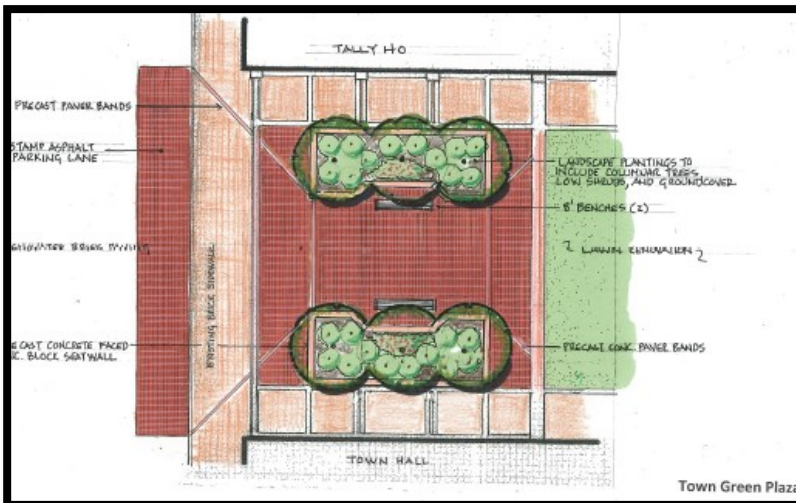
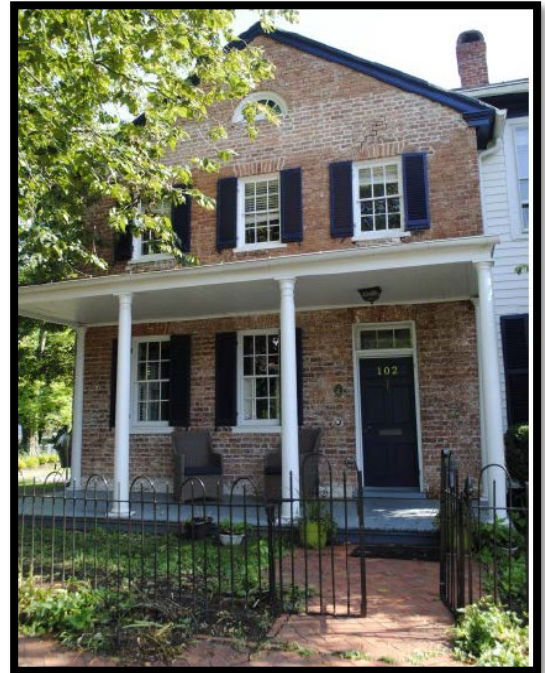


# BOARD OF ARCHITECTURAL REVIEW

# ANNUAL REPORT



Leesburg

2019

The Leesburg Board of Architectural Review (BAR) is pleased to present to the Leesburg Town Council an annual report for the 2019 calendar year. The information contained within this report is a summary of projects reviewed by the Board along with signature accomplishments for the year and an outline of the goals for 2020.

2019 BAR Members

Voting Members	
Dale Goodson, Chair	Teresa Minchew, Vice Chair
Stacy Skinner, Parliamentarian	Richard Koochagian
Tom O’Neil (Appointed 1/8)	Julie Pastor
Paul Reimers	
Non-Voting Members	
Marty Martinez, Liaison Town Council	Doris Kidder, Liaison Planning Commission
Rick Lanham, Liaison Planning Commission	
Staff Liaisons	
Lauren Murphy Preservation Planner	Debi Parry Planning & Zoning Analyst



