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**HERITAGE PRESERVATION REVIEW BOARD
Wednesday
February 19, 2020**

The Heritage Preservation Review Board of the Town of Herndon, Virginia, met in public hearing on Wednesday, February 19, 2020 at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chairman Walker, Vice Chair Leslie Blaker-Glass and Board Members: Eric Boll, Mike McFarlane and Matthew Ossolinski. Board Member Hiren Shah was absent.

Others present during the meeting: Lauri Sigler, Deputy Town Attorney; Elizabeth Gilleran, Director of Community Development; Christopher Garcia, Community Design Planner; and Erika Orellana, Clerk to Boards and Commissions.

Chairman Walker called the meeting to order at 7:00 p.m., five members were present and with Chairman Walker presiding.

1. CALL TO ORDER

Chairman Walker asked the Clerk to proceed with roll call.

2. DETERMINATION OF QUORUM

Chairman Walker stated that there were five members present, which constituted a quorum.

APPROVAL OF MINUTES

**3. Vote on January 8, 2020
Work Session Minutes**

On motion of Vice Chair Blaker-Glass, seconded by Board Member Boll, the minutes of the Wednesday, January 8, 2020 Work Session were approved by a vote of 5-0, the vote was: Board Members Boll, McFarlane, Ossolinski, Vice Chair Blaker-Glass and Chairman Walker voting "Aye." Board Member Shah was absent.

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**4. Vote on January 15, 2020
Public Hearing Minutes**

On motion of Vice Chair Blaker-Glass, seconded by Board Member Boll, the minutes of the Wednesday, January 15, 2020 Public Hearing were approved by a vote of 4-0-1, the vote was: Board Members Boll, Ossolinski, Vice Chair Blaker-Glass and Chairman Walker voting "Aye." Board Member McFarlane abstained. Board Member Shah was absent.

5. COMMENTS FROM THE BOARD MEMBERS

There were no comments from the Board Members.

6. COMMENTS FROM THE STAFF

Mr. Garcia announced the monthly outlook for the meetings in March 2020. Mr. Garcia stated that the Board can expect to see two new HPRB cases on the Board's March 2020 agenda which consist of minor alterations to the buildings. Mr. Garcia stated that the third case on the March HPRB agenda will be to extend the period of performance for an approved Certificate of Appropriateness.

7. COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

PUBLIC HEARINGS

- 8. APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS FOR A FREESTANDING SIGN, HPRB #20-001, to consider an application for a Certificate of Appropriateness for the alteration of the existing freestanding sign located near the entrance to the commercial property at 761A Monroe Street, Herndon, Virginia, located between the intersection of Monroe Street and Madison Street and the intersection of Monroe Street and Pine Street, and further identified as Fairfax County Tax Map 0162-02-0275A. The property is zoned CC, Central Commercial; and consists of 5,491 total square feet of land. Owners/Applicants: Monroe Street Studio, LCC c/o Steve Mitchell. Applicant's Representative: David Kipper, Golden Real Estate Services.**

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, January 31 and February 7, 2020 issues.

Chairman Walker called on disclosures and/or disqualifications by the Board Members.

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(public hearing)**

Disclosure:

- **Board Member McFarlane** stated, for the record, that he is an owner of Highland Title & Escrow with has an office in the above item's location, which is leasing space in the Monroe Professional Center. Mr. McFarlane stated that he is a practicing attorney in the Commonwealth of Virginia and he has a client-attorney relationship with the property owner's association. He stated that although this matter may not have application solely to property or a business in which I have a personal interest, I will recuse and disqualify myself from the public hearing and voting on this transaction. I would like the record to reflect that I was absent from the HPRB work session on February 5, 2020, when this same application discussed. Mr. McFarlane handed a signed copy of the disclosure to the Clerk for the record.

Chairman Walker opened the public hearing and called on Christopher Garcia, Community Design Planner, for the staff report.

Mr. Garcia presented the staff report dated February 5, 2030 and the staff memo dated February 19, 2020, which are on file in the Department of Community Development.

