



HISTORIC DISTRICT REVIEW BOARD MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170
Wednesday, November 1, 2023 | 7:00 p.m.

1. Call to Order

2. 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.)**

3. New Business

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

4. Comments

- a. Comments from the Staff Members
- b. Comments from the Board Members

5. Adjournment



MEMORANDUM

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

From: Tamsin Himes, Lead Planner / Design and Development 

Date: November 1, 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 and October 4th and October 18th which were presented to the Board prior to the HDRB meetings in August, September, and October 2023.

This case was continued at the August and September regular meetings allowing for additional time for research into possible solutions and for the applicant to address questions and suggestions from the Board discussed. 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.

Prior to the October 18th public hearing staff published a staff 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 unapproved windows. This conditioned approval would only be appropriate if the applicants agreed with the condition.

The applicants stated that they were unable to attend the October 18th meeting and requested a continuance in order to research the simulated divided light products presented by staff as a possible solution for meeting the Guidelines and accommodating the needs of the applicants. The Board subsequently moved to continue this case to the November HDRB meetings.

Staff has reached out to the applicant multiple times since the public hearing and the applicant has responded to staff stating that they are researching the simulated divided light products recommended by staff. They also indicated that it may be several weeks before they have all the information they are seeking in order to make a decision about whether or not to move forward with one of the products.

While this process has taken significantly longer than anticipated or preferred by the Board and staff, it should be noted that receiving estimates from vendors can be lengthy and out of the control of those seeking the estimate. Staff recommends that the Board

seek updates from the applicant and any possible clarity on the timeline for decisions on the SDL option presented. Staff will provide a recommendation to the Board at its next public hearing depending on what, if any, new information is provided by the applicants before the hearing.



MEMORANDUM

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

From: Tamsin Himes, Lead Planner / Design and Development 

Date: November 1, 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 memo provided to the board prior to the October 18th public hearing meeting.

At the October work session for this case, staff recommended a continuance given the amount of additional materials and changes to the submitted materials required for a full review. The Board concurred with this and discussed with the applicant concerns regarding the proposed designs. At the October 18th public hearing there were no new materials provided by the applicant.

Staff has met with the applicant to discuss the project, but at this time no new application materials have been submitted. If the applicant chooses to bring new materials to the work session, staff will not have had the chance to review them, and the Board will be reviewing without a staff analysis.

Given that no new information has been submitted, staff is withholding a recommendation at this time.



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

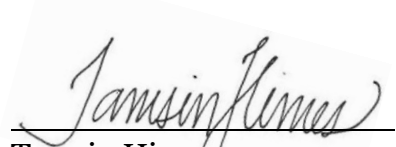
Staff Recommendation:

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)