

ARCHITECTURAL REVIEW BOARD STAFF REPORT

Project #/Name	ARB-2022-06: Halifax House Initial Site Plan
Review Type	Initial Site Plan
Parcel Identification	05900-00-00-015A1
Location	3447 Ivy Road (See Fig. 1.)
Zoned	Commercial (C1), Entrance Corridor (EC)
Owner/Applicant	Ivy Road RE LLC / Anderson Nicholson (Michael Boggs) / Woolley Engineering (Eric Woolley)
Magisterial District	Samuel Miller
Proposal	To increase the number of parking spaces within the site and relocate and add pedestrian pathways as well as associated site improvements on approximately 1 acre.
Context	The subject property is located along the south side of Route 250 surrounded by primarily Rural Area zoned residential parcels with two commercial parcels (59-15A and 59-16), one of which is the historic DS Tavern, nearby to the west.
Visibility	The proposed improvements will be readily visible from the Entrance Corridor.
ARB Meeting Date	March 7, 2022
Staff Contact	Khris Taggart

PROJECT HISTORY

The site plan shows Halifax House on parcel 59-15A1 and D S Tavern on 59-15A. A Certificate of Appropriateness was issued for D S Tavern on August 21, 2020. The ARB has reviewed no proposals on the Halifax House parcel.



Figure 1: County GIS map highlighting subject property along the Entrance Corridor.

ANALYSIS

Gray highlight = means the guideline can’t be reviewed at initial site plan stage, but recommendations can be provided for final
Yellow highlight = means the guideline can only be reviewed for location/configuration at the initial plan stage
Regular text = means the guideline can be reviewed at initial plan stage, can be made a condition of initial plan approval, and can be the basis for denial

REF	GUIDELINE	ISSUE	RECOMMENDATION
	GENERAL GUIDELINES		
1, 3-5, 9-16	<i>Compatibility with significant historic sites and the character of the Entrance Corridor:</i>	With the exception of relocating an existing shed, no changes are proposed to the existing buildings on the parcel and no new structures are proposed. The shed being relocated appears to be related to the existing historic building on the parcel, the Halifax House. It is typical for a historic structure to be documented prior to moving or renovation to ensure that there is a record of the structure’s original construction method, materials, and architectural details.	Consider providing photos and sketch plans and elevations of the of the shed prior to it being relocated.
	Accessory structures and equipment		
17	Accessory structures and equipment should be integrated into the overall plan of development and shall, to the extent possible, be compatible with the building designs used on the site.	No new accessory structures are proposed with this plan but an existing shed will be moved from a location south of the main building to a location north of the main building. No new equipment (building or ground-mounted) is shown on the plan. If any new equipment is proposed the location will need to be identified. If no new equipment is proposed the site plan should include a note to confirm this.	Indicate on the site plan the locations of any new equipment (building or ground-mounted). If no new equipment is proposed revise the site plan to include a note that states this.
18	The following should be located to eliminate visibility from the Entrance Corridor street. If, after appropriate siting, these features will still have a negative visual impact on the Entrance Corridor street, screening should be provided to eliminate visibility. a. Loading areas, b. Service areas, c. Refuse areas, d. Storage areas, e. Mechanical equipment, f. Above-ground utilities, and g. Chain link fence, barbed wire, razor wire, and similar security fencing devices.		
19	Screening devices should be compatible with the design of the buildings and surrounding natural vegetation and may consist of: a. Walls, b. Plantings, and c. Fencing.		
21	The following note should be added to the site plan and the architectural plan: “Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.”	No architectural drawings have been provided as no new buildings or changes to the existing building are proposed; however, the standard mechanical equipment note is not present on the site plan.	Add the standard mechanical equipment note to the site plan.
20	Surface runoff structures and detention ponds should be designed to fit into the natural topography to avoid the need for screening. When visible from the Entrance Corridor street, these features must be fully integrated into the landscape. They should not have the appearance of engineered features.	A series of stormwater pipes are shown running from the existing building connecting to pipes that end near the northern and southern perimeters of the site. The northern pipe ends with a culvert and a rip rap- lined channel that drains to the nearby stream. Details on these features have not been provided but they are not expected to visibility from the EC.	None.
44	Natural drainage patterns (or to the extent required, new drainage patterns) should be incorporated into the finished site to the extent possible.		
	Lighting		
22	Light should be contained on the site and not spill over onto adjacent properties or	There is no photometric plan included with the site plan.	Revise the plan to include photometric