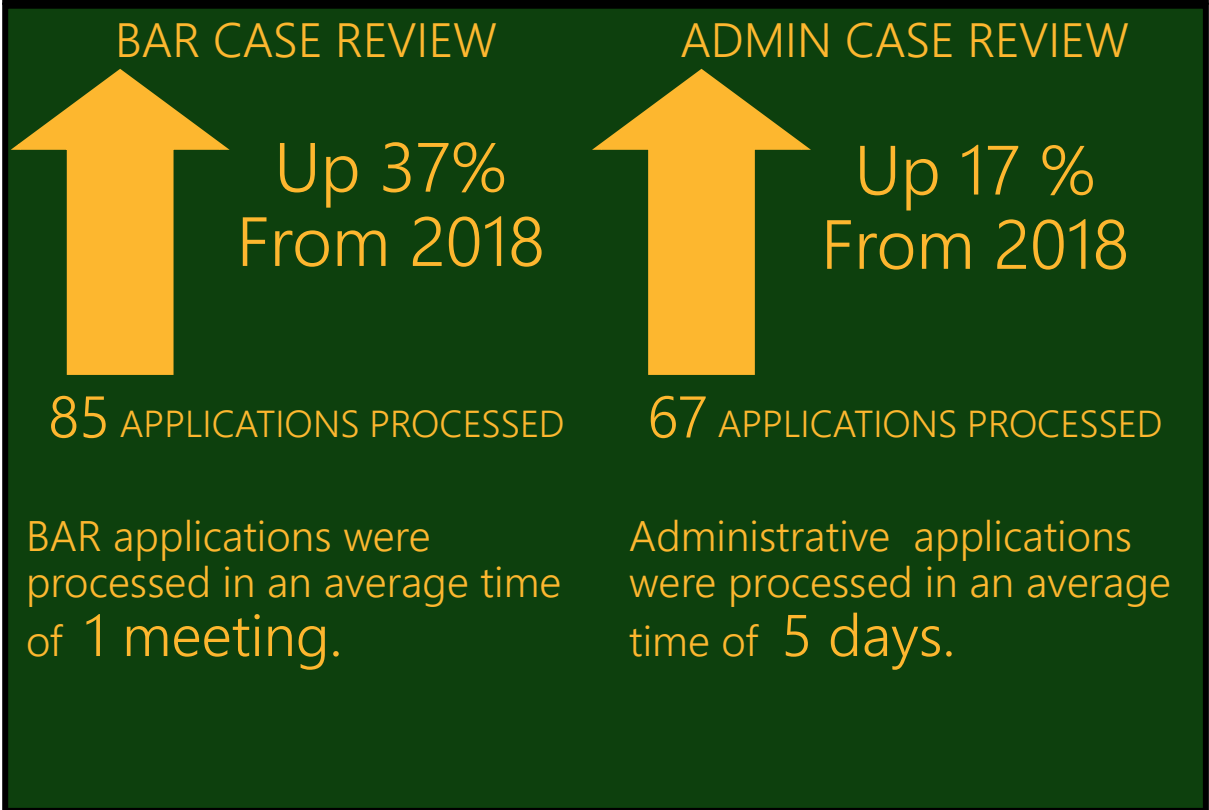
A Special Note of Thanks

Doris Kidder—For service as the Planning Commission’s Liaison to the BAR from 2018-2019.

