

**HENRICO COUNTY  
NOTICE OF SPECIAL MEETING  
BOARD OF SUPERVISORS**

Please take notice that a special meeting of the Board of Supervisors will be held on **Tuesday, February 25, 2020, at 5:45 p.m.** in the County Manager's Conference Room on the Third Floor of the Administration Building at the Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

The matters to be reviewed by the Board at this time are:

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| 5:45 - 6:00 p.m. | Tidemark Replacement Project Update                                      |
| 6:00 - 6:20 p.m. | Plan of Development for Firehouse 20                                     |
| 6:20 - 6:30 p.m. | Henrico Area Mental Health & Developmental Services Accreditation Update |
| 6:30 - 6:45 p.m. | Regular Meeting Agenda Items   |



Barry R. Lawrence, CMC  
Clerk, Henrico County Board of Supervisors  
February 20, 2020

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**February 25, 2020**  
**7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**APPROVAL OF MINUTES** – February 11, 2020, Regular and Special Meetings; and March 18 - 21, 2019, Special Meeting

**MANAGER'S COMMENTS**

**BOARD OF SUPERVISORS' COMMENTS**

**RECOGNITION OF NEWS MEDIA**

**APPOINTMENTS**

- 53-20                    Resolution - To Establish the Belmont Advisory Committee and Set Its Duties.
- 54-20                    Resolution - Appointment of Member - The First Tee of Greater Richmond Board of Directors.

**PUBLIC HEARING ITEMS**

- 55-20                    Resolution - Amendments to the FY 2019-20 Annual Fiscal Plan: February 2020.
- 56-20                    Ordinance - To Amend and Reordain Section 20-273 Titled "Definitions" and Sections 20-280 through 20-282 Titled "Reserved" of the Code of the County of Henrico to Impose Transient Occupancy Tax on Short-Term Rentals and Establish a Short-Term Rental Registry.
- 57-20                    Ordinance - To Amend and Reordain Section 24-3 Titled "Definitions," Section 24-12 Titled "Conditional uses permitted by special exception," Section 24-13 Titled "Accessory uses permitted," Section 24-13.01 Titled "Development standards and conditions for permitted uses," Section 24-13.2 Titled "Accessory uses permitted," Section 24-13.3 Titled "Conditional uses permitted," Section 24-28 Titled "Principal uses permitted," Section 24-39 Titled "Accessory uses permitted," Section 24-94 Titled "Table of regulations," Section 24-96 Titled "Off-street parking requirements," and Section 24-121 Titled "Conditional zoning or zone approval" of the Code of the County of Henrico to Allow and Regulate Short-Term Rentals of Real Estate in Certain Residential Districts.

**PUBLIC COMMENTS**

## **GENERAL AGENDA**

- 58-20 Resolution - Signatory Authority - Agreement with Southside Community Development and Housing Corporation - 4004 Delmont Street - Fairfield District.
- 59-20 Resolution - Signatory Authority - Acquisition of Real Property - 6020 Indigo Road - Brookland District.
- 60-20 Resolution - Award of Contract - Dorey Park Field #7 Concession and Restroom Building - Varina District.
- 61-20 Resolution - Award of Contract - Annual Engineering Services - Water and Sewer Projects.
- 62-20 Resolution - Award of Construction Contract - Filter Basin Maintenance and Construction Services - Water Reclamation Facility - Varina District.
- 63-20 Resolution - Award of Contract - Sludge Blend Facility Chemical Fill Station - Water Reclamation Facility - Varina District.
- 64-20 Resolution - Award of Contract - Maintenance of Parham Road Bridge over CSX Railroad Tracks - Brookland and Fairfield Districts.
- 65-20 Resolution - Acceptance of Roads - Three Chopt District.



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
February 25, 2020**

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**APPOINTMENTS**

**RESOLUTION - To Establish the Belmont Advisory Committee and Set Its Duties.**

This Board paper would establish the Belmont Advisory Committee for the purpose of advising the County's member on the Richmond First Tee Board of Directors regarding the renovation, operation, and maintenance of the Belmont Golf Course. The County has the right to appoint a member of the Richmond First Tee Board of Directors under the January 13, 2020, Deed of Lease and Operation and Maintenance Agreement for Belmont Golf Course approved at the December 10, 2019, meeting of the Board of Supervisors.

