

TOWN OF LEESBURG  
BOARD OF  
ARCHITECTURAL REVIEW

2020  
Annual Report



The Leesburg Board of Architectural Review (BAR) is pleased to present to the Leesburg Town Council an annual report for the 2020 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 2021.

## 2020 BAR Members

Voting Members	
Teresa Minchew, Chair	Dale Goodson, Vice Chair
Stacy Skinner, Parliamentarian	Richard Koochagian
Tom O'Neil	Julie Pastor
Paul Reimers	
Non-Voting Members	
Marty Martinez, Liaison Town Council	Gigi Robinson, Liaison Planning Commission
Staff Liaisons	
Lauren Murphy Preservation Planner	Debi Parry Planning & Zoning Analyst



### A Special Note of Thanks

- Dale Goodson**—For service as a member of the BAR from 2013-2020.
- Richard Koochagian**—For service as a member of the BAR from 2008-2020.
- Stacy Skinner**—For service as a member of the BAR from 2018-2020.
- Marty Martinez**—For service to the BAR as Council Liaison from 2019-2020.

Certificate of Appropriateness (COA) Cases By The Numbers


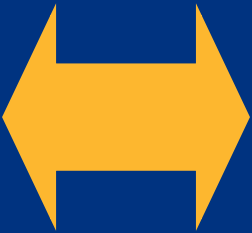
**BAR MEETINGS HELD**

11 Business Meetings      10 Work Sessions

2 Special Meetings

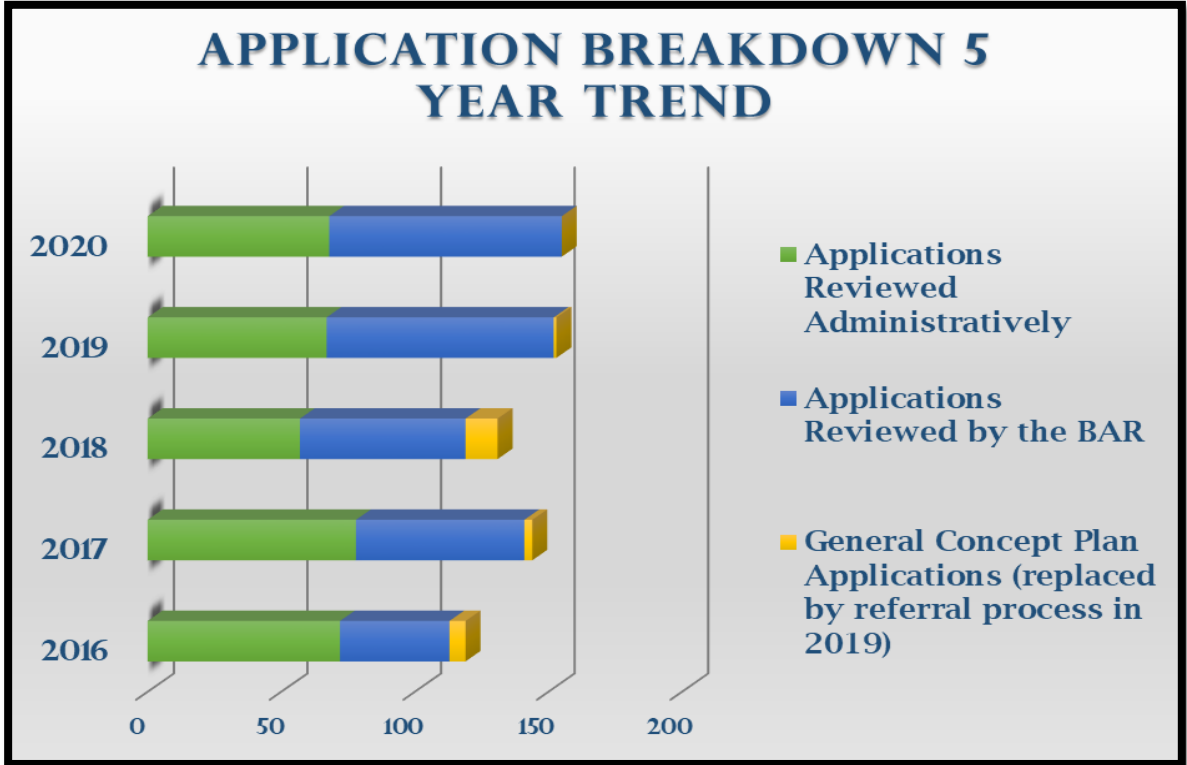
11 Site Visits

148 Applications Were Processed in 2020—down 4% from 2019

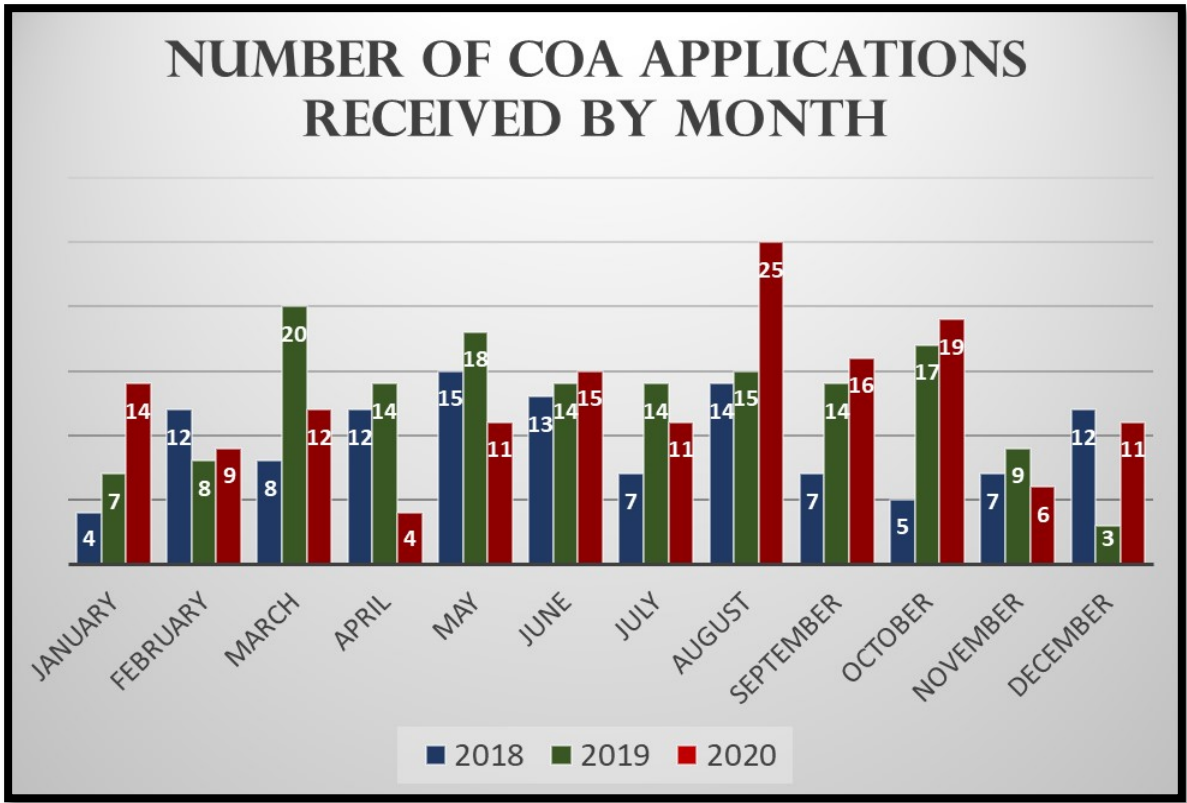
BAR CASE REVIEW	ADMIN CASE REVIEW
	
Down 4% From 2019	Equal to 2019
81 APPLICATIONS PROCESSED	67 APPLICATIONS PROCESSED
BAR applications were processed in an average time of 1 meeting.	Administrative applications were processed in an average time of 6 days.

