



HISTORIC DISTRICT REVIEW BOARD REGULAR MEETING AGENDA

Herndon Council Chambers
765 Lynn Street, Herndon, VA 20170

Wednesday, March 18, 2026 | 7:00 PM

- 1. Call to Order**
- 2. Approval of Minutes**
 - a. February 18, 2026, Historic Review Board Regular Meeting Minutes
 - b. March 4, 2026, Historic District Review Board Work Session Minutes
- 3. Comments**
 - a. Comments from the Staff Members
 - b. Comments from the Board Members
 - c. Comments from the Public
- 4. Public Hearings**
 - a. APPLICATION FOR AN ALTERATION, HDRB #26-002, 879 Station Street, Herndon, Virginia, to consider an application for a Certificate of Appropriateness to replace windows on the building located on the west side of Station Street, north of the intersection with Center Street
- 5. Adjournment**

Agenda Item: February 18, 2026, Historic Review Board Regular Meeting Minutes

Meeting Date: March 18, 2026

Category: Approval of Minutes

Prepared by: Becky Skillin, Deputy Town Clerk

Description:

This is a request to approve the February 18, 2026, Historic Review Board Regular Meeting Minutes.

Background/Timing Impact:

Historic District Review Board minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Historic District Review Board.

Fiscal Impact:

N/A

Legal Impact:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. 02.18.26 HDRB Draft Meeting Minutes

**HERNDON HISTORIC DISTRICT REVIEW BOARD
Regular Meeting Minutes
Wednesday, February 18, 2026**

1. Call to Order

Chair Blaker-Glass called the Historic District Review Board Regular Meeting to order at 7:00 p.m. in the Herndon Council Chambers, 765 Lynn Street, Herndon, Virginia. Board Members in attendance: Tamim Chowdhury, Melody Fetske, Paul LeReche, Amy Oleinick, Vice Chair Lauren Edmondson, and Chair Leslie Blaker-Glass.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Angelina Jones, Lead Planner / Design and Development; and Margie Tacci, Deputy Town Clerk.

Chair Blaker-Glass determined there was a quorum with six members present.

2. Approval of Minutes

a. January 7, 2026, Historic District Review Board Work Session Minutes

b. January 21, 2026, Historic District Review Board Regular Meeting Minutes

c. February 4, 2026, Historic District Review Board Work Session Minutes

Board Member Fetske moved to approve the January 7, 2026, and February 4, 2026, Historic District work session minutes and the January 21, 2026, Historic District Review Board regular meeting minutes. Motion seconded by Board Member Oleinick. The question was called on the motion which was carried by a 6-0 roll call vote. Board Members Chowdhury, Fetske, LeReche, Oleinick, Vice Chair Edmondson, and Chair Blaker-Glass voted "Aye."

3. Comments

a. Comments from the Staff Members

Angelina Jones, Lead Planner / Design and Development, noted the Town the tax credit workshop is scheduled for May 14, 2026, at 6:30 p.m. in the chambers. She also noted several upcoming items that may come before the Board in future meetings.

b. Comments from the Board Members

Chair Blaker-Glass: expressed appreciation to Board Members Oleinick and LeReche, who were recently reappointed to their positions on the Board(s) by the

Town Council.

c. Comments from the Public

No members of the public were in attendance.

4. Public Hearings

a. APPLICATION FOR AN ADDITION, HDRB #26-001, 781 and 783 Station Street, Herndon, Virginia, to construct a rear addition to abutting commercial buildings

Certificates of Publication were filed from the Editor of the *Fairfax County Times* newspapers, showing that notice of said public hearing items had been duly advertised in the January 30 and February 6, 2026, issues.

Chair Blaker-Glass opened the public hearing and recognized Angelina Jones, Lead Planner / Design and Development, for the staff report. Ms. Jones provided an overview of the properties at 781 and 783 Station Street, which are both contributing structures within the Historic District. She summarized the proposal and reviewed prior discussion from earlier Board work sessions regarding the design, materials, and architectural detailing of the proposed addition. Ms. Jones explained that an existing rear structure had been constructed without a Certificate of Appropriateness, and the application proposes a design to replace the current rear addition. She reviewed the Historic District context, photographs of the existing structures, and existing conditions at the site, including a non-permitted canopy located on the northwest elevation. Staff indicated that several aspects of the proposal require further refinement, including the scale and detailing of the entrance, the compatibility of the proposed materials, and the overall architectural relationship of the addition to the existing structures. Ms. Jones stated that the applicant had requested a continuance to a future HDRB meeting.

