

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, September 26, 2018.
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Members Present: Mrs. Sandra M. Marshall, Chairperson (Three Chopt)
Mr. Gregory R. Baka, Vice-Chairperson (Tuckahoe)
Mr. C. W. Archer, C.P.C. (Fairfield)
Mr. William M. Mackey, Jr. (Varina)
Mr. R. Joseph Emerson, Jr., AICP, Director of Planning,
Secretary
Mrs. Patricia S. O'Bannon, Board of Supervisors' Representative

Members Absent: Mrs. Adrienne F. Kotula (Brookland)

Others Present: Ms. Jean Moore, Assistant Director of Planning, Acting Secretary
Ms. Leslie A. News, PLA, Senior Principal Planner
Mr. Michael F. Kennedy, County Planner
Mr. Tony Greulich, C.P.C., County Planner
Ms. Christina L. Goggin, AICP, County Planner
Ms. Aimee B. Crady, AICP, County Planner
Mr. Matt Ward, County Planner
Mr. Lee Pambid, C.P.C., County Planner
Ms. Kate B. McMillion, County Planner
Mr. Salim Chishti, ASLA, County Planner
Mr. Spencer Norman, County Planner
Mr. Robert Peterman, GIS Technician
Ms. Melissa Ferrante, Office Assistant / Recording Secretary

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

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9 Mrs. Marshall - I call this meeting of the Henrico County Planning Commission
10 to order. This is our plans of development meeting for September 26, 2018. At this time,
11 I ask that you please take a moment to silence your cell phones. And as you do, please
12 stand with the Commission for the Pledge of Allegiance.

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14 Good morning. Do we have anyone in the audience with the news media? We do not. At
15 this point, I will turn the agenda over to Mr. Emerson, our secretary.

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17 Mr. Emerson - Thank you, Madam Chair. I will note that Mrs. Kotula will not
18 be with us this morning. However, you do have a quorum and can conduct business.

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20 The first item on your agenda are the requests for deferrals and withdrawals. Those will
21 be presented by Ms. Leslie News. You do have a deferral that is on your amended
22 agenda.

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24 Ms. News - Thank you, Mr. Secretary. Good morning, members of the
25 Commission. Staff has received one request for deferral, and that is found on page 12 of
26 your agenda and located in the Varina District. This is POD2018-00246, From the Heart
27 Church Ministries of Richmond. The applicant has requested a deferral to the October 24,
28 2018 meeting.

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30 **PLAN OF DEVELOPMENT**
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32 33 34 35 36 37 38 39	POD2018-00246 From the Heart Church Ministries of Richmond – 120 Westover Avenue	SilverCore for From the Heart Church Ministries of Richmond: 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, 22,397-square foot place of worship. The 16.93-acre site is located on the western line of Westover Avenue, approximately 600 feet north of Nine Mile Road, and on the eastern line of Orams Lane at its intersection with Natchez Road, on parcel 816-727-0343. The zoning is A-1, Agricultural District and ASO, Airport Safety Overlay District. County water and sewer. (Varina)
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48 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00246,
49 From the Heart Church Ministries of Richmond? Mr. Mackey?

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59 Mr. Mackey - Madam Chair, I move that POD2018-00246, From the Heart
60 Church Ministries of Richmond, be deferred to the October 24, 2018 meeting at the
61 applicant's request.

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71 Mr. Baka - Second.

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

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92 At the request of the applicant, the Planning Commission deferred POD2018-00246,
93 From the Heart Church Ministries of Richmond, to its October 24, 2018 meeting.

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103 Mr. Emerson - Madam Chair, that completes the deferrals this morning
104 unless the Commission has anything additional to add. With that said, next on the agenda
105 are the expedited items. Those will also be presented by Ms. Leslie News.

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116 Ms. News - Yes, sir. We have fourteen items on our expedited agenda this
117 morning. The first is found on page 3 of your agenda and located in the Three Chopt
118 District. This is a transfer of approval for POD-50-78. This is a portion of the POD for
119 Culpeper Building at Forest Office Park. Staff recommends approval.

59 **TRANSFER OF APPROVAL**
60

POD-50-78 (pt)
POD2016-00387
Wythe Building at Forest
Office Park – 1604 Santa
Rosa Road

McGuire Woods, LLP for Forest Office Park Investor, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from NNN Forest Office Park, LLC, et al to Forest Office Park Investor, LLC. The 3.97-acre site is located on the west line of Santa Rosa Road, approximately 1,300 feet north of Three Chopt Road, on parcel 758-744-4968. The zoning is O-2, Office District. County water and sewer. **(Three Chopt)**

61
62 Mrs. Marshall - Is there anyone present who is opposed to TOA POD-50-78
63 (pt) POD2016-00387, Wythe Building at Forest Office Park? I see no opposition. I move
64 approval of the transfer of approval for a portion of POD-50-78 (pt) POD2016-00387,
65 Wythe Building at Forest Office Park, subject to the previously approved conditions, on
66 the expedited agenda.
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68 Mr. Archer - Second.
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70 Mrs. Marshall - We have a motion by Mrs. Marshall, a second by Mr. Archer.
71 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.
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73 The Planning Commission approved the transfer of approval request for POD-50-78 (pt)
74 POD2016-00387, Wythe Building at Forest Office Park from NNN Forest Office Park,
75 LLC, et al to Forest Office Park Investor, LLC, subject to the standard and added
76 conditions previously approved.
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78 Ms. News - Next on page 4 of your agenda and located in the Three Chopt
79 District is a transfer of approval for a portion of POD-50-78, Culpeper Building at Forest
80 Office Park. Staff recommends approval.
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82 **TRANSFER OF APPROVAL**
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POD-50-78 (pt)
POD2016-00390
Culpeper Building at
Forest Office Park – 1606
Santa Rosa Road

McGuire Woods, LLP for Forest Office Park Investor, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from NNN Forest Office Park, LLC, et al to Forest Office Park Investor, LLC. The 4.21-acre site is located at the northwest intersection of Discovery Drive and Santa Rosa Road, on parcel 758-745-6911. The zoning is O-2, Office District. County water and sewer. **(Three Chopt)**

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85 Mrs. Marshall - Is there anyone present who is opposed to TOA POD-50-78
86 (pt) (POD2016-00390), Culpeper Building at Forest Office Park? I see no opposition. I
87 move approval of the transfer of approval for a portion of POD-50-78 (pt) (POD2016-

88 00390), Culpeper Building at Forest Office Park, subject to the previously approved
89 conditions on the expedited agenda.

90
91 Mr. Mackey - Second.

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

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96 The Planning Commission approved the transfer of approval request for POD-50-78 (pt)
97 (POD2016-00390), Culpeper Building at Forest Office Park from NNN Forest Office Park,
98 LLC, et al to Forest Office Park Investor, LLC, subject to the standard and added
99 conditions previously approved.

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101 Ms. News - On page 5 of your agenda and located in the Three Chopt
102 District is a transfer of approval a portion of POD-61-72, Forest Office Building at the
103 Forest Office Park. Staff recommends approval.

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105 **TRANSFER OF APPROVAL**

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POD-61-72 (pt) POD2018-00156 Forest Office Building at Forest Office Park – 8001 Franklin Farms Drive	McGuire Woods, LLP for Forest Office Koger, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from 95-10 Richmond/Koger, LLC to Forest Office Koger, LLC. The 3.48-acre site is located at the southwestern corner of the intersection of Franklin Farms Drive and Forest Drive, approximately 300 feet north of Three Chopt Road, on parcel 759-743-3775. The zoning is O-2, Office District. County water and sewer. (Three Chopt)
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108 Mrs. Marshall - Is there anyone present who is opposed to TOA POD-61-72
109 (pt) (POD2018-00156), Forest Office Building at Forest Office Park? I see no opposition.
110 I move approval of the transfer of approval for POD-61-72 (pt) (POD2018-00156), Forest
111 Office Building at Forest Office Park, subject to the previously approved condition on the
112 expedited agenda.

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114 Mr. Baka - Second.

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

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120 The Planning Commission approved the transfer of approval request for POD-61-72 (pt)
121 (POD2018-00156), Forest Office Building at Forest Office Park, from 95-10
122 Richmond/Koger, LLC to Forest Office Koger, LLC, subject to the standard and added
123 conditions previously approved.

125 Ms. News - On page 6 of your agenda and located in the Three Chopt
126 District is a transfer of approval for a portion of POD-61-72, Nelson Office Building at
127 Forest Office Park. Staff recommends approval.

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129 **TRANSFER OF APPROVAL**

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131 132 133 134 135 136 137	POD-61-72 (pt) POD2018-00157 Nelson Office Building at Forest Office Park – 1503 Santa Rosa Road	McGuire Woods, LLP for Forest Office Nelson, LLC: Request for transfer of approval as required by Chapter 24, Section 24-106 of the Henrico County Code from Martha NJ, LLC to Forest Office Nelson, LLC. The 3.38-acre site is located at the southeastern corner of the intersection of Santa Rosa Road and Franklin Farms Drive, approximately 260 feet north of Three Chopt Road, on parcel 758-743- 8194. The zoning is O-2, Office District. County water and sewer. (Three Chopt)
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132 Mrs. Marshall - Is there anyone present who is opposed to POD-61-72 (pt)
133 (POD2018-00157), Nelson Office Building at Forest Office Park? I see no opposition. I
134 move approval of the transfer of approval POD-61-72 (pt) (POD2018-00157), Nelson
135 Office Building at Forest Office Park, subject to the previously approved conditions, on
136 the expedited agenda.

137

138 Mr. Archer - Second.

139

140 Mrs. Marshall - We have a motion Mrs. Marshall and a second by Mr. Archer.
141 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.

142

143 The Planning Commission approved the transfer of approval request for POD-61-72 (pt)
144 (POD2018-00157), Nelson Office Building at Forest Office Park from Martha NJ, LLC to
145 Forest Office Nelson, LLC, subject to the standard and added conditions previously
146 approved.

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148 Ms. News - Next on page 7 of your agenda and located in the Three Chopt
149 District is a transfer of approval for POD-114-86, Short Pump Animal Hospital, which was
150 formerly the Satterwhite Plumbing Business. Staff recommends approval.

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152 **TRANSFER OF APPROVAL**

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155 Mrs. Marshall - Is there anyone present who is opposed to POD-114-86
156 (POD2018-00039), Short Pump Animal Hospital (formerly Satterwhite Plumbing
157 Business)? I move approval of the transfer of approval for TOA POD-114-86 (POD2018-
158 00039), Short Pump Animal Hospital (formerly Satterwhite Plumbing Business), subject
159 to the previously approved conditions and condition #1 in the agenda, on the expedited
160 agenda.

161
162 Mr. Mackey - Second.

163
164 Mrs. Marshall - We have a motion by Mrs. Marshall, a second by Mr. Mackey.
165 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.
166

167 The Planning Commission approved the transfer of approval request for POD-114-86
168 (POD2018-00039), Short Pump Animal Hospital (formerly Satterwhite Plumbing
169 Business), from Phil D. Satterwhite to SPAH, LLC, subject to the standard and added
170 conditions previously approved and the following additional condition:
171

- 172 1. The missing landscaping, and other required improvements, as identified in a staff
173 report dated February 8, 2018 shall be completed prior to issuance of a Certificate of
174 Occupancy.

175
176 Ms. News - The next items is found on page 8 of your agenda and located
177 in the Brookland District. This is POD2018-00260, Encompass Health RVA Expansion.
178 Staff recommends approval.
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180 **PLAN OF DEVELOPMENT**

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183 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00260,
184 Encompass Health RVA Expansion?
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186 Male - [Off microphone] Yes.

187
188 Mrs. Marshall - Thank you.

189
90 Ms. News - We can remove that from the expedited agenda and hear that
191 in the order it's on the agenda.

192
193 Mrs. Marshall - Okay. We will move that and come back to that.

194
195 [The case, POD2018-00260, Encompass Health RVA Expansion, is put on the regular
196 agenda on page 16.]

197
198 Ms. News - The next item is found on page 13 of your agenda and is
199 located in the Tuckahoe District. This is POD2018-000339, Epiphany Lutheran Church
200 Addition, which includes a lighting plan. Staff recommends approval.

201
202 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

203
POD2018-00339 **SilverCore for Epiphany Evangelical Lutheran**
Epiphany Lutheran Church **Trustees:** Request for approval of a plan of development
Addition – 1400 Horsepen and lighting plan, as required by Chapter 24, Section 24-
Road 106 of the Henrico County Code, to construct a 5,220-
square foot addition and parking modifications to an existing
church. The 7.30-acre site is located on the west line of
Horsepen Road at its intersection with Monument Avenue,
and on the northwest corner of the intersection of Horsepen
Road and West Franklin Street, on parcel 763-742-5209.
The zoning is R-3, One-Family Residential District. County
water and sewer. **(Tuckahoe)**

204
205 Mrs. Marshall - Is there anyone present who is opposed to POD2018-000339,
206 Epiphany Lutheran Church Addition? I see no opposition. Mr. Baka?

207
208 Mr. Baka - I would move that POD2018-000339, Epiphany Lutheran
209 Church Addition, including the lighting plan, be approved on the expedited agenda subject
210 to the annotations on the plans and standard conditions for developments of this type with
211 additional conditions 11B and 29 through 31 in the agenda.

212
213 Mrs. Marshall - Second. We have a motion by Mr. Baka, a second by
214 Mrs. Marshall. All in favor say aye. Those opposed say no. There is no opposition; that
215 motion passes.

