

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

May 31, 2022

Little Lagos LLC  
c/o Olayinka Fowowe  
9083 Garrison Manor Drive  
Mechanicsville, VA 23116

Bowman Consulting Group  
c/o Kevin Deloye  
3951 Westerre Parkway, Suite 150  
Henrico, VA 23233

RE: POD2022-00239  
Automobile Sales and Service at 3208  
Mechanicsville Turnpike  
**Site Plan**  
Original Plan Review Comments I

Folks:

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

- ❖ **Site Plan Approval: The following items must be addressed prior to staff being able to recommend approval of the plan to the Planning Director.**
- ❖ Elevations – Smaller office building
  1. Indicate porch lights on either side of the “front” door.
  2. Provide shutters on either side of each window.
  3. Add at least two windows to the rear of the building facing the intersection of Yeadon and Mechanicsville Turnpike. This is the main vista of the site from southbound Mechanicsville Turnpike and needs to be enhanced.
  4. Can a brick base be added? Perhaps 3 or 4 rows of brick to create a foundation?
  5. Any other enhancements to the building to make it appear more residential in nature would be greatly appreciated and help provide some adherence for the neighborhood compatibility requirements.
- ❖ Elevations – Larger office building / garage bays
  1. Add a window or two on the side that faces Yeadon.
  2. Can a shingled roof be added? If not, provide pictures of existing rooves and the roof line in the immediate area and their appearance to illustrate that this is an established design.
- ❖ Extent of clearing
  1. If this has changed due to the comment that a silt pond is not required, then please revise the limits of clearing on the grading, layout and conceptual landscape sheets. Email them to me.
  2. If the number of parking spaces is reduced, please revise the layout sheet and email to me.

❖ Conceptual landscaping plan

1. Calculate the required Transitional Buffer i.e. measure the distance along the zoning line and then per 100', 5 large trees, 2 ½ medium trees and 19 shrubs are required.
2. Provide some figures as to whether this is met with the tree save.
3. Add a note that the applicant and their consultants will agree to meet staff in the field once the clearing is completed, the curb and gutter is installed, the base layer for the parking lots are in and the buildings are going vertical, to discuss the landscaping plan and if any additional material is needed.

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

❖ General

1. If a dumpster is proposed, please indicate the location. It must have a screen wall on three sides that matches the appearance of the building and be at least 8' in height.
2. The lots are part of a subdivision, Brentwood Section B, and as a result any easements dedicated to Henrico County, or build to lines, or property lines will need to be vacated prior to issuance of any certificate of occupancy.
3. As only 21 spaces are required, please feel free to reduce the amount of provided spaces. If this option is taken, please email me a revised pdf of the layout.
4. Add an easement and vacation sheet that specifically calls out and indicates all public easements to be dedicated to the County and VDOT. It should also show all easements dedicated to Henrico County, or build to lines, or property lines that will need to be vacated.

❖ Sheet 1

1. Replace POD2021-00352 with POD2022-00239 in the upper right hand corner.
2. Add "and site lighting" to the title.
3. Add the site lighting sheets that were provided under separate cover to the plans.
  - Update the Sheet index accordingly.
4. Site Data
  - 10A – I calculate that only 21 spaces are required.
  - 10B – Please update based on these figures:
    - 1890 sq ft of office at 2.5 spaces per 1000 = 5 required spaces.
    - 375 sq ft of car sales office at 3 spaces per 1000 = 2 required spaces.
    - 2 bays a 2 spaces per bay = 4 required spaces.
    - 10 dedicated vehicles sales spaces per VA DMV = 10 required spaces.
    - Total of 21 required spaces.
  - 13 – 5% Greenspace required, it is now based on number of parking spaces, drive aisle sq ft and access aisle sq ft. Please revise figures accordingly. Section 24-5312 (d)
  - 18 – The nomenclature for it being called a Transitional Buffer Deviation is outdated, it is now referred to as a Transitional Buffer Alternative.
    - Refer to 24-5310 A 6 and 7.
  - 19 – Open Space requirement is 15%. Please refer to 24-5204 for more information and provide this on the plan submittal.

❖ Sheet 2

1. Update letter as necessary i.e. The nomenclature for it being called a Transitional Buffer Deviation is outdated, it is now referred to as a Transitional Buffer Alternative under 24-5310 A 6 and 7.

