



## LEXINGTON ARCHITECTURAL REVIEW BOARD

Thursday, April 16, 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. April 2, 2026 Minutes\*
4. NEW BUSINESS:
  - A. COA 2026-08: an application by Elizabeth Loughhead for approval of a Certificate of Appropriateness for new signage at 10 E. Preston Street, Tax Map #23-1-166, owned by Taylor Woody.**
    - 1) Staff Report\*
    - 2) Applicant Statement
    - 3) Public Comment
    - 4) Board Discussion & Decision
  - B. COA 2026-12: an application by David Jimenez for approval of a Certificate of Appropriateness for new signage at 112 W. Washington Street, Tax Map #16-1-45, owned by Melissa Hennis.**
    - 1) Staff Report\*
    - 2) Applicant Statement
    - 3) Public Comment
    - 4) Board Discussion & Decision
5. OTHER BUSINESS
  - A. Note about HD COA 2026-07 an application by Elizabeth Berry for River Ridge Family Health.
6. ADJOURN

\*indicates attachment

**Lexington Architectural Review Board**  
**Thursday, April 2, 2026 – 5:00 p.m.**  
**Second Floor Conference Room**  
**Lexington City Hall**

**MINUTES**

**Architectural Review Board:**

Present: Jessie Taylor, Chair  
 Arthur Bartenstein  
 Caroline Alexander  
 Julie Goyette  
 Barbara Crawford, Alternate B

**City Staff:**

Brinsley Leadbetter, Administrative Specialist  
 Arne Glaeser, Planning Director

Absent: Ian Small, Vice Chair  
 Michael Perry, Alternate A

**CALL TO ORDER:**

J. Taylor called the meeting to order at 5:00 p.m.

**AGENDA:**

The agenda was unanimously approved as presented. (C. Alexander/ B. Crawford)

**MINUTES:**

The March 19, 2026 meeting minutes were unanimously approved as presented. (C. Alexander/ B. Crawford)

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

None.

**NEW BUSINESS:**

**A. COA 2026-07: an application by Elizabeth Berry for approval of a Certificate of Appropriateness for new signage at 103 E. Washington Street, Tax Map #23-12-7, owned by David Stull.**

- 1) Staff Report – A. Glaeser opened the discussion by stating that this is an application to approve a Certificate of Appropriateness (COA) for new signage for River Ridge Family Health at 103 E. Washington Street. The applicant is requesting a wall sign that is 5 s.f. The sign will be a white background in Sherwin-Williams color Extra White (SW 7006). The design will be various shades of blue including North Star (SW 6246), Storm Cloud (SW 6249), Upward (SW 6239), and Naval (SW 6244). It will depict a view of the mountains with a river running through the valley. It will also say 'River Ridge Family Health' and 'Elizabeth Berry FNP-BC' in the color Naval (SW 6244). The sign will be attached to the wall using white screws to blend with the sign's background color, and spacers will be utilized on the back side of the wall sign in order to install the sign slightly proud of the uneven stone wall.

The other two signs will be attached to an existing freestanding lamp post using white screws to blend with the white background color. They will have the same design, colors, and dimensions as the wall sign. All three signs will be printed on 6mm ACM with exterior grade vinyl and UV laminated. The back of all three signs will be solid white with no logo or other colors. The current tenants' signs will be removed, and the proposed signs will not be illuminated. Staff finds that the proposed improvements meet the zoning criteria.

- 2) Applicant Statement – None.
- 3) Public Comment – None.
- 4) Board Discussion & Decision – The discussion continued with clarification that the backs of the signs would be white but would not really be visible, as they are located on either side of the pole with only a 3-inch gap between them. Some concerns were raised about the wall sign extending to the edge of the green door trim rather than being centered. The Board agreed that it would be preferable to have stone visible around the sign and that it would look better if it had similar dimensions to the previous tenant's sign. C. Alexander pointed out that the 2.5 ft. width listed in the application does not appear to fit within the available wall space. A. Bartenstein noted the historical significance of the building and the Board agreed that the size and placement of the sign are very important. It was decided to approve the signs on the post and the graphic design for the wall sign, with the condition that it be resized to match the previous tenant's Edward Jones sign, including a reveal of the surrounding stone. It was also mentioned that the Rockbridge Historical Society would be responsible for any repairs to the building if the other existing sign is removed and causes damage. **C. Alexander made a motion to approve HD COA 2026-07 as presented, under the condition that the wall sign matches the previous tenant's Edward Jones sign width to ensure a reveal of the stone on all four sides of the sign. B. Crawford seconded, and the motion passed unanimously. (5-0)**

