

HENRICO COUNTY
ADMINISTRATIVE AGENDA
FOR
SUBDIVISIONS AND PLANS OF DEVELOPMENT

August 2020

The Planning Director has acted on the cases on this agenda as noted within, as designated agent of the Board of Supervisors in accordance with Temporary Ordinance approved April 14, 2020 addressing approval of preliminary subdivision plats and plans of development during the COVID-19 Pandemic.



DEVELOPMENT REVIEW AND DESIGN DIVISION – DEPARTMENT OF PLANNING

R. Joseph Emerson, Jr., AICP, Director of Planning, Secretary
Jean M. Moore, Assistant Director of Planning
Leslie A. News, PLA, Senior Principal Planner
Michael F. Kennedy, County Planner
Anthony R. Greulich, C.P.C., County Planner
Christina Goggin, AICP, County Planner
Aimee B. Crady, AICP, County Planner
Kate B. McMillion, County Planner/Recording Secretary
Salim Chishti, County Planner
Spencer Norman, County Planner
Cherie Wyatt, County Planner
Phillip Bariteau, County Planner
Edith Golden, GIS Specialist

TRANSFER OF APPROVAL

POD-130-77
POD2019-00091
Dale Building at Forest
Office Park – 1504 Santa
Rosa Road

**APPROVED BY
DIRECTOR ON 8/26/2020**

John C. Doswell for Doswell Family, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Dale Building, LLC to John C Doswell II, LLC, Mary C Doswell, LLC, and Doswell Family, LLC. The 2.69-acre site is located on the western line of Santa Rosa Road at its intersection with Franklin Farms Drive, on parcel 758-744-3427. The zoning is O-2, Office District. County water and sewer. **(Three Chopt)**

The new owner accepts and agrees to be responsible for continued compliance with the conditions of original approval. The applicant has corrected the deficiencies identified in staff's inspection report dated March 14, 2019, which included replacing missing landscaping and re-stripping the parking lot and stop bar.

The staff recommends approval of this transfer request.

**(Staff Report by Christina Goggin)
(Applicant's Representative: John C. Doswell)**

TRANSFER OF APPROVAL

POD-124-98
POD2019-00496
The 4915 Norman Building
(formerly Crown Cork &
Seal) – 4915 Norman Road

**APPROVED BY
DIRECTOR ON 8/26/2020**

Charles J. Bennett of Colliers International for 4915 Norman Road, LLC and Hilldrup Properties: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Reynolds Group Holdings to 4915 Norman Road, LLC. The 8.71-acre site is located at the southwest corner of the intersection of S. Airport Drive and Norman Road, and the southeast corner of Lewis Road and Norman Road, on parcel 819-710-5300. 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 original approval. The applicant has corrected all deficiencies identified in staff's inspection report dated December 6, 2019, including replacing the stop sign at the site's entrance, cleaning of the stormwater basin and landscaped areas, and replacing missing required landscaping.

The staff recommends approval of this transfer request.

**(Staff Report by Spencer Norman)
(Applicant's Representative: Kathy Stoelker)**

PLAN OF DEVELOPMENT (Deferred from May 2020)

POD2020-00162
Take 5 Oil Change at 7212
West Broad Street (U.S.
Route 250)

**APPROVED BY
DIRECTOR ON 8/26/2020**

RKK for 7212 West Broad Street, LLC and Quick Lube of Carolina LLC/EB Partners, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story, 1,087 square foot automotive service facility with associated parking. The 0.43-acre site is located on the eastern line of West Broad Street (U.S. Route 250) at its intersection with Willard Road, on parcel 766-748-4577. The zoning is B-3, Business District. County water and sewer. **(Brookland)**

This project consists of a one-story, 1,087 square foot quick oil change facility with associated parking. Two service bays provide drive through access for vehicles. The existing car sales lot and building will be demolished and replaced.

The oil change facility is proposed to consist primarily of light and dark brown colored EIFS. A three-foot (3') foot wide, red EIFS band is proposed to wrap around the top of the building. A brown masonry knee wall is provided along the side of the building facing West Broad Street.

A transitional buffer 35 is required along the eastern line of the site that borders R-4 zoning. A reduction of this required buffer was previously approved under POD-70-98, thereby permitting the existing buffer of 13.5 feet in width which contains an eight-foot serpentine masonry wall. The plan proposes to maintain the width of the existing buffer and the eight-foot serpentine masonry wall. The existing sidewalk along West Broad Street will also be maintained.

The Virginia Department of Transportation (VDOT) requires improvements to the traffic signal at the intersection of West Broad Street and Willard Road. Access to the site is directly at the signalized intersection. Both VDOT and the Traffic Division's requests have been satisfied.

