

1 Minutes of the regular monthly meeting of the Planning Commission of Henrico County  
2 held in the County Administration Building in the Government Center at Parham and  
3 Hungary Springs Roads beginning at 9:00 a.m. Wednesday, December 13, 2017.  
4

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

Others Present: Ms. Jean Moore, Assistant Director of Planning  
Ms. Leslie A. News, PLA, Senior Principal Planner  
Mr. Kevin D. Wilhite, C.P.C., AICP, County Planner  
Mr. Michael F. Kennedy, County Planner  
Mr. Tony Greulich, C.P.C., County Planner  
Ms. Christina L. Goggin, AICP, County Planner  
Ms. Aimee B. Crady, AICP, County Planner  
Mr. Matt Ward, County Planner  
Mr. Lee Pambid, C.P.C., County Planner  
Ms. Kate B. McMillion, County Planner  
Mr. Salim Chishti, ASLA, County Planner  
Ms. Sharon Smidler, P.E., Traffic Engineer  
Mr. Henry Rosenbaum, Division of Fire  
Ms. Melissa Ferrante, Office Assistant / Recording Secretary

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6 **Mr. Tyrone E. Nelson, the Board of Supervisors' representative, abstains on all**  
7 **cases unless otherwise noted.**

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9 Mr. Leabough - I call this meeting of the Henrico County Planning Commission  
10 to order. This is our plans of development and subdivisions meeting for December 13,  
11 2017. If you would, please mute or silence your cell phones. And as you do that, please  
12 stand with the Commission for the Pledge of Allegiance.  
13

14 Do we have anyone in the audience with the news media? I don't believe so. Okay, there's  
15 no one with the news media.  
16

17 We have with us this year Mr. Nelson, our Board of Supervisors' representative who's  
18 sitting with the Commission. All Commissioners are present, so we can conduct business.  
19 So at this point, I'd like to turn the agenda over to Mr. Emerson, our secretary.  
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23 Mr. Emerson - Thank you. Mr. Chairman. First on your agenda this morning  
24 are the requests for deferrals and withdrawals, and we have none of those this morning  
25 for the Commission. So, next are the expedited items, and those will be presented by  
26 Ms. Leslie News.

27  
28 Ms. News - Thank you, Mr. Secretary. Good morning, members of the  
29 Commission. We have two items on our expedited agenda this morning. The first is found  
30 on page 3 of your agenda and is located in the Varina District. This is a transfer of approval  
31 for POD-36-96, Airport Center I and II, formerly Highwoods Center. Staff recommends  
32 approval.

33  
34 **TRANSFER OF APPROVAL**

35  
POD-36-96  
POD2015-00551 and  
POD2015-00554  
Airport Center I & II  
(Formerly Highwoods  
Center) - 5200 Anthony  
Road

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

36  
37 Mr. Leabough - Is there anyone present who is opposed to the transfer  
38 request for POD-36-96 (POD2015-00551 and POD2015-00554), Airport Center I and II  
39 (formerly Highwoods Center)? I see no opposition, so I move approval of the transfer  
40 request for POD-36-96 (POD2015-00551 and POD2015-00554), Airport Center I and II  
41 (formerly Highwoods Center)

42  
43 Mr. Witte - Second.

44  
45 Mr. Leabough - We have a motion by Mr. Leabough, a second by Mr. Witte.  
46 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

47  
48 The Planning Commission approved the transfer of approval request for POD-36-96  
49 (POD2015-00551 and POD2015-00554), Airport Center I and II (formerly Highwoods  
50 Center), subject to the standard and added conditions previously approved.

51  
52 Ms. News - The next item is found on page 8 of your agenda and is  
53 located in the Three Chopt District. This is a landscape plan for Holloway Townes at  
54 Wyndham Forest, Section 1, POD2017-00424. Staff recommends approval.

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60 (Deferred from the November 15, 2017 Meeting)

61 **LANDSCAPE PLAN**

62

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

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

63

64 Mr. Leabough - Is there anyone present who is opposed to POD2017-00424,  
65 Holloway Townes at Wyndham Forest, Section 1? Did someone raise their hand? Okay,  
66 I see no opposition. Mrs. Marshall.

67

68 Mrs. Marshall - Mr. Chairman, I move POD2017-00424, Holloway Townes at  
69 Wyndham Forest, Section 1, be approved on the expedited agenda subject to the  
70 standard conditions for landscape plans.

71

72 Mr. Baka - Second.

73

74 Mr. Leabough - We have a motion by Mrs. Marshall, a second by Mr. Baka.  
75 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

76

77 The Planning Commission approved POD2017-00424, Holloway Townes at Wyndham  
78 Forest Section 1, subject to the standard conditions attached to these minutes for  
79 landscape plans.

80

81 Ms. News - That completes our expedited agenda.

82

83 Mr. Emerson - Mr. Chairman, we now move on to the next item, Subdivision  
84 Extensions of Conditional Approval. Those will be presented by Mrs. Kate McMillion.

85

86 **SUBDIVISION EXTENSIONS OF CONDITIONAL APPROVAL**  
87 **EXTENSIONS - FOR INFORMATIONAL PURPOSES ONLY**

88

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

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Ms. McMillion - Good morning. I here is one conditional subdivision extension on the agenda this morning. The map indicates in red—that is not the correct map. I apologize. The correct map is in your packet; I know that. It should be the Ridings at Warner Farm, December 2012 plan, located in the Varina District. Under the newly enacted state legislation, this case is eligible for the automatic extension to July 1, 2020. The approval was granted prior to January 1st of this year, and that approval is still valid. The automatic extension does not request Commission action and is for informational purposes only.

I am happy to answer any questions that you may have.

Mr. Leabough - Are there any questions for Ms. McMillion?

Mr. Emerson - Kate, could you point out on the map where the location is since we have the incorrect map?

Ms. McMillion - Ridings at Warner Farm should be in this area right over here.

Mr. Leabough - I don't think we have any questions. Thank you,  
Ms. McMillion.

Ms. McMillion - Okay. Thank you.

Mr. Emerson - Mr. Chairman, that now takes us into the regular agenda, page 4 and page 1 of your amended agenda for POD2017-00559, Timmons Group for Altria Client Services, LLC. The staff report will be presented by Mr. Tony Greulich.

**PLAN OF DEVELOPMENT**

POD2017-00559  
Altria Headquarters  
Expansion – 6601 West  
Broad Street

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

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Mr. Leabough - Is there anyone present who is opposed to POD2017-00559, Altria Headquarters Expansion? I see no opposition. Good morning, Mr. Greulich.

Mr. Greulich - Good morning.

124

125 This plan of development is for the construction of an approximately 170,000-square-foot  
126 addition and a proposed standalone three-level parking deck for approximately 488  
127 parking spaces. Once completed, there will be approximately 1,210 parking spaces to  
128 serve the campus. A couple minor site layout changes are also proposed.

129

130 The original building was built in 1958, and the campus is listed on the National Register  
131 of Historic Places and on the Virginia Landmark Register of Historic Places. The existing  
132 landscaping for the campus was designed by the prominent landscape architect Charles  
133 Gillette, who is famous for designing numerous places in the upper South. Great care  
134 was taken during the design process to minimize the impact on the existing campus.

135

136 This is the overall development. The location of the improvements is shown in relation to  
137 the site and the surrounding property. The main expansion is to the south of the existing  
138 building, and it will be connected by a multistory enclosed walkway. The parking deck is  
139 west of the office building. Direct access to the deck from the building is provided by an  
140 elevated bridge. To provide better traffic circulation the existing westernmost guardhouse  
141 will be relocated 75 feet southward from Forest Avenue. The existing loading area will  
142 also be widened. It will be screened by the proposed parking deck and landscaping.

143

144 What is not shown but will be constructed is a sidewalk along West Broad Street. It will  
145 be constructed from the secondary site access on West Broad Street southward towards  
146 the property line.

147

148 The subject site is zoned B-3 and is adjacent to the R-3-zoned Crestview Elementary  
149 School to the west. As a result, a transitional buffer of 35 feet is required between the two  
150 properties and specifically between the new parking deck and the school. A fire lane  
151 required by the Fire Department to support the parking deck is located within the southern  
152 third of this transitional buffer. The Director of Planning has determined that this is  
153 acceptable after taking into consideration the existing site constraints. The overall buffer  
154 requirement has been satisfied through the implementation of alternative screen E, as  
155 outlined under 24-106.2 in the Zoning Ordinance. The combination of providing an eight-  
156 foot-high opaque fence, the 25-foot width, and the required volume of plantings meets  
157 this alternative.

158

159 The applicant has proposed two landscape plans to meet the volume requirement. The  
160 initial proposal, which is on the screen above you, is to preserve the existing landscaping  
161 through the implementation of tree-save measures and careful construction.

162

163 If the existing landscaping does not survive construction, then the applicant has proposed  
164 a landscape plan for this area that provides the required volume of landscaping. Staff is  
165 comfortable with this approach and the staff plans are annotated accordingly.

