

# HENRICO COUNTY PLANNING DEPARTMENT

## DIRECTOR'S AGENDA

FOR

## SUBDIVISIONS AND PLANS OF DEVELOPMENT

January 2024

**Post-Action**



### **DEVELOPMENT REVIEW AND DESIGN DIVISION**

R. Joseph Emerson, Jr., AICP, Director of Planning  
Jean M. Moore, Assistant Director of Planning  
Leslie A. News, PLA, Assistant Director of Planning  
Anthony R. Greulich, Principal Planner  
Michael F. Kennedy, 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**

POD-2023-100018

Tuckahoe Middle School – Auditorium Addition

**Approved by the Director  
01/24/2024**

**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 construct a one-story, approximately 9,915 square foot auditorium building for the existing Tuckahoe Middle School. The 22.70-acre site is located on the east line of Three Chopt Road approximately 1,100 feet south of its intersection with North Parham Road, on parcels 755-745-3460 and 755-746-3438. The zoning is R-3 One-Family Residence District. County water and sewer. **(Three Chopt)**

The applicant proposes a 9,915 square foot auditorium at Tuckahoe Middle school. The campus was comprehensively renovated in 2018 and this building provides an additional indoor gathering area for students. The auditorium is proposed on an area of green space just north of the parking lot, with a connection to existing utilities within the existing parking lot drive aisle.

The proposed building is a red brick compatible with the existing building, with an aluminum and glass vestibule and lobby. The building massing is broken up with raised brick plaster lines and an aluminum canopy with landscaping on the south side of the building facing Three Chopt Road.

In the 2018 renovations, HVAC and mechanical service yards were screened from public view with wooden fencing. Code requires service yards to be screened with masonry to match the building or an alternative material as approved by the Director. The applicant is proposing Trex fencing in a grey color, to screen the new service yard and match the appearance of existing service yards. Staff agrees with the request due to site cohesiveness and the rot and weather resistance of the material.

Landscaping and lighting plans were also submitted for review and approval. The proposed lighting is building-mounted safety and architectural accent lighting and does not include any additional pole lights. The landscaping plan provides building foundation landscaping to include turf, large evergreen shrubs, and a tree. Additional trees and shrubs are provided along the renovated sidewalk and north of the auditorium sidewalk.

There is an existing property line that would pass through the proposed auditorium. The applicant has agreed to adjust the lot line prior to issuance of a Certificate of Occupancy, and has agreed to the proposed condition regarding this.

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

- 15. The lot line adjustment for the parcel will be recorded prior to Issuance of a Certificate of Occupancy for the Auditorium.

**(Staff Report by: Christina Goggin)**  
**(Applicant’s Representative: Tim Owens)**  
**(Applicable Rezoning Cases and PUPS: \_\_\_\_\_)**

**SITE PLAN**

[POD2022-00633](#)

Highland Woods Expansion  
– 125 S. Kalmia Ave.

**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)

**Applicant has requested deferral to the March Agenda.**

(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

**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)

**The Director has deferred to the February Agenda.**

(Staff Report by: Christina Goggin)  
(Applicant’s Representative: Stig Owens)  
(Applicable Rezoning Cases and PUPS: REZ2022-00034 and REZ2023-00026)

## SITE PLAN AND ALTERNATIVE LANDSCAPE PLAN

POD-2023-100035

Dunkin at Staples Mill &  
Lucas Roads

**Approved by the Director  
01/24/2024**

**KBJW Group for Betty Robertson, Edward Dunlap, Michael Robertson, Wayne Robertson, Howard Robertson, and The Heritage Group, LLC.:** Request for approval of a site plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to construct a single story 3,083 square foot restaurant with drive through facilities, a one-story 5,419 square foot office building and pad sites for two future one-story office buildings. The Alternative Landscape Plan proposed along the north and northwestern property lines would reduce the buffer width. The 4.04-acre site is located on the southwest corner of Staples Mill Road (US Route 33) and Lucas Road, on parcels 769-755-3179 and 769-755-6091. The zoning is B-2C Business District (Conditional). County water and sewer. **(Brookland)**

This proposal is to construct a commercial center with a restaurant with drive-through facilities, an office building and two pad sites for future office buildings. The Board of Supervisors approved the site being rezoned to B-2C with REZ2023-00014 on June 13, 2023.

