



**JOINT MEETING:**

**COMMISSION OF ARCHITECTURAL REVIEW  
&  
RIVER DISTRICT DESIGN COMMISSION**

**4<sup>TH</sup> FLOOR CONFERENCE ROOM**

**December 11, 2025  
3:30 PM**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. SEPARATE BUSINESS**

a. Commission of Architectural Review Items

1. Certificate of Appropriateness application PZ25-00581 filed by Sonja Ingram to restore historic gable window and replace gate at Parcel 21208 (608 Holbrook Avenue).
2. Certificate of Appropriateness application PZ25-00583 filed by Justin Williams to replace roof at Parcel 20119 (507 Holbrook Avenue).
3. Certificate of Appropriateness application PZ25-00585 filed by Frances Baughman to pave the gravel parking pad at Parcel 25705 (1012 Main Street).
4. Certificate of Appropriateness application PZ25-00601 filed by Carl Norton to install sign and allow replacement railings at Parcel 26034 (108 West Main Street).
5. Approval of Minutes

b. River District Design Commission Items

1. Certificate of Appropriateness application PZ25-00596 filed by the Industrial Development Authority to install directional signs at Parcel 21344 (424 Memorial Drive).
2. Certificate of Appropriateness application PZ25-00600 filed by James Buckner for exterior renovations at Parcel 21546 (592 Monument Street).
3. Approval of Minutes

**D. JOINT BUSINESS**

- a. Presentation of Architectural Review Guidelines

**E. STAFF UPDATES**

**F. ADJOURN**

# STAFF REPORT

DATE: December 11, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00581 filed by Sonja Ingram to restore historic gable window and replace fence gate at Parcel 21208 (608 Holbrook Avenue).

## **SUMMARY**

The applicant seeks a Certificate of Appropriateness to reopen a previously covered front gable window. The original size is visible from the interior, but the exact configuration will be confirmed once the aluminum siding is removed. The design will replicate the gable window of the adjacent property.

Additionally, the applicant proposes replacing the existing wooden fence gate with a new six-foot wooden gate, finished with stain or paint.

## **DESIGN GUIDELINES**

Section 3.B General Guidelines

*Every reasonable effort should be made to preserve and enhance the historically significant elements of a building.*

Section 3.C. 4 Windows

*Existing windows should be repaired if possible.*

Section 6.B Fences and Hedges

*Fencing should not exceed 30-48" in front yards, and 6' in side and rear yards. An additional 2' of open work may be added to the top of a 6' wood fence... If one side has supports showing, this must face the owner building the fence.*

## **RECOMMENDATION**

The Planning Division staff recommend approval of Certificate of Appropriateness application PZ25-00581 to restore the gable window and replace the fence gate at Parcel 21208 (608 Holbrook Avenue).

ZONING ORDINANCE CAR APPLICATION STANDARDS

Article 3 R Section C.6: In consideration of a complete application, the Planning Director and the Review Commission may require any or all of the following information and any other materials as may be deemed necessary for its review:

- A. Statement of proposed use and user.
- B. Statement of estimated construction time.
- C. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located. Site plan drawings, prepared to meet the City site development plan submission requirements for a Preliminary Site Plan or
- D. Preliminary Subdivision Plat, and other exhibits showing the location of the existing and proposed building and site improvements, including:
  - (1.) Existing property boundaries, building placement and site configuration;
  - (2.) Existing topography and proposed grading;
  - (3.) Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements; (4.) Relationship to adjacent land uses;
  - (4.) Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
  - (5.) Proposed building color and materials;
  - (6.) Relationship of building and site elements to existing and planned corridor development;
  - (7.) Relationship of parking, pedestrian facilities, and vehicular access ways to existing and planned corridor development; and
  - (8.) Other site plans and subdivision plats as may be required by Danville for development approval.
- E. Architectural drawings showing plan view and elevations of new planned construction or renovations, including drawings of original building.
- F. A landscaping and buffer plan.
- G. Designs for exterior signage, lighting and graphics, to include description of materials, colors, placement and means of physical support, lettering style and message to be placed on signs.
- H. Graphic exhibits depicting compliance with other design elements.

Property Location (address/ID#): 608 Holbrook Avenue, Danville, VA

Describe Proposed Improvements: See attached for explanation of requested repairs.

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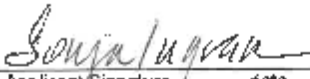

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 Applicant Signature	date <u>11/13/25</u>	 Property Owner Signature (if not applicant)	date
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ZONING ORDINANCE CAR APPLICATION STANDARDS

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- G. Designs for exterior signing, lighting and graphics, to include description of materials, colors, placement and means of physical support, lettering style and message to be placed on signs. H. Graphic exhibits depicting compliance with other design elements.

Property Location (address/ID#): 608 Holbrook Avenue, Danville, VA

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See attached for explanation of requested repairs.

Describe Proposed Improvements:

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*Souja Ugvar*

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Applicant Signature

date

*11/13/25*

*SAME*

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Property Owner Signature  
(if not applicant)

date

The request is for the following improvements for 608 Holbrook Avenue:

1 . Front gable window restoration.



608 Holbrook Ave **Current View**



608 Holbrook Ave **Proposed**

A window in the facade gable was concealed when a previous owner installed aluminum siding over the original wood siding. We propose to restore this window to its historic appearance. Although we researched the house, we were unable to locate any images taken before the siding was added. From the attic, however, the original window casing remains visible, allowing us to confirm the window's overall size, shape, and that it was a paired (double) window. The sashes, glass, and muntins are no longer present, so we cannot yet determine if it was unmovable, single hung, double hung or how many panes existed.

Once the aluminum siding is removed and the front of the frame is exposed, we expect to identify the window's exact configuration. We are also using the house next door at 612 Holbrook Ave as a guide because it is architecturally similar to our house. There is also a possibility that wooden brackets or other architectural detailing was covered by the aluminum siding. If brackets are revealed during removal of the aluminum siding, they will be carefully restored as well. The wood siding that is revealed around the window will be prepped and painted.



Window casing  
window obscured

Window casing from inside attic. Right side of the window obscured by duct work in the image.



# STAFF REPORT

DATE: December 11, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00583 filed by Justin Williams to replace roof at Parcel 20119 (507 Holbrook Avenue).

## **SUMMARY**

The applicant seeks a Certificate of Appropriateness to replace the existing sheet metal roof with a painted steel roof at 507 Holbrook Avenue. The proposed roof will be painted charcoal gray.

## **DESIGN GUIDELINES**

Section 3.C 1. Roofs, Gutters and Downspouts

*If repair is not possible then replacement with historic materials appropriate to the roof form and style are recommended but not required due to cost considerations. If a slate or standing seam metal roof must be replaced, replacement materials should match as closely as possible the original materials.*

## **RECOMMENDATION**

The Planning Division staff recommend approval of Certificate of Appropriateness application PZ25-00583 to replace the roof at Parcel 20119 (507 Holbrook Avenue).

# Site Plan Narrative for Metal Roof Installation

**Property Address:** 507 Holbrook Ave, Danville, VA 24541

## A. Statement of Proposed Use and User

The proposed project involves the installation of a new metal roof (29 Gauge Painted Steel) on an existing single-family residential dwelling. The user is the homeowner, and the property will continue to be used for residential purposes. No change in land use is proposed.

## B. Statement of Estimated Construction Time

The estimated construction time for the metal roof installation is approximately 1–2 weeks, depending on weather conditions and contractor availability. Minor structural repairs, if needed, may extend the timeline by an additional 3–5 days.