216
217 The Planning Commission approved the plan of development and lighting plan for
218 POD2018-000339, Epiphany Lutheran Church Addition, subject to the annotations on the
219 plans, the standard conditions attached to these minutes for developments of this type,
220 and the following additional conditions:

221
222 11B. Prior to the approval of an electrical permit application and installation of the site
223 lighting equipment, a plan including light spread and intensity diagrams, and fixture

- 224 specifications and mounting heights details shall be revised as annotated on the
 225 staff plan and included with the construction plans for final signature.
- 226 29. The right-of-way for widening of Horsepen Road as shown on approved plans shall
 227 be dedicated to the County prior to any occupancy permits being issued. The right-
 228 of-way dedication plat and any other required information shall be submitted to the
 229 County Real Property Agent at least sixty (60) days prior to requesting occupancy
 230 permits.
- 231 30. A concrete sidewalk meeting County standards shall be provided along the west
 232 side of Horsepen Road.
- 233 31. The location of all existing and proposed utility and mechanical equipment
 234 (including HVAC units, electric meters, junction and accessory boxes,
 235 transformers, and generators) shall be identified on the landscape plans. All
 236 equipment shall be screened by such measures as determined appropriate by the
 237 Director of Planning or the Planning Commission at the time of plan approval.
 238

239 Ms. News - The next item is found on page 20 of your agenda and is
 240 located in the Fairfield District. This is POD2018-00335, Logan Aggregates – Materials
 241 Recycling Site. Staff recommends approval.
 242

243 **PLAN OF DEVELOPMENT**
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245 246 247 248 249 250 251 252	POD2018-00335 Logan Aggregates – Materials Recycling Site– 4720 Vawter Avenue	Hulcher and Associates, Inc. for Logan Holding Company, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to develop a materials processing and recycling facility with an office trailer. The 8- acre portion of the 17.45-acre site is located on the western line of Vawter Avenue, approximately 3,990 feet north of East Laburnum Avenue, on parcel 799-741-3832. The zoning is M-2, General Industrial District and ASO, Airport Safety Overlay District. County water and sewer. (Fairfield)
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245
 246 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00335,
 247 Logan Aggregates – Materials Recycling Site? I see no opposition. Mr. Archer?
 248

249 Mr. Archer - Madam Chair, I move for approval on the expedited agenda
 250 POD2018-00335, Logan Aggregates – Materials Recycling Site, subject to the staff’s
 251 recommendation and the conditions as listed in the agenda.
 252

253 Mr. Mackey - Second.
 254

255 **Mrs. O’Bannon arrived at 9:11 a.m.**
 256

257 Mrs. Marshall - We have a motion by Mr. Archer, a second by Mr. Mackey. All
 258 in favor say aye. Those opposed say no. There is no opposition; that motion passes.
 259

260 The Planning Commission approved POD2018-00335, Logan Aggregates – Materials
261 Recycling Site, subject to the annotations on the plans, the standard conditions attached
262 to these minutes for developments of this type, and the following additional conditions:
263

264 29. Details for the gate and locking device at Vawter Avenue shall be submitted for
265 review by the Traffic Engineer, Police and approved by the County Fire Marshal.
266 The owner or owner's contractor shall contact the County Fire Marshal prior to
267 completion of the fence installation to test and inspect the operations of the gates.
268 Evidence of the Fire Marshal's approval shall be provided to the Department of
269 Planning by the owner prior to issuance of occupancy permits.

270 30. The location of all existing and proposed utility and mechanical equipment
271 (including HVAC units, electric meters, junction and accessory boxes,
272 transformers, and generators) shall be identified on the landscape plans. All
273 equipment shall be screened by such measures as determined appropriate by the
274 Director of Planning or the Planning Commission at the time of plan approval.
275

276 Ms. News - The next item is found on page 21 of your agenda and is
277 located in the Fairfield District. This is POD2018-00350, Westminster Canterbury
278 Richmond – Chapel. There is an addendum item on page 2 of your addendum, which
279 removes the lighting plan from consideration with the POD and deletes condition 11B.
280 Staff recommends approval.
281

282 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

283
POD2018-00350 **Kimley-Horn and Associates, Inc. for Westminster
Westminster Canterbury **Canterbury Corporation:** Request for approval of a plan of
Richmond – Chapel – development **and lighting plan**, as required by Chapter 24,
1600 Westbrook Avenue Section 24-106 of the Henrico County Code, to construct a
5,616-square foot chapel addition and memorial garden in
an existing life care facility. The 0.6-acre area of the overall
43.1-acre site (which includes a 4.24-acre portion of
property in the City of Richmond) is located approximately
250 feet northwest of the intersection of Crestwood Road
and Westbrook Avenue, on parcel 783-742-4699. A portion
of the building addition and site improvements are located
within the City of Richmond. The zoning is R-6C, General
Residential District (Conditional) and R-6, General
Residential District. County water and sewer. **(Fairfield)****

284
285 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00350,
286 Westminster Canterbury Richmond – Chapel? I see no opposition. Mr. Archer?
287

288 Mr. Archer - Madam Chair, I move for approval on the expedited agenda
289 of POD2018-00350, Westminster Canterbury Richmond – Chapel, subject to the
290 conditions as listed in the agenda, the staff recommendation, and the item on the
addendum.
91
292

293 Mr. Baka - Second.
294
295 Mrs. Marshall - We have a motion by Mr. Archer and a second by Mr. Baka.
296 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.
297

298 The Planning Commission approved POD2018-00350, Westminster Canterbury
299 Richmond – Chapel, subject to the annotations on the plans, the standard conditions
300 attached to these minutes for developments of this type, and the following additional
301 conditions:
302

303 11B. ~~Prior to the approval of an electrical permit application and installation of the~~
304 ~~site lighting equipment, a plan including light spread and intensity diagrams,~~
305 ~~and fixture specifications and mounting heights details shall be revised as~~
306 ~~annotated on the staff plan and included with the construction plans for final~~
307 ~~signature.~~

308 29. The proffers approved as a part of zoning case C-5C-02 shall be incorporated in
309 this approval.

310 30. The location of all existing and proposed utility and mechanical equipment
311 (including HVAC units, electric meters, junction and accessory boxes,
312 transformers, and generators) shall be identified on the landscape plans. All
313 equipment shall be screened by such measures as determined appropriate by the
314 Director of Planning or the Planning Commission at the time of plan approval.

315 31. Except for junction boxes, meters, and existing overhead utility lines, and for
316 technical or environmental reasons, all utility lines shall be underground.

317 32. Evidence that the City of Richmond has reviewed and approved construction plans
318 for the portion of this site located within the City limits shall be provided prior to
319 final approval of construction plans by Henrico County.
320

321 Ms. News - The next item is on page 23 of your agenda and located in the
322 Varina District. This is POD2018-00326, Castleton Section 5. Staff recommends
323 approval.
324

325 PLAN OF DEVELOPMENT

326
POD2018-00326
Castleton Section 5 –
Macallan Parkway
Townes Site Engineering for Ross Run, LLC: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct 84 detached single-family dwelling units for sale with zero lot lines. The 33.35-acre site is located on the western line of Macallan Parkway approximately 1,300 feet south of Darbytown Road, on part of parcel 824-693-0717. The zoning is R-5AC, General Residential District (Conditional) and ASO, Airport Safety Overlay District. County water and sewer. **(Varina)**

327
328 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00326,
329 Castleton Section 5? There is no opposition. Mr. Mackey?
330

331 Mr. Mackey - Madam Chair, I move that POD2018-00326, Castleton
332 Section 5, be approved on the expedited agenda subject to the annotations n the plans,
333 standard conditions for developments of this type, and conditions 29 through 39 in the
334 agenda.

335
336 Mr. Archer - Second.

337
338 Mrs. Marshall - We have a motion by Mr. Mackey, a second by Mr. Archer. All
339 in favor say aye. Those opposed say no. There is no opposition; that motion passes.

340
341 The Planning Commission approved POD2018-00326, Castleton Section 5, subject to
342 the annotations on the plans, the standard conditions attached to these minutes for
343 developments of this type, and the following additional conditions:

344
345 29. Roof edge ornamental features that extend over the zero lot line, and which are
346 permitted by Section 24-95(i)(1), must be authorized in the covenants.

347 30. Eight-foot easements for construction, drainage, and maintenance access for
348 abutting lots shall be provided and shown on the POD plans.

349 31. Building permit request for individual dwellings shall each include two (2) copies of
350 a layout plan sheet as approved with the plan of development. The developer may
351 utilize alternate building types providing that each may be located within the building
352 footprint shown on the approved plan. Any deviation in building footprint or
353 infrastructure shall require submission and approval of an administrative site plan.

354 32. Windows on the zero lot line side of the dwelling can only be approved with an
355 exception granted by the Building Official and the Director of Planning during the
356 building permit application process.

357 33. The mechanical equipment for each building shall be located on its respective lot.
358 The location of the equipment shall be reviewed and approved with the building
359 permit application for each lot. Except for wall-mounted electric meters, in no case
360 shall the eight-foot easement for construction, drainage, and maintenance access
361 on the abutting lot be used to locate other mechanical equipment (such as HVAC
362 equipment, generators, and the like) for the subject lot.

363 34. The subdivision plat for Castleton Section 5 shall be recorded before any building
364 permits are issued.

365 35. A 20-foot planting strip to preclude ingress or egress along the west side of
366 Macellan Parkway shall be shown on the approved plans. The details shall be
367 included with the required landscape plans for review and approval.

368 36. The proffers approved as a part of zoning case REZ2018-00016 shall be
369 incorporated in this approval.

370 37. A construction staging plan which includes details for traffic control, fire protection,
371 stockpile locations, construction fencing and hours of construction shall be
372 submitted for County review and prior to the approval of any final construction
373 plans.

374 38. A note in bold lettering shall be provided on the erosion control plan indicating that
375 sediment basins or traps located within buildable areas or building pads shall be
376 reclaimed with engineered fill. All materials shall be deposited and compacted in

377 accordance with the applicable sections of the state building code and
378 geotechnical guidelines established by the engineer. An engineer's report
379 certifying the suitability of the fill materials and its compaction shall be submitted
380 for review and approval by the Director of Planning and Director of Public Works
381 and the Building Official prior to the issuance of any building permit(s) on the
382 affected sites.

383 39. Approval of the construction plans by the Department of Public Works does not
384 establish the curb and gutter elevations along the Henrico County maintained right-
385 of-way. The elevations will be set by Henrico County.
386

387 Ms. News - The next item is on page 26 of your agenda and is located in
388 the Varina District. This is POD2018-00261, Godsey and Son Inc. Contractor Office and
389 Shop. Staff recommends approval.
390

391 **PLAN OF DEVELOPMENT**
392

POD2018-00261 Godsey and Son Inc. Contractor Office and Shop – 2342 Charles City Road	Engineering Design Associates for Godsey and Son, Inc. and Nancy B. Snow: Request for approval of a plan of development, as required by Chapter 24, Section 24-106 of the Henrico County Code, to construct a two-story, 9,000-square foot contractor office and shop and associated gravel storage yard. The 4.51-acre site is located on the northern line of Charles City Road, approximately 500 feet northwest of the intersection of Glen Alden Drive and Charles City Road, on parcels 813-711-5121 and 813-711-6615. The zoning is M-2C, General Industrial District (Conditional) and ASO, Airport Safety Overlay District. County water and sewer. (Varina)
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393
394 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00261,
395 Godsey and Son Inc. Contractor Office and Shop. I see no opposition. Mr. Mackey?
396

397 Mr. Mackey - Madam Chair, I move that POD2018-00261, Godsey and Son
398 Inc. Contractor Office and Shop, be approved on the expedited agenda subject to the
399 annotations on the plans, the standard conditions for developments of this type, and
400 conditions 29 through 37 in the agenda.
401

402 Mr. Baka - Second.
403

404 Mrs. Marshall - We have a motion by Mr. Mackey, a second by Mr. Baka. All
405 in favor say aye. Those opposed say no. There is no opposition; that motion passes.
406

407 The Planning Commission approved POD2018-00261, Godsey and Son Inc. Contractor
408 Office and Shop, subject to the annotations on the plans, the standard conditions attached
409 to these minutes for developments of this type, and the following additional conditions:
410

- 411 29. The right-of-way for widening of Charles City Road as shown on approved plans
412 shall be dedicated to the County prior to any occupancy permits being issued. The
413 right-of-way dedication plat and any other required information shall be submitted
414 to the County Real Property Agent at least sixty (60) days prior to requesting
415 occupancy permits.
- 416 30. A concrete sidewalk meeting County standards shall be provided along the north
417 side of Charles City Road.
- 418 31. Details for the gate and locking device at the entrance road shall be submitted for
419 review by the Traffic Engineer, Police and approved by the County Fire Marshal.
420 The owner or owner's contractor shall contact the County Fire Marshal prior to
421 completion of the fence installation to test and inspect the operations of the gates.
422 Evidence of the Fire Marshal's approval shall be provided to the Department of
423 Planning by the owner prior to issuance of occupancy permits.
- 424 32. Outside storage shall not be permitted except as shown on the approved plan.
- 425 33. The proffers approved as a part of zoning case REZ2018-00021 shall be
426 incorporated in this approval.
- 427 34. The owners shall not begin clearing of the site until the following conditions have
428 been met:
- 429 (a) The site engineer shall conspicuously illustrate on the plan of development
430 or subdivision construction plan and the Erosion and Sediment Control
431 Plan, the limits of the areas to be cleared and the methods of protecting the
432 required buffer areas. The location of utility lines, drainage structures and
433 easements shall be shown.
- 434 (b) After the Erosion and Sediment Control Plan has been approved but prior
435 to any clearing or grading operations of the site, the owner shall have the
436 limits of clearing delineated with approved methods such as flagging, silt
437 fencing or temporary fencing.
- 438 (c) The site engineer shall certify in writing to the owner that the limits of
439 clearing have been staked in accordance with the approved plans. A copy
440 of this letter shall be sent to the Department of Planning and the Department
441 of Public Works.
- 442 (d) The owner shall be responsible for the protection of the buffer areas and for
443 replanting and/or supplemental planting and other necessary improvements
444 to the buffer as may be appropriate or required to correct problems. The
445 details shall be included on the landscape plans for approval.
- 446 35. The location of all existing and proposed utility and mechanical equipment
447 (including HVAC units, electric meters, junction and accessory boxes,
448 transformers, and generators) shall be identified on the landscape plans. All
449 equipment shall be screened by such measures as determined appropriate by the
450 Director of Planning or the Planning Commission at the time of plan approval.
- 451 36. Except for junction boxes, meters, and existing overhead utility lines, and for
452 technical or environmental reasons, all utility lines shall be underground.
- 453 37. Approval of the construction plans by the Department of Public Works does not
454 establish the curb and gutter elevations along the Henrico County maintained right-
455 of-way. The elevations will be set by Henrico County.