Certificate of Appropriateness (COA) Cases By The Numbers

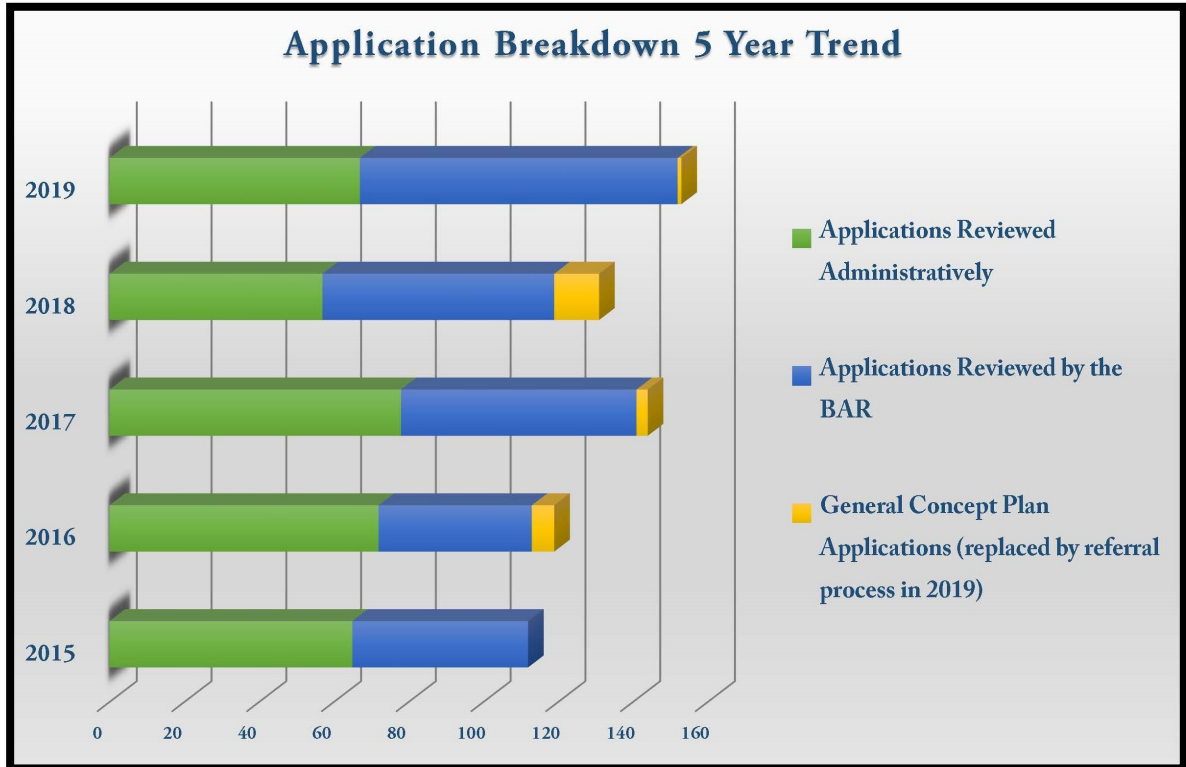


152 Applications Were Processed in 2019—up 28% from 2018

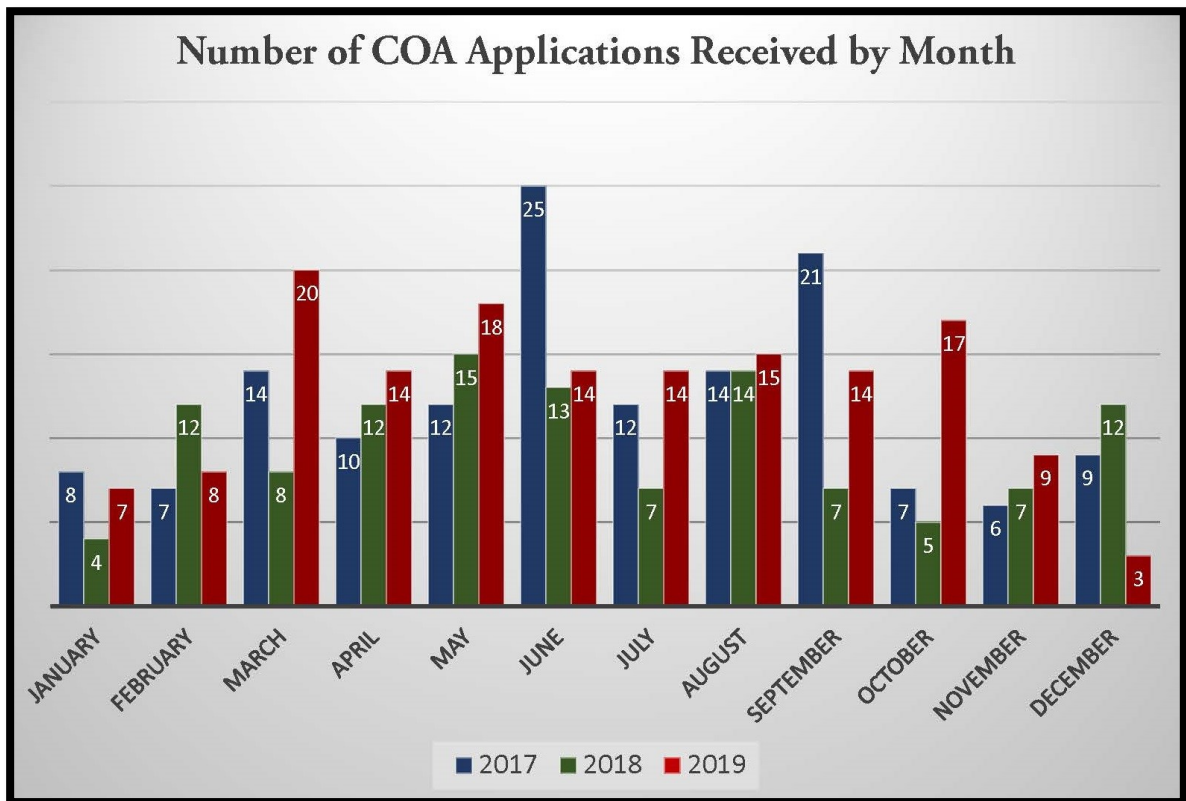


Section 7.5.6 of the Zoning Ordinance empowers preservation staff to administratively approve certain H-1 Old & Historic District applications in the following categories:  
 Building & Site Improvements • Signs • Modifications to Existing Structures •  
 Change of Plans After Issuance of Permit

