

From: [Tony D. Tolentino](#)
To: [Chris Aebel](#); chris@mcleskey.com; [Murphy, Lisa M.](#)
Cc: [Matthew H. Gifford](#); [Marchelle L. Coleman](#); [Rachael Miller](#); [Whitney K. McNamara](#); [Eric S. Loescher](#); [Jannelle A. Logan](#); [Richard B. Corpus](#); [Ricky L. Cobb](#); [Paul J. Scully](#); [Jeffrey Klindienst](#)
Subject: Pre-submittal Meeting Notes for Ocean Park (14 lots on Marlin Bay)
Date: Thursday, May 30, 2024 9:53:00 AM
Attachments: [image001.png](#)

Chris, Chris and Lisa,

Thank you for attending the May 16, 2024 pre-submittal meeting to discuss the requirements for a proposed Duplex development on Marlin Bay Drive and Winston Place. Below is a summary of key items discussed at the meeting.

Project Overview

- 14 Existing lots to be developed as Duplexes
- Property Zoned PDH1

Planning Administration – Marchelle Coleman, mcoleman@vb.gov, (757) 385-4906

- On July 13, 1970, this property was conditionally rezoned to PD-H1, adopting a Land Use Plan for this area. The Land Use Plan indicates that this area, noted as Section 3 (2.7 acres), was approved to be developed with 28 units, duplexes on each lot.
- Staff reviewed the file and could not find any dimensional requirements associated with the Land Use Plan. If you have any documentation to indicate the dimensional requirements approved for this plan, please provide to Staff. If not, the setback requirements will fall under the requirements for duplexes in the A-12 Apartment District, as indicated in [Sec. 1110](#). (c) of the Zoning Ordinance stating within a PD-H1 District, all of the principal uses within an A-12 Apartment District are permitted.

Dimensional Requirements for A-12 Apartment District for Duplexes:

Per [Section 602 of the Zoning Ordinance](#) – the following dimensional requirements should apply for the I-1 Light Industrial District:

- Minimum lot area in square feet: 10,000 square feet
- Minimum lot width in feet: 75 feet
- **Minimum front yard setback in feet: 30 feet**
- **Minimum side yard setback in feet: 10 feet**
- **Minimum side yard setback adjacent to street in feet: 30 feet**
- **Minimum rear yard setback in feet: 10 feet**

Parking Requirements

- Per [Section 203 of the Zoning Ordinance](#) requires the following: (11) Dwellings, single-family, semidetached, duplex and attached: Two (2) spaces per dwelling unit;

Height Requirements

- [Per Section 604 of the Zoning Ordinance](#) - (a) For the A-12 and A-18 Apartment Districts, the maximum-height for all buildings and structures is thirty-five (35) feet.

Comprehensive Planning – Rachael Miller, racmiller@vbgov.com (757) 385-7548

Guidelines Based on Policy Document:

- Project falls within the Suburban Area
 - Guiding principles are to create and maintain neighborhood stability, protect and enhance natural open spaces, and create and maintain a connective multimodal transportation network. (p. 1-60)
 - New residential areas should be visually interesting and encourage greater social interaction, accommodate active transportation users, and provide a careful mix of land uses (p. 1-61).
 - Staff recommends utilizing the Shore Drive Corridor Design Guidelines when designing the homes.

Guidelines Based on Reference Handbook:

- “Natural site features and landform should be considered in the early stages of development design prior to building placement. Natural site amenities may consist of a significant stand of trees, unusual topographic conditions, natural drainage patterns, and similar natural features and should be preserved to the greatest degree possible. Natural characteristics create a sense of place on undeveloped sites that can be expanded upon during the development process.” (p. B-6)
 - What efforts will be made to preserve mature tree stands on each property?
 - Look to reduce impervious surfaces as this development will clear an urban forest fragment. Consider shared parking between two lots to reduce the number of individual curb cuts

Active Transportation Plan

- The ATP shows a network of soft trails and pathways in the preservation area below this parcel. Could there be discussion about how to connect this development to those trail ways?

