

ARCHITECTURAL REVIEW BOARD STAFF REPORT

Project #/Name	SDP-2025-83: Charlottesville Community Church Initial Site Plan
Review Type	Initial Site Plan
Parcel Identification	09100-00-00-016B0
Location	26 Pebble Drive
Zoned	Residential (R1) / Entrance Corridor (EC)
Owner/Applicant	Charlottesville Community Church / Collins Engineering (Chuck Rapp)
Magisterial District	Scottsville
Proposal	A new church campus is proposed to be built in two phases. Phase I includes demolishing the outbuilding and constructing the church, parking lot, access road, and necessary utility infrastructure. Phase II includes the demolition of the residence and the construction of an indoor gymnasium, classrooms, and outdoor recreational facilities.
Context	A residence constructed around 1960 and an associated outbuilding are situated on the property, which features a wooded area along its southern boundary. This portion of the Entrance Corridor is primarily residential and rural, characterized by single-family homes to the south and west, multi-family residences to the immediate north, and large open fields across Route 20 to the east.
Visibility	The current topography, and the proposed grading, slope steeply up from the eastern parcel boundary along the EC towards the west and rear of the site. That topography and the proposed site layout, which places the buildings towards the back half of the site, will likely reduce visibility of some parts of the buildings from the EC. However, the taller parts of the church and the Phase II buildings are likely to be visible from the street. Furthermore, any fencing associated with the outdoor recreational areas is also expected to be visible from the EC.
ARB Meeting Date	August 18, 2025
Staff Contact	Khris Taggart

PROJECT HISTORY/VISIBILITY

Design Planning staff provided comments during the review of the Special Use Permit (SP2024-18), including recommendations on building orientation, ensuring the elevations facing the frontage present an appropriate facade to the EC, the treatment of the 25-foot landscaping buffer along the frontage, and integrating the stormwater facility and proposed amenities into the site as viewed from the EC.



Figure 1: Pictometry image highlighting subject property along 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, 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 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 drawings have not been provided for review at this time. Topography and site layout may limit the visibility of portions of the buildings from the EC. Site sections could help illustrate the visibility of the proposed structures and outdoor recreational areas from the EC, which would help determine the level of review required.	See architectural and landscaping recommendations, below.
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.		
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.		
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.		
15	Trademark buildings and related features should be modified to meet the requirements of the Guidelines.	The buildings are not expected to have the appearance of a trademark design.	None at this time.
	SPECIFIC GUIDELINES		
	<i>Compatibility with significant historic sites</i>		
	Structure design		
10	Buildings should relate to their site and the surrounding context of buildings.	The proposed church building, along with its anticipated future expansions, is expected to exhibit a massing and scale more closely aligned with that of the Kappa Sigma Fraternity building to the north, rather than the nearby single- and multi-family residential structures in the vicinity. The appropriate use of form, materials, and detailing in building design, along with site and building landscaping, will help ensure that these new structures blend harmoniously with the surrounding context.	Provide architectural drawings with the next submittal. The east elevation must be designed with suitable forms, detailing, and materials to ensure that it provides an appropriate front to the EC.
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.		
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.	A plaza is shown connecting the church to the Phase II offices and classrooms, and covered walkways link the office/classroom buildings.	None.
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>	Specifications for window glass have not been provided with this submittal. The proposed buildings are shown approximately 372’ from the EC. At this distance, the glass may have a reduced impact on the EC.	Provide the specifications for the proposed window glass on the architectural drawings. Include the standard window glass note in the architectural drawings.

