

**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, November 10, 2020, at 5:30 p.m.** in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

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

5:30 - 6:30 p.m.

**Closed Meeting** Pursuant to Section 2.2-3711(A)(5) of the Code of Virginia of 1950, as amended, for briefing of the members of the Board of Supervisors and discussion concerning prospective development of a specific mix use project with its associated capital investment, infrastructure, and jobs where no previous announcement has been made of the developers' interest in locating the mixed use project in Henrico County.

6:30 - 6:45 p.m.

Regular Meeting Agenda Items

*Tanya Brackett Harding*

Tanya Brackett Harding, CMC  
Clerk, Henrico County Board of Supervisors  
November 5, 2020

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**November 10, 2020**  
**7:00 p.m.**

**PLEDGE OF ALLEGIANCE**  
**INVOCATION**

**APPROVAL OF MINUTES** – October 27, 2020, Regular and Special Meetings

**MANAGER'S COMMENTS**

**BOARD OF SUPERVISORS' COMMENTS**

**RECOGNITION OF NEWS MEDIA**

**PRESENTATION**

273-20                      Resolution - Commending John M. Steele.

**APPOINTMENTS/RESIGNATION**

274-20                      Resolution - Resignation of Member from Board of Directors - Economic Development Authority.

275-20                      Resolution - Appointment of Members to the Board of Directors - Economic Development Authority.

**PUBLIC HEARINGS – REZONING CASES AND PROVISIONAL USE PERMITS**

276-20                      Millspring Commons Apartments LLC: Request to conditionally rezone from  
REZ2020-                      B-2C Business District (Conditional) to R-6C General Residence District  
00028                              (Conditional) Parcel 773-759-5623 containing 16.17 acres located on the west  
Brookland                      line of Woodman Road approximately 240' north of its intersection with  
Hungary Road. The applicant proposes a multifamily development with  
commercial uses. The R-6 District allows no more than 19.8 units per acre.  
The uses will be controlled by zoning ordinance regulations and proffered  
conditions. The 2026 Comprehensive Plan recommends Commercial  
Concentration. The site is in the Enterprise Zone. The Planning Commission  
to recommend the Board of Supervisors **grant** the request.

277-20                      Millspring Commons Apartments LLC: Request for a Provisional Use Permit  
PUP2020-                      under Sections 24-36.1(b), 24-120 and 24-122.1 of Chapter 24 of the County  
00013                              Code to allow a mixed-use community on part of Parcel 773-759-5623 located  
Brookland                      on the west line of Woodman Road approximately 340' north of its  
intersection with Hungary Road. The existing zoning is B-2C Business  
District (Conditional). R-6C zoning is proposed for the Business District with  
REZ2020-00028. The 2026 Comprehensive Plan recommends Commercial  
Concentration. The site is in the Enterprise Zone. The Planning Commission  
voted to recommend the Board of Supervisors **grant** the request.

- 278-20 Hillwood Enterprises, L.P.: Request to conditionally rezone from O-2C Office  
 REZ2020- District (Conditional), B-2 Business District, M-1 Light Industrial District, M-  
 00032 2 General Industrial District, and C-1 Conservation District to M-2C General  
 Fairfield Industrial District (Conditional) on Parcel 796-745-8505 and part of Parcels  
 795-749-4431 and 796-747-9944 containing 247.5 acres located on the north  
 and south side of Richmond Henrico Turnpike between the north line of  
 Azalea and Carolina Avenues and the CSX railroad right-of-way. The  
 applicant proposes industrial uses including cold storage,  
 distribution/warehouse, and manufacturing. The uses will be controlled by  
 zoning ordinance regulations and proffered conditions. The 2026  
 Comprehensive Plan recommends Light Industry, Office/Service and  
 Environmental Protection Area. The site is in the Airport Safety Overlay  
 District. The Planning Commission voted to recommend the Board of  
 Supervisors **grant** the request.
- 279-20 DSSCJY, LLC: Request for a Provisional Use Permit under Sections 24-  
 PUP2020- 58.2(c), 24-120 and 24-122.1 of Chapter 24 of the County Code to allow for an  
 00016 auto parts service facility (Take 5 Oil Change) on Parcel 773-749-4418 located  
 Brookland on the east line of Staples Mill Road (U.S. Route 33) at its intersection with  
 Crockett Street. The existing zoning is B-2C Business District (Conditional).  
 The 2026 Comprehensive Plan recommends Commercial Concentration. The  
 site is in the Enterprise Zone. The Planning Commission voted to  
 recommend the Board of Supervisors **grant** the request.

