

1 Minutes of the regular monthly meeting of the Planning Commission of Henrico County
2 held in the County Administration Building in the Government Center at Parham and
3 Hungary Springs Roads beginning at 9:00 a.m. Wednesday, October 25, 2017.
4

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

Members Absent: Mr. C. W. Archer, C.P.C. (Fairfield)
Mr. Tyrone E. Nelson, Board of Supervisors' Representative

Others Present: Ms. Jean Moore, Assistant Director of Planning
Ms. Leslie A. News, PLA, Senior Principal Planner
Mr. Kevin D. Wilhite, C.P.C., AICP, County Planner
Mr. Michael F. Kennedy, County Planner
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. Kate B. McMillion, County Planner
Ms. Sharon Smidler, P.E., Traffic Engineer
Mr. Gary A. DuVal, P.E., Traffic Engineer
Mr. William Moffett, CPETD Planner, Division of Police
Mr. Henry Rosenbaum, Division of Fire
Ms. Melissa Ferrante, Office Assistant / Recording Secretary
Ms. Rosemary Deemer, AICP, County Planner
Ms. Jen Cobb, Director of Engineering

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6 **Mr. Tyrone E. Nelson, the Board of Supervisors' representative, abstains on all**
7 **cases unless otherwise noted.**
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9 Mr. Leabough - I call this meeting of the Henrico County Planning Commission
10 to order. This is our plans of development and subdivisions meeting for October 25, 2017.
11 Thank you all for being with us today. If you would, please mute or silence your cell
12 phones. And as you do that, please stand with the Commission for the Pledge of
13 Allegiance.
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15 I hope everyone has blocked off the rest of their day for this meeting; we'll be here for a
16 while.
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Ms. News - Staff does not have any other requests.

Mr. Emerson - Mr. Chairman, the next item on your agenda would be expedited items, and there are no expedited items this morning. Therefore, we move on to the Subdivision Extensions of Conditional Approval, and we have none of those this morning. With that said, Mr. Chairman, we now move on the first item on your agenda, which appears on page 4 and page 1 of your amended agenda. This is Silvercore for Head Shot Holdings, LLC and Adventure Capitalists Incorporated. The staff report will be presented by Ms. Kate McMillion.

(Deferred from the September 27, 2017 Meeting)

PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2017-00437
(POD-79-96 Revised)
Triangle Rock Club – 4700
Thalbro Street

Silvercore for Head Shot Holdings, LLC and Adventure Capitalists, Inc. (DBA Triangle Rock Club): 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, 6,300-square foot addition to an existing building for use as an indoor rock climbing facility. The 2.06-acre site is located on the northwestern corner of the intersection of Thalbro Street and Maywill Street, on parcel 775-738-8636. The zoning is M-1, Light Industrial District. County water and sewer. **(Brookland)**

Mr. Leabough - Is there anyone present who is opposed to POD2017-00437 (POD-79-96 Revised), Triangle Rock Club? I see no opposition. Ms. McMillion.

Ms. McMillion - Good morning. The proposal is for an addition to create an indoor rock climbing facility totaling 30,175 square feet. As noted in the agenda, the site plan and associated site lighting plan's outstanding issues have been addressed since last month's meeting. A revised site plan was received to address the stormwater management plan required by the Department of Public Works, Engineering Division, and Planning's comments. The plan has been annotated to include the addition of a parking space to meet the parking requirements and screening of the ground-mounted HVAC equipment along the rear of the building.

The lighting plan proposes four additional wall pack locations along the eastern side elevation. The existing pole fixtures are being kept on the site; however, staff has annotated the plans to include the need for additional pole lights to match the existing fixtures in the parking lot along Thalbro Street to ensure adequate light levels are achieved throughout the site. The applicant has indicated they will continue to work with staff to verify that satisfactory light levels are provided on the site.

