



HERNDON ARCHITECTURAL REVIEW BOARD

Work Session Minutes Wednesday, January 3, 2024

1. Call to Order

The Architectural Review Board of the Town of Herndon, Virginia, met in work session on Wednesday, January 3, 2024, at 9:06 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Leslie Blaker-Glass, Vice Chair Eric Boll, and Board Members Melody Fetske, Amy Oleinick, and William Savage.

Staff present during the meeting: Lisa Gilleran, Director of Community Development; Kirstyn Jovanovich, Town Clerk; Lauri Sigler, Deputy Town Attorney; Tamsin Himes, Lead Planner/Design Development; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Blaker-Glass called the January 3, 2024, Architectural Review Board work session to order at 9:06 p.m. and stated that five members were present, which constituted a quorum.

2. New Business

a. **Resolution to amend and restate the Bylaws of the Town of Herndon Architectural Review Board**

Ms. Sigler provided an overview of the amendments to the Board's bylaws.

There was discussion among the Board and staff on this item, including (1) clarification on whether an application can move forward if the board architect is not present at a meeting, (2) process improvements that impact the completeness of the applications that come before the Board, (3) allowing members who are absent to submit comments, and (4) the importance of the Board providing specific reasons why an application is denied.

b. **Discussion - Election of Officers**

n accordance with the Architectural Review Board Bylaws and

Herndon Town Code

Section 58-41, the ARB holds its election of officers annually at the first public hearing

(regular meeting) of the Board in January. The Board will nominate and elect from its

members a Chair and Vice Chair, elect a Secretary, and designate a Parliamentarian for

one-year terms at the January 17, 2024 ARB regular meeting.

Background:

N/A

Fiscal Impact:

None

Recommendation:

This is a discussion item; no staff recommendation.

Attachments:

1. Resolution (Proposed) in accordance with the Architectural Review Board Bylaws and Herndon Town Code

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(regular meeting) of the Board in January. The Board will nominate and elect from its

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Background:

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Fiscal Impact:

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Recommendation:

This is a discussion item; no staff recommendation.

Attachments:

1. **Resolution (Proposed)** Ms. Sigler stated that at the first regular meeting, the Board will elect their officers for one-year terms, appoint the Parliamentarian, and designate the Secretary to the Board. Ms. Sigler stated that staff recommends that the Board appoints the Town Attorney or their designee as the Parliamentarian to the Board, and the Director of Community Development or their designee as the Secretary to the Board.

3. **Comments**

a. **Comments from the Staff Members**

Ms. Himes stated that staff is looking at opportunities to provide training to the board members to aid in the effectiveness of the Board and improving staff support and processes. Board members expressed an interest in possible training.

b. **Comments from the Board Members**

Board Member Fetske thanked staff for the work that they do.

4. **Adjournment**

On the motion of Board Member Fetske, seconded by Vice Chair Boll, and without objection, the January 3, 2024, ARB work session was adjourned at 9:36 p.m.



Aaron Zoellick
Clerk of Boards and Commissions

Minutes approved by Architectural Review Board: July 17, 2024