

**LEXINGTON PLANNING COMMISSION**

**September 28, 2023 - 5:00 P.M**  
**Rockbridge County Administrative Offices – First Floor Meeting Room**  
**150 South Main Street, Lexington, VA 24450**

**AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF MINUTES**  
Minutes from September 14, 2023\*
- 4. CITIZENS' COMMENTS ON MATTERS NOT ON THE AGENDA**
- 5. NEW BUSINESS**
  - A. PS 2023-01: An application by the City of Lexington proposing a preliminary subdivision plat (boundary line adjustment) for 140 Evergreen Place (Tax Map #31-1-1) and Evergreen Cemetery (Tax Map #25-1-9), owned by the City of Lexington.
    - 1) Staff Report\*
    - 2) Applicant Statement
    - 3) Public Comment
    - 4) Commission Discussion & Decision
  - B. EC COA 2023-04: An application by Kimberly Hostetter for a Certificate of Appropriateness for new signage for Harmony Home Team by EXP Realty office at 637 A Waddell Street, (Tax Map #35-1-1), owned by H + C Rental, Inc.
    - 1) Staff Report\*
    - 2) Applicant Statement
    - 3) Public Comment
    - 4) Commission Discussion & Decision
  - C. CUP 2023-02: An application by Lorelei Pisha requesting approval of a conditional use permit to allow an educational facility, primary/secondary at 10 N. Lewis Street, (Tax Map #25-4-B & 25-4-C), owned by Lorelei and Jonathan Pisha.
    - 1) Staff Report\*
    - 2) Applicant Statement
    - 3) Public Comment
    - 4) Commission Discussion & Decision

**6. OTHER BUSINESS**

A. Zoning and Planning Report – If applicable

B. Key Annual PC Milestones: Ongoing. Remaining items:

- 1) Zoning Text Amendments: Ongoing. Remaining items:
  - a. Cottage Housing
  - b. What else, if any?
- 2) Comp Plan Review: Ongoing
- 3) Major Project Update

**7. CITY COUNCIL REPORT****8. ADJOURN**

\*indicates attachment

## MINUTES

**The Lexington Planning Commission  
Thursday, September 14, 2023 – 5:00 p.m.  
Rockbridge County Administrative Offices – First Floor Meeting Room  
150 South Main Street, Lexington, VA 24450**

### **Planning Commission:**

Presiding: Pat Bradley, Chair  
Present: Jon Eastwood  
Mary Stuart Harlow  
Gladys Hopkins  
Shannon Spencer, Vice-Chair  
Leslie Straughan, Council Liaison

### **City Staff:**

Arne Glaeser, Planning Director  
Kate Beard, Administrative Assistant

**Absent:** John Driscoll

### **CALL TO ORDER**

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

### **AGENDA**

The agenda was unanimously approved as presented. (L. Straughan / S. Spencer)

### **MINUTES**

The minutes from the August 24, 2023 meeting were unanimously approved as presented. (S. Spencer / L. Straughan)

### **CITIZENS' COMMENTS ON MATTERS NOT ON THE AGENDA**

None

### **NEW BUSINESS**

**A. EC COA 2023-04: An application by Kimberly Hostetter for a Certificate of Appropriateness for new signage for the Harmony Home Team by EXP Realty office at 637 A Waddell Street, (Tax Map # 35-1-1), owned by H+C Rental, Inc.**

1) Staff Report –

Before addressing the details of the subject application, and for the benefit of the newly appointed Planning Commissioners, Director Glaeser provided an explanation of the purpose of the Entrance Corridor and an overview of the standards to be considered by the Planning Commission before the issuance of a Certificate of Appropriateness (COA). Because the subject application only involved a request for new signage, he pointed out the applicable signage regulations and entrance corridor regulations. He also noted that while there was a requirement for signs in the entrance corridor to adhere to a sign plan for the parcel, there was no such plan for this parcel.

This application was a request for two wall signs, one window sign, and one A-frame sign for a portion of the commercial building located at 637 A Waddell Street which is in the C-2 zoning district and in the Entrance Corridor Overlay District. The applicant

was proposing two oval-shaped wall signs, one facing the front parking lot with a maximum of 15 square feet in display area, and a second for the rear of the building with a maximum of 32 square feet in display area. Both would be made of vinyl on a white painted wood or metal substrate and would feature text and logo, primarily in blue and gold, with a portion of the “X” in EXP in orange. The sign on the rear of the building could have some visibility from South Main Street. The window sign would be 6 square feet in size and would consist of blue, gold and orange adhesive-backed vinyl applied directly to the window’s exterior surface. The A-frame sign would have 6 square feet of display area on each side, would also feature the blue, gold and orange text and logo, and would be no more than 4 feet in height. None of the signs would be illuminated. A. Glaeser passed around vinyl samples included in the application for the Commissioners to consider and confirmed he found the proposal complied with the sign regulations for the C-2 zoning district.

Responding to a question from L. Straughan, A. Glaeser acknowledged that the applicant was being shown some latitude with the sign proposed for the rear of the building by considering South Main Street as street frontage. He stated the previous tenant of the building had been given the same consideration. He responded to questions from S. Spencer by saying that the building itself was a tan color and that the Commission could suggest a different background color for the signs should there be consensus to do so. He confirmed that approval of Entrance Corridor COA applications rested with the Planning Commission and did not go on to City Council for final approval.

- 2) Applicant Statement – Applicant Kimberly Hostetter was present to answer questions. She said her intention with the signs’ background color was that it be a relatively neutral color that would also be visible against the building. She indicated she was willing to explore color options if needed. She explained the front of the building was vinyl and the rear was painted cinder block. She suggested that if there was objection to a white background, the background of each wall sign could be made to more closely match the color of the wall on which it was to be mounted. It was determined that Ms. Hostetter had intended to also request a free-standing directional sign which staff had mistakenly failed to include in the packet. A. Glaeser reported the Commission could approve one free-standing per parcel with a display area limit of 25 square feet and a height limit of 15 feet. He noted the requested sign would be well under those limits.
- 3) Public Comment – None
- 4) Commission Discussion & Decision – L. Straughan said she was not opposed to the wall signs being white and suggested the gold color could be less visible on a tan or off-white background. S. Spencer agreed that color combination could be challenging but expressed a preference that the wall sign for the rear of the building not have a “stark white” background. Following additional discussion of possible sign colors, including a suggestion from the applicant of adding a border around the edge of the sign to provide greater definition, Chair Bradley summarized by saying he understood the Commission to be saying that any of the variations discussed would be acceptable. G. Hopkins remarked that the proposed free-standing sign, while attractive, looked more like a “For Sale” sign than a directional sign. There was general agreement to defer a decision on the free-

standing sign until the actual design could be reviewed. **S. Spencer moved to approve the Entrance Corridor Certificate of Appropriateness application EC COA 2023-04 for two wall signs, a window sign, and an A-frame sign to be located at 637 A Waddell Street as proposed by the applicant with the option to change the background color of the sign on the rear of the building (within a limited palette of white), and with the option to include a blue border (in the same blue as used in the logo). L. Straughan seconded and the motion passed unanimously. (6-0)** Chair Bradley told Ms. Hostetter that the Commission would not require a separate application or fee to review the design for the free-standing sign.

