

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



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

September 6, 2022

Mr. David Ellington, P.E.
Kimley Horn & Assoc.
1700 Willow Lawn Drive, Suite 200
Richmond, VA23230

RE: POD2022-00424
 Brook Road – Knights Inn Apartments
 POD Plan Review

Sir:

The Planning Department has completed its review of the above-referenced plans, received August 12, 2022, and have the following comments:

1. Provide the POD number in the RE: on the upper right-hand corner of the plan so it can be read when rolled. Another number will be assigned upon the next full submittal after POD and that number will also need to be included.
2. Coordinate the developer on the application to the plan cover sheet. Site data note 2.
3. Provide all the parcel GPINS in site data note 4.
4. Correct site note 7.
5. For note 8, clarify townhouse style apartments. Add 'style apartments' when it comes to describe the townhouses.
6. Provide the correct case number for site data note 9C.
7. Provide the proffered construction hours on the coversheet.
8. Provide an open space map to the plan. It can be reduced. Interior landscape islands cannot and only 75% of the basin can count if designed as an amenity towards the 15% open space calculation.
9. Provide the proffered layout in the proffer sheet (CA-103)
 - a. The Director's approval letter will need to be included in the plan when it is available.
10. On sheet CS100, provide setbacks from the nearest property lines in the PUP/ Apartment building area and on all other sheets as necessary.
11. Remove the apartment layout information in the construction plan and just show the building shape with building dimensions labeled.
 - a. Number each building as necessary to correspond to the building type and total number of units.
12. Provide/label items in courtyard to show that the proffered amenities are being provided.
13. Label the clubhouse and mail kiosk.
14. On sheet CS-503, provide the dumpster/ compactor details (8' height minimum and architectural masonry material) per proffers.
15. Is the retail parcel intended to be split from the overall development? If so, an ingress/ egress shared parking agreement will need to be executed.
16. Continue the proffered fence to the southern property line as proffered in the townhouse area.

17. Provide the dog park fencing details. Is there going to be a hose so it can be hosed down? Double gate? Poo bag dispenser & trashcan?

Lighting Comments

18. What exterior lighting is being provided on the front and parking area of the townhomes? Staff recommends a light above the parking area and a hardwired door light.
19. What lighting is being provided from the parking lot to the buildings? 3-6 footcandles is required. Bollards and building mounted lighting are options that can be used.
20. The lumination schedule and Calculation summary need to be enlarged and darkened.
21. Direct bury poles are proffered out. Show the pole base detail and adjust the pole height as necessary.
22. Brook Road sidewalk needs to be lit 3-6 average footcandle.

Landscape Plan Comments

23. Provide trees and shrubs along the southern most entrance drive.
24. Provide the required shrubs along the northern entrance drive.
25. Provide shrubs along the parking lots adjacent to Authors Electrical
26. Show the calculations for canopy coverage and parking lot canopy on the landscape plan.
27. If 20 or more trees are required to be planted on a site, no more than 35 percent of the required trees must be of a single genus (Section 24-5304.B.2). Please provide calculation showing this is met.
28. A percentage of 35% of plantings on the site must be native species. Delineate which material is native and provide the calculation as necessary.
29. The sign locations/relocations are not part of POD approval. We advise the applicant to contact the County Permit Center at 501-7280 with detailed sign information for further review.
30. See additional comments from other review agencies.

Please address these comments and comments from the other review agencies. Please submit 9 sets of revised plans with the Plan of Development-Plans for signature application after Planning Director approval. You may contact me at 804-501-5159 or gog@henrico.us if you need any additional information prior to the meeting.

Sincerely,

Christina L. Goggin, AICP
County Planner

Cc: Alexi Papapieris – 9002 Brook Road LLC