ARCHITECTURAL REVIEW BOARD STAFF REPORT

Project #/Name	**ARB-2024-48: Kappa Sigma Major Amendment**
Review Type	Major Amendment
Parcel Identification	09100-00-00-016A1
Location	1610 Scottsville Road
Zoned	Residential (R1) / Entrance Corridor (EC)
Owner/Applicant	Albemarle Carter Mountains Management / Roudabush (Dustin Greene)
Magisterial District	Scottsville
Proposal	To add a 6,001-sf northern wing to the existing Kappa Sigma headquarters and to complete associated site improvements on approximately 2.22 acres.
Context	A headquarters building (constructed in 2007), gazebo, patio, and parking spaces north and south of the building are located on the subject parcel. A pavilion associated with the headquarters building is on the adjacent parcel to the north (TMP 91-16D). The character of this portion of the Entrance Corridor is largely residential and rural with single and multi-family residential to the immediate north and west and large open fields across Rt. 20 to the east.
Visibility	The proposed wing will be readily visible from the Entrance Corridor.
ARB Meeting Date	August 19, 2024
Staff Contact	Khris Taggart

PROJECT HISTORY/VISIBILITY

The ARB approved the architecture and site plan for the headquarters building in 2004 and a sign application for the entrance columns in 2006.

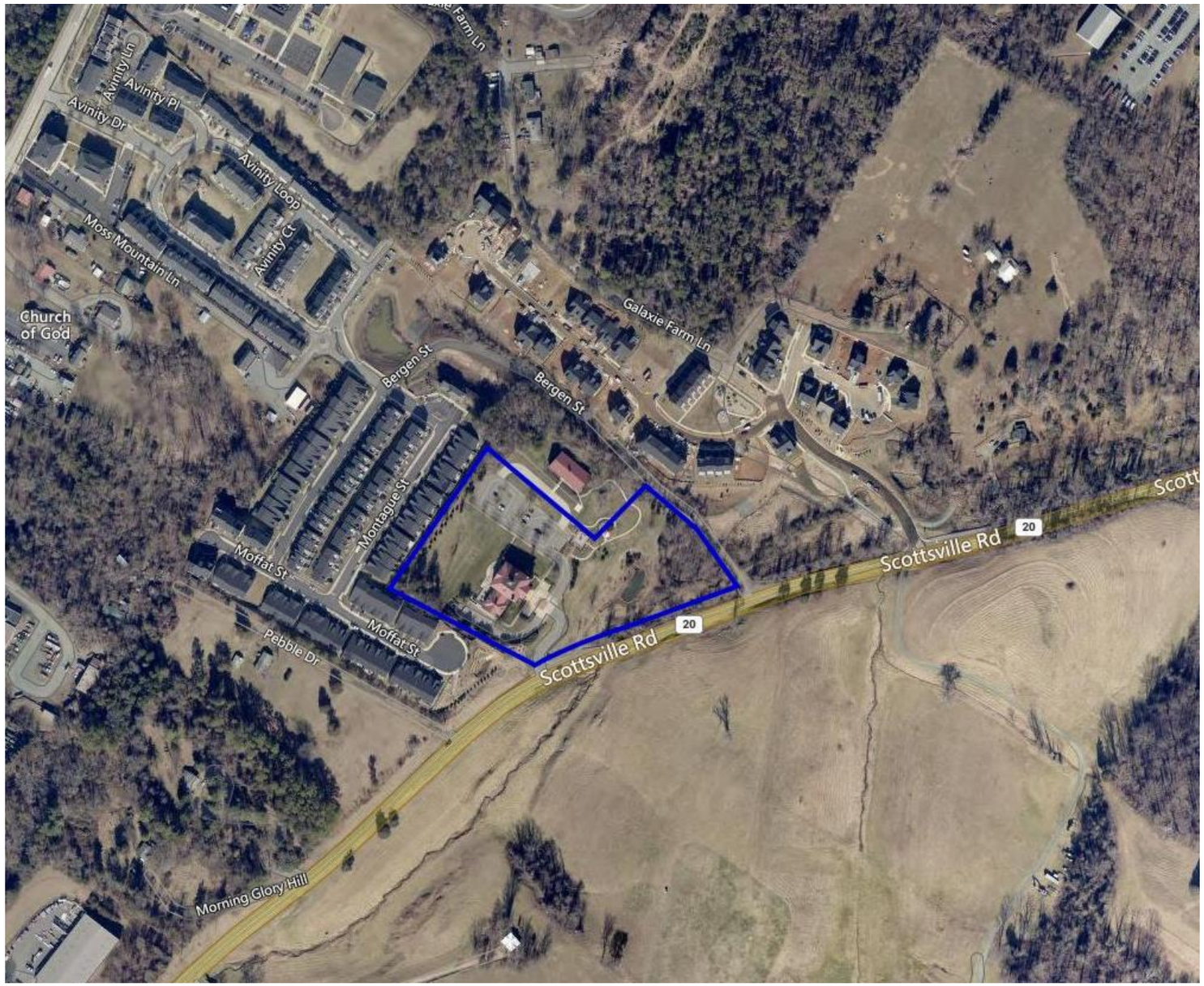

Figure 1: Pictometry image highlighting subject property along Entrance Corridor.

ANALYSIS

REF	GUIDELINE	ISSUE	RECOMMENDATION
	GENERAL GUIDELINES		
	Purpose		
1	The goal of the regulation of the design of development within the designated Entrance Corridors is to ensure that new development within the corridors reflects the traditional architecture of the area. Therefore, it is the purpose of ARB review and of these Guidelines, that proposed development within the designated Entrance Corridors reflect elements of design characteristic of the significant historical landmarks, buildings, and structures of the Charlottesville and Albemarle area, and to promote orderly and attractive development within these corridors. Applicants should note that replication of historic structures is neither required nor desired.	