

# HENRICO COUNTY PLANNING DEPARTMENT

## DIRECTOR'S AGENDA

FOR

## SUBDIVISIONS AND PLANS OF DEVELOPMENT

September 2022

**(Post Action-Pending)**



### DEVELOPMENT REVIEW AND DESIGN DIVISION

R. Joseph Emerson, Jr., AICP, Director of Planning  
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  
Aimee B. Crady, AICP, County Planner  
Christina Goggin, AICP, County Planner  
Kate B. McMillion, County Planner  
Spencer Norman, County Planner  
Kristin Smith, County Planner  
Salim Chishti, ASLA, County Planner  
Lisa Blankinship, County Planner  
R. Todd Rigler, County Planner  
Phillip Bariteau, County Planner  
Pamela Fisher, Senior Planning Technician  
Mounika Reddy Sudini, GIS Specialist  
Patricia Glenn, Office Assistant

## PLAN OF DEVELOPMENT AND LIGHTING PLAN

[POD2022-00029](#)

6531 West Broad Street -  
Phase 1 – 6531 West Broad  
Street (U.S. Route 250)

**Sekiv Solutions for 6531 Broad, LLC.:** Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-2314 of the Henrico County Code, to demolish a portion and renovate an existing hotel to construct a 6-story, 78-unit apartment building on a portion of the overall site. The 4.16-acre portion of the 6.67-acre site is located on the west side of West Broad Street (U.S. Route 250), approximately 900 feet south of the intersection of West Broad Street and Forest Avenue on part of parcel 767-743-7902. The zoning is R-6C General Residential District. County water and sewer. **(Tuckahoe)**

**The applicant has requested deferral to the October agenda.**

**(Staff Report by Tony Greulich)**

**(Applicant's Representative: Stuart Little)**

**(Applicable Rezoning Cases and PUPS: REZ2021-00013 and PUP2021-00004 )**

## PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2022-00305

Insurance Auto Auctions -  
Portugee Road  
- 1955 Portugee Rd

**Bohler Engineering VA, LLC. for GRP 1780 Union Ave LLC ET AL, and Greenspring Realty Partners, LLC.:** Request for approval of a plan of development and lighting plan as required by Chapter 24, Section 24-2314 of the Henrico County Code, to construct a one-story 9,750 square foot office building, a one-story 6,000 square foot storage building, a one-story 2,250 square foot storage building, and associated infrastructure improvements for a towing and wrecker service, and a salvage and junkyard. The 92.77-acre site is located on the south line of Portugee Road at its intersection with LaFrance Road, approximately 1,275 feet west of the intersection of Portugee Road and Memorial Drive, on parcels 837-703-5428 and 839-702-5177. The zoning is M-3 Heavy Industrial District and AS-O Airport Safety Overlay District. County water and on-site sewage disposal system. **(Varina)**

**The applicant has requested deferral to the October agenda.**

(Staff Report by: Tony Greulich)

(Applicant's Representative: Brian Miller)

(Applicable Rezoning Cases and PUPS: \_\_\_\_\_ PUP2022-00007 \_\_\_\_\_)

## PLAN OF DEVELOPMENT and Master Plan

POD2022-00345

QTS Tract 9 Master Plan  
– Portugee Road

**Approved by Director on  
09/28/2022**

**Townes Site Engineering for SWO Logistics, LLC.:** Request for approval of a master plan of development, as required by Chapter 24, Section 24-2314 of the Henrico County Code, to construct three two-story 334,150 square foot data center buildings and associated infrastructure, for a combined total of 1,002,450 square feet. The 67.96-acre site is located on the north side of Portugee Road, approximately 4,800 feet west of the intersection of Technology Boulevard and Portugee Road, on part of parcel 845-702-4965. The zoning is M-2 General Industrial District. County water and sewer. **(Varina)**

The proposed master plan replaces a previously approved plan known as Project Isaac that was subsequently withdrawn by the applicant. The current plan depicts the layout for three data center buildings and their associated infrastructure. The buildings will largely be constructed of pre-cast concrete panels, red and grey metal panels, and glass storefront fenestration around the office portions of the buildings.

Construction details, including site lighting and landscaping plans, will be submitted at a later date. In addition to the providing site lighting and landscaping within the site, the applicant will also provide a streetscape, including streetlights, along the required turn lane from Portugee Road.

All projects within the White Oak Technology Park are subject to review and approval by the Design Review Board (DRB). The DRB is currently reviewing the conceptual plan for this project and staff anticipates that their recommendation will be made on or before September 26, 2022.

