

**HENRICO COUNTY
NOTICE OF SPECIAL MEETING
BOARD OF SUPERVISORS**

Please take notice that a special meeting of the Board of Supervisors will be held on **Tuesday, February 27, 2018, at 5:30 p.m.** in the County Manager's Conference Room located on the third floor of the Administration Building at the Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

The matters to be reviewed by the Board at this time are:

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| 5:30 - 6:00 p.m. | Regulations of Short-Term Rentals |
| 6:00 - 6:30 p.m. | Regulations of Breweries, Wineries, and Distilleries |
| 6:30 - 6:45 p.m. | Regular Meeting Agenda Items |



Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
February 22, 2018

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
February 27, 2018
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES - February 13, 2018, Regular and Special Meetings

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PUBLIC HEARINGS – REZONING CASE AND PROVISIONAL USE PERMIT

24-18 The Rebkee Company: Request to conditionally rezone from R-3 One-Family
REZ2017- Residential District and B-1 Business District to B-2C Business District
00025 (Conditional) on Parcel 754-747-0694 containing 2.59 acres located at the
Three Chopt northwest intersection of N. Parham and Three Chopt Roads. The applicant
 proposes a convenience store with fuel pumps. The use will be controlled by
 zoning ordinance regulations and proffered conditions. The 2026
 Comprehensive Plan recommends Commercial Concentration and Suburban
 Residential 2, density should not exceed 3.4 units per acre. The Planning
 Commission voted to recommend the Board of Supervisors **grant** the
 request. **(Deferred from the January 23, 2018, meeting.)**

25-18 The Rebkee Company: Request for a Provisional Use Permit under Sections
PUP2017- 24-58.2(a), 24-120 and 24-122.1 of Chapter 24 of the County Code in order to
00021 allow operation of a proposed convenience store with fuel pumps from 5 a.m.
Three Chopt to 12 midnight on Parcel 754-747-0694 located at the northwest intersection
 of N. Parham and Three Chopt Roads. The existing zoning is R-3 One-
 Family Residential District and B-1 Business District. The 2026
 Comprehensive Plan recommends Commercial Concentration and Suburban
 Residential 2, density should not exceed 3.4 units per acre. The Planning
 Commission voted to recommend the Board of Supervisors **grant** the
 request. **(Deferred from the January 23, 2018, meeting.)**

PUBLIC HEARINGS – OTHER ITEMS

54-18 Resolution - Amendments to the FY2017-18 Annual Fiscal Plan: February,
 2018.

55-18 Ordinance - To Amend and Reordain Section 9-2 of the Code of the County
 of Henrico Titled "Precincts and polling places" by Merging the Glenside
 Precinct Into the Johnson Precinct and by Updating the Name of the
 Polling Place of the Greendale Precinct, All in the Brookland District.

56-18 Ordinance - Vacation of Building Lot Lines - Rollingwood Subdivision -
 Tuckahoe District.

57-18 Ordinance - Vacation of Drainage and Utility Easement - Pine Run Subdivision - Tuckahoe District.

PUBLIC COMMENTS

GENERAL AGENDA

58-18 Resolution - Award of Contract - Air Handler Units Replacement - Henrico Jail East.

59-18 Resolution - Award of Contract - Annual Environmental Services.

60-18 Resolution - To Initiate Consideration of Zoning Ordinance Amendments - Short-Term Rentals.

61-18 Resolution - To Initiate Consideration of Zoning Ordinance Amendments - Breweries, Wineries, and Distilleries.

