

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



October 23, 2023

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

Claire Parkey  
Dept. of Community Revitalization  
4905 Dickens Road, Suite 200  
Henrico VA 23273

RE: POD2023-00448  
Trevor's Grill and Kitchen  
Concept Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced Concept Plan, received September 29, 2023, and has the following comments:

1. The building expansion as proposed will require submittal and approval of a Plan of Development/Site Plan. A specific plan approval process will be determined when the full scope of required development activities is identified. The extent of improvements necessary to provide ADA compliant handicap parking, any VDOT road improvement requirements, etc., must be determined before a plan approval process is identified.
2. The existing building and proposed addition require at least 29 parking spaces. Provide a parking plan illustrating at least 29 9' X 18' spaces within the existing gravel lot. If any additional parking is required, it must be paved, landscaped, and lit in accordance with current standards.
3. The existing parcel is bisected by lot lines for the Larchmont Subdivision.
4. It appears access for parcel 814-714-3843 is provided through the existing gravel lot. Please confirm if there is a formal access agreement. If so, include deed book and page number on any plan submittal.
5. Graphically show and label HVAC / mechanical equipment on any plan submittal.
6. Additional comments may be pending for forthcoming information.
7. See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for Thursday, October 26, 2023, at 1:00 p.m. You may contact me at 804-501-4626 and [nor020@henrico.us](mailto:nor020@henrico.us) if you need any additional information prior to the meeting.

Sincerely,

Spencer A. Norman  
County Planner

pc: Cotman Construction LLC – c/o Corey Cotman