



FINAL ARB ACTION MEMO

Date: May 4, 2026

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: Absent

Staff:

Margaret Maliszewski
Khris Taggart

CALL TO ORDER: Mr. Henningsen called the meeting to order at 1:05 p.m. and established a quorum.

DISCLOSURES: None.

PUBLIC COMMENT: None.

CONSENT AGENDA: None.

REGULAR REVIEW ITEMS:

a. ARB-2026-00002 City Church Final Site Plan

Location: 1010 Rio Road E

Proposal: To construct a new 10,000 sf building to house a gym, offices, and kitchen with associated site improvements.

Staff Contact: Margaret Maliszewski
Representative: John Daly

Motion: Mr. Stoner moved to approve ARB-2026-00002 City Church Final Site Plan, with the conditions listed in the staff report, as follows:

1. Revise the architectural elevation drawings to identify all proposed materials and colors.
2. Add a note to the architectural elevation drawings stating that the roof color of the addition will be coordinated with the roof of the existing church.
3. Provide sheet A-101b with legible details.
4. Coordinate the site and architectural drawings regarding the length of the church canopy.
5. Add the standard mechanical equipment note to the architectural plans: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."
6. Revise the Luminaire Schedule to indicate proposed light fixture and pole colors. Dark brown, dark bronze, or black are recommended.
7. Add the standard lighting note to the site 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."
8. Shift new trees proposed in locations that are close to utility lines to avoid conflicts as the trees mature, without reducing quantities, including trees near the existing underground telephone line and the proposed storm pipe.
9. Add a tree and tree island in the parking row adjacent to the addition.
10. Update the site plan to show the foundation planting that is shown on the architectural renderings.
11. Revise Myrica Cerifera in the plant list to Morella Cerifera.

Mr. Hancock seconded the motion.

The motion was carried by a vote of 4:0. (Van Der Werf absent)

b. SDP-2026-00033 and ARB-2026-00003 Sheetz Rio Road

Location: 1648 Rio Road E

Proposal: To construct a new Sheetz Gas Station and Convenient Store with associated site improvements.

Staff Contact: Khris Taggart

Representative: Valerie Long, Williams Mullen

Motion: Mr. Stoner moved to 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 does not recommend approval of the Initial Plan at this time. Prior to Initial Plan approval the following items shall be resolved to the satisfaction of the ARB:
 1. Revise the overall site layout to ensure that the development presents an appropriate front to the Rio Road EC.
 2. Revise the site plan to locate the dumpster in a less visible location from the EC.

- 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.
- 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. Revise the overall site layout to ensure that the development presents an appropriate front to the Rio Road EC.
 2. Revise any back-of-building elevations visible from the EC to provide design elements that present an appropriate front to the Rio Road EC.
 3. Provide specifications on the proposed window glass. Provide samples, if tinted window glass is proposed.
 4. Revise the site plan to locate the dumpster in a less visible location from the EC.
 5. Relocate the electrical box and gas meter/riser to a location with less visibility from the EC.
 6. Revise the building design to use parapet walls to screen the proposed roof-mounted mechanical equipment. Revise the height of the towers to provide a coordinated appearance.
 7. Add the standard mechanical equipment note to the site and architectural plans: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."
 8. Provide a lighting plan with the next submittal that shows:
 - a. Lighting levels not exceeding 30 fc under the canopy and 20 fc elsewhere.
 - b. Spillover not exceeding .5 fc.
 - c. Full cut of fixtures.
 - d. Freestanding pole heights not exceeding 20' including the base.
 - e. Wall and freestanding fixtures finishes that are either dark brown, dark bronze, or black.
 9. Provide the standard lighting note with 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. If decorative lighting is proposed, revise the plan to show that it meets the Guidelines requirements.
 11. Revise the landscape plan to provide interior tree islands with large trees at the southeast and southwest corners of the building.
 12. Revise the landscape plan to increase the minimum planting height for all shrubs to 24 inches.
 13. Revise the canopy design so that the lowest edge measured from the grade to the bottom of the truss does not exceed 14'6".
 14. Provide a lighting plan with the next submittal. The maximum footcandle value should not exceed 30 fc beneath the canopy and 20 fc anywhere else on site.
 15. Sign applications are required for all proposed signs.
 16. Eliminate cabinet-style signs or limit them to secondary signs. All cabinet-type signs must have opaque backgrounds.
 17. Revise the monument sign to better integrate the Sheetz cabinet sign and base.

18. Revise the site plan to include a note acknowledging that the sign location is shown only for information and will not be approved with the site plan.

Mr. Henningsen seconded the motion.

The motion was carried by a vote of 4:0. (Van Der Werf absent)

WORK SESSION: None.

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Henningsen moved for approval of the minutes from the April 20, 2026, ARB meeting.

Mr. Stoner seconded the motion.

The motion was carried by a vote of 4:0. (Van Der Werf absent)

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

c. Next ARB Meeting: Monday, May 11, 2026, 1:00 PM – Lane Auditorium

ADJOURNMENT

The meeting was adjourned at 2:05 p.m. to the next ARB meeting on Monday, May 11, 2026, at 1:00 p.m.