

# ARCHITECTURAL REVIEW BOARD MEETING

DUMFRIES TOWN HALL—CONFERENCE ROOM

TUESDAY, NOVEMBER 19, 2013— 6:00 P.M.

---

---

## AGENDA

- I. ROLL CALL
- II. NEW BUSINESS
  - A. Review of Sign Permit application for Jehovah's House, located at 17740 Main Street.
  - B. Review application for roof repair at 17775 Main Street.
  - C. Review of Sign Permit application for Town of Dumfries sign located at 17755 Main Street, Dumfries, VA 22026.
- III. OLD BUSINESS
- IV. ADJOURNMENT



**TOWN OF DUMFRIES**  
17755 Main Street / P.O. Box 56  
Dumfries, Virginia 22026  
Tel. (703) 221-3400 / Fax (703) 221-3544  
Website: [www.dumfriesvirginia.org](http://www.dumfriesvirginia.org)

---

**Date:** November 19, 2013

**Memorandum For:** Members of the Architectural Review Board

**From:** Laura O'Dell, Zoning Administrator

**Re:** Architectural Review Board Meeting 11-19-13

A sign permit application was submitted for Jehova's House, located at 17740 Main Street. This is located in the Historic District. The freestanding sign will be 9 square feet in area and will be identical to the building mounted sign previously approved by the ARB on June 7, 2013. The sign will be located in front of the building. Please find attached the sign permit application for your review. The applicant also wishes to display merchandise in front of the building, the goods will only be displayed during business hours.

An application for a Certificate of Appropriateness has been submitted by Star Investments, owner of 17775 Main Street. The property owner is applying to install a new roof on the building. The roof will be a firestone TPO roofing membrane, and off white in color. A sample of the color and roofing material will be provided to you at the November 19th meeting.

In addition you will find a sign permit application as submitted by the Town for the newly erected sign located at 17755 Main Street, Dumfries, VA 22026. The sign area is 6 feet tall by 5 feet wide, totaling 30 square feet in area. The sign uses outdoor readerboard letters for daily/weekly messages for Town residents. This sign permit application has been previously reviewed at the August ARB meeting. At this meeting the ARB decided to not vote on the application until the sign met Zoning Code regulations. An interpretation has been made declaring 17755 Main Street a complex. Freestanding signs on a complex or multiple tenant site can be up to 30 square feet in area per Town Code Sec. 70-13 (F)(4)(b).

If you have any questions regarding this memo, please contact me by phone at (703) 221-3400 ext. 118 or by e-mail at [lodell@dumfriesva.gov](mailto:lodell@dumfriesva.gov)



DUMFRIES, VIRGINIA

17755 Main Street  
Dumfries, Virginia 22026-2386  
703-221-3400

www.dumfriesva.gov

Received 11/15/13  
FOR DEPOSIT ONLY  
TOWN OF DUMFRIES

Taxes current  Yes  No

PAID  
NOV 15 2013  
TOWN OF DUMFRIES, VA  
paid stamp

### APPLICATION TO ALTER, ERECT, REFACE OR RELOCATE A SIGN

**Permanent Sign Fee: \$37.74      Temporary Sign Fee: \$75.84**

(a separate application and fee are required for each sign, and additional permits may be required)

Business: JEHOVAH'S HOUSE THRIFT STORE Site Address: 17740 MAIN ST. DUMFRIES, VA 22026

Identify Sign Lettering WHITE WITH RED LETTERING

Illumination:  Internal  External  None

PLEASE FILL IN APPROPRIATE BOXES AS TO THE TYPE OF SIGN YOU ARE APPLYING FOR

FREESTANDING SIGN	
Sign Dimensions	<u>3</u> ft x <u>3</u> ft
Sign Area	<u>1296</u> SQ FT.
Height of Sign	<u>3 FT</u> Feet
Lot Frontage	Feet
Distance from Right of Way/Property Line	<u>2</u> Feet

FAÇADE SIGN	
Sign Dimensions	_____ ft x _____ ft
Sign Area	SQ FT.
Building façade length	Feet
Projection from building	Feet

