



DRAFT ARB ACTION MEMO / MINUTES

Date: December 16, 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: Present

Staff:

Margaret Maliszewski
Khris Taggart

CALL TO ORDER: Mr. Henningsen called the meeting to order at 1:02 p.m. and established a quorum.

DISCLOSURES: None.

PUBLIC COMMENT: Neil Williamson, representing the Free Enterprise Forum, addressed the ARB on the regular review items from the previous meeting.

WORK SESSION: None.

CONSENT AGENDA: None.

REGULAR REVIEW ITEMS:

a. ARB2024-68: Arbor Oaks Townes – Initial

Location: On the east side of Hydraulic Road (Rt. 743) approximately 452' northeast of the intersection of Georgetown Rd. and Hydraulic Rd.

Proposal: To develop a previously undeveloped .90-acre parcel with 14 townhomes in two blocks, with associated site improvements.

Staff Contact: Khris Taggart
Representative: Katurah Roell

Khris Taggart summarized the staff report in a PowerPoint presentation. ARB members had no questions for staff. Katurah Roell represented the applicant and addressed the ARB, commenting on the requirement to move the sidewalk, the storm sewer work, the trees to remain, the views that will be available from the front lots, the anticipated appearance of the architecture, the sight distance requirement, and the existing mature oak trees. ARB members asked the applicant who requires that the sidewalk be moved (Planning Division), asked for confirmation that the trees could be saved if the sidewalk isn't moved (VDOT waiver

needed), recommended that Lots 12 and 13 be switched with Lot 5 to gain extra planting area along the street, asked for an exhibit showing all conflicts, said that the architectural design will be important, and noted that the walls facing the street will need to look like front elevations. No members of the public spoke on the application. In discussion, the ARB confirmed that the site is a challenging one with many constraints, said that seeing the existing frontage trees on a plan would be helpful, noted that the end elevations like those of Lots 1 and 13 are often neglected architecturally and that impact is emphasized by insufficient planting, and noted that the landscape guidelines are intended in part to establish unity along the corridor. Mr. Van Der Werf said he was skeptical about relying on the Oak trees and asked if there is a way to satisfy all requirements.

Motion: Mr. Matsuno 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:
The ARB does not recommend approval of the site plan at this time. Prior to initial plan approval, the following item shall be resolved to the satisfaction of the ARB:
 - Revise the layout of the townhouse blocks to provide a clear planting area along the frontage that can accommodate the required large shade trees free of utility/easement conflicts.
 - Provide a plan that shows all existing trees along the frontage and all features that result in landscape conflicts.
 - Consider switching Lot 5 for Lots 12 and 13 (or other layout changes) to increase planting area along the EC.
 - Consider allowing the existing sidewalk to remain if it facilitates preservation of existing frontage trees.
- Regarding recommendations on the plan as it relates to the guidelines: None.
- Regarding conditions to be satisfied prior to issuance of a grading permit:
 - Revise the existing conditions sheet to show all existing trees and differentiate between trees to be removed and those to be retained. Provide sufficient tree protection fencing around the trees that are to be preserved.
- 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. Note that the townhouses' front, side, and rear elevations must be designed to eliminate blankness and achieve appropriate form, scale, etc.
 2. Submit material and color samples for review.
 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 note that there will not be any fencing or provide a fence detail to ensure appropriate design and consistency.
 5. Include the mechanical equipment note on the site plan set and architectural drawings: Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.
 6. Provide a lighting plan for review that includes a photometric plan, a luminaire schedule, and manufacturer's cut sheets for all proposed wall-mounted and freestanding fixtures.
 7. Revise the plan to provide 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.
8. Revise the layout of the townhouse blocks to provide a clear planting area along the frontage.
 9. Revise the site plan to show large shade trees, 3½” at time of planting and 35’ on center, along the frontage.
 10. Revise the landscape plan to provide three interior parking lot trees, 2½” caliper at time of planting.
 11. Revise the landscape plan to include the standard landscape 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.
 12. Provide details of the proposed retaining walls in the site plan set and submit material and color samples for review. Retaining walls over six feet must be terraced and landscaped.
 13. Revise the existing conditions sheet to show all existing trees and differentiate between trees to be removed and those to be retained. Provide sufficient tree protection fencing around the trees that are to be preserved.
 14. Provide a plan that shows all existing trees along the frontage and all features that result in landscape conflicts.
 15. Consider switching Lot 5 for Lots 12 and 13 (or other layout changes) to increase planting area along the EC.
 16. Consider allowing the existing sidewalk to remain if it facilitates preservation of existing frontage trees.

Mr. Henningsen seconded the motion.
The motion was carried by a vote of 5:0.

OTHER BUSINESS:

a. Minutes Approval:

Motion: Mr. Van Der Werf moved for approval of the minutes from the December 2, 2024, ARB meeting.

Mr. Stoner seconded the motion.
The motion was carried by a vote of 5:0.

b. Other items from staff or ARB members:

Staff noted that the first meeting in January is the ARB’s annual organizational meeting.

c. Next ARB Meeting: Monday, January 6, 2025, 1:00 PM – Lane Auditorium

Mr. Hancock said that he would not attend the January 6 meeting.

ADJOURNMENT

The meeting was adjourned at 1:45 p.m. to the next ARB meeting on Monday, January 6, 2025, at 1:00 p.m.