



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.

A handwritten signature in black ink that reads "Aaron Zoellick". The signature is fluid and cursive, with the first name "Aaron" and the last name "Zoellick" clearly distinguishable.

**Aaron Zoellick
Clerk of Boards and Commissions**

Minutes approved by the Architectural Review Board: July 17, 2024