



**TOWN OF PURCELLVILLE
BOARD OF ARCHITECTURAL REVIEW**

January 25, 2016
7:30 p.m.

- 1) **Call to Order** – Pat Giglio, Chairman
- 2) **Public Comments** – Citizens who are not representing an application before the Board will be given an opportunity to speak (3 minute limit per speaker)
- 3) **Action Items – Additions, Alterations & Demolitions:**
 - a) CDA16-01 130 South 20th Street Renovation
- 4) **Action Items – Amendments:**
 - a) None
- 5) **Action Items – New Construction:**
 - a) CDA15-08 Catoctin Corner Building 6A-6B
 - b) CDA15-09 Catoctin Corner Building 3-4
 - c) CDA16-02 Catoctin Corner Building 1A-1B-2
- 6) **Action Items – Other:**
 - a) None
- 7) **Discussion Items**
 - a) Draft Bylaws
- 8) **Information Items**
 - a) None
- 9) **Approval of Minutes:**
 - a) November 17, 2015 Regular Meeting
 - b) December 15, 2015 Regular Meeting
- 10) **Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting OR if you would like an expanded copy of this agenda, please contact the Department of Community Development at (540) 338-2304 at least twenty-four hours in advance of the meeting. Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.

THIS PAGE INTENTIONALLY LEFT BLANK

This building is listed as a structure contributing to the Purcellville Historic District which is listed on the National Register of Historic Places. The building is described within the original National Register nomination form thusly:

0128-132 20th Street South

Primary Resource Information: **Commercial Building, Stories 1.50, Style: Colonial Revival, 1950**

January 2006: This 1.5 story, 4-bay brick building features a steeply-pitched roof punctured by three vinyl clad, gable-roof dormers with double hung windows on the front and a continuous shed-roof dormer with double hung windows on the rear. The front façade features 3-vehicle bays that have been infilled with brick on the lower half and stuccoed over on the upper half. The center infilled bay has a double door entrance and the two remaining infilled bays have sliding, metal windows. The original pedestrian door is on the south side of the façade and topped by 3 vertical light transom. There is a rectangular exterior, end chimney at the roof ridge on the south façade and a square, interior end chimney on the north façade.

Individual Resource Status: **Commercial Building - Contributing**

ZONING ANALYSIS: C-4

The proposed building renovations would have no effect on the building’s ability to meet all applicable standards for the zoning district’s lot size, height, yard and setback standards.

GUIDELINES ANALYSIS

The following issues should be considered by the BAR while evaluating CDA16-01:

1. The submitted application has the following deficiencies:
 - a. The existing chimney is not displayed on Sheet 4;
 - b. No material specification sheets have been provided; and
 - c. The color and material of the window and panel insert are not provided.
2. Do the proposed renovations comply with the Guidelines’ repeated emphasis that structures should: “reflect the traditional architecture and character of the Town” (pg. 4), be “compatible with the prevailing and recognized historic architectural character of the surrounding area” (pg. 6), and “incorporate those characteristics of the Town that exhibit a positive distinctive architectural style” (pg. 7)?
3. Would the proposed renovations create a design that “grow[s] out of the remaining traditional details” of the original building (pg.10)?
4. Would the proposed renovations recognize and respect any changes to the building that have “acquired significance in their own right” (pg.12)?
5. Are the proposed windows and doors along the main storefront “in keeping or consistent with the original style of the building” (pg. 16)?
6. It is unclear whether the doors are accentuated with “simply detailed, high quality hardware, kickplates, [and] authentically styled locks and hardware” as recommended by the Guidelines (pg.17).
7. While the applicant proposes to replace old asphalt shingles with new asphalt shingles, these are listed in the Guidelines as a “discouraged” building material (pg. 18).

FINDINGS

1. The proposed renovation of the building at 130 South 20th Street satisfies the requirements of the C-4 zoning district.
2. The proposed design is generally consistent with the Guidelines with the potential exceptions of the issues noted for BAR consideration.
3. The application has three deficiencies that must be corrected prior to approval.

RECOMMENDATION

Upon the correction of staff's identified deficiencies and the BAR's determination that the proposed design satisfactorily addresses the Design Guidelines for the Town of Purcellville, Virginia, staff recommends that the BAR approve CDA16-01 130 South 20th Street Renovation.

ACTION

One of following sample motions should be used:

I move that the BAR approve CDA16-01 130 South 20th Street Renovation as presented.

-Or-

I move that the BAR approve CDA16-01 130 South 20th Street Renovation with the following required conditions:

- 1.
- 2.
- 3.

And/or the following recommendations:

- 1.
- 2.

-Or-

I move that the BAR not approve CDA16-01 130 South 20th Street Renovation for the following reasons:

- 1.
- 2.
- 3.



CERTIFICATE OF DESIGN APPROVAL

221 S. Nursery Avenue Purcellville, VA 20132
Phone: 540-338-2304 Fax: 540-338-7460

CDA # 16-01

Please fill out all information in order to ensure the scheduling of your agenda item

Street Address of Property: 130 S. 20th Street Parcel #: 488378701
Owner Name: Select Property Mgmt I, LLC
Business Name:
Authorized Agent (if applicable):
Mailing Address: 36255 Snickersville Tpke Purcellville VA 20132
Daytime Telephone Number (s): 703 969 7016

Project Description

- Project description checkboxes: New construction, Addition, Alteration, Accessory Structure, Demolition, Repainting, Minor Landscaping Structure, CDA Amendment, Other.

Contractor: Owner - Select Prop Mgmt I, LLC
Address: 36255 Snickersville Tpke Purcellville VA 20132 Phone: 703 969 7016

Written Description

Describe clearly and in detail the nature of the project, including exact dimensions for materials to be used (e.g., width of siding, windows and window trim, etc.). Attach additional sheet, if necessary:

REPLACE BRICK & WINDOWS IN FRONT THREE BAYS W/ NEW FIBERGLASS DOORS TO MIMIC A CLASSIC FIREHOUSE APPEARANCE. REPLACE ROOF W/ NEW ASPHALT SHINGLES. REMOVE VINYL FROM DOORWAYS AND RETURN TO ORIGINAL CONDITION. NEW GUTTERS & DOWNSPOUTS.

Acknowledgement of Responsibility

I understand that all CDA application materials must be complete and must be submitted fourteen (14) days before the BAR meeting date and that I or an authorized representative must be present at the meeting; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable Town regulations and to pursue this project in strict conformance with the plans approved by the BAR. I also understand that the BAR or Town Staff may need to perform an inspection of my property as it relates to this application. I understand that no changes are permitted without prior approval of the Town, and that failure to follow approved plans is a violation of the Purcellville Town Code and Zoning Ordinance.

Signature of Owner or Authorized Agent: William Dehring, manager
Printed name: William Dehring

See reverse side of this form for required submission materials. Applications will not be accepted for scheduling without all required materials. The submission deadline for complete applications is fourteen days prior to the meeting date.

CDA APPLICATION FORM (page 3 of 3)

Architectural Materials Checklist:

This checklist is intended to assist you in preparing your application to the Board of Architectural Review. This is not intended to replace your application or any other requirements of the Design Guidelines and Standards.

Foundation:

Material: (example: Brick, Stone, Concrete, etc.) EXISTING BRICK TO REMAIN EXCEPT
NEWER INFILL BRICK AT FRONT BAYS.

Color: _____

Roofing:

Material: (example: standing seam metal, shingles, shakes, etc.) NEW GRAY ASPHALT SHINGLES.

Color: (example: copper, prefinished, painted, etc.) MEDIUM GRAY SHINGLES, BLACK DOORS,
WHITE CLAPBOARD, WHITE GUTTERS.

Exterior Wall Surfaces:

Material(s): (example: brick, stucco, hardiplank siding, board and batten, etc.)
EXIST. BRICK TO REMAIN.
NEW CLAPBOARD SIDING ON DORMERS

Color(s): _____

Windows and Doors:

Window Door Type: (example: Aluminum storefront, Double Hung, Casement, etc.)
DOORS TO BE FIBERGLASS BY 'HEMMATHU', BLACKS.

Window Door Material: (example: Wood, aluminum clad, vinyl clad, etc.)
EXISTING STEEL WINDOWS TO REMAIN, VINYL WINDOWS TO REMAIN.

Muntins (example: true divided, simulated divided, etc.)
DOORS TO HAVE 7/8" SIMULATED DIVIDED LIGHT MUNTINS AS PER DWGS

Other Materials: (to include but not be limited to shutters, trim, porches, chimneys, etc.)

Material(s): EXISTING BANES, SOFFITS, FASCIA'S, WINDOW AND DOOR
TRIM TO REMAIN (UNLESS ROTTEN) AND PAINTED.

Color(s): _____

For Alterations and Renovations – If any changes are proposed to an existing structure's materials and/or color scheme, please outline them below (attach a separate sheet, if needed):

CDA APPLICATION FORM (page 2 of 3)

MINIMUM SUBMISSION REQUIREMENTS: Please note that all of the following materials must be delivered to the Department of Community Development **14 days** prior to the BAR meeting or your application will be postponed until the following month's agenda. Include **12 copies** of the following information. Use the checklist below to ensure the application is complete. (Use N/A if item is not applicable to your project).

Application. *12 copies of this application form, filled out in its entirety.*

Fee. *All applicable fees must be paid to the Town before your agenda item is scheduled.*

Architectural Drawings – *12 full size copies and one 11"x17" copy. FOLDED:*

All colors, materials and finishes shall be shown by notation or by use of accepted architectural symbols:
Minimum scale: 1/4" = 1'

Dimensioned outline of the building

Dimensioned elevation of new construction and adjacent existing elevations

Site Plan(s) (for new construction and additions)

Site Section(s) (when requested by BAR)

Photographs – *Provide at least 3 views of building site and adjacent area.*

Specifications of Exterior Materials – *Please complete the attached Architectural Materials Checklist.*

Specifications to include, but not be limited to: Roofing, siding, windows & doors, trim work, color scheme, chimneys, shutters, utilities and mechanical equipment locations and specifications, exterior lighting, fencing, walls, and paving. (Include **color copies** of manufacturer's specification sheets.)

Demolition – *See Demolition section of Purcellville Design Guidelines for requirements.*

NOTE: All materials submitted will become the property of the Town of Purcellville.

OFFICE USE ONLY: Date of Application: 1/5/16 CDA#: 16-01 Fee: 250⁰⁰ Paid: 250⁰⁰

BAR Action: Approval Conditional Approval Denial Date: _____

BAR Comments/Conditions: _____

Application Approved: _____ **Date:** _____
BAR Chairman

If Appealed, Town Council Action: Approved Denied Date: _____

Town Council Conditions: _____

THIS CERTIFICATE EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. NO DEVIATIONS FROM THE APPROVED PLANS ARE PERMITTED WITHOUT PRIOR APPROVAL OF THE BAR.

