

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

June 5, 2023

Lakefield Mews IV LLC  
Attn: Ben Simon  
397 Little Neck Road  
Virginia Beach VA 23452

AES Consulting Engineers  
Attn: Kirk Hawley, P.E.  
4120 Cox Road Suite D  
Glen Allen VA 23060

RE:     POD2023-00076  
          Lakefield Mews Phase IV  
          Plan of Development  
          Original Plan Review Comments

Sir/Madame:

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

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

1. Provide owner signature for parcel 810-717-7587.
2. Vacation of Lakefield Drive must be completed prior to construction plan approval. Lakefield Drive must be vacated or the site significantly redesigned in order to meet setbacks, density, parking requirements, etc. Please confirm vacation of Lakefield Drive will be completed prior to construction plan approval.
3. Provide revised architectural drawings which address the following:
  - a) Proffer No. 2a requires buildings constructed on the property to be substantially similar to the renderings included as "Exhibit B" in the rezoning case. "Exhibit B" illustrates townhouse-style apartment buildings with a full masonry façade on a minimum of at least one unit in each building. "Exhibit B" also depicts shutters provided on each building. Please provide revised elevations illustrating units with full masonry facades and shutters for each building.
  - b) Proffer No. 2b requires the exposed portions of each wall surface (front, rear, and sides) of any building to be the same as other wall surfaces of such building in architectural treatment and materials. The submitted elevations show rear building facades consisting primarily of vinyl material. Please provide revised elevations illustrating units with similar materials and treatment on each wall surface. Recommend providing masonry foundations along rear facades.
  - c) HVAC screening must match the principal building. The HVAC screening detail on Sheet C3.5 shows a white vinyl fence. White vinyl is not provided as a color/material combination in

the elevations. Please provide an HVAC screen in a color/material which matches those found on the principal building. Supplementary landscaping must also be provided.

4. Per Sec. 24-4306.C, provide a masonry enclosure for centralized collection of trash and recycling or provide sufficient information illustrating how the existing enclosures on parcel 810-717-7587 will be adequate to serve both the existing and proposed dwelling units.
5. Provide revised layout which addresses the following:
  - a) Per Sec. 24-5103.D, provide a pedestrian pathway from parcel 810-717-7587 to the subject property. The pathway must be at least 6' feet in width, ADA accessible, and lighted in accordance with Sec. 24-5504.C, Pedestrian Areas.
  - b) Per Sec. 24-5605, porches or balconies must be oriented away from the rear yard of single-family dwellings. Building #4 appears to include second story decks facing rear yards of single-family homes in the Edenwood subdivision.
  - c) Specify the material of the 6' fence required adjacent to parcels 810-717-4213 and 810-718-2802. Consider Trex fencing material. Per Sec. 24-5406, visible support framing cannot face the exterior of the site. Please include a fence detail illustrating the fence material proposed and any support framing facing inward to the site.
  - d) Per Sec. 24-4306.C.7, an additional five percent of the minimum number of required parking spaces must be provided for recreational vehicles. The Planning Director may waive this requirement upon request if full compliance is impractical or unnecessary due to the design and layout of the site.
  - e) Fences within the front yard setback may not exceed 3.5' feet in height.
  - f) Provide a minimum of four (4) bicycle parking stations per Sec. 24-5122.
  - g) Adjust sidewalks in front of buildings with front-loaded garages to reduce pedestrian conflicts with parked vehicles (see attached example).
  - h) Label trail surface and provide an associated detail.
  - i) Provide handicap parking as required by the Department of Building Inspections adjacent to the ADA accessible units.
  - j) Due to the steep grading proposed next to the BMP, what safety measures will be put in place adjacent to the rear yards of Building #'s 6, 7, and 8.
6. Provide a revised grading plan which addresses the following:
  - a) Relocate the drainage pipe proposed within the proffered 25' buffer along Gay Avenue to allow required landscaping to be provided.
7. Provide a revised tree protection plan which addresses the following:
  - a) Removal of Protected Trees (as defined by Sec. 24-5313.A) is not permitted unless it is demonstrated that development on the site cannot otherwise be located and designed without the removal of Protected Trees. Please revise the plans to limit clearing/grading within required setbacks and buffers. Otherwise, provide sufficient evidence that development cannot occur without the removal of Protected Trees. Additionally, any Protected Trees removed must be identified via a tree survey and mitigation measures of Sec. 24-5313.F provided.
  - b) Tree protection fencing is required adjacent to all tree preservation areas. Provide an associated detail. Tree protection fencing must be installed prior to the pre-construction meeting. Tree protection tape is not an acceptable barrier per Sec. 24-5313.D.1.
8. Provide revised lighting plans which address the following:
  - a) Revise photometric footcandle font to provide legibility.
  - b) Per Sec. 24-5503.A, provide lighting for the proposed public sidewalk along Gay Avenue.
  - c) Per Sec. 24-5503.A, provide lighting for the proposed walking trail.
  - d) Sec. 24-5503.E(1)(a), light fixtures must not exceed 15' feet in height. Please provide the height of all exterior fixtures.