88 With the revised elevations provided in the addendum, the applicant has committed to the
89 continuation of the split-faced CMU base with the EIFS finish and stone pilasters to match
90 the existing building across the front facade of the proposed addition. This will also feature
91 two columns of windows. The remaining three elevations will be constructed of metal
92 panels with the continuation of the split-faced CMU base. The eastern and western side
93 elevations incorporate framed offset decorative metal panels to break up the visual mass
94 of the proposed addition.
95

96 A large block of windows has been added to the rear elevations along with a glass
97 overhead door. The building height has also been reduced to comply with the 45-foot-
98 maximum-height requirement.
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100 Staff recommends approval subject to the annotations on the plans, the standard
101 conditions for developments of this type, additional conditions 11B, 29, and 30 as listed
102 in the agenda. I am available for any questions you may have. Ryan Evans from the
103 engineer, Silvercore, and Joel Graybeal from the owner, Triangle Rock Club, are also
104 here should you have any questions for them.
105

106 Mr. Leabough - Are there any questions from the Commission? All right.
107 Mr. Witte, would you like to hear from the applicant, sir?
108

109 Mr. Witte - I don't have any questions of the applicant. They've worked
110 very well. If the Commission has any, I'll be happy to have them come down. All right.
111

112 Mr. Leabough - I don't see anyone with any questions, Mr. Witte.
113

114 Mr. Witte - Well, Mr. Chairman, with that I move approval of POD2017-
115 00437 (POD-79-96 Revised), Triangle Rock Club, as presented, subject to the
116 annotations on the plans, standard conditions for developments of this type, and
117 additional conditions 11B, 29, and 30 as shown on the agenda.
118

119 Mr. Baka - Second.
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121 Mr. Leabough - We have a motion by Mr. Witte, a second by Mr. Baka. All in
122 favor say aye. Those opposed say no. There is no opposition; that motion passes.
123

124 The Planning Commission approved POD2017-00437 (POD-79-96 Revised), Triangle
125 Rock Club, subject to the annotations on the plans, the standard conditions attached to
126 these minutes for developments of this type, and the following additional conditions:
127

128 11B. Prior to the approval of an electrical permit application and installation of the site
129 lighting equipment, a plan including light spread and intensity diagrams, and fixture
130 specifications and mounting heights details shall be revised as annotated on the
131 staff plan and included with the construction plans for final signature.

- 132 29. Evidence of a joint ingress/egress and maintenance agreement must be submitted
133 to the Department of Planning and approved prior to issuance of a certificate of
134 occupancy for this development.
- 135 30. The location of all existing and proposed utility and mechanical equipment
136 (including HVAC units, electric meters, junction and accessory boxes,
137 transformers, and generators) shall be identified on the landscape plans. All
138 equipment shall be screened by such measures as determined appropriate by the
139 Director of Planning or the Planning Commission at the time of plan approval.

140
141 Mr. Emerson - Mr. Chairman, we now move on to page 6 of your regular
142 agenda and page 2 of your amended agenda for POD2017-00480, Timmons Group for
143 1701 Byrd Avenue, LLC. The staff report will be presented by Mr. Lee Pambid.

144
145 **SUBDIVISION – CHESAPEAKE BAY RESOURCE PROTECTION AREA EXCEPTION**

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POD2017-00480 Faison Center - 1701 Byrd Avenue	Timmons Group for 1701 Byrd Avenue, LLC: Request for approval of a Chesapeake Bay Resource Area Exception as required by Chapter 24, Sections 106.3(f) and 106.3(l) of the Henrico County Code. The 6.41-acre site is located between Markel Road and Fitzhugh Avenue, approximately 200 feet north of Willow Lawn Drive, on parcel 772-737-7160. The exception would allow for the encroachment of trails, recreational and educational equipment, an observation deck, and related improvements within the seaward 50-feet of the required 100-foot-wide Resource Protection Area, a component of a Chesapeake Bay Preservation Area, adjacent to Jordan’s Branch that drains to the Chickahominy River in the Lower James River watershed. The zoning is B-2, Business District. County water and sewer. (Brookland)
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148 Mr. Leabough - Is there anyone present who is opposed to POD2017-00480,
149 Faison Center? I see no opposition. Good morning, Mr. Pambid.

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151 Mr. Pambid - Good morning, Mr. Chairman, members of the Planning
152 Commission.