**PUBLIC HEARINGS – OTHER ITEMS**

- 280-20 Resolution - Signatory Authority - Exchange of Real Property - River Mill  
 Subdivision - Fairfield District.
- 281-20 Ordinance - Vacation of Building Line - College Hills Subdivision - Tuckahoe  
 District.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

- 282-20 Resolution - Receipt of Audited Annual Financial Report for Fiscal Year  
 Ended June 30, 2020, and Acknowledgement of Discharge of Duties and  
 Responsibilities by Audit Committee.
- 283-20 Resolution - Award of Contracts - Annual Mechanical, Electrical, and  
 Plumbing Engineering Services.
- 284-20 Resolution - Declaration of Surplus Property, Request for Sealed Bids, and  
 Contract - 4515 Old Oakleys Lane - Varina District.
- 285-20 Resolution - Authorization to Submit Applications - Federal Building Resilient  
 Infrastructure and Communities Program.
- 286-20 Resolution - Award of Construction Contract - Staples Mill Road Pressure  
 Reducing Valve - Brookland District.

- 287-20 Resolution - Award of Construction Contract - Water Reclamation Facility Clarifier Rehabilitation, Phase 1 - Varina District.
- 288-20 Resolution - Signatory Authority - Skipwith Road Bridge Rehabilitation Project - Three Chopt and Tuckahoe Districts.
- 289-20 Resolution - Award of Contract - Ridgefield Parkway Sidewalk, Phase I - Three Chopt and Tuckahoe Districts.
- 290-20 Resolution - Signatory Authority - Parham Road and Patterson Avenue Intersection Improvements Project - Tuckahoe District.
- 291-20 Resolution - Signatory Authority - Agreement Revision - Four Mile Creek Park Improvements - Varina District.
- 292-20 Resolution - Acceptance of Roads - Three Chopt District.



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
November 10, 2020**

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**PRESENTATION**

**RESOLUTION - Commending John M. Steele.**

John M. Steele is a long-standing member of the Henrico County Economic Development Authority Board of Directors. He has submitted his resignation effective November 30, 2020. This resolution will express the County's sincere expression of appreciation and respect for his extraordinary loyalty and diligence as a valued member of the Economic Development Authority Board of Directors.

**APPOINTMENTS/RESIGNATION**

**RESOLUTION - Resignation of Member from Board of Directors - Economic Development Authority.**

This Board paper accepts the resignation of **John M. Steele** from the Economic Development Authority Board of Directors effective November 30, 2020.

**RESOLUTION - Appointment of Members to the Board of Directors - Economic Development Authority.**

This Board paper appoints the following persons to the Board of Directors of the Economic Development Authority for four-year terms expiring November 13, 2024, or thereafter, when their successors shall have been appointed and qualified:

Brookland District	Jennifer Hendren
Fairfield District	Linda R. Melton
Three Chopt District	Dennis J. Berman

**PUBLIC HEARINGS – REZONING CASES AND PROVISIONAL USE PERMITS**

REZ2020-00028 Brookland	Millspring Commons Apartments LLC: Request to conditionally rezone from B-2C Business District (Conditional) to R-6C General Residence District (Conditional) Parcel 773-759-5623 containing 16.17 acres located on the west line of Woodman Road approximately 240' north of its intersection with Hungary Road. The applicant proposes a multifamily development with commercial uses. The R-6 District allows no more than 19.8 units per acre. The uses will be controlled by zoning ordinance regulations and proffered conditions. The 2026 Comprehensive Plan recommends Commercial Concentration. The site is in the Enterprise Zone. Acting on a motion by Mr. Baka, seconded by Mr. Mackey, the Planning Commission voted 4-0 (one absent, one abstention) to recommend the Board of Supervisors <b>grant</b> the request because it would not be expected to adversely affect the pattern of zoning and land use in the area and the proffered conditions would provide
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for a higher quality of development than would otherwise be possible and should minimize the potential impacts on surrounding land uses.

