



LEXINGTON ARCHITECTURAL REVIEW BOARD

Thursday, March 7, 2024 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. February 15, 2024 Minutes*
4. NEW BUSINESS:
 - A. **COA 2024-07: an application by Skyler Daniel for a Certificate of Appropriateness for new signage for Manley Memorial Baptist Church at 202 S. Main Street, Tax Map #23-1-165, owned by Manley Memorial Baptist Church.**
 - 1) Staff Report*
 - 2) Applicant Statement
 - 3) Public Comment
 - 4) Board Discussion & Decision
 - B. **COA 2024-08: an application by Molly Payne Pugh for a Certificate of Appropriateness for new signage for McClung and Pugh Law, PLC at 18 N. Main Street, Tax Map #16-1-56, owned by BLC Farm LLC.**
 - 1) Staff Report*
 - 2) Applicant Statement
 - 3) Public Comment
 - 4) Board Discussion & Decision
 - C. **COA 2024-09: an application by Bill and Jessica Harden for a Certificate of Appropriateness for exterior improvements at 7 N. Jefferson Street, Tax Map #16-4-9A, owned by 2022plus3, LLC.**
 - 1) Staff Report*
 - 2) Applicant Statement
 - 3) Public Comment
 - 4) Board Discussion & Decision

D. COA 2024-10: an application by Warren White and Elizabeth Rassiga for a Certificate of Appropriateness for exterior improvements at 23 W. Washington Street, Tax Map #16-1-50A, owned by Warren White and Elizabeth Rassiga.

- 1) Staff Report*
- 2) Applicant Statement
- 3) Public Comment
- 4) Board Discussion & Decision

E. COA 2024-11: an application by Alexander Thymmons for a Certificate of Appropriateness for new signage for Lexington Cigars & Lounge at 158 S. Main Street, Tax Map #23-1-198A, owned by Taylor Woody, Jr.

- 1) Staff Report*
- 2) Applicant Statement
- 3) Public Comment
- 4) Board Discussion & Decision

F. COA 2024-12: an application by Sheila Glaeser for a Certificate of Appropriateness for new signage for Violet Consignment at 18 E. Nelson Street, Tax Map #23-1-187, owned by Baldwin Locher III.

- 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, February 15, 2024 – 5:00 p.m.
Second Floor Conference Room
Lexington City Hall**

MINUTES

Architectural Review Board:

Present: Caroline Alexander, Chair
Julie Goyette
Ian Small
Jessie Taylor
Barbara Crawford, Alternate B

City Staff:

Arne Glaeser, Planning Director
Kate Beard, Administrative Assistant

Absent: Arthur Bartenstein, Vice-Chair

CALL TO ORDER:

C. Alexander called the meeting to order at 5:01 p.m.

AGENDA:

The agenda was unanimously approved as presented. (J. Goyette / I. Small)

MINUTES:

The minutes from the January 4, 2024 were unanimously approved as presented. (I. Small / J. Taylor)

CITIZENS' COMMENTS ON MATTERS NOT ON THE AGENDA:

None

NEW BUSINESS:

A. COA 2024-04: an application by Paul Kosmas for a Certificate of Appropriateness for exterior improvements at 17 N. Randolph Street, Tax Map #24-1-3, owned by Suzanne Kosmas.

- 1) Staff Report – This was an application to replace windows and to modify the walkway at 17 N. Randolph Street. A. Glaeser suggested the applicant could best describe the proposed improvements.
- 2) Applicant Statement – Applicant Paul Kosmas explained that the ground floor of the building was being renovated and that all but two of the ground floor windows had been replaced at various times, with windows of varying styles. The proposal was to replace all twelve of the first floor windows with replacement windows intended to match the style of the second floor windows that seemed to be most original to the building. The proposed replacement windows were United Window & Door Series 7400 “Cottage” style windows with 3 vertical panes in the top sash and 1 pane in the bottom sash. They would have green exterior frames to match the previously approved trim color. The proposed improvement to the walkway was to extend an existing warp in the sidewalk to meet the current entryway to allow for ADA accessibility.

- 3) Public Comment - None
- 4) Board Discussion & Decision – I. Small asked if the applicant could provide greater detail or dimensions for the “ramp” proposed for the entry. Director Glaeser clarified that the proposed walkway improvement was not an actual ramp, but more a bulge in the concrete, and was wholly located on the subject parcel and would not affect the actual sidewalk. **J. Taylor moved to approve the application as presented. J. Goyette seconded and the motion passed unanimously. (5-0)**

B. COA 2024-05: an application by Alexander Thymmons for a Certificate of Appropriateness for new signage for Lexington Cigars & Lounge at 158 S. Main Street, Tax Map #23-1-166, owned by Taylor Woody, Jr.

- 1) Staff Report – A. Glaeser prefaced his report by explaining that the sign designer had a family emergency and was unable to attend the meeting or provide a vinyl sample as she normally does. He added that the business had undergone a rebranding and the new business owner/applicant installed more temporary signage than was allowed. Several Board members remarked that they had noticed and been surprised by the temporary signage. A. Glaeser reported that while the business owner had removed the unapproved hanging sign, the two remaining banner signs were still more than is allowed. J. Goyette observed that the gold lettering above the entry and on the window glass had been removed. She remarked that, though used effectively in other locations downtown, at this particular location the sunlight reflecting off of the lettering had been “a lot.”

This application was a request for a new hanging sign and a new interior, neon “Open” window sign. The proposed hanging sign measured 33.5” x 36” x 19 mm and would be made from an expanded PVC material with digitally printed vinyl decals applied to both sides. The sign’s graphics and text would be in golds and blacks and its edges would be painted black. It would be hung from loop screws mounted into the awning overhang and would not be illuminated. The “open” sign measured 23” x 10” and was hung inside one of the storefront windows. A. Glaeser confirmed the sign was true neon and met zoning criteria.

