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Minutes of the regular monthly meeting of the Planning Commission of Henrico County held in the County Administration Building in the Government Center at Parham and Hungary Springs Roads beginning at 9:00 a.m. Wednesday, October 28, 2015.

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

Others Present: Ms. Jean Moore, Assistant Director of Planning
Mr. Kevin D. Wilhite, C.P.C., AICP, County Planner
Mr. Michael F. Kennedy, 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
Ms. Sharon Smidler, Traffic Engineer
Mr. Seth Humphreys, County Planner
Ms. Erin Puckett, County Planner
Ms. Kate Teator, Senior Planning Technician/Recording Secretary

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

Mr. Witte - Good morning. Welcome to the October 28, 2015 meeting of the Planning Commission. This is our Subdivisions and Plans of Development hearing. I ask that you would silence or turn off your cell phones. And while doing that, please stand with us for the Pledge of Allegiance.

Do we have any media with us today? None.

We have a quorum. All members are present. Mrs. O'Bannon, our representative for the Board of Supervisors, is with us today. Thank you for being here.

Mr. Emerson, I'll turn it over to you.

22 Mr. Emerson - Thank you, Mr. Chairman. First on your agenda this morning
 23 are the requests for deferrals and withdrawals. Those will be presented by Mr. Wilhite. I
 24 will advise you, you may have heard, but Ms. News isn't with us because her father passed
 25 away last week. So she had to be out of town this week. With that duly noted, Kevin, would
 26 you present the deferrals and withdrawals?
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28 **SUBDIVISION EXTENSIONS OF CONDITIONAL APPROVAL**
 29 **SUBDIVISION WITHDRAWAL REQUESTS**
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Subdivision	Original No. of Lots	Remaining Lots	Previous Extensions	Magisterial District
SUB2008-00151 (SUB-017-07) Nature's Way (June 2007 Plan)	8	8	4	Fairfield

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 32 Mr. Wilhite - Certainly. Thank you, Mr. Secretary. Good morning,
 33 Mr. Chairperson and members of the Planning Commission. We have four deferral
 34 requests and one withdrawal request on the agenda today. The first appears on page 2 of
 35 your regular agenda. This is SUB2008-00151, Nature's Way, June 2007 plan. The
 36 applicant requests withdrawal. This is in the Fairfield District.
 37

38 Mr. Witte - We don't have to move on a withdrawal, do we?
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40 Mr. Emerson - On this particular subdivision, yes.
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42 Mr. Witte - Okay. I see no opposition.
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44 Mr. Archer - Mr. Chairman, I move to grant the withdrawal.
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46 Mr. Branin - Second.
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48 Mr. Witte - We have a motion by Mr. Archer, a second by Mr. Branin. All
 49 in favor say aye. Opposed? The motion passes.
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51 At the request of the applicant, the Planning Commission withdrew SUB2008-00151,
 52 Nature's Way (June 2007 plan), from further consideration by the Commission.
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54 Mr. Wilhite - Next on page 7 we have a deferral request for POD2015-
 55 00094, Innsbrook Commercial at 4101 Dominion Boulevard. This is in the Three Chopt
 56 District. The applicant requests deferral to the November 18th Planning Commission
 57 hearing.
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(Deferred from the September 23, 2015 Meeting)

PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2015-00094
Innsbrook Commercial at
4101 Dominion Boulevard
– 4101 Dominion
Boulevard

Timmons Group for Doswell Properties, Inc. and Dominion GA, 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 demolish an existing one-story retail building, and construct a one-story 12,848 square foot building containing 3,485 square feet of medical office, 2,550 square feet of retail, and 6,733 square feet of restaurant with one drive-through facility. The 2.37-acre site is located at the northeast corner of the intersection of W. Broad Street and Dominion Blvd., on parcel 747-760-6472. The zoning is B-2C, Business District. County water and sewer. **(Three Chopt)**

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Mr. Witte - Is there any opposition to POD2015-00094, Innsbrook Commercial at 4101 Dominion Boulevard? No.

Mr. Branin - Mr. Chairman, I'd like to move that POD2015-00094, Innsbrook Commercial at 4101 Dominion Boulevard, be deferred to the November 18th meeting per the applicant's request.

Mr. Archer - Second.

Mr. Witte - We have a motion by Mr. Branin, second by Mr. Archer. All in favor say aye. Opposed? The motion passes.

At the request of the applicant, the Planning Commission deferred POD2015-00094, Innsbrook Commercial at 4101 Dominion Boulevard, to its November 18, 2015 meeting.

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Mr. Wilhite - On page 14 of your agenda, POD2015-00356. This is Dollar General at 3012 Mountain Road in the Brookland District. The applicant is requesting deferral to December 10, 2015.

PLAN OF DEVELOPMENT

POD2015-00356
Dollar General at 3012
Mountain Road

Koth Consulting, PC for Realty Ventures Group, Inc. and Par 3 Development Group, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a one-story 9,734 square foot retail building with accessory parking. The 1.3-acre site is located at the northwest corner of Mountain Road and John Cussons Drive, on parcel 770-767-5189. The zoning is B-2C,

Business District (Conditional). County water and sewer.
(Brookland)

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Mr. Witte - Is there any opposition to POD2015-00356, Dollar General at 3012 Mountain Road? In that case, I move that POD2015-00356, Dollar General at 3012 Mountain Road, be deferred to the December 10, 2015 meeting at the request of the applicant.

Mr. Leabough - Second.

Mr. Witte - We have a motion by Mr. Witte, second by Mr. Leabough. All in favor say aye. Opposed? The motion passes.

Mr. Branin - Mr. Chairman, I think you have some opposition in the room. Will you explain what the deferral is and how it's been moved?

Mr. Witte - We have opposition to the deferral?

Mr. Branin - No, opposition in the room to the case.

Mr. Witte - Oh.

Mr. Branin - There's a big group. They may not understand that it's not being heard today. So I'm just asking that you explain—

Mr. Witte - Okay. The applicant has the option to defer or withdraw at their request. They evidently felt that they weren't quite ready to present their case and opted at their expense to defer the case to the evening of December 10, 2015, which will be our first meeting in December. Would anyone like to ask questions? Please come down. Okay, thank you.

Mr. Wilhite - Next on page 21 is POD2015-00390. This is Munn Dental. The applicant is requesting deferral until November 18, 2015. This is in the Varina District.

PLAN OF DEVELOPMENT AND TRANSITIONAL BUFFER DEVIATION

POD2015-00390
Munn Dental - 3869
Antioch Church Road

Silvercore for Judith H. Wells and William B. Munn:
Request for approval of a plan of development and transitional buffer deviation, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code, to construct a one-story 4,650 square foot medical office building. The transitional buffer deviation would allow for a 35-foot reduction in the width of the required buffer along the southwest property line. The 1.81-acre site is located on the northeast corner of the intersection of Williamsburg Road (U.S. Route 60) and Old Williamsburg Road and on

the south line of Antioch Church Road, on parcel 846-711-5571. The zoning is B-3, Business District, and A-1, Agricultural District. County water and on-site sewage disposal system. (Varina)

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Mr. Witte - Is there any opposition to POD2015-00390, Munn Dental? I see none.

Mr. Leabough - There being no opposition, I move that POD2015-00390, Munn Dental, be deferred at the applicant's request to the November 18th meeting.

Mr. Branin - Second.

Mr. Witte - We have a motion by Mr. Leabough, second by Mr. Branin. All in favor say aye. Opposed? The motion passes.

At the request of the applicant, the Planning Commission deferred POD2015-00390, Munn Dental, to its November 18, 2015 meeting.

Mr. Wilhite - Next on page 31 is POD2015-00391, Ample Storage, Three Chopt Road. The applicant is requesting deferral until November 18th. This is located in the Tuckahoe District.

PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2015-00391
Ample Storage – Three
Chopt Road – 10210
Three Chopt Road

Bay Companies, Inc. for Ample Storage Three Chopt, 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 demolish an existing single family home and construct two, two-story self-service storage facilities, totaling 120,190 square feet. The 3.64-acre site is located on the east line of Three Chopt Road, approximately 420 feet north of its intersection with Gaskins Road, on parcel 750-755-0814. The zoning is B-2C, Business District (Conditional). County water and sewer. (Tuckahoe)

Mr. Witte - Is there any opposition to POD2015-00391, Ample Storage? I see none.

Ms. Jones - I move that POD2015-00391, Ample Storage, be deferred to the November 18, 2015 meeting at the request of the applicant.

Mr. Archer - Second.

187 Browning, Jr. to ATG Investments, LLC, subject to the standard and added conditions
188 previously approved.

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190 Mr. Wilhite - Next up on page 6 is POD-33-72. This is a partial transfer of
191 approval for Raintree Court Office Park, formerly known as Raintree Swim and Racquet
192 Club located in the Tuckahoe District. Staff recommends approval.

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194 **TRANSFER OF APPROVAL**

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POD-33-72 (pt) **Tom Hood for H. P. Investments:** Request for transfer of
POD2015-00270 approval of a portion of a plan of development as required
Raintree Court Office Park by Chapter 24, Section 24-106 of the Henrico County Code
(Formerly Raintree Swim and Racquet Club) – 1701 Bank, and New Horizons, II to H. P. Investments. The 0.5-
Raintree Drive acre site is located on the east line of Raintree Drive,
approximately 1,710 feet north of Gayton Road, on parcel
744-747-9241. The zoning is B-1, Business District. County
water and sewer. **(Tuckahoe)**

196
197 Mr. Witte - Is there any opposition to POD-33-72 (pt) (POD2015-00270),
198 Raintree Court Office Park (formerly Raintree Swim and Racquet Club)? I see none.

199
200 Ms. Jones - I move approval on the expedited agenda of partial transfer of
201 approval for POD-33-72 (pt) (POD2015-00270), Raintree Court Office Park (formerly
202 Raintree Swim and Racquet Club).

203
204 Mr. Leabough - Second.

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206 Mr. Witte - We have a motion by Mrs. Jones, second by Mr. Leabough. All
207 in favor say aye. Opposed? The motion passes.

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209 The Planning Commission approved the transfer of approval request for POD-33-72 (pt)
210 (POD2015-00270), Raintree Court Office Park (formerly Raintree Swim and Racquet
211 Club) from Raintree Swim and Racquet Club, Annapolis National Bank, and New Horizons,
212 II to H. P. Investments, subject to the standard and added conditions previously approved
213 and the following additional condition:

- 214
215 1. The exterior building renovations, as approved per building permit BLD2015-01581,
216 shall be completed by March 31, 2016.

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218 Mr. Wilhite - Next on page 13 of your agenda is POD2015-00392. This is a
219 landscape plan for the Townes at Pouncey Place – Section 2, located in the Three Chopt
220 District. Staff recommends approval.

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224 **LANDSCAPE PLAN**

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POD2015-00392
Townes at Pouncey Place
Section 2 – 4521 Pouncey
Tract Road (State Route
271)

Stewart/HG for Pouncey Tract Company of Virginia, LLC: Request for approval of a landscape plan, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code. The 5.71-acre site is located southeast of the corner of the intersection of Pouncey Tract Road (State Route 271) and Twin Hickory Lake Drive on the south line of Twin Hickory Lake Drive, approximately 750 feet east of Pouncey Tract Road (State Route 271), on parcel 740-765-8066. The zoning is RTHC, Residential Townhouse District (Conditional), B-2C, Business District (Conditional) and WBSO, West Broad Street Overlay District. County water and sewer. **(Three Chopt)**

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227 Mr. Witte - Is there any opposition to POD2015-00392, Townes at
228 Pouncey Place – Section 2? I see none.

229

230 Mr. Branin - Okay. Then I would like to move that the landscape plan for
231 POD2015-00392, Townes at Pouncey Place – Section 2, be approved on the expedited
232 agenda.

233

234 Ms. Jones - Second.

235

236 Mr. Witte - We have a motion by Mr. Branin, second by Mrs. Jones. All in
237 favor say aye. All opposed say no. The ayes have it; the motion passes.

238

239 The Planning Commission approved the landscape plan for POD2015-00392, Townes at
240 Pouncey Place – Section 2, subject to the standard conditions attached to these minutes
241 for landscape plans.

242

243 Mr. Wilhite - Next on page 29, POD2015-00387 Zaxby's Restaurant –
244 Laburnum Avenue. This includes a lighting plan and is located in the Varina District. Staff
245 recommends approval.

246

247 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

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POD2015-00387
Zaxby's Restaurant –
Laburnum Ave – 4798 S.
Laburnum Avenue

Timmons Group for Peoples National Bank and CWC Food Services, 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 2,664 square foot restaurant with drive-through facilities. The 0.95-acre site is located on the northwest corner of the intersection of S. Laburnum Avenue and Finlay Street, on parcel 815-715-7156. The zoning is B-2C,

Business District (Conditional) and ASO, Airport Safety
Overlay District. County water and sewer. (Varina)

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Mr. Witte - Is there any opposition to POD2015-00387, Zaxby's Restaurant – Laburnum Avenue? I see none.

