



COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**

Department of Public Utilities  
(804) 501-4517

## **INTER – OFFICE MEMORANDUM**

**TO:** Mike Kennedy, Planning  
**FROM:** Alice Thompson, Public Utilities  
**SUBJECT:** Willow Lawn Shopping Cener-Five Below, POD2023-00317 (4925 W. Broad St)  
**DATE:** August 15, 2023

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We have reviewed the concept plan for the referenced project submitted to the Planning Office on July 27, 2023. This concept plan proposes an addition of ramp at the rear of the building and change from two-way to one-way on rear drive. There will be no changes to building footprint. DPU does not have any comments. Any changes to the scope of work that creates a conflict with the public water or sewer system require additional plans for review.

If you have any questions, please call me at 501-4508.

Sincerely,

A handwritten signature in cursive script that reads "Alice Thompson".

Alice Thompson  
Utilities Engineer

cc: Edward Glass, PE, VHB