

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



October 26, 2022

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

GRP 1780 Union Ave LLC., ET AL  
Attn: Daniel Flamholz  
1212 York Road, Suite C300  
Timonium, MD 21093

Greenspring Realty Partners, LLC.  
Attn: Dan Flamholz  
1212 York Road Suite C300  
Lutherville, MD 21093

RE:     POD2022-00305  
Insurance Auto Auctions – Portugee  
Road

Sir/Madame:

The Director of Planning granted your request for approval of a Plan of Development and lighting plan as required by Chapter 24, Section 24-2314 of the Henrico County Code, to construct a one-story 9,750 square foot office building, a one-story 6,000 square foot storage building, a one-story 2,250 square foot storage building, and associated infrastructure improvements for a towing and wrecker service, and a salvage and junkyard. The 92.77-acre site is located on the south line of Portugee Road at its intersection with LaFrance Road, approximately 1,275 feet west of the intersection of Portugee Road and Memorial Drive, on parcels 837-703-5428 and 839-702-5177. The Director of Planning granted this request, subject to the following conditions:

1. The Plan of Development shall be revised as annotated on the staff plan dated **October 19, 2022**, which shall be as much a part of this approval as if details were fully described herein. Revised plans, including the detailed drainage, erosion control and utility plans, shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning to the Engineer that all comments have been addressed, plans for signature shall be submitted to the Department of Planning for approval signatures. The approved plan shall be attached to the building permit application.
2. The owner shall enter into the necessary contracts with the Department of Public Utilities for connections to public water. The septic tank location shall be approved by the County Health Department before a Construction Plan is approved. Connection shall be made to the public sewer when available within 300 feet of the site/building.
3. The Director of the Department of Public Utilities shall approve the plan of development for construction of public water and sewer, prior to beginning any construction of these utilities. The

Department of Public Utilities shall be notified at least 48 hours prior to the start of any County water or sewer construction.

4. Two copies of an Erosion and Sediment Control Agreement with required escrow shall be submitted to the Department of Public Works. Approval is required prior to construction plan approval and beginning construction. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
5. Traffic control signs shall be provided as required by the Department of Public Works and shall be maintained in good condition.
6. The easements for drainage and utilities as shown on approved plans shall be granted to the County in a form acceptable to the County Attorney prior to any occupancy permits being issued. The easement plats and any other required information shall be submitted to the County Real Property Agent at least sixty (60) days prior to requesting occupancy permits.
7. The owner shall have a set of plans approved by the Director of Public Works, Public Utilities and Director of Planning available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County Inspectors.
8. The property shall be developed and maintained as shown on the plan filed with the case and no changes or additions to the layout shall be made without the approval of the Director of Planning.
9. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.
10. The name of this development, as designated in this approval, shall be the name used for approval of future documents associated with this plan. A written request for a name change must be received and granted by the Department of Planning before such a change can be implemented.
11. Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including light spread and intensity diagrams, and fixture specifications and mounting heights details shall be revised as annotated on the staff plan and included with the construction plans for final signature.
12. The assigned property number(s) shall be displayed so it is easily readable from the street. If assistance is needed with the address, please contact the Department of Planning at 804-501-4602. The Planning Department must assign all property addresses.
13. Upon completion of the improvements and prior to the certification of the permanent occupancy permit, the owner shall furnish a statement by the engineer, surveyor, or landscape architect who supervised construction, that all improvements have been installed in substantial conformance with the approved plans, specifications, and County requirements.
14. Plan of Development approval is granted to the owner/applicant to whom it is issued. Upon written notification to the Planning Director, the approval may be transferred to subsequent owners in accordance with Chapter 24, Section 24-2314.C.3.(c).(3).C of the county code.
15. The location of all existing and proposed utility and mechanical equipment (including HVAC units, electric meters, junctions and accessory boxes, transformers, and generators) shall be identified on the landscape plan. All building mounted equipment shall be painted to match the building, and all equipment shall be screened by such measures as determined appropriate by the Director of Planning and in accordance with Section 24-5311 at the time of plan approval.
16. The conditions approved as part of provisional use permit case PUP2022-00007 shall be incorporated in this approval.
17. A plat for the widening of Portugee Road right-of-way, as shown on the approved plan, shall be submitted to the Real Property Division prior to approval of the construction plan, and shall be

recorded prior to requesting occupancy permits. The developer shall provide evidence of recordation to the Director of Public Works.