The existing building (main block and southern wing) is a reflection of Jeffersonian architecture. The architectural forms (Tuscan columns topped with a pedimented gable, hipped roofs, cupolas, tall multipaned windows, and transoms) and building materials (brick, standing seam metal roofing) can be found in the historic architecture of the County. The proposed wing matches the main block and existing wing in design, form, materials, and scale. As such, it is expected to result in an orderly and attractive development that promotes unity and coherence along the corridor.	None.
2	Visitors to the significant historical sites in the Charlottesville and Albemarle area experience these sites as ensembles of buildings, land, and vegetation. In order to accomplish the integration of buildings, land, and vegetation characteristic of these sites, the Guidelines require attention to four primary factors: compatibility with significant historic sites in the area; the character of the Entrance Corridor; site development and layout; and landscaping.		
	Compatibility with significant historic sites:		
3	New structures and substantial additions to existing structures should respect the traditions of the architecture of historically significant buildings in the Charlottesville and Albemarle area. Photographs of historic buildings in the area, as well as drawings of architectural features, which provide important examples of this tradition are contained in Appendix A.		
4	The examples contained in Appendix A should be used as a guide for building design: the standard of compatibility with the area's historic structures is not intended to impose a rigid design solution for new development. Replication of the design of the important historic sites in the area is neither intended nor desired. The Guideline's standard of compatibility can be met through building scale, materials, and forms which may be embodied in architecture which is contemporary as well as traditional. The Guidelines allow individuality in design to accommodate varying tastes as well as special functional requirements.		
	Compatibility with the character of the Entrance Corridor		
5	It is also an important objective of the Guidelines to establish a pattern of compatible architectural characteristics throughout the Entrance Corridor in order to achieve unity and coherence. Building designs should demonstrate sensitivity to other nearby structures within the Entrance Corridor. Where a		