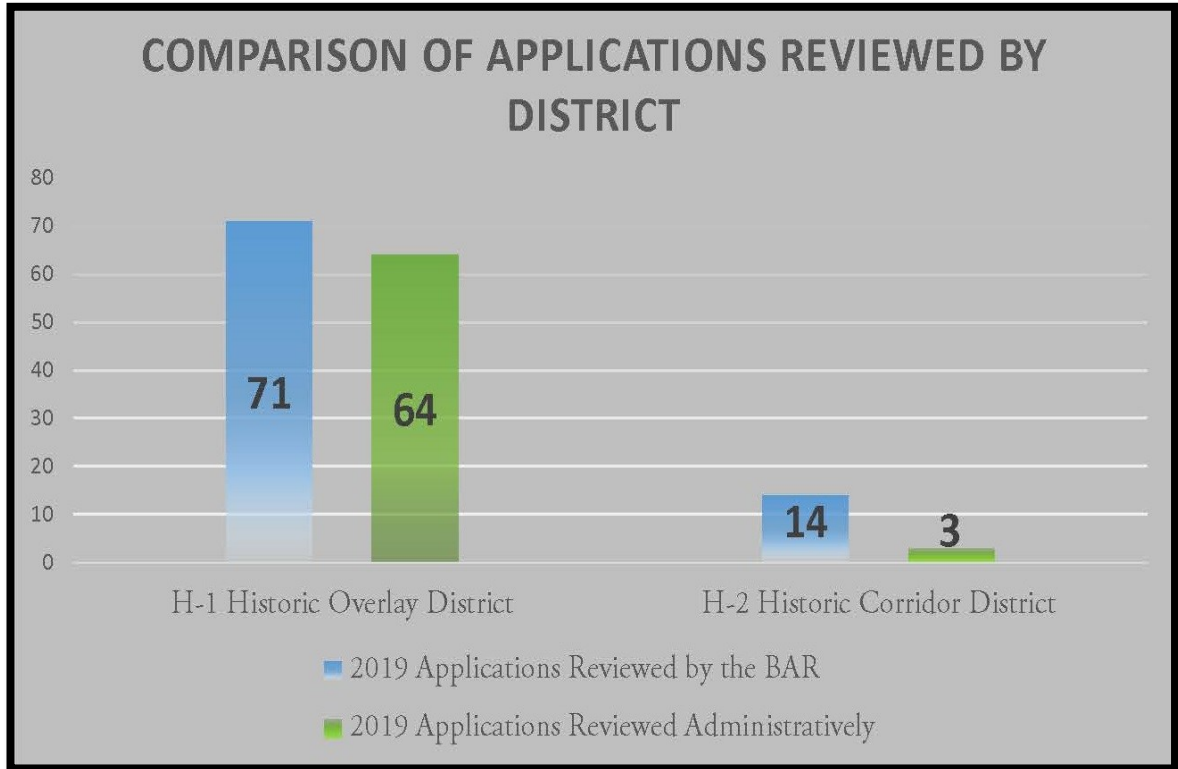
## Overview of COA Case Workload



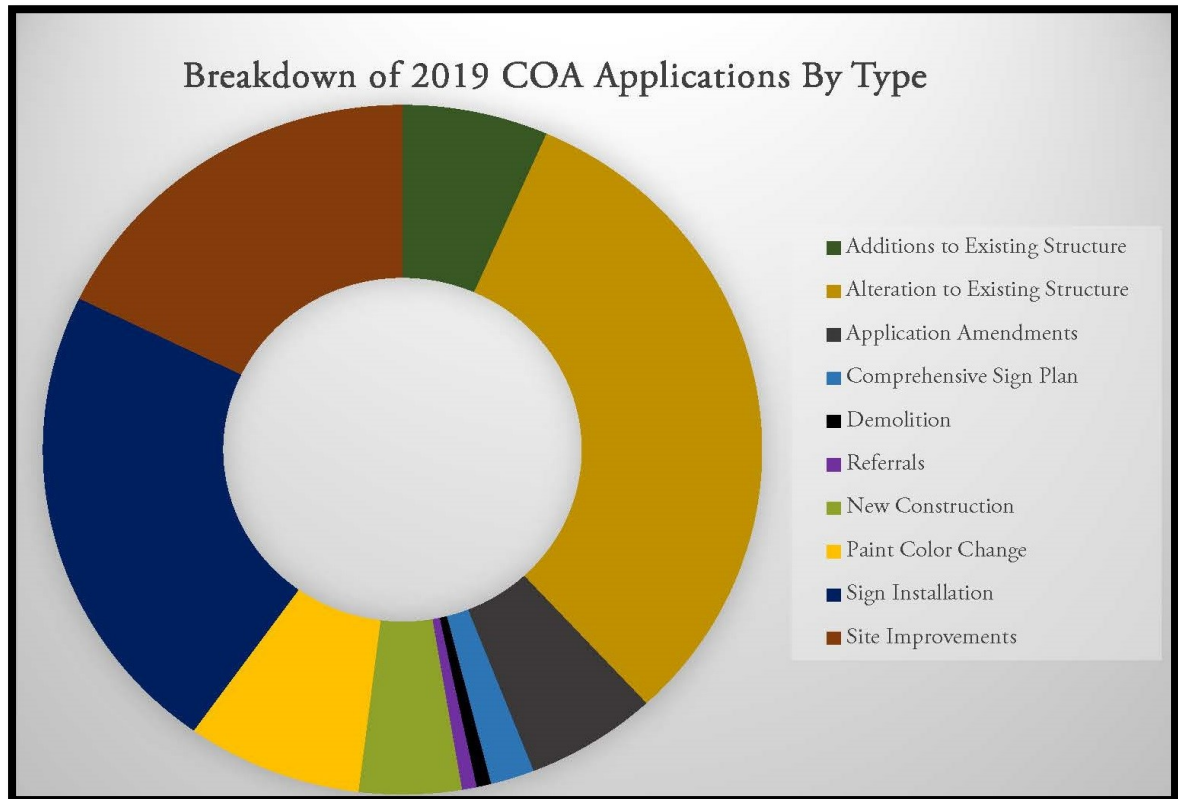
There were a total of 153 applications submitted in 2019 and a total of 13 applications submitted in 2018 were carried over for action in 2019.



Overview of COA Case Workload



Of the 153 applications submitted in 2019, 4 were withdrawn and 10 were carried over for action in 2020.



## Referral Review

In April, 2019 the BAR and staff discussed coordination of legislative applications for properties that are located in the H-1 or H-2 and how to provide BAR input at the optimal time in the legislative review process. Instead of the General Concept Plan process, the BAR decided to revert to the referral process that was originally initiated in 2009 but to do so by making several updates and changes to this process. The referral process now focuses on site design and contextual building placement and design. This process is not meant to focus on the more detailed elements of building design.