56

457 Ms. News - The next item is found on page 28 of the agenda and is
458 located in the Brookland District. This is POD2018-00318, Kimway Drive Warehouse.
459 There's an addendum item on page 3 of the addendum, which includes revised
460 architectural plans providing additional detailing on the building and a revised
461 recommendation for approval.
462

463 **PLAN OF DEVELOPMENT**
464

POD2018-00318 **HG Design Studio for Southern Brick, LLC:** Request for
Kimway Drive Warehouse approval of a plan of development, as required by Chapter
– Kimway Drive 24, Section 24-106 of the Henrico County Code, to
construct a one-story, 18,564-square foot office warehouse.
The 1.93-acre site is located on the eastern line of Kimway
Drive, approximately 500 feet north of its intersection with
Wistar Road, on parcel 772-752-5513. The zoning is M-2C,
General Industrial District (Conditional). County water and
sewer. **(Brookland)**

465
466 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00318,
467 Kimway Drive Warehouse? I see no opposition, Mr. Archer.
468

469 Mr. Archer - Madam Chair, I move for approval of POD2018-00318,
470 Kimway Drive Warehouse, subject to the annotations on the plan, staff recommendation,
471 the conditions listed in the agenda, and the addendum item.
472

473 Mrs. Marshall - Second. We have a motion by Mr. Archer and a second by
474 Mrs. Marshall. All in favor say aye. Those opposed say no. There is no opposition; that
475 motion passes.
476

477 The Planning Commission approved POD2018-00318, Kimway Drive Warehouse,
478 subject to the annotations on the plans, the standard conditions attached to these minutes
479 for developments of this type, and the following additional conditions:
480

- 481 29. The proffers approved as a part of zoning case C-7C-82 shall be incorporated in
482 this approval.
- 483 30. The loading areas shall be subject to the requirements of Chapter 24, Section 24-
484 97(b) of the Henrico County Code.
- 485 31. The location of all existing and proposed utility and mechanical equipment
486 (including HVAC units, electric meters, junction and accessory boxes,
487 transformers, and generators) shall be identified on the landscape plans. All
488 equipment shall be screened by such measures as determined appropriate by the
489 Director of Planning or the Planning Commission at the time of plan approval.
490

491 Ms. News - The next items is on page 29 of your agenda and located in
492 the Three Chopt District. This is landscape plan for POD2018-00251, Holloway Townes
493 at Wyndham Forest Section 2. Staff recommends approval.
494

495 **LANDSCAPE PLAN**

496
POD2018-00251
Holloway Townes at
Wyndham Forest Section
2 – Nuckols Road

HG Design Studio for HHHunt Holloway, LLC: Request for approval of a landscape plan, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code. The 9.44-acre site is located on the southern line of Holman Ridge Road, approximately 385 feet east of Bavis Hollow Court, on parcel 749-771-0923. The zoning is RTHC, Residential Townhouse District (Conditional). County water and sewer. **(Three Chopt)**

497
498 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00251,
499 Holloway Townes at Wyndham Forest Section 2? I see no opposition. I move POD2018-
500 00251, the landscape plan for Holloway Townes at Wyndham Forest Section 2, be
501 approved on the expedited agenda subject to the annotations on the plans and the
502 standard conditions for landscape plans.

503
504 Mr. Baka - Second.

505
506 Mrs. Marshall - We have a motion by Mrs. Marshall and a second by
507 Mr. Baka. All in favor say aye. Those opposed say no. There is no opposition; that motion
508 passes.

509
510 The Planning Commission approved the landscape plan POD2018-00251, Holloway
511 Townes at Wyndham Forest Section 2, subject to the standard conditions attached to
512 these minutes for landscape plans.

513
514 Ms. News - The final item is on page 30 and is located in the Three Chopt
515 District. This is a landscape plan for POD2018-00338, Holloway at Wyndham Forest
516 Section 4. Staff recommends approval.

517
518 **LANDSCAPE PLAN**

519
POD2018-00338
Holloway at Wyndham
Forest Section 4 –
Nuckols Road

Youngblood, Tyler, and Associates for HHHunt Holloway, LLC: Request for approval of a landscape plan, as required by Chapter 24, Sections 24-106 and 24-106.2 of the Henrico County Code. The 6.54-acre site is located on the southwestern terminus of Maben Hill Run, approximately 328 feet northwest of Holman Ridge Road, on parcel 749-772-9131. The zoning is R-5AC, General Residential District (Conditional). County water and sewer. **(Three Chopt)**

520
521 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00338,
522 Holloway at Wyndham Forest Section 4? I see no opposition. I move POD2018-00338,

523 Holloway at Wyndham Forest Section 4, be approved on the expedited agenda subject
524 to the annotations on the plans and the standard conditions for landscape plans.

525
526 Mr. Mackey - Second.

527
528 Mrs. Marshall - We have a motion by Mrs. Marshall and a second by Mr.
529 Mackey. All in favor say aye. Those opposed say no. There is no opposition; that motion
530 passes.

531
532 The Planning Commission approved the landscape plan for POD2018-00338, Holloway
533 at Wyndham Forest Section 4, subject to the standard conditions attached to these
534 minutes for landscape plans.

535
536 Ms. News - That completes our expedited agenda.

537
538 Mr. Emerson - Madam Chair, with the expedited items completed, next on
539 your agenda are Subdivision Extensions of Conditional Approval, and there are none of
540 those this morning. So, we now move into your regular agenda, and the first case appears
541 on page 8 of your agenda. This will be POD2018-00260, Timmons Group for
542 Rehabilitation Corporation of Virginia, and Encompass Health. The staff report will be
543 presented by Ms. Aimee Crady.

544
545 **PLAN OF DEVELOPMENT**

546
POD2018-00260
Encompass Health RVA
Expansion – 5700
Fitzhugh Avenue
Timmons Group for Rehabilitation Corporation of Virginia, and Encompass Health: 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, 10,500-square foot addition to an existing medical rehabilitation facility. The addition will accommodate conversion of existing units to private occupancy units with no net increase in patient beds. The 5.65-acre site is located on the southeast corner at the intersection of Libbie Avenue and Fitzhugh Avenue on parcel 770-738-7063. The zoning is R-5, General Residential District. County water and sewer. **(Brookland)**

547
548 Ms. Crady - Good morning.

549
550 Mr. Emerson - And you do have opposition because it came off the expedited
551 agenda.

552
553 Mrs. Marshall - I would just like to take a minute to recognize Mrs. O'Bannon.
554 Thank you for being here.

555

556 Mrs. O'Bannon - I apologize for being late. I left the house in plenty of time.
557 There was a minor accident, but it was right in front of me, and I had to wait for everybody
558 else to go around. Also, as a result of the storms that were from the recent hurricane and
559 the rain we had, I had a tree fall on my house. It wasn't big, but the roofer and painter
560 came at the same time this morning, and I had to leave everything open. So, I apologize
561 for being late.

562
563 Mr. Emerson - Madam Chair, I would note again that there was opposition to
564 this on the expedited agenda, so you do have opposition on this case.

565
566 Ms. Crady - Well that being known, I'll get going. All right.

567
568 The applicant proposes to expand the existing medical rehabilitation facility located on
569 the southeast corner of Libbie and Fitzhugh Avenues to allow conversion of multiple semi-
570 private rooms to private rooms. The number of patient rooms and related support area
571 will increase, but the number of beds in the facility will not increase under this proposal.

572
573 The location of the expansion is along the south line of the property, shown here and will
574 create an enclosed courtyard for patients in this area where currently that's just fenced
575 in. This whole area here is where the current fence is. The building addition will be
576 constructed of brick to match the existing facility. We have some elevations that show
577 that.

578
579 The facility has historically been used as—since 1964 under Beth Shalom as a rest home.
580 In 1991, a special exception to expand the facility for medical rehabilitation convalescent
581 facility was granted by the Planning Commission. This expansion will involve
582 improvements to fire protection including an addition of an emergency fire lane around
583 the building to meet Division of Fire hose lay requirements, and a water line upgrade
584 under existing asphalt. This will have a dedicated fire hydrant to support the facility and
585 upgrade the waterline.

586
587 A ten-foot-wide transitional buffer is required from adjacent residential properties east and
588 south. So that's here and there. No grading is currently proposed within the transitional
589 buffer area of ten feet. The inventory of established and healthy trees will be included in
590 a future landscape plan review. In addition, the applicant is currently working to inventory
591 and reestablish any missing and damaged plant material that's along the east border that
592 was installed with the 1991 plan of development approval.

593
594 The landscape plan associated with the current expansion is required to return for
595 subsequent Planning Commission review and approval as indicated by condition 9
596 amended in the agenda.

597
598 Under conditions of the 1991 special exception with the plan of development, the
599 developer agreed to give the president or presiding officer of the Monumental Floral
600 Gardens Civic Association written notice at least thirty days prior to filing any further
601 requests for plan of development to expand the facility or site beyond that approved with

602 POD-36-91. Community meetings and communication dating as early as March 6, 2018,
603 and a follow-up meeting on April 3, 2018, at the facility have both occurred among the
604 developer and the surrounding residents of Monumental Floral Gardens Neighborhood.
605

606 At the time of preparation of this agenda, staff had not been contacted by a party in
607 opposition. This morning we have a neighbor in opposition in attendance.
608

609 Staff received a letter of support from the Monumental Floral Gardens Executive Board
610 on August 30, 2018, acknowledging several meetings with the developer and expressing
611 no opposition.
612

613 In accordance with that agenda, staff recommends approval subject to the annotations
614 on the plan, standard conditions for developments of this type, and conditions 9 amended
615 and 29 through 30 in the agenda. Dan Gaskell of Encompass Health is here, and
616 Jonathan Showalter, the engineer for Timmons Group, is also here representing the
617 applicant and can answer any questions you have of the plan. I'm happy to answer any
618 questions the Commission may have of me.
619

620 Mrs. Marshall - Mr. Archer, would you like to hear from the opposition first or
621 the applicant?
622

623 Mr. Archer - Opposition first, yes please.
624

625 Mrs. Marshall - If the opposition could please come forward. And when you
626 come forward, please state your name as you get to the lectern. And Mr. Emerson, our
627 secretary, will go over the rules that we have for speaking at the Planning Commission
628 meetings.
629

630 Mr. Emerson - Yes, Madam Chair, as you note, the Commission does have
631 guidelines that they follow regarding their public hearings, and they are as follows: The
632 applicant is allowed ten minutes to present the request. Time may be reserved for
633 responses to testimony. The opposition is allowed a cumulative ten minutes to present its
634 concerns, meaning everyone that wants to speak needs to fit within that ten minutes. The
635 Commission questions do not count into the time limits for either party. The Commission
636 may waive the time limits for either party at its discretion. And any comments must be
637 directly related to the case under consideration.
638

639 Mrs. Marshall - Good morning.
640

641 Mr. Hurwitz - Good morning. My name is Jeffrey Hurwitz. I live directly
642 behind this property at 5708 Cutshaw Avenue. I am opposed to it for several reasons.
643 One, I'm concerned about the construction noise and the construction trash during
644 construction. I'm also concerned about since they're going to be building and losing
645 landscape area what is it going to do to the rain runoff water, which in heavy rains can
646 cause ponding back there now.
647

648 I'm also opposed because I don't see the need to expand just to go to semi-private
649 rooms—I mean private rooms as opposed to the semi-private rooms that they have now.

650
651 Those are my concerns, plus the impact it's going to have on the resale value of my home
652 in the future. I don't want my property values to go down.

653
654 Mrs. Marshall - Do you have any questions? Could you possibly point out
655 where your house is on this map? On Cutshaw?

656
657 Mr. Hurwitz - Okay.

658
659 Ms. Crady - You're the second house here.

660
661 Mr. Hurwitz - Yeah, okay. Yeah, that's it.

662
663 Ms. Crady - The hand is on the parcel currently. You can zoom in a little
664 bit if needed.

665
666 Mr. Baka - And perhaps the applicant could address the question of the
667 water runoff on the site.

668
669 Mr. Archer - Mr. Hurwitz, I do have one question. Are you a member of the
670 association that offered support of the project?

671
672 Mr. Hurwitz - I have not been to a neighborhood meeting in a very long time
673 because there have been none. So I wasn't even aware that we had one. I did get a letter
674 for one meeting about this early on.

675
676 Mr. Archer - I understand there were—

677
678 Mr. Hurwitz - That I did attend.

679
680 Mr. Archer - There were two meetings, one in March and one in April. And
681 the association apparently favored this addition and they approved it. But you are a
682 member, but you didn't attend. Is that what you're saying?

683
684 Mr. Hurwitz - I did not attend the association meeting that voted on that to
685 approve it.

686
687 Mr. Archer - All right.

688
689 Mr. Hurwitz - I had no notice of it.

690
691 Mr. Archer - Okay. Well we will have the applicant come up and see if he
692 can answer some of your questions.

