



## LEXINGTON ARCHITECTURAL REVIEW BOARD

Thursday, January 15, 2026 at 5:00 P.M.  
 Second Floor Conference Room, Interim Lexington City Hall  
 539 E. Nelson Street, Lexington, VA

### AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES:
  - A. December 18, 2025 Minutes\*
4. NEW BUSINESS:
  - A. COA 2026-01: an application by Riddleberger Brothers Inc. for approval of a Certificate of Appropriateness for screening of outdoor mechanical equipment at 106 E. Washington Street, Tax Map #24-1-7, owned by Brightspeed.**
  - B. Discussion: Draft Historic Resources Chapter of the Lexington Comprehensive Plan Continued.**
    - 1) Staff Comments\*
    - 2) Public Comment
    - 3) Board Discussion
  - C. Discussion regarding the required notification of adjacent property owners for significant COA applications.**
5. OTHER BUSINESS
6. ADJOURN

\*indicates attachment

## NOTES

**Lexington Architectural Review Board  
Thursday, December 18, 2025 – 5:00 p.m.  
Second Floor Conference Room  
Lexington City Hall**

**Threshold:**

Present: Caroline Alexander

**City Staff:**

Arne Glaeser, Planning Director  
Brinsley Leadbetter, Administrative Assistant

Absent:

Jessie Taylor, Chair  
Ian Small, Vice Chair  
Arthur Bartenstein  
Michael Perry, Alternate A  
Barbara Crawford, Alternate B  
Julie Goyette

**CALL TO ORDER:**

Caroline Alexander opened the discussion at 5:15 p.m.

**AGENDA**

Due to a lack of quorum, the agenda was not approved.

**MINUTES:**

Approval of the minutes from the December 4, 2025 meeting was tabled due to a lack of quorum.

**NEW BUSINESS:**

- A. Discussion and review of 2025 ARB Annual Report** – C. Alexander reviewed the changes that had been made at the previous meeting and decided they looked good.
- B. Discussion: Draft Historic Resources Chapter of the Lexington Comprehensive Plan Continued** – While reviewing the Historic Resources Chapter, C. Alexander recommended removing strategy 3.4 because it is mentioned in the second half of 3.7. A. Glaeser and C. Alexander also discussed how to rephrase 3.6 because this strategy would take a lot of time and resources that the City may not have. They decided to change the language to “Consider expanding existing inventory...and evaluate new historic districts where applicable.” They also decided to remove the 2<sup>nd</sup> sentence because they can still solicit neighborhood and stakeholder input in the inventory without explicitly stating it.

They both agreed that strategy 3.7 was what the ARB would really like to accomplish in the next 5 years. C. Alexander suggested putting the pattern book strategy of 3.5 as the new

4.1 within citizen engagement. It was decided to remove 4.3 but keep the original 4.1 and 4.2 because they fit well with the pattern book strategy.

It was recommended to reference Roanoke's Pattern Book when creating one for Lexington. It could be used as a supplement for the current design guidelines. Overall, the ARB would like to consider expanding the historic districts while also being mindful of property owners. They also discussed the importance of notifying adjacent property owners about new builds and additions to make everyone aware of the projects. Furthermore, they discussed how the ARB can go about overseeing additions with a possible zoning text amendment.

**OTHER BUSINESS:** None.

**ADJOURN:**

The discussion ended at 5:53 p.m.

Staff Report

**Lexington, VA Historic Downtown Preservation District COA  
COA 2026-01 Screening of Mechanical Equipment at 106 E. Washington Street**

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<b>Project Name</b>	Screening of Mechanical Equipment at 106 E. Washington Street
<b>Property Location</b>	106 E. Washington Street
<b>Zoning</b>	C-1 (Commercial District (Central Business)) & Historic Downtown Preservation District
<b>Owner/Applicant</b>	Brightspeed/Riddleberger Brothers Inc.

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**Overview of Request**

This is an application to approve a Certificate of Appropriateness (COA) for screening that is required to hide ground level mechanical equipment at 106 E. Washington Street. A new HVAC system is being installed and the applicant is requesting approval of the fence material proposed to screen the new mechanical equipment to be located on the concrete slab that has been poured.

The screening will consist of a three-sided fence with 81 inch tall cedar pickets and black hardware for the gate to be located on the north side of the screened enclosure. Submitted with the application are a black gate hinge and latch hardware drawing as well as a depiction of the style of picket. The cedar will be left untreated with no stain and the concrete pad to be enclosed by the proposed fence is 87 inches x 96 inches.

The applicant has provided a site plan drawing, photographs, and a reference to the Lexington Virginia Historic District Design Guidelines.

