

Historic District Review Board

Special Session Agenda

March 24, 2015

6:00 P.M.

Town Hall

1. Call to Order; Roll Call
2. Invocation and Pledge of Allegiance
3. Consent Agenda
 - A. Approval of Agenda Format
4. New Business
 - A. Consideration of current fee in comparison to other Historic Review and Architectural Review Boards in Virginia
 - B. Consideration of current new construction guidelines in comparison to other Virginia municipalities
 - C. Consideration of status of "prospective" or "future" property owner as having standing to approach the Board with pre-purchase questions
5. Old Business
6. Announcements
7. Adjourn

Historic District Review Board Staff Report

From: Larry DiRe

Date: March 19, 2015

Item: 4A – Consideration of current fee in comparison to other Historic Review and Architectural Review Boards in Virginia

Attachments: Various applications and fee schedules

Discussion

At the February 24, 2015 Regular Session meeting the issue of current application fee and potential fee required for additional special meetings was raised as an item for Board review. The specific instance inspiring that discussion pertained to an applicant who did work on a new home construction project that was not in conformity with his original application, or the specifics of the Town-issued Certificate of Appropriateness. That applicant's actions resulted in a stop work order, additional staff time, and a special meeting to address the unapproved construction. As a result of that process, the Board wanted to consider the possibility of charging an additional fee for special meetings resulting from an applicant's non-conforming activities. At the February 24th meeting the Board directed staff to look into the fee structures of other Virginia communities to determine where the Town's current \$50.00 application fee fit in with other communities, and to determine if other communities impose an additional fee for special\called meetings resulting from applicant's misconduct.

Staff conducted a fee schedule search through the internet and by placing several phone calls to other Virginia municipalities. That information is contained in several sources including adopted fee schedules and on the application itself. Several municipalities stated they have not reviewed their application fee structure for a protracted period of time, so their fees may not reflect current cost of staff time and other costs to process applications. Application processing costs are not fixed in time, so periodic fee review is a reasonable task. For example, currently the Town's photocopying lease accounts for a cost of \$0.01 (that is one penny) per black and white copy and \$0.09 (nine cents) per color copy. There is a material cost to assemble Board meeting agenda packets. Applicants who require re-appearing before the Board impose an additional material cost for those meetings. No additional revenue is collected after the initial application fee to offset those additional costs. In no event should it be expected that fees cover the entire materials and staff cost to process an application. At the same time, applicants who through their own actions require additional staff and Board consideration are benefitting from the one-time only imposed fee in a way that other applicants who do not require that additional staff time and Board consideration are not.

The attached fee schedules and applications all address application processing costs for work on existing structures and/or new construction in historic districts. The table below presents that information in an ascending manner from lowest to highest applicant cost.

Recommendation

Review the attached materials and discuss any questions or concerns regarding the application fee structure currently in place. Decide whether the Board finds that changes to the current fee structure are appropriate and, if so, direct staff to bring that decision to the Town Council for their consideration during the current Fiscal Year 2016 budget preparation process.

<u>Municipality</u>	<u>Fee \$</u>	<u>Notes</u>
Waynesboro	\$350	Structure demolition or relocation within a historic district
Middleburg	\$300; \$125; \$75	Certificate of Appropriateness: 300 new construction and additions; 125 exterior alterations & accessory structures > 5,000 75 exterior alterations & accessory structures < 5,000
Cape Charles	\$50	Flat fee
Stephens City	\$50; varies	Site plan review by Town Planner including historic district
Strasburg	\$30; \$60; \$100	30 minor modifications; 60 major modifications and new construction; 100 major modifications commercial. All fees waived for Fiscal Year 2014/2015
Scottsville	\$20	Flat fee
Warrenton	\$15	Flat fee
Occoquan	\$10	Flat fee
Portsmouth	0\ \$250-\$1000	No fee if no work prior to approval\250+ if work begun prior to approval
Culpepper	0; \$100	Architectural compatibility finding; Historic District violation

Historic District

Application for Proposed Improvements



Town of Strasburg
Economic Development and Planning Department
174 East King Street
PO Box 351
Strasburg, VA 22657
540-465-9197

Updated May 21, 2014



Town of Strasburg
Economic Development and Planning Department
174 East King Street
PO Box 351
Strasburg, VA 22657
540-465-9197

APPLICATION FOR PROPOSED IMPROVEMENTS IN THE HISTORIC DISTRICT

Application Instructions

1. **APPLICATION FORM:** Complete the application form on Page 4. Please note that *all* fields **MUST** be completed in order for your application to be processed. Do not fill in the shaded fields – they will be completed by Town staff.
2. **SUPPLEMENTARY INFORMATION:** Pursuant to Town Code Section 46-5, you **MUST** provide all of the following information based on the type of application (minor modification, demolition, etc.):

Minor Modification:

1. A written description that includes:
 - a. A list of all proposed modifications to existing and/or proposed buildings;
 - b. A timeline of when construction of the proposed modifications will commence and be completed; and,
2. An application fee as set forth by the Town Council.

Major Modification:

1. A scaled and dimensioned site plan of the property showing all existing and/or proposed buildings and structures including fences, porches, and other site features.
2. A written description that includes:
 - a. A list of all proposed modifications to existing and/or proposed buildings;
 - b. A timeline of when construction of the proposed modifications will commence and be completed; and,
 - c. A narrative of the history of the buildings, structures, and site including age of the buildings and structures, previous owners, current and past uses, and any other pertinent information.
3. Architectural elevations and photographs of all existing and/or proposed buildings and structures showing the location and extent of the proposed modification(s). The exhibits should clearly show the form and style of the buildings and structures including the height, mass, scale, architectural details, fixtures (decorative or functional), materials, and colors.
4. Cut sheets, specifications, photographs, samples, or other media indicating the materials and colors proposed for the modification.
5. An application fee as set forth by the Town Council.

Demolition:

1. A scaled and dimensioned site plan of the property showing all existing and/or proposed buildings and structures including fences, porches, and other site features. The plan shall indicate which buildings, structures, or features are proposed for demolition and those which will remain in place.
2. A written description that includes:
 - a. A list of all structures proposed for demolition;
 - b. A timeline of when demolition will commence and be completed; and,
 - c. A narrative of the history of the buildings, structures, and site including age of the buildings and structures, previous owners, current and past uses, and any other pertinent information.
3. Architectural elevations and/or photographs of all existing and/or proposed buildings and structures showing the location and extent of the proposed demolition.
4. An application fee as set forth by the Town Council.



Town of Strasburg
 Economic Development and Planning Department
 174 East King Street
 PO Box 351
 Strasburg, VA 22657
 540-465-9197

Application Num. _____
 (office assigns)

Total Fee Due: _____
 Total Fee Received: _____

HISTORIC DISTRICT APPLICATION FORM

APPLICANT	NAME	
	ADDRESS	
	PHONE	FAX
	EMAIL	
PROPERTY INFORMATION	OWNER	
	ADDRESS	
	TAX MAP NO.	LAND AREA
	ZONING DISTRICT	FLOOD PLAIN
PERMIT REQUEST INFORMATION	TYPE OF REQUEST <input type="checkbox"/> Minor Modification (\$30) <input type="checkbox"/> New Construction/Addition (\$60) <input type="checkbox"/> Major Modification Residential (\$60) <input type="checkbox"/> Demolition (\$60) <input type="checkbox"/> Major Modification Commercial (\$100)	
	DESCRIBE THE PROPOSED IMPROVEMENT(S) (use additional paper as needed)	
REVIEW	DATE RECEIVED	
	APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVAL DATE
	TAXES PAID <input type="checkbox"/> YES <input type="checkbox"/> NO	EXPIRATION DATE
	APPROVAL SIGNATURE	

5-5.4 Appeals to the Board of appeals: (a) An appeal to the Board may be taken by any person aggrieved or by an officer, department, board or bureau of the Town affected by any decision of the administration or from and order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of code of Virginia §15.2-2280 et. Seq. The recipient has a right to appeal in writing a notice of appeal specifying the grounds thereof the notice of a zoning violation or a written order within 30 days in accordance with this section, and that the decision shall be final and un-appealable within 30 days.

By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized representative. I do also hereby authorize Town of Strasburg staff on official business to enter onto the subject property as necessary to process the application.

 Print Name of Owner/Agent

 Signature of Owner/Agent



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential

This application must be filed at Town Hall **by noon on the Wednesday** prior to the Architectural Review Board meeting, which is regularly scheduled on the first Tuesday of each month at 7:30 p.m. in Town Hall. The Board requires that actual paint color samples and product brochures (and a photograph of the structure if there is to be a change to the structure's exterior) accompany this form. Applicants are encouraged to refer to the Guidelines (Residential and Commercial) which are available for review at Town Hall and online at www.occoquanva.gov. The applicant or a representative must be present at the meeting, during which the ARB will review the application.

Name: _____

Mailing Address: _____

Phone: (_____) _____ Date Submitted: _____

Project Address: _____

Work is scheduled to begin (date): _____

Roof and Roofing

Pitch: _____ Material: _____ Color: _____

Dormers

Pitch: _____ Material: _____ Color: _____

Windows

Dimensions: _____ Window Placement: _____

Grid Pattern/Color: _____ Grid Profile: _____

Shutter Color: _____ Trim Paint Color: _____

Material(s)

Brick, stucco, siding, etc.: _____

Color(s): _____ Pattern: _____

Mortar Color: _____ Joint Pattern: _____

Doorway(s)

Design/Pattern: _____

Column Size: _____ Porch Post(s) Size: _____

Spindle Design: _____ Color(s): _____

Light Fixtures (color/style/placement): _____

Fences, walls, decks

Material(s) (wood, brick, stucco, etc.): _____

Color(s): _____

Pattern: _____

Decorative Trim and/or Hardware: _____

Mortar Color: _____ Joint Pattern: _____

For new construction or alteration of structure, attach seven copies of scale drawings of the proposal. For new construction, attach a schematics showing building in relation to neighboring buildings.

Landscape Design Plan Attached? Yes No

Applicant's Signature

Chair, Architectural Review Board

Date Submitted: _____

Date Approved: _____

TOWN USE ONLY	
Check No.: _____	Cash Receipt No.: _____
Application Fee: \$10	



CERTIFICATE OF APPROPRIATENESS APPLICATION
(To Demolish or Relocate a Structure within a Designated Historic District)
CITY OF WAYNESBORO, PLANNING DEPARTMENT

Reference City Code Ch. 98, Art. 3-3.3

Application Fee \$350

A.) SITE INFORMATION:

Property Address: _____

Tax Map No./Legal Description: _____

Requesting: DEMOLITION RELOCATION If Relocation, indicate address, zoning, and size of property at new location:

Present Zoning: _____ Comprehensive Plan Designation: _____

Present Use of Structure: _____

Is Property Located in Flood Hazard Area According to Local FEMA Map? YES NO

Is Property Located within the Enterprise Zone? YES NO

Describe Reasons for Requested Demolition/Relocation: (use a separate sheet if necessary): _____

B.) APPLICANT INFORMATION:

Property Owner of Record: _____
(Printed)

Address: _____
(Street Address) (City, State, Zip)

Email Address: _____ Phone #: _____

***Applicant Name:** _____
(Printed)

Address: _____
(Street Address) (City, State, Zip)

Email Address: _____ Phone #: _____

** If applicant is not property owner of record, the Power of Attorney Form is Required (Form A-2).*

FOR OFFICE USE ONLY:

Date Rec'd _____ Fee Paid \$ _____ MS Receipt # _____ Application# _____ Approval Date _____ Not approved

C.) (OPTIONAL) LICENSED PROFESSIONAL [Architect, Engineer, Surveyor, Landscape Architect]:

Firm Name: _____ (Printed) Contact Name: _____ (Printed)

Address: _____ (Street Address) _____ (City, State, Zip)

Phone #: _____ Fax Number: _____

Email Address: _____ Professional License # _____

E.) SELECT PRIMARY CONTACT PERSON FOR STAFF: Owner Applicant Licensed Professional

D.) SIGNATURES:

If applicant is not property owner of record, the Power of Attorney Form is Required (Form A-2).

AFFIDAVIT: The undersigned property owner, or duly authorized agent/representative thereof [check one] certifies that the foregoing information is true and correct to the best of my knowledge and belief; WITH THE UNDERSTANDING THAT ANY INCORRECT INFORMATION SUBMITTED MAY RESULT IN THE DELAY OR RESCHEDULING OF THE REQUIRED PUBLIC HEARING. I hereby authorize the City of Waynesboro to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

Print Name

Daytime phone number of contact

Signature of Owner, Contract Purchaser, Agent

Date

PROCEDURE FOR A CERTIFICATE OF APPROPRIATENESS

[City Code Chapter 98, Article 3.3.3]

Any applicant, including the City, wishing to demolish or relocate a landmark building, or a building or structure within an historic district shall apply for a Certificate of Appropriateness through the City's Planning Department. The Planning Commission is hereby designated as the City's review board.

1. PRE-APPLICATION MEETING

Prior to submitting the application, a pre-application meeting with the Planning Director is required. This meeting will provide basic information on the City's review process including application filing and deadlines. This meeting will also identify expectations for the application materials, level of detail required to recommend approval of the application, and will help identify any problems that could adversely affect review and approval of the application. Contact the Planning Director at (540) 942-6604 to schedule a pre-application meeting.

2. DEADLINE

Deadline for application submission is the **First Thursday of the month.**

3. APPLICATION SUBMITTAL REQUIREMENTS

An application for a Certificate of Appropriateness shall not be deemed complete until the following information is provided:

- Application Form.** A completed application form. All owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required (Form A-2). Faxed or photocopied signatures will not be accepted;
- Application Fee.** The filing fee is **\$350**. Checks should be made payable to the “**City of Waynesboro**”;
- Map.** A map drawn to an appropriate scale of the site depicting the affected property, building(s) or structure(s) and adjacent surrounding properties;
- Photos.** Photographs of the property, building(s) and structure(s) under review;
- Plans.** Specific plans for the property, should the relocation or demolition occur, including, but not limited to, a site plan, a landscape plan, architectural drawings showing plan view and elevation for new structures, proposed building materials with product descriptions and specifications, and plans for lighting and signage. Where a phased plan could affect multiple properties, a master plan for the entire proposed replacement shall be provided;
- Structural Evaluation.** In the case of a demolition request where structural integrity is at issue, the applicant shall also provide a structural evaluation prepared by a qualified structural engineer with cost estimates for rehabilitation;

4. REVIEW AND LEGISLATIVE APPROVALS

The Planning, Zoning, Public Works, Fire, Police, and other City departments will review Certificate of Appropriateness applications and work with the applicant to resolve problems. Once the application is ready, the Planning Director will prepare a staff report and schedule a public hearing with the Planning Commission. At the public hearing, the Planning Commission will review the public’s comments, the application, and the staff report. These inputs will be used to make a recommendation to the City Council on the application.

Following the properly advertised public hearing and after having reviewed relevant information on the matter, the Planning Commission may approve the Certificate of Appropriateness as proposed, or approve the Certificate of Appropriateness with modifications. If the Planning Commission denies the permit, the applicant must file a petition within a year for a “Bona Fide Offer to Sell” to obtain the right to relocate or demolish the structure. The Director of Planning can provide details on the Bona Fide Offer to Sell process.

Schedule of Fines & Fees – Page 5

CODE SECTION	DESCRIPTION	FEE
UTILITIES – TELECOMMUNICATIONS ANTENNAE OR APPURTENANCES		
	Attachment of commercial telecommunications antennae or appurtenances to Town facilities including, but not limited to, water tanks. (4/02) (7/13)	To be negotiated by town manager, \$2,000 min (per provider) per month
	Attachment of non-commercial telecommunications antennae or appurtenances to Town facilities including, but not limited to, water tanks. (7/13)	To be negotiated by Town Manager

PLANNING & COMMUNITY DEVELOPMENT		
	<i>FACILITIES STANDARDS MANUAL</i>	
	Sec. 2.200, Fire Protection Flushing or Testing	\$30
	<i>MISCELLANEOUS – Copies</i>	
	Comprehensive Plan (6/02)	Hard Copy \$30 CD Version \$15
	11” x 17” Maps (pack of 15)	\$10
	Large Transportation Map (30"x 42")	\$10
	Large Future Land Use Map (30" x 42")	\$10
	Facilities Standards Manual	\$20
	Capital Improvements Plan (04/09)	Hard Copy \$20 CD Version \$15
	Maps	\$5 each
	Miscellaneous Documents	\$. 25 each page
	Subdivision Ordinance	\$7
	Water and Sewer Specifications	\$25
	Zoning Ordinance	\$15
	<i>SUBDIVISION ORDINANCE</i>	
§22-38	Penalty for Violation of Chapter	\$10-\$1,000 (each day constitutes a new violation)
§22-108	Minor Subdivision Plats or Plans	\$50
	Final Plat, Record plat (10/03)	5 acres or less \$50 + \$10 per lot More than 5 acres \$100 + \$10 per lot
	Revisions, Subsequent Submissions	\$50
22-118	Vacation of Plat	\$150
	<i>ZONING ORDINANCE</i>	
	Architectural Compatibility Finding	None
§27-377	Amendment Ordinance Request (7/13)	\$300
	Boat Dock Permit - For a 5 year permit (11/10)	\$25
§27-352	Certificate of Occupancy (12/06) (6/09)	\$40
	Re-inspection	\$25
	Weekend or Holiday Re-inspection	\$160 minimum

Schedule of Fines & Fees – Page 6

CODE SECTION	DESCRIPTION	FEE
PLANNING & COMMUNITY DEVELOPMENT, CON'T.		
	Commercial Burning Permit (12/06)	\$25
§27-451	Conditional Use permit (10/03)	\$500
	Home Occupation Permit	\$50
	House Location/Boundary Survey	\$15
§11-43	Permit Parking	\$20 per month
§11-43	Residential Parking Permits	
	1st vehicle if no off-street parking is provided.	\$10
	Each additional vehicle.	\$30
	Each vehicle where off-street is provided.	\$30
	Rezoning Application (10/03)	\$1,000 + \$100/acre
§27-237 & §27-248	Sign Permits	\$1 per sq. ft of sign \$10 Minimum Charge
§27-266	Preliminary Plan, Major Site Plan, and Major Subdivision Submissions (Residential, Commercial & Industrial) (10/03)	\$250+\$20/1,000 sq.ft of site area
	Revision	\$50 per submission
	Single Family on existing lot	\$25
	Duplex on existing lot	\$50
§15-3	Parks & Recreation (05/03) (3/07) (6/09) (7/12)	
	Weekday Pavilion Rental at Yowell Meadow Park	\$25
	Weekday Pavilion Rental at Mountain Run Lake Park	\$25
	Weekend and Holiday Pavilion Rental at either park	\$25
	Major Events Fee at Yowell Meadow Park	\$100
	Major Events Fee at Mountain Run Lake Park	\$100
	Major Events Fee for non-residents at either park	\$300
	Variance Application (10/03) (6/09)	\$300
§27-353	Violations & Penalties: (7/13)	
	Administration & Enforcement (§27-352, §27-353)	\$100
	District Regulations (§27-51, §27-62)	\$100
	Flood Hazard Areas (§27-93)	\$100
	Historic District (§27-127, §27-130, §27-132)	\$100
	Landscaping (§27-158, §27-159)	\$50
	Nonconforming Uses (§27-181, §27-185)	\$100
	Parking (§27-206, §27-209)	\$100
	Signs (§27-238, §27-241, §21-3)	\$50
	Site Plans (§27-262)	\$50
	Towing Inoperable Vehicles (§20-4) (03/04)	\$50 per vehicle
	Watershed Protection District (§27-428, §27-429)	\$100

**TOWN OF MIDDLEBURG, VA
DEVELOPMENT FEE SCHEDULE**

Application Category	Application Type	Fee
Administrative Permits	Zoning Location Permits	<u>New Construction:</u> Residential: \$100 Non-Res.: \$200 <u>Alterations & Additions:</u> Residential: \$50 Non-Res.: \$100 <u>Accessory Structures</u> (inc. decks & fences): \$25 <u>Construction Trailer:</u> \$300 per year
	Occupancy Permit	<u>Residential:</u> \$50 * <u>Commercial:</u> \$100 * * inc. one free inspection; \$100 fee for each re-inspection
	Demolition Permit	\$100
Sign Permits	Permanent Signs	1-10 s.f.: \$50 11-30 s.f.: \$75 >30 s.f.: \$100
	Temporary Signs	\$30 * * fee waived for the following permitted temporary signs: - real estate sale/rent signs - signs attached temporarily to the inside of a window - displays erected in connection with a holiday - signs erected in connection with a political election - signs announcing a special event - real estate sale/rent temporary signs referenced in §199(a)(9)
	Signs Mounted on Town Structures	\$40 * * fee waived for bona fide non-profit / charitable organizations
	Sign Waiver / Modification (§ 205)	\$30 per sign
Certificate of Appropriateness	New Construction & Additions	\$300
	Exterior Alterations & Accessory Structures	Improvements > \$5,000: \$125 Improvements \$5,000 or less: \$75
	Signs	Applicable Sign Fee + \$50
	Amendments to approved applications	\$75
	Appeal to Council	\$300
Misc. Zoning Fees	In-lieu Parking Fee (in accordance with Zoning Ord. provisions)	\$15,000 per space
	Street & Parking Ordinance Council Waiver	\$100
	Exceptions within Historic District - § 182(f)	\$125
	Sign Modifications - § 205	\$30 per sign
	Parking Lot Landscaping Waiver - § 216	\$125
	Readvertise Public Hearing	\$100 plus cost of advertising
	Zoning Determination Letter	\$150

**TOWN OF MIDDLEBURG, VA
DEVELOPMENT FEE SCHEDULE**

Application Category	Application Type	Fee
Site Plan	Site Plan Waiver / Exception	\$200 per waiver
	Concept Plan Review (prior to submission of site plan application)	\$250
	Site Plan with Bonded Improvements	\$1,500 + 2% of value of bonded public improvements + cost of ECR
	Other Site Plans	\$300 + cost of ECR
	Re-submissions (applies to all site plans)	1st: Free 2nd and subsequent: \$500 + cost of ECR
	Revision/Modification to Approved Site Plan (applies to all site plans)	\$500 + cost of ECR, not to exceed \$2000
	Extension to Approved Site Plan (applies to all site plans)	\$300
	Required Plats and Deeds of Dedication	\$500 + \$50 per lot + cost of ECR and TAR
Subdivision	Subdivision Waiver / Exception	\$300
	Family Subdivision	\$300
	Concept Plan Review (prior to submission of subdivision application)	\$250
	Preliminary Plat	\$1,500 + \$100 per lot + cost of ECR, not to exceed \$2,000
	Preliminary Plat Extension Request	\$250
	Construction Plans	\$1,000 + 2% of value of bonded public improvements + cost of ECR, not to exceed \$2,000
	Re-submissions of Construction Plans	1st: Free 2nd and subsequent: \$500 + cost of ECR, not to exceed \$1,000
	Revisions to Approved Construction Plans	\$500 + cost of ECR, not to exceed \$2,000
	Final Plat	\$1,500 + \$100 per lot + cost of ECR and TAR, not to exceed \$1,000
	Other Required Plats and Deeds of Dedication	\$500 + \$50 per lot + cost of TAR, not to exceed \$500
	Vacation of a Plat	\$500 + cost of public notice
	Subdivision Extension or Modification	\$300 + 2% of bonded improvements
	Boundary Line Adjustment/Lot Consolidation	Single Party: \$250 + cost of TAR, not to exceed \$250 Two or more Parties: \$500 + cost of TAR, not to exceed \$500

**TOWN OF MIDDLEBURG, VA
DEVELOPMENT FEE SCHEDULE**

Application Category	Application Type	Fee
Grading Plan Review	Town Review of Grading Plans required by Loudoun County	1st submission: \$250 + \$20 per acre + cost of ECR, not to exceed \$1,500 2nd submission: \$150 + cost of ECR, not to exceed \$1,000
Performance Bonds and As-Built Site Inspections	As-Built Submissions	\$300 + cost of ECR, not to exceed \$1,000
	Bond Extension	\$500 per year
	Bond Reduction / Release	\$300 + cost of ECR, not to exceed \$1,000
	Additional Bond Inspections	\$100 per submission
Floodplain Applications	Type II Floodplain Alteration	0-8 Cross Sections: \$350 More than 8 Cross Sections: \$350 + \$30 each Cross Section over 8
	Floodplain Study	\$700 <u>or</u> \$75 + \$80 per Cross Section, whichever is greater + cost of ECR
	Development Applications in Floodplain District	\$200 added to other applicable fees
Land Use Applications	Zoning Map Amendment	up to 1 acre: \$2,500 1-5 acres: \$4,000 > 5 acres: \$7,500 + cost of TAR, not to exceed \$5,000
	Proffer Review	\$500
	Inclusion in the Historic District	Free
	Planned Residential Development	Sketch Plan: \$500 Concept Plan: \$500 Zoning Map Amendment: up to 1 acre: \$2,000 1-5 acres: \$4,000 > 5 acres: \$6,000 Proffer Amendment: \$1,500
	Comprehensive Plan Amendment	\$2,000 + cost of TAR, not to exceed \$2,500
	Commission Permit	\$2,000 + cost of TAR, not to exceed \$2,500
	Special Use Permit	\$2,000 + cost of TAR, not to exceed \$2,500
	Board of Zoning Appeals Applications	Application for a Variance or Interpretation of the Zoning Map
Appeals of Admin Decision		\$500 + cost of advertising + cost of TAR, not to exceed \$500
All other BZA applications		\$500 + cost of advertising + cost of TAR, not to exceed \$500
Publications	Comprehensive Plan	Online: Free CD: \$5
	Zoning Ordinance	Online: Free CD: \$5
	Zoning Map or other Official Map	Online: Free CD: \$5
	Subdivision Ordinance	Online: Free CD: \$5



Department of Planning Fee Schedule

<u>Application Type</u>	<u>Application/Review Fee</u>
Environmental	
Chesapeake Bay Exception	\$ 275.00
	\$ 500.00- <i>After the fact</i>
Chesapeake Bay Administrative Exception.....	\$ 25.00
	\$ 150.00- <i>After the fact</i>
Wetlands Permit	\$ 55.00- <i>Residential</i>
	\$ 165.00 - <i>All Others</i>
Historic and Downtown Design Review	
Historic Preservation Commission.....	No Fee - <i>If work has not begun prior to approval</i>
Downtown Design Committee.....	No Fee - <i>If work has not begun prior to approval</i>
	\$250.00-\$1,000.00- <i>If work begun prior to approval</i>
Land Use and Development	
Administrative Adjustment/Variance	\$ 50.00
Housing Project Review.....	\$ 33.00 - <i>per dwelling (\$ 600.00 minimum)</i>
Housing Project Extension or Modification	\$ 55.00
Parking Variance/Exception	\$ 110.00
Residential Opportunity District	\$ 50.00
Rezoning.....	\$880.00 - <i>Conditional or Non-conditional</i>
Site Plan- Type II Plan Review	\$350.00
Street Closure	\$ 110.00
Street Name Change	\$ 55.00
Use Permit.....	\$ 660.00
Temporary Use Permit.....	\$ 30.00
Text Amendment	\$880.00- <i>If other than City</i>
Subdivision	
Minor.....	\$ 55.00
Major-Preliminary	\$ 11.00 - <i>per lot or dwelling unit (\$100.00 minimum)</i>
Major-Final.....	\$ 11.00 - <i>per lot or dwelling unit (\$100.00 minimum)</i>
Commercial/Industrial.....	\$ 27.00 - <i>per lot or dwelling unit (\$100.00 minimum)</i>
Plat Vacation.....	\$ 55.00
Modifications, re-subdivisions/relocations of lot lines.....	\$ 55.00
Modification w/out new lots or improvements.....	\$ 55.00
Special Permits	
Outdoor Dining	\$ 25.00
Sidewalk/Street Vendor.....	\$ 25.00
Parade.....	\$ 50.00
Street Closure/Block Party.....	\$ 50.00



Department of Planning Fee Schedule

Zoning

Board of Zoning Appeals.....	\$350.00
Buildable Lot.....	\$ 25.00
Business License Clearance *.....	\$ 15.00 - <i>Clearance only; does not include \$ 50.00 license fee</i>
Change of Account Inspection **.....	\$ 50.00
Commercial Inspection **.....	\$100.00
Sign Permits.....	\$ 50.00 - <i>for signs smaller than 100 sq. ft.</i>
	\$ 55.00 - <i>for signs between 101 and 299 sq. ft.</i>
	\$ 60.00 - <i>for signs larger than 300 sq. ft.</i>
Temporary Banner Permits.....	\$ 30.00 - <i>maximum banner size is 32 sq. ft.</i>

*Fees paid in the Commissioner of the Revenue Department.