153
154 The Department of Public Works received a request for an exception to the County Zoning
155 Ordinance to construct an outdoor learning center within the 100-foot Resource
156 Protection Area, also known as the RPA buffer, adjacent to Jordan’s Branch that drains
157 into the Chickahominy River. The total impervious area proposed within the RPA is 2,219
158 square feet. Included in your packets are copies of the Water Quality Impact Assessment
159 document detailing the environmental aspects and the outdoor learning center narrative
160 detailing the Faison Center’s programmatic intentions and descriptions of the play
161 equipment.

163 Here are some pictures of the creek bed and the banks of Jordan's Branch.

164
165 The proposed outdoor learning center will feature walking paths, play equipment, and
166 mulch play areas, and an observation deck designed to ADA standards looking over
167 Jordan's Branch. Play equipment is intended to provide activity based on recreation and
168 learning activity.

169
170 Since the Faison Center's original submission on September 8th, they and their engineer
171 have revised their plan to reduce or eliminate areas of lawn and rain gardens, reduce the
172 size of the observation deck, and to increase the amount of native species of vegetation
173 throughout the RPA area, including next to the County pump station. This plan is in your
174 addendum. These measures partially mitigate the outdoor learning center's impact to the
175 RPA.

176
177 The Director of Public Works can now recommend approval of the RPA exception request
178 subject to conditions 1 through 3 in your addendum. Staff has not received comment from
179 the public on this case.

180
181 This concludes my presentation. I can now field any questions you have regarding this.
182 Jen Cobb with Public Works, the landscape architect Neal Beasley, engineer Steve
183 Worthington from Timmons Group, and Faison Center representatives Mike Laing and
184 Brian McCann are also here to field your questions.

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186 Mr. Leabough - Are there any questions for Mr. Pambid?

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188 Mr. Baka - One question of staff, if I may. After the water quality impact
189 assessment is done, just to clarify, would the post-development nutrient runoff be
190 equivalent to the pre-development numbers? Is it pretty much similar after you add the
191 impervious area?

192
193 Mr. Pambid - I'll have to defer to Public Works on that question.

194
195 Mr. Baka - Okay. Thanks.

196
197 Mr. Pambid - You're welcome.

198
199 Mr. Leabough - Are there any other questions for Mr. Pambid? If not, could
200 someone from Public Works please come forward to address Mr. Baka's question?

201
202 Ms. Cobb - Good morning, members of the Commission. As far the—

203
204 Mr. Leabough - Could you please state your name for the record?

205
206 Ms. Cobb - Excuse me. I'm Jen Cobb. I'm Director of Engineering,
207 Environmental Services Division in Public Works.

208

209 Mr. Leabough - Thank you.
 10
 211 Ms. Cobb - You're welcome.
 212
 213 I have not seen pre- and post-development runoff calculations. However, due to the
 214 significant increase in vegetation that Timmons has proposed, I believe that the runoff
 215 would be decreased from existing conditions. I believe the conditions—correct me if I'm
 216 wrong—do show more lawn and open area. The existing vegetation significantly reduces
 217 that.
 218
 219 Mr. Leabough - Okay. Thank you.
 220
 221 Ms. Cobb - You're welcome.
 222
 223 Mr. Leabough - Are there any other questions from the Commission? Okay.
 224 Thank you. Mr. Witte.
 225
 226 Mr. Witte - I think we had one person raise their hand in opposition. I think
 227 the gentleman right here.
 228
 229 Mr. Leabough - Mr. McCann I'm sure is not in opposition. I missed that when
 230 I asked for opposition. Would you like to hear from the applicant, Mr. Witte?
 231
 232 Mr. Witte - I don't see the necessity. We've been through this many,
 233 many times. If the Commission would like to hear, I'd be happy to oblige.
 234
 235 Mr. Leabough - Would you like to share something else?
 236
 237 Mr. Pambid - No, I was just taking my spot at the podium.
 238
 239 Mr. Witte - Well since you're up there, go ahead.
 240
 241 Mr. Pambid - I didn't want to leave it vacant.
 242
 243 Mr. Leabough - Well thank you, I appreciate that. Mr. Witte, a motion is in
 244 order here. And just for the record, I work for a state organization that works with Faison,
 245 so I will abstain from voting on this case. I defer to you for how to move forward, Mr. Witte.
 246
 247 Mr. Witte - Okay, thank you. Mr. Chairman, I move approval of POD2017-
 248 00480, Faison Center, subject to the annotations on the plan, the standard conditions of
 249 this type, and the additional conditions 1 through 3 as shown on the agenda.
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 251 Mrs. Marshall - Second.
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253 Mr. Leabough - We have a motion by Mr. Witte, a second by Mrs. Marshall.
254 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.
255 And I again for the record abstain from voting on this case.
256