## C. Maps and Photographs

A GIS map from the City of Danville Web LoGISTics platform has been included to show parcel boundaries, building footprints, and surrounding streets. Photographs of the existing structure and surrounding corridor will be provided separately to illustrate the visual context.

Additionally, the uploaded map view has been included to provide further spatial context and detail relevant to the site plan narrative.

## D. Preliminary Subdivision Plat, and Other Exhibits

(1.) Existing property boundaries, building placement and site configuration: The parcel is clearly defined on the GIS map, with the building footprint centrally located within the parcel.

(2.) Existing topography and proposed grading: The site is relatively flat with no significant grading changes proposed.

(3.) Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements: Existing driveway and pedestrian access remain unchanged. No signage or fencing changes are proposed. Exterior lighting remains residential-grade.

(4.) Relationship to adjacent land uses: Surrounding parcels are primarily residential, consistent with the proposed use.

(4.) Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements: The only improvement is the replacement of the existing roof with a new metal roof. No changes to parking, access, or fencing.

(5.) Proposed building color and materials: The new roof will be constructed of charcoal gray metal panels, consistent with residential aesthetics.

(6.) Relationship of building and site elements to existing and planned corridor development: The project maintains the residential character of Holbrook Avenue and does not alter the corridor's development pattern.

(7.) Relationship of parking, pedestrian facilities, and vehicular access ways to existing and planned corridor development: No changes proposed; existing driveway and pedestrian access remain.

(8.) Other site plans and subdivision plats as may be required by Danville for development approval: None required for this project.

### **E. Architectural Drawings**

Architectural drawings will include plan views and elevations of the existing structure and proposed roof. These will be prepared by a licensed contractor or architect.

### **F. Landscaping and Buffer Plan**

No new landscaping or buffer installations are proposed. Existing vegetation will remain.

### **G. Exterior Signing, Lighting, and Graphics**

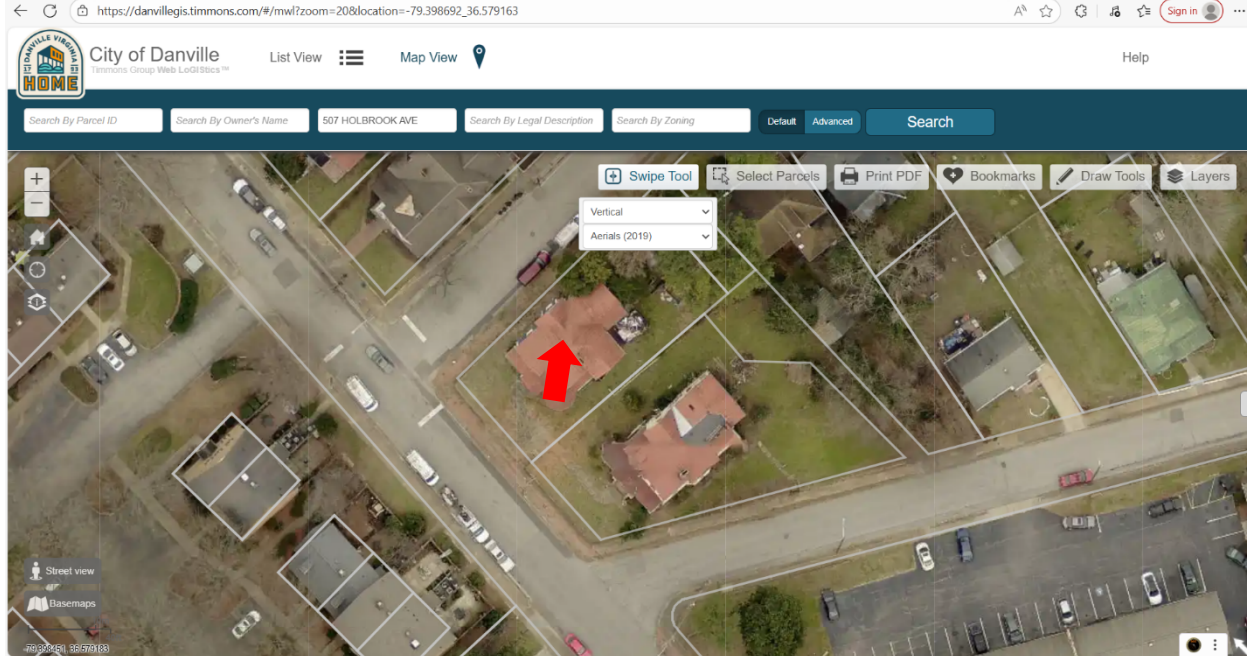
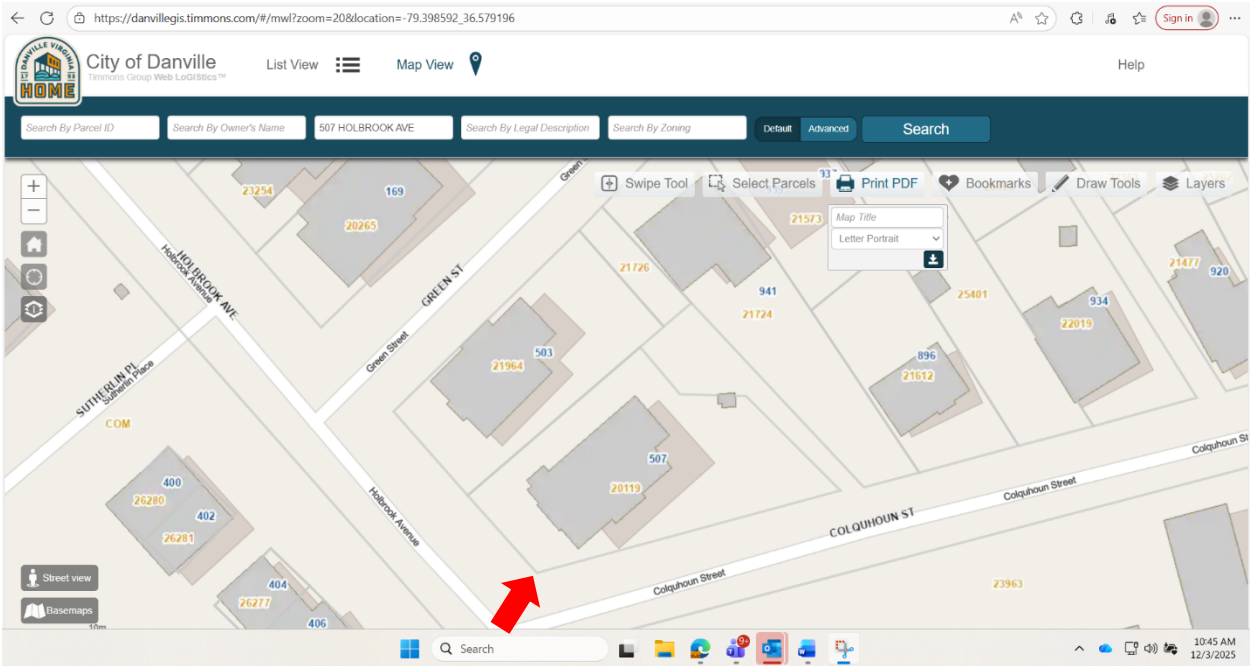
No signage is proposed. Existing residential lighting will remain. No graphics or lettering will be added.