166

167 These are the proposed materials and colors. They will match the existing appearance  
168 and architectural style of the building. This illustration provides a good representation of  
169 the proposed addition. The existing building is to the left, and the proposed addition is to

170 the right. The addition is lower in height than the existing portion of the building. The  
171 existing building is just over 68 feet in height, and the proposed addition is just over 53  
172 feet in height. In the foreground is the elevated walkway from the building towards the  
173 parking deck. As stated before, the appearance of the addition will blend in with the  
174 existing structure. Features associated with high-style corporate modernism will continue.  
175

176 The following are renderings of the proposed addition, highlighting the addition, usable  
177 outdoor space, and the various architectural features proposed. This image is of the  
178 parking deck facing the interior of the site. The side facing the school will be similar but  
179 without the tower feature as shown in the middle of the structure for pedestrian access.  
180 The parking garage is three levels and approximately 34 feet in height to the top of the  
181 parapet. It does not have a roof.  
182

183 From the renderings presented, it is primarily composed of light white precast concrete  
184 panels with a vertical texture. Glass and aluminum features are proposed with the two  
185 pedestrian entrances to the deck, and the structure is designed to match the main  
186 building.  
187

188 To date, staff has not received any comments from Henrico County Public Schools or the  
189 public on the proposed project. In general, staff will continue to make efforts to minimize  
190 any impacts on the school property.  
191

192 Staff recommends approval of the plan subject to the standard conditions for  
193 developments of this type, additional conditions as indicated in the staff report, the  
194 amended condition in your addendum, and the annotations on the plan. County staff and  
195 the applicant are available to answer any questions from the Commission.  
196

197 Mr. Leabough - Are there any questions for Mr. Greulich from the  
198 Commission?  
199

200 Mr. Baka - Just one for Mr. Greulich. To clarify, the building height is 53  
201 feet but the parking deck is only 34 feet. So the view from the school if you're dropping  
202 off students at the school would be—the view through that buffer which is either existing  
203 vegetation or the new plantings.  
204

205 Mr. Greulich - Correct.  
206

207 Mr. Baka - So can you describe the type of materials? It's a white or gray  
208 finish on the building facing the school side? What is the material type?  
209

210 Mr. Greulich - The material type is a precast concrete that will match the  
211 precast concrete on the existing building. So if you're on the school property facing  
212 towards the addition, you would see the opaque fence that will look like this rendering  
213 here. If you see the fence, then you would see the top of the garage. And you might not  
214 actually be able to see the addition just because the garage will be blocking it. But you  
215 might be able to see it to the side.

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Mr. Baka - Thank you. At this point, I have no other questions.

Mr. Leabough - Any other questions from the Commission? Would you like to hear from the applicant, Mr. Baka?

Mr. Baka - Unless there are any questions of the applicant, I don't have any need to hear from the applicant. I would like to take a minute and thank Altria for their confidence in selecting Henrico County as their location of choice, not just for the corporate headquarters for these years, but also for this expansion.

Mr. Chairman, with that in mind, I would go ahead and make a motion for approval of this case, POD2017-00559, Altria Headquarters Expansion, subject to the annotations on the plan, the standard conditions for developments of this type, the following additional conditions number 29 revised through 33.

Mr. Witte - Second.

Mr. Leabough - We have a motion by Mr. Baka, and seconded by Mr. Witte. All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

The Planning Commission approved POD2017-00559, Altria Headquarters Expansion, subject to the annotations on the plans, the standard conditions attached to these minutes for developments of this type, and the following additional conditions:

29. **REVISED:** A concrete sidewalk meeting VDOT standards shall be provided along the western side of West Broad Street (U.S. Route 250) **from the southern side of the Altria West Broad Street access point to the southern property line.**
30. Details for the gate and locking device at the relocated, westernmost Forest Road entrance shall be submitted for review by the Traffic Engineer, Police and approved by the County Fire Marshal. The owner or owner's contractor shall contact the County Fire Marshal prior to completion of the fence installation to test and inspect the operations of the gates. Evidence of the Fire Marshal's approval shall be provided to the Department of Planning by the owner prior to issuance of occupancy permits.
31. The owners shall not begin clearing of the site until the following conditions have been met:
  - (a) The site engineer shall conspicuously illustrate on the plan of development or subdivision construction plan and the Erosion and Sediment Control Plan, the limits of the areas to be cleared and the methods of protecting the required buffer areas. The location of utility lines, drainage structures and easements shall be shown.
  - (b) After the Erosion and Sediment Control Plan has been approved but prior to any clearing or grading operations of the site, the owner shall have the limits of clearing delineated with approved methods such as flagging, silt fencing or temporary fencing.

- 262 (c) The site engineer shall certify in writing to the owner that the limits of  
 263 clearing have been staked in accordance with the approved plans. A copy  
 264 of this letter shall be sent to the Department of Planning and the Department  
 265 of Public Works.
- 266 (d) The owner shall be responsible for the protection of the buffer areas and for  
 267 replanting and/or supplemental planting and other necessary improvements  
 268 to the buffer as may be appropriate or required to correct problems. The  
 269 details shall be included on the landscape plans for approval.
- 270 32. The location of all existing and proposed utility and mechanical equipment  
 271 (including HVAC units, electric meters, junction and accessory boxes,  
 272 transformers, and generators) shall be identified on the landscape plans. All  
 273 equipment shall be screened by such measures as determined appropriate by the  
 274 Director of Planning or the Planning Commission at the time of plan approval.
- 275 33. Except for junction boxes, meters, and existing overhead utility lines, and for  
 276 technical or environmental reasons, all utility lines shall be underground.  
 277

278 Mr. Emerson - Mr. Chairman, we now move on to page 6 of your agenda for  
 279 POD2017-00568, Koontz Bryant Johnson Williams, PC for Wilton Commercial I, LLC and  
 280 NOVA of Virginia Aquatics. The staff report will be presented by Mr. Matt Ward.  
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282 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**  
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284 285 286 287 288 289 290 291 292 293 294	POD2017-00568 (POD2015-00132 Revised) NOVA Aquatics – Phase V – Outdoor Pool & Crofton Green Shopping Center Parking Improvements – 12207 Gayton Road	<b>Koontz Bryant Johnson Williams, PC for Wilton          Commercial I, LLC and NOVA of Virginia Aquatics:</b> Request for approval of a plan of development, and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story, 4,288- square foot pool facilities building, an outdoor pool, and parking improvements for the site including the existing shopping center. The 11.064-acre site is located along the eastern line of Gayton Road, approximately 925 feet north of Cambridge Drive, on parcels 732-749-5405 and 732-749- 5494. The zoning is B-1, Business District, B-1C, Business District, and B-2C, Business District. County water and sewer. <b>(Tuckahoe)</b>
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284  
 285 Mrs. Marshall - Is there anyone present who is opposed to POD2017-00568  
 286 (POD2015-00132 Revised), NOVA Aquatics – Phase V – Outdoor Pool & Crofton Green  
 287 Shopping Center Parking Improvements? I see no opposition. Good morning, Mr. Ward.  
 288

289 Mr. Ward - Good morning, Planning Commission members and  
 290 Mr. Secretary.  
 291

292 As proposed, the NOVA Aquatics facility will be a one-story building of 4,288 square feet.  
 293 It will include the bathrooms, locker rooms, coaches' offices, as well as the pool  
 294 operations. The open-air pool is here. That'll be the first 50-meter outdoor pool



295 constructed in the County, and that'll go between the existing building here and the  
296 proposed building up to the north. Additional development includes right-of-way  
297 dedication along the eastern side of Gayton, as well as sidewalk and road improvements  
298 as required by the traffic engineer.

299

300 Your building facade will include an upper metal siding band and then a light gray split-  
301 face CMU wall, as well as a dark CMU base around the bottom of the building to match  
302 the existing NOVA building.

303

304 Further improvements throughout the parking lots will include replacing some of the  
305 existing gravel areas, make those up to County standards. And this gravel area here will  
306 be put back as a grassy area instead of where people are parking now.

307

308 Here's a pool perspective to give you a better idea of NOVA's existing building, the  
309 outdoor pool, and then the proposed building that's here.

310

311 I've also got a lighting plan approval with this project. They're including quite a bit of LED  
312 fixtures that'll be mounted on poles ranging anywhere from 18 to 26 feet throughout the  
313 parking lot. You have 3 decorative poles that will go in front of the outdoor pool here and  
314 37 building-mounted LED fixtures throughout both sites on all the buildings. Staff  
315 suggests that any existing lights that remain be replaced with LED fixtures so we have a  
316 consistent lighting pattern and levels throughout both sites.

317

318 With that, staff can recommend approval subject to the annotations on the plan, the  
319 standard conditions for developments of this type, and the following conditions 11B for  
320 the lighting plan and then 29 through 38.

321

322 That concludes my presentation. I'll be happy to answer any questions you may have of  
323 staff. We have engineer Mark Williams with Koontz Bryant Johnson Williams, as well as  
324 the architect, Billy Briggs with Moseley Architects, and Hunt Gunter with Wilton  
325 Commercial, and Ann McGee with NOVA.

326

327 Mr. Leabough - Are there any questions from the Commission for Mr. Ward?  
328 No questions.

329

330 Mr. Baka - No questions of staff. I do have a couple of questions of the  
331 applicant.

332

333 Mr. Leabough - Would the applicant please come forward?

334

335 Mr. Witte - Which one?

336

337 Mr. Baka - The engineer. Thank you.

338

339 Mr. Witte - You made him happy.

340

341 Mr. Williams - Good morning, Planning Commission. I'm Mark Williams with  
342 Koontz Bryant Johnson Williams.

343  
344 Mr. Baka - Good morning, sir. Could you briefly describe the capital  
345 phasing processing of how you see the progress going of the open pool and at what point  
346 would there be further improvements for perhaps closing in the pool?

347  
348 Mr. Williams - I think that would be a better question for Ann, if you want to  
349 come down.

350  
351 Mr. Baka - Thanks.

