

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, May 23, 2018.
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Members Present: Mrs. Sandra M. Marshall, Chairperson (Three Chopt)
Mr. Gregory R. Baka, Vice-Chairperson (Tuckahoe)
Ms. Adrienne F. Kotula (Brookland)
Mr. Eric S. Leabough, C.P.C. (Varina)
Mr. R. Joseph Emerson, Jr., AICP, Director of Planning,
Secretary
Mrs. Patricia S. O'Bannon, Board of Supervisors' Representative

Member Absent: Mr. C. W. Archer, C.P.C. (Fairfield)

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

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6 **Mrs. Patricia S. O'Bannon, the Board of Supervisors' representative, abstains on**
7 **all cases unless otherwise noted.**

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9 Mrs. Marshall - I call this meeting of the Henrico County Planning Commission
10 to order. This is our plan of development meeting for May 23, 2018. At this time, I ask that
11 you please take a moment to silence your cell phones. And please stand and join us as
12 we say the Pledge of Allegiance.

13
14 Do we have anyone in the audience with the news media? We do not. We have Mrs. Pat
15 O'Bannon, our representative from the Board of Supervisors. Thank you for being here.

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17 We are missing Mr. Archer this morning, but do have enough Commissioners present to
18 have a quorum, and we are able to conduct business. At this point, I will turn the agenda
19 over to Mr. Emerson, our secretary.
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Mr. Emerson - Thank you, Madam Chairman. First on your agenda this morning are the requests for deferrals and withdrawals. There are none of those to be considered unless the Commission has some that we were not aware of that you wish to enter. If there are none, next on the agenda are expedited items, and those will be presented by Ms. Leslie News.

Ms. News - Thank you, Mr. Secretary, and good morning members of the Commission. We have six items on our expedited agenda this morning. The first is found on page 3 of your agenda and is located in the Brookland District. This is a transfer of approval for POD-049-86, One Holland Place, Formerly Staples Mill Office Park. Staff recommends approval.

TRANSFER OF APPROVAL

POD-049-86 **CBRE Richmond for REVA Richmond, LLC:** Request for
POD2017-00515 transfer of approval as required by Chapter 24, Section 24-
One Holland Place 106 of the Henrico County Code from Robinson, Wetmore,
(Formerly Staples Mill and Ellis to REVA Richmond, LLC. The 5.99-acre site is
Office Park) – 2235 located at the northeastern corner of the intersection of
Staples Mill Road Staples Mill Road and Waller Road, approximately 1,000
 feet south of Bethlehem Road, on parcel 775-739-0781.
 The zoning is B-1, Business District and M-2, General
 Industrial District. County water and sewer. **(Brookland)**

Mrs. Marshall - Is there anyone present who is opposed to TOA POD-049-86, CBRE Richmond for REVA Richmond LLC? I see no opposition. Mrs. Kotula?

Mrs. Kotula - Mrs. Chairman, I move approval of the transfer of approval for POD-049-86 (POD2017-00515), One Holland Place (Formerly Staples Mill Office Park), subject to the previously approved conditions, on the expedited agenda.

Mr. Baka - Second.

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

The Planning Commission approved the transfer of approval request for POD-049-86 (POD2017-00515), One Holland Place (Formerly Staples Mill Office Park), from Robinson, Wetmore, and Ellis to REVA Richmond, LLC, subject to the standard and added conditions previously approved.

Ms. News - Next on page 4 of your agenda and located in the Three Chopt District is a transfer of approval for POD-120-88, Granville Square, Phase II. Staff recommends approval.

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TRANSFER OF APPROVAL

POD-120-88
POD2017-00108
Granville Square, Phase II
– 3311 Church Road

Chris Tsui for TTT Office Management, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Philip J. Kennedy Jr. to TTT Office Management, LLC. The 1.24-acre site is located along the eastern line of Church Road, approximately 260 feet south of Three Chopt Road, on parcel 746-757-9039. The zoning is O-1C, Office District (Conditional). County water and sewer. **(Three Chopt)**

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Mrs. Marshall - Is there anyone present who is opposed to POD-120-88, Chris Tsui for TTT Office Management, LLC? I see no opposition. I move approval of POD-120-88 (POD2017-00108), Granville Square, Phase II, subject to the previously approved conditions, on the expedited agenda.

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Mr. Leabough - Second.

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

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The Planning Commission approved the transfer of approval request for POD-120-88 (POD2017-00108), Granville Square, Phase II, from Philip J. Kennedy Jr. to TTT Office Management, LLC, subject to the standard and added conditions previously approved.

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Ms. News - The next item is on page 5 of your agenda and located in the Fairfield District. This is a transfer of approval for POD-60-75, Brook Seafood Market, which was formerly a 7-Eleven store. Staff recommends approval.

