



ARCHITECTURAL REVIEW BOARD REGULAR MEETING AGENDA

4TH FLOOR CONFERENCE ROOM

April 9, 2026

10:00 AM

A. CALL TO ORDER

B. ROLL CALL

C. ELECTION OF OFFICERS

D. NEW BUSINESS

1. Certificate of Appropriateness PZ25-00581, requested by Sonja Ingram, to restore a gable window and install a new fence at Parcel 21208 (608 Holbrook Avenue).
2. Certificate of Appropriateness PZ26-00236, requested by Christopher T. Moore, for the installation of a garage door, window and door awnings, and mobile container units at Parcel 21565 (733 Loyal Street).
3. Certificate of Appropriateness PZ26-00240, requested by Tony Burnett Sr., to install signage, outdoor dining furniture, window tinting, and an ADA ramp at Parcel 26058 (301 Craghead Street).
4. Certificate of Appropriateness PZ26-00259, requested by Adrienne Oakes, to install a new wall sign at Parcel 23887 (575 Patton Street).
5. Certificate of Appropriateness PZ26-00262, requested by Christian Simmons, to install a wall sign, new door, and ADA ramp at Parcel 24279 (601 Craghead Street).
6. Certificate of Appropriateness PZ26-00263, requested by Mary Kent, to replace the existing roof trim and corbels at Parcel 21847 (903 Main Street).
7. Certificate of Appropriateness PZ26-00260, requested by Carlton Walton and Brittany Hightower, to install a wall sign, repaint the trim, and replace the awning at Parcel 20503 (406 Main Street).
8. Certificate of Appropriateness PZ26-00239, requested by River City Florals, for the exterior painting, removal of an awning, and installation of window signage at Parcel

26777 (308 Craghead Street, Suite 104).

E. APPROVAL OF MINUTES

F. STAFF UPDATES

1. Updated Architectural Review Overlay (ARO) and Architectural Review Design Guidelines (ARDG).
2. Local historical marker program
3. Updates to 624-626 North Main Street

G. ADJOURN

STAFF REPORT

DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ25-00581, requested by Sonja Ingram, to restore a gable window and install a new fence at Parcel 21208 (608 Holbrook Avenue).

SUMMARY

Certificate of Appropriateness PZ25-00581, filed by Sonja Ingram, requests approval of the restoration of a gable window and the installation of a new fence gate at Parcel 21208 (608 Holbrook Avenue). The proposed gable window is located on the front facade of the dwelling and will mimic the neighboring property (PIN 20025/614 Holbrook Avenue) as the two dwellings are compatible in style and age. The applicant proposes removal of the existing aluminum siding in the area of the gable to uncover the original window's configuration. Should the original architectural brackets or other detailing be discovered in this process, the applicant will restore those to their original state.

The applicant is also requesting approval to replace an existing gate. The proposed gate to be 6' high and made of wood pickets. The existing gate is located to the side of the dwelling and is mostly concealed by mature landscaping.

ARDG EXCERPTS

Chapter 2 — Standards for Existing Buildings and Structures

Identify, preserve, and maintain character-defining features of a building (such as roofs, walls, porches, windows, and architectural features or trim).

2.6 Windows and Shutters

- Priority should be given to the retention of original windows on the front facade.
- Maintain original window openings and configurations, as windows are character-defining features.
- New and replacement windows should be appropriate to the historic period of the architectural style of the building.

2.8 Fences, Hedges, Walls, Gates, and Gardens

- Fences, walls, and gates should be appropriate in materials, design, and scale to the period and character of the structures they surround.
- Solid fencing is permitted on side and rear yards.

RECOMMENDATION

Planning Staff recommends approval of Certificate of Appropriateness PZ25-00581, requested by Sonja Ingram, to restore the gable window on the front facade of the dwelling and to install

a new, wood gate at Parcel 21208 (608 Holbrook Avenue).

ATTACHMENTS

1. 608 Holbrook Ave_Application

DANVILLE, VA

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 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

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

Souja Ugvar
Applicant Signature

date
11/13/25

SAME

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



and Brackets

House next door with intact window in gable. Being used as a guide.

2. Replace the existing damaged wood gate with a new simple, 6-foot, wood gate, stained or painted

Example Gate



STAFF REPORT

DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ26-00236, requested by Christopher T. Moore, for the installation of a garage door, window and door awnings, and mobile container units at Parcel 21565 (733 Loyal Street).

SUMMARY

Certificate of Appropriateness PZ26-00236, filed by Christopher T. Moore, requests the approval of the installation of a garage door, window and door awnings, and placement of two storage containers. Built in approximately 1965, the subject property was formerly a restaurant known as Plaza Restaurant. The current owner acquired the property in December 2025. Through communications with Planning staff beginning in October, the applicant stated his intent to use the building for storage purposes and was advised that storage is permitted only with approval of a Special Use Permit. These communications occurred prior to and separate from the filing of this Certificate of Appropriateness. To date, the applicant has not applied for a Special Use Permit.

The COA request follows the installation of a garage door on the northeastern elevation of the building without prior approval. In addition to the garage door, the application also proposes the installation of "shed roof" style awnings over the front and side entrances, as well as over the front windows. Additionally, the applicant requests approval for the placement of two movable storage containers on the northeastern side of the building, which are proposed to be attached to the existing structure by a shed roof. If attached, the storage containers will be subject to building code as an addition to the principal structure.

Not included in the application are two HVAC units located on the southwestern side of the building. The units were installed without ARB approval or proper building permits.

In October 2025, Inspections staff discovered unpermitted work at the property. On October 8, 2025, the applicant was advised that a Certificate of Appropriateness was required prior to issuance of any permits. Subsequently, on February 27, 2026, Planning staff cited the applicant for proceeding with exterior alterations prior to receiving a COA. The applicant submitted an application to the ARB on March 6, 2026.

It should also be noted that prior to January 1, 2026, storage was a prohibited use within the CB-C, Central Business Commercial zoning classification. Following adoption of the updated Unified Development Code (UDC) effective January 1, 2026, storage is permitted only by

Special Use Permit. On March 31, 2026, Planning staff advised the applicant of permitted uses within the River District, and the applicant subsequently received zoning clearance to use the building as office space.

ARDG EXCERPTS

Chapter 2 — Standards for Existing Buildings and Structures

1. Identify, preserve, and maintain character-defining features of a building (such as roofs, walls, porches, windows, and architectural features or trim).

4. Use construction methods that will not obscure, damage, or remove character-defining features or exterior walls.

- Install accessory elements in a manner that does not damage or obscure character-defining features.

2.5 Porches, Entries, Storefronts, and Awnings

Entrance Doors

- Do not change the size of a door opening.
- Exterior doors and surrounding details should be appropriate to the period of the structure.

Awnings

- Awning forms, style, fabric, and color(s) should be appropriate to the historical style of the building to which they are attached.
- Awnings should be made of a canvas-type fabric.
- Awnings should not overwhelm or obscure the architecture and decorative features of historic buildings.

2.9 Equipment, Hardware, and Communications Technology

- Placement of HVAC units must follow current UDC codes.
- If an HVAC unit is visible, screening is required.

2.10 Materials, Finishes, and Forms

Awnings & Canopies: Materials Requiring Review - Metal

Chapter 3 — Standards for New Construction

3.1 General Design Principles

Not Recommended: Construct additions/buildings too close to the existing structure so that it negatively impacts the character, site, or setting.

Not Recommended: Construct a new addition or a new building that is as large as or larger than the historic building to which it is being attached or associated, so that the new addition or new building visually overwhelms the historic building.

3.2 Siting, Placement, and Orientation

- Determine new construction location by referring to UDC and building code regulations pertaining to setback requirements.

3.8 Materials

- The character and materials used in new construction within the ARO should be compatible with the historic buildings within the district.

Materials Requiring Review - Construction Materials & Exterior Cladding: Vinyl siding; aluminum siding

Materials Requiring Review - Awnings: Metal; vinyl

RECOMMENDATION

Planning Staff recommends denial of Certificate of Appropriateness PZ26-00236, requested

by Christopher T. Moore, for the installation of a garage door, window and door awnings, and mobile container units at Parcel 21565 (733 Loyal Street) due to a lack of proper permitting, zoning clearance(s), and prior ARB approval.

ATTACHMENTS

1. 733 Loyal Street_COA Application_Redacted
2. FIRST NOTICE_Zoning Violation_733 Loyal St (1) (1)
3. 733 Loyal St_03.26.26 Pictures
4. Zoning Clearance Moore Property Group LLC



CITY OF DANVILLE

Community Development Architectural Review Board

ARCHITECTURAL REVIEW BOARD

CERTIFICATE OF APPROPRIATENESS APPLICATION

CODE Danville Article 2.Q. Section 3.a.: Certificate of Appropriateness required. 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, sign, fence, wall, light fixture, accessory building, pavement, grading, site improvement, significant landscaping feature, or other appurtenant element in an ARO unless and until such building or site element has been approved by the Architectural Review Board (ARB) through the issuance of a Certificate of Appropriateness as set forth in § 41.8.F. Certificate of Appropriateness.

The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee of \$26.00

P226-00236

PLANNING DIVISION PROVIDED INFORMATION

Application #: P226-00236 ARB Meeting Date: 04/09/2020
Date Received: 03/06/2020 Received By: SEJ
Parcel ID: 21565 Zoning District: PD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Chris T. Moore
Applicant's Address: _____
Applicant's Phone Number: _____
Applicant's E-mail: _____

ZONING ORDINANCE ARB APPLICATION STANDARDS

Article 8.F. Section 5.a.: In consideration of a complete application, the Division Director of Planning/ Zoning Administrator and the Architectural Review Board may require any or all of the following information and any other materials as may be deemed necessary for their review.

1. Statement of proposed use and user.
2. Statement of estimated construction time.

DANVILLE, VA

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

Property Location (address/ID#): 733 Loyal St

Proposed Improvement: ☒ Alteration ☐ Addition ☐ Rehabilitation ☐ New Construction ☐ Sign

Improvement Description: install garage door / set 2 movable containers / put a shed roof attached from on container to the existing building behind shed roof over front windows & door (garage door) and back walk door (shed roof - metal or shingles)

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

[Signature] Applicant Signature 3.6.26 Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 10 day of March, 2026 by Stefanie E Jackson

