



LEXINGTON ARCHITECTURAL REVIEW BOARD  
Thursday, December 3, 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 19, 2020 Minutes\*
- 4. NEW BUSINESS:
  - A. COA 2020-25: an application by Janie Harris for a Certificate of Appropriateness to approve a sign at 214 S. Main Street, Tax Map #23-1-164, owned by Manly Memorial Baptist Church**
    - 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 19, 2020 – 4:30 p.m.**  
**Live Zoom E-meeting**  
**Lexington City Hall**  
**MINUTES**

**Architectural Review Board:**

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

**City Staff:**

Arne Glaeser, Planning Director  
Bonnie Tombarge, Administrative Assistant

**CALL TO ORDER**

A. Glaeser called the meeting to order at 4:30 p.m. He opened with a statement saying that 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 (C. Alexander/A. Bartenstein)

**MINUTES:**

Meeting minutes from November 5, 2020 were approved unanimously (A. Bartenstein/E. Teaff).

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

None.

**NEW BUSINESS:**

**A. COA 2020-23: an application by Lee and Amber Magalis for a Certificate of Appropriateness to approve a new sign at 20 W. Washington Street, Tax Map #28-1-66, owned by Mary Scott**

- 1) Staff Report – 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. The curly-que bracket will be coming down.

- 2) Applicant Statement – Donelle DeWitt said the only difference from the mock-up will be that the grain will be vertical, not horizontal. She was not sure if the second bracket could be taken down. R. LeBlanc asked about the durability of the wood. Ms. DeWitt said the red cedar is made to do signs with, and while she does not often use wood, it will be durable. A. Bartenstein asked if it was possible to make the crossbar the sign is hanging from made from wood as well. Ms. DeWitt said that was unconventional, and she would recommend simply changing the color of the paint on the bracket and crossbar. R. LeBlanc said she would like to keep the continuity of all the signs having metal brackets.
- 3) Public Comment – None
- 4) Board Discussion & Decision – **J. Goyette moved to approve the COA as presented. E. Teaff seconded and the motion passed unanimously (5/0).**

**B. COA 2020-24: an application by Stephen Beck for a Certificate of Appropriateness to remove a planting bed and support 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 – *(J. Goyette is on the Board of the Rockbridge Historical Society, and recused herself from voting, B. Crawford participated as alternate member B.)* 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. The request is to remove the rock wall and flower beds near the entrance to the Edward Jones rental unit. That area will be leveled down to the sidewalk grade and covered with bricks similar to those already making up the sidewalk. The Society will also be moving its offices to the upper floor, and will need to install a new HVAC units for that floor and the museum floor, and there will be two exterior compressors. The first will be located on the Randolph Street side of the back of the building. The second compressor will also be on the rear of the building, but closer to the driveway into the parking area.
- 2) Applicant Statement – J. Goyette and Stephen Beck gave more information on the removal of the flower bed, there is currently a problem with water entering the Edward Jones office when it rains. He also gave more information on the potential placement of the proposed HVAC units. These units are needed as the museum will be expanding, and the offices will be moving to an upper floor that does not currently have AC or heating.
- 3) Public Comment – None
- 4) Board Discussion & Decision – **R. LeBlanc moved to approve the removal of the flower bed and rock wall, and the installation of brick on the same grade as the side walk. E. Teaff seconded and the motion passed unanimously (5/0).** There was quite a bit of discussion on the placement of the HVAC units, and the board needed more information on the size of the units to be more certain about where they will be placed. **R. LeBlanc moved to deny the COA on the placement of the HVAC units. Once the applicant has information on the size and placement of the units, they can reapply with no fee. A. Bartenstein seconded and the motion passed unanimously (5/0).**

**OTHER BUSINESS:**

None

**ADJOURN:**

The meeting adjourned unanimously (A. Bartenstein/R. LeBlanc) at 5:22 p.m.

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C. Alexander, Chair Architectural Review Board

<b>Project Name</b>	New sign panel for James River Realty
<b>Property Location</b>	214 S. Main Street
<b>Zoning</b>	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
<b>Owner/Applicant</b>	Manly Memorial Baptist/Janie Harris

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### **OVERVIEW OF REQUEST**

This is an application to approve a Certificate of Appropriateness (COA) for a replacement sign panel hung from an existing freestanding sign frame at 214 S. Main Street.

#### *214 S. Main Street existing conditions*



The existing sign panel will be replaced with a sign made of metal and 14.1 square feet in size. It will be a 45 inch square sign and illuminated by an existing light fixture. It will be a red sign with white writing. The sign will have yellow and white borders around the red center and a black edge border. The proposed colors complement the wall sign that was approved in 2017.

#### **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):

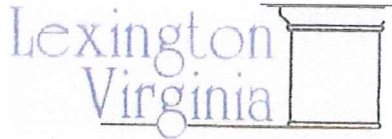
1. The historical or architectural value and significance of the building or structure and its relationship to or congruity with the historic value of the land, place or area in the Historic Downtown Preservation District upon which it is proposed to be located, constructed, reconstructed, altered or 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 replacement sign panel for the existing freestanding sign frame 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: JANIE HARRIS Phone: 540.463.2117

Company: JAMES RIVER REALTY Fax: \_\_\_\_\_

Address: 214 S MAIN STREET Email: JAMESRIVERREALTYINFO@

Applicant's Signature: Jane P. Harris Date: 11/19/2020 EMAIL.COM

#### Property Owner

Name: MANLY MEMORIAL BAPTIST Phone: 540.463.4181

Address: 202 S MAIN STREET Email: office@manlybaptist.com

Owner's Signature: Jane P. Harris Date: 11/17/2020  
FOR

#### Sign Contractor

Name: Shenandoah Sign Company Phone: 540 886 2114

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

Address: 220 Frontier Drive, Staunton Email: shenandoahsigncompany@gmail.com

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

Address (or location description): 214 S MAIN ST

Tax Map: 23-7-164 Deed Book and Page #: \_\_\_\_\_

Acreage: \_\_\_\_\_ Zoning (attach any existing conditions or proffers): C1

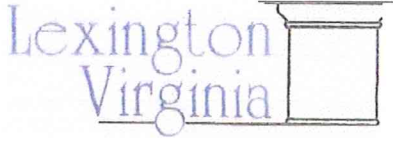
Property Doing Business As: JAMES RIVER REALTY

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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Sign Information

Table with 4 columns: Sign Type, Square Feet, Width, Height. Row 1: Sign 1, METAL, 14.1', 3'9", 3'9".