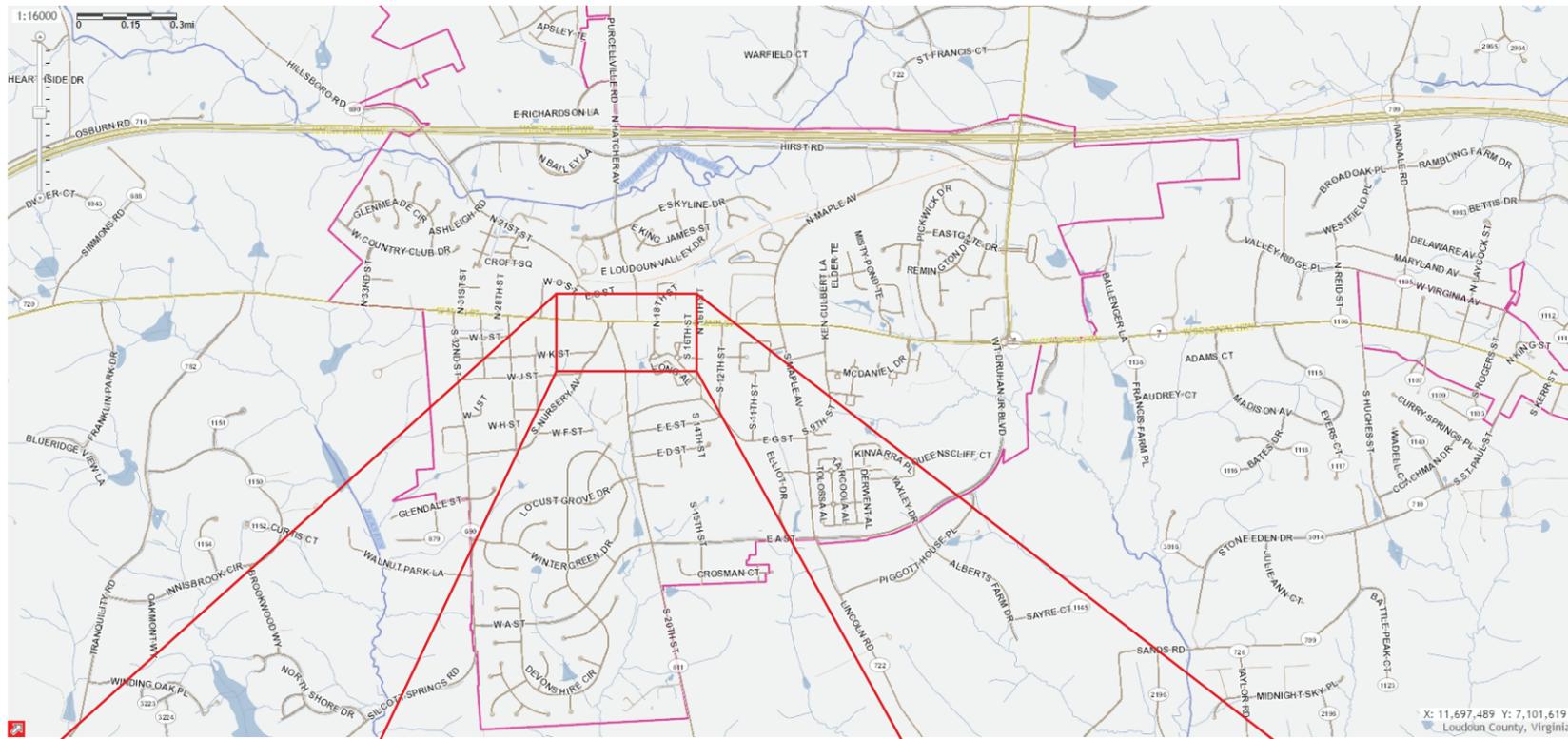
FOR MINOR PROJECTS ONLY

Minor Project Exemption Approved: _____ **Date:** _____
Zoning Administrator

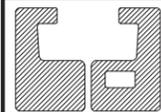
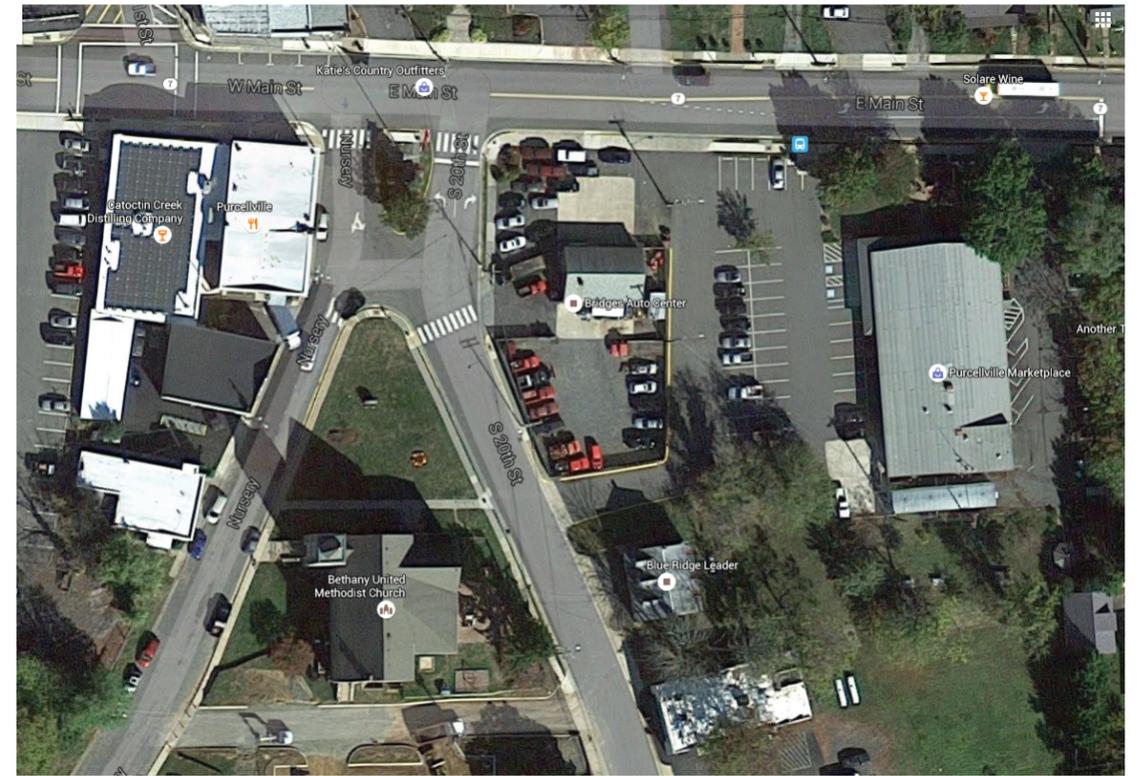
THIS EXEMPTION EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. ISSUANCE OF A MINOR PROJECT EXCLUSION SHALL NOT RELIEVE THE APPLICANT, CONTRACTOR, TENANT OR PROPERTY OWNER FROM OBTAINING ANY OTHER REQUIRED PERMIT.

RENOVATION OF 130 SOUTH 20TH STREET, PURCELLVILLE, VIRGINIA

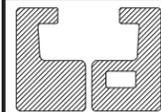
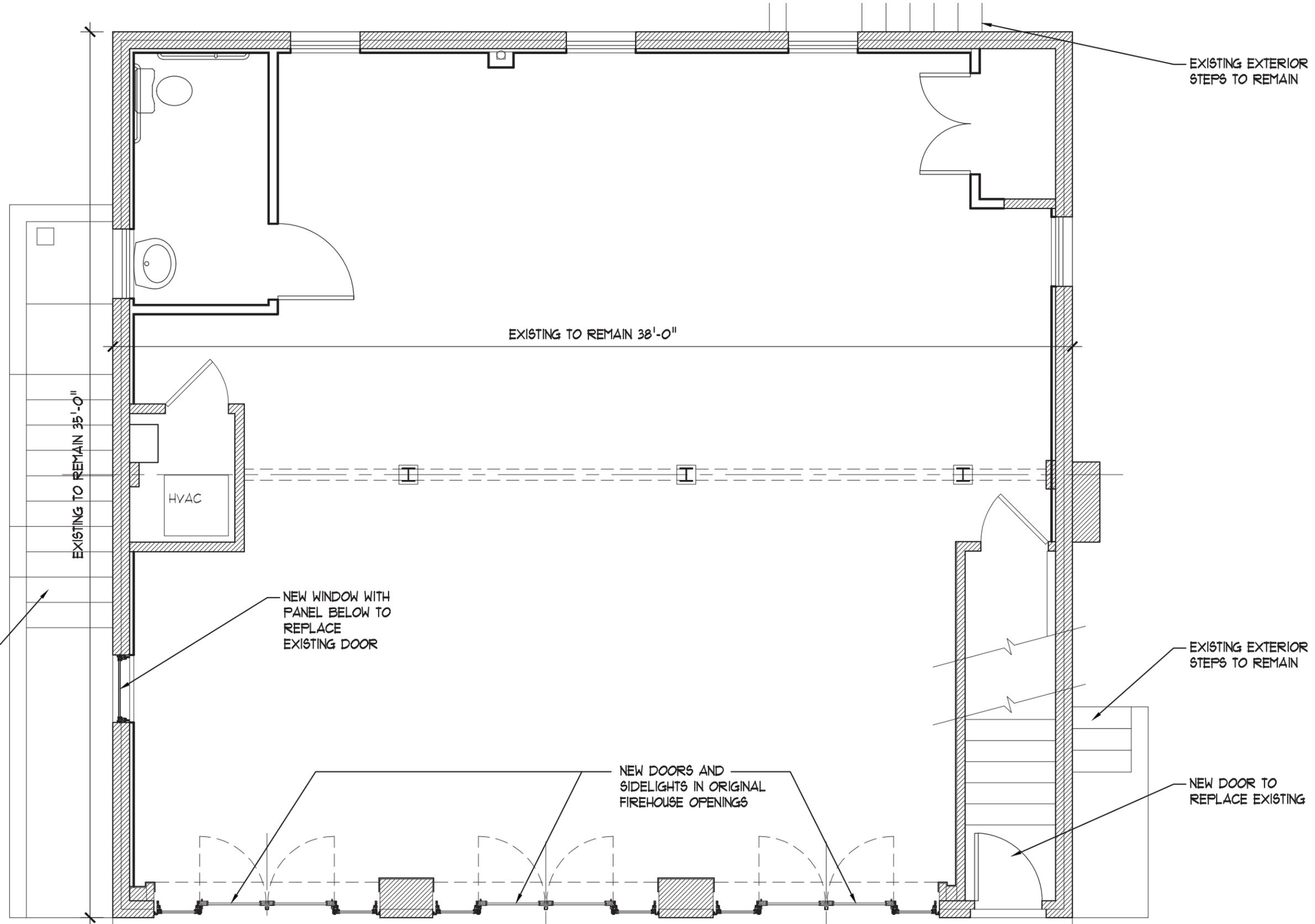
BOARD OF ARCHITECTURAL REVIEW SUBMISSION PACKET

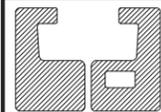


130 S 20TH STREET

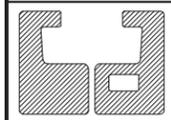
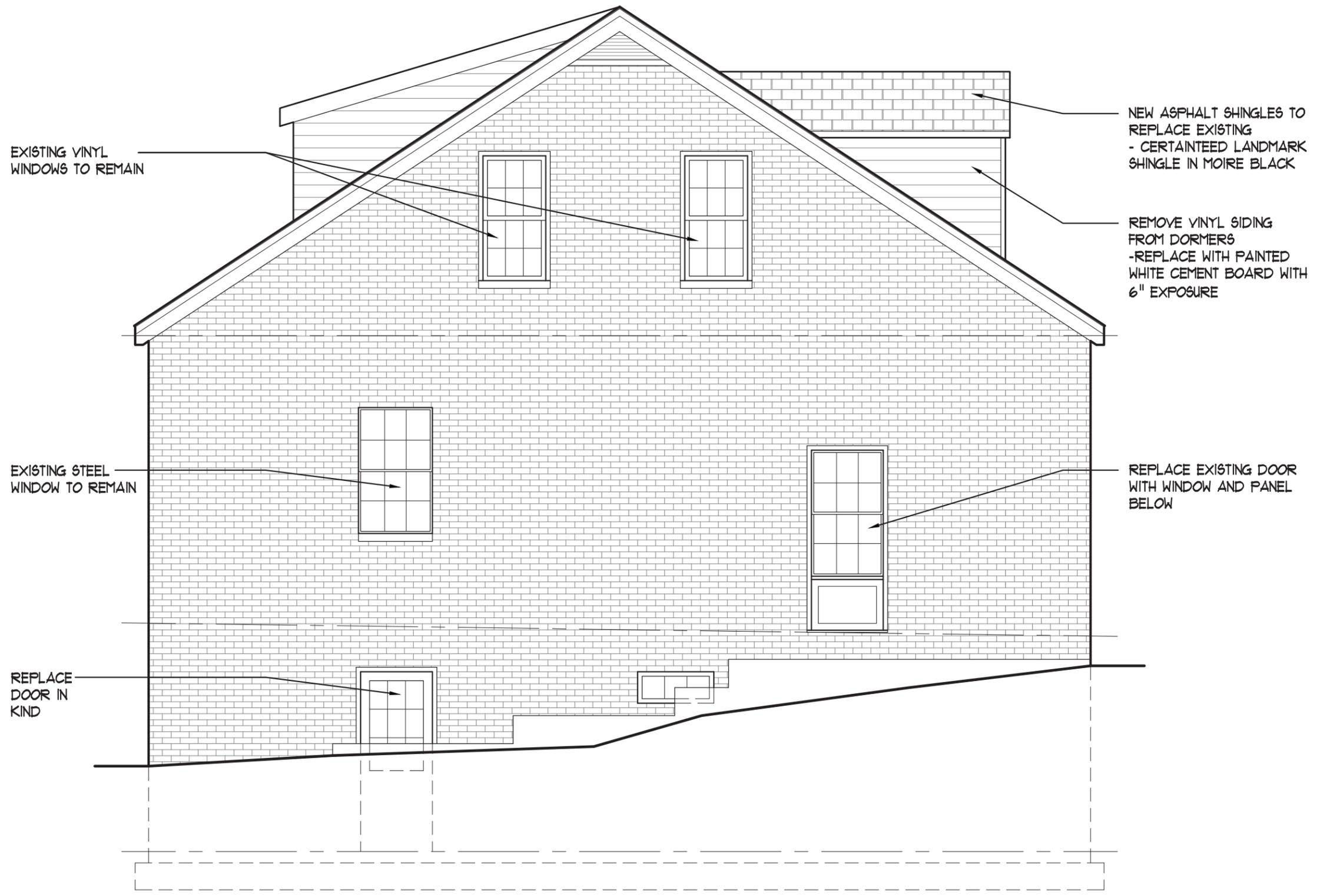


DRAWING TITLE: SITE AND VICINITY PLAN	DATE: 01/05/2015
PROJECT NAME: FIREHOUSE	SCALE.: NOTED

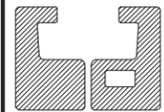
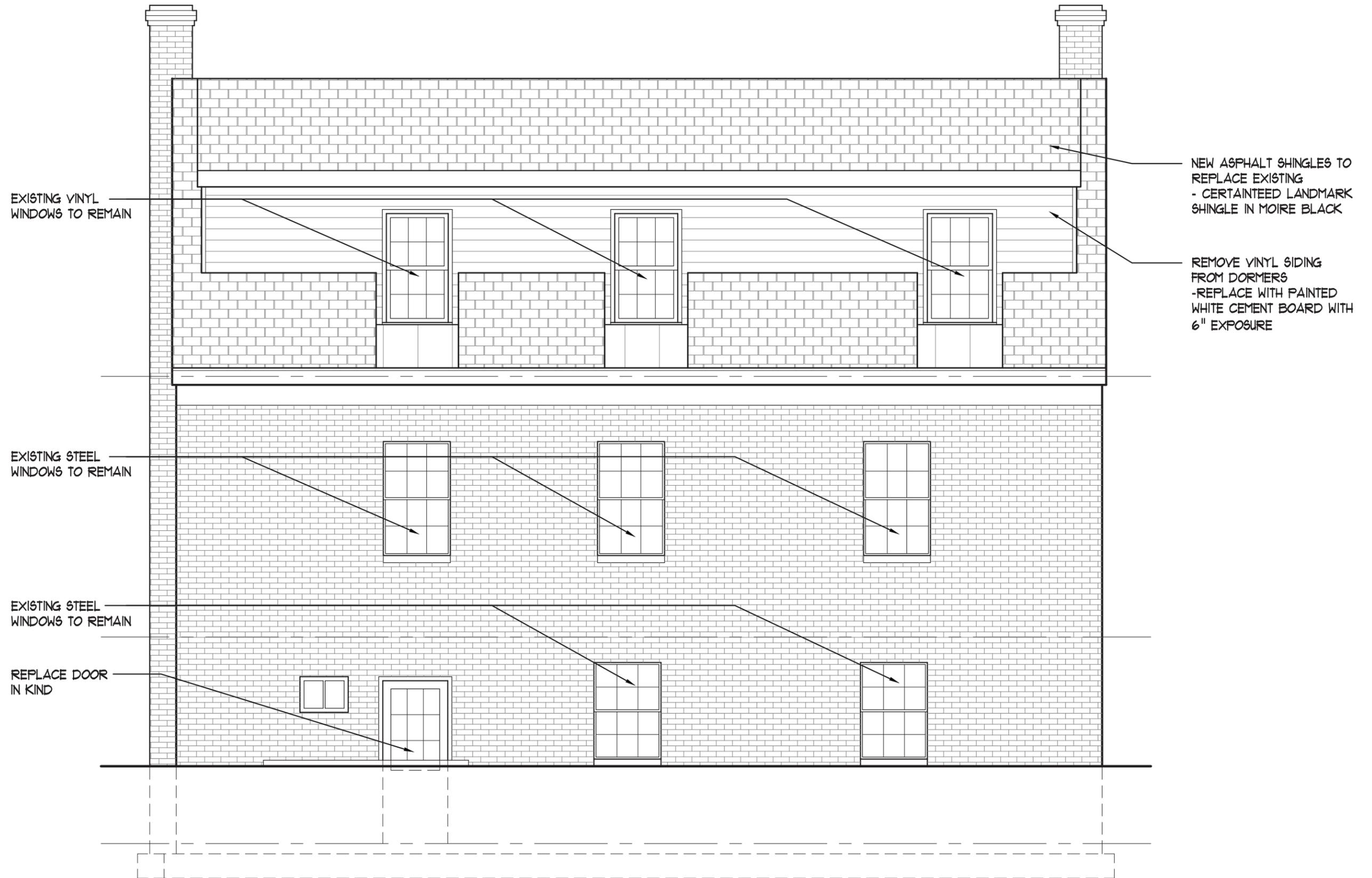




