



DRAFT ARB ACTION MEMO / MINUTES

Date: August 31, 2026

Time: 1:00 PM

Meeting Room: Lane Auditorium

Members:

Chris Henningsen, Chair: Present

Frank Hancock, Vice-Chair: Present

Frank Stoner: Absent

Taro Matsuno: Present (arrived at 1:15)

Dade Van Der Werf: Present

Staff:

Margaret Maliszewski

Khris Taggart

Carolyn Shaffer, Clerk

CALL TO ORDER: Mr. Henningsen called the meeting to order at 1:08 p.m. and established a quorum.

DISCLOSURES: None.

PUBLIC COMMENT: None.

CONSENT AGENDA:

a. Approval of Minutes: August 24, 2026

Motion: Mr. Henningsen moved for approval of the Consent Agenda.

Mr. Van Der Werf seconded the motion.

The motion was carried by a vote of 3:0. (Matsuno and Stoner absent)

REGULAR REVIEW ITEMS:

a. SDP-2026-00069: 600 Rio Road – Initial Site Plan

Location: 600 Rio Road West, on the north side of Rio Road West, approximately 400' west of the intersection of Berkmar Drive and Rio Road West.

Proposal: To develop four parcels totaling 3.20 acres with a total of 148 residential units divided between apartment buildings and townhouses along with associated site improvements.

Staff: Khris Taggart

Representative: Chuck Rapp

Khris Taggart summarized the staff report in a PowerPoint presentation. Mr. Van Der Werf asked if the building footprints could be revised after preliminary plan approval. Staff said that the layout needs to be consistent with the approved application plan, that some minimal change could be allowed, and that the recommendation could be revised to note the need for adequate planting area.

Mr. Matsuno arrived at 1:15 p.m.

Chuck Rapp, with Collins Engineering, addressed the ARB, noting the utilities, existing and future roads, and other features of the site that made the layout challenging. ARB members asked about the road misalignment, asked if the cul-de-sac could be reduced to allow for more planting area, asked about the parking and the alignment of the apartment building with the EC street. In discussion, the ARB members said they appreciated the density and the design challenges that come with it, suggested that some space might be taken from the cul-de-sac, recognized that it is a “tight” site, and said that there was insufficient opportunity for required landscaping.

Motion: Mr. Matsuno moved to approve SDP-2026-00060 600 Rio Road 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:
The ARB recommends approval of the Initial Plan with the condition that sufficient planting area be provided for EC frontage planting. Also, it is strongly recommended that architectural drawings be submitted as a conceptual or preliminary ARB submittal prior to the final site plan. Elevations visible from Rio Rd. must be fully designed with forms, features, and treatments that establish a front to the EC, human scale, and a tie to the historic architecture of the area.
- 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. Provide architectural drawings with the next submittal. It is strongly recommended that the drawings be submitted as a conceptual or preliminary ARB submittal prior to the final site plan. Elevations visible from Rio Rd. must be fully designed with forms, features, and treatments that establish a front to the EC, human scale, and a tie to the historic architecture of the area.
 2. Provide perspectives, with and without landscaping, from both directions on Rio Rd. to clarify the visibility of all proposed buildings.
 3. Provide specs and a sample for the proposed window glass. Include the standard window glass note on the architectural drawings: Visible light transmittance (VLT) shall not drop below 40%. Visible light reflectance (VLR) shall not exceed 30%.
 4. Provide perspectives, with and without landscaping, from the intersection of Rio Rd. and Station Ln. to clarify the visibility and relationship of the parking structure with the building above and the site.

5. Revise the site plan to show the locations of the ground-mounted equipment. Show how the equipment will be screened from the view of the EC. Provide a detail for screening devices that will be visible from the EC.
6. Provide architectural drawings showing the locations of the roof-mounted mechanical equipment. Show how the equipment will be screened from the view of the EC. Provide a detail for screening devices that will be visible from the EC.
7. Include the standard mechanical equipment note on the architectural drawings: Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated.
8. Provide a complete lighting plan with the next submittal. Include all building- and pole-mounted fixtures and related details in the plan.
9. Include a complete landscape plan with a plant schedule in the next submittal.
10. Revise the landscape plan to clearly show the boundaries of the existing water and sewer easement along Rio Rd. that is to remain. For trees that are within the easement, confirm that the easement holder approves the proposed plantings or provide an alternate planting arrangement.
11. Revise the landscape plan to correct the scale.
12. Revise the existing conditions sheet to show the existing trees and shrubs along the 13-space parking row.
13. Revise the landscape plan to show trees that meet the interior road tree requirements (2½ caliper, 40' on center).
14. Revise the landscape plan to provide one tree interior to the 13-space parking row.
15. Note that if landscaping is required to soften the appearance of the buildings, the site layout will need to be revised to provide sufficient planting area.
16. Provide with the next submittal details on the appearance of Amenity Areas #1 and #3. Forms, materials, and landscaping should be used to integrate these areas into the development and surrounding context.
17. Revise the landscape plan to provide shrubs at the base of the retaining walls east of Building #2 and west of Building #3.
18. Indicate retaining wall material(s) and color(s) on the plan. A physical sample may be necessary for review.
19. Consider eliminating the cul-de-sac and the misalignment of the road connection.
20. Establish a relationship between the EC elevation of the apartment building and the EC street.

Mr. Henningsen seconded the motion.

The motion was carried by a vote of 4:0. (Stoner absent)

WORK SESSION: None.

OTHER BUSINESS

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

b. Next ARB Meeting: Tuesday, September 8, 2026, 1:00 PM – Lane Auditorium

All members present said they planned to attend the September 8 meeting.

ADJOURNMENT

The meeting was adjourned at 1:36 p.m. to the next ARB meeting on **Tuesday, September 8, 2026**, at 1:00 p.m.