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TRANSFER OF APPROVAL

POD-60-75
POD2016-00383
Brook Seafood Market
(Formerly 7-Eleven Store)
– 7501 Brook Road

Yong Lee Choi for Jae Shik Lee: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Richard Dixon to Lee Jae Shik. The 0.46-acre site is located on the northeastern corner of Brook Road (U.S. Route 1) and Ridge Road, on parcel 784-752-7993. The zoning is B-1, Business District. County water and sewer. **(Fairfield)**

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Mrs. Marshall - Is there anyone present who is opposed to POD-60-75, Yong Lee Choi for Jae Shik Lee? I see no opposition. Mr. Leabough?

87 Mr. Leabough - Madam Chair, I move approval of the transfer request for
88 POD-60-75 (POD2016-00383), Brook Seafood Market (formerly 7-Eleven Store), subject
89 to previously approved conditions on the expedited agenda.

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91 Mr. Baka - Second.

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93 Mrs. Marshall - We have a motion by Mr. Leabough and a second by
94 Mr. Baka. All in favor say aye. Those opposed say no. There is no opposition; this motion
95 passes.

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97 The Planning Commission approved the transfer of approval request for POD-60-75
98 (POD2016-00383), Brook Seafood Market (formerly 7-Eleven Store), from Richard Dixon
99 to Lee Jae Shik, subject to the standard and added conditions previously approved.

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101 Ms. News - Next on page 6 of your agenda and located in the Fairfield
102 District is a transfer of approval for POD-08-84, Virginia PTA, which was formerly Medfirst.
103 Staff recommends approval.

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105 **TRANSFER OF APPROVAL**

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POD-08-84 POD2014-00362 Virginia PTA (Formerly Medfirst) – 1027 Wilmer Avenue	Myra Legg for Virginia Congress of Parents and Teachers: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Phycor of Richmond, Inc. to Virginia Congress of Parents and Teachers. The 0.96-acre site is located at the southwest corner of the intersection of Wilmer Avenue and Chamberlayne Road (U.S. Route 301), on parcel 786-745-9064. The zoning is O-2, Office District. County water and sewer. (Fairfield)
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108 Mrs. Marshall - Is there anyone present who is opposed to POD-08-84, Myra
109 Legg for Virginia Congress of Parents and Teachers? I see no opposition. Mr. Leabough?

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111 Mr. Leabough - Madam Chair, I move approval of the transfer request for
112 POD-08-84 (POD2014-00362), Virginia PTA (formerly Medfirst), subject to previously
113 approved conditions, on the expedited agenda.

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115 Mrs. Marshall - Second. We have a motion by Mr. Leabough and a second by
116 Mrs. Marshall. All in favor say aye. Those opposed say no. There is no opposition; that
117 motion passes.

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119 The Planning Commission approved the transfer of approval request for POD-08-84
120 (POD2014-00362), Virginia PTA (formerly Medfirst), subject to the standard and added
121 conditions previously approved.

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123 Ms. News - The next item is found on page 7 of your agenda and is
124 located in the Varina District. This is POD2017-00628, McDonald's at Laburnum Square
125 Shopping Center. Staff recommends approval.

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127 **PLAN OF DEVELOPMENT**

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POD2017-00628 **Balzer and Associates, Inc. for WHLR Laburnum Square, LLC, Franchise Realty Interstate Corporation, and Susan Bishop Robertson:** Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to renovate a one-story, 3,936-square foot restaurant with drive-through facilities in an existing shopping center and construct dual drive-through lanes, **a 52-square foot building addition**, a dumpster enclosure, exterior building modifications, and site improvements for handicap accessibility. The 0.97-acre site is located on the northern line of Williamsburg Road (U.S. Route 60), approximately 225 feet west of its intersection with South Laburnum Avenue, on parcels 816-714-0317, 815-714-9316, and part of parcel 815-714-7661. The zoning is B-3, Business District and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

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130 Mr. Leabough - Is there anyone present who is opposed to POD2017-00628,
131 Balzer and Associates Inc. for WHLR Laburnum Square LLC, Franchise Realty Interstate
132 Corporation, and Susan Bishop Robertson? I see no opposition, Mr. Leabough.

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134 Mr. Leabough - Madam Chair, I move approval of POD2017-00628,
135 McDonald's at Laburnum Square Shopping Center, subject to annotations on the plan,
136 standard conditions for developments of this type, and the additional conditions 29
137 through 35 as noted on the agenda.

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139 Ms. Marshall - Second.

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141 Mr. Leabough - We have a motion by Mr. Leabough and a second by Mrs.
142 Marshall. All in favor say aye. Those opposed say no. There is no opposition; this motion
143 passes.

