

1 Minutes of the Work Session of the Planning Commission of the County of Henrico, Virginia, held  
2 in the County Manager's Conference Room of the County Administration Building, Parham and  
3 Hungary Spring Roads at 5:00 p.m. May 13, 2004.  
4

5 Members Present: Mrs. Lisa D. Ware, C.P.C., Chairperson, Tuckahoe  
6 Mr. Ernest B. Vanarsdall, C.P.C., Vice-Chairman, Brookland  
7 Mr. C. W. Archer, C.P.C., Fairfield  
8 Mr. John Marshall, Three Chopt  
9 M. E. Ray Jernigan, C.P.C., Varina  
10 Mr. Randall R. Silber, Assistant Director of Planning, Secretary  
11 Mr. James B. Donati, Jr., Board of Supervisors, Varina  
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13 Others Present: Mr. Ralph J. Emerson, Principal Planner  
14 Mr. Mark Bittner, County Planner  
15 Ms. Jean Moore, County Planner  
16 Mr. Thomas Coleman, County Planner  
17 Mr. David O'Kelly, Principal Planner  
18 Mr. Leslie News, County Planner  
19 Ms. Michael Cooper, County Planner  
20 Ms. Debra Ripley, Recording Secretary  
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22 Ms. Ware - The meeting will come to order for the work session this evening and I  
23 will turn it over it to the Secretary, Mr. Silber.  
24

25 Mr. Silber - Thank you. Good evening, everyone. First on the agenda tonight is the  
26 Planning Commission's work session. We have three items on the Commission's work session this  
27 evening. Following the work session items, we do have a dinner for the Planning Commission.  
28

29 The first item is the application the County received for a land use plan amendment for an urban  
30 and mixed use area at Innsbrook. This has been under study now for a couple of months. An  
31 applicant has also submitted their applications to rezone this property as well. So what we  
32 wanted to do the first thing is to simply inform the Planning Commission as to this request to  
33 amend the County's Land Use Plan to allow Urban Mixed Use. We wanted to fill you in on what  
34 we know at this point. The agenda indicates that we would like to set a public hearing for June  
35 10, 2004, but I want to tell you up front that we are not prepared to recommend that at this  
36 point and we'd like to put that off at this stage until we have some additional information from  
37 the applicant we'd like to look at, so we will not be asking the Planning Commission to set that  
38 public hearing, but we wanted to take this opportunity to fill you in on what we have at this time.  
39 We are excited about this opportunity and wanted to tell you where we are.  
40

41 We have with us tonight Mr. Bittner and in his presentation he will walk you through this and at  
42 this point I'd like to turn it over to Mr. Bittner.  
43

44 Mr. Bittner - Thank you Mr. Chairman and members of the Planning Commission.  
45

46 Highwoods Properties, Inc. is proposing an Urban Mixed Use development within Innsbrook at  
47 the southeast corner of Cox Road and Sadler Place.  
48

49 The proposal includes a mixture of office, retail, and multi-family residences on approximately 36  
50 acres.  
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52 The site includes three existing office buildings totaling 354,000 square feet.  
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54 These buildings would remain and become part of the envisioned urban mixed use project.

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Much of the existing surface parking would be replaced with new structures, including two new five-story parking garages.

Approval of any Urban Mixed Use project is a two-step process first requiring a Comprehensive Plan amendment; and second, approval of a rezoning application.

Highwoods has submitted a rezoning application and I will be discussing some of the details of that proposal.

Urban Mixed Use development is characterized by pedestrian-oriented activity centers which may include a variety of uses such as business, office, multi-family residences, cultural, educational, open space, and other public and private uses.

It also encourages greater regulatory flexibility designed to foster innovative development and redevelopment.

The Rockett's Landing site is the only portion of the County currently designated Urban Mixed Use.

This designation is not intended for general application throughout the County.

It is designed to draw attention to areas where redevelopment should be considered.

To be considered for the Urban Mixed Use designation, a proposal must prove the following:

- It is compatible with existing land uses.
- It has adequate infrastructure and will not stress the County's ability to provide service.
- It has sufficient public facilities and public services.
- It is served by necessary transportation facilities.
- It provides design criteria demonstrating a high level of quality.
- It demonstrates a desirable mix and balance of various land uses; and
- It meets the design standards set forth in the Urban Mixed Use District.

The site in question is within the Innsbrook complex south of Nuckols Road and north of Broad Street.

In addition to nearby office development, it is in close proximity to The Cedars single-family subdivision to the west, a post office to the north, and The Four Seasons residential condominiums to the east across Cox Road.

The site has frontage on Cox Road, Sadler Place, and Waterfront Lake within Innsbrook.

The proposal includes:

- No more than 392 multi-family units
- Approximately 600,000 square feet of total office space, including the existing office buildings
- Approximately 48,000 square feet of retail and restaurant space
- Two five-level parking garages; and
- Pedestrian and public-oriented spaces including picnic pavilions along the lakefront

The proposed sizes of the residential units are smaller than what is typically seen in high-quality multi-family developments.

109  
110 Staff encourages the applicant to consider larger units.  
111  
112 Staff also recommends these units be high-quality owner-occupied dwellings and not typical  
113 garden rental apartments.  
114  
115 The Innsbrook complex has developed over the past 25 years primarily as a corporate office park  
116 but also includes retail, service, and entertainment uses, as well as residences at the periphery.  
117  
118 It also includes a system of pedestrian trails, lakes, and other public amenities.  
119  
120 Innsbrook has basically "built out" in a typical suburban fashion where land uses are separated  
121 and primary transportation is via the automobile.  
122  
123 Before Urban Mixed Use becomes a reality, several factors must be examined.  
124  
125 One is the appropriateness of Innsbrook for Urban Mixed Use development.  
126  
127 Rockett's Landing is an older urban area straddling the Henrico County / Richmond city line.  
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129 Urban Mixed Use is designed to facilitate revitalization of areas such as this.  
130  
131 Innsbrook, on the other hand, is a fairly modern suburban development.  
132  
133 Before Urban Mixed Use is approved, it must be determined whether it would benefit the  
134 economic condition of this part of the County.  
135  
136 An Urban Mixed Use designation could change the character of Innsbrook and allow  
137 redevelopment and infill opportunities.  
138  
139 This could perhaps create a next phase for Innsbrook and allow it to maintain its economic  
140 vitality.  
141  
142 Another factor to consider is the extent of the Urban Mixed Use designation.  
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144 Highwoods owns additional properties in Innsbrook beyond the site in question.  
145  
146 It has also indicated it may pursue additional Urban Mixed Use designations within Innsbrook.  
147  
148 It is logical to examine the possibility of designating more of Innsbrook as Urban Mixed Use  
149 beyond what is currently proposed.  
150  
151 The proposed site is removed from the established retail area at Cox Road and West Broad  
152 Street.  
153  
154 A development incorporating this existing commercial area could create the more pedestrian-  
155 oriented project envisioned by the Urban Mixed Use District.  
156  
157 Staff believes the site in question should not be considered in isolation, but should be seen as a  
158 "first step" in the potential redevelopment of Innsbrook.  
159  
160 The third major factor to consider is the provision of adequate infrastructure.  
161  
162 Urban Mixed Use development is much denser than typical suburban development.