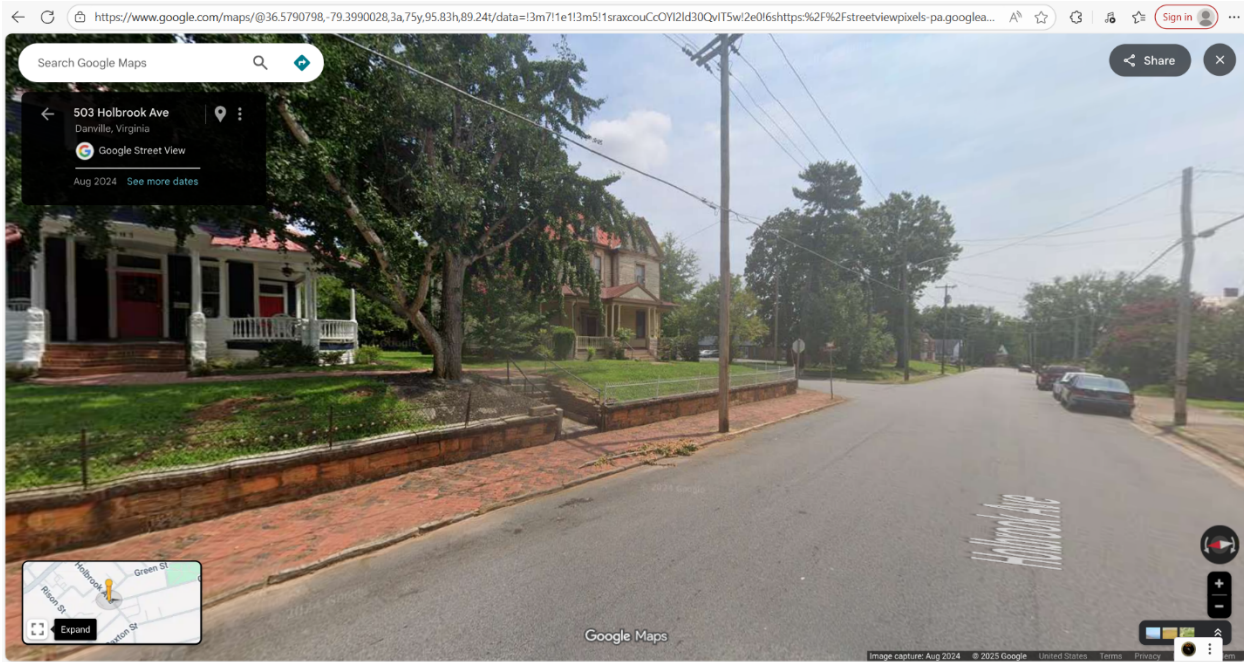
### **H. Compliance Exhibits**

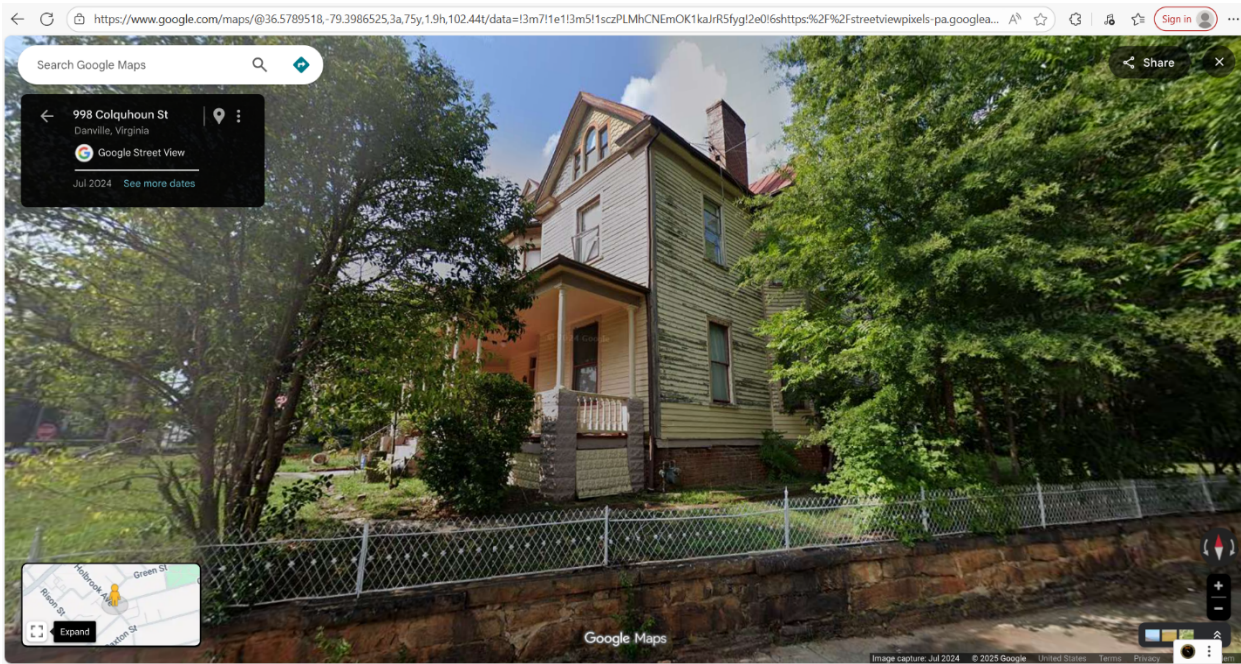
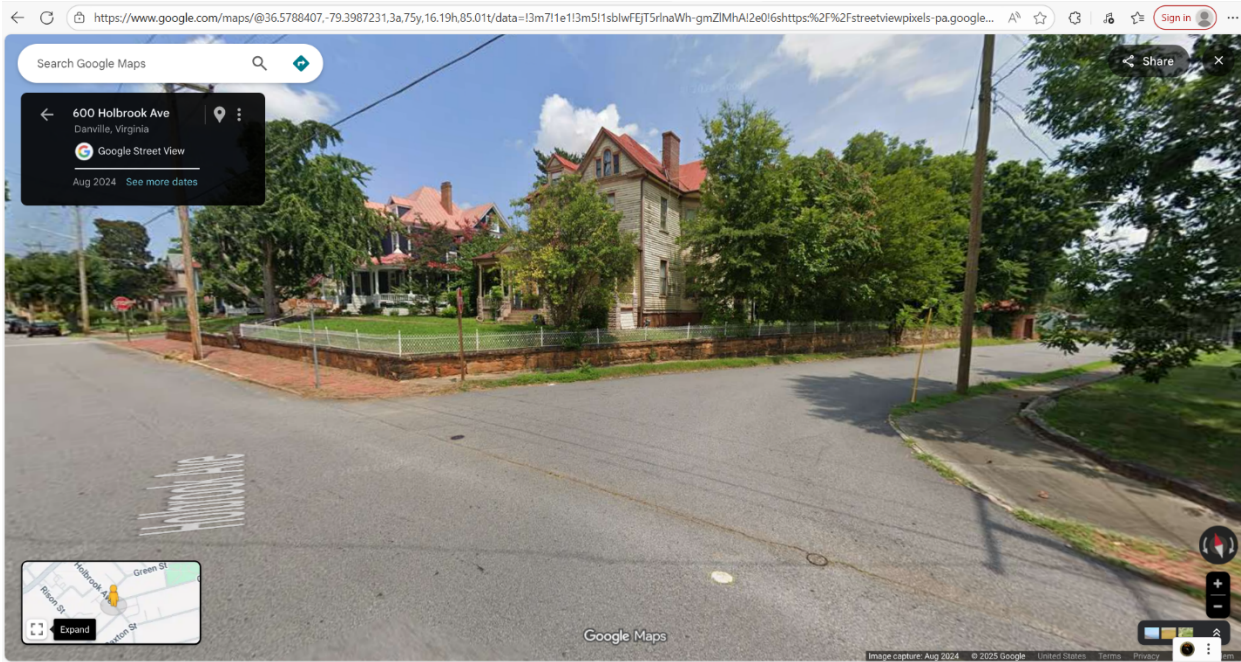
Graphic exhibits will demonstrate compliance with Danville's residential design standards. These include:

- GIS map showing parcel and surrounding context
- Photographs of existing structure and adjacent properties
- Architectural drawings of proposed roof
- Material samples and color swatches for roofing

This narrative is submitted in support of the Preliminary Site Plan application for roof renovation at 507 Holbrook Ave.