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145 The Planning Commission approved POD2017-00628, McDonald's at Laburnum Square
146 Shopping Center, subject to the annotations on the plans, the standard conditions
147 attached to these minutes for developments of this type, and the following additional
148 conditions:

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150 29. Only retail business establishments permitted in a B-3 zone may be located in this
151 center.

- 152 30. The ground area covered by all the buildings shall not exceed in the aggregate 25
 153 percent of the total site area.
- 154 31. No merchandise shall be displayed or stored outside of the building(s) or on
 155 sidewalk(s).
- 156 32. Outside storage shall not be permitted.
- 157 33. In the event of any traffic backup which blocks the public right-of-way as a result
 158 of congestion caused by the drive-up facilities, the owner/occupant shall close the
 159 drive-up facilities until a solution can be designed to prevent traffic backup.
- 160 34. Evidence of a joint ingress/egress and maintenance agreement must be submitted
 161 to the Department of Planning and approved prior to issuance of a certificate of
 162 occupancy for this development.
- 163 35. The location of all existing and proposed utility and mechanical equipment
 164 (including HVAC units, electric meters, junctions and accessory boxes,
 165 transformers, and generators) shall be identified on the landscape plan. All building
 166 mounted equipment shall be painted to match the building, and all equipment shall
 167 be screened by such measures as determined appropriate by the Director of
 168 Planning or the Planning Commission at the time of plan approval.

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 170 Ms. News - The final item is on page 15 of your agenda and is located in
 171 the Fairfield District. This is POD2018-00130, Nine Mile Carwash at 4523 Nine Mile Road.
 172 There's an addendum item which includes a revised caption, adjusting the square footage
 173 of the building and revised lighting information, as well as a revised site layout plan that
 174 addresses DPW and VDOT requirements. Staff recommends approval.

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 176 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

<p>177 POD2018-00130 Nine Mile Carwash at 4523 Nine Mile Road</p>	<p>Silvercore for East End Resources Group, LLC and East End Wash, LLC: Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story, 3,395 4,576-square foot automatic carwash. The 1.22-acre site is located at the southwest corner of the intersection of Nine Mile Road (State Route 33) and Meadowspring Road, on parcel 809-722-9173. The zoning is B-3C, Business District (Conditional) and ASO, Airport Safety Overlay District. County water and sewer. (Fairfield)</p>
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 179 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00130,
 180 Silvercore for East End Resources Group, LLC and East End Wash, LLC.? I see no
 181 opposition. Mr. Leabough?

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 183 Mr. Leabough - Madam Chair, I move approval of POD2018-00130, Nine Mile
 184 Carwash at 4523 Nine Mile Road, subject to standard conditions for developments of this
 185 type, annotations on the plans, and conditions 29 through 33 as noted in the agenda, and
 186 also the revised plan as noted on the addendum.

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Mr. Baka - Second.

Ms. News - I'll also note there is condition 11B.

Mr. Leabough - Oh, I thought that was deleted; I'm sorry. It's not. 11B and 29 through 33. Thank you.

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

The Planning Commission approved POD2018-00130, Nine Mile Carwash at 4523 Nine Mile Road, subject to the annotations on the plans, the standard conditions attached to these minutes for developments of this type, and the following additional conditions:

- 11B. Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including light spread and intensity diagrams, and fixture specifications and mounting heights details shall be revised as annotated on the staff plan and included with the construction plans for final signature.
- 29. The entrances and drainage facilities on Nine Mile Road (State Route 33) shall be approved by the Virginia Department of Transportation and the County.
- 30. A concrete sidewalk meeting County standards shall be provided along the southern side of Nine Mile Road
- 31. Approval of the construction plans by the Department of Public Works does not establish the curb and gutter elevations along the Henrico County maintained right-of-way. The elevations will be set by Henrico County.
- 32. Approval of the construction plans by the Department of Public Works does not establish the curb and gutter elevations along the Virginia Department of Transportation maintained right-of-way. The elevations will be set by the contractor and approved by the Virginia Department of Transportation.
- 33. The proffers approved as a part of zoning case REZ2016-00017 shall be incorporated in this approval.

Ms. News - That completes our expedited agenda.

Mr. Emerson - Madam Chair, we now move on to the next item, which are the considerations of Subdivision Extensions of Conditional Approval. There are none of those this morning, so we now move into your regular agenda to page 9 and to page 1 of your amended agenda for POD2018-00099, Koontz Bryant Johnson Williams for Pontus Vault Portfolio, LLC and The Heritage Group, LLC. The staff report will be presented by Mr. Matt Ward.

