Town of Dumfries
Council Meeting

Meeting Date:	July 23, 2013
Agenda Item#	VII - B

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:
- ☐ CONSENT AGENDA
- ☐ PRESENTATION
- ☐ ACTION ITEM
- ☐ TOWN MANAGER & STAFF COMMENTS
- ☐ PUBLIC HEARING
  - ☐ Duly Advertised

PURPOSE OF ITEM:
- ☐ INFORMATION ONLY
- ☐ DISCUSSION ONLY
- ☑ DISCUSSION AND/OR DECISION
  - ☐ Introduction ☐ Resolution
  - ☐ Ordinance ☐ Grant/MOU
  - ☐ By Motion ☐ Bylaws
  - ☐ Certificate

PRESENTER: Laura O'Dell **PRESENTER TITLE**: Zoning Administrator/Town Planner

AGENDA ITEM:

Historic District Design Guidelines

BACKGROUND / SUMMARY:

On June 11, 2013, and July 16, 2013, the ARB met to discuss the Historic District Guidelines. With this packet, you will find a copy of the Historic District Guidelines with changes based on comments from Town Council regarding expediting the application review process. Previously sheds, fences, paint color, and other minor work required formal approval by the Architectural Review Board. Modifications to the document can be found on page 1 under Policies and Procedures. Please review so that we may discuss.

ATTACHMENTS:

Historic District Design Guidelines with modifications

REQUESTED ACTION: ☐ NO ACTION REQUESTED

Review and provide direction

FOR MORE INFORMATION, CONTACT: Name: Laura O'Dell

Phone#: 703-221-3400 ext. 118 E-mail: lodell@dumfriesva.gov

FOR USE DURING MEETING **VOTE:** ☐ PASSED ☐ NOT PASSED

Y	N		Y	N		Y	N	
☐	☐	Brewer	☐	☐	Foreman	☐	☐	Forrester
☐	☐	Reynolds	☐	☐	Toney	☐	☐	Washington
☐	☐	Wood						

Town of Dumfries

Architectural Review Board

Design Guidelines

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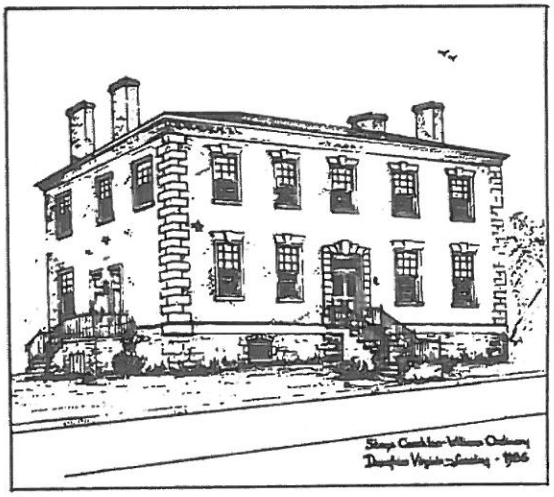
INTRODUCTION

The Town of Dumfries was formally established on 60 acres of land at the head of the harbor of Quantico Creek, provided by John Graham. He named the town after his birthplace, Dumfrieshire, Scotland. The town's history began as early as 1690 when Richard Gibson erected a gristmill on Quantico Creek. A customhouse and warehouse followed in 1731, and many other cropped up along the estuary by 1732. Prince William County was formed and took its name from Prince William Augustus, the second son of King George II of England. After much political maneuvering, the General Assembly established Dumfries as the first of seven townships in the county. Dumfries received its charter on May 11, 1749 - making it the oldest continuously chartered town in Virginia.

When Dumfries became the second leading port in Colonial America receiving tobacco from the upland, it rivaled New York, Philadelphia and Boston. Dumfries peaked in size and importance in 1763. For about 15 years Dumfries was a thriving port when several factors brought about its demise: the Revolutionary War; flooding, erosion, and siltation of Quantico Creek; and the shift in the main shipping commodity (from tobacco to wheat and sugar).

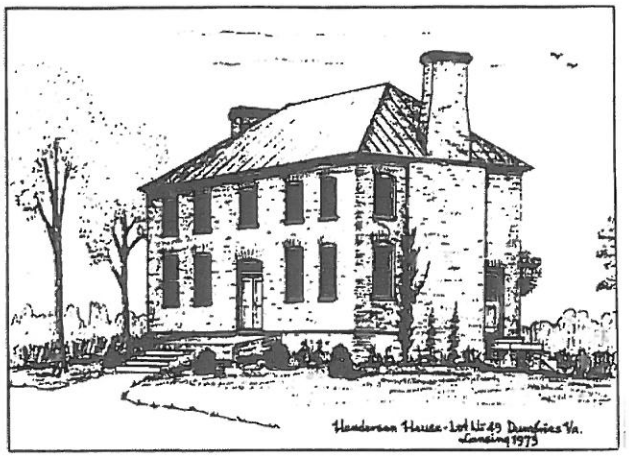
Today the town is left with a small palette of existing historic architecture in a handful of buildings. The Weems-Botts Museum, located on the southwest corner of Fairfax Street and Cameron Street, and contains much of what is left of the town's history and the structure itself is an early colonial reconstruction. The Weems-Botts House is one of the oldest surviving structures in Dumfries built in 1747. The original building comprised of two rooms that make up the shorter section of the house (the east/left side of the structure). It is believed that the building was used as a vestry house for Quantico Church and was confiscated by the town during the American Revolution. In the late 1790's, Parson Mason Locke Weems, the first biographer of George Washington and the author of the cherry tree story, purchased the building as a bookshop and depot in 1798. Benjamin Botts, a prominent attorney from Dumfries, purchased the house from Weems in 1802. His reputation was also well established in Fredericksburg and in Richmond where he became conspicuous on the team of lawyers providing defense for Aaron Burr in his famous treason trial. The building served as his law office until his death in the Richmond Theater fire of 1811.



The Williams Ordinary, located on Main Street just north of Colonial Street, was built in the form of an eighteenth-century mansion (ca. 1765), and is a two story, rectangular, brick structure with a façade of five bays. The building is the only extant Georgian building in Dumfries featuring all-header bond brickwork. William's Ordinary is crowned by a fully molded wood cornice and has four interior chimneys. There are notable stone quoins in the corners and around the doorway. Unfortunately, the interior of the

building has been altered extensively. The building was originally known as William's Ordinary and subsequently as Love's Tavern, Stagecoach Inn and the Old Hotel, when Dumfries was a busy seaport. The Inn undoubtedly housed many notables, among them George Washington, Thomas Jefferson, the Comte de Rochambeau, and the Marquis de Lafayette.

The Henderson House, located on Fairfax Street, is a large, two-story, red, brick building with a metal-covered hip roof, this building was built by Alexander Henderson in the mid-1780s. Henderson came to Virginia from Scotland in 1756. He was an officer under George Washington during the American Revolution, a large land owner, a merchant, and the father of Archibald Henderson, the fifth Commandant of the U. S. Marine Corps, who held the position longer than any other person. It is claimed that Henderson was the father of the American chain store, having established businesses in Dumfries, Colchester, Occoquan, and Alexandria. The Henderson House has served as a residence in Dumfries for over 225 years.



Other historic architecture of significance is difficult to see beyond the Community Center Building adjacent to Town Hall which is a cut stone, stepped gable building, and the Main Street Bungalows – both from the early 20th Century. The town's 20th Century architectural evolution, beyond the bungalows, comprised of Sears homes with Cape Cods predominant in the 1950's and Williamstown homes popular in the 1970's.

In June 1987, the Town adopted its first historic overlay district which was established to "protect against the deterioration or destruction of or encroachment upon such areas, structures and premises" which the Town has designated as having historic or architectural significance. The boundaries of this overlay district are generally shown on page xii which includes most of the area that comprised the 1761 Town boundaries. Within the Historic District, any new construction, alterations, renovations or repairs to structures must be reviewed by the Architectural Review Board (ARB) which is created by the overlay district. The ARB reviews and advises the Town Council, Planning Commission and Zoning Administrator on all structural changes and use changes in the district as to its appropriateness within the historic context of the district.

