

**TOWN OF HERNDON, VIRGINIA
HERITAGE DISTRICT REVIEW BOARD
VIRTUAL WORK SESSION AGENDA
DECEMBER 2, 2020
HERNDON COUNCIL CHAMBERS BUILDING
765 LYNN STREET
7:00 P.M.**

CALL TO ORDER

1. Determination of Quorum

PUBLIC HEARING

2. **APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS FOR AN ALTERATION TO AN EXISTING STRUCTURE, HPRB #20-019**, to consider an application for a Certificate of Appropriateness for the reduction of the required front yard building setback from 35' to 20', permissible within the Heritage Preservation Overlay District, on the single family residential property at 764 Grace Street, Herndon, Virginia, located at the south 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.

DISCUSSION ITEMS

3. **Overview of Town of Herndon Zoning Ordinance Text Amendment, ZOTA #20-010**. Staff initiated discussion item providing the Board an overview and the effects to the recent zoning text amendment, ZOTA #20-010, changing the name of the Heritage Preservation Overlay district to the Historic District Overlay, to allow for the administrative review of certain types of certificates of appropriateness and related measures.
4. **Overview of Town Council Resolution 20-G-51, adopting new Historic District Overlay Guidelines**. Staff initiated discussion item providing the Board an overview and the effects of the adoption of the new Historic District Overlay Guidelines recently approved by the Town Council, including a brief review of the new guidelines document and accompanying resource guide.

COMMENTS

5. Comments from the Staff Members
6. Comments from the Board Members

ADJOURNMENT

Title: HPRB #20-019; Front setback reduction – 764 Grace Street

Staff Contact: Elizabeth M. Gilleran, AICP
Director of Community Development
lisa.gilleran@herndon-va.gov
(703) 787-7380

Summary Information

Applicant Request	Reduction of permissible front yard setback from 35' to 20' to support a future side yard addition		
Address	764 Grace Street, Downtown Herndon		
Fairfax County Tax Map Number	0104-02-0017		
Applicant/Owner	Bryce A. Perry and Phuong T. Pham		
Agent	N/A		
Business/Organization	N/A		
Property Use	Single-family residential		
Zoning District	R-10, Residential, Single-family		
Parcel Size	.369 acres		
HDO Designation	Contributing		
Adjacent Zoning	North: R-10, Residential, Single-family South: R-10, Residential, Single-family	East: R-10, Residential, Single-family West: R-10, Residential, Single-family	
Adjacent Property HDO Designations	North: Noncontributing South: Noncontributing	East: Non-contributing West: Noncontributing and Contributing	
Associated Cases	HPRB #20-003 - approved accessory structure		
Building Type(s)	Two-story residential	Date of Construction:	Circa 1908
Architectural Style(s)	Folk Victorian		
Exterior Material(s)	Primary material: Wood lap siding with standing seam metal roof		
Neighborhood Design Profile	Single-family detached residential with mainly contributing structures to the south and west; Abuts the W&OD Trail right-of-way		
Comprehensive Plan Land Use Designation	Neighborhood Conservation		

Staff Recommendation	Recommendation for approval
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Location Map



Case Details

Case Description:

This application proposes to reduce the front yard building setback from 35' to 20', as permitted under the Town's Zoning Ordinance Section 78-60.3(e). This request is being submitted to support a proposed future addition along the north (side) elevation. The proposed addition, as conceptualized, would be placed 22' from the front property line and would not extend forward of the front porch or the architectural front façade of the primary dwelling.

The property is unusually shaped with Grace Street and its intersection with the Washington and Old Dominion Trail (W&OD) creating a triangle with 195' of linear frontage along Grace Street. In contrast the primary structure is only 20.4' wide. The conceptual one-and-a-half-story addition is proposed along the northern portion of the property, approximately 13' from the north (rear/side) property line abutting the Washington and Old Dominion (W&OD) Trail, 22' from the front property line (at its closest point) along Grace Street and attached along the north wall of the primary dwelling structure (Attachments #1, #2, and #3).

While the applicant has submitted preliminary sketches to inform the discussion regarding the relief from setback requirements, it must be clear that the Board is not considering the conceptual merits of the design at this time. At this time the Board is

determining the appropriateness of the reduction of the allowable setback. In the future the applicant will submit a complete application for a Certificate of Appropriateness for the proposed addition based upon the outcome of this application for a reduced setback.

Case Background:

The contributing primary structure (the house) is a Folk Victorian styled residential structure, which has been incrementally improved over time with in-kind replacements, repairs and minor alterations (subject to staff administrative approval) with the intent of retaining the structure's original architecture, forms and details. This residential architectural style is common to the Town's Historic District Overlay (Attachment #4). This site was the subject of a recent HDRB case, HPRB #20-003, in which the Board approved a small accessory structure in the rear yard.

Applicable Zoning Ordinance Regulations and Design Guidance:

- Town Zoning Ordinance Section 78-21. - General Provisions for All Zoning Districts
- Town Zoning Ordinance Section 78-30.2. - R-10 - Residential Single-family District
- Town Zoning Ordinance Section 78-60.3. - Heritage Preservation Overlay District (HP District) (Attachment #5)
- Town of Herndon Historic District Overlay Guidelines (Pages 73-76)

Staff Analysis

1. Zoning Ordinance Section 78-21. - *General Provisions for All Zoning Districts* and Section 78-30.2. - *R-10 - Residential single-family district* would require that the addition be located 35 feet behind the front property line. The existing structure is located 22 feet from the front property line and its porch extends further into the required front setback. Section 78-60.3 - *Heritage Preservation Overlay District*, provides relief from modern zoning setback requirements within the Historic District Overlay.
2. Town Zoning Ordinance Section 78-60.3 - *Heritage Preservation Overlay District (HP District)(e)* specifies conditions under which the front yard setback may be reduced from 35' to 20' feet.:

“Reduction of setback. In the HDO, the front setback for a single-family detached dwelling may be reduced from 35 feet to a lesser amount but not less than 20 feet, in instances where the HDRB makes a finding that such reduction shall cause the subject structure to be more compatible with nearby contributing structures.”

The requested reduction for this specific addition would not alter the compatibility or the setback patterns on the east side of Grace Street, and would not alter the average setback of the primary dwelling structures on the block. The applicant has submitted a plan showing the front setback pattern along Grace Street, from Elden to the W&OD. The existing house on this site is the closest house to the public right-of-way south of the W&OD. Due to the spacing of the structures, and the applicant's proposal to place the addition on the northside of the existing house, adjacent to the W&OD, the visual impact on neighboring contributing structures will be negligible. The addition as

proposed will continue the pattern established by the existing structure. North of the W&OD, the Fortnightly townhouse development, located within the Planned Development Downtown (PD-D) zoning district, has front facades located a minimal distance from the finished streetscape.

The front façade of the proposed addition is slightly setback from the front façade of the existing structure. Visually, as currently proposed, this setback will be further accentuated due to the front porch on the existing structure extending closer to Grace Street. Furthermore, a four-foot-wide hyphen, between the existing structure and the proposed addition, is further recessed emphasizing the separation of old from the new.

