



County of Albemarle
COMMUNITY DEVELOPMENT/PLANNING

Architectural Review Board

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FINAL ARB ACTION MEMO/MINUTES

Date: February 28, 2023

Time: 1:00 PM

Meeting Room: Lane Auditorium

Members:

Chris Henningsen, Chair: Absent
Frank Hancock, Vice-Chair: Present
Frank Stoner: Present
Dade Van Der Werf: Absent
Taro Matsuno: Present

Staff:

Margaret Maliszewski
Khris Taggart
Mariah Gleason
Carolyn Shaffer

CALL TO ORDER

Mr. Hancock called the meeting to order at 1:05 p.m. and established a quorum.

DISCLOSURES: None.

PUBLIC COMMENT: None.

CONSENT AGENDA: None.

Regular Review Items

a. ARB-2023-04: Seminole Heights

Location: On the west side of Rt. 29, approximately 1280' south of the Rt. 29/Hilton Heights Road intersection.

Proposal: To construct a development consisting of six buildings, three with drive-through lanes, (daycare, self-storage, wholesale distribution/general retail, and drive-through carwash, oil change service, and specialty food store) and associated site improvements on approximately 5.72 acres.

Staff Contact: Khris Taggart
Representative: Justin Shimp

Khris Taggart gave a Power Point presentation summarizing the staff report. Mr. Hancock confirmed that the applicant had not yet asked for a Special Exception. Justin Shimp represented the applicant. He discussed tenants, site layout and the Special Exception. He asked the ARB to allow the plan to move forward. Mr. Matsuno asked how design assumptions were made if specific users had not been defined (the uses have standard design features) and said he would prefer to see a preliminary plan that meets the basic guidelines regarding orientation and planting. Mr. Stoner agreed and said he understood that

there were no specific tenants yet. He asked if staff could review the revised plan for consistency with the eight recommendations. Staff said that there is ordinance language requiring the ARB to act on the initial plan but said staff could look into the “staff review after ARB action” option, if desired. Staff repeated the recommendation that the revised plan should return to the ARB for review.

Motion: Mr. Stoner moved to forward the recommendations outlined in the staff report 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:

The ARB does not recommend approval of the Initial Site Plan. The following changes are required to make the plan consistent with the Entrance Corridor Design Guidelines.

1. Increase the depth of the planting area along the EC frontage to accommodate the required large shade trees free of utility/easement conflicts.
 2. Shift the stormwater pipe currently shown along the southern perimeter of the site to accommodate trees in that area.
 3. Confirm on the plans that the planting area along the sidewalk south of Buildings E, F, and C can accommodate medium trees, 25' on center.
 4. Increase the 6' landscape median along the drive-through for Building F to accommodate large trees and shrubs.
 5. Increase the planting area between the Building E bypass lane and the Building D drive-through lane to accommodate large trees and shrubs.
 6. Revise the site plan to show a planting area along the east side of Building C with sufficient depth to accommodate trees.
 7. Revise the layout of the site so that the long elevation of the carwash building fronts Rt. 29.
 8. Revise the site plan to meet the applicable regulations from Sec. 5.1.60 of the Zoning Ordinance, while also meeting the EC Design Guidelines.
- Regarding any potential request for a Special Exception to the supplemental regulations in Sec. 5.1.60 of the Zoning Ordinance:
 - Staff does not recommend approval of an exception to any of these requirements due to the potential for negative visual impacts on the EC.
 - 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.
 2. Provide site sections to clarify the visibility of the proposed development from the EC street.
 3. Update the plans to identify the locations of all accessory structures and equipment. Provide detailed information on all equipment, including size, design, color, illumination, etc.
 4. Include the standard mechanical equipment note on the architectural plans.
 5. Show the outlines of roof-mounted equipment on the architectural elevations and show the footprints on the roof plan.
 6. Revise the site plan to note the locations of ground-mounted equipment. Show how this equipment will be screened from the EC.
 7. Provide a lighting plan with the next submittal. Limit all fixtures to full cutoff styles to minimize visual impacts of the development on the EC street.
 8. Provide a complete landscaping plan with the next submittal.
 9. Increase the depth of the planting area along the EC frontage to accommodate the required large shade trees free of utility/easement conflicts.
 10. Shift the stormwater pipe currently shown along the southern perimeter of the site to accommodate trees in that area.

11. Revise the site plan to show large trees, 40' on center and 2½" caliper at time of planting, along the travelway near the southern perimeter of the site.
12. Confirm on the plans that the planting area along the sidewalk south of Buildings E, F, and C can accommodate medium trees, 25' on center.
13. Revise the site plan to show medium trees, 25' on center and 2½" caliper at time of planting, along the sidewalk that leads into the site south of Buildings E, F, and C.
14. Increase the 6' landscape median along the drive-through for Building F to accommodate large trees and shrubs.
15. Increase the planting area between the Building E bypass lane and the Building D drive-through lane to accommodate large trees and shrubs.
16. Consider providing interior parking trees above the requirements to help mitigate the anticipated impacts of the drive-through and travel lanes on the EC.
17. Revise the site plan to show a planting area along the east side of Building C with sufficient depth to accommodate trees.
18. Include the standard plan health note on the landscape plan in the next submittal.
19. Revise the layout of the site so that the long elevation of the carwash building fronts Rt. 29.
20. Revise the site plan to meet the applicable regulations from Sec. 5.1.60 of the Zoning Ordinance, while also meeting the EC Design Guidelines.

Mr. Matsuno seconded the motion.

The motion was carried by a vote of 3:0. (Van Der Werf and Henningsen absent)

WORK SESSIONS:

a. Entrance Corridor Design Guidelines Addenda: Route 250 East and Barracks Road

Staff: Mariah Gleason, Margaret Maliszewski

The ARB held a work session on the draft addenda for the Rt. 250 East and Barracks Road corridors. The ARB members suggested revisions to the photo pages to emphasize positive features and to clarify characteristics that should be avoided. Comments were also made about existing retaining walls, murals, and wooden fences with no planting strip as a buffer.

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Stoner moved for approval of the minutes from the February 6, 2023, ARB meeting.

Mr. Matsuno seconded the motion.

The motion was carried by a vote of 3:0. (Van Der Werf and Henningsen absent)

b. Other items from staff or ARB Members: None

c. Next ARB Meeting: Monday, March 6, 2023, 1:00 PM – Lane Auditorium

Mr. Matsuno and Mr. Stoner said they would not be available for this meeting.

ADJOURNMENT

The meeting was adjourned at 1:51 p.m. to the next ARB meeting on Monday, March 6, 2023, at 1:00 p.m.