



LEXINGTON ARCHITECTURAL REVIEW BOARD

Thursday, February 2, 2023 at 5:00 P.M.
 Second Floor Conference Room, Lexington City Hall
 300 E. Washington Street, Lexington, VA

AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES:
 - A. January 5, 2023 Minutes*
4. NEW BUSINESS:
 - A. Discussion of By-laws – role of alternate Board Members**
 - B. COA 2023-06: an application by Koubun Matsumoto for a Certificate of Appropriateness for a new projecting sign for Sushi Matsumoto at 159 South Main Street, Tax Map #23-1-105, owned by Edward Smith.**
 - 1) Staff Report*
 - 2) Applicant Statement
 - 3) Public Comment
 - 4) Board Discussion & Decision
 - C. COA 2023-01: an application by Don Hasfurther for a Certificate of Appropriateness for a new wall sign for the Historic Lexington Foundation at 15 South Jefferson Street, Tax Map #23-1-61, owned by Malcolm and Susan Crawford.**
 - 1) Staff Report*
 - 2) Applicant Statement
 - 3) Public Comment
 - 4) Board Discussion & Decision
5. OTHER BUSINESS
6. ADJOURN

*indicates attachment

Lexington Architectural Review Board
Thursday, January 5, 2023 – 5:00 p.m.
Second Floor Conference Room
Lexington City Hall
MINUTES

Architectural Review Board:

Present: R. LeBlanc, Chair
 C. Alexander
 A. Bartenstein
 J. Goyette
 E. Teaff, Vice-Chair
 J. Taylor, Alternate A

City Staff:

Arne Glaeser, Planning Director
 Kate Beard, Administrative Assistant

Absent: B. Crawford, Alternate B

CALL TO ORDER:

Chair LeBlanc called the meeting to order at 5:01 p.m.

AGENDA:

The agenda was unanimously approved as presented. (E. Teaff / J. Goyette)

MINUTES:

The minutes from the December 1, 2022 meeting were unanimously approved as amended by A. Bartenstein. (E. Teaff / A. Bartenstein)

CITIZENS' COMMENTS ON MATTERS NOT ON THE AGENDA:

None

NEW BUSINESS:

A. COA 2023-02: an application by Amber Johnston for a Certificate of Appropriateness for new signs for Rockbridge Mutual Fire Insurance Company at 156 South Main Street, Tax Map #23-1-166, owned by Taylor Woody, Jr.

- 1) Staff Report – This is an application for a Certificate of Appropriateness (COA) for three new signs for Rockbridge Mutual Fire Insurance Company at 156 South Main Street. The proposal includes a 30” x 13” x 19mm double-sided projecting sign, a 36” x 16” x 13mm single-sided wall sign, and a 24” x 6” x 13mm single-sided door sign. The signs will be made of an expanded PVC material with vinyl digital decals and will feature black lettering on a white background. The projecting sign will be hung from the existing armature and will not be illuminated. The wall and door signs will be flush mounted with screws and will replace existing signs. Additional sign and color details are included in the application materials. Staff finds the proposed signs meet the zoning criteria.
- 2) Applicant Statement – Donelle DeWitt, sign designer, was present to answer questions.
- 3) Public Comment – None
- 4) Board Discussion & Decision – J. Goyette asked where the gray color gradations would appear and Ms. DeWitt responded they would be used for the lettering of *Rockbridge Mutual*

Fire in the wall and projecting signs, and *Rockbridge Mutual* in the door sign. **E. Teaff moved to approve the application as presented. J. Goyette seconded and the motion passed unanimously. (5-0)**

B. COA 2023-03: an application by Lee Merrill for a Certificate of Appropriateness for exterior improvements at 10 South Randolph Street, Tax Map #23-12-17B, owned by Halestone Cottage, LLC.

- 1) Staff Report – This is an application for a Certificate of Appropriateness (COA) for a 22” x 22” x 6’ tall square wood frame enclosure for a wood burning stove chimney at 10 South Randolph Street. The chimney enclosure would be sheathed in T1-11 siding, similar to the existing siding on the rear portion of the building, and painted Cityscape (SW 7067), to match the color approved for the rear siding in a previous COA. The enclosure would be installed at a 45 degree angle to the rear addition’s overhang. The manufactured metal chimney foil and termination would be of galvanized steel or matte finish stainless steel, if available. On December 13, 2022, the applicant installed a full-scale mock-up of the chimney structure for the Board’s review. Photographs of the mock-up chimney structure and elevation drawings of the proposal are included in the packet. Staff finds the proposed signs meet the zoning criteria.
- 2) Applicant Statement – Jeanne Hepler, owner of the property, pointed out that there is an existing exhaust pipe protruding from the roof in the spot where the proposed chimney would be located. She provided photographs of the existing pipe and stated that it would remain if the wood burning stove chimney was not approved. R. LeBlanc observed that the original chimney proposal, denied by the Board on December 1, 2022, was for a metal pipe and support struts and did not include the box enclosure currently being considered which would look more like a “normal” chimney. Ms. Hepler added that she was willing to be flexible about the material used to cover the chimney box.
- 3) Public Comment – None
- 4) Board Discussion & Decision – A. Bartenstein received confirmation that no changes to the roofing material were being proposed and reviewed the paint chip for the Cityscape color proposed for the enclosure. He suggested that the chimney enclosure would best blend in if it matched the roof color. R. LeBlanc noted the siding color was gray and similar to the roof color. C. Alexander said she found the mock-up very helpful and thanked the applicant for going to the effort. She, R. LeBlanc and A. Bartenstein agreed that the chimney structure was not likely to be very noticeable. **J. Goyette moved to approve the application as presented. E. Teaff seconded and the motion passed unanimously. (5-0)**