3. The Historic District Overlay Guidelines, Chapter 5 Treatment of Contributing Buildings (Pages 73-76) stipulate treatment of contributing residential structures within the Historic District Overlay. While this application concerns a request for setback reduction, and not for the conceptual addition, it should be noted that the Guidelines do not encourage additions on the side of contributing structures. The Guidelines indicate that additions on the side of a structure can visually overpower the appearance of the contributing resource. As an example, the Guidelines show an addition that includes a roof form alteration and the creation of a new gable end.

The applicant's conceptual design limits removal of historic material to primarily the groundfloor of the north façade and provides a four-foot-wide flat roofed hyphen between the contributing structure and the addition. The hyphen also helps break-up the mass of the front façade of the addition. No changes to the roof form of the contributing structure are proposed. While the loft space of the addition and the parapet of the hyphen are higher than the first floor of the contributing structure, the highest part of the addition remains below the eaves of the contributing resource. Overall, the conceptual massing does not appear to overpower the contributing resource.

Furthermore, the orientation of this parcel creates unusual sightlines. While the Guidelines do not provide exemptions based upon landscape screening, as mature landscaping can be transient in nature, the presence of the W&OD right-of-way and its extensive landscaping, coupled with the Park Authority's dedication to retain a heavy landscape buffer, indicates that sightlines along the apex of the triangular lot will likely remain screened. More importantly, the north façade of this structure faces away from other contributing structures on the street and towards the edge of the district. While there is more space on the south side of the structure, a similar request for setback relief would probably remain necessary as the existing structure extends well into the required front setback. To avoid a request for setback relief, the proposed addition would have to be placed well behind the existing front elevation and would, undoubtedly, require the removal of an early existing porch. Due to the curvature of Grace Street, the south façade of the structure is more visible than the north side of the structure.

4. Section 78-60.3(f) of the Zoning Ordinance requires the HDRB to consider specific criteria/standards when reviewing applications (Attachment #5). Since the Board is

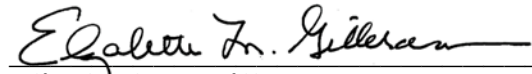
only considering the setback allowance/provision in Section 78-60.3(e) *Reduction of setback*, the provisions of Section 78-60.3(f) do not apply to this case.

Staff Recommendation:

Motion Alternatives:	1. Motion to deny the application. 2. Motion to approve the application as submitted. 3. Motion to approve with condition(s). 4. Motion for continuance of the public hearing to a date certain or the next HDRB Public Hearing for action to address a specified design issue or concern of the Board
Recommended Motion:	Motion for approval of HPRB #20-019, in accordance with Alternative #2.

Report Attachments

1.	Aerial Image
2.	Applicant Letter
3.	Proposed Site Plan, Site Photos, and Conceptual Perspective Drawings
4.	1987 Historic District Survey Form
5.	Town's Zoning Ordinance, Section 78-60.3.


Elizabeth M. Gilleran, AICP
Director of Community Development



SITE LOCATION – AERIAL PHOTO



Imagery prepared by Town of Herndon
Department of Community Development
Image source: Google Earth © 2018/2019

Town of Herndon
Heritage Preservation Review Board
November 2, 2020
RE: COA Application for Setback Reduction at 764 Grace Street

Board Members and Town Staff:

With this application, I wish to have the front setback at my property reduced from 35' to 20' as allowed by HPRB approval per Section 78-60.3(e) of the Town of Herndon Zoning Ordinance. Currently, my house including the porch is 17' from the front property line and 22' not including the porch. The aerial image below shows the distance from the house to the front property line. It's also important to mention that the edge of pavement is 39' from the house which makes the front yard almost twice as large. The Town does not have any plans to widen Grace Street so that existing edge of pavement should be retained.



The purpose in this reduction is to allow an addition to the house, which will come back before the board in the coming months as an official application for a COA for an addition to an existing structure. I have provided some modeled renderings that show a very conceptual design of the addition in relation to the existing house. These offer the general location, shape, and size of the addition but the actual design won't be developed until an architect is hired. Without the benefit of this setback reduction, the addition will not be large enough for its intended purpose.

The addition is needed if my family is going to remain at this address. As a growing family of five that now works partially from home and goes to school partially at home, we have completely grown out of the existing house that only

has three bedrooms and one full bathroom. We love the location through and do not wish to move, so the addition for us remains the best option.

Unfortunately the property has some quirks that we must navigate. The triangular shape of the lot and location of the house prohibits the ability of a rear addition. The south side of the house is where the driveway is and hopefully one day a future garage. That leaves the north side as the only viable location for an addition. I hope you will see from the concept design that care is being taken to ensure that it does not overpower the original house and clearly a distinct component of the house. The use of an architectural hyphen and setting is back from the front wall plane of the existing house will be two important methods we'll use in the design to ensure that visual separation and secondary status of the addition relative to the historic house.

I have provided a setback analysis of the other properties along Grace Street. That analysis shows that the average distance between the property lines and buildings along Grace Street between Fortnightly Boulevard and Locust Street is 24.4'. This is not a great difference between the setback reduction to 20' being requested.

Thank you for your consideration in this matter and please let me know if you have any questions or require additional information.

