

July 7, 2015

Mr. Chris Sibold  
Timmons Group  
1001 Boulders Parkway, Suite 300  
Richmond VA, 23225

**RE: Plan of Development for 1311 Westwood Avenue  
Bristol at Westwood  
File# 811**

Dear Mr. Sibold,

The subject property is a track of land that is bounded by Westwood Avenue to the north, Rennie Avenue to the south, Brook Road to the east and Loxley Road to the west. The Plan of Development (POD) proposal encompasses only the eastern half of the track of land and measures approximately 14.74 acres which consist of a five 3 story dormitory structures, four tennis courts and a soccer field. The parcel is adjacent to a number of single family detached dwellings on its western, eastern, and southern sides and the Union Theological Seminary on its northern side. The POD application proposes 301 unit multi-family complex with an additional clubhouse and pool.

The property is located in the City's North Planning District. The City's Master Plan (2001) designates this property as Institutional. The Plan describes Institutional as "primary uses include places of worship, private schools, universities, museums, hospitals and other care facilities. Typically this land use category depicts larger scale uses, while small-scale use of this type are incorporated within the predominant surrounding land use designations." (Page 135)

Staff has reviewed the POD application for the above referenced property. Additional information and revision to the plans are needed in order to provide a complete review of the POD. We offer the following comments:

**Land Use Administration (Leigh V. Kelley, 646-6384):**

1. To minimize the impact of impervious surface parking Staff recommends eliminating the three parking lots on the northern portion of the parcel, totaling 46 parking spaces. There are only 424 parking spaces required and the applicant is providing 517.
2. Throughout the complex grounds are a number of HVAC units. Staff would recommend proper screening treatments to shield them from view.
3. Along Brook Road are three historical markers that the plans indicate will be removed. Retaining these markers would be a way of connecting the new development to the site's past. Therefore, the monument markers should remain in place to tie the site with the area's history.

4. Staff noticed that there was a large disparity between one bedroom units, verse two bedroom units verses three bedroom units. Staff would recommend increasing the number of three bedroom units by combining some of the one bedroom units with the two bedroom units and therefore offering a better housing variety. This would meet one of the City of Richmond's Master Plan Housing and Neighborhood goals. Its states, "Richmond neighborhoods will be recognized as safe, attractive and desirable places to live and raise families, providing a variety of housing choices and homeownership opportunities" (p. 20)
5. Please provide better connections between the development and the surrounding area through sidewalk connections for bicycle and pedestrian access. Please see attached visual exhibit. The Richmond Master Plan states under its Transportation goals that, "The City of Richmond will support bicycle travel with a safe and effective system of designation bikeways. The City will be a community where pedestrian and bicycle movements are protected as an integral part of the transportation system. (p. 19)
6. Please provide utility plans with your next submittal. In particular, please show the placement of the backflow preventers.
7. Building type VI has no pedestrian access to either building. Please provide safe pedestrian access to these two buildings.
8. On the title page please add an approval box to the lower left hand corner of the page.
9. Sheet A-4. 14 shows the Building Type I front elevation. Please show a more detailed depiction of the metal railing on this elevation. With that said, because of its size, it is hard to see details.
10. Please replace all top row garage door panels with transparent glass.
11. Will the chimneys being shown act as real fireplaces?
12. On Sheet A-4.47 the ground floor units are shown to have brick veneer retaining walls instead of metal railings, please give a reason for this change in design.
13. In addition on Sheets A-4.36, A-4.47 and A-4.48 Building Type III front and side elevations show railed balconies at the tops of their balcony columns. Please replace the terminus balcony railings with precast balusters.
14. Please note that revised plans may result in additional comments.

**Water Resources (Divan DePriest, 646-8106):**

1. Please see enclosed memorandum dated 6/17/2015.

**Zoning Administration (Donald W. Embrey, 646-4088):**

1. POD is not acceptable for approval. Please see enclosed memorandum dated 6/26/2015.

**Department of Public Utilities (Norris E. Baker, 646-1397):**

1. Please see enclosed memorandum dated 6/30/2015.

**Permits and Inspections (George Woodall, 646-6978):**

1. Please see enclosed memorandum dated 6/30/2015.

**Department of Public Works, (Right of Way Management, Doug Mawby, 646-0110):**

1. POD is not acceptable for approval. Please see enclosed memorandum dated 6/29/2015.

**Traffic and Engineering (Travis Bridewell, 646-5145):**

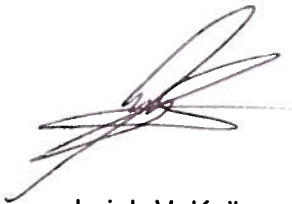
1. POD is not acceptable for approval. Please see enclosed memorandum dated 6/23/2015.

I encourage you to speak directly with the individual departments regarding their comments. Should you have any difficulty reaching them, or if you have any other questions, please call me at 646-6384.