Mr. Leabough - I move that the plan of development and lighting plan for POD2015-00387, Zaxby's Restaurant – Laburnum Avenue, be approved subject to standard conditions for developments of this type, the annotations on the plan, and conditions 11B, and 29 through 34 as noted in the agenda.

Mr. Branin - Second.

Mr. Witte - We have a motion by Mr. Leabough, a second by Mr. Branin. All in favor say aye. Opposed? The motion passes.

The Planning Commission approved POD2015-00387, Zaxby's Restaurant – Laburnum Avenue, 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. A concrete sidewalk meeting County standards shall be provided along the west side of S. Laburnum Avenue and along the north side of Finlay Street.
- 30. Outside storage shall not be permitted.
- 31. The proffers approved as a part of zoning case REZ2015-00019 shall be incorporated in this approval.
- 32. The developer shall install an adequate restaurant ventilating and exhaust system to minimize smoke, odors, and grease vapors. The plans and specifications shall be included with the building permit application for review and approval. If, in the opinion of the County, the type system provided is not effective, the Commission retains the rights to review and direct the type of system to be used.
- 33. In the event of any traffic backup which blocks the public right-of-way as a result of congestion caused by the drive-up facilities, the owner/occupant shall close the drive-up facilities until a solution can be designed to prevent traffic backup.
- 34. The location of all existing and proposed utility and mechanical equipment (including HVAC units, electric meters, junctions and accessory boxes, transformers, and generators) shall be identified on the landscape plan. All building mounted equipment shall be painted to match the building, and all equipment shall be screened by such measures as determined appropriate by the Director of Planning or the Planning Commission at the time of plan approval.

Mr. Wilhite - Those are all the expedited requests we have.

293 Mr. Witte - Thank you, Mr. Wilhite.
294

295 Mr. Emerson - Mr. Chairman, we now move on to your subdivision extensions
296 of conditional approval, and there are none of those this morning. The withdrawal request
297 you've handled. So we now move into the regular agenda. And as you and I discussed,
298 Mr. Chairman, Mr. Leabough may have to leave prior to the end of the meeting, so we are
299 going to move to his cases first in order to assist him in cleaning up his part of the agenda
300 today. So therefore, we'll move to the second page of your regular agenda and then to
301 page 34 in your primary agenda, page 4 of your amended agenda for POD2015—I'll let
302 everybody catch up with me. Page 34. I need to catch up with myself as well.
303

304 Mr. Branin - I think I need to leave early today; can I go after Mr. Leabough?
305

306 Mr. Emerson - Mr. Chairman, we are now on page 34 of your regular agenda
307 and page 4 of your amended agenda for POD2015-00394, Balzer and Associates, Inc. for
308 Swift Transportation Company. The staff report will be presented by Mr. Mike Kennedy.
309

310 PLAN OF DEVELOPMENT AND LIGHTING PLAN 311

312 313 314 315 316 317 318 319 320	<p>POD2015-00394 Swift Transportation Training Center Expansion - 2809 Charles City Road</p>	<p>Balzer and Associates, Inc. for Swift Transportation Company: 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 1,181 square foot, one-story office building with related parking, and a paved truck driver training area. The 1.98-acre site is located on the south line of Charles City Road, approximately 475 feet northwest of its intersection with Miller Road, on parcels 817-707-6693, and 817-707-7588. The zoning is M-2C, General Industrial District (Conditional) and ASO, Airport Safety Overlay District. County water and sewer. (Varina)</p>
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313 Mr. Witte - Is there any opposition to POD2015-00394, Swift
314 Transportation Training Center Expansion? Did I see a hand? I see none. Mr. Kennedy.
315

316 Mr. Kennedy - The applicant proposes to construct a transportation training
317 facility for commercial drivers associated with their freight service. A terminal abuts the
318 site. The layout plan is consistent with the conceptual plan approved with proffers of zoning
319 case REZ2015-00025, which was adopted earlier this year.
320

321 In the addendum, there are some revised plans and additional lighting shown on the
322 lighting plan to light the yard. They actually have two separate pieces to the site. They
323 have a parking area in the front of the building on Charles City Road and a rear area
324 separated by a fence. So there are no trucks that access Charles City Road. It is a training
325 yard. The front part of the site is separated from the back part of the site by a wrought iron
326 fence.

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Also in the package is a revised elevation, which replaces the base with a split-face cinderblock to match the other building on the site. It's a modular building.

With that, staff recommends approval.

Mr. Witte - Any questions for Mr. Kennedy?

Mr. Leabough - Yes, I have a couple of questions for Mr. Kennedy. And you may or may not be able to answer these. This one during the rezoning process slipped by me. I didn't realize they were planning to construct, ship in a temporary trailer. Is this a permanent structure per the building code?

Mr. Kennedy - It is a permanent structure per the building code. But the intention of the proffers was that eventually the training center may be removed and replaced with additional storage area for the freight firm. At the time of the revised plan, additional screening would be provided along Charles City Road.

Mr. Leabough - I wasn't under that impression. I was assuming that this was a permanent use, that the actual training facility was permanent and there would be no ability to store trucks beyond that gravel or the paved area back behind the training facility. So you're saying that they have the ability to park at some point in the future?

Mr. Kennedy - At some point in the future, they will be able to remove the trailer and provide additional storage area on the site.

Mr. Leabough - That's not my understanding, because we were very clear when we rezoned this that we wouldn't have truck parking anywhere close to Charles City Road.

Mr. Emerson - That's correct.

Mr. Leabough - So do they have the ability with this current case to do that? Is that what you're saying?

Mr. Kennedy - The zoning case does not restrict it. But this case does not provide for that at this time. If they wish to do that, they would have to come back with a revised plan of development.

Mr. Leabough - I have huge concerns if they have that ability. We purposefully were trying to make sure that they kept the truck storage as well as the truck traffic off of Charles City Road. Giving them the ability to put the truck storage closer to Charles City Road to me is problematic. I kind of feel like I wasn't aware of that when this case was rezoned. I thought we were clear that the truck traffic was supposed to be behind the training facility.

372 Mr. Emerson - Mr. Leabough, I need to look back at the case, but I believe the
373 access to Charles City is restricted. I don't have the file in front of me, but I don't think you
374 can access Charles City with anything other than normal vehicular traffic.

375

376 Mr. Leabough - The people that are driving cars.

377

378 Mr. Emerson - Driving in and out with personal vehicles. Tractor-trailer traffic
379 is prohibited from using this access. And I believe all the activity on the site itself has to be
380 behind the masonry wall. So in order for this property to be used, I would think the masonry
381 wall would have to move. I'm not clear. We need to revisit the zoning case and make sure
382 we're clear.

383

384 Mr. Leabough - Okay. Thank you, sir. Could the applicant please come
385 forward? Maybe he can address that.

386

387 Mr. Shust - Good morning, Mr. Chairman, members of the Commission.
388 My name is Chris Shust. I'm with Balzer and Associates representing the owner and
389 developer of this project, Swift Transportation. I'm happy to answer your questions.

390

391 At the time of the zoning case, the intent was clear that we do not have plans to bring truck
392 access onto Charles City Road through this part of the development. The other part of this
393 is that the training facility is intended to be permanent. It is on a permanent foundation.
394 The only flexibility that they wanted to have in the zoning case was in the future if they did
395 need to expand, that they were not completely eliminating the option of coming back to
396 the County to request the expansion of storage behind the training facility building. We
397 don't want to change that front facade; we don't want to change the front parking area. We
398 proffered at TB10 along the front to enhance some of the landscaping. We're trying to put
399 a good foot forward here with the aesthetic that we're providing. We have a building that
400 has pulled off the architecture of three adjoining buildings to show compatibility in the
401 viewshed.

402

403 Mr. Leabough - So what are the exterior materials for this building?

404

405 Mr. Shust - The exterior materials on this building, the foundation is going
406 to be a split-face CMU that is complimentary to the existing screen wall on the main facility.
407 It's also compatible with the existing split-face CMU for the building directly across the
408 street from it. And then the siding itself is a smart panel with a color that is compatible with
409 the existing colors in the viewshed.

410

411 Mr. Leabough - What's a smart panel? Define that for me.

412

413 Mr. Shust - It's just a vertical paneling board instead of a horizontal panel
414 board. It is similar in structure to what is across the street and one building down in terms
415 of the color, the texture.

416

417 Mr. Leabough - What's the material?

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419 Mr. Shust - It's called smart panel. It's a wood composite.
420
421 Mr. Leabough - Is it wood? Is it metal?
422
423 Mr. Shust - It's a wood composite.
424
425 Mr. Leabough - Okay.
426
427 Mr. Shust - And that, again, is compatible. And there's a blue trim on it that
428 was taken both from the Swift Transportation corporate logo that has blue in it. And then
429 the building across street also has a broadband blue trim on it.
430
431 Mr. Leabough - What are the materials of the existing building for Swift?
432
433 Mr. Shust - The existing Swift building has a combination of CMU, spilt-
434 face, and it is a prefabricated metal building with metal vertical panels on it.
435
436 Mr. Leabough - We were told during the rezoning process, if I'm not mistaken,
437 that it would be a similar building to what was already on the site. That building is not a
438 construction trailer, temporary trailer. Whatever this is does not look like a permanent
439 structure to me. The materials are not consistent with what's on site.
440
441 Mr. Shust - I think that the picture doesn't quite do it justice for what the
442 intent is, which is to have something like this.
443
444 Mr. Leabough - We have that, sir.
445
446 Mr. Shust - I think that looks different from what is there. I agree. In that
447 picture, the panel boards along the bottom do make it look like it is temporary. But we have
448 a permanent foundation base that this sits on.
449
450 Mr. Leabough - How is it attached to that foundation?
451
452 Mr. Shust - It's tied to the block foundation.
453
454 Mr. Leabough - Any other questions?
455
456 Ms. Jones - Mr. Shust, are all the other buildings to which you're referring,
457 that you say this is architecturally compatible with, are they are modular buildings as well?
458
459 Mr. Shust - No, they are not modular type buildings. But we tried to take
460 architectural components off of them to show compatibility with those.
461
462 Ms. Jones - It may be a combination of elements, but it does look fairly raw
463 in comparison to other things that are there, in my view.

464
465 Mr. Leabough - I agree.
466
467 Mr. Witte - I agree also. The County and the Commission from Varina
468 have gone to great lengths to put its own identity down there, and this kind of looks more
469 like a postage stamp.
470
471 Mr. Leabough - I looks like a temporary facility like we would see at a school
472 that's overcrowded. And that's typical of the type of structure that's used.
473
474 Mr. Branin - And thank goodness we don't have those.
475
476 Mr. Leabough - And we don't have any of those anymore in Henrico. I just want
477 to thank you for pointing that out. But we've seen them before.
478
479 Mr. Branin - We have, if you go to Chesterfield.
480
481 Ms. Jones - Oh Tommy.
482
483 Mr. Leabough - I wouldn't call Chesterfield out, but we've seen this before. I do
484 have huge concerns about it. Mr. Witte, did you have another question? I was just echoing
485 Ms. Jones.
486
487 Mr. Branin - And I'll chime in on it as well. Mr. Shust, I know probably by
488 code, because there's no axle and it's not titled by DMV, and you throw some block
489 underneath it, it's considered a permanent structure. But you and I both really know this is
490 a trailer.
491
492 Mr. Shust - I can't argue. It's a modular building. It's called a modular
493 building. It's brought in assembled and anchored to the foundation.
494
495 Mr. Branin - As commissioners, when we're sitting in community meetings
496 and we're told yes, it will be similar to a stick or a block building that's built, right, and that's
497 what you're going with, and then you show up with a mobile home office trailer, it's a little
498 startling, at best.
499
500 Mr. Leabough - I don't have any concerns about modular construction, but
501 you'd have to admit that this is consistent with the type of buildings you see in a temporary
502 situation. There may be some uses where it's used on a permanent basis, but it's really
503 consistent with what we would see in temporary or non-permanent structure.
504
505 Mr. Shust - But I also think it's consistent with the other architecture in the
506 viewshed. And I also think that it's a better step forward than a metal panel building, which
507 is what drove the request for the CMU screen wall on the other side of larger part of the
508 facility. It is a truck center, and it is an M-2 zoning area. I feel that my client is putting a
509 good foot forward here in showing the compatibility with the other structures in the area,

510 with matching the colors and textures. They've been a good longstanding tenant and retail
511 business client in this community. They employ about 1200 people. So they're not here to
512 come and go; they've been here and they've stayed. They've been here for a long time.
513 While I can't argue with how the building arrives and the name and the make of the
514 building, I think that they've brought a good foot forward to show that this is compatible
515 with the area and that it is a good use for this property.

