

# APPROVED MINUTES

September 14, 2023

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## THE FAIRFAX COUNTY ARCHITECTURAL REVIEW BOARD

Fairfax County Government Center  
12000 Government Center Parkway, Fairfax, Virginia 22035  
Conference Rooms 4/5  
6:30 P.M.  
6:30 p.m. meeting start

### Members Present:

Christopher Daniel, Chairman  
Jason Zellman, Vice Chairman  
Michele Aubry, Treasurer  
John A. Burns, FAIA  
Samantha Huang  
Steve Kulinski  
Elise Murray  
Kaye Orr  
Joseph Plumpe, ASLA\*

### Members Absent:

Susan Notkins, AIA  
Karen Campblin

### Staff Present:

Denice Dressel,  
*Branch Chief, Heritage  
Resources*  
Daniel White,  
*ARB Administrator*  
Megan Riley,  
*Planning Technician*  
Ryan Johnson,  
*Recording Secretary*

*\*Arrived after the commencement of  
meeting.*

Mr. Daniel opened the September 14, 2023, meeting of the Architectural Review Board (ARB) at 6:30 p.m. Mr. Daniel started the meeting with motions related to remote participation and public comment time limitations.

**Remote participation:** Ms. Aubry stated that she was calling in from home in Alexandria, participating remotely due to a medical condition. Mr. Kulinski moved, and was seconded by Mr. Zellman, that the member (Ms. Aubry) could be clearly heard, and that their remote participation comports with the policy. The motion passed unanimously.

**Public comment time limitations:** Mr. Daniel moved, and was seconded by Mr. Zellman, that members of the public will have 3 minutes to speak during public comment periods. The motion passed unanimously.

Mr. Daniel stated that the meeting is being recorded, and will be posted online within 10 days.

### READING OF STATEMENT OF PURPOSE AND INTENT OF HOD'S

Mr. Burns read the opening Statement of Purpose.

### APPROVAL OF THE AGENDA- Chair

Ms. Murray moved, and was seconded by Ms. Orr, to approve the agenda, as submitted. The motion passed unanimously.

Mr. Daniel mentioned that presentation time should be limited to 8 minutes for first presentations, and 3-4 minutes for resubmissions. Mr. Daniel also mentioned that applicants who use podium should speak into microphone as closely as possible.

#### **INTRODUCTION/RECOGNITION OF GUESTS**

Ms. Dressel stated that there were no notable guests present.

Mr. Daniel White, new ARB Administrator, introduced himself. He has had 6 weeks in the role. Looking forward to working with everyone.

**SPECIAL ANNOUNCEMENT-Chair. Mr. Daniel stated that Ms. Aubry has faithfully and skillfully served on the ARB since October 2019. The September ARB meetings will be her last month participating, and she will be stepping down from her role as ARB Member (Archaeologist). Mr. White then displayed a parting gift for Ms. Aubry to the room- a trowel inscribed with her name and service years. Ms. Aubry thanked thanked the Members and Staff for the recognition.**

#### **CONSENT CALENDAR ACTION ITEMS:**

- 1. ARB-23-LOR-07 – Extension of Fairfax County Park Authority - Archaeology and Museum Collections Storage Facility** located at 9850 Furnace Rd Lorton Va 22079, tax map 1131 01 0014, in the Lorton/Laurel Hill MOA Eligible District. The applicant previously appeared before the ARB in September 2021 (ARB-21-LOR- 01) and received approval for the proposed renovation of Building W-35 to house the county's existing and future museum and archaeology collections and associated support space. The existing building is approximately 15,000 gsf. The shell of the building will remain, with new punched openings and a roof added to the existing shell with the renovation of the interior. A small addition of around 1,500 gsf and a new entrance will be added to the front of the building. This project building is being re-addressed to 9541 Workhouse Way, Lorton, VA 22079, as part of the permitting project.

