



HISTORIC DISTRICT REVIEW BOARD MEETING AGENDA

Herndon Municipal Center
Large Conference Room, 2nd Floor
777 Lynn Street
Wednesday, March 1, 2023 | 7:00 p.m.

1. **Call to Order**
2. **New Business**
 - a. **Introductions with New Board Member**
 - b. **RESOLUTION**, consideration of a resolution to adopt the Uniform Sign Standards for the Historic District Overlay
 - c. **DISCUSSION**, Property Owners Resource Guide
3. **Comments**
 - a. Comments from the Staff Members
 - b. Comments from the Board Members
4. **Adjournment**



MEMORANDUM

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

From: Bryce A. Perry, Deputy Director of Community Development 

Date: March 1, 2023

Subject: Uniform Sign Standards

A draft of the Uniform Sign Standards is complete and being provided to the Board for review and adoption. When approved these standards will be applied to signs proposed within the Herndon Historic District Overlay (HDO). If proposed signs comply with these standards, they would receive administrative approval. If applicants opt to not meet the standards or are determined to not meet the standards, they can apply to the Historic District Review Board (HDRB) for review and approval.

The Zoning Ordinance was amended to allow for the establishment of Uniform Sign Standards and requires the adoption of such standards by the HDRB for signs within the HDO.

This initiative was pursued as one of several ways in which review processes could be streamlined for applicants and staff resources could be more efficiently utilized for sign review. Adoption of the Uniform Sign Standards will reduce the total number of cases going through the often longer public hearing process with the HDRB review.

A draft resolution to adopt the Uniform Sign Standards has been provided for your consideration. Staff seeks the HDRB's input on the draft standards document to revise and refine based on input received. If adopted by the HDRB, it would go into effect immediately. Staff may make minor adjustments for clarity within the standards however any changes to standards moving forward would necessitate a return to the board for re-adoption.

Note that other existing codes, regulations, and guidelines such as the sign standards of the zoning ordinance, applicable building codes, the Downtown Pattern Book, and the Historic District Guidelines will still be applied to proposed signs in addition to the Uniform Sign Standards.

Attachments:

- 1) Draft Uniform Sign Standards
- 2) Draft Resolution

TOWN OF Herndon

Uniform Sign Standards

Adopted March 15, 2023

The Town of Herndon Uniform Sign Standards were adopted by the Town of Herndon Historic District Review Board (HDRB) and Town of Herndon Architectural Review Board (ARB) by resolutions dated March 15, 2023. Minor adjustments to these standards may be done administratively for clarification purposes. Substantive changes to standards are subject to Board review and an updated resolution.

Adherence to the sign standards, as determined by staff, is required to receive administrative sign approval. If the standards are not met, administrative approval cannot be granted. The applicant can then choose to pursue a HDRB or ARB application for the non-compliant sign.

This document applies to all signs unless exempt per Section 78-140.5 of the Town of Herndon Zoning Ordinance. It serves as a supplement to the Herndon sign ordinance (Article XIV of the Zoning Ordinance), the Historic District Overlay Guidelines, the Herndon Downtown Pattern Book, the Urban Design & Architectural Guidelines for the Herndon Transit-Oriented Core, and the Design Criteria of the Architectural Control District (Section 58-96 of Town Code).

Purpose and Intent

The Town of Herndon Uniform Sign Standards are meant to provide clear and detailed guidance for the design of signage throughout Town, to articulate expectations and design intent for applicants, to manage consistent design and material sign quality and appropriateness, and to ensure signage respectfully fits within Herndon's character and architectural context.

Signs are among the most visible elements of commercial and urban environments. These features are not only a practical economic and business requirement but can also significantly enhance a storefront, building, or streetscape if thoughtfully designed. These standards give direction on the ways in which signage can serve practical needs while contributing to Town character and appearance. As one of the most visible elements of the commercial and urban environment, signs play a significant role in creating an environment where people feel comfortable and want to be.

Objectives

- A) Setting standards and providing uniform controls that permit reasonable and effective use of signs and preserve the character of the Town.
- B) Prohibiting the erection of signs in such numbers, sizes, designs, illumination, and locations as may create a hazard to pedestrians and motorists.
- C) Avoiding excessive conflicts from large or multiple signs to minimize clutter, unsightliness, and confusion.
- D) Establishing a process for consistent review and approval of signage.
- E) Ensuring sign design that builds on the traditional Town image and visual environment the Town seeks to promote.

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Historic District Overlay (HDO)

General Sign Standards

The following standards apply to all signs within the HDO.