Should the DRB recommend conceptual approval of the project, the staff recommends approval subject to the annotations on the plans, the standard conditions for developments of this type, and the following additional conditions:

16. A plat for the widening of Portugee Road right-of-way, as shown on the approved plan, shall be submitted to the Real Property Division prior to approval of the construction plan, and shall be recorded prior to requesting occupancy permits. The developer shall provide evidence of recordation to the Director of Public Works.
17. 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.
18. 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.
19. The owners shall not begin clearing of the site until the following conditions have been met:
  - 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.

- 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.
  - 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.
  - 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.
20. The conceptual master plan, as submitted with this application, is for planning and information purposes only. All subsequent detailed plans of development and construction needed to implement this conceptual plan may be administratively reviewed and approved and shall be subject to all regulations in effect at the time such subsequent plans are submitted for review/ approval.
  21. No construction traffic shall use Elko Road (State Route 156), Portugee Road east of Technology Boulevard, or Elko Tract Road (State Route 380).
  22. No tractor trailers shall use Elko Road (State Route 156), Portugee Road east of Technology Boulevard, or Elko Tract Road (State Route 380).
  23. The developer shall provide a telephone number for citizen concerns during any construction activity on site in order to respond to citizen concerns and complaints as expeditiously as possible.
  24. The development and operations conducted on the property shall comply with the restrictive covenants applicable to White Oak Technology Park.
  25. The proposed development is subject to Final Development Review Board (DRB) approval. Any required changes by the DRB must be reflected in the POD and any subsequent plans.
  26. The proposed architectural elevations are subject to final approval by the Development Review Board (DRB) and the Director of Planning. Any required changes by the DRB must be reflected in the architectural elevations and any subsequent drawings.

**(Staff Report by: Tony Greulich)**

**(Applicant’s Representative: Zackary Wilkins)**

**(Applicable Rezoning Cases and PUPS: \_\_\_\_\_ n/a \_\_\_\_\_)**

## PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2022-00424

Brook Road Knights Inn  
Apartments  
–9004 Brook Road (U.S.  
Route 1)

**Approved by Director on  
09/28/2022**

**Kimley-Horn for Jennie W. Trovinger, AADI Investments, LLC., Broach Mable Estelle Estate, Thirteen Twelve, LLC., and 9002 Brook Road Owner, LLC.:** Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-2314 of the Henrico County Code, to construct five four-story apartment buildings containing a total of 274 units; 36 two-story townhouse style apartments; three one-story garage buildings; a 1,071 square foot maintenance building; a mail room; and a pad site for a future 7,500 square foot commercial building. The 13.475-acre site is located on the west line of Brook Road (U.S. Route 1) at its intersection with Megellan Parkway, on parcels 783-760-6078, 783-760-3589, 783-759-6898, 783-760-6649, 783-760-1787, 783-760-2589, 783-760-4996, 783-760-4783 and 783-761-6400. The zoning is R-6C General Residential District (Conditional). County water and sewer. **(Fairfield)**

This plan of development for Knights Inn Apartments consists of five four-story apartment buildings and 36 two-story, three-bedroom townhouse style apartments. Building 2 contains 54 units. Building 3 contains 40 units. Buildings 4, 5 and 6 contain 60 units each for a total of 91 one-bedroom, 164 two-bedroom, and 19 three-bedroom units. 7,000 square feet of commercial development is also shown as a future use.

Currently the site is comprised of a motor lodge built in 1952 to serve Brook Road (U.S. Route 1) travelers prior to the construction of I-95, and undeveloped lots in adjacent Biltmore subdivision recorded in 1923. The owner/developer rezoned the property to R-6C with case REZ2022-00011 for the entire development site to allow multifamily development and obtained Provisional Use Permit PUP2022-00006 on March 10, 2020, to allow commercial uses and zoning modifications as part of a master development plan. In addition to the apartment buildings and townhouse style units, Building 2 will contain resident amenities, such as a 7,100 square foot club house area with fitness center, yoga studio, co-working space, conference room, and package locker concierge. Additional amenities include a fenced dog park, a spa, and a pool with grilling stations located in the courtyard of the buildings. Garages for rent are also offered per the proffers.

The primary building materials are fiber cement panels and lap siding with brick. The roof is shingled with dark gray standing seam metal canopies, railings, with other metal accents. The building colors for the apartment buildings are white and gray panels and siding, with bronze accents and medium and dark brown brick. The building height is under the permitted 80-foot maximum allowed height. The townhouse apartments are gray and white lap siding with medium brown footer and have a one-car garage.

A lighting plan has been submitted providing parking lot lighting with 15-foot tall poles and concealed source lighting. The lighting plan will comply with the zoning ordinance prior to construction plan approval.

