

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, March 27, 2013.  
4

Members Present: Mrs. Bonnie-Leigh Jones, Chairperson, C.P.C. (Tuckahoe)  
Mr. Eric Leabough (Varina), Vice Chairperson  
Mr. C. W. Archer, C.P.C. (Fairfield)  
Mr. Tommy Branin, Chairman (Three Chopt)  
Mr. Robert H. Witte, Jr. (Brookland)  
Mr. R. Joseph Emerson, Jr., AICP,  
Director of Planning, Secretary  
Mr. Richard W. Glover,  
Board of Supervisors' Representative

Others Present: Mr. David D. O'Kelly, Assistant Director of Planning  
Ms. Leslie A. News, PLA, Principal Planner  
Mr. James P. Strauss, PLA, Principal Planner  
Mr. Jonathan Steele, Planning Systems Manager  
Mr. Kevin D. Wilhite, C.P.C., AICP, County Planner  
Mr. Michael F. Kennedy, County Planner  
Mr. Seth Humphreys, County Planner  
Ms. Christina L. Goggin, AICP, County Planner  
Mr. Tony Greulich, C.P.C., County Planner  
Mr. Matt Ward, County Planner  
Mr. Gregory Garrison, AICP, County Planner  
Mr. Lee Pambid, C.P.C., County Planner  
Ms. Aimee B. Crady, AICP, County Planner  
Mr. Tommy Catlett, Traffic Engineering  
Mr. Eric Dykstra, Recording Secretary

5  
6 **Mr. Richard W. Glover, the Board of Supervisors' representative, abstains on all**  
7 **cases unless otherwise noted.**  
8

9 Mrs. Jones - Good morning. I'd like to call this meeting of the Planning  
10 Commission for March 27, 2013, to order. Thank you for being with us today. I'd like to  
11 ask also that you mute or turn off your cell phones so that they will not interrupt the  
12 proceedings. And while you do that, please stand and join me to Pledge Allegiance to  
13 the flag.  
14

15 I don't believe we have anyone from the news media with us this morning. We do have  
16 all Planning Commissioners with us; therefore, we have a quorum and can conduct  
17 business. Mr. Glover may be joining us shortly. He is the supervisor from the Brookland  
18 District who is sitting with the Commission this year.  
19

20 Again, thank you all for being here. It's a fairly short agenda, but we appreciate your  
21 time. With that, I'd like to turn the meeting over to our secretary, Mr. Emerson.

22  
23 Mr. Emerson - Thank you, Madam Chair. First on your agenda this morning  
24 are the requests for deferrals and withdrawals. There are none to consider this morning  
25 unless the Commission has a deferral they would like to enter. I'm not aware of one.

26  
27 Mrs. Jones - Anything from the Commission?

28  
29 Mr. Emerson - The next item is your expedited agenda, and there are no  
30 items on the expedited agenda this morning. The next topic is Subdivision Extensions of  
31 Conditional Approval. There are no extensions of conditional approval this month. That  
32 now takes us to page three of your regular agenda.

33  
34 **TRANSFER OF APPROVAL**

35  
POD-15-95 (Part) and 80- **Rob Chesson for Short Pump Holdings, LLC:** Request  
99 (Part) for transfer of approval as required by Chapter 24, Section  
POD2012-00436; 24-106 of the Henrico County Code from Short Pump  
POD2012-00437 Investors, LP, Short Pump Entertainment, LLC, and Menin  
Downtown Short Pump Development Companies, Inc. to Short Pump Holdings,  
(Part) (Formerly Short LLC. The 3.4-acre site is located on the west line of  
Pump Station and Ice Rink Pouncey Tract Road (State Route 271), approximately  
- Part) - 1,400 feet north of the intersection of Pouncey Tract Road  
4300 Pouncey Tract Road and W. Broad Street (U.S. Route 250) on parcel 739-763-  
(State Route 271) 8628. The zoning is M-1, Light Industrial District and  
WBSO, West Broad Street Overlay District. County water  
and sewer. **(Three Chopt)**

36  
37 Mrs. Jones - Good morning, Mr. Pambid. Is there anyone with us this  
38 morning in opposition to this transfer of approval for POD-15-95 (Part) and POD-80-99  
39 (Part) (POD2012-00436 and POD2012-00437), Downtown Short Pump (Part)? There is  
40 no one in opposition. All right, Mr. Pambid.

41  
42 Mr. Pambid - Good morning, Madam Chair, members of the Planning  
43 Commission.

44  
45 Deficiencies included missing and unmaintained landscaping, an unsecured BMP gate,  
46 litter, and an unapproved dumpster enclosure encroaching on an adjacent property.

47  
48 The deficient landscaping elements have already been installed, and the landscape plan  
49 has been received by staff to supplement existing landscaping. A building permit has  
50 been received to address the dumpster issue; however, we request that the dumpster  
51 enclosure must be either bonded or constructed prior to the issuance of any certificates  
52 of occupancy on this site.

53

54 Staff recommends approval of this transfer request subject to the condition in your  
55 agenda. This concludes my presentation, and I can now field any questions you have  
56 regarding this.

57  
58 Mrs. Jones - Yes, go ahead, Mr. Branin.

59  
60 Mr. Branin - Go ahead, Madam Chair. Do you have any?

61  
62 Mrs. Jones - I was simply going to ask if anyone had questions.

63  
64 Mr. Branin - Oh. I have some, that's why I'm so excited. Mr. Pambid, is the  
65 applicant here?

66  
67 Mr. Pambid - I've never met the applicant, but I don't believe that he is here  
68 today.

69  
70 Mr. Branin - Okay. Mr. Wilhite, may I ask you a question?

71  
72 Mr. Wilhite - Yes, sir.

73  
74 Mr. Branin - I know we were working with the applicant on getting the  
75 dumpster enclosure completed and up to a respectable elevation and location. Has that  
76 been achieved?

77  
78 Mr. Wilhite - The applicant yesterday sent us a sketch addressing the  
79 comments from the Planning Department. It seemed to address all of Planning's  
80 concerns. The Planning Department can sign off on the building permit once the plans  
81 are submitted. There are other departments that have to sign off on that permit. I know  
82 Building Inspections had rejected it originally because there was some more information  
83 needed from them. Public Works and Public Utilities, I don't know what the status is  
84 there. But the Planning Department can sign off and approve it based on what was  
85 provided to us yesterday.

86  
87 Mr. Branin - Okay, let me ask this a different way. Is there anything that's  
88 going to snag getting that enclosure done that you foresee?

89  
90 Mr. Wilhite - I don't think there is anything that I'm aware of that will hold it  
91 up once the information is submitted to the County.

92  
93 Mr. Branin - And the information hasn't fully been submitted to the County.

94  
95 Mr. Wilhite - Not yet, no.

96  
97 Mr. Branin - Okay. Mr. Pambid, I'm going to change on you 360 degrees  
98 on this case because I thought the applicant would be here and I could address this with  
99 the applicant. This area is important in the Three Chopt District. There is a lot of retail.

100 We have the Martial Arts Center with the tree. They have done an absolutely fabulous  
101 job in their landscaping. Even the Merchants Tire has done a fabulous job with their  
102 landscaping. And this area is the sore thumb of that shopping area. And if they're  
103 hesitant in improving their dumpster area—because I know with dealing with Mr. Wilhite  
104 and yourself, it hasn't been easy getting the information back and forth from them. They  
105 have been dragging their feet. So I don't find it necessary to move forward. I'd like to  
106 defer this out until we receive confirmation on the dumpster being taken care of and the  
107 applicant feels it important to come talk to us. Okay?

108  
109 Mr. Pambid - All right.

110  
111 Mr. Branin - So, Madam Chair, I'd like to move for deferral of transfer of  
112 approval POD-15-95 (Part) and POD-80-99 (Part) (POD2012-00436 and POD2012-  
113 00437), Downtown Short Pump (Part), until April 24<sup>th</sup>.

114  
115 Mr. Archer - Second, Madam Chair.

116  
117 Mrs. Jones - We have a motion by Mr. Branin, second by Mr. Archer. All in  
118 favor say aye. All opposed say no. The ayes have it; the motion passes.

119  
120 At the request of the Commission, the Planning Commission deferred transfer of  
121 approval POD-15-95 (Part) and POD-80-99 (Part) (POD2012-00436 and POD2012-  
122 00437), Downtown Short Pump (Part), to its April 24, 2013 meeting.

123  
124 **TRANSFER OF APPROVAL**  
125

126 127 128 129 130 131 132 133	POD-22-71, 05-73, and 120-84 POD2012-00505; POD2012-00507; POD2012-00508 Da Vita/Retail at Brookhill Azalea Shopping Center (Formerly Brookhill Azalea S. C. and A & P Addition to Brookhill Azalea) – 5270 Chamberlayne Road	<b>Gary Cassara for US Investment Properties, LLC:</b> Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from L. Clarke Jones, Jr., Crawley F. Joyner, Jr. Estate, and Monroe Realty Corporation to US Investment Properties, LLC. The 1.74-acre site is located on the west line of Chamberlayne Road approximately 675 feet north of its intersection with Azalea Avenue, on parcel 786-745-7800. The zoning is B-3C, Business District (Conditional). County water and sewer. <b>(Fairfield)</b>
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126  
127 Mrs. Jones - Is there anyone with us this morning in opposition to this  
128 transfer of approval for POD-22-71, POD-05-73, and POD-120-84 (POD2012-00505,  
129 POD2012000507, POD2012-00508), Da Vita/Retail at Brookhill Azalea Shopping  
130 Center? No one. Thank you. Good morning again, Mr. Pambid.

