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**HERITAGE PRESERVATION REVIEW BOARD
Work Session
February 5, 2020**

The Heritage Preservation Review Board of the Town of Herndon, Virginia, met in work session on Wednesday, February 5, 2020 at 7:00 p.m. in the Herndon Municipal Center Building, 777 Lynn Street, Herndon, Virginia. In attendance were: Chairman, Robert B. Walker, Vice Chair Leslie Blaker-Glass, Board Members: Eric Boll, Hiren Shah and Matthew Ossolinski. Michael McFarlane was absent.

Others present during the meeting: Lauri Sigler, Deputy Town Attorney; Elizabeth Gilleran, Director of Community Development; Bryce Perry, Deputy Director of Community Development; David Stromberg, Zoning Administrator; Chris Garcia, Community Design Planner and Erika Orellana, Clerk to Boards and Commissions.

1. DETERMINATION OF QUORUM

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

PUBLIC HEARINGS

- 2. 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.

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 February 5, 2020, which is on file in the office of Community Development.

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

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1. Any holes in the exterior veneer that may remain from any previous signs on the front facing elevation shall be filled/repaired prior to installation of the new sign panel on the front elevation.
2. 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 and text and symbol arrangements as the proposed panels; and
3. The proposed signs shall be installed in substantial conformance with the application materials submitted on January 21, 2020.

The applicant was in attendance to discuss the case. There was a discussion amongst the Board, staff and applicant on this item. Board Members asked the applicant for clarification on the definition of freestanding sign and the sign panel area consideration, if there would be a blank space or a blank panel placed when a tenant space is vacant. Staff clarified that a basic training session on the zoning considerations, definitions and design standards in the Town's zoning ordinance could be provided to the Board in a future work session to help the Board better understand the staff's zoning evaluation typically found in the Board's staff reports. The applicant clarified that there would not be blank sign panels installed with vacant tenant spaces and appeared to indicate case that a blank space with no sign panel installed will be the condition when a vacant tenant space existed. The Board had no other major issues with the proposed freestanding sign application proposed and concluded the discussion.

3. **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.

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 February 5, 2020, which is on file in the office of Community Development.

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

1. Any holes in the exterior siding that may remain from any previous signs on the front facing elevation shall be filled/repaired prior to installation of the new sign panel on the front elevation;
2. The dimensioning of the location of all signs shall be clarified and detailed in a re-submission to staff prior to issuance of a building (sign) permit;

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3. Any proposed business sign panels approved as placeholders for future tenants (one (1)) shown in the current application) shall maintain the consistent font type/lettering color and text and symbol arrangements as the proposed panels; and
4. The proposed signs shall be installed in substantial conformance with the application materials submitted on January 21, 2020 and any updates required by Conditions #2 and #3.

The applicant was in attendance to discuss the case. There was a discussion amongst the Board, staff and applicant on this item. Board Members asked the applicant for clarification on the locations of the proposed signs based on the staff report comments about the location on both elevations, which included the vertical location of the sign panels related to the finish floor of the second floor of the building and horizontal placement of signs on the east elevation. The applicant clarified the location of the proposed signs, but also indicated that they may reduce the number of signs on the east elevation, increase the size of the signs of the east elevation and potentially offer a color variation of certain signs proposed. The applicant is being required to submit revised drawings to staff for additional review based on potential changes discussed with the Board not later than the close of business on February 11, 2020. The Board had no other major issues with the proposed freestanding sign application proposed and concluded the discussion.

4. **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.

Chairman Walker opened the work session and called on Lisa Gilleran, Director of Community Development, for the staff report. Ms. Gilleran presented the staff report dated February 5, 2020, which is on file in the office of Community Development.

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

1. The proposed structure will be constructed and installed in substantial conformance with the application and supporting materials as submitted January 13, 2020, January 23, 2020, February 5, 2020 and any updated information submitted to Town staff meeting Condition #1.

The applicant was in attendance to discuss the case. There was brief discussion amongst the Board, staff and applicant on this item. The applicant offered explanations responding to the staff report and described the details of the additional design

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information that was provided to the Board at the work session. The Board had no major issues with the proposed new construction application proposed.

COMMENTS

2. Comments from the Staff Members

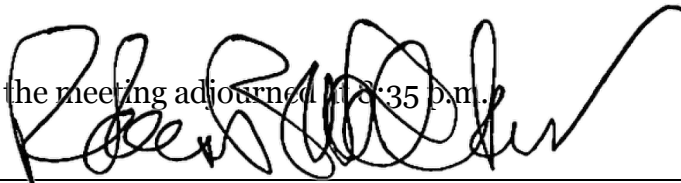
Mr. Garcia advised the Board that there is one case for March HPRB meetings. Mr. Garcia informed the Board of training available for them and that he would be following up to have Board Members who can attend, be registered.

3. Comments from the Board Members

There were no comments from the Board Members.

ADJOURNMENT

There being no further business, the meeting adjourned 11:35 p.m.



**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