62-18 Resolution - Award of Contracts - Annual Traffic and Roadway Engineering Services.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
February 27, 2018**

PUBLIC HEARINGS – REZONING CASE AND PROVISIONAL USE PERMIT

REZ2017-00025
Three Chopt

The Rebkee Company: Request to conditionally rezone from R-3 One-Family Residential District and B-1 Business District to B-2C Business District (Conditional) on Parcel 754-747-0694 containing 2.59 acres located at the northwest intersection of N. Parham and Three Chopt Roads. The applicant proposes a convenience store with fuel pumps. The use will be controlled by zoning ordinance regulations and proffered conditions. The 2026 Comprehensive Plan recommends Commercial Concentration and Suburban Residential 2, density should not exceed 3.4 units per acre. Acting on a motion by Mrs. Marshall, seconded by Mr. Witte, the Planning Commission voted 4-1 (one abstention) to recommend the Board of Supervisors **grant** the request because it conforms to the Commercial Concentration recommendation of the Land Use Plan and the proffered conditions would provide for appropriate quality assurances not otherwise available. **(Deferred from the January 23, 2018, meeting.)**

PUP2017-00021
Three Chopt

The Rebkee Company: Request for a Provisional Use Permit under Sections 24-58.2(a), 24-120 and 24-122.1 of Chapter 24 of the County Code in order to allow operation of a proposed convenience store with fuel pumps from 5 a.m. to 12 midnight on Parcel 754-747-0694 located at the northwest intersection of N. Parham and Three Chopt Roads. The existing zoning is R-3 One-Family Residential District and B-1 Business District. The 2026 Comprehensive Plan recommends Commercial Concentration and Suburban Residential 2, density should not exceed 3.4 units per acre. Acting on a motion by Mrs. Marshall, seconded by Mr. Witte, the Planning Commission voted 4-1 (one abstention) to recommend the Board of Supervisors **grant** the request because when properly developed and regulated by the recommended conditions, it would not be detrimental to the public health, safety, welfare, and values in the area and the conditions should minimize the potential impacts on surrounding land uses. **(Deferred from the January 23, 2018, meeting.)**

PUBLIC HEARINGS – OTHER ITEMS

RESOLUTION – Amendments to the FY 2017-18 Annual Fiscal Plan: February, 2018

A Board paper was presented on February 13, 2018, that received requests for amendments to the Annual Fiscal Plan, directed their advertisement, and set the date for a public hearing. This paper, if approved after the public hearing, amends the Annual Fiscal Plan and appropriates funds for expenditure for the purposes indicated.

ORDINANCE - To Amend and Reordain Section 9-2 of the Code of the County of Henrico Titled “Precincts and polling places” by Merging the Glenside Precinct Into the Johnson Precinct and by Updating the Name of the Polling Place of the Greendale Precinct, All in the Brookland District.

This Board paper makes two changes to the County’s precincts and polling places in the Brookland District.

First, the Glenside Precinct would merge into the Johnson Precinct, whose polling place is Johnson Elementary School. This change is proposed because Bonnie Brae Church, the current polling place for Glenside Precinct, no longer wishes to serve as a polling place.

Second, the ordinance would change the name, but not the location, of the polling place of the Greendale Precinct from “Dumbarton Library” to “Recreation and Parks Main Office.” This change is proposed because the building is no longer used as a library but now serves as the main office of the Division of Recreation and Parks.

The Electoral Board recommended both changes at its meeting on January 16, 2018.

The Board of Supervisors approved the introduction of these changes at its meeting on January 23, 2018.

ORDINANCE - Vacation of Building Lot Lines - Rollingwood Subdivision - Tuckahoe District.

This ordinance will vacate the 40’ front and side building lot lines along the front and side of Lot 21, Section G of Rollingwood subdivision. The owners, Barbara W. Andres and Bruce F. Woodson, have requested the vacation for improvements to be made to the home.

The Real Property Department has processed the vacation request through the Departments of Planning, Public Utilities, and Public Works without objection; the County Manager concurs.

ORDINANCE - Vacation of Drainage and Utility Easement - Pine Run Subdivision - Tuckahoe District.

This Board paper would vacate a portion of a drainage and utility easement located in the rear portion of Lot 78, Block G, Section F of Pine Run subdivision. The owners, Jeffrey N. Francis and Cristina I. Francis, have requested the vacation to build a detached garage. There are no current or planned County facilities in the easement area, and the County does not need the portion of the easement to be vacated.

The Real Property Department has processed the vacation request through the Departments of Planning, Public Utilities, and Public Works without objection; the County Manager concurs.

