



ARCHITECTURAL REVIEW BOARD REGULAR MEETING AGENDA

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

Wednesday, July 15, 2026 | 7:30 PM

1. Call to Order

2. Approval of Minutes

- a. June 3, 2026, Architectural Review Board Work Session Minutes
- b. June 17, 2026, Architectural Review Board Regular Meeting Minutes
- c. July 1, 2026, Architectural Review Board Work Session Minutes

3. Comments

- a. Comments from the Board Members
- b. Comments from the Staff Members
- c. Comments from the Public

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 #26-007, 621 Alabama Drive, Herndon, Virginia, to consider an application for freestanding signage, located on the south side of Alabama Drive west of the intersection with Van Buren Street and consists of 1.9425 acres of land (continued from the June 17, 2026, regular meeting)

5. Adjournment

Agenda Item: June 3, 2026, Architectural Review Board Work Session Minutes

Meeting Date: July 15, 2026

Category: Approval of Minutes

Prepared by: Becky Skillin, Deputy Town Clerk

Description:

This is a request to approve the June 3, 2026, Architectural Review Board Regular Meeting Minutes.

Background/Timing Impact:

Architectural Review Board minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Architectural Review Board.

Fiscal Impact:

n/a

Legal Impact:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:

Attachments:

1. Draft Minutes

HERNDON ARCHITECTURAL REVIEW BOARD

**Work Session Minutes
Wednesday, June 3, 2026**

1. Call to Order

Chair Blaker-Glass called the Architectural Review Board Work Session to order at 7:30 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. Board Members in attendance: Amy Oleinick; Vice Chair Melody Fetske; and Chair Leslie Blaker-Glass.

Board Member Tamim Chowdhury was absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Bryce Perry, Deputy Director of Community Development; and Becky Skillin, Deputy Town Clerk.

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

Disclosures for the Record

Chair Blaker-Glass asked for transactional disclosure declarations from the Board on any items listed on the agenda.

Vice Chair Fetske stated that she serves on the board of the condominium association associated with the application and filed a Transactional Disclosure Declaration pursuant to §§ 2.2-3112(B)(2)(3) and 2.2-3115(G) of the Code of Virginia. Vice Chair Fetske stated that she was unable to participate in the transaction fairly, objectively, and in the public interest and recused herself from discussion on the matter. She left the room at 7:32 p.m.

2. Public Hearings

- a. APPLICATION FOR ALTERATION TO AN EXISTING STRUCTURE, ARB #26-006, 259 Sunset Park Drive, Herndon, Virginia, to consider an application for the installation of a new storefront and other minor site improvements, located on the south side of Spring Street west of the intersection with Sunset Park Drive and consists of an undetermined area of land**

Chair Blaker-Glass opened discussion to review upcoming public hearing items and recognized Bryce Perry, Deputy Director of Community Development, for the

staff report.

Vice Chair Fetske recused herself from the discussion on this item, due to the previously stated conflict of interest.

Mr. Perry stated the application proposes modifications to the commercial building at 259 Sunset Park Drive, including replacement of the door storefront system and primary entrance door, installation of rooftop mechanical units, and construction of an accessibility ramp. Mr. Perry showed photos of the current images and plans associated with the property located within Sunset Business Park and noted the applicant is concurrently pursuing the required site plan process. He stated staff evaluated the application using the design criteria in Section 58-96 of the Town Code and summarized the analysis included in the staff report. He noted there were no overall design concerns.

Mr. Perry recommended that the Board waive the requirement to view the site plan, as the site plan process is not expected to substantially alter the proposed exterior modifications. He discussed the proposed design, including the visibility and location of rooftop mechanical units, potential screening requirements, site plan considerations related to the ramp and parking areas, and transparency of the storefront system.

There was discussion between staff and Board regarding:

1. The location of the proposed accessibility ramp in relation to the primary entrance.
2. The visibility of the proposed rooftop mechanical units and potential screening requirements.
3. The setback of the building from the public right-of-way.
4. Consistency in rooftop screening throughout the development.

Chair Blaker-Glass invited the applicant for comments.

The applicant, Bob Dunning, from Dunning Group Architects, stated that the proposed entrance door would be approximately seven feet in height, that the frame would be replaced, and that no tinting was proposed beyond what may be required by code. He stated that ramp construction is to adhere to accessibility requirements.

There was discussion among staff, Board, and the applicant regarding:

1. The distinction between a waiver allowing the Board to review the application prior to approval of a site plan and a waiver of the site plan requirement itself.
2. Potential screening designs, materials, and requirements for rooftop mechanical equipment.
3. Whether rooftop screening would be necessary on all sides of the mechanical equipment given the surrounding development pattern and adjacent building heights.
4. Consistent screening solutions throughout the development rather than multiple individual screening elements.
5. Sight lines from adjacent properties and the visibility of rooftop equipment.
6. The Board's request to review the revised screening materials and designs prior to final consideration.

Vice Chair Fetske returned to the room at 7:50 p.m.

b. APPLICATION FOR SIGNAGE, ARB #26-007, 621 Alabama Drive, Herndon, Virginia, to consider an application for freestanding signage, located on the south side of Alabama Drive west of the intersection with Van Buren Street and consists of 1.9425 acres of land

Chair Blaker-Glass opened discussion of the public hearing item and recognized Bryce Perry, Deputy Director of Community Development, for the staff report. Mr. Perry stated the application proposes a new sign for Montessori Country School to replace a deteriorated freestanding sign previously located on the property. Mr. Perry described the proposed location, design, height, and material, noting the sign would be constructed of high-density urethane foam designed to resemble brick.

Mr. Perry stated the applicant received a site plan waiver due to the minimal site impacts associated with the proposal. However, staff was unable to administratively approve the sign because the proposed material does not meet the Uniform Sign Standards requirement for durable materials with a proven reputation for longevity. Mr. Perry stated the sign design was coordinated with the architecture of the building, but noted staff concerns over the durability and appearance of the faux-brick material. He stated staff was not making a recommendation at that time and requested additional information and material

samples. Mr. Perry noted that material samples and examples of similar installations could assist in evaluating the proposal.

