

TOWN OF LEESBURG  
BOARD OF  
ARCHITECTURAL REVIEW

2021  
Annual Report



The Leesburg Board of Architectural Review (BAR) is pleased to present to the Leesburg Town Council an annual report for the 2021 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 2022.

## 2021 BAR Members

Voting Members	
Teresa Minchew, Chair	Paul Reimers, Vice Chair
Julie Pastor, Parliamentarian	Helen Aikman
Erin Nicholson	Tom O'Neil
Don Scheuerman	
Non-Voting Members	
Zach Cummings, Liaison Town Council	Gigi Robinson, Liaison Planning Commission
Staff Liaisons	
Lauren Murphy Preservation Planner	Debi Parry Planning & Zoning Analyst



## Certificate of Appropriateness (COA) Cases By The Numbers

### BAR MEETINGS HELD

11 Business Meetings      12 Work Sessions  
7 Site Visits

154 Applications Were Processed in 2021 — an increase of 4% from 2020

### BAR CASE REVIEW



Increased  
1%

82 APPLICATIONS PROCESSED

BAR applications were processed in an average time of 1 meeting.

### ADMIN CASE REVIEW



Increased  
7%

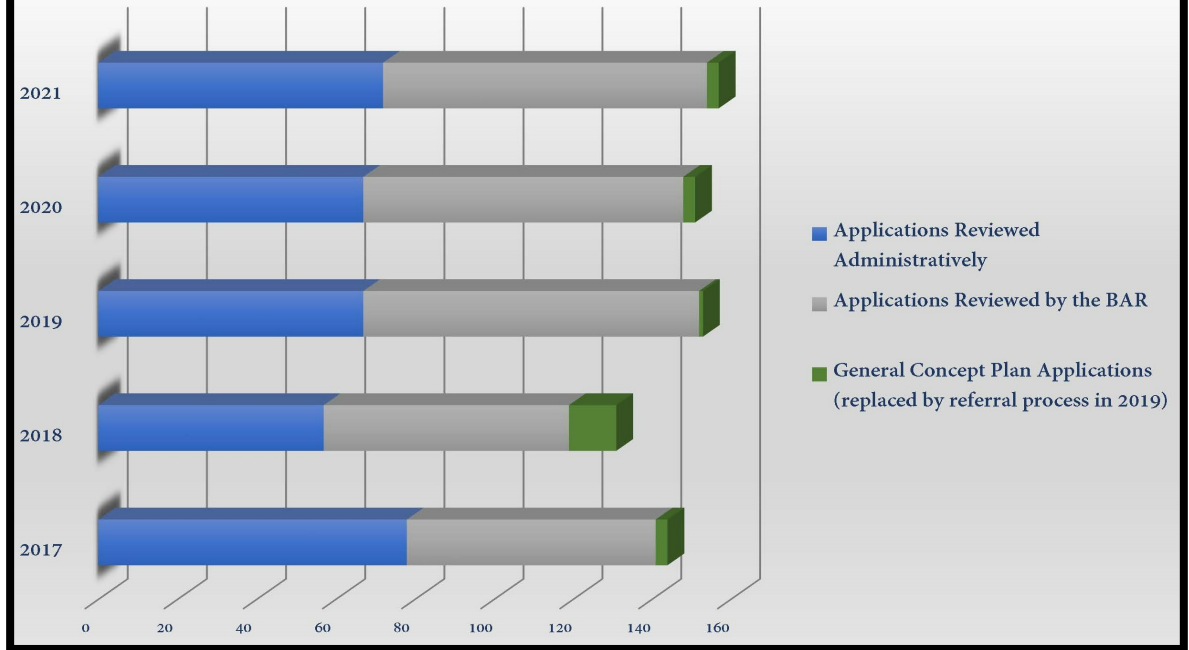
72 APPLICATIONS PROCESSED

Administrative applications were processed in an average time of 3 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

