



ARCHITECTURAL REVIEW BOARD REGULAR MEETING AGENDA

Town Council Chambers Building
765 Lynn Street, Herndon, VA 20170

Wednesday, October 15, 2025 | 7:30 PM

1. Call to Order

2. Approval of Minutes

- a. May 7, 2025, Architectural Review Board Work Session Minutes
- b. May 21, 2025, Architectural Review Board Regular Meeting Minutes
- c. June 4, 2025, Architectural Review Board Work Session Minutes
- d. July 2, 2025, Architectural Review Board Work Session Minutes
- e. August 6, 2025, Architectural Review Board Work Session Minutes

3. Comments

- a. Comments from the Staff Members
- b. Comments from the Board 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 SIGNAGE, ARB #25-003**, to consider an application for freestanding signage for the commercial property located near 139 Spring Street, Herndon, Virginia, on property established by Declaration of Sunset Business Condominium recorded in Deed Book 5876, page 13, among the Land Records of Fairfax County, Virginia.

5. New Business

- a. Resolution to establish the Architectural Review Board meeting schedule for January 1, 2026, to December 31, 2026

6. Adjournment

Agenda Item: May 7, 2025, Architectural Review Board Work Session Minutes

Meeting Date: October 15, 2025

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the May 7, 2025, Architectural Review Board work session minutes.

Background:

N/A

Fiscal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval, as presented.

Attachments:

1. 05.07.2025 Architectural Review Board Work Session Minutes



HERNDON ARCHITECTURAL REVIEW BOARD

Work Session Minutes Wednesday, May 7, 2025

1. Call to Order

Chair Blaker-Glass called the May 7, 2025, Architectural Review Board work session to order at 7:30 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. Board Members in attendance: Tamim Chowdhury, Amy Oleinick, Triston O'Savio, Vice Chair Melody Fetske, and Chair Leslie Blaker-Glass.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Bryce Perry, Deputy Director of Community Development; Angelina Jones, Lead Planner; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Blaker-Glass determined there was a quorum of five members present.

2. Public Hearings

a. **APPLICATION FOR ALTERATION, ARB #25-002, to consider an application for an alteration to a commercial building located at 1051 Elden Street, Herndon, Virginia.**

Chair Blaker-Glass opened the public hearing and called on Ms. Jones for the staff report and presentation.

Ms. Jones delivered the staff presentation dated May 7, 2025, which is on file with the Department of Community Development. Ms. Jones stated that this is an application for an alteration to a commercial building located at 1051 Elden Street. Staff is withholding a recommendation pending further information from the applicant.

There was discussion among the Board and staff on this item, including: (1) visibility of the property from the road; (2) clarification on the Town's ability to address deteriorating surfaces if inferior paint is used; (3) whether the Town can require a certain type of paint to protect the longevity of the brick; (4) clarification on the different types of paint available; (5) clarification on the cost of different paints; (6) whether a paint sample has been provided by the applicant; (7) whether the applicant provided a reason for wanting to paint the facade; (8) the importance

of picking the right color.

Chair Blaker-Glass requested that Ms. Sigler provide the board with relevant sections of the Town Code for the board to consider in reviewing the application. Ms. Sigler replied.

The applicant was not present.

3. Comments

a. Comments from the Staff Members

No comments were offered.

b. Comments from the Board Members

Chair Blaker-Glass welcomed Ms. Jones.

4. Adjournment

There being no further business, and without objection, the May 7, 2025, Historic District Review Board work session adjourned at 7:51 p.m.



Architectural Review Board Regular Meeting **Agenda Item 2.b.**

Agenda Item: May 21, 2025, Architectural Review Board Regular Meeting Minutes

Meeting Date: October 15, 2025

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the May 21, 2025, Architectural Review Board regular meeting minutes.

Background:

N/A

Fiscal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval, as presented.