***106 E. Washington Street existing conditions***



*Photograph #2*



**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 2026-01 Screening of Mechanical Equipment at 106 E. Washington Street**

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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:

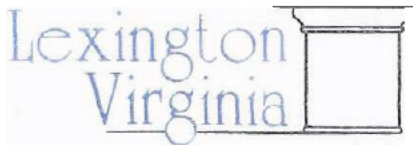
Section IV.C Guidelines for Site Design on pages IV-4)

<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 consider the interior arrangement of a building or features of a building which are not subject to public view from the contiguous public street or streets. The Board shall not impose any requirements except for the purpose of preventing developments incongruous with the historic and architectural aspects of the building and its surroundings or the character of the Residential Historic Neighborhood Conservation District.

**Staff Recommendation**

Staff finds the proposed project meets 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: Michael Pence Phone: [redacted]

Company: Riddleberger Brothers Inc. Fax: [redacted]

Address: 6127 S. Valley Pike Mt Crawford Va. 22841 Email: [redacted]

Applicant's Signature: Michael Pence Date: 11/4/2025

Digitally signed by Michael Pence
DN: C=US, E=michael.pence@rbiva.com, CN=Michael Pence
Date: 2025.11.04 15:01:33 -0500

Property Owner

Name: Brightspeed Phone: [redacted]

Address: 106 E. Washington Street Lexington Va. Email: [redacted]

Owner's Signature: Marc D. Ruff Date: 11/6/2025

Signed by: Marc D. Ruff
00FE17C49AAB41D...

Architect/Designer

Name: [redacted] Phone: [redacted]

Company: [redacted] Fax: [redacted]

Address: [redacted] Email: [redacted]

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 420, Article VIII and Article IX 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.



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

www.lexingtonva.gov

Proposal Information^2 (attach list of properties if request includes multiple properties)

Address (or location description): 106 E. Washington Street Lexington Va

Tax Map: #24-1-7 Deed Book and Page #: Book 511/Page 309

Acreage: 1.23 Zoning (attach any existing conditions or proffers): C-1

Property Doing Business As: Brightspeed

Historical Name of Building: Unknown

Approximate Age of Building: Unknown Applicant seeking Federal Tax Credit: [ ] Yes [x] 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:

- [x] 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:

- [x] Photographs or drawings from the site showing adjoining structures, streets, and sidewalks
[ ] Scale drawings of the improvements
[x] 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
[x] 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

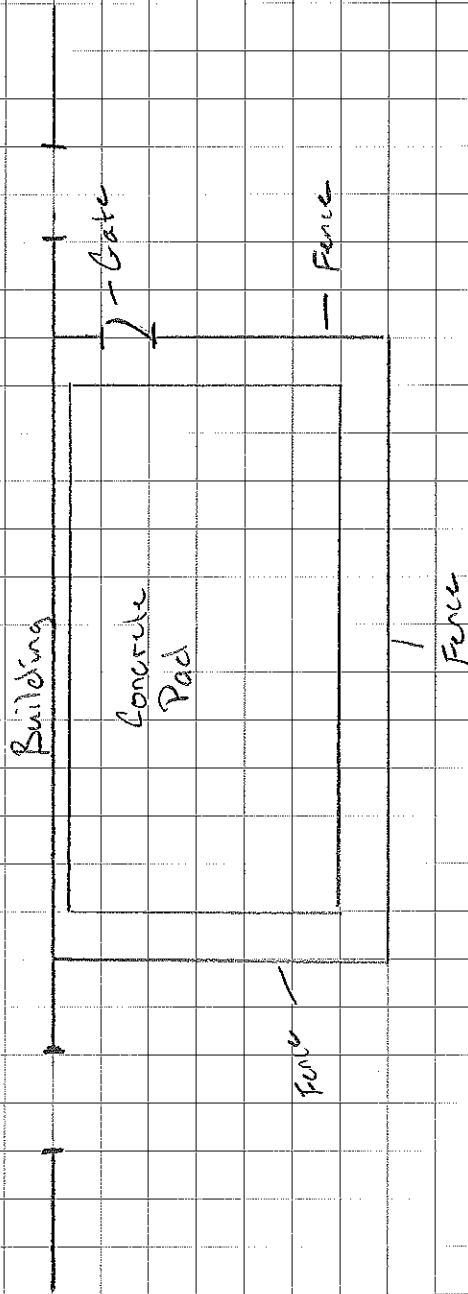
Date:

Customer:

Job Name:



**RIDDLEBERGER**  
BROTHERS, INC  
"Our Experience At Your Service"



- Pad is 87" x 96"

- Fence will be 3 sided + 81" tall

- All hardware will be black, as described in email body

- There will be one gate installed for access.