COMPREHENSIVE PLAN

The Dumfries Comprehensive Plan (the "Plan") is the policy document around which the Town endeavors to set a path for its future. Through this Plan, the Planning Commission, Town Council and citizens of the Town of Dumfries have forged the policies which will provide direction for the long-term growth, development and redevelopment needs of their community. Of paramount importance to the citizens of Dumfries is not only the desire to maintain the existing quality of life, but also to improve the quality of life for its residents. The Town's overriding fundamental goal is to enhance both the stability and viability of the community.

The Comprehensive Plan's *Historic & Cultural Resources Plan* analyzes the resources around Town that should be preserved or celebrated as the Town redevelops and welcomes new development into the Town. *The Historic and Cultural Resources Plan* sets out the goal and policies of the Town of Dumfries as they relate to historic and cultural resources. It also presents action strategies to implement each policy. The policies and action strategies are intended to guide the Town's elected and appointed officials, residents, development community, and staff.

Some of the more pertinent policies and strategies of the Plan as they relate to these Design Guidelines include:

HCR-POLICY 2: Protect and preserve historic resources that are important for documenting or demonstrating the prehistory or history of the Town.

ACTION STRATEGIES:
HCR-2.1 Examine existing zoning requirements to assure their consistency with the goal of historic preservation.
HCR-2.2 Continue to maintain existing Dumfries Historic Overlay District as defined in the Zoning Ordinance for the purposes of preserving the historical integrity of important areas and sites.

HCR-POLICY 4: Encourage developers to incorporate architectural features that celebrate the Town's Historic Character.

ACTION STRATEGIES:
HCR-4.1 Create a streetscape design theme for the town main street that builds on a historic theme.
HCR-4.2 Implement phased streetscape improvements in conjunction with long-range plan goals.
HCR-4.3 Review existing directional wayfinding signage along the gateway corridors to the Town of Dumfries.

HCR-POLICY 6: Promote growth and redevelopment that incorporates the historical character of the Town.

ACTION STRATEGIES:
HCR-6.1 Build upon the Town's historical character as the foundation for future development.
HCR-6.2 Develop local incentives, such as tax credits, to encourage the maintenance and development (includes new development and redevelopment) of the Town's historic character.
HCR-6.3 Continue to work with private sector investment in preservation and renovation projects.

ZONING ORDINANCE SECTIONS

Article III: Historic Overlay District H-1

Sec. 70-382. - Intent.

A historic district is created to promote the general welfare, health and safety of the public through the perpetuation of those areas or individual structures and premises which have been or may be officially designated by the council as having historic or architectural significance. Regulations within such district are intended to protect against deterioration or destruction of or encroachment upon such areas, structures and premises; to encourage uses which will lead to their continuance, conservation and improvement in an appropriate manner; and to assure that new structures and uses within such district will be in keeping with the character to be preserved and enhanced. It is further the intent of this division that the council along with the planning commission shall seek and obtain the advice and assistance of the architectural review board, created herein, as well as the town historical committee and other organizations or individuals qualified by interest, training and experience in achieving the objectives as set forth.

Article VIII: Architectural Review Board

Sec. 70-676. - Purpose.

(a) The architectural review board (ARB) is designed and endowed with the responsibility to oversee developmental changes and improvements within the historic district or districts of the town. The purpose of the ARB within the historic district or districts is for the purpose of promoting the general welfare, safety and health of the public through perpetuation of those areas designated as having historical significance.

(b) The ARB shall be governed by the terms of this chapter, as it may be amended, or revised, and by the administrator.

(c) The meetings of the ARB shall be governed by Robert's Rules of Order, Newly Revised.

(d) Improvements or changes within the historic district or districts of the town shall require a certificate of appropriateness, which may be applied for through the zoning administrator.

Sec. 70-677. - Composition; organization.

(a) The ARB shall be composed of five voting members, at least three whom are residents, one which is a business located in the town, and one member at-large who may or may not be a resident of the Town but has special knowledge, experience or abilities particular to the duties of the ARB. They shall be appointed by the council. Advisors may assist the active members without regard to residency. The advisors do not require appointment by the council. Advisors shall not have voting privileges on the ARB. Advisors may be limited at the discretion of the chairman. One voting member may be from the planning commission. Members of this board shall not hold other public office in the town, except as indicated above.

(b) Members shall be appointed to serve for terms of three years. Terms shall be staggered. An appointment to fill a vacancy shall be for the unexpired portion of the term. Members may be reappointed.

(c) The chairperson of the ARB shall be elected by the voting members of the board at the board's first regular meeting in July each year. A candidate receiving a majority vote of the entire membership of the ARB shall be declared elected and take office on August 1. The chairperson shall be a voting member. The term of office for the chairperson shall be for one year. If elected, the chairperson may serve up to two consecutive one year terms. The chairperson shall decide all points of order and procedure, subject to this article. Vacancies shall be filled immediately at the next regular meeting following notification of the vacancy and shall be for the unexpired portion of the term.

(d) The selection of the vice chairperson shall be similar to subsection (b) of this section. He shall serve as acting chairperson in the absence of the chairperson. During the period the vice chairperson shall act as chairperson, he shall have the same authority and duties as the chairperson.

(e) The selection of secretary of the ARB shall be the responsibility of the zoning administrator. The administrator shall provide the ARB with support services and project presentation support. The secretary shall keep minutes of its proceedings, showing the vote on each piece of business requiring a vote brought before it. Such records as the chairperson deems necessary shall be filed in the town hall and shall become a public record.

Sec. 70-678. - Elections; duties; removal; disqualification.

(a) Elections shall be held the same month each year, normally at the first meeting in July.

(b) Attendance at meetings should be of utmost importance on the calendar of each board member. Should a member fail to attend three consecutive meetings of the board without any adequate excuse for such absences, the chairman, with the concurrence of a majority of the board, shall recommend to the council that a vacancy be declared and that the vacated position be filled. The person selected to fill a declared vacancy shall serve for the unexpired term created by the vacancy. Subsequent service on the board is permitted.

(c) Members may be removed for cause by the appointing authority upon written charges and after a public hearing.

(d) Any member of the ARB shall be disqualified to act upon matters brought before it with respect to property in which the member has an interest.

(e) In reviewing applications for certificates of appropriateness, the ARB shall take into account the historic and architectural significance of the structure and shall maintain maps showing the historic and architectural significance of structures within the area of responsibility. In its review, the board shall also take into account the activity desired (i.e., construction, demolition, or alteration), and apply specific considerations as required by this chapter. Careful consideration shall be given to new construction within the ARB area of responsibility that such new construction is in keeping with the values and desired development of this district. See subsection 70-682(h) for further guidelines.

Sec. 70-679. - Meetings.

(a) Regular meetings of the ARB shall be held at least once a month when an application has been filed for its consideration. The meetings shall be held in the town hall or as duly advertised and noted. The ARB shall meet at least three times per calendar year.

(b) The meeting place may be moved, provided all concerned have been notified of the alternate meeting place at least three working days prior to the date of the scheduled meeting. A log will be maintained of dates, time of notification and name of the person notified of such alternate meeting place, as deemed appropriate by the board chairman.

(c) Special meetings may be called at any time by the chairman or a majority of the board, providing proper notice, normally three working days is given.

(d) A regular or special meeting may be canceled when there is no business to be brought before the board. The cancellation may be called by the chairman, with notification to all concerned not less than three working days prior to the scheduled opening of the meeting.

(e) Meetings of the ARB shall be open to the public. The order of business at regular meetings shall be as follows:

(1) Roll call.
(2) Reading of minutes of previous meetings.
(3) Citizens wishing to address the ARB.
(4) New business.
(5) Old business.
(6) Report of committees.
(7) Adjournment.

Sec. 70-680. - Manner of voting.

(a) Each member of the ARB shall have one vote. The chairman may utilize his vote to break a tie. Advisors as mentioned in section 70-677 shall not have voting privileges on matters brought before the ARB.

(b) A quorum shall consist of three voting members of the ARB present at a meeting.

(c) The vote of a majority of those members present shall be sufficient to decide matters brought before the ARB, provided a quorum is present. No ARB member shall participate in the decision of any matter in which he has a personal financial or other interest.