Stefanie E Jackson
NOTARY PUBLIC
Commonwealth of Virginia
Reg. # 8102312

My Commission Expires 04/30/2028

[Signature]
Notary Public

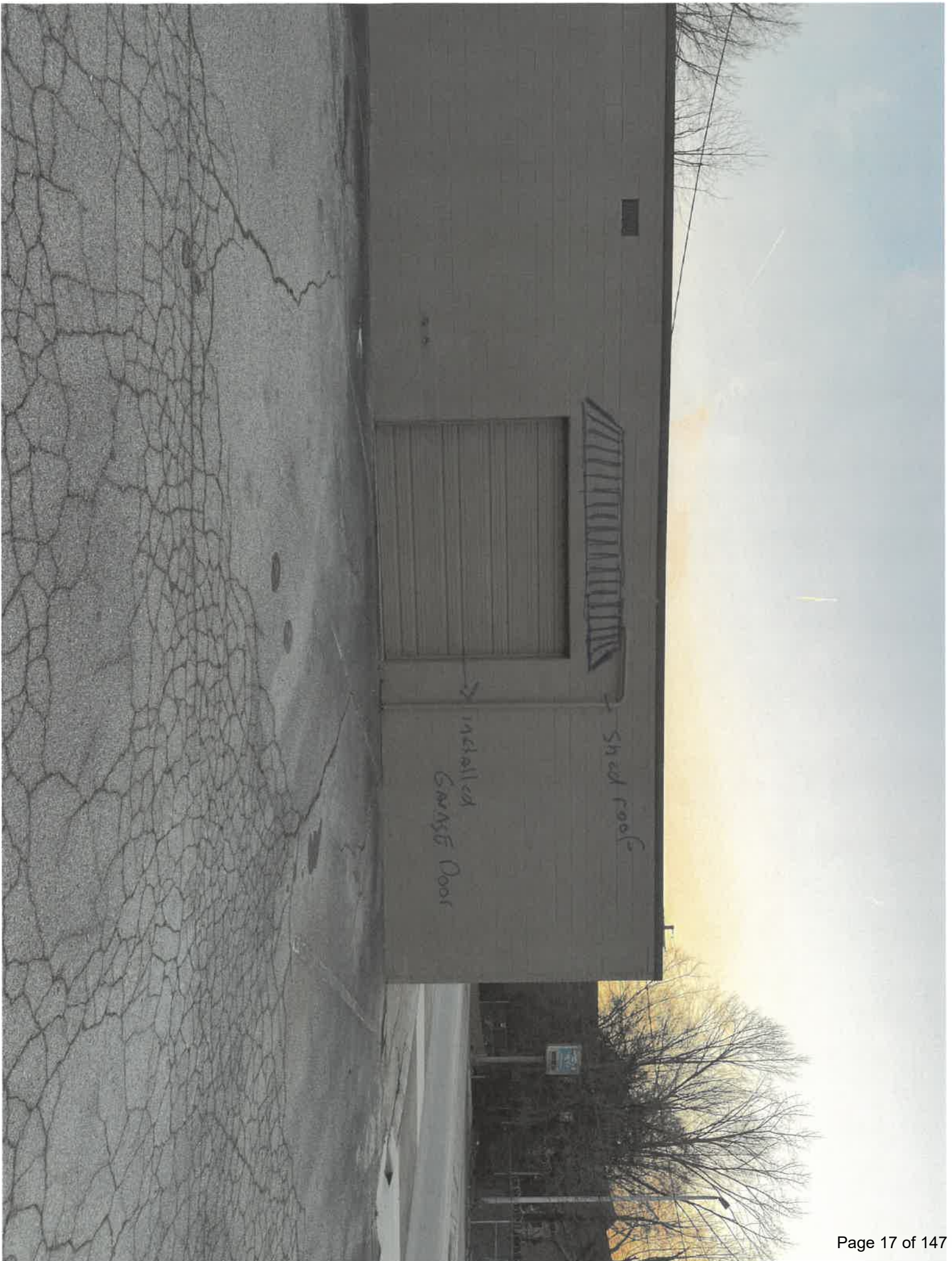
Expires: 04/30/2028

* Building Color Quaker Tan

427 Patton St. | Danville, Virginia 24541 | 434.799.5260 | DanvilleVA.gov







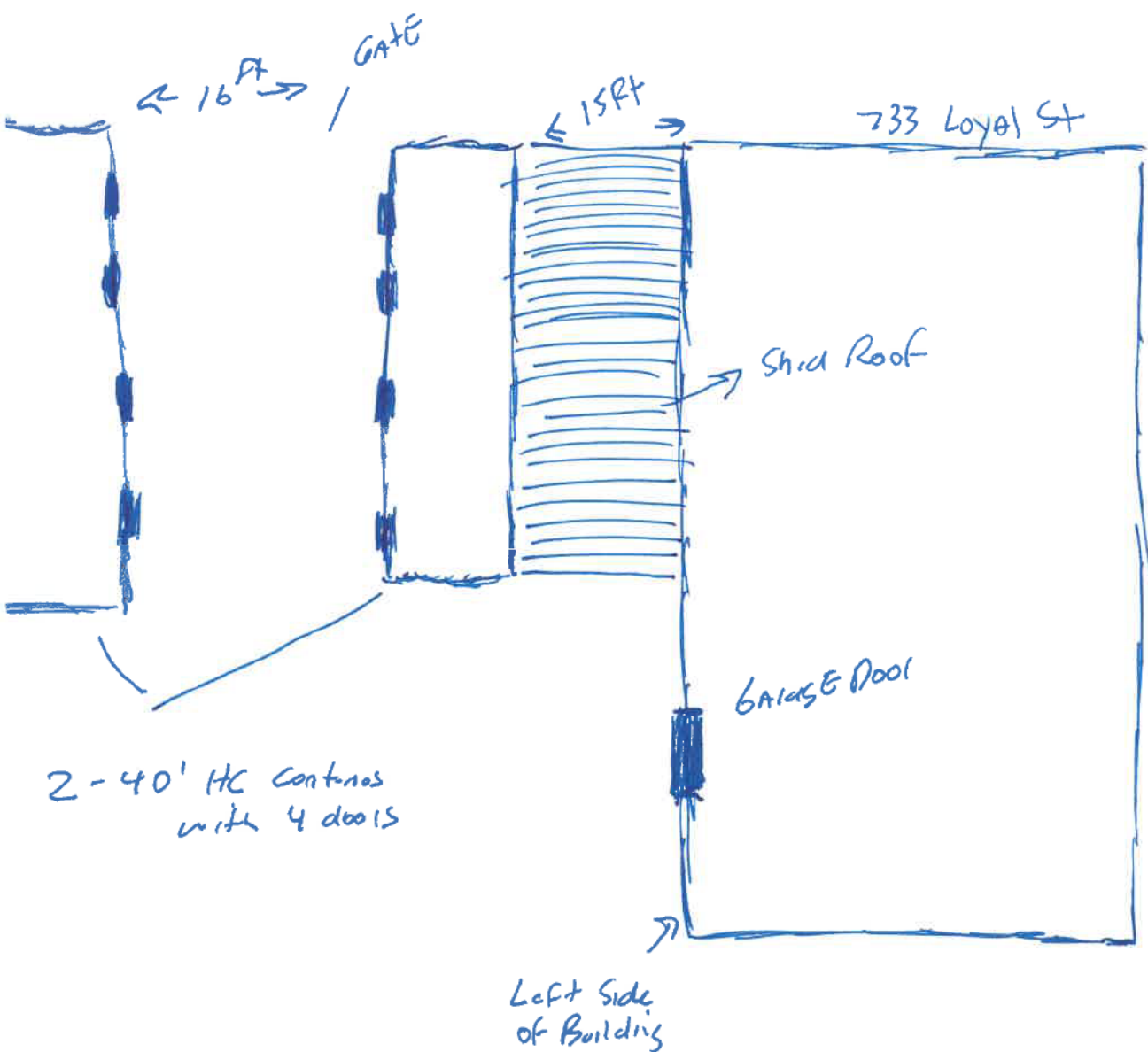
10/10/10



1-1-1



733 Loyol St





CITY OF DANVILLE

Community Development Division of Planning and Zoning

NOTICE OF VIOLATION

February 27, 2026

Christopher T. Moore
280 Linden Dr.
Danville, VA 24541

RE: 733 Loyal Street

Dear Property Owner:

The City of Danville's Planning and Zoning Division has inspected the above-referenced property and found it to be in violation of the City's UDC. The purpose of this letter is to inform you of the specific violation(s) discovered, which are as follows:

- § 41.8.E. – Architectural Review Board.
 - 1. Purpose.
 - a. The Architectural Review Board is established to review all new construction, exterior renovations, and signs undertaken in the ARO.
- § 41.8.F. – Certificate of Appropriateness.
 - 1. Applicability.
 - a. No Construction Clearance, 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, sign, fence, wall, light fixture, accessory building, pavement, grading, site improvement, significant landscaping feature, or other appurtenant element in the ARO unless and until such building or site element has been approved by the issuance of a Certificate of Appropriateness.

YOU ARE HEREBY NOTIFIED THAT YOU HAVE 10 DAYS FROM THE DATE OF THIS LETTER TO COMPLY WITH THE ZONING ORDINANCE OR TO NOTIFY THE CITY OF YOUR INTENTIONS TO DO SO.

The following action(s) are required for you to bring your property into compliance with the Zoning Ordinance:

- Apply for a Certificate of Appropriateness; or
- Restore exterior to original architectural intent.

Failure to correct any zoning violation will result in the City of Danville taking action to abate such violation(s) in accordance with law. This may result in legal action against you, which could subject you to civil penalties ranging from \$200 to \$5,000. You have the right to appeal this decision to the Board of Zoning Appeals as provided in the City's Zoning Ordinance. A written request for such an appeal shall be made on forms provided by the Planning and Zoning Office and filed with this office within 30 calendar days from the date of this letter, or ten (10) days in the case of short-term recurring violations. At the time of filing, a fee of \$400.00 shall accompany the appeal request. Applications for appeal may be obtained in the Planning and Zoning Office located in the Municipal Building at 427 Patton Street, Monday through Friday, 8:00 AM until 5:00 PM.

Our department strives to fairly and justly enforce the provisions of the Zoning Ordinance of the City of Danville. However, this is not possible without your full cooperation. Therefore, if you wish to discuss this letter, please contact me by phone or email. Thank you for your cooperation in promptly eliminating the violation(s).

Sincerely,

Stefanie E. Jackson
Associate Planner
Jacksse@danvilleva.gov
434-799-5260 Ext. 3839











CITY OF DANVILLE

Community Development
Division of Planning and Zoning

RECEIPT

Date: March 31, 2026
Name: Moore Property Group LLC
Address: 733 Loyal Street, Danville, VA 24541

Project # BLC2600113 Received by: L Jones

Payment Type: CC

DESCRIPTION	AMOUNT
Zoning Clearance Fee	\$20.00
Totals	\$20.00

Comments: River District – Office/Retail

Via Email
Applicant Signature

Lisa Jones
City Official Signature

STAFF REPORT

DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ26-00240, requested by Tony Burnett Sr., to install signage, outdoor dining furniture, window tinting, and an ADA ramp at Parcel 26058 (301 Craghead Street).

SUMMARY

Certificate of Appropriateness PZ26-00240, filed by Tony Burnett Sr., requests approval for the installation of signage and an ADA ramp, as well as the placement of outdoor dining furniture and retroactive approval of window tinting. Formerly the private residence of Susan Stilwell, this former tobacco warehouse was built in approximately 1920 and spans more than 10,000 square feet. The applicant and Caroline Echols plan to open a restaurant at 301 Craghead Street.

The proposed signage includes three circular, vinyl window signs on the facade of the building to include the restaurant's name and logo in white letters. The largest of the window signs includes letters measuring 8" in height, whereas the ARDG indicates letters should be no more than 6" in height. The circular blade sign will mimic the window signs with the restaurant's name in a black and white color scheme and will be made of an aluminum composite panel with no lighting. The sign will extend between 30–36" from the wall and will hang 8' above the sidewalk using a black, powder-coated bracket with a simple decorative or straight arm. The proposed signage conforms to UDC regulations and measurement standards. No architectural features will be removed or changed to allow for any of the proposed signage.

The proposed outdoor dining space will provide a pedestrian-friendly environment for patrons of the restaurant. The proposed area will face Craghead Street and measure approximately 308 square feet, maintaining 5 feet of sidewalk unobstructed at all times. The space will have black metal square tables and matching chairs, as well as black, square umbrellas with no messaging. A black rope stanchion system will define the perimeter of the area. Although the applicant prefers to leave the area staged and secured, they have stated they are willing to remove all furniture nightly, at the discretion of the Board. The proposed usage of the right-of-way has been approved by Public Works and a Right-of-Way Agreement is in the process of completion.

The applicant further proposes the installation of an ADA-compliant ramp on the north side of the building, leading from Acree's parking garage (Loyal Street) to the side warehouse entrance of the building. The existing entrance to the building is at grade level and poses no

accessibility challenges. The original door remains intact, to which the applicant has relayed the Health Department's concerns about the security of the entryway. The applicant proposes removing the door and replacing it with a metal and glass door that will be fit to the existing opening. Public Works has been informed of this request, but remain hesitant to agree to the proposal due to the narrow width of the sidewalk. The sidewalk in question is also the only public access point from Acree's garage to the crosswalk spanning Craghead Street.

Alternatively, the applicant has been flexible regarding the idea of encapsulating the warehouse door in place or replacing the door and retaining the original as an art installation within the restaurant.

