



ARCHITECTURAL REVIEW BOARD MEETING

Thursday, February 27, 2025 at 6:30 PM

AGENDA

CALL TO ORDER.

DETERMINATION OF A QUORUM & PURPOSE STATEMENT.

APPROVAL OF MINUTES.

NEW BUSINESS

1. COA 25-3: 3 N. Fifth Street

- Review proposal for the request to install a metal scroll bracket and hanging sign on the exterior of the building.

2. COA 25-7: 78 Fisher Lane

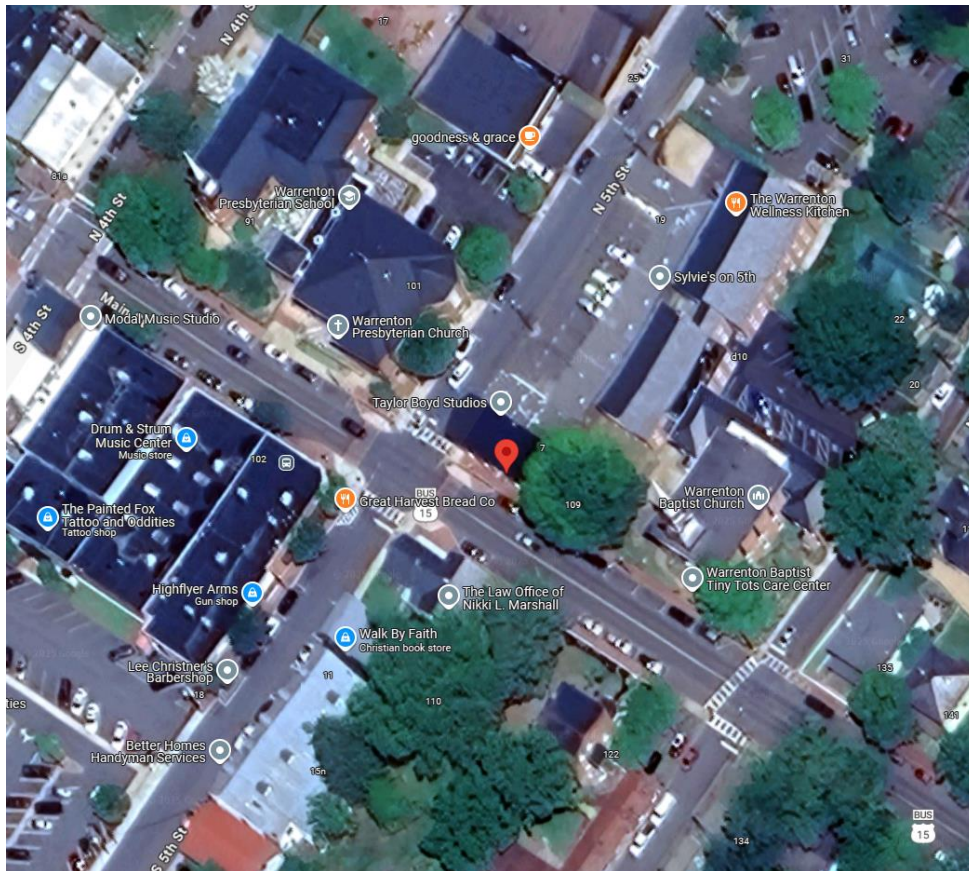
- Review proposal for the request to replace the existing asphalt shingle roof with a standing-seam metal roof and to replace the existing gutters with black, seamless aluminum gutters.

UPDATES.

BOARD MEMBERS TIME.

ADJOURN.

Vicinity Map – Street View:



Photos/Plans:



Rendering for sign:









Community Development
Department

STAFF REPORT

Meeting Date:	February 27, 2025
Agenda Title:	COA 25-3 7 N. Fifth Street
Requested Action:	Review proposal for the request to install a metal scroll bracket and hanging sign on the exterior of the building.
Department / Agency Lead:	Community Development
Staff Lead:	Casey Squyres, Historic Preservation Planner

EXECUTIVE SUMMARY

The applicant is proposing to install a metal scroll bracket and hanging sign on the exterior of the building.