- e) All exterior light fixtures must be full-cut off and zero tilt. Please verify and include a note stating such on the lighting plan sheet.
- f) Revise footcandle average for pedestrian pathways. Per Sec. 24-5503.A, footcandle averages for pedestrian pathways shall be no more than 3.0 footcandles.
- g) Revise footcandle average for parking lot areas. Per Sec. 24-5503.A, footcandle averages for parking lots shall be no more than 3.0 footcandles.
- h) Under Statistics, footcandle averages are provided for "Area beyond lot line." Clarify if this refers to the footcandle average provided at property lines or truly the area beyond the property line. Sec. 24-5503.B requires averages to be provided at property line.
- 9. Provide revised conceptual landscaping plans which address the following:
  - a) Insufficient landscaping is proposed within the proffered 25' buffer adjacent to parcels 810-717-4213 and 810-718-2802 and along Gay Avenue. Revise the landscape plan to show landscaping which meets the minimum requirements for a TB 25 per Sec. 24-5310.B.2. Provide calculations for all proffered buffers.
  - b) The area including the proposed retaining wall located within proffered 25' buffer next to Building #4 must be planted as a transitional buffer 25. Revise the layout as necessary to accommodate required plantings.
  - c) Graphically show and label benches alongside the pedestrian trail. Include an associated detail.
  - d) Per Sec. 24-4306.C.2, stormwater management facilities must be designed and utilized as a water feature amenity or designed and landscaped in a manner consistent with the surrounding development.

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

- 1. In the upper-right hand corner of all plan sheets, include master case no. POD2023-00076.
- 2. Pursuant to Proffer No. 2d, confirm information related to sound suppression shall be provided with any building permit submittal.
- 3. Include an exhibit plat illustrating vacation of the lots recorded with the Lakefield Subdivision. Recommend vacating the lots along with the right-of-way of Lakefield Drive on the same plat.
- 4. On the Cover Sheet, C0.0:
  - a) Revise title to "*Lakefield Mews Phase IV – Site, Utility, and Lighting Plans.*"
  - b) List hours of construction as proffered by Proffer No. 2i.
  - c) Note signage is not part of approval.
  - d) Under Site Data, No. 3, list parcel 810-717-7587 (part).
  - e) Under Site Data, No. 5, the site acreage does not match the area listed under Site Data, No. 13. Please revise the discrepancy and ensure site acreage equals the total area included within the development.
  - f) Under Site Data, No. 10(e), interior parking lot greenspace equals five percent of the total area of proposed parking spaces. Please revise accordingly.
  - g) Under Site Data, No. 13, revise site acreage to match area provided under Site Data, No. 5. Revise tree canopy calculations as necessary.
  - h) Under Site Data, note twenty percent (20%) open space is required. Provide total proposed open space area.
  - i) Under Site Data, No. 14, provide density.
- 5. On the Overall Plan, C0.1:
  - a) Include adjacent property information including parcel lines and zoning.
- 6. On the Phase I ECS and Tree Protection Plan, C2.0:

- a) Graphically show and label location of a temporary construction trailer. 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) prior to placement of a trailer onsite.
- b) Revise narrative to reference tree protection fencing.
7. On the Layout Plan, C3.0:
  - a) Graphically show and label HVAC screening locations.
  - b) Dimension at least 10' X 25' loading space.
  - c) Provide correct number of units for all proposed townhouse-style buildings.
  - d) Label Gay Avenue as a Minor Collector
  - e) Include adjacent property information including parcel lines and zoning.
  - f) Dimension parking spaces in driveways.
  - g) Provide building dimensions.
  - h) Confirm if any spaces will be designated for EV charging stations. If so, label charging equipment on the layout and include associated details.
  - i) A minimum four-foot-high fence is required on the upper side of any retaining wall.
8. On the Utility Plan, C3.1:
  - a) Relocate the water meter outside the landscape island in front of the pool.
  - b) Relocate utilities outside landscape islands to the greatest extent possible.
9. On the Grading Plan, C4.0:
  - a) Relocate drainage pipes outside landscape islands to the greatest extent possible.
10. On the Conceptual Landscape Plan, L1.0:
  - a) Once the POD is approved, omit the conceptual landscape plan from construction plans and submit separately once curb and gutter have been installed. Formal landscape plans must be approved prior to issuance of any certificates of occupancy.
  - b) Include landscape schedule specifying all proposed species, size, and quantity.
  - c) No more than 35 percent of required trees onsite may be of a single genus and a minimum of 35 percent of all plantings must be native species per Sec. 24-5304.B.
  - d) Show and label site distances per Sec. 24-5307.
  - e) Ensure a tree is provided in each landscape island.
  - f) Provide building foundation plantings (3 shrubs every 10' feet) for all building perimeters facing Gay Avenue.
11. On the Lighting Plan, Sheet L2.0:
  - a) Graphically show and label adjacent property information.
  - b) Include a pole mounting detail with pole height dimensioned.

❖ See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for Thursday, June 8<sup>th</sup> at 2:00 p.m. You may contact me at 804-501-4626 and/or [nor020@henrico.us](mailto:nor020@henrico.us) if you need any additional information prior to the meeting.

Sincerely,



Spencer A. Norman  
County Planner

pc: Lakefield Mews IV LLC – Attn: Mr. Ben Simon