



SUMMARY MINUTES of the REGULAR MEETING
of the HISTORIC PRESERVATION BOARD
CITY HALL

WEDNESDAY, JANUARY 31ST, 2024 at 4:30 P.M.

The Historic Preservation Board of the City of Leesburg held its regular meeting Wednesday, January 31st, 2024 at City Hall. Madam Chair Henderson called the meeting to order at 4:30 p.m.

The following members were present:

Sanna Henderson
Guy Ross
Vickie Lingerfelt
Jose Lozano
Mark Plymale
Nicole Menschel

The following members were absent:

Ciara Bender

City staff present included Dan Miller, Director, Christine Rock, Senior Planner and Melissa Medders, Planner.

MINUTES

APPROVAL OF SUMMARY MINUTES OF OCTOBER 25TH, 2023 HPB MEETING.

Minutes from October 25th, 2023 meeting were presented for discussion/approval. Without objections or other discussions, **BOARD MEMBER ROSS motioned to APPROVE, BOARD MEMBER LINGERFELT seconded the motion; Board Member Lozano was not present during the vote. The motion CARRIED unanimously by a 5-0 vote.**

NEW BUSINESS

1. 100-104 Johnson Street – New Single-Family Residence

Melissa Medders explained that the lot is currently vacant and that the existing lots are lots of record; although they are lots of record, the dimensions are less than current standards. The two lots will be combined into one lot that will be larger and more consistent with lot requirements. The new construction will provide infill development in the neighborhood.

Melissa Medders further explained that the Planning Commission approved a variance (VAR-23-529) on January 19, 2024 to allow reduced setbacks. The variance was required because the larger lot that will be created through a Unity of Title of the two smaller lots will be smaller than current standards.

Melissa Medders presented Aerial, Historic Preservation Overlay and Zoning Maps as well as current photos of the property, concept plan, floor plan, and conceptual elevations.

Dan Miller further explained that the existing lots are lots of record and that combining them into a larger lot will allow construction of a larger single-family residence rather than two smaller single-family residences.

The Applicant, Tony Huang, addressed the Board and stated that he has multiple properties within the city and that he intends to use this property as his primary residence. He also stated that the exterior will be stucco siding and the roof will be shingle.

Board Member Lingerfelt asked if pictures of the final construction could be shown after it is completed because they were excited for the development. Several Board Members agreed.

Madam Chair Henderson entertained a motion, and stated any other discussion from the Board.

BOARD MEMBER LINGERFELT made a MOTION for APPROVAL of the request for 100-104 JOHNSON STREET – NEW SINGLE-FAMILY RESIDENCE, BOARD MEMBER ROSS SECONDED the MOTION which CARRIED UNANIMOUSLY by a vote of 6-0.

2. HANDBOOK FOR APPOINTED BOARDS AND COMMISSIONS

Dan Miller presented the updated Handbook for Appointed Boards and Commissions to the Board Members and gave a brief overview of each chapter. He also mentioned that the handbook contains a Conflict of Interest Form if the Board Members ever require one. He also stated that the Planning and Zoning Department is trying to bring more attention to the Historic Preservation Board. He thanked Melissa Medders for updating the handbook and for creating the large packet.

Dan Miller explained that Christine Rock and Melissa Medders attended trainings last year and had both made presentations on various historic architectural styles. He also went over the Historic District map and stated that a house is considered historic if it is over 50 years old. He also explained to the Board Members that some requests within the Historic District can be Staff approved and other requests required Board approval.

3. HISTORIC PRESERVATION AWARD NOMINATIONS – 422 SOUTH 9TH STREET

Melissa Medders stated that at the previous meeting on October 25, 2023 the Board voted to give the Historic Preservation Award to 422 South 9th Street. She then presented photos of the single-family residence with the award sign in the yard. The award sign was posted on the property on January 5, 2024 and it will be left there for a month.

DISCUSSION

Madam Chair Henderson asked Staff if there were any Lee School updates. Dan Miller stated that as of that date there was no new information regarding the development of the property.

ANNOUNCEMENTS

Dan Miller invited the Board Members to a public charette for the Comprehensive Plan rewrites that are in progress. The charette is scheduled for Saturday February 3, 2024 at the Venetian Center and will be hosted by consultants with Calvin, Giordano & Associates, Inc. The event is scheduled from 10:00 am until 11:30 am.

THE NEXT SCHEDULED MEETING OF THE LEESBURG HISTORIC PRESERVATION BOARD IS FEBRUARY 28TH, 2024.

ADJOURNMENT

Motion to adjourn made by Madam Chair Henderson and seconded by Board Member Lingerfelt.

Meeting was adjourned at 5:37 p.m.



Christine Rock, AICP, CFM
Senior Planner
Planning & Zoning Department



Sanna Henderson, Madam Chair