DRAWING TITLE: WEST ELEVATION	DATE: 01/05/2016
PROJECT NAME: FIREHOUSE	SCALE.: 1/4" = 1'-0"



DRAWING TITLE: NORTH ELEVATION	DATE: 01/05/2016
PROJECT NAME: FIREHOUSE	SCALE: 1/4" = 1'-0"



DRAWING TITLE: EAST ELEVATION	DATE: 01/05/2016
PROJECT NAME: FIREHOUSE	SCALE.: 1/4" = 1'-0"

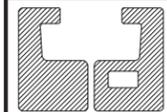
NEW ASPHALT SHINGLES TO
REPLACE EXISTING
- CERTAINEED LANDMARK
SHINGLE IN MOIRE BLACK

REMOVE VINYL SIDING
FROM DORMERS
-REPLACE WITH PAINTED
WHITE CEMENT BOARD WITH
6" EXPOSURE

EXISTING VINYL
WINDOW TO
REMAIN

EXISTING STEEL
WINDOWS TO REMAIN

EXISTING WINDOW
TO REMAIN



DRAWING TITLE: SOUTH ELEVATION	DATE: 01/05/2016
PROJECT NAME: FIREHOUSE	SCALE: 1/4" = 1'-0"



STAFF REPORT

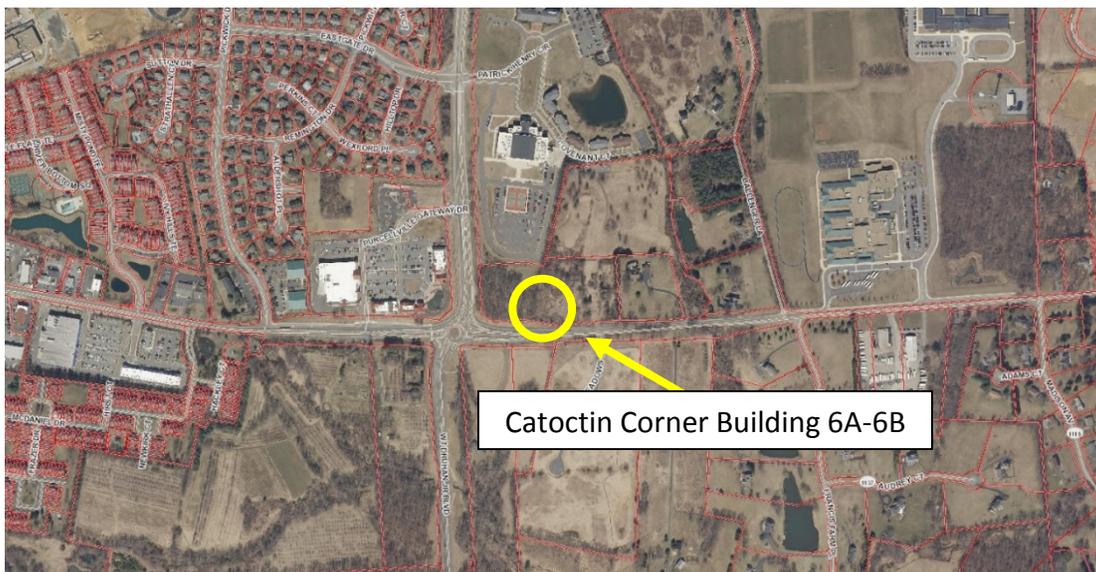
TO: Chairman and Members of the Board of Architectural Review
FROM: Daniel Galindo, AICP
RE: CDA15-08 Catoctin Corner Building 6A-6B
DATE: January 21, 2016

Name:	<u>Catoctin Corner Building 6A-6B</u>	Location:	<u>Northeast of E. Main and 287 intersection</u>
Code:	<u>CDA15-08</u>	Tax Map Number:	<u>/36/////18A2/</u>
Address:	<u>None</u>	Loudoun County PIN:	<u>452-18-7178</u>
Located in the Historic District?	<u>No</u>	Contributing Structure?	<u>N/A</u>
Zoning District:	<u>MC/HC</u>	Conformity:	<u>N/A</u>
Comments:	<u>New construction of a building at the Catoctin Corner development.</u>		

The application is evaluated under the MC, Mixed Commercial District regulations (see Article 4, Section 7 in the Zoning Ordinance), Design Criteria of the Historic Corridor Overlay District (see Article 14A, Section 8.1 in the Zoning Ordinance) and the Design Guidelines for the Town of Purcellville, Virginia (Guidelines).

BACKGROUND

DFC Architects, PC has submitted an application for a new building consisting of “Building #6A” and “Building #6B” to be constructed as part of the Catoctin Corner development. The 6,240 sq. ft. building would be sited in the center of the southern half of the 6.53 acre property which is located in the MC Mixed Commercial and HC Historic Corridor Overlay zoning districts. The building, which would contain an optometrist office and dental office, would be primarily clad in tan cementitious siding, white cementitious trim, grey-brown real stone veneer, anodized bronze aluminum doors and windows with simulated muntins, and dark grey asphalt shingles.



Since the preliminary discussion of the application by the Board of Architectural Review (BAR) on December 15, the applicant has submitted additional materials (attached) including revised drawings.

ZONING ANALYSIS: MC

The proposed building appears to meet all applicable standards for the zoning district's lot size, height, yard and setback standards. This will be confirmed during review of the submitted site plan prior to approval.

ZONING ANALYSIS: HISTORIC CORRIDOR OVERLAY

The proposed uses represent new businesses for Purcellville thereby generating business activity and augmenting the Town's tax base. The proposed architectural design incorporates some elements which are generally consistent with Purcellville's historic small town character. The proposed building uses harmonious materials, color, texture and treatment for all exterior walls.

GUIDELINES ANALYSIS

At the December meeting, the BAR reviewed the original submission for CDA15-08 along with staff's initial analysis and made the following comments and recommendations:

1. The building should address interior "streets;" both doors should not face Colonial Highway.
2. Consider dormer positioning.
3. Show gutters, downspouts, lighting and utility meters.
4. On the front facing gables on the entrances, use either a horizontal lap siding or a flat face.
5. Eliminate the roof access as proposed

The architect has supplied revised elevation drawings and a list of exterior finish materials and colors (attached). In addition, the following issues also should be considered while evaluating CDA15-08:

1. The submitted application materials continue to have the following deficiencies:
 - a. The submitted drawings are not drawn to the required minimum scale of 1/4"=1';
 - b. Few material specification sheets have been provided (staff has independently obtained a few which are attached to this report);
 - c. The presence (or lack thereof) and placement of any utility and mechanical equipment other than electric meters is not indicated;
 - d. The presence of external light fixtures or lack thereof is not indicated (applicant notes any visible exterior lighting fixtures will be submitted prior to the start of construction); and
 - e. No design for the dumpster enclosure is provided.
2. Doors do not appear to be accentuated with "simply detailed, high quality hardware, kickplates, [and] authentically styled locks and hardware" as recommended by the Guidelines (pg.17).
3. Aluminum/metal doors and aluminum windows are proposed for the building, but the Guidelines state a preference for wood (pg.17). In addition, if aluminum is necessary, a "dark bronze finish is strongly discouraged" (pg. 17).
4. The applicant is proposing the use of asphalt shingles which the Guidelines include within the list of "discouraged" building materials (pg. 18).
5. The placement of any utility and mechanical equipment (other than electric meters) is not indicated on the submitted materials and must be clarified. The Guidelines encourage the placement of utility and mechanical equipment so that they are not seen from any public street; however, screening must be used when locating out of view is impossible. In addition, the applicant must ensure that all equipment on the roof, side of the building or on the ground is fully screened with architecturally compatible screening (pg. 19).

6. No design for the dumpster enclosure is provided with the application, but the Guidelines state that the enclosure should consist of quality materials compatible with the building design (pg. 19). The applicant must provide drawings for the dumpster enclosure.
7. The Guidelines echo the requirements of the Zoning Ordinance that “wall mounted light fixtures must have full cutoff shielding,” but no light fixtures are shown on the submitted elevations (pg. 28). The applicant must provide the location of and manufacturer cut-sheets for all exterior light fixtures or note specifically that none are proposed. *Note: The applicant has noted that any visible exterior lighting fixtures will be submitted at a later date prior to the start of construction.*

FINDINGS

1. The proposed design for Catoctin Corner Building 6A-6B satisfies the requirements of the MC zoning district.
2. The proposed design satisfies the design criteria of the Historic Corridor Overlay zoning district.
3. The proposed design is generally consistent with the Guidelines with the potential exceptions of the issues noted for BAR consideration.
4. The application has five deficiencies that must be corrected prior to approval.

RECOMMENDATION

Upon the correction of staff’s identified deficiencies and the BAR’s determination that the proposed design satisfactorily addresses the design criteria of the Historic Corridor Overlay District and Design Guidelines for the Town of Purcellville, Virginia, staff recommends that the BAR approve CDA15-08 Catoctin Corner Building 6A-6B.

ACTION

One of following sample motions should be used:

I move that the BAR approve CDA15-08 Catoctin Corner Building 6A-6B as presented.

-Or-

I move that the BAR approve CDA15-08 Catoctin Corner Building 6A-6B with the following required conditions:

- 1.
- 2.
- 3.

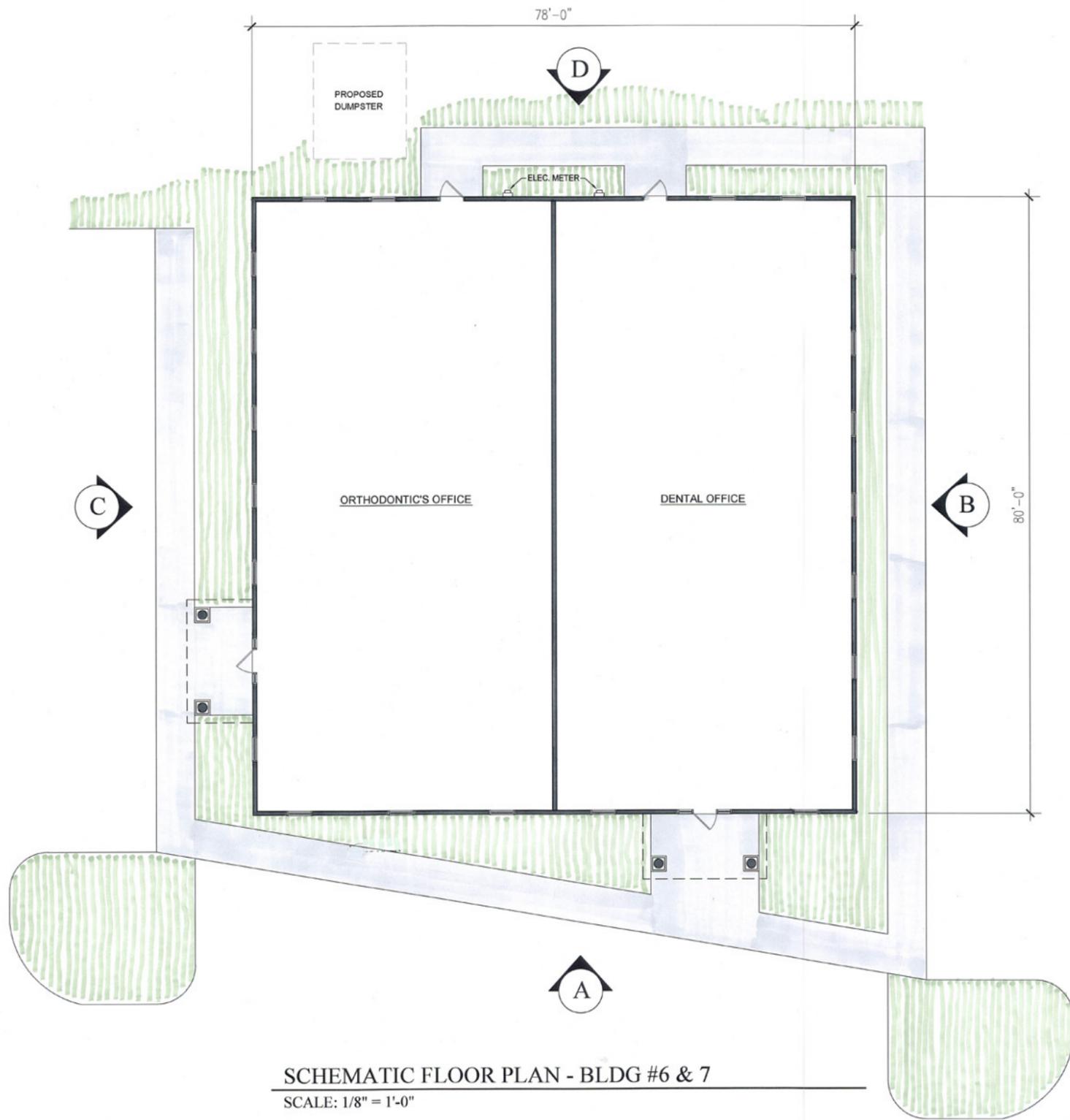
And/or the following recommendations:

- 1.
- 2.

-Or-

I move that the BAR not approve CDA15-08 Catoctin Corner Building 6A-6B for the following reasons:

- 1.
- 2.
- 3.



