

HENRICO COUNTY PLANNING DEPARTMENT

DIRECTOR'S AGENDA

FOR

SUBDIVISIONS AND PLANS OF DEVELOPMENT

February 2024
Post Action



DEVELOPMENT REVIEW AND DESIGN DIVISION

R. Joseph Emerson, Jr., AICP, Director of Planning
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Christopher Perez, County Planner
Christina Goggin, AICP, County Planner
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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

PLAN OF DEVELOPMENT

POD-2023-100061

R. C. Longan Elementary School

**Approved by Director on
02/28/2024**

Timmons Group for Henrico County School Board: Request for approval of a plan of development, as required by Chapter 24, Section 24-2314 of the Henrico County Code, to demolish an existing one-story elementary school campus of seven connected buildings and construct a two-story 95,850 square foot public school building with related site improvements. The 14.66-acre site is located on the northwestern corner at the intersection of Mapleview Avenue and Delham Drive, on parcel 758-758-8951. The zoning is R-3 One-Family Residence District. County water and sewer. **(Brookland)**

The existing school campus was originally constructed in 1966. A multipurpose room addition was constructed in the late 1970's and a parking lot expansion completed in 2015 to improve circulation and increase parking supply. R.C. Longan and Jackson Davis Elementary schools have followed similar renovation timelines over the years due to the nearly identical design, and both are included on this Director's agenda for replacement. The proposed plan will be implemented in phases to ensure continued operation of the school during construction. This will be achieved by building the new school first, then demolishing the old campus, and finally constructing the remaining site improvements. The schedule will be strategically coordinated to minimize impact to operations, taking advantage of the summer break for the most challenging phases of overlap in site work and surface parking alterations. At completion, classroom capacity will be adequate, and all school trailers will be removed.

Orientation of the school main entrance will continue to be directed toward Mapleview Avenue (south), while eliminating the Frankham Road entrance to the parking lot. Currently a bus loop configuration straddles the southeastern corner with access to both Mapleview Avenue and Delham Drive. New bus loop access will be located along the northern street frontage with access points along Greenford Drive. This single bus loop configuration will provide adequate off-street queuing and parking for at least 10 buses segregated from other surface parking areas and the parent drop off loop. Improved pedestrian connections from the perimeter sidewalk areas are included along all new driveway entrances from Mapleview Avenue and Greenford Drive.

Finished materials on the new building will consist of two neutral tones of face brick, metal paneling, terracotta rainscreen cladding accents, and spandrel glazed clerestory upper windows. The footprint creates natural semi-enclosed courtyards for outdoor programming, and the floor plan provides several classrooms for enrichment, special and early education, and break out areas in larger interior corridors. The homerooms for kindergarten through 3rd grade are located on the first floor, while 4th and 5th grade are on the second floor.

The school rebuild will include installation of enhanced tree plantings along the perimeter of the site in addition to parking lot landscaping in accordance with the current code. A bioretention basin at the southwestern corner of the site will include additional native vegetation as well. The upgraded

lighting throughout the site will comply with current code provisions, limiting site lighting to a maximum 15-foot mounting height, with illumination provided from concealed source LED fixtures.

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

1. The **Plan of Development** must be revised as annotated on the staff plan dated **February 21, 2024**, which will 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, must 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 must be submitted to the Department of Planning for approval signatures. The approved plan must be attached to the building permit application.
2. The Director of the Department of Public Utilities must 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 must be notified at least 48 hours prior to the start of any County water or sewer construction.
3. Traffic control signs must be provided as required by the Department of Public Works and must be maintained in good condition.
4. The contractor must 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 must be available for contact by County Inspectors.
5. The property must be developed and maintained as shown on the plan filed with the case and no changes or additions to the layout will be made without the approval of the Director of Planning.
6. The name of this development, as designated in this approval, must 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) must 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 must 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 must 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) must be identified on the landscape plan. All building mounted equipment must be painted to match the building, and all equipment must 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, and fixture specifications and mounting heights details must be revised as annotated on the staff plan and included with the construction plans for final signature.

12. The construction must 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) must be submitted to the Department of Planning prior to the issuance of a building permit.
13. Two copies of an Erosion and Sediment Control Agreement with required escrow must be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works must be notified at least 24 hours prior to the start of any construction.
14. The easements for drainage and utilities as shown on approved plans must be granted to the County in a form acceptable to the County Attorney prior to any occupancy permits being issued. The easement plats and any other required information must be submitted to the County Real Property Agent at least sixty (60) days prior to requesting occupancy permits.