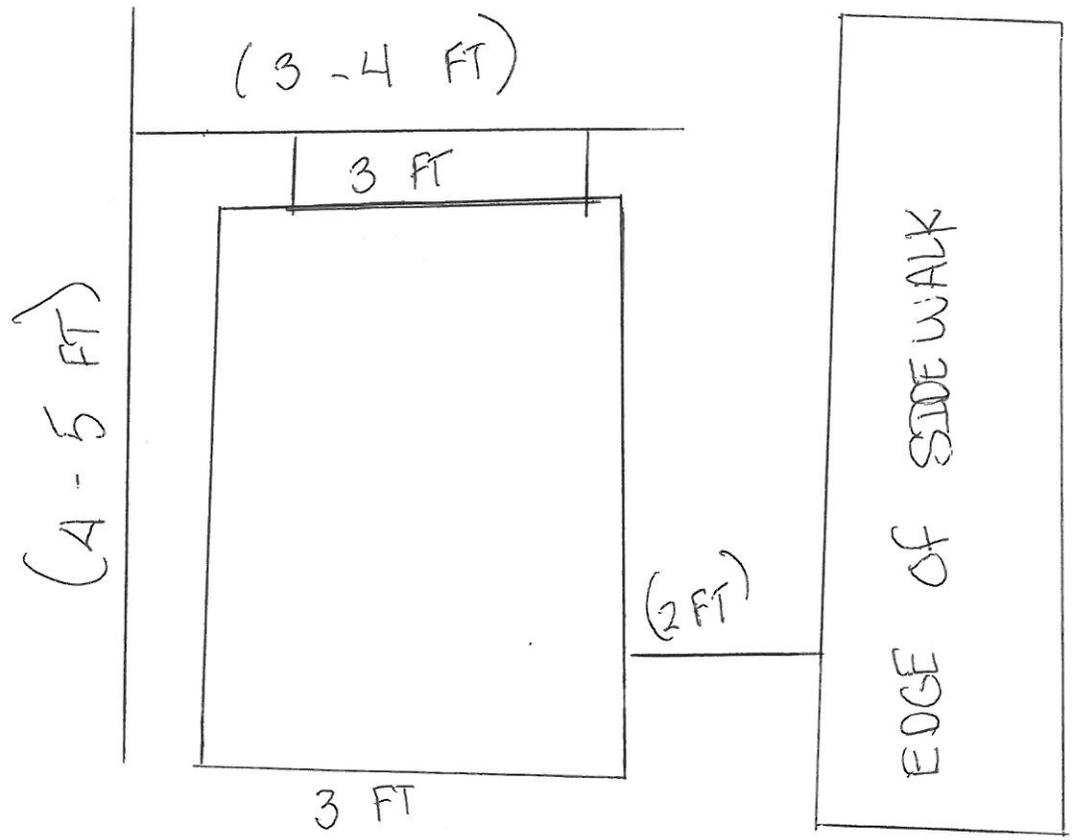
TEMPORARY SIGN	
Sign Dimensions	_____ ft x _____ ft
Sign Area	SQ FT.
Grand Opening or Temporary Sale?	Grand opening

Name CHURCH ON THE ROCK MINISTRIES  
Please Print  
Address 17742 MAIN ST  
DUMFRIES, VA 22026

Applicant  
Signature Joseph Graham  
Phone 571-330-3068  
Email PASTORGRAHAM@TCOTRM.ORG

- The sign permit is null and void should the sign not be erected within six (6) months from the date of issuance, or if any information in the application is found to be false or inaccurate.
- All sign regulations are subject to interpretation by the Zoning Administrator, and Section 70-14 of the Town of Dumfries Zoning Ordinance. The Town is not responsible for any delays in processing the application if the information is found to be inadequate or incomplete.
- Incomplete applications will be returned. Denied applications are nonrefundable.

