



LEXINGTON ARCHITECTURAL REVIEW BOARD  
Thursday, November 19, 2020 at 4:30 P.M.  
Distance Meeting held though ZOOM, Lexington City Hall,  
300 E. Washington Street, Lexington, VA

**AGENDA**

- 1. CALL TO ORDER
  - A. statement of emergency and authority to proceed
- 2. APPROVAL OF AGENDA
- 3. APPROVAL OF MINUTES:
  - A. November 5, 2020 Minutes\*
- 4. NEW BUSINESS:
  - A. COA 2020-23: an application by Lee and Amber Magalis for a Certificate of Appropriateness to approve a sign at 20 W. Washington Street, Tax Map #28-1-66, owned by Mary Scott**
    - 1) Staff Report\*
    - 2) Applicant Statement
    - 3) Public Comment
    - 4) Board Discussion & Decision
  - B. COA 2020-24: an application by Stephen Beck for a Certificate of Appropriateness to remove a planting bed and supporting rock wall, and to locate two HVAC units at 101 E. Washington Street, Tax Map #23-12-7, owned by the Rockbridge Historical Society**
    - 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, November 5, 2020 – 4:30 p.m.  
Live Zoom E-meeting  
Lexington City Hall  
MINUTES**

**Architectural Review Board:**

Present: C. Alexander, Chair  
A. Bartenstein,  
E. Teaff  
J. Goyette  
C. Honsinger

**City Staff:**

Arne Glaeser, Planning Director  
Bonnie Tombarge, Administrative Assistant

Absent: R. LeBlanc, Vice-chair  
A. Bartenstein – arrived at 4:35

**CALL TO ORDER**

A. Glaeser called the meeting to order at 4:30 p.m. He opened with a statement saying that the due to the COVID-19 pandemic, the City is taking measures to limit attendance at public meetings. The Lexington City Council had approved an emergency ordinance allowing for public meetings to be held through real-time, electronic means. The meeting and packet were available on the City’s website, the meeting is broadcasted to the City’s Facebook page and the recording will be posted to Youtube the following day.

**AGENDA:**

Agenda was approved unanimously (J. Goyette/ E. Teaff)

**MINUTES:**

Meeting minutes from October 15, 2020 were approved unanimously with one change by C. Alexander to clarify the 24 windows on the garage door are the window panes. (J. Goyette/E. Teaff)

**CITIZENS’ COMMENTS ON MATTERS NOT ON THE AGENDA:**

None.

**NEW BUSINESS:**

**A. COA 2020-22: an application by Lauren McCaughrin for a Certificate of Appropriateness to approve the installation of two signs at 3 W. Nelson Street, Tax Map #23-1-83, owned by John Sheridan**

- 1) Staff Report – The proposed projecting sign is a 30” x 30” circle with a 2”x30” rectangular sign attached at the base. The circular sign has a white background with a bright green edge. There is a character in a chef’s hat behind a green heart, color to match the outer edge of the circle, with a platter of food at the base of the heart. There is Metta Meals written in white with a black outline in the heart, and “made with love” written in black underneath the image. The hanging rectangular sign is the same green with “Vegetarian World Cuisine” written in white with a black

outline. These signs are made of dibond. The bracket appears to be a plain metal bracket. The window sign has the same image from the circular sign in the center with photos of a variety of food around it. At the base of this sign is “Enjoy World Cuisine...Fresh & Delicious, Vegetarian & Organic Food” in black with a white outline on a yellow background. This sign is a vinyl with laminate. E. Teaff asked if the votes on the signs could be separated.

- 2) Applicant Statement – E. Teaff asked if the window sign was clinging to the window. Ms. McCaughrin said there was trouble in applying the sign. C. Alexander confirmed the size of the window sign. C. Honsinger verified that the ARB did have authority over the window sign. A. Glaeser said that any permanent sign greater than one (1) square foot will come before the ARB.
- 3) Public Comment – None
- 4) Board Discussion & Decision – **E. Teaff moved to separate the approvals of the two signs. A. Bartenstein seconded, and the motion passed unanimously (5/0). E. Teaff moved to approve the projecting sign. J. Goyette seconded and the motion passed unanimously (5/0).** A. Bartenstein confirmed that the size of the window sign was within the limitations. He also said the design almost felt like a collection of signs, rather than one cohesive sign. E. Teaff said the style was very different from any other windows signs in the City and queried if it was in keeping with the character of the downtown. J. Goyette said that while there might be questions about the application of the sign, she felt the content was appropriate for a restaurant. **J. Goyette moved to approve the window sign as presented. A. Bartenstein seconded and the motion passed with one nay (4/1).** E. Teaff said she would have liked to see the motion require the reapplication of the window sign. Ms. McCaughrin said she would need to reorder the sign, and would like to make an adjustment to the sign, reducing it to just the logo. She asked if she would need to reapply for approval. A. Glaeser said the logo has already been approved, and if the new sign is just that logo, the ARB could say that it does not need to come back to be reviewed, or that the fee could be waived. Ms. McCaughrin confirmed it would be ok for her to leave this sign up until the new sign has arrived. A. Glaeser confirmed that she would be ordering a new sign with just the logo, and she said she would like to also keep the tag line at the bottom. A. Bartenstein questioned how the tag line would work with the round logo. Ms. McCaughrin said she would like the window sign to mimic the projecting sign in its entirety. **E. Teaff moved to approve the application of a new window sign that mimics the projecting sign without requiring re-approval.** A. Bartenstein said he wanted to be sure that this would not set a precedent of two signs in a window. A. Glaeser said that the two parts of the sign should be arranged on the window so as to be read as a single sign. **A. Bartenstein seconded and the motion passed unanimously (5/0).**