234 (Deferred from the April 25, 2018 Meeting)

235 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

236

POD2018-00099
Dunkin Donuts at 8727
Staples Mill Road

Koontz Bryant Johnson Williams for Pontus Vault Portfolio, LLC and The Heritage Group, LLC: Request for approval of a plan of development and lighting plan as required by Chapter 24, Section 24-106 of the Henrico County Code, to renovate an existing building to be used as a one-story, 2,938-square foot restaurant with drive through facilities. The 0.95-acre site is located at the southeastern corner of the intersection of East Parham Road and Staples Mill Road (U.S. Route 33), on parcel 770-755-3230. The zoning is B-2C, Business District (Conditional). County water and sewer. **(Brookland)**

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238 Mr. Ward - Good morning. Any opposition this morning to the case?

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240 Mrs. Marshall - Oh, I'm sorry. Is there anyone present who is opposed
241 POD2018-00099, Koontz Bryant Johnson Williams for Pontus Vault Portfolio, LLC and
242 The Heritage Group, LLC? I see no opposition.

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244 Mr. Ward - All right. This site will be adapted to convert a former bank into
245 a restaurant with drive-through facilities. The existing double drive-through will be reduced
246 to one drive-through to provide parking spaces here and a drive aisle on the eastern side
247 of the site. Architectural plans are not changing. Basically, you have a one-story elevation
248 at twenty feet in height comprised mostly of red brick, an earth-tone trim, and then a tan
249 band around the top of the building.

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251 A lighting plan is also in for approval. What you have proposed before you are four LED
252 light pole fixtures located throughout the parking lot. The existing recessed lights in the
253 building overhang will remain the same. As I said earlier, they're all LED for the poles.
254 The pole height is twenty feet. The site average is illuminated at 2.8-foot candles.

255

256 We also have here the schematic landscape plan that's for informational purposes only.
257 Rezoning had required an eighteen-foot-wide proffered buffer along East Parham and
258 then a twenty-five-foot wide proffered buffer along Staples Mill Road.

259

260 As presented the site plan, the lighting plan, and the architectural elements comply with
261 the recent rezoning case REZ2017-00030. The plan is annotated to require a sidewalk
262 along East Parham Road to join in with the existing sidewalk on Staples Mill. This is in
263 accordance with DPW's design manual requirements. Interior sidewalk connections will
264 also be provided to the public sidewalks out on Parham and Staples Mill, as annotated
265 and reflected in condition 29.

266

267 Additionally, the current plan does not address the stormwater requirements. We've
268 added condition 37 to address that requirements be met prior to the final approval of the

269 construction plan. It is noted that those requirements may result in stormwater
270 management facilities being required on the site that aren't currently shown now on the
271 plan.

272
273 At this time, staff can recommend approval of the plan of development subject to the
274 annotations on the plan, the standard conditions for developments of this type, and
275 additional conditions 11B for the lighting plan, 29 through 36 in the agenda, and then
276 27 [sic], which is added in the addendum.

277
278 I'll be happy to answer any questions the Commission may of me. We have Mark
279 Williams here with KBJW group should you have any questions of him.

280
281 Mrs. Kotula - Do you all have any questions?

282
283 Mrs. Marshall - Any questions from the Commission?

284
285 Mrs. Kotula - Matt, I just wanted to thank you for working with us and
286 the applicant through this process. Mr. Williams, if you have anything you would
287 like to say, I'm welcome to hear it. Otherwise, we can move forward. Okay.

288
289 Mrs. Marshall - Mrs. Kotula?

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291 Mrs. Kotula - Madam Chair, I move POD2018-00099, Dunkin' Donuts at
292 8727 Staples Mill Road, including the lighting plan, be approved subject to the annotations
293 on the plans, the standard conditions for developments of this type, additional conditions
294 11B and 29 through 36 on the agenda, and added condition 37 in the addendum.

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296 Mr. Leabough - Second.

297
298 Mrs. Marshall - We have a motion by Mrs. Kotula, a second by Mr. Leabough.
299 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

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301 The Planning Commission approved the plan of development and lighting plan for
302 POD2018-00099, Dunkin Donuts at 8727 Staples Mill Road, subject to the annotations
303 on the plans, the standard conditions attached to these minutes for developments of this
304 type, and the following additional conditions:

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306 11B. Prior to the approval of an electrical permit application and installation of the site
307 lighting equipment, a plan including light spread and intensity diagrams, and fixture
308 specifications and mounting heights details shall be revised as annotated on the
309 staff plan and included with the construction plans for final signature.

310 29. A concrete sidewalk meeting County standards shall be provided along the
311 southern side of East Parham Road.

312 30. Outside storage shall not be permitted.