JEHOVAH'S HOUSE THROFT STORE  
17740 MAIN ST  
DUMFRIES, VA 22026  
(703) 441-2700



**Jehovah's House  
Thrift Store**

**CLOTHING • FURNITURE  
ELECTRONICS  
JEWELRY & FREE ITEMS!**

**WE ACCEPT DONATIONS, WHICH ARE TAX DEDUCTIBLE**

**703-441-2700**

**[www.JHTThriftStore.org](http://www.JHTThriftStore.org)**



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: 11/08/13 Zoning District: B2  
Property Owner: Star Investments, inc. Owner's Signature: For Michael Olwan  
Property Owner's Address: 8614 Cherry DR. Fairfax, VA 22031  
Property Owner's Phone #: 703-350-3956  
Applicant: Michael Olwan Applicant's Signature: Michael Olwan  
Applicant's Street Address: 8614 Cherry DR. Fairfax, 22031  
Applicant's Mailing Address: Same  
Applicant's Phone #: 703-350-3956

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.)

The galvanized metal roof of the building has shown a lot of distress over the last five years, frequent leaks and spot patching and repairs too often, we want to cover it with Firestone TPO Roofing membrane

Will there be land disturbance? no If so, how much? N/A  
(Town staff may require certification of this amount)

Demolition  Painting  Addition  Alteration  
 Remodel  Reapplication  New Const.  Moving N/A  
 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.



DUMFRIES, VIRGINIA

17755 Main Street  
Dumfries, Virginia 22026-2386  
703-221-3400

www.dumfriesva.gov

date stamp

dums print

Taxes current  Yes  No

APPLICATION TO ALTER, ERECT, REFACE OR RELOCATE A SIGN

Permanent Sign Fee: \$37.74 Temporary Sign Fee: \$75.84  
(a separate application and fee are required for each sign, and additional permits may be required)

Business: Town of Dumfries Site Address: 17755 Main Street, Dumfries, VA 22026

Identify Sign Lettering Information board for Town Hall with lettering

Illumination:  Internal  External  None

PLEASE FILL IN APPROPRIATE BOXES AS TO THE TYPE OF SIGN YOU ARE APPLYING FOR

FREESTANDING SIGN	
Sign Dimensions	<u>7</u> ft x <u>5</u> ft
Sign Area	35 SQ FT.
Height of Sign	5 Feet
Lot Frontage	<u>117</u> Feet
Distance from Right of Way/Property Line	<u>4</u> Feet

FAÇADE SIGN	
Sign Dimensions	<u>6</u> ft x <u>5</u> ft
Sign Area	<u>30</u> SQ FT.
Building façade length	Feet
Projection from building	Feet

TEMPORARY SIGN	
Sign Dimensions	_____ ft x _____ ft
Sign Area	_____ SQ FT.
Grand Opening or Temporary Sale?	Grand opening

Applicant

Name Town of Dumfries Signature \_\_\_\_\_  
Please Print

Address 17755 Main St. Phone \_\_\_\_\_

Dumfries, VA 22026 Email \_\_\_\_\_

- The sign permit is null and void should the sign not be erected within six (6) months from the date of issuance, or if any information in the application is found to be false or inaccurate.
- All sign regulations are subject to interpretation by the Zoning Administrator, and Section 70-14 of the Town of Dumfries Zoning Ordinance. The Town is not responsible for any delays in processing the application if the information is found to be inadequate or incomplete.
- Incomplete applications will be returned. Denied applications are nonrefundable.

SIGN PERMIT CRITERIA

<u>MINIMUM SUBMISSION REQUIREMENTS</u>		Yes	No	N/A
For all signs, submit two copies of a sign design drawing showing:	Sign dimensions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Type of illumination, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Color (background, font, logo)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify sign lettering or content (including logo, if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installation method	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
For façade signs, design drawings should include:	Locations of the sign on the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Length of building or unit façade on which the sign will be mounted	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Projection from building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For new signs, include:	A building permit application form	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
For refacing or replacing an existing sign:	Submit a dated photograph of each sign at its existing location	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
For freestanding signs, drawings should include:	Setback of each free-standing sign from the property lines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For freestanding signs over 20 feet in height, include:	A wind-load calculation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For illuminated signs, include:	Submit an electrical permit application form	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
For properties in the Historic Overlay District:	Submit a copy of the Certificate of Appropriateness obtained from the ARB including all approved drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Signs Prohibited in All Circumstances**

Prohibited signs:

- Signs that move, flutter, or rotate
- Signs that consists of banners, posters, pennants, ribbons, streamers, strings of light bulbs, or spinners, except temporary banners with a permit
- Signs with flashing or intermittent lights
- Signs attached to, or placed on, a vehicle or trailer except decals, magnetic signs or paint used in the daily function of the business to which such signs relate