SCHEMATIC FLOOR PLAN - BLDG #6 & 7
SCALE: 1/8" = 1'-0"



ELEVATION VIEW - SOUTH (A)
SCALE: 1/8" = 1'-0"



ELEVATION VIEW - EAST (B)
SCALE: 1/8" = 1'-0"



ELEVATION VIEW - WEST (C)
SCALE: 1/8" = 1'-0"



ELEVATION VIEW - NORTH (D)
SCALE: 1/8" = 1'-0"

DFC Architects, PC
29 East Boscawen Street (540) 678-0560
Winchester, VA 22601

PROJECT NUMBER:
1511
DRAWN BY: TWN
CHECKED BY: DC

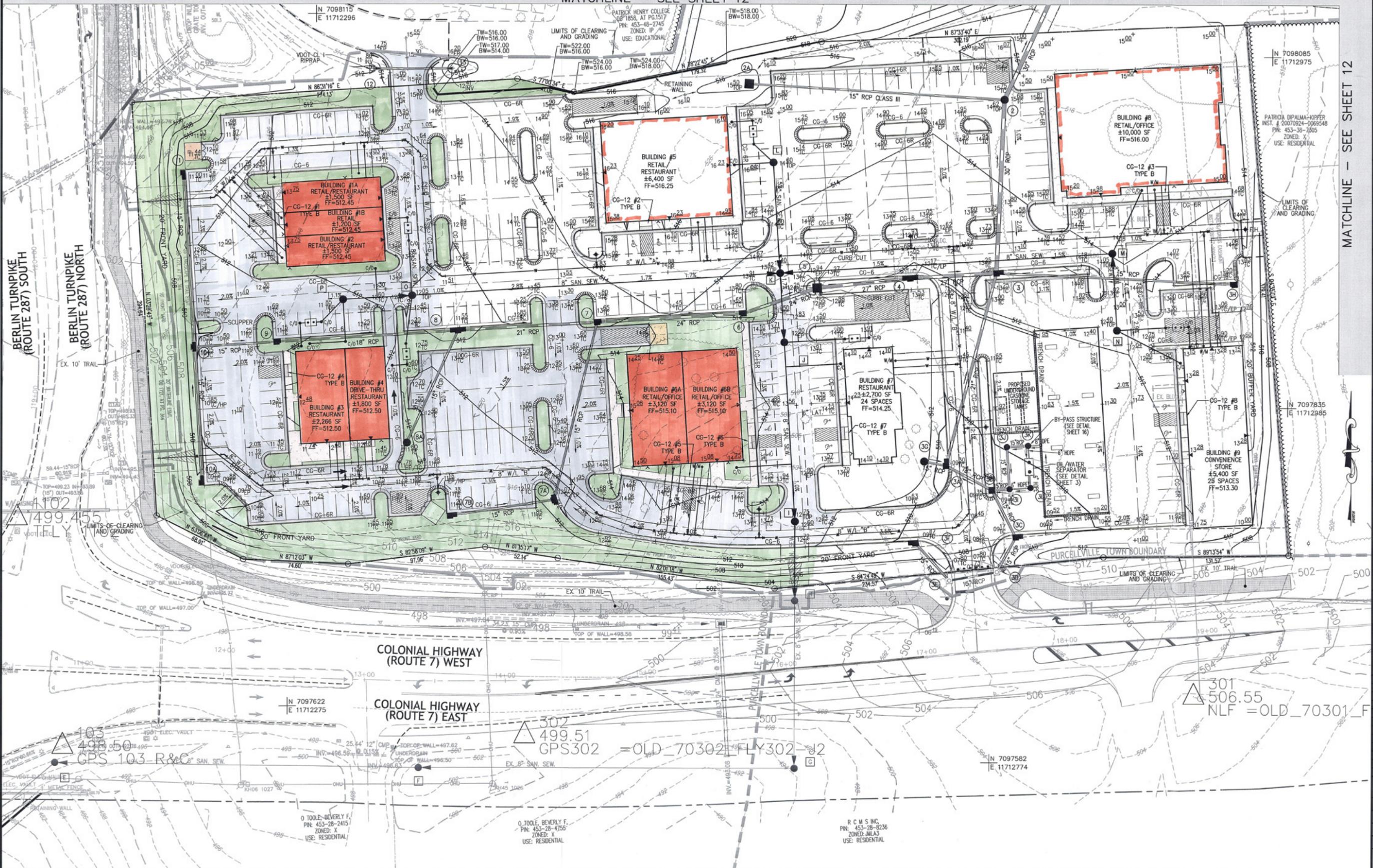
REVISIONS:
1)
2)

SHEET TITLE:
CONCEPTUAL PLAN & ELEVATIONS
PROJECT NAME:
**CATOCTIN CORNER
BUILDING #6 & 7**

CLIENT INFORMATION:
HOLTZMAN CORPORATION
ADDRESS:
2471 CAVE RIDGE ROAD
MOUNT JACKSON, VA 22842

12.21.2015
SHEET No.
A-2

MATCHLINE - SEE SHEET 12



MATCHLINE - SEE SHEET 12

Bowman Consulting Group, Ltd.
 101 South Street, S.E.
 Leesburg, Virginia 20175
 Phone: (703) 443-2400
 Fax: (703) 443-2425
 www.bowmanconsulting.com
 © Bowman Consulting Group, Ltd.

GRADING PLAN
 CATOCTIN CORNER
 SITE PLAN
 BLUE RIDGE ELECTION DISTRICT TOWN OF PURCELLVILLE, VIRGINIA

COMMONWEALTH OF VIRGINIA
 CERRY WAYNE DOWE, JR.
 Lic. No. 047794
 PROFESSIONAL ENGINEER

DATE	DESCRIPTION
JWD	SYZ
DESIGN	DRAWN
SCALE	CHKD
SCALE: 1"=30'	
JOB No. 5203-02-002	
DATE SEPTEMBER 9, 2015	
FILE No. 5203-D-CP-001	
SHEET	

Catoctin Corner Project – Buildings 3 & 4 and 6A & 6B

List of Exterior Finish Materials and Colors:

Bldg 3 & 4:

Stone – The thin stone (Actual stone cut to 2” thickness) will match the previously approved stone on the Service Station / Convenience Store, Building # 9.

Siding & Trim – Siding will be a cementitious 8” exposed lap siding, smooth. If Hardi-plank is selected in a prefinished color it will be Arctic White. Trim will be as shown on the drawings and will be a matching color. Any trim that cannot be provided by the siding manufacturer will be a synthetic material to match the wood trim profile shown and painted to match the siding.

Doors – Two types of doors are proposed: Entry doors to all retail entrances will be Kawneer 350 medium stile, in anodized bronze as illustrated on the color drawings. Service entry doors will be metal insulated doors with panels as shown and painted in a Sherwin Williams SW 6115 “Totally Tan”.

Windows – Windows will be fixed aluminum storefront similar to Kawneer 190 series frames in anodized bronze with internal mullions between the insulated glass.

Roofing – Roof material will be standing seam in a prefinished Kynar color. The system will be a 1 1/4” high snap lock standing seam panel in Colonial Red. Color sample provided.

Columns – The columns shown on the drawings will be similar to Pacific Column, Endura series fibercast Tuscan, round tapered columns based on the diameter shown on the drawings. They will be painted white to match the siding color.

Dormers with Louvers – The dormers will be constructed of flat trim cementitious panels in the prefinished color of Arctic White (if it is Hardi-plank). Any trim that cannot be provided by the siding manufacturer will be a synthetic material to match the wood trim profile shown and painted to match the siding.

Bldg 6A & 6B:

Stone – The thin stone (Actual stone cut to 2” thickness) will match the previously approved stone on the Service Station / Convenience Store, Building # 9.

Siding & Trim – Siding will be a cementitious 8” exposed lap siding, smooth. If Hardi-plank is selected in a prefinished color it will be Autumn Tan. Trim will be as shown on the drawings and will be Arctic White color. Any trim that cannot be provided by the siding manufacturer will be a synthetic material to match the wood trim profile shown and painted to match the Arctic White.

Doors – Two types of doors are proposed: Entry doors to all office entrances will be Kawneer 350 medium stile, in anodized bronze as illustrated on the color drawings. Service entry doors will be metal insulated doors with panels as shown and painted in a Sherwin Williams SW 6153 “Protege Bronze”.

Windows – Windows will be fixed aluminum storefront similar to Kawneer 190 series frames in anodized bronze with internal mullions between the insulated glass.

Roofing – Roof material will be Laminated fiberglass shingles as manufactured by GAF in the Timberline Natural Shadow, Pewter color. Color is approximated on the drawings and a color sample is provided.

Columns – The columns shown on the drawings will be similar to Pacific Column, Endura series fibercast Tuscan, round tapered columns based on the diameter shown on the drawings. They will be painted white to match the siding color.

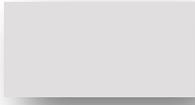
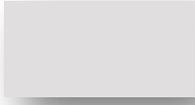
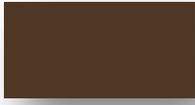
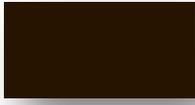
Dormers with Louvers – The dormers will be constructed of flat trim cementitious panels in the prefinished color of Arctic White (if it is Hardi-plank). Any trim that cannot be provided by the siding manufacturer will be a synthetic material to match the wood trim profile shown and painted to match the trim color.

Signage and Exterior Lighting Fixtures – All signage and exterior lighting fixtures (if visually observable from a street view) will be submitted at a later date, prior to the start of construction of each building.

Kawneer Anodize finishes

Kawneer gives you a wide variety of anodized finishes with attractive alternatives. The benefit of a durable, anodized finish is married to the beauty of some very dynamic and exciting colors.

At the start of every design, there's a choice of how you want to finish. Contact your Kawneer sales rep for the information on these and other finishes available from Kawneer.

	KAWNEER FINISH NO.	COLOR	ALUMINUM ASSOCIATION SPECIFICATION	OTHER COMMENTS
	#14	CLEAR	AA-M10C21A41 / AA-M45C22A41	Architectural Class I (.7 mils minimum)
	#17	CLEAR	AA-M10C21A31	Architectural Class II (.4 mils minimum)
	#18	CHAMPAGNE	AA-M10C21A44	Architectural Class I (.7 mils minimum)
	#26	LIGHT BRONZE	AA-M10C21A44	Architectural Class I (.7 mils minimum)
	#28	MEDIUM BRONZE	AA-M10C21A44	Architectural Class I (.7 mils minimum)
	#40	DARK BRONZE	AA-M10C21A44 / AA-M45C22A44	Architectural Class I (.7 mils minimum)
	#29	BLACK	AA-M10C21A44	Architectural Class I (.7 mils minimum)



SW 6153 Protégé Bronze

Interior / Exterior

Locator Number: 207-C7



Color Details

Color Family: Yellows

RGB Value: R-102 | G-84 | B-62

Hexadecimal Value: #66543E

LRV: 9

Due to individual computer monitor limitations, colors seen here may not accurately reflect the selected color. To confirm your color choices, visit your neighborhood Sherwin-Williams store and refer to our in-store color cards.

STORE NEAR YOU

940C EDWARDS FERRY RD NE
Leesburg, VA 20176-3324
(703) 779-8657

NOTES:

FAVORITE STORE

940C EDWARDS FERRY RD NE
Leesburg, VA 20176-3324
(703) 779-8657

We can also be reached by phone at: 1-800-4-SHERWIN (1-800-474-3794)

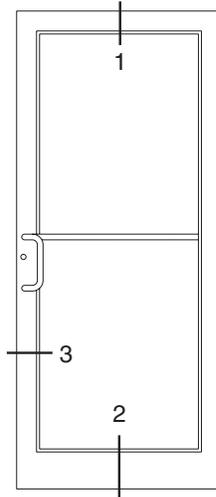
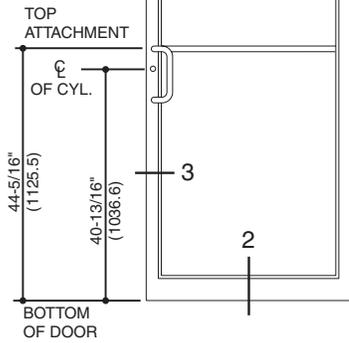
SCALE 3" = 1' 0"

190 NARROW STILE

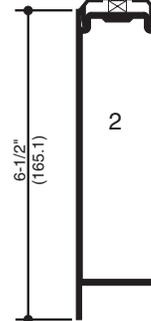
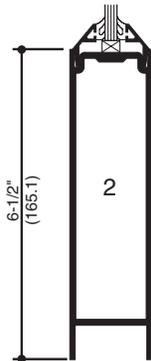
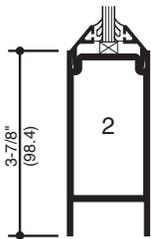
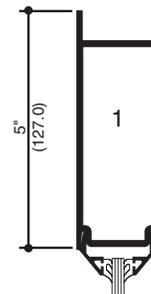
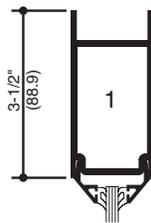
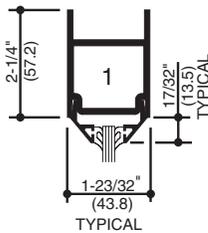
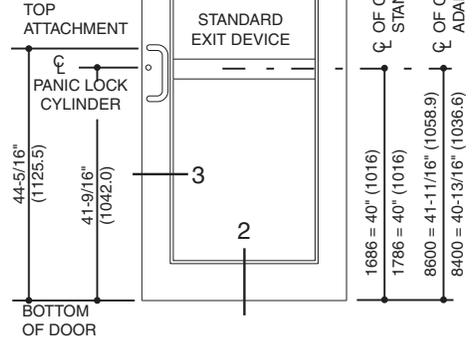
350 MEDIUM STILE

500 WIDE STILE

STANDARD LOCATIONS



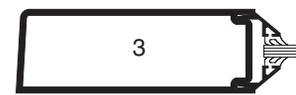
STANDARD LOCATIONS



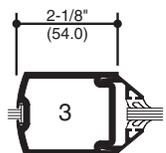
SINGLE ACTING



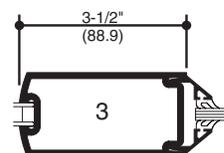
SINGLE ACTING



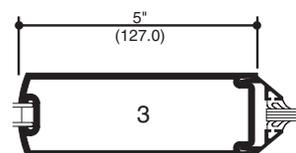
SINGLE ACTING



DOUBLE ACTING



DOUBLE ACTING



DOUBLE ACTING

Laws and building and safety codes governing the design and use of glazed entrance, window, and curtain wall products vary widely. Kawneer does not control the selection of product configurations, operating hardware, or glazing materials, and assumes no responsibility therefor.

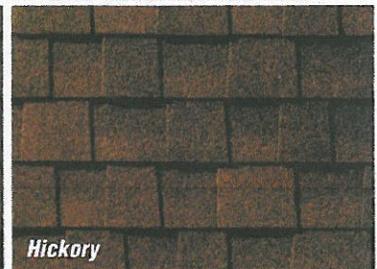
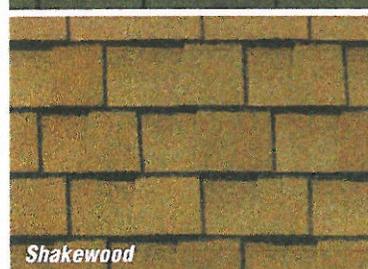
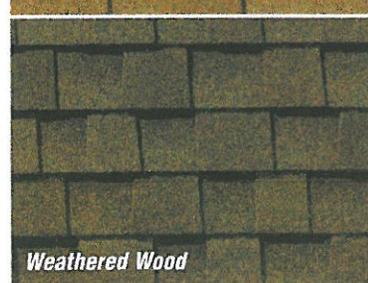
Kawneer reserves the right to change configuration without prior notice when deemed necessary for product improvement.