131  
132 Mr. Pambid - Good morning.

134 Deficiencies include cracked asphalt, a dumpster not located within its approved  
135 enclosure, faded handicapped parking spaces, missing or leaning signs, missing  
136 landscaping, and a missing steel plate on a drop inlet.

137  
138 Staff noted in its addendum that it has received contracts that address the deficiencies,  
139 and it can recommend approval of this transfer request subject to the condition in the  
140 addendum.

141  
142 This concludes my presentation, and staff can now field any questions you have  
143 regarding this.

144  
145 Mrs. Jones - Questions for Mr. Pambid? All right.

146  
147 Mr. Archer - Madam Chair, then I will move for approval of transfer of  
148 approval for POD-22-71, POD-05-73, and POD-120-84 (POD2012-00505,  
149 POD2012000507, POD2012-00508), Da Vita/Retail at Brookhill Azalea Shopping  
150 Center, subject to staff conditions and the addendum item #1.

151  
152 Mr. Leabough - Second.

153  
154 Mrs. Jones - Motion by Mr. Archer, second by Mr. Leabough. All in favor  
155 say aye. All opposed say no. The ayes have it; the motion passes.

156  
157 The Planning Commission approved the transfer of approval request for POD-22-71,  
158 POD-05-73, and POD-120-84 (POD2012-00505, POD2012000507, POD2012-00508),  
159 Da Vita/Retail at Brookhill Azalea Shopping Center, from L. Clarke Jones, Jr., Crawley F.  
160 Joyner, Jr. Estate, and Monroe Realty Corporation to US Investment Properties, LLC,  
161 subject to the standard and added conditions previously approved and the following  
162 additional condition:

- 163  
164 1. The deficiencies, as identified in the inspection report dated February 13, 2013, shall  
165 be corrected or bonded prior to May 15, 2013.

166  
167 **SITE LIGHTING PLAN**  
168 *(Deferred from the February 27, 2013 Meeting)*

169  
POD2013-00007 **Bowman Consulting for Wal-Mart Real Estate**  
Walmart – Shoppes at **Business Trust:** Request for approval of a lighting plan,  
Reynolds Crossing – as required by Chapter 24, Section 24-106 of the Henrico  
Forest Avenue County Code. The 10.21-acre site is located on the north  
line of Forest Avenue (private), approximately 1,000 feet  
east of the intersection of Glenside Drive and Forest  
Avenue, on parcel 765-744-9958. The zoning is B-2C,  
Business District (Conditional). County water and sewer.  
**(Tuckahoe)**

170

171 Mrs. Jones - Is anyone with us this morning in opposition to the lighting  
172 plan for POD2013-00007, Walmart? There is no opposition. Good morning, Mr. Garrison.

173  
174 Mr. Garrison - Good morning. The applicant is requesting approval of a  
175 lighting plan for the recently-approved Walmart at the Shoppes at Reynolds Crossing.  
176 The plan in your addendum provides an annotation for the provision of a decorative wall  
177 fixture along the front and sides of the store, which the applicant has agreed to. The  
178 detail of that is right here.

179  
180 The lighting plan also includes details of the decorative pole-mounted light fixtures along  
181 the front of the store and the parking lot lights. All light fixtures are concealed-source and  
182 meet County guidelines. Therefore, staff can recommend approval subject to the  
183 annotations on the plan and the standard conditions for lighting plans. Staff and  
184 representatives of the applicant are available, and Courtney Kuester, the representative  
185 for Charles Glen is also available for any questions you may have.

186  
187 Mrs. Jones - All right. Mr. Garrison, did you say you had a facade that you  
188 could show us?

189  
190 Mr. Garrison - Yes. A facade of the light plan, I didn't get that.

191  
192 Mrs. Jones - All right. Well this is what the other Commissioners have to  
193 indicate where the decorative fixtures will take place instead of the utilitarian lighting that  
194 was first proposed. Correct. All right. So everyone is clear, could you just point out where  
195 the decorative pole lights are, the three of those?

196  
197 Mr. Garrison - Yes. Let me zoom in a little bit here. So these asterisks  
198 represent the three decorative poles along the front. One here, one here, and one here.

199  
200 Mrs. Jones - And then the wall-mounted fixtures will be in the same design  
201 family.

202  
203 Mr. Garrison - Correct.

204  
205 Mrs. Jones - Right, okay.

206  
207 Mr. Garrison - It's the same company. Let me zoom out. The Providence.  
208 This is the same company, Providence. This is the Providence, this is the sconce.

209  
210 Mrs. Jones - For those who may think this is a small detail, I want to thank  
211 the applicant and Mr. Garrison. The proffered conditions of this case required that the  
212 building have the architectural feel of the Shoppes at Westgate. And part of that, very  
213 clearly, is decorative lighting. So we were happy to bring that into conformance a bit  
214 more. Any questions about this case? I have none, and I do not need to hear from the  
215 applicant. Thank you, Mr. Garrison.

216

217 So with that I will move for approval of POD2013-00007, the site lighting plan for  
218 Walmart at Reynolds Crossing. This is with the staff recommendation for approval and  
219 the revised plan as reflected on the addendum.

220

221 Mr. Leabough - Second.

222

223 Mrs. Jones - Motion by Mrs. Jones, second by Mr. Leabough. All in favor  
224 say aye. All opposed say no. The ayes have it; the motion passes.

225

226 The Planning Commission approved POD2013-00007, the site lighting plan for Walmart  
227 at Reynolds Crossing, subject to the annotations on the plans and the standard  
228 conditions attached to these minutes for developments of this type.

229

230 Mr. Emerson - Madam Chair, that now takes us to the consideration of your  
231 February 27, 2013 minutes. You do have an errata sheet in your package reflecting  
232 changes that were provided to us by the Planning Commission prior to the meeting.

233

234 APPROVAL OF MINUTES: February 27, 2013

235

236 Mrs. Jones - All right. Are there further corrections to the minutes from any  
237 of the Commissioners? All right, I'll entertain a motion.

238

239 Mr. Branin - I Move to approve the minutes with the corrections that are  
240 currently on the errata sheet.

241

242 Mr. Witte - Second.

243

244 Mrs. Jones - Motion by Mr. Branin, second by Mr. Witte. All in favor say  
245 aye. All opposed say no. The ayes have it; the motion passes.

246

247 The Planning Commission approved the February 27, 2013 minutes as corrected.

248

249 Mr. Emerson - Madam Chair, that now takes us to a discussion item. This  
250 will be a short presentation, but I wanted the Commission to be aware of a report that  
251 was prepared and released by the Richmond Association of Realtors. It was presented  
252 last Wednesday. Mr. Leabough was able to attend, and I was in attendance as well. It  
253 does make some direct comments specifically towards Henrico County. I know many of  
254 you will be in situations where this may be mentioned to you. So I wanted you to hear a  
255 little bit about it from us and also hear from the Planning Department, what our analysis  
256 is of the information that was provided by the Richmond Association of Realtors. This  
257 presentation will be made by Mr. Seth Humphreys.

258

259 Mrs. Jones - Good morning, Mr. Humphreys.

260

261 Mr. Humphreys - Good morning, Madam Chair, members of the Planning  
262 Commission. It's weird not to be saying good evening.

263  
264 Mrs. Jones - True. Thank you for being here. All right.  
265  
266 Mr. Humphreys - The Director of Planning asked me to come and talk to you  
267 about a report that was released last week, regarding the future job growth in the  
268 Richmond region and the associated housing demand that would come as a result.  
269  
270 This is the study area that the report examined. It was defined as the counties of Charles  
271 City, Chesterfield, Goochland, Hanover (including the town of Ashland), Henrico, New  
272 Kent, Powhatan, and the City of Richmond. I will note that this does differ from the  
273 Richmond Region MSA, which goes considerably further and includes places like  
274 Petersburg, and Caroline County.  
275  
276 Mrs. Jones - Mr. Humphreys, could you just bring this a little closer so that  
277 we can hear you a little better?  
278  
279 Mr. Humphreys - Sure, is that better?  
280  
281 Mrs. Jones - That is; thank you.  
282  
283 Mr. Humphreys - This table shows some of the data that was put together for  
284 job creation in the Richmond region, as compared to other regions in the last ten years. I  
285 would note the second half of the decade, the County lost several major employers  
286 including Circuit City, LandAmerica, Qimonda, Wachovia Securities, and S & K. These  
287 closures and other workforce reductions resulted in a loss of over 10,000 jobs over just a  
288 couple of years. So this is not your normal decade-long job creation that we would  
289 normally see. And so that's reflective of what the projections will be.  
290  
291 Based on the information garnered from IHS Global Insight, a company who conducts  
292 economic forecasts, the report projects job growth in Henrico County of 57,967 or 31.6  
293 percent by 2032. The entire region is forecasted to gain 134,296 jobs for a growth rate of  
294 25.3 percent. By these figures, they have projected Henrico to gain just over 42 percent  
295 of the total for the region. These figures are comparatively similar with those generated  
296 for the County by Woods & Poole and McBride Dale Clarion for the 2026 Comprehensive  
297 Plan. Those forecasts had Henrico adding 65,110 jobs by 2030. Of course, those figures  
298 were generated prior to the recent economic downturn, and so that's why we think  
299 they're in line with what was projected here. These are slightly lower, so that would  
300 reflect that. Overall, we are comfortable with these projections for use in the context of  
301 this study.  
302  
303 The report projects an additional 42,921 residential units will be needed in Henrico to  
304 meet the demand created by the employment forecast. This is once again generally in  
305 line with what the Demand Analysis of the 2026 Comprehensive Plan forecasted when  
306 the difference in employment forecast is factored in. That analysis projected a need for  
307 an additional 51,563 housing units by 2026. Additionally, the projected split between  
308 single-family and multi-family is similar between the report and the Comprehensive Plan.