The Board paper appoints the following persons to the Committee for initial terms expiring as indicated below, or thereafter, when their successors shall have been appointed and qualified:

Raiford F. Beasley	December 31, 2022
Patricia L. Kibler	December 31, 2022
Christopher Shumaker	December 31, 2022
Ronald L. Stillwell	December 31, 2022
_____	December 31, 2022

The Director of Recreation and Parks recommends approval of the Board paper, and the County Manager concurs.

**RESOLUTION - Appointment of Member - The First Tee of Greater Richmond Board of Directors.**

This Board paper appoints **Daniel J. Schmitt**, Vice-Chairman of the Board of Supervisors, to The First Tee of Greater Richmond Board of Directors for a term expiring December 31, 2022, or thereafter, when his successor shall have been appointed and qualified.

**PUBLIC HEARING ITEMS**

**RESOLUTION - Amendments to the FY 2019-20 Annual Fiscal Plan: February 2020.**

A Board paper was presented on February 11, 2020, that received requests for amendments to the Annual Fiscal Plan, directed their advertisement, and set the date for a public hearing. This paper, if approved after the public hearing, amends the Annual Fiscal Plan and appropriates funds for expenditure for the purposes indicated.

**ORDINANCE - To Amend and Reordain Section 20-273 Titled “Definitions” and Sections 20-280 through 20-282 Titled “Reserved” of the Code of the County of Henrico to Impose Transient Occupancy Tax on Short-Term Rentals and Establish a Short-Term Rental Registry.**

This Board paper creates a registry for short-term rentals and imposes transient occupancy tax on those rentals.

“Short-term rentals” include rentals of a lodging space for a period of fewer than 30 consecutive days, in exchange for a charge. Short-term rentals are commonly offered through an intermediary, such as Airbnb.

Under the proposed ordinance, short-term rental operators would be required to register annually with the County’s department of finance and remit transient occupancy taxes on a monthly basis for rentals occurring in the preceding month. The annual fee for registration would be \$200.00. The transient occupancy tax would be 8% of the rental charge.

The proposed ordinance would take effect on July 1, 2020, except that operators would be allowed to register prior to that date.

A separate Board paper amending the zoning ordinance to regulate short-term rentals will also be considered at a public hearing on February 25, 2020.

**ORDINANCE - To Amend and Reordain Section 24-3 Titled “Definitions,” Section 24-12 Titled “Conditional uses permitted by special exception,” Section 24-13 Titled “Accessory uses permitted,” Section 24-13.01 Titled “Development standards and conditions for permitted uses,” Section 24-13.2 Titled “Accessory uses permitted,” Section 24-13.3 Titled “Conditional uses permitted,” Section 24-28 Titled “Principal uses permitted,” Section 24-39 Titled “Accessory uses permitted,” Section 24-94 Titled “Table of regulations,” Section 24-96 Titled “Off-street parking requirements,” and Section 24-121 Titled “Conditional zoning or zone approval” of the Code of the County of Henrico to Allow and Regulate Short-Term Rentals of Real Estate in Certain Residential Districts.**

This Board paper amends the zoning ordinance to allow short-term rentals in certain residential districts as an accessory use to a dwelling or a conditional use. “Short-term rentals” include rentals of a lodging space for a period of fewer than 30 consecutive days, in exchange for a charge. Short-term rentals are commonly offered through an intermediary, such as Airbnb. All short-term rentals of residential property would be subject to regulations imposed by the ordinance.

The Planning Commission recommended approval of this ordinance at a public hearing on September 12, 2019.

A separate Board paper creating a registry for short-term rentals and imposing transient occupancy tax on those rentals will also be considered at a public hearing on February 25, 2020.

Both of these ordinances were discussed with the Board in a work session on January 28, 2020.