257 The vote was as follows:

258
259 Mr. Archer - Absent
260 Mr. Baka - Yes
261 Mr. Leabough - Abstain
262 Mrs. Marshall - Yes
263 Mr. Witte - Yes
264

265 The Planning Commission approved POD2017-00480, Faison Center, subject to the
266 annotations on the plans, and the following additional conditions:
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- 268 1. The applicant shall submit nine (9) sets of revised plans, including all details
269 required to implement the proposed plan, to the Department of Planning for final
270 review. Two sets (2) of the approved plan shall be submitted with the building
271 permit application.
272
- 273 2. A detailed planting plan that maximizes the use of both native trees and shrubs in
274 the RPA shall be provided with the construction plans.
275
- 276 3. As it requires disturbance within the lower portion of the RPA buffer, rain gardens
277 shall only be used if required for compliance with the Stormwater Management Act
278 regulations.
279

280 Mr. Emerson - Mr. Chairman, next on your agenda this morning would be
281 consideration of the approval of your minutes from your September 27th meeting. After
282 that, in the event you missed it on your amended agenda, we do have a discussion item
283 prior to adjournment.
284

285 APPROVAL OF MINUTES: September 27, 2017
286

287 Mr. Leabough - I'll entertain a motion for approval.
288

289 Mr. Witte - So moved.
290

291 Mrs. Marshall - Second.
292

293 Mr. Leabough - We have a motion by Mr. Witte, a second by Mrs. Marshall.
294 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.
295

296 The Planning Commission approved the September 27, 2017 minutes as presented.
297

298 Mr. Emerson - Mr. Chairman, we do have a discussion item this morning that
299 was added to your amended agenda. It is a brief update on the Route 5 community
300 workshop meeting that was held last week. That will be presented by Ms. Rosemary
301 Deemer.

302
303 **DISCUSSION ITEM:** Staff will present an update on the recent Community
304 Workshop held for the Route 5 Corridor/Marion Hill Study.

305
306 Mr. Leabough - Good morning, Ms. Deemer.

307
308 Ms. Deemer - Good morning. I'm here to provide you with an update on our
309 most recent efforts for the Route 5 Corridor/Marion Hill Study. We held our second
310 community meeting on Thursday, October 19th, at John Rolfe Middle School. We had
311 over 110 attendees from along New Market Road, Marion Hill, and other nearby areas.
312 Our facilitator, Greg Dale, led the presentation.

313
314 Since we were planning on discussing and seeking input on the draft goals and objectives,
315 we increased our notification efforts. For our June Open House, we notified 108
316 individuals and had a turnout of 112. For the first Community Workshop in August, we
317 notified 217 individuals and had 102 participants.

318
319 For this second Community Workshop, we notified all property owners in and along the
320 study area, and Marion Hill, as well as those on our email list for a total 1,165 notices. In
321 addition, to capture those residents of nearby subdivisions outside the study area limits
322 but who use Route 5, we installed two variable message boards, one at Midview Road
323 and the other at Four Mile Run Parkway. We had over 110 participants, sixty (or 52
324 percent) of whom had never attended either of the previous meetings. Further analysis
325 indicated that most of the attendees—34 percent—lived along or near the corridor. Ten
326 percent of the participants came from Marion Hill, while there was an equal turnout from
327 residents of Four Mile Run and the Osborne Turnpike area at about 13 percent. Twenty-
328 five percent of the attendees who were there were from outside the immediate study area.