There was discussion between Staff and the Board regarding:

1. The percentage of the sign proposed to be constructed of high-density urethane foam.
2. The weight of the sign, anchoring methods, and resistance to weather and wind conditions.
3. Comparable materials that were approved in previous cases (e.g., the sign at 830 Dranesville Road), and ways to increase the foundation or base treatment.
4. The overall sign design.

Chair Blaker-Glass invited the applicant, Burton Francois, for comments.

Mr. Francois stated that high-density urethane foam is stress-tested, durable, and has been used in similar applications in the area. He also discussed the proposed sign depth and anchoring methods.

There was discussion among the staff, Board, and applicant regarding:

1. Providing brick material samples for review at the public hearing.
2. Simplifying the sign design by removing the decorative peaks on the vertical elements, lowering the height of the posts, and increasing the visual prominence of the blue sign panel.
3. Adding a brick wrap or treatment that more closely reflects traditional masonry construction.
4. Correcting the referenced sign location on the site plan.

3. Old Business

a. Architectural Review for DP #25-01, 535 Herndon Parkway

Chair Blaker-Glass recognized Bryce Perry, Deputy Director of Community Development, to update the Board on developments in DP #25-01, 535 Herndon

Parkway. The Architectural Review Board (ARB) last reviewed this design proposal at its April 1, 2026, work session. Mr. Perry stated that the general design and form remains mostly unchanged; however, additional information includes elevation drawings with exterior material callouts and more perspective rendering from different angles/distances.

Mr. Perry reviewed updated architectural materials submitted for DP #25-01 and discussed building massing and scale, construction timing relative to surrounding properties, design consistency throughout the development, shadow impacts on the courtyard, zoning compliance, proposed exterior materials, and garage screening.

Mr. Perry noted concerns regarding the use of vinyl windows, the durability and maintenance of proposed fiber cement paneling, the use of fabric screening within the parking garage, and the extent to which the proposal reflects the architectural character of Herndon.

There was discussion among staff and the Architectural Review Board Members regarding:

1. Concerns that the Board's comments from the April 1, 2026, work session had not been fully addressed in the revised submission and the applicant's response to the Board's comments.
2. The durability of proposed materials, including: cladding, windows, garage screening
3. Outstanding layout considerations, including circulation patterns, arrangement of the parking and courtyard spaces, easements, and the potential effect of design modifications on those elements
4. The need for architectural elements that establish a clear base, middle, and top to reduce the appearance of vertical monotony to include additional fenestration throughout the complex.
5. Preferred cladding materials within the HTOC District and the use of complementary materials to provide architectural interest and preserve Herndon's character through distinctive design choices.
6. The pedestrian experience along the south elevation and opportunities to improve the streetscape through building articulation, landscaping, and other design elements.
7. Opportunities to improve the functionality and appearance of the courtyard and provide greater differentiation throughout the building design.

4. Comments

a. Comments from the Staff Members

Chair Blaker-Glass recognized staff members for additional comments. There were no additional comments from staff members.

b. Comments from the Board Members

There were no additional comments from the Board.

5. Adjournment

There being no further business, and without objection, Chair Blaker-Glass adjourned the June 3, 2026, Architectural Review Board Work Session at 8:19 p.m.

Becky Skillin
Deputy Town Clerk

Minutes approved by the Architectural Review Board: _____

Agenda Item: June 17, 2026, Architectural Review Board Regular Meeting Minutes

Meeting Date: July 15, 2026

Category: Approval of Minutes

Prepared by: Margie Tacci, Deputy Town Clerk

Description:

This is a request to approve the June 17, 2026, Architectural Review Board Regular Meeting Minutes.

Background/Timing Impact:

Architectural Review Board minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Architectural Review Board.

Fiscal Impact:

n/a

Legal Impact:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. Draft Minutes

HERNDON ARCHITECTURAL REVIEW BOARD
Regular Meeting Minutes
Wednesday, June 17, 2026

1. Call to Order

Chair Blaker-Glass called the Architectural Review Board Regular Meeting to order on Wednesday, June 17, 2026, at 7:38 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon. In attendance were: Board Members Tamim Chowdhury, Amy Oleinick, Vice Chair Melody Fetske, and Chair Leslie Blaker-Glass.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Angelina Jones, Lead Planner / Design and Development, and Margie Tacci, Deputy Town Clerk.

Chair Blaker-Glass stated that four Architectural Review Board Members were present, which constituted a quorum.

2. Approval of Minutes

a. May 6, 2026, Architectural Review Board Work Session Minutes

b. May 20, 2026, Architectural Review Board Regular Meeting Minutes

Vice Chair Fetske moved the following sets of minutes for approval, as presented:

1. May 6, 2026, Architectural Review Board Work Session Minutes
2. May 20, 2026, Architectural Review Board Regular Meeting Minutes

Motion seconded by Board Member Oleinick. The question was called on the motion, which was carried by a 4-0 roll call vote. The vote was: Board Members Chowdhury and Oleinick, Vice Chair Fetske, and Chair Blaker-Glass voting "Aye."

3. Comments

a. Comments from the Board Members

There were no comments from Board Members.

b. Comments from the Staff Members

There were no comments offered by staff.

c. Comments from the Public

There were no comments offered by the public.

4. Public Hearings

a. APPLICATION FOR ALTERATION TO AN EXISTING STRUCTURE, ARB #26-006, 259 Sunset Park Drive, Herndon, Virginia, to consider an application for the installation of a new storefront and other minor site improvements, located on the south side of Spring Street west of the intersection with Sunset Park Drive and consists of an undetermined area of land

Certificates of Publication were filed from the Editor of the *Fairfax County Times* newspaper, showing that notice of said public hearing item had been duly advertised in the May 29, 2026, and June 5, 2026, issues.

Disclosures for the Record

Chair Blaker-Glass asked for transactional disclosure declarations from the Board on any items listed on the agenda.

Vice Chair Fetske stated that she serves on the board of the condominium association associated with the application and filed a Transactional Disclosure Declaration pursuant to §§ 2.2-3112(B)(2)(3) and 2.2-3115(G) of the Code of Virginia and stated that she was unable to participate in the transaction fairly, objectively, and in the public interest and recused herself from discussion on the matter and left the dais at 7:41 p.m.