❖ Sheet 3

1. Label and indicate all existing curb cuts on the property onto Mechanicsville Turnpike.
  - Label distances to the intersection of Yeadon Road and Mechanicsville Turnpike.
2. Label each lot as being part of the Brentwood Section B subdivision.
  - 3109 Yeadon is lot 32, 3121 Mechanicsville Tnpk is lot 21 and 3208 Mechanicsville Tnpk is lot 22.
3. Indicate all drainage easements recorded with the Brentwood Section B subdivision plat.
4. Add a label that any easements dedicated to Henrico County, or build to lines, or property lines will need to be vacated prior to issuance of any certificate of occupancy.

❖ Sheet 4

1. Indicate the approximate location of all temporary office trailers.
  - This can be a box where the trailers could be located within it.
  - Indicate and label all setbacks from this approximate area.
2. Adjust the limits of clearance if the silt trap is no longer needed. The more tree save provided, the better.
3. Add a label that "TP" will be the orange, snow fencing type as referenced on subsequent sheets.

❖ Sheet 11

1. Please feel free to reduce the number of provided parking spaces on site as the required has decreased.
2. Add another R-4/B-3 zoning label within the parcel boundaries for 3107 Yeadon.
3. Are any retaining walls proposed? If so, please indicate on this sheet.
4. Indicate and label the 15' Front Yard along Yeadon road in the B-3 portion of the property.
5. Adjust the wording for the 15' Front yard along Mechanicsville Turnpike to state "Street Side Yard" and 15'.
6. Indicate and label the 40' rear yard along the property line with 3204 Mechanicsville Turnpike.
7. Label the zero interior side yard once it goes beyond the 15' side yard setback from the intersection of the B-3 and R-4 zoning and the rear yard..
8. Adjust the 25' side yard in the R-4 zoning area to state 35' front yard.
9. Remove or update the zoning notes as the Code Sections and some of the figures are outdated.
10. Update the Planning notes
  - #2 – This is outdated, please remove.
  - #13 – The referenced consolidation plat would need to be filed under the Minor Subdivision application. When filed it should match what is shown in these construction plans.
  - #14 – The proposed vacation request must be made to Real Property after the construction plans are signed. The requests should be accompanied by the easement and vacation sheet that is within the construction plans to be signed.
11. HVAC and Mechanical units must be screened by masonry material to match the main building. Please refer to 24-5311 B for more information.
12. Where is the HVAC equipment proposed for the small office space?
  - It will need to be screened from view.
13. Add a note that the project is granted relief from 24-5603 as all the submitted, concept designs dating prior to September of 2021 indicate the current building locations.
14. Add as notes the section of Code under 24-5607 and 24-4324 A.
15. Add a note that section 24-4324 A. 1. is not required to be met for this case, as this section of Code is under review by the Board of Supervisors.

❖ Sheet 21

1. The next submittal should include the revised sheet submitted to staff on May 27, 2022.
2. Calculate the required Transitional Buffer i.e. measure the distance along the zoning line and then per 100', 5 large trees, 2 ½ medium trees and 19 shrubs are required.
3. Provide some figures as to whether this is met with the tree save.
4. Add a note that the applicant and their consultants will agree to meet staff in the field once the clearing is completed, the curb and gutter is installed, the base layer for the parking lots are in and the buildings are going vertical, to discuss the landscaping plan and if any additional material is needed.
5. Foundation plantings are required at a rate of 3 per 10' of the width of the building facing a right of way. Please provide those calculations and also a request that the number of required shrubs are only planted around the smaller office building.
6. Perimeter landscaping is required.
  - Label the distance along each frontage and the property line to the south.
  - Along ROW, 3 trees / 100' and one shrub every 3 ½ feet on center is required.
  - Along non-ROW, 2 trees / 100' and one shrub every 3 ½ feet on center is required.
  - Label the width of the two types of planting areas, i.e. the width along ROW and the width along non-ROW.
7. Limit the amount of clearing between the garage and the Yeadon ROW.
8. Ensure that at least 35% of planted materials are native species. Keeping this in mind, replace the Hornbeam with a larger tree.
9. All trees are required to be placed at a minimum of 2 ½ inch caliper.

❖ Site Lighting sheets

1. Label on the sheet 2, the one with the photometrics, that the maximum mounted fixture height will be 15'.
2. Add the notes as requested by the Police Department.
3. Move the one pole outside of the landscape island next to the service bay.
4. Add porch lights to the front of the smaller office building. This is required to follow some of the neighborhood compatibility Code requirements.

❖ See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for **Thursday, June 2, 2022 at 9am EST**. Revised plans and a written response to review comments must be received by **June 9, 2022**, in order to be considered prior to preparation of the **Director's Agenda**. You may contact me at [gre31@henrico.us](mailto:gre31@henrico.us) or 804-501-5290 if you need any additional information regarding my comments.

Sincerely,



Anthony Greulich  
County Planner