

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

4
5 Members Present: Mrs. Lisa D. Ware, C.P.C., Chairperson, Tuckahoe
6 Mr. Ernest B. Vanarsdall, C.P.C., Vice-Chairman, Brookland
7 Mr. C. W. Archer, C.P.C., Fairfield
8 Mr. John Marshall, Three Chopt
9 M. E. Ray Jernigan, C.P.C., Varina
10 Mr. Randall R. Silber, Assistant Director of Planning, Secretary
11 Mr. James B. Donati, Jr., Board of Supervisors, Varina
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13 Others Present: Mr. Ralph J. Emerson, Principal Planner
14 Mr. Mark Bittner, County Planner
15 Ms. Jean Moore, County Planner
16 Mr. Thomas Coleman, County Planner
17 Mr. David O'Kelly, Principal Planner
18 Mr. Leslie News, County Planner
19 Ms. Michael Cooper, County Planner
20 Ms. Debra Ripley, Recording Secretary
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22 Ms. Ware - The meeting will come to order for the work session this evening and I
23 will turn it over it to the Secretary, Mr. Silber.
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25 Mr. Silber - Thank you. Good evening, everyone. First on the agenda tonight is the
26 Planning Commission's work session. We have three items on the Commission's work session this
27 evening. Following the work session items, we do have a dinner for the Planning Commission.
28

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

41 We have with us tonight Mr. Bittner and in his presentation he will walk you through this and at
42 this point I'd like to turn it over to Mr. Bittner.
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44 Mr. Bittner - Thank you Mr. Chairman and members of the Planning Commission.
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46 Highwoods Properties, Inc. is proposing an Urban Mixed Use development within Innsbrook at
47 the southeast corner of Cox Road and Sadler Place.
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49 The proposal includes a mixture of office, retail, and multi-family residences on approximately 36
50 acres.
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52 The site includes three existing office buildings totaling 354,000 square feet.
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54 These buildings would remain and become part of the envisioned urban mixed use project.

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

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

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

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

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

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

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

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

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

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

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

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

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

The proposal includes:

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

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

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

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

217
218 Ms. Ware - You don't have anything based on the style or quality?
219
220 Mr. Bittner - Well, we do have a slide here. I believe this is one of the proposed
221 apartment buildings. Is that correct? They are in the proffers that were submitted with the
222 rezoning application.
223
224 Mr. Silber - What makes this somewhat complicated is the process that Mark
225 indicated. It is a two-step process. You've got the Amended Land Use Plan to designate an area
226 for a mixed use, but the plans represent that. What is different from other classifications, as you
227 know, sometimes the Board does approve something in conflict with the Plan. This doesn't allow
228 that to take place. We had to amend the Land Use Plan to Urban Mixed Use and then consider
229 the zoning application. While the rezoning application has been filed, we have not analyzed that
230 or studied that, and we have at this point a request to change the Land Use Plan, so the
231 information we have is not real detailed and we have not put them in a detailed fashion. The
232 applicant is here. Highwoods is here; the representative from Highwoods is here. If you want to
233 get into some of the details that they have at this point, or you'd like to hear more about that,
234 they could explain that. At this point, it is really just a work session to tell you generally what is
235 coming forward and set a public hearing for the Land Use Plan Amendment to be considered at
236 some future time, and the zoning would be coming forward and we could then share with you
237 more information. At this point, it is somewhat general. I think the folks over here will be glad
238 to describe for you with whatever level you want. At this phase, I am not sure we need to get
239 into all of the details.
240
241 Ms. Ware - (unintelligible) re-application process.
242
243 Mr. Silber - That is correct and they have gone through that re-application process.
244
245 Ms. Ware - That is what you are going from now?
246
247 Mr. Vanarsdall - I didn't hear that.
248
249 Mr. Silber - They are proposing 392 residents.
250
251 Mr. Vanarsdall - My only comment was that I was surprised at the square footage, the
252 reason I asked that.
253
254 Mr. Silber - They offer in the form of a proffer that they, the staff is looking at that.
255 We feel that the square footage...(unintelligible).
256
257 Mr. Archer - The first step is to amend the Land Use Plan. In other words, we amend
258 the Land Use Plan, and if some reason this didn't go forward, the Land Use Plan is still amended,
259 right?
260
261 Mr. Silber - And that is the case with a lot of Land Use Plans. The County has
262 amended their Land Use Plan showing Urban Mixed Use in that area. The zoning application has
263 been filed for that zoning. If this application doesn't go forward, the Land Use Plan could still be
264 amended.
265
266 Mr. Marshall - The actual project comes later under this designation (unintelligible).
267
268 Mr. Silber - What we are shooting for. I think what the applicant would like for us to
269 consider is a public hearing on the Land Use Plan and maybe the zoning cases in July. Whether

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

272
273 Mr. Jernigan - I would like to say something on the 392 units. The amount is ... what
274 we have in the County now. I like the design and I like the idea of having mixed use. But I
275 would like to see some of these as condominiums for sale rather than all rental units. Right now
276 we are pushing 32,000 rental units in this County. At the last official count, it was 31,414 and
277 then I know that there were some more units zoned, so they are pushing that 32,000 figure right
278 now. I just say that for the record.

