

TOWN OF LEESBURG
BOARD OF ARCHITECTURAL REVIEW
REQUEST FOR CERTIFICATES OF APPROPRIATENESS FOR DEMOLITION

LIST OF DOCUMENTS RECEIVED & CONSIDERED

IN THE REVIEW OF
CERTIFICATE OF APPROPRIATENESS APPLICATIONS
FOR DEMOLITION

TLHP-2014-0115	112 Edwards Ferry Road NE
TLHP-2014-0116	110 Edwards Ferry Road NE
TLHP-2014-0117	108 Edwards Ferry Road NE
TLHP-2014-0118	106 Edwards Ferry Road NE

During the course of review for these applications the Leesburg Board of Architectural Review (BAR) considered the following documents and presentations submitted by the project architect, Dewberry, Inc. (the Applicant), representatives of the Owner (County staff), and Town Staff, as evidence and testimony during their deliberations on the four (4) Certificate of Appropriateness (COA) applications for demolition:

1. **Four (4) COA applications** – submitted by the Applicant and date stamped November 17, 2014.
 - 112 Edwards Ferry Road NE = TLHP-2014-0115
 - 110 Edwards Ferry Road NE = TLHP-2014-0116
 - 108 Edwards Ferry Road NE = TLHP-2014-0117
 - 106 Edwards Ferry Road NE = TLHP-2014-0118

Each application contains the following information:

- a. Application title page – dated November 11, 2017 [sic]; 1 page.
- b. Application Table of Contents – no date; 1 page.
- c. Application cover letter – prepared and signed by Marlene Walli Shade, AIA, Associate Principal, Dewberry Architects, Inc.; no date; 1 page.
- d. Owner permission letter – signed by Joe Kroboth, III, Director, Loudoun County Department of Transportation and Capital Infrastructure; dated October 20, 2014; 1 page.
- e. COA application form – signed by Marlene Walli Shade, AIA, Associate Principal, Dewberry Architects, Inc.; dated and date stamped November 17, 2014; 2 pages.
- f. Project narrative – textual information outlining the background and context for the conceptual development of the proposed District Courthouse and associated support infrastructure including general statements about program and functional requirements, possible preservation mitigation strategies, and specific information about each contributing, historic resource; prepared by the Applicant; dated November 17, 2014; 4 pages.
- g. Photographs of House Elevations – prepared by Applicant; no date; 3 pages.

- h. Overlap diagram – plan view titled “Historic Houses/Courthouse Building Overlap” showing the subject land parcel with the footprint of the proposed District Courthouse and associated utilities overlaid on the footprints of the four existing buildings; prepared by the Applicant; dated November 7, 2014; 1 page.
 - i. Photographs of House [Elevations] showing Replaced Elements – prepared by the Applicant; no date; 3 pages.
 - j. VDHR Intensive-Level Architectural Survey Report, Final Management Summary – Attachment for the Virginia Department of Historic Resources, Architectural Survey Report providing a summary statement as per intensive-level architectural survey protocol (this document is titled “Archeological [sic] Management Summary” in the Application Table of Contents) for each of the four contributing, historic resources on the subject land parcel; prepared by JMA, Inc. for the Applicant including narrative, table, and references cited; dated November 5, 2014; 3 pages for each resource.
 - k. VDHR Intensive-Level Architectural Survey Report, Architectural Description – Attachment for the Virginia Department of Historic Resources, Architectural Survey Report providing an updated architectural description as per intensive-level architectural survey protocol (this document is titled “Archeological [sic] Description” in the Application Table of Contents) for each of the four contributing, historic resources on the subject land parcel; prepared by JMA, Inc. for the Applicant including narrative, references cited, floor/roof plan sketches, and interior/exterior photographs; dated November 5, 2014; 16 pages for each resource.
 - l. Site Concept Diagram – illustration in perspective view showing the relationship of the proposed District Courthouse with historic buildings on the adjacent courthouse block prepared by the Applicant; no date; 1 page.
 - m. Aerial perspective drawings – illustrations of the proposed District Courthouse providing aerial perspective views from the northeast, southeast, west and southwest within the context of the existing County courthouse block and the surrounding neighborhood (this document is titled “Campus Perspectives/Renderings” in the Application Table of Contents); prepared by the Applicant; no date; 4 pages.
 - n. New Courthouse Floor Plans – [***NOTE: This document was removed from all four COA applications and destroyed at the request of the Loudoun County Sheriff’s Office***]
 - o. Appendices title page – 1 page.
 - p. Appendix 01, Response to June 5, 2014 Memo – written responses to questions asked about the courthouse project in a memo written by Tom Scofield, Preservation Planner, Town of Leesburg Planning & Zoning Department; prepared by the Applicant; dated November 17, 2014; 1 page.
 - q. Appendix 02, VDHR Architectural Survey Form – Updated Virginia Department of Historic Resources, Architectural Survey Form using intensive-level architectural survey protocol (this document is titled “Archeological [sic] Submission to VDHR” in the Application Table of Contents) for each of the four historic resources on the subject land parcel; prepared by JMA, Inc. for the Applicant; dated November 6, 2014; 17 pages for each resource.
2. **VDHR Reconnaissance-Level Architectural Survey Reports** – Virginia Department of Historic Resources, Architectural Survey Reports from the 1975 and 1999 reconnaissance-level

architectural surveys of the Leesburg Historic District for each of the four contributing, historic resources on the subject land parcel as follows:

- a. VDHR ID #: 253-0035-0491, 106 Edwards Ferry Road – 6 pages.
 - b. VDHR ID #: 253-0035-0492, 108 Edwards Ferry Road – 6 pages.
 - c. VDHR ID #: 253-0035-0493, 110 Edwards Ferry Road – 6 pages.
 - d. VDHR ID #: 253-0035-0494, 112 Edwards Ferry Road – 6 pages.
3. Information associated with the **December 15, 2014 BAR Regular Business Meeting**:
- a. BAR meeting agenda – for December 15, 2014 Regular Business Meeting.
 - b. COA Staff Report, TLHP-2014-0115, 112 Edwards Ferry Road NE – 28 pages.
 - c. COA Staff Report, TLHP-2014-0116, 110 Edwards Ferry Road NE – 27 pages.
 - d. COA Staff Report, TLHP-2014-0117, 108 Edwards Ferry Road NE – 25 pages.
 - e. COA Staff Report, TLHP-2014-0118, 106 Edwards Ferry Road NE – 24 pages.
In response to the COA applications submitted by the Applicant, Tom Scofield, AICP, Preservation Planner for the Town of Leesburg, Planning & Zoning Department (the Preservation Planner), prepared a staff report for each application outlining known information regarding historical significance and architectural integrity for each of the four contributing, historic resources proposed for demolition.
 - f. Staff Presentation #1 – a Power Point presentation provided by the Preservation Planner summarizing preliminary findings on contributing status, architectural integrity, and historical significance of the four buildings proposed for demolition; 17 pages (33 slides).
 - g. Continuance Letter – letter to the Applicant outlining the action taken by the BAR at the December 15, 2014 meeting to continue review of the COA applications to a future meeting date and requesting additional information from the Applicant; signed by the Preservation Planner; dated December 17, 2014; 2 pages.
 - h. BAR Minutes – summary minutes recorded for the December 15, 2014 Regular Business Meeting.
4. Information associated with the **January 16, 2015 BAR Site Visit**:
- a. BAR Minutes – summary minutes recorded for the January 16, 2015 site visit attended by all seven (7) BAR members where the interior and exterior of the four (4) subject buildings proposed for demolition were examined and inspected; 1 page.
5. Information associated with the **February 2, 2015 BAR Work Session**:
- a. BAR meeting agenda – for February 2, 2015 Work Session.
 - b. Applicant cover letter – signed by Marlene Walli Shade, AIA, Associate Principal, Dewberry Architects, Inc.; dated January 27, 2015; 1 page.
 - c. Contributing resource statement – signed statement by Sarah G. Traum, Architectural Historian, JMA, Inc. providing professional opinion that confirms contributing historic resource status for the four subject buildings in the historic district; dated January 26, 2015; 1 page.
 - d. Expert witness resume – resume for Sarah G. Traum, Architectural Historian, JMA, Inc. who provided testimony at the February 2, 2015 meeting.
 - e. Stormwater Best Management Practices - narrative and images; no date; 3 pages.
 - f. Applicant presentation #1 – Power Point presentation outlining project goals, recognizing precedents in Virginia’s civic architecture, identifying project constraints, and introducing the latest rendering for the New District Courthouse (Concept 5D); 20 pages (40 slides).

