
THE FAIRFAX COUNTY ARCHITECTURAL REVIEW BOARD

Fairfax County Government Center
12000 Government Center Pkwy., Fairfax
Conference Rooms 4/5
6:30 PM
6:30 p.m. meeting start

Members Present:

Christopher Daniel, Chairman
Jason Zellman, Vice Chairman
John A. Burns, FAIA
Gabriela Hammack
Samantha Huang, AIA, LEED AP
Stephen Kulinski, AIA
Rachael Mangum
Elise Murray
Kaye Orr, AIA

Members Absent:

Joseph Plumpe, PLA
Ali Akbar Sohanguwala

Staff Present:

Daniel White,
ARB Administrator
Jonathan Kaplan,
Heritage Resources Planner
Ryan Johnson,
Recording Secretary

**Arrived after the commencement of meeting.*

Mr. Daniel opened the December 14, 2023, meeting of the Architectural Review Board (ARB) at 6:31 p.m. Mr. Daniel started the meeting with motions related to remote participation by an ARB member and public comment time limitations.

Remote Participation:

Mr. Daniel proceeded to verify that for each member participating remotely, the remote participant's voice is clear, audible and at an appropriate volume for the meeting room, confirmation of their location, and that their remote participation comports with the policy:

- Mr. Daniel asked Board member Elise Murray if she could state for the record, her location and why she is participating remotely.
 - Ms. Murray responded by stating that she was calling in from her personal residence, that she could hear everyone clearly, and that she was participating remotely due to health reasons.

Mr. Zellman moved, and was seconded by Mr. Kulinski, that the Member's (Ms. Murray's) voice may be adequately heard and that their remote participation comports with the Remote Participation Policy. The motion passed unanimously.

Public comment time limitations:

Mr. Daniel moved, and was seconded by Ms. Orr, 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. Zellman read the opening Statement of Purpose.

APPROVAL OF THE AGENDA- Chair

Ms. Orr moved, and was seconded by Mr. Burns, to approve agenda as submitted by staff. 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.

INTRODUCTION/RECOGNITION OF GUESTS: Staff

Introduction of new ARB Member: Ms. Rachael Mangum.

CONSENT CALENDAR ACTION ITEMS: None.

ITEMS FOR ACTION:

- 1. ARB-23-LOR-10 – 8886 Calla Lily Ct. Solar** located at 8886 Calla Lily Ct.,t Lorton, tax map 1071 07 0002, in the Lorton/Laurel Hill MOA Eligible Area. The applicant is proposing to install fourteen (14) roof-mounted solar panels. John Mein represents the application. **PLUS # ARB-2023-MV-00061. Mount Vernon District.**

Presentation/Discussion

- Mr. Mein presented. Solar project- 14 panels, 1 combiner box, disconnect switch and conduit- metal piping wiring from solar panel to meter. Slightly southwest portion of the roof on the property. Showed view from rooftop and perspective to historic area. Showed an example of a project completed in November. Wiring goes through attic and comes out of attic under roof eave to go down to electric meter. The conduit is kept close to existing features to make it blend in as much as possible. Black solar panel.

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

Member Comments:

- Mr. Burns asked if the proposed panels would blend in with the holes in the plane of the roof. The applicant responded not for this proposal, because it is extremely cost prohibitive. Mr. Burns mentioned that the Board should consider better designs for historic districts that better fill in the existing gaps in roof plane.
- Mr. Daniel mentioned that it is located on a structure that is already surrounded by other structures.
- Mr. Daniel mentioned that standards for solar panels could be a potential future design guideline.

- Ms. Huang- question about sheet number # E-003 “Roof Plan”. The panel is on one side, and disconnect is on other side of roof. Proposed conduit question- through roof or over roof. Applicant responded that wiring goes through attic and comes out on other side right near the soffit.
- Ms. Mangum noted that the extreme NE corner of the HOD perspective photo was helpful.
- Mr. Kulinski mentioned that (to staff), in the future, applications should show building elevations with electrical connections and conduit drawings.

