



DRAFT ARB ACTION MEMO / MINUTES

Date: November 4, 2024

Time: 1:00 PM

Meeting Room: Lane Auditorium

Members:

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

Staff:

Margaret Maliszewski
Khris Taggart

CALL TO ORDER: Mr. Henningsen called the meeting to order at 1:00 p.m. and established a quorum.

DISCLOSURES: Mr. Henningsen said that he would have to leave at 2:30 and would turn the meeting over to Mr. Hancock at that time.

PUBLIC COMMENT: None.

CONSENT AGENDA: None.

REGULAR REVIEW ITEMS:

During the presentation of the first two regular business items, it was discovered that the audio in the Zoom meeting was not functioning. The problem was resolved and staff presented both items again from the beginning starting at 1:30 p.m.

a. **ARB2024-58: Ivy Road (Bellair Place)**

Location: 2415 Ivy Road near the intersection of Canterbury Road

Proposal: To modify the Comprehensive Sign Plan (CSP) by removing one approved sign location, adding two new sign types and locations, and adding one letter color to accommodate signs for tenant spaces on the east side of the building.

Staff Contact: Khris Taggart
Representative: Keith Wagner

Khris Taggart summarized the staff report in a PowerPoint presentation. ARB members had no questions for staff. The applicant summarized the proposal in a PowerPoint presentation. ARB members had no questions for the applicant. No members of the public commented on the proposal. In discussion, the ARB noted the different architectural conditions on the front and side elevations, the fact that the proposed sign types and locations made sense with the building's architecture, and the coordinated graphics and colors.

Motion: Mr. Van Der Werf moved to approve the revisions to the 2415 Ivy Road (Bellair Place) Comprehensive Sign Plan and the signs for Grit Coffee and Selvedge Brewing with the conditions listed in the staff report, as follows:

Regarding the Comprehensive Sign Plan amendment

1. Revise the CSP to allow hanging signs centered in the three canopy bays on the east elevation.
2. Add the following note to the sign plan: The ARB may require future tenants to modify the color and scale of standard templates for trademarks, service marks, corporate logos and graphics. When used, trademarks, service marks, corporate logos and/or graphics should be incorporated as an integral part of the overall sign.

Regarding the Grit Coffee and Selvedge Brewing signs

1. Revise the Selvedge Brewing projecting sign so that the maximum height does not exceed the top of the fascia.
2. Revise the sign proposal to clarify the lower mounting location for the Selvedge Brewing projecting sign.

Mr. Henningsen seconded the motion.
The motion was carried by a vote of 4:0. (Matsuno absent)

b. ARB2024-59: Community Christian Academy

Location: 114 Old Brook Road

Proposal: To construct a modular classroom building with associated site improvements.

Staff Contact: Margaret Maliszewski
Representative: Kelsey Schlein

Margaret Maliszewski summarized the staff report in a PowerPoint presentation. Mr. Stoner asked if the module building was permanent or temporary. Staff deferred the question to the applicant. Kelsey Schlein summarized the proposal for the ARB, noting that the school desired to install landscaping only that could remain through future phases of development, so they wanted to focus planting along the Entrance Corridor and on evergreens to screen equipment. She said that the school was considering a change from the metal siding to Hardie siding in a color called “steamed chai”. She showed a potential future expansion area behind the existing church, and a potential expanded parking lot in the vicinity of the parsonage. ARB members said it was good to hear about the future expansion plans, asked what the orientation of the Hardie siding would be (unsure at this time), asked if the mechanical units could be painted to match the siding (unsure, but will check), asked if the modular building would be temporary (at least 5 years, possibly longer). No member of the public wanted to comment on the proposal. IN discussion, the ARB noted that the location further back on site was positive, noted that 5 years was probably not sufficient time to establish effective screening, expressed sensitivity to the possibility that existing vegetation may go away, agreed with staff’s comment on the value of adding EC trees, that closer to the street is the best place for the trees, with the added benefit of screening parking.

Motion: Mr. Hancock moved to provide the applicant with the comments listed in the staff report for ARB2024-59: Community Christian Academy, amended as follows, to be addressed with the next submittal:

1. Provide physical samples of proposed building colors that are consistent and compatible with existing nearby buildings and that successfully blend into the surrounding context.
2. Add dimensions to the architectural elevations.
3. Coordinate the architectural elevations, floor plans and site plan regarding building entrances.

