gayton Road and the south side of Kain Road.
- 206 37. The proffers approved as a part of zoning cases REZ2016-00033 and REZ2017-
 207 00022 shall be incorporated in this approval.
- 208 38. Approval of the construction plans by the Department of Public Works does not
 209 establish the curb and gutter elevations along the Henrico County maintained right-
 210 of-way. The elevations will be set by Henrico County.

211
 212 Ms. News - The final item is on page 9 of your agenda and is located in
 213 the Three Chopt District. This is a landscape place for POD2018-00186, Smith Grove at
 214 Bacova Sections 1 & 2. There is an addendum item that includes a revised plan
 215 addressing previous utility annotations. Staff recommends approval.

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 217 **LANDSCAPE PLAN**

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POD2018-00186
 Smith Grove at Bacova
 Sections 1 & 2 – Bacova
 Drive

Youngblood, Tyler, and Associates for Smith Grove, 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 18.64-acre site is located at the northeastern corner of the intersection of Liesfeld Farm Drive and North Gayton Road, on parcel 736-768-5323 and part of parcel 736-768-5323. The zoning is R-5AC, General Residential District (Conditional) and C-1C, Conservation District (Conditional). County water and sewer. **(Three Chopt)**

219
 220 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00186,
 221 Smith Grove at Bacova Sections 1 & 2? I see no opposition.

222
 223 I move the landscape plan for POD2018-00186, Smith Grove at Bacova Sections 1 & 2,
 224 be approved on the expedited agenda subject to the standard conditions for landscape
 225 plans and the revised plan in the addendum.

226
 227 Mr. Baka - Second.

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

231
232 The Planning Commission approved POD2018-00186, landscape plan for Smith Grove
233 at Bacova Sections 1 & 2, subject to the annotations on the plans, the standard conditions
234 attached to these minutes for developments of this type.

235
236 Ms. News - That completes our expedited agenda.

237
238 Mr. Emerson - Madam Chair, we now move on to the next item on your
239 agenda, which is the consideration of subdivision extensions of conditional approval. No
240 action is required this morning. However, Ms. Kate McMillion will present to you the
241 subdivisions that have extensions available to them.

242
243 **SUBDIVISION EXTENSIONS OF CONDITIONAL APPROVAL**
244 **EXTENSIONS - FOR INFORMATIONAL PURPOSES ONLY**

245

Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District	Recommended Extension
SUB2011-00042 SUB-005-11 Townes at Oakley's Bluff, The (June 2011 Plan)	131	50	6	Varina	December 8, 2022
SUB2017-00046 Centennial Commons (May 2017 Plan)	27	27	0	Varina	June 27, 2019

246
247 Ms. McMillion - Good morning. There are two conditional subdivision
248 extensions on the agenda this morning. Both cases are presented for informational
249 purposes only and do not require any Commission action. The first case, Townes at
250 Oakley's Bluff, (June 2011 Plan), is located in the Varina District. Under State law enacted
251 in 2013, any conditional subdivision is granted an automatic five-year extension from the
252 date of the last section's subdivision plat recordation. For this particular case, the
253 extension will be granted to December 8, 2022, as the Section 2 subdivision plat was
254 recorded in December of 2017.

255
256 The second case, Centennial Commons, (May 2017 Plan), also located in the Varina
257 District, is eligible for a one-year extension, which does not require any action on your
258 behalf.

259
260 I am available for any questions you may have.

261
262 Mrs. Marshall - Any questions from the Commission?

263

264 [The following case is being recalled from the expedited agenda on page 3 of this
265 transcript.]
266

267 Mr. Emerson - Madam Chair, we now move on to your regular agenda, page
268 4, for POD-09-70 and POPD2018-00116, Fairstead for Hope Preservation, LP and SHP
269 Management Corporation. The staff report will be presented by Mr. Mike Kennedy.
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271 **TRANSFER OF APPROVAL**
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273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299	<p>POD-09-70 POD2018-00116 Hope Village (Formerly Randolph Court Apartments) – 1605 Hope Road</p> <p>Fairstead for Hope Preservation, LP and SHP Management Corporation: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Hope Village, LTD; Hope Village Preservation, LP; and Hope Village Investors, LLC to Hope Preservation, LP and SHP Management Corporation. The 6.79-acre site is located at the southeast corner of the intersection of Mountain Road and Winona Boulevard on parcel 780-761-7996. The zoning is R-5, General Residential District. County water and sewer. (Fairfield)</p>
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273 Mrs. Marshall - Is there anyone present who is opposed to TOA POD-09-70
274 (POD2018-00116), Hope Village (formerly Randolph Court Apartments)? I see no
275 opposition. Mr. Kennedy.
276

