

HISTORIC DISTRICT REVIEW BOARD MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170
Wednesday, October 18, 2023 | 7:00 p.m.

1. Call to Order

2. Approval of Minutes

- a. September 6, 2023, Historic District Review Board Work Session Minutes
- b. September 20, 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 18, 2023, regular meeting.)**
- 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.

5. Adjournment



MEMORANDUM

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

From: Tamsin Himes, Lead Planner / Design and Development 

Date: October 18, 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 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.

Proposal analysis. Per the Historic District Overlay Guidelines, the proposed windows cannot be considered appropriate replacement windows on a contributing structure in the Historic District. The proposed windows alter an important character-defining element of the contributing structure by neglecting to feature simulated divided lights, also described as exterior grills.

The Guidelines state that “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.” The proposed windows feature a muntin type that does not match the muntin type of the original windows which were replaced. The Guidelines also state that 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.

Given this vital part of the window design that does not meet the Guidelines, staff is recommending a denial of this application as submitted in accordance with the attachment #1, Draft Resolution A.

Alternative. Under these unique circumstances, staff believes that a simulated divided light (SDL) product which mimics an exterior muntin, if the correct material and customizable, might be a solution for this case. If the applicant would like to amend their request at the public hearing to install one of the two products, they would not be required to appear before another public hearing. Staff has provided an alternative

recommendation with conditions if the applicant agrees to the amendment of their application.

Products. Staff has found two vendors specializing in customizable exterior muntins that can be affixed to existing windows; Creative Millwork Company and Frontline Building Products. These options, verified by company representatives, are available in both wood and metal and with a variety of profiles. Both vendors work with design and building professionals or directly with homeowners via stores like Lowe's or Home Depot. From the information provided to staff from these vendors, this muntin solution would likely meet the applicable guidelines.

The alternative, Draft Resolution B, is an approval of this application with conditions:

- 1) The applicant shall install exterior, custom simulated divided lights manufactured by either Creative Millwork Company or Frontline Building Products (more specifically shown in attachment 2 and attachment 3 to the October 18th staff memo) to the exterior of all windows on the main structure, excluding the modern rear addition.
- 2) This product shall be installed within six months of this approval.
- 3) The design of these shall match the muntin patterns currently in place and the material shall be either aluminum or wood.
- 4) The applicant shall notify staff after the simulated divided lights product has been installed for an inspection to occur.

Should the Board agree with Staff that this is a suitable and approvable option, and should the applicant agree to these conditions, the Board may move to approve Draft Resolution B.

Attachments:

- 1) Draft Resolution Option One
- 2) Draft Resolution Option Two
- 3) Guidelines Matrix, August 2, 2023
- 4) Product Site: Creative Millwork Company
- 5) Product Site: Frontline Building Products

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

DRAFT RESOLUTION

OCTOBER 18, 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 more specifically stated in the April 2, 2023 Staff Report:

- 1) The proposed windows depart from design of the original windows and alter a character-defining feature in that they have integrated divided lights, or a grill/muntin pattern that is situated between two panes of glass instead of a dimensional muntin pattern on the exterior of the window. The Guidelines 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.
- 2) 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 two acceptable alternatives as proposed by staff in the October 18, 2023 staff memo.

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

DRAFT RESOLUTION

OCTOBER 18, 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 October 18th Public Hearing meeting with the following conditions:

- 1) The applicant shall install exterior, custom simulated divided lights from manufactured by either Creative Millwork Company or Frontline Building Products (more specifically shown in attachment 2 and attachment 3 to the October 18th staff memo) to the exterior of all windows on the main structure, excluding the modern rear addition.
- 2) The design of these shall match the muntin patterns currently in place and the material shall be either aluminum or wood.
- 3) The applicant shall notify staff after the simulated divided lights product has been installed for an inspection to occur.
- 4) The Certificate of Appropriateness issued pursuant to this applicant shall expire six months from the date of issuance.

Historic District Overlay Guidelines Review Matrix			
Chapter 8 – Treatment of Contributing Resources – Windows, Exterior Doors and Associated Features; Use of Alternative Materials on Contributing Buildings (pages 51-67, 86-87)			
#	Guidelines		Evaluation
1.	General Guidance: 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 the character and identifies style and age. A building’s translucency, solid-to-void proportions, and visual connections between outdoor and indoor spaces are all dependent on its fenestration.	n/a	
2.	In-kind replacement windows: For historic doors and windows, when necessary, replacement should be in-kind. a. Avoid wholesale replacement of historic windows and doors; these features should be replaced on an as-needed basis. Replacement of historic doors and windows should match the original in size, dimensions, configuration, and materials. a. 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.	n/a	The HDRB previously approved replacement windows that were not in-kind but used a modern alternative material and were determined to meet the standards for alternative materials outlined in Chapter 6 of the Guidelines. Item (3) below should be used to assess the compliance of the proposed windows.

3	Alternative Material Replacement Windows: For historic doors and windows, if replacement-in-kind is not possible, the following criteria for historic door and window replacement apply: a. Replacement windows should match the historic doors 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 window sashes to reduce the replacement of historic fabric and impacts to the building envelope. e. Avoid the use of insert window replacements, which reduce the size of window openings.	Does not meet.	Given the previous approval of windows in terms of the appropriateness of the material and general specifications, most aspects of the window adhere to the requirements of this section. The primary item to be reviewed in this case is the design of the proposed window muntins. The Guidelines state that replacement windows should match the historic in shape, size, profile, glass usage, glass pane division, muntin type, glazing, texture, and finish. As proposed, though the windows meet the Guidelines in terms of lite division (for example 6-over-1 sashes), they do not maintain the muntin type, or the fully integrated, dimensional muntins. This affects the character of the windows and overall building façade even when viewed at a distance.
	Window Muntins: 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.	Does not meet	The installed 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 window pane.

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FEATURES

PROFILES

PATTERNS

FILTER PROFILES

Reset

Material:



vinyl



aluminum



bronze



wood



all

Width:

0.000"

5.000"

Height:

0.000"

2.000"

RESULTS / wood

Print



Extruded



Moulded



VCUT Additional Design



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M330

WOOD



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M454

WOOD



0.875" WIDE x 0.225" TALL

M985

WOOD



0.625" WIDE x 0.234" TALL

M930

WOOD

M037

WOOD

M988

WOOD

AS20

ALUMINUM



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AS4

ALUMINUM



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AS23

ALUMINUM



2.000" WIDE x 0.555" TALL

AS10

ALUMINUM



0.875" WIDE x 0.705" TALL

AS36

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1.125" WIDE x 0.728" TALL

AS35

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1.125" WIDE x 0.666" TALL

HW08

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DS3

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COMMERCIAL GRILLES

GRILLE CONFIGURATIONS

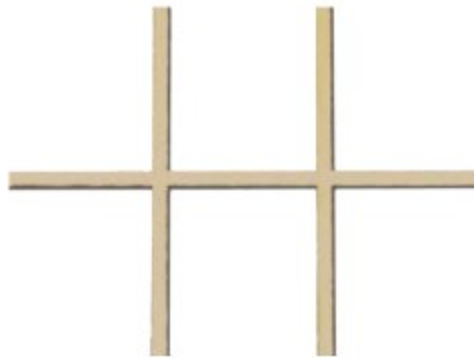
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Surround Grilles



Patterns & Shapes



Wood Species





MEMORANDUM

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

From: Tamsin Himes, Lead Planner / Design and Development 

Date: October 18, 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.

At the 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 this time no new application materials have been submitted.

Staff are recommending a continuance of this case to the November 15th public hearing.