Chair Blaker-Glass opened the public hearing and recognized Angelina Jones, Lead Planner/Design and Development, for the staff report. Ms. Jones provided an overview of the application and the proposed alterations. She stated that during the work session the Board determined that the existing parapet was sufficient to screen the proposed rooftop units and that no additional screening would be necessary. She stated that the proposed design meets the applicable requirements, is consistent with other materials used throughout the Town, and staff recommended approval as presented.

Chair Blaker-Glass invited the applicant for comments.

The applicant's agent, Aubrey Skinner, P.O. Box 1260, Purcellville, Virginia 20132, stated that he was the general contractor for the client and he concurred with the

staff report.

Chair Blaker-Glass asked if there were any members of the public who wished to comment on the application.

Seeing no public comments, Chair Blaker-Glass closed the public hearing and moved to Board level for discussion and action.

Board Member Oleinick moved to approve the Application for Alteration to an Existing Structure, ARB #26-006, 259 Sunset Park Drive, Herndon, Virginia, for the installation of a new storefront and other minor site improvements, located on the south side of Spring Street, west of the intersection with Sunset Park Drive, as presented. Board Member Chowdhury seconded the motion.

There were brief comments from the Board.

The question was called on the motion, which carried by a 3-0 vote. The vote was as follows: Board Members Chowdhury, Oleinick, and Chair Blaker-Glass voting "Aye." Vice Chair Fetske was not present at the dais for discussion or action.

Vice Chair Fetske returned to the dais following action on the item at 7:50 p.m.

b. APPLICATION FOR SIGNAGE, ARB #26-007, 621 Alabama Drive, Herndon, Virginia, to consider an application for freestanding signage, located on the south side of Alabama Drive west of the intersection with Van Buren Street and consists of 1.9425 acres of land

Chair Blaker-Glass opened the public hearing and recognized Angelina Jones, Lead Planner/Design and Development, for the staff report. Ms. Jones provided an overview of the application for ARB #26-007 for a freestanding sign on Alabama Drive. She explained the sizing, materials, location, and requested modifications for the sign. Ms. Jones indicated that the applicant made several changes to the location of the sign, though not to the edge condition, and that the sign location must remain consistent with the approved site plan waiver, MNP #25-12.

Ms. Jones stated that the Board had requested that the applicant provide high-density urethane (HDU) foam material simulating the brick examples. Ms. Jones also reviewed the history of a prior sign application for the Old Dranesville Hunt Club, ARB #16-21, which proposed a similar material. She stated that the ARB denied that application in 2017 due to the proposed materials and compatibility with nearby brick buildings; Town Council upheld the denial and remanded the matter to the ARB for further review. The revised application was later approved using brick and mortar. Ms. Jones then further analyzed the application and explained that staff continued to have concerns regarding the durability and appearance of the proposed foam material and its ability to simulate brick and recommended continuing the item to the Board's July public hearing.

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

1. Proposed materials for the sign and the compatibility with the building's materials.
2. Staff's research regarding the Old Dranesville Hunt Club sign application and discussions with the applicant.
3. Appreciation of how the new design resonates with the building the sign advertises.

Chair Blaker-Glass invited the applicant or applicant's agent to speak on the application.

The applicant's agent, Burton Francois, of Be Bold Sign Studios, 504 Shaw Road, Suite 209, Sterling, Virginia, provided comments on the application.

There was a discussion between the Board, the applicant, and staff on this item, including:

1. The texture, appearance, and durability of the proposed high-density urethane material and whether it would adequately resemble brick over time.
2. The need for staff to further review the material before the Board made a final decision.
3. Examples of other installations using similar materials, including installations in Ashburn, Fairfax, and Alexandria.
4. How the corners of the sign would be treated and how the simulated brick material would be fabricated and finished.
5. Whether the material could be power washed and whether mold or vegetation could attach to it.
6. The Board's request for photographs showing the material after it has aged and been exposed to weather, including examples of installed signs and corner transitions.
7. The applicant's request that the Board consider the broader use of the material because it is used nationally, and the Board's interest in additional information before making a final determination.

Vice Chair Fetske stated that she appreciated the material samples and was open to considering the material; however, she requested additional photos that reveal corners on structures that are in use around the area. She supported continuance to allow staff to review the material and return with a recommendation.

Chair Blaker-Glass agreed with Vice Chair Fetske's comments and stated that additional examples of where the material is used around town would assist the Board.

Board Member Oleinick stated that the HDU material is not used in major construction projects but understood its potential use in certain circumstances and wanted to see additional detailing of the textures, edges, and corners in photographs and three-dimensional examples of how the material is used.

Chair Blaker-Glass invited the public for comments on the application. Seeing none, she asked if staff had additional comments.

Ms. Jones asked whether the Board had a preference between Option 1 and Option 2 of the sign design and whether staff could include applicant-provided photographs in the staff presentation to allow the applicant additional time to obtain materials. Chair Blaker-Glass stated that seeing the photographs for the first time in the presentation during the next meeting rather than via the published agenda ahead of the meeting was acceptable to allow the applicant more time. The Board indicated it preferred the design of Option 2 because it better met the aesthetics of the school.

Vice Chair Fetske stated that the applicant should be prepared with a backup plan if the Board votes to not accept HDU as an acceptable material in this case. Chair Blaker-Glass asked the applicant to share the Board's recommendations with the client.

Ms. Sigler stated that, to avoid readvertising, the Board should keep the public hearing open if the item was continued. Chair Blaker-Glass stated that staff recommended continuing the item to the next meeting and that the public hearing would remain open.

Vice Chair Fetske moved to continue ARB #26-007 to the July 15, 2026, public hearing and to keep the public hearing open. Board Member Chowdhury seconded the motion.

Chair Blaker-Glass invited the Board for additional discussion on the motion, and hearing none, the question was called on the motion, which carried by a 4-0 roll call vote. The vote was: Board Members Chowdhury and Oleinick, Vice Chair Fetske, and Chair Blaker-Glass voting "Aye."

5. Adjournment

There being no further business, and without objection, Chair Blaker-Glass adjourned the June 17, 2026, Architectural Review Board Meeting at 8:22 p.m.

Margie C. Tacci
Deputy Town Clerk

Minutes approved by the Architectural Review Board: _____

[Note: Approved resolutions and ordinances are on file in the Town Clerk's office.]