BACKGROUND

This building was constructed in c.1830 and is in good condition. It represents a typical early-nineteenth century Federal style building. The building originally was home to the Masonic Lodge before their building was constructed on Culpepper Street. The lower level was the Warrenton Market House. When the Masons relocated, the Odd Fellows occupied the second floor and the first floor was used by Miss Harriet Swift for her School for Young Ladies. A plaque on the facade indicates that the "Warrenton Baptist Church was organized in this building...August 27, 1849." It is unknown if the church had any other affiliation with the building. The building retains integrity of location, design, workmanship, material, setting, feeling, and association. This resource falls within the district's period of significance and contributes to the character of the district. This building is recommended eligible for individual listing as the Odd Fellows Building and Miss Swift's Schoolhouse under Criterion A for Education, Social History, and Commerce, as well as Criterion C for Architecture. It is also a contributing resource to the Warrenton Historic District under Criterion A for Education, Social History, and Commerce, as well as Criterion C for Architecture.





DESIGN GUIDELINE CONSIDERATIONS:**F. PROJECTING SIGNS**

A projecting sign is attached perpendicular to the wall of a building. Design a bracket for a projecting sign to complement the sign composition. Locate a small projecting sign near the business entrance, just above or to the side of the door. Mount a larger projecting sign higher on the building, centered on the façade or positioned at the corner.

GUIDELINES

1. The bottom edge of the projecting sign should be eight (8) feet above the sidewalk.
2. Projecting signs should not be larger than six (6) square feet. The sign panel should have a minimum six-inch (6") clearance from the face of the building and extend to its outermost part less than four (4) feet. Projecting signs will be reviewed according to their scale and size and to the scale and size of the building to which they are proposed.
3. Creative designs and shapes are always encouraged.
4. Limit the number of projecting signs to one per business.
5. When multiple tenants desire hanging signs, within reason and when space allows, individual small signs can be hung vertically in a row down from the bracket.



Figure 3-56: This wood sign at 36A Main Street is routed at the bottom to add dimension and creative styling.



Figure 3-57: This bike shop sign is an example of an innovative projecting sign that meets the requirements of the guidelines. It is visually interesting, does not detract from the historic building, and causes no irreversible damage. The storefront also utilizes two small window signs. The store address is incorporated into the transom.

STAFF RECOMMENDATION

Staff recommends approval of the request to install a new metal scroll bracket and hanging sign on the exterior of the building at 3 N. Fifth Street, all as described and depicted within the application, provided the following conditions are met:

- 1) All necessary permits are acquired.
- 2) The bracket shall be installed only within the mortar joints of the building's exterior in order to prevent any damage to the historic brick.
- 3) The sign panel should have a minimum six-inch (6") clearance from the face of the building and extend to its outermost part less than four (4) feet.
- 4) The bottom edge of the projecting sign should be eight (8) feet above the sidewalk.

ATTACHMENTS

1. Attachment 1 – Photos & Plans
2. Attachment 2 – Draft Motion Sheet



TOWN OF WARRENTON

ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATNESS

PO BOX 341
WARRENTON, VIRGINIA 20188
<http://www.warrentonva.gov>
planning@warrentonva.gov
(540) 347-2405

COA # _____

Assoc. Permit # _____

The Architectural Review Board (ARB) meets every **4th Thursday at 7:00pm** in Town Hall (21 Main Street). Applications requiring ARB are due by the **1st day of each month** (or the first business day immediately following) prior to the meeting. Each applicant or a representative, who has the authority to commit the applicant to changes as recommended or required by the ARB are required to attend this meeting or the application will be deferred. Please read the [Warrenton Historic District Guidelines](#) for additional information Historic District requirements.

The following materials are required in addition to a complete, signed application (check if submitted):

- ☐ Photographs of the area of work.
- ☐ Plans, drawings, product information sheets, and/or samples (Two hard/one digital copy).
- ☐ Accompanying permit applications (if required; this application also serves as a zoning permit).