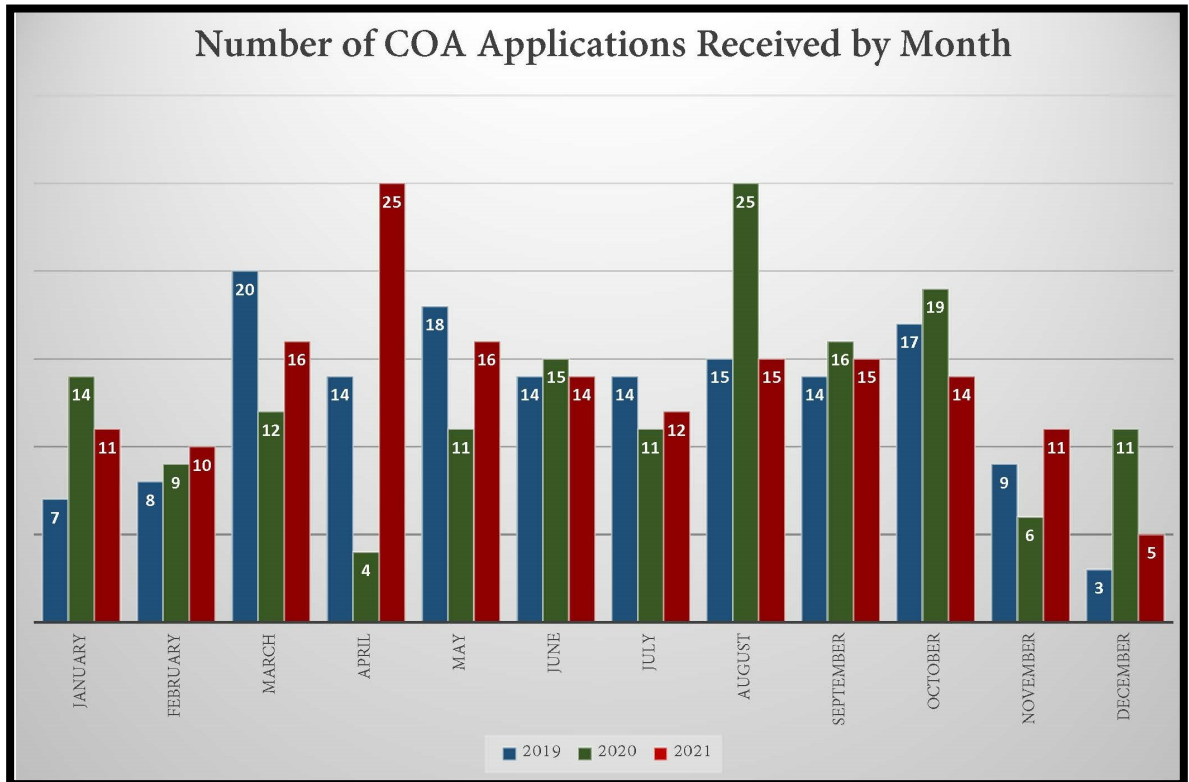
## Overview of COA Case Workload

### Application Breakdown 5 Year Trend

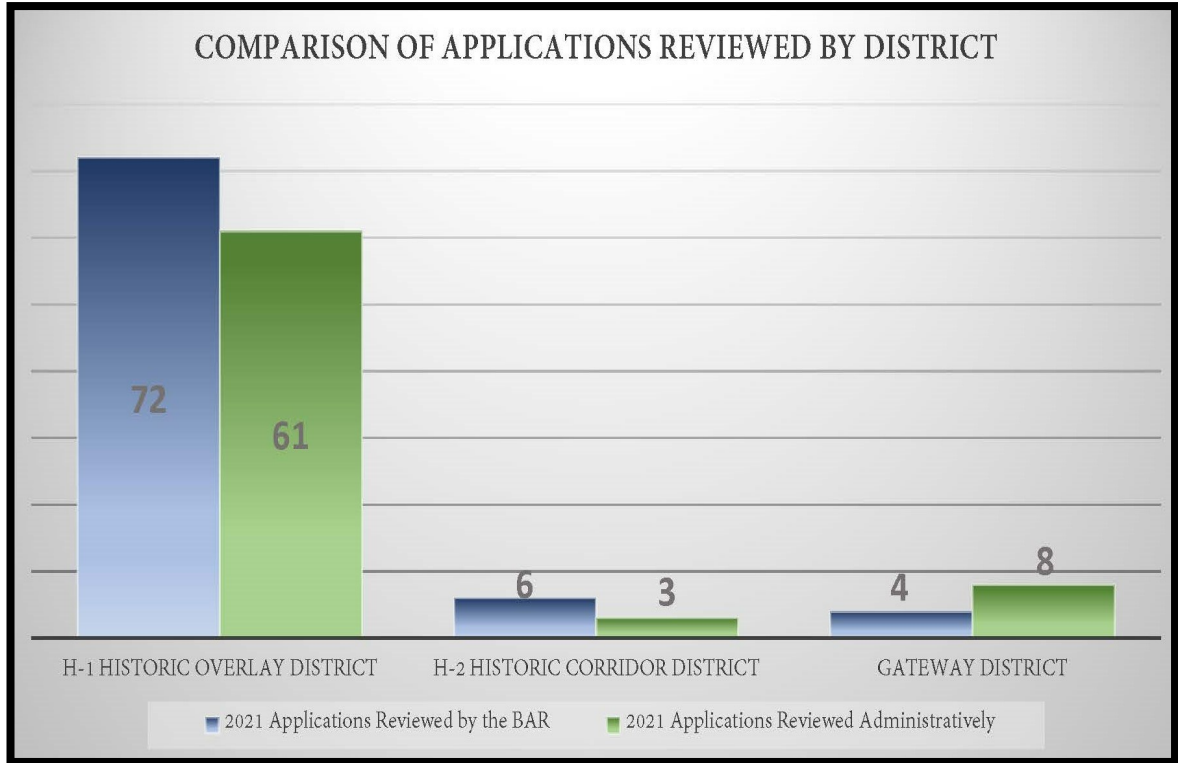


There were a total of 164 applications submitted in 2021 and a total of 4 applications submitted in 2020 were carried over for action in 2021.

