

# ARCHITECTURAL REVIEW BOARD

## AGENDA

Tuesday, June 9, 2015 – 7:30 p.m.

**Manassas City Hall  
9027 Center Street  
2<sup>nd</sup> Floor Conference Room**

### **BOARD MEMBERS**

Tom Waters, Chairman  
William Rush, Vice-Chairman  
Nancy Hersch Ingram

Daniel Morrison  
Fatima Pereira-Shepherd  
Debbie Haight (Alternate)

1. Pledge of Allegiance to the Flag
2. Roll Call
3. Approval of Meeting Minutes – **May 12, 2015**
4. New Business
  - **ARB #2015-36**  
**Cutrate Barbershop / Roy Cunningham**  
**9115 Center Street**
  - **ARB #2015-37**  
**Center Street Gourmet / C.P. Leopold**  
**9126 Center Street**
  - **ARB #2015-38**  
**C.J. Finz / Christopher Sellers**  
**9413 West Street**
  - **ARB #2015-31**  
**Jazz Cutz / Jasmine Mitchell**  
**9101 Center Street**
5. Other Business
  - **Old Town Update(s)**
6. Adjournment

# MINUTES CITY OF MANASSAS ARCHITECTURAL REVIEW BOARD

May 12, 2015 – 7:30 P.M.

Members Present: Tom Waters, Chairman  
William S. Rush, Vice-Chairman  
Nancy Hersch Ingram  
Daniel Morrison  
Fatima Pereira-Shepherd

Members Absent: Debbie Haight (Alternate)

Staff Present: Jamie S. Collins, Development Services Manager  
Allison Whitworth, Planner  
Donna Bellows, Boards and Commissions Clerk

## PLEDGE OF ALLEGIANCE

## ROLL CALL AND DETERMINATION OF A QUORUM

The Clerk called the roll, and a quorum was determined.

## APPROVAL OF MEETING MINUTES – April 14, 2015

**Mr. Rush** motioned to approve the minutes as submitted. **Mr. Morrison** seconded the motion. **The MOTION PASSED UNANIMOUSLY BY VOICE VOTE.**

## NEW BUSINESS

**ARB #2015-31**  
**Jazz Cutz**  
**9101 Center Street**

*No show*

**ARB #2015-33**  
**Amy's Bridal Boutique**  
**9411 Battle Street**

**Ms. Whitworth** presented a staff report seeking approval to install vinyl window signage on the storefront windows as well as the front door. The signage utilizes the logo and pink and cream color palette of the business. The signage on the storefront windows utilizes bands of text generally placed towards the bottom of the window where it will not restrict visibility of the displays and the logo in the top corner of the front window.

Staff recommended approval of the application with the modification that the signage will be reduced to not exceed 20% of the window area and meet the size requirements of the zoning ordinance.

**Applicant, Amy Domenech**, had nothing further to add to the staff report.

**ARB Discussion**

- Members were all in agreement with Staff’s recommendation

**ARB Motion**

**Mr. Morrison motioned to approve ARB #2015-33 as recommended by Staff. Ms. Ingram seconded the motion.**

**Roll Call**

Mr. Morrison	Y
Ms. Ingram	Y
Chairman Waters	Y
Ms. Shepherd	Y
Mr. Rush	Y

**The MOTION PASSED UNANIMOUSLY.**

**ARB #2015-34**

**Totally Vintage Design  
9413 Battle Street**

**Ms. Whitworth** presented a staff report seeking approval of an 8”x 21” vinyl logo sign to be installed on the front entrance door. Gray vinyl text measuring 8”x6’ will also be applied to the existing awning. The applicant is also proposing a projecting sign. Measuring 12” x 32”, the sign will be made of MDO and is to be installed on the existing bracket between the two storefronts. The color palette of the proposed signage is pink and gray.

Staff recommends approval of the application as submitted.

**Applicant, Melissa Harris**, had nothing further to add to the staff report.

**ARB Discussion**

- None

**Mr. Morrison motioned to approve ARB #2015-34 as submitted. Mr. Rush seconded the motion.**

**Roll Call**

Mr. Morrison	Y
Mr. Rush	Y
Chairman Waters	Y
Ms. Ingram	Y
Ms. Shepherd	Y

**The MOTION PASSED UNANIMOUSLY.**

**ARB #2015-35  
Scattered Seeds  
9078 Center Street**

*No show*

**ARB #2015-32  
John Heltzel  
9217 & 9219 Center Street**

**Ms. Whitworth** presented a staff report seeking approval of a number of exterior alterations to rehabilitate the structures and modify them for retail and commercial use. First, the siding will be replaced with smooth HardiePlank to match the original in size and exposure. All fascias, soffits, corner boards and other exterior trim pieces will also be replaced with either fiber-cement or PVC trim boards as needed to match the existing style and size.