163  
164 Capacity increases for transportation, water, and sewer facilities will be necessary.  
165  
166 The Public Works Department has recommended deferral of this application to allow sufficient  
167 time to review the traffic impact study.  
168  
169 Public Utilities has also stated this proposal should not be approved until supporting  
170 documentation for the proposed densities is submitted.  
171  
172 Public Utilities also states there will be an impact on downstream water and sewer facilities but  
173 that no analysis of these facilities is provided with the submittal. This information is required by  
174 the Urban Mixed Use Ordinance. Until it is submitted, this application should not move forward.  
175  
176 Additional analysis is also necessary to assess the potential impacts on schools, fire protection,  
177 police services, and other public uses.  
178  
179 County agencies are currently reviewing the submittal, although formal comments have not yet  
180 been received from all departments. Given the amount of information and level of analysis still  
181 required, staff believes this application is not ready to be scheduled for a public hearing.  
182  
183 Staff recommends continued review of this proposal and the scheduling of another work session  
184 when appropriate. This would permit the Planning Commission to familiarize itself with the details  
185 of the project prior to scheduling a public hearing.  
186  
187 This concludes my presentation. I would be happy to answer any questions you may have. The  
188 applicant is also available to answer any questions from the Commission.  
189  
190 Mr. Jernigan - You said 392 multi-family units but will they all be owner occupied?  
191  
192 Mr. Bittner - That is what we would recommend. Right now the proposed zoning just  
193 says multi-family residence.  
194  
195 Mr. Jernigan - In the Rockets Landing, what was the (unintelligible)  
196  
197 Mr. Silber - (Unintelligible)...the required minimum of 20 units.  
198  
199 Mr. Archer - Did he indicate the square footage? What is proposed?  
200  
201 Mr. Bittner - Yes, I am trying to remember the number...one bedroom is 550 sq. ft.  
202 and a two bedroom is 800 sq. ft. and a three bedroom is 1100 sq. ft.  
203  
204 Mr. Vanarsdall - Three bedrooms are what?  
205  
206 Mr. Bittner - One bedroom units shall be a minimum of 550 sq. ft. Two bedrooms will  
207 be a minimum of 800 and three bedrooms is a minimum of 1100.  
208  
209 Mr. Archer - That is what is proposed?  
210  
211 Mr. Bittner - That is what is in the proffers.  
212  
213 Mr. Archer - And what was ...  
214  
215 Mr. Bittner - Something bigger. We haven't actually settled on a number, but those  
216 are much smaller than...(unintelligible)

217  
218 Ms. Ware - You don't have anything based on the style or quality?  
219  
220 Mr. Bittner - Well, we do have a slide here. I believe this is one of the proposed  
221 apartment buildings. Is that correct? They are in the proffers that were submitted with the  
222 rezoning application.  
223  
224 Mr. Silber - What makes this somewhat complicated is the process that Mark  
225 indicated. It is a two-step process. You've got the Amended Land Use Plan to designate an area  
226 for a mixed use, but the plans represent that. What is different from other classifications, as you  
227 know, sometimes the Board does approve something in conflict with the Plan. This doesn't allow  
228 that to take place. We had to amend the Land Use Plan to Urban Mixed Use and then consider  
229 the zoning application. While the rezoning application has been filed, we have not analyzed that  
230 or studied that, and we have at this point a request to change the Land Use Plan, so the  
231 information we have is not real detailed and we have not put them in a detailed fashion. The  
232 applicant is here. Highwoods is here; the representative from Highwoods is here. If you want to  
233 get into some of the details that they have at this point, or you'd like to hear more about that,  
234 they could explain that. At this point, it is really just a work session to tell you generally what is  
235 coming forward and set a public hearing for the Land Use Plan Amendment to be considered at  
236 some future time, and the zoning would be coming forward and we could then share with you  
237 more information. At this point, it is somewhat general. I think the folks over here will be glad  
238 to describe for you with whatever level you want. At this phase, I am not sure we need to get  
239 into all of the details.  
240  
241 Ms. Ware - (unintelligible) re-application process.  
242  
243 Mr. Silber - That is correct and they have gone through that re-application process.  
244  
245 Ms. Ware - That is what you are going from now?  
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247 Mr. Vanarsdall - I didn't hear that.  
248  
249 Mr. Silber - They are proposing 392 residents.  
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251 Mr. Vanarsdall - My only comment was that I was surprised at the square footage, the  
252 reason I asked that.  
253  
254 Mr. Silber - They offer in the form of a proffer that they, the staff is looking at that.  
255 We feel that the square footage...(unintelligible).  
256  
257 Mr. Archer - The first step is to amend the Land Use Plan. In other words, we amend  
258 the Land Use Plan, and if some reason this didn't go forward, the Land Use Plan is still amended,  
259 right?  
260  
261 Mr. Silber - And that is the case with a lot of Land Use Plans. The County has  
262 amended their Land Use Plan showing Urban Mixed Use in that area. The zoning application has  
263 been filed for that zoning. If this application doesn't go forward, the Land Use Plan could still be  
264 amended.  
265  
266 Mr. Marshall - The actual project comes later under this designation (unintelligible).  
267  
268 Mr. Silber - What we are shooting for. I think what the applicant would like for us to  
269 consider is a public hearing on the Land Use Plan and maybe the zoning cases in July. Whether

270 we can pull that off or not, I am sure that there is a lot of work to be done between now and  
271 then, but we (unintelligible).

272

273 Mr. Jernigan - I would like to say something on the 392 units. The amount is ... what  
274 we have in the County now. I like the design and I like the idea of having mixed use. But I  
275 would like to see some of these as condominiums for sale rather than all rental units. Right now  
276 we are pushing 32,000 rental units in this County. At the last official count, it was 31,414 and  
277 then I know that there were some more units zoned, so they are pushing that 32,000 figure right  
278 now. I just say that for the record.

279

280 Mr. Vanarsdall - The square footage is nothing to write home about. I will say that for  
281 the record. Mr. Secretary said that...