Comp planning staff needs to see:

- Building elevations and a list of building materials and any renderings produced

Reach out to Bayfront Advisory Commission for their comments and review

Links:

- **Comprehensive Plan Policy Document:** https://s3.us-east-1.amazonaws.com/virginia-beach-departments-docs/planning/Comprehensive-Plan/Adopted/Comp-Plan-2016_policy-doc.pdf
- **Active Transportation Plan:** <https://s3.us-east-1.amazonaws.com/virginia-beach-departments-docs/planning/Comprehensive-Plan/Master-Transportation-Plan/Active-Transportation-Plan.pdf>

DSC Landscape -Jeff Klindienst, jklindie@vbgov.com , (757) 385-8757

- City ordinance Appendix E, Sec 1.4,A,1 specifies tree canopy requirements based on lot size.
- Pages 128 and 129 of the City of Virginia Beach Landscaping Guide lists the required square footage of tree canopy based on lot sizes.
- Examples of small, medium, and large trees are listed on pages 97, 98 and 99 of the City of Virginia Beach Landscaping Guide. The lists show how many square feet of canopy each category of tree counts towards. Trees not on the lists can be used if they grow well in this area and are not known to be invasive.
- Existing tree canopy can be counted towards the required canopy if the trees are identified on the site plan, are in good condition and tree protection installed and maintained throughout construction.
- If existing tree canopy is to be used, the square footage needs to be delineated on the site

plan.

- City of Virginia Beach Landscaping Guide: <https://s3.us-east-1.amazonaws.com/virginia-beach-departments-docs/planning/Land-Development/Landscaping-Guide.pdf>

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Planning/Development Liaison—PJ Scully, pscully@vbgov.com, (757)385-5692

- Mitigation rates will be required for all existing forested area/tree canopy removed from within the city's right-of-way (ROW). Mitigation rates for forested area removal within the ROW are assessed at \$29,925 per acre.

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Traffic—Ricky Cobb, rcobb@vbgov.com, (757) 385-8429

- It is not clear if curb & gutter is being proposed with new roadway. If curb & gutter is not being proposed a variance will be required in accordance with Section 1.2 of the Public Works Design Standards Manual.
- 30' face of curb to face of curb typical section requires one side of the street to be signed "NO PARKING".
- As laid out the roadway appears to be pushed to the north side of the right-way reducing the verge/buffer area to less than the typical 10 feet from the face of curb to the right-of-way line. The buffer area is utilized for the placement of signs, streetlights, etc. With the reduced buffer area and the proposed location of the storm infrastructure there is no room for placement of streetlights and signs in the right-of-way.
- The location of the dry detention facility must meet clear zone requirements in accordance with VDOT and AASHTO requirements.
- If curb & gutter is not being proposed shrubs or some other means should be utilized to provide a visual and horizontal separation between the end of the cul-de-sac and the existing path.

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Fire Marshal's Office – Matt Gifford, mgifford@vbgov.com (757) 385-1085

- Fire Department access is required to within 150' of all portions of the buildings.
- Fire Lanes are required for this project, Roads over 26 feet but less than 32 feet wide require Fire Lanes on one side.
- The maximum travel distance from any building to a fire hydrant is 400 feet as measured along an approved Fire Apparatus Access Road.

Public Utilities—Rich Corpus, (757) 385-4056, rcorpus@vbgov.com

1. Sewer availability

- a. There is an existing 10-inch city sanitary sewer gravity main along Chesterfield Ave and transitions to an existing 8-inch city sanitary sewer gravity main along Marlin Bay Drive.
- b. There is an existing 8-inch city sanitary sewer gravity main along Winston Place/Marlin Bay Drive.
- c. Maintain a 10-ft horizontal separation between pipes when extending the main. Maintain an 18-inch vertical separation when crossing pipes.
- d. Provide separate sanitary sewer laterals to each unit.
- e. Site is in Pump Station Service Area # 308.