There is a required 25-foot transitional buffer between the townhouse apartments and the existing dwellings in Biltmore subdivision. Other improvements to the overall site include 15% tree canopy coverage, 15% open space, 5% internal parking lot tree canopy, and peripheral parking lot landscaping for the new parking lot. A landscape plan will need to be submitted for staff approval and installed prior to an issuance of the Certificate of Occupancy.

Staff recommends approval subject to the annotations on the plan, 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.
16. The unit house numbers shall be visible from the parking areas and drives.
17. 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.
18. All proffers and conditions approved as part of zoning case REZ2022-00011 and provisional use permit case PUP2022-00006 shall be incorporated in this approval.
19. A plat for the widening of Brook Road (U.S. Route 1) right of way as shown on the approved plan shall be submitted to the Real Property Division prior to approval of construction plans. The plat shall be submitted to VDOT following approval of the construction plans and recorded with appropriate conveyance instruments prior to requesting occupancy permits. The developer shall provide evidence of recordation to the Director of Public Works.
20. The entrances and drainage facilities on Brook Road (U.S. Route 1) shall be approved by the Virginia Department of Transportation and the County.
21. 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 Director of Public Works prior to any occupancy permits being issued.
22. 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.
23. A concrete sidewalk meeting VDOT standards shall be provided along the west side of Brook Road (U.S. Route 1).
24. The conceptual master plan, as submitted with this application, is for planning and information purposes only.
25. 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: Christina Goggin)**

**(Applicant's Representative: David Ellington)**

**(Applicable Rezoning Cases and PUPS: PUP2022-00006 and REZ2022-00011)**

## PLAN OF DEVELOPMENT AND MASTER PLAN

POD2022-00432

Glover Park Phase II Master  
Plan Revised  
-11145 Greenwood Road

**Approved by Director on  
09/28/2022**

**CHA Consulting, Inc. for County of Henrico:** Request for approval of a revised master plan of development, as required by Chapter 24, Section 24-2314 of the Henrico County Code, to incorporate an additional 6.459-acre county-owned parcel into the previously approved park master plan area, realign internal roadways and trails, and revise the athletic and recreational facilities layout. The 209.49-acre site is located on the northeastern line of Greenwood Road, the northwestern line and terminus of Bent Pine Road, the western line of Winfrey Road, the terminus of Branch Road, and the north and south lines of Woodman Road, on parcels 777-771-6782, 775-771-7259, 775-773-3004, 777-772-0070, 774-771-9584, 774-771-9464, and 774-771-7084. The zoning is A-1 Agricultural District, R-5AC General Residence District (Conditional), and R-6C General Residence District (Conditional). County water and sewer. **(Brookland)**

The proposed plan of development master plan revision incorporates an additional 6.459-acre parcel located at the terminus of Bent Pine Road, purchased by the County in July of 2021. Revisions to the park layout include the realignment of the park access road from Woodman Road; relocation of baseball and soccer fields, playgrounds, and dog park facilities; and related trail, restroom, shelter, and parking redistribution. The master plan layout now indicates potential areas for added components such as a trail disc golf course, a skate park, and bike pump track facilities. With the additional property, the park area will now total 209.49 acres. Located on the additional property is a barn structure planned for renovation and retained for park shelter use.

All agencies have reviewed the plan and are recommending approval of the master plan revision. Staff recommends approval subject to the following conditions:

1. The plan of development shall be revised as annotated on the staff plan dated September 21, 2022, which shall be as much a part of this approval as if details were fully described herein. 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, plans for signature shall be submitted to the Department of Planning for approval signatures. The approved plan shall be attached to the building permit application.
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. Traffic control signs shall be provided as required by the Department of Public Works and shall be maintained in good condition.
4. The contractor shall have a set of plans approved by the Director of Public Works, Public Utilities and Director of Planning available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.



5. The property shall be developed and maintained as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of the Director of Planning.
6. The name of this development, as designated in this approval, shall be the name used for approval of future documents associated with this plan. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
7. 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 804-501-4602. The Planning Department must assign all property addresses.
8. Upon completion of the improvements and prior to the certification of the permanent occupancy permit, the owner shall furnish a statement by the engineer, surveyor, or landscape architect who supervised construction, that all improvements have been installed in substantial conformance with the approved plans, specifications, and County requirements.
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.
10. 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 and in accordance with Section 24-5311 at the time of plan approval.
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, fixture specifications, and mounting height details shall be submitted for Department of Planning review and approval.
12. The construction shall be properly coordinated to ensure that safe access, circulation, and adequate parking is provided for the facility. A plan to indicate the phasing of improvements and the handling of traffic (construction and employees) shall be submitted to the Department of Planning prior to the issuance of a building permit.
13. The right of way for widening of Greenwood Road shown on the approved plans, shall be submitted to the Director of Real Property prior to approval of the construction plan, and shall be recorded with a Declaration of Boundary Line Adjustment for Public Road Widening executed by the County Manager prior to requesting occupancy permits.
14. A concrete sidewalk meeting County standards shall be provided along the north line of Greenwood Road.
15. 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.
16. The conceptual master plan, as submitted with this application, is for planning and information purposes only. All subsequent detailed plans of development and construction plans needed to implement this conceptual plan may be administratively reviewed and approved and shall be subject to all regulations in effect at the time such subsequent plans are submitted for review/approval.