516
517 Mr. Leabough - My concern, though, still rests with the fact that this is a more
518 temporary structure. I don't want it to be a point where you're coming back to us asking to
519 start parking trucks along Charles City Road.

520
521 Mr. Shust - We've precluded that. That's not going to happen. That's
522 excluded from the zoning case. The only other option I have that I can offer up is that I can
523 go back to my client and request that we bring some shutters onto the sides of these
524 windows and perhaps look at changing either the color or the texture of the triangular
525 feature above that horizontal blue band which is right here.

526
527 Mr. Leabough - How about this. Maybe we give you thirty days to go back to
528 them to ask if they'll reconsider the structure itself. And we can work on that between now
529 and the next meeting.

530
531 Mr. Shust - I sense that I should accept that.

532
533 Mr. Leabough - You should probably, yeah, follow that.

534
535 Mr. Shust - So I will accept your request for a thirty-day deferral.

536
537 Mr. Leabough - Are you asking or do you want me to defer?

538
539 Mr. Shust - On behalf of Swift Transportation, as their representative, I
540 would like to request that we defer this for thirty days to see if we can't come to a better
541 understanding with the architecture being represented here.

542
543 Mr. Leabough - Thank you. I appreciate that. I appreciate that request.

544
545 Mr. Archer - Don't we meet early in November?

546
547 Mr. Leabough - It's the eighteenth.

548
549 Mr. Emerson - Yes, it would be the eighteenth, Mr. Archer.

550
551 Mr. Branin - So it's less than thirty days.

552
553 Mr. Leabough - So less than thirty days; I apologize. But that being the case, I
554 move that POD2015-00394, Swift Transportation, be deferred to the November 18, 2015
555 meeting at the applicant's request.

556
557 Ms. Jones - Second
558
559 Mr. Witte - We have a motion by Mr. Leabough, second by Mrs. Jones. All
560 in favor say aye. Opposed? The motion passes.
561
562 Mr. Emerson - Mr. Chairman, I would now like to move on to Resolution
563 SIA2015-00003, Whiteside Road Community Park, Substantially in Accord with the
564 Comprehensive Plan. This will be presented by Ms. Erin Puckett, who I'm not sure all of
565 you have met her. She has been with us I believe close to a year now. And I think this
566 might be her first presentation.
567
568 **RESOLUTION: SIA2015-00003 – Whiteside Road Community Park –**
569 **Substantially in Accord with the County of Henrico Comprehensive Plan (Varina District)**
570
571 Mr. Branin - Ms. Puckett, are you nervous?
572
573 Ms. Puckett - Just a little.
574
575 Mr. Witte - Is there any opposition to SIA2015-00003 – Whiteside Road
576 Community Park? Ms. Puckett, you have the floor.
577
578 Ms. Puckett - Thank you, Mr. Chairman and members of the Commission. At
579 the request of the Division of Recreation and Parks, the Planning Department conducted
580 a substantially in accord study to determine whether a proposed community park along
581 Whiteside Road southwest of its intersection with East Williamsburg Road is substantially
582 in conformance with the 2026 Comprehensive Plan.
583
584 The site is located in the Varina Magisterial District and it includes two parcels which total
585 approximately ninety-eight acres. Surrounding uses include single-family residential
586 neighborhoods to the west and north, an apartment development to the north, the
587 Chickahominy YMCA to the east, and vacant acreage parcels to the south.
588
589 The property is zoned A-1, which would allow County facilities as a principal use. It is also
590 located within the Airport Safety Overlay District. The 2026 Comprehensive Plan
591 recommends Suburban Residential 1, and Environmental Protection Area uses for the
592 subject property. While a park is not a residential use, such a use could be appropriate to
593 be located convenient to residential development. With proper design and impact
594 mitigation measures, a park could be constructed in a manner compatible with existing
595 uses in the surrounding area.
596
597 The SIA request indicated that the park is expected to have a combination of both passive
598 and active recreation uses. No County departments expressed any opposition to the use
599 of this property as a park. More specific comments regarding the site layout, road
600 improvements, historic impacts, and other issues were collected and will be taken into
601 consideration during the POD process should this use be found to be in accord with the

602 Comprehensive Plan. Planning staff recognize the importance of providing necessary
603 public facilities and services to serve our growing population. The site in question provides
604 adequate area and minimal constraints for this park use and presents no apparent conflict
605 with the intent of the Comprehensive Plan.

606
607 This concludes my presentation, and I would be happy to answer any questions.

608
609 Mr. Witte - Anyone with questions for Ms. Puckett? All right.

610
611 Ms. Jones - No questions, just a comment. You can see very clearly the
612 population areas around this park. It seems like a wonderful fit.

613
614 Mr. Leabough - If you talk to the residents there, I think they would agree that
615 this park is long overdue and would be an asset for this community. So I'm glad that this
616 opportunity has presented itself for the Varina District. You have a question?

617
618 Mr. Branin - Is there a representative from the Parks here?

619
620 Ms. Puckett - I don't believe so.

621
622 Mr. Emerson - They may be late, Mr. Branin, because we moved it up. And I
623 didn't tell staff until this morning I was moving it up. So they may not be aware. They may
624 be planning on coming later in the morning.

625
626 Mr. Leabough - But we will definitely answer any questions that you have, Mr.
627 Branin.

628
629 Mr. Branin - I think it's fabulous. I just want to make sure that someone from
630 Parks was here since they sometimes don't show up.

631
632 Mr. Leabough - Okay. So if there are no other questions, I move that SIA2015-
633 00003 – Whiteside Road Community Park, move on to the Board of Supervisors with a
634 recommendation of approval.

635
636 Mr. Archer - Second.

637
638 Mr. Witte - We have a motion by Mr. Leabough, second by Mr. Archer. All
639 in favor say aye. Opposed? Motion passes. Thank you, Ms. Puckett.

640
641 Mr. Emerson - Mr. Chairman, we now move back to the beginning of the
642 agenda to page 4 of your agenda and to page 1 of your amended agenda for POD2013-
643 00080 and POD2015-000300, Timothy O. Trant II, Esq. for GGC Staples Mill Road, LLC.
644 The staff report will be presented by Mr. Lee Pambid.

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646
647

648 **TRANSFER OF APPROVAL**

649

POD2013-00080 (pt)
POD2015-00300
Wawa at Staples Mill
Road and Bethlehem
Road – 2415 Staples Mill
Road (U.S. Route 33)

Timothy O. Trant II, Esq. for GGC Staples Mill Road, LLC: Request for transfer of approval of a portion of a plan of development as required by Chapter 24, Section 24-106 of the Henrico County Code from GGC Associates, Arch Creek Ventures, LLLP, and JGVirginia, LP to **Kerlin Corporation and Vista Ventures, LLC ~~GGC Staples Mill Road, LLC~~**. The 1.76-acre site is located on the southeast corner of the intersection of Staples Mill Road (U.S. Route 33) and Bethlehem Road, on parcel 774-740-7856. The zoning is B-2C, Business District (Conditional). County water and sewer. **(Brookland)**

650

651 Mr. Witte - Is there any opposition to POD2013-00080 (pt) and POD2015-
652 00300, Wawa at Staples Mill Road and Bethlehem Road? I see none. Mr. Pambid.

653

654 Mr. Pambid - Good morning. The new owner accepts and agrees to be
655 responsible for continued compliance with the conditions of the original approval. The
656 deficiencies as identified in the staff report dated August 10, 2015 included five missing
657 shrubs, which have been replanted. A revised caption that corrects the name of the new
658 owners is in the addendum. Staff recommends approval of this transfer request. This
659 concludes my presentation. I can now field any question you have regarding this.

660

661 Mr. Witte - Any questions of Mr. Pambid? Let's see here. I thought I had
662 a question, but I don't see where I wrote it down.

663

664 Mr. Leabough - It happens to me, too, Mr. Witte.

665

666 Mr. Branin - It never happens to me.

667

668 Mr. Leabough - We're all out of whack up here.

669

670 Mr. Witte - With that, since I can't find it, I move the transfers for
671 POD2013-00080 (pt) and POD2015-00300, be approved as presented subject to
672 previously approved conditions.

673

674 Mr. Branin - Second.

675

676 Mr. Witte - We have a motion by Mr. Witte, a second by Mr. Branin. All in
677 favor say aye. Opposed? The motion passes.

678

679 The Planning Commission approved the transfer of approval request for POD2013-00080
680 (pt) and POD2015-00300, Wawa at Staples Mill Road and Bethlehem Road from
681 GGC Associates, Arch Creek Ventures, LLLP, and JGVirginia, LP to Kerlin Corporation
682 and Vista Ventures, LLC.

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689

Mr. Emerson - Mr. Chairman, we now move on to page 5 of your agenda for POD-82-80 (POD2014-00300), Mayur Patel for Allegiance Hospitality, LLC. The staff report will be presented by Mr. Greg Garrison.

TRANSFER OF APPROVAL

POD-82-80
POD2014-00300
Candlewood Suites
(Formerly Days Inn) –
2100 Dickens Road

Mayur Patel for Allegiance Hospitality, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from DMRH, LLC, S.T. Hazelwood, and Day Realty of S. Carolina to Allegiance Hospitality, LLC. The 2.16-acre site is located along the south line of Dickens Road, approximately 215 feet east of West Broad Street (U.S. Route 250), on parcel 768-743-8654. The zoning is B-3, Business District. County water and sewer. **(Brookland)**

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Mr. Witte - Is there any opposition to POD-82-80 (POD2014-00300), Candlewood Suites (formerly Days Inn)? I see none.

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Mr. Garrison - Good morning. The new owners have recently renovated the interior and exterior of this property. The new owner accepts and agrees to be responsible for the continued compliance with the conditions of the original approval. All the deficient landscaping noted in the staff reported dated September 4, 2014, has been replaced, and staff can recommend approval of this transfer request.

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702

Mr. Witte - You say all the shrubbery has been taken care of?

703
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Mr. Garrison - Yes sir. They've overhauled the entire site with new landscaping. The old landscaping had become overgrown. It wasn't really appropriate for the space with overhead power lines that were along the front of the property. So Virginia Power had topped the trees that were there. They were Bradford pears, which isn't a really desirable species, as we all know. And a revised plan has been submitted and approved by staff.

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713

Mr. Witte - Okay. I have no further questions. Any questions by the Commission? Okay. With that I'll move that transfer of approval for POD-82-80 (POD2014-00300), Candlewood Suites (formerly Days Inn), be approved subject to the previous conditions as presented.

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715

Mr. Branin - Second.

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719

Mr. Witte - We have a motion by Mr. Witte, second by Mr. Branin. All in favor say aye. Opposed? The motion passes.

720 The Planning Commission approved the transfer of approval request for POD-82-80
721 (POD2014-00300), Candlewood Suites (formerly Days Inn), from DMRH, LLC, S.T.
722 Hazelwood, and Day Realty of S. Carolina to Allegiance Hospitality, LLC, subject to the
723 standard and added conditions previously approved.

724

725 Mr. Witte - Do we have any media in the room at this time? We do.
726 Welcome. Is this the *Times-Dispatch*?

727

728 Female - [Off microphone.] Yes sir.

729

730 Mr. Witte - Thank you for coming. We appreciate it. All right, continue on.

731

732 Mr. Emerson - Mr. Chairman, we now move on to page 9 of your agenda for
733 SUB2015-00138, Michael and Kristin Whitaker. The staff report will be presented by Mr.
734 Greg Garrison.

735

736 ALTERNATIVE FENCE HEIGHT PLAN - RESIDENCE

737

SUB2015-00138 Whitaker Residence – Deer Lodge – 1 Chapaqua Drive	Michael and Kristin Whitaker: Request for approval of an alternative fence height plan, as required by Chapter 24, Sections 24-95 (l)(7)(b), 24-106, and 24-106.2 of the Henrico County Code, to allow a 8-foot tall fence in an existing 20-foot planting strip easement along the southern property line adjacent to River Road. The 0.75-acre site is located on the northwest corner of the intersection of River Road and Chapaqua Drive, approximately 680 feet west of N. Mooreland Road, on parcel 746-735-1332. The zoning is R-1, One-Family Residential District. County water and sewer. (Tuckahoe)
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738

739 Mr. Witte - Is there any opposition to SUB2015-00138, Whitaker
740 Residence? I see none. Mr. Garrison.

741

742 Mr. Garrison - Good morning. The applicant requests approval of an alternative
743 fence height in the side yard to erect an eight-foot tall fence along the southern property
744 line, adjacent to River Road. Per the survey provided with the plan, the fence would be
745 installed within the twenty-foot planting strip easement.

