

ARCHITECTURAL REVIEW BOARD STAFF REPORT

Project #/Name	SDP-2025-00095: Hollymead Flex Office Development
Review Type	Initial Site Development Plan
Parcel Identification	03200000001700, 032000000017E3
Location	North side of Airport Rd., north and east of Timberwood Blvd.
Zoned	Light Industry (LI), Entrance Corridor (EC)
Owner/Applicant	United Land Corp. of America (Hunter Wood) / Collins Engineering (Scott Collins)
Magisterial District	Rio
Proposal	To construct a building to house light industrial flex office space, with associated site improvements, in multiple phases.
Context	The northern portion of the property is wooded, as is land to the north and northeast. Immediately to the west are institutional and industrial properties. Across Airport Rd. to the south is a mix of industrial, institutional and residential development.
Visibility	The proposed development is expected to be visible from the Entrance Corridor street. Existing development to the west of Timberwood Blvd. will limit some views from the southwest. The property drops in elevation moving north, away from the EC street, which could also limit visibility of portions of the development.
ARB Meeting Date	August 4, 2025
Staff Contact	Margaret Maliszewski

PROJECT HISTORY

The ARB has reviewed no applications for development on this property.



ANALYSIS

Gray highlight = means recommendations on this guideline can be provided for the benefit of the final site plan submittal, but cannot be the basis for denial of the initial site plan

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		
	<i>Purpose</i>		
1	The goal of the regulation of the design of development within the designated Entrance Corridors is to insure 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.	The general layout of the development appears orderly, although it is not oriented parallel to the Entrance Corridor and nothing in the plan suggests a strong connection to the traditional architecture of the area. Parallel arrangement of the building(s) in the area reserved for future development could mitigate the non-parallel orientation of the other buildings. Landscaping that meets the guidelines will help establish an orderly and attractive appearance along the corridor.	Building(s) in the future development area must be oriented parallel to the EC street. Provide detailed architectural and landscaping plans for review.
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.		
	<i>Compatibility with significant historic sites:</i>		
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.	It is anticipated that the buildings in this development will have a contemporary appearance. Building form, scale and materials will be key to establishing a compatible appearance for the EC.	Provide detailed architectural plans for review. Show how building form, scale and materials will establish a compatible appearance for the EC.
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.		
	<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 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.	This development is located adjacent to an ARB-approved church, but other developments along the corridor in the vicinity predate the establishment of the EC. Some of those are industrial developments with buildings that are utilitarian in character. Consequently, compatibility will be a focus of the architectural review. A building in the future development area that fronts, and is oriented parallel to, the EC will help achieve unity and coherence.	Provide detailed architectural plans for review. Show how the architectural design will achieve unity and coherence along the EC. Building(s) in the future development area must be oriented parallel to the EC street.
	<i>Site development and layout</i>		
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 layout of the development appears organized, but the proposal calls for the removal of most of the existing trees, and proposed grading to create a level pad for buildings and parking results in retaining walls and 2:1 and 3:1 slopes. Space is available for trees along streets and some sidewalks. An intermittent stream marks the northern property line. Existing trees in open space are to remain along the stream. The larger buildings (those with more mass and height) are proposed at the north end of the development where they would have less visual	See layout, grading, and landscaping comments, below.

