

October 31, 2023

Simon Mueller  
Koontz Bryant Johnson Williams, PC  
1703 North Parham Road, Suite 202  
Henrico, VA 23229

**RE: Virginia Center Commons  
Hotel and Restaurants  
LOCATION: 10101 Brook Rd  
FILE NO: POD2023-00273**

Dear Mr. Mueller:

We have reviewed the construction plans(revised sheets) directly submitted to the Department of Public Utilities on October 16, 2023.

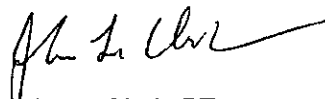
Please address the following comments and **resubmit revised construction plans** for review. Water and Sewer Agreements that must be executed by the Owner and the County for water and sewer improvements **have not** been executed.

**General:**

1. Owner to submit executed Utility Agreements prior to approval of building permits or prior to the utility pre-construction meeting and authorization to proceed with utility construction by DPU. Agreements have not been executed at this time. Agreements must be executed prior to the authorization to begin utility construction or approval of building permits. An Information Sheet for the Preparation of Utility Agreements has not been submitted for review. If the Information Sheet is incomplete when submitted, we will send you comments for correction and resubmittal. If the required Information Sheet is complete when submitted, an Agreement will be forwarded to the Owner for signature within 21 days.
2. Utility design shall be coordinated with the Overall master utility plan as well as plans being developed by DPU for future sewer upgrade through this site. Coordination with Dewberry plans is required. Currently, 75% plans are under review by DPU and we will provide any comments for adjustments after completion of this review.

If you have any questions concerning the above noted comments or the plans, please contact me at 501-4501 for any necessary clarifications.

Sincerely,



John L. Clark, PE  
Utilities Engineer

cc: Brian McNeal – Shamin VCC LLC & VCC Partners LLC  
Jay Shah – VCC Hotel LLC

bc: Marchelle Sossong  
Ralph Claytor  
Daniel Ivy  
Aimee Crady, Planning

JLC/djm