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

29. The entrances and drainage facilities on West Broad Street (State Route 250) shall be approved by the Virginia Department of Transportation and the County.
30. A notice of completion form, certifying that the requirements of the Virginia Department of Transportation entrances permit have been completed, shall be submitted to the Department of Planning prior to any occupancy permits being issued.
31. All repair work shall be conducted entirely within the enclosed building.
32. There shall be no outdoor storage and outdoor storage in moveable storage containers including, but not limited to, cargo containers and portable on demand storage containers.
33. The owner or manager on duty shall be responsible for temporarily closing the oil change 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. 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 oil change facility.
34. Approval of the construction plans by the Department of Public Works does not establish the curb and gutter elevations along the Virginia Department of Transportation maintained

right-of-way. The elevations will be set by the contractor and approved by the Virginia Department of Transportation.

35. 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.
36. 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 Spencer Norman)
(Applicant's Representative: Bill Johns)

PLAN OF DEVELOPMENT (Deferred from June 2020)

POD2020-00227
Townes at Oakley's Bluff
Section 3 – 4201 Oakleys
Lane

APPROVED BY
DIRECTOR ON 8/26/2020

The Bay Companies for Mankin Properties, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct 50 two-story residential townhomes for sale. The 31.47 -acre site is located on the northern line of Oakleys Lane, approximately 500 feet east of Oakleys Place, on parcel 817-721-5981. The zoning is RTHC, Residential Townhouse District (Conditional) and ASO, Airport Safety Overlay District. County water and sewer.
(Varina)

The final section of Townes at Oakley's Bluff subject proposes 50 residential townhouse units for sale subject to the proffers of the 2011 zoning case C-1C-11. The first two phases of development are fully constructed for 81 existing townhomes. The conditional subdivision for the overall development was approved to authorize a total of 131 townhouse lots in September of 2011.

Phasing restrictions for construction of the final units continue to apply until Oakley's Lane realignment is constructed, as dictated by proffer 22 of the zoning approval. Proffers of the 2011 zoning case further regulate details such as minimum house size, number of windows on side units, building finish and roofing materials, chimneys, garages, and sound suppression. Construction hours are limited to between 8 a.m. and 5 p.m. for site work and between 7 a.m. and 7 p.m. for outside building construction Monday through Friday, unless otherwise arranged with the adjacent property owner of Mankin Mansion for specific activities on Saturdays.

The architectural elevations included in the staff plan demonstrate consistency with the previously approved and constructed townhomes in Townes at Oakley's Bluff Sections 1 and 2 to include a combination of brick and siding, with the brick percentage exceeding 35% for each multi-unit building, which will be confirmed at the time of each future building permit review and approval.

The plan of development was previously deferred to allow the developer time to meet with members of the homeowners' association. Staff met with the developer and HOA members on July 15, 2020 and walked the site for a thorough understanding of the HOA concerns. Issues that have been resolved are primarily related to the construction and maintenance of the previous two sections of development, including some items that cannot be completed until finite stages of the

overall development, and some items related to Oakleys Lane realignment. Private utilities relocation has commenced associated with the road realignment, and project bidding and construction is imminent. Other corrective measures in the previous development areas have included various repairs to curb, sidewalk, pavement, turf, and replacement of street signage. The developer has also procured and is in the process of installing common area features of a grill, benches, and trash receptacles, in the pocket parks. Items remaining to be addressed have been agreed to by the applicant and a specific timeline for work has been established for completion. Staff will continue to monitor progress and maintenance of the common areas, drives, and walks during the remaining period of developer control, which continues throughout the remaining phase of development for this section under consideration.

Staff finds the Section 3 plan in compliance with applicable code and proffers and recommends approval subject to the annotations on the plan, the standard conditions for developments of this type, and the following additional conditions:

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.
31. The subdivision plat for Townes at Oakleys Bluff Section 3 shall be recorded before any building permits are issued.
32. Prior to issuance of a certificate of occupancy for any building in this development, the engineer of record shall certify that the site has been graded in accordance with the approved grading plans.
33. Outside storage shall not be permitted.
34. The proffers approved as a part of zoning case C-1C-11 shall be incorporated in this approval.
35. 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.
36. A note in bold lettering shall be provided on the erosion control plan indicating that sediment basins or traps located within buildable areas or building pads shall be reclaimed with engineered fill. All materials shall be deposited and compacted in accordance with the applicable sections of the state building code and geotechnical guidelines established by the engineer. An engineer's report certifying the suitability of the fill materials and its compaction shall be submitted for review and approval by the Director of Planning and Director of Public Works and the Building Official prior to the issuance of any building permit(s) on the affected sites.
37. The pavement shall be of an SM-2A type and shall be constructed in accordance with County standard and specifications. The developer shall post a defect bond for all pavement with the Department of Planning - the exact type, amount and implementation shall be determined by the Director of Planning, to protect the interest of the members of the Homeowners Association. The defect bond shall remain in effect for a period of three years from the date of the issuance of the final occupancy permit. Prior to the issuance of the last Certificate of Occupancy, a professional engineer must certify that the roads have been designed and constructed in accordance with County standards.
38. 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.

