



ARCHITECTURAL REVIEW BOARD REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Wednesday, July 17, 2024 | 7:30 PM

1. Call to Order

2. Approval of Minutes

- a. January 3, 2024, Architectural Review Board Work Session Minutes
- b. January 17, 2024, Architectural Review Board Regular Meeting Minutes
- c. February 7, 2024, Architectural Review Board Work Session Minutes
- d. June 12, 2024, 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 AN ADDITION AND ALTERATIONS, ARB #24-002, to consider an application for alterations and an addition to the Herndon Elementary School, Fairfax County Public Schools, at 630 Dranesville Road, Herndon, Virginia.

5. Adjournment



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

Agenda Item: January 3, 2024, Architectural Review Board Work Session Minutes

Meeting Date: July 17, 2024

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the January 3, 2024, Architectural Review Board work session minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval, as presented.

Attachments:

1. 01.03.2024 ARB Work Session Minutes



HERNDON ARCHITECTURAL REVIEW BOARD

Work Session Minutes Wednesday, January 3, 2024

1. Call to Order

The Architectural Review Board of the Town of Herndon, Virginia, met in work session on Wednesday, January 3, 2024, at 9:06 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Leslie Blaker-Glass, Vice Chair Eric Boll, and Board Members Melody Fetske, Amy Oleinick, and William Savage.

Staff present during the meeting: Lisa Gilleran, Director of Community Development; Kirstyn Jovanovich, Town Clerk; Lauri Sigler, Deputy Town Attorney; Tamsin Himes, Lead Planner/Design Development; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Blaker-Glass called the January 3, 2024, Architectural Review Board work session to order at 9:06 p.m. and stated that five members were present, which constituted a quorum.

2. New Business

a. **Resolution to amend and restate the Bylaws of the Town of Herndon Architectural Review Board**

Ms. Sigler provided an overview of the amendments to the Board's bylaws.

There was discussion among the Board and staff on this item, including (1) clarification on whether an application can move forward if the board architect is not present at a meeting, (2) process improvements that impact the completeness of the applications that come before the Board, (3) allowing members who are absent to submit comments, and (4) the importance of the Board providing specific reasons why an application is denied.

b. **Discussion - Election of Officers**

n accordance with the Architectural Review Board Bylaws and

Herndon Town Code

Section 58-41, the ARB holds its election of officers annually at the first public hearing (regular meeting) of the Board in January. The Board will nominate and elect from its members a Chair and Vice Chair, elect a Secretary, and designate a Parliamentarian for one-year terms at the January 17, 2024 ARB regular meeting.

Background:

N/A

Fiscal Impact:

None

Recommendation:

This is a discussion item; no staff recommendation.

Attachments:

1. Resolution (Proposed) in accordance with the Architectural Review Board Bylaws and Herndon Town Code
Section 58-41, the ARB holds its election of officers annually at the first public hearing (regular meeting) of the Board in January. The Board will nominate and elect from its members a Chair and Vice Chair, elect a Secretary, and designate a Parliamentarian for one-year terms at the January 17, 2024 ARB regular meeting.

Background:

N/A

Fiscal Impact:

None

Recommendation:

This is a discussion item; no staff recommendation.

Attachments:

1. Resolution (Proposed) in accordance with the Architectural Review Board Bylaws and Herndon Town Code
Section 58-41, the ARB holds its election of officers annually at the first public hearing (regular meeting) of the Board in January. The Board will

nominate and elect from its members a Chair and Vice Chair, elect a Secretary, and designate a Parliamentarian for oneyear terms at the January 17, 2024 ARB regular meeting.

Background:

N/A

Fiscal Impact:

None

Recommendation:

This is a discussion item; no staff recommendation.

Attachments:

1. Resolution (Proposed) Ms. Sigler stated that at the first regular meeting, the Board will elect their officers for one-year terms, appoint the Parliamentarian, and designate the Secretary to the Board. Ms. Sigler stated that staff recommends that the Board appoints the Town Attorney or their designee as the Parliamentarian to the Board, and the Director of Community Development or their designee as the Secretary to the Board.

3. Comments

a. Comments from the Staff Members

Ms. Himes stated that staff is looking at opportunities to provide training to the board members to aid in the effectiveness of the Board and improving staff support and processes. Board members expressed an interest in possible training.

b. Comments from the Board Members

Ms. Fetske thanked staff for the work that they do.

4. Adjournment

On the motion of Board Member Fetske, seconded by Vice Chair Boll, and without objection, the January 3, 2024, ARB work session was adjourned at 9:36 p.m.

Agenda Item: January 17, 2024, Architectural Review Board Regular Meeting Minutes

Meeting Date: July 17, 2024

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the January 17, 2024, Architectural Review Board regular meeting minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval, as presented.

