

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



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

December 18, 2023

Bradford Homes Inc
Attn: Brad Groome
P.O. Box 3943
Richmond, VA 23235

TRC
Attn: Ed Hoffman and Glen Custis
1030 Wilmer Avenue, Suite 100
Richmond, VA 23227

RE: POD2023-00469
The Preserve at John Rolfe Section 1
Site Plan
Original Plan Review Comments I

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received **November 29, 2023**, and has the following comments:

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

1. If DPW requests, provide the new access for the Chesterbrook Academy.
 - a. Provide a letter of agreement from the Chesterbrook Academy regarding the new access, closing the existing access, vacating Old Pump Road, and the potential timeline for these items to occur.
2. Landscaping
 - a. Provide transitional buffer calculations: planting strip at the terminus of Old Pump Road (TB10), Pump Road (TB25), planting strip to the south of Lot 1 (TB10)
 - b. Show typical lot layout with dwelling, driveway, proffered tree/landscaping/light. This should be on the Landscape Plan as well.
 - c. Provide commitment that the following will be addressed at time of Landscape Plan submission:
 - i. Supplemental plantings are needed along Pump Road and John Rolfe Parkway as there are portions that do not have much landscaping or there are holes in the existing vegetation. (Proffer #18)
 - ii. Label the transitional buffers.
 - iii. The BMP must be screened from the residential lots unless developed as an amenity (Section 24-5311. This must take into account DPW's setbacks and access around BMP.
 - iv. The areas noted as preserved must be replaced if the existing trees are impacted due to construction or BMP access.

3. Lighting

- a. The proposed sidewalk along the access road connecting John Rolfe Parkway to Old Pump Road need to be lit between 0.5 – 2 fc.
- b. Section 24-5504:
 - i. If adding pedestrian lights, they must be full cut off and maximum height of 15’.
 - ii. If choosing to install bollards, they cannot exceed 4’ above grade.

4. Elevations

- a. Shutters should be considered for windows on all elevations.
- b. The screened porches must have full brick foundation (Proffer #7)

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

1. General:

- a. Provide cluster box unit location, with required lighting and parking.
- b. Pump road is incorrectly labeled Old Pump Road to the north of the site.
- c. When will the emergency access gate be installed? Staff would recommend this be installed after the final C/O to limit impact to existing residential.
- d. Revise the label of “25’ Thoroughfare Setback” to 25’ Planting Strip.
- e. Remove “35’ Thoroughfare Setback” label.
- f. What is the plan for the remaining portions of the property to the north and south of the site?
- g. Show the access/driveways for Chesterbrook Academy (2820 Old Pump Road/GPIN 739-756-0423), 11701 Timber Mill Lane (GPIN 739-755-3561), and Flagstop Car Wash (2806 Old Pump Road/GPIN 739-755-3445).
- h. Regarding vacating portions of Old Pump Road – Real Property should determine the appropriate process for this.
 - i. Half of the ROW would be granted to this site and to Chesterbrook Academy. This would prompt the necessity for easement agreements between the subdivision and Chesterbrook Academy for the construction, drainage, and maintenance easement for Lot 10, the proffered landscape strip at the terminus of pavement, and gas line.
 - ii. If this is being pursued, the vacation and easement agreements would need to be completed and recorded by time of plat recordation. If work is needed in the right of way in the meantime, Work in ROW permits would need to be obtained from DPW.
- i. Consideration should be made for common area strip, 20’ in width, to be located between Lots 6 and 7 due to the drainage easement.
 - i. Additionally, the access for the BMP could be located here rather than along Pump Road so there will be a consistent vegetative buffer.
 - ii. This would also be a good location for the Cluster Box Unit (CBUs) and associated lighting and parking space.
- j. Why is the construction, drainage, and maintenance easement for lot 10 shown along the entire terminus of Old Pump Road?