- 313 31. The proffers approved as a part of zoning case REZ2017-00030 shall be
 314 incorporated in this approval.
- 315 32. Evidence of a joint ingress/egress and maintenance agreement must be submitted
 316 to the Department of Planning and approved prior to issuance of a certificate of
 317 occupancy for this development.
- 318 33. The location of all existing and proposed utility and mechanical equipment
 319 (including HVAC units, electric meters, junctions and accessory boxes,
 320 transformers, and generators) shall be identified on the landscape plan. All building
 321 mounted equipment shall be painted to match the building, and all equipment shall
 322 be screened by such measures as determined appropriate by the Director of
 323 Planning or the Planning Commission at the time of plan approval.
- 324 34. In the event of any traffic backup which blocks the public right-of-way as a result
 325 of congestion caused by the drive-up delivery facilities, the owner/occupant shall
 326 close the drive-up delivery facilities until a solution can be designed to prevent
 327 traffic backup.
- 328 35. Approval of the construction plans by the Department of Public Works does not
 329 establish the curb and gutter elevations along the Henrico County maintained right-
 330 of-way. The elevations will be set by Henrico County.
- 331 36. Prior to approval of a building permit application for up-fit of unfinished area shown
 332 on the staff plan, a revised site plan shall be submitted for administrative review
 333 and approval to construct additional required parking.
- 334 37. **ADDED** - All calculations shall be provided and requirements for stormwater
 335 quality and quantity shall be met as determined by the Director of Public Works
 336 prior to final approval of construction plans.

337
 338 Mr. Emerson - Madam Chair, we now move on to page 11 of your agenda for
 339 POD2018-00110, Blakeway Corporation for Laburnum Property, LLC and Vertical
 340 Construction. This also appears on page 2 of your amended agenda. The staff report will
 341 be presented by Ms. Aimee Crady.

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 343 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

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Blakeway Corporation for Laburnum Property, LLC and Vertical Construction: Request for approval of a plan of development and lighting plan, as required by Chapter 24, Section 24-106 of the Henrico County Code, to demolish existing service station and car wash buildings and to construct a one-story, 2,940-square foot convenience store with fuel pumps. The 6.13-acre site is located on the northeastern corner at the intersection of North Laburnum Avenue and Creighton Road, on parcel 809-730-0626. The zoning is B-3C, Business District (Conditional), O-2C, Office District (Conditional), and ASO, Airport Safety Overlay District. County water and sewer. **(Fairfield)**

346 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00110,
347 Blakeway Corporation for Laburnum Property, LLC and Vertical Construction? I see no
348 opposition. Ms. Crady?

349
350 Ms. Crady - Good morning.

351
352 The existing site currently holds a convenience store with a fueling station, but those
353 structures are going to be demolished and replaced by a new 7-Eleven convenience store
354 with a fuel station. The rezoning case for this site was approved by the Board of
355 Supervisors in March 2018 with zoning case REZ2018-00011 to amend the previous
356 1988 proffers. It now permits twenty-four-hour operation in the B-3C zone of this parcel,
357 which is here where the fueling station will go.

358
359 The staff plan shown here is consistent with the concept plan reviewed and approved with
360 proffer amendment case. The entrances to the site are generally in the same location as
361 they are now with some curb radius modifications. Sidewalk will be added along both
362 frontages of Creighton Road and Laburnum Avenue.

363
364 The building and the canopy are consistent with the elevations included with the proffered
365 conditions. Nichiha cementitious brick paneling in red brick and gray tones continue to be
366 proposed and that includes some canopy pole finish wrapping here. The parapet roof
367 demonstrates that there will be adequate rooftop mechanical screening.

368
369 A lighting plan is also included with this plan for review and approval with the plan of
370 development. Concealed source LED fixtures are proposed throughout the site, including
371 under the fuel canopy. Adequate light coverage is demonstrated with this plan. Heights
372 range from 10 feet to 12 feet along the building for wall packs and up to 20 feet on the
373 site lighting. The canopy is roughly 14-1/2 feet tall.

374
375 With this, staff recommends approval subject to the annotations on the plan, the standard
376 conditions for developments of this type, and additional conditions 11B and 29 through
377 33 in the agenda. Gary Franks represents the plans for Blakeway Corporation. He's here
378 if you have any questions of the applicant. And I'm happy to answer any questions you
379 may have of staff.

380
381 Mr. Emerson - Madam Chair, I believe I misspoke as well. I don't believe this
382 on the amended agenda.

383
384 Ms. Crady - There is no addendum for this case.

385
386 Mr. Emerson - Right. There is no addendum on this.

387
388 Mrs. Marshall - Any questions from the Commission? Mr. Leabough?

389
390 Mr. Leabough - I don't think we need to hear from the applicant unless the
391 applicant has something they want to share that we haven't heard already. Okay. So with

392 that, Madam Chair, I move that POD2018-00110, 7-Eleven at 1301 North Laburnum
393 Avenue, and the lighting plan, be approved subject to annotations on the plans, standard
394 conditions for developments of this type, and conditions 11B and 29 through 33 as noted
395 on the agenda.