#### **OTHER BUSINESS:**

None

**ADJOURN:**

The meeting adjourned unanimously (J. Goyette/A. Bartenstein) at 4:56 p.m.

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C. Alexander, Chair Architectural Review Board

<b>Project Name</b>	New Sign for 20 W. Washington Street
<b>Property Location</b>	20 W. Washington Street
<b>Zoning</b>	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
<b>Owner/Applicant</b>	Mary Scott/Lee and Amber Magalis

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### OVERVIEW OF REQUEST

This is an application to approve a Certificate of Appropriateness (COA) for a new projecting sign at 20 W. Washington Street.

#### *20 W. Washington Street existing conditions*



This will be a wooden projecting sign made of natural western red cedar, painted and coated with polyurethane. It will be 8.9 square feet, 47.5 inches wide and 27 inches high. The sign will have a

background of natural wood in the shape of the Commonwealth of Virginia, with the area around stained darker. Over the state there is a hunter green box with a black outline. Over that is the name of the shop, Shenandoah Hemp Supply. The first and last words will be white with Hemp being in hunter green. All words will have a thin black outline and the sign will not be illuminated. The bracket will be 50 inches in length and made from powder-coated black steel. It is triangular in shape to ensure strength.

### **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 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 420-8.1, 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 Recommendation**

Staff recommends approval of the proposed projecting sign as it does not violate any provisions of the zoning ordinance.



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

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

Name: Lee and Amber Magalis Phone: 540-421-1860

Company: Shenandoah Hemp Supply Fax: \_\_\_\_\_

Address: 360 Florence Ave Waynesburg, VA 22980 Email: lee.magalis@denkhemp.com

Applicant's Signature: [Signature] Date: 10/20/2020

#### Property Owner

Name: Mary Scott Phone: 540-448-2788

Address: 742 High Rock Road, Raphine, VA Email: marescott222@gmail.com

Owner's Signature: [Signature] Date: 10.30.20

#### Sign Contractor

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

Company: DDGA&I Fax: donelle888@mac.com

Address: 94 Little House Lane, Lexington Email: 540-460-2045

#### Proposal Information<sup>2</sup>

Address (or location description): 20 West Washington St., Lexington

Tax Map: 28-1-66 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









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**THIS SECTION TO BE COMPLETED BY STAFF ONLY**

Application Fee: \$50 Amount Paid: 650 Case Number: HD COA - 2020 - 23

Date Received: 11-2-2020 Received By: A. Glaeser

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

Approved

Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Action by Planning Commission (Entrance Corridor Signs)**

Approved

Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairperson, Planning Commission \_\_\_\_\_ Date

**Action by Architectural Review Board (Historic District Signs)**

Approved

Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairperson, Architectural Review Board \_\_\_\_\_ Date



west view

47.5" x 27" = 8.9 sq. ft. | Linear frontage of business space is 14'-6" which allows for up to 9 sq. ft.



east view

# Shenandoah Hemp Supply

Lee & Amber Magalis

**Linear Frontage = 14' -6"**

**47.5" x 27" x 19mm (8.9 sq. ft.)**  
 double-sided, Natural Western Red Cedar with black, white and Hunter Green painted graphics/lettering, clear-sealed.

### Triangle Truss Hanging Sign

**Bracket:**  
 Length: 50"  
 Constructed from steel, powder-coated black  
 Triangular shape ensures strength



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](mailto:donelle888@mac.com)

**Lexington, VA Historic Downtown Preservation District COA  
COA 2020-24 101 E. Washington Street Exterior Improvements**

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<b>Project Name</b>	exterior improvements to 101 E. Washington Street
<b>Property Location</b>	101 E. Washington Street
<b>Zoning</b>	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
<b>Owner/Applicant</b>	Rockbridge Historical Society / Stephen Beck

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**OVERVIEW OF REQUEST**

This is an application to approve a Certificate of Appropriateness (COA) for a) the removal of a planting bed and supporting rock wall along the E. Washington Street façade and b) the placement of two exterior condensing units as described in the applicant submitted narrative.

