



**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.

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

Aaron Zoellick
Clerk of Boards and Commissions

Minutes approved by the Historic District Review Board: October 16, 2024