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

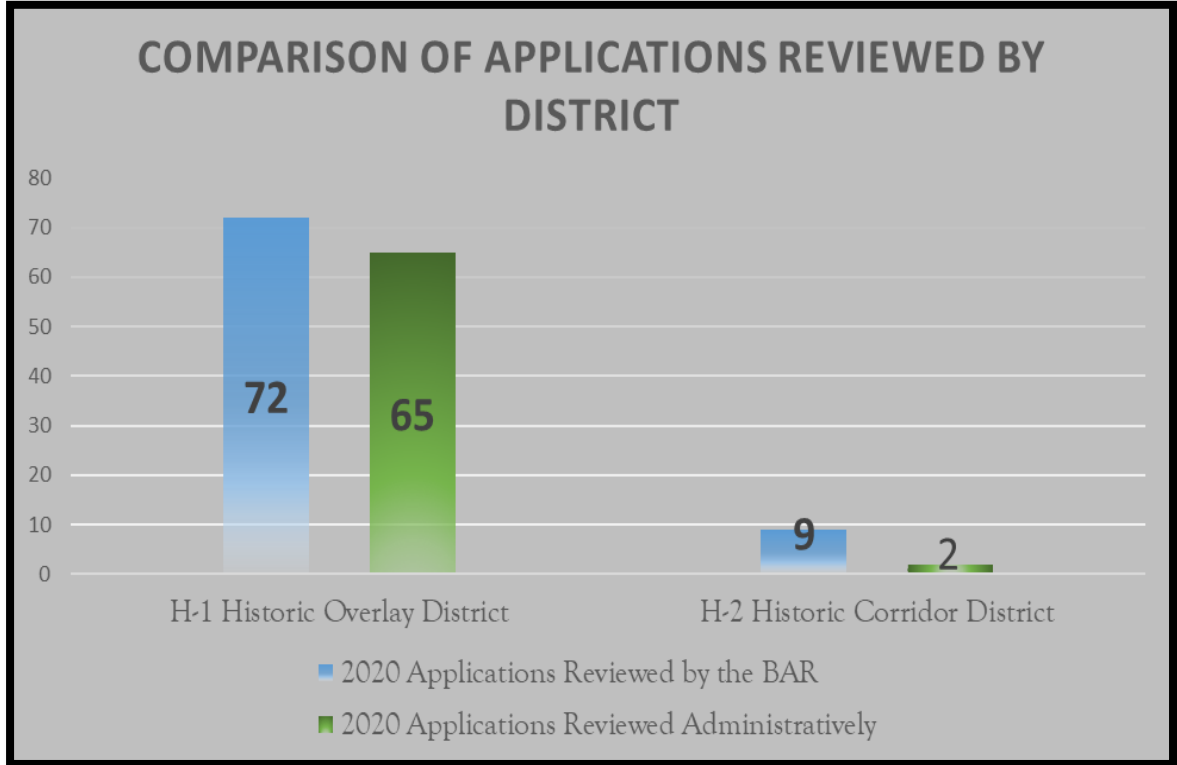
Overview of COA Case Workload



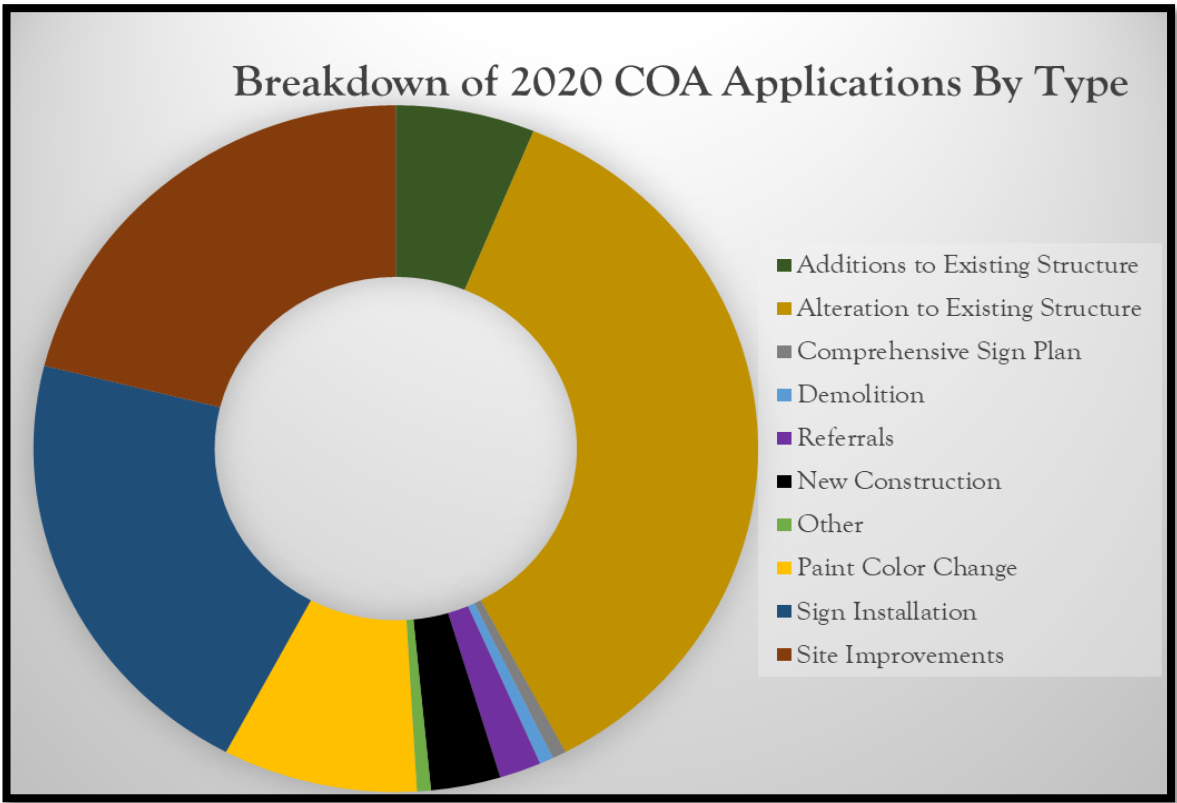
There were a total of 153 applications submitted in 2020 and a total of 7 applications submitted in 2019 were carried over for action in 2020.