Mr. Zellman moved, and was seconded by Ms. Orr, that the ARB approve action item ARB-23-LOR-10, located at 8886 Calla Lily Ct., Lorton, tax map 1071 07 0002, in the Lorton/Laurel Hill MOA Eligible Area, for the proposed installation of fourteen roof-mounted solar panels, as submitted and presented at the December 14, 2023, ARB meeting. Upon review of the materials, the proposal is found to meet the requirements of the Memorandum of Agreement for the Lorton/Laurel Hill Eligible District and Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously.

2. ARB-23-LOR-09 – 8449 Reformatory Way Deck located at 8449 Reformatory Way Lorton, tax map 1071 09D 0007, in the Lorton/Laurel Hill MOA Eligible Area. The applicant is proposing the construction of a free-standing deck, consisting of an uncovered portion and a screened-in porch. A proposed patio will be constructed under the deck and a staircase will be constructed in the side yard to connect the driveway to the backyard. Paul Kim represents the application. **PLUS # ARB-2023-MV-00060. Mount Vernon District**

Presentation/Discussion

- Mr. Kim presented. Seeking permission to add 31’ x 16’ deck, patio underneath deck, 16’ x 16’ screen porch on east side of deck. In side yard, staircase that leads from stairway to backyard. Displayed photo and property’s location in reference to the historic Laurel Hill House. There is a line of trees (which obscures view) between the Laurel Hill House sight lines between the subject house and the Laurel Hill House historic property. Showed plat with proposed structures marked in red. Laurel Hill House is approx. 700’ from this property, and is also surrounded by trees. Mr. Kim displayed multiple photos of existing home and the view is mostly obscured from the historic Laurel Hill House. Flagstone patio (light blue). Deck is 10’ height off ground, A-gable roof. There will be one skylight on each side of gabled roof. Showed similar ARB approvals at nearby homes. Similar porch structure, deck- the only difference is that the other ARB approvals were for a structure on the garage side of the home, whereas this application is for improvements on the living side of the home.
 - Deck surface: composite deck boards, silver in color. Columns in white PVC trim.
 - Black aluminum screen porch screens. Pella French doors. Deck trim white PVC. Black railing will match existing railing used elsewhere in community.
 - Stairs will have lights. 11’ drop. 17’ x 4’. 4’ x 4’ landing at top and at bottom.

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

Member Comments:

- Ms. Hammack mentioned that it was a thorough presentation, and thinks the proposed improvements will better complete the unfinished look of the rear elevation.
- Mr. Burns mentioned within the viewshed of this property, one of the original guard towers is possibly visible. Mr. Burns also mentioned a desire to emulate the previously approved ARB applications for similar improvements in the community. The proposed screened porch has a much higher pitch on the screen porch than what was approved on those properties. Mr. Burns mentioned it may compete with the main roof pitch of the home. Mr. Burns asked if it could be revised to match the pitch of the main gable.
- Ms. Huang commented that there is no existing building elevation on the overlay. Mentioned the proposed roof line will compete with an existing window on rear elevation. Secondly, the proposal will be eliminating most of the windows for viewing, which is not as compatible as the other neighboring properties which were approved on the portion of the rear elevation where there weren't as many windows.
- Ms. Orr mentioned to check on the setbacks- it is seen as an addition.
- Mr. Daniel wants the pitch of the roof to match between the proposal and the existing house.
- Mr. Kulinski mentioned the 2D elevation drawings are missing context to the existing house.

Mr. Burns moved, and was seconded by Mr. Zellman, that the ARB approve action item ARB-23- LOR-09, located at 8449 Reformatory Way Lorton, tax map 1071 09D 0007, in the Lorton/Laurel Hill MOA Eligible Area, for the proposed construction of a deck, patio, and exterior staircase, as submitted and presented at the December 14, 2023, ARB meeting, subject to modification:

- **That the roof pitch on the enclosed screened porch roof be no steeper than the pitch on the existing house gable.**

Upon review of the materials, the proposal is found to meet the requirements of the Memorandum of Agreement for the Lorton/Laurel Hill Eligible District and Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously.

