

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



R. Joseph Emerson, Jr., AICP  
Director of Planning  
(804) 501-4602

November 24, 2021

**Draper Aden and Associates**

c/o Tyson Catlett, PE  
1030 Wilmer Ave, Ste 100  
Richmond, VA 23227

Henrico Properties Holdings, LLC  
c/o Jacqueline Bradley  
123 East Main Street, 5<sup>th</sup> Floor  
Charlottesville, VA 22902

Suburban Capital, Inc.  
c/o Doug Ellis  
3600 Pacific Avenue  
Virginia Beach, VA 23451

RE: POD#2021-00465  
Tidemark# POD2021-00465  
Woodspring Suites Extended Stay Hotel  
at 4615 Williamsburg Road  
**Site Plan (with Notice)**  
Original Plan Review Comments I

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received **November 08, 2021**, and has the following comments:

**Site Plan Approval: The following items must be addressed prior to recommending approval of the plan to the Director of Planning:**

1. General
2. Is a dining area proposed? If so, is it designed to accommodate ONLY those staying in the hotel or the outside public? This affects the required parking.
3. Any changes to the layout need to be reflected on the site lighting and landscape sheets.
4. Architectural
5. Where is the HVAC equipment and mechanical equipment located for the balance of the hotel aside from each individual room? These need to be located, and the screening identified and approved.
6. The height to the midpoint of the roof is required. Maximum height permitted is 45'. Based on what has been received to date, this should not be an issue, but the label needs to be added.
7. The HVAC grates under each window of each room need to be hidden to not be so visible from the ground. Please evaluate and provide creative solutions to accommodate this.
8. Instead of only providing variations in color for the elevations about the ground floor, please also incorporate material changes.

9. ES101

10. The maximum permitted pole height is 25' MH. Please update the plan and the resulting photometrics accordingly. IF additional light poles are required, please update the civil and the landscape sheets accordingly.

11. C5.0

12. Amend the setback labels.

13. Front yard setback should only be 15' not 25' and from the ultimate right of way line.
14. Side yard setbacks on either side is 0'. Please add a note to that effect on either side.
15. Rear yard setback is 30'. Please indicate.
16. Label the 15' required parking lot and drive aisle setback in the front from the ultimate right of way line.
17. IF Public Works Traffic requires an island between the loading space and the adjacent parking space, then an additional parking space is required. Staff suggests that it is located here. See attached plan.

18. **Planning Department Comments** – The following Planning comments must be addressed prior to final approval of *construction* plans:

19. General

20. Any thoughts to combining the two GPINs or to consolidating the main one and the partial one to create a new parcel and boundary?
21. Any changes to the layout need to be reflected on the site lighting and landscape sheets.
22. Once the plan is approved by the Director of Planning, please either remove the conceptual landscape plan sheets and file a separate landscape plan OR label the landscape plan sheets as conceptual only and file a separate landscape plan.

23. C1.0

24. In the top right-hand corner replace Master # with POD2021-00465.
25. Incorporate the site lighting plan into the plan set. Update the sheet index accordingly.
26. Amend the title to add the words "and Utility and Site Lighting Plan."
27. Amend the title and remove the words "Administrative" from the title.
28. Label the landscape plan in the sheet index as Conceptual only.

29. Site Data

30. #3 – and the words "Part" next to the parcel that is not being completely developed.
31. #5 - State the total acreage of both parcels combined and add the amount of acreage associated with just this proposed plan.
32. #10E – Interior Greenspace is  $(122 \times 9 \times 18) 5\% = 988$  square feet.
33. #12A – Add a line for the footprint of the building and state its square footage.
34. #15 – Add #15 Open Space as a category and then add a line, refer to landscaping plans.

35. L1.1

36. 24-5309 requires Foundation plantings. 3 shrubs per 10' facing Williamsburg Road. I know that it is met, but please provide calculations.

37. 24-5311 requires that HVAC screening is provided. Please provide details to ensure compliance.

38. 24-5312 requires a 6' landscape strip against the property lines. This appears to be met, please indicate with dimensions. Ensure that the required 3 shrubs per 10' and the ~~(1)~~ TWO trees per 100' is provided and that the areas are unencumbered by utilities or o/h wires. Please update the plans and the Plant List.

**a. I apologize for stating that it is one tree per 100', when it is two per 100' per Code.**

39. Each island is required to contain at least two shrubs, in addition to the proposed tree. Please amend.

40. The proposed Magnolia must be installed at 8' H minimum vs the 6' to 8' stated.

41. Additional comments from Planning may be generated after a review of comments from other Departments.

42. See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for **Thursday December 2, 2021** at **9am EST**. Revised plans and a written response to review comments must be received by **COB December 17, 2021**, in order to be considered prior to preparation of the **Director's January agenda**. You may contact me at 804-501-5290 and [gre31@henrico.us](mailto:gre31@henrico.us) if you need any additional information prior to the meeting.

Sincerely,



**Anthony Greulich**  
County Planner

CC: Craig Reichbauer via email.

Attachments