

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



March 30, 2020

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

Robinson Development Group, Inc.
c/o Thomas Robinson
150 W Main Street, Ste 100
Norfolk, VA 23510

Townes Site Engineering
c/o Zackary Wilkins
1 Park West Circle, Ste 108
Midlothian, VA 23114

RE: POD# POD2020-00117
Tidemark# POD2020-00117
Dominion Boulevard Apartments –
Phase 1 and Master Plan
Plan of Development Plan Review
Comments

Sirs:

The Planning Department has completed its review of the above-referenced Plan of Development (POD) plans, received March 06, 2020, and has the following comments that need to be addressed prior to staff recommending approval to the Planning Commission:

1. Confirm that the applicant will contact the Henrico Police Department and that a Crime Prevention plan will be implemented for the Commercial building. This should be completed prior to CO for this building. This is required per condition #15 of the PUP.
2. Per the UMU section of the POD application and per the UMU ordinance, a landscape plan is required to be submitted at the time of the initial filing of a UMU POD. Please provide.
 - a. This landscape plan must show all proposed easements, light pole locations, both bollards, parking lot etc., and all hardscape features to attempt to ensure that there are no conflicts.
 - b. The layout should also reflect any changes made to the layout from the civil plan in response to comments from staff.
 - c. Please ensure that tree wells are provided and are of adequate dimensions as required within the Guidelines.
3. Tree wells and easement are not shown on the site lighting plan so the plan cannot be reviewed adequately for conflicts. Some hardscape is shown, but not all. Please revise and provide.
4. How does the proposed lighting coordinate with existing lighting in the immediate area and with the lighting approved with Innslake?
5. As with the landscape plan, ensure that any layout changes are reflected on the layout for the lighting plan.
6. The lighting plan must show all proposed easements, tree locations, both bollards, parking lot etc., and all hardscape features to attempt to ensure that there are no conflicts.
 - a. Lighting Plan 2 and 3 show a fixture E pole. Is this existing or proposed? Please amend.
 - b. Only one bollard lighting is shown, is only one proposed throughout the whole complex?

7. Perhaps provide a hardscape plan that incorporates the sidewalks, landscaping, lighting and street furniture and other streetscape items on one sheet. This should be scalable with referenced distances to ensure compliance with the Guidelines and easements for conflicts.
8. Provide evidence that the applicant has the right to work within the recorded easement that governs the existing private driveway to the office condos? If they need to be amended to reflect the new owner, then please ensure that is recorded prior to construction plan approval.
 - a. Moving forward who will maintain this access driveway?
 - b. Please note that I am not an attorney, nor do I pretend to be one, so my reading of the existing easements may be wrong.
9. At the time of re-zoning there was some concern over the parking plan, therefore please provide a narrative explaining how this parking plan is accurate and that you do not anticipate any future parking concerns.
 - a. Related to this, will parking spaces be assigned as discussed at the time of re-zoning? If not, why not?
10. Please provide in writing how the delivery and distribution of packages and deliveries in general will occur within this development. It was stated during the re-zoning that loading spaces would not be necessary, which is contrary to what the Zoning Ordinance requires. Dedicated loading spaces may or may not be required based on your response.
11. Covenants will need to be recorded prior to construction plan approval.
 - a. Will the existing covenants for Innsbrook be amended to include this property or will new ones be proposed?
 - b. If something is recorded, please provide the recorded document including its Deed Book and Page number.
12. A Master Plan is required that shows the overall development of this site and the surrounding sites. This appears to be what sheet C-2 is, but it is not labelled as a Master Plan. The Master Plan should also contain the following information:
 - a. Add a note that this project satisfies Section 24-34 (E) as the site is within the Innsbrook Overlay District that bounds the roads that meet the required classification.
 - b. All project information as stated on the conceptual site plan as provided by the architect.
 - c. Parking as per the Parking Schedule.
 - i. Include an idea as to when which parking spaces will be constructed.
 - d. List the percentages of uses.
 - e. State the percentage of open space and which areas contribute to this overall figure.
 - i. Include what your definition of Open Space is.
 - f. Illustrate the various distances are required to ensure that the project, both phases, meets the intent of Proffer #5.
 - g. As per PUP Condition #7 advise what the required parking would be using the UMU Code ratio and identify the difference between what would be required by Code vs what is allowed with this accompanying re-zoning case and its parking study.
 - i. Indicate the conceptual location of additional parking to make up the difference as required.
 - h. Show potential outside vendor areas to ensure that they would work.
 - i. As per proffer # 19 and 20, show the asphalt pedestrian paths to the property to the South.
 - j. Label the following, provided the minimum distances:
 - i. Edge of the parking proposed with Phase I to Sadler Road.
 - ii. Edge of the building proposed with Phase I to Sadler Road.
 - iii. Edge of the parking proposed with Phase II to Sadler Road.
 - iv. Edge of the building proposed with Phase II to Sadler Road.