Following the BAR’s discussion of a legislative application through the referral process, the project manager and preservation planner will collaborate on drafting a BAR referral letter that includes the summary comments/recommendations made during discussion of the application and will provide the letter to the Chairman of the BAR for signature. The letter is then sent to the applicant and is also provided to the Planning Commission and Town Council as an attachment to their staff reports. During 2019, 1 legislative application was brought forward for review under the referral process.

### Russell Branch Retail

This application sought approval to construct a shopping center consisting of 7 structures within the H-2 Overlay Corridor District with frontage along Route 7/East Market Street, Battlefield Parkway and Russell Branch Parkway. After approval of the legislative applications was granted by the Town Council, a Certificate of



1st Submission Site Perspective

Appropriateness was filed for construction of 5 of the 7 buildings within the development.

These buildings consisted of a multi-tenant retail building, an Aldi grocery store, a gas station with car wash, an auto repair building and a stand-alone car wash. The BAR and applicant met 4 times to discuss this application, including two special work sessions.



South Elevation



Approved Elevations for Buildings 1 and 4

## Expansion of the H-1 Old & Historic District

In 2018 the Board of Architectural Review considered a request by the Leesburg Town Council to provide a recommendation regarding the possible inclusion of White Oak, 440 Dry Mill Road SW, within the H-1 Old & Historic Overlay District. The BAR subsequently passed a motion recommending that the property be designated as an individual landmark and listed the contributing resources on the property as follows:

1. The c. 1937 house
2. The c. 1950 1-story masonry addition
3. The c. 1937 garage
4. The c. 1937 pool house
5. The c. 1937 main barn and stables
6. And other landscape features dating from 1937 to 1950



Historic 1937 manor house at White Oak

Upon receiving this recommendation from the BAR, the Town Council initiated an amendment to the Leesburg Official Zoning Map and Zoning Ordinance for possible inclusion of the property within the H-1 Old & Historic District. After staff review and a public hearing process, the Council approved these amendments on March 12, 2019 and included a 12.65 acre portion of the 63.24 acre historic property within the Old & Historic District. As approved, the overlay encompasses the historic manor house, pool house, garage, and main barn with stables to be relocated from its current location on the property.

### Site Visits

In 2019 the Board of Architectural Review held **8 site visits** related to Certificate of Appropriateness applications under consideration. These site visits allow the BAR to uncover evidence regarding the approximate age of a structure, the condition of architectural elements, and/or shadows of historic fabric which may have been removed or hidden. Additionally, site visits also allow the BAR to better assess the potential impact of any proposed alterations.



### COA Cases Related to Zoning Violations

Zoning and preservation staff have continued collaborative efforts to respond to zoning violation complaints in the H-1 & H-2 Districts.

Overall, there were **seventeen (17)** COA cases in 2019 resulting from zoning enforcement action—**thirteen (13)** required a BAR public hearing and **four (4)** were resolved through administrative action. The predominant issue in these zoning violations was work performed without the issuance of a Certificate of Appropriateness.

## Leesburg Cottages—Morven Park Road NW

In 2018 the BAR reviewed a General Concept Plan application for Leesburg Cottages, otherwise known as Spring Arbor, a memory care facility to be constructed on an infill lot along Morven Park Road NW. The vacant lot is surrounded by residential homes, some historic and some newer construction. Following the approval of the legislative application, a final Certificate of Appropriateness application was submitted for approval in March of 2019. This project presented unique design challenges for a new institutional use given the otherwise residential context of the surrounding properties. The applicant needed to ensure an appropriate site layout which respected the privacy of future occupants of the memory care facility while ensuring that the architectural design of the new buildings was appropriate to the historic context of the site. The BAR was able to work collaboratively with the applicant over a two month period to revise the architecture and address neighborhood concerns.



