



ARCHITECTURAL REVIEW BOARD REGULAR MEETING AGENDA

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

Wednesday, September 16, 2026 | 7:30 PM

1. Call to Order

2. Approval of Minutes

- a. July 15, 2026, Architectural Review Board Regular Meeting Minutes
- b. September 2, 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. ARB #26-008, 12801 Worldgate Drive, Alteration to an Existing Structure

5. New Business

- a. Resolution to establish the Architectural Review Board meeting schedule for January 1, 2027, to December 31, 2027

6. Adjournment



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

Agenda Item: July 15, 2026, Architectural Review Board Regular Meeting Minutes

Meeting Date: September 16, 2026

Category: Approval of Minutes

Prepared by: Becky Skillin, Deputy Town Clerk

Description:

This is a request to approve the July 15, 2026, Architectural Review Board Regular Meeting Minutes.

Background/Timing Impact:

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

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, July 15, 2026

1. Call to Order

Chair Blaker-Glass called the Architectural Review Board regular meeting to order at 7:30 p.m. in the Herndon Council Chambers, 765 Lynn Street, Herndon, Virginia. Board Members in attendance: Amy Oleinick; Vice Chair Melody Fetske; and Chair Leslie Blaker-Glass. Board Member Tamim Chowdhury arrived at 7:32 p.m.

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. Board Member Chowdhury had not yet arrived.

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**

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

- 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

Motion seconded by Board Member Oleinick. The question was called on the motion, which was carried by a 3-0 vote. Board Members Oleinick, Vice Chair Melody Fetske, and Chair Blaker-Glass voted "Aye." Board Member Chowdhury had not yet arrived.

3. Comments

a. Comments from the Board Members

No comments were provided by Board Members.

b. Comments from the Staff Members

Angelina Jones, Lead Planner/Design and Development, stated that a Sustainable Retrofit Workshop for all buildings in and around Herndon, including the Architectural Control District, will be held on August 13, 2026, at 7:00 p.m. and is open to the public. Chair Blaker-Glass expressed appreciation to staff for organizing and noted that members of Herndon's other public bodies are also invited to attend the workshop.

c. Comments from the Public

No comments were provided by the public.

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)

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, and June 5, 2026, issues.

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 ARB #26-007, an application for a freestanding sign at the Montessori school located at 621 Alabama Drive. She stated that the proposed sign would be constructed entirely of high-density urethane (HDU) foam, formed and finished to mimic a brick base.

Ms. Jones reviewed the history of the application and stated that the public hearing had been continued from the June 17, 2026, regular meeting to allow the applicant time to address the Board's recommendations. She stated that the Board had expressed support for the revised Option 2 design. Ms. Jones stated that, during the July 1, 2026, work session, the Board reviewed a physical material sample, photographs of signs using a similar product, and the applicant's technical specifications. Based on that review, the Board determined that the proposed material adequately simulated brick and was sufficiently durable for this application. She stated that the appropriateness of HDU foam for future applications would be evaluated on a case-by-case basis.

Ms. Jones reviewed the findings and conditions included in the draft resolution. She stated that the sign location and landscaping were required to comply with site plan waiver MNP #25-12. She further stated that, although HDU foam was generally not appropriate within the Architectural Control District, the Board determined, upon review of the material sample and specifications, that it was appropriate for this application. Staff recommended approval in accordance with

the conditioned draft resolution.

Chair Blaker-Glass invited the applicant's agent forward for comments.

Burton Francois, Be Bold Sign Studios, 1204 Sunrise Court, Herndon, Virginia, provided comments on the application.

The Board, staff, and the applicant discussed:

1. The type of paint, the method used to apply the color, and the paint's durability.
2. The factors that made the proposed material appropriate for this application, including its durability, texture, treatment around the corners, location, and compatibility with the adjacent building.
3. The consideration of new materials on a case-by-case basis.

Chair Blaker-Glass invited comments from the audience. Seeing none, Ms. Jones then clarified that the Board had also discussed other potential applications for HDU foam, including roofing materials. She stated that the material might be appropriate for some applications but not for others and that future applications would be evaluated on a case-by-case basis.

