



ARB ACTION MEMO/MINUTES

Date: May 17, 2021

Time: 1:00 PM

Meeting Room: Virtual Meeting

Members:

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

Staff:

Margaret Maliszewski
Khris Taggart
Carolyn Shaffer

CALL TO ORDER

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

ELECT CHAIRPERSON

Ms. Maliszewski noted that both the Chair and Vice-chair were absent and asked if any ARB member would like to make a motion to elect a chairperson for the day.

Mr. Hancock made a motion to elect Frank Stoner as chairperson for the day.

Mr. Henningsen seconded the motion.

The motion was carried by a vote of 3:0. (Mr. Van Der Werf and Mr. Missel absent)

DISCLOSURES

Mr. Hancock disclosed that he would recuse himself from the Starbucks application and Mr. Henningsen disclosed that he would recuse himself from the Ivy Exxon application.

PUBLIC COMMENT: None.

CONSENT AGENDA

- a. **ARB2021-37:** Greenbrier Wawa Initial Site Plan

Location: 1215 Seminole Trail

Proposal: To construct a convenience store and service station with fuel pump canopy, underground storage tanks and associated site improvements.

Staff Contact: Margaret Maliszewski

Representatives: Mark Fontaine, Ryan Perkins, Carter Baum, Jeb Bell

Ms. Maliszewski recommended that the application be moved off the consent agenda due to technical issues with the application.

Motion: Mr. Henningsen made a motion to move the application from the consent agenda for regular review.

Second: Mr. Stoner seconded the motion.

The motion was carried by a vote of 3:0. (Mr. Van Der Werf and Mr. Missel absent)

Ms. Maliszewski summarized the staff report in a PowerPoint presentation and explained that the architectural design, which matches the Pantops site, should have been included in the analysis. She noted that the primary issues were noted in the report and only one additional architectural comment was recommended, that being revisions to correct the names on the architectural drawings. ARB members asked if the off-center location of the front entrance was approved at Pantops. Staff noted that the drawing showing the off-center location still had the Pantops street names. Ryan Perkins summarized the proposal and addressed the staff report comments regarding the site plan. Jeb Bell addressed the architectural comments. Mr. Henningsen asked what the purpose of the berm was (requested by neighbor). Mr. Stoner asked the applicants which comments in the staff report they could not address. Mr. Perkins responded that all comments could be addressed. Staff confirmed that landscaping was recommended to address the issues with the south building elevation. ARB members agreed that the site plan was appropriate, that the development would be an improvement over the existing condition, that they were already familiar with the architectural design, and that they had no concerns beyond those identified in the staff report.

Motion: Mr. Hancock moved to forward the recommendations outlined in the staff report to the Agent for the Site Review Committee, amended as follows.

- 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:
 1. Maintain grading outside the driplines of trees to remain. Show tree protection fencing on, and coordinated throughout, the grading, landscaping, and erosion and sediment control plans.
- 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. Revise the color of the dumpster gates to a recessive one.
2. Replace the chain link fence with a design that is compatible with the architecture on site and suitable for the EC.
3. Move the vent stacks to a less visible location and/or add landscaping to provide more complete screening.
4. Move the fire hydrant and water meter to less visible locations and/or provide landscaping for screening/integration.
5. Add the standard equipment note to the site and architectural drawings: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."
6. Revise the lighting plan to eliminate spillover along Rt. 29 and Greenbrier Drive in excess of .5 fc.
7. Revise the S1 fixtures to full cutoff fixtures.
8. Reduce the illumination under the fuel pump canopy to a maximum of 30 fc. Maintain a 20 fc maximum elsewhere on site.
9. Revise the light fixtures to include lamps that emit warm white light in the 2000-3000K range.
10. Revise the luminaire schedule to include the proposed colors of the light fixtures. Provide for a consistent fixture color.
11. Revise the overall pole light height to not exceed 20', including the base.
12. Include the standard lighting note on the 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. Eliminate a large shade tree from the Rt. 29 frontage, add more ornamental trees, and provide more consistent spacing to establish a rhythm along the street.
14. Provide an exhibit that clearly labels and shows the extents of existing and proposed utilities and easements, and available planting area across the site.
15. Revise the landscape plan to show large shade and ornamental trees more evenly spaced along Greenbrier Drive to establish a rhythm consistent with the planting along Rt. 29.
16. Add medium trees, 2½" caliper at planting, between the Greenbrier sidewalk and the new path connecting the sidewalk to the parking lot. Add shrubs where easements/utilities limit tree planting.
17. Consistently provide large trees, 40' on center, 2½" caliper at planting, at the perimeter of all parking areas.
18. Provide landscaping along the southern property line, including evergreen landscaping in the vicinity of the loading area.
19. Increase planting area wherever possible.
20. Provide additional low-level planting along the Rt. 29 and the Greenbrier frontages to offset visual impacts.
21. Replace the berm with grading that has a more natural appearance.
22. Show on the plan proposed easements or other methods for accomplishing off-site work.
23. If there are trees at the southeast corner of the parcel that are to remain, show tree protection fencing throughout the plan.
24. Reduce the footprint of the fuel pump canopy to allow for increased planting area and to not exceed previous approvals.
25. Reduce the height of the fuel pump canopy to minimize visual impacts and to meet the 14'6" maximum to the bottom of the fascia/eave.

