

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



November 29, 2023

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

John Mason
Lingerfelt Development, LLC
4198 Cox Road Suite 201
Glen Allen VA 23060

Malachi Mills, P.E.
RK&K LLP
2100 East Cary Street
Richmond VA 23223

RE: POD2023-00495 / POD2023-00297
 Seven Hills Commercial Park
 Plan of Development
 Construction Plan Review Comments
 First Submission

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received July 20, 2023, and has the following comments:

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

- 1) In the upper right-hand corner of all plan sheets, include construction plan case no. POD2023-00495 along with master plan case no. POD2023-00297.
- 2) Sec. 24-5311 requires ground or roof-mounted HVAC / mechanical equipment be screened with portions of a principal building, or opaque walls or fences compatible with the principal building. Provide HVAC/mechanical equipment screening and details. If roof-mounted, provide perspective rendering to illustrate how equipment is screened from public view at ground level.
- 3) Include an exhibit plat illustrating property lines to be vacated OR submit a separate Minor Subdivision application/plat to consolidate the existing parcels. Any vacation/consolidation of property lines must be approved/recorded before approval of a building permit.
- 4) Include approval letter for POD2023-00297 (attached).
- 5) On the ECS Plan, Sheets C6.0-C7.07:
 - a) Show specific temporary construction trailer locations which meet setbacks. If a specific location is not provided on approved construction plans, a Temporary Use Permit must be granted by the Board of Zoning Appeals.
 - b) Provide tree protection tape and silt fence adjacent to all tree protection areas.
- 6) On the Layout Plans, Sheets C8.00-C-8.04:
 - a) Graphically show and label all existing and proposed easements.
 - b) Include dumpster locations and screening details.

- c) Provide an access easement within the vicinity of the fire lane along the westernmost fire lane for Building #3, adjacent to parcel 819-704-3189.
- 7) On the Grading and Utility Plans, C11.00-C11.06:
 - a) Wet Pond #RB between Building #3 and Seven Hills Boulevard extends into the proffered 25' landscape buffer. Please either remove the highest grade of the BMP from the buffer or confirm the wet pond will be developed as an amenity.
 - b) Tighten up grades next to Building #4 along Monahan Road to the greatest extent possible to maximize tree save.
- 8) Remove conceptual landscape plan sheets and submit separately once site-specific curb and gutter have been installed.
- 9) *Please continue* to include the Tree Protection Plan within the construction plan set. Within the Tree Protection Plan, please specify the number of four-inch caliper trees which will need to be provided on the formal landscape plan submittal.
- 10) On the Lighting Plans:
 - a) Ensure printed photometric plan legibly shows proposed physical improvements and landscaping.
 - b) Revise calculation summary chart to specifically reference footcandle averages for loading bay areas and along property lines.
 - c) Provide a note stating all exterior fixtures are zero-tilt and full cut-off fixture types.
 - d) Include pole mounting details.
- 11) See additional comments from other review agencies.

Due to the outstanding comments that must be addressed, additional construction plans are required to be submitted for review prior to submission of final plans for signature. Please submit 9 sets of construction plans, a written response to all review comments, and the POD and Site Plan Plans for Signature Application to the Permit Center.

Sincerely,



Spencer A. Norman
County Planner

pc: International Real Estate Development, Inc. – Douglas A. Urquhart
Lingerfelt Development, LLC – Attn: John Mason