



County of Albemarle
Community Development Department - Planning

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Scott Collins
Collins Engineering
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RE: SDP-2025-00095: Hollymead Flex Office Development (TMP: 03200000001700, 032000000017E3)

Dear Mr. Collins,

At its meeting on Monday, August 4, 2025, the Albemarle County Architectural Review Board voted (3:0, Mr. Henningsen absent; Mr. Hancock recused) to forward the following recommendations on the above-noted Initial Site Development Plan 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.

Your next step in the ARB process is to apply for Final Review of a Site Development Plan by the ARB. Checklists and schedules are available online at <https://www.albemarle.org/government/community-development/apply-for/planning-site-development/architectural-review-board-arb>. 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. The ARB submittal must address all checklist items and the above-noted comments.

Please make your submittal at the CDD application webpage: <https://albemarlecountyva-energovweb.tylerhost.net/apps/selfservice#/home> under ARB202400059. Note that ARB approval (a Certificate of Appropriateness) is required prior to final site plan approval.

If you have any questions concerning any of the above, please feel free to contact me.

Sincerely,
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