



FINAL ARB ACTION MEMO

Date: October 27, 2025

Time: 1:00 PM

Meeting Room: Lane Auditorium

Members:

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

Staff:

Margaret Maliszewski

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-2025-00122 Archer North – Phase II – Initial Site Plan

Location: North of Ashwood Blvd. and east of Seminole Trail (Rt. 29)

Proposal: To construct Phase 2 of a residential development consisting of 224 new units in townhomes, attached condominiums, and apartments, with associated site improvements.

Staff Contact: Margaret Maliszewski

Representative: Scott Collins

Motion: Mr. Van Der Werf made a motion to remove the Archer North site plan from the Consent Agenda for discussion.

Mr. Stoner seconded the motion.

The motion was carried by a vote of 5:0

Motion: Mr. Van Der Werf 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, 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:
 - 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 revising the site layout to shift Calloway Drive so that buildings can be located on both sides of Calloway, just beyond the Rt. 29 buffer, as illustrated in the approved Application Plan.
 2. Consider reorienting Buildings 12, 13 and 14 parallel to the EC street.
- 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 designs for review for Buildings 12, 13, 14, 16, 19, 20. Show how the guidelines on structure design, architectural compatibility, scale, and blankness are being met.
 2. Provide consistent information on the plan regarding building heights.
 3. Revise the mechanical equipment note (Site Note 1 on Sheet 2) to provide for full screening of roof- and ground-mounted equipment as viewed from the EC. Provide details for all proposed screens and fences.
 4. Provide elevations detailing the service sheds on the end elevation of Building 12.
 5. Include details in the plan for the cemetery and dog park fences showing designs that do not include chain link.
 6. Add the standard mechanical equipment note to the architectural plans: “Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.”
 7. Provide a complete lighting plan showing all proposed ground- and building-mounted lighting for review. Limit fixtures to downlight styles and illumination levels to that which is required for safety/security.
 8. Revise the hatching in the Landscaping Plan Legend on Sheet 10 to match the hatching used on the plan.
 9. Revise the “Buffers & Landscaping” note on Sheet 2 to eliminate the reference to utilities and retaining walls in the buffer for consistency with the approved application plan.
 10. Identify the size and species of the four trees to remain in the Rt. 29 buffer.
 11. Provide trees throughout the buffer area north of Calloway Drive.
 12. Revise the plan to show trees replanted in the buffer near the cemetery wherever grading is proposed.
 13. Revise the plan to show a consistent row of trees on the south side of Calloway Drive east of Rt. 29 and replanting of the buffer near the cemetery wherever grading is proposed.
 14. Provide a complete landscape plan with plant schedule for review.
 15. Add the standard plant health note to the plan: “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.”
16. Consider revising the site layout to shift Calloway Drive so that buildings can be located on both sides of Calloway, just beyond the Rt. 29 buffer, as illustrated in the approved Application Plan.
 17. Revise the notes on the plan to provide consistent information about retaining wall heights.
 18. Revise the plan to significantly reduce the height of the retaining wall on the south side of Calloway Drive to establish an appropriate appearance for the EC.
 19. Revise grading so that all contours are rounded.
 20. Add the existing tree line and tree line to remain to the plans.
 21. Show tree protection fencing on, and coordinated throughout, the grading, landscaping, and erosion and sediment control plans.

Mr. Hancock seconded the motion.

The motion was carried by a vote of 4:1 (Stoner voted No).

REGULAR REVIEW ITEMS: None

WORK SESSION: None

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Henningsen moved for approval of the minutes from the October 20, 2025, ARB meeting.

Mr. Van Der Werf seconded the motion.

The motion was carried by a vote of 5:0.

b. Old Business:

1. ZTA-2024-01 Form Based Code Update
Staff reported that the update would be rescheduled for the next meeting.

c. Other items from staff or ARB members:

1. Staff reported that the draft design criteria for rooftop solar installations would return to the ARB in November and confirmed that the ARB supported establishing a category of County-wide Certificate of Appropriateness for this type of application.
2. Staff reviewed upcoming meeting dates with the ARB, determining that a quorum would be available for November 3 and 10, possibly for the 24th, but not for the 17th.

d. Next ARB Meeting: Monday, November 3, 2025, 1:00 PM – Lane Auditorium

ADJOURNMENT

The meeting was adjourned at 1:35 p.m. to the next ARB meeting on Monday, November 3, 2025, at 1:00 p.m.