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## FINAL ARB ACTION MEMO/MINUTES

**Date:** June 20, 2023

**Time:** 1:00 PM

**Meeting Room:** Lane Auditorium

**Members:**

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

**Staff:**

Margaret Maliszewski  
Khris Taggart  
Mariah Gleason

**CALL TO ORDER:** Mr. Henningsen called the meeting to order at 1:07 p.m. and established a quorum.

**DISCLOSURES:** None.

**PUBLIC COMMENT:** None.

### CONSENT AGENDA

#### a. ARB2023-51: Collina Farm Initial Site Plan

**Location:** 3055 Collina Farm

**Proposal:** To construct an event building and expanded site entrance, travelway, and parking, with associated site improvements on approximately 25.75 acres.

Staff Contact: Khris Taggart  
Representative: Rachel Moon

**Motion:** Mr. Stoner moved to approve the consent agenda and forward the recommendations outlined in the staff report for the Initial Site Plan to the Agent for the Site Review Committee, 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:

- 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. Provide architectural drawings with the next submittal.
  2. Provide building materials and color samples with the next submittal. Materials and colors should be compatible with the surrounding context.
  3. Provide a complete lighting plan with the next submittal. The lighting plan should 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.
  4. Provide a complete landscaping plan with the next submittal.
  5. Revise the site plan to show the required amount of interior parking area trees for the number of parking spaces provided.
  6. Include the standard plant health note on the landscape plan in the next submittal: 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.
  7. Show tree protection fencing for any vegetation that is to remain coordinated throughout the site plan set.

Mr. Matsuno seconded the motion.

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

## **REGULAR REVIEW ITEMS**

### **a. ARB2023-36: ARB2023-55: 999 Rio Road**

**Location:** At the east corner of the intersection of Rio Road East and Belvedere Boulevard

**Proposal:** To construct 14 multi-family attached units and 10 single-family attached units on approximately 1.92 acres, with associated site improvements.

Staff Contact: Mariah Gleason

Representative: Nicole Scro

Mariah Gleason gave a Power Point presentation summarizing the staff report. ARB members asked questions about the landscape plan and the easements along the EC frontage. Nicole Scro represented the applicant and briefly addressed the Board, noting the need to daylight the stormwater facility and the grading proposed along the EC frontage, and acknowledging the need for more detailed landscape plans. Justin Shimp, the engineer for the project, added that there may be room for a shade tree near the stormwater facility, and that the plan is to add trees within the facility. ARB members asked about the architectural elevations fronting Belvedere Blvd. (designed, but not the entrance elevation) and noted the need for more detail on the landscaping and architectural designs. In discussion, the ARB members noted that it would help to see the landscaping; and that it is not an uncommon condition to have an exposed side elevation, but it would be good to see some detailing from the front turn the corner to the EC side. Responding to a question from Mr. Stoner, the applicants stated that the stormwater facility is a dry pond with no fence requirement. Mr. Shimp also said that there is a good amount of space available to plant between Unit 1 and the EC, that shrubs can be planted in the storm easement, and possibly in the RWSA

easement, and that there is possibly room at the back of the pond for planting. Mr. Stoner suggested that Unit 1 be oriented so that it isn't so obvious that the side faces the EC.

**Motion:** Mr. Stoner moved to recommend approval of the Initial Site Plan and forward the comments listed in the staff report 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: Consider replacing the stairway with an ADA accessible ramp.
- 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 architectural designs with the next submittal. The Rio Road-facing elevations of the residential units must be fully designed elevations with sufficient detail and architectural design elements to eliminate blankness.
  2. Provide planting areas and landscaping to soften the appearance of the side elevations.
  3. Locate mechanical equipment to eliminate visibility from the EC street and revise the site and architectural plans to show all equipment locations with complete details on proposed screening.
  4. Include the standard mechanical equipment note on the site plan and architectural drawings: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."
  5. Provide a lighting plan with the final site plan that satisfies all guidelines requirements.
  6. Provide a landscaping plan, elevations, and renderings with the final site plan to demonstrate how the stormwater management facility and residential units will achieve a unified, integrated, attractive appearance from the EC.
  7. Provide a landscaping plan and renderings with the final site plan that shows:
    - a. frontage trees meeting the guidelines requirement and an overall coordinated, harmonious appearance from the EC;
    - b. landscaping along interior pedestrian ways (including the sidewalk connecting the residential units to the path along the EC), around the perimeter of parking areas, and screening of the parking lot stub-out;
    - c. planting areas and landscaping to soften the appearance of the bermed stormwater management facility, elevated parking area, all utilitarian/service features, and the side elevations of residential units that face the EC; and
    - d. that the development will contribute to an orderly and attractive appearance from the EC.
  8. Include the standard planting note on the site 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."

Mr. Matsuno seconded the motion.

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

## **OTHER BUSINESS**

### **a. Minutes Approval:**

**Motion:** Mr. Matsuno moved for approval of the minutes from the June 5, 2023, ARB meeting.

Mr. Henningsen seconded the motion.

The motion was carried by a vote of 03:0. (Van Der Werf and Hancock absent)

### **b. Other items from staff or ARB members**

Mr. Stoner asked about the status of the guidelines addenda work. Staff responded that the Rio East addenda was underway, that it would hopefully be presented at the next meeting, and that some work from Board members was still pending. Staff agreed to send an email reminder to the Board members with outstanding work.

### **c. Next ARB Meeting:** Monday, July 17, 2023, 1:00 PM – Lane Auditorium

Mr. Stoner stated that he would not be able to make the July 17 meeting. Staff offered to email the absent members about attendance.

## **ADJOURNMENT**

The meeting was adjourned at 1:33 p.m. to the next ARB meeting tentatively scheduled for Monday, July 17, 2023, at 1:00 p.m.