396
397 Mrs. Marshall - Second. We have a motion by Mr. Leabough and a second by
398 Mrs. Marshall. All in favor say aye. Those opposed say no. There is no opposition; this
399 motion passes.

400
401 The Planning Commission approved POD2018-00110, 7-Eleven at 1301 North Laburnum
402 Avenue, subject to the annotations on the plans, the standard conditions attached to
403 these minutes for developments of this type, and the following additional conditions:

- 404
405 11B. Prior to the approval of an electrical permit application and installation of the site
406 lighting equipment, a plan including light spread and intensity diagrams, and fixture
407 specifications and mounting heights details shall be revised as annotated on the
408 staff plan and included with the construction plans for final signature.
- 409 29. A concrete sidewalk meeting County standards shall be provided along the
410 northern side of Creighton Road and the eastern side of North Laburnum Avenue.
- 411 30. Outside storage shall not be permitted.
- 412 31. The proffers approved as a part of zoning case REZ2018-00011 shall be
413 incorporated in this approval.
- 414 32. Evidence of a joint ingress/egress and maintenance agreement must be submitted
415 to the Department of Planning and approved prior to issuance of a certificate of
416 occupancy for this development.
- 417 33. The location of all existing and proposed utility and mechanical equipment
418 (including HVAC units, electric meters, junctions and accessory boxes,
419 transformers, and generators) shall be identified on the landscape plan. All building
420 mounted equipment shall be painted to match the building, and all equipment shall
421 be screened by such measures as determined appropriate by the Director of
422 Planning or the Planning Commission at the time of plan approval.

423
424 Mr. Emerson - Madam Chair, we now move on to page 13 of your agenda.
425 And this item is on your amended agenda. I got ahead of myself with the other one.
426 POD2018-00123, SilverCore for BIG 2800 Ackley, LLC and Ram Tool Construction
427 Supply Company. The staff report will be presented by Mr. Mike Kennedy.

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PLAN OF DEVELOPMENT, ~~LIGHTING PLAN,~~ AND ALTERNATIVE FENCE HEIGHT PLAN

POD2018-00123
Ram Tool – 2800 Ackley Avenue

SilverCore for BIG 2800 Ackley, LLC and Ram Tool Construction Supply Company: Request for approval of a plan of development **and** alternative fence height plan, ~~and lighting plan,~~ as required by Chapter 24, Sections 24-95(l)(5)c and 24-106 of the Henrico County Code, to construct a 17,500-square foot gravel storage yard adjacent to an existing one-story, 28,300-square foot wholesale building supply warehouse. The alternative fence height would authorize a fence exceeding 42 inches in height within the required 25-foot front yard along Ackley Avenue, to allow the existing six-foot high chain link fence to remain. The 2.18-acre site is located on the northern line of Ackley Avenue, 65 feet northeast of its intersection with Peyton Street, on parcel 772-757-4125. The zoning is M-1 Light Industrial District. County water and Sewer. **(Fairfield)**

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Mrs. Marshall - Is there anyone present who is opposed to POD2018-00123, SilverCore for BIG 2800 Ackley, LLC and Ram Tool Construction Supply Company? I see no opposition. Mr. Kennedy?

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446

Mr. Kennedy - Good morning, members of the Commission.

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Since the preparation of the agenda, the applicant has submitted a revised detailed plan for screening the proposed outdoor storage area. The Zoning Code requires outdoor storage units in the M-1 District to be screened by a wall or opaque fence of approved design. The outside perimeter of the storage area is proposed to be enclosed and screened with a seven-foot-high wooden dog-eared board fence. It will be with steel posts. The finished side of the fence would face out. The applicant has indicated that outdoor storage will be behind the fence.

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Approval of this plan of development would constitute approval of the fence design, so no separate action is required by the Planning Commission. The site lighting plan is being removed from this request for approval. A comprehensive lighting plan will be submitted separately along with a landscape plan.

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As previously indicated on the agenda, Ram Tool has requested approval of an alternative fence height in order to retain an existing six-foot-high chain link fence that encloses their parking area and loading area. The fence that is there now was placed without approval by the prior tenant.

465
466

Should the Planning Commission approve the alternative fence height, staff recommends approval of the plan of development subject to the annotations on the plans, standard

467 conditions for developments of this type, additional conditions 29 through 31 on the
468 agenda, with 11B, and the fence plan details attached to the addendum.