3. ARB-23-HOL-45 – 7204 Beechwood Dr. Addition located at 7204 Beechwood Rd., Alexandria, tax map 0933 04 0217, in the Hollin Hills HOD. The applicant is proposing the construction of a one-story rear side living space addition. Jeremiah Huth represents the application. **PLUS # ARB-2023-MV-00063. Mount Vernon District**

Presentation/Discussion

- Mr. Burns read his disclosure statement. See Attachment 1.
- Mr. Huth presented- Was at November ARB for workshop. The application has been revised based on workshop feedback: the slant of the roof, clerestory. There are now 5 stairs instead of 8 stairs to transition from lower level to higher level. Transition space has been elevated from garde. Roof is 2:12 instead of 3:12 slope.
- **Mr. Daniel asked members of the public for comment. No comment.**

- Mr. Kulinski mentioned that the workshop comments, particularly those regarding the lowering of the structure, solved a lot of issues. Mr. Kulinski asked about the type of siding. The response from the applicant was 1” x 6” tongue-in-groove cedar siding.
- Ms. Hammack asked about the procedure for ARB and DRC. Mr. Daniel provided some clarity about the 2 bodies and their respective roles/functions. Ms. Hammack asked about having previous iterations and current design all submitted together in one package, and could staff provide that for future applications.
- Mr. Burns mentioned that the new work has a different siding pattern than the historic portion.
- Ms. Orr asked about what is being approved tonight, since there are differences– what was submitted or what has been presented.
- Mr. Kulinski mentioned that the drawings the applicant submitted were dated October 27, 2023.
- Mr. Burns asked how can the ARB ensure that what has been presented tonight is the actual approval. Mr. Daniel mentioned to specify in the approval.
- Mr. Zellman mentioned that general language for approval implies design sets are the same.

Mr. Burns moved, and was seconded by Ms. Burns, that the ARB approve action item ARB-23-HOL-45, located at 7204 Beechwood Rd., Alexandria, tax map 0933 04 0217, in the Hollin Hills HOD, for the proposed construction of a one-story rear side living space addition, as submitted and presented at the December 14, 2023, ARB meeting, subject to the following modification:

- **Drawings that are approved were the drawings actually presented at the meeting, not the ones submitted for review.**

Upon review of the materials, the proposal is found to meet the requirements of Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously.

- 4. ARB-23-HOL-41 – 2106 Marthas Rd. Screened Porch and Pergola** located at 2106 Marthas Rd. Alexandria, tax map 0933 04 0063, in the Hollin Hills HOD. The applicant is proposing the construction of a new screened porch and steel pergola. Christine Kelly represents the application. **PLUS # ARB-2023-MV-00053. Mount Vernon District.**

Presentation/Discussion

- Ms. Kelly presented. Responded to comments from previous ARB item. Screen porch and pergola proposed on the rear of the house. Freestanding pergola with black steel frame on existing rear brick patio. Screen porch has butterfly roof design. Installation on rear right of property. Screened porch extends past side of the house. Screened porch will mimic the module of Hollin Hills windows. Brick wall of house will be exposed. Shed style roof.
- Changes since workshop: Roof slope has been made to match existing hose, made roof edge thinner. And lined up window header to match existing header.

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

Member Comments

- Mr. Kulinski stated that he likes how the design has improved since workshop- the porch design is not covering up the windows, and is part of the vocabulary that Goodman used to design.
- Mr. Burns stated that the changes are subtle and does not substantially alter the original design of the home. Mr. Burns asked whether the clients wanted direct connection to the outside. Response from applicant was no.

Mr. Kulinski moved, and was seconded by Ms. Hammack, that the ARB approve action item ARB-23-HOL-41, located at 2106 Marthas Rd. Alexandria, tax map 0933 04 0063, in the Hollin Hills HOD, for the proposed construction of a screened porch and steel pergola, as submitted and presented at the December 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:

1. **ARB-23-HOL-46WS – 7302 Rippon Rd. Addition** located at 7302 Rippon Rd., Alexandria, tax map 0934 05 0016, in the Hollin Hills HOD. The applicant is proposing the construction of an addition. Christine Kelly represents the application. **PLUS # ARB- 2023-MV-00060. Mount Vernon District.**

Presentation/Discussion

- Ms. Kelly presented- this property was before the ARB before, but the previous owners moved. The new owners are minimizing the design.
- Infilling courtyard space with new kitchen addition. Showed existing front elevation. Showed the existing brick courtyard. Showed floorplan of existing house.
- New design is bumping out 6 feet from existing home. Rebuilding retaining wall near addition to support new revised patio. Will be matching window pattern on front of house. There will be a new door on the addition out to the patio.