**Fees paid in the Permits and Inspections Department.

Publications

City Map.....	\$ 3.00
Chesapeake Bay Ordinance.....	\$ 5.00
Comprehensive Plan (CD).....	\$ 10.00
Comprehensive Plan (Notebook).....	\$75.00
Historic Districts Design Guidelines (CD).....	\$ 2.00 - <i>per neighborhood</i>
Historic Districts Design Guidelines (notebook).....	\$ 10.00 - <i>black and white copy - per neighborhood</i>
	\$ 20.00 - <i>color copy - per neighborhood</i>
Downtown Design Manual.....	\$ 20.00
Uptown D2 District Form Based Code.....	\$ 10.00
Zoning Ordinance.....	\$40.00
Downtown Master Plan and Waterfront Strategy.....	\$ 25.00
Master Transportation Plan – Executive Summary.....	\$ 5.00
Master Transportation Plan – Part 1 – Existing Conditions and Trends.....	\$ 15.00
Master Transportation Plan – Part 2 – Recommendations.....	\$ 30.00

Planning Department

801 Crawford Street ~ Portsmouth, VA 23704 ~ Phone: 757.393.8836 Fax: 757.393.5223

\$15,00

THIS PAMPHLET OUTLINES THE PROCESS FOR OBTAINING A CERTIFICATE OF APPROPRIATENESS IN THE TOWN OF WARRENTON. THIS IS A GENERAL GUIDE FOR THE OWNER/BUILDER. PLEASE CONSULT ARTICLE 3 OF THE ZONING ORDINANCE FOR MORE INFORMATION.

Certificate of Appropriateness

Historic District: The Town of Warrenton Historic District was created by the Town Council to protect against the deterioration, destruction of, or encroachment upon, areas, structures, and premises designated as having historic or architectural significance: 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 districts will be in keeping with the character to be preserved and enhanced. The current Historic District has an inventory of approximately 440 premises which are illustrated on the Historic District Map located in the Department of Planning and Community Development.

Architectural Review Board: The Architectural Review Board consists of five (5) voting members that are town residents, appointed by the Town Council, and who have reasonable knowledge and have demonstrated an interest in historic or architectural development within the Town. The Board members review applications for Certificates of Appropriateness using the regulations established in Article 3 of the Zoning Ordinance, as well as the standards described in the Historic District Guidelines.

Certificate of Appropriateness: A Certificate of Appropriateness must be issued by the Architectural Review Board before a building or structure, including signs, can be refaced, erected, reconstructed, restored, or substantially altered in exterior appearance within the historic district. General examples of work constituting **substantial** alterations include:

1. Construction of a new building at any location or a new accessory building on a landmark or contributing property or on a site within the Historic District adjacent to a designated landmark site.
2. Any addition to or alteration of a structure which increases the square footage of the structure or otherwise alters substantially its size, height, contour or outline.
3. Any change or alteration of the exterior architectural style of a contributing or landmark structure, including removal or rebuilding of porches, openings, dormers, window sash, chimneys, columns, structural elements, stairways, terraces, and the like.
4. Addition or removal of one (1) or more stories or alteration of a roof line.
5. Landscaping which involves major changes of grade or walls and fences more than three-and-one half (3.5) feet in height.
6. All signs on all structures shall be reviewed. Canopies or awnings with the business name or logo upon it are considered signs and shall be reviewed.
7. Any other major actions not specifically covered by the terms of this section but which would have a substantial effect on the character of the historic district.
8. Erection of awnings, canopies, and similar appurtenances shall be reviewed.
9. Placement of window air conditioners on the front of commercial buildings only shall be reviewed. Central air conditioning units on residential and commercial buildings shall be reviewed. Placement of exhaust fans shall be reviewed.

General examples of work constituting **non-substantial** alterations which are exempt from review by the Architectural Review Board include:

1. Repainting resulting in the same or in a different color. (Original painting of masonry surfaces is not exempted from review.)
2. Replacement of missing or broken window panes, roofing slates, tiles, or shingles and except on landmark structures outside doors, window frames, or shutters where no substantial change in design or material is proposed.
3. Addition or deletion of storm doors or storm windows and window gardens.
4. Addition or deletion of television and radio antennas, or skylights and solar collectors in locations not visible from a public street.
5. Landscaping involving minor grading, walks, low retaining walls, temporary fencing, small fountains, ponds and the like which will not substantially affect the character of the property and its surroundings.
6. Minor additions or deletions to the structure or accessory structures which will not substantially change the architectural character of the structure or which will not substantially affect the character of the structure or which are generally hidden from public view.
7. Construction of accessory buildings and structures on properties which are not designated as landmark or contributing properties and which are generally in keeping with the character of the existing structure and its surroundings.
8. Construction of off-street loading areas and off-street parking areas containing five (5) spaces or less in a commercial or Central Business District (CBD).
9. Creation of outside storage in a commercial or Central Business District which does not require structural changes or major grading.
10. Routine utility repairs and minor improvements which will not be clearly visible from the public right-of-way.
11. Any changes within a structure which are not visible from a public street.

Application Procedure: An application for a Certificate of Appropriateness may be obtained from the Department of Planning and Community Development. Please also note that an application for a Certificate of Appropriateness is required to be completed and returned to the Town of Warrenton even if the work involves examples of non-substantial alterations. Such work must be approved administratively by Town Staff.

The application, along with construction elevations, material samples, photographs, etc. must be submitted to the Department of Planning and Community Development before the **first day of the month (or the first business day immediately following)** to be included on the meeting agenda for that month. The information is then forwarded to the members of the Architectural Review Board for their review prior to the meeting. The Architectural Review Board meetings are open to the public and are held on the **fourth Thursday of each month at 7:00 p.m.** in the Town Council Chambers.

PLEASE CONSULT ARTICLE 3 OF THE ZONING ORDINANCE FOR MORE INFORMATION.

Fee Schedule

Rezoning

Minor (1 lot) < 1 acre	\$ 500.00
2 + lots or > 1 acre	\$ 3,000.00 + \$100 per acre

Master Development Plan

\$ 2,000.00 + \$100.00 per acre

Subdivisions

Residential Minor (2-4 lots)	\$ 500.00 + \$100.00 per lot
Residential 5 + lots	\$ 2,500.00 + \$100.00 per lot
Non-residential	\$ 1,000.00 + \$00.00 per lot

Boundary Line Adjustment	\$ 250.00
Lot Consolidation	\$ 250.00

Site Plans

Minor Residential (1 lot)	\$ 50.00
Residential 2 + lots	\$ 2,500.00 + \$200.00 per unit Plus \$100.00 for each unit over 20

Non-residential	\$ 1,500.00 + \$200.00 per acres Plus \$100.00 per acre over 5 acres
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Special Use Permit	\$ 250.00
Variance	\$ 250.00
Zoning Certification Letter	\$ 25.00
Zoning Determination Letter	\$ 25.00
Residential Erosion Control Permit	\$ 600.00 plus \$100.00 per building unit
Commercial Erosion Control Permit	\$ 500.00 plus \$100.00 per disturbed acre

*Adopted by Stephens City Town Council on May 3, 2006.

Fees are for Administrative costs associated with review of the various applications submitted to the town. Payment of fees is not to be construed as approval of any application or portion thereof. Fees are not reimbursable if applications are withdrawn.

Historic District Review Board Staff Report

From: Larry DiRe
Date: March 19, 2015
Item: 4B – Consideration of current new construction guidelines in comparison to other Virginia municipalities
Attachments: Various new construction guidelines

Discussion

At the February 24, 2015 Regular Session meeting the issue of the current new construction guidelines was raised as an item for Board review. Specifically the Board was concerned that the current guidelines were not sufficient to preserve the character and integrity of the historic district. The need to preserve both is balanced against the intent of new construction to encourage in-fill development within the Historic District. At the February 24th meeting the Board directed staff to look into the new construction guidelines of other Virginia communities to determine if other language, design standards, and/or administrative processes would be helpful to the Town's intentions.

Staff conducted a new construction guidelines search through the internet and by placing several phone calls to other Virginia municipalities. Those guidelines are attached. Those documents vary widely in depth and to the extent which direction is given to developers. For example the Town of Scottsville has a rather brief set of new construction guidelines, but states specifically what is "recommended" and "not recommended". Similarly, the Town of Leesburg cites "inappropriate treatment" in their new construction guidelines. Cape Charles does not take this "thou shalt not" type of approach, but uses "avoid" throughout the document and does provide for "additional review criteria" considerations in the section on demolition and moving historic structures. The City of Staunton document provides brief, clear narrative for new construction, which may provide language to consider. The Town of Strasburg's new construction section is very good in presenting information both visually and verbally. It likewise presents "inappropriate treatments." Both Cape Charles and the Town of Smyrna, DE present the National Parks Service Ten Standards for Rehabilitation, however the Smyrna document seems easier to read. Of course, no one document can be objectively considered the "best." Instead the better revisions to the current new construction guidelines will be those that help developers build the type of buildings that will overall enhance the Historic District.

Recommendation

Review the attached materials and discuss any questions or concerns regarding the application fee structure currently in place. Decide whether the Board finds that changes to the current new construction guidelines are appropriate.



HISTORIC DISTRICT GUIDELINES FOR THE TOWN OF SCOTTSVILLE

NEW CONSTRUCTION 3



A. ADDITIONS AND NEW BUILDINGS, INCLUDING ALONG SCOTTSVILLE'S ENTRANCE ROUTES:

While Pamphlet 2 of these Guidelines speaks to the importance of maintaining and rehabilitating your historic structure, this volume focuses on additions to historic buildings, as well as in new construction, whether it is within the Historic District, or along Routes 20 North and 6 West between the Town Line and the Historic Overlay District.

The intent is to maintain the historic character of Scottsville, and to insure that new construction easily blends with the existing buildings and structures. This is not to say that only Colonial or Federal styles, or Greek Revival, or Queen Anne style architecture will be allowed. Appropriate *contemporary* design should be encouraged, though it should be of the same form, scale, massing, harmony of materials, and proportion with its neighbors.

B. NEW ADDITIONS TO HISTORIC BUILDINGS:

Before an addition is contemplated, it should be determined if the new function can be feasibly incorporated within the existing "shell" of the structure. If not, as in the case of an expanded kitchen or family room, or required exit stair, the new addition should be located to the rear, or on the least visible side of the historic building.

The addition might not necessarily be placed on the ground. It might be a new large dormer window set into the rear slope of an existing roof, such as at 540 Harrison Street. An excellent example of how a series of additions have not overpowered the original structure is 345 Main Street. Also, the rear wing of 300 Main Street is neatly tucked behind the primary facade.



It is important to remember that the addition should not overpower the historic building in its scale and mass.

Recommended:

Placing functions and services required for the new use in non-character-defining interior spaces rather than constructing a new addition.

Constructing a new addition so that there is the least possible loss of historic materials and so that

character-defining features are not obscured, damaged, or destroyed.

Locating the attached exterior addition at the rear or on an inconspicuous side of a historic building; and limiting its size and scale in relationship to the historic building.



Designing new additions in a manner that makes clear what is historic and what is new.

Considering the attached exterior addition both in terms of the new use and the appearance of other buildings in the historic district or neighborhood. Design for the new work may be contemporary or may reference design motifs from the historic building. In either case, it should always be clearly differentiated from the historic building and be compatible in terms of mass, materials, relationship of solids to voids, and color.

Placing new additions such as balconies and greenhouses on non-character-defining elevations and limiting the size and scale in relationship to the historic building.

Designing additional stories, when required for the new use that are set back from the wall plane and are as inconspicuous as possible when viewed from the street.

Not Recommended:

Expanding size of the historic building by constructing a new addition when the new use could be met by altering non-character-defining interior spaces.

Attaching a new addition so that the character-defining features of the historic building are obscured, damaged, or destroyed.

Designing a new addition so that its size and scale in relation to the historic building are out of proportion, thus diminishing the historic character.

Duplicating the exact form, material, style, and

detailing of the historic building in the new addition so that the new work appears to be part of the historic building.

Imitating a historic style or period of architecture in new additions, especially for contemporary uses such as drive-in banks or garages.

Designing and constructing new additions that result in the diminution or loss of the historic character of the resource, including its design, materials, workmanship, location, or setting.

Using the same wall plane, roof line, cornice height, materials, siding lap or window type to make additions appear to be a part of the historic building.

Designing new additions such as multi-story greenhouse additions that obscure, damage, or destroy character-defining features of the historic building.

Constructing additional stories so that the historic appearance of the building is radically changed.

1. *Alterations/Additions to Roofs*

Recommended:

Installing mechanical and service equipment on the roof, such as air conditioning, transformers, or solar collectors, when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Designing additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required by the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Not Recommended:

Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.

Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.

2. *Alterations/Additions to Windows*

Recommended:

Designing and installing additional windows on rear or other non-character-defining elevations if required by the new use. New window openings also may be cut into exposed party walls where allowed by building and fire codes. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

Not Recommended:

Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

Inserting new floors or furred-down ceilings, which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.

3. Alterations/Additions to Entrances

Recommended:

Designing enclosures for historic porches when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

Designing and installing additional entrances or porches when required for the new use in a manner that preserves the historic character of the buildings, i.e., limiting such alteration to non-character-defining elevations.

Not Recommended:

Enclosing porches in a manner that results in a diminution or loss of historic character such as using solid materials such as wood, stucco, or masonry.

Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.

C. NEW CONSTRUCTION:

The development of under utilized vacant parcels is encouraged. Appropriate design within the Historic District is imperative. The reconstruction of an earlier building on the site also might be encouraged as long as thorough documentation exists, and that the new building does not create a false historical appearance on the site.

1. Structure Design:

Building forms and features, including roofs, windows, doors, materials, colors and textures should be compatible with the forms and features of the significant historic buildings in the area. Compatibility can be met through scale, materials, and forms that

may be embodied in architecture that is contemporary as well as traditional.

Buildings should relate to their site and the surrounding context of buildings.



The overall design of buildings should have human scale. Scale should be integral to the building and the site design.

Architecture proposed should use forms, shapes, scale and materials to create a cohesive whole.

Arcades, porches, or other architectural connecting elements should be used to unify groups of buildings within a development.

Trademark buildings and related features should be modified to meet the requirements of the Guidelines. Accessory structures and equipment should be integrated into the overall plan of development and shall, to the extent possible, be compatible with the building designs used on the site.

D. NEW CONSTRUCTION ALONG THE ENTRANCE ROUTES:

Scottsville's primary northern entrances consist of Route 20 entering from the North and Route 6 entering from the West. These entrance guidelines are designed to provide a transition from the rural countryside of Albemarle to the Historic District of Scottsville. The design of new buildings should evoke a Central Virginia character respecting the region.

The following Guidelines are similar to those developed and adopted by Albemarle County for the Entrance Corridors surrounding the City of Charlottesville.

1. Structure Design:

Building forms and features, including roofs, windows, doors, materials, colors and textures, should be compatible with the forms and features of the significant historic buildings in the area. Compatibility can be met through scale, materials, and forms, which may be embodied in architecture, which is contemporary as well as traditional.



Buildings should relate to their site and the surrounding context of buildings.

The overall design of buildings should have human scale. Scale should be integral to the building and the site design.

Architecture proposed should use forms, shapes, scale, and materials to create a cohesive whole.

Arcades, porches, or other architectural connecting elements should be used to unify groups of buildings within a development.

Trademark buildings and related features should be modified to meet the requirements of the Guidelines.

Accessory structures and equipment should be integrated into the overall plan of development and shall, to the extent possible, be compatible with the building designs used on the site.



2. Lighting:

Light should be contained on the site and not spill over onto adjacent properties or streets.

Light should be shielded, recessed or flush-mounted to eliminate glare, and the light should achieve an incandescent effect.

3. Signage:

Signs must conform to the size, height, and setback requirements. See Section 4.14 of the Scottsville Zoning Ordinance.

Material used in both sign and support structures should reflect the character of the building being served by the sign.

Sign lighting should be shielded and not create a glare.

The structure of monument signs should not overpower the message portion of the sign, and sign colors should be harmonious with the building they serve.

4. Landscaping:

Landscaping along the frontage of the entrance routes should include the following:

Large shade trees should be planted parallel to the route. Such trees should be at least 2½ inches caliper (measured 6 inches above the ground) and should be of a plant species common to the area. Such trees should be located at least every 35 feet on center.

Flowering ornamental trees of a species common to the area should be interspersed among the trees required by the preceding paragraph.

An area of sufficient width to accommodate the foregoing plantings should be reserved parallel to the entrance routes, and exclusive of road right-of-way and utility easements.

Landscaping of Parking Areas:

Shrubs should be provided to minimize the parking area's impact on entrance routes. Shrubs should be planted at a minimum spacing of 36 inches on center, should measure 24 inches in height at the time of planting, and be of an evergreen variety.

Landscaping of buildings and other structures:

Trees or other vegetation should be planted along the front of long buildings as necessary to soften the appearance of exterior walls.

Shrubs should be used to integrate the site, buildings and other structures such as dumpsters, accessory buildings, and structures; "drive thru" windows; service areas; and signs. Shrubs should measure at least 24 inches in height.

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C. QUESTIONS AND ANSWERS

What is the Architectural Review Board?

The Architectural Review Board (ARB) grants Certificates of Appropriateness for the erection, reconstruction, alteration, restoration, demolition or removal of any historic building, structure, or area within the City Point Historic District. It is a regulatory review board that investigates and provides recommendations regarding other buildings, structures, places, or areas in the City having historic interest or value. This Board is established by City Zoning Ordinance Article 14-4-J-1 and consists of seven Hopewell citizens appointed by the City Council. The Board works concurrently with citizens, organizations, and City, State, and Federal governments, to develop and preserve the uniqueness of all recognized Historic Districts in the City.

Who are the members of the Architectural Review Board?

The seven-member Board is appointed by City Council, with each member serving for four years. One shall be a resident of the City Point Historic District. One may be an architect, and the remaining members must be residents of the City of Hopewell with knowledge of and demonstrated interest in the historic character of the city.

The Board is tasked with overseeing the City's City Point Historic District and assuring that the exterior architectural character and appearance of buildings and structures within the District are maintained. The Board is also charged with preserving the uniqueness of the District in addition to identifying and recommending other structures or areas within the City that have historic or architectural value. Meetings are held monthly, and the location is so noted in

the meeting announcement. The ARB is staffed by the Department of Development.

What are the Architectural Review Board's procedures?

Once an individual has decided precisely how he or she intends to erect, reconstruct, alter or restore a building or structure, application is made to the ARB for a Certificate of Appropriateness. When demolition of a building or structure is under consideration, other procedures (including an advertised public hearing) also apply. The Board renders its decision within 60 days of the meeting. Appeals of any Board decision must be taken to the City Council of Hopewell.

How does being in the City Point Historic District affect my property?

Properties in the City Point Historic District are subject to the rules and regulations of the City Point Historic District Article of the City's Zoning Ordinance and the ARB. In addition to other City rules and regulations, no one may erect, reconstruct, alter, restore, demolish or remove a building, structure or area located within the City Point Historic District without approval from the ARB.

When would the Board become involved with my property and me?

The Board should consult with you and assist you in planning any rehabilitation or new construction which will affect the exterior architectural appearance of your building, structure, or area. Exterior architectural character includes the following: the general arrangement of the exterior of a building or structure; the general composition of building materials, including type, color and textures; the type and character of all windows, doors, light fixtures, signs, appurtenant elements, landscaping and fencing, and other elements

CHAPTER 2: THE CITY POINT HISTORIC DISTRICT AND THE DESIGN PROCESS

subject to public view from a public street, right-of-way or other public place.

Why must I adhere to City Point Historic District requirements if my home is not “Historic”?

While many structures in the district are not “historic”, their presence within the boundaries of the district causes them to have a relationship with the other qualifying structures. The goal of the City Point Historic District is to create and preserve the elements which best characterize the original concept of the City Point Area as a commercial and residential town.



601 Cedar Lane

D. THE APPLICATION PROCESS

Step 1

Before any new construction or rehabilitation is done on your property, please contact the Department of Development at 804-541-2220. Your project may require ARB approval which would necessitate the submission of an application for a Certificate of Appropriateness (COA.) In addition, your project may require a building permit and/or zoning variance.

Step 2

If your project requires a Certificate of Appropriateness, you may obtain an application by calling a member of the Department of Development staff, visiting the website, www.hopewellva.gov, or by visiting the Department of Development, located in the Municipal Building, Room 321; 300 N. Main Street, Hopewell, Virginia.

Step 3

Submit a completed COA application to the Department of Development, along with supporting graphics, photographs, and/or written documentation, by the posted deadline. A member of the Department of Development staff will provide you with an agenda before the meeting, along with the Department’s recommendations concerning your project.

Step 4

Attend the ARB meeting. If you cannot attend, please send a representative who is knowledgeable about your project. The ARB may defer action on an application if questions raised during the review cannot be answered by Development staff alone.

CHAPTER 2: THE CITY POINT HISTORIC DISTRICT
AND THE DESIGN PROCESS

**City of Hopewell
ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS**

Name of the Property Owner(s): _____

Address: _____

Mailing Address (if different than street address): _____

Telephone Number: _____

Email Address: _____

Description of Work:

<input type="checkbox"/>	Rehabilitation	<input type="checkbox"/>	Painting
<input type="checkbox"/>	New Construction <i>(accessory structure)</i>	<input type="checkbox"/>	Maintenance <i>(i.e. repointing brick, cleaning)</i>
<input type="checkbox"/>	New Construction <i>(single family dwelling)</i>	<input type="checkbox"/>	Other

Check all that apply

Approximate cost of the Work: \$ _____

Please provide a brief Description of the Work:

I (We) _____ of _____ respectfully request that a review be made by the Architectural Review Board in accordance with Article of the Zoning Ordinance to determine if the following proposal is acceptable for the granting of a Certificate of Appropriateness.

Please Remember to Attach Pictures and/or sketches of the Proposed Improvements

Print Name of Applicant

Date

Signature of Applicant

Date

APPROVED

DENIED

Department of Neighborhood Assistance & Planning

Date

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AND THE DESIGN PROCESS

Possible Architectural Review Board Outcomes

ARB Action:	Application Approved as Submitted
Staff Response:	Issue a COA describing the scope of the approved work within 5 business days of the ARB decision.
Applicant Response:	Wait for receipt of a building permit, if one was requested, before starting work on your project. *Process generally takes between 7-10 days.

ARB Action:	Application Approved with Modifications
Staff Response:	Notify the applicant in writing of the ARB’s decision to approve the project. Issue a COA describing the scope of the approved work, with modifications, within 5 business days.
Applicant Response:	Wait for receipt of a building permit, if one was requested, before starting work on your project.

ARB Action:	Application Deferred
Staff Response:	Either ask for additional information from the applicant or convene a meeting with the applicant and an ARB member prior to further review by the full ARB. Work with applicant to address deficiencies in the project application, or organize an ARB subcommittee to meet with the applicant.
Applicant Response:	Provide additional information to Department of Development staff if requested. Meet with ARB subcommittee if requested. Submit additional material reflecting the requested changes to the scope of the project.

ARB Action:	Application Denied
Staff Response:	Inform the applicant in writing of the ARB’s decision to deny, and inform the applicant of the appeal process.
Applicant Response:	Submit a new COA application reflecting the requested changes to the project. The applicant may also file an appeal with the City Clerk’s Office within 30 days of the ARB’s decision.

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E. FEDERAL, STATE AND LOCAL INCENTIVES

Rehabilitation Tax Credits

If you are undertaking a major rehabilitation of a historic building in either a State Landmark or National Register Historic District, you may be eligible for certain tax credits. These credits may be used to reduce your income tax liability dollar-for-dollar.

To be certified as eligible, under either the state and/or federal programs, you must file an application with the Virginia Department of Historic Resources (VDHR) before the work begins and follow the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings found in Chapter 1.

Qualifying project expenses under both the state and federal program include approved work on structural components, new mechanical systems, updating of kitchens and bathrooms, ADA compliance, fire escapes and suppression systems and associated architectural, engineering, project management and developer fees. Both programs also require that the project be completed within two years, unless it is pre-approved as a phased project with a timeline of five years or less.

Local Program

There is a partial property tax exemption on rehabilitated structures at least 50 years old. Contact the City of Hopewell Real Estate Assessor's Office at 804-541-2234 for more information.



Virginia Program

The State credit is 25% of qualifying expense for either owner-occupied or income-producing properties. For a property to qualify for the program, it must either be individually listed in the Virginia Landmarks Register, be deemed eligible for such listing, or contribute to a so listed historic district.

The owner investment required to meet the state's definition of a material rehabilitation for an *owner-occupied* structure must be at least 25% of the assessed value of the building for local real estate tax purposes in the previous year.

For other income-producing structures, an investment of at least 50% of the assessed value of the building for local real estate tax purposes in the previous year is required.

Unlike the Federal program described on the following page, some site work may be carried forward for up to ten years with no carryback. The property may be sold upon completion of the project and upon certification that it was carried out as approved.

For more information on the Virginia program visit the Virginia Department of Historic Resources website at: www.dhr.virginia.gov

CHAPTER 2: THE CITY POINT HISTORIC DISTRICT AND THE DESIGN PROCESS



Federal Program

The Federal credit is 20% of qualifying expenses for the rehabilitation of income-producing properties and requires that the property be listed on the National Register of Historic Places either individually or as contributing to a listed historic district.

As defined by the National Park Service who oversees this program, a substantial rehabilitation requires an investment in the building equal to or greater than the building's purchase price minus the land value and any claimed depreciation, plus the value of any earlier capital improvements (adjusted basis.)

The Federal tax credits may be carried forward twenty years and carried back for one year. The Federal program requires that the owner of the building receiving the credits retains ownership for five years.

For more information visit the National Park Service's Tax Incentives website at: www.nps.gov

CHAPTER 6

NEW CONSTRUCTION - RESIDENTIAL

INTRODUCTION

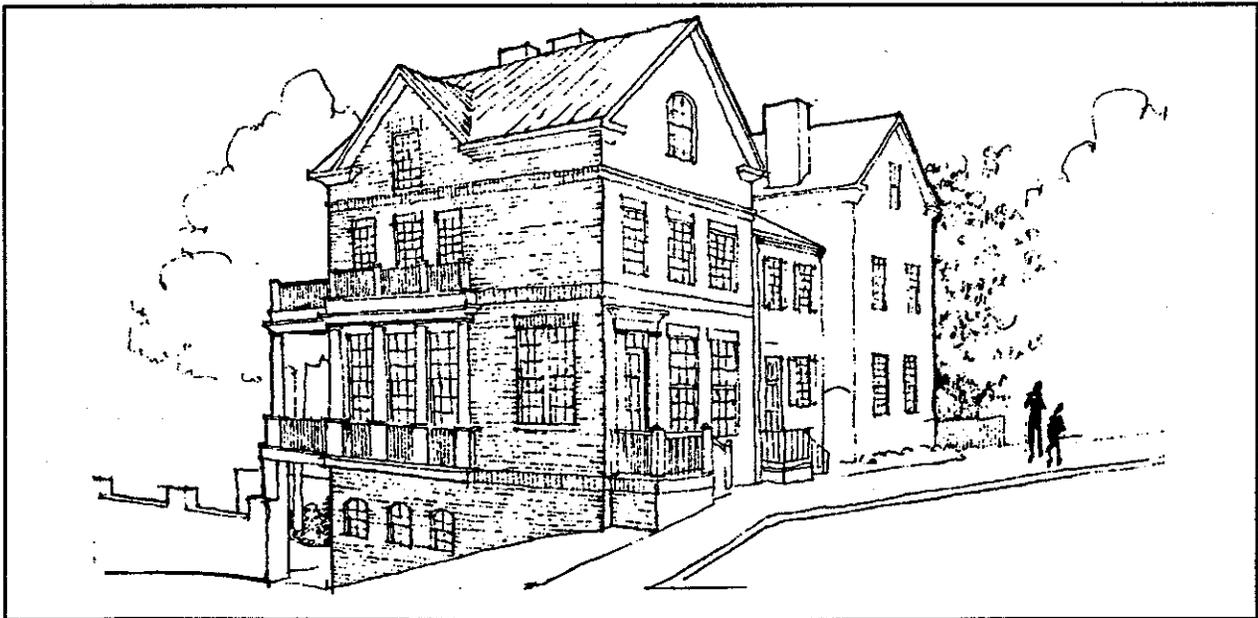
The construction of new residential buildings that are visible from a public way require the review and approval of a certificate of appropriateness by the Boards of Architectural Review.

The character of the historic districts is primarily defined by its residential structures. Such structures range in age from before the founding of the city in 1749 to the current day. Expansion of the housing stock within the historic districts is continual. Since the establishment of the Board of Architectural Review in 1946, the design of new residential buildings has been one of its primary concerns. These guidelines are intended to

provide information to property owners within the historic districts about the Boards' philosophy regarding the design of new residential buildings.

These guidelines apply to all new residential construction projects that lie outside of the waterfront area or that do not front on Washington Street. Residential construction projects in these areas must meet additional requirements and these are set forth in the Guidelines for Washington Street and the Guidelines for the Waterfront. The waterfront area is defined in the Zoning Ordinance as Height District #3, Potomac River, whose boundaries run east of Union Street to the River and extend from Pendleton Street south to the Woodrow Wilson Bridge (§6-400 of the Zoning Ordinance).

Generally speaking, there are only scattered parcels of vacant land in the historic districts which are suitable for the development of new residential construction projects without demolishing an existing structure. The demolition of an existing historic building to permit construction of a new residential structure is strongly discouraged by the Boards. Therefore, most new residential projects are in-fill construction that make use of a vacant



Perspective view of new townhouse in relation to existing adjacent residential structures.
SOURCE: 700 South Lee Street, BAR Case #90-176, Robert Morris, Morris Damm, Inc., Architects

lot. In these cases, the Boards are primarily concerned with the compatibility of a new building with adjacent historic structures.