Sec. 70-681. - Application procedures.

(a) The applicant should first file with the zoning administrator to determine a classification of work to be performed (i.e., substantial or minor). Upon determination by the administrator that the work does not classify as minor, he shall forward the application to the ARB.

(b) An application must be filed in the office of the administrator at least 15 working days prior to the next meeting of the ARB, accompanied by sketches, drawings, photographs, specifications, descriptions and a view from the street of the proposed project. The definition of a project is the erection, construction, reconstruction, alteration, razing or restoration of any structure, building or sign.

(c) The ARB may, in its discretion, view the premises and obtain additional facts concerning any application before arriving at a decision. All decisions of the board shall be supported by appropriate findings of fact, and where necessary to effectuate the purposes of this chapter, shall be accompanied by such conditions and/or recommendations it may determine to be reasonable under the circumstances.

Sec. 70-682. - Consideration of applications.

(a) Any party may appear in person or by agent, or by attorney at the meeting. The order of business for consideration of applications for certificates of appropriateness shall be as follows:

(1) The chairman or his acting representative shall give a preliminary statement concerning the application.
(2) Any statements or arguments submitted by any official, commission, state agency, or local historical preservation or neighborhood association shall be presented.
(3) The applicant shall present the arguments in support of his application.
(4) Persons opposed to granting the application shall present the arguments against the application.
(5) The ARB shall thereafter proceed to deliberate whether to recommend the granting or denial of the application.
(6) Procedures may be modified by the concurrence of all parties and the board itself.

(b) In considering applications, witnesses may be called and factual evidence may be submitted, but the board shall not be limited to consideration of such evidence as would be admissible in a court of law.

(c) When the ARB feels it is appropriate, the request for a certificate of appropriateness will be advertised in a local paper of general circulation within the town. The applicant and affected property owners shall be given an opportunity to be heard at the meeting at which the application is presented for consideration.

(d) The ARB shall coordinate its activities of approval of certificates of appropriateness with the planning commission.

(e) The ARB must take action on a certificate of appropriateness within 60 days after the request is presented to the ARB, except when the time limit has been extended by mutual agreement between the applicant and the ARB. Should the ARB not act within the 60 days and no agreement was made, the application shall be considered approved.

(f) Prior to denying any certificate of appropriateness the ARB, on the basis of the review of information received, shall, upon request, indicate to the applicant the changes in plans and specifications, if any, which in the opinion of the ARB would protect and/or preserve the historical and/or architectural aspects of the landmark, building, structure, or district. If the applicant agrees and determines in writing that he will make the suggested changes, the ARB shall issue the certificate of appropriateness.

(g) If an application is denied by the ARB, a copy of the minutes of the meeting and written reasons for denial shall be made available to the applicant. If the application is approved by the ARB, a letter notifying the applicant shall be sent.

(h) Building permits should not be issued for any work within a historic district unless a certificate of historical appropriateness has been approved in accordance with article III, division 10 of this chapter. A building permit is a separate permit and should not be confused with a certificate of historic appropriateness.

(i) A log shall be maintained to account for when an application for review is filed, the end result of the application and the end date, for the ARB. The purpose is that if the 60-day period is involved, a record of the action shall be on file as a public record.

Sec. 70-683. - Appeals from architectural review board decision to the town council.

(a) An appeal to the town council may be filed when:

(1) The ARB, in a final decision, denies an application for a certificate of appropriateness. The applicant shall have the right to appeal and be heard before the town council, if a written notice of appeal is filed with the zoning administrator within 30 calendar days of the ARB's final decision.

(2) The ARB, in a final decision, approves an application for a certificate of appropriateness, or an application for a permit to demolish a historic structure. Any opponents of the ARB's decision shall have the right to appeal and be heard before the town council indicating their appeal provided the appeal is filed with the zoning administrator, within 30 calendar days after the ARB's decision. An appeal by a third party under this section shall be accompanied by a written petition, signed by at least 25 persons who support the appeal and own real estate within the H-1 district.

(b) The 30 calendar days shall begin on the next business day after the ARB decision.

(c) Upon receipt of a notice of appeal, the zoning administrator shall immediately notify the town manager, who shall, after consultation with the town council, schedule a public hearing before the town council in accordance with Code of Virginia, § 15.2-2204 and public notice as described in Code of Virginia, § 15.2-2205.

(d) Any notice of appeal shall be accompanied by a check or money order in at least the sum of $50.00 to cover the costs of the public notice.

(e) On any appeal, the final decision of the ARB shall be stayed, pending the outcome of the appeal before the town council unless, the decision of the ARB denies the right to move, relocate, raze or demolish a historic structure.

(f) The town council shall, after giving the required public notice, conduct a full and impartial public hearing on the matter before rendering any decision, adhering to the standards and guidelines established by this chapter for review.

(g) The town council shall affirm, reverse, modify or remand back to the ARB for reconsideration the decision of the ARB, in whole or in part.

(h) The decision of the town council shall be final, subject only to an appeal to the circuit court of the county.

Sec. 70-684. - Appeal to the court of record.

(a) Any applicant or body of at least 25 persons owning real estate within the H-1 district who previously appealed to the town council and are aggrieved by a decision of the town council may appeal such decision to the circuit court of the county for review.

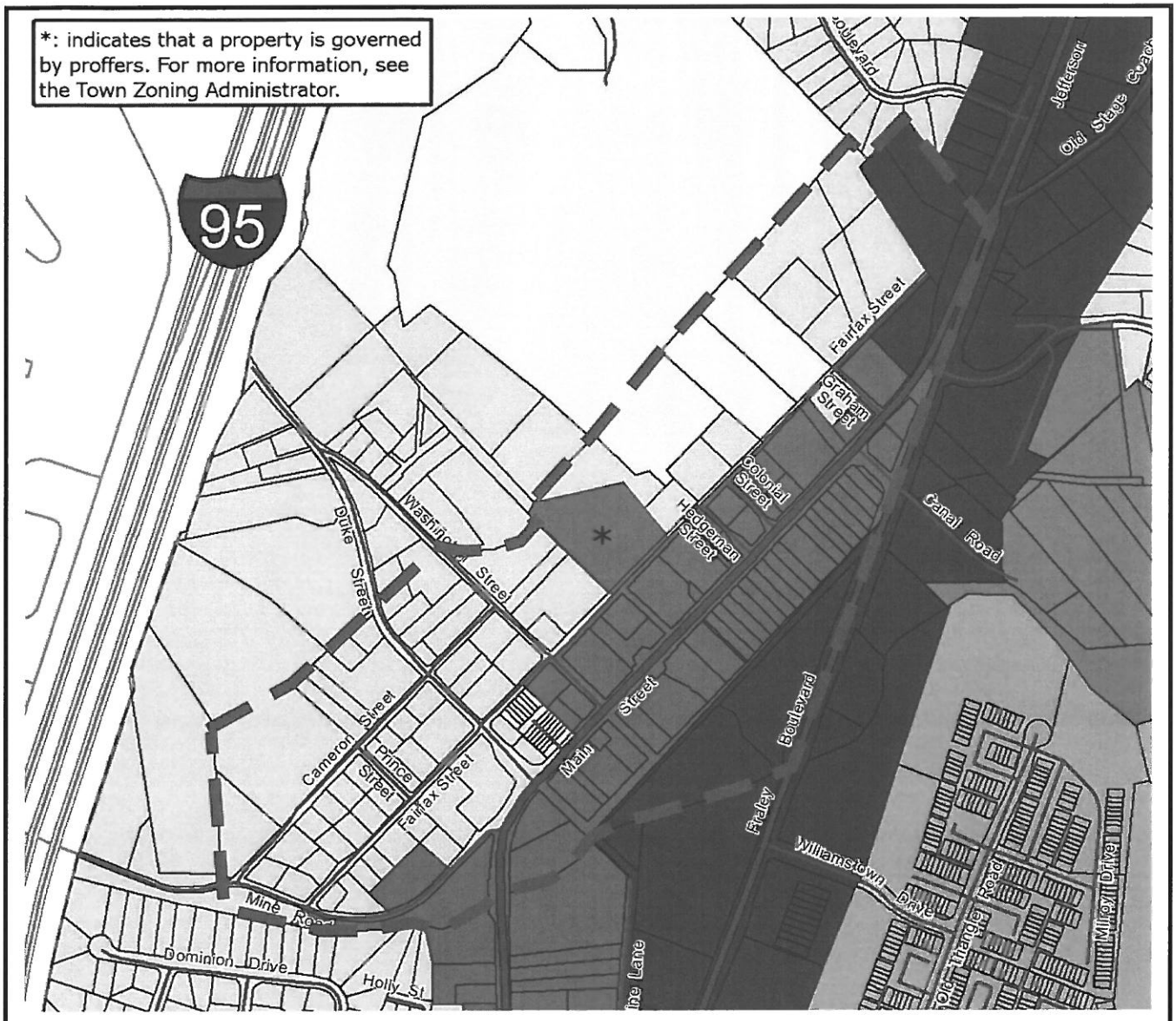
(b) Such appeal shall be filed as a petition at law setting forth the alleged illegality of the action of the town council.

