

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

April 2, 2024

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  
       Third Submission

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received February 2, 2024, and has the following comments:

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

- 1) On the sets for signature, Volume I and II need to be submitted and stapled together as one physical set. Amend the title on Volume I cover sheet to read as follows, "Seven Hills Commerce Park – Plan of Development - Site, Utility, Road, and Lighting Plans." Update the sheet index to reference road plans.
- 2) On the Cover Sheet, C0.00:
  - a) Under Site Data, No. 11 (B), required parking Building #4 is 43 spaces.
- 3) On the Layout Plans, Sheets C8.00-C-8.04:
  - a) Include a note stating the emergency access adjacent to Building #2 which connects to Monahan Road will be removed when the extension of Seven Hills Boulevard is fully connected and open for public use.
  - b) On Sheet C8.04, revise "25' foot parking setback" to be "25' foot building setback."
- 4) The subdivision plat for Seven Hill Commerce Park – A Dedication of a Portion of Seven Hills Boulevard must be recorded before any occupancy permits are issued.
- 5) The right-of-way dedication plat for Monahan Road must be submitted to Real Property before construction plan approval, and recorded prior to requesting any certificate of occupancy.
- 6) Evidence of recordation of the joint ingress/egress easement must be provided to Planning before a certificate of occupancy is issued.
- 7) See additional comments from other review agencies.

M. Mills, P.E.

4/2/2024

Page 2

Plans to address the above items may be emailed to Planning. The Planning Department has not yet received comments from all other agencies. Upon receipt of all other agency review comments, Planning will notify you of the appropriate action for a formal resubmission of plans.

Sincerely,

A handwritten signature in cursive script, reading "Spencer Norman", followed by a horizontal line.

Spencer A. Norman  
County Planner

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