DRAFT

Agenda Item: July 1, 2026, Architectural Review Board Work Session Minutes

Meeting Date: July 15, 2026

Category: Approval of Minutes

Prepared by: Becky Skillin, Deputy Town Clerk

Description:

This is a request to approve the July 1, 2026, Architectural Review Board Work Session Minutes.

Background/Timing Impact:

Architectural Review Board minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Architectural Review Board.

Fiscal Impact:

n/a

Legal Impact:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. Draft Minutes

HERNDON ARCHITECTURAL REVIEW BOARD

**Work Session Minutes
Wednesday, July 1, 2026**

1. Call to Order

Chair Blaker-Glass called the Architectural Review Board Work Session to order at 7:30 p.m. in the Herndon Council Chambers, 765 Lynn Street, Herndon, Virginia. Board Members in attendance: Tamim Chowdhury; Vice Chair Melody Fetske; and Chair Leslie Blaker-Glass.

Board Member Amy Oleinick was absent.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Angelina Jones, Lead Planner / Design and Development; and Becky Skillin, Deputy Town Clerk.

Chair Blaker-Glass stated that three Architectural Review Board Members were present, which constituted a quorum.

2. Public Hearings

- a. APPLICATION FOR SIGNAGE, ARB #26-007, 621 Alabama Drive, Herndon, Virginia, to consider an application for freestanding signage, located on the south side of Alabama Drive west of the intersection with Van Buren Street and consists of 1.9425 acres of land (continued from the June 17, 2026 regular meeting)**

Chair Blaker-Glass opened discussion of the public hearing item and recognized Angelina Jones, Lead Planner / Design and Development, for the staff report. Chair Blaker-Glass noted that this item was continued from the June 17, 2026, Architectural Review Board (ARB) Regular Meeting.

Ms. Jones presented ARB #26-007, an application for a new non-illuminated monument sign for the Montessori Country School at 621 Alabama Drive, Herndon, and outlined the proposed size, location, design, and materials, noting that high-density urethane foam designed to resemble brick does not meet the Uniform Sign Standards. She stated that the design preferred by the ARB in previous meetings was included in the staff report; since the ARB had requested possible alternative materials, she shared a sample of the proposed materials provided by the

applicant. Ms. Jones also presented examples of comparable signs used in Fairfax and Chantilly using similar material, noting these signs were less than a year old and that the site plan had already stipulated that landscaping materials be included in the site plan waiver.

Staff withheld a recommendation, pending further Board discussion of the case and the applicant's provision of examples of other similar applications of HDU foam in nearby jurisdictions. Ms. Jones requested feedback from the ARB on its preference and noted that staff does not have comparable cases as the ARB has no record of approving use of this material previously.

Chair Blaker-Glass asked the Board for questions.

1. Board Member Chowdhury asked about the effect of temperature changes on the material and noted that examples provided are of new construction. Ms. Jones pulled up the agenda materials that demonstrate tensile strength at moderate and cold temperatures.
2. Vice Chair Fetske asked about how authentic the faux brick materials appear from the street view. She noted the costs and expressed concern about the appearance of setting a precedent before seeing the effects of weathering.
3. Chair Blaker-Glass noted that she was open to the use of new materials but was concerned about the longevity and authentic appearance. She asked if there are any specifications that answer the question of longevity.

Chair Blaker-Glass invited the applicant forward to address the Board.

The applicant, Burton Francois, 504 Shaw Road, Suite 209, Sterling, provided comments on the application, including:

1. Current signs in Herndon. Ms. Jones confirmed that historic imagery shows current signs in Herndon made of the same material. She also stated that though they were installed a while ago, there is not a record of those signs coming before the Board.
2. Tensile strength. The applicant discussed tensile strength against wind and other areas of the United States that utilize this material.
3. The cost of brick. The applicant thanked the Board for the opportunity to continue review of the application.

There was discussion among the staff, Board, and applicant regarding:

1. The five-year warranty. Chair Blaker-Glass noted the manufacturer advertises its products to last for 15–20 years with 500 pounds of impact resistance.

2. Cost and the Board's purview. Chair Blaker-Glass noted that cost is not a consideration under the applicable guidelines. She stated that the applicant's collaboration with staff and the Board addressed the prior concerns. She further noted that the proposed materials are appropriate for this application, that each application is reviewed on a case-by-case basis, and that the Board's consideration of this application does not establish precedent.

Vice Chair Fetske stated that her questions had been satisfied.

Ms. Jones asked for feedback from the Board, noting that context guides decisions. She discussed what may fall under administrative review and asked whether signs using the same material should move forward administratively or return to the Board.

1. Vice Chair Fetske stated that the Poly-Armor brand appears to meet the standard under the Uniform Sign Standards, but that similar materials should still be reviewed moving forward. She noted that use depends on the application; signs may be acceptable, but siding or roofing material may not be, and samples should be reviewed. She stated that these applicant-supplied materials indicate a certain tensile strength, but lower levels may not hold up as well.
2. Chair Blaker-Glass stated that this example gives the same feel and look as brick since this Poly-Armor foam is a professional architectural grade. She stated that this architectural grade was appropriate in place of brick, considering the location and associated neighborhoods. She commented that other cladding styles would not portray the same sense of authenticity as the brick, so each case would still need to come to the Board.
3. Board Member Chowdhury stated that other faux appearances would likely not be as acceptable as this case and favored Board review.
4. Ms. Jones noted that staff asks for samples during the administrative review process.

Ms. Jones noted that the next step was consideration at the regular meeting.

3. Comments

a. Comments from the Staff Members

Angelina Jones, Lead Planner / Design and Development, stated that a training would be held on August 13, at 7:00 p.m., in the Council Chambers. She explained that the flyer distributed included additional information and background on the presenter, who has experience with sustainable retrofits in historic districts.

Ms. Jones also commented on the Historic District social media push, noting that it described the influence of historic districts, the reasons for having them, and the role of the Historic District Review Board.

b. Comments from the Board Members

Chair Blaker-Glass: noted that there is growing collaboration among Town meetings. She stated that she had her quarterly meeting with Mayor LeBlanc and discussed the need for greater public awareness of upcoming projects and active construction. She suggested highlighting ongoing development and the importance of communicating Herndon's brand strength, including both old and new elements of the Town.