**For all allowable signs, A sign permit is required for each and every sign.**

This includes needing a sign permit for:

- |                |                      |                  |
|----------------|----------------------|------------------|
| • Wall signs   | • Neon signs         | • Banners        |
| • Window signs | • Freestanding signs | • Advertisements |

## SIGN PERMIT REGULATIONS, GENERALLY

(for complete sign regulations, see Section 70-14 of the Town Zoning Ordinance)

**A sign permit is required for each and every sign unless listed below as not needing a permit.**

### B-1 Façade signs

#### Signs allowed

- Wall signs
- Projecting signs less than 10 square feet
- Roof signs that do not project above the roofline
- Marquee signs
- Canopy signs less than 3 square feet
- Awning signs only on the drop leaf with letter less than 8" tall
- Window signs (cannot occupy more than 25% of a window)
- Storefront neon signs less than 3 square feet

#### Size restrictions

- Single-tenant buildings cumulative signage (per road frontage)
  - At least 20 square feet is guaranteed regardless of building frontage. Maximum 100 square feet, or 1 square foot per foot of building frontage, whichever is less.
- Multi-tenant buildings cumulative signage per tenant (per road frontage)
  - At least 20 square feet is guaranteed regardless of building frontage. Maximum 100 square feet, or 1 square foot per foot of building frontage, whichever is less.

### B-1 Freestanding signs

- Single-tenant buildings - 1 sign per building
  - 50 square feet
  - 20 feet high
- Shopping Center & Multi-tenant buildings - 1 sign only saying the name of the complex and businesses there
  - 75 square feet
  - 20 feet high

### B-2 Façade signs

#### Signs allowed

- Wall signs
- Canopy signs less than 3 square feet
- Awning signs only on the drop leaf with letter less than 8" tall
- Window signs (cannot occupy more than 25% of a window)
- Storefront neon signs less than 3 square feet

#### Size restrictions

- Single-tenant buildings cumulative signage (per road frontage)
  - At least 20 square feet is guaranteed regardless of building frontage. Maximum 75 square feet, or 1 square foot per foot of building frontage, whichever is less.
- Multi-tenant buildings cumulative signage per tenant (per road frontage)
  - At least 20 square feet is guaranteed regardless of building frontage. Maximum 75 square feet, or 1 square foot per foot of building frontage, whichever is less.

### B-2 Freestanding signs

- Single-tenant buildings - 1 sign per building
  - 20 square feet
  - 12 feet high
- Multi-tenant buildings - 1 sign only saying the name of the complex and businesses there
  - 30 square feet
  - 12 feet high

### Temporary signs & Banners

Temporary signs and banners require a permit and are only allowed for 30 days, and must be for:

- Temporary grand openings, or
- Special sales

These signs are subject to these size limitations:

- In the B-1 zone, 25 square feet
- In the B-2 zone, 20 square feet

### Signs not requiring a permit

Permanent signs not requiring a permit:

- Public, governmental, or civic flags
- Addresses on buildings
- Parking lot identification and direction signs less than 5 square feet
- “No hunting,” “No fishing,” and “No trespassing” signs less than 5 square feet
- Subdivision entrance signs less than 50 square feet
- Public, charitable, educational, or religious institution signs less than 25 square feet
- Directional signs identifying restrooms, public telephones, and freight entrances less than 5 square feet
- Signs naming the occupant or tenant of a building less than 2 square feet
- A lone sign less than 4 square feet in area does not need a permit, however:
  - Multiple signs are considered together as total sign area under the code. For example:
    - Four (4) 1-square-foot signs on the same building frontage do not need a permit.
    - Two (2) 3-square-foot signs on the same building frontage do need a permit (because the total sign area is now considered 6 cumulative square feet).