282

283 Mr. Silber - I am not sure how much we want to get into this. The concept which is  
284 on the (unintelligible) on the easel and Mark had it on the screen earlier and it was hard to see.  
285 The concept was for there to be a central corridor that runs from the northern side of the  
286 property down towards the lake, and through this corridor would be retail on the ground floor,  
287 and above the retail we would have offices and in situations we'd have a residential above retail.  
288 With this corridor, it would be a pedestrian oriented corridor and (unintelligible), with a  
289 pedestrian plaza area as you get closer to the lake. So, the concept, I think it is a good concept.  
290 It creates a situation and environment where you can live close by, work close by, shop right  
291 there and recreate. So, the theory here is that you don't have to hop in your car and drive  
292 downtown. You can live here, go downstairs and get something to eat, and work close by. So  
293 you really wouldn't even have to have a car if you didn't want one, but what we are seeing  
294 happening in Innsbrook is a real interest in taking some of this large surface parking area and  
295 converting these parking areas into more office buildings, retail with limited space, so really I'm  
296 sorry Innsbrook has become under utilized area as far as its potential. I think we are beginning  
297 to see this in the first stage.

298

299 Mr. Marshall and Mr. Kaechele have been shown a presentation by Highwoods that does have  
300 more detail and more information.

301

302 OK, if there are no further questions, I will go on to the next item of business. Before I get on to  
303 Item 2, let me make an announcement. There have been some additional staff changes in the  
304 Planning Department and I wasn't sure if the Planning Commission was aware of those. I  
305 wanted to make that announcement. It was announced at the Board of Supervisors meeting  
306 Tuesday, but we have created an additional Assistant Director's position in the office, and with  
307 my vacating one of those, there are two vacant Assistant Director's positions in the office and we  
308 have filled those two. If you haven't heard, we have filled them with Joe Emerson and Dave  
309 O'Kelly. I am happy to say that I have two Assistant Directors and I think we have an  
310 outstanding team that we are looking forward to bigger and better things with. What that does  
311 though is create two more spaces. We haven't finished that. We are just going to have to get  
312 through it, but we have more vacancies and we will be moving very quickly. If the Commission is  
313 interested, I have an organizational chart that shows how we are set up now, because we are  
314 different department than we were before and I didn't know if you cared to see how it is  
315 structured, but I have that if you are interested.

316

317 Ms. Ware - Yes, I would like that.

318

319 Mr. Silber - Are there any questions on the Planning Office structure? The second  
320 page is the Department of Community Revitalization headed by Mr. Marlles and his staff. Mr.  
321 Marlles has not moved out of our office yet, but he is still physically there, and functionally we  
322 have made the change, but physically we have not. So, we are still working on obtaining space.

323

324 Mr. Vanarsdall - Are you going to move over to his office?  
325  
326 Mr. Silber - Yes, sir.  
327  
328 Mr. Vanarsdall - How are you going to put two Assistants in one office?  
329  
330 Mr. Silber - Well, they are very good friends. We will be building another hard wall  
331 office. We haven't really talked about that, have we? If you look at that second page, the  
332 Community Development Block Grant group, John Young and his staff, which are physically  
333 across the hall from where our space is, they will be moving out. That will free up some space  
334 and we will move some staff out of closets. Mr. Kennedy has been working in a closet for a while  
335 and he will actually be getting some space. This will help that a little bit, so we are looking  
336 forward to the changes and if the Commission has questions as to who reports to whom, or the  
337 flow of information, feel free to ask myself or one of the staff.  
338  
339 Mr. Archer - Mr. Secretary, we never had the opportunity to recognize your  
340 promotion.  
341  
342 Mr. Silber - Thank you. Moving on to the second item on the work session tonight.  
343 This is relating to the Planning Commission's Matters relating to Planning Commission  
344 administrative practices and preferences. With your permission, I thought what I might do is  
345 remind you about where this came about on this agenda and walk you through some of the  
346 changes we have made and remind you where we are in this context.  
347  
348 If you recall, back in September there were some changes made, and some we want to keep in  
349 place and some, I think, we are beginning to evolve with. Some of the information you all  
350 shared back through the Chairman were good comments, but some of them related to technical  
351 matters relating to parking or zoning for daycare centers and things like that. Those are good  
352 comments, but I think maybe the purpose here was to talk about the administrative practices of  
353 the Planning Commission staff, and I think those technical things we will be dealing with through  
354 other processes. So we don't want them to (unintelligible). But, if you recall, back in September,  
355 there were some changes that took place because of some concerns that were expressed. Let  
356 me tell you where we are with the changes based upon the concerns that we heard at that time.  
357 One of the concerns dealt with the proper level of staffing and the review of plans and rezoning  
358 cases and presentations like that at a Planning Commission meeting. What we have done is we  
359 have senior level staff provide more training and guidance to junior staff in the review of plans  
360 and zoning cases. As you have noted, we have had senior level staff making presentations now.  
361 The coaching and assistance being provided, I think has been very valuable for our younger staff,  
362 and we have also hired a consultant to offer training in presentations to our staff. Each of our  
363 planners have gone through 12 hours of classroom training on making presentations and are  
364 trying to improve on the presentations. It took place over the last six or eight weeks, but we are  
365 hoping that this will be helpful in their utilization of making presentations, so we are hoping to  
366 make the presentations more uniform so that while there are still styles, the information that is  
367 shared will be more uniform in the way it is presented, so we have trained staff, and what we  
368 would like to be able to do is provide them some opportunities to begin to get back into making  
369 presentations and phase them, so that is where we are. As we hire new staff, junior staff coming  
370 in, I think we will probably use this approach. Instead of just hiring them and saying, "Here are  
371 the plans. You are going to present them next month," we will put them through a more  
372 detailed process of being trained and brought through with guidance by senior staff. In spite of  
373 the changes we have made, I think it is a positive.  
374  
375 Another concern was expressed that we dealt with was staff names on staff reports. This was a  
376 concern that dealt with communication on cases and plans. It was felt that maybe the Principal  
377 Planner or a person in a higher level should be shown on the agenda and staff report, and as you

378 recall, we removed the names from the staff report for a while, and now we have put the names  
379 on there and the senior staff member on there as well as the staff planner that handled the case.  
380 I would like to be able to continue to use this team approach, and with close supervision still, and  
381 probably for a while continue to show that the senior level staff person and the staff planner who  
382 handled the case on the staff report. I would actually encourage the Planning Commission to, if  
383 possible, call the senior level staff person, to get the information. We can continue to have the  
384 team situation where the junior staff is learning the process.

385  
386 Mr. Vanarsdall - May I ask a question? On the way you have it now, for example, you  
387 may have O'Kelly and Christina back there...we know that they are working the case. Why would  
388 I call Dave O'Kelly or someone else? Why would I do that?

389  
390 Mr. Silber - Well, I guess what I am saying is if Leslie News makes a presentation  
391 and Mike Cooper was the one who reviewed the plans, if you could make your first call with  
392 Leslie, she is going to know the details of the plan and also the way to answer your question and  
393 provide you with that senior level guidance. If you can't reach Leslie, then Mike Cooper is there  
394 to help you. Our senior staff will not be as accessible and you will probably have to go to the  
395 staff planner, but we would like to be providing the Planning Commission with the highest level  
396 of guidance, and I am not suggesting calling the Directors, but the Principal Planner. He is the  
397 level planner who knows the details of the case.