309 The report shows a 63/37 split between single-family and multi-family generation, and  
310 the Comprehensive Plan, showed a 62/38 split. We're just a point off, so that's very  
311 similar, and we're comfortable with that.

312  
313 Where we start to not be comfortable is the report repeatedly makes the claim that  
314 Henrico will not be producing enough housing units to accommodate the demand  
315 created by the projected future employment. This is simply not true. As we look, they  
316 have the average here, that 2,146 is what we would be needing per year. They say that  
317 we're not going to meet that.

318  
319 Our capacity analysis completed with the 2026 Comprehensive Plan showed a slight  
320 deficiency in meeting the multi-family demand. However, with the Innsbrook UMU  
321 amendment to the Comprehensive Plan, this deficiency was nullified. That amendment  
322 added a 10,000-unit capacity to the plan for apartments, condominiums, and  
323 townhouses. So that's what they would include. With the potential for additional capacity  
324 if new non-residential space is added.

325  
326 Additionally, as I stated, this report projects Henrico County will need an average of  
327 2,146 housing units per year until 2030 to meet the projected employment increases.  
328 The report stated that we are not meeting this trend currently; however, while the County  
329 has not recently produced this amount, this is not an amount that the County has not  
330 seen before, as shown by this slide. Looking at production over the last ten years, this  
331 graph shows their projected amount as the red line. And it was exceeded in 2003, 2004,  
332 and 2006. It is our view that the level of production is a factor of the market, and it is up  
333 to the County to facilitate this level of production. As this level could be handled by the  
334 County previously, there is no reason that the County can't handle this level in the future.  
335 It's just a factor of the market, and it's up to the builders to actually build the houses; we  
336 don't build them.

337  
338 Other findings that they had in the report were that Henrico does not have enough land  
339 zoned to meet your future demands. That's not part of—I mean that is true, but that's not  
340 how we do the development process. We don't zone the land until we're ready to use it.  
341 We put it in the Comprehensive Plan in the future land use recommendations, and then  
342 change the zoning down the line. So that's true, but it's kind of a disingenuous  
343 statement.

344  
345 Mr. Emerson - But we do, Seth, have enough designated on the future land  
346 use map as available to the private sector to approach the Planning Commission and  
347 Board for rezoning, correct?

348  
349 Mr. Humphreys - Correct. And that's on the previous slide. When we originally  
350 passed the Comprehensive Plan, we were a little bit deficient in the multi-family levels,  
351 but with the addition of the Innsbrook UMU, we corrected that.

352  
353 The report also stated future housing needs to be affordable to new workers. This is not  
354 consistent with the land prices in Henrico County. They want it to be in proximity to the

355 job base, which is primarily in the western part of the County. Their figure was a  
356 \$175,000 detached single-family home, which the land prices even in Varina don't  
357 typically support. And we don't set those land prices. Additionally, as Henrico does not  
358 actually build the housing and does not set housing prices; it is dependent upon the  
359 private developers and real estate professionals to develop the housing needs for future  
360 residents. Henrico can and has planned for a variety of housing options to house the full  
361 spectrum of the future workforce that we perceive for the County.

362  
363 Additionally, households—they also had a finding of households are shifting in size and  
364 type of housing demand. The report states household size is generally decreasing. And  
365 while this is generally an accepted trend on the macro scale, on the local scale Henrico's  
366 average household size actually grew between the 2000 and 2010 census. It grew from  
367 an average household size of 2.39 in 2000 to an average size of 2.44 in the 2010  
368 census. So we're actually bucking that trend, and that is not reflected in their report.

369  
370 Examining recent development trends, the Planning Department has seen an increase in  
371 multi-family style developments. In 2012, the ratio between single-family and townhouse  
372 development was less than a two-to-one ratio. We had 403 single-family units built in  
373 2012 and 228 townhouse units developed. So we're seeing a shift of people's  
374 preference. That also reflects the affordability of different types of houses, and people  
375 are seeking out those types of housing which they can afford, which is what the market  
376 does.

377  
378 Lastly, their big tenet in this was that localities should aim to house all new workers for  
379 the jobs that were created. We don't agree with this presumption for several reasons,  
380 and I'll go over that.

381  
382 First, the workforce in the region is not currently restricted by jurisdictional boundaries,  
383 as suggested by the report. As of 2010, the Center for Economic Studies with the US  
384 Census Bureau estimated almost 60 percent of the employed citizens in Henrico County  
385 work outside of the County. Additionally, 67 percent of the workforce employed in the  
386 County lives outside the County. So this shows that the workforce of the Richmond  
387 region is already interconnected and does not currently have an issue with crossing  
388 jurisdictional boundaries to find employment.

389  
390 While it is possible for Henrico County to supply the housing demand created by the  
391 projected job increase, it would not be consistent with the other principles of the report,  
392 mainly the proximity of housing to employment centers. Henrico's largest job center and  
393 likeliest location for employment increases is the Innsbrook area. With the diminishing  
394 amount of land available for new housing development in the western portion of the  
395 County, especially for detached single-family style development, it is likely future  
396 employees might seek this housing elsewhere. Jurisdictional boundaries in the  
397 Richmond region are very fluid, and it is not expected that if job centers are near the  
398 edge of one locality there will not be spillover into other localities closely adjoined. This  
399 map shows the location of the Innsbrook amendment that we did. As you can see, as  
400 we're running out of land for single-family in the western portion of the County, the

401 likeliest place for a single-family development would be the eastern portion. They  
402 recommend being in close proximity to the job centers. While we don't foresee a lack of  
403 jobs in the eastern portion of the County, we realize that the majority of jobs will be in the  
404 western portion of the County. To have someone drive that far is contradictory to their  
405 tenets. So we find a problem with that.

406  
407 Even with the dwindling amount of vacant land in close proximity to the Innsbrook area,  
408 Henrico County is working hard to provide opportunities for housing in close proximity to  
409 the job center. The Innsbrook UMU amendment to the Comprehensive Plan has  
410 considerable opportunities for housing development with proximity to the actual job  
411 center and actually ties residential development to commercial development. So as they  
412 develop more non-residential, they can develop more residential, but not until such a  
413 time. So it ties those two together.

414  
415 In conclusion, we find their projections to be consistent with ours, but some of their  
416 findings we do find problems with, as we've outlined here. I can take any questions at  
417 this time if you have any.

418  
419 Mrs. Jones - I do. I'm not quite sure where to start. But I do have a  
420 question, and it's actually a generational one. Being a member of the Boomers, and  
421 looking at statistics of the "graying of this society," and the age shifts, and demographics,  
422 what we're finding with the recession, and coupling that with the financial situation for  
423 many of the older folks in the area—and this is not just Henrico—a lot of folks are staying  
424 in their homes as opposed to going to senior facilities, and we're finding what's called a  
425 "graying of the suburbs," that kind of thing. What kind of generational discussion was  
426 there about the housing needs based on the fact that the population is aging?

427  
428 Mr. Humphreys - They didn't really touch on that.

429  
430 Mrs. Jones - I think they missed something then.

431  
432 Mr. Humphreys - About the only thing touched on was that this report only  
433 reflects new job growth. It doesn't necessarily reflect the demand that will be created as  
434 people retire and other new workers move into the area to fill those jobs. So they said  
435 they were actually—they think there will actually be a greater demand, but that's not  
436 what their report focused on.

437  
438 Mr. Emerson - At the presentation, they did briefly talk about that. And they  
439 said one of the issues with houses was people are aging in place more now, so therefore  
440 they're not necessarily vacating. If they do vacate, they're vacating in the proximity of  
441 where they currently live to maybe a one-level house, or smaller square footage. So you  
442 still have that demand. So kind of a transfer as a new family may buy the bigger house,  
443 the couple with no kids now may move into a smaller dwelling and create that demand  
444 for that smaller dwelling. So that was their response to that.

446 Mrs. Jones - I do think that there is a “tsunami” of population here in my  
447 age group that’s going to shift housing needs dramatically. And I think to ignore that as  
448 part of the equation is probably not wise, but just as an aside.

449  
450 What I’m hearing from you is that statistics obviously lead us many places. We don’t  
451 ever, in my view, want to take lightly market forces and natural demands, as opposed to  
452 having this engineered somehow. I think we provide opportunities through our  
453 Comprehensive Plan. I think we certainly have the process in place to reflect capacity for  
454 the need. But to have all the answers right now—it’s good to try to project, but we all  
455 know that things may take a turn one way or the other. And we have the opportunity to  
456 accommodate that. So I’m not displeased with our approach to this.

457  
458 Mr. Humphreys - Yes, while they didn’t necessarily consider the aging and  
459 “graying” of the suburbs, I think our plan has, in providing opportunities for many types of  
460 housing.

461  
462 Mrs. Jones - Right.