PUP2020-00013  
Brookland  
Millspring Commons Apartments LLC: Request for a Provisional Use Permit under Sections 24-36.1(b), 24-120 and 24-122.1 of Chapter 24 of the County Code to allow a mixed-use community on part of Parcel 773-759-5623 located on the west line of Woodman Road approximately 340' north of its intersection with Hungary Road. The existing zoning is B-2C Business District (Conditional). R-6C zoning is proposed for the Business District with REZ2020-00028. The 2026 Comprehensive Plan recommends Commercial Concentration. The site is in the Enterprise Zone. Acting on a motion by Mr. Baka, seconded by Mrs. Thornton, the Planning Commission voted 4-0 (one absent, one abstention) to recommend the Board of Supervisors **grant** the request because when properly developed and regulated by he recommended special conditions, it would not be detrimental to the public health, safety, welfare and values in the area.

REZ2020-00032  
Fairfield  
Hillwood Enterprises, L.P.: Request to conditionally rezone from O-2C Office District (Conditional), B-2 Business District, M-1 Light Industrial District, M-2 General Industrial District, and C-1 Conservation District to M-2C General Industrial District (Conditional) on Parcel 796-745-8505 and part of Parcels 795-749-4431 and 796-747-9944 containing 247.5 acres located on the north and south side of Richmond Henrico Turnpike between the north line of Azalea and Carolina Avenues and the CSX railroad right-of-way. The applicant proposes industrial uses including cold storage, distribution/warehouse, and manufacturing. The uses will be controlled by zoning ordinance regulations and proffered conditions. The 2026 Comprehensive Plan recommends Light Industry, Office/Service and Environmental Protection Area. The site is in the Airport Safety Overlay District. Acting on a motion by Mr. Archer, seconded by Mrs. Thornton, the Planning Commission voted 4-0 (one absent, one abstention) to recommend the Board of Supervisors **grant** the request because it is appropriate industrial zoning in this area and the proffered conditions should minimize the potential impacts on the surrounding land uses.

PUP2020-00016  
Brookland  
DSSCJY, LLC: Request for a Provisional Use Permit under Sections 24-58.2(c), 24-120 and 24-122.1 of Chapter 24 of the County Code to allow for an auto parts service facility (Take 5 Oil Change) on Parcel 773-749-4418 located on the east line of Staples Mill Road (U.S. Route 33) at its intersection with Crockett Street. The existing zoning is B-2C Business District (Conditional). The 2026 Comprehensive Plan recommends Commercial Concentration. The site is in the Enterprise Zone. Acting on a motion by Mr. Baka and seconded by Mr. Mackey, the Planning Commission voted 4-0 (one absent, one abstention) to recommend the Board of Supervisors **grant** the request because it conforms to the recommendation of the Comprehensive Plan and provides added services to the community.

## **PUBLIC HEARINGS - OTHER ITEMS**

### **RESOLUTION - Signatory Authority - Exchange of Real Property - River Mill Subdivision - Fairfield District.**

This Board paper authorizes the Chairman to execute a deed of exchange for the exchange of real property near the terminus of Winfrey Road and the River Mill subdivision.

The County owns undeveloped land near the terminus of Winfrey Road for future school development. The adjoining landowner, HHHunt River Mill, LLC, has agreed to exchange 8.706 acres of HHHunt's property for 21.29 acres of the County's undeveloped property. Because of floodplain areas and electric transmission lines on the County's property, the fair market values of the County's property and HHHunt's property are sufficiently equivalent so that no payment by either party is required.

The Acting Director of Real Property recommends approval of the Board paper; the County Manager concurs.

### **ORDINANCE - Vacation of Building Line - College Hills Subdivision - Tuckahoe District.**

This Board paper will vacate the 35' front building line across the front of Lot 17, Block C, Section 3 of the College Hills subdivision. The property owners, Troye J. Stonich and Mary E. D. Stonich, have requested the vacation to construct a front porch.

The Real Property Department has processed the requested vacation through the Departments of Planning, Public Utilities, and Public Works without objection.

## **PUBLIC COMMENTS**

### **GENERAL AGENDA**

### **RESOLUTION - Receipt of Audited Annual Financial Report for Fiscal Year Ended June 30, 2020, and Acknowledgement of Discharge of Duties and Responsibilities by Audit Committee.**

This Board paper receives the Comprehensive Annual Financial Report of the County for the fiscal year ended June 30, 2020, as audited by Cherry Bekaert LLP, Certified Public Accountants. Representatives of the firm will be present and available for comment regarding this report. In addition, this Board paper acknowledges the discharge of duties and responsibilities by the Audit Committee.