398  
399 Mr. Vanarsdall - Well, not necessarily. I am not trying to throw a monkey wrench into the  
400 work, but this is the real thing that happens. So and so is going to call somebody, and they are  
401 going to call me back. How would the senior person know whether she'd ever made that call or  
402 called me back or not? It just seems like it is some extra steps...

403  
404 Mr. Jernigan - Randy, I understand what you want to do. I also understand the  
405 reason. Our staff here, whether you call Leslie or whether you call Mike, both of them are that  
406 informed. It is not that we, we have good staff. If we had an inferior staff, I'd say yes, but I can  
407 call Mike or I can call Leslie, and probably get the same information, because if they are working  
408 the same case, they probably know as much about it; each one probably knows as much about  
409 the case, and just like Ernie is saying, if he asks Mike to call somebody, Leslie may not know  
410 about it.

411  
412 Mr. Silber - Let me look at it this way. You asked me, in your own judgment who to  
413 call, and I think if it is just to find out whether Mike has called someone, you can call Mike. You  
414 don't need to call over his head, but if you need some guidance on how to handle a situation that  
415 might be a little tricky, then I'd prefer you talk to Leslie. Not that I don't have faith in Mike, but  
416 Leslie is at that level and I want her to advise that level of expertise of knowledge. If the basic  
417 question is whether it is someone to call or what is the .... On 800 trips, go to that person and  
418 find out that kind of knowledge.

419  
420 Mr. Jernigan - I see what you are saying. We just have a good staff. That is the  
421 bottom line. We have a good staff.

422  
423 Mr. Vanarsdall - The good news is that they have put the names back on.

424  
425 Mr. Jernigan - Yes. I am all right with that. I understood what Ernie was saying, but I  
426 am fine with this.

427  
428 Mr. Vanarsdall - I am satisfied with that.

429  
430 Mr. Jernigan - If one is on vacation, you can call the other one.

431



432 Mr. Silber - Another concern that had come up recently was trying to better manage  
433 the Planning Commission's agenda. If you recall, there were some concerns about the length of  
434 the agenda and back in September and October, they were long, and members had talked about  
435 maybe dividing the agenda into two meetings and starting earlier. There were some concerns  
436 about how we used the expedited agenda. I think at this point we've got things on a pretty even  
437 keel. The meetings don't seem to be long. We do have a very heavy agenda coming up that we  
438 talked about maybe starting the meeting earlier and if need be, setting another date, but I think  
439 we have that well under control. There were concerns about the completeness of applications  
440 being submitted. We are here tonight to tell you a process we have proposed that will deal with  
441 the completeness of applications for rezoning applications and Jean is going to walk you through  
442 that next. So we are working to improve the applications.

443  
444 My only concern that I remember dealt with information being received from other agencies on  
445 rezoning cases and plans. Even so, we were not really getting good information and we wanted  
446 to get better information from those agencies, so a proper evaluation could be made. The length  
447 and the time period, you will recall, from six weeks to eight weeks for zoning cases, and with  
448 eight they had more time for review and that seemed to have helped some. The agencies now  
449 are being required to come to our zoning staff meetings for evaluations of our zoning cases and  
450 we can make the best recommendation for Planning Commission, and with the new emphasis on  
451 impact fees and cash proffers, the County is really needing to better understand where we are  
452 going with development and growth, (unintelligible) and structure and there is a renewed interest  
453 in getting the proffers in place, and I think you are going to see this even taking on a broader  
454 perspective after we do the retreat, in making sure that we do have proper guidance. Before we  
455 get into the Planning Commission's concerns, I thought this might be a good time for Jean to  
456 walk us through the proposed revisions to rezoning/PUP applications. Sorry, Jean, I didn't mean  
457 to take so long.

458  
459 Ms. Jean Moore - Good Evening Commissioners. As Mr. Silber was saying, this segment of  
460 the work session focuses on the proposed revisions to the applications for Rezonings, Conditional  
461 Rezonings, Amendment to Proffers and Provisional Use Permits.

462  
463 While the current application form has been sufficient to process these request, members of the  
464 Planning Commission had made good suggestions to include additional items on the application.  
465 One suggestion was to add information regarding magisterial district on the form. The proposed  
466 application is still in draft form and staff welcomes all your comments.

467  
468 There are three basic areas of revision to the application package. One is essentially  
469 housekeeping items. The second is the implementation of Preliminary Review Meetings, and  
470 third is an inclusive checklist.

471  
472 If you take a look at the application form on Page 6 in the packet, you will notice that all four  
473 requests have been consolidated on one application form. There are also new information boxes  
474 for magisterial districts, companion cases, and the contact information now includes email and  
475 fax number.

476  
477 The packet also includes a customer guide, which explains the filing and review process from  
478 beginning to end. An important aspect of these instructions is it clearly lays out the requirements  
479 and deadlines for filing. For instance, the instructions clearly denote that any changes or  
480 revisions after filing a case would have to be submitted by 10:00 a.m. on the Monday before the  
481 Planning Commission meetings for any proposed changes to a case. Any changes proposed  
482 after this deadline will not be accepted. While this may seem customer unfriendly, the positive  
483 aspect of the deadline is it allows the County staff and the Commission the proper time to  
484 evaluate the revisions and to give more informative feedback to the applicant.

485

486 Now, to assist customers so that they don't have all of these changes after they file is that we  
487 are requesting, as we come to our second item; Preliminary Review Meetings. A Preliminary  
488 Review meeting will be a mandatory meeting and would happen prior to filing the case. The  
489 meeting will allow planning staff to sit down with the prospective applicant and coordinate input  
490 with other departments to determine what additional information will be required at the time of  
491 filing. After that, it would be clearly documented on the Preliminary Application that the  
492 applicant would take with them and we will tell them to bring it back at the time of filing.  
493

494 The third major change to the application packet is a more inclusive checklist. The checklist  
495 incorporates all the items we currently require, plus new items including:

- 496 • Conceptual plans
  - 497 • Copies of exhibits in a pdf. format for presentation purposes and reproduction purposes
  - 498 • A completed Preliminary Review Meeting form, which documents any additional information,  
499 that is required based upon their request. This may include:
    - 500 ○ Traffic analysis
    - 501 ○ Site plan for "infill" development
    - 502 ○ Elevations
    - 503 ○ Title reports and
    - 504 ○ And documentation of community meetings
- 505

506 Most of the items included in the application packet are items we are all ready receiving in some  
507 form. The proposed changes will simply formalize these requests in a more efficient manner.  
508 The goal of these revisions is to improve the quality of information submitted at the beginning of  
509 the review process. By obtaining the necessary information upfront we hope to:

- 510
  - 511 • Assist the Permit Center staff responsible for taking in all applications
  - 512 • Reduce incomplete applications
  - 513 • Improve information received with applications
  - 514 • Enhance communication between applicants and county Staff
  - 515 • Reduce deferral requests and, most importantly
  - 516 • Improve customer service.
- 517

518 Before I conclude my presentation, I would like to take the opportunity to submit a revised  
519 proffers for rezoning form. I would be happy answer any questions you have. I'd also like to  
520 note the suggestion from Mr. Vanarsdall that we also look at our proffer form, and also with the  
521 handout that provides a reference to magisterial district, page number and case numbers.