463  
464 Mr. Humphreys - So I think Henrico has done a very good job of examining that  
465 issue and at least laying the groundwork for those opportunities.

466  
467 Mr. Witte - Excuse me. Can you repeat that? I missed the first part.

468  
469 Mr. Humphreys - The first part is about them not looking at it or that we have—I  
470 think we have, in our plan, examined that somewhat and provided those opportunities for  
471 people to go forward and create many different types of houses to handle these different  
472 situations.

473  
474 Mr. Witte - Okay, thank you.

475  
476 Mr. Humphreys - Is that what you were looking for?

477  
478 Mr. Glover - Madam Chairman?

479  
480 Mrs. Jones - Yes sir.

481  
482 Mr. Glover - You know, not too many years ago we were told—and I think  
483 I asked Mr. Emerson last night if he could verify some of that—Henrico County had more  
484 affordable housing than any other jurisdiction in the Richmond region. And the way they  
485 determined that was by HUD’s example of what affordable housing was.

486  
487 The other thing that concerns me when I hear these kinds of reports given by the  
488 organization that gave it, they are selling something that they need. For instance, West  
489 Creek was zoned as approximately 3,500 acres. I believe it is, and it was a ribbon along  
490 the total western line of Henrico County, and one of the things that they haven’t done is  
491 zoned for the workforce that’s going to be necessary there. So what this report is doing is

492 saying Henrico needs to build housing for the secretaries, and the custodians, and those  
493 people that want to work in West Creek. Goochland needs to zone for their needs in that  
494 area because 3,500 acres of industrial/retail has a tremendous demand.

495  
496 Henrico has done, I think, exactly what we needed to do to serve the needs of our  
497 citizens for the quality of life that they've grown used to, for the job market that is here,  
498 and for the playgrounds that we've built. I don't understand how they can come in and  
499 tell us what we're going to need when we are considered, and have been considered the  
500 second best-run county in the nation. Maybe they know something we don't know, but  
501 our Planning Department has always been on top of what needs to be done. Our  
502 projections have been pretty good. As far as the building permits, I believe you said it  
503 was 2,146? Is that what's needed? Did I see a slide that showed that Henrico had a  
504 pretty sizable amount of building permits right here? Is that 2003, 2004, and 2006 that  
505 exceeded the 2,100?

506  
507 Mr. Humphreys - Yes, sir. These were the numbers from our 3-C Report of the  
508 actual units constructed per year.

509  
510 Mr. Glover - That wasn't for housing, single-family or apartments or  
511 condominiums; that was for building permits that were issued, which could have been  
512 the addition for a room on a house, and so forth. Our housing over the years compared  
513 to the adjacent localities and the ones that are contiguous to the river on Southside, they  
514 have exceeded us by 200 or 300 building permits for houses each year.

515  
516 Mr. Humphreys - This slide actually shows the number of units constructed.

517  
518 Mr. Glover - Constructed. And I believe we have what, close to 12,000  
519 already zoned and subdivided lots in Henrico County?

520  
521 Mr. Emerson - Actually it's about 16,000.

522  
523 Mr. Humphreys - I pulled that slide from the budget presentation.

524  
525 Mr. Glover - Well see, you all gave us a 12,000 number last week, I think.  
526 You were speculating. I don't know, maybe you didn't. Maybe I got it wrong. But 16,000  
527 lots that are zoned, but not built upon. Is that correct?

528  
529 Mr. Emerson - Yes, sir, that's correct.

530  
531 Mr. Glover - And they're saying that we're deficient in lots? You see,  
532 sometimes these organizations are telling you what they need, in my opinion. And  
533 they're a good organizations; I'm not knocking them. So I just thought I'd add something  
534 there that maybe it wasn't worth it but—

535  
536 Mrs. Jones - No, thank you Mr. Glover.

537

538 Mr. Glover - —that's what you paid for it, nothing.

539  
540 Mrs. Jones - I couldn't agree with you more.

541  
542 Mr. Leabough - I'd like to make just one quick observation. The assumption  
543 that all the workers need to live in the locality that they work in has huge implications.  
544 There are other localities—I think Mr. Glover just mentioned Goochland and Hanover.  
545 Driving from Hanover to Henrico could be a mile or two for some folks. For others—and I  
546 think the report mentioned this—driving from the West End to Varina is a lot longer of a  
547 commute than driving from eastern Goochland to Innsbrook.

548  
549 The other thing that I have a question about in the report is the estimates for job growth  
550 and the projections around the incomes that people will be making. I don't know if I saw  
551 enough detail around that to be confident in the number of affordable units that they  
552 estimate.

553  
554 Mr. Humphreys - Yes, we looked more at the larger picture of the actual jobs  
555 and the overall housing than they did. I think once you start getting into more and more  
556 detailed projections of what's going to be needed, you end up missing the mark in many  
557 cases.

558  
559 Mr. Leabough - Yes, I mean, when we look at the White Oak Technology  
560 area, yes, you'd need to look at the types of jobs that that would produce and the  
561 incomes that people would like to make, and then estimate housing production around  
562 that. But to look at it at a micro level has huge implications.

563  
564 The other thing is the implications of concentrating certain types of units and what  
565 happens to existing product in that area. For instance, if we start just looking at only  
566 building apartments or only building townhouses, what the implications of doing that has  
567 on other existing developments in the community, and the community as a whole. So  
568 you can't just say let's build all new townhomes or let's build all new apartments without  
569 looking at the area and the region comprehensively. It has huge implications. And I think  
570 this report misses the mark on that. It just says here the number of units that you need,  
571 but it doesn't look at how those units fit within the larger fabric of the region, which is  
572 critical. So I think the report is okay, but housing production is a market-driven thing; we  
573 don't drive the market around producing units.

574  
575 Mr. Branin - If you'd also take this for what it is, okay? Does anybody have  
576 a rough guess of how many people work in the City of Richmond in downtown? Meaning  
577 for the state government, for the banks and so forth.

578  
579 Mr. Glover - I think I remember back some years ago it was like 85,000.

580  
581 Mr. Branin - Eighty-five thousand. And out of that 85,000, there are  
582 probably 10,000 that actually live in the city. So where are they going to put that other  
583 75,000? They also referred to single-family dwellings. Where are they going to put them

584 in the City? Not just looking at what they're saying Henrico needs to do, what's the City  
585 going to do with this?

586  
587 Mr. Glover - I think Henrico has more jobs, and people coming to work in  
588 Henrico than we have leaving Henrico to work somewhere else. And that may be where  
589 they're making this statement that we need more. But that's why the 4 percent meals tax  
590 would be so attractive. These people coming here to work have got to eat somewhere,  
591 and so most of them will eat in Henrico, and 40 percent of that 4 percent is paid by  
592 somebody that lives somewhere else. Thank you very much.

593  
594 Mr. Branin - Mr. Glover, just as a side note, I ran into the mayor of the City  
595 of Richmond last night who was eating dinner in a restaurant. And I said, "Are you  
596 enjoying your dinner?" And he said yes. And I said, "Did you come to Henrico County  
597 because we don't have a meals tax, or do you just like the restaurants in Henrico  
598 County?"

599  
600 Mr. Glover - Be nice.

601  
602 Mr. Archer - Madam Chair, if I can make a couple remarks, and Mr. Glover  
603 might remember this. About sixteen, seventeen years ago, we were in the process of  
604 having the Motorola plant constructed. We went on a tour, you might remember,  
605 Mr. Glover. We had toured the plant. And at that time it was just driving piles in the  
606 ground. But out of the Motorola plant, there were supposed to be all of these ancillary  
607 businesses that were coming. We were going need people to make uniforms. We were  
608 going to need people to make special boots to wear in the factory. We were going to  
609 need people to clean their uniforms and clean the boots, and we were going to need  
610 office space, and we were going to need trucking companies to transport the chips that  
611 were being made at the factory. And at that time memory chips were like \$100 a  
612 megabyte. If you bought four megabytes of RAM, it would cost you \$400. Sometimes it  
613 became even more expensive.

614  
615 Well, needless to say the Motorola plant doesn't even exist anymore and hasn't for some  
616 time. So all of these things that we were supposed to rezone to take care of all these  
617 ancillary businesses, some we did and some we didn't, but it's all sort of just sitting there.  
618 It never came to fruition.

619  
620 And I remember once having a discussion with somebody about—I can't think of the  
621 name of the office project now. This was before urban mixed-use came about. They  
622 wanted us to do some zoning that was essentially mixed-use zoning. The thought was  
623 that people who worked at these offices would need apartments and townhouses right  
624 next door so they could essentially walk to work. And that never came about.

625  
626 I just thought I'd add that to what the discussion has been this morning to say that we are  
627 evolving constantly. As fast as we plan for something, by the time we get it done, we've  
628 moved to the next level. So anyway, for whatever that's worth I just thought I'd throw it  
629 out. We've been there before.

