



**CHESTERFIELD COUNTY**  
CHESTERFIELD, VIRGINIA 23832

**AGENDA**  
**March 11, 2020**

**BOARD OF SUPERVISORS**

**LESLIE A.T. HALEY**  
**CHAIR**  
MIDLOTHIAN DISTRICT  
**KEVIN P. CARROLL**  
**VICE CHAIR**  
MATOACA DISTRICT  
**JIM A. INGLE**  
BERMUDA DISTRICT  
**CHRISTOPHER M. WINSLOW**  
CLOVER HILL DISTRICT  
**JAMES M. HOLLAND**  
DALE DISTRICT

**JOSEPH P. CASEY, Ph.D.**  
COUNTY ADMINISTRATOR

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**12:00 p.m. Work Session (Audio & Presentations) - Administration Building, Room 502**

- 1. Approval of Minutes**
- 2. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation**
- 3. Work Sessions**
  - A. Everyday Excellence - Environmental Health and Safety
  - B. County Administrator's Proposed FY2021 Budget Topics
    1. Schools Update
    2. FY2021 County/Budget Overview
    3. Compensation and Benefits
    4. Fire Department
    5. Police Department
    6. Sheriff's Office
    7. Major Maintenance Operating Update
- 4. Reports**
  - A. Key Financial Indicators Quarterly Report
- 5. Fifteen-Minute Citizen Comment Period on Unscheduled Matters**
- 6. Recess for Dinner**

**6:00 p.m. Evening Session - Public Meeting Room**

**7. Invocation**

The Honorable Chris Winslow, Clover Hill Supervisor

**8. Pledge of Allegiance**

Eagle Scout Ryan Daniel Quiram

**9. County Administration Update**

- A. Coronavirus Update
- B. 2019 Christmas Mother Program
- C. Other County Administration Updates

**10. Board Member Reports**

**11. Resolutions and Special Recognitions**

- A. Recognizing Boy Scout Ryan Daniel Quiram, Midlothian District, Upon Attaining the Rank of Eagle Scout
- B. Resolution Recognizing Mrs. Jane W. Harmon, Department of General Services, Upon Her Retirement
- C. Resolution Recognizing Mr. John W. Harmon, Department of Utilities, Upon His Retirement
- D. Joseph E. Pittman, Jr. Award for Continuous County Service

**12. New Business**

- A. Consent Items
  - 1. Adoption of Resolutions
    - a. Resolution Recognizing Mrs. Tamela D. Talley, Police Department, Upon Her Retirement
    - b. Resolution Supporting Construction of the Winchester Forest Apartments at 2701, 2715, and 2739 Drewrys Bluff Road, and 2701 Tower Road, Using Low-Income Housing Tax Credits Issued by the Virginia Housing Development Authority Under Their Revitalization Area Designation.
  - 2. Real Property Requests
    - a. Request Permission to Install Private Sewer and Water Services Within Private Easements to Serve Property at 2909 Banbury Road



- b. Acceptance of a Parcel of Land Adjacent to Discovery Drive from Dupont Specialty Products USA, LLC.
3. Authorize the Receipt and Appropriation of additional State Opioid Response (SOR) Grant Funding for Year 2 from the Department of Behavioral Health & Developmental Services
4. Authorization to Enter into Agreement for GRTC Transit Service and Approve Performance Measures for Route 1 Transit Service
5. Award of Zoning Ordinance Development Contract
6. Award of Contract to Cherry Bekaert LLP for Financial Auditing Services
7. Advertisement and Public Hearing Related to an Amendment to the 2020 Calendar Year Tax Relief Program
8. Acceptance of State Roads
9. Expanding the County's Participation in the Urban Archery Deer Hunting Season

**13. Fifteen-Minute Citizen Comment Period on Unscheduled Matters**

**14. Deferred Items**

**15. Requests for Manufactured Home Permits and Rezoning Placed on the Consent Agenda to be Heard in the Following Order:**

- **Withdrawals/Deferrals**
- **Cases Where the Applicant Accepts the Recommendation and There is No Opposition**
- **Cases Where the Applicant Does Not Accept the Recommendation and/or There is Public Opposition Will Be Heard at Section 18**

- A. 20SN0509: Sports Performance Properties, LLC, Clover Hill District
- B. 20SN0514: Karina Fournier, Bermuda District
- C. 19SN0601: Emerson Companies, LLC, Midlothian District
- D. 19SN0625: Cosby Village, LLC, Matoaca District

**16. Public Hearings**

- A. To Consider an Amendment to *The Comprehensive Plan*, Chapter 10: The Land Use Plan, General Land Use Guidelines for Urban Development Areas
- B. To Consider the Claim of Julia Griffith and Kathleen Bowen, Executors of the Estate of Michael William Bowen for Surplus Tax Sale Funds

**17. Remaining Manufactured Home Permits and Zoning Requests**

**18. Fifteen-Minute Citizen Comment Period on Unscheduled Matters**

**19. Closed Session**

- A. Closed Session 1) Pursuant to § 2.2-3711(A)(3), Code of Virginia, 1950, as Amended, to Discuss the Acquisition by the County of Real Estate for a Public Purpose Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position and Negotiating Strategy of the Public Body, and 2) Pursuant to § 2.2-3711(A)(5), Code of Virginia, 1950, as Amended, to Discuss or Consider Prospective Businesses or Industries or the Expansion of Existing Businesses or Industries Where no Previous Announcement Has Been Made of the Businesses' or Industries' Interest in Locating or Expanding Their Facilities in the Community

**20. Adjournment**

- A. Adjournment and Notice of Next Scheduled Meeting of the Board of Supervisors



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 3.B.**

**Subject:**

County Administrator's Proposed FY2021 Budget Topics

**Board Action Requested:**

Hold a work session on the County Administrator's Proposed FY2021 Budget.

**Summary of Information:**

This work session will be a comprehensive review of the County Administrator's Proposed FY2021 Budget. Budget staff will provide an overview of the plan including the year-to-year changes, trends, staffing changes, financial policies, and the five-year plan. Staff from various areas of the organization will also present on specific, programmatic changes in their respective areas of service.

The public hearing on the budget is set for 6 p.m. on Wednesday, March 25 and the budget is scheduled to be adopted on Wednesday, April 8. Eight community meetings on the proposed budget have also been scheduled between March 12 and March 24. Feedback can also be provided at any time via email to [blueprint@chesterfield.gov](mailto:blueprint@chesterfield.gov).

**Attachments:**

1. FY21 Proposed Budget County and Schools

Preparer: Andrea Peeks, Director of Budget and Management

Approved By:

# FY2021 PROPOSED BUDGET WORK SESSION

BOARD OF SUPERVISORS  
WORK SESSION  
MARCH 11, 2020



## SCHOOLS BUDGET UPDATE





Chesterfield County Public Schools

# Creating a Better Tomorrow

Investing in Amazing Learning Experiences  
and Remarkable Learning Environments

**FY 21 School Board Adopted Financial Plans**

Dr. Mervin B. Daugherty, Superintendent

March 11, 2020 ♦ County Board of Supervisors



# Thank You



## Points of pride

- **Our Vision**
  - Create a better tomorrow
- **Our Mission**
  - Ignite passion through authentic and captivating experiences
- **Our Goals**
  - Amazing learning experiences
  - Remarkable learning environments

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## Points of pride



- Seven National Blue Ribbon Schools
- Seven National Title I Distinguished Schools
- Seven Middle Schools to Watch
- 17 Virginia Index of Performance Awards



## School accreditation

	Total No.	Accredited	Percentage
<b>CCPS</b>	61	61	100
<b>Henrico</b>	67	59	88
<b>Richmond</b>	44	22	50



## Welcome!

- Thank you Thomas!
- Welcome Bob!

**Mr. Robert Meister** is our New Chief Finance Officer and he started on March 2, 2020.





Chesterfield County Public Schools

# Creating a Better Tomorrow

Investing in Amazing Learning Experiences  
and Remarkable Learning Environments

**FY 21 School Board Operating Financial Plan**



## A Path Forward

- **Capital Improvements**
- **Operating Budget**
- **Next Steps**



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## CIP Goals

1. Plan for major maintenance and major asset replacements in a proactive and cyclical manner
2. Relieve overcrowding and manage growth
3. Respond to facility condition and age of buildings
4. Enhance operational efficiency

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## Priorities

- |   |  |
|---|--|
| 1. <b>Major Maintenance</b>                   | 14. Build Matoaca MS (Phase 2)                               |
| 2. <b>Build 1 New Middle School</b>           | 15. <b>Build Combined Schools Central Office</b>             |
| 3. <b>Build 1 New Middle School</b>           | 16. Build 4 Transportation Regional Offices and Parking Lots |
| 4. Build 1 New High School                    | 17. Refurbish James River HS                                 |
| 5. <b>Build 1 New Elementary</b>              | 18. Refurbish Manchester HS                                  |
| 6. Build 1 New Elementary                     | 19. Refurbish CTC@Courthouse                                 |
| 7. <b>Replace AM Davis ES</b>                 | 20. Refurbish Swift Creek ES                                 |
| 8. <b>Replace Bensley ES</b>                  | 21. Refurbish Providence ES                                  |
| 9. <b>Replace Grange Hall ES</b>              | 22. Refurbish Alberta Smith ES                               |
| 10. <b>Replace Falling Creek MS</b>           | 23. Refurbish Hopkins ES                                     |
| 11. <b>Replace Midlothian MS</b>              | 24. Refurbish Gordon ES                                      |
| 12. Reimagine Thomas Dale West                | 25. Refurbish Bellwood ES                                    |
| 13. Reimagine Carver College & Career Academy |  |

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## Capital Improvements

### **Projects supporting each magisterial district**

- Mix of operating expense and debt to support major maintenance, growing each year
- Growth: 2 New Middle Schools
- Growth: A New Elementary School
- 3 Rebuilt Elementary Schools - AM Davis, Bensley, & Grange Hall
- 2 Rebuilt Middle Schools - Falling Creek & Midlothian

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## A Great Partnership

### **Working together: Efficient Use of Space & Opening HS Seats**

- Combined Central Office
- Support for expanding CTE Programming: Innovation Center
- Access to JTCC for ECA program
- Continued use of old Harrowgate Elementary School site to relieve growth pressure at other schools and/or use as a swing school for rebuilds and new builds

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## ARGS

### Appomattox Regional Governor's School

- Regional Governor's School, with Regional Board (14 school divisions) that has approved an operating budget of \$4,243,656 an increase of 7.83% over FY 20
- Chesterfield serves as the Fiscal Agent
- Dr. Daugherty, Chair of Superintendent's Advisory (Supervising Superintendent)
- CCPS is 35.3% of enrollment, but only 1 vote on Regional Board and 24.5% of ARGS Revenue

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## Grant Funds

- Includes Federal Title and IDEA grants
- 4% of the total budget
- 2% salary increase is included
- Grant funding is from state and federal sources, as well as public and private organizations for specific purposes
- Grant awards are made to the local school division with payments made on a reimbursement basis
- Some grants will require a local match usually 20-25% of the grant

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# Financial Plan for Grants

## Grants Fund Summary

Revenue by Source	FY 20 Adopted	FY 21 Proposed	Dollar Change	Percent Change
Federal	25,618,800	25,624,200	5,400	0.00%
State	4,339,900	4,173,800	-166,100	-3.80%
Local	1,120,200	1,136,500	16,300	1.50%
Transfer	774,200	789,700	15,500	2.00%
<b>Total Revenue</b>	<b>31,853,100</b>	<b>31,724,200</b>	<b>-128,900</b>	<b>-0.40%</b>
Expenditures by Category	FY 20 Adopted	FY 21 Proposed	Dollar Change	Percent Change
Instructional	29,246,500	28,828,700	-417,800	-1.40%
Administration /Health & Attendance	477,000	479,800	2,800	0.60%
Pupil Transportation	40,000	140,000	100,000	250.00%
Operations & Maintenance	62,500	312,500	250,000	400.00%
Technology	2,027,100	1,963,200	-63,900	-3.20%
<b>Total Expenditures</b>	<b>31,853,100</b>	<b>31,724,200</b>	<b>-128,900</b>	<b>-0.40%</b>

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# Federal Grant Funds

<b>Federal</b>	<b>25,624,200</b>	<b>State</b>	<b>4,173,800</b>
EDU FED 21ST CENTURY LEARNING	1,352,500	EDU ETTRK COLLEGE PARTNRSH LP	50,000
EDU FED BASIC ADULT EDU	415,000	EDU GENERAL ADULT EDU SECOND	30,000
EDU FED DIRECT PROGRAM HEADST	1,462,200	EDU GOV TECH INITIATIVE	1,636,000
EDU FED METRO EDUC RESEARCH	15,000	EDU HOSP CLINIC DETENT HOME	1,165,800
EDU FED MISC	350,000	EDU JOBS FOR VA GRADUATE	50,000
EDU FED TITLE I GRANT LOCAL ED	6,722,000	EDU MENTOR TEACHER PROGRAM	31,600
EDU FED TITLE II A	1,140,000	EDU NEW TEACHER RECRUIT STEM	30,000
EDU FED TITLE III LEP	430,000	EDU POSITIVE BEHAVIOR INTERV	35,900
EDU FED TITLE VI B PRESCHOOL	225,000	EDU PROJ GRADUATION REGIONAL	37,500
EDU FED TITLE VI B SP EDU	12,100,500	EDU RACING TO GED EXPANSION	50,000
EDU FED TRANSPORTATION SAFETY	57,000	EDU STATE CAREER SWITCHER	8,000
EDU FED T-VII RR HOMELESS	140,000	EDU STATE ISAEP	50,000
EDU FED VOC EDU CARL PERKINS	670,000	EDU STATE MISC	175,000
EDU TITLE VI STUDENT SUPPORT	500,000	EDU STEM COMPETITION TEAM	25,000
FED JUVENILE JUSTICE	25,000	EDU STEM LEARNING THROUGH ARTS	65,000
USDA FOOD	20,000	EDU-MIDDL SCHOOL TEACHER CORPS	10,000
		EDU-YEAR-ROUND SCHOOL PROGRAMS	474,000
		STATE SCH SECURITY EQUIP	250,000
<b>Local</b>	<b>1,136,500</b>	<b>Transfers</b>	<b>789,700</b>
DONATIONS AND CONTRIB	537,050	TFR FROM SCH OPERATIONS FUND	727,200
INCTY INDIRECT COST RECOVERY	452,800	TRF FROM SCH CP FUND	62,500
REIMBURSEMENT OTHER, SCHOOLS	51,650		
TUITION PRIVATE SOURCES	95,000		

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## Federal Food Services Funds

- 3.7% of the total budget
- 2% salary increase included
- This fund is not supported by county resources, but rely on state, federal and locally collected revenues
- Local funds are from the sale of meals
- Food Service has a reserve fund that does not go back to the County on an annual basis like other funds

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## Financial Plan for Food Service

Revenue by Source	FY 20 Adopted	FY 21 Proposed	Dollar Change	Percent Change
Federal	16,295,000	16,571,800	276,800	2.00%
State	575,000	1,040,800	465,800	81.00%
Local	11,871,500	9,880,800	-1,990,700	-17.00%
Use of Reserves	89,400	2,222,900	2,133,500	2386.00%
<b>Total Revenues</b>	<b>28,830,900</b>	<b>29,716,300</b>	<b>885,400</b>	<b>3.07%</b>
Expenditures by Category	FY 20 Adopted	FY 21 Proposed	Dollar Change	Percent Change
Food Services	27,953,700	28,366,300	412,600	1.50%
Technology-Schools	877,200	1,350,000	472,800	53.90%
<b>Total Expenditures</b>	<b>28,830,900</b>	<b>29,716,300</b>	<b>885,400</b>	<b>3.07%</b>

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Chesterfield County Public Schools

# Creating a Better Tomorrow

Investing in Amazing Learning Experiences  
and Remarkable Learning Environments

**FY 21 School Board Operating Financial Plan**



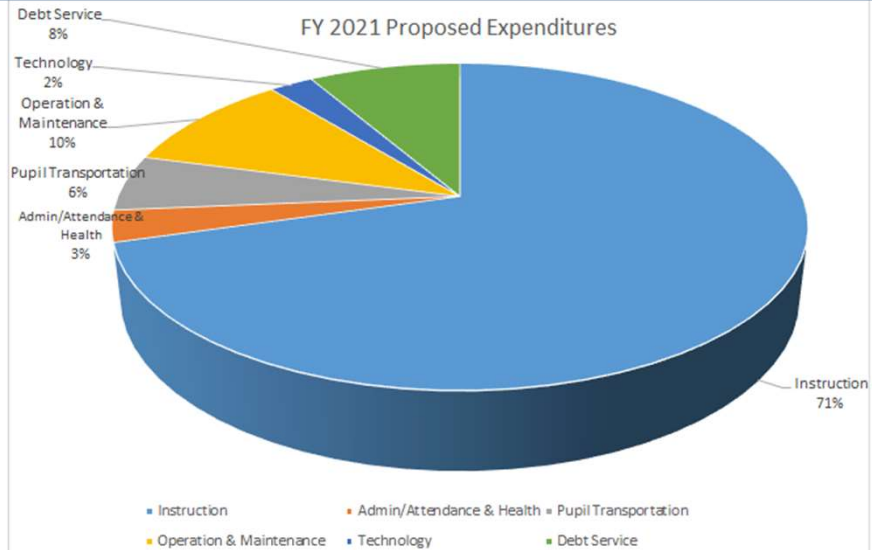
## It's About Instruction

Category Name	FY 2020	Percent of Budget	FY 2021	Percent of Budget	Variance
INSTRUCTION	473,489,339	70.3%	512,132,917	70.4%	0.2%
ADMIN/ATTENDANCE & HEALTH	22,785,470	3.4%	22,637,968	3.1%	-0.3%
PUPIL TRANSPORTATION	37,216,876	5.5%	43,290,817	6.0%	0.4%
OPERATION & MAINTENANCE	66,985,508	9.9%	71,213,814	9.8%	-0.1%
TECHNOLOGY - SCHOOLS	16,442,307	2.4%	18,772,859	2.6%	0.1%
DEBT SERVICE	56,658,800	8.4%	58,923,179	8.1%	-0.3%
<b>Grand Total</b>	<b>673,578,300</b>	<b>100%</b>	<b>726,971,554</b>	<b>100.0%</b>	<b>0.0%</b>

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## FY 21 proposed expenditures

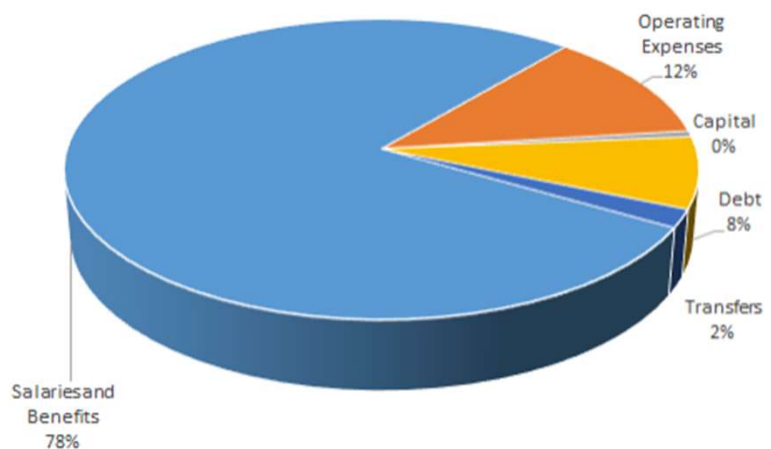


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## 78% People; 10% Debt/Transfers

12% Operating







## Balanced Budget: What's In

- **Honors Federal, State, Local Requirements & Agreements**
  - Additions to Debt Service, Major Maintenance, SRP Contribution, Utility increases, Contractual increases, Health Care and VRS employer contributions
- **Right-sizing Special Education Transportation**
- **\$2M Preventive Maintenance**
- **Some HR background checks and licensure fees**
- **TV Engineering for Public Meetings**
- **K-2 Literacy Diagnostic**
- **Musical instrument replacement funds**

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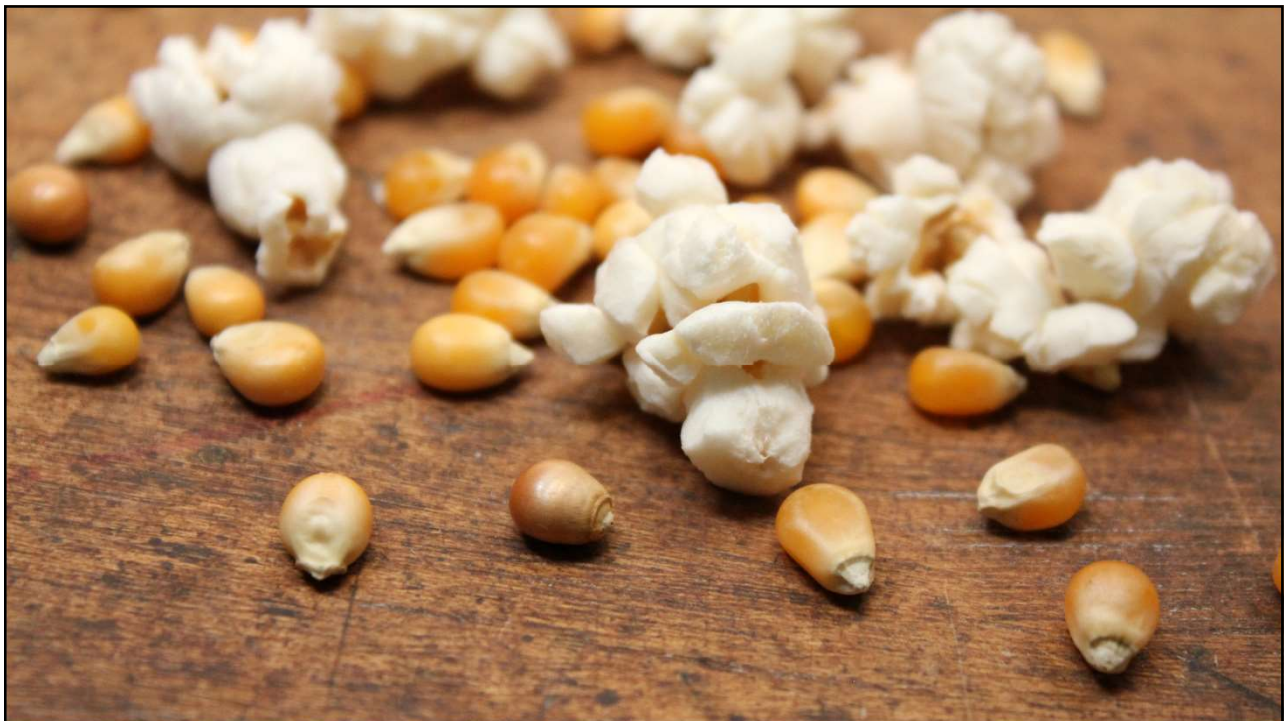
## Big News

- **Staffing - Adequately meets growth projection**
  - 112 FTEs for 1235 new students: Teachers & Staff
- **Staffing - Meet SOQs**
  - 19 Instructional Designers
  - 22 Counselors
  - 25 General Education K-3 teachers
  - 21 Special Education teachers
- **Staffing - Meet Local MOE**
  - 42 ESL Teachers
  - 40 Additional Special Education Teachers
  - 6 School-based Administrators

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## Our Why & Our Strategy

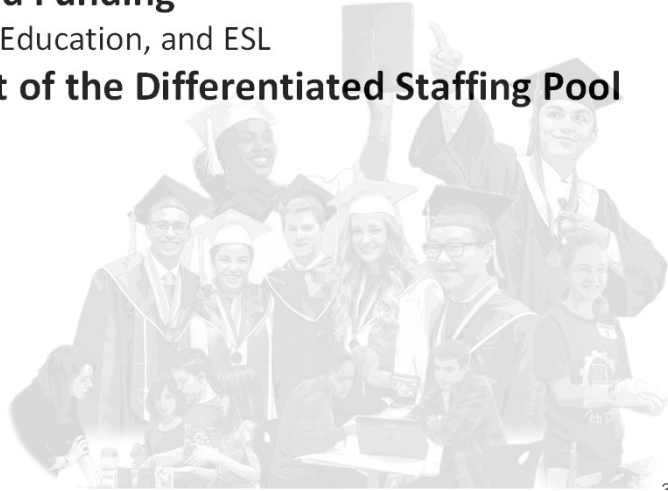
***Popcorn is prepared in the same pot (bag), in the same heat, in the same oil, and yet, all of the kernels do not pop at the same time or in the same way.***

**Kids and schools are different  
and they need different support to pop!**



## Even Bigger News

- **Differentiated School Based Funding**
  - Addressing poverty, Special Education, and ESL
- **Staffing - Re-Establishment of the Differentiated Staffing Pool**
  - 21 FTEs



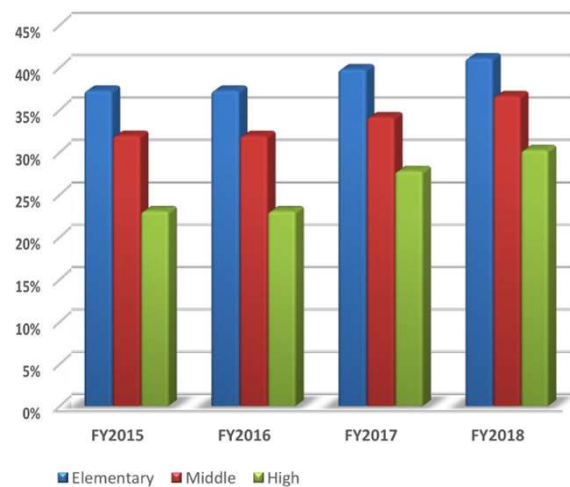
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## Chesterfield is Changing

**Family of 4 making less than \$46,435\* qualifies for federal free lunch.**

- Nearly 38 percent of CCPS student population qualifies.
- That equates to nearly the total student enrollment of Richmond Public Schools.

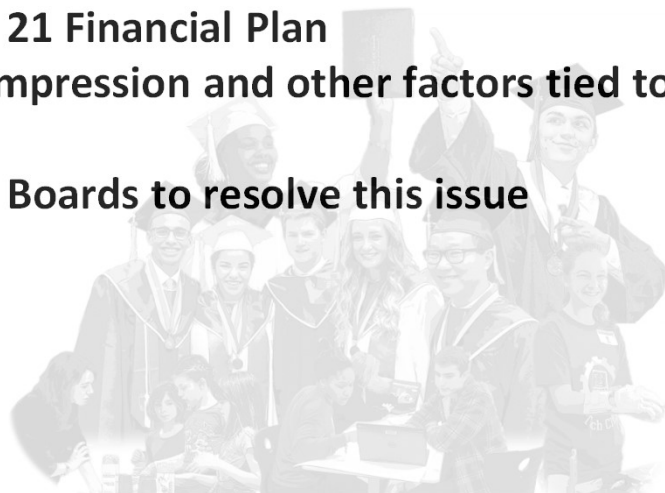






## Making Progress: Compensation

- 2% Salary Increase in FY 21 Financial Plan
- RFI to study salary decompression and other factors tied to compensation
- Commitment from both Boards to resolve this issue

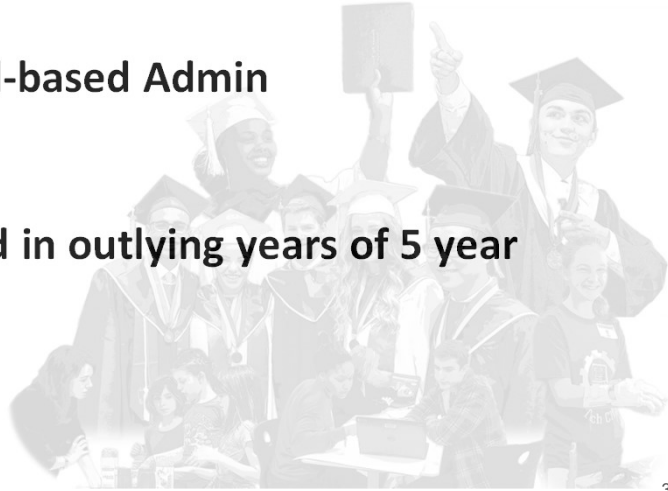


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## Balanced Budget: What's Out

- Decompression
- Staffing - Clerical, School-based Admin
- Staffing - Nurses
- CSE - Contract Extension
- All other requests placed in outlying years of 5 year financial plan



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**Federal funds  
allocation**

**State budget**

**Local budget**



## What's Next?

- **Thank you for your support and commitments to support public education!**
- **Letter from Dr. Daugherty requesting a Bond Referendum to support Capital Projects**
- **Here to support the Supervisors and County staff as they deliberate local transfer to the schools**

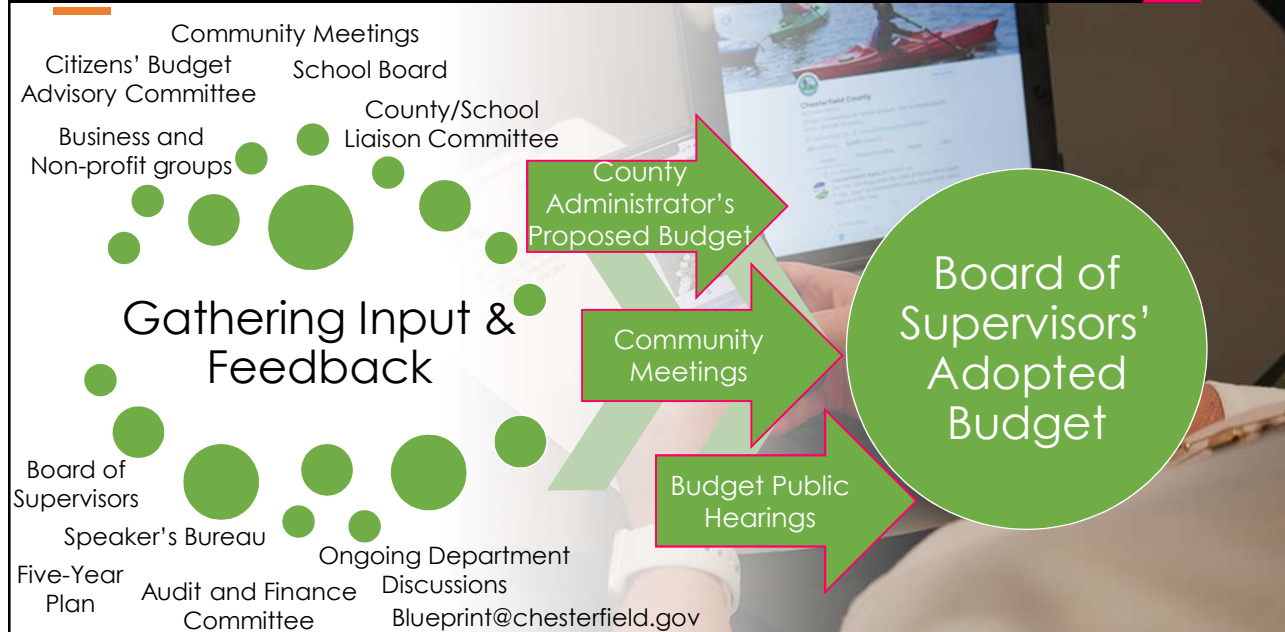
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## AGENDA

- FY21 Budget Overview
  - FY21 Proposed Budget Document/Resources Review
  - Process Review
  - Base Budget Discussion
  - Proposed Program Enhancements
- Compensation and Workforce
- Public Safety
- Major Maintenance Operating Update
- Wrap Up/Next Steps

# FY21 BUDGET OVERVIEW

## PROCESS: BROAD SET OF STAKEHOLDERS





## PROCESS: REVIEWING THE BASE

- **First area of focus is how the organization is spending the public monies that are already in place**
- That process is always improving....
- Examples include:
  - Salary Savings (\$122.7K)
  - Removing one-time costs/other targeted adjustments (\$665K)
  - Evaluation of ongoing monies...
  - Incorporate budget experiences from current year/identify needed structural adjustments

CCPL  
CHESTERFIELD  
COUNTY PUBLIC  
LIBRARY

## PROCESS: REALLOCATING EXISTING RESOURCES

Budget process also includes effort to maximize existing resources/improve efficiencies via recognition of functions/departments:

### Juvenile Justice

Repurposing existing assets to streamline more effective service delivery for juvenile justice services; transferring CAC, Juvenile Probation, and VJCCCA oversight

### Citizen Information & Resources

Providing enhanced services more intentionally focused on needs of core constituencies; adding 2 full-time positions to further mission

### CSA/Social Services

Leveraging relationship between CSA and Social Services, better continuum of care and realizing opportunity for higher reimbursement

### Cooperative Extension/Parks

Moving Cooperative Extension to Parks and Recreation realizes operational efficiencies to promote optimal service delivery

### Print Shop

Consolidating and streamlining services with Schools print shop, resulting in substantial ongoing savings

### Planning

Organizational changes seeking to improve customer service; new Assistant Director position, transferring 3 code inspectors to Community Enhancement

### Community Enhancement

Bolstering the efforts put forth in Community Enhancement, additional funding to support neighborhood clean-ups and other community enhancement initiatives; 3 inspectors transferring from Planning

### Real Estate

Position transferring from Utilities to create a Real Property Director, allowing the county to implement a more strategic approach to real estate opportunities

## PROCESS: SERVICING THE BASE

### Personnel:

- \$10.1M/26% of growth to cover existing items (2% merit, healthcare, VRS changes)

### Debt Service/Capital:

- \$107K/0.3% (net); \$2.1M/5% to cover increased mortgage payments for FY21; offset by decrease in county pay-go (project dependent)

### Other programmatic/Transfers/Contingencies:

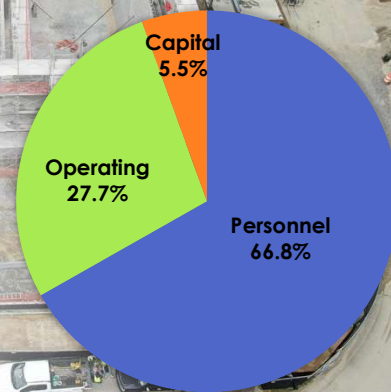
- (\$1.5M)/-3.9% net; includes \$500K contract contingency, \$300K unallocated

### Compensation Reserve:

- \$2.5M/6.3%; recurring reserve set aside to begin addressing outcomes from pay studies

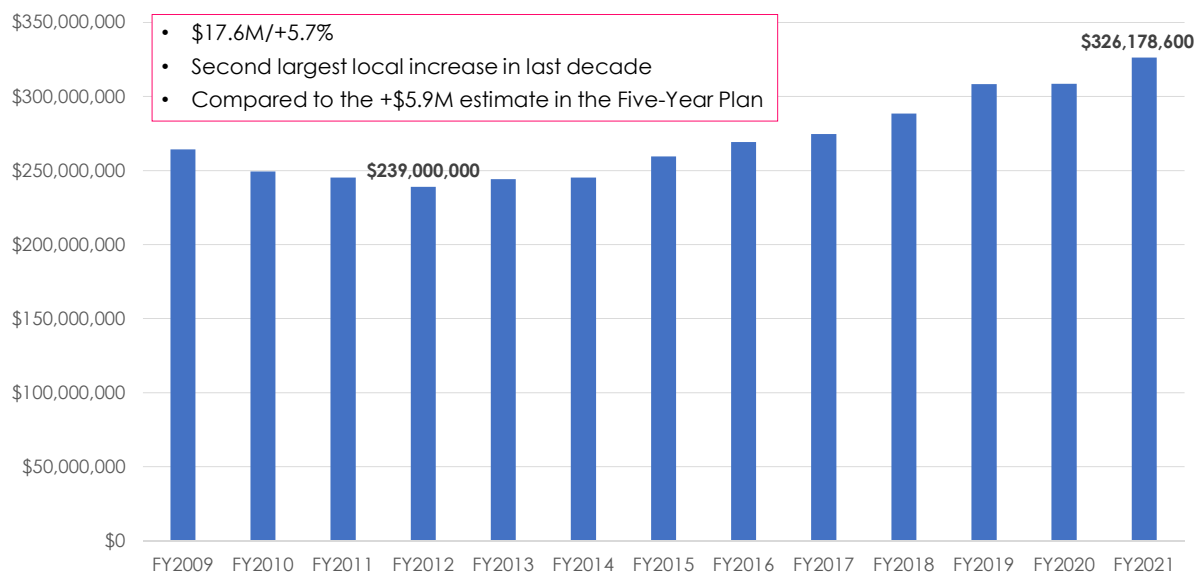
**28% or \$11.2M dedicated to servicing the base**

Composition of FY21



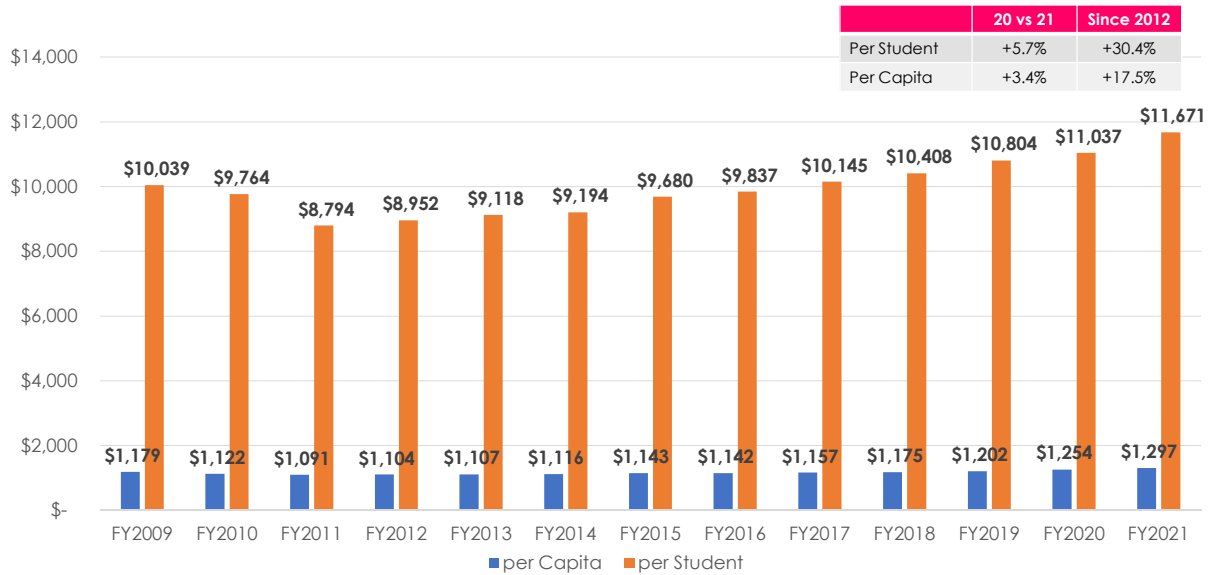
## EDUCATION: SCHOOL FUNDING TRENDS

Local Transfer Trends



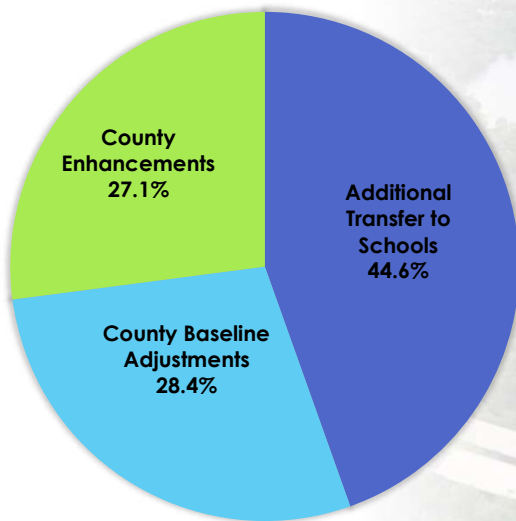
# EDUCATION: SCHOOL FUNDING TRENDS

## Per Capita/Per Student Comparison



## ENHANCING THE BASE

### Percent of Total Additional Spending



## ENHANCING THE BASE

### Evaluation Criteria for Potential Service Enhancements

- Five-year plan item
- Connecting with Blueprint, funding aligns with strategic priorities
- Policy/legal compliance
- Quick pay-back/cost savings
- Right-sizing budgets
- Repurposing existing resources
- \$10.7M invested in enhancements

#### FY2021 Five-Year Plan Enhancements

Enhancing Customer Service	\$740K
Reinforcing Public Safety	\$7.5M
Strengthening Community and Facilities	\$1.7M
Investing in the Workforce	\$637K

## INVESTING IN THE WORKFORCE

- 2% merit for eligible employees
- Centrally budgeted career development funding (\$1M, *not new dollars*)
- Further enhancement of training funding (\$120k); crucial for access to CDPs
- Front-line support positions; county attorney (1), human resources (2), procurement (1), accounting (1), and treasurer (1)
- \$2.5M reserve for pay study outcomes (public safety, schools)



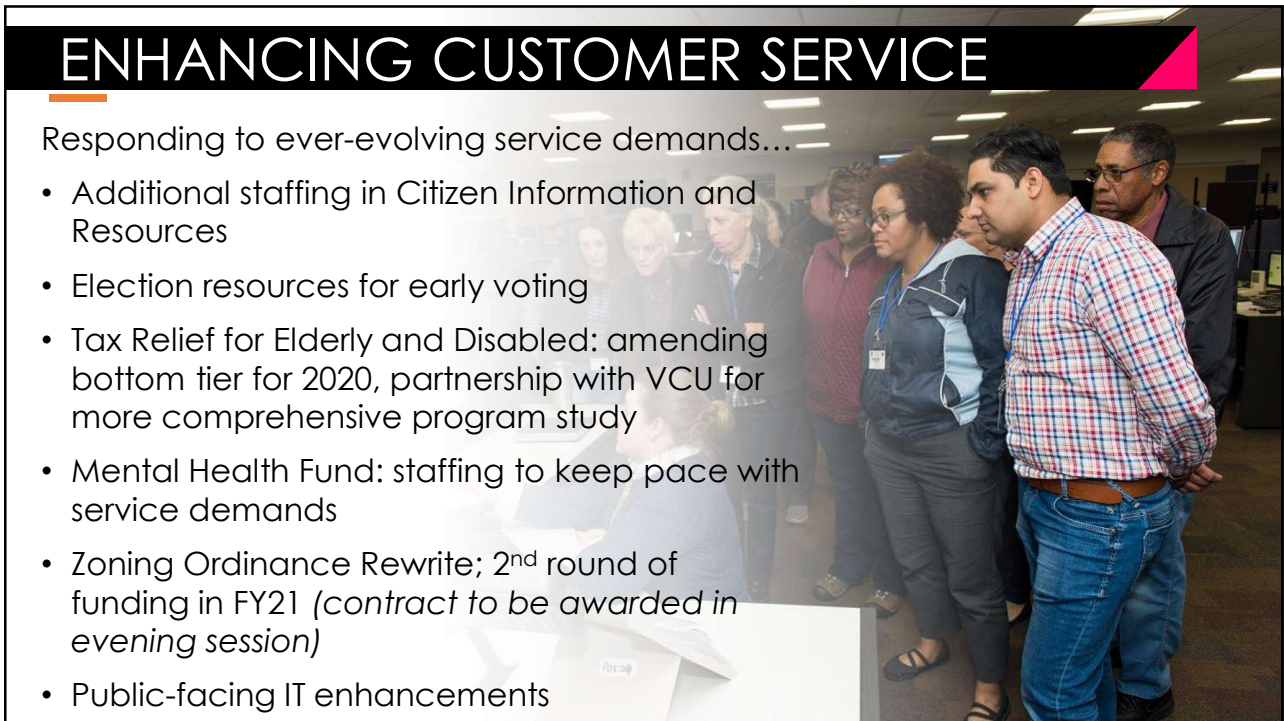
## REINFORCING PUBLIC SAFETY



Public Safety a multifaceted system; FY21 proposal attentive to full spectrum of functions

- Support for all three courts
- CAD/911 call center maintenance
- Community Corrections staffing (pre-trial officer)
- Programmatic and personnel support for the Juvenile Detention Home/Juvenile Justice

## ENHANCING CUSTOMER SERVICE



Responding to ever-evolving service demands...

- Additional staffing in Citizen Information and Resources
- Election resources for early voting
- Tax Relief for Elderly and Disabled: amending bottom tier for 2020, partnership with VCU for more comprehensive program study
- Mental Health Fund: staffing to keep pace with service demands
- Zoning Ordinance Rewrite; 2<sup>nd</sup> round of funding in FY21 (*contract to be awarded in evening session*)
- Public-facing IT enhancements

## STRENGTHENING COMMUNITY & INFRASTRUCTURE

- Furthering investment to support neighborhood cleanup efforts and other community enhancement initiatives
- Transferring three code inspectors from Planning
- Funding for a Real Property Director position (transfer from Utilities)
- Two parks' maintenance staff and \$100K for vehicle
- General Services: purchasing equipment at convenience centers (vs lease); mitigate post closure expenses to operating fund

## STRENGTHENING COMMUNITY & INFRASTRUCTURE

### CDBG/HOME

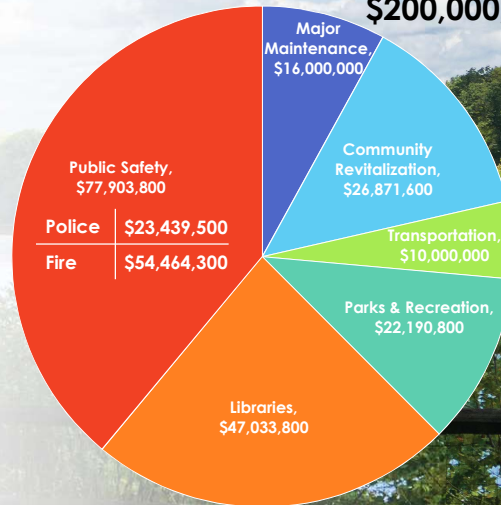
- Greater focus on housing; both in terms of options and affordability
- +80% of funding recommended for housing related projects (*housing projects in bold*)

FY21 CDBG/HOME Recommended Project List	Amount
<b>Better Housing Coalition</b>	<b>\$324,500</b>
CDBG Program Administration	\$160,000
Communities in Schools	\$45,000
Community Enhancement Dumpster Program for Commercial Code Violation	\$50,000
Homeward	\$10,000
Humankind	\$15,000
Local Initiatives Support Corporation (LISC)	\$60,000
<b>Maggie Walker Community Land Trust</b>	<b>\$210,000</b>
Project: HOMES Critical Home Repair	\$300,000
Project: HOMES Chesterfield Mobile Home Repair and Replacement	\$75,000
Project: HOMES Lead Hazard Control Grant Program Match	\$49,600
Rebuilding Together	\$50,000
Richmond Metropolitan Habitat for Humanity	\$110,000
Senior Housing Event	\$5,000
<b>Subtotal CDBG</b>	<b>\$1,464,100</b>
Housing Opportunities Made Equal	\$25,000
Project: HOMES Comprehensive Home Repair Program	\$410,000
Project: HOMES Community Development Housing Organization (CHDO)	\$100,000
<b>Subtotal HOME</b>	<b>\$535,000</b>
<b>Total FY2021 Recommended CDBG/HOME Projects</b>	<b>\$1,999,100</b>

# STRENGTHENING COMMUNITY & INFRASTRUCTURE

Bond Referendum Projects	Amount
Clover Hill Library Renovation/Expansion	\$22,742,700
Enon Library Replacement	\$17,723,800
LaPrade Library Renovation	\$6,567,300
General Major Maintenance	\$16,000,000
Cogbill Park	\$2,832,500
Falling Creek Pedestrian Access/Picnic/Trails	\$2,813,800
Horner Park	\$3,278,200
Parks Development	\$7,000,000
River City Sportsplex	\$6,266,300
Chester Fire Station Replacement	\$11,308,400
Clover Hill Fire Station Renovations	\$10,000,000
Dutch Gap Fire Station Renovations	\$10,300,000
Ettrick Fire Station Replacement	\$11,873,800
Highlands Fire Station	\$1,334,400
Hull Street Road Police Station	\$8,081,100
Matoaca Fire Station Replacement	\$9,647,700
Route 60 Police Station	\$7,000,000
Westchester Police Station	\$8,358,400
Community Revitalization	\$16,871,600
Middle Swift Creek Trunk Line	\$10,000,000
General Road Improvements & Smart Scale	\$10,000,000
<b>Total</b>	<b>\$200,000,000</b>

Total Proposed 2020 Bond Referendum  
\$200,000,000



# GROWTH IN PROGRAMS & SERVICES

Category	YoY Change	Share of Growth
General Government	6.1%	7.6%
<b>Public Safety</b>	<b>7.1%</b>	<b>33.1%</b>
Community Development	8.6%	7.0%
Health & Welfare	3.8%	4.0%
Cultural	1.3%	0.8%
Capital/Infrastructure	-1.7%	-2.4%
<b>Schools</b>	<b>5.8%</b>	<b>44.6%</b>
Tax Relief	6.7%	1.5%
<b>Compensation Reserve</b>	<b>n/a</b>	<b>6.3%</b>
Other	-3.0%	-2.5%

84% of resources in education and public safety



## DELIVERING CORE SERVICES



## THE FIVE-YEAR PLAN

- Five-year framework centers around 1) CIP commitments and 2) subsequent phases of multi-year efforts
- Highlights include:
  - Operating funds for Midlothian fire station, Midlothian Library
  - Operating funds for emergency communications system
  - Phases 2 and 3 of police deployment plan
  - Continuation of minimum staffing support
  - Maintenance staffing in Parks and Building and Grounds

### Yet to be addressed...

- Operating: \$10M
- Capital (non-roads): \$186M
- Transportation: \$3.2B



# COMPENSATION AND WORKFORCE

FY21 BUDGET WORK SESSION

## STAFFING TRENDS

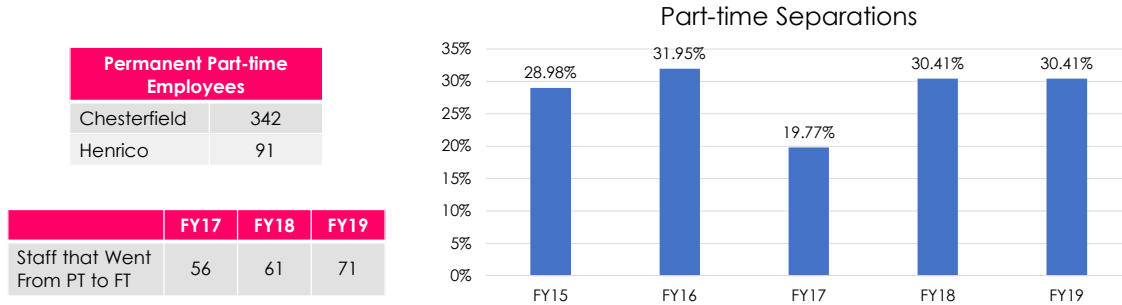


### QUALITY OF APPLICANT POOL

	FY17	FY18	FY19
Re-ads	90	162	195
Full-Time New Hires	425	547	513
Probationary Releases	85	109	110

## STAFFING TRENDS

Permanent Part-time Employees...Does this model still work?



