



HISTORIC DISTRICT REVIEW BOARD REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Wednesday, July 17, 2024 | 7:00 PM

1. Call to Order

2. Approval of Minutes

- a. June 12, 2024, Historic District Review Board Work Session
- b. June 26, 2024, Historic District Review Board Regular Meeting

3. Comments

- a. Comments from Staff Members
- b. Comments from Board Members
- c. Comments from Citizens

4. Public Hearings

- a. APPLICATION FOR AN APPEAL OF AN ADMINISTRATIVE DECISION, HDRB #24-004, pursuant to Sec. 78-60.3(g)9(7) of the Town of Herndon Zoning Ordinance that denied an application for window replacement at 814 Locust Street, Herndon, Virginia.

5. Adjournment



Historic District Review Board Regular Meeting **Agenda Item 2.a.**

Agenda Item: June 12, 2024, Historic District Review Board Work Session

Meeting Date: July 17, 2024

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the June 10, 2024, Historic District Review Board work session minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval, as presented.

Attachments:

1. 06.12.2024 HDRB Work Session Minutes



HERNDON HISTORIC DISTRICT REVIEW BOARD
Work Session Minutes
Wednesday, June 12, 2024

1. Call to Order

The Historic District Review Board met in work session on Wednesday, June 12, 2024, at 7:00 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Board Members Lauren Edmondson, Melody Fetske, Paul LeReche, Amy Oleinick, Vice Chair Eric Boll, and Chair Leslie Blaker-Glass.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Bryce Perry, Deputy Director of Community Development; Ben Schitter, Development Program Planner; Tamsin Himes, Lead Planner/Design Development; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Blaker-Glass called the meeting to order at 7:00 p.m. and stated that six members of the Historic District Review Board were present which constituted a quorum.

Chair Blaker-Glass stated that Board Member William Savage resigned from the Historic District Review Board.

2. Public Hearings

- a. **HDRB #24-003, to consider an application for a Certificate of Appropriateness for modifications to Town Hall Square outdoor plaza and park adjacent to the Herndon Old Town Hall located at 730 Elden Street, and a portion of the W&OD Trail adjacent to the Herndon Depot.**

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 June 12, 2024, which are on file with the Department of Community Development. Ms. Himes stated that staff is recommending approval of HDRB #24-003. Staff will provide a draft resolution prior to the June 26, 2024, public hearing.

There was discussion among the Board and staff on this item, including: (1) clarification on the location of the pergola/stage, (2) whether there will be a ramp to access the pergola/stage, (3) whether there will be a requirement for a railing over a certain height, (4) whether there will be coordination to replace the wood inlay, (5) clarification on whether hardscape refers to pavers or stamped concrete, (5) whether the pergola/stage will be multi-purpose and what, if any, amenities will be provided for it, and (6) clarification on the purpose in the selection and design of the pergola.

Chair Blaker-Glass invited the applicant to join the discussion.

The applicant, Ben Schitter, Development Program Planner for the Town of Herndon, was present and provided background on the development of the plan. Mr. Schitter stated that updated drawings will be provided at the June 26, 2024, public hearing.

There was discussion among the Board, staff, and the applicant on this item, including: (1) a desire that the application would have been brought to the Board earlier as a discussion item, (2) whether some kind of quick assemble rain protection can be added to the pergola, (3) whether the stage needs to be raised, (4) whether the blades on the pergola can be angled, (5) issues with the stage as a performance space, (6) the need for the pergola to create a shady spot, (7) the tree population on the site, (8) the possibility of scrapping the pergola idea and developing a play area for children, (9) concern over the cost of the proposed pergola, (10) the cutoff time for funding of the project, (11) the proposed metal screen's lack of conduciveness with the area

Mr. Schitter stated that staff will consider the Board's comments before the June 26, 2024, public hearing.

Mr. Perry stated that the project is only eligible for ARPA funds if it is intended to increase tourism.

3. Comments

a. Comments from the Staff Members

No comments were offered.

b. Comments from the Board Members

No comments were offered.

4. Adjournment

There being no further business, and without objection, the June 12, 2024, Historic

District Review Board work session adjourned at 8:10 p.m.



Historic District Review Board Regular Meeting **Agenda Item 2.b.**

Agenda Item: June 26, 2024, Historic District Review Board Regular Meeting

Meeting Date: July 17, 2024

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the June 26, 2024, Historic District Review Board regular meeting minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval, as presented.

Attachments:

1. 06.26.2024 HDRB Regular Meeting Minutes



**HERNDON HISTORIC DISTRICT REVIEW BOARD
Regular Meeting Minutes
Wednesday, June 26, 2024**

1. Call to Order

The Historic District Review Board met in a regular meeting on Wednesday, June 26, 2024, at 7:00 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Board Members Lauren Edmondson, Melody Fetske, Paul LeReche, and Amy Oleinick. Vice Chair Eric Boll and Chair Leslie Blaker-Glass were absent.

