



HISTORIC DISTRICT REVIEW BOARD REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Wednesday, March 20, 2024 | 7:00 PM

1. Call to Order

2. Approval of Minutes

- a. January 3, 2024, Historic District Review Board Work Session Minutes
- b. January 17, 2024, Historic District Review Board Regular Meeting Minutes

3. Comments

- a. Comments from Staff Members
- b. Comments from Board Members
- c. Comments from Citizens

4. Public Hearings

- a. Application for Facade Modification, HDRB #24-001, to consider an application for a Certificate of Appropriateness for modifications to the front facade of the commercial property located at 722 and 724 Pine Street, Herndon, Virginia.

5. Adjournment



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

Agenda Item: January 3, 2024, Historic District Review Board Work Session Minutes

Meeting Date: March 20, 2024

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the January 3, 2024, Historic District Review Board work session minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval, as presented.

Attachments:

1. 01.03.2024 HDRB Work Session Minutes



HERNDON HISTORIC DISTRICT REVIEW BOARD

Work Session Minutes Wednesday, January 3, 2024

1. Call to Order

The Historic District Review Board of the Town of Herndon, Virginia, met in work session on Wednesday, January 3, 2024, at 7:01 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Leslie Blaker-Glass, Vice Chair Eric Boll, and board members Lauren Edmondson, Melody Fetske, Amy Oleinick, Anna Orlando, and William Savage.

Staff present during the meeting: Lisa Gilleran, Director of Community Development; Kirstyn Jovanovich, Town Clerk; Lauri Sigler, Deputy Town Attorney; Tamsin Himes, Lead Planner/Design Development; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Blaker-Glass called the January 3, 2024, Historic District Review Board work session to order at 7:01 p.m. and stated that seven members were present, which constituted a quorum.

2. Public Hearings

a. **APPLICATION FOR DEMOLITION, HDRB #23-017, to consider an application for a Certificate of Appropriateness for the demolition of an accessory structure in the rear yard of the single-family residential property located at 641 Nash Street**

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

Ms. Himes delivered the staff report and presentation dated January 3, 2024. Ms. Himes stated that staff is withholding a recommendation while additional information is requested from the applicant.

There was a discussion among the board members, Ms. Himes, and Ms. Sigler on

the condition of the shed and the overall property, the history of the application, and requested additional documentation and materials.

Chair Blaker-Glass recognized the applicant for comments.

The applicant was not present.

There was a discussion among the board, Ms. Himes, and Ms. Sigler on this item, including: (1) damage to the shed, (2) timeline of when the damage occurred, (3) location of the shed in relation to the main structure, (4) the assumption of intent, (5) communication between the applicant and town staff, (6) clarification about the stop work order, (7) consequences of the board denying the application, and (8) clarification about the requirements for a watershed analysis

Ms. Himes stated that the applicant has submitted an application requesting an administrative approval for a new shed.

Ms. Edmonson requested that the applicant be asked to provide a detailed engineering report on the condition of the shed.

b. APPLICATION FOR A REDUCTION IN SETBACK, HDRB #23-018, to consider an application for a reduction of the required secondary front yard building setback from 35 feet to 20 feet, in accordance with Sec. 78-60.3(e) of the Herndon District Overlay, on the single-family residential property located at 706 Main Drive

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

Ms. Himes delivered the staff report and presentation dated January 3, 2024. Ms. Himes stated that staff is withholding a recommendation while additional information is requested from the applicant.

There was a discussion among the board, Ms. Himes, and Ms. Sigler on this item, including (1) concern that previous setback requests were accompanied by a site plan, (2) the need for a house location survey, and (3) the proposed setback's alignment with the current structure.

Chair Blaker-Glass recognized the applicant for comments.

The applicant, Michael Wijdoogen was present and provided additional information on the planned future improvements related to the setback reduction request.

There was a discussion among the board and Mr. Wijdoogen on this item, including (1) the difference between a 21.2' setback and a 22.2' setback, and (2) the proposed addition and materials.

3. New Business

Board member Fetske made a motion to amend the agenda to add a brief update to the board by Lisa Gilleran, Director of Community Development. Board member Oleinick seconded. The board unanimously consented to amend the agenda to add the item as the first item under New Business.

Ms. Gilleran provided a brief update to the board on a staff presentation that was provided to the Town Council at the January 2, 2024, work session on the history, administration of, and zoning regulations regarding the Historic District Overlay. Ms. Gilleran also advised the board that staff is moving to an agenda management system which may impact items and when items may come to the board.