Prior to this meeting, the applicant applied a 20% tint to the windows on the facade of the building. Leaving little visibility, Staff consulted with the Police Department who do not have safety concerns regarding the tint. Although the Architectural Review Design Guidelines do not specifically address the level of tint allowed in the ARO, it is stated that, "Windows should not be painted, inappropriately tinted, or otherwise made opaque" (5.9).

ARDG EXCERPTS

Chapter 2 — Standards for Existing Buildings and Structures

2.5 Porches, Entries, Storefronts, and Awnings

- Replace original doors only if they are deteriorated beyond repair.
- Do not change the size of a door opening.

2.7 Decks, Accessory Structures, and Accessibility Structures

- Place accessibility structures at the rear or side of the structure when possible.
- Accessibility ramps and structures should not hide, obscure, or cause the removal of historic architectural details or alter the form of a building.

Chapter 4 — Site Design

4.4 Streetscapes and Public Space

- Triple strand rope of one (1) inch minimum diameter can be used with metal stanchions or to connect planters. The rope may be synthetic or of natural materials.
- On streets 10 feet or wider, a minimum five (5) foot wide corridor adjacent to the road verge must remain clear for pedestrian traffic flow. The remaining public right-of way, plus whatever setbacks that the building offers, may be used for sidewalk dining, as determined by the Zoning Administrator and Public Works.
- Outdoor dining enclosures must be at least three (3) feet high.
- According to Virginia State code, unless alcohol is served, front edge barriers are optional.
- Openings for access to all doorways must be at least 40 inches wide.
- Bases of enclosures should be circular or rectangular flat metal.
- Umbrellas should be compact in size and square is preferred over round.

Chapter 5 — Sign Guidelines

Signs should not detract from the architectural character-defining features of historic buildings or structures.

5.6 Projecting Signs

- Projecting signs and their brackets cannot project more than four (4) feet from the building wall, more than four (4) feet into the public right-of-way, or within one (1) foot of the street curb line.

5.9 Window Signs

- Lettering should be no more than six (6) inches in height for storefront window displays.

RECOMMENDATION

Planning Staff recommends approval of Certificate of Appropriateness PZ26-00240, requested by Tony Burnett Sr., to allow outdoor dining furniture, window signage with a maximum of 6"

letters, 10% window tinting, and a projecting blade sign at Parcel 26058 (301 Craghead Street).

Planning Staff recommends careful consideration of the installation of the ADA ramp on the north side of the building. Possible alternatives include replacing the existing deteriorated warehouse door on the same side and retaining the original door in place or as an art installation within the structure.

ATTACHMENTS

1. 301 Tavern Application_Redacted
2. Staff Photos_03.10.26



CITY OF DANVILLE

Community Development Architectural Review Board

ARCHITECTURAL REVIEW BOARD CERTIFICATE OF APPROPRIATENESS APPLICATION

CODE Danville Article 2.Q. Section 3.a.: Certificate of Appropriateness required. 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, sign, fence, wall, light fixture, accessory building, pavement, grading, site improvement, significant landscaping feature, or other appurtenant element in an ARO unless and until such building or site element has been approved by the Architectural Review Board (ARB) through the issuance of a Certificate of Appropriateness as set forth in § 41.8.F. Certificate of Appropriateness.

PLANNING DIVISION PROVIDED INFORMATION

Application #: P226-00240 ARB Meeting Date: 04/09/2020
Date Received: 1-7-20 Received By: Lisa Jones
Parcel ID: 26058 Zoning District: River district
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Tony Burnett Sr.
Applicant's Address: 301 Craghead Street Danville, Va.
Applicant's Phone Number: [REDACTED] 24541
Applicant's E-mail: [REDACTED]

ZONING ORDINANCE ARB APPLICATION STANDARDS

Article 8.F. Section 5.a.: In consideration of a complete application, the Division Director of Planning/ Zoning Administrator and the Architectural Review Board may require any or all of the following information and any other materials as may be deemed necessary for their review.

1. Statement of proposed use and user.
2. Statement of estimated construction time.
3. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.

DANVILLE, VA

4. Site Plan drawings, prepared to meet the City site development plan submission requirements for a Preliminary Site Plan or Preliminary Subdivision Plat, and other exhibits showing the location of the existing and proposed building and site improvements, including:

- A. Existing property boundaries, building placement and site configuration;
- B. Existing topography and proposed grading;
- C. Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements;
- D. Relationship to adjacent land uses;
- E. Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
- F. Proposed building color and materials;
- G. Relationship of building and site elements to existing and planned corridor development;
- H. Relationship of parking, pedestrian facilities, and vehicular accessways to existing and planned corridor development; and
- I. Other site plans and Subdivision Plats as may be required by Danville for development approval.

5. Architectural drawings showing plan view and elevations of new planned construction or renovations, including drawings of original building.

6. A landscaping and buffer plan.

7. 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.

8. Graphic exhibits depicting compliance with other design elements.

Property Location (address/ID#): 301 Craghead Street

Proposed Improvement: ☐ Alteration ☐ Addition ☐ Rehabilitation ☐ New Construction ☐ Sign

Improvement Description: _____

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

[Signature]
Applicant Signature

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 17th day of January, 2026

by Lisa Kingery Jones

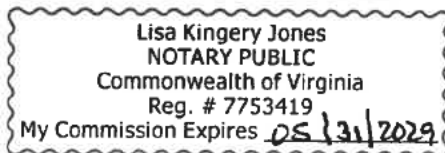
Lisa Kingery Jones
Notary Public

Registration No.:

1153419

Expires:

05/31/2029



DANVILLE, VA



Property Owner Signature
(if not applicant)

Commonwealth of Virginia

City of Danville

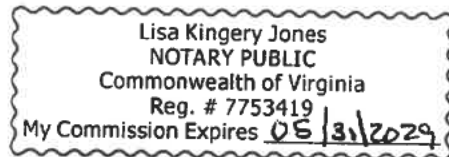
The foregoing instrument was acknowledged before me this 7th day of January,
2026

by Lisa Kingery Jones

Lisa Kingery Jones

Notary Public

Registration No.: 7753419 Expires: 05/31/2029



CITY SIGN PERMIT APPLICATION PACKET

Business Name: 301 Tavern
Owner/Applicant: Tony Burnette
Property Address: 301 Craghead St., Danville, VA 24541
Contact Phone: 434-489-5754
Email: 301tavernva@gmail.com
Date Submitted: February 09, 2026

Proposed signage is non-illuminated and designed to complement the historic downtown character.

PROJECTING BLADE SIGN SPECIFICATIONS

- Sign Type: Double-sided round projecting blade sign
- Diameter: 30 inches
- Material: Aluminum composite panel
- Finish: Matte black background with cream vinyl lettering (#F2E8D5)
- Design: Double thin outer ring with '301 TAVERN' centered
- Mount Location: Center brick column between window and door
- Projection: 30–36 inches from building face
- Minimum Clearance: 8 feet above sidewalk
- Illumination: None (non-illuminated)

WINDOW AND DOOR VINYL SIGNAGE

- Left Large Window: '301 TAVERN' with 'Lunch • Dinner • Drinks' beneath (cream vinyl)
- Right Window: 28-inch round double-ring logo with '301 Tavern', 'Danville, VA', and 'Est. 2026'
- Door (Right Panel Only): Business hours in cream vinyl, scaled approximately 12–14 inches total height
- All vinyl lettering is non-illuminated

DIMENSION SUMMARY

Sign Element	Size / Specification
Blade Sign	30" Diameter Round
Window Logo	28" Diameter Round
Projection Distance	30–36 inches
Minimum Clearance	8 feet above sidewalk
Door Hours Vinyl	Approx. 12–14 inches total height

SIGN AREA CALCULATIONS

Sign Type	Diameter	Area (Square Feet)
Blade Sign (per face)	30 inches	4.91 sq ft
Window Logo	28 inches	4.28 sq ft

Blade sign area calculated per sign face. All signage is non-illuminated.

STOREFRONT SIGNAGE ELEVATION DIAGRAM



301 TAVERN – SIGN DIMENSION SUMMARY (REVISED)

Sign Element	Size / Specification
Blade Sign (Round)	30" Diameter
Window Logo (Round)	28" Diameter
Window Lettering – Primary Text ("301 Tavern")	8" Letter Height
Window Lettering – Secondary Text ("Lunch • Dinner • Drinks")	3" Letter Height
Total Width of Window Lettering Graphic	Approx. 42–48"
Projection Distance	30–36 inches
Minimum Clearance Above Sidewalk	8 feet
Door Hours Vinyl	Approx. 12–14 inches total height

301 Tavern

301 Craghead Street | Danville, VA

January 6, 2026

City of Danville - Architectural Review Board (ARB) / Certificate of Appropriateness

Attn: ARB / Planning Staff

Danville, VA

RE: Outdoor Sidewalk Cafe Seating - 301 Tavern, 301 Craghead Street (Front Sidewalk Right-of-Way)

Good afternoon,

I am submitting this packet for ARB review and approval of a proposed outdoor sidewalk cafe seating area in front of 301 Craghead Street (301 Tavern). The intent is to provide a clean, safe, and pedestrian-friendly outdoor dining space that remains consistent with downtown design expectations and right-of-way requirements.

Proposed outdoor dining layout (per attached sketch):

- Frontage length: approximately 44 feet along the building face
- Sidewalk width: approximately 12 feet
- Outdoor dining zone: 7 feet deep from the building face to the barrier line
- Clear pedestrian path: 5 feet maintained continuously along the curb side
- Controlled entry: gate aligned near the main entrance (approx. 4-foot opening)

Furniture and materials:

- Tables: 36-inch square black metal tables
- Chairs: standard metal chairs, black
- Umbrellas: 7-foot black square umbrellas (Option B shows 5), with minimum 70 lb weighted bases
- Barrier: rope stanchion system (weighted bases; no drilling/anchoring into the sidewalk)

Operations and safety commitments:

- The 5-foot pedestrian clear path will remain unobstructed at all times.
- Umbrellas will avoid overhang into the clear path and will be closed/secured when unattended and brought inside nightly.
- No permanent attachments are proposed within the public right-of-way.
- After-hours storage/removal will follow City/Public Works direction; if permitted we would prefer to stage and secure tables/chairs neatly within the dining zone, but we will remove all items nightly if required.

This submission includes a dimensioned sketch/layout and supporting information for furniture, umbrellas, and the barrier. I am also coordinating with Public Works regarding the required Use of Right-of-Way Agreement.

Thank you for your time and guidance. Please let me know if any additional information or revisions are needed for approval.

Sincerely,

Tony Burnett

301 Tavern

434-489-5754

CarolineEchols@iCloud.com

Enclosures: Sidewalk cafe layout (Option B); one-page summary; photos (if attached).

301 Tavern - Sidewalk Cafe Summary (Patio Packet)

301 Craghead Street, Danville, VA

Date: January 6, 2026

This one-page summary is provided to support ARB review and Public Works right-of-way coordination for an outdoor sidewalk cafe area located directly in front of 301 Craghead Street. We will comply with any City/ARB/Public Works requirements for setup, hours, and after-hours removal or storage of all items.

