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

**Date:** December 16, 2013  
**Time:** 1:00 PM  
**Meeting Room:** Room #241

**Members:**

Charles T. Lebo, Vice Chair: Present  
Fred Missel, Chairman: Present  
Bruce Wardell: Present  
John Quale: Absent  
Marcia Joseph: Present (Ms. Joseph arrived at 1:04 p.m.)

**Staff:**

Margaret Maliszewski: Present  
Sharon Taylor: Present

### **CALL TO ORDER**

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

### **PUBLIC COMMENT**

Mr. Missel invited public comment. There being none, the meeting proceeded.

### **CONSENT AGENDA**

- a) **ARB-2013-164: Rolkin Road Retail Center Initial Plan - Initial Site Plan (Tax Map/Parcel 078000000075A0)**

**Proposal:** To construct a retail building with a drive-through window and associated site improvements.

### **Motion to Approve Consent Agenda:**

Mr. Wardell moved to approve the consent agenda with staff's recommendations as follows:

1. The ARB forwards the recommendations outlined in the staff report to the agent for the Site Review Committee, as follows:
  - Regarding requirements to satisfy the design guidelines as per § 18-30.6.4(2), (3) and (5):
    - As per § 32.4.2.2(b)(3) and 30.6.4(c)(3) and EC Guidelines 35a, it is not clear that sufficient planting area is available along the north and west sides of the site to accommodate required trees and shrubs.
  - Regarding recommendations on the plan as it relates to the guidelines: None.
  - Regarding recommended conditions of initial plan approval:
    - A Certificate of Appropriateness is required prior to final site plan approval. The applicant shall submit an application for a Countywide Certificate of Appropriateness for a structure located behind a structure that fronts the EC.
    - Provide additional information to clarify the type and location of utilities existing and/or planned along Rolkin and Abbey Roads. Provide planting in these areas to meet EC requirements or alternate planting of comparable size and quantity. Options might include: Provide the largest tree species acceptable to the easement holders, along with documentation that the easement holders do not object to the planting. Or provide large shade trees, 2½” caliper at planting, 40’ on center, in planting areas free of easements along Rolkin and Abbey Roads. Or add three islands with trees along the Rolkin side and three along the Abbey Road side of the site to compensate for the perimeter trees. Coordinate the proposed planting with the retaining wall along Rolkin Road.
  - Regarding conditions to be satisfied prior to issuance of a grading permit: None.
2. The ARB offers the following comments on the initial plan for the benefit of the applicant’s next ARB submittal:
  1. Coordinate the design of the drive-thru window with the overall architecture of the building.
  2. Carefully consider the form, illumination and materials (including the type and amount of glass used) in the tower design.
  3. The design of the building should be compatible with the existing buildings in the area.
  4. Coordinate building materials with those used in existing buildings in the area.
  5. Avoid a blank wall on the west elevation by incorporating sufficient design details. If blank areas are still anticipated after design details are included, revise the layout to include planting area along the wall.
  6. Include information on the architectural plans and elevations to show that visibility of rooftop equipment will be eliminated.
  7. Add the following note to the site **and** the architectural plans: “Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.”

8. Provide additional information to clarify the type and location of utilities existing and/or planned along Rolkin and Abbey Roads. Provide planting in these areas to meet EC requirements or alternate planting of comparable size and quantity. Options might include: Provide the largest tree species acceptable to the easement holders, along with documentation that the easement holders do not object to the planting. Or provide large shade trees, 2½” caliper at planting, 40’ on center, in planting areas free of easements along Rolkin and Abbey Roads. Or add three islands with trees along the Rolkin side and three along the Abbey Road side of the site to compensate for the perimeter trees. Coordinate the proposed planting with the retaining wall along Rolkin Road.
9. Increase the size of interior parking lot trees to 2½” caliper minimum at planting. Increase the size of shrubs to 24” high minimum at planting. Consider increasing the variety of proposed shrubs species to a minimum of four different species.
10. Add the following note 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.”
11. Remove Lighting Note #2 from Sheet 2. Provide complete lighting information for review. Calculate photometrics using a light loss factor of 1.0 and note the light loss factor on the plan.
12. Add the following note to the site 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.”
13. Include a comprehensive sign proposal with the ARB site plan/building design application.

Mr. Lebo seconded the motion.

The motion carried by a vote of 3:0 (Joseph and Quale absent).

**Ms. Joseph arrived at 1:04 PM.**

## **OTHER BUSINESS**

- a) ARB-2013-162: Northside Library – Site Plan Amendment (TaxMap/Parcel 061000000120K0)**

The ARB reviewed the revised elevations for the Northside Library and took the following action:

Mr. Lebo moved to approve the revised renderings as displayed on December 16, 2013.

Mr. Wardell seconded the motion.

The motion carried by a vote of 4:0 (Quale absent).

b) **ARB-2013-157: Costco:** Elevation changes

The ARB reviewed the revised elevations for the Costco store and took the following action:

Mr. Wardell moved to approve the revised elevations dated December 9, 2013 with the design of the northeast corner, the revised siding color, and the overhead doors. Mr. Wardell further noted that the colors on the elevation drawings are approved, not the colors on the 3-D illustration, which are different.

Mr. Lebo seconded the motion.

The motion carried by a vote of 4:0 (Quale absent).

c) **2014 Calendar**

The ARB reviewed the 2014 meeting dates and took the following action:

Mr. Lebo moved to approve the 2014 ARB calendar.

Ms. Joseph seconded the motion.

The motion carried by a vote of 4:0 (Quale absent).

b) **Approval of Minutes:** 10-21-2013 and 12-2-13

**Motion:** Mr. Lebo moved for approval of the minutes of 10-21-13 and 12-2-13.

Ms. Joseph seconded the motion.

The motion carried by a vote of 4:0. (Quale absent)

**Next ARB Meeting:** Monday, January 6, 2014

**ADJOURNMENT**

The meeting was adjourned at 1:26 p.m. to the next ARB meeting on January 6, 2013 in Room 241, Second Floor, County Office Building at 1:00 p.m.