329
330 The purpose of the workshop was to review the goals and objectives that staff drafted
331 using input from the previous workshop. At that meeting, attendees were assigned tables
332 to work on identifying their five most important issues facing the corridor and Marion Hill.
333 After staff recorded them on newsprint and hung them on the wall, participants were given
334 a set of dots and asked to place them on the ideas or topics they most agreed with. Using
335 that information, staff drafted a set of goals and objectives and sought feedback on how
336 attendees felt about them. In order to get everyone's opinion, we utilized keypad polling.
337 Each person was given a small keypad device, like is shown on the screen, that would
338 register their selection on the series of goals and objectives, as well as their preferences
339 on items including street design, lighting, and signage. At the end of the exercise, in
340 conjunction with the Division of Recreation and Parks, we asked them to share their
341 opinions on potential designs for the County's Capital Improvement Project at Four Mile
342 Creek Park.

344 In order to familiarize everyone with how the keypads worked, we had several test
345 questions. As expected, our first one got us a few laughs. So, participants simply using
346 their keypad had to choose A, B, or C. And using special technology, the results appeared
347 on the screen in seconds. These are the actual results. Yes, Mr. Witte.

348
349 Mr. Witte - Shouldn't there be a D that said "Absolutely?"

350
351 Ms. Deemer - Well, we probably could have, but we figured this would be
352 easy enough for them.

353
354 So, following a few test questions to give people a feel for how the clickers worked, we
355 began testing the goals and objectives, one of which was how they felt about providing
356 opportunities for growth while retaining the rural character of the corridor. As you can see,
357 the majority of respondents agreed with that particular goal.

358
359 We followed up the draft, goals, and objectives with a preference survey of images to
360 understand how residents felt about various design elements, including street design,
361 lighting, and signage. This question asking participants which street design they
362 preferred—a rural design with no curb and gutter versus a suburban design with curb and
363 gutter—actually had surprising results for us because the responses were almost evenly
364 split.

365
366 The response to this lighting example was also a bit of a surprise to staff. It appears the
367 audience had widely varying opinions on light standards. We're not sure if it was because
368 of the style of lights, the mini banner attached to the pole, or because respondents were
369 putting the light standard in context with the more developed nature of the background
370 elements.

371
372 Finally, they were shown a series of signs from wood to brick, ground-mounted to pole-
373 mounted, and provided us feedback on their preferences.

374
375 The input gained from the exercise will be used to revise the goals and objectives as
376 necessary, as well as help draft specific strategies for the corridor and the remaining study
377 area. In an effort to give residents a final opportunity to comment, our online survey will
378 remain open until the end of the month. We anticipate holding a third Community
379 Workshop sometime in early 2018 to present the final draft document including all goals,
380 objectives, and strategies. That would be followed by public hearings before the Planning
381 Commission and Board of Supervisors.

382
383 That concludes my presentation. I'd be happy to answer any questions you might have.

384
385 Mr. Leabough - Are there any questions for Ms. Deemer from the
386 Commission?

387

388 Mr. Baka - Briefly on the topic of subdivision street design. When you
389 said the votes were somewhat evenly split between curb-and-gutter and without, was staff
390 expecting one of the two to be more prevailing?
391
392 Ms. Deemer - Based on what we had been hearing at previous meetings and
393 through comments from some of the more consistent attendees, I think that staff was
394 anticipating a higher percentage in "A."
395
396 Mr. Baka - Rural design.
397
398 Ms. Deemer - Yes.
399
400 Mr. Baka - Okay.
401
402 Mr. Leabough - Absent some context around that, I would think it would help
403 with stormwater management or controlling the—yes.
404
405 Ms. Deemer - Right.
406
407 Mr. Leabough - So just to say you like that image has other implications.
408
409 Ms. Deemer - It does.
410
411 Mr. Emerson - Right.
412
413 Mr. Leabough - So we have to be careful with that.
414
415 Ms. Deemer - Right.
416
417 Mr. Leabough - Many of them say, "Oh, I heard the comments. Oh, I like one."
418 But then one guy said, "Yes, but then you have the stormwater issue."
419
420 Ms. Deemer - Right. Then you can potentially have flooding on the sides of
421 the roads. One is pretty much indicative of what's out there. So that's why I think we were
422 a little bit—we really were surprised that the "B" had such a high rating on it because we
423 get the impression from most people that they like that rural feel. We haven't had that
424 many concerns brought up about stormwater yet.
425
426 Mr. Emerson - That was one of the beauties of the way we approached it.
427 What we normally hear is the more vocal people who speak up. This process gave people
428 who may not be comfortable with public speaking or when one voice dominates a
429 conversation this gave the opportunity for full participation and input from everybody that
430 had a keypad and wanted to weigh in on it. I think that actually may provide a better
431 perspective of what people truly want than just an open public hearing or public input.
432

433 Mr. Leabough - The other thing to think about is using a roll curb as a softer—
434 you don't have to have that hard edge there, but it can still control stormwater.