**B. ZOA 2023-01: Annual Zoning Ordinance Amendments. Accessory Dwelling Units (A.D.U.).**

1) Staff Report–

Beginning with the Accessory Dwelling Unit – Detached standards section (Section E) of the rough draft, A. Glaeser asked the Commission to review the sentence added to the end of standard (1) meant to address a concern voiced during the last discussion that an ADU could not be required to be smaller than 600 square feet, but could be smaller should the property owner desire. L. Straughan said she thought the sentence read well. There was then agreement to also retain standard (2) as written. A. Glaeser prefaced the discussion of standard (3) about setback requirements for new Detached ADUs by reminding the Commission that there had been some ambivalence about whether to require a greater side yard setback for these structures than for other structures, and a greater rear yard setback than is required for other accessory buildings. L. Straughan expressed support for requiring the existing side yard setback for each zoning district (10 feet in R-1 and 15 feet in R-2) and retaining the increased rear yard setbacks included in the draft text (15 feet in R-1 and 20 feet in R-2). P. Bradley suggested side yard and rear yard setbacks of 10 feet for detached ADUs in the R-1 zoning district. S. Spencer and J. Eastwood expressed support for his suggestion. G. Hopkins said she believed the rear yard setback ought to be at least 15 feet given that the rear yard setback for the primary dwelling was 25 feet. There was some confusion about the use of the word “garage” in item iii and it was determined that “ADU” should be used in its stead. A. Glaeser said item iii had been intended to allow a slightly reduced rear yard setback for ADUs located on rear property lines served (and “buffered”) by an alley. S. Spencer suggested amending item iii to read, “When the rear lot line runs along an alley, the rear yard setback for a detached ADU is 10 feet.” Ultimately there was consensus for standard (3) to require a 10 foot side yard setback and a 15 foot rear yard setback in the R-1 zoning district; to require a 15 foot side yard setback and a 20 foot rear yard setback in the R-2 zoning district; and to amend provision iii as suggested by S. Spencer. There was general agreement to strike standard (8), given that it simply restated standard (6), and to retain standards (4) through (7) as written.

The Commission next reviewed standard (9) which provides additional requirements for the conversion of existing nonconforming accessory buildings into detached ADUs. L. Straughan recommended adding a first requirement clearly specifying that the footprint of such a structure shall not be increased. A. Glaeser pointed to the written recommendations

from Commissioner Driscoll which had included a similar provision and the Commission discussed how to best word the provision. A. Glaeser suggested the following from Article 16: “A nonconforming structure shall not be extended or enlarged,” which received support from the Commission. There was agreement to strike the references to “temporary structures” and “interior” alterations in the first sentence of standard (9) and to use language suggested by J. Eastwood to improve the sentence’s clarity. A. Glaeser requested “detached” be added to modify “accessory dwelling” where warranted and the Commission agreed. The Commission agreed to strike the third draft additional requirement for existing, nonconforming structures due to its similarity to fifth additional requirement, and to retain the remaining, unstruck draft requirements with no other changes.

There was consensus for retaining standards (1) and (2) in the Administration section (Section F) and for amending standard (3) to read, “An accessory dwelling unit cannot be constructed without the primary dwelling existing on the parcel,” and relocating it in the ordinance as the final standard in the General Standards section (Section C).

A. Glaeser requested the Commission review the Building Accessory definition. He noted that during the last discussion he had recommended striking the provision prohibiting housekeeping, but had since changed his mind. He now recommended retaining the sentence and adding “unless the accessory building is in compliance with the detached accessory dwelling unit use and design standards in Section 11.1.1,” to provide a clear distinction between an accessory building and a detached accessory dwelling unit. Following discussion about the terminology used in the definition, there appeared to be consensus to use the term *accessory building* in lieu of *building accessory* and to retain *housekeeping purposes* as it is used elsewhere in the Code. There was also agreement to use the additional language recommended by Director Glaeser.

Returning to an issue raised by M. S. Harlow about whether a dwelling unit can be designed to fit above a garage if the entire structure is limited to 1 ½ stories in height, A. Glaeser read the existing definition of *story, half* from the zoning ordinance. He said that while the current definition would not preclude an ADU over a garage, a local architect had argued that it seemed overly restrictive and he tended to agree. He suggested the Commission could consider amending the definition to increase the maximum height of the knee wall from 3 feet to 5 feet, thereby increasing usable space. L. Straughan instead suggested striking the 1 ½ story component of the height restriction and simply limit height to 25 feet. There was consensus to limit the height of a new detached ADU to 25 feet or 2 stories.

A. Glaeser reminded the Commission that during its last meeting, a member of the public suggested the parking requirements for short term rentals be reviewed to ensure consistency throughout the zoning ordinance. The short term rental parking requirements include language that allows for the elimination or reduction of off-street parking by conditional use permit if certain criteria are met. He directed the Commissioners’ attention to that language in the staff report and requested they consider whether any of the provisions should also be made available in the ADU ordinance. He specifically thought the provision to allow a reduction in the required parking for structures in the Residential Historic District where a streetscape would be marred by off-street parking and with the

support of the adjacent property owners might be worth considering. L. Straughan said she felt the parking requirements written into the draft ADU ordinance adequately addressed a possible reduction in the required off-street parking for ADUs and she felt additional language from the short term rental regulations was not necessary. S. Spencer agreed.

With the review of the rough draft complete, the Commission directed staff to make the appropriate changes to the draft ordinance and advertise it for a public hearing. Director Glaeser said it would be advertised for the October 12<sup>th</sup> meeting.

2) Public Comment – None

## **OTHER BUSINESS**

A. Zoning and Planning Report – Director Glaeser reported the Board of Zoning Appeals would hold a meeting on September 18, 2023 for an appeal of a determination of the Zoning Administrator that the a property on Diamond Street in the R-1 zoning was not the owners’ primary residence and the owners therefore did not qualify for a short term rental registration.

## **CITY COUNCIL REPORT**

L. Straughan reported that at its last meeting City Council held a public hearing for the conditional use permit application to allow the rear portion of the building at 221 S. Main Street to be used as a residential dwelling unit. The application was approved unanimously.

## **ADJOURN**

The meeting was adjourned at 6:55 p.m. with unanimous approval. (S. Spencer / M. S. Harlow)

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P. Bradley, Chair, Planning Commission

PS 2023-05 – Boundary Line Adjustment 140 Evergreen Place & Evergreen Cemetery

<b>Project Name</b>	Boundary Line Adjustment for 140 Evergreen Place and Evergreen Cemetery
<b>Property Location</b>	140 Evergreen Place (Tax Map # 31-1-1) and 108 Evergreen Place (Tax Map # 25-1-9)
<b>Zoning</b>	R-1 (General Residential) and P-OS (Parks and Open Space)
<b>Owner / Petitioner</b>	City of Lexington / City of Lexington
<b>Petitioner’s Intent</b>	Add a 1.855 ± acre portion of 140 Evergreen Place (Tax Map # 31-1-1) to Evergreen Cemetery (Tax Map # 25-1-9)