- 2) Applicant Statement – None
- 3) Public Comment - None
- 4) Board Discussion & Decision – B. Crawford remarked that, because the design was quite dramatic, and because she could not tell if the gold being proposed was flat or metallic, she would prefer to see a material sample before approving the hanging sign, especially after J. Goyette’s comment about the sun’s interaction with the earlier metallic lettering. J. Goyette agreed. I. Small said he felt the hanging sign’s design was not well suited to either the building or the downtown Historic District. Several Board members agreed saying the sign seemed overly busy. C. Alexander voiced concern about the sign’s size, given its placement under the awning. She suggested a sign with a more horizontal orientation might better fit the location. **I. Small moved to deny the hanging sign as proposed and to allow the applicant to reapply once at no additional cost. B. Crawford seconded and the motion passed unanimously. (5-0) I. Small moved to approve the interior, neon open sign as presented. J. Goyette seconded and the motion passed unanimously. (5-0)**

C. COA 2024-06: an application by Arthur Bartenstein for a Certificate of Appropriateness for the demolition of an accessory structure at 104 White Street, Tax Map #22-12-5C, owned by Arthur Bartenstein.

- 1) Staff Report – This was an application for the demolition of an existing detached garage at 104 White Street, located in the Residential Historic District. The garage is located on a private alley in the far, rear corner of the property and is only partially visible from the public street. In the Residential Historic District, ARB approval is required for the demolition or moving of a main or accessory building, or the construction of a new main or accessory building. Mr. Bartenstein intends to submit an application for the construction of a new accessory building once all of the details have been finalized, but in the meantime would like to move forward with the removal of the garage to make way for additional garden space.
- 2) Applicant Statement – None
- 3) Public Comment - None
- 4) Board Discussion & Decision – B. Crawford asked if there was an approximate date for when the garage was built and C. Alexander noted the applicant’s narrative dated it to the mid-20th century. There was discussion of the garage’s location in relation to an existing brick wall and a garage on an adjacent property. A. Glaeser commented that, as he understood it, Mr. Bartenstein did not intend to build anything in the garage’s location and the new accessory structure was proposed to be located on the side of the main house. **J. Goyette moved to approve the application as presented. I. Small seconded and the motion passed unanimously. (5-0)**

OTHER BUSINESS:

Responding to a question from B. Crawford, A. Glaeser explained that his interpretation of the factors to be considered by the ARB in the Historic Downtown Preservation District did not include items such as planters or benches that were removable and not attached to the building. He said Main Street Lexington loosely oversees such items of street furniture and added that such items must comply with the Americans with Disabilities Act and allow for a 36” clear path along the sidewalk. C. Alexander commented the requirement would be increasing to 42” in the relatively near future. A. Glaeser confirmed that the City has enforced the ADA requirement on downtown sidewalks when necessary. He acknowledged there was little oversight of the aesthetics of non-permanent displays but added that he has heard from property owners who intended to invest in items they believed would be more aesthetically pleasing than those placed on the sidewalk by their tenants.

ADJOURN:

The meeting adjourned at 5:37 p.m. (J. Taylor / J. Goyette)

C. Alexander, Chair, Architectural Review Board

Lexington, VA Historic Downtown Preservation District COA
COA 2024-07 202 S. Main Street New Signage

Project Name	New Signage for Manley Memorial Baptist Church
Property Location	202 South Main Street
Zoning	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
Owner/Applicant	Manley Memorial Baptist Church / Skyler Daniel

OVERVIEW OF REQUEST

This is an application to approve a Certificate of Appropriateness (COA) for new signage for Manley Memorial Baptist Church at 202 S. Main Street. The proposal includes a new monument sign, a new wall sign and a new minor sign.

202 S. Main Street existing conditions



The applicant intends to replace the existing monument sign with a new 15 square foot monument sign. The sign face will measure 60” x 36” x 1” and be made of digitally printed and laminated Komacel. It will feature black, yellow and green text on a white background and a logo graphic with a slight standoff from the main sign surface. The sign face will be on a white powder-coated steel frame which will be mounted on a brick base. The pastor’s name in black vinyl text on a translucent acrylic panel will be mounted at the top of the brick sign base.

The applicant is also requesting a 48” x 24” wall sign and an 18” x 8” minor sign to serve as directional signs. Both sign faces would be made of digitally printed and laminated Komacel with the church’s logo and wayfinding text on a white background. The wall sign will be mounted to the church owned building at 205 S. Randolph Street on the wall facing the entrance to the church’s parking lot. The minor sign will be affixed to post and located in the grassy area just south of 205 S. Randolph Street. The post and finial will be made of a white PVC material. Additional sign details, including graphics and colors, are included in the application materials.

205 S. Randolph 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.

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

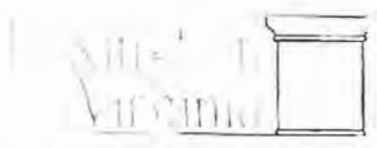
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Section 420-8.10. (Historic Downtown Preservation District) states that the Board shall prescribe the character, type, color and materials used in the erection, posting, display or maintenance of signs permitted in the Historic Downtown Preservation 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.



www.lexingtonva.gov

Planning & Development Department
P.O. Box 922
300 East Washington Street
Lexington, Virginia 24450
Phone: (540) 462-3704 Fax: (540) 463-5310

SIGN PERMIT APPLICATION

Applicant¹
 Name: Skylar Daniel Phone: 434-709-1644 (c)
540-463-4181 (c)
 Company: Mainly Memorial Baptist Church Fax: N/A
 Address: 202 S. Main St Lexington VA Email: SKylerraydaniel@gmail.com
 Applicant's Signature: [Signature] Date: 1/3/2024

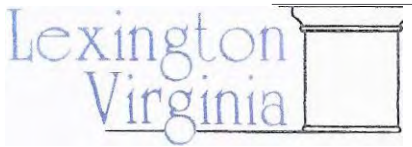
Property Owner
 Name: Mainly Memorial Baptist Church Phone: 540-463-4181
 Address: 202 S. Main St Lexington VA Email: office@mainlybaptist.com
 Owner's Signature: [Signature] Date: 1/3/2024

Sign Contractor
 Name: Donelle De Witt Phone: 540-460-2045
 Company: DDGA&I, LLC Fax: _____
 Address: 94 Little House Lane, Lexington, VA Email: donelle888@mac.com

Proposal Information²
 Address (or location description): 202 S. Main Street, Lexington, VA
 Tax Map: _____ Deed Book and Page #: _____
 Acreage: _____ Zoning (attach any existing conditions or proffers): _____
 Property Doing Business As: _____
 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.