1. Signs shall adhere to all applicable sign regulations within the Town of Herndon Zoning Ordinance and any applicable building code requirements.
2. General compliance with all applicable sign design guidelines from the Downtown Pattern Book shall be achieved.
3. Execution of sign design and placement shall complement the building architecture or landscape architecture of the structure or parcel on which it is placed, the character of the surrounding context, and the character of the HDO.
4. Sign installation shall always consider reversibility to ensure building components are not permanently impacted or irreparably damaged.
5. Signs shall be designed, constructed, and installed using high quality and durable materials and practices with proven reputation for longevity in appearance and material integrity.
6. Traditional materials or materials that mimic the appearance and characteristics of traditional materials shall be used.
7. The size, shape, and location of signs shall be appropriate to the scale of the surface or area to which it is affixed.
8. While a diversity of signage types is encouraged for individual businesses, when multiple sign types are used, their designs shall be coordinated and complementary to each other.
9. Signs shall be stationary and securely fastened or anchored to a permanent surface.
10. Signs shall be installed in a manner to minimize any detrimental impacts to historic fabric or character-defining treatments.
11. While signage across the HDO should follow a consistent design palette and design ethic, creative and artistic designs are encouraged to enhance liveliness and visual interest.
12. Signs must be informative and legible at a pedestrian scale.
13. Signage shall not be located on architectural accent or decorative elements unless those features were designed solely for the purpose of containing signage.
14. A sign's color and texture are important characteristics to consider and have significant impacts to the overall aesthetic of a sign. Glossy finishes shall not be used, and colors shall not clash with facade colors.

15. Signs with, materials, colors and textures that contrast with the surface on which it is attached, and principal exterior building treatments are often optimal, however they must not present an overwhelming or distracting appearance.
16. Signage should be individualized for the business and standardized designs should be avoided.
17. If a sign is designed to reflect a particular architectural style, that style should complement or correspond to the building's architectural style.

Historic District Overlay (HDO) Sign Specific Standards

The following standards apply to the various sign types permitted by the Zoning Ordinance.

Wall Signs

1. Confined to flat, unadorned surfaces on the first floor typically within an area designed specifically to contain signage such as broad fascia boards, covered transoms, panels or flat walls next to storefronts and banding above a storefront.
2. Flush-mounted, painted, or pin-mounted with spacers no longer than 2".
3. Centered, justified, or otherwise aligned appropriately in relation to architectural bays, fenestration, and other architectural divisions.
4. Scaled appropriately to fit within the surface on which it is attached with adequate spacing between the sign copy and edges of the surface.

Projecting Signs (Blade Signs, Suspended Signs)

1. When on the first floor, confined to directly above a storefront, within storefront panels, or beside the storefront. Proximity to the entrance when possible.
2. When on the first floor, designed at a pedestrian scale.
3. When on an upper floor, designed with a vertical orientation.
4. Aligned perpendicular to facade unless placed at building corner in which it can be placed at

a 45-degree angle from the wall.

5. Fixed or suspended from a bracket. Coordinated bracket design (type, size, design, color, material) with the projecting sign design.
6. Double sided. Can be flat or designed with three-dimensional reliefs and forms.
7. Use of creative designs and unique shapes, offering symbols of the business use, are encouraged.
8. Avoid the use of sign cabinets unless cabinets can be kept to less than a 3" thickness, unless necessary for exposed neon signage or three-dimensional shaped projecting signs.

Freestanding Signs

1. Material, texture, color, and design coordinated with and/or complementary to the architecture and exterior materials of the building.
2. Sized appropriately for a pedestrian scale and for the space in which it is installed.

Canopy Signs

1. Located on either the canopy fascia or immediately above the fascia with no more than a 3" gap between the top of the fascia and the bottom of the sign.
2. Either non-illuminated, halo-lit, or indirect-lit.
3. Centered, justified, or otherwise appropriately aligned in relation to entrances, storefronts, or other architectural divisions on the ground floor.

Awning Signs

1. Located on either the awning valance or top panel. Applied directly onto the fabric of the can awning.
2. Non-illuminated or indirectly illuminated from above.
3. Centered, justified, or otherwise appropriately aligned in relation to entrances, storefronts, or other architectural divisions on the ground floor.
4. Sized appropriately for the awning panel or valance on which it is installed with adequate spacing between copy and edges of the panel or valance.
5. Colored to complement and not clash with the color of the awning.

A-frame Signs (Menu Board Signs, Sandwich Board Signs)

1. Shall be movable and only be displayed outdoors during business hours.
2. May contain either permanent copy or erasable copy with the use of a white board or chalkboard.
3. Constructed of a wood or metal frame.
4. Placed in outside areas typically between the business entrance and the street, as long as sign placement does not pose accessibility issues for safe pedestrian passage.

Architectural Control District (ACD) General Sign Standards

The following standards apply to all signs within the ACD.

1. Signs shall adhere to all applicable sign regulations within the Town of Herndon Zoning Ordinance, the design criteria in the ACD chapter of the Town Code, and any applicable building code requirements.
2. General compliance with all applicable sign design guidelines from the Urban Design & Architectural Guidelines for the Herndon Transit-Oriented Core shall be achieved.
3. Execution of sign design and placement shall complement the building architecture or landscape architecture of the structure or parcel on which it is placed, the character of the surrounding context, and the character of the Town.
4. Sign installation shall always consider reversibility to ensure building components are not permanently impacted or irreparably damaged.
5. Signs shall be designed, constructed, and installed using high quality and durable materials and practices with proven reputation for longevity in appearance and material integrity.
6. The size, shape, and location of signs shall be appropriate to the scale of the surface or area to which it is affixed.
7. While a diversity of signage types is encouraged for individual businesses, when multiple sign

types are used, their designs shall be coordinated and complementary to each other.