Member Comments

- Ms. Hammack asked for photograph of retaining wall and proposed railing. Ms. Kelly responded that the new retaining wall will be 2 feet over from the existing. There will be a wood picket railing.
- Mr. Burns explained that in Hollin Hills there are often retaining walls, given the topography of the hilly lots. The walls are generally brick. For safety reasons, there needs to be railing.
- Mr. Kulinski mentioned to the applicant to find some other examples of wooden rails that would be appropriate- back it up with some information and bring that forward for action item.

- Mr. Zellman mentioned that the railing material should be consistent.
- Mr. Kulinski asked how common the split levels are along the street. Applicant responded very common.
- Mr. Burns had a concern about the slope of the roof going above the main house. The applicant stated that they would revise.
- Ms. Mangum stated the west and east elevations are reversed. The applicant will revise.
- Ms. Huang had a concern about the west elevation- the west elevation shows kitchen window- one triangle window, another triangle window, but the triangle window does not feel like part of the house language. Maybe have one triangle window and have the column incorporated as one large mullion.
- Mr. Burns mentioned that there is a Chicago window- would be more balanced with 4 slat windows. There is usually a crossbar in the door that matches the window. Applicant will make that revision.
- Ms. Orr mentioned that the kitchen window should follow the same rhythm.
- Mr. Kulinski mentioned there are 4 windows in the courtyard elevation that could serve as inspiration for kitchen window.

2. **ARB-23-HOL-47WS – 2208 Glasgow Rd. Additions** located at 2208 Glasgow Rd Alexandria, tax map 0933 04 0501, in the Hollin Hills HOD. The applicant is proposing the construction of front and rear additions and a new deck. Christine Kelly represents the application. **PLUS # ARBWK-2023-MV-00036. Mount Vernon District**

Presentation/Discussion

- Ms. Kelly presented- front yard addition meets setbacks, studio behind carport meets setbacks, and special permits (to reduce setbacks) are for addition in the rear and deck in side yard. New front addition will be where existing deck is on front elevation. Rear addition elevated near where rear stairs are currently. Studio addition off rear of carport. Generator near carport will be relocated.
- Proposed front addition will have a butterfly roof.
- Rear addition will also have a butterfly roof.

Member comments

- Ms. Hammack asked about the addition – 1971 addition on the northwest. Carport was a 1990 addition. No new addition should extend past the original front face. Ms. Kelly responded that given the current orientation of the home- the existing 1971 addition is actually closer given the tilt to the street so the proposed addition would be further back.
- Mr. Daniel asked about current s.f. of the home and what would the proposed s.f. be. What can be done to call to the original Hollin Hills home.
- Mr. Burns mentioned that when the houses were built, they were modest.
- Mr. Burns mentioned that it would overwhelm the scale so much that the original structure is unrecognizable. There will also be a dramatically different roof form.
- Ms. Orr is concerned about continuing the 1970’s look completely.

- Ms. Hammack mentioned this is an issue that the ARB will continue to grapple with-- the fact that the original design is being impacted by the evolving trends and needs of those in the community.
- Mr. Daniel reminded members that there will also be 2 special permit requests with this property. There could be an opportunity to finesse design further by requesting the applicant work within the existing setbacks.
- Mr. Burns stated that there is a balance between compatible and distinguishable. A brief discussion ensued.
- Mr. Burns brought up the larger question of what is actually being preserved- Goodman design or more generalist, modern design. What is trying to be preserved. This is a design that has both.
- All members agreed this application needs a lot of work. There should be more work on the final design.

