

March 20, 2025

William Whitmore, Jr.  
204 North King Street  
Leesburg, VA 20176

c/o Frank Pugh  
161 Fort Evans Road NE  
Suite 345  
Leesburg, VA 20176

**Re: The Maintenance and Preservation of Historic Property – 204 N King St**

To Whom It May Concern,

You are receiving this letter because you are the current and/or future owner of record for the historic property located at 204 N King St in the Leesburg Old and Historic District (OHD).

In August of 2024, Town Staff was notified that the structures located on the above-mentioned property were in severe disrepair. Upon visiting the site, Staff observed many maintenance concerns associated with both the primary and accessory structures on the property. All structures on property are historic and contributing to the OHD. Said concerns are as follows:

**Primary Historic Structure:** Constructed circa 1850, with an addition completed circa 1920

1. Rotting, deteriorating, and missing fascia boards
1. Rotting, deteriorating, and missing soffit boards
2. Rotting and deteriorating siding boards
3. Rotting and deteriorating porch flooring, railings, and columns
4. Rotting, deteriorating, and missing pieces from attic vent louvre
5. Deteriorating masonry of foundation
6. Missing downspouts
7. Gutters separating from structure
8. Broken and missing glass panes from windows
9. Rotting and deteriorating trim, frames, sashes, and muntins of windows

**Accessory Structure:** Constructed circa 1900 as a barn

1. Rotting, deteriorating, and missing fascia boards
2. Rotting, deteriorating, and missing soffit boards

3. Rotting, deteriorating, and missing siding boards
4. Gutters rusting through and separating from the structure
5. Standing seam metal roof separating from the structure

Repairs in the historic district do not require the approval of a Certificate of Appropriateness (COA) as long as they are conducted “in-kind” meaning with the same material, dimensions, details, and design. Please keep in mind that the long-standing lack of repairs on these structures has led to significant deterioration and the potential need for replacements. Many replacements *do* require an application for and approval of a COA.

In accordance with Leesburg’s Zoning Ordinance, property owners are required to maintain and preserve their structures located within the Old & Historic District. If a building is found to be in a state of disrepair that threatens the preservation of the structure, additional correspondence or inspections may be necessary.

Staff understands that there are many issues associated with this property and that more in-depth conversations would be beneficial. I am available to assist you in understanding Leesburg’s Old & Historic District’s Design Guidelines, Zoning Ordinance, the COA application process, and what constitutes “in-kind” repairs or replacements. Please contact me at your convenience via email at [HSchmidt@leesburgva.gov](mailto:HSchmidt@leesburgva.gov), or phone at (703) 771-67744, with any questions or concerns.

Respectfully,



Heather Schmidt  
Senior Planner - Preservation

cc: Lauren Murphy, Preservation Manager  
Dorrie Dutton, Customer Service Center Manager