Respectfully,



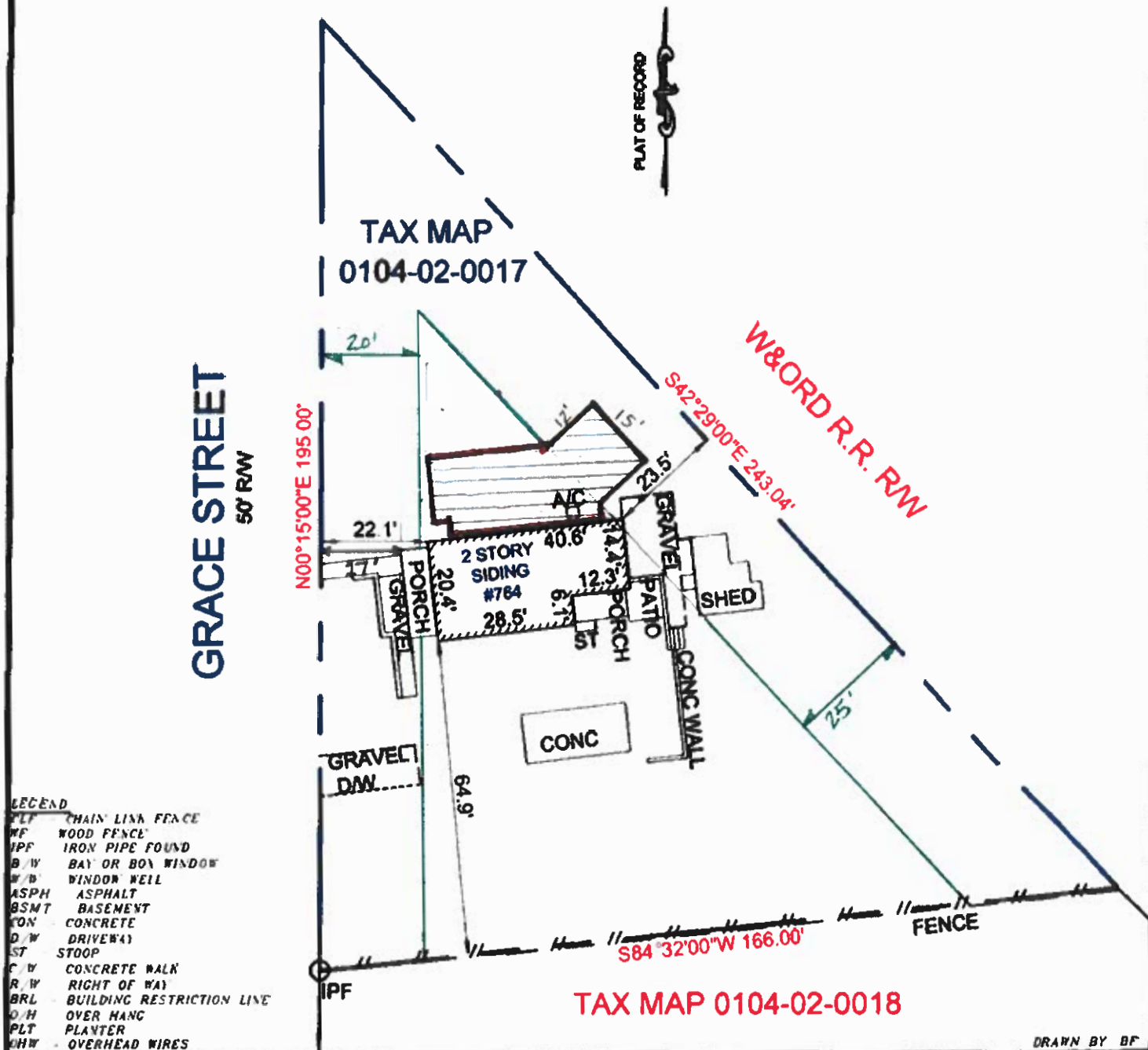
Bryce A. Perry

Property Owner, 764 Grace Street, Herndon VA

Attached Files:

1. Property Plat
2. Property Images
3. Neighborhood Setback Analysis
4. Addition Concept Design Models
5. Addition Concept Design Floorplan

THIS SURVEY IS NOT INTENDED TO BE USED AS AN AID FOR THE CONSTRUCTION OF FENCES AND OR OTHER IMPROVEMENTS. FENCE LOCATIONS ARE APPROXIMATE AND DO NOT CERTIFY AS TO OWNERSHIP.



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY SHOWN HEREON FOR THE PURPOSE OF LOCATING THE IMPROVEMENTS ONLY, AND THE PROPERTY CORNERS HAVE NOT BEEN ESTABLISHED OR SET, UNLESS OTHERWISE NOTED. WE ASSUME NO RESPONSIBILITY, OR LIABILITY FOR ANY RIGHT-OF-WAYS ON THE RECORD OR EASEMENTS RECORDED OR UNRECORDED NOT APPEARING ON THE RECORDED PLAT OR MENTIONED IN THE DEED REFERRED TO. NO TITLE REPORT WAS FURNISHED.

FRANK K. DEEGBE
No. 002933

No. 002933

LAND SURVEYOR

DATE

LAND MARX, LLC.

8900-E GREENBELT ROAD SUITE 334
LANHAM, MD 20708
PHONE 301-368-1944
FAX 301-784-8751
LANDPRO@MAIL.COM

HOUSE LOCATION SURVEY
HERNDON
TAX MAP 0104-02-0017
BOOK 9955 PAGE 1218
DRANESVILLE TOWN OF HERNDON
FAIRFAX COUNTY, VIRGINIA
SCALE 1" = 30' DATE 11/14/16

SCALE 1" = 30'