2. Water availability

- a. There is an existing 6-inch city water main along Marlin Bay Drive and Chesterfield Avenue.
- b. There is an existing 8-inch city water main along Winston Place/Marlin Bay Drive.
- c. Maintain a 10-ft horizontal separation between pipes when extending the water main. Maintain an 18-inch vertical separation when crossing pipes.
- d. Provide separate water service lines for each unit.

Planning/DSC Stormwater—Eric Loescher, (757) 385-7664, eloescher@vbgov.com

Storm Drainage and Civil Site Requirements (DSC Engineer)

- 1. Existing site information
 - a. Watershed - Chesapeake Bay
 - b. Drainage Basin – Western Lynnhaven River
 - i. master drainage study is available – City Submodel was provided to Timmons in October 2022.
 - ii. Tailwaters (From City’s Master Drainage Study)
 - 1. Node 03000-068: (along Winston Pl./Marlin Bay Dr.) – upstream of pump station
 - a. 10-yr+1.5’SLR = 1.62
 - b. 100-yr base (no SLR) = 2.14
 - 2. Node 03020-002B: (upstream end of dual 54” culverts) – downstream of pump station and tidally influenced
 - a. 10-yr+1.5’SLR = 4.74
 - b. 100-yr base (no SLR) = 4.59
 - b. Floodplain/RPA/SWS buffer
 - i. FEMA flood zone AE, BFE = 7.00 (Marlin Bay) and 8.00 (Lockhaven)
 - 1. Minimum lowest floor elevation = 2’ plus FEMA BFE
- 1. Drainage quality & quantity requirements
 - a. LDA > 2,500 SF water quality and quantity must be addressed.
 - b. IIB Stormwater Criteria: IIB quality and quantity (see exception below from 9/6/2022 presubmittal meeting)
 - i. Previously approved E&S plan (DSC File# G03-011303-ES) was submitted in 2020 to extend IIC water quality grandfathering for portions of the site. Project must be under construction by July 1, 2024 to remain grandfathered for water quality only (*This will no longer be in effect as this does not qualify for this grandfathering any longer)
 - c. New impervious > 20,000 SF required to use the City SWMM model
 - d. Water quantity must address the following: a) channel protection, b) flood protection, c) design storm – 10-year storm and d) check storm - 100-year storm.
- 2. Horizontal layout issues
 - a. Common plan of development would require SWMF/BMP requirements and included in the SW design
 - b. For duplexes, and agreement in lieu would not be used, but instead individual lots have SW management or be included overall with the

roadway design

- c. Stormwater infrastructure for roads need to meet PWDSM. If specific standards cannot be met, variances will need to be submitted for review.
- d. Public roadways are required to be above 100-yr elevation and remain passable. If this standard cannot be met, a PW variance must be submitted.
- e. Required easements
 - i. public drainage easements along the storm sewer that runs parallel to the proposed road
 - ii. The SWMF/BMP needs to meet required setbacks
 - iii. The SWMF/BMP should be on a separate lot out of the R/W
(A BMP within the R/W or on City property is not supported)

4. Required documents

- a. SWMF-MA template
- b. CGP – Required for land disturbance greater than 1 acre.
- c. SWMF Maintenance Agreement required during site plan.
- d. Nutrient Credits – Letter of availability and affidavit of purchase

Planning Administration/Floodplain – Whitney McNamara, wmcnamar@vbgov.com (757) 385-8615

- All structures will need to meet the requirements of Appendix K, Floodplain Ordinance, including elevating both the structure and mechanical equipment with 2 feet of freeboard. Garages may be at a lower elevation provided flood resistant materials are used to the design flood elevation and flood vents are installed.

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Miscellaneous—Tony Tolentino, (757) 385-8506, ttolenti@vbgov.com

- Please be advised, the notes listed above identify the key topics of discussion from the meeting. This summary is not intended to be an all-inclusive list of review comments or requirements, but rather, guidance for the design and development of the project. Additional requirements may need to be met during application submittal or plan review based on all City Ordinances, Policies, and Standards

Antonio D. Tolentino, P.E.

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