The layout in the packet is in conformance with the proffered layout, including a Transitional Buffer 25 along Staples Mill Road (US Route 33) and a Transitional Buffer 50 adjacent to the residentially zoned property to the northwest of the site. The applicant is requesting an Alternative Landscape Plan in three separate areas. The first area is between a future building pad and the residentially zoned property across Lucas Road. The applicant is proposing to provide the volume of the required Transitional Buffer 50 planting within a 30-foot space. The second area is along the drive aisle into the site from Lucas Road. The applicant is proposing to provide the required Transitional Buffer 50 planting in a 15-foot space with a 10-foot masonry wall along the drive aisle with placement of the vegetation between the wall and the adjacent property line. The last area is where the balance of the required Transitional Buffer 50 should be installed. The applicant is proposing the required volume of plantings in a 35-foot space. In conjunction with this Alternative Landscape Plan request the applicant has agreed to supplement these three areas with additional landscaping after a review of the completed site improvements is conducted in the field.

The building elevation for the Dunkin Donuts is primarily constructed of red brick with a gray stone knee wall around the building, with stone and glass entrance features. The stone accent is also provided on the drive-through window. The roof is flat with decorative cornice around the roofline and architectural tower features. The building massing is broken up with raised brick pilasters and soldier courses.

The office buildings are also red brick with two soldier courses at the top one-third of the building, and a gray knee wall and gray cornice around the roof of the building. Additional information concerning HVAC mechanical screening will be included within the POD.

A lighting plan was submitted for review and it meets requirements, including a limitation on pole height within 100 feet of a residential district. The proposed pole and building mounted lighting, will be concealed source, and direct embedded poles are prohibited per proffers. Also, per proffers the applicant will illuminate the sidewalk along Staples Mill Road.

Lastly, per proffers, the developer is building an access road to connect to the parcel currently under construction to the south. The access easement for the access road has already been recorded.

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. The proffers approved as a part of zoning case REZ2023-00014 must be incorporated in this approval.
17. A plat for the widening of Lucas 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.
18. 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.
19. A plat for the widening of Staples Mill Road (US Route 33) right of way as shown on the approved plan must be submitted to the Real Property Division prior to approval of construction plans. The plat must be submitted to VDOT following approval of the construction plans and recorded with appropriate conveyance instruments prior to requesting occupancy permits. The developer must provide evidence of recordation to the Director of Public Works.
20. 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.
21. A concrete sidewalk meeting VDOT standards must be provided along the west side of Staples Mill Road (US Route 33).
22. 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.
23. 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.
24. The certification of building permits, occupancy permits and change of occupancy permits for individual units must be based on the number of parking spaces required for the proposed uses and the amount of parking available according to approved plans.
25. Architectural Plans for the future buildings shall be submitted for review and approved by the Director of Planning prior to approval of a building permit.

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

**(Applicant's Representative: Simon Mueller)**

**(Applicable Rezoning Cases and PUPS: REZ2023-00014 )**

## SITE PLAN AND ALTERNATIVE LANDSCAPE PLAN

POD-2023-100088

7-Eleven at 301 South  
Airport Dr.

**Approved by the Director  
01/24/2024**

**Bowman Consulting for Hull St Properties, LLC. and Parham Dev Co. and Marsoby Co.:** Request for approval of a site plan and alternative landscape plan, as required by Chapter 24, Section 24-2315 of the Henrico County Code, to construct a single story 4,813 square foot convenience store, 6,100 square foot vehicle fueling station canopy, and all associated infrastructure improvements, as required by Chapter 24, Section 24-2315 of the Henrico County Code. The Alternative Landscape Plan allows for screening the stormwater management pond (BMP) with landscaping rather than an opaque wall or fence. The 4.79-acre site is located on the south line of South Airport Drive (Route 156), approximately 1,600 feet west of Nine Mile Road, on parcels 823-720-5811 and 823-720-9629. The zoning is B-2 Business District, R-4 One-Family Residence District, and AS. County water and sewer. **(Varina)**

Royal Farms had previously received approval on the September's Director's Agenda for a convenience store, fuel pumps, and a car wash on this site. However, with site layout changes due to a new end user, 7-Eleven, a new submission for approval was needed. This new submission is similar to the previous plan, as it is for a 24-hour convenience store with fuel pumps. Unlike the previous approval, this does not include an automated car wash with vacuums.