DATE 11/14/16

FILE # 769 GRACE ST

CASE # VA16 853A

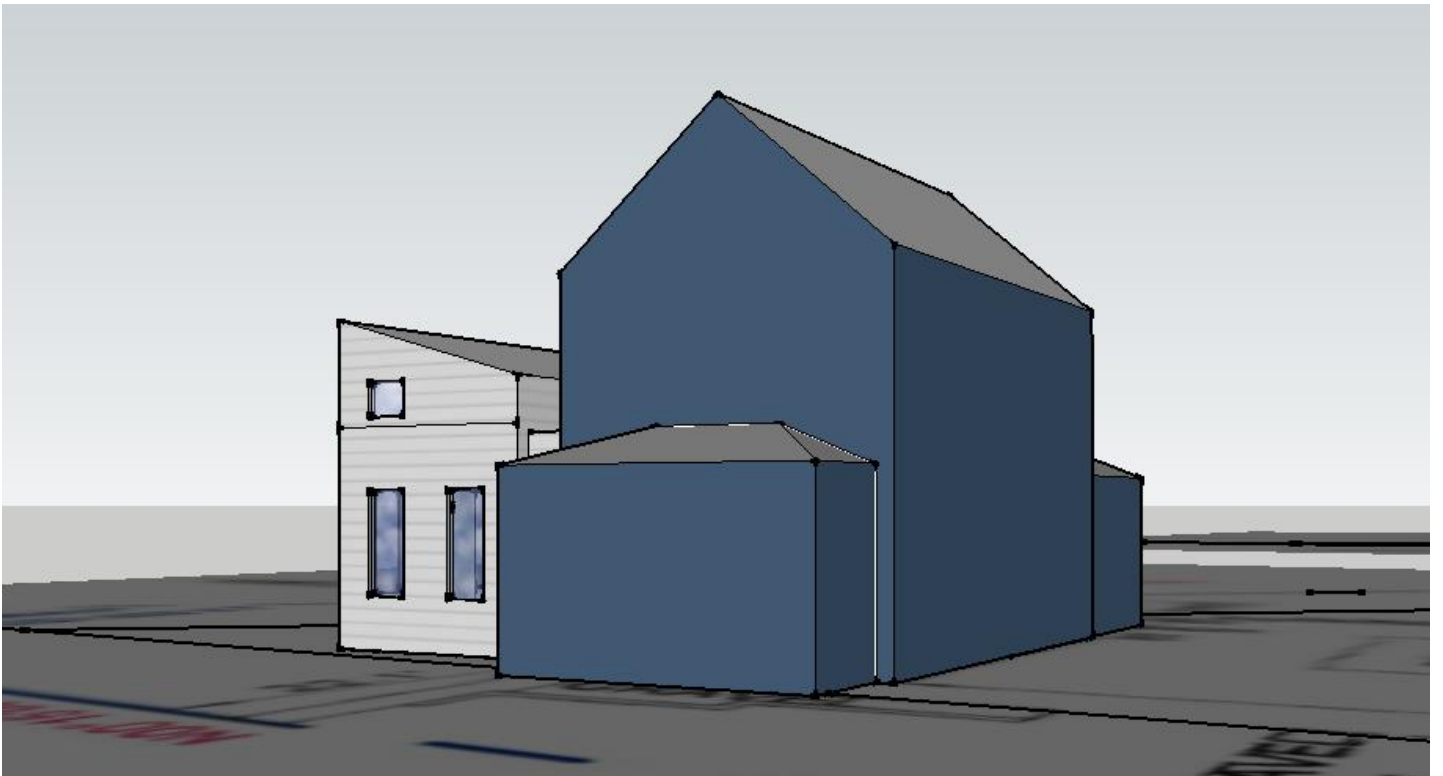
Property Images – 764 Grace Street



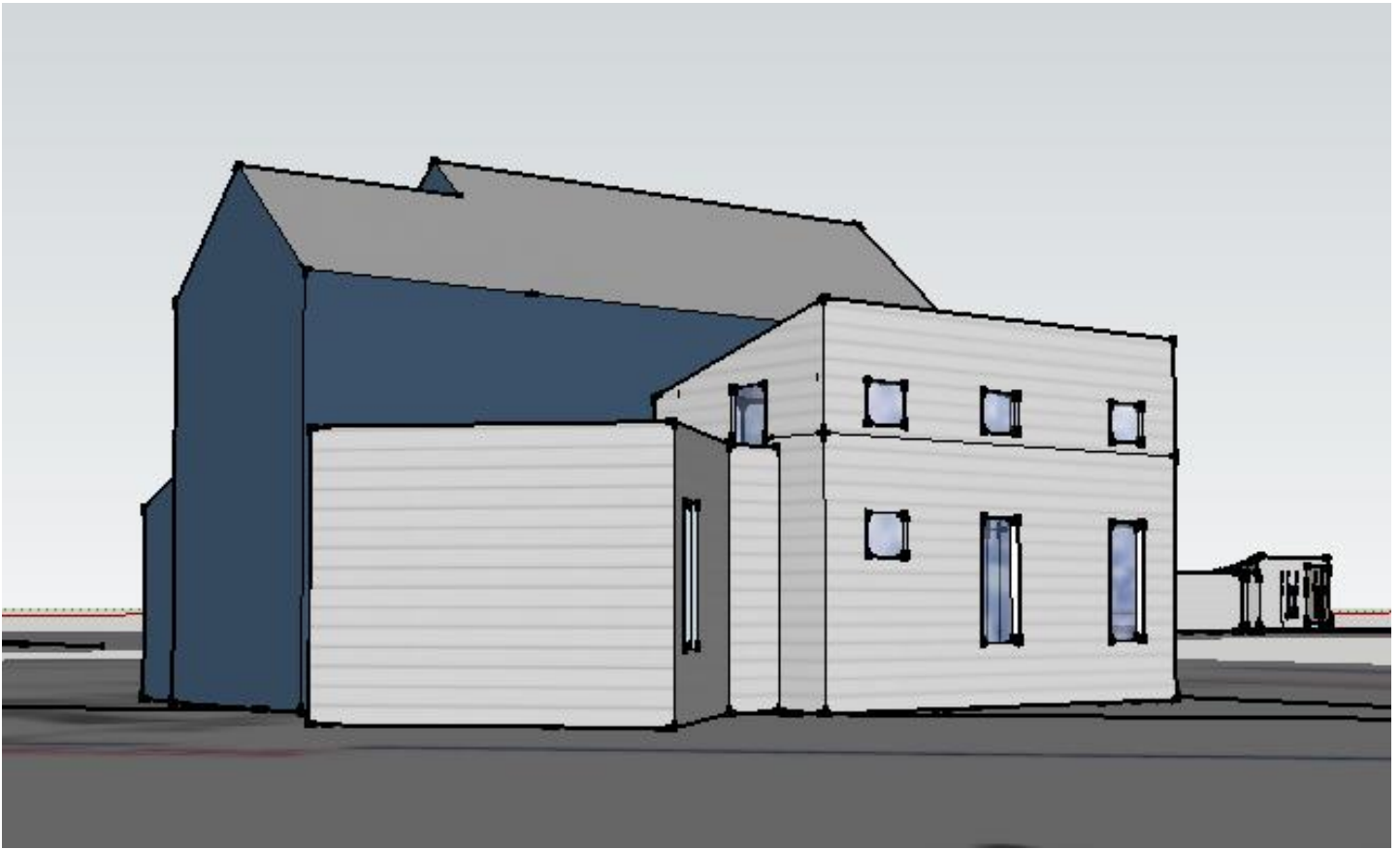
Addition – Concept Design Models – 764 Grace Street