**(Staff Report by: Aimee Crady)**

**(Applicant's Representative: David Barlow)**

**(Applicable Rezoning Cases and PUPS: C-37C-05, C-18C-08, and C-2C-09 )**

## PLAN OF DEVELOPMENT

POD2022-00434

Townes at Oakley's Bluff  
Section 4  
-4201 Oakleys Lane

**Approved by Director on  
09/28/2022**

**Bay Companies, Inc. for Mankin Properties, LLC.:** Request for approval of a plan of development, as required by Chapter 24, Section 24-2314 of the Henrico County Code, to construct four two-story townhouse dwellings. The 0.260-acre portion of the overall 60.7-acre site is located approximately 680 feet north of Oakley's Lane, north of the terminus of Lenten Rose Lane (private), on parcels 817-721-5981(part), 817-721-0929(part), and 816-721-9466. The zoning is RTHC Residential Townhouse District (Conditional) and AS-O Airport Safety Overlay District. County water and sewer. **(Varina)**

The applicant requests approval to construct 4 residential townhouse dwellings within the previously approved common area of Townes at Oakley's Bluff Section 3, and to add surface parking in various areas to meet and exceed parking requirements. Sections 1 and 2 have been fully constructed and are occupied. The remaining Section 3 townhome development is currently under construction. Proffered conditions of the 2011 zoning case permit up to 135 units at full build-out. This additional section would maximize the permitted unit count. The units proposed are consistent with the previously approved and constructed unit types and the plans are found in compliance with the applicable proffers and zoning provisions.

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

16. The unit house numbers shall be visible from the parking areas and drives.
17. 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.
18. The proffers approved as a part of zoning case C-1C-11 shall be incorporated in this approval.
19. The subdivision plat for Townes at Oakley's Bluff Section 4 shall be recorded before any building permits are issued.
20. 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.
21. 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.

**(Staff Report by: Aimee Crady)**

**(Applicant's Representative: Joe Faudale)**

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

## PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2022-00438

Gateway at Landmark  
Section1  
– 501 Old Memorial Drive

**Approved by Director on  
09/28/2022**

**Bay Companies, Inc. for Henrico County Vo/Tech ED Foundation, Inc., Godsey Properties, and GIG Limited:** Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-2314 of the Henrico County Code, to construct 13 single-family homes and 72 one-over-one condominiums within 7 two-story buildings. A 10.6-acre portion of the overall 54.2-acre site is located on the east line of Old Memorial Drive and its intersection with Betner Road and a 0.741-acre portion is on the west line of Old Memorial Drive approximately 100 feet south of Betner Road, on parcels 838-713-4773, 838-713-1395, and 836-713-7564 (part). The zoning is R-2AC One-Family Residence District (Conditional), R-3C One-Family Residence District (Conditional), R-5C General Residence District (Conditional), and AS-O Airport Safety Overlay District. County water and sewer. **(Varina)**

This plan of development for Gateway at Landmark consists of 13 single family dwellings and 36 two-story townhouse style buildings with one condominium on each floor of each unit for a total of 72 units in the first phase.

The owner/developer rezoned the property to R-5C and R-2C with case REZ2022-00009 on March 15, 2022. Two of the proposed single-family dwellings that are located on the west line of Old Memorial Drive were rezoned to R-3C with rezoning case C-3C-07 with the Planning Commission approving conditional subdivision SUB2021-00040 Landmark (May 2020 Plan). The R-2C lots are specifically for the Henrico County Vocational Technical program and will be built by vocational students.

The first phase of the overall six-phase condominium development includes 72 condominiums. Proffers limit the total number of condominiums to 484 units. Each subsequent phase will require POD review and approval.

Per proffers, the R-2C lots will have 30% brick fronts, the R-3C lots 40%, and the condominium units approximately 50% brick fronts. All are required to have brick or stone foundations and paved driveways. Vinyl siding is the primary building material and permitted by all zoning cases.

Other improvements to the overall condominium site include 15% tree canopy coverage, 15% open space, 5% internal parking lot tree canopy, and peripheral parking lot landscaping for the parking lot. Landscape plans will need to be submitted for staff approval and installed prior to an issuance of the Certificate of Occupancies.