Chair Blaker-Glass closed the public hearing and invited the Board for discussion and possible action.

Vice Chair Fetske moved to adopt the resolution approving ARB #26-007, 621 Alabama Drive, Herndon, Virginia, as presented and in accordance with the draft resolution. Board Member Chowdhury seconded the motion.

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 July 15, 2026, Architectural Review Board Regular Meeting at 7:45 p.m.

Becky Skillin
Deputy Town Clerk

Minutes approved by the Architectural Review Board: _____

[Note: Approved resolutions are on file in the Department of Community Development.]

DRAFT

Agenda Item: September 2, 2026, Architectural Review Board Work Session Minutes

Meeting Date: September 16, 2026

Category: Approval of Minutes

Prepared by: Becky Skillin, Deputy Town Clerk

Description:

This is a request to approve the September 2, 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:

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.

Attachments:

1. Draft Minutes



HERNDON ARCHITECTURAL REVIEW BOARD

Work Session Minutes

Wednesday, September 2, 2026

1. Call to Order

Vice Chair Fetske called the Architectural Review Board Work Session to order at 7:47 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. Board Members in attendance: Amy Oleinick and Vice Chair Melody Fetske.

Chair Leslie Blaker-Glass and Board Member Tamim Chowdhury were absent.

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

Vice Chair Fetske stated that two Architectural Review Board Members were present, which did not constitute a quorum, so Vice Chair Fetske adjourned the meeting at 7:48 p.m.

Becky Skillin
Deputy Town Clerk

Minutes approved by the Architectural Review Board:

Agenda Item: ARB #26-008, 12801 Worldgate Drive, Alteration to an Existing Structure

Meeting Date: September 16, 2026

Category: Public Hearings

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

Description:

This application proposes the addition of new rooftop equipment and partial screening for the building at 12801 Worldgate Drive. This includes the installation of two (2) equipment cabinets, one (1) AAV cabinet, one (1) PPC, one (1) transformer, one (1) disconnect switch, one (1) sub-meter, one (1) GPS, three (3) work lights, one (1) 8' x 8' equipment platform in a 14' x 14'-3" proposed lease area, three (3) hybrid cables in cable tray, three (3) concealment boxes to house six (6) antennas, and six (6) radios on the rooftop. Please see the staff report from the September 2, 2026, agenda for additional information.

Background/Timing Impact:

The property at 12801 Worldgate Drive comprises approximately 159,973 square feet of land. The property features a large, cast concrete and masonry unit-clad building at the center of the parcel surrounded by an asphalt-paved parking lot. The property is in the PD-W - Planned development Worldgate zoning district, and it is designed in the International Style. Please see the staff report from the September 2, 2026, agenda for a summary of compliance with the [Town Code of Ordinances, Section 58-96 – Design Criteria](#), as well as additional information.

The September 2, 2026, work session was canceled due to lack of quorum. Therefore, there are no updates to provide from this meeting. On September 4, the applicant contacted staff asking if it was possible to continue their application to the October ARB meeting cycle. The applicant made this request in order to attend a work session to receive feedback from the ARB prior to attending a Regular Meeting.

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 continuance of the application to the October ARB meeting cycle, as requested by the applicant.

Attachments:

1. Presentation
2. Legal Ad

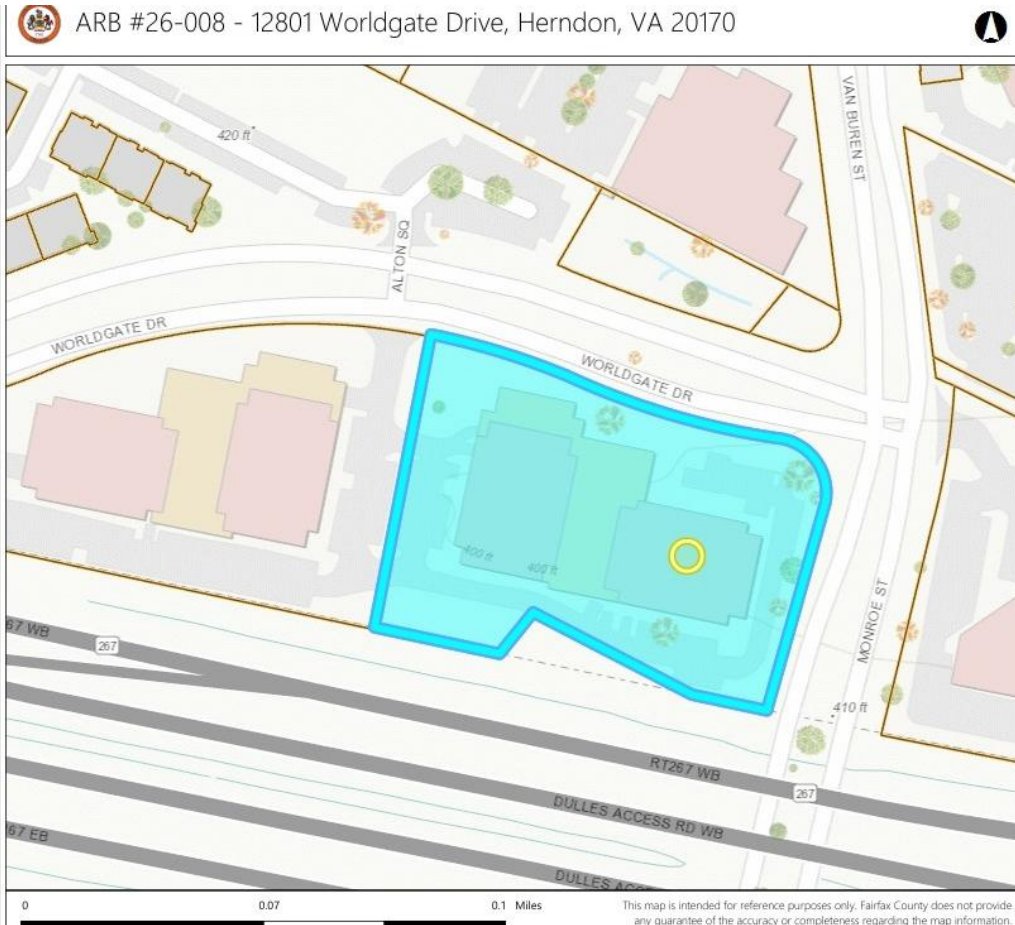
Architectural Review Board