Site Dimensions and Zones

- Storefront frontage: approximately 44 ft
- Sidewalk width: approximately 12 ft
- Outdoor dining zone: 7 ft deep from building face to barrier line
- Pedestrian clear path: 5 ft minimum, kept unobstructed at all times
- Entry gate: approximately 4 ft opening aligned at main entrance

Furniture and Finish (All Black)

- Tables: metal, 36" square (4-top)
- Chairs: standard metal chairs (4 seats per table; 2 chairs on each side of table)
- Umbrellas: 7 ft square, black (5 shown on Option B layout)
- Umbrella bases: minimum 70 lb each, weighted (no permanent anchoring)

Barrier (Rope Stanchions)

- Type: black stanchions with black rope
- Height: approximately 36-40 in
- Post spacing: approximately every 6-8 ft along the barrier line
- Bases: weighted bases only (no drilling/anchoring into sidewalk)
- Gate: removable rope section at entry

Operations and Safety Commitments

- All tables, chairs, umbrellas, and stanchions will remain within the 7 ft dining zone; the 5 ft pedestrian route will be kept unobstructed at all times.
- No permanent attachment to the public right-of-way (weighted bases only).
- Umbrellas will be closed/secured when unattended, brought inside nightly, and secured during high winds.
- Daily cleanup and maintenance (sweep area, remove litter, wipe tables, keep equipment in good condition).
- After-hours plan (City preference): If allowed, tables/chairs may remain staged neatly within the dining zone and secured; if required, all furniture will be removed nightly. We will follow City/Public Works direction.

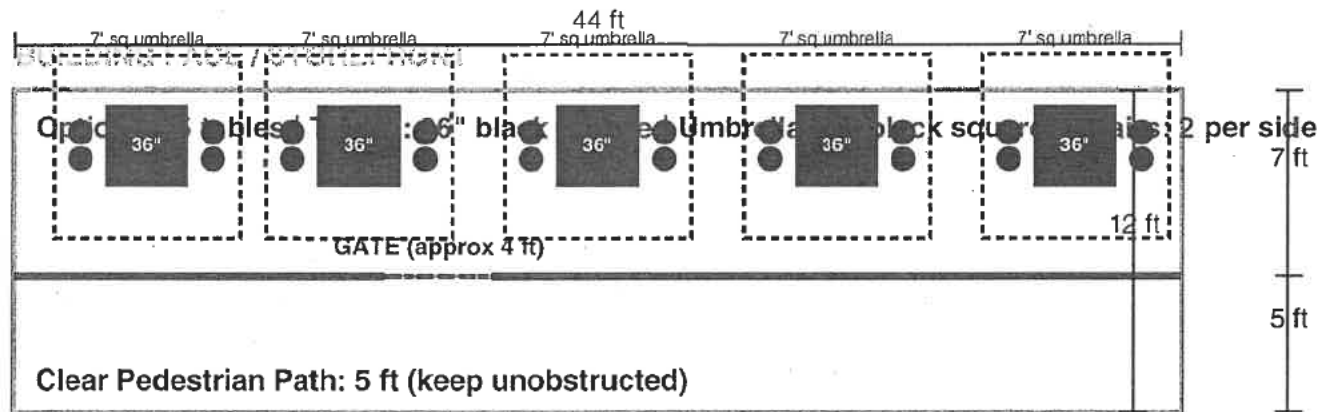
Contacts

- Tony Burnett | 434-489-5754 | CarolineEchols@iCloud.com

Enclosures: Option B layout sketch (5 tables); photos/cut sheets for furniture/umbrellas/stanchions (if available).

301 Tavern - Sidewalk Cafe Layout (Option B Only)

Option B: 5 tables / 5 umbrellas (20 seats) | Tables tight to storefront



CURB / STREET SIDE

Option B shown: 5 tables x 4 seats = 20 seats.

Photo Labels + Cut Sheet Notes

Print this page and staple your photos/cut sheets behind it.

Attach 2–3 photos (printed) and label them:

Photo 1: Full storefront / full 44 ft frontage (show sidewalk).

Photo 2: Front doors / gate alignment location.

Photo 3: View down sidewalk showing 5 ft clear pedestrian route.

Cut sheet notes (if available):

- Umbrella base spec showing 70 lb minimum (or manufacturer sheet).
- Stanchion/rope style photo or product sheet (black).
- Table/chair product photo (all black metal).

If you don't have cut sheets yet, it's okay—bring photos/screenshots of the products you plan to purchase.

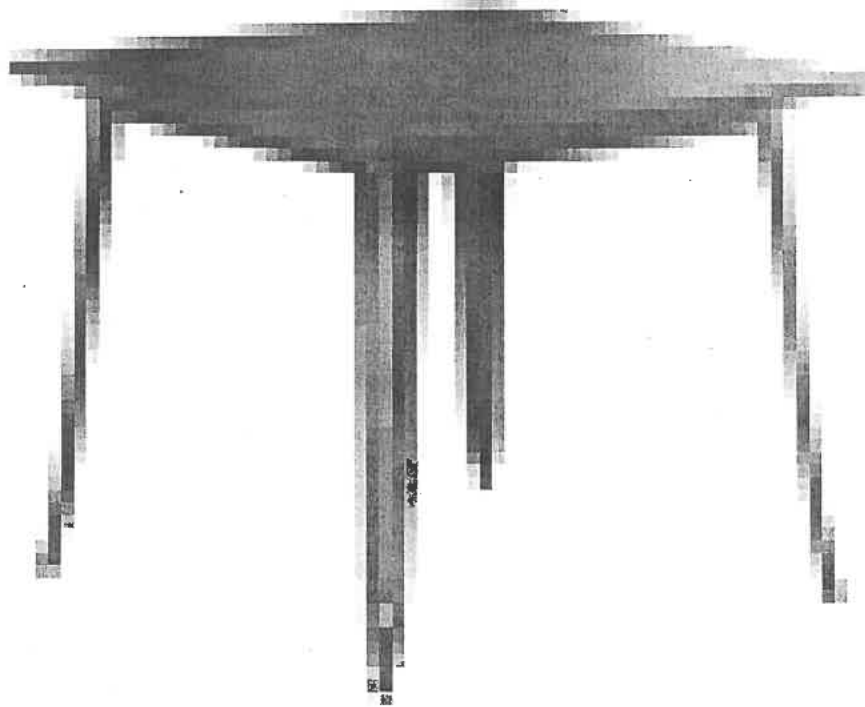
301 Tavern — Sidewalk Café: Sample Furniture & Barrier Photos (Printable)

Date: January 07, 2026

These pages include example product photos and basic specs for the sidewalk café application packet. If the City prefers a different vendor/model, we can substitute equivalent items while keeping the same dimensions/color (black) and stability requirements.

Item	Target spec (per your plan)
Table #1	36" x 36" square, black, standard metal outdoor table
Table #2	36" x 36" square, black, standard metal outdoor table
Umbrella	7 ft square, black
Umbrella base	≥ 70 lb (example shown is 80 lb)
Barrier	Rope-style stanchion/rope barrier (black)

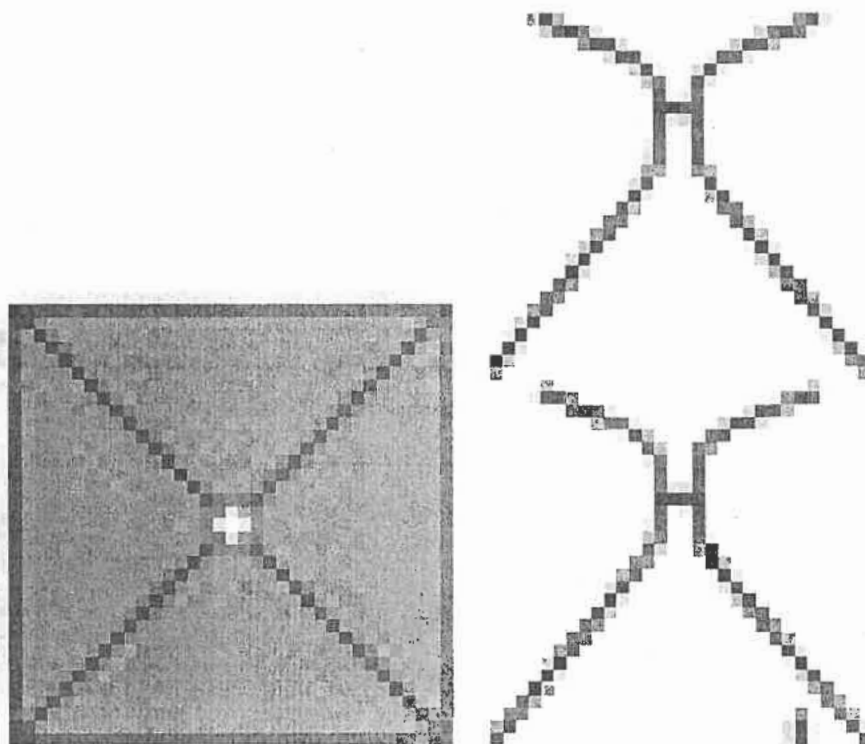
Table Option 1 — 36" x 36" black outdoor table (example)



- Square outdoor table, 36" x 36" top (black).
- Metal outdoor style (works with standard metal chairs).
- Use: 4-top with 2 chairs on each side (as shown in your layout).

Source (example): WebstaurantStore — Lancaster Table & Seating (Alloy Series).

Table Option 2 — 36" x 36" black mesh outdoor table (example)



- Square outdoor dining-height table, 36" x 36" top (black).
- Powder-coated steel / mesh style (easy clean, durable).
- Use: 4-top with 2 chairs on each side (as shown in your layout).

Source (example): WebstaurantStore — Lancaster Table & Seating (Harbor Series).

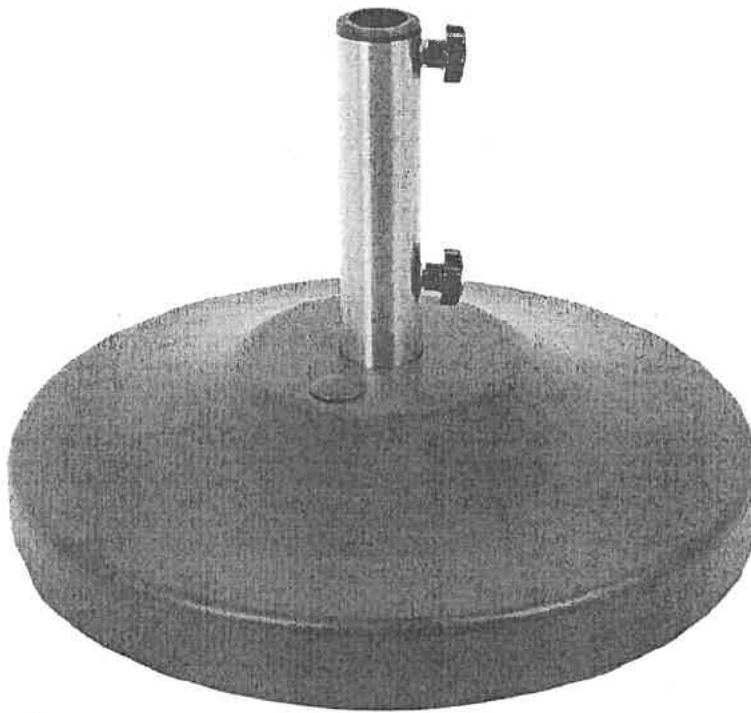
Umbrella — 7 ft square black market umbrella (example photo)



- Size: 7 ft square (matches your plan).
- Color: black canopy.
- Bring umbrellas inside nightly if the City prefers; tables can stay out.

Source (example): USUmbrellas — 7 ft square black market umbrella.

