

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



May 3, 2021

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

Virginia Electric and Power Company
c/o Blaine Garrett
707 East Main Street
Richmond, VA 23219

Dominion Realty Partners, LLC
c/o Michael Campbell
101 North 5th Street, Suite B
Richmond, VA 23219

Rummel, Klepper & Kahl, LLP
c/o Malachi Mills, P.E.
2100 East Cary Street, Suite 309
Richmond, VA 23219

RE: POD# POD2021-00116
 Tidemark# POD2021-0065
 Innsbrook Dominion Residences -
 Reconsideration
 Original Plan Review Comments I

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received April 12, 2021, and has the following comments:

In terms of timing.

The Conditional Plan is scheduled to be reviewed by the Planning Commission/Director of Planning for May 26th.

The POD re-consideration is scheduled to be reviewed by the Planning Commission/Director of Planning for June 23rd. The layout sheets for the POD re-consideration should reflect any changes made to the Conditional Plan.

Final approval of the plat should occur while the POD re-consideration is approved.

- 1. For staff to make a positive recommendation to the Planning Commission please address these comments.**
2. What is the timing of the construction of the development? Apartments first or Townhomes? This affects what the plat shows and what information needs to be recorded with the subdivision plat for the Townhomes; what is recorded prior and what is recorded after the subdivision plat is recorded.
3. What is the intention from a legal perspective with regards to easements and legal access to the townhome area vs. the apartment area or is everyone entitled to go everywhere?

4. As with the comments on the Conditional plan, revise sheets C8.01, C8.02 and C8.03 and re-submit. These revised sheets must include the following:
 - a. Was the requirement that setbacks are measured from the rear deck contemplated with this design? Any thoughts to re-designing the layout to accommodate this?
 - b. Was the 10' required common area between town home blocks contemplated with this design? Any thoughts to re-designing the layout to accommodate this?
 - c. Add a note that no other setbacks are contemplated with this proposal. *This needs to be discussed with the Director of Planning.*
 - d. Add a note that there is a zero-setback required between Townhome blocks and other Townhome blocks or property lines. *This needs to be discussed with the Director of Planning.*
 - e. Show block letters instead of townhouse building numbers.
 - f. Label the 25' Transitional Buffer along the western and northern property line.
 - g. Label the 10' Transitional Buffer along the eastern property line.
 - h. Show lot lines and provide typical setbacks.
 - i. Front is 18' and Rear is 15'.
 - i. Provide the distance from the deck to the rear property line.
 - j. Show all easements, access, maintenance, drainage, utility, common area etc.,
 - k. Include the setback diagram from the approved, conceptual plan.
 - l. Remove the 25' max line from the TH Section, also known as Parcel B.
5. Please request the following variance from the Director of Planning:
 - a. Rear setback of the Townhome units is measured from the back of the building and not from the rear, above ground deck. *This needs to be discussed with the Director of Planning.*
 - b. Please prepare a similar letter as to the one used for the request to exceed the 25' maximum setback for the apartment building. I would continue to reference Note 4 from the Guidelines. I would also reference how proffer #1 permits the Director to grant variances and that balconies were contemplated with the elevations presented with the re-zoning and provisional use permit cases. *This needs to be discussed with the Director of Planning.*
6. **The following are required prior to construction plan approval.** I have included comments from the last POD review as a full re-submittal has not been provided yet.
7. General
8. All offsite easements must be recorded prior to construction plan approval. This can be a lengthy process, so please plan accordingly. This applies to all sewer, drainage etc., easements.
9. Covenants need to be submitted for review prior to construction plans approval and approved prior to building permit approval.
 - a. Ensure that parking is noted as being prohibited in a Fire Lane.
10. The plat for the extension and dedication of ROW for Waterfront Place must be submitted for review prior to construction plan approval and recorded prior to building permit approval.
11. Details of the retaining wall, color, material need to be provided.
12. Remove the plats from the construction plans.
13. Add a sheet titled "easements" that will show all proposed public and private easements to be recorded for this site.
14. Add the PC/Director of Planning approval letter for POD2021-00165 and the Variance request that was recently provided to you to the plan set.
 - a. Please ensure that there is room for subsequent approval letters for the POD reconsideration, the Conditional Subdivision, and the Final Subdivision and the upcoming, variance request and approval.

15. Ensure that the Re-zoning and PUP approval letters and conceptual plan are included in the plan set. Please add a note that the Guidelines are within the POD case files.
16. Update the existing conditions sheet and any subsequent layers as improvements from neighboring properties are removed from the subject property.
17. Review and respond to all comments on the plats.
18. C1.00
19. Replace POD2021-00116 in the upper right-hand corner with POD2021-00165.
20. Add POD2021-XXXXX adjacent to POD2021-00165. This will be filled later.
21. Add the words and symbols, (Reconsideration) after the word *Residences* in the plan title.
22. Under the sheet index, please rename C8.00 as the *Master Plan*.
23. Site Data
24. Request a new address from the Addressing Division of the Planning Department.
25. Under Previous Approval
 - a. A – Add POD2021-00116.
26. Under Tree Canopy
 - a. Confirm that the Building area to be deducted is the FOOTPRINT total.
 - b. Ensure that all additional easements for the townhomes are now included as a deduction.
27. Under exceptions granted, only the variance for the 25' setback was approved by the Director of Planning. The other were agreed to under a different process and therefore do not need to be listed here.
 - a. Assuming that the rear setback variance is approved, that letter would need to be added.
28. C5.00
29. A tree protection diagram is needed. Must be the orange safety fencing one as preserving the existing perimeter vegetation is as much a priority as alerting the neighborhood via the conspicuous orange fencing, that this is occurring.
30. C7.00
31. Approximately how tall will the various stockpiles be?
32. C7.02
33. The Culvert Inlet Protection is off site. Is there a public easement or a private easement granting permission to conduct this work? Please provide evidence and indicate the DB and PG number on this plan sheet.
34. C8.00
35. Clearly show the different lines and areas of re-zoning.
36. Parking information in the Site Statistics is different from what is shown in the Project totals. Please correct.
37. Either extend the proposed driveways to the property lines to the east i.e. the common boundary, or leave at their current extent and record an access/construction/maintenance easement to the current property owner of the respective properties to the east to ensure that this connection occurs in the future.
38. Add a note that there is a zero-setback required between Townhome blocks and other Townhome blocks or property lines. *This needs to be discussed with the Director of Planning.*

