



HISTORIC DISTRICT REVIEW BOARD REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Wednesday, October 16, 2024 | 7:00 PM

- 1. Call to Order**
- 2. Approval of Minutes**
 - a. July 10, 2024, Historic District Review Board Work Session Minutes
 - b. July 17, 2024, Historic District Review Board Regular Meeting Minutes
- 3. Comments**
- 4. New Business**
 - a. Resolution to establish the Historic District Review Board meeting schedule for January 1, 2025, to December 31, 2025
- 5. Adjournment**



Historic District Review Board Regular Meeting **Agenda Item 2.a.**

Agenda Item: July 10, 2024, Historic District Review Board Work Session Minutes

Meeting Date: October 16, 2024

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the July 10, 2024, Historic District Review Board work session minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval, as presented.

Attachments:

1. 07.10.2024 Historic District Review Board Work Session Minutes



**HERNDON HISTORIC DISTRICT REVIEW BOARD
Work Session Minutes
Wednesday, July 10, 2024**

1. Call to Order

The Historic District Review Board met in work session on Wednesday, July 10, 2024, at 7:01 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Board Members Lauren Edmondson, Melody Fetske, Paul LeReche, Amy Oleinick, and Chair Leslie Blaker-Glass. Vice Chair Eric Boll was absent.

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

Chair Blaker-Glass determined there was a quorum of six members present.

2. Public Hearings

a. APPLICATION FOR AN APPEAL OF AN ADMINISTRATIVE DECISION, HDRB #24-004, pursuant to Sec. 78-60.3(g)9(7) of the Town of Herndon Zoning Ordinance that denied an application for window replacement at 814 Locust Street, Herndon, Virginia.

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

Ms. Himes delivered the staff report and staff presentation dated July 10, 2024, which are on file with the Department of Community Development. Ms. Himes stated that staff is recommending denial of this application as proposed.

There was discussion among the Historic District Review Board and staff on this item, including: (1) clarification regarding the applicant's reasoning for their proposal; (2) staff's understanding about alternative proposals the applicant may be amenable to; (3) clarification about the number of windows and whether the windows have screens; (4) clarification on whether windows with exterior muntins always have the interior muntins; (5) clarification on what is allowed and what can be considered under the guidelines; (6) clarification regarding ability to

communicate with the applicant prior to the regular meeting; (7) clarification regarding the board's options if they cannot come to an agreement; and (8) whether integrated muntins are an option.

The applicant, Stephen Mundt, was not present.

3. Comments

a. Comments from the Staff Members

No comments were offered.

b. Comments from the Board Members

Chair Blaker-Glass thanked Board Member Oleinick for the presentation at the June ARB meeting.

4. Adjournment

There being no further business, and without objection, the July 10, 2024, Historic District Review Board work session adjourned at 7:37 p.m.



Historic District Review Board Regular Meeting **Agenda Item 2.b.**

Agenda Item: July 17, 2024, Historic District Review Board Regular Meeting Minutes

Meeting Date: October 16, 2024

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the July 17, 2024, Historic District Review Board regular meeting minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval, as presented.

Attachments:

1. 07.17.2024 Historic District Review Board Regular Meeting Minutes



**HERNDON HISTORIC DISTRICT REVIEW BOARD
Regular Meeting Minutes
Wednesday, July 17, 2024**

1. Call to Order

The Historic District Review Board met in a regular meeting on Wednesday, July 17, 2024, at 7:01 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Board Members Lauren Edmondson, Melody Fetske, Paul LeReche, 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 determined there was a quorum of six members present.

2. Approval of Minutes

a. June 12, 2024, Historic District Review Board Work Session

b. June 26, 2024, Historic District Review Board Regular Meeting

Board Member Fetske motioned to approve the June 12, 2024, Historic District Review Board work session minutes, and the June 26, 2024, Historic District Review Board regular meeting minutes.

Motion seconded by Board Member Oleinick.

The question was called on the motion, which was carried by a 6-0 roll call vote. Board Members Edmondson, Fetske, LeReche, Oleinick, Vice Chair Boll, and Chair Blaker-Glass voted "Aye."

3. Comments

a. Comments from Staff Members

No comments were provided.

b. Comments from Board Members

No comments were provided.

c. Comments from Citizens

No comments were provided.

4. Public Hearings

Certificates of Publication from the Editor of the Fairfax County Times Newspapers were filed, showing that notices of the following public hearing items were duly advertised in the June 28 and July 5, 2024, issues.

a. APPLICATION FOR AN APPEAL OF AN ADMINISTRATIVE DECISION, HDRB #24-004, pursuant to Sec. 78-60.3(g)9(7) of the Town of Herndon Zoning Ordinance that denied an application for window replacement at 814 Locust Street, Herndon, Virginia.

Chair Blaker-Glass opened the public hearing and called on Ms. Himes for the staff report.

