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February 11, 2013 25 West Market Street 20176 ■ 703-771-2763 ■ Fax: 703-771-2724 ■ [www.leesburgva.gov](http://www.leesburgva.gov)

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Tommy D'Aquino  
Lagniappe Immobilier  
12019 Lee Highway  
Fairfax, VA 22030

**Re: BAR Case TLHP-2012-0121; 15 Catoctin Circle SE, B-2/H-2 Overlay District**

Dear Mr. Aquino:

This letter serves as your official notification of the action taken by the Leesburg Board of Architectural Review (BAR) at the December 17, 2012 BAR Meeting in regards to BAR Case TLHP-2012-0121; 15 Catoctin Circle SE Leesburg VA. Based on the findings that:

- The sign colors are a harmonious palette
- The character of this building is much the same as buildings in the old and Historic District nearby and the Villages at Leesburg where there are multiple two story buildings so the colors not being the same is appropriate in this particular case based on the architecture and site

The BAR approved the application subject to the documents submitted as part of the application package date stamped October 26, 2012 including photos and sign color samples. This approval came with the following conditions: **All applicable Town and County Zoning and Building Permits must be obtained prior to proceeding with work**

**Lapse of Approval:** In accordance with Leesburg Zoning Ordinance Section 3.10.12 this COA shall lapse and become void unless:

1. Construction is commenced within twenty-four (24) months from the date the COA was issued.
  2. Prior to the sunset of the twenty-four month period in 1 above, the applicant has obtained a six-month extension from the Zoning Administrator in accordance with Zoning Ordinance Section 3.10.12.B.
- \* Due to the fact this application was made to correct zoning violations approved work will need to be completed within a time period specified by the zoning administrator that accelerates the 24 month period specified by Sec 3.10.12. Please be advised that any pending zoning enforcement actions against having a sign without a permit will now continue unless or until final resolution of cited violations has been achieved.

**Appeals to Town Council:** In accordance with Leesburg Zoning Ordinance Section 3.10.14.B: Appeals to the Town Council from any final decision of the Board of Architectural Review may be made by any resident, property or business owner, or applicant by filing a petition with the Clerk of Council, setting forth the basis of the appeal, within thirty (30) days after the final decision of the Board of Architectural Review is rendered. After 30 days final decisions made by the Board of Architectural Review will be final and unappealable.

Please contact me if you have any questions or need any further assistance in regard to this application. I may be reached by telephone at 703-771-2773, or by email at [kdelrance@leesburgva.gov](mailto:kdelrance@leesburgva.gov).

Sincerely,



Kim K. Del Rance, LEED AP  
Preservation Planner

Encl: approved final comprehensive sign plan

Cc: Carmen Babonneau

File: THLP-2012-0121

CASE # TLHP— 2012-0121

- ADMINISTRATIVE APPROVAL
- H-1 OVERLAY DISTRICT
- H-2 CORRIDOR OVERLAY DISTRICT/PROFFER

**Comprehensive Sign Plan  
For 15 Catoctin Circle SE, Leesburg, VA**

Notes: \_\_\_\_\_  
~~October 26, 2012~~



12-17-2012

**STAFF, BOARD OF ARCHITECTURAL REVIEW**  
 THESE DRAWINGS MAY NOT BE CHANGED WITHOUT PRIOR APPROVAL FROM STAFF OR THE BOARD OF ARCHITECTURAL REVIEW.

**APPROVAL DATE**

To promote a consistent look for our building that meets standards established by the Town of Leesburg, all new signage fabricated on or after November 1, 2012, for any tenant conducting business at 15 Catoctin Circle SE in Leesburg, VA, are to meet the following standards.

Each business is permitted to display a maximum of two signs each.

Each tenant with direct access to the front of the building at 15 Catoctin Circle SE will be allowed a single sign mounted on the front of the building within the band 8 to 10 feet above the ground and directly over the tenant's door and/or window space. This sign must be fabricated to meet the guidelines for primary signage.

At the time of this proposal, there are three tenants with direct access from the side of the building fronting Catoctin Circle SE: AlphaGraphics Loudoun, Snip 'n' Clip, and Yaire's Salon.

Each tenant with direct access to 1<sup>st</sup> St SE will be allowed a single sign mounted on that side of the building and directly over the tenant's door. This sign must be fabricated to meet the guidelines for secondary signage.

At the time of this proposal, there are 5 tenants with access from the side of the building fronting 1<sup>st</sup> St SE: AlphaGraphics Loudoun, Dominion Crown & Bridge Lab, Presidential Bank (upstairs), Snip 'n' Clip, and Yaire's Salon.

**PRIMARY SIGNAGE**

**Type.** Illuminated acrylic face panel enclosed within a black aluminum rectangular signage box. Illumination source must be enclosed within the box enclosure and not be visible to the eye.

**Size.** Width: Between 8 feet and 16 feet. Height: Between 18 inches and 24 inches. Depth: Between 8 and 10 inches. The sign face must occupy an area no less than 12 sf and no more than 32 sf. (Note: The existing black box frames occupy up to 24 sf [1.5 ft x 16 ft].)

**Electrical.** 120 volt circuits. All electrical should be installed prior to sign installation. One (1) access panel to be installed to permit access to sign hook-up and wiring by others. Illumination source may not be visible to the eye.

