



FINAL ARB ACTION MEMO / MINUTES

Date: October 07, 2024

Time: 1:00 PM

Meeting Room: Lane Auditorium

Members:

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

Staff:

Khris Taggart
Mariah Gleason

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

DISCLOSURES: Mr. Henningsen asked if any ARB member had anything to disclose. No one did.

PUBLIC COMMENT: No member of the public was present to make comments.

CONSENT AGENDA: None.

REGULAR REVIEW ITEMS:

a. **ARB2024-55: Cornerstone Community Church - Initial**

Location: 1395 Stoney Point Road

Proposal: To establish a church in the existing garage building and office, storage, and childcare in the existing residence.

Staff Contact: Khris Taggart

Representative: Kendra Moon / Steve Davis

Khris Taggart summarized the staff report in a PowerPoint presentation. ARB members questioned if any changes are proposed to the garage's northern elevation and if planting in the mitigation area could satisfy perimeter parking area landscaping requirements. Steve Davis (Thrive Architecture) represented the applicant and addressed the ARB, summarizing the proposal. He gave clarification on the building's north elevation, noted the location of a future building and the conflict with requested pedestrian trees, and the location of the dumpster enclosure and a smaller refuse area north of the house. He noted potential conflict with the ordinance and the Entrance Corridor Guidelines regarding the location of the proposed frontage trees in the right-of-way. The ARB members asked the applicant about the proposed wood type and finish for the house and garage cladding. Steve Davis answered that the wood type was not specified at the stage, but the intention was to seal the wood and retain its warm character. Kendra Moon (Line + Grade) asked staff whether the comment regarding locating street trees on site requested them be placed at the base of the travelway south of the site entrance. She also noted the discrepancy with the ordinance that says street trees should be in the right-of-way. Staff confirmed that the comment requested the trees be located on-site at the base of the travelway and responded that they would look into the ordinance conflict. In discussion,

the ARB thought the adaptive reuse, thoughtful relationship with nearby buildings, and materials marrying the buildings on site were a nice improvement of the site and would result in a positive contribution to the EC.

Motion: Mr. Hancock moved to approve the initial site plan for ARB2024-55: Cornerstone Community Church - Initial, with the comments listed in the staff report to be addressed with the final site plan, 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 Site 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 samples for all materials and colors.
 2. Revise the site plan to provide a dumpster enclosure detail. A material that coordinates with that approved for the main building would be appropriate.
 3. 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. Revise the site plan to include the standard mechanical equipment note: Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.
 5. Revise the lighting plan to note the proposed finishes for the pole- and building-mounted fixtures.
 6. Revise the note on the lighting plan to confirm that the 15' mounting height includes the base.
 7. Revise the landscape plan to show the proposed frontage landscaping onsite.
 8. Revise the landscape plan to provide additional ornamentals east and west of the site entrance along the frontage.
 9. Revise the landscape plan to shift the row of shrubs south to align with the travelway west of the site entrance.
 10. Revise the landscape plan to provide large shade trees along the western perimeter of the parking lot.
 11. Revise the landscape plan to show medium trees, 2½" at time of planting, along the 11-space parking row northwest of the garage.
 12. Revise the landscape plan to include the standard landscaping note: 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.
 13. Please note separate sign applications are required for all proposed signs. The following preliminary comment has been provided:
 - a. If an illuminated wall sign is desired, external illumination is recommended.

Mr. Van Der Werf seconded the motion.

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

WORK SESSION: None.

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Van Der Werf moved for approval of the minutes from the September 17, 2024 ARB meeting.

Mr. Hancock seconded the motion.

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

b. Other items from staff or ARB members: Staff provided a summary to the ARB regarding the review of ARB2024-48 Kappa Sigma Major Amendment at the August 19, 2024 ARB meeting. The item was moved to and approved on the consent agenda. It seemed that the ARB's guidance was for a staff level review by moving the item to the consent agenda; however, the action letter was unclear on whether the resubmission was to be reviewed at staff level. The members present confirmed their understanding that the resubmission would be reviewed at staff level.

c. Next ARB Meeting: Monday, October 21, 2024, 1:00 PM – Lane Auditorium

All members present said they planned to attend.

ADJOURNMENT

The meeting was adjourned at 1:31 p.m. to the next ARB meeting on Monday, October 21, 2024, at 1:00 p.m.