277 Mr. Kennedy - Good morning, members of the Commission.
278
279

280 The new owner accepts and agrees to be responsible for continued compliance with the
281 conditions of original approval. The original POD was approved in 1970. The new owner
282 has provided staff with a letter acknowledging the deficiencies identified during staff's plan
283 of development inspection and they have agreed to address all deficiencies in accordance
284 with the Agreement and Memorandum of Understanding approved by the Board of
285 Supervisors on March 27, 2018.
286

287 It's kind of an interesting project. It is a Section 8 assisted project. It was last renovated
288 with a tax credit program refinancing in 1998. So it was over twenty years ago. The
289 company that purchased the property is a nonprofit. They are using low income tax credits
290 and bonds from the Suffolk Redevelopment Housing Authority, so they had to make an
291 agreement with the Board of Supervisors to allow the Housing Authority to do that.
292

293 As far as if the property goes into default, neither the County nor the Housing Authority
294 will be responsible for payment. It's a method of financing, taxes and bonds to use to
295 purchase the property and to renovate the property. They intend to spend \$42,000 per
296 unit in renovating. They're replacing the entire kitchens including new energy-efficient
297 appliances and cabinets and they are providing energy-efficient doors, windows and
298 HVAC systems.
299

300 In addition, there are 100 units and 10 will be renovated for complete handicap
301 accessibility. So they're doing a lot of work there.

302
303 As far as the POD work, we really didn't want to start site work before they finished the
304 interior work because of the potential conflicts; so far as if they were to put trees and
305 shrubs in before replacing windows and HVAC systems... So the agreement allows us to
306 move forward with this project and give them the approval they need to finish their
307 financing and move forward with it.

308
309 Mr. Byrd is representing the association doing the work, refinancing the property. The
310 new owner is here to answer any questions you may have.

311
312 Mr. Emerson - Mr. Kennedy, I failed to mention it, but this is also on the
313 amended agenda as well.

314
315 Mr. Kennedy - Yes, the name was originally Randolph Court Apartments.

316
317 Mrs. O'Bannon - Last night at the Board of Supervisors' meeting we approved
318 an extra one million dollars, I believe it was, for this project. We didn't approve it; it's
319 through the Suffolk EDA.

320
321 Mr. Emerson - It requires Board approval in order for them to issue bonding
322 for a project within your political boundaries.

323
324 Mrs. O'Bannon - Right. And so the Board did pass that paper. And we had
325 approved their . . . borrowing the money, I guess.

326
327 Mr. Emerson - Correct, yes ma'am.

328
329 Mrs. O'Bannon - Getting the bond passed before that.

330
331 Mrs. Kotula - Thank you for providing that background. I appreciate the
332 bigger picture of it. It was an interesting report that was provided.

333
334 Mr. Archer - All right, no more questions? All right. Thank you,
335 Mr. Kennedy. Appreciate that. Again, this is a property that has been up and down and
336 up and down, and now it looks like this is—to spend \$42,000 per unit I thought that was
337 pretty decent. And in consideration of some of the newer subdivisions that have been
338 adjacent to it and around it. In fact, there's a lot right next to it that was a house site.
339 They've torn the house down. And I think they're building two or three houses on that
340 sizeable lot.

341
342 So anyway, with that and Mr. Kennedy's explanation, I move for approval of POD-09-70
343 (POD2018-00116), Hope Village, (formerly Randolph Court Apartments), subject to the
344 staff report and the additional condition that I guess was taken care of in the addendum
345 this morning.

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Mr. Emerson - Yes sir.

Mr. Archer - Okay. That's my motion.

Mrs. Kotula - Second.

Mrs. Marshall - We have a motion by Mr. Archer and a second by Mrs. Kotula. 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-09-70 (POD2018-00116), Hope Village, (formerly Randolph Court Apartments) from Hope Village, LTD; Hope Village Preservation, LP; and Hope Village Investors, LLC to Hope Preservation, LP and SHP Management Corporation, subject to the standard and added conditions previously approved and the following additional condition:

1. The site deficiencies, as identified in the inspection report dated April 9, 2018 shall be corrected in accordance with the terms and deadlines in the Agreement and Memorandum of Understanding approved by the Board of Supervisors on March 27, 2018.

Mr. Emerson - Madam Chair, we now move on to the next item on your agenda, which is the consideration of approval of your minutes from the May 23, 2018 meeting. We have no errata sheet, but of course we will consider any corrections or changes you may have.

APPROVAL OF MINUTES: May 23, 2018

Mrs. Marshall - Do we have any corrections from the Commission?