	streets;	However, the illumination from the path fixtures is expected to be minimal and pole-mounted fixtures could be chosen to avoid excessive spillover and over-illumination. Due to the limited quantity and locations of the proposed fixtures, photometric diagrams, as opposed to a full photometric plan, may be sufficient.	diagrams for the light fixtures.
23	Light should be shielded, recessed or flush-mounted to eliminate glare. All fixtures with lamps emitting 3000 lumens or more must be full cutoff fixtures.		Revise the pole-mounted fixtures to use the open side option and emit less than 3000 lumens.
24	Light levels exceeding 30 foot-candles are not appropriate for display lots in the Entrance Corridors. Lower light levels will apply to most other uses in the Entrance Corridors.	Frosted side lenses are shown for the pole-mounted fixtures. The side lenses allow a small amount of light to reflect upward, resulting in lighting that is not full cutoff. The proposed fixture has an open side option which, paired with a lamp emitting less than 3000 lumens, would result in lighting that meets ordinance requirements and is compatible with the character of the surrounding area.	
25	Light should have the appearance of white light with a warm soft glow; however, a consistent appearance throughout a site or development is required. Consequently, if existing lamps that emit non-white light are to remain, new lamps may be required to match them.	The manufacturer's cut sheets that were provided do not indicate illumination color for the pole-mounted lighting.	Revise the plan to provide manufacturer's cut sheets with options clearly indicated or cut sheets and a luminaire schedule with all options identified.
26	Dark brown, dark bronze, or black are appropriate colors for free-standing pole mounted light fixtures in the Entrance Corridors.	3 freestanding pole-mounted and 5 pathway light fixtures are proposed, all in a bronze finish that is appropriate for the historic character of the site. No exterior building-mounted fixtures are proposed.	None.
27	The height and scale of freestanding, pole-mounted light fixtures should be compatible with the height and scale of the buildings and the sites they are illuminating, and with the use of the site. Typically, the height of freestanding pole-mounted light fixtures in the Entrance Corridors should not exceed 20 feet, including the base. Fixtures that exceed 20 feet in height will typically require additional screening to achieve an appropriate appearance from the Entrance Corridor.		
28	In determining the appropriateness of lighting fixtures for the Entrance Corridors, the individual context of the site will be taken into consideration on a case by case basis.		
29	The following note should be included on the lighting plan: "Each outdoor luminaire equipped with a lamp that emits 3,000 or more initial lumens shall be a full cutoff luminaire and shall be arranged or shielded to reflect light away from adjoining residential districts and away from adjacent roads. The spillover of lighting from luminaires onto public roads and property in residential or rural areas zoning districts shall not exceed one half foot-candle."	There is no lighting plan included with this submission.	Provide photometric diagrams for the light fixtures. Add the standard lighting note to the site plan.
30-31	<i>Guidelines for the Use of Decorative Landscape Lighting</i>	No decorative landscape lighting is proposed.	None.
	<i>Landscaping</i>		
2	Visitors to the significant historical sites in the Charlottesville and Albemarle area experience these sites as ensembles of buildings, land, and vegetation. In order to accomplish the integration of buildings, land, and vegetation characteristic of these sites,	The subject property is characterized by a mix of trees in informal arrangements, consistent with the majority of the street frontage along this stretch of the EC. (The commercial parcel 59-	See landscaping recommendations below.