2. Cover Sheet:

- a. Add “Lighting” to the subtitle
- b. Remove note under the subtitle
- c. Site Data:
 - i. #3 – Pt of GPIN
 - ii. #4 – John Rolfe Parkway
 - iii. #5 - Provide Acreage

- iv. #13 – provide tree cover calculation. Update name from Tree Canopy to Tree Cover.
 - v. #15 – Update the title to remove mention of Townhome.
 - o The acreage provided adds up to 5.4844 acres, not 6.1026 acres. Please confirm. This appears to not be calculated appropriately on the Plat either.
 - Sheet C3.0 has the acreage as 4.860 for the parcel.
 - vi. Provide open space calculations.
 - vii. Remove #10 Parking and #12 Building Information
- 3. Sheet ESC
 - a. Relocate the construction trailer, car wash, spill, construction entrance to the south of Lot 1 to lessen the impact to the existing residential.
- 4. Sheet C-3
 - a. Please confirm the acreage shown for the parcel is correct.
- 5. Sheet C-4
 - a. A Tree Protection Plan must be provided, per Section 24-5313. All protected trees must be identified in the minimum setbacks of the parcel (50' from Pump Road, 50' from John Rolfe Parkway, and 25' from Old Pump Road, and 25' Sunrise Road).
 - i. Any protected trees that are to be cleared but be relocated/replaced elsewhere on the site. That detail would need to be shown at time of Landscape Plan submission.
 - b. There should be tree protection fencing or a super silt fence around the existing vegetation separating it from the limits of disturbance.
- 6. Sheet C5
 - a. Label emergency access gate
 - b. VEPCO easements must be vacated prior to construction plan approval.
- 7. Sheet C-8
 - a. Provide distance between the BMP access to the lots. The BMP will need to be screened from the residential lots, unless developed as an amenity. This should be detailed on Landscape Plan
 - b. Show typical lot layout with dwelling, driveway, proffered tree/landscaping/light. This should be on the Landscape Plan as well.
- 8. Sheet C8-1 (Landscape Plan)
 - a. All protected trees identified from the tree protection plan, that were cleared, must be replaced/relocated. This must be shown on the landscape plan.
 - b. Provide transitional buffer calculations: planting strip at the terminus of Old Pump Road (TB10), Pump Road (TB25), planting strip to the south of Lot 1 (TB10)
 - c. Show typical lot layout with dwelling, driveway, proffered tree/landscaping/light. This should be on the Landscape Plan as well.
 - d. Provide commitment that the following will be addressed at time of Landscape Plan submission:
 - i. Supplemental plantings are needed along Pump Road and John Rolfe Parkway as there are portions that do not have much landscaping or there are holes in the existing vegetation. (Proffer #18)
 - ii. Label the transitional buffers.
 - iii. The BMP must be screened from the residential lots unless developed as an amenity (Section 24-5311. This must take into account DPW's setbacks and access around BMP.

- iv. The areas noted as preserved must be replaced if the existing trees are impacted due to construction or BMP access.
 - 9. Sheet M (Lighting Plan)
 - a. Sidewalks along Old Pump Access, John Rolfe Parkway, and Pump Road need to be lit between 0.5 – 2 fc.
 - b. Section 24-5504:
 - i. If adding pedestrian lights, they must be full-cut off and maximum height of 15'.
 - ii. If choosing to install bollards, they cannot exceed 4' above grade.
 - 10. Architecturals
 - a. Provide color renderings of elevations.
 - b. Shutters should be considered for all elevations.
 - c. The screened porches must have full brick foundation (Proffer #7)
 - d. 1st Elevation:
 - i. No windows are provided on the first floor of the right elevation.
 - e. 2nd Elevation
 - i. No windows are provided on the first floor of the right elevation.
 - ii. Is the drawn in rectangle a window?
 - iii. Provide a railing on the front porch.
 - f. 3rd Elevation
 - i. No windows are provided on the first floor of the left elevation.
 - g. Only one elevation was submitted with a left entrance garage. With the current submission, lots 1-6 would have the same elevation.
 - 11. Additional comments regarding the new access for Chesterbrook Academy and lighting the existing sidewalks along Pump Road and John Rolfe Pkwy may be provided at a later date.
- ❖ See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for **December 21, 2023 at 1030am**.

If the only Planning has comments that need to be resolved prior to placement on the Director's Agenda, then revised plans and a written response to review comments must be received by **January 5, 2023**. If other Agencies, have comments that need to be resolved prior to Director Agenda placement, we can determine a new deadline based on what needs to be resolved at time of the Staff Developer meeting.

You may contact me at 804-501-4604 and smi120@henrico.us if you need any additional information prior to the meeting.

Sincerely,
Kristin Smith
Kristin Smith
County Planner