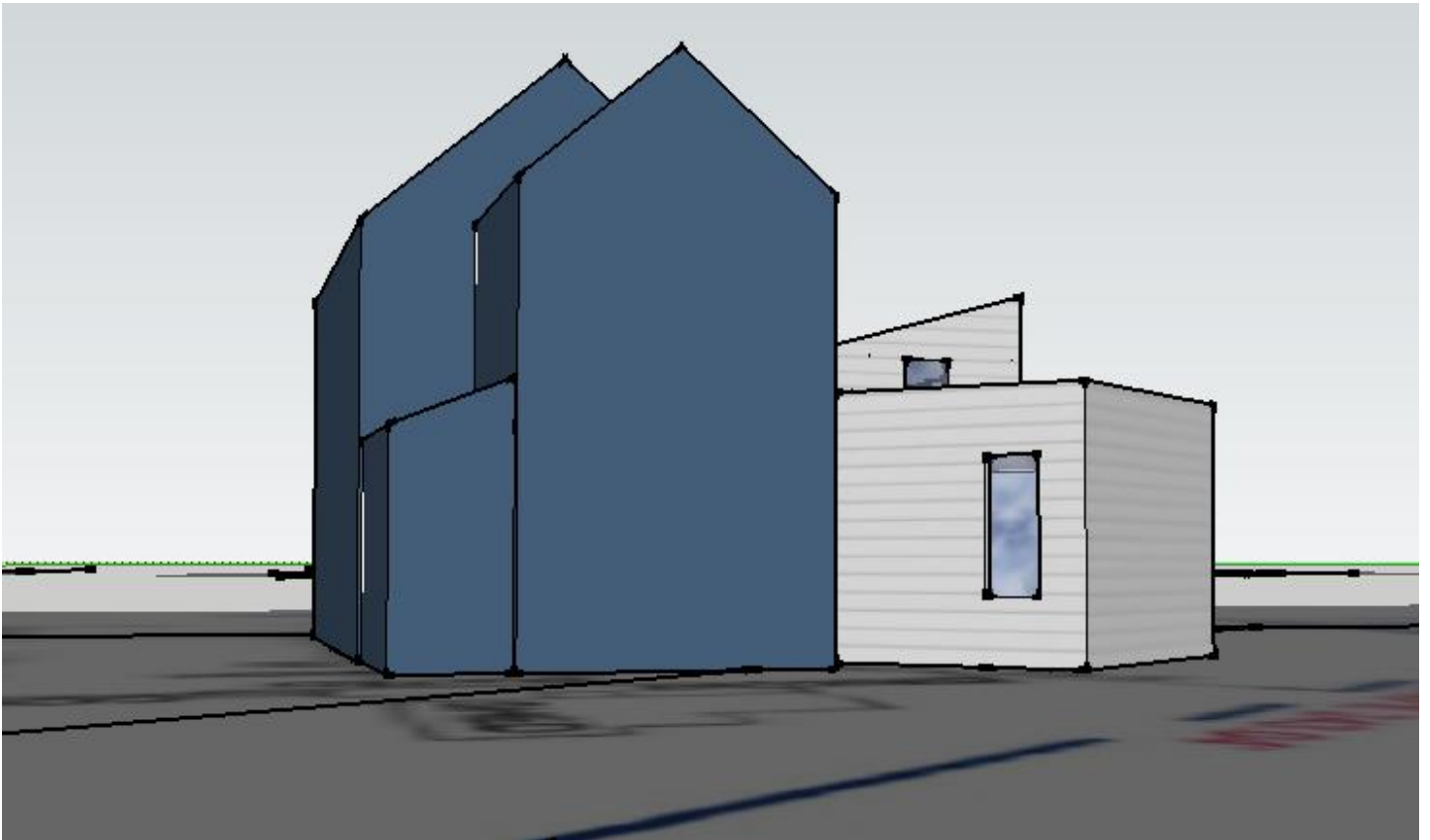
Streetview from northwest



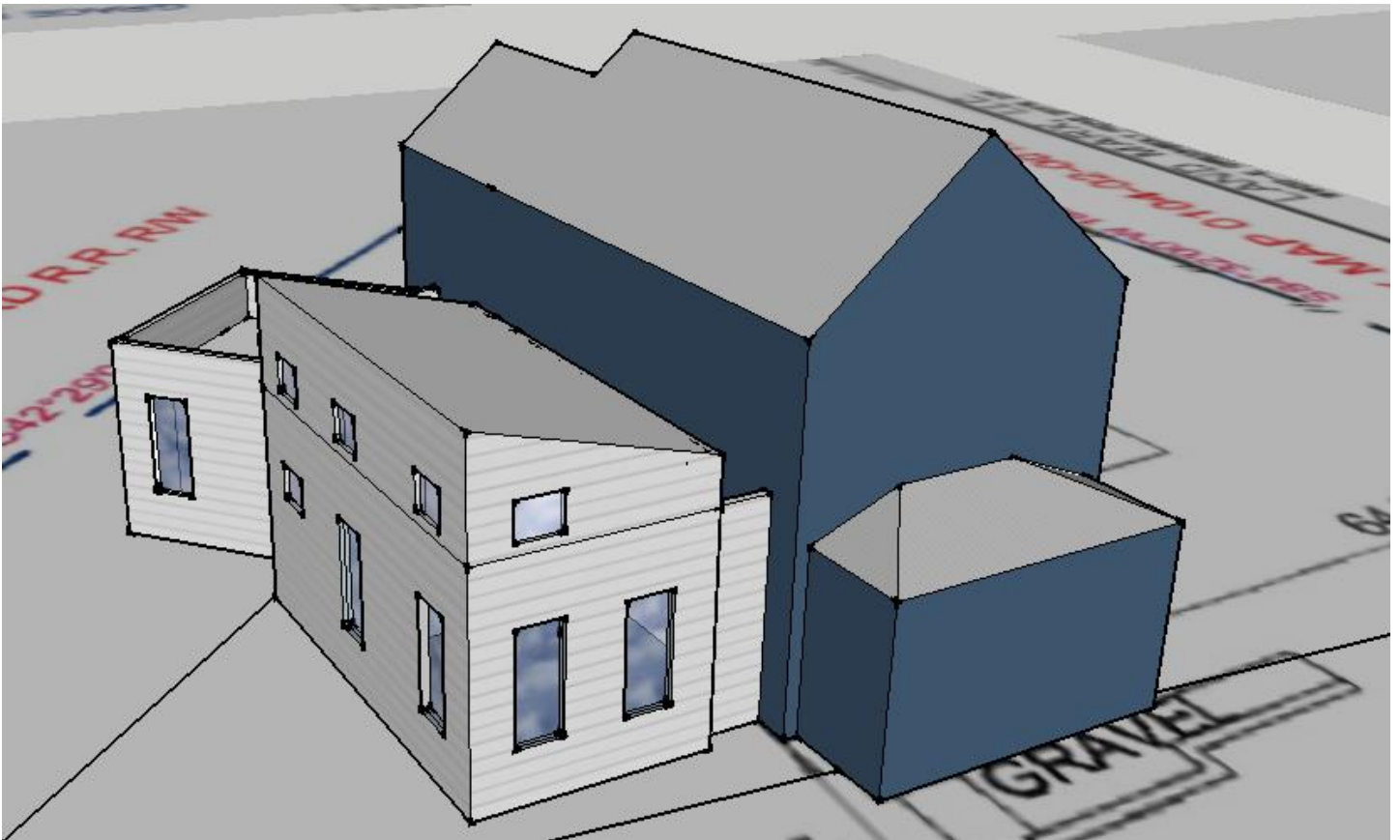
Streetview from southwest



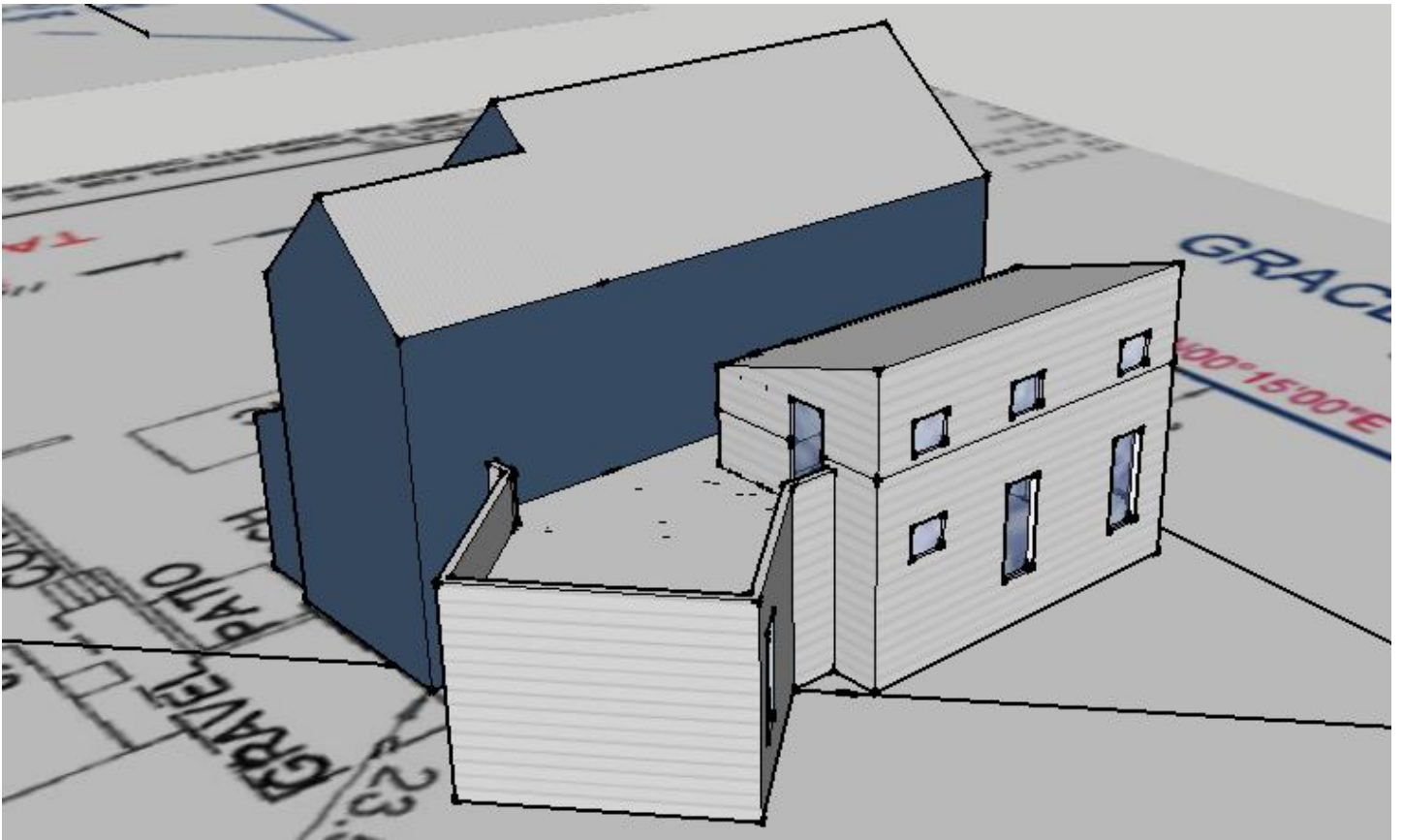
Streetview from northeast



Streetview from east

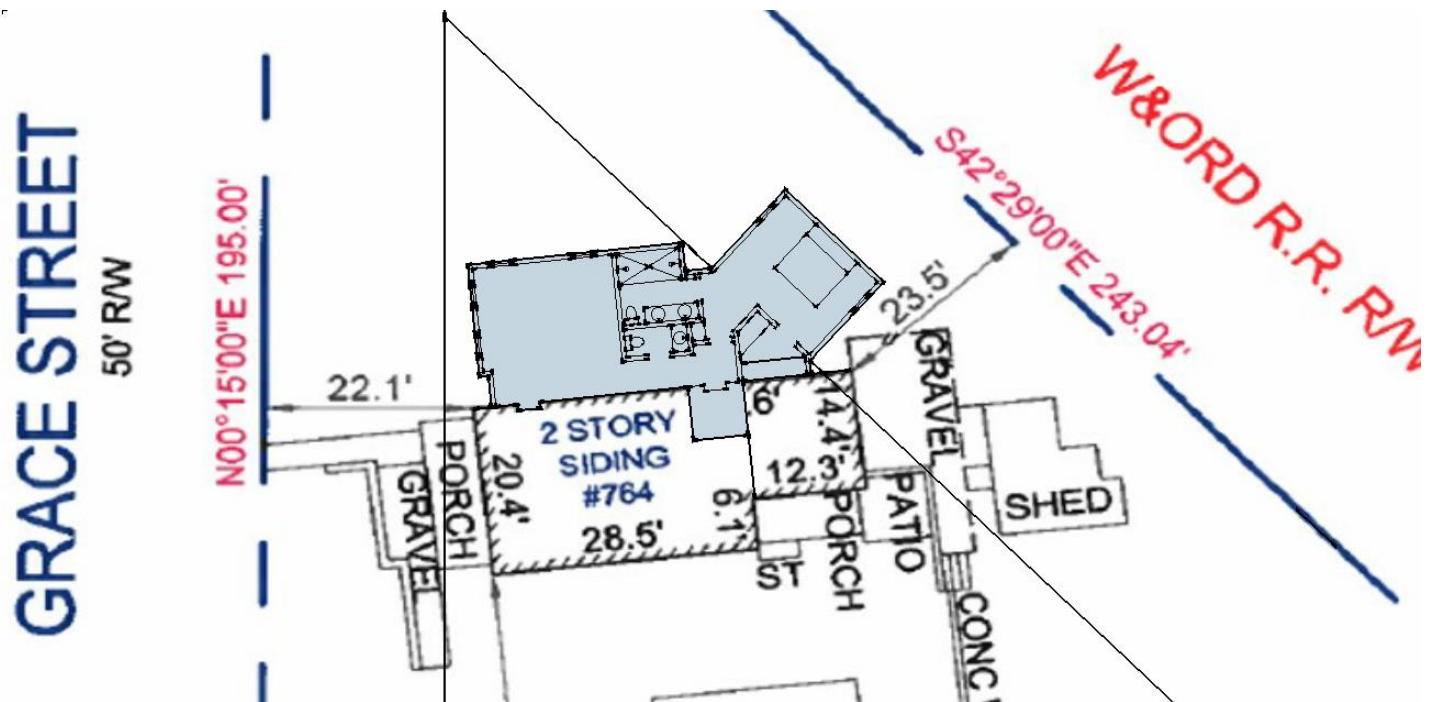


Axonometric view from northwest

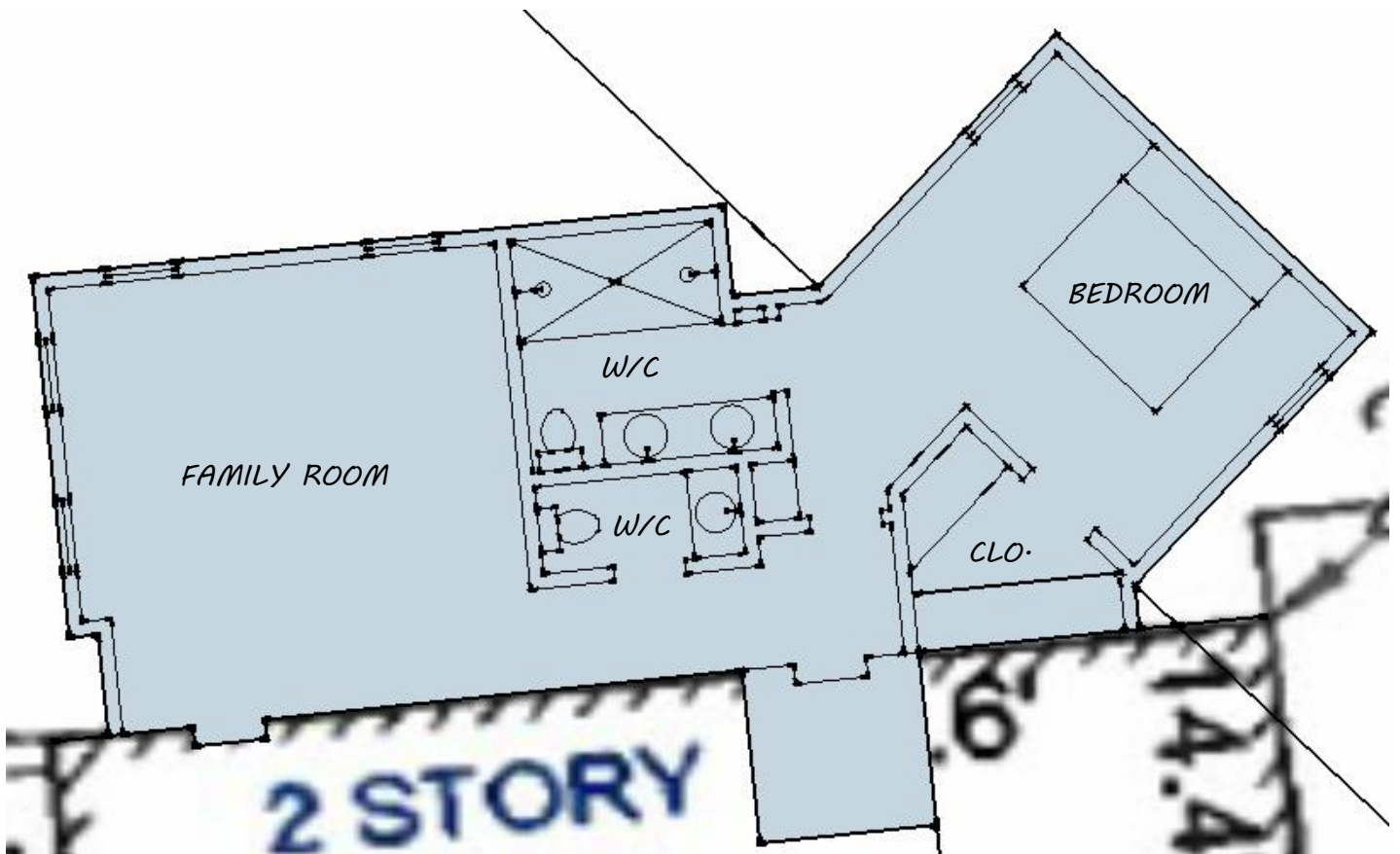


Axonometric view from northeast

Addition – Concept Design Floorplan – 764 Grace Street



Floorplan in context



Floorplan Close-up

Existing Distances from Front Property Lines

Along Grace Street:
Fortnightly Blvd to Locust St

Legend

20' setback line

property lines



Analysis

Exclusive of Fortnightly and Harbor House:

- 23 properties evaluated
- 12 properties within 35' setback (52%)
- 7 properties within 20' reduced setback (30%)
- Average distance from front property line to structures – 28.3'

Inclusive of Fortnightly and Harbor House:

- 29 properties evaluated
- 18 properties within 35' setback (62%)
- 13 properties within 20' reduced setback (45%)
- Average distance from front property line to structures – 24.4'



VIRGINIA

DIVISION OF HISTORIC LANDMARKS

HISTORIC DISTRICT/BRIEF SURVEY FORM

File no. 235-185

Negative no(s). 9093/23

City/Town/Village/Hamlet **Herndon**