Ms. Gilleran stated that staff is working on a request to install a historical marker on segregation and is looking at marking locations of historical significance related to indigenous cultures.

Ms. Gilleran stated that staff is looking at opportunities to distribute educational information related to the Historic District.

There was a discussion among the board members and Ms. Gilleran regarding the presentation on the historic district and the 2017 survey of the Historic District Overlay that will be provided to Town Council.

a. Resolution to amend and restate the Bylaws of the Town of Herndon Historic District Review Board

Ms. Sigler provided an overview of the proposed amendments to the board's bylaws.

There was a discussion among the board and Ms. Sigler on this item, including (1) clarification about the proposed attendance amendment and whether Town Council will hold themselves to the same standard, (2) clarification about a member being allowed to participate in a work session from a remote location, and (3) clarification about the code of ethics and abstention from particular votes.

b. Discussion - Election of Officers

Ms. Sigler stated that at the first regular meeting, the board elects their officers for one-year terms and designates the Parliamentarian and Secretary. Ms. Sigler stated that staff recommends that the Director of Community Development or their designee be appointed as the Secretary to the board and that the Deputy Town Attorney be designated as the Parliamentarian.

4. Comments

a. Comments from the Staff Members

Ms. Himes stated that staff is migrating to a new agenda management platform.

b. Comments from the Board Members

No comments were offered.

5. Adjournment

On the motion of board member Fetske, seconded by Vice Chair Boll, and without objection, the January 3, 2024, HDRB work session was adjourned at 9:02 p.m.

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

Meeting Date: March 20, 2024

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

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

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval, as presented.

Attachments:

1. 01.17.2024 HDRB Regular Meeting Minutes



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

1. Call to Order

The Historic District Review Board held a regular meeting on Wednesday, January 17, 2024, at 7:02 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Leslie Blaker-Glass, Vice Chair Eric Boll, Lauren Edmondson, Melody Fetske, Amy Oleinick, and William Savage [arrived at 7:03 p.m.]. Board member Anna Orlando was absent.

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

Chair Blaker-Glass called the meeting to order at 7:02 p.m. and stated that five members were present, which constituted a quorum.

2. Organizational Meeting

a. Election of Officers

Chair

Board member Fetske motioned to nominate Leslie Blaker-Glass as Chair for a one year term effective January 17, 2024.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 5 - 1 roll call vote.

The vote was: board members Edmondson, Fetske, Oleinick, Savage, and Vice Chair Boll voting "Aye." Chair Blaker-Glass abstained.

Vice Chair

Board member Fetske motioned to nominate Eric Boll as Vice Chair for a one year term effective January 17, 2024.

Motion seconded by board member Savage.

The question was called on the motion, which was carried by a 5 - 1 roll call vote. The vote was: board members Edmondson, Fetske, Oleinick, Savage, and Chair Blaker-Glass voting "Aye." Vice Chair Boll abstained.

Secretary

Board member Fetske motioned to designate the Director of Community Development or their designee as Secretary for a one year term effective January 17, 2024.

Motion seconded by board member Savage.

The question was called on the motion, which was carried by a 6 - 0 roll call vote. The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

Parliamentarian

Board member Fetske motioned to designate the Town Attorney or their designee as Parliamentarian for a one year term effective January 17, 2024.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 6 - 0 roll call vote. The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll and Chair Blaker-Glass voting "Aye."

Resolution

Board member Fetske motioned to approve the resolution electing the Officers and designating the Secretary and Parliamentarian of the Historic District Review Board.

Motion seconded by board member Edmondson.

The question was called on the motion, which was carried by a 6 - 0 roll call vote. The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

3. Approval of Minutes

a. December 6, 2023, Historic District Review Board Work Session Minutes

b. December 20, 2023, Historic District Review Board Regular Meeting Minutes

Board member Fetske motioned to approve the December 6, 2023, HDRB work session minutes and the December 20, 2023, HDRB 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.

The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

4. Comments

a. Comments from the Board Members

Board members offered no comments.

b. Comments from the Staff Members

Staff members offered no comments.

c. Comments from Citizens

Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.

No comments were offered.

5. Public Hearings

Ms. Himes stated that notices of the public hearings for the applications were duly advertised in the January 5 and January 12, 2024, issues of the Fairfax County Times newspapers. Certificates of publication from the editor will be entered into the record upon receipt.

a. APPLICATION FOR DEMOLITION, HDRB #23-017, to consider an application for a Certificate of Appropriateness for the demolition of an accessory structure in the rear yard of the single-family residential property located at 641 Nash Street

Ms. Sigler stated that the applicant submitted a formal request to withdraw HDRB #23-017.