(c) Such petition shall be filed within 30 calendar days after the final decision of the town council.

(d) The filing of said petition shall stay the decision of the town council pending the outcome of the appeal to the court unless, the decision of town council denies the right to move, relocate, raze or demolish a historic structure.

(e) The court may reverse or modify the decision of the town council, in whole or in part, if it finds upon review that the decision is contrary to law or that the decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision.

HISTORIC OVERLAY DISTRICT



For zoning information, see the Official Zoning Map in Town Hall. The zoning depicted in this map should not be presumed to be accurate.

The boundaries of the Historic District shall be according to the overlay of the 1790 town map, with the exclusion of everything east of Fraley Boulevard, better known as U.S. Route 1: South boundaries, Quantico Creek; east boundaries, U.S. Route 1 (north Fraley Boulevard); west boundaries, Old Back Street; north boundaries, Marion Street, which presently does not exist.

POLICIES & PROCEDURES

An application for a Certificate of Appropriateness is required for all work that requires ARB review. The application can be found online at www.dumfriesva.gov/government/document-center.

Determining if the Work Requires ARB Review

Exempt from ARB Review
Alterations or repair of the interiors of buildings.
Addition or deletion of appurtenances such as gutters, storm doors, portable air conditioners installed in windows, or similar devices, which do not significantly affect the appearance of the structure.
Site development including, but not limited to, minor grading, walks, small fountains and ponds, which will not substantially affect the character of the property and its surroundings.
Television or radio antennas attached to a dwelling, skylights, or solar panels when in locations not visible from a public right-of-way.
Work done to prevent deterioration or to replace parts of a structure with similar materials in order to correct any deterioration, decay of or damage to a structure.
Other minor work only with written verification of exemption by the Zoning Administrator.
Repainting the exterior of a structure with a color on the approved ARB color chart (see *Appendix B*).
Fencing not to exceed 6' in height, and sheds less than 150 square feet in area.

Requires ARB Review
Any addition to or alteration of a structure.
Any change or alteration of the exterior of a structure, including but not limited to, removal or rebuilding of porches, openings, dormers, window sashes, chimneys, columns, structural elements, stairways, terraces and the like.
Site development which involves major changes of grade (>10,000 SF of land disturbance), or walls greater than 3½ feet in height, and fences greater than 6 feet in height.
Television or radio antennas attached to a dwelling, skylights, or solar panels when in locations visible from a public right-of-way.
Addition or removal of one or more stories or alteration of a roofline. Any change in roofing material, such as shingles.
Construction of a new building, or a sign.
Demolition or relocation of structures.

The Architectural Review Board (ARB) should review and update these design guidelines at least once every three years to keep them current, and relevant to best practices.

Procedures

An application for a Certificate of Appropriateness is required when the proposed property is located within the Town of Dumfries, H-1, Historic Overlay District.

Applicant shall provide any necessary information for ARB consideration. Reference as follows:

A. A photograph, which shows the subject property in relationship to nearby properties where the work is proposed.

B. Small samples of materials such as masonry, slates, metals and roofing materials must be provided to illustrate appropriateness. Specific product identification must also be provided. Color samples, which indicate the manufacturer, must be included for all exterior painting.

C. Location, dimensions, floor area and height of existing and, where applicable, any proposed structures.

D. Building location plan with property boundaries when the application involves an addition to the building, landscaping or new freestanding elements. Decks, balconies and enclosed roof space also require such plans.

E. Storage sheds shall be submitted including the following information: location site, style and color.

F. Any request for a sign in the H-1, Historic Overlay District shall follow the guidelines set forth in this manual.

Note: **Any appeal to the decision of the ARB must be filed, in writing, with the Dumfries Town Council within thirty (30) days.**

SIGNS

Signs should complement or enhance the character of the Historic District and shall be located so as to minimize visual clutter. Signs should fit the architecture and style of the building's design and a sign's placement should be based upon visibility and compatibility with the building. Signs may not obscure openings (i.e., windows and doors) or building details.

A sign shall be defined as: any object, device, display, or structure that is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination, projected images, or any combination thereof. Signs include the posts and visible hanging mechanism(s), and any lettering or graphics displayed on or in windows (including neon signs).

Types of Signs

Wall mount Sign –Constructed of wood, metal or approved weather resistant material, the sign may consist simply of individual letters. Typically mounted directly to the wall, cornice of the structure, or another unadorned surface. These signs should not obstruct windows, doorways or decorative elements.

Wall Sign

Projecting Sign – Constructed of wood, metal or approved weather resistant material, these signs may be hung from brackets or other approved mounting device. These signs typically hang perpendicular to the building or below the roof line of a covered porch. In commercial settings the bottom of the sign should hang at least 9 feet above the ground.

Projecting Sign

Freestanding Sign – These signs may also be constructed of wood, metal or approved weather resistant material. Posts or some kind of support system are a key element of these signs. They are located in front of buildings which are set back from the street. In general, they are not an appropriate sign type in a traditional downtown except for use in the front yard of a residence that has been converted to commercial or office use.

Freestanding Sign

Window Sign – Painted or adhered to window glass (including windows on doors). These signs are generally used for storefront display intended for view by pedestrians. These signs should not be three-dimensional.

Awning Sign – These signs are sewn or painted onto the fabric of an awning.

Awning Sign

Roof Sign - A sign that is mounted on the roof of a building or which extends above the top edge of the wall of a flat-roofed building, above the eave line of a building with a hip, gambrel, or gable roof, or the deck line of a building with a mansard roof. *Roof signs are not allowed in the Historic District.*

Sign Guidelines

Residential Applications

- Home Occupation businesses and or home based businesses within residential areas of the Historic District are not allowed to display signage representing the business.

Commercial Applications

- A master sign plan must be submitted for each building. For multi-business commercial buildings, a comprehensive master sign plan should be developed.
- Non-residential uses located in a residential area, such as schools, churches, museums, etc. may have signage consisting of either freestanding signs, located in the front yard, perpendicular to the street; wall mounted signs located on the first floor in an appropriate location; or a projecting sign which is hung from a covered porch.

The following are the guidelines for the review of applications for signs in order to obtain a Certificate of Appropriateness from the Architectural Review Board.

- Any sign within the Town of Dumfries, H-1, Historic Overlay District, shall be submitted to the Architectural Board for review and approval.
    - The ARB requires a complete description including size, style, design, colors, and materials used. Exact sign allowance shall be verified with the Zoning Administrator.
    - The design of the sign submitted shall show exactly how the letters and pictures are arranged for the message.
    - The ARB approved color chart is available at Town Hall Department of Public Works for an applicant to view. (See *Appendix B*)
    - Signs and posts will not show bare wood or metal and must be weather resistant.
    - A sign shall fit the architecture of its building and not obstruct defining elements.
    - The number of signs shall be compatible with the building and not cause visual clutter.
    - The size of each sign and the total area of signs shall match the character of the building and of the Historic District.
    - Sign design and graphics shall be coordinated with the character of the building and the nature of the business. Reusing a sign from another building may or may not be appropriate and needs to be carefully evaluated according to these guidelines.
    - No more than two font types shall be permitted.
    - No more than three colors may be used, and colors must match those listed in the approved color chart.
    - Materials shall relate to the building. Traditional sign materials include wood, glass, raised individual letters, and painted letters on wood or glass. Neon, when carefully designed and placed, has also appeared in the Historic District.
    - If signs are to be illuminated, the lighting shall be understated and in keeping with the character of the building and the Historic District. Flashing lights, electronic message boards, and internally illuminated plastics signs are not permitted. Signs shall be indirectly lit.
- Signs must also comply with Town Code Section 70-14. Town of Dumfries Zoning Ordinance.