© Kawneer Company, Inc., 2012



"Value & Performance In A Natural Wood-Shake Look"

Colors

<p>ENERGY STAR® Qualified! (Arctic White Only)†</p>  <p>Arctic White</p>  <p>LEARN MORE AT www.energystar.gov</p>	 <p>Barkwood</p>
 <p>Charcoal</p>	 <p>Hickory</p>
 <p>Hunter Green</p>	 <p>Pewter Gray</p>
 <p>Shakewood</p>	 <p>Slate</p>
 <p>Weathered Wood</p>	<p>Notes:</p> <ul style="list-style-type: none"> • Pewter Gray only available in the Baltimore/Myerstown and Michigan City areas. • Hunter Green only available in Minneapolis and Michigan City areas. • Arctic White only available in Shafter area. • Slate and Barkwood not available in Tampa area. <p>†ENERGY STAR® Qualified (U.S. Only)</p>

We can help you choose the right shingle for your roof!

Try GAF's Virtual Home Remodeler at www.gaf.com. Visualize GAF shingles on a house like yours—or upload and decorate your own house. Try different siding, trim, and brick colors. It's fun!



THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT

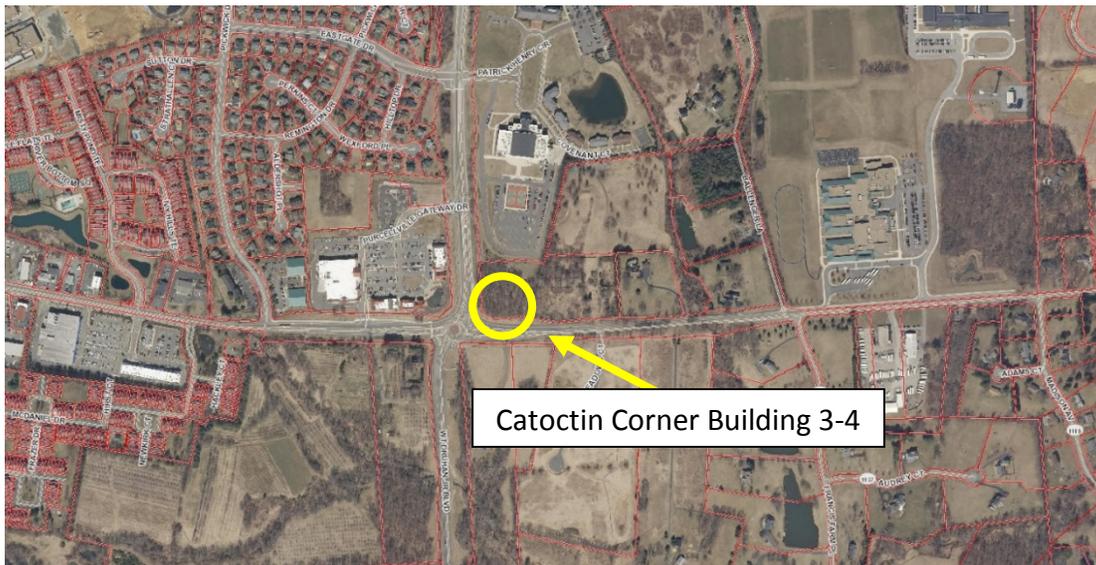
TO: Chairman and Members of the Board of Architectural Review
FROM: Daniel Galindo, AICP
RE: CDA15-09 Catoctin Corner Building 3-4
DATE: January 21, 2016

Name:	<u>Catoctin Corner Building 3-4</u>	Location:	<u>Northeast of E. Main and 287 intersection</u>
Code:	<u>CDA15-09</u>	Tax Map Number:	<u>/36/////18A2/</u>
Address:	<u>None</u>	Loudoun County PIN:	<u>452-18-7178</u>
Located in the Historic District?	<u>No</u>	Contributing Structure?	<u>N/A</u>
Zoning District:	<u>MC/HC</u>	Conformity:	<u>N/A</u>
Comments:	<u>New construction of a building at the Catoctin Corner development.</u>		

The application is evaluated under the MC, Mixed Commercial District regulations (see Article 4, Section 7 in the Zoning Ordinance), Design Criteria of the Historic Corridor Overlay District (see Article 14A, Section 8.1 in the Zoning Ordinance) and the Design Guidelines for the Town of Purcellville, Virginia (Guidelines).

BACKGROUND

DFC Architects, PC has submitted an application for a new building consisting of “Building #3” and “Building #4” to be constructed as part of the Catoctin Corner development. The 4,066 sq. ft. building would be sited in the southwestern corner of the 6.53 acre property which is located in the MC Mixed Commercial and HC Historic Corridor Overlay zoning districts. The building, which would contain a Chipotle Mexican Grill and a Dunkin’ Donuts, would be primarily clad in white to off-white cementitious siding, white to off-white cementitious trim, grey-brown real stone veneer, anodized bronze aluminum storefront doors and window framing with simulated muntins, and a red standing seam metal roof.



Since the preliminary discussion of the application by the Board of Architectural Review (BAR) on December 15, the applicant has submitted additional materials (attached) including revised drawings.

ZONING ANALYSIS: MC

The proposed building appears to meet all applicable standards for the zoning district's lot size, height, yard and setback standards. This will be confirmed during review of the submitted site plan prior to approval.

ZONING ANALYSIS: HISTORIC CORRIDOR OVERLAY

The proposed uses represent new businesses for Purcellville thereby generating business activity and augmenting the Town's tax base. The proposed architectural design incorporates some elements which are generally consistent with Purcellville's historic small town character. The proposed building uses harmonious materials, color, texture and treatment for all exterior walls.

GUIDELINES ANALYSIS

At the December meeting, the BAR reviewed the original submission for CDA15-09 along with staff's initial analysis and made the following comments and recommendations:

1. Increase fascia and frieze board size to reduce perceived height of the walls.
2. Possible stone bump-out for drive thru.
3. Wider corner boards.
4. Show lighting, utility meters, gutters and downspouts.
5. Use flat or horizontal lap siding on the gable ends.
6. Consider increasing height of watertable (stone base height).

The architect has supplied revised elevation drawings and a list of exterior finish materials and colors (attached). In addition, the following issues should be considered by the BAR while evaluating CDA15-09:

1. The submitted application materials continue to have the following deficiencies:
 - a. The submitted drawings are not drawn to the required minimum scale of 1/4"=1';
 - b. Few material specification sheets have been provided (staff has independently obtained a few which are attached to this report);
 - c. The presence (or lack thereof) and placement of any utility and mechanical equipment other than electric meters is not indicated;
 - d. The presence of external light fixtures or lack thereof is not indicated (applicant notes any visible exterior lighting fixtures will be submitted prior to the start of construction); and
 - e. No designs for the dumpster enclosures are provided.
2. Doors do not appear to be accentuated with "simply detailed, high quality hardware, kickplates, [and] authentically styled locks and hardware" as recommended by the Guidelines (pg.17).
3. Aluminum/metal doors and aluminum windows are proposed for the building, but the Guidelines state a preference for wood (pg.17). In addition, if aluminum is necessary, a "dark bronze finish is strongly discouraged" (pg. 17).
4. The placement of any utility and mechanical equipment (other than electric meters) is not indicated on the submitted materials and must be clarified. The Guidelines encourage the placement of utility and mechanical equipment so that they are not seen from any public street; however, screening must be used when locating out of view is impossible. In addition, the applicant must ensure that all equipment on the roof, side of the building or on the ground is fully screened with architecturally compatible screening (pg. 19).

5. No designs for the two dumpster enclosures are provided with the application, but the Guidelines state that the enclosures should consist of quality materials compatible with the building design (pg. 19). The applicant must provide drawings for the dumpster enclosures.
6. The Guidelines echo the requirements of the Zoning Ordinance that “wall mounted light fixtures must have full cutoff shielding,” but no light fixtures are shown on the submitted elevations (pg. 28). The applicant must provide the location of and manufacturer cut-sheets for all exterior light fixtures or note specifically that none are proposed. *Note: The applicant has noted that any visible exterior lighting fixtures will be submitted at a later date prior to the start of construction.*

FINDINGS

1. The proposed design for Catoctin Corner Building 3-4 satisfies the requirements of the MC zoning district.
2. The proposed design satisfies the design criteria of the Historic Corridor Overlay zoning district.
3. The proposed design is generally consistent with the Guidelines with the potential exceptions of the issues noted for BAR consideration.
4. The application has six deficiencies that must be corrected prior to approval.

RECOMMENDATION

Upon the correction of staff’s identified deficiencies and the BAR’s determination that the proposed design satisfactorily addresses the design criteria of the Historic Corridor Overlay District and Design Guidelines for the Town of Purcellville, Virginia, staff recommends that the BAR approve CDA15-09 Catoctin Corner Building 3-4.

ACTION

One of following sample motions should be used:

I move that the BAR approve CDA15-09 Catoctin Corner Building 3-4 as presented.

-Or-

I move that the BAR approve CDA15-09 Catoctin Corner Building 3-4 with the following required conditions:

- 1.
- 2.
- 3.

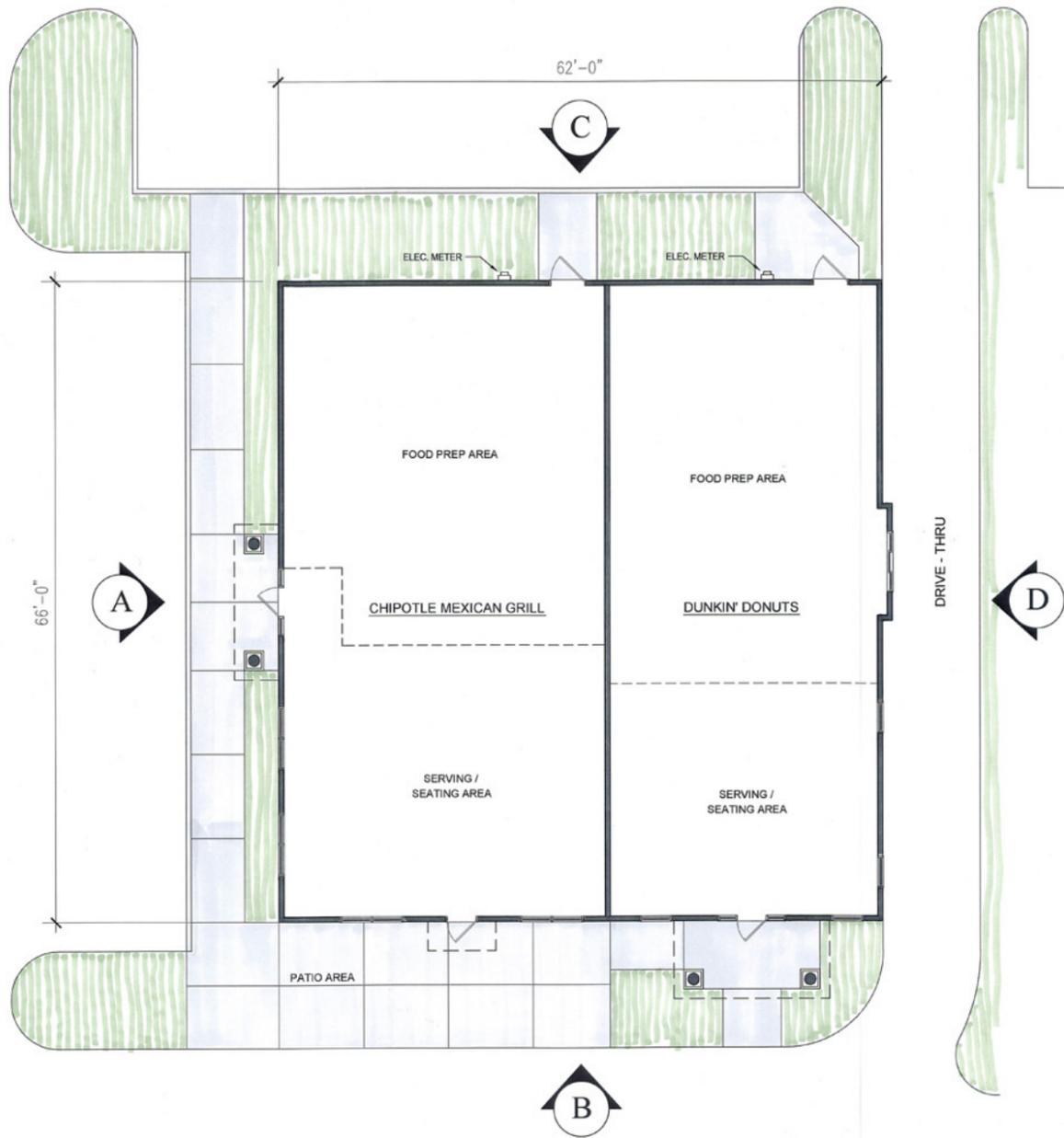
And/or the following recommendations:

- 1.
- 2.

-Or-

I move that the BAR not approve CDA15-09 Catoctin Corner Building 3-4 for the following reasons:

- 1.
- 2.
- 3.



SCHEMATIC FLOOR PLAN - BLDG #3 & 4
SCALE: 1/8" = 1'-0"



ELEVATION VIEW - WEST (A)
SCALE: 1/8" = 1'-0"



ELEVATION VIEW - SOUTH (B)
SCALE: 1/8" = 1'-0"



ELEVATION VIEW - NORTH (C)
SCALE: 1/8" = 1'-0"



ELEVATION VIEW - EAST (D)
SCALE: 1/8" = 1'-0"

DFC Architects, PC
29 East Boscawen Street (540) 678-0560
Winchester, VA 22601

PROJECT NUMBER:
1511
DRAWN BY: TWN
CHECKED BY: DC

REVISIONS:
1)
2)

SHEET TITLE:
CONCEPTUAL PLAN & ELEVATIONS

PROJECT NAME:
**CATOCTIN CORNER
BUILDING #3 & 4**

CLIENT INFORMATION:
HOLTZMAN CORPORATION
ADDRESS:
2471 CAVE RIDGE ROAD
MOUNT JACKSON, VA 22842

12.21.2015

SHEET No.

A-1

Catoctin Corner Project – Buildings 3 & 4 and 6A & 6B

List of Exterior Finish Materials and Colors:

Bldg 3 & 4:

Stone – The thin stone (Actual stone cut to 2” thickness) will match the previously approved stone on the Service Station / Convenience Store, Building # 9.

Siding & Trim – Siding will be a cementitious 8” exposed lap siding, smooth. If Hardi-plank is selected in a prefinished color it will be Arctic White. Trim will be as shown on the drawings and will be a matching color. Any trim that cannot be provided by the siding manufacturer will be a synthetic material to match the wood trim profile shown and painted to match the siding.

Doors – Two types of doors are proposed: Entry doors to all retail entrances will be Kawneer 350 medium stile, in anodized bronze as illustrated on the color drawings. Service entry doors will be metal insulated doors with panels as shown and painted in a Sherwin Williams SW 6115 “Totally Tan”.