The submitted lighting plan provides for 15-foot-tall parking lot lighting and 6-foot access lighting in front of each unit. The access lighting will be hard wired to not be cut off and will comply with the zoning ordinance prior to construction plan approval. Staff has requested a revised plan which provides consistent light levels within the parking areas in accordance with the zoning code.

The Division of Fire and Public Works Traffic are requiring the developer to record the right of way dedication for Turtle Parkway from Dry Bridge Road to Old Memorial Drive, with associated bonds and base gravel in place prior to issuance of a certificate of occupancy for units within the condominium development, because the number of units on a single point of access would be otherwise exceeded.

Should the Director act on this request, in addition to the standard conditions for development of this type, the following additional conditions are recommended:

16. The unit house numbers shall be visible from the parking areas and drives.
17. 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.
18. Prior to recordation of the initial section, a document setting forth covenants shall be recorded in the Clerk's Office of the Circuit Court of Henrico County Virginia, setting forth controls on the development and maintenance of the property and establishing one or more owner's associations responsible for enforcement of the restrictive covenants, including maintenance of the lots, common areas, roads and unit exteriors, in accordance with REZ2022-00009.
19. The proffers approved as a part of zoning cases C-7C-07 and REZ2022-00009 shall be incorporated in this approval.
20. The subdivision plat for Landmark at Gateway Section 1 shall be recorded before any building permits are issued.
21. A plat for the widening of Old Memorial Road right-of-way, as shown on the approved plan, shall be submitted to the Real Property Division prior to approval of the construction plan, and shall be recorded prior to requesting occupancy permits. The developer shall provide evidence of recordation to the Director of Public Works.
22. 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.
23. A concrete sidewalk meeting County standards shall be provided along the both sides of Old Memorial Road.
24. 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.
25. 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.
26. The conceptual master plan, as submitted with this application, is for planning and information purposes only.
27. Except for junction boxes, meters, and existing overhead utility lines, and for technical or environmental reasons, all utility lines shall be underground.

28. 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.
29. The right of way for Turtle Parkway from Dry Bridge Road to Old Memorial Drive shall be recorded with associated completion bonds provided, and base gravel in place to the satisfaction of the Division of Fire, prior to issuance of a certificate of occupancy for units within the multifamily portion of this development.

**(Staff Report by: Christina Goggin)**

**(Applicant's Representative: Josh Krolewski)**

**(Applicable Rezoning Cases and PUPS: C-3C-07 and REZ2022-00009 )**

## SITE PLAN AND LIGHTING PLAN

[POD2021-00465](#)

Woodspring Suites Extended Stay Hotel at 4615 Williamsburg Road – 4615 Williamsburg Road (U.S. Route 60)

**Approved by Director on 09/28/2022**

**Draper Aden Associates for Henrico Properties Holdings, LLC. and Suburban Capital, Inc.:** Request for approval of a site plan and lighting plan as required by Chapter 24, Section 24-2315 of the Henrico County Code, to construct a 4-story, 122 room extended stay hotel and associated infrastructure. The 1.88-acre site is located on the south line of Williamsburg Road (U.S. Route 60), approximately 200 feet west of its intersection with South Laburnum Avenue, on parcels 816-713-0978 and 816-713-0434. The zoning is B-3 Business District, M-1 Light Industrial District, and AS-O Airport Safety Overlay District. County water and sewer. **(Varina)**

The proposed four-story, 122 room extended stay hotel building is located on unconditioned B-3 and M-1 parcels. The building is largely comprised of fiber cement board siding with a wood-grain finish in tan and light brown colors. The ground floor and canopy have a stone finish in a coral stone color. Both ends of the building have large areas of store front glazing to form an attractive overall building design.

The proposed lighting plan meets minimum Code requirements. Pole and building mounted LED lights will be 25 feet tall. They will be full cut off with a zero-degree tilt.

The plans have been under review for several months by the Virginia Department of Transportation (VDOT) as an access management study was required to permit the proposed modifications of the existing entrances to the site. This has been resolved to the satisfaction of VDOT and therefore Public Works Traffic can now recommend approval to the Director of Planning.

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.
19. A plat for the widening of Williamsburg Road (U.S. Route 60) right of way as shown on the approved plan shall be submitted to the Real Property Division prior to approval of construction plans. The plat shall be submitted to VDOT following approval of the construction plans and recorded with appropriate conveyance instruments prior to requesting occupancy permits. The developer shall provide evidence of recordation to the Director of Public Works.
20. The entrances and drainage facilities on Williamsburg Road (U.S. Route 60) shall be approved by the Virginia Department of Transportation and the County.
21. 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 Director of Public Works prior to any occupancy permits being issued.
22. 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.