	the Guidelines require attention to four primary factors: compatibility with significant historic sites in the area; the character of the Entrance Corridor; site development and layout; and landscaping.	16 to the west is an exception). On the landscape plan, an informal arrangement of landscaping is shown, which appears to maintain the visual order and continuity with the landscaping found in the surrounding context. However, the locations of proposed and existing to remain landscaping are not clearly defined, and several trees are noted as “optional”. Greater clarity is needed to determine impacts and consistency with the surrounding context.	
7	The requirements of the Guidelines regarding landscaping are intended to reflect the landscaping characteristic of many of the area’s significant historic sites which is characterized by large shade trees and lawns. Landscaping should promote visual order within the Entrance Corridor and help to integrate buildings into the existing environment of the corridor.		
8	Continuity within the Entrance Corridor should be obtained by planting different types of plant materials that share similar characteristics. Such common elements allow for more flexibility in the design of structures because common landscape features will help to harmonize the appearance of development as seen from the street upon which the Corridor is centered.		
32	Landscaping along the frontage of Entrance Corridor streets should include the following: a. Large shade trees should be planted parallel to the Entrance Corridor Street. Such trees should be at least 3½ inches caliper (measured 6 inches above the ground) and should be of a plant species common to the area. Such trees should be located at least every 35 feet on center. b. Flowering ornamental trees of a species common to the area should be interspersed among the trees required by the preceding paragraph. The ornamental trees need not alternate one for one with the large shade trees. They may be planted among the large shade trees in a less regular spacing pattern. c. In situations where appropriate, a three or four board fence or low stone wall, typical of the area, should align the frontage of the Entrance Corridor street. d. An area of sufficient width to accommodate the foregoing plantings and fencing should be reserved parallel to the Entrance Corridor street, and exclusive of road right-of-way and utility easements.	On the landscape plan 4 trees, at fairly regular intervals, are shown along the Rt. 250 EC. Proposed species have not been identified but the tree arrangement shown along the EC has an informal appearance and meets the frontage tree quantity requirement. Areas that will contain native plant meadows are shown along the EC and adjacent to the proposed 7-space parking row. In staff’s discussion with the applicant, the areas are to contain swaths of knee-high grass with a mix of herbaceous species. Species will need to be identified but staff anticipates that these meadow areas will be appropriate in relation to the surrounding context of the EC.	See recommendation at #57.
33	Landscaping along interior roads: a. Large trees should be planted parallel to all interior roads. Such trees should be at least 2½ inches caliper (measured six inches above the ground) and should be of a plant species common to the area. Such trees should be located at least every 40 feet on center.	Trees are shown at irregular intervals along the interior road that leads to the existing building. Proposed species have not been identified but the arrangement is appropriate for the surrounding context and meets the interior road tree quantity requirement.	
34	Landscaping along interior pedestrian ways: a. Medium trees should be planted parallel to all interior pedestrian ways. Such trees should be at least 2½ inches caliper (measured six inches above the ground) and should be of a species common to the area. Such trees should be located at least every 25 feet on center.	A brick paver walkway is proposed around the existing building, with connections to the proposed parking areas, the adjacent parcel to the west, and to a lawn path located in the area directly adjacent to the EC. Multiple trees are shown along these pathways. The arrangement of these trees is informal and appropriate for the surrounding context.	None.
35	Landscaping of parking areas: a. Large trees should align the perimeter of parking areas, located 40 feet on center. Trees	Based on the number of parking spaces provided (19), two interior trees are required and proposed.	See recommendation at #57.

	should be planted in the interior of parking areas at the rate of one tree for every 10 parking spaces provided and should be evenly distributed throughout the interior of the parking area. b. Trees required by the preceding paragraph should measure 2½ inches caliper (measured six inches above the ground); should be evenly spaced; and should be of a species common to the area. Such trees should be planted in planters or medians sufficiently large to maintain the health of the tree and shall be protected by curbing. c. Shrubs should be provided as necessary to minimize the parking area's impact on Entrance Corridor streets. Shrubs should measure 24 inches in height.		
36	Landscaping of buildings and other structures: a. Trees or other vegetation should be planted along the front of long buildings as necessary to soften the appearance of exterior walls. The spacing, size, and type of such trees or vegetation should be determined by the length, height, and blankness of such walls. b. Shrubs should be used to integrate the site, buildings, and other structures; dumpsters, accessory buildings and structures; “drive thru” windows; service areas; and signs. Shrubs should measure at least 24 inches in height.	There are no long elevations associated with the proposed building that would require softening.	None.
37	Plant species: a. Plant species required should be as approved by the Staff based upon but not limited to the <i>Generic Landscape Plan Recommended Species List</i> and <i>Native Plants for Virginia Landscapes (Appendix D)</i>.	There is no planting schedule provided with the site plan.	Provide a complete plant schedule in the site plan.
38	Plant health: The following note should be added 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.”	The note is present on the landscaping plan.	None.
	Site Development and layout		
	Development pattern		
6	Site development should be sensitive to the existing natural landscape and should contribute to the creation of an organized development plan. This may be accomplished, to the extent practical, by preserving the trees and rolling terrain typical of the area; planting new trees along streets and pedestrian ways and choosing species that reflect native forest elements; insuring that any grading will blend into the surrounding topography thereby creating a continuous landscape; preserving, to the extent practical, existing significant river and stream valleys which may be located on the site and integrating these features into the design of surrounding development; and limiting the building mass and height to a scale that does not overpower the natural settings of the site, or the Entrance Corridor.	The site has already been developed. The interior access road and pedestrian paths on this parcel are organized and the proposed changes will not affect this condition. This part of Rt. 250 has no sidewalks. The entrance along Rt. 250 provides access to the adjacent parcel to the west and this parcel. The wooded area at the back of the site connects with wooded areas on adjacent parcels. The existing building is set at a slight angle to the EC street and no changes are proposed to this orientation.	Revise the landscape plan to clearly identify existing and proposed landscaping.
39	The relationship of buildings and other structures to the Entrance Corridor street and to other development within the corridor should be as follows:	The demolition plan shows 7 trees to be removed from the lawn	