435
436 Ms. Deemer - We just wanted to give them something to respond to so that
437 we could then have an idea how better to draft those goals, objectives, and specifically
438 the strategies later on.

439
440 Mr. Leabough - Yes, I think it went really well. As Joe mentioned, no one was
441 able to dominate. People asked questions to try to put their ideas out there in a way that
442 they kind of pushed their own agenda. But I thought that the structure of the meeting
443 actually helped out a lot with that, where you didn't have that one voice or a few voices
444 dominating. Thanks to staff. I think people were coming there for a different purpose. And
445 then when they got there, they realized that we're really trying to do the right thing. Nothing
446 in those goals and objectives talked about substantial growth, it was really talking about
447 how we can take this opportunity to be strategic and think through how we want this
448 corridor to develop. I think once they got over their fears, they were comfortable at the
449 end of the meeting because it wasn't leading them to think that—I heard the comment,
450 "We don't want to be Short Pump." None of the goals and objectives lead you to believe
451 that we're trying to make Route 5 Short Pump. It's really about protecting the rural
452 character but allowing growth were appropriate. I don't think we're sending a message
453 that growth is not going to happen. We're just making sure it happens in an appropriate
454 manner and keeps pace with the infrastructure.

455
456 Ms. Deemer - That was our intention for the meeting.

457
458 Mr. Leabough - The one thing I will say—I know everyone's rushing to get to
459 their full-times. There is still a lot of misinformation. So, if you go to the Route 5 Corridor
460 Facebook page, there is a lot of misinformation that's still being put out there on social
461 media. Yes, I'm calling them out for Route 5. They're putting out misinformation. Because
462 even after the meeting their comments suggested other things. So, I don't know. I know
463 we're a government and all that, but via social media, we're getting killed.

464
465 Mr. Emerson - I agree.

466
467 Mr. Leabough - I know we talked about maybe expanding our ability to put
468 information out through social media because a lot of it is coming from just one side of it,
469 and it's not accurate information.

470
471 Ms. Deemer - Right. We did hear comments as people came in thinking we
472 were going to be discussing a particular development that might be bound for the corridor.
473 I think that you tried to stop that early in the meeting. But that's still out there. And people
474 are saying they didn't discuss that topic. We never said it was on the agenda. They posted
475 some more information last night with photos of the things.

476
477 Mr. Emerson - Yes, they have some new postings.

478

479 Ms. Deemer - They have pictures of the screenshots of our goals and
80 objectives and different things like that. That just went up late yesterday afternoon, and
481 people are beginning to comment on them.
482

483 Mr. Baka - To follow up on that, what's our policy in the past? Do we
484 respond directly on Facebook, directly on Twitter to one designated senior planner
485 responding to the misinformation out there to address the Chairman's concern?
486

487 Mr. Leabough - We have to be careful about responding too much on social
488 media because then it's this back-and-forth.
489

490 Mr. Emerson - We haven't really stepped into the social media realm. If I do
491 that, that means I'm going to have to dedicate probably one staff person to do it full time.
492 So usually what we do is put information out through our websites. We can't really police
493 and/or control these private media sources. I have thought about it. It would be nice to
494 maybe have a Twitter account or a Facebook page—the County has a Facebook page—
495 where we could push out information on our public meeting agendas and things like that.
496 But we really can't get into this. I just don't have the staff to get into this back-and-forth
497 monitoring of social media. So, I've kind of stayed away from it up to this point. It's
498 something that certainly we discuss from time to time, but we haven't really stepped into
499 it.
500

501 Mr. Leabough - What about the media staff? Do they do anything related to
502 social media?
503

504 Mr. Emerson - No.
505

506 Mr. Leabough - Okay.
507

508 Mr. Emerson - No. The County does have a Facebook page, we have posted
509 this information on. Of course, Schools, they use Twitter and some things like that as well.
510 But as a County, we do some limited social media, but we're not real active in it like maybe
511 some others might be.
512