*PLANNING COMMISSION RECOMMENDATION: Pending*  
*STAFF RECOMMENDATION: Approval*

*location map*

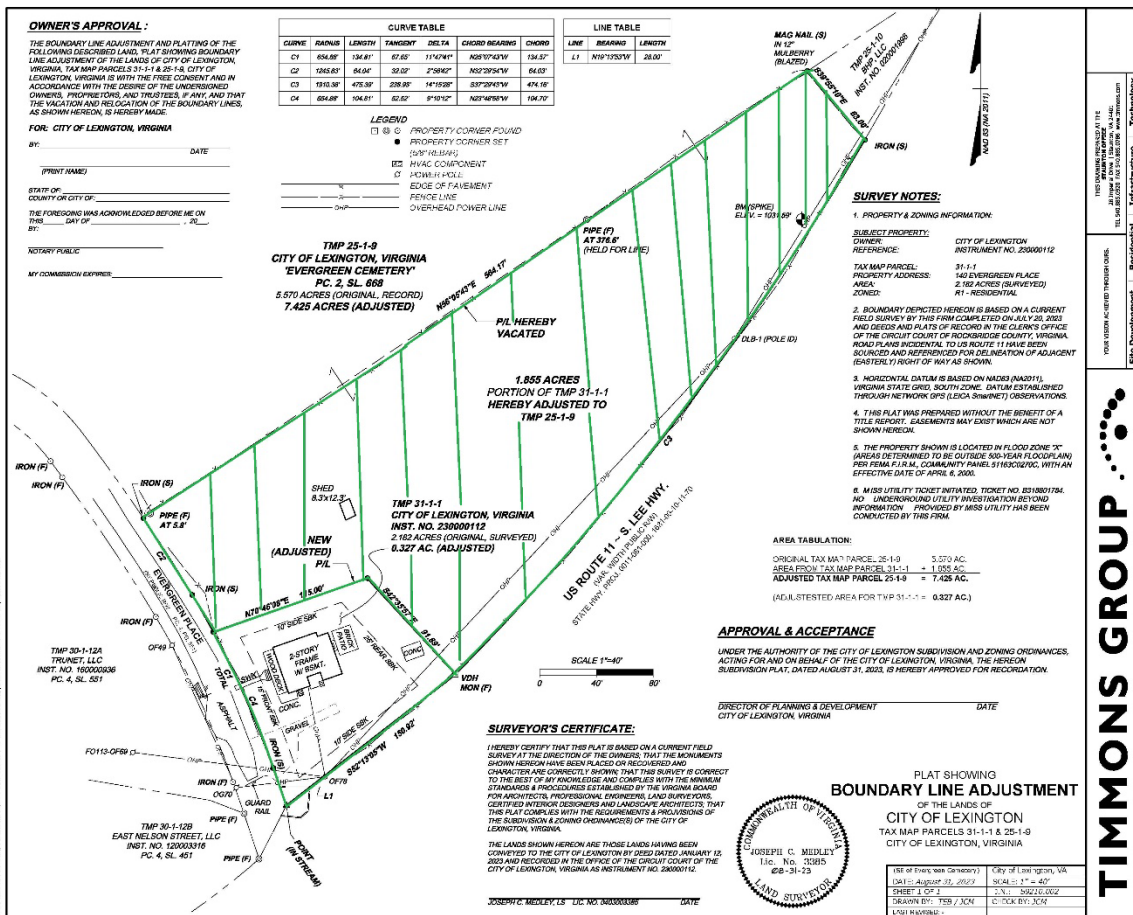




OVERVIEW OF REQUEST

The City requests a boundary line adjustment to add a 1.855 ± acre portion of 140 Evergreen Place (Tax Map # 31-1-1) to Evergreen Cemetery (Tax Map # 25-1-9) in accordance with the following survey provided by Timmons Group. The green hatched area in the following survey will be transferred from Tax Map parcel #31-1-1 to Tax Map parcel #25-1-9.

Boundary Line Adjustment Survey



AUTHORITY TO REVIEW

Sections 360-24 and 360-25 of the Lexington Subdivision Ordinance establish the review authority and procedures for the Planning Commission's and City Council's review of preliminary subdivision plats. The Planning Commission must review all preliminary plats and may recommend approval or denial. If the Commission recommends denial of a preliminary plat it must state the reason for its recommendation of denial and the specific changes that are necessary for the plat to be recommended for approval.

**Preliminary Subdivision Application**  
**PS 2023-05 – Boundary Line Adjustment 140 Evergreen Place & Evergreen Cemetery**

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Upon receipt of the Planning Commission's recommendation, the City Council shall review the preliminary plat and, within 60 days of the receipt of the Commission's recommendation, recommend approval or denial of the preliminary plat. Council may take no action on any preliminary plat until holding a public hearing in accordance with state law. Adjoining property owners shall be notified by first class mail of the pending public hearing, and a legal ad shall be published notifying the general public of the pending Council review.

**STAFF REVIEW COMMENTS**

As proposed, the boundary line adjustment meets the zoning requirements for parcels in the R-1 zoning district and P-OS zoning district, including the minimum lot size and minimum lot width requirements. Cemetery use is a by-right use in the R-1 zoning district, and that portion of the property being added to Evergreen Cemetery is not required to be rezoned at this time.

**PLANNING COMMISSION RECOMMENDATION**

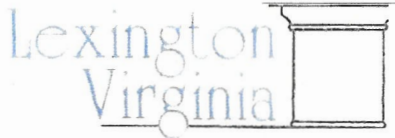
*Pending*

**STAFF RECOMMENDATION**

Finding that the submitted preliminary plat has been properly drawn and that it is accompanied by those items, in proper form, required by the Subdivision Ordinance, and that the proposed subdivision conforms to the requirements and purposes of the Subdivision Ordinance, the Staff recommends that the preliminary plat be **APPROVED** as submitted.

**SUGGESTED MOTION**

I move to approve/deny Preliminary Subdivision Application PS 2023-05 for the adjustment of boundary lines between 140 Evergreen Place (Tax Map # 21-4-12) and Evergreen Cemetery (Tax Map # 21-4-13), in accordance with the Plat Showing Boundary Line Adjustment of the Lands of the City of Lexington completed by Timmons Group as submitted by the applicant.



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

## SUBDIVISION APPLICATION AND CHECKLIST

### Applicant<sup>1</sup>

Name: City of Lexington, Virginia Phone: 540.462.3700

Company: (municipality) Fax: \_\_\_\_\_

Address: 300 E. Washington St. Lexington, VA 24450 Email: jhalasz@lexingtonva.gov

Applicant's Signature: James M. Halasz Date: 9/5/23

### Subdivision Plat Preparer

Name: Joe Medley Phone: 540.213.6840

Company: Timmons Group Fax: \_\_\_\_\_

Address: 28 Imperial Dr. Staunton, VA 24401 Email: joe.medley@timmons.com

### Property Owner

Name: City of Lexington, Virginia Phone: 540.462.3700

Address: 300 E. Washington Street Email: jhalasz@lexingtonva.gov

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Proposal Information<sup>2</sup> (attach list of properties if request includes multiple properties)

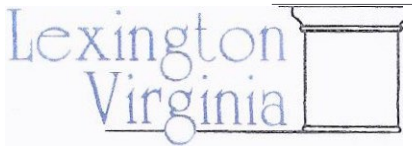
Address (or location description): 140 Evergreen Place

Tax Map: 31-1-11 and 25-1-9 Deed Book and Page #: \_\_\_\_\_ Inst. No. 23000011

Acres: 2.182 orig  
0.327 adj 31-1-11 Zoning (attach any existing zoning conditions or proffers): R-1  
7.425 adj 25-1-9

Number of Lots Proposed: no new lots proposed (BLA)

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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Notice to Adjacent Property Owners

The City will give notice of public hearings to be held on the application to those persons who own property, any portion of which abuts the subject property, and all property which is directly across the street from any portion of the subject property, as determined by the City's real property tax records. This notice will give the date, time and place of the hearing, identify the property which is the subject of the application and give a brief description of the proposed action. Notices will be mailed a minimum of ten (10) days prior to the date of the scheduled City Council meeting.

