



DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

## INTER-OFFICE MEMORANDUM

**TO:** Kate McMillion, Planning  
**FROM:** Alice Thompson, Public Utilities  
**SUBJECT:** Lakeside Coffee-POD2023-00368  
(6219 Lakeside Ave)  
**DATE:** September 8, 2023

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We have reviewed a concept plan for the referenced project submitted to the Planning Office on August 22, 2023. This concept plan proposes a walk-up counter in the back cottage that serves coffee beverage, pastries, simple salads, and sandwiches. Our comments are intended to provide guidance for requirements for design and construction of the water and sewer service that will be provided by the County systems. Construction plans for water and sewer shall be designed in accordance with DPU Standards. The levels of detail provided in the following comments are based on the amount of detail provided on the plan.

**General:**

1. Will the existing frame shed connect to County water and/or sewer via plumbing lines? If so, provide Henrico County DPU Meter Sizing Form (F-8) to determine if the existing meter is adequate.
2. Fire protection requirements cannot be determined for this project at this time. ISO calculations have not been provided with this plan. The need for fire hydrants and hydrant locations will be determined after ISO calculations have been provided and reviewed.
3. Submit a Notice of Intent to Discharge Form (NOI) to DPU. A monitoring manhole may be required for this project.
4. Agreements for water and sewer service will be required for this project.

If you have any questions, please call me at 501-4508 or John Yi at 501-4511.

Sincerely,

Alice Thompson  
Utilities Engineer

cc: No Contact Info.  
bc: Ralph Claytor  
Marchelle Sossong  
ANT/vr