The existing double hung windows (6/6 on 9217, 6/1 on 9219) will be replaced with Andersen A Series 6/6 double hung wood windows with simulated divided lites (grilles on the interior and exterior). The double window on 9219 will be replaced with a single window and the two first floor windows on 9217 will be replaced with a new 9'x6' storefront window. The existing shutters will be repainted and re-installed (modifications noted in meeting).

The doors will also be replaced with Andersen A-series commercial grade wood doors with simulated divided lites. A second door on the front façade of 9219 will be removed and the opening closed and covered by new siding (modifications noted in meeting).

A new brick stoop spanning both entries is proposed to replace the separate sets of deteriorating wood stairs. The masonry will tie into the exterior brick patio currently in front of the structures and will match in size and color. A powder coated iron handrail will be mounted to each side of the stoop.

Alterations are proposed for the rear elevations as well. 9219 currently has an existing porch while 9217 has a single story addition with shed roof. The porch on 9219 will be replaced and enlarged with an at-grade porch which will span the rear of both buildings, providing an ADA accessible entrance from the parking lot. The new porch will be supported by PVC wrapped columns and covered with a new standing seam metal roof to match the existing.

Finally, the applicant is also proposing new color schemes which will be distinct for each building to maintain unique identities. The roof and shutters will be repainted. The new siding colors will be Navajo beige and Heathered moss. The roof color of the porch addition in the rear will match the roof color of 9219, which is the roof most visible from the street.

Staff recommended approval of changes made prior to meeting, based on original comments.

Applicant, Michael Wood (Architectural Intern), informed the Board of the changes that had been made prior to tonight’s meeting.

**ARB Discussion**

- Historically accurate doors
- Issue with using simulated divided lights for the muntins on the widows
- The existing siding reveal is too big; need to decrease size
- Front doors need two panel at the bottom
- Existing shutters should be replaced with wood shutters and installed accurately
- Correction to elevation drawings – should say “standing seam metal roof”
- Requested deferring the windows and holding a special meeting

Mr. Morrison motioned to approve ARB #2015-32, based on the drawing received on May 12, 2015, with the following modifications:

- Wood louver shutters will be used, painted charcoal and mounted as traditionally as possible
- The front door shall have three panels: one horizontal panel in the middle and two verticals panels in the bottom
- The siding shall be a smooth textured fiber cement clapboard with a 5” reveal
- As a clarification, the metal roof shall be standing seam
- The window muntins and style shall be deferred

Mr. Rush seconded the motion.

**Roll Call**

Mr. Morrison	Y
Mr. Rush	Y
Chairman Waters	Y
Ms. Ingram	Y
Ms. Shepherd	Y

**The MOTION PASSED UNANIMOUSLY.**

**OTHER BUSINESS**

Old Town Update

Ms. Collins followed up on the parking lot at Church Street and Grant Avenue. At the last meeting, Ms. Ingram had questioned whether a fence was included in the Certificate of Appropriateness. After checking, the fence was only a recommendation and not a mandate. The applicant was not able to incorporate the fence into the project.

Ms. Collins also informed the Board that the City has completed phase I of the zoning ordinance update. As part of the update, Ms. Whitworth stated that the contributing structure list and the historic landmark list had to be re-adopted and no changes were made in designation. Ms. Collins stated that copies would be sent in forms of email.

**ADJOURNMENT**

**Mr. Morrison moved to adjourn the meeting. Ms. Shepherd seconded the motion. The MOTION CARRIED UNANIMOUSLY. The meeting ended at 8:33 p.m.**

\_\_\_\_\_  
Tom Waters, Chairman

\_\_\_\_\_  
Date





**CITY OF MANASSAS**  
Department of Community Development  
Elizabeth S. Via-Gossman, AICP, Director

## STAFF REPORT

**ARB Case:** #2015-40000036  
**Applicant:** Roy Cunningham  
Cutrate Barbershop  
**Address:** 9115 Center Street



### REQUEST

The applicant is seeking approval of vinyl window signage and the display of a sidewalk A-frame sign.