3. ARB-23-LOR-11WS – 9514 Workhouse Way Building W-13 Alterations located at 9514 Workhouse Way Lorton, tax map 1064 01 0058, in the Lorton/Laurel Hill MOA Eligible Area. The applicant is proposing improvements associated with the interior fit-out of building W-13 to allow for the provision of food services by the tenant. Proposed alterations are on the west façade and include mechanical ventilation and the relocation of the natural gas meter to meet utility provider requirements. Jarrett Haring represents the application. **PLUS # ARBWK-2023-MV-00035. Mount Vernon District.**

Presentation/Discussion

- Mr. Scott Sizer, Fairfax County Economic Development, presented. Sam Gray and co-owner of Bunnyman Brewery, was also present. This is one of many projects coming to the campus. West-facing façade and south-facing façade alterations. 2 new exterior installations: First is exterior exhaust fan on the rear of the building- circular vent in shape. Silver metallic in color. 30 inch extension from side of building. Side view on South facade- vent extends from the building. Given the pitch, exterior fans on the roof present safety concerns as there would have to be a ladder and walking platform. Will be similar to existing gas meter on W-15.
- Ms. Murray asked- the fan will be facing toward the landscaping and sitting area. Will there be an odor issue. Mr. Sam Gray (applicant) responded that the function of the fan will not cause odor. He also stated that the fan will be 10 feet up high. The noise from the fan is insignificant. The seating area is around the corner and away almost 18 feet from where the vent fan is.
- Mr. Burns mentioned that this is directly above the pedestrian sidewalk.
- Mr. Burns asked why the vent had moved from the original drawings. The response from applicant was due to internal work in the building.
- Mr. Daniel mentioned from Ox Rd, there may be limited visibility given the average speed of cars passing by.
- Mr. Kulinski asked would it be possible to place the vent facing the parking lot, since the building turns its back to the parking lot- its more utilitarian on that side.

- Mr. Daniel clarified that, the sidewalk that the vent is shown as facing, is a secondary sidewalk.
- Mr. Zellman mentioned that because of the large vents on the W-12 building roof, it may not be such a stretch to also approve larger vents on the roof of this building.
- Ms. Murray mentioned that these buildings have been referred to by the ARB as industrial. That sentiment should help inform the decision making.
- Original fan was interior. There was a Code issue. Permit was issued by LDS for majority of work that was on the inside- not an external modification.
- The County has not yet approved a permit for all of the interior work. Mr. Burns stated that the interior and exterior are tied together. There needs to be better work together amongst code administration and heritage resources.
- No historic tax credit being used for the project.

4. **ARB-23-LFK-14WS – 1102 Chain Bridge Rd. Pool Gazebo** located at 1102 Chain Bridge Rd. McLean, tax map 0223 01 0057, in the Langley Fork HOD. The applicant is proposing the construction of a pool gazebo. Kayvan Jaboori represents the application. **PLUS # ARBWK-2023-DR-00037. Dranesville District.**

Presentation/Discussion

- Mr. Jaboori presented. Follow up to last month’s meeting. The ARB had concerns- current pictures of site progress, how this site and the pool is viewed from Chain Bridge Road and Georgetown Pike. The architect was present. Displayed views from Georgetown Pike and Chain Bridge Road, showed photos from neighboring properties. Given existing vegetation and adjacent structures, the project will not be visible.
- Changes since last item: pulled the grade level down on corner that Mr. Burns had concern about regarding height of the retaining wall near pool and gazebo.
- Mr. Daniel asked about the lack of design details on the left side elevation.
- Ms. Hammack mentioned that the house is already built. Asked if the proposal can be shown in front of the existing building (for future application materials).
- Mr. Daniel also echoed about layering a photo of the existing building and layering with the proposed structure.
- Ms. Orr asked for clarification about the height of the retaining wall. Mr. Jaboori responded 4.7 feet height.
- Mr. Burns stated that what was built was not approved. What was built on the front was not approved. There may be an issue with the Certificate of Occupancy.
- Mr. Daniel mentioned that we cannot rely on the existing screening (trees) because 1100 Chain Bridge will be developed and there could be tree loss.
- Mr. Daniel directed staff to see if the approval for 1102 matches the ARB approval.
- Ms. Murray stated that the application is going in a better direction, by changing the height of the wall, and the simplicity of the wall.
- Ms. Jaboori asked about coming back for another workshop and providing more design details. The consensus among the ARB Members was affirmative.

PRESENTATION: None.

