

ARCHITECTURAL REVIEW BOARD STAFF REPORT

Project #/Name	ARB-2023-51: Collina Farm Initial Site Plan
Review Type	Initial Site Development Plan
Parcel Identification	07900-00-00-024B0
Location	3055 Collina Farm
Zoned	Rural Areas (RA), Entrance Corridor (EC)
Owner/Applicant	Clifton Inn LLC C/O Clifton Inn Management LLC / Shimp Engineering (Rachel Moon)
Magisterial District	Scottsville
Proposal	To construct an event building and expanded site entrance, travelway, and parking, with associated site improvements on approximately 25.75 acres.
Context	The character of this portion of the Entrance Corridor is largely residential and rural with Stone-Robinson Elementary School located to the west across Milton Road. (Fig. 1).
Visibility	Due to on-site trees that are to remain and the grade between the EC and the site, the travelways and parking area are expected to have limited visibility from the Rt. 250 Entrance Corridor. However, because of the clearing required to establish the travelways, the event building may be visible through the wooded area, particularly in the fall and winter.
ARB Meeting Date	June 20, 2023
Staff Contact	Khris Taggart

PROJECT HISTORY

A Special Use Permit and Rezoning were approved by the Board of Supervisors on December 7, 2022, to rezone this parcel and the ones associated with the Clifton Inn (07900-00-00-023B0, 07900-00-00-03600, 07900-00-00-023F0) from Planned Residential Development (PRD) to Rural Areas (RA) and expand the historic tavern and inn use. Design staff has approved three sign applications since 2004.



Figure 1: Aerial view highlighting the subject property.

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, and location/configuration can be made a condition of initial plan approval, and can be the basis for denial
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		
	Purpose; Compatibility with significant historic sites; Structure Design		
1	The goal of the regulation of the design of development within the designated Entrance Corridors is to ensure that new development within the corridors reflects the traditional architecture of the area. Therefore, it is the purpose of ARB review and of these Guidelines, that proposed development within the designated Entrance Corridors reflect elements of design characteristic of the significant historical landmarks, buildings, and structures of the Charlottesville and Albemarle area, and to promote orderly and attractive development within these corridors. Applicants should note that replication of historic structures is neither required nor desired.	Architectural designs were not provided with the initial plan so the compatibility of individual buildings with local historic landmarks cannot be determined at this time.	Provide architectural drawings with the next submittal.
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 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.		
3	New structures and substantial additions to existing structures should respect the traditions of the architecture of historically significant buildings in the Charlottesville and Albemarle area. Photographs of historic buildings in the area, as well as drawings of architectural features, which provide important examples of this tradition are contained in Appendix A.		
4	The examples contained in Appendix A should be used as a guide for building design: the standard of compatibility with the area’s historic structures is not intended to impose a rigid design solution for new development. Replication of the design of the important historic sites in the area is neither intended nor desired. The Guideline’s standard of compatibility can be met through building scale, materials, and forms which may be embodied in architecture which is contemporary as well as traditional. The Guidelines allow individuality in design to accommodate varying tastes as well as special functional requirements.		
9-16	Structure Design		
	<i>Compatibility with the character of the Entrance Corridor</i>		
5	It is also an important objective of the Guidelines to establish a pattern of compatible architectural characteristics throughout the Entrance Corridor in order to achieve unity and coherence. Building designs should demonstrate sensitivity to other nearby	The exact height of the proposed event building has not been provided with this submittal, but the maximum allowable building height in this zoning district is 35’. The building is shown west of	Provide building materials and color samples with the next submittal. Materials and colors should be