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

**RESOLUTION - Award of Contracts - Annual Mechanical, Electrical, and Plumbing Engineering Services.**

This Board paper would award contracts to Moseley Architects, PC, Simmons Rockecharlie & Prince, Inc., and 2RW Consultants, Inc. to provide annual mechanical, electrical, and plumbing engineering services as needed by the County.

The County received 18 proposals in response to RFP #20-2023-7KMW. Based upon review of the proposals, the Selection Committee interviewed the following firms:

Moseley Architects, PC  
Simmons Rockecharlie & Prince, Inc.  
2RW Consultants, Inc.  
Dewberry Engineers, Inc.  
Mathew J. Thomson III, Consulting Engineers, Inc.  
Setty & Associates, Ltd.

Based on the written proposals and interviews, the Selection Committee members selected Moseley Architects, PC, Simmons Rockecharlie & Prince, Inc., and 2RW Consultants, Inc. as the top-ranked firms and negotiated unit cost rate schedules with each firm. Each contract will be for a one-year term and may be renewed for two additional one-year terms. Compensation for services shall be based on unit cost rate schedules. The project fees shall not exceed \$500,000 for any single project and \$2,500,000 in each one-year term.

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

**RESOLUTION - Declaration of Surplus Property, Request for Sealed Bids, and Contract - 4515 Old Oakleys Lane - Varina District.**

This Board paper declares County-owned property known as the Gillies Creek Abandoned Sewer Pumping Station located at 4515 Old Oakleys Lane (the “Property”) to be surplus to the County’s needs. It further authorizes the Purchasing Director to advertise a request for sealed bids for the sale of the Property and the County Manager, or his designee, to enter into a contract with the highest responsive bidder for sale of the Property.

The Acting Director of Real Property has processed this request through the Departments of Planning, Public Works, and Public Utilities without objection. The Acting Director of Real Property recommends approval of this Board paper; the County Manager concurs.

**RESOLUTION - Authorization to Submit Applications - Federal Building Resilient Infrastructure and Communities Program.**

This Board paper would authorize the Director of Public Works and Director of Public Utilities to apply to the Building Resilient Infrastructure and Communities (“BRIC”) program of the Federal Emergency Management Agency. The program allocates funds for hazard mitigation projects, such as flood risk reduction projects, floodproofing of non-residential structures, infrastructure retrofits, and generator equipment. The BRIC program reimburses eligible recipients for 75% of approved costs.



The County has identified three mitigation projects that are eligible for BRIC funds:

- (1) Improvements to Woodman Road between Hungary Road and Mountain Road to improve safety, increase functionality, and reduce road flooding;
- (2) Flood mitigation for the Lakeside youth baseball fields located on Club Road near the Belmont Golf Course; and
- (3) Installation of an emergency generator at the Gambles Mill Sewage Pumping Station to provide redundant power for continuous operation of the pump station.

The County must apply for BRIC funding for each project through the Virginia Department of Emergency Management.

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

**RESOLUTION - Award of Construction Contract - Staples Mill Road Pressure Reducing Valve - Brookland District.**

This Board paper would award a contract to Waco, Inc. to install a pressure reducing valve at the intersection of Staples Mill Road and Townhouse Road for \$220,000.

The project will provide water supply redundancy and meet water demands in the West Broad service area, including the Libbie Mill development. The work will begin in January 2021 and will be completed by the end of 2021. Funding for the project will be provided by the Water and Sewer Revenue Fund.

Six bids were received on October 8, 2020, in response to Invitation for Bid No. 20-2024-7EAR and Addendum No. 1:

<u>Bidders</u>	<u>Bid Amounts</u>
Waco, Inc. Sandston, VA	\$220,000
Southwood Building Systems, Inc. Ashland, VA	\$230,533
Enviroscape, Inc. Sandston, VA	\$232,000
George Nice & Sons, Inc. Toano, VA	\$301,040
G. L. Howard, Inc. Rockville, VA	\$317,150
Tidewater Utility Construction Suffolk, VA	\$425,000

Based upon a review of the bids, Waco, Inc. is the lowest responsive and responsible bidder. The Board paper authorizes the County Manager to execute the contract, and 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 Construction Contract - Water Reclamation Facility Clarifier Rehabilitation, Phase 1 - Varina District.**

This Board paper would award a contract to Clark Construction Group, LLC to rehabilitate three primary clarifiers at the Water Reclamation Facility for \$1,393,860.

