

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



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

January 3, 2023

Oliver Properties
3502-1 Kensington Avenue
Richmond VA 23221

Claire Smith Shirley, P.E.
Gradient Environment
1406 Laburnum Park Blvd
Richmond VA 23227

RE: POD2022-00633
 Highland Woods Expansion
 Site Plan
 Original Plan Review Comments

Sir/Madame:

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

❖ **Site Plan Approval:** The following items must be addressed prior to approval of the plan:

1. Provide revised architectural elevations which address:

- a. Proffer No. 4 requires no two adjacent townhomes to have the same elevation across the front of the building. Provide revised elevations showing no two adjacent townhomes featuring identical elements / configurations.
- b. Proffer No. 4 requires a front stoop or porch for all units. Provide revised elevations illustrating a front porch or stoop for each unit.
- c. Proffer No. 6 requires minimum masonry percentages for individual units and all units in the aggregate. Provide percentage amounts of all proposed building materials. Also, please provide discernable material color descriptions. If necessary, provide revised elevations which incorporate additional masonry to meet the minimum required amounts.
- d. Provide shutters on side and rear elevations to match the existing apartments within the development.
- e. Provide location of HVAC / mechanical equipment and screening in accordance with Sec. 24-5311.

2. Provide a revised layout which addresses:

- a. Provide enhanced pool amenity area, enhanced community greenspace between the existing apartment buildings, and walking path as shown on the proffered concept plan and required by Proffer. No. 21.
- b. A 25' side setback is required adjacent to the terminus of E. Beal Street on the southeastern side of the site.
- c. A total of 68 parking spaces with minimum dimensions of 9' by 18' feet are required while it appears only 62 spaces are proposed which meet the minimum size required.

- d. Fences within a required side yard must not exceed 7' feet in height. Fences within a required front yard may be no more than 42 inches in height.
 - e. Existing parcel lines for parcel #'s 822-722-2780, 822-722-1872, 822-722-4258, and 822-722-1753 need to be revised for the development to meet setbacks. Staff recommends consolidating these parcels with the parcel 822-722-3727 to unify the overall development. Provide a property line and easement exhibit sheet illustrating all existing and/or proposed or vacated parcel lines and proposed easements.
 - f. Per Sec. 24-5605, porches or balconies must oriented away from the rear yard of single-family dwellings.
 3. Provide a revised landscape plan addressing:
 - a. A transitional buffer 25 is required next to the R-3, R-4, R-5, and RTH zoned parcels.
 4. Provide a revised lighting plan addressing:
 - a. Provide lighting pursuant to Sec. 24-5503 to illuminate public sidewalks adjacent to S. Kalmia Ave.
 - b. Provide average footcandle levels for pedestrian pathways and parking lots per Sec. 24-5503.
 - c. Illumination levels may not exceed more than 0.5 footcandles at all property lines.
- ❖ **Planning Department Comments** – The following Planning comments must be addressed prior to final approval of construction plans:
 1. Include the master case no. POD2022-00633 in the upper right-hand corner of all plan sheets.
 2. Provide how trash and recycling pickup will occur.
 3. On the Cover Sheet, C0.0:
 - a. Under Site Data, No. 1, include owner contact info for Highland Woods L.C.
 - b. Under Site Data, No. 7, reference proposed use as "*34 Townhomes (Multi-Family)*."
 - c. Under Site Data, No. 10, provide required interior greenspace based on number of proposed parking spaces per Sec. 24-5312.D.
 - d. Under Site Data, provide open space calculation per Sec. 24-5203.
 4. On the Preliminary Erosion Control Plan, C2.3:
 - a. Provide tree protection fencing or super silt fence along the northwest property line abutting parcels 822-722-4278 and 822-722-7143.
 - a. Consider showing location of a temporary construction trailer which meets setback requirements. If trailers are not shown on the construction plans, Sec. 24-4510 requires approval of a Temporary Use Permit by the Board of Zoning Appeals (BZA).
 5. On the Dimensional Layout Plan, C3.1:
 - a. Provide building dimensions.
 - b. Graphically show and label all proposed fences.
 - c. Confirm if curb will separate driveways for buildings C, E, and F.
 - d. Provide parking for recreational vehicles per Sec. 24-4306.C.7, unless a specific request for an exception is received.
 - e. Label South Kalmia Avenue as a "Local Road."
 - f. Confirm with Public Works if improvements within the right-of-way of E. Beal Street is acceptable.
 - g. Graphically show and label the mailbox kiosk.
 6. On the Site and Utility Plan, C3.2:
 - a. Adjust the sewer line south of Building F to accommodate at least one (1) landscape island tree.

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7. On the Landscape Plan, L100-L303:
 - a. Omit landscape plan from future submittals of the construction plan and submit separately once curb and gutter have been installed.
 - b. Remove tree upright and string light references and details.
 - c. Include details for all physical improvements (i.e mailbox kiosk, litter box, amenity patio, etc.) within construction plan sets.
 8. On the Lighting Plan:
 - a. Include a pole mounting detail with dimensions included.
 - b. Show physical improvements in a darker linetype to ensure legibility when printed.
- ❖ See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for January 5, 2023, at 1:00 p.m. The staff developer conference will be held on Microsoft Teams.

Revised plans and a written response to review comments must be received by January 20, 2023, in order to be considered prior to preparation of the February Director's Agenda.

You may contact me at (804) 501-4626 and nor020@henrico.us if you need any additional information prior to the meeting.

Sincerely,



Spencer A. Norman
County Planner

pc: Justin Oliver