Attachments:

1. 05.21.2025 Architectural Review Board Regular Meeting Minutes



HERNDON ARCHITECTURAL REVIEW BOARD

Regular Meeting Minutes

Wednesday, May 21, 2025

1. Call to Order

Chair Blaker-Glass called the May 21, 2025, Architectural Review Board regular meeting to order at 7:35 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. Board Members in attendance: Tamim Chowdhury, Amy Oleinick, Triston O'Savio, Vice Chair Melody Fetske, and Chair Leslie Blaker-Glass.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Bryce Perry, Deputy Director of Community Development; Angelina Jones, Lead Planner; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Blaker-Glass determined there was a quorum of five members present.

2. Approval of Minutes

a. **April 2, 2025, Architectural Review Board Work Session Minutes**

b. **April 16, 2025, Architectural Review Board Regular Meeting Minutes**

Vice Chair Fetske motioned to approve the minutes for the April 2, 2025, Architectural Review Board work session and the April 16, 2025, Architectural Review Board regular meeting. Motion seconded by Board Member Tamim Chowdhury. The question was called on the motion, which was carried by a 4 - 0 roll call vote. Board Members Chowdhury, O'Savio, Vice Chair Fetske, and Chair Blaker-Glass voted "Aye."

Board Member Oleinick was absent from the vote.

3. Comments

a. **Comments from the Staff Members**

Ms. Jones notified the board of a pending Historic District Review Board application

for the June meeting and a discussion item for the Architectural Review Board.

b. Comments from the Board Members

Chair Blaker-Glass welcomed Ms. Jones to the Town of Herndon staff.

c. Comments from Citizens

No comments were offered.

4. Public Hearings

Certifications of Public from the Editor of the Fairfax County Times Newspapers were filed, showing that notices of the following public hearing items were duly advertised in the May 2 and May 9, 2025, issues.

a. APPLICATION FOR ALTERATION, ARB #25-002, to consider an application for an alteration to a commercial building located at 1051 Elden Street, Herndon, Virginia.

Chair Blaker-Glass opened the public hearing and recognized Ms. Jones for the staff report.

Ms. Jones delivered the staff presentation dated May 21, 2025, which is on file with the Department of Community Development. Ms. Jones stated that this an an application for an alteration to the commercial building located at 1051 Elden Street. The applicant proposes to paint the brick-clad portions of the building's exterior with light-colored paint. Staff provided two alternative draft resolutions for approval of the application.

Chair Blaker-Glass recognized the Board Members for questions of staff.

There was a discussion among staff and Board Members on this item, including: (1) the cost difference between the latex and mineral-based paint; and (2) whether mineral-based paint is a preferred method for maintaining the look and texture of the brick.

Ms. Jones stated that cost should not be considered in the decision-making process.

Chair Blaker-Glass recognized the applicant for comment.

The applicant Yusuf Mehmetoglu was present and provided brief comments.

There was a discussion among staff, the Board, and the Applicant on this item, including: (1) the applicant's thought process on the plan to paint the building; (2) whether the applicant has experience with mineral-based paint; (3) clarification that the mineral-based paint maintains the texture of the brick better than latex; and (4)

clarification on what surfaces mineral-based paints are recommended for.

The applicant stated that they would prefer latex paint but would go with mineral-based, if required.

Chair Blaker-Glass recognized comments from members of the audience.

No comments were offered.

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

Board Member Chowdhury motioned to approve ARB #25-002 in accordance with draft resolution #2, as presented. Board Member Oleinick seconded with an amendment to use a color that closely matches the color proposed in the application. Board Member Chowdhury agreed with the amendment. Board Member O'Savio asked if the board is able to consider cost. Chair Blaker-Glass replied that the guidelines do not allow the board to consider cost. Vice Chair Fetske thanked the applicant for his comments. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Board Members Chowdhury, Oleinick, O'Savio, Vice Chair Fetske, and Chair Blaker-Glass voted "Aye."

5. Adjournment

There being no further business, and without objection, the May 21, 2025, Architectural Review Board regular meeting adjourned at 8:08 p.m.

Agenda Item: June 4, 2025, Architectural Review Board Work Session Minutes

Meeting Date: October 15, 2025

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the June 4, 2025, Architectural Review Board work session minutes.

Background:

N/A

Fiscal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval, as presented.

