



County of Albemarle
COMMUNITY DEVELOPMENT/PLANNING

Architectural Review Board

mmaliszewski@albemarle.org

434-296-5832 ext. 3276

FINAL ARB ACTION MEMO

Date: May 19, 2025

Time: 1:00 PM

Meeting Room: Lane Auditorium

Members:

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

Staff:

Margaret Maliszewski

CALL TO ORDER: Mr. Henningsen called the meeting to order at 1:00 p.m. and established a quorum.

DISCLOSURES: Mr. Henningsen disclosed that he would recuse himself from the Christian Aid Mission discussion because his firm is involved in the project.

PUBLIC COMMENT: None.

CONSENT AGENDA: None.

REGULAR REVIEW ITEMS:

a. ARB2025-07: Christian Aid Mission

Location: 255 Bob Finley Way

Proposal: To construct a building to house office and religious assembly space.

Staff Contact: Margaret Maliszewski

Representative: Mark Kestner

Motion: Mr. Matsuno moved for approval of the Certificate of Appropriateness for ARB-2025-07: Christian Aid Mission with the conditions listed in the staff report:

1. Provide a note in the plans identifying the manufacturer's specifications for the proposed window glass, consistent with the EC guidelines.
2. Revise the site plan to delineate and label the existing and proposed parking and loading spaces.
3. Revise the site and architectural drawings to show the locations of mechanical equipment and methods for screening the equipment from the EC street.
4. Add the standard mechanical equipment note to the plan: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."
5. Provide a lighting plan with complete information on proposed exterior site and building-mounted lighting.

6. Revise the landscape plan to eliminate the gap in perimeter parking lot trees located northwest of the proposed building.
7. Revise the landscape plan to add shrubs along the perimeters of travelways and parking areas that are readily visible from the street.
8. Revise the landscape plan to replace the hackberry and butterfly bush with plants on the approved plant list.
9. Add the standard plant health note to the site 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.”*
10. Revise the site plan to show tree protection fencing and identify all trees that will be removed to allow for construction of the new building.

Mr. Stoner seconded the motion.

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

b. ARB2025-10: 1906 – 1920 Avon Street Extended

Location: 1906 – 1920 Avon Street extended, north of Arden Dr. and across from Dauphin Dr.

Proposal: To construct a 21-unit residential subdivision with associated site improvements

Staff Contact: Margaret Maliszewski

Representative: Justin Shimp

Motion: Mr. Stoner moved to forward the recommendations outlined in the staff report to the Agent for the Site Review Committee, amended 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 recommends approval of the Initial Site Plan based on the revised landscape plan presented at the May 19, 2025 ARB meeting.
- 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. 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 plans for review.
 2. Revise the plan to show all accessory structures and equipment. Show how visibility of equipment will be eliminated from the EC street.
 3. Add the standard mechanical equipment note to the plan. “Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.”
 4. Provide a complete lighting plan with the next submittal, including complete details on ground- and building-mounted lights.
 5. Revise the plan to place utilities and easements in locations that allow for the required large shade trees and ornamental trees along the EC. The revised layout presented at the May 19, 2025 meeting is acceptable.
 6. Indicate if there is an easement associated with the overhead power line. If there is, provide confirmation that the easement holder approves of the proposed landscaping.

7. Revise the plan to provide sufficient planting area for trees along interior roads, 2½” caliper at planting, 40’ on center. Show the required trees on a landscape plan.
8. Revise the plan to provide planting area and trees along sidewalks.
9. Provide landscaping to mitigate visual impacts of proposed buildings.
10. Provide a plant list with species from the county’s approved list.
11. Add the standard plant health note to the site 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. Revise the plans to include a Conservation Checklist and tree protection fencing.

Mr. Hancock seconded the motion.

The motion carried by a vote of 4:0. (Mr. Van Der Werf absent)

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Hancock moved for approval of the minutes from the May 5, 2025, ARB meeting.

Mr. Henningsen seconded the motion.

The motion was carried by a vote of 4:0. (Mr. Van Der Werf absent)

b. Other items from staff or ARB members: None.

c. Next ARB Meeting: Monday, June 2, 2025, 1:00 PM – Lane Auditorium

The members that were present said they expected to attend the meeting.

ADJOURNMENT

The meeting was adjourned at 1:32 p.m. to the next ARB meeting on June 2, 2025, at 1:00 p.m.