Staffing Levels....Shifting Paradigms

- Continue converting permanent part-time positions to full-time
- Need consistency of staff every day for service to citizens

## FY21 REGIONAL MERIT INCREASES

PRELIMINARY DISCUSSIONS

- Henrico – 2.37% minimum but could be 3% (*still early*)
- Hanover – 2% minimum (*still early*)

County's Merit Increase History					
FY10	FY11	FY12	FY13	FY14	FY15
0%	0%	2%	1%	1%	1%
FY16	FY17	FY18	FY19	FY20	FY21
2%	2%	2%	2.3%	3%	2%

## CAREER DEVELOPMENT PLANS

How Many?				
	FY17	FY18	FY19	FY20
Dept Specific	49	58	98	111
Countywide	0	0	18	34
<b>Total CDPs</b>	<b>49</b>	<b>58</b>	<b>116</b>	<b>145</b>

Who Has Access?		
<b>Total FT Employees</b>	<b>3,618</b>	
Access to a CDP	1,790	(50%)
Supervisor or Above	789	(22%)
No Access	1,039	(28%)

How Much?				
	FY17	FY18	FY19	FY20 (to date)
All CDPs	\$474,523.53	\$633,352.65	\$1,332,559.15	\$650,303.48
Civilian CDPs	\$72,964.53	\$118,428.05	\$186,463.32	\$140,633.93

## CAREER DEVELOPMENT PLANS

Sampling of Jobs Titled with CDPs

Budget Analyst	Accounting AP Specialist	Public Affairs Officer
Senior Engineer	<i>Firefighter</i>	Airport Electrician
<i>B&amp;G Plumber</i>	Staff Auditor	Home Incarceration Officer
Librarian	<i>Police Officer/Detective</i>	Planner
Purchasing Assistant	Appraiser	Locksmith
<i>Benefit Programs Specialist</i>	Laboratory Technician	Meter Reader
Senior Utility Worker	Secretary/Administrative Secretary	<i>Painter</i>
Administrative Assistant	<i>Equipment Operator</i>	Maintenance Worker
Human Resources Analyst	Kennelmaster	<i>Sheriff Deputy</i>

## WHAT ABOUT FRONT LINE SUPERVISORS?



### Ways to Address Resulting CDP Compression with this Group

- Expand CDP opportunities to front line supervisors (i.e., labor crew chief and select non-exempt front line supervisors)
- Award slightly higher merits or compression adjustments for front line supervisors who don't have CDP opportunities (every two years)

## HEALTHCARE OUTLOOK

- Calendar 2020 renewal was 4.6%, 2021 projected to be similar; too early to be certain
- Therefore, chart assumes a 5% healthcare rate increase
- Fluctuations highly sensitive to claims
- Renewal goal always to control the contribution levels with least impact to coverage
- 2% merit protects FY21 take home pay
- 64% of employees <\$40k have CDP access

### 2020 Healthcare, Salary Comparison

Salary	Merit	Salary Increase
\$39,999	2%	\$800
\$35,000	2%	\$700
\$30,000	2%	\$600
\$25,000	2%	\$500
<b>\$21,920</b>	<b>2%</b>	<b>\$438</b>

Largest projected increase - \$430/year  
(Employee portion of POS Family Coverage)  
**Lowest full-time salary = \$24,752**

## WHAT'S NEXT...



### Summary of FY21 Requests

- Merit Increase
- CDPs and the resulting compression for front line supervisors
- Support for ongoing pay studies and related analysis: public safety, teachers, remaining employees

### What's on the horizon...

- Impact of minimum wage increase
- Public Safety pay plan
- Completion of CDP project and reporting on retention impact
- Partnering with CCPS on teacher pay study
- Countywide study for remaining workforce

## FIRE & EMS

FY21 BUDGET WORK SESSION

PROPOSED FY21 BUDGET  
\$64,893,200  
512 FTEs  
Presenter: Chief Senter

### FY21 Proposed Additional Funding Requests

Minimum Staffing (12 FTEs)	\$2,000,000
Career Development	\$674,800
Magnolia Green Operating	\$66,000



## FIRE & EMS HIGHLIGHTS

- **Service Demands:** Total call volume increased 1.1% YoY from FY18 to FY19; 81% of incidents are medically related.
- **Top 5 Busiest Fire & EMS Districts:** Buford, Clover Hill, Chester, Dale & Bensley.
- **Top 5 Fastest Growing Fire & EMS Districts:** Rivers Bend (+12.5%), Midlothian (+9.8%); Clover Hill (+9.6%), Rockwood/Manchester VRS (+7.5%) & Swift Creek (+6.4%).
- **Response Coverage:** 93% of responses by career staff; many volunteers struggle to fulfill staffing requirements and/or keep up with increases in service demands.
- **Service Level Improvements:** First year experience with full-time ambulance at Harrowgate Fire Station has provided relief to other busy ambulances serving Chester.
- **Innovative Strategies:** Mobile Integrated Healthcare (MIH) program continues to tamp down increases by chronic system-users and provide rapid response to Opioid crisis; will be awarded 2020 Excellence in Fire Service-Based EMS Award by the Congressional Fire Services Institute (CFSI).
- **Recruitment & Retention:** Recruitment continues to be a challenge & turnover remains at or near record highs (8%).



## TARGETED STAFFING INVESTMENTS



**Career Development Program (CDP):** an additional \$674,800k beginning in FY21 to address existing wait list & accommodate anticipated future eligibility:

- Fire & EMS will work with Budget & Management on strategy for ongoing program sustainability.
- Consideration of public safety compensation study recommendations will be necessary in future years to ensure Fire & EMS is in a competitive position to attract and retain top-talent.



## TARGETED STAFFING INVESTMENTS

**Minimum Staffing Plan:** \$2.0 million beginning in FY21 to stabilize OT funds and provide additional positions for minimum staffing coverage:

- \$1.0 million increase in OT funding based on year-over-year actuals; amount to be reduced in future years as minimum staffing plan builds-out closer to 1.3 relief factor, resulting in OT savings.
- \$1.0 million to hire 12 new firefighters in furtherance of minimum staffing plan; positive impact on OT expenses will not be realized until second half of FY21, upon completion of recruit training by new staff.

## ADDRESSING SERVICE DEMANDS

- **Magnolia Green Fire Station** (projected opening early FY21): \$66,000 beginning in FY21 to account for full-year operating costs.
- **Midlothian Fire Station** (projected opening late FY22): \$1.5 million for purchase of ladder truck in FY21; 20 new positions needed in FY22 to staff ladder truck and ambulance.
- **Matoaca Fire Station** (projected opening mid FY23): Replace outdated facility & improve coverage by relocating existing staff and response units.
- **Chester Fire Station** (projected opening mid FY24): Replace outdated facility.
- **Ettrick Fire Station** (projected opening TBD): Replace outdated facility.
- **Other Planned Improvements** (beyond 5 years): Fire station major renovations (Clover Hill & Dutch Gap) and new fire station (Highlands).

# POLICE

FY21 BUDGET WORK SESSION

PROPOSED FY21 BUDGET  
\$72,418,000  
648 FTEs  
Presenter: Colonel Katz

## FY21 Proposed Additional Funding Requests

New Deployment Plan (10 FTEs)	\$1,441,800
Police Service Aides (8 FTEs) & Part-time funding	\$1,063,600
Career Development	\$389,300
Overtime-funding & Final phase for Officer Retention Plan	\$520,000

## STRENGTHS



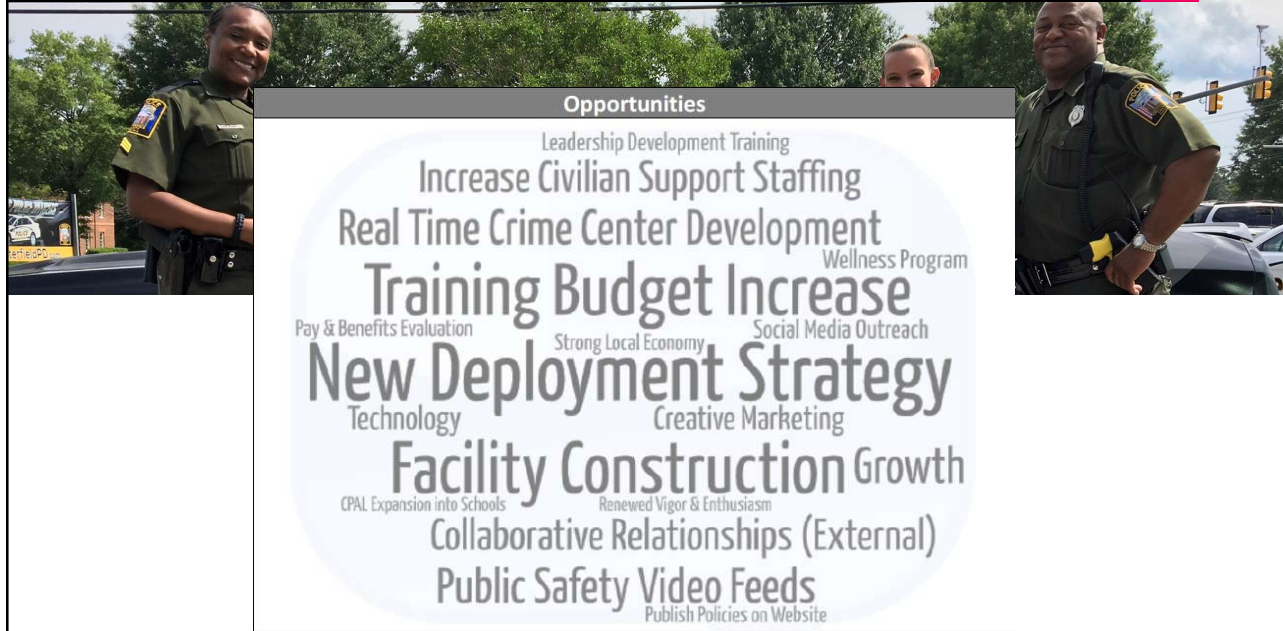
Strength



- Traffic Safety – DUI arrests increased 30% in 2019
- Reported overdoses dropped and there were 74 life saving administrations of Narcan by officers in 2019
- Completed new uniform distribution which improves wearability and durability
- Started emphasis on emotional and physical wellness programs



# OPPORTUNITIES

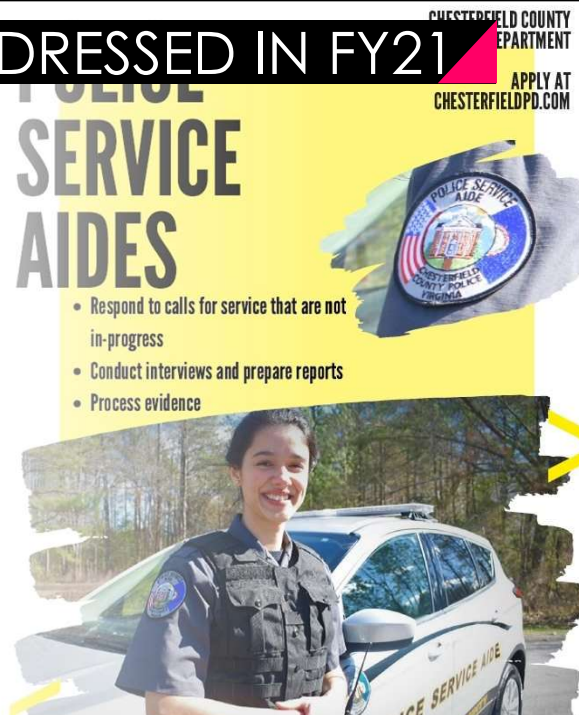


# THREATS AND WEAKNESSES



## BUDGETARY NEEDS ADDRESSED IN FY21

- Program: Part-time Police Officers/Police Specialists – funds for program expansion that started last year
- Program: Career development enhancements for sworn – phase four and five
- Program: Civilian Police Service Aides – started FY20
- Program: New deployment strategy for police patrol – planned for FY21
- Supplemental funds for police retention plan – next phase of the plan



## NEW DEPLOYMENT STRATEGY

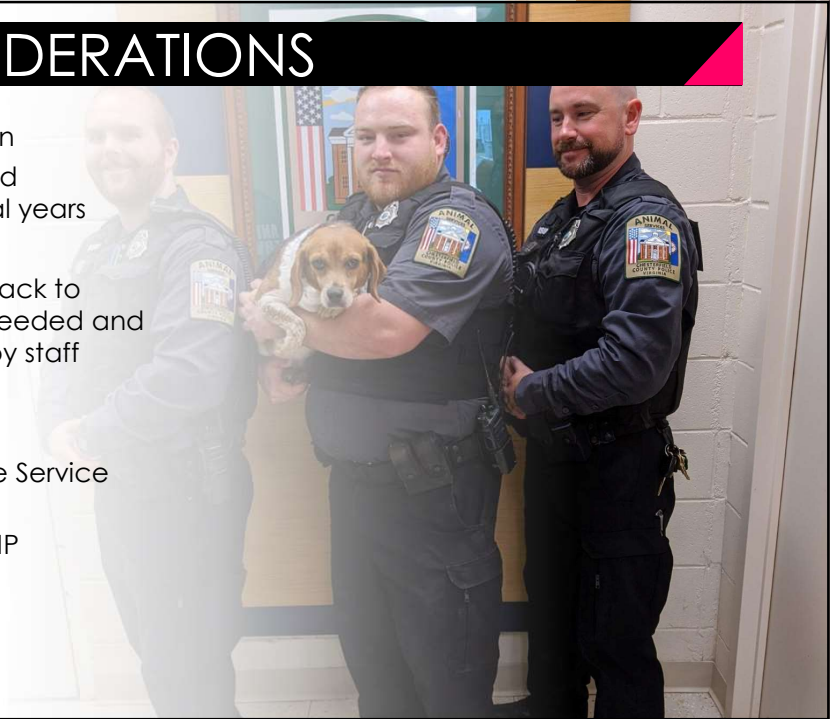
As part of continued effort to use data analysis to strategically guide and align resources, a new deployment strategy has been developed by staff with planned implementation in the Fall 2020.

- Identified disproportionate service areas
- The same is not needed everywhere
- Based on time and geography
- Beat and zone restructure
- Schedule changes
  - Four distinct districts or precincts deployment will be in four stages – over the next four years
  - The first will be Falling Creek, to serve as pilot endeavor



## FUTURE CONSIDERATIONS

- New patrol deployment plan
  - On-going evaluation and deployment over several years
- New CADS/RMS
  - Customer service feedback to improve service when needed and reinforce positive work by staff
  - Audit function
- Public Safety pay plan
- Evaluate and expand Police Service Aide program
- New facilities in Proposed CIP
  - Animal shelter
  - New adoption center
  - New police station



## SHERIFF

FY21 BUDGET WORK SESSION

PROPOSED FY21 BUDGET

\$35,156,800

281 FTEs

Presenter: Sheriff Leonard

### FY21 Proposed Additional Funding Requests

5 Additional Sworn Positions, Jail Support	\$448,500
6 Civilian Support Positions	\$223,300
Career Development/Compensation	\$168,000
Contractual/Operating Increases	\$170,000





# SHERIFF HIGHLIGHTS

- Successful BOC/PREA/VLEPSC Audits
- VCU Study of HARP
- Building Bridges Dept of Justice Grant
- Creation of MAT pod
- Deputy retention upswing
- One of four programs selected by the COPS Office
- First "in custody" PRS certification



# MAXIMIZING RESOURCES

FY21 AFRs allow much needed reorganizational growth

## OVERVIEW OF STAFFING GROWTH

	Sworn	Civilian
FY10	0	0
FY11	0	0
FY12	0	0
FY13	0	0
FY14	0	0
FY15	0	0
FY16	2	0
FY17	0	3
FY18	0	2
FY19	0	1
FY20	1	0
11 YEAR TOTAL	3	6





# MAXIMIZING RESOURCES

## Civilian Security Technician Positions (Established FY17)

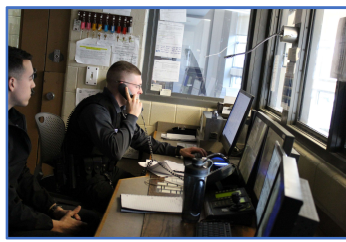


# MAXIMIZING RESOURCES

## AFR: 5 Civilian Security Technician Positions in FY21 to enable most effective use of sworn deputies



Quartermaster Deputy



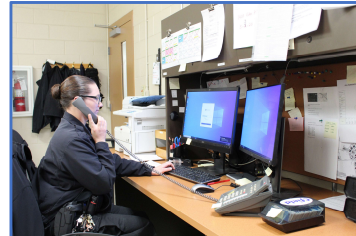
Jail Front Lobby Deputy



Juvenile Court Lobby Deputy



Weekender Sentence Deputy



Transportation Coordinator Deputy

# MAXIMIZING RESOURCES

AFR: 4 positions in FY21 and additional 4 positions in FY22

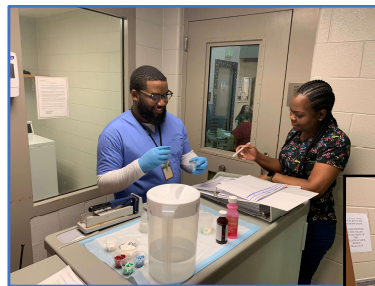


# MAXIMIZING RESOURCES

AFR: Nursing contract increases



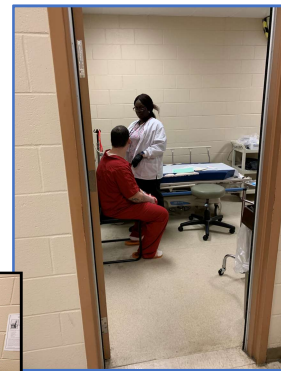
Medical Department  
Patient Evaluations



Medicine distribution



DUI blood draws



Intake evaluations

## STRATEGIC STAFFING

### **Additional AFR's:**

- (1) FY21 funds the last step of the deputy pay plan, the CDP, and targeted recruitment efforts
- (2) Fund a full-time position for major maintenance
- (3) Professional Standards Sergeant



## MAXIMIZING RESOURCES

**WE ARE: CSO PROUD!**



**QUESTIONS?**



# MAJOR MAINTENANCE OPERATING UPDATE

FY21 BUDGET WORK SESSION

## PRIORITIZATION & DATA

- Overall strong commitment to major maintenance
  - 2.5% of insured value
  - Comprehensive scope – HVAC, paving, roofs, security systems, finishes, etc.
  - Financial policy amended to address Airport maintenance
- Continued focus on accuracy/completeness of data used to develop CIP forecast
- Ongoing focus of integrating B&G trades in planning process – using their “boots on the ground” perspective to refine project prioritization & cost estimates
- HVAC projects continue to be large component of project plans, but wider scope of projects emerging
- Project workload continues to stretch existing personnel resources (Capital Projects and B&G)
  - Night & weekend work to minimize disruptions
- Partnering w/ Finance to continue 5-year plan approach to grow maintenance staffing as addition SF is added
- Annual status reporting to Board of Supervisors
- Facility Standard of Care Policy

# COMPLETED PROJECTS SUMMARY

HVAC & Boiler Replacements	Paving/Curb & Gutter	Flooring, Painting & Finishes
1917 Courthouse	Entire Govt. Complex	Eanes-Pittman Training Center
Animal Control	Eanes-Pittman Training Center	Enon Library
Airport	Circuit/General District Courthouse Phases I & II	Rogers Building
Clover Hill Library	Public Works Road	Old Chester Library
Community Corrections	Northern Area Convenience Center	Magnolia Grange Exterior Painting
Rogers Building	Fire Training Burn Building Asphalt – Phases I & II	Clover Hill Library
Bon Air Library	Community Corrections	
Eanes-Pittman Training Center, Phase II	Smith-Wagner	<b>Electrical &amp; Lighting</b>
JVDR Courthouse HVAC RTU's	LaPrade Library	Central Library Exterior Lighting Upgrade
Commissioner of the Revenue	Meadowdale Library	Animal Shelter Generator Replacement
JVDR Courthouse Boiler	LBR Main Entrance	CD Building Lighting Controls Replacement
Castlewood	PD Driving Track - Crack Seal & Re-stripe	
LaPrade Library	County Complex Sidewalk/Safety Improvement	<b>Fire &amp; Life Safety</b>
Clover Hill Police Building	Chester House	Eanes-Pittman Sprinkler Replacement
Eanes-Pittman Training Center, Phase I		Animal Shelter Fire Panel Replacement
Public Meeting Room	<b>Other</b>	JVDR Courthouse Fire Panel Replacement
IST, Clover Hill Library, Fire Admin Boilers	Enon & Ettrick Annexes Demolition	Ramsey Building Fire Pump Replacement
ECC Chillers Replacement	Historic Courthouse Tree Pruning	IST Data Room Sprinkler Replacement
Ettrick Community Center		

Highlighted items, completed since last update 9/2019

# ACTIVE PROJECTS SUMMARY

Project	Status
1 Story Restrooms Renovation	Underway
Enon Firing Range Floor Coating & Roof	Study/Design
Eanes-Pittman Training Center Roof Replacement	Design (construction funded FY21)
CD Building Boiler Replacement	Specs Development
Airport Terminal HVAC Replacement	Design
EPPSTC gym floor, lockers, showers rehab	Design & procurement
Chester Library HVAC, Boiler, Lighting Replacement	Study/Design
5 Story/ECC/Fire Logistics generator replacements	Design/Specs Development
Utilities Admin Boiler Replacement	Procurement/Contracting (April 2020)
IST HVAC Replacement	Design
Meadowdale Library Carpet Replacement	Scheduling
Utilities/CD Building Pavement Repair	Scheduling
IST HVAC Replacement Phase II	Design



## FY21 PLANNED PROJECTS

### AIRPORT MM

- Roof and hangar door replacements
- Exterior painting
- VSP hangar improvements

### HVAC

- Circuit/General District Courthouse Boiler
- Fire Logistics Controls
- Meadowdale Library Design Review
- Chester House
- Rockwood Nature Center

### ROOF

- 1 Story Admin
- Eanes-Pittman Training Center

### CARPET REPLACEMENTS

- Circuit/General District Courthouse
- Chester Library
- Public Meeting Room

### Enon Driving Track Resurface

### ECC Generator Replacement

### Print Shop Reno (Registrar - reduce lease space)

### SECURITY & FIRE/LIFE SAFETY

- Existing infrastructure replacement
- Implement security consultant recommendations
- OSHA required Arcflash studies
- LBR Building fire alarm panel replacement
- JDR Courthouse alarm devices

### PAVING

- Bon Air Library
- Youth Group Home
- Warehouse/Operations Complex

## COMMUNITY MEETINGS

- **March 12** - Matoaca District Community Meeting (1 p.m. @ Clover Hill Library)
- **March 16** - Midlothian District Community Meeting (7 p.m. @ JTCC, Midlothian Campus - Hamel Hall, H109)
- **March 18** - Dale District Community Meeting (2 p.m. @ Meadowdale Library)
- **March 18** - Dale District Community Meeting (7 p.m. @ Meadowdale Library)
- **March 19** - Bermuda District Community Meeting (1 p.m. @ Bensley Community Center)
- **March 19** - Bermuda District Community Meeting (7 p.m. @ Thomas Dale High School)
- **March 23** - Clover Hill and Matoaca Districts Community Meeting (7 p.m. @ Clover Hill High School)
- **March 24** - Matoaca District Community Meeting (7 p.m. @ Matoaca High School)



# FY2021 PROPOSED BUDGET WORK SESSION

BOARD OF SUPERVISORS  
WORK SESSION  
MARCH 11, 2020





**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 4.A.**

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**Subject:**

Key Financial Indicators Quarterly Report

**Board Action Requested:**

Accept the attached Key Financial Indicators Quarterly Report.

**Summary of Information:**

The attached report provides a comprehensive review of financial, economic, and demographic datasets; illustrating key metrics that are tracked monthly, quarterly, and annually.

**Attachments:**

1. Key Financial Indicators Report CY2020 Q1\_Publish Mar 2020

Preparer: Andrea Peeks, Director of Budget and Management

Approved By:

BLUEPRINT CHESTERFIELD PRESENTS:

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**KEY FINANCIAL INDICATORS**  
QUARTERLY REPORT  
FIRST QUARTER CY2020

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# KEY FINANCIAL INDICATORS

FIRST QUARTER CY2020

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## REPORT OVERVIEW

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This report has been designed to provide strategic insight into key financial and economic measures for Chesterfield County. The County has a long standing history of evaluating and reviewing these measures on a regular basis, however, with this report, we are now able to communicate this information to a larger audience. The County remains committed to strong fiscal stewardship; this report showcases relevant and informative financial, economic, and general Countywide indicators that are important in informing both current and future programs, services, and resource allocation.

Information in this report is represented based on various time series: monthly, quarterly, and calendar year or fiscal year basis, reflecting year to year comparisons. Throughout this report are some common acronyms such as YoY, Year over Year; and YTD, Year To Date. Leading each data set is a short narrative intended to offer insight on information being presented.

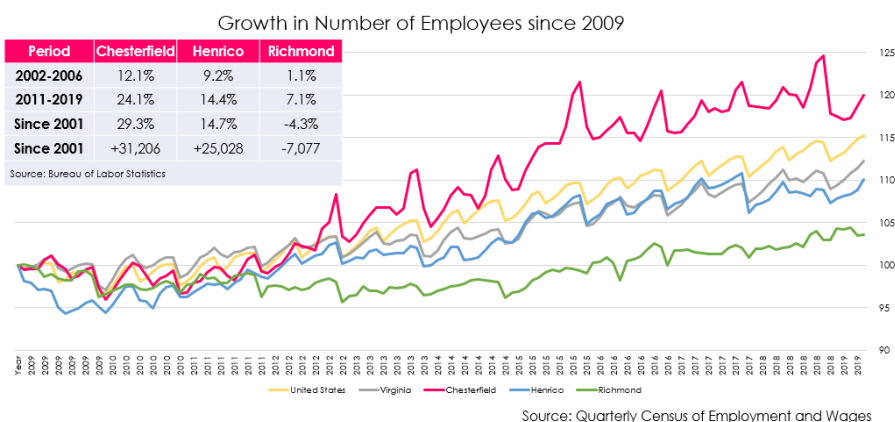
In addition, the County previously published a dashboard focused on key economic indicators, titled 'Blueprint Monthly.' This new quarterly report replaces that previous publication. The data presented in the Monthly Report will continue to be reported on within this report.

## FY2021 REVENUE FORECAST: POSITIVE GROWTH CONTINUES

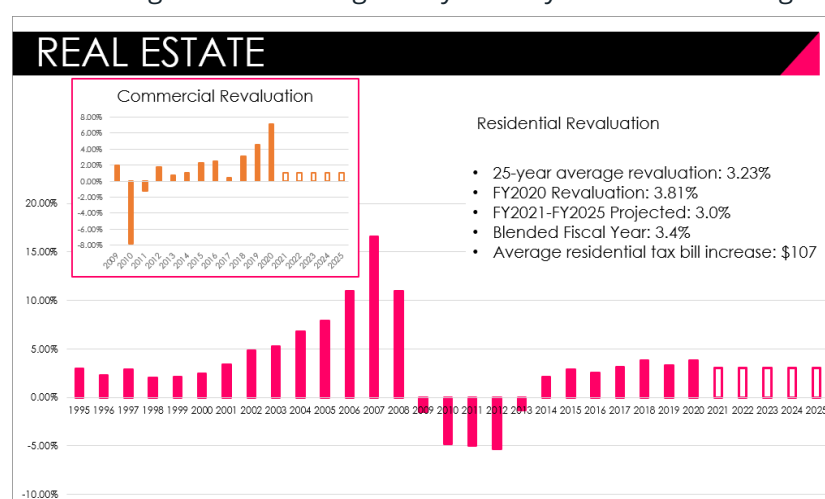
The economy, at all levels, continues on a positive trajectory. Virginia aligns with the national average of employment growth, as the year-over-year growth as of December 2019 is at 1.4 percent; although slowing job growth of less than 1.0 percent in the central region of the U.S. is a sign of caution. 2019 holiday sales, possibly because of being a shorter period of time than normal, were not as strong as hoped, including online sales. Finally, mortgage originations are trending up, which should serve as harbinger of consumer confidence. Mortgage originations also carry some protection against the mortgage bubble of mid-2000s as evidenced by the percentage of applications for adjustable rate mortgages at a low of 3.8 percent, as well as a decline among those with sub-prime categories receiving loans.

Here in Virginia, the economy largely mirrors that of the national level. While Chesterfield's fundamental economic composition is different from its regional peers, it is outpacing these peers in terms of job growth. Since 2001, Chesterfield has added more than 31,000 jobs for a near 33 percent growth of the county's total workforce, as reflected in all business sectors and is the highest percentage growth in the region. This is great news for our community and a direct result of the county's intentional focus on growing its commercial base through targeted economic development initiatives.

### STRONG LOCAL FUNDAMENTALS



These solid economic indicators serve as the foundation upon which to forecast the FY2021 revenues, of which all property taxes make up nearly two-thirds, and the real estate tax, specifically, makes up more than half. As the largest single source of county revenue and the backbone of the general fund budget, it is critical that the projection for this revenue is accurate. When looking at total revenues supporting the county, long-term trends show that growth is coming nearly entirely from the two largest county taxes: property taxes and real estate



taxes. All other types of revenue, or the other one-third of the revenue, are much more specific and are tied to inherently-limited sources, such as service charges, other local taxes such as sales tax, telecommunications tax and transient occupancy tax. As such, the only real option for meaningful growth in revenues is from the county's property taxes. And within that realm, personal property taxes, while having grown for the past 10 years, is showing signs of softening growth, thereby limiting revenue intake in this area.

The 2020 revaluation generated the 7th consecutive year of appreciation at 3.81

percent. From the commercial side, it was the best year in over a decade reflecting a strong business investment in the county. In addition, as economic conditions are closely monitored on a continuous basis, at all levels, the county is consciously attuned to monitoring the local tax rate and affordability of living in Chesterfield County.

With an eye to the national trends, however, the County is taking a strategically conservative approach to future revenue projections by basing future growth on a 3 percent average. This will allow for sustainable revenue growth in the event that future year returns are not as robust as FY20; all while still allowing sufficient growth to support five-year plan.



## LOCAL ECONOMIC CONDITIONS

### SALES TAX

A key measure of consumer spending and consumer confidence in the local economy. Consumer spending in the County is up 2.62% from one year ago, and 3.05% year-to-date for the December reading, indicating strong growth in holiday-season spending. Growth in the second fiscal quarter offset a slow first quarter for consumer spending, which was slightly down year-to-date in September.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change	YTD YoY Change
\$4,620,718	\$4,502,583	\$4,260,529	2.62%	3.05%
DEC 19	DEC 18	DEC 17		

### AVERAGE WEEKLY WAGE

At \$910, average weekly wages across government and private sectors in the county are up 3.29% compared to 2018, despite being down \$27 from the preceding quarter. Given that wages between quarters are cyclical in nature, a decline from the previous quarter still represents year-over-year growth. This data is subject to revision and may be revised upwards, and we will continue to monitor this trend.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
\$910	\$881	\$861	3.29%
Q4-2019	Q4-2018	Q4-2017	

### VEHICLE REGISTRATIONS

The number of new and used vehicle registrations. After a period of growth in the first quarter of FY20, vehicle registrations in January at down 1.5% year-over-year. However, year-to-date registrations remain above January FY2019. As in October, this trend is reflected at the state level. As vehicle taxes are the largest component of personal property taxes (the County's second largest General Fund revenue source), the County continues to closely monitor this activity to assess its impact on revenue growth.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change	YTD YoY Change
6,031	6,124	5,819	-1.52%	1.64%
JAN 20	JAN 20	JAN 20		

### PAYROLL EMPLOYMENT

With 185,113 workers employed in the County as of November 2019, this represents an 3.3% increase compared to November 2018. After several years of continuous growth compared to the prior year, November represents larger than average growth. As the County's labor force has increased, the number of County residents employed has increased, lowering the unemployment rate for the County. This is a sign of a continuously strong labor market in the Chesterfield area.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
185,113	179,195	177,494	3.30%
NOV 19	NOV 18	NOV 17	

### LABOR FORCE TO JOBS RATIO

This measure tracks the ratio of jobs at Chesterfield firms to the number of County residents that are actively engaged in the labor force. At 73.13%, this ratio has decreased by 1.9 percentage points from same period last year, indicating that fewer Chesterfield residents are employed within the County. However, similar to average weekly wages, this data is cyclical in nature. With a continued focus on economic development, the County remains committed to its goal of bringing the ratio closer to 80% over time and will monitor this indicator as progress is made.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
73.13%	75.00%	74.43%	-2.49% pts
JUN 19	JUN 18	JUN 17	

### UNEMPLOYMENT RATE

Percentage of employable people living in Chesterfield County over the age of 16 who have either lost their jobs, unsuccessfully sought jobs, and are actively seeking work. Continuing the trend of low unemployment in Chesterfield, at 2.4%, the County unemployment rate is below both the national and state rates. This continued low rate has supported consumer confidence in the County as evidenced by stable sales tax collections and home prices in the County.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
2.40%	2.50%	3.30%	-0.10% pts
NOV 19	NOV 18	NOV 17	

### OCCUPANCY TAX

This a local tax levied on hotels and other lodging places within the County for any person who obtains lodging for less than thirty days. The County's rate is eight percent. As of December, collections are up 7.6% year-over year, while year-to-date collections are down 5.03%, showing signs of a slowdown in travel related expenditures in Chesterfield. Collections of occupancy taxes continue to fluctuate across the region, based on reporting from the Greater Richmond Convention Center Authority. Events that have typically been held in the region have moved to other states, affecting the overall rate of hotel stays in the region. We are tracking collections monthly to monitor this source for any sustained slowdown in revenue growth.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change	YTD YoY Change
\$476,220	\$442,566	\$675,900	7.60%	-5.03%
DEC 19	DEC 18	DEC 17		

## STATE ECONOMIC CONDITIONS

**SALES TAX (\$000'S)**

State sales tax collections reflect consumer spending across Virginia. The state saw an 5.15% increase over the same period last year. This growth, as in last quarter, is partially driven by newly enacted state legislation which requires out-of-state retailers to collect Virginia state taxes on purchases made by Virginia residents. Year-to-date collections are up 8.12%, ahead of state estimates, indicating strong consumer confidence at the state level.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change	YTD YoY Change
\$325,010	\$309,092	\$287,112	5.15%	8.12%
DEC19	DEC 18	DEC 17		

**INDIVIDUAL INCOME TAX WITHHOLDING (\$000'S)**

A measure of job creation and wage growth in the state economy. Tax withholdings in Virginia have increased 7.8% over the same period last year, and 6.9% year-to-date, following a period of similarly solid growth. This signals that the underlying withholding tax growth is strong, which is indicative a robust economy. The effects of this robust economy can be felt in measures of consumer confidence such as the state and local sales tax collections.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change	YTD YoY Change
\$1,285,422	\$1,192,709	\$1,369,878	7.77%	6.92%
DEC 19	DEC 18	DEC 17		

**VEHICLE REGISTRATIONS**

Vehicle registrations in October 2019 across the state are down 1% from January 2019, but still up 2.75% year-to-date. These effects mirror the County-level vehicle registrations data, where a small decline in the most recent month occurred in what has otherwise been a strong year for vehicle registrations.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change	YTD YoY Change
157,494	159,086	146,768	-1.00%	2.75%
JAN 20	JAN 19	JAN18		

**% CHANGE IN REAL GROSS DOMESTIC PRODUCT**

The change in the value of goods and services produced in the state, less the cost of goods and services used in production. This measure grew by 1.6% on an annualized basis, as of the third quarter of FY2019. Mirroring trends at the national level, the data suggests that the economy is still growing, albeit at a slower pace. The underlying data shows contraction in the finance and insurance, utilities, and transportation and warehousing sectors. However, this was more than offset by growth in the health care and social assistance, retail trade, manufacturing, and professional, scientific and technical services sectors.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
1.60%	3.70%	2.70%	-2.10% pts
Q3 - CY19	Q3 - CY18	Q3 - CY17	

**LEADING INDEX FOR VIRGINIA**

Predicts the growth of the state coincident index over the next six months. The coincident index models multiple indicators to form a single indicator of the overall state economy. The leading index for Virginia is 1.17% in September 2019, representing a 0.04 percentage point increase from September 2018. The slight increase in this measure is indicative of a currently stable economic outlook.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
1.17%	1.13%	1.39%	0.04% pts
DEC 19	DEC 18	DEC 17	

**UNEMPLOYMENT RATE**

Percentage of employable people living in Virginia over the age of 16 who have either lost their jobs, unsuccessfully sought jobs, and are actively seeking work. The state unemployment rate as of December 2019 is 0.2 percentage points higher than the County unemployment rate at 2.6%. This represents a decline of 0.2 percentage points from December of 2018. While some indicators suggest softening growth, the maintenance of a low unemployment rate is a positive sign for the state's economy. We will continue to monitor this indicator for signs of increasing unemployment.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
2.60%	2.80%	3.40%	-0.20% pts
DEC 19	DEC 18	DEC 17	

**NUMBER OF FILED BANKRUPTCIES**

In December 2019, the state saw 1,634 bankruptcies filed, an increase of 5.76% from December 2018. The year-to-date reading shows an increase of 3.45%, indicating an increase in bankruptcies overall. This measure is tracked because it is a leading indicator of potential financial difficulties for both consumers and businesses. Any sustained uptick in this indicator suggests that business and consumer financial positions may be weakening, which may precipitate a decline in spending in the economy. This has an impact on the strength of the state economy and will be monitored for continued growth.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change	YTD YoY Change
1,634	1,545	442	5.76%	3.45%
DEC 19	DEC 18	DEC 17		

## NATIONAL ECONOMIC CONDITIONS

### ADVANCE RETAIL SALES - EXCLUDING FOOD SERVICES (\$ MILLIONS)

Provides an early estimate of the dollar value of monthly sales in retail trade. The reading for November is \$462,883, reflecting sustained consumer demand. This measure has risen steadily since 2009, and the 3.15% growth between November 2018 and November 2019 is representative of this overall trend.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
\$462,883	\$448,756	\$431,718	3.15%
NOV 19	NOV 18	NOV 17	

### CONSUMER PRICE INDEX (CPI)

Measures the average change in the price of goods and services paid by urban consumers. The percentage change in the CPI between October 2018 and 2019 is 2.3%, which is 0.4 percentage points higher than the previous year-over-year change. Stable growth from year to year is a sign of normal inflation within the economy. This indicator is a sign of robust demand for products and services.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
2.3%	1.9%	2.1%	0.4% pts
DEC 19	DEC 18	DEC 17	

### MANUFACTURERS' NEW ORDERS - DURABLE GOODS (\$ MILLIONS)

Provides current data on industrial activity and indicates future business trends in the domestic manufacturing sector. At \$245,574 in December 2019, this indicator shows a 3.6% decrease from December 2018. This continues the previous quarter's indication that this measure is beginning to contract. However, this indicator tends to fluctuate from month to month, so the overall trend will be monitored monthly as the effects of this trend trickle down to the state and county levels.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
\$245,574	\$254,801	\$ 245,755	-3.6%
DEC 19	DEC 18	DEC 17	

### % CHANGE IN REAL GROSS DOMESTIC PRODUCT

Gross Domestic Product (GDP) measures the percent change in the value of goods and services produced in the U.S. less the cost of production. This measure read 2.1% in the second quarter of FY2020, a moderate increase of 1.0 percentage points from the same period last year. Growth due to federal tax cuts is continuing to wane.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
2.10%	1.10%	3.50%	1.00% pts
Q2 - FY20	Q2 - FY19	Q2 - FY18	

### LEADING INDEX FOR THE UNITED STATES

Predicts the growth of the U.S. coincident index over the next six months. The coincident index models multiple indicators to form a single statistic to characterize the national economy. The December reading, 1.45%, represents a 0.1 percentage point decline from the same period in 2018. As with the state leading index, this indicator alone does not signal certain economic distress in the coming months, but it can complement other statistics that point to a slowing in the economy.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
1.45%	1.12%	1.55%	-0.10% pts
DEC 19	DEC 18	DEC 17	

### UNEMPLOYMENT RATE

Percentage of employable people living in the United States over the age of 16 who have either lost their jobs, unsuccessfully sought jobs, and are actively seeking work. In December 2019, the national unemployment rate was 3.5%, which is down 0.4 percentage points from December 2018. As in previous quarters, this is a positive sign of the strength of the national economy, which is demonstrated by even lower unemployment rates at the state and County levels.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
3.50%	3.90%	4.10%	-0.40% pts
DEC 19	DEC 18	DEC 17	

### NET PERCENTAGE OF DOMESTIC BANKS TIGHTENING STANDARDS ON CONSUMER LOANS

Measures the willingness of domestic banks to issue consumer installment loans. The net percentage tightening standards was 13.6% in the third quarter of 2019, a significant uptick of 15.8 percentage points from the recent low of -2.2% in the third quarter of 2018, extending a period of increasing standards for a second quarter in a row. We will continue to monitor this measure for any sustained indication of a softening consumer economy.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
13.60%	-2.20%	9.10%	15.80% pts
Q3 - FY20	Q3 - FY19	Q3 - FY18	

## HOME SALES

Indicating the number of homes sold (new and existing) in a given month, compared to historical data. After a large increase in December, representing a 18.8% increase over December 2018, sales are up 7.4% year-to-date, which is indicative of a strong housing market. The County will monitor continued changes in the market.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change	YTD YoY Change
524	441	509	18.8%	7.43%
DEC 19	DEC 18	DEC 17		

## BUILDING PERMITS

As a leading indicator, this measure provides insight on the new housing market and commercial activity in Chesterfield. After a recent uptick in single family permits, year-over-year growth in January 2020 reflects a 0.8% increase over the same month in 2019. Multi-family permits and commercial permits are often lumpy, demonstrated by the 78% year-over-year decline. However, year-to-date multi-family permits have risen 55.7%, demonstrating significant overall growth in housing in the Chesterfield community.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change	YTD YoY Change
MULTIFAMILY PERMITS				
49	224	8	-78.1%	55.7%
SINGLE FAMILY PERMITS				
127	126	86	0.8%	14.4%
COMMERCIAL PERMIT VALUE				
\$49,493,884	\$42,638,267	\$28,587,194	16.1%	-1.0%
JAN 20	JAN 20	JAN 20		

## OFFICE AND RETAIL VACANCIES

As a component in assessing the economic vitality of the local market, this measure offers insight in the vacancy ratio among office and retail businesses. Continuing last quarter's downward trend, the second quarter of FY2020 saw a 0.5 percentage point decline in office vacancies, suggesting further increasing demand for office space. Retail vacancies continue to fall as well, with the latest measurement showing a 2.0 percentage point decline year-over-year, which, coupled with continued growth in retail space suggests a robust market.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
OFFICE VACANCIES			
7.6%	9.6%	8.2%	-2.00 % pts
RETAIL VACANCIES			
4.4%	4.9%	5.9%	-0.48% pts
Q2-FY20	Q2-FY19	Q2-FY18	

## HOUSING AND REAL ESTATE

### HOMES PRICES

Indicating the average value for homes sold during a given month, compared to historical data. Year-over-year change shows a 9.5% increase, reflecting a healthy demand for Chesterfield housing.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
\$309,695	\$282,872	\$283,514	9.5%
DEC 19	DEC 18	DEC 17	

### MEDIAN HOME/MEDIAN HOUSEHOLD INCOME

A measure reviewing countywide household income data. Household income can provide insight into the overall economic health of a given area and when compared against real estate prices can be an indicator on whether the market might be getting overheated.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
\$80,734	\$80,573	\$76,260	0.2%
CY2018	CY2017	CY2016	

### ANNUAL RESIDENTIAL REVALUATION

A key annual measure to monitor assessments and housing market trends. Tracking the overall year-over-year change in value for existing residential properties.

YEAR	PERCENT CHANGE
2019	3.81%
2018	3.77%
2017	3.10%
2016	2.50%
2015	2.90%
2014	2.10%
2013	-1.30%
2012	-5.30%
2011	-5.00%
2010	-4.80%

### COMMERCIAL/RESIDENTIAL RATIO

An annual review of the commercial base compared with the residential base.

YEAR	RESIDENTIAL	COMMERCIAL
2019	78.70%	21.30%
2018	79.12%	20.88%
2017	78.75%	21.25%
2016	78.27%	21.73%
2015	78.25%	21.75%
2014	78.08%	21.92%
2013	77.91%	22.09%
2012	78.42%	21.58%
2011	79.57%	20.43%
2010	80.19%	19.81%

## FINANCE AND BUDGET

### OPERATING CASH INVESTMENT BALANCE

General overview of Countywide cash investment balances. The amounts listed here represent the short-term cash component of the County's total investment balances. This balance has decreased over time as more cash has moved into longer-term investments generating higher returns for the County. The balance is not a reflection of lower overall balances.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
\$138.9M	\$147.6M	\$349.8M	-5.9%
DEC 19	DEC 18	DEC 17	

### AVERAGE YIELD ON INVESTMENTS

Measuring the county's investment effectiveness. The objective is to obtain the highest possible yield on available financial assets, consistent with constraints imposed by safety objectives, cash flow considerations, and the laws of the Commonwealth of Virginia that restrict the placement of public funds. Compared to the same period in 2018, yields are down by .44 percentage points.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
1.93%	2.37%	1.28%	-0.44% pts
DEC 19	DEC 18	DEC 17	

### INTEREST EARNINGS

This is the amount, in thousands of dollars, that the County is earning per month on longer-term investment balances in investment vehicles permissible by State Code. For the month of December, investment earnings reached \$995k. Compared to the same period one year ago, investment earnings are up by 10.4%, and for the fiscal-year-to-date are up by 63.5%. Higher interest rates, coupled with moving operating cash into longer-term investments, continue to drive this surge in earnings.

CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change	YTD YoY Change
\$995K	\$901K	\$651K	10.38%	63.52%
DEC 19	DEC 18	DEC 17		

### LONG-TERM LIABILITIES

As required by GAAP, a long-term liability has been recorded for the VRS Plan, the County Supplemental Retirement Plan, Retiree Healthcare, and the County Line of Duty Plan for the cumulative difference between the total pension/OPEB liabilities and fiduciary net position as of the measurement date. Incremental improvement to the funded status of each could be a result of additional funding directed to the respective trust, investment returns, or program eligibility/participation.

FY2019	FY2018	FY2017	FY2016
<b>VRS AGENT MULTIPLE-EMPLOYER</b>			
85.61%	84.48%	79.67%	82.05%
<b>COUNTY SUPPLEMENTAL RETIREMENT PLAN</b>			
98.77%	99.84%	97.86%	88.86%
<b>RETIREE HEALTHCARE</b>			
33.63%	28.57%	22.43%	20.63%
<b>LINE OF DUTY</b>			
59.86%	73.56%	51.99%	55.70%

### TAX COLLECTION RATE

Property taxes are primarily generated from levies on real estate and personal property and are the dominant revenue source for the County, more than half of the general fund budget. Therefore, timely collection of those revenues are critical to operations. This metric is demonstrating the percentage of the original tax level collected within the fiscal year of the levy.

96.86%	97.26%	95.03%	95.71%
FY2019	FY2018	FY2017	FY2016

### PERCENT SPEND WITH CHESTERFIELD BUSINESS

Measuring the percent of Chesterfield businesses responding to and entering into agreements for Chesterfield County goods and services and construction contracts. With several large capital project expenditures over the last few years, county expenditures with national companies that specialize in such projects have significantly increased. The county continues to monitor this measure and is committed to utilizing local businesses for county goods and services. In the future, this indicator will report out on goods and services versus capital expenditures.

8.25%	10.04%	16.13%	14.91%
FY2019	FY2018	FY2017	FY2016

### NET CHANGE IN FUND BALANCE

The net increase or decrease resulting from the use of and contribution to reserves in a given fiscal year. Each year, results of operations (both county and schools) are set aside for revenue stabilization needs in less favorable economies as well as \_\_ such as capital projects. Contributions from restricted revenues that cannot be used to fund general operations (occupancy taxes, BPOL) are also included below.

\$25.9M	\$14.4M	\$30.2M	\$40.8M
FY2019	FY2018	FY2017	FY2016

### APPEALS DATA

As an indicator of the accuracy of the assessment data, this measures the number of residential assessments actually changed by the Board of Equalization (BOE).

FY2019	FY2018	FY2017	FY2016
<b>TOTAL NUMBER OF APPLICATIONS</b>			
140	116	108	103
<b>TOTAL NUMBER OF APPEALS REVIEWED BY BOE</b>			
12	8	5	4
<b>NUMBER OF APPLICATIONS OVERTURNED BY BOE</b>			
2	0	1	0
<b>AVERAGE VALUE CHANGED</b>			
(\$11,949,650)	\$0	(\$15,000)	\$0



## FINANCE AND BUDGET

## KEY FINANCIAL RATIOS

## DEBT PER CAPITA

Indicating the county's per capita tax supported debt burden as well as a general indicator of the county's debt burden. A smaller ratio indicates a lighter burden.

	Actual	Planning Cap	Planning Ceiling
FY2019	\$1,503	\$1,838	\$2,068
FY2018	\$1,371	\$1,838	\$2,068
FY2017	\$1,502	\$1,802	\$2,027
FY2016	\$1,389	\$1,802	\$2,027

## DEBT SERVICE AS PERCENT OF GENERAL FUND EXPENDITURES

Measuring the county's ability to repay debt without hampering other county services. A small ratio indicates a lesser burden on the county's operating budget.

	Actual	Planning Cap	Planning Ceiling
FY2019	6.47%	10.00%	11.00%
FY2018	6.61%	10.00%	11.00%
FY2017	6.26%	10.00%	11.00%
FY2016	6.32%	10.00%	11.00%

## 10-YEAR PAYOUT RATIO

Percentage of currently outstanding bonds scheduled to be retired in the next 10 years; ensuring continued responsible debt management practices.

	Actual	Planning Cap	Planning Ceiling
FY2019	74.90%	65.00%	60.00% (floor)
FY2018	77.50%	65.00%	60.00% (floor)
FY2017	76.00%	65.00%	60.00% (floor)
FY2016	79.20%	65.00%	60.00% (floor)

## DEBT AS PERCENTAGE OF ASSESSED VALUE

Indicating the relationship between the county's tax supported debt burden and taxable value of property in the county. An important indicator of the county's ability to repay debt, because property taxes are the county's primary revenue source to repay debt. A small ratio is an indication that the county will be better positioned to withstand possible future economic downturns and continue meeting its debt obligations.

	Actual	Planning Cap	Planning Ceiling
FY2019	1.15%	2.50%	3.00%
FY2018	1.09%	2.50%	3.00%
FY2017	1.24%	2.50%	3.00%
FY2016	1.19%	2.50%	3.00%

## UNASSIGNED FUND BALANCE AS A PERCENT OF GENERAL FUND EXPENDITURES

This ratio indicates the general ability of the county to cope with financial emergencies and fluctuations in revenue cycles. The County has established a target of 8% with a floor of 6%.

	Actual	Planning Cap	Planning Ceiling
FY2019	9.49%	8.00%	6.00% (floor)
FY2018	8.64%	8.00%	6.00% (floor)
FY2017	8.60%	8.00%	6.00% (floor)
FY2016	8.69%	8.00%	6.00% (floor)

## DEBT TO PERSONAL INCOME

This measure adds to the comprehensive assessment of the county's debt portfolio, offering insight on the county's ability to manage debt payments.

	Actual	Planning Cap	Planning Ceiling
FY2019	2.80%	5.00%	6.00%
FY2018	2.65%	5.00%	6.00%
FY2017	3.03%	5.00%	6.00%

## FINANCIAL REPORTING

Reflecting the quality and effectiveness of the policies and procedures, guidance, and training Accounting provides to internal customers. This indicator reviews the unmodified auditor opinion for the financial statements, as well as internal controls over financial reporting.

FY2019	FY2018	FY2017	FY2016
YES	YES	YES	YES

## BOND RATING

Maintaining a triple AAA bond rating ensure that the county is well run, has prudent financial planning and management, and will receive the best interest rate available when going on the bond market to sell debt.

	FY2019	FY2017	FY2017	FY2016
COUNTY	Triple AAA	Triple AAA	Triple AAA	Triple AAA
UTILITIES	Triple AAA	Triple AAA	Triple AAA	Triple AAA

## FINANCE AND BUDGET



### KEY RESERVE BALANCES

#### RESERVE FOR CAPITAL IMPROVEMENT PROGRAM (RFCIP)

Each year the county sets aside approximately five percent of general government expenditures for pay-as-you-go funding for capital projects. While the majority of that funding is allocated to specific projects, some portion is set aside to deal with unforeseen issues with approved projects or capital needs that arise out of the normal budget cycle. As projects are completed, remaining balances are usually transferred to the reserve as well.

\$7.162M	\$7.687M	\$7.749M	\$7.951M
FY2019	FY2018	FY2017	FY2016

#### BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE (BPOL) FEES

Most local businesses are subject to BPOL fees which licenses their business activity within the County and are generally calculated upon gross receipts in the prior year. The county voluntarily caps the amount of BPOL revenue that it uses to sustain operations at \$15.7M annually. Any BPOL appropriated above that amount is dedicated to transportation projects (including debt service) and economic development incentives. Often BPOL comes in above the budgeted amount; that excess is reserved annually for future transportation or economic development related needs.

\$11.053M	\$7.579M	\$6.590M	\$6.427M
FY2019	FY2018	FY2017	FY2016

#### OCCUPANCY

A tax paid on the number of room nights a person stays in the county. Holistically, a measure of the strength or success of the county's tourism efforts. These revenues are designated for restricted use on tourism related activities as prescribed by state code.

\$3.624M	\$2.320M	\$1.343M	\$3.088M
FY2019	FY2018	FY2017	FY2016

#### UNASSIGNED FUND BALANCE

The unassigned fund balance has been established over many years to provide the county with sufficient resources to finance unforeseen emergencies without borrowing. The unassigned fund balance target is funded for the upcoming fiscal year from prior year surpluses and budgeted additions. The county remains in compliance with the 8% percent level.

\$63.004M	\$60.004M	\$60.004M	\$58.668M
FY2019	FY2018	FY2017	FY2016

Balances shown here are reflective of the total year end balance, not cumulative.

## COMMUNITY AND DEMOGRAPHICS

### GROUP A CLEARANCE RATE AND CRIME RATE

A measure of the effectiveness of the Police Department in resolving Group A incidents. The number of National Incident Based Reporting System (NIBRS) Group A actual incidents that are solved, cleared by arrest, or cleared exceptionally. The incidents include arson, assault, burglary, drug/narcotic offenses, fraud, homicide, kidnapping, theft, vandalism, and weapon violations.

	FY2019	FY2018	FY2017	FY2016
CLEARANCE RATE	46%	52%	59%	55%
REPORTED INCIDENTS	16,147	16,126	16,569	16,417
CRIME RATE (PER 100K CITIZENS)	4,627	4,688	4,873	4,872

### REHABILITATION INCENTIVE PROGRAM

Intended to offer funding assistance in mature or older areas of the county, participation in this program grants partial tax exemption for the rehabilitation, renovation, or replacement of aging structures. Increased utilization in this program (for commercial, industrial, historic, or residential properties) can be an indication of investment in revitalization areas.

CY2018	CY2017	CY2016	CY2015
11	5	9	10

### SOCIAL SERVICES RECIPIENTS

Measuring unduplicated counts of residents in need and accessing assistance through TANF, SNAP, or Medicaid. Staff will continue to closely monitor these figures as Medicaid expansion rolls out.

