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HERITAGE PRESERVATION REVIEW BOARD

Work Session February 6, 2019

The Heritage Preservation Review Board of the Town of Herndon, Virginia, met in work session on Wednesday, February 6, 2019 at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chairman Robert B. Walker, Vice Chair Leslie Blaker-Glass and Board Members: Eric Boll, Eric Fielding, Michael McFarlane, Matthew Ossolinski and Hiren Shah.

Others present during the meeting: Lesa Yeatts, Town Attorney, Bryce Perry, Deputy Director, Chris Garcia, Community Design Planner, Lisa Webster, Office Assistant/Clerk to Planning Commission, Tammy Jackson, Office Assistant III/Clerk to HPRB/ARB Boards and Erika Orellana, Office Assistant III/Clerk to BZA Board.

1. DETERMINATION OF QUORUM

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

PUBLIC HEARINGS

2. APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS OF AN AMENDMENT TO APPROVED APPLICATION, HPRB #19-02, to consider an application for approving design revisions to the approved alterations, previously authorized through HPRB #17-15, to the commercial structure located at 765/767 Elden Street. Owner: Norman P. Horn, Horn Motors, Inc. Applicant: Ira S. Saul, Agent.

Chairman Walker opened the work session and called on Chris Garcia, Community Design Planner, for the staff report and presentation. Mr. Garcia presented the staff report dated February 6, 2019, which is on file in office of Community Development.

Applicant is requesting approval of design revisions to the approved alterations previously authorized through HPRB #17-15.

Staff recommends approval.

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There was brief discussion amongst the Board, staff and Ira S. Saul, agent, on this item.

- 3. APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS OF AN ALTERATION TO AN EXISTING STRUCTURE, HPRB #19-04,** to consider an application for approving replacement of existing wood garage doors with metal garage doors on the single family residential structure located at 631 Oak Street. Owner: Ann Vayda Null. Applicant: Michael Wijdoogen, Agent.

Chairman Walker called on Chris Garcia, Community Design Planner, for the staff report and presentation. Mr. Garcia presented the staff report dated February 6, 2019, which is on file in office of Community Development.

Applicant is requesting approval for the replacement of existing wood garage doors with metal garage doors on the single family residential structure.

Staff recommends approval.

There was brief discussion amongst the Board, staff and Michael Wijdoogen, agent, on this item. Board Member Ossolinski's requested additional information from the applicant representing HPRB #19-04 regarding the depth of the reveal of the metal garage door moldings to further evaluate the proposed design.

- 4. APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS OF NEW CONSTRUCTION, HPRB #19-05,** to consider an application for approval of construction of new retaining walls around an existing mausoleum and new garden seat walls within the grounds of the Town of Herndon Chestnut Grove Cemetery located at 831 Dranesville Road. Owner: Town of Herndon. Applicant: Cynthia S. Roeder, Director, Herndon Parks and Recreation Department.

Chairman Walker called on Chris Garcia, Community Design Planner, for the staff report and presentation. Mr. Garcia presented the staff report dated February 6, 2019, which is on file in office of Community Development.

Applicant is requesting consideration for approval of construction of new retaining walls around an existing mausoleum and new garden seat walls within the grounds of the Town of Herndon Chestnut Grove Cemetery.

Staff recommends approval.

There was brief discussion amongst the Board, staff and Cynthia S. Roeder, Director of Herndon Parks and Recreation Department, on this item.

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DISCUSSION ITEM

5. Bryce Perry, Deputy Director, presented to the Board the discussion item regarding expanding Staff administrative approval authority for minor projects within the Heritage Preservation Overlay District to streamline approval processes and improve staff/Board work efficiencies.

The Staff has been evaluating the HPRB and ARB operations, procedures and processes as part of the overall ongoing Preservation and Design Review program update/refresh. Many of the operational updates are more pertinent to staff procedures but some directly impact the board(s') proceedings. One of these changes being explored, in conjunction with the development of the new historic preservation handbook design guidelines, is to expand the scope of the staff's administrative approval authority for minor projects with the Heritage Preservation Overlay District. The primary intent for this effort is to: (a) improve the approval process for property owners undertaking minor alterations or improvements to their properties, and (b) improve work efficiency of the Boards and staff, better utilizing the Town's limited resources.

As such, a small staff team has collaborated to develop an expanded list of potential lists of administrative approvals to achieve the intent above. This list currently includes the following:

- 1) Fences (pre-approved designs, options to be updated)
- 2) Exterior painting (pre-approved paint color palette, options to be updated)
- 3) Re-roof / roof replacement (replacement of similar materials (i.e. 3-tab asphalt to architectural asphalt, options and criteria to be developed)
- 4) Exterior cladding (i.e. replacement of similar materials, wood to fiber cement, or vinyl to aluminum, options and criteria to be developed)
- 5) Gutters and downspouts (options and criteria to be developed)
- 6) Signs (via Uniform Sign Standards / Master Sign Plans)
- 7) Rear yard hardscaping / landscaping, retaining walls, decks and patios
- 8) Free little libraries (options and criteria to be developed)
- 9) ADA access ramps and accessibility features
- 10) Telecommunications equipment installation and replacement
- 11) Mechanical systems equipment / refuse container enclosures
- 12) Porch floor boards and steps
- 13) Outdoor café seating and umbrellas
- 14) Accessory structures in the rear yard (architectural options and criteria to be developed)

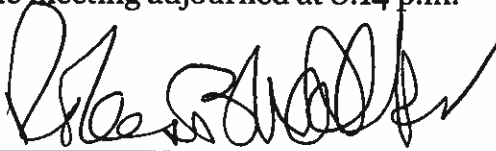
This proposed list of project types is only a preliminary list from which to building a discussion on what would or would not be appropriate for the staff to review and approve, independent of the Board(s) formal review. The HPRB is asked to assess the items based on their experiences and interactions with staff and applicants and provide

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staff with any feedback or comments related to improving the review and approval process for minor projects within the Town's Heritage Preservation Overlay District.

6. ADJOURNMENT

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



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



**Tammy Jackson
Clerk to the Heritage Preservation Review Board**

Amended by:



**Erika Orellana
Clerk to Boards and Commissions**

Minutes amended & approved by the Heritage Preservation Review Board: March 20, 2019