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**HERITAGE PRESERVATION REVIEW BOARD  
Work Session  
Wednesday, August 5, 2020**

Pursuant to Virginia Code Virginia Code Section 2.2-3708.2, as amended. The Governor’s Executive Orders, as amended, and in accordance with Ordinance 20-O-23, Continuity of Governmental Operations during Pandemic Disaster (COVID-19), as amended. Chairman Walker has stated that the August 5, 2020 Heritage Preservation Review Board work session will be by electronic means. The meeting was broadcast and recorded through Cisco WebEx and details for the meeting were made available to the public on Friday, July 31, 2020. In attendance were: Chairman Robert B. Walker, Vice Chair Leslie Blaker-Glass, Board Members: Eric Boll, Lauren Edmondson, Michael McFarlane and Hiren Shah. Board Member Matthew Ossolinski was absent.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Christopher Garcia, Community Design Planner; and Erika Orellana, Clerk to Boards and Commissions.

**STAFF ANNOUNCEMENTS**

Erika Orellana, Clerk to Boards and Commissions, stated that tonight’s Heritage Preservation Review Board work session will be an electronic meeting. Ms. Orellana informed that the next scheduled meeting for the Heritage Preservation Review Board is a public hearing to be held on August 19, 2020 through WebEx and individuals are encouraged to participate and to provide comments for the record at [hprb.arb@herndon-va.gov](mailto:hprb.arb@herndon-va.gov).

Ms. Orellana stated, for the record, that:

The Heritage Preservation Review Board work session this evening was conducted electronically pursuant to Virginia Code Virginia Code Section 2.2-3708.2, as amended. The Governor’s Executive Orders, as amended, and in accordance with Ordinance 20-O-23, Continuity of Governmental Operations during Pandemic Disaster (COVID-19), as amended.

**August 5, 2020  
(work session)**

- Proper notice of the electronic meeting was provided in accordance with Section 2.2-3708.2 of the Code of Virginia, along with information for viewing the meeting and submitting comments for the record;
- The agenda and meeting materials are available on the town’s website;
- Electronic meetings will begin with a roll call and determination of quorum; and
- All votes, including adjournment, will be by roll call vote.

**ANNOUNCEMENTS**

Chairman Walker announced that Board Member Ossolinski was not present for the work session.

Chairman Walker announced that Lauri Sigler, Deputy Town Attorney; and Chris Garcia, Community Design Planner were also present.

**1. ROLL CALL /DETERMINATION OF QUORUM**

Chairman Walker called the work session to order at 7:00 p.m. and asked the Clerk to call roll call.

Ms. Orellana called the roll.

Chairman Walker stated, for the record, that there was a quorum present, electronically, that evening.

Chairman Walker stated that Lauri Sigler, Deputy Town Attorney and Chris Garcia, Community Design Planner were present.

Chairman Walker stated that tonight’s meeting is conducted by electronic means pursuant to the appropriate laws. Chairman Walker stated that all members of Heritage Preservation Review Board would observe meeting decorum by showing their hand to be recognized by the chairman for comments. Chairman Walker stated that when recognized by the chairman, state your name before providing comments and/or making or seconding motions.

**PUBLIC HEARING**

- 2. APPLICATION FOR AN ADDITION TO AN EXISTING STRUCTURE, HPRB #20-013, to consider an application for a Certificate of Appropriateness to alter existing exterior features and construct a two-story rear addition on the single-family residential structure at 761 Grace Street, Herndon, Virginia, located at the intersection of Haley Place and Grace Street, and further identified as Fairfax County Tax Map 0162-02-**

**August 5, 2020  
(work session)**

0008B. The property is zoned R-10, Residential, Single Family; and consists of 19,355 total square feet of land. Owners/Applicants: James M. Dodson and Martha-Helene Stapleton. Applicant's Representative/Agent: Thomas J. O'Neil, O'Neil Architects, Inc.

Chairman Walker opened the work session and called on Christopher Garcia, Community Design Planner, for the staff report. Mr. Garcia presented the staff report dated August 5, 2020, which is on file in the office of Community Development.

Staff recommended continuance of HPRB #20-013, to allow the following:

1. Applicant ample time to address numerous omissions and submit the necessary drawings and descriptions identified in the staff report dated August 5, 2020; and
2. Staff adequate time to re-evaluate and complete a thorough review of an updated submission for the Board's consideration.

Chairman Walker called on Board Members to address questions to staff. Board Members provided their comments and questions of the proposed application. The Board provide comments generally concurring with staff design concerns, most particularly about the massing of the addition in realtion to the smaller original structure. Board members also agreed that perspective drawings of the proposed design would be helpful in evaluating the design. Staff also discussed the process implication for the applicant if the Board decided that proposing a design with a larger footprint. Staff informed the Board that increasing the footprint of the addition could result in the applicant being required to submit a Single Lot Development Plan for formal administrative approval by Town staff and delaying HPRB action on the case. Staff noted that the applicant had submitted additional design information after publication of the staff report, but staff had not had the opportunity to review it.

The applicant's representative was in attendance to discuss the case. The applicant's representative provided comments to clarify the purpose of the addition to the existing structure and many of the design features and details. There was brief discussion amongst the Board and staff on this item. The Board had comments and questions for the applicant regarding the addition massing, the need for perspective renderings, and missing exterior materials information with the proposed application presented. The applicant agreed to re-evaluate the proposed design and submit revisions and additional to staff for additional review prior to the Board's next public hearing.

**COMMENTS**

**3. Comments from the Staff Members**

Mr. Garcia informed the Board Members that if there are technical issues that arise, to contact the Town's Information Technology staff and/or Community Development staff to help resolve technical issues prior to scheduled meetings.

**August 5, 2020  
(work session)**

**4. Comments from the Board Members**

Mr. McFarlane had a question regarding the continuation of in-person Board meetings. The Deputy Town Attorney, Lauri Sigler, commented that the Town Council had not altered procedures for meetings of the Town Council and the Town's other boards and commission. She stated that the HPRB would continue to follow the Town Council guidance until changed a future date. There were no other comments from the Board Members.

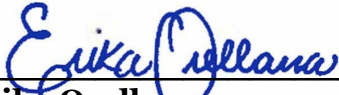
**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:14 p.m.



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**Robert B. Walker, Chairman  
Heritage Preservation Review Board**



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**Erika Orellana  
Clerk to Boards and Commissions**

**Minutes approved by the Heritage Preservation Review Board: September 16, 2020**