	CURRENT READING	YEAR AGO	TWO YEARS AGO	YoY Change
MEDICAID	65,543	54,305	47,806	20.69%
TANF	1,182	1,319	1,335	-10.39%
SNAP	25,972	27,299	27,984	-4.86%
	JAN 20	JAN 19	JAN 18	

### TAX RELIEF FOR THE ELDERLY AND DISABLED

Program which allows relief on real estate taxes for the elderly, disabled, surviving spouses of certain emergency service providers, and surviving spouses of Members of the Armed Forces Killed in Action or died of wounds received in action. This measure tracks the value of Real Estate taxes relieved for such exemptions.

FY2019	FY2018	FY2017	FY2016
\$7,745,665	\$7,451,824	\$6,666,904	\$5,744,939

### COUNTY WORKFORCE

Identified below are the number of full-time vacancies within Chesterfield County government, as well as the voluntary turnover rate. These measures provide valuable personnel insight.

FY2019	FY2018	FY2017	FY2016
NUMBER OF FULL-TIME VACANCIES AT FISCAL YEAR END			
260	264	216	195
VOLUNTARY TURNOVER RATE			
11.3%	7.1%	6.4%	6.8%

### POPULATION

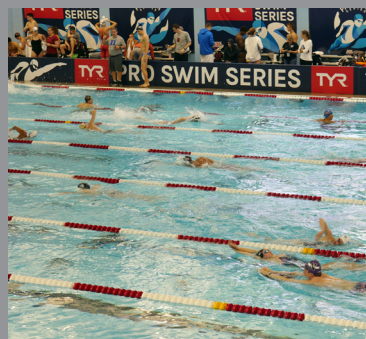
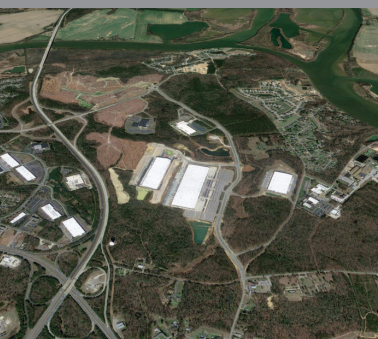
Chesterfield County is the most populated locality in the Richmond/Petersburg MSA and the fifth most populated locality in the Commonwealth of Virginia. The County's population continues to experience gradual but steady increase.

FY2019	FY2018	FY2017	FY2016
349,000	344,000	340,000	337,000

### SCHOOL ENROLLMENT

Chesterfield County Public Schools is one of the 100 largest school systems in the US and the fifth largest in Virginia and educated more than 61,000 students in 2018-2019. Student growth in the County has stabilized with minimal increases for the past decade. Projections suggest this student membership trend around 1-2% increases annually will continue for the foreseeable future.

2019-2020	2018-2019	2017-2018	2016-2017
62,669	61,608	60,976	60,103



# KEY FINANCIAL INDICATORS QUARTERLY REPORT

FIRST QUARTER CY2020

## SOURCES

Data in this document has been sourced from various county departments including, Accounting, Budget and Management, Building Inspection, Chesterfield County Public Schools , Commissioner of the Revenue, Procurement, Real Estate Assessments, and Treasurer. External resources include the Administrative Offices of the United States Courts, Bureau of Economic Analysis, Bureau of Labor Statistics, Equifax, Federal Reserve, Federal Reserve Bank of New York (FRBNY), Federal Reserve Bank of Philadelphia, IHS Market, Richmond Association of Realtors, Thalhimer, Virginia Department of Education, Virginia Department of Motor Vehicles, Virginia Department of Taxation, Virginia Employment Commission, and Weldon Cooper.

*This report was prepared by Budget and Management. For comments or question regarding this document, call (804) 748-1548 or visit [www.chesterfield.gov](http://www.chesterfield.gov). Published March 2020.*



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 9.A.**

**Subject:**

Coronavirus Update

**Board Action Requested:**

**Summary of Information:**

A team of County and School personnel have been actively monitoring and preparing for the potential impacts of COVID-19 on Chesterfield County residents and staff.

Dr. Alexander Samuel will provide an update on the status of COVID-19, county preparedness and response as well as recommended preventative actions.

**Attachments:**

None

Preparer: Sarah Snead, Deputy County Administrator

Approved By:

A handwritten signature in black ink, appearing to be "Sarah Snead", is written over a horizontal line.





**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 9.B.**

---

**Subject:**

2019 Christmas Mother Program

**Board Action Requested:**

**Summary of Information:**

Bonnie Cauthron, Chair of the Chesterfield-Colonial Heights Christmas Committee will provide an update on the 2019 Christmas Mother initiatives. The 2020 Christmas Mother has been selected and will be introduced.

**Attachments:**

None

Preparer: Sarah Snead, Deputy County Administrator

Approved By:



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 11.A.**

**Subject:**

Recognizing Boy Scout Ryan Daniel Quiram, Midlothian District, Upon Attaining the Rank of Eagle Scout

**Board Action Requested:**

Adopt resolution recognizing Mr. Ryan Daniel Quiram upon attaining the rank of Eagle Scout.

**Summary of Information:**

Staff has received a request for the Board to adopt a resolution recognizing Mr. Ryan Daniel Quiram, Troop 897, sponsored by Mt. Pisgah United Methodist Church, upon attaining the rank of Eagle Scout. He will present at the meeting, accompanied by members of his family, to accept his resolution.

**Attachments:**

1. Eagle Scout Quiram

Preparer: Sara Hall, Clerk to the Board of Supervisors

Approved By:

A handwritten signature in black ink, appearing to be "Sara Hall", is written over a horizontal line.

WHEREAS, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910, and was chartered by Congress in 1916; and

WHEREAS, the Boy Scouts of America was founded to build character, provide citizenship training and promote physical fitness; and

WHEREAS, after earning at least 21 merit badges in a wide variety of skills including leadership, service and outdoor life, serving in a leadership position in a troop, carrying out a service project beneficial to their community, being active in the troop, demonstrating Scout spirit, and living up to the Scout Oath and Law, Mr. Ryan Daniel Quiram, of Troop 897, sponsored by Mr. Pisgah United Methodist Church, has accomplished those high standards of commitment and has reached the long-sought goal of Eagle Scout, which is received by only four percent of those individuals entering the Scouting movement; and

WHEREAS, growing through his experiences in Scouting, learning the lessons of responsible citizenship, and endeavoring to prepare himself for a role as a leader in society, Ryan has distinguished himself as a member of a new generation of prepared young citizens of whom we can all be very proud.

NOW, THEREFORE, BE IT RESOLVED that the Chesterfield County Board of Supervisors, this 11<sup>th</sup> day of March, publicly recognizes Mr. Ryan Daniel Quiram, extends congratulations on his attainment of Eagle Scout, and acknowledges the good fortune of the county to have such an outstanding young man as its citizens.



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 11.B.**

---

**Subject:**

Resolution Recognizing Mrs. Jane W. Harmon, Department of General Services, Upon Her Retirement

**Board Action Requested:**

Adoption of the attached resolution.

**Summary of Information:**

Jane W. Harmon will retire from the Department of General Services, Administration Division on April 1, 2020, after providing over 35 years of service to the citizens of Chesterfield County.

**Attachments:**

1. Retirement Resolution-03.11.2020- Jane W. Harmon

Preparer: Clay Bowles, Director

Approved By:

RECOGNIZING JANE W. HARMON UPON HER RETIREMENT

WHEREAS, Jane W. Harmon joined the Chesterfield County Department of General Services on November 19, 1984 as Administrative Officer, and was promoted to Chief of Administrative Services in 2001; and

WHEREAS, Mrs. Harmon implemented an automated leaf and trash collection system, replacing hand-written work orders, improving service and reducing labor costs through a more organized routing of collection crews; and

WHEREAS, Mrs. Harmon established the records management program for the county in 1985, and was responsible for the program for 33 years; and

WHEREAS, Mrs. Harmon coordinated the renovation of two buildings for inactive records storage that operated for 11 years prior to facilitating the outsourcing of records storage, thus saving the county the cost of constructing and staffing a records storage building; and

WHEREAS, Mrs. Harmon was appointed to the State Historical Records Advisory Board by Governor Gerald L. Baliles for three years and again by Governor L. Douglas Wilder for three years; and

WHEREAS, Mrs. Harmon was responsible for the operation of the county's Printing Center for 28 years; and

WHEREAS, Mrs. Harmon negotiated the first contract for the lease of county office copiers, a practice that has continued for 28 years; and

WHEREAS, Mrs. Harmon attended post graduate classes and earned a Certificate in Public Management from Virginia Commonwealth University; and

WHEREAS, Mrs. Harmon served on the county's Black History Month Celebration Committee for 19 years; and

WHEREAS, Mrs. Harmon graduated from the Chesterfield County School of Total Quality and Continuous Improvement; and

WHEREAS, Mrs. Harmon took county photographs for many years before there was a staff photographer and has judged the photography at the Chesterfield County Fair for 28 years; and

WHEREAS, Mrs. Harmon has been a member of the Chesterfield County Historical Society for 18 years and served on the Board of Directors for three years; and

WHEREAS, Mrs. Harmon worked closely with operators of the county's café, surveyed employees and led the procurement of a micro market for the Lane B. Ramsey Building; and

WHEREAS, Mrs. Harmon served as a member of the county's Emergency Operations Center Response Team for 21 years; and

WHEREAS, Mrs. Harmon is widely regarded for her pleasant demeanor, collaboration skills, customer service focus and institutional knowledge.



NOW, THEREFORE, BE IT RESOLVED that the Chesterfield County Board of Supervisors, this 11th day of March 2020, publicly recognizes the outstanding contributions of Jane W. Harmon, expresses the appreciation of all citizens for her service to Chesterfield County, and extends appreciation for her dedicated service to the county, congratulations upon her retirement, and best wishes for a long and happy retirement.

AND, BE IT FURTHER RESOLVED that a copy of this resolution be presented to Mrs. Harmon, and that this resolution be permanently recorded among the papers of this Board of Supervisors of Chesterfield County, Virginia.



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 11.C.**

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**Subject:**

Resolution Recognizing Mr. John W. Harmon, Department of Utilities, Upon His Retirement

**Board Action Requested:**

Adopt the attached resolution recognizing Mr. John W. Harmon, Department of Utilities, upon his retirement.

**Summary of Information:**

Mr. John W. Harmon is retiring April 1, 2020, after providing 45 years of service to the citizens of Chesterfield County.

**Attachments:**

None

Preparer: George Hayes, Director of Utilities

Approved By:



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RECOGNIZING JOHN W. HARMON UPON HIS RETIREMENT

WHEREAS, Mr. John W. Harmon joined Chesterfield County on September 3, 1974, as a Right of Way Agent, was promoted to Property Management Supervisor in 1990, and to Real Property Manager in 1992; and

WHEREAS, Mr. Harmon will retire from the county on April 1, 2020, after 45 years of dedicated service; and

WHEREAS, Mr. Harmon graduated from the Chesterfield County School of Total Quality and Continuous Improvement; and

WHEREAS, Mr. Harmon wrote and implemented numerous policies and procedures including acquisition of property, conveyance and vacation of easements and rights of way, abandonment of state-maintained roads, granting licenses, and reviewing and recording subdivision plats; and

WHEREAS, Mr. Harmon is a member of Old Dominion Chapter 52, International Right of Way Association, obtained the SR/WA designation in 1990, served two terms as President, has been Treasurer since 2005, and was named the Harry A. Kuper Professional of the Year in 2002, 2009 and 2018; and

WHEREAS, Mr. Harmon acquired land and easements for obstruction removal to facilitate the installation of the Instrument Landing System at the Airport; and

WHEREAS, over his 45-year career, Mr. Harmon has been involved in the acquisition of property for sixteen fire stations, nine libraries, twenty-six elementary schools, seven middle schools, eight high schools, Meadowville Technology Park, Cloverleaf Mall, Bensley and Ettrick Community Centers, Castlewood, Magnolia Grange, Eppington, River City Sportsplex, 3,305 acres of park land, 378 acres in the name of the Eppington Foundation and 29,700 easements; and

WHEREAS, in 1991, Mr. Harmon implemented a lease program for cellular companies to collocate on county property, generating over \$800,000 annually; and

WHEREAS, Mr. Harmon established positive and productive working relationships with leadership, peers and internal and external customers through mutual respect and open communication; and

WHEREAS, Mr. Harmon served on the county's Black History Month Celebration Committee, is a member of the Chesterfield Historical Society, the Chesterfield County Fair Association, serves on the Board of Directors of Chesterfield Federal Credit Union and served

on the county's Emergency Operations Center Response Team for 21 years; and

WHEREAS, Mr. Harmon is the longest tenured employee in Chesterfield County.

NOW, THEREFORE, BE IT RESOLVED that the Chesterfield County Board of Supervisors, this 11th day of March 2020, publicly recognizes the outstanding contributions of Mr. John W. Harmon, expresses the appreciation of all citizens for his service to Chesterfield County, and extends appreciation for his dedicated service to the county, congratulations upon his retirement, and best wishes for a long and happy retirement.

AND, BE IT FURTHER RESOLVED that a copy of this resolution be presented to Mr. Harmon, and that this resolution be permanently recorded among the papers of this Board of Supervisors of Chesterfield County, Virginia.



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 11.D.**

**Subject:**

Joseph E. Pittman, Jr. Award for Continuous County Service

**Board Action Requested:**

The Board of Supervisors is requested to recognize the outgoing Pittman Award holder, John Harmon, and his successor, Evelyn Goddard.

**Summary of Information:**

The Joseph E. Pittman, Jr., Award for Continuous County Service was established in March 1996 to be presented to the longest tenured employee with Chesterfield County. It was named in honor of Chief Pittman who served the county for almost 39 years, the last 21 years as Police Chief. The following have been recipients of the award:

<u>Name</u>	<u>Department</u>
Grace Kidd	Treasurer's Office
Joan Swearengin	Utilities Department
Evelyn Price	Treasurer's Office
William Cable	Environmental Engineering Department
George Fickett	Information Systems Technology Department
John Harmon	Utilities Department

Now with the retirement of Mr. Harmon after 45 1/2 years, the award will be passed to Mrs. Evelyn Goddard, who has been a county employee since February 1975.

**Attachments:**

None

Preparer: Wanda Kidd, Admin. Assistant

Approved By:





**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.1.a.**

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**Subject:**

Resolution Recognizing Mrs. Tamela D. Talley, Police Department, Upon Her Retirement

**Board Action Requested:**

The adoption of the attached resolution.

**Summary of Information:**

Mrs. Tamela D. Talley will retire from the Police Department after having provided nearly 41 years of service to the residents of Chesterfield County.

**Attachments:**

1. Talley

Preparer: Jeffrey Katz, Chief of Police

Approved By:

RECOGNIZING TAMELA D. TALLEY UPON HER RETIREMENT

WHEREAS, Tamela D. Talley will retire from the Chesterfield County Police Department on April 1, 2020 after providing nearly 41 years of outstanding quality service to the residents of Chesterfield County; and

WHEREAS, Mrs. Talley's county service began in the Accounting Department where she faithfully served in the positions of Junior Account Clerk, Account Clerk, Senior Account Clerk, Senior Data Entry Operator and Senior Accounts Payable Technician. Her dedicated service continued as she joined the Police Department in 1994 and served as a Principal Account Clerk, Senior Accounting Technician and Accountant; and

WHEREAS, Mrs. Talley was chosen as Employee of the Year in 1986 and 1993, and as the Police Department Civilian Employee of the Year in 1999, recognizing her incredible dedication, enthusiastic team spirit and valuable assistance to employees and county residents; and

WHEREAS, Mrs. Talley was part of the team that earned a Unit Citation for dedication and diligence exhibited during the very intensive county-wide implementation of the county's new Finance, Human Resources and Payroll system, while ensuring that current needs were met, all necessary documentation and training were completed and established high standards of the Finance Department services were maintained; and

WHEREAS, Mrs. Talley contributed her time and talents generously to the community during her career, volunteering for over twenty years with the Make-A-Wish Foundation, serving for many years on the county's blood donor committee, coordinating American Heart Association fundraising efforts, properly trained and ready to assist with phones at the Emergency Operations Center and provided assistance when needed at the county animal shelter; and

WHEREAS, Mrs. Talley was nominated in 2008 for the YMCA Woman of the Year award in recognition of her unselfish time commitment and demonstrated contributions to her many volunteer activities; and

WHEREAS, Mrs. Talley received the Outstanding Young Person award in 2010 from the Chesterfield County Youth Planning and Development department celebrating her unique contributions to the community; and

WHEREAS, Mrs. Talley served for many years on the County Employee Association, holding the titles of President and Treasurer; and

WHEREAS, Mrs. Talley has provided the Chesterfield County Police Department with many years of loyal and dedicated service; and

WHEREAS, Chesterfield County and the Board of Supervisors will miss Mrs. Talley's diligent service.

NOW, THEREFORE, BE IT RESOLVED that the Chesterfield County Board of Supervisors publicly recognizes Tamela D. Talley and extends on behalf of its members and the residents of Chesterfield County, appreciation for her service to the county, congratulations upon her retirement, and best wishes for a long and happy retirement.

AND, BE IT FURTHER RESOLVED that a copy of this resolution be presented to Mrs. Talley, and that this resolution be permanently recorded among the papers of this Board of Supervisors of Chesterfield County, Virginia.



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.1.b.**

**Subject:**

Resolution Supporting Construction of the Winchester Forest Apartments at 2701, 2715, and 2739 Drewrys Bluff Road, and 2701 Tower Road, Using Low-Income Housing Tax Credits Issued by the Virginia Housing Development Authority Under Their Revitalization Area Designation.

**Board Action Requested:**

Adoption of the attached resolution that will allow financing through the VHDA revitalization area designation.

**Summary of Information:**

Winchester Forest is a proposed multifamily apartment complex located between Jefferson Davis Highway and the Defense Logistics Agency, south of Bensley Park. The developer for the apartments, Better Housing Coalition, has applied for low-income housing tax credit financing through VHDA. To qualify for revitalization area application points, state law requires that the Board of Supervisors pass a resolution supporting the site for the apartments as a revitalization area. For this financing, all of the 72 units will be reserved for households making less than the annual median household income (\$83,200), including 36 at 60 percent (\$49,920), 29 at 50 percent (\$41,600), and 7 at 40 percent (\$33,280).

The benefit of this program to Chesterfield County is to provide high quality affordable housing at locations that need such housing to support economic development. The Jefferson Davis Highway corridor has experienced disproportionate socioeconomic challenges (as documented by the recently adopted Northern Jefferson Davis Corridor Special Area Plan), including: poverty, lower rates of new housing construction, a loss of manufactured homes, and increased cost-burdened households. A market study undertaken by the county indicated a demand for multi-family housing along the corridor; the need for additional workforce housing is necessary to meet the housing demand created by new development in industrial, commercial and service businesses attracted to the county.

The addition of these apartments will make a more sustainable and attractive mixed-use area by adding a mix of households. The high-quality apartments also provide a more stable (i.e., not cost-burdened) and desirable economic mix of residents in the area.

For the developer to have the opportunity to compete favorably for this type of financing, the Chesterfield County Board of Supervisors shall by resolution make a determination that providing residential housing serving low to moderate income households supports the revitalization and economic development of this portion of the Jefferson Davis Highway corridor.

Staff recommends that the Board adopt the attached resolution.

**Attachments:**

1. Winchester Forest Apartments Location Map
2. BOS Resolution Only - Winchester Forest

Preparer: Daniel Cohen, Director

Approved By:



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# Winchester Forest Apartments



## Legend

- Winchester Forest Project Site
- Parcel



0 0.095 0.19 Miles

This is an ArcGIS map prepared by Chesterfield County Department of Community Enhancement.  
This information is only for representation purpose.



A RESOLUTION CONCERNING  
THE WINCHESTER FOREST APARTMENT PROJECT

WHEREAS, PURSUANT TO Section 36-55.30:2.A of the Code of Virginia of 1950, as amended, the Board of Supervisors of the County of Chesterfield, Virginia, desires to designate the area (the "Area") described on Exhibit A attached hereto as a revitalization area:

NOW, THEREFORE, BE IT HEREBY DETERMINED as follows:

The above-referenced development is located in a Revitalization Area in the County of Chesterfield, Virginia. The industrial, commercial or other economic development of such area will benefit the county but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

NOW, THEREFORE, BE IT HEREBY RESOLVED that pursuant to Section 36-55.30:2.A of the Code of Virginia of 1950, as amended, the Area is hereby designated as a revitalization area.

Adopted by the Board of Supervisors of the County of Chesterfield, Virginia, on the 11th day of March, 2020.



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.2.a.**

**Subject:**

Request Permission to Install Private Sewer and Water Services Within Private Easements to Serve Property at 2909 Banbury Road

**Board Action Requested:**

Grant Cynthia Solomon permission to install private sewer and water services within private easements to serve property at 2909 Banbury Road and authorize the County Administrator to execute a sewer and water connection agreement.

**Summary of Information:**

Cynthia Solomon has requested permission to install private sewer and water services within private easements to serve property at 2909 Banbury Road. This request has been reviewed by the Utilities Department.

Approval is recommended.

**Attachments:**

1. Solomon vs
2. Solomon Banbury Rd Plat

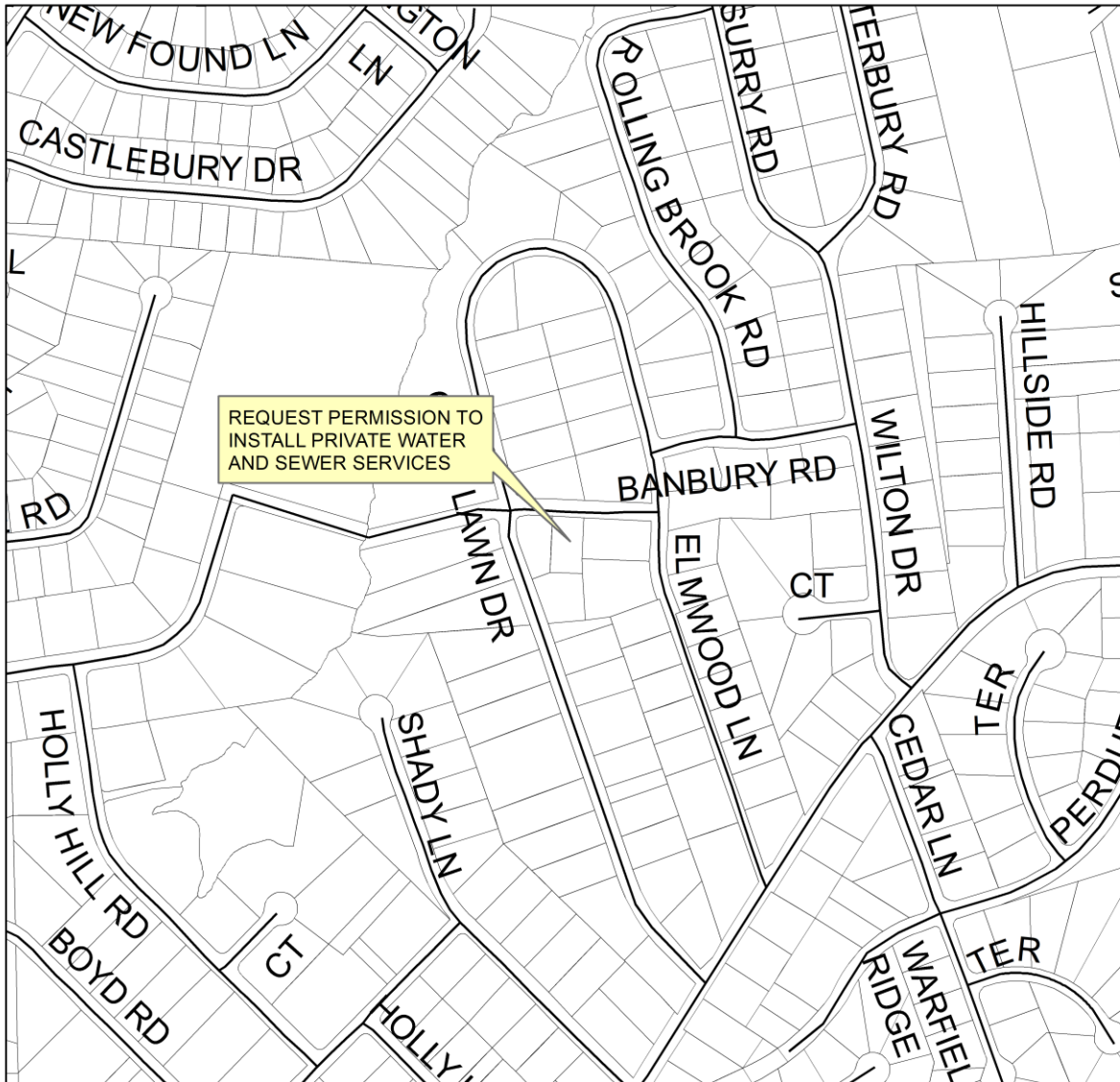
Preparer: John Harmon, Real Property Manager

Approved By:

A handwritten signature in black ink, appearing to be "John Harmon", is written over a horizontal line.

## VICINITY SKETCH

REQUEST PERMISSION TO INSTALL PRIVATE  
SEWER AND WATER SERVICES WITHIN  
PRIVATE EASEMENTS TO SERVE PROPERTY  
AT 2909 BANBURY ROAD



1 inch = 417 feet



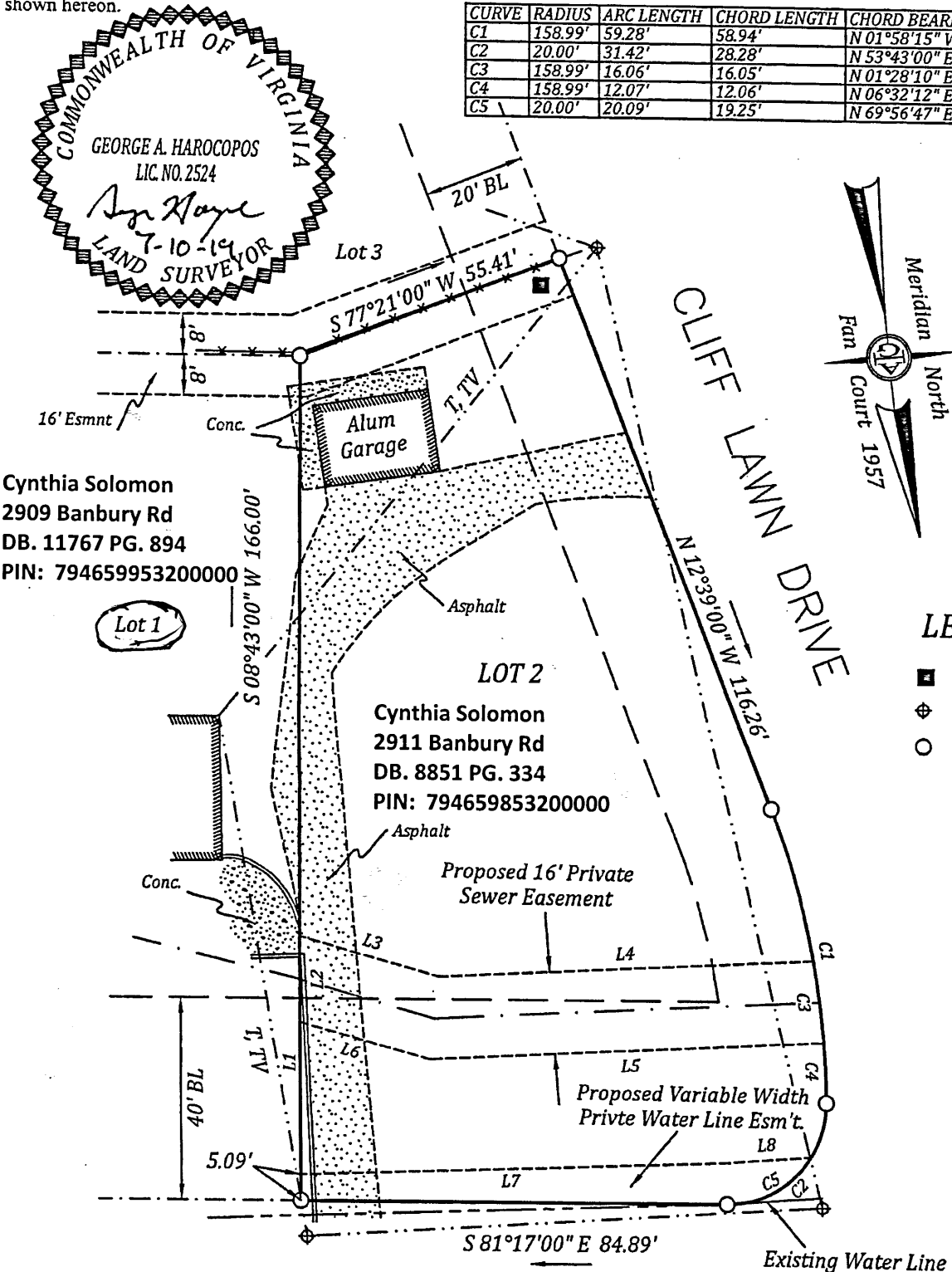
[ Courson 02/12/2020 ]

This is to certify that on 7/10/19  
I made an accurate field survey of the known premises shown hereon; that all improvements known or visible are shown hereon; that there are no encroachments by improvements either from adjoining premises, or from subject premises upon adjoining premises, other than shown hereon.

NOTE: THIS LOT APPEARS  
TO BE IN FEMA FLOOD ZONE  
X AS SHOWN ON HUD  
COMMUNITY PANEL NUMBERS  
51041C0335D

NOTE:  
This survey has been prepared without  
the benefit of a title report and does  
not therefore necessarily indicate all  
encumbrances on the property.

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	158.99'	59.28'	58.94'	N 01°58'15" W	21°21'52"
C2	20.00'	31.42'	28.28'	N 53°43'00" E	90°00'00"
C3	158.99'	16.06'	16.05'	N 01°28'10" E	5°47'09"
C4	158.99'	12.07'	12.06'	N 06°32'12" E	4°20'56"
C5	20.00'	20.09'	19.25'	N 69°56'47" E	57°32'25"



LEGEND

- Pow.Box
- ⊕ Power Pole
- Rod/Fnd

BANBURY ROAD

SURVEY OF  
LOT 2 BLOCK A SECTION 4

FAN COURT

CHESTERFIELD COUNTY, VIRGINIA

LINE	BEARING	DISTANCE
L1	S 08°43'00" W	35.33'
L2	S 08°43'00" W	16.60'
L3	N 65°52'28" W	28.61'
L4	N 84°04'48" W	74.92'
L5	S 84°04'48" E	78.73'
L6	S 65°52'28" E	26.76'
L7	N 83°15'05" W	84.67'
L8	N 85°30'00" W	17.51'

NOTE: PLAT PREPARED FOR THE EXCLUSIVE  
USE OF:  
DANIEL McCLOWD

**A. G. HAROCOPOS & ASSOCIATES, P.C.**  
CERTIFIED LAND SURVEYOR AND CONSULTANT

4920 E.MILLRIDGE PKWY, SUITE 200 MIDLOTHIAN VA. 23112  
Office 804 744 2630 FAX 804 744 2632  
E-MAIL AGHAROCOPOS72@GMAIL.COM

Scale 1"=30' Date 7/10/19 Drawn by RFL



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.2.b.**

**Subject:**

Acceptance of a Parcel of Land Adjacent to Discovery Drive from Dupont Specialty Products USA, LLC.

**Board Action Requested:**

Accept the conveyance of a parcel of land containing 0.122 acres adjacent to Discovery Drive from Dupont Specialty Products USA, LLC and authorize the County Administrator to execute the deed.

**Summary of Information:**

Staff requests that the Board of Supervisors accept the conveyance of a parcel of land containing 0.122 acres adjacent to Discovery Drive from Dupont Specialty Products USA, LLC. This conveyance is for access to the Brown & Williamson Conservation Area.

Approval is recommended.

**Attachments:**

1. dupont special dedication sketch
2. Dupont Specialty Products USA dedication plat

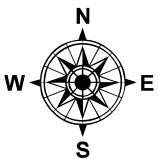
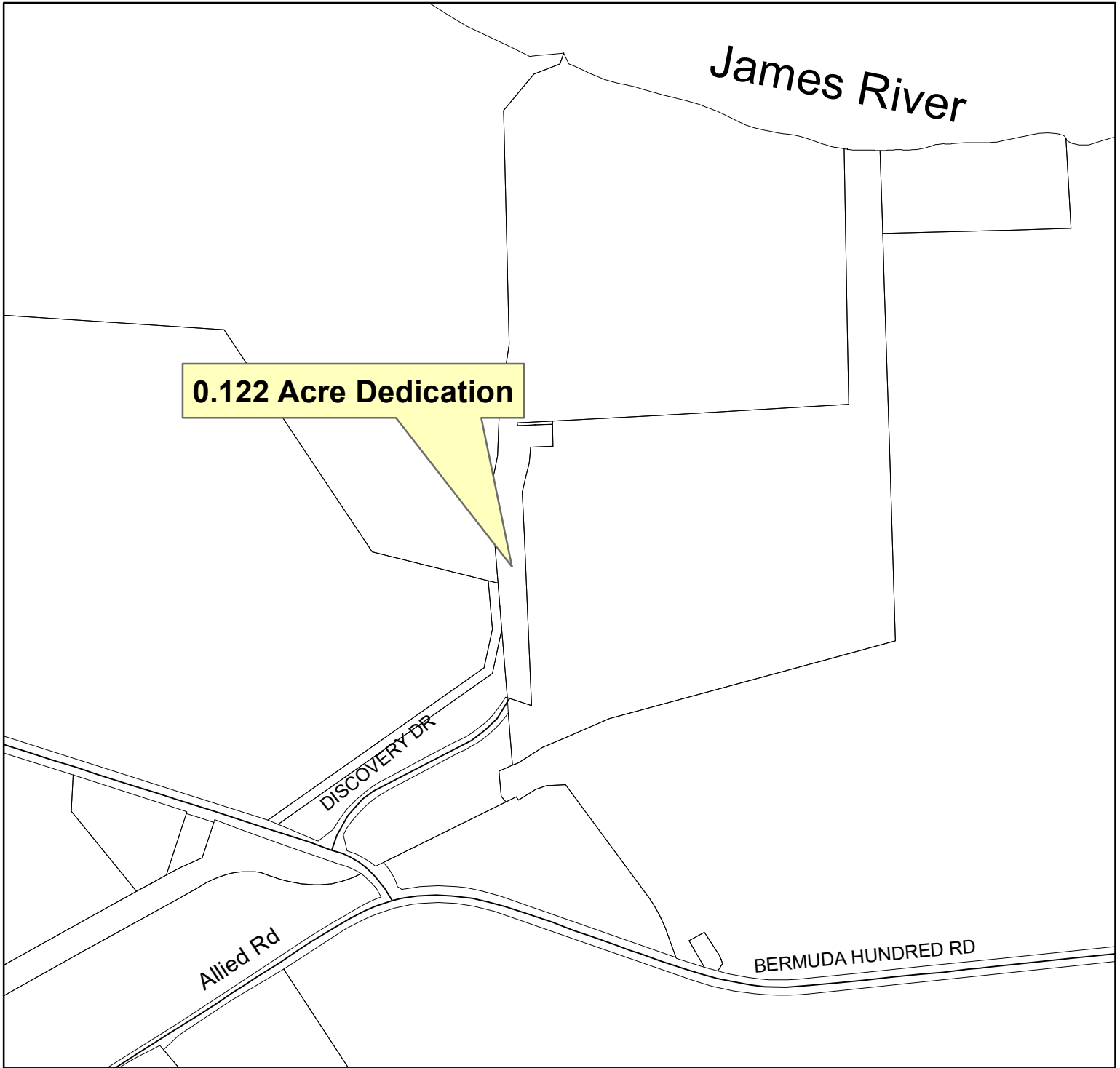
Preparer: John Harmon, Real Property Manager

Approved By:



# VICINITY SKETCH

Acceptance of a Parcel of Land Adjacent to Discovery Drive from Dupont Specialty Products USA, LLC.



1 inch = 750 feet



[ Duty ] 02/14/2020

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	25.00'	39.27'	25.00'	90°00'00"	N40°25'11"E	35.36'
C2	25.00'	39.27'	25.00'	90°00'00"	N49°34'49"W	35.36'
C3	542.96'	314.77'	161.95'	33°12'59"	S12°01'29"W	310.38'

COUNTY OF CHESTERFIELD  
GPIN: 831654520700000  
2800 BERMUDA HUNDRED ROAD  
D.B. 4499, PG. 626

DUPONT SPECIALITY  
PRODUCTS USA, LLC  
GPIN: 834653653600000  
3600 DISCOVERY DRIVE  
D.B. 12219, PG. 337

LIMITS OF 100  
YEAR FLOOD PLAIN±

RILEY B. & HELEN F. LOWE  
GPIN: 830651099900000  
2400 BERMUDA HUNDRED ROAD  
D.B. 6130, PG. 404  
TRACT I, PARCEL A

COUNTY OF CHESTERFIELD  
C/O PARKS AND RECREATION  
GPIN: 833650127900000  
2900 BERMUDA HUNDRED ROAD  
D.B. 4499, PG. 626

PHILIP MORRIS USA INC  
PART OF GPIN: 833650365300000  
3610 BERMUDA HUNDRED ROAD  
D.B. 5012, PG. 553  
D.B. 1104, PG. 759

1,276.72' TO THE N/L OF  
STATE ROUTE 697

DISCOVERY DRIVE  
ROUTE 920  
60' PUBLIC R/W  
D.B. 980, PG. 65  
D.B. 980, PG. 258  
S.H.P.B. 6, PG. 336

NAD 83

SCALE 1"=200'



LINE TABLE		
LINE	BEARING	LENGTH
L1	N77°25'02"W	12.09'
L2	N4°36'34"W	339.55'
L3	N4°38'25"W	251.80'
L4	N4°35'26"W	50.00'
L5	N85°25'11"E	75.69'
L6	S4°34'49"E	100.00'
L7	S85°25'11"W	75.68'
L8	S4°34'49"E	272.57'

This survey was prepared without the benefit of a title binder and may therefore not show all existing easements or other pertinent facts which may affect the property.

Based on graphic determination this property is in Zone "A & X" of the HUD defined flood hazard area as shown on F.E.M.A. flood insurance rate map, community panel #51041C0360D dated December 18, 2012.



PLAT SHOWING A  
**0.122 ACRE PARCEL**  
**ACROSS THE PROPERTY OF**  
**DUPONT SPECIALITY**  
**PRODUCTS USA, LLC**  
**GPIN: 834653653600000**  
BERMUDA DISTRICT  
CHESTERFIELD COUNTY, VIRGINIA

THIS DRAWING PREPARED AT THE  
TRI-CITIES OFFICE  
4701 Owens Way, Suite 900 | Prince George, VA 23875  
TEL 804.541.6600 FAX 804.458.1511 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.

Date: February 14, 2020	Scale: 1"=200'
Sheet 1 of 1	J.N.: 42493-903
Drawn by: JNL	Checked by: WMN

**TIMMONS GROUP**



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.3.**

**Subject:**

Authorize the Receipt and Appropriation of additional State Opioid Response (SOR) Grant Funding for Year 2 from the Department of Behavioral Health & Developmental Services

**Board Action Requested:**

Authorize the Chesterfield CSB/MHSS to receive funding and appropriate an additional \$188,000 in the Mental Health budget from the Department of Behavioral Health & Developmental Services to address opioid prescription and non-prescription drug use and abuse in Chesterfield County.

**Summary of Information:**

The Chesterfield Community Services Board/Department of Mental Health Support Services has been notified by the Virginia Department of Behavioral Health & Developmental Services that it has been awarded \$188,000 in additional funding to address the opioid crisis. The funding is a portion of an award provided to the Commonwealth from the Federal Substance Abuse and Mental Health Services Administration (SAMHSA) for dissemination to the 40 Community Services Boards (CSB). CSBs were awarded funding for prevention, treatment and recovery based on the number of opioid overdoses and deaths, and funding must be expended by September 30, 2020. The Chesterfield CSB will use this funding to continue its efforts in reducing opioid use and abuse in Chesterfield County.

**Attachments:**

None

Preparer: Kelly Fried, Executive Director  
Andrea Peeks, Director of Budget and Management

Approved By:



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.4.**

**Subject:**

Authorization to Enter into Agreement for GRTC Transit Service and Approve Performance Measures for Route 1 Transit Service

**Board Action Requested:**

The Board is requested to authorize the County Administrator to enter into the Transit Service Agreement for GRTC transit service, acceptable to the County Attorney, and to endorse the performance measures for GRTC's Route 111.

**Summary of Information:**

On June 26, 2019, the Board authorized the County Administrator to initiate a transit demonstration project along Route 1/301. This transit service, GRTC Route 111, will begin on March 16, 2020. Route 111 will run between the Food Lion, north of Chippenham Parkway to John Tyler Community College, south of Route 10. The service will be available Monday through Saturday with weekday hours of 5:00 AM – 7:00 PM and Saturday hours of 7:00 AM – 7:00 PM. A total of 24 bus stops are available along the transit service corridor and the bus will arrive at the stops about every 30 minutes. The regular one-way fare is \$1.50; transfers can be added for an additional \$0.25, and discounts are available for seniors and children (see Attachment A for detailed route information). The service is estimated to cost \$1.16 M per year.

The first two years of service, along with marketing and infrastructure costs, are being paid for with demonstration grant funds obtained from the Virginia Department of Rail and Public Transportation (VDRPT). Normally, transit service is paid for with state funds, revenue collected from riders (fares) and local funds, with local funds comprising the majority of the funding (approximately 70%). Staff has applied for Congestion Mitigation Air Quality funds to offset the local cost of service for five years after the demonstration period ends. The Transit Service Agreement for Route 111 and Route 82X (Commonwealth 20 Express) which outlines the terms of the service between the county and GRTC is currently under review by the county and GRTC.


Staff has developed a set of performance measures to evaluate the service during the two-year demonstration period (Attachment B). Based on information gathered during the Route 1 Transit Market Analysis survey, the recommended ridership goals are 140 passengers/day for weekdays and 70 passengers/day for Saturday. Performance measures for Route 111 will be compared to that of similar type routes in the GRTC system. Performance measures will be reported on a quarterly basis. Annually, the total assessed values of property within one-half mile of the service will be compared to historic values prior to the beginning of the service.

**Attachments:**

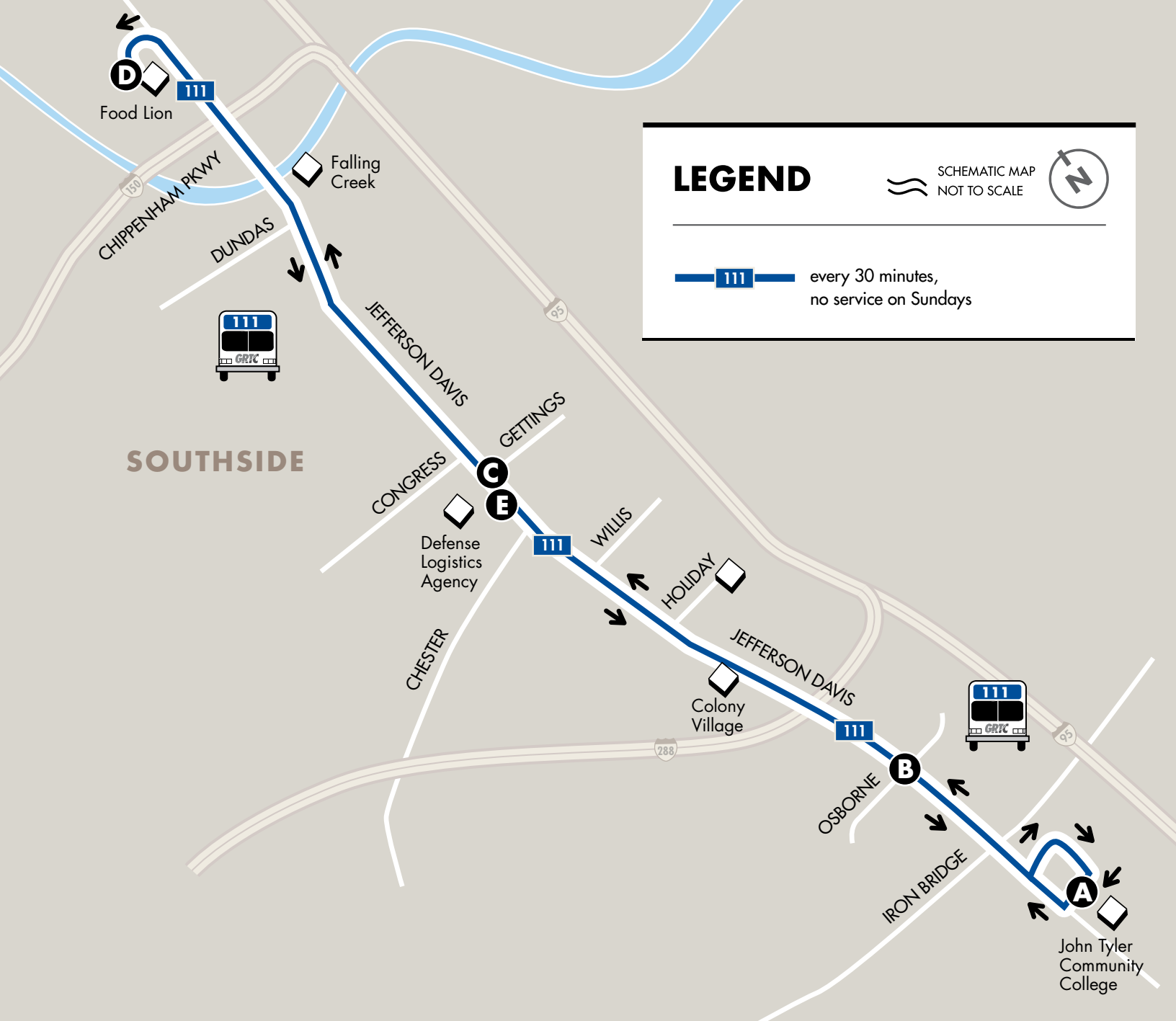
1. Attachment A - Route Info
2. Attachment B - Performance Measures

Preparer: Brent Epps, Director of Transportation

Approved By:

A handwritten signature in black ink, appearing to be "Brent Epps", written over a horizontal line.





111 Falling Creek/Tyler

see timepoint location on route map above

SOUTHBOUND

Food Lion - Amphill to John Tyler

WEEKDAY SCHEDULE

Food Lion - Amphill	Defense Logistics	Osborne	John Tyler Community College
D	E	B	A
5:10	5:17	5:27	5:36
5:40	5:47	5:57	6:06
6:10	6:17	6:27	6:36
6:40	6:47	6:57	7:06
7:10	7:17	7:27	7:36
7:40	7:47	7:57	8:06
8:10	8:17	8:27	8:36
8:40	8:47	8:57	9:06
9:20	9:27	9:37	9:46
9:50	9:57	10:07	10:16
10:20	10:27	10:37	10:46
10:50	10:57	11:07	11:16
11:20	11:27	11:37	11:46
11:50	11:57	12:07	12:16
12:20	12:27	12:37	12:46
12:50	12:57	1:07	1:16
1:20	1:27	1:37	1:46
1:50	1:57	2:07	2:16
2:20	2:27	2:37	2:46
3:00	3:07	3:17	3:26
3:30	3:37	3:47	3:56
4:00	4:07	4:17	4:26
4:30	4:37	4:47	4:56
5:00	5:07	5:17	5:26
5:30	5:37	5:47	5:56
6:00	6:07	6:17	6:26
6:30	6:37	6:47	6:56
7:00	7:07	7:17	7:26
		AM	PM

NORTHBOUND

John Tyler to Food Lion - Amphill

WEEKDAY SCHEDULE

John Tyler Community College	Osborne	Jefferson Davis - Gettings Lane	Food Lion - Amphill
A	B	C	D
5:10	5:17	5:26	5:37
5:40	5:47	5:56	6:07
6:10	6:17	6:26	6:37
6:40	6:47	6:56	7:07
7:10	7:17	7:26	7:37
7:40	7:47	7:56	8:07
8:10	8:17	8:26	8:37
8:40	8:47	8:56	9:07
9:10	9:17	9:26	9:37
9:50	9:57	10:06	10:17
10:20	10:27	10:36	10:47
10:50	10:57	11:06	11:17
11:20	11:27	11:36	11:47
11:50	11:57	12:06	12:17
12:20	12:27	12:36	12:47
12:50	12:57	1:06	1:17
1:20	1:27	1:36	1:47
1:50	1:57	2:06	2:17
2:20	2:27	2:36	2:47
2:50	2:57	3:06	3:17
3:30	3:37	3:46	3:57
4:00	4:07	4:16	4:27
4:30	4:37	4:46	4:57
5:00	5:07	5:16	5:27
5:30	5:37	5:46	5:57
6:00	6:07	6:16	6:27
6:30	6:37	6:46	6:57
7:00	7:07	7:16	7:27
7:30	7:37	7:46	7:57
		AM	PM



111 Falling Creek/Tyler

see timepoint location on route map on the reverse side of this guide

SOUTHBOUND  
Food Lion - Amphill to John Tyler

SATURDAY SCHEDULE

Food Lion - Amphill	Defense Logistics	Osborne	John Tyler Community College
D	E	B	A
6:40	6:47	6:57	7:06
7:10	7:17	7:27	7:36
7:40	7:47	7:57	8:06
8:10	8:17	8:27	8:36
8:40	8:47	8:57	9:06
9:20	9:27	9:37	9:46
9:50	9:57	10:07	10:16
10:20	10:27	10:37	10:46
10:50	10:57	11:07	11:16
11:20	11:27	11:37	11:46
11:50	11:57	12:07	12:16
12:20	12:27	12:37	12:46
12:50	12:57	1:07	1:16
1:20	1:27	1:37	1:46
1:50	1:57	2:07	2:16
2:20	2:27	2:37	2:46
3:00	3:07	3:17	3:26
3:30	3:37	3:47	3:56
4:00	4:07	4:17	4:26
4:30	4:37	4:47	4:56
5:00	5:07	5:17	5:26
5:30	5:37	5:47	5:56
6:00	6:07	6:17	6:26
6:30	6:37	6:47	6:56
7:00	7:07	7:17	7:26
		AM	PM

NORTHBOUND  
John Tyler to Food Lion - Amphill

SATURDAY SCHEDULE

John Tyler Community College	Osborne	Jefferson Davis - Gettings Lane	Food Lion - Amphill
A	B	C	D
7:10	7:17	7:26	7:37
7:40	7:47	7:57	8:07
8:10	8:17	8:26	8:37
8:40	8:47	8:56	9:07
9:10	9:17	9:26	9:37
9:50	9:57	10:06	10:17
10:20	10:27	10:36	10:47
10:50	10:57	11:06	11:17
11:20	11:27	11:36	11:47
11:50	11:57	12:06	12:17
12:20	12:27	12:36	12:47
12:50	12:57	1:06	1:17
1:20	1:27	1:36	1:47
1:50	1:57	2:06	2:17
2:20	2:27	2:36	2:47
2:50	2:57	3:06	3:17
3:30	3:37	3:46	3:57
4:00	4:07	4:16	4:27
4:30	4:37	4:46	4:57
5:00	5:07	5:16	5:27
5:30	5:37	5:46	5:57
6:00	6:07	6:16	6:27
6:30	6:37	6:46	6:57
7:00	7:07	7:16	7:27
7:30	7:37	7:46	7:57
		AM	PM

HOLIDAY SCHEDULE posting will occur pending State & Local Government Notification

Check our website [www.ridegrtc.com](http://www.ridegrtc.com) or call our Customer Service Center at **358.GRTC (4782)** for details.

Local Fares

**\$1.50** Regular Fare

**\$0.75** Reduced Fare

Reduced Fare is available **on local routes** to Minors aged 6-18, Seniors 65 and up, and people with certain disabilities.

- Reduced fare passengers connect to a second bus within 90 minutes free except to express routes
- Photo ID Card required

GRTC-issued photo ID cards are available by application only. Please contact the Customer Service Center at **358.4782** or visit **ridegrtc.com** for an application.

One Ride Plus Pass

The new One Ride Plus Pass has replaced the paper transfer.

The One Ride Plus Pass can be purchased at the Farebox, RideFinders and through our online transit store, costs \$1.75, and allows riders to connect to a second bus within 90 minutes of the pass being issued.

- Pass can be upgraded to be used on Express Routes.

Unlimited Ride Passes

GRTC now offers unlimited ride **1, 7, and 30 Day Passes**, good for unlimited connections.

FARES ON OTHER ROUTES

**Express Routes** have different fare structures. Please see individual schedules for information.

RIDING THE PULSE

You must have a validated fare pass to board the Pulse. Some fare passes allow you to plan multiple trips with one purchase. With unlimited ride fare passes, the more you ride, the more you save.

- Please see Ticket Vending Machine for all additional fare media options.
- Ticket Vending Machines will print an active pass
- Proof of Fare Payment

Retain your fare pass while you are on the Pulse. Your validated pass is your proof of payment and must be presented to the fare enforcement inspector, if requested.