There was a discussion among the board and staff regarding the process for amending the agenda.

Board member Fetske motioned to amend the agenda to consider the applicant's request to withdraw HDRB #23-017.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 6 - 0 roll call vote. The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

There was discussion among the board and staff regarding the request to withdraw, including (1) clarification on town staff offering help to the applicants, (2) potential outcomes of approving or denying the request to withdraw, (3) authority of the town to enforce the repair, and (4) comments received from a neighboring property.

Board member Fetske motioned to approve the applicant's request to withdraw HDRB #23-017.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 6 - 0 roll call vote. The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

b. APPLICATION FOR A REDUCTION IN SETBACK, HDRB #23-018, to consider an application for a reduction of the required secondary front yard building setback from 35 feet to 20 feet, in accordance with Sec. 78-60.3(e) of the Herndon District Overlay, on the single-family residential property located at 706 Main Drive

Ms. Himes delivered the staff memo and presentation. Staff recommended approval of HDRB #23-018 with conditions in accordance with the draft resolution.

Chair Blaker-Glass recognized the applicant for comments.

The applicant's representative, Michael Wijdoogen was present and provided brief comments.

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

No comments were offered.

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

Board member Fetske motioned to approve HDRB #23-018 in accordance with the draft resolution.

Motion seconded by board member Oleinick.

The question was called on the motion, which was carried by a 6 - 0 roll call vote. The vote was: board members Edmondson, Fetske, Oleinick, Savage, Vice Chair Boll, and Chair Blaker-Glass voting "Aye."

6. New Business

a. Resolution to amend and restate the Bylaws of the Town of Herndon Historic District Review Board

Ms. Sigler delivered the staff report.

There was a discussion among the board members and staff on this item, including: (1) whether the attendance policy will be consistent for all boards and commissions and the Town Council, (2) consideration of good cause in absences from meetings, (3) the enforcement mechanism, and (4) the need for consistency and definition that allows for extraordinary circumstances.

7. Adjournment

There being no further business, and without objection, the January 17, 2024, Historic District Review Board regular meeting was adjourned at 7:53 p.m. on the motion of board member Fetske, seconded by board member Oleinick.

Agenda Item: Application for Facade Modification, HDRB #24-001, to consider an application for a Certificate of Appropriateness for modifications to the front facade of the commercial property located at 722 and 724 Pine Street, Herndon, Virginia.

Meeting Date: March 20, 2024

Category: Public Hearings

Prepared by: Tamsin Himes, Lead Planner/Design-Development

Description:

This application proposes painting the unpainted brick front façade of 722 and 724 Pine Street Sherwin Williams Oyster White.

Background:

At the work session, the board expressed general support for painting the front façade and asked that staff draft conditions of approval. The board was particularly interested in conditions related to repair of the masonry prior to painting, the retention and painting of the brick quoin pattern on the façade corners, and the painting of the parapet coping to contrast with the color of the painted brick.

Budget Impact:

None

Recommendation:

Staff has provided conditions of approval as requested by the board in accordance with the attached draft resolution:

1. Prior to painting, the applicant will have the brick facade repaired and repainted by a qualified mason using materials and techniques that conform to the best preservation practices and in accordance with Chapter 5, Treatment of Contributing Buildings, in the Herndon Guidelines and The National Park Service's Preservation Brief #2, "Repointing Mortar Joints in Historic Masonry Buildings".
2. The parapet coping shall be painted a color to contrast with the painted brick color.
3. The brick quoin pattern on both corners of the façade shall be painted to match the front façade.
4. The applicant shall coordinate with town staff regarding any other repairs or alterations associated with this project such as window trim replacement etc., to

determine whether they will require a Certificate of Appropriateness.

Attachments:

1. Staff Memo
2. Resolution (Proposed)

MEMORANDUM

To: Chair Blaker-Glass and Members of the Historic District Review Board

From: Tamsin Himes, Lead Planner / Design and Development *TH*

Date: March 20, 2024

Subject: HDRB #24-001 722/724 Pine Street, Herndon Virginia

This staff memo is an addendum to the staff report of March 6, 2024, which addresses this same application for painting the exterior front façade of the building at 722/724 Pine Street.

