

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



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

October 5, 2023

The Site Design Company
Attn: Christopher Thompson
268 High Street
Petersburg, VA 23803

RE: POD2023-00420
Townplace Hotel – Tom Leonard Drive
Concept Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced Concept Plan, received September 19, 2023 and has the following comments:

1. Per the concept plan application, this review is strictly for the proposed hotel and associated parking. No comments are provided for the proposed Tom Lenoard store expansion except for the parking lot expansion.
2. Based on the layout provided, Plan of Development (POD) Plan approval by the Director of Planning is required. Refer to the POD/Site Plan Application checklist for application details/criteria available on the Planning Department's website here: [Plan of Development Application \(henrico.us\)](https://www.henrico.us/plan-of-development-application)
3. If subdivision approval is desired prior to POD Plan approval, submit a Minor Subdivision Application referencing POD-071-02. Use the checklist provided under "Division of Lot/Parcel Pursuant to a Plan of Development or Site Plan" for submittal criteria. A link on the Planning Department's website can be found here: [Minor Subdivision Application \(henrico.us\)](https://www.henrico.us/minor-subdivision-application)
4. Site lighting must be included with the initial submission for POD Plan approval, as outlined in Chapter 24, Article 5, Division 5. The lighting plan must include a photometric plan with all proposed lighting fixture locations, fixture mounting heights, and fixture/pole mounting details.
5. The site is zoned M-1C Light Industrial District (Conditional) and is governed by proffers accepted with rezoning cases C-31C-97 and C-76C-02. Several proffers regulate the use and development standards of the site including:
 - a. Proffer #2 of rezoning case C-76C-02 states the following: "Any hotel constructed on the property shall be a first-class hotel having an exterior of at least fifty percent (50%) brick with no stucco finishes, not have a shingle roof, any roof-mounted HVAC or other facilities and any exterior facilities for trash collection or removal shall be screened from public view at ground level, including view from Parcel 47-4A-4 (formerly Parcel 77-B1-19), have irrigated landscaping where trees, shrubs, bushes, flowers or other vegetation is planted, have access to guest rooms only from interior hallways and not directly from the outdoors and shall have surface parking only."
 - i. Provide a list of building materials and percentage of each type. Provide type of roofing material. Masonry and/or stone material may be considered to meet the 50% brick proffer requirement.

- b. Proffer #3a of rezoning case C-31C-97 states the following: "At least an overall average of thirty percent (30%) of the Property shall be used for permanent open space. This area shall be used for landscaping, berms, lawns, screening and/or buffer areas and may include bodies of water and works of art. The area devoted to the minimum project perimeter, minimum required landscaping along streets and parking lot landscaping may be counted toward this requirement.
6. The minimum front yard setback is 25 feet. The minimum side yard setback is 0 feet. The minimum rear yard setback is 30 feet and can be met in either the rear yard or interior side yard if the adjoining property is not located in a residential district.
 - a. For the existing hotel, the western portion would be considered the front yard, the eastern portion would be considered the rear yard, and interior sides would be to the north and south. Please label setbacks on the plan.
7. The maximum structural height is 110 feet. Please provide the proposed hotel height on the plan.
8. Per Sec. 24-5103D pedestrian cross access between developments should be provided.
9. Provide dimensions of parking spaces per Table 5109.
10. Per Table 5124, a minimum of 1 loading area is required. Show the location of the loading area.
11. Required Parking per Table 5110:
 - a. Tom Leonard's existing store (14,000 square feet) plus the proposed store expansion (26,000 square feet) totals to 40,000 square feet. The required parking is based on 3.5 spaces per 1,000 square feet. The total required parking calculates to 140 parking spaces.
 - b. The proposed hotel will have 110 rooms. The required parking is based on 1.0 space per guest room. The total required parking calculates to 110 spaces.
12. Per Sec. 24-5109D, up to 20 percent of required off-street parking spaces may be designated for use by compact cars.
13. Also, per Sec. 24-5903 Environmentally Friendly Develop Incentives, off-street parking requirements may be reduced by 15 percent without an alternative parking plan. If this incentive is to be used, please indicate which incentives will be used for the reduction.
14. The parking easement for the hotel use (48 spaces) would need to be recorded prior to construction.
15. A conceptual landscape plan must be included with the construction plan. Plantings should meet the standards in Sec. 24-5304. The landscape plan shall include the following:
 - a. Ten percent (10%) minimum tree canopy coverage of the net site per Sec. 24- 5308.
 - b. Foundation plantings along the building perimeter facing public right-of-way are required per Sec. 24-5309.
 - c. A transitional buffer is required abutting the right-of-way of a controlled access road. A TB50 is required against the right-of-way of Interstate 64. See Table 5310C for permitted transitional buffer width and planting reductions.
 - d. A continuous landscape strip no less than 6 feet in width along the perimeters of parking areas abutting property lines is required per Sec. 24-5312(C) except where the parking lot is adjacent to a transitional buffer.
 - e. Interior landscaping equal to at least five percent of the parking lot area is required per Sec. 24- 5312D. Also, every parking space must be within 100 feet of a canopy tree.
16. A Tree Protection Plan is required per Section 24-5313. Healthy trees with a diameter at breast height (DBH) of six inches or greater within any minimum required yard abutting a public street or transitional buffer should be saved or replaced.
17. Per Sec. 24-5308 the minimum tree cover required is 10 percent.
18. Provide screening material details for dumpster enclosure. See Sec. 24-4428.
19. Will there be a canopy on the hotel? If so, it would need to meet setbacks.

The Site Design Company

October 5, 2023

Page 3

20. Identify on the Erosion and Sediment Control Plans the anticipated location of any necessary construction or office trailers that will be needed during construction. The construction trailer must meet setbacks. If this is not included, a separate temporary use permit application may be required in the future, which can be avoided if addressed with this plan. Staff advises this be shown conceptually in a location that will suit your client to avoid incurring additional cost and delay of construction.
21. Additional Planning comments may be provided after meeting with senior staff on Monday, October 9, 2023.
22. See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for October 12, 2023 at 10:00 p.m. You may contact me at 804-501-5486 and bla55@henrico.us if you need any additional information prior to the meeting.

Sincerely,

Lisa Blankinship
County Planner