Posting of the Property

The City will place a sign on the subject property which indicates that an action is pending. The sign will be located to be clearly visible from the street.

THIS SECTION TO BE COMPLETED BY STAFF ONLY

Application Fees: Case Number: SUB- \_\_\_\_\_ - \_\_\_\_\_
Subdivision of parcel: \$500 + \$50 for each additional lot created
Boundary line adjustment/vacation: \$125 Amount Paid: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Staff Review

Planning: \_\_\_\_\_ Public Works: \_\_\_\_\_
Police: \_\_\_\_\_ Fire/Rescue: \_\_\_\_\_

Preliminary Plat Approvals

Planning Commission

Meeting Date: \_\_\_\_\_ Action: \_\_\_\_\_

City Council

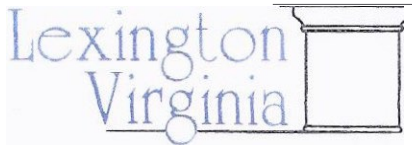
Legal Ad Dates: \_\_\_\_\_ Adj. Property Notifications: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_ Action: \_\_\_\_\_

Final Plat Approval

Action: [ ] Approved [ ] Denied

\_\_\_\_\_  
Planning and Development Director Date



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## Preliminary Plat Checklist

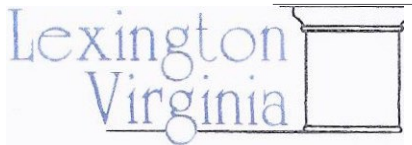
Five (5) copies of the preliminary plat shall be submitted for review.

please see final plat section

### **Requirements**

The preliminary plat shall adhere to the following requirements:

- A. It shall be legibly drawn and may be on one or more numbered sheets. The scale shall be as follows:
- With lots smaller than one acre, one inch equals 100 feet.
  - With lots one acre or larger, one inch equals 200 feet.
- B. It shall show the following information:
- The date of the plat and the name of the surveyor or engineer preparing the same.
  - Scale.
  - Number of sheets comprising the plat.
  - North meridian, designated true or magnetic and oriented to the top of each sheet; each sheet comprising the plat shall be so oriented.
  - Name and signature of the owner.
  - Name of the subdivision; the name shall not duplicate or too closely approximate that of any existing subdivision in the City or the County.
  - City or county and state.
  - Sources of data used in preparing the plat, particularly the deed book and page number of the last instrument in the chain of title.
  - Names of all adjoining property owners and the location of each of their common boundaries, including established roadways and waterways.
  - All pertinent natural and historical features and landmarks.
  - The boundary lines of the proposed subdivision and of any larger tract of which the subdivision forms a part, shown on a reduced scale insert.
  - All adjoining roads and streets with their numbers and/or names.
  - All subdivision, corporate boundary lines, public highways and other public rights-of-way, if any, within 1,000 feet, shown on a reduced scale insert.
  - Boundary lines and total acreage of the proposed subdivision and the acreage remaining in the original tract, if any. In case only a part of a tract of land is proposed for subdivision, the agent may require the preliminary plat to show a proposed future subdivision of such remaining acreage or a part thereof to make certain that proper orientation of future streets may be developed with the platted streets.
  - Location of existing buildings within the subdivision and within 200 feet thereof.
  - Location and description of all existing monuments.
  - Location of existing and proposed easements, water and sewer mains, and drainage facilities,



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with existing and proposes utility installations.

- Contour lines, existing and finished, as required for approval of drainage and sewer facilities.
- Proposed locations, widths, and names of all streets.
- The approximate location and number and the propose uses of all lots and other areas, including watercourses, impoundments, lakes, and those areas being used for parking, recreation, commercial purposes, or for public or governmental use.
- Proposed lot lines, lot numbers, and block letters.
- If the proposed subdivision consists of land acquired from more than one source of title, the outlines of the several tracts shall be included on the preliminary plat by broken lines, and identification of such respective tracts shall be shown on the preliminary plat. The same information shall be included if any portion of the subdivision is situated in the county.

### Items to Accompany the Plat

A. Statements by the subdivider as follows:

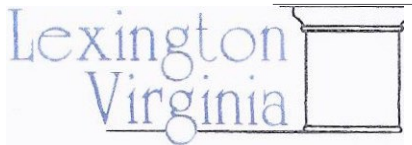
- Certification that requirements relating to water and wastewater services, storm drainage, streets, curbs, gutters, sidewalks and such other improvements as may be required by the Commission or agent of Council under the provisions of this chapter will be carried out at the subdivider's cost.
- Indication of location, proposed use and acreage of any portion of the proposed subdivision, other than streets, which the subdivider proposes to dedicate or reserve for public use or for the common use of future property owners of the subdivision.
- Summary of proposed restrictive covenants and reservations.

B. A check payable to the City of Lexington to cover required fees.

C. Certification by the agent that the proposed subdivision complies with this chapter and all other pertinent ordinances of the City and that after of the preliminary plat and consultation with the subdivider the agent is satisfied that proposed improvements as required by this chapter are or will be adequate to their purposes. The agent, Commission or Council may, at his or its option, require certification by a qualified engineer or other professional that the propose improvements will be adequate to the proposed use. Cost of the certification shall be borne by the subdivider. The agent may indicate his certification by his signature on the face of the preliminary plat or the agent may note substantial approval of the preliminary plat with certain required modifications to the preliminary plat set forth in an attached document.

D. Certification by a qualified land surveyor or professional engineer that drainage facilities are adequate, that existing downgrade drainage facilities are adequate to carry the increased burden, that no private property will be subject to materially increased flow and that facilities installed will be adequate to carry channeled surface water from any development at a higher elevation in the same drainage basin.





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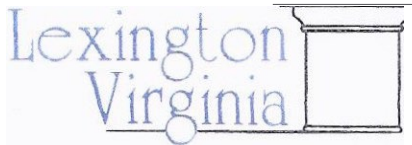
## Final Plat Checklist

Six (6) full size copies of the final plat and two (2) copies eight by 14 inches in size shall be submitted.

### Requirements

The final plat shall adhere to the following requirements:

- A. The final plat shall be prepared by a certified land surveyor or other qualified professional who shall endorse upon such a plat a certificate signed by him setting forth the source of title of the land subdivided and the place of record of the last instrument in the chain of title.
- B. The final plat shall be substantially in accordance with the preliminary plat (together with any changes or additions for its approval), except that a final plat may include all or any part of the area covered by the preliminary plat.
- C. The plat shall be legibly and accurately drawn upon sheets not more than 17 inches by 22 inches in size. There shall be a one-fourth-inch border on each side. The plats shall be drawn at a scale of one inch equals not more than 200 feet. The agent may, at his discretion, permit different suitable scales for plats of dedication or other special plats. If the subdivision is shown on several sheets, match lines shall clearly indicate where the several sheets join.
- D. It shall show accurately the following information:
  - The date of the plat and the name of the surveyor or engineer preparing the same.
  - Scale.
  - Number of sheets comprising the plat.
  - North meridian, designated true or magnetic and oriented to the top of each sheet; each sheet comprising the plat shall be so oriented.
  - Name and signature of the owner.
  - Name of the subdivision; the name shall not duplicate or too closely approximate that of any existing subdivision in the City or the County.
  - City or county and state.
  - Sources of data used in preparing the plat, particularly the deed book and page number of the last instrument in the chain of title.
  - Names of all adjoining property owners and the location of each of their common boundaries, including established roadways and waterways.
  - Location and description of all existing monuments.
  - If the proposed subdivision consists of land acquired from more than one source of title, the outlines of the several tracts shall be included on the preliminary plat by broken lines, and



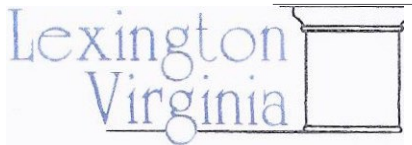
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identification of such respective tracts shall be shown on the preliminary plat. The same information shall be included if any portion of the subdivision is situated in the county.