279
280 Mr. Vanarsdall - The square footage is nothing to write home about. I will say that for
281 the record. Mr. Secretary said that...

282
283 Mr. Silber - I am not sure how much we want to get into this. The concept which is
284 on the (unintelligible) on the easel and Mark had it on the screen earlier and it was hard to see.
285 The concept was for there to be a central corridor that runs from the northern side of the
286 property down towards the lake, and through this corridor would be retail on the ground floor,
287 and above the retail we would have offices and in situations we'd have a residential above retail.
288 With this corridor, it would be a pedestrian oriented corridor and (unintelligible), with a
289 pedestrian plaza area as you get closer to the lake. So, the concept, I think it is a good concept.
290 It creates a situation and environment where you can live close by, work close by, shop right
291 there and recreate. So, the theory here is that you don't have to hop in your car and drive
292 downtown. You can live here, go downstairs and get something to eat, and work close by. So
293 you really wouldn't even have to have a car if you didn't want one, but what we are seeing
294 happening in Innsbrook is a real interest in taking some of this large surface parking area and
295 converting these parking areas into more office buildings, retail with limited space, so really I'm
296 sorry Innsbrook has become under utilized area as far as its potential. I think we are beginning
297 to see this in the first stage.

298
299 Mr. Marshall and Mr. Kaechele have been shown a presentation by Highwoods that does have
300 more detail and more information.

301
302 OK, if there are no further questions, I will go on to the next item of business. Before I get on to
303 Item 2, let me make an announcement. There have been some additional staff changes in the
304 Planning Department and I wasn't sure if the Planning Commission was aware of those. I
305 wanted to make that announcement. It was announced at the Board of Supervisors meeting
306 Tuesday, but we have created an additional Assistant Director's position in the office, and with
307 my vacating one of those, there are two vacant Assistant Director's positions in the office and we
308 have filled those two. If you haven't heard, we have filled them with Joe Emerson and Dave
309 O'Kelly. I am happy to say that I have two Assistant Directors and I think we have an
310 outstanding team that we are looking forward to bigger and better things with. What that does
311 though is create two more spaces. We haven't finished that. We are just going to have to get
312 through it, but we have more vacancies and we will be moving very quickly. If the Commission is
313 interested, I have an organizational chart that shows how we are set up now, because we are
314 different department than we were before and I didn't know if you cared to see how it is
315 structured, but I have that if you are interested.

316
317 Ms. Ware - Yes, I would like that.

318
319 Mr. Silber - Are there any questions on the Planning Office structure? The second
320 page is the Department of Community Revitalization headed by Mr. Marles and his staff. Mr.
321 Marles has not moved out of our office yet, but he is still physically there, and functionally we
322 have made the change, but physically we have not. So, we are still working on obtaining space.

323

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

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

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

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

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

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

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

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

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

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

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

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

431

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

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

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

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

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

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

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

485

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

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

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

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

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

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

522
523 Mr. Marshall - What is PDF?

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

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

531
532 Ms. Moore - That is correct.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

855
856 Mr. Vanarsdall - That is alright.

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

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

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

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

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

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

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

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

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

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

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

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

946 Mr. Marshall - I like two weeks.
947

948 Mrs. Ware - I like two weeks.
949

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

953 Mr. Vanarsdall - It might.
954

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1018 Mr. Archer - Right.
1019

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

1022 have the Commission endorse them. We would like to use them administratively for residential
1023 development when it comes along. If you want we could put this off to the POD meeting and
1024 have a work session then and we can just dine right now if you want. If you want to eat we can
1025 present while you are eating.

1026
1027 Mr. Ware - It doesn't matter to me.

1028
1029 Mr. Jernigan - We don't want Leslie to have to talk when she probably wants something
1030 to eat too.

1031
1032 Mr. Vanarsdall - I'm fine with what ever you want to do.

1033
1034 Mr. Jernigan - It is up to you Chris.

1035
1036 Mr. Archer - I can wait till the POD it doesn't matter.

1037
1038 Mr. Vanarsdall - Would you be disappointed, Leslie?

1039
1040 Mrs. News - No, I would not. No problem.

1041
1042 Mrs. Ware - What do you all want to do guys? It doesn't matter to me.

1043
1044 Mr. Archer - The consensus seems to be that we wait.

1045
1046 Mrs. Ware - Okay. Wait to the POD. Thank you, Leslie.

1047
1048 Mrs. News - No problem.

1049
1050 Mr. Silber - Alright.

1051

1052

1053

1054

1055

1056

Lisa Ware, C.P.C., Chairman

1057

1058

1059

1060

1061

1062

Randall R. Silber, Secretary