	designated corridor is substantially developed, these Guidelines require striking a careful balance between harmonizing new development with the existing character of the corridor and achieving compatibility with the significant historic sites in the area.		
9	Building forms and features, including roofs, windows, doors, materials, colors and textures should be compatible with the forms and features of the significant historic buildings in the area, exemplified by (but not limited to) the buildings described in Appendix A [of the design guidelines]. The standard of compatibility can be met through scale, materials, and forms which may be embodied in architecture which is contemporary as well as traditional. The replication of important historic sites in Albemarle County is not the objective of these guidelines.		
	SPECIFIC GUIDELINES		
	Compatibility with significant historic sites		
	Structure design		
10	Buildings should relate to their site and the surrounding context of buildings.	The proposed wing mirrors the existing building in treatment and scale helping to maintain an orderly and attractive corridor.	None.
11	The overall design of buildings should have human scale. Scale should be integral to the building and site design.	The existing building has an imposing scale, but this scale is softened with forms, architectural detailing, and windows set in a rhythmic pattern. The proposed wing matches the existing building in scale and treatment.	None.
12	Architecture proposed within the Entrance Corridor should use forms, shapes, scale, and materials to create a cohesive whole.	The architectural forms (pediments, hipped roofs) and detailing (Tuscan columns, cupolas, tall multipaned windows, transoms) present in the existing building design reference historic estates in the County and help to create a cohesive design that breaks down the length and height of the elevations. The proposed wing matches the existing building in treatment and continues the unified design.	None.
13	Any appearance of "blankness" resulting from building design should be relieved using design detail or vegetation, or both.		
14	Arcades, colonnades, or other architectural connecting devices should be used to unify groups of buildings within a development.	The proposal is an addition to a single building.	None.
15	Trademark buildings and related features should be modified to meet the requirements of the Guidelines.	The existing building and proposed wing do not have the appearance of a trademark design.	None.
16	Window glass in the Entrance Corridors should not be highly tinted or highly reflective. 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%. Specifications on the proposed window glass should be submitted with the application for final review.*	Specifications for window glass have not been provided with this submittal.	Provide specifications for the proposed window glass. Revise the architectural drawing to include the standard window glass note.
	Accessory structures and equipment		
17	Accessory structures and equipment should be integrated into the overall plan of development and shall, to the extent possible, be compatible with the building designs used on the site.	No accessory structures are proposed with this building addition. The location(s) of mechanical equipment is not labeled on the plan.	If proposed, show the location of mechanical equipment (building- and ground-mounted) on the site and

18	The following should be located to eliminate visibility from the Entrance Corridor street. If, after appropriate siting, these features will still have a negative visual impact on the Entrance Corridor street, screening should be provided to eliminate visibility. a. Loading areas, b. Service areas, c. Refuse areas, d. Storage areas, e. Mechanical equipment, f. Above-ground utilities, and g. Chain link fence, barbed wire, razor wire, and similar security fencing devices.		architectural plans and show how it will be screened from the EC.
19	Screening devices should be compatible with the design of the buildings and surrounding natural vegetation and may consist of: a. Walls, b. Plantings, and c. Fencing.		
21	The following note should be added to the site plan and the architectural plan: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."	The note is not present on the site plan and architectural drawings.	Include the standard mechanical equipment note on the site and architectural plans.
	Lighting		
22	Light should be contained on the site and not spill over onto adjacent properties or streets;	The proposed lighting is limited to the patio area along the west side of the building and is not near any property lines or nearby streets.	None.
23	Light should be shielded, recessed or flush-mounted to eliminate glare. All fixtures with lamps emitting 3000 lumens or more must be full cutoff fixtures.	The proposed fixtures are full cutoff and emit less than 3000 lumens.	None.
24	Light levels exceeding 30 footcandles are not appropriate for display lots in the Entrance Corridors. Lower light levels will apply to most other uses in the Entrance Corridors.	The maximum light levels do not exceed 3 fc.	None.
25	Light should have the appearance of white light with a warm soft glow; however, a consistent appearance throughout a site or development is required. Consequently, if existing lamps that emit non-white light are to remain, new lamps may be required to match them.	The color temperature of the fixtures has not been noted on the plans.	Revise the lighting plan to note the color temperature of the proposed fixtures. A color temperature between 2000K and 3000K would be appropriate.
26	Dark brown, dark bronze, or black are appropriate colors for free-standing pole mounted light fixtures in the Entrance Corridors.	The color/finish of the proposed fixtures has been noted as black on the site plan.	None.
27	The height and scale of freestanding, pole-mounted light fixtures should be compatible with the height and scale of the buildings and the sites they are illuminating, and with the use of the site. Typically, the height of freestanding pole-mounted light fixtures in the Entrance Corridors should not exceed 20 feet, including the base. Fixtures that exceed 20 feet in height will typically require additional screening to achieve an appropriate appearance from the Entrance Corridor.	No pole-mounted lighting is proposed.	None.
28	In determining the appropriateness of lighting fixtures for the Entrance Corridors, the individual context of the site will be taken into consideration on a case-by-case basis.	The proposed lighting is minimal and is expected to be compatible with the existing lighting and the rural surrounding context.	None.
29	The following note should be included on the lighting plan: "Each outdoor luminaire equipped with a lamp that emits 3,000 or more initial lumens shall	The complete lighting note is not on the lighting plan.	Revise the lighting plan to include the standard lighting note.