The guidelines should be viewed as a distillation of previously accepted design approaches in the historic districts. The guidelines should not be viewed as a device that dictates a specific design response nor should the guidelines be viewed as prohibiting a particular design approach. There may be better ways to meet some design objectives that have not been reviewed by the Boards in the past. New and untried approaches to common design problems are encouraged and should not be rejected out of hand simply because they appear to be outside the common practices outlined in the guidelines.

Architectural styles in Alexandria have been more conservative than in other parts of the country. The approvals of the Boards have reflected this since the establishment of the historic districts. As a general rule, the Boards favor contextual background buildings which allow historic structures to maintain the primary visual importance. Singular buildings in the latest architectural vocabulary are generally discouraged.

It is not the intention of the Boards to dilute design creativity in residential buildings. Rather, the Boards seek to promote compatible development that is, at once, both responsive to the needs and tastes of the late 20th century while being compatible with the historic character of the districts. This balancing act will clearly be different in different sections of the historic districts.

These guidelines should be used in conjunction with the guidelines for specific architectural elements contained in Chapter 2. For example, that chapter contains information on such topics as window and door treatments, siding and chimneys and flues which must be appropriately combined to create a building that is compatible with the architecture in the districts.

As a general rule, the Boards do not review conceptual design plans. The Boards strongly prefer to review complete design submissions. Therefore, applicants are encouraged to meet with B.A.R. Staff as early as possible during the design development stage to review proposals and zoning requirements.



Proposal for two new Colonial Revival style townhouses, each of which faces a different street.
SOURCE: 370 N. St. Asaph St. & 600 Princess St., BAR Case #91-102, Historical Concepts, Inc., architects

REQUIREMENTS

- All applications for new construction must comply with the requirements of the zoning regulations prior to consideration by the Boards of Architectural Review. The specific requirements may be obtained from the Zoning Administrator (703/838-4688).

- New construction must conform to the requirements of the applicable small area plan chapter of the Master Plan. In the Old and Historic Alexandria District the Small Area Plans include Old Town, Old Town North, Northeast and Potomac Yard/Potomac Greens. In the Parker-Gray District, the applicable Small Area Plans are Braddock Road Metro Station and Northeast.

- Side, Front and Rear Yard Requirements
The Zoning Ordinance requires that residential buildings must be removed a certain number of feet from a property line. This setback will depend upon the specific zone and the width of the lot.

- Open Space Requirements
The Zoning Ordinance requires that a certain amount of land in residential zones be maintained as open space to ensure adequate light and air, absorb water runoff and help prevent the spread of fire. The amount of open space required varies by zone. Driveways and parking areas cannot be used to satisfy the open space requirement.

As a general rule, land under a covering such as a canopy, roof, eave, or deck may not be counted as part of the required open space.

- Vision clearance
There is a general City requirement that buildings on corner lots must maintain a vision clearance at the corner for purposes of transportation safety. In such instances, structures may be no higher than 42" (3' 6") above the curb. There is also a general policy to maintain the average front building line in the historic districts. Therefore, the Zoning Ordinance gives the Boards of Architectural Review the power to waive this requirement as well as other yard requirements in the vision clearance area where the

maintenance of the building line is important to the character of the blockface.

- Generally speaking, building height for residential construction is limited to 35 feet but may be increased in certain zones to 45 feet with approval of a Special Use Permit by City Council.

- New residential projects which involve three or more units require the approval of a Site Plan by the Planning Commission (See §11-400 of the Zoning Ordinance). Information on Site Plan requirements may be obtained from the Site Plan Coordinator, Department of Transportation and Environmental Services, Room 4130, City Hall (Telephone: (703/838-4318).

New residential construction which requires the approval of a Site Plan must comply with the provisions of the Alexandria Archaeological Protection Procedure (§11-411 of the Zoning Ordinance). The specific requirements may be obtained from the City Archaeologist, Alexandria Archaeology, 105 North Union Street, 3rd Floor. (Telephone: (703/838-4399).

- Construction of all new buildings must meet the requirements of the Virginia Uniform Statewide Building Code (USBC) and requires the issuance of a building permit by Code Enforcement.

- Construction of new multi-family buildings must meet the requirements of the Americans with Disabilities Act (ADA).

- Tree removal for new construction requires prior approval of the City Arborist.

- New residential construction, both single and multi-family, must include off-street parking. (See Article 8 of the Zoning Ordinance).

- New residential construction on lots which involve land disturbance of 2,500 square feet or more of land area must comply with the requirements of the Chesapeake Bay Protection Ordinance.

GUIDELINES

- Applicants should consult Building Alterations, Chapter 2, regarding guidelines for specific elements of a proposed new building. For example, Chapter 2 provides information on compatible window treatments, paint colors and building materials.

- Style

No single architectural style is mandated. Designs should complement and reflect the architectural heritage of the City. For example, abstraction of historic design elements would be preferred to a building which introduces design elements that are not commonly used in the historic districts. While new residential buildings in the historic districts should not create an appearance with no historical basis, direct copying of buildings is discouraged.

- Massing

Building massing is the enclosed volume which constitutes a building's exterior form. In the historic districts, new residential construction should reflect the building massing prevailing along the blockface. For example, uneven massing should be avoided along a blockface which has buildings of

uniform massing.

- Height

Building height should generally reflect the existing heights of buildings in the immediate vicinity of the proposed new construction.

- *Single family houses*

Most single family houses in the historic districts are 2 or 3 stories in height. New single family residential construction should generally reflect this prevailing pattern.

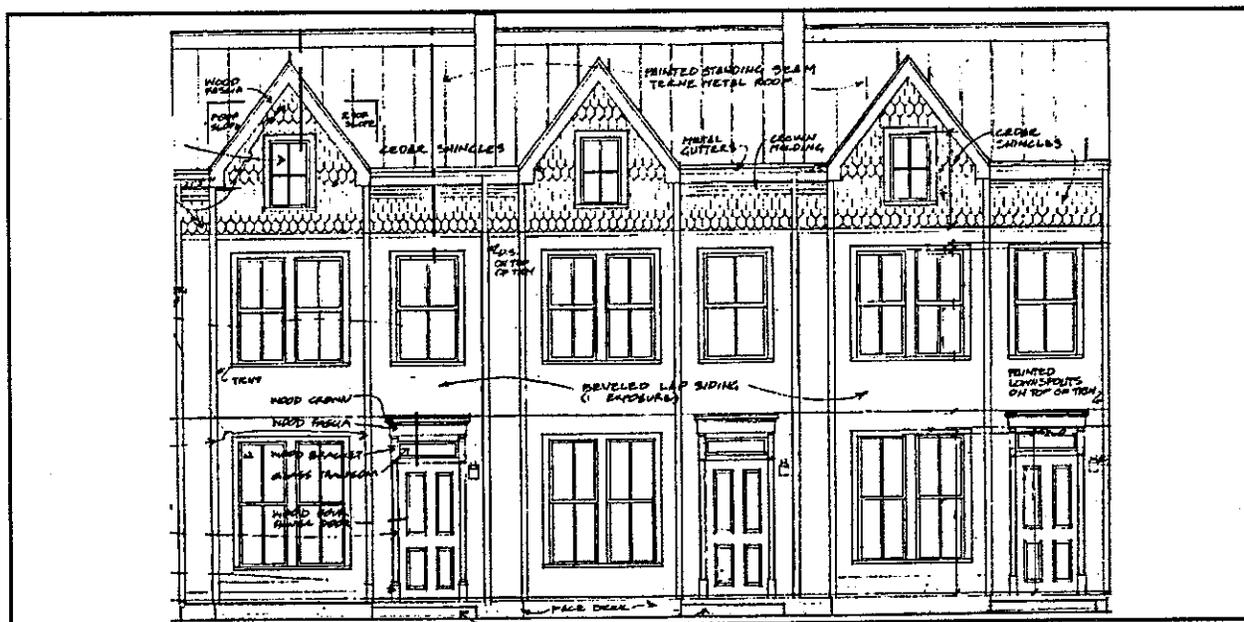
- *Multi-family structures*

Multi-family structures such as apartment buildings often exceed the prevailing height of single family houses. Such structures may be constructed to the maximum permitted height by zone, but should not overwhelm adjacent buildings.

- Width

- *Single family houses*

Most single family houses in the historic districts are 20 to 35 feet in width. New single family residential construction should generally reflect this traditional pattern.



Proposal for three new Victorian style residential townhouses.

SOURCE: 1320-1324 Princess Street, BAR Case #90-15PG, John Savage, Architect, P.C.

- Multi-family structures

In general, multi-family structures such as apartment buildings are much wider than single family residential structures. The facade articulation should be compatible with nearby buildings.

• Siting

New residential structures should be sited so that the front plane of the building is in line with the prevailing plane of the other residential buildings on the street. Such a requirement has a long history in Alexandria. The founding act of the city in 1748 required houses "to be in line with the street...."

Side and rear yard setbacks should also reflect the prevailing pattern in the immediate vicinity of the proposed new construction.

• Fenestration

The fenestration pattern, that is the relationship of solid to void, such as walls and windows, should be compatible with the historic fenestration patterns in the districts. For example, buildings which express very large areas of void are discouraged.

• Roof

In general, the roof form should reflect the roof forms expressed along the blockface. However, as a general rule, the gable end of a structure should not face the street. Such a requirement has a long history in Alexandria. The founding act of the city in 1748 required "that no gable or end of such house to be on or next to the street...."

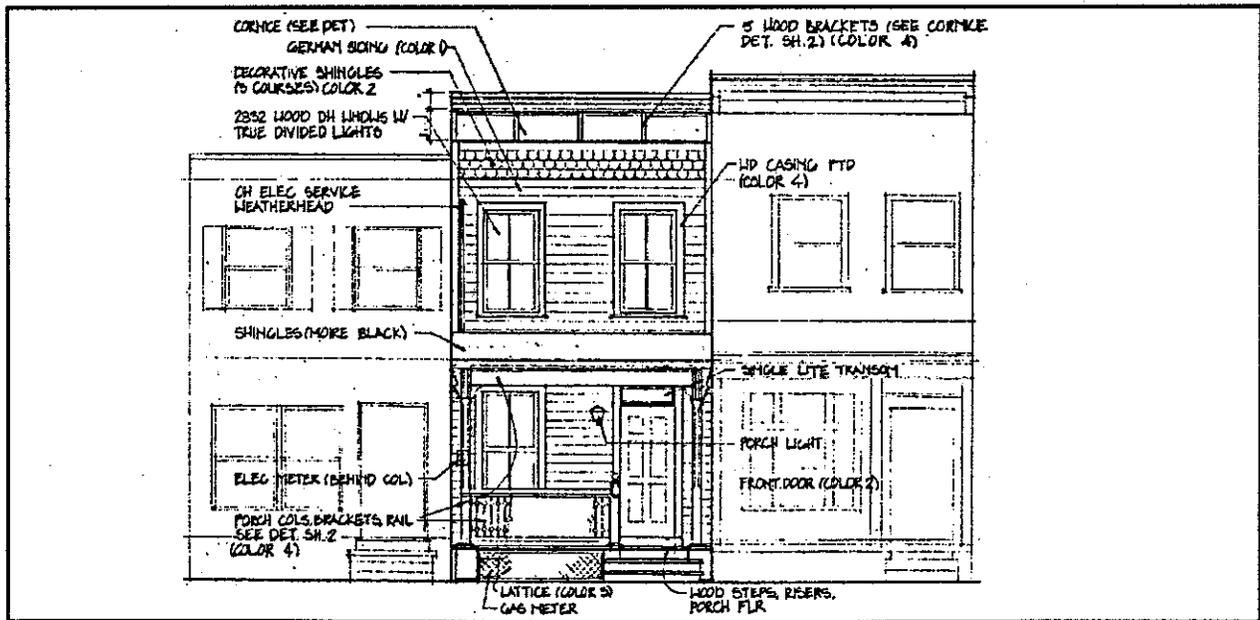
Roofing materials should reflect the traditional use of wood, metal and slate in the historic districts. Additional information is provided in the Roofing section of Chapter 2, Building Alterations.

• Spacing Between Buildings

The spacing or lack of it between a new residential building and existing structures should reflect the pattern of spacing between buildings along the blockface to maintain a consistent rhythm. For example, party wall rowhouse construction is inappropriate in certain areas of the historic districts which have large detached residential buildings.

• Building Orientation

The front entrances to new residential buildings should be oriented to the primary street frontage.



Proposal for a new infill residential building between two existing houses.
 SOURCE: 307 North West Street, BAR Case #92-6PG, Frank Deichmeister, Design Plus, Architects

- Architectural Detailing

Architectural detailing such as cornices, lintels, arches, and chimneys should express the traditional quality and quantity of architectural detailing found on historic structures throughout the districts.

Side and rear walls which face open areas should be designed with as much attention to detail as the primary facade. It is the general preference of the Boards that surface articulation be provided on otherwise unrelieved side walls to break-up apparent massing through such means as the articulation of false windows, pilasters and changes in brick patterns.

- Directional Expression

The orientation of a building to the street is important. The relationship of height and width of a proposed new residential building should reflect the prevailing pattern along the blockface. For example, wide buildings are not encouraged in areas of narrow row-houses.

- Materials

The predominant building materials for residential buildings in the historic districts are wood and brick. In addition, there are a

number of stone buildings. The building materials for new residential structures should reflect these traditional materials.

- Utilities

While the Boards are cognizant of 20th century infrastructure requirements, such items as electrical meters and transformers and HVAC equipment should be visually and acoustically screened from public view.

- Color

The colors proposed for new residential buildings should be compatible with those in use on historic buildings in the districts. The B.A.R. Staff has developed a *Color Chart of Historically Accurate Paint Colors in the Old and Historic Alexandria District and the Parker-Gray District* which can be consulted to help determine appropriate colors which reflect the historic heritage of the City.

APPLICATION REQUIREMENTS

In order to properly evaluate the appropriateness of a design for new construction, the Boards of Architectural Review require that an accurate depiction of the design and its



Proposal for a new three story brick apartment building.

SOURCE: 109-111 South West Street, BAR Case #91-170, John Savage, Architect, P.C.

relationship to the immediately surrounding area be presented. Sketches are not acceptable. Most designs for construction of new buildings presented to the Boards of Architectural Review are prepared by design professionals, such as architects and engineers; however, a professionally prepared submission is not mandatory. Applicants, however, should be aware that drawings sealed by an architect or engineer licensed in Virginia may be required by Code Enforcement prior to the issuance of a building permit.

All applications for approval of new residential construction must contain the following information:

Alexandria Business License

Proof of a valid Alexandria Business License is required at the time of application for contractors, subcontractors, architects and designers.

Photograph of Existing Conditions

Clear photographs of the site and surrounding properties are required for reference.

Plot Plan/Site Plan

A plot or site plan accurately showing the location and dimensions of the footprint of the new building including property lines, accessory structures, fences and gradelines as well as existing improvements is required. A roof plan showing water drainage and location of mechanical units should also be indicated.

Drawings

Drawings accurately representing all elevations of the proposed structure indicating materials and overall dimensions, including height, are required. In addition, a drawing showing the contextual relationship of the proposed structure to existing adjacent buildings is required. The location of such ancillary items such as HVAC units, heat pumps, roof guards, fire hose connections,

ARCHAEOLOGICAL CONSIDERATIONS

The construction of new residential buildings creates ground disturbing activities which may affect archaeological resources. With its rich history, the City of Alexandria is particularly concerned about its archaeological heritage. Archaeological resources in the historic districts are great in number and highly diverse in materials. They often consist of ceramic and glass fragments in the backyards of historic properties; however, archaeological resources are also brick-lined shafts in yards and basements; brick kilns; foundations, footings, postholes and builders trenches of non-extant buildings; landscape features such as walkways and gardens; and even American Indian artifacts which pre-date colonial Alexandria. Often these clues to the City's past appear to be unimportant debris, yet when the artifacts and building remains are excavated and recorded systematically, they provide the only knowledge of lost Alexandria.

Every application to the B.A.R. which potentially involves ground disturbance is reviewed by the City Archaeologist to determine whether significant archaeological resources may still survive on the property. Therefore, the potential for additional requirements to protect archaeological resources exists with any project that involves ground disturbing activities.

The applicant can speed along the archaeological review

process by requesting a Preliminary Archaeological Assessment from Alexandria Archaeology at the earliest date. Call (703) 838-4399, Tuesday through Saturday. Alexandria Archaeology is located on the third floor of the Torpedo Factory Art Center.

• RESIDENTIAL ZONES

In residential zones, the application for construction of new buildings is reviewed by City archaeologists. In most cases, the applicant is required to notify Alexandria Archaeology before ground disturbance, so that a City archaeologist may monitor this work and record significant finds. However, when a property has a high potential for containing significant archaeological resources, a City archaeologist may request permission to excavate test samples in the affected area before the project begins.

• COMMERCIAL ZONES

In commercial zones and for residential projects involving the construction of three or more houses, the ground disturbing activities associated with the construction of new buildings may necessitate compliance with the Alexandria Archaeological Protection Procedure (§ 11-411 of the Zoning Ordinance). The specific requirements may be obtained from the City Archaeologist. Occasionally, compliance in such projects may require the property owner to contract with an independent archaeologist to document conditions before and during construction. Property owners should contact the City Archaeologist as early as possible so that there are no project delays.

utility meters and risers should be noted on the drawings. The drawings should have a minimum scale of 3/32" = 1'; however, larger scale drawings may be required. At least one set must meet the maximum permit size of 24" x 36". Additional copies of the required drawings may be reduced if they are clearly legible.

Floor Area Ratio and Open Space Calculations

Applicants must provide accurate F.A.R. and open space calculations for the new residential construction. Forms for these calculations are available at the time of application.

Materials

The materials to be used for the structure must be specified and delineated on the drawings. Actual samples may be provided, if appropriate.

Color

The proposed color of the structure and trim-work must be indicated and actual color samples provided.

RELATED SECTIONS

- Guide to the B.A.R. Process
- Use of the design guidelines
- History of the physical development of the historic districts
- Chapter 2 - Building Alterations
 - Accessibility for Persons with Disabilities
 - Accessory Structures
 - Awnings
 - Chimneys & Flues
 - Decks
 - Exterior and Storm Doors
 - Dormers
 - Roof Drainage Systems
 - Electrical and Gas Service
 - Fences , Garden Walls & Gates
 - HVAC Systems
 - Exterior Lighting
 - Paint Colors
 - Parking
 - Driveways and Paving
 - Planters
 - Porches
 - Roofing Materials

- Security Devices
- Shutters
- Siding Materials
- Skylights
- Solar Collectors
- Stoops, Steps and Railings
- Windows
 - Storm Windows

Chapter 4 - Demolition of Existing Structures

NOTE: Illustrations are provided for information only. Applications for certificates of appropriateness are reviewed and approved on a case-by-case basis.

ADOPTED BY THE BOARDS OF
ARCHITECTURAL REVIEW, 5/25/93

CHAPTER 6

NEW CONSTRUCTION - COMMERCIAL

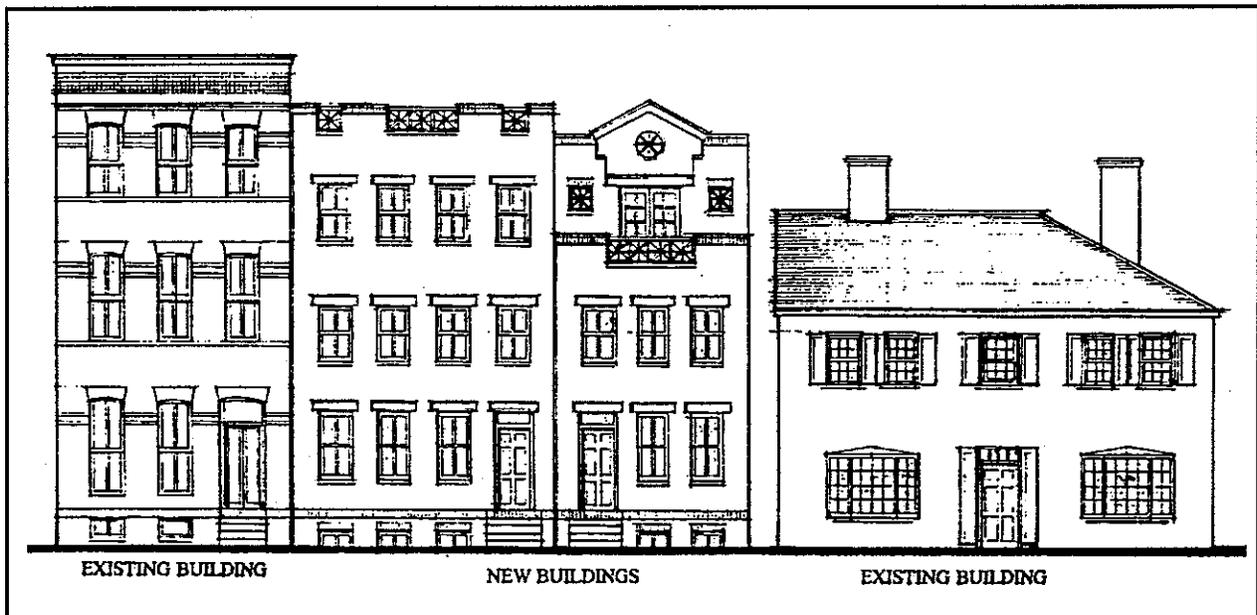
INTRODUCTION

The construction of new commercial buildings that is visible from a public way requires the review and approval of a certificate of appropriateness by the Boards of Architectural Review. Commercial buildings include all non-residential construction such as retail stores, office buildings, churches and non-profit organization facilities.

The central commercial and retail arteries in the historic districts are Washington Street running north and south and King Street running east and west. There is also a substantial amount of commercial and retail activity

along Union Street. In addition, Patrick and Henry Street carry Route 1 north and south through the historic districts and both streets have concentrations of commercial development. In the last twenty years there has been considerable development of office space along North Washington Street and upper King Street near the Metro station. Many historic commercial properties along King Street have been rehabilitated for office and retail uses.

In the sections of the historic districts zoned for commercial development, relatively few parcels of vacant land are available for the development of new commercial construction projects without demolishing an existing structure. The demolition of an existing historic building to permit construction of a new commercial building is strongly discouraged by the Boards. Approval of the Boards is required for the demolition of any structure in the historic districts. Therefore, many new commercial projects are in-fill construction that make use of a vacant lot. In these cases, the Boards are primarily concerned with the compatibility of a new building with adjacent historic structures.



New in-fill commercial office buildings.

SOURCE: 120 North Alfred Street, BAR Case #89-106, Lewis & Associates, Architects

These guidelines apply to all new construction projects that lie outside of the waterfront area or which do not front on Washington Street. Commercial construction projects in these areas must meet additional requirements and these are set forth in the Guidelines for Washington Street and the Guidelines for the Waterfront. The waterfront area is defined in the Zoning Ordinance as Height District #3, Potomac River, whose boundaries are east of Union Street to the River and extend from Pendleton Street south to the Woodrow Wilson Bridge (§6-400 of the Zoning Ordinance).

The guidelines should be viewed as a distillation of previously accepted design approaches in the historic districts. The guidelines should not be viewed as a device that dictates a specific design response nor should the guidelines be viewed as prohibiting a particular design approach. There may be better ways to meet some design objectives that have not been reviewed by the Boards in the past. New and untried approaches to common design problems are encouraged and should not be rejected out of hand simply because they appear to be outside the common practices outlined in the guidelines.

Architectural styles in Alexandria have been more conservative than in other parts of the country. The approvals of the Boards have reflected this since the establishment of the historic districts. As a general rule, the Boards favor contextual background buildings which allow historic structures to maintain the primary visual importance. Singular buildings in the latest architectural vocabulary are generally discouraged.

It is not the intention of the Boards to dilute design creativity in new commercial buildings. Rather, the Boards seek to promote compatible development that is, at once, both responsive to the needs and tastes of the late 20th century while being compatible with the historic character of the districts. This balancing act will clearly be different in different sections of the historic districts.

These guidelines should be used in conjunction with the guidelines for specific architectural elements contained in Chapter 2. For example, that chapter contains information on such topics as window and door treatments, siding and chimneys and flues which must be appropriately combined to create a building that is compatible with the architecture in the districts.



New three story brick and masonry office building.

SOURCE: 1416 Prince Street, BAR Case #88-63, Lewis & Associates, Architects

As a general rule, the Boards do not review conceptual design plans. The Boards strongly prefer to review complete design submissions. Therefore, applicants are encouraged to meet with B.A.R. Staff as early as possible during the design development stage to review proposals and zoning requirements.

REQUIREMENTS

- All applications for new construction must comply with the requirements of the zoning regulations prior to consideration by the Boards of Architectural Review. The specific requirements may be obtained from the Zoning Administrator (703/838-4688).
- New construction must conform to the requirements of the applicable small area chapter of the Master Plan. In the Old and Historic Alexandria District, the Small Area Plan chapters include Old Town, Old Town North, Northeast and Potomac Yard/Potomac Greens. In the Parker-Gray District, the Small Area Plan chapters are Braddock Road Metro Station and Northeast.
- Vision clearance
There is a general City requirement tha

buildings on corner lots must maintain a vision clearance at the corner for purposes of transportation safety. In such instances, structures may be no higher than 42" (3' 6") above the curb. There is also a general policy to maintain the building line in the historic districts. Therefore, the Zoning Ordinance gives the Boards the power to waive this requirement as well as other yard requirements in the vision clearance area where it determines that the maintenance of the building line is important to the character of the blockface.

- Building height for commercial construction is limited to 50 feet. However, this varies somewhat depending on the zoning of a particular parcel.
- New commercial building projects over 3,000 square feet in area or which are closer than 66 feet to land used or residentially zoned require the approval of a Site Plan by the Planning Commission. The site plan must be prepared by a professional engineer or land surveyor and must include building massing studies. (See §11-400 of the Zoning Ordinance). Information on Site Plan requirements may be obtained from the Site Plan Coordinator, Department of Transpor-



Proposal for a new hotel in a Federal Revival style of architecture.

SOURCE: 116 South Alfred Street, BAR Approval 1/19/83, Bairley & Maginnis, P.C., Architects

tation and Environmental Services, Room 4130, City Hall (Telephone: 703/838-4318).

New commercial construction which requires the approval of a Site Plan must comply with the provisions of the Alexandria Archaeological Protection Procedure (§11-411 of the Zoning Ordinance). The specific requirements may be obtained from the City Archaeologist, Alexandria Archaeology, 105 North Union Street, 3rd Floor. (Telephone: (703/838-4399).

- Construction of all new buildings must meet the requirements of the Virginia Uniform Statewide Building Code (USBC) and requires the issuance of a building permit by Code Enforcement.
- Construction of new commercial buildings must meet the requirements of the Americans with Disabilities Act (ADA).
- Tree removal for new construction requires approval of the City Arborist.
- Generally, new commercial construction must include parking. The requirements vary depending upon the size of the building. (See Article 8 of the Zoning Ordinance.)

nance.)

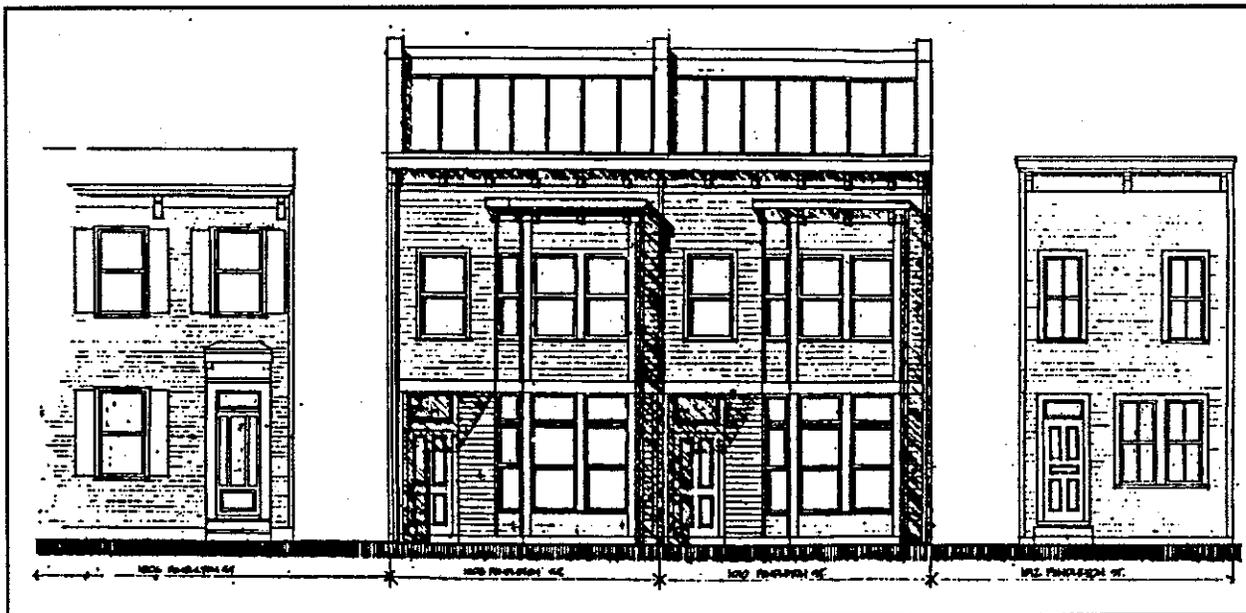
- New commercial construction which involves land disturbance of 2,500 square feet or more of land area must comply with the requirements of the Chesapeake Bay Protection Ordinance.

