

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



August 2, 2022

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

Old Town Retail Investments, LLC
c/o Colliers International
2221 Edward Holland Drive, Ste 600
Richmond, Virginia 23230

Old Towne Retail Investments
1545 Faraday Avenue
Carlsbad, California 92008

Gradient, PC
Claire Smith Shirley, PE
1406 Laburnum Park Boulevard
Richmond, VA 23227

RE: POD2022-00104
 POD2022-00392
 Olde Towne Shopping Center -
 Expansion and Addition
 Minor Site Plan –
 Construction Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced construction plans, received **July 19, 2022**, and has the following comments:

❖ General

1. Is any new lighting being proposed? If not, remove "Lighting" from the title.
2. Update case number in upper right corner from "POD2022-00XXX" to "POD2022-00392"
3. The project name on the right side of the pages should match the case name "Olde Towne Shopping Center - Expansion and Addition".
4. You do not need to include the sheets from Colliers in future submissions.

❖ Cover Page.

1. Remove prompts from the project name and district.
2. Update 8B with the case number 2019-00499. I mistakenly wrote "2014" in my previous comment letter.

❖ C2.1

1. Revise note for new HVAC unit to be "New HVAC screened per sheet A1 (in case file)"

❖ A1 Floorplan

1. Instead of the new HVAC prefinished metal having color to match building, please make it black.
2. Remove note regarding parking spaces being removed and added.

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3. Once this has been updated, email a PDF for me to include in the case file.
- ❖ Additional comments may be necessary pending comments from other agencies.

The Planning Department has not yet received comments from all other agencies. Upon receipt of all review comments, Planning will notify you of the appropriate action for resubmission of plans.

Should you have any questions concerning the Planning comments or need additional information, please contact me at 804-501-4604 and smi120@henrico.us.

Sincerely,

Kristin Smith

Kristin Smith
County Planner