Attachments:

1. 01.17.2024 ARB Regular Meeting Minutes



HERNDON ARCHITECTURAL REVIEW BOARD
Regular Meeting Minutes
Wednesday, January 17, 2024

1. Call to Order

The Architectural Review Board held a regular meeting on Wednesday, January 17, 2024, at 7:54 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Leslie Blaker-Glass, Vice Chair Eric Boll, and Board Members Melody Fetske, Amy Oleinick, and William Savage.

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

Chair Blaker-Glass called the meeting to order at 7:54 p.m. and stated that five members were present, which constituted a quorum.

2. Organizational Meeting

a. Election of Officers

Chair

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

Motion seconded by Board Member Savage.

The question was called on the motion, which was carried by a 4-1 roll call vote.

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

Vice Chair

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

Motion seconded by Board Member Oleinick.

The question was called on the motion, which was carried by a 4-1 roll call vote.

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

Secretary

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

Motion seconded by Board Member Oleinick.

The question was called on the motion, which was carried by a 5-0 roll call vote. The vote was: Board Members Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

Parliamentarian

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

Motion seconded by Board Member Oleinick.

The question was called on the motion, which was carried by a 5-0 roll call vote. The vote was: Board Members Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

Resolution

Board Member Fetske motioned to approve the resolution electing the Officers and designating the Secretary and Parliamentarian of the Architectural Review Board. Motion seconded by Board Member Savage.

The question was called on the motion, which was carried by a 5-0 roll call vote. The vote was: Board Members Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

3. Approval of Minutes

a. December 6, 2023, Architectural Review Board Work Session Minutes

b. December 20, 2023, Architectural Review Board Regular Meeting Minutes

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

Motion seconded by Board Member Oleinick.

The question was called on the motion, which was carried by a 5-0 roll call vote. The vote was: Board Members Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

4. Comments

a. Comments from the Board Members

Board Member Fetske congratulated Chair Blaker-Glass and Vice Chair Boll.

b. Comments from the Staff Members

No comments were offered.

c. Comments from Citizens

Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.

No comments were offered.

5. New Business

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

Ms. Sigler delivered the staff report.

There was a discussion among the Board and staff on this item, including: (1) the inclusion of consideration for good cause in the attendance policy.

6. Adjournment

There being no further business, and without objection, the January 17, 2024, Architectural Review Board regular meeting was adjourned at 8:08 p.m. on the motion of Board Member Fetske, seconded by Board Member Oleinick.

Agenda Item: February 7, 2024, Architectural Review Board Work Session Minutes

Meeting Date: July 17, 2024

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the February 7, 2024, Architectural Review Board work session minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval, as presented.

Attachments:

1. 02.07.2023 ARB Work Session Minutes



**HERNDON ARCHITECTURAL REVIEW BOARD
Regular Meeting Minutes
Wednesday, February 7, 2024**

1. Call to Order

The Architectural Review Board of the Town of Herndon, Virginia, met in work session on Wednesday, February 7, 2024, at 7:30 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Leslie Blaker-Glass, Vice Chair Eric Boll, and Board Members Melody Fetske and William Savage. Board Member Amy Oleinick was absent.

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

Chair Blaker-Glass called the February 7, 2024, Architectural Review Board work session to order at 7:30 p.m. and stated that four members were present, which constituted a quorum.

2. Discussion

a. Herndon Elementary School - 630 Dranesville Road

Chair Blaker-Glass opened the work session and called on Ms. Himes for the staff presentation.

Ms. Himes delivered the staff report and presentation dated February 7, 2024, which is on file with the Department of Community Development.

There was a discussion among the Board Members and staff on this item, including (1) the expected timeline to go through review before coming to the ARB, (2) clarification that the trailers will be removed, (3) concern that the proposed design will look dated in 10 years, (4) concern about the industrial metal look, (5) whether a plan exists to plant trees and vegetation to obscure the extension from adjacent properties, (6) concern over a lack of cohesiveness, (7) branding and spirit of the school, and (8) concern that the current design is not welcoming.

Chair Blaker-Glass recognized the applicant for comments.

Representatives for the applicant Maureen Wiechart, Heidi Leinbach, and Saeed Dornajafi were present and provided comments.

There was a discussion among the Board Members, staff, and the applicant on this item, including (1) the screening and the presence of a roof ladder, (2) the alternative design presented by the applicant and its conduciveness to adjacent properties, (3) comparison to Herndon High School, (4) a Herndon brand of schools, (5) preference for light screening and the creation on an entry plaza, (6) the location of the existing parking lot, (7) clarification on the staff entrance, (8) removal of the trailers, (9) planned vegetative buffer, (10) concern over a lack of windows on the rear wall, (11) the importance of the use of color in the design, and (12) and the importance of matching the original brick to the new brick.

3. Comments

a. Comments from the Staff Members

Ms. Himes reminded the Board that the February 21, 2024, ARB regular meeting was canceled.

b. Comments from the Board Members

No comments were provided.

