

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



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

July 3, 2023

Union Tower LLC  
481 Carlisle Drive  
Herndon, VA 20170

Koontz Bryant Johnson Williams  
Attn: Simon Mueller  
1703 N. Parham Road  
Henrico, VA 23229

RE: POD2023-00256  
Dunkin' at Tower Plaza  
Site Plan – Original Plan Review  
Comments

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, received June 14, 2023 and has the following comments:

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

1. Per Proffer #6 accepted with REZ2023-00009, the existing landscaped buffer area shall be maintained. Provide a tree protection plan per Sec. 24-5313C to ensure the existing landscaping will be maintained. Identify all protected landscaping and detailed drawings of protective measures.
  - Why is the existing curb and gutter being removed? Consider utilizing existing curb and gutter to minimize disturbance to existing landscaping.
2. Address the following items associated with the lighting plan:
  - Regarding lighting, it does not appear approval was granted to change lighting fixtures to LED. Provide updated information/specifications regarding the existing lighting fixtures.
  - Provide average light illuminance of parking areas, pedestrian pathways, and at lot lines.
  - Confirm color of proposed wall mounted lighting matches color of existing lighting.
  - Confirm lighting will be full cut off, zero-degree tilt, and dark sky compliant.
3. Address the following conceptual landscaping plan items:
  - Per Sec. 24-5309 Foundation Landscaping, three shrubs per ten feet of the building perimeter facing the right-of-way of Cox Road are required. The conceptual landscape plan shows ornamental grasses.
  - Per Section 24-5312 Parking Lot Landscaping, additional perimeter plantings are required along the southwest perimeter of the parking lot and along the parking spaces to be modified along northeast corner.

- Per Section 24-5312 Parking Lot Landscaping, the striping that separates the drive through aisle from the two-way drive aisle should be raised and landscaped.
  - Provide landscape islands on either end of the parking row located plan south of the two-way drive aisle.
4. Identify the location of the HVAC unit(s). These will need to be screened per Sec. 24-5311.
  5. Mechanical equipment along the Cox Road elevation will also need to be screened per Sec. 24-5311.
  6. Confirm the use of the open space plaza? Will there be outdoor dining? If so, please provide more information regarding the number of seats, tables, will the hours of operation be different from that of the drive through?
  7. Enhance the architectural elevation of the building along Cox Road.

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

1. Provide specifications for menu board.
2. Advise of the status of the Transfer of Approval of POD-024-89.
3. Show the Tidemark number, "POD2023-00256" vertically in the upper right margin of each sheet.
4. On Sheets L2.1 and L2.2 add "Conceptual" to the title "Landscape Plan".
5. Revise the Site Data items on the Cover Sheet listed below:
  - Item 1. Provide the property owner's email address
  - Item 4. The site's address should be changed to 3401 Cox Road
  - Item 6. The site's zoning is B-2C
  - Item 8. Rezoning case C-23C-87 should be removed. This case is for the adjacent parcel, GPIN 747-757-4059.
  - Item 12 A. The building square footage should be 1,658 square feet instead of 1,650 square feet.
6. Identify on the Erosion and Sediment Control Plans the anticipated location of any necessary construction or office trailers that will be needed during construction. The construction trailer must meet setbacks. If this is not included, a separate temporary use permit application may be required in the future, which can be avoided if addressed with this plan. Staff advises this be shown conceptually in a location that will suit your client to avoid incurring additional cost and delay of construction.

❖ See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for July 6, 2023 at 1:00 p.m. Revised plans and a written response to review comments must be received by July 12, 2023, in order to be considered prior to preparation of the August Director's agenda. You may contact me at 804-501-5486 and bla55@henrico.us if you need any additional information prior to the meeting.

Sincerely,

Lisa Blankinship  
County Planner

pc: Union Tower, LLC