The applicant is seeking a one-year extension as allowed by the Zoning Ordinance of the ARB approval issued in 2021 as the project is under permitting and awaiting additional funding through the County bond cycle. No changes have been made to the approved scope of work or proposed project. Andrew Miller represents the application. **PLUS # ARB-2023-MV-00044. Mount Vernon District.**

**Mr. Daniel asked if members of public had any comments. None.**

**Mr. Kulinski moved, and was seconded by Ms. Huang, that the ARB approve consent item ARB 23-LOR-07 for an extension of the previous ARB approval ARB 21-LOR-01 - Proposal for the Renovation of Building W-35 Adjacent to the Workhouse Arts Center, for one year, as submitted and presented at the September 14, 2023, ARB meeting. Upon review of the materials, the proposal is found to meet requirements of the Memorandum of Agreement for the Lorton/Laurel Hill Eligible District and Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously.**

**\*\*Mr. Plumpe arrived at 6:42 p.m.\*\***

2. **ARB-23-MTV-01 – Original Mount Vernon High School Renovation and Adaptive Reuse** located at 8333 Richmond Hwy Alexandria, tax map 1014 01 0005A. On September 13, 2022, the Board of Supervisors approved SEA-88-V-064-05 to amend the existing Special Exception, previously approved for an alternate use of a public facility, to permit an alternative use of a historic building for the adaptive reuse and renovation of the Original Mount Vernon High School (OMVHS). The alternative use of a historic building was a new special exception that was included in the 2021 Zoning Ordinance which was approved by the Board of Supervisors and took effect on July 1, 2021.

On March 23, 2023, after this application was filed and approved, the Supreme Court of Virginia issued an opinion finding the 2021 Zoning Ordinance void ab initio. Therefore, the opinion determined that the previous ordinance, the 1978 ordinance, had never been repealed and remained in effect on July 1, 2021. On May 9, 2023, the Board adopted an ordinance similar in form and substance to the 2021 Zoning Ordinance. The 2023 Ordinance went into effect on May 10, 2023, and is now the governing zoning ordinance for the County. However, because the 1978 Ordinance did not include an alternative use of a historic building as a permitted use, the reuse and renovation request must go back to the Board of Supervisors for review and approval.

It should be noted that the special exception amendment request will be identical to that proposed under SEA-88-V-064-05, including the architecture, site layout and uses. The County will be seeking rehabilitation state historic tax credits for the project.

This application was previously reviewed and approved by the ARB under application ARB-21-MTV-01. Ipek Aktuglu represents the application. **PLUS # ARB-2023-MV-00035. Mount Vernon District.**

**Mr. Kulinski moved, and was seconded by Ms. Orr, that the ARB approve consent item ARB-23-MTV-01 for the reaffirmation of the previous ARB recommendation of approval ARB 21-MTV-01-Renovation plan for Original Mount Vernon High School as submitted and presented at the September 14, 2023, ARB meeting. Upon review of the materials, the proposal is found to meet the requirements of Zoning Ordinance 4102.1.H – STANDARDS FOR ALTERNATIVE USE OF HISOTRIC BUILDINGS. The motion passed unanimously.**

3. **ARB-23-SUL-03 – 3501 Armfield Farm Dr Solar Panels** located at 3501 Armfield Farm Dr Chantilly, tax map 0342 05 0001A, in the Sully HOD. The applicant is proposing the installation of 18 roof mounted solar panels on the south and east elevations of a non-contributing residence. The property is adjacent to a major thoroughfare, Centreville Rd, but is screened by vegetation and not visible from the contributing property within the HOD. Ian Ball of Sunroom Installation Services represents the application. **PLUS # ARB-2023-SU-00047. Sully District.**

**Mr. Burns stated that the application was inadequate- no plat. Need to have complete review items.**

**Mr. Kulinski moved, and was seconded by Ms. Aubry, that the ARB approve consent item ARB-23-SUL- 03, located at 3501 Armfield Farm Drive, for the proposed installation of a solar panel system, as submitted and presented at the September 14, 2023, ARB meeting. Upon review of the materials, the proposal is found to meet requirements of Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously**

## ITEMS FOR ACTION:

1. **ARB-23-HOL-32 – 1600 Paul Spring Rd Court Lights at HHPTC** located at 1600 Paul Spring Rd Alexandria, tax map 0934 01 0001A, in the Hollin Hills HOD. This applicant is requesting ARB review and recommendation of a Special Permit Amendment (SPA-68-V-888-02) to allow site modifications, specifically the previously installed sport court lighting. The applicant has installed 4 court lights alongside pickleball courts, converted from their original use as tennis courts, and replaced two flood lights at the entrance to the courts. Rebecca Bostick represents the application. **PLUS # ARB-2023-MV-00040. Mount Vernon District.**