Overview of COA Case Workload



**Of the 153 applications submitted in 2020, 4 were withdrawn before the public hearing and 8 were carried over into 2021.**



## Referral Review

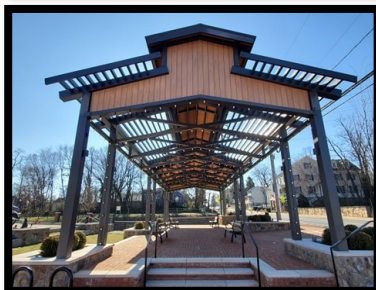
The referral process was developed for rezoning or special exception applications in the historic overlay districts, to better coordinate the two reviews conducted by the Planning Commission and the Board of Architectural Review.

As part of this process, the Board of Architectural Review receives a brief overview of legislative applications involving heritage resources or properties located within the architectural review districts. During this review, the project manager for the case will provide the Board with a brief overview of the proposal. The Board then discusses the proposal with the applicant and identifies any potential issues which may arise during the Certificate of Appropriateness process in areas such as site design, and contextual building placement & overall design. A summary of the Board’s comments is then prepared by the project manager in collaboration with the Preservation Planner to be provided with the public hearing information for the Planning Commission and Town Council. During the previous year, three legislative applications were brought forward for review under the referral process. These cases included:

1. Greenway Manor— TLZM-2018-0005, TLSE-2018-0010 & TLSE-2018-0011
2. CVS at Allman Property— TLZM-2017-0004
3. INMED School at Paxton— TLSE-2020-0001

## King Street Station

The King Street Station mixed-use development was initially reviewed by the BAR as a General Concept Plan (GCP) Review (a precursor to the referral review process) in 2016. The Town Council approved the associated legislative applications for the project in November of 2016, and the applicant then filed the necessary Certificate of Appropriateness applications for public hearing in October 2017 for the four residential buildings, commercial building and various site improvements. Having had some familiarity with the project and the review process through the earlier GCP, the applicant and BAR were able to work collaboratively to achieve final approval for this large development in only two meetings. The project is now nearing completion and the residential and commercial buildings are already contributing to the vitality of the historic downtown area.

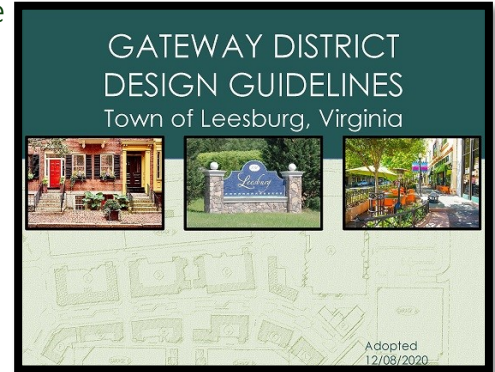


Left to Right:  
 King Street Station Commercial Building (staff photo)  
 King Street Station Residential Building and Park Train Depot Feature (Leesburg Public Information Office photo),



## Gateway District Approval & Design Guidelines

In 2020 the H-2 Working Group and staff met twice a month throughout the spring and summer to finalize the Zoning Ordinance and Zoning Map amendments for the creation of the Gateway Overlay District and to refine the draft Gateway District Design Guidelines document which provides context for the review of applications within the Gateways. The final adoption of the guidelines in December 2020 was the culmination of this multi-year effort to replace the outdated H-2 Historic Corridor District, which had not been updated in over 20 years.



