

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

April 3, 2023

Walutes Development Two, LLC  
Attn: Maurice Naylor IV  
5301 Masons Lane  
Richmond, VA 23230

Walutes Capital, LLC  
Attn: Maurice Naylor IV  
5301 Masons Lane  
Richmond, VA 23230

Sekiv Solutions  
Attn: Stig Owens  
14207 Pond Chase Place  
Midlothian, VA 23113

RE:     POD2023-00111  
          The Hillside  
          **Site Plan**  
          Original Plan Review Comments I

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received **March 15, 2023** and has the following comments:

- ❖ Site Plan Approval: The following items must be addressed prior to approval of the plan:
1. There appears to be proposed work on the Nottingham Green Apartments. Please provide a letter from the owner/representative agreeing to the work (clearing/grading).
  2. Retaining walls 6' or greater need to meet setbacks and at a height of 4' or greater they must have a 4' fence on top.
  3. It appears you are requesting a Transitional Buffer modification for the southern transitional buffer TB25, rather than a transitional buffer reduction. At this time, there is not enough detail provided for the Director of Planning to review this and make a decision. In order to fully understand that is proposed:
    - A. Provide retaining wall detail
    - B. Cross sections of the retaining wall
    - C. An 8' "Transitional Buffer Screen" is noted; however it is unclear how the 8' wall will be satisfied. Will it be on top of the retaining wall or is it being proposed that the "wall" component will be satisfied by the retaining wall? The retaining wall details on page C-502 show a 48" handrail atop the retaining wall. This would not meet any requirements for a transitional buffer reduction. More details are needed on where that "8' Transitional Buffer Screen" is intended to be and what it will look like.

4. Transitional buffers need to be recalculated as it appears landscaping is missing.
5. The dumpster location should be relocated due to the Neighborhood Compatibility Standards, per Section 24-5603C.1
6. The exterior materials on the sides elevations facing Quioccasin are shown as different colored vinyl. Changing this material to brick could create a nicer entrance into the development.
7. Lighting must be provided for the O-1 parking lot improvements and the access drive.
  - A. Proffer 6 requires a maximum 0.5-foot candle at northern property line. Provide average lighting along the northern property line to satisfy this requirement.
8. The pedestrian pathways, apartment parking, office parking, CBU location, and access drive all need to be lit to an average of 1-3 footcandles. (Table 5503A)
  - A. Provide the calculation summary for each of these areas separately.
9. The maximum height for exterior lighting, measured from ground to light source, within 100 feet of any Residential District is 15'. (Section 24-5503E.1(a))

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

1. General
  - A. The site is governed by proffers accepted with C-47C-91.
  - B. Place the case number POD2023-00111 and a place holder POD2023-00XXX in the upper right-hand corner of the pages.
  - C. Provide a page with all easements that will be dedicated to the County.
  - D. Any off-site easements and variable width temporary grading easements will need to be recorded before construction plan approval.
  - E. Virginia Department of Health must approve the removal of the septic tank and drainfield prior to construction plan approval.
    - i. At next submission, and with each subsequent submission of plans, provide an additional plan set to be routed to VDH.
  - F. Provide a joint access and maintenance agreement between the adjacent veterinary hospital parcel (750-746-1820), O-1C parcel (750-746-3104), and the R-6C parcel (750-746-3624) recorded prior to building permit C/O. There may be an existing access/maintenance agreement recorded for the veterinary parcel and O-1C parcel; however, that will need to be updated with the addition of the R-6C parcel. Please state the DB/PG of any existing easements on the next submittal.
  - G. Lighting plan and photometrics were not included in the hard copy plan set. Include it in the next submission.
  - H. Update index page numbers to include the Lighting Plan as part of the set, rather than "1 of 1"
  - I. A tree protection plan must be provided prior to construction plan approval, as stipulated Section 24-5303.
2. Cover page
  - A. Site Data:
    - i. Update data with O-1C parcel information.
    - ii. #5 – Confirm the off-site work indicated is that shown on page C-103 and C-105
    - iii. #6 – Update Zoning to R-6C/O-1C
    - iv. #7 – Update to "Multifamily/Existing Office"
    - v. #10a- Total required parking is 45 (3 for the Office and 42 for the Multifamily)
    - vi. 10b - Parking calculations do not account for the required recreation vehicle parking (Section 24-4306C). A waiver will need to be requested if this cannot be satisfied. If a waiver is requested and granted, then the required parking for multifamily would be 40. This is typically granted when requested.