26. Note that sign locations are not approved with the site plan. Sign locations can only be approved with sign permit applications.
27. Choose alternate monument sign locations and provide planting that fully integrates the signs into the landscape.
28. Correct the street names referenced in the architectural elevation drawing titles.

Mr. Henningsen seconded the motion.

The motion was carried by a vote of 3:0. (Mr. Van Der Werf and Mr. Missel absent)

Regular Review Items

a. ARB-2021-40: Scott's Ivy Exxon Final Site Plan

Location: 4260 Ivy Road, on the north side of Rt. 250 approximately 265' east of the Rt. 250 and Ivy Depot Road intersection.

Proposal: To construct a 3,200sf addition to an existing service station and to complete associated site improvements on approximately 1.59 acres.

Staff Contact: Khris Taggart

Representatives: Scott Collins, Mark Kestner, Scott Ramm

Khris Taggart summarized the staff report in a PowerPoint presentation. ARB members had no questions for staff. Scott Collins addressed site layout issues, noting that vehicles awaiting repair look no different than other vehicles, so a screening fence shouldn't be required, and clarified that the pipes identified as potential tree conflicts were not public easements. Mark Kestner addressed the building colors and stated that the proposal was consistent with the original, historic design of the service station. ARB members asked questions and made comments, confirming that the existing chain link fence would be eliminated, complimenting the site layout, noting the need for continuous screening of the HVAC equipment, stating that the color stripes had too much of a visual impact, particularly considering the proximity of the fuel pump canopy with its stripe and the surrounding rural/village context. They asked Mr. Kestner to consider alternate solutions.

Motion: Mr. Hancock moved for approval of the Final Site Plan for ARB-2021-40: Scott's Ivy Exxon Final Site Plan with the conditions listed in the staff report, amended as follows:

1. Revise the proposal to provide a design that maintains a connection to the historic architecture of the area, and that does not use trademark colors as a major design element. This review must be completed in a work session with the ARB.
2. Coordinate the appearance of the dumpster enclosure in both the site plan and color renderings.
3. Revise the architectural plan to specify the color proposed for the vending machine enclosure.
4. Revise the plans to show a fence design to screen mechanical equipment that relates to the building and commercial context of the site and is appropriate for the EC. Chain link fencing is not appropriate fencing for the EC. If a fence is required for vehicles awaiting repair, show a design that is coordinated with the overall development.
5. Coordinate the quantity of pole lights shown in the luminaire schedule and the lighting plan.

6. Revise the lighting plan to show that all new and moved light fixtures meet all ordinance requirements.
7. Revise the lighting plan to show that all new and moved pole-mounted fixtures are full cutoff styles and have a color temperature between 2000K – 3000K.
8. Revise the landscape plan to add two large shade trees at 2½” caliper along the eastern side of the parking area.
9. Revise the landscape plan to shift the two London Plane trees to the east of the stormwater facility.
10. Sign applications are required for all proposed signs. Note that cabinet and channel letter style signs would not be appropriate for this location.

Mr. Stoner seconded the motion.