4. Coordinate the architectural elevations and floor plan regarding HVAC locations.
5. Revise proposed evergreen tree locations for optimal screening of HVAC equipment.
6. Revise the site plan to show existing utilities and easements.
7. To increase the orderly appearance of the site and to better integrate the development into the corridor, add trees so that the landscaping along the Rio property line meets EC guidelines: large shade trees, 3½” caliper at planting, 35’ on center, and interspersed ornamentals, and shrubs, 24” in height at planting.
8. Show all proposed landscaping on site.
9. Add trees so that the landscaping along Old Brook Road is consistent with EC guidelines: large trees, 2½” caliper at planting, 40’ on center.
10. Revise the landscape plan to show evergreen trees near the modular building to screen HVAC equipment.
11. Show tree protection for all existing trees to remain.
12. Consider painting the mechanical units to match the siding.

Mr. Stoner seconded the motion.

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

c. ARB2024-61: Holly Hills

Location: East side of Rt. 29, south of South Hollymead Drive

Proposal: To construct the first phase of a residential development with approximately 318 apartments in 6 buildings, with associated site improvements.

Staff Contact: Khris Taggart

Representative: Chuck Rapp, Dustin Shue

Khris Taggart summarized the staff report in a PowerPoint presentation. ARB members asked for clarification about the landscaping at the stormwater facilities. Chuck Rapp and Dustin Shue represented the applicant and summarized the site and architectural proposal for the ARB. ARB members asked for clarification on the heights of the buildings facing the EC, if trees could be added to the interior of the parking lot at Building 3, if the retaining walls would be visible (minimally), and suggested that the blue color for the siding be reconsidered. No member of the public wanted to comment on the proposal. In discussion, the ARB noted the variation along the EC with the berm and the building layout, appreciated the orientation of the longer buildings perpendicular to the EC, noted that there isn’t a lot of detail in the elevations, appreciated the applicant’s work to document the trees in the buffer, and suggested additional trees at the stormwater facility and parking lot. Mr. Stoner said that the landscape plan is effective and noted that retaining walls look better when terraced but look like a single wall from a distance if the terraces are not planted. He noted that the architecture of the clubhouse had no connection to the architecture of the apartment buildings.

Motion: Mr. Stoner moved to approve ARB2024-61 Holly Hills Development Phase I, with the conditions listed in the staff report, amended as follows:

1. Due to the proposed phasing, distance, and topography, ARB review of the townhouse blocks in Phase II and III is not required.
2. Revise the architectural drawings to indicate the proposed siding is Hardie/fiber cement.
3. Consider revising the siding colors to earth tones.
4. Consider revising the downspouts to a contrasting color.
5. Provide window glass specs confirming that VLT is not below 40% and VLR does not exceed 30%.
6. Revise the site plan to provide a detail for the trash compactor enclosure.

7. Revise the architectural drawings for the clubhouse to show the locations and heights of the roof-mounted mechanical equipment. Show how the equipment will be screened from view of the EC.
8. Revise the lighting plan so the spillover onto Archer Ave. is less than ½ footcandle.
9. Revise the lighting plans to include information on building-mounted fixtures.
10. Revise the lighting plan to use a light loss factor (LLF) of at least 1.0.
11. Revise the lighting plan to clearly note the proposed color/finish of the light fixtures.
12. Revise the lighting plan to note whether bases are proposed for the light poles and indicate the base height.
13. Revise the photometric plan to show all decorative lighting or include a note that no decorative lighting is proposed.
14. Revise the landscape plan to show the interior road trees at 2½” caliper and 40’ on center along Archer Ave.
15. Revise the landscape plan to provide interior pedestrian trees in the available planting area near Buildings 1, 2, and 3.
16. Revise the site plan to terrace the retaining wall located between the frontage and Building 3 so that no portion of the wall exceeds 6 feet in height.
17. Add interior parking lot trees south of Building 3.
18. Consider adding trees at the VDOT stormwater facility.
19. Consider revising the clubhouse to include elements that would tie it to the apartment building designs.

Mr. Henningsen seconded the motion.
The motion was carried by a vote of 4:0. (Matsuno absent)

Mr. Henningsen left the meeting at 2:30 p.m.

WORK SESSION: None.

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Van Der Werf moved for approval of the minutes from the October 21, 2024, ARB meeting.
Mr. Stoner seconded the motion.
The motion was carried by a vote of 3:0. (Matsuno and Henningsen absent)

b. Old Business

SP2024-20: Carter Machinery Outdoor Storage, Display, and Sales

Location: 721 Rio Road West

Proposal: To establish outdoor storage, display and sales of construction equipment and machinery in association with the development of an equipment rental facility.

Staff Contact: Khris Taggart
Representative: Conor O’Donnell

Khris Taggart summarized the status of the project and highlighted changes made to the concept plan. Conor O’Donnell represented the applicant and summarized the proposed revisions. ARB members noted that the changes were an improvement, that an additional 2’ of planting area could be picked up by reducing the travelway from 26’ to 24’ and confirmed that building changes would be submitted and reviewed later. No members of the public wanted to comment on the proposal.

