



FINAL ARB ACTION MEMO

Date: March 7, 2022

Time: 1:00 PM

Meeting Room: Virtual Meeting

Members:

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

Staff:

Margaret Maliszewski
Khris Taggart
Carolyn Shaffer

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. ARB-2022-06: Halifax House Initial Site Plan

Location: 3447 Ivy Road

Proposal: The proposed improvements will be readily visible from the Entrance Corridor

Staff Contact: Khris Taggart

Representative: Eric Woolley

Motion: Motion: Mr. Stoner moved to approve the consent agenda for ARB-2022-05 Halifax House Initial Site Plan 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:

- Prior to Initial Plan approval the following items shall be resolved to the satisfaction of the ARB: None. The ARB recommends approval of the Initial Plan without conditions.
- Regarding recommendations on the plan as it relates to the guidelines: None.
- 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. Consider providing photos and sketch plans and elevations of the shed prior to it being relocated.
 2. Indicate on the site plan the locations of any new equipment (building or ground-mounted). If no new equipment is proposed revise the site plan to include a note that states this.
 3. Add the standard mechanical equipment note to the site plan: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."
 4. Revise the plan to include photometric diagrams for the light fixtures.
 5. Revise the pole-mounted fixtures to use the open side option and emit less than 3000 lumens.
 6. Revise the plan to provide manufacturer's cut sheets with options clearly indicated or cut sheets and a luminaire schedule with all options identified.
 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 foot-candle."
 8. Provide a complete plant schedule in the site plan.
 9. Revise the landscape plan to clearly identify existing and proposed landscaping.
 10. Revise the site plan set to show tree protection fencing on the grading and landscape plans.

Mr. Van Der Werf seconded the motion.

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

REGULAR REVIEW ITEMS: None

WORK SESSIONS: None

OTHER BUSINESS

a. Minutes Approval: February 7, 2022

Motion: Mr. Stoner moved for approval of the minutes from the February 7, 2022 ARB meeting.

Mr. Matsuno seconded the motion.

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

b. Next ARB Meeting: Monday, March 21, 2022, 1:00 PM – VIRTUAL MEETING

ADJOURNMENT

The meeting was adjourned at 1:07 p.m. to the next Virtual ARB meeting on Monday, March 21, 2022 at 1:00 p.m.