All comments from Fire and Emergency Prevention and Urban Forestry have not been received yet, but they will be forwarded to you as soon as they arrive.

Once all comments are received and addressed, please resubmit **four full size and three half-size sets of the plans**. When resubmitting plans, please include a response letter that lists individual department's concerns and how you have addressed them.

Sincerely,

A handwritten signature in black ink, appearing to read 'Leigh V. Kelley', with a stylized flourish extending to the right.

Leigh V. Kelley  
Planner II

Enclosures



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

**DATE:** July 8, 2015

**TO:** Lory Markham, Senior Planner  
Land Use Administration, Room 511

**FROM:** Melvin Lee, Engineer II (Melvin.Lee@richmondgov.com)  
Development Services, DPU

**RE:** 1311 Westwood Ave – Bristol: File 811

<b>Design Firm:</b>	<b>Timmons Group</b>	<b>Submitted plan date:</b>	<b>06/03/15</b>
<b>DPU plan receipt date:</b>	<b>06/04/15</b>	<b>Comment Due date:</b>	<b>06/25/15</b>

The Department of Public Utilities (DPU) has reviewed the proposed site plat plan and provides the following comments:

### GENERAL

- The applicant is responsible for obtaining, reviewing and understanding DPU's design standards and guidelines for Water, Cross Connection and Sanitary Sewer utility construction in generating the submitted plans.
- DPU utility standards are required reflected in the utility plans submitted for new utility installation, inspection or abandonment and will be reviewed utilizing these standards when submitted for approval to construct the proposed utilities.
- The applicant is responsible for securing all Department of Public Utilities permits/applications and for payment for all materials and labor costs associated with monitoring, adjusting, permitting, installing, removing or relocation of any public utilities before any site work is performed.
- If easements are required provided to DPU for the utility services installation requested they must be approved and legally in place before payment can be accepted for the connected installation work.
- DPU cannot approve building permits for buildings that do not have utilities available to support them first.
- The applicant will provide (3) sets of utility plans with the required completed permit applications for the DPU utility impacted (i.e., water, sewer, gas, etc). Plans are to be delivered to: The Department of Public Utilities, Development Services, located in Room 115, 900 E. Broad Street, Richmond, Virginia 23219.
- For questions concerning permits, applications, contact Development Services at 804-646-8544.

- DPU minimum installation window for water service is 30-45 working days' time of year dependent from receipt of approved utility plans, completed service application and acceptance of payment.

**NOTE: Any revisions/changes made to a previously approved utility plan must be submitted to DPU for re-review to ensure that the changes do not compromise any prior DPU approval. Fees for service/utility improvements required are subject to change and are based upon the current rate at the time of payment.**

### **ELECTRIC**

N/A

### **WATER**

Fees for the two proposed water service connection locations are as follows:

#### **Westwood ave:**

- 8" fire water service connection \$20,000.00

#### **Brook Rd:**

- 2" irrigation service with 2" meter \$12,450.00
- 4" domestic water service with 4" meter \$32,550.00
- 8" fire water service connection \$20,000.00
- Capacity credit for water services to be killed ( (1) 5/8" + (1) 2" ) \$5,650.00

Total fee due: \$12,450.00 + \$32,550.00 + \$20,000.00 + \$20,000.00 - \$5,650.00 = **\$79,350.00**

DPU personnel will install all water related appurtenances in the city right of way. DPU will stub each service out onto the property side for the developer's contractor to continue onsite work (i.e. service line backflow device, etc.).

Fees can be paid once utility plans are approved.

### **WATER-BACKFLOW PREVENTION**

Rejected due to lack of backflow device information:

When generating the design understand that service line protection is required on all water services to the facility. Specifically, we need to see the following:

- Details of the backflow device need to show device type/make/model.

Please call Lawrence C. Williams at 646-8510 for a copy of the Cross Connection and Backflow requirements prior to submitting the design drawing. The drawing may be sent to 400 Jefferson Davis Highway, Technical Services Division Water Section for comment and review.

### **GAS**

Contact our Energy Team at 646-5250 for the possible use of natural gas for this site and for information about providing natural gas for this project. For applications and other Gas related rates please go to our website:

<http://www.richmondgov.com/PublicUtilities/EnergyServicesDivision/Commercial.aspx>

**SANITARY/COMBINED SEWER**

Rejected: Submit revisions per comments

- Sewer and storm sewer laterals to be abandoned will be done per DPU requirements.
- All proposed sanitary and storm sewer laterals are required to have a manhole installed at the property line to denote DPU ownership/maintenance from that of the property owner.
- Sanitary sewer fee for connections: \$30,900.00 + \$200.00 = \$31,100.00
- Sanitary sewer capacity credit from water services to be killed \$11,050.00
- Total sanitary sewer inspection/capacity fee due: \$31,100.00 - \$11,050.00 = \$20,050.00
- Storm sewer connection fee \$300.00 per new connection X 2 connections shown = \$600.00 which is in addition to the sewer fee listed.
- Total fee payment to the DPU is \$20,650.00 for sanitary and storm work inspection/capacity. These fees can only be paid upon approval of the utility plans.
- The fees include DPU's inspection of the developer's contractor's installation of sewer/storm in the right of way (connection/laterals/manholes/etc.) and capacity fee only.
- DPU does not install sanitary/storm sewer connections.
- Payment is required made prior to obtaining work in street permits for said sewer/storm work.

