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**DRAFT ARB ACTION MEMO / MINUTES**

**Date:** June 3, 2024

**Time:** 1:00 PM

**Meeting Room:** Lane Auditorium

**Members:**

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

**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:** None.

**REGULAR REVIEW ITEMS**

a. **ARB2024-42: Georgetown & Hydraulic Comprehensive Sign Plan**

**Location:** 2701 Hydraulic Road at the intersection with Georgetown Road

**Proposal:** To establish a Comprehensive Sign Plan (CSP) for a multi-tenant building.

Staff Contact: Khris Taggart

Representative: Kevin Schafer (Design Develop)

Khris Taggart summarized the staff report in a PowerPoint presentation. ARB members asked if the proposal included multiple uses of the same sign as illustrated in the drawings (no, those images are placeholders for possible future tenants). Kevin Schafer addressed the ARB, summarizing the proposal and the applicant's response to the recommended conditions. He explained that the material is an aluminum panel colored to match the building trim (black/bronze), that the illumination is commercial grade LED strip lighting, that the flexibility in the recommendation to extend the upper sign band is appreciated, that the letters would be the void of the metal panel, and that the return is inset so wouldn't be readily visible. ARB members asked if all logos would be routed (yes), if a sign would contain only a logo and no letters (probably not), if only one color was proposed (yes, the owner desires consistency), and if there could be multiple signs of the same design on one elevation (not likely). In response to the Chair's request for comments from the public, Neil Williamson (Free Enterprise Forum) commented that it is the composition of the signs, not the content, over which the ARB has purview. In discussion, the ARB agreed that the plan seems sensible, well-suited to the architecture, and a nice understated technique, and expressed appreciation for containing the light at the perimeter of the sign.

**Motion:** Mr. Hancock moved to approve the Comprehensive Sign Plan criteria with the revisions listed in the staff report, as follows:

1. Revise the CSP to allow signs to be located across the 2<sup>nd</sup> story sign band, with appropriate centering and avoiding architectural detailing.
2. Revise the sign criteria to note that the letter color will be the brick behind the panels.
3. Revise the CSP to address the color of applied letters.
4. Revise the CSP to note the proposed color for the sign panels.
5. Revise the CSP to clarify where the trim cap and return colors would apply.
6. Revise the criteria for wall signs to indicate that graphics must be fully incorporated as an integral part of the overall sign, and graphics must be balanced in size and proportion without overwhelming the text.
7. Revise the CSP to limit graphics on the east (front) elevation to routed graphics/logos.
8. Revise the CSP to clarify how backlighting will be accommodated.

Mr. Stoner seconded the motion.

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

**b. ARB2024-46: Ivy Proper Comprehensive Sign Plan and Monument Sign**

**Location:** 4290 Ivy Road directly across from the intersection of Ivy Road and Ivy Depot Road

**Proposal:** To establish a Comprehensive Sign Plan (CSP) for a multi-tenant building and to install a monument sign.

Staff Contact: Khris Taggart

Representative: Kevin Schafer

Khris Taggart summarized the staff report in a PowerPoint presentation. ARB members had no questions for staff. Kevin Schafer addressed the ARB, summarizing the proposal and the applicant's response to the recommended conditions. He clarified that the panels of the freestanding sign have a 1" standoff and are backed by white acrylic. He noted that the recommendation for centering the sign under the center gable would have an awkward appearance. ARB members asked if all panels are intended to be the same length (no), how the light would be contained (with an inset return), and if other elements on the building were black (yes, storefront, windows, site lights, canopies), and commented that the wood of the freestanding sign could present a maintenance issue that might be resolved with a slight increase in the height of the base. There were no comments from the public. In discussion, the ARB agreed that the low base could be a problem, that the sign package fits the building, and that a sign with minimal length could be a problem resolved by extending the sign band and limiting sign length to relate to architectural elements.

**Motion:** Mr. Matsuno moved to approve the Comprehensive Sign Plan Criteria and the freestanding sign with the revisions listed in the staff report, amended as follows:

1. Revise the CSP to include a detail showing where the illumination is located within the freestanding sign.
2. Revise the sign criteria to note that the letter color will be the board and batten behind the panels.
3. Revise the CSP to clarify where the trim cap and return colors would apply.
4. Revise the criteria for wall signs to indicate that graphics must be fully incorporated as an integral part of the overall sign, and graphics must be balanced in size and proportion without overwhelming the text.
5. Revise the CSP to limit the south (front) elevation to routed graphics/logos.
6. Revise the CSP to clarify how backlighting will be accommodated.
7. Revise the plans to show ground cover or other appropriate landscaping at the base of the monument sign.
8. Consider increasing the height of the concrete base for better maintenance of the wood.
9. Sign length should relate to architectural elements.

Mr. Van Der Werf seconded the motion.  
The motion was carried by a vote of 5:0.

**WORK SESSION:** None  
**OTHER BUSINESS:** None

**a. Minutes Approval:**

**Motion:** Mr. Van Der Werf moved for approval of the minutes from the May 20, 2024, ARB meeting.  
Mr. Henningsen seconded the motion.  
The motion was carried by a vote of 5:0.

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

**c. Next ARB Meeting:** Monday, June 17, 2024, 1:00 PM – Lane Auditorium

**ADJOURNMENT**

The meeting was adjourned at 1:50 p.m. to the next ARB meeting on Monday, June 17, 2024, at 1:00 p.m.