

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

January 31, 2024

Oliver Properties  
3502-1 Kensington Avenue  
Richmond VA 23221

Claire Smith Shirley, P.E.  
Gradient Environment  
1406 Laburnum Park Blvd  
Richmond VA 23227

RE:     POD2022-00633  
          Highland Woods Expansion  
          Site Plan  
          Original Plan Review Comments  
          Third Submission

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received January 12, 2024, and has the following comments:

- ❖ **Site Plan Approval:** The following items must be addressed prior to approval of the plan:
  - 1. **Confirm enhanced pool amenity area as shown on the proffered concept plan and required by Proffer. No. 21 will be provided before any certificate of occupancy is issued for the Phase 1 apartments.**
- ❖ **Planning Department Comments** – The following Planning comments must be addressed prior to final approval of construction plans:
  - 1. For future construction plan submittals, revise title to, *"Highland Woods Expansion – Site, Utility, and Lighting Plans."*
  - 2. Include a note stating signage is not part of approval.
  - 3. On the Cover Sheet, C0.0:
    - a. Under Site Data, No. 1, include owner contact info for Highland Woods L.C.
    - b. Under Site Data, include density.
  - 4. On the Preliminary Erosion Control Plan, C2.3:
    - a. Provide tree protection fencing or tape backed up with super silt fence along the northwest property line abutting parcels 822-722-4278 and 822-722-7143. Include tree protection detail.
  - 5. On the Dimensional Layout Plan, C3.1:
    - a. Graphically show and label all existing and/or proposed property lines.
    - b. Graphically show and label all required setbacks.
    - c. Provide building dimensions, including length and width.
    - d. Graphically show and label all proposed fences consistent with what is shown on the landscape plan.
    - e. Include mailbox kiosk detail within construction plans.
    - f. Label private street names on plans (if applicable).

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6. On the Site Utility Plan, C3.2A-C3.3A:
    - a. Please do not show improvements contemplated with future phases.
  7. On the Landscape Plan, L100-L303:
    - a. Omit landscape plan from future submittals of the construction plan and submit separately once curb and gutter have been installed.
    - b. Provide HVAC fencing material.
  8. On the Lighting Plan:
    - a. Provide cumulative and separate averages for pedestrian pathways surface parking lots per Sec. 24-5503. This comment is meant to ensure the plans include the total average for all sidewalks and total average for all parking areas. These averages must be minimum of 1 footcandle and maximum of three footcandles.
    - b. Include a note stating all fixtures are full cut-off and zero tilt.
- ❖ See additional comments from other review agencies.

Please contact me at (804) 501-4626 and [nor020@henrico.us](mailto:nor020@henrico.us) if you have any questions or need any additional information.

Sincerely,



Spencer A. Norman  
County Planner

pc: Justin Oliver