Ms. Himes delivered the staff memo and staff presentation dated July 17, 2024, which are on file with the Department of Community Development. Staff is withholding a recommendation pending board discussion with the applicant.

Chair Blaker-Glass recognized the applicant for comment.

The applicant, Stephen Mundt, was present and provided brief comments.

There was discussion among the Historic District Review Board, staff, and the applicant on this item, including: (1) the reason the applicant did not want two-over-two windows with exterior muntins; (2) the option for one-over-one windows; the applicant's previous experience with the Historic District and the Historic District guidelines; (3) the Historic District Review Board's mandate to follow the guidelines; (4) staff's recommendation for the one rounded window; (5) whether the applicant would accept the option for one-over-one windows and that the one rounded window have no muntins; (6) updating the guidelines to allow more modern materials; (7) clarification regarding whether the applicant has to make a decision on the options for the windows at tonight's meeting and the option for a continuance; (8) the applicant's options if they choose an option that the board approves, but the applicant later changes their mind

Ms. Himes stated that one of the considerations when the guidelines were updated was that they fell in line with what the state required to recognize a historic district.

Ms. Sigler stated that the applicant could choose an option but would be able to file an appeal in accordance with the Town Code.

Chair Blaker-Glass recognized members of the public for comment.

No comments were provided.

Chair Blaker-Glass asked if staff had any additional comments.

Ms. Himes stated Ms. Sigler looked at the Town Code and confirmed that an appeal could be filed if the application is approved.

Chair Blaker-Glass closed the public hearing and moved to the board level for discussion.

Board Member Edmondson motioned to approve HDRB #24-004 to permit window replacement at 814 Locust Street with the condition that replacement windows shall be 1-over-1 sash windows and feature no muntins / grill pattern and meet all other specifications required for administrative approval by staff.

Motion seconded by Board Member LeReche.

The question was called on the motion, which was carried by a 6-0 roll call vote. Board Members Edmondson, Fetske, LeReche, Oleinick, Vice Chair Boll, and Chair Blaker-Glass voted "Aye."

5. Adjournment

There being no further business, and without objection, the July 17, 2024, Historic District Review Board regular meeting adjourned at 7:51 pm.

Agenda Item: Resolution to establish the Historic District Review Board meeting schedule for January 1, 2025, to December 31, 2025

Meeting Date: October 16, 2024

Category: New Business

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

The meeting schedule for the Historic District Review Board is prescribed by the HDRB bylaws.

The Department of Community Development, in coordination with the Town Clerk's office, would like to propose a resolution to set the meeting schedule for calendar year 2025. The meeting schedule is generally modified to accommodate holidays and occasions of conflicts with other Town meetings and events. The adopted meeting schedule is included in the printed annual town calendar, which is currently under development.

Background:

Staff has prepared the proposed resolution for calendar year 2025 based on the following guidelines:

- HDRB regular meetings are scheduled for the third Wednesday of the month. In the event that a regular meeting falls on a holiday, the bylaws allow for the meeting to be shifted to the fourth Wednesday of the month;
- HDRB work sessions are scheduled on the first Wednesday of the month. In the event such date falls on a holiday, the meeting shall be held on the second Wednesday of the month;
- Meeting dates may be changed by resolution of the board.

Budget Impact:

N/A

Recommendation:

Recommend approval of the 2025 Historic District Review Board Meeting Schedule in accordance with the proposed resolution.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
HISTORIC DISTRICT REVIEW BOARD**

RESOLUTION

OCTOBER 16, 2024

Resolution- **to establish the Historic District Review Board meeting schedule for January 1, 2025, to December 31, 2025.**

BE IT RESOLVED by the Historic District Review Board of the Town of Herndon, Virginia, that:

1. In accordance with the meeting schedule set out in the Historic District Review Board bylaws, the meeting schedule for calendar year 2025 is hereby adopted as follows:

January 8, 2025	Work Session
January 15, 2025	Regular Meeting
February 5, 2025	Work Session
February 19, 2025	Regular Meeting
March 5, 2025	Work Session
March 19, 2025	Regular Meeting
April 2, 2025	Work Session
April 16, 2025	Regular Meeting
May 7, 2025	Work Session
May 21, 2025	Regular Meeting
June 4, 2025	Work Session
June 18, 2025	Regular Meeting
July 2, 2025	Work Session
July 16, 2025	Regular Meeting
August 6, 2025	Work Session
August 20, 2025	Regular Meeting
September 3, 2025	Work Session
September 17, 2025	Regular Meeting
October 1, 2025	Work Session
October 15, 2025	Regular Meeting
November 12, 2025	Work Session
November 19, 2025	Regular Meeting
December 3, 2025	Work Session
December 17, 2025	Regular Meeting

2. The Historic District Review Board directs staff to include the meeting schedule in the 2025 annual town calendar.