352  
353 Ms. McGee - When we first conceived of this project in 2015, the original  
354 plan was to have a fully enclosed 50-meter pool. As we got more details on the cost of  
355 construction, we recognized that we would not be able to afford enclosure at the time that  
356 the pool was built. NOVA of Virginia Aquatics is a 501(c)(3), so we rely on our own  
357 fundraising to pay for this pool.

358  
359 We have determined that the additional cost to put on the metal roofing, plus the lighting,  
360 plus the HVAC system could be upwards of two million dollars. We're currently involved  
361 in a very robust capital campaign. Our members want the enclosure. So, once we get  
362 Phase 1 done, we're going to continue our fundraising efforts to get the additional money  
363 to enclose it. Mark's design and Mosley's design is trying as best as possible to engineer  
364 in the infrastructure through the mechanical room through the bolts for the roofing so that  
365 it won't be a major disruption to eventually enclose it.

366  
367 Mr. Witte - Can you state your name just for the record?

368  
369 Ms. McGee - I'm Ann McGee. I'm the executive director of NOVA.

370  
371 Mr. Witte - Thank you.

372  
373 Ms. McGee - You're welcome.

374  
375 Mr. Baka - Thank you. And this is a tremendous investment by the non-  
376 profit community to invest in the site. So, we're appreciative of those concerns. Thank  
377 you very much for your comments. And no other questions of the applicant.

378  
379 Ms. McGee - Thank you.

380  
381 Mr. Leabough - Any other questions from the Commission? If not, thank you  
382 all. All right, Mr. Baka, how would you like to proceed, sir?

383  
384 Mr. Baka - Mr. Chairman, I would make a motion for approval of  
385 POD2017-00568 (POD2015-00132 Revised), NOVA Aquatics – Phase V – Outdoor Pool  
386 & Crofton Green Shopping Center Parking Improvements, subject to the annotations on

387 the plan, the standard conditions for developments of this type, and additional conditions  
388 11B and 29 through 38.

389  
390 Mr. Witte - Second.

391  
392 Mr. Leabough - We have a motion by Mr. Baka, a second by Mr. Witte. All in  
393 favor say aye. Those opposed say no. There is no opposition; that motion passes.

394  
395 The Planning Commission approved POD2017-00568 (POD2015-00132 Revised),  
396 NOVA Aquatics – Phase V – Outdoor Pool & Crofton Green Shopping Center Parking  
397 Improvements, subject to the annotations on the plans, the standard conditions attached  
398 to these minutes for developments of this type, and the following additional conditions:

- 399
- 400 11B. Prior to the approval of an electrical permit application and installation of the site  
401 lighting equipment, a plan including light spread and intensity diagrams, and fixture  
402 specifications and mounting heights details shall be revised as annotated on the  
403 staff plan and included with the construction plans for final signature.
  - 404 29. Only retail business establishments permitted in B-1 and B-2 zones may be located  
405 in this center.
  - 406 30. The ground area covered by all the buildings shall not exceed in the aggregate 25  
407 percent of the total site area.
  - 408 31. No merchandise shall be displayed or stored outside of the building(s) or on  
409 sidewalk(s).
  - 410 32. The right-of-way for widening of Gayton Road as shown on approved plans shall  
411 be dedicated to the County prior to any occupancy permits being issued. The right-  
412 of-way dedication plat and any other required information shall be submitted to the  
413 County Real Property Agent at least sixty (60) days prior to requesting occupancy  
414 permits.
  - 415 33. A concrete sidewalk meeting County standards shall be provided along the east  
416 side of Gayton Road.
  - 417 34. Outside storage shall not be permitted.
  - 418 35. The proffers approved as a part of zoning cases REZ2014-00025 and C-64C-83  
419 shall be incorporated in this approval.
  - 420 36. The conditions approved as a part of provisional use permit P-020-08 shall be  
421 incorporated in this approval.
  - 422 37. Approval of the construction plans by the Department of Public Works does not  
423 establish the curb and gutter elevations along the Henrico County maintained right-  
424 of-way. The elevations will be set by Henrico County.
  - 425 38. The location of all existing and proposed utility and mechanical equipment  
426 (including HVAC units, electric meters, junctions and accessory boxes,  
427 transformers, and generators) shall be identified on the landscape plan. All building  
428 mounted equipment shall be painted to match the building, and all equipment shall  
429 be screened by such measures as determined appropriate by the Director of  
430 Planning or the Planning Commission at the time of plan approval.
- 431

432 Mr. Emerson - Mr. Chairman, we now move on to page 9 of your agenda for  
433 POD2017-00308, Koontz-Bryant for WAM Associates, LLC and CATO Development. The  
434 staff report will be presented by Mr. Tony Greulich.

435  
436 *(Deferred from the November 15, 2017 Meeting)*

437 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

438

POD2017-00308                      **Koontz-Bryant for WAM Associates, LLC and CATO**  
Innslake Place – Building 1 – **Development:** Request for approval of a plan of  
4235 Innslake Drive                      development and lighting plan, as required by Chapter  
24, Section 24-106 of the Henrico County Code, to  
construct a five-story apartment building with 100 units  
above a ground floor parking deck in an urban mixed-use  
development. The 4.08-acre site is located on the  
southeastern corner of the intersection of Innslake Drive  
and Dominion Boulevard, on parcel 747-761-9275. The  
zoning is UMUC, Urban Mixed Use District (Conditional).  
County water and sewer. **(Three Chopt)**

439

440 Mr. Leabough -                      Is there anyone in the audience in opposition to POD2017-  
441 00308, Innslake Place – Building 1? We have opposition. All right, thank you, sir. We'll  
442 get to you in a second. Mr. Greulich, good morning again.

443

444 Mr. Greulich -                      The proposed Innslake Place, Building 1, is in Innsbrook and  
445 fronts on Innslake Drive and Dominion Boulevard. The overall proposed Urban Mixed-  
446 Use Development for the site is for two buildings to surround an existing approximately  
447 29,000-square-foot office building that is to remain. Building 1 is before you today; the  
448 resubmittal of Building 2 is pending.

449

450 Building 1 is a five-story mixed-use building approximately 54 feet in height. The ground  
451 floor is a 48-space parking deck. The four stories above it will contain 100 apartment  
452 units. Vehicular access to the deck is directly from Dominion Boulevard. They will have a  
453 right-in/right-out divider onto Dominion Boulevard at this access point. There will be no  
454 other vehicular access to the deck.

455

456 The project is at the center of Innslake Drive and Dominion Boulevard. The proposed  
457 building will wrap partially around the existing office building. The balance of the required  
458 parking will temporarily be met on the existing surface parking lot, and this will eventually  
459 be replaced by Building 2 and a four-story parking deck.

460

461 Plans detailing streetscape, landscaping, and hardscape components including site  
462 lighting are now in accordance with the UMU code requirements and the guidelines. Exact  
463 pole and plant locations will be determined during construction plan review. As requested,  
464 the inclusion of landscaping along the base of the proposed garage has been proposed  
465 for the facade facing Dominion Boulevard. Parking and loading space locations will be

466 provided along Innslake Boulevard. Exact dimensions and locations will also be worked  
467 out during construction plan review.

468  
469 The existing right-of-way line is shown, and Public Works has confirmed that there is  
470 sufficient existing right-of-way for any future road improvements as deemed necessary at  
471 the intersection of Dominion Boulevard and Innslake Drive.

472  
473 Conceptual information regarding the proposed pedestrian features in the courtyard  
474 between the proposed and existing buildings has been deemed acceptable. Details and  
475 coordination with the proposed landscaping and lighting will be determined during  
476 construction plan and review.

477  
478 The ground floor will consist of 48 parking spaces and 4 apartment units. There will be  
479 several pedestrian entrances to the building. Two entrances are from the ground floor  
480 parking area, and two entrances are from the eastern side of the building. The northern  
481 pedestrian entrance opens onto a sidewalk and connects with the proposed streetscape  
482 along Innslake Drive. The southern entrance opens onto a sidewalk leading towards the  
483 existing surface parking lot and the future building. The second through fifth floors will  
484 contain 96 apartment units.

485  
486 This is the view facing Innslake Drive and Dominion Boulevard. The exterior of the  
487 proposed building is largely brick with a cementitious board and panel system. Aluminum  
488 modular wall panels and precast concrete panels complete the proposed architecture.  
489 Architectural plans providing additional information on proposed pedestrian entrances to  
490 the building and enhanced screening treatment of the ground floor parking garage have  
491 been received. This is the view facing the adjacent hotel and the existing office building.  
492 The main pedestrian entrances can be seen on the east elevation, which is this one here.

493  
494 The 3D rendering depicts a mixture of materials and colors proposed. The concentration  
495 of windows in the corner is designed to provide light into the units and to provide  
496 architectural interest in the building. The proposal is subject to the conditions and  
497 renderings as approved by the Board of Supervisors on April 11, 2017, under PUP2017-  
498 00004 and REZ2017-00006.

499  
500 Included and approved as part of the rezoning case, the applicant provides design  
501 guidelines to enhance development within the UMU. These guidelines dictate how  
502 development should appear and should be followed. The civil hardscape and landscape  
503 sheets and the architectural elevations meet the requirements of the Zoning Ordinance,  
504 proffers, conditions of the provisional use permit, and the design guidelines. The  
505 proposed elevations of the building meet these criteria in terms of appearance, height,  
506 and materials chosen.

507  
508 The Innsbrook Architectural Review Committee has also given their approval for the plan  
509 of development, including the elevations as presented today. The committee will also  
510 need to review and approve the final construction plans.