GUIDELINES

- Applicants should consult Building Alterations, Chapter 2, regarding guidelines for specific elements of a proposed new building. For example, Chapter 2 provides information on compatible window treatments, paint colors and building materials.

- Style

No single architectural style is mandated. However, there is strong preference on the part of the Boards for buildings which reflect the traditional architectural styles found in the historic districts. Designs generally should complement and reflect the architectural heritage of the City. For example, abstraction of historic design elements is preferred to a building design which introduces elements that have no historical basis in the districts. Additionally, direct copying of



Proposal for two new in-fill townhouse office buildings with mansard style roofs. From the street the buildings appear to be two stories in height because the mansard roof is set back.

SOURCE: 1008-1010 Pendleton Street, BAR Case #89-38PG, John Savage, Architect, P.C.

buildings is discouraged.

- Massing

Building massing is the enclosed volume which constitutes a building's exterior form. In the historic districts, new commercial construction should reflect the building massing prevailing along the blockface. For example, uneven massing should be avoided along a blockface which has buildings of uniform massing.

- Height

Building height should generally reflect the existing heights of buildings along the blockface of the proposed new construction.

- Width

The width of commercial buildings varies widely along the principal commercial streets in the historic districts. In general, building width should reflect the prevailing pattern in the immediate vicinity of the proposed project. For example, a new commercial building along King Street should reflect the relatively narrow 25-35 foot ur-

ban row building pattern that prevails.

- Siting

In general, new commercial buildings should be sited so that the front plane of the building reflects the prevailing front setback pattern along the blockface.

- Parking

Parking should be provided within or behind a new structure. Parking lots to the side of a building and open to the street disrupt the traditional street wall and are strongly discouraged. Additional information is provided in the Parking section of Chapter 2, Building Alterations.

- Fenestration

The fenestration pattern, that is the relationship of solid to void, such as walls and windows, should be compatible with the historic fenestration patterns in the districts. For example, office and commercial buildings which express very large areas of void are discouraged.

Sufficient reveals around windows to ex-

ARCHAEOLOGICAL CONSIDERATIONS

The construction of new commercial buildings creates ground disturbing activities which may affect archaeological resources. With its rich history, the City of Alexandria is particularly concerned about its archaeological heritage. Archaeological resources in the historic districts are great in number and highly diverse in materials. They often consist of ceramic and glass fragments in the backyards of historic properties; however, archaeological resources are also brick-lined shafts in yards and basements; brick kilns; foundations, footings, postholes and builders trenches of non-extant buildings; landscape features such as walkways and gardens; and even American Indian artifacts which pre-date colonial Alexandria. Often these clues to the City's past appear to be unimportant debris, yet when the artifacts and building remains are excavated and recorded systematically, they provide the only knowledge of lost Alexandria.

Every application to the B.A.R. which potentially involves ground disturbance is reviewed by the City Archaeologist to determine whether significant archaeological resources may

still survive on the property. Therefore, the potential for additional requirements to protect archaeological resources exists with any project that involves ground disturbing activities.

The applicant can speed along the archaeological review process by requesting a Preliminary Archaeological Assessment from Alexandria Archaeology at the earliest date. Call (703) 838-4399, Tuesday through Saturday. Alexandria Archaeology is located on the third floor of the Torpedo Factory Art Center.

- COMMERCIAL ZONES

In commercial zones, the ground disturbing activities associated with the construction of new buildings may necessitate compliance with the Alexandria Archaeological Protection Procedure (§ 11-411 of the Zoning Ordinance). The specific requirements may be obtained from the City Archaeologist. Occasionally, compliance in such projects may require the property owner to contract with an independent archaeologist to document conditions before and during construction. Property owners should contact the City Archaeologist as early as possible so that there are no project delays.

press the thickness of materials is strongly encouraged.

First floor retail uses should generally be expressed through large storefront windows. This reflects the historical pattern of usage of first floor space along the commercial corridors of the historic districts.

- Roof

The roof form should reflect the roof forms expressed along the blockface. In addition, roofing materials should reflect the traditional use of wood, metal and slate in the historic districts. Additional information is provided in the Roofing section of Chapter 2, Building Alterations.

- Spacing Between Buildings

The spacing between a new commercial building and existing structures should reflect the pattern of spacing between buildings evident along the blockface to maintain a consistent rhythm. For example, along King Street there should be zero spacing between buildings. In areas where commercial and residential zoning abut, a transition space must be maintained which may effect traditional building relationships.

- Architectural Detailing

Architectural detailing such as cornices, lintels, arches, and chimneys should express the traditional quality and quantity of architectural detailing found on historic structures throughout the districts.

Side and rear walls which face open areas should be designed with as much attention to detail as the primary facade. It is the general preference of the Boards that surface articulation be provided on otherwise unrelieved side walls to break-up apparent massing through such means as the articulation of false windows, pilasters and changes in brick patterns.

- Directional Expression

The orientation of a building to the street is important. The relationship of height and width of a proposed new commercial building should reflect the prevailing pattern along the blockface. For example, a wide one-story building would not be appropriate

among the narrow multi-story buildings lining King Street.

- Materials

The predominant building materials for commercial buildings in the historic districts are wood and brick. In addition, there are several stone buildings. Stucco coatings were very rarely used in the historic districts. The building materials for new commercial structures should reflect these traditional materials.

- Building Orientation

The principal architectural facade should face the street. The front entrances of new commercial buildings should be open to the principal street frontage of the building. Entrances for new commercial construction must meet the requirements for accessibility for persons with disabilities established by the ADA and the Virginia USBC.

- Utilities

While the Boards are cognizant of 20th century infrastructure requirements, such items as electrical meters and transformers, HVAC equipment and solid waste management equipment should be visually and acoustically screened from public view.

- Color

The colors proposed for new commercial buildings should be compatible with those in use on historic buildings in the districts. The B.A.R. Staff has developed a *Color Chart of Historically Accurate Paint Colors in the Old and Historic Alexandria District and the Parker-Gray District* which can be consulted to help determine appropriate colors which reflect the historic heritage of the City.

APPLICATION REQUIREMENTS

In order to properly evaluate the appropriateness of a design for new construction, the Boards of Architectural Review require that an accurate depiction of the design be presented. Sketches are not acceptable. Most designs for construction of new buildings presented to the Boards of Architectural Review are prepared by design professionals

such as architects and engineers; however, a professionally prepared submission is not mandatory. Applicants, however, should be aware that drawings sealed by an architect or engineer licensed in Virginia may be required by the Code Enforcement Bureau prior to the issuance of a building permit.

All applications for approval of new commercial construction must contain the following information:

Alexandria Business License

Proof of a valid Alexandria Business License is required at the time of application for contractors, subcontractors, architects and designers.

Photograph of Existing Conditions

Clear photographs of the site and the surrounding properties are required for reference.

Plot Plan/Site Plan

A plot or site plan accurately showing the location and dimensions of the footprint of the new building including property lines, accessory structures, fences and gradelines as well as existing improvements is required. A roof plan showing water drainage and location of mechanical units should also be indicated.

Drawings

Drawings accurately representing all elevations of the proposed structure indicating materials and overall dimensions, including height, are required. In addition, a drawing showing the contextual relationship of the proposed structure to existing adjacent buildings is required. The location of such ancillary items as HVAC units, heat pumps, roof guards, fire hose connections, utility meters and risers should be noted on the drawings. The drawings should have a minimum scale of $3/32" = 1'$, however, larger scale drawings may be required. At least one set must meet the maximum permit size of $24" \times 36"$. Additional copies of the required drawings may be reduced if they are clearly legible.

Floor Area Ratio Calculations

Applicants must provide accurate F.A.R.

City of Alexandria, Virginia
Design Guidelines

calculations for the new addition. Forms for these calculations are available at the time of application.

Materials

The materials to be used for the structure must be specified and delineated on the drawings. Actual samples may be provided, if appropriate.

Color

The proposed color of the structure and trim-work must be indicated and actual color samples provided.

RELATED SECTIONS

Introduction

Guide to the B.A. R. Process

Use of the Design Guidelines

Chapter 1 - Signs

Chapter 2 - Building Alterations

Accessibility for Persons with Disabilities

Accessory Structures

Awnings

Chimneys & Flues

Roof Drainage Systems

Electrical and Gas Service

Fences, Garden Walls & Gates

HVAC Systems

Exterior Lighting

Paint Colors

Parking

Driveways and Paving

Roofing Materials

Shutters

Siding Materials

Skylights

Solar Collectors

Exterior Staircases

Stoops, Steps and Railings

Windows

Storm Windows

Chapter 3, Building Accessories

ATM Machines

Satellite Antennas

Chapter 4, Demolition of Existing Structures

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New Commercial Construction - Page 7

A. INTRODUCTION

Any new construction in the districts needs to be carefully designed so that the new building respects its historic setting. The goal is to preserve the physical character of these areas and not necessarily to challenge or compete with them. Thus, in most cases, the new building should be a “background” design; that is, one that does not draw attention to itself at the expense of its historic neighbors.

Preserving Strasburg’s unique character allows the town to provide a physical reminder of the area’s rich heritage for present and future generations.

While there are various historic styles in these districts, the buildings were constructed of traditional materials and often have a similar scale and size. Many also had decorative details depending on their era and style, with the exception of simple outbuildings. These materials and details help create a human scale to the building and add visual interest to the design.

New buildings should use traditional materials or new materials that have a similar appearance to the original. These new designs also should have some type of traditional decorative details that fit the building. Most buildings throughout history had some type of decoration until the modern movement of the twentieth century.

Today, many architects and designers advocate designing a “building of the times,” a phrase

meaning a more modern design, especially ca. 1945-85. The philosophy of Modernism has been that form should follow the function of the building.

Modern materials such as glass, concrete, and metal were used to reflect the technology of the times. Any decoration was considered unnecessary and a compromise to modernism. Regional architectural traditions or materials were abandoned for a global aesthetic of the postwar era.

It is an obvious challenge to take this modernist approach when designing a new building in the historic districts, if the goal is to respect the existing architectural character of the town’s heritage.

Contemporary designs can be created that read as a modern new building but that contain elements and materials that reference the historic character of the districts. Creative architects can design new structures in the districts that don’t simply copy historic designs or paste on historic decorative elements or features but reinterpret existing vocabularies in distinctive and new ways. This newer approach, Neo-traditionalism, has been widely accepted in architectural design practice in recent years.

Thus it is obvious that there are several approaches to creating buildings in a historic district. The following guidelines reflect the goal that the design of new buildings should respect the character of the historic district while providing flexibility in the actual design itself.



This chapter provides guidance to help ensure that the design of any new residential or commercial structure in the historic districts respects the historic character of Strasburg.



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B. SITING AND SETBACK

Setback is the distance between the building and the property line or right-of-way boundary at the front of the lot. Setbacks in Strasburg's historic districts vary according to the use of the building, its era of construction, and the street on which it is located.

GUIDELINES FOR SITING AND SETBACK:

1. New buildings should be located on a legal public street rather than at the rear of lots behind existing buildings.
2. Relate setback of any new construction to the character of the existing historic structures in that district. Commercial structures generally should have little to no setback.
3. Keep setbacks consistent with the setbacks of a majority of historic buildings on the block and across the street.
4. For new governmental or institutional buildings, either reinforce the building plane through a minimal setback, or use a deep setback within a landscaped area to emphasize the civic function of the structure.
5. Use the historic placement of the type of building that you seek to construct if the building site is located between two distinctive areas of setback, such as between commercial and residential.



New residential construction should reinforce the dominant condition of surrounding properties.



New construction in commercial areas should reinforce the minimal setback historically associated with these areas.

C. SPACING

Spacing refers to the side yard distances between buildings. Zoning regulations in the districts specify minimum side yards. Through the historic district overlay zoning, these may be altered to ensure that new construction is consistent with the historic streetscape. In order to maintain the rhythm and balance established by the spacing of existing historic buildings, new construction should be consistent with the historic pattern of building spacing. As with setback, spacing in the districts can vary from block to block. New buildings should be located on a legal public street rather than at the rear of the lot behind an existing building, when possible.

Common spacing patterns include larger residences on medium-sized lots with ample spacing between structures and medium and smaller-scaled buildings constructed relatively close together. Many commercial and early residential buildings have minimal to no spacing between structures, while some have random spaces between them due to the mixture of converted residences and commercial structures.



Like setback, the spacing of structures throughout the district is sometimes not regular. The best guidance is to space new construction to respect the condition found on adjacent lots.



GUIDELINES FOR SPACING:

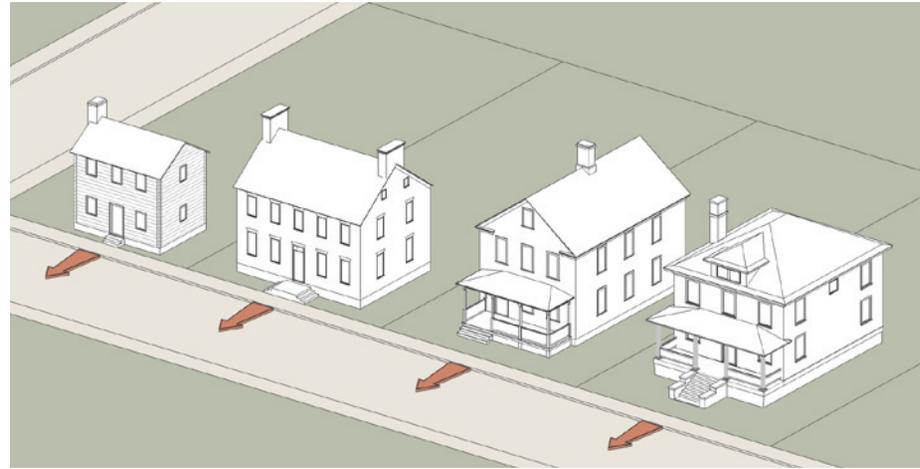
1. Look to historic precedents for the size of side yards between buildings on similar sized lots adjacent to your parcel.
2. The relationship of a building to the open spaces between it and adjoining buildings should be visually compatible with the spacing of adjacent buildings and should not vary more than 25% from the existing historic condition.

D. ORIENTATION

Orientation refers to the direction the front (facade) of the building faces.

GUIDELINES FOR ORIENTATION:

1. Orient the facades of structures to the street onto which the lot faces.
2. Orient the primary facade to the major street if the building is to be constructed on a corner lot. It should not project from the front plane of the house.
3. If new construction includes an attached garage, do not orient the garage to the primary street. It should not project from the front plane of the house.
4. Detached garages should follow the historic precedent for placement, at the rear of the lot and facing the street or side yard.



New construction should respect the consistent orientation of the front of each building to the primary street on which it is located.



E. MASSING

The overall massing of a building relates to the organization and relative size of the building sections or pieces of a building. The nature of the mass is further defined by the height, width, and directional expression of the structure.

The earliest historic structures in Strasburg were often rectangular in shape and one and one-half to two stories. Over time additions were made to these early structures, attached to one side or to the rear of the structure.

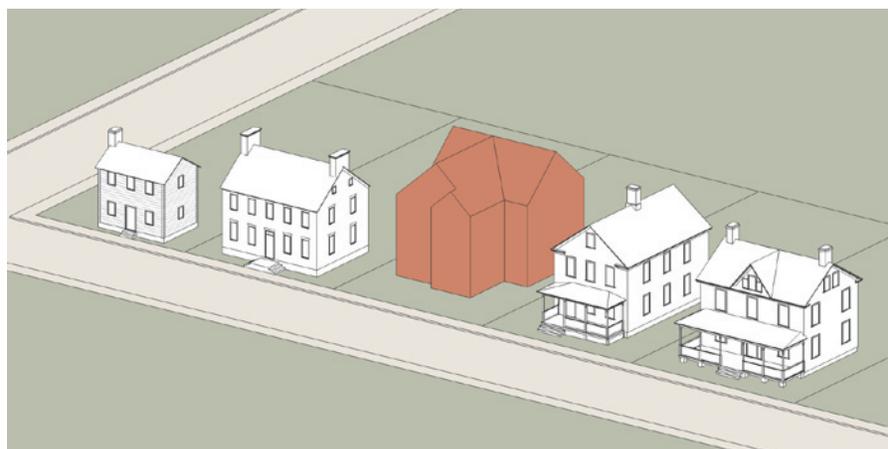
The existing massing of historic structures may be used as a precedent for new construction; however, new additions must be subordinate in their massing to the historic structure. This concept will be covered in more detail in *Chapter 5: Additions*.



An APPROPRIATE example of mass for new construction relates to adjacent house forms

GUIDELINES FOR MASSING:

1. In general, use massing that relates to that of existing historic building types on the street. If there are no buildings for reference on the street, relate the new structure to examples of the historic building type in the district.
2. Reduce the perceived mass by dividing the structure into simple intersecting masses with varying rooflines according to existing historic structures.
3. Where the footprint of new construction is larger than historic precedents, look to historic examples of dwellings that grew over time. Later periods of construction are often represented by a series of separate, subordinate masses.



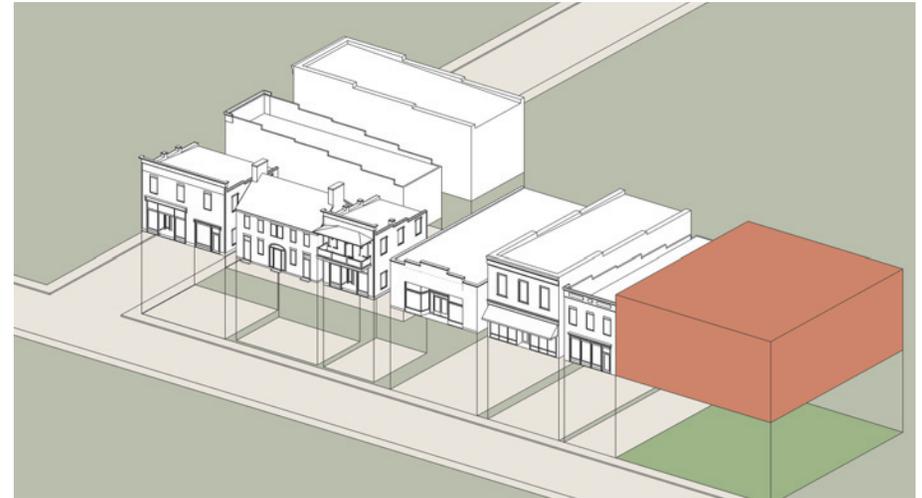
An INAPPROPRIATE example of mass for new construction as shown here breaks the rhythm of the street and looks out of place with its counterparts.



Most historic dwellings in the districts have simple forms. More complex forms are found when the structure has been added on to over time or in higher-style examples of the Victorian period.

F. COMPLEXITY OF FORM

A building's massing and form can be simple (a box) or complex (a combination of many boxes or projections and indentations). The level of complexity usually relates directly to the style or type of building.



It is easiest to judge the form of commercial structures by their footprint. As seen above, most commercial structures have simple rectangular forms. Note that the new construction (shaded) may appear too large for this block. Illustrations on the following page will show how to reduce its perceived mass.

GUIDELINES FOR FORM:

1. Use forms for new construction that relate to historic precedents in the district. Most early structures in these districts reflect a simple form. Through their development, the districts' structures have retained this simple massing, often adding a side addition or a rear ell to the original rectangular structure to create an L-shaped or T-shaped structure.
2. For structures much larger than historic examples, it may not be feasible to accommodate all uses within one simple rectangular form and roof mass. Look to local precedents for complex massing that evolved from simple forms over time to inform new construction.

G. SCALE

Scale is the relative relationship between forms; and in architecture, it is the relationship of the human form to a building. It is also the relationship of the size of one building to another. A building can reflect a monumental or a human scale that can be created by its overall height and width. Perception of scale can, in some cases, be influenced by architectural details. The actual size of a new building can either contribute to, or be in conflict with, the existing structures in a historic district.



A side-by-side comparison of the same house with and without a porch shows how a porch can be used to reduce the perceived size of the structure and relate it to a human scale.

GUIDELINES FOR SCALE:

1. Design new buildings to respect the width and bay divisions of historic structures along the street. Flexibility in the width of new structures may occur due to different eras and styles of construction and the structure's placement on the lot.
2. Establish the height of a proposed building within twenty percent of the average height of adjacent historic structures to achieve visual compatibility, except when the adjacent structure is only one story, in which case two stories is acceptable.
3. Reinforce the human scale by including functional elements that reinforce the character of the district, such as porches and porticos for residential buildings and traditional storefronts for commercial structures.



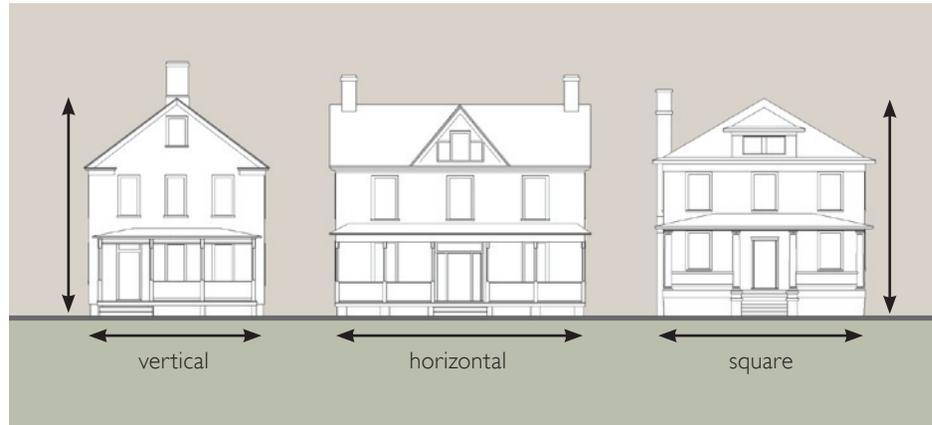
Scale of this unmodulated mass is reduced, as seen below, by dividing it into three vertical bays with storefronts on the first floor and both storefront and roofline cornices.



H. DIRECTIONAL EXPRESSION

The relationship of the height and width of the front elevation of a building mass provides its directional expression. A building's directional expression often relates to its era, its original use, and its architectural style. Early buildings in Strasburg are generally more horizontal in appearance, whether used for residential or commercial purposes.

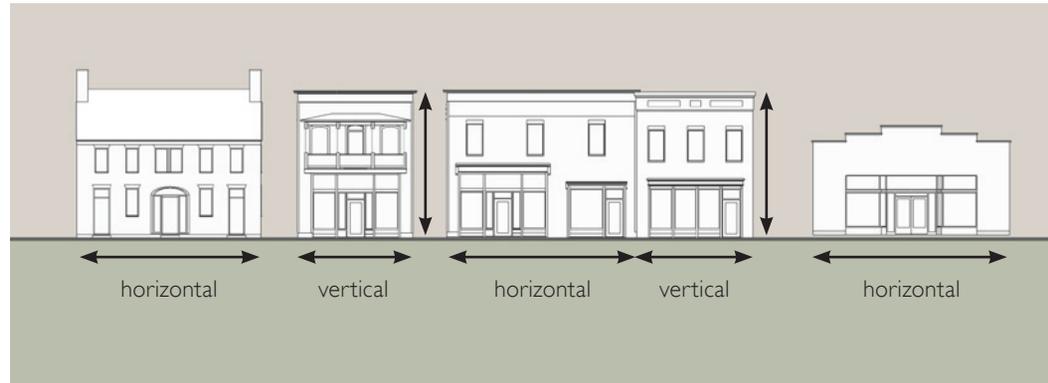
Commercial structures built in the latter part of the nineteenth or early twentieth century tend to be more vertical while mid-twentieth century and later structures are often more horizontal due to increased street frontage and fewer stories. Many Federal, Colonial Revival, and Bungalow residential designs share a horizontal expression, while the Victorian house styles from the mid-nineteenth century through the turn of the century are often more vertical.



The residential structures in the districts vary in their directional expression. These variations are often tied to the architectural style of the house and the period in which it was built.

GUIDELINE FOR DIRECTIONAL EXPRESSION:

1. Reflect the directional expression of adjacent historic structures.



Traditional late-nineteenth and early-twentieth century "main street" commercial buildings typically have a vertical expression while earlier and later structures may have more horizontal proportions.

I. ROOF FORM, FEATURES, AND MATERIALS

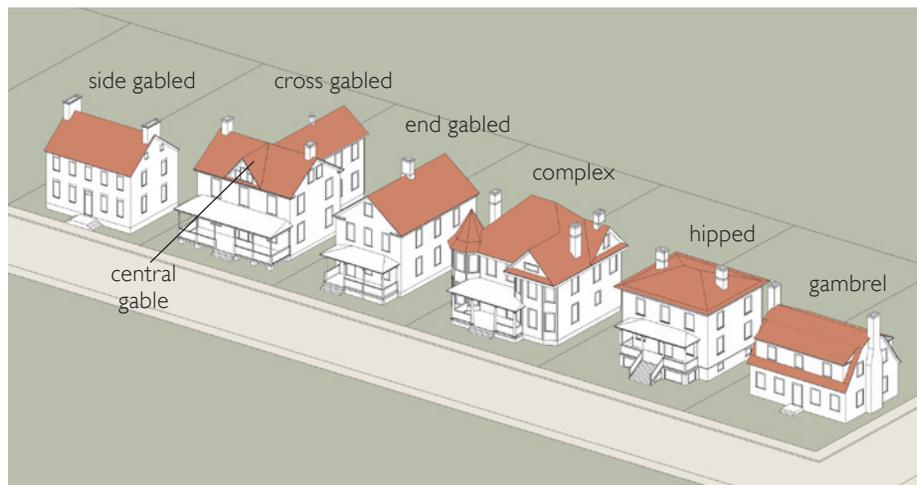
Roof form plays an important role in defining the form of a building, while the materials of the roof help to define its character and create continuity and rhythm in the district. Refer to *Chapter 10: Materials* for guidance on appropriate roof materials and dimensions.

Roof features may be divided into three categories:

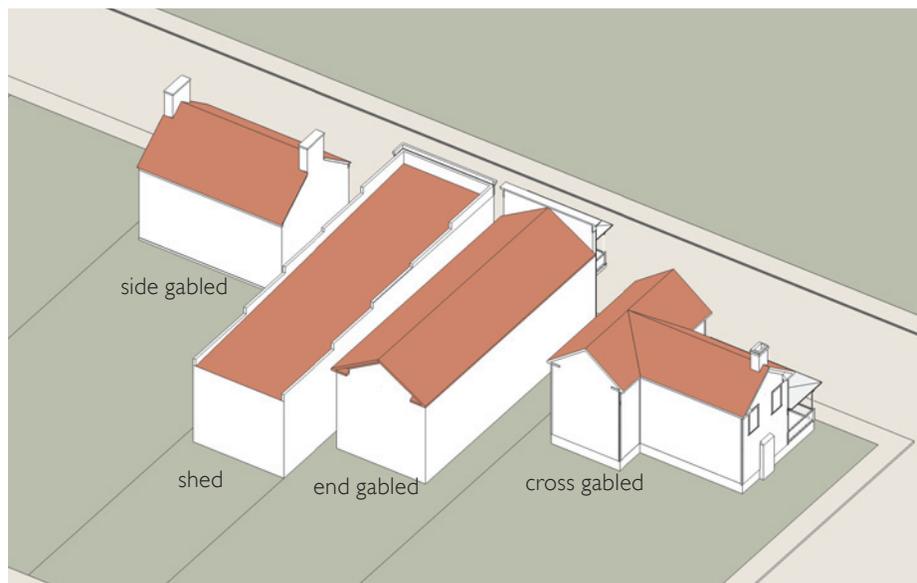
- Design features such as dormers, light wells, skylights, and cupolas or belvederes. Their historical purpose was to bring light and/or air to the building's interior before the age of electricity and air-conditioning.
- Decorative roof features such as finials and cresting. These features are rare in the districts.
- Modern mechanical features including solar panels, satellite dishes and mechanical equipment.

INAPPROPRIATE TREATMENTS

- Avoid creating a large mass that will result in a very tall steeply pitched roof.
- Skylights are not on visible elevations of the roof.
- Continuous dormers, i.e., raising most of the roof, is prohibited on the street side.
- Avoid thick split wooden shakes as a roof material.



Residential roof forms vary by style and include gabled and hipped examples.



The majority of historic commercial buildings have shallow shed roofs concealed behind cornices, but gable roofs are found as well, especially on residences that have been converted to commercial use.