The Gateway District is made up of 5 corridors that lead into the historic Downtown, including North King Street, South King Street, East Market Street, West Market Street and Edwards Ferry Road. Each of these corridors have their own unique character and feel that individually and collectively contribute to the Town. The benefit of the Gateway District is to ensure that new development and redevelopment within the corridor is sensitive to the characteristics of the gateways and provides an appropriate transition into the Old & Historic District.

While the Gateway District does replace the H-2 Historic Corridor District in most instances, the H-2 Design Guidelines are still in use for properties throughout the Town that proffered to design their commercial developments to meet these standards.

### Site Visits

In 2020 the Board of Architectural Review held **11 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.



BAR Site Visit for 11 Wirt St NW

### 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 **nine (9)** COA cases in 2020 resulting from zoning enforcement action—**six (6)** required a BAR public hearing and **three (3)** were resolved through administrative action. The predominant issue in these zoning violations was work performed without the issuance of a Certificate of Appropriateness.

## 220 North King Street—Solar Panels

In September 2020, the Board of Architectural Review held a public hearing for an application at 220 North King Street where the resident proposed the installation of solar panels on a contemporary addition at the rear of this historic structure. This was a unique application in that the Old & Historic District Design Guidelines offer limited guidance other than a notation that solar panels should be located on secondary elevations. During review of the application, staff and the Board were able to rely on guidance provided by the National Parks Service and guidelines created by other localities in Virginia.



Applicant rendering of the rear of 220 North King with new addition

Given the rear location of the panels on a contemporary addition with no visibility from the public way and no impact to the historic structure, the Board was able to approve this installation with limited discussion. However, this application did highlight the need for additional discussion regarding the integration of complete solar home systems, electronic vehicle charging stations and other more modern appurtenances in the Old & Historic District as businesses and residents look to adopt these technologies.

## Town Council Appeal of a BAR Decision —401 South King Street

In April 2020, a Certificate of Appropriateness was submitted to remove historic wood siding and replace it with cementitious siding. The application also included a proposal to expand the front porch and install a patio in the rear yard of the c. 1895 vernacular Victorian structure at 401 South King Street. The BAR held a public hearing in June which was followed by a site visit. During the site visit the Board found that the siding was generally in good condition with some areas requiring repair. In July 2020, the BAR voted to approve the patio and porch alterations but deny the siding replacement based on the finding that the removal of wood siding and replacement with cementitious siding is not consistent with the Old & Historic District Design Guidelines. When considering alterations to historic material, including siding, the best preservation course of action is to repair, rather than replace, the material or (if repairs are not possible) replace the material in-kind. Cementitious siding does not have the same visual qualities as wood siding and so, the BAR found the proposal incongruent with the Guidelines. In August 2020, the applicant filed an appeal of the BAR denial to Town Council. During the appeal public hearing, Town Council members proposed multiple motions; however, the motions failed for lack of majority support. The Town Council decided to not take up the issue for discussion again and in October of 2020, the Board of Architectural Review's denial of the siding replacement was upheld.



401 South King Street—Staff photo



## West Market Street Sidewalk Capital Improvements Project

This application, initiated by the Town’s Department of Capital Projects and Public Works, was intended to address safety concerns and the need for ADA accessibility along this stretch of West Market Street. The proposal to widen sidewalks, add curb & gutter improvements, alter the grade of the roadway and eliminate the existing elevated sidewalk and stairs required coordination with several homeowners and some impact to historic properties. During the review process, the Board was able to work with town staff and the impacted homeowners to address the goals of the project while ensuring that the required retaining walls and other site elements integrated with the overall historic character that is unique to this portion of the Historic District.



BAR Site Visit with Staff

## 212 Church Street SE—Mixed Use Development

In August, 2020 the BAR reviewed another large mixed use project in the historic downtown—not far from the previously approved Church and Market project. This project, known as Church and South, was proposed as an addition to the existing historic c.1930s vernacular Dutch colonial dwelling on Church Street. While the BAR initially preferred a completely detached structure, zoning and site development regulations required the new construction be built as an addition to the historic building rather than a standalone building.