*101 E. Washington Street existing conditions (from E. Washington Street)*



*101 E. Washington Street existing conditions (from S. Randolph Street)*



### **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

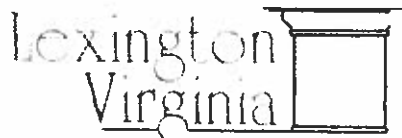
Downtown Preservation District upon which it is proposed to be located, constructed, reconstructed, altered or repaired.

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.

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 recommends approval of the proposed improvements as they do not violate any provisions of the zoning ordinance.



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

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS – HISTORIC DISTRICT

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

Name: STEPHEN D. BECK, VP-Property Phone: 540-817-4753

Company: Rockbridge Historical Society Fax: NONE

Address: 101 EAST WASHINGTON STREET Email: beckbridge1@gmail.com

Applicant's Signature:  Date: 11/5/20

### Property Owner

Name: ROCKBRIDGE HISTORICAL SOCIETY Phone: 540-464-1058

Address: 101 EAST WASHINGTON STREET Email: RHS@RockbridgeHistory.org

Owner's Signature:  VP-Property Date: 11/5/20

### Architect/Designer

Name: NONE Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

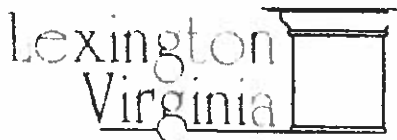
### Administration

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.

NON  
REFUNDABLE



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**Planning & Development Department**

P.O. Box 922

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): 101 EAST WASHINGTON STREET

Tax Map: 23 12 7 Deed Book and Page #: WB 79 37

Acreage: 0.206 Zoning (attach any existing conditions or proffers): \_\_\_\_\_

Property Doing Business As: ROCKBRIDGE HISTORICAL SOCIETY

Historical Name of Building: THE CAMPBELL HOUSE

Approximate Age of Building: 176 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)

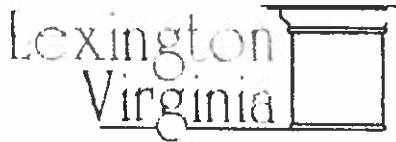
II. For ALL projects, please attach the following:

- 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 (including paint chips and/or color codes)

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





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Planning & Development Department

P.O. Box 922

300 East Washington Street

Lexington, Virginia 24450

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

**THIS SECTION TO BE COMPLETED BY STAFF ONLY**

**Application Fee: \$100 – Sign Permit Application Fee: \$50** Amount Paid: \_\_\_\_\_

Case Number: ARB-COA- 2020 - 24

Date Received: 11-5-2020 Received By: B. Tombarge

**Staff Review**

- Applicant's project would meet all district requirements.
- Applicant fails to meet the district requirements.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

**Action by Architectural Review Board**

- Approved
- Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson, Architectural Review Board

\_\_\_\_\_  
Date

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS-  
HISTORIC DISTRICT

ALTERATION DESCRIPTION: The Campbell House, 101 East Washington Street

1. Removal of planting bed and supporting rock wall: See site plan and the area marked in orange and accompanying photograph. The Rockbridge Historical Society proposes to remove the planting bed and supporting walls and return that area to sidewalk grade and install bricks similar to those in the sidewalk. This will eliminate the water intrusion within the Edward Jones rental unit that is occurring inside of the unit's front door. the water intrusion creates a safety hazard on the floor and leads the Society to having to keep re-plastering the inside wall.
2. The Society is planning on creating an updated museum dedicated to the history of Rockbridge County throughout its main floor. This will necessitate moving its office operation to the upper floor. As such, it will be looking to install a separate HVAC unit to serve each floor. An air handler for the upper floor will be installed in the attic and it will require an exterior compressor unit. The main level will also need an air handler that will be installed in the basement. It too will need an exterior compressor. On the attached plat the area marked number 1 in pink we propose for the location of the compressor serving the basement air handler and the area marked number 2 for the compressor serving the attic air handler. We expect that such work to occur over the next several years.

