

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

September 7, 2022

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  
          2<sup>nd</sup> Submittal

Sir/Madame:

The Planning Department has completed its review of the above-referenced construction plans, received **August 22, 2022**, and has the following comments:

- ❖ All Planning comments have been addressed. Please include the revised cover sheet, provided by email on September 6<sup>th</sup>, in the next submission.
- ❖ Once you hear back from DPW Engineering *and* DPU, then I will advise you on the next step.
- ❖ Additional comments may be necessary pending comments from other agencies.

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