693

694 Mr. Hurwitz - Okay.
695
696 Mr. Archer - Thank you.
697
698 Mrs. Marshall - Thank you. Can the applicant please come forward?
699
700 Mr. Emerson - Madam Chair, while the applicant's approaching, I will remind
701 the Commission that the impact on resale value or potential impact on values of properties
702 really is not within your realm of consideration. So that shouldn't be taken into—you have
703 no way to evaluate that, therefore that consideration has been taken away from you by
704 the state code.
705
706 Mr. Archer - Thank you, Mr. Secretary; it was helpful. Good morning,
707 gentlemen.
708
709 Mr. Showalter - I'm Jonathan Showalter with Timmons Group.
710
711 Mr. Gaskell - And I'm Dan Gaskell with Encompass Health.
712
713 Mr. Showalter - One concern we heard mentioned that we'd like to address is
714 the stormwater runoff. Through this project we're addressing both the channel protection
715 requirements and the flood protection requirements of the state and the County. We're
716 doing energy balance reducing the one-year flow, and then also doing the 50/10
717 detention, reducing the ten-year flow. And there is an oversized underground storage pipe
718 to accomplish that. And then we're also going to re-grade and clean out and recondition
719 the ditch in the back of the property and make sure that is draining better than it is
720 currently.
721
722 Mr. Archer - When you say that, you're indicating that you're going to
723 alleviate a condition that's already present?
724
725 Mr. Showalter - The plan is to look at that ditch. And if it is having any ponding
726 issues to fix those through re-grading that ditch.
727
728 Mr. Archer - Okay, thank you. Anything else to offer?
729
730 Mr. Showalter - The landscaping buffer, through that area that landscaping
731 will be cleaned out and a new buffer, a ten-foot buffer will be provided.
732
733 Mr. Archer - Okay. The gentleman indicated he was concerned about
734 construction noise and traffic. What will be your hours of operation?
735
736 Mr. Gaskell - I understand we have the option to work any day of the week.
737 But our preference would be that we do that Monday through Friday during regular
738 business hours.
739

740 Mr. Archer - And what hours during Monday through Friday?
41
742 Mr. Showalter - I believe that would be roughly nine to five or maybe eight to
743 five.
744
745 Mr. Archer - Okay. No weekends.
746
747 Mr. Showalter - No. We'd be willing to not have it on the weekends.
748
749 Mr. Archer - Write that down, folks. I don't have any other questions, do
750 any of you?
751
752 Mr. Baka - Just one question for the applicant Mr. Gaskell. Can you
753 explain a little bit about the rationale for the need to expand and then what that promotes
754 for you?
755
756 Mr. Gaskell - Yes. As noted, we're not actually adding additional beds;
757 we're just adding rooms. The way that most healthcare is going these days is that most
758 people prefer a private room. It creates patient satisfaction issues and privacy issues and
759 things like that. We actually don't have any showers in these rooms. As you heard, this
760 building was built many years ago. There are showers at either end of a hallway, and they
761 have to take patients down to the shower to bathe them. And part of the changes we'll
762 make is all the rooms—both the new ones and then we'll go back and retrofit the old
763 ones—would have showers. We feel that would allow our patients more privacy and
764 dignity.
765
766 Mrs. Marshall - Will you make sure that as far as trash on construction sites—
767 it can get tedious when it lands in neighbors' yards. They really don't appreciate that. If
768 this case passes, would you consider—especially during construction—being diligent
769 about that?
770
771 Mr. Gaskell - Yes. And I'd be willing to give my personal cell phone number
772 to the complainant and be willing to—if he's finding that—address that. I'm at the building
773 five to six days a week, and we have our plan of operations' folks who can walk around
774 outside to make sure that we're picking anything up.
775
776 Mrs. Marshall - Okay, thank you. Any more questions? All right, thank you.
777
778 Mr. Archer - Thank you, gentlemen.
779
780 Mrs. Marshall - Mr. Archer?
781
782 Mr. Archer - Well let me address Mr. Hurwitz first. Mr. Hurwitz, you don't
783 have to get up to come up here. But just indicate, if you would. Does this alleviate your
784 concerns or at least some of them?
'85

786 Mr. Hurwitz - [Off microphone] I will believe it when I see it.
787
788 Mr. Archer - Okay.
789
790 Mr. Hurwitz - I will have concerns until it's completed.
791
792 Mr. Archer - Okay. He indicated he'll believe it when he sees it. Make sure
793 the minutes provide for that.
794
795 Mrs. O'Bannon - Mr. Hurwitz, make sure you get his phone number before you
796 leave.
797
798 Mr. Hurwitz - [Off microphone] I believe I have his card already.
799
800 Mrs. O'Bannon - You have his card? Okay. Excellent. Thank you.
801
802 Mr. Archer - Thank you, sir. Okay. As you know, I am handling this for Mrs.
803 Kotula. In my observation, I guess if she were here she may agree or she may not. But
804 things like construction noise and trash – the gentlemen have agreed that they will do this
805 in as quiet a manner possible. And nine to five on weekdays only, that's a real catch. I
806 wish you could get everybody to do that. They've indicated they'll take care of the
807 landscape and also try to alleviate the water runoff problems that you're having now,
808 which they're not really obligated to, but it's nice of them to think about that.
809
810 You indicated that you didn't see the need, and that's not an item that this Commission
811 can address. And as Mr. Secretary also indicated the impact on home value is something
812 also that we cannot address. But other than that, it appears to me that with the support
813 from the nearby homeowners' association and the way that these gentlemen have
814 indicated they're willing to work with you to try to alleviate whatever your concerns are, I
815 don't think I have much of a choice but to move for approval of POD2018-00260,
816 Encompass Health RVA Expansion, subject to the staff report, annotations on the plan,
817 standard conditions for developments of this type, and the additional conditions list, 9
818 amended, 29, and 30.
819
820 Mrs. Marshall - Second. We have a motion by Mr. Archer, a second by
821 Mrs. Marshall. All in favor say aye. Those opposed say no. There is no opposition; that
822 motion passes.
823
824 The Planning Commission approved POD2018-00260, Encompass Health RVA
825 Expansion, subject to the annotations on the plans, the standard conditions attached to
826 these minutes for developments of this type, and the following additional conditions:
827
828 9. AMENDED - A detailed landscaping plan shall be submitted to the Department of
829 Planning for review and Planning Commission approval prior to the issuance of any
830 occupancy permits.
831 29. Outside storage shall not be permitted.

832 30. The location of all existing and proposed utility and mechanical equipment
833 (including HVAC units, electric meters, junctions and accessory boxes,
834 transformers, and generators) shall be identified on the landscape plan. All building
835 mounted equipment shall be painted to match the building, and all equipment shall
836 be screened by such measures as determined appropriate by the Director of
837 Planning or the Planning Commission at the time of plan approval.

838
839 Mr. Emerson - Madam Chair, we now move on to page 10 of your agenda for
840 POD2018-00351, Timmons Group for NN Hotel, LLC and NN II, LLC. The staff report will
841 be presented by Ms. Christina Goggin.

842
843 **PLAN OF DEVELOPMENT, LIGHTING PLAN, AND SPECIAL EXCEPTION**

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POD2018-00351 Home 2 Suites at Glenside – 2925 Emerywood Parkway	Timmons Group for NN Hotel, LLC and NN II, LLC: Request for approval of a plan of development, lighting plan, and special exception as required by Chapter 24, Sections 24-106 and 24.2 of the Henrico County Code, to construct a six-story, 79,232-square foot, 130-room hotel, and to authorize a special exception for building height exceeding 45 feet, up to 77 feet. The 2.93-acre site is located on the southern line of Emerywood Parkway, approximately 850 feet west of West Broad Street (U.S. Route 250), on part of parcel 766-746-3684. The zoning is M-1, Light Industrial District. County water and sewer. (Tuckahoe)
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845
846 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00351,
847 Home 2 Suites at Glenside? Okay.

848
849 Ms. Goggin - Good morning. This proposal is for a 6-story, 130-room,
850 77-foot-tall Home 2 Suites hotel on Emerywood Parkway just west of Broad Street. The
851 location is an undeveloped wooded parcel in between an existing Embassy Suites and
852 Virginia Blood Services. At the time of the preparation of the agenda, the Department of
853 Public Works, Traffic Works Division, couldn't recommend approval because the
854 minimum access spacing requirement along Emerywood Parkway wasn't met. The
855 director of Public Works granted a waiver due to the site's only entrance is at the best
856 location with the existing constraints, and that allows for proper fire access to the new
857 building. This is the only access to the new site.

858
859 The applicant has submitted a lighting plan that consists of full cutoff LED fixtures on 25-
860 foot-tall poles. All elements of the plan conform to the County's lighting policy.

861
862 The proposed building is a mix of brick, cultured stone, and EIFS. Most of the building is
863 red brick with dark cultured stone and gray EIFS. The first level is mostly light cultured
864 stone, and the entire building is accented with beige EIFS. A few lime green stripes are
865 added for accent. Right there is your lime green accent.

867 This plan of development includes a request for a special exception for height to allow
868 construction of a building exceeding forty-five feet in height. As is normal procedure, staff
869 makes no recommendation regarding the special exception. It is the applicant's
870 responsibility to present evidence to the Commission to support this request. Should the
871 Commission approve the applicant's request, staff recommends approval of the POD
872 subject to the annotations on the plan, the standard conditions for developments of this
873 type, conditions 11B and 29 through 35 in the agenda.

874
875 I would be happy to answer any questions the Commission may have of me.
876 Representatives from Timmons, the engineering firm, and the architectural firm are here
877 to answer any questions and to make their presentation for the special exception.
878

879 Mr. Baka - A couple brief questions of staff, if I may, and then I do have
880 a question for the applicant. You mentioned a 45-foot height limit and 77 feet tall. To
881 clarify, is that to the top of the building materials or the top of the screening around the
882 AC?
883

884 Ms. Goggin - That's to the top of the screening around the HVAC unit.
885

886 Mr. Baka - Okay. And you had mentioned in the report that some of the
887 hotels in the area were actually taller than this proposed height of seventy-seven feet?
888 And somewhere you showed a range of different heights and different exceptions.
889

890 Ms. Goggin - Yes sir. For example, the Westin, which is across. Let me see
891 if the aerial will show it. No, but the Westin, which is down here is seven stories. The
892 Richmond Hyatt House, which is I guess you could say over where Mr. Archer is, which
893 was built in the seventies, is eight stories.
894

895 Mr. Baka - And the Embassy Suites I believe you pointed out.
896

897 Ms. Goggin - Which is right next door. Yes, I forgot that is eight stores.
898

899 Mr. Baka - So to clarify, the building adjacent is in excess of the request
900 that this applicant is making here today.
901

902 Ms. Goggin - Yes, it is.
903

904 Mr. Baka - All right. I do have a question of the applicant unless others
905 have questions of staff. Okay, thanks.
906

907 Mrs. Marshall - Could the applicant please come forward?
908

909 Mr. Seldon - Good morning, members. Tim Seldon with Timmons Group.
910

911 Ms. Patel - Good morning. Kruti Patel from NBJ Architecture.
912

913 Mr. Baka - I just had a two-part question for you. Could you describe the
914 purpose for the actual request? In two parts, what would be the net effect if you were
915 limited to the height requirement, the forty-five feet required by Code? And what does this
916 exception to seventy-seven feet allow you to do?
917

918 Mr. Seldon - I could speak a little bit to the site constraints. Obviously we're
919 working with the available vacant land in the area. And also to meet the parking
920 requirements are required by zoning. And also we are honoring the Resource Protection
921 Area off of Upham Brook along the southern border of the site there. So just working with
922 the site constraints. And this necessitates us to go vertical.
923

924 Ms. Patel - As Tim talked about the site constraints, we have a limit of
925 building footprint here. Looking at the feasibility of the project and what our client is looking
926 for, 130 rooms, which is 24 rooms per floor. We had to go to six floors. And while we are
927 also looking at the building elevation, rooftop parapet is at sixty-four feet. What goes
928 beyond that is a prototypical feature which is kind of architectural embellishment, which
929 is also a typical feature, a franchise which we cannot modify as it is typical design. Also
930 they're kind of trying to complement the adjacent building of the Embassy Suites with
931 using the brick and beige EIFS here.
932

933 Mr. Baka - Okay, thank you. Looks like a very high-quality product, and I
934 appreciate you pointing out that while seventy-feet is requested, most of the building is a
935 little bit shorter than that, sixty-four feet, give or take.
36

937 Ms. Patel - Right, right. The top of the roof is sixty-four feet.
938

939 Mr. Baka - Okay. I have no other questions.
940

941 Mrs. Marshall - I have a question. What will your hours of construction be?
942

943 Mr. Seldon - I can't answer that at this time. I don't expect anything out of
944 what would be required by the County or just allowed by the County.
945

946 Mrs. Marshall - Generally when we look into new buildings and buildings
947 being built and exceptions, we look at the hours of construction. Because you want to
948 have the least amount of impact as possible to the surrounding areas. As far as not having
949 any hours, I think that's something you probably should be prepared with. If you do not,
950 it's something that you need to keep in mind.
951

952 Mr. Seldon - Okay.
953

954 Ms. Patel - We can probably work with that.
955

956 Ms. Sweeney - Good morning. I'm Mike Sweeney. I've vice president of
957 Design Construction for Shamin Hotels. Typically when we're building something like this,
958 it's standard between 7:30 and 3:30 in the afternoon. If we run behind, sometimes you'll

959 see in the interior portion where we'll be working on Saturdays. But only on the interior
960 and not typically on the exterior of the building.
961

962 Mrs. Marshall - Okay. So only interior on Saturday and no construction on
963 Sunday.
964

965 Mr. Sweeney - No construction on Sunday, no. If we could find guys to work
966 on Sunday, that would be great. Thank you.
967

968 Mrs. Marshall - Thank you.
969

970 Mr. Baka - I would point out that we appreciate the applicant's willingness
971 to accommodate regular hours during construction. It's also in an area zoned M-1 with
972 business/office uses around it, such as another hotel, another office building, and a noisy
973 interstate. So, some of those concerns might be mitigated by those factors.
974

975 Mrs. Marshall - Any other questions? All right, Mr. Baka.
976

977 Mr. Baka - At this time, I would for POD2018-00351, Home 2 Suites at
978 Glenside, including the special exception and lighting plan, be approved subject to the
979 annotations on the plan, the standard conditions for developments of this type, and
980 additional conditions 11B and 29 through 35 in the agenda.
981

982 Mr. Mackey - Second.
983

984 Mrs. Marshall - We have a motion by Mr. Baka, a second by Mr. Mackey. All
985 in favor say aye. Those opposed say no. There is no opposition; that motion passes.
986

987 The Planning Commission approved the plan of development, lighting plan, and special
988 exception for POD2018-00351, Home 2 Suites at Glenside, subject to the annotations on
989 the plans, the standard conditions attached to these minutes for developments of this
990 type, and the following additional conditions:
991

992 11B. Prior to the approval of an electrical permit application and installation of the site
993 lighting equipment, a plan including light spread and intensity diagrams, and fixture
994 specifications and mounting heights details shall be revised as annotated on the
995 staff plan and included with the construction plans for final signature.

996 29. A concrete sidewalk meeting County standards shall be provided along the south
997 side of Emerywood Parkway.

998 30. There shall be no outdoor storage in moveable storage containers including, but
999 not limited to, cargo containers and portable on demand storage containers.

1000 31. Evidence that an engineer has certified the height of the building shall be provided
1001 to the Director of Planning prior to the issuance of a Certificate of Occupancy.

1002 32. Approval of the construction plans by the Department of Public Works does not
1003 establish the curb and gutter elevations along the Henrico County maintained right-
1004 of-way. The elevations will be set by Henrico County.

