

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



November 20, 2023

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

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  
Second Submission

Sir/Madame:

The Planning Department has completed its review of the above-referenced construction plan, received November 1, 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 POD approval letter for POD2023-00092 within the plan set (copy attached).
3. Per Condition # 17 of the approval for POD2023-00092, provide a construction staging plan or indicate which components of the plan comprise this plan.
4. On the Landscape and Lighting Plan, L5.09:
  - a. Provide specific species types of proposed trees and shrubs.
  - b. Adjust lighting models to ensure average footcandle level is no greater than 3.0 footcandles for the sidewalk for Lake Brook Extended.
5. 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.

Eddie Glass, P.E.

11/20/2023

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Sincerely,

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

Spencer A. Norman  
County Planner

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