

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



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

September 8, 2023

Adrianna Ross
6219 Lakeside Avenue
Henrico, VA 23228

RE: POD2023-00368
 Lakeside Coffee
 Concept Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced Concept Plan, received **August 22, 2023**, and has the following comments:

1. Based on the layout provided, site plan approval by the Director of Planning is required. Refer to the Plan of Development Application checklist for application details/criteria. The POD/Site Plan Application is available at https://henrico.us/pdfs/planning/apps/pod/013_podandsiteplan2022.pdf. Please note that these submittals must be designed and sealed by a registered design professional in Virginia.
2. The property is zoned B-1, Business District, and is not subject to any proffers. Specific dimensional standards for the B-1 district can be found in Section 24-3408. Please note that all uses on the property are subject to limited hours of operations which between midnight and 6am must not be open to the public and activity must not be conducted outside of an enclosed building as outlined in Section 24-4315.
3. The proposed use of a coffee shop (classified as a restaurant other than drive-through) and professional office are permitted uses. Specific use standards for a restaurant other than drive-through and office uses are found in Section 24-4315.
4. Any proposed work on this site is also subject to Article 5 Division 6 Neighborhood Compatibility due to the adjacent existing R-4 zoning located to the east/rear of the property.
 - a. Particular attention should be paid to the location/screening of parking and loading/refuse collection areas.
 - i. Section 24-5603.B.2.: The location of parking/driveway areas is to be located away from the residentially zoned properties in a priority listing found in this section. Based on the site's current layout, there is space between the existing home/building and the adjacent site at 6215 Lakeside Avenue to locate the proposed parking instead of immediately adjacent to the residential properties as currently proposed.
 - ii. Section 24-5603.B.3: Off-street parking must be screened from the adjacent single-family residential properties by an opaque fence or fully opaque vegetative buffer at least 10 feet in width, which can be part of the required Transitional Buffer 35, which is outlined in later comments.
 - iii. Any outdoor dining areas must not be located between the principal building and the adjoining single-family residential lots. If any area for such is desired, it must

be included in the parking calculations and meet principal structure setback requirements. Also, any such areas must meet the criteria outlined in Section 24-4423. These include not permitting outdoor seating within 100 feet of residential zoned properties and additional limitations to the hours of use.

5. Building elevations nor floor plans were provided. Both items are a requirement of the site plan approval process.
 - a. Any rooftop equipment must be screened by the building parapet. If any equipment is ground mounted, it must be shown and screened as well as any refuse and recycling collection areas and mechanical equipment located on-site as outlined in Section 24-5311.
6. Site lighting must be included with the initial submission for POD/Site Plan approval, as outlined in Chapter 24, Article 5, Division 5. It should also include compatible lighting of the entire parking area and any walkways. This submission must include the location of all proposed lighting fixtures, mounting heights, fixture/pole details, and photometrics for the site.
7. A conceptual landscape plan is required to be submitted with the site plan submission due to the required Transitional Buffer 35 (TB35) adjacent to the adjoining residential properties located along the eastern property line.
 - a. In conjunction with the required off-street parking screening outlined earlier in these comments, the Transitional Buffer 35 (TB35) required plantings are outlined in Table 5310B. The off-street parking screening and TB35 plantings can be utilized together to meet the requirements, including reductions outlined in Table 5310C.
 - i. For example, if a 6-foot-tall opaque fence is utilized, then the TB35 could be reduced to a width of 23 feet and a 30% reduction in plantings.
 - b. Minimum tree canopy of 10% is required.
 - c. Minimum open space of 15% is required.
 - d. Foundation plantings of 3 shrubs per 10 feet of building perimeter facing a right-of-way are required.
8. Parking/Entrances:
 - a. Any proposed parking must be located at least 15 feet from the right-of-way and comply with Perimeter Landscaping requirements outlined in Section 5312.B.
 - b. The current entrance onto Lakeside Avenue does not meet the required 12.5 feet from the property line, as the site was previously permitted as a residence. DPW-Traffic and VDOT (as Lakeside Avenue is a VDOT controlled/maintained roadway) must concur that this entrance is permitted to remain for the conversion of the site to a commercial use.
 - c. All off-street parking and loading areas must be constructed as outlined in Section 24-5105, as gravel alone is not a permitted material for the B-1 district nor the specified uses.
 - d. While no layout to the proposed parking was provided, it must meet the minimum layout requirements outlined in Section 24-5109.
 - e. The minimum parking required on the site based on the specified uses would be 13 spaces. All square footage of the involved areas in the various uses must be included within the parking calculation.
 - i. Based on Real Estate records, the first floor of the previous home is 856 square feet and the second floor is 532 square feet with a detached garage of 437 square feet. Since the first floor of the home and detached garage would be serving as the restaurant space, a minimum of 11 parking spaces would be required for that use (10 spaces per 1,000 gross floor area including outdoor dining area). For the second-floor office space, a minimum of 2 spaces (2.5 spaces per 1,000 square feet).

- ii. Once a floor plan is determined, this parking requirement may change based on the actual square footage available.
 - f. Is a cross access and maintenance agreement in place with the adjacent property located at 6223 Lakeside Avenue? If not, this site must be able to operate on its own without any ability to utilize that properties' drive aisle/entrance.
9. See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for **September 14, 2023** at **9am**. You may contact me at 804-501-4611 and mcm055@henrico.us if you need any additional information prior to the meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Kate B. McMillion".

Kate B. McMillion
County Planner