(Staff Report by: Aimee Crady)

(Applicant's Representative: Jason Mullins)

(Applicable Rezoning Cases and PUPS: _____ N/A _____)

PLAN OF DEVELOPMENT

POD-2023-100184

Jackson Davis Elementary
School

**Approved by Director on
02/28/2024**

Timmons Group for Henrico County School Board: Request for approval of a plan of development, as required by Chapter 24, Section 24-2314 of the Henrico County Code, to demolish an existing one-story elementary school campus of seven connected buildings and construct a two-story 95,850 square foot public school building with related site improvements. The 16.06-acre site is located on the southwestern corner at the intersection of Nettlewood Road and Nettlewood Drive, on parcel 755-751-2297. The zoning is R-3 One-Family Residence District. County water and sewer. **(Three Chopt)**

The existing school campus was originally constructed in 1963. A multipurpose room addition was constructed in the late 1970's and a parking lot expansion completed in 2015 to improve circulation and increase parking supply. Jackson Davis and R.C. Longan Elementary schools have followed similar renovation timelines over the years due to the nearly identical design, and both are included on this Director's agenda for replacement. The proposed plan will be implemented in phases to ensure continued operation of the school during construction. This will be achieved by building the new school first, then demolishing the old campus, and finally constructing the remaining site improvements. The schedule will be strategically coordinated to minimize impact to operations, taking advantage of the summer break for the most challenging phases of overlap in site work and surface parking alterations. At completion, classroom capacity will be adequate, and all school trailers will be removed.

Orientation of the school main entrance will continue to be directed toward Nettlewood Road (east). Bus loop access will continue to be served from Nettlewood Drive along the northern boundary, but the new bus loop will extend around to the western side of the building (rear) to provide adequate off-street queuing and parking for at least 10 buses segregated from other surface parking areas and the parent drop off loop. Improved pedestrian connections from the perimeter sidewalk areas are included along all new driveway entrances from Nettlewood Road and Nettlewood Drive.

Finished materials on the new building will consist of two neutral tones of face brick, metal paneling, terracotta rainscreen cladding accents, and spandrel glazed clerestory upper windows. The footprint creates natural semi-enclosed courtyards for outdoor programming, and the floor plan provides several classrooms for enrichment, special and early education, and break out areas in larger interior corridors. The homerooms for kindergarten through 3rd grade are located on the first floor, while 4th and 5th grade are on the second floor.

The school rebuild will include installation of enhanced tree plantings along the perimeter of the site in addition to parking lot landscaping in accordance with the current code. The upgraded lighting throughout the site will comply with current code provisions, limiting site lighting to a maximum 15-foot mounting height, with illumination provided from concealed source LED fixtures.

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

1. The **Plan of Development** must be revised as annotated on the staff plan dated **February 21, 2024**, which will 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, must 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 must be submitted to the Department of Planning for approval signatures. The approved plan must be attached to the building permit application.
2. The Director of the Department of Public Utilities must 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 must be notified at least 48 hours prior to the start of any County water or sewer construction.
3. Traffic control signs must be provided as required by the Department of Public Works and must be maintained in good condition.
4. The contractor must 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 must be available for contact by County Inspectors.
5. The property must be developed and maintained as shown on the plan filed with the case and no changes or additions to the layout will be made without the approval of the Director of Planning.
6. The name of this development, as designated in this approval, must 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) must 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 must 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 must 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) must be identified on the landscape plan. All building mounted equipment must be painted to match the building, and all equipment must 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, and fixture specifications and mounting heights details must be revised as annotated on the staff plan and included with the construction plans for final signature.

12. The construction must 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) must be submitted to the Department of Planning prior to the issuance of a building permit.
13. Two copies of an Erosion and Sediment Control Agreement with required escrow must be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works must be notified at least 24 hours prior to the start of any construction.
14. The easements for drainage and utilities as shown on approved plans must be granted to the County in a form acceptable to the County Attorney prior to any occupancy permits being issued. The easement plats and any other required information must be submitted to the County Real Property Agent at least sixty (60) days prior to requesting occupancy permits.

(Staff Report by: Aimee Crady)

(Applicant's Representative: Jason Mullins)

(Applicable Rezoning Cases and PUPS: _____ N/A _____)

SITE PLAN

POD2022-00633

Highland Woods Expansion
– 125 S. Kalmia Ave.

Approved by Director on
02/28/2024

Gradient Environment for Oliver Investment Fund, LLC., Highland Woods, L.C., and Oliver Properties: Request for approval of a site plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to construct 34 three-story townhouse-style apartments with associated parking, infrastructure, and amenities, as an expansion of the existing Highland Woods Apartments. The 2.49-acre site is located on the southeastern corner of the intersection of East Beal Street and South Kalmia Avenue, on parcels 822-722-2780, 822-722-1872, 822-722-4258, 822-722-1753, and 822-722-3727(part). The zoning is R-5C General Residential District (Conditional) and AS-O Airport Safety Overlay District. County water and sewer. **(Varina)**

This proposed site plan is for 34 townhouse-style apartments as an addition to the existing Highland Woods apartment complex. Proffers of zoning case REZ2021-00057, approved by the Board of Supervisors on March 15, 2022, are applicable to the site. The applicant deferred this case from the March 2022 agenda to resolve a setback issue which was present on a previous submission.

