

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



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

January 18, 2022

Andres Forero
1705 S. Walton Blvd, Suite 3
Bentonville, AR 72712

RE: POD2021-00570
Valvoline Instant Oil Change at 9800
West Broad Street
Concept Plan review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received December 22, 2021, and has the following comments:

- 1) The proposed scope requires a site plan for Director of Planning approval prior to construction plan and building permit approvals. The site plan must include with the initial submittal a lighting plan and a conceptual landscape plan for informational purposes. Please refer to the plan of development checklist attached to the plan of development application. That can be found on our website at the following location: <https://henrico.us/pdfs/planning/apps/pod.pdf>
- 2) The site is zoned B-2C, with applicable proffers of zoning case C-50C-90. It is the understanding of this staff that the applicant has been advised that a proffer amendment and provisional use permit will be necessary for this proposed use. In addition to the use restrictions of proffer 5, and unless otherwise amended, the existing proffers also include additional limitations for building size and height, exterior materials and design, and various other items such as signage type, lighting, flag pole heights, and landscape buffers. Be sure to address any conflicts with the forthcoming zoning applications.
- 3) Concerning buffers required by the current zoning proffers, the plan submitted for this review appears to meet the 25-foot proffered buffer along W. Broad, but does not meet that proffer along the eastern property line along Stillman Parkway.
- 4) Consult Chapter 24 Article 5, Division 5, Exterior Lighting and Crime Prevention, which includes requirements for site lighting.
- 5) See Section 24-5311. Screening for all provisions relevant to outdoor components such as refuse or recycling containers, HVAC, mechanical, and other equipment or service areas.
- 6) Landscaping: The site must meet the provisions for landscaping in Chapter 24, Article 5, Division 3. Note the following highlights to be reflected in the conceptual landscape plan:
 - a. 10% tree canopy (24-5308) and 15% open space (Section 24-5203) provisions.
 - b. Foundation plantings, 3 shrubs per 10 linear feet of building facing rights of way (Section 24-5309). This includes facing Stillman Parkway as well.
 - c. The planting strip along Stillman Parkway would include 10-foot transitional buffer requirements due to the adjacent O-2C zoning across the right-of-way.
 - d. See sections 24-5311 and 24-5312 for screening and parking lot landscaping requirements.

Valvoline WB

1/18/22

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- 7) The parking ratio of 2 spaces per bay is correct. Be advised, however, that any other uses proposed that may serve the general public (retail) may need to be parked in addition to that minimum requirement, which will be determined based on the details of subsequent floor plans.
- 8) Any trees to be removed during construction must be identified with the tree protection and demolition plans. Additional tree removal after approval of the construction plan will be subject to mitigation provisions of Section 24-5313.F, and/or an additional subsequent tree removal permit application, fee, and review to revise the tree protection plan.
- 9) Identify on the Erosion and sediment control plans the anticipated location of any necessary construction or office trailers that will be needed during construction. If this is not included, a separate temporary use permit application may be required in the future, which can be avoided if addressed with the site plan.
- 10) Additional response was given to an inquiry by another agent of your firm on 1/14/22. See attached correspondence for additional information.

Staff has not received comments from all agencies – additional comments may be forthcoming. The above comments may be revised by interagency discussions at the staff developer conference. A virtual staff developer has been scheduled for Thursday, January 20, 2022 at 11:00 a.m., and information for joining via Webex has been sent via email. You may contact me at cra094@henrico.us or 804-501-7175 if you need any additional information prior to the meeting.

Sincerely,

Aimee B. Crady, AICP
County Planner

Crady, Aimee

From: Crady, Aimee
Sent: Friday, January 14, 2022 3:18 PM
To: wendy.rocco@hfa-ae.com
Cc: Gidley, Paul; Sehl, Ben
Subject: RE: Site Research Questions Prior to 1/20 Preliminary Review Mtg

Wendy,

Comments on the concept plan are due this coming Tuesday. I have made some notes below on items Planning will not be covering in that review. I will copy you on the comment letter once I have completed the review.