	a. An organized pattern of roads, service lanes, bike paths, and pedestrian walks should guide the layout of the site. b. In general, buildings fronting the Entrance Corridor street should be parallel to the street. Building groupings should be arranged to parallel the Entrance Corridor street. c. Provisions should be made for connections to adjacent pedestrian and vehicular circulation systems. d. Open spaces should be tied into surrounding areas to provide continuity within the Entrance Corridor. e. If significant natural features exist on the site (including creek valleys, steep slopes, significant trees or rock outcroppings), to the extent practical, then such natural features should be reflected in the site layout. If the provisions of Section 32.5.2.n of the <i>Albemarle County Zoning Ordinance</i> apply, then improvements required by that section should be located so as to maximize the use of existing features in screening such improvements from Entrance Corridor streets. f. The placement of structures on the site should respect existing views and vistas on and around the site.	area between the EC and the existing building. However, the landscape plan does not clearly identify proposed, existing to remain, and optional landscaping. No new structures are proposed that would affect the existing views and vistas on and around the site.	
	Site Grading		
40	Site grading should maintain the basic relationship of the site to surrounding conditions by limiting the use of retaining walls and by shaping the terrain through the use of smooth, rounded landforms that blend with the existing terrain. Steep cut or fill sections are generally unacceptable. Proposed contours on the grading plan shall be rounded with a ten-foot minimum radius where they meet the adjacent condition. Final grading should achieve a natural, rather than engineered, appearance. Retaining walls 6 feet in height and taller, when necessary, shall be terraced and planted to blend with the landscape.	The proposed changes to the site require minimal grading that is not expected to have a negative impact on the site. A retaining wall is proposed south of the existing building. Wall heights are not shown on the plan but due to its location the wall is not expected to be visible from the EC.	None.
41	No grading, trenching, or tunneling should occur within the drip line of any trees or other existing features designated for preservation in the final Certificate of Appropriateness. Adequate tree protection fencing should be shown on, and coordinated throughout, the grading, landscaping and erosion and sediment control plans.	No tree protection fencing is shown on the grading and landscape plans.	Revise the site plan set to show tree protection fencing on the grading and landscape plans.
42	Areas designated for preservation in the final Certificate of Appropriateness should be clearly delineated and protected on the site prior to any grading activity on the site. This protection should remain in place until completion of the development of the site.		
43	Preservation areas should be protected from storage or movement of heavy equipment within this area.		

SUMMARY OF RECOMMENDATIONS

Staff recommends the following as the primary points of discussion:

1. The landscaping along the EC.

Staff recommends that the ARB forward the following recommendations to the Agent for the Site Review Committee:

- 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:
 1. Maintain grading outside the driplines of trees to remain. Show tree protection fencing on, and coordinated throughout, the grading, landscaping, and erosion and sediment control plans.
- 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. Consider providing photos and sketch plans and elevations of the shed prior to it being relocated.
 2. Indicate on the site plan the locations of any new equipment (building or ground-mounted). If no new equipment is proposed revise the site plan to include a note that states this.
 3. Add the standard mechanical equipment note to the site plan: “Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.”
 4. Revise the plan to include photometric diagrams for the light fixtures.
 5. Revise the pole-mounted fixtures to use the open side option and emit less than 3000 lumens.
 6. Revise the plan to provide manufacturer’s cut sheets with options clearly indicated or cut sheets and a luminaire schedule with all options identified.
 7. Add the standard lighting note to the site plan: “Each outdoor luminaire equipped with a lamp that emits 3,000 or more initial lumens shall be a full cutoff luminaire and shall be arranged or shielded to reflect light away from adjoining residential districts and away from adjacent roads. The spillover of lighting from luminaires onto public roads and property in residential or rural areas zoning districts shall not exceed one half foot-candle.”
 8. Provide a complete plant schedule in the site plan.
 9. Revise the landscape plan to clearly identify existing and proposed landscaping.
 10. Revise the site plan set to show tree protection fencing on the grading and landscape plans.

ATTACHMENTS

- Attach. 1: [ARB2022-06: Halifax House Initial Site Plan](#)