Project Owner

Address/Location: 17 North 5th Street Warrenton VA 20186 GPIN: _____Name: Charity Lodge No. 27 Email: Charitylodge27@gmail.comAddress: 3 North 5th Street Warrenton VA 20186 Phone: 5409059423

Applicant (If different then above)

Name: Christopher O'Halloran Email: christopher.p.ohalloran@gmail.comAddress: PO Box 526 Warrenton VA 20288 Phone: 5409059423

Applicant's Representative (If different then above. Must have authority to commit the applicant to make changes that may be suggested or required by the ARB)

Name: _____ Email: _____

Address: _____ Phone: _____

Complete description of each modification or improvement

Projecting Sign for OddFellows Plaza to be installed on Main Street side of the building. The bracket and sign will be 6 Sqft per code. See attached photos

Is there an application relevant to this property pending or contemplated before another Town Board?
Yes ☐ No ☒ If so, specify: _____

Signature of Property Owner

Name (Print or Type)

Signature of Applicant/Agent

Christopher O'Halloran

Name (Print or Type)

ARCHITECTURAL REVIEW BOARD CERTIFICATE OF APPROPRIATENESS

PO BOX 341
WARRENTON, VIRGINIA 20188
<http://www.warrentonva.gov>
planning@warrentonva.gov
(540) 347-2405

OFFICIAL USE ONLY

Y / N Other Permits Required, If yes list:

Notes/Conditions of Approval:

Zoning: _____

ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS 25-3

February 27, 2025

MOTION TO APPROVE

I move to approve the application for **Certificate of Appropriateness 25-3** for the request to install a new metal scroll bracket and hanging sign on the exterior of the building at **3 N. Fifth Street**, all as described and depicted within the application, provided the following conditions are met, as described and depicted within the application, provided the following conditions are met:

1. All necessary permits are acquired; and
2. The bracket shall be installed only within the mortar joints of the building's exterior in order to prevent any damage to the historic brick.
3. The sign panel should have a minimum six-inch (6") clearance from the face of the building and extend to its outermost part less than four (4) feet.
4. The bottom edge of the projecting sign should be eight (8) feet above the sidewalk.

Motion to Approve By:

Seconded By:

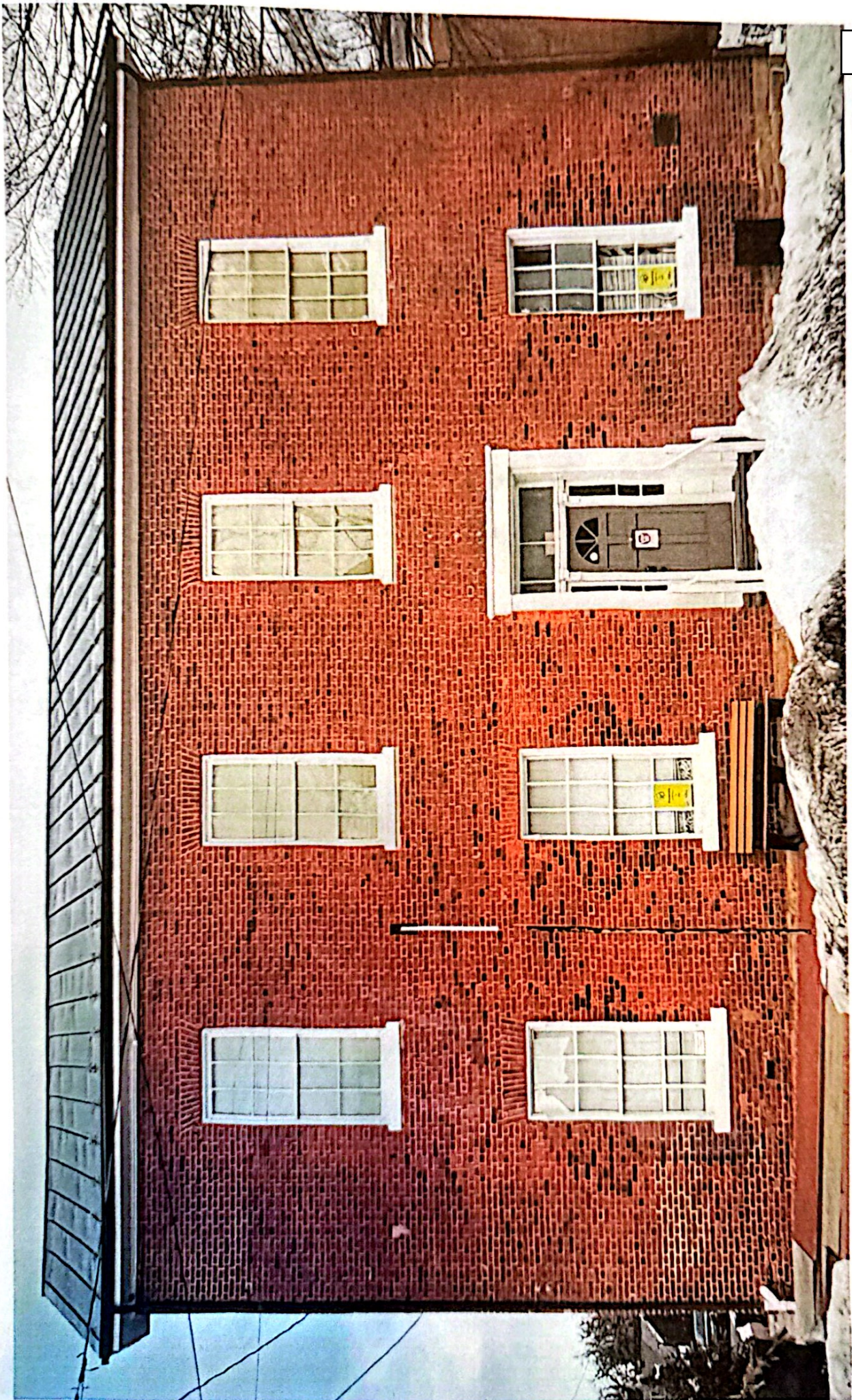
For:

Against:

Abstained:









Warrenton's first public building was the Market House, with a retail farmer's market on the first floor and the Town Hall upstairs. Built in 1830 and sold to Charity Lodge 27, IOOF in 1847, it is one of Warrenton's oldest buildings.

ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS 25-7

February 27, 2025

MOTION TO APPROVE

I move to approve the application for **Certificate of Appropriateness 25-7** for the request to 1) replace the existing black, asphalt shingle roof with a black, standing-seam metal roof and 2) to replace the existing gutters with seamless, black aluminum gutters at **78 Fisher Lane**, all as described and depicted within the application, provided the following conditions are met; all as described and depicted within the application, provided the following conditions are met:

1. All necessary permits are acquired; and
2. Pre-finished standing seam metal roof shall be no thicker than 26-gauge with field crimped seams not taller than 1 1/2" tall and equal pan widths across the continuous roof, of a width between 16 and 17 inches, as required for equal spacing based on the actual overall length of the roof.

Motion to Approve By:

Seconded By:

For:

Against:

Abstained:



Community Development
Department

STAFF REPORT

Meeting Date:	February 27, 2025
Agenda Title:	COA 25-7 78 Fisher Lane
Requested Action:	Review proposal for the request to replace the existing asphalt shingle roof with a standing-seam metal roof and to replace the existing gutters with black, seamless aluminum gutters.
Department / Agency Lead:	Community Development
Staff Lead:	Casey Squyres, Historic Preservation Planner

EXECUTIVE SUMMARY

The applicant is proposing to remove the existing black asphalt shingle roof and to replace it with a black standing-seam metal roof and to replace the existing gutters with black, seamless, aluminum gutters.

BACKGROUND

This house located at 78 Fisher Lane was constructed in 1986 and it is in good condition. Although located within the Warrenton Local Historic District, as a result of its construction date, this resource would not contribute to the Warrenton Historic District Boundary Increase 2023. Because of its status as a non-contributing resource on the edge of the district boundary, it has not been included within the National Register Nomination for the Warrenton Historic District Boundary Increase 2023.