511

512 Staff recommends approval of the plan subject to the standard conditions for  
513 developments of this type, additional conditions as indicated in the staff report, and  
514 annotations on the plan. County staff and the applicant are prepared to answer any  
515 questions from the Commission.

516

517 Mr. Leabough - Are there any questions from the Commission for  
518 Mr. Greulich? Okay. Mrs. Marshall, we have opposition. Would you like to hear from the  
519 opposition first or the applicant?

520

521 Mrs. Marshall - I'd like to hear from the applicant first, please.

522

523 Mr. Leabough - Okay. Would the applicant please come forward? As the  
524 applicant approaches the podium, Mr. Emerson, would you mind sharing our guidelines  
525 for speaking during our public hearings?

526

527 Mr. Emerson - Absolutely, Mr. Chairman. The Commission does have  
528 guidelines that govern the operation of their public hearing process, and they are as  
529 follows: The applicant is allowed ten minutes to present the request, and time may be  
530 reserved for responses to testimony. The opposition is allowed a cumulative ten minutes  
531 to present its concerns, meaning all comments should fit within that ten-minute window.  
532 Commission questions do not count into the time limits. The Commission may waive the  
533 limits for either party at its discretion, and the comments must be directly related to the  
534 case under consideration.

535

536 Mr. Leabough - Thank you. Good morning, sir.

537

538 Mr. Vickers-Smith - Good morning. My name is Jason Vickers-Smith of CATO  
539 Development. I'm one of the developers of the project. Would you like for me to give a  
540 presentation on the project or do you just want me to answer questions?

541

542 Mrs. Marshall - I'd like for you to give a presentation on the project first,  
543 please.

544

545 Mr. Vickers-Smith - Okay. We're very excited to be kind of a trailblazer in  
546 Innsbrook and start to bring mixed-use, which we feel will be very successful. The  
547 background for my company is we've done Rocketts Landing in Henrico County, which I  
548 think most people here are familiar with, as well as projects in downtown Richmond,  
549 Roanoke, and Northern Virginia. We really believe that people want to have  
550 entertainment, recreation, their jobs, and where they live in close proximity to one another  
551 and as much as possible be able to move between those uses by foot or bicycle and to  
552 get away from a purely car-oriented lifestyle. So, when the opportunity presented for us  
553 to participate in this project with the building owner, we were very excited because we  
554 think that Innsbrook has those things. It has a tremendous trail system and a kind of  
555 central park to the whole office park. It has retail and entertainment along Broad Street.  
556 And of course, it has a tremendous amount of jobs. The missing piece in Innsbrook to

557 make it a truly mixed-use place would be to have residential units. So, this building will  
558 be the first to start to provide that.

559

560 We have a good amount of experience building urban-style, multi-family buildings both at  
561 Rocketts Landing and you might be familiar with The Locks project in downtown  
562 Richmond on the canal. Our projects are geared and designed to attract professionals, to  
563 this kind of A-level apartment units. They all have elevators, enclosed corridors,  
564 structured parking, elements that you don't see in your typical garden apartments that are  
565 geared much more to a car-oriented suburban lifestyle.

566

567 When we looked at the architecture of this project, first of all, the architect of the project  
568 is Burrell Saunders who has done a lot of design at Innsbrook as well as throughout  
569 Central Virginia. He's an expert on mixed-use projects. We work to develop an  
570 architecture that would have residential components but also be sensitive and blend with  
571 the commercial design of Innsbrook. Innsbrook has always taken a less colonial and more  
572 modern approach to architecture, so we wanted to be sensitive and true to that. I think  
573 this building does that, combining some commercial elements with some bigger windows,  
574 providing some metal and concrete along with the brick to be kind of a similar material  
575 palette that the rest of the park is.

576

577 In conclusion, we feel like this is going to be a very good and successful project, kind of  
578 the first of, I think, many to come in Innsbrook. And also kind of laying a foundation for  
579 the park to continue to modernize and become a mixed-use community that will help to  
580 strengthen the commercial component there as well as employers look more and more  
581 for office opportunities that provide lifestyle amenities to their employees including being  
582 able to live near their work.

583

584 Mrs. Marshall - An interesting question. Where did you come up with the  
585 vision for the elevation of the apartment complex?

586

587 Mr. Vickers-Smith - Once again, Burrell Saunders is really the architect and  
588 driving force for it. But like I said, I think it has components of the commercial in terms of  
589 like this window in the corner. We dropped this corner at Innslake and Dominion to get a  
590 roof deck there so people could stand up on that corner and overlook the lakes adjacent  
591 to this project. It's obviously not symmetrical. It's more like bigger geometric shapes  
592 interspersed with one another, which is typical of more modern-style architecture. This is  
593 a similar kind of architecture that we've put in urban locations—downtown Richmond,  
594 downtown Roanoke—that have been very successful and appeal to our more urban-  
595 centric renters.

596

597 Mrs. Marshall - As far as the elevations go, two questions. Number one,  
598 where it says "Innslake" running down the building, is that going to be on the building in  
599 that fashion?

600

601 Mr. Vickers-Smith - We're probably not at that level to be sure that it'll be that way,  
602 but that's obviously a rendering and something that I think looks good. But I think that's  
603 probably a sign permit as a further step we have to take.  
604

605 Mrs. Marshall - I would definitely think that we might want to look at that a little  
606 bit as far as where its location is and how big it is. I'm just not sure how it sits on that  
607 building is appropriate. Okay?  
608

609 Mr. Vickers-Smith - Okay.  
610

611 Mrs. Marshall - Also, as far as elevations go, looking down the road in the  
612 future, how are these elevations going to stand in the test of time?  
613

614 Mr. Vickers-Smith - In terms of?  
615

616 Mrs. Marshall - People move in, they move out. Generations change as far as  
617 people in Innsbrook. Is it going to stand the test of time as far still fitting in? If other projects  
618 develop, do you think they're going to follow this same type of pattern?  
619

620 Mr. Vickers-Smith - I personally do. I grew up in the Washington, DC area and  
621 have watched this style of architecture become prominent and be dominant for the last  
622 20 years. I see this spreading into Richmond. Now downtown Richmond is full of buildings  
623 with these kinds of materials and shapes to them. I think it's becoming a more dominant  
624 architecture form that is likely to be around for a long time. The kind of materials, obviously  
625 brick and concrete, cement panels and so forth, are very durable, they last well. They  
626 require maintenance, but little maintenance. They don't get ratty and worn out easily. So,  
627 I do think it will stand the test of time.  
628

629 Mrs. Marshall - Okay. My last question is can you discuss with everybody  
630 sitting up here and in the audience as far as the trash collection goes, how the entire  
631 system works?  
632

633 Mr. Vickers-Smith - Sure. The building has a trash chute by the elevator. If you're  
634 a tenant in the building and have trash, you will take it to the trash chute and drop it in the  
635 chute. On the ground level, there is an enclosed room, and at the bottom of the trash  
636 chute there's a compactor that accepts the trash. On a periodic basis, depending on the  
637 amount of trash that's generated, the trash company will come. A person will come before  
638 the trash truck, they will go into the building, they will take the compactor, and they will  
639 wheel it through the building and out onto the street. The trash truck will come and collect  
640 it, and then a person will put the compactor back in the building. So unlike a typical  
641 building in Innsbrook where you have an exterior trash collection area that's fenced in, in  
642 this case the trash room is actually fully enclosed inside the building. The compactor only  
643 comes out of the building maybe twice a week for pickup.  
644

645 Mrs. Marshall - Can we pull up the rendering and show where the trash will  
646 be collected and also where it will be picked up?



647

648 Mr. Vickers-Smith - If you look on the upper left-hand portion of this, you can see  
649 the trash room there. It's inside the building. If you're looking from the outside of the  
650 building, you're really not going to know what is the trash room and what are other uses.  
651 The trash room will have a door on it, and then the people will wheel that out. If you go to  
652 the site plan, here you can see the trash room. They'll wheel the compactor out onto the  
653 sidewalk, out to the street, and the trash truck will pick it up.

654

655 Mrs. Marshall - As far as where the trash is going to sit, the trash is going to  
656 sit in a designated space, and then the trash truck will come and load it into it, and then  
657 it'll go back inside the trash room.

658

659 Mr. Vickers-Smith - Exactly. There's a loading zone on the street. This is exactly  
660 how Rocketts Landing works and in downtown Richmond, most of the buildings. In an  
661 urban environment, you don't have areas to have a big trash area separate. You end up  
662 filling up your sites with buildings. The benefit is that it's enclosed most of the time. You  
663 don't have the mess around the trash dumpster that you often have when you have an  
664 outdoor dumpster and people kind of just swing by and throw stuff in there.

665

666 Mrs. Marshall - What type of hours is that generally picked up? Honestly, no  
667 businesses around there are going to want to look at it. Is there a timetable that you go  
668 by? How long does it sit out there?

669

670 Mr. Vickers-Smith - It normally sits out for an hour or so. The timetable depends  
671 on the route that the trash company comes. In certain projects it's in the morning, and in  
672 others it could be in the afternoon. But there are specific times that you get allocated.

673

674 Mrs. Marshall - If possible, we definitely don't want it in the hot zone times in  
675 Innsbrook, and that's pretty much first thing in the morning when people are trying to get  
676 into work and when they're trying to leave. Lunch could be a terrible time also just because  
677 tons of people leave for lunch when they're in Innsbrook. So I think we need to be mindful  
678 of times and how long it sits out there. I do like the fact that it does have a loading zone.  
679 And there is no huge truck that comes to pick it up, correct? It's a smaller truck.