630  
631 Mr. Glover - Mrs. Jones, one of your predecessors on the Planning  
632 Commission some years ago, Steve Catlett, made the statement that we needed to start  
633 going up with our development. And I think he made a good statement. That was twenty-  
634 five years ago. We're beginning to do that a little bit now as we have a fifteen-story  
635 building where the old Suburban apartments were. You have a 12- or 15-story in the  
636 Three Chopt District out there on Broad Street. And then you have the 197- or 200-foot  
637 height. I think that's what we need to look at for the future. The Planning Commission is  
638 the lightning rod for all that, and I think you all will probably end up having to look at  
639 buildings more than forty-five feet high in the future. Hopefully, your tax base goes up  
640 instead of out. I think Steve Catlett was correct, although it's taken us twenty-five years  
641 to get there. He was a visionary. He knew more about planning than anybody to sit on  
642 our Planning Commission, but I never gave him credit for it because he used to give me  
643 a hard time. But the high-rise I think is something—we'll call it a high-rise—that we need  
644 to look at. And like I said, the Planning Commission, you're the lightning rod for doing  
645 that, and the planning staff. We're beginning to do it. And I don't know that we're getting  
646 that much grief over it.

647  
648 Mrs. Jones - I think Planning obviously takes into consideration good  
649 principles trying to meet what are our projected needs, but whoever just used the term  
650 evolving, it has to be an evolving process because it has to reflect market needs, County  
651 needs. I'm not saying these kinds of statistics aren't helpful, but I just don't think that they  
652 should be taken as rules. That's not their role, and that's not our role. So, I applaud the  
653 thought that goes into something like this. We can gain some interesting perspective  
654 from it, but I think we need to make our plans and consider our cases based on the  
655 good, sound principles we've always used and reflect the best for the County as in our  
656 Comprehensive Plan and other reviews.

657  
658 Mr. Glover - I'll make one more comment. We're good, and if you don't  
659 believe it, just ask us.

660  
661 Mrs. Jones - Mr. Glover, thank you for that.

662  
663 Mr. Leabough - Just one other comment, and Mr. Humphreys, you may have  
664 mentioned this. In the report it says that the region will need renters that can rent units  
665 for less than \$885 per month. But the report does not offer any solutions as to how you  
666 subsidize rents to that level. In talking to some of the developers in the room, they  
667 cringed at that price point. So I'll just make that point as well. It says, "up to a hundred  
668 and seventy-five," so \$175 or \$200 is the ceiling that they're projecting. And without  
669 some significant subsidy, I don't see how you achieve that.

670  
671 Mr. Humphreys: I think a lot of what we see is two kids that graduated from  
672 college move in together and they can afford those higher rents because it brings it down  
673 for each of them to under \$800. That's what I did when I graduated college. That's what  
674 a lot of people are doing. Once again I'll say that our job is to provide the framework for



675 all these different housing options and for the market to work properly, and I think it's  
676 doing so. And I think we do a good job of that.

677  
678 Mrs. Jones - Other comments?

679  
680 Mr. Witte - I have one. I agree that going up is the way to go, but we  
681 have to kind of caution ourselves to not overburden our roads, our schools, and our  
682 public safety. If you put 2,000 units in a high-rise, and figure at least 500 of those will be  
683 children in the 2,000 units—even if there are seniors in the high-rise with no children,  
684 you're still going to have basically an elementary school in a high-rise.

685  
686 Mrs. Jones - All those impacts are important to consider, of course. Other  
687 comments or discussion points? Mr. Humphreys, thank you.

688  
689 Mr. Emerson - Thank you, Madam Chair. I did want to bring this information  
690 forward to the Commission because I'm certain you will hear it at the Planning District  
691 Commission and other places. I wanted you to be aware of our thoughts regarding it.

692  
693 The next presentation will be made by Mr. Jonathan Steele. It's about something I'm very  
694 excited about, and I hope all of you share this as well. It's an outgrowth of our portal and  
695 our laptop initiative. As you know, I've talked to you about it several times, the iPad  
696 initiative, and hopefully where it will take us in the future. But we will be rolling this out  
697 next month and trying to meet with each of you individually. I thought it was a good time  
698 to bring in Jon and let him explain to you what we've done and where we are.

699  
700 Mrs. Jones - Good morning, Mr. Steele.

701  
702 Mr. Steele - Good morning, Madam Chair. Good morning, members of the  
703 Planning Commission. I am going to attempt to run this presentation on an iPad since  
704 we're talking about iPads. So, we'll see how that goes.

705  
706 So I'm here today to briefly discuss the iPad initiative we've been working on over the  
707 past couple of months. We've been kind of talking about it for a little over a year, but  
708 we've actually really been working hard on it the last couple of months, and we're getting  
709 very close to being able to roll these out. I do have a couple of examples that I'll hand  
710 out, if you don't mind, just so you kind of touch and feel. Unfortunately, we have to take  
711 them back today. Sorry. But I figured we'd let you at least see them.

712  
713 I'll basically be touching on why we're undertaking this initiative, the tools we're using,  
714 and when we'll officially roll it out. And I'll wrap up with just a brief demo. And I'll be more  
715 than happy to take any of your questions at any time during the presentation.

716  
717 Before I begin, I did want to thank Susan Moore. She's going to be mad at me later, but.  
718 She's really been working hard behind the scenes on getting these set up, and kind of  
719 figuring out all the tweaks and things we had to do to actually get them running, and  
720 getting everything ordered and all that. I also want to thank the Director of Planning, and

721 I want to thank the Planning Commission for the opportunity to work on this; it's been a  
722 fun project. It's kind of exciting.

723  
724 So why do we go down this road? First, I like to look at our values. This County stands  
725 on strong values. I believe just being a responsible government is huge, and staying up  
726 on technology and being current, to me, is a huge part of that value of just being  
727 responsible. Simply put, we also just need to be more available than ever before. We  
728 need to be more flexible than ever before. We need to be green. We need to be fiscally  
729 responsible. And in order to accomplish all these things, I feel that we need to be more  
730 mobile, and hence the iPad.

731  
732 So, what tools will we be using? Well, obviously, the iPad. We chose the iPad after  
733 careful consideration. We looked at a lot of the products on the market from  
734 smartphones to laptops. We kind of settled on a tablet form. For all the documents that  
735 the Planning Commission reviews and things, the tablet is just big enough to be able to  
736 see everything, but it's also small enough to be able to just tote around and not be a  
737 cumbersome device. We did look at a lot of other manufacturers. We did settle on the  
738 iPad for many reasons, but some of the primary ones are we just felt like it was the most  
739 stable; it very rarely ever crashes or locks up, which is a good thing. It's very durable;  
740 they build a very high-quality product. They're sleek. They're extremely powerful. They  
741 have a lot of storage. And they have a proven track record. One of the things I like about  
742 them is they're really just easy to use. They do take some getting used to, but they're  
743 really just easy to use. And on top of that, the Board of Supervisors has been using them  
744 I think a little less than a year. Correct me if I'm wrong. And we really wanted to be as  
745 consistent as possible with the Board. So those are some of the reasons we chose it.

746  
747 There are some drawbacks to the iPad. They don't play well with others, and that's just  
748 the inherent nature of the business today. I think it's so competitive with Google, and  
749 Microsoft, and Apple. So you will find some issues, one being Adobe Flash, which is kind  
750 of a plug-in that goes into a lot of websites; a lot of video feeds use Flash. The Apple  
751 devices will not run Flash. So you will find websites where you cannot work with some of  
752 the features on the websites, and we just have to work around that the best we can. One  
753 of the things we're doing is just trying to build sites that don't use Flash, things that we  
754 provide as resources. But you will run into that issue.

755  
756 Some of the other things to consider is Apple builds devices that are very what I consider  
757 more personal in nature. They're kind of one person owns it, one person kind of  
758 manages it, unlike a computer where you can have multiple people kind of accessing  
759 that same computer, and you can log in and each of you can have your different screen.  
760 Apple devices are more "one user." You can have multiple users, but it's customized for  
761 that one user. It's just something to take into account. While from a business standpoint  
762 in deploying these out to staff and having these kind of take on the role of a laptop  
763 doesn't really work for us, but for this purpose, we feel like the iPad is a great fit. It gives  
764 you the ability to view and annotate very easily, any document. It allows you to manage  
765 your e-mail very easily, both in creating e-mails, erasing e-mails, or editing e-mails.  
766 Researching cases, I think it's really going to be a value there. We are going to be

767 providing—and I'll demo this in a few minutes—a customized GIS application for the  
768 Planning Commission that will hopefully be very streamlined, and you'll be able to get to  
769 some information that—currently you can find some of this information on the County's  
770 GIS application, but this is going to be more streamlined for the Planning Commission  
771 and hopefully provide you with real-time information that will be helpful when you're  
772 doing your research and trying to understand the areas of citizens' concerns. I'll demo  
773 that in a few minutes. We're still working on that, but it is up and running a little bit, so we  
774 can show that.

775  
776 If you're not familiar with Apple's mobile devices, they will take some getting used to.  
777 However, like I said before, the good news is they're fairly easy to use, and they're really  
778 intuitive. Once you get the hang of it, it kind of spells itself out. And we'll always be there  
779 to help you.

780  
781 The next tool we'll be using is a cloud service. Everybody's heard of the cloud. You  
782 know, we hear commercials. We're actually going to be using a service that allows us to  
783 publish Planning Commission documents such as the agendas, and the minutes, and  
784 things of that nature. What we're using is a product called Dropbox. And I believe the  
785 Board of Supervisors is using the same product. It's really easy for us to be able to  
786 publish documents out to Dropbox. And as long as the iPad has an Internet connection,  
787 those documents immediately become available on the iPad. So all five, six iPads will  
788 immediately have the latest agenda on it once the Planning Department posts that  
789 agenda out. So I think that will be far superior to what we do today with some of our  
790 deliveries and things where you have to wait on it. It will be immediate and you'll have  
791 that. If we update it, you'll have that immediately. So we look forward to that. It allows us  
792 to do that with very few resources, one staff member and no paper. It's all electronic, so  
793 that's great.