		impact on the EC street.	
	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 lawn with shade trees is not consistent with the type of development that is proposed. However, the plan shows the southernmost part of the property as open and for future development, so a tree lawn could be established in the interim. Landscaping that meets the guidelines will help integrate the development into the surroundings.	See landscaping recommendations, below.
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.	Landscaping along the EC frontage, along parking areas, and along the paved area behind the buildings will be important in integrating this development into the corridor. The plan shows planting area available for this landscaping.	
	SPECIFIC GUIDELINES		
	Compatibility with significant historic sites		
	Structure design		
9	Building forms and features, including roofs, windows, doors, materials, colors and textures should be compatible with the forms and features of the significant historic buildings in the area, exemplified by (but not limited to) the buildings described in Appendix A [of the design guidelines]. The standard of compatibility can be met through scale, materials, and forms which may be embodied in architecture which is contemporary as well as traditional. The replication of important historic sites in Albemarle County is not the objective of these guidelines.	Architectural designs were not included with the Initial Site Plan submittal. The building type can have a utilitarian character, with blank walls often a typical feature. With the proposed layout of the site, the end wall of Building 1 – note the entrance elevation – faces the EC. Building 1 will be visible at least until the reserve area is developed, so a design for Building 1 that exhibits human scale, forms and features that	Provide detailed architectural plans for review with buildings that exhibit human scale, forms and features that eliminate blankness, and materials that are compatible with the surroundings and traditional architecture.
10	Buildings should relate to their site and the surrounding context of buildings.		
11	The overall design of buildings should have human scale. Scale should be integral to the building and site design.		
12	Architecture proposed within the Entrance Corridor should use forms,		

	shapes, scale, and materials to create a cohesive whole.	eliminate blankness, and materials that are compatible with the surroundings and traditional architecture of the area would be appropriate.	
13	Any appearance of “blankness” resulting from building design should be relieved using design detail or vegetation, or both.		
14	Arcades, colonnades, or other architectural connecting devices should be used to unify groups of buildings within a development.		
15	Trademark buildings and related features should be modified to meet the requirements of the Guidelines.		
16	Window glass in the Entrance Corridors should not be highly tinted or highly reflective. Window glass in the Entrance Corridors should meet the following criteria: <i>Visible light transmittance (VLT) shall not drop below 40%. Visible light reflectance (VLR) shall not exceed 30%. Specifications on the proposed window glass should be submitted with the application for final review.</i>		
	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.	A note on the site plan states that mechanical equipment will be located on rooftops behind parapet walls, that the equipment can extend 12” above the height of the equipment, and that the material of the wall will be harmonious with the façade of the building. The height allowance of 12” above the parapet does not ensure the screening of all equipment. The note also states that ground-mounted equipment will be screened with an S-3 screen, though no screen detail is provided, and no equipment is identified on the plan.	Revise the mechanical equipment note (Site Note #1) to provide for full screening of roof- and ground-mounted equipment. Provide details for all proposed screens and fences.
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.		Show locations of proposed equipment on the site and architectural plans.
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.	Three dumpsters are proposed along the eastern perimeter of the paved area. Dumpster enclosures are proposed to be constructed of wood, which can be a maintenance issue over time, resulting in an	Consider alternate materials for the dumpster enclosures that maintain appearances over time. Provide landscaping to mitigate the appearance of the dumpster enclosures.

		unattractive appearance. Landscaping could help mitigate appearances.	
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 new stormwater facility is proposed between Buildings 9 and 10 where it is not expected to be visible from the EC street.	None at this time.
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 sheet 2 of the site plan set.	None.
	Lighting		
	<i>General Guidelines</i>		
22	Light should be contained on the site and not spill over onto adjacent properties or streets;	Some of the properties in the vicinity have pole lights in the parking lots, but this segment of the corridor is not overly bright. Limiting new fixtures to downlight styles with light levels limited to that which is required for safety will help maintain a coordinated appearance on the corridor.	Provide a complete lighting plan showing all proposed ground- and building-mounted lighting for review. Limit fixtures to downlight styles and illumination levels to that which is required for safety/security.
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.		
24	Light levels exceeding 30 footcandles are not appropriate for display lots in the Entrance Corridors. Lower light levels will apply to most other uses in the Entrance Corridors.		
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.		
26	Dark brown, dark bronze, or black are appropriate colors for free-standing pole mounted light fixtures in the Entrance Corridors.		
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 footcandle.”		
30	Light used for decorative effect shall: a. be compatible with the character of the Entrance Corridor. Compatibility of exterior lighting and lighting fixtures is assessed in terms of design, use, size, scale, color, and brightness. b. impact only the immediate site. The effect of the illumination should not be discernible from distances along the Entrance Corridor.		
31	Where used for decorative effect, outdoor light fixtures shall: a. be equipped with automatic timing devices and shall be extinguished between the hours of 11:00 p.m. and dawn. b. be shielded and focused to eliminate glare. Glare control shall be achieved primarily through the use of such means as cutoff fixtures, shields and baffles, and appropriate application of mounting height, wattage, aiming angle, fixture placement, etc. c. be cutoff luminaires, aimed so as not to project their output beyond the objects intended to be illuminated; or non-cutoff luminaires, equipped with glare shields, visors, barn doors, and/or other similar shielding accessories as required to meet the following criteria: Light distribution from all lighting installations shall be cut-off at all angles beyond those required to restrict direct illumination to within the perimeter of the landscape feature being illuminated. d. never exceed 3,000 lumens. Further restrictions on lumens may be imposed by the ARB. e. not be modified to reflect seasonal colors. f. be of a number that is compatible with the scale of the object and the development to be illuminated, such that the light emitted will not over-illuminate or overpower the site, as determined by the ARB.		
	Landscaping		
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.	Improvements along the EC frontage, in area reserved for future development, only include some grading at the perimeter. An existing storm sewer pipe is shown along the western portion of the	Show all existing and proposed utilities on the plans, including the overhead utilities that run along the Airport Rd. frontage.

