County of Albemarle
COMMUNITY DEVELOPMENT/PLANNING

Architectural Review Board
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FINAL ARB ACTION MEMO / MINUTES

Date: September 29, 2025
Time: 1:00 PM
Meeting Room: Lane Auditorium
Members:
Chris Henningsen, Chair: Present (arrived 1:25)
Frank Hancock, Vice-Chair: Present
Frank Stoner: Present
Taro Matsuno: Present
Dade Van Der Werf: Present

Staff:
Margaret Maliszewski

CALL TO ORDER: Mr. Hancock called the meeting to order at 1:01 p.m. and established a quorum.

DISCLOSURES: None.

PUBLIC COMMENT: None.

CONSENT AGENDA:

a. **SDP-2025-00111 Microaire Initial Site Plan**

Location: 3590 Grand Forks Blvd.

Proposal: To construct an addition on the north side of the building and to undertake related site improvements.

Staff Contact: Margaret Maliszwski
Representative: Scott Collins

Motion: Mr. Van Der Werf moved to approve the consent agenda and forward the recommendations outlined in the staff report for the Initial Site Plan to the Agent for the Site Review Committee, as follows:

- Regarding requirements to satisfy the design guidelines as per § 18-30.6.4c(2), (3) and (5) and recommended conditions of initial plan approval:

- Prior to Initial Plan approval the following items shall be resolved to the satisfaction of the ARB: None.

- 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. Revise the plans to coordinate grading with trees to remain.
  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 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 detailed architectural plans for review with the next submittal.
  2. Provide size and location of proposed rooftop equipment and related screening details in the architectural drawings.
  3. Provide size and location of proposed ground-mounted equipment and related screening details in the site plan.
  4. Indicate on the plan the new location of the fire hydrant.
  5. Show the existing landscaping near the existing stormwater basin on the Existing Conditions plan.
  6. Revise the arrangement of proposed plants at the new stormwater basin for a more integrated overall landscape plan.
  7. Add the standard mechanical equipment note to the site and architectural plans: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."
  8. Provide a complete lighting plan for review, including proposed locations for relocated lights. Note that relocated lights must meet all ordinance and guidelines requirements.
  9. Indicate on the plan any decorative lighting proposed for the site.
  10. Coordinate the abbreviation for the magnolia in the Plant Legend and Schedule.
  11. Revise the plan to clearly show the extent of the proposed permanent utility easement.
  12. Provide trees along the sidewalk on the north side of the building.
  13. Provide one additional interior tree in Parking Area #2.
  14. Revise the plans to coordinate grading with trees to remain.
  15. Note that a separate sign application is required for moving the existing freestanding sign and/or erecting a new sign.
  16. Revise the site plan to show the accurate location of the existing freestanding sign and related landscaping.

Mr. Stoner seconded the motion.
The motion was carried by a vote of 4:0 (Henningsen late)

REGULAR REVIEW ITEMS: None

WORK SESSION: None

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Matsuno moved for approval of the minutes from the September 8, 2025, ARB meeting.

Mr. Stoner seconded the motion.

The motion was carried by a vote of 4:0. (Henningsen late)

b. Other items from staff or ARB members: Internally illuminated signs

Staff summarized two issues about internally illuminated signs in a PowerPoint presentation. Staff reviewed the purpose of the sign guidelines generally and the guidelines on sign illumination, as outlined in the guidelines document, noting the focus on unified design, simplicity and reserve along the corridors, the preference for exterior illumination, the challenge in applying the guidelines to box signs displaying logos, and new methods of using halo lighting. Staff reviewed the proposals for Dairy Queen signs at Hollymead and a Flow Kia sign at Pantops. Heather English and George Thomson, with Allen Industries, representing Dairy Queen, attended the meeting virtually and discussed the trademark image, the illumination of the existing signs, the sign sizes, and the face replacements. The ARB discussed the illumination, the guidelines' focus on consistency, the ability to achieve an opaque background, the importance of brand recognition, and design options that meet the guidelines, The ARB It was the consensus of the ARB that external illumination is a design option that should be pursued for the Dairy Queen sign and that more detailed drawings should be provided for the Flow Kia sign to further clarify the design of the internal illumination.

c. Next ARB Meeting: Monday, October 6, 2025, 1:00 PM – Lane Auditorium

ADJOURNMENT

The meeting was adjourned at 1:25 p.m. to the next ARB meeting on Monday, October 6, 2025, at 1:00 p.m.