FENCES AND GATES

Recommended Styles & Design

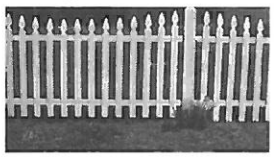
Materials

Choice of materials for fences and walls shall compliment and be consistent with the design and materials of the parent building. Wood or wood-look products in the style of a picket, board, or split-rail, brick, stone, or wrought iron would be typical. Other fence styles, such as ornamental and privacy fences will be considered on a case-by-case basis.

Styles

- Rail Designs - a fence (usually made of split logs laid across each other at an angle).
- Picket Designs - a fence made of upright pickets.
- Board on Board - a fence constructed of boards that are spaced vertically and fastened to square lumber posts.
- Gothic Styles – a style of fencing reflecting Gothic architecture, namely a pointed arch.
- Criss-Cross – a crossing style of fencing that can apply to split-rail, lattice, or other fence designs.

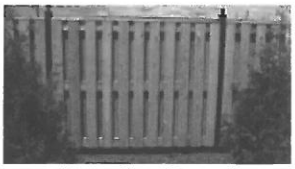
Split Rail Fence



Gothic Picket Fence

Design Criteria

- For picket fencing, pickets must be separated from each other by a space of one to three inches but should not be any wider than the width of the picket. Additionally, the picket will have a horizontal width of two to four and one-half inches. The fence will be constructed with the finished side facing outside of the fenced property.
- Board fencing will be constructed of nominal four to six-inch wide boards. If more than twenty-five percent is to be replaced, then the entire fence will be considered as a new fence and must adhere to these guidelines.
- For split-rail fencing, a maximum of three rails is permitted. The height of a split-rail fence should not exceed 48 inches at the highest rail.
- Partial and/or decorative fencing styles should be appropriate to the architecture of the parent building. Partial and/or decorative fences are not to be used extensively along the property line.
- For fences with an open design, wire mesh can be used to contain pets. The wire mesh should be of a heavy gage in black or dark green with a square or rectangular weave. It should be installed on the inside of the fence and not extend above the top of the fence or top rail in a split-rail design. "Chicken wire" is not approved.



Board on Board

Prohibited Styles

Stockade, chain-link, or any exposed type of security fencing is not permitted in the Historic District.

Finish

- Wood, natural hardwood, and pressure treated lumber may be painted with a non-gloss white, clear weather resistant preservative or a stain color preservative.
- At no time may a fence be allowed to have two or more alternate colors.
- Brick or stone.
- Wrought iron.

Wrought Iron - Gothic

Construction

- Fences should follow the natural contour of the land in a step-like manner keeping the fence visibly straight/level at all times and not to exceed six (6) feet in vertical height in the permissible yards (four feet for split rail fence).
- It is important to choose a fence design that considers the character of the house and the surrounding streetscape.
- Fence style and material shall be considered within the appropriate context of the property (e.g., split rail used to define an open space, lattice used for equipment screening, etc.).
- Any fence exceeding four (4) feet in height requires a building permit.

Wrought Iron Defining Yard and Streetscape

Gates

- All fence gates should match the design and construction of the fence.
- If a matching design cannot be met due to structural integrity, a solid board or vertical picket design can be substituted.
- The gate may have either a flat level top or a rounded top.
- Ornamental gates will be considered if the design is harmonious with the parent structure architecture and fence style.
- Gates should be single hung with the stile at the same height as the fence.
- When located along a public sidewalk, alley or other public thoroughfare, the gate shall swing inward toward the property, so as not to block passage of the public space.

STREETSCAPE

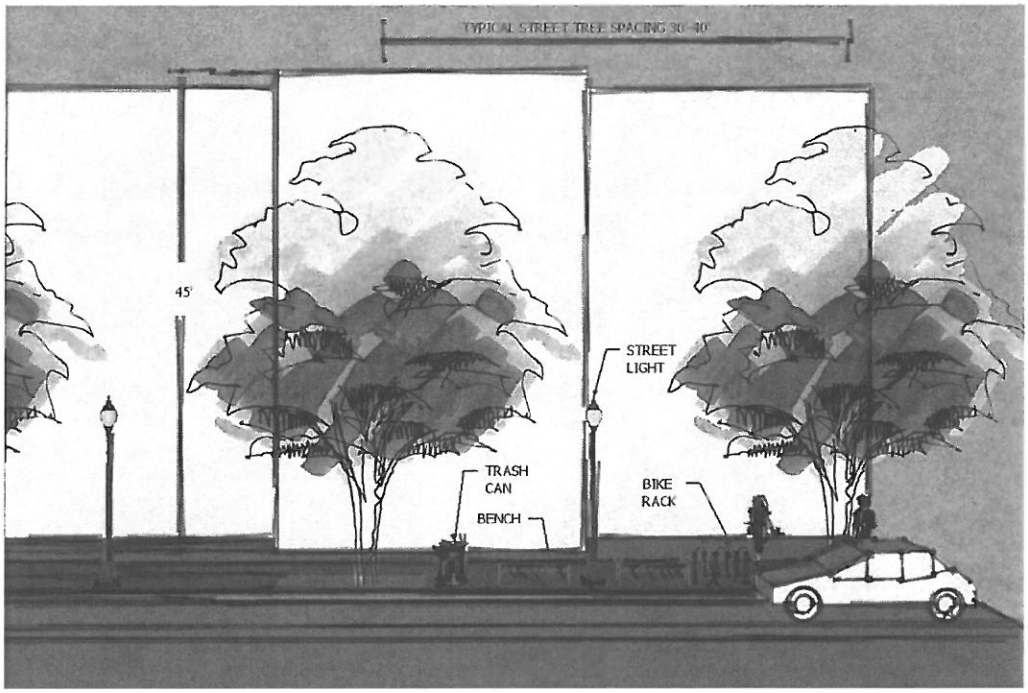
Strengthening Streets

Main Street

- The improvement of Main Street throughout the Town limits includes enhanced pedestrian, bicycle, and vehicle access through the Town.
- Installation of concrete or brick sidewalks, colonial-style streetlights, park benches, trash receptacles, bicycle lanes and racks, brick planters and requisite engineering.
- In general, the site design of new buildings should respect consistent street frontage dimension and pattern.
- Provision of on-street public parking, where possible.
- New construction should reflect the average front setbacks of the block.

Historic District

- Benches, trees, trash receptacles, and streetlights may not be placed on public rights-of-way unless considered appropriate by the ARB, with an appeal to Town Council.
- At no time may sidewalks be constructed of material other than concrete or brick.
- The style and color of the sidewalk shall be consistent in material and pattern throughout the length of the street.
- Remove obsolete signs and poles and avoid blocking the sidewalk with too much street furniture.
- Exterior lighting should match building type and scale. High intensity commercial lighting is generally unacceptable in areas of residential development. In such areas, pole-mounted lighting no more than 10' in height is preferred.



Landscape & Screening

Landscape Elements

- Maintain and reinforce the street plan with street edge elements or plantings, such as low fences and hedges, plantings beds, street trees, and decorative paving materials.
- Consider known archaeological sites by employing careful excavation and grading, or invite archaeologists to investigate the site.
- Maintain the natural setting of streams as urban amenities.
- Where there is a prevailing pattern of landscape, such as lawns, consider extending the pattern.
- Retain specimen trees, hedges and plantings.
- Significant alteration of existing topography is discouraged. Terraced changes in elevation with low retaining walls is preferable.
- Maintain natural grades or use retaining walls when reconfiguring grades at sidewalk or street.