**\*\*Mr. Burns read his disclosure statement\*\* See Attachment 1.**

### Presentation/Discussion

- Ms. Bostick presented- displayed a picture of pickleball/tennis court. Talked about history- lights were installed before special permit amendment- 4 pole lights- 2 facing Fort Hunt Rd. 30 feet tall. Court lights designed to light the court, specifically designed to limit spillage. Other 2 lights face Rippon Rd. Black lights- double-headed with two laps. Black directionally-shielded, down-facing. Screens on light block direct light to help with shielding. There are also flood lights proposal is to install photovoltaic, 9 panel solar system. Proposed installation on most beneficial site on property for sun access which is the southern side of the property and the rear elevation. Black framing with black panels. All conduit is run through the attic- will not be visible on exterior of property. Any appurtenances along the side of the home will be painted to match the color of the house. The goal is to have the system as hidden as possible.

Mr. Daniel asked members of the public for comment. No comment.

### Member Comments

- Ms. Orr complimented applicant for very clear presentation.
- Mr. Plumpe asked if noise was an issue with the pickleball court. The applicant responded have not received any complaints.
- Mr. Daniel stated that the approvals are not happening in the order that they should have.

**Mr. Kulinski moved, and was seconded by Mr. Plumpe, that the ARB recommend approval for action item ARB 23-HOL-32, located at 1600 Paul Spring Rd, tax map 0934 01 0001A, in the Hollin Hills HOD, for the proposed Special Permit Amendment for site modifications, including previously installed lighting, as submitted, and presented at the September 14, 2023, ARB meeting. Upon review of the materials, the proposal is found to meet the requirements of Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously.**

2. **ARB-23-HOL-35 – 7318 Rippon Rd Two Story Addition** located at 7318 Rippon Rd Alexandria, tax map 0934 05 0008, in the Hollin Hills HOD. The applicant is proposing a two-story addition. Carlos Lay Piana represents the application. **PLUS # ARB-2023-MV-00042. Mount Vernon District.**

### Presentation/Discussion

- Scott Sterl presented. July workshop- got determination from zoning, that they could not extend the building an additional story above what the variance had approved. (within 15 foot setback). Proposed changes since workshop: removal of portion within setback. Comment about sloping rear extension towards rear of house. Everything will now meet 15' setback.
- **Mr. Daniel asked for public comment. None.**
- **Member Comments**
- Mr. Daniel stated that the application has improved since workshop.
- Mr. Burns stated that this has been an evolution and partnership to come to solution.

**Mr. Burns moved, and was seconded by Ms. Huang, that the ARB approve action item ARB 23-HOL-35, located at 7318 Rippon Rd Alexandria, tax map 0934 05 0008, in the Hollin Hills HOD, for the proposed two-story residential addition, as submitted and presented at the September 14, 2023, ARB meeting. Upon review of the materials, the proposal is found to meet the requirements of Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously.**

3. **ARB-23-HOL-33 – 1931 Marthas Rd Dining Room & Bathroom Addition** located at 1931 Marthas Rd Alexandria, tax map 0934 05 0149, in the Hollin Hills HOD. The applicant is proposing to add an approximately 13' x 23' addition with dining room and bathroom. The space will connect an existing studio to the main house. A proposed approximately 4' x 21' storage shed will also be constructed along the existing studio exterior wall. Marc Shapiro represents the application. **PLUS # ARB-2023-MV-00041. Mount Vernon District.**

#### **Presentation/Discussion**

- Mr. Shapiro presented. Showed aerial view of property, and 3 views of property- fairly obscured by vegetation. Deck footprint being replaced by addition that will eliminate one Goodman window- 3 feet wider than deck. Dining room and bathroom.

Mr. Daniel asked for public comment. None.

#### **Member Comments**

- Ms. Murray stated that the application is not complete. There are insufficient design elevations- the drawings do not show the addition to the house. The entire home should be shown in the elevations.
- Ms. Huang- similar concern. It is difficult to ascertain existing and proposed. Likes to see entire building, to see the context.
- Mr. Daniel- when something is coming in for application, it needs to be construction-level. Mr. White mentioned that the Permitting Department was consulted- and the types of drawings provided met their minimum submission requirements.
- Mr. Kulinski stated that there is no foundation plan, framing plan. Not sufficient for permitting. The elevations- materials are not called out. Rooms are not labelled. Structural and foundation are not what is presented. Wall sections, critical elements- those are elements that help judge if it is consistent with Hollin Hills perspective.
- Mr. Zellman mentioned the major concern is consistency with ARB approval and what will be submitted to Permitting.
- Mr. Daniel mentioned that the ARB has bylaws that give the ARB broad discretion to ask for materials even beyond what a standard County permitting package would require.