8. Signs shall be stationary and securely fastened or anchored to a permanent surface.
9. Creative and artistic signage designs are encouraged to enhance liveliness and visual interest.
10. Signs must be informative and legible at a pedestrian scale when placed at ground level or on the ground floor.
11. Signage shall not be located on architectural accent or decorative elements unless those features were designed solely for the purpose of containing signage.
12. A sign's color and texture are important characteristics to consider and have significant impacts to the overall aesthetic of a sign. Glossy finishes shall not be used, and colors shall not clash with facade colors.
13. Signs with, materials, colors and textures that contrast with the surface on which it is attached, and principal exterior building treatments are often optimal, however they must not present an overwhelming or distracting appearance.
14. Signage should be individualized for the business and standardized designs should be avoided.
15. If a sign is designed to reflect a particular architectural style, that style should complement or correspond to the building's architectural style.

Architectural Control District (ACD) Sign Specific Standards

The following standards apply to the various sign types permitted by the Zoning Ordinance.

Wall Signs

1. Confined to flat, unadorned surfaces on or near the ground floor typically within an area designed specifically to contain signage such as broad fascia boards, covered transoms, panels or flat walls next to storefronts and banding above a storefront.
2. Flush-mounted, painted, or pin-mounted with spacers no longer than 2".
3. Centered, justified, or otherwise aligned appropriately in relation to architectural bays,

fenestration, and other architectural divisions.

4. Scaled appropriately to fit within the surface on which it is attached with adequate spacing between the sign copy and edges of the surface.

Parapet Signs (Tower Signs)

1. Confined to flat, unadorned surfaces on the parapet wall of a multi-story building typically within an area designed specifically to contain signage.
2. Flush-mounted, painted, or pin-mounted with spacers no longer than 2”.
3. Centered, justified, or otherwise aligned appropriately in relation to architectural bays, fenestration, and other architectural divisions.
4. Scaled appropriately to fit within the surface on which it is attached with adequate spacing between the sign copy and edges of the surface.
5. Sized appropriately for the scale of the building, the height of the sign on the building, and the intended audience.

Projecting Signs (Blade Signs, Suspended Signs)

1. Confined to directly above a storefront, within storefront panels, or beside the storefront. Proximity to the entrance when possible.
2. Designed at a pedestrian scale.
3. Aligned perpendicular to facade unless placed at building corner in which it can be placed at a 45-degree angle from the wall.
4. Fixed or suspended from a bracket. Coordinated bracket design (type, size, design, color, material) with the projecting sign design.
5. Double sided. Can be flat or designed with three-dimensional reliefs and forms.
6. Use of creative designs and unique shapes, offering symbols of the business use, are encouraged.
7. Avoid the use of sign cabinets unless cabinets can be kept to less than a 3” thickness, unless necessary for exposed neon signage or three-dimensional shaped projecting signs.

Freestanding Signs (Monument Signs)

1. Material, texture, color, and design coordinated with and/or complementary to the

architecture and exterior materials of the building.

2. Sized appropriately for the space in which it is installed.
3. Located in relation to entrances and situated and designed to not obscure important building viewsheds.
4. Designed at a pedestrian scale if placed near a pedestrian entrance and designed at a motor vehicle scale if designed near a road entrance.

Internal Signs

1. Located internal to a site with minimal visibility off-site.
 2. Material, texture, color, and design coordinated with and/or complementary to the architecture and exterior materials of the building.
 3. Coordinated design with any other internal freestanding signs on the site.
 4. Sized appropriately for the space in which it is installed.
 5. Designed at a pedestrian scale if placed near a pedestrian entrance and designed at a motor vehicle scale if designed near a road entrance.
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<insert approved HDRB and ARB Resolutions>

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

DRAFT RESOLUTION

MARCH 15, 2023

**Resolution - to adopt the Uniform Sign Standards for the Town of Herndon
Historic District Overlay.**

The Historic District Review Board held a regular work session on March 1, 2023, and a regular meeting on March 15, 2023, to consider this item. The standards function to allow administrative review and approval of signs proposed within the Town of Herndon Historic District Overlay. The standards are not intended to conflict with existing applicable zoning ordinance and building code regulations and are supplemental to existing applicable design guidelines.

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

1. The Historic District Review Board hereby adopts the Uniform Sign Standards for the Town of Herndon Historic District Overlay, as authorized under Section 78-140.5 of the Town of Herndon Zoning Ordinance.



MEMORANDUM

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

From: Tamsin Himes, Lead Planner / Design and Development 

Date: March 1, 2023

Subject: Historic District Property Owner Resource Guide

As part of a continuing effort to enhance the Town's preservation program and improve the resources available, staff has finalized a Resource Guide for property owners in the Historic District. The intent of this document is to help residents, property owners, and business owners in the district as they navigate planning for projects within the district. It includes informational resources, lists of local and state design professionals, material suppliers, manufacturers, and contractors, as well as information regarding sustainability and preservation credit programs. Staff intends to make this updated document available within the coming weeks and welcomes any input Board members may have.