C. COA 2023-04: an application by John Adamson for a Certificate of Appropriateness for exterior improvements at 115 West Nelson Street, Tax Map #23-1-52, owned by 115 West Nelson St, LLC.

- 1) Staff Report – This is an application for a Certificate of Appropriateness (COA) for exterior improvements to the rear entrance of 115 W. Nelson Street. A. Glaeser directed the Board’s attention to the “Plan View” included in the application materials and explained that the W&L mail room will be located in the building’s basement. The requested improvements are intended to provide a more accessible rear entrance to the building so as to reduce foot

traffic through the office space on the first floor of the building accessed from Nelson Street. The proposal is to build a stair from the Lee Avenue sidewalk down to the existing parking lot that would connect to a decked walkway leading to the rear entrance to the mailroom. The stair and walkway would be built with pressure treated wood platforms, stairs and rails. The rails would have 4" x 4" posts with standard square pickets and a 2" x 6" top rail. Horizontal surfaces would be sealed with solid hide stain matched to Farrow & Ball Charleston Grey (No. 243) with sand grit added to the top coat. The rails and posts will be sealed with a solid hide stain (Benjamin Moore Arborcoat exterior stain in Black Satin 2131-10) in black to blend in with the existing aluminum rails on Lee Avenue. The general location of the proposed walkway would be behind the parking lot's existing curb stops. Staff finds the proposed improvements meet the zoning criteria.

- 2) Applicant Statement – Applicant John Adamson observed that the site for the proposed improvements currently features a failing retaining wall and “a mess.” Noting that the stair and part of the walkway would be located on a parcel owned by Washington & Lee University and on which a structure would eventually be constructed, he indicated the improvements were intended to be a temporary stair connection to allow people to safely get into the back of his building at 155 W. Nelson Street from Lee Avenue. He said his emphasis was on safety and an aesthetic at the Lee Avenue level that would tie into the existing railing. He stated the initial concept was to construct the walkway with wood, given the ease of construction and removal, but the recent very cold weather had led him to consider concrete instead for safety reasons. C. Alexander questioned the need for the walkway and expressed disappointment that the Board was being asked to consider the rear basement as a major route of egress. She noted the project was nearly complete and had always been presented as having a street facing façade with a rear service entry – the rear entry had never been presented as, or understood by the Board to be, a main entrance to the building. J. Goyette asked if this was a route already being used by the public and Mr. Adamson responded that it was and that he wanted to make it safer. Hugh Latimer, Washington & Lee Architect, was present and confirmed the University had granted permission for the improvements on its property.
- 3) Public Comment – None
- 4) Board Discussion & Decision – Chair LeBlanc pointed out that currently the parking lot area is a bit of an eyesore. She suggested the Board focus on what a satisfactory outcome would be in terms of design and materials for the stair and walkway, if approved. She added that a concrete sidewalk would likely be less visible than a wooden boardwalk with railings. C. Alexander again questioned the need for a walkway and noted that while the stair might provide an improvement for the common good, the walkway was more a prescribed path to the back of the applicant's building. There was discussion weighing the potential public benefit of the proposed walkway, the possibility that it would need to include segments with stepped grade changes and railings, and the impact railings could have on the general public benefit. A. Glaeser and R. LeBlanc each made a suggestion for how a motion could be made to approve the walkway with limited railings. J. Goyette asked if the applicant had considered creating a gravel path, rather than a wooden or concrete walkway. Mr. Adamson responded that gravel would require more maintenance and would be prone to becoming overgrown and messy. After additional discussion about the Board's options for motions to

approve all or parts of the proposal, **C. Alexander moved to approve the stairway off of Lee Avenue and its associated railing as presented in the application. J. Goyette seconded and the motion passed unanimously. (5-0)** C. Alexander argued the walkway proposal, as presented in the application, lacked sufficient information to be approved. Following additional discussion, there appeared to be general agreement that to approve the walkway, the Board would need additional information about materials, dimensions, slope, and whether steps and/or railings would be necessary. The Board agreed to waive the fee associated with one additional review.

D. COA 2023-05: an application by John Adamson for a Certificate of Appropriateness for exterior improvements at 35 North Main Street, Tax Map #17-1-29, owned by Annie P, LLC.