Windows – Windows will be fixed aluminum storefront similar to Kawneer 190 series frames in anodized bronze with internal mullions between the insulated glass.

Roofing – Roof material will be standing seam in a prefinished Kynar color. The system will be a 1 1/4” high snap lock standing seam panel in Colonial Red. Color sample provided.

Columns – The columns shown on the drawings will be similar to Pacific Column, Endura series fibercast Tuscan, round tapered columns based on the diameter shown on the drawings. They will be painted white to match the siding color.

Dormers with Louvers – The dormers will be constructed of flat trim cementitious panels in the prefinished color of Arctic White (if it is Hardi-plank). Any trim that cannot be provided by the siding manufacturer will be a synthetic material to match the wood trim profile shown and painted to match the siding.

Bldg 6A & 6B:

Stone – The thin stone (Actual stone cut to 2” thickness) will match the previously approved stone on the Service Station / Convenience Store, Building # 9.

Siding & Trim – Siding will be a cementitious 8” exposed lap siding, smooth. If Hardi-plank is selected in a prefinished color it will be Autumn Tan. Trim will be as shown on the drawings and will be Arctic White color. Any trim that cannot be provided by the siding manufacturer will be a synthetic material to match the wood trim profile shown and painted to match the Arctic White.

Doors – Two types of doors are proposed: Entry doors to all office entrances will be Kawneer 350 medium stile, in anodized bronze as illustrated on the color drawings. Service entry doors will be metal insulated doors with panels as shown and painted in a Sherwin Williams SW 6153 “Protege Bronze”.

Windows – Windows will be fixed aluminum storefront similar to Kawneer 190 series frames in anodized bronze with internal mullions between the insulated glass.

Roofing – Roof material will be Laminated fiberglass shingles as manufactured by GAF in the Timberline Natural Shadow, Pewter color. Color is approximated on the drawings and a color sample is provided.

Columns – The columns shown on the drawings will be similar to Pacific Column, Endura series fibercast Tuscan, round tapered columns based on the diameter shown on the drawings. They will be painted white to match the siding color.

Dormers with Louvers – The dormers will be constructed of flat trim cementitious panels in the prefinished color of Arctic White (if it is Hardi-plank). Any trim that cannot be provided by the siding manufacturer will be a synthetic material to match the wood trim profile shown and painted to match the trim color.



SW 6115 Totally Tan

Interior / Exterior

Locator Number: 291-C3



Color Details

Color Family: Timeless Colors
RGB Value: R-204 | G-166 | B-131
Hexadecimal Value: #CCA683
LRV: 42

Due to individual computer monitor limitations, colors seen here may not accurately reflect the selected color. To confirm your color choices, visit your neighborhood Sherwin-Williams store and refer to our in-store color cards.

STORE NEAR YOU

940C EDWARDS FERRY RD NE
Leesburg, VA 20176-3324
(703) 779-8657

NOTES:

FAVORITE STORE

940C EDWARDS FERRY RD NE
Leesburg, VA 20176-3324
(703) 779-8657

We can also be reached by phone at: 1-800-4-SHERWIN (1-800-474-3794)

Signage and Exterior Lighting Fixtures – All signage and exterior lighting fixtures (if visually observable from a street view) will be submitted at a later date, prior to the start of construction of each building.



Standard **COLORS** and **COATINGS**

PERMACOLOR 3500 Full Strength 70% Kynar 500®/Hylar 5000®

All colors available in Galvalume and Aluminum (.032", .040" & .050").



SUNNET BLUE



HARTFORD GREEN



DARK BRONZE



MANSARD BROWN



BURGUNDY



ROYAL BLUE



FOREST GREEN



MATTE BLACK



MEDIUM BRONZE



COLONIAL RED



PACIFIC BLUE



EVERGLADE MOSS



CHARCOAL GRAY



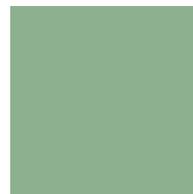
SIERRA TAN



DEEP RED



SLATE BLUE



PATINA GREEN



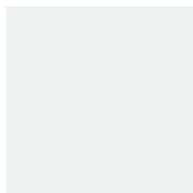
SLATE GRAY



SANDSTONE



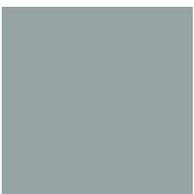
TERRA COTTA



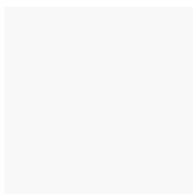
BONE WHITE



HEMLOCK GREEN



DOVE GRAY



STONE WHITE

PERMAMETALLICS 3500*



METALLIC COPPER



CHAMPAGNE



PREWEATHERED GALVALUME®

*Premium priced paint systems.

MILL FINISH

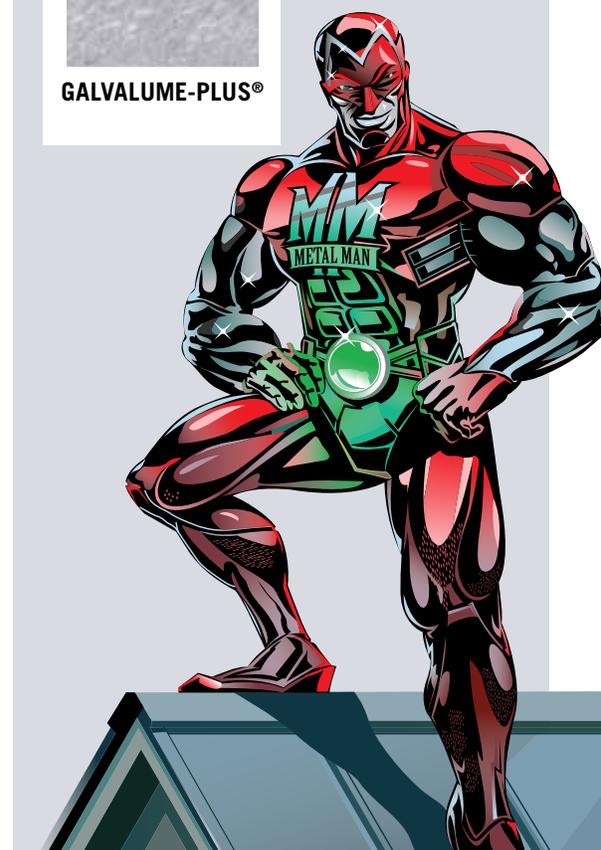


GALVALUME-PLUS®



To view current SRI values, please visit the Englert website.

Colors shown are close to actual finishes however, due to the limitations of printing processes, slight variations may exist. Please contact Englert for actual color chips before ordering.





STAFF REPORT

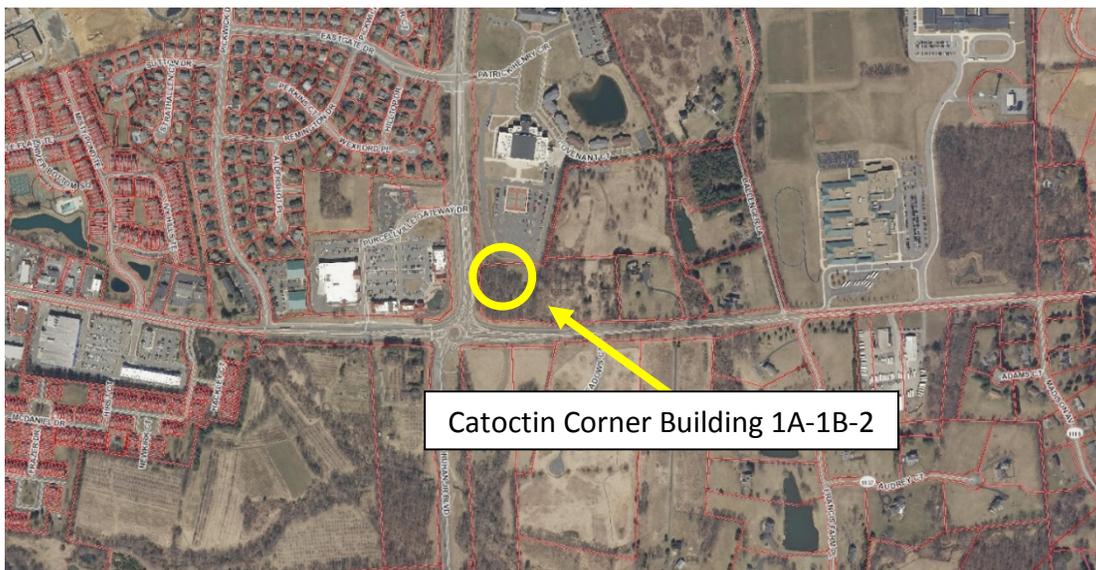
TO: Chairman and Members of the Board of Architectural Review
FROM: Daniel Galindo, AICP
RE: CDA16-02 Catoctin Corner Building 1A-1B-2
DATE: January 21, 2016

Name:	<u>Catoctin Corner Building 1A-1B-2</u>	Location:	<u>Northeast of E. Main and 287 intersection</u>
Code:	<u>CDA16-02</u>	Tax Map Number:	<u>/36/////18A2/</u>
Address:	<u>None</u>	Loudoun County PIN:	<u>452-18-7178</u>
Located in the Historic District?	<u>No</u>	Contributing Structure?	<u>N/A</u>
Zoning District:	<u>MC/HC</u>	Conformity:	<u>N/A</u>
Comments:	<u>New construction of a building at the Catoctin Corner development.</u>		

The application is evaluated under the MC, Mixed Commercial District regulations (see Article 4, Section 7 in the Zoning Ordinance), Design Criteria of the Historic Corridor Overlay District (see Article 14A, Section 8.1 in the Zoning Ordinance) and the Design Guidelines for the Town of Purcellville, Virginia (Guidelines).

BACKGROUND

DFC Architects, PC has submitted an application for a new building consisting of “Building #1A,” “Building #1B,” and “Building #2” to be constructed as part of the Catoctin Corner development. The 4,200 sq. ft. building would be sited in the northwestern corner of the 6.53 acre property which is located in the MC Mixed Commercial and HC Historic Corridor Overlay zoning districts. The building would be primarily clad in white to off-white cementitious siding, white to off-white cementitious trim, grey-brown stone veneer, anodized bronze aluminum storefront doors and window framing with simulated muntins, and a green standing seam metal roof.



ZONING ANALYSIS: MC

The proposed building appears to meet all applicable standards for the zoning district's lot size, height, yard and setback standards. This will be confirmed during review of the submitted site plan prior to approval.

ZONING ANALYSIS: HISTORIC CORRIDOR OVERLAY

The proposed uses represent new businesses for Purcellville thereby generating business activity and augmenting the Town's tax base. The proposed architectural design incorporates some elements which are generally consistent with Purcellville's historic small town character. The proposed building uses harmonious materials, color, texture and treatment for all exterior walls.

GUIDELINES ANALYSIS

The following issues should be considered by the BAR while evaluating CDA16-02:

1. The submitted application has the following deficiencies:
 - a. The submitted drawings are not drawn to the required minimum scale of 1/4"=1';
 - b. No material specification sheets have been provided;
 - c. The presence (or lack thereof) and placement of any utility and mechanical equipment other than electric meters is not indicated;
 - d. The presence of external light fixtures (or lack thereof) is not indicated; and
 - e. No design for the dumpster enclosure is provided.
2. Does the structure comply with the Guidelines' repeated emphasis that new structures should: "reflect the traditional architecture and character of the Town" (pg. 4), be "compatible with the prevailing and recognized historic architectural character of the surrounding area" (pg. 6), and "incorporate those characteristics of the Town that exhibit a positive distinctive architectural style" (pg. 7)?
3. Although the roof is not technically part of the building storefront, it is a prominent feature and provides the predominant use of color on the building. As such, the proposed green standing seam metal roof may not be consistent with the Guidelines which call for "the use of light, subdued or neutral colors" (pg. 14).
4. It is unclear whether the doors are accentuated with "simply detailed, high quality hardware, kickplates, [and] authentically styled locks and hardware" as recommended by the Guidelines (pg.17).
5. Aluminum doors and storefront framing are proposed for the building, but the Guidelines state a preference for wood (pg.17). In addition, if aluminum is necessary, a "dark bronze finish is strongly discouraged" (pg. 17).
6. It is unclear if the proposed stone veneer is real stone or an imitation product, and the Guidelines include imitation stone veneer within the list of "discouraged" building materials (pg. 18). Will the proposed stone *match or be the same* as the real stone used on the convenience store?
7. The placement of any utility and mechanical equipment (other than electric meters) is not indicated on the submitted materials and must be clarified. The Guidelines encourage the placement of utility and mechanical equipment so that they are not seen from any public street; however, screening must be used when locating out of view is impossible. In addition, the applicant must ensure that all equipment on the roof, side of the building or on the ground is fully screened with architecturally compatible screening (pg. 19).
8. No design for the dumpster enclosure is provided with the application, but the Guidelines state that the enclosures should consist of quality materials compatible with the building design (pg. 19). The applicant must provide drawings for the dumpster enclosure.

9. The Guidelines echo the requirements of the Zoning Ordinance that “wall mounted light fixtures must have full cutoff shielding,” but no light fixtures are shown on the submitted elevations (pg. 28). The applicant must provide the location of and manufacturer cut-sheets for all exterior light fixtures or note specifically that none are proposed.

FINDINGS

1. The proposed design for Catoctin Corner Building 1A-1B-2 satisfies the requirements of the MC zoning district.
2. The proposed design satisfies the design criteria of the Historic Corridor Overlay zoning district.
3. The proposed design is generally consistent with the Guidelines with the potential exceptions of the issues noted for BAR consideration.
4. The application has five deficiencies that must be corrected prior to approval.

RECOMMENDATION

Upon the correction of staff’s identified deficiencies and the BAR’s determination that the proposed design satisfactorily addresses the design criteria of the Historic Corridor Overlay District and Design Guidelines for the Town of Purcellville, Virginia, staff recommends that the BAR approve CDA16-02 Catoctin Corner Building 1A-1B-2.

ACTION

One of following sample motions should be used:

I move that the BAR approve CDA16-02 Catoctin Corner Building 1A-1B-2 as presented.

-Or-

I move that the BAR approve CDA16-02 Catoctin Corner Building 1A-1B-2 with the following required conditions:

- 1.
- 2.
- 3.

And/or the following recommendations:

- 1.
- 2.

-Or-

I move that the BAR not approve CDA16-02 Catoctin Corner Building 1A-1B-2 for the following reasons:

- 1.
- 2.
- 3.