513 Mr. Leabough - I do think that if we could drive people back to where accurate
514 information is housed—what happens on social media is that there's all this spin. And
515 then it gets people in a tizzy for no reason at all because one person says something.
516 You know how it is. If you see it on Facebook, it's got to be true, right? It's just like the
517 internet; everything on the internet is true.
518

519 Mr. Emerson - Right.
520

521 Mr. Leabough - So then we get folks all worked up over something that's a
522 non-issue.
523

524 Mr. Emerson - Right. I don't disagree.

525
526 Mr. Leabough - Just like the speculation in the media about potential
527 development along that corridor, which none of us were made aware of. We don't know
528 anything about that. But then it gets people all upset over something that's really not
529 anything material at that point.

530
531 Mr. Emerson - Correct.

532
533 Mr. Leabough - I'm not saying that I have the answer. I'm just saying we
534 probably need to get a little more creative in terms of how to the kibosh on misinformation.
535 The folks that have their own agenda that keep putting the wrong information out there.

536
537 Mr. Emerson - We've struggled with this. We struggled with it during the
538 Comprehensive Plan development because there were groups and individuals who were
539 putting information out through social media and other forms. Even after they received
540 the correct answers to their information, they continued to put the same comments out. I
541 think you're seeing some of that in this process as well, and it's unfortunate.

542
543 The staff that we had working the sign-in table as people went in and out, as you
544 mentioned, there were some folks who repetitively were asking questions through this
545 process. They received several verbal comments regarding that from people who were
546 leaving that they didn't necessarily appreciate that.

547
548 So yes, there will always be those individuals that will pursue that type of avenue to further
549 their goals. Some of the comments about our questions being vague and misleading, it's
550 a study; they are going to be somewhat wider than specific because you do need some
551 room to move back and forth within them. Certainly, there's no intent for them to be vague
552 and misleading to some mysterious undercurrent type of objective here that the County
553 has. The County has no objective. Some of these people, quite honestly, would probably
554 question Santa Claus. And that's their right. Certainly, that's their right.

555
556 Mr. Leabough - At the end of the day, I think staff is doing a great job. We
557 spent a lot of time and energy and effort on this process. I think it's going at a pace that
558 makes sense. But like you say, there are always going to be naysayers out there
559 regardless of what you do. We just know within ourselves that we're doing this for the
560 right reason at the right time. At the end of the day, it is going to be what it is, but we're
561 going to have a plan that we are confident meets the needs of that community. It's just
562 frustrating because you know you're trying to do the right thing, and then you have folks
563 out there that are trying to counteract everything you're trying to do. They kind of forget
564 that this study was initiated by the Board member to address concerns that they raised.
565 Then when we go through this process, they slam us for going through the process. So
566 you kind of don't know what to do. But we're going to keep plugging away. Right,
567 Ms. Deemer?

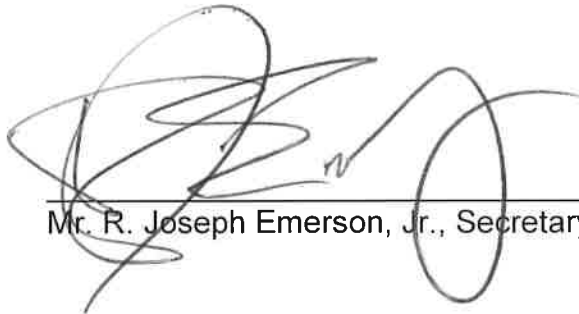
568
569 Ms. Deemer - Absolutely.

