

**HENRICO COUNTY**  
**PLANNING COMMISSION AGENDA**  
**FOR**  
**SUBDIVISIONS AND PLANS OF DEVELOPMENT**

**December 13, 2017**

**9:00 A.M.**

**SEE ADDENDUM**



**PLANNING COMMISSION**

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

**DEVELOPMENT REVIEW AND DESIGN  
DIVISION – DEPARTMENT OF PLANNING**

Jean M. Moore, Assistant Director of Planning  
Leslie A. News, PLA, Principal Planner  
Kevin D. Wilhite, C.P.C., AICP, County Planner  
Michael F. Kennedy, County Planner  
Christina Goggin, AICP, County Planner  
Anthony R. Greulich, C.P.C., County Planner  
Matthew Ward, County Planner  
Lee Pambid, C.P.C., County Planner  
Aimee B. Crady, AICP, County Planner  
Kate B. McMillion, County Planner  
Robert Peterman, GIS Technician  
Melissa S. Ferrante, Office Assistant/Recording  
Secretary

**WELCOME: @ 9:06**

**PLEDGE OF ALLEGIANCE:**

**RECOGNITION OF NEWS MEDIA: N/A**

**ROLL CALL: All present.**

**REQUEST FOR DEFERRALS AND WITHDRAWALS: Leslie News**

**EXPEDITED AGENDA: Leslie News**

**SUBDIVISION EXTENSIONS OF CONDITIONAL APPROVAL: Kate McMillion**

**EXTENSIONS - FOR INFORMATIONAL PURPOSES ONLY**

<b>Subdivision</b>	<b>Original No. of Lots</b>	<b>Remaining Lots</b>	<b>Previous Extensions</b>	<b>Magisterial District</b>	<b>Recommended Extension</b>
<b>SUB2012-00155 Ridings at Warner Farm (December 2012 Plan)</b>	<b>314</b>	<b>247</b>	<b>4</b>	<b>Varina</b>	<b>July 1, 2020</b>

## TRANSFER OF APPROVAL

POD-36-96  
POD2015-00551 and  
POD2015-00554  
Airport Center I & II  
(Formerly Highwoods  
Center) - 5200 Anthony  
Road

**APPROVED/EXPEDITED**

**Chris Stanley for MDH NC/VA Portfolio, LLC:** Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Fawn Industrial, LLC and 1881 Industrial, LLC to MDH NC/VA Portfolio, LLC. The 17.69-acre site is located on the eastern line of Lewis Road, approximately 850 feet north of Eubank Road, on parcel 819-712-7580. The zoning is M-1, Light Industrial District and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

The new owner accepts and agrees to be responsible for the continued compliance with the conditions of the original approval. Deficiencies, as identified in staff's inspection report dated January 11, 2016, including installation of landscaping, replacing damaged and missing dumpster enclosures, and completing pavement repairs, have been addressed.

The staff recommends approval of this transfer request.

**(Staff Report by Matt Ward)**

**(Applicant's Representative: Chris Stanley)**

## PLAN OF DEVELOPMENT

POD2017-00559  
Altria Headquarters  
Expansion – 6601 West  
Broad Street

**APPROVED**

**Timmons Group for Altria Client Services, LLC:** Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a four-story, 170,000-square foot office building addition to an existing office building and a three-story parking deck with approximately 488 parking spaces. The 33.65-acre site is located on the southwestern corner at the intersection of Forest Avenue (private) and West Broad Street (U.S. Route 250), on parcel 767-743-6872. The zoning is B-3, Business District. County water and sewer. **(Tuckahoe)**

This plan of development is for the construction of an approximately 170,000-square foot addition to an existing office building and a three-level parking deck with approximately 488 parking spaces. Once completed, the campus will contain 420,000 square feet of office space and 1,210 parking spaces.

The site is listed on the National Register of Historic Places and on the Virginia Landmark Register of Historic Places. Also, the existing landscaping for the campus was designed by Richmonder Charles Gillette. As a result, great care has been taken to limit any impact on the existing campus.

The appearance of the addition will blend with the existing structure and the existence of features associated with high style corporate modernism will continue. Terraced courtyards ensure a continued emphasis on useable outdoor space. An elevated walkway will connect the office building with the proposed parking garage.