- 1) Staff Report – This is an application for a Certificate of Appropriateness (COA) for exterior improvements and signage at 35 N. Main Street. A number of exterior improvements were approved with HD COA 2022-15 and the applicant now requests a number of slight changes/clarifications. On the front elevation, the applicant is requesting approval of the projecting sign and the sign above the front entrance, both of which have already been installed and differ from what was approved with HD COA 2022-15. The applicant is also requesting approval for the installation of new six-light entry doors made out of mahogany and painted Stratton Blue (HC-142). On the south elevation, the applicant is requesting approval to repaint the balconies Off Black, and to remove the existing plexi-glass transoms above the current balcony doors and replace the doors with new, full-height doors. Staff finds the proposed signs meet the zoning criteria.
- 2) Applicant Statement – Applicant, John Adamson, indicated the application was to get approval for some slight modifications made to previously approved design details. He noted the wording on the signs was changed from “The Livery at the Georges” to “The Georges at the Livery,” and that the projecting sign is a different shape and has more text than was approved with HD COA 2022-15.
- 3) Public Comment – None
- 4) Board Discussion & Decision – Responding to questions from R. LeBlanc, C. Alexander and Director Glaeser, Mr. Adamson clarified that the new balcony doors would be two panel, six-light, full-height doors and would be painted Shenandoah Taupe (AC-36), the trim color approved with HD COA 2022-15. C. Alexander asked why a photograph of the Henry Street façade was included in the packet and Mr. Adamson responded that it was simply meant to show the approved trim color had been used on that side of the building as well. **E. Teaff moved to approve the sign above the front entrance and the projecting sign as presented. J. Taylor seconded and the motion passed unanimously. (5-0)** **A. Bartenstein moved to approve the installation of new six-light entry doors made of mahogany and painted Stratton Blue (HC-142). J. Goyette seconded and the motion passed unanimously. (5-0)** **J. Goyette moved to approve painting the balconies on the south elevation Off Black. C. Alexander seconded and the motion passed unanimously. (5-0)** **A. Bartenstein moved to approve removing the transoms over the balcony doors, replacing the balcony doors with new, full height, six-light doors (2 doors per balcony)**

and painting the doors Shenandoah Taupe (AC-36). J. Goyette seconded and the motion passed unanimously. (5-0)

E. Discussion and review of 2022 ARB Annual Report

A. Glaeser requested the Board review and suggest changes to the draft annual report which is to be presented to City Council on January 19th. Vice Chair Teaff agreed to present the report as Chair LeBlanc would be out of town on that date. There were no additional comments or suggested changes to the draft report.

OTHER BUSINESS:

None

ADJOURN:

The meeting adjourned unanimously at 6:23 p.m. (C. Alexander /J. Goyette)

R. LeBlanc, Chair, Architectural Review Board

LEXINGTON ARCHITECTURAL BOARD

ARTICLE I - NAME

This organization shall be known as the Lexington Architectural Board and referred to hereinafter as “the Board”.

ARTICLE II - ORIGIN AND AUTHORITY

Section 1. Origin: The Board was established by the Lexington City Council on August 4, 1988 for the purpose of administering the ordinance governing the appearance and alteration of buildings in the City’s historic district in accordance with Chapter (now Chapter 420, Article VIII) of the City Code. The Lexington Planning Commission performed this function from the designation of the City’s historic district in 1976 until establishment of the Board.

Section 2. Purpose of the Historic District: As provided in Sec. 420-8.1 of the City Code, the purposes and objectives of maintaining the historic district are:

- (a) To bring attention to the architectural excellence and historic importance of certain buildings, structures, places and areas in the City;
- (b) To improve the land values, business climate, environmental quality, facilities and services of the City, while keeping the unique and distinctive character of certain sections;
- (c) To foster a more favorable climate in the City, especially in the central business district, for the development of tourism as a basic and vital industry in the community;
- (d) To encourage the development of off-street parking in the central business district for the convenience of shoppers, City and County employees and tourists;
- (e) To assist private organizations within the City in furthering a deeper appreciation of the rich cultural heritage of the community;
- (f) To promote a broad program, within the scope of this article, for preserving, rehabilitation and maintaining architecturally fine structures, monuments, walkways, places and areas within the entire City; and
- (g) To bring attention to the architectural excellence and historic importance.

Section 3. General Authority: As provided in Sec. 420-8.5 of the City Code, no improvement of any type, structural or otherwise, can take place in the historic district unless a zoning permit is issued by the zoning administrator. No such zoning permit may be issued unless a certificate of appropriateness is granted by the Board. While the Board may not prevent ordinary maintenance or repair of any exterior architectural feature, it is charged with the responsibility to review and grant or withhold certificates of appropriateness relating to the following actions in the historic district:

Demolition of part or all of an existing building

Construction of a new building
 Construction of any addition to an existing building
 Moving a building
 Remodeling or renovation of the exterior of a building
 Total restoration of the exterior of a building
 Removal of any architectural element
 Painting of any building exterior
 Cleaning of wall surfaces or architectural elements
 Repair of wall surfaces or architectural elements
 Posting or painting of signs
 Any removal, alteration, repair, or construction of amenities such as fences or walls.

Section 4. Factor Not Necessarily Considered: As provided in Sec. 420-8.6.C of the City Code, the Board shall not necessarily consider detailed designs, interior arrangement, or features of a building or structure which are not subject to public view from a public street, public way, or other public place, and shall not impose any requirements, except for the purpose of preventing developments incongruous to the historic aspects of the surroundings of the historic district.