## STAFF REPORT

DATE: December 11, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness PZ25-00585 filed by Frances Baughman to pave the gravel parking pad at Parcel 25705 (1012 Main Street).

### SUMMARY

The applicant seeks a Certificate of Appropriateness to pave the existing gravel parking pad in the rear of the home with concrete. The parking pad, which has access on Dibrell Alley, will maintain a three (3) foot perimeter for landscaping.

### DESIGN GUIDELINES

#### Section 6.B Driveways

*In the OWE vehicular access was often either from an alley or by a driveway through the front yard and along the side of the property to a garage in the rear. Many of the side access drives that existed when these buildings were constructed are now too narrow to accommodate vehicles. In these situations, vehicles are often parked to one side in the front yard. If adequate parking is not available on the street, this condition is not ideal, but probably necessary. Where adequate side yard is available, parking in the rear is preferred.*

### RECOMMENDATION

The Planning Division staff recommend approval of Certificate of Appropriateness application PZ25-00585 to pave the gravel parking pad at Parcel 25705 (1012 Main Street).



# CITY OF DANVILLE

## Community Development Commission of Architectural Review

### COMMISSION OF ARCHITECTURAL REVIEW CERTIFICATE OF APPROPRIATENESS APPLICATION

Zoning Ordinance Article 3.R.C.1. No zoning, site plan, subdivision plat, or building permit shall be issued for the erection, reconstruction, exterior alteration, restoration, rehabilitation, razing, relocation or demolition of any building, structure, signs, fences, walls, light fixtures, accessory buildings, pavements, grading, site improvements, significant landscaping features or other appurtenant element in an HP -O District unless and until such building or site element has been approved by the issuance of a Certificate of Appropriateness by the Commission of Architectural Review for the City.

#### PLANNING DIVISION PROVIDED INFORMATION

Application #: \_\_\_\_\_ CAR Meeting Date: \_\_\_\_\_

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

Parcel ID: \_\_\_\_\_ By: \_\_\_\_\_

Zoning \_\_\_\_\_

District: \_\_\_\_\_

Additional Information: \_\_\_\_\_

#### APPLICANT PROVIDED INFORMATION

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's E-mail: \_\_\_\_\_

ZONING ORDINANCE CAR APPLICATION STANDARDS

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- H. Graphic exhibits depicting compliance with other design elements.

Property Location (address/ID#): \_\_\_\_\_

Describe Proposed Improvements: \_\_\_\_\_

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 \_\_\_\_\_  
 Applicant Signature                      date

\_\_\_\_\_ date  
 Property Owner Signature  
 (if not applicant)



# STAFF REPORT

DATE: December 11, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00601 filed by Carl Norton to install sign and allow replacement railings at Parcel 26034 (108 West Main Street).

## SUMMARY

The applicant is requesting a Certificate of Appropriateness for the installation of porch railing to the front façade of the principal structure. The newly installed railings differ in style and material from the existing railings located on the covered porch. The new railing is not consistent with historical photographs of the structure, including those on page 13 of the Old West End Design Guidelines (circa 2014), which do not show any railing at that location. Planning staff have also located photographs from 2005 which do not show railings in that location.

The applicant also requests a Certificate of Appropriateness for the installation of a freestanding sign. The proposed sign measures 31.5 square feet and in the location of the previous sign which was removed in approximately 2022. The proposed location does not meet sign regulations set forth in Article 10, Section M of the Zoning Code indicating all freestanding signs must be located 10 feet from any property line.

## DESIGN GUIDELINES

### Section 3.C Guidelines for Residential Structures

*Because these porches are essential to the overall character of the structure, every effort should be made to restore or reproduce porch and entry features rather than simplifying, changing, or modifying them.*

### Section 3.I Not Recommended

*Adding materials that were not present in the original buildings, such as stucco, tinted glass, different style window, or roof/cornice details.*

### Section 7.1 Sign Type, Placement and Size

*c. Freestanding Signs: Small freestanding signs of 16 square feet or less and standing no more than 8 feet high are allowed for buildings set back from the right of way if the space in front of the building allows it without obscuring the architecture or dominating the space. Since this type of sign will probably be the most common in the district, care should be taken in evaluating the size, colors, and*

*materials to ensure they complement the building. Additional square feet are allowed for sign supports.*

*Freestanding signs greater than 12 square feet (not including supports) are only allowed where buildings are set back further than the norm from the right of way, but in general are not encouraged within the OWE. In such cases, monument signs and pylon signs are preferred over signs on poles.*

#### Section 7.2 Design and Allowed Materials

*Colors for signs should generally be limited to three and should harmonize with or compliment the colors of the building.*

*Wood signs may be constructed with attached raised lettering, painted or silk-screened lettering, or incised lettering through a process of sandblasting or routing the surface of the sign.*

#### **RECOMMENDATION**

Because of the lack of historical documentation of previously existing railings and the location of the proposed sign, Planning Division staff recommends careful review of Certificate of Appropriateness application PZ25-00601 to install porch railings and a freestanding sign at Parcel 26034 (108 West Main Street). Staff recommends that railings











## River District Design Commission

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# STAFF REPORT

DATE: December 11, 2025  
TO: River District Design Commission  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00596 filed by the Industrial Development Authority to install directory signs at Parcel 21344 (424 Memorial Drive).

### **SUMMARY**

The applicant seeks a Certificate of Appropriateness to install directory signage at 434 Memorial Drive.

### **DESIGN GUIDELINES**

Section 7.2.2 Sign Type, Placement and Size

*Directory Signs: The rules for directory signs are 8 square feet for most commercial buildings. Larger buildings (particularly large industrial buildings) may be allowed up to 16 square feet by review and approval of the RDDC.*

### **RECOMMENDATION**

The Planning Division staff recommend review of sign design, location, and size before a determination can be made.



## River District Design Commission

# STAFF REPORT

DATE: December 11, 2025  
TO: River District Design Commission  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00600 filed by James Buckner for exterior renovations at Parcel 21546 (592 Monument Street).

### SUMMARY

The applicant, James Buckner, is requesting to complete exterior changes to 592 Monument Street. The existing structure is a garage building that has remained largely unused. The proposed changes are as follows:

1. Replace solid garage door on front façade with glass door
2. Replace solid metal door with metal and glass storefront style door
3. Replace window on southern façade with new metal window
4. Replace window on southern façade with new metal and glass storefront door
5. Remove 2 windows on northern façade and fill with block to match existing wall
6. Replace solid garage door on northern façade with metal and glass store style entry and door, including glass sidelights and glass transom
7. Install projecting sign on existing sign pole, painted sign above garage door, and painted mural on side wall of building

In February 2023, an application for the installation of a garage door on the front façade, commercial signage and painting the exterior was approved. Not all the items were completed.

### DESIGN GUIDELINES

#### Section 3.2 General Guidelines

*All additions and renovations to existing structures should complement the original elements in terms of material, size, shape and color.*

*Repairs should match in terms of materials, size, shape and color.*

#### Section 7.2 Commercial Signs

*Projecting Signs: These signs can add great visual interest to the streetscape. Their size is limited to 4 square feet per side, or 8 square feet total for a two-sided sign.*

*Building signs for commercial/retail buildings are to be mounted flat to the building or painted on the building and limited to 32 square feet per business*

*Murals: Such murals should be placed on a blank (or mostly blank) side or back walls of commercial or industrial buildings, not on primary facades. Size will depend on placement.*

*Murals that advertise the business of the building are considered to be signs. They must meet the overall limits on sign square footage and applicable codes.*

**RECOMMENDATION**

The Planning Staff recommends approval of PZ25-00600. The replacements presented use materials and styles to maintain the industrial character of the structure. The proposed changes provide an attractive appearance for future commercial use.

