

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



R. Joseph Emerson, Jr., AICP
Director of Planning
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October 31, 2023

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RE: POD2023-00455
Anderson Road Office Building
Concept Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced Concept Plan, received October 16, 2023, and has the following comments:

1. The proffers from case C-38C-91 will be applicable to this plan along with the current zoning ordinance. Provide the zoning case number on the coversheet under previous approval and a copy of the proffers in the plans.
2. The parcel is Zoned O-2C. Office is a use by right in this zone. Sec 24-4315 regulates commercial uses in the O-2 district. Sec 24-8405.D defines and interprets the Office use classification.
3. Building materials proposed on the provided elevation are inconsistent with Proffer #3 which states, "If a new structure is built, it will have a brick foundation..."
4. "A fifteen foot (15') natural landscape/buffer area will be maintained along the southern property line, except for utility easements, for as long as the adjacent property to the south remains zoned for residential use..." The entrance along Hungary Springs Rd encroaches into the buffer. An alternative landscape plan can be proposed to allow for the same entrance to encroach into the 35' transitional buffer. (24-5303.A)
5. A continuous landscape strip no less than ten feet in width between the parking lot and the property line. Within the landscape strip, evergreen shrubs at least 24 inches in height must be planted three and one-half feet on center. Along every 100 feet, there must be three trees planted, with a minimum of one tree in each landscape strip. (24-5312.B(1)) The conceptual design shows a 15 feet landscape setback. I believe that is referring to the parking setback. Landscape is allowed to be planted in this area.
6. Parking will be determined by the eventual use of the building. Table 5110: Minimum Number of Off-Street Parking Spaces provides the calculations.
7. A minor site plan will need to be submitted to vacate the dividing property line to combine the parcels.

8. Open space required in an amount that meets or exceeds the minimum of 15% must be provided. Table 5203: Required Open Space provides the calculations.
9. A landscaping plan must be submitted with an application for any development subject to the requirements of this division that proposes land-disturbing activity. (24-5303)
10. The following genus diversity requirements apply to trees required to be planted on a site. If fewer than 20 trees are required to be planted on a site, no more than 70 percent of the required trees must be of a single genus. If 20 or more trees are required to be planted on a site, no more than 35 percent of the required trees must be of a single genus. (24-5304)
11. All developments requiring approval of a site plan or construction plan must provide the minimum tree cover in Table 5308A: Tree Cover Requirements. For O-2 districts the minimum percentage of tree cover is 15%. (24-5308)
12. Landscaping must be provided along the building perimeter facing public rights-of-way in the amount listed in Table 5309: Required Foundation Plantings. For commercial use foundation plantings of three (3) shrubs per ten (10) feet of building perimeter facing right of way are required.
13. The minimum width of a transitional buffer and the minimum plantings required may be adjusted along portions of the buffer where a screening wall is installed in accordance with Table 5310C: Transitional Buffer Width and Planting Reduction. With the proposed six (6) foot brick or block wall the buffer can be reduced to at least 23 feet and planting requirements reduced by 30%.
14. Unless they are located in a screened service area, ground-mounted and rooftop utility and mechanical equipment, including HVAC units, electric, water, and gas meters, junction and accessory boxes, transformers, generators, and accessory solar energy equipment, but not including wall-mounted equipment must be screened by the principal buildings on the site, or architecturally integrated building elements, or opaque walls or fences of approved design and materials compatible with the principal buildings.
15. Wall-mounted utility and mechanical equipment and loading docks and service areas, must be screened by opaque walls or fences of approved materials and design. (24-5311.A and B)
16. For screening pertaining to For Recycling and Refuse Collection Areas, see Sec. 24-4428, Accessory Recycling and Refuse Collection Area, Outdoor.
17. Provide a diagram of the dumpster enclosure, loading area screening, and six foot wall along the south side of the parcel.
18. A continuous landscape strip no less than ten feet in width between the parking lot and the property line. Within the landscape strip, evergreen shrubs at least 24 inches in height must be planted three and one-half feet on center. Along every 100 feet, there must be three trees planted, with a minimum of one tree in each landscape strip. (24-5312.B(1)) The conceptual design shows a 15 feet landscape setback. I believe that is referring to the parking setback. Landscape is allowed to be planted in this area.
19. A parking lot must include an interior landscaping area that is equal to at least five percent of the total area of the parking spaces. Parking spaces should be between landscape areas of at least nine feet in width, at least 162 square feet in area, and containing at least one large tree and at least two shrubs. (24-5312)
20. A Tree Protection Plan, including Identification of all protected trees on the site, the location of any required buffers, landscape strips or tree protection areas must be included. (24-5313)
21. A Lighting Plan required in accordance with Chapter 24 Division 5 that includes fixture locations, fixture mounting heights, pole and fixture details, and manufacturer cut sheets, and a

Photometric Plan must be provided. Lighting within 100 feet of any Residential District is limited to 15 feet in height. (24-5503.E)

22. Include a demolition plan to depict the process of demolition.
23. Four sets of Architectural Plans, including floor plans, must be submitted as part of the application.
24. Signage is not part of the POD approval process and will require separate permits.
25. See additional comments from other review agencies.

After incorporating the above changes, and any other agency comments, submit detailed engineering plans, using the updated coversheet found at <https://henrico.us/works/engineering-environmental-services/>, along with a Site Plan Application. You can find more information about the process at <https://henrico.us/planning/planning-commission-pod-subdivisions/pod-sub/>. A minor site plan will also need to be submitted to vacate the dividing property line to create a single parcel.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for November 11, 2023, at 9:00AM. 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