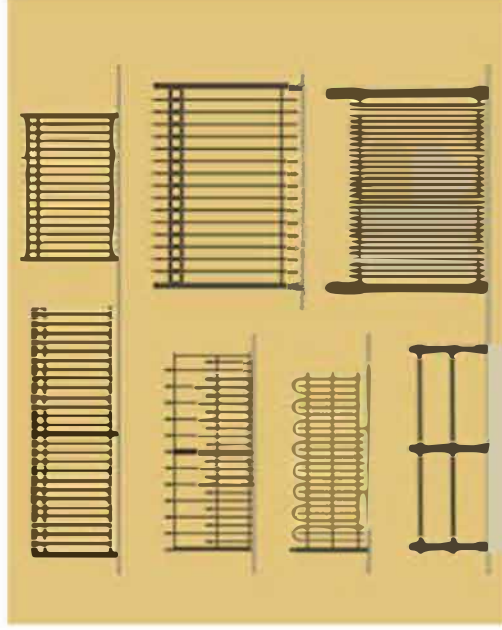
**C. Fences & Walls**

Fences and walls are a prominent site feature on many properties within Lexington’s residential historic districts. Masonry walls are constructed of brick, often with a cast stone cap. There also is a rich tradition of wrought iron fences, some in combination with limestone walls bordering residential lots. Other sites are defined by wooden picket fences, and some parcels with flat or gently sloping lots have front yards without such features.

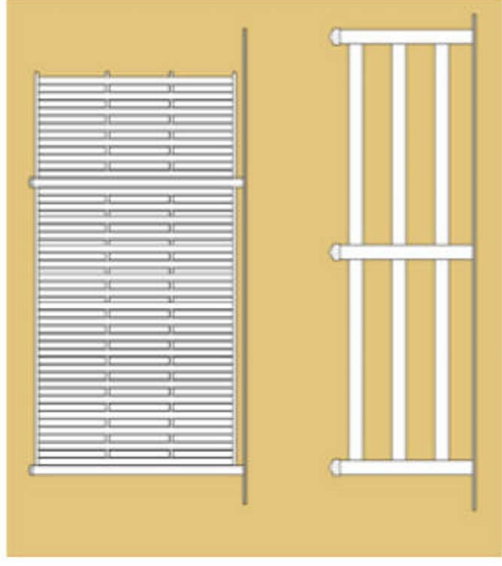
**GUIDELINES:**

1. Retain any existing historic fences and walls.
2. Repair existing historic fences and walls by salvaging original parts or materials for a prominent location from a less prominent location when possible.
3. Replace deteriorated historic fences by matching the material, height, and detail of the existing example. If this is not possible, use a simplified design of similar materials and height.
4. Respect the existing edge condition of the subject street when designing on a new site or rehabilitating an existing lot. If the majority of lots on the subject street have a fence or wall, consider incorporating one into the site improvements. If the majority of the lots on the subject street have an open lawn leading to the street, avoid adding a fence or wall to the front of the lot.

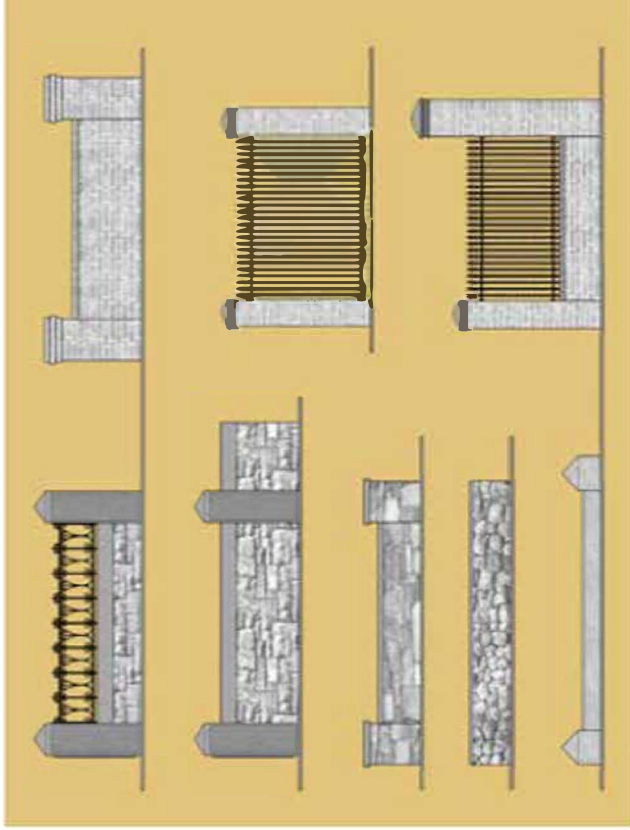
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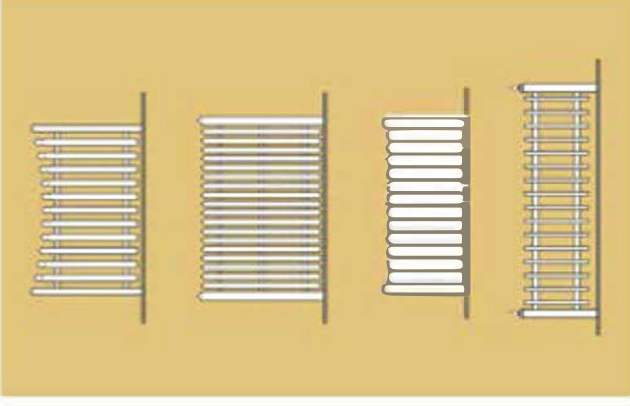
There is a very wide variety of historic metal fences found throughout the historic districts. They are important character-defining features and should be preserved.