The development proposes six, three-story townhouse-style apartment buildings. Four buildings include two-bedroom units while two buildings include three-bedroom units. Each unit includes a single front- or rear-load garage, which are served by internal private drives. The development will be accessed through an entrance onto South Kalmia Avenue and connects to access drives within the existing Highland Woods apartment complex. Additional parking is provided elsewhere onsite to meet parking requirements.

The architectural elevations are consistent with approved proffers. The front façades of proposed buildings are a minimum thirty percent (30%) masonry for each unit, and a minimum average of thirty-five percent (35%) masonry for all units in the aggregate. All buildings have exterior wall materials of a combination of brick and cementitious siding.

A conceptual landscape plan is included which illustrates proposed plantings throughout the site, including street trees and foundation plantings as proffered. A portion of the site, located in the southwest corner, will remain relatively undisturbed due to the presence of floodplain. This area will be enhanced as a pocket park featuring a walking path as proffered. Tree protection fencing will be provided adjacent to areas where fully mature trees and vegetation will be preserved. A six-foot Trex privacy fence and plantings to meet the requirements of a transitional buffer 25 are provided next to adjacent properties.

A community greenspace is proposed to the south of Building C as shown on the layout and conceptual landscape plans. This greenspace includes an outdoor seating area, pergola, and community lawn as proffered. Residents of both the existing and proposed apartments may use amenities provided by this site plan. The existing pool area serving Highland Woods will also be enhanced with an enlarged pool area, seating, and amenities.

A lighting plan is also included which proposes light fixtures to illuminate the internal sidewalks and private drives, as well as public sidewalks along South Kalmia Avenue. The lighting will also consist of full

cut and zero tilt fixture types. Mounting heights will not exceed the proffered pedestrian scale height limit of 15' feet.

The applicant has filed a request to vacate a portion of the right-of-way of E. Beal Street that intersects with South Kalmia Avenue. A request has not been filed for the portion of E. Beal Street which intersects with S. Oak Avenue to the east of the site. No construction on any portion of the existing rights-of-way will be permitted until these areas have been properly vacated.

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

16. The unit house numbers must be visible from the parking areas and drives.
17. The names of streets, drives, courts, and parking areas must be approved by the Richmond Regional Planning District Commission and such names must be included on the construction plans prior to their approval. The standard street name signs must be installed prior to any occupancy permit approval.
18. The proffers approved as a part of zoning case REZ2021-00057 shall be incorporated in this approval.
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 eastern side of South Kalmia Avenue.
21. 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.
22. Except for junction boxes, meters, and existing overhead utility lines, and for technical or environmental reasons, all utility lines shall be underground.
23. 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.
24. Prior to approval of construction plans, a portion of East Beal Street as shown on the subdivision plat for Highland Springs, shall be vacated or abandoned, or the layout shall be redesigned to provide required setbacks from the right-of-way.

(Staff Report by: Spencer Norman)
(Applicant's Representative: Claire Shirley)
(Applicable Rezoning Cases and PUPS: REZ2021-00057)

SITE PLAN

POD2023-00259

Meadow Springs Run
Section 1

Approved by Director on
02/28/2024

Sekiv Solutions, LLC. for Meadow Development, LLC.: Request for approval of a site plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to construct 46 single-family dwellings. The 29.55-acre site is located on the south line of Meadow Road, at the terminus of Chartwood Drive at Meadow Road, on parcel 833-718-6524. The zoning is R-5AC General Residence District (Conditional) and AS-O Airport Safety Overlay District. County water and sewer. **(Varina)**

This proposed Plan of Development (POD) is for 46 single family dwellings. The site was originally rezoned by the Board of Supervisors to R-5AC in 2007 with case C-49C-07 with a subsequent amendment of proffered conditions approved per REZ2022-00034. Recently there was an additional proffer amendment with case REZ2023-00026 approved by the Board of Supervisors on January 23, 2024. The POD was deferred to this agenda to ensure this required entitlement was in place prior to action being considered for this case.

The layout is in substantial conformance with the proffered layout, including the provision of 60-foot-wide lots. Sidewalks are provided along the Meadow Road frontage as well as along one side of the internal roads. Proffers further require a pocket park as well as decorative entrance features at the development's entrance, which are provided.

Proffers require a pole light for each yard, and the applicant has provided an attractive full cut-off fixture. Additional site lighting will be provided as necessary to provide lighting where the yard lights are not adequate, such as along street side-yards and the mail kiosk area. Per proffers, all dwelling units shall be constructed of brick, stone, EFIS, Hardiplank, LP SmartSide or equivalent. The front elevation of all the homes shall contain a minimum of 25% brick and stone. All elevations are to have two windows and shall be built on a crawlspace.