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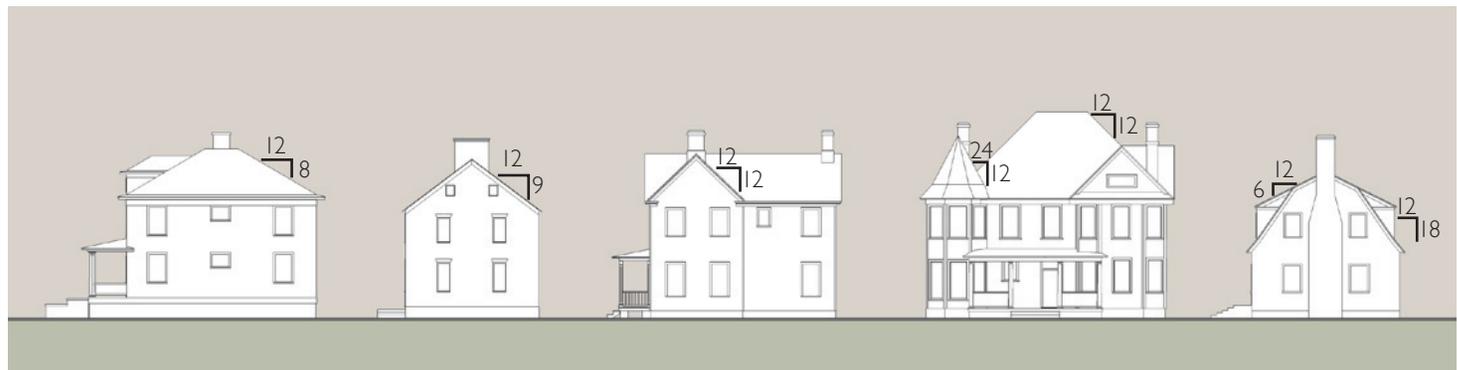
GUIDELINES FOR ROOFS:

1. Respect the roof forms and pitch(es) of nearby historic buildings of similar use in the district when designing new buildings.
2. Use roof forms that relate to adjacent historic examples.
3. Consider the use of dormers for new residential construction. By punctuating a large sloping roof with dormers, it may reduce the perceived mass of the roof. Continuous dormers, i.e. raising most of the roof, should be avoided on the street side.
4. Scale the dormers proportionately to the scale of the building and roof masses. Look to historic precedents for appropriate size ratios, rhythm and dormer locations.
5. Match the slope or pitch of the dormer roof to that of the roof of the main structure.
6. Consider the use of features that bring light and air into the structure. Many historic features have been reintroduced as part of the green design movement and should be considered as a way to reduce the energy consumption of new construction. Examples include cupolas, light wells, and double-hung windows in which both the upper and lower sash are operable. Cross-ventilation also helps to move air limiting air-conditioning use.

7. Locate skylights, solar panels, satellite dishes, and various types of roof-mounted mechanical equipment on the rear or side of the roof where least visible from public roads, walkways, and neighboring properties.
8. Use solar panels that are the same size and dimension as shingle roofing materials or that fit within standing-seam metal panels.
9. For commercial structures, use a parapet wall or other roof feature to screen modern appurtenances such as satellite dishes and mechanical equipment that cannot be placed in an out-of-site rooftop location.
10. Use roof materials that approximate a historic appearance.
 - a. Appropriate materials in the districts include standing-seam metal, wood, and slate. Some metal products are available pre-painted to reduce maintenance.
 - b. Fiber-cement shingles that approximate the historic profile of wood shingles, or artificial slate may also be used. These products are preferable to asphalt.
 - c. In some instances, the ARB may approve the use of dark, consistently colored, very heavy, architectural-grade asphalt composition shingles that look similar to wooden or slate shingles.

BY THE NUMBERS:

The first number in the pitch is the number of inches measured horizontally and is generally set at twelve. The second number, usually between seven and twelve for historic residential structures, is the rise in height in twelve inches. Therefore, an eight-in-twelve pitch means that the roof is rising eight inches in height for each foot of slope.



Respect the roof types and pitches historically found on the houses in the districts.

J. CHIMNEYS AND OTHER ROOF FEATURES

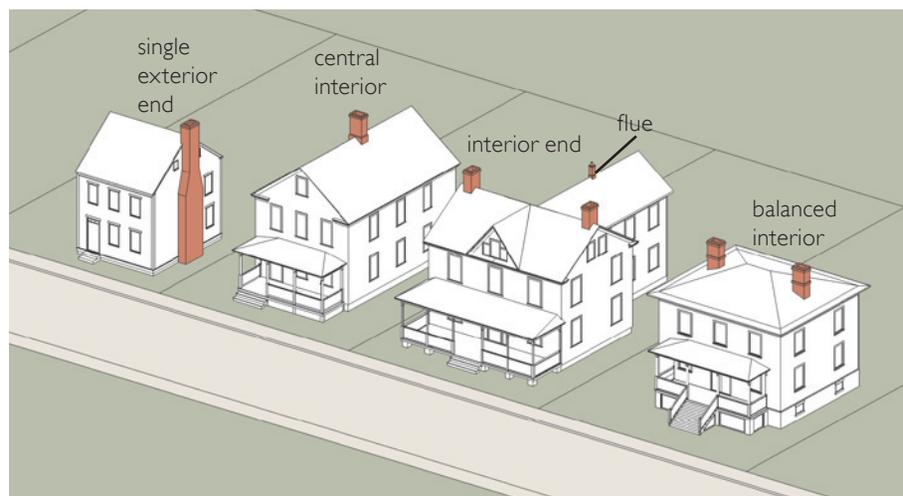
Masonry chimneys are a character-defining feature of dwellings in Strasburg’s historic districts. They were, and may still be, an integral part of a house’s heating system. Early chimneys were either centrally located within the structure in the Germanic tradition or to the exterior of the structure. Typically these chimneys are constructed of local limestone or brick. Later chimneys are predominantly located to the interior of the structure, at one or both ends, and are constructed of brick. With the increased use of stoves to heat dwellings, stovepipes were directed up chimneys which could now be located to the interior of the structure; and by the end of the nineteenth century, square masonry flues replaced chimneys as a source to vent stoves and furnaces. They are often seen on rear ells where kitchens were located.

INAPPROPRIATE TREATMENTS

- Do not use exterior metal pipe chimneys.
- Do not clad exterior chimneys in wood siding.
- Do not use artificial materials that simulate brick or stone.
- Concrete masonry units (CMUs) are not appropriate.

GUIDELINES FOR CHIMNEYS AND OTHER ROOF FEATURES:

1. Construct the visible portions of chimneys of brick or locally available limestone in a historically accurate color range for the districts. Local historic examples also include combination designs in which the lower section of the chimney is stone and the upper section brick.
 - a. Historically, brick chimneys were laid in a running-bond pattern. New chimneys should follow this precedent in areas where they are visible.
2. Locate chimneys according to historic precedents. Most often this will be to the interior of the structure.



Chimney placement is dependent upon the period of construction and style of the dwelling. Symmetrical architectural designs often feature balanced chimneys at each end while asymmetrical designs locate chimneys according to the irregular layout of the floor plan.

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K. CORNICES

The cornice is the embellishment of the junction between the roof and the wall and may also be found on porches or above a storefront. Their material and design depend on the style and character of the rest of the building.

INAPPROPRIATE TREATMENT

- Do not use exaggerated or oversized cornices and cornice elements on new construction.

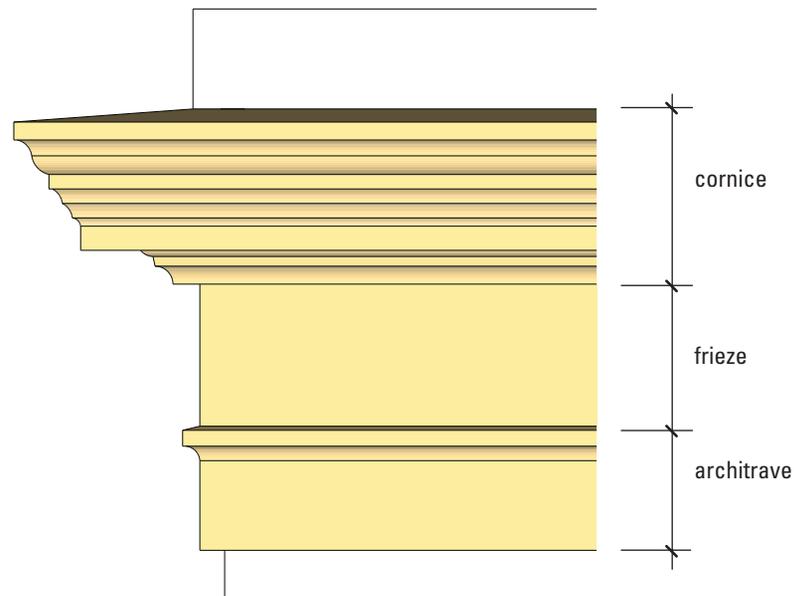


Cornice are a defining feature of commercial structures in the district.

GUIDELINES FOR CORNICES:

- Consider the uses of a cornice, overhang, or parapet at the roofline of new construction in the districts.
- Look to historic precedents to inform the design and provide good information on scale and placement.
- The type of cornice should reflect the style of the new construction and the historic character of adjacent buildings.
 - Commercial and office buildings with flat fronts should include cornices that are either projecting, perhaps with brackets or consoles, or that are a flat articulation of the wall material. Brick cornices are also acceptable.
 - New storefronts should incorporate a cornice, preferably with a sign band.
 - Residences may have simple boxed eaves, bracketed eaves, or exposed rafters depending on the style of the dwelling, instead of a molded cornice.
- Use materials that complement those found in the area where the new building is being constructed.

Elements of a Classical Entablature (Cornice)

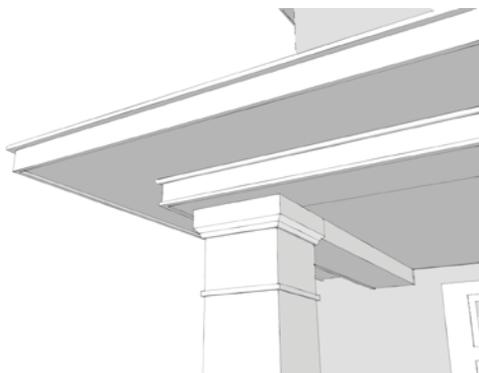




A simple, classical style cornice may be composed of an unadorned frieze and architrave.



A classical cornice with modillion blocks.



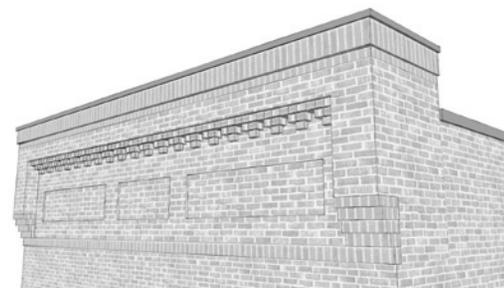
An overhang is often seen on Bungalow and American Foursquare architectural styles and is the exaggerated extension of the roofline past the wall plane.



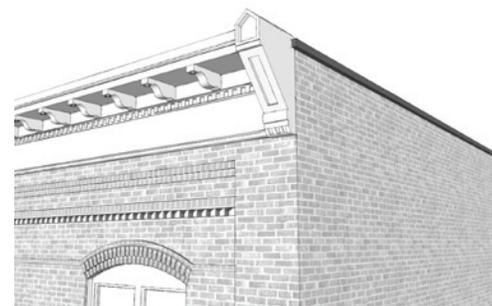
Vertically oriented brackets are often found at the corners of Victorian porches and may also be incorporated into the building's cornice.



Shaped brick, called brick mold or molded brick, may be used below the eave of a masonry structure.



Brickwork in the form of soldier courses, corbelled pendants, and recessed plaques may decorate the cornice of late-nineteenth and early-twentieth century commercial buildings.



Commercial buildings may also have wood cornices, sometimes accompanied by decorative brickwork on masonry examples.

L. OPENINGS

The size, proportion, pattern, and articulation of window and door openings help to give a building its character. Windows and doors help to define a building's particular style through the rhythm, patterns, size, proportions, and ratio of solids to voids.

GUIDELINES FOR OPENINGS:

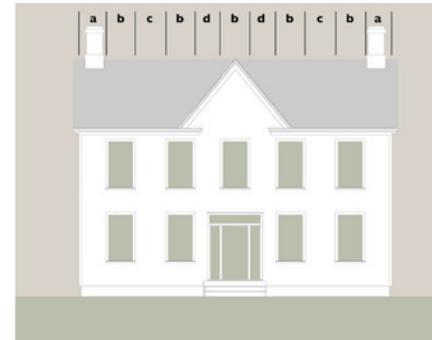
1. Relate and make compatible the ratio of solids (walls) and voids (windows and doors) of new buildings to that of historic structures in the district.
2. Make sure the rhythm and placement of window and door openings are compatible with those of historic structures in the district.
3. Ensure that the size and proportion of window and door openings, or the ratio of width to height, are compatible with those on nearby historic buildings of the same use. If the structure is larger than its historic neighbors, consider openings that are proportionately sized rather than respecting the historic size.
4. Respect the traditional design of openings that are generally recessed on masonry buildings and have a raised surround on frame buildings. New construction should follow these methods as opposed to designing openings that are flush with the rest of the wall.

RATIO OF SOLIDS TO VOIDS



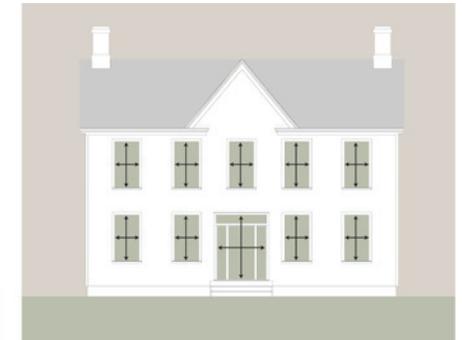
Most historic buildings have a high ratio of wall area to window area.

RHYTHM OF OPENINGS



Most buildings in the district are symmetrical in appearance and have a regular pattern or rhythm of openings. The illustration above notes the various widths of solids and voids on a vernacular Victorian house.

PROPORTION OF OPENINGS



Most residential and upper story windows in commercial buildings are vertical in proportion.

M. WINDOWS

Windows add light to the interior of a building, provide ventilation, and allow a visual link to the outside. From the late eighteenth through late nineteenth centuries, both the size of individual glass panes and the overall opening size of windows increased incrementally. In the early twentieth century, a number of revival styles saw a return to smaller, six-over-six sash in the Colonial manner, or sometimes six-over-one; a new adaptation.

In a technique known as diminution of fenestration, windows on the second level of historic buildings were often smaller (e.g. six-over-six) than those on the ground or first level (e.g. nine-over-six). Most window trim was flat, plain wood although some examples have a beaded detail. In some brick construction examples, a flat brick or jack arch was used to crown the window opening. In the Victorian period, ornamented lintels were common.

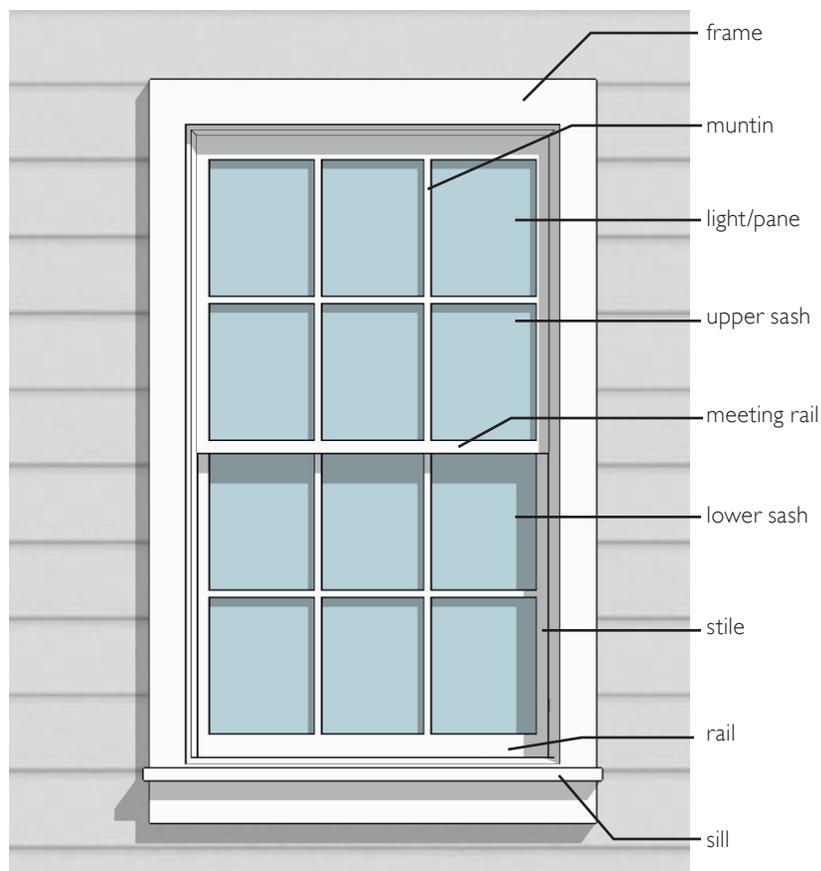
INAPPROPRIATE TREATMENTS

- Do not stain or leave windows, doors, and their frames a natural wood color. Historically, wood was painted to increase the longevity of the building material.
- Do not use false/snap-in muntins or internal removable grilles because they do not present a historic appearance.
- Avoid designing false windows in new construction.
- Do not use mirrored glass on any building in the historic districts. Tinted or low-e glass may be strategies to reduce heat gain and preserve the interior.
- Do not use large, single-paned bay windows as there is no precedent for their use in the districts' historic structures. Three-sided angled bay windows with multiple sash and panes, however, can be found on styles from the 1870s to the present.

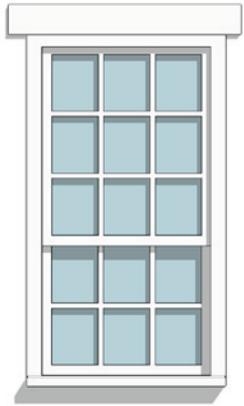
GUIDELINES FOR WINDOWS:

1. Use windows with true-divided lights or interior and exterior fixed muntins with internal spacers to reference traditional designs and match the style of the building.
2. Construct windows of wood (which may be vinyl- or metal-clad), or a wood composite that visually approximates the appearance of wood.
3. Use simple, traditional trim profiles that have the same dimensional qualities as the original trim materials in the districts.
4. Steel casement windows and glass block may be considered in appropriate instances.
5. Install exterior storm windows and doors so that they do not obscure the windows or doors.

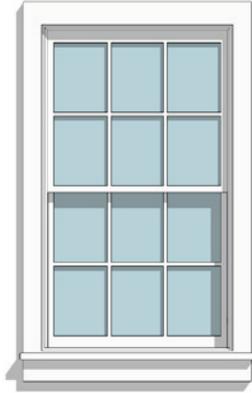
ELEMENTS OF A DOUBLE-HUNG WINDOW



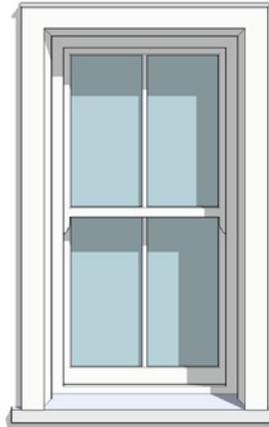
TYPICAL WINDOW TYPES



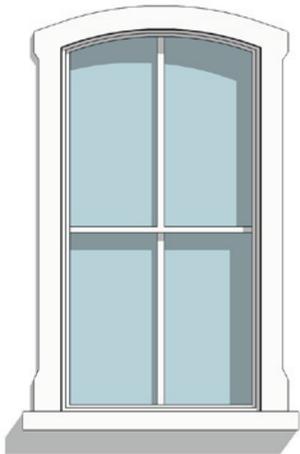
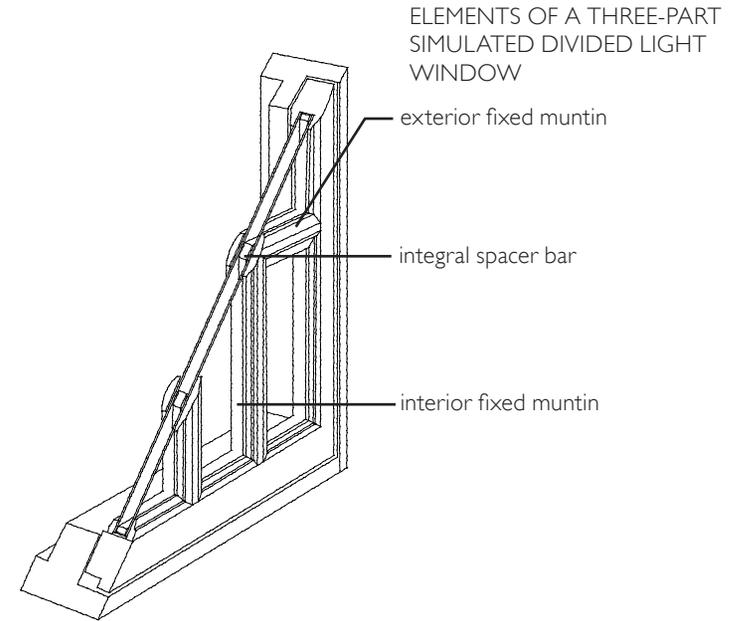
nine-over-six



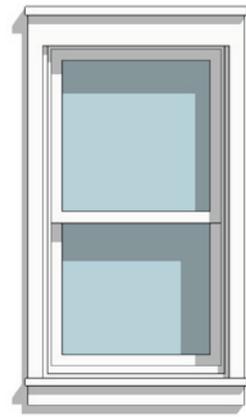
six-over-six



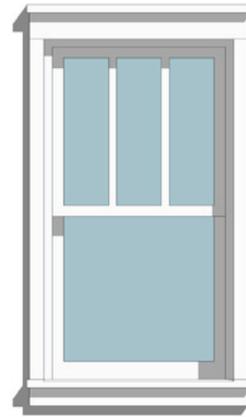
two-over-two



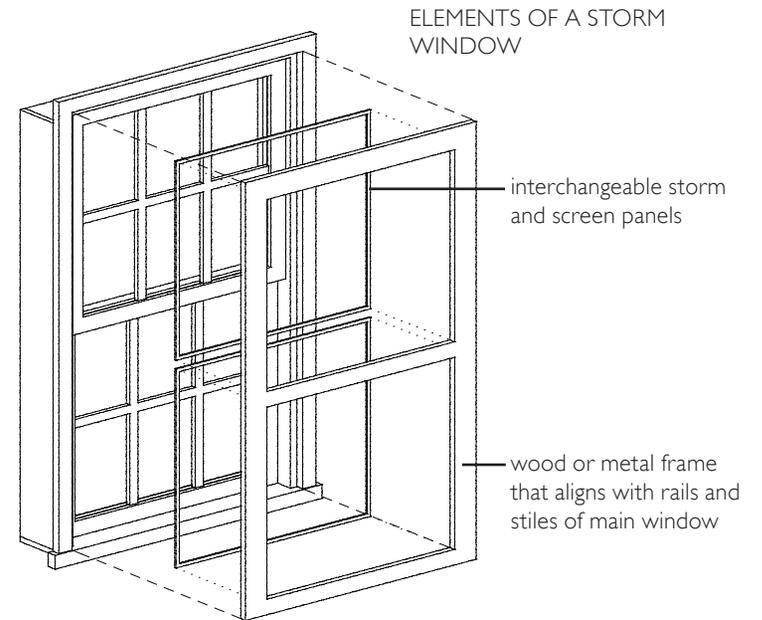
two-over-two, arched



one-over-one



three-over-one



N. DOORS

Doors allow access to the interior of a building and combine a functional purpose with a decorative one. Secondary entrances are often more utilitarian. Original doors and doorways can be found on many houses in the districts and may provide a guide for the design of new doors.

INAPPROPRIATE TREATMENTS

- Do not stain or leave doors and their frames a natural wood color. Historically wood was painted to increase the longevity of the building material, except in the case of Victorian style doors, which may be stained and varnished.
- Do not use unfinished aluminum as a finish for doors or storm doors. Doors should be painted to match the house trim.
- Avoid flush-panel doors.

GUIDELINES FOR DOORS:

1. Relate new doors to the door styles found historically in the districts.
2. Use simple, traditional trim profiles that have the same dimensional qualities as the original trim materials in the districts.
3. Construct doors of wood (preferred material). Composite products may also be considered for new construction depending on design and visual appearance.
4. Storm and/or screen doors should be of a full-view design that allows a complete view of the front door. These designs should not reference a particular architectural style or period.

ELEMENTS OF A DOOR

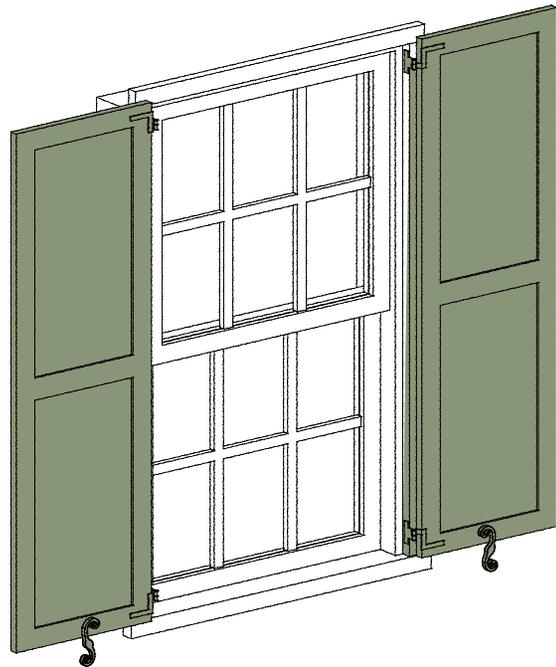


O. SHUTTERS

Shutters were historically used to control the amount of light and air that entered a structure. They also protected the window from the effects of harsh weather by blocking wind and shedding rain away from the opening. Through time, shutters have become a predominantly decorative feature. Operating shutters were uncommon after ca. 1940.

INAPPROPRIATE TREATMENTS

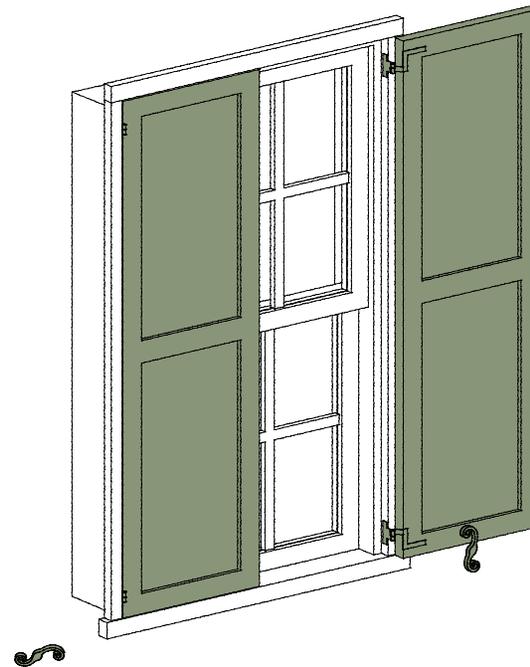
- Do not use shutters on composite or bay windows.
- Do not install shutters by screwing or otherwise permanently affixing them to the wall of the structure, therefore, making them inoperable.



Properly mounted shutters have upper and lower hinges (pintles) and are kept open with shutter dogs.

GUIDELINES FOR SHUTTERS:

1. Use shutters of wood or a wood composite (rather than metal or vinyl) scaled to fit the window opening.
2. Use shutters for new construction only when they will be mounted on hinges to allow for operability or sized and mounted to appear operable. When incorporated into green designs, operable shutters can be used to block the effects of wind and sun, and household energy consumption may be reduced.



When shutters are properly sized they cover the window and fit closely within the frame.

P. FRONT AND REAR PORCHES

A porch or portico is the focal point of many Strasburg houses. Because of their decoration and articulation, these features help to add variety and rhythm to each block. Porches have traditionally been a social gathering point. New residential buildings can better blend with certain areas of the historic districts if a porch is incorporated into the design.

Strasburg is also fortunate that a number of its late-nineteenth-century commercial structures on King Street retain their galleried second floor porches.

GUIDELINES FOR PORCHES:

1. Include a porch in new residential construction if it reflects the prevailing condition of structures in the historic districts.
2. Make sure that new porch designs reflect the size, materials, proportion, and placement of historic porches in the districts.
3. Add porches to secondary elevations, where appropriate, to shield the house from the sun during the summer.
4. Porches should not be used on new commercial buildings; however, embellishment for secondary entrances may include decorative trim, transoms, sidelights, and lighting that reflects traditional examples.
5. For new commercial construction, consider a facade design that includes a contemporary compatible second story galleried porch. The size, proportions and details should be in scale with the rest of the building. Consult *Chapter 32, Section 3202: Encroachments of the International Building Code (IBC)*, which is part of the Virginia Uniform Statewide Building Code, for more guidance. You will also need approval from the Town of Strasburg.
6. Porches should be painted following the same color scheme as the rest of the building.



Including a porch or portico in any new design will reinforce the connection of the house with existing dwellings as well as reducing the perceived scale of the building.



On King Street, traditional residential and commercial forms often incorporated porches into their design.

Q. DECKS

Decks gained widespread popularity in the last quarter of the twentieth century. Many deck designs are too large, are not integrated into the home design, and are too tall in their placement.