**B. COA 2026-08: an application by Elizabeth Loughhead for approval of a Certificate of Appropriateness for new signage at 10 E. Preston Street, Tax Map #23-1-166, owned by Taylor Woody.**

- 1) Staff Report – A. Glaeser stated that this is an application to approve a Certificate of Appropriateness (COA) for a new sign for Elizabeth Loughhead Massage Therapy at 10 E. Preston Street. The applicant is requesting a projecting sign that is 4 s.f. The sign will be a white background with the words 'Elizabeth Loughhead Massage Therapy' in the color Bottle of Bordeaux (Benjamin Moore 1357). There will also be a design of hands above and below a feather. The nails on the hands, the feather and the sparkles around it will be in the color Heaven on Earth (Benjamin Moore 1661). The sign will be printed on PVC vinyl. The bracket that the sign will be hung from is black, made of iron, and 31 inches long. The sign will not be illuminated. Staff finds that the proposed improvements meet the zoning criteria.
- 2) Applicant Statement – None.
- 3) Public Comment – None.
- 4) Board Discussion & Decision – The conversation opened with a brief discussion about where exactly the sign would be placed on the wall. It was assumed that it would be located somewhere between the door opening and closer to the window, as the applicant may be proposing the sign be positioned there to create some separation from the DSS sign. J. Goyette expressed concerns about the bracket, noting that it measures 31 inches while the sign is only 24 inches. She noted how this

does not appear to allow the sign to hang well. C. Alexander and B. Crawford both expressed concerns about the sign's visibility, stating that it appears pale and that the lettering looks small. C. Alexander suggested possibly using white lettering on a maroon background to make it stand out better. B. Crawford inquired some more about where exactly the sign would be mounted on the wall. The Board agreed that they would like to have their questions answered before making a decision. They emphasized the need to ensure that the sign is more visible from the street, possibly by using thicker text or line weight. A. Bartenstein pointed out that the applicant may want softer colors, given that it is a massage business. **J. Taylor made a motion to postpone HD COA 2026-08 to the next meeting so that the Board can have their questions answered. J. Goyette seconded, and the motion passed unanimously. (5-0)**

**C. COA 2026-09: an application by Heather Dunlop for approval of a Certificate of Appropriateness for new signage at 23 W. Washington Street, Tax Map #16-1-50A, owned by James and Maureen Worth.**

- 1) Staff Report – A. Glaeser stated that this is an application to approve a Certificate of Appropriateness (COA) for a new sign for Grandmother's Thimble Quilt Shop at 23 W. Washington Street. The applicant is requesting a projecting sign that is a 7.065 s.f circle. The sign will be double-sided, high resolution and digitally printed on 19 mm ½ in. thick expanded PVC. It will be sealed with UV protectant. The background of the sign will be Sherwin-Williams color Extra White (SW 7006) and the words 'Grandmother's Thimble' and 'A Quilt Shop' will be in the color Tricorn Black (SW 6258). The design will also include a gray sewing needle and thimble as well as a thread assortment in the colors Sporty Blue (SW 6522), Peppery (SW 6615), and Forget-Me-Not (SW 6824). The sign will use the existing armature and will not be illuminated. Staff finds that the proposed improvements meet the zoning criteria.
- 2) Applicant Statement – Applicant Heather Dunlop was available to respond to questions.
- 3) Public Comment – None.
- 4) Board Discussion & Decision – B. Crawford opened the discussion by noting that a silver color was not provided for the thimble on the sign and inquired if it would be a metallic gray or flat gray. Applicant H. Dunlop stated that they had tried various versions of the color and mentioned that she could provide a paint chip if needed. The Board agreed that the design looked very nice. They decided that they would approve the sign on the condition that the gray chosen is a flat, matte color. H. Dunlop would also provide staff with a paint chip for the record. **J. Goyette made a motion to approve HD COA 2026-09 as presented. B. Crawford seconded, and the motion passed unanimously. (5-0)**

**D. COA 2026-10: an application by William Doukal for approval of a Certificate of Appropriateness for exterior improvements at 147 S. Main Street, Tax Map #23-1-100, owned by Trinity United Methodist Church.**

Application COA 2026-10 was postponed because the applicant, William Doukal, realized there were 12 more inches above the door that had not been accounted for. The applicant would return with a proposed transom at a future meeting.