- 23. A concrete sidewalk meeting VDOT standards shall be provided along the south side of Williamsburg Road (U.S. Route 60).
- 24. Outside storage shall not be permitted.

**(Staff Report by Anthony Greulich)**

**(Applicant's Representative: B Tyson Catlett)**

**(Applicable Rezoning Cases and PUPS: \_\_\_\_\_ n/a \_\_\_\_\_)**



## SITE PLAN

[POD2022-00192](#)

Sadler Crest  
– 4801 Sadler Road

**Approved by Director on  
09/28/2022**

**Townes Site Engineering for Legacy-Sadler Investments, LLC. and Legacy Land Development, LLC.:** Request for approval of a site plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to construct 24 detached, single-family dwellings. The 8.17-acre site is located on the south line of Sadler Road, approximately 1,445 feet west of the intersection of Sadler Road and Nuckols Road, on parcels 748-767-4828, 748-767-7842 and 748-767-8852. The zoning is R-5AC General Residence District (Conditional). County water and sewer. **(Three Chopt)**

The originally submitted zero lot line development was revised and re-submitted as a detached, single-family home subdivision as permitted in the R-5AC zoning district. The layout has also been revised to address several design issues on the previous layouts.

The proposed homes are two stories and approximately 30 feet in height. Each home will have a detached or attached single car garage.

The proposed plan is generally consistent with the conceptual master plan submitted with rezoning case REZ2021-00001. It provides and accounts for the information on the plans and elevations as required.

Through the combination of proposed landscaping and retaining existing natural vegetation, the proposal meets the required transitional and required buffers, including the buffer along Sadler Road. While this buffer is significantly impacted by the required sight distance easement, the proposed plan does provide for the required number and type of plantings. Staff will work with the applicant to revise the plan to provide an attractive buffer during the formal landscape plan submittal.

The proposed lighting plan provides staff with sufficient information and will be evaluated in greater detail with subsequent submittals of the construction plans.

The project incorporates excess VDOT right-of-way within the site. The property sale by VDOT to the developer is expected to be finalized prior to approval of this site plan.

The proposed development is also tied to the Public Works Capital Project known as Sadler Road Improvements Project and the Developer has agreed to work with Henrico County to ensure that construction and improvements proposed for both projects are coordinated with in the construction plans.

Lastly, Public Works is currently reviewing the required No-Rise Certification request that was recently submitted for review. Once this review has been completed, then Public Works will be able to make their recommendation to the Director of Planning. Staff anticipates that this will be completed before September 26, 2022.

Should Public Works be able to recommend approval to the Director, then staff recommends approval subject to the annotations on the plan, the standard conditions for developments of this type, and the following additional conditions:

16. The proffers approved as a part of zoning case REZ2021-00001 shall be incorporated in this approval.
17. The subdivision plat for Sadler Crest shall be recorded before any building permits are issued.
18. A plat for the widening of Sadler Road right-of-way, as shown on the approved plan, shall be submitted to the Real Property Division prior to approval of the construction plan, and shall be recorded prior to requesting occupancy permits. The developer shall provide evidence of recordation to the Director of Public Works.
19. 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.
20. A concrete sidewalk meeting County standards shall be provided along the south side of Sadler Road.
21. 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.
22. The owners shall not begin clearing of the site until the following conditions have been met:
  - 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.
  - 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.
  - 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.
  - 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.6d

**(Staff Report by: Tony Greulich)**

**(Applicant's Representative: Drew Ward)**

**(Applicable Rezoning Cases and PUPS: REZ2021-00001)**

**SITE PLAN AND LIGHTING PLAN**

POD2022-00248  
Sweetshire  
-North Gayton Road

**Timmons Group for Eagle Construction of VA, LLC. and Christ Church Episcopal Church:** Request for approval of a site plan and lighting plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to construct 32 two-story residential condominium units with two-car garages. The 15.35-acre site is located on the northern line of North Gayton Road, approximately 900 feet west of its intersection with Pouncey Tract Road (State Route 271), on parcels 737-769-4569 and 738-769-3891(part). The zoning is RTHC Residential Townhouse District (Conditional) and A-1 Agricultural District. County water and sewer. **(Three Chopt)**

**The applicant has requested deferral to the October agenda.**

(Staff Report by: Spencer Norman)  
(Applicant’s Representative: Brian Ditzler)  
(Applicable Rezoning Cases and PUPS: REZ2021-00050 )

