

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

July 5, 2022

GRP 1780 Union Ave LLC ET AL  
c/o Dan Flambolz  
1212 York Road, Suite C300  
Timonium, MD 21093

Greenspring Realty Partners, LLC  
c/o Dan Flambolz  
1212 York Road, Suite C300  
Lutherville, MD 21093

Bohler Engineering VA LLC  
c/o Brian Miller, P.E.  
9100 Arboretum Parkway, Ste 360  
Richmond, VA 23236

RE: POD2022-00305  
Insurance Auto Auctions - Portugee  
Road  
**POD**  
Original Plan Review Comments I

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, June 14, 2022 and has the following comments:

❖ **POD Approval: The following items must be addressed prior to approval of the plan:**

1. A Transitional Buffer 50' between the M-3 zoned site and adjacent A-1 zoned sites is required to be identified and accounted for on multiple layout, grading, and landscaping sheets.
  - Parcels 836-702-3616, 839-703-5745, 840-703-2235 and 840-702-4764 come to mind.
  - The TB 50' can be achieved through the preservation of existing vegetation and the commitment that it will not be damaged in the future. This would seem to be something that the applicant would be present to staff in lieu of new plantings to provide the required buffer between the site and parcels 840-703-2235 and 840-702-4764.
  - Revised sheets are required.
2. Code Section 24-4324 F 3, requires screening of a "Towing or Wrecker Service" use. This is the portion of the overall site outside of the bounds of the area identified with Provisional Use Permit (PUP) under PUP2022-00007. This requires an opaque wall or fence, seven feet in height, with a Transitional Buffer 35' in front of it. See attached.
  - Specifically, this is along the property line abutting LaFrance Road, south of the area identified in the PUP towards the RR property.
  - Revised layout, grading and landscaping sheets are required.
  - The revision should also include the change from a 6' perimeter chain link fence to an opaque fence on all sheets. Staff suggests that it should match the fence detail in the PUP case.

3. Provide a diagram of the wooden fence that is shown in the PUP case but has design criteria detail identified such as height, material, color information. This is to prevent confusion in the field during construction.
4. The provided fence diagram for the chain link fence is difficult to read and the detail is blurry.
  - Revised sheets are required.
5. The site lighting plan does not meet several sections of the Site lighting Code as there are numerous areas that do not meet the required lumen count. There are also comments from the Police Department that need to be addressed related to this. See attached section of Code.
  - Revised site lighting plan is required.
6. The elevations for the building depict metal buildings. All of the buildings should have some enhancements to them i.e. masonry base, awnings etc.,
  - Revised elevations are required.
7. Identify the location of all HVAC and Mechanical equipment and how these various items will be screened.
  - Revised layout and elevations are required.
8. A letter is required that identifies how the site functions. This was raised at the conceptual plan submittal review and most of these items were addressed verbally, but nothing was provided *in writing* for the file. The submittal of this information may help to address other comments from other agencies. The following should be explained:
  - How the site functions in terms of the different zones and how each area interacts with another.
  - How the fencing and gating is designed to function. How is access granted.
  - The extent of the site that is open to the public, including hours of operation.
9. The boundary between what is termed "Towing and Wrecker Service" vs "Salvage and Junkyard" need to be identified on the plans. How this separation will be indicated in the field and how it will be maintained needs to be explained.
  - Revised layout sheets are required.
  - A narrative needs to be provided for the file.
10. Per Section 24-5312 D there cannot be more than 19 parking spaces in a row.
  - Revised layout and landscaping sheets are required.

**Planning Department Comments** – The following Planning comments must be addressed prior to final approval of construction plans:

11. General

12. Provide a Tree Protection diagram that specifies the orange, snow fencing.
13. Add the attached Zoning Conformance Letter to the plan set. This defines the two areas of use.
14. The Health Department must approve of the location of the septic field. Information regarding this field and the soil information must be submitted with the next submittal.
15. Provide a sheet that depicts all public easements to be granted to the County.
16. All potential locations for trailers, office trailers, temporary storage piles, laydown areas etc., must be indicated on the plans and the distance from them to the nearest ROW indicated.
  - These areas should be labelled as approximate locations.
  - These areas must meet the required front yard setback.

17. C101

18. Add POD2022-00305 in the upper right-hand corner.
19. Adjacent to this number add POD2022-XXXXX as a place holder.
20. The name of the title of the plans should state "Insurance Auto Auctions - Portugee Road – Site, Utility and Site Lighting plans"
21. Under the sheet index, label that the landscaping plans are conceptual. Add this same label to each landscaping sheet.

22. Site Data

23. #7 – State that the uses proposed are "Towing and Wrecker Service" and "Salvage and Junkyard"
24. #10 a – Required parking is the total square footage of the three buildings at 1.5/1,000. See below. Please revise the figure.
25. #10 b – Parking for uses under "Towing and Wrecker Service" and "Salvage and Junkyard" are both at the ratio of 1.5 per 1,000 sq ft of building devoted to those uses.
26. #10 C – Adjust to take into account any changes to the layout affecting parking.
27. #10 E – Greenspace needs to be provided.
  - It is 5% of the total amount of drive aisles and parking spaces in the front lot of the building. This does not include the areas for "Towing and Wrecker Service" and "Salvage and Junkyard".
28. #12 – Provide square footages for each individual building.
29. #13 – Update based on any adjusted limits of disturbance and additional preserved or provided vegetation.
30. #14 - Provide the 10% Open Space requirements. Note that the BMP can only be used to satisfy the entire amount and that the BMP must be a useable space to qualify.

31. C301

32. Add a note that the maximum height of the vehicles will be one vehicle high. This note should apply to both the "Towing and Wrecker Service" and the "Salvage and Junkyard" areas.

33. C302

34. Indicate the location of the access devices for the gates.

- 35. C304 and C305
- 36. Adjust the labelling for the different style of fence.
- 37. Label the A-1 zoned property.
  
- 38. C306
- 39. Show the easternmost property line.
- 40. Label the required TB 50' from this easternmost property line and the northeastern property line. This should be shown adjacent to 839-703-5745, 840-703-2235 and 840-702-4764.
- 41. Label the A-1 zoning on these adjacent properties.
  
- 42. C307
- 43. Identify the top coat material for the different road designations.
  
- 44. C404, C405 and C406.
- 45. Ensure that the TB 50' can be met through the combination of the preservation of existing material or the installation of new material.
  
- 46. C406, C606 and C613
- 47. Indicate the easternmost property line.
- 48. Indicate the TB 50' line.
  
- 49. C706
- 50. Provide the calculations that the 35% native species requirement is met.
- 51. Update the plant schedule to reflect the additional landscaping that need to be proposed.

❖ See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for **July 7, 2022 at 10 am EST**. Revised plans and a written response to review comments must be received by **July 8, 2022** in order to be considered prior to preparation of the **Director's agenda**. You may contact me at [gre31@henrico.us](mailto:gre31@henrico.us) or 804-501-5290 if you need any additional information regarding my comments.

Sincerely,



Anthony Greulich  
County Planner