

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



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

November 7, 2023

RK&K Engineers
Attn: Malachi Mills, PE
2100 E. Cary Street
Suite 309
Richmond, VA 23223

RE: POD2023-00467
 D1 Storage/RCS – Parker Site
 Concept Plan Review Comments

Sir/Madame:

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

1. The site is zoned A-1 Agricultural District. M-1C Light Industrial District is proposed with REZ2023-00035. This concept review is based on the proposed proffers and concept plan submitted with the REZ2023-00035 rezoning application. The applicant is proposing an office/warehouse use with outdoor storage. 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 is required. Refer to the POD/Site Plan Application checklist for application details/criteria available on the Planning Department's website here: [Plan of Development Application \(henrico.us\)](https://henrico.us/plan-of-development-application)
3. The proposed zoning is M-1 Light Industrial District. Per Sec. 24-3411, the minimum front yard setback is 25 feet. The minimum side yard setback is 0 feet or 15 feet if adjacent property is in a residential district. The minimum rear yard setback is 30 feet and can be met in either the rear yard or interior side yard if the adjoining property is not located in a residential district. All uses on the site must meet the required setbacks.
4. Show all setback dimensions on the layout plan. The front yard setback needs to be shown from the ultimate right-of-way of Charles City Road.
5. Double check the direction of the north arrow shown on the plans.
6. The concept plan shows a 3,600 square foot office/warehouse building in Phase 1, a 9,600 square foot building expansion in Phase 2, and an outdoor storage lot. Please provide the dimensions and square footage of the storage lot and indicate what will be stored within the storage lot.
7. Per Sec. 24-4424, any accessory outdoor storage must be completely screened from view from any residential district or public right-of-way in accordance with Sec. 24-5311, Screening, and must comply with the setbacks and other dimensional standards for a principal structure in the zoning district in which it is located. Include screening details, including material, dimensions, and color descriptions.
8. Show location and provide materials for any additional fencing/gates proposed.
9. Table 5110 provides off-street parking minimums. Minimum parking requirements for a warehouse depends on the type of warehouse use. To calculate the required parking, confirm if the proposed warehouse will be used for storage or for distribution.

- Warehouse (distribution) required parking is 2.0 per 1,000 square feet of office area;
 - Warehouse (storage) required parking is 5.0 plus 0.3 per 1,000 square feet over 3,000 square feet of storage area.
10. Per Sec. 24-5104(B), entrances and exits to off-street vehicular parking must be located a minimum of 12.5 feet from abutting properties.
 11. Identify the location of any loading bays and areas around the warehouse.
 12. Per Sec. 24-5311. B.2, loading areas and access drives must be screened along the perimeter. Concrete screening walls on either side of the area in the rear that appear to be for loading could be proposed. Material would be needed to match the proposed building.
 13. Per Table 5124, the minimum number of off-street loading berths required for industrial uses up to 25,000 square feet is one.
 14. BMP and access will need to be screened and located outside of the setbacks and any required transitional buffers. Proffer 8 commits to Transitional Buffer 25 along Charles City Road.
 15. BMP may require guardrail and fencing where they abut streets, parking areas, drives, and sidewalks.
 16. Provide a conceptual landscape plan with the plan of development/site plan submission. Include:
 - Minimum 10 percent tree canopy coverage.
 - Minimum 10 percent open space requirement.
 - Tree Protection per Sec. 24-5313
 - Foundation plantings along the building perimeter facing public right-of-way are required per Sec. 24-5309.
 - Per Tabled 5310A, for Industrial uses greater than 15,000 square feet (13,200 square feet total expansion of office/warehouse use plus outdoor storage lot), a transitional buffer 50 is required against the A-1 zoned property to the north and east. A transitional buffer 25 is required against the B-3 zoned property to the west.
 - Per Sec. 24-5312(B), along the perimeter of a parking lot that abuts a public right-of-way a continuous landscape strip no less than 10 feet in width between the parking lot and property line is required.
 - A continuous landscape strip no less than 6 feet in width along the perimeters of parking areas abutting property lines is required per Sec. 24-5312(C) except where the parking lot is adjacent to a transitional buffer.
 - Interior landscaping equal to at least five percent of the parking lot area is required per Sec. 24- 5312(D). Also, every parking space must be within 100 feet of a canopy tree.
 17. Provide a lighting plan with the plan of development/site plan submission. Include:
 - Proposed lighting fixture locations, fixture mounting heights, and fixture/pole mounting details. Photometric plan illustrating footcandles to boundary of subject site. Light levels may not exceed 3.0 footcandles at the property line.
 - Lighting manufacture specification details, specifying light fixtures that are full cut off and zero tilt.
 - Per Sec. 24-5503 E. Maximum Height, in a M-1 District more than 100 feet from all residential districts, the maximum height of exterior lighting must not exceed 35 feet. With proposed rezoning case, REZ2023-00035, Proffer #5 regarding lighting indicates parking lot lighting fixtures located in the parking lots will not exceed 25 feet.
 18. Show location of dumpster and provide screening material details for dumpster enclosure. See Sec. 24-4428.
 19. Proffer 7b. regulates hours of operation for uses within the retail sales and service use category. What retail sales and/or service uses are contemplated?
 20. What will the hours of operation be for all other uses?

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21. 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.
22. See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for November 9, 2023 at 11:00 a.m. You may contact me at 804-501-5486 or BLA55@henrico.us if you need any additional information prior to the meeting.

Sincerely,

Lisa Blankinship
County Planner