Section 5. Inventory of Buildings: As provided in Sec. 420-8.8 of the City Code, the Board is responsible for maintaining an inventory of all existing buildings in the City which it deems to be of historic interest.

Section 6. Investigations of Prospective Areas: As provided in Sec. 420-8.4 of the City Code, the Board shall investigate and delineate for City Council buildings, structures, and places outside the historic district which have historic interest and should in some manner be preserved and protected.

Section 7. Annual Report: The Board will report annually to the Mayor and City Council in the month of January. The annual report will review the major decisions rendered during the year, and outline the rationale for those decisions. The report may also include a survey of the appearance and condition of buildings in the City, and analysis of community trends in design, methods that might be employed to improve the quality of new building, renovation, and preservation, and recommendations that might be enacted to improve the architectural review process.

ARTICLE III - COMPOSITION

Section 1. Composition: As directed in Sec. 10-9 of the City Code, the Board consists of seven members, of whom five shall be appointed as regular members and two as alternate members to vote in the absence of any regular member. All members must be residents of the City of Lexington and at least half of whom must be owners of real estate in the City, except that one member need not be a resident but shall be either (1) a property owner in the Lexington Downtown Historic Preservation District or (2) a business owner in the Lexington Downtown Historic Preservation District licensed and operating his or her business in accordance with all applicable laws and ordinances. All members are appointed by the City Council and the two alternate members shall be appointed as Alternate A and as Alternate B. Alternate A shall be the first alternate selected as needed during the first ARB meeting of each month and Alternate B shall be the first alternate selected as needed during the second ARB meeting of each month. All members

will, after those initial periods of appointment ending in 1990, serve terms of four years.

Section 2. Removal: As directed in Sec. 10-10 of the City Code, any member of the Board may be removed by the Council for inefficiency, neglect of duty, or malfeasance in office, provided that such removal may be made only after a public hearing in which such member is given an opportunity to appear and be heard.

Section 3. Compensation: As directed in Sec. 10-11 of the City Code, all members of the Board will serve without compensation.

Section 4. Filling Vacancies: As directed in Sec. 10-12 of the City Code, any vacancy in the membership of the Board will be filled by appointment by the Council. In the case of resignations, such an appointment is for the unexpired term.

Section 5. Organization: A chairperson and vice-chairperson of the Board will be elected from the membership by majority vote during the first meeting in July of each year to serve one year terms, provided that no Board member shall succeed himself as chairperson and/or vice-chairperson more than two consecutive terms. The Director of Planning and Development or designee serves as secretary to the Board, but has no membership rights.

ARTICLE IV - GENERAL PRINCIPLES GOVERNING DECISIONS

Section 1: Factors Considered: As directed in Sec. 420-8.6.B of the City Code, in approving or disapproving a certificate of appropriateness the Board will consider:

- (a) The historical or architectural value and significance of the building or structure and its relationship to or congruity with the historic value of the land, place, or area in the historic area upon which it is proposed to be located, constructed, reconstructed, altered, or repaired.
- (b) The appropriateness of the exterior architectural features of such building or structure to such land, place or area and its relationship to or congruity with the exterior architectural features of other land, places, areas, buildings, or structures in the historic area and environs.
- (c) The general exterior design, arrangement, textures, materials, planting and color proposed to be used in the location, construction, alteration, or repair of the building, structure, or improvement, and the types of windows, exterior doors, lights, landscaping, and parking viewed from a public street, public way, or other public place and their relationship to or congruity with the other factors to be considered by the Board.

Section 2: Principles: Keeping in mind the purposes and objectives of the historic district and the above stated factors, decisions of the Board are governed by the following general principles:

- (a) **Architectural Variety:** Buildings in Lexington's Historic District vary in age, condition, and significance. The beauty of the district depends upon contrast, complexity, and variety, rather than upon uniformity.

(b) Architectural Integrity: Because buildings vary widely, what is appropriate for one building may be inappropriate for another. The Board treats each building as having its own integrity and, thus, gives each building thoughtful consideration as an individual case.

(c) Preservation: Within the historic district, any property owner is required to preserve the portions or features of a property that are significant to its historical, architectural, and cultural values. The specific rules governing preservation enforced by the Board are in the spirit of the protective guidelines established by the Secretary of the Interior (as found in Standards for Rehabilitation – 36 CFR), as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic buildings materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall

not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.

10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

(d) Improvement: Attractive, carefully maintained buildings made the center of the City seem vibrant, appealing, and economically healthy. Thus, improvement of any given property strengthens the image of the whole historic district. The Board approves design, materials, and construction techniques that improve a property, rather than diminishing its character or value.

