



DRAFT ARB ACTION MEMO / MINUTES

Date: October 20, 2025

Time: 1:00 PM

Meeting Room: Lane Auditorium

Members:

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

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: None

PUBLIC COMMENT: None

CONSENT AGENDA:

a. SDP-2025-00113 City Church Multi-Use Facility – Initial Site Plan

Location: 1010 Rio Road E

Proposal: To construct a multi-use facility adjacent to existing church building and parking lot.

Staff Contact: Margaret Maliszewski

Representative: Jonathan Showalter

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:

Staff recommends that the ARB forward the following recommendations 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.
- Regarding recommendations on the plan as it relates to the guidelines: None.
 1. Consider increasing on-site planting area between the parking lot and the property line at the north end of the proposed parking lot.
- Regarding conditions to be satisfied prior to issuance of a grading permit:
 1. 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 plans for review. Show how the EC design guidelines on structure design and architectural compatibility are being met. Perspectives showing the proposed multi-use building with the existing building as seen from the road would be helpful.
 2. Add the mechanical equipment note to the architectural plans: “Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.”
 3. Clearly show all existing site lights on the plan and identify all of those to be removed. Provide a complete lighting plan for review showing all proposed building and site lighting.
 4. Indicate whether planned Rio Road improvements will impact the site.
 5. Consider increasing on-site planting area between the parking lot and the property line at the north end of the proposed parking lot.
 6. Without reducing quantities, shift trees away from existing underground telephone lines, the proposed water line, and any other utilities and easements.
 7. Clarify on the plan the extent of the easements located along the Rio Road frontage.
 8. Show tree protection fencing on the plan.

Mr. Stoner seconded the motion.

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

REGULAR REVIEW ITEMS:

a. ARB-2025-00023: Cornerstone Community Church – Final Site Plan

Location: 1395 Stoney Point Road

Proposal: To renovate two existing buildings and undertake associated site improvements to establish a new church campus

Staff Contact: Khris Taggart

Representative: Steve Davis

Khris Taggart summarized the staff report in a PowerPoint presentation. ARB members had no questions for staff. Steve Davis represented the applicant and stated that he had no exceptions to the recommendations but wanted to discuss the retaining wall block color, noting that the deep

gray was compatible with the other proposed building colors and those of the building across the street. He also said that he learned that the staff-recommended block – James River – was being phased out. Mr. Stoner asked about the tan color. It was clarified that the request was to note the color name on the drawing. In discussion, Mr. Matsuno said that the proposal has qualities that are appropriate for the Entrance Corridor, mentioning the scale, materials, colors and textures. He suggested that the choice of color could be left to the applicant. Mr. Stoner agreed and said that the massing was in keeping with other locations. Mr. Henningsen agreed. He said that the changes were all positive and he had no objection to the gray block.

Motion: Mr. Stoner moved for approval of the Certificate of Appropriateness for ARB-2025-23: Cornerstone Community Church with the conditions listed in the staff report, amended as follows:

1. Revise the architectural drawings to note the specific colors proposed.
2. Revise the architectural drawings to accurately show the color proposed for the wood walls.
3. Revise the site plan to note the stain color proposed for the dumpster enclosure. Using the stain color proposed for the buildings would be appropriate.
4. Revise the proposed color temperature of the building-mounted fixture to 3000K.
5. Update the landscape plan to identify the species of the seven existing trees located north of the site entrance.
6. Revise the grading plan to specify top and bottom wall heights along the entire length of the wall, clarifying the position of the 6.5-foot wall height.
7. 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. Matsuno seconded the motion.

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

WORK SESSION: None

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Henningsen moved for approval of the minutes from the October 6, 2025, ARB meeting.

Mr. Matsuno seconded the motion.

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

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

c. Next ARB Meeting: Monday, October 27, 2025, 1:00 PM – Lane Auditorium

Staff clarified that the next meeting is scheduled for October 27 and that work sessions may be scheduled for one or more meetings in November. Mr. Stoner said that he would not be able to attend the November 3 meeting.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m. to the next ARB meeting on Monday, October 27, 2025, at 1:00 p.m.