



DRAFT ARB ACTION MEMO / MINUTES

Date: July 7, 2025

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: Present

Staff:

Margaret Maliszewski
Khris Taggart
Mariah Gleason

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, with the Free Enterprise Forum, commented on wooded buffers, noting that Development Areas occupy less than 5% of the county's land mass and that any buffer takes up space that cannot be used for housing or commercial uses; and recommended that some level of discount should be afforded a buffer located in the right-of-way.

CONSENT AGENDA: None.

REGULAR REVIEW ITEMS:

a. ARB2025-13: Overlook Hotel – Final

Location: The south side of Rt. 250 East approximately 250' west of the Hansen Rd./Rt. 250 intersection

Proposal: To construct a four-story hotel in addition to associated site improvements

Staff Contact: Khris Taggart

Representative: Kevin Schafer, Design Develop

Khris Taggart summarized the staff report in a PowerPoint presentation. ARB members had no questions for staff. Kevin Schafer, with Design Develop, represented the applicant and summarized the changes made to the site and architectural designs, noting the new canopy, all brick tower, storefront windows, articulation of the rear patio, and landscaping. He asked for guidance on the trees in planting islands and noted that the parapet had not been shown correctly but will screen rooftop equipment. ARB members had no questions for the applicant. No members of the public were present to speak on the application. In discussion, the ARB members complimented the project and agreed that the applicant's responses were adequate. Staff noted the two planting islands in question. Board members suggested that alternate species with a narrower

spread should be used without reducing quantities, recommended shifting a tree into the narrow, triangular shaped portion of the planting island, and agreed that the southern portion of the retaining wall did not need additional planting.

Motion: Mr. Van Der Werf moved for approval of the Certificate of Appropriateness for ARB2025-13 Overlook Hotel with the conditions listed in the staff report, amended as follows:

1. Revise the architectural drawings to provide heights for the equipment and parapet wall. Show how the equipment will be screened from the EC.
2. Revise the landscape plan to eliminate the conflict between the tree at the northern end of the 19-space parking row and the pipe.
3. Revise the landscape plan to include medium trees, 2½” caliper at planting, where space permits growth and tree health, along the sidewalk adjacent to the travelway into the site.
4. Revise the landscape plan to eliminate the conflict between the tree near the end of the entrance travelway and the sidewalk.
5. Revise the interior parking area trees to provide sufficient spacing to support tree health.
6. Revise the landscape plan to incorporate the planting of trees and shrubs at the northern end of the lower retaining wall adjacent to the western property line.
7. 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.
8. Please note that separate sign applications are required for all proposed signs.

Mr. Hancock seconded the motion.

The motion was carried by a vote of 4:0.

WORK SESSION:

a. Wooded Buffers

Staff Contact: Mariah Gleason

The ARB held a work session on the Entrance Corridor Design Guidelines Addenda. They discussed the questions on Wooded Buffers presented by staff, noting the different landscape types, variety of views, purposes of buffers, the importance of identifying defining features, the effectiveness of buffers, the impact of topography, and the makeup of buffers.

a. Minutes Approval:

Motion: Mr. Van Der Werf moved for approval of the minutes from the May 19, 2025, ARB meeting.

Mr. Hancock seconded the motion.

The motion was carried by a vote of 4:0.

b. Other items from staff or ARB members:

Staff noted that State Code changes have reduced review times from 60 days to 40 days for plats and plans, and this significantly reduces the amount of time staff has to present an initial site plan to the ARB. Staff asked if the ARB would be willing to add meeting days to the calendar to help with this issue. ARB members agreed, noting that the meetings are typically short and, with some other meetings being canceled, it is possible that the total number of meetings needed wouldn't change much.

c. Next ARB Meeting: Monday, July 21, 2025, 1:00 PM – Lane Auditorium

All members present said they would be able to attend the meeting.

ADJOURNMENT

The meeting was adjourned at 2:40 p.m. to the next ARB meeting on July 21, 2025, at 1:00 p.m.