Chair Blaker-Glass invited the applicant forward for comments.

Steve Mitchell, 1291 Monroe Street, Herndon, Virginia, the applicant, explained that he had been working with staff following earlier discussions and exploring revisions that would better reflect the historic character of the area. He stated that additional time would allow him to further develop the proposal and submit updated materials to the Board and requested that the Board continue the item to a later meeting date.

There was discussion among the Board and the applicant about the application, proposed materials, and the request for continuance. Discussion included the architectural style of the proposed addition, compatibility with the Historic District, and opportunities to refine the design to better relate to the existing structures and surrounding historic context.

Chair Blaker-Glass asked Mr. Mitchell if he had additional comments.

Mr. Mitchell stated that continuing the public hearing item until the April meeting would allow additional time to compile the necessary information and materials for the Board.

Board Members commented that they looked forward to reviewing revisions that more closely reflect the history of the property and surrounding area, with particular emphasis on the entrance design, plywood door materials, and related visual and environmental considerations.

There were no comments from the public. Chair Blaker-Glass noted that the public hearing remained open.

Board Member Fetske moved to continue the public hearing for the APPLICATION FOR AN ADDITION, HDRB #26-001, 781 and 783 Station Street, Herndon, Virginia, to construct a rear addition to abutting commercial buildings, to a date certain of April 15, 2026.

Motion seconded by Member LeReche.

There were brief comments from the Board.

The question was called on the motion, which carried by unanimous roll call vote. Board Members Chowdhury, Fetske, LeReche, Oleinick, Vice Chair Edmondson, and Chair Blaker-Glass voted "Aye."

5. **Adjournment**

There being no further business, and without objection, Chair Blaker-Glass adjourned the February 18, 2026, Historic District Review Board Regular Meeting at 7:22 p.m.

Margie Tacci
Deputy Town Clerk

Minutes approved by the Historic District Review Board : _____

[Note: Approved resolutions are on file in the Department of Community Development.]

Agenda Item: March 4, 2026, Historic District Review Board Work Session Minutes

Meeting Date: March 18, 2026

Category: Approval of Minutes

Prepared by: Becky Skillin, Deputy Town Clerk

Description:

This is a request to approve the March 4, 2026, Historic District Review Board Work Session Minutes.

Background/Timing Impact:

Historic District Review Board minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Historic District Review Board.

Fiscal Impact:

N/A

Legal Impact:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. March 4, 2026, HDRB Draft WS Minutes

HERNDON HISTORIC DISTRICT REVIEW BOARD
Work Session Minutes
Wednesday, March 4, 2026

1. Call to Order

Chair Blaker-Glass called the March 4, 2026, Historic District Review Board Work Session to order at 7:04 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, and stated that four Historic District Review Board Members were present, which constituted a quorum. In attendance were: Melody Fetske, Amy Oleinick, Paul LeReche, and Chair Blaker-Glass.

Board Member Tamim Chowdhury and Vice Chair Lauren Edmondson were absent.

Staff present during the meeting: Angelina Jones, Lead Planner / Design and Development; Lauri Sigler, Deputy Town Attorney; and Becky Skillin, Deputy Town Clerk.

2. Public Hearings

a. APPLICATION FOR AN ALTERATION, HDRB #26-002, 879 Station Street, Herndon, Virginia, to consider an application for a Certificate of Appropriateness to replace windows on the building located on the west side on Station Street, north of the intersection with Center Street

Before opening the public hearing, Chair Blaker-Glass disclosed a potential personal interest pursuant to §§ 2.2-3112(B)(3) and 2.2-3115 of the Code of Virginia in connection with Application for an Alteration, HDRB #26-002 (879 Station Street). Chair Blaker-Glass stated that she knows the applicant, Patricia Aston, professionally and that they occasionally attend the same events or meetings, most recently at a business function in March 2025. Chair Blaker-Glass stated she was able to participate fairly, objectively, and in the public interest.

Chair Blaker-Glass recognized Angelina Jones, Lead Planner / Design and Development, to begin the discussion of an Application for an Alteration, HDRB #26-002, 879 Station Street, Herndon, Virginia, to consider an application for a Certificate of Appropriateness to replace windows on the building located on the west side on Station Street, north of the intersection with Center Street. This case is a retroactive application.