680

681 Mr. Vickers-Smith - It's just a trash truck. First of all, it's a compacted dumpster,  
682 so it's not like a giant dumpster. It's small enough that one person can wheel it out. So  
683 you're dealing with something that's not the typical huge dumpster. It's really not  
684 unsightly. It doesn't have trash spilling out of it because it compacts the trash and then  
685 gets wheeled out.

686

687 Mrs. Marshall - Okay.

688

689 Mr. Vickers-Smith - Sorry I don't have a picture of it. It's bigger than this lectern,  
690 maybe double the size of this lectern.

691

692 Mrs. Marshall - Okay, so that's pretty small. Any questions?

693  
694 Mr. Baka - Just one quick question back on the architecture. Briefly, a  
695 quick question to compare windows versus balconies. This appears to be a more  
696 commercial building when the exterior elevation was up a minute ago. What's your  
697 thought process or what factors go into deciding whether you install balconies or not  
698 installing anything like that?  
699  
700 Mr. Vickers-Smith - We definitely have some balconies on the building. I'm sorry  
701 Burrell's not here to answer that. That's probably more his thing, I would say that he mixes  
702 it up until he thinks it looks good.  
703  
704 Mr. Baka - That's the view I was looking at with just the fenced windows.  
705  
706 Mr. Vickers-Smith - Yes, Juliette balconies. The reason that we tend to do Juliette  
707 balconies is because of the simplicity of construction and maintenance more than  
708 anything. The larger balconies, to do them properly so you don't have leaks and stuff,  
709 they become very expensive and challenging to do.  
710  
711 Mr. Baka - Just curious. Thanks.  
712  
713 Mr. Leabough - Are there any other questions for Mr. Vickers-Smith? Would  
714 you like to hear from the opposition now, Mrs. Marshall?  
715  
716 Mrs. Marshall - Actually not quite yet.  
717  
718 Mr. Leabough - Okay.  
719  
720 Mrs. Marshall - If I could have Ms. Smidler come up, that would be great.  
721  
722 Ms. Smidler - Hi, good morning.  
723  
724 Mrs. Marshall - Good morning.  
725  
726 Ms. Smidler - My name is Sharon Smidler, assistant traffic engineer.  
727  
728 Mrs. Marshall - I was wondering if you could talk about the traffic studies, how  
729 it will impact Innslake Drive, Dominion Boulevard, a little bit about the loading zones, and  
730 also the space of a future traffic light or traffic circle.  
731  
732 Ms. Smidler - Okay. Regarding a future potential roundabout or signal at  
733 Innslake and Dominion, there is adequate right of way from Innslake Place. We have  
734 adequate right of way to put in a signal or a single-lane roundabout. So that's good. It  
735 leaves our options open.  
736  
737 You'd asked about the compactor and the loading zone.  
738

739 Mrs. Marshall - Yes. And the other parking signage that we're going to have.  
740  
741 Ms. Smidler - We had a preliminary sketch before that—maybe Tony can  
742 help me. Thank you. As Tony has pulled up here, that tries to designate there will be on-  
743 street parking proposed on Innslake Drive. It is currently two lanes. There is adequate  
744 room for parking on Innslake. Typically, the spaces are about 8 feet wide. Innslake Drive  
745 is currently about 40 feet wide. You need about 24 feet for two-way traffic, so 24 and 8 is  
746 32, under the 40 feet. So, parking can fit along the property frontage of Innslake Drive.  
747  
748 On this drawing, it does show a loading zone, no parking for the trash pickup. And we're  
749 going work out the dimension with the construction plans. We want to make sure the truck  
750 can get in the space and it's sized appropriately. We are going to work with them on the  
751 appropriate striping, dimensions of the parking spaces and signs with the construction  
752 plans. We just want to make sure we get it right.  
753  
754 Mrs. Marshall - Just to clarify, there will be signage.  
755  
756 Ms. Smidler - Yes.  
757  
758 Mrs. Marshall - I do believe as far as the signage goes, if it is a loading zone—  
759 it tends to go on everywhere. People park where it's acceptable and where they want to  
760 park. So, I think that definitely when it comes to signage, it needs to be known that it is a  
761 loading zone and that if people choose to park in it illegally that they probably should be  
762 towed.  
763  
764 Ms. Smidler - Yes. There will be appropriate signs.  
765  
766 Mrs. Marshall - Okay. Thank you.  
767  
768 Mr. Leabough - Are there any other questions for Ms. Smidler? Thank you,  
769 ma'am.  
770  
771 Mrs. Marshall - Thank you.  
772  
773 Ms. Smidler - Okay, thank you.  
774  
775 Mrs. Marshall - Now I'm ready.  
776  
777 Mr. Leabough - Okay, would the opposition please come forward? And just a  
778 quick reminder: Please state your name for the record.  
779  
780 Mr. Andrews - My name is Jay Andrews, and I work for the Virginia Hospital  
781 and Healthcare Association, and I represent both the owner of the building and also the  
782 tenants in the building. We're about 50 yards from the property going to the east of that  
783 property.  
784

785 First of all, I'd like to thank Mrs. Marshall and the members of Planning for meeting with  
786 us on Friday, and also for the questions you just asked now. Because they some of the  
787 ones that were on our list when we met with them. So, I won't go through everything I've  
788 got here, but the biggest issue we have is still the traffic.  
789

790 When we started meeting on this back in February, there were traffic studies done that  
791 showed in 2005 there are 2,605 vehicles on Innslake Drive. The estimate for these 100  
792 units is another 665 trips per day. You've got a right-on-right, which he spoke about, which  
793 means everybody that's going out heading to Broad Street is going to turn right, turn right  
794 onto Innslake Drive. Now you're also proposing to have on-street parking on Innslake  
795 Drive, which does not make a bit of sense when we already have traffic issues. So, they're  
796 all going to be coming on Innslake Drive. And then you also have the trash issue, which  
797 she just spoke about.  
798

799 Again, when we met with Mr. Emerson and Innsbrook back in February/March of last  
800 year, the talk was okay, we'll put two lanes coming out of Dominion Boulevard, right turn  
801 to try to push the traffic flow in the afternoon. As far as I know, nothing has been done on  
802 that. Nothing's been done on the traffic circle. And now the traffic has gotten even worse  
803 now that we have a Starbucks. Which is great for the County, but it hasn't done a whole  
804 lot for the traffic coming in and out of Innsbrook. It's made it a heck of a lot worse. So, I  
805 think more studies need to be done on that. Before additional construction takes place,  
806 we would like for you to address that.  
807

808 As you can see, where the trash comes out it's right in front of Old Dominion Electric  
809 Cooperative. Their entrance is right there to the north. So, you're talking about having a  
810 dumpster right in front of their entrance. You're going to have parking there, which is going  
811 to create another issue for traffic and a safety issue for our employees coming in and out  
812 of there. So we would like for you to address that.  
813

814 And also again, you still haven't talked about school buses. With this type of structure,  
815 there will be either families or single parents that will be in this apartment complex, which  
816 will then put into place having a 40- to 50-foot school bus stopping at least once, maybe  
817 up to three times in the morning, in the afternoon, stopping to pick up these people. You're  
818 now allowing on-street parking. Where are you going to have these buses go in to try to  
819 turn around and get these kids? That's not something that's really happening with  
820 Innsbrook at this point in time. So, we need to have that taken into account.  
821

822 Safety is the biggest thing that we want for our staff. As a matter of fact, while I was driving  
823 here, on the radio there was another accident at Broad Street and Dominion Boulevard.  
824 So, it's an on-going issue, and we really need the County to address it.  
825

826 We do appreciate the developer looking at the building, improving that, and stepping that  
827 up. We do have the question like you brought up, sir, on the decking. We want to make  
828 sure there is no decking there that people can go out of. It needs to be what was shown  
829 there; that's fine. That looks wonderful. But to have openings, sliding glass door for people  
830 to go out on, from a safety standpoint and aesthetics, we're not supportive of that.

831 Those are our concerns. I'll be more than happy to answer any questions.  
832  
833  
834 Mr. Leabough - Thank you, sir. Mrs. Marshall?  
835  
836 Mr. Witte - Wait a minute.  
837  
838 Mr. Leabough - Oh, we have more opposition.  
839  
840 Mrs. Marshall - We do.  
841  
842 Mr. Leabough - I missed you. Sorry about that, sir.  
843  
844 Mr. Hutchins - David Hutchins, Old Dominion Electric Cooperative. I want to  
845 thank the Planning Commission again for hearing our complaints and input.  
846  
847 Traffic is paramount to us because we're directly across from the proposed project. The  
848 right turn out onto Dominion and right turn onto Innslake is going to add 600 different  
849 additional trips onto the grid that is not really designed for that kind of two-lane road.  
850 We're a huge proponent of the traffic circle. We need to get ahead of the traffic. This is  
851 Wells on the other side. It has vacant land. They're going to do something with that. We  
852 have to have some way to slow the traffic down, get people in, and get them redirected  
853 going around this circle back to Broad instead of coming on Innslake and then taking a  
854 right on Cox. It's already congested. If you try to get out there in the afternoon or at lunch,  
855 it's going to be made that much worse by the proposed project. And this only the first  
856 phase. We have a second phase. The other building up on Cox and Innslake is also going  
857 to have the same. So, either you build it now and try to avoid or you try to catch up after  
858 hopefully nothing fatal will occur. But those accidents will continue to mount, and at some  
859 point the County will have to install it. Why not get ahead of it before all this construction  
860 starts?  
861  
862 Same concerns, but I'm not going to reiterate, what Mrs. Marshall and Jay brought up.  
863  
864 It's a novel thing. In DC, I've seen those apartment complexes like this deteriorate if the  
865 developer—when they start the flipping process, if it sells. So everybody's got to be  
866 vigilant.  
867  
868 I'll answer any questions.  
869  
870 Mr. Leabough - Thank you, sir.  
871  
872 Mr. Hutchins - Thank you.  
873  
874 Mr. Leabough - Is there anyone else who would like to speak in opposition? Is  
875 there anyone who would like to speak in support? Other than the applicant, of course.  
876 Okay.