- ✓ A boundary survey to an accuracy of one part of 5,000.
  - ✓ Location and dimensions of all lot and street lines and center lines of all streets, both within and adjoining the subdivision; names and widths of all streets; and boundaries of all easements, school sites, parks or other public areas.
  - ✓ Building setback lines, shown as dashed lines with dimensions to front property line along each street, and length of setback line within each lot.
  - ✓ All dimensions shown in feet and decimals of a foot to the closest 1/100 of a foot and all bearings and degrees, minutes and seconds to the nearest 10 seconds.
  - ✓ Curve data showing radius, delta and arc either at the curve or in a curve data table.
  - ✓ Location and approximate bearing of all property lines intersecting the subdivision perimeter boundary.
  - ✓ Block letters and lot numbers.
- E. If any land or water areas are being dedicated or reserved for streets, parking space, for other public use or for the common use of future property owners of the subdivision, the final plat shall so state and indicate which land or water areas are dedicated or reserved.
- F. The final plat shall have appended to it an unexecuted copy of a proposed certificate of owner's consent for subdivision suitable for recording, containing a statement to the effect that the subdivision is with the free consent and in accordance with the desire of the owners, proprietors, trustees, and lienholders thereof, as applicable, and setting forth in full all restrictive covenants, reservations and dedications applicable to the proposed subdivision.
- G. The final plat shall provide on the first sheet space for (form available upon request from the Building and Zoning Administrator):
- ✓ The surveyor's certificate as to title pursuant to the requirements of Subsection A of this section.
  - ✓ The surveyor's certificate as to monuments pursuant to the requirements of § 360-7C.
  - ✓ All restrictive covenants, or reference thereto.
  - ✓ Space for approval of the agent. The agent's approval shall state that to the best of the agent's knowledge and belief the proposed subdivision as set forth in the final plat complies with all pertinent ordinances and other requirements of the City and that the final plat is substantially in accordance with the plan of the subdivision as submitted to and approved by the Commission and Council in the preliminary plat.





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

### Items to Accompany the Plat

- A. Certification by the agent, where improvements shown on the preliminary plat have already been installed, that such improvements as installed are acceptable and in conformity with current requirements.
- B. If all improvements required under this chapter are not completed, a cash bond, certified check or surety performance bond as required in § 360-15B.
- C. A check payable to the City of Lexington to cover all required fees.
- D. An unexecuted copy of the proposed deed of dedication, if required, accompanied by a certificate signed by the subdivider and duly acknowledged before some officer authorized to take acknowledgments of deeds, to the effect that this is a true copy of the proposed deed of dedication which will be presented for recordation. Such copy shall:
  - Contain a correct description of the land subdivided and state that such subdivision is with free consent and in accordance with the desire of the undersigned owners, proprietors and trustees, if any.
  - Contain language such that when the deed is recorded, it shall operate to transfer in fee simple to the City such portion of the platted premises as is on such plat set apart for streets, easements or other public use and to create a public right of passage over the same.
  - Contain all protective or restrictive covenants, including those referred to in § 360-28H(3).
- E. An erosion and sedimentation plan approved by the appropriate agent in accordance with Chapter 178, Erosion and Sediment Control, of the Lexington City Code.

**OWNER'S APPROVAL :**

THE BOUNDARY LINE ADJUSTMENT AND PLATTING OF THE FOLLOWING DESCRIBED LAND, 'PLAT SHOWING BOUNDARY LINE ADJUSTMENT OF THE LANDS OF CITY OF LEXINGTON, VIRGINIA, TAX MAP PARCELS 31-1-1 & 25-1-9, CITY OF LEXINGTON, VIRGINIA IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY, AND THAT THE VACATION AND RELOCATION OF THE BOUNDARY LINES, AS SHOWN HEREON, IS HEREBY MADE.

**FOR: CITY OF LEXINGTON, VIRGINIA**

BY: \_\_\_\_\_ DATE \_\_\_\_\_

(PRINT NAME)

STATE OF: \_\_\_\_\_ COUNTY OR CITY OF: \_\_\_\_\_

THE FOREGOING WAS ACKNOWLEDGED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY: \_\_\_\_\_

NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	654.88'	134.81'	67.65'	11°47'41"	N25°07'43"W	134.57'
C2	1245.83'	64.04'	32.02'	2°56'42"	N32°29'54"W	64.03'
C3	1910.38'	475.39'	238.93'	14°15'28"	S37°29'43"W	474.16'
C4	654.88'	104.81'	52.52'	9°10'12"	N23°48'58"W	104.70'

LINE TABLE		
LINE	BEARING	LENGTH
L1	N19°13'53"W	28.00'

