

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

December 5, 2022

Robert Steffens  
7301 W. 133<sup>rd</sup> Street, Suite 200  
Overland KS 66213

RE:     POD2022-00605  
        Project Tropical  
        Concept Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced Concept Plan, received November 18, 2022, and has the following comments:

❖ DRD Related Items:

1. The White Oak Technology Park Design Review Board (DRB) must grant Conceptual approval prior to approval of the POD by the Director of Planning. If any deviations from the Covenants/Guidelines are requested or specific approvals needed by the DRB, the applicant needs to provide supporting information for consideration by the DRB.
2. The DRB must approve the following items, in accordance with the Covenants and Design Guidelines for the White Oak Technology Park (WOTP):
  - a. Layout, grading, and utility plans which address the following:
    - i. Label the 50' paving and 100' building setbacks along Portugee Road. Label the minimum 50' side and rear yard setbacks next to applicable property lines. Label the 30' landscape buffer next to any property line not adjacent to a public right-of-way. (Covenants - Section 7.03)
    - ii. Any clearing or grading, or improvements such as fencing, screening walls, gates and gatehouses, etc., must be specifically approved by the DRB if proposed within the 50' paving setback. (Covenants - Section 7.03)
    - iii. Setback areas are intended to be maintained in their natural condition with existing vegetation to be preserved. Please clearly clarify the extent of clearing near or within the 50' paving setback. (Covenants - Section 7.03)
    - iv. Please clarify the function of the temporary contractor parking area. Please indicate when this parking will be installed, when it will be removed, what material will the parking surface consist of, and what will this area revert to once no longer used for temporary parking. (Covenants - Section 7.06)
    - v. Include details for all proposed fences and associated gates/gatehouses, including materials, colors, dimensions. All fencing and associated gate/gatehouses are subject to specific approval by the DRB. (Covenants – 7.17)
    - vi. Include details for screening of all mechanical yards, including dimensions and materials. All screening is subject to approval by the DRB. (Covenants - Section 7.10)

- vii. All loading areas and service areas shall be located between the rear of any building and the rear property line, unless otherwise approved by the DRB if sufficient landscaping, berming, or compatible screening is provided between such areas the public rights-of-way. Loading areas for Building 2 and the unidentified building to the southeast of Building 2 appear to show loading areas facing North toward Portugee Road (Covenants – Section 7.11 / Guidelines – Section K)
- viii. Any screening fences must be at least 8' feet in height. Equipment or storage may not protrude above any screening fence. (Guidelines – Section K)
- b. Lighting and Landscape plans which address the following:
  - i. Include open space statistics noting no more than 60 percent of the site as covered by buildings, driveways, and parking areas. A minimum of 40 percent of the site shall be retained as permanent open space. (Guidelines – Section D)
  - ii. Confirm if streetscape including streetlights will be provided adjacent to any road improvements along Portugee Road. (Covenants – Section 7.12)
  - iii. A 30' landscaped space is required between any office or office/service building and a parking lot. Please revise the plan if applicable (Guidelines - Section M).
  - iv. Include a photometric plan with footcandles up to the property line labeled. Lighting may not exceed 0.5 footcandles at the property. (Covenants – Section 7.08 / Guidelines – Section H).
  - v. All parking lot light fixtures must be full cut off fixture types and mounted on poles not to exceed 30' feet in height. (Guidelines – Section H)
  - vi. All surface parking shall be screened to block ground level view of automobiles below their hoodlines and reduce visibility of automobiles from public streets from landscaping and/or berms. (Guidelines – Section F)
  - vii. Lighting for pedestrian paths, sidewalks, and/or walkways may not exceed 12' feet in height. Illumination achieving an average 2.0 footcandles shall be provided along any pedestrian facilities. (Guidelines – Section H)
  - viii. Parking lot illumination must be in the range of one to two footcandles. (Guidelines – Section H)
- c. Architectural Elevations which address the following:
  - i. Include elevations and floor plans for all proposed buildings onsite. The elevations must include building height dimensions. Include specific material and color descriptions for all proposed exterior building materials. Height shall be a maximum of 50 feet unless otherwise specifically approved by the DRB. (Guidelines – Section B and Section C)
  - ii. All accessory outbuildings must comply with building setbacks and be constructed from materials compatible in quality and appearance with those in the primary buildings on site. (Guidelines – Section B).
  - iii. Include ceremonial vehicular drive/drop off areas and ceremonial pedestrian walkways/terraces for all main building entrances. (Guidelines – Section E)
  - iv. Provide enhanced elevations for any building façade facing Portugee Road. Such enhancements may include varied architectural elements, colors, and/or materials. (Guidelines - Section B)

