

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



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

September 11, 2023

Jane M. DuFrane
Highwoods Realty Limited Partnership
4501 Highwoods Parkway, Suite 400
Glen Allen, VA 23060

Edward L. Glass, P.E.
HG Design Studio
5701 Grove Avenue
Richmond, VA 23226

RE: POD2023-00386 / POD2023-00092
 Innsbrook North End – Infrastructure
 and Utility Plan
 Construction Plan Review Comments
 First Submission

Sir/Madame:

The Planning Department has completed its review of the above-referenced construction plan, received August 29, 2023, and has the following comments:

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

1. Retitle plan to, “Innsbrook North End – Infrastructure, Utility and Lighting Plan.”
2. Include construction plan case no. POD2023-00386 in addition to master case no. POD2023-00092 in the upper right-hand corner of all plan sheets.
3. On the Cover Sheet:
 - a. Under Site Data, No. 8, include PUP2021-00010 for previous PUP approval.
4. On the E&S Plan, Phase I, C2.01-C2.05:
 - a. Provide tree protection fencing around trees along Lake Brook Drive and the Highwoods One Connector Road which will be preserved for future streetscape. Include a tree protection detail which illustrates the type and height of required fencing. Amend sequence of construction to state tree protection measures will be installed before pre-construction meeting.
 - b. If a temporary construction trailer will be utilized, graphically show and label location. If trailers are not shown on the construction plans, Sec. 24-4510 requires approval of a Temporary Use Permit by the Board of Zoning Appeals (BZA) prior to placement of a trailer onsite.
5. On the Landscape and Lighting Plan, L5.09:
 - a. Omit note stating streetscape provided per Sec. V.B.3 of the Innsbrook UMU Guidelines as it does not appear this section is applicable. This section refers to planting standards for outdoor cafes.

Jane M. DuFrane

9/11/2023

Page 2

- b. Please provide more specific description of "North Road", "North Walkway", and "South Road" on the Calculation Summary.
 - c. Include pole mounting details for all fixture types proposed and dimension light fixture heights.
 - d. Include a note stating all light fixtures are full cut off and zero tilt fixture types.
6. See additional comments from other review agencies.

Due to the outstanding comments that must be addressed, additional construction plans are required to be submitted for review prior to submission of final plans for signature. Please submit 9 sets of construction plans, a written response to all review comments, and the POD and Site Plan Plans for Signature Application to the Permit Center.

Sincerely,

A handwritten signature in cursive script, appearing to read "Spencer Norman", followed by a horizontal line.

Spencer A. Norman
County Planner

pc: Highwoods Realty Limited Partnership – Attn: Mr. Jeffrey W. Emerson