*Fees Non Refundable



www.lexingtonva.gov

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

Sign Information

	<u>Sign Type</u>	<u>Square Feet</u>	<u>Width</u>	<u>Height</u>
Sign 1	Monument	15 sq ft	60"	36"
Sign 2	Wall Mount	8 sq ft	48"	24"
Sign 3	Post mount/inground	8 sq ft	48"	24"

Street Frontage (width) of business space in feet _____

Street Frontage (width) of building in feet _____

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 _____ Height _____

Width _____ Height _____

If a projecting sign, clearance from sidewalk: _____ feet

What materials will be used? Digitally printed and laminated Komacel sign faces, PVC posts & finials, white powder-coated attachment hardware. Monument: additionally - white powder-coated steel frame behind signface mounted into brick base filled with concrete/ topped with decorative gravel; pastor name lettered with black vinyl on translucent acrylic screw-mounted into base. DarkSky spotlighted.

_ 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

Manly Memorial Baptist Church

Rev. Skyler Daniels



Prepared by



Donelle DeWitt
Graphic Arts & Illustration, LLC
A Local Professional Design Studio

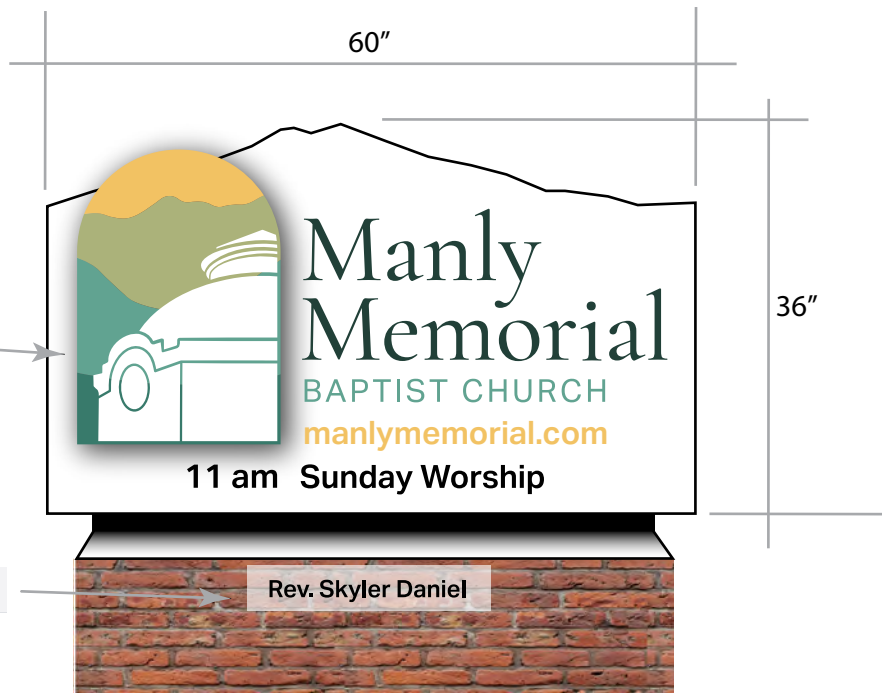
*Logo Design, Desktop Publishing,
Signs, Banners & more*

540-460-2045
donelle888@mac.com



Views from Randolph

Slight standoff from main sign surface



Black vinyl lettering applied 2nd side to translucent acrylic panel screw-mounted into brick. 20" x 3"

Rev. Skyler Daniel

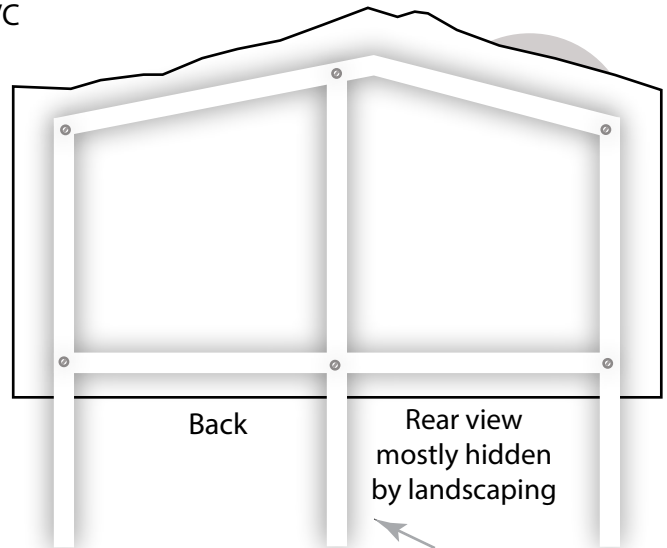
Rev. Skyler Daniel

1/2" thick expanded PVC

1" thick expanded PVC



Front

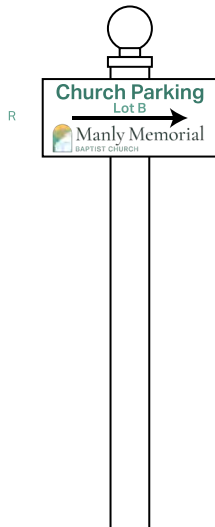


Back

Rear view mostly hidden by landscaping

Welded iron square tube frame powder-coated white, secured to rear sign surface and embedded into base.

