

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

December 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  
          POD2022-00599  
          Insurance Auto Auctions - Portugee  
          Road  
          POD Plan  
          Construction Plan Review Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced construction plans, received November 15, 2022, and has the following comments.:

1. General
2. Any thoughts to consolidating the two parcels?
3. Elevations were not provided as indicated in the response to comments letter. They must include the 3' high knee wall as agreed to around the main office building.
4. The details for the HVAC screening were not included within the plans set.
5. Provide a Tree Protection diagram that specifies the orange, snow fencing. – Repeat comment.
6. Add the attached Zoning Conformance Letter to the plan set. This defines the two areas of use.
7. 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. – Repeat comment.
  - a. These areas should be labelled as approximate locations.
  - b. These areas must meet the required front yard setback.
8. Where is the note that states that IAA takes environmental compliance seriously and will have on site spill prevention measures in place. I can't find it.

9. C101
10. Replace POD2022-XXXXX with POD2022-00599.
  - a. Both numbers should be in the upper right-hand corner of the plans and orientated so that they can be read when the plans are rolled.
11. C101 - Site Data – Repeat comments
12. #7 – State that the uses proposed are “Towing and Wrecker Service” and “Salvage and Junkyard”
13. #10 a – Required parking is the total square footage of the three buildings at 1.5/1,000. See below. Please revise the figure and the information as stated in the plans.
14. #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.
15. #10 C – Adjust to take into account any changes to the layout affecting parking.
16. #10 E – Greenspace needs to be provided.
  - a. 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”.
17. #12 – Provide square footages for each individual building in this section.
18. #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.
  - a. Where was this provided?
19. C301 AND all layout sheets.
20. 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.
21. C304 and C305 – Repeat comment
22. Label the A-1 zoned property.
23. C306 - Repeat
24. Show the easternmost property line.
25. 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.
26. Label the A-1 zoning on these adjacent properties.
27. C-308
28. Add a note to the wooden fence detail that the posts are to be screwed in, not nailed in to the posts.
29. Add a note indicating how high the chain link fence is.
30. Add a note indicating how high the barbed wire fencing portion is.
31. Add a note indicating the total height.
32. Add a note that the applicant specifically requests that this type of security fencing is permitted on the site.
  - a. Provide a letter that briefly indicates the reasons for this request.
33. C-403
34. Provide at least one more contour line between the tree protection and the indicate contour line of 147.

35. C406, C606 and C613
36. Indicate the easternmost property line.
37. Indicate the TB 50' line.
  
38. C-502
39. Provide dimensions for each leg of the utility easement.
  
40. C-701 through C-708
41. Make the note that the plans are conceptual larger and in bold.
  
42. C-701
43. Add a note that the eastern Transitional Buffer will be met through the retention and preservation of natural and existing vegetation.
  
44. C-702
45. Indicate all light pole locations.
46. Indicate all public easements to be dedicated to the County.
  
47. C706
48. Provide the calculations that the 35% native species requirement is met.
  
49. C-902
50. The photometric levels cannot fall below 1.0 foot candles in any parking spaces or any sidewalk.
51. Provide the average foot candle value within the parking spaces.
52. Provide the average foot candle value within the sidewalks.
53. Add a column that indicates the Mounted Height and provide that figure for each type of lighting proposed, including the wall mounted lights.
54. Add the following notes:
  - a. All lights will be Dark Sky compliant
  - b. All lights will have a zero-degree tilt.
  - c. All lights will be full cut off.
55. Move the pole out of the middle of the island. The island needs to provide maximum screening. Suggest that it is located along the drive aisle from Portugee Road.
56. Indicate all public easements to be dedicated to the County to avoid conflicts.
  
57. Additional comments may be necessary pending comments from other agencies.

The Planning Department has not yet received comments from all other agencies. Upon receipt of all review comments, Planning will notify you of the appropriate action for resubmission of plans.

It needs to be noted that I have indicated what page(s) the comment refers to, so please revise that page. Also, in your response to comments letter, please indicate what page is being revised to address which question. 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