Attachments:

1. Resource Guide

Property Owner Resource Guide



HERNDON
HISTORIC DISTRICT

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4	Preservation Specialists	Architects and consultants, contractors, craftspeople, preservation and restoration specialists.
9	Materials and Suppliers	Suppliers for materials such as windows, doors, cladding elements and more
11	Maintenance and Care	Resources for understanding best practices for care of historic properties
13	Design	Understanding design and common architectural features of structures within the Historic District's period of significance
15	Preservation Best Practices	Resources and publications outlining current best practices for preservation planning and projects
18	Sustainability	Publications and resources for understanding preservation's contribution to sustainability
21	Tax Credits & Incentives	Tax credit program and other incentives
22	Additional Resource Guides	Helpful resources produced by local or national historic preservation organizations

Introduction

The purpose of this document is to assist residents, property owners, and business owners within the Herndon Historic District in their efforts to maintain and improve historic properties by providing them with a list of local and state resources for design professionals, material suppliers, manufacturers, and contractors. In addition, the Resource Guide serves to further familiarize Historic District stakeholders with what it means to be part of a Historic District.

The resources, companies, firms, and materials within this document do not constitute an approved or endorsed list. Many are included in the compiled lists because they have been through an application review process in the Historic District or have been part of an application for property modifications in the Historic District. They are intended to give owners and residents a starting point when researching possible resources for work on historic properties.

This is a living document and will be continuously updated as additional information becomes available. The town relies on Historic District property owners to help keep this document useful and up-to-date. Any suggested resources, materials, contractors, etc. from property owners are welcome and appreciated.

Property Modification Review Process

Exterior changes to properties within the Historic District may need to go through a review process before work is begun. That process starts with the submission of a property modification request form ([available online](#)). Many minor changes and changes not visible from a public street are generally exempt from review and a lot of the most common changes such as siding, window, or roof replacement, are reviewed by Town staff. Larger projects like additions, new construction, and demolition are reviewed by the Historic District Review Board. The Board consists of seven members which include Herndon residents, architectural professionals and preservation experts.

How do I know whether my project requires review?

The key here is to contact staff at historicdistrict@herndon-va.gov as early as you can to gain clarity on the review process, if any, for the intended change. There is a Reference Guide ([available online](#)) that lists the review path for typical improvements, but staff should always be consulted to verify.

Are there guidelines that should be considered in the design of my changes?

Yes! For all reviews the Herndon Historic District Guidelines ([available online](#)) are used as basis for review. The Guidelines are also a great source for tips on caring for and maintaining district properties. There are

standards ([available online](#)) with the Town's zoning ordinance that must be considered in the review of property modification request applications.

What does the review process entail?

The process begins with completing a property modification request form and reaching out to staff at historicdistrict@herndon-va.gov to discuss the project. There is no fee for completing the form and consulting with staff. If staff determines an administrative review is required, a multi-step process would commence as outlined in more detail in the Property Modification Review Process Guide ([available online](#)). Typically administrative staff reviews are completed within two weeks and Board reviews within four to six weeks although this varies depending on applicant response time, and legal advertising timing requirements for Board meetings.

Where can I receive more information about the Historic District and review process?

The Town's historic preservation program webpages contain the best resources for more information including a map of all properties in the district, FAQs, and all documents related to the application process. Reaching out to staff is another great option for getting more information.

[Town of Herndon Historic Preservation Webpage](#)

[Frequently Asked Questions](#)

[Historic District Review Board Information](#)

[Upcoming Meetings and Agendas Schedule](#)

[Herndon ontheGO](#)

Email us at historicdistrict@herndon-va.gov

Reach us by phone: [\(703\) 787-7380](tel:7037877380)

Preservation Specialists

Whether you live in a historic home or own a historic property that serves a different purpose, there is an added measure of responsibility and care that comes with this ownership. The resources listed below and throughout this document are provided to help facilitate the process of finding and securing quality consultants, architects or other professionals prior to conducting a project within the district. It also includes materials and suppliers that may be relevant to historic property modification projects.

These lists are not comprehensive and have not been vetted. They are intended as a starting point for owners conducting their own research into the best fit for historic structure projects and preservation efforts. In addition to those listed here, links for databases put together by other historic preservation organizations are provided at the end of this document.

If you know of any company, supplier, material, or craftsman that could be added to this document please contact the Herndon Community Development office at historicdistrict@herndon-va.gov with this information.