	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.	frontage. Overhead utilities run along the full length of the frontage, but they are not shown on the plans. Both utilities are located where frontage landscaping would typically be planted. Providing the frontage planting with Phase 1 of the development would be appropriate. It would help integrate the development into the corridor and could allow for more flexibility in the design of the buildings.	Provide a landscape plan for review. Show how all EC landscaping requirements will be met. Provide the EC frontage landscaping with Phase 1 of the development.
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.	A 6' planting strip is proposed along the extension of Timberwood Blvd.	
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.	There are no pedestrian ways proposed interior to the development. Sidewalks are proposed along the building fronts. The space between the sidewalks and the buildings appears to be too small for trees.	
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	Planting area is available along the perimeter of the parking and paved areas. 249 parking spaces are proposed, requiring 24 interior trees. If a tree is placed in each parking island, the interior tree requirement can be met.	

	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.	The southern elevation of Building 1 may need a landscape treatment and there appears to be planting area to accommodate it.	
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> .	Plant species have not yet been identified.	
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 does not appear on the plan.	Add the standard plant health note to the plan.
	Site Development and layout		
	Development pattern		
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 layout of the development has a generally organized appearance, with most of the buildings arranged along a central travelway with parking rows, but there are extensive paved areas behind the buildings.	Consider reducing the amount of paved area behind the buildings.
	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.	The proposed buildings are not oriented parallel to the EC street. The orientation might be mitigated by a parallel orientation of the building(s) to be located in the future development area adjacent to Airport Rd., with EC frontage landscaping, and with trees in the island south of Building 1.	Note that landscaping will likely be required in the island south of Building 1. Building(s) located in the future development area south of Building 1 must be oriented parallel to the EC street.

	c. Provisions should be made for connections to adjacent pedestrian and vehicular circulation systems.	Timberwood Ave. would be extended along a portion of the proposed development and right-of-way dedication is proposed for further extension in the future. A private access easement is proposed between Buildings 2 and 3 to the adjacent property to the east. A sidewalk exists along Airport Rd., but it is not shown in its entirety on the plan. A new sidewalk is shown along the extension of Timberwood Blvd. Sidewalks are also proposed along building fronts.	Revise the plan to show the full length of the existing sidewalk along Airport Rd.
	d. Open spaces should be tied into surrounding areas to provide continuity within the Entrance Corridor.	Most of the property located north of the current end of Timberwood Blvd. is wooded. Most of those trees would be removed to accommodate the development. There are large paved areas behind the proposed buildings. More existing trees could be retained by reducing the paved area. Open space is labeled along the northern end of the property. Presumably, wooded area would remain there, but no tree line to remain is shown.	Show a tree line to remain throughout the plan set. Consider reducing the amount of paved area behind the buildings.
	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.	The appearance of the site will change dramatically with the replacement of the wooded lot with multiple structures, but no existing view is expected to be impacted.	None at this time.
	Site Grading		
40	Site grading should maintain the basic relationship of the site to surrounding	Grading is proposed throughout	Consider reducing the