Often this new deck placement results in an outdoor living space that may be subjected to the harsh effects of sun and wind, with no protection for people or the structure, as a porch can provide. Without proper design, decks may also lack connection to either the house to which it is attached or garden spaces upon which it focuses.

INAPPROPRIATE TREATMENTS

- Decks are not encouraged in the historic districts and are not permitted on the principal facade of a new building. On a case-by-case basis, the ARB will review the placement and design of decks on secondary elevations where only a minor part of the deck is visible from a public right-of-way.
- The use of pressure-treated wood is not recommended in areas where it will remain unpainted and will be visible from public rights-of-way.
- Decks should not appear to be supported by wooden stilts.
- Second-story decks on single-family residential structures but may be considered by the ARB on a case-by-case basis for mixed-use structures.

GUIDELINES FOR PORCHES:

1. Site the house so that the transition from house, to deck or terrace, to yard level is as direct as possible.
2. Site any deck where it is not visible from the front of the structure, preferably on the least visible elevation of the building.
3. Use traditional porch designs, instead of decks, to relate outdoor spaces to your traditional structure by the:
 - a. Use of porch piers clad or wrapped with brick or stone
 - b. Inclusion of a roof to cover the porch
 - c. Use of railing designs that relate to any other railings on other porches of the house
 - d. Screening of open space under porches from view using materials that provide a traditional appearance such as lattice
4. Use plantings to screen the minor portions of decks that are visible from the public right-of-way.
5. See Guidelines for Porches in the previous section for more guidance.



Two-story porches on rear ells, such as the one seen here, are a traditional design element to provide private outdoor living areas.

R. FOUNDATIONS AND WALLS

The foundation forms the base of the building. Most buildings in the historic districts have stone foundations, although there are some instances of brick and later, poured concrete foundations. The design of new structures should incorporate foundations for aesthetic as well as functional reasons.

There are a variety of exterior wall materials in the district. Most early houses were log, usually sheathed in weatherboards. While there are some early stone houses, many of the earliest surviving structures in the districts have either brick walls or frame walls clad in horizontal wooden siding. Wooden siding continued to be a popular choice through the nineteenth century, with the use of wooden shingles becoming popular in the Victorian era and also in Bungalow designs. By the early twentieth century, advances in building technology made brick veneer an affordable choice and this is reflected in the walls of Strasburg’s early- to mid-twentieth-century dwellings. There are also several examples of stucco-clad walls in the district.

INAPPROPRIATE TREATMENTS

- Do not use a concrete slab foundation without a raised floor level.
- Do not use concrete block or formed brick for foundations.
- Vinyl and aluminum siding are not acceptable choices for wall cladding in the historic districts.

GUIDELINES FOR FOUNDATIONS AND WALLS:

1. Respect the height, contrast of materials, and textures of foundations on historic buildings in the districts.
2. Distinguish the foundation from the rest of the building through the change of materials or the use of a water table.
3. Use stone or brick as the foundation material/cladding for new construction.
4. Select stone that echoes the colorations of the local limestone found in the districts.
5. Some alternative stone and brick veneer materials may be acceptable as cladding for new foundations. Cladding should be continued to all sides of a new foundation, not just the front elevation.
6. Parging, the covering of the structure’s foundation material with a coat of cement mortar, may be an appropriate foundation treatment on smaller structures and additions.
7. Use wall-cladding materials that provide a historic appearance. These materials may include native limestone, brick, horizontal wooden siding, wooden shingles, or stucco.
8. Respect the appropriate historic precedent for the treatment of the junction between the foundation and the wall cladding material chosen for new construction.
9. Consider the use of structural insulated panels (SIPs) as an alternative to conventional framing for floors, walls and roofs. These composite panels provide rigid foam insulation sandwiched between interior and exterior sheathing layers of structural board and share the same structural properties as an I-beam.
10. Consider the use of gentle grading to provide an at-grade entrance at the side or rear of the structure.



New construction should respect the traditional height of foundations found on adjacent historic buildings, which may vary throughout the district depending on the topography and the period and type of construction.

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S. MATERIALS AND TEXTURES

The choice of materials and textures are among the most important decisions in establishing the basic character of a building. The use of inappropriate and simulated materials is one of the primary reasons for incompatible new construction in a historic area.

Strasburg's historic districts display a limited number of materials and textures including native limestone laid in a variety of patterns with differing mortar profiles, brick laid in common and later in running bond, log, weatherboard, clapboard, and German wood siding, decorative wooden shingles, and wood trim in a wide range of profiles and descriptions.

Historic and substitute materials appropriate for use in the historic districts are discussed in detail in *Chapter 10: Materials*. Please refer to that chapter for more information.

INAPPROPRIATE TREATMENTS

Masonry and Substitutes

- Exposed concrete or split-face block
- Brick of highly contrasting shades
- Tinted mortars outside of historic color range
- Synthetic stucco - Exterior Insulation Finishing System (EIFS)
- Smooth, wire cut brick

Wood and Substitutes

- Modern manufactured log structures are not appropriate in the historic districts.
- Siding or shingles with an artificial wood-grained texture
- Rough wood shakes, except on early log structures
- Vinyl or aluminum siding and trim
- Plastic, including fiberglass-reinforced plastic

GUIDELINES FOR MATERIALS AND TEXTURES:

1. Choose materials and textures that are compatible with and complementary to adjacent historic structures. Obtain these traditional materials from local sources, when possible. When possible, use materials with a high-recycled content.
2. In order to retain the traditional image of the districts, stone, brick, stucco, and wood siding are the most appropriate choices for wall-cladding materials.
3. Use uniform primary wall-cladding material on all sides of the building.
4. Employ the use of a limited number of different historic materials if the new construction is broken into separate masses to simulate a dwelling that has evolved over time. Follow #3 for each mass.
5. Differentiate the foundation from the main wall plane through a change in material or texture.
6. For brick and stone construction, particular attention should be given to following historic precedents for bonding patterns, mortar profiles, thickness, composition, and color.
7. Use wood as a first choice for elements such as trim, porch elements, and other decorative features, following historic precedents. Substitute materials are also available for trim details but must be able to be worked in the traditional manner of wood. See *Chapter 10: Materials – Substitute Materials* for more information.
8. Cementitious (fiber-cement) products including shingles and siding are appropriate for new construction if applied in traditional patterns. These materials should be smooth-finished and applied with a five-inch to seven-inch reveal according to historic precedents.
9. Consider traditional standing-seam metal such as galvanized steel and terne (a zinc and tin alloy). New stainless steel and pre-coated terne products may also be appropriate. Metal roofing products should be manufactured in the traditional widths and installed with real or simulated standing seams. The appropriate seam height for residential standing-seam roofs is between one- and one-quarter and one- and one-half inches.
10. Modern substitutes that are compatible with historic materials may be acceptable if the substitute material replicates the visual qualities and workability of the original material.
11. Historic log houses were generally weatherboarded. Exposed log construction is discouraged. Modern manufactured log houses are prohibited.

T. ARCHITECTURAL DETAILS AND DECORATION

The details and decoration of Strasburg’s historic buildings vary tremendously with the different styles, periods, and types. Such details include cornices, roof overhangs, chimneys, lintels, sills, brackets, masonry types and patterns, shutters, entrance decorations, and entry elements.

The historic structures located in Strasburg are, for the most part, vernacular buildings that are characterized by a simplification of the details found on urban examples of the popular architectural styles of the period. Early structures often used simple decorative features such as unadorned cornices and plain window and door trim, brick jack arches over windows, paneled wood doors, transoms, and louvered shutters.

With the arrival of the railroad and the availability of mass-produced building materials, especially after the Civil War, the local aesthetics changed. Although Strasburg continued to build in vernacular traditions, the turned and sawn woodwork of the Victorian era marks many late-nineteenth-century dwellings in the districts. Examples of Victorian embellishments include bracketed cornices, decorative windows, patterned wood and slate shingles, decorative window caps, and porches with turned posts, sawn balusters, and brackets.

The important factor to recognize is that many of the older buildings in the districts do have decoration and noticeable details. It can be a challenge to create new designs that use historic details successfully. One extreme is to simply copy the complete design of a historic building, and the other is to “paste-on” historic details on a modern unadorned building.

Neither solution is appropriate for designing architecture that relates to its historic context and yet still reads as a contemporary building. More successful new buildings take their clues from historic images and reintroduce and reinterpret traditional decorative elements, although accurate period or Neo-traditional designs are also widely accepted.

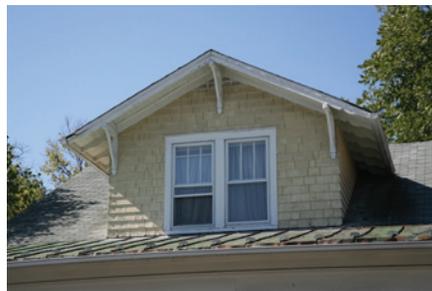
INAPPROPRIATE TREATMENTS

- Do not design new construction without details that provide a visual link to the historic structures in the district.
- Refrain from “pasting-on” historic details to a modern unadorned building.

GUIDELINES FOR DETAILS AND DECORATION:

1. Interpret the architectural details that are found on existing historic buildings in the district. These include but are not limited to roof overhangs, cornices, chimneys, window and door trim, brick bond patterns, wood siding and shingle patterns, and entry features. Elements such as these provide much of the decoration for historic structures in the districts.
2. Use the details on historic structures of the same use and period as a guide for the appropriate dimensions, proportions, and appearance of new details.
3. Period-accurate Neo-traditional designs are acceptable.

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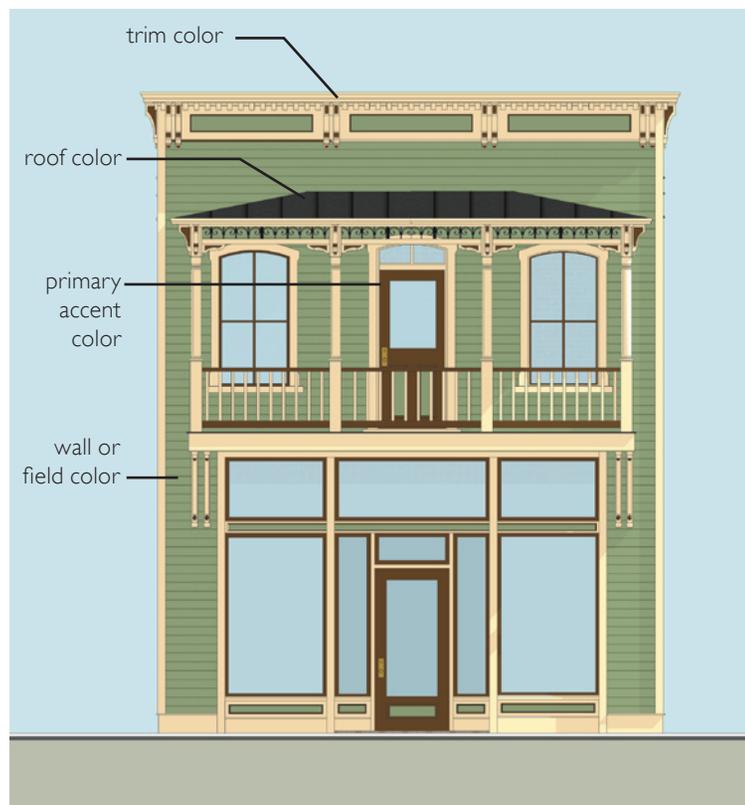
Strasburg's historic structures have a wide variety of details which are linked to the era of their construction and architectural style. These details may provide appropriate precedents for new construction in the districts.

U. COLOR

Paint colors of historic structures in Strasburg’s historic districts were dependent on the architectural style of the building and the amount of decorative trim. When choosing colors for new construction, respect the historic palette for the styles of adjacent historic structures and stylistic references of the new dwelling. Although the ARB does not approve paint color for new construction, it can provide informal guidance on request. Please use the information below as a guide.

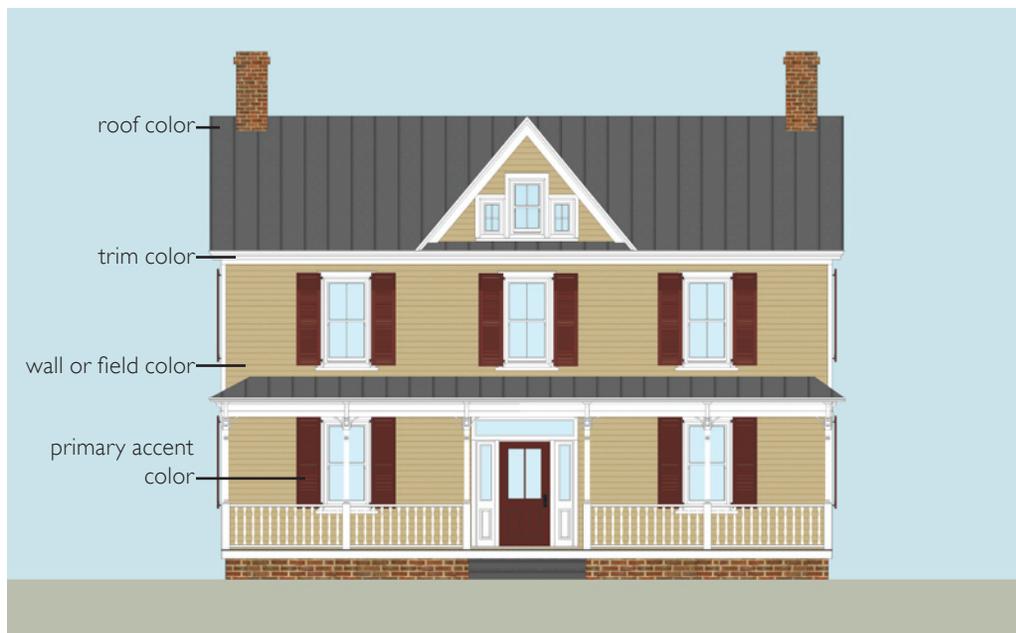
INAPPROPRIATE TREATMENTS

- Do not use jarring, garish, or intrusive colors.
- Do not paint brick or stone masonry surfaces except CMUs.



GUIDELINES:

1. Select a coordinated color palette informed by historic precedent and compatible with adjacent buildings.
2. See *Chapter 10* of these guidelines for appropriate palettes of historic colors by architectural style.



For new construction that is inspired by late-nineteenth and early-twentieth century vernacular Victorian architecture, a three-color paint scheme based on historic paint colors may be appropriate.

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Leesburg

VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

PLEASE NOTE: Always check the most recent version of the Zoning Ordinance and other governing documents to ensure that your project meets the applicable regulations in the Town of Leesburg (i.e. setback, fence height) and the most recent version of the Design Review Procedures Manual for more information on how to plan a project and obtain a Certificate of Appropriateness.

VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



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The following guidelines apply to the design of all new buildings and additions to existing buildings in Leesburg's Old and Historic District (OHD).

The intent of these guidelines is not to be overly specific or to dictate certain designs to owners and designers. The appropriateness of the design of any new construction, including additions, will be evaluated on a case-by-case basis.

All criteria in this section are important when considering the appropriateness and compatibility of proposed new construction and additions within the context of the neighborhood. When studying a neighborhood, examine the forms of historic buildings which contribute to the character of the historic district, and allowed for its creation, and avoid taking design cues from non-historic structures.



There may be the opportunity for more flexibility in the design of new buildings or an addition depending on the level of historic integrity of a particular neighborhood. What may be appropriate in some areas may not be appropriate in others. Some parts of the historic district retain a high degree of their original historic character. In these areas, the new design must not visually overpower its historic neighboring buildings.

In other areas where there are more non-contributing structures, new designs could be more contemporary and the Board of Architectural Review (BAR) should be more flexible in applying these guidelines. A successful project will be based on an analysis of the historic setback, spacing, height, massing, materials, and forms of surrounding buildings as well as the nature of the site.

In the case of an addition to an existing building, the new work should be differentiated from the old but compatible with the massing, size, scale, and architectural features to protect the historic character of the property. New work should be done in such a way that, if removed in the future, the essential form and integrity of the historic property and its context would be unimpaired.



The Zoning Ordinance contains certain minimum and maximum limits for designing new projects. Although the Zoning Ordinance sets the maximum for buildable area and height, it may be determined that a new construction project or an addition to an existing structure is not appropriate and cannot be approved as designed to these maximum limits. The BAR may require that the impact of the size, scale, and massing of a project be mitigated to increase its compatibility with neighboring properties and the neighborhood. Refer to the Zoning Ordinance for more information on required building setbacks and other development standards in the base zoning districts within the OHD.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

Rhythm, Balance and Proportion

Because rhythm, balance, and proportion are critical elements in an architectural composition, it is vital that applicants understand and employ these principles when planning and designing additions and new construction. By following these principles, a project is more likely to achieve compatibility with its historic context. The principles of rhythm, balance, and proportion—which may refer to an individual building on one lot or several buildings that comprise a streetscape—are important to ensuring that a new construction project is compatible with its neighborhood.

Rhythm refers to the regular, or rhythmic, occurrence of building elements, such as windows and doors, across a facade. Rhythm also refers to the pattern of buildings along a street.

Balance refers to the harmonious arrangement of architectural elements that may reflect a symmetrical or asymmetrical composition in an individual building.

Proportion refers to a relationship between building elements with respect to size and/or quantity. Proportion also refers to the height of a building in relation to its width and the dimensions of the structure in relation to the dimension of adjacent buildings.

In some areas of the Old and Historic District, there is great diversity of architectural characteristics and, consequently, the rhythm and balance of the existing structures that make up the neighborhood. For example, East Market Street, between King and Church Streets, displays a great variety of setbacks, spacing, massing, heights, roof forms, architectural features, and materials.

In other areas, there is greater uniformity, resulting in a regular pattern of buildings and features. With few exceptions, the historic dwellings along South King Street, south of the W&OD Trail, are a good illustration of uniformity in rhythm and balance.

On the east side of the street, the buildings display a consistently shallow setback, simple massing, and building heights. The narrow lot width results in consistently narrow spacing between the buildings. All structures have some sort of a porch that serves as a transitional space between the

pedestrian and public areas of the street and the personal and private space within. These consistent, uniform characteristics result in a rhythmic pattern of buildings along the street. With the exception of the buildings at the north and south ends of the street, the buildings on the west side of South King Street are generally larger and sit on lots of greater width and depth than those which they face. While the building and site characteristics on the west side of South King Street are different from those on the east side of the street, they nevertheless result in a similar rhythmic pattern.

In order for any addition or new construction to be approved, the new structure should be compatible with the dominant architectural characteristics of adjacent buildings and other structures along the block. The following guidelines for additions and new construction are important for designing a project that is compatible with the rhythm and balance of the buildings in the surrounding neighborhood.

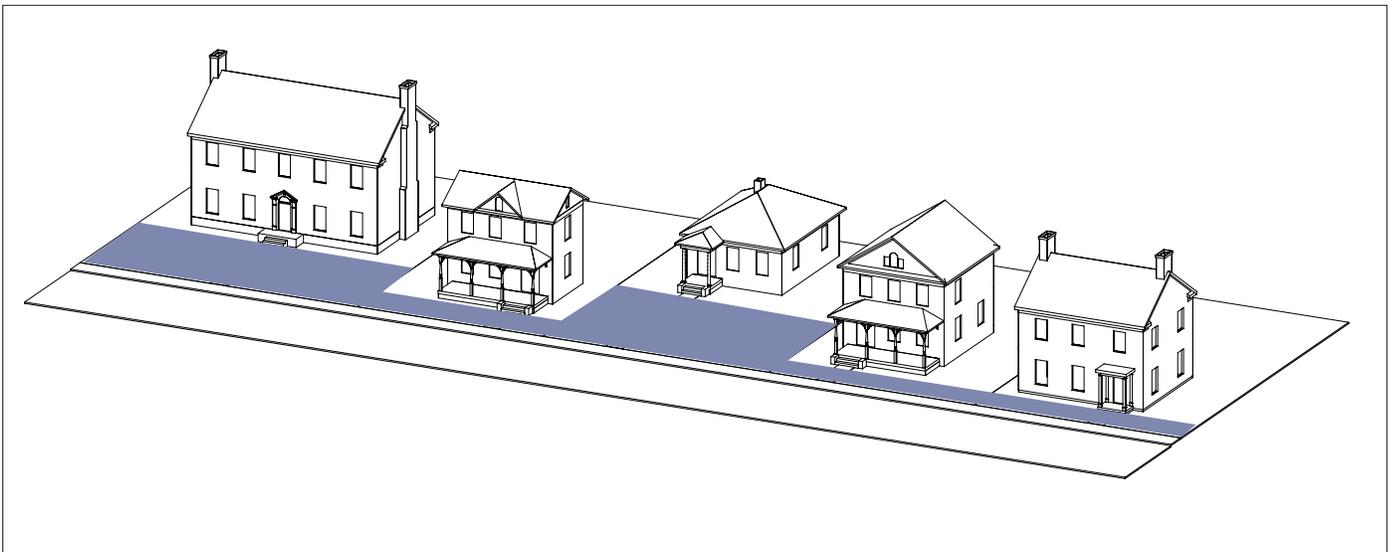
The guidelines address the following components of site and building design:

- A. Choosing the Right Building for the Site
- B. Additions to Existing Buildings
- C. Setback
- D. Orientation
- E. Spacing
- F. Massing and Complexity of Form
- G. Height, Width, Scale, and Directional Expression
- H. Foundations
- I. Roof Form
- J. Doors and Windows
- K. Porches and Porticos
- L. Cornices and Trim
- M. Architectural Details and Decoration
- N. Storefronts
- O. Awnings, Canopies, and Marquees
- P. Materials, Texture, and Color

VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



Rhythm refers not only to the pattern of openings or other features on the facade of a building, but also to the pattern of buildings along a block. As illustrated above, the repetition of openings, combined with the repetition of buildings and, more specifically, building and site characteristics, along a block face results in a very uniform appearance along the street.



Individual buildings express rhythm and balance differently. Depicted above is how variety in setback, spacing, roof form, height, width, windows, and porches can result in a less rhythmic pattern of buildings and features along a street.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

A. Choosing the Appropriate Building Form for the Site

When designing new buildings in the historic district, the overall distinctive district character should be considered, as well as the great variety of historic building types, styles, and scales throughout the OHD as described in *Chapter III, B: Historic District Character and Neighborhoods*.

The neighborhood map and descriptions in *Chapter III* are intended to be a tool for guiding property owners and the BAR in determining the prevailing characteristics of a neighborhood. They are not meant to be smaller historic districts with their own design guidelines.

The design parameters of these new buildings will differ depending on the following forms:

1. Traditionally Commercial Forms

Traditionally designed commercial infill buildings generally follow these criteria:

- a. have a limited setback
- b. attach to or are very close to adjacent structures
- c. have a typical lot width of 25 to 40 feet.



The traditional commercial buildings downtown, like those shown here along South King Street, provide inspiration for the massing and detailing of new commercial infill buildings in similar surroundings.



Earlier structures that were converted from residential to commercial purposes in the mid-to-late nineteenth century are often smaller in scale than buildings originally built for commercial purposes. These structures, however, do adhere to the same principles of limited setback, proximity to one another, and lot width, as traditional commercial structures.

2. Traditionally Residential Forms

Regardless of intended use, these buildings are designed to reflect traditionally residential character because they are typically constructed on the occasional vacant lot within a block of existing historic houses. Setback, spacing, and general massing of the new building are the most important criteria and should relate to the existing historic structures, including residential roof and porch forms.



Traditional residential forms line many of Leesburg's streets and historically create a consistent scale and complimentary forms, setbacks, and orientation.



Larger lots typically allow more room for plantings and are often accented by mature site trees.

VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



3. Institutional Forms

Civic and public buildings, such as schools, libraries, churches, and museums are all structures that represent a unique aspect of community life. In many cases, these buildings are larger because they are built to house large numbers of people; nevertheless, they always relate to traditional buildings from their period of construction. New institutional building forms must respect and relate to the surrounding context. Institutional buildings of varied forms can be found throughout Leesburg's OHD.



The Thomas Balch Library was designed in the Colonial Revival style and dedicated in 1922. Its scale and setback identify it as an institutional building, yet its traditional design allows it to blend into the predominantly residential West Market Street neighborhood. By creating a central entry block flanked by one-story wings, the mass of the building is reduced.

4. Larger Individual Lots and Multi-lot Sites

Often new commercial, office, or multi-use buildings are proposed for construction on sites much larger than the traditionally sized lots of 25 to 40 feet wide. These individual and assembled parcels can translate into new structures whose scale and mass may overwhelm neighboring existing historic buildings.

Therefore, while this building type needs to respond to the various building conditions of the site, it must also employ design techniques to reduce its visual presence with respect to the historic buildings in the immediate context. Varying facade wall planes, differing materials, stepped-back upper levels, and irregular or additive massing help mitigate the impact of larger buildings on the historic context.



The above images of the North Street School show its classical architectural character (top) expressed through the use of a portico to give a formal sense of arrival to the building. An elevation view (bottom) shows how the mass of the school is visually reduced through the use of a variety of materials, a water table, a cornice, and varied wall plane.

Determining the Most Appropriate Building Design for a Site

In order to determine the most appropriate building design for a potential site, several factors should be considered including:

- The level of historic integrity of the surrounding neighborhood
- The overall dominant physical character of the surrounding neighborhood
- The overall design character of the historic buildings in the immediate surrounding area

New buildings must comply with the applicable town regulations governing new construction, such as the Zoning Ordinance, Design & Construction Standards Manual, and subdivision and land development regulations.

Note: for more information, see the section on *Neighborhoods* in *Chapter III*.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

B. Additions to Existing Buildings

If a new addition appears to be a part of the existing building, the integrity of the historic design is compromised and the viewer is confused over what is historic and what is new. A carefully designed new addition can respect the existing building without totally copying the original design.

Design new additions to existing buildings to follow the guidelines for new construction in this chapter. Other considerations that are specific to new additions are listed below.

Guidelines for Additions

1. Location and Orientation
 - a. Locate the addition on the rear or side elevations – not on the front of the structure.
 - b. Maintain the original orientation of the structure. If the primary entrance is located on the street facade it should remain in that location.
2. Attachment to Existing Building
 - a. Design additions in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building would be unimpaired.
 - b. Differentiate between the addition and the existing building by using different wall planes, rooflines or cornice levels.
3. Size and Subordination
 - a. Limit the size of the addition so that it does not visually overpower the existing building.
 - b. Rear additions should not exceed the height of the historic building, so that the new section is not visible from the front of the structure.



The large addition to this residence is placed behind the original building and does not impact the orientation of the original house.

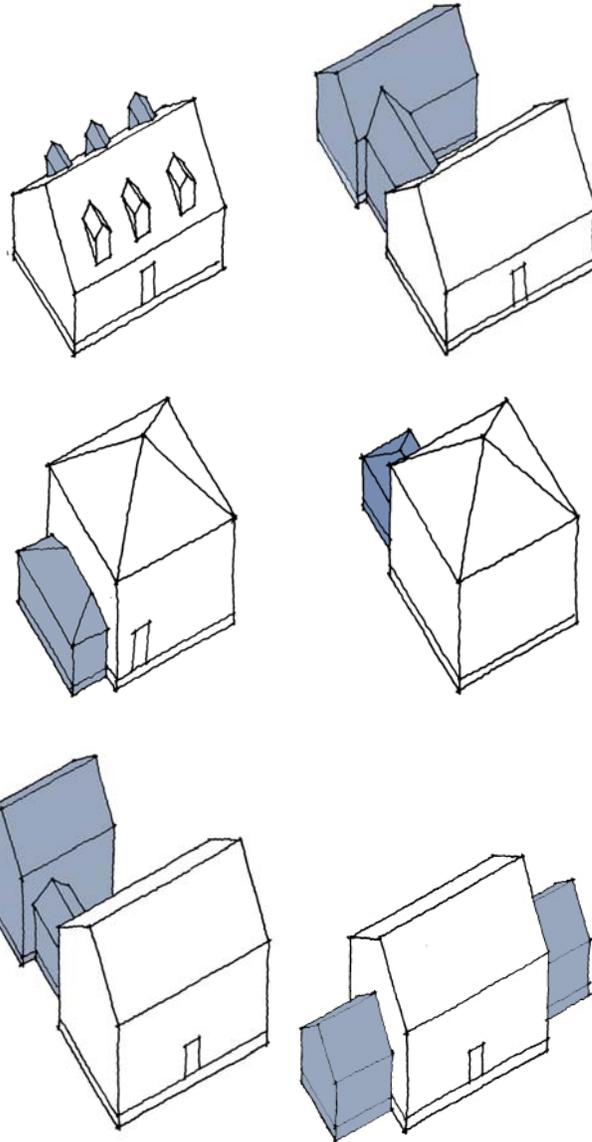


Additions to this Vernacular Victorian house include a rear wing and a side wing, both with appropriate massing, materials, and roof form.

VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



The appropriate massing of an addition varies depending on the style and form of the original building as noted in these illustrations.