Sign face: 18"W by 8" tall



Sign face: 48"W by 24" tall

**Lexington, VA Historic Downtown Preservation District COA
COA 2024-08 18 N. Main Street New Signage**

Project Name	New signage for McClung and Pugh Law, PLC
Property Location	18 North Main Street
Zoning	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
Owner/Applicant	BLC Farm LLC / Molly Payne Pugh

OVERVIEW OF REQUEST

This is an application to approve a Certificate of Appropriateness (COA) for a new wall sign for McClung and Pugh Law, PLC at 18 N. Main Street. The applicant is requesting to reface the existing 17 ¾” x 23 ¾” x 1 ½” wooden wall sign with the new business name. The sign will be painted white with the business name and logo painted on its face in black, Book Antiqua font. It will be remounted with screws to the right of the entry door. Additional sign details and color samples are included in the application materials.

18 North Main Street existing conditions



**Lexington, VA Historic Downtown Preservation District COA
COA 2024-08 18 N. Main Street New Signage**

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)

<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: Molly Payne Pugh Phone: 540-463-2188

Company: McClung and Pugh Law, PLC Fax: 540-464-3139

Address: 18 N. Main Street Lexington, VA 24450 Email: molly@mplawplc.com

Applicant's Signature: [Handwritten Signature] Date: 2/20/2024

Property Owner

Name: BLC Farm LLC Phone: Address: P.O. Box 1157 Lexington, VA

24450 Email: N/A

Owner's Signature: [Handwritten Signature] Date: 2/20/24

Sign Contractor

Name: Nick Alexander, private, local artist Phone: Company: N/A Fax: N/A

Address: Email:

Proposal Information²

Address (or location description): 18 N. Main Street, Lexington, VA, 24450 Tax Map: 16 1 56

Instrument#: 110000881 Acreage: 0.78 Zoning (attach any existing conditions or proffers): none Property Doing Business As: McClung and Pugh Law, PLC

Overlay District:

- X 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	_____	_____	_____	_____
Sign 2	_____	_____	_____	_____
Sign 3	_____	_____	_____	_____

Street Frontage (width) of business space in feet 39.0

Street Frontage (width) of building in feet 39.0

Are other signs currently displayed on the same building? Yes xNo

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

Width _____ Height _____

Width _____ Height _____

If a projecting sign, clearance from sidewalk: N/A feet

What materials will be used? Wood, metal screws, black paint, white paint _____

Will the sign be illuminated? Yes xNo

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

- Dimensions of sign – 17 ¾ inches wide, 23 ¾ inches tall, 1 ½ inches thick
- Lettering style and size – Book Antiqua font, large letter – size 455 font, small letter – size 85 font
- How colors will be used – White background, black letters
- Photo showing building and adjoining structures
- Exact wording layout of sign – "MP" "McClung and Pugh Law PLC"
- Paint samples
- Style of bracket, stand, and/or awning – two (2) metal screws



Lexington, VA Historic Downtown Preservation District COA
COA 2024-09 7 North Jefferson Street Exterior Improvement

Project Name	Exterior screening fence for Hardens’ at 7 North Jefferson Street
Property Location	7 North Jefferson Street
Zoning	C-1 Commercial/ Historic District
Owner/Applicant	2022 plus 3 LLC/Bill and Jessica Harden

OVERVIEW OF REQUEST

This is an application to approve a Certificate of Appropriateness (COA) for an exterior screening fence at 7 North Jefferson Street for the restaurant housed in the building’s ground floor commercial space.

The proposal is to install a fenced enclosure to screen a CO2 tank, trash receptacles and utility boxes located on the northeast side of the building facing the alley. The fence will enclose the uppermost 16’-10” portion of the walkway and will be approximately 6 feet tall on the upper end and approximately 8 feet tall on the lower end. It will be constructed of poplar wood, painted Silver Satin (OC-26) to match the building’s exterior walls, and finished with black metal gate hinges and latch.

7 North 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.

Staff Report

**Lexington, VA Historic Downtown Preservation District COA
COA 2024-09 7 North Jefferson Street Exterior Improvement**

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 IV. Guidelines for Site Design. Site Appurtenances on page IV-8, and

Section V. Guidelines for Existing Buildings – Elements. Rears of Commercial Buildings on page V-22.)

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

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 Recommendation

Staff finds the proposed improvements meet the zoning criteria.



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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 – HISTORIC DISTRICT

Applicant¹

Name: Bill & Jessica Harden Phone: 201-953-4162
Company: Hardens LLC Fax: _____
Address: 7N Jefferson St Email: thardenslex@gmail.com
Lexington Va 24450
Applicant's Signature: [Signature] Date: 2/20/24

Property Owner

Name: 2022 PLUS 3, LLC Phone: 412-996-9414
Address: 7 NORTH JEFFERSON ST. Email: thomasjlangston@yahoo.com
Owner's Signature: [Signature] Date: 2-20-24

Architect/Designer

Name: Rockbridge Timber Frames Phone: 540-319-1281
Company: * Fax: _____
Address: 229 McLaughlin St Email: _____

Administration

Application is hereby made to the Lexington Architectural Review Board for a Certificate of Appropriateness (COA) to make repairs, alterations, or improvements in the Historic District in accordance with Chapter 28, Article XVII and Article XVIII 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 Architectural Review Board. 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.



www.lexingtonva.gov

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

Proposal Information² (attach list of properties if request includes multiple properties)

