



COUNTY OF ALBEMARLE
Department of Community Development
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ARB FINAL ACTION MEMO

Date: November 16, 2020

Time: 1:00 PM

Meeting Room: Virtual Meeting

Members:

Dade Van Der Werf, Chair: Present
Frank Stoner: Present
Fred Missel, Vice-Chair: Present
Frank Hancock: Absent

Staff:

Margaret Maliszewski
Khris Taggart
Carolyn Shaffer

CALL TO ORDER

Mr. Van Der Werf called the meeting to order at 1:01 p.m. and established a quorum.

DISCLOSURES: None.

PUBLIC COMMENT: Mr. Van Der Werf asked the other ARB members if they thought that public comment for items not on the regular review agenda should be added into ARB virtual meetings. There was consensus that public comment should be added and Mr. Van Der Werf asked staff to add the item to the next meeting's agenda.

CONSENT AGENDA

- a. **ARB-2020-104: Ivy Proper – Initial Site Plan** (TMP: 058A2-00-00-02000, 058A2-00-00-01400)

Location: On the north side of Rt. 250 across from Ivy Depot Lane

Proposal: To construct a 6,5000-sf office building and associated site improvements on approximately .87 acres.

Staff Contact: Khris Taggart

Representative for Project: Clint Shifflett

Motion: Mr. Stoner moved to approve the consent agenda and forward the recommendations outlined in the staff report for the Initial Site Plan to the Agent for the Site Review Committee, as follows.

- Regarding requirements to satisfy the design guidelines as per § 18-30.6.4c(2), (3) and (5) and recommended conditions of initial plan approval:
 - Prior to Initial Plan approval the following items shall be resolved to the satisfaction of the ARB: None. The ARB recommends approval of the Initial Plan without conditions.
- Regarding recommendations on the plan as it relates to the guidelines: None.
- Regarding conditions to be satisfied prior to issuance of a grading permit: None
- Regarding the final site plan submittal:

A Certificate of Appropriateness is required prior to final site plan approval. The following items and all items on the ARB Final Site Plan Checklist must be addressed:

 1. Provide architectural designs with the next submittal. Note that the EC-facing elevation of the building must have the appearance of a fully designed facade and the side elevations must be designed to eliminate blankness and achieve appropriate form, scale, etc.
 2. Show the location of mechanical equipment (building and ground mounted) on the site and architectural plans and show how it will be screened from the EC.
 3. Provide a detail of the dumpster enclosure in the site plan. Specify materials that are coordinated and compatible with the building.
 4. Include the standard mechanical equipment note on the architectural plans: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."
 5. Provide a lighting plan with the next submittal.
 6. Provide a complete plant schedule with the next submittal.
 7. Provide confirmation that easements will not conflict with the proposed/required landscaping.
 8. Adjust the site layout to provide sufficient planting area for large shade trees along the eastern perimeter of the parking lot.
 9. Submit a construction/landscape easement for any parking or landscaping that are proposed off-site.
 10. Provide trees at the west end of the parking lot and shrubs at the base of the northern retaining wall.
 11. Add the standard landscaping note to the landscape plan: "All site plantings of trees and shrubs shall be allowed to reach, and be maintained at, mature height; the topping of trees is prohibited. Shrubs and trees shall be pruned minimally and only to support the overall health of the plant."
 12. Show existing trees on the existing conditions plan.
 13. Indicate retaining wall material(s) and color(s) on the plan. A physical sample may be necessary for review.
 14. Provide landscaping at the base of the visible retaining walls to integrate them into the site.

15. Coordinate the tree line that is to remain throughout the site plan.

Mr. Missel seconded the motion.

The motion was carried by a vote of 3:0

WORK SESSIONS: None.

REGULAR REVIEW ITEMS: None.

OTHER BUSINESS

a. Brookhill: Blocks requiring ARB Review

Staff presented a Power Point slide show illustrating the various blocks of the Brookhill development and summarizing the ARB actions taken to date. The blocks that had not yet been reviewed were identified and staff recommended some blocks for staff level review.

Mr. Missel asked about the topography of some of the blocks relative to anticipated visibility. Mr. Stoner noted the limited visibility of blocks beyond 4A and 4B. Mr. Van Der Werf asked about the visibility of blocks adjacent to Polo Grounds Road. The Board discussed distance from the EC, topography and views. After discussion, Mr. Missel made the following motion:

Based on the information available at this time, ARB review of Brookhill Blocks 2, 3, 5, 6, 7, 12, 14, 15, 16, 17 and 18 is not needed. Staff level review of Blocks 1B, 4C and 13 is necessary.

Mr. Stoner seconded the motion.

The motion carried by a vote of 3:0.

b. Minutes Approval: November 2, 2020

Motion: Mr. Stoner moved for approval of the minutes from the November 2, 2020 ARB meeting.

Mr. Missel seconded the motion.

The motion was carried by a vote of 3:0

c. Next ARB Meeting: Monday, December 7, 2020

d. EC Guidelines: Mr. Van Der Werf noted that he was preparing a draft schedule for addressing historic precedents on the various corridors and hoped to present it to the ARB at the next meeting.

ADJOURNMENT

The meeting was adjourned at 1:28 p.m. to the next ARB meeting on Monday, December 7, 2020, at 1:00 p.m. VIRTUAL MEETING