BOARD AND STAFF ITEMS:

- **Review and action on approval of previous month's minutes:** Mr. Zellman moved, and was seconded by Mr. Kulinski, to approve the meeting minutes for November 9, 2023, and pay the recording secretary. The motion passed 8-0-1, with Mr. Daniel abstaining.
- **Treasurer's Report:** Ending Balance as of November 30, 2023 - \$18,913.35

Administrative:

- **Nominating Committee/2024 Slate of Officers:** Mr. Daniel announced 2024 Committee: Mr. Kulinski and Mr. Plumpe. Mr. Kulinski reported out, that the committee has nominated Mr. Daniel as President, Mr. Zellman as Vice President, and Mr. Burns as Treasurer.
 - **Mr. Daniel asked Members if there were any other nominations on the floor. No response.**
 - **Ms. Mangum moved that the ARB approve the slate officers for 2024, as above. The motion was seconded by Ms. Orr, and passed 8-0-1, with Mr. Burns abstaining.**
- **Mr. Daniel mentioned that it is his 4th term as President, and he cannot serve again. (unless bylaws are changed).**
- **Mr. Daniel thanked the nominating committee.**
- **Business Cards/ ARB Correspondence:** There was a handout passed out by staff to Members. Describes the business cards with name, County mailing address for ARB.
 - FOIA officer recommended that Members have an official email for conducting County business. Email can be FOIA'd.
 - Mr. Burns asked why there are not County email addresses for ARB members already. Mr. White mentioned that there is a standing request for standing committee room, email addresses, and FY2025 County devices.
 - Email Mr. White about business cards. Also, if creating new email, let Mr. White know. Follow template nameARB@domain.com.

Discussion/Update Reports: None.

Correspondence/Announcements: None.

Old Business:

- Update - Colvin Run Mill Store ADA Water Fountain: Mr. White stated he was contacted by the designer, who ran into a code issue- standalone fixture next to ADA ramp. Code will require a waiver to go into a well, or an unslightly vent type. Considering changing water fountain location to wall-mounted near restrooms.
- Standardized maps with applications: Mr. White and Mr. Kaplan displayed maps that will eventually accompany ARB items and show full extent of HOD with the subject property highlighted, and second map page will be zoomed in, and will also show the contributing structures and major throughfares. First step to staff reports.

- Update on Trades permits: Mr. White- stated that plumbing, electrical, and mechanical permits are being monitored by ARB staff and, when appropriate, ARB board review. A Lake Anne HVAC permit that had almost got through the system is what prompted this new monitoring process. There is a new report in PLUS, and staff will be regularly checking the report.
 - Project near Brynmor School in Liberty- changes to louvres in windows, etc.
 - Signs in Liberty- staff review.
- A general discussion ensued about zoning enforcement.
 - Mr. Burns mentioned in Arlington County that they have one inspector who focuses on historic resources.
 - Mr. Burns mentioned that the Statewide Building Code was adopted 2021. Mr. Kulinski confirmed that the County is operating under 2021 Code.

New/other business:

- **Wellington at River Farm** – request for workshop: feedback for proposed ideas. There are a lot of different concepts that may be coming before the ARB, more so as informational, and could evolve into workshops.
- **January 2024 ARB application packets-** staff. Mr. White stated packets will be sent out Tue., January 2, instead of Fri., December 28th, due to holiday.
- **Hollin Hills Pickleball issue:** Over 7 feet tall lights- variance for lights. They have to get recommendation for approval from ARB. Zoning Ordinance limits how tall lights can be based on location.
- **2nd Standing Meetings: 2024.** There will be a potential second meeting on the schedule in 2024. There needs to be at least 6 people for quorum.
- Hollin Hills- May 4, 2024- House and Garden Tour.

Mr. Daniel thanked Mr. White for arranging the Drover’s Rest site visit.

Mr. Burns made motion to adjourn at 9:56 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. JOHN 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 December 14, 2023, ARB meeting:

- (i) Action items ARB-23-HOL-45 – 7204 Beechwood Drive Addition and ARB-23-HOL-41 – 2106 Marthas Road Screened Porch and Pergola, and Workshop Items ARB-23-HOL-46WS – 7302 Rippon Road Addition and ARB-23-HOL-47WS – 2208 Glasgow Road Additions, 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.