	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 dumpster pad and enclosure are shown near the southwest corner of the site. In this location, they will not be visible from the EC.	If proposed, show the location of mechanical equipment (building- and ground-mounted) on the site and architectural plans, and show how it will be screened from the EC. Revise the site plan to specify whether fencing is proposed for the outdoor recreational area. Note that chain link fencing is not an acceptable type of fence.
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.	The location(s) of mechanical equipment is not labeled on the plan. The plan does not indicate fencing for the outdoor recreational area. Chain link fencing, which is commonly used for this type of application, would not be appropriate for fencing visible from the EC.	
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 is not present on the site plan, and the architectural drawings have not been provided with the initial site plan.	Include the standard mechanical equipment note on the site and architectural plans.
	Lighting		
22	Light should be contained on the site and not spill over onto adjacent properties or streets;	A lighting plan was not included with the initial plan. A note on sheet 2 of the plan states that a lighting plan will be provided with the final site plan if any lighting over 3,000 lumens is proposed. However, lighting here could have a significant impact on the surrounding rural context, depending on fixture type, location and quantity. Full cut off styles would be appropriate for all fixtures, and sports lighting that is typically associated with outdoor recreational facilities may not be appropriate.	Provide a complete lighting plan with the next submission showing all proposed lighting. Limit fixtures to full cutoff styles. If lighting is proposed for the outdoor ball courts, show how it will have an appropriate appearance for the Entrance Corridor. Include the standard lighting note on the lighting plan.
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.”		
	<i>Guidelines for the Use of Decorative Landscape Lighting</i>		
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.	A lighting plan has not been provided with the initial plan.	See the lighting recommendation above.
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		
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.	Along the EC, the approved application shows an area reserved for a 15-foot landscape buffer and a 10-foot shared-use path between Rt. 20 and the area designated for open space and a stormwater facility. However, the landscape buffer has not been labeled on the site plan. Within the area reserved for the landscape buffer, an existing power line extends along the entire length of the frontage. Under this power line, the landscape plan shows ornamental trees. South of the proposed site entrance, large shade trees are shown behind the row of ornamental trees; however, no large trees have been provided north of the entrance between the facility and the frontage.	Revise the landscape plan to provide a coordinated and more robust planting arrangement that better integrates the stormwater facility, recreational areas, and the lawn east of the ball courts into the EC.
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.	The regular grading proposed for the stormwater facility and the area between the ball courts and the EC is expected to have an engineered appearance that will stand out in the surrounding context. The orientation of the buildings and the location of the ball courts warrant a more robust planting arrangement to integrate these elements into the site and surrounding context. The area east of the ball courts resembles a lawn. The integration of large shade trees in this area would be reflective of many of the significant historic sites within the County and may help to integrate the grading into the surroundings. Coordinating this landscaping with a more robust planting arrangement around the facility and within the landscape buffer would be appropriate.	
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.	Pebble Drive, an existing gravel driveway, will be expanded and paved as part of the proposed site development. Large shade trees are shown along the northern side of Pebble Drive, in the vicinity of the stormwater facility. As the travelway extends toward the rear of the property, a mixture of deciduous and evergreen trees and shrubs are proposed within the required 12-foot landscape buffer on the north side of the site. However, there are no large trees shown on the southern side of the travelway. In this area, the site plan shows a 3-foot grass shoulder on both sides of the travelway, with the grading plan indicating a shoulder and roadside ditch on the southern side. Revising the landscape plan to include trees along the south side of the travelway, positioned outside the ditch, would effectively integrate the travelway into the surrounding context. This landscaping could also help filter the view of the outdoor recreation area and any associated fencing from the EC.	Revise the landscape plan to provide trees along the southern side of Pebble Drive from the site entrance to the overflow parking area.

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 sidewalk is proposed along the western side of the proposed buildings. A 5-foot-wide stone pathway is shown connecting that sidewalk to the sports patio at the tennis and basketball courts. The landscape plan does not show trees along this pathway; however, the planting area is constrained by proposed utilities and grading.	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.	The site plan shows a total of 207 parking spaces located within the asphalt parking lot situated at the rear of the property, with an additional 16 spaces designated in the grass overflow parking area towards the front of the site. The asphalt lot contains 22 large shade trees and 4 ornamental trees, which exceeds the landscape requirement of 21 large shade trees.	None.
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 initial site plan does not include architectural drawings. A note on sheet 2 of the plan indicates that the construction of the church building will occur in the first phase, while the buildings designated for offices, classrooms, and a recreation center will be developed in the second phase. Although the church is not an overly long building, the eventual addition of the offices, classrooms, and recreation center will result in a lengthy elevation. Site sections would assist in accurately assessing the appropriate level of landscaping required to soften the appearance of the long elevation.	Provide site sections that clearly illustrate the visibility of the proposed structures from the EC.
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 plant schedule has not been provided with the initial site plan.	Provide a complete landscape plan with 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 note has not been included in the site plan set.	Revise the site plan to include the standard landscaping note.
	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 site has been previously developed with a ca. 1960 residence and associated outbuilding. The proposed organization of the site orients the buildings at an angle to the EC. The locations of sidewalks and doors indicate that the front of the church faces the parking lot, so the rear of the church faces the EC. The location of the stormwater facility and tennis and basketball courts will contribute to the eastern half of the site (the part closest to the EC) looking like the back of the development. To present an appropriate facade to the EC, the design of the east elevations of the proposed buildings should be fully developed with the forms, detailing, and materials of building fronts. Additionally, the landscaping along the frontage should be enhanced to help mitigate the negative visual impact of the proposed site features (stormwater facility and outdoor recreation area) located closer to the EC.	See the recommendation provided with Guidelines 10-13. See the landscaping recommendation provided with Guidelines 7, 8, and 32. Revise the note on sheet 2 to clarify that the initial site plan is for both phases.
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.	A note on sheet 2 of the plan states that the initial site plan is for Phase I, which includes the church building and its associated site improvements. However, the plan shows both phases and only identifies the recreation center as a structure associated with Phase II. The approved application plan shows a landscape buffer along the frontage, but this buffer is not labeled on the site plan. The proposal improves the existing vehicular connection to the parcel to the north (TMP 90-35F) and dedicates an area along the frontage for a 10-foot shared-use path.	Revise the site plan to clearly distinguish between the proposed improvements in Phases I and II. Revise the site plan to label the landscape buffer along Rt. 20.
	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 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 current site is characterized by steep topography, necessitating extensive grading to construct the proposed development. The proposed grading shown east of the ball courts, between the buildings and the ball courts, and at the stormwater facility is rounded to align with existing contours but has a regular appearance that is expected to look engineered rather than natural. Revising the landscape plan to provide large shade trees along these slopes may help to integrate the grading and any vertical elements associated with the ball courts into the surrounding context.	Revise the landscape plan to show plantings that help integrate the proposed grading between the ball courts and the EC into the surrounding context.