September 16, 2026, Regular Meeting

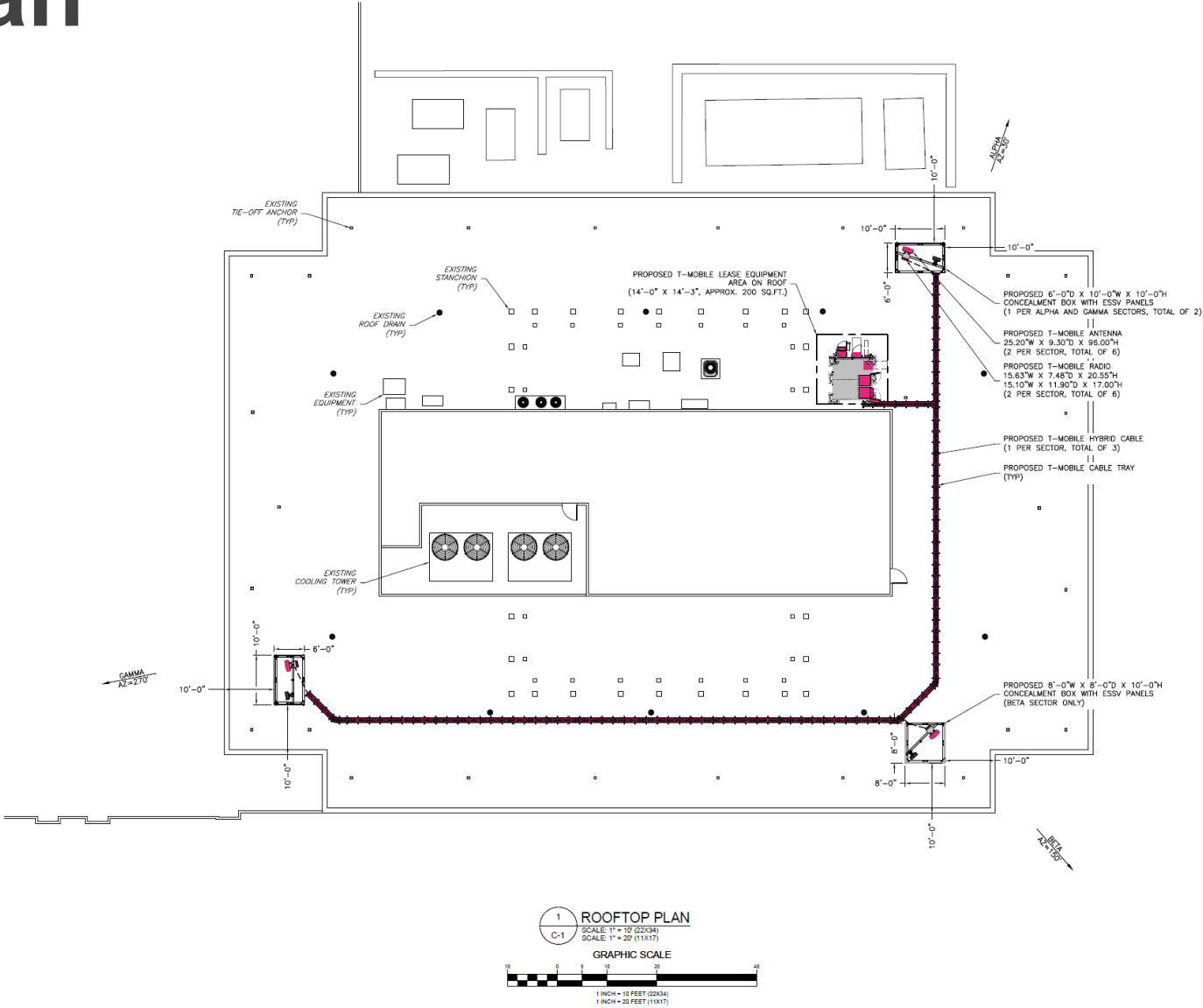
ARB #26-008 – Alteration to an Existing Structure