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Transitional buffer requirements along the west side of the parking deck are met with the construction of an eight-foot-high, opaque fence and the retention of existing landscaping. In the event this existing landscaping does not survive, the applicant has committed to providing additional landscaping to meet the requirement. Annotations on the staff plan reflect this commitment.

The staff recommends approval subject to the annotations on the plans, the standard conditions for developments of this type, and the following additional conditions:

29. A concrete sidewalk meeting VDOT standards shall be provided along the western side of West Broad Street (U.S. Route 250).
30. Details for the gate and locking device at the relocated, westernmost Forest Road entrance shall be submitted for review by the Traffic Engineer, Police and approved by the County Fire Marshal. The owner or owner's contractor shall contact the County Fire Marshal prior to completion of the fence installation to test and inspect the operations of the gates. Evidence of the Fire Marshal's approval shall be provided to the Department of Planning by the owner prior to issuance of occupancy permits.
31. The owners shall not begin clearing of the site until the following conditions have been met:
  - (a) The site engineer shall conspicuously illustrate on the plan of development or subdivision construction plan and the Erosion and Sediment Control Plan, the limits of the areas to be cleared and the methods of protecting the required buffer areas. The location of utility lines, drainage structures and easements shall be shown.
  - (b) After the Erosion and Sediment Control Plan has been approved but prior to any clearing or grading operations of the site, the owner shall have the limits of clearing delineated with approved methods such as flagging, silt fencing or temporary fencing.
  - (c) The site engineer shall certify in writing to the owner that the limits of clearing have been staked in accordance with the approved plans. A copy of this letter shall be sent to the Department of Planning and the Department of Public Works.
  - (d) The owner shall be responsible for the protection of the buffer areas and for replanting and/or supplemental planting and other necessary improvements to the buffer as may be appropriate or required to correct problems. The details shall be included on the landscape plans for approval.
32. The location of all existing and proposed utility and mechanical equipment (including HVAC units, electric meters, junction and accessory boxes, transformers, and generators) shall be identified on the landscape plans. All equipment shall be screened by such measures as determined appropriate by the Director of Planning or the Planning Commission at the time of plan approval.
33. Except for junction boxes, meters, and existing overhead utility lines, and for technical or environmental reasons, all utility lines shall be underground.

**(Staff Report by Tony Greulich)**  
**(Applicant's Representative: Adam Kraynak)**

## PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2017-00568  
(POD2015-00132 Revised)  
NOVA Aquatics – Phase V –  
Outdoor Pool & Crofton  
Green Shopping Center  
Parking Improvements –  
12207 Gayton Road

**APPROVED**

**Koontz Bryant Johnson Williams, PC for Wilton Commercial I, LLC and NOVA of Virginia Aquatics:** Request for approval of a plan of development, and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story, 4,288-square foot pool facilities building, an outdoor pool, and parking improvements for the site including the existing shopping center. The 11.064-acre site is located along the eastern line of Gayton Road, approximately 925 feet north of Cambridge Drive, on parcels 732-749-5405 and 732-749-5494. The zoning is B-1, Business District, B-1C, Business District, and B-2C, Business District. County water and sewer. **(Tuckahoe)**

This plan will include development and parking improvements within both the current NOVA site and Crofton Green Shopping Center. The proposed one-story NOVA aquatics building addition will house the associated bathrooms, locker rooms, coaches' offices, and pool operations. An additional pool will be constructed as an open-air pool until such time a future building will be built to enclose it. This will be the first 50-meter pool in the County while keeping both 25-yard pools. Additional parking and any existing gravel areas at the shopping center will be paved and upgraded to current parking lot standards. Furthermore, dumpster enclosures 8 feet in height will be constructed with architectural material that is similar to the main buildings. Sidewalks will be provided along the entire Gayton Road frontage.

NOVA was originally built in 1997 and over the years the facility has been expanded into a state of the art swimming facility. The first phase of Crofton Green Shopping center was built in 1976 and later additions were constructed in 1984. This proposal revises POD2015-00132, approved on May 27, 2015, to provide the outdoor pool in lieu of an enclosed building, and parking lot modifications.

Architectural building materials include vertical metal siding to match the existing gray building, light gray split faced CMU walls integrated with face brick course bands, and a dark gray split faced CMU base wall. The proposed elevations are consistent with the existing NOVA facility and all proposed site improvements will continue to enhance the NOVA and Crofton Green Shopping Center area.