Attachments:

1. 06.04.2025 Architectural Review Board Work Session Minutes



HERNDON ARCHITECTURAL REVIEW BOARD

Work Session Minutes Wednesday, June 4, 2025

1. Call to Order

Chair Blaker-Glass called the June 4, 2025, Architectural Review Board work session to order at 7:43 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. Board Members in attendance: Tamim Chowdhury, Melody Fetske, and Chair Leslie Blaker-Glass.

Board Members Amy Oleinick and Triston Chase O'Savio were absent.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Bryce Perry, Deputy Director of Community Development; Angelina Jones, Lead Planner; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Blaker-Glass determined there was a quorum of three members present.

2. New Business

a. **Discussion - Architectural Review for ZMA #24-001, 250 Exchange Place**

Chair Blaker-Glass opened the discussion and recognized Ms. Jones to lead the discussion.

Ms. Jones stated that this is the architectural review for ZMA #24-001, 250 Exchange Place. Ms. Jones delivered the staff report and staff presentation dated June 4, 2025, which are on file with the Department of Community Development.

The applicants, Brian Szymanski, Kuan Lo, Faheem Darab, and Jake Ballard, were present. Mr. Szymanski delivered a presentation dated June 4, 2025, which is on file with the Department of Community Development.

There was a discussion among the Board Members, staff, and the applicants on this item, including: (1) clarification on the orientation of the corridor; (2) clarification on the amount of square footage lost previously intended for rentable space; (3) whether the developer is anticipating retail on the ground floor - the applicant responded "no"; (4) Herndon as a walkable city; (5) positive views on the mixture of textures and colors in the design; (6) the 40 foot setback as a TRG guideline; (7)

clarification that the renderings for the elevation facing Park Dr show two different streetscapes; and, (8) clarification on whether the bricks for the sawtooth pattern are different colors - the applicant responded "yes".

3. Comments

a. Comments from the Staff Members

Ms. Jones stated that there are no applications for the July ARB meetings. Staff is planning a presentation on TRG guidelines.

b. Comments from the Board Members

No comments were offered.

4. Adjournment

There being no further business, and without objection, the June 4, 2025, Architectural Review Board work session adjourned at 8:23 p.m.

Agenda Item: July 2, 2025, Architectural Review Board Work Session Minutes

Meeting Date: October 15, 2025

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the July 2, 2025, Architectural Review Board work session minutes.

Background:

N/A

Fiscal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval, as presented.

Attachments:

1. 07.02.2025 Architectural Review Board Work Session Minutes



HERNDON ARCHITECTURAL REVIEW BOARD

Regular Meeting Minutes

Wednesday, July 2, 2025

1. Call to Order

Chair Blaker-Glass called the July 2, 2025, Architectural Review Board work session to order at 7:57 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. Board Members in attendance: Tamim Chowdhury, Amy Oleinick, Vice Chair Melody Fetske, and Chair Leslie Blaker-Glass.

Board Member Triston O'Savio was absent.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Angelina Jones, Lead Planner; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Blaker-Glass determined there was a quorum with four Board Members present.

2. New Business

a. **Discussion - Transit-Related Growth (TRG) Small Area Plan Design Guidance**

Chair Blaker-Glass opened the work session and called on Ms. Jones to lead the discussion item.

Ms. Jones delivered the staff report and staff presentation, which are on file with the Department of Community Development. Ms. Jones stated that this is a discussion item related to open space design and associated landscape features in the Transit-Related Growth Area (TRG) Small Area Plan.

There was discussion among the Board Members and staff on this including: (1) clarification on the request for incorporation of stormwater management systems in development applications; (2) clarification on how the parcels in the small area plan are laid out; (3) whether there is a master plan for defined open spaces; and (4) issues with the incorporation of green roofs.

3. Comments

a. Comments from the Staff Members

No comments were offered.

b. Comments from the Board Members

Chair Blaker-Glass provided comments on her meeting with Mayor Keven LeBlanc and their discussion regarding the HDRB/ARB's impact on the Town.

Ms. Sigler stated that there will be a joint session between the Town Council and Planning Commission on July 8, 2025.