Existing Conditions

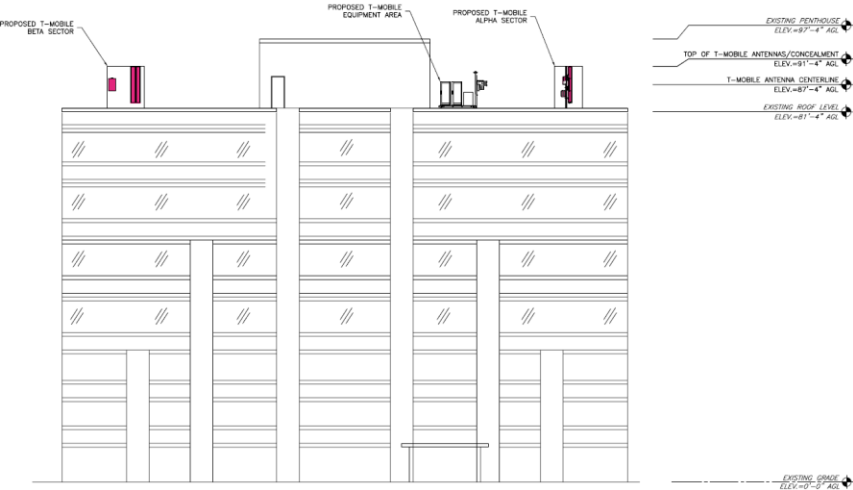


Roof Plan

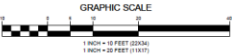


Elevations

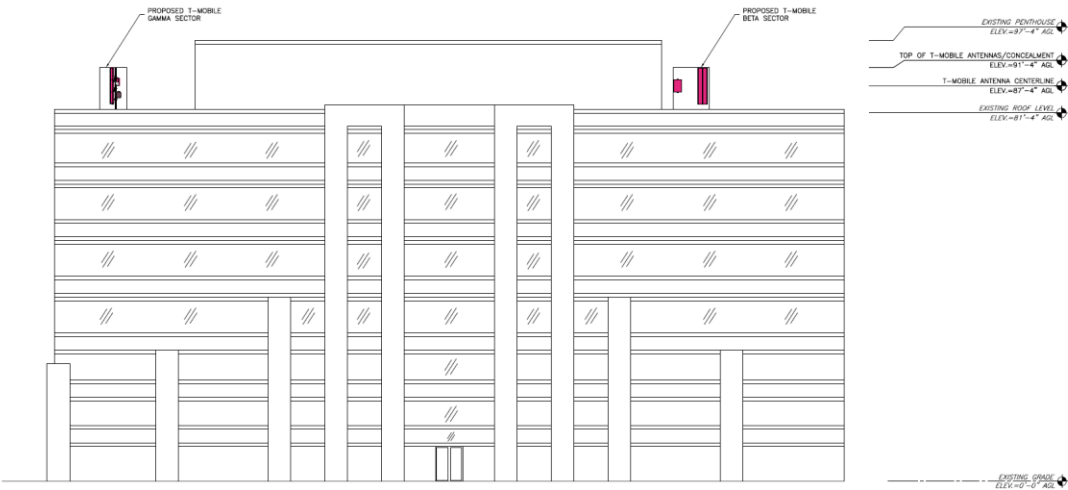
NOTE:
ALL ANTENNAS, EQUIPMENT, CONCEALMENT,
AND CABLES VISIBLE FROM GROUND LEVEL
ARE TO BE PAINTED TO MATCH THE
STRUCTURE TO WHICH THEY ARE ATTACHED.



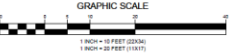
1 SOUTH EAST ELEVATION
C-3 SCALE 1" = 10' (25304)
SCALE 1" = 20' (11317)



NOTE:
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AND CABLES VISIBLE FROM GROUND LEVEL
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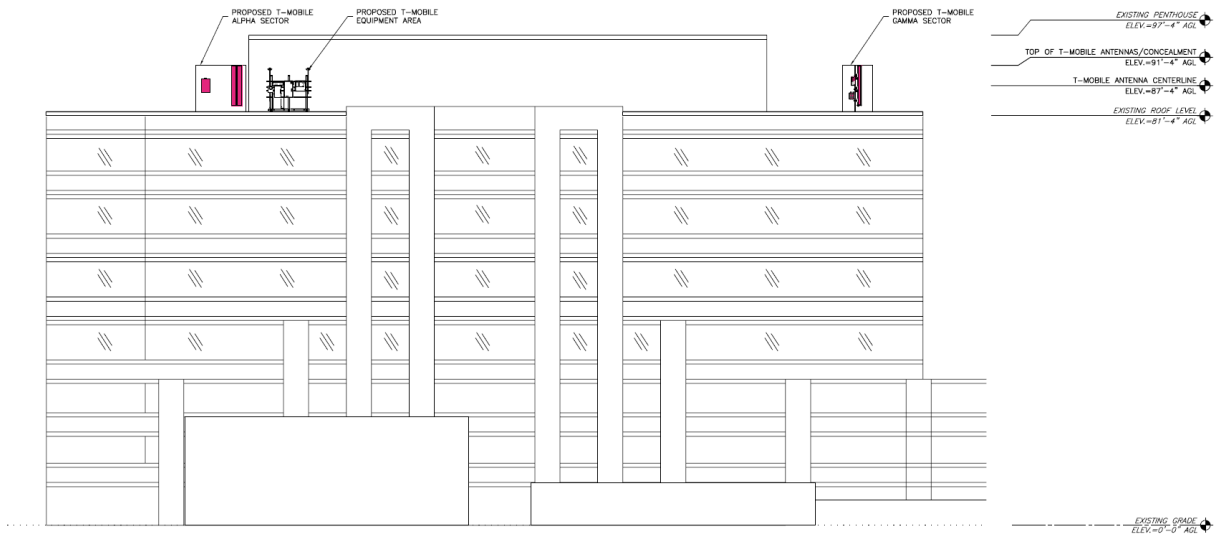


1 SOUTH WEST ELEVATION
C-2 SCALE 1" = 10' (25304)
SCALE 1" = 20' (11317)



Elevation

NOTE:
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AND CABLES VISIBLE FROM GROUND LEVEL
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STRUCTURE TO WHICH THEY ARE ATTACHED.