**E. COA 2026-11: an application by Sara Dunlap for approval of a Certificate of Appropriateness for exterior improvements at 107.5 N. Main Street, Tax Map #17-1-26, owned by Michael Hamm.**

- 1) Staff Report – A. Glaeser opened the discussion by stating that this is an application to approve a Certificate of Appropriateness (COA) to infill an existing garage door opening on the lower level of the Pure Eats restaurant building with a new framed wall to include an exterior door. The existing garage door will simply be retracted and left in the “open” position with the new wall/door constructed in the vacated opening. Storage is provided in the lower level for the Pure Eats restaurant and the applicant desires to add another access to the lower level to allow employees of Pure Eats to access their storage without trudging through the new bicycle repair shop. The shop will then be completely separated from the remainder of the lower level of this building. The new framed wall will fill the existing opening, will be sided with plywood on the exterior, and painted the Salty Dog blue color (HGSW9177) to match other garage door openings on the lower level. A 30’ wide by 80” tall solid door is proposed to be located in the right hand portion of the opening which is the portion that is not visible from N. Main Street. While the entire opening is visible from Parry Lane, the applicant’s proposal limits visibility of the new pedestrian door from N. Main Street and they further propose to install an in swinging door to avoid it being visible from N. Main Street while open. The door and trim will also be painted Salty Dog blue.
- 2) Applicant Statement – One of the applicant’s Andy Dunlap was available to respond to questions. He clarified the purpose of this door and ensured it would be the same color and would hardly be seen from the road.
- 3) Public Comment – None.
- 4) Board Discussion & Decision – It was clarified that the header would remain and that plywood was chosen to match the material currently being used. A. Dunlap noted that, in the future, he may want to install metal siding, but for now, plywood appears to be the best option. The Board agreed that everything looked great. **B. Crawford made a motion to approve HD COA 2026-11 as presented. C. Alexander seconded, and the motion passed unanimously. (5-0)**

**OTHER BUSINESS:** A. Glaeser noted that the Board would review one sign application at their next meeting. The Board also briefly discussed their thoughts on application COA 2026-10 for Trinity United Methodist Church, which would be brought back at their May 7<sup>th</sup> meeting.

B. Crawford shared her hesitation about the placement of the door and A. Bartenstein suggested that it may be difficult for the church to get more funds for additional changes. A. Glaeser mentioned that he would ask the applicant about other possible placement options.

**ADJOURN:**

The meeting was adjourned at 5:34 p.m. (C. Alexander / A. Bartenstein)

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J. Taylor, Chair, Architectural Review Board

Lexington, VA Historic Downtown Preservation District COA  
COA 2026-08 10 E. Preston Street New Signage

<b>Project Name</b>	New signage for Elizabeth Loughhead Massage Therapy
<b>Property Location</b>	10 E. Preston Street
<b>Zoning</b>	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
<b>Owner/Applicant</b>	Taylor Woody / Elizabeth Loughhead

**OVERVIEW OF REQUEST**

This is an application to approve a Certificate of Appropriateness (COA) for a new sign for Elizabeth Loughhead Massage Therapy at 10 E. Preston Street. The applicant is requesting a projecting sign that is 4 s.f. with dimensions 24 in. W x 24 in. H. The sign will be a white background with the words ‘Elizabeth Loughhead Massage Therapy’ in the color Bottle of Bordeaux (Benjamin Moore 1357). There will also be a design of hands above and below a feather. The nails on the hands, the feather and the sparkles around it will be in the color Heaven on Earth (Benjamin Moore 1661). The sign will be printed on PVC vinyl. The bracket that the sign will be hung from is black, made of iron, and 31 inches long. The sign will not be illuminated.

*10 E. Preston 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.
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.

**History of Application**

At their April 2, 2026 meeting the ARB decided to postpone their discussion and asked applicant Elizabeth Loughhead to answer their questions before approval.

The ARB would like to know where exactly the sign will be mounted on the wall. They also shared concerns that the colors may be too pale and might not be very visible. They wanted to ensure that the applicant is happy with the design and suggested possibly using bolder or thicker text and line weights to improve visibility from the street.