Vice Chair Fetske: noted that businesses should be aware of the growing impact of development and the opportunities for increased foot traffic. She stated that activity extends beyond downtown and that areas of the Town will become more densely populated and highly walkable.

Board Member Chowdhury: suggested that social media feature the Architectural Review Board to explain how community members serve on the Town's boards and the amount of work required of Board Members.

4. Adjournment

There being no further business and without objection, Chair Blaker-Glass adjourned the July 1, 2026, Architectural Review Board Work Session at 8:05 p.m.

Becky Skillin
Deputy Town Clerk

Minutes approved by the Architectural Review Board: _____

Agenda Item: APPLICATION FOR SIGNAGE, ARB #26-007, 621 Alabama Drive, Herndon, Virginia, to consider an application for freestanding signage, located on the south side of Alabama Drive west of the intersection with Van Buren Street and consists of 1.9425 acres of land (continued from the June 17, 2026, regular meeting)

Meeting Date: July 15, 2026

Category: Public Hearings

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

Description:

Project Summary: This application proposes a new monument sign for the Montessori Country School. It would be four feet tall by six feet wide with a 30-inch-deep base and 12-inch-deep sign panel. The sign would be constructed entirely of high-density urethane (HDU) foam, formed and finished to mimic a brick base and sign panel flanked by brick posts. It is anchored to the ground with concrete embedded steel poles. The sign would be non-illuminated and placed near the Van Buren Street sidewalk. For more information, please see the June 3, 2026, coversheet.

Background/Timing Impact:

Regular Meeting Discussion:

Board and Staff provided the following feedback at the July 1, 2026, Work Session:

- The ARB examined a physical sample of the proposed HDU foam simulating brick, photographs of freestanding signs using the same product installed elsewhere, and reviewed the product specifications in the technical data sheet provided by the applicant.
 - Based on this information, the ARB determined that the proposed product adequately simulates the appearance of brick and is of an acceptable level of durability to be appropriate for the Town of Herndon's Architectural Control District.
- Staff requested clarification on whether the ARB generally thought that HDU foam was an appropriate material for signs in Herndon and if staff should be able to approve the material administratively under the Uniform Sign Standards.
 - The ARB responded that this depends both on the material being simulated, product specifications and anticipated durability, and usage. The Board stated that staff should first request a sample and material specifications to determine if an application to use HDU for signage should be referred to the ARB for review.

- Staff confirmed that the associated site plan waiver (MNP25-12) requires landscaping be installed around the freestanding sign in conformance with the Town of Herndon Zoning Ordinance Section 78-140.6(b)(4) using native perennials and shrubs.
 - Note that the location of the sign must be consistent with the approved site plan waiver for this project and all conditions of this waiver must be met.

Updates since Work Session:

- Staff have prepared a draft resolution with findings and conditions based on the July 1 work session discussion.
- Staff have updated the application materials to include only the preferred design option for the monument sign.

There is no timing impact applicable to Board consideration of this case.

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Staff recommend approval in accordance with the attached conditioned draft resolution.

Attachments:

1. Resolution (Proposed)
2. Materials
3. Legal Ad

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

RESOLUTION

July 15, 2026

Resolution- to approve the installation of new freestanding signage for the property located at 621 Alabama Drive, Herndon, Virginia, located on the south side of Alabama Drive west of the intersection with Van Buren Street and further identified as Fairfax Tax Map 0162 02 0149C.

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

The Architectural Review Board (ARB) approves ARB #26-007, to permit the installation of new freestanding signage for the property located at 621 Alabama Drive, Herndon, Virginia, located on the south side of Alabama Drive west of the intersection with Van Buren Street in substantial conformance with the information reviewed by the ARB at the July 15, 2026, public hearing and with the following findings and conditions:

1. Although high-density urethane (HDU) foam is not generally appropriate in the Architectural Control District (ACD), the Architectural Review Board inspected a physical sample and technical specifications for the proposed freestanding sign material and determined that in this particular instance, the material adequately simulated brick and was of a sufficient level of durability to meet the ACD design criteria.
2. The overall design of the sign structure will be in substantial conformance with Option 2 shown in the case materials reviewed by the ARB at the July 15, 2026, public hearing.
3. The simulated brick will be detailed at the edges in such a way that it adequately replicates and gives the appearance of the shape and size of true, individual bricks on all sides of the sign structure.
4. The landscape area around the sign shall be maintained and contain native perennials and shrubs in accordance with site plan waiver (MNP25-12).
5. Furthermore, the location of the sign must be consistent with the approved site plan waiver for this project (MNP25-12) and all other conditions of this waiver must be met.

6. The simulated brick shall be painted to match the color of the brick of the associated school building on the property. Prior to issuance of a building permit, the applicant shall provide staff with a physical color swatch of the brick color for final approval and inclusion in the case file.

Option 2

Staff note: The location of the sign must be consistent with the approved site plan waiver for this project.



Job Description

Non-Illuminated Monument Sign

Additional Specs

MATERIAL:
HDU Foam Painted to Spec w/
Raised White Letters

INSTALLATION:
Sign Saddle Mounted on 4" Steel
Poles Buried 30" into Poured
Concrete

SIGN DETAILS:
24 sqft.
Qty. 1



Color Specifications

- Standard Faux Brick
- White Grout
- White
- PMS 7687 C

PROJECT ADDRESS

621 Alabama drive ,
Herndon, VA 20170
US

JOB #

4822

PAGE NUMBER

01 / 03

CONTACT PERSON

Rachel Belnap
belnap.rach@gmail.com

DESIGN & REVISION DATE

0	05/27/25	06/06/25	07/11/25
1	08/01/25	10/15/25	10/20/25
2	01/23/26	06/04/26	

DESIGN APPROVED BY

DATE: _____
NAME: _____
SIGNATURE: _____



location of the sign must be consistent with the a

Job Description

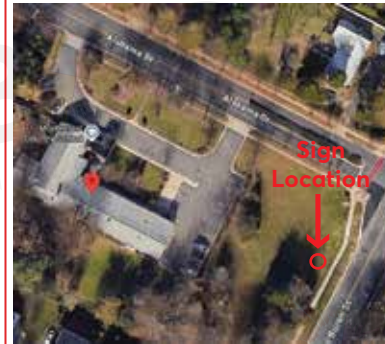
Non-Illuminated Monument Sign

Additional Specs

MATERIAL:
HDU Foam Painted to Spec w/
Raised White Letters

INSTALLATION:
Sign Saddle Mounted on 4" Steel
Poles Buried 30" into Poured
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SIGN DETAILS:
24 sqft.
Qty. 1