 Street address or route number **764 Grace St.**
 Historic name

County **Fairfax**
 U.S.G.S. Quad **Herndon**
 Common name

Present use **residence**
 Original use **residence**

Building Style **Vernacular, Victorian**
 Building Date(s) **ca. 1890-1910**

1. Construction Materials

☒ wood frame
☐ brick

bond: ☐ English
☐ Flemish
☐ _____-course American
☐ stretcher
☐ other _____

☒ stone

☒ random rubble foundation
☐ coursed rubble
☐ ashlar ☐ dressed
☐ rock-faced

☐ log:

☐ squared ☐ unsquared
 notching:
☐ V-notch ☐ half dovetail
☐ saddle ☐ full dovetail
☐ square ☐ diamond

☐ concrete block
☐ terra cotta
☐ steel frame
☐ other _____

2. Cladding Material

☐ weatherboard ☐ composition siding over
☐ vertical siding ☐ stucco original German
☐ board & batten ☒ aluminum or vinyl siding siding
☐ shingle: ☐ cast iron
☐ wood ☐ sheet metal
☐ asbestos ☐ enameled metal
☐ asphalt ☐ glass
☐ bricktex
☐ other _____

3. Stories (number) **2**

☒ low basement ☐ raised basement

4. Bays (number): front **3** side (church) _____

☒ symmetrical ☐ asymmetrical

5. Roof Type

☐ shed ☐ hipped
☐ parapet? ☐ pyramidal?
☒ gable ☐ mansard
☐ pediment? ☐ false mansard
☐ parapet? ☐ gambrel
☐ clipped end? ☐ flat
☐ cross gable? ☐ parapet?