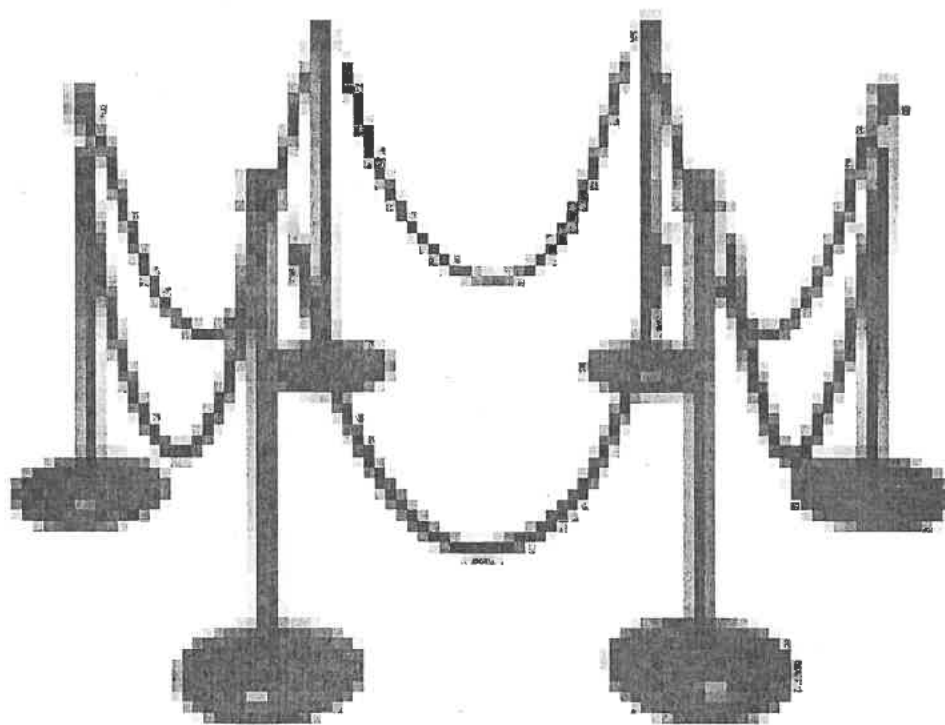
Umbrella Base — 80 lb free-standing base (meets/exceeds 70 lb requirement)



- Weight: 80 lb (your target minimum: 70 lb).
- Free-standing base (no table required for support).
- Select black finish if ordering in black.

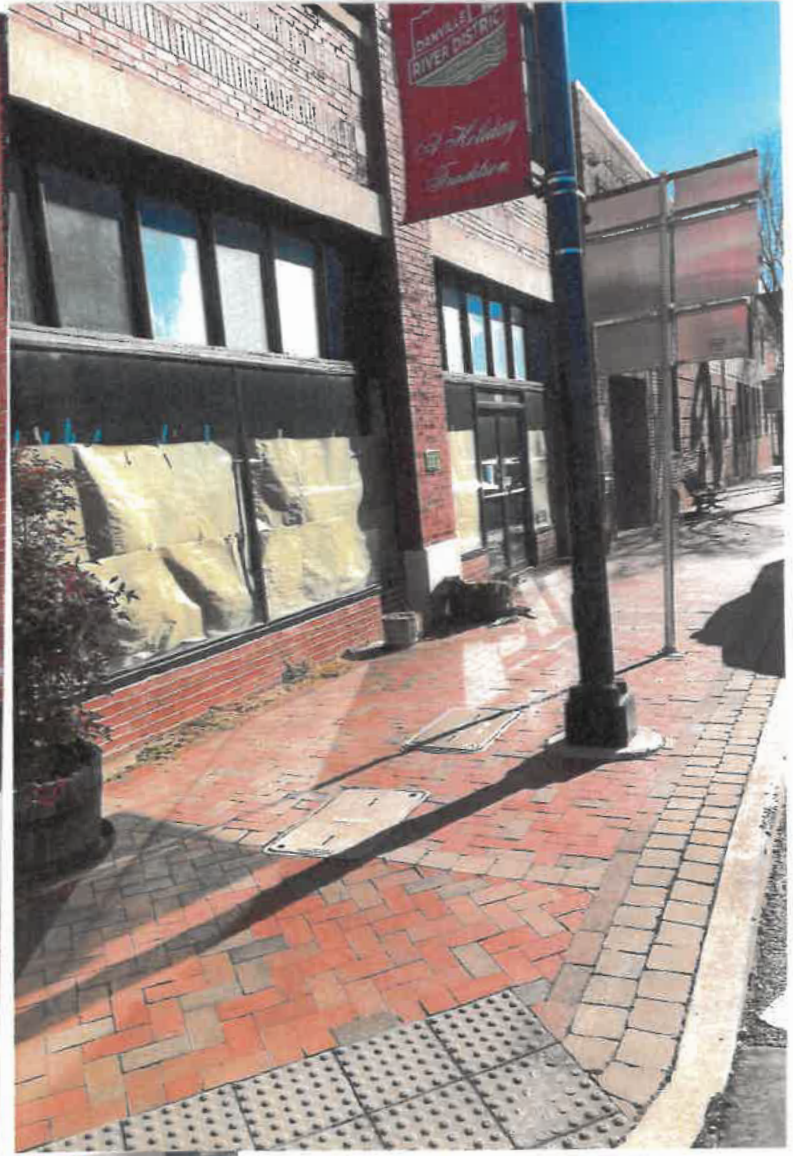
Source (example): US Weight — 80 lb free-standing umbrella base.

Rope Barrier — black stanchion posts with ropes (example photo)



- Rope barrier system to define the café footprint and entry point.
- Black posts + black ropes (rope-style vs. retractable belt).
- Exact style can match City preference (rope vs. rail vs. other).

Source (example): VEVOR — stanchion posts with ropes.



301 Tavern LLC

Alley Storefront Public Entrance Improvement

Property Address: 301 Craghead Street, Danville, Virginia

Project Summary

- Removal of existing warehouse-style opening and security bars.
- Installation of black aluminum storefront double full-glass doors with sidelites and transom.
- No enlargement of existing masonry opening (8'-6" W x 7'-8" H; sill approx. 22" above grade).
- Construction of code-compliant exterior landing and steps to accommodate raised sill.
- Installation of black metal handrails for safety.
- Addition of downward-facing exterior LED lighting (warm white, shielded).

Public Accessibility Enhancement

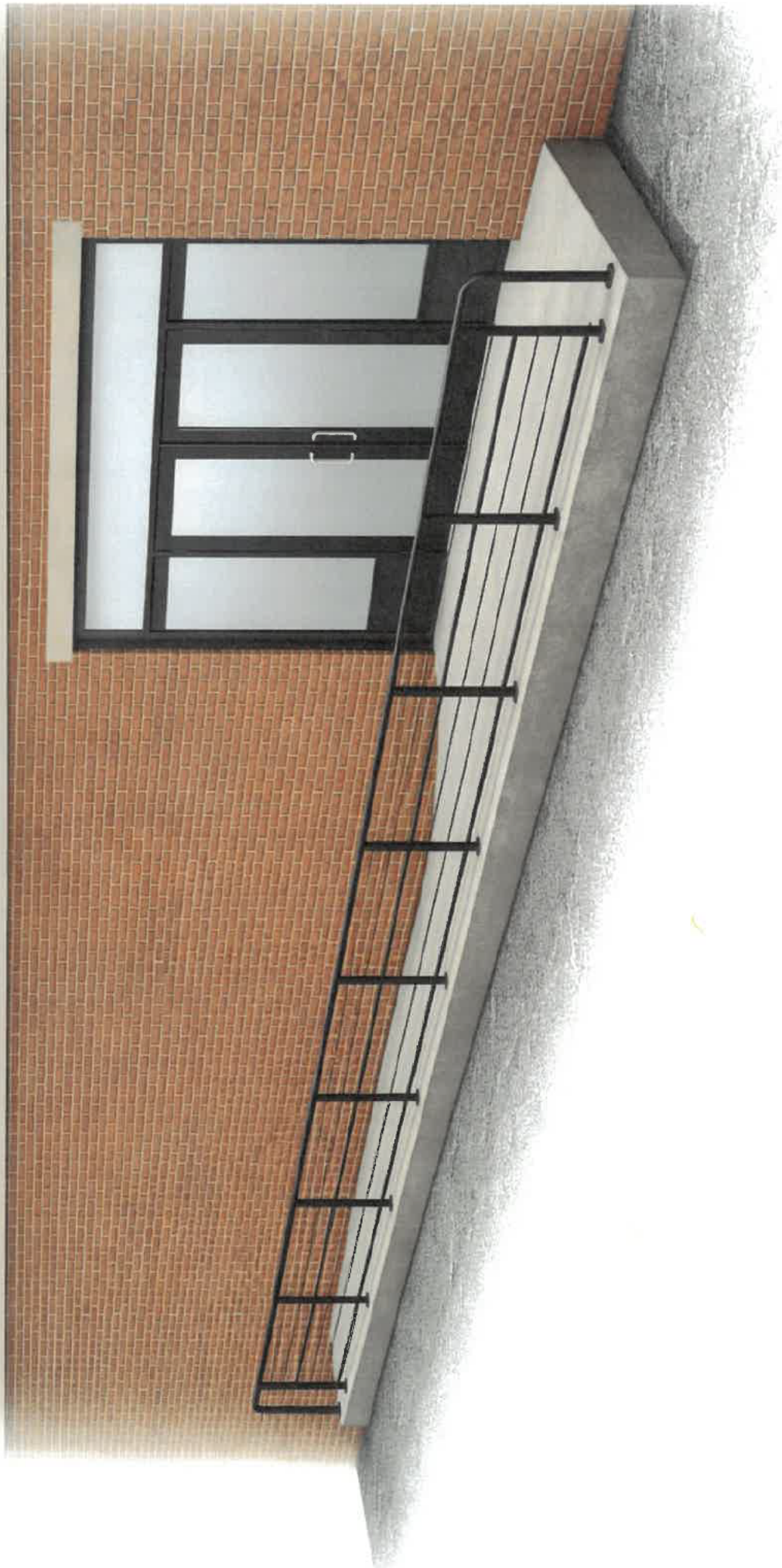
This entrance is intended to serve as a public access point from the adjacent public parking garage. The proposed improvements are designed to create a safe, welcoming, and easily accessible pedestrian connection from garage parking directly into 301 Tavern. The exterior landing and steps will provide clear and safe transition from alley grade to storefront level. Handrails will be installed on both sides where required by code. A ramp will be incorporated if required by ADA review and code compliance. Drainage will be directed away from the building and threshold. The storefront will use clear safety glass to enhance visibility and public safety while maintaining River District architectural character.

Design Intent

The proposed storefront system will be matte black aluminum framing with clear glass. The removal of security bars and installation of transparent storefront doors enhances safety perception, visual engagement, and alignment with River District revitalization efforts. Lighting will be warm white (3000K–3500K), downward-facing, and shielded to prevent glare, maintaining appropriate alley character while improving safety.

Submitted for Review to the Danville Architectural Review Board

Tony Burnett
Owner, 301 Tavern LLC









FREE PUBLIC PARKING

ACREE'S PUBLIC
PARKING
ENTRANCE



FREE PUBLIC
PARKING
ENTRANCE

NO
PARKING
LOADING
ZONE





STAFF REPORT

DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ26-00259, requested by Adrienne Oakes, to install a new wall sign at Parcel 23887 (575 Patton Street).

SUMMARY

Certificate of Appropriateness PZ26-00259, filed by Adrienne Oakes, request approval of a wall sign reface at 575 Patton Street (Parcel 23887). The longstanding eatery was built in 1968 and has remained a staple in the River District since. It is currently operated as Korner Kafe, featuring an all-day breakfast menu and lunch classics. The application proposes refacing the existing sign with the restaurant's logo and breakfast characters. The sign will be made of an aluminum composite material with an aluminum face and a polycarbonate core. The dimensions will remain the same as the existing sign (4' x 6').

ARDG EXCERPTS

Chapter 5 — Sign Guidelines

Materials and Colors

Colors should be limited to a maximum of three (3) per sign.

- Black and white are counted as colors.
- Additional colors may be approved if they contribute to a balanced and unified sign design.

5.7 Wall Signs

Wood or metal sign boards with attached, raised dimensional lettering, with engraved lettering, or with painted/silk-screened lettering are recommended.

RECOMMENDATION

Planning Staff recommends careful consideration of Certificate of Appropriateness PZ26-00259, including discussion of the multiple colors requested.

