



ARCHITECTURAL REVIEW BOARD MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170
Wednesday, November 15, 2023 | 7:30 p.m.

1. Call to Order

2. Approval of Minutes

- a. October 4, 2023, Architectural Review Board Work Session Minutes
- b. October 18, 2023, Architectural Review Board Regular Meeting Minutes

3. Comments

- a. Comments from the Board Members
- b. Comments from the Staff Members
- c. Comments from Citizens
Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.

4. Public Hearings

- a. **APPLICATION FOR AN ALTERATION, ARB #23-016**, to consider an application for a new housing development at 1155 Herndon Parkway, Herndon, Virginia, located on the southwest side of Herndon Parkway between Elden Street and Early Fall Court. The subject property is further identified as Fairfax County Tax Map 0161 27 A, is zoned PD-R, Planned Development-Residential and consists of 283,675 square feet of land. Owner: Stanley Martin Homes LLC. Applicant/Agent: Tim Shriner. **(Continued from the October 18, 2023, regular meeting.)**

5. New Business

- a. **Resolution** – ARB Meeting Schedule 2024

6. Adjournment



MEMORANDUM

To: Chair Blaker-Glass and Members of the Architectural Review Board

From: Tamsin Himes, Lead Planner / Design and Development 

Date: November 15, 2023

Subject: ARB #23-016 1155 Herndon Parkway, Herndon Virginia

This staff memo is an addendum to the staff report for ARB #23-016 provided to the Board prior to the October 4th work session and subsequent staff memos provided to the board prior to the October 18th public hearing and the November 1st work session.

Staff has met with the applicants for this case following the work session discussion. The applicant indicated their intention to provide the following materials to the Board prior to the December meetings:

- Perspective renderings that include an example of each design option for both townhouses and two-over-two structures.
- Elevation renderings for all design options. This should include clarification regarding the number of elevation designs this application is seeking approval for.
- Specifications sheets and materials information for the retaining walls that are integrated into the development.
- Updated designs taking into account the board's feedback regarding the cornice/false parapet elements.
- Drawings in plan that call out the measurements for the development stick's alternating recessed or pulled forward facades.
- Site plan indicating where the applicant has addressed the board's comments regarding a brick water table feature.

Staff also reiterated that the ARB must review this project as a whole and cannot approve portions individually and that the ARB can require design changes within the review process prior to approval.

Staff is recommending a continuance of this case to the December 20th public hearing.



STAFF REPORT

Architectural Review Board November 1, 2023

Title:

Resolution to establish the Architectural Review Board (ARB) meeting schedule for January 1, 2024, to December 31, 2024.

Staff Contact:

Tamsin Himes

Lead Planner – Development and Design

Telephone: 571-612-0537

E-mail: tamsin.himes@herndon-va.gov

Description:

The meeting schedule of ARB is prescribed by the ARB bylaws.

In keeping with consistency, the Department of Community Development in coordination with the Town Clerk's Office would like to propose for consideration a resolution to set the next year's meeting schedule (Calendar Year 2024). The meeting schedule is generally modified to accommodate holidays and occasions of conflicts with other Town meetings and events. The adopted meeting schedule is included in the printed annual town calendar, which is currently under development.

Staff has prepared the attached proposed ARB meeting schedule for Calendar Year 2024 based on the following guidelines:

- ARB regular meetings (public hearings) are scheduled for the third Wednesday of the month. In the event that a regular meeting falls on a holiday, the bylaws allow for the meeting to be shifted to the fourth Wednesday of the month;
- ARB work sessions are scheduled on the first Wednesday of the month. In the event such date falls on a legal holiday, the meeting shall be held on the second Wednesday of the month;
- Meeting dates may be changed by resolution of the board;
- July meetings are affected by the 4th of July holiday. As such the board's work session will be shifted to July 10th, with the regular meeting date being unaltered on July 17th.

Fiscal Impact:

N/A

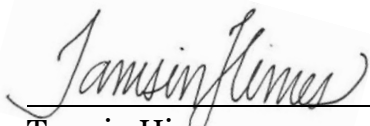
Staff Recommendation:

Recommend adoption of the proposed resolution as presented.

Attached Documents:

1. Draft Resolution
2. Proposed CY2024 Architectural Review Board Meeting Schedule

Prepared and Approved by:

A handwritten signature in cursive script, reading "Tamsin Himes", is written over a horizontal line.

Tamsin Himes
Lead Planner - Design and Development

TOWN OF HERNDON, VIRGINIA

DRAFT RESOLUTION

NOVEMBER 15, 2023

Resolution- to establish the Architectural Review Board meeting schedule for January 1, 2024, to December 31, 2024.

BE IT RESOLVED by the Architectural Review Board of the Town of Herndon, Virginia, that:

1. In accordance with the meeting schedule set out in the Architectural Review Board bylaws, the meeting schedule for calendar year (CY) 2024, as described in Attachment A Architectural Review Board CY 2024 Meeting Calendar, is hereby adopted.
2. The Architectural Review Board directs staff to include the meeting schedule in the 2024 annual town calendar.

ARCHITECTURAL REVIEW BOARD CY 2024 MEETING SCHEDULE

Date	Meeting Type
January 3, 2024	Work Session
January 17, 2024	Regular Meeting (Public Hearing)
February 7, 2024	Work Session
February 21, 2024	Regular Meeting (Public Hearing)
March 6, 2024	Work Session
March 20, 2024	Regular Meeting (Public Hearing)
April 3, 2024	Work Session
April 17, 2024	Regular Meeting (Public Hearing)
May 1, 2024	Work Session
May 15, 2024	Regular Meeting (Public Hearing)
June 12, 2024	Work Session
June 26, 2024	Regular Meeting (Public Hearing)
July 10, 2024	Work Session
July 17, 2024	Regular Meeting (Public Hearing)
August 7, 2024	Work Session
August 21, 2024	Regular Meeting (Public Hearing)
September 4, 2024	Work Session
September 18, 2024	Regular Meeting (Public Hearing)
October 2, 2024	Work Session
October 16, 2024	Regular Meeting (Public Hearing)
November 6, 2024	Work Session
November 20, 2024	Regular Meeting (Public Hearing)
December 4, 2024	Work Session
December 18, 2024	Regular Meeting (Public Hearing)