Mr. Leabough - Madam Chair, I move approval of the minutes.

Mr. Baka - Second.

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

The Planning Commission approved the May 23, 2018 minutes as submitted.

Mrs. Marshall - Is there any new business to conduct this morning?

Mr. Emerson - Madam Chair, I have nothing further for the Commission this morning other than to note, as you all are aware, that it's Mr. Leabough's last meeting. I thank him for his time on the Commission, his work with staff. We certainly enjoyed working with him and look forward to working with him further in his new capacity.

392
393 Mr. Leabough - Appreciate it. So I'm going to go upstairs and join the wrestling
394 match in a few. I don't know what's going on up there. I hope everybody's okay.
395
396 Mrs. O'Bannon - I think the IT Department is moving. I believe that's what the
397 noise is.
398
399 Mr. Emerson - I think that's what it is, yes ma'am.
400
401 Mrs. O'Bannon - I want to apologize for being late since it's a seventeen-minute
402 meeting. I went to the 7-Eleven to get coffee and got stopped by a constituent. I apologize.
403
404 Mr. Leabough - Let me just say I feel the same way, Mr. Emerson. I've truly
405 learned a lot from the County staff and just really have come to respect the staff even
406 more. You all work just as hard as we do day in and day out. You make us look good, so
407 I really do want to say thank you for all of your hard work over the last I guess almost
408 seven years now.
409
410 Then I'd also like to thank the Board and their role in mentoring me and then the rest of
411 my fellow commissioners, especially Mr. Archer who was here from day one. He took me
412 under his wing and mentored me. So I really do appreciate all of you all, your advice, your
413 feedback, and the commitment that you've made to this County in serving the citizens. I
414 really do appreciate it.
415
416 I think before I even started with the Commission, Mr. Archer gave me a call and reached
417 out to me, and it really made me feel welcome. So I really do appreciate that. And I hope
418 I've done the same for you all as well.
419
420 Mr. Baka - Definitely.
421
422 Mr. Leabough - I really do appreciate it.
423
424 Mr. Archer - Mr. Leabough, it's been great working with you. And actually
425 the reason I was taking you under my wing was so you could handle my cases when I
426 was away.
427
428 Mr. Leabough - Well I hope I've done well in your absence, Mr. Archer.
429
430 Mr. Baka - We appreciate all your work, and we're glad to know you're
431 not far away. Look forward to hearing good news of the endeavors you're working on in
432 your housing rehabilitation program.
433
434 Mr. Leabough - Thank you, Mr. Baka.
435
436 Mrs. Marshall - We're definitely going to miss you. Good luck upstairs.
437

438 Mr. Leabough - I'll be around, so you'll see me. Our paths will definitely cross
439 again.

440
441 Mrs. Marshall - I'll entertain a motion for adjournment.

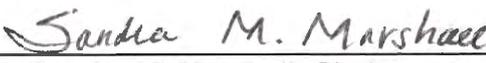
442
443 Mr. Archer - So moved, Madam Chair.

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445 Mr. Baka - Second.

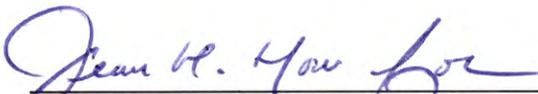
446
447 Mrs. Marshall - We have a motion for adjournment by Mr. Archer, a second
448 by Mr. Baka. All in favor say aye. Those opposed say no. There is no opposition; that
449 motion passes.

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451 This meeting is adjourned.

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Mrs. Sandra M. Marshall, Chairperson

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Mr. Joseph Emerson, Jr., Secretary

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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 **June 27, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **June 26, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be

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

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Conventional Single-Family Subdivisions Not Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage and erosion control plans have been approved by the Department of Planning, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of eleven (11) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **June 27, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **June 26, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
9. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Residential Townhouse for Sale (RTH) Subdivisions

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **June 27, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **June 26, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Zero Lot Line Subdivisions

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **June 27, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **June 26, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change may be implemented.

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Road Dedication with No Lots

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **June 27, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **June 26, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

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 **June 27, 2018**, which shall be as much a part of this approval as if details were fully described herein. Nine (9) sets of revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised October 2015)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.
9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of Planning for review and Planning Commission approval prior to the issuance of any occupancy permits.
10. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced no later than the next planting season.

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

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

STANDARD CONDITIONS FOR LANDSCAPE/LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **June 27, 2018**, which shall be as much a part of this approval as if all details were fully described herein. Four (4) sets of prints of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

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

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

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

29. The dry cleaning establishment shall use only non-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)**