### PROPERTY INFORMATION

**Location** – The site is a corner building located on the southeast corner of the intersection of Center Street and Battle Street in the Downtown subarea of the historic district.

**Historical Significance** – The building at 9115 Center Street, former home of the Manassas Post Office, was constructed circa 1906 by Judge C. E. Nichol. This two story Renaissance Revival brick structure was the second building on the site, the first destroyed by the 1905 fire. The building is ornamented with brick quoins, keystone lentils and a heavy brick cornice with dentils. The building is currently commercial use on the first floor with second floor apartments. 9115 Center Street is ranked contributing to the local and National Register historic districts and listed as a local historic landmark as well. As a monumental and intact early 20<sup>th</sup> century Renaissance Revival building, the 2006 survey has ranked 9115 Center Street as notable.

**Surrounding Properties** –

*North*—9108 Center Street, Cocke's Pharmacy, constructed c. 1910, contributing.

*South*—9409 Battle Street, constructed c. 1905, contributing.

*East*—9109 Center Street, constructed c. 1910, contributing.

*West*—9117 Center Street, MIC Building, constructed c. 1910, non-contributing.

### APPLICANT'S PROPOSAL

The applicant is proposing vinyl signage to be applied to the Center and Battle Street windows. An 18"x18" red, white and blue logo of the business and white vinyl copy measuring 72" x 12" advertising the services offered will be applied to the Center Street window. On Battle Street, an 18"x18" logo will be applied to the storefront window. The applicant is also proposing a 2'x3' A-frame sign to be displayed on the sidewalk at the main entrance. The sign is white with the red, white and blue logo of the business.

### STAFF ANALYSIS

The applicable design guidelines for signage are found on pages 82-87 of the City of Manassas Historic District Handbook. The guidelines state that sign design and graphics should be coordinated with the



character of the building and nature of the business. Window signage should not exceed 20 percent of the window area.

The proposed signage is approximately 7% of the Center Street window and 4% of the Battle Street window, within the percentage allowed by the guidelines. The signage is consistent with the barbershop branding and existing projecting sign. Requiring that the white copy portion of the sign on the Center Street elevation be vertically aligned with the center of the logo create will consistency in the placement of the different elements of the signage.

While the design guidelines do not specifically cover mention A-frame signs, the guidelines recommend that all signs in general should be compatible with the architecture and not obstruct important elements. The zoning ordinance places certain size and location restrictions on A-frame signs in the B3 zoning district. The sign may not exceed 6 square feet in area or 3' in height and location limitations require that the sign be located within 6' of the entrance and 2" of the building wall. The proposed sign adheres to these requirements and the design is consistent with the branding of the business and other signage proposed.

**Review Criteria**

Pursuant to Section 130-406 (b), prior to approval of any certificate of appropriateness, the ARB shall determine if the following conditions have been adequately addressed:

CRITERIA	APPLICATION
Activity Proposed:	Activity Proposed: Installation of vinyl signage and display of A-frame sign.
(1) Consistency with the Secretary of the Interior’s Standards for Rehabilitation.	Not applicable.
(2) Being architecturally compatible with the historical, cultural and/or architectural aspects of the HOD, structure and its surroundings.	Applicable: Signage is placed where it does not obscure any important architectural elements.
(3) The visual impact of the proposed exterior architectural features, including all signs.	Applicable: Signage is appropriately sized and compatible with the character of the building.
(4) The general design, scale and arrangement of new construction and additions.	Applicable: Signage is appropriately sized and compatible with the character of the building.
(5) The texture, material and color of new construction, unless otherwise exempt from review.	Applicable: The proposed is compatible with other existing signage.
(6) The relationship of features (2) (3) and (4) above to similar features of the buildings and structures immediately adjacent to or visible from the proposed activity.	Applicable: Signage is compatible with the surrounding historic overlay district.
(7) The extent to which the building or structure would be harmonious with, or incompatible with the historic aspects of its surroundings.	Applicable: Signage is compatible with the surrounding historic overlay district.

**STAFF RECOMMENDATION**

Staff recommends **APPROVAL** of the application with the recommendation that the white copy on the Center Street window be vertically aligned with the center of the logo for consistency of placement.