ATTACHMENTS

1. 575 Patton St _ARB Application_Redacted
2. Korner Kafe Sign



CITY OF DANVILLE

Community Development Architectural Review Board

ARCHITECTURAL REVIEW BOARD CERTIFICATE OF APPROPRIATENESS APPLICATION

CODE Danville Article 2.Q. Section 3.a.: Certificate of Appropriateness required. 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, sign, fence, wall, light fixture, accessory building, pavement, grading, site improvement, significant landscaping feature, or other appurtenant element in an ARO unless and until such building or site element has been approved by the Architectural Review Board (ARB) through the issuance of a Certificate of Appropriateness as set forth in § 41.8.F. Certificate of Appropriateness.

The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee of \$26.00

PLANNING DIVISION PROVIDED INFORMATION

Application #: P226-00259 ARB Meeting Date: 04/09/2026
Date Received: 03/18/2026 Received By: SEJ
Parcel ID: 23887 Zoning District: PD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Adrienne oakes/korner kafe
Applicant's Address: 575 Patton St, Danville VA 24541
Applicant's Phone Number: [REDACTED]
Applicant's E-mail: [REDACTED]

ZONING ORDINANCE ARB APPLICATION STANDARDS

Article 8.F. Section 5.a.: In consideration of a complete application, the Division Director of Planning/ Zoning Administrator and the Architectural Review Board may require any or all of the following information and any other materials as may be deemed necessary for their review.

1. Statement of proposed use and user.
2. Statement of estimated construction time.

DANVILLE, VA

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

Property Location (address/ID#): 575 Patton St

Proposed Improvement: ☐ Alteration ☐ Addition ☐ Rehabilitation ☐ New Construction ☒ Sign
Improvement Description: Reface

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

Adrienne Oakes

Applicant Signature

3-24-26

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 24 day of March, 2026 by Adrienne Oakes

Bonnie M. Case

Notary Public

BONNIE M. CASE
NOTARY PUBLIC
REGISTRATION # 7277125
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES
6/30/2029

Registration No.: 7277125

Expires: 6/30/2029

DANVILLE, VA

3. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.
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 - F. Proposed building color and materials;
 - G. Relationship of building and site elements to existing and planned corridor development;
 - H. Relationship of parking, pedestrian facilities, and vehicular accessways to existing and planned corridor development; and
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6. A landscaping and buffer plan.
7. 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.
8. Graphic exhibits depicting compliance with other design elements.

Property Location (address/ID#): 575 Patton st

Proposed Improvement: ☐ Alteration ☐ Addition ☐ Rehabilitation ☐ New Construction ☐ Sign

Improvement Description: Replacing worn, no longer visible signage on the front of the
Building. The new sign will list our business name korner kafe with our Kafe logo. It will
Be 4ft by 6ft.

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

[Signature]
Applicant Signature

3-24-20
Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 24th day of March, 2020 by Lisa Kingery Jones

Lisa Kingery Jones
Notary Public

Registration No. 7753419
- NOTARY PUBLIC -
Reg.#7753419, Commonwealth of Virginia
My Commission Expires on May 31, 2029

Expires: 05/31/2029

KORNER KAFE



BREAKFAST SERVED ALL DAY

STAFF REPORT

DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ26-00262, requested by Christian Simmons, to install a wall sign, new door, and ADA ramp at Parcel 24279 (601 Craghead Street).

SUMMARY

Certificate of Appropriateness PZ26-00262 was filed by Christian Simmons, owner and operator of Grind Bike and Skate to be located at 601 Craghead Street. The applicant plans to open a retail shop for skateboarding, biking, and other related sports, as well as an indoor skate park. He has recently received a Special Use Permit to operate the latter.

The application requests the installation of an ADA compliant ramp on the southeastern side of the building, as well as a new door in the same area. The ramp is to be built from treated lumber and will be engineered to comply with Virginia Uniform Statewide Building Code (USBC). No information regarding the ramp's railing was provided. Given that the subject parcel's boundary line dissects the building and the neighboring property, the Community Market (PIN 26618/629-677 Craghead Street), a Deed of Easement was executed in 2015 to allow perpetual use of the southeastern side of the building. Further, in March 2026, William Sgrinia, Director of Parks and Recreation, agreed to the ADA ramp in the proposed location.

The applicant has proposed a medium stile door made of glass and aluminum, which does not align with ARDG recommendations. The proposed door will occupy the current steel door's footprint, requiring no major alterations according to the applicant's contractor.

The proposed wall sign will consist of the company's logo in black and white letters and will be hand-painted by the applicant. The size, 15' x 4', is consistent with the UDC regulations for the subject parcel's zoning classification.

ARDG EXCERPTS

Chapter 2 — Standards for Existing Buildings and Structures

2.5: Entrances and Doors

- Replace original doors only if they are deteriorated beyond repair.
- Do not change the size of a door opening.
- Aluminum storefront doors must be wide-stile; narrow or medium-stile aluminum doors are not appropriate.

2.7: Decks, Accessory Structures, and Accessibility Structures

- Place accessibility structures at the rear or side of the structure when possible.

- Accessibility ramps and structures should not hide, obscure, or cause the removal of historic architectural details or alter the form of a building.
- Accessibility ramps and structures should be compatible with the material and style of the building.

2.10 Materials, Finishes, and Forms

Accessibility Structures - Prohibited Materials: Unpainted pressure treated wood

Chapter 5 — Sign Guidelines

5.2 General Principles

- All new and replacement signs should be designed, fabricated, and installed by professionals.
- Signs should not detract from the architectural character-defining features of historic buildings or structures.
- Graphics and lettering should be in proportion to the sign and the building for visual clarity and overall balance. (No more than three typefaces)
- Colors should be harmonious with each other and with other elements on site, both when viewed in daylight and at night, whether the signs are externally or internally lit. (Colors should be limited to three)

5.7 Wall Signs

Painted signs may be painted on a signboard or directly onto masonry walls.

RECOMMENDATION

Planning Staff recommends approval of Certificate of Appropriateness PZ26-00262, requested by Christian Simmons, to install a hand-painted wall sign at Parcel 24279 (601 Craghead Street).

Planning Staff recommends careful review of the following requested items and suggested conditions for approval:

- Medium stile exterior door — conditional approval with a narrow stile door
- ADA ramp constructed of treated lumber — conditional approval of painted wood and appropriate railing material

ATTACHMENTS

1. ARB Application_601 Craghead St_Redacted
2. Exhibits
3. 601 door



CITY OF DANVILLE

Community Development Architectural Review Board

ARCHITECTURAL REVIEW BOARD

CERTIFICATE OF APPROPRIATENESS APPLICATION

CODE Danville Article 2.Q. Section 3.a.: Certificate of Appropriateness required. 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, sign, fence, wall, light fixture, accessory building, pavement, grading, site improvement, significant landscaping feature, or other appurtenant element in an ARO unless and until such building or site element has been approved by the Architectural Review Board (ARB) through the issuance of a Certificate of Appropriateness as set forth in § 41.8.F. Certificate of Appropriateness.

The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee of \$26.00

PLANNING DIVISION PROVIDED INFORMATION

Application #: P226-00262 ARB Meeting Date: 04/09/2020
Date Received: 03/23/20 Received By: SEJ
Parcel ID: 24279 Zoning District: PD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Christia Simmons, Grind Bike & Skate
Applicant's Address: 601 Craghead St. Danville VA, 24541
Applicant's Phone Number: [REDACTED]
Applicant's E-mail: [REDACTED]

ZONING ORDINANCE ARB APPLICATION STANDARDS

Article 8.F. Section 5.a.: In consideration of a complete application, the Division Director of Planning/ Zoning Administrator and the Architectural Review Board may require any or all of the following information and any other materials as may be deemed necessary for their review.

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2. Statement of estimated construction time.

DANVILLE, VA

3. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.
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 - C. Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements;
 - D. Relationship to adjacent land uses;
 - E. Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
 - F. Proposed building color and materials;
 - G. Relationship of building and site elements to existing and planned corridor development;
 - H. Relationship of parking, pedestrian facilities, and vehicular accessways to existing and planned corridor development; and
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5. Architectural drawings showing plan view and elevations of new planned construction or renovations, including drawings of original building.
6. A landscaping and buffer plan.
7. 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.
8. Graphic exhibits depicting compliance with other design elements.

Property Location (address/ID#): 601 Craghead St. Danville VA, 24541

Proposed Improvement: ☐ Alteration ☐ Addition ☐ Rehabilitation ☐ New Construction ☒ Sign

Improvement Description: Painting signage of our company logo onto the side of the building.

The area proposed is already painted white; we will not paint over any raw brick.

The sign will be roughly 15' x 4'

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

Chad Bismar

Applicant Signature

3-10-26

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 19th day of

March, 2026 by Amy Willard Ramsey

Amy Willard Ramsey
Notary Public

Registration No.:

7969615

Expires:

5/31/2029



[Signature]

Owner's Signature
(if not applicant)

DANVILLE, VA

3/14/26

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 19th day of

March, 2026 by Amy Willard Ramsey

[Signature]
Notary Public

Registration No.: 7969615

Expires: 5/31/2029



DANVILLE, VA

3. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.
4. Site Plan drawings, prepared to meet the City site development plan submission requirements for a Preliminary Site Plan or Preliminary Subdivision Plat, and other exhibits showing the location of the existing and proposed building and site improvements, including:
 - A. Existing property boundaries, building placement and site configuration;
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 - E. Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
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8. Graphic exhibits depicting compliance with other design elements.

Property Location (address/ID#): 601 Craghead St. Danville VA, 24541

Proposed Improvement: ☐ Alteration ☒ Addition ☐ Rehabilitation ☐ New Construction ☐ Sign

Improvement Description: Construction of a new ADA accessibility ramp and stairs that leads to our front door.

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

Chris Bism

Applicant Signature

3-19-26

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 19th day of

March, 2026 by Amy Willard Ramsey

Amy Willard Ramsey

Notary Public

Registration No.: 7969615

Expires: 5/31/2029



[Signature]
Owner's Signature
(if not applicant)

DANVILLE, VA
3/14/26
Date

Commonwealth of Virginia
City of Danville

The foregoing instrument was acknowledged before me this 19th day of
March, 2026 by Amy Willard Ramsey

[Signature]
Notary Public

Registration No.: 7969615 Expires: 5/31/2029

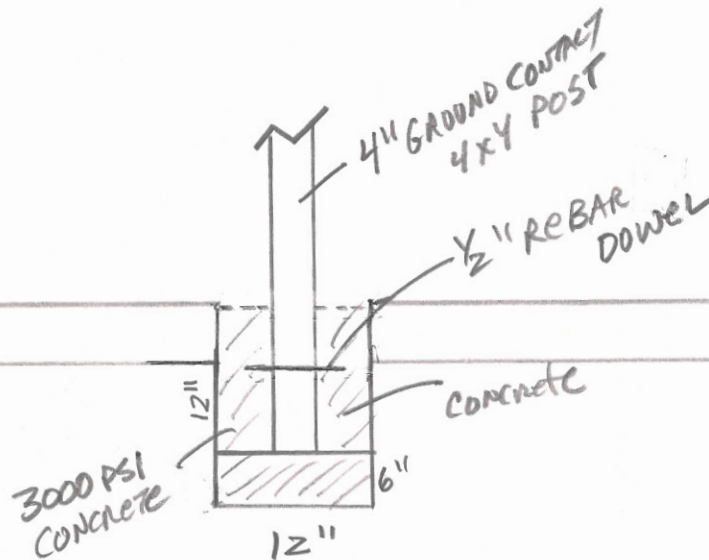




DOMINION POOL & SPA

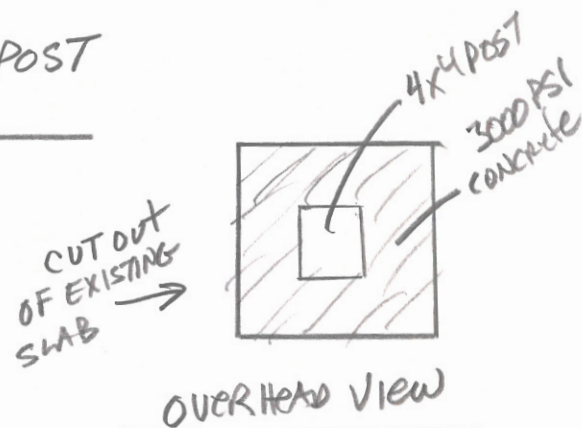
10432 US Hwy 29
Blairs, Virginia 24527
Office 434.836.5100
Fax 434.836.7633
www.dominionpoolandspa.com