Vice Chair Fetske asked for clarification on the boards that review development projects. Ms. Sigler responded.

Board Member Chowdhury provided comment on the opportunity to promote development within the Town.

4. Adjournment

There being no further business, and without objection, the July 2, 2025, Architectural Review Board work session adjourned at 8:29 p.m.

Agenda Item: August 6, 2025, Architectural Review Board Work Session Minutes

Meeting Date: October 15, 2025

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the August 6, 2025, Architectural Review Board work session minutes.

Background:

N/A

Fiscal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval, as presented.

Attachments:

1. 08.06.2025 Architectural Review Board Work Session Minutes



HERNDON ARCHITECTURAL REVIEW BOARD

Work Session Minutes Wednesday, August 6, 2025

1. Call to Order

Chair Blaker-Glass called the August 6, 2025, Architectural Review Board work session to order at 7:50 p.m. in the Herndon Police Department Community Room, 397 Herndon Parkway, #300, Herndon, Virginia. Board Members in attendance: Tamim Chowdhury, Amy Oleinick, Triston O'Savio, Vice Chair Melody Fetske, and Chair Leslie Blaker-Glass.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Angelina Jones, Lead Planner; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Blaker-Glass determined there was a quorum with five members present.

2. New Business

a. **Discussion - Pre-application - 13100 & 13150 Worldgate Drive**

Chair Blaker-Glass opened the work session and called on Ms. Jones to lead the discussion.

Ms. Jones provided a staff report and staff presentation dated August 6, 2025, which are on file with the Department of Community Development. Ms. Jones stated that this discussion item is related to the proposed development of the properties at 13100 and 13150 Worldgate Drive.

The applicant's representatives from Wire Gill LLC, NVHomes, and KTGy were present. The applicants handed out updated design materials to the Board Members.

There was discussion among the Board, staff, and the applicants on this item, including: (1) clarification on the reason for the design changes - belief that the current proposal is a step backwards; (2) belief that the original design was a more contemporary design; (3) belief that a pitched roof on the proposed design is not appropriate; (4) the end facade looks like leftovers; (5) the need to wrap the design all around the building as in the proffered design; (6) the importance of the design of this building as it will set a first impression of Herndon - want a design that will

draw in a younger demographic; (7) clarification if the proposed townhomes are larger than the proffered designs; (8) how the proposed windows create different massing on the front elevation than the windows in the proffered design; (9) the proffered design provides more of a bookend for end units; (10) proposed design does not convey a message of resolution; (11) the overhang in the proposed design will look dark; (12) desire for privacy by homeowners - the proposed taller wall could help with sound buffering; (13) the proposed layout design of windows is boring in contrast to the interest laying in the proffered design; (14) raising the wall eliminates the massing relief in the proposed design; (15) detail on the front elevation in the proposed design is repeatable and plain; (16) the need to consider interior design when configuring the window design; (17) the proposed design of the rear elevation is dated and not differentiated; (18) clarification if the rear balconies would be optional; (19) whether blacked out windows would be acceptable for end units; (20) the need to pay attention to how the design is treating the corners of the building; (21) bay windows feel like enclosed balconies; (22) the side elevation needs more light - preference for the flat roof in the proffered design; (23) the proposed design of the stacked condos is better than the proposed design of the townhomes; (24) updated design does not feel uniform; (25) vertical interest and feeling of depth and texture is missing in the proposed design; (26) dark grid on the front elevation of the proposed design seems imposing; (27) preference for the elongated windows in the rear elevation; (28) concern about the pedestrian experience and the use of green space; (29) the importance of walkability; and (30) the color scheme.

b. Discussion - Architectural Review for ZMA#24-001, 250 Exchange Place

Chair Blaker-Glass opened the work session and called on Ms. Jones to lead the discussion.

Ms. Jones delivered the staff report and staff presentation dated August 6, 2025, which are on file with the Department of Community Development. Ms. Jones stated that this is a continuation of the official preliminary review of the conceptual architecture proposed in the rezoning application, ZMA #24-001.