- Mr. Burns mentioned that the starting point is lacking- there is no drawing that shows the house as it exists now. The window-wall is character-defining feature along dining wall- and the addition would be in front of it.
- Even though roof slope- incongruent
- Mr. Burns- 2 sheds on the existing addition- they have a flat roof. Applicant responded it's a very low pitch roof. Mr. Burns mentioned it needs more information.
- Mr. Burns stated major concern is lost of character given loss of window-wall. Applicant responded that the internal flow of the home will necessitate the design. Applicant stated that the addition has 4 goodman modules and would be a fair representation.
- Mr. Burns stated that the end of the house that faces the street- in a community that is known for glass, has no windows. The applicant stated that the home is at the end of the street, and shining headlights into the home influenced the design.
- Mr. Plumpe – have the application come back—seems like more like a workshop item. Ask applicant.

**Mr. Kulinski moved, and was seconded by Ms. Aubry, that the ARB approve action item.**

**ARB 23-HOL-33, located at 1931 Marthas Rd Alexandria, tax map 0934 05 0149, in the Hollin Hills HOD, for the proposed one-story residential addition and storage shed addition submitted and presented at the September 14, 2023, ARB meeting. Upon review of the materials, the proposal is found to meet the requirements of Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS.**

**A ROLL CALL VOTE was taken:**

**Murray- N; Plumpe- Abstain; Burns- N; Huang- N; Zellman- N; Orr- N; Daniel- N; Kulinski- Y; Aubry- Y;**

**The motion failed, 2-6-1, with Mr. Plumpe abstaining.**

The applicant asked a follow-up question regarding what he needed to show on next set of drawings. Ms. Orr stated- you need a plat/survey- show existing and proposed. You need detailed building drawings for permitting. Construction documents- what is going for permit.

- 4. ARB-23-HOL-00031 – 7527 Elba Rd Justen Residence Addition** located at 7527 Elba Rd Alexandria, tax map 0933 13 0005, in the Hollin Hills HOD. The applicant is proposing an approximately 400 square foot addition to a previous addition on the back of the existing house. The new work matches the shape and geometry of the previous addition and is just extending it. The new work will match the roof slope and materials of the previous work and echo the Hollin Hills window type and use T1-11 plywood siding. The link to the addition will be relocated to the center line of the existing house. Thomas Kerns represents the application. **PLUS # ARB-2023-MV-00039. Mount Vernon District.**

**\*\*Mr. Burns read his disclosure statement. See Attachment 1.**

**Presentation/Discussion**

- Addition was added to home about 50 years ago, and you had to walk through the existing master bedroom to get to the addition. Applicant is proposing a more optimal internal flow to the house with this new addition. The proposed addition will match materials and roof slope. Extruding an addition from 20 feet to 40 feet. Addition has a 4 and 12 pitch roof- design intent is to differentiate just enough without altering historic character.

No public comments.

### **Member Comments**

- Mr. Burns asked about HVAC. The response was it will run through a lowered-ceiling-bedroom will maintain cathedral ceiling.
- Mr. Kulinski stated that he likes the design, its distinguishable from the original, hyphen is compatible. Well done.
- Mr. Burns asked if there was an exterior lighting plan. The response was that there would be minimal security lighting under the eaves.

**Mr. Zellman moved, and was seconded by Mr. Burns, that the ARB approve of action item ARB 23-HOL-00031, located at 7527 Elba Rd Alexandria, tax map 0933 13 0005, in the Hollin Hills HOD, for the proposed one-story residential addition as submitted and presented at the September 14, 2023, ARB meeting. Upon review of the materials, the proposal is found to meet the requirements of Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously.**

5. **ARB-23-LFK-06 – 1011 Turkey Run Rd Pool Gazebo** located at 1011 Turkey Run Rd Mclean, tax map 0223 01 0050, in the Langley Fork HOD. The applicant is requesting approval of a previously constructed pool gazebo, as part of the permitting process. Kayvan Jaboori of KJ & Associates represents the application. **PLUS # ARB-2023-DR-00038. Dranesville District.**

### **Presentation/Discussion**

- Mr. Jaboori presented. This is an atypical property. Short summary of history- in 2019, ARB approved the development application. In February of 2021, filed revision to move pool and install gazebo- email from staff was that ARB review not needed- that it was still within the limit of disturbance. Email did not address all of the issues. Applicant showed a rendering of the gazebo- material similar to CPC columns and roof shingles to match exiting house. Showed a view showing the McCall Historic House.

