



FINAL ARB ACTION MEMO / MINUTES

Date: January 3, 2023

Time: 1:00 PM

Meeting Room: Room 241, COB McIntire

Members:

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

Staff:

Mariah Gleason
Margaret Maliszewski
Carolyn Shaffer
Khris Taggart
Nicole Jones

- 1. CALL TO ORDER**
- 2. ESTABLISH A QUORUM**

Ms. Maliszewski noted that this is the ARB's annual meeting and called the meeting to order at 1:05 p.m. Ms. Shaffer called the role and Ms. Maliszewski established a quorum.

3. ANNUAL MEETING

a. Election of Chair

Ms. Maliszewski asked for nominations for ARB Chairperson for 2023. Mr. Van Der Werf nominated Mr. Henningsen for Chairperson. Mr. Stoner seconded the nomination. There were no other nominations.

Motion: Mr. Stoner moved to elect Mr. Henningsen as Chairperson of the ARB for 2023.

Mr. Van Der Werf seconded the motion.

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

Ms. Maliszewski turned the meeting over to Mr. Henningsen.

b. Election of Vice-Chair

Mr. Henningsen asked for nominations for ARB Vice-Chair for 2023. Mr. Van Der Werf nominated Mr. Hancock for Vice-Chair. Mr. Stoner seconded the nomination. There were no other nominations.

Motion: Mr. Van Der Werf moved to elect Mr. Hancock as Vice-Chair of the ARB for 2023.

Mr. Stoner seconded the motion.

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

c. Adopt ARB 2023 Submittal and Meeting Schedule

Mr. Henningsen noted that the 2023 calendar has the ARB meetings on the first and third Monday of each month, with meetings moving to Tuesday when the Monday is a holiday. Mr. Henningsen asked if anyone wanted to make a motion to adopt the calendar.

Motion: Mr. Stoner moved to adopt the 2023 calendar.

Mr. Vander Der Werf seconded the motion.

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

d. Adopt ARB Rules of Procedure

Mr. Henningsen asked if anyone wanted to propose changes to the Rules of Procedure. There were no requests for changes. Mr. Henningsen asked for a motion to adopt the Rules of Procedure.

Motion: Mr. Matsuno moved to adopt the Rules of Procedure without changes for 2023.

Mr. Van Der Werf seconded the motion.

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

4. **DISCLOSURES:** None.

5. **PUBLIC COMMENT:** None.

6. **CONSENT AGENDA:** None.

7. **REGULAR REVIEW ITEMS:**

a. **ARB-2022-97: The Trading Post**

Location: 3017 Monacan Trail Road at the southwest corner of the intersection with Taylors Gap Road

Proposal: To reface the existing fuel pump canopy with a 3-D fascia band, to add 3 canopy signs ('Helios' graphics/logos), and to install a pylon sign.

Staff Contact: Khris Taggart

Representative: Brittney Garren, David Slate

Khris Taggart gave a Power Point presentation summarizing the staff report. ARB members had no questions for staff. The applicant asked questions about what was allowed in terms of illumination, color and landscaping, noting that the Helios was not offered with an opaque background. He said that removing the light bars was no problem. He noted the difficulty in landscaping at the base of a monument style sign.

Mr. Henningsen supported the change to a brick base and asked if the base of the monument style sign could be raised. Mr. Matsuno noted that the precedents support the staff recommendations. Mr. Van Der Werf supported the recommendations in the report and was in favor of administrative approval, as were Mr. Stoner and Mr. Henningsen.

Motion: Mr. Van Der Werf moved for approval of the Certificate of Appropriateness for **ARB2022-97: The Trading Post** with the conditions listed in the staff report, as follows:

Regarding the Fuel Pump Canopy Reface:

1. Revise the proposal to limit the band on the fascia to a single color and remove the dimensional band design.
2. Revise the support columns to a color that is more compatible with the existing building.
3. Revise the height of the 'Helios' signs for the canopy to not exceed 30".
4. Revise the drawings to include a detail of the 'Helios' canopy sign and notes to clarify that the sides, rear, and background of the signs will be opaque.

Regarding the Freestanding Sign:

5. Eliminate the light bar on the sides of the pylon sign.
6. Revise the daytime pylon view to note that only the white text and green LED prices shall be illuminated on the fuel price cabinet.
7. Revise the daytime pylon view to note that only the BP in the upper right corner and the 'Helios' logo in the middle of the sign shall be illuminated on the sign cabinet.
8. Consider revising the freestanding sign to a monument-style sign with a lower, horizontal profile
9. Revise the base of the pylon sign to brick to coordinate with the building.
10. Revise the sign drawing to show landscaping to integrate the sign into the surrounding context.

Mr. Stoner seconded the motion.

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

8. ACTION ITEMS:

a. County-wide Certificate of Appropriateness for Rio29 Form-based Code: Design Criteria

Staff: Margaret Maliszewski

Ms. Maliszewski gave a Power Point presentation stating that a Countywide Certificate of Appropriateness category was added to the ordinance for the Rio29 Form Based Code planning area when the Form Based Code was adopted, but the related design criteria had not yet been adopted. She explained that during the preparation of the Form Based Code, it was determined that the Architectural Design Standards of Section 20C.10 would also act

as the criteria for the Countywide Certificate. Today's request is for the ARB to adopt those criteria.

Mr. Van Der Werf asked if staff had noted any changes needed to the Design Standards. Staff said that review of Form-based Code applications was just beginning, that work could identify required changes, and the work program allows for a phase of code updates. It was clarified that those updates would require BOS approval, and ARB input could be sought on any changes proposed to the Design Standards. ARB members generally agreed that it made sense to use the Design Standards as the Countywide Criteria. Mr. Van Der Werf noted a degree of trepidation resulting from not yet knowing what revisions might be needed to the Standards.

Motion: Mr. Van Der Werf moved to adopt the architectural design standards of Section 20C.10 of the Form-based Code as the design criteria for the associated Countywide Certificate of Appropriateness.

Mr. Stoner seconded the motion.

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

9. WORK SESSIONS:

a. Entrance Corridor Design Guidelines Addenda: Route 743

Staff: Mariah Gleason, Margaret Maliszewski

The ARB held a work session on the draft addenda for the Rt. 743 corridor. The ARB members considered the zoning of properties adjacent to the corridor, noted that the segment boundaries made sense, suggested alternate ways to present the Stonefield images, and generally complimented the work. Board members asked about the future schedule and staff noted the recent arterial classifications will result in the need for some additional corridor surveys. Staff agreed to send the ARB members an email summarizing the status of the project.

10. OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Matsuno moved for approval of the minutes from the December 5, 2022, ARB meeting.

Mr. Stoner seconded the motion.

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

b. Next ARB Meeting: February 6, 2023, 1:00 PM – Lane Auditorium

c. Other items from staff or ARB members:

- i. EC Arterials: Staff reported that notice was received in December that the County's request for upgrading certain streets to arterial classification was approved. Staff will follow up with next steps.

ADJOURNMENT

The meeting was adjourned at 2:02 p.m. to the next ARB meeting, on Monday, February 6, 2023, at 1:00 pm.