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## **DRAFT ARB ACTION MEMO / MINUTES**

**Date:** May 11, 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: 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. ARB-2026-0004 Dutch Pantry Addition**

**Staff:** Margaret Maliszewski

**Location:** 5548 Seminole Trail

**Proposal:** To construct an addition for office, storage and retail space, and to establish a patio for outdoor dining.

Staff Contact: Margaret Maliszewski

Representative: Adrienne Stronge

Ms. Maliszewski summarized the staff report in a PowerPoint presentation. ARB members had no questions for staff. The applicant addressed the ARB, stating that they had no presentation but were available for questions. With questions for the applicant, ARB members determined that the applicant had no issues with staff's recommendations, and that interior renovations would result

in more office and storage space. The applicant said that an existing concrete pad would be turned into the patio and the HVAC unit would be located behind the building. In discussion, the ARB said that the proposal is nicely in keeping with the existing building, the addition defers to the existing building, the windows and general scale are appropriate, and that with the recommendations in the staff report, the proposal could be supported.

**Motion:** Mr. Matsuno moved to approve ARB-2026-00004 Dutch Pantry Addition, with the conditions listed in the staff report, as follows:

1. Submit dimensioned elevation drawings with scale, materials and colors identified. Add an architectural scale to the first floor plan drawing.
2. Show the pergola on the plans. Provide elevations, details, materials, colors, etc.
3. Revise the architectural drawings to note that new window glass will meet the criteria: *(VLT) shall not drop below 40% and (VLR) shall not exceed 30%.*
4. Revise the plans to show the mechanical equipment in a consistent location that is not visible from the EC street or provide screening.
5. Add the standard mechanical equipment note to the architectural plans: "Visibility of all mechanical equipment from the Entrance Corridor shall be eliminated."
6. Add a note to the site plan stating that new light fixtures will have a consistent finish and will have a color temperature of 3000K or less.
7. Consider adding shrubs on site along the Rt. 29 frontage to help integrate the site into the corridor.
8. Coordinate the site and architectural drawings regarding patio size and layout, and patio wall length and layout.
9. Revise the grading as needed to coordinate with the patio and patio walls.

Mr. Henningsen seconded the motion.

The motion was carried by a vote of 5:0

## **WORK SESSION:**

### **a. Solar Guidelines**

**Staff:** Margaret Maliszewski

The ARB held a work session on design criteria for solar installations. The ARB discussed the questions presented by staff. After discussion, the ARB agreed that staff would make the edits identified in the meeting and bring the revised text to a future meeting for adoption. Comments included:

1. Revise pitched roof criterion #6 to reference the top surface of the panel and revise the dimension from 6" to 8".
2. Applications for solar panels to be added to existing structures that shelter vehicles should be included in the County-wide Certificate process for solar facilities mounted on pitched or flat roofs.
3. County-wide Certificates should not be available for solar canopies or solar shingles. (This can be reevaluated if/when applications are regularly received for these items.)
4. Applicants must provide site lines illustrating lack of visibility of flat roof installations.

## **OTHER BUSINESS**

**a. Minutes Approval:**

**Motion:** Mr. Van Der Werf moved for approval of the minutes from the May 4, 2026, 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: TUESDAY, May 26, 2026, 1:00 PM – Lane Auditorium**

**ADJOURNMENT**

The meeting was adjourned at 1:40 p.m. to the next ARB meeting on Tuesday, May 26, 2026, at 1:00 p.m.