The lighting plan proposes 39 LED concealed source fixtures mounted on poles ranging between 18-26 feet in height throughout the parking lot and 3 LED decorative post top lamp fixtures in front of the open-air pool. Also, 37 building mounted LED fixtures are proposed throughout both sites. Staff suggests that any existing lights remaining should be replaced with LED fixtures for a consistent lighting standard. The proposed LED wall pack needs to be a full cut off fixture, and be shielded to prevent glare.

The staff recommends approval subject to the annotations on the plans, the standard conditions for developments of this type, and the following additional conditions:

- 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.

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29. Only retail business establishments permitted in B-1 and B-2 zones 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).
32. The right-of-way for widening of Gayton Road as shown on approved plans shall be dedicated to the County prior to any occupancy permits being issued. The right-of-way dedication plat and any other required information shall be submitted to the County Real Property Agent at least sixty (60) days prior to requesting occupancy permits.
33. A concrete sidewalk meeting County standards shall be provided along the east side of Gayton Road.
34. Outside storage shall not be permitted.
35. The proffers approved as a part of zoning cases REZ2014-00025 and C-64C-83 shall be incorporated in this approval.
36. The conditions approved as a part of provisional use permit P-020-08 shall be incorporated in this approval.
37. Approval of the construction plans by the Department of Public Works does not establish the curb and gutter elevations along the Henrico County maintained right-of-way. The elevations will be set by Henrico County.
38. The location of all existing and proposed utility and mechanical equipment (including HVAC units, electric meters, junctions and accessory boxes, transformers, and generators) shall be identified on the landscape plan. All building mounted equipment shall be painted to match the building, and all equipment shall be screened by such measures as determined appropriate by the Director of Planning or the Planning Commission at the time of plan approval.

**(Staff Report by Matt Ward)**

**(Applicant's Representative: Mark Williams)**

**(Applicable Rezoning Cases and PUPS: REZ2014-00025, C-64C-83, and P-020-08)**

**LANDSCAPE PLAN (Deferred from the November 15, 2017 Meeting)**

POD2017-00424  
Holloway Townes at  
Wyndham Forest Section 1  
– 11163 Opaca Lane

**APPROVED/EXPEDITED**

**Youngblood, Tyler, and Associates, P.C. for HHHunt Holloway, LLC:** Request for approval of a landscape plan, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code. The 7.52-acre site is located approximately 850 feet east of the intersection at Nuckols Road and Opaca Lane and approximately 1,000 feet west of the western terminus of Holman Ridge Road, on parcel 748-771-7956. The zoning is RTHC, Residential Townhouse District (Conditional). County water and sewer. **(Three Chopt)**

This case was deferred by the applicant from the November 15, 2017 agenda. The plan has been revised to provide the required 15% canopy coverage and provides a typical plan for the foundation plantings per proffers.

The staff recommends approval subject to the standard conditions for landscape plans.

**(Staff Report by Christina Goggin)**

**(Applicant’s Representative: Anne Tignor)**

**(Applicable Rezoning Cases and PUPS: REZ2015-00014)**

**PLAN OF DEVELOPMENT AND LIGHTING PLAN (Deferred from the November 15, 2017 Meeting)**

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

**APPROVED**

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

This plan was originally scheduled for the August 10, 2017 Planning Commission hearing. Subsequently, the applicant requested four additional deferrals to address staff comments that prohibited their recommendation of approval by the Commission. With this plan, the applicant has now addressed all staff comments.

The development is subject to provisional use permit case PUP2017-00004, as well as to rezoning case REZ2017-00006, which proffers compliance with the Innsbrook Mixed-Used District Urban Design Guidelines.

The applicant has requested modifications to requirements of these Guidelines, specifically to allow revised streetscape designs. They have also requested an exception to the street setback to

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exceed the 25-foot maximum setback. The proffers and the Guidelines permit the Director of Planning to grant these modifications and exceptions provided they are generally in keeping with the spirit and concept of the Guidelines. The Director has deemed that both requests are appropriate and has granted them. The streetscape design will comply with new designs recently adopted by the Innsbrook Association as modifications to the approved Guidelines.

Plans detailing streetscape, landscaping, and hardscape components including site lighting are now in accordance with UMU code requirements and the Guidelines. Exact pole and plant locations will be determined during construction plan review.