### **Member Comments**

- Mr. Daniel indicated that this is an atypical application- reviewing an item that has already been approved.
- Mr. Zellman stated that the issue is that the County staff email did not mention the gazebo being installed.

**Mr. Zellman moved, and was seconded by Ms. Murray, that the ARB approve action item ARB 23-LFK-06, located at 1011 Turkey Run Rd Mclean, tax map 0223 01 0050, in the Langley Fork HOD, for the previously constructed pool gazebo, as required by the permitting process, as submitted and presented at the September 14, 2023, ARB meeting. Upon review of the materials, the proposal is found to meet the requirements of Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS, and that the record reflects a lack of compliance from the applicant for ARB-23-LFK-06. While the ARB has just approved this application, it was approved post construction, as the applicant did not include the pool gazebo structure on the plans that were previously presented to and voted on by this board. This has forced the ARB to review the design of an as-built structure and is a violation of the processes outlined in the Zoning Ordinance in relation to properties within Historic Overlay Districts. The motion passed unanimously.**

6. **ARB-23-LFK-07 – 1011 Turkey Run Rd Pool Gazebo Addition** located at 1011 Turkey Run Rd Mclean, tax map 0223 01 0050, in the Langley Fork HOD. The applicant is proposing an addition to the existing pool gazebo. Donald Smith and Oomer Syed of Fine Landscapes represent the application. **PLUS # ARB-2023-DR- 00010. Dranesville District.**

Were here previously before ARB in March 2023- comments addressed lack of clarity in the structural drawings. Applicant displayed a plat of property. Showed photographs of relationship between the gazebo and historic structure on property. Slate roof, materials will match stone on house; granite countertops; stainless steel appliance.

**No public comment.**

**No Member comment.**

**Mr. Kulinski moved, and was seconded by Mr. Zellman, that the ARB approve action item ARB 23-LFK-07, located at 1011 Turkey Run Rd Mclean, tax map 0223 01 0050, in the Langley Fork HOD, for the proposed addition to the pool gazebo, as submitted and presented at the September 14, 2023, ARB meeting. Upon review of the materials, the proposal is found to meet the requirements of Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously.**

**ITEMS FOR WORKSHOP SESSION:** None. Holding special session next Monday, September 18, 2023, in Government Center Rooms 2 and 3.

**PRESENTATION:** None.

**BOARD AND STAFF ITEMS:**

- **Review and action on approval of previous months minutes:** July 13 and July 17, 2023. Mr. Daniel asked if there were any revisions to the meeting minutes for both of these meeting dates, and Staff responded no. **Mr. Zellman moved, and was seconded by Ms. Murray, to approve the meeting minutes for both July 13 and July 17, 2023, and to pay the recording secretaries accordingly. The motion passed 8-0-1, with Mr. Kulinski abstaining.**
- **Treasurer's Report:** Ending Balance as of 08/31/2023 - \$21,130.73.
- Mr. Daniel asked if a Treasurer is required on the ARB, given Ms. Aubry's departure. Mr. White responded based on ARB bylaws its optional.
- **Administrative:**
  - o Update Planner II/ARB Meeting Support: Ms. Dressel mentioned a planner has been hired- first meeting will be October- Jonathan Kaplan- currently an ARB Administrator for 6 of LA County's HOD's.
  - o Mr. Daniel mentioned staff reports will be needed soon once staff is hired.
  - o Mr. Daniel mentioned that there is a huge issue with items not properly going through the process. A discussion ensued about County review process and adverse impacts on Heritage Resources.
- **Mr. Burns moved, and was seconded by Ms. Orr., that the ARB direct Heritage Resources staff to identify and investigate enabling legislation, as well as conduct a survey of comparable jurisdictions, for standards and practices used as follow-up measures to approvals issued by BACs similar to this board. Staff will present their findings to the ARB for consideration of**



**implementing a check on applications after they have received board approval and construction has been completed. The motion passed unanimously.**