- 1005 33. Evidence of a joint ingress/egress and maintenance agreement must be submitted
 1006 to the Department of Planning and approved prior to issuance of a certificate of
 1007 occupancy for this development.
- 1008 34. The location of all existing and proposed utility and mechanical equipment
 1009 (including HVAC units, electric meters, junction and accessory boxes,
 1010 transformers, and generators) shall be identified on the landscape plans. All
 1011 equipment shall be screened by such measures as determined appropriate by the
 1012 Director of Planning or the Planning Commission at the time of plan approval.
- 1013 35. Except for junction boxes, meters, and existing overhead utility lines, and for
 1014 technical or environmental reasons, all utility lines shall be underground.

1015
 1016 Mr. Emerson - Madam Chair, we now move on to page 15 of your agenda
 1017 and page 1 of your amended agenda for POD2018-00352, RK&K for Glenside Drive,
 1018 LLC, H & R Gary Reynolds Holdings, LLC, and Thomas W. Pruitt. The staff report will be
 1019 presented by Mr. Matt Ward.

1020
 1021 **PLAN OF DEVELOPMENT AND LIGHTING PLAN**

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POD2018-00352
 Glenside Lock Box Self-
 Storage – 1610 Glenside
 Drive

RK&K for Glenside Drive, LLC, H & R Gary, Reynolds Holdings, LLC, and Thomas W. Pruitt: 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 four single-family homes and construct a two-story, 100,600-square foot office self-service storage facility with a basement. The 1.87-acre site is located at the northwest corner of the intersection at Glenside Drive and Forest Avenue and on the east line of Eaton Road and the south line of Brigham Road, on parcels 764-744-6655, 764-744-6764, 764-744-6971, 764-744-7177, 764-744-7782, and 764-744-8475. The zoning is B-2C, Business District (Conditional). County water and sewer. **(Tuckahoe)**

1023
 1024 Mrs. Marshall - Is there anyone present who is opposed to POD2018-00352,
 1025 Glenside Lock Box Self-Storage? We do have opposition.

1026
 1027 Mr. Ward - Good morning. The applicant is requesting approval to
 1028 demolish four single-family homes in the Fort Hill subdivision facing Eaton and Brigham
 1029 Roads. Removal of the homes plus the wooded area here at the intersection of Glenside
 1030 Drive and Forest Avenue comprises enough space to construct a self-storage building.

1031
 1032 The facility will have an overall height of thirty-five feet to the top of the parapet and
 1033 approximately it will be 100,600 square feet. The building will be fully enclosed with a
 1034 basement. And due to the existing grades, the building will sit approximately twelve feet
 1035 below grade here at Eaton Road. And it will be elevated from the Brigham Road site from
 1036 about a foot to seven feet along this side.

1037
1038 Access to the site is limited to Glenside Drive only. Brigham Road will be for emergency
1039 access only. Right-of-way dedication along Glenside Drive is shown to accommodate the
1040 turn lane and the sidewalk for ultimate right-of-way width. Also a County standard
1041 sidewalk will be along Forest Avenue over here.

1042
1043 A required 25-foot transitional buffer will be provided with irrigation along Eaton and
1044 Brigham Roads facing the neighborhood. Condition 9 amended was added on page 1 of
1045 the addendum for the landscape plan to return for Planning Commission approval.

1046
1047 Additional site features include a retaining wall here along Eaton. And it will basically start
1048 at the intersection and go to the southern edge of the site. That will range anywhere from
1049 three to ten feet tall. That will complement the site as well as the building, hopefully
1050 helping to minimize any visual impacts and/or reduce noise associated with the building
1051 activities.

1052
1053 The elevations submitted with this plan of development are consistent with adopted
1054 proffers which may include brick, glass, EIFS, and stone, as well as many other quality
1055 building materials combined with architectural elements to match what was proffered in
1056 the exhibits. As shown, several building materials are proposed. They include either
1057 brown and gray brick and EIFS accented with brick soldier courses at the building center
1058 and at the top. Additional building materials include glass storefront, white EIFS cornices,
1059 and extended parapet to conceal the rooftop equipment. Furthermore, to complete the
1060 office-style architecture, the faux window panels were added on all four sides, and metal
1061 canopies will be provided.

1062
1063 Approval of the lighting plan is part of today's request. As you can see, the lighting plan
1064 shows four LED light poles at twenty feet tall. Those will have house-side shields for
1065 consideration of the neighborhood. The average foot candle throughout that parking lot
1066 is right at 1.2 and 0 at the property line. The two building packs you see here mounted on
1067 the building, those will be removed. The applicant will work with staff to include an
1068 acceptable means of lighting and updated photometric calculations. Also, at the Police
1069 Department's request, additional lighting will be added along the building side facing
1070 Glenside and Forest for safety reasons.

1071
1072 This facility will conduct business between the hours of 6 a.m. and 10 p.m. Trash pickup
1073 will be limited to 8 a.m. to 5 p.m. Monday through Friday. No trash pickup or parking lot
1074 cleaning on Saturdays or Sundays.

1075
1076 At this time, staff can recommend approval of the site plan, the lighting plan, and
1077 architectural renderings, as they are consistent with the zoning case and the proffers
1078 outlined in zoning case 2018-0009, and the project meets the conditions outlined in the
1079 provisional use permit, PUP2018-0008.

1080

1081 With that, the standard conditions for development of this type and the following
82 conditions: 9 amended in the addendum, 11B for the lighting plan, and 29 through 37 in
1083 the regular agenda have been included.

1084
1085 This ends my presentation. I'm happy to answer any questions. We have Malachi Mills
1086 with RK&K and Brian Holder with Rivercrest Investors, the developer, should you have
1087 any questions of them.

1088
1089 Mr. Baka - A couple questions of staff. You mentioned zero foot candles
1090 at the property line. Are you anticipating that there will be no light spillage from these
1091 twenty-foot-tall light poles leaving the site onto Eaton Road or Brigham?

1092
1093 Mr. Ward - You're talking about on the side facing the neighborhood?

1094
1095 Mr. Baka - Okay.

1096
1097 Mr. Ward - It's all zero along the property line. It actually falls off to about
1098 0.2, 0.1 in the parking area here, which usually with that policy, we like to have at least
1099 one foot candle. But in this corner section it is a little bit below the average. And we usually
1100 request 0.5 at the property line, but they're showing zero.

1101
1102 Mr. Baka - I know Mrs. O'Bannon and I had a couple neighborhood
1103 meetings, community meetings with citizens who are concerned in the area. And the
1104 applicant prepared that information in time prior to the zoning hearing. One of the items
1105 that came up was a comment about the height of the retaining wall. And you say it varies,
1106 depending on grade, from three to ten feet. At the highest point of the retaining all, would
1107 you consider this design safe so that if an adult or child were at the edge of that retaining
1108 wall that it's designed in a safe manner to prevent falls.

1109
1110 Mr. Ward - Correct. And it is safe. It's ten feet down here at this section,
1111 and they have a handrail that will be above that. Plus the berms that are in front of the
1112 retaining wall will help conceal a lot of that. And the landscaping should be keeping people
1113 from approaching that. And with the handrail, that's what the County standard is for safety
1114 purposes.

1115
1116 Mr. Baka - Okay. In summary, the rest of the design standards are
1117 consistent with the proffers that were discussed in detail and documented?

1118
1119 Mr. Ward - Right. It's pretty much identical to what was presented with
1120 rezoning hearings.

1121
1122 Mr. Baka - Thank you.

1123
1124 Mrs. Marshall - Any more questions for Mr. Ward?

1125
26 Mr. Baka - I would like to hear from the concerned citizens.

1127
1128 Mrs. Marshall - If the opposition could please come forward. Thank you, Mr.
1129 Ward.
1130
1131 Mr. Hogan Good morning. My name is Chris Hogan. My fiancée and I just
1132 purchased a home in the neighborhood. If you see on the screen right here where my
1133 mouse is, it's right here at 7100 Brigham Road. Like the Commission just spoke about, I
1134 guess there were some neighborhood meetings. But at this point we just purchased the
1135 property two to three weeks ago. Can't remember the exact day. But imagine my surprise
1136 when I get that notice in the mail about the public hearing. So what do I do? I start
1137 researching a little bit and thinking about what I can do as a citizen now.
1138
1139 This is my first home. So thinking about a few goals in mind that I had purchasing this
1140 home with my fiancée. Starting a home in a safe area. I've heard some of the safety
1141 considerations with the retaining wall and other considerations have gone into that. But
1142 any other things that could be added to that I'd be interested to hear about.
1143
1144 And I've heard the Commission also talk about they can't comment on the
1145 appreciation [sic] of home property value. I'll bring up that point in a second.
1146
1147 But now thinking about the project in general makes me question if any of my goals or
1148 realities that I'm thinking about when I'm a first-time homebuyer, if they've going to
1149 become reality.
1150
1151 That being said, I'm not sure what, if anything, I can do about it or any of the planning or
1152 community meetings that have happened previously. So really, I think I just have some
1153 questions that I'd like to have answered, if possible.
1154
1155 Has there been any research done to determine what the impact is for the home values
1156 in the neighborhood? I think I see about seven homes that are directly looking at the
1157 property. A common question that I've heard, this is the first type meeting that I've
1158 attended like this, hours of construction. I know that was addressed a little bit during that
1159 presentation. I'd like a little bit more detail about the plans for any landscaping. Like I'm
1160 pointing out, directly looking out the front of our house is the property in question. And
1161 lastly, when the project is slated to start for our own information.
1162
1163 That's all I have. Thank you.
1164
1165 Mr. Archer - Excuse me, sir. Could you point out your house one more
1166 time? Is it the last one?
1167
1168 Mr. Hogan Yes, the last one right there.
1169
1170 Mr. Archer - Okay, I got it.
1171
1172 Mr. Hogan 7100. Any other questions?

1173
1174 Mr. Baka - I have no questions of you, but thank you for making your
1175 comments. I appreciate your concern.

1176
1177 Mrs. Marshall - Thank you.

1178
1179 Mr. Hogan Thank you.

1180
1181 Mr. Baka - We'd like to ask if the applicant could respond or address
1182 some of those comments.

1183
1184 Mr. Mills - Good morning. I'm Malachi Mills with RK&K Engineers
1185 representing the developer on this project. Normally I get up and say I'm here to answer
1186 any questions of Madam Chair or Mr. Baka. I don't know if there are specific questions
1187 other than—I don't want to go into regurgitating a lot that we went through on the rezoning.
1188 Brian Holder, the developer, is here representing the case as well.

1189
1190 Mr. Baka - Mr. Mills, I could just walk through the four questions that I
1191 believe I heard Mr. Hogan articulate who is the recent homebuyer, just buying his home
1192 within the past two or three weeks, the past month. Some of these you may not be able
1193 to comment on.

1194
1195 His question, has there been any research on the impact of home values in the
1196 neighborhood? That's something that the Planning Commission does not get into. I don't
1197 know if you have any comment on that yourself.

1198
1199 Mr. Mills - I don't want to project a notion that I would know on the
1200 appraisal side and the home values. The developer and I were sensitive to someone
1201 moving in and having missed a lot of the information that we did present from where we
1202 started on the development. Some of Mr. Hogan's concerns are ours as well and were
1203 represented at the neighborhood meetings. I think that from a safety standpoint. And I
1204 guess speaking to the home values, I know that working through staff and Mrs. O'Bannon
1205 and yourself, Mr. Baka, that the heavy landscaping we've done, how we've depressed
1206 the site, providing the retaining wall and the additional density of the landscaping to
1207 protect the neighborhood.

1208
1209 The term used by the County was sort of a gateway on Brigham and on Eaton with the
1210 landscaping to really turn that corner for the commercial use and having no access into
1211 the neighborhood and all. But to screen those neighbors, the seven neighbors or so,
1212 looking at the elevation so that we would be protecting the neighborhood as much as
1213 possible from the impact of this use. We feel that it's a low-traffic volume, no connection
1214 there. In the case of the retaining wall, there is a 42-inch minimum height for the protection
1215 of the fall situation off of that retaining wall, along with the berm and the heavy
1216 landscaping. But if someone were to get along the edge of that wall...

1217
1218 Mr. Baka - So to clarify, that's a 42-inch railing.

1219
1220 Mr. Mills - It's a 42-inch, yes sir.
1221
1222 Mr. Baka - Okay.
1223
1224 Mr. Mills - With the heavy landscaping and the proffered conditions, we
1225 feel we are maintaining the neighborhood as it is. And we're minimizing everything we
1226 can from the standpoint of not impacting the neighborhood.
1227
1228 Mr. Baka - A couple questions about construction. I also heard additional
1229 questions. When will the hours of construction be? And that may have been addressed
1230 as a rezoning proffer at the time.
1231
1232 Mr. Mills - Yes sir. The zoning condition is 7 to 7, Monday through
1233 Saturday. The only exception on a Sunday would be if it's like inside cleaning. No heavy
1234 equipment, no loud movement of equipment, just cleaning.
1235
1236 Mr. Baka - Okay. The landscaping plan would return to the Planning
1237 Commission at future date. The applicant has the option, I guess, to propose that that be
1238 part of today's POD. But in discussion with staff, we've actually asked the applicant to
1239 return to a future Planning Commission meeting for the specific purpose of reviewing that
1240 landscaping plan at the time. That would help give us an idea of where trees would be
1241 placed, whether they'd be evergreen or deciduous, and would they be able to screen or
1242 partially screen views from individual areas along Brigham or Eaton. So that is one
1243 change I wanted to make sure that was clarified for everyone here.
1244
1245 Start of construction. If this case were approved, when would you commence
1246 construction, and then how long would it take, and when might you end?
1247
1248 Mr. Mills - The schedule with weather coming and whatnot, and we're
1249 working through the technical review for the construction approval, probably not until
1250 spring of 2019 when the weather breaks. We wouldn't want to break ground in the winter
1251 at all. It would be early spring next year, March, April, depending on the weather. It's
1252 probably an eight- to nine-month construction timeline.
1253
1254 Mr. Baka - Other questions?
1255
1256 Mrs. Marshall - Any questions? All right, Mr. Baka.
1257
1258 Mr. Baka - Thank you. Mr. Mills.
1259
1260 Mr. Mills - Thank you.
1261
1262 Mr. Emerson - Madam Chair, if I might. Mr. Ward, were there proffered hours
1263 on the construction? And what are those?
1264

1265 Mr. Ward - Those are 7 a.m. to 7 p.m., Monday through Friday (sic). And
1266 I think Saturday (sic) if they had to do concrete pours or emergency situations. Yes. Hours
1267 of exterior construction, 7 a.m. to 7 p.m. Monday through Saturday except in places of
1268 emergency those hours could change, based on concrete pours and other things.