Applicant Rendering of addition

Given those requirements, the Board worked with the architect and owner to create a large addition to a modest historic structure which would read, from the street, as its own entity and blend with the challenging streetscape in this area which ranges from modest residential structures to the large Mill complex.

## Pandemic Impact—Preservation Program Persisted

2020 was certainly a year like no other! The COVID-19 pandemic tested the ability of all of the Town’s Boards & Commissions to adapt from business as usual to business with the additional constraints of limited gatherings and social distancing. With the introduction of WebEx and safety protocols implemented by the Town, the BAR was able to continue meeting on a regular basis to address the needs of the residents and business owners in our architectural review districts. In a year when many meetings and events were cancelled, the BAR continued to meet twice monthly and conducted several site visits during that time all while juggling new safety protocols. Further, staff found that the number of applications only slightly decreased from the previous year with property owners, who were spending more time at home due to the pandemic, continuing to make improvements to their structures and properties.

## BAR Attendance for 2020

Members of the Board of Architectural Review	Jan	Jan	Feb	Feb	Mar	Mar	Apr	Apr	Apr	May
	06	22	03	19	02	16	06	20	29	04
	WS	BM	WS	BM	WS	BM	WS	BM	SM	WS
Goodson, Dale (VC)										
Koochagian, Richard										
Minchew, Teresa (C)										
O'Neil, Tom										
Pastor, Julie										
Reimers, Paul										
Skinner, Stacy										

May	May	Jun	Jun	Jul	Jul	Aug	Aug	Sep	Sep	Oct	Oct	Nov	Nov	Dec	Dec	Meetings	Total # of
18	28	01	15	06	20	03	17	09	21	07	19	02	16	09	14	Attended	Meetings
BM	SM	WS	BM	WS	BM	WS	BM	WS	BM	WS	BM	WS	BM	WS	BM	Total	to Date
																21	23
																22	23
																19	23
																19	23
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																20	23

Legend:	
Present	
Recused from Meeting	
Participating Remotely	
Absent	
No Meeting	
Not serving	

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

## BAR Member Training

As a Certified Local Government (CLG), BAR members are required to attend trainings each year. Despite the pandemic, the requirement to attend trainings was not lifted by the National Parks Service for CLGs in 2020. To satisfy the training requirement, BAR members attended virtual sessions at the two predominant preservation conferences offered: the National Trust for Historic Preservation’s annual “Past Forward” conference in October 2020 and the National Alliance of Preservation Commission’s FORUM in July 2020. These national conferences were forced to alter their traditional conference format (which typically brings together preservationists from all over the country to collaborate and teach each other), instead erring on the side of caution for entirely virtual conferences this year. The sessions ranged from comprehensive planning sessions to recognizing the importance of diversity in preservation to technical trainings about historic materials.

## BAR Goals for 2021 and Beyond

- ◇ **Develop public outreach strategy 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 develop an outreach strategy to tenants, property owners and realtors in Downtown Leesburg to increase awareness of the Town’s preservation program. The goal of this project is to equip these caretakers of our historic resources with best preservation practices to ensure a viable Historic District for future generations. The BAR has 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 or 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.
- ◇ **Review the Administrative Review Authority section of the Zoning Ordinance for the H-1 Old & Historic Overlay District and the Gateway Overlay District**  
 The Zoning Ordinance outlines the criteria for which applications can be reviewed administratively. Over the past several years staff and Board members have noted some areas for possible increased efficiencies by delegating additional review power to the Preservation Planner within the Town’s architectural review districts.



Church & Market Revisions—Proposed Church Street elevation

# 2021 Board Meeting Schedule

Work Sessions	Business Meetings
Wednesday, January 6	Monday, February 1
Monday, February 1	Wednesday, February 17
Monday, March 1	Monday, March 15
Monday, April 5	Monday, April 19
Monday, May 3	Monday, May 17
Wednesday, June 9	Wednesday, June 23
Wednesday July 6	Monday, July 19
Monday, August 2	Monday, August 16
Wednesday, September 8	Monday, September 20
Monday, October 4	Monday, October 18
Monday, November 1	Monday, November 15
Monday, December 6	Monday, December 20

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