	conditions by limiting the use of retaining walls and by shaping the terrain through the use of smooth, rounded land forms 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, establishing a level pad for buildings and parking across most of the site, with retaining walls (6' and 12' tall) and 2:1 and 3:1 slopes at the northern perimeter of the paved area. Grading could be reduced somewhat by reducing the amount of paved area. The retaining walls are not expected to be visible from the Entrance Corridor.	amount of paved area behind the buildings.
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.	Grading could impact existing trees, but no tree line to remain is shown on the plan.	Show a tree line to remain throughout the plan set. 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.
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.		
44	Natural drainage patterns (or to the extent required, new drainage patterns) should be incorporated into the finished site to the extent possible.	A note on the plan states that runoff to the existing stormwater facility located north of the church will be redirected to the new facility. The new facility is shown between Buildings 9 and 10 at the north end of the property where it is not expected to be visible from the Entrance Corridor.	None at this time.

SUMMARY OF RECOMMENDATIONS

Staff recommends the following as the primary points of discussion:

1. Building orientation
2. Frontage planting with Phase 1 of the development
3. Amount of paving

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:
 - The ARB recommends approval of the Initial Site Plan with the following condition:
 1. The EC frontage landscaping must be provided with Phase 1 of the development.
- Regarding recommendations on the plan as it relates to the guidelines:
 1. Consider alternate materials for the dumpster enclosures that maintain appearances over time.
 2. Consider reducing the amount of paved area behind the buildings.
- Regarding conditions to be satisfied prior to issuance of a grading permit:
 1. Show a tree line to remain throughout the plan set.
 2. 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 architectural design:
 - Architectural plans are required with the ARB final site plan submittal. Depending on the proposal, the ARB may require more than one review of the architectural design. Applicants are encouraged to consider this when establishing project schedules. ARB approval (a Certificate of Appropriateness) is required prior to final site plan approval.
- Regarding the final site plan submittal:

A Certificate of Appropriateness is required prior to final site plan approval. An ARB Final Site Plan application is required. Delaying submittal of the ARB application can delay approval of the Final Site Development Plan. The following items and all items on the ARB Final Site Plan Checklist must be addressed:

 1. Provide detailed architectural plans for review. Show how the architectural design will achieve unity, coherence, and compatibility along the EC. Provide buildings that exhibit human scale, forms and features that eliminate blankness, and materials that are compatible with the surroundings and traditional architecture.
 2. Revise the mechanical equipment note (Site Note #1) to provide for full screening of roof- and ground-mounted equipment. Provide details for all proposed screens and fences.
 3. Show locations of proposed equipment on the site and architectural plans.
 4. Consider alternate materials for the dumpster enclosures that maintain appearances over time.

5. Provide landscaping to mitigate the appearance of the dumpster enclosures.
6. Provide a complete lighting plan showing all proposed ground- and building-mounted lighting for review. Limit fixtures to downlight styles and illumination levels to that which is required for safety/security.
7. Show all existing and proposed utilities on the plans, including the overhead utilities that run along the Airport Rd. frontage.
8. Provide a landscape plan for review. Show how all EC landscaping requirements will be met.
9. Provide the EC frontage landscaping with Phase 1 of the development.
10. Add the standard plant health note to the 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."
11. Consider reducing the amount of paved area behind the buildings.
12. Note that landscaping will likely be required in the island south of Building 1.
13. Building(s) in the future development area must be oriented parallel to the EC street.
14. Revise the plan to show the full length of the existing sidewalk along Airport Rd.
15. Show a tree line to remain throughout the plan set.
16. 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.

ATTACHMENTS

Attach. 1: [SDP-2025-00095: Hollymead Flex Office Development Initial Site Plan](#)