469
470 Mrs. Marshall - Do we have any questions from the Commission?
471

472 Mr. Leabough - I have a quick question. Mr. Kennedy, you may or may not be
473 able to answer this. How will the fence material be attached to the galvanized posts?
474

475 Mr. Kennedy - They actually have details showing it. It's actually the
476 galvanized straps that will be used. The intention is to make this a more permanent thing
477 by having the galvanized posts which would not rot.
478

479 Mr. Leabough - Any issues with there being any separation between that tie
480 and the wood material? Have you all encountered that at all?
481

482 Mr. Kennedy - Not that I know of.
483

484 Mr. Leabough - Okay. Mr. Emerson or someone else on staff have you—
485 probably it's happened, but I've never seen metal and wood attached to each other in that
486 way on a fence.
487

488 Mr. Emerson - I'm not familiar with all the forms of fence construction. You
489 might want to ask—
490

491 Mr. Leabough - Maybe an engineer.
492

493 Mr. Emerson - —the applicant.
494

495 Mr. Leabough - Yes. Could the engineer or applicant come forward? I think it
496 would separate. I don't know. I'm not an expert on fencing. Yes. Could you give us a little
497 more information about the material and how you're going to attach the wood material to
498 the metal?
499

500 Mr. Staub - Sure.
501

502 Mr. Leabough - The galvanized posts.
503

504 Mr. Staub - For the record, my name is Jeff Staub with SilverCore. As you
505 can see on the detail, we provided a few different details here. What you would have is
506 your joist bars for the fencing connect to a galvanized strap, which would then tie to the
507 galvanized pole, which would be mounted into the ground. So you will have the wood
508 slats being attached to the joists. So that would be wood on wood. And then, again, it
509 would be a simple galvanized loop strap that would tie from that wood onto the pole with
510 just some simple wood screws. It is a more permanent solution than some of the options
511 we had that we looked at. We went through a variation of things that we talked about with

512 the Planning staff to come up with the best solution that was more permanent in this area
513 and gave a little bit more stabilization for this outdoor storage.

514
515 Mr. Leabough - The only concern is just durability and making sure that that
516 screening is provided long term and you don't have a bunch of maintenance issues where
517 we'll have to come back out and—

518
519 Mr. Staub - Since this is a construction site that sells building materials, I
520 think they should be able to—

521
522 Mr. Leabough - You should be able to fix it pretty quickly.

523
524 Mr. Staub - —jump right on it if there are any issues.

525
526 Mr. Leabough - Okay. You haven't had any experience where that screw will
527 back out of two-by-fours?

528
529 Mr. Staub - No sir.

530
531 Mr. Leabough - Okay. I have no further questions, Madam Chair.

532
533 Mrs. Marshall - Are there any more questions? Thank you.

534
535 Mr. Staub - You're welcome.

536
537 Mr. Leabough - All right. Thank you, sir.

538
539 Mrs. Marshall - Mr. Leabough?

540
541 Mr. Leabough - Yes ma'am. Madam Chair, I move approval of POD2018-
542 00123, Ram Tool, including the alternative fence height request, subject to annotations
543 on the plans, standard conditions for developments of this type, and conditions 29 through
544 31. Condition 11B is removed, correct?

545
546 Mr. Emerson - Correct.

547
548 Mr. Leabough - Okay.

549
550 Mr. Baka - Second.

551
552 Mrs. Marshall - We have a motion by Mr. Leabough and a second by
553 Mr. Baka. All in favor say aye. Those opposed say no. There is no opposition; this motion
554 passes.

555
556 The Planning Commission approved the plan of development and alternative fence height
557 for POD2018-00123, Ram Tool, subject to the annotations on the plans, the standard

558 conditions attached to these minutes for developments of this type, and the following
559 additional conditions:

- 560
- 561 11B. ~~DELETED - Prior to the approval of an electrical permit application and installation~~
562 ~~of the site lighting equipment, a plan including light spread and intensity diagrams,~~
563 ~~and fixture specifications and mounting heights details shall be revised as annotated~~
564 ~~on the staff plan and included with the construction plans for final signature.~~
- 565 29. Outside storage shall not be permitted except as shown on the approved plan.
- 566 30. Approval of the construction plans by the Department of Public Works does not
567 establish the curb and gutter elevations along the Henrico County maintained right-
568 of-way. The elevations will be set by Henrico County.
- 569 31. Details for the gate and locking device at the entrance road shall be submitted for
570 review by the Traffic Engineer, Police and approved by the County Fire Marshal.
571 The owner or owner's contractor shall contact the County Fire Marshal prior to
572 completion of the fence installation to test and inspect the operations of the gates.
573 Evidence of the Fire Marshal's approval shall be provided to the Department of
574 Planning by the owner prior to issuance of occupancy permits.

575

576 Mr. Emerson - Madam Chair, the next item on your agenda for consideration
577 this morning would be the approval of your minutes from the April 25, 2018 meeting. We
578 have no errata sheet.

579

580 APPROVAL OF MINUTES: April 25, 2018

581

582 Mrs. Marshall - Anybody on the Commission have any corrections?

583

584 Mr. Leabough - I move approval of the minutes.

585

586 Mrs. Kotula - Second.

587

588 Mrs. Marshall - We have a motion by Mr. Leabough and a second by
589 Mrs. Kotula. All in favor say aye. Those opposed say no. There is no opposition; this
590 motion passes. The minutes are approved.