There was a discussion among the Board and staff on this item, including: the desire for more time to look through the staff report, presentation, and the proposed design.

Chair Blaker-Glass recognized the applicant for comments.

The applicants from Wire Gill, mv+a, and IMEG were present.

The applicants delivered presentations dated July 2025 which are on file with the Department of Community Development.

There was discussion among the Board, staff, and the applicants on this item,

including: (1) belief that the design is broken up enough that it looks welcoming; (2) the use of materials to enhance the sawtooth design - significant impacts from gradient of color; (3) concern about the cornice; (4) the percentage of units that were lost in the updated design; (5) the impact of the easement on landscaping; (6) the need to contextualize with the rest of the development; (7) incorporation of public art or an interactive feature; (8) Herndon as a walkable town; (9) recommendation for more shaded space; (10) clarification on micro-mobility stations; (11) the need for more balance with evergreens; and (12) the applicant's request for flexibility between the multifamily and stacked townhouse designs - allow for more organic design process versus a prescriptive design.

3. Comments

a. Comments from the Staff Members

No comments were offered.

b. Comments from the Board Members

No comments were offered.

4. Adjournment

There being no further business, and without objection, the August 6, 2025, Architectural Review Board work session adjourned at 10:58 p.m.

Agenda Item: APPLICATION FOR SIGNAGE, ARB #25-003, to consider an application for freestanding signage for the commercial property located near 139 Spring Street, Herndon, Virginia, on property established by Declaration of Sunset Business Condominium recorded in Deed Book 5876, page 13, among the Land Records of Fairfax County, Virginia.

Meeting Date: October 15, 2025

Category: Public Hearings

Prepared by: Angelina Jones, Lead Planner / Design and Development

Description:

This application proposes to install an aluminum monument sign along Spring Street east of the Herndon Parkway set back at least 5'-0" from the right-of-way. The sign stands 7'-8" from grade to top and is 10'-4" wide. The total area of the proposed sign is 50 square feet and the letter height will be 10". Both the structure and the sign face would be constructed of aluminum. The letters and graphics would be acrylic and the unit would be internally lit similar to a box sign. This application was first received as a Permanent Sign License application. However, after initial review, staff determined that the proposal could not be reviewed administratively due to its failure to adhere to all requirements of the Uniform Sign Standards. For more information, please see the October 1, 2025, staff report.

Background:

The property is located near 139 Spring Street and is part of a commercial condominium owned by the Unit Owners Association of Sunset Business Park Condominium established by Declaration of Sunset Business Condominium recorded in Deed Book 5876, page 13, among the Land Records of Fairfax County, Virginia, it features a one-story commercial business park. The property sits on approximately 7 acres. Businesses in the Sunset Business Park have signage applied in white to coordinated maroon storefront awnings. These are consistent with a Master Sign Plan adopted for the property in 2003 (ARB 03-14). Sunset Business Park is within the Transit-Related Growth (TRG) Area with guidance provided by the recently adopted Small Area Plan. The plan points to the opportunities the existing business park affords to create a destination with a distinct character at a prominent gateway into Herndon. This applies to site elements such as signage. For more information, please see the October 1, 2025, staff report.

Fiscal Impact:

N/A

Staff Recommendation/Next Steps:

Staff recommend continuance of the application to the November ARB meeting cycle, as requested by the applicant.

Attachments:

1. Staff Memo

MEMORANDUM

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

From: Angelina R. Jones, Lead Planner / Design & Development

Date: October 15, 2025

Subject: **APPLICATION FOR SIGNAGE, ARB #25-003**, to consider an application for freestanding signage for the commercial property located near 139 Spring Street, Herndon, Virginia.

Description:

Project Summary: This application proposes to install an aluminum monument sign along Spring Street east of the Herndon Parkway set back at least 5'-0" from the right-of-way. The sign stands 7'-8" from grade to top and is 10'-4" wide. The total area of the proposed sign is 50 square feet and the letter height will be 10". Both the structure and the sign face would be constructed of aluminum. The letters and graphics would be acrylic and the unit would be internally lit similar to a box sign.