Staff recommended approval of HPRB #20-001, with the following conditions:

- Any holes in the exterior veneer that may remain from any previous signs on the front facing elevation shall be filled/repared prior to installation of the new sign panel on the front elevation;
- All sign panels, whether proposed in this application or panels for future tenants, shall have the exact panel dimensions, and vertical and horizontal spacing as presented in the original case submission;
- Any proposed business sign panels approved as placeholders for future tenants (two (2) shown in the current application) shall maintain the consistent font type/lettering color, sign panel border size and color, and text and symbol arrangements as the proposed panels;
- Tenant sign panel arrangements shall be place symmetrically, to the extent possible in two columns as shown in the original design and without blank panel spaces in any column; and
- The proposed signs shall be installed in substantial conformance with the application materials submitted on January 21, 2020.

Chairman Walker recognized the applicant's representative for comments.

Mr. Steve Mitchell, applicant's representative did provide comments and a question for clarification of one of the staff recommended conditions of approval.

Chairman Walker asked if there were any questions or comments from the Board for staff or the applicant.

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There was a brief discussion between the Board & applicant.

The following individual provided comments:

- Sachin Kori

There was a brief discussion amongst the Board and staff. Staff clarified that the condition of approval is meant to ensure that the sign panels would be justified to the top of each column, symmetrically as possible, and would not require the applicant to provide a blank HDU sign panel when a tenant space was empty and thus would not have a sign panel on the freestanding sign

Following the public hearing, Vice Chair Blaker-Glass moved approval of HPRB #20-001 in accordance with the conditions recommended by staff. This motion was seconded by Board Member Boll.

The question was called on the motion, which carried by a vote of 4-0, the vote was: Board Members Boll, Ossolinski, Vice Chair Blaker-Glass and Chairman Walker voting “Aye.” Board Member McFarlane was recused. Board Member Shah was absent.

9. **APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS FOR A WALL OR WINDOW SIGN, HPRB #20-002**, to consider an application for a Certificate of Appropriateness for the installation of six (6) new business tenant wall signs on the commercial building at 761C Monroe Street, Herndon, Virginia, located between the intersection of Monroe Street and Madison Street and the intersection of Monroe Street and Pine Street, and further identified as Fairfax County Tax Map 0162-02-0275C. The property is zoned CC, Central Commercial; and consists of 5,491 total square feet of land. Owners/Applicants: Monroe Street Ventures, LCC c/o Steve Mitchell. Applicant's Representative: David Kipper, Golden Real Estate Services.

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, January 31 and February 7, 2020 issues.

Chairman Walker called on disclosures and/or disqualifications by the Board Members.

Disclosure:

- **Board Member McFarlane** stated, for the record, that he is an owner of Highland Title & Escrow with has an office in the above item's location, which is leasing space in the Monroe Professional Center. Mr. McFarlane stated that he is a practicing attorney in the Commonwealth of Virginia and he has a client-attorney relationship with the property owner's association. He stated that although this matter may not have application solely to property or a business in which I have a personal interest, I will recuse and disqualify myself from the public hearing and

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voting on this transaction. I would like the record to reflect that I was absent from the HPRB work session on February 5, 2020, when this same application discussed. Mr. McFarlane handed a signed copy of the disclosure to the Clerk for the record.

Chairman Walker opened the public hearing and called on Christopher Garcia, Community Design Planner, for the staff report.

Mr. Garcia presented the staff report dated February 5, 2030 and the staff memo dated February 19, 2020, which are on file in the Department of Community Development.

Staff recommended approval of HPRB #20-002, with the following conditions:

- Any holes in the exterior siding that may remain from any previous signs on the front facing elevation shall be filled/repared prior to installation of the new sign panel on the front elevation;
- The dimensioning of the location of all signs shall be clarified and detailed, specifically in relation to the second-floor finish floor elevation, in a re-submission to staff prior to issuance of a building (sign) permit;
- The wall signs shall be located horizontally on the north elevation centered on the respective window bays and the wall signs on the east elevation shall be centered horizontally between the first and second window bays and between the third and fourth window bays; and
- The proposed signs shall be installed in substantial conformance with the application materials submitted on January 21, 2020, February 11, 2020, and any updates required by Conditions #2 and #3.