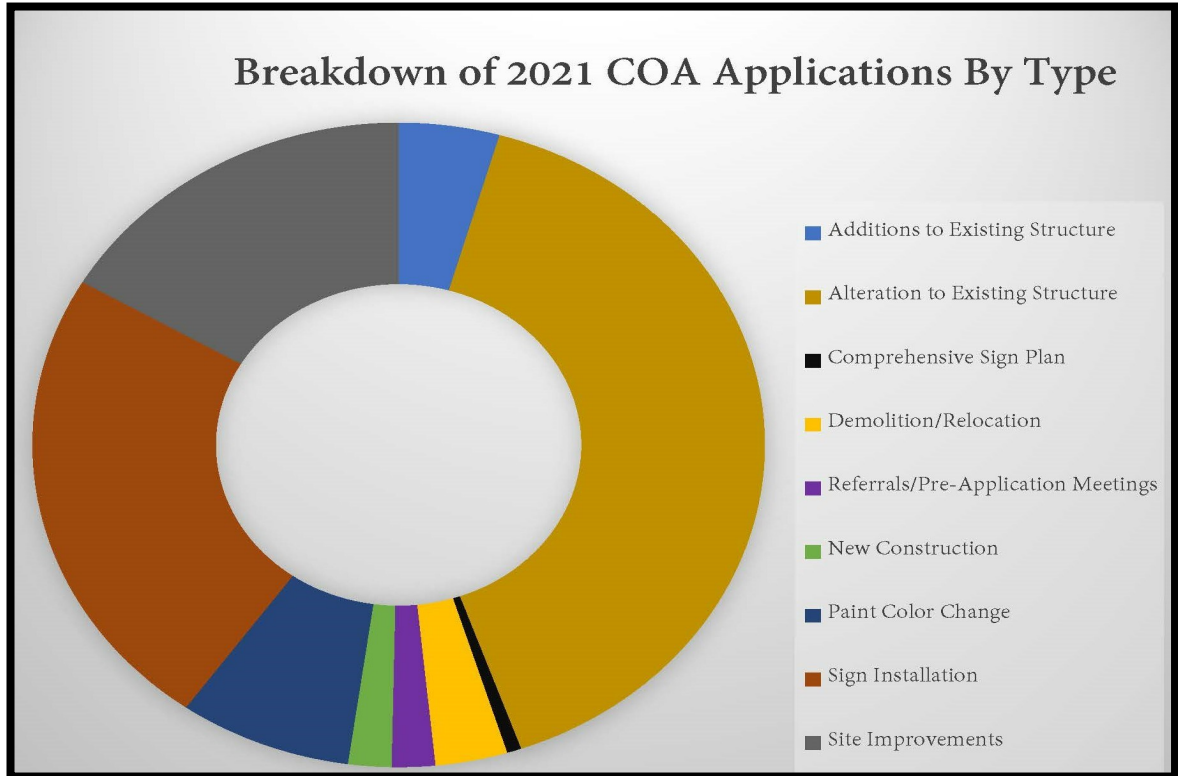
### Number of COA Applications Received by Month



Overview of COA Case Workload



Of the 164 applications submitted in 2021, 6 were withdrawn before the public hearing and 8 were heard in 2022.