The above referenced plans were reviewed as requested. The following comment is offered:

- Sheet 1.20: Revise Note 10 to cap the line at the property line and plug at the main.
- Utility Plan and Sanitary Sewer Profile sheets: Revise the labels for the proposed connections to reference the COR Standard Detail M-1.

If there are any questions, please contact me at 646-6454 or [craig.pittman@richmondgov.com](mailto:craig.pittman@richmondgov.com).

**DRAINAGE/STORMWATER**

Comments for storm water will be sent by the Water Resources group.

**INDUSTRIAL WASTEWATER**

N/A

Melvin Lee

cc:

File – I – Development Services - Design



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

To: Lory Markham, Planner III

From: George A. Woodall, Engineer II

Date: June 30, 2015

Subject: POD#811 – 1311 Westwood Avenue, Bristol at Westwood

The following building code comments are based on a review of the plans submitted. These are items that must be addressed with the building permit submission unless they affect the location of the building on the site or its appearance.

- Virginia is under the IBC 2012 building code, adopted by the state with amendments as VCC 2012.
- Virginia is under ICC/ANSI A117.1-2009 for technical requirements for accessibility.
- The Construction Type of the buildings and compliance with Table 503 IBC 2012 is not known at this time.
- Garages must comply with Section 406 IBC 2012.
- The apartment buildings must be sprinklered and alarmed per Sections 903.2.8, 903.4 & 907.2.9 IBC 2012.
- Plans appear to show windows adjacent to the doors at the egress stairs in Building Types III & IV. Openings protectives must comply with Section 1022.4 IBC 2012.
- A geotechnical report on subsurface conditions, prepared and signed/sealed by a professional engineer licensed in the Commonwealth of Virginia, must be submitted with the building permit per Section 1803 IBC 2012.
- Type A dwelling units must be provided per Section 1107.6.2.1.1 IBC 2012.
- Type B dwelling units must be provided per Section 1107.6.2.1.2 IBC 2012.
- The kitchen in the Clubhouse must be accessible per Section 1109.4 IBC 2012.
- Additional or revised plans may result in additional comments.

If you have any questions please contact George A. Woodall at 804-646-6978 or [george.woodall@richmondgov.com](mailto:george.woodall@richmondgov.com)



# CITY OF RICHMOND

(FOR INTRACITY CORRESPONDENCE)

## MEMORANDUM

June 29, 2015

**TO:** Leigh Kelley, Planner  
Land Use Administration, DPDR

**FROM:** Doug Mawby, Development Review Engineer  
Right of Way Management, DPW

**RE:** **1311 Westwood Road**  
**New multifamily project**  
**Plan of Development File #811**

The Department of Public Works (DPW) Right-of-Way Management has reviewed the fore-mentioned POD application. Right-of-Way Management comments are as follows:

1. The applicant will be responsible for the repair and/or replacement of any sidewalk and curb and gutter adjacent to the site that may be in some state of disrepair and present a tripping hazard. The reason for this is that the project introduces an increase in the number of persons who may be using this sidewalk.
2. All unused existing entrances adjacent to this site must be removed with this project. Entrances are the responsibility of the property owner that they entrances serve and must be removed when no longer needed.
3. Sidewalk will need to be installed along Rennie Ave for the entire frontage of this project. Sidewalks overall around this site are very narrow and should be improved by widening.
4. This project calls for the removal of the two old stone pillars along Brook Road. As these are a part of the history of the community and are found elsewhere in the community, why not consider relocating them to the new site entrance on Brook Road?
5. Removal of any tree from the City right of way requires approval from the Director of Public Works through the Division of Urban Forestry.
6. Use City curb detail for curb and gutter in the City right of way.
7. The new restoration requirements will apply for any cuts in the street to install utilities. This will be a mill and overlay 25' in either direction from the trench.
8. Handicap ramps at corners may need to be upgraded to current standards.
9. Any work within the public right of way requires a Work in Streets permit. The driveways will require a separate permit. The construction entrance will require a permit. The overall demolition and new construction can be handled on a single permit. The utility cut will require a separate permit.
10. This division/department reserves the right to make further comments based on future submittals.