Architects and Consultants

Name	Industry	Website / Contact	Location
AB Architectural Design, Inc	Architecture, Engineering	Ab-archdesign.com	Beltsville, Maryland
Burgess & Niple	Architecture, Engineering	burgessniple.com	Washington, DC
Cook Architecture	Architecture, Design	cookarchitecture.com (703) 931-6716 admin@cookarchitecture.com	Falls Church, VA
Halloway Co., Inc	Design, home renovation	hollowaycompany.com (703) 996-8099 x201	Dulles, VA
Hidden Lane Landscaping	Landscape design	hiddenlandscaping.com 703-620-6155	Oak Hill, VA
Lippincott Architects	Architecture, Design	Lippincottarchitects.com Evan@lippincottarchitects.com 240-271-7078	Potomac, MD
Harris Design Group	Architecture, Landscaping	harrisondesign.com (202) 733-1479	Washington, D.C.
Integrated Design Group	Architecture, Planning	idgarchitects.com (212) 869-3540	New York, NY
Jenkins Restorations, Inc.	Damage restoration	Jenkinsrestorations.com (703) 450-6580	Sterling, VA
KJ & Associates	Engineering, Development		Fairfax, VA
Land Design	Landscape design, Engineering	landdesign.com (703) 549-7784	Alexandria, VA
LSG Landscape Architecture	Landscape design	lsginc.com (703) 821-2045	Tysons, VA
MW Architects	Architecture	mwarchitects.com (703) 819-94615 michaelw@mwarchitects.com	Herndon, VA

Ossolinski Architects	Architecture, Design	Ossolinskiarchitects.com (202) 966-9449	Washington, DC
Residential Design Group	Architecture, Design	Residentialdesigngroup.com (540) 899-6511	Fredericksburg, VA
Richard Newlon Architect	Architecture	Richardnewlonarchitect.com (703) 758-9666	Reston, VA
Egbue-Hobbie Design Group	Building design	egbuehobbie.com (703) 279.6486	Fairfax, VA
Thomas French Architect PC	Architecture, Renovation	thosfrench.com (703) 734-0084	McLean, VA
O'Neil Architects Inc.	Architecture,	oneilarchitects.com (703) 777-5773	Leesburg, VA
Encore Sustainable Architects	Architecture		Baltimore, MD
Commonwealth Architects	Architecture, Preservation	comarchs.com (804) 648-5040	Richmond, VA
R. McGhee & Associates	Architecture, Design, Preservation	rmc-architects.com (202) 626-0690	Washington, DC Baltimore, MD
Lawlor Architects	Architecture, Sustainable design	lawlorarchitects.com (202) 543-4446	Washington, DC
Thomson & Cooke Architects	Architecture, Residential design	thomsoncooke.com (202) 686-6583	Washington, DC

Contractors

Name	Industry	Website / Contact	Location
Jacob's Ladder	Windows, Roofing, Siding	jacobs ladder.com (804) 255-9142	Henrico, VA
G.L. Barnhart Construction	Roofing, Masonry, Residential construction	glbarnhart.com info@glbarnhart.com	Washington, DC
Shenandoah Restorations	Structural repair, Custom additions	Shenandoahrestorations.net (540) 333-1423	Quicksburg, VA
The Durable Slate Company	Roofing, Gutters	durable slate.com (877) 340-9181	Savage, MD
Kawneer Company, Inc	Windows, Aluminum framing, Glazing	kawneer.com (540) 433-2711	Harrisonburg, VA

Craftspeople, Preservation and Restoration Specialists

Name	Industry	Website / Contact	Location
Alpha Rain Brandy Station, VA	Metal roofing	alpharain.com (540) 222-1642	Brandy Station, VA
Crenshaw Lighting	Lighting restoration	Crenshawlighting.com (540) 745-3900	Floyd, VA
Double Hung	Window repair	double-hung.com (888)235-8956	Virginia
Gepetto Millworks	Windows, Wood restoration	Gepettomillworks.com (804) 938-2094	Richmond, VA
Morris Schesinger	Custom woodwork, restoration	mbslinger@comcast.net	
Mozer Works, Inc	Doors, Windows	windowrestoration.us (301) 920-1900	Takoma Park, MD
Renew Restoration, Inc.	Doors, Windows,	renewrestorationinc.com (240) 636-5151	Laurel, MD
Roof Menders, Inc.	Roofing	roofmenders.com (267) 283-6929	Laurel, MD
Shenandoah Restorations	Structural repair, Custom additions	shenandoahrestorations.net (540) 333-1423	Quicksburg, VA
The Craftsmen Group	Wood and metal doors, windows	thecraftsmengroup.com (301) 277-3700	Brentwood, MD
The Durable Slate Company	Roofing, Gutters,	durablelate.com (877) 340-9181	Savage, MD

Materials and Suppliers

Town staff recommends reviewing the Historic District Guidelines when planning a project so you have an idea of the types of materials that are recommended for properties inside the historic district. In most cases, and ideal replacement material would be "like-for-like," for example, replacing a wood feature with a wood replacement. In some cases, this is either not possible or less ideal for property owners. Under these circumstances materials should be chosen that can mimic the look and properties of historic materials. For example, replacing wood siding with an alternative material that has the same reveal, can be painted, and does not feature a faux wood grain.

The most common property modifications reviewed are those proposing to replace windows, doors, siding, and trim. For siding alternative materials, the guidelines urge the use of products that offer the same dimensions, profile, means of cutting and installation, and ability to be painted with a similar finish and texture as painted wood. For windows the profile, material, and design of a window is important to the historic character of a building. Often historic windows can be repaired and may be higher quality than modern replacements. When replacement is necessary, the guidelines stress that replacements should keep the same size, dimensions, design, and grill pattern as those originally featured. Aluminum clad wood windows and fiberglass windows have shown to be suitable alternatives to all wood windows given that they have a slimmer, more historic profile, and generally are able to be painted, similar to historic wood windows. Vinyl or vinyl clad windows have not shown to be designed with those characteristics and should be avoided.

