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**ARCHITECTURAL REVIEW BOARD
Wednesday
November 17, 2021**

The Architectural Review Board of the Town of Herndon, Virginia, met in public hearing on Wednesday, November 17, 2021 at 7:30 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Leslie Blaker-Glass, Vice Chair Boll and Board Member: Melody Fetske, William Savage and Hiren Shah.

Others present during the meeting: Lauri Sigler, Deputy Town Attorney; Tamsin Himes, Lead Planner/Design Development; Bryce Perry, Deputy Director of Community Development and Erika Orellana, Clerk of Boards and Commissions.

Chair Leslie Blaker-Glass called the meeting to order at 7:30 p.m., with five members present and with Chair Leslie Blaker-Glass presiding.

ANNOUNCEMENT BY THE CHAIR

Chair Blaker-Glass welcomed newly appointed Board Member William Savage. Chair Blaker-Glass the town's new planner who will serve as the board's primary professional staff, Tamsin Himes.

1. CALL TO ORDER

Chair Blaker-Glass asked the Clerk to proceed with roll call.

2. DETERMINATION OF QUORUM

Chair Blaker-Glass stated that there were five members present, which constituted a quorum.

3. NEW BUSINESS

ANNOUNCEMENT BY THE DEPUTY TOWN ATTORNEY

Lauri Sigler, Deputy Town Attorney, stated that the recent changes to the HDRB and ARB membership she wanted to take some time to walk you through how that will affect the offices of the Chair and Vice-Chair. The retirement of Robert Walker from the HDRB and

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ARB at the end of his term on August 31, 2021, left the office of the Chair vacant on both boards. Pursuant to Article II. Section a. of the both the HDRB and ARB By-laws, when the office of the Chair becomes vacant, the Vice Chair automatically becomes Chair and the office of the Vice Chair becomes vacant. Ms. Blaker-Glass has confirmed to staff that has accepted to serve as Chair for both boards, thus creating a vacancy in her previously held office of Vice Chair. Pursuant to the Bylaws, ARB will therefore have to hold an election for the office of Vice-Chair at the next scheduled public hearing. The HDRB had an election for new Vice- Chair at the September 15, 2021 meeting. For the ARB, Ms. Blaker-Glass automatically becomes Chair and the election for the Office of Vice Chair would be held at this public hearing.

The Town Council has appointed William Savage as the Virginia State Bar member to the HDRB/ARB for a 3-year term effective September 1, 2021 and ending August 31, 2024.

ELECTION OF OFFICER

Election of Vice Chair for the Architectural Review Board

On motion by Board Member Shah, seconded by Board Member Fetske, Eric Boll was nominated for the position of Vice Chair of the Architectural Review Board.

Mr. Eric Boll accepted the nomination.

There were no other nominations, and the nominations were closed. The vote carried, 4-0-1. The vote was: Board Members Fetske, Savage, Shah and Chair Blaker-Glass voting "Aye." Vice Chair Boll abstained.

Eric Boll was elected Vice Chair of the Architectural Review Board.

APPROVAL OF MINUTES

**4. Vote on August 4, 2021
Work Session Minutes**

On motion by Board Member Shah, seconded by Board Member Fetske, the minutes from the Wednesday, August 4, 2021 work session meeting were approved by a vote of 5-0, the vote was: Board Members: Fetske, Shah, Savage, Vice Chair Boll and Chair Blaker-Glass Walker voting "Aye."

**5. Vote on August 18, 2021
Public Hearing Minutes**

On motion by Board Member Shah, seconded by Board Member Fetske, the minutes from the Wednesday, August 18, 2021 Public Hearing meeting were approved by a vote 5-0, the vote was: Board Members: Fetske, Shah, Savage, Vice Chair Boll and Chair Blaker-Glass Walker voting "Aye."

**November 17, 2021
(public hearing)**

**6. Vote on September 1, 2021
Work Session Minutes, cancellation**

Chair Blaker-Glass announced that there were no minutes for the September 1, 2021 work session, it was cancelled.

**7. Vote on September 15, 2021
Public Hearing Minutes, cancellation**

Chair Blaker-Glass announced that there were no minutes for the September 15, 2021 public hearing, it was cancelled.

**8. Vote on October 6, 2021
Work Session Minutes, cancellation**

Chair Blaker-Glass announced that there were no minutes for the October 6, 2021 work session, it was cancelled.