## SITE PLAN

POD2022-00385

QTS Tract 9 -Substation  
– 3720 Portugee Road

**Approved by Director on  
09/28/2022**

**Townes Site Engineering for Scout Development, LLC., and SWO Logistics, LLC.:** Request for approval of a site plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to construct an accessory substation to support the existing and proposed adjacent QTS facilities. The 22.22-acre site is located on the north line of Portugee Road, approximately 3,400 feet west of the intersection of Technology Boulevard and Portugee Road, on parcels 847-701-1863 and part of 845-702-4965. The zoning is M-2 General Industrial District County water and sewer. **(Varina)**

The proposed accessory substation will serve the existing and proposed adjacent QTS facilities to the north and west of this plan. The plan includes the construction of new power lines and poles and the relocation of existing transmission lines that are within the property. The screening of the facility will be accomplished through the installation of a perimeter landscape buffer. Site lighting is not anticipated for this facility except those required per building code.

All projects within the White Oak Technology Park are subject to review and approval by the Design Review Board (DRB). The DRB is currently reviewing the conceptual plan for this project and staff anticipates that their recommendation will be made on or before September 23, 2022.

Should the DRB recommend conceptual approval of the project, the staff recommends approval subject to the annotations on the plans, the standard conditions for developments of this type, and the following additional conditions:

16. 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.
17. The owners shall not begin clearing of the site until the following conditions have been met:
  - 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.
  - 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.
  - 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.
  - 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.

18. Prior to approval of construction plans, the developer must furnish a letter from Dominion Energy stating that this proposed development does not conflict with their facilities.
19. No construction traffic shall use Elko Road (State Route 156), Portugee Road east of Technology Boulevard, or Elko Tract Road (State Route 380).
20. No tractor trailers shall use Elko Road (State Route 156), Portugee Road east of Technology Boulevard, or Elko Tract Road (State Route 380).
21. The developer shall provide a telephone number for citizen concerns during any construction activity on site in order to respond to citizen concerns and complaints as expeditiously as possible.
22. The development and operations conducted on the property shall comply with the restrictive covenants applicable to White Oak Technology Park.
23. The proposed development is subject to Final Development Review Board (DRB) approval. Any required changes by the DRB must be reflected in the POD and any subsequent plans.

**(Staff Report by: Tony Greulich)**

**(Applicant's Representative: Zackary Wilkins)**

**(Applicable Rezoning Cases and PUPS: \_\_\_\_\_ n/a \_\_\_\_\_)**

## SITE PLAN AND LIGHTING PLAN

POD2022-00433

Northstar Academy Phase 1  
–11501 Nuckols Road

**Approved by Director on  
09/28/2022**

**Youngblood, Tyler and Associates, P.C. for Northstar Academy, Inc.:** Request for approval of a site plan and lighting plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to construct a one-story 13,133 square foot gymnasium for an existing school and changes to the existing parking lot and site utilities to accommodate future development. The 10.39-acre site is located along the south line of Nuckols Road opposite its intersection with Concourse Boulevard, on parcel 745-774-5073. The zoning is O/SC Office Service District (Conditional). County water and sewer. **(Three Chopt)**

The proposed gymnasium is a one-story, 13,133 square foot building of red brick, tan and gray EIFs, and a standing seam metal roof. The gymnasium will serve the student population of Northstar Academy, which has occupied the existing building onsite since the fall of 2021. Color and materials of the proposed building match the existing school. The first phase of proposed construction also includes removal of the southernmost portion of the existing parking lot and associated infrastructure.

A conceptual landscape plan illustrates required parking lot landscape elements and the preserved transitional buffer 50 along the western and southern property boundaries. A site lighting plan is included for approval which illustrates lighting for the reconstructed parking areas and pedestrian pathways. Proposed light fixtures will match existing fixtures onsite and will include concealed source fixture types. Formal lighting and landscape plans will be submitted in the future for administrative review and approval.

Staff recommends approval subject to the annotations on the plans, the standard conditions for development 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.
16. The proffers approved as a part of zoning case C-30C-89 shall be incorporated in this approval.
17. The conceptual master plan, as submitted with this application, is for planning and informational purposes only.

**(Staff Report by: Spencer Norman)**

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

**(Applicable Rezoning Cases and PUPS:           C-30C-89          )**

## SITE PLAN AND LIGHTING PLAN

POD2022-00437

Kingsland Marina

–9680 Osborne Turnpike

**Draper Aden Associates for Fosters Reach, LLC.:** Request for approval of a site plan and lighting plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to establish and delineate drive aisles, boat storage, and parking spaces for an existing marina and accessory uses, including a restaurant with outdoor dining. The 10.719-acre site is located on the west line of Osborne Turnpike, approximately 350 feet north of its intersection with Kingsland Road, on parcel 807-671-2121. The zoning is A-1 Agricultural District and AS-O Airport Safety Overlay District. Individual well and on-site sewage disposal system.  
**(Varina)**

**PENDING FURTHER REVIEW**

Kingsland Marina was established in 1961 with UP-3-61 and was just recently transferred into the current owner's name with PUP2022-00005.