- g. COA Staff Report Addendum – consolidated staff report update for cases TLHP-2014-0115, TLHP-2014-0116, TLHP-2014-0117, and TLHP-2014-0118; 20 pages.
 - h. Staff presentation #2 – Power Point presentation provided by the Preservation Planner detailing contributing status, architectural integrity, and historical significance of the subject buildings, the demolition review process, and a recommended meeting schedule for review of the four COA applications; 40 pages (80 slides).
 - i. Request for additional information – email communication from the Preservation Planner to the Applicant and Owner’s representative outlining additional project information requested by the BAR at the February 2, 2015 Work Session; dated February 5, 2015; 2 pages.
 - j. BAR Minutes – summary minutes recorded for the February 2, 2015 BAR Work Session.
6. Information associated with the **February 18, 2015 BAR Regular Business Meeting**:
- a. BAR meeting agenda – for February 18, 2015 Regular Business Meeting.
 - b. COA Staff Report Addendum #2 – consolidated staff report update for cases TLHP-2014-0115, TLHP-2014-0116, TLHP-2014-0117, and TLHP-2014-0118.
 - c. Applicant response narrative – written narrative provided by the Applicant in response to questions posed by the BAR at the February 2, 2015 work session including a synopsis of stormwater treatment alternatives considered by the design team and a diagram showing a revised configuration for the concrete stormwater vaults; dated February 11, 2015; 13 pages.
 - d. Conceptual studies for New District Courthouse – four (4) massing options dated April 23, 2014, five (5) elevation concepts dated August 15, 2014, and design concept “Option 5D” dated December 8, 2014 for the New District Courthouse prepared by the project architect; 7 pages.
 - e. Courthouse security letter – letter signed by Lieutenant Colonel Christopher R. Harmison, Loudoun County Sherriff’s Office summarizing security standards and issues associated with the New District Courthouse; dated February 12, 2015; 1 page.
 - f. Future use letter – letter signed by Randall J. Williford, Acting Director, Loudoun County Department of General Services summarizing the county’s position on the future use of the four subject buildings for County office space; dated February 9, 2015; 1 page.
 - g. Project funding letter – letter signed Ben Mays, Chief Financial Officer for Loudoun County identifying the source of funding for the courthouse expansion project; dated January 27, 2015; 1 page. [All anticipated funds for the design and construction of the New District Courthouse are from local tax funding and lease revenue financing sources.]
 - h. LC-BOS, FGSOC, Action Item #5 – Loudoun County Board of Supervisors, Finance/Government Services and Operations Committee agenda action item regarding the New District Courthouse with two (2) attachments; dated November 20, 2012; 18 pages.
 - i. LC-BOS, Action Item #17d – Loudoun County Board of Supervisors agenda action item regarding the New District Courthouse with four (4) attachments; dated January 16, 2013; 18 pages.
 - j. Town review process – diagram summarizing the applicant’s understanding of the overall review process for the courthouse expansion project; dated January 14, 2014; 1 page.
 - k. Applicant presentation #2 – Power Point presentation summarizing site constraints along with stormwater treatment, security, utilities, and fire safety issues; also includes statements by the Applicant that the contributing status, architectural integrity, and

historical significance of the four buildings proposed for demolition would not be contested; 20 pages (20 slides).

- l. Applicant presentation #3 – Power Point presentation summarizing project benefits for the site, courthouse complex, and surrounding neighborhood; 10 pages (10 slides) [Presentation not made; hardcopies of presentation slides were provided to the BAR.]
 - m. Staff presentation #3 – Power Point presentation provided by the Preservation Planner summarizing contributing status, architectural integrity, and historical significance of the subject buildings, post-demolition plans, and the demolition review process; 22 pages (43 slides).
 - n. Request for additional information – email communication from the Preservation Planner to the Applicant and Owner’s representative outlining additional project information requested by the BAR at the February 18, 2015 Work Session; dated February 20, 2015; 1 page.
 - o. BAR Minutes – summary minutes recorded for the February 18, 2015 BAR Regular Business Meeting.
7. **Archeological Study** - A report for Phase II archaeological investigations (75% draft) prepared by John Milner Associates, Inc. dated January 2015 summarizing archeological investigations conducted in the vicinity of the Subject Improvements. Seven (7) 5x5 units were excavated and 14,284 artifacts were recovered thus far. Preliminary findings suggest that the archeological deposits associated with the Subject Improvements are not eligible for National Register listing; dated January 2015; 101 pages.
8. Information associated with the **March 2, 2015 BAR Work Session**:
- a. BAR meeting agenda – for March 2, 2015 Work Session.
 - b. COA Staff Report Addendum #3 – consolidated staff report update for cases TLHP-2014-0115, TLHP-2014-0116, TLHP-2014-0117, and TLHP-2014-0118.
 - c. Applicant response letter – signed by Marlene Walli Shade, AIA, Associate Principal, Dewberry Architects, Inc. prepared in response to questions posed by the BAR at the February 18, 2015 Regular Business Meeting including; dated February 27, 2015; 5 pages.
 - d. LC-BOS, Action Item #10 – Loudoun County Board of Supervisors agenda item for March 4, 2015 BOS meeting regarding evaluation report for relocating the four buildings on Edwards Ferry Road [relocation of the four buildings was never endorsed by the BAR]; 22 pages.
 - e. BAR Minutes – summary minutes recorded for the March 2, 2015 BAR Work Session.
9. Information associated with the **March 16, 2015 BAR Regular Business Meeting**:
- a. BAR meeting agenda – for March 16, 2015 Regular Business Meeting.
 - b. LC-BOS Action Report – summary of actions taken by the Loudoun County Board of Supervisors at the March 4, 2015 BOS meeting in response to the evaluation report for relocating the four buildings on Edwards Ferry Road [relocation of the four buildings was never endorsed by the BAR]; prepared by Tim Hemstreet, County Administrator; dated March 9, 2015; 4 pages.
 - c. BAR Minutes – summary minutes recorded for the March 16, 2015 BAR Regular Business Meeting.
10. Information associated with the **March 25, 2015 BAR Special Meeting**:
- a. BAR meeting agenda – for March 25, 2015 Special Meeting.

