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COUNTY OF ALBEMARLE  
Department of Community Development  
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**ARB ACTION MEMO**

**Date:** January 22, 2019

**Time:** 1:00 PM

**Meeting Room:** Room 241, Second Floor

**Members:**

Frank Stoner: Present  
Frank Hancock: Present (Mr. Hancock left at 2:12 p.m.)  
Bruce Wardell: Present  
Stan Binsted, Chair: Present  
Dade Van Der Werf, Vice-Chair: Present

**Staff:**

Heather McMahon  
Brent Nelson  
Sharon Taylor

**CALL TO ORDER**

Mr. Binsted called the meeting to order at 1:00 p.m. and established a quorum.

**DISCLOSURES**

Mr. Binsted invited disclosures.

Mr. Hancock disclosed that he would recuse himself from item c. ARB-2018-160 Auto Zone because his firm worked on the project.

Hearing no further disclosures, the meeting moved to the next item.

**PUBLIC COMMENT**

Mr. Binsted invited public comment. Hearing none, the meeting proceeded.

## CONSENT AGENDA

Mr. Binsted asked if anyone wanted to pull an item off the consent agenda. Hearing none, he asked for a motion.

### Motion to Approve Consent Agenda:

**Motion:** Mr. Wardell moved to approve the consent agenda and forward the recommendations outlined in the staff reports for the Initial Site Plan to the Agent for the Site Review Committee, as follows.

**a. ARB-2018-163: Boyd Tavern Market Initial Plan** - Initial Site Development Plan (TM/Parcel 09400000003900)

**Proposal:** To construct a convenience store and fuel pump canopy with associated site improvements.

**Location:** Southwest corner of the intersection of I64 and Black Cat Road

- Regarding requirements to satisfy the design guidelines as per § 18-30.6.4c(2), (3) and (5) and recommended conditions of initial plan approval:
  1. 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:
  1. It is recommended that an expert be engaged to establish accurate cemetery boundaries prior to grading the site.
  2. Consider reducing the length of the canopy to limit visual impacts.
- Regarding conditions to be satisfied prior to issuance of a grading permit:
  1. Include tree protection fencing on the landscape and grading plans. Include a conservation checklist in the plan.
- 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 designs for review with the next submittal.
  2. Show how trademark designs have been revised to meet the guidelines.
  3. Show how visibility of mechanical equipment will be eliminated from the EC.
  4. Add the standard mechanical equipment note to the site plan and the architectural drawings: Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.
  5. Illumination on site shall not exceed 20 fc at the ground.
  6. Add a staggered row of mixed evergreen trees along the north, northeast and northwest perimeters of the travelway, high on the slope, to reduce visual impacts of the development on the EC.
  7. Provide a minimum of 3 interior parking lot trees.
  8. Provide a complete landscape plan with the next submittal.

9. 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.
10. It is recommended that an expert be engaged to establish accurate cemetery boundaries prior to grading the site.
11. Include tree protection fencing on the landscape and grading plans. Include a conservation checklist in the plan.
12. Provide architectural drawings of the fuel pump canopy design. Limit sizes to meet the guidelines. Choose color and illumination options that will limit visual impacts on the EC.
13. Consider reducing the length of the canopy to reduce visual impacts.

Mr. Hancock seconded the motion.

The motion carried by a vote of 5:0.

## REGULAR REVIEW ITEMS

### a. **ARB-2018-151: Airport Entry Pavilion** - Site Plan Amendment (TM/Parcel 03200000001000)

**Proposal:** To replace the existing elevator and flanking stairs with a 2-story entrance pavilion enclosing new elevators, escalators and stairs to provide access from the long-term parking lot to the terminal building. A new canopy is also proposed to connect the pavilion with the terminal building.

**Location:** 15 Aviation Drive

**Motion:** Mr. Van Der Werf moved for approval of the Certificate of Appropriateness for **ARB-2018-151: Airport Entry Pavilion** - Site Plan Amendment with the conditions listed in the staff report:

1. Add the standard mechanical equipment note to the site and architectural plans: *Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.*
2. Provide a photometric plan showing the light levels at the ground around the entrance pavilion. Ensure that light levels do not exceed 20 fc.
3. Include a luminaire schedule in the plan. Indicate a consistent color temperature for the fixtures.
4. Include the standard lighting note on the photometric 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.*
5. Provide in the entrance pavilion site plan a landscape plan that includes trees and shrubs in the new planting island located east of the pavilion.

Mr. Stoner seconded the motion.

The motion carried by a vote of 5:0.