Color Specifications


Standard Faux Brick☐ White Grout

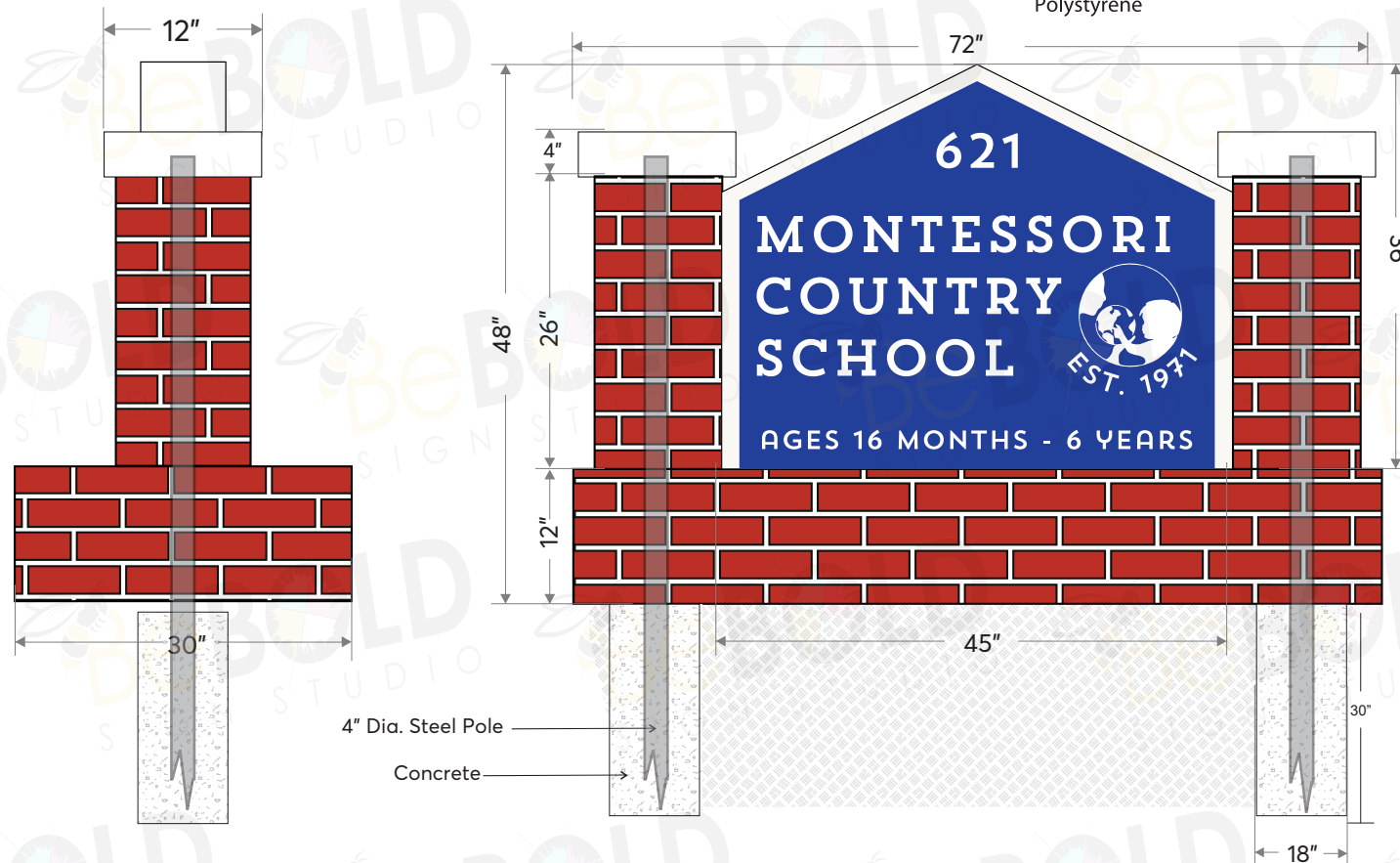
☐ White



 PMS 7687 C



504 Shaw RD, Suite 209, Sterling, VA 20166
101 N.E. 3rd Ave. Suite 1500, Ft. Lauderdale, FL 33301



PROJECT ADDRESS

621 Alabama drive ,
Herndon, VA 20170
US

JOB #
4822

PAGE NUMBER
02/03

PAGE NUMBER 02/03	DESIGN & REVISION DATE 0 05/27/25 06/06/25 07/11/25
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CONTACT PERSON
Rachel Belnap
belnap.rach@gmail.com

1	08/01/25	2	10/15/25		10/20/25
2	01/23/26		06/04/26		

DESIGN & REVISION DATE

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2	01/23/26	△	06/04/26	△	

DESIGN APPROVED BY

DATE: _____
NAME: _____
SIGNATURE: _____

PLEASE READ PROOF CAREFULLY, ONCE APPROVED BEBOLD SIGN STUDIO WILL NOT BE FINANCIALLY RESPONSIBLE FOR MISSPELLING OR INCORRECT LAYOUTS. Signs shown on photos may not represent actual size and proportion to building. This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of sign.