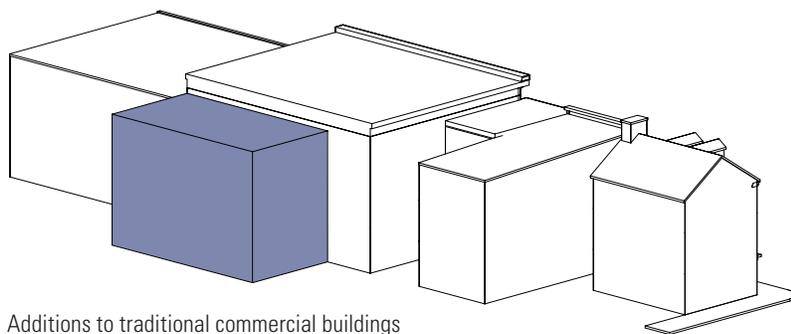


4. Roofline and Roof Pitch

- a. Rooflines for additions to existing buildings should be compatible in pitch and form with the original roof and the style of the building.
- b. Rooflines for new additions should be secondary to those of the existing structure.

5. Design

- a. Design new additions so that they do not destroy historic materials or character-defining features.
- b. Design a new addition to be compatible with and respectful of the existing building. The new work should be differentiated from the old and should be compatible with its massing, size, scale, and architectural features to protect the historic integrity of the property and the historic district.



Additions to traditional commercial buildings should be placed behind the original building.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

C. Setback

Setback is the distance between the building and the property line or right-of-way boundary at the front of the lot. In order to maintain the rhythm and balance established by the setbacks of existing historic buildings, new construction should be consistent with the historic pattern of building setbacks.

Setbacks in the OHD vary greatly in certain areas and are quite uniform in others. For example, the buildings along King Street in the Downtown neighborhood maintain a continuous horizontal plane that contributes to the visual consistency of the area despite a variety of architectural styles. Conversely, there is greater diversity in the setbacks of certain traditionally residential neighborhoods, which may allow more flexibility in siting new structures.

1. Construct new buildings in order to reinforce the traditional plane of building walls along the street.
2. Relate the setback and spacing of any new construction to the character of the surrounding historic buildings in the neighborhood. Keep setbacks consistent with the setbacks of a majority of historic buildings on the block and across the street.



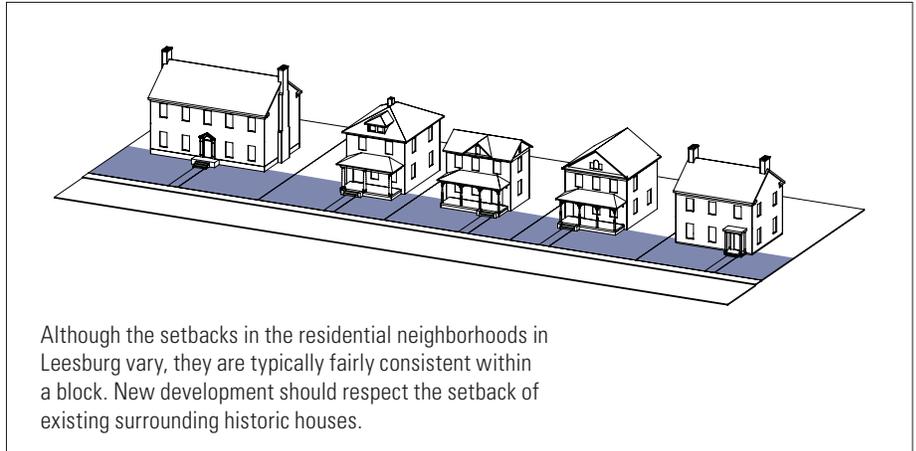
Two views of downtown, where the commercial buildings typically are placed at the property line.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



3. For new governmental or institutional buildings, either reinforce the building plane through a minimal setback, or use a deep setback within a landscaped area to emphasize the civic function of the structure.
4. For transitional sites located between two distinctive areas of setback, such as between contributing and non-contributing buildings, the setback should defer to that of the contributing buildings.



The Town Hall tower, capped by a cupola, provides a monumental element to the building's design. The front door is accented by large flagpoles which connote an important entry, especially when viewed across the "green."



Institutional buildings can use a deep setback with landscaping to emphasize their civic function.



Residential setbacks vary from deep (Cornwall Street, above left) to medium (South King Street, above middle) to very shallow like areas of Royal Street, SE (above right).



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

D. Orientation

Orientation refers to the direction in which the primary facade and most important entry to the building faces. In order to maintain the rhythm and balance established by the orientation of existing historic buildings, new construction should be consistent with the historic pattern of building orientation. Nearly all historic structures in the OHD are sited with the primary elevation facing the street.

1. For buildings on interior lots, orient the facades of new buildings to the street onto which the lot faces.
2. If, due to site constraints, it is determined that new construction must be oriented so that the primary facade does not face the street, then the secondary elevation facing the street must be designed with form, composition, and details consistent with and appropriate to the primary facade.
3. If a new building is to be constructed on a corner lot, the building should be designed so that architectural emphasis is placed on two elevations; either hierarchically, with emphasis on the facade oriented toward the major street; or equally, with both elevations treated as primary facades.

Inappropriate Treatment

- Do not orient primary facades and entries to internal courtyards or parking lots, although secondary entrances may relate to these areas.



The traditional orientation for both commercial and residential buildings in Leesburg is that the front facade and main entrance faces the street.



This corner building appropriately addresses both Wirt and Loudoun Streets with an entrance on each street.

Newer developments sometimes orient the front of one building to the rear of another building, as shown left. This orientation is not appropriate in the district.

VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



E. Spacing



Leesburg's traditional commercial buildings are either attached or have a small space between them that provides access to the interior of the block.



Residential spacing is typically fairly consistent within a block.

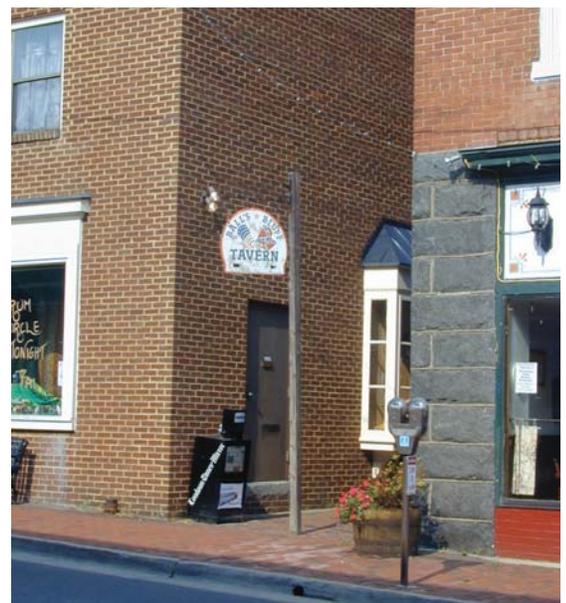
Spacing refers to the side yard distances between buildings. In order to maintain the rhythm and balance established by the spacing of existing historic buildings, new construction should be consistent with the historic pattern of building spacing. As with setback, spacing in the OHD varies greatly from neighborhood to neighborhood and block to block.

Common spacing patterns include large residences and institutional buildings on large lots with ample spacing between structures; medium and smaller-scaled buildings constructed relatively close together; and commercial or attached residential buildings with minimal to no spacing between structures.

1. The relationship of a building to the open spaces between it and adjoining buildings should be visually compatible with the spacing of adjacent buildings.
2. Spacing for new construction should be consistent with the distances between existing structures on the block to respect the rhythm of the street.



Like building setbacks, the spacing for residential buildings in Leesburg varies substantially by neighborhood and sometimes even by block, but typically the buildings within a block have a consistent spacing.



This space between two commercial buildings allows pedestrian access to the parking area behind the buildings.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

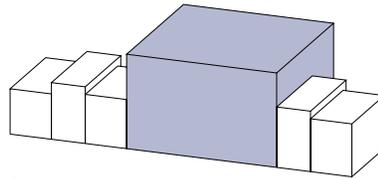
F. Massing and Complexity of Form

The overall massing of a building refers to the shape, organization and relative size of the building sections or pieces of a building, which, in turn, suggests the volume of the building's interior. In order to maintain the rhythm and balance established by the massing and complexity of form of existing historic buildings, new construction should be consistent with the historic pattern of building massing and complexity of form. The nature of the mass will be further defined by other criteria in this chapter such as height, width, and scale.

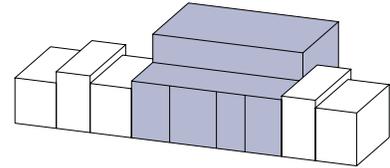
A building's massing can be simple (a box) or complex (a combination of many boxes or projections and indentations). The level of complexity usually relates directly to the style or type of building.

1. In general, use massing that relates to that of existing historic building types on the street. If there are no buildings for reference on the street, relate the new structure to examples of the historic building type in the neighborhood.
2. If the proposed size of the new building is not consistent with surrounding historic structures, the following techniques may mitigate any adverse impact the structure may have. In some cases, it may be necessary to combine treatments to improve a large building's compatibility with the smaller scale of surrounding historic buildings.
 - a. *Additive massing.*
The technique of additive massing is based on the historic practice of enlarging buildings by constructing additions. Where necessary and appropriate, divide a single large volume into smaller components by using additive massing, which consists of breaking up a large building into components that consist of smaller volumes added together.

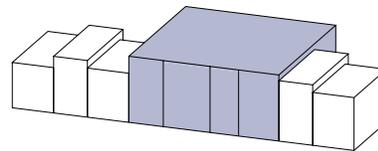
Techniques to Reduce Massing



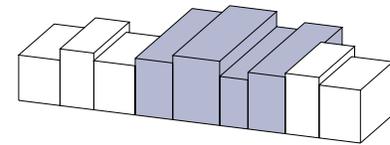
Do not employ an unmodulated mass.



Use vertical bay divisions and stepped-back height



Use vertical bay divisions.



Use vertical bay divisions and varied heights.

- b. *Vary the surface planes of the elevations.*
Varying the surface planes of large buildings may be a way to make the structure more consistent with the design of smaller-scaled historic structures in the surrounding area.
In order to successfully mitigate the impact of a larger building, the difference between the surface planes may be as little as one foot or as great as ten feet.
- c. *Break up the roofline.*
Breaking up the roofline of a large building into smaller components, such as intersecting gables, may help reduce the perceived mass of large buildings.
Where necessary, reconfigure the roofline of larger structures so that it is more consistent with the form and pitch of the roofs of smaller-scaled historic structures.
- d. *Use bay divisions on the elevations.*
Where necessary and appropriate, create bay divisions on the facade of large buildings
- e. *Vary the materials.*
Use variations in materials, textures, patterns, colors, and details to reduce the visual impact of the mass of large buildings.
- f. *Step back an upper story.*
In instances where it is determined to have no adverse impact on the character of the streetscape, stepping back the upper stories as a building increases in height may be a successful way to reduce the perceived mass of the structure.

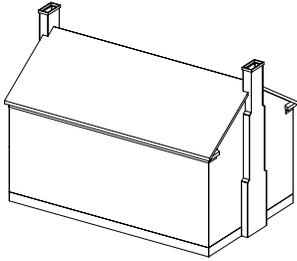


The design of the Sophia Street parking garage in Fredericksburg uses a variety of techniques to reduce its overall mass such as a different design for each of its three bays.

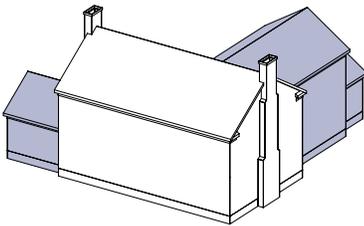
VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



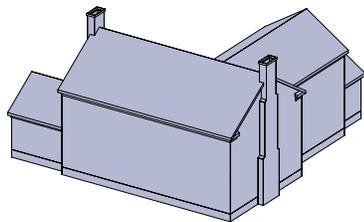
Additive Massing



Many of Leesburg's historic residential structures have a simple original mass.



Often, additions have been made to these original structures over time, in response to the needs of the inhabitants.



The result is a structure that displays a complex mass as a result of additive massing. This technique may be an appropriate way in which to design a large volume residence as a series of smaller masses.



The massing of these new commercial buildings are compatible with that of the surrounding buildings and are mitigated with variations in materials and stepped back wall planes.



Even though its architectural style is different from its neighbors, a new building is integrated with the surrounding traditional buildings by its scale, which is achieved with a compatible height and massing which is broken down with changes in wall plane and materials.



This large unmodulated mass would be more consistent with the historic structures in the area by varying the wall planes and a more strategic use of different wall materials.



Complex massing, variations in height, and vertical bay divisions help reduce the perceived mass of the townhouses at Chesterfield Place.



Two new stone buildings of similar mass, are joined by a hyphen. This new structure reflects the scale and massing of adjacent structures.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

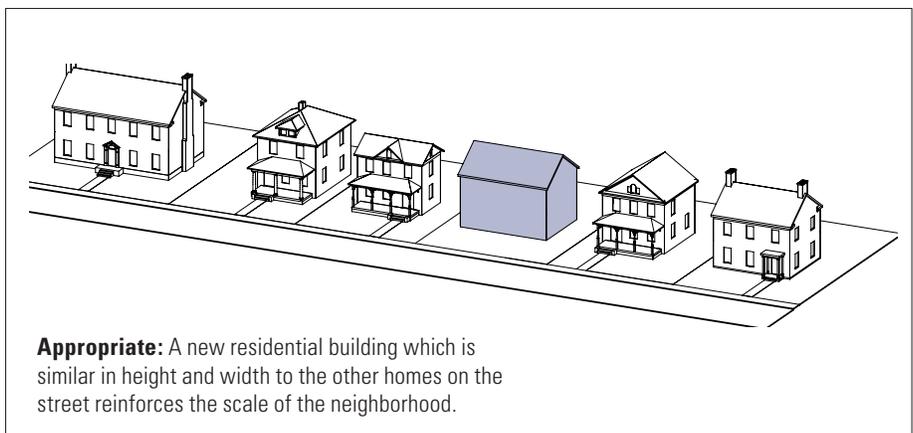
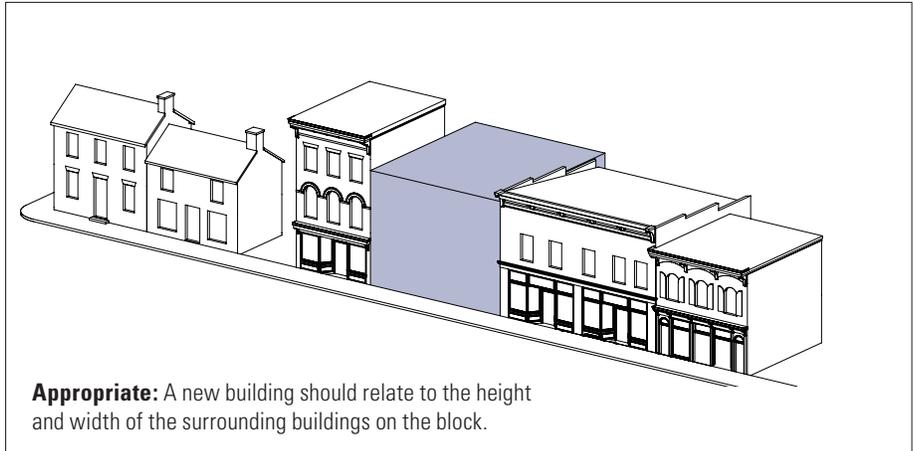
G. Height, Width, Scale, and Directional Expression

Height, width, scale, and directional expression, along with consistency in materials, colors, and fenestration patterns, create a consistency within the Old and Historic District which defines the character of the district, more so than the buildings' individual architectural styles.

The size of a new building can either contribute to or be in conflict with the character of existing structures in a historic district. Height and width create scale. Scale is the relative relationship between forms; and in architecture, it is the relationship of the human form to a building. It is also the relationship of the size of one building to another. A building can reflect a monumental or a human scale which can be created by its overall height and width. Perception of scale can, in some cases, be influenced by architectural details.

The relationship of the height and width of the front elevation of a building mass provides its directional expression. A building's directional expression often relates to its era, its original use, and its architectural style. Early buildings in the OHD are generally more horizontal in appearance, whether used for residential or commercial purposes.

Commercial structures built in the latter part of the nineteenth or early-twentieth century tend to be more vertical while mid-twentieth century and later structures are often more horizontal due to increased street frontage. Many Georgian, Federal, Colonial Revival, and Bungalow residential designs share a horizontal expression, while the Victorian house styles from the mid-nineteenth century through the turn-of-the-century are often more vertical.



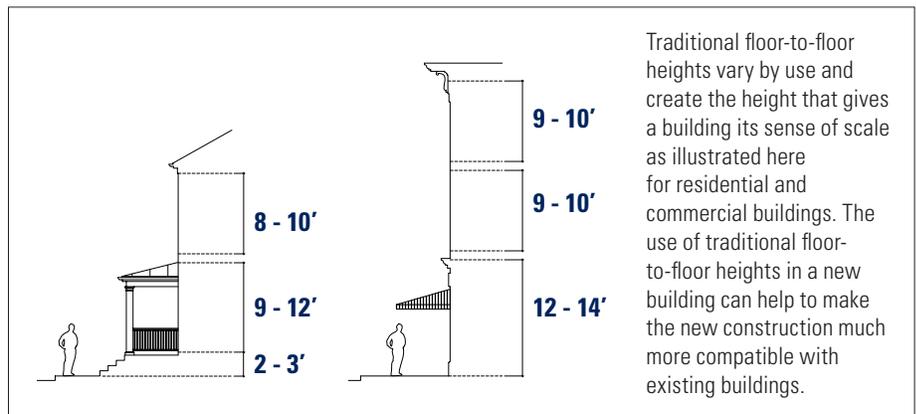
VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



The height of a traditionally residential building often relates to the era and style in which it was built. Houses in the OHD range from one to three stories with the majority being two stories. Most traditionally residential buildings range in width from twenty-five to fifty feet.

The majority of Leesburg's historic buildings are two to three stories in height and vary in width between twenty-five and forty feet. Depending on the physical attributes of the neighborhood, it may not always be appropriate to design a new building to the maximum height permitted in the base zoning district.

1. To achieve visual compatibility, design a new building so that its height is compatible with adjacent existing structures, with preference given to historic buildings on the street.
2. If a proposed building is larger than the surrounding contributing buildings, mitigate the impact of the larger building through architectural design to make it compatible with the smaller scale of Leesburg's historic structures.
3. In areas where there is a mix of historic buildings and recent construction, the scale of the new building should relate to the scale of the historic buildings.
4. Reinforce the human scale by including appropriate decorative and functional elements that reinforce the character of the district/neighborhood such as storefronts on traditionally commercial building forms and porches on traditionally residential building forms.



5. Where appropriate and consistent with the design of the surrounding historic structures, employ the traditional organization of the three-part commercial facade which is composed of a storefront, upper facade and cornice. See *Section N: Storefronts* later in this chapter for more information.



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H. Foundations

On many buildings, the foundation is indistinguishable from the walls of the building; while on others, it is a different material or texture or is raised well above ground level. Solid masonry foundations, including brick and stone, are common for both residential and commercial buildings in Leesburg.

The design of new buildings should incorporate a traditional foundation design for aesthetic as well as functional reasons. When built on a concrete slab, new buildings may appear shorter and out-of-scale with surrounding historic buildings.

1. Depending on the style of the building and the context of the neighborhood, it may be appropriate to distinguish the foundation from the rest of the building through the use of different materials, patterns or textures, or to make it consistent with the rest of the wall plane.
2. Respect the height, contrast of materials, and textures of foundations on surrounding historic buildings.



The repetition of contrasting horizontal bands of brick (above) create the illusion of a foundation for this new commercial building.



NEW

Many historic buildings in the OHD have a raised foundation. The design of this new house without this feature could impact the appropriateness of the building's scale and overall rhythm and balance of the streetscape.



Most houses in Leesburg have a raised foundation (left), which is often a different material than the rest of the wall. Openings such as vents or windows are common in the foundation.

Many traditional buildings, including the Colonial Revival style Balch Library (below), are built on a raised foundation. Here, the foundation material is consistent with the wall material, giving the building a more cohesive appearance.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



I. Roof Form



The majority of Leesburg's traditional commercial buildings have gable or hipped roofs; some are hidden behind parapet walls.



Roof pitch and configuration plays an important role in defining the form of a building, while the materials of the roof help to define its character and create continuity and rhythm in the district. In order to maintain the rhythm and balance established by the roof forms of existing historic buildings, the design of new construction should use roof forms consistent with the historic precedent.

1. Design the roof form of a new building to be consistent with the existing structures in that neighborhood of the OHD.
2. Relate the roof forms of new buildings to those of neighboring historic buildings in terms of type, level of complexity, and materials.
 - a. *Traditional Residential Forms*
Leesburg's traditionally residential forms typically have gable or hipped roofs. Hipped and gabled dormers are fairly common depending on a building's style, as are cross gables.
 - b. *Traditional Commercial Forms*
The traditional commercial building forms in Leesburg have a wide variety of roof forms, from gable forms (typically parallel to the street) especially on older examples, to a limited number of Mansard examples, to shed roofs, typically hidden behind parapet walls. Dormers are also fairly common on the commercial gable roof forms.
3. In general, the roof pitch of new houses should reflect the steeper pitch of an older dwelling rather than the shallow pitch of newer tract houses. For residential masses larger than historic precedents, do not try to contain the entire structure under a single roof.



These King Street facades display a variety of roof forms including Mansard, gable and shed.



Residential roof forms include hipped, side gable, and end gable examples.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

I. Roof Form, continued

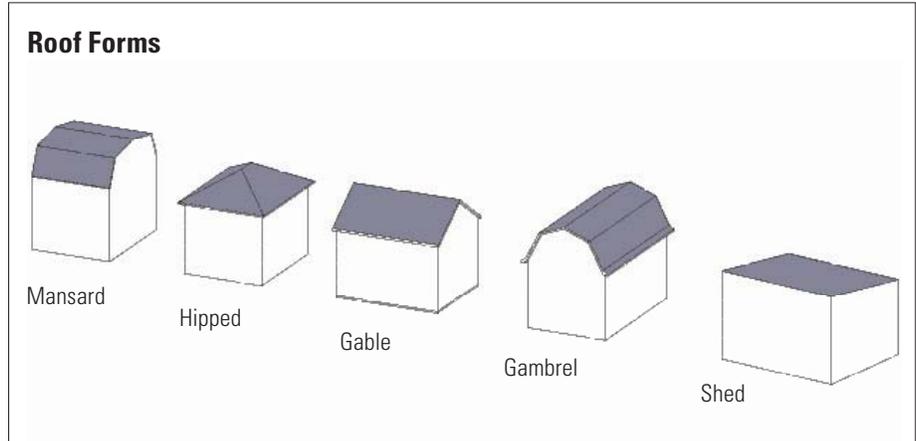
4. Roofs on traditional commercial buildings in Leesburg generally are shed or gable. New commercial and mixed-use buildings can incorporate any of these forms but should relate to the majority of roofs of buildings within the block.
5. Integrate any rooftop-mounted equipment into the overall design of a new building, and screen on all sides in a manner consistent with the design of the rest of the building.

Inappropriate Treatments

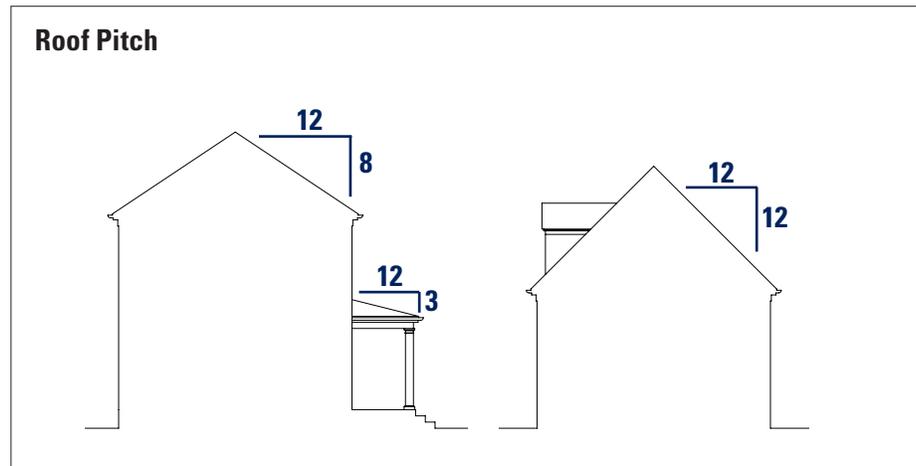
- Do not employ flat or low-pitched primary roofs without a parapet wall.
- Do not employ steeply pitched gable or rake returns on the ends of a gable or gambrel roof.



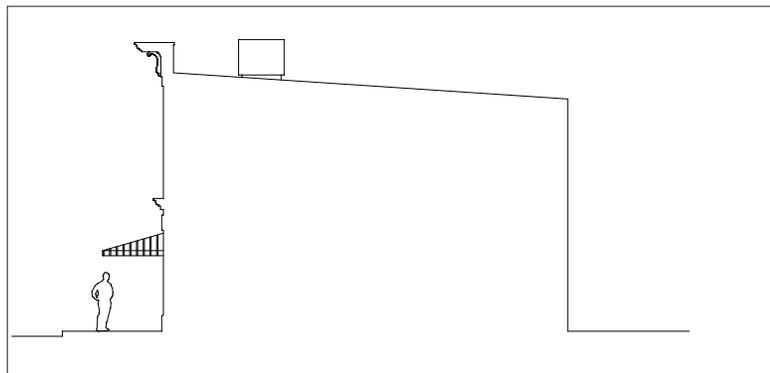
Existing commercial buildings often mount equipment in rooftop locations.



The most common roof forms in the OHD are gable for both residential and commercial structures, hipped for residential buildings, and shed roofs hidden behind parapet walls in the commercial area. Some gambrel and mansard roofs exist in the district.



Roof pitch is the proportion of a roof's vertical rise to the horizontal run. The majority of roofs in the historic district are fairly steep, 7 in 12 or greater, except for shed roofs and porch roofs, which are typically much more shallow.



It may be possible to incorporate rooftop-mounted equipment into the design of a commercial building. In this example, the unit is screened by the facade's parapet wall.

VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



J. Doors and Windows

Traditional buildings in the OHD have a variety of openings ranging from small attic and foundation vents to large storefronts. The size, proportion, pattern, and articulation of these openings help to give a building its individual style and character.

Primary entrances may be utilitarian, decorative or ceremonial. Secondary entrances tend to be more utilitarian. Buildings of traditionally commercial design may have delivery doors that are utilitarian but also help to define the character of the building. Buildings of traditionally residential design have primary entrances that may be simple and unadorned or elaborately detailed with a transom or fanlight and sidelights.

Windows bring light into interior spaces and provide views out of a building. The variety of windows increases as

windows are combined and elements such as sills, lintels, decorative caps and shutters are added. Because of the variety of architectural styles and periods of construction within the historic district, there is a corresponding variation of styles, types and sizes of windows. Refer to *Section N: Guidelines for Storefronts* later in this chapter for more information on windows and doors specific to traditionally designed commercial buildings.

1. Traditionally designed openings are generally recessed on masonry buildings and have a raised surround on frame buildings. New construction should follow these methods as opposed to designing openings that are flush with the rest of the wall.

2. Look to the original fabric of existing historic buildings for examples of appropriate door types.
3. Relate doors to the door styles found on traditional buildings in the neighborhood. Consider incorporating features such as transoms, sidelights and decorative elements when designing entrances for new buildings and if appropriate to the building style.
4. Paneled or glazed and paneled doors may be appropriate for new residential buildings, depending on the style of the building and its context.
5. Window types and glazing patterns should reflect those patterns found in the neighborhood.



The rhythm, proportions, and designs of openings found on traditional and historic buildings throughout the district can provide guidance for the designs of new buildings.

Traditional masonry openings are recessed (above right) while openings on frame buildings have a raised surround (right). New construction should respect these traditions.



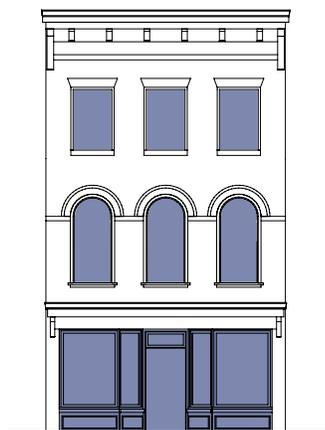
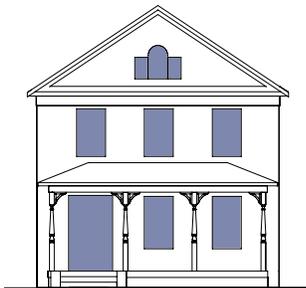


VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

J. Doors and Windows, continued

6. Relate the ratio of solids (walls) to voids (windows and doors) of new buildings to be compatible with that of adjacent traditional facades. Generally, historic buildings have a higher ratio of wall to window except at ground-level storefronts (see Section N).
7. Design the rhythm and placement of window openings to be compatible with adjacent historic buildings of the same type.
8. Use a size and proportion of window and door openings, or the ratio of width to height, that is similar to or compatible with those on nearby historic facades.
 - a. The proportions of residential windows should be vertical, as found on most examples in the district. Paired or groups of windows may be used if contextually appropriate, but should be composed of vertical elements and may include mullions to divide the window units.
 - b. Commercial storefronts will often have more horizontal elements and a higher ratio of window-to-wall than the upper stories of the same building.
9. Use windows with true divided lights or interior and exterior fixed muntins with internal spacers to reference traditional designs. The profile and dimensions of the muntins should be proportional to the size and design of the windows.

