

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



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

January 13, 2022

Timmons Group
c/o Brian Ditzler
1001 Boulders Parkway, Ste 300
Richmond, VA 23225

RE: POD2021-00566
Towne Bank - Short Pump Town Center
Concept Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced Concept Plan, received **December 27, 2021**, and has the following comments:

1. Based on the proposed plan, the next step would be the submittal of a Minor Site Plan (Administrative) under this application (<https://henrico.us/pdfs/planning/apps/pod.pdf>). Provide 10 sets (an extra for Police), a response to comments letter, completed application indicating that this is an Administrative plan, and the fee to the Permit Center. It will be processed from there.
2. Due to the scope of work proposed, please roll in the proposed landscape and lighting plan into this submittal. Please ensure that the title of the plan identifies that landscaping and lighting is being proposed with the site plan. Ensure that all the required items from page 2 of this application (<https://henrico.us/pdfs/planning/apps/llfp.pdf>) are included in the plan submittal.
3. Include the renderings of the proposed changes that was provided to staff in the initial plan submittal and discussions with the architect. Please scan them onto a 24" x 36" size sheet or perhaps two if necessary to maintain their legibility. See attached.
4. The trimming of the trees along West Broad Street was raised as a point of concern by staff and the Planning Commissioner when this proposal was originally reviewed. The scope of work of the trimming must be such that the trees are not damaged to the point where they are no longer viable. This area is a required buffer as per Code and any vegetation that is trimmed excessively will need to be replaced by larger than normal caliper trees.
5. Please send a written request that you wish for the formal plan submittal to be reviewed under the old code as this site is an "Administrative" review to a previously approved and constructed Plan of Development. Staff will agree.
6. Label the interior dimensions of the existing building.
7. The AC units that are adjacent to the trees to be removed must be screened from view. Please provide details as to their screening method.
8. Screening is proposed around new condensers, please provide the method of screening for review.
9. Provide updated Tree Canopy and Greenspace calculations.
10. Ensure that the applicant is party to all of the required cross access and maintenance agreements with Short Pump Town Center, LLC.
11. Scan and include in the plan submittal the attached POD approval letter and the attached rezoning approval letter.

12. Additional comments may be forthcoming depending on the discussions with Timmons on Tuesday, January 18, 2022 and after the Staff/Developer meeting set for Thursday, January 20, 2022.
13. See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for **Thursday, January 20, 2022, at 2pm**. You may contact me at 804-501-5290 and gre31@henrico.us if you need any additional information prior to the meeting.

Attachments

Sincerely,

A handwritten signature in blue ink, appearing to read "Anthony Greulich", is positioned above the printed name.

Anthony Greulich
County Planner