Chairman Walker recognized the applicant's representative for comments.

Mr. Steve Mitchell, applicant's representative did provide comments. Mr. Michell provided a copy of drawings to the Board and Clerk, as an option for approval. The option presented and discussed included optional sign colors for two of the signs presented in the application to allow of tenant selected corporate colors.

Chairman Walker asked if there were any questions or comments from the Board for staff or the applicant.

There was a brief discussion between the Board & applicant to clarify the color options and what specific signs those color options would be applied to.

The following individuals provided comments:

- Sachin Kori
- David Kipper, applicant

There was a brief discussion amongst the Board.

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Following the public hearing, Vice Chair Blaker-Glass moved approval of HPRB #20-002 in accordance with the conditions recommended by staff. This motion was seconded by Board Member Boll.

The question was called on the motion, which carried by a vote of 4-0, the vote was: Board Members Boll, Ossolinski, Vice Chair Blaker-Glass and Chairman Walker voting “Aye.” Board Member McFarlane was recused. Board Member Shah was absent.

1. **APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS FOR NEW CONSTRUCTION, HPRB #20-003**, to consider an application for a Certificate of Appropriateness for the construction of a new accessory structure, a storage shed, on the single family residential property at 764 Grace Street, Herndon, Virginia, located at the southeast corner of the intersection of Grace Street and the Washington and Old Dominion Trail right-of-way, and further identified as Fairfax County Tax Map 0104-02-0017. The property is zoned R-10, Residential, Single Family; and consists of 16,074 total square feet of land. Owners/Applicants: Bryce A. Perry and Phuong T. Pham.

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, January 31 and February 7, 2020 issues.

Chairman Walker opened the public hearing and called on Elizabeth Gilleran, Director of Community Development, for the staff report.

Ms. Gilleran presented the staff report dated February 5, 2020 and the staff memo dated February 19, 2020, which are on file in the Department of Community Development.

Staff recommended approval of HPRB #20-003, with the following conditions:

- The proposed accessory structure shall be located, constructed and installed in substantial conformance with the application and supporting materials as submitted January 13, 2020, January 23, 2020 and as clarified and revised in the subsequent submittal on February 5, 2020.
- The roof shall be either standing seam metal with 1-inch seams and 12-inch panels or metal ribbed roof panels as shown in the material submitted and presented on February 5, 2020.
- The color of the roof shall be either factory finished red or painted *Behr Morocco Red*.
- The applicant shall stake the footprint of the structure and provide final distances from the northern property line to the accessory structure and from the primary structure to the accessory structure to the Town of Herndon Zoning Administrator prior to construction.

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- This Certificate of Appropriateness is valid for a period of one year from the date of approval.

There was a brief discussion amongst the Board and staff.

Chairman Walker recognized the applicant for comments.

Mr. Bryce Perry, the applicant, did provide comments.

Chairman Walker asked if there were any questions or comments from the Board for staff or the applicant. There were no questions or comments.

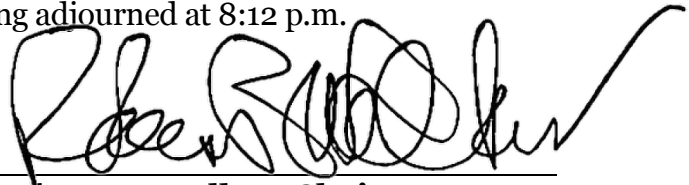
There were no comments from the audience.

Following the public hearing, Board Member McFarlane moved approval of HPRB #20-003 in accordance with the conditions recommended by staff. This motion was seconded by Vice Chair Blaker-Glass.

The question was called on the motion, which carried by a vote of 5-0, the vote was: Board Members Boll, McFarlane, Ossolinski, Vice Chair Blaker-Glass and Chairman Walker voting "Aye." Board Member Shah was absent.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:12 p.m.

A handwritten signature in black ink, appearing to read 'Robert B. Walker', written over a horizontal line.

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

Erika Orellana

**Erika Orellana
Clerk to Boards and Commissions**

Minutes approved by the Heritage Preservation Review Board: April 15, 2020