Screening Appurtenances

- Communication dishes or drums located in the Historic District must be surrounded by fencing and obscured from view if mounted on the ground.
- Any exposed dish or drum mounted on a tower or monopole shall be painted white or another color approved by the ARB.
- No antenna higher than twenty-four linear feet from ground level shall be constructed or attached to any building or structure within the overlay district.
- If roof-mounted mechanical equipment is used, it shall be screened from public view on all sides. The screening material and design shall be consistent with the design, textures, material, and colors of the building. The screening shall appear as an integral part of the building.
- All outdoor utilities, transformers, meters, trash dumpsters, mechanical, heating and a/c units shall be screened from the public view by low walls, fences, landscaping or a combination thereof. Where landscaping is used, it shall provide a year-round screen. Applicants shall also refer to the Zoning Ordinance for additional screening requirements.

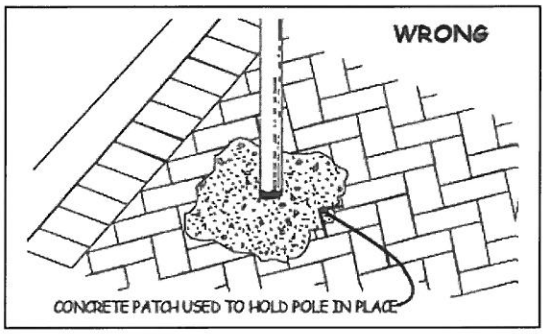
Street Furniture

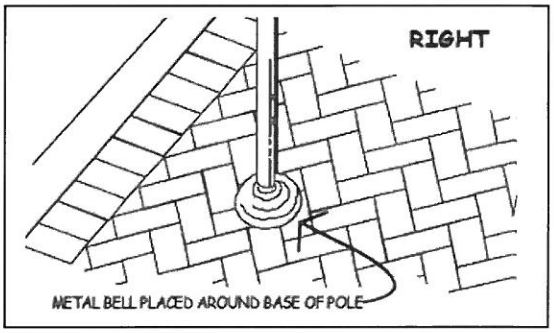
Street furniture includes light poles, parking meters, trash receptacles, benches, bollards, bicycle racks and signs – anything that is placed within the streetscape. Street furniture in the streetscape shall be consistent in appearance throughout the H-1, Historic Overlay District. Street furniture should also be placed where pedestrian traffic will not be obstructed.

Most street furniture should be of a dark neutral color such as brown, dark green or black. Exceptions may include sign posts and parking meter posts. Where benches or trash receptacles are allowed, they should be placed so that the sidewalk is clear and unobstructed.

Light Fixtures

- Free standing lights, on poles, should be complete with a distinguished base. Goosenecks, industrial lighting and floodlights are not considered appropriate for use within the Historic District.





- Where site development plans are required by zoning ordinance, all exterior lighting schemes shall be preplanned in its entirety and such plans, with detailed specifications, shall be presented to the ARB for consideration and approval.
- Town lighting shall also be in accordance with the these standards.
- Coordinate lighting in private parking lots to match public light fixtures.
- Fixtures shall utilize an incandescent lighting source. If a more intense light source is needed, metal halide or an equivalent lighting method shall be used.
- Free standing lights shall not exceed sixteen feet in height in the Historic District.

- Free standing lights shall not exceed six feet in height in residential zones.
- All free standing lights shall be directed downward onto the site and light shall not materially project onto adjoining properties (i.e., Dark-sky compliant lighting).
- A combination of free standing and wall-mounted fixtures is recommended in order to yield varied levels of lighting.
- Keep to a minimum the number of styles of light fixtures and light sources used in the district.
- Provide outlets on Main Street light standards for seasonal lighting and brackets for hanging banners and decorations for special events.
- Install traffic signals on poles that are placed beside the street and are compatible with the pedestrian-scaled light fixtures.

NEW CONSTRUCTION

The Town of Dumfries Architectural Review Board (ARB) is responsible for ensuring that the design of new structures and the modification to existing buildings adhere to an overall architecture consistent with the Comprehensive Plan, the Historic Overlay District Ordinance and these Guidelines.

While these design guidelines do not favor one style of architecture over another, the importance of context cannot be overstated. The Town wishes to re-establish a thread of continuity in the historic district, particularly where the existing structures dictate certain elements of design and set the tone for subsequent construction. The height and mass of a new building, for example, should be consistent with its neighbors. Other critical elements to be considered are such things as setbacks from the street, the rhythm of windows, and available open space.

These guidelines are meant to encourage creativity and innovation by defining the more fundamental issues of a community's composition and scale with which a property owner or builder should be familiar. In this manner, new buildings will readily become a part of the community's continuing history.

Commercial

Building Mass

Massing and volume of new construction should reflect neighboring buildings. Block-like building forms are common in historic downtowns.

Height and Width

A new building's height should relate to the average height of existing adjacent structures. New buildings should have the same number of stories as neighboring buildings and, as a general rule, should not vary more than ten percent in height.

The measured relationship between the width and height of a building's front elevation should be compatible with its neighbor's. If a new building will be larger than the width of adjacent buildings, consideration should be given to dividing its facade to ensure this compatibility.

Spacing

New buildings should be sited to maintain, or create, a rhythm of recurrent building masses and the spaces between them as much as possible.

Form

Where possible, use forms similar to those in the immediate vicinity. In most cases, this will be a simple form.

Scale

Height and width create scale, or the relationship between the size of a building and the size of a person. Scale also can be defined as the relationship of the size of a building to neighboring buildings and of a building to its site. A building's mass and its relationship to open space are also determinants of scale. The design features of a building can reinforce a human scale or can create a monumental scale. In terms of scale, most buildings in the Historic District should relate to the human scale and not be monumental.

When designing new buildings, respect the scale of the town, which is generally at a human, as opposed to a monumental, scale. The buildings are not very tall or wide or large; their size does not overwhelm pedestrians on the street level. Human-scale elements such as storefronts should be included on commercial buildings.

Setback

Construct new buildings with a minimal setback in order to maintain and reinforce a street wall. Commercial buildings should have almost no setback (5 to 10 feet), and on corners avoid deep setbacks or open plazas.

Openings

The size and proportion (ratio of width to height) of windows and doors should be similar to the openings of neighboring buildings. The rhythm of building mass to its openings should be compatible with surrounding facades. The entrances onto the sidewalk impart a pattern that should be maintained, as applicable.

Windows should be rectangular, fixed; single, double, or triple hung; or operable casement type. Semi-circular, circular, or hexagonal windows are permitted, but with minimal application. Windows on the ground floor should be the same proportion but slightly larger than windows on the upper floors. Window openings in upper stories should be centered directly over openings in the first story whenever possible. Openings in gable ends must be balanced. Window openings should be at least two (2) feet from building corners. Total glazed area on the street frontage should not exceed 30 percent of the total surface.

Windows contribute to the façade of a building and will be evaluated on:

(1) the pattern of the openings and their size;
(2) proportion of the frame and sash;
(3) configuration of window panes;
(4) muntin profiles;
(5) material;
(6) paint color (See *Appendix B)*;
(7) characteristics of the glass; and
(8) details or decorative elements.

Materials

The predominant building material within an area - whether brick, stone, wood, or other material - should be incorporated, as practicable, when new construction occurs. Recommended materials are: wood siding, brick, natural stone, color-coated aluminum, or color coated metal, but the selection of materials is not limited to these options.

Corrugated aluminum or metal siding is not an approved material.

Fabric awnings on buildings should be made of canvas or other similar fabric and should have side panels. Aluminum awnings are not appropriate.

Site Analysis

Major changes of grade *(>10,000 SF of land disturbance)*, like the demolition of historic structures, can destroy a historic landscape or archaeological site. A phase one archaeological survey of the property should be conducted to establish the historical significance of the site, if any.