DESIGN GUIDELINE CONSIDERATIONS:

F. ROOFS

Zoning Ordinance Article 3-5.3.4.1 (4)

The principal roof forms include flat, hipped, mansard, gambrel, shed (half gable), gable, and pyramidal. There are several variations or combinations of these resulting in cross gables, a clipped or jerkin-head gable, which has a short hip slant at the gable end, and the rare gable roof on top of a hip. The rise of a wall above the eave creates a parapet roof. The repetition of the slope and pitch height of the roof in a particular architectural style ultimately made the form an easily recognized feature of that design. A gambrel roof immediately suggests Dutch influence and is a prominent character-defining feature of the Dutch Colonial Revival style. The Greek Revival roof has a lower pitch than the steeply-pitched gable of its Federal-style predecessor. The low-pitched hipped roof with wide overhanging eaves is associated with the Italianate style, as the mansard roof prominently indicates the Second Empire.

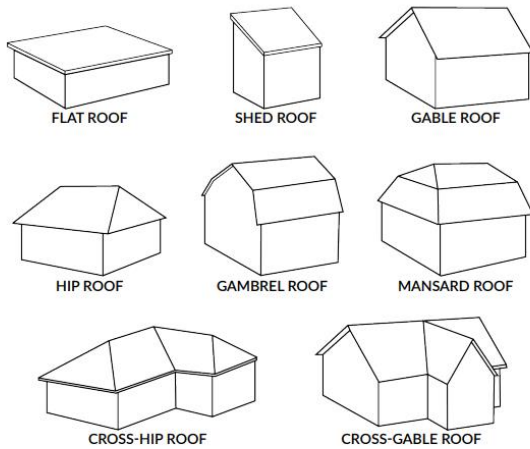


Figure 3-39: The Ullman House has a superb, patterned, polychromatic slate roof.

GUIDELINES

1. Preserve and repair original roofing materials and designs, especially if the roofing is unusual and lends considerable character to the building (such as irregular or patterned slates, clay tiles, or metal), it should be retained, repaired, or replaced in kind to match its appearance.
2. Preserve and retain roofs and their functional features that are important in defining the overall historic character of the building. This includes the roof's shape; decorative features such as cresting and chimneys; and roofing materials such as slate, clay tile, and metal; as well as its size, color, and patterning.
- 3 **Roof Shape:** Preserve the perceived line and orientation of the roof as seen from the street. Maintain traditional overhangs as they contribute to the perception of the building's historic scale. Do not alter the angle of a historic roof. Do not truncate or remove exposed roof rafters or soffits.

CONTINUE ON NEXT PAGE



F. ROOFS

GUIDELINES CONT.

