

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

October 2, 2023



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

Townes Site Engineering
c/o Zachary Wilkins
1 Park West Circle, Suite 108
Midlothian, VA 23114

Quality Investment Property Richmond, LLC
c/o Sarah Blue
12851 Foster Street, Suite 205
Overland Park, KS 66213

RE: POD2023-00391
QTS Tract 10 Master Plan
POD/Master Plan
Original Plan Review Comments I

Sir/Madame:

The Planning Department has completed its review of the above-referenced plans, September 5, 2023, and has the following comments:

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

1. Provide conceptual landscape and lighting plan which address County Code and WOTP Covenant requirements and guidelines.
2. Fencing above 3.5' feet in height within any front yard requires approval by the Director of Planning with an Alternative Landscape Plan in accordance with Sec. 24-5404. Provide a written explanation justifying the need to install fencing above 3.5' feet in height within required front yards.
3. Receive conceptual and preliminary plan approval from the DRB.

❖ **DRB related issues:**

1. Section 7.03:
 - a) 50' paving and building setbacks required next to all side and rear property lines. Improvements and grading within such setbacks must receive written approval from the DRB.
2. Section 7.08
 - a) External lighting must be approved by the DRB. Please provide a lighting plan and a written description of proposed improvements to address this requirement. If not provided with the current POD, subsequent submissions for individual buildings must be filed as PODs and include lighting plans for consideration by the County and DRB.
 - b) Pedestrian lighting must be no more than 12' feet in height. Parking lot lighting must be no more than 30' feet in height.
 - c) See Guidelines Section H for additional information.

3. Section 7.10
 - a) Provide screen walls along each end of each building.
 - b) Provide method of screening of the proposed substation and how the substation will be accessed during construction and permanent operation. Include associated details. If not provided with current submittal, a subsequent POD will be required for the substation.
4. Section 7.12
 - a) Site landscaping must be approved by the DRB. Please provide a conceptual landscape plan illustrating proposed landscaping and a written description to address this requirement. If not provided with the current POD, subsequent submissions for individual buildings must be filed as PODs and include landscape plans for consideration by the County and DRB.
5. Section 7.16
 - a) Fuel storage and dispensing facilities require written approval by the DRB. Please confirm if any are proposed and if so, indicate location, height, material, and screening on revised plans.
6. Section 7.17
 - a) Any fencing must receive written approval from the DRB. Please provide a written explanation for all fencing proposed and note if proposed fencing is equivalent with fencing provided on previous PODs. See below for Henrico County Code requirements related to fencing.
7. Section 7.20
 - a) Confirm the extent of grading that will be required to accommodate this design. Grading within the 50' paving setback specifically requires DRB consent.
 - b) Confirm no slopes will be greater than 3:1.
 - c) Proposed retaining walls must consist of materials consistent the principal building. Please provide written description of proposed retaining walls and note how their materials will be consistent with principal building.
8. Guidelines Section B:
 - a) Confirm there will be no standard concrete block or glazing with visible reflectance greater than 20 percent.
9. Guidelines Section D:
 - a) Provide open space calculation for cumulative parcels. Provide open space calculations for individual parcels. No more than 60 percent of each site may be covered by buildings, driveways, or parking areas, and at least 40 percent of any site must be maintained as open space, unless otherwise approved by the DRB.
 - b) Provide a written explanation of justifying the amount of open space proposed.
10. Guidelines Section E:
 - a) Ceremonial entrances are required. Please provide revised plans illustrating ceremonial entrances and include associated details.
 - b) Provide internal sidewalks which connect each building to one another. Consider providing a sidewalk to the gatehouse, or provide how employees will travel to/from the gatehouse.
11. All fence details must be received so that the DRB can review and approve them as required.
12. As was agreed to with Project Isaac and other previous PODs, the extent of streetscape (landscaping and lighting) improvements along Portugee Road are limited to the portion that is improved with these plans i.e. the turn lane.
 - a) Illustrate required streetscape along Portugee Road with lighting and landscape plans.
 - b) Please make this request of staff in writing for documentation purposes.
13. Upon the review of more detailed plans, additional items may be required related to DRB approval.

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

1. Include master case no. POD2023-00391 in the upper right-hand corner of all plan sheets.
2. Provide building area information on the cover sheet.
3. Note open space and interior landscape requirements on the cover sheet.
4. On the Master Layout, Sheet C-02:
 - a) Graphically show and label phases lines.
 - b) Graphically show and label all WOTP Covenant and County Code setbacks. Each parcel, including those with BMPs, needs to meet setback requirements.
 - c) No portion of the substation area may be within 20' feet of the nearest property line.
 - d) Retaining walls must meet the standards of Sec. 24-5407. Please be advised this may require relocation of retaining walls depending upon their proposed heights.
 - e) Provide joint access easements for all shared access drives.
 - f) It appears two details are provided for the security fence, please specify which fence detail depicts the fence which is proposed.
5. On any lighting plan:
 - a) Provide footcandle averages for all parking lot, pedestrian pathways, and service and loading areas in accordance with Sec. 24-5503.
 - b) Include pole mounting detail with pole height dimensioned.
 - c) Include note indicating all light fixtures shall be full cut-off fixture types.

❖ See additional comments from other review agencies.

The above comments may be revised based upon discussions at the staff developer conference, scheduled for **October 5, 2022, at 2pm EST**. Revised plans and a written response to review comments must be received by **October 13, 2023** in order to be considered prior to preparation of the **Director's Agenda**.

Sincerely,



Spencer A. Norman
County Planner

CC: Executive Director (Industrial Development Authority of the County of Henrico) via email