## **PUBLIC COMMENTS**

### **GENERAL AGENDA**

#### **RESOLUTION - Signatory Authority - Agreement with Southside Community Development and Housing Corporation - 4004 Delmont Street - Fairfield District.**

This Board paper authorizes the County Manager to execute an agreement with Southside Community Development and Housing Corporation (SCDHC) to provide up to \$51,675 for SCDHC to acquire, rehabilitate, and resell a single-family house at 4004 Delmont Street in the Laburnum Gateway Revitalization Area. SCDHC is a non-profit corporation providing services and programs to residents in Central Virginia.

The house is vacant and needs to be rehabilitated to be a viable dwelling. SCDHC will purchase and rehabilitate the house for sale.

The Director of Community Revitalization recommends approval of this Board paper; the County Manager concurs.

#### **RESOLUTION - Signatory Authority - Acquisition of Real Property - 6020 Indigo Road - Brookland District.**

This Board paper would authorize the County Manager to execute the purchase agreement and accept the deed necessary to acquire real property located at 6020 Indigo Road (the "Property") for the provision of open-space land. The Board paper would also authorize the County Manager, or his designee, to execute all other documents and take other actions as necessary to complete the County's due diligence and close the transaction. Finally, the Board paper would authorize the County Manager and County Attorney to undertake other actions necessary to exercise the powers granted to the County under Va. Code § 10.1-1702, including but not limited to the demolition or disposal of any structures or facilities which may be detrimental to or inconsistent with the use of the Property as open-space land. The owners, William J. Campbell and Georgia J. Campbell, have agreed to sell the Property for \$185,400.

The Directors of Public Works and Real Property recommend approval of the Board paper; the County Manager concurs.

#### **RESOLUTION - Award of Contract - Dorey Park Field #7 Concession and Restroom Building - Varina District.**

This Board paper would award a construction contract for \$892,700.00 to Brooks & Co. General Contractors, Inc. for construction of a new, 2,160 square foot concession and restroom building adjacent to the existing Field # 7. The new facility will provide a concession area with kitchen equipment, new restrooms, and a storage room to serve the existing football association. Access from the new Field # 7 parking area will be provided via a sidewalk which is fully accessible and meets all ADA criteria. The project also includes supporting civil, structural, plumbing, electrical, mechanical and architectural scopes of work. Construction is anticipated to begin in March 2020 and be completed by August 2020.

On December 17, 2019, eight bids were received in response to Invitation to Bid No. 19-1949-11EAR.

<b>Bidder</b>	<b>Bid Amount</b>
Brooks & Co. General Contractors, Inc. Richmond, VA	\$892,700.00
Centennial Contractors Enterprises, Inc. Richmond, VA	\$895,000.00
The Boyd Group of VA, LLC Montpelier, VA	\$896,000.00
Daniel & Company, Inc. Richmond, VA	\$944,000.00
Kenbridge Construction Co., Inc. Kenbridge, VA	\$949,000.00
Norman Company, Inc. Mechanicsville, VA	\$958,400.00
ARW Contracting, Inc. Chester, VA	\$989,000.00
SRC, Inc. Richmond, VA	\$1,159,992.00

Based upon a review of the bids, Brooks & Co. General Contractors, Inc. is the lowest responsive and responsible bidder.

The Board paper awards the contract to Brooks & Co. General Contractors, Inc. The paper also authorizes the County Manager, or the Purchasing Director as his designee, to execute change orders not to exceed 15 percent of the original contract amount. Funding to support the contract is available within the project budget.

The Director of Recreation and Parks and the Purchasing Director recommended approval of the Board paper, and the County Manager concurs.

**RESOLUTION - Award of Contract - Annual Engineering Services - Water and Sewer Projects.**

This Board paper would award contracts to Brown and Caldwell and Dewberry Engineers Inc. for annual engineering services for water and sewer projects.

The County received 12 proposals in response to RFP #20-1966-1CHS. Based upon review and evaluation of the proposals, the Selection Committee interviewed the following firms:

Brown and Caldwell  
Dewberry Engineers Inc.  
Rummel, Klepper & Kahl

Based on the written proposals and interviews, the Selection Committee chose Brown and Caldwell and Dewberry Engineers Inc. as the top-ranked firms and negotiated an hourly rate schedule for each firm. Each contract will be for a one-year term and may be renewed for two additional one-year terms. The project fees shall not exceed \$500,000 for any single project or \$2,500,000 in each one-year term of each contract.