- v. Please clarify the gray colored area for Buildings 1 and 2. Is this exposed foundation?
  - vi. Confirm no exterior wall is faced with a material which emits a visible light reflectance greater than 20 percent. (Guidelines – Section B)
- 3. Include a written narrative of the project describing the use of each building, structure, or other site feature. Please include information related to phasing, construction staging, anticipated number of employees, if any internal connections are to be provided to adjacent campuses (i.e. sidewalks or golf cart paths?), anticipated construction start date and completion date by full CO issuance, etc.

❖ POD Related Items:

- 1. The White Oak Technology Park Design Review Board (DRB) must grant Conceptual approval prior to POD approval.
  - a. The case will not be presented to the DRB until any DRB related issues (see above) are resolved.
- 2. Should the development be phased, include a master plan specifying locations for each individual phase.
- 3. On the Henrico County standard cover sheet, including the following:
  - a. Total site acreage, net acreage (minus floodplain or any R/W dedication), and disturbed area.
  - b. Include parking calcs per Sec. 24-5110. Data centers require 2.0 spaces per 1,000 square feet of **office**.
  - c. Include parking lot interior greenspace calculations per Sec. 24-5312.
  - d. Provide ten percent (10%) tree canopy coverage.
- 4. Label Portugee Road as a Major Collector.
- 5. M-2 lot dimensional requirements apply. Provide the following setbacks on the layout:
  - a. Front yard – 25' feet
  - b. Interior side yard(s) – 0' feet
  - c. Rear yard – 30' feet
- 6. Per Sec. 24-5104.B, site entrances shall have a maximum width of 50 feet and separated a minimum of 25 feet from any other entrance or exit. This requirement may be waived by the County Engineer and Planning Director jointly authorize a waiver due to traffic safety concerns. If a waiver is desired, please provide justification for consideration by the County Engineer and Planning Director.
- 7. Screening for any outdoor storage areas, loading and service areas, HVAC, mechanical and utility equipment must be screened in accordance with Sec. 24-5311.B.
- 8. Include a tree protection plan with tree protection fencing shown next to areas with existing trees to be preserved.
- 9. Any retaining walls proposed must meet standards of Sec. 24-5407.
- 10. Per Sec. 24-4314, communication towers under 50' feet in height may be approved with a building permit. Communication towers greater than 50' feet may also be approved by a building if they are camouflaged in accordance with Sec. 24-4314.F. Graphically show and label communication tower locations on the POD layout.
- 11. Include a lighting plan which includes the following:
  - a. Photometric plan, manufacture details, pole mounting detail, and height dimensions.
  - b. Ensure proposed lighting meets requirements set forth by WOTP Design Guidelines (see above).
- 12. Include a conceptual landscape plan which addresses the following:

- a. Parking lot interior landscaping equaling at least five percent of the total parking area.
  - b. Landscape strips no less than six feet (6') in width along the perimeter of any parking lots planted per Sec. 24-5312.C.
  - c. Three (3) shrubs per 10 feet of building frontage facing public rights-of-way per Sec. 24-5309.
  - d. Label the transitional buffer 50 which is required next to A-1 zoned property. Existing vegetation may be preserved to meet this requirement.
13. See additional comments/responses previously provided on December 1, 2022, from County of Henrico (copy attached).
- ❖ See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for December 8, 2022, at 10:00 a.m. You may contact me at (804) 501-4626 and [nor020@henrico.us](mailto:nor020@henrico.us) if you need any additional information prior to the meeting.

Sincerely,



Spencer A. Norman  
County Planner