570

571 Mr. Leabough - All right. I'll get off my soapbox now.
572
573 Mr. Emerson - Mr. Chairman, we have nothing further for the Commission
574 this morning.
575
576 Mr. Leabough - All right. Anything else from the Commission? If not, I'll
577 entertain a motion for adjournment.
578
579 Mr. Witte - So moved.
580
581 Mrs. Marshall - Second.
582
583 Mr. Leabough - We have a motion by Mr. Witte, a second by Mrs. Marshall.
584 We're adjourned.
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Mr. Eric S. Leabough, C.P.C., Chairperson



Mr. R. Joseph Emerson, Jr., Secretary

A. Standard Conditions for all POD's:

1. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water and sewer. **(when the property is served by public utilities)**
- 1A. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public sewer. The well location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public water system when available within 300 feet of the site/building. **(when not served by public water)**
- 1B. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water. The septic tank location shall be approved by the County Health Department before a building permit is issued. Connection shall be made to the public sewer when available within 300 feet of the site/building. **(when not served by public sewer)**
2. The Director of the Department of Public Utilities shall approve the plan of development for construction of public water and sewer, prior to beginning any construction of these utilities. The Department of Public Utilities shall be notified at least 48 hours prior to the start of any County water or sewer construction.
3. The parking lot shall be subject to the requirements of Chapter 24, Section 24-98 of the Henrico County Code.
4. The parking spaces shall be marked on the pavement surface with four-inch-wide traffic painted lines. All lane lines and parking lines shall be white in color with the exception that those dividing traffic shall yellow.
5. Sufficient, effectively usable parking shall be provided. If experience indicates the need, additional parking shall be provided.
6. Curb and gutter and necessary storm sewer shall be constructed as shown on approved plans.
7. The plan of development plan shall be revised as annotated on the staff plan dated **October 25, 2017**, which shall be as much a part of this approval as if details were fully described herein. Nine (9) sets of revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised October 2015)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.
9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of Planning for review and Planning Commission approval prior to the issuance of any occupancy permits.
10. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced no later than the next planting season.

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

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

STANDARD CONDITIONS FOR LANDSCAPE/LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **October 25, 2017**, which shall be as much a part of this approval as if all details were fully described herein. Four (4) sets of prints of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONDITIONAL SUBDIVISION STANDARD CONDITIONS

Conventional Single-Family Subdivisions Served By Public Utilities

1. All requirements of Chapter 18, 19 and 24 of the Henrico County Code shall be met.
2. Construction plans, including proposed erosion and sediment controls, shall be submitted to the Department of Planning at least 30 days prior to final approval.
3. Construction shall not commence until the Director of Planning has granted final approval of the plat; and until the construction plans including the detailed drainage, erosion control, and utility plans have been approved by the Department of Planning, the Department of Public Utilities, and the Department of Public Works and a preconstruction meeting has been held with the Department of Public Works. Plans for Final Subdivision review shall be submitted to the Department of Planning in accordance with the requirements of the Final Subdivision application. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of sixteen (16) sets of final construction plans for signature shall be submitted to the Department of Planning for approval signatures. All erosion and sediment control plans, agreements, and bonds must be submitted to the Department of Public Works and approved prior to approval of the construction plans.
4. Clearing and grubbing shall not commence until a clearing and grubbing plan has been approved by the Department of Planning and the Department of Public Works. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, eight (8) sets of clearing and grubbing plans shall be submitted to the Department of Planning for approval signatures. All appropriate bonds and agreements, authorizations from state and/or regulatory agencies for impacts to the Waters of the United States, and offsite easement plats must be submitted to the Department of Public Works and approved prior to approval of the clearing and grubbing plans. Approvals must be updated prior to recordation of the plat.
5. The owner shall enter into the necessary contracts with the Department of Public Utilities for water. **(Substitute condition 5A if well)**
- 5A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
6. The owner shall enter into the necessary contracts with the Department of Public Utilities for sewer. **(Substitute condition 6A if on-site sewage disposal/septic)**
- 6A. A detailed soil analysis shall be performed and other requirements of the Health Department met before final plats are recorded. The developer shall have the center lines of all streets and lot corners staked to facilitate the examination of lots by the Health Department Sanitarians prior to filing for final approval and shall notify the Department of Planning and Health Department in writing when the staking has been done.
7. A copy of the letter from the Richmond Regional Planning District Commission giving approval to the street names in this subdivision shall be submitted to the Director of Planning for final approval of street names before the recordation plat is submitted for review.
8. The plat shall be revised as shown in red on Staff plan dated **October 25, 2017**, 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 24, 2018**, 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 25, 2017**, 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 24, 2018**, 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 25, 2017**, 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 24, 2018**, 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 25, 2017**, 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 24, 2018**, 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 25, 2017**, 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 24, 2018**, 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.