The project will replace infrastructure that treats wastewater. The work will begin in January 2021 and will be completed by June 2022. Funding for the contract will be provided by the Water and Sewer Revenue Fund.

Five bids were received on October 15, 2020, in response to Invitation to Bid No. 20-2049-9EAR and Addendum No. 1:

<u>Bidders</u>	<u>Bid Amounts</u>
Clark Construction Group, LLC Bethesda, MD	\$1,393,860
MEB General Contractors, Inc. Chesapeake, VA	\$1,496,500
Crowder Construction Co. Apex, NC	\$1,686,692
T.A. Loving Company Goldsboro, NC	\$1,843,250
Southwood Building Systems, Inc. Ashland, VA	\$1,888,350

Based upon a review of the bids, Clark Construction Group, LLC is the lowest responsive and responsible bidder. The Board paper authorizes the County Manager to execute the contract, and 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 - Signatory Authority - Skipwith Road Bridge Rehabilitation Project - Three Chopt and Tuckahoe Districts.**

The Virginia Department of Transportation (“VDOT”) has received state and federal funding to administer a transportation project on Skipwith Road at no cost to the County. The project will rehabilitate the bridge over Interstate 64.

VDOT will administer all phases of the project. The Board paper authorizes the County Manager to execute the VDOT project administration agreement.

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

**RESOLUTION - Award of Contract - Ridgefield Parkway Sidewalk, Phase I - Three Chopt and Tuckahoe Districts.**

This Board paper would award a construction contract for \$776,030 to Jeffrey Stack, Inc. for construction of the Ridgefield Parkway Sidewalk, Phase I project. The project consists of construction of 6,000 feet of sidewalk within the County right-of-way on Ridgefield Parkway, starting at Pump Road and continuing east to Falconbridge Drive. Project tasks include clearing, grading, installing drainage improvements, sign installation, and pavement marking.

Work on this project is anticipated to begin on February 1, 2021, and is scheduled to be completed within 90 calendar days.

The County received five bids on September 24, 2020, in response to ITB No. 20-2005-5JOK and Addendum No. 1. The bidders and bid amounts are as follows:

<b><u>Bidder</u></b>	<b><u>Bid Amount</u></b>
Jeffrey Stack, Inc. Jersey, Virginia	\$776,030.00
Finley Asphalt & Sealing, Inc. Ashland, Virginia	\$871,379.30
Central Contracting Company, Inc. Richmond, Virginia	\$1,034,075.95
M & F Concrete, Inc. Manassas, Virginia	\$1,078,849.93
Blakemore Construction Corporation Rockville, Virginia	\$1,125,816.53

Based upon a review of the bids, Jeffrey Stack, 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 for construction by the unit prices submitted in the contractor's bid. 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 - Signatory Authority - Parham Road and Patterson Avenue Intersection Improvements Project - Tuckahoe District.**

The Virginia Department of Transportation ("VDOT") has received state and federal funding to administer a transportation project at the intersection of Parham Road and Patterson Avenue at no cost to the County.

The project will design and construct improvements to the intersection of Parham Road and Patterson Avenue, including right turn lanes and double left turn lanes at the northbound,

eastbound, and westbound approaches to the intersection and sidewalk on Parham Road between Ridge Road and Weldon Drive.

The County must submit a VDOT project administration agreement, and the Board paper authorizes the County Manager to execute the agreement.

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

**RESOLUTION - Signatory Authority - Agreement Revision - Four Mile Creek Park Improvements - Varina District.**

On March 27, 2018, the County entered into a project administration agreement with the Virginia Department of Transportation (“VDOT”) for the preliminary engineering, design, and construction of a trailhead facility at the Four Mile Creek Park. The project will install a restroom, shelter, drinking fountain, additional bike racks, and signs. The original estimated project cost was \$847,733.

VDOT has revised an agreement exhibit to reflect the new estimated cost of \$948,579, of which VDOT will reimburse the County a maximum of \$632,186. The Board paper authorizes the County Manager to execute the revised agreement exhibit.

The Director of Public Works recommends 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 into the County road system for maintenance.

0.25 mile of Greengate a dedication of Haydenpark Lane and a portion of Vinery Avenue -  
Three Chopt District

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