- o **Ms. Notkins:** Mr. Daniel mentioned that Ms. Notkins has experienced some family and health issues, and will be vacating her position (Architect) on the ARB. A brief discussion ensued.
- o **Ms. Campblin** is intending to step down from her role on ARB.
- o **Outreach for Prospective Members:** Please reach out to people interested in the role, esp. architects and archaeologists. A discussion ensued about position descriptions and potential ARB members and their related disciplines. See Mr. White.
- o **ARB Meeting Location update for October 12 – Lorton Workhouse Arts Center,. Mr. White mentioned it is the confirmed location. McGuireWoods Gallery**
- **Discussion/Update Reports:**
  - o Reston Master Plan: adopted by BOS on Tuesday. Mr. Daniel mentioned the Heritage section was intact. Language in the plan- Soapstone area is historic.
- **New/other business:**
  - o **Nominating Committee Schedule:** Need to put forward a committee for October meeting, for November. Let Mr. Daniel know you are interested in bring on committee.
  - o **Budget Request for FY2025-** Mr. White: For October meeting- 2 additional requests- 1.) one-time technology expense- County-provided laptops and tablets- approx. \$16,000.; 2) standing second-meeting- we should be accounting \$6,080 for 12 month needs for recording secretary. See Mr. White for more details.
  - o Mr. White mentioned possibility of 2<sup>nd</sup> meeting every Month. Mr. Daniel mentioned it is easier to have meetings on the calendar, and cancel, due to recording secretary costs, meeting space arrangements, etc.
  - o Mr. Plumpe asked could second meetings be virtual. Ms. Dressel stated that because ARB is regulatory board, meeting has to be in-person.
  - o **Design guideline roll-out-** Staff will begin by end of year, and start public outreach in Spring
  - o **Training Expenditure:** Mr. Burns has submitted a request for a \$1000 training expenditure to attend the Association for Preservation Technology conference. ARB members asked whether you can submit reimbursements retroactively. Staff researched bylaws and responded yes. **Mr. Zellman moved, and was seconded by Mr. Kulinski, to approve the \$1,000 training expenditure for Mr. Burns to attend the Association for Preservation Technology conference, and to find that the training is related to the furtherance of ARB interests. The motion passed 8-0-1, with Mr. Burns abstaining.**
- **Lorton Master Plan:** Mr. Plumpe stated the master plan for Lorton has been approved, and thanks everyone for their participation.
- **DOCOMOMO event:** Mr. Burns approached 2 members of the ARB for a potential event in Reston, DOCOMOMO usually looks at urban renewal. Mr. Burns suggested the idea of suburban renewal. Event will likely be in Spring- thinking about April.
- **Capital One Lounge at Dulles Airport:** Mr. Burns- Washington Business Journal– Capitol One Lounge is open- so base of control tower is now open. This is in Loudoun County. Very cool looking space.
- **History Commission Update:** Ms. Murray- Bob Beach stepped down, Joe Namura is new Historic Commissioner. Works with Architect of the Capitol.

**Mr. Burns moved to adjourn at 8:42 p.m.**

*The ARB Administrator will stamp and sign copies of approved drawings or other application documents following the meeting at which approvals are granted, or at such time as drawings amended to reflect ARB actions are received by the administrator. Applicants may be required to submit additional copies of approved drawings or other application documents. Applicants may request copies of meeting minutes within 2 weeks of the meeting at which the ARB approved the minutes. Stamped drawings, letters from administrator documenting ARB action or copies of relevant minutes are required prior to projects being approved by county review and permitting agencies.*

*For further information contact, Daniel White, ARB Administrator, Fairfax County Department of Planning and Development (DPD), at (703) 324-1380*

## **ATTACHMENT 1: Mr. Burns' Disclosure Statement**

I, John Burns, under Virginia Code Sec. 2.2-3112(B)(1) and 2.2-3115(H), declare my personal interest in transactions brought before the Architectural Review Board involving the Hollin Hills HOD and specifically state the following for the September 14, 2023, ARB meeting:

- (i) Action items ARB 23-HOL-31 – 7527 Elba Road addition, ARB 23-HOL-32 – 1600 Paul Springs Rd HHPTC Court Lights, ARB-23-HOL-33 1931 Marthas Rd Addition, and ARB-23-HOL-35 7318 Rippon Rd Addition, involve the Hollin Hills Historic Overlay District;
- (ii) The nature of my personal interest is that I own and reside in a home that is valued at over \$5,000\* and is located in the Hollin Hills HOD;
- (iii) I am a member of a group of three or more persons who are members of which are affected by the transaction; and
- (iv) I am able to participate in the transactions fairly, objectively, and in the public interest.