- vii. 10E – Provide separate calculations for the O-1C and R-6C parcels.
  - viii. 14 –Tree cover requirement for O-1 and R-6 is 15%. Provide separate calculations for the O-1C and R-6C parcels. This is in the event that the office portion of the site is sold and will ensure that both sites are compliant.
  - ix. Provide separate open space calculations for the O-1C and R-6C parcels. Residential uses are required to have 25% and Office is required to have 15%. This is in the event that the office portion of the site is sold and will ensure that both sites are compliant.
- 3. C-101
  - A. Remove notes regarding landscaping buffers and transitional buffers.
  - B. Note the rear yard setback to the Nottingham Green Apartments.
- 4. C-102
  - A. Will a construction trailer be needed? If so, it is recommended to show it on the construction plans meeting setbacks. If one is needed but not shown, a temporary use permit and public hearing may be required.
- 5. C-103
  - A. Will a construction trailer be needed? If so, it is recommended to show it on the construction plans meeting setbacks. If one is needed but not shown, a temporary use permit and public hearing may be required.
  - B. When the retaining wall is greater than 4', a 4' fence is required on top (Section 24-5407C). Provide details of the handrail mentioned on page C-502 to determine if that will be adequate.
  - C. When the retaining wall is greater than 6', it must meet setbacks. (Section 24-5407A). This southern and northern retaining walls do not meet setbacks when it appears to exceed 6'.
  - D. A retaining wall facing a row or parcel must be screened in accordance with Section 24-5406.B, unless the retaining wall is brick, stone, earth-colored materials that blend in with the landscaping.
  - E. Retaining walls within 5' of parking or loading area must be designed to accommodate the load of parked cars and emergency vehicles as determined by the County Engineer (Section 24-5407G)
  - F. The current proposal retaining wall at the south and north of the site has at times a difference greater than 6', requiring it to meet setbacks.
    - i. Alternatively, the retaining wall could be terraced with landscaping in between (Section 24-5407D). This would not require it to meet setbacks.
    - ii. If the O-1C and R-6C parcels were to be consolidated, then then the setback for R-6C property line along the R-3 parcel would change from being a front yard (35' setback) to a side yard (25' setback).
- 6. C-104
  - A. What is between the two identified sections of "Segmental Block Retaining Wall" on the eastern/southern side of O-1C and R-6C parcels?
  - B. Provide parking space dimensions for the compact spaces.
  - C. Provide parcel dimensions of the site.
  - D. Provide setbacks of the buildings to the closest points of the property lines.
  - E. Provide details for the 8' wall on the east side and south side of the R-6 parcel that would satisfy the transitional buffer reductions.
    - i. Please revise labels to indicate it is a TB25 with an 8' wall reduction, if that is what is proposed.
  - F. Review Section 24-5105D.1 for paving standards for multifamily.

- G. On the O-1C parcel, provide a 7' sidewalk to match existing.
  - H. Provide details of the bicycle parking space, Section 24-5122B.
  - I. The landscaped islands are required to be a minimum of 162sf and 9' wide.
    - i. The island in front of the upper units needs to be landscaped with a tree and two shrubs per Section 24-5312.
  - J. Identify where the Cluster Box Units (CBU) will be located and the associated parking space (Table 5110[3]). This needs to be designed to USPS standards.
  - K. Please identify where the HVAC units will be located. These will be required to be screened per Section 24-5311.
  - L. Provide details of the Solid Board Fence. Confirm the proposed fence is another name for Salt Treated Wood (proffered) or is a better more durable material.
    - i. Is this to be located on top of the retaining wall?
    - ii. This will need to meet the fencing standards of Division 4: Fencing and Walls.
    - iii. The finished side will need to be facing the Pemberton Townhomes (Section 24-5406) and supplemental plantings mentioned in Section 24-5406B may need to be planted.
  - M. The refuse container must meet the standards of Section 24-4428.
    - i. Confirm material and height of the enclosure.
      - o Enclosures must be constructed of finished masonry materials with the exception of gates and doors.
      - o The enclosure should be 8' in height in order to screen the entire dumpster.
  - N. Due to the adjacent property to the east/south being single family residential, Neighborhood Compatibility Standards apply. Please review the entire section for compliance, paying extra attention to the sections below:
    - i. Section 24-5603:
      - o B.3: Parking and Driveway Access – parking must be screened from adjacent single-family residential lots by an opaque fence or fully opaque vegetative buffer at least ten feet wide in accordance with Section 24-5311.
      - o C.3: Dumpster and Loading space location – the dumpster must be relocated from the single-family residential parcel to the maximum extent possible.
      - o E.1: Open Space – Open space should be located between the use and the R-3 parcel to the maximum extent possible.
    - ii. Section 24-5605: Building forms and facades A
7. C-106
- A. What are the bolded lines located offsite indicating?
8. L-101
- A. How will the landscaping between the property lines and walls/retaining walls be maintained?
  - B. Proffer 7 for the O-1C parcel requires a planting screen on the northern line of the O-1C property. Demonstrate how this will be fulfilled, if it will be by existing natural vegetation, note that. The area to the east of the access road will need to be accounted for as well.
  - C. Provide the percentage of proposed native landscaping. Section 24-5304A.2 requires a minimum of 35%.
  - D. Review Section 5304 for General Planting Requirements.
  - E. Transitional Buffers:

- i. As the proposed solutions and methods to address the various transitional buffer and proffered landscaping requirements are complicated, please agree to meet in the field to review the landscaping plan prior to its approval.
    - ii. The proffered 15' buffer along the east line of the O-1C parcel should be planted to a TB35. There appears to be landscaping missing.
      - o Why is there a gap in proposed landscaping?
    - iii. The transitional buffer along the R-6C southern property line is required to be a TB25. It is noted that there is a requested reduction with an 8' wall. How will that be met?
      - o A reduction with an 8' wall would allow for a 16' reduction in width, however, the width cannot be less than 10'. It would also allow for a 40% reduction in plantings. It appears landscaping is missing. Please calculate separately with the length of 89.49'.
    - iv. The transitional buffer along the R-6C eastern property line is required to be a TB25. It is noted that there is a requested reduction with an 8' wall.
      - o A reduction with an 8' wall would allow for a 16' reduction in width, however, the width cannot be less than 10'. It would also allow for a 40% reduction in plantings. It appears landscaping is missing. Please calculate separately with the length of 278'.
    - v. The transitional buffer along the R-6C northern property line is required to be a TB25.
      - o The applicable property line is 90' and it appears landscaping is missing.
  - F. Note that the transitional buffer along the east line by the apartments is a TB25 with an 8' wall reduction.
  - G. Note that the landscaping on the northern property line is existing natural landscaping per Proffer 3. Additionally, Proffers 3 and 4 state is that supplemental plantings should be planted between the fence and the Pemberton Townhomes.
    - i. This can be revisited at time of Landscape Plan submission and review.
    - ii. Code would require a transitional buffer TB25, however, this could be satisfied by the existing natural buffer and potential supplemental plantings, if necessary.
  - H. The parking lot perimeter landscaping is missing from the parking lots. (Section 24-5312 C)
  - I. The parking lot island must be landscaped per Section 24-5312D.2
9. Architecturals
- A. For the side elevation facing Quioccasin Road, is it possible to swap the exterior material between brick and vinyl? This could present a nicer entrance into the site.
  - B. The architectural differ from those approved in the rezoning case but were reviewed by senior staff and elected/appointed officials and no one commented.
10. Lighting Plan
- A. Include in next hardcopy submittal.
  - B. Lighting must be provided for the O-1 parking lot improvements and the access drive.
  - C. Proffer 6 requires a maximum 0.5-foot candle at northern property line. Provide average lighting along the northern property line to satisfy this requirement.
  - D. The pedestrian pathways, apartment parking, office parking, CBU location, and access drive all need to be lit to an average of 1-3 footcandles. (Table 5503A)
    - i. Provide the calculation summary for each of these areas separately.

- E. Table 5503 B Maximum Illumination Levels must be met between O-1C and R-6C parcels.
- F. The lighting for the office parking lot must extinguish all exterior lighting by 11 pm or within one hour of closing, whichever is earlier, except the minimum amount of exterior lighting necessary for security or emergency purposes. (Section 24-5503C.1)
- G. Add note to plan that all lighting will be full cut off and 0-degree tilt (Section 24-5503D).
- H. The maximum height for exterior lighting, measured from ground to light source, within 100 feet of any Residential District is 15'. (Section 24-5503E.1(a))

❖ See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for **April 6, 2023** at **9am**.

Revised plans and a written response to review comments must be received by **April 7, 2023**, in order to be considered prior to preparation of the Director's Agenda.

You may contact me at 804-501-4604 and smi120@henrico.us if you need any additional information prior to the meeting.

Sincerely,

*Kristin Smith*

**Kristin Smith**  
County Planner