☐ central front gable? ☐ roof not visible
☒ other Gable turned toward street.

6. Roofing Material

☐ shingle
☐ composition (asphalt, asbestos, etc.)
☐ wood
☒ metal
☒ standing seam
☐ corrugated
☐ pressed tin (simulated shingles)
☐ tile ☐ pantile ☐ flat ☐ glazed
☐ slate
☐ not visible

7. Dormers (number): front _____ side _____

☐ gable ☐ pediment?
☐ shed
☐ hipped **None**

8. Primary Porch

style **hipped roof**stories **1**levels **1**bays **3**materials **wood with metal roof**

description and decorative details

**Turned posts with decorative brackets and
 turned spindles.**

9. General supplementary description and decoration:

1/1 sash. Brick, corbelled flues.

10. Major additions and alterations: **1 Story south/rear porch
 Aluminum siding covers much of the original fabric.**

11. Outbuildings:

None

12. Landscape Features:

Mature trees & shrubs

13. Significance:

**Appropriate style and scale for the neighbor-
 hood.**



Surveyed by:

Polhill/Frazier

Date:

12/87

HERITAGE PRESERVATION REVIEW BOARD STANDARDS FOR DESIGN REVIEW

Excerpts from the Town of Herndon Code of Ordinances Chapter 78 – Zoning, Article VI Overlay Districts

Sec. 78-60.3. - Heritage Preservation Overlay District (HP District).