1269
1270 Mr. Emerson - And also, would you get Mr. Hogan's contact information and
1271 provide him yours so if he has any questions he could contact you.

1272
1273 Mr. Ward - I've got that with me. I can get it on to Mr. Hogan.

1274
1275 Mr. Emerson - Okay. Great. Thank you.

1276
1277 Mrs. O'Bannon - Mr. Hogan? I'm your elected official. After they take the vote,
1278 I'd like to meet with you out in the foyer. Okay. Thank you.

1279
1280 Mr. Baka - Unless there are other questions of the Commission, I just
1281 wanted to take a second. There are times you have investment-backed expectations of
1282 getting a new home that are difficult when you understand the context of the land use in
1283 the neighborhood around you. I realize that Mr. Hogan did not have the opportunity to be
1284 at the previous open houses not owning the property and not being there. And these were
1285 meetings taking place earlier in the year in 2018 prior to rezoning. Although you weren't
1286 present, I know that other neighbors took up a great number of concerns from the use of
1287 building materials, the lighting, the height, the wall, the landscaping design. It was
1288 impressive to see how both Ben Sehl and Matt Ward on staff worked to try to create
1289 reasonable proffers that might address those items and perhaps not adversely affect the
1290 property owners to the extent it would have been without such conditions.

1291
1292 With that in mind, this is a plan of development hearing today after the property has
1293 already been zoned. And the POD case fits the current zoning district. And it fits the
1294 proffers. It's consistent with those that were adopted previously.

1295
1296 I would move that POD2018-00352, Glenside Lock Box Self-Storage, including the
1297 lighting plan, be approved subject to the annotations on the plan, the standard conditions
1298 for development of this type, and additional conditions 11B, 29 through 37 on the agenda,
1299 and with added condition 9 amended, meaning the landscape plan comes back to this
1300 Commission in the future, as shown on the addendum.

1301
1302 Mr. Mackey - Second.

1303
1304 Mrs. Marshall - We have a motion by Mr. Baka, a second by Mr. Mackey. All
1305 in favor say aye. Those opposed say no. There is no opposition; that motion passes.

1306
1307 The Planning Commission approved the plan of development and lighting plan for
1308 POD2018-00352, Glenside Lock Box Self-Storage, subject to the annotations on the
1309 plans, the standard conditions attached to these minutes for developments of this type,
1310 and the following additional conditions:

- 1311
1312 9. **AMENDED ADDED:** A detailed landscaping plan shall be submitted to the
1313 Department of Planning for review and Planning Commission approval prior to the
1314 issuance of any occupancy permits.
- 1315 11B. Prior to the approval of an electrical permit application and installation of the site
1316 lighting equipment, a plan including light spread and intensity diagrams, and fixture
1317 specifications and mounting heights details shall be revised as annotated on the
1318 staff plan and included with the construction plans for final signature.
- 1319 29. The right-of-way for widening of Glenside Drive as shown on approved plans shall
1320 be dedicated to the County prior to any occupancy permits being issued. The right-
1321 of-way dedication plat and any other required information shall be submitted to the
1322 County Real Property Agent at least sixty (60) days prior to requesting occupancy
1323 permits.
- 1324 30. A concrete sidewalk meeting County standards shall be provided along the north
1325 side of Glenside Drive and the west side of Forest Avenue.
- 1326 31. Details for the gate and locking device at the emergency access road shall be
1327 submitted for review by the Traffic Engineer, Police and approved by the County
1328 Fire Marshal. The owner or owner's contractor shall contact the County Fire
1329 Marshal prior to completion of the fence installation to test and inspect the
1330 operations of the gates. Evidence of the Fire Marshal's approval shall be provided
1331 to the Department of Planning by the owner prior to issuance of occupancy
1332 permits.
- 1333 32. Outside storage shall not be permitted.
- 1334 33. The proffers approved as a part of zoning case REZ2018-00009 shall be
1335 incorporated in this approval.
- 1336 34. The conditions approved as part of provisional use permit PUP2018-00009 shall
1337 be incorporated in this approval.
- 1338 35. Approval of the construction plans by the Department of Public Works does not
1339 establish the curb and gutter elevations along the Virginia Department of
1340 Transportation maintained right-of-way. The elevations will be set by the contractor
1341 and approved by the Virginia Department of Transportation.
- 1342 36. The location of all existing and proposed utility and mechanical equipment
1343 (including HVAC units, electric meters, junctions and accessory boxes,
1344 transformers, and generators) shall be identified on the landscape plan. All building
1345 mounted equipment shall be painted to match the building, and all equipment shall
1346 be screened by such measures as determined appropriate by the Director of
1347 Planning or the Planning Commission at the time of plan approval.
- 1348 37. Prior to approval of construction plans, a request shall be submitted to vacate the
1349 Fort Hill Section C subdivision plat features within the property.

1350
1351 Mr. Emerson - Madam Chair, we now move on to page 17 of your regular
1352 agenda and page 2 of your amended agenda for POD2018-00343, Freeland and
1353 Kauffman, Inc. for Wawa, Inc. and Cross Development CC Henrico, LLC. The staff report
1354 will be presented by Mr. Mike Kennedy.

1355
1356

1357
1358

PLAN OF DEVELOPMENT AND LIGHTING PLAN

POD2018-00343
Caliber Collision at 12201
Ridgefield Parkway

Freeland and Kauffman, Inc. for Wawa, Inc. and Cross Development CC Henrico, 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, 22,400-square foot auto body repair shop. The 3.39-acre site is located at the southwestern corner of the intersection of Ridgefield Parkway and Gayton Centre Drive, on parcel 731-751-2972. The zoning is B-3, Business District. County water and sewer. **(Tuckahoe)**

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1362

Mrs. Marshall - Is there anyone present who is opposed to POD2018-00343, Caliber Collision? Okay, we do have opposition.

1363
1364

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

1365
1366
1367
1368

The subject property was rezoned B-3 Business District in 1971 in conjunction with the rezoning for the Tuckahoe Village development by the Wiltons. The proposed auto body shop use is permitted by right in the B-3 District. All vehicular repair work will be conducted within the enclosed building.

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1370
1371

The property is located on Gayton Centre Drive, and there are two other collision shops on this road that are currently existing and operating.

1372
1373
1374
1375

In 2006, a Wawa proposed a development here. They actually were approved by the Planning Commission in 2006, and actually went through a full construction plan process in 2007. But they never built the building. They are selling it to the current developer. This is the Wawa layout at the time.

1376
1377
1378
1379

On the north side of the property, which faces Ridgefield Parkway, they will have an office area in front of the building. There will only be pedestrian access to the front of the building. It will be office access on this side of the building. No vehicle service doors will face Ridgefield Parkway from that side. A 35-foot transitional buffer will be provided along Ridgefield Parkway. Primarily it's a tree-save area. Staff will make sure that if any trees are removed that they're supplemented.

1380
1381
1382
1383

Customer parking will be provided in front of the building, but no vehicle storage will be permitted in front of the building.

1384
1385
1386
1387

A 120-foot wide building setback will be provided. There will be a right turn lane here. The right of way for a right turn lane will be dedicated. However, it is not being constructed at this time. And a sidewalk is also not constructed at this time. This will allow some additional tree protection to remain until those things are needed. And it will allow supplemental landscaping to mature.

1388
1389
1390
1391
1392

1393

1394 The west side of the building is facing the Palmer Place Condominiums. There will also
1395 be a 35-foot transitional buffer will be provided along the western property line. There is
1396 a berm that will be planted. There is some additional tree-save area, but not a lot along
1397 that property line.

1398
1399 A 65-foot building setback is being provided here. The setback from the parking area in
1400 back will be 60 feet. The developer has agreed to increase the height of the fence area
1401 to ten feet in height.

1402
1403 The south side of the building facing the Blue and Grey mini-storage building will have a
1404 single pedestrian entrance and no vehicle entrances.

1405
1406 I forgot to mention on the west side of the building facing Palmer Place there will be no
1407 doors at all.

1408
1409 The east side of the building facing Gayton Centre Drive will have two equipment doors,
1410 three pedestrian doors, and three vehicle service doors. So all service bays face
1411 additional warehouse property across the street. In addition, there will be a six-foot solid
1412 wood fence along the entire parking storage area here and here.

1413
1414 Here we have the elevations that were provided by the applicant. The two sides of the
1415 building facing residential property will be finished with insulated metal panels with a
1416 stucco finish. The front of the building would also have a stone veneer base. This is the
1417 side facing Ridgefield Parkway. This is the side facing Palmer Place Condominiums. This
1418 is the side facing south to the Blue and Gray warehouse. And this is the side facing
1419 Gayton Centre Drive. A parapet will screen any rooftop equipment.

1420
1421 Light fixtures will be low-profile sharp cut-off fixtures with a natural white light color. So it
1422 won't be a full bright light. Building mounted fixtures will have a mounting height of twelve
1423 feet. Pole mounted fixtures will have a mounting height of approximately twenty-feet
1424 include the pole base. But the developers agreed to take the two poles here and reduce
1425 them to fifteen feet in height. The fence then will be ten feet in height and the lighting will
1426 be fifteen feet in height.

1427
1428 In response to staff's comments – the original plan actually had the service facing Palmer
1429 Place Condominiums – the developer rotated that building. This way the doors face the
1430 commercial development.

1431
1432 A community meeting was held on Monday night at Carver Elementary School. In addition
1433 to Mrs. O'Bannon, Mr. Baka and I, fifteen neighboring property owners were in
1434 attendance, along with Mr. Rusty Coan representing Cross Development, the developer.

1435
1436 Several concerns were expressed by the community. The neighbors requested that the
1437 signage and lights on the north side of the building be dimmed at night after business
1438 hours. Since hours of operation are not limited in the B-3 zoning district, a lighting
1439 limitation could not be enforced. We would have to have code proffers to do that.

1440 However, Mr. Coan, the developer's representative, indicated at the community meeting
1441 they would reduce the lighting level in the front parking area to a security level after
1442 business hours, although the County cannot enforce that. They've been participating with
1443 us in the design, and they seem to be very cooperative.

1444
1445 The neighbors expressed concern about replacement planting in the transitional buffers.
1446 We said that we'd take care of that and make sure that the tree protection is there. Staff
1447 is recommending Condition # 9 amended, so that the final landscape plan will return to
1448 the Commission for review and approval.

1449
1450 The neighbors expressed concern about noise from trash pickup. Trash pickup is limited
1451 in that area. The County code prohibits noise from trash collection between midnight and
1452 6:00 a.m. to be heard from residential properties. In addition, the neighbors expressed
1453 concern about noise when the bay doors are open. Again, the developer has already
1454 rotated the orientation of the building. In addition, the developer wanted an outdoor wash
1455 bay with a canopy. They have been told that they have to enclose that within the building.
1456 So all work will be done in the building. The neighbors requested a taller fence, and the
1457 developer has provided that. And like I said, the neighbors requested the height of lights
1458 to be reduced, and they were.

1459
1460 And finally, the neighbors requested assurance that steps will be taken to protect trees in
1461 the tree save areas. The E&S plan shows a tree protection fence going up around those
1462 trees, and with the addition that they will not put the turn lane at this point because it's not
1463 required at this point. That will allow some additional trees along that road to be retained
1464 until any supplemental landscaping does mature.

1465
1466 The plan has been reviewed by the applicable review agencies. All applicable code
1467 requirements are satisfied.

1468
1469 The staff recommends approval subject to the annotations on the plans, and the revised
1470 site plan attached to the addendum, the standard conditions for developments of this type,
1471 with condition #9 amended, condition #30 revised as I just discussed about the turn lane
1472 and the sidewalk, and conditional additional conditions 11B and 29 and 31 through 36 as
1473 shown on the agenda.

1474
1475 With us here today is Rusty Coan, the development manager for Cross Development,
1476 and he can answer your questions. And I'm available for your questions as well.

1477
1478 Oh, one other thing. The president of the property owners' association has sent us a letter
1479 this morning indicating that they appreciate staff's participation and the cooperation the
1480 developer has shown.

1481
1482 Mr. Baka - Okay. Thank you. Mr. Kennedy. I appreciate your comments
1483 summarizing the community meeting on Monday night as there were a number of
1484 adjustments that were worked out at the meeting. At this time I'd like to hear from the
1485 concerned citizen.

1486
1487 Mrs. Marshall - If the opposition could please come forward.
1488
1489 Ms. George - Good morning. How are you? This is my first time here. My
1490 name is Marsha George. I am president of the board of directors for Palmer Place
1491 Condos. I thought we had a very good meeting Monday night, but some other issues have
1492 come up that I'd like to address, please.
1493
1494 We do not have any problems with the width of the buffers they have suggested. We're
1495 happy with that. We are literally going to be in the same block. Are we happy about it?
1496 No. It's coming, so we are just going to ask for a few things that will hopefully make it a
1497 pleasant experience.
1498
1499 I have researched how many Caliber Collision buildings there are in Richmond. I even
1500 looked them up on the maps. It looks like we're the only one that is going to be in a
1501 residential section. So therefore, we talked at the meeting Monday that the bays that they
1502 do the reconstruction of the cars, sometimes they're up; sometimes they're down. The
1503 developer said that they do have some establishments that they put AC in the whole
1504 building. We would like to request that to cut down on the noise factors. Because not only
1505 are we beside this building, across the street of Ridgefield there are also condos and
1506 apartments. So that's one thing that we would really like to see done so we would not
1507 have to listen to the noise.
1508
1509 We are also concerned about our property value. We are also concerned about the lights
1510 that are going to go up. It was indicated by the developer that late at night they could put
1511 them on a timer. Because we do have people that work, and I know there are people that
1512 live across the street that work that need to get their sleep.
1513
1514 One thing we did not discuss were the hours of construction, which I would like to know.
1515
1516 We will be very protective of—we have trees all along, and they have promised they will
1517 not touch our trees, that they're going to put a fence. But we know when the bulldozers
1518 come through, we hope they look at it so it will not mess with the trees that we have
1519 existing.
1520
1521 The main concerns are making sure the building is completely air conditioned, so we will
1522 not have to listen to the noise of that day after day. We're concerned about the lighting at
1523 night. Not only for us, but the people across Ridgefield. If they can work to dim the lights,
1524 I don't know, say eleven to maybe whatever time day breaks. And we do have some small
1525 children around there too. So they need their sleep. People that work need their sleep.
1526 And so all we're asking is to please make it so we can adjust to this in a very friendly
1527 manner and not be so opposed to the building being our neighbors.
1528
1529 Mr. Baka - Thank you.
1530
1531 Ms. George - I think that's all.