Job Description

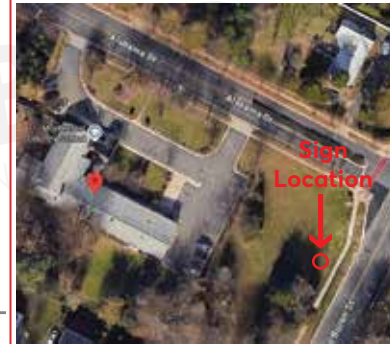
Non-Illuminated Monument Sign

Additional Specs

MATERIAL:
HDU Foam Painted to Spec w/
Raised White Letters

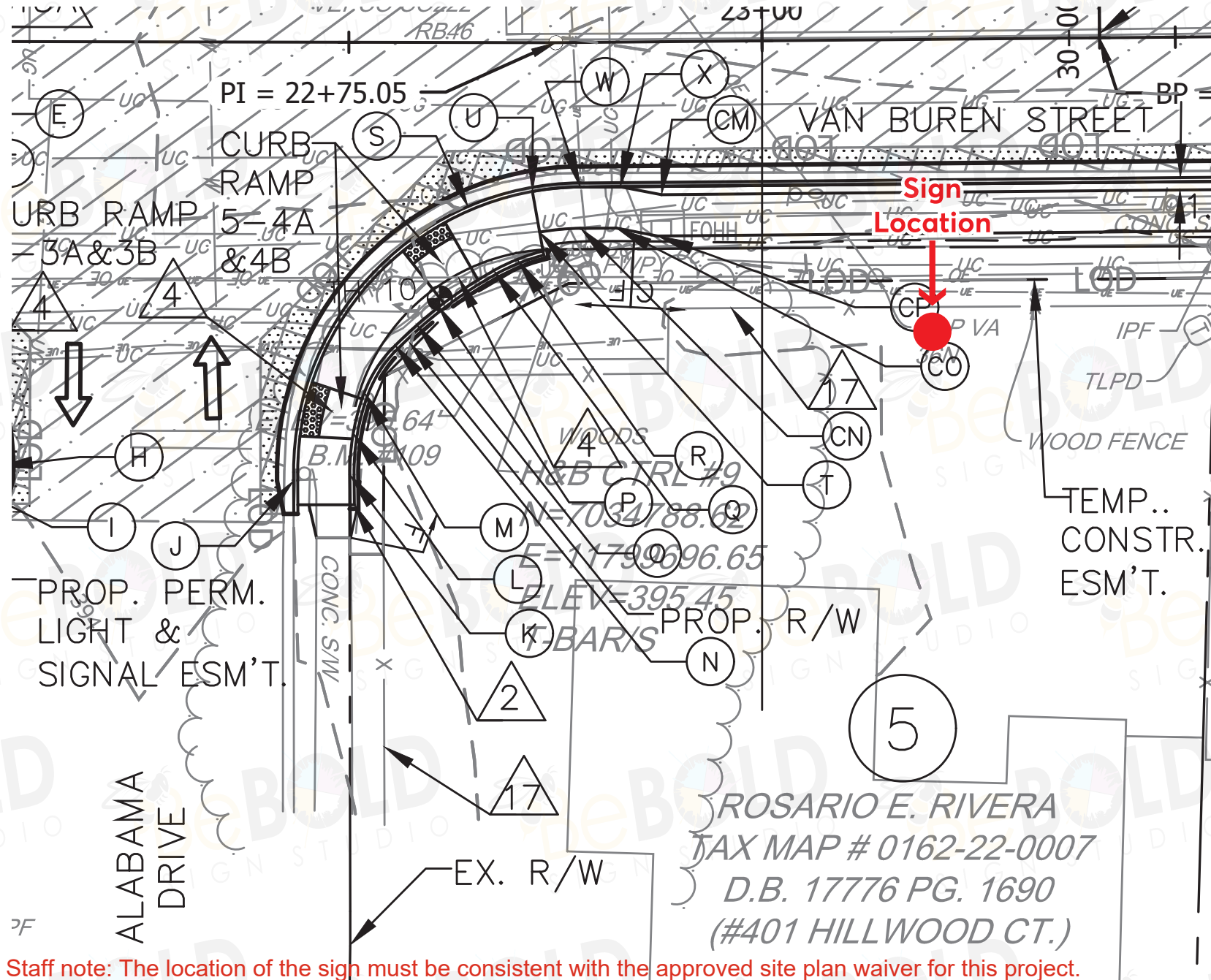
INSTALLATION:
Sign Saddle Mounted on 4" Steel
Poles Buried 30" into Poured
Concrete

SIGN DETAILS:
24 sqft.
Qty. 1



Color Specifications

- Standard Faux Brick
- White Grout
- White
- PMS 7687 C



Staff note: The location of the sign must be consistent with the approved site plan waiver for this project.

PROJECT ADDRESS

621 Alabama drive ,
Herndon, VA 20170
US

JOB

4822

PAGE NUMBER

03 / 03

CONTACT PERSON

Rachel Belnap
belnap.rach@gmail.com

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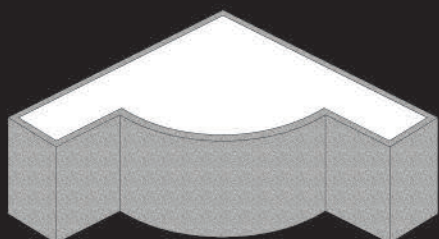
DESIGN APPROVED BY

DATE: _____
NAME: _____
SIGNATURE: _____





Architectural Sign Structures Accents & Details



Peachtree City
Foamcraft
ARCHITECTURAL ACCENTS & SIGN STRUCTURES



Bringing you
Decades of
Signage
Experience

Poly-ArmorTM Coating

Technical Data Sheet

At Peachtree City Foamcraft, we use a proprietary plastic coating to encapsulate and protect our structures from the effects of freeze-thaw, mechanical impact and abrasion. This durable polymer provides protection that far exceeds the requirements of any City, State and Federal zoning authorities.

We understand that every day is not 75 and sunny. To prove our signs are the best, we tested our monument structures under real world, extreme weather conditions - from sub-zero temperatures to desert heat. The results of our testing prove your monument sign will stand the test of time.



Poly-ArmorTM @ 60 mils 1lb Expanded Polystyrene

	ASTM Test	@77°F	@ 32°F
Impact Resistance	G14	500 IN-LBS	350 IN-LBS
Elongation	ASTM D412	400%	150%
Tensile Strength	ASTM D412	3000PSI	2200 psi
Tear Strength	ASTM D624	250 pli	150 pli
Flexibility over 1/8" mandrel	ASTM D522	PASS	PASS
Fire Retardant	ASTM E84	PASS	PASS

Our products handle thermal cycling and they will not crack, rot or deteriorate due to extreme weather conditions. Our structures will maintain high impact resistance properties from the day they are put into service to the day they are removed.