Staff contacted Elizabeth Loughhead and she stated that she would provide the ARB with vinyl samples. The following photograph was also provided to show where the sign will be located on the wall.





www.lexingtonva.gov

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

### SIGN PERMIT APPLICATION

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

Name: Elizabeth Loughhead Phone: [REDACTED]

Company: Elizabeth Loughhead Massage Therapy Fax: NA

Address: 10 East Preston Street Email: [REDACTED]

Applicant's Signature: [Signature] Date: 3/5/26

#### Property Owner

Name: Taylor Woody Phone: [REDACTED]

Address: 927 Shenandoah Rd - Lex. Email: [REDACTED]

Owner's Signature: [Signature] Date: 3-5-26

#### Sign Contractor

Name: Vinyl Cuts - Ruthie Lawhorne Phone: [REDACTED]

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

Address: 2159 Magnolia Ave Buena Vista Email: [REDACTED]

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

Address (or location description): 10 East Preston Street, The Woody building

Tax Map: 23-1-166 Deed Book and Page #: \_\_\_\_\_

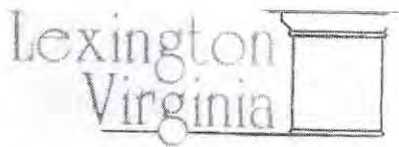
Acreage: 0.3161 Zoning (attach any existing conditions or proffers): \_\_\_\_\_

Property Doing Business As: Elizabeth Loughhead Massage Therapy

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.



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 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>Projecting</u>	<u>4</u>	<u>24"</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 <u>20"</u>	Height <u>22"</u>
W <u>36"</u>	H <u>12"</u>
Width <u>20"</u>	Height <u>30"</u>

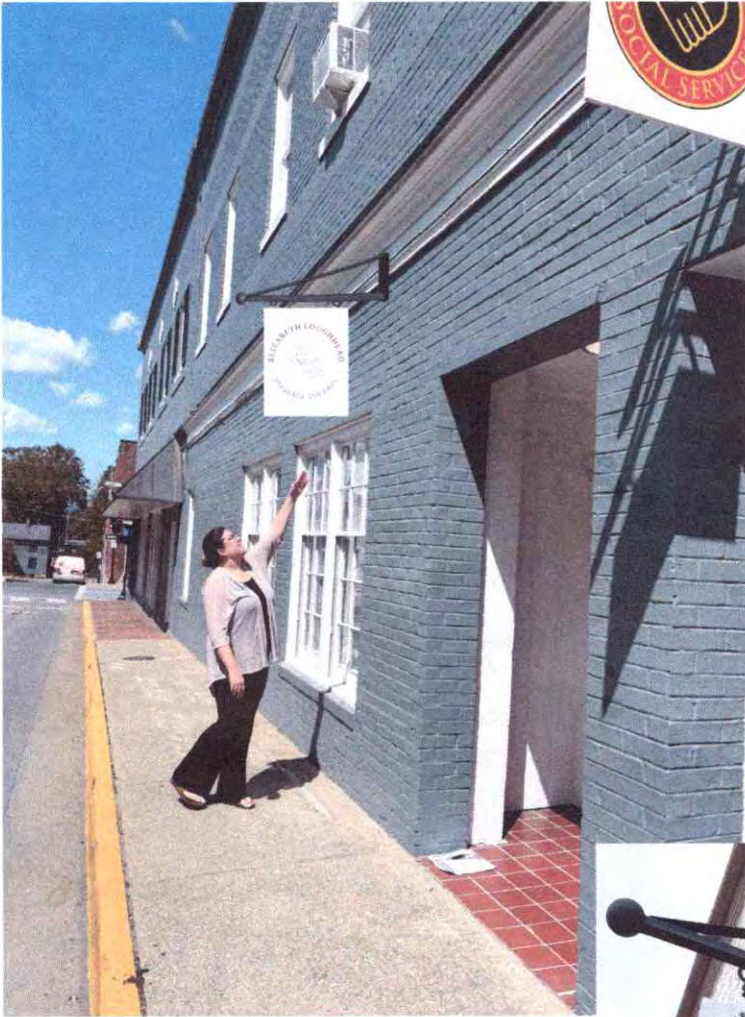
If a projecting sign, clearance from sidewalk: 4/8 feet

What materials will be used? PVC, vinyl

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



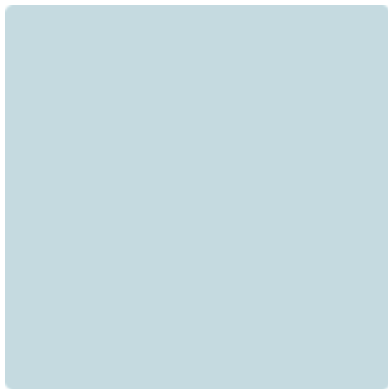


24"