(e) Architectural Congruity: The Board oversees a district rather than simply individual structures. Therefore, the Board seeks to preserve, improve, and encourage harmonious visual relationships among the buildings within the district. The Board stresses the role that the following design elements play in making buildings within a given area harmonize:

- Scale
- Fenestration (window size, number, style, and arrangement)
- Roof pitch
- Proportions of building
- Placement and shape of entrance
- Detailing
- Color
- Materials
- Set backs

ARTICLE V - - OPERATIONS OF THE BOARD

Section 1. Procedures for Meetings: Meetings will be held on the call of the chairperson at 4:00 p.m. on every first and third Thursday of the month in the City Hall Community Meeting Room. Additionally, the chairperson may call emergency meetings, provided 48 hour telephone notice is afforded to all members and the media. The chairperson may appoint committees and make necessary assignments to them. Committees will meet on the call of appointed committee chairmen.

(a) Quorum: With regard to meetings of the Board as a whole, a quorum shall be three members

(b) Order of Meetings: Regular meetings of the Board shall follow a written agenda which includes an opening, approval of minutes, consideration of old business, consideration of new business, and provides an opportunity for citizens attending to provide comments on items not listed on the agenda.

(c) Minutes: Except in the case of work sessions and committee meetings, minutes will be

recorded during each meeting, and following approval of the Board, will be filed as part of the Board's official record of proceedings.

(d) Voting: When voting on any question, each member's vote will be recorded and no proxy will be allowed at any time. A majority of those voting will be sufficient to approve or disapprove any proposal, except that in instances when less than full Board membership is present, action on a proposal requires three votes to pass or reject the question.

(e) Conflicts of Interest: All members are entitled to vote, provided, however, that no member will participate in reviewing or voting on any work of which he/she or any partner or professional associate is the applicant, or in which he/she or they have any direct or indirect financial interest. If the chairperson is disqualified by reason of conflict of interest, the vice-chairperson will preside.

(f) Applicability of the Freedom of Information Act: All activities of the Board are subject to the Virginia Freedom of Information Act.

(g) Parliamentary Procedure: The Board shall for parliamentary purposes, follow *Robert's Rules of Order Newly Revised in Brief*.

Section 2. Inquiries: Prior to filing of any submissions, the applicant and his/her designer are entitled to meet with the Director of Planning and Development or with the Board itself in order to obtain information on the general guidelines which the Board expects to use in evaluating the application. Although the Board will not provide design assistance, it may suggest the applicant secure professional design services and/or refer the applicant to the Design Committee of the Lexington Downtown Development Association, the Historic Lexington Foundation, or to any other established group knowledgeable of the requirements of the historic district for advice or consultation.

Section 3. Preemptory Challenge: By preemptory challenge any applicant who feels that a Board member or members would be hostile or incapable of rendering an impartial judgement may have as many as two members replaced by alternates appointed by the City Council. In the event of such a challenge, which must be made in writing at the time of the initial application submission, the Director of Planning and Development will notify the City Council and request their appointment of alternates from the Lexington Planning Commission.

Section 4. Application for Certificate of Appropriateness: Application for a certificate of appropriateness shall be submitted on approved forms by the applicant to the Planning and Development Office at least one week prior to a meeting of the Board. The application and supporting materials will be transmitted by mail to members of the Board no later than two days prior to the meeting at which it will be initially considered.

The application shall include the following supporting material:

- | | |
|-------------------------|--|
| For <u>all</u> projects | -photographs or drawings from the site showing adjoining structures; |
| | -scale drawings of the improvements; |

- detailed drawings of significant decorative or architectural elements;

- indication of exterior lighting adequate to determine its character and impact on the public and adjoining properties, and

- samples of exterior materials and colors.

In addition to the information above, a site plan showing the following shall be submitted for projects involving construction of additions or new buildings:

- dimensions, orientation, and acreage of each lot or plot to be built upon;

- layout of the project and its relation to surrounding structures;

- location of points of entry and exit for motor vehicles and internal vehicular circulation pattern and parking facilities;

- locations of existing and proposed plantings and screenings;

- the size, shape and location of existing and proposed construction on the parcel; and

- location of walls, fences, and railings, and the indication of their height and the materials of their construction.

Section 5. Limitations of Review: The Board will restrict its considerations to a reasonable and professional review of the proposal and plans, leaving full responsibility for the design and development to the applicant. Only the proponent's failure to take reasonable account of the items in Article IV will justify the Board's disapproval of a proposal.

In its endeavor to improve the quality of a design, the Board shall keep considerations of cost in mind. Considerations of cost shall not, however, override the other objectives of the Board's review.

The Board shall not use the design review intentionally or inadvertently to exclude housing or economic opportunities for minorities or low- and moderate-income persons.

The Board shall not use its design review intentionally or inadvertently to prohibit or unduly restrict building types, materials or methods, or to vary the specific allowances or prohibitions of the Zoning Ordinance.

Section 6. Disposition by the Board: The Board may dispose of the application at its initial meeting or may, subject to the time limit noted herein, defer action until such time as full information can be provided and/or a decision can more appropriately be made.

Subject to the constraints noted elsewhere in these by-laws, the Board shall either approve or disapprove each application. If approved, the Board may issue a certificate with necessary and appropriate conditions or with such modifications of the plans and specifications it deems necessary to comply with the historic district regulations. The Board may expressly reserve until a later date its approval of detailed aspects of the proposed improvement.