	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."		
	Guidelines for the Use of Decorative Landscape Lighting		
30	Light used for decorative effect shall: a. be compatible with the character of the Entrance Corridor. Compatibility of exterior lighting and lighting fixtures is assessed in terms of design, use, size, scale, color, and brightness. b. impact only the immediate site. The effect of the illumination should not be discernible from distances along the Entrance Corridor.	No decorative lighting is proposed.	None.
31	Where used for decorative effect, outdoor light fixtures shall: a. be equipped with automatic timing devices and shall be extinguished between the hours of 11:00 p.m. and dawn. b. be shielded and focused to eliminate glare. Glare control shall be achieved primarily through the use of such means as cutoff fixtures, shields and baffles, and appropriate application of mounting height, wattage, aiming angle, fixture placement, etc. c. be cutoff luminaires, aimed so as not to project their output beyond the objects intended to be illuminated; or non-cutoff luminaires, equipped with glare shields, visors, barn doors, and/or other similar shielding accessories as required to meet the following criteria: Light distribution from all lighting installations shall be cut-off at all angles beyond those required to restrict direct illumination to within the perimeter of the landscape feature being illuminated. d. never exceed 3,000 lumens. Further restrictions on lumens may be imposed by the ARB. e. not be modified to reflect seasonal colors. f. be of a number that is compatible with the scale of the object and the development to be illuminated, such that the light emitted will not over-illuminate or overpower the site, as determined by the ARB.		
	Landscaping		
7	The requirements of the Guidelines regarding landscaping are intended to reflect the landscaping characteristic of many of the area's significant historic sites which is characterized by large shade trees and lawns. Landscaping should promote visual order within the Entrance Corridor and help to integrate buildings into the existing environment of the corridor.	The approved landscape plan for the original development included a mix of existing trees in the right-of-way and new trees along the Rt. 20 property line; however, the current plan does not show the individual trees along the frontage.	Revise the landscape plan to show the approved frontage landscaping.
8	Continuity within the Entrance Corridor should be obtained by planting different types of plant materials that share similar characteristics. Such common elements allow for more flexibility in the design of structures because		