PUBLIC COMMENTS

GENERAL AGENDA

RESOLUTION - Award of Contract - Air Handler Units Replacement - Henrico Jail East.

This Board paper would award a contract for \$188,856 to Comfort Systems of Virginia, Inc. to replace air handling units and controls at Jail East Building 7 in New Kent County.

Three bids were received on January 30, 2018, in response to ITB #17-1543-11JCK and Addendum No. 1. The bidders and bid amounts are as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Comfort Systems of Virginia, Inc. Chesapeake, VA	\$188,856
eTEC Mechanical Corporation Henrico, VA	\$210,425
WACO, Inc. Sandston, VA	\$249,144

Based upon a review of the bids, Comfort Systems of Virginia, Inc. is the lowest responsive and responsible bidder.

This Board paper also authorizes the County Manager, or the Purchasing Director as his designee, to execute change orders not to exceed 15% of the original contract amount. Funding to support the contract is available within the project budget.

The Director of General Services and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract - Annual Environmental Services.

This Board paper would award a contract to Faulkner & Flynn, Inc. to provide annual environmental services. These services include development of plans for preventing spills and stormwater pollution; preparation of quarterly environmental regulation updates for County operations; environmental management system and environmental compliance audits; and training of County employees.

This resolution allows an option to renew the contract with fees not to exceed \$100,000 for any single project or \$500,000 per one-year term. The County Manager is authorized to execute the contract in a form approved by the County Attorney. Funding is available to support the contract.

RESOLUTION - To Initiate Consideration of Zoning Ordinance Amendments - Short-Term Rentals.

This paper initiates the process of amending the zoning ordinance to regulate the short-term rental of dwellings.

Currently, the zoning ordinance does not permit the short-term rental of dwellings in residential districts. The County has received inquiries from property owners who would

like to offer their houses for short-term rental, as well as complaints about houses that are already offered for rental. This resolution directs staff to prepare zoning ordinance amendments to permit and regulate short-term rentals for the Planning Commission's review and recommendation.

The Director of Planning recommends approval of this resolution, and the County Manager concurs.

RESOLUTION - To Initiate Consideration of Zoning Ordinance Amendments - Breweries, Wineries, and Distilleries.

This paper initiates the process of amending the zoning ordinance to regulate breweries, wineries, and distilleries.

The Richmond Metropolitan Area has seen a dramatic increase in the popularity of brew pubs, microbreweries, and similar businesses. The General Assembly has amended the state code provisions relating to breweries, wineries, and small distilleries five times in the last six years. While the industry has changed dramatically, the County's zoning regulations have not kept pace with the changing market. This resolution directs staff to prepare appropriate zoning ordinance amendments for the Planning Commission's review and recommendation.

The Director of Planning recommends approval of this resolution, and the County Manager concurs.

RESOLUTION - Award of Contracts - Annual Traffic and Roadway Engineering Services.

This Board paper would award contracts to Clark Nexsen, Inc., Rummel, Klepper & Kahl, LLP, and Kimley-Horn and Associates, Inc. to provide annual traffic and roadway engineering services. On July 14, 2017, 14 proposals were submitted in response to RFP# 17-1354-3JK. Based upon review and evaluation of the proposals, the Selection Committee interviewed the following firms:

- Clark Nexsen, Inc.
- Rummel, Klepper & Kahl, LLP
- Kimley-Horn and Associates, Inc.
- Whitman, Requardt & Associates, LLP
- Morton Thomas and Associates, Inc.
- Johnson, Mirmiran & Thompson, Inc.

Based on the written proposals and interviews, the committee members selected Clark Nexsen, Inc., Rummel, Klepper & Kahl, LLP, and Kimley-Horn and Associates, Inc. as the top-ranked firms and negotiated a unit cost rate schedule with each firm. The contracts will be for a one-year term and may be renewed for two additional one-year terms. The project fees for each contract shall not exceed \$300,000 for any single project and \$1,500,000 per one-year term.

Funding to support these contracts is available within the project budget. The Director of Public Works and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.