794  
795 This is a snapshot of Dropbox. It's very similar to a Windows Explorer where you have  
796 folders and you have documents you just click on. I apologize. I don't know if it's running  
797 off the screen on your screen.

798  
799 Mr. Emerson - It is.

800  
801 Mr. Branin - It is.

802  
803 Mr. Steele - It is running off? It's not running off on this one. I'm not sure  
804 what that is. We'll have to work on that with the iPad. But it's very streamlined.  
805 Everything is going to be right there available to you. It's going to be set up very similar  
806 to the Planning Commission portal that we have currently with the folders on the side. So  
807 hopefully the look and feel will be the same.

808  
809 As I mentioned, we'll be moving towards a GIS application just to help with case  
810 research. We'll be using the County e-mail. I know some of you use different sources of  
811 e-mail. The iPad will come set up already with your County e-mail directly. All your

812 contacts and everything within the County will be available. We're also implementing the  
813 Verizon cellular service on the iPads, so they will have access—oh, yes sir.

814

815 Mr. Branin - Let's back up.

816

817 Mr. Steele - Okay.

818

819 Mr. Branin - All of our contacts will be already preloaded?

820

821 Mr. Steele - Yes.

822

823 Mr. Branin - When you say that, what are you referring to, the directory?

824

825 Mr. Steele - Internal. Internal County directory.

826

827 Mr. Branin - All the County?

828

829 Mr. Steele - Yes, sir.

830

831 Mr. Branin - The County directory.

832

833 Mr. Steele - Yes, sir. And you can add your personal contacts.

834

835 Mr. Branin - I was just wondering what contact list it was going to be.

836

837 Mr. Steele - It would just be our global address book for the County

838 employees, yes.

839

840 Mr. Branin - Thank you.

841

842 Mr. Glover - And if you put your personal contacts, they become global

843 also.

844

845 Mr. Witte - Oh, is that right.

846

847 Mr. Glover - Oh, yes. Anything that's personal that you put on there

848 becomes global. So I don't put anything personal.

849

850 Mr. Steele - So we're also putting in the Verizon cellular on the iPads. So

851 you will have Internet access no matter where you are, as long as you're within a Verizon

852 communication tower. I use Verizon and they have excellent service, certainly in the

853 County.

854

855 Mr. Glover - Are you going to provide routers, because iPad does not—a

856 hardwired router does not—an iPad doesn't work with that, I understand.

857

858 Mr. Steele - A hardwired, no sir. It would have to be a wireless.  
859  
860 Mr. Glover - Are you going to provide wireless?  
861  
862 Mr. Steele - They have wireless built-in, so you don't have to have—  
863  
864 Mr. Glover - I need to get one of yours because it's not built-in on mine. As  
865 a matter of fact, I have mine upstairs. I brought my little wireless router in to see what's  
866 wrong, because I can't get anything at my house.  
867  
868 Mr. Steele - That was one of the concerns we kind of took into account  
869 early on, was how can you make this device as useful as possible. And it was worth the  
870 cost to make it so you could take it anywhere you want, and you can get all of your  
871 Planning Commission information. You're not going to have to go to McDonald's or  
872 Panera to get your e-mail or anything like that. You can, but you don't have to.  
873  
874 Mr. Emerson - What we did, Mr. Glover, none of the Planning  
875 Commissioners are taking advantage of the cell phone that we have the ability to  
876 provide, so we took those funds and put a wireless card into the iPads for them.  
877  
878 Mr. Glover - That's good.  
879  
880 Mr. Emerson - So that's why.  
381  
882 Mrs. Jones - One of those little plug-ins?  
883  
884 Mr. Emerson - No, inside.  
885  
886 Mrs. Jones - It's within. So you don't have to plug in any device.  
887  
888 Mr. Emerson - No, it's within the device.  
889  
890 Mrs. Jones - Is it unlimited data?  
891  
892 Mr. Emerson - Yes.  
893  
894 Mrs. Jones - Wow.  
895  
896 Mr. Leabough - That's huge.  
897  
898 Mr. Glover - Interesting enough, I have the Dropbox right here.  
899  
900 Mr. Steele - That is one of the neat things about Dropbox is you can put it  
901 on all your devices. It doesn't matter whether it's a smartphone or a personal computer.  
902  
903 Mr. Glover - It is a great feature.

904  
905 Mr. Emerson - I think these will be a very powerful tool for you in terms of  
906 information dissemination, your ability to do research. If you go out of town we get things  
907 to you. There's just a plethora of things.  
908  
909 Mr. Glover - That's the drawback that you can get—  
910  
911 Mrs. Jones - We can run but we can't hide? Is that what you're saying?  
912  
913 Mr. Emerson - That is the drawback. Once you're comfortable, we may get  
914 to the point that we wouldn't necessarily have handouts at the meeting. We would load  
915 them into your Dropbox, and you would walk in and just open them up on your iPad.  
916  
917 Mr. Glover - Of course you couldn't put those on your telephone because  
918 it's awful small.  
919  
920 Mr. Emerson - Yes sir, that's correct.  
921  
922 Mr. Glover - But you can expand it and zero in.  
923  
924 Mrs. Jones - I'm sorry, we kind of cut you off in midsentence and now the  
925 questions are coming but—  
926  
927 Mr. Steele - That's fine.  
928  
929 Mrs. Jones - I realize there are limitations to this since it's not a computer.  
930 But how about storage as far as in e-mail, for instance. I create folders to keep e-mails  
931 about different cases that I feel need to be kept. Because this is all in the cloud, I will be  
932 fine with storage capacity, correct?  
933  
934 Mr. Steele - You will be fine on the cloud in Dropbox. You will also be fine  
935 on the actual iPad itself. You will be able to store PDF documents and read them. You'll  
936 be able to store any type of reports right on the device. And the good thing with Apple  
937 devices is you can then share those. If you have an iPhone or any other Apple device,  
938 you can actually share those across all those devices. So whatever you put on this  
939 device will immediately show up, and that'll take some getting used to and getting the  
940 hang of.  
941  
942 Mr. Emerson - But that storage doesn't actually sit on the iPad, correct?  
943  
944 Mr. Steele - The agendas and things do not. However, if you have your  
945 own reports and your own research that you're doing, you can store that directly on the  
946 iPad.  
947  
948 Mr. Branin - Which iPad is that?  
949

950 Mr. Steele - And we'll train on that. It's the latest release. I'm not sure if it's  
51 an iPad 4. They've stopped using numbers.  
952  
953 Mr. Branin - How many gigs on it?  
954  
955 Mr. Steele - I believe it's thirty-two.  
956  
957 Mrs. Jones - My son, who works with Microsoft, is beside himself with this.  
958 However, I am thrilled to have this whenever you let us have this. I guess the question  
959 becomes, how does this—will we synch—in order to get information on it, does it go  
960 through the portal, or are we bypassing the portal now?  
961  
962 Mr. Steele - We will be bypassing the portal to a point. The Dropbox  
963 feature will become your portal, if you will. And your e-mail will already be directly on  
964 there. The portal was kind of a "phase one approach" in getting electronic, and starting  
965 down that road. This really becomes your all-in-one product; it does all for you. And  
966 Dropbox, you'll see—I'll demonstrate that in a few minutes, but Dropbox looks very  
967 similar, other than the colors and some of the titles. It really is the portal that you're  
968 familiar with today.  
969  
970 Mrs. Jones - Okay. All right. Thank you.  
971  
972 Mr. Steele - So the next group of tools that will be available—and again,  
973 these are things that we'll have to work with and just see how the Commission wants to  
974 utilize it. But you'll have access to FaceTime, which is a video conferencing capability on  
975 an Apple device. It doesn't work so well if you're trying to conference with somebody on  
976 another device. But as long as you're going from an Apple device to an Apple device,  
977 FaceTime works really well. So you'll actually be able to see the person you're talking to.  
978 Skype will be available as well. That will allow you to communicate with folks beyond  
979 devices. It won't matter what device they're on.  
980  
981 Mrs. Jones - But, Skype and Messenger are now synched, right?  
982  
983 Mr. Steele - And Messenger?  
984  
985 Mrs. Jones - Yes.  
986  
987 Mr. Steele - I'm not sure on that. You're talking about Microsoft's  
988 messenger. That may be. I believe they are; it's very intertwined. I know the last time I  
989 did Skype it was asking me for all kinds of information regarding my Microsoft accounts.  
990 And I put on here messaging. Apple has its own text messaging application, so you'll be  
991 able to actually text-message with each other or with employees. Mr. Emerson will have  
992 an iPad as well, so we have that ability to communicate through texting, if necessary.  
993  
994 Mr. Branin - Will we be able to FaceTime with the Director?  
995