39. Add a note to refer to subsequent layout sheets for pavement details, design articulation and street furniture locations.
40. Label the sidewalk and typical green areas.
41. Show block letters instead of townhouse building numbers.
42. Label the 25' Transitional Buffer along the western and northern property line.
43. Label the 10' Transitional Buffer along the eastern property line.
44. Examine additional sidewalks from the townhome style units to connect to the perimeter sidewalk.
45. Indicate some areas where the building exceeds this requirement.
46. Who maintains the private portion of Dominion Boulevard that is constructed with this plan of development, but is located outside the property lines of the town house development?
 - a. The conceptual plan indicated the sidewalk would still be included in the development.
 - b. Ownership needs to be resolved prior to construction plan approval. Easements etc., may need to be provided so that the current property owner is not linked to the plans and the plat and therefore their signature required on potentially all corrected plats etc.,
47. Update the layout so that this sheet continues to match layout information shown on sheets C8.01 and C8.02.
48. C8.01 and C8.02
49. Show lot lines and provide typical setbacks.
 - a. Front is 18' and Rear is 15'.
 - b. Add a note that no other setbacks are contemplated with this proposal. *This needs to be discussed with the Director of Planning.*
50. Provide the distance from the deck to the rear property line.
51. Provide the distance from the rear of the building to the rear property line.
 - a. Add a note that per Variance request approved XX by the Director of Planning, this is the rear setback. *This needs to be discussed with the Director of Planning.*
52. Show all easements, access, maintenance, drainage, utility, common area etc.,
53. Include the setback diagram from the approved, conceptual plan.
54. Remove the 25' max line from the TH Section, also known as Parcel B.
55. Propose a 6' to 8' tall wall at the end of alleys to provide a visual and sound barrier between the alley and the adjacent single family homes. This does not apply to Building #9 or #10.
56. Show all light pole locations. Do not need to show any building mounted lights.
57. Coordinate the location of light poles with the location of mail kiosks.
58. Provide details for all sidewalk zones where the material is more than simply flat concrete i.e. those zones that are to be highlighted with special surface treatment and patterns.
59. Clearly show the different lines and areas of re-zoning.
60. Update C8.01 to match layout information shown on sheet C8.00.
61. L4.00
62. White Fringetree should be spec'd at 8' HT at install as per Zoning Ordinance for minimum requirements.
63. VA Sweetspire should be spec'd at 18" to 24" as install as per Zoning Ordinance for minimum requirements.
64. All general landscape trees are to be installed at 2 ½ " caliper as per the Zoning Ordinance for minimum requirements. Please update the caliper for American Hornbeam, Black Gum and Little Leaf Linden.
65. Please provide the average on center distance between the trees along all roads. Per the Design Guidelines it should be between 25' and 40' OC.

66. 15% Tree Canopy is based on UMU zoning code requirement, not due to office designation. Please update.
67. C9.03
68. Offside easement must be recorded prior to construction plan approval. Due to the length of this process, please submit as soon as possible.
69. C11.01
70. Provide details of the retaining wall, indicating material, color, appearance and label as a typical diagram.
71. C11.04
72. Please file a Final subdivision for the extension and dedication of right of way for the extension of Waterfront Place. This would be labelled as Innsbrook Section O, extension of Waterfront Place, resubdivision of a portion of Innsbrook, Section H.
 - a. Construction plans are not required assuming that the construction plans for this extension is within these construction plans. Otherwise, include all items as required under the Final Subdivision application (<https://henrico.us/pdfs/planning/apps/finsub.pdf>)
 - b. Plats are required.
73. L5.00
74. Remove the note that the lighting fixtures can be adjusted only with prior approval of the Innsbrook Association. This change would require review by Henrico County.
75. Relocate all ground mounted streetlights that are over Public Easement or over infrastructure.
76. See additional Standard Comments (attached) from the Planning Department.
77. See additional comments (attached) from other review agencies.

The above comments are subject to change due to the required review and interpretation of the proposal by the Director of Planning.

The comment(s) indicated must be addressed prior to the scheduled Director of Planning discussion / Planning Commission discussion on June 23rd to review and approve this proposal under the COVID emergency measures. The above comments may be revised based upon discussions at the staff developer conference, scheduled for May 6, 2021 at 9am. Revised plans and a written response to review comments must be received by June 9, 2021, in order to be considered for the agenda. I would suggest working on these comments after the layout of the CONDITIONAL is worked out. You may contact me at 804-501-5290 or gre31@henrico.us if you need any additional information prior to the meeting.

Sincerely,



Anthony Greulich
County Planner