Fare enforcement inspectors will regularly patrol the Pulse vehicles to ensure customers carry proof of payment of a validated pass.

If you do not possess a validated pass on the bus, you may be escorted off the bus at the next station. Repeat offenders may be assessed a fare citation ranging up to \$100.00.

All information is subject to change.

How to read Route Schedules

1. Find the schedule for the day and direction you wish to travel.
2. Timepoints in the schedule match locations on the map. Find timepoints near the start and end of your trip; your nearest bus stop may be between timepoints.
3. Read down the columns to see when trips serve each timepoint. Read across to see when each trip arrives at other timepoints.

Times shown are approximate. Traffic and weather may cause actual times to vary. Please allow ample time to complete your trip.



[www.ridegrtc.com](http://www.ridegrtc.com)  
**358.GRTC (4782)**  
EFFECTIVE March 16, 2020



Falling Creek/Tyler

**111**  
WEEKDAY 5am-8pm  
SATURDAY 7am-8pm  
Local service

Holiday Service Schedule	
New Year's Day	Labor Day
Lee Jackson Day	Columbus Day
Martin Luther King, Jr. Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	
Actual Holiday Schedule Posting Will Occur Pending State & Local Government Notification.	
GRTC Contact Information	
<b>Customer Service Center</b> (804) 358.GRTC (4782)	
Monday through Friday .... 6:30am – 7:00pm	
Saturday and Sunday ..... 8:30am – 5:00pm	
<b>Lost &amp; Found</b> ..... (804) 358.3871	
<b>RideFinders</b> ..... (804) 643.RIDE (7433)	
<b>SPECIALIZED TRANSPORTATION</b>	
<b>C-VAN/CARE</b> ..... (804) 782.2273	
<b>GRTC Transit System Corporate Office Headquarters</b>	
301 E. Belt Boulevard, Richmond, VA 23224	
<b>RideFinders</b> , A Division of GRTC Transit System	
The Ironfronts Building, 1013 E. Main Street, Richmond, VA 23219	

As part of GRTC's continuing efforts to improve our environment, this document has been printed on recycled paper with soy-based ink.

## Route 111 Performance Measures

### Route 111 specific data (reported quarterly):

Ridership, average weekday (goal: 140)  
Ridership, average Saturday (goal: 70)  
Revenue miles  
Revenue hours  
Passengers/Revenue mile  
Passengers/Revenue hour  
Farebox revenue  
Farebox recovery  
Operating expense  
Net cost/passenger  
Cost/Revenue mile  
Cost/Revenue hour  
On-time performance

### Comparison to Similar Routes (reported quarterly):

DATA:  
Passengers/Revenue mile  
Passengers/Revenue hour  
Net cost/passenger  
Farebox recovery  
Passengers/trip  
METRICS:  
Pass: less than 40% below average  
Watch: 40% below average  
Fail: 50% below average

DATA:  
On-time performance  
METRICS:  
Pass: less than 90% below average  
Watch: 80% below average  
Fail: 70% below average

### Assessed Property Values (reported annually):

For properties within ½ mile of the service, assessed values prior to service (2014 – 2019)  
compared to assessed values available March 2021 and March 2022



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.5.**

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**Subject:**

Award of Zoning Ordinance Development Contract

**Board Action Requested:**

Authorize the Director of Procurement to award a contract to White & Smith, LLC. for the development of a new County Zoning Ordinance.

**Summary of Information:**

It is the County's intention to modernize the Zoning Ordinance to better reflect the changing dynamics of twenty-first century development patterns while considering emerging trends. The County's first Zoning Ordinance was adopted in 1945. In subsequent years, a variety of districts with accompanying design standards were established. In 1978, the conditional use planned development process (CUPD) was added, followed by the adoption of a design standards manual. Most recently, in June of 2015, the Ordinance was recodified as Chapter 19.1. Though the recodification occurred, much of the core content of the current Ordinance has remained since its 1997 version, which presents many challenges. The current Ordinance lacks design and administrative flexibility in addition to many user-friendly components such as diagrams or graphics to improve readability and understanding. A modernization of the Zoning Ordinance is necessary in order to align with the recommendations of the recently adopted Comprehensive Plan.

It was the unanimous determination of the Request for Proposals Evaluation Committee to recommend award of this contract to White & Smith, LLC. based on their extensive background in many areas required including code writing and public engagement.

Pursuant to the submitted proposal by White & Smith, LLC. it is anticipated that this Zoning Ordinance modernization project will span the next twenty-four (24) to thirty-six (36) months and will consist of four (4) phases: Diagnostic, Drafting, Public Hearing and Adoption, and Training and Administration. During the process there will be significant opportunities for public engagement by citizens, businesses, the development community, and other interested parties through means such as stakeholder groups, focus groups, interviews, and workshops. Work sessions with the Planning Commission and Board of Supervisors will also be a significant part of this process.

The contract award amount to White & Smith, LLC. totals \$794,628, which covers professional services to design and develop a new Zoning Ordinance for Chesterfield County and implement a new online ordinance tool. In addition, optional services may be provided by the consultant, which may include upgrades to the

online ordinance tool, an in-house charrette, and a public charrette for a total of \$216,280; the grand total equates to \$1,010,908.

Funding is available in the current FY20 budget and additional funding is planned for FY21 and FY22 that would satisfy the contract amount and possible optional services.

**Attachments:**

None

Preparer: Andrew Gillies, Director of Planning  
Andrea Peeks, Director of Budget and Management

Approved By:

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**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.6.**

**Subject:**

Award of Contract to Cherry Bekaert LLP for Financial Auditing Services

**Board Action Requested:**

Authorize the County Administrator to enter into a contract with Cherry Bekaert for financial auditing services.

**Summary of Information:**

The County's current contract for external financial auditing services expired with the fiscal year 2019 audit completion. Staff prepared a Request for Proposal (RFP) to solicit responses from qualified independent certified public accountants to perform financial audits covering the County, School Board, and Student Activity Funds. Staff received 2 responses to the RFP and the RFP evaluation committee selected Cherry Bekaert as the firm most qualified to perform auditing services. This decision was based on Cherry Bekaert demonstrating the qualifications and capacity to perform the services required, with significant experience administering contracts for similar public sector clients, and lowest non-binding cost estimate. The initial term of the contract is for three fiscal years ending June 30, 2020 through 2022. The contract may be renewed for up to two additional fiscal years. The base fee for fiscal years 2020 and 2021 is \$219,091 per year which includes four federal program audits. The audit fee is funded by County and Schools.

**Attachments:**

None

Preparer: Khara Durden, Internal Audit Director  
Andrea Peeks, Director of Budget and Management

Approved By:



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.7.**

**Subject:**

Advertisement and Public Hearing Related to an Amendment to the 2020 Calendar Year Tax Relief Program

**Board Action Requested:**

Authorize Advertisement and Public Hearing Related an Amendment to the 2020 Calendar Year Tax Relief Program

**Summary of Information:**

This item is to authorize staff to proceed with the required notice for advertising and holding a public hearing for an amendment to the calendar year 2020 Tax Relief Program. In accordance with VA Code Section 58.1-3210 Chesterfield County has exercised the option to provide real estate tax relief to seniors aged 65 and over and citizens who are deemed permanently and totally disabled as defined by VA Code Section 58.1-3217. The real estate tax relief program is administered by the Commissioner of the Revenue. The Board of Supervisors has the authority to set eligibility requirements for income and assets to qualify for tax relief. These are set out in County ordinances Section 9-24 to 9-27.

The proposed amendment to the tax relief program changes the income level at which citizens receive 100% tax relief from \$27,200, to \$28,000, retroactively effective January 1, 2020. The intent of this change is to restore full relief to those citizens whose tax relief reduced from 100% to 60%, due to a 1.6% Social Security increase effective December 2019. Changes to the income levels or tax relief percentages have not been made since 2014. Current and proposed income levels are listed below:

<b>Current Income Level</b>	<b>Proposed Income Level</b>	<b>Tax Relief %</b>
up to \$27,200	up to \$28,000	100%
\$27,201-\$39,000	\$28,001-\$39,000	60%
\$39,001-\$52,000	\$39,001-\$52,000	35%

The proposed FY2021 budget allocates \$100,000 to address the estimated 70 households that will be affected by this change (based on 2019 data). The Budget and Management Department and the Office of the Commissioner of the Revenue intend to perform a more comprehensive review of this program for consideration as part of FY2022 budget development.



The Board is also requested to add a public hearing time slot to the already established March 25, 2020 date for public hearings on tax rates, the Proposed FY2021 Budget, the Proposed FY2021-2025 Capital Improvement Program, the Proposed FY2021 Community Development Block Grant and HOME Investments Partnership Grant Programs, and other ordinance changes. Advertising requirements differ depending on the item; therefore, approval for this ad now ensures the legal notice is advertised in a timely and prescribed manner. This item requests authorization to advertise the necessary public hearings in accordance with the state code. Amended estimated times for the public hearings are listed in the table.

**Public Hearings:**

The Code of Virginia requires that public hearings on the budget and on tax rates be held at different times but can be on the same day. Therefore, public hearings are planned to be advertised for March 25, 2020 as follows:

<b>Topic</b>	<b>Time</b>
Utilities Department Ordinance Changes	6:00 p.m.
Tax Rates	6:05 p.m.
Proposed FY2021 Community Development Block Grant Program	6:10 p.m.
Proposed FY2021-2025 Capital Improvement Program	6:15 p.m.
Proposed FY2021 Budget	6:20 p.m.
Proposed 2020 Tax Relief Program	6:25 p.m.

**Attachments:**

None

Preparer: Andrea Peeks, Director of Budget and Management

Approved By:

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**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.8.**

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**Subject:**

Acceptance of State Roads

**Board Action Requested:**

Adoption of resolutions for the referenced state roads acceptances.

**Summary of Information:**

**Dale District:** Sundial Farms Section 3 At The Highlands

Windermere Section A and Section B

Windermere Section E

**Attachments:**

1. 2020-03-11 Dale - Sundial Fams Section 3 At The Highlands
2. 2020-03-11 Dale - Windermere Section A and Section B
3. 2020-03-11 Dale - Windermere Section E

Preparer: Scott Smedley, Director of Environmental Engineering

Approved By:

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**TO: Board of Supervisors**

**FROM: Department of Environmental Engineering**

**SUBJECT: State Road Acceptance - Sundial Farms Section 3 At The Highlands**

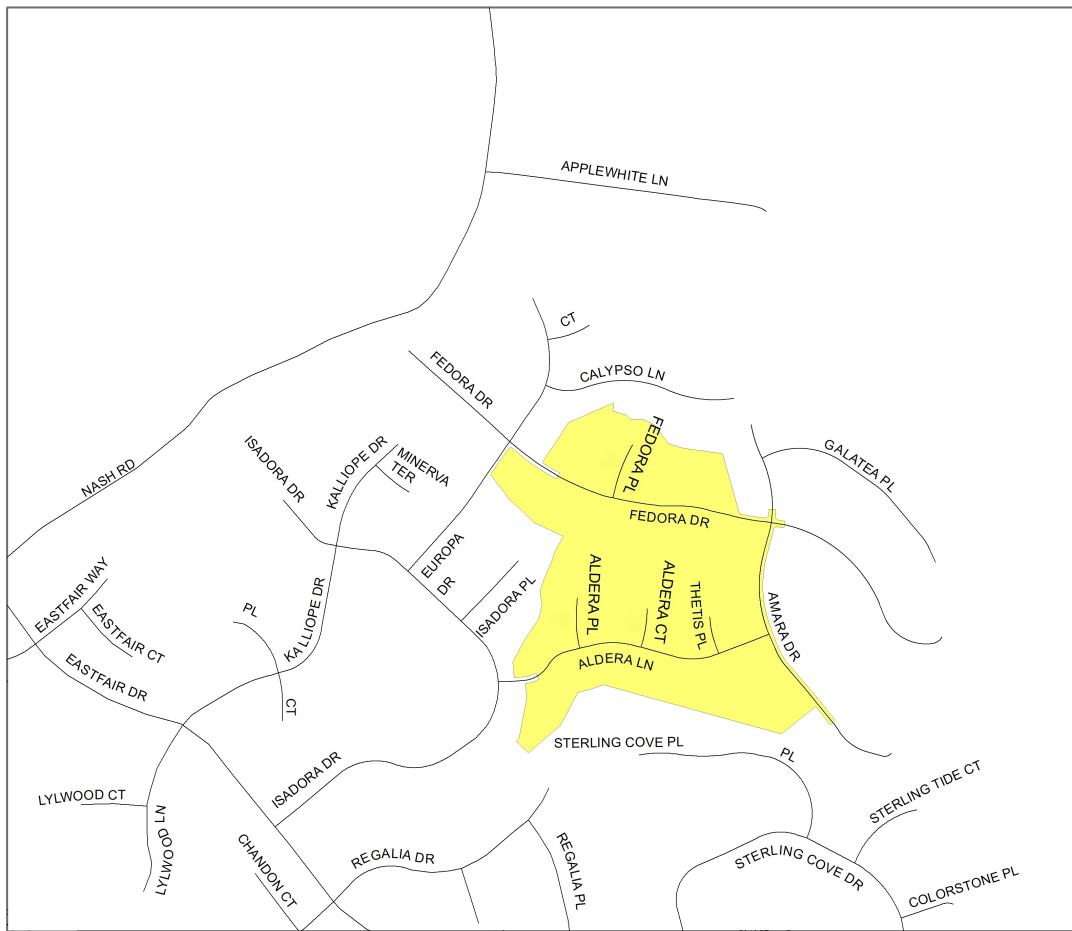
**DISTRICT: Dale**

**MEETING DATE: March 11, 2020**

**ROADS FOR CONSIDERATION:**

Aldera Court	Fedora Drive
Aldera Lane	Fedora Place
Aldera Place	Thetis Place
Amara Drive	

**Vicinity Map: Sundial Farms Section 3 At The Highlands**



Produced By Chesterfield County GIS

**TO: Board of Supervisors**

**FROM: Department of Environmental Engineering**

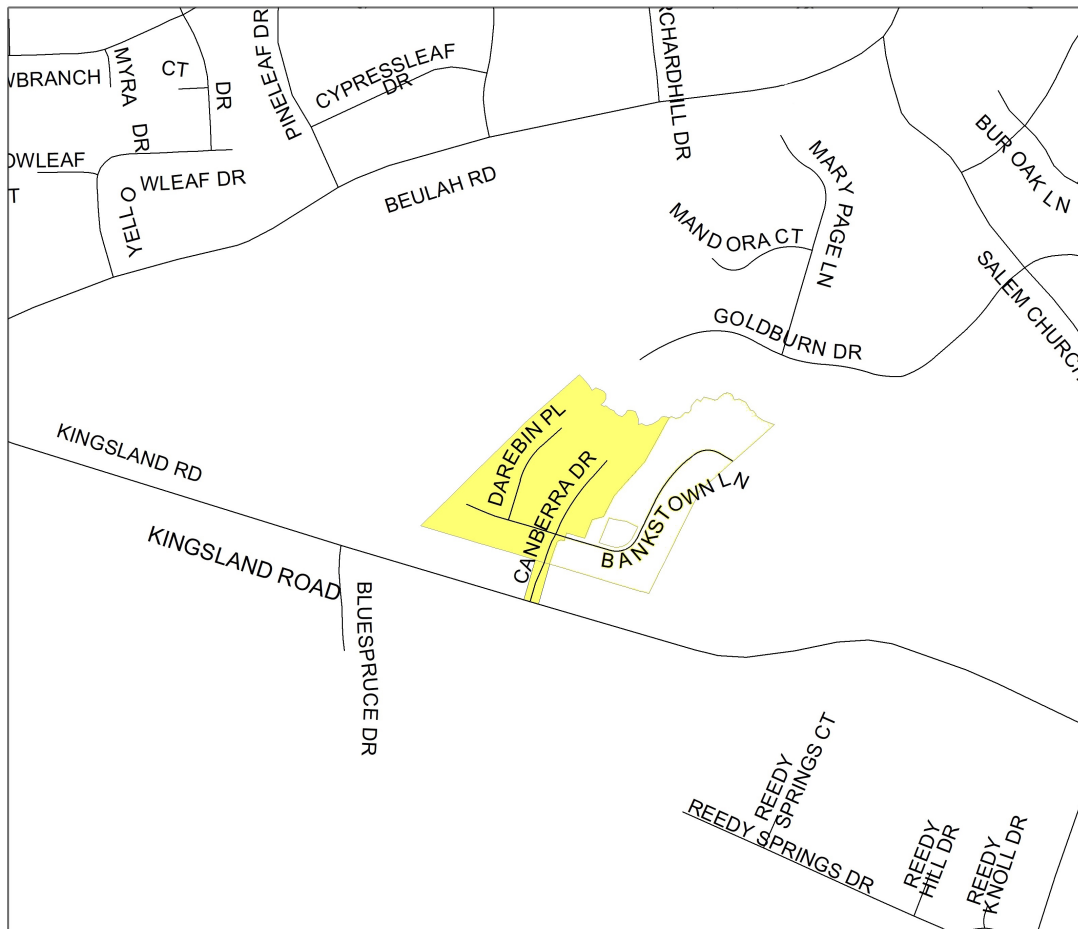
**SUBJECT: State Road Acceptance - Windermere Section A and Section B**

**DISTRICT: Dale**

**MEETING DATE: March 11, 2020**

**ROADS FOR CONSIDERATION:** Bankstown Lane  
Canberra Drive  
Darebin Place

**Vicinity Map: Windermere Section A and Section B**



Produced By Chesterfield County GIS

**TO: Board of Supervisors**

**FROM: Department of Environmental Engineering**

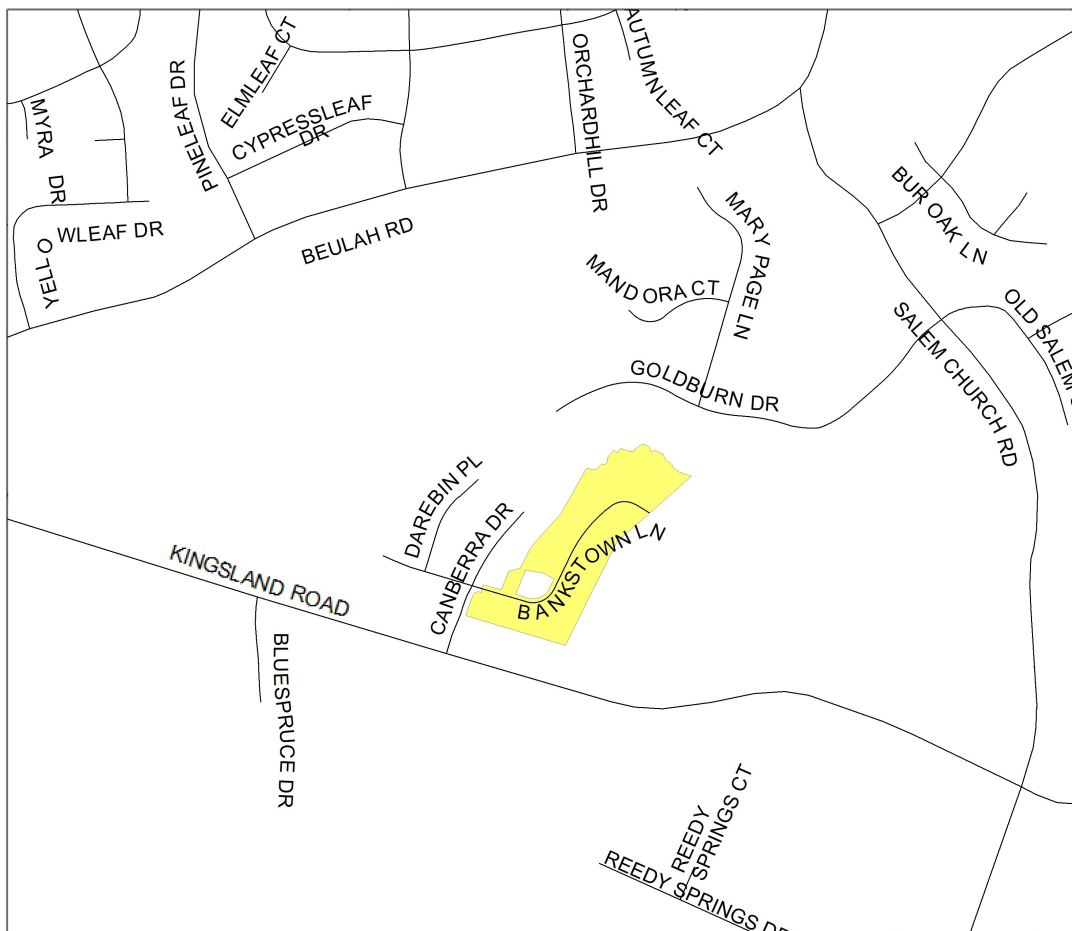
**SUBJECT: State Road Acceptance - Windermere Section E**

**DISTRICT: Dale**

**MEETING DATE: March 11, 2020**

**ROADS FOR CONSIDERATION: Bankstown Lane**

**Vicinity Map: Windermere Section E**



Produced By Chesterfield County GIS



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 12.A.9.**

**Subject:**

Expanding the County's Participation in the Urban Archery Deer Hunting Season

**Board Action Requested:**

The Board is requested to authorize the County Administrator to notify the Virginia Department of Game and Inland Fisheries that participation in the urban archery deer hunting program is being expanded County-wide for the upcoming season.

**Summary of Information:**

In April 2011, after concerns were expressed about the then increasing number of deer in the County, the Board authorized the County Administrator to notify the Department of Game and Inland Fisheries ("DGIF") that the County was opting to participate in the urban archery deer hunting season.

The urban archery season extends the bow hunting season for antlerless deer by four months by allowing bow hunting for the months of September, January, February, and March. The season was first established by DGIF in 2002 to reduce the deer population in urban areas. Antlerless deer include does, young males, and males who have shed their antlers.

In 2017, based on available statistics from DGIF, it appeared that the deer population in the County had decreased significantly. Accordingly, Chesterfield's participation in urban archery was curtailed and limited to the Midlothian Magisterial District.

Given current circumstances, the entire County can now be included in the program. These changes will not infringe on any existing hunting privileges in the County and will allow more residents to utilize their property for this purpose.

Numerous localities throughout Virginia participate in the urban archery program as is being proposed. In addition to Chesterfield, the entire list of participating localities is as follows: the cities of Charlottesville, Chesapeake (except on DGIF-owned lands), Colonial Heights, Danville, Emporia, Franklin, Fredericksburg, Galax, Hopewell, Lexington, Lynchburg, Martinsville, Poquoson, Radford, Richmond, Staunton, Suffolk, and Winchester; and, in the towns of Altavista, Amherst, Bedford, Blacksburg, Blackstone, Boones Mill, Buchanan, Chatham, Christiansburg, Farmville, Front Royal, Halifax, Hurt, Independence, Irvington, Kenbridge, Lebanon, Pearisburg, Pulaski, Richlands, Rocky Mount, Saltville, Smithfield, Stuart, Tazewell, Victoria, West Point, and Wytheville; and, in the counties of Fairfax, James City, Prince William, Roanoke



(except on National Forest and DGIF-owned lands), Stafford, and York.

The County's current ordinances regulating bow hunting will still apply during the special urban archery season. Accordingly, bow hunters will be required to remain at least 150 feet away from businesses, public buildings, or residences and will not be able to hunt on or shoot their bow toward any property without the permission of the property owner. In addition to the County ordinances, DGIF publishes these requirements to ensure hunters are given appropriate notice. Those property owners who do not want urban archery on their land can simply not grant the required permissions.

Staff requests that the Board authorize the County Administrator to notify DGIF that participation in the urban archery program in Chesterfield will be expanded to include the entire County.

**Attachments:**

None

Preparer: Jeff Mincks, County Attorney

Approved By:

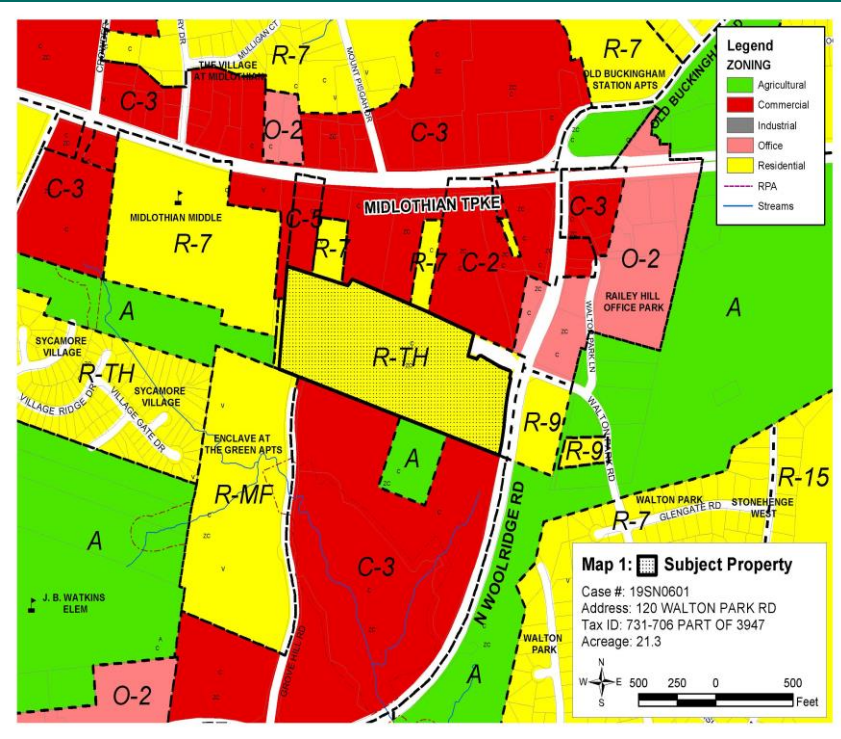
  

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**19SN0601**  
**Midlothian**  
**Emerson Companies, LLC**

Rezoning from Residential Townhouse (R-TH)  
to Multi-family Residential (R-MF) with  
Conditional Use Planned Development to  
permit exceptions to ordinance requirements

## Case 19SN0601 - Overview



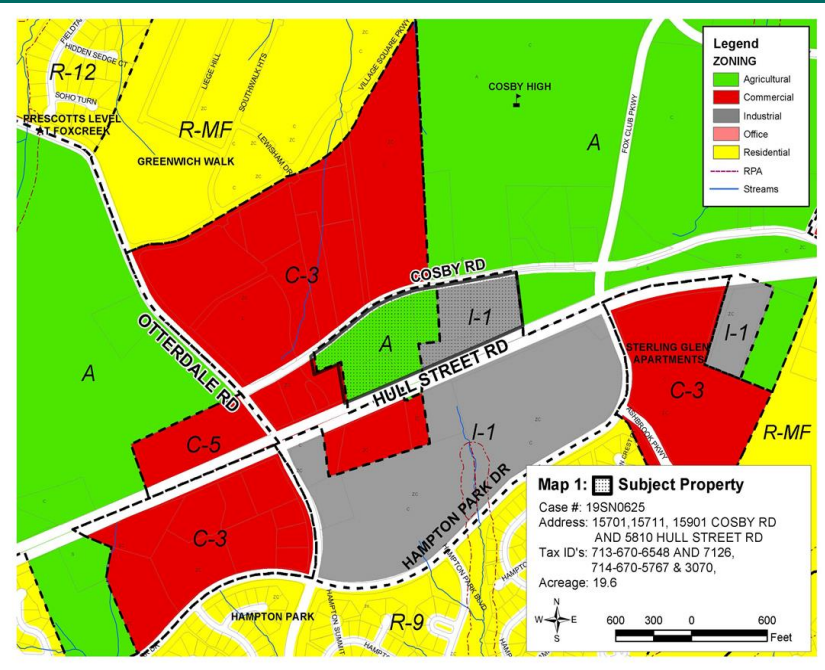
- Complies with Midlothian Community Special Area Plan; Community Mixed Use/Village Core
- 345 multi-family condominiums (two over two & triplex-style); 16.2 du
- Quality site design and architecture offer unique housing option integrated with area development; enhance larger mixed use village core; flexibility
- Construction of an extension of Grove Hill Road
- Commission with unanimous vote and staff recommend approval

**19SN0625**  
**Matoaca**  
**Cosby Village LLC**

(Request 1) Rezoning from Agricultural (A) and Light Industrial (I-1) to Neighborhood Business (C-2) with Conditional Use Planned Development to permit ordinance exceptions and (Request II) Conditional Use to permit alcoholic beverage sales near a public school

# Case 19SN0625 - Overview

- Commercial development C-2 & limited C-3 uses; more intense uses omitted
- Pedestrian plaza/promenade around lake in Zone 1
- Quality design and architecture should enhance surrounding community
- Commission with unanimous vote and staff support Rezoning (Request I)
- Conditional Use to permit alcoholic beverage sales w/in 500' of Cosby; separated by water tank & over 800';
- Commission with unanimous vote & Planning supports Conditional Use (Request II); Schools does not support



**20SN0509**

**Clover Hill**

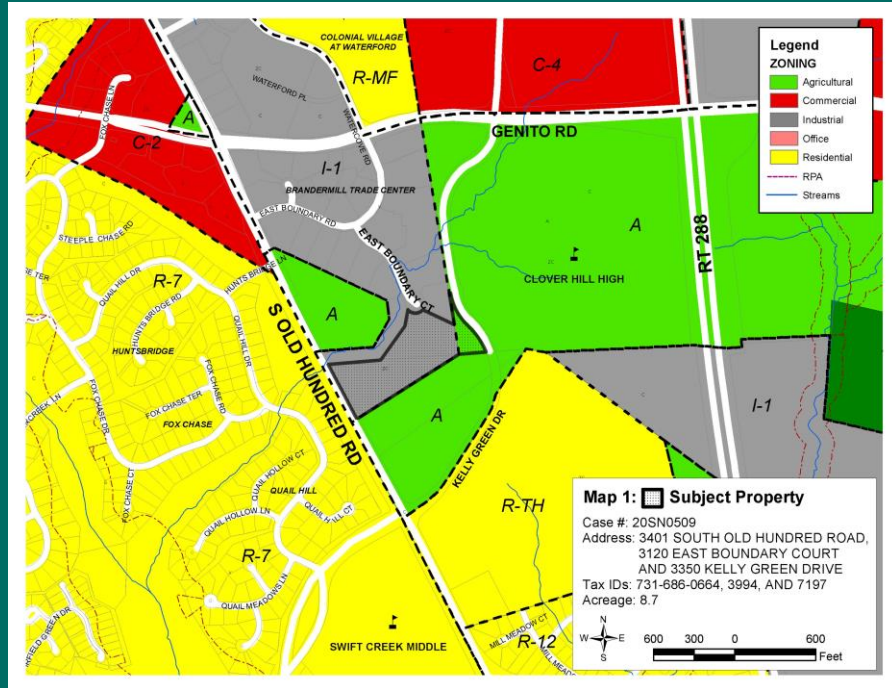
**Sports Performance Properties, LLC**

REQUEST I: Rezoning 2.8 acres from Light Industrial (I-1) to Neighborhood Business (C-2) and 1.0 acre from Agricultural (A) to Light Industrial (I-1) plus conditional use to permit commercial indoor recreational use in a Light Industrial (I-1) District on 5.9 acres

REQUEST II: Conditional Use to permit alcoholic beverage sales for on-premises consumption within 500 linear feet of a public school



# 20SN0509 - Overview

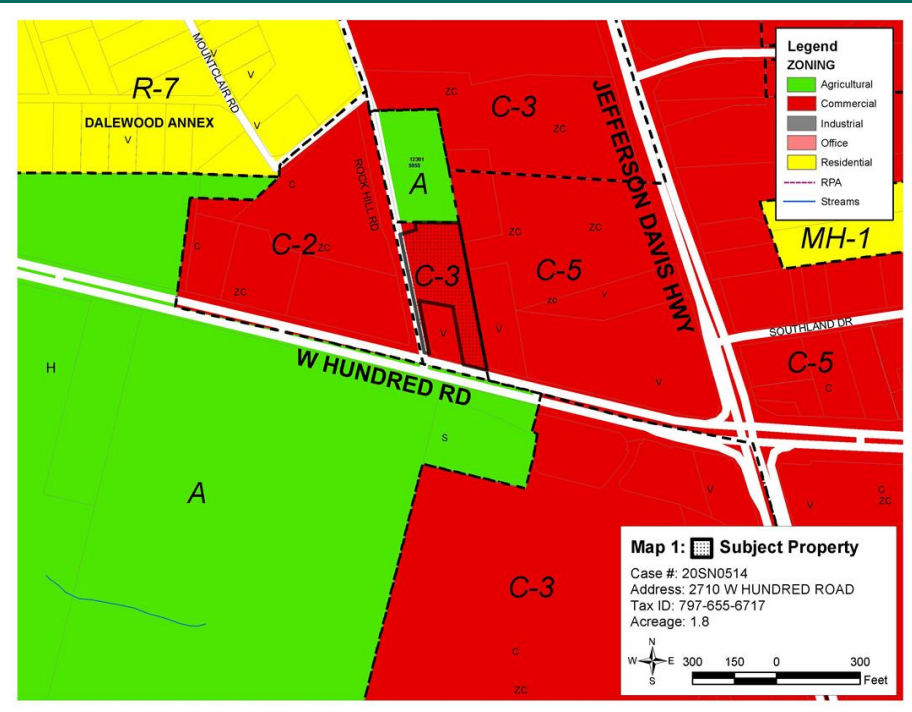


- Rezoning to industrial and commercial
- Relocate an existing sports training business to allow expansion
- Property access from three (3) roads, distributing traffic
- Conditional use for sales of alcoholic beverages for onsite consumption with 500' of school property

**20SN0514**  
**BERMUDA**  
**Karina Fournier**

Conditional use to permit a communications tower in a Community Business (C-3) District.

## Case 20SN0514 - Overview



- 199 foot tall monopole tower with flush mount antenna
- CUPD – setback exceptions
- Taller structure allows other users
- Conditions assist in mitigating visual impact
- Separated from high visibility corner of Routes 10 and 1 by existing commercial uses
- Commission with unanimous vote and staff recommend approval

**CASE NUMBER: 20SN0509****APPLICANT: Sports Performance Properties, LLC****CHESTERFIELD COUNTY, VIRGINIA  
CLOVER HILL DISTRICT****STAFF'S ANALYSIS  
AND RECOMMENDATION****Board of Supervisors (BOS) Hearing:**

March 11, 2020

**BOS Time Remaining:**

365 DAYS

**Applicant's Contact:**

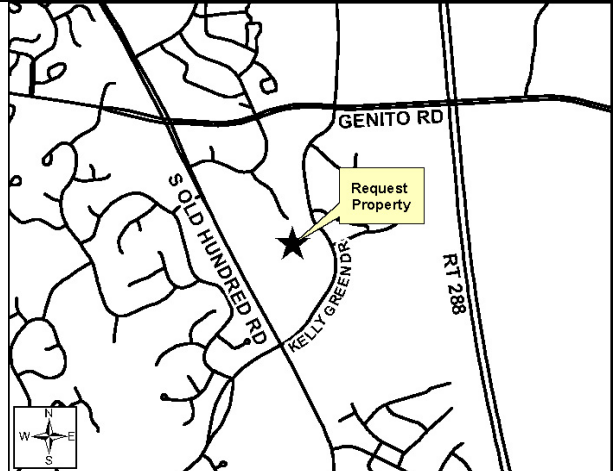
CHRIS MARTIN (804) 405-7338

**Applicant's Agent:**

DAVE ANDERSON (804) 432-6699

**Planning Department Case Manager:**

JOSH GILLESPIE (804-796-7122)

8.7 Acres – 3401 S Old Hundred Rd  
RISE BASEBALL**REQUEST**

REQUEST I: Rezoning from Light Industrial (I-1) to Neighborhood Business (C-2) of 2.8 acres and from Agricultural (A) to Light Industrial (I-1) of 1.0 acre plus conditional use to permit commercial indoor recreational use in a Light Industrial (I-1) District on 5.9 acres. See Zoning Plat (Exhibit D, Attachment 6).

REQUEST II: Conditional Use to permit alcoholic beverage sales for on-premises consumption within 500 linear feet of a public school.

**Notes:** A. Conditions may be imposed or the property owners may proffer conditions.

B. Proffered conditions, Textual Statement, exhibits, and letter from Schools Superintendent are located in Attachments 1-7.

**SUMMARY**

A mixed development known as RISE Baseball with limited Neighborhood Commercial (C-2) uses and a commercial indoor recreation facility is planned. Conditional uses are requested to permit commercial indoor recreational uses in addition to Light Industrial (I-1) uses and to permit the sale of alcoholic beverages for on-premises consumption within 500 linear feet of a public school. Development will occur as generally depicted on the conceptual plan (Exhibit A, Attachment 3), with two buildings and an interconnected site.

Conditional use approval is sought to permit alcoholic beverage sales for on-premises consumption within 500 linear feet of a Clover Hill High School, as measured from the property boundaries. The existed and planned facilities are separated significantly greater distances than the respective property lines (Map, Page 8). The existing school building is located 941' feet from Kelly Green Drive and the planned RISE building is located 378 linear feet from Kelly Green Drive.

Site design intends to harmonize the planned development with surrounding uses through existing and supplemental vegetation to minimize views of the site and planned buildings.

RECOMMENDATION	
PLANNING COMMISSION	<p><u>REQUEST I (REZONING WITH CONDITIONAL USE):</u>  <b>APPROVAL WITH THE PROFFERED CONDITIONS</b></p> <p><u>REQUEST II (CONDITIONAL USE TO PERMIT SALES OF ALCOHOLIC BEVERAGES FOR ONSITE CONSUMPTION WITHIN 500' OF PUBLIC SCHOOLS):</u>  <b>APPROVAL</b></p>
STAFF	<p><u>REQUEST I (REZONING WITH CONDITIONAL USE):</u>  <b>PLANNING – APPROVAL WITH THE PROFFERED CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• The requested Industrial (I-1) and Neighborhood Business (C-2) zoning districts are generally consistent with the Comprehensive Plan for Regional Mixed Use. A list of permitted uses for this property are listed.</li> <li>• Quality site design offered by the applicant provides for good access to surrounding public roads, onsite integrated parking and circulation, and accommodation of a commercial indoor recreation use compatible with the surrounding mix of educational, industrial, office, religious, vehicular storage, and residential uses.</li> </ul> <p><b>TRANSPORTATION– APPROVAL</b></p> <ul style="list-style-type: none"> <li>• The development's traffic impact will be addressed by providing dedication and construction of road and sidewalk improvements.</li> </ul> <p><u>REQUEST II (CONDITIONAL USE TO PERMIT SALES OF ALCOHOLIC BEVERAGES FOR ONSITE CONSUMPTION WITHIN 500' OF PUBLIC SCHOOLS):</u>  <b>PLANNING – APPROVAL</b></p> <p>While the property boundaries of the subject property and the school campus are within the 500 linear feet identified in the Zoning Ordinance, the active portion of the campus is not in close proximity to the planned use (separated over 900 feet and by rolling topography) to the indoor recreation use. Further, conditions restrict visible advertising to the building interior.</p> <p><b>SCHOOLS – DENIAL</b></p> <p>Any intent to sell alcoholic beverages in any development within close proximity to a school property raises safety and security concerns during and after-school hours of operation. The school division does not support the request for a conditional use to sell alcohol in proximity to a public school facility.</p>

SUMMARY OF IDENTIFIED ISSUES	
Department	Issue
SCHOOLS	Any intent to sell alcoholic beverages in any development within close proximity to a school property raises safety and security concerns during and after-school hours of operation. The school division does not support the request for a conditional use to sell alcohol in proximity to a public school facility.

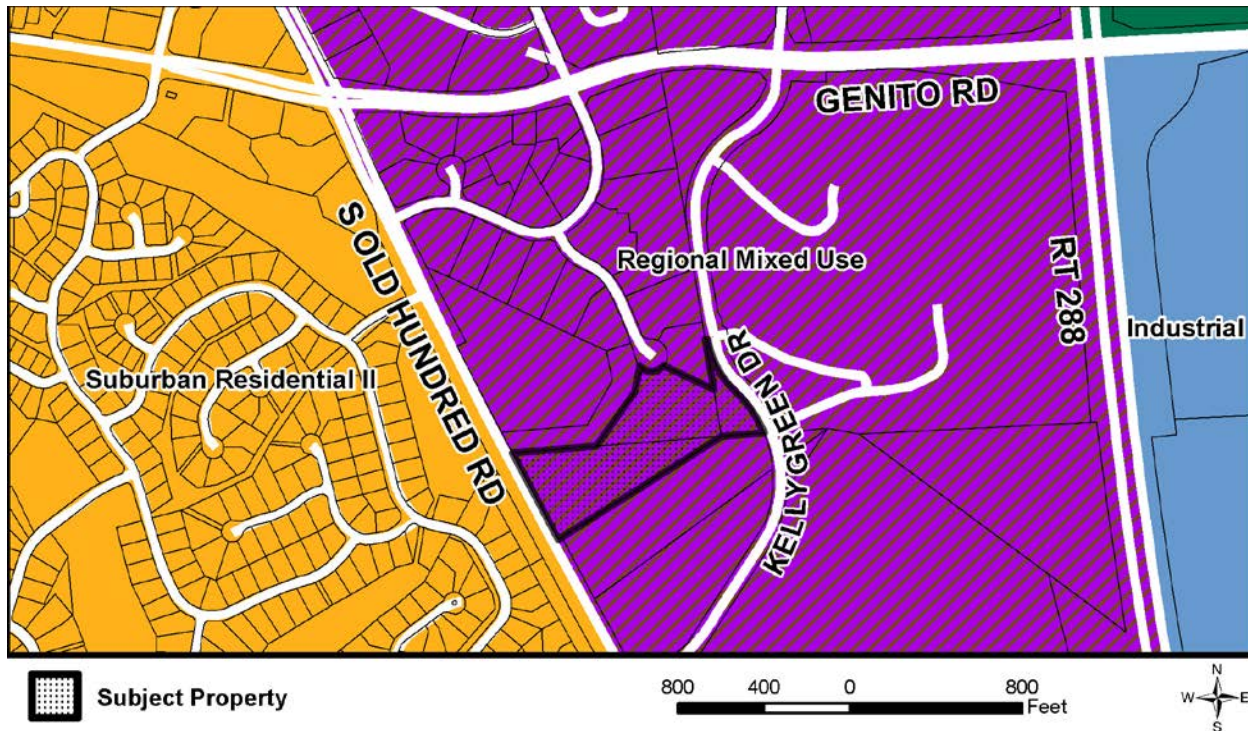




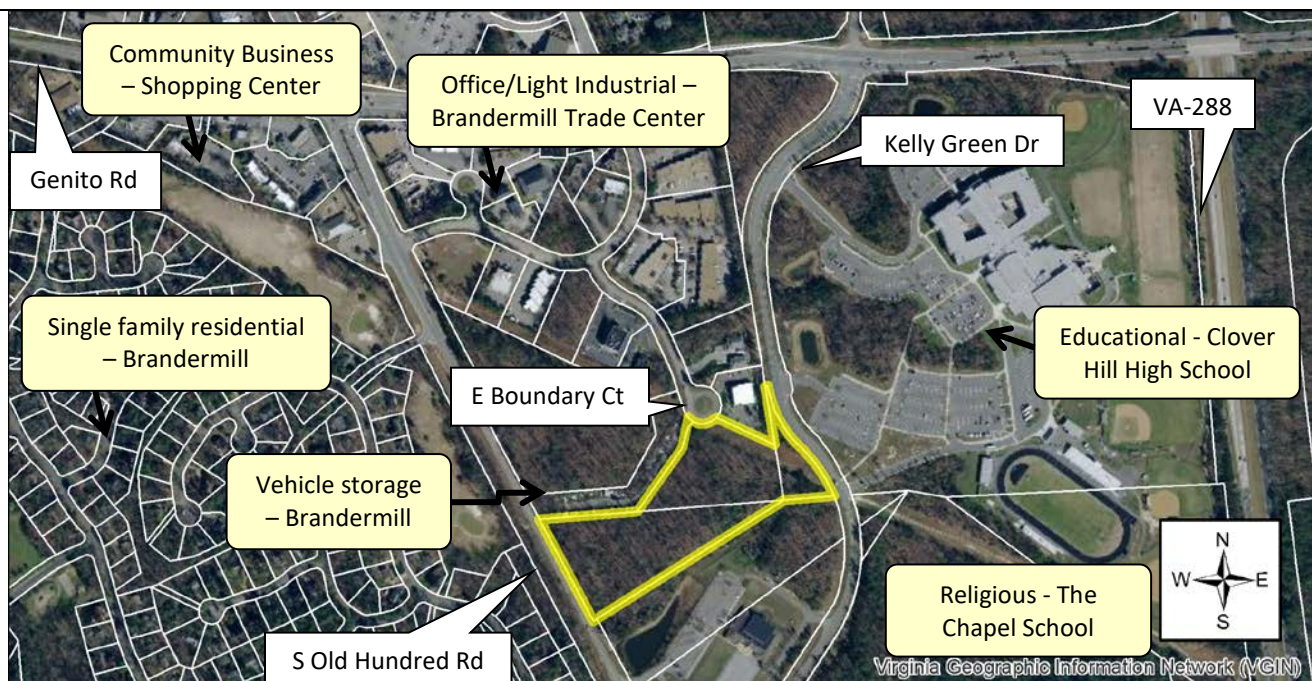


## Comprehensive Plan Classification: REGIONAL MIXED USE

The designation suggests integrated and interconnected commercial, residential and industrial uses.



## Surrounding Land Uses and Development



## PLANNING

Staff Contact: Josh Gillespie (804-796-7122) gillespiejo@chesterfield.gov

### Zoning History

Case Number	Request
90SN0119 Withdrawn (03/1990)	<ul style="list-style-type: none"><li>• Rezoning from Agricultural (A) to Light Industrial (I-1) on a 4.8 acres parcel, including a portion of the 20SN0509 request property.</li><li>• Proposal included establishment of a 100' buffer along the southern boundary when site development occurred with adjoining residential uses, or a reduction to be considered with adjoining non-residential uses.</li></ul>
07SN0175 Approved (12/2006)	<ul style="list-style-type: none"><li>• Rezoning from Agricultural (A) to Light Industrial (I-1) on a 4.8 acres parcel, including a portion of the 20SN0509 request property.</li><li>• Requirement for no direct vehicular access to Old Hundred Road.</li><li>• No building or structure shall exceed two (2) stories in height.</li><li>• No free standing light fixtures shall exceed twenty (20) feet in height.</li><li>• Prohibit certain I-1 uses otherwise permitted</li></ul>

### Proposal

Rezoning is proposed from Light Industrial (I-1) to Neighborhood Business (C-2) of 2.8 acres and from Agricultural (A) to Light Industrial (I-1) of 1.0 acre plus conditional use to permit commercial indoor recreational use in a Light Industrial (I-1) District on 5.9 acres (Request I). The properties proposed for rezoning are shown on the Zoning Plat (Exhibit D, Attachment 6).

Commercial indoor recreation and neighborhood business uses are planned on two portions of the combined acreage as identified on the Conceptual Plan (Exhibit A, Attachment 3). Development is intended to be consistent with the Regional Mixed Use designation in the Comprehensive Plan as a complement to the established pattern of development and with more recent site development.

### The Comprehensive Plan and Future Area Development

The designation suggests integrated and interconnected commercial, residential and industrial uses.

Since existing public and private development in this area has occurred over a period of decades before and after the master planned Brandermill community, the planning objective is continued integration and harmonious progression of development.

The proposed commercial indoor recreation and neighborhood business uses represent the mix of uses that comply with the Comprehensive Plan in an area of mixed uses and transitions between differing uses in proximity.

## **Overall Design**

The development will be designed in general conformance with the Conceptual Plan (Exhibit A, Attachment 3). The development is proposed with three (3) development tracts (Parcels 1, 2, and 3).

Within Parcel 1, an area of 4.9 acres is shown with one (1) building, vehicular parking areas, circulating driveways, and access points to the east to Parcel 3 and through to Kelly Green Drive, to the west to Parcel 2 and through to South Old Hundred Road, and to the north to East Boundary Court. The planned use is commercial indoor recreation, to consist of a one-story building with a central hall and internal café, one (1) baseball training field, and two (2) basketball courts available for training and matches. The café is open, without separation, to the central hall as an integrated use. Glass walls enclose the sports areas. A mezzanine level is planned to allow views above the main floor.

Within Parcel 2, an area of 2.8 acres is shown with a buffer along South Old Hundred Road on the western boundary, one (1) building, vehicular parking areas, circulating driveways, a stormwater management feature, and access points to the west to South Old Hundred Road through the buffer and to the east to Parcel 1 with through access to Kelly Green Drive and East Boundary Court. Planned commercial and office uses are in the Textual Statement (Exhibit B, Attachment 5), as follows:

1. **Allowed Uses.** No use on Parcel 2 may provide drive-through service. Uses for Parcel 2 shall be limited to the following uses -
  - a. Barber shop
  - b. Beauty shop
  - c. Clinic, medical, dental, or optical
  - d. Day care, child
  - e. Mailing services
  - f. Office
  - g. Travel agency
  - h. Veterinary clinic
2. **Restricted Uses.**
  - a. Health club. Limited to a 10,000 square feet facility with hours of operation ending at 10 pm.
  - b. Restaurant, sit down. Limited to no more than 5,000 square feet.

Parcel 3 is an area of one (1) acre with existing utility easement crossings and a planned new drive to connect Parcels 1 and 2 to Kelly Green Drive. Parcel 3 uses are limited to access, utilities, parking, and signage with no buildings.

## **Design Standards and Architectural Treatment**

Buildings and signs shall be located to preserve trees around on the site's western perimeter and to establish screening for the new buildings. Wall siding shall be brick, block, metal or composite materials. No vinyl siding is allowed. Elevations of the planned commercial indoor recreation facility are shown on Conceptual Elevations (Exhibit C, Attachment 5)

## **Buffers**

The subject properties have prominent road frontage on the three roads to be used for access: Old Hundred Road, Kelly Green Drive and East Boundary Court. Two buildings are planned per the conceptual plan (Exhibit A, Attachment 3), with the westernmost building smaller in size than the easternmost building, which is centrally-located. Both buildings would be screened from views to the travelling public, as provided by the Textual Statement (Attachment 2) and illustrated by the Buffers and Screening Plan (Exhibit B, Attachment 4):

- A. Buffers** – Buffers to adjacent properties shall be provided as follows and as identified on Exhibit B, Attachment 4: One break in the western property line shall be permitted to provide commercial access and associated signage to Parcel 2 as described in III.G. No buffers shall be provided along southern and northern property lines, or between Parcel 1 and Parcel 2.

## **Alcoholic Beverage Sales for On-site Consumption Near a Public School**

The Zoning Ordinance requires approval of a Conditional Use for commercial establishments seeking to sell alcoholic beverages for on-premises consumption within 500 linear feet of a public school built after December 15, 1993. The ordinance provides that the required distances shall be measured from the nearest property line, not lease line, of the establishment selling alcoholic beverages to the nearest property line of the school.

Some businesses proposed within this development (such as restaurants, and craft breweries and distilleries) would permit on-site alcoholic beverage consumption. As identified in the map on the following page, the subject property fronts the south line of Kelly Green Drive south of the Clover Hill High School campus. As such, the property boundaries (not lease boundaries) where the on-site alcoholic beverage consumption may be permitted is within the ordinance identified 500 linear feet. The applicant is requesting approval of a Conditional Use (Request II) to permit the alcoholic beverage sales use.

It is important to note that the portion of the Clover Hill High School campus closest to the subject property is open space and parking not utilized by school buildings. The closest portion of the active campus is the remote parking lot which is approximately 100 feet north of the northern boundary of the request property. The closest edge of the school building is located approximately 950 feet north of the northern boundary of the request property.

The Conceptual Plan (Attachment 3) indicates the distance of the building housing the on-site consumption of alcoholic beverages would be approximately 375 feet from the northern boundary line on Kelly Green Drive. The nearest entrance of the planned building to the nearest existing school entrance is approximately 1450 linear feet, and separated by parking areas, an embankment, site landscaping, open space on the school campus. Given the physical separation (distance between property and campus), the impact of the alcohol sales use on the school should be minimal. Staff supports this request.