Architectural plans providing additional information on proposed pedestrian entrances to the buildings and enhanced screening treatment of the ground floor parking garage have been received. As requested, the inclusion of landscaping along the base of the proposed garage has been proposed for the façade facing Dominion Boulevard.

Finally, additional pedestrian features have been conceptually proposed in the courtyard common area between the proposed and existing buildings, as requested. The details will be determined during construction plan review.

The staff recommends approval subject to the annotations on the plans, the standard conditions for developments of this type, and the following additional conditions:

- 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.
29. In order to maintain the effectiveness of the County's public safety radio communications system within buildings, the owner will install radio equipment that will allow for adequate radio coverage within the building, unless waived by the Director of Planning. Compliance with the County's emergency communication system shall be certified to the County by a communications consultant within ninety (90) days of obtaining a certificate of occupancy. The County will be permitted to perform communications testing in the building at anytime.
30. The proffers approved as a part of zoning case REZ2017-00006 and the conditions of PUP2017-00004 shall be incorporated in this approval.
31. A construction staging plan which includes details for traffic control, fire protection, stockpile locations, construction fencing and hours of construction shall be submitted for County review and prior to the approval of any final construction plans.
32. The certification of building permits, occupancy permits and change of occupancy permits for individual units shall be based on the number of parking spaces required for the proposed uses and the amount of parking available according to approved plans.
33. Any existing easements in conflict within the proposed building footprints shall be vacated prior to approval of the building permit for the said building.
34. Approval of the construction plans by the Department of Public Works does not establish the curb and gutter elevations along the Henrico County maintained right-of-way. The elevations will be set by Henrico County.

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35. The conceptual master plan, as submitted with this application, is for planning and information purposes only. All subsequent detailed plans of development needed to implement this conceptual plan shall be submitted for staff review and Planning Commission approval, and shall be subject to all regulations in effect at the time such subsequent plans are submitted for review/ approval.
36. The location of all existing and proposed utility and mechanical equipment (including HVAC units, electric meters, junction and accessory boxes, transformers, and generators) shall be identified on the landscape plans. All equipment shall be screened by such measures as determined appropriate by the Director of Planning or the Planning Commission at the time of plan approval.
37. The sanitary sewer relocation plan must be approved prior to construction plan approval, as determined by the Director of Public Utilities.
38. Approval of architectural, engineering, and landscape architectural working drawings and specifications shall be obtained from the Innsbrook Architectural Review Committee prior to commencement of any construction.
39. Proposed restrictive covenants shall be submitted to the Department of Planning for review and approval as to form satisfactory to the County Attorney prior to construction plan approval, and they shall be recorded prior to building permit approval.
40. Evidence of an approved right-of-way maintenance agreement with the Department of Public Works for the proposed streetscapes (multi-use path, brick pavers, landscaping, etc.) in the right-of-way must be submitted to the Department of Planning prior to issuance of a certificate of occupancy for this development.

**(Staff Report by Tony Greulich)**

**(Applicant's Representative: Matthew T. Faris)**

**(Applicable Rezoning Cases and PUPS: PUP2017-00004 and REZ2017-00006)**

**APPROVAL OF MINUTES: November 15, 2017 Minutes **APPROVED****

**ADJOURN @ 9:32 A.M.**

**PLANNING COMMISSION  
AGENDA FOR  
SUBDIVISIONS AND PLANS OF DEVELOPMENT  
December 13, 2017**

**ADDENDUM**

**PAGE 4 – REVISED CONDITION**

**PLAN OF DEVELOPMENT**

POD2017-00559  
Altria Headquarters  
Expansion – 6601 West  
Broad Street

**APPROVED**

**Timmons Group for Altria Client Services, LLC:** Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a four-story, 170,000-square foot office building addition to an existing office building and a three-story parking deck with approximately 488 parking spaces. The 33.65-acre site is located on the southwestern corner at the intersection of Forest Avenue (private) and West Broad Street (U.S. Route 250), on parcel 767-743-6872. The zoning is B-3, Business District. County water and sewer. **(Tuckahoe)**

- 29. REVISED:** A concrete sidewalk meeting VDOT standards shall be provided along the western side of West Broad Street (U.S. Route 250) **from the southern side of the Altria West Broad Street access point to the southern property line.**