



R. Joseph Emerson Jr., AICP
Director of Planning
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COMMONWEALTH OF VIRGINIA COUNTY OF HENRICO

March 19, 2019

Townes Site Engineering
Zack Wilkins, P.E.
9850 Lori Road, Suite 201
Chesterfield, VA 23832

Re: Project Isaac
Original Plan Review I
POD2019-00105

Dear Mr. Wilkins:

The Planning Department has completed its review of the referenced plans received March 07, 2019. The following items are required to be addressed:

- 1) The proposed project will also require approval by the White Oak Technology Park Design Review Board (DRB). A meeting date with the DRB has yet to be determined, tentatively, April 4th, April 5th and April 8th are available. In addition to the Conceptual and Preliminary Plan approval, they will also need to approve the following later:**
 - a) Covenants Section 7.02 – Final Plan.
 - b) Covenants Section 7.07 – Signage plan.
 - c) Covenants Section 7.08 – External (site) lighting plan.
 - d) Covenants Section 7.08 and 7.12 – Streetscape plan for Portugee Road.
 - e) Covenants Section 7.12 – Landscaping plan. In addition to the specific sections of the Covenant and the Guidelines referring to landscaping, some items in particular to consider during this design are as follows:
 - i) Guidelines Section M (3) – Sod shall be used in parking lot islands, between the building and parking lot, and along access drives adjoining public roads.
 - ii) Guidelines Section M (6) – Confirm that all landscaped areas will be irrigated.
 - iii) Screening of surface parking areas per Exhibit B, Section F (3)
- 2) The following items have already been identified as requiring specific approval of the DRB:**
 - a) Section 7.03 only allows for grading within the paving setback for particular instances. Sheet C-11 (E&S Ph II) implies that there will be some sort of activity within the paving setback adjacent to the entrance to Portugee Road, however, sheet C-21 (Grading) does not indicate grading in the same corresponding area. Please advise as to what is being proposed on C-11 that is not reflective on C-21.
 - b) Section 7.16 Fuel Facilities – Requires that fuel storage and dispensing facilities may only be included with review and approval by the DRB. Multiple are shown within the mechanical storage yard.

3) The following comments are related to the Covenants that govern this site that are administered by the DRB. Additional information that addresses these comments is required prior to the DRB meeting for the Conceptual and Preliminary Plan review:

- a) Revised layout as a result of comments from other agencies.
- b) Covenants Section 7.10 Screening – Requires that all outside storage areas are screened with a screen wall as approved by the DRB.
 - i) Please confirm that all outside storage is within the mechanical yard screen walls.
 - ii) Please also confirm that the screen walls are taller than any items within the walls.
 - iii) How is access into the mechanical areas provided? The elevations and the civil plans do not match up. i.e. the screen door on the elevation does not correspond to a vehicular access on the civil plans.
- c) Covenants Section 7.11 Loading Docks and Service Areas – Requires that all materials, supplies or equipment shall be screened.
 - i) One side of the loading dock is screened by the building, but the other side is exposed.
- d) Covenants Section 7.17 – Provide details and locations for all gates and fencing.
 - i) Is the metal security fencing proposed the only type of fencing on site?
 - (1) What color is the metal security fencing?
 - ii) Gate details are needed.
- e) Covenants Section 7.20 – Construction Standards (e) Maximum proposed slope – Ensure that the maximum proposed slope is of a 3:1 ratio.
- f) Covenants Section 7.20 – Construction Standards (g) (iv) Construction Staging Areas – Requires that the location of construction staging and access ways to the Improvement locations should be shown on the Preliminary Plans.
- g) Guidelines Section B (1) – Confirm that any proposed concrete block in the building design will have a visible light reflectance of less than 20%.
- h) Guidelines Section B (3) – Provide details for screening of roof mounted mechanical equipment for the main buildings and for the guardhouse. If items are ground mounted, then please advise how they will be screened on the ground.
- i) Guidelines Section D – Site Coverage – As discussed, provide calculations demonstrating that the 40% open space requirement is met.
- j) Guidelines, Section E (4) ceremonial vehicular drives/drop offs and ceremonial pedestrian walkways/terraces shall be provided for all main building entrances. Most such areas have attractive landscaping through a mix of evergreen and deciduous trees, bushes and ground cover and hardscape features such as statues, benches, flag poles and pedestrian scale lighting.
- k) Guidelines, Section E (5) separate entrances for delivery traffic and employee/visitor traffic shall be provided.
- l) Guidelines Section F (1) Continuous parking spaces - Only 19 parking spaces are permitted in a row before a parking island and its associated landscaping are required.
- m) Guidelines Section K (5) Dumpster screening - Indicate the method of screening and provide details such as height, material and color of screening.
- n) Guidelines Section M (4) 30' landscape buffer - Indicate the required 30' landscape buffer from interior property lines. Should be shown on all sheets.