### b. **ARB-2018-155: Wawa at Proffit Road** - Final Site Development Plan (TM/Parcels 032A0020000100, 032A00200001A1)

**Proposal:** To construct a fuel station with a 6,049-sf building, a 4,290-sf fuel pump canopy, and associated site improvements on 1.431 acres.

**Location:** Northeast corner of Seminole Trail (Route 29) and Proffit Road (Route 649)

**Motion:** Mr. Stoner moved for approval pending staff review of the following conditions:

1. Submit architectural elevations and sections of the fuel pump canopy for review. Address the height standard established in the Standards for Fuel Pump Canopies as outlined in Appendix B of the EC Design Guidelines.
2. Utilize brick veneer rather than stone veneer in the design of the fuel pump canopy to tie its materiality with that of the building.
3. Consider adding shrubbery to the exterior of the building.
4. Revise the color of the service doors to blend better with the building colors.
5. Provide the standard glass note on the elevations: *Window glass in the Entrance Corridors should meet the following criteria: Visible light transmittance (VLT) shall not drop below 40%. Visible light reflectance (VLR) shall not exceed 30%.*
6. Revise the plan to include dumpster elevations and details. Provide samples of the dumpster enclosure for review.
7. Provide a roof plan with equipment heights for review if any proposed mechanical equipment will be roof-mounted.
8. Show how the planting plan will eliminate visibility of the equipment from the Entrance Corridor.
9. Provide the landscape easement agreement and approved easement plat for review.
10. Provide the standard mechanical equipment note on the architectural drawings: *Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.*
11. Ensure that no footcandle values above 0.5 spill over from the property boundaries into public rights-of-way.
12. Provide manufacturer's specifications for all proposed light fixtures.
13. Clarify what "KR6T-SSGC-FF" in relation to light model D1 refers to. Provide the specification for the feature.
14. Correct the discrepancy between the luminaire schedule on C-705 and the manufacturer's specifications on C-706 that confuse models B4 and B5.
15. Show how the canopy design eliminates glare.
16. Provide cross-sections of the fuel-pump canopy that show the canister lights housed in the ceiling.
17. Reduce illumination so that the average footcandle (fc) value at the canopy does not exceed 25 fc.
18. Ensure that light color is consistent throughout the site.
19. Change the color of light model W1 to better integrate with the wall material.
20. Correct the discrepancy between the number and placement of proposed lights on the lighting plan and the elevations.
21. Rectify the height discrepancy of the proposed freestanding light poles inclusive of their bases between the luminaire schedule on C-705 and the detail on C-803
22. Consider substituting native tree and shrub species for those exotic species found in the plant schedule.
23. Provide an increased planting area and ensure that the placement of plants is not so close that they compete with one other.

24. Address the landscape gap in the northwest corner of the site.
25. Extend the proposed tree plantings along the full lengths of the EC frontage.
26. Amend the plant schedule on the landscape plan to reflect that the trees on the EC frontage will be planted at a minimum of 3.5 inches caliper.
27. Rectify the stated amount of Proffit Road frontage and the calculations of required trees in the landscape compliance chart on C-701. Provide more street trees on the Proffit Road frontage.
28. Provide medium-sized shade trees in the proposed landscape islands on the southwest and southeast corner of the building.
29. Note that signage requires a separate application. Ground cover, shrubs and/or trees will be required to integrate the freestanding signs into the overall development.
30. Reduce the number of TOE to below 10 (or below 25% of typology totals) by introducing more plant variety.
31. Rectify all errors and discrepancies on the landscape plan and within the landscape schedule on C-701.
32. The lowest edge of the canopy roof shall not exceed 14'6".

Mr. Hancock seconded the motion.

The motion carried by a vote of 4:1 (Wardell no).

Mr. Hancock recused himself from ARB-2018-160 Auto Zone #6464 and left the meeting at 2:12 p.m.

- c. **ARB-2018-160: Auto Zone #6464** - Initial Site Plan, preliminary architectural review (TM/Parcel 061W0010A00300)

**Proposal:** To construct an auto parts retail store with associated site improvements.

**Location:** Southwest corner of the intersection of Rt. 29 and Westfield Rd.

No action taken; the applicant chose to defer.

#### **OTHER BUSINESS**

- a. **Next ARB Meeting: MONDAY**, February 4, 2019, 1:00 p.m.

#### **ADJOURNMENT**

The meeting was adjourned at 2:40 p.m. to the next ARB meeting on Monday, February 4, 2019 in Room 241, Second Floor, County Office Building at 1:00 p.m.