Aimee B. Crady, AICP

County Planner III
Development Review and Design Division

Department of Planning, County of Henrico

P.O. Box 90775 / Henrico, VA 23273
Phone: 804-501-7175 / Fax: 804-501-4379

From: Sehl, Ben <seh@henrico.us>
Sent: Friday, January 14, 2022 12:47 PM
To: Gidley, Paul <gid@henrico.us>
Cc: Crady, Aimee <cra094@henrico.us>
Subject: RE: Site Research Questions Prior to 1/20 Preliminary Review Mtg

This is a preliminary/concept plan review now. I think Aimee has a staff/developer set up. I have previously walked them through what is necessary for a PUP and provided examples of the recent case on Staples Mill for a Valvoline. They had more technical requirement questions, leading them to file the concept plan I believe.

Thanks,

Ben

Benjamin Sehl
Principal Planner, Comprehensive Planning Division
Henrico County Planning Department
P.O. Box 90775, Henrico, VA 23273
(804) 501-5226

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From: Gidley, Paul <gid@henrico.us>
Sent: Friday, January 14, 2022 12:23 PM
To: Sehl, Ben <seh@henrico.us>
Subject: FW: Site Research Questions Prior to 1/20 Preliminary Review Mtg

Ben, has someone been assigned to the 1/20 meeting?

Paul

Paul M. Gidley, CZA

County Planner IV
Henrico County Planning Dept.
P. O. Box 90775, Henrico, VA 23273
(804) 501-4610 gid@henrico.us

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From: Wendy Rocco <wendy.rocco@hfa-ae.com>
Sent: Friday, January 14, 2022 12:10 PM
To: Gidley, Paul <gid@henrico.us>
Subject: Site Research Questions Prior to 1/20 Preliminary Review Mtg

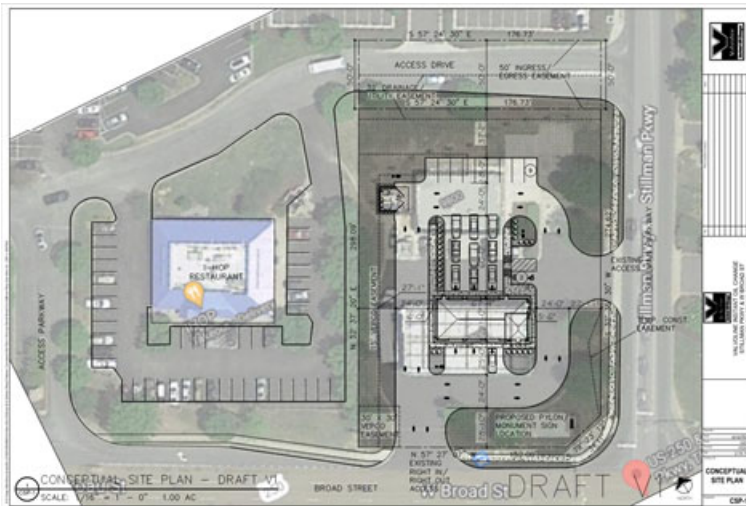
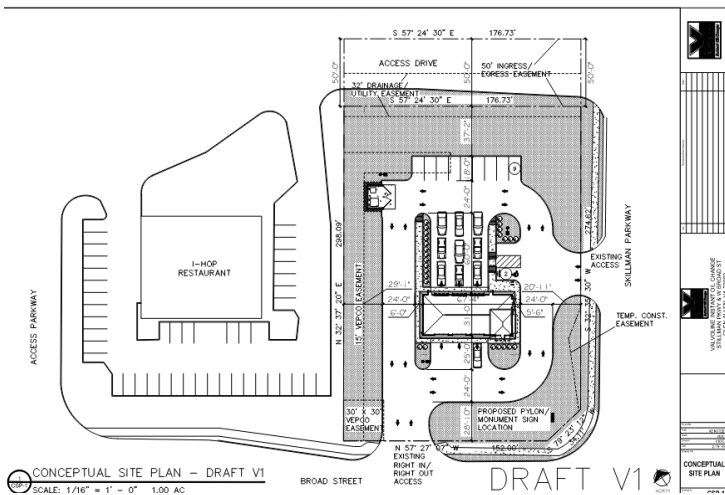
Hi Paul,

I am trying to find out as much as possible about this site prior to our 1/20 Preliminary Review Meeting. This way we will be well prepared and ask questions that need further clarification. We understand the possibility of rezoning the site or in this case amending existing proffers that govern this site (C-50C-90) and applying for a Provisional Use Permit that would also be required for an oil change facility.

