



COUNTY OF ALBEMARLE
Department of Community Development
401 McIntire Road, North Wing
Charlottesville, Virginia 22902
(434) 296 - 5823
Fax (434) 972 - 4012

DRAFT ARB ACTION MEMO MINUTES

Date: December 21, 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: Present
Chris Henningsen: Present

Staff:

Margaret Maliszewski
Carolyn Shaffer

- 1. CALL TO ORDER**
- 2. ESTABLISH A QUORUM**

Mr. Van Der Werf called the meeting to order at 1:00 p.m. and established a quorum.

- 3. DISCLOSURES:** None.

- 4. PUBLIC COMMENT:** Neil Williamson with the Free Enterprise Forum encouraged the ARB to choose one Entrance Corridor street and complete the guidelines update for it in 2021, including public participation. ARB members thanked Mr. Williamson for his comments and agreed that public input was important.

5. CONSENT AGENDA:

- a. ARB-2020-120: Galaxie Farm Townhomes Initial Site Plan**

Location: 193 Galaxie Farm Lane on the west side of Rt. 20, .3 miles south of the intersection of Mill Creek Drive and Rt. 20.

Proposal: To construct 23 attached townhouses in 6 blocks as part of a larger development including 42 detached residences and associated site improvements on approximately 13.36 acres.

Staff Contact: Khris Taggart

Contact: Keane Rucker, Shimp Engineering

Motion: Mr. Missel moved to accept the applicant's request for deferral.

Mr. Stoner seconded the motion.

The motion was carried by a vote of 5:0

6. WORK SESSIONS: None.

7. Regular Review Items: None

8. Other Business:

a. **2021 Meeting Schedule:** It was the consensus of the ARB that the current meeting schedule of the first and third Monday's beginning at 1:00 would be maintained for 2021.

b. **EC Guidelines:** Discussion on process/scheduling

The ARB considered the proposed schedule and method for updating the EC Design Guidelines presented by Mr. Van Der Werf at the previous meeting. They discussed the possibility of choosing one Entrance Corridor street to function as a test case, taking it all the way through the process from identifying characteristic elements to guidelines updates. Suggestions were made regarding prioritization of corridors (individual emailed suggestions from board members to the chair and staff), determining criteria, incorporating public comment, and how the study phase transitions to a broader strategic plan. There was consensus that the product of the current effort should be an illustrated guidelines "supplement" that acknowledges unique differences in the corridors to facilitate interpretation of the existing design guidelines.

c. **Minutes Approval:** December 7, 2020

Motion: Mr. Missel moved for approval of the minutes from the December 7, 2020 ARB meeting.

Mr. Hancock seconded the motion.

The motion was carried by a vote of 4:0 (Henningesen abstained)

d. **Next ARB Meeting:** Monday January 4, 2021

ADJOURNMENT

The meeting was adjourned at 1:37 p.m. to the next ARB meeting on Monday, January 4, 2021, a virtual meeting beginning at 1:00 p.m.