Street Frontage (width) of business space in feet

Street Frontage (width) of building in feet

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

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

Width Height

Width Height

If a projecting sign, clearance from sidewalk: feet

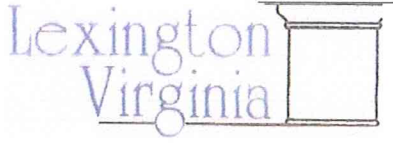
What materials will be used? metal

Will the sign be illuminated? [X] Yes [ ] No Existing Light Above Sign

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

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





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Lexington, Virginia 24450

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

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

**Application Fee: \$50** Amount Paid: \_\_\_\_\_ Case Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

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

Approved

Denied

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planning and Development Director

\_\_\_\_\_

Date

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

Approved

Denied

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chairperson, Planning Commission

\_\_\_\_\_

Date

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

Approved

Denied

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

\_\_\_\_\_

\_\_\_\_\_

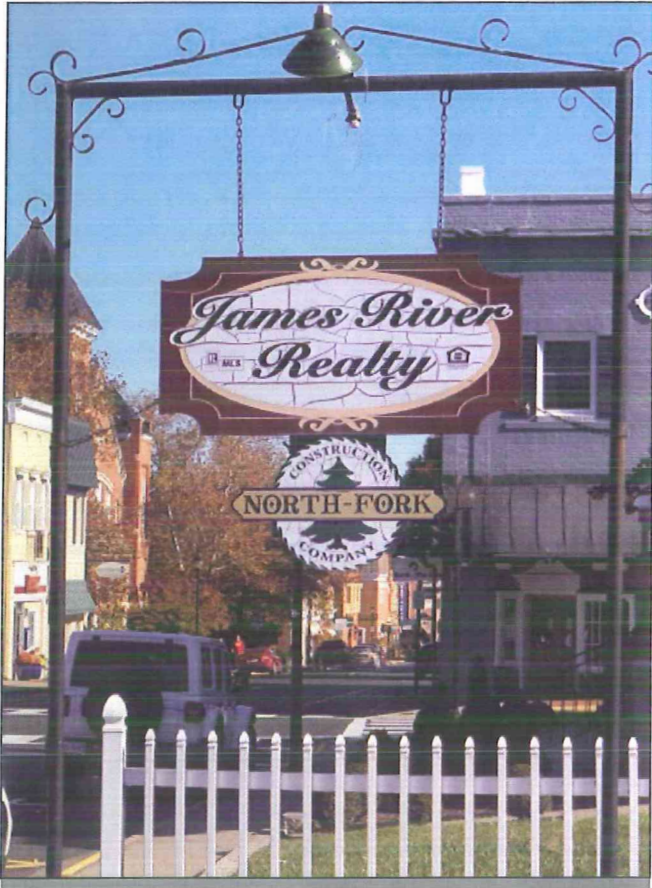
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Chairperson, Architectural Review Board

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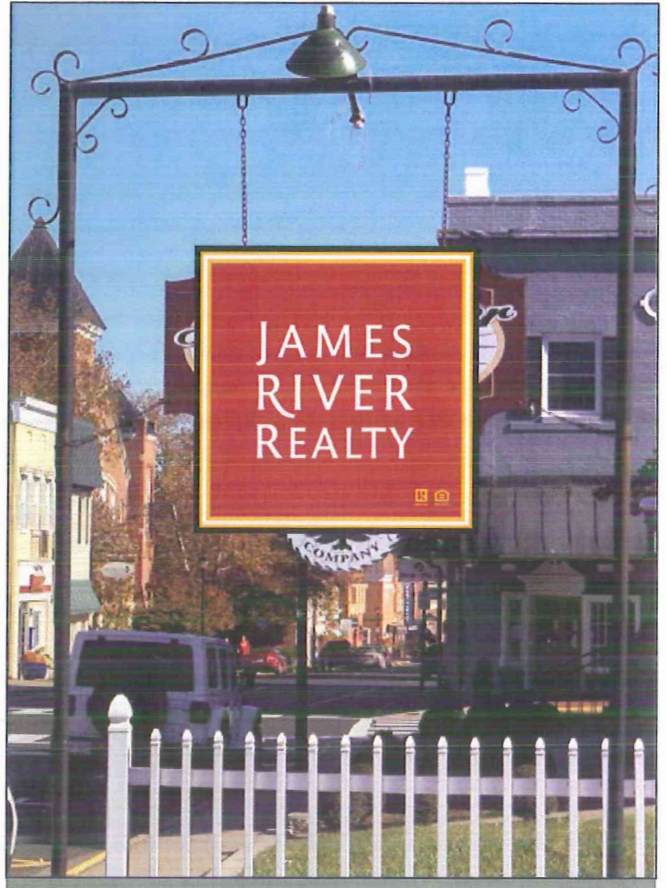
Date

1



2

10



3