## 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, two legislative applications were brought forward for review under the referral process. These cases included:

1. 20 Union Street NW— TLZM-2020-0005
2. Virginia Village (Removal of a parcel from the Gateway District)— TLZM-2019-0001

## Russell Branch Retail

The Russell Branch Retail application was the first application reviewed by the BAR as part of the above referenced referral process in 2019. The Town Council approved the associated legislative applications for the project in June, 2019, and the applicant then filed the necessary Certificate of Appropriateness applications for public hearing in November 2019 for the retail strip, grocery store, gas station, service station and car wash. Subsequent applications were filed for signage and site features. Having had some familiarity with the project and the review process through the earlier referral, the applicant and BAR were able to work collaboratively to achieve final approval for this large development in short order. The project remains under construction; however, some of the businesses are now open.



Top left—Site Plan from original application.

Bottom left—Aldi as constructed.

Bottom Right—Car Wash as constructed.



## Outreach Projects

In 2021 the Board of Architectural Review began outreach efforts to residents and businesses within the Old & Historic District. As the first initiative of the new outreach program, informational postcards were mailed out to all 750 property owners and 443 businesses to provide notification of their location within the historic district as well as quick access to information regarding the role of the Board and staff in reviewing Certificate of Appropriateness Applications.



The Board also developed and distributed a survey for Board of Architectural Review applicants from 2020 and 2021 to learn more about their experience in working with the Board and identify ways in which the Certificate of Appropriateness process can be improved. Staff is currently evaluating the responses received and will be providing a comprehensive report of the findings to Council in April, 2022.

## Site Visits

In 2021 the Board of Architectural Review held **seven (7) 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 allow the BAR to better understand the applicant’s proposal and assess the potential impact of any proposed alterations.

The BAR conducted a site visit for the relocation of two accessory structures on the 205 N King Street property.



## 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 **eight (8)** COA cases in 2021 resulting from zoning enforcement action—**seven (7)** required a BAR public hearing and **one (1)** was resolved through administrative action. The predominant issue in these zoning violations was work performed without a Certificate of Appropriateness or zoning permit (and in some instances, without building permits).

## 210 North King Street

In April 2021, a Certificate of Appropriateness was submitted for a partial demolition of deteriorated side porch and rear kitchen additions on this c. 1885 historic structure.

Long neglected, the new owner sought to restore and revitalize this prominent structure on North King Street . The applicant returned in July 2021 with plans to reconstruct the elements removed with the demolition and work is currently underway. Other applications have also been filed for administrative approval to repaint and restore architectural elements of the structure in-kind, most notably the front porch.



Applicant rendering of proposed south side addition

## 250 Loudoun Street SW

In 2021, a Certificate of Appropriateness was submitted for retroactive approval of several alterations made to the c. 1895 historic structure at 250 Loudoun Street SW. The unauthorized alterations included the removal and replacement of historic materials, alterations to the front porch, new site improvements (including a new patio) and the removal of several windows which collectively altered the architectural character of the structure and District. The Town received a complaint and began working with the owner to bring the property to the BAR for review. The BAR began review of the case in the spring of 2021 and received public comment during the public hearing identifying concerns with the revisions.



250 Loudoun Street SW—staff photo

The initial application for approval of the alterations as constructed was denied by the Board based primarily on the finding that the cumulative and substantial changes which were made altered the character of the site; however, a new application with proposed alterations to address several concerns was submitted and ultimately approved. Over a series of meetings and site visits, the applicant and Board were able to collaboratively work together to address several of the alterations made to the structure which led to a more contextually appropriate appearance.

While the application was under review by the Board, the property was sold. The BAR continued to work with the former owner and the new owners on the alterations. The new owners have also appeared before the Board with applications for a new shed as well as a change in design for the approved doors.



