



DRAFT ARB ACTION MEMO / MINUTES

Date: December 8, 2025

Time: 1:00 PM

Meeting Room: Lane Auditorium

Members:

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

Staff:

Margaret Maliszewski

CALL TO ORDER: Mr. Henningsen called the meeting to order at 1:01 p.m. and established a quorum.

DISCLOSURES: None.

PUBLIC COMMENT: None.

CONSENT AGENDA: None.

REGULAR REVIEW ITEMS:

a. SDP-2025-00132 Gastro Health

Location: Approximately 600' south of the Route 250 East/State Farm Blvd. intersection

Proposal: To construct a new medical office building with associated site improvements.

Staff Contact: Margaret Maliszewski

Representative: Shannon Drake (Woolpert)

Ms. Maliszewski summarized the staff report in a PowerPoint presentation. ARB members had no questions for staff. Shannon Drake represented the applicant and presented the ARB with an overview of the proposed development. He noted that the window glass would have a neutral gray color that is compatible with the windows of the nearby hospital and said that the rooftop screens will be compatible in tone and material with the mansard roof. ARB members asked about the development of the roof forms and the white brick. In discussion, the ARB members agreed that it was a nice proposal that meets the guidelines. They noted the mitigating effect of the distance from the EC and the landscaping. Mr. Van Der Werf expressed concern about the variety in the roof forms and suggested that additional information should be submitted with the final site plan, for example, site sections, to confirm an appropriate appearance from the EC street.

Motion: Mr. Henningsen moved to forward the recommendations outlined in the staff report 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.
- 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. Provide material/color samples for review.
 2. Indicate the color of the rooftop mechanical screens. Show how the screens will coordinate with the other rooftop elements.
 3. Provide a complete lighting plan with the final site plan submittal.
 4. In the plant schedules, change *Myrica cerifera* to *Morella cerifera*.
 5. 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.”
 6. Note that signs are not approved with the ARB or SDP applications. Signs require separate sign permit applications.

Mr. Stoner seconded the motion.

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

WORK SESSION: None

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Stoner moved for approval of the minutes from the December 1, 2025, ARB meeting.

Mr. Matsuno seconded the motion.

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

b. Other items from staff or ARB members: Staff reviewed the upcoming schedule with the ARB members. After discussion, the items scheduled for December 22 were moved to the December 15 meeting.

c. Next ARB Meeting: Monday, December 15, 2025, 1:00 PM – Lane Auditorium

ADJOURNMENT

The meeting was adjourned at 1:22 p.m. to the next ARB meeting on Monday, December 15, 2025, at 1:00 p.m.