CERTIFICATE OF DESIGN APPROVAL

221 S. Nursery Avenue Purcellville, VA 20132
Phone: 540-338-2304 Fax: 540-338-7460

CDA # 16-02

Please fill out all information in order to ensure the scheduling of your agenda item

Street Address of Property: BUILDING 1A, 1B & 2 Parcel #: 18A2
Owner Name: PURCELLVILLE DEVELOPMENT LLC - WILLIAM D. KOOTZMAN
Business Name: SAME AS ABOVE
Authorized Agent (if applicable): DFC ARCHITECTS PC
Mailing Address: 29 E. BOSCAWEN ST WINCHESTER VA 22601
Daytime Telephone Number (s): (540) 678-0500

Project Description

- New construction
Addition
Alteration
Accessory Structure
Demolition
Repainting
Minor Landscaping Structure
CDA Amendment
Other:

Contractor:
Address:
Phone:

Written Description

Describe clearly and in detail the nature of the project, including exact dimensions for materials to be used (e.g., width of siding, windows and window trim, etc.). Attach additional sheet, if necessary:

NEW RETAIL MULTI-TENANT BLDG.
PIN # 452187178

Acknowledgement of Responsibility

I understand that all CDA application materials must be complete and must be submitted fourteen (14) days before the BAR meeting date and that I or an authorized representative must be present at the meeting; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable Town regulations and to pursue this project in strict conformance with the plans approved by the BAR. I also understand that the BAR or Town Staff may need to perform an inspection of my property as it relates to this application. I understand that no changes are permitted without prior approval of the Town, and that failure to follow approved plans is a violation of the Purcellville Town Code and Zoning Ordinance.

Signature of Owner or Authorized Agent: [Signature]
Printed name: DONALD F. CRIGLER

See reverse side of this form for required submission materials. Applications will not be accepted for scheduling without all required materials. The submission deadline for complete applications is fourteen days prior to the meeting date.

CDA APPLICATION FORM (page 2 of 3)

MINIMUM SUBMISSION REQUIREMENTS: Please note that all of the following materials must be delivered to the Department of Community Development 14 days prior to the BAR meeting or your application will be postponed until the following month's agenda. Include 12 copies of the following information. Use the checklist below to ensure the application is complete. (Use N/A if item is not applicable to your project).

✓ Application. *12 copies of this application form, filled out in its entirety.*

✓ Fee. *All applicable fees must be paid to the Town before your agenda item is scheduled.*

✓ Architectural Drawings – *12 full size copies and one 11"x17" copy. FOLDED:*

All colors, materials and finishes shall be shown by notation or by use of accepted architectural symbols;
Minimum scale: 1/4" = 1'

— Dimensioned outline of the building

— Dimensioned elevation of new construction and adjacent existing elevations

— Site Plan(s) (for new construction and additions)

— Site Section(s) (when requested by BAR)

✓ Photographs – *Provide at least 3 views of building site and adjacent area.*

✓ Specifications of Exterior Materials – *Please complete the attached Architectural Materials Checklist. Specifications to include, but not be limited to: Roofing, siding, windows & doors, trim work, color scheme, chimneys, shutters, utilities and mechanical equipment locations and specifications, exterior lighting, fencing, walls, and paving. (Include color copies of manufacturer's specification sheets.)*

— Demolition – *See Demolition section of Purcellville Design Guidelines for requirements.*

NOTE: All materials submitted will become the property of the Town of Purcellville.

OFFICE USE ONLY: Date of Application: 1/11/16 CDA#: 16-02 Fee: \$350^d Paid: 1/11/16

BAR Action: Approval Conditional Approval Denial Date: _____

BAR Comments/Conditions: _____

Application Approved: _____ Date: JAN 11 2016
BAR Chairman

If Appealed, Town Council Action: Approved Denied Date: _____

Town Council Conditions: _____

THIS CERTIFICATE EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. NO DEVIATIONS FROM THE APPROVED PLANS ARE PERMITTED WITHOUT PRIOR APPROVAL OF THE BAR.

FOR MINOR PROJECTS ONLY

Minor Project Exemption Approved: _____ Date: _____
Zoning Administrator

THIS EXEMPTION EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. ISSUANCE OF A MINOR PROJECT EXCLUSION SHALL NOT RELIEVE THE APPLICANT, CONTRACTOR, TENANT OR PROPERTY OWNER FROM OBTAINING ANY OTHER REQUIRED PERMIT.

Architectural Materials Checklist:

This checklist is intended to assist you in preparing your application to the Board of Architectural Review. This is not intended to replace your application or any other requirements of the Design Guidelines and Standards.

Foundation:

Material: (example: Brick, Stone, Concrete, etc.) STONE

Color: WILL MATCH PREVIOUSLY APPROVED STONE ON CONVENIENCE STORE

Roofing:

Material: (example: standing seam metal, shingles, shakes, etc.) STANDING SEAM METAL

Color: (example: copper, prefinished, painted, etc.) HARTFORD GREEN

Exterior Wall Surfaces:

Material(s): (example: brick, stucco, hardiplank siding, board and batten, etc.) HARDIPLANK OR COMBINATION 8" LAP SIDING

Color(s): AS NOTED - ARCTIC WHITE

Windows and Doors:

Window/Door Type: (example: Aluminum storefront, Double Hung, Casement, etc.) ALUMINUM STOREFRONT - BRONZE

Window/Door Material: (example: Wood, aluminum clad, vinyl clad, etc.) ALUMINUM & HOLLOW METAL PAINTED

Muntins (example: true divided, simulated divided, etc.) DIVIDED MULLIONS BETWEEN THE GLASS

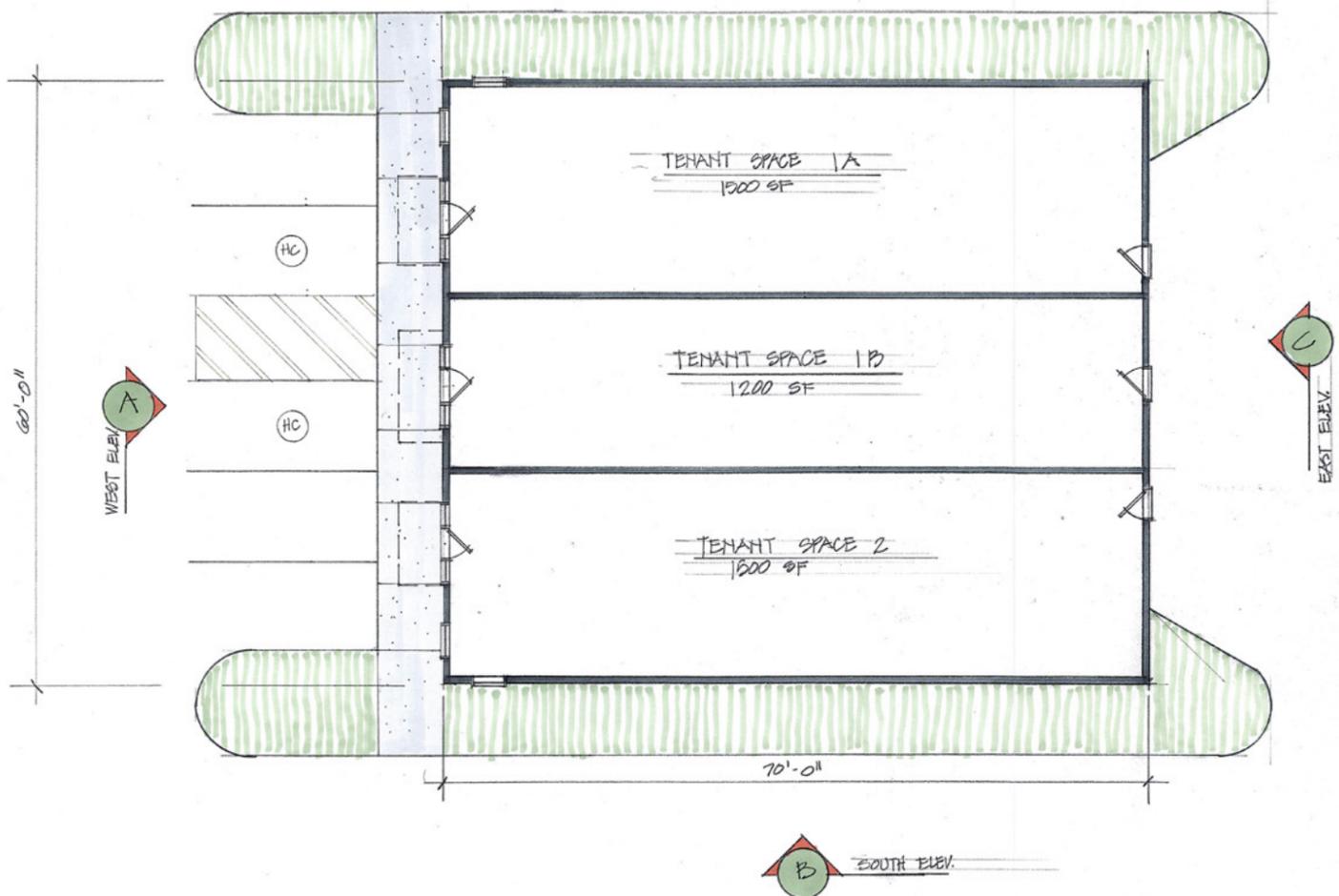
Other Materials: (to include but not be limited to shutters, trim, porches, chimneys, etc.)

Material(s): TRIM - COMBINATION TRIM BOARDS, ARCTIC WHITE
LOUVERS - PAINTED WHITE TO MATCH

Color(s): _____

For Alterations and Renovations – If any changes are proposed to an existing structure's materials and/or color scheme, please outline them below (attach a separate sheet, if needed):

OPPOSITE HAND NORTH ELEV.



Shell Bldg. Floor Plan
1/8" = 1'-0"



West Elevation (A)
1/8" = 1'-0"



South Elevation (B)
1/8" = 1'-0"

North Elevation (D)
1/8" = 1'-0" OPPOSITE HAND



East Elevation (C)
1/8" = 1'-0"

Holtzman Corporation
2471 Cave Ridge Rd.
Mt. Jackson, VA 22842

Conceptual Floor Plans & Elevations
Bldg. #1A, 1B & 2

Shell Bldg. Design

DESIGN is the property of:
DFC Architects, PC
c. 2015

PROJECT # 1511

DFC Architects, PC
29 E. Boscawen Street Winchester, VA 22601
don@dfcarchitects.com
(540) 678-0560

December 30, 2015

SHEET
A 1
Of 1

THIS PAGE INTENTIONALLY LEFT BLANK



TO: Board of Architectural Review
FROM: Daniel Galindo, AICP – Senior Planner
SUBJECT: Draft Bylaws
DATE: January 21, 2016

BACKGROUND:

Staff provided the BAR with a copy of draft bylaws at the previous meeting because it does not appear that any have ever been adopted. BAR members should review the attached draft and be prepared to discuss it at the January 25 meeting.

BY-LAWS

TOWN OF PURCELLVILLE, VIRGINIA BOARD OF ARCHITECTURAL REVIEW

ARTICLE 1 – AUTHORIZATION

- 1.1 This Board of Architectural Review of the Town of Purcellville, Virginia adopts the subsequent articles in order to facilitate its powers and duties in accordance with the Town Charter, Chapter 6, Section 6.1.
- 1.2 The official title of the Board of Architectural Review shall be the “Town of Purcellville Board of Architectural Review” and shall hereinafter be referred to as the “Board”.

ARTICLE 2 – PURPOSE

- 2.1 The purpose of the Board shall be to regulate the exterior appearance of buildings, structures, signs and the improvements proposed for construction, reconstruction, alteration or erection within designated architectural control areas.
- 2.2 The Board encourages the construction, reconstruction, alteration or erection of attractive buildings, the protection and promotion of the Town’s general welfare, and the prevention of the deterioration of the appearance of the Town which could create hazards to public health, safety and morals, destroy opportunity for the development of business and industry, and therefore deteriorate taxable land values and commerce below levels necessary to finance acceptable levels of municipal service.

ARTICLE 3 – MEMBERSHIP

- 3.1 The Board shall consist of five (5) members who shall be residents of the town and who shall be appointed by the Town Council. The members of the Board shall be representative of the following professions or interests:
 - Architecture
 - Landscape architecture
 - Urban or town planning
 - Historic preservation
 - Citizen lay representative
- 3.2 At least one member of the Board shall be a registered architect in the State of Virginia and one member shall be a registered landscape architect in the State of Virginia. The Town Council may waive the requirement for a registered landscape architect if none are available to serve on the Board.

- 3.3 The terms of office shall be for four (4) years initially with terms being staggered initially such that one member shall be appointed for a term of one year, a second member appointed for a term of two (2) years, a third member appointed for a term of three (3) years and the remaining members appointed for terms of four (4) years.
- 3.4 A member shall continue to serve until reappointed or replaced. Appointments for vacancies occurring otherwise than by expiration of a term in all cases shall be for the unexpired terms.
- 3.5 No member shall be appointed to more than three (3) consecutive terms, except that the designated architectural and landscape architectural members may serve without limitation.
- 3.6 Any member of the Board shall be disqualified to act upon a matter before the Board with respect to property in which the member has an interest.
- 3.7 Board members may be removed from office by the Town Council for just cause upon written charges.

ARTICLE 4 – OFFICERS AND THEIR SELECTION

- 4 The Board shall elect a chair to preside at meetings, a vice-chair to act in his absence and a secretary who shall be responsible for keeping a written record of all Board proceedings and all notices, petitions, records, pleadings and appeals pertinent thereto.
- 4.1 The officers of the Board are a Chairman, a Vice Chairman and a Secretary who are elected by the members of the Board.
- 4.2 Nomination of officers shall be made from the floor at an annual meeting held in January of each year or at the next regularly scheduled meeting. Each candidate shall be nominated and seconded by two members of the Board. A candidate receiving a majority vote of the Board shall immediately assume the position for which elected and serve for one year or until a successor is elected.
- 4.3 Vacancies in office prior to term expiration shall be filled immediately by the election procedures set forth in Section.
- 4.4 Vacancies occurring otherwise than by expiration shall in all cases be filled for the unexpired term.

ARTICLE 5 – DUTIES OF OFFICERS

- 5.1 The Chairman of the Board shall:
 - 5.1.1 Preside at all meetings;

- 5.1.2 Rule on procedural questions (subject to reversal by a majority vote of the members present);
- 5.1.3 Be informed immediately of any official communication and report same at the next regular meeting;
- 5.1.4 Affix his/her signature to all orders issued by the Board as evidence of such approval; and
- 5.1.5 Appoint such committees as deemed necessary.
- 5.2 The Vice Chairman shall assume the duty of the Chairman in his/her absence or in the Chairman's inability to act.
- 5.3 The Secretary shall:
 - 5.3.1 Keep a written record of all business transacted by the Board;
 - 5.3.2 Notify all members of all meetings;
 - 5.3.3 Keep a file of all official records and reports of the Board;
 - 5.3.4 Certify all records and reports of the Board;
 - 5.3.5 Serve notice of all hearings and public meetings;
 - 5.3.6 Attend to correspondence of the Board;
 - 5.3.7 Keep a set of minutes of all meetings which shall become a public record; and
 - 5.3.7 Prepare and be responsible for the publishing of advertisements relating to public hearings, if required.