Ms. Jones stated that a Notice of Violation (NOV) was issued to the former property owner for replacing the windows at 879 Station Street without a Certificate of Appropriateness (COA) in November 2025 (ZE25-00087). The

windows installed are black vinyl, double-hung with grilles between glass (GBG) in a six-over-six configuration. The windows that were replaced were wood in a two-over-two configuration. Upon transfer of the property, the Town issued a Notice of Violation to the new property owner because the previous owner had not resolved the outstanding violation. The NOV to the current property owner was issued in January 2026 and the owner submitted this COA application as part of resolving the outstanding violation (ZE26-00008). Ms. Jones requested guidance from the board regarding options that may be acceptable within sightlines of the public right-of-way.

Chair Blaker-Glass made comments concerning:

1. Similar cases in the past to guide discussion priorities.
2. Impartiality and consistency in applying federally-defined guidelines across cases.
3. Responsibilities within the Historic District.

Lauri Sigler, Deputy Town Attorney, noted that while precedent can inform decision-making, the Board has to consider each case individually.

There was discussion among the Board and staff on this item, including:

1. A stepped approach to reaching a mutually agreeable solution.
2. Communication at the time of owner transfers for outstanding violations.
3. Land records searches and options for zoning violation disclosures.
4. Recourse options for new homeowners.
5. Non-vinyl muntin options.
6. Warranties and possible weather-tightness issues.
7. Timelines and remedies for zoning violation fines.
8. Consistency in applying Historic District guidelines across cases.
9. Comparable product options that are commercially viable, such as sash replacements in lieu of replacing the whole window.

Chair Blaker-Glass invited the applicant, Patricia Aston, forward for comments. Ms. Aston made comments, including:

1. Prohibitive cost of total window replacement.
2. Muntin availability.
3. Flexibility in applying the Historic District Guidelines.

Following discussion, and with the consensus of the HDRB, staff was requested to share other commercially viable options.

3. **Comments**

a. Comments from the Staff Members

Angelina Jones, Lead Planner / Design and Development, stated that she will be offering free, certified local government (CLG) training on November 6, 2026, at the Herndon Community Center and encouraged Board Member participation. The training will focus on historic district processes. The Board Members were invited to provide comments or suggested topics.

Chair Blaker-Glass made comments about the value of historic districts in communities.

Board Member LeReche asked about the estimated number of participants expected to attend the training.

b. Comments from the Board Members

Board Member Fetske made general comments about informing the public on zoning regulations, the need for consistency across cases, and vinyl windows in general.

Board Member LeReche made comments about ways to increase flexibility on materials for future cases.

Ms. Jones, Lead Planner / Design and Development, noted the importance for the board to remember that historic districts provide value to the town beyond financial gains. She also noted that vinyl windows tend to trap moisture and degrade more quickly than other materials available on the market and are therefore not recommended for buildings within the Historic District.

Lauri Sigler, Deputy Town Attorney, noted the process for filing appeals of Board decisions.

4. Adjournment

There being no further business, Chair Blaker-Glass adjourned the March 4, 2026 Historic District Review Board Work Session at 8:32 p.m.

Becky Skillin
Deputy Town Clerk

Minutes approved by the Historic District Review Board: _____

Agenda Item: APPLICATION FOR AN ALTERATION, HDRB #26-002, 879 Station Street, Herndon, Virginia, to consider an application for a Certificate of Appropriateness to replace windows on the building located on the west side of Station Street, north of the intersection with Center Street

Meeting Date: March 18, 2026

Category: Public Hearings

Prepared by: Angelina Jones, Lead Planner / Design and Development

Description:

Project Summary: This application proposes to retain the existing replacement windows at the contributing dwelling located at 879 Station Street. The Town of Herndon issued a Notice of Violation (NOV) to the former property owner for replacing the windows at 879 Station Street without a Certificate of Appropriateness (COA) in November 2025 (ZE25-00087). Upon transfer of the property, the new property owner was given a NOV as the previous owner did not resolve the outstanding violation. The NOV to the current property owner was issued in January 2026 and the owner submitted this COA application as part of resolving the outstanding violation (ZE26-00008).