877  
878 Mrs. Marshall - Ms. Smidler, can you come back up, please? Thank you.  
879  
880 Ms. Smidler - Sharon Smidler, again.  
881  
882 Mrs. Marshall - Hi again. Could you talk a little bit, if it's in the realm of your  
883 knowledge at the moment, as far as Dominion Boulevard goes, I know that we have talked  
884 in the past—and we spent a lot of time talking about it—that Dominion Boulevard would  
885 have improvements made to it. They would be heading towards Broad Street, two lanes  
886 that will turn right. They'll be a lane on the left that will be a straight-across or a left lane,  
887 which definitely will help alleviate. I want to know where are we as far as that goes.  
888  
889 Ms. Smidler - There was a conceptual plan drawn up based on what you're  
890 describing on Dominion Boulevard coming out onto West Broad Street, trying to get  
891 people onto Broad Street quicker with more turn lanes there. It was a preliminary sketch.  
892 I don't have any other current updates to provide on the status of that.  
893  
894 We have made other improvements in Innsbrook trying to alleviate the p.m. rush-hour  
895 traffic. Up on Nuckols Road northbound, the County's currently adding a third lane  
896 between Lake Brook Drive and 295. I think they were out there paving yesterday. We're  
897 trying to make as many improvements as we can out there.  
898  
899 Mrs. Marshall - Is it possible—maybe not at this moment—to get some kind  
900 of timeline for Dominion Boulevard and exactly what we're looking at for Dominion  
901 Boulevard? I know that we also discussed a barrier, extending it further down. A lot of  
902 times when people are coming off Broad Street—I know that Henrico County does not  
903 own Broad Street; that's the state. So, the issue that we need a longer turn lane, that  
904 would be great if we could do that. But that's really not in our realm.  
905  
906 I know we talked about extending the barrier going down Dominion Boulevard, because  
907 it does seem to be backed up a lot when people turn left. They'll make the turn, and then  
908 they'll instantly turn left, and then it clogs things up. If we could get some form of timeline  
909 on that, that would be very helpful.  
910  
911 Secondly, if this project goes forward and we are adding this number of apartments on  
912 those roads, tell me what the study is now as far as traffic? What would be warranted for  
913 a stoplight or a roundabout?  
914  
915 Ms. Smidler - Okay. I will have to look into the timeline for you, so I'll have  
916 to get back to you. I don't have the timeline right now to share.  
917  
918 As far as when a signal would be warranted at Dominion and Innslake, we had done a  
919 study last year and a signal was not warranted based on the traffic volume. After Innslake  
920 Place is complete, Traffic Engineering is willing to do a signal study at Dominion and  
921 Innslake and reevaluate it once we figure out which way traffic's going. Are people going

922 to go to Cox or are they going to go to Dominion? Traffic Engineering is willing to do a  
923 signal warrant after construction is complete with Innslake Place.

924  
925 Mrs. Marshall - What numbers would warrant a stoplight or a roundabout at  
926 that intersection?

927  
928 Ms. Smidler - There is the Manual on Uniform Traffic Control Devices,  
929 MUTCD is the abbreviation. There are certain warrants that need to be met. One of the  
930 warrants is an eight-hour volume study. So, for example, for a four-lane roadway, the  
931 maximum hourly volume would need to be 600 vehicles per hour. On the minor street,  
932 which in this case would be Innslake, it would need to be approximately 150. That's just  
933 one example of what hourly volumes would need to be on both of those streets. And it  
934 gets into a lot more details in the MUTCD, which is put out by the FHWA. That was just  
935 one example.

936  
937 Mrs. Marshall - Okay, Thank you. Any questions?

938  
939 Mr. Leabough - Yes. I think what's important is that we're provided that  
940 update, because I know that was a consideration when the case was rezoned, that the  
941 two lanes at Dominion Boulevard and Broad were a big consideration. I think there is a  
942 commitment to move forward with that. We just don't have the timeline it sounds like. I  
943 know you can't answer that question, but that was a huge factor because of the traffic  
944 concerns that were raised as a part of the rezoning process.

945  
946 Ms. Smidler - I'd be happy to look into that.

947  
948 Mr. Leabough - Yes, that's fine.

949  
950 Mr. Emerson - Mr. Chairman, I agree. My understanding is that there is a  
951 commitment to making those improvements, moving that median. I was under the  
952 impression they were going to happen sooner rather than later, probably in the next 12 to  
953 18 months.

954  
955 Mr. Leabough - So it doesn't sound like there's an "if," just a "when."

956  
957 Mr. Emerson - It's more of a "when," yes sir.

958  
959 Mr. Leabough - Okay. All right, thank you.

960  
961 Mr. Emerson - Also, Ms. Smidler, aren't there improvements that VDOT is  
962 making to Broad Street as well at this location?

963  
964 Ms. Smidler - I believe so. I don't have a current update on that. I know we  
965 are always working with VDOT and looking for pedestrian improvements.

966  
967 Mr. Leabough - Could you check on that as well, please?

968  
969 Ms. Smidler - I'd be happy to reach out with an update.  
970  
971 Mrs. Marshall - Thank you.  
972  
973 Ms. Smidler - Thank you.  
974  
975 Mr. Leabough - Thank you. Are you ready to move forward, Mrs. Marshall?  
976  
977 Mrs. Marshall - We are. A couple of things I'd like to say. We have met for this  
978 project a lot of times. I know that the Innsbrook Association has approved the architectural  
979 review as far as what's going to go on in Innsbrook.  
980  
981 An issue that I do have is that the gentlemen that were here today have not always been  
982 invited to the meetings. They're taxpayers. Their businesses are in Innsbrook. I do believe  
983 that they should be invited to those meetings. If they choose not to come to them, that's  
984 fine. But I feel that them being left out is really not appropriate. In the future, any time we  
985 have any growth in Innsbrook, I think the people that are paying their taxes and bringing  
986 their business to us should be invited to those meetings. I think that's necessary.  
987  
988 As far as Phase 1 goes, I do think they are going to address the traffic situations and  
989 Dominion Boulevard. I do not think it will be long before the light or the roundabout will be  
990 necessary at Innslake Drive. So, I think absolutely the sooner the better.  
991  
992 Mr. Chairman, I move that POD2017-00308, Innslake Place – Building 1, including the  
993 lighting plan, be approved subject to the annotations on the plans, standard conditions  
994 for developments of this type, and additional conditions 11B and 29 through 40.  
995  
996 Mr. Witte - Second.  
997  
998 Mr. Leabough - We have a motion by Mrs. Marshall, a second by Mr. Witte.  
999 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.  
1000  
1001 The Planning Commission approved the plan of development and lighting plan for  
1002 POD2017-00308, Innslake Place – Building 1, subject to the annotations on the plans,  
1003 the standard conditions attached to these minutes for developments of this type, and the  
1004 following additional conditions:  
1005  
1006 11B. Prior to the approval of an electrical permit application and installation of the site  
1007 lighting equipment, a plan including light spread and intensity diagrams, and fixture  
1008 specifications and mounting heights details shall be revised as annotated on the  
1009 staff plan and included with the construction plans for final signature.  
1010 29. In order to maintain the effectiveness of the County's public safety radio  
1011 communications system within buildings, the owner will install radio equipment that  
1012 will allow for adequate radio coverage within the building, unless waived by the  
1013 Director of Planning. Compliance with the County's emergency communication



- 1014 system shall be certified to the County by a communications consultant within  
1015 ninety (90) days of obtaining a certificate of occupancy. The County will be  
1016 permitted to perform communications testing in the building at anytime.
- 1017 30. The proffers approved as a part of zoning case REZ2017-00006 and the conditions  
1018 of PUP2017-00004 shall be incorporated in this approval.
- 1019 31. A construction staging plan which includes details for traffic control, fire protection,  
1020 stockpile locations, construction fencing and hours of construction shall be  
1021 submitted for County review and prior to the approval of any final construction  
1022 plans.
- 1023 32. The certification of building permits, occupancy permits and change of occupancy  
1024 permits for individual units shall be based on the number of parking spaces  
1025 required for the proposed uses and the amount of parking available according to  
1026 approved plans.
- 1027 33. Any existing easements in conflict within the proposed building footprints shall be  
1028 vacated prior to approval of the building permit for the said building.
- 1029 34. Approval of the construction plans by the Department of Public Works does not  
1030 establish the curb and gutter elevations along the Henrico County maintained right-  
1031 of-way. The elevations will be set by Henrico County.
- 1032 35. The conceptual master plan, as submitted with this application, is for planning and  
1033 information purposes only. All subsequent detailed plans of development needed  
1034 to implement this conceptual plan shall be submitted for staff review and Planning  
1035 Commission approval, and shall be subject to all regulations in effect at the time  
1036 such subsequent plans are submitted for review/ approval.
- 1037 36. The location of all existing and proposed utility and mechanical equipment  
1038 (including HVAC units, electric meters, junction and accessory boxes,  
1039 transformers, and generators) shall be identified on the landscape plans. All  
1040 equipment shall be screened by such measures as determined appropriate by the  
1041 Director of Planning or the Planning Commission at the time of plan approval.
- 1042 37. The sanitary sewer relocation plan must be approved prior to construction plan  
1043 approval, as determined by the Director of Public Utilities.
- 1044 38. Approval of architectural, engineering, and landscape architectural working  
1045 drawings and specifications shall be obtained from the Innsbrook Architectural  
1046 Review Committee prior to commencement of any construction.
- 1047 39. Proposed restrictive covenants shall be submitted to the Department of Planning  
1048 for review and approval as to form satisfactory to the County Attorney prior to  
1049 construction plan approval, and they shall be recorded prior to building permit  
1050 approval.
- 1051 40. Evidence of an approved right-of-way maintenance agreement with the  
1052 Department of Public Works for the proposed streetscapes (multi-use path, brick  
1053 pavers, landscaping, etc.) in the right-of-way must be submitted to the Department  
1054 of Planning prior to issuance of a certificate of occupancy for this development.