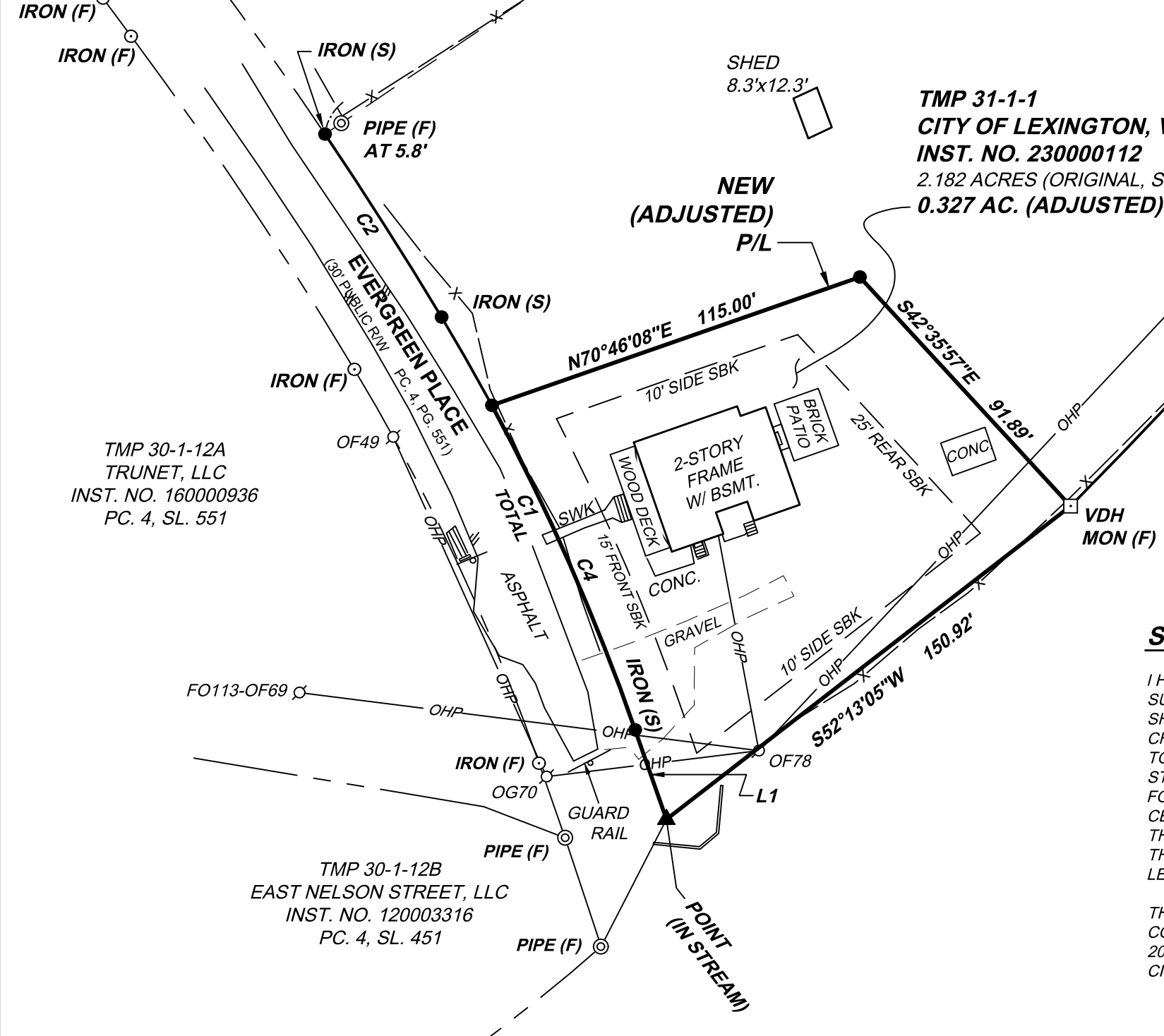
**LEGEND**

- ○ ○ PROPERTY CORNER FOUND
- PROPERTY CORNER SET (5/8" REBAR)
- ⊠ HVAC COMPONENT
- POWER POLE
- EDGE OF PAVEMENT
- X- FENCE LINE
- OHP- OVERHEAD POWER LINE

**TMP 25-1-9**  
**CITY OF LEXINGTON, VIRGINIA**  
**'EVERGREEN CEMETERY'**  
**PC. 2, SL. 668**  
 5.570 ACRES (ORIGINAL, RECORD)  
 7.425 ACRES (ADJUSTED)

**1.855 ACRES**  
**PORTION OF TMP 31-1-1**  
**HEREBY ADJUSTED TO**  
**TMP 25-1-9**

**TMP 31-1-1**  
**CITY OF LEXINGTON, VIRGINIA**  
**INST. NO. 230000112**  
 2.182 ACRES (ORIGINAL, SURVEYED)  
 0.327 AC. (ADJUSTED)



**SURVEY NOTES:**

**1. PROPERTY & ZONING INFORMATION:**

**SUBJECT PROPERTY:**  
**OWNER:** CITY OF LEXINGTON  
**REFERENCE:** INSTRUMENT NO. 230000112

**TAX MAP PARCEL:** 31-1-1  
**PROPERTY ADDRESS:** 140 EVERGREEN PLACE  
**AREA:** 2.182 ACRES (SURVEYED)  
**ZONED:** R1 - RESIDENTIAL

**2. BOUNDARY DEPICTED HEREON IS BASED ON A CURRENT FIELD SURVEY BY THIS FIRM COMPLETED ON JULY 20, 2023 AND DEEDS AND PLATS OF RECORD IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF ROCKBRIDGE COUNTY, VIRGINIA. ROAD PLANS INCIDENTAL TO US ROUTE 11 HAVE BEEN SOURCED AND REFERENCED FOR DELINEATION OF ADJACENT (EASTERLY) RIGHT OF WAY AS SHOWN.**

**3. HORIZONTAL DATUM IS BASED ON NAD83 (NA2011), VIRGINIA STATE GRID, SOUTH ZONE. DATUM ESTABLISHED THROUGH NETWORK GPS (LEICA SmartNET) OBSERVATIONS.**

**4. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT. EASEMENTS MAY EXIST WHICH ARE NOT SHOWN HEREON.**

**5. THE PROPERTY SHOWN IS LOCATED IN FLOOD ZONE "X" (AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN) PER FEMA F.I.R.M., COMMUNITY PANEL 51163C0270C, WITH AN EFFECTIVE DATE OF APRIL 6, 2000.**

**6. MISS UTILITY TICKET INITIATED, TICKET NO. B318801784. NO UNDERGROUND UTILITY INVESTIGATION BEYOND INFORMATION PROVIDED BY MISS UTILITY HAS BEEN CONDUCTED BY THIS FIRM.**

**AREA TABULATION:**

ORIGINAL TAX MAP PARCEL 25-1-9	5.570 AC.
AREA FROM TAX MAP PARCEL 31-1-1	+ 1.855 AC.
<b>ADJUSTED TAX MAP PARCEL 25-1-9</b>	<b>= 7.425 AC.</b>

(ADJUSTED AREA FOR TMP 31-1-1 = 0.327 AC.)

**APPROVAL & ACCEPTANCE**

UNDER THE AUTHORITY OF THE CITY OF LEXINGTON SUBDIVISION AND ZONING ORDINANCES, ACTING FOR AND ON BEHALF OF THE CITY OF LEXINGTON, VIRGINIA, THE HEREON SUBDIVISION PLAT, DATED AUGUST 31, 2023, IS HEREBY APPROVED FOR RECORDATION.

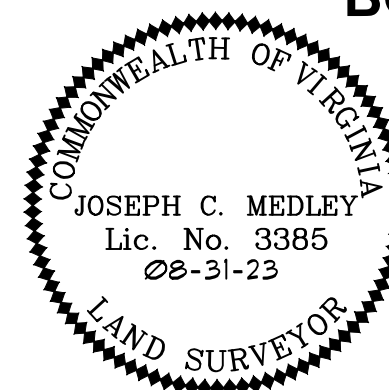
DIRECTOR OF PLANNING & DEVELOPMENT \_\_\_\_\_ DATE \_\_\_\_\_  
CITY OF LEXINGTON, VIRGINIA

**SURVEYOR'S CERTIFICATE:**

I HEREBY CERTIFY THAT THIS PLAT IS BASED ON A CURRENT FIELD SURVEY AT THE DIRECTION OF THE OWNERS; THAT THE MONUMENTS SHOWN HEREON HAVE BEEN PLACED OR RECOVERED AND CHARACTER ARE CORRECTLY SHOWN; THAT THIS SURVEY IS CORRECT TO THE BEST OF MY KNOWLEDGE AND COMPLIES WITH THE MINIMUM STANDARDS & PROCEDURES ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS; THAT THIS PLAT COMPLIES WITH THE REQUIREMENTS & PROVISIONS OF THE SUBDIVISION & ZONING ORDINANCE(S) OF THE CITY OF LEXINGTON, VIRGINIA.

THE LANDS SHOWN HEREON ARE THOSE LANDS HAVING BEEN CONVEYED TO THE CITY OF LEXINGTON BY DEED DATED JANUARY 12, 2023 AND RECORDED IN THE OFFICE OF THE CIRCUIT COURT OF THE CITY OF LEXINGTON, VIRGINIA AS INSTRUMENT NO. 230000112.