- (a) *Purpose and intent.* The heritage preservation overlay district (HP district) is intended to provide for the establishment of historic landmarks and preservation districts as a means of preserving the historical, cultural, and architectural heritage of the town and protecting designated historic resources and is adopted pursuant to the authority granted to localities by Virginia Code § 15.2-2306.
- (b) *Applicability.* No building, structure, or sign located in the HP district shall be erected, reconstructed, altered, demolished, moved, expanded or restored except in accordance with the provisions of section 78-60.3(g), certificate of appropriateness in the heritage preservation overlay district.
- (c) *District boundaries and maps.* The boundaries of the HP district shall be shown on the town's official zoning map and on the appropriate comprehensive plan maps after action by the planning commission and town council.....
- (f) *Development within the heritage preservation overlay district.* Development located within a preservation district shall be completed in accordance with the Herndon Heritage Preservation Handbook, and the following standards:
 - (1) *Alteration, restoration or reconstruction.* A certificate of appropriateness for altering, restoring, or reconstruction of a building or structure shall be approved only after considering the following standards, as well as other appropriate matters:
 - a. Whether or not reasonable effort shall be made to alter the site, building, or structure, and its environment to the minimal extent practicable.
 - b. Whether or not alteration of the original distinguishing qualities or character of a site, building, or structure and its environment and the removal or alteration of any historic material or distinctive architectural features shall be avoided to the greatest extent practicable.
 - c. Whether all sites, buildings and structures shall be recognized as products of their own time, with alterations and reconstruction to existing buildings and structures to be consistent with the original style of such buildings and structures.
 - d. Whether or not distinctive stylistic features or examples of skilled craftsmanship that characterize a building or structure or site shall be retained and restored to the greatest extent practicable.
 - e. Whether or not deteriorated architectural features shall be repaired, rather than replaced, wherever reasonably possible, and, if replacement is necessary, whether or not new materials shall match the material being replaced in composition, design, color, texture and other visual qualities to the greatest extent practicable.
 - f. Whether or not repair or replacement of missing architectural features shall, to the greatest extent possible, be based on accurate duplications of the original features, substantiated by historic, physical, or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
 - g. Whether or not the surface cleaning of buildings and structures constituting historic landmarks shall be undertaken with the gentlest means practicable; provided, however, that

sandblasting and other cleaning methods that may damage the existing building materials shall not be approved.

- h. Whether or not partial demolition of buildings or structures within preservation districts may be approved when one or more of the existing facades are retained for the purpose of integrating new construction into existing historic buildings or structures when such is appropriate and in accordance with the intent of this article. The town does not advocate this procedure, as it goes against the Secretary of the Interior's guidelines for rehabilitation and credits would not be allowed in such projects.
 - i. Whether or not, to the greatest extent practicable, every effort shall be made to protect and preserve archeological resources within or adjacent to the heritage preservation overlay district.
 - j. Whether or not contemporary design for alterations and additions to existing buildings and structures is compatible with the size, scale, color, material, and character of the building and structures within preservation districts, and whether or not such alterations and additions would destroy significant historical, architectural, or cultural material.
 - k. Whether or not the proposed additions or alterations to existing buildings and structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building or structure would be unimpaired. Whenever possible, new additions or alterations to existing buildings and structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building or structure would be unimpaired.
- (2) *New construction.* A certificate of appropriateness for new construction of a building or structure may be approved only after considering the following standards, as well as other appropriate matters:
- a. Whether or not the design will be architecturally compatible with the historic landmarks, buildings, and structures in the heritage preservation overlay district in terms of size, scale, color, material, and character.
 - b. No specific architectural style shall be adopted or imposed in the administration of this section.
- (3) *Moving or relocating a building .* A certificate of appropriateness to move or relocate a building or structure may be approved only after considering the following, as well as other appropriate matters:
- a. Whether or not the proposed relocation may have a detrimental effect on the structural soundness of the building or structure;
 - b. Whether or not the proposed relocation would have a negative or positive effect on other historic landmarks or on other sites, buildings or structures located within the heritage preservation overlay district;
 - c. Whether or not the proposed relocation would provide new surroundings that would be compatible with the architectural aspect of the building or structure;
 - d. Whether or not the proposed relocation is the only practicable means of saving the structure from demolition; and
 - e. Whether or not the building or structure will be relocated to another site within the corporate limits of the town or to another adjacent site that is subject to preservation control.

- (4) *Demolition.* A certificate of appropriateness to demolish a building or structure may be approved, only after reviewing and considering the circumstances and conditions of the structure or building or the part proposed for demolition, and considering the following factors as well as all other appropriate matters:
- a. Whether or not the building or structure is an historic landmark or is a building within the heritage preservation overlay district that contributes to the character of the heritage preservation overlay district;
 - b. Whether or not the building or structure is of such interest or significance that it would qualify as a national or state landmark building or structure listed on the National Register of Historic Places or the Virginia Landmarks Register;
 - c. Whether or not the building or structure is of such old or uncommon design, texture or scarce material that it could not be reproduced or could be reproduced only with great difficulty and expense;
 - d. Whether or not historic events occurred in the building or structure;
 - e. Whether or not the building or structure is structurally unsound and to what extent;
 - f. Whether or not a relocation of the building or structure or a portion thereof would be to any extent practicable as a preferable alternative to demolition;
 - g. Whether or not the proposed demolition could potentially adversely affect other historic landmarks located within a preservation district or adversely affect the character of a preservation district;
 - h. If a building is damaged by a fire or other natural hazard, the building inspector shall determine if a building is structurally sound and is in imminent danger to public safety and should be demolished;
 - i. The reason for demolishing the building or structure and whether or not any alternatives to demolition exist;
 - j. Whether or not there has been a professional, economic, and structural feasibility study for rehabilitating or reusing the structure and whether or not its findings support the proposed demolition.



MEMORANDUM

To: Chair Walker & Members of the Historic District Review Board (HDRB)

From: Christopher J. Garcia, AICP, Community Design Planner/Deputy Zoning Administrator 

Date: December 1, 2020

Subject: Discussion Items – Zoning Text Amendment, (ZOTA) #20-010 and Town Council Resolution 20-G-51, adopting new Historic District Overlay Guidelines

On November 17, 2020, the Town of Herndon Town Council voted to enact two substantial changes to the Town's historic preservation program. The purpose of this memo is to provide the Board with supplementary resources for the referenced discussion items related to those changes.

- 1. Town of Herndon Zoning Ordinance Text Amendment, ZOTA #20-010.** Based on Town Council direction, staff initiated this ZOTA to, among other things, change the name of the district to the Historic District and the board to the Historic District Review Board (HDRB), and to allow the administrative review of certain types of certificates of appropriateness applications. The redlined version of this ZOTA is available online at :
<https://www.herndon-va.gov/home/showpublisheddocument?id=14373>.
- 2. Town Council Resolution 20-G-51, adopting new Historic District Overlay Guidelines.** Completing a long-term project to develop new and up-to-date design guidelines for the Town's historic district, the Town Council formally adopted the new Historic District Guidelines, which supersedes the Heritage Preservation Handbook. The new design guidelines are to be applied to all new COA cases. The guidelines document is available online at:
<https://www.herndon-va.gov/home/showpublisheddocument?id=14247>.

At the December 2, 2020 HDRB Work Session staff will provide further details on these projects and the changes to the HDRB that will occur as these items are implemented. Staff will also present an update to the ongoing process improvements. As a reminder, resources regarding these initiatives and other information on the town's preservation program are available online at: <https://www.herndon-va.gov/heritagepreservation>.

Thank you.