## Map

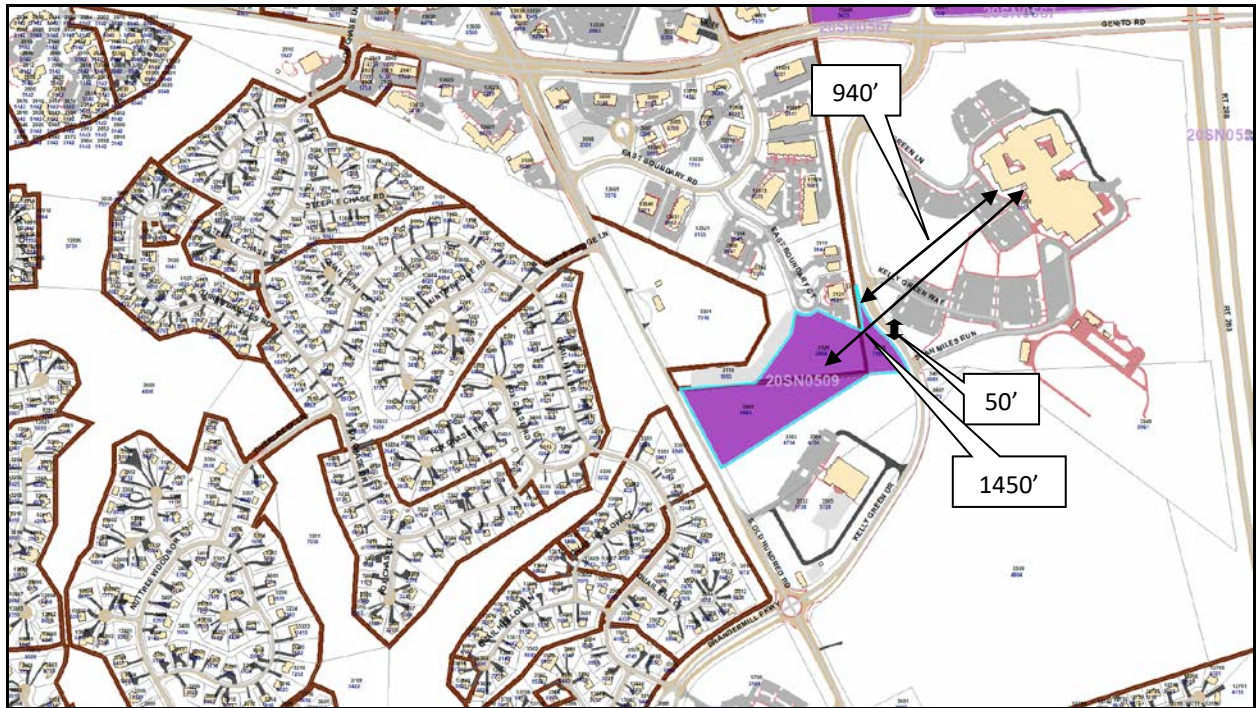


Figure 1 – Showing distances between Subject and Schools Property Line and between Subject and Existing and Planned Buildings

## COUNTY DEPARTMENT OF TRANSPORTATION

Staff Contact: Steve Adams (804) 748-1037 [adamsSt@chesterfield.gov](mailto:adamsSt@chesterfield.gov)

The Comprehensive Plan, which includes the Thoroughfare Plan, identifies county-wide transportation needs that are expected to mitigate traffic impacts of future growth. This request will not limit development to a specific land use; therefore, it is difficult to anticipate traffic generation. Based on the Master Plan with an indoor sports facility and a commercial outparcel, the development could generate approximately 900 average daily trips (ADT), assuming a drive-in bank on Parcel 2. The vehicles generated by this property will be distributed along Old Hundred Road and Kelly Green Drive.

Old Hundred Road is identified on the County's Thoroughfare Plan as a major arterial with a recommended right of way width of 90 feet. Old Hundred Road is a two-lane road where sections of the road are substandard, with approximately 10-foot lane widths and no usable shoulders. VDOT minimum geometric design standards recommend this road have 12-foot lane widths and 10-foot shoulders. In 2018, the VDOT traffic count on Old Hundred Road was 11,230 (Level of Service "D")

Section 19.1-231 of the County Code outlines the general requirements to meet the needs of the traffic generated by a proposed development, including acceptable levels of service. The applicant has offered:

### **Dedication along Old Hundred Road (Proffered Condition 5):**

- 45 feet of right-of-way along the east side of Old Hundred Road.

### **Access (Proffered Condition 6):**

- Limited to one (1) entrance/exit to Old Hundred Road.

### **Road Improvements along Old Hundred Road (Proffered Condition 7):**

- Right turn lane at the approved access.
- Left turn lane at the approved access, if warranted.
- Relocation of the ditch to provide a seven (7) foot unpaved shoulder.
- Sidewalk along the property frontage.

Staff supports the request.

## VIRGINIA DEPARTMENT OF TRANSPORTATION

Staff Contact: Willie Gordon (804) 674-2907 [willie.gordon@vdot.virginia.gov](mailto:willie.gordon@vdot.virginia.gov)

The Comprehensive Plan, which includes the Thoroughfare Plan, identifies county-wide transportation needs that are expected to mitigate traffic impacts of future growth. This request will not limit development to a specific land use; therefore, it is difficult to anticipate traffic generation. Based on the Master Plan with an indoor sports facility and a commercial outparcel, the development could generate approximately 900 average daily trips (ADT), assuming a drive-in bank on Parcel 2. The vehicles generated by this property will be distributed along Old Hundred Road and Kelly Green Drive.



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- Relocation of the ditch to provide a seven (7) foot unpaved shoulder.
- Sidewalk along the property frontage.

Staff supports the request.

**FIRE AND EMERGENCY MEDICAL SERVICES**

Staff Contact: Anthony Batten (717-6167) [battena@chesterfield.gov](mailto:battena@chesterfield.gov)

When the property is developed, the number of hydrants, quantity of water needed for fire protection, and access requirements will be evaluated during the plans review process.

**Nearby Fire and Emergency Medical Service (EMS) Facilities**

<b>Fire Station</b>	The Swift Creek Fire Station, Company Number 16
<b>EMS Facility</b>	The Swift Creek Fire Station, Company Number 16

## UTILITIES

Staff Contact: Matthew Rembold (706-7616) remboldm@chesterfield.gov

### Existing Water and Wastewater Systems

Utility Type	Currently Serviced	Size of Closest Existing Lines	Connection Required by County Code
Water	No	8"	Yes
Wastewater	No	8"	Yes

#### Additional Utility Comments:

The applicant requests a rezoning to allow a youth baseball focused sports performance center.

The subject properties are located within the mandatory water and wastewater connection areas for new non-residential structures. The applicant has proffered use of county water and county wastewater for domestic purposes necessary to support this development.

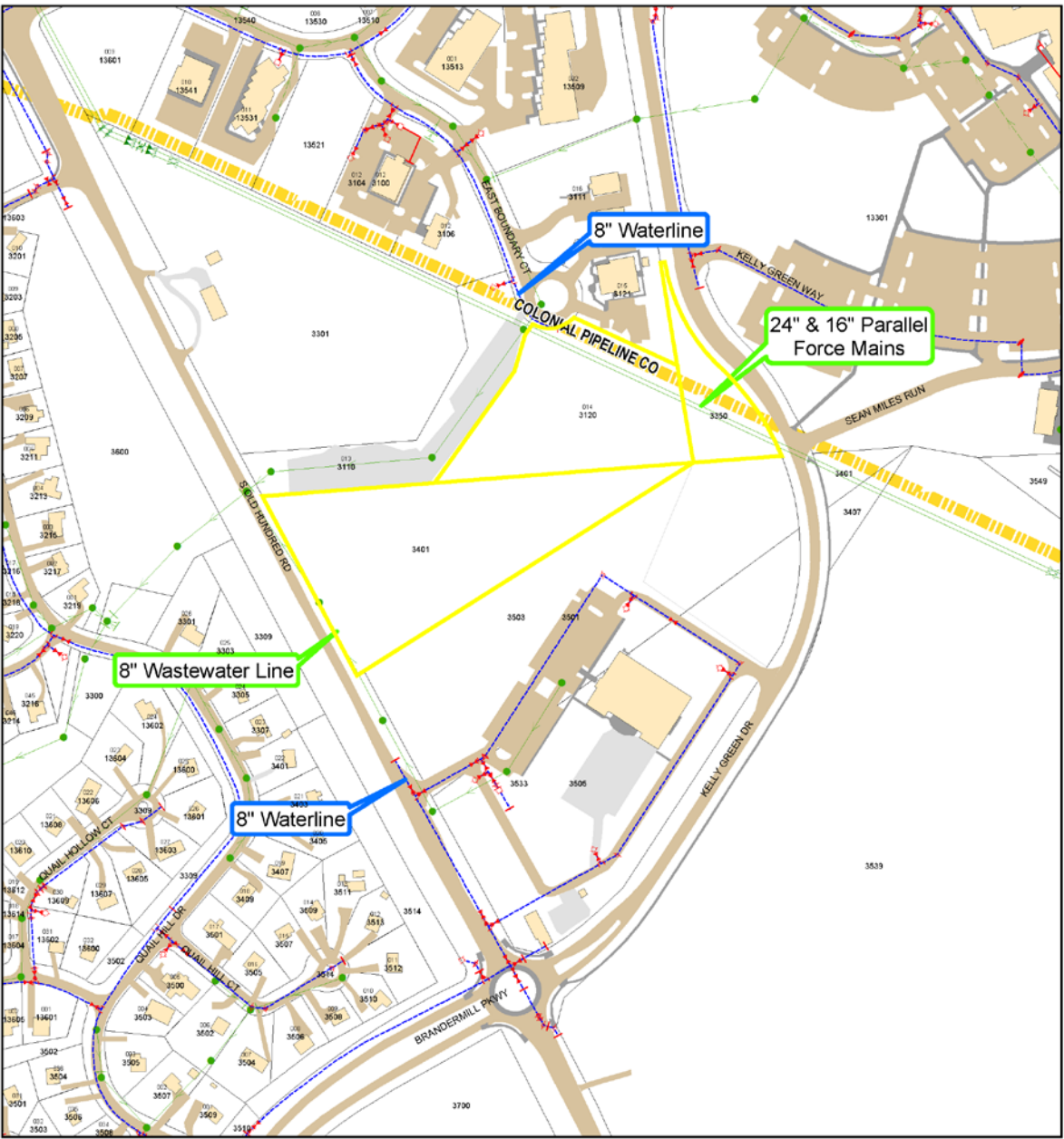
County wastewater is available along the South Old Hundred Road frontage of the property.


County water is available at the end of East Boundary Court and approximately 200 feet south of the subject properties along South Old Hundred Road. These two lines are on different pressure zones, therefore looping and interconnection of these lines is not anticipated. Due to the presence of a Colonial Pipeline transmission main and two sanitary force mains between East Boundary Court and the property, the Utilities Department prefers the site be served via an extension from South Old Hundred Road. The applicant has proffered to do so.

All extensions of the County water and wastewater systems will be subject to formal review and approval of the Utilities Department, to include dedication of easements to make the systems available to upstream and adjacent properties.


The Utilities Department supports this case.


CHESTERFIELD COUNTY  
 DEPARTMENT OF UTILITIES





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 to be inaccurate.


Chesterfield County  
 Department of Utilities  
 20SN0509  
 Sports Performance Properties, LLC  
 MJR, 9/10/19  
 1 inch = 300 feet





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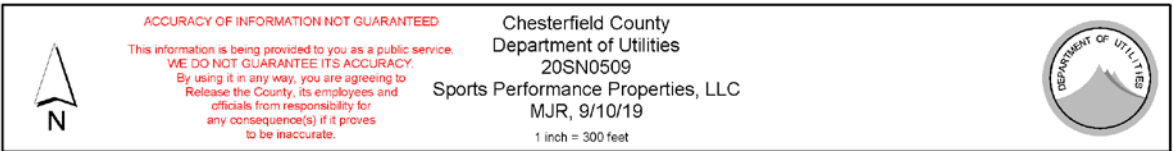
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 MJR, 9/10/19  
 1 inch = 300 feet





## ENVIRONMENTAL ENGINEERING

Staff Contact: Rebecca Ward (804-748-1028) WardR@chesterfield.gov

### **Geography**

The subject properties generally drain from southeast to northwest to an existing culvert under South Old Hundred Road, and then through the Quail Hill subdivision and the Brandermill County Club to Nuttree Branch. Nuttree Branch is a tributary of Swift Creek. The properties are all located within the Lower Swift Creek Watershed.

### **Natural Resources**

A Resource Protection Area (RPA) Designation must be submitted to and confirmed by the Department of Environmental Engineering – Water Quality Section prior to the approval of any site plans. A Water Quality Impact Assessment must be submitted to and approved by the Department of Environmental Engineering and/or the Board of Supervisors for any improvements which encroach into the RPA. In addition, wetlands shall not be impacted without prior approval from the U.S. Army Corps of Engineers and/or the Virginia Department of Environmental Quality.

### **Drainage**

The subject properties drain to an existing culvert under South Old Hundred Road, which is currently inadequate and often floods during large storm events. In addition, some of the homes in the Quail Hill subdivision were constructed prior to the adoption of the Floodplain Ordinance in 1983. Any increased runoff from the proposed development upstream of the existing culvert under South Old Hundred Road and the Quail Hill subdivision will result in increased flooding, which would impact private properties and public safety. Therefore, on-site detention/retention of the post-development peak discharge rates for the 2-, 10-, and 100-year storm events to below the pre-development peak discharge rates for the 2-, 10-, and 100-year storm events, respectively, shall be provided to protect the downstream private properties from increased erosion and flooding. The applicant has offered Proffered Condition 8 to address this impact.

### **Stormwater Management**

The development of the subject property will be subject to the Part IIB technical criteria of the Virginia Stormwater Management Program Regulations for water quality and quantity.

## SCHOOLS

Staff Contact: Atonja Allen (804-318-8740) atonja\_allen@ccpsnet.net

This application is located west of the Clover Hill High School property, across Kelly Green Drive. The proposal is accessed through Kelly Green Drive, which is also the main thoroughfare for Clover Hill High School. This could impact traffic and school bus operations, especially during drop-off and pick-up of students.

As stated in the Chesterfield County's Zoning Ordinance Article III Division 2 - Alcoholic Beverage Sales near Public Schools - *"a Conditional Use shall be required for all commercial establishments seeking to sell alcoholic beverages, as defined in the Code of Virginia, for on-premises consumption,*

*within 500 linear feet of a school that is owned or operated by the county and built after December 15, 1993”.*

Further, the code states that *“The required distance shall be measured by extending a straight line from the nearest property line (not the lease line) of the establishment selling alcoholic beverages to the nearest property line of the school”.*

Any intent to sell alcoholic beverages in any development within close proximity to a school property raises safety and security concerns during and after-school hours of operation. The school division does not support the request for a conditional use to sell alcohol in proximity to a public school facility.

**PARKS AND RECREATION**

Staff Contact: Janit Llewellyn (804-751-4482) llewellynja@chesterfield.gov

**LIBRARIES**

Staff Contact: Jennifer Stevens (804-751-4998) stevensj@chesterfield.gov

**HEALTH**

Staff Contact: Richard Michniak (804-748-1695) richard.michniak@vdh.virginia.gov

This request will not impact these facilities.

## CASE HISTORY

Applicant Submittals	
<b>5/17/19</b>	Application submitted
<b>5/23, 8/8 &amp; 8/22/19</b>	Application amended
<b>5/17, 8/22, 12/4/19, 1/6 &amp; 2/10/20</b>	Proffered conditions, Textual Statement and exhibits submitted

Community Meeting	
<b>12/4/19</b>	<p><b>Issues Discussed:</b></p> <p>Sports activities including teams and clubs with large gatherings &amp; events</p> <ul style="list-style-type: none"> <li>• Baseball fields lack space for full games</li> <li>• Basketball courts can be used for training and for games</li> </ul> <p>Hours of operation: intended sports activities between 3:00pm and 10:00pm.</p> <ul style="list-style-type: none"> <li>• Day camps are offered during school breaks</li> </ul> <p>Food and alcohol</p> <ul style="list-style-type: none"> <li>• Accessory to the sports training or separate use marketed to the general public</li> <li>• Public safety: alcohol, lighting, traffic</li> </ul> <p>Architectural and site design, materials, and compatibility</p> <p>Building heights and visibility</p> <ul style="list-style-type: none"> <li>• The building site on Parcel 1 is 12' below road grades, with a building peak at 36' +/-</li> <li>• The building site on Parcel 2 may have 1 or 2 story building</li> </ul> <p>Tree preservation</p> <ul style="list-style-type: none"> <li>• Potential shared access / cooperative parking agreements with The Chapel on neighboring property</li> </ul> <p>Building uses for Parcel 2</p> <ul style="list-style-type: none"> <li>• Commercial, potential for expansion of indoor active recreation and outdoor recreation areas</li> </ul> <p>Area traffic</p>

Planning Commission	
<b>10/15/19</b>	<b>Action – DEFERRED TO December 17, 2019 ON THE COMMISSION’S OWN MOTION WITH THE APPLICANT’S CONSENT.</b>
<b>12/17/19</b>	<b>Action – DEFERRED TO February 18, 2020 ON THE COMMISSION’S OWN MOTION WITH THE APPLICANT’S CONSENT.</b>
<b>2/18/20</b>	<p><b>Citizen Comments</b></p> <p>No citizens spoke to this case</p> <p><b>Recommendation – APPROVAL SUBJECT TO THE CONDITIONS IN ATTACHMENTS 1 – 6</b></p>



	<b>Motion:</b> Freye <b>Second:</b> Sloan <b>AYES:</b> Freye, Hylton, Owens, Petroski and Sloan
--	--

**PROFFERED CONDITIONS**

January 6, 2020

1. **Master Plan.** The Textual Statement dated December 4, 2019, and all referenced exhibits shall be considered the Master Plan. (P)
2. **Outdoor Advertising of Alcoholic Sales Prohibited.** On or relating to uses on Parcel 1, there shall be no signage identifying the sale of alcoholic beverages on the property, nor shall advertising of alcoholic beverages be visible from the exterior of the building. (P)
3. **Hours of Alcohol Service.** Sale of alcohol shall be limited to the following times:
  - a. Sunday through Thursday 11 A.M. to 10 P.M.
  - b. Friday and Saturday 11 A.M. to 12 A.M. (P)
4. **Utilities.**
  - a. Public water and wastewater service will be used for domestic and emergency fire flow purposes throughout the development.
  - b. Well water may be used for irrigation purposes only.
  - c. The developer will extend from the south an 8" waterline along South Old Hundred Road to serve the property.
  - d. The developer will provide an easement along the entire frontage of the property for future extension of the waterline.
  - e. Existing county sanitary sewer force mains shall be protected to the satisfaction of Chesterfield County Utility Department, and such protections shall be shown on site plan. Test hole locating shall be required at the time of site plan approval to ensure the protection and/or avoidance of these lines. (U)
5. **Dedication.** Prior to any site plan approval or within sixty (60) days from a written request by the Transportation Department, whichever occurs first, forty-five (45) feet of right of way along the east side of Old Hundred Road, measured from the centerline of that part of Old Hundred Road immediately adjacent to the Property, shall be dedicated, free and unrestricted, to and for the benefit of Chesterfield County. (T)
6. **Access.** Direct vehicular access from Property to Old Hundred Road shall be limited to one (1) entrance/exit, generally shown on Exhibit A. The exact location of the access shall be approved by the Transportation Department. (T)
7. **Road Improvements.** Prior to issuance of any certificate of occupancy with direct vehicular access to Old Hundred Road, the developer shall be responsible for the following road improvements. The exact design and length of the improvements shall be approved by the Transportation Department:
  - a. Construction of additional pavement along the northbound lane of Old Hundred Road at the approved access to provide a separate right turn lane.
  - b. If warranted by traffic calculations, construction of additional pavement along the southbound lane of Old Hundred road at the approved access to provide a separate

- left turn lane, if the Virginia Department of Transportation (VDOT) approves access to allow left-in access from Old Hundred Road.
- c. Relocation of the existing ditch to provide a minimum seven (7) foot unpaved shoulder along the entire Property frontage along the northbound lane of Old Hundred Road.
  - d. Construction of VDOT standard sidewalk along the entire Property frontage to Old Hundred Road.
  - e. Dedication, free and unrestricted, to and for the benefit of Chesterfield County, of any additional right-of way (or easements) required for these improvements. (T)
- 8. Environmental.** An on- or off-site stormwater retention mechanism shall be utilized in order to retain the 2, 10, and 100-year post development runoff and release at a 2, 10, and 100 year pre-development rate. (EE)
- 9. Parcel 2 Grading.** Parcel 2 shall not be used as temporary stockpiling for Parcel 1 site construction. (P)
- 10. C-2 Use Limits on Parcel 2.**
- a. No drive through use for restaurants shall be permitted.
  - b. Sit-down restaurants shall be limited to a maximum of 5,000 square feet. (P)

**TEXTUAL STATEMENT**

Last Revised December 4, 2019

**I. REZONE.**

Rezone approximately 2.8 acres ("Parcel 2" as shown on Exhibit A) from I-1 to C-2.

Rezone approximately 1 acre ("Parcel 3" as shown on Exhibit A) from A to I-1.

A conditional use is requested to permit the sale of alcohol in proximity to a public-school facility on approximately 4.9 acres ("Parcel 1" as shown on Exhibit A).

A conditional use is requested to permit a recreational establishment, commercial-indoor on approximately 4.9 acres ("Parcel 1" as shown in Exhibit A).

**II. EXHIBITS.** The following shall constitute the Exhibits of this Textual Statement.

**Exhibit A** – Concept Plan by Timmons Group, dated December 4, 2019.

**Exhibit B** – Buffer and Setback Plan by Timmons Group, dated December 4, 2019.

**Exhibit C** – Conceptual Elevations by Timmons Group, dated December 4, 2019.

**Exhibit D** – Proposed Zoning Change for Parcels 731-686-7197 & 731-686-3994 & 731-686-0664, dated December 4, 2019.

**GENERAL CONDITIONS.**

- A. Development Plan** – The Property shall be developed as generally depicted on Exhibit A.
- B. Common/Open Space** – A minimum of 30% of the gross acreage of the Property shall be limited to open space use, including buffers, landscaped areas, stormwater management facilities, environmentally protected and sensitive areas.
- C. Building Height** – No building shall exceed 45' in height.
- D. Buffers** – Buffers to adjacent properties shall be provided as follows and as identified on Exhibit B: One break in the western property line shall be permitted to provide commercial access and associated signage to Parcel 2 as described in III.G. No buffers shall be provided along southern and northern property lines, or between Parcel 1 and Parcel 2.
- E. Signage**
  - a. Signage on Kelly Green Lane shall generally be limited to a freestanding sign and other identification monuments, such as sculpture, statues, and other visual cues that directly reference the principal use of Parcel 1.
  - b. Signage on Old Hundred Road shall generally be limited to identifying commercial uses on Parcel 2.
  - c. Signage and other identification shall be approved by the Planning Department as part of the site plan review process.
- F. PARCEL 1.**
  - 1. **Uses.** permitted by right in C-2 Districts shall be permitted on Parcel 1. Principal use is an indoor sports facility as shown on Exhibit A. The following development standards shall apply to development in Parcel 1:

- a. **Building Front Material:** The entrance to the building on Parcel 1 as shown on Exhibit A shall be designed such that a minimum of twenty (20) feet to the left and right of the entrance doors provide the appearance of a commercial retail establishment. This design shall have exterior wall surfaces constructed of brick, stone, cultured stone, architectural masonry, cementitious siding, composite siding, architectural glass panels, and shall apply to a minimum of twenty percent (20%) of the front building façade. The remaining eighty percent (80%) of the building façade may be constructed of polyvinyl, fiber, metal, or other materials approved by the Planning Director. Vinyl siding shall not be used as primary wall siding. Doors, windows, trim, cornices and other finishes (not primary walls) may be constructed of polyvinyl, fiberglass, metal, and other materials as approved by the Planning Director.
- b. **Building sides and rear material:** Metal siding used on the side and rear of the building shall have a color material that is consistent and complimentary to the building front material described in III.I.1.a, and shall be approved by Planning at the time of site plan submittal. Roll-up doors shall be limited to the northern and western building walls as oriented on Exhibit 1.
- c. All commercial buildings shall be consistent in materials, meaning that color palette, general material use, and signage base materials, shall be generally similar to one another to promote a consistent and unified theme. This theme shall be established for Parcel 1 with the review and approval of the first site plan in Parcel 1.

**G. PARCEL 2.**

1. **Allowed Uses.** No use on Parcel 2 may provide drive-through service. Uses for Parcel 2 shall be limited to the following uses -
  - a. Barber shop
  - b. Beauty shop
  - c. Clinic, medical, dental, or optical
  - d. Day care, child
  - e. Mailing services
  - f. Office
  - g. Travel agency
  - h. Veterinary clinic
2. **Restricted Uses.**
  - a. Health club. Limited to a 10,000 square feet facility with hours of operation ending at 10 pm.
  - b. Restaurant, sit down. Limited to no more than 5,000 square feet.
3. **Standards:**
  - a. **Material.** Primary and accessory buildings shall have exterior wall surfaces constructed of brick, stone, cultured stone, steel or other architectural metals, architectural masonry, cementitious siding, composite siding. Vinyl siding shall not be used as primary wall siding. Doors, windows, trim, cornices and other finishes (not

primary walls) may be constructed of polyvinyl, fiberglass, metal, and other materials as approved by the Planning Director.

- b. **Parking Setbacks.** There shall be a 50-foot minimum setback from Old Hundred Road. The minimum setback of parking spaces from any building shall be governed by the Uniform Building Code.
- c. **Tree Preservation.** In the 50' parking setback along Old Hundred Road, at the time of site plan review, all trees over 6" caliper shall be flagged. Any trees over 6" caliper to be removed shall be shown and field inspected prior to removal. Dead, diseased, and dying trees may be removed regardless of size.

**H. PARCEL 3.**

- 1. **Uses.** Parcel 3 as shown on Exhibit B shall be limited to access, utilities, parking, and signage. No buildings shall be permitted.



EXHIBIT A – CONCEPT PLAN

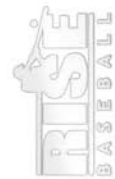
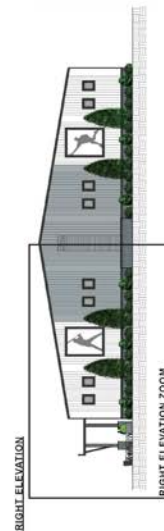
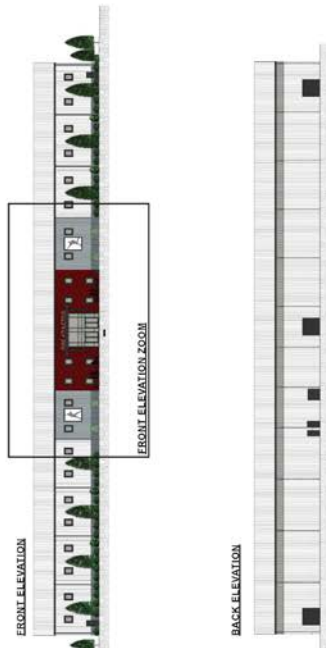
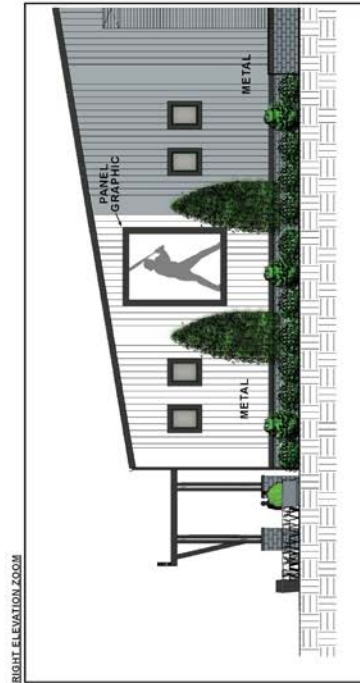
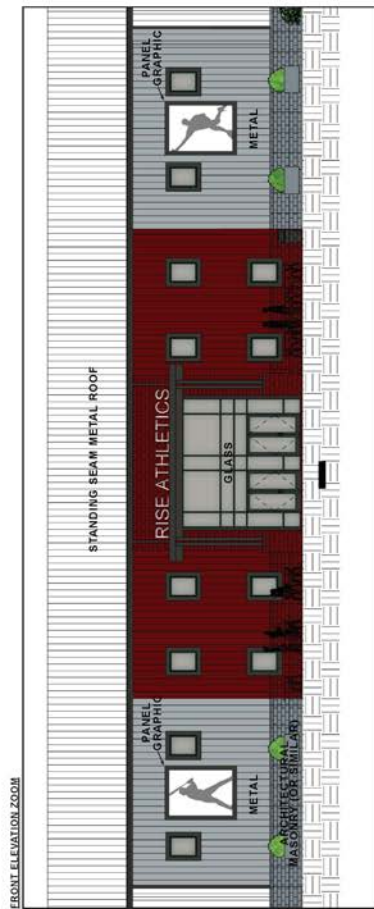
December 4, 2019





EXHIBIT C – CONCEPTUAL ELEVATIONS

December 4, 2019

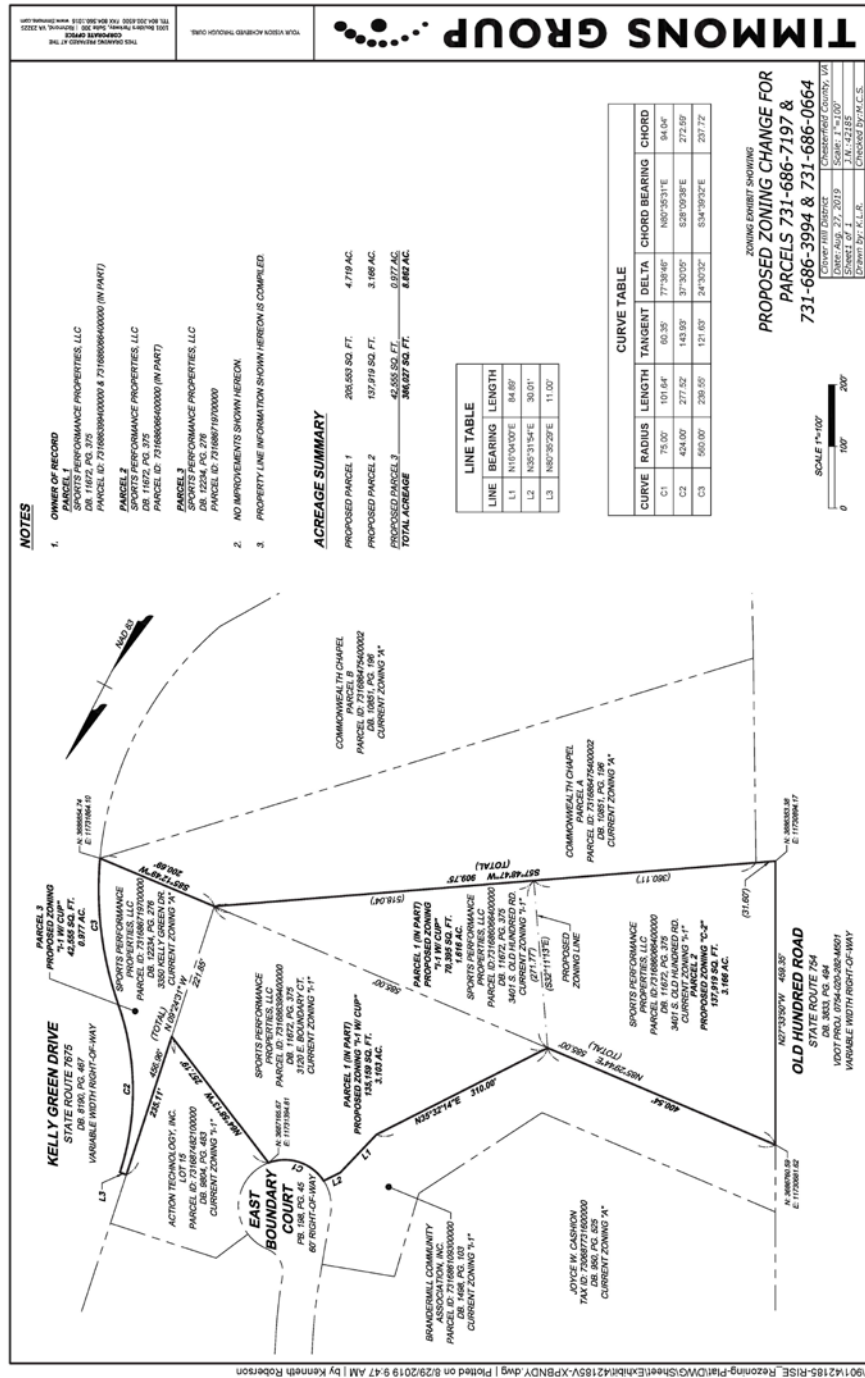


**RISE BASEBALL**  
EXHIBIT C - CONCEPTUAL ELEVATIONS  
December 4, 2019



## EXHIBIT D – PROPOSED ZONING CHANGE (PLAT)

December 4, 2019



**RISE BASEBALL**  
 EXHIBIT D - PROPOSED ZONING CHANGE FOR PARCELS  
 731-686-7197 & 731-686-3994 & 731-686-0664  
 December 4, 2019



## LETTER FROM SCHOOLS SUPERINTENDENT

November 19, 2019

Mervin B. Daugherty, Ed.D.  
Superintendent



804.748.1434  
superintendent@ccpsnet.net

Chesterfield County Public Schools  
Innovative. Engaging. Relevant.

November 20, 2019

Dr. Joseph P. Casey, County Administrator  
Chesterfield County  
P. O. Box 40  
Chesterfield, Virginia 23832

Dear Dr. Casey,

It has come to the attention of the school division that there are two pending rezoning applications (20SN0509, Sports Performance Properties LLC and 19SN0625, Cosby Village, LLC) for development proposals that include restaurant uses that will sell alcohol on property adjacent to existing school facilities. In an effort to continue to promote safe, supportive, and nurturing learning environments for all students, Chesterfield County Public Schools does not support any application for such use on newly developed properties.

The Chesterfield County Zoning Ordinance, Article III Division 2, Section D. 2. - Alcoholic Beverage Sales Near Public Schools - states in part, "a Conditional Use shall be required for all commercial establishments seeking to sell alcoholic beverages, as defined in the Code of Virginia, for on-premises consumption, within 500 linear feet of a school that is owned or operated by the county and built after December 15, 1993." Clover Hill High School, which has a property line along Kelly Green Drive across the street from the proposed Sports Performance baseball facility, was built in 2010. Cosby High School, which has a property line on Cosby Road across the street from the proposed Cosby Village commercial development, was built in 2006.

In addition, Article III Division 2, Section D. 2. a. reads, "During the review of business license applications the planning department shall determine whether a commercial establishment intends to sell alcoholic beverages for on-premises consumption and whether it is located within 500 linear feet of a county owned and operated school built after December 15, 1993. If the planning department cannot determine whether the commercial establishment is located more than 500 linear feet from such school, the commercial establishment shall provide a certification from a registered surveyor confirming the distance from the commercial establishment to the school." It is our understanding that the applicant for case 19SN0625, Cosby Village, LLC has provided measurements indicating that the distance from the proposed commercial establishment to Cosby High School is greater than 500 linear feet when measured from a property line to the school building and from the nearest

Office of the Superintendent

P.O. Box 10  
Chesterfield VA, 23832

mychesterfieldschools.com  
An equal opportunity employer

school entrance to the proposed restaurant sites. However, Article III Division 2, Section D. 2. c. also states, "The required distances shall be measured by extending a straight line from the nearest property line (not the lease line) of the establishment selling alcoholic beverages to the nearest property line of the school." In both pending rezoning cases, the distances from each property line of the proposed developments to the property line of the nearby schools is less than 500 linear feet.

Any intent to sell alcoholic beverages for on-premises consumption in any development within the 500 linear feet of a school property raises safety and security concerns during and after school hours of operation. The school division does not support such requests and opposes any new establishment of such uses in close proximity to school facilities.

If there are questions or concerns regarding this, please do not hesitate to contact me.

Sincerely,



Mervin B. Daugherty, Ed.D.  
Superintendent

cc: Chesterfield County Planning Commission



ZONING OPINION NUMBER: 19ZO0357



RECEIVED  
JUL 15 2019  
DIRECTOR PLANNING DEPT

**DISCLOSURE AFFIDAVIT**  
**LAND USE APPLICATION**

I, Chris Martin, do hereby swear or affirm that to the best of my knowledge and belief, the following information is true:

1. I am the Applicant for the land use amendment on the property identified as Parcel ID Number(s):

731-686-0664

731-686-3994

731-686-7197

and am requesting Rezoning, Conditional Use

2. With the exception of governmental entities and public service companies owning recorded easements over the Subject Property which is the subject of the land use amendment application referred to in Paragraph 1, the following is a list of the names and addresses of all persons owning any legal or equitable interest in the Subject Property as a title owner, lessee, easement owner, contract purchaser, assignee, optionee, licensee or noteholder, including trustees, beneficiaries of trusts, general partners, limited partners and all other natural or artificial persons:

<u>NAME</u>	<u>ADDRESS</u>	<u>TYPE OF OWNERSHIP</u>
Chris Martin	2600 LOCH GATE LANE POWHATAN, VA 23139	Title Owner
SPORTS PERFORMANCE PROP LLC	2600 LOCH GATE LANE POWHATAN, VA 23139	Title Owner

3. I hereby certify that the following corporations disclosed in Paragraph 2 are regularly traded on a stock exchange or in the over the counter market or have more than 100 shareholders:

4. I hereby certify that after the exercise of due diligence, I have been unable to learn the identities of the owners of the following corporations, partnerships, joint ventures, trusts or other artificial persons disclosed in Paragraph 2:

5. The following is a list of the names and addresses of all natural or artificial persons owning an interest in any corporation, partnership, joint venture, trust or other artificial person disclosed in Paragraph 2 (other than those listed in Paragraph 3 or Paragraph 4) which has a total of ten or fewer shareholders, partners, beneficiaries or owners:

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME OF ARTIFICIAL PERSON</u>
-------------	----------------	----------------------------------

6. The following is a list of the names and addresses of all natural or artificial person owning 10% or more of any class of stock issued by a corporation or an interest of 10% or more in any partnership, joint venture, trust or other artificial person disclosed in Paragraph 2 (other than those listed in Paragraph 3 or 4):

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME OF CORPORATION</u>
-------------	----------------	----------------------------


7. If any of the persons disclosed in Paragraphs 5 or 6 above is a corporation, partnership, joint venture, trust or other artificial person, the following is a list of all members of the Board of Supervisors of Chesterfield County, the Chesterfield County Planning Commission or their immediate households owning any interest in the Subject Property as a title owner, easement owner, contract purchaser, lessee, assignee, optionee or licensee, either individually or by ownership of an interest in a corporation, trust, partnership, joint venture or other artificial person owning any such interest:

<u>CORPORATION/ ARTIFICIAL PERSON</u>	<u>NAME OF HOUSEHOLD MEMBER</u>	<u>NAME OF SUPERVISOR OR COMMISSIONER</u>	<u>DESCRIPTION OF OWNERSHIP INTEREST</u>
---	-------------------------------------	---	--

8. If any of the persons disclosed in Paragraphs 5 or 6 above is a corporation, partnership, joint venture, trust or other artificial person, I hereby certify that no member of the Board of Supervisors of Chesterfield County, the Chesterfield County Planning Commission or their immediate households, other than those Supervisors, Commissioners or household members named in Paragraph 7 above, owns any interest in the Subject Property as a title owner, easement owner, contract purchaser, lessee, assignee, optionee or licensee, either individually or by ownership of an interest in a corporation, trust, partnership, joint venture or other artificial person owning any such interest.

9. Prior to every public hearing in connection with the land use amendment application referred to in Paragraph 1 above, I will file a revised Zoning Disclosure Affidavit if there has been any change in the information set forth above.

WITNESS the following signature

Signature:   
Chris Martin

STATE OF Virginia

COUNTY/CITY OF Richmond to-wit:

This day Chris Martin personally appeared before

me, Andrew Scott, a Notary Public in and for the County and State

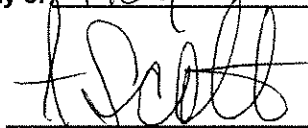
aforesaid, and swore or affirmed that the matters stated in the foregoing Zoning Opinion Disclosure Affidavit are true to the best of his/her knowledge and belief.

Given under my hand and the seal of the said 22nd day of May, 2019.

**Notary Public**  
**Reg. #7790032**

**Commonwealth Of Virginia**

**My Commission Expires June 30, 2022**



Notary Public

Registration No. 7790032

My Commission expires: 6/30/2022

**CASE NUMBER: 20SN0514**  
**APPLICANTS: Karina Fournier**



**CHESTERFIELD COUNTY, VIRGINIA**  
**BERMUDA DISTRICT**

**STAFF'S ANALYSIS  
AND RECOMMENDATION**

**Board of Supervisors (BOS) Public Hearing:**

MARCH 11, 2020

**BOS Time Remaining:**

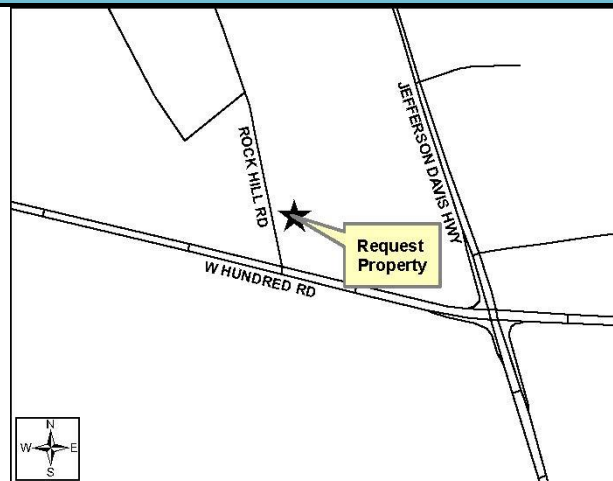
93 DAYS

**Applicant's Contact:**

KARINA FOURNIER (860-796-3988)

**Planning Department Case Manager:**

DARLA ORR (804-717-6533)



1.8 Acres – 2710 West Hundred Road

**REQUEST**

(AMENDED) Conditional use to permit a communications tower in a Community Business (C-3) District with Conditional Use Planned Development to permit setback exceptions.

**Notes:**

- A. Conditions may be imposed or the property owner may proffer conditions.
- B. Conditions and exhibits are located in Attachments 1 - 4.
- C. Under the Federal Telecommunications Act, localities cannot regulate cell towers on the basis of possible health or environmental effect of radio frequency emissions.
- D. The FCC requires final action on telecommunication requests within a reasonable period of time which it interprets to be 150 days from application submittal, unless additional time is agreed upon by the applicant. This application was submitted on July 30, 2019.

**SUMMARY**

A 199-foot tall communications tower is planned. The tower would be 190 feet tall with a 9 foot tall lightening rod. A Conditional Use Planned Development is requested to permit exceptions to setbacks (discussed on page 5) from the sides and rear yards.

**RECOMMENDATION**

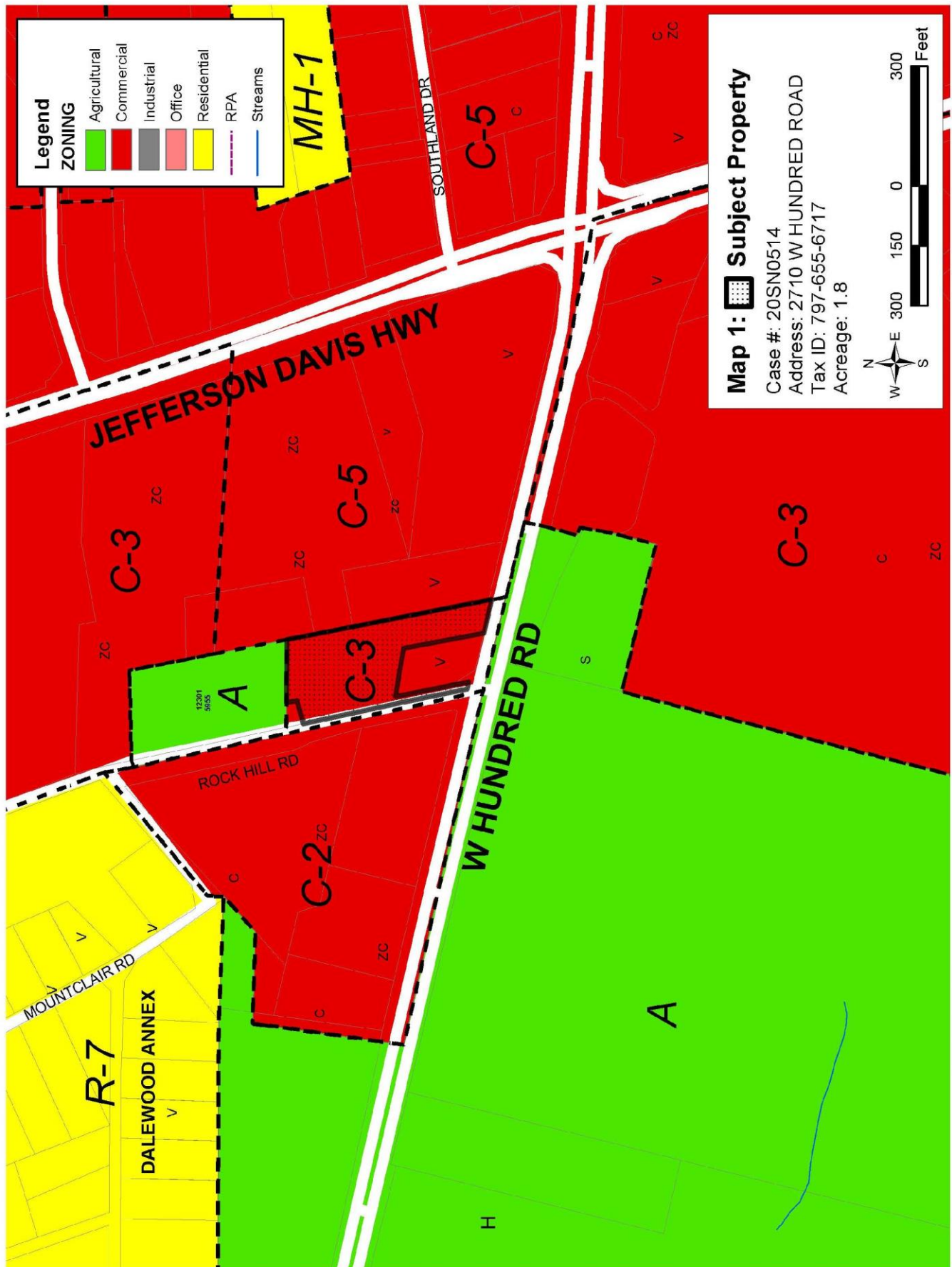
PLANNING  
COMMISSION

**APPROVAL**

STAFF

**APPROVAL**

- Given the location of the tower behind existing commercial uses, removed from the West Hundred Road and Jefferson Davis Highway Corridor and separated from these roads by existing commercial uses, the tower location is not highly visible.
- While completely minimizing the visual impact of the tower at this location is not feasible (such as with a stealth design or colocation on existing structures), the tower design with flush-mount antenna and buffer retention, as conditioned, would minimize the visual impact of the tower to the greatest degree feasible.
- While the coverage area could be met with a shorter tower, the taller structure would accommodate additional users, thereby possibly negating the need for additional tower structures in the area.

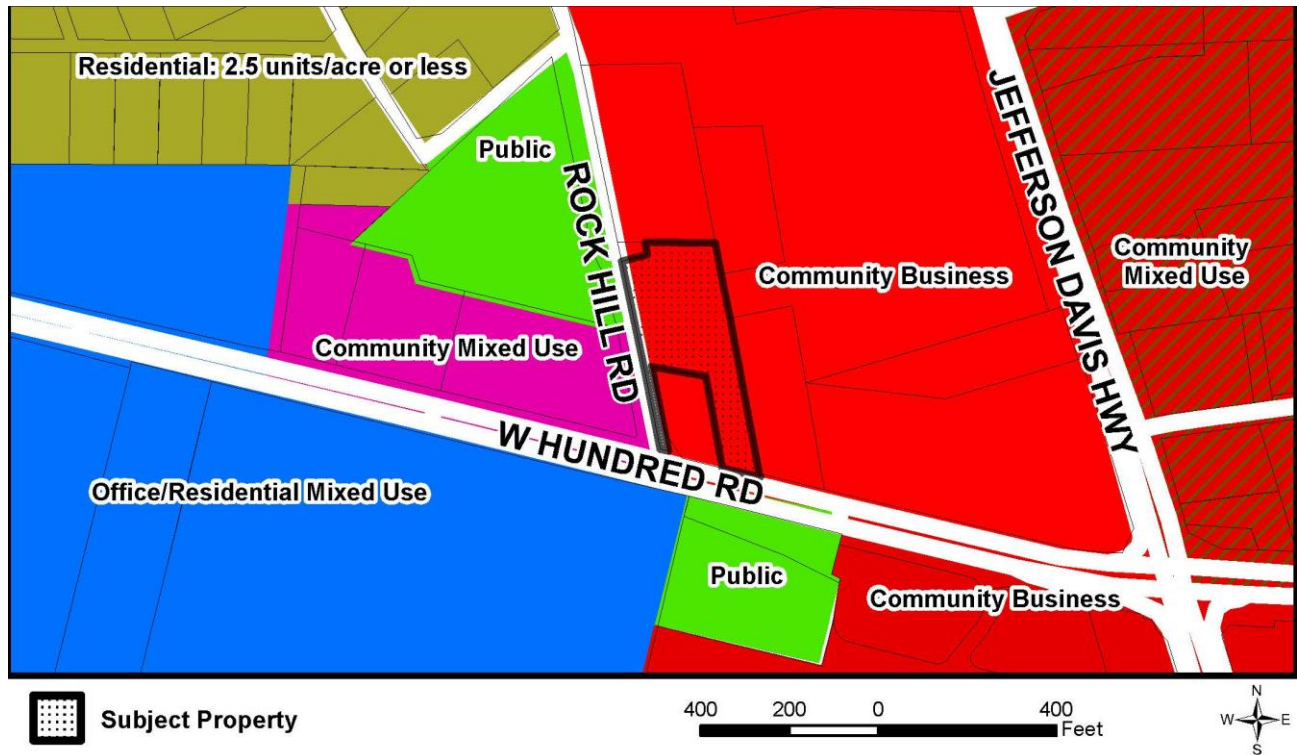




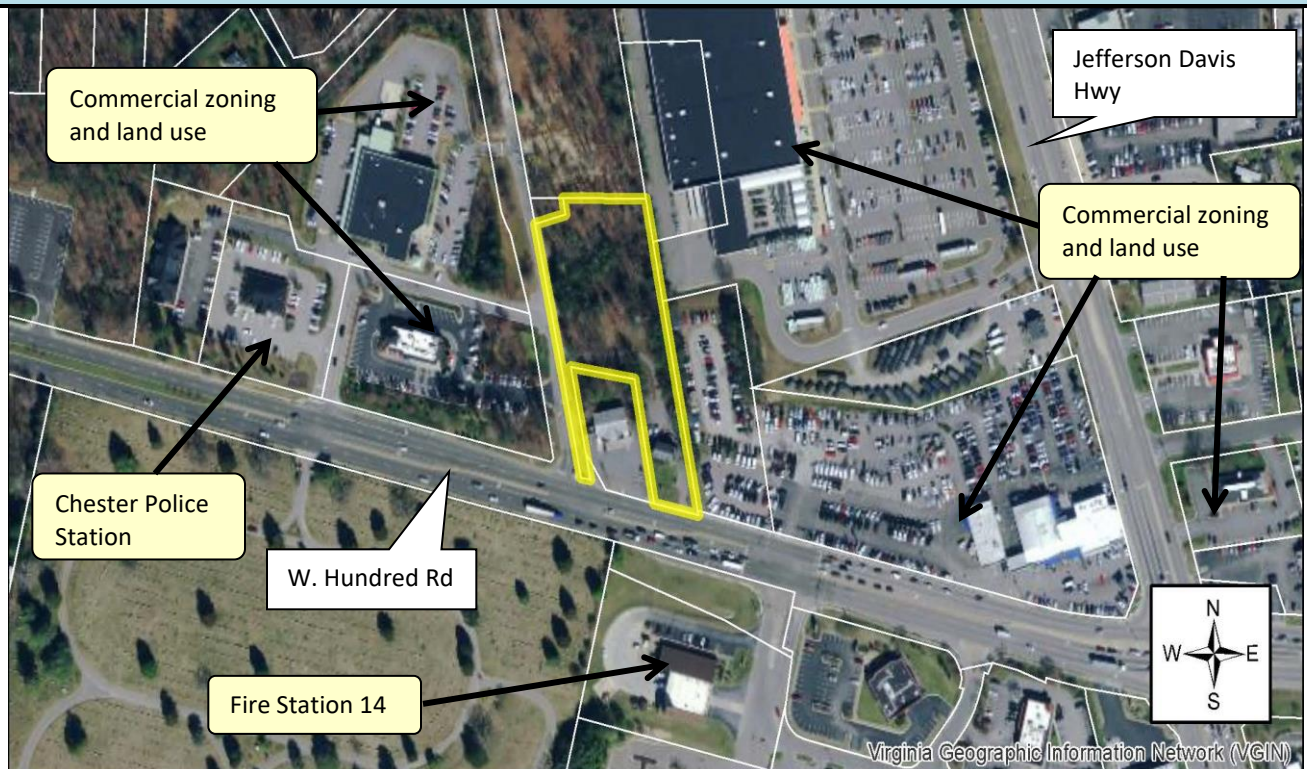
# Comprehensive Plan

## Classification: COMMUNITY BUSINESS

The designation suggests the property is appropriate for commercial use that serves community-wide trade areas.



