

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

May 20, 2022

Ratchet Designs  
Attn: Cecil McNair  
7119 Stafford Park Drive  
Moseley, VA 23120

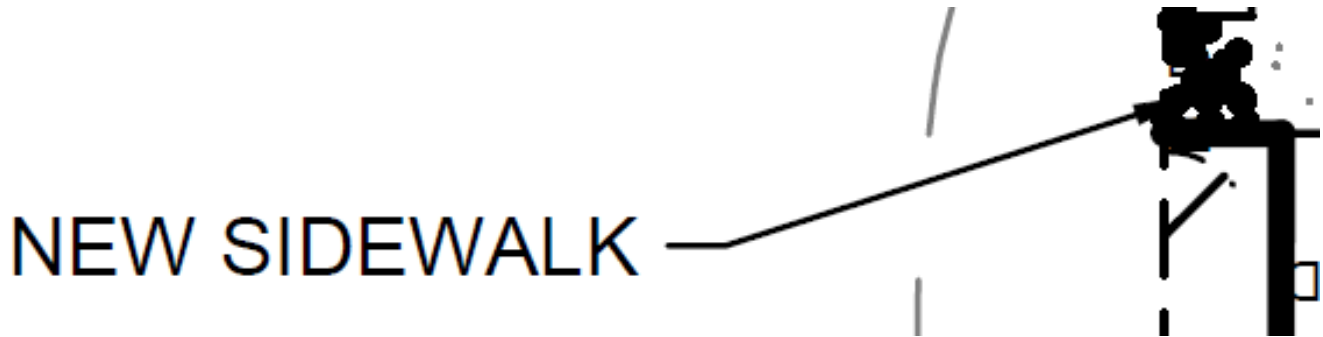
RE: POD2022-00243  
Quality Inn Building Renovations  
Concept Plan Review Comments  
1<sup>st</sup> Submission

Sir/Madame:

The Planning Department has completed its review of the above-referenced Concept Plan, received **May 9, 2022** and has the following comments:

1. Confirm owner information matches Real Estate
2. The zoning is B-2C.
3. Update 8a. with previous POD-001-84 and 8c. with C-70C-83.
4. Include sheet with POD-001-84 and C-70C-83 approval letters.
5. 10c. This total should be the number of parking spaces provided after the proposed work is completed.
6. 10e. Replace 67 with 188.
7. 12a. The building square footage should reflect the additions.
8. Calculate Tree Canopy or add note saying approved prior to new code.
9. Calculate Open Space per new code.
10. Refer to following code sections and address on resubmittal:
  - a. Section 24-5403 and 5404 for proposed fencing.
  - b. Section 24-5407 for proposed retaining walls.
  - c. Section 24-5311.B for required screening standards for HVAC/mechanical equipment.
  - d. Section 24-4325.C for hotel standards.
  - e. Section 24-5106 and 5501 for required site lighting.
  - f. Section 24-5309 for foundation plantings.
  - g. Section 24-5408 for required CPTED plan submittal, please contact Billy Moffett at [mof@henrico.us](mailto:mof@henrico.us) or (804)501-5370 if you have any questions or need more information.
11. The plans show 5 parking spots being removed, but GIS only shows 4.
12. Label and show the existing sidewalk around all proposed additions.
13. How tall is the retaining wall? How tall is the mechanical equipment? Please label.
14. Show setbacks to the proposed work, from the closest points to the nearest property line.
15. Submit architectural/elevations.
16. Indicate location of the construction trailer.
17. Provide interior dimensions of existing hotel and proposed additions.
18. Provide more detail on the "Building Expansion (pool storage and bathroom)". It only appears to have 2 walls.

19. Explain dotted lines adjacent to the "Building Expansion (pool storage and bathroom)".
20. Provide more explanation of the odd symbols noted as a new sidewalk.



21. On the next submittal, include landscape and lighting plan.
22. See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for **May 26, 2022 at 1pm**. You may contact me at 804-501-4604 and [smi120@henrico.us](mailto:smi120@henrico.us) if you need any additional information prior to the meeting.

Sincerely,

*Kristin Smith*

**Kristin Smith**  
County Planner