	structures within the Entrance Corridor. Where a designated corridor is substantially developed, these Guidelines require striking a careful balance between harmonizing new development with the existing character of the corridor and achieving compatibility with the significant historic sites in the area.	the existing farmhouse, approximately 513' from Rt. 250. It is placed within a wooded area that is expected to filter the views of the building from the EC; however, the grading and clearing required to establish the travelways may allow for greater visibility through the wooded area in the fall and winter. Building materials and colors that are compatible with the wooded, rural surrounding context would be appropriate.	compatible with the surrounding context.
	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 accessory structures are proposed in this plan. The location(s) of mechanical equipment is not labeled on the plan, but the equipment associated with the event building is not expected to be visible from the EC.	None.
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."	The note appears on the cover sheet of the site plan set.	None.
22-31	Lighting	A lighting plan has not been provided with the initial plan.	Provide a complete lighting plan with the next submittal.
	Landscaping		
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.	A landscape plan has not been provided with the initial site plan; however, the site plan shows a wooded area along the Rt. 250 frontage. It is located partially within the right-of-way and includes a 100' tree buffer on the subject parcel. The buffer, which is to remain, sufficiently meets EC frontage trees requirements and is consistent with the surrounding context.	Provide a complete landscaping plan with the next submittal.
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.		
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.	Milton Road runs along the west side of the site. Between the site and Milton Road is a wooded area, a portion of which is being removed to accommodate the new entrance and the travelway that leads to the proposed building and parking area. The wooded area that is to remain appears to sufficiently meet the Guidelines and is consistent with the surrounding context.	None.
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.	No sidewalks are existing or are proposed in this site plan.	None.
35	Landscaping of parking areas: a. Large trees should align the perimeter of parking areas, located 40 feet on center. Trees 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.	A total of 83 parking spaces are shown on the site plan which would require 8 large trees interior to the parking area. However, no large trees have been shown on the plan. Also, the cover page notes 140 spaces provided but the plan does not show the additional 57 parking spaces. A portion of the existing wooded area on site is to be removed to accommodate a new travelway and parking area, but a 100' tree buffer is to remain between the EC street and these new features. The buffer doubles as EC street trees and perimeter parking area trees. The grade difference between the street and the parking area will further limit visibility.	Revise the site plan to show the required amount of interior parking area trees for the number of parking spaces provided.
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.	Architectural drawings have not been provided for the event building but its siting within a wooded area is expected to make softening of exterior walls unnecessary as viewed from the EC.	None.

	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.		
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> .	A landscape plan has not been provided with the initial site plan. This guideline will be reviewed when a landscape plan is submitted.	Provide a complete landscape plan for review in the next submittal.
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 standard plant health note does not appear on the site plan set.	Include the standard plant health note on the landscape plan in the next submittal.
	Development pattern		
	Site development and layout		
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; ensuring 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 travelways, trail connection linking the proposed and existing buildings, and parking area have an organized pattern. Given the rural surrounding context, there are no existing adjacent pedestrian/vehicular circulation systems to connect to. The event building is mostly parallel to the EC. Due to the distance and wooded areas between the building and the EC, building orientation is not expected to have an impact on the EC. The proposed building, travelways, and parking area are situated within the existing natural landscape. The event building is also situated in a location where its distance will preserve some of the setting of the historic farmhouse. This site layout is also expected to maintain the rural, treelined appearance as viewed from the EC.	None.
39	The relationship of buildings and other structures to the Entrance Corridor street and to other development within the corridor should be as follows: 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.		
	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 site is a combination of existing developed areas (single-family residential) and natural landscapes (open space, mature trees). Grading is required to establish the travelways, parking area, and event building. Some of this grading is significant, as evidenced by the proposed retaining walls on the northern and eastern sides of the event building. (See Sheet C3.) However, these walls are 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 plans.	Show tree protection fencing for any vegetation that is to remain coordinated throughout the site plan set.
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.		
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.	The site plan shows an above-ground stormwater facility west of the event building, but this facility is not expected to be visible 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.		

SUMMARY OF RECOMMENDATIONS

Staff recommends the following as the primary points of discussion:

- 1. Visibility of event building from the EC; level of detail necessary on architectural drawings.
- 2. Visibility of the travelways and parking area from the EC.
- 3. Landscaping of parking area.

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:
 - 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. Provide architectural drawings with the next submittal.
 - 2. Provide building materials and color samples with the next submittal. Materials and colors should be compatible with the surrounding context.
 - 3. Provide a complete lighting plan with the next submittal. The lighting plan should include the standard lighting note: 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 footcandle.
 - 4. Provide a complete landscaping plan with the next submittal.
 - 5. Revise the site plan to show the required amount of interior parking area trees for the number of parking spaces provided.
 - 6. Include the standard plant health note on the landscape plan in the next submittal: 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.
 - 7. Show tree protection fencing for any vegetation that is to remain coordinated throughout the site plan set.

ATTACHMENTS

- **Attach. 1:** [ARB2023-51: Collina Farm Initial Site Plan](#)