- b. Purpose statement – agenda attachment outlining purpose for meeting as prepared by the owner’s representative; dated March 25, 2015; one 1 page.
 - c. Staff presentation #4 – Power Point presentation provided by the Preservation Planner outlining stormwater and utility infrastructure for the New District Courthouse; 5 pages (9 slides).
 - d. BAR Minutes – summary minutes recorded for the March 25, 2015 BAR Special Meeting.
11. Information associated with the **April 13, 2015 BAR Special Meeting:**
- a. BAR meeting agenda – for April 13, 2015 Special Meeting.
 - b. COA Staff Report Addendum #4 – consolidated staff report update for cases TLHP-2014-0115, TLHP-2014-0116, TLHP-2014-0117, and TLHP-2014-0118 including H-1 overlay (Old & Historic District) design review matrix for post-demolition plans (New District Courthouse building) prepared by Town staff using Old & Historic District Design Guidelines; dated April 10, 2015; 6 pages.
 - c. LC-BOS, Action Item #3 – Loudoun County Board of Supervisors agenda item for April 15, 2015 BOS meeting regarding the report prepared by Dewberry, Inc. on keeping the oldest portions of 110 and 112 Edwards Ferry Road NE; 30 pages.
 - d. Request for Interest & Addendum #1 – solicitation issued by Loudoun County for any interested parties to relocate any or all of the four Edwards Ferry Road buildings [relocation of the four buildings was never endorsed by the BAR]; dated April 2, 2015; 9 pages.
 - e. Staff presentation #5 – Power Point presentation by the Preservation Planner providing an update on the analysis of identifying noncontributing and substantially altered additions and portions on the rears of the four contributing historic buildings; 19 pages (37 slides).
 - f. BAR Minutes – summary minutes recorded for the April 13, 2015 BAR Special Meeting.
12. Information associated with the **May 4, 2015 BAR Work Session:**
- a. BAR meeting agenda – for May 4, 2015 BAR Work Session.
 - b. New District Courthouse Concepts – excerpts from the August 4, 2014 BAR presentation made by the Applicant showing previous conceptual elevations of the New District Courthouse as requested by BAR Member Mark Malloy; 10 pages.
 - c. LC-BOS, Action Item #6 – Loudoun County Board of Supervisors agenda item for May 6, 2015 BOS meeting presenting a full analysis of constructability and projected cost of construction; 37 pages.
 - d. BAR Minutes – summary minutes recorded for the May 4, 2015 BAR Work Session.
13. Information associated with the **May 18, 2015 BAR Regular Business Meeting:**
- a. BAR meeting agenda – for May 18, 2015 Regular Business Meeting.
 - b. Final COA Staff Report for TLHP-2014-0115 – 5 pages.
 - c. Final COA Staff Report for TLHP-2014-0116 – 5 pages.
 - d. Final COA Staff Report for TLHP-2014-0117 – 5 pages.
 - e. Final COA Staff Report for TLHP-2014-0118 – 5 pages.
 - f. Staff presentation #6 – Power Point presentation by the Preservation Planner proposing rear portions of the four contributing historic buildings that may be removed without impacting historic and architectural integrity and outlining final staff recommendations; 22 pages (44 slides).
 - g. COA Approval Letter with Statements of Findings for TLHP-2014-0115 – 13 pages.

- h. COA Approval Letter with Statements of Findings for TLHP-2014-0116 – 13 pages.
 - i. COA Approval Letter with Statements of Findings for TLHP-2014-0117 – 13 pages.
 - j. COA Approval Letter with Statements of Findings for TLHP-2014-0118 – 13 pages.
 - k. BAR Minutes – detailed minutes recorded for the May 18, 2015 BAR Regular Business Meeting.
14. **Written statements from concerned individuals** - The following individuals provided written comments in support of or against the proposed requests for demolition:
- a. Tracy L. Coffing, 211 Cornwall Street NW, Leesburg – email dated December 15, 2014
 - b. K. D. Kidder, 2A Loudoun Street SW, Leesburg – email dated May 16, 2015
 - c. Barbara Justice, 11 Loudoun Street SE, Leesburg – email dated May 18, 2015
 - d. Nancy Morgan, 14 Morven Park Road NW, Leesburg – memo dated May 18, 2015