Residential

Walls

Siding and Trim

- The siding of any dwelling or accessory structure exclusive of trim materials shall not be vertically oriented. An exception is made for sheds 150 square feet in area or smaller. They will be allowed to have horizontal or vertical orientation.
- Windows and doors shall be surrounded by trim of at least three and one-half (3 ½) inches wide, except for dwellings with masonry siding, in which case no trim around doors and windows is required.
- All wooden elements of the dwelling shall be painted or be stained.
- The applicant must choose a color from the approved ARB color chart.
- Any wall should be built of not more than two materials, and those materials should change along a horizontal line such as a floor line or gable end- with the heavier material (brick) always being below the lighter material.

Materials

- The recommended materials are: wood siding, brick, natural stone, vinyl, color-coated aluminum, or color coated metal, but the selection of materials is not limited to these options.

Acceptable Materials for Exterior Walls

- Brick that is consistent with the brick traditionally used in the area. All of these shall have a buff or gray mortars. White mortar is not recommended.

Unacceptable Materials for Exterior Walls

- Metal siding which is exposed, galvanized, uncoated aluminum or other shiny metal materials.
- Stucco and Drivit.
- Cinder block.

Openings

- The colors shall comply with approved ARB colors (See *Appendix B*).
- Openings include doors and windows and any associated elements such as shutters, awnings, storm doors, etc.
- Entrance doors should be raised panel or some variation thereof, yet fit the architectural style of the dwelling.
    - Windows, sidelights and transoms in entrance doors are permitted, provided they are proportioned and appropriate for the specific style of building.
    - Flush doors with applied trim are not permitted.
- Storm doors should be made of painted wood or aluminum and have a full view window. Storm doors should relate to the architectural character of the entrance.
- Screen doors should be made of wood or vinyl clad with full view, shuttered, or appropriate for the specific style of the building.
- Garage doors, utility doors, and service doors should be painted wood or aluminum and should correspond with the style of the dwelling.
- Windows should be rectangular, fixed; single, double, or triple hung; or operable casement type. Semi-circular, circular, or hexagonal windows are permitted, but with minimal application. Windows on the ground floor should be the same proportion but slight larger than windows on

the upper floors. Window openings in upper stories should be centered directly over openings in the first story whenever possible. Openings in gable ends must be centered. Window openings should be at least 2 feet from building corners. Total glazed area on the street frontage should not exceed 30 percent of the total surface.

- Small sliding glass windows are acceptable in basements only.
- Windows contribute to the façade of a building and will be evaluated on:
  (1) the pattern of the openings and their size;
  (2) proportion of the frame and sash;
  (3) configuration of window panes;
  (4) muntin profiles;
  (5) material;
  (6) paint color;
  (7) characteristics of the glass; and
  (8) details or decorative elements.
- Shutters should be made of wood or vinyl.
- Fabric awnings on buildings should be made of canvas or other similar fabric and should have side panels. Aluminum awnings are not appropriate.

Roofs

- The rise-to-run ratio for the dwelling's main roof shall be 6:12 or steeper.
- The dwelling's main roof form shall have a complex roof form such as a hipped, intersecting, offset, or dormered roof, except where the gable faces the street and the roof covers a full-width porch, in which case the roof may have a simple two-surface configuration.
- Eave and gable overhangs for all dwellings and additions to dwellings shall be at least twelve (12) inches.
- The rise-to-run ratio of roofs covering porches or entrances shall be 4:12 or shallower.
- Above-grade entrances on the front or side of the dwelling, if covered, will have a minimum width and depth of thirty-six (36) inches.

Porches

- Single and two-family dwellings may have a covered porch at least one-half the width of the dwelling's façade with a depth of at least six (6) feet. The porch shall face the front yard.
- For new and existing dwellings, the front porch shall have an open design and shall not be enclosed with siding.
- Front porch railings shall have a top and bottom rail. Baluster ends shall not be exposed.
- Porch columns shall be uniform in shape and style and shall be at least five and one-half (5 ½) inches wide at their bottom and top.
- Porch undersides between pier supports and the underside of exterior stairways shall be enclosed.

Lighting

- Exterior lighting located within public view should be appropriate to, and consistent with, the architectural style of the structure. For example, an arts and crafts style front porch light would not be appropriate for a colonial era structure; a carriage style light would be more appropriate.
- Light fixtures mounted on poles should also be appropriate to, and consistent with, the architectural style of the structure. This standard applies to the fixture, pole, and pole base.
- Fixtures shall utilize an incandescent lighting source.
- Utilitarian fixtures or bare bulbs shall not be permitted in the Historic District.
- Avoid using bright floodlights.

REHABILITATION OF STRUCTURES

The Architectural Review Board has adopted these rehabilitation standards for consistency and continuity in preserving the flavor of historic Dumfries since its founding in 1749.

The Secretary of the Interior's Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

ADDITIONS & ACCESSORY STRUCTURES

Guidelines for Compatible Design

Design Relationship

- The design and placement of additions and auxiliary structures may significantly influence the overall appearance of the property.
- All new construction should be compatible with the existing building or buildings on the property and their surroundings in:
  (1) Size;
  (2) Color;
  (3) Materials;
  (4) Scale;
  (5) Location; and
  (6) Style.

Location, Orientation, and Size

- Locate any additions or auxiliary structures as inconspicuously as possible on the side or, preferably, on the rear of a building.
- Site and orient additions and auxiliary structures so that they are clearly subordinate to the existing structure. Additions to the side of a building should be set back from the face of the existing structure's front façade by at least two feet. Additions to buildings on corner lots should orient away from both streets, if possible, or to the less important of the two streets.
- Do not design new outbuildings or structures in a manner that upstages the importance of the principal building.
- Do not locate new additions or structures in a manner that upstages the importance of the principal building.

Materials

Siding and Wall Materials

- Choose materials that are compatible with the existing structure and are appropriate to the residential character of the historic district. The recommended materials are: wood siding, brick, natural stone, vinyl, or color-coated aluminums but the selection of materials is not limited to these options.
- Make sure the colors of the materials selected are compatible with those of the main residence and neighboring houses, particularly when choosing brick or stone that has its own color. Follow similar approaches about the choice of paint colors (See *Appendix B*).
- Metal carports and garages are not permitted.
- Corrugated aluminum or metal siding is not an approved material.

Architectural Features

- Install windows and doors in auxiliary structures and additions that are similar to those of the main residence in:
  (1) Type;
  (2) Detailing;
  (3) Scale;
  (4) Rhythm; and
  (5) Proportion.
- Use roofing forms and materials for new additions and auxiliary structures that are compatible with those of the main building. Generally, outbuildings should have the same or shallower roof pitch than the main residence.

Decks and Patios

- Locate new decks and patios inconspicuously on the side or rear of a building, and make them compatible in architectural design, materials, and finish with the building.
- Screen new decks and patios with plant materials if they are visible from the street.
- Construct new porches and decks of pressure-treated wood, composite decking board and naturally decay-resistant species such as cedar, cypress, or redwood, and finish them with a coat of paint or stain. Also, composite decking board may be used without paint or stain.
- Install porch and deck railings with a railing both above and beneath the balusters.
- Do not construct deck railings so that the pickets are attached directly to the deck flooring or the fascia board. Pickets must be attached to the bottom rail.

Lighting

- Exterior lighting located within public view should be appropriate to, and consistent with, the architectural style of the structure. For example, an arts and crafts style front porch light would not be appropriate for a colonial era structure; a carriage style light would be more appropriate.
- Light fixtures mounted on poles should also be appropriate to, and consistent with, the architectural style of the structure. This standard applies to the fixture, pole, and pole base.
- Fixtures shall utilize an incandescent lighting source.
- Utilitarian fixtures or bare bulbs shall not be permitted in the Historic District.
- Avoid using bright floodlights.

DEMOLITION

Demolition erodes the physical fabric of the Historic District and often adversely affects a neighborhood. The destruction of a historic structure, or an archaeological site, is an extreme and irreversible action not to be undertaken lightly. It should be considered only after all other alternatives - such as resale, rehabilitation, and relocation - have been exhausted. The Comprehensive Plan supports the preservation of the Town's historic resources therefore, there must be a compelling reason to demolish a historic structure.