522  
523 Mr. Marshall - What is PDF?

524  
525 Ms. Moore - PDF is zoning presentation software. We use that with our presentations  
526 and it is compatible with our system (unintelligible).

527  
528 Mr. Vanarsdall - I have a question. I understand or I found out today that this preliminary  
529 review will be given out to the persons who come in to. Sometimes they give out the regular  
530 form that is here now, and this form would be in there.

531  
532 Ms. Moore - That is correct.

533  
534 Mr. Silber - If someone comes in and they want to apply for rezoning, and they  
535 come in to get a rezoning application form and on that form we will have a checklist of things  
536 they have to do to put out an application with proffers. One of the first things they have to do is  
537 set times at this preliminary review meeting, pre-application meeting. That has to be scheduled  
538 and you have to have that at least one week prior to the...  
539

540 Ms. Moore - That is actually all (unintelligible). That would obtain with instructions as  
541 well and they can contact or they can call staff. We can fax them a form or they can pick it up.  
542  
543 (Members talking – unintelligible)  
544  
545 Mr. Emerson - If they come in and say they want to make an application to do so and  
546 so, the Permit Center can hand them this little package and they are going to have a list of  
547 directions and how it is processed, and they should be able to understand that it more  
548 (unintelligible), so you want to get that form so you can....give them a package that explains how  
549 the process works.  
550  
551 Ms. Ware - That is on Page 4 that you are talking about that you will meet with  
552 them and decide what items they might have to have before they file their application, but the  
553 ones that are at the top part of the page are the ones that are required.  
554  
555 Ms. Moore - Actually, Page 5. That is a Preliminary Meeting Request Form, which  
556 they will bring with them at their meeting.  
557  
558 What this allows them to do is, if they submit it, we contact the applicant, set up the meeting  
559 and give us time to fully use this and talk to other agencies so they can.....(unintelligible).  
560  
561 Ms. Ware - So Page 4 is an internal document, then?  
562  
563 Ms. Moore - I am sorry. The check list is on Page 4.  
564  
565 Mr. Vanarsdall - I have another question, Jean. Is the purpose of conditional rezoning, is  
566 (unintelligible) who signs it?  
567  
568 Ms. Moore - Actually, this has been brought that up and we are going to add a line to  
569 that to print out their names.  
570  
571 Mr. Vanarsdall - I saw one not long ago that looked like a loop and the only you would  
572 have ever known is that somebody hand tested, so the reason I am asking the question is  
573 because you could put beside it or under it (print name). That is what everybody else does.  
574  
575 Ms. Ware - We will do that. On the change in the deadline to 10:00 a.m. on  
576 Monday, which is 48 hours right now, this is different here, and if they don't have their revisions  
577 in by that time that they must request a one month deferral. But it is at the discretion of the  
578 Planning Commission, not the Commissioner. At this point, you know, an applicant can come in  
579 and say, "Well, we want a deferral for a month." And the Commissioner in that magisterial  
580 district is someone that...  
581  
582 Mr. Silber - I am not sure that it is that much different than the way that it is now.  
583 The way is it now is 48 hours for the Planning Commission to waive that. We are just saying it  
584 needs to be 10:00 a.m., Monday, before the Thursday meeting, the Planning Commission can still  
585 waive that.  
586  
587 Mr. Marshall - When they show up they could ask us if we want to waive it or we're  
588 going to make them take the deferral as required.  
589  
590 Mr. Silber - It takes the whole Planning Commission to waive that.  
591  
592 Mrs. Ware - Right. Okay. I guess my questions is how much do we want to...  
593

594 Mr. Marshall - The only way it will work...  
595  
596 Mrs. Ware - The only way folks.  
597  
598 Mr. Marshall - ...in Chesterfield there is Mr. Gecker, who is a real stickler for that. They  
599 have learned that on his cases, if they don't have it in then they can forget about it. They had  
600 better just write in and take the deferral and don't waste there time coming to the meeting.  
601  
602 Mrs. Ware - So this would give us, as a Planning Commission...  
603  
604 Mr. Marshall - Some leverage to make them do...  
605  
606 Mrs. Ware - Yes, one it would give us the opportunity to say, okay, this is where the  
607 change is, this is implemented now and...  
608  
609 Ms. Moore - I think that over time once that is implemented the applicant will learn  
610 that and they'll learn when to get the revisions in so we can adequately review it.  
611  
612 Mr. Jernigan - I have a question. I think this is great and I think this will get us on the  
613 right move, and I believe what you are saying, I think they will keep pushing us along and it will  
614 probably come to a point when we'll say, okay that is it.  
615  
616 Mrs. Ware - We will have to draw the line.  
617  
618 Mr. Jernigan - We'll draw the line, then after a few case get deferred they will get them  
619 in on time. My question is on the traffic analysis, which I may be...probably discussed this with a  
620 couple of people already. When you say a traffic analysis on a zoning case, is this just input from  
621 Tim Foster or is this an independent traffic study done by an outside firm?  
622  
623 Ms. Moore - I think...case by case. This meeting is set up to answer that. It may be  
624 one or the other, Mr. Jernigan. It depends on the case when it comes in. But certainly we are  
625 going to get input from the Public Works, Traffic Engineering Division.  
626  
627 Mr. Jernigan - What I mean is, I don't want to have it to where everybody has to do,  
628 have a traffic study done because they are expensive.  
629  
630 Ms. Moore - That is why it is included as a maybe. It is not an absolute necessary  
631 requirement, but the good thing about that is that we can identify that before they file. They are  
632 going to know that so that is going to improve customer service because they are not going to be  
633 surprised two months down the road, oh you need this. We think it is a positive aspect.  
634  
635 Mr. Emerson - It does say maybe required.  
636  
637 Mr. Jernigan - Okay.  
638  
639 Mr. Emerson - At the bottom of the page 4. It said, "Maybe required by Public Works."  
640  
641 Mr. Jernigan - Okay.  
642  
643 Mr. Donati - At what stage would it be triggered at, the traffic analysis?  
644  
645 Mr. Silber - The traffic engineer will determine that at the time of the preliminary  
646 meeting. He will say, the size of this, the scope of this, the road network out there is going to  
647 require a traffic impact study. They have got to go and hire their traffic consultant to do...