996 Mr. Steele - That would be between you and the Director.  
997  
998 Mr. Branin - As long as I can FaceTime with Joe, I'm okay with it.  
999  
1000 Mr. Emerson - I would caution you a little bit about the messaging if  
1001 somebody had the idea of setting up a group message. I believe that you would be  
1002 violating some Freedom of Information Act type things if you had more than two people  
1003 in a group message at a time. That's just a little warning.  
1004  
1005 Mrs. Jones - How is that different from an e-mail?  
1006  
1007 Mr. Emerson - Well, it's not. The way group messaging works, you could  
1008 have an ongoing conversation between several of you. You could do the same thing with  
1009 e-mail but it—there are some various different opinions out there. I just wanted to throw  
1010 that out as a caution. We'll talk to the attorneys a little bit about it, but you just need to be  
1011 aware.  
1012  
1013 Mr. Branin - I don't do group talk with anyone.  
1014  
1015 Mr. Steele - We'll definitely have to learn as we go, and figure out what's  
1016 appropriate and what's not with the devices.  
1017  
1018 One of the other features we'll be adding is access to the public library. You'll actually be  
1019 able to check out ebooks. If you need to do any research or anything of that nature, you'll  
1020 have access to that. That's fairly easy to manipulate. The program will already be on  
1021 here; it'll already be set up. And then we'll do some training on how to actually check out  
1022 books and things like that.  
1023  
1024 So when are we looking at rolling these out? The end of April we will be doing individual  
1025 training. We are working on scheduling that now. Ms. Regina Hill will be contacting you  
1026 to set that up, and we'll just meet with each of you individually, and we'll just go through  
1027 all of the features and answer as many questions as we can. And we'll try to have a  
1028 detailed user manual as well. You will take it from that point on. And we will spend the  
1029 month of May testing and just getting used to it, both for the Planning Commission, and  
1030 our staff getting the documents loaded. So we may work through some of the issues and  
1031 kinks in the process. And then our hope is in June, this will become just part of the daily  
1032 ritual for us. We'll be loading to Dropbox, and your e-mail will be available to you.  
1033  
1034 If there aren't any questions there, I can move into a demo.  
1035  
1036 Mr. Leabough - Quick question, and you may not know the answer to this, or  
1037 you may have said it already. How much will we be saving, potentially, in cost of paper  
1038 and—  
1039  
1040 Mr. Glover - A dollar and a quarter.  
1041



1042 Mr. Steele - We do have some figures on that; I do not have them in front  
1043 of me.

1044  
1045 Mrs. Jones - But it's significant.

1046  
1047 Mr. Leabough - I'm sure it will be huge because of the amount of paper that  
1048 we receive on a biweekly basis is just tremendous. And if there are any addendums, the  
1049 cost of mailing things out. Staff time for delivering packages. So I'm sure that they more  
1050 than pay for themselves.

1051  
1052 Mrs. Jones - I have an awkward question. I'm out of town a lot, and  
1053 therefore, schlepping multiple devices with me as I go is not great. This is being issued  
1054 to me as a member of the Planning Commission for my use in a business context. To  
1055 avoid having to take multiple devices, if I access personal e-mail on this and do personal  
1056 research for something non-Planning Commission related, my assumption—I want to  
1057 understand if I am correct in this—is that because there is unlimited data access it is not  
1058 adding expense to the County should it be used more than just for County business. And  
1059 what is the approach that we should have to this device with County versus personal  
1060 business?

1061  
1062 Mr. Branin - I would make one recommendation to you. What Joe and I  
1063 have been sitting here talking about, is having multiple devices, right? Your first initial  
1064 jump would be, oh, this will do everything I need. But always keep in mind that anything  
1065 you do on that becomes public knowledge, and can be reviewed and scrutinized at any  
1066 time. So if you do choose to do personal information, look up for something other than  
1067 the County, is that wrong? It may not be wrong, but, if something did come up, would  
1068 that be looked at in a negative sense, because you're using County equipment and  
1069 County data usage for personal. So that's the only thing I would advise.

1070  
1071 Mr. Emerson - The only issue that I would see that I would caution you about  
1072 is that any e-mails and things actually become FOIA-able, so you do need to be careful  
1073 with that in terms of your personal e-mail. If there's something in there that you wouldn't  
1074 want to become public, you probably wouldn't want it on this machine. As far as doing  
1075 research, it's unlimited data so I've been told that's really not a problem if you want to go  
1076 on the Internet or pick up maps. You're on your way to Williamsburg or something, you're  
1077 carrying it with you, and you need to know where a place is, that's not a big deal. It's  
1078 unlimited data, so it's not costing the County for anything additional. We want you to  
1079 have them with you so you can be able to receive information.

1080  
1081 So the only caution that I would have to you is what Mr. Branin and I were talking about.  
1082 If you do have personal e-mails, you're are involved in other things that you might not  
1083 want to be available for public consumption, it can get a little sticky in terms of well, yes,  
1084 it's on this but it's my personal, versus being public, that can get a little sticky from time  
1085 to time. So I would caution you to try to keep those separate if there's something you  
1086 would be concerned about. If it's just an e-mail to your husband to pick up bread and  
1087 milk on the way home, I wouldn't worry too much about it.

1088  
1089 Mr. Branin - The example I gave Mr. Emerson was, in my business e-  
1090 mails, personal e-mails because they're actually one in the same. I have my office ask  
1091 me for reference and pricing for different things, okay? Well, that's personal company  
1092 information that's on my e-mail. And if I chose to use my personal e-mail on a County  
1093 piece of equipment, then now that's public information.  
1094  
1095 Mr. Emerson - But there is another way to do that. Let's just use Verizon as  
1096 an example. If you have a Verizon e-mail account, or any other account, you can just go  
1097 in through Safari and sign on to that server for Safari. It's not on that machine; you're just  
1098 using it to access that server. So, therefore, it wouldn't be on that machine.  
1099  
1100 Mrs. Jones - It's really the same situation I have now with my smartphone.  
1101 Everything from one device. I just needed to ask a question. I certainly don't want to do  
1102 anything untoward.  
1103  
1104 Mr. Emerson - Right.  
1105  
1106 Mrs. Jones - Okay, all right.  
1107  
1108 Mr. Steele - I'll just add to that. Because it's a County device you will be  
1109 bound to the County technology policy. And with that comes restrictions on certain  
1110 websites and certain materials, that type of thing. Other than that. I'll go back to Mr.  
1111 Humphreys' presentation about how the County has to evolve with land. I think with this  
1112 technology concept, you know, the world around this is evolving quickly. And I think we  
1113 will evolve with it and we'll figure out—I think your Technology Department is coming to  
1114 grips with this. Our Board of Supervisors is coming into this. I think we'll slowly evolve,  
1115 and I think the policies will loosen up a little bit. We want these devices to be used. We  
1116 want them to be useful to you. And I think each of you will use it differently, and that's  
1117 okay.  
1118  
1119 Mr. Emerson - We're not the only public bodies using these now. The  
1120 General Assembly is using them. Fredericksburg City Council was one of the first groups  
1121 that jumped on this when it came out. We kind of held back. We wanted to see what kind  
1122 of problems other people ran into. And that's why we were just a little bit later getting into  
1123 this. That and we wanted to make sure we could develop it to where it was a useful tool.  
1124 We weren't sure that we didn't want to go with a Microsoft tablet. Actually, that's one of  
1125 the reasons we waited before we purchased these because the Microsoft tablet didn't  
1126 have firewall issues and things that IT has with the Apple product, and actually  
1127 dovetailed into our business applications, because we're very Microsoft business-  
1128 oriented. But at the end of the day when that came out, it still wasn't comparable to what  
1129 you could do with this.  
1130  
1131 Mrs. Jones - That's what it's all about.  
1132

1133 Mr. Leabough - The new technology for Microsoft is terribly expensive, I  
34 believe. I think they're like a thousand bucks.  
1135  
1136 Mr. Emerson - I think for the money and the usability, this is it. In years to  
1137 come, we're going to be very based in things like this, both personal and professional.  
1138  
1139 Mr. Archer - The information comes very quickly; Mr. Branin can attest to  
1140 this. I just Googled his name and found out that in the Douglas Freeman High School  
1141 graduating class of 1987, he was voted the boy with the most school spirit.  
1142  
1143 Mrs. Jones - Oh, these are going to be fun.  
1144  
1145 Mr. Branin - Yes...yes, I was. And now I have the most Henrico County  
1146 team spirit.  
1147  
1148 Mr. Emerson - And how spirited were you?  
1149  
1150 Mr. Archer - I think there's more to that, but I'm going to leave it alone.  
1151  
1152 Mr. Emerson - With that, I won't spend too much time going through the  
1153 device, but I did want to show some of the basics. With your mail, it's really just a click of  
1154 an icon, and your County e-mail comes up right away. And you can easily respond to e-  
1155 mails. And we'll train you on this in how to actually manipulate the mail and how to create  
1156 new mail, and respond, and forward e-mails, and attach documents, and those types of  
1157 things.  
1158  
1159 One of the neat features with the iPad is it does come with a very high-definition camera  
1160 in it. So you'll actually be able to take a picture of a scene or something out in the field. If  
1161 you're out and have a question on something, you'll be able to easily get that to staff.  
1162  
1163 Mrs. Jones - Good.  
1164  
1165 Mr. Steele - Your calendar feature will also be on here. You will be able to  
1166 keep track of—we'll help keep track of some of the main business functions of the  
1167 Commission through our calendar for your Outlook calendar. But you'll also be able to  
1168 input your own meetings or things.  
1169  
1170 Mr. Branin - What is the passcode?  
1171  
1172 Mr. Steele - PC, for today. I tried to keep it easy.  
1173  
1174 Mr. Steele - Dropbox is one of the ones I wanted to show you. Again, very  
1175 similar to the portal. You'll have folders that you'll manipulate through, and it just takes a  
1176 little bit of getting used to, of going forward and backwards like a web browser. But you'll  
1177 have all your meetings. This looks exactly like the portal today. So we're at our second  
1178 meeting today. You'll have your agenda. You can open up the current agenda. You can

1179 scroll through it. You can zoom in. You can actually do a text search if you need to. So  
1180 there are a lot of features there. You can look at all the different pages.