4) Provide the following for the DRB and adjust existing plans as necessary:

- a) Update Master Plan, C-03, with the following information:
 - i) Label approximate setbacks to adjacent property lines from all buildings.
 - (1) Re-label the 50' buffer as the 50' paving setback.
 - (2) Draw and label the 30' landscape buffer.
 - (3) Limits of clearing and tree save.
 - (4) Label and indicate the new fence line. (See comment 4 e)
 - (5) Provide building square footage for the guardhouse.
 - (6) Label that building 2 will be constructed in the future and that all site work shown will be completed with the initial phase.
 - (7) Label the large grass area between the building and the proposed tree line.
 - (8) Label the BMP.
 - (9) Draw the other side of Portugee Road and provide its ownership and zoning information.
 - (10) Within the ROW, indicate the distance from the site to the intersections of Portugee Road with Technology Boulevard and Memorial Drive.
- b) Architectural plan comments.
 - i) Is the architectural design / appearance of building 2 to match what is proposed for building 1?
 - ii) Any thoughts to adding additional colors? The expanse and visual mass of the same color wall along the side elevations needs to be broken up.
 - iii) Any thoughts to adding windows to the rear where the support side of the structure is?
- c) Provide renderings of the following proposed items, including dimensional, material and color information:
 - i) Any proposed pedestrian scale furniture and hardware.
 - ii) Screen wall.
 - iii) Guardhouse is missing dimensional information.
- d) Pull the proposed security fence line so that it is at least 10' away from the 50' paving setbacks. Adjust the tree save and/or upper silt fence location accordingly.
- e) How is access to the guard house provided?
 - i) Should there be a parking space adjacent to it or is the intent for the person to walk from the parking spaces inside the fence to the guard house or is the guard house un-manned?
- f) Is drainage from this site going to the north towards the existing BMP's on the adjacent property? An easement will need to be recorded in the event that the ownership of either property changes.
- g) For those driving cars, trucks, tractor trailers etc., elaborate on how the site will function for those who have turned into the facility by mistake or are denied entry.
- h) What is the future purpose of the large open space between the buildings and the buffer? Can the excess soil be placed on the pad site for building 2 instead of in this location thereby reducing the amount of clearing? Preserving a larger buffer is certainly preferable to an open field.
- i) Please examine increasing the amount of tree save by tightening the footprint of the slope / large field.
- j) What is the anticipated volume of truck traffic per building, per week?

5) The following comments must be addressed in the submittal prior to review by the Planning Commission:

- a) Tree Protections measures i.e. the orange snow fencing or super silt fence need to be proposed along the edge of clearing. Please update all affected sheets.
- b) A Tree protection diagram.
- c) Updated Master Plan needed, in accordance with previous comment 4 A.
- d) Any revised elevations or layout as approved by the DRB.
- e) Confirm that the location of the proposed property line to the east is accurate and therefore that the acreage as stated on the plans is accurate.

6) The following must be addressed prior to construction plan approval:

- a) On the cover sheet address the following:
 - i) Add the specific DRB certificate language. See attached as an example.
 - ii) Add the following to the title of the plan: "Master Plan."
 - iii) Add POD2019-00105 and POD2019-XXXXX in the upper right-hand corner.
 - iv) Provide the State Route for Elko Road on the vicinity map.
- b) On the cover sheet, under Site Data, address the following:
 - i) #4 – Three address place holders have been assigned, Building 1 is 3510 Portugee Road and Building 2 is 3530 Portugee Road while the guard house is 3500 Portugee Road. Additional addresses can be assigned to this building, i.e. for the Administration portion if requested. Please update this field with these addresses. Using an address will aid in the coordination of the plans and permit within Henrico County.
 - ii) #10 E – Remove the HC striped area figures. The only area used for parking is literally the 9 x 18 parking space itself.
 - iii) #13 – Adjust the Tree Canopy calculations to take into account the different figure for the deduction for parking.
 - iv) #14 – As discussed, fix the Open Space calculation to ensure that Open Space is at least 40%.
- c) On C-10
 - i) Around inlet 11, 11A and 11B the symbols are confusing. Is the proposed tree line accurate or the chain symbol that appears to indicate the limits of clearing accurate? This will also affect whether the DRB needs to request an exception to allow clearing with the paving setback.
- d) On C-11
 - i) Around line storm water line 86, the same confusing symbols.
- e) On C-17 and C-18
 - i) Move the waterline that is between the building and Portugee Road to the west to avoid impacting landscaping areas as much as possible.
 - ii) What is the material of the ground cover proposed between the driveway and the walls of the mechanical area?
- f) On C-21
- g) The grading plan / tree line and pipes don't match up with the limits of clearing i.e. along line 86.

7) Additional comments may be forthcoming once comments from other agencies have been received.

8) Additional comments may be forthcoming once these comments have been addressed.

I will send you the comments from the other agencies once received. Our Staff/Developer meeting is scheduled for Thursday, March 21, 2019 at 10AM EST. If you should have any questions concerning the Planning comments, please contact me at gre31@henrico.us or 804-501-5290.

Sincerely,



Anthony Greulich
County Planner IV

CC: SWO Logistics LLC – Kevin Snead via email
Economic Development Authority – Twyla Powell via email