Bottle of Bordeaux Benjamin Moore 1357



Heaven on Earth  
Benjamin Moore 1661





-Black iron bracket, 31 inches across in length



Lexington | Reno Vista | Backbridge Area  
**SOCIAL SERVICES**  
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1356



1660



1357



1661



1358




1662

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Lexington, VA Historic Downtown Preservation District COA  
COA 2026-12 112 W. Washington Street New Signage

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<b>Project Name</b>	New signage for Chelsea Collections.
<b>Property Location</b>	112 W. Washington Street
<b>Zoning</b>	C-1 (Commercial District (Central Business)) and Historic Downtown Preservation District
<b>Owner/Applicant</b>	Melisa Hennis / David Jimenez

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### OVERVIEW OF REQUEST

This is an application to approve a Certificate of Appropriateness (COA) for new signage for Chelsea Collections at 112 W. Washington Street. The first request is to add a new projecting sign that is 4.58 s.f. in area (30 in. W x 22 in. H) above the column to the left of the door and denoted by a red **X** on the photograph below. The projecting sign will be constructed of 18-gauge sheet metal with a vinyl covering and will be hung from a 36 in. pipe fitting bracket with adjustable rings. The background of the sign will be metallic gold while the words 'Chelsea Collections & Home Accents' will be in blue. The ornamental scrolls on either side of the '&' will be in a silver metallic color and vinyl samples were provided for all three colors. The projecting sign will not be illuminated.

*112 W. Washington Street existing conditions (photograph #1)*



Lexington, VA Historic Downtown Preservation District COA  
COA 2026-12 112 W. Washington Street New Signage

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The second request is to approve a window sign that already exists on the front door glass, and the design of this window sign does not conform completely with an approval granted in 2019. The applicant is therefore asking for approval of the existing window sign on the front door. This window sign is a vinyl sign that is 1.5 s.f. in area (18 in. W x 12 in. H). It includes the words 'Chelsea Collections' and 'This That & The Other' in a gold color. There is a multicolor floral vine with a hummingbird and butterflies surrounding the lettering.

Proposed for removal are two unapproved window signs, and a wall sign that was approved in 2019 but amended after the initial installation by the owner without approval.

*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.

**Lexington, VA Historic Downtown Preservation District COA  
COA 2026-12 112 W. Washington Street New Signage**

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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.



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

### SIGN PERMIT APPLICATION

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

Name: David Jimenez Phone: [Redacted]  
Company: Chelsea Collections Fax: \_\_\_\_\_  
Address: 112 W. Washington Email: [Redacted]  
Lexington 24450  
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Property Owner

Name: See Attached Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Sign Contractor (consultant)

Name: Rails End Metal (Lex) Phone: [Redacted]  
Company: VinylCots (BV) Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

Address (or location description): Part of the old Dutch Inn Lexington  
112 W Washington St, 24450  
Tax Map: 16-1-45 Deed Book and Page #: 2005/115/Pg 95  
Acreage: C-1 Zoning (attach any existing conditions or proffers): C-1  
Property Doing Business As: Chelsea Collections

#### 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.



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

### Sign Information

18 gauge

	<u>Sign Type</u>	<u>Square Feet</u>	<u>Width</u>	<u>Height</u>
Sign 1	<u>Projecting</u>	<u>4.58</u>	<u>30"</u>	<u>22"</u>
Sign 2	_____	_____	_____	_____
Sign 3	_____	_____	_____	_____

Street Frontage (width) of business space in feet 30'

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 9' Height 9"