ZONING ORDINANCE RDDC APPLICATION STANDARDS

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Graphic exhibits depicting compliance with other design elements.

Property Location (address/ID#): 592 Monument St.

Proposed Improvement:

- Alteration
- Addition
- Rehabilitation
- New Construction
- Sign

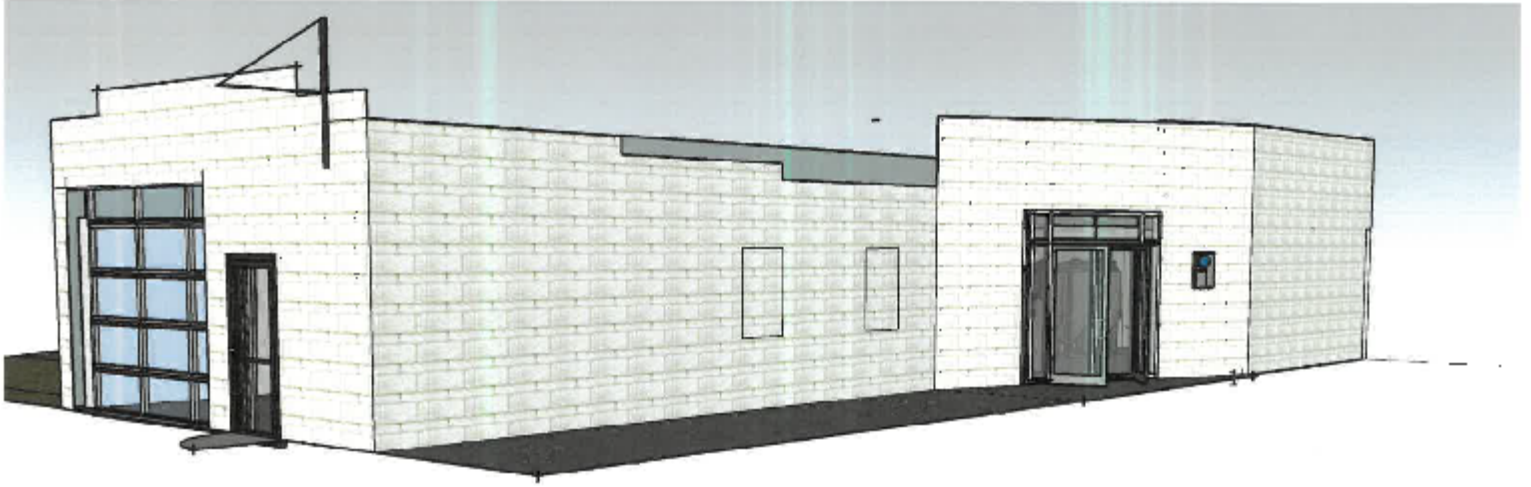
Improvement Description: Rebuild 1 garage door with Glass Door / Remove 2 windows  
Replace metal entry door with Glass stor front door.  
Replace Rear / side Garage door with Glass stor front.  
Add 1 door on left side of building and replace window with metal and glass window

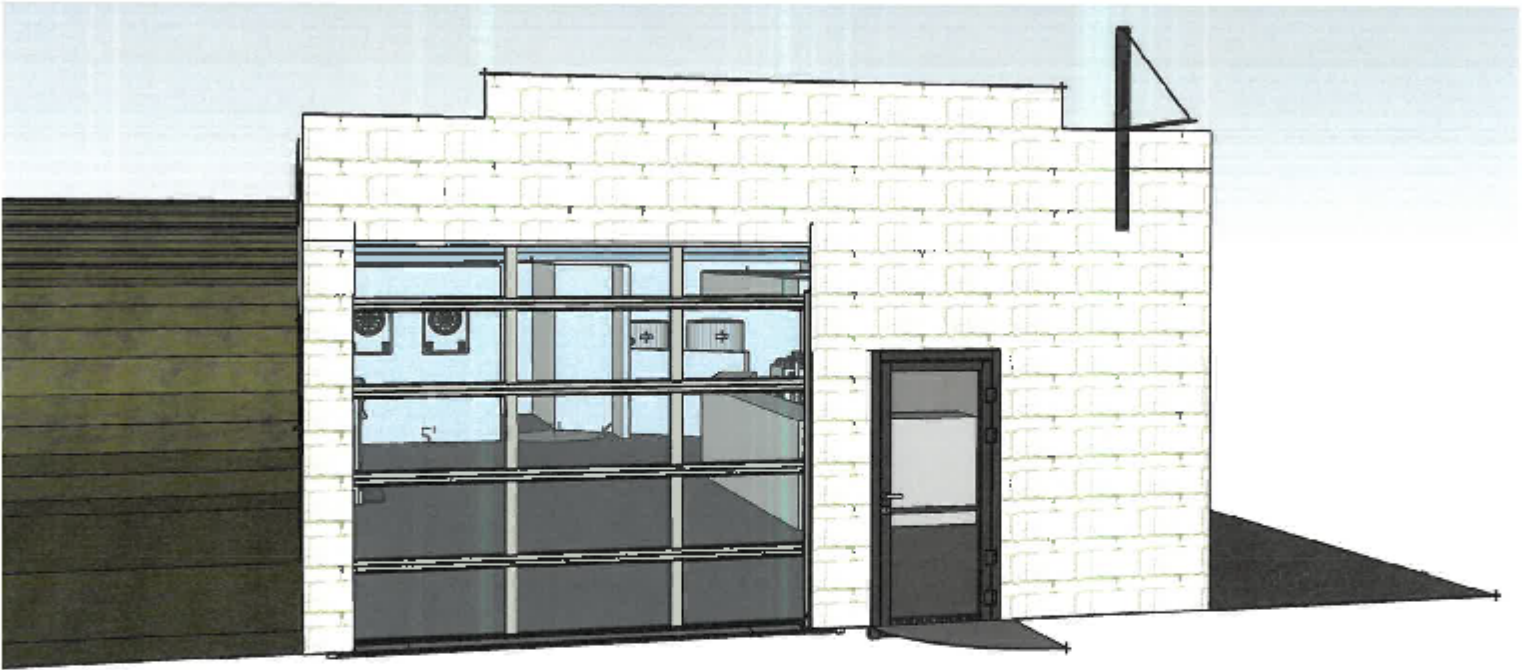
Are you aware of the federal and state tax credits for potential reimbursement or credit of substantial rehabilitation project expenses?  Yes  No

