



HERNDON HISTORIC DISTRICT REVIEW BOARD
Regular Meeting Minutes
Wednesday, January 17, 2024

1. Call to Order

The Historic District Review Board held a regular meeting on Wednesday, January 17, 2024, at 7:02 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, Lauren Edmondson, Melody Fetske, Amy Oleinick, and William Savage [arrived at 7:03 p.m.]. Board member Anna Orlando was absent.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Tamsin Himes, Lead Planner/Design Development; and Aaron Zoelick, Clerk of Boards and Commissions.

Chair Blaker-Glass called the meeting to order at 7:02 p.m. and stated that five members were present, which constituted a quorum.

2. Organizational Meeting

a. Election of Officers

Chair

Board member Fetske motioned to nominate Leslie Blaker-Glass as Chair for a one year term effective January 17, 2024.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 5 - 1 roll call vote.

The vote was: board members Edmondson, Fetske, Oleinick, Savage, and Vice Chair Boll voting "Aye." Chair Blaker-Glass abstained.

Vice Chair

Board member Fetske motioned to nominate Eric Boll as Vice Chair for a one year term effective January 17, 2024.

Motion seconded by board member Savage.

The question was called on the motion, which was carried by a 5 - 1 roll call vote.

The vote was: board members Edmondson, Fetske, Oleinick, Savage, and Chair Blaker-Glass voting "Aye." Vice Chair Boll abstained.

Secretary

Board member Fetske motioned to designate the Director of Community Development or their designee as Secretary for a one year term effective January 17, 2024.

Motion seconded by board member Savage.

The question was called on the motion, which was carried by a 6 - 0 roll call vote.

The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

Parliamentarian

Board member Fetske motioned to designate the Town Attorney or their designee as Parliamentarian for a one year term effective January 17, 2024.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 6 - 0 roll call vote.

The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll and Chair Blaker-Glass voting "Aye."

Resolution

Board member Fetske motioned to approve the resolution electing the Officers and designating the Secretary and Parliamentarian of the Historic District Review Board.

Motion seconded by board member Edmondson.

The question was called on the motion, which was carried by a 6 - 0 roll call vote.

The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

3. Approval of Minutes

a. December 6, 2023, Historic District Review Board Work Session Minutes

b. December 20, 2023, Historic District Review Board Regular Meeting Minutes

Board member Fetske motioned to approve the December 6, 2023, HDRB work session minutes and the December 20, 2023, HDRB regular meeting minutes.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 6 - 0 roll call vote.

The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

4. Comments

a. Comments from the Board Members

Board members offered no comments.

b. Comments from the Staff Members

Staff members offered no comments.

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.

No comments were offered.

5. Public Hearings

Ms. Himes stated that notices of the public hearings for the applications were duly advertised in the January 5 and January 12, 2024, issues of the Fairfax County Times newspapers. Certificates of publication from the editor will be entered into the record upon receipt.

a. APPLICATION FOR DEMOLITION, HDRB #23-017, to consider an application for a Certificate of Appropriateness for the demolition of an accessory structure in the rear yard of the single-family residential property located at 641 Nash Street

Ms. Sigler stated that the applicant submitted a formal request to withdraw HDRB #23-017.

There was a discussion among the board and staff regarding the process for amending the agenda.

Board member Fetske motioned to amend the agenda to consider the applicant's request to withdraw HDRB #23-017.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 6 - 0 roll call vote. The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

There was discussion among the board and staff regarding the request to withdraw, including (1) clarification on town staff offering help to the applicants, (2) potential outcomes of approving or denying the request to withdraw, (3) authority of the town to enforce the repair, and (4) comments received from a neighboring property.

Board member Fetske motioned to approve the applicant's request to withdraw HDRB #23-017.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 6 - 0 roll call vote. The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

b. APPLICATION FOR A REDUCTION IN SETBACK, HDRB #23-018, to consider an application for a reduction of the required secondary front yard building setback from 35 feet to 20 feet, in accordance with Sec. 78-60.3(e) of the Herndon District Overlay, on the single-family residential property located at 706 Main Drive

Ms. Himes delivered the staff memo and presentation. Staff recommended approval of HDRB #23-018 with conditions in accordance with the draft resolution.

Chair Blaker-Glass recognized the applicant for comments.

The applicant's representative, Michael Wijdoogen was present and provided brief comments.

Chair Blaker-Glass recognized members of the public for comments.

No comments were offered.

Chair Blaker-Glass closed the public hearing and moved to the board level for discussion.

Board member Fetske motioned to approve HDRB #23-018 in accordance with the draft resolution.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 6 - 0 roll call vote. The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

6. New Business

a. Resolution to amend and restate the Bylaws of the Town of Herndon Historic District Review Board

Ms. Sigler delivered the staff report.

There was a discussion among the board members and staff on this item, including: (1) whether the attendance policy will be consistent for all boards and commissions and the Town Council, (2) consideration of good cause in absences from meetings, (3) the enforcement mechanism, and (4) the need for consistency and definition that allows for extraordinary circumstances.

7. Adjournment

There being no further business, and without objection, the January 17, 2024, Historic District Review Board regular meeting was adjourned at 7:53 p.m. on the motion of board member Fetske, seconded by board member Oleinick.



Aaron Zoellick
Clerk of Boards and Commissions

Minutes approved by Planning Commission: March 20, 2024.