ARTICLE 6 – COMMITTEES

- 6.1 The Chairman may appoint such advisory committees as he/she deems necessary.
- 6.2 Members of the committees may consist of citizens of the Town, persons of specific area of expertise who reside in or out of the town, the Board and the town staff.

ARTICLE 7 – MEETINGS

- 7.1 Regular meetings of the Board shall be held at least once each month at a time which it shall fix by resolution or as necessary for the conduct of its business. When

no case is pending, no meeting shall be held unless such a meeting is determined to be necessary by the Chairman.

- 7.2 The hours of regular meetings shall be at 7:00 p.m. No items will be taken up for discussion after 11:00 p.m. unless otherwise designated by the Chairman.
- 7.3 A regular meeting may be adjourned if all applications or appeals cannot be disposed of on the meeting date set and reconvened at a later date without further public notice unless the time interval requires a public notice.
- 7.4 Special meetings shall be called at the request of the Chairman or at the request of a quorum of the Board membership.
 - 7.4.1 Notice of a special meeting shall be given to each member at least twenty-four hours prior to such meetings and shall state the purpose and time of the meeting.
 - 7.4.2 No application pending shall be voted upon at any special meeting unless notice of intention to do so shall appear in a newspaper of general circulation in Loudoun County, at least seven days prior to such special meeting.
- 7.5 A quorum shall consist of three members of the Board. In the event a quorum is not obtained at any regular meeting, a special meeting shall be scheduled within ten days thereafter.
- 7.6 All members of the Board shall be entitled to vote, and the decisions of the Board shall be by majority vote of the membership of the Board.
- 7.7 The Secretary shall prepare or cause to be prepared a set of minutes for all regular and special meetings. The names of persons making and seconding motions shall be recorded.
- 7.8 Parliamentary procedure in Board meetings shall be governed by the adopted rules of order, namely Robert's Rules of Order, Newly Revised.
- 7.9 All meetings shall be public meetings in accordance with the requirements of Title 2.1, Chapter 21 of the Code of Virginia, 1950 as amended.
- 7.10 In the event of a tie vote of the present and voting members, the item shall be deferred until the next regularly scheduled or special meeting, unless a subsequent motion disposing of the item is adopted. A tie vote shall mean that the motion fails and that no action has been taken.

ARTICLE 8 – ORDER OF BUSINESS

- 8.1 The order of business for a regular meeting shall be:
 - 8.1.1 Call to order by the Chairman

- 8.1.2 Roll call
- 8.1.3 Determination of a quorum
- 8.1.4 Adoption of minutes
- 8.1.5 Comments from the Board
- 8.1.6 Comments from staff.
- 8.1.7 Hearing of applications.
- 8.1.8 Preapplication review items.
- 8.1.9 Adjournment

ARTICLE 9 – PROCEDURES FOR HEARING APPLICATIONS

- 9.1 Applications to the Board shall be made and processed in accordance with the provisions of the Chapter 54, Article II of the Town Code.
- 9.3 At Board meetings, the Board shall request a staff presentation on each item prior to the applicant’s comments.
- 9.2 The applicant or his/her representative must appear at the meeting and shall be afforded the privilege of making the first statement.
- 9.5 An opportunity shall be afforded all parties desiring to be heard in support or in opposition to the application.
- 9.6 All testimony shall be strictly confined to the question of whether the proposed construction, reconstruction, alteration, restoration or sign design, color, size, or shape satisfies or does not satisfy the criteria set out in the Town Code or applicable amendments thereto as set forth in Chapter 54, Article II of the Town Code, including any design guidelines duly adopted by the Town Council.
- 9.7 The decision of the Board shall be based only on evidence received at the hearing and matters of which a court of record could take judicial notice.

ARTICLE 10 – APPEALS

- 10.1 The applicant or any other person with justifiable cause shall be entitled to appeal a decision of the Board in accordance with the applicable appeal provisions contained in Chapter 54, Article II of the Town Code.

ARTICLE 11 – CONFORMITY WITH EXISTING CODES

- 11.1 The Board shall act within the provisions of Chapter 54, Article II, Sec. 54-21 thru 54-98 of the Code of the Town of Purcellville and other applicable local, State and Federal regulations.

ARTICLE 12 – AMENDMENTS

- 12.1 The by-laws may be amended by a majority vote of the entire membership of the Board at their next regularly scheduled or special meeting.

THIS PAGE INTENTIONALLY LEFT BLANK

MINUTES
BOARD OF ARCHITECTURAL REVIEW REGULAR MEETING
NOVEMBER 17, 2015, 7:30PM
TOWN HALL COUNCIL CHAMBERS

The Regular Meeting of the Purcellville Board of Architectural Review convened at 7:30PM and the following attended:

PRESENT: Dan Piper, Vice Chairman
Mark Ippoliti, Board Member
Ben Packard, Council Liaison
Jim Gloeckner, Board Member

ABSENT: Pat Giglio, Chairman

STAFF: Daniel Galindo, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER:

Vice Chairman Piper called the Regular Meeting of the Board of Architectural to order at 7:30PM.

PUBLIC COMMENTS:

Patricia DiPalmer Kipfer of 38038 W. Colonia Highway came forward and stated her property adjoins Catoctin Corner to the east. Ms. Kipfer stated she would like to make sure that Catoctin Corner is in compliance with the guidelines from October 20th.

ACTION ITEMS – ADDITIONS, ALTERATIONS & DEMOLITIONS:

- a) None

ACTION ITEMS – AMENDMENTS:

- a) None

ACTION ITEMS – NEW CONSTRUCTION:

- a) CDA15-05 Catoctin Corner Gas Station

Chris Mohn of Bowman Consulting talked about Ms. Kipfer's request which he believes is about 16 items or so that were noted during the discussion to be followed up on. Mr. Mohn stated that the submission for this meeting includes responses provided by the project architect. Mr. Mohn added that after reading the staff report, the applicant

focused more on the four outstanding items noted in the staff report. Mr. Mohn confirmed that a canopy feature has been added to the northern entrance and includes the enhanced siding. In addition, the equipment box has been added to the back of the building and a paint scheme has been added to blend with materials on the back of the building. Mr. Mohn added that the trim for the dumpster enclosure and other materials will be the same as what will be provided with the primary building. Mr. Mohn stated there will be one exposed exterior light at the rear access point at the eastern elevation, which is not currently shown, but will be downcast and shielded per the guidelines. Mr. Mohn confirmed that there are no exposed light fixtures planned for this building with the exception of the one at the door, and all other lighting will be recessed in canopy areas.

Vice Chairman Piper talked about the signage on the canopy of the gas station which was not previously provided and asked if that was part of the current application. Daniel Galindo stated that signs are just administrative permit approvals and do not have to be presented at a meeting. The applicant and Board talked about the installation of a left turn lane into the development and added that is under review with VDOT. The applicant added that the gas canopy is all internally lit.

Board member Ippoliti made a motion that as presented, the Board approve CDA15-05 Catoctin Corner Gas Station. Vice Chairman Piper made a friendly amendment that the spandrel color proposed is Old Castle Warm Gray and the posts on the dumpster enclosure will be a color that is intended to match closely to the stone veneer. Vice Chairman Piper also noted that there is a section in the design guidelines for gas station canopies and added that the dimension of the canopy is not to exceed thirty inches for the fascia piece, then seconded the motion. The motion passed unanimously.

DISCUSSION ITEMS:

- a) Possible Rescheduling of January Meeting

Daniel Galindo stated that Council Chambers is booked for January and added that he had sent an email that provided possible dates for rescheduling, if necessary.

INFORMATION ITEMS:

- a) None

APPROVAL OF MINUTES

- a) October 20, 2015 Regular Meeting

Vice Chairman Piper made a motion to approve the minutes of the October 20, 2015 BAR meeting. Board member Ippoliti seconded the motion and the motion passed unanimously.

ADJOURNMENT:

There being no further business, Vice Chairman Piper made a motion to adjourn the meeting at 7:57 p.m.

Dan Piper, Vice Chairman

Diana Hays, Clerk of Council

THIS PAGE INTENTIONALLY LEFT BLANK

MINUTES
BOARD OF ARCHITECTURAL REVIEW REGULAR MEETING
DECEMBER 15, 2015, 7:30PM
TOWN HALL COUNCIL CHAMBERS

PRESENT: Pat Giglio, Chairman
Dan Piper, Vice Chairman
Mark Ippoliti, Board Member
Jim Gloeckner, Board member
Ben Packard, Council Liaison

STAFF: Daniel Galindo, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER:

Chairman Giglio called the Regular Meeting of the Board of Architectural Review to order at 7:30PM.

PUBLIC COMMENTS:

None

ACTION ITEMS – ADDITIONS, ALTERATIONS & DEMOLITIONS:

- a) CDA15-07 – 501 East Main Exterior Alteration

The applicant, Nolan Barzee, came forward and explained he would like to alter the exterior appearance of the building due to its condition, and added that the building was constructed in the 1940s or 50s. Mr. Barzee stated that work would be done all across the front and some on the back to include repairs and repainting, and added that the colors would remain the same.

Chairman Giglio asked in regards to the stone if there are plans for any type of cap or drip edge at the top. Mr. Barzee said there would have to be, and proposed that it be cut stone across the top which would end at the window trim. Chairman Giglio clarified that the capstone would be matching. Chairman Giglio stated that from a façade perspective the balance of stone to stucco would look more appropriate if the stone was a bit higher than thirty inches maybe to half the window height. Mr. Barzee stated they planned thirty inches which is at the base of the window however would go higher if requested.

Chairman Giglio stated that two items that will be added are the requirement for the matching cut stone cap and if in agreement, to raise it up to forty to forty-eight inches in height for the water table to break up the vertical height. Chairman Giglio confirmed that

the building would be repainted and new stucco but the colors would remain the same. Mr. Barzee stated that he would also be repairing lights and some additional small items.

Chairman Giglio made a motion that the BAR approve CDA15-07 501 East Main Exterior Alternation with the following required conditions:

1. the cut stone cap will be matching; and
2. the water table will be extended to 40” to 48” in height

This is being approved with the understanding that the building will be repainted and that the new stucco and paint will match the current gray and red coloration. The motion was seconded by Board member Piper and passed unanimously.

ACTION ITEMS – AMENDMENTS:

- a) None

ACTION ITEMS – NEW CONSTRUCTION:

- a) CDA15-06 Purcellville Library Storage Shed

Randy Baird and Nancy Reeves, members of the Library Advisory Board, and Karim Kahn, Branch Manager, came forward and reviewed the application and shared photos of the existing building.

Chairman Giglio asked about the use for the new shed. Ms. Reeves stated the existing shed is used for used books that are sold at their book sale, and it is too small. She added that the existing shed would be removed. Mr. Baird added that the new building is not prefabricated and would be built onsite.

Chairman Giglio talked about the requirements of the paint color matching the building and that the roof should match the existing roof. The applicant and the Board reviewed the color samples and materials. All agreed the coloration is in keeping with the existing building, and the location is good and shielded from views from Main Street.

Chairman Giglio made a motion that the BAR approve CDA15-06 Purcellville Library Storage Shed with the following required conditions:

1. the Hardiboard panel with battings be either smooth or textured and that the color is arctic white;
2. the roof material as an asphalt shingle and the color is autumn blend;
3. the trim shall be smooth and painted arctic white.

The motion was seconded by Jim Gloeckner and passed unanimously.

b) CDA15-08 Catocin Corner Building 6A-6B

Don Kriegler, Architect, GFC Architects, who is working for the developer, came forward and stated he is doing the exteriors of the remaining buildings on the site except for possibly one building because the tenant may want to present their own plans. Mr. Kriegler added he will be working with the other tenants on design to incorporate their feedback. The applicant added he is mainly looking for comments at this time and not necessarily action.

Mr. Kriegler stated that the current potential users are a dental clinic and an orthodontist. Chairman Giglio stated it would be the Board's recommendation to spread the entrances around to create more of a face for each side.

The Board offered the following suggestions:

1. Think about incorporating brick into the design;
2. The relationship of the dormers to the building and that some seem to overhang the exterior wall and should line up;
3. It appears as though the trim stops at the stone rather than continuing it;
4. Show gutters and downspouts if they exist as well as the electrical meter box;
5. Remove the extra notch;
6. On the gable end on the front facing gables on the porches, have the vertical board versus the traditional horizontal board or flat surface due to possible signage placement;

Daniel Galindo asked about realtor adjustments and if the concern is signage towards Rt. 7 or specifically having doors towards 7. The applicant stated the doors were the concern. Daniel Galindo added he could see the concern with the doors, but it would leave minimal parking spaces in front of offices. He suggested turning the firewall because the way the sign regulations operate, even if the door faces away from the road, as long as it is using frontage a sign could be there as well. The applicant talked about not having the twin doorways if this were the case. Chairman Giglio stated they have not anticipated anything facing Rt. 7 but turned internal toward the development itself.

c) CDA15-09 Catocin Corner Building 3-4

Mr. Kriegler stated the entrances have been kept as shown and talked further about seating, elevations, and facades. Further discussion took place about the drive through projection being small and adding bollards. Mr. Kriegler added he would make the adjustments to the drawings and present to the tenants. The Board also requested to review the drive through speaker/menu boards.

In summarizing, the Board made the following recommendations:

1. for the fascia and freeze board to increase the sizes to reduce the perceived height of the walls;

2. a possible stone bump out for the drive through
3. wider corner boards to accentuate the building design
4. show the lighting, meters and downspouts that are being proposed
5. use vertical or flat board for gable ends

Mr. Kriegler stated he would like to incorporate recommendations and return in January and also talk about another building.

Chairman Giglio made a motion that CDA15-08 and CDA15-09 be moved to Discussion Items on the December 15, 2015 agenda being the discussions are non-formal and no action was taken. The motion was seconded by Board member Piper and the Board approved unanimously.

ACTION ITEMS – OTHER:

- a) Rescheduling of January Meeting

Chairman Giglio made a motion that the Purcellville Board of Architectural Review reschedule its January 19, 2016 Regular Meeting to Monday, January 25, 2016 at 7:30 p.m. in Town Council Chambers. The motion was seconded by Board member Ippoliti and approved unanimously.

DISCUSSION ITEMS:

- a) None

INFORMATION ITEMS:

- a) None

APPROVAL OF MINUTES

- a) None

ADJOURNMENT:

There being no further business, Chairman Giglio made a motion to adjourn the meeting at 8:42 p.m. The motion was seconded by Board member Piper and passed unanimously.

Pat Giglio, Chairman

Diana Hays, Clerk of Council