Motion: Mr. Van Der Werf moved to recommend no objection to the proposed outdoor storage, display, and sales as shown on the revised concept plan with the following revised conditions:

Recommendation on the Special Use Permit:

1. Equipment must be stored only in areas indicated for storage on the Concept Plan.
2. Equipment must be kept in the retracted/stowed position.
3. Site plan approval is subject to ARB approval of the landscape plan (submitted with the site plan). Landscaping shown on the plan may be required to be in excess of the minimum requirements of the ARB guidelines and/or the Zoning Ordinance to mitigate the visual impacts of the proposed use.
4. Site plan approval is subject to ARB approval of the lighting plan (submitted with the site plan). Maximum light levels must not exceed 20 footcandles. The maximum height of pole lights must not exceed 20'. All fixtures must have lamps whose color temperature is between 2000 and 3000 Kelvin. All site- and building-mounted fixtures must be full cutoff.
5. Storage of equipment taller than screening fence height is limited to the area labeled "existing gravel area" at the rear of the site.
6. Update the plan to address the "Existing" vegetation to remain note where landscaping has already been removed.
7. Reduce travelway to 24' to increase the frontage planting area or to add landscaping along the building.
8. Chain link fence must not be visible from the ECs.

Mr. Stoner seconded the motion.

The motion was carried by a vote of 3:0. (Matsuno and Henningsen absent)

After the vote Mr. O'Donnell requested that the requirement to reduce the travelway to 24' be deleted because his engineers had not confirmed the distance with a survey. He noted that the issue could be revisited with the site plan review. The ARB members agreed that the issue could be reviewed with the site plan and the condition could be moved to the list of comments for the site plan.

Revised Motion: Mr. Van Der Werf made a motion to move condition 7 regarding the travelway width to the list of comments to be addressed with the site plan, resulting in the following actions for the Special Use Permit:

Recommendation on the Special Use Permit:

The ARB recommends no objection to the proposed outdoor storage, display, and sales with the following conditions:

1. Equipment must be stored only in areas indicated for storage on the Concept Plan.
2. Equipment must be kept in the retracted/stowed position.
3. Site plan approval is subject to ARB approval of the landscape plan (submitted with the site plan). Landscaping shown on the plan may be required to be in excess of the minimum requirements of the ARB guidelines and/or the Zoning Ordinance to mitigate the visual impacts of the proposed use.
4. Site plan approval is subject to ARB approval of the lighting plan (submitted with the site plan). Maximum light levels must not exceed 20 footcandles. The maximum height of pole lights must not exceed 20'. All fixtures must have lamps whose color temperature is between 2000 and 3000 Kelvin. All site- and building-mounted fixtures must be full cutoff.

5. Storage of equipment taller than screening fence height is limited to the area labeled “existing gravel area” at the rear of the site.
6. Update the plan to address the “Existing” vegetation to remain note where landscaping has already been removed.
7. Chain link fence must not be visible from the ECs.

Mr. Stoner seconded the motion.

The motion was carried by a vote of 3:0. (Matsuno and Henningsen absent)

Recommendations for the Site Plan

1. Provide the proposed locations of mechanical equipment with the site plan. Show how the equipment will be screened from the EC.
 2. Include the standard mechanical equipment note on the site plan: Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.
 3. Provide the proposed locations of loading, service, and refuse areas with the site plan. Show how these locations will be screened from the EC.
 4. Provide a lighting plan with the site plan. Limit all fixtures to full cutoff styles to minimize visual impacts of the development on the EC street.
 5. The finish for freestanding poles must be either dark brown, dark bronze, or black.
 6. Include the standard lighting note on the lighting 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.
 7. Provide a lighting plan with the site plan.
 8. Coordinate all landscaping with utilities and easements.
 9. Provide a complete landscaping plan with the site plan.
 10. Include the standard plant health note on 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. Show all proposed changes to the building to remain.
 12. Reduce travelway width to 24’ to increase the frontage planting area or to add landscaping along the building.
- c. Other items from staff or ARB members:** Mr. Van Der Werf showed the community service award that the ARB received from the Central Virginia Chapter of the AIA and presented it to staff for display in the Community Development office.
- d. Next ARB Meeting:** Monday, November 18, 2024, 1:00 PM – Lane Auditorium
Mr. Hancock said that he would not attend the November 18 meeting.

ADJOURNMENT

The meeting was adjourned at 2:51 p.m. to the next ARB meeting on Monday, November 18, 2024, at 1:00 p.m.