Residential Building B



Office/Storage Building C—fronting on Morven Park Road NW

## Town Council Appeal of a BAR Decision —7 East Market Street

On December 6, 2018 a Certificate of Appropriateness was submitted for retroactive approval of new synthetic slate roofing material at 7 East Market Street. The property was the subject of a zoning violation resulting from a change in material without prior approval from the BAR. After working with the applicant to identify an alternative solution, the BAR ultimately denied the request on March 4, 2019 based on the determination that the newly installed synthetic roof did not meet the Guidelines for roofing materials on contributing structures in the H1. During the course of their review, the BAR recommended standing seam metal roofing as an alternative to the applicant. Following the denial of the Certificate of Appropriateness application, the BAR's decision was appealed to the Town Council on June 11, 2019. The Council upheld the BAR's denial of the synthetic slate roofing material. On December 5, 2019 a new application for replacement of the roof with standing seam metal was filed and subsequently approved by the BAR at the December 16, 2019 meeting.



## Church & Market —9 East Market Street

In 2012, the BAR and applicants collaborated over multiple meetings to review a large new construction project in the Old & Historic District then known as Courthouse Square. This project included alterations and an addition to the historic structure at 9 East Market Street.

In 2018, the applicants filed a legislative application seeking to amend the Courthouse Square approvals, now known as Church and Market. This amendment separated the alterations at 9 E. Market Street from the new construction proposal. An application for Certificate of Appropriateness was filed in April, 2019 to revise the previously approved alterations to 9 E. Market Street to accommodate a future office use. The BAR and applicant worked together over 3 meetings to finalize the design and ensure that while the new addition was a contemporary addition to a historic structure, it was also compatible with the architectural history of the iconic automobile dealership. The new construction associated with Church and Market was filed under a separate application to the BAR.



2012 Approval



2019 Approval

## 102 Cornwall Street NW

The owner of the historic Methodist Parsonage sought approval for construction of a new garage and pool in the side yard. In reviewing the request, the BAR and applicant were presented with many challenging site and zoning constraints due to the previously approved subdivision of land and the construction of two new homes on adjacent lots. The subject property also has significant historical value, dating to the c. 1762 construction as a Nicholas Minor covenant house and its later use as the Methodist parsonage. The structure is a likely candidate for individual listing on the National Register of Historic Places.



Perspective showing approved alterations

Despite these challenges, the BAR and applicant worked together to ensure that the new modern accessory structures were both sympathetic to the historic structure while also meeting the applicant's modern-day needs on the site. The ultimate approval included a masonry screening wall around the pool area, a patio, and a new garage connected to the historic home.

## BAR Attendance for 2019

Members of the Board of Architectural Review	Jan 07 WS	Jan 23 BM	Feb 04 WS	Feb 20 BM	Mar 04 WS	Mar 18 BM	Apr 01 WS	Apr 15 BM	May 06 WS	May 20 BM	Jun 03 WS
Goodson, Dale (C)											
Koochagian, Richard											
Minchew, Teresa (VC)											
O'Neil, Tom (Appointed 1/8/19)											
Pastor, Julie											
Reimers, Paul											
Skinner, Stacy											

Jun 17 BM	Jun 24 SM	Jul 01 WS	Jul 15 BM	Aug 05 WS	Aug 19 BM	Sep 04 WS	Sep 16 BM	Sep 30 SM	Oct 07 WS	Oct 23 BM	Oct 28 SM	Nov 04 WS	Nov 18 BM	Dec 02 WS	Dec 12 SM	Dec 16 BM	Meetings Attended Total	Total # of Meetings to Date
																	26	26
																	23	26
																	23	26
																	23	25
																	21	26
																	22	26
																	24	26