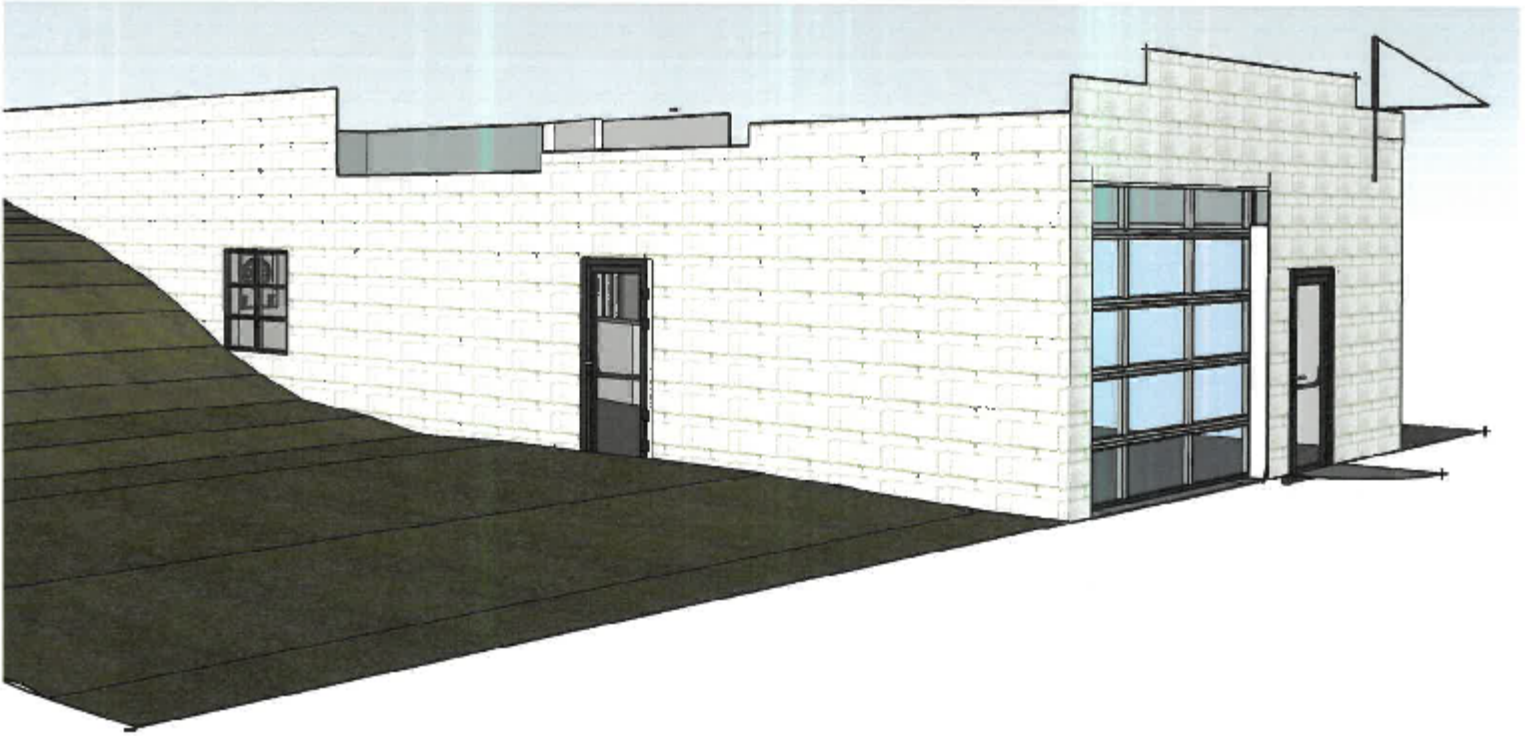
Would you like more information about these programs?  Yes  No

  
 Applicant Signature

\_\_\_\_\_  
 Property Owner Signature  
 (if not applicant)







# COMMISSION OF ARCHITECTURAL REVIEW

## MEETING OF

SEPTEMBER 25, 2025

### Members Present

Kathryn Ware  
Jackson Weller  
Robert Stowe  
Robert Weir

### Members Absent

Luke Ramsey  
Sonja Ingram  
Paul Liepe

### Staff

Cynthia Lester  
Shanika Williams  
Ryan Dodson

## ITEMS FOR PUBLIC HEARING

### NEW BUSINESS

1. Certificate of Appropriateness application PZ25-00439 filed by Karen Tekleberhan to allow the paving of a parking area at 124 Broad Street (Parcel 24596).

#### **Mr. Weir opened the Public Hearing.**

Ms. Tekleberhan stated. The property used to be Two Georges, a short-term rental that didn't work anymore. The parking area was grass, the lawn guy said put some rock down we did, and you cannot tell it anymore because of the grass. I would like to have that paved. The other area you can see that the concrete is cracked, and worried about someone tripping and falling on that. In front of the house the entrance the walkway leading up to the steps is cracked and I'm worried about someone tripping and falling because of the cracks.

#### **Mr. Weir closed the Public Hearing.**

Mr. Stowe stated. Are you going with concrete in all three areas?

Ms. Tekleberhan stated. Yes.

**Mr. Stowe made a motion to approve application PZ25-00439. Ms. Ward seconded the motion. Motion was approved by a 4-0 vote.**

2. Certificate of Appropriateness application PZ25-00449 filed by Damien Bishop to install a fence at 154 Sutherlin Avenue (Parcel 20908).

#### **Mr. Weir opened the Public Hearing**

Ms. Williams stated. The applicant is on military orders and unable to attend today.

#### **Mr. Weir closed the Public Hearing.**

**Mr. Weller made a motion to approve application PZ25-00433. Mr. Stowe seconded the motion. The vote was approved by a 4-0 vote.**

3. Certificate of Appropriateness application PZ25-00467 filed by Keisha and Duane Harper to add an addition to the principal structure at 864 Pine Street (Parcel 22005).

**Mr. Weir opened the Public Hearing.**

Ms. Harper stated. We are trying to get an extension on the back.

Mr. Weir stated. Are you matching the existing structure?

Ms. Harper stated. The structure is brick and it's painted brick. What we plan to use is the James Hardy Plank Siding, it is mainly the second and top floor and the bottom floor is open outdoor living patio.

Mr. Weir stated. Was this ever there before?

Ms. Harper stated. From my understanding an extension was built in 1970's, when I bought the house in 2017 it had been ripped off and I never seen what it looked like. I did receive a message from a neighbor saying what we proposed looks very similar, not what was already there.

Mr. Stowe stated. The other concern is matching the windows whether the arched window verses the square windows, is that something you have looked at?

Ms. Harper stated. I just looked into that. I have considered taking some of the windows out because that's expensive, I priced one window this week and it is thousands of dollars for one arch. Back in 2019 I got a plan approved, my life is different then and they approved it with the square windows but there's different people on the panel now.

I do think it looks nice, but I need 13 windows. I don't know what the back looks like, but I think it had some wood siding it didn't go all the way to the third floor I could tell by the arch on the third floor that had been torn off.

Mr. Weir stated. When was the house originally constructed?

Ms. Haper stated. I have heard 1920's I'm not sure.

Ms. Harper stated. The most windows are on the back side; we are cleaning off so you will be able to see it from Jefferson and cross that is where you will be able to see that I don't match the sides. My driveway goes deep down where the extension will be so you will not be able to see.

Ms. Ware stated. Speaking to the windows it is possible to do a faux arch, your standard window but as far as trim work a faux arch.

Ms. Harper stated. I have not looked into it, but I was going on what I had gotten approved for before, nothing has changed about the addition from the last time I got it approved but we are going up one floor, we prop up and put an open patio underneath.

I have been looking at the windows and they are \$5800 for a single 33/60 window. They are all custom.

Ms. Ware stated. I was wondering if there was a way to purchase the windows that are cheaper and add the trim faux arch.

Ms. Harper stated. I also want to like how it looks since it's my house. That is something I have to look a little deeper into if I have to arch the windows.

Ms. Ware stated. The only other window I see is a draft item the one fixed window on the back.

Ms. Harper stated. That's a bathroom window.

Ms. Ware stated. So, it will be just a clear fixed.

Ms. Harper stated. Yes.

Mr. Harper stated. What would be the difference now than when it was approved in 2019?

Mr. Weir stated. Other than new commissioners.

Mr. Stowe stated. There are other factors the land is getting clear, more visual lots. I don't have an issue with the condition overall prefer the windows matching the others as close as possible, it does change the look of the house the square windows verse the arch.