Address (or location description): 7N Jefferson St

Tax Map: _____ Deed Book and Page #: _____

Acreage: _____ Zoning (attach any existing conditions or proffers): _____

Property Doing Business As: Hardens LLC

Historical Name of Building: _____

Approximate Age of Building: _____ Applicant seeking Federal Tax Credit: Yes No

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

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



Material: poplar wood

BESTSELLER

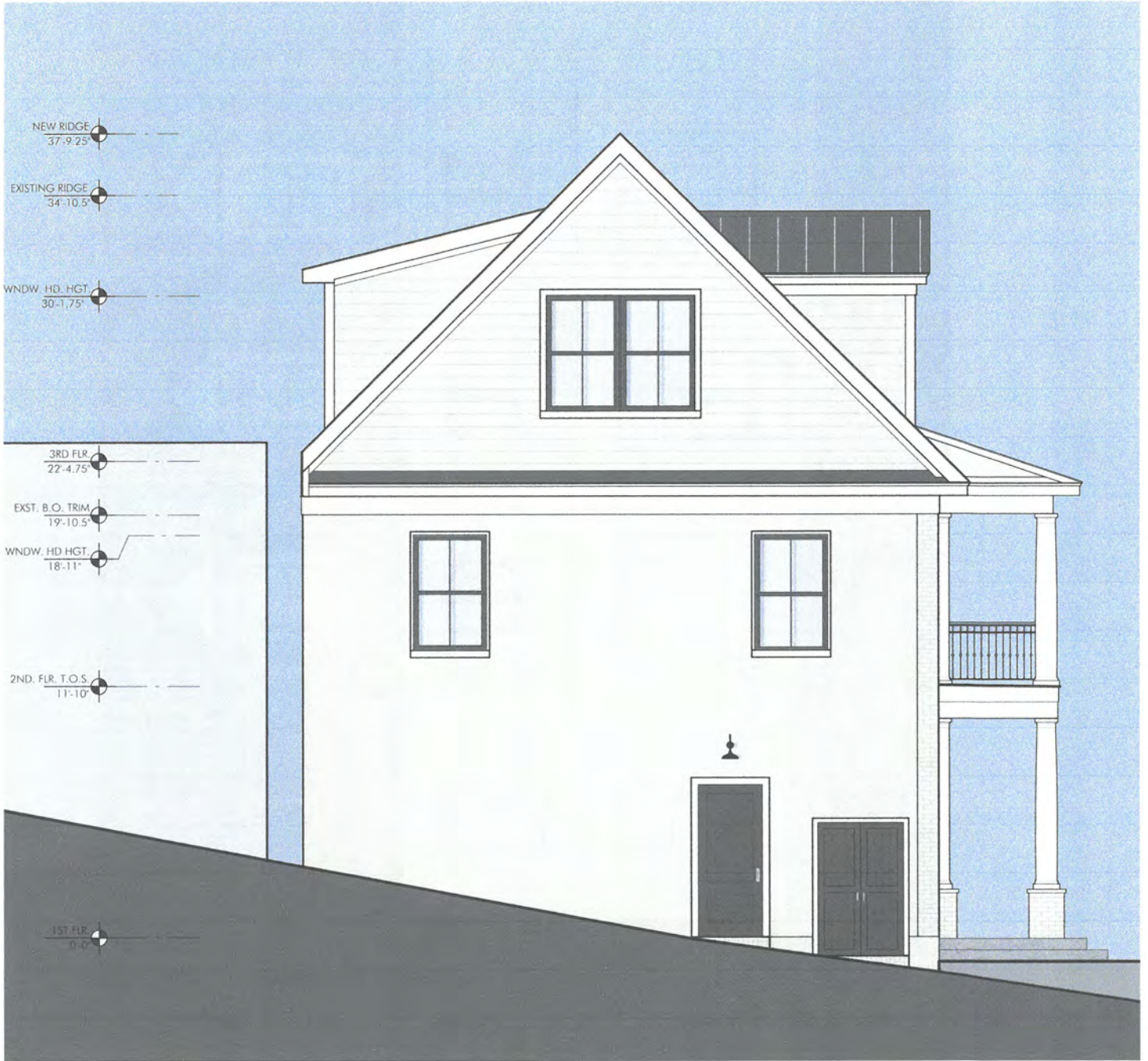


**Finishings:
2 3.5in black gate hinge
4in black gate latch**

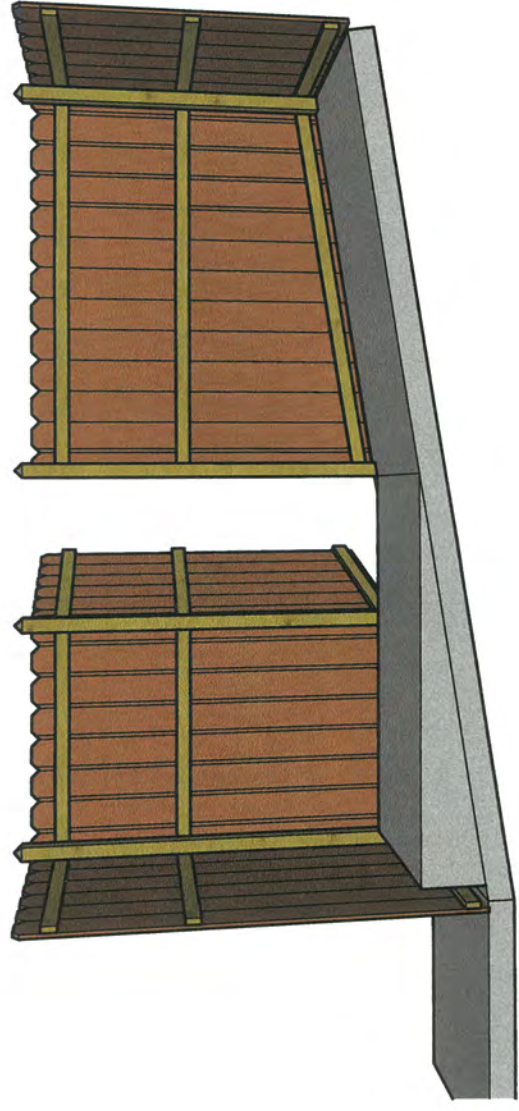
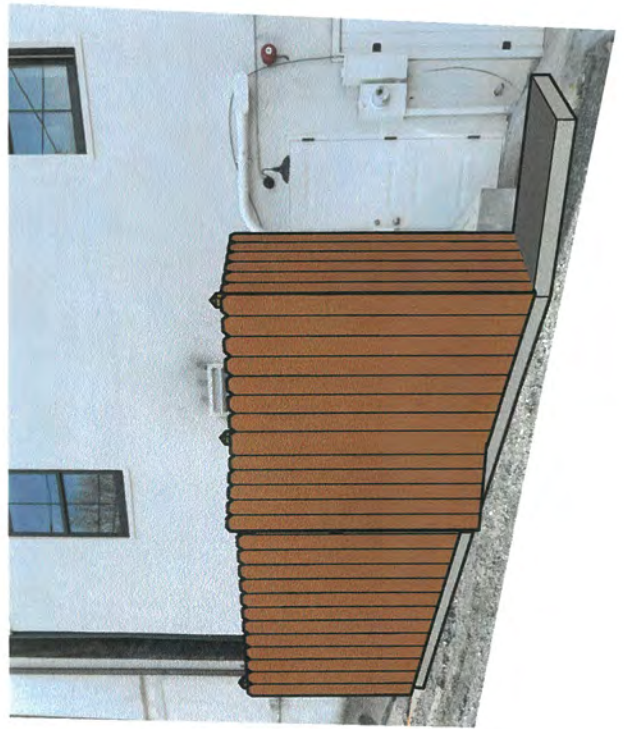
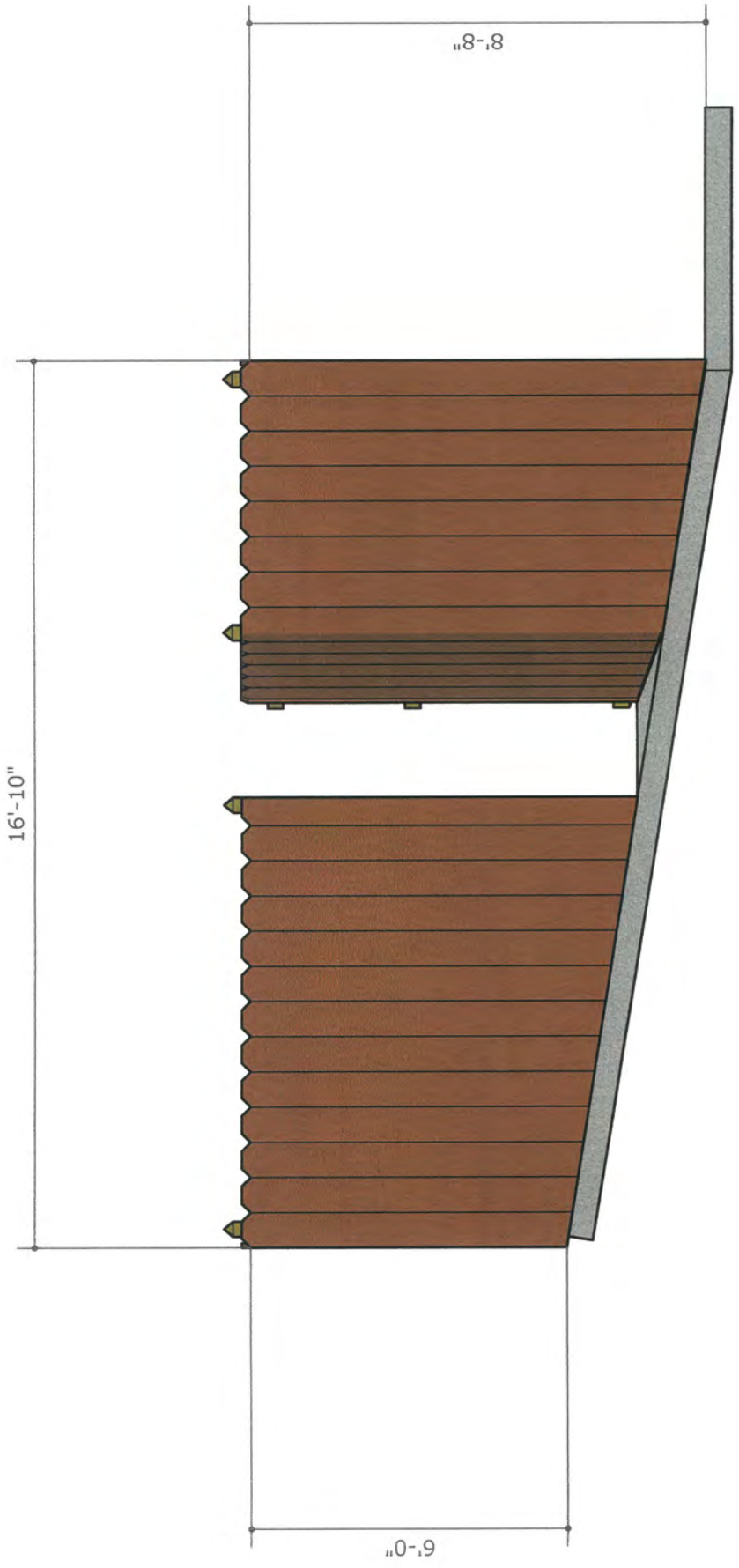
Pntd. Brick, Siding, & CMU w/
Stucco Finish

Silver Satin
OC-26

**Paint: Silver satin, color matches
the existing exterior paint**







**Lexington, VA Historic Downtown Preservation District COA
COA 2024-10 23 W. Washington Street Exterior Improvements**

Project Name	Exterior Improvements at 23 W. Washington Street
Property Location	23 West Washington Street
Zoning	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
Owner/Applicant	Warren White & Elizabeth Rassiga / Warren White & Elizabeth Rassiga

OVERVIEW OF REQUEST

This is an application to approve a Certificate of Appropriateness (COA) to paint the front brick façade at 23 W. Washington Street.