The motion was carried by a vote of 2:0. (Mr. Van Der Werf and Mr. Missel absent; Mr. Henningsen recused)

b. ARB2021-42: Starbuck’s 2231 Seminole Lane

Location: 2231 Seminole Trail.

Proposal: To demolish an existing office building to construct a 1,138 sq. ft. building to accommodate a drive-thru Starbucks in addition to associated site improvements on approximately .70 acres.

Staff Contact: Khris Taggart

Representative: Anna Fontaine (Timmons), Adam Updike, Martha Cobo

Khris Taggart summarized the staff report in a PowerPoint presentation. ARB members had no questions for staff. Anna Fontaine stated that the applicants had now major issues with the staff recommendations, noting that staff’s presentation clarified her question about the northeast/northwest elevations, and stating that the intent is to completely screen the roof-mounted equipment. She said that details would be added to the plan as requested. Martha Cobo addressed the proposed building materials and colors, noting the earthy tones that would coordinate with surroundings. Adam Updike provided some general information on the proposal. ARB members asked the applicants about their intent for the mural (will pursue in a separate application later), asked for clarification on the location of the proposed wood (near the walk-up window), noted the recommendation to reduce the number of trees, and agreed that the site layout was appropriate.

Motion: Mr. Henningsen moved for approval of ARB-2021-42: Starbucks Final Site Plan with the conditions listed in the staff report:

1. Add the standard window glass note to the drawings: “Visible light transmittance (VLT) shall not drop below 40%. Visible light reflectance (VLR) shall not exceed 30%.”
2. Provide as part of the site plan detail drawings and color specifications for the clearance bar and order point canopy.
3. Show the location of rooftop and wall-mounted equipment on the architectural elevations. Show the location of ground-mounted equipment on the site plan, or indicate that no ground equipment is proposed.
4. Revise the dumpster enclosure detail to specify materials that are compatible with the building and appropriate for the EC.
5. Add the standard mechanical equipment note to the architectural drawings: “Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.”

6. Revise the photometric plan to include footcandle values and cutsheet information for the bollard and building-mounted lighting.
7. Note the lumen levels for the bollard lighting on the plan. Fixtures that emit 3000 or more lumens must be full cutoff fixtures.
8. Provide details to clarify the installation of the strip light fixtures.
9. Revise the photometric plan using an LFF of 1.0 for all fixtures.
10. Revise the photometric plan to specify a color temperature between 2000k and 3000k for the site lighting.
11. Indicate the color of the proposed fixtures on the plans.
12. Include a note on the lighting plan indicating that the 20' maximum height of the pole-mounted fixtures includes any base.
13. Revise the photometric plan to add the standard lighting note.
14. Revise the landscape plan to remove the London Plane tree at the northwest corner of the parking area.
15. Revise the landscape plan to remove the London Plane tree at the northeast corner of the parking area.
16. Revise the landscape plan to replace the Scarlett Oak trees with a medium-sized tree or more narrow, columnar species.
17. Note on the plan the specific color proposed for the retaining walls. A block in a muted, earth-tone color would be appropriate.
18. Show areas designated for preservation and tree protection fencing coordinated throughout the plans.
19. Sign applications are required for all proposed signs. Ensure that the sign application drawings show canopy sign heights that allow for clear space above, below, and to the sides of the letters to avoid overcrowding the sign band.

Mr. Stoner seconded the motion.

The motion was carried by a vote of 2:0. (Mr. Van Der Werf and Mr. Missel absent; Mr. Hancock recused)

WORK SESSIONS: None

OTHER BUSINESS

a. EC Guidelines Discussion: Next Steps

It was the consensus of the ARB that this item should be postponed to the next meeting when all members would be present for the discussion.

b. Minutes Approval: May 3, 2021

Motion: Mr. Henningsen moved for approval of the minutes from the May 3, 2021, ARB meeting.

Mr. Hancock seconded the motion.

The motion was carried by a vote of 3:0. (Mr. Van Der Werf and Mr. Missel absent)

c. Next ARB Meeting: June 7, 2021, 1:00 PM – VIRTUAL MEETING

ADJOURNMENT

The meeting was adjourned at 2:24 p.m. to the next Virtual ARB meeting on Monday, June 7, 2021 at 1:00 p.m.