



# TALENT BANK APPLICATION

The Town of Herndon continually seeks individuals interested in serving on the town's boards, commissions, and advisory and ad hoc committees. To make your interests and talents known, each applicant should complete the application below (use additional pages as necessary) and **ATTACH A RESUME** outlining interests, community activities, and education and/or expertise. Applications submitted will remain on file for one year. It is the spirit of volunteerism that makes Herndon such a special community and your interest is genuinely appreciated. For additional information you may contact the Town Clerk or visit our website at [www.herndon-va.gov](http://www.herndon-va.gov) under Government/Town Council/Talent Bank. Please return your application via email, fax or mail to:

Office of the Town Clerk  
 Post Office Box 427  
 Herndon, Virginia 20172-0427  
 Phone: 703-435-6804 Fax: 703-787-7325 Email: [Town.clerk@herndon-va.gov](mailto:Town.clerk@herndon-va.gov)

Please select the board, commission, and/or committee that you wish to be considered for appointment to:

<input type="checkbox"/>	Architectural Review Board	<input type="checkbox"/>	Building Board of Appeals
<input type="checkbox"/>	Board of Zoning Appeals	<input type="checkbox"/>	Pedestrian and Bicycle Advisory Committee
<input type="checkbox"/>	Heritage Preservation Review Board	<input type="checkbox"/>	Cemetery Advisory Committee
<input type="checkbox"/>	Planning Commission	<input type="checkbox"/>	Herndon Foundation for the Cultural Arts Board of Directors
<input type="checkbox"/>	Town of Herndon School Board	<input type="checkbox"/>	Ad Hoc Committees
<input type="checkbox"/>	Economic Development Advisory Committee	<input type="checkbox"/>	

<b>NAME</b>	
<b>ADDRESS</b>	
<b>EMAIL (case sensitive)</b>	
<b>HOME PHONE</b>	<b>DAYTIME/CELL PHONE</b>

IS YOUR RESIDENCE LOCATED WITHIN THE TOWN'S CORPORATE LIMITS? **YES** **NO**

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**\*\*Please note that unless otherwise noted, members must be town residents and qualified voters.**

<b>PROFESSIONAL BACKGROUND</b>	
<b>COMMUNITY ACTIVITIES</b>	
<b>SPECIFIC INTERESTS</b>	
<b>SIGNATURE</b> _____	<b>DATE</b> _____

**Architectural Review Board:** ARB members receive \$100 per month and have jurisdiction over all structures except detached single-family homes and buildings in the Heritage Districts. At least one member of the Board shall be an architect registered in Virginia and at least one shall be a member of the Virginia State Bar. All members shall be town residents and qualified voters, except the architect member (Architectural Review Board), who may or may not be a resident of the Town. In the event that the architect member is not a resident of the town, that appointment shall be for a term of one year. There is one meeting per month plus work sessions as called. A full term is three years.

**Heritage Preservation Review Board:** HPRB members who do not serve on the Architectural Review Board receive \$100 per month and have jurisdiction over all structures in the Heritage Districts. At least one member, the historian member, shall have a demonstrated interest, competence or knowledge in historic preservation; and at least one member shall be an architect or an architectural historian, meeting appropriate qualifications that qualify the member as an expert in the area of historic preservation. These members may or may not be a resident of the town. There is one meeting per month plus work sessions as called. A full term is three years.

**Board of Zoning Appeals:** BZA members receive \$50 per month and hear and decide variances. Members must be town residents and qualified voters. There is one meeting per month. A full term is five years.

**Planning Commission:** Planning Commission members receive \$175 per month and make recommendations to the town council on issues affecting the Comprehensive Plan, rezoning of property, use permits for special uses in specific zoning areas, variances from the zoning ordinances, site plans for new or revised construction, and architectural appearance. Newly-appointed members are offered training and certification by the Citizens Planning Education Association of Virginia or similar certification, which is to be completed within two years of appointment. Members must be town residents and qualified voters. There is a minimum of one regular meeting and one work session each month. A full term is four years.

**Town of Herndon School Board:** School board members do not receive compensation. The board is a three-member board which invests funds (by gift, bequest or otherwise), and uses the funds to assist persons in obtaining education or for the educational purposes for which said donation, gift or bequest has been made. Members must be town residents and qualified voters. Meetings are held as needed.

**Building Board of Appeals:** Building Board of Appeals members do not receive compensation. The board is established under the Virginia Uniformed Statewide Building Code (USBC) and consists of five members appointed by the locality. At least one member should be an experienced builder, one member a licensed architect or professional engineer and one member an experienced property manager. The board meets on an appeal of a decision by the building inspector. A term is five years.

**Pedestrian and Bicycle Advisory Committee:** PBAC members do not receive compensation and provide advice on matters relating to pedestrian and bicycle matters through the promotion of safe walking and bicycling as a viable means of transportation and physical activity. One member of the Herndon Town Council serves as chair; one Planning Commission member; one ARB/HPRB member; seven citizens; and staff from the departments of Community Development, Parks and Recreation, Public Works, and the Herndon Police.

**Economic Development Advisory Committee:** EDAC members do not receive compensation and work to provide an ideal business-friendly environment within the town. The committee advises the town council on matters related to economic development, which include the business climate, business retention and expansion, new development and marketing opportunities. The members will be appointed by the town council, who must own or manage a business in the town or live in the town and have expertise in their business sector. Each member should represent a different business sector: arts community; downtown/small business owner; financial sector; hotel/hospitality sector; large employer; real estate sector; restaurant sector; technology sector; and two general members. The committee will meet as needed with no more than eight meetings a year.

**Herndon Foundation for the Cultural Arts Board of Directors:** HFCA members do not receive compensation and work on fundraising efforts and provide overall guidance to the town on a community cultural arts center. The town holds six positions on the Herndon Foundation for the Cultural Arts.

**Cemetery Advisory Committee:** Committee members do not receive compensation and provide guidance on the operations of the cemetery. Members are appointed by the town manager.

**Ad Hoc Committees:** Ad hoc committees are formed as occasions arise. Members do not receive compensation.