



Goals of the Architectural Review Board

The Architectural Review Board is responsible for implementing the intent of the Dumfries H-1 Historic Overlay District to promote the general welfare health and safety of the public through the perpetuation of those areas or individual structures and premises which have been or may be officially designated by the Town as having historic or architectural significance. The powers authorized by the Architectural Review Board are outlined in Sections 70-381 and 70-676 of the Zoning Ordinance in the Town Code and implements the provisions of 15.2-2306 of the Virginia State Code.

Benefits:

The benefit of locating in a Historic District is that property owners are assured **that their investment in their property will be not be harmed by inappropriate alterations or construction on adjacent properties.** Once located in the Historic district, many of the elements that are visible from the public right of way receive special protection. For example, a property owner who intends to alter their building must obtain a Certificate of Appropriateness from the Architectural Review Board **prior to construction** or even changing a paint color or roof color.

A second benefit is **the review process adds protection and stability to both individual properties and historic districts.** The process and its benefits are similar to deed restrictions that are placed on lots in modern housing

developments. In both cases, the goal is to guide development in order to protect individual investment and the common good.

Board Composition:

The Dumfries Architectural Review Board is composed of five voting members, with at least four who are residents of the Town. The members are selected by Council for staggered terms of three years.

Current District:

The current Historic Overlay District is generally located along Main Street and includes significant properties within the Old Town. The following properties are subject to the ARB design standards:

Main Street Area:

- 17646 Main Street through 17769 Main Street

Old Town Area:

- 3904 Fairfax Street
- 3901 Fairfax Street
- 3914 Cameron Street

Applicability:

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

- There is any exterior color change. Such change must be consistent with the ARB Historical Color Chart; or,
- Any change in roofing material, such as shingles; or,

- Storage sheds may be subject to ARB review; or,
- Any request for a commercial sign requires a complete description including size, style, design, colors, materials and location on the property; or,
- Sign requests must include any lettering or graphics displayed on or in windows; or,
- Proposed assemblies, such as storm and replacement windows or stock items

Exclusions: The following items are exempt from ARB approval. If you have any questions, be sure to contact the Director of Community Development for confirmation.

- Interior work;
- Maintenance or repair using identical design, materials and color; and
- Construction, reconstruction, alteration or demolition that the Town officers certify as required for public safety.



Process:



The Architectural Review Board meets monthly, generally on the second Tuesday. Therefore, the process for a Certificate of Appropriateness takes about four weeks from submittal.

1. **Contact the Department of Community Development:** Someone wishing to submit a application should first call the Department of Community Development and confirm that the property is subject to the Historic District standards, determine the classification of work to be performed as either substantial or minor and further, determine the appropriate standards;
2. **Pre-application conference:** Pre-application conferences are encouraged to identify issues and define concepts prior to committing extensive design costs. If recommended by staff or if the applicant is unsure of the requirements, he or she may request a pre-application conference meeting with the ARB. Instead of a complete submittal, the applicant should bring pictures, photos or rough sketches of the building and a plat or survey, with topography if possible, of the site for discussion. The purpose of the meeting is to exchange information rather than decision making. After the meeting, the applicant can then contact his architect to draft up or finalize the building drawings. The applicant is encouraged to request as many pre-application conferences as he or she comfortably feels is needed.

3. **Complete Application:** Print and complete the application for Certificate of Appropriateness. An application must be filed in the office of the Zoning Administrator at least 15 working days prior to the next meeting of the ARB. Be sure to provide all of the required information so that the review will be simple. The submittal must include sketches, drawings, photographs, specifications, descriptions and a view from the street of the proposed project. The ARB may request additional information from the applicant;
4. **Submit Application:** Set up a meeting with the Zoning Administrator to submit the application and discuss any issues previously identified;
5. **Staff Report:** Staff will develop and write a report related to the request. The report will generally include the entire application, an analysis and a recommendation. The report is generally available by Friday prior to the ARB meeting which date is described in Meeting Attendance.
6. **Posting of Meeting:** The meeting and agenda is posted on the bulletin case outside of Town Hall at least three days in advance of the meeting. If the ARB feels it is appropriate, the request for a Certificate of Appropriateness will be advertised in a local paper of general circulation with the Town;
7. **Meeting Attendance:** The ARB must take action on a Certificate of Appropriateness within 60 days after the request is presented to the ARB,

unless with the time limit has been extended by mutual agreement between the applicant and the ARB. Should the ARB not act within the 60 days and no agreement was made, the application shall be considered approved. Both the Applicant and staff should attend the Architectural Review Board meeting. Meetings are generally held on the Second Tuesday of the month at 7:00 PM in the Conference Room at Town Hall. A quorum consists of three voting members of the ARB present at a meeting and each member of the ARB shall have one vote.

8. **ARB Action:** After the Certificate of Appropriateness is reviewed, the ARB action may include approval as submitted, approved with conditions or denied. Approved COA is signed by Chair and Secretary and conditions are listed. The ARB shall coordinate its activities of approval of certificate of appropriateness with the Planning Commission through the Zoning Administrator.
9. **Implementation:** Building permits will not be issued for any work unless the work is determined as minor or a certificate of appropriateness is approved. The applicant will ensure that the components of the application and any conditions are implemented into the project.

Appeal Process:

If, the ARB, in a final decision, denies an application for a certificate



of appropriateness, the Applicant can appeal the decision to the Town Council. The applicant shall have the right to appeal and be heard before the Town Council if a written notice of appeal is filed with the zoning administrator within 30 days of the ARB final decision. A fee of \$50.00 is required for such appeals to cover the cost of the public notice.

Upon receipt of the appeal notice, the Zoning Administrator shall immediately notify the Town Manager who, after consultation with the Town Council, shall schedule a public hearing before the Town Council. The notice will be advertised in accordance with §15.2-2204 and 2205 of the State Code.

The final decision of the ARB shall be stayed, pending the outcome of the appeal before the Town council, unless the decision of the ARB denies the right to move, relocate, raze or demolish a historic structure. If the ARB action is held irrevocable, the ARB action will be held.

After the Town Council conducts a full and impartial public hearing on the matter, the Town Council shall affirm, reverse modify or remand back to the ARB for reconsideration of the decision in whole or in part.

The decision of the Town Council shall be final subject to an appeal to the circuit court.