

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

November 27, 2023

Cindy Weinstock  
Legacy-Mayland Investments  
4130 Innslake Drive  
Glen Allen VA 23060

Anne Tignor, P.E.  
Youngblood, Tyler & Associates, P.C.  
7309 Hanover Green Drive  
Mechanicsville VA 23111

RE:     POD2023-00491  
          Flats at Mayland  
          Plan of Development  
          Original Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received November 3, 2023, and has the following comments:

❖ **Plan of Development Approval: The following items must be addressed prior to approval of the plan:**

- 1) Architectural elevations:
  - a) Include additional masonry and building articulations on facades facing Pemberton Road and Mayland Drive. Facades facing public roads should mimic the front building facades shown in "Exhibit B" with REZ2023-00013.
  - b) On elevations, label building material labels and color descriptions.
- 2) Lighting Plan:
  - a) Provide a revised lighting plan with pedestrian pathways (including public sidewalks on Pemberton Rd. and Mayland Dr.) lit with 1-3 average footcandles.
  - b) Max height of fixtures is 15' feet.
- 3) Layout:
  - a) Provide EV charging details. Any above-ground electric equipment *used to power* the EV charging stations must be screened by a masonry enclosure per Sec. 24-4416.E.
  - b) Dumpsters must be enclosed with a masonry enclosure per Sec. 24-4428.C.
- 4) HVAC screening:
  - a) Sec. 24-4306.C.1 requires HVAC screening to consist of materials used in the principal building's front façade or other materials approved by the Planning Director to blend in with its surroundings and supplemented with landscaping. Staff does not consider white vinyl fencing complementary to the surrounding site nor is it used in the principal building's front façade.
- 5) Dumpster Enclosure Material:
  - a) Sec. 24-4428.C requires all refuse enclosures to be constructed of masonry material consistent with the principal building.

6) Conceptual Landscape Plan:

- a) Provide a revised conceptual landscape which includes:
  - i) TB 25s are required adjacent to parcel 755-757-0805 and along Mayland Drive (across from RTHC) where the ultimate R/W width is less than 80' feet in width. While the width of the required transitional buffer may be reduced as shown with the setbacks of the proffered concept plan, the required volume of plantings is still applicable.
  - ii) Provide enhanced landscaping at the corner of Mayland Drive and Pemberton Rd. This was discussed at the Planning Commission meeting.

7) Tree Protection Plan:

- a) The Tree Protection Plan (TPP) sheet includes a note stating an alternative landscape plan is requested to allow replacement trees to be 2" inch caliper. If an alternative landscape plan is requested, please provide a letter detailing the request with supporting information. An alternative landscape plan request also must be advertised, therefore please send us the request and supporting documentation no later COB Wednesday, November 22<sup>nd</sup> allow enough time for correct notices to be mailed. Please note an alternative landscape plan can only be considered if conditions of Sec. 24-5303.B(1) are met.
- b) If an alternative landscape plan is not requested and the specific number of protected trees proposed for removal are identified on the TPP, one replacement tree, with a minimum of 2.5" inch caliper, may be provided for each protected tree removed. Otherwise, 4" inch caliper trees are required for every 1,000 S.F. of protected tree areas removed.

❖ **Planning Department Comments** – The following Planning comments must be addressed prior to final approval of construction plans:

1. Include master case no. POD2023-00491 in the upper right-hand corner of all plan sheets.
2. On the Cover Sheet, Sheet 1:
  - Under Site Data, No. 8, include PUP2023-00006.
  - Under Site Data, No. 10, provide interior greenspace required 2900 square feet (358 x 162 / 5%).
  - Under Site Data, No. 15, provide 20 percent open space required.
  - Note signage is not part of approval.
3. On the E&S Plan, Sheets 4 and 5:
  - Graphically show and label a temporary construction trailer which meets project setbacks. If a trailer is not shown on the construction plans, approval of a Temporary Use Permit must be granted by the Board of Zoning appeals prior to placement onsite.
4. On the Layout and Utility Plan, Sheets 6 and 7:
  - Label MTP Roads.
  - Provide stone wall detail.
  - Provide CBU details.
  - Provide pavilion details and dimensioned elevations. Provide fire pit details.
  - Provide at least seven (7) bicycle parking spaces per Sec. 24-5122.
  - Provide dimensioned elevations/details of the gatehouses.
  - Provide RV parking per Sec. 24-4306.G.10, or provide a letter detailing why RV parking will not be provided.
5. On the Grading and Drainage Plan, Sheets 8 and 9:
  - At least one tree must be planted in each landscape island. It appears several conflicts are present between required landscape island trees and drainage structures and sidewalks. Remove/readjust as necessary to ensure every island includes a 2.5" caliper tree.

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6. On the Lighting Plan, Sheet 36:
  - Show footcandle levels at property lines.
  - Provide a note indicating all fixtures are full cut-off fixture types.
7. On the Conceptual Landscape Plan:
  - Provide building foundation plantings along building frontages facing public rights-of-way per Sec. 24-5309.
  - Provide interior greenspace and parking lot perimeter landscaping.

❖ See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for 11/30/2023 at 10:00 am.

Revised plans and a written response to review comments must be received by COB Friday, December 1, 2023, in order to be considered prior to preparation of the December Director's agenda.

You may contact me at 804-501-4626 and [nor020@henrico.us](mailto:nor020@henrico.us) if you need any additional information prior to the meeting.

Sincerely,



Spencer A. Norman  
County Planner