- 4 **Roofing Materials:** Preserve and maintain clay tile, slate, and metal roofs. If total replacement is warranted, then in-kind replacement is preferred. However, alternative materials will be considered on a case-by-case basis.
 5. Whenever possible, replace broken or missing slates with new or good-condition recycled rock slates of the same size, thickness, texture, pattern, and color as the existing roof with compatible copper fasteners.
 6. Galvanized metals and terne, copper, or even tin metals if available, are acceptable replacements for deteriorated, non-repairable standing- or flat-seam metal roofs. They shall be hand-formed or mechanically-formed on site during installation. In addition, they should be site painted, not factory pre-painted.
 7. Copper flat- or standing-seam roofs are encouraged when the existing contributing metal roof cover is deteriorated beyond repair because the durable material requires no paint and naturally darkens. Copper shall not be painted after installation but allowed to darken naturally.
 8. Pre-painted/pre-finished metal roofs may be applied to contributing buildings. Be sure nails and other fasteners, flashing, and snow guards are of a compatible metal to the roof surface and will not cause corrosive reaction, staining, or deterioration.
 - 9 **New Roofs:** Replace and recreate roofing in-kind if missing or damaged beyond repair. Replace with historically appropriate materials whenever possible.
 10. When a roof covering is deteriorated beyond repair, the new roofing should match the original in material, dimension, composition, texture, pattern, design, and details. If the existing material is not available, the material utilized should match as closely as possible.
 11. Recreate features that are completely missing (such as a chimney or cupola) based on historical, pictorial, and physical documentation.
 12. Rehabilitate the roof to include necessary functional features such as dormers, skylights, roof hatches, chimneys, and mechanical units in a way that does not detract from the historic significance and integrity of the building.
 13. Design additions to roofs such as elevator housing, decks, dormers, and skylights to be inconspicuous from the public right-of-way, and do not damage or obscure character-defining features.
 14. New rooftop decks may be permitted only where they are not visible from the public street or right-of-way. Visible rooftop decks may be approved on secondary façades on a case-by-case basis. Rooftop decks should blend in with the style of the building and its materials, should be as modest as possible (lowest railings permitted, clear if possible, no pergola or roof coverings), and should not cause any irreversible damage to the historic building.
 15. Design new dormers to match the size, number, proportion, and styling of dormers on similar buildings where precedents exists. New dormers may be more appropriately added to the rear façade of a building. Do not enlarge existing dormers unless they are minimally visible at a rear façade.
 16. Design new skylights on side or rear-facing roof slopes but never on the front façade. Skylights should have a low profile and should be minimally visible.
 17. Install mechanical or service equipment on the roof be inconspicuous from the public right-of-way and in such a way as to not damage or obscure character-defining features. Screen visible rooftop exhaust fans, mechanical equipment, and HVAC units with compatible architectural materials, as used on the exterior.
- NOT historically appropriate:**
- a. Construction of additional floors, penthouses, and mechanical spaces (shall be avoided).
 - b. Removing and replacing a major portion of the roof covering or its features, thereby creating new and no longer historic roof surface, instead of repairing or replacing in kind only that part that is deteriorated beyond preservation.
 - c. Removing a contributing roof feature, such as a dormer, tower, chimney, cupola, steeple, pinnacle, or cresting that is deteriorated beyond repair, and not rebuild it in the same place using the same size, materials, composition, style, and design.



F. ROOFS

F2. GUTTERS & DOWNSPOUTS



Figure 3-43: This galvanized steel downspout is not historically appropriate. To comply with the guidelines, the downspout should be painted to blend in with building.

GUIDELINES

1. Repair and maintain functioning roof drainage, flashing, gutters, and down spouts. Keep gutters clean of leaves, debris, and vegetation. Fasten an extender or ground leader to down spouts or install an underground French drainage system to carry water away from the foundation of the building to deter rising moisture.
2. Built-in gutters on the visible parts of the roof should be retained, not replaced with a hung gutter.
3. Gutters, down spouts and their fasteners should be metal. Half-round gutters and round down spouts are encouraged. Unless copper is used, paint the surfaces for protection and to blend into the façade. Fasten gutters and down spouts in the least harmful manner to the historic fabric and architectural detailing of the building.

NOT historically appropriate:

- a. Using vinyl or other synthetic gutters or down spouts on contributing buildings.

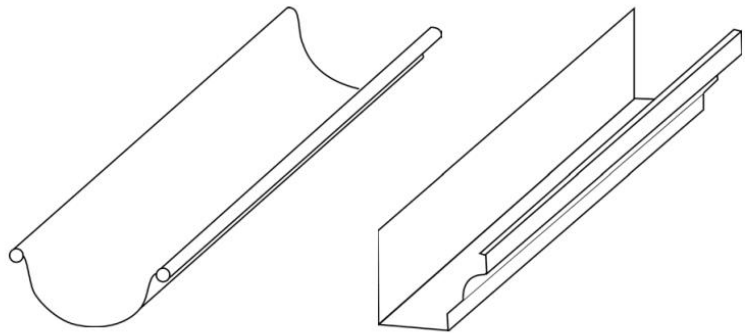


Figure 3-44: Half-round gutters (left) are the typical gutter style seen throughout the historic district. Half-round gutters best represent the rain system style of colonial houses. K-style gutters (right) were introduced in the late 1940s.

