



HISTORIC DISTRICT REVIEW BOARD MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170
Wednesday, November 15, 2023 | 7:00 p.m.

1. Call to Order

2. Approval of Minutes

- a. October 4, 2023, Historic District Review Board Work Session Minutes
- b. October 18, 2023, Historic District Review Board Regular Meeting Minutes

3. Comments

- a. Comments from the Board Members
- b. Comments from the Staff Members
- c. Comments from Citizens
Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.

4. Public Hearing

- a. **APPLICATION FOR AN ALTERATION, HDRB #23-013**, to consider an application for a Certificate of Appropriateness for replacement windows on a single-family house located at 743 Florence Place, Herndon, Virginia, on the west side of Florence Street, south of the Florence Place and Oak Street intersection, and further identified as Fairfax County Tax Map 0162 02 0104. The property is zoned R-10, Residential Single-Family District and consists of approximately 43,560 square feet of land. Owners: Justin E. Winthers and Lindsay S. Winthers. Applicant: Lindsay S. Winthers. **(Continued from the August 16, 2023, the September 20, 2023, and the October 18, 2023, regular meetings.)**
- b. **APPLICATION FOR AN ALTERATION, HDRB #23-015**, to consider an application for a Certificate of Appropriateness for construction of an awning on a building located at 781 Station Street, Herndon, Virginia, on the northwest side of Station Street, between Lynn Street and Pine Street, and further identified as Fairfax County Tax Map 0162 02 0301D. The property is zoned PD-D, Planned Development-Downtown, and consists of approximately 5,904 square feet of land. Owner: James Building Development LLC. Applicant: Steven D. Mitchell. **(Continued from the October 18, 2023, regular meeting.)**

5. New Business

- a. **Resolution** – HDRB Meeting Schedule 2024

6. Adjournment



MEMORANDUM

To: Chair Blaker-Glass and Members of the Historic District Review Board

From: Tamsin Himes, Lead Planner / Design and Development 

Date: November 15, 2023

Subject: HDRB #23-013 743 Florence Place, Herndon Virginia

This staff memo is an addendum to the staff report for HDRB #23-013 and the subsequent staff memos from August 16th, September 6th, September 20th, October 4th, October 18th and November 1st which were provided to the board prior to the HDRB meetings in August, September, October and November 2023.

This case was continued at the August, September and October regular meetings allowing for additional time for research into possible solutions and for the applicant to address questions and suggestions from the board. Staff and the board have made substantial efforts to work with the applicants and to research solutions that both meet the Guidelines and address the needs of the applicants.

Guidelines. The Guidelines detail the importance of windows to the character of historic buildings: *“Windows are major contributors towards the appearance of a building. While window shape, size, locations, glass divisions, and surrounding treatments are crucial design characteristics, the arrangement, breadth of usage, and variety of windows on a building, known as its fenestration, defines character and identities style and age.”* (p. 56)

The Guidelines state that ideally, historic windows should be repaired rather than replaced, and when replacement is necessary, in-kind replacements should be used: *“For historic doors and windows, when necessary, replacement should be in-kind. Avoid wholesale replacement of historic windows and doors; these features should be replaced on an as-needed basis.”* (p. 60)

“Replacement of historic . . . windows should match the original in size, dimensions, configuration, and materials. . . To achieve replacement-in-kind, new windows should match historic windows in material, composition, shape, size, profile, glass pane division/configuration, muntin type, pattern, glazing, transparency and other visual qualities.” (p. 60)

When repair and in-kind replacement are not attainable, the Guidelines allow for alternative modern materials to be used, such as fiberglass, but require these to be assessed using certain criteria. These are the guidelines applicable to this case since the proposed windows are neither repairs nor in-kind replacements:

“For historic doors and windows, if replacement-in-kind is not possible, the following criteria for . . . replacement applies:

- a. Replacement. . . windows should match the historic. . . as closely as possible in general composition, shape, size, profile, glass usage, glass pane division, muntin type, glazing, texture, and finish.*
- b. Replacement. . . windows should retain historic character-defining features, such as hardware, accessories, and decorative details.*
- c. If the feature cannot be replicated using traditional materials, refer to Chapter 6, Use of Alternative Materials for information on selecting an appropriate alternative material.*
- d. Replacement should be limited to the door itself or the window sashes to reduce the replacement of historic fabric and impacts on the building envelope.*
- e. Avoid the use of insert window replacements, which reduce the size of window openings.”* (p. 60)

The Guidelines specifically emphasize the importance of simulated divided lites: *“For windows consisting of multiple panes of glass, simulated divided lites should have dimensional muntins or grills on the exterior of the glass.”* (p. 74)

Prior to the October 18th public hearing staff published a memo which was provided to the board and to the applicant outlining the reasons that the application did not meet the Historic District Guidelines and recommending denial as submitted. Staff also proposed an alternative where the board could approve the application with the condition that the applicants install exterior simulated divided lights (SDLs) on the upper sashes of the existing non-conforming windows on the original portions of the structure. This approval would be based on the applicants’ agreement to follow through with this condition.