746

747 Per Section 24-95(l)(2) of the County Code, when located within a planting strip easement,
748 the Planning Commission, pursuant to the review and approval of a landscaping plan, shall
749 permit an alternative height exceeding seven feet but not exceeding ten feet in height for
750 a fence, wall, or hedge of uniform design provided the permitted height and design does
751 not adversely affect:

752

753 1. The health, safety and/or welfare of persons residing on or working on the
754 premises;

- 755 2. The visibility or value of abutting and/or adjacent properties;
756 3. The adequate supply of light and air to adjoining property;
757 4. Traffic or Pedestrian safety; and
758 5. Adequate sight distance
759

760 The applicant has provided evidence that the Deer Lodge Homeowners' Association
761 supports this request. The fence is located approximately twenty feet back from the right-
762 of-way. Existing landscaping in the planting strip easement will remain between the fence
763 and the road.
764

765 Customarily, staff makes no recommendation for approval or denial before the Planning
766 Commission regarding requests for alternative fence heights. Should the Commission
767 approve this request, the following standard conditions for alternative fence height plans
768 are recommended.
769

770 I'm available, and Mr. Whitaker is also available to answer any questions that you may
771 have.
772

773 Mr. Witte - Any questions by the Commission?
774

775 Ms. Jones - Mr. Garrison, just so we're clear. The red and the orange, I
776 applaud his artwork. But just so we're all clear here—I'm sorry.
777

778 Mr. Garrison - There we go.
779

780 Ms. Jones - I was going to ask you to keep it on the site plan.
781

782 Mr. Garrison - Oh, sorry.
783

784 Ms. Jones - I was going to ask you while you're getting that back there to
785 simply point with the cursor at what will be the eight-foot sections and what will be the four-
786 foot sections.
787

788 Mr. Garrison - Right here will be an eight-foot section. If you're familiar with
789 River Road, there's a trail that was installed, I believe by the neighbors, for the students to
790 walk to school. And that will be—this will not impact the trail. It's back off of the trail. But
791 this is the location of the fence.
792

793 Ms. Jones - Of the eight-foot section.
794

795 Mr. Garrison - Of the eight-foot section, yes.
796

797 Ms. Jones - And where will the four-foot sections be?
798

799 Mr. Garrison - The four-foot sections will be in the back and on this side right
800 here.

801
802 Ms. Jones - And the section that goes perpendicular to the eight-foot
803 section?
804
805 Mr. Garrison - Right here?
806
807 Ms. Jones - Yes.
808
809 Mr. Garrison - That will be a four-foot as well.
810
811 Ms. Jones - Okay. Okay. Just so everyone's clear. You have the other
812 presentation photos that will show where the fence is going to be tucked into the—
813
814 Mr. Garrison - Right. Let me get to that.
815
816 Ms. Jones - I am just giving you a fit today; sorry.
817
818 Mr. Garrison - It's easier just to do it this way. There we go.
819
820 Ms. Jones - Ta-da. Okay.
821
822 Mr. Garrison - The red line is the approximate location. When I met with
823 Mr. Whitaker out there, he had a string set up to represent where the fence would go. None
824 of the large trees will be removed. There might be some small maybe quarter-inch, maybe
825 half-inch caliper underbrush that might have to be removed to get the fence in there or
826 something like that. But the intent is to keep as much vegetation as possible.
827
828 Ms. Jones - Okay. Thank you. I'd like just a quick word with Mr. Whitaker,
829 if no one else has questions.
830
831 Mr. Whitaker - [Off microphone.] Good morning.
832
833 Ms. Jones - Good morning. Would you mind stating your name for the
834 record?
835
836 Mr. Whitaker - Yes, I'm Michael Whitaker.
837
838 Ms. Jones - Mr. Whitaker, the only reason I'm calling you down is actually
839 to thank you for several things. Thank you for the care that you've given to presenting this
840 case to staff so that everybody understands exactly what it is that you're doing. And
841 secondly, the thing that I think is very important is that you do have a letter of approval
842 from your homeowners association, and everyone understands what you're trying to do,
843 which is to give yourself a little privacy from a very busy area. But you're doing it in a way
844 that doesn't compromise the fence, doesn't compromise landscaping buffer, and will be
845 consistent with what some other folks have done in the area.
846

847 Mr. Whitaker - That was our intent all along.
848
849 Ms. Jones - Right. So I wanted to thank you for that approach and for
850 getting the approval of your neighbors. That makes this process an awful lot easier for us.
851
852 Mr. Whitaker - Thank you.
853
854 Ms. Jones - So that's all I needed. All right. With that I would like to make a
855 motion, if I may, Mr. Chairman.
856
857 Mr. Witte - Please.
858
859 Ms. Jones - Okay. I would like to move that the alternative fence height
860 request for SUB2015-00138, Whitaker Residence, 1 Chapaqua Drive, be approved. And
861 that is with the standard conditions for alternative fence height plans, 1, 2, and 3 as listed
862 on the agenda.
863
864 Mr. Branin - Second.
865
866 Mr. Witte - We have a motion by Mrs. Jones, second by Mr. Branin. All in
867 favor say aye. Opposed? The motion passes.
868
869 The Planning Commission granted approval to the alternative fence height request for
870 SUB2015-00138, Whitaker Residence, 1 Chapaqua Drive, subject to the following
871 standard conditions for alternative fence height plans:
872
873 1. The property shall be developed as shown on the plan filed with the case and no
874 changes or additions to the layout shall be made without the approval of this
875 Commission.
876 2. The owner shall have a set of approved plans available at the site at all times when
877 work is being performed. A designated responsible employee shall be available for
878 contact by County Inspectors.
879 3. The fence shall be maintained in good repair by the owner. Trash and debris should
880 not be allowed to accumulate along the fence.
881
882 Mr. Emerson - Mr. Chairman, we now move on to page 11 of your regular
883 agenda and page 1 of your amended agenda for SUB2015-00130, Hulcher & Associates,
884 Inc. for Louise and Lois Lutto, Trustees and Oak Knoll, LLC. The staff report will be
885 presented by Mr. Greg Garrison.
886

887 **SUBDIVISION AND MAJOR THOROUGHFARE SETBACK EXCEPTION**
888

<p>SUB2015-00130 Oak Knoll (October 2015 Plan) – Hungary Road</p>	<p>Hulcher & Associates, Inc. for Louis and Lois Lutto, Trustees and Oak Knoll, LLC: The 12.549-acre site is proposed for 30 single-family lots with authorization of a major thoroughfare setback exception for 2 3 lots adjacent</p>
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to Hungary Road. The site is located on the north line of Hungary Road at its intersection with Lydell Drive, on parcels 777-759-6295 and 777-760-6526. The zoning is R-3C, One-Family Residential District. County water and sewer. **(Fairfield) 30 Lots**

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Mr. Witte - Is there any opposition to SUB2015-00130, Oak Knoll (October 2015 plan)? I see none. Mr. Garrison.

Mr. Garrison - Good morning. In your addendum, I believe the caption was revised for an exception for two lots only now, not three. Lots 1 and 2.

This conditional subdivision proposes the subdivision of 12.54 acres into thirty single-family lots. The site was recently rezoned, June 9th, 2015, and the layout is consistent with the proffered plan. Hungary Road is listed as a minor collector on the 2026 Major Thoroughfare Plan. Per Section 24-94, if the front, rear, or side yard is adjacent to a minor collector, the setback shall be increased by 25 feet. That would be a 65-foot-rear yard setback for lots 1, 2, and 3, and a 37-foot side yard setback for lot 32. I'll just kind of zoom in here.

The applicant is requesting a 48-1/2-foot setback—that would be a 16-1/2-foot reduction—for lots 1 and 2—citing 14-1/2-feet of right of way being dedicated, existing houses in the area, and the desire to construct a larger house. The increased setback may be reduced only if approved by the Planning Commission as an exception under Section 19-4(a).

Staff makes no recommendation based on the exception, which is at the discretion of the Planning Commission. Should the Commission approve the exception, staff recommends approval subject to the annotations on the plans, the standard conditions for subdivisions served by public utilities, and added conditions 13-18.

I'm available to answer any questions. And Bruce Hulcher is also here to answer any questions that you have. Any question for Mr. Garrison?

Mr. Archer - Mr. Garrison, why did we drop thirty-two?

Mr. Garrison - The applicant thought that they could get a big enough house on thirty-two to make it feasible.

Mr. Archer - All right.

Mr. Witte - Any other questions?

Mr. Archer - No, but I'd like to hear from the applicant.

Mr. Witte - Would the applicant come down please.

930 Mr. McGurn - Mr. Chairman, members of the commission, I'm Artie McGurn.
931 I'm not Bruce Hulcher. He's here to answer any technical questions. I represent the
932 applicant. We have reviewed the staff report and are in agreement with the conditions with
933 the exception of the rear yard setback on lot 1 and 2. And I'd like to just take a minute and
934 walk you through what we're trying to achieve by asking for this 48-1/2-foot setback as
935 opposed to 65 feet.

936
937 We have a builder who's committed to the lots who has proposed plans that are
938 substantially larger than what the proffered conditions are. And in trying to create a
939 neighborhood, obviously the first impression is as you drive through. Their particular plans
940 that they would like to build that have proven to be popular in this general area would
941 require the 48-1/2-foot setback. And if I could call your attention to lot 1 and 2, we need
942 the 48-1/2 foot setback to an area on the back of the house that's called a morning room.
943 Ryan Homes is the builder, and they build that particular plan with this morning room.
944 Generally, that is always on that plan. So the idea in working with them was—and we have
945 appreciated the staff's input and work for the staff to get it down to this. They'd like to—
946 and I think the County also appreciates that if we progress through the subdivision
947 somewhat in the order of the lots, what I fear is that having to place a house that's smaller
948 than these on these two lots would potentially put us by these lots and this would be built
949 out at the end of the neighborhood, maybe even not by Ryan Homes. This would create a
950 smaller house, smaller footprint as you come in.

951
952 I would like to point out the conceptual plan—and I do realize that it is conceptual—that
953 was filed with the zoning, we haven't changed that. And that contemplated a 40-foot rear
954 yard. We also have and have agreed to the requirement of the additional right-of-way
955 dedication for a turn lane and a sidewalk. If we weren't doing that, we would obviously
956 comply with the 65-foot. So for those reasons, we would ask that in your good judgment
957 you would consider allowing on only lots 1 and 2 the 48-1/2-foot setback.

958
959 Mr. Witte - Any questions?

960
961 Mr. Archer - I have none, but I asked him to come down because I thought
962 some of the Commission members may have some questions.

963
964 Ms. Jones - It may not be my choice to sit in the morning room and watch
965 the traffic go by, but that is the choice of the folks who buy the home. I mean, quite
966 honestly, this will not be an unknown factor to them.

967
968 Mr. McGurn - Ms. Jones, during the zoning case there was a discussion
969 about fencing material. The applicant did proffer (sic) not to build the fence there, but the
970 material would be the same on all three lots and a material that was pretty much rot-free.
971 The applicant has agreed, if this condition be granted, that they—originally, the fence was
972 to be built by the homeowner. The applicant has agreed that they would build the fence
973 early on in the construction stage as soon as the development cleared that portion of the
974 subdivision and it was practical to build the fence. There is a landscaping requirement, so
975 they do have that obligation, which would be, obviously, on the Hungary Road side.

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The only other thing I'd like to point out is if you look at this plat and you look at the neighbors to the east towards Route 1 and to the west towards Woodman, the existing homes, none of the setbacks on those houses are as great as what this 48-1/2 feet would be on these rear yards. Some of them are down—my eyesight's not that great this morning—36 feet. And I think there's one that's actually shorter.

Mr. Leabough - How many additional square feet are you getting by reducing?

Mr. McGurn - The particular plan that Ryan has proposed here along with some others is—the name escapes me, but it's 1900 feet. And the proffers there were for at least two of the two-story homes to be 1800. However, the balance of the two-story houses could be down to I believe 1600 feet. Their portfolio of plans exceeds the minimum requirement in all three categories of a 1-story, 1-1/2, and a 2-story. And so we think with that, we not only have a very good neighborhood for the people that live there, but also the adjoining property owners on either side. So the idea is that we are enhancing the value of the area.

Mr. Leabough - How many additional square feet are you getting?

Mr. McGurn - One hundred at least.

Mr. Leabough - Thank you.

Mr. Witte - Any other questions? How would you like to proceed, sir?

Mr. Archer - Thank you, sir.

Mr. McGurn - Thank you, Mr. Archer.

Mr. Archer - Pursuant to our conversation and your explanation, I'd like to come to a reasonable conclusion as to why I would allow this. This is similar to an alternative fence height plan in that there is no recommendation made, so we can do it here. Do I need a separate motion for that, Mr. Secretary?

Mr. Emerson - No sir, I believe you can make them together.

Mr. Archer - Okay, all right. I agree with the assertion that the larger houses would have an impact on the two adjacent neighborhoods. One of the neighborhoods is relatively older, and one is relatively new. And if you all recall when we had this at zoning, we had to massage these lots in because of the unusual shape of the property. As Ms. Jones says, there is an option that if somebody does not want the smaller lot, then they don't have to buy a house there. The result is up to the purchaser.