STAFF RECOMMENDATION

Staff recommends approval of the request to 1) replace the existing black, asphalt shingle roof with a black, standing-seam metal roof and 2) to replace the existing gutters with seamless, black aluminum gutters, all as described and depicted within the application, provided the following conditions are met:

- 1) All necessary permits are acquired.
- 2) Pre-finished standing seam metal roof shall be no thicker than 26-gauge with field crimped seams not taller than 1 1/2" tall and equal pan widths across the continuous roof, of a width between 16 and 17 inches, as required for equal spacing based on the actual overall length of the roof.

ATTACHMENTS

1. Attachment 1 – Photos & Plans
2. Attachment 2 – Draft Motion Sheet



**VIRGINIA PRO
ROOFING**



Item 2.

20+ YEARS

*Specializing in Standing Seam Metal
Serving VA, WV & MD*

Virginia Pro Roofing

Utilizes the highest *quality* materials and best roofing practices with every residential or commercial roofing project.

FREE ESTIMATES

Specialties

- ✓ New Roofing
- ✓ Re-Roofing
- ✓ Synthetic Slate
- ✓ Copper
- ✓ Metal
- ✓ Shingles
- ✓ Gutter
- ✓ EPDM/TPO

Let's Work Together!

540.722.6071 or 540.687.6747
vaproroofing@comcast.net



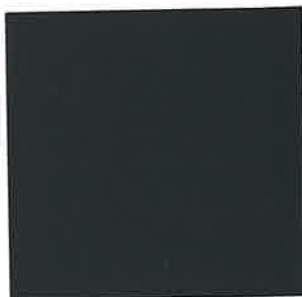
www.virginiaproroofing.com

COOL ROOF COLORS

Kynar 500® PVDF Low Sheen Colors



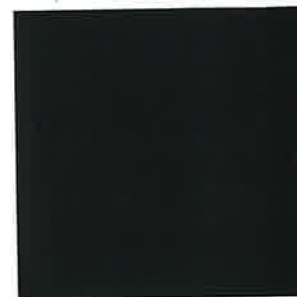
MANSARD BROWN



SLATE GRAY



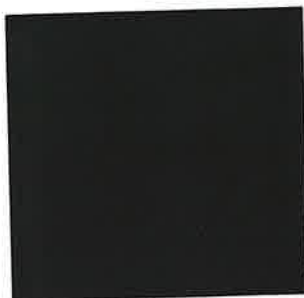
CHARCOAL



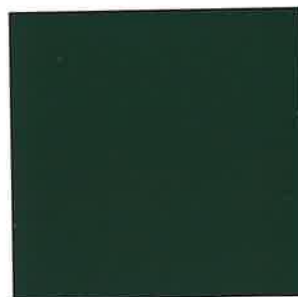
MATTE BLACK



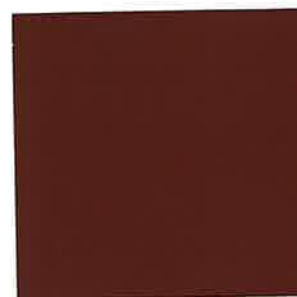
MEDIUM BRONZE



DARK BRONZE



EVERGREEN



COLONIAL RED



WOODLAND GREEN

High Reflectivity ■ High Emissivity

- Colors are representative of colors offered and are not intended for matching purposes. Before you place an order, please request an actual color sample.
- All stocked colors are available in 26 gauge. 24 gauge is stocked in Evergreen and Matte Black.

For more information,
please contact your ABC Representative.