Poly-ArmorTM Lasts for Decades

Peachtree West
1561 Foothill Drive
Boulder City, NV 89005
Phone: 702-856-3306
Fax: 702-856-0480

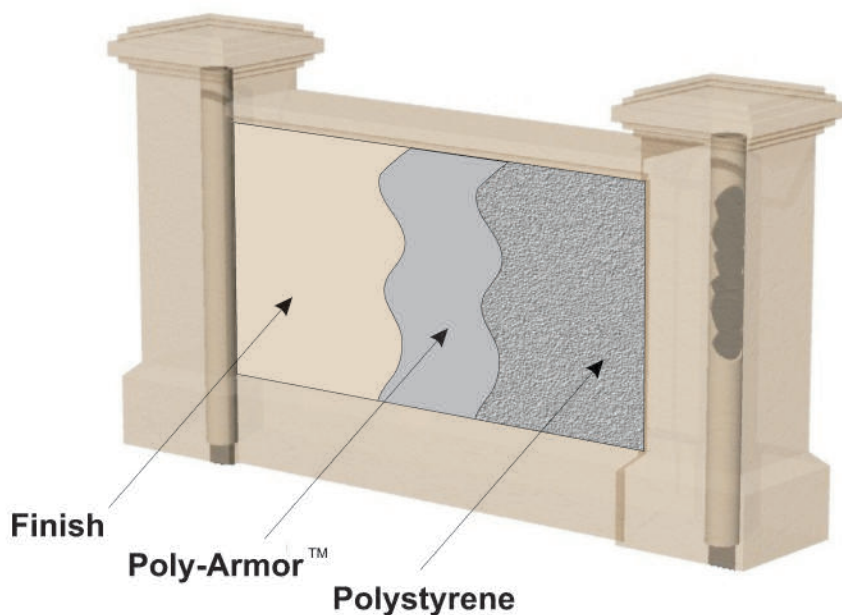
Peachtree Headquarters
386 Senoia Road
Tyrone, GA 30290
Phone: 877-862-0840
Fax: 770-487-5408

Peachtree Northeast
4215 Independence Dr.
Schnecksville, PA 18078
Phone: 610-769-0661
Fax: 610-769-0664



Peachtree City
Foamcraft
 ARCHITECTURAL ACCENTS & SIGN STRUCTURES

Expanded Polystyrene		
Description	Test Method	Results
Density, Minimum	ASTM D303	1.15
Density, Range	ASTM 1622	1.15 – 1.34
Thermal Conductivity @25F BTU @45F (sq ft) @75F (F/in)	ASTM C177	.22 .235 .255
Compression Strength @ 10% Deformation	ASTM D1621	13-18
Flexural Strength psi	ASTM C203	30-38
Tensile Strength psi	ASTM D1623	18-22
Shear psi	ASTM D723	23-25
Water absorption by immersion	ASTM C272	Less than 4%
Thermal Expansion, in/(in.)(F)	ASTM D696	0.000035
Oxygen Index, min, volume %	ASTM C578	24%
Flame Spread	ASTM E-84	20
Smoke developed	ASTM E-84	150-300
Termite Resistance	ASTM D3345(mod)	Passed
Carpenter Ant Resistance	ASTM D3345(mod)	Passed



FINISH		
Description	Test Method	Results
Freeze/Thaw	ASTM C-67	No cracking, checking, crazing, erosion or other deleterious effects.
Freeze/Thaw	ICBO AC24	No cracking, checking, crazing, delaminating, erosion, or other deleterious effects.
Water Resistance	ASTM D2247-94	No cracking, checking, crazing, blistering, erosion, or other deleterious effects.
Humidity Resistance	ASTM D-2247	No deleterious change in surface.
Mold Resistance	ASTM D3273-94	No growth of mold observed.
Abrasion Resistance	ASTM D-968-93	No cracking, checking or loss of film.
Salt Spray	ASTM B117-95	No cracking, crazing, blistering, erosion or deleterious effects.
Accelerated Weathering	ASTM G-53	No surface changes such as cracking, checking, crazing and erosion.
Accelerated Weathering	ASTM G23-93	No surface changes such as cracking, checking, crazing and erosion.
Fade Resistance	ASTM D-1729-89	Passed

Town of Herndon, Virginia
Notice of Public Hearing

Notice is hereby given that the **Architectural Review Board** (ARB) of the Town of Herndon, Virginia, will hold a public hearing on Wednesday, June 17, 2026, at 7:30 p.m. in the Herndon Council Chambers Building, located at 765 Lynn Street, Herndon, on the following items:

APPLICATION FOR ALTERATION TO AN EXISTING STRUCTURE, ARB #26-006, to consider an application for a new storefront and other minor site improvements to the property located at 259 Sunset Park Drive, Herndon, Virginia, located on the south side of Spring Street west of the intersection with Sunset Park Drive and consists of an undetermined area of land. The subject property is further identified as Fairfax County Tax Map 0164 21 0259 and is zoned PD-B, Planned Development - Business. Applicant: Lily Menzin, Dunning Group Architects. Owner: GAMPA, LLC.

APPLICATION FOR SIGNAGE, ARB #26-007, to consider an application for freestanding signage for the property located at 621 Alabama Drive, Herndon, Virginia, located on the south side of Alabama Drive west of the intersection with Van Buren Street and consists of 1.9425 acres of land. The subject property is further identified as Fairfax Tax Map 0162 02 0149C and is zoned R-10 - Residential single-family district. Applicant: Burton Francois. Owner: Montessori Country School Inc.

The public is encouraged to participate in the town's public hearing process. Individuals having an interest in the above items are invited to attend the public hearing and state their opinions. Individuals may also submit comments to town.clerk@herndon-va.gov.

The proposed items are available for examination at the Department of Community Development, 777 Lynn Street, Herndon, during normal business hours (Monday – Friday) and available for review by the public on the town's website www.herndon-va.gov.

The Town of Herndon supports the Americans with Disabilities Act by making reasonable accommodations for persons with disabilities so that they may participate in services, programs, or activities, offered by the town. Please call (703) 435-6804 to arrange for any accommodation that may be necessary to allow for participation.

Amanda Morrow Kertz, Town Clerk

Note to Publisher:

Publish on May 29, 2026/June 5, 2026