## Surrounding Land Uses and Development





## PLANNING

Staff Contact: Darla Orr (804-717-6533) orrd@chesterfield.gov

### PROPOSAL

A 199-foot monopole tower is proposed with flush-mount antenna which would offer a sleeker, less visual design over standard sector array antenna (Exhibit B – Attachment 3). The applicant has indicated the tower is proposed to provide needed and better cell coverage for the area and would accommodate four (4) carriers which should minimize the need for additional towers in the area.

With this request, the applicant is seeking approval of a Conditional Use Planned Development to permit setback exceptions. The Zoning Ordinance requires an increase in height for every foot the structure exceeds the maximum height permitted in the Zoning District (45 feet). The proposed tower would not meet these setbacks from the corner side, rear and side property lines (Condition 10 and Exhibit A, Attachments 1 and 2). Staff supports the requested setback exceptions given the fall zone of the tower is within the requested setbacks. (Condition 11 and Exhibit C, Attachments 1 and 4)

### PUBLIC FACILITIES PLAN

The Public Facilities Plan, an element of the Comprehensive Plan, encourages:

- Co-location on existing telecommunications towers, or
- Architectural incorporation into existing building features

Where co-location or architectural incorporation is not feasible, in highly visible areas and in proximity to residential development, the Plan suggests that towers should be located and designed to conceal these facilities to the greatest degree feasible and minimize their visual impact. The visual presence should be minimized by:

- Locating where natural features such as topography or forested areas exist and will be maintained.
- Obscuring or blocking views with other existing structures.
- Using stealth designs to disguise and camouflage the appearance. When this is not feasible, the tower should be of a monopole design
- Using a neutral color
- Prohibiting lighting

### TOWER SITING POLICY

The Policy establishes guidelines for design, setbacks and security. Elements of the Policy are as follows:

- Discourages sectored arrays in residential areas
- Limits size of satellite and microwave dish antennas
- Requires certification of structural integrity
- Requires setbacks from existing off-site dwellings, and public rights-of-way based on the tower height (not withstanding Ordinance setback requirements)
- Prohibits signs, except as required by state or federal guidelines
- Requires security fence to preclude trespassing
- Provides for screening of tower base and ground mounted equipment

An overview of conditions recommended by staff to mitigate the impact of the proposed tower on area properties is provided below:

General Overview	
Requirements	Details
Signage	Not permitted, unless otherwise required by applicable (federal or state) law <i>Condition 1 and Policy</i>
Security Fence	Minimum of 6 feet tall around base of tower <i>Condition 2 and Policy</i>
Buffer/Tree Removal	<ul style="list-style-type: none"> <li>• 50-foot buffer along the southern and western boundaries of tower compound</li> <li>• No healthy trees to be removed except as needed to accommodate access drive and tower removal</li> </ul> <i>Condition 3 and Policy</i>
Design, Color and Lighting	<ul style="list-style-type: none"> <li>• Color must be gray or other neutral color</li> <li>• Lighting not permitted</li> <li>• Monopole</li> <li>• Antenna must be flush mounted</li> <li>• No satellite or microwave dish over 6 feet in diameter</li> <li>• Cables to be located inside the pole</li> </ul> <i>Condition 4 and Policy</i>
Screening	Ground-mounted mechanical equipment screened with a row of evergreen plantings <i>Condition 2 and 5 and Policy</i>
Structural Integrity	Provide certification for tower prior to use <i>Condition 6 and Policy</i>
Height	Not exceed 199 feet <i>Condition 7</i>
Removal	Required if use ceases for more than 12 consecutive months <i>Condition 8 and Policy</i>
Location	As depicted on plans <i>Condition 9 and Exhibit A, Attachment 2</i>
Setback Exceptions	Front – no exception; minimum of 250 feet; Rear – 35 feet; Side – 45 feet; Corner Side – 135 feet <i>Condition 10 and Exhibit A, Attachment 2</i>
Fall Zone Certification	Tower to comply with Fall Zone standards <i>Condition 11 and Exhibit C, Attachment 4</i>

The proposed tower will be visible from West Hundred and Rock Hill Roads and Jefferson Davis Highway; however, existing commercial buildings and uses separate the tower from these corridors and will assist in obscuring views. In addition, mature trees will be retained between the tower and West Hundred and Rock Hill Roads and the flush mount antenna design will assist in mitigating views of the tower. Therefore, staff supports this request.

### **VIRGINIA DEPARTMENT OF TRANSPORTATION**

Staff Contact: Willie Gordon (804-674-2384) [willie.gordon@vdot.virginia.gov](mailto:willie.gordon@vdot.virginia.gov)

The Applicant is proposing to locate the tower and associated ground equipment within a 50' x 50' fenced compound. VDOT will require the applicant to submit fall zone requirement and the structure design for the tower for review.

### **FIRE AND EMERGENCY MEDICAL SERVICES**

Staff Contact: Anthony Batten (804-717-6167) [battena@chesterfield.gov](mailto:battena@chesterfield.gov)

When the property is developed, the number of hydrants, quantity of water needed for fire protection, and access requirements will be evaluated during the plans review process.

### **Nearby Fire and Emergency Medical Service (EMS) Facilities**

<b>Fire Station</b>	The Dutch Gap Fire Station, Company Number 14
<b>EMS Facility</b>	The Dutch Gap Fire Station, Company Number 14

### **ENVIRONMENTAL ENGINEERING**

Staff Contact: Rebecca Ward (804-748-1028) [wardr@chesterfield.gov](mailto:wardr@chesterfield.gov)

## **Geography**

The subject property generally drains into a storm sewer system which discharges to an existing stormwater basin behind Home Depot. The basin then drains into a separate storm sewer system and to two existing stormwater basins behind the Bermuda Shopping Center. The existing basins discharge to an unnamed tributary of Redwater Creek, which is a tributary of Proctors Creek. The entire property is located within the Proctors Creek Watershed.

## **Stormwater Management**

The development of the subject property will be subject to the Part IIB technical criteria of the Virginia Stormwater Management Program Regulations (VSMP) Regulations for water quality and quantity.

### **COUNTY DEPARTMENT OF TRANSPORTATION**

Staff Contact: Steve Adams (804-748-1037) [adamsst@chesterfield.gov](mailto:adamsst@chesterfield.gov)

### **UTILITIES**

Staff Contact: Randy Phelps (796-7126) [phelpsc@chesterfield.gov](mailto:phelpsc@chesterfield.gov)

This request will have minimal impact on these facilities.

## CASE HISTORY

Applicant Submittals	
<b>7/30/19</b>	Application submitted; Applicant agreed to participate in the Technical Review process and schedule case for a January 21, 2020 public hearing.
<b>1/27/20</b>	Application amended; Textual Statement submitted
<b>2/6/20</b>	Proffered conditions submitted
<b>2/7/20</b>	Proffered conditions and Textual Statement withdrawn; applicant agreed to conditions recommended by staff

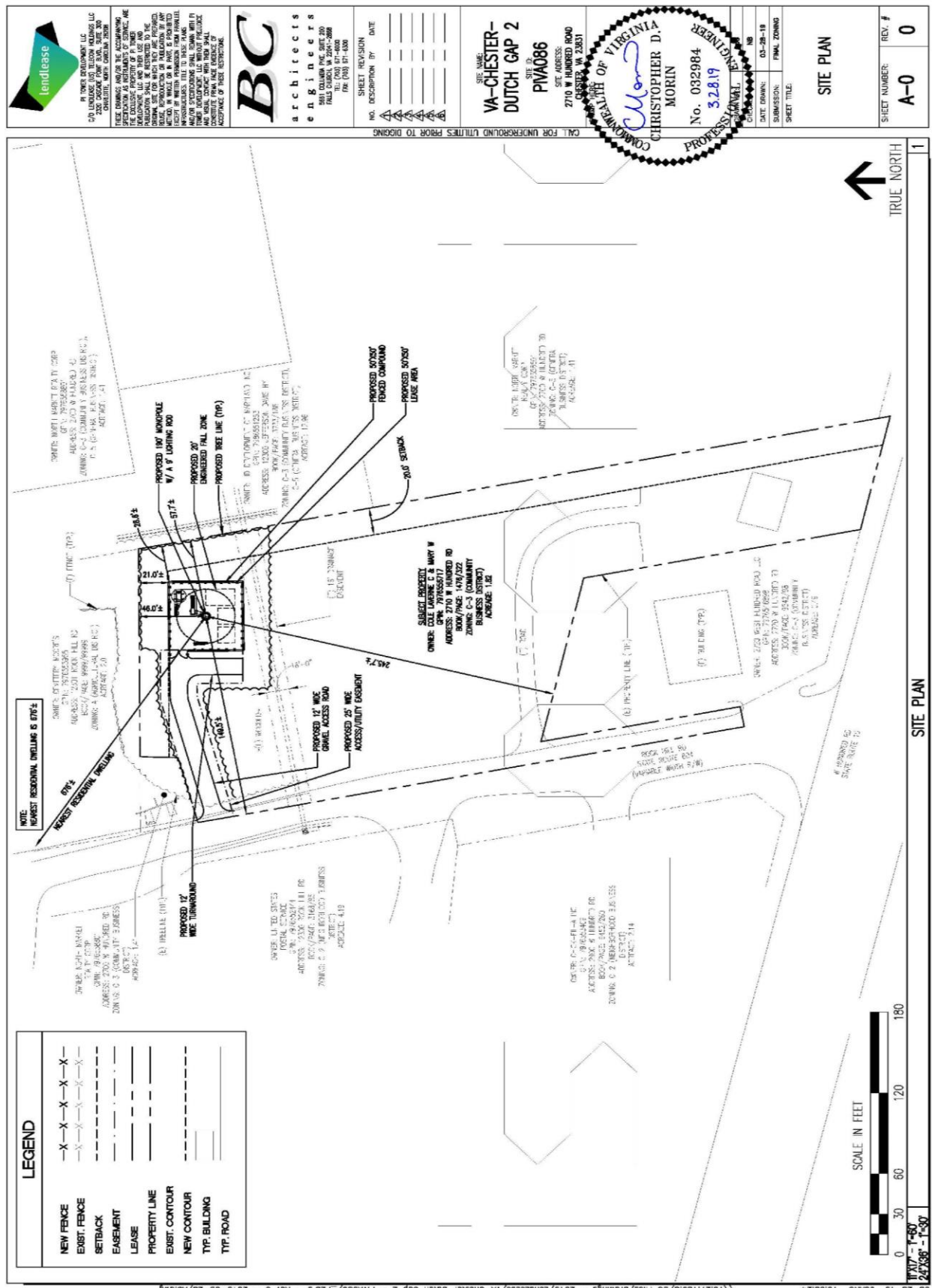
Planning Commission	
<b>1/21/20</b>	Action – DEFERRED TO FEBRUARY 18, 2020 ON THE COMMISSION’S OWN MOTION WITH THE APPLICANT’S CONSENT.
<b>2/18/20</b>	<p><b>Citizen Comments</b> No citizens spoke to this case</p> <p><b>Recommendation – APPROVAL SUBJECT TO THE CONDITIONS IN ATTACHMENT 1</b></p> <p><b>Motion:</b> Sloan    <b>Second:</b> Owens  <b>AYES:</b> Freye, Hylton, Owens, Petroski and Sloan</p>
The Board of Supervisors on Wednesday, March 11, 2020, beginning at 6:00 p.m., will consider this request.	

<b>CONDITIONS</b>
<p>Note: Both the Planning Commission and staff recommend imposition of the following conditions.</p> <ol style="list-style-type: none"> <li>1. There shall be no signs permitted to identify this use except those required by FCC or other regulatory body. (P)</li> <li>2. The base of the tower shall be enclosed by a minimum six (6) foot high fence, designed to preclude trespassing. The fence shall be placed so as to provide sufficient room between the fence and the property line to accommodate evergreen plantings having an initial height and spacing to provide screening of the base of the tower and accessory ground-mounted equipment or structures from adjacent properties. (P)</li> <li>3. A 50-foot buffer shall be maintained along the southern and western boundaries of the tower compound. No trees may be removed from this buffer area except (i) to the extent such trees are dead, diseased or dying, or (ii) in connection with the construction of the access road or removal of the communication tower. (P)</li> <li>4. The color, design and lighting system for the tower shall be as follows:               <ol style="list-style-type: none"> <li>a. The tower shall be gray or other neutral color.</li> <li>b. The tower shall not be lighted.</li> <li>c. The tower shall be a monopole structure with flush mounted antennas.</li> <li>d. Any satellite dish and microwave dish antennas attached to the telecommunications tower shall not exceed six (6) feet in diameter and shall be of a neutral color with no logos.</li> <li>e. Cables shall be run within the interior of the tower to the extent technically practicable. (P)</li> </ol> </li> <li>5. Any building or mechanical equipment shall comply with the Zoning Ordinance relative to architectural treatment of building exteriors and screening of mechanical equipment in O, C and I Districts. (P)</li> </ol> <p>(NOTE: The Zoning Ordinance requires the screening of mechanical equipment located on the building or ground from adjacent properties and public rights of way. Screening would not be required for the tower or tower-mounted equipment.)</p> <ol style="list-style-type: none"> <li>6. Prior to use of this telecommunications tower, the owner of the tower shall obtain approval of the structural integrity by a registered professional engineer licensed in Virginia and a copy of the report filed with the Planning Department. (P)</li> </ol>

7. The tower shall not exceed a height of 199 feet. (P)
8. At such time that the telecommunications tower ceases to be used for communications purposes for a period exceeding twelve (12) consecutive months, the property owner(s) and/or cell tower owner(s) and/or lessee(s) shall dismantle and remove the tower and all associated equipment from the property. (P)
9. The tower and access road shall be sited on the property in the location shown on the plans prepared by BC Architects Engineers, entitled Site Plan VA-Chester-Dutch Gap 2, dated March 28, 2019, and attached as Exhibit B. (P)
10. The tower shall be setback as follows:
  - a. Front Yard (from West Hundred Road) – Minimum of 250 feet
  - b. Corner Side Yard (from Rock Hill Road) – Minimum of 135 feet
  - c. Side Yard – Minimum of 45 feet
  - d. Rear Yard – Minimum of 35 feet (P)
11. The fall zone of the telecommunications tower shall be twenty feet as certified by a licensed engineer such as Exhibit C. If a telecommunications tower other than the one described in Exhibit C is to be erected on the Property, a certification from a licensed engineer that the tower to be erected has a twenty-foot fall zone shall be submitted to the Planning Department before the issuance of a building permit. (P and BI)



## EXHIBIT A - OVERALL SITE PLAN





## EXHIBIT C – FALL ZONE CERTIFICATION



March 28, 2019

Nathan Byrd  
 BC Architects Engineers, PLC  
 5661 Columbia Pike, Suite 200  
 Falls Church, VA 22041-2882

RE: Proposed 190' Sabre Monopole for Dutch Gap 2, VA

Dear Mr. Byrd,

Upon receipt of order, we propose to design and supply the above referenced Sabre monopole for a Basic Wind Speed of 113 mph with no ice and 30 mph with 1.5" radial ice, Structure Class II, Exposure Category C and Topographic Category 1 in accordance with the Telecommunications Industry Association Standard ANSI/TIA-222-G, "Structural Standard for Antenna Supporting Structures and Antennas" and ASCE 7-16.

When designed according to this standard, the wind pressures and steel strength capacities include several safety factors, resulting in an overall minimum safety factor of 25%. Therefore, it is highly unlikely that the monopole will fail structurally in a wind event where the design wind speed is exceeded within the range of the built-in safety factors.

Should the wind speed increase beyond the capacity of the built-in safety factors, to the point of failure of one or more structural elements, the most likely location of the failure would be within the monopole shaft, above the base plate. Assuming that the wind pressure profile is similar to that used to design the monopole, the monopole will buckle at the location of the highest combined stress ratio within the monopole shaft, resulting in the portion of the monopole above leaning over and remaining in a permanently deformed condition. *Please note that this letter only applies to the above referenced monopole designed and manufactured by Sabre Towers & Poles.* The fall zone of this structure will be less than or equal to 20 feet.

Sincerely,

Amy R. Herbst, P.E.  
 Senior Design Engineer



Sabre Towers and Poles • 7101 Southbridge Drive • P.O. Box 658 • Sioux City, IA 51102-0658  
 P: 712-258-6690 F: 712-279-0814 W: www.SabreTowersandPoles.com

ZONING OPINION NUMBER: 19ZO0340



RECEIVED

JUL 29 2019

DIRECTOR PLANNING DEPT

**DISCLOSURE AFFIDAVIT**  
**LAND USE APPLICATION**

I, Karina Fournier, do hereby swear or affirm that to the best of my knowledge and belief, the following information is true:

1. I am the Applicant for the land use amendment on the property identified as Parcel ID Number(s):

797-655-6717

and am requesting Conditional Use

2. With the exception of governmental entities and public service companies owning recorded easements over the Subject Property which is the subject of the land use amendment application referred to in Paragraph 1, the following is a list of the names and addresses of all persons owning any legal or equitable interest in the Subject Property as a title owner, lessee, easement owner, contract purchaser, assignee, optionee, licensee or noteholder, including trustees, beneficiaries of trusts, general partners, limited partners and all other natural or artificial persons:

<u>NAME</u>	<u>ADDRESS</u>	<u>TYPE OF OWNERSHIP</u>
COLE LAVERNE C & MARY W	2710 WEST HUNDRED RD	Title Owner

3. I hereby certify that the following corporations disclosed in Paragraph 2 are regularly traded on a stock exchange or in the over the counter market or have more than 100 shareholders:

4. I hereby certify that after the exercise of due diligence, I have been unable to learn the identities of the owners of the following corporations, partnerships, joint ventures, trusts or other artificial persons disclosed in Paragraph 2:

5. The following is a list of the names and addresses of all natural or artificial persons owning an interest in any corporation, partnership, joint venture, trust or other artificial person disclosed in Paragraph 2 (other than those listed in Paragraph 3 or Paragraph 4) which has a total of ten or fewer shareholders, partners, beneficiaries or owners:

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME OF ARTIFICIAL PERSON</u>
-------------	----------------	----------------------------------

6. The following is a list of the names and addresses of all natural or artificial person owning 10% or more of any class of stock issued by a corporation or an interest of 10% or more in any partnership, joint venture, trust or other artificial person disclosed in Paragraph 2 (other than those listed in Paragraph 3 or 4):

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME OF CORPORATION</u>
-------------	----------------	----------------------------


7. If any of the persons disclosed in Paragraphs 5 or 6 above is a corporation, partnership, joint venture, trust or other artificial person, the following is a list of all members of the Board of Supervisors of Chesterfield County, the Chesterfield County Planning Commission or their immediate households owning any interest in the Subject Property as a title owner, easement owner, contract purchaser, lessee, assignee, optionee or licensee, either individually or by ownership of an interest in a corporation, trust, partnership, joint venture or other artificial person owning any such interest:

<u>CORPORATION/ ARTIFICIAL PERSON</u>	<u>NAME OF HOUSEHOLD MEMBER</u>	<u>NAME OF SUPERVISOR OR COMMISSIONER</u>	<u>DESCRIPTION OF OWNERSHIP INTEREST</u>
---	-------------------------------------	---	--

8. If any of the persons disclosed in Paragraphs 5 or 6 above is a corporation, partnership, joint venture, trust or other artificial person, I hereby certify that no member of the Board of Supervisors of Chesterfield County, the Chesterfield County Planning Commission or their immediate households, other than those Supervisors, Commissioners or household members named in Paragraph 7 above, owns any interest in the Subject Property as a title owner, easement owner, contract purchaser, lessee, assignee, optionee or licensee, either individually or by ownership of an interest in a corporation, trust, partnership, joint venture or other artificial person owning any such interest.

9. Prior to every public hearing in connection with the land use amendment application referred to in Paragraph 1 above, I will file a revised Zoning Disclosure Affidavit if there has been any change in the information set forth above.

WITNESS the following signature

Signature:   
Karina Fournier

STATE OF NC

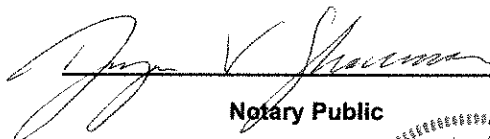
COUNTY/CITY OF WAKE to-wit:

This day 12<sup>DVS</sup> JULY 2019 HEATHER FOURNIER personally appeared before

me, Deyon V Shannon, a Notary Public in and for the County and State

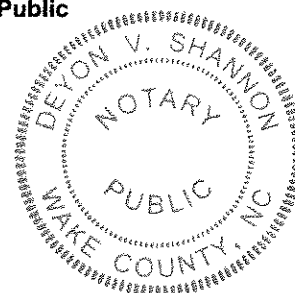
aforesaid, and swore or affirmed that the matters stated in the foregoing Zoning Opinion Disclosure Affidavit are true to the best of his/her knowledge and belief.

Given under my hand this 12 day of JULY, 20 19.

  
Notary Public

Registration No. 201834100011

My Commision expires: 12/05/2023





**CASE NUMBER: 19SN0601**

**APPLICANT: Emerson Companies, LLC**



**CHESTERFIELD COUNTY, VIRGINIA  
MIDLOTHIAN DISTRICT**

**STAFF'S ANALYSIS  
AND RECOMMENDATION**

**Board of Supervisors (BOS) Hearing:**

MARCH 11, 2020

**BOS Time Remaining:**

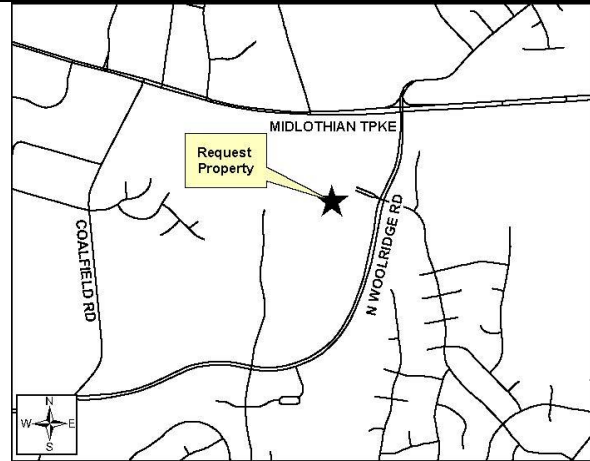
365 DAYS

**Applicant's Agent:**

JEFFREY GIEGER (804-771-9557)

**Planning Department Case Manager:**

DARLA ORR (804-717-6533)



21.3 Acres – 120 Walton Park Road  
Coalfield Station

**REQUEST**

Rezoning from Residential Townhouse (R-TH) to Multifamily Residential (R-MF) with Conditional Use Planned Development to permit exceptions to ordinance requirements.

**Notes:**

- A. Conditions may be imposed, or the property owner may proffer conditions.
- B. Proffered conditions, Textual Statement and exhibits are located in Attachments 1 - 8.

**SUMMARY**

The request property is located within the Midlothian Village Core, part of the Midlothian Community Special Area Plan, adopted in December 2019. A maximum of 345 multi-family condominium dwelling units (two over two duplex-style and triplex-style condominiums) are planned, yielding a density of approximately 16.2 units per acre. The development, Coalfield Station, is proposed with a frequency of interconnected roads and alleys; pedestrian scale streetscapes with on-street parking and street trees; buildings with shallow setbacks adjacent to sidewalks; programmable open space; and road and pedestrian interconnectivity with existing and anticipated area commercial, school, park and residential uses. (Exhibit A - Conceptual Plan – Attachment 3). Exceptions to ordinance standards, discussed in detail on page 5, are requested to accommodate the proposed design.

Proffered conditions provide quality design and architectural standards (summarized on page 6) that should enhance the larger mixed-use Midlothian Village core.

The applicant has offered to construct off-site road improvements in conjunction with the initial development to address the development's impact on the county's road network. Specifically, the applicant has proffered to construct an extension of Grove Hill Road from its current terminus through the property to Route 60, including a right turn lane along Route 60 and a sidewalk along the west side of the road extension.

RECOMMENDATIONS	
PLANNING COMMISSION	<b>APPROVAL</b>
STAFF	<p><b>PLANNING – APPROVAL</b></p> <ul style="list-style-type: none"> <li>• Proposed zoning and land use offer higher density residential development within the density range suggested by the Midlothian Community Special Area Plan</li> <li>• Quality design and architecture offered by the applicant provide a unique, diverse housing option integrated with area commercial and public uses thereby enhancing the larger mixed-use Midlothian Village Core as a walkable village environment</li> <li>• Flexibility in typical zoning standards accommodates the innovative, high-quality design</li> </ul> <p><b>TRANSPORTATION – APPROVAL</b></p> <p>The applicant has offered to construct off-site road improvements to address the development's impact on area roads in accordance with the County's Road Cash Proffer Policy.</p>

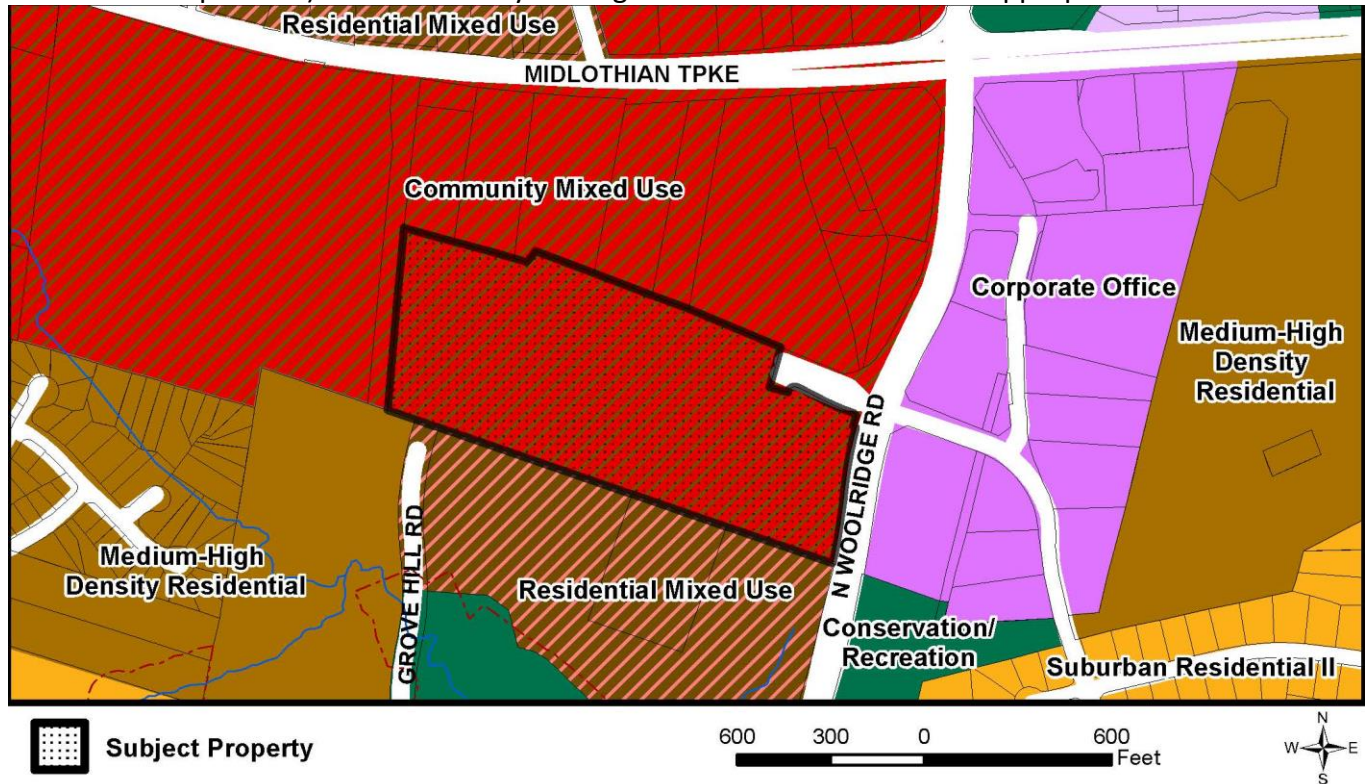




## Comprehensive Plan – Midlothian Community Special Area Plan

### Classification: COMMUNITY MIXED USE/VILLAGE CORE

The designation suggests an integrated mix of higher-density residential development (at densities between 8 and 20 units per acre) and community serving commercial uses would be appropriate in this area.



## Surrounding Land Uses and Development



## PLANNING

Staff Contact: Darla Orr (804-717-6533) orrd@chesterfield.gov

### Zoning History

Case Number	Request
06SN0144 Approved (August 2006)	<ul style="list-style-type: none"><li>Rezoning from Residential (R-9) and Light Industrial (I-1) to Residential Townhouse (R-TH) with Conditional Use Planned Development to permit exceptions to ordinance requirements relative to lot design and coverage, setbacks, parking and uses</li><li>Conditions of approval addressed a conceptual site layout, architectural elevations and standards, road improvements and access, sidewalks, street trees, alleys and building orientation</li><li>The staff report for this case analyzed the impact of the proposed development on public facilities and the applicant's offers to mitigate that impact</li></ul>

### Proposal

The applicant requests to rezone the property to Residential Multi-family (R-MF) with conditional use planned development to permit a 345-unit multi-family condominium development, yielding a density of approximately 16.2 dwelling units per acre. Development is planned to generally conform to the Conceptual Plan (Exhibit A, Attachment 3). The development is proposed with a frequency of interconnected roads and alleys; pedestrian scale streetscapes with on-street parking and street trees; buildings with shallow setbacks adjacent to sidewalks; programmable open space; and road and pedestrian interconnectivity with existing and anticipated area commercial, school, park and residential uses.

The Residential Multi-family (R-MF) standards of the Zoning Ordinance accommodate a more suburban style multi-family development which is not envisioned within the Midlothian Village Core, nor proposed by the applicant. Flexibility in these typical zoning standards is encouraged by the Comprehensive Plan to support innovative, creative, and higher quality design. Exceptions to ordinance requirements are proposed to accommodate the development, as outlined below and in the Textual Statement (Attachment 2):

- Reduction in building setbacks from property lines, drives, rights of way and parking spaces
- Reduction in setbacks for parking and drives from rights of way
- Reduction in private streets, drive, and buffer widths; exception to curb and gutter requirements for alleys; however, for the private drive serving homes fronting Woolridge Road, curb and gutter will be provided
- Reduction in minimum distance between buildings
- Increase in number of units per floor from 10 to 14 for duplex-style and 18 for triplex-style condominiums
- Increase in building height from 30 feet (existing ordinance standard based on former Midlothian Village Special Area Plan) to 55 feet (current Midlothian Community Special Area Plan suggests 5-story structures appropriate for integrated developments)
- Increase in parcel coverage for project from 40% to 75%

## **Design**

High quality residential development addresses the Comprehensive Plan goals for strong and sustainable neighborhoods that are visually attractive, well-planned and well-maintained. Further, the purpose and intent of the zoning ordinance to promote the health, safety, convenience and general welfare of the public includes the creation of convenient, attractive and harmonious communities, protection against overcrowding of land, and protection of the natural environment.

The following provides an overview of design requirements offered as part of this request Proffered Conditions, Attachment 1):

- Community
  - Overall design as shown on Conceptual Plan (Exhibit A, Attachment 3)
  - Common central green designed with pedestrian crossings, patio areas, play area and green open space; generally designed as shown on Center Green Plan and inspirational pictures (Exhibit B, Attachment 4)
  - Common green on western edge of development along eastern side of Grove Hill Road extension (Conceptual Plan and Coalfield Station Grove Hill Open Space Plan (Exhibit F, Attachment 8)
  - Streetscape design including on-street parking, sidewalks, street trees and lighting on both sides of all public roads; sidewalk within Grove Hill Open Space and along fronts of units facing Woolridge Road; additional landscaping along Woolridge Road
  - Supplemental landscaping, including foundation planting, throughout to minimize/soften building mass; sodded front yards
  - Front walk and drive treatment
  - Maintenance of all building exteriors and common areas by homeowner's association
- Buildings
  - Substantial conformance with architectural appearance of elevations (Exhibit C, Attachment 5); includes street level facades with relationship to sidewalks
  - Four-sided architecture; special treatment of special focus units' sides and rear (Exhibits C and E, Attachments 5 and 7)
  - Roof treatment and optional roof-top patios
  - Façade treatment – brick, stone, masonry fiber cement siding, or engineered wood siding; dutch lap, plywood, vinyl and metal siding not permitted
  - Front stoop treatment
  - Mechanical unit screening (Exhibit D, Attachment 6)

As suggested by the Comprehensive Plan goals and the Zoning Ordinance, the proffered conditions of this request include quality design and architectural elements that would enhance the quality of the surrounding community.



## **Comprehensive Plan**

The request property is an in-fill property located within the Village Core of the *Midlothian Community Special Area Plan*, a component of the County's Comprehensive Plan, and is designated as a Community Mixed Use area. The *Plan* was adopted by the Board of Supervisors on December 11, 2019. While the applicant's request was filed in February 2019, the applicant has worked with local leaders, staff and citizens to develop a proposal that adheres to the *Plan* recommendations as it has evolved.

The *Plan* recognizes that the Village Core serves as the center for existing commercial development and higher density residential development in Midlothian. With 61% of the existing housing stock in the *Plan* geography being single family, the *Plan* encourages a mix and variety of housing choices, including higher density residential development within the Village Core at densities between 8 and 20 units per acre, to accommodate a wide range of housing needs at all stages of life. The two over two duplex-style and triplex-style condominiums proposed with this case are a unique product to the area, and at 16.2 units per acre are well within the density range suggested by the *Plan*. Quality building elevations have been offered by the applicant which complement the architectural styles of the area, given Midlothian's historic nature and character. The *Plan* does not require any particular materials or methods of construction be utilized with respect to architectural styles but serves as a guide when considering architectural design within the Village Core and suggests various styles be supported such as the industrial inspired style offered by the applicant. In addition, the *Plan* supports building heights up to five (5) stories with integrated developments, as proposed.

The *Plan* encourages consideration be given to unique projects to enhance the Village. This development is proposed with a frequency of interconnected roads and alleys; pedestrian scale streetscapes with on-street parking and street trees; buildings with shallow setbacks adjacent to sidewalks; programmable open space; and road and pedestrian interconnectivity with existing and anticipated area commercial, school, park and residential uses.

Staff supports this request finding that the proposed zoning and land use offer higher density residential development within the density range suggested by the *Plan*; that the quality, design and architecture offered by the applicant provide a unique, diverse housing option integrated with area commercial, residential and public uses that will enhance the larger mixed-use Midlothian Village Core as a walkable village environment; and allowing flexibility in typical zoning standards accommodates the innovative, high-quality design, as suggested by the *Plan*.

## **Public Facilities Plan**

The *Public Facilities Plan*, an element of the Comprehensive Plan, makes recommendations regarding the provision of public facilities needed to serve existing and planned growth and includes specific facility recommendations. Relative to school facilities, the *Plan* identifies that Chesterfield County Public Schools uses a facility's program (functional) capacity to measure facility usage which accounts for the building's physical size and classroom space (the building's design capacity) plus how classroom space is utilized for educational program requirements and state/federal mandates. The *Plan* suggests that system utilization should be assessed to identify facilities that are, or are projected to be, over capacity and whether this over capacity is for a temporary or long-term period. The *Plan* suggests consideration should be given to these

capacities as the threshold to trigger redistricting, building additions and/or new school development as appropriate. The County and Schools are working together on a new five-year facilities model that would more accurately forecast impacts of future development on public facilities.

The applicant anticipates construction of the proposed units would begin in 2022 with full development of the 345 units by 2030. To accommodate these units and anticipated area development, consideration should be given to public facility and infrastructure provision and investment.

### **BUDGET & MANAGEMENT**

Staff Contact: Natalie Spillman (804-318-8767) [spillmann@chesterfield.gov](mailto:spillmann@chesterfield.gov)

County finance staff is responsible for managing the finances of the County and making recommendations to the County Administrator regarding the allocation of available resources for the provision of services and capital facilities to serve the citizens of the County. Finance staff will advise the County Administrator if changed economic circumstances require adjustments to the County's budget or capital improvement program.

### **COUNTY TRANSPORTATION**

Staff Contact: Steve Adams (804-748-1037) [adamsSt@chesterfield.gov](mailto:adamsSt@chesterfield.gov)

The applicant has proffered a maximum density of 345 multi-family units (Textual Statement I.1.a.). Based on that number of units and applying trip generation rates for a multi-family (mid-rise) unit, the proposed development could generate approximately 1,900 average daily trips. Traffic generated by development of the property will initially be distributed via extension of Grove Hill Road ("North-South Road") to Midlothian Turnpike (Route 60), and via an extension of Coalfield Station Lane to North Woolridge Road.

Route 60 is identified on the County's Thoroughfare Plan as a major arterial with a recommended right of way width of 90 feet. Route 60 is a five-lane section between Winterfield Road and Mount Pisgah Drive. In 2018, the VDOT traffic count on Route 60 between Otterdale Road and Old Buckingham Road was 36,400 vehicles per day (Level of Service 'D').

North Woolridge Road is identified on the County's Thoroughfare Plan as a major arterial with a recommended right of way width of 90 feet. North Woolridge Road is a four-lane divided road with bike lanes and sidewalk. In 2018, the VDOT traffic count on North Woolridge Road between Route 60 and Coalfield Road was 20,700 vehicles per day (Level of Service 'C').

Section 19.1-231 of the County Code outlines the general requirements to meet the needs of the traffic generated by a proposed development, including acceptable levels of service. This proposed residential development would contribute to an identifiable need for transportation improvements. The applicant has offered the following:

#### **Road Improvements (Proffered Condition 5):**

- Construction of an extension of Grove Hill Road as a two-lane road ("North-South Road") from its current terminus through the property to Route 60. Part of this improvement is

off-site (approximately 1,045 feet). Staff supports road cash proffer credit for the off-site portion. **(Condition 5.a)**

- Construction of a separate right turn lane along Route 60 into the North-South Road. This improvement is off-site, and staff supports road cash proffer credit. **(Condition 5.b)**
- Construction of a sidewalk along the west side of the North-South Road. Part of this improvement is off-site (approximately 1,045 feet) and staff supports road cash proffer credit for the off-site portion. **(Condition 5.c)**

Note 1: A right of way dedication proffer has been offered for the improvements identified above. The proffer states that in the event the developer is unable to acquire any “off-site” right of way, the developer may request that the county acquire such right of way as a public road improvement. All costs associated with the acquisition of the right of way will be borne by the developer. In the event the county does not assist the developer in acquisition of the off-site right of way, the developer shall be relieved of the obligation to acquire the off-site right of way and shall provide the road improvements within available right of way. (Proffered Condition 5.d.)

Note 2: At time of site plan review, the developer, county staff, and school personnel will need to review and approve the maintenance of traffic plan to ensure Midlothian Middle School circulation is safely accommodated during the North-South Road construction.

**Right of Way Dedication (Proffered Condition 8):**

- Upon request, dedicate an 80-foot wide right-of-way from the North-South Road to the western property line to accommodate a future connection to the west in accordance with the Midlothian Community Special Area Plan (SAP). [On page MC 96 of the SAP, a grid network plan shows a future “East-West Road” that would provide a connection between the proffered North-South Road and existing Coalfield Road.]

The property is within Traffic Shed 3, which encompasses the area of the county south of Midlothian Turnpike, west of Courthouse Road, north of the Powhite Parkway, and east of Otterdale Road. Several roads in this part of the county have little or no shoulders, fixed objects (trees) adjacent to the edge of the pavement and poor vertical and horizontal alignments. The traffic volume generated from this proposed development will contribute to an identifiable need for transportation facility improvements to these roads in excess of existing transportation facility capacity. Roads in this shed or which serve this shed need to be improved or widened to address safety and accommodate increased traffic, including the increased traffic from the proposed development.

An applicant may choose to address the development’s impact on the county’s road transportation network through dedication of property, construction of road improvements, or a cash proffer. If an applicant elects to offer cash to address the impact on the county’s road transportation network, Transportation staff has calculated the average impact of a single-family dwelling unit on the road network to be \$12,652; however, the Board of Supervisors has adopted a policy establishing that it would accept a maximum cash proffer of \$9,400 per dwelling unit as addressing the traffic impacts of residential development, with all of the funds to be dedicated towards improvements to the transportation network. The Policy allows the county to consider mitigating circumstances about a proposed development. In this case, the

residential development is limited to multi-family (apartment/condominium) units which generate approximately 60% of the traffic of single-family dwelling units. Because of this, the traffic impact of the proposed development could be addressed with \$5,640 (60% of \$9,400) per apartment/condominium unit. Mitigating the traffic impact of the proposed development could be valued at \$1,945,800 (\$5,640 x 345 apartment/condominium units).

As previously noted under Road Improvements (Proffered Condition 5), the applicant has proffered to construct specific off-site road improvements (***Proffered Conditions 5.a, 5.b. and 5.c***). The condition requires the applicant to complete all road improvements in conjunction with the initial development. The applicant has provided information that the estimated cost of the off-site road improvements is \$2,207,438.50. Staff agrees with the developer's evaluation. It should be noted, however, that the actual cost to provide these improvements could be more or less than this amount. Staff supports this request.

### **VIRGINIA DEPARTMENT OF TRANSPORTATION**

Staff Contact:

The proposed site will be a residential condominium and/or townhouse development in Midlothian, with a maximum density of 345 units on a 21.3 acre site. The site proposes a new street connection with Midlothian Turnpike (US Route 60) approximately 2,000 feet west of the US 60/Woolridge Road (Route 668) intersection, and 1,000 feet east of the US 60/Crowder Drive (Route 1005) intersection. The proposed state maintained roads are subject to 2011 SSAR requirements. Both the proposed connection of Grove Hill Road to Rte. 60 and the intersection modification on Coalfield Station Road will be subject to VDOT Access Management policy.

Without justification, VDOT would not support a four-way full access intersection within proximity to the signal on North Woolridge Road. VDOT will request the applicant to provide a signal timing analysis of the existing signal at Woolridge Road and Coalfield Station Road (Route 7654)/Walton Park Road (Route 624) to ensure this signalized intersection operates efficiently once site traffic is introduced to the intersection. All future signalizations are subject to a Signal Justification Report (SJR).

### **FIRE AND EMERGENCY MEDICAL SERVICES**

Staff Contact: Anthony Batten (804-717-6167) [battena@chesterfield.gov](mailto:battena@chesterfield.gov)

#### **Mission**

The mission of Fire and Emergency Medical Services (EMS) is to protect life, property and the environment through a comprehensive fire and life safety program that ensures an adequate and timely response to emergencies.

#### **Response Times**

The proposed development is in the urban response zone for which Fire & EMS has a goal of responding to at least 90% of the calls for service in under seven (7) minutes. Fire and EMS is currently unable to meet that goal.

### **Nearby Fire/EMS Facilities**

- The Midlothian Fire Station, Company Number 5
- The Forest View Volunteer Rescue Squad

### **Anticipated Fire & EMS Impacts/Needs**

Based on an average of .199 calls per dwelling, it is estimated that this development will generate 76 annual calls for Fire/EMS services.

### **Additional Fire and EMS Comments**

When the property is developed, the number of hydrants, quantity of water needed for fire protection, and access requirements will be evaluated during the plans review process.

Buildings or portions of buildings or facilities exceeding 30 feet in height above the lowest level of fire department vehicle access shall be provided with an aerial fire apparatus access road. The aerial apparatus access road shall be a minimum of 26 feet unobstructed clear width in the immediate vicinity of the building.

### **SCHOOLS**

Staff Contact: Atonja Allen (804-318-8740) atonja\_allen@ccpsnet.net

### **Mission**

High performing, high quality public schools contribute to the quality of life and economic vitality of the County. The comprehensive plan suggests a greater focus should be placed on linking schools with communities by providing greater access, flexible designs and locations that better meet the needs of the communities in which they are located.

### **Capital Improvements**

The School Board FY2020 adopted Capital Improvement Plan (CIP) continues to support the 2013 voter approved school revitalization program that will replace or renovate ten schools and construct one new elementary school to add capacity in the Midlothian area of the county. The ten existing facilities that are part of the revitalization program are Beulah Elementary School, Crestwood Elementary School, Enon Elementary School, Ettrick Elementary School, Harrowgate Elementary School, Matoaca Elementary School, Reams Elementary School, Manchester Middle School, Providence Middle School, and Monacan High School. A replacement Manchester Middle School is under construction on the existing school site, a replacement Harrowgate Elementary School is under construction on a new site, and a replacement Matoaca Elementary School is under construction on the site of the former Matoaca Middle School west campus building. The Beulah Elementary School, Enon Elementary School, Old Hundred Elementary School (the new elementary school in the Midlothian district), Providence Middle School, and Monacan High School projects are complete. The Matoaca Middle School wing addition at the east campus site, an additional school construction project, is complete and the school now operates as a single, unified campus. Information on the CIP and School Board approved construction projects can be found in the financial section of the CCPS Adopted Budget for FY2020.

## Anticipated School Impacts

	Elementary (PK – 5)	Middle (6 – 8)	High (9 – 12)	Total <sup>(1)</sup>
Anticipated Student Yield by School Type	25	12	28	65
Schools Currently Serving Area	Watkins	Midlothian	Midlothian	2019-20 School Year
Current Enrollment	831	1,364	1,834	
Design Capacity <sup>(2)</sup>	1,022	1,400	1,970	
Enrollment Percent of Design Capacity	81%	97%	93%	
Program Capacity <sup>(3)</sup>	843	1,416	1,918	
Enrollment Percent of Program Capacity	99%	96%	96%	
Total Number of Trailers	8	1	0	
Number of Classroom Trailers	0	0	0	
Note:				
<sup>(1)</sup> Based upon the average number of students per multi-family dwelling unit for each of the school attendance zones where the proposal is located. Student Generation Factor (2017) is the actual total number of students by grade level divided by the actual total number of housing units by housing type. Updated 2019 SGFs reflecting redistricting and a new school attendance zone will be provided in March 2020 per County Planning.				
<sup>(2)</sup> Design capacity is the maximum number of students the building can accommodate based on the Virginia Department of Education Standards of Quality and the architectural program design of the existing building including all interior and exterior renovations to date and an inventory of all available space. Design capacity does not include site-based initiatives and is thus not subject to frequent change and represents prototypical design capacity using VDOE standards.				
<sup>(3)</sup> Program capacity is the maximum number of students the building can accommodate based on the Virginia Department of Education Standards of Quality and the current school programming that may adjust the number of rooms used for core or grade-level classrooms in the overall building design capacity.				

## Public Facilities Plan

Post 2020, the Public Facilities Plan recommends a new high school in the vicinity of Genito and Otterdale Roads northwest of Swift Creek Reservoir. However, at this time, a budget has not been developed for the acquisition of land or construction of this school facility as recommended in the *Plan*.

## Additional School Comments

The proposal is next to Midlothian Middle School. The Middle School currently utilizes a portion of the “North-South Road” ROW adjoining the school parking lot fronting Midlothian Turnpike for access and bus parking and this will remain as an access point. This is the main entrance and exit point of parent drop-off and pick-up. For safety and security of schools, access (such as pedestrian paths and connections) should be from the front or main entrance of the school. Any proposed road improvements or pedestrian access/connectivity around the school property should be in accordance with VDOT and CDOT regulations within school zones. In addition, the portion of the school property closest to this proposed development may be redeveloped to a more intense school use over time.



Over time, this case combined with other tentative residential developments, infill developments, and approved residential zoning cases in the area may cause these schools to reach or exceed their capacity.

## **PARKS AND RECREATION**

Staff Contact: Janit Llewellyn (804-751-4482) [Llewellynja@chesterfield.gov](mailto:Llewellynja@chesterfield.gov)

### **Mission**

The County supports a high-quality park system to provide residents and visitors with balanced access to active and passive recreation opportunities. The 2018 level of service is 7.5 acres of regional, community and neighborhood park land per 1,000 persons whereas the target level of service is 9 acres per 1,000 persons.

### **Nearby Parks**

- Mid-Lothian Mines Park
- Monacan Athletic Complex
- Greenfield Athletic Complex
- Huguenot Park

### **Public Facilities Plan**

The *Public Facilities Plan* identifies the need for a community parks in the Midlothian Area and a regional park in western Midlothian.

The Bikeways and Trails Chapter of the Comprehensive Plan recommends provision of pedestrian/bicycle facilities along all routes shown on the *Plan* and connections from these routes and existing pedestrian/bicycle facilities to adjacent developments.

This project is near the proposed Bikeways and Trails Plan on N. Woolridge Road and the proposed off road trail access to Mid-Lothian Mines Park. Parks supports Planning's pedestrian and bikeways for the Midlothian Community Special Area Plan. These connections will provide trail options internally along with bicycle and trail connectivity to the park, schools and throughout the community. There is an opportunity to connect the project area to the proposed Bikeways and Trails system along N. Woolridge Road to Mid-Lothian Mines Park.

### **Summary of Identified Issues**

None

**Zoning Application 3 Mile Radius**  
Chesler County Virginia  
Department of Parks and Recreation

120 Walton Park Road  
THREE Mile Radius

- Mid-Lothian Mines Park
- Monacan Athletic Complex
- Greenfield Athletic Complex
- Huguenot Park

There is an opportunity to connect the project area to Chesterfield's Bikeways and Trails system along N. Woolridge Road and off road connecting to Midlothian Mines Park.



This project is near the proposed Bikeways and Trails Plan on N. Woolridge Road and the proposed off road trail access to Midlothian Mines Park. Parks supports Planning's pedestrian and bikeways for the Midlothian Community Special Area Plan. These connections will provide trail options internally along with bicycle and trail connectivity to the park, schools and throughout the community.

## LIBRARIES

Staff Contact: Jennifer Stevens (804-751-4998) [stevensj@chesterfield.gov](mailto:stevensj@chesterfield.gov)

### Mission

The public library system's role in the county has expanded beyond its traditional function as a resource for information and materials, and now serves as a community gathering place for educational, cultural and informational services; community support during emergencies; economic development; and revitalization activities.

### Nearby Library

Midlothian

### Additional Library Comments

The *Public Facilities Plan* suggests the Midlothian library should be expanded/replaced or a new facility shall be constructed in the general vicinity at or near current site. Land for expansion or replacement of this facility has not been acquired.

## UTILITIES

Staff Contact: Randy Phelps (796-7126) [phelpsc@chesterfield.gov](mailto:phelpsc@chesterfield.gov)

### Existing Water and Wastewater Systems

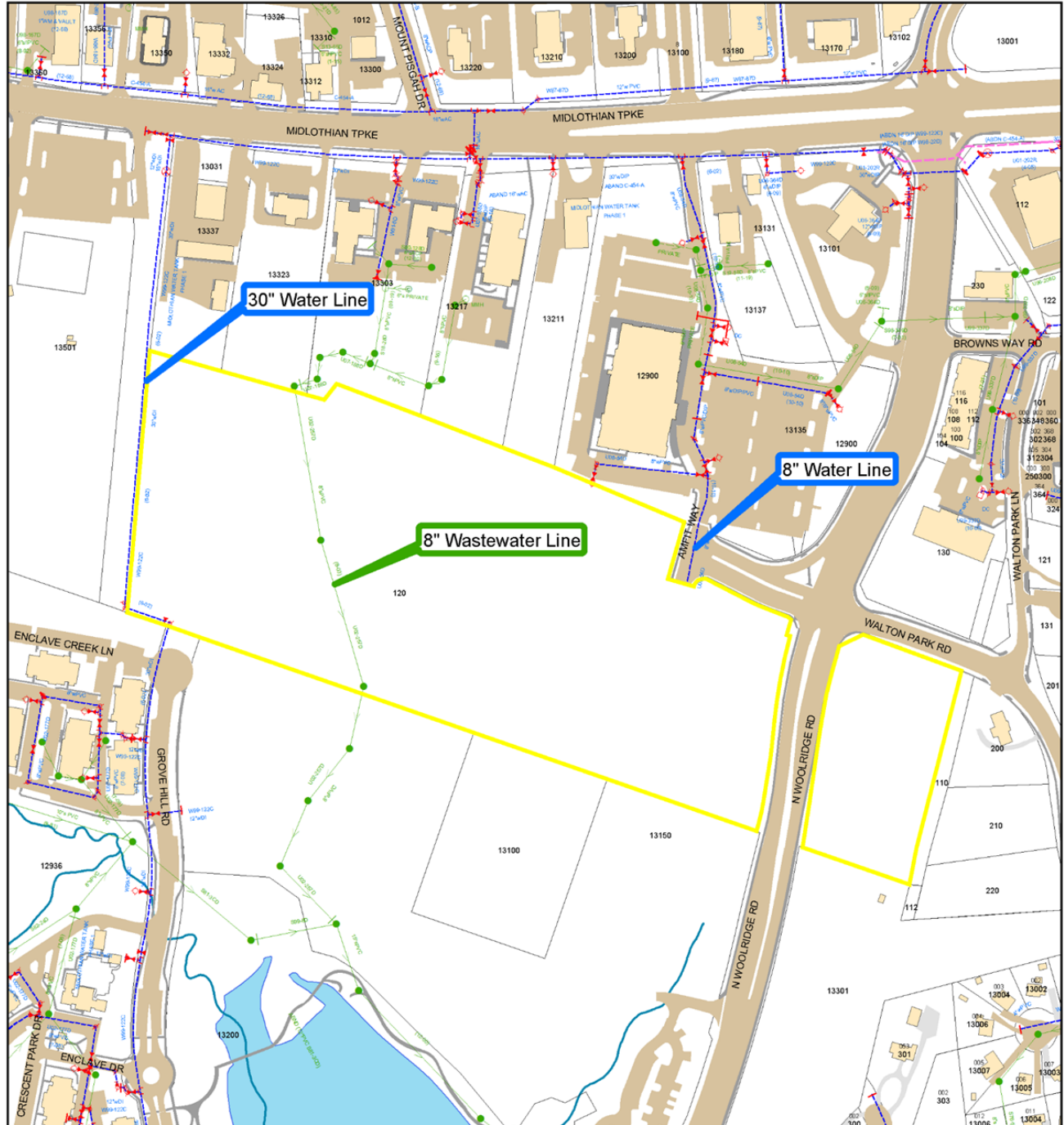
Utility Type	Currently Serviced	Size of Closest Existing Lines	Connection Required by County Code
Water	No	8", 30"	Yes
Wastewater	No	8"	Yes

The applicant requests a rezoning from R-TH to R-MF on the 21.3-acre parcel. The subject parcel is within the mandatory connection areas for county water and wastewater for new residential development. The applicant has proffered use of county water and wastewater to serve this development (Proffered Condition 4).