The dual-sided board fence eliminates the need for a framed side (top). The 3-rail fence (bottom) is generally not found in the historic districts & is more appropriate in more rural settings.



Stone & brick walls, some capped with metal fences, are also character-defining historic features that help define the edge of many sites.






Wooden picket fences may be another appropriate historic type.







# Historic Resources

## ▷ Goal, Objectives, & Strategies

Historic Resources		
Goal: Continue to improve the quality of life for all Lexington residents by protecting its historic character, bolstering cultural and recreational opportunities, and promoting tourism to the region.		
Values	Objectives	Strategies
<b>Accessibility &amp; Diversity</b> 	Promote historic preservation as a means to enhance the quality of life for all of Lexington's residents.	HR 1.1 Work with and support local organizations and institutions to promote the fullest understanding of the entirety of Lexington's history.
		HR 1.2 Coordinate with other City programs, such as affordable housing initiatives, to encourage preservation and support 'aging in place' by providing rehabilitation resources for owners of historic properties.
		HR 1.3 Create thematic walking trails and use green infrastructure linkages to connect historic resources.
<b>Sustainable Economy</b> 	Continue to promote history, historic preservation, and tourism as key elements for a strong, resilient local economy.	HR 2.1 Encourage rehabilitation and adaptive reuse of historic downtown properties as a means of increasing downtown population and economic vibrancy.
		HR 3.1 Ensure that new development and infrastructure improvements within historic districts and conservation areas is sensitive to the historic character and context of those areas and preserves any archeological artifacts found during the construction process.
<b>Local Identity &amp; Character</b> 	Build on Lexington's history and distinctive identity to create a more vibrant 21st century community.	HR 3.2 Encourage and support local preservation, rehabilitation, and beautification efforts and the use of green building design as complementary to the values of historic preservation.
		HR 3.3 Continue to invest in public infrastructure improvements to further enhance the historic character of the City.
		HR 3.4 Ordinance review as a means to building Lexington's history and distinctive identity.
		HR 3.3 Undertake a comprehensive Consider expanding existing inventory of historical and cultural properties and districts in the City and consider evaluate new historic districts where applicable. While also soliciting neighborhood and stakeholder input in the inventory.
		HR 3.4 Investigate strengthening preservation in the Residential Historic Neighborhood Conservation Districts to include renovations impacting exterior building elements, and significant new additions by examining the City's land use policies and ordinances affecting historic district resources to ensure that appropriate policies and ordinances exist that respect historic resources.
<b>Citizen Engagement</b>	Empower citizens to protect and enhance Lexington's historic resources.	HR 4.1 Promote development of a Residential Pattern Book for the City of Lexington as a design aid for new construction and renovation of residential building with the intention to instill pride in homeowners, and encourage them to preserve the unique character of their homes and neighborhoods.
		HR 4.2 Educate owners of historic properties on appropriate maintenance procedures and requirements and promote Lexington's historic district guidelines as an asset to property owners planning renovation, rehabilitation, new construction, or other substantive changes to historic properties. <b>PARKED</b>

add 3.4 Ordinance review as a means to building Lexington's history and distinctive identity

	<p>HR 4.2 Provide property owners with information on historic rehabilitations, financial incentives, and context sensitive design. <b>PARKED</b></p> <p>HR 4.3 Continue to work with, support, and promote incentives for private sector investment and use of historic properties. <b>PARKED</b></p> <p>HR 4.4 Welcome citizen initiated requests to rename streets linked to the confederacy and enslavement of people.</p>
<p><b>Management &amp; Collaboration</b></p> 	<p>HR 5.1 Continue to work with organizations, such as Main Street Lexington, Lexington &amp; the Rockbridge Area Tourism Development, <b>Historic Lexington Foundation</b>, and Rockbridge Historical Society to promote history and tourism in the City.</p> <p>HR 5.2 Encourage the maintenance of the City's Certified Local Government status with the Virginia Department of Historic Resources by reviewing and managing the City's historic preservation programs.</p> <p>HR 5.3 Ensure the City's historic preservation activities are consistent with Virginia's Comprehensive Historic Preservation Plan.</p>