JOSEPH C. MEDLEY, LS LIC. NO. 0403003385 DATE \_\_\_\_\_



**PLAT SHOWING BOUNDARY LINE ADJUSTMENT**

OF THE LANDS OF  
**CITY OF LEXINGTON**  
 TAX MAP PARCELS 31-1-1 & 25-1-9  
 CITY OF LEXINGTON, VIRGINIA

(SE of Evergreen Cemetery)	City of Lexington, VA
DATE: August 31, 2023	SCALE: 1" = 40'
SHEET 1 OF 1	J.N.: 59210.002
DRAWN BY: TEB / JCM	CHECK BY: JCM
LAST REVISED: -	

THIS DRAWING PREPARED AT THE  
**STANTON OFFICE**  
 28 Imperial Drive, Lexington, VA 24401  
 TEL 540.865.0920 FAX 540.865.0786 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.

Site Development Residential Infrastructure Technology



Y:\904159210.002-Evergreen\_Cemetery\DWG\59210.002-VXPSURV\_BLA.dwg | Plotted on 9/4/2023 6:52 PM | by Joe Medley

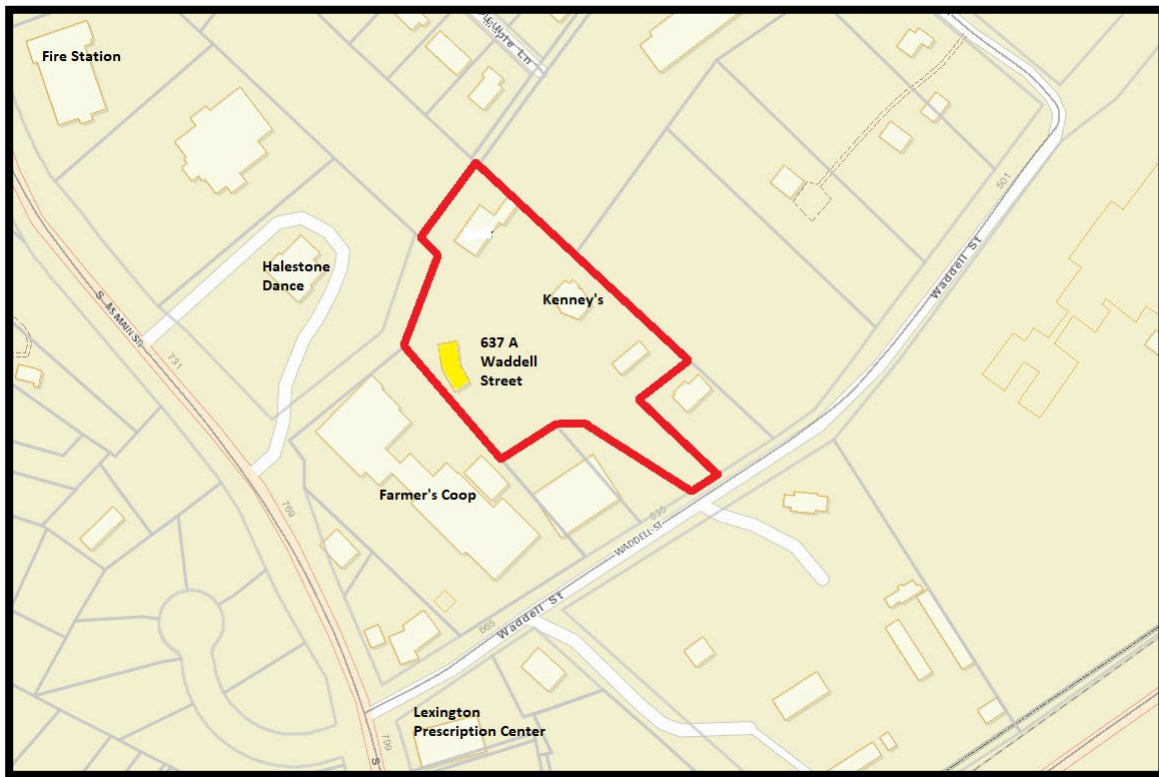
<b>Project Name</b>	Signage for Harmony Home Team by EXP Realty
<b>Property Location</b>	637 A Waddell Street
<b>Zoning</b>	Entrance Corridor Overlay District (EC), Commercial Shopping Centers (C-2) zoning district
<b>Owner/Applicant</b>	H + C Rental, Inc. / Kimberly Hostetter

---

### OVERVIEW OF REQUEST

This request is for two wall signs, one window sign, and one A-frame sign. The parcel is located in the Commercial Shopping Centers (C-2) zoning district and in the Entrance Corridor Overlay District (EC). The applicant is leasing a portion of an existing commercial building for a real estate office.

#### *location map*



*photograph of existing building*



*photograph from South Main Street*



### **APPLICABLE ZONING DISTRICT SECTIONS**

Section 420-3 of the zoning ordinance lists office as a permitted use by-right in the C-2 zoning district.



## **APPLICABLE SIGNAGE REGULATIONS**

Section 420-13.2 of the sign regulations requires a sign permit before a sign may be erected, constructed, posted, painted, altered, or relocated. The proposed wall signs, window sign, and A-frame sign therefore require review and approval.

Section 420-13.6 of the sign regulations allows one wall sign per business per street frontage and 1 square foot of display area is allowed for each lineal foot of building frontage. A minimum of 32 square feet is allowed, and the maximum wall sign size is 100 square feet. The applicant proposes an oval-shaped wall sign facing the front parking lot to be made of vinyl on a white painted wood or metal substrate with a maximum of 15 square feet in display area. The primary colors are blue and gold for the text and logo and a portion of the “X” in EXP is orange. The applicant proposes a second wall sign on the rear of the building that will be visible from South Main Street and this sign will be a maximum of 32 square feet in display area. The proposed text, logo, colors and materials are the same as those proposed for the wall sign on the front of the building.

Section 420-13.6 of the sign regulations allows any business located within a C-2 zoning district to display a window sign that is the lesser of 20% of the window area or 6 square feet. The window area for this portion of the building is sufficient to allow a window sign up to 6 square feet, and the applicant proposes a window sign that is 6 square feet in size. The sign will consist of blue, gold and orange adhesive-backed vinyl applied directly to the window’s exterior surface.

Section 420-13.6 of the sign regulations allows any business located within a C-2 zoning district to display an A-frame sign that is no more than 4 feet in height and with no more than 6 square feet of display area per side. A sign meeting these requirements is proposed and will contain the same blue, gold, and orange text and logo used for the window and wall signs.

None of the proposed signs will be illuminated.

## **APPLICABLE ENTRANCE CORRIDOR REGULATIONS**

Section 420-6.6.A requires a Certificate of Appropriateness be approved by the Planning Commission prior to 1) building permit issuance for exterior building modifications, 2) site plan approval, and 3) exterior color changes to a building or to a sign.

Section 420-6.7.B allows the Planning Commission to consider any architectural feature which influences appearance, such as, but not limited to, motif and style, color, texture and materials, configuration, orientation, mass, shape, height and location of buildings, location and configuration of parking areas, landscaping and buffering.

Section 420-6.8 states all applications for certificates of appropriateness must satisfy the following design standards for landscaping, signage, architecture, site planning, and lighting. *Staff comments are provided in italics.*

- A. Landscaping.

- (1) Landscaping shall be used to soften the visual impact of development and enhance the appearance of the area.
- (2) Landscaping shall be sufficient to soften the visual effects of parking lots, reduce the effective visual mass of large buildings and provide screening between development, the street and surrounding lots.
- (3) Landscape buffers shall be provided adjacent to public streets of sufficient size to permit street trees and plantings to be installed to reduce the visibility into parking lots.
- (4) Landscaping shall be compatible with landscaping on adjacent properties.