The windows installed are Pella Lifestyle windows with grilles-between-glass (GBG) in a six-over-six configuration. The March 4 staff report stated that these windows were vinyl, but information supplied by the applicant since the work session has revealed that they are instead aluminum-clad wood windows. The windows that were replaced were solid wood in a two-over-two configuration. Note that aluminum-clad windows are appropriate in the Herndon Historic District. However, GBGs do not conform to the design guidelines, as the historic windows featured true divided lights with exterior muntin bars. Furthermore, the guidelines state that replacement windows should match in configuration to windows that date to the historic period, and the current window configuration does not. For details, refer to Guideline 4(a-b) on page 60 of the [Historic District Overlay \(HDO\) Design Guidelines](#).

For additional information, please see the March 4, 2026, HDRB work session staff report and materials.

Background/Timing Impact:

Work Session Discussion:

The Historic District Review Board (HDRB) provided the following feedback at the March 4, 2026, work session:

- The HDRB stated that there are two possible approaches to remedying the cited violation of the installation of windows without a COA at the subject property.
 - The first option is to require all visible, non-conforming windows to be replaced with appropriate windows.
 - The second option is to retrofit the existing windows with exterior components that conform to the HDO Design Guidelines and ameliorate the impact of the installed windows from the right-of-way.
- The board agreed with staff's assessment that the dark color of the existing windows helps to lessen their visibility and that the six-over-six configuration was appropriate for the building's overall architectural style, although it is not consistent with the historic configuration.
- Some HDRB members posited that the windows visible from the right-of-way should be replaced with windows that fully conform to the HDO Design Guidelines.
 - There would be seven windows in total, four on the façade and three on side elevations that are visible from the right-of-way.
 - Alternatively, the board also discussed only requiring the replacement of the four windows on the façade on the part of the building that dates to the period of significance.
 - The board stated that it was appropriate for the non-conforming windows to remain on the circa 1953 portion of the building.
- The HDRB asked staff to provide additional information about what sash replacements and exterior grille options were available to add to the existing windows. Depending on the materials and overall quality of these options, the board stated that this might be an appropriate alternative to replacing the windows entirely.

Updates Since Work Session:

- On March 9, the applicant informed staff that the windows installed at their property were manufactured by Pella. This is an update from the March 4 staff report, which stated that they were Ply Gem.
- Following the work session, staff conducted research on available options for replacing the window sashes or retroactively mounting exterior grilles to the installed windows.
 - Staff confirmed that the installed windows are from the Pella Lifestyle series during a site visit to the property with the owner's permission.
 - The Lifestyle line of windows are only available in aluminum-clad wood.
 - Staff found that the only sash replacement options for this window style offered by the manufacturer feature grilles-between-glass or no grilles.

- Staff found that there are no options for retroactively mounting exterior grilles to the installed windows produced by the manufacturer. The applicant would therefore need to source an exterior grille mounting kit from a third-party manufacturer to pursue this option.
- Furthermore, during the site visit, staff found that the GBGs have a mitered profile. **Due to this design element, as well as the dark screens over the window, it cannot be discerned from the right-of-way that the windows feature GBGs rather than exterior grilles.**

Summary of Zoning Ordinance Compliance and Conformance with the HDO Guidelines:

For this application, the applicable standards and requirements of the zoning ordinance are stated in Section 78-60.3(f)(1) - Standards for Alterations. Furthermore, the applicable guidelines are found in Chapter 5 – Treatment of Contributing Buildings – Windows, Exterior Doors and Associated Features and Chapter 6 – Use of Alternative Materials in the HDO. Given the additional information obtained since the work session, staff are providing the following updated analysis:

- The windows at this property were character-defining features prior to their replacement without a COA by the previous property owner.
 - Note that aluminum-clad wood windows are an appropriate alternative material in the historic district.
- The configuration of the windows may be changed without compromising the integrity of the building due to its overall vernacular style (see Section 78-60.3(f)(1)(c) and Section 78-60.3(f)(1)(d) of the Zoning Ordinance).
 - I-House style dwellings display a variety of glazing configurations, including six-over-six, which matches the configuration of the replacement windows. Furthermore, given the limited visibility of the windows from the right-of-way due to their dark color and screens, the overall character of the building is maintained from the public right-of-way with the current replacement windows. Additionally, the mitered edges of the interior grilles paired with the dark color mean that the GBGs cannot be discerned from the public right-of-way. **Due to these factors, staff recommend the HDRB approve a COA that will allow the installed replacement windows to remain.** This is consistent with Draft Resolution #1.
 - I-House style dwellings also feature one-over-one windows, although this is less common than examples with two-over-two or six-over-six window configurations. Therefore, it may be appropriate for the sashes of the existing windows to be replaced without grilles in the one-over-one configuration. This is consistent with Draft Resolution #2.
- In the case that the HDRB decides to require a partial replacement of the installed windows, note that it is appropriate for the windows on the circa 1953