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

16. The proffers approved as a part of zoning case REZ2023-00026 and REZ2022-00034 must be incorporated in this approval.
17. The subdivision plat for Meadow Springs Run Section 1 must be recorded before any building permits are issued.
18. A plat for the widening of Meadow Road right-of-way, as shown on the approved plan, must be submitted to the Real Property Division prior to approval of the construction plan, and must be recorded prior to requesting occupancy permits. The developer must 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 must be provided along the south side of Meadow Road.

21. A concrete sidewalk meeting County standards must be provided along one side of the roads within the development.
22. A note in bold lettering must be provided on the erosion control plan indicating that sediment basins or traps located within buildable areas or building pads will be reclaimed with engineered fill. All materials must 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 must 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.

(Staff Report by: Christina Goggin)

(Applicant's Representative: Stig Owens)

(Applicable Rezoning Cases and PUPS: REZ2022-00034 and REZ2023-00026)

SITE PLAN AND ALTERNATIVE LIGHTING PLAN

POD-2023-100122

Midlothian Kids Academy
– 1651 Parham Road

**Approved by Director on
02/28/2024**

VHB, Inc. for Macay, LLC.: Request for approval of a site plan and alternative lighting plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to perform interior renovation of an existing one-story 7,184 square foot former medical office building for conversion to a childcare center building with related site improvements, including an alternative lighting plan for reduced average illumination for portions of the site. The 1.57-acre site is located on the southeastern corner at the intersection of N. Parham Road and Fargo Road, on parcel 753-745-9572. The zoning is O-2 Office District. County water and sewer. **(Tuckahoe)**

An existing medical office building is proposed for interior renovation to be repurposed as a child daycare facility. The building exterior is not proposed to change. The existing building was constructed in 1972. Necessary changes to the site layout to conform to use specific standards for child daycare facilities include reconfiguration of the parking lot for dedicated drop off and parking areas and establishment of formal adequate outdoor play area. This will require shifting the N. Parham Road access southward and converting it to a one-way exit-only configuration. The entrance will be from Fargo Road.

Site improvements will also include the addition of sidewalk along the full parcel frontage bordering N. Parham and Fargo Roads. A request for alternative lighting plan approval includes alternative lighting levels for the proposed sidewalk illumination. The alternative plan serves to limit disturbance outside of the project area and to avoid disruption of the root structure of mature trees along the site perimeter, while focusing illumination efforts toward pedestrian crossings of driveways at the new sidewalk locations. All lighting will be mounted no higher than 15 feet from grade.

The play area will be enclosed by opaque vinyl fencing. Supplemental landscaping is proposed throughout the site and will continue to be evaluated with landscape plans to be submitted for review and approval at a future date, once site disturbance has progressed. Landscaping is not part of this approval.

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

16. 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.
17. A concrete sidewalk meeting County standards must be provided along the eastern side of N. Parham Road and the southern side of Fargo Road.
18. Outside storage will not be permitted.

(Staff Report by: Aimee Crady)

(Applicant's Representative: Edward Glass)

(Applicable Rezoning Cases and PUPS: _____ N/A _____)

SITE PLAN

[POD-2024-100030](#)

Goddard School at Mountain and Woodman Roads

Kimley-Horn for Mountain GS Property, LLC. and Woodman East, LLC.: Request for approval of a site plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to build a one-story 14,893 square foot childcare facility and related infrastructure. The 2.40-acre site is located on the southeast corner of the intersection of Woodman Road and Mountain Road, on parcel 776-766-3128. The zoning is O-2C Office District (Conditional). County water and sewer. **(Fairfield)**

Applicant has requested deferral to the March Agenda.

(Staff Report by: Todd Rigler)

(Applicant’s Representative: David Ellington)

(Applicable Rezoning Cases and PUPS: _____ POD2023-00465 _____)

ALTERNATIVE LANDSCAPE PLAN - FENCE HEIGHT PLAN

[SUB-2023-10080](#)

Jones Residence
– 9209 River Road

Vintage Hills for Justin Jones: Request for approval of an alternative landscape plan – fence height plan, as required by Chapter 24, Section 24-5404.B.5 and 5303.B of the Henrico County Code. The 1.06-acre site is located on the southeast corner of the intersection of River Road and Walsing Drive, on parcel 744-735-7660. The zoning is R-1 One-family Residence District. County water and sewer. **(Tuckahoe)**

Applicant has requested deferral to the March Agenda.

(Staff Report by: Salim Chishti)

(Applicant’s Representative: Justin Jones)

(Applicable Rezoning Cases and PUPS: _____ N/A _____)