Provided the proponent has submitted a complete application and has in good faith complied with the Board's request for additional information, failure of the Board to issue a certificate of appropriateness within sixty (60) days from the date of submission of the application shall be deemed to constitute approval as submitted and the zoning administrator shall issue a permit in accordance with Sec. 420-8.6.A of the City Code.

Section 7. Statement of Minimum Acceptable Conditions on Demand: Whenever the Board disapproves a submission, at the request of the applicant it will be obliged to specify in writing the conditions under which a majority of the Board would accept the submission. However, it is not the intent of this section to require the Board to furnish the applicant with a design.

Section 8. Appeals: As provided for in Sec. 420-8.11 of the City Code, appeals of any action or decision of the Board in granting or refusing a certificate of appropriateness may be made to the Lexington City Council within thirty days of the action taken by the architectural review board. Appeal shall be noted by letter addressed to the City Manager noting the particular action appealed from. Further, any owner or any party aggrieved by the decision of the Lexington City Council shall have the right to appeal to the Circuit Court of the City of Lexington within thirty days of the action taken by the Lexington City Council.

ARTICLE VI - - AMENDMENTS

Subject to final approval of the City Council, these by-laws may be amended, repealed, or altered in whole or in part by a majority vote at any duly organized meeting of the Board, provided that notice and description of the proposed change is submitted by the chairperson ten (10) days prior to the meeting at which the vote on the change is conducted.

Project Name	Sushi Matsumoto New Sign
Property Location	159 South Main Street
Zoning	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
Owner/Applicant	Edward Smith / Koubun Matsumoto

OVERVIEW OF REQUEST

This is an application to approve a Certificate of Appropriateness (COA) for a new projecting sign for Sushi Matsumoto at 159 S. Main Street. The proposal is for a 18.5” x 73” double-sided projecting sign to be hung from the existing bracket. The sign will be made of ½” thick LusterBoard (an aluminum composite material with a plywood core) and will feature 3m printed vinyl lettering and graphics in Light Navy Blue (Pantone 282C), Dark Red (Pantone 1807C), White-White and Black. The sign will not be illuminated. Additional sign details are included in the application.

159 S. Main Street existing conditions





ARB Considerations

Section 420-8.5.A. (Historic Downtown Preservation District) requires a Certificate of appropriateness. No improvement, structural or otherwise, in the Historic Downtown Preservation District shall be located, constructed, reconstructed, altered, repaired or demolished unless a permit therefor is issued by the Zoning Administrator. No such permit shall be issued unless a certificate of appropriateness is issued for such purpose by the Architectural Board and unless the location, construction, reconstruction, alteration, repair or demolition thereof otherwise complies with the requirements of the Building Code and other ordinances and laws applicable and relating thereto.

Section 420-8.6.B. (Historic Downtown Preservation District) directs the Architectural Review Board to consider the following factors to be evaluated before issuing a Certificate of Appropriateness (COA):

1. The historical or architectural value and significance of the building or structure and its relationship to or congruity with the historic value of the land, place or area in the Historic Downtown Preservation District upon which it is proposed to be located, constructed, reconstructed, altered or repaired.
2. The appropriateness of the exterior architectural features of such building or structure to such land, place or area and its relationship to or congruity with the exterior architectural features

**Lexington, VA Historic Downtown Preservation District COA
COA 2023-06 159 S. Main Street New Sign**

of other land, places, areas, buildings or structures in the Historic Downtown Preservation District and environs.

3. The general exterior design, arrangement, textures, materials, planting and color proposed to be used in the location, construction, alteration or repair of the building, structure or improvement and the types of window, exterior doors, lights, landscaping and parking viewed from a public street, public way or other public place and their relationship to or congruity with the other factors to be considered by the Board under this section.
4. Any applicable provisions of the City's Design Guidelines.

(Applicable sections of the Lexington Design Guidelines are:
Section IX.A & B Guidelines for Signs. on page IX-1)

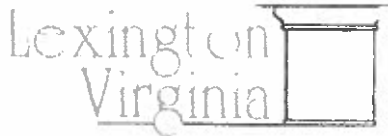
<https://www.lexingtonva.gov/home/showpublisheddocument/1506/637661128242230000>

Section 420-8.10. (Historic Downtown Preservation District) states that the Board shall prescribe the character, type, color and materials used in the erection, posting, display or maintenance of signs permitted in the Historic Downtown Preservation District, and, in so doing, the Board shall give due consideration to the purposes of such signs and require that they be in harmony with the exterior general design, arrangement, textures, materials, color and use of the building or structure on or at which they are erected, posted, displayed or maintained and congruous with the purposes and objectives declared in 420-151, without defeating the purpose for which such signs are intended.

The Board shall take all of the above factors into consideration when considering the application. The Board shall not necessarily consider detailed designs, interior arrangement or features of a building or structure which are not subject to public view from a public street, public way or other public place and shall not impose any requirements except for the purpose of preventing developments incongruous with the historic aspects of the surroundings and the Historic Downtown Preservation District.