Work Session Discussion

At the work session, the board expressed general support for painting the front façade and asked that staff draft conditions of approval. The board was particularly interested in conditions related to the repair of the masonry prior to painting, the retention and painting of the brick quoin pattern on the façade corners, and the painting of the parapet coping to contrast with the color of the painted brick.

Masonry Repair

Extensive areas of the brick façade are damaged and in need of repair. Currently, there is variation in the color of brick and mortar and a range of surface textures. This variation in texture and color tends to hide many of the damaged areas unless one looks closely. When painted one color, any imperfection or damaged area will be highlighted because the surface will appear more uniform, highlighting any irregularities. Much of this damage is in the form of deteriorating or missing mortar, and some areas of the façade have punctures in the brick from previous awnings or other façade attachments. The façade should be repaired by a company that specializes in historic masonry, thereby ensuring that the work is appropriate, and the proper materials are used.



Repointing masonry.
Image Credit: TurnBullMasonry.com

The process for repairing and replacing mortar is called “repointing”. Mortar is intentionally a softer and more permeable material than brick, and is a “sacrificial” material, meaning that it is intended to serve its purpose (protect and hold in place the primary masonry element, brick) and eventually deteriorate and be replaced. If inappropriate mortars are used, the opposite can happen: the brick begins to deteriorate while the mortar remains. This can cause irreversible damage. Guidance for repointing brick masonry can be found in Chapter 5, Treatment of Contributing Buildings of the Herndon District Overlay Guidelines and *The National Park Service’s Preservation Brief #2, “Repointing Mortar Joints in Historic Masonry Buildings”*. The holes and punctures in the masonry should also be repaired prior to painting. These can be repaired by filling the holes with mortar. If the façade remained unpainted, these could be repaired by color-matching mortar to the brick and filling the holes with the matching mortar.



Additional Repairs

At the work session, the applicant mentioned additional repairs such as windowsill and trim replacement. These and any repairs or modifications should be submitted to town staff in order to determine whether they require a Certificate of Appropriateness.

Painting Facade Features

Staff agrees with the board’s suggestions of painting the quoining and stepped parapet coping in a manner that highlights their presence. Given the austere nature of the façade design, these few features are impactful to the building’s character and could be somewhat lost in the façade without further attention to how they are painted. Whichever color is chosen for these items, it should provide some degree of contrast on the façade. For the quoining, painting it the same color as the façade bricks would allow for contrast as long as the concrete blocks on the sides of the building are painted another color. For the coping, a color that contrasts with the painted brick color should be used.

Proposed conditions

- 1) Prior to painting, the applicant will have the brick façade repaired and repointed by a qualified mason using materials and techniques that conform to the best preservation practices and in accordance with Chapter 5, Treatment of Contributing Buildings, in the Herndon Guidelines and *The National Park Service's Preservation Brief #2, "Repointing Mortar Joints in Historic Masonry Buildings"*.
- 2) The parapet coping shall be painted a color to contrast with the painted brick color.
- 3) The brick quoin pattern on both corners of the façade shall be painted to match the front façade.
- 4) The applicant shall coordinate with town staff regarding any other repairs or alterations associated with this project such as window trim replacement etc., to determine whether they will require a Certificate of Appropriateness.

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

RESOLUTION

MARCH 20, 2024

Resolution- **to approve HDRB #24-001 for modifications to the front façade of the commercial property located at 722 and 724 Pine Street, Herndon, Virginia, on the north side of Pine Street near the intersection of Pine Street and Station Street, and further identified as Fairfax County Tax Map 0162 02 0272.**

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

The Historic District Review Board approves HDRB #24-001, for modifications to the front façade of the commercial property located at 722 and 724 Pine Street, Herndon, Virginia, in substantial conformance with the information shown in the case materials reviewed by the HDRB at the March 6, 2024, work session and March 20, 2024, public hearing meetings and with the following conditions:

1. Prior to painting, the applicant will have the brick façade repaired and repointed by a qualified mason using materials and techniques that conform to the best preservation practices and in accordance with Chapter 5, Treatment of Contributing Buildings, in the Herndon Guidelines and *The National Park Service's Preservation Brief #2, "Repointing Mortar Joints in Historic Masonry Buildings"*.
2. The parapet coping shall be painted a color to contrast with the painted brick color.
3. The brick quoin pattern on both corners of the façade shall be painted to match the front façade.
4. The applicant shall coordinate with town staff regarding any other repairs or alterations associated with this project such as window trim replacement etc., to determine whether they will require a Certificate of Appropriateness.