Mr. Weir stated. The cost is prohibitive.

Ms. Ware stated. That would be my recommendation.

Mr. Stowe stated. It would be preferable if they had an arch, but I understand there is a change in cost.

Ms. Harper stated. I say this because I would like a decision today, I do like the arch and think it will be better if I could find a way to arch it and not break my bank I will figure out how to arch the windows but 80k.

**Mr. Weir closed the Public Hearing**

**Mr. Stowe made a motion to deny application PZ25-00427 it does not meet the guideline. Mr. Weller seconded the motion. The vote was approved by a 4-0 vote.**

**Mr. Stowe made a motion to approve application PZ25-00427. Mr. Weller seconded the motion. The vote was approved by a 4-0 vote.**

## **APPROVAL OF MINUTES**

**AUGUST 28, 2025, minutes were approved by a unanimous vote.**

With no further business, the meeting adjourned at 3:50 p.m.

Approved By: s/Cynthia Lester

# RIVER DISTRICT DESIGN COMMISSION

## MEETING OF

SEPTEMBER 11, 2025

### Members Present

George Davis  
Adam Jones  
John Ranson  
Courtney Nicholas

### Members Absent

Andrew Hessler  
Peyton Keesee  
R.J. Lackey

### Staff

Cynthia Lester  
Shanika Williams  
Ryan Dodson  
Stefanie Jackson

Mr. Jones called the meeting to order at 4:00 p.m.

### ITEMS FOR PUBLIC HEARING

#### OLD BUSINESS

1. *Certificate of Appropriateness application PZ25-00393 filed by L. Studio Gallery to install a sign at 610 Craghead Street (Parcel 21451).*

#### **Mr. Jones opened the Public Hearing.**

Ms. Bendell stated. I'm starting the L. Studio Gallery. The sign Temptations is still on the building and that is where we are going to put our sign. My daughter is going to paint a logo on the old sign to save all the hardware and a little bit of money.

Mr. Jones stated. So, you are using the same hardware and housing?

Ms. Bendell stated. Yes.

Mr. Ranson stated. What do you do at L. Studio Gallery?

Ms. Bendell stated. I am an artist, eventually I will open up the gallery and invite other artists to share some of the wall space and have gallery hours and lots of fun things.

Mr. Davis stated. So, you are going to replace it with another sign you are not going to paint over it?

Ms. Bendell stated. I am going to paint that sign.

Mr. Davis stated. That is not what the recommendation states.

Ms. Nicholas stated. The guidelines do not encourage the painting of the sign, whether they encourage the replacement of the sign because of weathering and chipping, that is what the issue is.

Ms. Bendell stated. The sign is good, but if you want me to replace it, I will replace it.

Ms. Nicholas stated. The recommendation is to replace the existing sign. There doesn't seem to be any issue with the sign at all where it is.

Ms. Bendell stated. I will put a new sign there.

Ms. Nicholas stated. Do we need to do anything to approve a new sign being placed in that space?

Mr. Dodson stated. When you make your motion, amended by you or recommended by staff to replace it rather than paint over it. As long as that language is in there it should be good.

Ms. Nicholas stated. We do have to approve the sign.

Mr. Dodson stated. Is that something they can do?

Ms. Williams stated. Approve of the change, but she would still need to have a permit.

Mr. Dodson stated. Is it because the design is changing?

Ms. Williams stated. They can.

Ms. Nicholas stated. Sometimes we don't have to approve the change in the sign, it can be changed as long as we are not changing the dimensions, size or anything else. It doesn't need to be a motion at all.

Mr. Dodson stated. This may be something that she will have to get a separate sign permit not through here. This may be a prerequisite that there is no objection from the commissioners.

Mr. Ranson stated. You are not planning to get any window signs?

Ms. Bendell stated. I'm trying to get one sign who knows down the line maybe put something on the door.

**Mr. Jones closed the Public Hearing.**

**Ms. Nicholas made a motion to approve the Certificate of Appropriateness for PZ25-00393, with the amendment that the sign being replaced with a new metal sign. Mr. Ranson seconded the motion. The motion was approved by a 4-0 vote.**

## **ITEMS FOR PUBLIC HEARING**

### **NEW BUSINESS**

1. *Certificate of Appropriateness application PZ25-00420 filed by 411 Craghead Street LLC to allow signage Parcel (21481) at 411 Craghead Street.*

**Mr. Jones opened the Public Hearing.**

Mr. Barnes stated. I am happy to answer any questions.

Mr. Ranson stated. That sign was previously there.

Mr. Barnes stated. No. It is there now.

Mr. Ranson stated. From the picture it is same thing in two different places.

Mr. Barnes stated. It is in three different places.



Mr. Jones stated. Also made out the same material as the yellow.

**Mr. Jones closed the Public Hearing.**

**Mr. Ranson made a motion to issue a Certificate of Appropriateness for PZ25-00420 it complies with the guidelines. Ms. Nicholas seconded the motion. The motion was approved by a 4-0 vote.**

2. *Certificate of Appropriateness application PZ25-00421 filed by 501 Craghead Street LLC to allow signage Parcel (21355) at 501 & 539 Craghead Street.*

**Mr. Jones opened the Public Hearing.**

Mr. Barnes stated. I am happy to answer any questions.

Mr. Jones stated. Are yellow and green numbers the same dimensions?

Mr. Barnes stated. 501 is larger because the building is larger.

**Mr. Jones closed the Public Hearing.**

**Mr. Ranson made a motion to issue a Certificate of Appropriateness for PZ25-00421 it complies with the guidelines. Mr. Davis seconded the motion. The motion was approved by a 4-0 vote.**

3. *Certificate of Appropriateness application PZ25-00425 filed by William Fuller and Frederick Meder for exterior renovation at Parcel (21691) at 410 Patton Street.*

**Mr. Jones opened the Public Hearing.**

**Mr. Jones closed the Public Hearing.**

**Mr. Ranson made a motion to postpone Certificate of Appropriateness for PZ25-004256 till the next meeting. Ms. Nicholas seconded the motion. The motion was approved by a 4-0 vote.**

4. *Certificate of Appropriateness application PZ25-00452 filed by Tommy Conner and Phillip Decker to install signage at (Parcel 24853) at 315 Lynn Street.*

**Mr. Jones opened the Public Hearing.**

Mr. Decker stated. Replacing the current Old 97 Tavern signage with the River District Meat Market signage which will be the same dimensions and color.

Mr. Davis stated. Same material will be used?

Mr. Connor stated. Yes.

Ms. Nicholas stated. How many signs are there?

Mr. Connor stated. Three two on the door and one on deck.

Ms. Nicholas stated. Is it internally lit?

Mr. Decker stated. No.

**Mr. Jones closed the Public Hearing.**

**Mr. Ranson made a motion to issue a Certificate of Appropriateness for PZ25-00452 it complies with the guidelines. Ms. Nicholas seconded the motion. The motion was approved by a 4-0 vote.**

5. *Certificate of Appropriateness application PZ25-00435 filed by Melinda Sims to allow signage at (Parcel 23310) 318 Craghead Street.*

**Mr. Jones opened the Public Hearing.**

Ms. Simms stated. Owner of Whiskey River.

Mr. Ranson stated. I love the sign, but it is larger than the guidelines.

Mr. Davis stated. It is larger than what she read off.

Mr. Ranson stated. It could be a liability.

Ms. Simms stated. I was unaware of the guidelines or any permits anything that needed to be done prior, we confided all other regulations that were required of us. I definitely would have come before the board. I do apologize for that.