FOUNDATION FOR POSTS USED
TO BUILD RAMP



EXISTING 4" SLAB
TO BE CUT/REMOVED
AT EACH POST

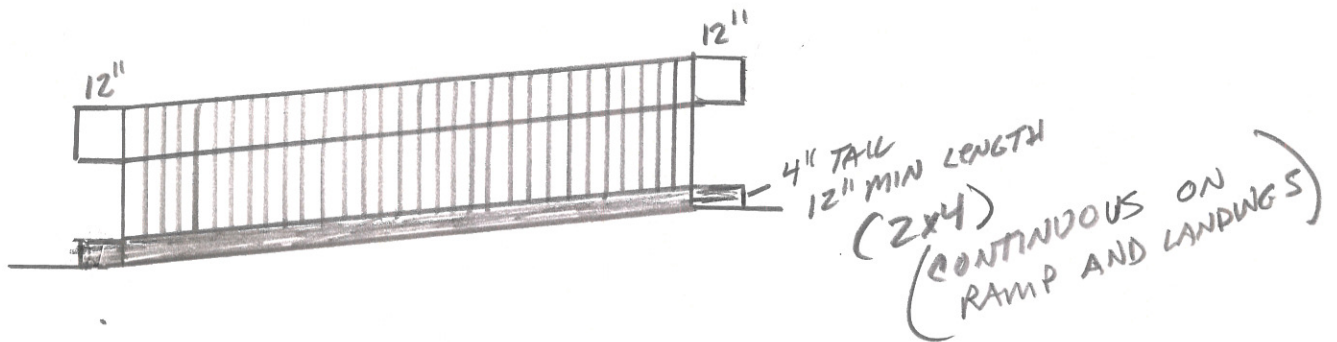
TYPICAL EACH POST





DOMINION POOL & SPA

10432 US Hwy 29
Blairs, Virginia 24527
Office 434.836.5100
Fax 434.836.7633
www.dominionpoolandspa.com



GUARD + HANDRAIL EXTENSION
TYPICAL OF RAMP

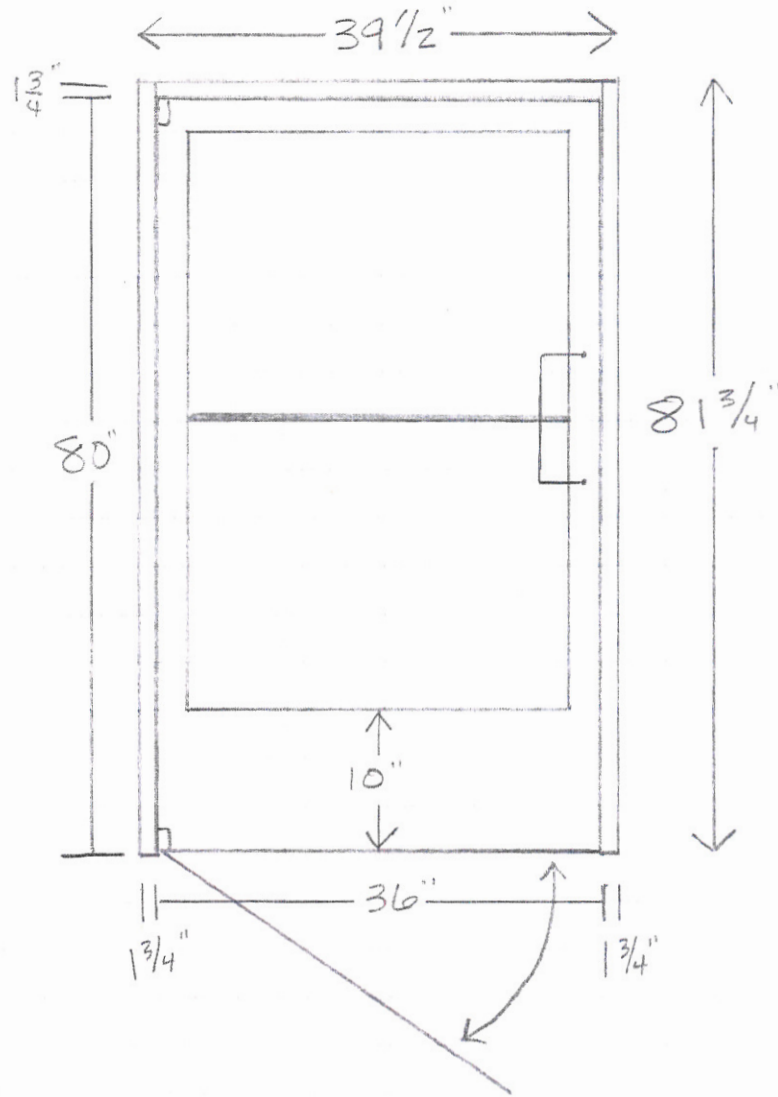


Mustain Glass Co., Inc./DBA
PIEDMONT Glass

124 Mall Drive • Danville, VA 24540
Telephone: (434) 792-7252 • FAX (434) 792-4134
piedmontglass.com

Grind's Skate Park

3/11/26



Details

- Bronze Anodized in color
- Standard 9" O.C. Exterior Pull
- Rim Panic Exit Device
- Surface applied closer (Inside)
- $\frac{1}{4}"$ Clear Tempered Glass w/ Logo



www.ykkap.com



Riverside Epicenter Complex - Austell, GA

20D/35D/50D

Narrow, Medium and Wide Stile Commercial Entrance Systems

Entrance systems by YKK AP offer an abundance of design options. VersaJamb®, our unique reinforced tubular door frame, allows for side-lite glazing without clips while maintaining the structural integrity of transom frames. Our doors are also tested well above industry standards to ensure door quality.

Door corners are mechanically joined and welded to ensure that they are more than capable of withstanding today's most demanding conditions. Standard hardware options include the Smart Series Push/Pull and touch bar exit devices. Custom entrances are available with options for one inch glazing, mid rails, high bottom rails and will accommodate most custom hardware.

- 2-1/2" Narrow, 3-1/2" Medium & 5" Wide Stiles
- Single and paired door options
- Single or double acting options
- Integrates seamlessly with a variety of YKK AP storefront and curtainwall systems
- Standard and custom hardware options
- Variety of mid-rail and bottom-rail size options
- Lifetime warranty on door corners and California compliant option
- Various glazing options available including: 1/4", 1/2", 3/8", 3/4" and 1"

Door Leaf:

Glazing	Glass Setting	Installation
Inside/Outside	Center Set	Single or Pair



20D/35D/50D SPECS		
System Stiles	2" - Narrow, 3-1/2" - Medium, and 5" - Wide	
Door Config	Outside Glazed / Center Set	
Tested Glass	1" IGU with Low-E (C.O.G. U-Factor: 0.29)	
Test	Results	Standards
Air Infiltration	Single: 0.50 CFM/FT ² (1.10 m ³ /h-m ²) Pair: 1.00 CFM/FT ² (1.10 m ³ /h-m ²) @ 6.24 PSF (299 Pa)	ASTM E 283
Structural Uniform Load	20D Door Single: 35 PSF Pair: 35 PSF 35D Door Single: 50 PSF Pair: 50 PSF 50D Door Single: 60 PSF Pair: 60 PSF	ASTM E 330
Structural Performance	Door corner structural strength shall be tested per YKK AP's dual moment test procedure and certified by an independent testing lab to ensure corner integrity and weld compliance. Certified test procedures and results are available upon request.	

Finish Options	
Type	Standard
Factory Anodized	AAMA 612
Organic Paints	AAMA 2604 AAMA 2605

Midrail Sizes
3/4", 3-7/16", 7-5/16" and 10"
Glass Sizes
3/16", 1/4", 3/8", 1/2", 5/8", 3/4" and 1"

Stocked Entrances			Custom Entrances	
20D Entrances	Single Doors: 3'-0" x 7'-0" 3'-6" x 7'-0"	Paired Doors: 6'-0" x 7'-0"	20D, 35D or 50D Entrances	Single Doors or Paired Doors: Up to 8'-0" tall*
Offset Pivot, Center Pivot and Butt Hinge hanging options MS Locks, and CVR Exit Device (CVR for Offset Pivots only)			All of our standard and most custom hardware options are available for use	
			*Custom Entrance Sizes over 8'-0" may be possible with YKK AP Engineering approval.	

Bi-Fold and Showroom Doors

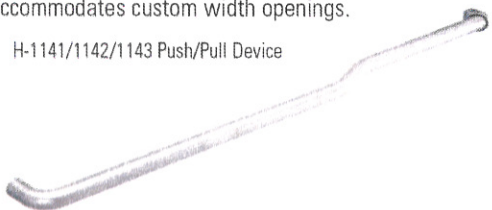
We now offer standard options to turn our 20D, 35D and 50D entrances into a bi-fold or showroom door. A bi-fold door uses a continuous hinge to completely open the door and stack it off to the side of the doorway. Our showroom doors are extremely wide options to swing the door out, letting large objects, such as demo vehicles into a building. Drawings and a separate data sheet for the bi-fold/showroom options are available on the product guide and/or our design manual at www.ykkap.com.

Standard Entrance Hardware

Smart Series Push/Pull Devices

The one inch diameter push/pull provides flexibility and occupant safety. The pull handle is open to permit access to the lock cylinder, but is slightly angled to provide a uniquely modern look. The push bar starts at the locking stile, but then has an ergonomic "S-Bend" toward the locking stile to bring the bar closer to the door where it is captured by an end cap. This innovative push bar also accommodates custom width openings.

H-1141/1142/1143 Push/Pull Device



H-1341/1541/1542 Pull Handles

Exit/Panic Devices

The modern and economical standard touch bar exit devices are ideally suited for all applications that require emergency egress. The devices are ANSI Grade 1, carry the UL label and are approved for Life Safety. Both the rim and concealed devices feature single point dogging and are available with electric actuation.

