



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

## INTER-OFFICE MEMORANDUM

**TO:** Tony Greulich, Planning

**FROM:** Marchelle Sossong, Public Utilities

**SUBJECT:** Sam's Xpress Car Wash – Revision 1(POD2023-00364)  
DWG#2021-162rev1

**DATE:** September 7, 2023

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We have reviewed the revised construction plans submitted to the Planning Department on August 16, 2023, and received by DPU on August 22, 2023. All technical requirements of DPU have been satisfied. We recommend that revised construction plans be submitted to the Planning Department for signature. After the Planning Office signs the fourteen (14) sets of plans, please deliver the fourteen (14) sets of plans to Public Utilities for plan signature.

The revisions to the approved plan **that do not impact utilities** are as follows:

- Storm basin discharge pipe has been revised with no conflicts to existing water and sewer utilities based on field verified excavation.

Pre-construction meetings on this project were scheduled at the beginning of construction. DPW should return seven (7) sets of approved plans to Public Utilities Design when plans are signed. DPU Design will distribute plans to DPU Construction. No work on revisions to approved water or sewer mains shall proceed before approved revisions are received by DPU Construction.

Marchelle Sossong, P.E.  
DPU Design Division Director

cc: Chris Morgan, Sam's Xpress Car Wash  
Matthew Kirchner PE, Eagle Engineering

bc: Aimee Crady, Planning  
Mike Aust, Public Works  
Daniel Ivy

JLC/djm