The submitted plan shows the existing and proposed parking spaces at the marina for its existing uses. The property owner has contacted and met with the Division of Police for a security survey for the property per the PUP approval. The PUP approval also provides standard hours of operation, decibel levels and limits on live entertainment. There is also a 100-foot tree preservation buffer on the southern property line. The Health Department requirements are satisfied per the PUP conditions.

The lighting plan proposes upgraded lighting and staff has requested additional information to be included in the construction plan submittal.

Public Works Engineering Division currently cannot recommend approval of the plan as submitted and has requested additional information to complete their floodplain review. Their recommendation will be provided upon review of the additional information.

Should the Director act on this request, in addition to the standard conditions for development of this type, the following additional conditions are recommended:

16. The conditions approved as part of provisional use permit case PUP2022-00005 shall be incorporated in this approval.
17. Outside storage shall not be permitted except as shown on the approved plan.

**(Staff Report by: Christina Goggin)**

**(Applicant's Representative: Glenn Custis)**

**(Applicable Rezoning Cases and PUPS: \_\_\_\_\_ PUP2022-00005 \_\_\_\_\_)**

**PRELIMINARY PLAT**

**SUB2022-00132**

Townes at Oakley’s Bluff  
(September 2022 Plan)  
-4201 Oakleys Lane

**Approved by Director on  
09/28/2022**

**Bay Companies, Inc. for Mankin Properties, LLC.:** The .0260-acre portion of the overall 60.7-acre site proposed for a subdivision of four residential townhouse lots is located approximately 680 feet north of Oakley’s Lane, north of the terminus of Lenten Rose Lane (private), on part of parcel 817-721-5981. The zoning is RTHC Residential Townhouse District (Conditional) and AS-O Airport Safety Overlay District. County water and sewer. **(Varina) 4 Lots**

The applicant requests approval of four additional townhouse lots within the area of the previously approved Section 3 project area, in a location previously shown as proposed common area. The associated plan of development for the four additional proposed units is included in this agenda, which demonstrates compliance with the proffered conditions and applicable zoning and subdivision ordinance provisions. Staff recommends approval subject to the annotations on the plan, the standard conditions for residential townhouse subdivisions, and the following additional conditions:

- 14. The proffers approved as part of zoning case C-1C-11 shall be incorporated in this approval.

**(Staff Report by: Aimee Crady)**

**(Applicant’s Representative: Joe Faudale)**

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



## LANDSCAPE AND FENCE PLAN

SUB2022-00100

Westwood Manor Block A,  
Lot 6  
– 6014 Mann Avenue

**Approved by Director on  
09/28/2022**

**Complete Home Design, LLC.:** Request for approval of a landscape and fence plan to permit a fence height of 10-feet along the rear property line, as required by Chapter 24, Section 24-5404.B.5, of the Henrico County Code. The .18-acre site is located on the northeast line of Mann Avenue. approximately 340 feet southeast of West Club Lane at 6014 Mann Avenue, on parcel 770-741-0901. The zoning is R-3 General Residential District. County water and sewer. **(Brookland)**

The applicant is seeking permission for an exception to permit a 10-foot-high fence height at the back property line. The residential property backs directly up to a business zoned property along W. Broad Street. At the time of submission, a wooden fence had already been constructed to a height of ten feet – six inches (10'-6").

The fence is made of pressure treated wood and is correctly constructed so that the finished side of the fence faces out towards the adjacent property. The maximum height allowable under the increased fence height would be ten feet (10'). A condition of approval would be that the applicant would have the fence cut down to that height. Without the approval the fence would have to be cut down to the maximum height allowed by right which would be seven feet (7'-0").

The zoning ordinance permits approval of a fence identified on a landscape plan up to 10-feet in height upon finding the fence complies with sight distance requirements in Section 24-5403 and does not adversely affect:

- a. The health, safety or welfare of persons residing on or working on the premises;
- b. The visibility or value of abutting and adjacent properties;
- c. The adequate supply of light and air to adjoining property; and
- d. Traffic or pedestrian safety.

Staff recommends approval subject to the annotations on the plan, standard conditions for landscape and fence plans and the following additional condition:

7. The existing fence shall be cut down to ten feet (10'-0") above existing grade, and the header board shall be reinstalled at the top of the fence.

**(Staff Report by: Salim Chishti)**

**(Applicant's Representative: Lesley Balderson)**

**(Applicable Rezoning Cases and PUPS: \_\_\_\_\_)**