Rendering



Proposed Design



Context



205 Van Buren Street

LIVE DIFFERENTLY.

TOWN OF
Herndon
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Staff Analysis

- Modification will be highly visible from the right-of-way
- New equipment and screening are incongruous with building and its roofline

Staff recommended changes

- Create a rooftop utility screen around the perimeter of the building
- Relocate equipment on rooftop to minimize visibility
- Paint equipment to camouflage from right-of-way

Updates

- The applicant requested continuance of the application to the October ARB meeting cycle

Staff recommendation

- Staff recommend continuance, as requested by the applicant.

Architectural Review Board

September 16, 2026, Regular Meeting

ARB #26-008 – Alteration to an Existing Structure



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, September 16, 2026, at 7:30 p.m. in the Herndon Council Chambers Building, located at 765 Lynn Street, Herndon, on the following item:

APPLICATION FOR ALTERATION TO AN EXISTING STRUCTURE, ARB #26-008, to consider an application for the erection of new roof mounted equipment and associated screening at the property located at 12801 Worldgate Drive in Herndon, Virginia, within the PD-W - Planned development Worldgate zoning district. This 159,973 square-foot lot is located southwest of the intersection of Worldgate Drive and Monroe Street. The subject property is further identified as Fairfax County Tax Map 0164 02 0024A. Applicant: Regina Chang, Network Building and Consulting on behalf of T-Mobile. Owner: WORLDGATE I LLC.

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

The proposed item is available for examination by the public at the 2nd floor counter of the Herndon Municipal Center, 777 Lynn Street, Herndon, during normal business hours (Monday – Friday) and also available for review 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 August 28, 2026/September 4, 2026

Agenda Item: Resolution to establish the Architectural Review Board meeting schedule for January 1, 2027, to December 31, 2027

Meeting Date: September 16, 2026

Category: New Business

Prepared by: Becky Skillin, Deputy Town Clerk

Description:

The meeting schedule for the Architectural Review Board is outlined in its bylaws. This resolution proposes to establish the meeting schedule for the calendar year 2027, to be adjusted as needed, and incorporated into the printed annual Town calendar.

Background/Timing Impact:

Staff has prepared the proposed resolution for calendar year 2027 based on the following guidelines:

- 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.
- 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.
- Meeting dates may be changed by resolution of the board.

Fiscal Impact:

N/A

Legal Impact:

In accordance with the Architectural Review Board bylaws, the meeting schedule is required to be adopted by resolution.

Staff Recommendation/Next Steps:

Staff recommends approval of the resolution as presented.

Attachments:

1. Resolution (Proposed)

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

RESOLUTION

SEPTEMBER 16, 2026

Resolution- **to establish the Architectural Review Board meeting schedule for January 1, 2027 to December 31, 2027.**

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 2027 is established, as follows:

January 6, 2027	Work Session
January 20, 2027	Regular Meeting
February 3, 2027	Work Session
February 17, 2027	Regular Meeting
March 3, 2027	Work Session
March 17, 2027	Regular Meeting
April 7, 2027	Work Session
April 21, 2027	Regular Meeting
May 5, 2027	Work Session
May 19, 2027	Regular Meeting
June 2, 2027	Work Session
June 16, 2027	Regular Meeting
July 7, 2027	Work Session
July 21, 2027	Regular Meeting
August 4, 2027	Work Session
August 18, 2027	Regular Meeting
September 1, 2027	Work Session
September 15, 2027	Regular Meeting
October 6, 2027	Work Session
October 20, 2027	Regular Meeting
November 3, 2027	Work Session
November 17, 2027	Regular Meeting
December 1, 2027	Work Session
December 15, 2027	Regular Meeting

2. Staff is directed to include the meeting schedule in the 2027 town calendar.

26-ARB-010