39. The limits and elevations of the Special Flood Hazard Area shall be conspicuously noted on the plan and labeled "Limits of Special Flood Hazard Area." In addition, the delineated Special Flood Hazard Area must be labeled "Variable Width Drainage and Utility Easement." The easement shall be granted to the County prior to the issuance of any occupancy permits.

(Staff Report by Aimee Crady)

(Applicant's Representative: Josh Krolewski)

(Applicable Rezoning Cases and PUPS: C-1C-11)

PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2020-00232

West End Academy of Dance
– 10420 Ridgefield Parkway

**APPROVED BY
DIRECTOR ON 8/26/2020**

Silvercore for Maddog Ventures, LLC: Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a two-story, 7,333 square foot dance studio with associated parking facilities on an outparcel in an existing shopping center. The 1.02 -acre site is located on the northeast corner of the intersection of Glen Eagles Drive and Ridgefield Parkway, on parcel 739-750-8644. The zoning is B-2C, Business District (Conditional). County water and sewer. **(Tuckahoe)**

This project consists of construction of a two-story, 7,333 square foot dance studio with associated parking on an outparcel within the Glen Eagles shopping center. The proposal meets the proffered requirements of REZ2020-00025, approved by the Board of Supervisors on August 11, 2020.

The proposed building will have a flat roof design and consist primarily of red brick and green aluminum accents. The exterior materials and height are consistent with the existing buildings located within the Glen Eagles Shopping Center. The floor plan features three studios which open to the second floor, a reception area and storage. Additional storage and mechanical space is located on the second floor.

The conceptual landscape plan shows a 25' foot Transitional Buffer provided along Glen Eagles Drive. Additionally, a 30' landscape buffer extends along Ridgefield Parkway, thereby ensuring continuation of the existing landscape buffers for Glen Eagles Shopping Center.

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

29. Only retail business establishments permitted in a B-2 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).
32. Outside storage shall not be permitted.

33. The proffers approved as a part of zoning case C-32C-89, C-15C-91, and REZ2020-00025 shall be incorporated in this approval.
34. Evidence of a joint ingress/egress and maintenance agreement must be submitted to the Department of Planning and approved prior to issuance of a certificate of occupancy for this development.
35. The conceptual master plan, as submitted with this application, is for planning and information purposes only.
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. 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 Spencer Norman)

(Applicant's Representative: Mark Tuttle)

(Applicable Rezoning Cases and PUPS: C-32C-89, C-15C-91, and REZ2020-00025)

PLAN OF DEVELOPMENT

POD2020-00318
Britlyn North Section 2 -
10701 Staples Mill Road
(U.S. Route 33)

**APPROVED BY
DIRECTOR ON 8/26/2020**

Townes Site Engineering for Staples Mill Investment, LLC and Legacy Land Development: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct 21 age-restricted detached single-family dwellings for sale with zero lot lines. The 11.63-acre site is located on the east line of Staples Mill Road (U.S. Route 33), approximately 1,300 feet south of its intersection with Mountain Road, on parcels 762-768-8288, 763-768-1546, 763-768-6597, and 763-768-0137 (part). The zoning is R-5AC, General Residence District (Conditional). County water and sewer. **(Brookland)**

This project consists of 21 lots for age-restricted single-family homes. The development will be accessed from Gracie Lane, currently under construction as part of Britlyn North, Section 1, previously approved by the Planning Commission on July 25, 2018. The plan proposes a dry BMP adjacent to one of the 21 lots, a sidewalk along the eastern side of the internal street, and common area.

Proffers of REZ2020-00010 apply. Among other items, the proffers require recreational amenities to be provided in Common Area B and street trees along the internal street. These items will be shown on the construction plans. The conceptual landscape plan shows the required street trees. The proposed elevations meet the proffered architectural requirements. The elevations are identical to those approved by the Planning Commission for Britlyn North, Section 1 as well as Britlyn South.

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

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. The location of the equipment shall be reviewed and approved with the building permit application for each 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.
34. The subdivision plat for Britlyn North Section 2 shall be recorded before any building permits are issued.
35. A concrete sidewalk meeting County standards shall be provided along the east side of Chase Grove Lane.
36. The proffers approved as a part of zoning case REZ2020-00010 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 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.

(Staff Report by Spencer Norman)
(Applicant's Representative: Zack Wilkins)
(Applicable Rezoning Cases and PUPS: REZ2020-00010)