After researching the ordinance and website, could not locate a couple of items. Could you possibly provide responses the following questions or let me know who on your team I can reach out to?

Proposed Valvoline Oil Change Facility – Glen Allen, VA
9800 W Broad St
W Broad St & Stillman Pkwy





*Are there any other special architectural standards besides what is called out in C-050-90 and what's listed in zoning code for B-2 zoning? **Currently the zoning case is the architectural standard applicable to the building until zoning is otherwise amended.**

*Will we need to submit "special" architectural elevations with zoning or POD submittals? **This would be determined during the zoning application phase.**

*Besides the Preliminary Review Mtg requirement, is there another meeting with staff that would be required before POD submittal? **Zoning process must be completed prior to site plan submittal. That may require meetings with the comprehensive planning staff and will definitely require public hearings.**

*Are you aware of any pending ordinance changes, master plan, overlay district, that may affect this site? **Just a zoning approval needed that could change everything.**

*Please verify approximate timelines:

Preliminary Review Meeting (Rezoning/Provisional Use) = 1 month

Amendment to Conditional Rezoning (C-50C-90) / Provisional Use Review: 4 months (including public hearing with Planning Commission and second hearing with the Board of Supervisors)

Plan of Development (site plan review) = 6-8 weeks (includes 2nd hearing by the Planning Commission to receive Conditional Site Plan approval)

Plan of Development Construction Plans: Must obtain Conditional Site Plan Approval prior to this step beginning = 3 months (assume 3 rounds of comments).

Building Permits = 1 month

The appear to be good estimates on average but do not account for delays on the applicant's part.

*While we are working with Planning to finalize Site Plan (addressing conditions), building plan review can begin? Building permits can run concurrent with POD process? Building permits may be submitted during site plan review, but will not be approved until after construction plan approval and preconstruction meetings are held for land disturbance.

*Design review approval by the Planning Commission or Planning Director? Zoning approval is by Planning Commission AND Board of Supervisors in sequential hearings. Site plan approval is by Director of Planning.

*Looks like a Tree Removal Permit may be required but didn't see anything about a tree survey/study. Would this be required? See tree protection Section 24-5313

*Zoning process landscape plan exhibit needing to be submitted for zoning or site plan? Or Zoning Process lighting plan exhibit depending on the scope of a zoning application, a conceptual landscape plan may be required. A conceptual landscape plan is required at time of site plan application. A site plan application may not be submitted until the zoning permits the use.

*Will a landscape performance bond be required? no

*Can we use lease lines vs property/parcel lines? The county does not acknowledge lease lines, only property lines.

*Confirm required building setbacks:

Front = 15' street side yard also observes the front yard setback.

Rear = 40'

Left = 15'

Right = 15'

*Could not locate in ordinance maximum building cover % or impervious coverage limit % - please advise. Open space and tree canopy are part of the zoning ordinance. Impervious coverage will impact requirement for stormwater and other items under the Department of Public Works purview, and their comments will be provided with the pending concept plan review.

*Ordinance states number of parking spaces required: 2 parking spaces per service bay. Are there additional parking requirements? If other uses are contained within the building, such as retail or office, those would be required in addition.

*Ordinance states for vehicle stacking that "must provide stacking spaces". Is there a specific number of stacking spaces required? If so, can vehicles in service bays count as parking? The Department of Public Works Traffic Engineering will provide this as part of the concept plan review.

*Is a dedicated recycle bin(s) required? no, but if provided are required to be screened in accordance with section 24-5311

*Site Lighting – are there requirements regarding shielding adjacent properties?

*Confirm 25' max light pole height

*Pole type: is there a required prototype or just needs to match center?

*What is the process to request as-builts for this site? For building plans, you would need to submit a FOIA request through the department of Building Inspections, see this website link:

[Building Inspections Records \(FOIA\) - Henrico County, Virginia](#)

Thank you for your assistance.

Regards,



Wendy Rocco
Permit Administrator

Harrison French & Associates p 479-273-7780, 178
1705 S. Walton Blvd., Ste 3 www.hfa-ae.com
Bentonville, AR 72712

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