There is an existing 8" water line located at the intersection of Walton Park Road and Amfit Way, and a 30" transmission water line along the western boundary of the parcel, extending north from Grove Hill Road up to Midlothian Turnpike. Development of the subject parcel should incorporate a looped water line between the 8" and 30" water lines. Plans to extend Grove Hill Road in conjunction with the proposed R-MF development should be designed to avoid locating the 30" transmission under curb and gutter, sidewalks, and if possible, beneath travel lanes. Additional concerns regarding construction around the transmission water line will be addressed through the site plan review/approval process.

There is an 8" wastewater line traversing the site. "Exhibit A" submitted with the application shows this line conflicting with the proposed locations of four buildings. To address potential impacts to the County's existing water and wastewater lines traversing the development the applicant has added the following note to "Exhibit A"—Note: Where Required, Utility Lines Will Be Relocated Subject to Utilities Department Review and Approval with the Proposed Site of Subdivision Plan." The Utilities Department supports this case.

# CHESTERFIELD COUNTY DEPARTMENT OF UTILITIES



ACCURACY OF INFORMATION NOT GUARANTEED

This information is being provided to you as a public service.  
WE DO NOT GUARANTEE ITS ACCURACY.  
By using it in any way, you are agreeing to  
Release the County, its employees and  
officials from responsibility for  
any consequence(s) if it proves  
to be inaccurate.



Chesterfield County  
Department of Utilities  
19SN0601  
Emerson Properties, LLC  
CRP 1/21/20  
1 inch = 300 feet





## **ENVIRONMENTAL ENGINEERING**

Staff Contact: Rebecca Rochet (804-748-1028) WardR@chesterfield.gov

### **Geography**

The subject property drains to the south into the existing pond in The Grove. The existing pond discharges to a tributary of Falling Creek. The entire property is located within the Falling Creek Watershed.

### **Environmental Features**

A Resource Protection Area (RPA) Designation must be submitted to and confirmed by the Department of Environmental Engineering – Water Quality Section prior to the approval of any preliminary plats and/or site plans. A Water Quality Impact Assessment must be submitted to and approved by the Department of Environmental Engineering and/or the Board of Supervisors for any improvements which encroach into any RPA.

Additionally, there may be areas of wetlands within the drainage ways located on the property. Wetlands and/or streams shall not be impacted without approval from the U.S. Army Corps of Engineers and/or the Virginia Department of Environmental Quality.

### **Geotechnical Investigation**

The subject property is located along the edge of the Midlothian Mine District. Due to the unknown potential for very old mines, air shafts, and vents in the general area, the developer submitted a detailed Geotechnical Report evaluating the property for the presence of any mining features on the subject property. The report was prepared by a licensed geotechnical professional and reviewed and accepted by the County's third-party geotechnical consultant. The results of the report did not observe any indications of previous mining activity within the area of the proposed development.

### **Stormwater Management**

The subject property is included within the approved master stormwater plan for The Grove lake. The development of the subject property, in accordance with the approved master plan, is subject to the Part IIC technical criteria of the Virginia Stormwater Management Program (VSMP) Regulations for water quality and quantity. Offsite easements may be necessary to discharge stormwater to an adequate conveyance system.

## CASE HISTORY

Applicant Submittals	
<b>2/26/19</b>	Application submitted
<b>3/12, 3/28, 4/1, 4/10, 5/28, 6/28, and 11/6/19</b>	Revised proffered conditions, Textual Statement and exhibits submitted
<b>11/6/19</b>	Application amended
<b>1/13, 1/14, 1/15, 1/24, 2/3, 2/4, 2/6 and 2/7/20</b>	Revised proffered conditions, Textual Statement and exhibits submitted

Community Meetings	
<b>7/9/19</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Units will be condominiums - two over two duplex-style and triplex-style; not for-rent apartments; 387 units planned</li> <li>• Parking will meet ordinance standards for 2 spaces per unit; on-street parking will also be provided; other area developments have parking problems; need to ensure adequate parking</li> <li>• Additional traffic on area roads; extension of Grove Hill Road's impact on traffic at middle school; issues existing Grove Hill Road onto North Woolridge</li> <li>• Concern with visibility of four-story buildings</li> <li>• Impact on area schools; over-crowding</li> <li>• Need for more affordable housing</li> <li>• Affect of development on Mines park</li> <li>• Suburban village area; don't support higher density development; not compatible with single family development in area</li> <li>• Concern with additional multi-family in area</li> <li>• Building elevations not compatible with village area</li> <li>• Status of revision to Midlothian Special Area Plan</li> <li>• Some support for and some opposition to alleys serving units</li> <li>• North Woolridge Road is not walkable; children cannot cross to school</li> </ul>
<b>1/15/20</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Applicant reviewed some modifications since first community meeting: reduced number of units to 345; reduced size of buildings so maximum of 7 attached units per building verses 12 attached units previously; expanded central park and access to park; added passive park fronting east line of Grove Hill Road extension; and adjusted elevations to post-industrial style</li> <li>• Applicant demonstrated 30-foot grade change from Midlothian and visibility of buildings</li> </ul>



Community Meetings (Continued)	
	<ul style="list-style-type: none"> <li>• Applicant reviewed some modifications since first community meeting: reduced number of units to 345; reduced size of buildings so maximum of 7 attached units per building verses 12 attached units previously; expanded central park and access to park; added passive park fronting east line of Grove Hill Road extension; and adjusted elevations to post-industrial style</li> <li>• Timing of construction of Grove Hill Road extension prior to first certificate of occupancy</li> <li>• Don't anticipate traffic signal at Grove Hill Road and Midlothian Turnpike</li> <li>• Ensure landscaping; similar development in area is unattractive because there is no vegetation</li> <li>• Ensure alleys are maintained by home-owners association</li> <li>• Grove Hill Road at North Woolridge Road is a dangerous intersection</li> <li>• Stormwater must be handled appropriately; development has rights to use of off-site stormwater management basin</li> <li>• Area was site of coal mining; how determine safety; geo-technical report complete</li> <li>• Concern with encroachment onto area historic resources; property owner documentation that no historic features to maintain on property</li> <li>• Possibility to reduce density</li> <li>• North Woolridge Road is not walkable; suggest crosswalk at North Woolridge and Grove Hill Road to accommodate children walking to school</li> <li>• Post industrial architecture suggested in Midlothian Area Plan for commercial use; small reference to post industrial architecture for residential use</li> <li>• Park will be completed with each phase of development</li> <li>• On-street parking to be provided; exact number determined during plans review; on-street parking will provide for over-flow parking/guests</li> </ul>

Planning Commission	
2/17/20	<p><b>Citizens Comments:</b></p> <ul style="list-style-type: none"> <li>• Concern with stability of property for condominium development due to historic mining activities in the area; historic mining maps indicate mining on property and incline railroad runs through property; geo-technical study incorrect; suggest archeological study to save historic railroad</li> <li>• Saunders Station development in Henrico is not the type of development that should be supported in Midlothian village; during travels have been school children at the Saunders Station development</li> <li>• Schools in area are overcrowded; Schools should be involved zoning case analysis; conflicts with school access and extension of Grove Hill Road</li> <li>• Development too dense; will detract from village feel</li> <li>• Architecturally incompatible with Midlothian Village area; buildings taller than recommended by Midlothian Community Special Area Plan</li> <li>• Narrow alleys won't provide width needed for fire safety</li> <li>• Applicant seeking exceptions to numerous Zoning Ordinance standards; should follow zoning regulations</li> <li>• Plan would not support growth out of character with village</li> </ul>

## Planning Commission (Continued)

- Midlothian Special Area Plan should be amended to include textual guidelines/descriptions of land use categories

### **Applicant's Comments:**

- Proposal meets objectives of Midlothian Community Special Area Plan; less dense than Plan suggests would be appropriate
- Applicant had licensed engineer survey property for mines and none were found
- Sample of Saunders Station development discussed by citizens was a townhome project; not comparable with proposed development
- Developer to build Grove Hill Road from its current southern terminus to Midlothian Turnpike with sidewalks; should disburse traffic to/from Midlothian Middle School

### **Staff Discussion:**

In response to questions from Commissioners, staff offered the following:

- County hired licensed engineer to review applicant's geo-technical study; County's third-party engineers agree with applicant's engineers that no mines present on property; With the adjacent Enclave development, engineers concluded that effects of mines greater than 400 feet depth would not reach surface
- Proposed concept plan shows layout with units fronting public roads and wider alley near Woolridge Road units that meet fire access requirements
- Connecting school parking lot to Grove Hill Road will improve circulation

### **Commission Discussion:**

Mrs. Freye stated the Commission relies on staff to understand the facts of the case and impacts of the development. She and Mr. Petroski have met with area citizens, staff and the applicant to understand and vet every issue raised by citizens which is reflected in the conditions and exhibits offered by the applicant.

Mr. Petroski advised that he will continue to work with Schools to address plans for additional capacity in area schools. He noted that he has worked with the Midlothian Community Special Area Plan for the last 7 months and takes consideration of the case seriously, listening to citizens and subject matter experts.

Mr. Sloan stated the Public Facilities Plan includes School's policy on dealing with school capacity issues and reiterated that the development will occur over many years. He noted that this is an important project to the village, that the case includes quality standards, and the applicant has developed successful, quality projects in other key locations in the county.

### **Recommendation – APPROVAL AND ACCEPTANCE OF THE PROFFERED CONDITIONS IN ATTACHMENT 1**

**Motion:** Owens    **Second:** Sloan

**AYES:** Freye, Hylton, Owens, Petroski and Sloan

**The Board of Supervisors on Wednesday, March 11, 2020, beginning at 6:00 p.m., will consider this request.**

**PROFFERED CONDITIONS**

February 11, 2020

Note: Both the Planning Commission and staff recommend acceptance of the following proffered conditions, as offered by the applicant.

The property owner and applicant in this rezoning case, pursuant to Section 15.2-2298 of the Code of Virginia (1950 as amended) and the Zoning Ordinance of Chesterfield County, for themselves and their successors or assigns, proffer that the property under consideration (the "Property") will be developed according to the following proffers if, and only if, the rezoning request submitted herewith is granted with only those conditions agreed to by the owner and applicant. In the event this request is denied or approved with conditions not agreed to by the owner and applicant, the proffers shall immediately be null and void and of no further force or effect.

These Proffered Conditions include six (6) Exhibits:

Exhibit A: Zoning Exhibit – Coalfield Station Condos, Midlothian District, Chesterfield County, Virginia, originally dated March 27, 2019, last revised February 6, 2020, prepared by Townes Site Engineering ("Conceptual Plan").

Exhibit B: Common Area Concept Plan, "Coalfield Station", dated October 24, 2019, prepared by Glave & Holmes Architecture (the "Center Green Plan"); Coalfield Station Center Green Inspiration prepared by Glave & Holmes Architecture and Citidesign (the "Inspiration Pictures").

Exhibit C: Building elevations, titled "Coalfield Station" prepared by Glave & Holmes Architecture, dated January 13, 2020, ("Elevations").

Exhibit D: HVAC Low Maintenance Fence, dated May 28, 2019.

Exhibit E: Location of high visibility elevations, dated February 7, 2020.

Exhibit F: Coalfield Station Grove Hill Open Space Plan, dated February 7, 2020 ("Grove Hill Open Space").

1. Master Plan. The Textual Statement, dated February 6, 2020, shall be considered the Master Plan. (P)
2. Conceptual Plan. The location of roads, alleys, pedestrian paths, open space and access points on the Property shall be developed in general conformance with the layout depicted on the Conceptual Plan, unless modifications are approved by the Planning Commission at the time of plans review. (P)
3. Center Green Plan. The common area in the center of the Conceptual Plan shall be improved with pedestrian crossings, patio areas, a play area and green open spaces (i.e. lawn) as generally shown on the Center Green Plan and generally consistent with

Inspiration Pictures for the improvements therein, unless modifications are approved by the Planning Commission at the time of plans review. (P)

4. Public Utilities. Public water and wastewater systems shall be used. (U)
5. Road Improvements. With initial development, the following improvements shall be completed, as determined by the Transportation Department:
  - a. Construction of a two-lane road for Coalfield Station Lane to Virginia Department of Transportation ("VDOT") standards and acceptance into the state system, with any modification approved by the Transportation Department, from its terminus approximately 300 feet west of North Woolridge Road through the Property to Midlothian Turnpike (Route 60), extending generally along the eastern property line of Midlothian Middle School ("North-South Road"), if such road is approved by the Chesterfield Transportation Department and VDOT. Additional pavement shall be provided for the North-South Road at its intersection with Midlothian Turnpike (Route 60), to provide the width necessary for a three-lane typical section (one southbound lane and two northbound lanes), but the actual lanes to be stripped shall be determined by the type of entrance VDOT permits onto Route 60. The design of the North-South Road shall include an entrance to the parking lot for Midlothian Middle School in a location to be determined at the time of plan review.
  - b. Construction of additional pavement along the eastbound lanes of Route 60 at the North-South Road intersection to provide a separate right turn lane into the North-South Road.
  - c. Construction of a VDOT standard sidewalk along the west side of the North-South Road from the Grove Hill Road extension through the Property to the Route 60/North-South Road intersection.
  - d. Dedication to Chesterfield County, free and unrestricted, of any additional right-of-way (or easements) required for the improvements identified above. In the event the Developer is unable to acquire the "off-site" right-of-way that is necessary for such improvements, the Developer may request, in writing, that the County acquire such right-of-way as a public road improvement. All costs associated with the acquisition of the right-of-way shall be borne by the Developer. In the event the County does not assist the Developer in acquisition of the "off-site" right-of-way after such request, the Developer shall be relieved of the obligation to acquire the "off-site" right-of-way, and only provide road improvements that can be accommodated within available right-of-way, as determined by the Transportation Department. (T)
6. Maintenance of Building Exteriors and Common Areas. The homeowner's association for the development shall be responsible for properly maintaining and repairing on-site improvements including, but not limited to, all Common Areas, driveways, lot landscaping, lighting, fencing, street trees, sidewalks, and dwelling unit exteriors to exclude windows and doors. Periodic cleaning and painting of doors, windows and trim

will be done by the homeowner's association. Dwelling unit interiors are expressly excluded from the homeowner's association's maintenance and repair obligations. All areas of common area concrete shall be maintained by the homeowner's association without pot holes and ruts. The homeowner's association shall ensure that the affairs of the homeowner's association are professionally managed, including the homeowner's association's maintenance and repair obligations. (P)

7. Street Lighting. Street lights shall be provided along both sides of all internal public roads, except where there is a conflict with street trees, utilities, sightlines, and driveway areas, in accordance with a lighting plan to be submitted and approved at the time of plans review. Street light poles shall not exceed twenty (20) feet in height. (P)
8. Right of Way Dedication. Upon request by the Transportation Department, the owner shall dedicate an eighty foot (80') wide right-of-way from the North-South Road to the western Property line, generally located in the southwest corner of the property, to accommodate a future public road connection, in a location mutually agreed upon by the Transportation Department and the owner. Right-of-way shall be dedicated, free and unrestricted, to and for the benefit of Chesterfield County. (T)
9. Grove Hill Road Open Space. The open space fronting on Grove Hill Road shall be improved with landscaped areas and a sidewalk as generally shown on the Grove Hill Open Space Plan and generally consistent with the inspiration pictures attached to that plan, unless modifications are approved by the Planning Commission at the time of plans review. (P)

**TEXTUAL STATEMENT**

February 6, 2020

This is a request to rezone approximately 21 acres of property to R-MF with a Conditional Use Planned Development (CUPD) to permit ordinance requirement exceptions with respect to the R-MF uses, as described in this Textual Statement.

- I. The project, consisting of a new residential community, shall be constructed subject to the Project Standards (Section 19.1-121.A.), the Other Required Project Standards (Section 19.1-121.B.) and the Building Standards (Sections 19.1-121.C) in the Zoning Ordinance for the Residential-Multi-Family District, except as follows:

1. Project Standards

- a. The maximum density shall be 345 units.
- b. For more than 200 units, the minimum number of accesses to a road shall be 2.
- c. The minimum pavement width of alleys and other private drives shall be 20 feet.
- d. Within the private pavement setbacks along major arterials and other roads, perimeter landscape C shall not be required.
- e. Private pavement shall be setback a minimum of 15 feet from a major arterial and a minimum of 5 feet from other roads, as measured from the right-of-way line.
- f. All alleys will be private. The private drive, identified on the Conceptual Layout included with and defined in the accompanying proffered conditions, will be private.
- g. Parcel coverage for the project shall be a maximum of 75% of the project's acreage.

2. Other Required Project Standards

- a. Roads and Private Pavement: Curb and gutter shall be provided for the private drive identified on the Conceptual Plan. Curb and gutter shall not be required for alleys or other private pavement.
- b. Architecture and Design Elements
  - i. Elevations: Construction of the dwelling units shall be in substantial conformance with the architectural appearance shown on the Elevations included with and defined in the accompanying proffered conditions. Any substantial modifications shall be approved by the Planning Commission in conjunction with plans review. High visibility elevations



shall be used on the building elevations identified by the color red on Exhibit E, included with the accompanying proffered conditions.

- ii. Materials: If the building is constructed on a slab, brick or stone shall be employed around the base of the front and sides of the building a minimum twenty-four (24) inches so as to give the appearance of a foundation. Acceptable siding materials include brick, stone, masonry, fiber cement siding (such as HardiPlank, HardieShingle, and HardieTrim), or engineered wood siding (such as LP SmartSide). Dutch lap, plywood, vinyl and metal siding are not permitted. Other materials may be used for parapets, cornices, surrounds, trim, architectural decorations, and design elements. Roofing material shall be standing seam metal, dimensional architectural shingles, or better with a minimum of 25-year warranty.
- iii. Front Stoops: Where elevated, all front entry stoops shall be constructed with continuous masonry foundation wall or on 12"x12" masonry piers. Front entry stoops shall be a minimum of three (3) feet deep. Handrails and railings shall be finished painted wood or metal railing with vertical pickets or swan balusters. Pickets shall be supported on top and bottom rails that span between columns.
- iv. Flooring for Front Stoops: Stoop flooring may be concrete, exposed aggregate concrete, or a finished paving material such as stone, tile or brick, finished (stained) wood, or properly trimmed composite decking boards. All front steps shall be masonry to match the foundation.
- v. Front Walks: A minimum of a three (3) foot wide concrete, or decorative pavers, front walk shall be provided to the front entrance of each dwelling unit, to connect to drives, sidewalks, or streets.
- vi. Driveways: All portions of driveways shall be brushed concrete, stamped concrete, exposed aggregate concrete, decorative pavers, or asphalt. Gravel driveways shall not be permitted.
- vii. Front Yards: Excluding any planting beds, all front yards shall be sodded.
- viii. Landscaping: Landscaping shall be provided and maintained along the perimeter of all buildings in the building's front and side yards. This landscaping shall be planted in an irregular line and spaced randomly. Landscaping shall otherwise comply with the requirements of the Zoning Ordinance, and be designed to soften the look of the building along the foundation in front and rear sides. The landscaping plan shall be approved at time of plans review with respect to exact numbers, spacing, arrangement and species of plantings. Stone may be used between driveways.
- ix. Heating, Ventilation and Air Conditioning (HVAC) Units and House Generator: HVAC units and house generators shall initially be screened

as shown on Exhibit D, attached to the accompanying proffered conditions.

- x. Sidewalks: Sidewalks shall be provided along both sides of all internal public roads. Along the western side of the private drive, identified on the Conceptual Plan, a three foot (3') wide sidewalk shall be provided as generally shown on the Conceptual Layout.
- xi. Street Trees: Street trees shall be provided along both sides of all internal public roads, along the eastern side of the North-South Road (as defined in the accompanying Proffered Conditions) for the length of the project's frontage on the North-South Road and along the western side of the Private Drive identified on the Conceptual Plan located closest to the North-South Road. These street trees shall be large deciduous trees spaced a maximum of 40 feet on center; however, if large deciduous trees will conflict with overhead utility lines, small deciduous trees spaced a maximum of 40 feet on center shall be installed. In the event of conflicts with other utilities, sightlines and driveway areas, the required spacing shall be increased and a small deciduous tree may be used. Trees shall either be installed within the right-of-way, or a maximum of 5 feet outside of the right-of-way. In a subdivision, if the trees are planted outside of the right-of-way, they shall be located in an easement granted to the homeowners' association. Tree species shall be suitable for growing in the county's vegetative zone and be drought tolerant. Existing vegetation that is preserved shall be credited toward the street tree requirement.
- xii. Woolridge Landscaping. Along the project's frontage on North Woolridge Road in the area between the right of way line for North Woolridge Road and the 20' wide private alley the following landscaping shall be installed: 1 large tree per 50 linear feet, 1 small tree per 30 linear feet; 1 evergreen tree per 30 linear feet, 1 medium shrub per 5 linear feet and low shrubs and ground cover interspersed throughout landscape beds.

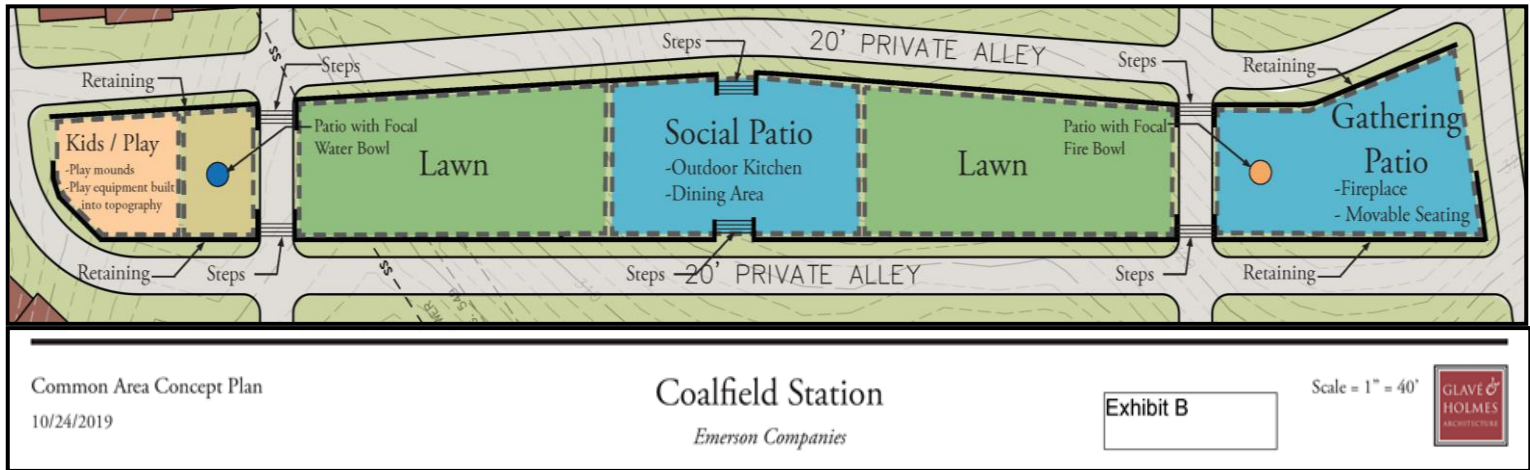
### 3. Building Standards

- a. The minimum individual building setback from project property lines shall be 20 feet.
- b. The minimum individual building setback from a road shall be 5 feet. Within these setbacks, Landscaping C shall not be required.
- c. The minimum individual building setback from interior private pavement excluding parking spaces shall be 5 feet.
- d. No individual building setback shall be required from parking spaces.
- e. The minimum distance between buildings shall be 25 feet.

- f. There shall be no dwelling units per floor requirement. The maximum number of units per building shall be 18 for triplexes and 14 for duplexes.
- g. The maximum principal building height shall be 55 feet.



**EXHIBIT B – Common Area Concept Plan**  
October 24, 2019



**Coalfield Station**  
Center Green Inspiration



focal patio with fire bowl





**Coalfield Station**  
Center Green Inspiration



focal planter



brick retaining wall with stairs


 + citedesign

Exhibit B

**Coalfield Station**  
Center Green Inspiration



multi-purpose lawn areas



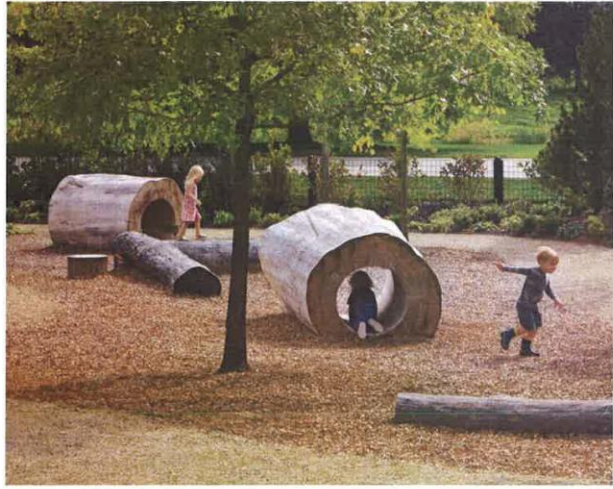
 + citedesign



Coalfield Station  
Center Green Inspiration



kids play area with play equipment built into the topography and nature theme



 + citedesign

Exhibit B

Coalfield Station  
Center Green Inspiration



outdoor games tables



hammock garden

 + citedesign

Coalfield Station  
Center Green Inspiration



covered mailbox



 + citedesign


Exhibit B

Coalfield Station  
Center Green Inspiration



gathering patio with fireplace



 + citedesign

Coalfield Station  
Center Green Inspiration



outdoor kitchen



 + citedesign

Exhibit B



EXHIBIT C – Elevations  
January 13, 2020

Exhibit C



Exhibit C



Option: High Visibility Unit



Option: Low Visibility Unit



Coalfield Station

Duplex Elevation Concept - Side  
January 13th, 2020



Option: High Visibility Unit

Duplex Elevation Concept - Back  
January 13th, 2020

Coalfield Station

3



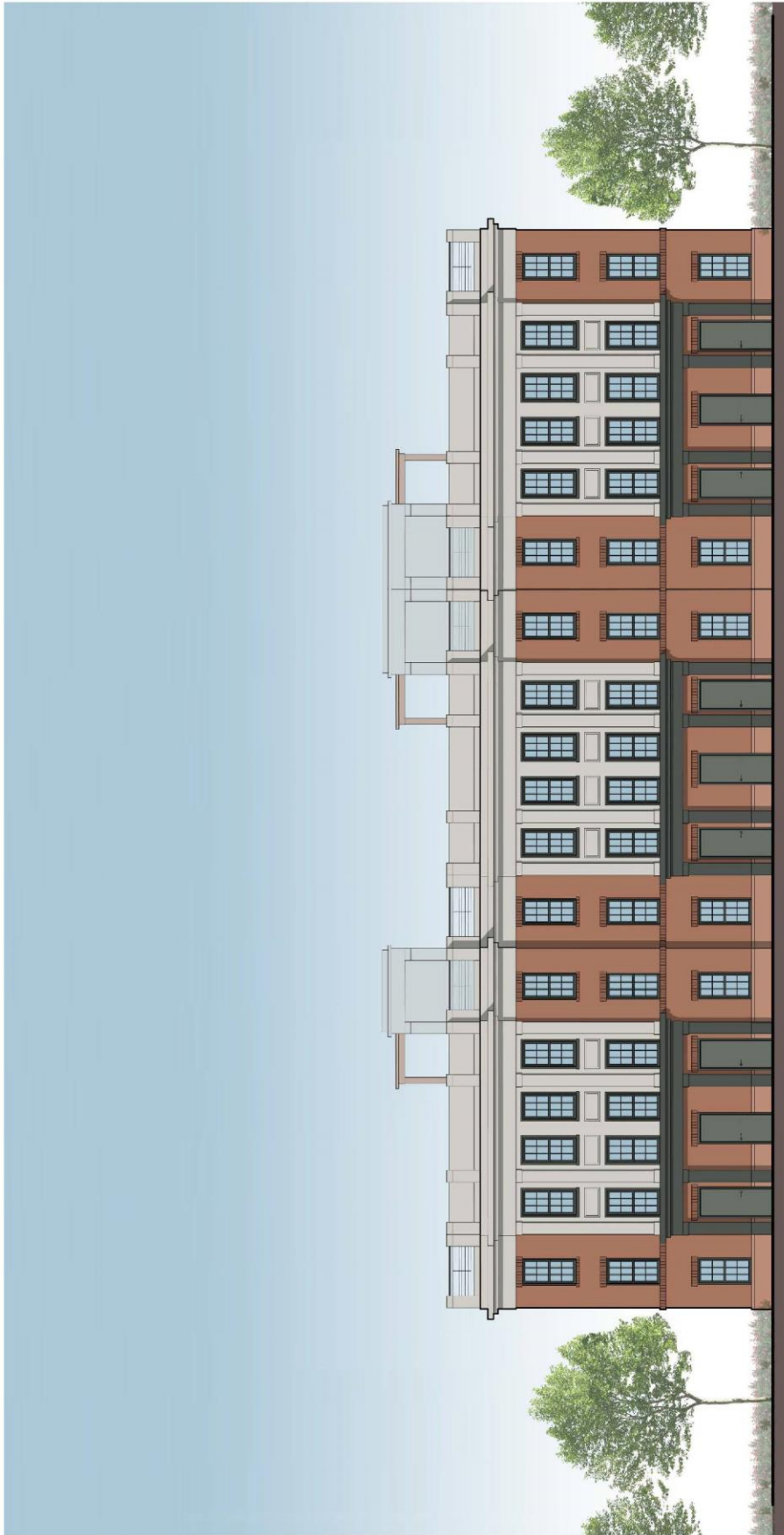




Coalfield Station

Duplex Elevation Concept - Back  
January 13th, 2020

Exhibit C



5

Coalfield Station

Triplex Elevation Concept - Front  
January 13th, 2020

Exhibit C



Option: High Visibility Unit



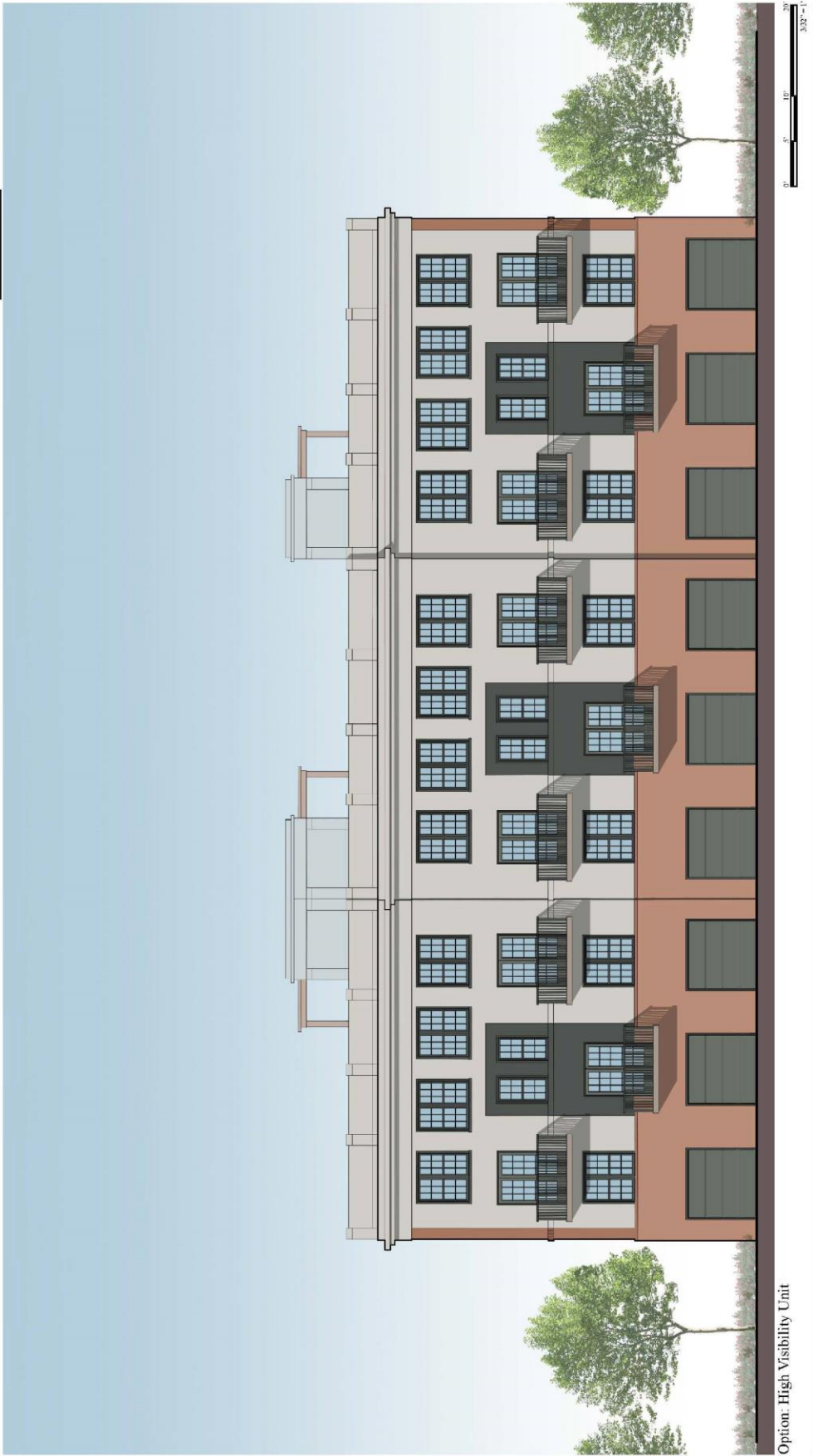
Option: Low Visibility Unit



6

Coalfield Station

Triplex Elevation Concept - Side  
January 13th, 2020

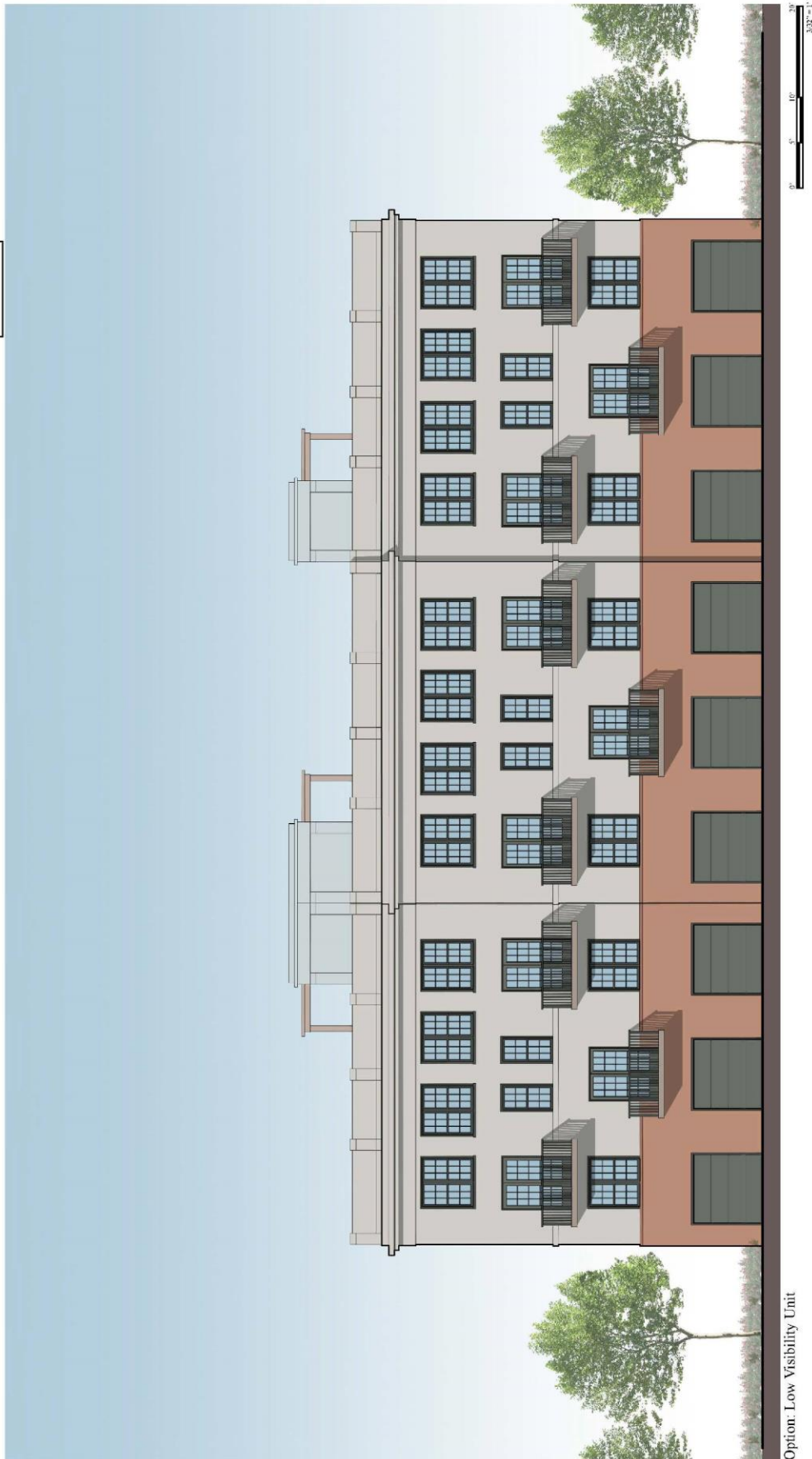


Option: High Visibility Unit

Triplex Elevation Concept - Back  
January 13th, 2020

## Coalfield Station





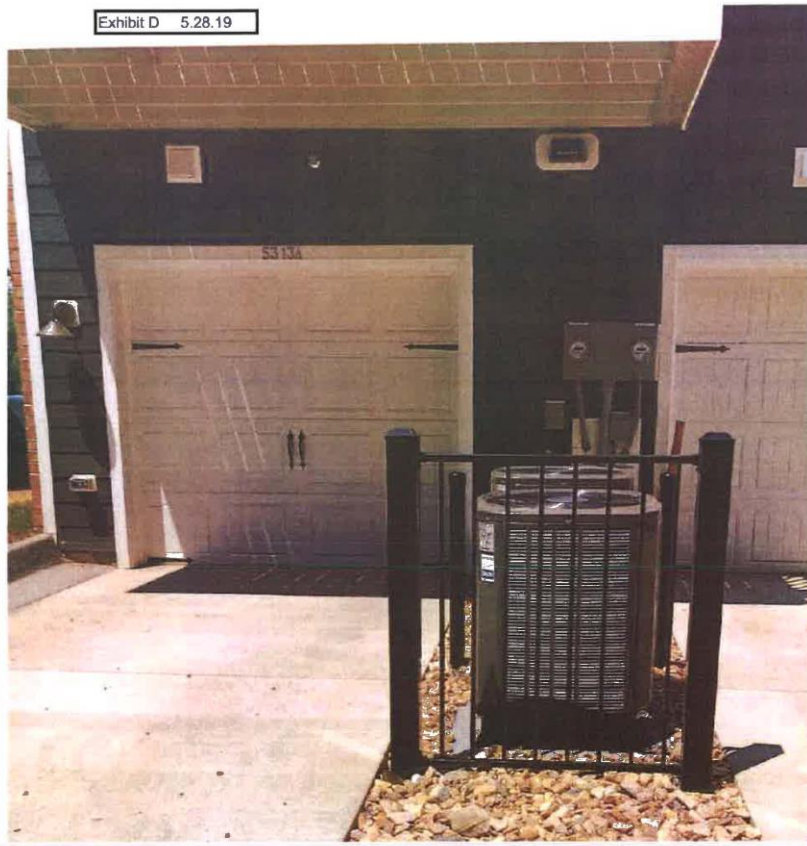
Triplex Elevation Concept - Back  
January 13th, 2020

## Coalfield Station



EXHIBIT D – HVAC Low Maintenance Fence

Exhibit D 5.28.19







## EXHIBIT F – Coalfield Station Grove Hill Open Space Plan

February 7, 2020





**DISCLOSURE AFFIDAVIT**  
**LAND USE APPLICATION**

**RECEIVED**

FEB 22 2019

DIRECTOR PLANNING DEPT

I, Robert P. Jones, a Manager of Henry Jones Family L.C., a Virginia limited liability company, do hereby swear or affirm that to the best of my knowledge and belief, the following information is true:

1. I am the owner for the land use amendment on the property identified as Parcel ID Number: 731-706-3947 and am requesting rezoning/zoning amendment.
2. With the exception of governmental entities and public service companies owning recorded easements over the Subject Property which is the subject of the land use amendment application referred to in Paragraph 1, the following is a list of the names and addresses of all persons owning any legal or equitable interest in the Subject Property as a title owner, lessee, easement owner, contract purchaser, assignee, optionee, licensee or noteholder, including trustees, beneficiaries of trusts, general partners, limited partners and all other natural or artificial persons:

<u>Name</u>	<u>Address</u>	<u>Type of Ownership Interest</u>
-------------	----------------	-----------------------------------

See attached

3. I hereby certify that the following corporations disclosed in Paragraph 2 are regularly traded on a stock exchange or in the over the counter market or have more than 100 shareholders: See attached
4. I hereby certify that after the exercise of due diligence, I have been unable to learn the identities of the owners of the following corporations, partnerships, joint ventures, trusts or other artificial persons disclosed in Paragraph 2: See attached
5. The following is a list of the names and addresses of all natural or artificial persons owning an interest in any corporation, partnership, joint venture, trust or other artificial person disclosed in Paragraph 2 (other than those listed in Paragraph 3 or Paragraph 4) which has a total of ten or fewer shareholders, partners, beneficiaries or owners:

<u>Name</u>	<u>Address</u>	<u>Name of Artificial Person</u>
-------------	----------------	----------------------------------

See attached

6. The following is a list of the names and addresses of all natural or artificial person owning 10% or more of any class of stock issued by a corporation or an interest of 10% or more in any partnership, joint venture, trust or other artificial person disclosed in Paragraph 2 (other than those listed in Paragraph 3 or 4):

<u>Name</u>	<u>Address</u>	<u>Name of Corporation</u>
-------------	----------------	----------------------------

See attached

7. If any of the persons disclosed in Paragraphs 5 or 6 above is a corporation, partnership, joint venture, trust or other artificial person, the following is a list of all members of the Board of Supervisors of Chesterfield County, the Chesterfield County Planning Commission or their immediate households owning any interest in the Subject Property as a title owner, easement owner, contract purchaser, lessee, assignee, optionee or licensee, either individually or by ownership of an interest in a corporation, trust, partnership, joint venture or other artificial person owning any such interest:



Name of Household  
Member

Name of Supervisor  
or Commissioner

Description of  
Ownership Interest

Robert P. Jones

Member of L.C.  
that is the title owner

8. If any of the persons disclosed in Paragraphs 5 or 6 above is a corporation, partnership, joint venture, trust or other artificial person, I hereby certify that no member of the Board of Supervisors of Chesterfield County, the Chesterfield County Planning Commission or their immediate households, other than those Supervisors, Commissioners or household members named in Paragraph 7 above, owns any interest in the Subject Property as a title owner, easement owner, contract purchaser, lessee, assignee, optionee or licensee, either individually or by ownership of an interest in a corporation, trust, partnership, joint venture or other artificial person owning any such interest.
9. Prior to every public hearing in connection with the land use amendment application referred to in Paragraph 1 above, I will file a revised Zoning Disclosure Affidavit if there has been any change in the information set forth above.

WITNESS the following signature:

HENRY JONES FAMILY L.C.,  
a Virginia limited liability company

By: 

Name: Robert P. Jones, Manager

STATE OF VIRGINIA

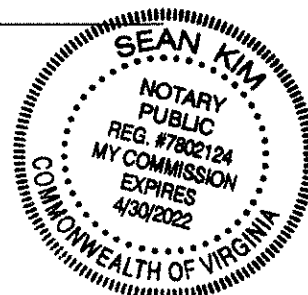
CITY / COUNTY OF Chesterfield, to-wit:

I, the undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that Robert P. Jones, whose name is signed to the foregoing instrument, in his capacity as Manager of Henry Jones Family L.C., a Virginia limited liability company, executed and acknowledged the same in such capacity on behalf of said company before me in my jurisdiction aforesaid.

Given under my hand this 15<sup>th</sup> day of February, 2019

My commission expires: 4/30/2022  
Registration No. 7802124

  
Notary Public



## ATTACHMENT TO ZONING DISCLOSURE AFFIDAVIT

2.

<b>Name</b>	<b>Address</b>	<b>Type of Ownership Interest</b>
Henry Jones Family L.C., a Virginia limited liability company	c/o Robert P. Jones 1211 Salisbury Dr. Midlothian, VA 23113	Property Owner
Emerson Companies, LLC, a Virginia limited liability company	13281 Rivers Bend Boulevard Chester, VA 23836	Contract Purchaser
Glen Roy Corporation	Unknown	Recorded Agreements
The Tuckahoe Cardinal Corporation	Unknown	Recorded Agreement
C & G Associates, LLC	Unknown	Recorded Agreement
Bee-Pike, LLC	Unknown	Recorded Deed of Access Easement
LATC, LLC	Unknown	Recorded Public Drainage Agreement

3.

Unknown

4.

<b>Name</b>	<b>Address</b>	<b>Type of Ownership Interest</b>
Glen Roy Corporation	Unknown	Recorded Agreements
The Tuckahoe Cardinal Corporation	Unknown	Recorded Agreement
C & G Associates, LLC	Unknown	Recorded Agreement
Bee-Pike, LLC	Unknown	Recorded Agreements
LATC, LLC	Unknown	Recorded Public Drainage Agreement

5.

<b>Name</b>	<b>Address</b>	<b>Name of Artificial Person</b>
George P. Emerson, Jr.	13281 Rivers Bend Boulevard Chester, VA 23836	Emerson Companies, LLC
Robert P. Jones	1211 Salisbury Dr. Midlothian, VA 23113	Henry Jones Family L.C.
Clarke C. Jones	1211 Salisbury Dr. Midlothian, VA 23113	Henry Jones Family L.C.

William H. Jones, III	1211 Salisbury Dr. Midlothian, VA 23113	Henry Jones Family L.C.
Terry D. Jones	1211 Salisbury Dr. Midlothian, VA 23113	Henry Jones Family L.C.
Lois W. Jones	1211 Salisbury Dr. Midlothian, VA 23113	Henry Jones Family L.C.

6.

Name	Address	Name of Artificial Person
George P. Emerson, Jr.	13281 River Bend Boulevard Chester, VA 23836	Emerson Companies, LLC
Robert P. Jones	1211 Salisbury Dr. Midlothian, VA 23113	Henry Jones Family L.C.
Clarke C. Jones	1211 Salisbury Dr. Midlothian, VA 23113	Henry Jones Family L.C.
William H. Jones, III	1211 Salisbury Dr. Midlothian, VA 23113	Henry Jones Family L.C.
Terry D. Jones	1211 Salisbury Dr. Midlothian, VA 23113	Henry Jones Family L.C.
Lois W. Jones	1211 Salisbury Dr. Midlothian, VA 23113	Henry Jones Family L.C.

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**CASE NUMBER: 19SN0625**  
**APPLICANT: Cosby Village, LLC**



**CHESTERFIELD COUNTY, VIRGINIA**  
**MATOACA DISTRICT**

**STAFF'S ANALYSIS  
AND RECOMMENDATION**

**Board of Supervisors (BOS) Hearing:**

MARCH 11, 2020

**BOS Time Remaining:**

365 DAYS

**Applicant's Agent:**

Vernon McClure (804-794-3138)

**Planning Department Case Manager:**

DARLA ORR (804-717-6533)



19.6 Acres – 15701 Cosby Road

**REQUESTS**

**REQUEST I:** Rezoning from Agricultural (A) and Light Industrial (I-1) to Neighborhood Business (C-2) with Conditional Use Planned Development to permit exceptions to ordinance requirements relative to uses, parking, setbacks, and architectural standards.

**REQUEST II:** Conditional Use to permit alcoholic beverage sales near a public school

**Notes:** A. Conditions may be imposed or the property owner may proffer conditions.

B. Proffered conditions, Textual Statement, exhibits and letter from Schools Superintendent are located in Attachments 1-4.

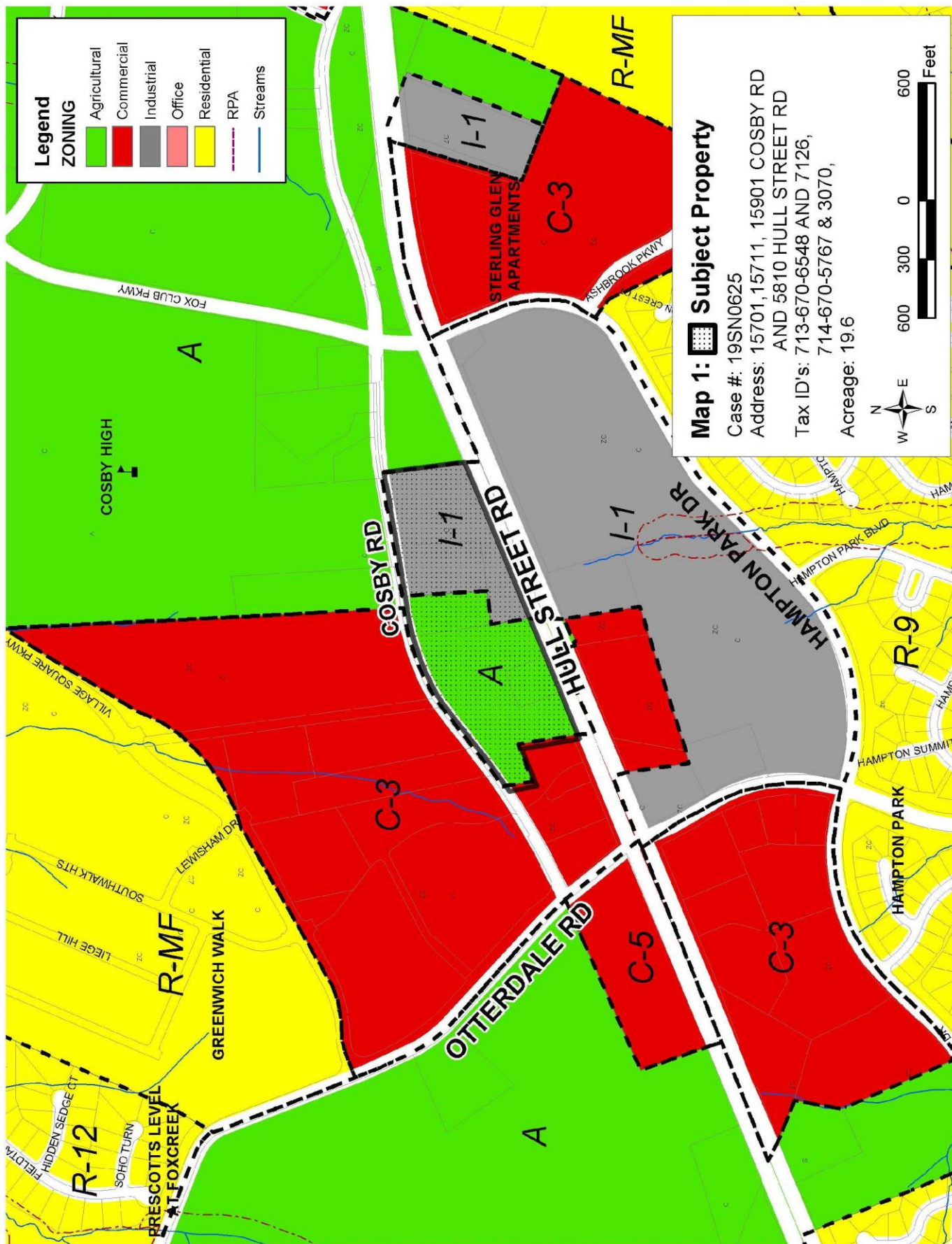
**SUMMARY**

A commercial development including Neighborhood Business (C-2) and certain Community Business (C-3) uses is planned. The Community Business (C-3) uses would be limited to a maximum of 30% of the project and as outlined in the Textual Statement (Attachment 2). Development will occur as generally depicted on the conceptual plan (Exhibit A, Attachment 3), with a lake promenade/pedestrian plaza in Zone 1. Exceptions to ordinance standards are requested relative to uses, architectural design, parking and setbacks. (Textual Statement, Attachment 2)

Conditional use approval is sought to permit alcoholic beverage sales for on-site consumption within 500 linear feet of Cosby High School, as measured from the property boundaries. The portion of the county-owned Cosby High School complex closest to the subject property is the site of an above ground water storage tank. (Map, Page 6)

Site design and architectural standards (discussed in detail on pages 4 - 6) offer quality that should create a viable development that enhances the community.

