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## HERNDON HISTORIC DISTRICT REVIEW BOARD

### Work Session Minutes Wednesday, January 3, 2024

#### 1. Call to Order

The Historic District Review Board of the Town of Herndon, Virginia, met in work session on Wednesday, January 3, 2024, at 7:01 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Leslie Blaker-Glass, Vice Chair Eric Boll, and board members Lauren Edmondson, Melody Fetske, Amy Oleinick, Anna Orlando, and William Savage.

Staff present during the meeting: Lisa Gilleran, Director of Community Development; Kirstyn Jovanovich, Town Clerk; Lauri Sigler, Deputy Town Attorney; Tamsin Himes, Lead Planner/Design Development; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Blaker-Glass called the January 3, 2024, Historic District Review Board work session to order at 7:01 p.m. and stated that seven members were present, which constituted a quorum.

#### 2. Public Hearings

##### a. **APPLICATION FOR DEMOLITION, HDRB #23-017, to consider an application for a Certificate of Appropriateness for the demolition of an accessory structure in the rear yard of the single-family residential property located at 641 Nash Street**

Chair Blaker-Glass opened the work session and called on Ms. Himes for the staff presentation.

Ms. Himes delivered the staff report and presentation dated January 3, 2024. Ms. Himes stated that staff is withholding a recommendation while additional information is requested from the applicant.

There was a discussion among the board members, Ms. Himes, and Ms. Sigler on the condition of the shed and the overall property, the history of the application,

and requested additional documentation and materials.

Chair Blaker-Glass recognized the applicant for comments.

The applicant was not present.

There was a discussion among the board, Ms. Himes, and Ms. Sigler on this item, including: (1) damage to the shed, (2) timeline of when the damage occurred, (3) location of the shed in relation to the main structure, (4) the assumption of intent, (5) communication between the applicant and town staff, (6) clarification about the stop work order, (7) consequences of the board denying the application, and (8) clarification about the requirements for a watershed analysis

Ms. Himes stated that the applicant has submitted an application requesting an administrative approval for a new shed.

Ms. Edmonson requested that the applicant be asked to provide a detailed engineering report on the condition of the shed.

**b. APPLICATION FOR A REDUCTION IN SETBACK, HDRB #23-018, to consider an application for a reduction of the required secondary front yard building setback from 35 feet to 20 feet, in accordance with Sec. 78-60.3(e) of the Herndon District Overlay, on the single-family residential property located at 706 Main Drive**

Chair Blaker-Glass opened the work session and called on Ms. Himes for the staff presentation.

Ms. Himes delivered the staff report and presentation dated January 3, 2024. Ms. Himes stated that staff is withholding a recommendation while additional information is requested from the applicant.

There was a discussion among the board, Ms. Himes, and Ms. Sigler on this item, including (1) concern that previous setback requests were accompanied by a site plan, (2) the need for a house location survey, and (3) the proposed setback's alignment with the current structure.

Chair Blaker-Glass recognized the applicant for comments.

The applicant, Michael Wijdoogen was present and provided additional information on the planned future improvements related to the setback reduction request.

There was a discussion among the board and Mr. Wijdoogen on this item, including (1) the difference between a 21.2' setback and a 22.2' setback, and (2) the proposed addition and materials.

### **3. New Business**

Board member Fetske made a motion to amend the agenda to add a brief update to the board by Lisa Gilleran, Director of Community Development. Board member Oleinick seconded. The board unanimously consented to amend the agenda to add the item as the first item under New Business.

Ms. Gilleran provided a brief update to the board on a staff presentation that was provided to the Town Council at the January 2, 2024, work session on the history, administration of, and zoning regulations regarding the Historic District Overlay. Ms. Gilleran also advised the board that staff is moving to an agenda management system which may impact items and when items may come to the board.

Ms. Gilleran stated that staff is working on a request to install a historical marker on segregation and is looking at marking locations of historical significance related to indigenous cultures.

Ms. Gilleran stated that staff is looking at opportunities to distribute educational information related to the Historic District.

There was a discussion among the board members and Ms. Gilleran regarding the presentation on the historic district and the 2017 survey of the Historic District Overlay that will be provided to Town Council.

#### **a. Resolution to amend and restate the Bylaws of the Town of Herndon Historic District Review Board**

Ms. Sigler provided an overview of the proposed amendments to the board's bylaws.

There was a discussion among the board and Ms. Sigler on this item, including (1) clarification about the proposed attendance amendment and whether Town Council will hold themselves to the same standard, (2) clarification about a member being allowed to participate in a work session from a remote location, and (3) clarification about the code of ethics and abstention from particular votes.

#### **b. Discussion - Election of Officers**

Ms. Sigler stated that at the first regular meeting, the board elects their officers for one-year terms and designates the Parliamentarian and Secretary. Ms. Sigler stated that staff recommends that the Director of Community Development or their designee be appointed as the Secretary to the board and that the Deputy Town Attorney be designated as the Parliamentarian.

### **4. Comments**

**a. Comments from the Staff Members**

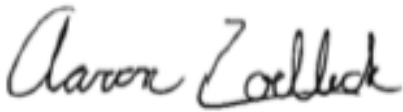
Ms. Himes stated that staff is migrating to a new agenda management platform.

**b. Comments from the Board Members**

No comments were offered.

**5. Adjournment**

On the motion of board member Fetske, seconded by Vice Chair Boll, and without objection, the January 3, 2024, HDRB work session was adjourned at 9:02 p.m.

A handwritten signature in black ink, reading "Aaron Zoellick". The signature is written in a cursive, flowing style.

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**Aaron Zoellick**  
**Clerk of Boards and Commissions**

Minutes approved by the Historic District Review Board: March 20, 2024.