

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



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

October 16, 2023

Khushal, LLC
Ravi Patel
15820 Woods Edge Road
South Chesterfield, Virginia 23834

The Site Design Company
Chris Thompson
268 High Street
Petersburg, VA 23803

RE: POD2023-00422
Springhill Suites at Richmond Airport
POD - Original Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received September 26, 2023, and has the following comments:

POD Approval: The following items must be addressed prior to approval of the plan:

1. Provide a written statement explaining that the site is being developed under the existing zoning and not utilizing the Williamsburg Road Area Form-Based Alternative Overlay Subdistrict. (24-3801)
2. A CPTED plan is required to be submitted in accordance with Section 24-5508. Staff could not locate any CPTED plan submittal. See information provided by the Division of Police. This must be submitted prior to Director action, and the review completed prior to construction plan approval.
3. If the total square footage is at least 5,000 square feet up to 100,000 square feet, a loading space is required, minimum 12' x 25' in accordance with 24-5124 and cannot block parking spaces. Demonstrate adequate parking and loading can be achieved for the bedroom count and overall square footage.
4. At all times there must be 95 marked spaces available for the adjacent Fairfield Inn & Suites. Provide a sequence of construction to ensure there is no disruption to the access or parking of the Fairfield Inn & Suites. This could be alleviated but utilizing the parking for the Arby's to the south following Sec. 24-5119 Valet and Tandem Parking.
5. The lighting plan must take the existing photometrics into account along the proposed parcel division boundary.

Planning Department Comments – The following Planning comments must be addressed prior to final approval of construction plans:

1. Mark the case number in ½-inch numerals on the upper right-hand corner on plans submitted for signature.

2. Screening for all provisions relevant to outdoor components such as refuse or recycling containers, HVAC, building mounted mechanical and meters, and other equipment or service areas. See Section 24-5311. It is not clear – will the HVAC be on the roof? If this is to be located on the ground, the location must be identified on the plan.
3. The dumpster location and details are missing from the plan set – a plan and elevation detail must be provided. The materials and height, minimum 8 feet tall, must be included, as well as gate details. All materials must be opaque, and the main enclosure constructed with materials compatible with the principal building. Ensure that the gates, if left open, do not interfere with parking spaces.
4. Label the plans with the overall dimensions and square footage of the building.
5. To subdivide the property into the two lots as shown on the plans, you will need to submit a Minor Site Plan, upon receipt of Director's approval.
6. Provide evidence that an ingress/egress, parking, and maintenance agreement has been established.
7. The dimensions of the east and west boundary lines are incorrect on the Overall Plan page when comparing them to the existing conditions. The distance on the west boundary for the proposed parcel boundary scales to 240 feet \pm , it is shown at 208.96 feet. It appears that the proposed boundary line was pushed more to the north, but the dimensions were not adjusted.
8. List colors of materials used on the architectural plans.

See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for October 19, 2023, at 9:00 AM.

Revised plans and a written response to review comments must be received by November 10, 2023, in order to be considered prior to preparation of the Director's agenda.

You may contact me at 804-501-4646 and rig020@henrico.us if you need any additional information prior to the meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Todd Rigler". The signature is fluid and cursive, with the first name "R." and last name "Rigler" clearly distinguishable.

R. Todd Rigler
County Planner