Funding to support the contracts is available. The Director of Public Utilities and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

**RESOLUTION - Award of Construction Contract - Filter Basin Maintenance and Construction Services - Water Reclamation Facility - Varina District.**

This Board paper would award a contract to EMH Environmental, Inc. for \$649,058 for maintenance and construction services for Filter Basin #5 at the Water Reclamation Facility.

The filters in Filter Basin #5 have been in service since 1997 and need remedial repair work to restore their effluent treatment capacity. The work will begin in April 2020 and is expected to be completed by September 2020. Funding will be provided by the Water and Sewer Revenue Fund.

One bid in the amount of \$649,058 was received in response to ITB #19-1942-10EAR from EMH Environmental Inc. of Glenwood, MD.

Based upon a review of the bid, EMH Environmental, Inc. is the lowest responsive and responsible bidder.

The Board paper awards the contract to EMH Environmental, Inc. and grants signatory authority to the County Manager to execute the contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount.

The Director of Public Utilities and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

**RESOLUTION - Award of Contract - Sludge Blend Facility Chemical Fill Station - Water Reclamation Facility - Varina District.**

This Board paper would award a contract for \$1,072,000 to Waco, Inc. to modify a chemical storage building to create a chemical fill station and to replace a deteriorated building canopy system at the Water Reclamation Facility.

The work will begin in May 2020 and is expected to be completed by April 2021. Funding will be provided by the Water and Sewer Revenue Fund.

Five bids were received on January 14, 2020, in response to ITB #19-1944-11PEW and Addenda No. 1 and No. 2. The bidders and bid amounts are as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Waco, Inc. Sandston, VA.	\$1,072,000
E. Granville Wade, Jr., Inc. Mechanicsville, VA.	\$1,080,000



Southwood Building Systems, Inc. Ashland, VA.	\$1,086,900
Harlan Construction Co., Inc. Hopewell, VA.	\$1,215,529
Clark Construction Group, LLC Bethesda, MD.	\$1,252,000

Based upon a review of the bids, Waco, Inc. is the lowest responsive and responsible bidder.

The Board paper also grants signatory authority to the County Manager to execute the contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount.

The Director of Public Utilities and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

**RESOLUTION - Award of Contract - Maintenance of Parham Road Bridge over CSX Railroad Tracks - Brookland and Fairfield Districts.**

This Board paper would award a construction contract for \$1,418,436 to Olympus Painting Contractors, Inc. for maintenance of the Parham Road bridge over CSX Railroad tracks. The work consists of concrete repairs, jacking and blocking beams, expansion joint reconstruction, recoating the existing structure, application of concrete surface penetrant sealer and gravity fill polymer joint sealer, removal of a portion of the existing structure and disposal of material, and railroad coordination over the life of the project.

The County received five bids on January 16, 2020, in response to ITB No. 19-1958-12JOK and Addendum Numbers 1-3. The bidders and bid amounts are as follows:

<b><u>Bidder</u></b>	<b><u>Bid Amount</u></b>
Olympus Painting Contractors, Inc. Tarpon Springs, FL	\$1,418,436.00
MD Miller Company T/A the Marksman Company Baltimore, MD	\$1,812,716.23
Freyssinet, Inc. Sterling, VA	\$1,976,535.00
Abernathy Construction Corporation Glen Allen, VA	\$3,424,866.00
Curtis Contracting, Inc. West Point, VA	\$3,512,775.00

Based upon a review of the bids, Olympus Painting Contractors, Inc. is the lowest responsive and responsible bidder.

The final contract amount shall be determined upon completion of the project by multiplying the actual unit quantities authorized by the County times the unit prices in the contractor's bid. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount. Funding to support the contract is available within the project budget.

The Director of Public Works and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

**RESOLUTION - Acceptance of Roads - Three Chopt District.**

This Board paper would accept the following named and described sections of roads in the Three Chopt District into the County road system for maintenance.

0.68 mile of Alden Parke, Section 1

0.05 mile of Hickory Bend Drive, Phase II

0.38 mile of Henley, Section D

The Director of Public Works recommends approval of this Board paper, and the County Manager concurs.