13. Per the Innsbrook Urban Mixed-Use District Urban Design Guidelines (Guidelines), the following items and information need to be addressed:
 - a. Page 14 – Typical Street Section Type “C” - Indicates a layout for a street with angled parking on both sides. Is this going to be provided?
 - i. Please confirm that the other, matching side of streetscape improvements will be proposed and constructed adjacent to Phase II.
 - ii. This comment primarily concerns the southern side of the proposed driveway between the site and the adjacent Wells Fargo. The southern side of this driveway must have some sort of streetscape treatment as outlined in the Guidelines.
 - b. Page 17, 4 – Provide details as to the finish pattern in the sidewalk.
 - c. Page 18, 6 – Provide details as to the special intersection design with the commercial building. It appears to be shown in a different hatching, but more details are needed.
 - d. Page 18, 7 – Provide details as to the sidewalk crossing the service entrance. It appears to be shown in a different hatching, but more details are needed.
 - e. Page 20 – Are any outdoor plazas proposed? It appears that there are multiple entrances where this could occur, even if it is simply an entry plaza. Fencing or bollards along with pedestrian scale lighting and hardscape in these areas, that also connect with the sidewalk etc., would be appropriate and attractive.
 - f. Page 33, Chart – The maximum front setback is 25’. The proposed building appears to exceed this in multiple areas between the building and the 10’ concrete sidewalk adjacent to the existing driveway to the office condos. Please provide dimensional call outs where this does occur and request that the **Director of Planning** grant an exception as permitted in the same section. This should be a separate letter and not included in the response to comments letter.
 - g. Page 38, C 1 – States that all main entrances need to be clearly defined. How this is proposed should be shown on the layout sheet and on the elevations.
14. Details of the following items should be provided where applicable:
 - a. Retaining walls
 - b. Guard rails
 - c. Bike Racks
 - d. Planters
 - e. Any other proposed hardscape items
15. Suggest that a separate page for easements to be dedicated to the County is provided.
16. Architectural information and sheets
 - a. For the Commercial building provide details of the glass railing. Provide an insert that provides dimensions, materials and color.
 - i. If stairs are needed to connect the site with the adjacent sidewalk, provide an idea of the appearance.
 - ii. Stairs and retaining walls should blend with the proposed building.
 - b. Where are the hardscape items on the conceptual hardscape plan such as benches, trash cans, outdoor plazas etc.,
 - i. Only 1 bollard light is shown. Is this accurate?
 - c. Provide revised elevations with the correct cardinal directions labelled. In some instances, the same viewpoint has multiple cardinal directions stated depending on what page you are examining.
 - i. Provide a key chart to aid in determining cardinal directions and to aid in identifying what part of the building is shown.
 - d. Is the intent to not provide internal elevations?

- e. Provide additional treatments to the portions of the parking garage that are visible from the driveways and adjacent properties.
 - i. The portion of the parking garage facing southwards towards the adjacent property particularly needs to be addressed. It is also facing a visible, 4-way intersection.
- f. Page 38, C 1 – States that all main entrances need to be clearly defined. How this is proposed should be shown on the layout sheet and on the elevations.
- g. All pedestrian and vehicular entrance points to the proposed structures should have distinctive features announcing that these are entrance points, please elaborate on the design proposed and ensure that it is in accordance with page 40 of the Guidelines.
- h. All exterior doors should be secured access i.e. will they have card readers or other similar safety measures.
- i. There are recessed doors that will need to be adequately lit for safety purposes.
- j. Where will Police Call boxes be located?
- k. What is the purpose of the “hole” in the façade facing the commercial building? Is this open space to provide access to the courtyard?
 - i. How does this function?
 - ii. Should the island be enlarged?
 - iii. Should a sidewalk specifically lead to this?
- l. Provide conceptual ideas of what will be within each respective courtyard.
 - i. How are they to function.
- m. Composite Plan Lvl 1 through 6
 - i. Please label all empty rooms as to their use. I can generally identify residential units and uses.
 - ii. What pedestrian safety measures are to be proposed at the edges of the striped areas within the parking decks. I would suggest bollards or similar pedestrian protection measures.
- n. Composite Plan Lvl 1
 - i. How does the trash by the elevators get to the service area/loading areas?
 - 1. Per Guidelines, page 44 and 45, all movements of such uses are to be internal and screened. It appears that as currently proposed, this will not be met.
 - 2. Add a note that trash receptacles can only be serviced (i.e. when the trash truck picks up the trash) between the hours of 6:00am and midnight.
 - ii. All lobbies should be labelled as such.
 - iii. Per Guidelines, page 39, all lobbies should have specific features to draw attention to them from the outside.
 - iv. What is the material between the sidewalks and the proposed driveways? Without adequate labelling, it will be easy to overlook.
 - 1. There are multiple instances where doors open onto an unknown surface. Please identify. Perhaps these areas could be plazas?
- o. Composite Plan Lvl 2
 - i. Label all the live/work units.
 - ii. Is a doorway missing from the one room that has a label of vestibule?
- p. Composite Plan Lvl 6
 - i. Is the garage open to the air or enclosed?
 - 1. If open, what lights are proposed. Provide height, cutsheet and photometric information.
 - ii. Is the elevator access labelled correctly?
 - iii. Is there elevator access to this level?