RECOMMENDATIONS	
PLANNING COMMISSION	<u>REQUEST I (REZONING WITH CONDITIONAL USE PLANNED DEVELOPMENT)</u> AND <u>REQUEST II (CONDITIONAL USE)</u> - <b>APPROVAL</b>
STAFF	<p><u>REQUEST I (REZONING WITH CONDITIONAL USE PLANNED DEVELOPMENT)</u>:  <b>PLANNING - APPROVAL</b></p> <ul style="list-style-type: none"> <li>• With the limitations on Community Business (C-3) uses, proposal provides a commercial development with neighborhood business use, as suggested by the Comprehensive Plan</li> <li>• Quality design and architecture offered by the applicant provide for a development that enhances the community.</li> </ul> <p><b>TRANSPORTATION - APPROVAL</b></p> <p><u>REQUEST II (CONDITIONAL USE)</u>:  <b>PLANNING – APPROVAL</b></p> <p>While the property boundaries of the subject property and the school campus are within the 500 linear feet of separation identified in the Zoning Ordinance, the active portion of the campus is not in close proximity (separated over 800 feet and by a county above ground-water storage tank) to businesses within the proposed development that may offer alcoholic beverage sales for on-site consumption.</p> <p><b>SCHOOLS – DENIAL</b></p> <p>Any intent to sell alcoholic beverages in any development within close proximity to a school property raises safety and security concerns during and after-school hours of operation.</p>

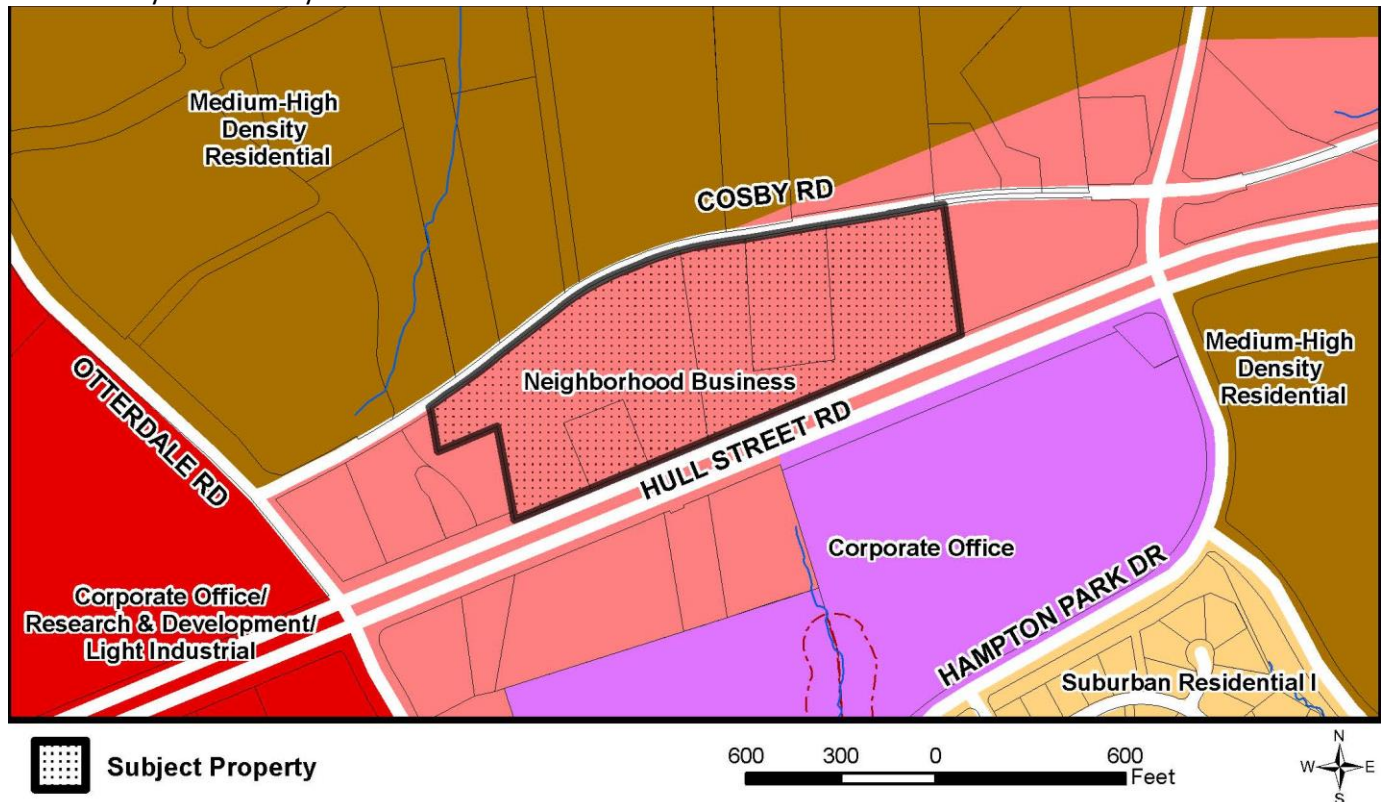




## Comprehensive Plan

### Classification: NEIGHBORHOOD BUSINESS

This designation suggests the property is appropriate for commercial uses that serve neighborhood-wide trade areas such as grocery, clothing and hardware stores, medical clinics and restaurants or other uses that primarily serve weekly or bi-weekly household needs.



### Surrounding Land Uses and Development



## PLANNING

Staff Contact: Darla Orr (804-717-6533) orrd@chesterfield.gov

### **Proposal**

Rezoning (Request I) is proposed to Neighborhood Business (C-2) plus conditional use planned development to permit exceptions to ordinance requirements. Neighborhood commercial uses are planned within two (2) development tracts (Zone 1 and Zone 2) as identified on the Conceptual Plan (Exhibit A, Attachment 3). Development would comply with the Route 360 West Design Standards except as outlined below and in the Textual Statement (Attachment 2):

- Reduction in setbacks for buildings, parking and drives
- Permit 4.0 parking spaces per 1,000 square feet of commercial or office space; on-street parking and garage parking to count towards required spaces; and, parking shared between uses
- Use exception to permit specific Community Business (C-3) uses (excludes motor vehicle type uses)
- Exceptions to architectural design standards to require this development to comply with standards for Regional Mixed Use and Community Business Areas. These standards will require an architectural theme for the project, and address large-scale and pedestrian scale building elements, wall treatments, entrance and tower features, colors, roof variation, and pedestrian elements between buildings and parking areas

### **Alcoholic Beverage Sales for On-site Consumption Near a Public School**

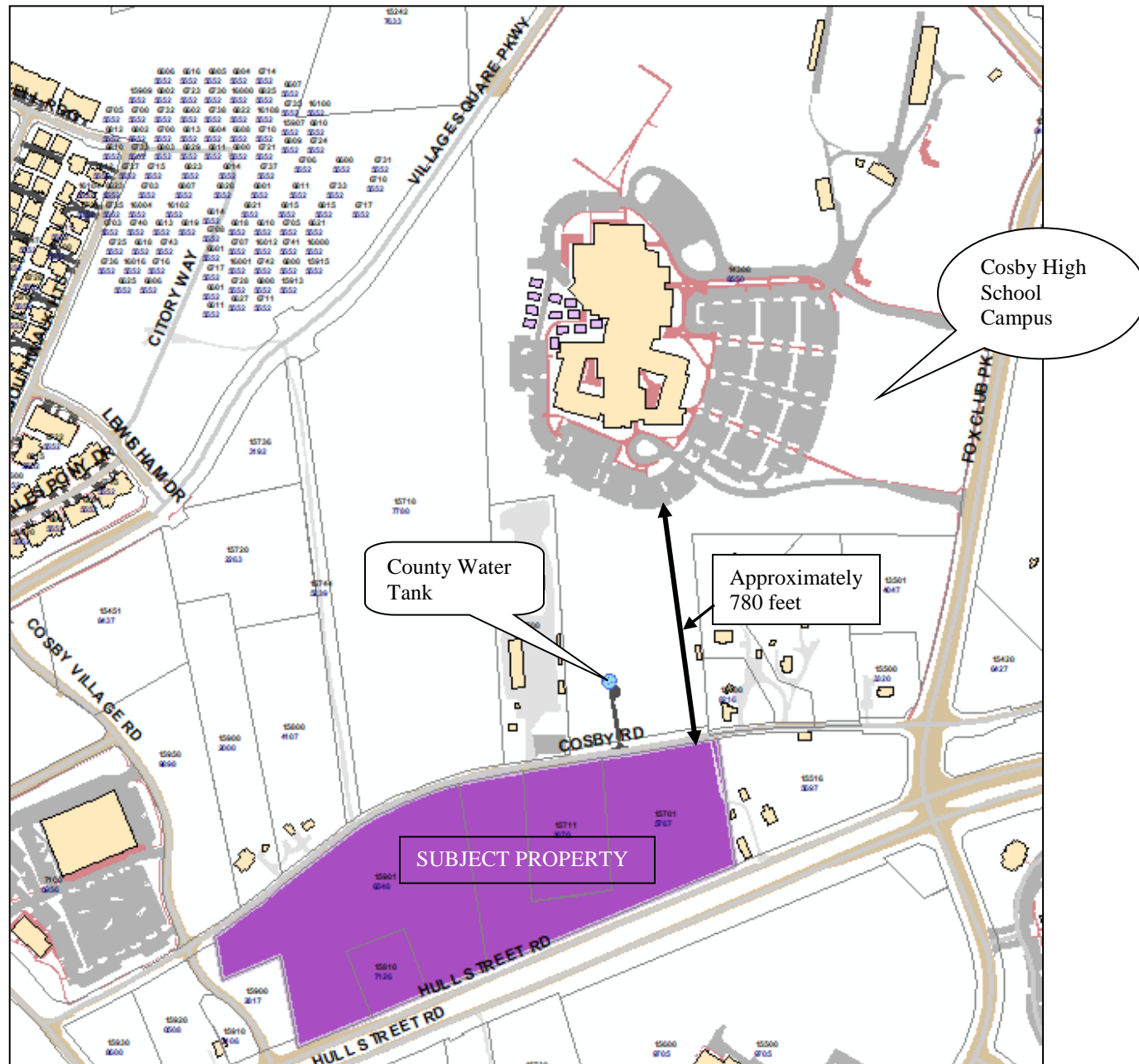
The Zoning Ordinance requires approval of a Conditional Use for commercial establishments seeking to sell alcoholic beverages for on-premises consumption within 500 linear feet of a public school built after December 15, 1993. The ordinance provides that the required distances shall be measured from the nearest property line, not lease line, of the establishment selling alcoholic beverages to the nearest property line of the school.

Some businesses proposed within this development (such as restaurants, and craft breweries and distilleries) would permit on-site alcoholic beverage consumption. As identified in the map on the following page, the subject property fronts the south line of Cosby Road, south of the Cosby High School campus. As such, the property boundaries (not lease boundaries) where the on-site alcoholic beverage consumption may be permitted is within the ordinance identified 500 linear feet. The applicant is requesting approval of a Conditional Use (Request II) to permit the alcoholic beverage sales use.

It is important to note that the portion of the Cosby High School campus closest to the subject property is occupied by a county above-ground water storage tank. The closest portion of the active campus is the parking lot on the southern side of the building which is approximately 780 feet north of the northern boundary of the request property.

The Textual Statement outlines that the provision for measuring the 500 linear feet for the on-site consumption of alcoholic beverages would be measured from the nearest entrance of an establishment selling alcoholic beverages for on-premise consumption on the request property to the nearest school entrance existing as of the date of the Textual Statement (Textual Statement, Attachment 2). This would protect businesses, once developed, from any future

expansion of the school towards the request property. Given the physical separation (distance between property and active portion of the school campus and the water storage tank use), the impact of the alcohol sales use on the school should be minimal; therefore, staff supports this request.



## **Overall Design**

The development will be designed in general conformance with the Conceptual Plan (Exhibit A, Attachment 3). The development is proposed with two (2) development tracts (Zone 1 and Zone 2).

Within Zone 1 a lake promenade and/or pedestrian plaza is planned which would include publicly accessible spaces with amenities to provide high visible interest and gathering areas that encourage social interaction.



The following additional design standards have been offered by the applicant:

- Limit on tenant size within Zone 1 (maximum of 25,000 square feet)
- Prohibition of drive-thru uses within Zone 1 and reduced visibility of drive-thru windows from Hull Street Road within Zone 2
- All building sides will have similar quality architectural treatment and materials
- Permitted exterior building materials include brick, stone, cultured stone, architectural masonry, cementitious siding and/or composite trim
- Pedestrian scale street lighting along Cosby Road and ornamental pedestrian-scale internal site lighting
- Sidewalks and crosswalks throughout development and along adjacent rights of way
- Street trees along adjacent rights of way and both sides of internal drive aisles
- Wet stormwater management facility is planned as a visual amenity including pedestrian areas and fountain, as approved by the Planning Department and Environmental Engineering

### **Comprehensive Plan**

The Comprehensive Plan suggests the request property is appropriate for Neighborhood Business use. While certain Community Business (C-3) uses are planned, they do not include automobile-oriented uses and drive-thru uses would not be permitted within Zone 1 which is planned as a unique, viable place to encourage social interaction and gathering. Quality design and architecture offered by the applicant provide for a development that should enhance the community. Staff supports this request.

#### **COUNTY TRANSPORTATION**

Staff Contact: Steve Adams (804-748-1037) [adamsSt@chesterfield.gov](mailto:adamsSt@chesterfield.gov)

The Comprehensive Plan, which includes the Thoroughfare Plan, identifies county-wide transportation needs that are expected to mitigate traffic impacts of future growth. The applicant is requesting to rezone 19.6 acres to Neighborhood Business (C-2). This request will not limit development to a specific land use; therefore, it is difficult to anticipate traffic generation. The applicant has proffered a maximum density (or equivalent) of 97,500 square feet of shopping center and 97,500 square feet of general office (Proffered Condition 8). Based on the proffered maximum density and using shopping center and general office trip rates, the development could generate approximately 7,000 average daily trips (ADT). Traffic generated by development of the property would be initially distributed along Hull Street Road (Route 360), Fox Club Parkway, and Otterdale Road.

Route 360 is identified on the County's Thoroughfare Plan as a major arterial with a recommended right of way width of 200 feet. Route 360 along the property's frontage is a four (4) lane divided facility. In 2018, the traffic count on Route 360 was 42,000 vehicles per day (Level-of-Service "D").

Otterdale Road is identified on the County's Thoroughfare Plan as a major arterial with a recommended right of way width of 90 feet. Sections of the road have been improved in conjunction with adjacent residential/commercial developments and the county managed Woolridge Road Widening project. The county is managing a project to improve Otterdale Road between Route 360 and Woolridge Road to provide a four (4) lane divided facility with anticipated construction beginning in late 2020. In 2018, the traffic count on Otterdale Road north of Hull Street Road was 8,200 vehicles per day.

Fox Club Parkway is identified on the County's Thoroughfare Plan as a collector with a right of way width of 70 feet. Fox Club Parkway is a two-lane road that has been constructed in conjunction with area development. In 2018, the VDOT traffic count on Fox Club Parkway just north of Hull Street Road was 5,700 vehicles per day.

Section 19.1-231 of the County Code outlines the general requirements to meet the needs of the traffic generated by a proposed development, including acceptable levels of service. The applicant has offered:

Dedication (Proffered Condition 4):

- 100 feet of right-of-way along the north side of Route 360 adjacent to the property.
- 30 feet of right-of-way along the south side of Cosby Road adjacent to the property.

Vehicular Access (Proffered Condition 5):

- Limited to two (2) entrances/exits to Route 360.

Road Improvements and Phasing (Proffered Conditions 6 & 7):

- Third thru lane along the westbound lanes of Route 360 for the entire property frontage.
- Right turn lane at each approved Route 360 access.
- Widen/improve Cosby Road to provide eleven (11) foot thru lanes, four (4) foot paved shoulder along the property's frontage, and full width overlay for the property's frontage.
- Sidewalk along Route 360 for the entire property frontage.
- Sidewalk along Cosby Road for the entire property frontage.
- Phasing plan to address road improvements to be addressed with each phase of development.

Staff supports the request.

## **VIRGINIA DEPARTMENT OF TRANSPORTATION**

Staff Contact: Willie Gordon (804-674-2907) willie.gordon@vdot.virginia.gov

Location – Hull Street Road (55 MPH, Urban Other Principal, 23,655 ADT) Cosby Road (25 MPH, Urban Local, 414 ADT)

### Comments:

The proposed site has an approved Traffic Impact Analysis Report to quantify the projected trip generation and the impact the site traffic will have on the surrounding road network. The two proposed entrances along Hull Street Road appear to meet entrance and spacing requirements. A turn lane warrant analysis will be required for the proposed entrances during the site plan review process.

## **FIRE AND EMERGENCY MEDICAL SERVICES**

Staff Contact: Anthony Batten (804-717-6167) battena@chesterfield.gov

When the property is developed, the number of hydrants, quantity of water needed for fire protection, and access requirements will be evaluated during the plans review process.

### **Nearby Fire and Emergency Medical Service (EMS) Facilities**

<b>Fire Station</b>	The Clover Hill Fire Station, Company Number 7
<b>EMS Facility</b>	The Clover Hill Fire Station, Company Number 7

## **SCHOOLS**

Staff Contact: Atonja Allen (804-318-8740) atonja\_allen@ccpsnet.net

This application is located south of the Cosby High School property, separated by Cosby Road.

As stated in the Chesterfield County's Zoning Ordinance Article III Division 2 - Alcoholic Beverage Sales near Public Schools - *"a Conditional Use shall be required for all commercial establishments seeking to sell alcoholic beverages, as defined in the Code of Virginia, for on-premises consumption, within 500 linear feet of a school that is owned or operated by the county and built after December 15, 1993"*.

Further, the code states that *"The required distance shall be measured by extending a straight line from the nearest property line (not the lease line) of the establishment selling alcoholic beverages to the nearest property line of the school"*.

Any intent to sell alcoholic beverages in any development within close proximity to a school property raises safety and security concerns during and after-school hours of operation. The school division does not support the request for a conditional use to sell alcohol in proximity to a public school facility.

## UTILITIES

Staff Contact: Randy Phelps (796-7126) phelpsc@chesterfield.gov

### Existing Water and Wastewater Systems

Utility Type	Currently Serviced?	Size of Closest Existing Lines	Connection Required by County Code?
Water	No	16", 24"	Yes
Wastewater	No	8"	Yes

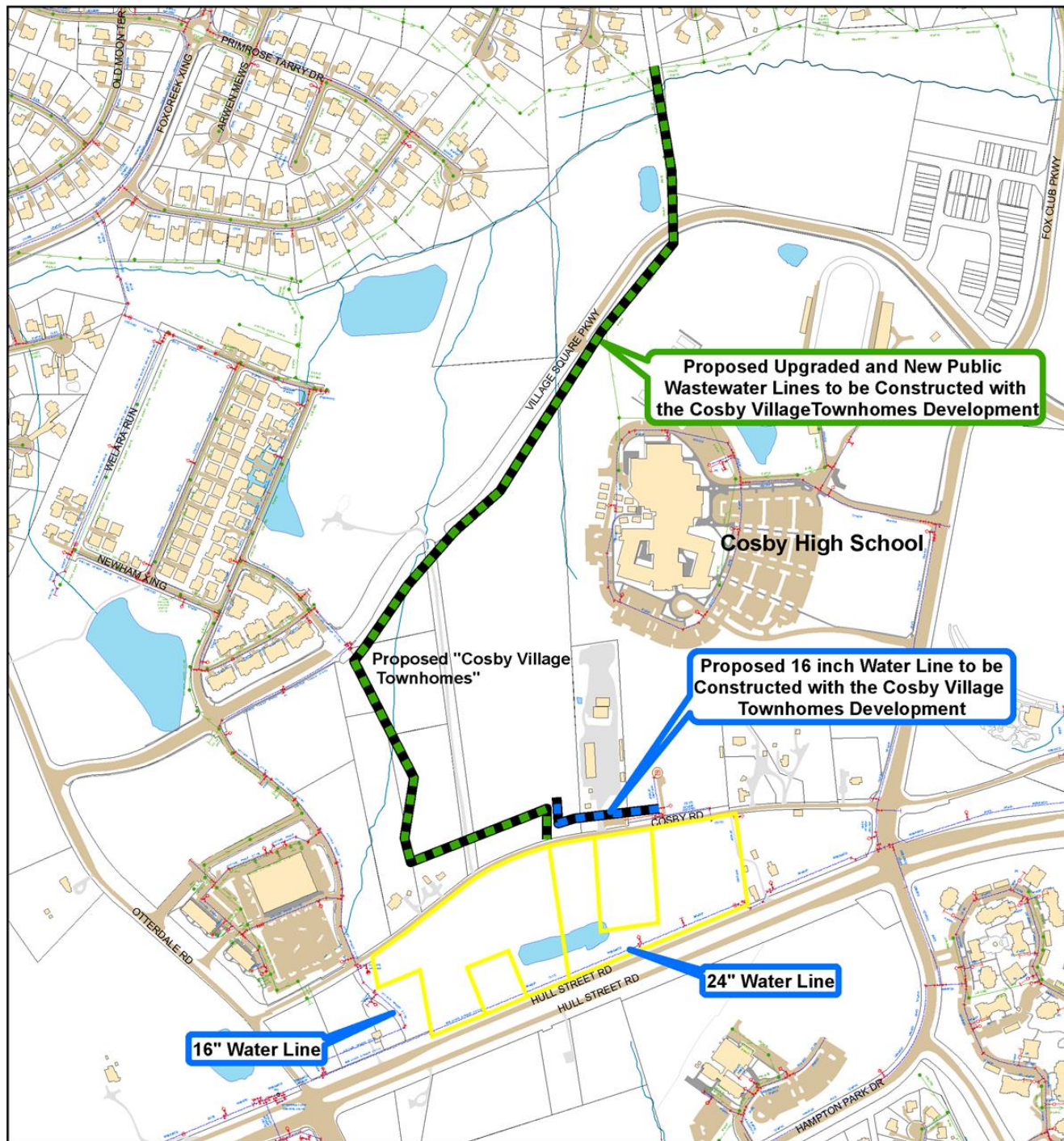
The applicant requests a rezoning from A to C-2 with CUPD on four parcels to allow a commercial development of 19.6 acres. The subject parcels are within the mandatory connection areas for county water and wastewater for new non-residential development. The applicant has proffered use of county water and wastewater to serve this development (Proffer #3).

There is an existing 16" water line located along Cosby Village Road and a 24" water line along Hull Street Road. In addition, a 16" water line will be extended along a portion of Cosby Road in conjunction with development of the Cosby Village Townhomes. The applicant has been advised that water service connection for the subject site should be made via internal water line looping between the 16" water lines.

There is an 8" wastewater line serving the Cosby High School. In conjunction with development of the Cosby Village Townhomes, that wastewater line will be upgraded to provide additional system capacity, and an additional wastewater line extended to, and through that townhouse development, with an access point provided to allow service to the subject site.

The Utilities Department supports this case.

# CHESTERFIELD COUNTY DEPARTMENT OF UTILITIES



ACCURACY OF INFORMATION NOT GUARANTEED

This information is being provided to you as a public service.  
WE DO NOT GUARANTEE ITS ACCURACY.  
By using it in any way, you are agreeing to  
Release the County, its employees and  
officials from responsibility for  
any consequence(s) if it proves  
to be inaccurate.

Chesterfield County  
Department of Utilities  
19SN0625  
Cosby Village LLC  
CRP 1/21/20  
1 inch = 600 feet





## **ENVIRONMENTAL ENGINEERING**

Staff Contact: Rebecca Rochet (804-748-1028) WardR@chesterfield.gov

### **Geography**

The subject properties drain to an existing on-site stormwater pond which discharges to a culvert under Hull Street Road and into a tributary of Dry Creek. Dry Creek drains directly to the Swift Creek Reservoir. The Swift Creek Reservoir is a 1,700-acre drinking water source for Chesterfield County. The subject properties are all located within the Upper Swift Creek Watershed.

### **Natural Resources**

As required by Section 19.1-542 of the Zoning Ordinance, a Natural Resource Inventory (NRI) for the subject properties was completed by the applicant and reviewed and approved by the Department of Environmental Engineering – Water Quality Section. The properties contain approximately 1.56 acres of non-tidal wetlands, as well as 0.85 acres of open water wetlands associated with an on-site stormwater pond. Most of the wetland features are located toward the southwestern extent of the property area near Hull Street Road. Any areas of wetlands cannot be impacted without a permit from the U.S. Army Corps of Engineers and/or the Virginia Department of Environmental Quality.

The NRI identified the presence of steep slopes (>25%) in the immediate vicinity of the on-site stormwater pond and along Cosby Road. Disturbance of these slopes will result in the increased potential for sediment to impact the downstream water quality if erosion occurs. In locations where the disturbance of slopes greater than 25 percent will occur, enhanced erosion and sediment control measures, such as super silt fence (or alternative as approved by the Department of Environmental Engineering) and the application of anionic PAM to denuded areas during construction and final stabilization, shall be provided as directed by the Department of Environmental Engineering at the time of site plan review. The applicant has offered Proffered Condition 11 to address this impact.

### **Drainage**

The subject properties currently drain to an existing culvert under Hull Street Road and then into a natural channel which drains through the Hampton Park subdivision before entering Dry Creek. Any increase in the 100-year discharge rate from the development of the subject properties may result in increased flooding of the existing lots within the subdivision. As a result, the 100-year post-development peak discharge rate shall not exceed the 100-year pre-development peak discharge rate. The applicant has offered Proffered Condition 10 to address this impact.

### **Stormwater Management**

The development of the subject properties is subject to the Part IIB technical criteria of the Virginia Stormwater Management Program Regulations (VSMP) Regulations for both water quality and water quantity.

## CASE HISTORY

### Applicant Submittals

<b>6/8/18</b>	Application submitted
<b>8/21/19</b>	Application amended
<b>8/8, 9/18, 10/4 and 11/19/19</b>	Revisions to proffered conditions, Textual Statement and exhibit submitted
<b>12/3/19</b>	Application amended
<b>1/6, 2/4 and 2/6/20</b>	Revisions to proffered conditions and Textual Statement submitted
<b>2/4/20</b>	Application amended
<b>2/17/20</b>	Revisions to proffered conditions and Textual Statement submitted

### Community Meeting

<b>12/18/19</b>	No citizens attended
-----------------	----------------------

### Planning Commission

<b>2/17/20</b>	<p><b>Citizen Comments:</b></p> <ul style="list-style-type: none"> <li>• Need to ensure adequate infrastructure provided with development; phase development with road improvements</li> <li>• Traffic problems exist in area; developments have proceeded (including several adjacent retail developments) without improvements to Woolridge and Otterdale Roads; CDOT has not provided deadline for these improvements</li> </ul> <p><b>Commission Discussion:</b></p> <p>Mr. Owens stated that commercial uses are needed to support residential development in the western Hull Street Road area which would relieve some Hull Street Road traffic since residents would not have to travel further east for services. Mr. Owens and Mr. Sloan stated that the county should look at a possible ordinance amendment relative to alcohol sales for on-premise consumption in proximity to public schools noting that the ordinance does not apply to 85% of the county's schools.</p> <p><b>Recommendation – APPROVAL AND ACCEPTANCE OF THE PROFFERED CONDITIONS IN ATTACHMENT 1</b></p> <p><b>Motion:</b> Owens    <b>Second:</b> Sloan  <b>AYES:</b> Freye, Hylton, Owens, Petroski and Sloan</p>
<p><b>The Board of Supervisors on Wednesday, March 11, 2020, beginning at 6:00 p.m., will consider this request.</b></p>	

**PROFFERED CONDITIONS**

February 17, 2020

Note: Both the Planning Commission and staff recommend acceptance of the following proffered conditions, as offered by the applicant.

1. Master Plan. The Textual Statement dated May 22, 2019, revised February 17, 2020 shall be considered the Master Plan. (P)
2. Conceptual Plan. The site shall be designed as generally depicted on the “Cosby Center – Exhibit A Conceptual Plan” last revised January 3, 2020 and attached hereto. However, the exact location of buildings, drive areas and parking areas may be modified provided that the general intent of the Conceptual Plan is maintained with respect to location of uses, internal road network and pedestrian environment. (P)
3. Utilities. Public water and wastewater shall be used. (U)
4. Right of Way Dedication. Prior to any site plan approval, or within sixty (60) days from a written request by the Transportation Department, whichever occurs first, the following shall be dedicated, free and unrestricted, to and for the benefit of Chesterfield County, as determined by the Transportation Department;
  - a. Thirty (30) feet of right of way along the south side of Cosby Road, measured from the centerline of that part of Cosby Road immediately adjacent to the Property;
  - b. One Hundred (100) feet right of way along the north side of Hull Street Road (Route 360), measured from the centerline of that part of Route 360 immediately adjacent to the Property. (T)
5. Access. Direct vehicular access from the Property to Route 360 shall be limited to two (2) entrances/exits. The exact location of each access shall be approved by the Transportation Department. (T)
6. Road Improvements. The following road improvements shall be completed, as determined by the Transportation Department. The exact length and design of the improvements shall be approved by the Transportation Department. If any of the improvements are provided by others, then the specific requirement shall no longer be required, as determined by the Transportation Department.
  - a. Construction of an additional lane of pavement (i.e. third through lane) along westbound lanes of Route 360 for the entire property frontage;
  - b. Construction of additional pavement along the westbound lanes of Route 360 at each approved access to provide a separate right turn lane;

- c. Construction of a sidewalk along the north side of Route 360 for the entire Property frontage. Sidewalk shall be located to maximize separation between pedestrian and vehicle traffic, as approved by the Transportation Department, and provide connections to the commercial development.
  - d. Widening/improving of Cosby Road to provide two (2) eleven (11) foot wide travel lanes and a four (4) foot wide paved shoulder on the south side and overlaying the full width of the road with one and a half (1.5) inch bituminous asphalt concrete, with any modifications approved by the Transportation Department, for the entire Property frontage. Widening improvement described above does not preclude construction of on-street parking, if on-street parking is approved by the Virginia Department of Transportation (VDOT).
  - e. Construction of a sidewalk along the south side of Cosby Road for the entire Property frontage.
  - f. Dedication to Chesterfield County, free and unrestricted, of any additional right-of-way (or easements) required for the improvements identified above. (T)
7. Phasing Plan. Prior to any site plan approval, a phasing plan for the required road improvements, as identified in Proffered Condition 6, shall be submitted to and approved by the Transportation Department. (T)
  8. Maximum Density. For transportation purposes, the maximum density shall be 97,500 square feet of shopping center and 97,500 of general office or equivalent density as determined by the Transportation Department. At the election of the developer, higher densities may be approved by the Planning Commission if the other requirements of zoning are met. (T)
  9. Open Space/Pedestrian Areas. The areas designated as “LAKE PROMENADE” and/or “PEDESTRIAN PLAZA” on the Conceptual Plan shall include publicly accessible spaces designed to include amenities that provide high visual interest and pedestrian functionality. These open spaces shall serve to connect the buildings to the spaces intended for gatherings and social interaction. Improvements in these areas may include, but not be limited to: decorative paving units; pedestrian-style lighting; benches; landscaped areas; plantings; bike racks; plazas; water features; fountains; and other pedestrian elements. The exact design, material and location of pedestrian elements shall be approved by the Planning Department and the Department of Environmental Engineering at time of Plans Review. (P and EE)
  10. Pre and Post Development Rate. The maximum post-development discharge rate for the 100-year storm shall be limited to pre-development 100-year discharge rate. (EE)
  11. Steep Slopes. In locations where the disturbance of slopes greater than 25 percent will occur, enhanced erosion and sediment control measures, such as super silt fence (or alternative as approved by the Department of Environmental Engineering) and the application of anionic PAM to denuded areas during construction and final stabilization, shall be provided as directed by the Department of Environmental Engineering at the

time of site plan review. The Department of Environmental Engineering shall approve the exact design and implementation of these standards. (EE)

12. Sidewalks. Sidewalks shall be provided to all buildings from the designated parking areas as generally shown on the Conceptual Plan. Sidewalks shall be a minimum of five (5) feet in width and shall be constructed of concrete or an alternative material approved by the Planning Department at site plan approval. Where pedestrian traffic may need to cross drives and or public roads, crosswalks will be provided as decorative painted surfaces or be constructed from concrete with a stained, painted or stamped textures. (P)
13. Street Lights. Street lighting shall be provided along the southside of Cosby Road and shall be compatible with the lights provided along Cosby Village Road. Internal site lighting shall be of a pedestrian scale. All light poles and fixtures to ornamental and approved by the Planning Department at the time of site plan review. (P)



**TEXTUAL STATEMENT**

Last Revised February 17, 2020

Rezone approximately 19.6 acres from Agriculture (A) and Light Industrial (I-1) to Neighborhood Business (C-2) with Conditional Use Planned Development (CUPD) to permit zoning ordinance exceptions as described herein, and as proffered in the accompanying proffers. A conditional use is requested to permit the sale of alcohol for on-premise consumption in proximity to a public school facility on the entire property.

1) Uses:

- a) Permitted uses shall be limited to uses permitted by right, or with restrictions in the Neighborhood Business (C-2) District and the following additional Community Business (C-3) uses shall be permitted as follows:
  - i) Club or Lodge – fraternal
  - ii) Cocktail Lounge
  - iii) Consignment store (excludes motor vehicle consignment lot)
  - iv) Contractor’s office and display room
  - v) Electrical supply sales, service and display room
  - vi) Home Center
  - vii) Hotel
  - viii) Repair services, excluding motor vehicle repair
  - ix) Restaurants, fast food or drive-in, sit down and carryout
  - x) Second hand store (excludes motor vehicle consignment lot)
  - xi) Theatre, sit down
  - xii) Warehouse, accessory to permitted use
  - xiii) Craft Brewery, not associated with a restaurant
  - xiv) Craft Distillery, not associated with a restaurant
- b) There shall be no drive through uses located within the limits of Zone 1, as shown on the Conceptual Plan prepared by Timmons Group.

2) Building requirements.

- a) Standards of Design: The overall design shall comply with the 360 West Corridor Design District as outlined by Zoning Ordinance Section 19.1-390 C.c. relative to Regional Mixed Use and Community Business areas.
- b) Material: All commercial buildings shall have exterior wall surfaces constructed of brick, stone or cultured stone, architectural masonry, cementitious siding and/or composite trim, exclusive of windows, doors, cornices, accent bands, and architectural treatments which may be constructed of metal, fiberglass, E.I.F.S., stucco, or other comparable materials as approved by the Director of Planning. The exposed portion of the exterior wall surfaces (front, rear and sides) of any commercial building shall be similar in quality as to architectural treatment and materials.
- c) Trash Receptacle: Solid waste storage areas, not including convenience containers, shall be screened from public view at ground level from the adjacent properties and/or the public rights of way with an enclosure constructed with materials to match the building it serves.
- d) Drive-thru windows shall have reduced visibility from Hull Street Road achieved by building design or drive through orientation or by using durable architectural walls constructed of materials and design comparable to the principal building that would be approved by the Planning Department in conjunction with the site plan approval.
- e) Tenant size: No individual tenant located with Zone 1 shall exceed 25,000 square feet of gross floor area.

3) Parking.

- a) Parking for all uses shall be required to have a minimum of 4.0 spaces per one thousand (1,000) square feet of commercial or office space.
- b) Parking spaces shall be provided pursuant to the provisions of 4 (a) above based on the collective sum of the calculation of each use. Such parking must be provided within the development as a whole but shall not be required on each parcel/site or within the Zone a use is located. Parking along any street or drive aisle within the project shall be counted towards the required parking.
- c) Any first floor garage parking serving office, commercial or other type of enclosed and/or covered parking area, shall be counted toward the calculation of the required parking spaces.

4) Setbacks.

- a) Setbacks to buildings, drives and parking to the eastern property line shall be a minimum of five (5) feet.
- b) Setbacks to buildings, drives and parking to Hull Street Road shall be a minimum of fifteen (15) feet.
- c) Setbacks to buildings, drives and parking to Cosby Road shall be a minimum of five (5) feet.
- d) Setbacks to buildings, drives and parking to the western property line and/or internal property lines shall not be required.

5) Alcohol Beverage Consumption Near Public Schools

With the approval of this conditional use, alcoholic beverage sale for on-premise consumption shall be permitted.

Exhibit A  
January 3, 2020



## LETTER FROM SCHOOLS SUPERINTENDENT

November 20, 2019

Mervin B. Daugherty, Ed.D.  
Superintendent



804.748.1434  
superintendent@ccpsnet.net

Chesterfield County Public Schools  
Innovative. Engaging. Relevant.

November 20, 2019

Dr. Joseph P. Casey, County Administrator  
Chesterfield County  
P. O. Box 40  
Chesterfield, Virginia 23832

Dear Dr. Casey,

It has come to the attention of the school division that there are two pending rezoning applications (20SN0509, Sports Performance Properties LLC and 19SN0625, Cosby Village, LLC) for development proposals that include restaurant uses that will sell alcohol on property adjacent to existing school facilities. In an effort to continue to promote safe, supportive, and nurturing learning environments for all students, Chesterfield County Public Schools does not support any application for such use on newly developed properties.

The Chesterfield County Zoning Ordinance, Article III Division 2, Section D. 2. - Alcoholic Beverage Sales Near Public Schools - states in part, "a Conditional Use shall be required for all commercial establishments seeking to sell alcoholic beverages, as defined in the Code of Virginia, for on-premises consumption, within 500 linear feet of a school that is owned or operated by the county and built after December 15, 1993." Clover Hill High School, which has a property line along Kelly Green Drive across the street from the proposed Sports Performance baseball facility, was built in 2010. Cosby High School, which has a property line on Cosby Road across the street from the proposed Cosby Village commercial development, was built in 2006.

In addition, Article III Division 2, Section D. 2. a. reads, "During the review of business license applications the planning department shall determine whether a commercial establishment intends to sell alcoholic beverages for on-premises consumption and whether it is located within 500 linear feet of a county owned and operated school built after December 15, 1993. If the planning department cannot determine whether the commercial establishment is located more than 500 linear feet from such school, the commercial establishment shall provide a certification from a registered surveyor confirming the distance from the commercial establishment to the school." It is our understanding that the applicant for case 19SN0625, Cosby Village, LLC has provided measurements indicating that the distance from the proposed commercial establishment to Cosby High School is greater than 500 linear feet when measured from a property line to the school building and from the nearest

Office of the Superintendent

P.O. Box 10  
Chesterfield VA, 23832

mychesterfieldschools.com  
An equal opportunity employer



school entrance to the proposed restaurant sites. However, Article III Division 2, Section D. 2. c. also states, "The required distances shall be measured by extending a straight line from the nearest property line (not the lease line) of the establishment selling alcoholic beverages to the nearest property line of the school." In both pending rezoning cases, the distances from each property line of the proposed developments to the property line of the nearby schools is less than 500 linear feet.

Any intent to sell alcoholic beverages for on-premises consumption in any development within the 500 linear feet of a school property raises safety and security concerns during and after school hours of operation. The school division does not support such requests and opposes any new establishment of such uses in close proximity to school facilities.

If there are questions or concerns regarding this, please do not hesitate to contact me.

Sincerely,



Mervin B. Daugherty, Ed.D.  
Superintendent

cc: Chesterfield County Planning Commission



ZONING OPINION NUMBER: 19ZO0393



RECEIVED

JUN 06 2019

DIRECTOR PLANNING DEPT

**DISCLOSURE AFFIDAVIT**  
**LAND USE APPLICATION**

I, Vernon McClure, do hereby swear or affirm that to the best of my knowledge and belief, the following information is true:

1. I am the Agent for the land use amendment on the property identified as Parcel ID Number(s):

713-670-6548

713-670-7126

714-670-3070

714-670-5767

and am requesting Rezoning, Conditional Use Planned Development

2. With the exception of governmental entities and public service companies owning recorded easements over the Subject Property which is the subject of the land use amendment application referred to in Paragraph 1, the following is a list of the names and addresses of all persons owning any legal or equitable interest in the Subject Property as a title owner, lessee, easement owner, contract purchaser, assignee, optionee, licensee or noteholder, including trustees, beneficiaries of trusts, general partners, limited partners and all other natural or artificial persons:

<u>NAME</u>	<u>ADDRESS</u>	<u>TYPE OF OWNERSHIP</u>
COSBY VILLAGE LLC	P.O. Box 461, Midlothian, VA, 23113	Title Owner

3. I hereby certify that the following corporations disclosed in Paragraph 2 are regularly traded on a stock exchange or in the over the counter market or have more than 100 shareholders:

4. I hereby certify that after the exercise of due diligence, I have been unable to learn the identities of the owners of the following corporations, partnerships, joint ventures, trusts or other artificial persons disclosed in Paragraph 2:

5. The following is a list of the names and addresses of all natural or artificial persons owning an interest in any corporation, partnership, joint venture, trust or other artificial person disclosed in Paragraph 2 (other than those listed in Paragraph 3 or Paragraph 4) which has a total of ten or fewer shareholders, partners, beneficiaries or owners:

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME OF ARTIFICIAL PERSON</u>
Vernon McClure	P.O. Box 461, Midlothian, VA, 23113	COSBY VILLAGE LLC

6. The following is a list of the names and addresses of all natural or artificial person owning 10% or more of any class of stock issued by a corporation or an interest of 10% or more in any partnership, joint venture, trust or other artificial person disclosed in Paragraph 2 (other than those listed in Paragraph 3 or 4):

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME OF CORPORATION</u>
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7. If any of the persons disclosed in Paragraphs 5 or 6 above is a corporation, partnership, joint venture, trust or other artificial person, the following is a list of all members of the Board of Supervisors of Chesterfield County, the Chesterfield County Planning Commission or their immediate households owning any interest in the Subject Property as a title owner, easement owner, contract purchaser, lessee, assignee, optionee or licensee, either individually or by ownership of an interest in a corporation, trust, partnership, joint venture or other artificial person owning any such interest:

<u>CORPORATION/ ARTIFICIAL PERSON</u>	<u>NAME OF HOUSEHOLD MEMBER</u>	<u>NAME OF SUPERVISOR OR COMMISSIONER</u>	<u>DESCRIPTION OF OWNERSHIP INTEREST</u>
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8. If any of the persons disclosed in Paragraphs 5 or 6 above is a corporation, partnership, joint venture, trust or other artificial person, I hereby certify that no member of the Board of Supervisors of Chesterfield County, the Chesterfield County Planning Commission or their immediate households, other than those Supervisors, Commissioners or household members named in Paragraph 7 above, owns any interest in the Subject Property as a title owner, easement owner, contract purchaser, lessee, assignee, optionee or licensee, either individually or by ownership of an interest in a corporation, trust, partnership, joint venture or other artificial person owning any such interest.

9. Prior to every public hearing in connection with the land use amendment application referred to in Paragraph 1 above, I will file a revised Zoning Disclosure Affidavit if there has been any change in the information set forth above.

## Zoning Opinion Case Number :19ZO0393

WITNESS the following signature

Print: W. Vernon McClure

Property Owner Name



Signature

STATE OF Virginia

COUNTY/CITY OF \_\_\_\_\_ to-wit:

This day W. Vernon McClure personally appeared beforeme, Christine Romig Nash, a Notary Public in and for the County and State

said, and swore or affirmed that the matters stated in the foregoing Special Limited Power of Attorney are true to the best of his/her knowledge and belief.

Given under my hand this 4 day of June, 2019.

Notary Public

Registration No. 219475My Commision expires: June 30, 2020

Signature page 1 of 1



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 16.A.**

**Subject:**

To Consider an Amendment to *The Comprehensive Plan*, Chapter 10: The Land Use Plan, General Land Use Guidelines for Urban Development Areas

**Board Action Requested:**

Hold a public hearing on this item and recommend approval.

**Summary of Information:**

The county is submitting projects for state funding consideration through the Commonwealth Transportation Board's Smart Scale program. The state evaluates transportation needs in three travel markets: Corridors of Statewide Significance, Regional Networks and Urban Development Areas (UDAs). As part of an update to the Smart Scale program, the state is now requiring local Comprehensive Plans to reference the section of the Code of Virginia pertaining to UDAs in order for candidate Smart Scale projects in UDA areas to be eligible for funding consideration. Staff has prepared and recommends the following amendment to Chapter 10: The Land Use Plan, page LU 7, under General Land Use Guidelines: Urban Development Areas. The Regional Mixed Use, Community Mixed Use, Residential Mixed Use, High Density Residential and Medium-High Density Residential categories of the Land Use Plan Map are designated as Urban Development Areas pursuant to the Code of Virginia 15.2-2223.1. Incentives for developing in these areas include higher density allowances as described in the land use categories.

The Smart Scale process requires pre-applications be submitted by April 2, 2020, which necessitates having this amendment formally adopted into the Plan prior to this date. The Planning Commission recommended approval (5-0) of this item after holding a public hearing on January 21, 2020.

**Attachments:**

1. UDAs BOS 3-11-20

Preparer: Andrew Gillies, Director of Planning

Approved By:

# URBAN DEVELOPMENT AREAS

COMPREHENSIVE PLAN AMENDMENT

PLANNING DEPARTMENT

## WHY ARE WE AMENDING THE PLAN?

- Accommodate Smart Scale Project Requirements (CTB)
- Pre-Applications Due April 2, 2020
- Must meet state's long range plan (VTRANS)
  - Corridors of Statewide Significance (I-95)
  - Regional Networks (Rt 60)
  - Urban Development Areas
    - Must be named & referenced in comp plan



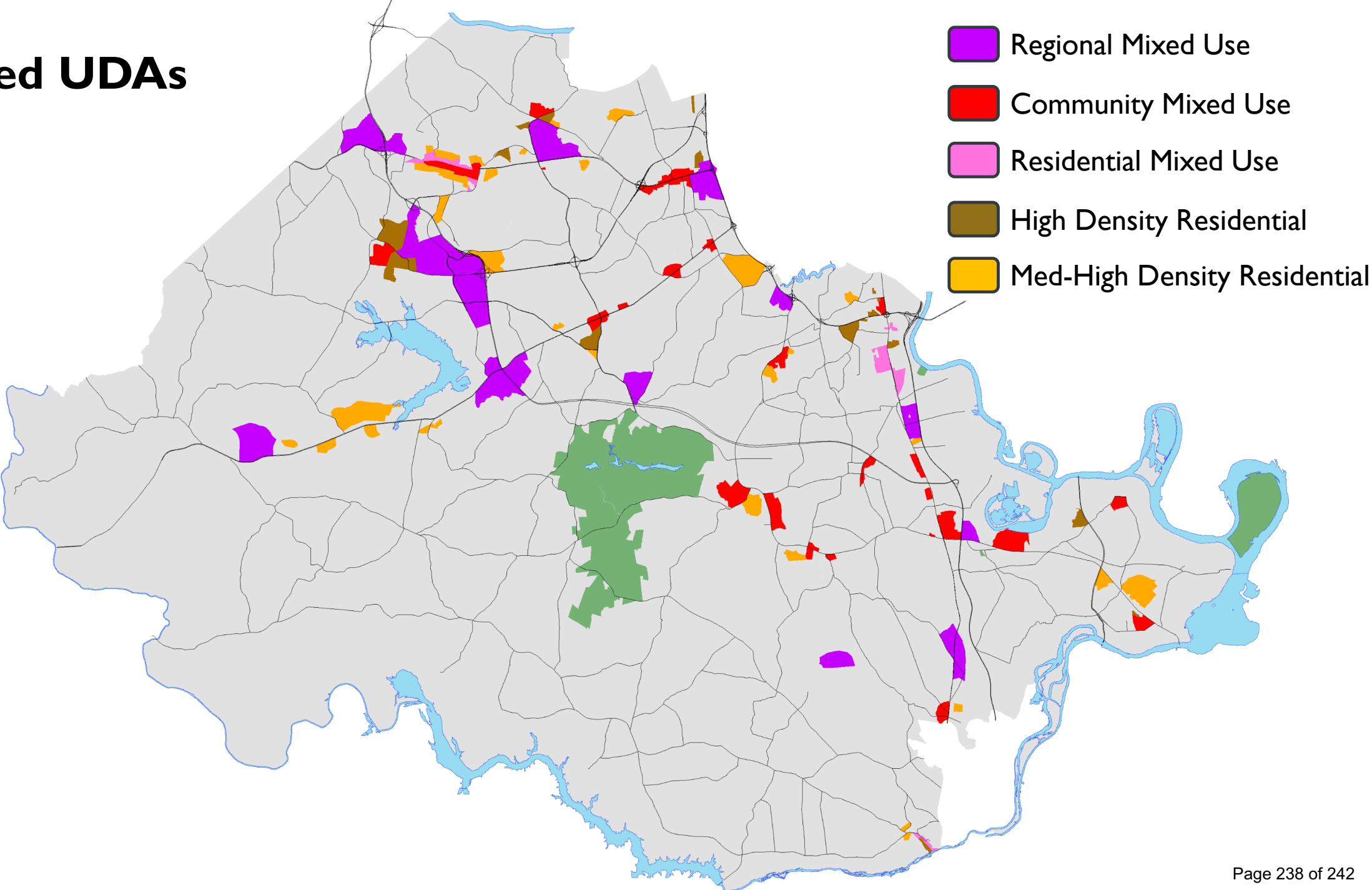
## WHAT ARE UDA'S?

- Urban Development Areas
- Identified in sec 15.2-2223.1 of Code of VA
- Areas appropriate for higher density development
- Incorporate TND principles
- Identify financial & other incentives

# PROPOSED LANGUAGE

- **Chapter 10: The Land Use Plan**  
Development Guidelines (LU 7)
- ***Urban Development Areas.*** The Regional Mixed Use, Community Mixed Use, Residential Mixed Use, High Density Residential and Medium-High Density Residential categories of the Land Use Plan Map are designated as Urban Development Areas pursuant to the Code of Virginia 15.2-2223.1. Incentives for developing in these areas include higher density allowances as described in the land use categories.

# Proposed UDAs



# REQUEST

- Recommend Approval of Plan Amendment



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 16.B.**

**Subject:**

To Consider the Claim of Julia Griffith and Kathleen Bowen, Executors of the Estate of Michael William Bowen for Surplus Tax Sale Funds

**Board Action Requested:**

Hold a Public Hearing

**Summary of Information:**

Michael William Bowen, now deceased, owned property in Chesterfield County located at 3232 Fortunes Ridge Road. On June 22, 2015, the County initiated a forced sale of the property due to delinquent real estate taxes. On April 20, 2016, the Circuit Court entered an order confirming the sale of the property and the delinquent taxes were paid. The balance of \$79,734.42 in proceeds from the sale was deposited with the Clerk of the Circuit Court. Mr. Bowen's heirs never made a claim for the surplus funds while the Clerk held them. Pursuant to state law, since two years had passed with no one coming forward to claim the funds, the surplus were paid to the County by the Clerk of the Circuit Court.

The County has now received a request from Mr. Bowen's heirs to recover the surplus funds on behalf of the estate. The law allows the former owners to request the money from the County after such surplus funds are paid to the County. However, the request must be approved and the funds appropriated by the Board after holding a public hearing. The Board, however, has no obligation to approve the request either in full or in part.

**Attachments:**

None

Preparer: Mike Chernau, Deputy County Attorney

Approved By:



**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 19.A.**

**Subject:**

Closed Session 1) Pursuant to § 2.2-3711(A)(3), Code of Virginia, 1950, as Amended, to Discuss the Acquisition by the County of Real Estate for a Public Purpose Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position and Negotiating Strategy of the Public Body, and 2) Pursuant to § 2.2-3711(A)(5), Code of Virginia, 1950, as Amended, to Discuss or Consider Prospective Businesses or Industries or the Expansion of Existing Businesses or Industries Where no Previous Announcement Has Been Made of the Businesses' or Industries' Interest in Locating or Expanding Their Facilities in the Community

**Board Action Requested:**

**Summary of Information:**

Closed session 1) pursuant to § 2.2-3711(A)(3), Code of Virginia, 1950, as amended, to discuss the acquisition by the county of real estate for a public purpose where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the public body, and 2) pursuant to § 2.2-3711(A)(5), Code of Virginia, 1950, as amended, to discuss or consider prospective businesses or industries or the expansion of existing businesses or industries where no previous announcement has been made of the businesses' or industries' interest in locating or expanding their facilities in the community

**Attachments:**

None

Preparer: Jeff Mincks, County Attorney

Approved By:





**CHESTERFIELD COUNTY  
BOARD OF SUPERVISORS  
AGENDA**

**Meeting Date: March 11, 2020**

**Item Number: 20.A.**

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**Subject:**

Adjournment and Notice of Next Scheduled Meeting of the Board of Supervisors

**Board Action Requested:**

**Summary of Information:**

Motion of adjournment and notice of the Board of Supervisors meeting to be held on March 25, 2020 at 6:00 p.m. in the Public Meeting Room.

**Attachments:**

None

Preparer: Sara Hall, Clerk to the Board of Supervisors

Approved By:

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