

May 19, 2015

Marlene Walli Shade, AIA  
Dewberry Architects, Inc.  
8401 Arlington Boulevard  
Fairfax, VA 22031

**Re: BAR Case TLHP-2014-0116, 110 Edwards Ferry Road NE (H-1 Overlay District)  
Request to demolish a primary, contributing building as part of the Courthouse expansion project**

Dear Ms. Shade,

This letter serves as your official notification of the action taken by the Leesburg Board of Architectural Review (BAR) on Monday, May 18, 2015 regarding Certificate of Appropriateness (COA) application TLHP-2014-0116 for the proposed demolition of the primary, contributing building located at 110 Edwards Ferry Road NE. Based on the documents, plans, drawings, narratives, and other materials submitted as part of your application date stamped November 17, 2014, and all subsequent submittals, communications, evidence and testimony, the BAR has APPROVED IN MODIFIED FORM this COA as authorized by Section 3.10.6 of the Leesburg Zoning Ordinance based on the Statement of Findings documents attached to this letter.

The conditions placed on the COA approval by the BAR for TLHP-2014-0116 include the following requirements:

1. As recommended in the Final Staff Report, dated May 18, 2015, authorization and approval is granted for demolition of the area indicated in red on the diagram identified as Exhibit A attached to the Final Staff Report for 110 Edwards Ferry Road NE; no other portion of the building is included in this approval. This selective, partial demolition will have negligible negative impact on the size, scale, massing and pedestrian-oriented nature of the Edwards Ferry Road streetscape and the surrounding historic district and neighborhoods, and will minimally impact the integrity of the contributing historic resource, helping to provide a sense of scale and character between the proposed large institutional building (the New District Courthouse) and the smaller scale architecture in the neighborhoods it will adjoin.
2. As provided in the *Procedures and Regulations for Demolition and Relocation of Existing Structures* as outlined in the Old & Historic District Design Guidelines, the applicant must conduct an intensive-level architectural survey in accordance with the Virginia Department of Historic Resource's *Guidelines for Conducting Cultural Resource Surveys in Virginia* (1999, revised 2000); the applicant must conduct a Phase I archaeological study to determine if the property yields information important in Leesburg's history; and the applicant must demonstrate that the site will be prepared and maintained in accordance with a landscape plan once the approved portions of the building have been demolished.
3. The demolition may occur only after receipt by the applicant of both a building permit for new construction for the New District Courthouse and final approval for the submitted rezoning application TLZM-2015-0002.
4. For the interface area between the historic portions of the building (as indicated in green on Exhibit A of the Final Staff Report) and the non-historic portions of the building (as indicated in red on Exhibit A of the Final Staff Report), an exploratory investigation shall be performed by the Applicant to identify and determine the historic materials to be saved and the non-historic materials to be removed with review and approval by the Preservation Planner.
5. The applicant the applicant will return to the Board with post-demolition plans for rebuilding the newly-exposed rear portion of the building.

6. This approval shall not be construed as authorization, approval, or endorsement of any version or alternative concept for the exterior appearance of the New District Courthouse facility as presented to date by the applicant.
7. This APPROVAL IN MODIFIED FORM is based on the General Statement of Findings common to 106, 108, 110, 112 Edwards Ferry Road NE and the Statement of Findings specific to 110 Edwards Ferry Road NE.

**Appeals to Town Council:** In accordance with Section 3.10.14, *Appeals*, of the Zoning Ordinance this final decision of the Board of Architectural Review may be appealed to the Leesburg Town Council by the applicant or any resident, property owner, or business owner. An appeal must be filed as a written petition with the Clerk of the Town Council, setting forth the basis of the appeal, within thirty (30) days after the date shown on this letter. A public hearing for the appeal(s) with Town Council will be promptly scheduled in compliance with all applicable notice requirements.

**Lapse of Approval:** In accordance with Section 3.10.12 of the Zoning Ordinance this Certificate of Appropriateness shall lapse and become void if work is not completed within twenty-four (24) months from the date of this letter. If additional time is needed, you may obtain a six (6) month extension from the Zoning Administrator, but the request must be submitted prior to the 24-month expiration date.

**Demolition Permit Required:** In accordance with Section 3.6, *Demolition Permits*, of the Zoning Ordinance a separate permit for demolition must be obtained from the Zoning Administrator prior to the razing or removal of any part of the structure. An application for a demolition permit is to be accompanied by plans in duplicate, drawn to scale in black line or blueprint, showing the shape and dimensions of the lot upon which the demolition is to take place; the exact location, size, elevation, height and portion of the structure to be demolished; the existing and intended use of the structure; and other information as required by the Zoning Administrator with regard to the lot and neighboring lots.

This approval does not waive or modify any other applicable sections of the Zoning Ordinance, Building Code, Subdivision and Land Development Regulations, or any other approvals or permits required by the Town of Leesburg including any and all permits required by the Loudoun County Department of Building and Development. All applicable permits and approvals shall be obtained before work is started.

Please contact me by telephone at 703-771-2773 or by email at [tscofield@leesburgva.gov](mailto:tscofield@leesburgva.gov) if you have any questions regarding this matter.

Respectfully submitted,



Thomas W. Scofield, Preservation Planner  
Department of Planning & Zoning

SBH:ts

cc: Tim Hemstreet, County Administrator  
Peter Hargreaves, Design Manager, Department of Transportation & Capital Infrastructure  
Scott Parker, Assistant Town Manager  
Susan Berry Hill, Director, Department of Planning & Zoning  
Christopher Murphy, Zoning Administrator  
Liz Whiting, Advising Attorney, Town of Leesburg

ATTCH: Exhibit A from the Final Staff Report for TLHP-2014-0116 (1 page)  
BAR Statement of Findings Common to All Four Demolition Applications (7 pages)  
BAR Statement of Findings Specific to 110 Edwards Ferry Road NE (3 pages)

File: THLP-2014-0116