



R.J. Emerson, Jr., AICP  
Director of Planning  
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COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**

August 13, 2023

Mr. Bill Johns  
Christopher Consultants  
115511 Nuckols Road  
Glen Allen, VA 23059

RE: Arco Plaza Redevelopment  
POD2023-00321  
Preliminary Plan Comments

Dear Mr. Johns:

The Planning Department has completed its review of the referenced plans submitted July 25, 2023, and has the following comments:

1. A site plan with public notice will be required for the proposed project.
2. A minor subdivision would need to be approved to combine the parcels.
3. Please be advised that 24-4315.D limiting all business on B-1 to 10,000 square feet unless there is a PUP in accordance with 24-2306. It appears that you are under that threshold at 7,282 proposed.
  - a. The areas on the building don't quite add up to the totals in the calculations.
4. No more than 19' parking spaces are permitted in a row without being interrupted by a landscape island. See the front of the development.
  - a. Each parking space must be within 100' of tree canopy.
5. Label the required (15' front, 0'/15' side and 40' rear) and proposed setbacks from the nearest point of the building to the property line.
- 6.
7. Provide the dumpster details. Must be constructed out of the same material as the building with opaque gates and 8'
8. Each loading berth must be at least 10 feet wide and must have at least 15 feet overhead clearance. Loading berths must be located adjacent to the building's loading doors in an area that promotes their practical use.
9. Provide a sidewalk/ crosswalks as necessary to provide access to the building from the public right-of-way and through the parking lot.
10. A lighting plan needs to be submitted for review and approval with the Site Plan when it is submitted per 24-5502.
  - a. The parking lot must be lit to a minimum of 1, maximum of 3 footcandles throughout the parking lot as well as the existing sidewalk along Staples Mill Road.

- b. Except for street lighting and pedestrian lighting, all lighting cannot exceed 2 footcandles at the property line.
  - c. The pole height is limited to 15' within 100' of an R district. 25' is permitted when more than 100' away from an R district
  - d. All fixtures must be full cut-off.
  - e. See 24-5502 thru 22-5507 for specifics.
11. Screening is required for loading and service areas, utility and mechanical equipment including HVAC units, electric, water, and gas meters, junction and utility boxes and transformers and generators.
- a. See section 24-5111 B for specifics.
12. Provide the POD approval letter and any exception letters within the in the POD plans.
13. 15% open space is required. See 24-52-4 for qualifying types of open space
14. The existing parking lot will need to comply with the current landscape ordinance including tree, shrub, quantity, and location requirements.
- a. 10% canopy coverage is required for the site. You can subtract the building footprint, parking spaces.
15. Per Section 24-5313 A 1 & 2 of the Zoning Ordinance, healthy trees 6" or greater located within any minimum required yard abutting a street right-of-way and any tree with DBH of 22" or greater are protected trees.
16. 3 shrubs per 10' of building facing the right-of-way are required along the foundation of the building.
17. 5% interior parking canopy is required.
18. See section 24-5312 as it applies to this project.
19. You may want to consider adding a bike rack.
20. The elevations submitted are confusing and unattractive for a facade facing the public right of way. It insinuates the rear of the market, but the loading is shown as the middle of the front of the market? Staff needs to see revised elevations and floor plans before being able to further comment.

Please address these comments and the comments from the other review agencies and submit 13 sets of construction plans for review with the items as specified in the Plan of Development and site plan application. Should you have any questions concerning this letter, please contact me at [gog@henrico.us](mailto:gog@henrico.us) or 804-501-5159.

Sincerely,

Christina L. Goggin, AICP  
County Planner