591

592 The Planning Commission approved the April 25, 2018 minutes as presented.

593

594 Mrs. Marshall - Do we have any more business to conduct this morning?

595

596 Mr. Emerson - Madam Chair, I have nothing further for the Commission.

597

598 Mrs. Marshall - Anybody else?

599

600 Mr. Emerson - Oh, I'm sorry. I do have one thing. We do have a new staff
601 member that I'd like to take the opportunity to introduce to you, if you'll indulge me for just
602 a second to give me an opportunity to embarrass him. Just recently, Spencer Norman
603 joined our staff, and he's standing up. If you want to come down to the lectern, Spencer,

604 you can. He has accepted the County Planner II position in the Development, Review and
605 Design Division. He started on May 14th. He has a bachelor's degree in Government and
606 History from William & Mary and his master's in Urban and Regional Planning from VCU.
607 In his most recent position, he's coming to us from—he was in Yorktown. So we'd like to
608 welcome him to the staff, and you will be seeing more of him. We're happy to have him.

609
610 Mrs. Marshall - Welcome. We're happy to have you here.

611
612 Mr. Norman - Thank you again. I just want to take this opportunity to thank
613 you again, Mr. Emerson and Mr. Wilhite and Ms. News for giving me the opportunity. I'm
614 looking forward to working with you all as well as the citizens of Henrico. So, thank you.

615
616 Mr. Leabough - Thank you.

617
618 Mr. Baka - Thank you.

619
620 Mrs. Marshall - Thank you.

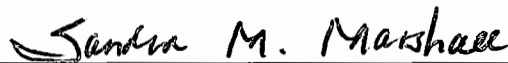
621
622 Mr. Emerson - Now I have nothing further, Madam Chair.

623
624 Mrs. Marshall - With no more business to conduct this morning, a motion
625 would be in order to adjourn.

626
627 Mrs. Kotula - So moved.

628
629 Mr. Baka - Second.

630
631 Mrs. Marshall - We have a motion by Mrs. Kotula, a second by Mr. Baka to
632 adjourn the meeting. All in favor say aye. Those opposed? The meeting is adjourned.

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639 Mrs. Sandra M. Marshall, Chairperson

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647 Mr. Joseph Emerson, Jr., Secretary

A. Standard Conditions for all POD's:

1. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water and sewer. **(when the property is served by public utilities)**
- 1A. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public sewer. The well location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public water system when available within 300 feet of the site/building. **(when not served by public water)**
- 1B. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water. The septic tank location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public sewer when available within 300 feet of the site/building. **(when not served by public sewer)**
2. The Director of the Department of Public Utilities shall approve the plan of development for construction of public water and sewer, prior to beginning any construction of these utilities. The Department of Public Utilities shall be notified at least 48 hours prior to the start of any County water or sewer construction.
3. The parking lot shall be subject to the requirements of Chapter 24, Section 24-98 of the Henrico County Code.
4. The parking spaces shall be marked on the pavement surface with four-inch-wide traffic painted lines. All lane lines and parking lines shall be white in color with the exception that those dividing traffic shall yellow.
5. Sufficient, effectively usable parking shall be provided. If experience indicates the need, additional parking shall be provided.
6. Curb and gutter and necessary storm sewer shall be constructed as shown on approved plans.
7. The plan of development plan shall be revised as annotated on the staff plan dated **May 23, 2018**, which shall be as much a part of this approval as if details were fully described herein. Nine (9) sets of revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised October 2015)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.
9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of Planning for review and Planning Commission approval prior to the issuance of any occupancy permits.
10. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced no later than the next planting season.

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

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

STANDARD CONDITIONS FOR LANDSCAPE/LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **May 23, 2018**, which shall be as much a part of this approval as if all details were fully described herein. Four (4) sets of prints of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Conventional Single-Family Subdivisions Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water. **(Substitute condition 5A if well)**
- 5A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer. **(Substitute condition 6A if on-site sewage disposal/septic)**
- 6A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **May 23, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **May 22, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be

filed a minimum of two weeks prior to the expiration date.

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Conventional Single-Family Subdivisions Not Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage and erosion control plans have been approved by the Department of Planning, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of eleven (11) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
7. The plat shall be revised as shown in red on Staff plan dated **May 23, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **May 22, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
9. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Residential Townhouse for Sale (RTH) Subdivisions

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **May 23, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **May 22, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Zero Lot Line Subdivisions

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Plan of Development and Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Plan of Development and Final Subdivision applications. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works, and a preconstruction meeting has been conducted with the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **May 23, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **May 22, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change may be implemented.

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Road Dedication with No Lots

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **May 23, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **May 22, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.