**ARCHITECTURAL REVIEW BOARD  
No. 15-4000037**



Applicant(s): **C.P. Leopold/Sign Graphx**

Site Owner(s): **Edgar Rohr**

Site Address: **9126 Center Street**

Tax Map No.: **101-01-00-381**

Site Location: **Northeast corner of the intersection of Center and West Streets**

Current Zoning: **B-3**

Parcel Size: **0.12 acres**

Age of Structure: **33 years**

Type of Structure: **Commercial**

Summary of Request: **Installation of 2 projecting signs**

Date Accepted for Review: **May 23, 2015**

Date of ARB Meeting: **June 9, 2015**



**CITY OF MANASSAS**  
Department of Community Development  
Elizabeth S. Via-Gossman, AICP, Director

## STAFF REPORT

**ARB Case:** #2015-40000037  
**Applicant:** C.P. Leopold/Sign Graphx  
**Address:** 9126 Center Street



### REQUEST

The applicant is seeking approval of two projecting signs.

### PROPERTY INFORMATION

**Location** – The site is located at the northeast corner of the intersection of Center and West Streets.

**Historical Significance** – 9126 Center Street was constructed c. 1982 on the site of W.C. Merchant's filling and service station. The two-story four-bay corner commercial building is a modern interpretation of the Renaissance Revival style. The building is of concrete-block construction with masonry veneer. All openings are defined with brick segmental arches. Constructed outside of the period of significance, the building is ranked non-contributing to the Local and National Register historic districts.

**Surrounding Properties** –

The building is located in the commercial downtown area of the local historic district. The building is attached to 9122 Center Street on the east elevation, a contributing building formerly Rohr's Store. A significant nearby building is the Hibbs and Giddings Building across Center Street to the south, a contributing building constructed c. 1923. Across West Street to the west is a parking lot.

### APPLICANT'S PROPOSAL

The applicant is proposing to install two 22"x48" projecting signs in existing sign frames attached to the building on the Center and West Street elevations. The signs will be aluminum panels printed with the logo of the new business: Center Street Gourmet. The color palette is primarily shades of blue, green and brown.

### STAFF ANALYSIS

The applicable design guidelines for signage are found on pages 82-87 of the City of Manassas Historic District Handbook. The guidelines state that signs may vary in type but should not obstruct elements that define the design of the building. Projecting signs should maintain a minimum 9' clearance and be no larger than 12 square feet.

The signage proposed utilizes two existing brackets on the Center and West Street elevations of the building. The signs are within the size requirements of the guidelines and maintain the appropriate clearance from the sidewalk. The design of the sign is appropriate for the business and the proposed color

palette is complementary to the existing awnings on the building and compatible with the surrounding historic overlay district. Overall, the signage is in keeping with the design guidelines.

**Review Criteria**

Pursuant to Section 130-406 (b), prior to approval of any certificate of appropriateness, the ARB shall determine if the following conditions have been adequately addressed:

CRITERIA	APPLICATION
Activity Proposed:	Activity Proposed: Installation of two projecting signs.
(1) Consistency with the Secretary of the Interior's Standards for Rehabilitation.	Not applicable.
(2) Being architecturally compatible with the historical, cultural and/or architectural aspects of the HOD, structure and its surroundings.	Applicable: Signage is appropriately placed in existing brackets where it does not obscure the defining elements of the building.
(3) The visual impact of the proposed exterior architectural features, including all signs.	Applicable: Signage is appropriately sized and compatible with the historic character of the building.
(4) The general design, scale and arrangement of new construction and additions.	Applicable: The signage utilizes existing brackets and the design is compatible with the historic character of the building.
(5) The texture, material and color of new construction, unless otherwise exempt from review.	Applicable: The proposed colors are complementary to the existing awnings.
(6) The relationship of features (2) (3) and (4) above to similar features of the buildings and structures immediately adjacent to or visible from the proposed activity.	Applicable: Signage is compatible with the surrounding historic overlay district.
(7) The extent to which the building or structure would be harmonious with, or incompatible with the historic aspects of its surroundings.	Applicable: Signage is compatible with the surrounding historic overlay district.

**STAFF RECOMMENDATION**

Staff recommends **APPROVAL** of the application as submitted.