On June 1, 2023, the Architectural Review Board approved a COA for a paint refresh of some of the building's painted elements. The Board specifically approved repainting the doors and the trim around the shop window, doors and overhang on the front of the building, as well as all painted surfaces on the rear of the building with Sherwin Williams Refuge (SW 6228). The approval did not include the second story windows and trim on the front façade. The applicants are now requesting to paint the front brick façade with Sherwin Williams Wedgewood Gray (HC-146), in addition to the elements to be painted the Refuge color. They intend to refurbish the second story windows on the front facade and paint them with the current white paint color.

23 W. Washington Street existing conditions



**Lexington, VA Historic Downtown Preservation District COA
COA 2024-10 23 W. Washington Street Exterior Improvements**

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.

(Section X.C. Guidelines for Painting. Color & Placement. on pages X-4 & X-5)

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

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

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS – HISTORIC DISTRICT

Applicant¹

Name: MARCO WHITE/ELIZABETH PASSIGA Phone: 775-770-4886

Company: A FORG TIMES PUBLISHING (DBA) Fax: _____

Address: 23 W. WASHINGTON Email: WPCURENO@GMAIL.COM

Applicant's Signature: *Marco White Elizabeth Passiga* Date: 2/20/2024

Property Owner

Name: Same Phone: _____

Address: _____ Email: _____

Owner's Signature: _____ Date: _____

Architect/Designer

Name: Same Phone: _____

Company: _____ Fax: _____

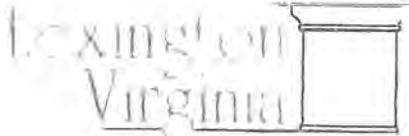
Address: _____ Email: _____

Administration

Application is hereby made to the Lexington Architectural Review Board for a Certificate of Appropriateness (COA) to make repairs, alterations, or improvements in the Historic District in accordance with Chapter 28, Article XVII and Article XVIII 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 Architectural Review Board. 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.



www.lexingtonva.gov

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

Proposal Information² (attach list of properties if request includes multiple properties)

Address (or location description): 23 W. WASHINGTON

Tax Map: _____ Deed Book and Page #: _____

Acreage: _____ Zoning (attach any existing conditions or proffers): _____

Property Doing Business As: Aforetimes Publishing

Historical Name of Building: _____

Approximate Age of Building: 70 YEARS Applicant seeking Federal Tax Credit: Yes No

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 front only
- Total restoration of the exterior of a building
- Removal of any architectural element ~~RE~~
- Painting of any building exterior FRONT ONLY
- Cleaning of wall surfaces or architectural elements STEAM WASH FIRST
- 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

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

February 21, 2024

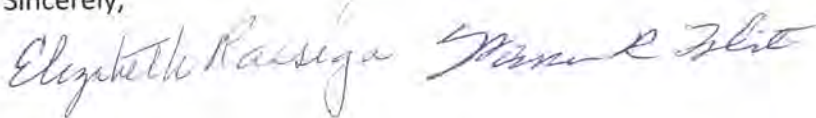
To the Committee members:

Warren and I are very proud to be a part of the historical town of Lexington. Warren's family traces its beginnings in America to 1608 in Jamestown. In Lexington, during the 1860's, Warren's grandfather's grandfather, William Spotswood White, was the minister of the Presbyterian Church on Main Street and was the first resident of the Manse on White street which bears his name.

23 West Washington in Lexington is a 1950's era building on a street with primarily 19th century buildings. Its brick face is very basic and lacks the historical interest of the older buildings on Washington Street (see the attached photo which shows the front wall of 23 West Washington and the side wall of 21 West Washington). We believe that painting the brick on 23 West Washington will improve the streetscape. We propose a light green, contrasting with the already approved dark green trim, as an overall upgrade. Samples of both paint colors are attached.

As the committee is aware, there are many other brick buildings in town which have been painted, some very recently. Welsh Construction is currently revamping the entire building. The actual painting will be done by them at the end of their interior work. We await your decision so we can notify them and they can put it on the schedule.

Sincerely,



Elizabeth Rassiga and Warren White

wrrwreo@gmail.com

775 770-4386

outside
entire front
Brick-



Left

23 W. Washington
Proposed painted brick

Right

21 W. Washington
side wall

w/ front painted
brick

HC-146



Wedgewood Gray
Gris de Wedgewood
Bleu Bourgeois



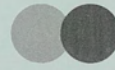
HC-146

Wedgewood Gray
Gris de Wedgewood
Bleu Bourgeois



HC-146

Wedgewood Gray
Gris de Wedgewood
Bleu Bourgeois



34HC-146

Wedgewood Gray
Gris de Wedgewood
Bleu Bourgeois

SW 6228
Refuge

220-C5

Wedgewood Gray - Color being requested for front brick facade

Refuge - Color approved for ground floor doors and trim elements (also for painted elements on rear of building)

**Lexington, VA Historic Downtown Preservation District COA
COA 2024-11 158 S. Main Street New Signage**

Project Name	New signage for Lexington Cigars & Lounge
Property Location	158 South Main Street
Zoning	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
Owner/Applicant	Taylor Woody, Jr. / Alexander Thymmons

OVERVIEW OF REQUEST

This is an application to approve a Certificate of Appropriateness (COA) for a new projecting sign for Lexington Cigars & Lounge at 158 South Main Street. The projecting sign will measure 45" x 19" x 19 mm and will be made from an expanded PVC material with digitally printed vinyl decals applied to both sides and painted edges. It will be hung from loop screws mounted into the awning overhead and will not be illuminated. Additional sign details, including the proposed sign graphic and text, are included in the application materials.

