



County of Albemarle
COMMUNITY DEVELOPMENT/PLANNING

Architectural Review Board

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FINAL ARB ACTION MEMO

Date: May 11, 2026

Time: 1:00 PM

Meeting Room: Lane Auditorium

Members:

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

Staff:

Margaret Maliszewski

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

DISCLOSURES: None.

PUBLIC COMMENT: None.

CONSENT AGENDA: None.

REGULAR REVIEW ITEMS:

a. ARB-2026-0004 Dutch Pantry Addition

Staff: Margaret Maliszewski

Location: 5548 Seminole Trail

Proposal: To construct an addition for office, storage and retail space, and to establish a patio for outdoor dining.

Staff Contact: Margaret Maliszewski

Representative: Adrienne Stronge, Gaines Group Architects

Motion: Mr. Matsuno moved to approve ARB-2026-00004 Dutch Pantry Addition, with the conditions listed in the staff report:

1. Submit dimensioned elevation drawings with scale, materials and colors identified. Add an architectural scale to the first floor plan drawing.
2. Show the pergola on the plans. Provide elevations, details, materials, colors, etc.
3. Revise the architectural drawings to note that new window glass will meet the criteria: *(VLT) shall not drop below 40% and (VLR) shall not exceed 30%.*
4. Revise the plans to show the mechanical equipment in a consistent location that is not visible from the EC street or provide screening.
5. Add the standard mechanical equipment note to the architectural plans: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."
6. Add a note to the site plan stating that new light fixtures will have a consistent finish and will have a color temperature of 3000K or less.
7. Consider adding shrubs on site along the Rt. 29 frontage to help integrate the site into the corridor.
8. Coordinate the site and architectural drawings regarding patio size and layout, and patio wall length and layout.
9. Revise the grading as needed to coordinate with the patio and patio walls.

Mr. Henningsen seconded the motion.

The motion was carried by a vote of 5:0

WORK SESSION:

a. Solar Guidelines

Staff: Margaret Maliszewski

The ARB held a work session on design criteria for solar installations. The ARB discussed the questions presented by staff and provided comments on the distance from panel to roof, solar canopies, solar shingles, and installations on flat roofs. After discussion, the ARB agreed that staff would make the edits identified in the meeting and bring the revised text to a future meeting for adoption.

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Van Der Werf moved for approval of the minutes from the May 4, 2026, ARB meeting.

Mr. Henningsen seconded the motion.

The motion was carried by a vote of 5:0.

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

c. Next ARB Meeting: TUESDAY, May 26, 2026, 1:00 PM – Lane Auditorium

Mr. Henningsen and Mr. Hancock said that they would not be able to attend the meeting.

ADJOURNMENT

The meeting was adjourned at 1:40 p.m. to the next ARB meeting on Tuesday, May 26, 2026, at 1:00 p.m.