648  
649 Mr. Marshall - (unintelligible) right here on the board that would be a prime example.  
650  
651 Mr. Silber - Yes, sir. We get them on quite a few. I would say like 15-20%. The  
652 traffic engineer asks for them and we get them. We've got one right now for Liesfield Farms,  
653 doing traffic impact study, Reynolds, Guminick. I guess we do 20%, traffic analysis. The traffic  
654 engineer reviews those, if it is on a state route, VDOT has to review those. It takes Tim 30 days  
655 and VDOT is about 45 days, then Tim gets the comments back to them and usually revise the  
656 impact study and there is maybe certain road improvements that can be made based on the  
657 traffic generation.  
658  
659 Mrs. Ware - Do they sometimes do the traffic studies in order to better their own  
660 position without being asked?  
661  
662 Mr. Silber - Occasionally.  
663  
664 Mr. Marshall - They only turn it in if it helps.  
665  
666 Mrs. Ware - Yes.  
667  
668 Mr. Jernigan - Well, this will clear things, because at the pre-application, I think we will  
669 set and discuss whether we feel... If Tim Foster is there and he said, "I think we need to do  
670 one", then we can negotiate... I've got a case out there now, Randy that I'm going to allude to, I  
671 guess. I think we need to set down and discuss it with traffic and see what we have to do.  
672  
673 Mrs. Ware - Where will the Commission come in when you are going through this  
674 process? You have the pre-application process, do you then, will you then give some report to  
675 the Commissioner as to what is going to be coming along, or nothing until the application is  
676 processed.  
677  
678 Ms. Moore - I think it will substantially stay the same. We always make contact with  
679 the Commissioners, but as far as (unintelligible) at the preliminary review meeting we don't have  
680 that scheduled right now.  
681  
682 Mrs. Ware - When are you looking at implementing this?  
683  
684 Mr. Silber - We will ask Mr. Silber.  
685  
686 Mr. Silber - I think what we will have to do is; if you all have any suggestions we  
687 need to incorporate those into this. We then need to inform the development community,  
688 because there are some sizable impacts here. Give them some time to absorb that and then we  
689 maybe start in the fall or something.  
690  
691 Mr. Jernigan - Well, Ernie had one thing to which he hasn't said anything about. When  
692 people are filing for a restaurant, a medical office, can you put on there who it is?  
693  
694 Mr. Vanarsdall - That was one of my suggestions.  
695  
696 Mr. Jernigan - Yes, it is in there, but you didn't say anything. It is in the paperwork.  
697 Just like a medical facility, can we say it is a dental office, can we say it is a doctor's office, rather  
698 than just a medical center? If it is a restaurant...  
699

700 Mr. Silber - Are you talking about when they file the application they know it is going  
701 to be dental office and can't we put it in our staff report it is a dental office instead of calling it  
702 medical?  
703  
704 Mr. Marshall - Yes, if it said retail they can say Wal-mart.  
705  
706 Mr. Vanarsdall - You know we have one, one time on Libbie Avenue, medial purposes  
707 and I got called from so many people, oh they are going to put another laboratory over there. I  
708 talked to Joe and he said it is nothing but a dental office for one dentist, one chair.  
709  
710 Mr. Silber - Well, I think we as staff can be...  
711  
712 Mr. Vanarsdall - That is the way it is in the paper. That is why they call me.  
713  
714 Mr. Silber - I think we can be (unintelligible) when we know what the use is. We  
715 don't want to put out there it's a Red Robin Restaurant, we can just say it is going to be a  
716 restaurant.  
717  
718 Mr. Jernigan - Right.  
719  
720 Mr. Silber - Then we can maybe not be so generic to help the situation.  
721  
722 Mr. Vanarsdall - That would take care of itself with the new application. And somebody  
723 who takes it said, "what is it you want to do there?" instead of saying a cloak and dagger thing.  
724 You just say dentist office. Like Ray said, you know, a formal grocery store, if it is a Food Lion,  
725 put Food Lion. In spite of going to these APA things and going and having a nice time we do go  
726 to classes. I went to one, one time for an hour and a half, boring because it had three people  
727 saying the same thing. They try to get this over to you, it is simple, simple things. Just like  
728 attorneys (unintelligible), I don't mean all attorneys are simple.  
729  
730 Mr. Silber - We will take that under consideration. What you are saying is try and  
731 keep it simple and explain what it is.  
732  
733 Mr. Vanarsdall - Yes, if you read all this it was right there.  
734  
735 Mr. Silber - We did.  
736  
737 Mr. Vanarsdall - Keep the location maps simple... I had to give them a call and find out  
738 the Toyota Place and I'm familiar with Broad Street. Across the street there is a Signature  
739 Furniture Store, but wouldn't you put next to it where a thing is going, like Moore Cadillac, I bet  
740 everybody in Richmond knows where Moore Cadillac is, it is next door too. What was the secret  
741 on the map?  
742  
743 Mr. Silber - You want to go through these? We can talk about these, Ernie?  
744  
745 Mr. Vanarsdall - Well that is up to you.  
746  
747 Mr. Silber - I think we should.  
748  
749 Mr. Vanarsdall - I know we are running short.  
750  
751 Mr. Silber - Is there anything else on this portion that Jean has.  
752  
753 Mrs. Ware - No, I think it looks great.

754  
755 Mr. Emerson - I think one thing we should add, Randy, while I know you probably are  
756 more concerned about the reaction, maybe the impact, on the impact to the development  
757 community. We are still rather lenient even proposing this process then in Chesterfield is.  
758 Chesterfield requires, they set aside one day a week, if you miss that day, if your preliminary  
759 meeting, sorry we've got a way to all the schedules, try to get on the schedule and that schedule  
760 is full you've got to wait to that following Tuesday and they pull in the whole staff. So we are  
761 still, while we are trying to tighten our process (unintelligible) to get more information, we are  
762 still being more lenient then some of our sister counties.  
763  
764 Mr. Jernigan - I've heard that somewhere in northern Virginia that when you file, it is a  
765 year before they hear the case.  
766  
767 Mr. Silber - Right, Fairfax.  
768  
769 Mr. Emerson - Fairfax.  
770  
771 Mr. Silber - Fairfax, it is a year.  
772  
773 Mr. Jernigan - I think this looks good.  
774  
775 Mr. Vanarsdall - I do too.  
776  
777 Mr. Jernigan - You did good, Jean.  
778  
779 Mr. Vanarsdall - Jean, that is really great.  
780  
781 Mr. Silber - Why don't we run through some of these comments that we've collected.  
782 Let me try to address some of these if I can, Ernie. Does everybody have the list from Mr.  
783 Vanarsdall?  
784  
785 1. The first one talks about putting the names back on the reports. We have discussed  
786 that.  
787 2. Reduced the reading of the entire case. We are able to shorten that to the extent we  
788 can. I want to make sure that we get information out there in reading a case so that if  
789 there is someone in the audience they know what case it is. I don't think we need to  
790 read the entire case, we can shorten it. Joe and I will work on...  
791  
792 Mr. Vanarsdall - You can talk to Tom Tokarz, he will tell you.  
793  
794 Mr. Silber - I think I'm going to talk to Tom Tokarz he may tell us to read more.  
795  
796 Mr. Vanarsdall - There again, why do I need to know a (unintelligible) Nine Mile Road,  
797 300' from Williamsburg Road and halfway between Norfolk and Roanoke and if I setting in the  
798 audience all I want to know is if it is my district or is this the case I came to see. Then you say  
799 the pertinent information. That is just my suggestion.  
800  
801 Mr. Silber - Okay.  
802  
803 Mr. Vanarsdall - There again (unintelligible) California in APA say the same thing. They  
804 said if you are a little bitty community or village you could say it is behind Joe Blows barn, across  
805 the street from Ms. so and so farm. Only in a bigger area like we are you still can just put the  
806 pertinent information on. All of these things to reduce the time; that the people setting in the