1532
1533 Mrs. Marshall - All right, thank you.
1534
1535 Ms. George - Okay.
1536
1537 Mr. Baka - Thank you for your comments, Ms. George. I have no
1538 questions of Ms. George at this time, but I'd like to ask the applicant if he could address
1539 some of those concerns. Or if it helps, I can walk through some of them. The first one is
1540 air conditioning.
1541
1542 Mr. Coan - Rusty Coan with Cross Development, 40336 Marsh Ridge
1543 Road, Carrollton, Texas, 75010. We are the developer on this project, under contract to
1544 purchase the property from Wawa. And we do represent Caliber Collision Auto Body
1545 Shop.
1546
1547 I guess in response to the lighting levels, I think we are able on the north side where
1548 customers come in, in that parking lot. I think there are two light poles and the sign on the
1549 building. I think we're able to dim those after hours either through a timer or photocell. I
1550 don't know if we can set a time or if it has to go off the darkness, kind of in reverse of it
1551 coming on. But we are willing to look at that and drop those light levels 40 percent of what
1552 they are currently.
1553
1554 Mr. Baka - Mr. Coan, if I may, I wanted to add a comment about lighting.
1555 After the community meeting was held on Monday, my understanding is that if that's
1556 something the applicant's willing to do, that's something you can do independently of this
1557 process. It's my understanding now after the meeting the Commission is not able to
1558 require certain hours that lights be dimmed on the building itself because that's not a
1559 condition that is enforceable.
1560
1561 Mr. Coan - Correct. At the meeting I think we said we could do that after
1562 hours. Again, technology-wise, I don't know if I can set a time or if it has to kind of go off
1563 darkness level. That would be different each season of the year.
1564
1565 Mr. Baka - I just want to clarify we're appreciative of that. We just can't
1566 condition that, although you can volunteer that.
1567
1568 Mr. Coan - Again, we will definitely make that on the lighting plan that we
1569 resubmit. As far as the lights in the back, here on the site plan—again, this front area on
1570 the north is for customers. They'll come in, park, come in. The office area is on the north
1571 side of this building. The rest of the parking in the back is screened with a six-foot-high
1572 wood fence. And again, we have agreed to go to ten feet on the west side. That area in
1573 the back is where we take cars in for repair. And we have certain security requirements
1574 from a lighting level and a responsibility when we take ownership of those cars that are
1575 in our possession. Again, there are two lights on the west side that we can lower down to
1576 fifteen feet and still maintain our required lighting levels.

1578 As far as the landscaping on the side, again, we do have the 35-foot buffer. I think there's
1579 a berm there currently that we are keeping. We will supplement with tree plantings, as
1580 you see here on the landscape plan.

1581
1582 I guess in response to the doors being opened, we have a lease with Caliber. I don't recall
1583 if we have air conditioning in that shop. But we work with them across the country. Some
1584 shops we will install air conditioning the whole thing. Some shops we just install in the
1585 office area. So I don't think this one has air conditioning in the shop due to the climate
1586 that we're in, and going back and adding that would be a modification to our lease, which
1587 I don't think we can do at this point. I will say from a door standpoint that it is kind of
1588 controlled by each operator, each manager of that store. We do have the doors on the
1589 east side of the building.

1590
1591 On the floor plan here, we kind of have an internal U shape where cars will come in, and
1592 then bays are along the wall and this wall. There's a paint booth that's farthest away on
1593 the east side of the building. From a noise standpoint, we're just doing paint and body
1594 work; we're not doing engine repair or transmission, not changing tires. So you don't have
1595 a whole lot of noise from, say, a pneumatic tool, lug wrench, you know. We can work with
1596 the manager to see if he can keep those down. But like I said again, that's each individual
1597 manager and how they operate from a climate standpoint in that building.

1598
1599 Mr. Baka - Okay. And just to clarify. The question of whether or not the
1600 building is air conditioned is something that Commission cannot place a condition on.
1601 That's up to the applicant. I know you've heard from the public this morning and from the
1602 public on Monday night that they'd be interested to see that to the extent practicable. A
1603 question also came up about property values. As Mr. Emerson mentioned earlier, we
1604 don't get into that.

1605
1606 Could you address the hours of construction?

1607
1608 Mr. Coan - Yes. Construction will typically be Monday through Friday, 7
1609 to 4. I do believe you have a noise ordinance that we have to follow. I think that's 11 p.m.
1610 to 6 a.m. We definitely wouldn't be working anytime then. Again, we typically are Monday
1611 through Friday. I will say, however, we do have a deadline with a lease delivery date to
1612 our client. And there may be an occasional Saturday that we work. We typically would
1613 work on Sundays. But again, our typical times are 7 to 4, Monday through Friday.

1614
1615 Mr. Baka - If this case were approved, when might you begin
1616 construction and how long does that process take?

1617
1618 Mr. Coan - I know we are still waiting on permits. I think we anticipate
1619 those the first of the year. With all the clearing and everything that we have to do and the
1620 delivery date. We would probably start around that time, first of year or February, weather-
1621 dependent. And typical construction time is about six months on this project.

1622
1623 Mrs. Marshall - Do you mind putting the elevations back up?

1624
1625 Mr. Coan - Yes ma'am.
1626
1627 Mrs. Marshall - So the west elevation, that is what is going to face the
1628 condos?
1629
1630 Mr. Coan - Yes ma'am.
1631
1632 Mrs. Marshall - I spend a lot of time in that area, so just a curious question. I
1633 applaud you turning it and changing it, not having the bays facing them. Do you give any
1634 consideration in to faux windows so they're just not looking at a long run of . . .
1635
1636 Mr. Coan - Again—
1637
1638 Mrs. Marshall - if you don't mind; it's all good.
1639
1640 [Female] - [Off microphone] I don't want to see them.
1641
1642 Mr. Coan - That side is really the shop. Even if you put some faux
1643 windows in there—again, based on the landscape plan, I don't know that you'll really be
1644 able to see them.
1645
1646 Mrs. Marshall - Okay.
47
1648 Mr. Baka - Right. That's true. Depending on how far south you are at
1649 Palmer Place, the berm, the landscaping plan—the fence would not be ten feet instead
1650 of six or as originally proposed prior to Monday night?
1651
1652 Mr. Coan - On the west side.
1653
1654 Mr. Baka - And that berm ranges from—
1655
1656 Mr. Coan - I think it's five or six feet, yes.
1657
1658 Mr. Baka - —three feet up to six feet. All right. Any other questions?
1659
1660 Mrs. Marshall - Thank you.
1661
1662 Mr. Baka - I'd also add that we have difficult zoning cases sometimes.
1663 This property is zoned B-3, un-proffered for many, many years. And you have business
1664 on the one side, you have a self-storage unit, you have other collision centers in the area.
1665 You have retail shopping. You do have condominiums and townhouses adjacent also.
1666 But anywhere in Henrico, anywhere in America you're going to have these transitional
1667 points where we're doing the best we can to mitigate the impact with these plan of
1668 development type of tech standards.

69

1670 I believe the applicant has addressed many of those considerations that were addressed
1671 by the public Monday night. In light of that, I would move that POD2018-00343, Caliber
1672 Collision at 12201 Ridgefield Parkway, including the lighting plan, be approved subject to
1673 the annotations on the plans and the revised plan in the addendum, standard conditions
1674 for developments of this type, and additional conditions 11B, 29 through 36 in the agenda,
1675 and with condition 30 revised, and with 9 amended, which would bring the landscaping
1676 plan back to this Commission at a future date, added as shown on the addendum.
1677

1678 Mrs. Marshall - Second. We have a motion by Mr. Baka, a second by
1679 Mrs. Marshall. All in favor say aye. Those opposed say no. There is no opposition; that
1680 motion passes.
1681

1682 The Planning Commission approved POD2018-00343, Caliber Collision, subject to the
1683 annotations on the plans, the standard conditions attached to these minutes for
1684 developments of this type, and the following additional conditions:
1685

- 1686 9. **AMENDED ADDED:** A detailed landscaping plan shall be submitted to the
1687 Department of Planning for review and Planning Commission approval prior to the
1688 issuance of any occupancy permits.
- 1689 11B. Prior to the approval of an electrical permit application and installation of the site
1690 lighting equipment, a plan including light spread and intensity diagrams, and fixture
1691 specifications and mounting heights details shall be revised as annotated on the
1692 staff plan and included with the construction plans for final signature.
- 1693 29. The right-of-way for widening of Ridgefield Parkway as shown on approved plans
1694 shall be dedicated to the County prior to any occupancy permits being issued. The
1695 right-of-way dedication plat and any other required information shall be submitted
1696 to the County Real Property Agent at least sixty (60) days prior to requesting
1697 occupancy permits.
- 1698 30. **REVISED:** A concrete sidewalk meeting County standards shall be provided
1699 along the west side of Gayton Centre Drive and ~~the south side of Ridgefield~~
1700 ~~Parkway.~~
- 1701 31. Details for the gate and locking device at the southern entrance road shall be
1702 submitted for review by the Traffic Engineer, Police and approved by the County
1703 Fire Marshal. The owner or owner's contractor shall contact the County Fire
1704 Marshal prior to completion of the fence installation to test and inspect the
1705 operations of the gates. Evidence of the Fire Marshal's approval shall be provided
1706 to the Department of Planning by the owner prior to issuance of occupancy
1707 permits.
- 1708 32. All repair work shall be conducted entirely within the enclosed building.
- 1709 33. Outside storage shall not be permitted except as shown on the approved plan.
- 1710 34. Before the final plan is approved, the developer shall submit to the Department of
1711 Public Works and the Department of Planning a report prepared by a qualified
1712 professional engineer specifying the proposed treatment of mine shafts and scars.
- 1713 35. Approval of the construction plans by the Department of Public Works does not
1714 establish the curb and gutter elevations along the Henrico County maintained right-
1715 of-way. The elevations will be set by Henrico County.

1716 36. The location of all existing and proposed utility and mechanical equipment
1717 (including HVAC units, electric meters, junctions and accessory boxes,
1718 transformers, and generators) shall be identified on the landscape plan. All building
1719 mounted equipment shall be painted to match the building, and all equipment shall
1720 be screened by such measures as determined appropriate by the Director of
1721 Planning or the Planning Commission at the time of plan approval.
1722

1723 Mr. Archer - Madam Chair, before we move on. Ms. George?

1724
1725 Ms. George - [Off microphone] Yes.

1726
1727 Mr. Archer - We have a lot of people address us at this Commission. And
1728 I'd just like to compliment you on the polite and nice way that you presented your
1729 concerns.

1730
1731 Ms. George - [Off microphone; inaudible]

1732
1733 Mrs. Marshall - You did an excellent job.

1734
1735 Ms. George - [Off microphone] The way I look at it, they're going there.
1736 There's nothing we can do about that. So we're just trying to make it nice so it will—so
1737 we won't feel so bad about it.

1738
1739 Mr. Archer - Thank you, ma'am. Okay.

1740
1741 Male - [Off microphone] A question on the time of when that
1742 landscape plan comes back before construction is finished.

1743
1744 Mr. Emerson - Mr. Kennedy can help you out with that.

1745
1746 Madam Chair, next on the agenda is the consideration of the approval of the 2019
1747 Planning Commission calendar. Ms. News has a few brief comments to make on that
1748 before you take action.

1749
1750 Ms. News - The Planning Commission calendar has been included in your
1751 packet. The calendar follows the same protocol as we have in previous years. Since 2001,
1752 there has been no second POD Planning Commission hearing, similar to what the Board
1753 does, in August. The November and December POD meetings have been moved back,
1754 as well as the zoning meetings in order to accommodate the Thanksgiving and Christmas
1755 holidays. The schedule repeats. This happens to be the same schedule as you had in
1756 2013. I think every few years the calendar repeats so that the dates match up.

1757
1758 I don't know if you have any specific questions you'd like to ask or discuss, but we will
1759 recommend approval of the calendar.

1760
1761 Mrs. Marshall - Mr. Archer, any questions?

1762
1763 Mr. Archer - None whatsoever.
1764
1765 Mrs. Marshall - I move that we approve 2019 meeting schedule.
1766
1767 Mr. Archer - And I second your motion.
1768
1769 Mrs. Marshall - We have a motion by Mrs. Marshall, a second by Mr. Archer.
1770 All in favor say aye. Those opposed say no. There is no opposition; that motion passes.
1771
1772 Mr. Emerson - Madam Chair, we do have an item we added to your amended
1773 agenda. It is a discussion item.
1774
1775 **DISCUSSION ITEM:** (ADDED FOLLOWING APPROVAL OF 2019 PLANNING
1776 COMMISSION CALENDAR). The Planning Commission will discuss the draft Westwood
1777 Small Area Study and steps for possible Comprehensive Plan and Zoning Ordinance
1778 revisions.
1779
1780 Mr. Emerson - It is the Westwood Study. You may have seen it in the
1781 newspaper. The Board adopted a resolution last night initiating the preparation of
1782 amendments to the 2026 Comprehensive Plan and the Zoning Ordinance for review by
1783 the Commission and of course subsequent recommendations to the Board for the
1784 Westwood Study area. The study is in draft. We do have some additions we need to make
1785 to it. Mr. Sehl will be presenting that to you this morning. You have a copy in a binder at
1786 your seat. Hopefully we'll be scheduling a work session or something in the near future
1787 to discuss this further. With that said, Mr. Sehl will be making a brief presentation.
1788
1789 Mr. Sehl - Good morning, Madam Chair, members of the Commission.
1790
1791 As Mr. Emerson noted, in front of you this morning for everyone except for Mrs. Marshall
1792 and Mrs. O'Bannon, who received theirs previously, you did receive a draft copy of the
1793 Westwood Area Study that the Planning Department has been working on for several
1794 months.
1795
1796 This discussion item essentially builds on a resolution that was passed by the Board of
1797 Supervisors last evening regarding possible amendments to the Comprehensive Plan and
1798 Zoning Ordinance for the Westwood area of the County. For those that aren't familiar, the
1799 Westwood area is generally located between West Broad Street, Staples Mill Road, and
1800 the City of Richmond, and the CSX rail line in that area of the County.
1801
1802 At the request of the County Manager, staff began studying the area earlier this year. Our
1803 goal was to provide some initial review of the area so we could make a recommendation
1804 to the Planning Commission and Board of Supervisors regarding current development
1805 trends and potential conflicts for anticipated increases in development in the area.
1806

1807 Staff's first step was to define the study area and then examine existing conditions
1808 including constraints for redevelopment. Based on redevelopment inquiries and
1809 development trends in this vicinity, we also analyzed how those redevelopment projects
1810 might be impacted by the existing conditions within Westwood and consider operations
1811 for how to address those constraints. The goal was to facilitate the County's
1812 redevelopment priorities, which are countywide and specific to this area as well.