## 524 Trimble Plaza SE—Sonic

This application for a Sonic restaurant with drive through and car hop canopy was brought forward in May 2021 and proposed for construction in the Oaklawn development which is proffered to H-2 design review. The Board worked closely with the local franchise owner and corporate architects to refine the design to better blend with the built environment found in this area of Leesburg. The project is currently in the review stage with other Town departments and construction has not yet begun.



Rendering of Approved Structure

## 950 Edwards Ferry Road NE

In June 2021 the BAR reviewed its first application in the newly established Gateway Overlay District. The project including façade alterations and a small addition to the former Wal-Mart structure at 950 Edwards Ferry Road. The new tenant, Floor & Décor, received legislative approval from the Leesburg Town Council for this new location and proposed façade alterations.

These proposed alterations were found to better address principles outlined in the Gateway District design guidelines than the then-current design and were approved in one meeting. The result is an overall improved aesthetic for this highly visible structure located along one of the Town’s major transportation corridors.



Above: Building prior to renovation

Below: Building after renovation



## BAR Attendance for 2021

Members of the Board of Architectural Review	Jan	Feb	Feb	Mar	Mar	Apr	Apr	May	May
	06 WS	01 WS	17 BM	01 WS	15 BM	05 WS	19 BM	03 WS	17 BM
Minchew, Teresa (C)									
Reimers, Paul (VC)									
Aikman, Helen (appointed 1/26)									
Nicholson, Erin (appointed 1/12)									
O'Neil, Tom									
Pastor, Julie									
Scheuerman, Donald (appointed 1/12)									
Goodson, Dale (left the Board 1/26)									
Koochagian, Richard (left the Board 1/12)									
Skinner, Stacy (left the Board 1/12)									

Jun	Jun	Jul	Jul	Aug	Aug	Sep	Sep	Oct	Oct	Nov	Nov	Dec	Dec	Meetings Attended Total	Total # of Meetings to Date
09 WS	23 BM	07 WS	19 BM	02 WS	16 BM	08 WS/ BM	20 BM	04 WS	18 BM	01 WS	15 BM	06 WS	20 BM		
														19	21
														17	21
														19	20
														18	20
														18	21
														18	21
														18	20
														1	1
														1	1
														0	1

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 training each year. Despite the pandemic, the requirement to attend training was not lifted by the National Parks Service for CLGs in 2021. To satisfy the training requirement, BAR members attended virtual sessions at the National Trust for Historic Preservation's annual "Past Forward" conference in October 2021 and other various virtual training sessions offered throughout the year. The Past Forward conference was 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 in 2020 and 2021. The sessions ranged from comprehensive planning sessions to recognizing the importance of diversity in preservation to technical trainings about historic materials.

## BAR Goals for 2022 and Beyond

- ◇ **Continue Outreach efforts to property and business owners in the Old & Historic District**  
 The Leesburg Old & Historic District is often referred to as the “Crown Jewel of Loudoun County”. In 2022, the BAR plans to build upon its 2021 efforts to increase awareness of, and bolster enthusiasm for, the Town’s preservation program. In particular, this year the BAR expects to restore its Preservation Awards program and to seek out digital and other opportunities to share preservation best practices in the community. As always, our goals are motivated by our commitment to ensuring a viable Historic District for future generations.
- ◇ **Update historic architectural survey for the Old & Historic District\***  
 One of the most important tools used to evaluate the appropriateness of alterations to properties within the Old & Historic District are the architectural surveys. The most recent surveys were completed in 1999-2000 and no longer provide a complete inventory of historic and non-historic structures within the district. During the coming year, the Board will work with staff to develop a strategy for updating these important documents.
- ◇ **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.

**\*Indicates items that will likely require a budgetary request.**



Drone photo of Historic District looking west down Market Street—Sgt. Martin LPD

# 2022 Board Meeting Schedule

Work Sessions	Business Meetings
Wednesday, January 5	Wednesday, January 19
Wednesday, February 9	Wednesday, February 23
Wednesday, March 9	Wednesday, March 23
Monday, April 4	Monday, April 18
Monday, May 2	Monday, May 16
Monday, June 6	Wednesday, June 22
Wednesday July 6	Monday, July 18
Monday, August 8	Wednesday, September 7*
Wednesday, September 7*	Monday, September 19
Monday, October 3	Monday, October 17
Wednesday, November 16*	Wednesday, November 16*
Monday, December 5	Monday, December 19

\*= Combined Work Session and Business Meeting dates

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