Staff Comment

Staff finds the proposed improvements meet the zoning criteria.



www.lexingtonva.gov

Planning & Development Department
300 East Washington Street
Lexington, Virginia 24450
Phone: (540) 462-3704 Fax: (540) 463-5310

SIGN PERMIT APPLICATION

Applicant¹

Name: Koubun Matsumoto Phone: 540 460 8230
 Company: Sushi Matsumoto Fax: _____
 Address: 159 S main st Email: sushi.matsumoto@outlook.com
 Applicant's Signature: [Signature] Date: 1-12-23

Property Owner

Name: Eddie Smith Phone: 540 463 5269
 Address: 375 Flower Lane Lexington, VA Email: _____
 Owner's Signature: _____ Date: 1-12-23

Sign Contractor

Name: Mark Hackley Phone: 540-943-9818
 Company: _____ Fax: _____
 Address: P.O. Box 519 Wytheville, VA 22980 Email: mark@augustasigncompany.com

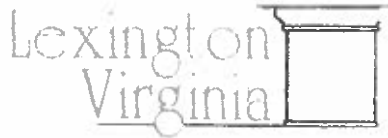
Proposal Information²

Address (or location description): 159 S main st
 Tax Map: _____ Deed Book and Page #: _____
 Acreage: 3,064 sf Zoning (attach any existing conditions or proffers): _____
 Property Doing Business As: RESTAURANT

Overlay District:

- Historic (requires Architectural Review Board review and approval)
 Entrance Corridor (requires Planning Commission review and approval)
 None (requires Planning and Development Department review and approval only)

1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.
2. Any application deemed incomplete by staff will not be accepted.



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Sign Information

	<u>Sign Type</u>	<u>Square Feet</u>	<u>Width</u>	<u>Height</u>
Sign 1	<u>restaurant (2sided)</u>	<u>9.38</u>	<u>18.5"</u>	<u>73"</u>
Sign 2	_____	_____	_____	_____
Sign 3	_____	_____	_____	_____

Street Frontage (width) of business space in feet 15 ft

Street Frontage (width) of building in feet 15 ft

Are other signs currently displayed on the same building? Yes No

If "Yes", please provide the size of each existing building sign that is to remain.

Width 48" Height 18"

Width _____ Height _____

If a projecting sign, clearance from sidewalk: 10'-00" feet

What materials will be used? "Lusterboard"

Aluminum composite material w/ plywood core

Will the sign be illuminated? Yes No

Please attach a sketch of sign(s) and samples showing the following:

- Dimensions of sign
- Lettering style and size
- How colors will be used
- Photo showing building and adjoining structures
- Exact wording layout of sign
- Paint samples
- Style of bracket, stand, and/or awning

73"



18.5"

9.38 SF
TOTAL

2-SIDED
SIGN

Side A-
"Sushi"
will be at wall end

Side B-
"Matsumoto"
will be at wall end

Material:
1/2" Thick "LusterBoard"
(Aluminum Composite
Material w/Plywood Core);
3M Printed Vinyl Graphics

-  Pantone 282C
"Light Navy Blue"
-  Pantone 1807C
"Dark Red"
-  White-White
-  Black

Use Existing Black
Iron Frame

-Approx 10'-0 to
Bottom of Sign

Project Name	Historic Lexington Foundation New Sign
Property Location	15 South Jefferson Street
Zoning	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
Owner/Applicant	Malcolm & Susan Crawford / Don Hasfurther

OVERVIEW OF REQUEST

This is an application to approve a Certificate of Appropriateness (COA) for a new wall sign for the Historic Lexington Foundation at 15 S. Jefferson Street. The proposal is for a 3.5 sf (24” x 21” x 10mm) flat mounted wall sign made of aluminum composite material to be mounted to the left of the entry door, in the same location as the prior law office sign. It will feature graphics and lettering in gold (PMS 110) and hunter green (PMS 347) on a white background and will not be illuminated. Additional sign details are included in the application.

15 S. Jefferson Street existing conditions



ARB Considerations

Section 420-8.5.A. (Historic Downtown Preservation District) requires a Certificate of appropriateness. No improvement, structural or otherwise, in the Historic Downtown Preservation District shall be located, constructed, reconstructed, altered, repaired or demolished unless a permit therefor is issued by the Zoning Administrator. No such permit shall be issued unless a certificate of appropriateness is issued for such purpose by the Architectural Board and unless the location, construction, reconstruction, alteration, repair or demolition thereof otherwise complies with the requirements of the Building Code and other ordinances and laws applicable and relating thereto.

Section 420-8.6.B. (Historic Downtown Preservation District) directs the Architectural Review Board to consider the following factors to be evaluated before issuing a Certificate of Appropriateness (COA):

1. The historical or architectural value and significance of the building or structure and its relationship to or congruity with the historic value of the land, place or area in the Historic Downtown Preservation District upon which it is proposed to be located, constructed, reconstructed, altered or repaired.
2. The appropriateness of the exterior architectural features of such building or structure to such land, place or area and its relationship to or congruity with the exterior architectural features of other land, places, areas, buildings or structures in the Historic Downtown Preservation District and environs.
3. The general exterior design, arrangement, textures, materials, planting and color proposed to be used in the location, construction, alteration or repair of the building, structure or improvement and the types of window, exterior doors, lights, landscaping and parking viewed from a public street, public way or other public place and their relationship to or congruity with the other factors to be considered by the Board under this section.
4. Any applicable provisions of the City's Design Guidelines.