If you have any questions regarding this review please contact me at 646-0110 or by email at [doug.mawby@richmondgov.com](mailto:doug.mawby@richmondgov.com).





# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

DATE: June 17, 2015

TO: Lory Markham, City Planner III  
Land Use Administration, PDR  
Room 511, City Hall

FROM: Divan B. DePriest, Program Management Analyst  
DPU, Water Resources Division

RE: **Plan of Development for 1311 Westwood Road  
Bristol at Westwood  
File# 811**

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We have reviewed the above mentioned plan offer the following comments:

### E & S

- Please complete and submit Erosion and Sediment Control Checklist for Submission. Visit the Water Resources webpage for links to DCR, the City Code and the Erosion and Sediment Control Checklist.  
<http://www.richmondgov.com/PublicUtilities/WaterResources.aspx>
- Ensure adequate staging and stock piling areas are provided for materials stored onsite and planned for demoed
- Show easements for the proposed storm drainage system.
- List key of E&S measures with quantities.

### Drainage

- Complete and submit a Checklist for Storm Drain Systems. Follow checklist exactly to ensure all items are being address.

#### **Existing:**

- Clearly define EACH sub-drainage area and its drainage divide lines. It should reflect the contours, roof, etc...
- Sheet C6.01: The layout doesn't reflect any runoff entering the inlet in Brook Road that is connected to the 72" line. Seems there are two drainage areas (POA # 1 and "Minor Drainage Area" that has been combined. Separate these DA's or post development condition must not use the inlet in Brook Road as your pre-development condition suggests is currently occurring. Q10 release rates into each point of discharge must be maintained or reduced.
- The DA's are labeled as following "POA # 1", "POA# 2", and "POA # 4". Why not "POA # 3" for the sake of consistency

#### **Proposed:**

- Sheet 5.21: Provide the drainage patterns with flow arrows for EACH sub-drainage area; to include the time of concentration line and where each sub drainage area will discharge.



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

DATE: June 26, 2015

TO: Leigh V. Kelley, Planner II, DPDR

FROM: Donald W. Embrey, Planner II, Zoning Administration  
THRU: William C. Davidson, Zoning Administrator

**RE: 1311 Westwood Avenue (Bristol at Westwood) - Plan of Development**

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In response to your request, a Plan of Development (POD) for a Multifamily Dwelling apartment project consisting of multiple buildings has been received and reviewed to determine compliance with zoning regulations.

- **ZONING:** The property is zoned R-53 Multifamily Residential. Multi-family dwellings are permitted principal uses in the R-53 district. The property consists of a 33.48 acre parcel owned by Union Theological Seminary. The project is proposed to occupy a 14.74 acre portion of the subject parcel located on the Brook Road side of the property for multi-family development.

Although the underlying use is permitted by the R-53 district regulations, the property is nonconforming, as it contains a number of institutional-related uses (dormitories and dwelling use for Staff), which is not permitted due to multiple uses on the parcel as well as an institutional use on the parcel that is not a permitted principal use in the R-53 district. This determination was made in 2012 upon receipt and review of a request for a Zoning Confirmation Letter.

**Development of the parcel on the existing site or by a lot split on an separate proposed lot is not permitted without either Board of Zoning Appeals (BZA) or City Council Special Use Permit (SUP) approval. The BZA has the specific ability under Section 114-1040.3(15) to permit the, "Reduction in the area of a lot which a nonconforming use is located . . ."**

For this reason, this office will not review the submitted POD request at this time.



# Department of Public Works

*Providing a clean, safe and healthy environment*

## Traffic Engineering Section

### *Intra-city Correspondence*

Date: June 23, 2015  
To: Lory Markham  
From: Travis Bridewell, Operations Manager  
Subject: Various land development documents from the Department of Planning and Development Review  
Review comments from a traffic safety/operations standpoint

RE: POD review – 1311 Westwood Avenue

- Entrances on the minor streets
  - o For this size development it is desirable to have an entrance on both minor streets for improved circulation. I see an entrance on Westwood Ave but none on Rennie Ave.
- Brook Road
  - o I recommend to lengthen the NB left turn lane on Brook Road at Westwood Ave given the increased traffic and since there are no new median breaks to serve this development between Rennie Ave and Westwood Ave. The existing taper/storage is 35'/85'. I suggest at least a 100' taper and 150' storage.
- Sidewalk opportunities
  - o There are many sidewalk opportunities on Rennie Ave.





# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

Date: July 29, 2015

To: Leigh Kelley, DCD

From: Art Tate

Subject: 1311 Westwood Ave

The Department of Fire and Emergency Services has no objection. The expectation is placed on the developers and contractors to follow all codes including, but not limited to, the Virginia Statewide Fire Prevention Code which identifies the International Fire code 2012 edition as a technical reference. Other reviews may generate additional comments.

Art Tate  
Fire Protection Plans Reviewer  
804-646-5434