Width \_\_\_\_\_ Height \_\_\_\_\_

If a projecting sign, clearance from sidewalk: 8 feet

What materials will be used? Sheet metal, vinyl covering, metal pole

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



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

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### SIGN PERMIT APPLICATION

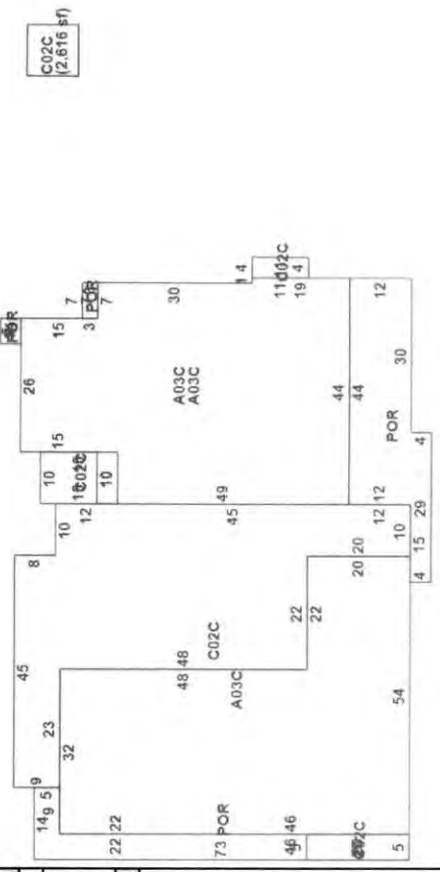
<b>Applicant<sup>1</sup></b>	
Name: <u>David Jimenez</u>	Phone: [REDACTED]
Company: <u>Chelsea Collections</u>	Fax: _____
Address: <u>112 W. Washington Lexington 24450</u>	Email: [REDACTED]
Applicant's Signature: _____	Date: _____
<b>Property Owner</b>	
Name: <u>Melissa Hennis</u>	Phone: [REDACTED]
Address: <u>114 W. Washington St. Suite 101</u>	Email: [REDACTED]
Owner's Signature: <u>Melissa Hennis</u>	Date: <u>3/16/2006</u>
<b>Sign Contractor</b>	
Name: <u>Rails End Metal (Lex)</u>	Phone: [REDACTED]
Company: <u>AND Vinyl Cuts (BV)</u>	Fax: _____
Address: _____	Email: _____
<b>Proposal Information<sup>2</sup></b>	
Address (or location description): <u>Part of Old Dutch Inn Lexington 112 W Washington St, 24450</u>	
Tax Map: <u>16-1-45</u>	Deed Book and Page #: <u>2005/115/P695</u>
Acreage: _____	Zoning (attach any existing conditions or proffers): <u>C-1</u>
Property Doing Business As: <u>Chelsea Collections</u>	
Overlay District:	
<input checked="" type="checkbox"/> Historic (requires Architectural Review Board review and approval)	
<input type="checkbox"/> Entrance Corridor (requires Planning Commission review and approval)	
<input type="checkbox"/> 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.	



CONSTRUCTION DETAIL		CONSTRUCTION DETAIL (CONTINUED)	
Element	Cd	Element	Cd
Model	94	Legacy Area	12709
Section Style	14	Foundation	04
Grade	C	Basement	10
Grade Adjust	0		
Stories	2.0		
Num Units	0		
Roof Type	01		
Roof Cover	01		
Frame Type	01		
Exterior Wall 1	20		
Exterior Wall 2	15		
Heat System	03		
Heat Fuel	03		
AC Type	05		
Interior Wall 1	05		
Interior Wall 2	00		
Interior Floor 1	09		
Interior Floor 2	14		
Interior Floor 3	11		
Total Room(s)	0		
Bedroom(s)	0		
Full Bath(s)	0		
Half Bath(s)	3		
Extra Fixture(s)	0		
Extra Kitchen(s)	0		
Fireplace(s)	1		
Stacked Firepla	0		
Gas Fireplace(s)	0		
Flue(s)	0		
Metal Flue(s)	0		
Inop Flue/FPL	0		
Legacy Area	12709		

OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)		CONSTRUCTION DETAIL (CONTINUED)	
Code	Description	Element	Cd
		RCN	886,225
	Year Built	EYB	1922
	Depreciation Code	EYB	1981
	Remodel Rating	G	
	Year Remodeled		0
	Depreciation %		0
	Functional Obsol		0
	External Obsol		0
	Trend Factor		1
	Special Condition		100
	Condition %		58
	Percent Good		514,000
	RCNLD		58
	Dep % Ovr		58
	Dep Ovr Comment		
	Misc Imp Ovr		
	Misc Imp Ovr Comment		
	Cost to Cure Ovr		
	Cost to Cure Ovr Comment		

BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value
A03C	APARTMENT - FRAME - C	0	7,648	0	70.00	535,360
C02C	RETAIL - BLOCK - C	0	5,061	0	65.00	328,965
POR	PORCH	0	1,095	0	20.00	21,900
Ttl Gross Liv / Lease Area		0	13,804	0		886,225



**Chelsea  
Collections  
&  
HOME ACCENTS**



# handmade

26



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4.3 ★★★★★ (

36"

6" Pipe Fitting Bracket with Adjustable Rings - NO SIGN



INSTALLATION BY

JOHN LOOMIS, CO-OWNER

Previous Rockbridge County Licensed Handyman

Previous and most recent Town Crier of Lexington





 **Chelsea** **COLLECTIONS**