Alternative. Exterior, adhesive grill systems are not generally considered to meet the Guidelines’ standards for replacement windows on contributing structures:

“Replacement windows should match the historic windows as closely as possible in general composition, shape, size, profile, glass usage, glass pane division, muntin type, glazing, texture and finish,” or the Guidelines’ requirement for dimensional exterior grills for contributing and non-contributing structures.

However, under these unique circumstances, staff believes that a simulated divided light (SDL) product that mimics an exterior muntin, if the correct material and customizable, might be a solution for this case. Staff has provided an alternative recommendation with conditions if the applicant agrees to the amendment of their application.

Update. The applicants were in attendance at the November 1st work session and discussed the case with the board. At that time, the applicant stated that they were working to get an estimate for the SDL products proposed by staff, and that they were also exploring the option of custom exterior grills produced by their builder. Staff reached out to the applicant following the work session to coordinate as requested by the board. The applicant indicated to staff that they are exploring the following options:

- Securing exterior fiberglass SDLs from Marvin through Window and Door Showplace, front elevation only.
- Obtaining suitable wood grilles from Frontline through the same provider, front elevation only.
- Crafting the grilles locally and applying them to the windows ourselves, front elevation only.
- Seeking approval from the board or town council for the windows as they currently are.

The applicant further indicated a preference for the last two options.

Conclusion. Staff is providing three options for the board's consideration. The first would be to continue this item until the December 20th public hearing so that the applicant has additional time to complete the research and obtain estimates for SDL products that they indicated to the Board they were seeking. The second option is to deny the application as proposed in accordance with Draft Resolution A. The third option is to approve the application with conditions in accordance with Draft Resolution B. This option should only be considered if the applicants agree to the conditions.

Staff recognizes the significant amount of effort and resources the applicant has put into bringing this structure out of a dilapidated state and are hopeful that the board and applicant are able to come to a resolution that meets the Guidelines as interpreted for this unique case and meets the needs of the property owner.

Attachments:

- 1) Draft Resolution A
- 2) Draft Resolution B

**TOWN OF HERNDON, VIRGINIA
HISTORIC DISTRICT REVIEW BOARD**

RESOLUTION

NOVEMBER 15, 2023

Resolution- to deny HDRB #23-013, for replacement windows on a single-family house located at 743 Florence Place, Herndon, Virginia, further identified as Fairfax County Tax Map 0162 02 0104

THEREFORE, BE IT RESOLVED by the Historic District Review Board of the Town of Herndon, Virginia that:

The Historic District Review Board denies HDRB #23-013, for replacement windows on a single-family house located at 754 Florence Place, Herndon, Virginia, based on the following findings for denial and as stated in the August 2, 2023 Staff Report and the October 18th staff memo for this case:

- 1) The proposed windows depart from the design of the original windows and alter a character-defining feature of the historic resource by not using simulated divided lights, with grilles/muntins on the exterior of the glass.
- 2) The proposed windows fail to meet the applicable guidelines from the Historic District Overlay Guidelines, which state that replacement windows should retain the character of historic windows and should match historic windows in terms of general composition, pane division and muntin type. Per the Historic District Overlay Guidelines, "For replacement windows with multiple panes of glass, simulated divided lights with dimensional muntins or grills on the exterior of the glass should be used." The proposed windows feature flat interior light divisions which are completely contained within the panels of glass as opposed to dimensional muntins which are positioned on the exterior of the windowpane.
- 3) The applicant declined to amend their application to include the acceptable alternatives as discussed by the Board and proposed by staff in the October 18, 2023 and November 15, 2023 staff memos.

**TOWN OF HERNDON, VIRGINIA
HISTORIC DISTRICT REVIEW BOARD**

RESOLUTION

NOVEMBER 15, 2023

Resolution- to approve HDRB #23-013, for replacement windows on a single-family house located at 743 Florence Place, Herndon, Virginia, further identified as Fairfax County Tax Map 0162 02 0104.

THEREFORE, BE IT RESOLVED by the Historic District Review Board of the Town of Herndon, Virginia that:

The Historic District Review Board approves HDRB #23-013, for replacement windows on a single-family house located at 754 Florence Place, Herndon, Virginia, as amended by the applicant and reviewed by the HDRB at the November 15th Public Hearing meeting with the following conditions:

- 1) The applicant shall install simulated divided lights (exterior muntins) to the exterior of all windows on the front façade of the structure.
- 2) The design of the exterior muntins shall match the muntin patterns currently in place and the material shall be either aluminum, fiberglass or wood.
- 3) The applicant shall submit final specifications of the intended exterior muntins to staff for review and approval before installation.
- 4) The applicant shall notify staff after the exterior muntins have been installed for an inspection to occur.
- 5) The Certificate of Appropriateness issued pursuant to this applicant shall expire eight months from the date of issuance.



