



FINAL ARB ACTION MEMO

Date: August 18, 2025

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 1:00 p.m. and established a quorum.

DISCLOSURES: Mr. Stoner and Mr. Matsuno stated that they would recuse themselves from the Barnes Lumber item because their firms are involved in the project.

PUBLIC COMMENT: None.

CONSENT AGENDA:

a. SDP-2025-00083: C'ville Community Church Initial Site Plan

Location: 26 Pebble Drive

Proposal: To construct a new church campus in two phases.

Staff Contact: Khris Taggart

Representative: Chuck Rapp, Collins Engineering

Motion: Mr. Henningsen 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:
 - The ARB recommends approval of the initial site plan with the following conditions:
 1. Revise the note on sheet 2 to clarify that the initial site plan is for both phases.
 2. Revise the site plan to clearly distinguish between the proposed improvements in Phases I and II.
 3. Revise the site plan to label the required landscape buffer along the frontage.
- 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

- Architectural plans are required with the ARB final site plan submittal. Depending on the proposal, the ARB may require more than one review of the architectural design. Applicants are encouraged to take this into consideration when choosing when to submit the ARB final site plan application. ARB approval (a Certificate of Appropriateness) is required prior to final site plan approval.
- 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. The east elevation must be designed with suitable forms, detailing, and materials to ensure that it provides an appropriate front to the EC.
 2. Provide the specifications for the proposed window glass on the architectural drawings.
 3. Include the standard window glass note in the architectural drawings: Visible light transmittance (VLT) shall not drop below 40%. Visible light reflectance (VLR) shall not exceed 30%. Specifications on the proposed window glass should be submitted with the application for final review.
 4. If proposed, 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.
 5. Revise the site plan to specify whether fencing is proposed for the outdoor recreational area. Note that chain link fencing is not an acceptable type of fence.
 6. Include the standard mechanical equipment note on the site and architectural plans: Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.
 7. Provide a complete lighting plan with the next submission showing all proposed lighting. Limit fixtures to full cutoff styles.
 8. If lighting is proposed for the outdoor ball courts, show how it will have an appropriate appearance for the Entrance Corridor.
 9. Include the standard lighting note on the lighting plan: 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.
 10. Revise the landscape plan to provide a coordinated and more robust planting arrangement that better integrates the stormwater facility, recreational areas, and the lawn east of the ball courts into the EC.
 11. Revise the landscape plan to provide trees along the southern side of Pebble Drive from the site entrance to the overflow parking area.
 12. Provide site sections that clearly illustrate the visibility of the proposed structures from the EC.
 13. Provide a complete landscape plan with the next submittal.
 14. Revise the site 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.
 15. Revise the landscape plan to show plantings that help integrate the proposed grading between the ball courts and the EC into the surrounding context.
 16. Show the tree protection fencing for the wooded area that is to remain throughout the site plan set.
 17. Revise the landscape plan to provide additional landscaping that includes evergreens along the frontage between the stormwater facility and the EC.
 18. Revise the landscape plan to continue the planting arrangement within the 12-foot landscape buffer along the northern property line, extending it to the shared-use path.

Mr. Van Der Werf seconded the motion.
The motion was carried by a vote of 5:0.

REGULAR REVIEW ITEMS:

a. ARB2025-17: Northside Industrial

Location: Southwest corner of Seminole Trail (Route 29) and Northside Drive

Proposal: To construct a 72,000-sf warehouse in addition to associated site improvements.

Staff Contact: Khris Taggart
Representative: Keith Lancaster

Motion: Mr. Hancock moved for approval of the Certificate of Appropriateness for ARB-2025-17: Northside Industrial with the conditions listed in the staff report, amended as follows:

1. Increase the depth of the wall projections to 2' for greater visual impact.
2. Include a note on the elevation drawings identifying the location and depth of the wall projections.
3. Revise the architectural drawings to show the proposed fixture locations.
4. Revise the site plan to include a grading plan.
5. Make the tower widths consistent on the north, east and south elevations.

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

WORK SESSION:

a. ARB-2023-107: Barnes Lumber

Staff Contact: Margaret Maliszewski

The ARB held a work session on the Barnes Lumber Countywide Certificate design criteria for murals.

Motion: Mr. Henningsen moved for approval of the mural criteria, amended as follows:
Murals on facades that do not face the Entrance Corridor street are exempt from ARB review.

Mr. Van Der Werf seconded the motion.
The motion was carried by a vote of 3:0. (Stoner and Matsuno abstained)

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Henningsen moved for approval of the minutes from the August 4, 2025, ARB meeting.
Mr. Hancock seconded the motion.
The motion was carried by a vote of 5:0.

b. Other items from staff or ARB members: None.

c. Next ARB Meeting: TUESDAY, SEPTEMBER 2, 2025, 1:00 PM – Lane Auditorium
Mr. Stoner said that he would not be able to attend the meeting.

ADJOURNMENT

The meeting was adjourned at 2:27 p.m. to the next ARB meeting on Tuesday, September 2, 2025, at 1:00 p.m.