1020 With that, I will move for approval of SUB2015-00130, Oak Knoll (October 2015 plan),
1021 subject to the annotations on the plan, standard conditions for subdivisions served by
1022 public utilities, and the additional conditions 13 through 18.

1023
1024 Mr. Branin - Second.

1025
1026 Mr. Witte - We have a motion by Mr. Archer, a second by Mr. Branin. All
1027 in favor say aye. Opposed? The motion passes.

1028
1029 The Planning Commission granted conditional approval to SUB2015-00130, Oak Knoll
1030 (October 2015 plan), subject to the standard conditions attached to these minutes for
1031 subdivisions served by public utilities, the annotations on the plans, and the following
1032 additional conditions:

- 1033
1034 13. Each lot shall contain at least 11,000 square feet.
1035 14. Prior to requesting the final approval, a draft of the covenants and deed restrictions
1036 for the maintenance of the common area by a homeowners association shall be
1037 submitted to the Department of Planning for review. Such covenants and
1038 restrictions shall be in a form and substance satisfactory to the County Attorney and
1039 shall be recorded prior to recordation of the subdivision plat.
1040 15. The details for the landscaping to be provided within the 20-foot wide planting strip
1041 easement along Hungary Road shall be submitted to the Department of Planning
1042 for review and approval prior to recordation of the plat.
1043 16. A County standard sidewalk shall be constructed along the north side of Hungary
1044 Road.
1045 17. The proffers approved as part of zoning case REZ2015-00013 shall be incorporated
1046 in this approval.
1047 18. Any future building lot containing a BMP, sediment basin or trap and located within
1048 the buildable area for a principal structure or accessory structure, may be
1049 developed with engineered fill. All material shall be deposited and compacted in
1050 accordance with the Virginia Uniform Statewide Building Code and geotechnical
1051 guidelines established by a professional engineer. A detailed engineering report
1052 shall be submitted for the review and approval by the Building Official prior to the
1053 issuance of a building permit on the affected lot. A copy of the report and
1054 recommendations shall be furnished to the Directors of Planning and Public Works.

1055
1056 Mr. Emerson - Mr. Chairman, we now move on to page 17 of your regular
1057 agenda and page 2 of your amended agenda for POD2015-00322, Parker Design Group
1058 for Westhampton Properties and Global General Properties, LLC. The staff report will be
1059 presented by Ms. Aimee Crady.

1060
1061 **PLAN OF DEVELOPMENT**

1062
1063 **POD2015-00322 Parker Design Group for Global General Properties,**
1064 **Corner Bakery at Car Care LLC: Request for approval of a plan of development, as**
1065 **Shopping Center – 11000 required by Chapter 24, Section 24-106 of the Henrico**

West Broad Street (U.S.
Route 250)

County Code, to demolish an existing vacant car service station and construct a one-story, **4,052** square foot restaurant with drive-through facilities in an existing shopping center. The 1.06-acre site is located on the northwest corner of the intersection of W. Broad Street (U.S. Route 250) and Dominion Boulevard, on parcel 747-760-3077 and part of parcel 747-760-1291. The zoning is B-3C, Business District (Conditional). County water and sewer: **(Three Chopt)**

1063

1064

Mr. Witte - Is there any opposition to POD2015-00322, Corner Bakery at Car Care Shopping Center? We have opposition. Ms. Crady?

1065

1066

1067

Ms. Crady - Good morning. The applicant requests to demolish the service station and construct a new casual restaurant with drive-through facilities in the existing shopping center. There is a revision in your addendum, page 2, revising the caption and indicating that revised architectural plans are in your handout addendum.

1068

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1072

The Car Care Shopping Center was developed in 1988 subject to the proffers of C-12C-88 with automobile service and vehicular oriented establishments as the central theme. The outparcel under review has been vacant and boarded up for some time now. While the proposed building incorporates architectural features and colors that contrast from the surrounding shopping center design, the proffers specify that other aesthetically comparable finishes and materials may be requested and specifically permitted or required at the time of plan of development. The applicant has revised the plan and indicates that the Jefferson Wade Tudor brick will be used on the tower elements on the corners. That's the southwest and southeast corners, as well as the base. And the butternut color will be above that with EIFS at the top. Everything below that EIFS band is brick.

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Shutters were added to the rear elevation facing the bank to add some interest to that elevation, meeting staff's recommendation. The building will have a flat roof with parapet and decorative cornice elements and black and white striped awnings, as you can see.

1084

1085

1086

1087

With this, staff recommends approval subject to the annotations on the plan, the standard conditions for shopping centers, and conditions 29 through 37 in your agenda. Clay Grogan with Parker Design is here representing the applicant. And I'm available to answer any questions the Commission may have.

1088

1089

1090

1091

1092

Mr. Witte - Any questions for Ms. Crady?

1093

1094

Mr. Branin - I have none for Ms. Crady. I would like to hear from opposition first if no one else has any questions for Ms. Crady.

1095

1096

1097

Mr. Witte - All right. Mr. Secretary, would you read the rules for the opposition, please?

1098

1099

1100 Mr. Emerson - Yes sir. Mr. Chairman, as you noted, the Commission does
1101 have guidelines regarding their public hearing process and they are as follows: The
1102 applicant is allowed ten minutes to present the request, and time may be reserved for
1103 responses to testimony. Opposition is allowed a cumulative ten minutes to present its
1104 concerns, meaning everyone that wants to speak in opposition should fit within those ten
1105 minutes. Commission questions do not count into the time limits. The Commission may
1106 waive the time limits for either party at its discretion. Comments must be directly related to
1107 the case under consideration.

1108

1109 Mr. Witte - Thank you. Would the opposition come down, please. State
1110 your name for the record.

1111

1112 Mr. Megenity - Good morning. My name is Adam Megenity. I represent
1113 Westhampton Properties, which is the neighboring parcel owner. There seems to be a little
1114 bit of confusion on the applicant's process. I originally signed off on some plans allowing
1115 this to move forward. As of 1:30 this morning, I received plans, which I opened at 9:00 this
1116 morning where the parking lot configuration changed. We're in support of the renovation
1117 or the rehab of the property and the use. The issue we have is we represent Westhampton
1118 Properties, the bank, as well as Global Partners of parcel—for lack of better words, the
1119 Association. We have a responsibility for those three parcel owners to preserve the
1120 integrity of the parking. The new plans that were presented to us this morning demonstrate
1121 we'll actually be losing two parking spaces. For this facility, that would be a detriment to
1122 the other tenants, if you will. And I don't think we've been given fair enough time to have
1123 a dialogue with the applicant to address this issue.

1124

1125 All along through the process that was our number one concern with the applicant. The
1126 proposal we were originally given that we signed off on, I believe was there's an addition
1127 of fifteen parking spaces, which we were in support of. Now there seems to have been
1128 some conflict as it relates to the landscape plan and cutting into the berm. I don't know the
1129 particulars. Again, I've only been given a few minutes. That's why I'm here, to oppose our
1130 approval, which the applicant had to have received. It's not the plans that are being
1131 presented today as what we agreed to. That's my opposition.

1132

1133 Mr. Witte - Any questions by the Commission?

1134

1135 Ms. Jones - I'm a little confused about the parking plan. Can somebody
1136 explain to me where those places are?

1137

1138 Mr. Witte - I think Ms. Crady will help us with that.

1139

1140 Ms. Crady - I can probably shed some light on some of that. The original
1141 site plan had improvements proposed on the Westhampton Properties' parcel, which is
1142 everything outside of this parking lot. The original plan encroached into the proffered
1143 buffers, which would have required the Commission to make an exception at their
1144 discretion. There are berms existing here. It would have required a low retaining wall along
1145 both Dominion Boulevard and West Broad Street on the restaurant side. The applicant

1146 was able to meet shopping center parking calculations on their existing parcel and chose
1147 to do the one-way configuration around this building with angled parking, maintaining their
1148 improvements within their own parcel. Therefore, Westhampton Properties was no longer
1149 a party to the actual plan of development, as shown here.

1150
1151 The parcel lines I can outline here. You can kind of see how it goes around the existing
1152 curb line. And it's also evident on this parcel here - you can see how it's been carved out
1153 very specifically to maintain that curb line for this parcel. So this parcel is landlocked, but
1154 it is approved as a shopping center, so it does have shared access, shared parking, and
1155 shared maintenance agreements.

1156
1157 Ms. Jones - So the two parking places that are no longer available were
1158 outside of the property of the applicant.

1159
1160 Ms. Crady - I'm not of that impression. I don't know that that is the case.

1161
1162 Ms. Jones - I misunderstood? Sorry.

1163
1164 Ms. Crady - No, that's what you heard. But I don't know that this—there are
1165 no improvements outside of the applicant's parcel. So therefore, any spaces that are lost
1166 on this plan of development belonged on this property, but were part of the shared parking
1167 lot. So there may be a net loss of spaces, but they're on the applicant's property and they
1168 still meet shopping center parking calculation requirements. So they still have the required
1169 parking that they need for this use.

1170
1171 Ms. Jones - As shown in the particular plan.

1172
1173 Ms. Crady - As shown in this plan.

1174
1175 Ms. Jones - Okay. Thank you.

1176
1177 Mr. Branin - Can I hear from the opposition with one question. And then
1178 Traffic, get ready. My question to you is you were picking up additional parking spots,
1179 shared parking spots with the first layout.

1180
1181 Mr. McKinney - With the original plan that we signed off for this application for
1182 the Board, yes sir. And there have been several iterations that have gone before this
1183 meeting between Westhampton Properties and the applicant. Various configurations. And
1184 from day one, it was the number one concern of Westhampton Properties, parking spaces.
1185 And to clarify, Mrs. Jones, the three parcels are in essence an Association, and there's a
1186 common area maintenance agreement. So even though the applicant has a parcel, those
1187 parking spaces are the responsibility of Westhampton Properties to maintain, snow
1188 removal, striping, things of that nature and there are documents with the association that
1189 are filed with the courthouse that speak to - I believe it's the larger shareholder of the three
1190 parcels that kind of manages that process and has to have the authority to approve any
1191 improvements on the various parcels.

1192
1193 Mr. Branin - But my question is—it is shared.
1194
1195 Mr. McKinney - Yes sir.
1196
1197 Mr. Branin - But the reconfiguration has changed the number that you were
1198 originally told were going to be provided. It hasn't taken any from your property.
1199
1200 Mr. McKinney - From our parcel, no sir.
1201
1202 Mr. Branin - Or from existing.
1203
1204 Mr. McKinney - On the existing parcel for the applicant, I believe there are
1205 thirty-four spaces. What's being proposed is thirty-two spaces. So in our mind, we're losing
1206 two common area parking spaces for all three parcel owners to share.
1207
1208 Mr. Branin - You clarified it for me. Thank you.
1209
1210 Mr. McKinney - Yes sir.
1211
1212 Mr. Branin - May I hear from Traffic.
1213
1214 Mr. Witte - I think we still have another opposition.
1215
1216 Ms. Smidler - Good morning. My name is Sharon Smidler with Henrico
1217 Traffic.
1218
1219 Mr. Branin - How are you?
1220
1221 Ms. Smidler - Good, Mr. Branin. How are you?
1222
1223 Mr. Branin - I'm fantastic, actually. You've reviewed this?
1224
1225 Ms. Sridler - Yes sir.
1226
1227 Mr. Branin - And Public Works is good with the single direction flow?
1228
1229 Ms. Smidler - Yes. They provide the 250 feet of stacking, which is our policy,
1230 and the 18-foot drive aisles, which is our policy, and the 60-degree angle parking. Traffic
1231 circulation is acceptable. We can recommend approval.
1232
1233 Mr. Branin - I read it. I just wanted to make sure that that hasn't changed
1234 with the angle and everything.
1235
1236 Ms. Smidler - Correct.
1237

1238 Mr. Branin - Okay. Thank you. Any other opposition?
1239
1240 Mr. Witte - We have other opposition.
1241
1242 Mr. Branin - He's got you covered. Okay.
1243
1244 Mr. Witte - Okay.
1245
1246 Mr. Branin - Can we speak to the applicant?
1247
1248 Mr. Witte - Would the applicant come forward, please.
1249
1250 Mr. Grogan - Good morning, Mr. Chair, members of the Commission. My
1251 name is Clay Grogan. I'm with Parker Design Group, and I'm here representing the
1252 applicant today.
1253
1254 Mr. Branin - Mr. Grogan, we're all about good neighbors. Now first let me
1255 start by saying I think this is a great addition. Rennie's Texaco, that's been vacant there
1256 for fifteen, twenty years. I mean it's forever. This is fantastic. And it has a new, fresh look.
1257 Innsbrook is in the middle of trying to figure and work on how they're going to renew
1258 themselves, and this is a great step. I think this is fantastic. I am concerned that you're
1259 ticking off your neighbors right off the bat, sending someone something at 1:30 in the
1260 morning for them to look at before 9:00 the next day?
1261
1262 Mr. Grogan - That certainly was not the intent. I'm not sure where that came
1263 from.
1264
1265 Mr. Branin - And I can tell you, my intent was to push this through and be
1266 grateful because this is great. But that's not my intent now because we don't do neighbors
1267 like that.
1268
1269 Mr. Grogan - Sure.
1270
1271 Mr. Branin - So what we're going to do is you're going to ask me if you can
1272 defer it to the next meeting. And I'm going to gleefully agree.
1273
1274 Mr. Grogan - Well Mr. Chairman, members of the Commission, I'm sensing
1275 that I need to ask for a deferral until the next meeting.
1276
1277 Mr. Branin - And there is no problem with it. But we do need to see if we
1278 can somehow squeeze those to spots back in. And if not, make some sort of
1279 arrangements. Again, this is a great case, and this is a fantastic additional to Innsbrook.
1280 Okay? And I gleefully accept, and I appreciate your willingness.
1281
1282 Mr. Witte - All right. Any other questions by the Commission?
1283

1284 Mr. Branin - What is that date, the eighteenth?
 1285
 1286 Mr. Emerson - The eighteenth, yes sir.
 1287
 1288 Mr. Branin - Mr. Chairman, I'd like to move that POD2015-00322, Corner
 1289 Bakery at Car Care Shopping Center, be deferred per the applicant's request to the
 1290 November 18th meeting. And also put a note in the minutes that the applicant, as well as
 1291 his neighbors, will be having a meeting with staff as well to address the parking.
 1292
 1293 Mr. Archer - And I second, gleefully.
 1294
 1295 Mr. Branin - Gleefully. You like that?
 1296
 1297 Mr. Witte - We have a motion by Mr. Branin, second by Mr. Archer. All in
 1298 favor say aye. Opposed? The motion passes.
 1299
 1300 Mr. Branin - Mr. Grogan, I appreciate it.