807 audience are there to hear the case and we can talk about the case we're on. Not to get us out  
808 of the door, this is our job we accepted it. You all like leaving early...

809  
810 Mr. Silber - We will take that under consideration.

811  
812 3. Number three talks about the Chair should also announce the District and repeat the  
813 case number.

814  
815 Mr. Vanarsdall - Lisa, asked me about that. The Chair should right after (unintelligible).  
816 The Chair should say this is in the Tuckahoe District, case C so and so. People want to hear the  
817 district, we found that out the hard way. Somebody will come up to the mike, I didn't hear  
818 that...

819  
820 Mr. Silber - Alright, that can be done.

821  
822 4. Speaks to consistency between the agenda and the staff report on how we are listing  
823 these, applicant and the name of the case. We are going to take a look at that and see  
824 if we can't improve on having them the same or something very similar to the same. To  
825 be honest with you I'm not real sure why we do it the way we do it.

826  
827 Mr. Vanarsdall - My thought on it, since I suggested it and I have one in my hand,  
828 Verizon Virginia, Incorporated, it said on the green, it said on the agenda Henry L. Wilton for  
829 Verizon. Many times, all the time it has the attorney name on the agenda but never on the  
830 green sheet and I was wondering why we couldn't do that. What the people who come in and  
831 the hand out they get is the agenda, I mean is the...anyway it doesn't have what it needs.

832  
833 Mr. Silber - Well, we will look at that. I think the...

834  
835 Mr. Vanarsdall - Any of you all have any suggestions or opposition to this or suggestions  
836 let me know because I'm just suggesting it.

837  
838 Mr. Silber - I don't hear any criticism. Mr. Vanarsdall on items 5 and 6, this speaks  
839 to showing on the locational maps...

840  
841 Mr. Vanarsdall - We have already talked about that.

842  
843 Mr. Silber - Let me mention this to you, because I don't want you to think that we  
844 can't do this, but let me tell you my prospective. We prepare, I know this because we just  
845 finished with the budget. This past year we prepared 2700 maps and we have a limited staff  
846 that prepares these maps and they are generated by different formats, but most of them are  
847 generated off the GIS, Geographical Information System. For us to, I'm not trying to make  
848 excuses, but for us to take each of these maps and create them and then go back and try to  
849 identify certain locations, buildings, or structures on them would take a tremendous amount of  
850 time. I don't disagree that when we look at these maps that they can be enhanced or improved  
851 if it had American Signature or Moore's Cadillac because those are some key features that you  
852 look at and your eye picks up, when you look at a map. But, with staff resources that we have  
853 makes it difficult for us to pull out these maps and then adding these or somehow identify some  
854 of these locations. We will take a look at it, but...

855  
856 Mr. Vanarsdall - That is alright.

857  
858 Mr. Silber - It is a big request.

859  
860 Mr. Vanarsdall - That is the point, I wouldn't know.



861  
862 Mr. Silber - Right.  
863  
864 Mr. Vanarsdall - So that may be a bad suggestion.  
865  
866 Mr. Jernigan - Well if in the description if you would put it is next to Moore's Cadillac  
867 you don't have to put it on the map.  
868  
869 Mr. Marshall - If you put it in the report.  
870  
871 Mr. Jernigan - If you put it in the report. You just say it is next to Moore's Cadillac, we  
872 will know where it is.  
873  
874 Mr. Silber - So somewhere in the report you would like to have better identification  
875 as to...  
876  
877 Mr. Jernigan - Description.  
878  
879 Mr. Vanarsdall - You already covered number 7, right?  
880  
881 Mr. Silber - Right.  
882  
883 8. Talks about the signage and the rezoning signs. I can tell you that we have made  
884 changes within the last two months. I have met with staff and we are now putting  
885 rezoning signs out 3 weeks before the Planning Commission Meeting, where as before  
886 we were doing it about 10 to 12 days before the meeting. So we are doing it 21 days, at  
887 least 21 days. I don't want to do it sooner then because what will happen is if you put it  
888 out to early you all will get calls, staff will start to get calls and we won't have evaluated  
889 the case, you won't have your staff report...  
890  
891 Mr. Vanarsdall - That is our department not the staff job, getting the telephone calls.  
892  
893 Mr. Silber - They are going out 3 weeks now before PC Meetings.  
894  
895 Mr. Vanarsdall - That is good.  
896  
897 Mr. Silber - I don't know what you mean by number 9. It said is it possible to  
898 consolidate some of the rezoning...  
899  
900 Mr. Vanarsdall - This again, and maybe you can't do it, maybe you don't notice it. But I  
901 have one right here, which happens to be Ray's tonight, I'll put it back in the file when I'm  
902 finished. I'll just use this as an example. On the front page it tells us that it is R-2AC Family  
903 Residence, Agricultural District is what it is now, it gives the acreage and it tells where it is,  
904 eastern side of Osborn Turnpike...you turn it over under column 3 it has that whole same  
905 information, then you go down to number 4 it has the same thing.  
906  
907 Mr. Silber - So it is repeating the same information in the reports.  
908  
909 Mr. Vanarsdall - It looks like to me we have got all of it on the front page, and the same  
910 thing with number 3, number 3 is Land Use: The applicant requesting the zoning so and  
911 so...here it is again number 5; the Land Use Plan recommends Suburban Residential so and  
912 so...same thing.  
913

914 Mr. Silber - Okay. You point is well taken. I think we can correct that. I think our  
915 reports have maybe gotten longer and we can make them shorter. Staff will probably appreciate  
916 typing lessons.  
917