- iv. How does the roof function?
 - 1. Is it open to the public or residences only?
 - 2. Is a parapet wall proposed for pedestrian safety?
 - v. Is there access to the roof above the residences on the 6th floor?
17. Please label the width of all sidewalks and pedestrian paths, including the width of any required ADA bump outs for passing.
- a. Per page 19 of the Guidelines all sidewalks are to be 6' wide at a minimum, but some appear to be less.
18. C-11
- a. There cannot be more than 17 parking spaces in a row without a parking island. Please address.
 - b. Show the asphalt connections as noted for the Master Plan.

The following items need to be addressed prior to construction plan approval.

- 1. C-1 – General
 - a. Add POD2020-00117 in the upper right corner
 - b. Add landscape and lighting plan to the title.
- 2. C-1 – Site statistics
 - a. 7 – add the word Commercial building and Live/Work units to the list of uses
 - b. 8C – Add REZ2020-00020
 - c. 8E – add PUP2019-00008 and PUP2020-00006
 - d. 10 – Add the words “Parking Plan per PUP2019-00008” after parking schedule.
 - e. 10A – Add 467 maximum with Phase I
 - f. 10B – Per parking schedule, 467 spaces are required with Phase I
 - g. 10C – Keep the two separate figures and provide a total.
 - h. 13 – Confirm that the building AC is the footprint of all buildings.
 - i. 13 – Tree canopy for a UMU is 15%, should be 49,308 sq ft required, unless other figures change.
 - j. Additional comments regarding the Site Statistics may be forthcoming as the plan review continues and information is added to the plans.
- 3. C-3
 - a. Why does there appear to be an existing gravel entrance to the site from Sadler Road.
 - i. Can this be removed so that it does not appear that this will be a construction entrance to the site?
 - b. Need to provide calculations that the Wells Fargo site can meet its required parking counts after the removal of a portion of their parking spaces.
 - c. Add the language from Proffer #10 and #17 to this sheet.
- 4. C-5
 - a. The Guidelines emphasize that the preservation of existing trees is of importance, however the grading plan does not appear to indicate that there is much, if any tree save. There appears to be trees in the southwestern portion of the site towards Sadler Road that should be preserved as much as possible. Please provide tree protection fencing of the orange, snow fencing type.
 - i. Provide details.
 - ii. Ensure that the language for the installation of these measures is in the various narratives.
 - b. Add the language from Proffer #10 and #17 to this sheet.
 - c. On the typical sidewalk detail, what is the purpose of the 2 – 2” PVC conduit for?

5. C-7
 - a. Provide a construction staging plan that clearly indicates the location of potential stockpile, trailer location etc.,
 - b. Add the language from Proffer #10 and #17 to this sheet.
6. C-11
 - a. Show dumpster and truck movements.
 - b. Label the surfaces in-between sidewalks, driveways and buildings.
 - c. Only 1 sidewalk connection is shown towards the future development with Phase II. Other sidewalks need to be contemplated, shown and constructed with this Phase.
7. C-12
 - a. The hydrant on the westernmost side of the plan needs to be located in the middle of the island vs. towards one site so that symmetrical plantings can be proposed.
 - b. Can the location of the waterline be adjusted so that it is centered, and the resulting easements do not impact the adjacent landscape areas.
 - c. Indicate location of retaining wall and label top of wall and bottom of wall and provide the maximum height.
 - d. How will the site function with regards to the potential grade difference? I am primarily concerned with pedestrian accessibility.
 - i. Provide stair details etc.,
8. C-17
 - a. Where is Innsbrook lake #3?
9. C-22
 - a. Add approval letters under REZ2020-00020 and PUP2020-00006 when available.
 - b. Leave room for POD approval letter.
 - c. Leave room for any approval letters associated with any exceptions granted to the Design Guidelines.
10. See additional Standard Comments (attached) from the Planning Department.
11. See additional comments from other review agencies.

Revised plans and a written response to review comments must be received as soon as possible. These plans need to undergo a full review by all review staff before a recommendation to the Planning Commission can be considered. There are too many items that need to be provided in order to provide a complete recommendation. You may contact me at 804-501-5290 or gre31@henrico.us if you need any additional information.

Sincerely,



Anthony Greulich
County Planner