1301
 1302 At the request of the applicant, the Planning Commission deferred POD2015-00322,
 1303 Corner Bakery at Car Care Shopping Center, to its November 18, 2015 meeting.
 1304

1305 Mr. Emerson - Mr. Chairman, we now move on to page 19 of your agenda and
 1306 also page 2 of your amended agenda for POD2015-00383, E. D. Lewis & Associates for
 1307 Crown RIB, LLC. The staff report will be presented by Ms. Christina Goggin.
 1308

1309 **PLAN OF DEVELOPMENT**
 1310

POD2015-00383
 Crown Acura Building
 Addition - 8704 West
 Broad Street (U.S. State
 250)

E.D. Lewis & Associates for Crown RIB, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct 3 one-story additions and demolish a 740 square foot drop-off service addition currently located on the east side of the building. The proposed additions to the existing building include a 2,100 square foot detail shop on the north side, a 2,000 square foot drop-off service addition on the west side, and a 1,250 square foot vehicle delivery and office addition at the southwest corner. The 0.7-acre site is located along the north side of W. Broad Street (U.S. Route 250), approximately 400 feet west of its intersection with Skipwith Road, on part of parcel 760-755-5474. The zoning is B-3, Business District and B-3C, Business District (Conditional). County water and sewer. **(Brookland)**

1311
 1312 Mr. Witte - Mr. Secretary, just for public concern, the plan shows 00303
 1313 and the agenda shows 383.
 1314

1315 Mr. Emerson - Yes sir, I should have corrected that as well.
1316
1317 Mr. Witte - Which one are we going with?
1318
1319 Mr. Emerson - Ms. Goggin, the correct number?
1320
1321 Ms. Goggin - 383.
1322
1323 Mr. Witte - 383. Thank you. Is there any opposition to POD2015-00383,
1324 Crown Acura Building Addition? I see none.
1325
1326 Ms. Goggin - Good morning. As you can tell from this aerial photo right there,
1327 the Acura, BMW, and Crown dealerships, which are all owned by the same people, have
1328 grown rapidly in the last couple of years. This application is to remove this addition, which
1329 was built a few years ago, to add four detail bays in the rear, which has been offset to
1330 accommodate planning, traffic, and fire safety. There's a service drop-off bay here, and a
1331 new vehicle delivery drop-off and office here.
1332
1333 The elevations of the dealership are to continue the existing materials and design. It has
1334 different materials that go with the different proffers that have gone on this site since the
1335 '80's. There's EIFS up front, standing seam metal in the middle, and then smooth-face
1336 block in the back. And here is a floor plan of the building. As you can see, the additions
1337 are over here and the demo is going to occur on this side. Once the demo has occurred
1338 on the east side of the building, it will look brand new.
1339
1340 At the time of the preparation of this agenda, the Department of Public Works could not
1341 recommend approval because we did not have stormwater quality information. That
1342 information has been provided, and Public Works can now recommend approval.
1343
1344 With that, Planning can recommend approval. Should the Commission act on this request,
1345 in addition to the standard conditions for developments of this type, conditions 29 through
1346 35 in your addendum are recommended. The applicant and the engineer are here should
1347 you have any questions for them. And I'm here should you have any questions for me.
1348
1349 Mr. Witte - Any questions by the Commission for Ms. Goggin? I see none.
1350 I would like the applicant to come down just for a second please.
1351
1352 Mr. Lewis - My name is Monte Lewis. I'm with Lewis and Associates,
1353 representing the applicant.
1354
1355 Mr. Witte - Mr. Lewis, thank you. The only concern I've heard from anyone
1356 on this case is that all the repair work will be inside the building.
1357
1358 Mr. Lewis - Yes sir.
1359

1360 Mr. Witte - It's one of the proffered conditions, but I just wanted to reiterate
1361 that, since I had one of the citizens question that particular item. There will be no repairs
1362 outside the building.

1363
1364 Mr. Lewis - That is correct.

1365
1366 Mr. Witte - Okay. I have no other questions. Thank you, sir.

1367
1368 Mr. Lewis - Thank you.

1369
1370 Mr. Witte - All right. With that, if there are no other questions, I move
1371 approval of POD2015-00383, Crown Acura Building Addition, as presented, subject to the
1372 annotations on the plans, standard conditions for developments of this type, and additional
1373 conditions 29 through 35.

1374
1375 Mr. Branin - Second.

1376
1377 Mr. Witte - As shown on the agenda. We have a motion by Mr. Witte,
1378 second by Mr. Branin. All in favor say aye. Opposed? The motion passes.

1379
1380 The Planning Commission approved POD2015-00383, Crown Acura Building Addition,
1381 subject to the annotations on the plans, the standard conditions attached to these minutes
1382 for developments of this type, and the following additional conditions:

- 1383
1384 29. All repair work shall be conducted entirely within the enclosed building.
1385 30. There shall be no outdoor storage in moveable storage containers including, but
1386 not limited to, cargo containers and portable on demand storage containers.
1387 31. The proffers approved as a part of zoning cases C-17C-85, C-52C-86, and C-40C-
1388 04 shall be incorporated in this approval.
1389 32. The certification of building permits, occupancy permits and change of occupancy
1390 permits for individual units shall be based on the number of parking spaces required
1391 for the proposed uses and the amount of parking available according to approved
1392 plans.
1393 33. The conceptual master plan, as submitted with this application, is for planning and
1394 information purposes only.
1395 34. The location of all existing and proposed utility and mechanical equipment
1396 (including HVAC units, electric meters, junctions and accessory boxes,
1397 transformers, and generators) shall be identified on the landscape plan. All building
1398 mounted equipment shall be painted to match the building, and all equipment shall
1399 be screened by such measures as determined appropriate by the Director of
1400 Planning or the Planning Commission at the time of plan approval.
1401 35. Except for junction boxes, meters, and existing overhead utility lines, and for
1402 technical or environmental reasons, all utility lines shall be underground.

1403

1404 Mr. Emerson - Mr. Chairman, we now move on to page 23 of your regular
1405 agenda and page 3 of your amended agenda for POD2015-00386, Silvercore for 5421
1406 Brook Road, LLC. The staff report will be presented by Lee Pambid.

1407

1408

1409

PLAN OF DEVELOPMENT AND TRANSITIONAL BUFFER DEVIATION

1410

POD2015-00386
Hilliard Auto Addition -
5421 Brook Road (U.S.
Route 1)

Silvercore for 5421 Brook Road, LLC: Request for approval of a plan of development and transitional buffer deviation, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code, to construct a 1,600 square foot office and automobile repair building and related site improvements for an existing automotive service facility. The transitional buffer deviation would allow for a 13-foot reduction in the width of the required buffer along the eastern property line. The 0.69-acre site is located on the southeast corner of the intersection of Brook Road (U.S. Route 1) and Hilliard Road, on parcel 785-750-1008. The zoning is B-3, Business District. County water and sewer. **(Fairfield)**

1411

1412 Mr. Witte - Is there any opposition to POD2015-00386, Hilliard Auto
1413 Addition? I see none. Mr. Pambid.

1414

1415 Mr. Pambid - Good morning. The applicant proposes construction of a 1600-
1416 square-foot office and auto shop building. The site is un-proffered and zoned B-3. The
1417 existing parking lot is separated from Brook Road only by an intermittent line of concrete
1418 wheel stops. The site is primarily accessed by an undefined entrance along Brook Road,
1419 and a secondary access point exists along Hilliard Avenue.

1420

1421 Curb and gutter with formal access points along Brook and Hilliard are proposed where
1422 none currently exist. A ten-foot landscape strip is also proposed along Brook Road where
1423 none exists. Landscaping is also proposed along Hilliard Avenue.

1424

1425 There is a fourteen-foot-wide public alley in use by the residences along the rear of the
1426 site to the east. And east here is at the top of the sheet. A transitional buffer thirty-five feet
1427 in width is required between the B-3 district and the adjacent R-3 district along the alley.
1428 And eight-foot-tall masonry wall is proposed, which allows a sixteen-foot reduction in the
1429 width of the buffer to nineteen feet. A transitional buffer deviation of an additional thirteen
1430 feet is requested by the applicant to ultimately provide a six-foot-wide buffer as well as to
1431 reduce the number of required large trees from ten to nine. All other landscaping will be
1432 provided in the buffer.

1433

1434 Staff does not customarily make recommendations on transitional buffer deviations.

1435

1436 Since the preparation date of the agenda, staff has received a response from the applicant
1437 committing to providing split-face CMU on the proposed building on all four sides as well
1438 as for the eight-foot masonry wall.
1439

1440 Additionally, the Department of Public Works, Traffic Division, has granted a waiver of the
1441 150-foot access spacing requirement along Hilliard Avenue and has received a plan that,
1442 by relocating the dumpster and the enclosure, addresses the concern over the thirty feet
1443 from first point of conflict from Hilliard Avenue. They can now recommend approval of the
1444 plan of development. The Planning staff can also recommend approval subject to the
1445 annotations on the plans, the standard conditions for developments of this type, and the
1446 additional conditions 29 through 36.
1447

1448 This concludes my presentation. I can now field any questions you have regarding this.
1449 Andrew Bowman and Jeff Staub of Silvercore, as well as the owner/applicant Omar
1450 Aboulhosn is also available.
1451

1452 Mr. Witte - Any questions for Mr. Pambid?
1453

1454 Ms. Jones - Mr. Pambid, let me make sure I've got this straight. This case
1455 is full of deviations and waivers and special situations here. Are we talking taking the buffer
1456 between the residential and the business zoning from 35 feet down to 6 feet with a
1457 masonry wall.
1458

1459 Mr. Pambid - That is correct.
1460

1461 Ms. Jones - And did I understand you to say that the Department of Public
1462 Works has now—have they approved their plan or have they granted a waiver?
1463

1464 Mr. Pambid - They have granted a waiver to the normally 150-feet that's
1465 required for access spacing. And the dumpster location, as it was originally applied for,
1466 presented a conflict, 30 feet within this proposed Hilliard Avenue. This staff plan that you
1467 originally received in your packet last Wednesday sort of demonstrates this. The truck
1468 would normally have to pull into this dumpster enclosure, and in order to service this
1469 dumpster, would actually have to back out into the right of way. Again, in the staff report,
1470 that was described as an unpermitted maneuver. I would defer to Traffic in terms of their
1471 requirements on the 30-foot first point of conflict, but this dumpster as it was originally
1472 proposed is within that 30 feet. The truck turning movement diagram shows the revised
1473 dumpster location. It is outside of the 30-foot first point of conflict.
1474