Submitted by the Rockbridge Historical Society on 11/520

PL

BOUNDARY R  
OWNED BY T  
SOCIETY. SI  
CITY OF LEXINGT  
COMMONWEALTH (

KEY

PF = PIPE FOUND  
IPS = IRON SET

RANDOLPH STREET

(40' WIDTH)

COR. BLDG.  
FOUNDATION

THE NEW PARCEL(S) AS  
CONSENT AND IN ACCORD  
UNDERSIGNED OWNERS, F

AUTHORIZED REPRESENTA  
COMMONWEALTH AT LARG  
STATE OF VIRGINIA

I,  
NOTARY PUBLIC IN AND  
HEREBY CERTIFY THAT T  
SIGNED ABOVE HAVE ACK

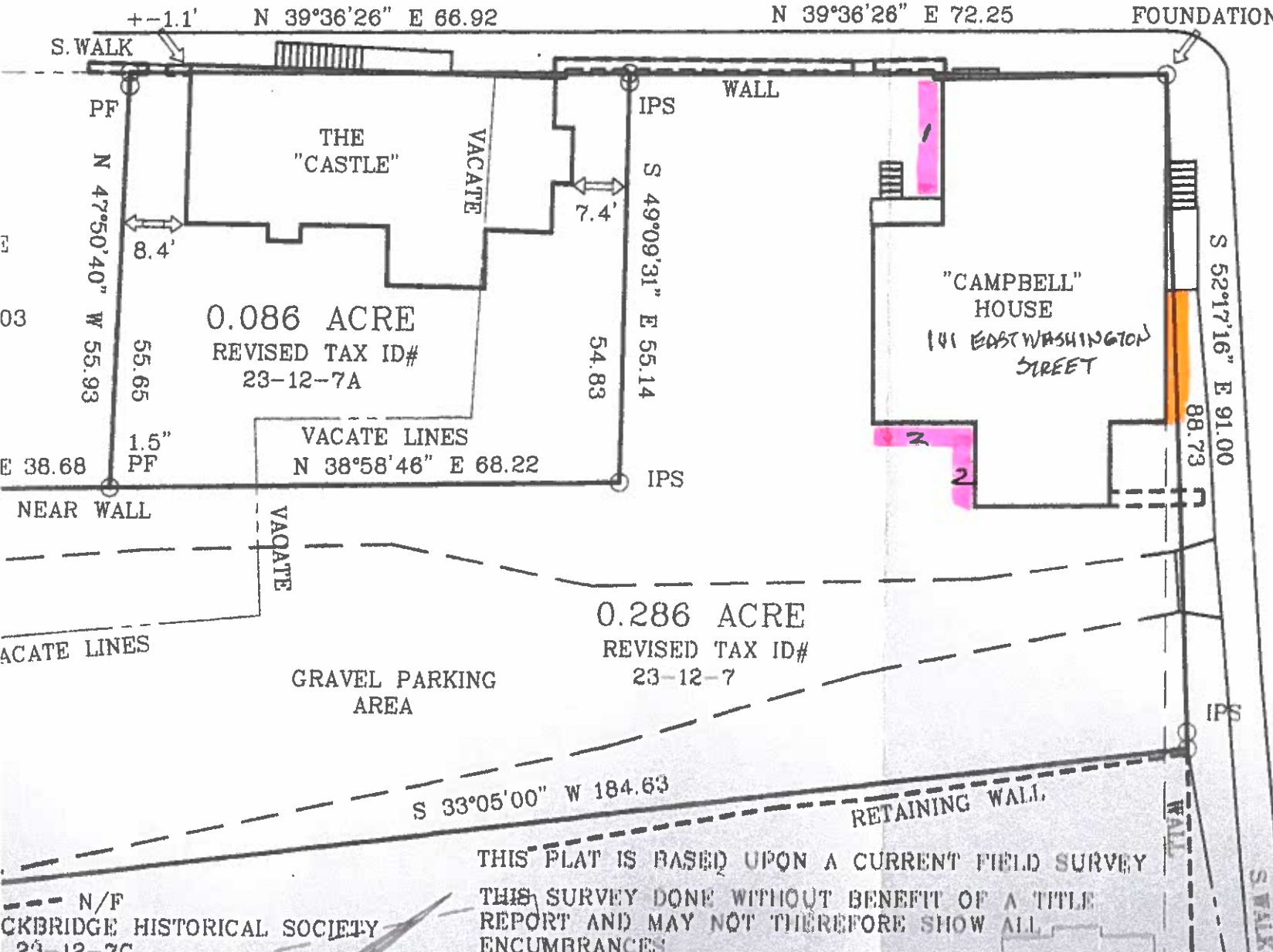
MY COMMISSION EXPIRES:

NOTARY PUBLIC

WASHINGTON ST. AS SHC  
IS 50 FOOT IN WIDTH FI  
TOWN BLOCK 7 GOING W  
NOT CONFORM BASED UI

WASHINGTON  
(50' / VARIABLE)

LEXINGTON  
TON AICP. AGENT



THIS PLAT IS BASED UPON A CURRENT FIELD SURVEY

THIS SURVEY DONE WITHOUT BENEFIT OF A TITLE  
REPORT AND MAY NOT THEREFORE SHOW ALL  
ENCUMBRANCES

N/F  
CKBRIDGE HISTORICAL SOCIETY  
23-12-7C



— Purple Red

101 EAST WASHINGTON STREET