1181  
1182 And one of the drawbacks to the iPad is the hyperlinks that we use today from your  
1183 agenda to then link to your case maps and staff plans, currently the Adobe Reader  
1184 application in the iPad does not support hyperlinking. So, currently we are just providing  
1185 those in a separate folder, so you'll have to actually open those individually to look at  
1186 them. So not a major issue, but it is a little bit of a drawback. And then you'll be able to  
1187 actually view. You can hit this little arrow there and you can go full screen. You'll be able  
1188 to zoom in on plans and actually view the detail. We are going to provide an application  
1189 that will allow you to actually mark these plans up and put comments on them. And then  
1190 you'll be able to e-mail those back to staff. If you have a question or if you have a  
1191 concern, you'll be able to - yes, sir.

1192  
1193 Mr. Witte - Will we be able to highlight sections?

1194  
1195 Mr. Steele - Yes, sir.

1196  
1197 Mr. Witte - Okay. Go back a minute and a half. What's a hyperlink?

1198  
1199 Mr. Steele - A hyperlink is where you can just click on a certain text and it  
1200 jumps over to another document or a website or something of that nature. I apologize for  
1201 that.

1202  
1203 So I did want to show you this. Everything will be in color. So we're hoping that that's an  
1204 improvement upon the current packet you're getting today. Obviously some of the  
1205 drawbacks are this is all electronic, it's not paper. You don't have some of that flexibility  
1206 as with paper. So that's Dropbox.

1207  
1208 And then I did want to show you and demonstrate the GIS application that we are  
1209 working on. This is a rough version of it, but this kind of allows you to zoom into the  
1210 County. We are displaying just a random amount of case points at the moment. All the  
1211 triangles and circles have different meanings. The blue circles are Plans of  
1212 Development. The red triangles are Rezoning cases. But we're going to provide  
1213 information where if you just tap on a case, you'll actually be able to get some  
1214 information about that case. And this is flexible. This is very little information that we're  
1215 showing currently, but we can build upon this. You'll be able to search by address. I'm  
1216 just going to pick the County complex. It will zoom right to the address you put in. So if  
1217 somebody's calling you and they're asking about something, you can actually real-time  
1218 look at it.

1219  
1220 This four-square little icon - at the time there is actually going to be map themes. So,  
1221 currently we only have a parcel map and we have an aerial. We will also be adding  
1222 zoning and future land use, so you'll be able to quickly see what the proposals are in that  
1223 area. You'll be able to search by case number. You'll be able to search by a GPIN and a

1224 parcel number. You'll be able to search by an intersection. So if you need to just get in a  
1225 location somewhere, you'll be able to do that.  
1226  
1227 With that, that concludes my presentation, but I'll be glad to answer any questions.  
1228  
1229 Mr. Archer - I have a question; I guess it's for Mr. Emerson. Will we be  
1230 required to take these when we are away on vacation and so forth?  
1231  
1232 Mr. Emerson - We would strongly encourage you to keep them with you, but  
1233 you don't have to, no sir. We'll leave that up to you. As Mr. Glover noted, that's one of  
1234 the detriments as well.  
1235  
1236 Mrs. Jones - It's a little big for the golf bag, isn't it?  
1237  
1238 Mr. Archer - When I'm away on vacation, there is stuff I'd rather not have.  
1239  
1240 Mr. Emerson - That's perfectly fine.  
1241  
1242 Mr. Glover - I haven't taught my wife how to use it.  
1243  
1244 Mrs. Jones - I'm excited about this last feature that you just went over. Not  
1245 having been on the Commission before 2005, there are a lot of things that happened that  
1246 just being able to search on a map, through an address, or whatever and figure out the  
1247 background of the cases is worth a lot to me.  
1248  
1249 Mr. Steele - I will show you that we are bought cases for the iPads. You'll  
1250 have a Bluetooth keyboard with it, so it will be similar to working on a computer.  
1251  
1252 Mrs. Jones - Oh, wow.  
1253  
1254 Mr. Emerson - Just walk it on down, Jon, so everybody can look at it. We're  
1255 trying to make them as useful as possible.  
1256  
1257 Mr. Steele - It closes up fairly small.  
1258  
1259 Mrs. Jones - That is cool.  
1260  
1261 Mr. Witte - When you start training us on this, are you moving in with me  
1262 or am I moving in with you?  
1263  
1264 Mrs. Jones - I can't believe I didn't scare him away with the portal.  
1265  
1266 Mr. Emerson - Now this will allow you to manage your calendar, too, which  
1267 will be a big assist to you and to Regina.  
1268

1269 Mrs. Jones - Except that my calendar on here is not going to be my  
1270 calendar. I don't see this being—don't schedule something based on what you see on  
1271 this calendar.  
1272

1273 Mr. Leabough - I'm not responsible, this says Varina District iPad. Tommy  
1274 held it before I did, so I'm not responsible for what's on there. And that will be my excuse  
1275 the rest of my tenure here. The first thing I saw were pictures of us while we were sitting  
1276 here.  
1277

1278 Mrs. Jones - There's a delete button somewhere. Oh, for Pete's sake.  
1279

1280 Mr. Branin - That's a great picture of you, Bonnie.  
1281

1282 Mrs. Jones - Oh, thank you. This has really been very encouraging. I'm  
1283 looking forward to getting these and working with you to figure out how to use it to the  
1284 best advantage. Are there questions at all?  
1285

1286 Mr. Branin - As we close, Jon, I'd like to see you after the meeting. And  
1287 Mike, I need to see you after the meeting.  
1288

1289 Mrs. Jones - Is that on your calendar?  
1290

1291 Mr. Branin - Yes, it's on my calendar to see them.  
1292

1293 Mr. Archer - It's on the iPad.  
1294

1295 Mrs. Jones - Alright, anything else you need to have us know at this point?  
1296 We thank you very much for your time.  
1297

1298 Mr. Emerson - Madam Chair, that completes everything I have for the  
1299 Commission today.  
1300

1301 Mrs. Jones - Is there anything else forthcoming from the other  
1302 commissioners?  
1303

1304 Mr. Branin - I also need to see Mr. Glover after the meeting. I took a  
1305 picture of you.  
1306

1307 Mr. Leabough - I move that we adjourn, Madam Chair.  
1308

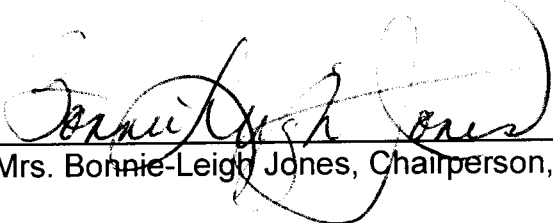
1309 Mrs. Jones - I have a motion from Mr. Leabough. Do I have a second?  
1310

1311 Mr. Archer - Second.  
1312

1313 Mrs. Jones - I have a second from Mr. Archer for adjournment. All in favor  
1314 say aye. All opposed say no. The ayes have it; the motion passes.

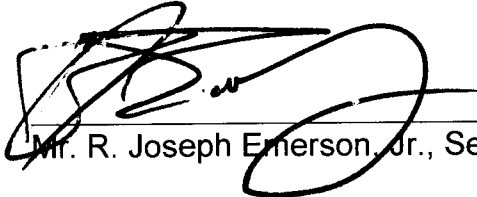
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This meeting stands adjourned.



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Mrs. Bonnie-Leigh Jones, Chairperson, C.P.C.



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Mr. R. Joseph Emerson, Jr., Secretary





## PLANS OF DEVELOPMENT

### 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 water. 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 sewer. 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 **March 27, 2013**, which shall be as much a part of this approval as if details were fully described herein. Eight (8) 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, twenty-one (21) 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 January 2008)**
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 **(Revised July 2007)**.
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 **March 27, 2013**, which shall be as much a part of this approval as if all details were fully described herein. **Five (5)** 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.

**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)**

## SUBDIVISION - CONDITIONAL APPROVAL

### Standard Conditions for Conventional Subdivisions Served By Public Utilities Public Water and/or Sewer (January 2008)

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, twenty-one (21) 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 Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **March 27, 2013**, which shall be as much a part of this approval as if all details were fully described herein.



9. This approval shall expire on **March 26, 2014**, 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.

**Standard Conditions for Conventional Subdivisions Not Served By Public Utilities**  
**(January 2008)**

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, fifteen (15) 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 Department of Planning before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **March 27, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **March 26, 2014**, 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.

**Standard Conditions for Residential Townhouse for Sale (RTH) Subdivisions\**  
**(January 2008)**

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, twenty-one (21) 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 Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **March 27, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **March 26, 2014**, 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.

**Standard Conditions for Zero Lot Line Subdivisions**  
**(January 2008)**

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, twenty-one (21) 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 Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **March 27, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **March 26, 2014**, 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.

## SUBDIVISION - CONDITIONAL APPROVAL

### Standard Conditions for Conventional Subdivisions Served By Public Utilities Road Dedication (No Lots) (January 2008)

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, twenty-one (21) 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 Department of Planning before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **March 27, 2013**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **March 26, 2014**, 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.