

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



November 30, 2023

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

Ratchet Designs, LLC
Cecil McNair, PE
7119 Stafford Park Drive
Moseley, VA 23120

RE: POD2023-00098
 Best Value Inn Renovations
 Concept Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced Concept Plan, received November 9, 2023, and has the following comments:

1. The process for the development of this conceptual plan is the submittal of a Plan of Development.
 - Planning Applications should be submitted online through Build Henrico- <https://henrico.us/build>.
 - Updated process documents and application documents can be found on the Build Henrico Planning & Land Development Page <https://henrico.us/build/about/planning-development>.
 - Should you need assistance on using Build Henrico, please visit the Help page: <https://henrico.us/build/help>.
2. Site lighting is required to be submitted at the time the POD is filed.
3. A conceptual landscape plan is required to be filed at the time the POD is filed to address the required transitional buffer.
4. Provide a narrative of construction and demolition phasing with POD submittal. Explain how the older hotel and the remainder of the property be used while it is waiting to be developed.
5. The property falls in the Form-Based Alternative Overlay District Williamsburg Road Area Subdistrict. The FBA-O provides an alternative set of standards for the area. You have the option to follow the FBA-O standards or not. Please provide in writing your choice. (24-3869 & 24-3801)
6. A parking lot must not include a line of more than 19 spaces uninterrupted by a landscape area. (24-5312.D(2))
7. A cross-access/maintenance agreement will need to be provided.
8. Elevations and floorplans depicting material, color and dimensional information are required with the POD submittal. See application for required submittal information.
9. Label the interior dimensions of the proposed buildings.
10. What is the square footage proposed? Provide the footprint and the total amount.
11. 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.
12. Provide a sheet in the plans for all proposed public easements to be recorded. The easement location on this sheet should match the location throughout the construction plans.
13. Required setbacks are 15' for the front yard and 40' for the rear yard. (24-3410.B)
14. Label distances from the nearest building to the nearest ROW and adjacent property lines.
15. No more than one caretaker dwelling unit may be in any building or shopping center. (24-4410)
16. Dumpster screening must be a minimum of 8' tall and of material to match the proposed building and must be completely screened from view in an enclosed area constructed of finished masonry materials except for gates and doors. (24-4428)

17. Please confirm the location of the existing parking lot and spaces, including curb and gutter in relation to all property and ROW lines. Indicate what is to be removed and what is to remain. This will have an impact on the overall comments section.
18. A landscape strip is required adjacent to property lines that not be met with the proposed property lines. How will this requirement be accommodated in the future?
19. All sections of the Zoning Ordinance need to be incorporated into the plans, the following sections of Code need to specifically be examined and incorporated into the next submittal. The zoning ordinance, and its many links to pages within the ordinance for easy reference, can be found here: <https://henrico.us/pdfs/countyattorney/Chpt024Zoning.pdf>
 - a. 24-3410- Required setbacks.
 - b. 24-4330- Use regulations.
 - c. 24-5104- Location of parking. Parking along US Route 60 must be at least 15' from ROW.
 - d. 24-5106- Site lighting.
 - i. Poles can only be 15' in height within 100' of an R District.
 - ii. Suggest that all poles are the same height for consistency.
 - e. 24-5124- Loading standards and requirements. Looks like 1 space required.
 - f. 24-5203- 15% required open space.
 - g. 24-5204- Types of permitted open space.
 - h. 24-5304- Parking requirements.
 - i. 24-5308- 10% Tree Cover
 - j. 24-5309- Foundation plantings- 3 shrubs per 10' of building facing ROW.
 - k. 24-5310- Transitional buffers
 - i. A Transitional Buffer 50' is required between this site and the residential neighborhood to the north.
 - ii. Will the existing fence be removed?
 - iii. Is the existing curb line of the parking spaces immediately adjacent to the fence proposed to be adjusted or will it remain as it currently is?
 - l. 24-5312- Parking lot landscaping. 6' strip and landscaping required to be installed against non-ROW property lines.
 - m. 24-5313- Tree protection.
 - n. 24-5403- Fences and walls.
 - o. 24-5501- Exterior site lighting
 - p. 24-5508- CPTED required.
 - q. 24-5602-A(1)b - Neighborhood Compatibility requirements limits building height facing neighborhood.
 - r. 24-6601-Graduated compliance- Over 50% of the site is being adjusted.
20. See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for December 7, 2023, at 11:00AM. You may contact me at 804-501-4646 and rig020@henrico.us if you need any additional information prior to the meeting.

Sincerely,



R. Todd Rigler
County Planner