Temporary signs not requiring a permit:

- Seasonal displays and decorations not advertising a product, service, or entertainment
- Construction signs which identify the architects, engineers, contractors, and other individuals or firms involved with the construction, but not including any advertisement of any product
- Temporary window signs less than 2 square feet
- Real estate signs advertising the sale, rental, or lease of the premises, or part of the premises on which the signs are displayed, subject to these size limitations:
  - In the B-1 zone, 75 square feet for Shopping center signs, 50 square feet for all others
  - In the B-2 zone, 30 square feet for multifamily dwellings, 20 square feet for all others
  - In residential zones:
    - 40 square feet for signs set back at least 25 feet from the front lot line
    - 12 square feet for all others



# SCHOOL OUTFITTERS

www.schooloutfitters.com  
1-800-260-2776  
3736 Regent Ave.  
Cincinnati, Ohio 45212-3724

### For assistance, please contact:

Michelle Booher  
Phone: 866-619-5306  
Fax: 866-619-4306  
michelle.booher@schooloutfitters.com

## Order Confirmation

Order # ORD1497847

Apr 26, 2013  
Page 1 of 2

<b>Bill To</b> Town of Dumfries Accounts Payable 17755 Main St  Dumfries, VA 22026-2386 USA Phone: 1 (703) 221-3400 Fax: Email: tmyers@Dumfriesva.gov Customer PO: PW-13-024	<b>Ship To</b> Town of Dumfries Terry Myers 17755 Main St  Dumfries, VA 22026-2386 USA Phone: 1 (703) 221-3400 Fax: Email: tmyers@Dumfriesva.gov
--	---

SKU #	Description	Qty	List	% off	Your Cost (Including options)	Ext. Cost
1. UVP-UVDFN76H	HEAVY-DUTY DOUBLE-SIDED OUTDOOR READERBOARD - NON-ILLUMINATED (84" W X 13 1/2" D X 60" H) OPTIONS: Add Readerboard Lawn Pedestals? - Yes \$468.99	1	\$7,215.00	39.08%	\$4,394.98	\$4,394.98
<b>ESTIMATED DELIVERY DATE IS 06/04/2013. IF PAYMENT IS CONFIRMED AFTER 2 PM ET, PLEASE ADD AN ADDITIONAL DAY.</b>						
2. UVP-CBA48-3	OUTDOOR READERBOARD LETTERS (4" LETTERS ON 5" CARDS)	1	\$289.00	38.41%	\$177.99	\$177.99
<b>ESTIMATED DELIVERY DATE IS 06/04/2013. IF PAYMENT IS CONFIRMED AFTER 2 PM ET, PLEASE ADD AN ADDITIONAL DAY.</b>						

Shipping & Handling Breakdown

These charges make up your shipping & handling total:

Items shipping from: Shipping Via: Cost:

United Visual Products	*LTL-BEST* DELIVERY SERVICES INCLUDE: Lift Gate	\$84.00
------------------------	--	---------

Shipping & Handling Total: \$84.00

Product SubTotal: \$4,572.97  
Shipping & Handling: \$84.00  
Sales Tax: \$0.00  
Grand Total: \$4,656.97

Payment Information	
Date Received	4/26/2013
Payment Method	Purchase Order
Type of Card	
C.C. / Check Number	
Exp	
Purchase Order No.	PW-13-024

If you are paying with a credit card, your card will be charged the day you order. In cases where your order does not ship immediately, this would be considered a prepayment.

Important notes about this order:

FREE TAIL GATE DELIVERY- Shipping is Lift gate delivery (driver takes items off of the truck, but no further). Inside delivery is available for additional charges. Please inspect immediately upon receipt and report damage or other issues BEFORE 10 calendar days to customer service @ 866-619-1776~ Thank you! ~ Michelle Booher (Direct Toll Free 866-619-5306 Direct Fax 866-619-4306). HEADER TO READ:TOWN OF DUMFRIES PO#PW-13-024

Thank you for your business.

**TOWN OF DUMFRIES**

**FALL FESTIVAL**  
**9-14 11:00AM**

**SUMMER CONCERT SERIES**  
**8-23 & 9-6 5:00PM**

**WWW.DUMFRIESVA.GOV**

08.13.2013

# TOWN OF DUMFRIES

FALL FESTIVAL  
**9/14 11:00 AM**

SUMMER CONCERT SERIES  
**8/23 & 9/6 5:00PM**

[WWW.DUMFRIESVA.GOV](http://WWW.DUMFRIESVA.GOV)

08.13.2013