MEMORANDUM

To: Chair Blaker-Glass and Members of the Historic District Review Board

From: Tamsin Himes, Lead Planner / Design and Development 

Date: November 15, 2023

Subject: HDRB #23-015 781 Station Street, Herndon Virginia

This staff memo is an addendum to the staff report for HDRB #23-015 provided to the Board prior to the October 4th work session and the staff memos provided to the Board prior to the October 18th public hearing and the November 8th work session.

This application has been formally withdrawn by the applicant.



STAFF REPORT

Historic District Review Board November 1, 2023

Title:

Resolution to establish the Historic District Review Board (HDRB) meeting schedule for January 1, 2024, to December 31, 2024.

Staff Contact:

Tamsin Himes

Lead Planner – Development and Design

Telephone: 571-612-0537

E-mail: tamsin.himes@herndon-va.gov

Description:

The meeting schedule of HDRB is prescribed by the HDRB bylaws.

In keeping with consistency, the Department of Community Development in coordination with the Town Clerk's Office would like to propose for consideration a resolution to set the next year's meeting schedule (Calendar Year 2024). The meeting schedule is generally modified to accommodate holidays and occasions of conflicts with other Town meetings and events. The adopted meeting schedule is included in the printed annual town calendar, which is currently under development.

Staff has prepared the attached proposed HDRB meeting schedule for Calendar Year 2024 based on the following guidelines:

- HDRB regular meetings (public hearings) are scheduled for the third Wednesday of the month. In the event that a regular meeting falls on a holiday, the bylaws allow for the meeting to be shifted to the fourth Wednesday of the month;
- HDRB work sessions are scheduled on the first Wednesday of the month. In the event such date falls on a legal holiday, the meeting shall be held on the second Wednesday of the month;
- Meeting dates may be changed by resolution of the board;
- July meetings are affected by the 4th of July holiday. As such the board's work session will be shifted to July 10th, with the regular meeting date being unaltered on July 17th.

Fiscal Impact:

N/A

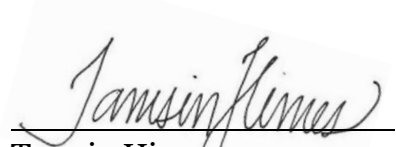
Staff Recommendation:

Recommend adoption of the proposed resolution as presented.

Attached Documents:

1. Draft Resolution
2. Proposed CY2024 Historic District Review Board Meeting Schedule

Prepared and Approved by:

A handwritten signature in cursive script, reading "Tamsin Himes", is written over a horizontal line.

Tamsin Himes
Lead Planner - Design and Development

TOWN OF HERNDON, VIRGINIA

DRAFT RESOLUTION

NOVEMBER 15, 2023

Resolution- to establish the Historic District Review Board meeting schedule for January 1, 2024, to December 31, 2024.

BE IT RESOLVED by the Historic District Review Board of the Town of Herndon, Virginia, that:

1. In accordance with the meeting schedule set out in the Historic District Review Board bylaws, the meeting schedule for calendar year (CY) 2024, as described in Attachment A Historic District Review Board CY 2024 Meeting Calendar, is hereby adopted.
2. The Historic District Review Board directs staff to include the meeting schedule in the 2024 annual town calendar.

HISTORIC DISTRICT REVIEW BOARD CY 2024 MEETING SCHEDULE

Date	Meeting Type
January 3, 2024	Work Session
January 17, 2024	Regular Meeting (Public Hearing)
February 7, 2024	Work Session
February 21, 2024	Regular Meeting (Public Hearing)
March 6, 2024	Work Session
March 20, 2024	Regular Meeting (Public Hearing)
April 3, 2024	Work Session
April 17, 2024	Regular Meeting (Public Hearing)
May 1, 2024	Work Session
May 15, 2024	Regular Meeting (Public Hearing)
June 12, 2024	Work Session
June 26, 2024	Regular Meeting (Public Hearing)
July 10, 2024	Work Session
July 17, 2024	Regular Meeting (Public Hearing)
August 7, 2024	Work Session
August 21, 2024	Regular Meeting (Public Hearing)
September 4, 2024	Work Session
September 18, 2024	Regular Meeting (Public Hearing)
October 2, 2024	Work Session
October 16, 2024	Regular Meeting (Public Hearing)
November 6, 2024	Work Session
November 20, 2024	Regular Meeting (Public Hearing)
December 4, 2024	Work Session
December 18, 2024	Regular Meeting (Public Hearing)