	common landscape features will help to harmonize the appearance of development as seen from the street upon which the Corridor is centered.		
32	Landscaping along the frontage of Entrance Corridor streets should include the following: a. Large shade trees should be planted parallel to the Entrance Corridor Street. Such trees should be at least 3½ inches caliper (measured 6 inches above the ground) and should be of a plant species common to the area. Such trees should be located at least every 35 feet on center. b. Flowering ornamental trees of a species common to the area should be interspersed among the trees required by the preceding paragraph. The ornamental trees need not alternate one for one with the large shade trees. They may be planted among the large shade trees in a less regular spacing pattern. c. In situations where appropriate, a three or four board fence or low stone wall, typical of the area, should align the frontage of the Entrance Corridor street. d. An area of sufficient width to accommodate the foregoing plantings and fencing should be reserved parallel to the Entrance Corridor street, and exclusive of road right-of-way and utility easements.		
33	Landscaping along interior roads: a. Large trees should be planted parallel to all interior roads. Such trees should be at least 2½ inches caliper (measured six inches above the ground) and should be of a plant species common to the area. Such trees should be located at least every 40 feet on center.	There are no interior roads within this site.	None.
34	Landscaping along interior pedestrian ways: a. Medium trees should be planted parallel to all interior pedestrian ways. Such trees should be at least 2½ inches caliper (measured six inches above the ground) and should be of a species common to the area. Such trees should be located at least every 25 feet on center.	A short sidewalk near the north side of the existing building will be removed to accommodate the proposed wing. Aside from this change, no other alterations to the existing interior pedestrian ways or the pedestrian way trees are shown.	None.
35	Landscaping of parking areas: a. Large trees should align the perimeter of parking areas, located 40 feet on center. Trees should be planted in the interior of parking areas at the rate of one tree for every 10 parking spaces provided and should be evenly distributed throughout the interior of the parking area. b. Trees required by the preceding paragraph should measure 2½ inches caliper (measured six inches above the ground); should be evenly spaced; and should be of a species common to the area. Such trees should be planted in planters or medians sufficiently large to maintain the health of the tree and shall be protected by curbing.	The existing interior and exterior parking area trees meet quantity and spacing requirements. No changes are proposed to the existing parking areas within the site.	None.

	c. Shrubs should be provided as necessary to minimize the parking area's impact on Entrance Corridor streets. Shrubs should measure 24 inches in height.		
36	Landscaping of buildings and other structures: a. Trees or other vegetation should be planted along the front of long buildings as necessary to soften the appearance of exterior walls. The spacing, size, and type of such trees or vegetation should be determined by the length, height, and blankness of such walls. b. Shrubs should be used to integrate the site, buildings, and other structures; dumpsters, accessory buildings and structures; "drive thru" windows; service areas; and signs. Shrubs should measure at least 24 inches in height.	Shrubs are shown near the base along the east side of the proposed wing. This matches the treatment near the base of the existing wing and will help to soften the appearance of the addition from the EC.	
37	Plant species: a. Plant species required should be as approved by the Staff based upon but not limited to the *Generic Landscape Plan Recommended Species List* and *Native Plants for Virginia Landscapes (Appendix D)*.	The proposed species is included on the various lists.	
38	Plant health: The following note should be added 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."	The note appears on Sheet 7.	None.
	Development pattern		
	Site development and layout		
6	Site development should be sensitive to the existing natural landscape and should contribute to the creation of an organized development plan. This may be accomplished, to the extent practical, by preserving the trees and rolling terrain typical of the area; planting new trees along streets and pedestrian ways and choosing species that reflect native forest elements; ensuring that any grading will blend into the surrounding topography thereby creating a continuous landscape; preserving, to the extent practical, existing significant river and stream valleys which may be located on the site and integrating these features into the design of surrounding development; and limiting the building mass and height to a scale that does not overpower the natural settings of the site, or the Entrance Corridor.	The site has been previously developed. The proposed changes to the site maintain an organized development plan. Like the existing building, the proposed wing is not oriented parallel to the EC, but this non-parallel orientation is not uncommon in the rural surrounding context. A note on the plan states that future vehicular and pedestrian connections will be provided to the adjacent parcels to the north and south. The placement of the existing building and addition maintains the existing open spaces and views.	None.
39	The relationship of buildings and other structures to the Entrance Corridor street and to other development within the corridor should be as follows: a. An organized pattern of roads, service lanes, bike paths, and pedestrian walks should guide the layout of the site.		