918 Mr. Vanarsdall - That is all I had.  
919

920 Mr. Silber - You had a couple more. Mind if I touch on them? You asked about  
921 going from 8 weeks. We went to 8 from 6 weeks, has that helped? Yes, that has helped. We  
922 are finding the benefit of that.  
923

924 Mr. Vanarsdall - That might be cutting that to short. I asked Jim Theobald about it who  
925 handles a lot of these things for us and you all know. He said that 10 days would be alright, but  
926 not a week.  
927

928 Mr. Silber - Are you talking about the Planning Commission receiving staff reports?  
929

930 Mr. Vanarsdall - We receive our packets two weeks before the meeting. I was just  
931 thinking that if we didn't receive it 2 weeks would that give them more time to put things into the  
932 report that we wouldn't have to check on and the report would be more complete. I know that  
933 can (unintelligible)...but you all can talk about it.  
934

935 Mr. Silber - We can talk about it. The reason we do 2 weeks was, back about 6 or 8  
936 years ago the Commission wanted to get the reports earlier. So we moved it from 1 week to 2  
937 weeks. I kind of like that because you all become informed about these cases earlier in the  
938 process.  
939

940 Mr. Vanarsdall - For me it doesn't make a difference because I work mind as soon as I  
941 get the preliminary report. Both, the POD and the Rezoning. So it doesn't make a difference to  
942 me, except I want the write ups, I like the write ups.  
943

944 Mr. Silber - Two weeks or less than 2 weeks?  
945

946 Mr. Marshall - I like two weeks.  
947

948 Mrs. Ware - I like two weeks.  
949

950 Mr. Jernigan - I tell you what, lets leave it like it is and then see what the pre-  
951 application report does. Because that may change the complexion of the whole thing.  
952

953 Mr. Vanarsdall - It might.  
954

955 Mr. Jernigan - If we stream line that, we may be able to extend the two weeks, we may  
956 get it 10 days prior and give the applicant time to get some... I think the pre-application report is  
957 going to be a solution to some of our problems.  
958

959 Mr. Vanarsdall - That is alright with me.  
960

961 Mr. Silber - Ernest those comments were excellent we will work on those. There  
962 were comments also received from Mr. Marshall and I think the first one was probably addressed.  
963 One of them said cases are being put on the agenda prior to being sufficiently worked. I'm not  
964 sure there is a lot we can do about that.  
965

966 Mr. Marshall - I know. Attacks cases were one.  
967

968 Mr. Silber - But we certainly (unintelligible) this pre-application process we should be  
969 getting better information early on and that may help a bit. Number 2 speaks to the pre-  
970 application. Number 3 said, on the deferred cases summarize the case ...

971  
972 Mr. Marshall - We went over that.  
973

974 Mr. Silber - We went over that. Mr. Archer mentioned that tot lots. We are going to  
975 talk about that in just a few minutes. Also mentioned staff making presentations and we talked  
976 about the three; provide one contact person per case, we discussed that as well.  
977

978 Mr. Jernigan's comments were more technical in nature and we will, not forget about the parking  
979 requirements in fact we have already utilized the Richmond Regional PDC to do a study on the  
980 parking requirements and we hope to be bringing in an ordinance forward in the next several  
981 months, hopefully, on revamping all of our parking requirements.  
982

983 Mr. Jernigan - Well, what happened to me on that; when I saw Chris had tot lots I  
984 figured; it kind of put me off on another tangent. So that is the reason I came up with these  
985 even though later I figured this was basically...  
986

987 Mr. Vanarsdall - Well, the first meeting we had was about how to run a meeting and how  
988 to make...of everything and there wasn't anything about parking lot, hospital lot.  
989

990 Mr. Jernigan - But, number 2 we have a problem with, those daycares and we will have  
991 to address that.  
992

993 Mr. Archer - The only thing I was and I talked with some of the staff about this. We  
994 so often get zoning cases and they say I'm going to put a tot lot over here and they build 400  
995 houses and swing one tire out of a tree and that... We don't have any standards at all to say; I  
996 think it ought to be based on the size of the development... And my comment about staff  
997 presenting it was just a (unintelligible). Staff, they all have the opportunity to plan it and it helps  
998 us to (unintelligible). You may get to the point where somebody is forced into making a  
999 presentation and they haven't had a lot of practice at doing it.  
1000

1001 Mr. Silber - The time now is 6:17 and we need to be downstairs by 7:00. There are  
1002 a number of approaches we can take. We could (a) go ahead and break and have you get  
1003 dinner, have everybody get dinner and Leslie can you present while the Commission is eating.  
1004 That is one option, another option is to put off the tot lot thing until another time, or do you just  
1005 want to just...  
1006

1007 Mr. Archer - I don't have to heard that tonight. Because if I do they are going to  
1008 jump on me, so.  
1009

1010 Mr. Jernigan - Like I said we got the important stuff, was Commission procedures. Like  
1011 Chris said, he doesn't have to worry about the tot lot. We got the important...  
1012

1013 Mr. Archer - We are doing something with it is what I understand.  
1014

1015 Mr. Silber - There has been a lot of work done on it and that has been shared with  
1016 you in the packet.  
1017

1018 Mr. Archer - Right.  
1019

1020 Mr. Silber - Leslie has a presentation, she could tell you more about it, but what we  
1021 are going to recommend is that we do have these guidelines and we would like to eventually

1022 have the Commission endorse them. We would like to use them administratively for residential  
1023 development when it comes along. If you want we could put this off to the POD meeting and  
1024 have a work session then and we can just dine right now if you want. If you want to eat we can  
1025 present while you are eating.  
1026  
1027 Mr. Ware - It doesn't matter to me.  
1028  
1029 Mr. Jernigan - We don't want Leslie to have to talk when she probably wants something  
1030 to eat too.  
1031  
1032 Mr. Vanarsdall - I'm fine with what ever you want to do.  
1033  
1034 Mr. Jernigan - It is up to you Chris.  
1035  
1036 Mr. Archer - I can wait till the POD it doesn't matter.  
1037  
1038 Mr. Vanarsdall - Would you be disappointed, Leslie?  
1039  
1040 Mrs. News - No, I would not. No problem.  
1041  
1042 Mrs. Ware - What do you all want to do guys? It doesn't matter to me.  
1043  
1044 Mr. Archer - The consensus seems to be that we wait.  
1045  
1046 Mrs. Ware - Okay. Wait to the POD. Thank you, Leslie.  
1047  
1048 Mrs. News - No problem.  
1049  
1050 Mr. Silber - Alright.  
1051  
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1056 \_\_\_\_\_  
1057 Lisa Ware, C.P.C., Chairman  
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1060  
1061 \_\_\_\_\_  
1062 Randall R. Silber, Secretary