Board Member Edmondson served as Chair Pro Tem.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; Bryce Perry, Deputy Director of Community Development; Ben Schitter, Development Program Planner; Tamsin Himes, Lead Planner/Design Development; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Pro Tem Edmondson called the meeting to order at 7:00 p.m. and stated that four members of the Historic District Review Board were present which constituted a quorum.

2. Approval of Minutes

a. May 1, 2024, Historic District Review Board Work Session Minutes

b. May 15, 2024, Historic District Review Board Regular Meeting Minutes

Board Member Fetske motioned to approve the May 1, 2024, Historic District Review Board work session minutes, and the May 15, 2024, Historic District Review Board regular meeting minutes.

Motion seconded by Board Member Oleinick.

The question was called on the motion, which was approved by a 4-0 roll call vote. The vote was Board Members Edmondson, Fetske, LeReche, and Oleinick voting "Aye."

Vice Chair Boll and Chair Leslie Blaker-Glass were absent from the vote.

3. Comments

a. **Comments from Staff Members**

Ms. Himes directed Board Members' attention to the July meeting schedule where the Board will meet on July 10 and July 17.

Ms. Sigler stated that there is an opening on the town's Pedestrian and Bicycle Advisory Committee (PBAC). The seat is for a member of the HDRB or ARB.

b. **Comments from Board Members**

No comments were offered.

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.

No comments were offered.

4. Public Hearings

a. **HDRB #24-003, to consider an application for a Certificate of Appropriateness for modifications to Town Hall Square outdoor plaza and park adjacent to the Herndon Old Town Hall located at 730 Elden Street, and a portion of the W&OD Trail adjacent to the Herndon Depot.**

Chair Pro Tem Edmondson opened the public hearing and called on Ms. Himes for the staff presentation.

Ms. Himes delivered the staff presentation dated June 26, 2024, which is on file with the Department of Community Development. Ms. Himes stated that staff is recommending approval of HDRB #24-003 in accordance with the draft resolution.

There was discussion among the Board and staff on this item, including: (1) clarification on the height of the deck, and (2) clarification on whether the side decking on the pergola is different from the back paneling of the deck.

Chair Pro Tem Edmondson recognized the applicant to provide comments.

The applicant, Ben Schitter, Development Program Planner for the Town of Herndon, was present and delivered a presentation dated June 26, 2024, which is on file with the Department of Community Development.

There was discussion among the Board, staff, and the applicant on this item, including: (1) clarification on the deck and deck skirt material, (2) clarification on the design and dimensions of the screening, (3) clarification on the materials used for the light fixtures, (4) concern about possible damage to the string lights, (5) concern about overuse of grass areas, (6) concern about items getting caught on top of the pergola, (7) clarification on the dimensions and location of the pergola, (8) clarification on the lattice design options for the pergola, (9) placement of the benches, and (10) clarification if the plan impacts the kiosk on site.

Ms. Himes stated that a condition could be added that provides flexibility on where the benches are located.

Ms. Sigler provided clarification on the possible condition.

Chair Pro Tem Edmondson recognized members of the public to provide comments.

No comments were offered.

Chair Pro Tem Edmondson inquired if staff had additional comments.

Ms. Sigler provided additional clarification and language for a condition on the location of the seating features.

Chair Pro Tem Edmondson closed the public hearing and moved to the Board level for discussion.

Board Member Fetske motioned to approve HDRB #24-003, in accordance with the draft resolution with the additional condition that the arrangement of the seating features on the site can be altered from the positions shown in the plan presented. Motion seconded by Board Member LeReche.

The question was called on the motion, which was carried by a 4-0 roll call vote.

The vote was: Board Members Edmondson, Fetske, LeReche, and Oleinick voting "Aye."

Vice Chair Boll and Chair Blaker-Glass were absent from the vote.

5. Adjournment

There being no further business, and without objection, the June 26, 2024, Historic District Review Board regular meeting was adjourned at 7:59 p.m.

Agenda Item: APPLICATION FOR AN APPEAL OF AN ADMINISTRATIVE DECISION, HDRB #24-004, pursuant to Sec. 78-60.3(g)9(7) of the Town of Herndon Zoning Ordinance that denied an application for window replacement at 814 Locust Street, Herndon, Virginia.

Meeting Date: July 17, 2024

Category: Public Hearings

Prepared by: Tamsin Himes, Lead Planner/Design-Development

Description:

This is an addendum to the staff report addressing the above-mentioned HDRB case which was submitted to the Board prior to the July 10th work session meeting. Given the architectural style of the house, which is neo-eclectic with Victorian-leaning elements, the Board was supportive of approving 1-over-1 sash windows without lite divisions. 1-over-1 sash windows are not incongruent with Victorian architecture and can be seen in Victorian and neo-Victorian structures.

Background:

The applicant was not in attendance and the Board expressed the desire to discuss this option with the applicant before making a determination on the matter. The Board asked staff to provide two draft resolutions which are attachments to this memo.

