

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: POD2023-00468  
D1 Storage/RCS – Seelman 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 Seelman Site's layout shows a drainage easement proposed off-site. You requested contact information for the site located at 1851 Charles City Road, GPIN 808-712-0741. According to county real estate records, below is the contact information:

- BFI Waste Systems of Virginia, LLC  
C/O Republic Services Property  
P.O. Box 29246  
Phoenix, AZ 85038

Additionally, the most recent case on that site was a Conditional Use Permit from 2018 (CUP2018-00011). An email contact provided on the application for the property owner was [ttorrez@republicservices.com](mailto:ttorrez@republicservices.com). The contact information for the representative for the case:

- Michael Rothermel  
Spotts Fain, PC  
411 E. Franklin Street, Suite 600  
Richmond, VA 23219

2. The site is zoned R-4 One-Family Residential. M-1C Light Industrial District is proposed with REZ2023-00034. This concept review is based on the proposed proffers and concept plan submitted with the REZ2023-00034 rezoning application. The applicant is proposing an office/warehouse use with loading docks. Any and all comments provided are based on the submitted plan and are subject to change during the entitlement process through Comprehensive Planning.
3. 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)
4. 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.

5. 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.
6. Double check the direction of the north arrow shown on the plans.
7. The concept plan shows a 70,500 square foot office/warehouse building with 30 docks along the rear exterior.
8. Per Sec. 24-5311. B.2, loading areas and access drives must be screened along the perimeter. Any landscaping must be provided outside of the Dominion Power Transmission easement. 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.
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 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. BMP and access will need to be screened and located outside of the setbacks and any required transitional buffers.
11. BMP also appears close to transmission easement and may not have adequate area outside of easement for grading, access, and other DPW requirements.
12. BMP may require guardrail and fencing where they abut streets, parking areas, drives, and sidewalks.
13. 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 5310.A, for Industrial uses greater than 15,000 square feet, a transitional buffer 50 is required against the R-4 and A-1 zoned property to the north and east. Planting area needs to be considered on the layout outside of the overhead power easement area.
  - Per Sec. 24-5312.D.2, there can be a maximum of 19 parking spaces until a landscaped parking lot island must be installed. Twenty-two uninterrupted parking spaces are proposed.
  - 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.
14. 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. However, light poles within 100 feet of an R district limited to 15 feet in height.
15. Because of the proximity to the R-4 residential zoning district to the east, neighborhood compatibility standards apply. Per Sec. 24-5603 Site Design:
- Once the required parking is determined, the total amount of off-street parking must not exceed 1.2 times the required unless approved by the Planning Director based on a parking study demonstrating the need for additional off-street parking spaces.
  - 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.
16. Show location of dumpster and provide screening material details for dumpster enclosure. See Sec. 24-4428.
17. What will the hours of operation be?
18. 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.
19. 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