158 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

**Lexington, VA Historic Downtown Preservation District COA
COA 2024-11 158 S. Main Street New Signage**

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)
<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

P.O. Box 922
300 East Washington Street
Lexington, Virginia 24450

Phone: (540) 462-3704 Fax: (540) 463-5310

SIGN PERMIT APPLICATION

Applicant¹

Name: Alexander Thymmons Phone: (202)957-2107

Company: Virginia Wealth Ventures, Inc. Fax: _____

Address: 306 Massie St, Lexington, VA 24450 Email: thymmons.a@viriniawealth.com

Applicant's Signature: Date: 01/01/2024

Property Owner

Name: Taylor Woody Jr Phone: 817-5981

Address: 927 Shenandoah Rd Email: tgwoody2@gmail

Owner's Signature: Date: 12-6-22

Sign Contractor

Name: Donelle De Witt Phone: 540-460-2045

Company: DDGA&I, LLC Fax: _____

Address: 94 Little House Lane, Lexington, VA Email: donelle888@mac.com

Proposal Information²

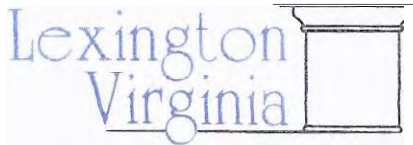
Address (or location description): _____

Tax Map: _____ Deed Book and Page #: _____

Acreage: _____ Zoning (attach any existing conditions or proffers): _____

Property Doing Business As: _____

Overlay District: _____



www.lexingtonva.gov

Planning & Development Department
 P.O. Box 922
 300 East Washington Street
 Lexington, Virginia 24450
 Phone: (540) 462-3704 Fax: (540) 463-5310

Sign Information

	<u>Sign Type</u>	<u>Square Feet</u>	<u>Width</u>	<u>Height</u>
Sign 1	___ <u>Hanging</u> ___	5.6 sq ft	45"	19"
Sign 2	___	___	___	___
Sign 3	___	___	___	___

Street Frontage (width) of business space in feet _____

Street Frontage (width) of building in feet 94 linear frontage

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 _____ Height _____

Width _____ Height _____

If a projecting sign, clearance from sidewalk: > 8' feet

What materials will be used? 19mm Komacel (expanded PVC) with vinyl digitally printed decals both sides, edges painted to match _____

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

Lexington Cigars & Lounge, LCL

Alexander Thymmons

158 South Main Street,
Lexington
Linear Frontage: 94'



CIGAR LOUNGE

Colors: as seen here

45"

5.6 sq. ft.

39"

19"



Prepared by



Donelle DeWitt
Graphic Arts &
Illustration, LLC
A Local Professional
Design Studio

Logo Design, Desktop Publishing,
Signs, Banners & more

Cell: 540-460-2045
donelle888@mac.com

Project Name	New Signage for Violet Consignment
Property Location	18 East Nelson Street
Zoning	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
Owner/Applicant	Baldwin Locher III / Sheila V. Glaeser

OVERVIEW OF REQUEST

This is an application to approve a Certificate of Appropriateness (COA) for a projecting sign for Violet Consignment at its new location at 18 E. Nelson Street. The applicant is requesting a 36” x 24” double-sided sign, made of ½ inch thick komecel with vinyl print and laminate applied to both sides. It will feature text and graphics in several colors on a white background. This is the same sign that was approved for the business’s former location. The sign will be hung from the existing sign bracket and will not be illuminated.

18 E. Nelson Street existing conditions



**Lexington, VA Historic Downtown Preservation District COA
COA 2024-12 18 E. Nelson Street New Signage**

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)

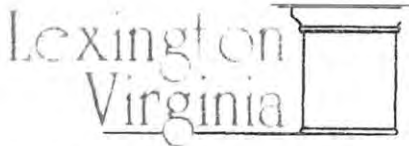
<https://www.lexingtonva.gov/home/showpublisheddocument/1506/637661128242230000>

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: Sheila V. Glaeser Phone: 912 222 1545
Company: Violet Consignment Fax:
Address: 18 E Nelson St, Suite 102, Lex VA 24450 Email: violetlexington@gmail.com
Applicant's Signature: Sheila V. Glaeser Date: 2-27-2024

Property Owner

Name: Wynn Locher Phone: 540-525-4463
Address: 18 E Nelson St, Lex VA 24450 Email: eastnelsonllc@gmail.com
Owner's Signature: Wynn Locher Date: 2-27-2024

Sign Contractor

Name: Phone:
Company: N/A Fax:
Address: Email:

Proposal Information²

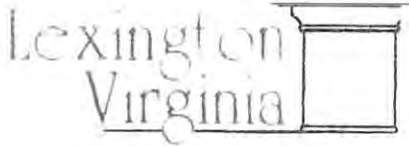
Address (or location description): 18 E Nelson St, Suite 102
Tax Map: 23-1-187 Deed Book and Page #: 22000 171
Acreage: 0.152 Zoning (attach any existing conditions or proffers): NA
Property Doing Business As: Violet Consignment

Overlay District:

- HD / 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.





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

www.lexingtonva.gov

Sign Information

	<u>Sign Type</u>	<u>Square Feet</u>	<u>Width</u>	<u>Height</u>
Sign 1	<u>hanging sign</u>	_____	<u>36</u>	<u>24</u>
Sign 2	_____	_____	_____	_____
Sign 3	_____	_____	_____	_____

Street Frontage (width) of business space in feet _____

Street Frontage (width) of building in feet _____

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 _____ Height _____

Width _____ Height _____

If a projecting sign, clearance from sidewalk: _____ feet

What materials will be used? _____

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

existing brackets will be used