1475 Ms. Jones - So that did not require a waiver. That is now within the
1476 guidelines for approval.
1477

1478 Mr. Pambid - That is correct.
1479

1480 Ms. Jones - Now I understand. Thank you.
1481

1482 Mr. Witte - Any other questions for Mr. Pambid? Mr. Archer.
1483
1484 Mr. Archer - Does anyone need to hear from the applicant? I don't.
1485
1486 Ms. Jones - Did we have opposition?
1487
1488 Mr. Witte - No.
1489
1490 Ms. Jones - Oh, okay.
1491
1492 Mr. Archer - Okay. Mr. Branin?
1493
1494 Mr. Branin - I'm good.
1495
1496 Mr. Archer - Thank you, sir. Thank you, Mr. Pambid.
1497
1498 Mr. Pambid - You're welcome.
1499
1500 Mr. Archer - As you all will note from the original staff report, it indicated that
1501 the staff recommendation would be made at the meeting. Since that time and not too long
1502 ago, the requests that staff has made of the applicant have all been complied with. If you've
1503 visited this site, it's a very tight little site. We met with the applicant some time ago to
1504 discuss some changes that they wanted to make, and Mr. Pambid developed some things
1505 that would have to be done in order to make it work. And they've done all that. I think this
1506 will be a tremendous improvement to that corner both physically and aesthetically. It
1507 required some tweaking, but we got all the tweaking done.
1508
1509 With that, Mr. Chairman, I will move for approval of POD2015-00386, Hilliard Auto
1510 Addition, subject to the revised staff report, the annotations on the plan, the standard
1511 conditions for developments of this type, and the additional original conditions 29 through
1512 36.
1513
1514 Mr. Emerson - And the transitional buffer deviation.
1515
1516 Mr. Archer - And transitional buffer deviation. Thank you.
1517
1518 Mr. Branin - With that I'll second it.
1519
1520 Mr. Witte - We have a motion by Mr. Archer, a second by Mr. Branin. All
1521 in favor say aye. Opposed? Motion passes. Thank you.
1522
1523 The Planning Commission approved POD2015-00386, Hilliard Auto Addition with the
1524 transitional buffer deviation, subject to the annotations on the plans, the standard
1525 conditions attached to these minutes for developments of this type, and the following
1526 additional conditions:
1527

- 1528 29. The right-of-way for widening of Hilliard Avenue as shown on approved plans shall
 1529 be dedicated to the County prior to any occupancy permits being issued. The right-
 1530 of-way dedication plat and any other required information shall be submitted to the
 1531 County Real Property Agent at least sixty (60) days prior to requesting occupancy
 1532 permits.
- 1533 30. Approval of the construction plans by the Department of Public Works does not
 1534 establish the curb and gutter elevations along the Henrico County maintained right-
 1535 of-way. The elevations will be set by Henrico County.
- 1536 31. Approval of the construction plans by the Department of Public Works does not
 1537 establish the curb and gutter elevations along the Virginia Department of
 1538 Transportation maintained right-of-way. The elevations will be set by the contractor
 1539 and approved by the Virginia Department of Transportation.
- 1540 32. The entrances and drainage facilities on Brook Road (U.S. Route 1) shall be
 1541 approved by the Virginia Department of Transportation and the County.
- 1542 33. A notice of completion form, certifying that the requirements of the Virginia
 1543 Department of Transportation entrances permit have been completed, shall be
 1544 submitted to the Department of Planning prior to any occupancy permits being
 1545 issued.
- 1546 34. All repair work shall be conducted entirely within the enclosed building.
- 1547 35. Outside storage shall not be permitted.
- 1548 36. The location of all existing and proposed utility and mechanical equipment
 1549 (including HVAC units, electric meters, junction and accessory boxes, transformers,
 1550 and generators) shall be identified on the landscape plans. All equipment shall be
 1551 screened by such measures as determined appropriate by the Director of Planning
 1552 or the Planning Commission at the time of plan approval.

1553
 1554 Mr. Emerson - Mr. Chairman, we now move on to page 25 of your agenda for
 1555 POD2015-00388, Carter Design for Mt. Olive Baptist Church. The staff report will be
 1556 presented by Ms. Aimee Crady.

1557
 1558 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

1559
 POD2015-00388
 Mt. Olive Baptist Church -
 Parking Lot Expansion -
 8775 Mount Olive Avenue

Carter Design for Mt. Olive Baptist Church: 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 136-space parking lot expansion with related site improvements. The 8.64-acre site is located at the terminus of Mt. Olive Avenue and the terminus of Littleton Boulevard, approximately 625 feet southwest of Mountain Road, on parcel 781-760-6408. The zoning is R-3, One-Family Residential District. County water and sewer. **(Fairfield)**

1560
 1561 Mr. Witte - Is there any opposition to POD2015-00388, Mt. Olive Baptist
 1562 Church – Parking Lot Expansion? I see none.
 1563

1564 Ms. Crady - Good morning. The applicant requests approval of a 136-
1565 space parking lot expansion to serve the existing worship facility. No building expansion
1566 is proposed at this time. The parking expansion is intended to meet all potential parking
1567 needs at highest peak times, and these spaces are in excess of the minimum parking
1568 requirement of 200 spaces for the existing place of worship.

1569
1570 A lighting plan is included, and it demonstrates adequate security lighting and maintains a
1571 maximum mounting height of twenty feet, consistent with the previous approvals. The
1572 fixtures are consistent in design and lighting type. House-side shields are proposed along
1573 fixtures adjacent to residential lots to prevent any potential glare of spillover.

1574
1575 While there are no transitional buffers required, the applicant proposes supplemental
1576 landscaping and will be employing tree protection measures. Vegetation will be restored
1577 in areas where screening is needed after disturbance, and that will be determined by the
1578 subsequent landscape plan for review and approval.

1579
1580 Staff was contacted by a relative of an adjacent property owner on Monday with
1581 information regarding a private civil matter. Staff cannot advise on the validity or the legal
1582 nature of the issue, but encourages the church and the individual to seek a resolution
1583 outside of this forum.

1584
1585 Staff recommends approval subject to the annotations on the plans, the standard
1586 conditions for developments of this type, and conditions 11B and 29 in your agenda.
1587 Michele Carter of Carter Design is here representing the applicant and Robin Roane, as
1588 well as other church administrators are here as well. I'm happy to answer any questions
1589 you may have of staff.

1590
1591 Mr. Witte - Any questions for Ms. Crady?

1592
1593 Mr. Archer - After all our conversation, I couldn't possibly have another
1594 question.

1595
1596 Mr. Branin - I was at this church about two weeks ago.

1597
1598 Mr. Archer - Yes. I was there and I saw you.

1599
1600 Mr. Branin - I know. You wouldn't sit next to me. And this is really a neat
1601 church. I got lost in the neighborhood. Their directions brought me in through the
1602 neighborhood, and then I had to back up and come in. One of the people in the
1603 neighborhood said, "I know where you're going, but you can't get there from here. You
1604 have to go back around." But it is really a beautiful setting.

1605
1606 Mr. Archer - Okay. Well Mr. Chairman with that—I spoke with a gentleman
1607 yesterday who Ms. Crady mentioned in her report. He at once said that he would be
1608 coming down, but he lives in Northern Virginia. He just wanted to come down and be on
1609 the record. And I assured him that if he didn't come, I would mention it so that he would

1610 be on the record. Ms. Crady has already done so. And I think that this, as Mr. Branin said,
1611 would be a wonderful addition to what is a beautiful church. And so with that I will move
1612 for approval of POD2015-00388, Mt. Olive Baptist Church – Parking Lot Expansion,
1613 subject to the annotations on the plan, the standard conditions for developments of this
1614 type, and the additional conditions 11B and 29.

1615
1616 Ms. Jones - Second.

1617
1618 Mr. Witte - We have a motion by Mr. Archer, second by Mrs. Jones. All in
1619 favor say aye. Opposed? Motion passes.

1620
1621 It's always nice to see a parking lot expansion at a house of worship.

1622
1623 The Planning Commission approved POD2015-00388, Mt. Olive Baptist Church – Parking
1624 Lot Expansion, subject to the annotations on the plans, the standard conditions attached
1625 to these minutes for developments of this type, and the following additional conditions:

1626
1627 11B. Prior to the approval of an electrical permit application and installation of the site
1628 lighting equipment, a plan including light spread and intensity diagrams, and fixture
1629 specifications and mounting heights details shall be revised as annotated on the
1630 staff plan and included with the construction plans for final signature.

1631 29. Outside storage shall not be permitted.

1632
1633 Mr. Emerson - Mr. Chairman, we now move on to page 27 of your regular
1634 agenda for POD2015-00385, Kimley-Horn & Associates, Inc. for ME Nuckols, LLC. The
1635 staff report will be presented by Mr. Kevin Wilhite.

1636
1637 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

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Mr. Witte - Absolutely. It doesn't have to be opposition. We'll call you down. All right, Mr. Wilhite.

Mr. Wilhite - Thank you, Mr. Chairperson. This plan represents the first portion of the residential development in the GreenGate Urban-Mixed Use development. The majority of the commercial development was approved at your October 15th meeting. There is a revised site plan, lighting plan, and additional architectural plans in the packet you received this morning. The revised site plan added lot dimensions that were needed in order to complete the review. The main change involved the change in the parking layout in front of the model block of townhomes. Originally, they were proposing perpendicular parking off of what would be public right-of-way, which is not acceptable under County traffic standards. So it's been revised to be parallel parking in that portion of the development.

The revised lighting plan adds additional light pole fixtures to meet the UMU requirements. The final light fixture detail is still being worked out. We have not arrived on that yet, but that will be approved by the Director of Planning before we sign the plans.

There are still some additional setback concerns that have to be taken care of on some of the lots. But what's before you today is only the architectural plans for the model block of townhomes and the single-family homes along Graham Meadows Drive. The rest of the architectural plans will have to come back for Planning Commission approval prior to building permits. That's the rendering for the front of the model block homes. A lot of detail on these elevations. Here's a rendering of the single-family homes that would be constructed along Graham Meadows Drive. It's a mix of townhomes and single-family. Seventy townhomes constitute this section plus ten additional single-family homes. Water quality information requested by the design review engineer has been received. The landscape plan will have to come back for approval by the Planning Commission at a future date as well.

Staff is in a position to recommend approval of the revised plan subject to annotations and conditions on your agenda. I'd be happy to answer any questions that you have.

Mr. Witte - Any questions by the Commission?

Ms. Jones - No, I'm good.

Mr. Branin - I have none.

Mr. Witte - How would you like to proceed, sir?

Mr. Branin - Let's hear from the opposition.

Mr. Witte - Please state your name. Thank you.

1690 Ms. Vasquez - I'm Leslie Vasquez. I'm a resident in Graham Meadows off of
1691 Graham Meadows Drive. I really have had a chance to look at these plans, but I'm just
1692 curious. The last slide that was up with the renderings, was that the end unit for the
1693 townhomes or was that the style of the single-family?
1694

1695 Mr. Branin - Why don't you go ahead and put it back up.
1696

1697 Mr. Wilhite - These are the front elevations for the single-family homes that
1698 line Graham Meadows Drive.
1699

1700 Ms. Vasquez - Okay. During the original meeting with the developers, we
1701 were told they would be Craftsman style. And this doesn't look like Craftsman style. So
1702 what changed?
1703

1704 Mr. Branin - Is that it, ma'am?
1705

1706 Ms. Vasquez - Yes.
1707

1708 Mr. Branin - That's the only question? So I have a question in regards to
1709 the styling of the independent homes. You had asked the question if that was the end unit,
1710 which it's not. So that was answered. So may I hear from the applicant?
1711

1712 Mr. Witte - Would the applicant come forward please?
1713

1714 Ms. Cooper - Good morning. I'm Kate Cooper with Eagle Construction. To
1715 address your comment about the Craftsman architecture, we actually proffered four
1716 architectural styles. Craftsman was one of those. But it was Greek Revival, Victorian,
1717 Georgian, and Craftsman. So in the big master plan book that we presented to the
1718 Commission and was approved by the Board of Supervisors, they were under the
1719 understanding that we would only use three architectural styles. So I just wanted to clarify
1720 that.
1721

1722 This shows an elevation that has a Georgian. The Victorian, the Greek Revival styles.
1723

1724 Mr. Branin - Did that answer your question, Ms. Vasquez?
1725

1726 Ms. Vasquez - [Off microphone.] Yes, I was just under the impression that
1727 [inaudible].
1728

1729 Mr. Witte - Can you step up to the mike again, please. Thank you.
1730

1731 Ms. Cooper - I don't know if Kevin has the master plan book. But again, I
1732 would be glad to share that with you.
1733

1734 Ms. Vasquez - From the original meeting, I was just under the impression that
1735 the whole neighborhood was going to be Craftsman. We went and looked at some of the

1736 Ryan properties that had Craftsman styling, and there was no problem with it. They were
1737 very nice looking. This was just a surprise to me today, but that's one reason I'm here.
1738
1739 Mr. Branin - Yes ma'am. When this came through, we had what, four
1740 neighborhood meetings, I think, to date.
1741
1742 Ms. Vasquez - Right.
1743
1744 Mr. Branin - And there was always an understanding, and the books, and
1745 they went through each of the slides. A lot of the Craftsman style, from what I understand
1746 from the developer, will be picked in the townhomes. But for houses, I think they want to
1747 make more of a—
1748
1749 Ms. Vasquez - One reason I'm here today is I travel about 70 percent of my
1750 time, and I haven't been able to make the meetings. And I've been trying to reach the
1751 developer. I've sent e-mails and I've gotten no response. I have another question about
1752 our property line, which apparently is still incomplete at this point. But the reason I came
1753 today is to see what stage we're in, what's going on. So, I thank you for your time.
1754
1755 Mr. Branin - May I speak to the applicant, please?
1756
1757 Ms. Cooper - I do want to make it clear that we're also—we only have to do
1758 three. And Craftsman is not one that we're actually going with at this point for our
1759 townhomes or our single-family. It is an option; we can look at that. But at this point in time,
1760 these are three styles that we've chosen out of those choices.
1761
1762 Mr. Branin - Okay. That's not why I asked you back up.
1763
1764 Ms. Cooper - I'm sorry.
1765
1766 Mr. Branin - But I asked you up. Would you get with Ms. Vasquez, please?
1767 And if you would do a site walk with her.
1768
1769 Ms. Cooper - I'll be happy to do that.
1770
1771 Mr. Branin - Resolve whatever questions she has in regards to the property
1772 line, number one. I'd like to know what information she has, who she's been reaching out
1773 to that hasn't been responding back as well.
1774
1775 Ms. Cooper - Yes sir.
1776
1777 Mr. Branin - Okay?
1778
1779 Ms. Cooper - Thank you.
1780
1781 Mr. Witte - Any questions by the Commission?