	Product type	Company/Supplier	Link
Windows	Double-hung sash, wood with aluminum exterior	Andersen Windows & Doors	<u>E Series Double-hung Window</u>
	Wood and wood-clad	Andersen Windows & Doors	<u>Andersen wood windows</u>
	Aluminum	Andersen Windows & Doors	<u>Andersen aluminum windows</u>
	Fiberglass	Andersen Windows & Doors	<u>Andersen fiberglass windows</u>
	Wood-clad	Jeld-wen	<u>Jeld-wen wood clad windows</u>
	Single- and Double-Hung, traditional and modern materials	Marvin	<u>Marvin All Windows</u>
	Wood-clad	Pella	<u>Pella Wood-cladd windows</u>
Doors	Storefront, Aluminum framed	Kawneer	<u>Kawneer windows</u>
	Fiberglass	Jeld-wen	<u>Fiberglass Jeld-wen</u>
	Wood	Jeld-wen	<u>Traditional wood Jeld-wen</u>
	Fiberglass	Pella	<u>Pella fiberglass</u>
Cladding	Wood siding		
	Composite siding	James Hardie	<u>HardiePlank fiber cement lap siding</u>
	Composite trim boards	James Hardie	<u>Hardie Trim Boards</u>

Maintenance and Care

Regular and careful maintenance is essential to the longevity and retention of character in historic homes or structures. The resources provided here can help with understanding best practices for regular care for historic buildings.

A Handbook and Resource Guide for Owners of Virginia's Historic Houses

This resource provides homeowners with the best preservation practices when project planning a historic home renovation.

Basics of Wood Inspection: Considerations for Historic Preservation

“There are three primary reasons to conduct a wood inspection: concerns about moisture and its effects, deterioration (both physical and biological), and a need to determine material properties”

Exterior Paint Problems on Historic Woodwork

“[A]dvice for the architect, building manager, contractor, or homeowner by identifying and describing common types of paint surface conditions and failures, then recommending appropriate treatments for preparing exterior wood surfaces for repainting to assure the best adhesion and greatest durability of the new paint.”

Preservation Tech Notes

Preservation Tech Notes are case studies in historic preservation published by the National Parks Service. They provide practical information on traditional practices and innovative techniques for successfully maintaining and preserving cultural resources.

**National Parks Service
Preservation Briefs**

“Preservation Briefs provide information on preserving, rehabilitating, and restoring historic buildings. These NPS Publications help historic building owners recognize and resolve common problems prior to work. The briefs are especially useful to Historic Preservation Tax Incentives Program applicants because they recommend methods and approaches for rehabilitating historic buildings that are consistent with their historic character.”

**Rehab it Right! Property Owner's
Guide: Advice for Property
Owners**

“Nothing gives character to your historic building like the windows and doors. This Historic Windows and Doors guide is not only a how-to resource but will also help you identify common issues with your historic windows and doors.”

Roofing for Historic Buildings

Preservation Brief #4. “A weather-tight roof is basic in the preservation of a structure, regardless of its age, size, or design. In the system that allows a building to work as a shelter, the roof sheds the rain, shades from the sun, and buffers the weather.”

**The Secretary of the Interior's
Standards**

The Secretary of the Interior has four sets of standards for the treatment of historic properties: Preservation, Rehabilitation, Restoration, and Reconstruction.

**Wood Preservatives and Pressure-
treated Wood: COnsiderations for
Historic Preservation Projects**

“As a biological material, wood is both remarkably complex and yet quite durable if well-constructed and maintained. This Practice Point provides guidance on options for extending the service life of wood used in historic structures. It is assumed that the reader is familiar with basic wood nomenclature and anatomy, so those topics are not addressed here.”

Design

Understanding the basics of historic architecture design can be vital when making decisions about future work, alterations, additions, or preservation projects. The resources below can help property owners understand the structures they are working with and make informed decisions regarding any changes which may affect the character of their building.

Resource	Reference	Description
<u>A Field Guide to American Houses</u>	Book, Virginia Savage McAlester	A comprehensive guide to domestic American architecture, including illustrations and descriptions of house styles.
<u>A Handbook and resource Guide for Owners of Virginia's Historic Houses</u>	Publication, Camille Agricola Bowman, Virginia Department of Historic Resources, 2008	This resource provides homeowners with the best preservation practices when project planning a historic home renovation.
<u>Classic Commonwealth: Virginia Architecture from the Colonial Era to 1940</u>	Publication, The Virginia Department of Historic Resources, 2015	This publication was created to aid in identifying architectural resources in Virginia, providing a brief overview of the historic and architectural development.
<u>Get Your House Right: Architectural Elements to Use & Avoid</u>	Book, Marianne Cusato and Ben Penetreath	A guide to the details of traditional architecture including aesthetics of form and appropriateness to a neighborhood.
<u>Department of Historic Resources Preservation Academy Series</u>	Online	A series of recorded seminars on the subject of preservation by the Department of Historic Resources.