**B. Signage.**

- (1) Each parcel shall have an overall sign plan which reflects a consistent style and specifies the size and color scheme for proposed signage. *The subject parcel also includes the Kenney's of Lexington restaurant and the Super Wheels used car dealership. An overall sign plan does not appear to exist on the subject parcel.*
- (2) Materials used in signs and their support structures should reflect the building served by the sign.
- (3) Sign colors should be harmonious with the building which they serve.

**C. Architecture.**

- (1) Materials, colors and general style of buildings within a development should be coordinated.
- (2) Heating and air-conditioning units, ventilation units, and mechanical equipment shall be screened from view from public streets.
- (3) Loading docks, trash containers and mechanical equipment shall be screened from view from public streets.
- (4) The effective visual mass of large buildings should be reduced by variations in roofline, building angles, dimensional relief, color, architectural detailing and landscaping.
- (5) Architectural styles, building and roofing materials, and colors shall be reflective of the traditional architecture of Lexington. This may be accomplished through building scale, materials and forms, all of which may be embodied in architecture which is contemporary as well as traditional.
- (6) Trademark buildings and related features shall be modified to meet these design standards.

**D. Site planning.**

- (1) Parking lot layouts shall respond to the topographic characteristics of the site.
- (2) The number of access points to parking lots from a street will be minimized and shall relate to other existing curb cuts whenever possible.
- (3) Parking lots will be interconnected on adjacent parcels whenever possible.
- (4) Small, landscaped and interconnected parking lots, rather than large, central parking lots, shall be encouraged.
- (5) Parking lots shall not dominate the image of a site.
- (6) Pedestrian access from the sidewalk into individual project sites, as well as within sites and between sites, shall be provided.

E. Lighting.

- (1) Lighting should be of uniform style for each project site.
- (2) Lighting should be contained within the site and designed to limit spillover and minimize the amount of light that is directed to the sky.
- (3) Light poles shall not exceed 24 feet in height.

The Planning Commission may also consider any architectural feature which influences appearance, such as, but not limited to, motif and style, color, texture and materials, configuration, orientation, mass, shape, height and location of buildings, location and configuration of parking areas, landscaping and buffering.

### **STAFF RECOMMENDATION**

Staff recommends approval of the proposed signage to the existing commercial building at 637 A Waddell Street.

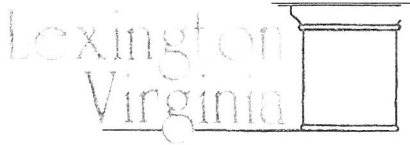
### **SUGGESTED MOTION**

I move to approve/deny the Entrance Corridor Certificate of Appropriateness application EC COA 2023-04 for two wall signs, a window sign, and an A-frame sign to be located at 637 A Waddell Street as proposed by the applicant.

---

### **HISTORY**

During the September 14, 2023 meeting, the Planning Commission approved a Certificate of Appropriateness for two new wall signs, a window sign, and an A-frame sign for the Harmony Home Team by EXP Realty office at 637 A Waddell Street. The Commission deferred its decision on the proposed free-standing sign until the actual sign design could be reviewed. The applicant is now proposing a 2' tall by 3' wide free-standing directional sign to be located at the entrance to the property. The sign and frame will be made from either white vinyl or white metal and the sign will feature the business logo and address in the same colors and styles as the previously approved signs. Additional sign and frame details are included in the packet.



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

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS – ENTRANCE CORRIDOR OVERLAY DISTRICT

### Applicant<sup>1</sup>

Name: Kimberly Hostetter Phone: 540.460.9182  
 Company: Rockbridge Realtor Fax: \_\_\_\_\_  
DBA: Harmony Home Team  
 Address: 1085 Red Mill Rd. Nat. Bri. Email: hostetterkimberly@gmail.com  
 Applicant's Signature: *Kimberly Hostetter* Date: 8-25-23

### Property Owner

Name: H&C Rentals Inc. Phone: 540-570-3731  
 Address: P.O. Box 869 Buena Vista VA Email: machildress@cox.net  
 Owner's Signature: *Mary Ann Childress* Date: 8/25/23  
President

### Architect/Designer

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_

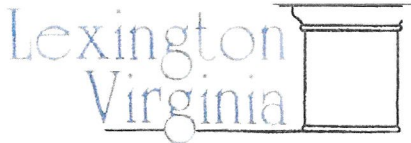
### Administration

Application is hereby made to the Lexington Planning Commission for a Certificate of Appropriateness (COA) to make repairs, alterations, or improvements in the Entrance Corridor in accordance with Chapter 28, Article XV of the Lexington City Code.

This document shall constitute a valid COA upon its completion and execution by the Chairperson or Acting Chairperson of the Planning Commission. The recipient of a COA is responsible for obtaining any and all other certificates and permits required by the Code of the City of Lexington through the Office of the Planning and Development Administrator.

1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.





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

**Proposal Information<sup>2</sup>** (attach list of properties if request includes multiple properties)

Address (or location description): 637 A Waddell St. Lexington

Tax Map: 35-1-1 Deed Book and Page #: 635/67

Acreage: 2.78 ac. Zoning (attach any existing conditions or proffers): \_\_\_\_\_

Property Doing Business As: \_\_\_\_\_

*2. Any application deemed incomplete by staff will not be accepted.*

**Alteration Description** (complete a City Sign Permit Application for sign alterations)

I. Please check action(s) for which this COA is requested:

- 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 all surfaces or architectural elements
- Any removal, alternation, repair, or construction of amenities such as fences or walls
- Demolition of part or all of an existing building
- Moving a building (complete Part III)
- Construction of a new building (complete Part III)
- Construction of any addition to an existing building (complete Part III)

II. For **ALL** projects, please attach the following:

- Photographs or drawings from the site showing adjoining structures, streets, and sidewalks
- 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
- Samples of exterior materials and paint colors to be used
- Any other documentation or visual aid necessary to determine compliance with § 420-141 of the Lexington City Code

III. For **NEW CONSTRUCTION**, please provide the above attachments in addition to the following:

- 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
- The size, shape, and location of existing and proposed construction on the parcel
- Location of walls, fences, and railings, and the indication of their height and the materials of their construction

**From:** [Kimberly Hostetter](#)  
**To:** [Arne Glaeser](#)  
**Cc:** [Kate Beard](#); [Staci Mauck](#)  
**Subject:** Re: FW: meeting packet for 9.14.2023 P.C. meeting  
**Date:** Friday, September 22, 2023 9:29:13 AM  
**Attachments:** [HHT Entry Sign Design.png](#)

---

Good Morning Arne,

Attached below please find our proposed free standing entry sign for approval at the upcoming Planning Commission meeting. One attachment is the text that will appear on the sign, these will be the same color codes as previously approved. The second attachment is an example of the frame for the sign and we would like to place a sign that is 2' tall X 3' wide at the entrance. The material for the sign and frame will either be vinyl or metal and in either case it will be white in color.

If any other information is needed, please let me know. Thank you for your follow-up I greatly appreciate it!

***Kimberly Hostetter***

Licensed Virginia Realtor

Harmony Home Team

Powered by: eXp Realty, LLC

C: (540) 460-9182

O: (540) 300-6560

W: [www.bringingharmonyhome.com](http://www.bringingharmonyhome.com)



### Free-standing Entry Sign Design



Example of Sign Frame