1782
1783 Mr. Branin - Ms. Vasquez, give me two seconds. Mrs. Sullivan in your
1784 neighborhood has been kind of your neighborhood captain, if you will, who has been on
1785 the phone with me in regards to this from the conception of it through voicing your
1786 neighborhood's—so I think if you weren't getting through to the developer, in the future if
1787 that's happening, please contact me. And she has kind of taken lead for your
1788 neighborhood.
1789
1790 Ms. Vazquez - [Off microphone; inaudible.]
1791
1792 Mr. Branin - Ma'am, I'm sorry to make you do this, but this is all recorded.
1793 So if you're going to speak, you have to come to the microphone. I would get your husband
1794 to come sit closer to it so you don't have to make the run back and forth.
1795
1796 Ms. Vazquez - Yes. There has been a lot of cooperation. Don't get me wrong;
1797 there's been a lot of cooperation between the developers and everything. And I have no
1798 objection to the development. It's just some of these details, and now it's personal with our
1799 property behind us. And so I'm just—I'm in town right now. A lot of the communication has
1800 been on Facebook. I do not do Facebook. In order to make contact and everything,
1801 schedules, you know. There just hasn't been any connection. And so I thought I'm here,
1802 I'm going to take the time today and see what's going on. And that's what I'm doing.
1803
1804 Mr. Branin - If you need Mrs. Sullivan's number, I know I've got in my phone
1805 because she—when this started, she was on the—
1806
1807 Ms. Vazquez - Oh, she's very good.
1808
1809 Mr. Branin - —phone with me pretty much weekly.
1810
1811 Ms. Vazquez - I know. She's a very good representative for us. It's just we've
1812 been out of the loop. And just trying to figure out, talk to the neighbors. And they don't
1813 seem to really put pieces together, and I know April does. Thank you.
1814
1815 Mr. Branin - Okay.
1816
1817 Mr. Witte - Thank you, ma'am.
1818
1819 Mr. Branin - All right. I'm ready; are you ready?
1820
1821 Mr. Witte - Absolutely.
1822
1823 Mr. Branin - Mr. Chairman, I would like to move that POD2015-00385,
1824 GreenGate Section 1, be approved with standard conditions for developments of this type,
1825 and the following recommended conditions 9 amended, 11B, 29 through 39, and the
1826 annotations on the plans.
1827

1828 Mr. Witte - I'll second that. We have a motion by Mr. Branin, a second by
1829 Mr. Witte. All in favor say aye. Opposed? The motion passes.

1830

1831 The Planning Commission approved POD2015-00385, GreenGate Section 1, subject to
1832 the annotations on the plans, the standard conditions attached to these minutes for
1833 developments of this type, and the following additional conditions:

1834

1835 9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of
1836 Planning for review and Planning Commission approval prior to the issuance of any
1837 occupancy permits.

1838 11B. Prior to the approval of an electrical permit application and installation of the site
1839 lighting equipment, a plan including light spread and intensity diagrams, and fixture
1840 specifications and mounting heights details shall be revised as annotated on the
1841 staff plan and included with the construction plans for final signature.

1842 29. The unit house numbers shall be visible from the parking areas and drives.

1843 30. The names of streets, drives, courts and parking areas shall be approved by the
1844 Richmond Regional Planning District Commission and such names shall be
1845 included on the construction plans prior to their approval. The standard street name
1846 signs shall be installed prior to any occupancy permit approval.

1847 31. The subdivision plat for GreenGate Section 1 shall be recorded before any building
1848 permits are issued.

1849 32. The proffers approved as a part of zoning case REZ2014-00009 and the conditions
1850 of provisional use permit case PUP2014-00006 shall be incorporated in this
1851 approval.

1852 33. A construction staging plan which includes details for traffic control, fire protection,
1853 stockpile locations, construction fencing and hours of construction shall be
1854 submitted for County review and prior to the approval of any final construction plans.

1855 34. A note in bold lettering shall be provided on the erosion control plan indicating that
1856 sediment basins or traps located within buildable areas or building pads shall be
1857 reclaimed with engineered fill. All materials shall be deposited and compacted in
1858 accordance with the applicable sections of the state building code and geotechnical
1859 guidelines established by the engineer. An engineer's report certifying the suitability
1860 of the fill materials and its compaction shall be submitted for review and approval
1861 by the Director of Planning and Director of Public Works and the Building Official
1862 prior to the issuance of any building permit(s) on the affected sites.

1863 35. Approval of the construction plans by the Department of Public Works does not
1864 establish the curb and gutter elevations along the Henrico County maintained right-
1865 of-way. The elevations will be set by Henrico County.

1866 36. The location of all existing and proposed utility and mechanical equipment
1867 (including HVAC units, electric meters, junction and accessory boxes, transformers,
1868 and generators) shall be identified on the landscape plans. All equipment shall be
1869 screened by such measures as determined appropriate by the Director of Planning
1870 or the Planning Commission at the time of plan approval.

1871 37. Except for junction boxes, meters, and existing overhead utility lines, and for
1872 technical or environmental reasons, all utility lines shall be underground.

1873 38. The developer shall provide signage, the wording and location as deemed
1874 appropriate by the Director of Public works, which addresses the possible future
1875 extension of any stub street.

1876 39. Architectural plans for the remaining blocks of townhouses in this section shall be
1877 submitted for Planning Commission approval prior to the filing of any building
1878 permits for said blocks.

1879
1880 Mr. Emerson - Mr. Chair, that finishes your public hearing items for the day.
1881 We have now on the agenda the consideration of the approval of your 2016 Planning
1882 Commission calendar, which you deferred previously. And I would just note to you that
1883 this calendar follows the same protocol as you've done in previous years since 2001. In
1884 accordance with that, there is no August Plan of Development meeting. The November
1885 and December POD meetings have been moved back, which is typical to accommodate
1886 Thanksgiving and Christmas holidays. This is just kind of a curiosity type thing. The
1887 schedule matches exactly with the dates in 2011 because of course the calendar cycles
1888 every five or six years.

1889
1890 With that said, if you have any questions, I certainly would try to respond to them. And I
1891 would ask that you take action on this so we can get your rooms reserved and plans made
1892 accordingly in regards to your calendar.

1893
1894 Mr. Witte - All right. Do we have a motion?

1895
1896 Ms. Jones - Well.

1897
1898 Mr. Witte - Or do we have discussion.

1899
1900 Ms. Jones - We really don't have discussion, just my comment. I should go
1901 "ditto" from year to year and be done with it. But I'd like to see us have consistency with in
1902 the rezoning and the POD sides, but my colleagues I know feel differently. So I'll simply
1903 say that when and if they ever would like to reconsider that issue, I would certainly be in
1904 favor of that. That being said, we did go ahead and defer this last time so that we'd have
1905 all the commissioners here.

1906
1907 Mr. Branin - Would you like to defer it again since Mr. Leabough's not here?

1908
1909 Ms. Jones - Actually, what I was going to say was I think we're ready to
1910 vote.

1911
1912 Mr. Witte - Do we have a motion?

1913
1914 Mr. Branin - So moved for approval of our schedule for 2016.

1915
1916 Mr. Archer - I second it.

1917

1918 Mr. Witte - We have a motion by Mr. Branin, second by Mr. Archer. All in
1919 favor say aye. Opposed? The motion passes.

1920
1921 Mr. Emerson - Mr. Chairman, the next item on your agenda would be the
1922 consideration of the approval of your minutes from the September 23rd meeting. I do not
1923 have an errata sheet from staff, but certainly will entertain any corrections that you may
1924 have for us.

1925
1926 APPROVAL OF MINUTES: September 23, 2015

1927
1928 Mr. Witte - Are there any corrections to last month's meeting?

1929
1930 Mr. Branin - I have none.

1931
1932 Ms. Jones - No sir.

1933
1934 Mr. Branin - Move for approval of the minutes as-is.

1935
1936 Mr. Archer - Second.

1937
1938 Mr. Witte - We have a motion by Mr. Branin, a second by Mr. Archer. All
1939 in favor say aye. Opposed? The motion passes.

1940
1941 The Planning Commission approved the September 23, 2015 minutes as submitted.

1942
1943 Mr. Emerson - Mr. Chairman, I have nothing further for the Commission this
1944 morning.

1945
1946 Mrs. O'Bannon - Mr. Chairman, I have a comment a want to make. If you look
1947 at what is still on the screen, I just had a very short comment. Looking at the end of Gayton
1948 Station Boulevard, you see a piece of land that is green and it is listed as Tuckahoe Creek
1949 Park. Last night at the Board meeting, the Board approved an allocation for a grant to
1950 begin construction on the Tuckahoe Creek Park section that is at the end of Ridgefield
1951 Parkway. This is the northern most piece of property that could be and will be eventually
1952 part of the Tuckahoe Creek Park. I've had questions before about why and how long and
1953 so on. We've been collecting pieces of property along Tuckahoe Creek, the County has,
1954 since the early 1980s. And this is one of those pieces that is at the end of northernmost
1955 section of the park. I just want to point that out because there were questions from citizens
1956 and there were two articles recently in the newspaper asking about Tuckahoe Creek Park.
1957 You possibly saw that.

1958
1959 Mr. Witte - I did.

1960
1961 Mrs. O'Bannon - There was one that a citizen had talked about a bridge, and
1962 there's never been a bridge plan. This is the northernmost piece of property. This plan has

1963 been in place. It started in the '50s, but actually began to really form in the '80s. But that
1964 is the northernmost piece of property for Tuckahoe Creek Park. Thank you.

1965

1966 Mr. Witte - Thank you, Mrs. O'Bannon. Any other discussions? Do we
1967 have a motion to adjourn?

1968

1969 Mr. Branin - So moved.

1970

1971 Mr. Archer - Second.

1972

1973 Mr. Witte - Thank you everyone. Staff, thank you.

1974

1975 Mr. Emerson - Thank you, Mr. Chairman.

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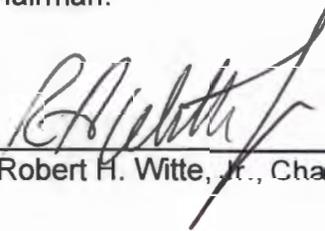
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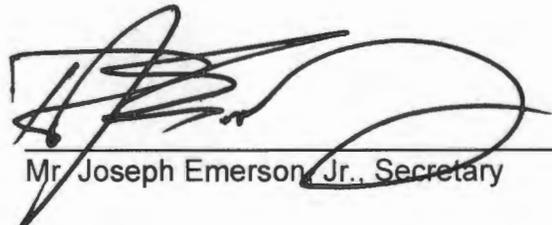
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Mr. Robert H. Witte, Jr., Chairman



Mr. Joseph Emerson, Jr., Secretary

Dear Mr. [Name],
Thank you for your letter of [Date].

I am sorry to hear that you are having trouble with your [Device]. I will do my best to help you solve the problem. Please let me know what you have tried so far.

Sincerely,
[Name]



PLANS OF DEVELOPMENT STANDARD CONDITIONS

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 **October 28, 2015**, 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. **(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 **October 28, 2015**, 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)**

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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 **October 28, 2015**), which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 27, 2016**, 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 **October 28, 2015**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **October 27, 2016**, 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 **October 28, 2015**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 27, 2016**, 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 **October 28, 2015**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 27, 2016**, 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 **October 28, 2015**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **October 27, 2016**, 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.