Budget Impact:

n/a

Recommendation:

Staff is withholding a recommendation pending Board discussion with the applicant. Staff has provided two possible draft resolutions which are attached to this memo: Resolution A to approve 1-over-1 sash replacement windows without divided lites, and Resolution B to deny the appeal for windows as proposed.

Attachments:

1. Staff Memo
2. Resolution A (Proposed)
3. Resolution B (Proposed)
4. Legal Ad

STAFF MEMO

Agenda Item: HDRB #24-004, HDA denial appeal: window replacement

Meeting Date: July 17, 2024

Staff Contact: Tamsin Himes, Lead Planner – Development and Design

Case update:

This is an addendum to the staff report addressing the above-mentioned HDRB case which was submitted to the Board prior to the July 10th work session meeting.

At the work session, the Board discussed the application and administrative denial, the guidelines addressing windows on non-contributing structures, and possible courses of action the Board could take to help the applicant move forward. Given the architectural style of the house, which is neo-eclectic with Victorian-leaning elements, the Board was supportive of approving 1-over-1 sash windows without lite divisions. 1-over-1 sash windows are not incongruent with Victorian architecture and can be seen in Victorian and neo-Victorian structures.

The applicant was not in attendance and the Board expressed the desire to discuss this option with the applicant before making a determination on the matter. The Board asked staff to provide two draft resolutions which are attachments to this memo.

There is one window on the front façade facing Locust street that is single-pane and arched, differentiating itself from the other street-facing windows on the structure which are double-hung. The Board may wish to discuss this window and whether divisions/muntins for this standalone window could be appropriate.

Historic District Review Board Alternatives:

1. Resolution to deny the application.
2. Resolution to approve the application as submitted.
3. Resolution to approve with condition(s).
4. Motion to continue the review of this item to a future public hearing.

Staff Recommendation:

Staff is withholding a recommendation pending Board discussion with the applicant. Staff has provided two possible draft resolutions which are attached to this memo: Resolution A to approve 1-over-1 sash replacement windows without divided lites, and Resolution B to deny the appeal for windows as proposed.

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

RESOLUTION

JULY 17, 2024

Resolution- to approve a Certificate of Appropriateness for HDRB #24-004, an appeal of an administrative determination that denied an application for window replacement at 814 Locust Street, Herndon, Virginia, located in the northwest quadrant of the intersection of Locust Street and Center Street further identified as Fairfax County Tax Map 0162 02 0073B.

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

1. The Historic District Review Board approves a Certificate of Appropriateness for HDRB #24-004, to permit window replacement at 814 Locust Street, Herndon, Virginia, with the following conditions:
 - a. Replacement windows shall be 1-over-1 sash windows and feature no muntins / grill pattern and meet all other specifications required for administrative approval by staff.

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

DRAFT RESOLUTION

JULY 17, 2024

Resolution- to deny a Certificate of Appropriateness for HDRB #24-004, an appeal of an administrative determination that denied an application for window replacement at 814 Locust Street, Herndon, Virginia, located in the northwest quadrant of the intersection of Locust Street and Center Street further identified as Fairfax County Tax Map 0162 02 0073B.

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

1. The Historic District Review Board denies a Certificate of Appropriateness for HDRB #24-004, for window replacement at 814 Locust Street, Herndon, Virginia, citing failure to meet the following criteria as specified in the Herndon Historic District Review Guidelines:
 - a. Historic District Overlay Guidelines Chapter 8: Treatment of Noncontributing Buildings: *“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.”*

Town of Herndon, Virginia Notice of Public Hearing

Notice is hereby given that the **Historic District Review Board** (HDRB) of the Town of Herndon, Virginia, will hold a public hearing on Wednesday, July 17, 2024, at 7:00 p.m. in the Herndon Council Chambers Building, located at 765 Lynn Street, Herndon on the following item:

APPLICATION FOR AN APPEAL OF AN ADMINISTRATIVE DECISION, HDRB #24-004, pursuant to Sec. 78-60.3(g)(7) of the Town of Herndon Zoning Ordinance that denied an application for window replacement at 814 Locust Street, Herndon, Virginia, located in the northwest quadrant of the intersection of Locust Street and Center Street. The subject property is further identified as Fairfax County Tax Map 0162 02 0073B, is zoned as R-10, Residential Single family-10 District, and consists of 10,047 square feet of land area. Owners: Betty J. Mundt and Stephen D. Mundt. Applicant: Stephen D. Mundt.

The public is encouraged to participate in the town's public hearing process. Individuals having an interest in the above item are invited to attend the public hearing and state their opinions and may also submit comments to hdrb.arb@herndon-va.gov. The proposed item is available for review by the public on the town's website www.herndon-va.gov.

The Town of Herndon supports the Americans with Disabilities Act by making reasonable accommodations for persons with disabilities, so that they may participate in services, programs, or activities, offered by the town. Please call (703) 435-6804 to arrange for any accommodation that may be necessary to allow participation.

Kirstyn Barr Jovanovich, Town Clerk

Note to Publisher:

Publish on June 28/July 5, 2024

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