1055  
1056 Mr. Emerson - Mr. Chairman, we now move on to the next item on your  
1057 agenda, which is the consideration of your minutes from your November 15, 2017  
1058 meeting. I believe we have no errata sheet.  
1059

1060 APPROVAL OF MINUTES: December 13, 2017

1061

1062 Mr. Leabough - Are there any corrections to the minutes? If not, a motion  
1063 would be in order.

1064

1065 Mr. Witte - So moved.

1066

1067 Mrs. Marshall - Second.

1068

1069 Mrs. Marshall - We have a motion by Mr. Witte, a second by Mrs. Marshall.  
1070 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

1071

1072 The Planning Commission approved the November 13, 2017 minutes as submitted.

1073

1074 Mr. Leabough - Mr. Secretary, is there any other business to come before the  
1075 Commission?

1076

1077 Mr. Emerson - Mr. Chairman, other than wishing the Commission a merry  
1078 Christmas—actually, I do have one thing before we get to that. It just about slipped my  
1079 mind, and I apologize. I would like to introduce to you a new member of our Planning  
1080 staff. Mr. Chishti, if you'd stand up, I would appreciate it. I'd like to introduce to you Salim  
1081 Chishti. He began work with us this week. I believe he went through orientation on  
1082 Monday. He is filling the County Planner II position that was vacated by Mr. Garrison. He  
1083 will be focusing on landscape design. He has a bachelor's degree in Landscape  
1084 Architecture from CCNY School of Architecture and Environmental Studies, as well as a  
1085 bachelor's degree from Cornell University in Entomology and Natural Resources. He has  
1086 extensive experience in the field, most recently working as a park planner for the New  
1087 York State Office of Parks, Recreation, and Historic Preservation. He has relocated to  
1088 Richmond from New Lebanon, New York, so we welcome him to our staff and to the area,  
1089 and we look forward to his contributions to our efforts in the Planning Department.

1090

1091 Mr. Leabough - Welcome.

1092

1093 Mrs. Marshall - Welcome.

1094

1095 Mr. Archer - I'm not going to do it.

1096

1097 Mrs. Marshall - I was just going to say something. Is that okay? I want to say  
1098 to Mr. Witte, we are going to miss you.

1099

1100 Mr. Baka - Second.



1101

1102 Mrs. Marshall - You bring a lot of fun to this group. Your service to the County  
1103 has been amazing, and we really will miss you.

1104

1105 Mr. Witte - Well thank you.

1106  
1107 Mr. Leabough - Don't get emotional on us now.  
1108  
1109 Mr. Witte - Yes. I just want to say—I had this big thing written up. At the  
1110 last minute, I decided I'm not bringing it; I'm leaving it home because I'm not going to say  
1111 anything.  
1112  
1113 I just want to thank all the Planning Commissioners I've worked with, past and present,  
1114 the Board of Supervisors, past and present, and especially I want to thank Joe Emerson,  
1115 Jean Moore, and their staff for making these six years a really bright spot in my life. I've  
1116 had some heartaches with some of the cases, but never with the staff or the  
1117 Commissioners. I really don't know how to say it, but thank you to one and all. With that,  
1118 if nobody else has anything, I'd like to make the motion to adjourn.  
1119  
1120 Mr. Archer - Before you make that motion, sir, what a privilege. I would like  
1121 to echo what Mrs. Marshall said and also tell you that we've been threatening to play golf  
1122 for six years and haven't played yet. So you think you can find time now to accommodate  
1123 that?  
1124  
1125 Mr. Witte - Thank you. I've really enjoyed it.  
1126  
1127 Mr. Archer - Today would be a good day.  
1128  
1129 Mrs. Marshall - Yes, it's nice and warm out there.  
1130  
1131 Mr. Emerson - The course would not be crowded.  
1132  
1133 Mr. Archer - I wish a happy holiday season to the staff who work so hard  
1134 and makes us look so good. We appreciate everything you do. And Mr. Secretary and  
1135 Ms. Moore back there.  
1136  
1137 Mr. Leabough - I echo that. Thank you all for everything.  
1138  
1139 Mr. Archer - And merry Christmas to all of you.  
1140  
1141 Mr. Baka - There's very little traffic at the golf course today.  
1142  
1143 Mrs. Marshall - And Bob, I don't think you answered his question about  
1144 playing golf. He wants a date.  
1145  
1146 Mr. Witte - Okay.  
1147  
1148 Mrs. Marshall - I'd play golf with you all, but I'm terrible at golf.  
1149  
1150 Mr. Baka - Sounds like a foursome.  
1151

1152 Mr. Witte - Just bring plenty of money if you're bad.  
1153  
1154 Mr. Emerson - Mr. Chairman, before we get into the adjournment, I would like  
1155 to ditto the comments on Mr. Witte. It's been a pleasure working with him, and I wish him  
1156 well. And staff I know feels the same.  
1157  
1158 Also before the end of this meeting, I want to wish the entire Commission merry Christmas  
1159 from me and the Planning Department. Hope all of you have a good holiday and a happy  
1160 New Year's. We'll come back in the new year and do this all again.  
1161  
1162 Mr. Leabough - Yes, I think we'll actually be able to start on time.  
1163  
1164 Mr. Archer - Mr. Chairman, thank you for your service, too sir, this being  
1165 your last meeting.  
1166  
1167 Mr. Witte - One other thing. I just want to end this meeting—most of you  
1168 are probably way too young to remember Red Skelton.  
1169  
1170 Mr. Emerson - Not me.  
1171  
1172 Mr. Witte - He always ended his shows with the saying, "Thank you and  
1173 God bless." I move we adjourn.  
1174  
1175 Mr. Archer - Second.  
1176  
1177 Mr. Leabough - We're adjourned. Thank you and God bless, Mr. Witte.  
1178  
1179  
1180  
1181  
1182   
1183 \_\_\_\_\_  
1184 Ms. Sandra M. Marshall, Chair  
1185  
1186  
1187   
1188 \_\_\_\_\_  
1189 Mr. Joseph Emerson, Jr., Secretary  
1190  
1191  
1192

## CONDITIONAL SUBDIVISION STANDARD CONDITIONS

### Conventional Single-Family Subdivisions Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water. **(Substitute condition 5A if well)**
- 5A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer. **(Substitute condition 6A if on-site sewage disposal/septic)**
- 6A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **January 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **January 23, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be

- filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
  11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements as applicable, and design considerations.
  12. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers, Chesapeake Bay Act Areas, wells and primary/reserved drainfields.

## CONDITIONAL SUBDIVISION STANDARD CONDITIONS

### Conventional Single-Family Subdivisions Not Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage and erosion control plans have been approved by the Department of Planning, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of eleven (11) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **January 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **January 23, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
9. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

10. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting a number of requirements including but not limited to minimum zoning requirements, Health Department requirements and design considerations.
11. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers, Chesapeake Bay Act Areas, wells and primary/reserved drainfields.



## CONDITIONAL SUBDIVISION STANDARD CONDITIONS

### Residential Townhouse for Sale (RTH) Subdivisions

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **January 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **January 23, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.
12. A draft of the Declaration of Covenants, Conditions and Restrictions shall be submitted to the Department of Planning for review, prior to final approval. The proposed Homeowners Association for the project shall be responsible for the exterior maintenance of all buildings and grounds.
13. All block corners shall be monumented and referenced, where possible, to the exterior boundaries of the site
14. The record plat shall contain a statement that the common area is dedicated to the common use and enjoyment of the homeowners of **(name of subdivision)** and is not dedicated for use by the general public. This statement shall refer to the applicable article in the covenants recorded with the plat.

## CONDITIONAL SUBDIVISION STANDARD CONDITIONS

### Zero Lot Line Subdivisions

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **January 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **January 23, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change may be implemented.

11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.
12. Prior to a request for final approval, the developer shall provide a buildable area plan showing information for all lots within the subdivision. Such plan shall be a part of the construction plans submitted for review and for signature. The buildable area plan shall be a minimum of 1" to 50' scale or larger and shall show the buildable area for the principal structure, all setback dimensions, the minimum lot width (perpendicular to the center line of the lot at the front building line), and if applicable, any Special Flood Hazard Areas (floodplains) and the area of each lot exclusive of floodplain, wetlands, easements, buffers and Chesapeake Bay Act Areas.