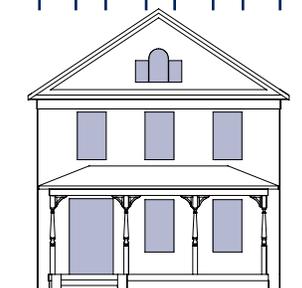
Ratio of Solids to Voids



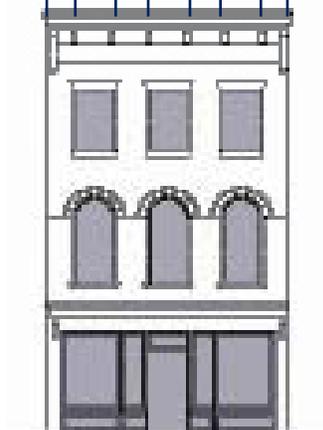
Respect the ratio of walls to openings of the surrounding historic facades.

Rhythm of Openings

| a | b | c | b | c | b | a |

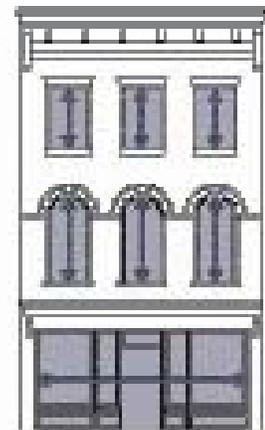


| a | b | c | b | c | b | a |



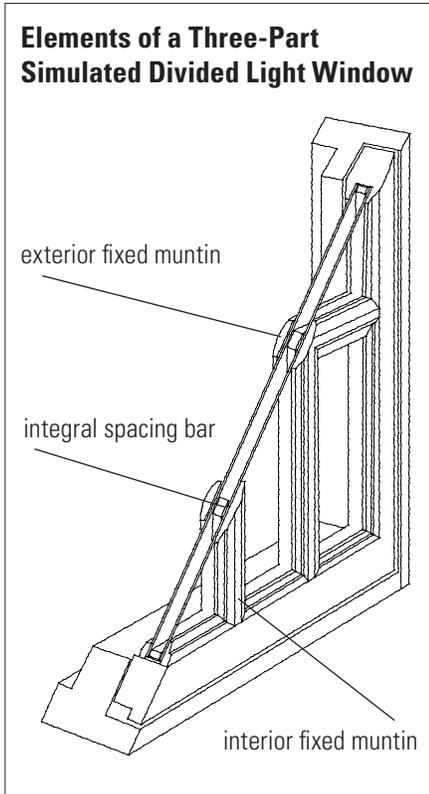
Respect the rhythm or pattern of openings on nearby traditional buildings.

Proportions of Openings



Use proportions that are similar to surrounding historic openings; most windows are vertical in proportion.

VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



The shutters above are the correct size for the window opening and are mounted on hinges.



The shutters shown above are the correct size for the opening but are not mounted on hinges and, therefore, do not appear to be operable.

10. If exterior storm windows and doors are used, install them so that they do not obscure the windows or doors. Storm window divisions, if any, should match those of the window.
11. Shutters must be sized to fit the window opening and mounted using appropriate hardware, so as to appear operable. If shutters are used on paired windows, they must be double-hinged.

Inappropriate Treatments

- Do not use snap-in or removable muntin grilles on windows or doors.
- Avoid designing false windows in new construction.
- Do not use tinted or mirrored glass on major facades of the building.
- Do not use shutters on grouped, picture, or bay windows.
- Do not affix shutters directly to the wall surface.



Interior fake muntins do not provide the visual depth and shadow lines found on three-part simulated divided light or traditionally constructed windows.



The rhythm of openings along Loudoun Street is interrupted by a building whose side elevation does not have openings.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

K. Porches and Porticos

A porch or portico is an important focal point of many traditionally residential building forms. These features help to define the style of the building.

Porches have traditionally been a social gathering point as well as a transition area between the exterior and interior of a residence. New buildings may be more contextually appropriate if a portico or porch is incorporated into the design.

1. Include a porch or portico if stylistically suited to the building's design and if in an area of traditional buildings with these features.
2. Design new porches and porticos to be appropriate as to the size, height, proportion and placement of similar existing features in the area, with preference given to the historic buildings found along the street.
3. Embellishment for secondary entrances may include decorative trim, transoms, sidelights and lighting that reflect traditional examples.



The design of a new residential building should incorporate a porch if the surrounding houses have porches, contributing to a consistent rhythm along the street.



A porch on a newer home in Leesburg (left) contributes to a rhythm of porches along the street.

The scale and design of existing porches within the historic district vary (below) from full-width and wrap-around porches to minimal porticos and door surrounds, depending on the building's style and function. All types can be used for inspiration when designing a new porch.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



L. Cornices and Trim



Two very different cornices on residential buildings: a classical dentilated cornice with modillions (left) and a simple, brick, corbeled cornice (above). Both are appropriate to the building's style.

The cornice is the embellishment of the junction between the roof and the wall. Cornices may also be used on porches and storefronts. On buildings of traditionally commercial and mixed-use design, cornices may reference traditional details or be a more contemporary interpretation, such as a textured band within the wall material.

On buildings of traditionally residential design, a cornice may be a bracketed eave, exposed rafters, or a simple boxed eave. In each case, the style and articulation of the cornice helps to define the style of the building.

Other trim can include door and window trim, porch or portico decoration, cornerboards, and other decorative elements. Trim most commonly refers to details that surround openings. Trim helps to define the architectural style of a building.

1. Consider incorporating cornices and trim in the design of new buildings, particularly if they are adjacent to traditional buildings with such details.
2. Cornice and trim design should be proportional to, and stylistically appropriate for the overall design of the building.



Two commercial cornices, both with decorative brackets.



The building cornice and storefront cornice on this downtown building use the same brackets and colors to unify the design.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

M. Architectural Details and Decoration

The details and decoration of Leesburg's historic buildings vary tremendously with the different styles, periods and types. Such details include cornices, roof overhangs, chimneys, lintels, sills, brackets, masonry and siding patterns, shutters, entrance decorations, and entry elements.

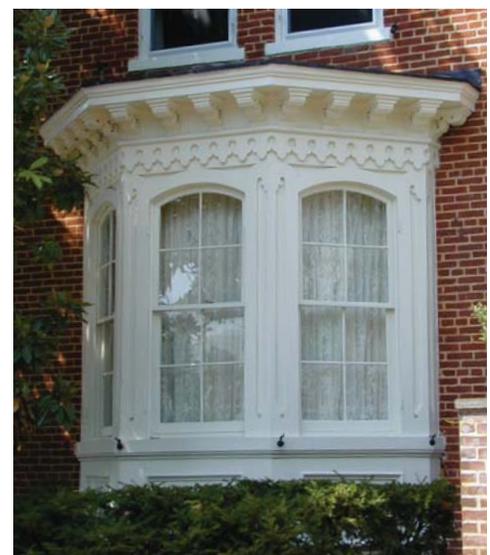
Successful new buildings take their cues from historic images and reintroduce and reinterpret designs of traditional decorative elements. Note that specific architectural styles are not mandated.

Most modern architectural styles of the last fifty years avoid the use of decoration entirely. These designs provide a more visible contrast to historic buildings in the district. They may add visual excitement or they may be a jarring intrusion to the

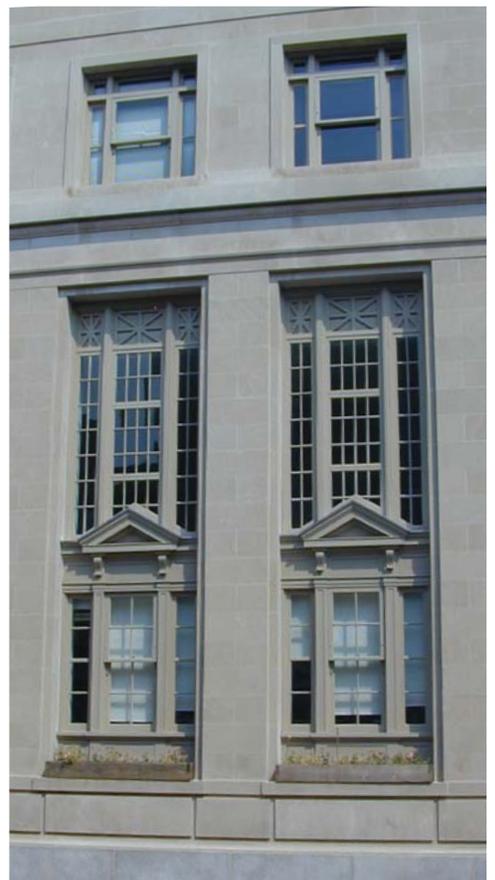
older structures. If they are carefully designed, they may respect the district's character while providing new design idioms.

The illustrations and photographs found throughout these guidelines offer many examples of details from the historic district and may serve as a source for new designs.

1. Architectural details and decoration should be consistent with the stylistic context or architectural composition of the building.
2. Size details and related features so that their scale respects classical proportions as exhibited on historic structures throughout the district.



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VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

N. Storefronts

Many early commercial buildings in the OHD were built as dwellings and later converted to their commercial purpose. Commercial buildings constructed between 1890 and 1940 were designed with a commercial purpose and so exhibit traditionally commercial characteristics.

The majority of traditional nineteenth and early-twentieth-century storefronts are between twenty-five and forty feet in width and generally incorporate elements that divide the storefront into smaller parts, reflecting the pedestrian scale of the OHD.

Storefronts are primarily transparent to allow for display of merchandise, allow natural light, and encourage street vitality. The smaller fenestration of the upper level(s) reflects its differentiated usage as office or living space above the retail first level.

1. When designing new storefronts or elements for storefronts, base designs on the configuration and materials of Leesburg's traditional storefronts.
2. Use the elements of a traditional storefront such as transoms, cornices, bulkheads, and sign areas.
3. Ground level storefronts of new retail/commercial buildings should be approximately 80% transparent which is traditionally the percent of openings found on historic commercial buildings throughout the district.
4. Include doors in all storefronts. If a building has multiple storefronts, each should have its own door.
5. Parking garage designs should reflect the historic precedent of a three-part commercial facade when contextually appropriate.

6. Cornices can be incorporated at both the storefront and roofline to provide articulation to the facade, thereby reducing the perceived mass of the building and relating it to adjacent historic structures.

Inappropriate Treatment

- Do not design storefronts so that they are set back from the exterior wall plane of the facade.



A rhythm of storefronts creates the character of Downtown despite the fact that the style of the storefront design varies.



Storefronts, highlighted by awnings, were incorporated into the design of the parking garage in Staunton, VA to relate the new construction to the historic context of the streetscape.

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Typical Elements of a Commercial Facade and Storefront

Cornice

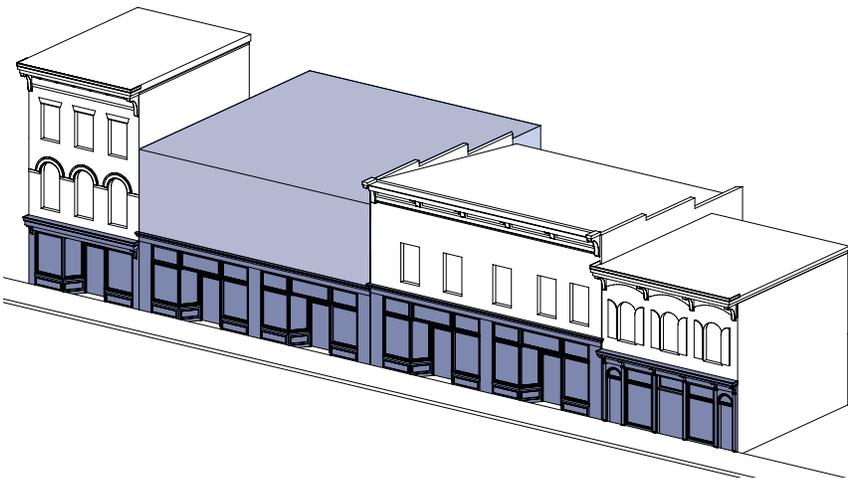
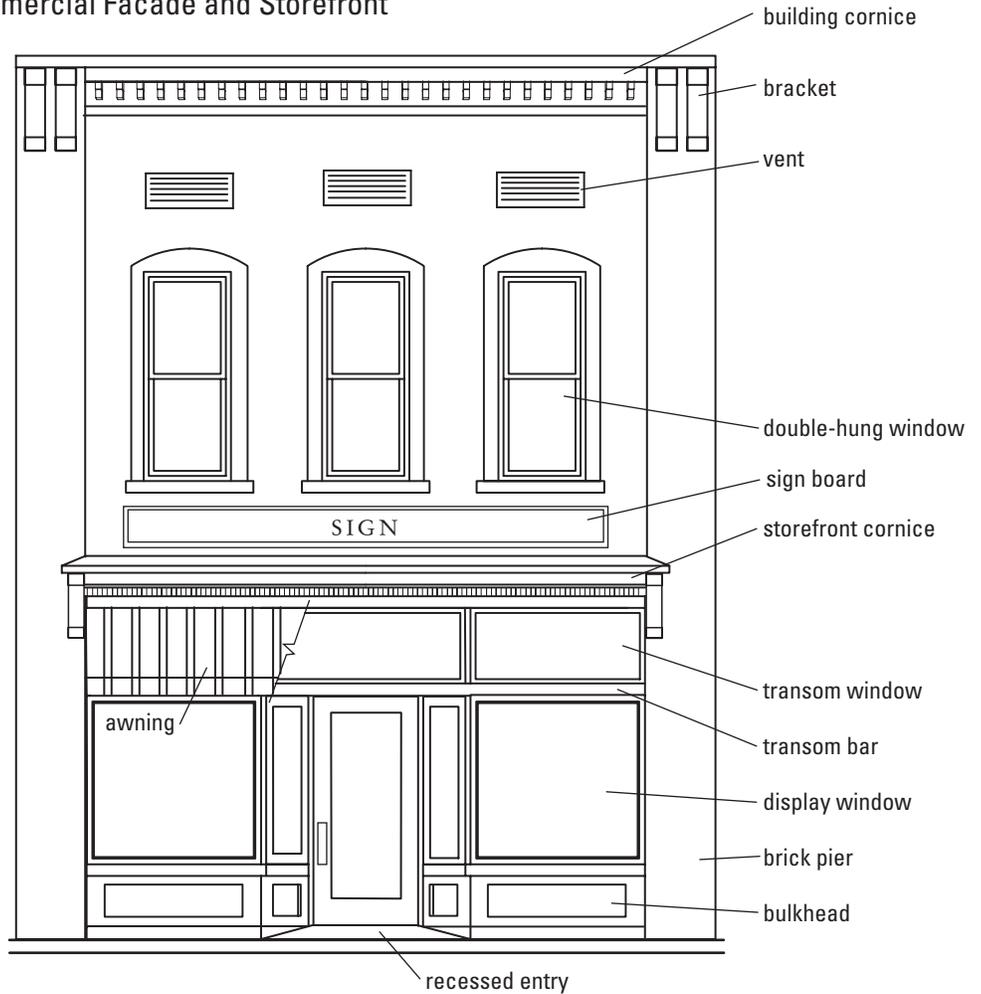
The cornice decorates the top of the building and may be made of metal, masonry, or wood. Some decorative cornices project from the building while an ornamental band delineates others. The top of the wall may have a patterned brick band or may have a coping of brick, concrete or metal.

Upper Facade

Upper facades are characterized by smaller window openings that repeat on each floor. These windows may vary in size, type, and decoration but usually are the same for each floor. Other facade details may be present on the upper level facades such as brick banding, corbelling, metal grilles or decorative panels.

Storefront

The first-floor storefront is transparent and is framed by vertical structural piers and a horizontal supporting beam, leaving a void where the storefront elements fit. The storefront elements consist of an entrance to the upper floors. Later buildings may lack several elements of traditional storefronts such as transom windows or decorative details.



The design of a new commercial building should include a storefront with entrance doors in order to continue the rhythm of storefronts along the street.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

O. Awnings, Canopies, and Marquees

Awnings protect pedestrians, shield interiors from sunlight, and conserve energy. Awnings can contribute to the overall image of commercial areas of the historic district by providing visual continuity for an entire block or by helping to highlight specific buildings.

Awnings also offer the business owner additional facade visibility because of their color and the possibility of adding an awning sign. Refer to the *Old and Historic District Sign Guidelines* for more information on signs.

Canopies and marquees are more permanent elements that extend over entranceways and provide areas for permanent signs or the opportunity for more ornate entry features.

1. Types

a. Standard Sloped Fabric Awnings

Whether fixed or retractable, sloped awnings are the traditional awning type and are appropriate for most buildings, both residential and commercial.

b. Boxed or Curved Fabric Awnings

A more current design treatment, this type of awning may be used on non-historic or new commercial buildings.

c. Canopies and Marquees

Appropriate on some commercial buildings, canopies and marquees must fit the storefront design.

2. Design and Placement

- a. Choose awning designs that do not interfere with existing signs or distinctive architectural features of the building or with street trees, street signs or other elements along the street.

- b. An awnings must fit the width and shape of any storefront or window opening that it covers. For instance, straight sloped awnings work best on rectangular storefronts while curved awnings work well on arched openings.

- c. Make sure that the bottom of the awning valance meets the clearance standards in the Zoning Ordinance and Town Code.

3. Materials and Color

- a. Use canvas or a canvas-like fabric for new awnings. Canvas is the traditional material for awnings.

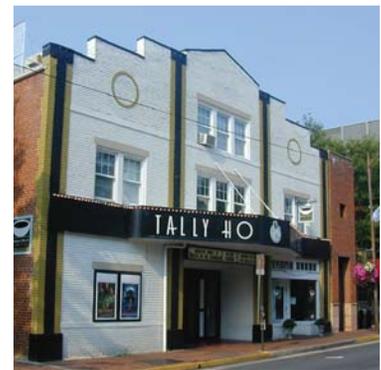
- b. Coordinate awning colors with the overall building color scheme.
- c. Solid colors or stripes may be appropriate fabric patterns.

Inappropriate Treatments

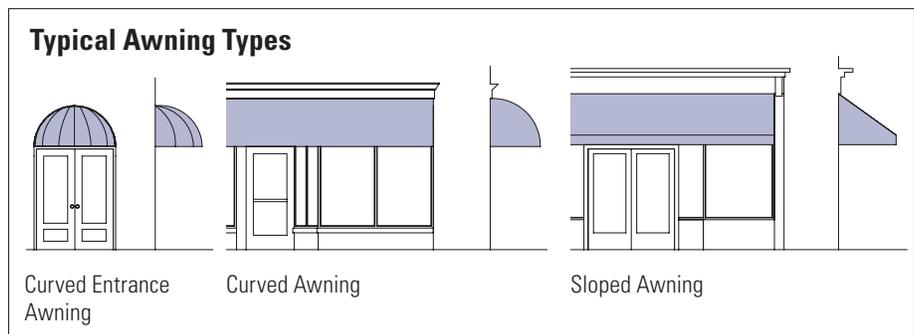
- Do not obscure architectural details such as transoms or decorative glass with canopies and marquees.
- Do not use metal, plastic, or shiny, plastic-like fabric awnings.
- Do not use overly bright or complex patterns to minimize visual distraction.
- Do not use backlit awnings.



A traditional striped fabric awning.



A canopy on West Market Street.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



P. Materials, Texture, and Color

The selection of materials and textures for a new building should be compatible with and complement neighboring contributing buildings. Duplication of historic finishes to the point where new construction is not distinguishable from old is not recommended.

If a new construction application includes the use of alternative materials not addressed in this section, the BAR will evaluate the appropriateness of any new materials based on the ability of those materials to convey a traditional appearance or character.

The BAR will evaluate new materials considering the following factors: dimensions, texture, and ability to convey traditional construction techniques. The BAR may require that the material be installed according to the manufacturer's specifications. The applicant will be required to provide samples of the materials and other supporting documentation.

Refer to *Chapter VI: Section F* for guidance on paint and paint colors.

1. Foundation Materials, Texture and Color

Solid masonry foundations are common for both residential and commercial buildings in Leesburg, and traditionally include stone, brick, and parging.

- a. Rubble-course fieldstone is a common foundation material in Leesburg and may be considered for new construction.
- b. Brick is an appropriate foundation material; for additional information and guidelines, refer to the section on *Wall Materials* that follows.
- c. Parged concrete and parged brick may be appropriate.
- d. Other natural stone and masonry systems may be appropriate for new buildings.



(left) A parged foundation.

(below) A building with a stone foundation and an addition with a brick foundation, the two most common foundation materials in Leesburg.



Inappropriate Treatment

- Do not use foundation materials that are inconsistent with the visual characteristics of traditional foundation materials in Leesburg.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

P. Materials, Texture and Color, continued

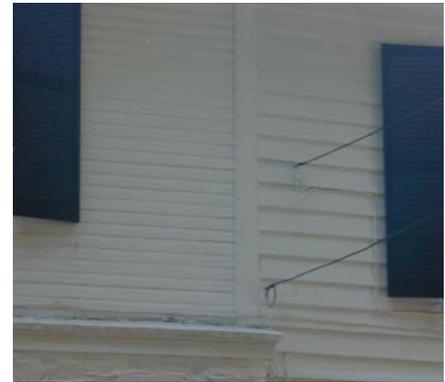
2. Wall Materials, Texture and Color

Traditional wall materials in the Old and Historic District include brick, stone, stucco, and wood siding.

- a. The use of masonry, such as brick, stone or stucco, is one of the most appropriate materials for new buildings.
- b. Brick color, size, texture, and mortar should be consistent with the historic brick buildings of the OHD.
- c. The stone selected for a new building should be consistent with the historic stone buildings of the OHD.
- d. Stucco finishes for new buildings in the OHD should reflect historic examples found in the district.
- e. Wood siding in traditional profiles and patterns is appropriate for use on new construction and additions, especially in neighborhoods where wood is the predominant siding material.
- f. The use of cement fiberboard clapboard or shingles is permitted for new construction in the OHD and should be applied in a method that conveys the appearance of the district's historic wood siding.
- g. Cement fiberboard should be smooth, or ungrained, because grained siding typically does not convey a truly appropriate character. Horizontal clapboard must be smooth. Grained siding in other uses will be reviewed by the BAR on a case-by-case basis.



Brick, stone and stucco are common throughout the historic district.



Wood siding, of different profiles and dimensions, is a popular wall material in Leesburg.



The new German siding (below) replicates the visual appearance of the original material (above).



Inappropriate Treatments

- Do not use wall materials that are inconsistent with the visual characteristics of traditional wall materials in Leesburg.
- Do not clad one or more sides in brick and the remaining elevations in clapboard or other siding.

VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



Standing seam metal roofs are prevalent in much of the district, and, in some cases, replaced earlier wood shingle roofs.



Stamped metal shingles were popular from the 1870s through the 1920s and are still manufactured today.



Two examples of patterned slate on historic buildings in the OHD.

3. Roof Materials, Texture and Color

Roofing materials in the OHD traditionally include standing-seam metal, wood shingles, and slate.

- a. Traditional standing-seam metal should be considered for roofs in areas where metal roofs are prevalent. When installing metal, use a traditional rolled edge.
- b. Some new stainless steel and pre-coated terne products may be appropriate substitute roof materials if manufactured in the traditional widths and if installed with standing seams.
- c. Traditional roof materials such as standing-seam, stamped or pressed metal, or slate are preferred over asphalt shingles.
 - If asphalt shingles are used, they should be of dark tones that are compatible with the colors of historic roof materials.
 - Asphalt shingles should have a profile that is consistent with traditional roofing.
- d. Synthetic slate may be an appropriate roof material for new construction in neighborhoods where there are historic precedents for slate roofs.
- e. Wood shingles are appropriate in areas where wood shingles are typical. Cement roof shingles that replicate the qualities of wood shingles may also be used.

Inappropriate Treatments

- Do not use roof materials that are inconsistent with the visual characteristics of traditional roof materials in Leesburg.



VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION

P. Materials, Texture, and Color, continued

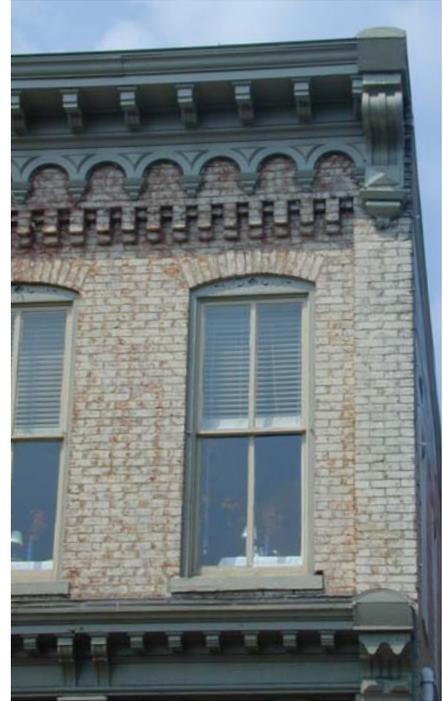
4. Details and Decoration, Texture and Color

Decorative, character-defining features on buildings in the OHD, including cornices, trim, storefronts, and porches have traditionally been constructed of wood and sometimes of metal.

- a. Wood is recommended for use on new construction and additions for elements such as storefronts, cornices, trim, porches, and all other decorative features.
- b. If determined to replicate traditional details and profiles, some substitute materials may be used for trim details. Flat board dimensional materials are available in wood-resin composites and cement board but may not be appropriate because they are not able to be worked in the traditional manner of wood.
- c. Traditional metal details and ornament, such as cornices, can be considered for use in commercial new construction.

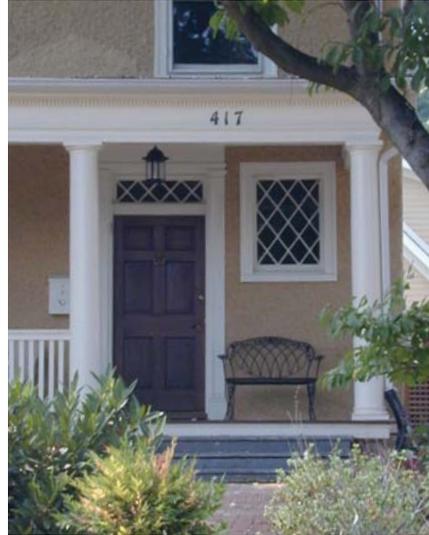
Inappropriate Treatments

- Do not use trim or detail material that is inconsistent with the visual characteristics of traditional trim and detail material in Leesburg.



Wood is the most common material for cornices, trim, and porch materials for historic buildings in the OHD.

VII. GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS AND NEW CONSTRUCTION



Examples of traditional wood doors and windows in the Old and Historic District.

5. Door and Window Materials, Texture and Color

Doors in the OHD are typically constructed of wood. Windows are traditionally made of wood and sometimes of metal.

- a. Wood or metal windows and doors are recommended for use on new construction and additions. The material, color, configuration, and texture should be appropriate to the style of the building.
- b. Doors should be constructed of wood (which may be metal-clad) or metal and should match the style of the building. On storefronts, use painted wood or painted metal doors with large areas of glass.
- c. Windows should be constructed of wood, a wood composite, or metal and should be appropriate to the style of the building.
- d. Alternative window materials including metal, may be determined to be appropriate if they are designed to fit the style of the building and convey a traditional appearance consistent with the surrounding historic structures.

Inappropriate Treatments

- Do not use window and door materials that are inconsistent with the visual characteristics of traditional window and door materials in Leesburg.

Historic District Review Board Staff Report

From: Larry DiRe

Date: March 19, 2015

Item: 4C – Consideration of status of “prospective” or “future” property owner(s) as having standing to approach the Board with pre-purchase questions

Attachments: None

Discussion

This stems from a conversation staff had on March 2, 2015 with a realtor about a client interested in buying a property and then doing some rehabilitation work on the house. Before they buy they want to know if they can do what they want to do to improve the building. The historic overlay ordinance finds this section speaking to “owners of historic landmarks”:

Section 8.14 Historic District Review Board; Powers and Duties The Historic District Review Board shall have the power and authority for issuing or denying Certificates of Appropriateness for construction, reconstruction, substantial exterior alteration, razing, or relocation within the historic district: In addition, the Board shall have the following duties: A. To assist and advise the Town Council, the Planning Commission, and other Town departments, agencies, **and property owners in matters** involving historically significant sites at buildings or other properties in historic districts such as, but not limited to, appropriate land usage, parking facilities, and signs. **B. To continuously evaluate conditions and advise owners of historic landmarks or contributing structures or other properties in historic districts on problems of preservation.** (emphasis added)

Strictly interpreting this Section finds that current “owners” alone have standing; loosely interpreting the Section finds that prospective “owners” are not expressly prohibited from the process. Staff is interested in direction as to the Board’s interest in allowing the “prospective” or “future” owners to get in their application as a point of information and acquire as much information as they may find valuable before they make a significant investment and decision about property ownership in the historic district.

Recommendation

Following discussion determine if the current guidelines and ordinances should include any language to allow non-property owners to address the Board and direct staff accordingly.