	b. In general, buildings fronting the Entrance Corridor street should be parallel to the street. Building groupings should be arranged to parallel the Entrance Corridor street. c. Provisions should be made for connections to adjacent pedestrian and vehicular circulation systems. d. Open spaces should be tied into surrounding areas to provide continuity within the Entrance Corridor. e. If significant natural features exist on the site (including creek valleys, steep slopes, significant trees or rock outcroppings), to the extent practical, then such natural features should be reflected in the site layout. If the provisions of Section 32.5.2.n of the *Albemarle County Zoning Ordinance* apply, then improvements required by that section should be located so as to maximize the use of existing features in screening such improvements from Entrance Corridor streets. f. The placement of structures on the site should respect existing views and vistas on and around the site.		
	Site Grading		
40	Site grading should maintain the basic relationship of the site to surrounding conditions by limiting the use of retaining walls and by shaping the terrain through the use of smooth, rounded landforms that blend with the existing terrain. Steep cut or fill sections are generally unacceptable. Proposed contours on the grading plan shall be rounded with a ten-foot minimum radius where they meet the adjacent condition. Final grading should achieve a natural, rather than engineered, appearance. Retaining walls 6 feet in height and taller, when necessary, shall be terraced and planted to blend with the landscape.	Grading is proposed near the building addition and the stormwater feature between the EC and the existing building. The proposed grading is rounded to meet the existing contours and is expected to have a natural appearance.	None.
44	Natural drainage patterns (or to the extent required, new drainage patterns) should be incorporated into the finished site to the extent possible.		
41	No grading, trenching, or tunneling should occur within the drip line of any trees or other existing features designated for preservation in the final Certificate of Appropriateness. Adequate tree protection fencing should be shown on, and coordinated throughout, the grading, landscaping and erosion and sediment control plans.	The site plan amendment sheet (Sheet 4) shows grading, but no tree protection is shown on this sheet.	Show the tree protection fencing for the landscaping that is to remain throughout the site plan set.

42	Areas designated for preservation in the final Certificate of Appropriateness should be clearly delineated and protected on the site prior to any grading activity on the site. This protection should remain in place until completion of the development of the site.		
43	Preservation areas should be protected from storage or movement of heavy equipment within this area.		
20	Surface runoff structures and detention ponds should be designed to fit into the natural topography to avoid the need for screening. When visible from the Entrance Corridor street, these features must be fully integrated into the landscape. They should not have the appearance of engineered features.	The proposal includes an expansion of the existing stormwater retention basin located between the EC and the building. The topography and tree line between the facility and Rt. 20 screen the facility from the EC. The expansion doesn't impact any of the trees or shrubs that are providing screening, so the view from the street is not expected to change.	None.

SUMMARY OF RECOMMENDATIONS

Staff recommends the following as the primary points of discussion:

1. Degree of visibility of the stormwater facility from the EC.

Staff recommends that the ARB forward the following recommendations 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:
  - Prior to Initial Plan approval the following items shall be resolved to the satisfaction of the ARB: None. The ARB recommends approval of the Initial Plan without conditions.

- Regarding recommendations on the plan as it relates to the guidelines: None.

- Regarding conditions to be satisfied prior to issuance of a grading permit: None

- 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 specifications for the proposed window glass.
  2. Revise the architectural drawing to include the standard window glass note: Visible light transmittance (VLT) shall not drop below 40%. Visible light reflectance (VLR) shall not exceed 30%. Specifications on the proposed window glass should be submitted with the application for final review.
  3. If proposed, show the location of mechanical equipment (building- and ground-mounted) on the site and architectural plans and show how it will be screened from the EC.
  4. Include the standard mechanical equipment note on the site and architectural plans: Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.
  5. Revise the lighting plan to note the color temperature of the proposed fixtures. A color temperature between 2000K and 3000K would be appropriate.
  6. Revise the lighting plan to include the standard lighting note: 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.
  7. Revise the landscape plan to show the approved frontage landscaping.
  8. Show the tree protection fencing for the landscaping that is to remain throughout the site plan set.

ATTACHMENTS

- Attach. 1: ARB2024-48: Kappa Sigma Major Amendment Site Plan
- Attach. 2: ARB2024-48: Kappa Sigma Major Amendment Architectural Drawings