## CONDITIONAL SUBDIVISION STANDARD CONDITIONS

### Road Dedication with No Lots

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **January 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **January 23, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

**A. Standard Conditions for all POD's:**

1. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water and sewer. **(when the property is served by public utilities)**
- 1A. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public sewer. The well location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public water system when available within 300 feet of the site/building. **(when not served by public water)**
- 1B. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water. The septic tank location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public sewer when available within 300 feet of the site/building. **(when not served by public sewer)**
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. The parking lot shall be subject to the requirements of Chapter 24, Section 24-98 of the Henrico County Code.
4. The parking spaces shall be marked on the pavement surface with four-inch-wide traffic painted lines. All lane lines and parking lines shall be white in color with the exception that those dividing traffic shall yellow.
5. Sufficient, effectively usable parking shall be provided. If experience indicates the need, additional parking shall be provided.
6. Curb and gutter and necessary storm sewer shall be constructed as shown on approved plans.
7. The plan of development plan shall be revised as annotated on the staff plan dated **January 24, 2018**, which shall be as much a part of this approval as if details were fully described herein. Nine (9) sets of 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, a minimum of fourteen (14) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised October 2015)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
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.
9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of Planning for review and Planning Commission approval prior to the issuance of any occupancy permits.
10. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced no later than the next planting season.

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 height details shall be submitted for Department of Planning review and approval.
11. **AMENDED** - Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including depictions of light spread and intensity diagrams, and fixture specifications and mounting height details shall be submitted for Department of Planning review and Planning Commission approval.
- 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. **(For POD which includes lighting plan approval)**
12. All exterior lighting shall be designed and arranged to direct the light and glare away from nearby residential property and streets.
13. The site, including the parking areas, shall be kept clean of litter and debris on a daily basis. Trash container units/litter receptacles and recycling containers shall be maintained with regular pickups scheduled and shall be screened properly on all four sides. The gate(s) shall remain closed except when the receptacle(s) are being filled or serviced and shall be repaired or replaced as necessary. Details shall be included with the final site plan or required landscape plan for review and approval.
14. Required fire lanes shall be marked and maintained in accordance with the Virginia Statewide Fire Prevention Code.
15. Traffic control signs shall be provided as indicated on the Department of Planning Staff plan. All signs shall be fabricated as shown in The National Manual on Uniform Traffic Control Devices for Streets and Highways and The Virginia Supplement to The Manual on Uniform Traffic Control Devices for Streets and Highways.
16. 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 501-4284. The Planning Department must assign all property addresses. **(Revised January 2008)**
17. The owner shall have a set of plans approved by the Director of Public Works, Public Utilities and Secretary of the Planning Commission available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
18. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
19. Upon completion of the improvements and prior to the certification of the permanent occupancy permit, the owner shall furnish a statement by the engineer or land surveyor who prepared the POD plan, to the effect that all construction including water and sewer is in conformance to the regulations and requirements of the POD.
20. The approved Plan of Development is granted by the Planning Commission only to the owners(s)/applicant(s) listed on the Plan of Development application on file for this project. Upon written notification to the Director of Planning, the Plan of Development approval may be transferred to subsequent owner(s) subject to approval by this Commission, or approval by the Director of Planning provided the property is transferred to new ownership no later than 24 months following initial construction plan approval. **(Revised August 2016)**

21. Vehicles shall be parked only in approved and constructed parking spaces.
22. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
23. The site, including paving, pavement markings, signage, curb and gutter, dumpster screens, walls, fences, lighting and other site improvements shall be properly maintained in good condition at all times. Any necessary repairs shall be made in a timely manner.
24. The developer shall provide fire hydrants as required by the Department of Public Utilities and Division of Fire.
25. Insurance Services Office (ISO) calculations shall be included on the final construction plans for approval by the Department of Public Utilities prior to issuance of a building permit.
26. Any necessary off-site drainage and/or water and sewer easements must be obtained in a form acceptable to the County Attorney prior to final approval of the construction plans.
27. The easements for drainage and utilities as shown on approved plans shall 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 shall be submitted to the County Real Property Agent at least sixty (60) days prior to requesting occupancy permits.
28. Deviations from County standards for pavement, curb or curb and gutter design shall be approved by the County Engineer prior to final approval of the construction plans by the Department of Public Works.
29. **(Start of miscellaneous conditions)**



## STANDARD CONDITIONS FOR LANDSCAPE/LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **January 24, 2018**, which shall be as much a part of this approval as if all details were fully described herein. Four (4) sets of prints of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

**B. In Addition to Item A, the Following Standard Conditions for Approval of All Zero Lot Line Developments shall apply:**

29. Roof edge ornamental features that extend over the zero lot line, and which are permitted by Section 24-95(i)(1), must be authorized in the covenants.
30. Eight-foot easements for construction, drainage, and maintenance access for abutting lots shall be provided and shown on the POD plans.
31. Building permit request for individual dwellings shall each include two (2) copies of a layout plan sheet as approved with the plan of development. The developer may utilize alternate building types providing that each may be located within the building footprint shown on the approved plan. Any deviation in building footprint or infrastructure shall require submission and approval of an administrative site plan.
32. Windows on the zero lot line side of the dwelling can only be approved with an exception granted by the Building Official and the Director of Planning during the building permit application process.
33. The mechanical equipment for each building shall be located on its respective lot. Except for wall-mounted electric meters, in no case shall the eight-foot easement for construction, drainage, and maintenance access on the abutting lot be used to locate other mechanical equipment (such as HVAC equipment, generators, and the like) for the subject lot.

**C. Standard Conditions for Approval of All Dry Cleaners and Laundries in Addition to Item A:**

29. The dry cleaning establishment shall use only non-inflammable cleaning solvents and have fully enclosed cleaning and solvent reclamation processes and fully enclosed pressing equipment with no outside steam exhaust.

**D. In addition to Item A, the Following Conditions for Approval of All Shopping Centers Shall Apply:**

29. Only retail business establishments permitted in a **ZONE** may be located in this center.
30. The ground area covered by all the buildings shall not exceed in the aggregate 25 percent of the total site area.
31. No merchandise shall be displayed or stored outside of the building(s) or on sidewalk(s).

**E. In Addition to Item A, the Following Standard Conditions for Approval of All Multi-Family Shall Apply:**

29. The unit house numbers shall be visible from the parking areas and drives.
30. The names of streets, drives, courts and parking areas shall be approved by the Richmond Regional Planning District Commission and such names shall be included on the construction plans prior to their approval. The standard street name signs shall be installed prior to any occupancy permit approval.

**F. In addition to Item A, the Following Standard Conditions for Approval of All Service Station Developments Shall Apply:**

29. This business shall not remain in operation after midnight and no exterior signs shall remain lighted after **(12:00 midnight - B-1) (1:00 o'clock a.m. - B-2) (no limit - B-3)**.
30. No merchandise shall be displayed outside of the building except that oil racks will be allowed on the pump islands.
31. This service station shall be used only for the sale of petroleum products and automobile accessories and parts. It shall not be used to sell or rent camping trailers, nor as a base of operation for truck fleets or fuel oil delivery or other such use that is not strictly a service station operation.
32. Only light repair work shall be allowed at this station, including motor tune-up, brake, generator, ignition, and exhaust repairs, and wheel balancing. The only work that can be performed outside the building is those services that are normally furnished at the pump island and the changing of tires.
33. No wrecked automobiles, nor automobiles incapable of being operated, shall be kept on the premises.
34. The prospective operator of this station shall come to the Department of Planning and sign the file copy of the special plan of development letter before he signs a lease with the oil company to operate this station.

**G. STANDARD CONDITIONS FOR CONVENIENCE STORES WITH FUEL PUMPS IN A B-2 ZONE**

29. Bulk storage of fuel shall be underground.
30. There shall be no exterior display of merchandise except on pump islands and on paved walkway areas within three (3) feet of building.
31. Lighting fixtures shall not exceed a height greater than twenty (20) feet.
32. No temporary storage of wrecked or inoperative vehicles or rental of vehicles, trailer campers, vans or similar equipment shall be permitted.
33. Not more than two (2) electronic amusement games shall be permitted.
34. Not more than two (2) vending machines for food and beverage and similar merchandise shall be permitted on the premises outside of an enclosed building.
35. The prospective operator of this facility shall come to the Department of Planning and sign the file copy of the special plan of development letter before he signs a lease with the oil company to operate this station.
36. The landscaping plan shall include details for screening of refuse containers and refuse storage facilities in accordance with Section 24-61(i).
37. Refuse containers or refuse storage facilities shall be serviced during business hours only.
38. The owner or manager on duty shall be responsible for temporarily closing the car wash facility when the on-site stacking space is inadequate to serve customer demand to prevent a backup of vehicles onto the public right-of-way.
39. The owner shall arrange with the Traffic Engineer to provide standard traffic control signs to notify customers that stopping or standing on the public right-of-way shall not be permitted near the entrances to the car wash facility. **(If Car Wash Is Proposed)**

**H. STANDARD CONDITIONS FOR CONVENIENCE STORES WITH FUEL PUMPS  
IN A B-3 ZONE**

- 29. Bulk storage of fuel shall be underground.
- 30. The owner or manager on duty shall be responsible for temporarily closing the car wash facility when the on-site stacking space is inadequate to serve customer demand to prevent a backup of vehicles onto the public right-of-way. **(If Car Wash Is Proposed)**
- 31. The owner shall arrange with the Traffic Engineer to provide standard traffic control signs to notify customers that stopping or standing on the public right-of-way shall not be permitted near the entrances to the car wash facility. **(If Car Wash Is Proposed)**