The Provisional Use Permit for a 24-hour operation was approved by the Board of Supervisors on August 15, 2023. The provided plan satisfies the conditions of that approval under PUP2023-00011, which will be incorporated into any plan approval.

As this site is adjacent to residentially zoned land, Neighborhood Compatibility standards as outlined in the Zoning Ordinance must be met. The provided plan meets these standards with the exception of parking. The standards limit the number of parking spaces provided to 1.2 times the minimum parking spaces required, unless the Director of Planning, based on the review of a parking study, approves otherwise. Per the current Zoning Ordinance, the minimum parking required is 17 spaces which would only allow a maximum of 21 parking spaces. However, the developer has provided a parking demand study in which they are requesting an exception to allow 39 parking spaces. Based on the provided analysis, Staff has no objection to the request and notes that this request was previously approved for Royal Farms.

The provided lighting plan satisfies code requirements for 24-hour use and will also be reviewed as part of the CPTED plan. Light pole heights and photometric counts are acceptable. The developer has agreed to enhanced landscaping in addition to the transitional buffer (TB35) that will be satisfied by retaining existing natural vegetation between the proposed uses and the residentially zoned property to the south.

For BMPs that are not developed as amenities, code requires screening by opaque walls/fences or as part of an Alternative Landscaping Plan. The applicant has requested approval of an Alternative Landscape Plan to screen the BMP with evergreen shrubs. Staff has no objection to this request

considering the location of the BMP in the rear of the site, the proposed chain link fencing, and the proposed landscaping materials. Exact planting details will be worked out during the landscape plan submittal. This request was previously approved for Royal Farms.

The Division of Police has reviewed the plan and recommends approval to the Director of Planning. A key component of their plan approval is that an eight-foot-high security fence, made of black vinyl coated 5/8" chain link is proposed at the limits of clearing.

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

16. The conditions approved as part of provisional use permit case PUP2023-00011 must be incorporated in this approval.
17. A plat for the widening of South Airport Road (State Route 156) right of way as shown on the approved plan must be submitted to the Real Property Division prior to approval of construction plans. The plat must be submitted to VDOT following approval of the construction plans and recorded with appropriate conveyance instruments prior to requesting occupancy permits. The developer must provide evidence of recordation to the Director of Public Works.
18. The entrances and drainage facilities on South Airport Road (State Route 156) must be approved by the Virginia Department of Transportation and the County.
19. A notice of completion form, certifying that the requirements of the Virginia Department of Transportation entrances permit have been completed, must be submitted to the Director of Public Works prior to any occupancy permits being issued.
20. 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.
21. A concrete sidewalk meeting VDOT standards must be provided along the south side of South Airport Road (State Route 156).
22. A construction staging plan which includes details for traffic control, fire protection, stockpile locations, construction fencing, and hours of construction must be submitted for County review and prior to the approval of any final construction plans.
23. The owners must not begin clearing of the site until the following conditions have been met:
  - The site engineer must 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 must 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 must have the limits of clearing delineated with approved methods such as flagging, silt fencing or temporary fencing.
  - The site engineer must 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 must be sent to the Department of Planning and the Department of Public Works.
  - The owner will 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 must be included on the landscape plans for approval.

24. The applicant, owner, or operator must meet with the Henrico County Police Division prior to issuance of the Final Certificate of Occupancy to ensure compliance with the approved CPTED Plan. The CPTED plan review must be completed by the Henrico County Police Division prior to construction plan approval.

**(Staff Report by: Kristin Smith)**

**(Applicant's Representative: Michael Latham)**

**(Applicable Rezoning Cases and PUPS: PUP2023-00011 )**