Mr. Davis stated. Even that it is larger than the dimensions that staff read off. Staff still recommend approval. Is that correct?

Ms. Williams stated. Staff feel as if it being lettering as opposed to a picture, it wouldn't impede view from the window, it gives a little leeway for the board to approve.

Ms. Nicholas stated. It is not a solid decal blocking the view.

Mr. Jones stated. It looks good, it is very tastefully done.

**Mr. Jones closed the Public Hearing.**

**Mr. Davis made a motion to approve Certificate of Appropriateness for PZ25-00435. Mr. Ranson seconded the motion. The motion was approved by a 4-0 vote.**

## **APPROVAL OF MINUTES**

**AUGUST 14, 2025, minutes were approved by a unanimous vote.**

With no further business, the meeting adjourned at 4:25 p.m.

Approved By: \_\_\_\_\_

# RIVER DISTRICT DESIGN COMMISSION

## MEETING OF

NOVEMBER 13, 2025

### Members Present

R.J. Lackey  
Adam Jones  
John Ranson  
Courtney Nicholas  
Andrew Hessler

### Members Absent

Peyton Keesee

### Staff

Cynthia Lester  
Renee Burton  
Ryan Dodson  
Stefanie Jackson

Mr. Jones called the meeting to order at 4:00 p.m.

### ITEMS FOR PUBLIC HEARING

#### OLD BUSINESS

- 2. Certificate of Appropriateness application PZ25-00425 filed by William Fuller and Frederick Meder for exterior renovations at (Parcel 21691) 410 Patton Street.*

#### **Mr. Jones opened the Public Hearing.**

Mr. Meder stated. With the River District Architect, she came up with these renderings. The only difference with the renderings is the canopy for rain, we will not put the glass back that is a huge expensive the whole front is brick. We need permission to put a signage on the building and rebuild the cabinets we are hoping the glass is still there if not we can recreate that.

Mr. Ranson stated. So, you are leaving the bottom as it is.

Mr. Jones stated. Are you painting the brick?

Mr. Meder stated. Yes, and the wood is rotten.

Mr. Hessler stated. In phases 1 and 2, I know you just want to get this back up and look as close to its original as possible. In the near future do you see doing glass on the lower half?

Mr. Meder stated. That may or may not happen. Adding the canopy, signage and lighting make it look more authentic. As for making it a store front right now it is a law office and a key position for a law office.

Mr. Hessler stated. Right now, we don't have a sign to approve.

Mr. Meder stated. We can come back with something, it hasn't been rented yet. I do know in the historic district we want monument signs.

Mr. Jones stated. You are here for the first phase to remove or peel back the shingle roof section to expose what's back there with nothing else being done.

Mr. Meder stated. No, we're here to approve the canopy, signage and fixing the windows and painting the building. We are not going to do the glass.

Mr. Hessler stated. I can understand why you want to paint the brick, that is not the original brick.

Ms. Nicholas stated. Are you looking to paint the front facade or all around?

Mr. Meder stated. Just the front façade, the rest we would spend a million dollars.

Ms. Nicholas stated. Have you considered the staff recommendation about the stone tile cladding being installed instead of painting the brick.

Mr. Meder stated. It is an old building and that's a large expense.

Mr. Hessler stated. Will the shutter go back on?

Mr. Meder stated. No.

**Mr. Jones closed the Public Hearing.**

Ms. Nicholas stated. Why is staff recommending the store front brick remains unpainted although it's not the original brick?

Ms. Burton stated. The general guidelines recommended unpainted brick verses painted; it does not differentiate between age or style.

Ms. Nicholas stated. There are multiple types of brick.

Mr. Ranson stated. There are 2 different color schemes.

Mr. Jones stated. This is a nice building, doesn't match on the sides and is a free-standing building.

**Ms. Nicholas made a motion to approve the Certificate of Appropriateness for PZ25-00425 to restore the building's façade, includes removing the mansard roof, dormers, cornice, and soffit to reveal the original concrete upper façade and remaining glass block windows behind the mansard. The concrete wall will be restored as needed including filling gaps, and coping be evaluated for in-kind replacement. Installing trim on the upper level, adding an awning with spotlighting underneath, and signage at a later date. Mr. Hessler seconded the motion. The motion was approved by a 5-0 vote.**

**Ms. Nicholas made a motion that painting the brick exterior does not meet the guidelines for Certificate of Appropriateness for PZ25-00425. Mr. Hessler seconded the motion. The motion was approved by a 5-0 vote.**

**Ms. Nicholas made a motion to approve Certificate of Appropriateness for PZ25-00425 to allow the painting of the front brick exterior in a neutral color to align with the historic covenant façade including the removal of the shutters. Mr. Hessler seconded the motion. The motion was approved by a 5-0 vote.**

## **ITEMS FOR PUBLIC HEARING**

### **NEW BUSINESS**

6. *Certificate of Appropriateness application PZ25-00491 filed by Derrick Pool to install wall sign at 541 Bridge Street (Parcel 21456).*

**Mr. Jones opened the Public Hearing.**

Ms. Nicholas stated. Will the sign be lit at all?

Mr. Pool stated. No.

Mr. Jones stated. A massage spa is coming to the River District.

**Mr. Jones closed the Public Hearing.**

**Ms. Nicholas made a motion to issue a Certificate of Appropriateness for PZ25-00491. Mr. Ranson seconded the motion. The motion was approved by a 5-0 vote.**

7. *Certificate of Appropriateness application PZ25-00526 filed by Andrea' Kay Skin Studio to install wall sign at (Parcel 21456) 541 Bridge Street Suite 3.*

**Mr. Jones opened the Public Hearing.**

Ms. Terry stated. I am passionate about my creation.

Ms. Nicholas stated. Will it be lit?

Ms. Terry stated. Maybe in the future.

Mr. Ranson stated. Are these two signs on the same building?

Ms. Terry stated. Yes, Derrick would be in the center and mines would be on the other side.

Ms. Nicholas stated. Ms. Burton, in terms since these are both on the same parcel are we still fine with signage and square footage?

Ms. Burton stated. Yes.

**Mr. Jones closed the Public Hearing.**

**Ms. Nicholas made a motion to issue a Certificate of Appropriateness for PZ25-00526. Mr. Ranson seconded the motion. The motion was approved by a 5-0 vote.**

8. *Certificate of Appropriateness application PZ25-00531 filed by L. Studio Gallery to install a door sign and sandwich board sign at (Parcel21451) at 610 Craghead Street.*

**Mr. Jones opened the Public Hearing.**

Ms. Bendall stated. I am here for L Studio Gallery again.

Mr. Ranson stated. Last time you were here.

Ms. Bendall stated. The last time I was here I was trying to get the sign on the building I was so close to that sign, but I also would like something on the door and be able to put out a sandwich board when I am open, because I have sporadic hours.

Mr. Ranson stated. This is in addition to the previous sign?

Ms. Bendell stated. Yes, that is still in the works, The door that is facing Craghead Street is really not the door that is being used. My main door is one of the double doors.

Mr. Jones stated. The double doors are located where the outside patio is.

Ms. Bendell stated. I am putting the sign on one door, and the other door remains locked.

**Mr. Jones closed the Public Hearing.**

**Ms. Nicholson made a motion to approve Certificate of Appropriateness for PZ25-000531 to install a sandwich board sign as proposed with the addition of the studio sign being allowed to be put on the Craghead facing door. Mr. Hessler seconded the motion. The motion was approved by a 5-0 vote.**

## **APPROVAL OF MINUTES**

**SEPTEMBER 11, 2025, minutes were approved by a unanimous vote.**

With no further business, the meeting adjourned at 4:42 p.m.

Approved By: \_\_\_\_\_