(Applicable sections of the Lexington Design Guidelines are:

Section IX.A & B Guidelines for Signs. on page IX-1)

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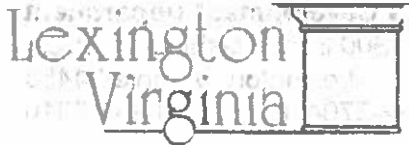
Section 420-8.10. (Historic Downtown Preservation District) states that the Board shall prescribe the character, type, color and materials used in the erection, posting, display or maintenance of signs permitted in the Historic Downtown Preservation District, and, in so doing, the Board shall give due consideration to the purposes of such signs and require that they be in harmony with the exterior general design, arrangement, textures, materials, color and use of the building or structure on or at which they are erected, posted, displayed or maintained and congruous with the purposes and objectives declared in 420-151, without defeating the purpose for which such signs are intended.

The Board shall take all of the above factors into consideration when considering the application. The Board shall not necessarily consider detailed designs, interior arrangement or features of a building or structure which are not subject to public view from a public street, public way or other public place and shall not impose any requirements except for the purpose of preventing developments

incongruous with the historic aspects of the surroundings and the Historic Downtown Preservation District.

Staff Comment

Staff finds the proposed improvements meet the zoning criteria.



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 300 East Washington Street
 Lexington, Virginia 24450
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www.lexingtonva.gov

SIGN PERMIT APPLICATION

Applicant¹

Name: Don Hasfurther Phone: 540-463-6832

Company: Historic Lexington Foundation Fax: _____

Address: 15 S. Jefferson Street Email: hlf@rockbridge.net

Applicant's Signature: Donald J. Hasfurther Date: 11/30/2022

Property Owner

Name: Malcolm Crawford Phone: 540-463-9796

Address: 103 Rebel Ridge Dr. Lex Email: mgcrawford@gmail.com

Owner's Signature: [Signature] Date: 11/30/22

Sign Contractor

Name: James Allen Phone: 540-463-9240³²

Company: James Allen Printing Fax: 540-463-9240

Address: 145 E Midland Trail Lex Email: chad.allen@jamesallenprinting.com

Proposal Information²

Address (or location description): 15 S. Jefferson St. Lexington, VA

Tax Map: 23161 Deed Book and Page #: DB 472 / 738

Acreage: 0.0172 Zoning (attach any existing conditions or proffers): commercial

Property Doing Business As: Historic Lexington Foundation (law offices

Overlay District: of Jay Doss in the near)

- Historic (requires Architectural Review Board review and approval)
- Entrance Corridor (requires Planning Commission review and approval)
- None (requires Planning and Development Department review and approval only)

1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.
2. Any application deemed incomplete by staff will not be accepted.



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Sign Information

Table with 5 columns: Sign Type, Square Feet, Width, Height. Row 1: Sign 1 Aluminum Composite (ACM) flat mounted, 3.5, 24", 2".

Street Frontage (width) of business space in feet 30 ft.

Street Frontage (width) of building in feet 30 ft.

Are other signs currently displayed on the same building? [X] Yes [] No

If "Yes", please provide the size of each existing building sign that is to remain.

Width 22" Height 5.5"

Width Height

If a projecting sign, clearance from sidewalk: feet

What materials will be used? Aluminum Composite Material (ACM) 10 mm thick

Will the sign be illuminated? [] Yes [X] No

Please attach a sketch of sign(s) and samples showing the following:

- Dimensions of sign
• Lettering style and size
• How colors will be used
• Photo showing building and adjoining structures
• Exact wording layout of sign
• Paint samples
• Style of bracket, stand, and/or awning



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THIS SECTION TO BE COMPLETED BY STAFF ONLY

Application Fee: \$60 Amount Paid: \$60 Case Number: HDCA - 2022 35

Date Received: Received By:

Staff Review (non-Entrance Corridor or Historic District signs)

- Approved
Denied

Comments:

Planning and Development Director Date

Action by Planning Commission (Entrance Corridor Signs)

- Approved
Denied

Comments:

Chairperson, Planning Commission Date

Action by Architectural Review Board (Historic District Signs)

- Approved
Denied

Comments:

Chairperson, Architectural Review Board Date

SIGN PERMIT APPLICATION

ADDITIONAL DETAILS TO SIGN APPLICATION FROM HISTORIC LEXINGTON FOUNDATION

- The sign is at the same spot and dimensions as the previous sign, that of the Crawford Law office.**
- The colors are exactly what you see on the sign computer sketch. PMS 110 (gold) and PMS 347 (hunter green).**
- Lettering is exactly what you see on the sketch.**
- The black outline delineates where the sign would be cut and will not appear on the sign.**
- Again, the sign will be mounted flat against the front exterior wall.**

TO BE TRIMMED AND DISCARDED



Historic Lexington Foundation





2 HOUR PARKING
ON-STREET
PARKING
8AM-6PM
MON-FRI
OR AS
POSTED

House
Lutzger
Foundation

James V. Derr
ATTORNEY AT LAW

15A

salon
dc