**ARCHITECTURAL REVIEW BOARD  
No. 15-4000038**



Applicant(s): **Christopher Sellers/C.J. Finz**

Site Owner(s): **Daffan West, LLC**

Site Address: **9413 West Street** Tax Map No.: **101-01-00-215**

Site Location: **East side of West Street between Center Street and the railroad tracks**

Current Zoning: **B-3** Parcel Size: **0.3 acres**

Age of Structure: **89 years** Type of Structure: **Commercial**

Summary of Request: **Window signage**

Date Accepted for Review: **May 22, 2015**  
Date of ARB Meeting: **June 9, 2015**





**CITY OF MANASSAS**  
Department of Community Development  
Elizabeth S. Via-Gossman, AICP, Director

## STAFF REPORT

**ARB Case:** #2015-40000038  
**Applicant:** Chris Sellers / C.J. Finz  
**Address:** 9413 West Street



### REQUEST

The applicant is seeking approval of vinyl window signage on the main entrance doors.

### PROPERTY INFORMATION

**Location** – The site is the northern tenant space in the building at 9411 West Street, located on the east side of West Street between Center Street and the railroad tracks.

**Historical Significance** – The building at 9411 West Street was built c. 1925. The two story commercial building is a modern interpretation of the Colonial Revival Style. The building is constructed of concrete blocks clad in a stretcher-bond brick veneer. It is covered by a flat roof with parapet and concrete cornice with large flat dentils and a plain frieze. The second floor windows are adorned with concrete segmental arches with keystones. A two level deck has been constructed on the north elevation to provide an outdoor seating area. Constructed outside the period of significance, the building is non-contributing to the National Register Historic District.

**Surrounding Properties** – The project is located in a commercial complex of three buildings built in a modern interpretation of the Colonial Revival Style. Built outside the period of significance, all of the buildings are ranked non-contributing. Located directly across the railroad tracks is 9431 West Street, the original Manassas Railroad Station. Constructed circa 1914, the building is ranked notable and contributing to the National Register Historic District. Located across West Street is the Harris Pavilion. To the north is 9129 Center Street, the historic Hibbs & Giddings Building, ranked notable and contributing.

### APPLICANT'S PROPOSAL

The applicant is proposing vinyl window signage to be applied to the main entrance doors. The signage will consist of 9"x2' teal and orange logos applied to each door. White vinyl copy of the website address measuring 1.5" x 22" will be applied to the left door and 10.5" x 20" vinyl copy of the operating hours will be applied to the right door.

### STAFF ANALYSIS

The applicable design guidelines for signage are found on pages 82-87 of the City of Manassas Historic District Handbook. The guidelines state that sign design and graphics should be coordinated with the character of the building and nature of the business. Window signage should not exceed 20 percent of the window area.

The proposed signage totals 4.69 square feet in area, which is approximately 15 percent of the window area, within the amount allowed by the guidelines. The sign design and graphics are coordinated with the existing wall sign on the building and compatible with the character of the building as well as the surrounding historic district. Overall, the proposed signage is in keeping with the design guidelines.

**Review Criteria**

Pursuant to Section 130-406 (b), prior to approval of any certificate of appropriateness, the ARB shall determine if the following conditions have been adequately addressed:

<b>CRITERIA</b>	<b>APPLICATION</b>
Activity Proposed:	Activity Proposed: Installation of vinyl signage.
(1) Consistency with the Secretary of the Interior’s Standards for Rehabilitation.	Not applicable.
(2) Being architecturally compatible with the historical, cultural and/or architectural aspects of the HOD, structure and its surroundings.	Applicable: Signage is placed where it does not obscure any important elements.
(3) The visual impact of the proposed exterior architectural features, including all signs.	Applicable: Signage is appropriately sized and compatible with the character of the building.
(4) The general design, scale and arrangement of new construction and additions.	Applicable: The signage design is coordinated with existing signage and compatible with the character of the building.
(5) The texture, material and color of new construction, unless otherwise exempt from review.	Applicable: The proposed colors are complementary to the character of the building.
(6) The relationship of features (2) (3) and (4) above to similar features of the buildings and structures immediately adjacent to or visible from the proposed activity.	Applicable: Signage is compatible with the surrounding historic overlay district.
(7) The extent to which the building or structure would be harmonious with, or incompatible with the historic aspects of its surroundings.	Applicable: Signage is compatible with the surrounding historic overlay district.

**STAFF RECOMMENDATION**

Staff recommends **APPROVAL** of the application as submitted.