This application was first received as a Permanent Sign License request. However, after initial review staff determined that the proposal could not be reviewed administratively due to its failure to adhere to all requirements of the Uniform Sign Standards. For more information, please see the October 1, 2025, staff report.

Work Session Discussion:

Board and staff provided the following feedback during the October 1, 2025, work session:

- The ARB asked whether it would be possible to review any documentation related to the planned future awning replacement. The applicant explained that the property owner must phase changes to the building's signage and that the applicant will need to verify with the property owner how much of the future work can be shared at this time.
 - o Note that while representatives of the business park have communicated an intent of updating the signage throughout the site that no formal applications have been submitted other than for the monument sign considered under this case.
- Staff stated concerns over the long-term durability of the aluminum construction of the sign base and face. The applicant responded that the material is durable and explained that it would be painted using a method and finish similar to that used to paint vehicles.

- The board asked whether the applicant would consider other options for the sign's colors. The applicant said they will ask the owners whether they are willing to revisit this part of the design.
- The ARB asked if the applicant could provide additional visual information to demonstrate cohesion between the signage throughout the business park now, proposed future signage, and the monument sign. The board also observed that it would be helpful to see the proposed sign rendered with landscaping to understand how it will be situated.
- The board asked whether the design could be revised to better reflect the architecture of the building, including its overall character, materials, and curvature. The board observed that the current sign design is angular and that this is not compatible with the rounded edges of the business park buildings.
- Staff let the applicant know that if they revise their design to be consistent with the Uniform Sign Standards, then staff might be able to review it administratively.

Updates since the Work Session:

Following the October 1, 2025, ARB work session, the applicant contacted staff asking if it was possible to continue their application to the November ARB meeting cycle. The applicant made this request in order to allow time to consult with the property owners and address comments the board provided during the work session.

Staff Recommendation/Next Steps:

Staff recommend continuance of the application to the November ARB meeting cycle, as requested by the applicant.

Agenda Item: Resolution to establish the Architectural Review Board meeting schedule for January 1, 2026, to December 31, 2026

Meeting Date: October 15, 2025

Category: New Business

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

The meeting schedule for the Architectural Review Board is prescribed by the ARB bylaws.

The Department of Community Development, in coordination with the Town Clerk's office, would like to propose a resolution to set the meeting schedule for calendar year 2026. The meeting schedule is generally modified to accommodate holidays and occasions of conflict with other Town meetings and events. The adopted meeting schedule is included in the printed annual town calendar, which is currently under development.

Background:

Staff has prepared the proposed resolution for calendar year 2026 based on the following guidelines:

- ARB regular meetings 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 holiday, the meeting shall be held on the second Wednesday of the month;
- Meeting dates may be changed by resolution of the board.

Fiscal Impact:

None

Staff Recommendation/Next Steps:

Recommend approval of the 2026 Architectural Review Board meeting schedule in accordance with the proposed resolution.

Attachments:

1. Resolution (Proposed)

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

RESOLUTION

OCTOBER 15, 2025

Resolution- **to establish the Architectural Review Board meeting schedule for January 1, 2026, to December 31, 2026.**

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 2026 is hereby adopted as follows:

January 7, 2026	Work Session
January 21, 2026	Regular Meeting
February 4, 2026	Work Session
February 18, 2026	Regular Meeting
March 4, 2026	Work Session
March 18, 2026	Regular Meeting
April 1, 2026	Work Session
April 15, 2026	Regular Meeting
May 6, 2026	Work Session
May 20, 2026	Regular Meeting
June 3, 2026	Work Session
June 17, 2026	Regular Meeting
July 1, 2026	Work Session
July 15, 2026	Regular Meeting
August 5, 2026	Work Session
August 19, 2026	Regular Meeting
September 2, 2026	Work Session
September 16, 2026	Regular Meeting
October 7, 2026	Work Session
October 21, 2026	Regular Meeting
November 4, 2026	Work Session
November 18, 2026	Regular Meeting
December 2, 2026	Work Session
December 16, 2026	Regular Meeting

2. The Architectural Review Board directs staff to include the meeting schedule in the 2026 annual town calendar.