

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



R. Joseph Emerson, Jr., AICP  
Director of Planning  
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November 1, 2023

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RE: Ratcliffe and Jackson Townhouses  
(Live/Work Dwelling)  
POD2023-00461  
Concept Plan Review Comments

Madame/Sir:

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

1. Live/work dwellings are permitted in the B-1 Business District subject to a Provisional Use Permit granted by the Board of Supervisors. Contact the Comprehensive Planning Division regarding this process. Any and all comments provided are based on the submitted plan and are subject to change during the entitlement process through Comprehensive Planning.
2. Based on the layout provided, Site Plan approval by the Director of Planning may be required.
3. Site lighting must be included with the initial submission for Site 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.
4. The site is zoned B-1 Business District. Required setbacks are 25 feet from all public rights of way and 40 feet for the rear yard. Meadowbridge Road would be considered the front yard.
5. Per Sec. 24-4306 (A) Dwelling, Live/Work:
  - The residential portion of a live/work dwelling must occupy at least 50 percent of the total gross floor area.
  - The nonresidential portion of a live/work dwelling must comply with all applicable Uniform Statewide Building Code requirements.
  - No more than three persons other than residents of the dwelling may be employed at a live/work dwelling.
  - Drive-through facilities are prohibited for live/work dwellings.
  - Any off-street parking provided for the nonresidential portion of a live/work dwelling must be located as far as practicable from adjacent single-family dwellings.
6. Parking spaces would need to be setback at least 15 feet from public rights-of-way per Sec. 24-5104(A).

7. Entrances and exits to off-street parking must be located a minimum of 12.5 feet from abutting properties.
8. Will the two parcels be consolidated or subdivided?
9. Please refer to Sec. 24-5106 for standards regarding Off-Street Parking Lighting, Landscaping, and Screening. Per Section 24-5503 parking areas and pedestrian walkways must be illuminated.
10. A schematic 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. A transitional buffer, TB 10, would be required along the eastern property line of Parcel GPIN 794-738-9307 against the R-4 One-Family Residential District per Sec. 24-5310. The transitional buffer width and/or plantings may be reduced per Table 5310C.
  - c. A continuous landscape strip no less than 10 feet in width between the parking lot and street is required per Sec. 24-5312(B).
  - d. Interior landscaping equal to at least five percent of the parking lot area is required per Sec. 24- 5312(D).
11. 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.
12. Provide screening material details for dumpster enclosure. See Section 24-4428.
13. Because of the proximity to the R-4 residential subdivision to the east, Highland Garlands, neighborhood compatibility standards apply. Per Sec. 24-5603 Site Design:
  - a. To the maximum extent practicable, multifamily, nonresidential, and mixed-use development must be oriented to face similar forms of development on adjacent or opposing lots rather than single-family residential lots.
  - b. Per Table 5110, 2 parking spaces are required per dwelling unit. For 10 units, 20 parking spaces would be required. The concept plan shows 22 parking spaces. The total amount of off-street parking must not exceed 1.2 times the required (24 parking spaces), unless approved by the Planning Director based on a parking study demonstrating the need for additional off-street parking spaces.
  - c. When required, off-street parking must be established in one or more of the following locations, listed in priority order:
    - (a) Adjacent to off-street parking lots serving nonresidential uses on abutting lots;
    - (b) Adjacent to lot lines abutting nonresidential development;
    - (c) Adjacent to lot lines abutting mixed-use development; or
    - (d) Adjacent to lot lines abutting single-family residential lots
  - d. Loading, service, fuel storage, mechanical, and refuse and recycling collection areas must be located away from adjacent single-family residential lots to the maximum extent practicable; screened from view in accordance with Sec. 24-5311 Screening; and provided with access that is integrated with parking areas and the vehicular circulation network.
  - e. Per Table 5203 mixed uses require 15 percent open space. Required open space must be located between the proposed development and the single-family residential lot to the maximum extent practicable.
14. Per Sec. 24-5604, Building Height, due to the proximity of single-family lots, less than 75 feet, the maximum building height must not exceed 45 feet in height.
15. Per Sec. 24-5605, Building Form and Facades, for all buildings:
  - a. Orient porches and balconies away from the rear yards of single-family residential lots;
  - b. Use similarly sized and patterned wall offsets and other building articulations found on adjacent single-family or duplex dwellings; and

- c. Configure all roof-mounted equipment to be screened from view at ground level by a parapet wall or similar architectural feature.
  - d. Comply with Façade Transparency Standards outlined in Table 5605.
- 16. 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.
- 17. Provide floorplans for the upper story dwelling units including egress stairways and exit doors.
- 18. DPW Traffic Engineering will establish the required right of way width and the required street improvements, including driveway entrance locations and improvements. Meadowbridge Road is classified as a County maintained Minor Arterial Road on the 2026 Major Thoroughfare Plan. DPW Design Standards require 5-foot-wide sidewalks with a 4-foot-wide verge (utility strip). Per Section 24-5103 pedestrian cross access is required to adjoining Development.
- 19. A 5-foot wide sidewalk is required along the proposed parking spaces to satisfy ADA access requirements.
- 20. See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for November 2, 2023 at 1 pm. You may contact me at 804-501-5920 or ken08@henrico.us if you need any additional information prior to the meeting.

Sincerely,

Mike Kennedy  
County Planner