Legend:	
Present	
Recused from Meeting	
Absent	
No Meeting	
Not serving	

\*Business Meeting=BM Work Session=WS Special Meeting=SM

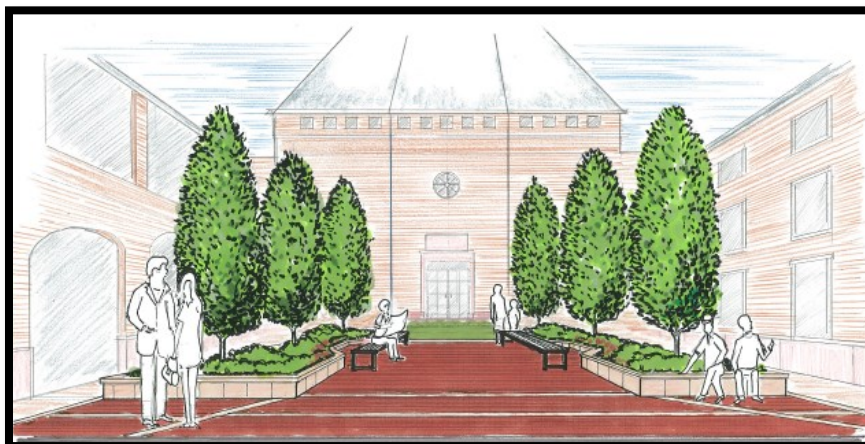
## Virginia Department of Historic Resources Training

On March 29, 2019 the Town of Leesburg hosted a regional Certified Local Government (CLG) training workshop offered by the Virginia Department of Historic Resources (VDHR). The workshop was attended by 40 architectural review board members from all over Virginia and offered lessons in Section 106 Review Processes, Modernist Architecture, Sustainability, and Historic Masonry.



## BAR Goals for 2020 and Beyond

- ◇ **H-2 Corridor Working Group**  
 The Work Group with representatives from the BAR and Planning Commission will continue to meet in 2020 to discuss Zoning Ordinance and revised design guidelines for the H-2 Gateway Districts.
- ◇ **Develop public outreach program for owners, tenants and realtors in the Old & Historic District**  
 The Leesburg Old & Historic District is often referred to as the “Crown Jewel of Loudoun County”. As such, the BAR plans to hold a educational program for owners, tenants and realtors in Downtown Leesburg to increase awareness of the BAR’s role in the Town and to equip caretakers of our historic assets with preservation best preservation practices ensuring a viable Historic District for future generations. In 2019 the BAR established a subcommittee to develop the framework for an outreach strategy and work in this regard is ongoing.
- ◇ **Update historic architectural survey for the Old & Historic District**  
 Using volunteers, interns from collegiate historic preservation programs, the existing architectural inventory for the Old & Historic District update will continue and new properties will be added that have reached 50-years of age since the last survey conducted in the year 2000.
- ◇ **Develop procedure for amending Old & Historic District Design Guidelines**  
 The design guidelines for the Old & Historic District have not been updated since they were adopted in 2009. To provide clarification for applicants, address new construction materials on the market and acknowledge advances in preservation technology, the BAR will implement an efficient procedure for the periodic update of the H-1 guidelines .
- ◇ **Update Board of Architectural Review Bylaws and Rules of Procedure**  
 A two-member committee will be created to update BAR bylaws and rules of procedure.
- ◇ **Provide additional guidance for COA applicants on Town’s website**  
 The best way to ensure compliance with Town regulations is to make the process as efficient, transparent and predictable as possible. To that end, staff will continue working to enhance the accessibility and presentation of information related to the COA processes on the website.



Conceptual rendering of approved alterations to the Town Hall Town Green patio space.

# 2020 Board Meeting Schedule

Work Sessions	Business Meetings
Monday, January 6	Wednesday, January 22
Monday, February 3	Wednesday, February 19
Monday, March 2	Monday, March 16
Monday, April 6	Monday, April 20
Monday, May 4	Monday, May 18
Monday, June 1	Monday, June 15
Monday, July 6	Monday, July 20
Monday, August 3	Monday, August 17
Wednesday, September 9	Monday, September 21
Monday, October 5	Monday, October 19
Monday, November 2	Monday, November 16
Monday, December 7	Monday, December 21

Town of Leesburg Department of Planning & Zoning  
25 W. Market Street, Leesburg, VA 20176  
[www.leesburgva.gov/planning](http://www.leesburgva.gov/planning)