The negative effects of historic building removal may be reduced by carefully documenting the appearance of a building and its site and by salvaging historic materials for reuse. Historic buildings should not be removed from their original sites without having redevelopment plans for the property. Similarly, major changes of grade *(>10,000 SF of land disturbance)* can also destroy a historic landscape or archaeological site. A phase one archaeological survey of the property should be conducted to establish the historical significance of the site, if any.

Process

- Applicants must provide a written statement explaining the reason for the demolition or major land disturbance and describe alternatives and why such alternatives are not considered feasible.
- In some instances, the ARB may require a structural analysis of the building by a licensed professional engineer regarding the structural integrity of a building prior to a demolition permit decision.
- If an applicant is successful in demonstrating that a historic structure is a candidate for demolition the ARB may approve the demolition request with one or more of the following conditions, depending on the circumstances surrounding the request:
  1. Complete, professional, photographic documentation of the interior and exterior of the building, including black and white print and digital images.
  2. Phase I archaeological survey of the property to determine if the property yields information important to the Town's history.
  3. The applicant must demonstrate that the site will be prepared and maintained in accordance with a landscape plan or an approved development plan once the building has been demolished or the landscape altered.
  4. The demolition may occur only following receipt of a building permit for the new construction, as well as any applicable land disturbing permits.

APPENDIX A: APPLICATIONS

- CERTIFICATE OF APPROPRIATENESS
- SIGN DESCRIPTION FORM

TOWN OF DUMFRIES
17755 Main Street, P.O. Box 56
Dumfries, VA 22026
(703) 221-3400

File No. _____

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Application is hereby made for a Certificate of Appropriateness in accordance with the description and purpose set forth. These requirements are agreed to by the undersigned and are a condition necessary for the approval of this certificate.

The application shall be filled out completely.

Date: _____ Zoning District: _____

Property Owner: _____ Owner's Signature: _____

Property Owner's Address: _____

Property Owner's Phone #: _____

Applicant: _____ Applicant's Signature: _____

Applicant's Street Address: _____

Applicant's Mailing Address: _____

Applicant's Phone #: _____

Description of proposed project *(The definition of a project is the erection, construction, reconstruction, alteration, demolition, moving or restoration of any structure, building, sign, or land disturbance >10,000 SF within the H-1, Historic Overlay District.).*

_____

_____

_____

_____

Will there be land disturbance? _____ If so, how much? _____
(Town staff may require certification of this amount)

_____ Demolition _____ Painting _____ Addition _____ Alteration

_____ Remodel _____ Reapplication _____ New Const. _____ Moving

_____ Other (specify)

Please provide samples and plans.

☐ Cultural Resources Assessment (by Prince William County)
[Demolition, New Commercial Construction, or Major Land Disturbance (>10,000SF)]

Note: In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits. Any such permits shall not be issued for any work until a Certificate of Appropriateness has been approved in accordance with Article VIII of the Town of Dumfries Zoning Ordinance.

Staff Review Verification:

- ☐ Cultural Resources and Records Check (by Prince William County)
- ☐ No Demolition, New Commercial Construction, or Major Land Disturbance (>10,000SF) to warrant a Phase I Archaeological Survey.
- ☐ Applicant has been advised of the value of a Cultural Resources Assessment.

Architectural Review Board Approval:

Subject to the following conditions:

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Architectural Review Board Chair Date

_____ _____

Architectural Review Board Secretary Date

Must be signed by ARB Chair and stamped and signed by ARB Secretary.

TOWN OF DUMFRIES
17755 Main Street, P.O. Box 56
Dumfries, VA 22026
(703) 221-3400

File No. _____

ARCHITECTURAL REVIEW BOARD

SIGN DESCRIPTION FORM

The application shall be filled out completely.

Materials: _____

Background Color: _____

Lettering Color(s): _____

Symbol Color(s): _____

Lettering Style: Block _____ Script_____ Old English_____

Other (please describe): _____

Location/Placement: _____

Wall mount Sign: _____ Projecting Sign: _____ Freestanding Sign _____

Window Sign _____ Awning Sign: _____

Will the sign be lighted? Yes _____ No _____
Flashing lights, electronic message boards, and internally illuminated plastics signs are not permitted. Signs shall be indirectly lit.

If yes, please describe: _____

_____

Note: Overall appearance and installation must be of professional quality.

Please draw a sketch of the proposed sign below, showing dimensions:

(For Town Staff Only)

Complies with *Town Code Section 70-14.* Town of Dumfries Zoning Ordinance.

Zoning Administrator: _____ Date: _____

APPENDIX B:

APPROVED COLOR CHART

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The Historic Colors of America color chart is from Historic New England (www.historicnewengland.com), and the colors are available from various paint suppliers.

BEETROOT	WINTER HARBOR	SAYWARD PINE
MADDER	SAXON BLUE	JEWETT WHITE
COVERED BRIDGE	ROBIN'S EGG	PLYMOUTH BEIGE
ALDEN TILL	GLACIER BAY	WILD OATS
FLOWERING CHESTNUT	CHINA ASTER	YARMOUTH OYSTER
ROSELAND	TORY BLUE	PARSNIP
SHAKER RED	BOLD BOLECTION	LANGDON DOVE
CODMAN CLARET	BILOXI BLUE	JACKSON ANTIQUE
STAGECOACH	BOWEN BLUE	PHELPS PUTTY
RICHARDSON BRICK	SEAL BLUE	BAYBERRY WAX
REDROCK CANYON	NEWPORT INDIGO	SANDY BLUFF
COGSWELL CEDAR	VOLUTE	FLAXEN FIELD
PORTSMOUTH SPICE	ASHER BENJAMIN	RAIN BARREL
CLEMENTINE	MUTED MULBERRY	PETTINGILL SAGE
INDIA TRADE	CONCORD GRAPE	WOOLY THYME
PUMPKIN	PLUM ISLAND	BURNISHED PEWTER
ANDOVER CREAM	BEAUPORT AUBERGINE	MILKWEED
PALE ORGANZA	AMELIA	PITCH PINE
EMMA	HAWTHORNE	STURGIS GRAY
LADY BANKSIA	ELISE	NANKEEN
JONQUIL	COTTAGE GREEN	WINTER MEADOW
KNIGHTLEY STRAW	MARRETT APPLE	COASTAL SAND
ASIAN JUTE	HIS.MORNING DEW	BRITCHES
GEORGIAN YELLOW	MELVILLE	TOFFEE
GOLDENROD	CORAL SPRINGS	GINGER ROOT
CURRY	BRISTOL GREEN	MAPLE
FARMHOUSE OCHRE	LONGFELLOW	BEAN POT
ENGLISH BARTLETT	VISCAYA	PALOMINO
GABLE GREEN	VENETIAN GLASS	PORTOBELLO
DANISH PINE	GREEN BONNET	TANKARD GRAY
CANYON GOLD	WAINSCOT GREEN	HITCHING POST
BARRETT QUINCE	WHISPERING WILLOW	CUMMINGS OAK
YORK BISQUE	BROOKSIDE	BROWNSTONE
LYMAN CAMELLIA	VERANDA BLUE	OTIS MADEIRA
WOODSTOCK ROSE	GRASSHOPPER	LIBERTY
TAILOR'S BUFF	BLUE WINGED TEAL	BURNT UMBER
BLONDE LACE	GRASSY MEADOW	HICKORY NUT
MOUNTAIN LAUREL	PHILLIPS GREEN	TYSON TAUPE
RUNDLET PEACH	BOARDMAN	WOODEN NUTMEG
TUDOR ICE	WARREN TAVERN	BARGEBOARD BROWN
APPLETON	HAZELWOOD	RAWHIDE
LUCINDA	NEWBURY MOSS	CHOCOLATE
BULFINCH BLUE	PICHOLINE	QUINCY GRANITE
EMILY	AMISH GREEN	VINAL HAVEN
CITADEL BLUE	BAIZE	MONUMENT GRAY
MEETINGHOUSE BLUE	GEDNEY GREEN	FIELDSTONE
LEXINGTON BLUE	POINTED FIR	GROPIUS GRAY
STANDISH BLUE	BRATTLE SPRUCE	POLISHED PEWTER
PORTSMOUTH BLUE	WINTER BALSAM	VERMONT SLATE
ROCKY HILL	MOSS GLEN	