**Permit:** A Town of Leesburg sign permit shall be obtained for each sign. All other Town of Leesburg zoning ordinance requirements apply.

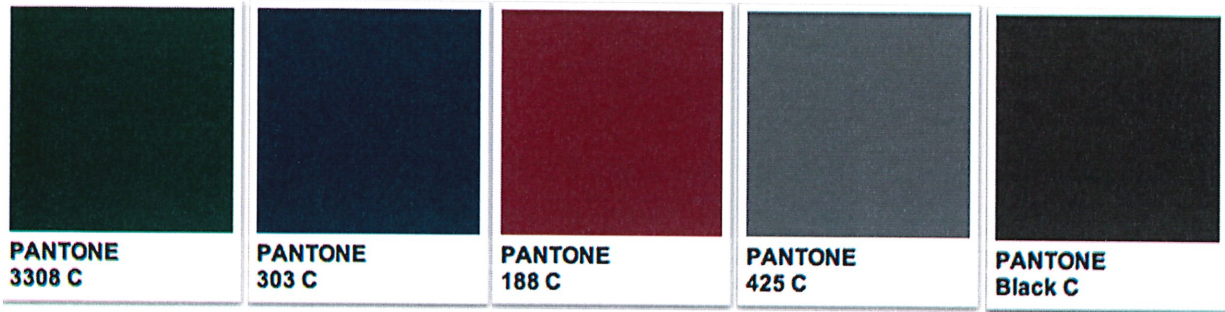
**U.L. Approval.** All primary signs must be comprised of U.L. approved components and employ U.L. approved installation methods.

**Design.** All signage must be approved by landlord and the Town of Leesburg Preservation Planner before installation. Follow all color, material, fonts, and application methods to facilitate approvals and permitting.

**Letter Style.** Non-script fonts

**Letter Colors.** Tenants must use white letters and may add one accent color associated with their brands. The accent color may occupy up to, but may not exceed 20% of the sign face.

**Background Colors.** Tenants must use a dark background color choosing among dark green, dark blue, dark red, dark gray or black in values comparable to the samples included below.



**Logos.** Tenants may use a graphic icon associated with their brands as long as the height of the icon does not exceed that of the letters.

**SECONDARY SIGNAGE**

**Type.** Wood or acrylic, rectangular, printed sign, mounted with bolts to the building and painted white.

**Size.** Width of sign band: Between 24 and 36 inches. Height: Between 24 inches and 36 inches.

**Electrical.** Tenants may install a small directed downlight above the sign as long as it meets applicable provisions of the Town of Leesburg zoning ordinance section Outdoor Lighting.

**U.L. Approval.** All primary signs must be comprised of U.L. approved components and employ U.L. approved installation methods.

**Permit:** A Town of Leesburg sign permit shall be obtained for each sign. All other Town of Leesburg zoning ordinance requirements apply.

**Design.** All signage must be approved by landlord and the Town of Leesburg Preservation Planner before installation. Follow all color, material, fonts, and application methods to facilitate approvals and permitting.

**Letter Style.** Non-script fonts

**Letter Colors.** Tenants may use the colors associated with their brands.

**Logos.** Tenants may use a graphic icon associated with their brands.

**OTHER SIGNAGE**

Each tenant may install a single electric Open/Closed sign in the front window not to exceed 4 (four) square feet. Sign must not flash when illuminated.

Each tenant with only one sign may obtain a Town of Leesburg sign permit to display a single A-frame type sidewalk sign per the Leesburg zoning ordinance.

**MAINTENANCE**

All signage must be maintained so that they do not fall into disrepair. Any issues raised by the Landlord or the Town must be addressed within 30 days of written notification of noncompliance.


<b>TOWN OF LEESBURG, VIRGINIA</b>		<b>BOARD OF ARCHITECTURAL REVIEW</b>	
<b>CASE # TLHP—</b>		2012-0121	
<input type="checkbox"/> <b>ADMINISTRATIVE APPROVAL</b>			
<input type="checkbox"/> <b>H-1 OVERLAY DISTRICT</b>			
<input checked="" type="checkbox"/> <b>H-2 CORRIDOR OVERLAY DISTRICT/PROFFER</b>			
<b>Notes:</b> _____			
_____		12-17-2012	
<b>STAFF, BOARD OF ARCHITECTURAL REVIEW</b>		<b>APPROVAL DATE</b>	
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**GRANDFATHERING**

Currently the building at 15 Catoctin Circle SE has no signage plan in place. This has led to the installation of a variety of signs that are currently in different states of repair. It is the intent of the landlord to upgrade the overall appearance of the building by submitting this Comprehensive Sign Plan. All new tenants will be required to meet all guidelines within this plan.

However, the Landlord understands that compliance with this plan represents a significant investment for the small businesses currently occupying 15 Catoctin Circle SE. Therefore, the tenants will be required to comply with these guidelines within 90 days of whichever one of the following events occurs first: (1) the renewal of a lease with the Landlord, (2) written notice from the Landlord notifying the tenant that existing signage has deteriorated to an extent that the Landlord deems irreparable, or (3) September 1, 2014.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TOWN OF LEESBURG, VIRGINIA</b>	<b>BOARD OF ARCHITECTURAL REVIEW</b>
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