4. Adjournment

On the motion of Board Member Fetske, seconded by Board Member Savage, and without objection, the February 7, 2024, ARB work session was adjourned at 8:50 p.m.



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

Agenda Item: June 12, 2024, Architectural Review Board Work Session Minutes

Meeting Date: July 17, 2024

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the June 12, 2024, Architectural Review Board work session minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval, as presented.

Attachments:

1. 06.12.2024 ARB Work Session Minutes



**HERNDON ARCHITECTURAL REVIEW BOARD
Work Session Minutes
Wednesday, June 12, 2024**

1. Call to Order

The Architectural Review Board met in work session on Wednesday, June 12, 2024, at 8:17 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Board Members Melody Fetske, Amy Oleinick, Vice Chair Eric Boll, and Chair Leslie Blaker-Glass.

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

Chair Blaker-Glass called the meeting to order at 8:14 p.m. and stated that four members of the Architectural Review Board were present, which constituted a quorum.
8:17 p.m.

2. Public Hearings

a. Application for an Addition and Alterations, ARB #24-002, to consider an application for alterations and an addition to the Herndon Elementary School at 630 Dranesville Road.

Chair Blaker-Glass opened the work session and called on Ms. Himes for the staff presentation.

Ms. Himes delivered the staff report and presentation dated June 12, 2024, which are on file with the Department of Community Development. Ms. Himes states that approval of the site plan is pending. The Board cannot act on the application until the site plan is approved. Ms. Himes stated that staff recommends approval of ARB #24-002 for additions and alterations to the Herndon Elementary School with conditions.

There was discussion among the Board and staff on this item, including: (1) clarification on whether the Board can approve the application pending site plan

approval.

Chair Blaker-Glass recognized the applicant for comments.

The applicant's representative Maureen Wiechert was present and provided brief comments.

There was discussion among the Board, staff, and the applicant on this item, including: (1) comments that the design has improved since the Board last saw it, (2) concern over the durability of the metal panels, (3) possible paint colors to be used, (4) and site plan issues that need to be addressed before the board can take action.

3. New Business

a. Discussion Item - Architectural Language Presentation

Chair Blaker-Glass opened the work session and called on Ms. Himes to open the discussion.

Ms. Himes provided comments and introduced Board Member Oleinick to lead the discussion.

Board Member Oleinick delivered a presentation dated June 12, 2024, which is on file with the Department of Community Development.

Ms. Himes provided Board Members with copies of language from the town charter, town code, and the design criteria related to architectural language. Staff is hoping to do more training for the HDRB/ARB members.

Ms. Sigler highlighted key design criteria.

There was a discussion among the Board Members and staff on this item, including: (1) the uniqueness of the ARB in Herndon and the diverse background of the Board Members.

4. Comments

a. Comments from the Staff Members

No comments were offered.

b. Comments from the Board Members

No comments were offered.

5. Adjournment

There being no further business, and without objection, the June 12, 2024, Architectural Review Board work session adjourned at 9:38 p.m.

Agenda Item: APPLICATION FOR AN ADDITION AND ALTERATIONS, ARB #24-002, to consider an application for alterations and an addition to the Herndon Elementary School, Fairfax County Public Schools, at 630 Dranesville Road, Herndon, Virginia.

Meeting Date: July 17, 2024

Category: Public Hearings

Prepared by: Tamsin Himes, Lead Planner/Design-Development

Description:

This staff memo is an addendum to the staff report for the above-referenced case which was provided to the Board prior to the June 12, 2024, work session and the July 10th work session.

Background:

At the time of this memo there have been no updates regarding site plan approval for the Elementary School and the Board cannot make any official determination ahead of that approval per the Town of Herndon zoning ordinance. The applicant indicated at the June 2024 work session that due to unresolved easement issues they do not expect the site plan approval to take place before August 2024.

Budget Impact:

n/a

Recommendation:

Staff is recommending a continuance of this case to the August 21, 2024, public hearing.

Attachments:

1. Legal Ad

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 26, 2024, at 7:30 p.m. in the Herndon Council Chambers Building, located at 765 Lynn Street, Herndon on the following item:

APPLICATION FOR AN ADDITION AND ALTERATIONS, ARB #24-002, to consider an application for alterations and an addition to the Herndon Elementary School, Fairfax County Public Schools, at 630 Dranesville Road, Herndon, Virginia, located on the east side of Dranesville Road between the intersections with Fillmore Street and Park Avenue. The subject property is further identified as Fairfax County Tax Map 0104 02 0066A, is zoned R-10, Residential Single Family-10 and consists of 13.8885 acres of land. Owner: School Board of Fairfax County. Applicant/Agent: Najib Hameed, Coordinator III, FCPS.

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 and may also submit comments to hdrb.arb@herndon-va.gov. The proposed item is 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 participation.

Kirstyn Barr Jovanovich, Town Clerk

Note to Publisher:

Publish on June 14/June 21, 2024

Page 18 of 18