<u>How to Research Your Historic Virginia Property</u>	Publication, Virginia Department of Historic Resources, 2013	Outlining the different types of sources available when researching the history of a property, including city directories, deeds, and plats
<u>New Dominion Virginia, Architectural Style Guide</u>	Document	Created to aid in historic resource surveys and the Virginia Cultural Resources Information System (VCRIS) database, the New Dominion Style Guide provides an updated list of styles that emerged after World War II (1946 to present day). This resource is particularly useful in identifying recent past resources.
<u>Traditional Construction Patterns: Design & Detail Rules of Thumb</u>	Book, by Stephen Mouzon	A well-illustrated reference guide to traditional construction details.

Preservation Best Practices

Listed below are informational and practical resources that may be helpful when planning for and carrying out property modification projects. These include publications, documents and articles about a broad range of preservation subjects. Some information is general to all preservation efforts, some is specific to certain architectural elements or preservation techniques.

Designing Compatible Replacement Storefronts

Interpreting the Standards Bulletin No 49. "A storefront is often the primary factor in defining the character of a historic commercial building. When planning the rehabilitation of a commercial building, regardless of the new use, it is important that the commercial character of the building be retained."

Making Historic Properties Accessible

Preservation Brief 32 by Thomas C. Jester and Sharon C. Park. "This Preservation Brief introduces the complex issue of providing accessibility at historic properties, and underscores the need to balance accessibility and historic preservation."

National Parks Service Preservation Briefs

"Preservation Briefs provide information on preserving, rehabilitating, and restoring historic buildings. These NPS Publications help historic building owners recognize and resolve common problems prior to work. The briefs are especially useful to Historic Preservation Tax Incentives Program applicants because they recommend methods and approaches for rehabilitating historic buildings that are consistent with their historic character."

New Additions to Historic Buildings

NPS: Planning Successful Rehabilitation Projects.

<u>New Construction within the Boundaries of Historic Properties</u>	NPS: Planning Successful Rehabilitation Projects
<u>New Exterior Additions to Historic Buildings: Preservation Concerns</u>	NPS Preservation Brief No. 14
<u>Rehabilitating Historic Storefronts</u>	Preservation Brief 11 by H. Ward Jandl. "The sensitive rehabilitation of storefronts can result not only in increased business for the owner but can also provide evidence that downtown revitalization efforts are succeeding.
<u>Secretary of the Interior's Standards for the Treatment of Historic Properties</u>	"The Secretary of the Interior's Standards for the Treatment of Historic Properties are common sense historic preservation principles in non-technical language. They promote historic preservation best practices that will help to protect our nation's irreplaceable cultural resources."
<u>Vinyl is Not Final</u>	Katrina L. Klingman, Kansas Preservation (Publication). This article addresses potential problems that can be caused by installing replacement siding.
<u>New Additions to Historic Buildings</u>	NPS: Planning Successful Rehabilitation Projects
<u>Documentation Requirements for Proposed Window Replacement</u>	Part of Planning Successful Rehabilitation Projects by the National Park Services. "Property owners are encouraged to repair and retain existing historic windows. Yet, there are projects where replacement of the existing windows is an appropriate treatment."
<u>Evaluating Historic Windows for Repair or Replacement</u>	Part of Planning Successful Rehabilitation Projects by the National Park Services. "Questions about the feasibility of repair or the quality of the repaired window can usually be best answered by doing a sample repair."

Why Say “No” to Vinyl Windows

Landmarks Advisory Commission. “Since vinyl windows became available in the mid-1980s, property owners have seen them as an inexpensive and maintenance-free way of replacing their tired, old wood windows. Eliminate all drafts, save on your heating bill, make your house look like new – why would anyone say ‘no?’”

What Replacement Windows Can’t Replace: The Real Cost of Removing Historic Windows

By Walter Sedovic and Jill H. Gotthelf. Published in APT Bulletin: Journal of Preservation Technology (36:4, 2005). This article examines a variety of topics that should be considered before replacing historic windows.

Ten Reasons to Restore or Repair Windows

Published by the Window Preservation Alliance (WPA). A brief summary of the benefits of historic window restoration.

10 Things You Should Know About Retrofitting Historic Windows

Published by the National Trust for Historic Preservation, Preservation Tips and Tools. This article outlines the performance of retrofitted historic windows in comparison to new replacement windows. Spoiler alert: Retrofits for historic windows perform comparably to new replacement windows, and almost every retrofit option offers a better return on investment (at a fraction of the cost).

Sustainability

Preservation can be a major contributor to sustainability efforts in a community. The resources here are intended to give residents, owners and business owners insight into how preservation efforts contribute to sustainability and to provide tools for increasing the sustainability and efficiency of individual structures.

An Analysis of the Thermal Performance of Repaired and Replaced Windows

By Robert Score and Bradford S. Carpenter.
Published in APT Bulletin: Journal of Preservation Technology (40:2, 2009). Publication comparing the thermal performance of restored steel windows to modern aluminum replacement windows.