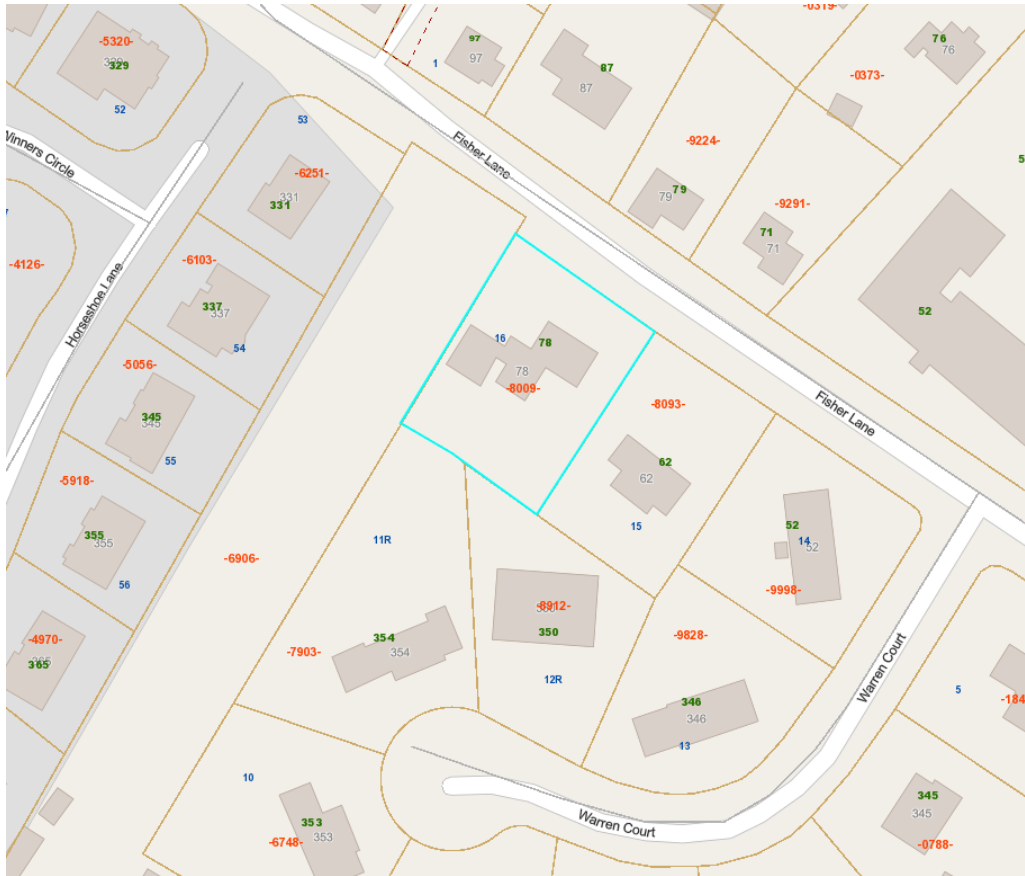




Item 2.

Vicinity Map – Street View:





Photos/Plans:







TOWN OF WARRENTON

ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS

PO BOX 341
WARRENTON, VIRGINIA 20188
<http://www.warrentonva.gov>
planning@warrentonva.gov
(540) 347-2405

COA # _____

Assoc. Permit # _____

The Architectural Review Board (ARB) meets every 4th **Thursday at 7:00pm** in Town Hall (21 Main Street). Applications requiring ARB are due by the **1st day of each month** (or the first business day immediately following) prior to the meeting. Each applicant or a representative, who has the authority to commit the applicant to changes as recommended or required by the ARB are required to attend this meeting or the application will be deferred. Please read the [Warrenton Historic District Guidelines](#) for additional information Historic District requirements.

The following materials are required in addition to a complete, signed application (check if submitted):

- ☐ Photographs of the area of work.
☐ Plans, drawings, product information sheets, and/or samples (Two hard/one digital copy).
☐ Accompanying permit applications (if required; this application also serves as a zoning permit).

Project Owner

Address/Location: 78 Fisher Ln., Warrenton, VA GPIN: _____Name: Stilson Applin Email: stilson.applin@gmail.comAddress: 78 Fisher Ln., Warrenton, VA, 20186 Phone: 208-961-8349

Applicant (If different then above)

Name: _____ Email: _____

Address: _____ Phone: _____

Applicant's Representative (If different then above. Must have authority to commit the applicant to make changes that may be suggested or required by the ARB)

Name: _____ Email: _____

Address: _____ Phone: _____

Complete description of each modification or improvement

Replace second story roof with matte black
standing seam metal roofer main part of
house. Replace all gutters with seamless black gutters.

Is there an application relevant to this property pending or contemplated before another Town Board?

Yes ☐ No ☒ If so, specify: _____

[Signature]
Signature of Property Owner

Stilson Applin
Name (Print or Type)

Signature of Applicant/Agent

Name (Print or Type)