**9. Vote on October 20, 2021
Public Hearing Minutes, cancellation**

Chair Blaker-Glass announced that there were no minutes for the October 20, 2021 public hearing, it was cancelled.

10. COMMENTS FROM THE BOARD MEMBERS

There were no comments from the Board Members.

11. COMMENTS FROM THE STAFF

Lauri Sigler, Deputy Town Attorney stated that the Board would meet in December's meeting to vote to adopt a resolution for a change in meeting location to take place in the Herndon Police Department, Community Center, at 397 Herndon Parkway.

12. COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

PUBLIC HEARINGS

- 13. APPLICATION FOR SIGNAGE, ARB #21-021, to consider an application for two exterior wall signs located at 466 Herndon Parkway, Herndon, Virginia, approximately 900' south-east of the intersection of Herndon Parkway and Spring Street, further identified as Fairfax County Tax Map 0164-02-0015A. The property is zoned as O & LI, Office and Light Industrial District, and consists of 131,586 square feet of land. Owner: Fitzroy Williams, SSC Property Holdings INC. Applicant/Agent: Gary Brent, MG Permits.**

**November 17, 2021
(public hearing)**

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, October 29, 2021 and November 5, 2021 issues.

Chair Blaker-Glass opened the public hearing and called on Tamsin Himes, Lead Planner/Design Development, for the staff report updates.

Ms. Tamsin presented the staff report dated November 3, 2021 and staff memo dated November 12 2021, which are on file in the Department of Community Development. Ms. Tamsin provided the Board with updates of the application submitted.

Board Member Fetske stated that the resolution was dated November 18 and not November 17. Ms. Himes informed Board Members that the resolution would be updated the date to correspond with the public hearing.

Staff recommended approval of ARB #21-021, in accordance with the draft resolution.

Chair Blaker-Glass asked if there were questions by the Board for Ms. Tamsin. There were no questions for Ms. Tamsin from the Board.

Chair Blaker-Glass recognized the applicant for comments.

Mr. Gary Brent, MG Permits, did not have comments to provide.

Chair Blaker-Glass asked if there were any questions or comments from the Board for the applicant. There were no questions or comments from the Board for the applicant.

Chair Blaker-Glass recognized the audience for comments.

There were no comments from the audience.

Following the public hearing, Board Member Shah moved approval of ARB #21-021. This motion was seconded by Board Member Fetske

The question was called on the motion, which was carried by a vote of 5-0, the vote was: Board Members: Fetske, Shah, Savage, Vice Chair Boll and Chair Blaker-Glass voting "Aye."

[Below is the adopted resolution for ARB #21-021.]

**TOWN OF HERNDON, VIRGINIA
ARCHITECTURAL REVIEW BOARD**

DRAFT RESOLUTION

November 17, 2021

**November 17, 2021
(public hearing)**

Resolution- to approve ARB #21-021, installation of signage on a commercial building located at 466 Herndon Parkway, Fairfax County Tax Map Number 0164 02 0015A.

WHEREAS, the applicant has submitted an application to install signage located the above referenced address; and

WHEREAS, the proposed signage complies with the applicable zoning ordinance regulations as specified in the Town of Herndon Zoning Ordinance Article XIV; and

WHEREAS, the Town of Herndon Architectural Review Board has found that the proposed signage complies with the applicable Design Criteria as stated in the Town of Herndon Code of Ordinances Section 58-96; and

WHEREAS, the Town of Herndon Architectural Review Board has held a duly advertised public hearing concerning this application on November 17, 2021.

NOW THEREFORE, BE IT RESOLVED that the Architectural Review Board of the Town of Herndon, Virginia, HEREBY:

Approves ARB #21-021, for a signage located at 466 Herndon Parkway, Herndon, VA in substantial conformance with the design shown in the case materials reviewed by the ARB.

ADJOURNMENT

On motion of Board Member Shah, seconded by Board Member Fetske, the November 17, 2021 ARB public hearing was adjourned by a vote of 5-0, the vote was: Board Members: Fetske, Shah, Savage, Vice Chair Boll and Chair Blaker-Glass voting "Aye."

There being no further business, the meeting adjourned at 7:42 p.m.



**Leslie Blaker-Glass, Chair
Architectural Review Board**



**Erika Orellana
Clerk of Boards and Commissions**

Minutes approved by the Architectural Review Board: December 15, 2021