A Comparative Study of the Cumulative Energy Use of Historical Versus Contemporary Windows

Funded by the Boston Society of Architects. This study provides a comparison between two window types installed in a single house, reporting on the thermal performance of the window systems and cost effectiveness of retrofits versus replacement. By Frank Shirtley, AIA, Fred Gamble, PhD, and Jarod Galvin, RA, LEED AP.

Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings

This document offers guidance on how to sensitively make historic buildings more sustainable in a way, while preserving their historic character and meeting The Secretary of the Interior's Standards for Rehabilitation. The guidance also features illustrated examples of both appropriate and inappropriate treatments.

Older Smaller, Better: Measuring how the character of buildings and blocks influences urban vitality

This May 2014 report asserts that neighborhoods with smaller, older buildings support more positive economic and social activity than areas featuring larger, newer buildings. The report provides tips for other communities to realize the benefits of their historic resources by implementing recommendations informed by the case studies.

<u>Saving Energy in Hitoric Buildings: Balancing Efficiency and Value</u>	Published in APT Bulletin: Journal of Preservation Technology (41:1, 2010). This article identifies the benefits of energy modeling and life-cycle costing as a means to increase energy efficiency in historic buildings in an appropriate way. By John H Cluver and Brad Randall
<u>Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Repleacement</u>	This study analyzes existing research on available window improvement options, comparing relative energy, carbon, and cost savings, to demonstrate that inexpensive retrofit strategies can yield the same increase in energy performance as replacement. By the National Trust for Historic Presereration's Preservation Green Lab
<u>Sustainability</u>	This page is produced by the National Parks Service Technical Preservation Services. It provides information on the intersection between historic preservation and sustainability, including treatments to increase energy efficiency in historic building as and information on new sustainable technology that is appropriate for use in historic preservation projects.
<u>The Effects of Energy Efficiency Tratments on Historic Windows</u>	From the Center for Resource Conservation. By Larry Kinney and Amy Ellsworth
<u>Phase 1: Economic Impacts of Historic Rehabilitation Tax Credit Programs in Virginia</u>	Virginia Commonwealth University Economic Impact Studies
<u>Phase II: 30 Years of Impact: How the Main Street Program Has Revitalized Virginia Communities</u>	Virginia Commonwealth University Economic Impact Studies
<u>Phase III: The Economic Impact of Heritage Tourism in Virginia</u>	Virginia Commonwealth University Economic Impact Studies
<u>Thermal Performance of Traditional Windows by Dr. Paul Baker for Historic Scotland</u>	This report provides comparisons on the thermal performance of traditional windows with various upgrade options.

Virginia Department of Historic Resources: Certified Local Governments

Herndon is a Certified Local Government (CLG), which provides a means for communities to strengthen their local preservation programs by establishing a partnership with the State Historic Preservation Office (SHPO). Benefits include access to grant funding for preservation programs.

Virginia Preservation Toolkit

This site, created in partnership between the Tusculum Institute at Sweet Briar College and the Virginia Department of Historic Resources, works to provide well-resourced data regarding energy efficiency, community advocacy, and economic benefits of historic preservation.

8 Ways to Green Your Historic House

Preservation Tips and Tools: A list of eight ways to increase the energy efficiency of your historic home - without replacing the historic windows. By the National Trust for Historic Preservation.

6 Low-Cost, energy-Saving Tips for Homeowners

Preservation Tips and Tools Tips for saving energy in your historic home by taking advantage of the existing features of historic buildings. By the National Trust for Historic Preservation.

Tax Credits & Incentives

State and Federal tax credit and tax incentive opportunities may be available for improvements to commercial and residential historic buildings within the Herndon Historic District. These resources provide more information on those programs.

Rehabilitation Tax Credits

Find out more about the financial incentives available for historic resources. DHR administers both the state and federal rehabilitation tax credit programs.

Technical Preservation Services

This division of the NPS is responsible for historic preservation at the federal level, by developing guidance on the preservation and rehabilitation of historic buildings and administering the Federal Historic Preservation Tax Incentives Program.

Tax Incentives for Preserving Historic Properties

The Federal Historic Preservation Tax Incentives program is administered by NPS in partnership with the Internal Revenue Service and State Historic Preservation Offices (in Virginia, the DRH). This program provides a 20% income tax credit for the rehabilitation of eligible income producing properties.

Preserving the Past, Building the Future: Historic rehabilitation Tax Credit at Work in Virginia

This study, completed by VCU's L. Douglas Wilder School of Government and Public Affairs, provides an analysis of the Historic Rehabilitation Tax Credit Program.

Virginia Historic Rehabilitation Tax Credits

This report 1) breaks down the impact of the 94 approved HRTC projects in 2014 to put a dollar amount to the actual investment and 2) extrapolates the data to speak to the resultant job creation and economic output.

Additional Resource Guides

These resources may be useful or of interest to Historic District property owners. If any property owners are aware of other applicable resources available, please contact historicdistrict@herndon-va.gov so they can be added to this list.

Virginia Department of Historic Resources Historic Trades Directory

DC Preservation League Contractor Database

Traditional Building's Buying Guide

Fairfax County Historic Preservation and Heritage Resources

National Alliance of Preservation Commissions' Professional Network Directory