44	Natural drainage patterns (or to the extent required, new drainage patterns) should be incorporated into the finished site to the extent possible.		
41	No grading, trenching, or tunneling should occur within the dripline 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.	The grading plan (Sheet 5) shows a wooded area to remain near the southeast corner of the parcel, but no tree protection is shown on this sheet.	Show the tree protection fencing for the wooded area that is to remain 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 proposal includes a dry detention basin at the northeast corner of the site between the EC and the travelway that leads to the rear of the site. The regular grading of the basin will make it recognizable just beyond the ornamental trees proposed along the EC frontage. Revising the design of the facility to use less regular grading and the landscape plan to provide additional landscaping along the frontage that includes evergreens would help to integrate the facility into the surrounding context. The approved application plan shows a 12-foot landscape buffer along the northern property line. Within this area, the landscape plan shows an arrangement of deciduous and evergreen plantings. However, this arrangement ends abruptly near the northeast corner of the site, adjacent to the stormwater facility. Revising the landscape plan to fill in this gap with plantings would align with the approved application plan and further integrate the stormwater facility into the surroundings.	Revise the landscape plan to provide additional landscaping that includes evergreens along the frontage between the stormwater facility and the EC. Revise the landscape plan to continue the planting arrangement within the 12-foot landscape buffer along the northern property line, extending it to the shared-use path.

SUMMARY OF RECOMMENDATIONS

Staff recommends the following as the primary points of discussion:

1. Level of visibility of the proposed building and amenities from the EC.
2. Degree of visibility of the stormwater facility from the EC.
3. Landscaping:
 - a. Within the 15-foot landscaping buffer along the EC.
 - b. Large trees along the south side of Pebble Drive between the overflow parking lot and the site entrance.
 - c. Within the eastern portion of the 12-foot landscape buffer situated along the northern parcel line.

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 conditions:
 1. Revise the note on sheet 2 to clarify that the initial site plan is for both phases.
 2. Revise the site plan to clearly distinguish between the proposed improvements in Phases I and II.
 3. Revise the site plan to label the required landscape buffer along the frontage.
- 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
- 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 take this into consideration when choosing when to submit the ARB final site plan application. 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. The following items and all items on the ARB Final Site Plan Checklist must be addressed:

 1. Provide architectural drawings with the next submittal. The east elevation must be designed with suitable forms, detailing, and materials to ensure that it provides an appropriate front to the EC.
 2. Provide the specifications for the proposed window glass on the architectural drawings.
 3. Include the standard window glass note in the architectural drawings: 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.
 4. If proposed, show the location of mechanical equipment (building- and ground-mounted) on the site and architectural plans, and show how it will be screened from the EC.
 5. Revise the site plan to specify whether fencing is proposed for the outdoor recreational area. Note that chain link fencing is not an acceptable type of fence.
 6. Include the standard mechanical equipment note on the site and architectural plans: Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.
 7. Provide a complete lighting plan with the next submission showing all proposed lighting. Limit fixtures to full cutoff styles.
 8. If lighting is proposed for the outdoor ball courts, show how it will have an appropriate appearance for the Entrance Corridor.

9. Include the standard lighting note 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.
10. Revise the landscape plan to provide a coordinated and more robust planting arrangement that better integrates the stormwater facility, recreational areas, and the lawn east of the ball courts into the EC.
11. Revise the landscape plan to provide trees along the southern side of Pebble Drive from the site entrance to the overflow parking area.
12. Provide site sections that clearly illustrate the visibility of the proposed structures from the EC.
13. Provide a complete landscape plan with the next submittal.
14. Revise the site plan to include the standard landscaping note: 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.
15. Revise the landscape plan to show plantings that help integrate the proposed grading between the ball courts and the EC into the surrounding context.
16. Show the tree protection fencing for the wooded area that is to remain throughout the site plan set.
17. Revise the landscape plan to provide additional landscaping that includes evergreens along the frontage between the stormwater facility and the EC.
18. Revise the landscape plan to continue the planting arrangement within the 12-foot landscape buffer along the northern property line, extending it to the shared-use path.

ATTACHMENTS

- Attach. 1: [SDP2025-83: Charlottesville Community Church Initial Site Plan](#)