addition to be differentiated stylistically from the windows on the circa 1900 portion of the house under the HDO Design Guidelines (see Guideline 6 on page 60).

For additional information, please see the March 4, 2026, HDRB work session staff report and materials.

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Staff recommend approval of the application in accordance with the conditioned Draft Resolution #1.

Attachments:

1. Resolution #1 (Proposed)
2. Resolution #2 (Proposed)

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

RESOLUTION

MARCH 18, 2026

Resolution- to approve a Certificate of Appropriateness to replace windows on the building located at 879 Station Street, Herndon, Virginia, located on the west side on Station Street, north of the intersection with Center Street and further identified as Fairfax County Tax Map 0104 02 0020A.

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

The Historic District Review Board approves a Certificate of Appropriateness for HDRB #26-002, to retroactively permit the replacement of windows on the building located at 879 Station Street, Herndon, Virginia, located on the west side on Station Street, north of the intersection with Center Street in substantial conformance with the information reviewed by the HDRB at the March 4, 2026, work session and March 18, 2026, public hearing and with the following findings and conditions:

1. Although windows of contributing buildings are character defining features, the historic windows of this property were removed by the previous owner without a Certificate of Appropriateness and replaced with windows that are not character-defining.
2. The current configuration of six-over-six is compatible with the architectural style of the contributing dwelling.
3. The material is aluminum-clad wood, which is appropriate for the historic district.
4. Furthermore, while windows with Grilles-between-Glass (GBGs) are generally not appropriate within the Historic District Overlay, the visibility from the right-of-way of the replacement windows at the subject property is reduced due to their dark color. The GBGs feature mitered grilles, which further reduces their conspicuousness from the public right-of-way.
5. Due to the findings stated above, the existing windows described in the March 18 public hearing materials are permitted to remain in the dwelling at the property.

6. If and when the current windows at the subject property are replaced, they must be replaced with windows that fully conform to the Historic District Overlay Design Guidelines. For the portion of the building dating to the historic district's period of significance, these must be in a two-over-two configuration.

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

RESOLUTION

MARCH 18, 2026

Resolution- to approve a Certificate of Appropriateness to replace windows on the building located at 879 Station Street, Herndon, Virginia, located on the west side on Station Street, north of the intersection with Center Street. and further identified as Fairfax County Tax Map 0104 02 0020A.

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

The Historic District Review Board approves a Certificate of Appropriateness for HDRB #26-002, to retroactively permit the replacement of windows on the building located at 879 Station Street, Herndon, Virginia, located on the west side on Station Street, north of the intersection with Center Street in substantial conformance with the information reviewed by the HDRB at the March 4, 2026, work session and March 18, 2026, public hearing and with the following findings and conditions:

1. Although windows of contributing buildings are character defining features, the historic windows of this property were removed by the previous owner without a Certificate of Appropriateness and replaced with windows that are not character-defining.
2. Furthermore, a one-over-one configuration is compatible with the architectural style of the contributing dwelling even though it is inconsistent with that of the historic windows.
3. The applicant shall install replacement sashes in a one-over-one configuration for all windows on the front/façade of the structure for the portion of the building dating to the historic district's period of significance. The sashes will be aluminum-clad wood, consistent with the style of window currently installed at the property.
4. The existing windows described in the March 18 public hearing materials are permitted to remain in the circa 1953 addition of the house and on side elevations.
5. The applicant shall submit final specifications of the intended sash replacements to staff for review and approval before installation.

6. The applicant shall notify staff after the replacement sashes have been installed for an inspection to occur.
7. If and when the current windows at the subject property are replaced, they must be replaced with windows that fully conform to the Historic District Overlay Design Guidelines. For the portion of the building dating to the historic district's period of significance, these must be in a two-over-two configuration.