18. A plat for the widening of LaFrance Road right-of-way, as shown on the approved plan, shall be submitted to the Real Property Division prior to approval of the construction plan, and shall be recorded prior to requesting occupancy permits. The developer shall provide evidence of recordation to the Director of Public Works.
19. Approval of the construction plans by the Department of Public Works does not establish the curb and gutter elevations along the Henrico County maintained right-of-way. The elevations will be set by Henrico County.
20. Details for the multiple gates and locking devices at the entrances along Portugee Road shall be submitted for review by the Traffic Engineer, Police and approved by the County Fire Marshal. The owner or owner's contractor shall contact the County Fire Marshal prior to completion of the fence installation to test and inspect the operations of the gates. Evidence of the Fire Marshal's approval shall be provided to the Department of Planning by the owner prior to issuance of occupancy permits.
21. A construction staging plan which includes details for traffic control, fire protection, stockpile locations, construction fencing, and hours of construction shall be submitted for County review and prior to the approval of any final construction plans.
22. The owners shall not begin clearing of the site until the following conditions have been met:
  - The site engineer shall conspicuously illustrate on the plan of development or subdivision construction plan and the Erosion and Sediment Control Plan, the limits of the areas to be cleared and the methods of protecting the required buffer areas. The location of utility lines, drainage structures and easements shall be shown.
  - After the Erosion and Sediment Control Plan has been approved but prior to any clearing or grading operations of the site, the owner shall have the limits of clearing delineated with approved methods such as flagging, silt fencing or temporary fencing.
  - The site engineer shall certify in writing to the owner that the limits of clearing have been staked in accordance with the approved plans. A copy of this letter shall be sent to the Department of Planning and the Department of Public Works.
  - The owner shall be responsible for the protection of the buffer areas and for replanting and/or supplemental planting and other necessary improvements to the buffer as may be appropriate or required to correct problems. The details shall be included on the landscape plans for approval.
23. The applicant shall furnish proof to the Department of Planning that the conditions, satisfactory to the Health Department, have been met that ensure the proposed onsite sewage disposal drainfield system is suitable for this project prior to the issuance of a building permit.
24. Outside storage shall not be permitted except as shown on the approved plan.

There may be a requirement for a Wetlands Permit from the U.S. Army Corps of Engineers. Further information on such a requirement should be obtained by contacting the Corps at (804) 323-3781.

Also, you should be aware that a permit or permits may be required from the Virginia Department of Environmental Quality (DEQ). Please contact DEQ at (804) 527-5020 to determine the permit requirements of your proposed project.

Pursuant to Section 24-2314.C.5(c) of the Code of Henrico, this approval shall expire on **October 25, 2027**, unless building permits have been obtained for construction in accordance therewith; or a single one-year extension of approval has been granted by the Director of Planning as provided therein; or further extension of approval is otherwise provided by Section 15.2-2261 of the Code of Virginia.

The approval of this Plan of Development satisfies only the requirements of Chapter 24, Section 24-2314 of the Henrico County Code. The applicant shall be responsible for securing all necessary permits as required by law. A copy of the plan approved by the Director of Planning is available upon request.

When applying for your building permit, please attach a complete electronic set of the approved, signed construction plans and refer to case **POD-2022-00305**.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Joseph Emerson, Jr.", is positioned above the printed name.

R. Joseph Emerson, Jr., AICP  
Director of Planning

pc: Deputy Zoning Conformance Officer  
Building Official  
Real Estate Assessment  
Department of Public Utilities, Chief of Design  
Department of Public Works  
Division of Fire-Chief Fire Marshall  
Bohler Engineering – Attn: Brian Miller