1813
1814 On the screen in front of you is the study area. It is generally the area between West
1815 Broad Street, Staples Mill Road, and the CSX rail line to the east in this area. The far
1816 eastern boundary is Westwood Avenue, which is actually pretty close to the city/county
1817 line in that area. It runs up underneath I-195. Recent projects that you would have seen
1818 would have been Top Golf, which is in this area here. As shown on the map in front of
1819 you, the study area encompasses approximately 525 acres.

1820
1821 The image to the left shows the existing zoning within the study area, which is largely
1822 industrial including a mixture of M-1, M-2, and M-3. M-3 is relatively rare in the County;
1823 there are only about four locations. This is one of the larger concentrations of industrial
1824 zoning outside of that by the airport.

1825
1826 Areas adjacent to Staples Mill Road also contain Business- and Office-zoned properties.
1827 The graphic to the right shows when the vast majority of the buildings were built in the
1828 area. Most of those were constructed prior to 1989, so twenty-plus years ago, with a large
1829 concentration of them built prior to 1970.

30
1831 Development in the area is consistent with this existing zoning and has generally been
1832 industrial in nature, including a variety of manufacturing, warehousing, and distribution
1833 uses. Reflective of the existing zoning, the 2026 Comprehensive Plan actually
1834 recommends heavy industry for the majority of the subject area.

1835
1836 While the existing development pattern within Westwood is largely industrial in nature,
1837 new uses have also started to locate within this area. These include entertainment options
1838 such as Top Golf and Triangle Rock Climbing Club, which you've seen recently, as well as
1839 craft breweries. Office uses such as PPD Laboratories and Anthem insurance also
1840 operate within the study area.

1841
1842 Redevelopment in nearby areas is creating development pressures on Westwood. The
1843 ongoing enhancements at Willow Lawn, as well as the continued growth of Libbie Mill,
1844 have increased the visibility of Westwood and clearly demonstrated how the area is well
1845 located for redevelopment.

1846
1847 Spillover development from Scotts Addition area of Richmond has also led to
1848 development within Westwood. This is less than half a mile from Scotts Addition down
1849 West Broad Street.

1850
1851 Another influence on redevelopment pressures in the area has been recent transportation
1852 enhancements along the West Broad Street corridor. This includes the introduction to the

1853 Pulse bus transit line, which has two stops adjacent to Westwood along West Broad
1854 Street. As shown here, these stops provide ready access to large portions of the study
1855 area, which is likely to increase development pressures from properties in close proximity
1856 to this new transit. This includes—Mrs. O'Bannon heard this last night – the proposed
1857 insurance office development, which would be located in this area. And that's a proposal
1858 for 150,000-square-foot office building and associated parking deck. So we're already
1859 seeing some of those redevelopment pressures occur. And what we're hearing is based
1860 on some these enhancements to mass transit in the area and some of the other pressures
1861 that are kind of coming from around.

1862
1863 For these reasons we've been seeing development increase within Westwood. We do
1864 believe this is a good thing. And it supports the County's goals and focus on
1865 redevelopment. However, because of the time frame when Westwood was developed
1866 and because of existing zoning and development patterns in the area, a number of
1867 constraints for this potential redevelopment have begun to emerge. Items such as limited
1868 opportunities for shared parking because of existing zoning limitations, large block sizes,
1869 lack of vehicular and pedestrian connectivity, and limitations on the introduction of new
1870 uses because of the existing zoning all could possibly impact the viability of new
1871 redevelopment projects in Westwood.

1872
1873 These redevelopment challenges can be addressed in a number of different ways. The
1874 recommendations contained in the draft report include the consideration of possible
1875 amendments to the Comprehensive Plan to establish goals and objectives for the study
1876 area, as well as revisions to the Zoning Ordinance to create an overlay for Westwood.
1877 These revisions could help solidify the vision for the area and allow staff to recommend
1878 changes to items such as the road network to increase connectivity. As noted by Mr.
1879 Emerson and in the paper this morning, those large parcel sizes could be seen as a
1880 potential development constraint and a potential benefit for the area. So that's something
1881 we'd like to have additional discussions with the Commission with as well moving forward.

1882
1883 The resolution approved by the Board last night will allow staff to continue refining the
1884 study with the Planning Commission's assistance, as well as determine the appropriate
1885 next steps. These may include revisions to the Comprehensive Plan and Zoning
1886 Ordinance to address those constraints I just mentioned. And the revisions could also
1887 possible result in the creation of an Overlay District for Westwood, which could assist both
1888 existing and future property owners within the area.

1889
1890 We do anticipate being back to the Commission shortly with a work session on the topic.
1891 You'll likely see some discussion items on a future agenda to set work session dates and
1892 public hearing dates. And then we'd move on in that process to ultimately hold public
1893 hearings with the Commission and then review it with the Board of Supervisors as well.
1894 You'll likely see this in the near future, and the draft study was provided to you this
1895 morning. We certainly would welcome, as we move forward in the process, any comments
1896 you might have on the study as we start drafting potential Overlay districts and the
1897 revisions to the Comprehensive Plan.

1898

1899 That does conclude my presentation, and I'd be happy to try and answer any questions
1900 you might have.

1901
1902 Mrs. O'Bannon - There was a glass company that was in Scotts Addition. It's
1903 now about twenty years ago, because that actually had been starting up about fifteen
1904 years ago with the transition. They moved into this area. There are a lot of manufacturing
1905 or industrial uses and companies. Where are they going to go when we begin to put this
1906 urban-type housing in these areas?

1907
1908 Mr. Sehl - That's a very fair point, Mrs. O'Bannon. It's something that we
1909 tried to address in the study. I think one of the benefits is the larger parcels allow some
1910 of those projects to stay that have some separation if maybe residential uses are
1911 introduced. In Scotts Addition, as residents move in there, they're coexisting with existing
1912 industrial uses. The good thing about Henrico County is there are a large number of
1913 industrially zoned properties throughout the County.

1914
1915 Mr. Emerson - I think the other thing to remember is there aren't that many
1916 heavy industrial uses in this area. If they decide their property is more valuable to sell it
1917 and move elsewhere, I can see those kinds of decisions being made. I don't know that
1918 there are any truly what I would consider heavy industrial uses in that area that are
1919 completely incompatible with a mixed-use kind of environment.

1920
1921 Mrs. O'Bannon - The companies that I know of are the glass company. They
1922 do replacement window glass. You're right, it's not heavy industrial. Some of those have
1923 been strip shopping centers. Another is a pharmaceutical company that does generic
1924 pharmaceuticals. Another one is they make tile, where they distribute tile because they
1925 are next to the railroad tracks. But they are there because of the availability of a side rail
1926 from the—I think they call it a spur from the railroad tracks, things like that. That's why it
1927 was industrial in the first place. I'm not disagreeing, but I'm wondering because it is so
1928 convenient for them being next to the railroad tracks.

1929
1930 Mr. Sehl - Some of that transition has begun absent the efforts that the
1931 County's undertaking now. You're seeing the introduction of more entertainment and
1932 other options that are not industrial in nature. You're seeing the removal of the spur line
1933 that runs through the Westwood area because the companies are no longer needing the
1934 access to the rail that they might have needed in the '50s or '60s when it was a more
1935 industrial area. I think that we do see it as kind of trending in that direction.

1936
1937 Mrs. O'Bannon - The other question I got was from someone who was
1938 interested in tiny homes. They are interested in an area like that.

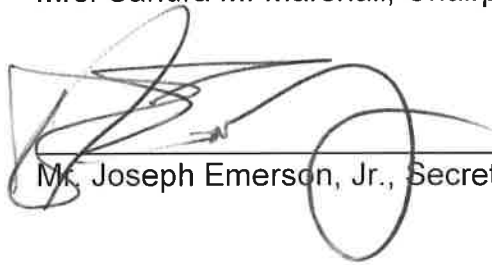
1939
1940 Mr. Sehl - I would anticipate that it would be less focused on that form of
1941 development in this area, but that's certainly something that staff would be happy to look
1942 at. I think that we would see more cohesive development on a larger scale that takes
1943 advantage of the proximity to the major transportation corridors and mass transit, all of
1944 those things where it might be more appropriate to have higher densities.

1945
1946 Mr. Emerson - I think the property values will be higher than to allow the use
1947 of the land in that fashion.
1948
1949 Mrs. O'Bannon - They're very green oriented, they like being near the bus.
1950 That's why I bring that up. I'm sure that's why they're interested in properties.
1951
1952 Mr. Sehl - The good news is that there are a lot more areas in the County
1953 that are more accessible to the bus. There might be some other areas we can look at for
1954 that as well.
1955
1956 Mr. Emerson - Madam Chair, we may be trying to bring some information
1957 back to you possibly at your second meeting in October. I wouldn't attempt to do it at your
1958 October 11th meeting because, as you know, we are moving the venue of that meeting
1959 to the New Bridge School's facility where their meetings take place. So we won't attempt
1960 to try to do any sort of Work Session or anything of that nature at that meeting. But we
1961 may try to bring something back to you at the second meeting, similar to how we've done
1962 this morning.
1963
1964 With that said, Madam Chair, next on the agenda is the consideration of the approval of
1965 your minutes from your July 25th meeting. And we have no errata sheet.
1966
1967 APPROVAL OF MINUTES: July 25, 2018 Minutes
1968
1969 Mrs. Marshall - A motion would be in order.
1970
1971 Mr. Mackey - Madam Chair, I move that we accept the minutes are
1972 presented.
1973
1974 Mr. Baka - Second.
1975
1976 Mrs. Marshall - We have a motion by Mr. Mackey, a second by Mr. Baka for
1977 approval of the minutes. All in favor say aye. Those opposed say no. There is no
1978 opposition; that motion passes.
1979
1980 The Planning Commission approved the July 25, 2018 minutes as presented.
1981
1982 Mrs. Marshall - Is there any more business to conduct this morning?
1983
1984 Mr. Emerson - Madam Chair, I just would like to take the opportunity to again
1985 remind you that your October 11th meeting has been moved to the New Bridge Learning
1986 Center. That's where you will be holding your evening meeting on that Thursday
1987 beginning at 7 p.m. On that agenda will be the public hearing for the Route 5 study. We
1988 do have a package for you before you leave. Make sure you get that. And then I have
1989 another little handout here for you. Included within that packet are the directions to the
1990 Center.

1991
1992 Mrs. Marshall - Any more new business? I move that we adjourn the meeting.
1993
1994 Mr. Archer - I second your motion.
1995
1996
1997 Mrs. Marshall - We have a motion by Mrs. Marshall, a second by Mr. Archer.
1998 The meeting is adjourned.
1999
2000
2001
2002
2003
2004
2005
2006
2007
2008



Mrs. Sandra M. Marshall, Chairperson



Mr. Joseph Emerson, Jr., Secretary

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 **September 26, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **September 25, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting 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

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 **September 26, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **September 25, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change may be implemented.

11. The conditional approval of this plat by the Planning Commission does not imply that all lots shown thereon will be granted final approval. Such approval is contingent on each lot meeting all requirements, including but not limited to, minimum zoning requirements, and design considerations.
12. 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

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 **September 26, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **September 25, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the required fee and must be filed a minimum of two weeks prior to the expiration date.
10. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

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

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 **September 26, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
8. This approval shall expire on **September 25, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and must be filed a minimum of two weeks prior to the expiration date.
9. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.

- 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 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 **September 26, 2018**, which shall be as much a part of this approval as if all details were fully described herein.
9. This approval shall expire on **September 25, 2019**, unless an extension is requested in writing stating the reason such extension is necessary. The request shall include the fee and

**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)**

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)**

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.

STANDARD CONDITIONS FOR LANDSCAPE/LIGHTING/FENCE PLANS

1. The plan shall be revised as shown in red on Staff plan dated **September 26, 2018**, which shall be as much a part of this approval as if all details were fully described herein. Four (4) sets of prints of the revised plan shall be submitted to the Department of Planning for approval stamps and distribution.
2. The property shall be developed as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of this Commission.
3. The owner shall have a set of approved plans available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
4. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season. **(DELETE IF NO LANDSCAPING)**
5. All exterior lighting shall be shielded to direct lights away from adjacent residential property and streets. **(DELETE IF NO LIGHTING)**
6. All fences, walls, and screens, including gates and doors, shall be maintained in good repair by the owner. Trash and debris should not be allowed to accumulate along the fence or wall. **(DELETE IF NO FENCE, WALL, OR DUMPSTER SCREEN)**

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)**

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)**

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 **September 26, 2018**, which shall be as much a part of this approval as if details were fully described herein. Nine (9) sets of revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, a minimum of fourteen (14) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures. Two (2) sets of the approved plan shall be attached to the building permit application. **(Revised October 2015)**
8. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.
9. **AMENDED** - A detailed landscaping plan shall be submitted to the Department of Planning for review and Planning Commission approval prior to the issuance of any occupancy permits.
10. All groundcover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced no later than the next planting season.