P-54453 Rim Panic Device

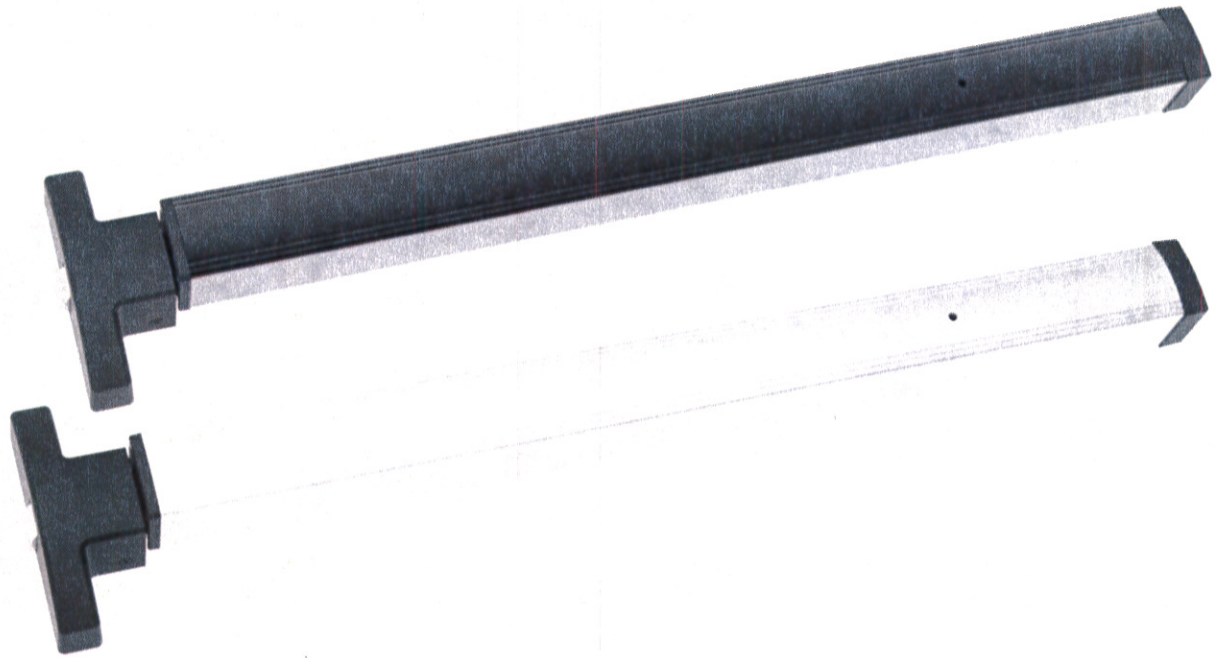


P-52497 CVR Panic Device

You can view all of our standard entrance hardware options by selecting the entrance hardware data sheets on our product guide at www.ykkap.com



Additional information including CAD details, CSI specs, test reports and installation instructions are found on the Product Guide by clicking this link or visiting www.ykkap.com/commercial/productguide



Description

- **Rim Panic Device** has latch bolt in rim of active housing engaging adjustable roller strike to provide locking action.
- Depressing touchpad "unlocks" the device and permits egress. The bolt re-engages the strike and locks when the door closes.
- On single doors, adjustable strike is mounted on frame lockjamb. Strike is part of removable mullion required for door pairs.
- Panic device can be deactivated or "dogged" with optional cylinder key or allen key in active housing. Keyed alike cylinders are optional. Rim cylinder diameter of 1-5/32" (29.4mm).

Compatible Entrances

20D/35D/50D, 40M/50M, 25T/35T/50T, 35XT/50XT & 25FD

Material Composition

- Aluminum Push Bar, Channel and End Caps
- Stainless Steel Strikes
- Steel Latch Bolts and Vertical Rods

Finishes

Coated Finish: 628 Clear or 335 Black

Other finishes available on special order

Application

- Depressing touchpad permits egress from building without key.
- Removable mullion is required on pairs of doors. Using optional mullion stabilizers is recommended.
- Touchpad design offers increased building security and reduces the risk of code infringements.

Hardware Vendor



Vendor Part or Series

First Choice 3790 Series

21-5012-00

P-54453

Standard Rim Panic Exit Device

STANDARD – PANIC DEVICES

RIM TYPE

Description:

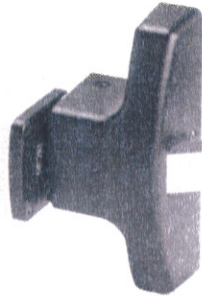
1. Rim Panic Device has latch bolt in rim of active housing engaging adjustable roller strike to provide locking action.
2. Depressing touchpad "unlocks" the device and permits egress. The bolt re-engages the strike and locks when the door closes.
3. On single doors, adjustable strike is mounted on frame lock jamb. Adjustable strike is part of removable mullion required for door pairs.
4. Panic device can be deactivated "dogged" with cylinder key or allen key. Keyed alike cylinders are optional.
5. Rim cylinder diameter of 1-5/32" (29.4mm); cylinder specified above.

Finish: Clear or black pushbar; black housing with anodized aluminum touchpad. Other finishes available on special order; contact factory.

Application:

1. Depressing touchpad permits egress from building without key.
2. Removable mullion is required on pairs of doors. Using optional mullion stabilizers is recommended.
3. Touchpad design offers increased building security and reduces the risk of code infringements.

For use with: Model 20D/35D/50D, 40M/50M, 35XT/50XT, and 25FD.



P-54453 Rim Panic Device

OPTIONAL – PANIC DEVICES

RIM TYPE

Description:

1. Von Duprin® Rim Panic Devices have latch bolt in rim of active housing engaging adjustable roller strike to provide locking action.
2. Depressing touchpad "unlocks" the device and permits egress. The bolt re-engages the strike and locks when the door closes.
3. On single doors, adjustable strike is mounted on frame lock jamb. Adjustable strike is part of removable mullion required for door pairs.
4. Panic device can be deactivated "dogged" with cylinder key or allen key. Keyed alike cylinders are optional.
5. Rim cylinder diameter of 1-5/32" (29.4mm); cylinder specified above.

Finish: Clear and black; anodized aluminum housing and touchpad. Other finishes available on special order; contact factory.

Application:

1. Depressing touchpad permits egress from building without key.
2. Removable mullion is required on pairs of doors. Using optional mullion stabilizers is recommended.
3. Touchpad design offers increased building security and reduces the risk of code infringements.

For use with: P-54007 & P-54004 - All YKK AP entrances.

P-54108 & P-54109 - Model 50D, 50XT, 35H & 25FD.

P-54007

Rim Panic Device EO

P-54004

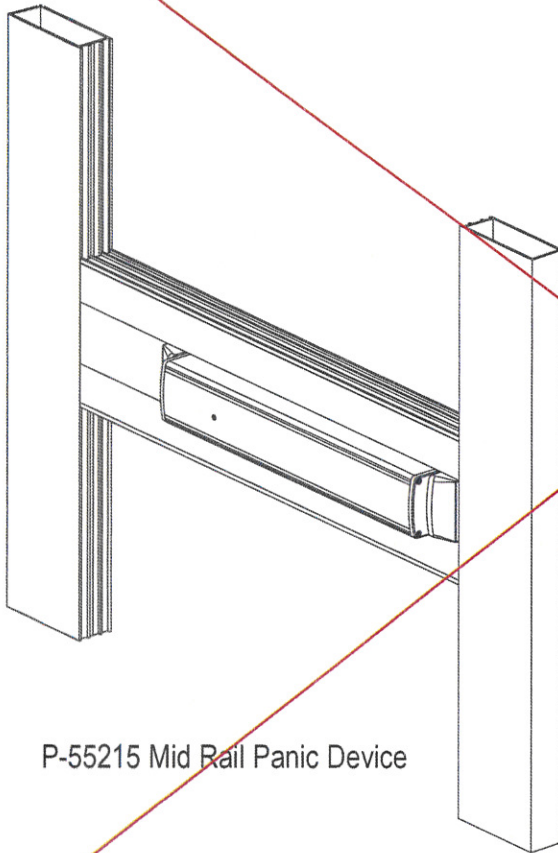
Rim Panic Device NL-OP

P-54108

Rim Panic Device EO

P-54109

Rim Panic Device NL-OP



P-55215 Mid Rail Panic Device

OPTIONAL – MID RAIL PANIC DEVICE CONCEALED VERTICAL ROD

Description:

1. Concealed vertical rod with top and bottom (two point) vertical locking rods concealed in door stiles.
2. Depressing the operating panel at any point retracts the bottom rod from threshold and releases the top latch from the transom bar/header mounted strike.
3. Upon closing, top latch re-engages strike securely and frees the bottom bolt to engage the threshold. Door is then locked from the exterior.
4. Panic device can be de-activated or "dogged" with allen key at the locking stile at the end of the operating panel.
5. Housing is a single aluminum extrusion 8-3/4" (222.3mm) in height including glass stops for 1/4" glass, Rim cylinder diameter is 1-5/32" (29.4mm). Housing is pinned and welded into place for added strength.
6. Projection of operating panel is approximately 1" (25.4mm) in locked position and 1/2" (12.7mm) when "dogged."
7. Panic mechanism is concealed in door cross rail extrusion.

Finish: Operating panel is clear or black anodized aluminum. Cross rail is finished to match door.

For use with: Model 20D/35D/50D, 40M/50M, and 35H.



H-1541 Panic Pull

STANDARD – PANIC PULL

Description: Innovatively styled extruded aluminum 1" diameter canted offset pull with 9" O.C. mounting. The open style assists handicapped access and permits easy access to the lock cylinder.

Finish: Clear or black anodized finish.

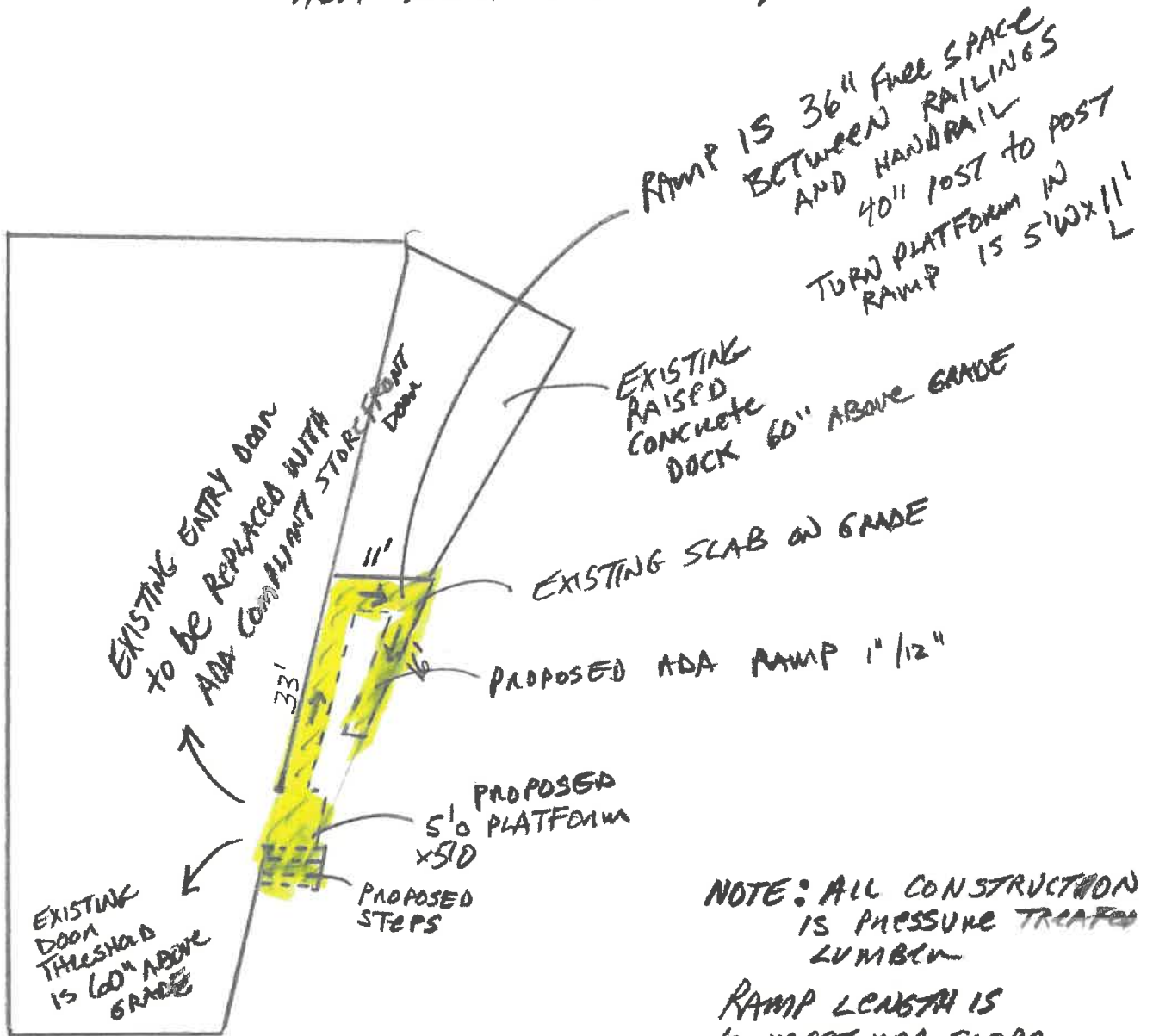


GRIND

BIKE · SKATE · SKATEPARK

601 CRAGHEAD STREET

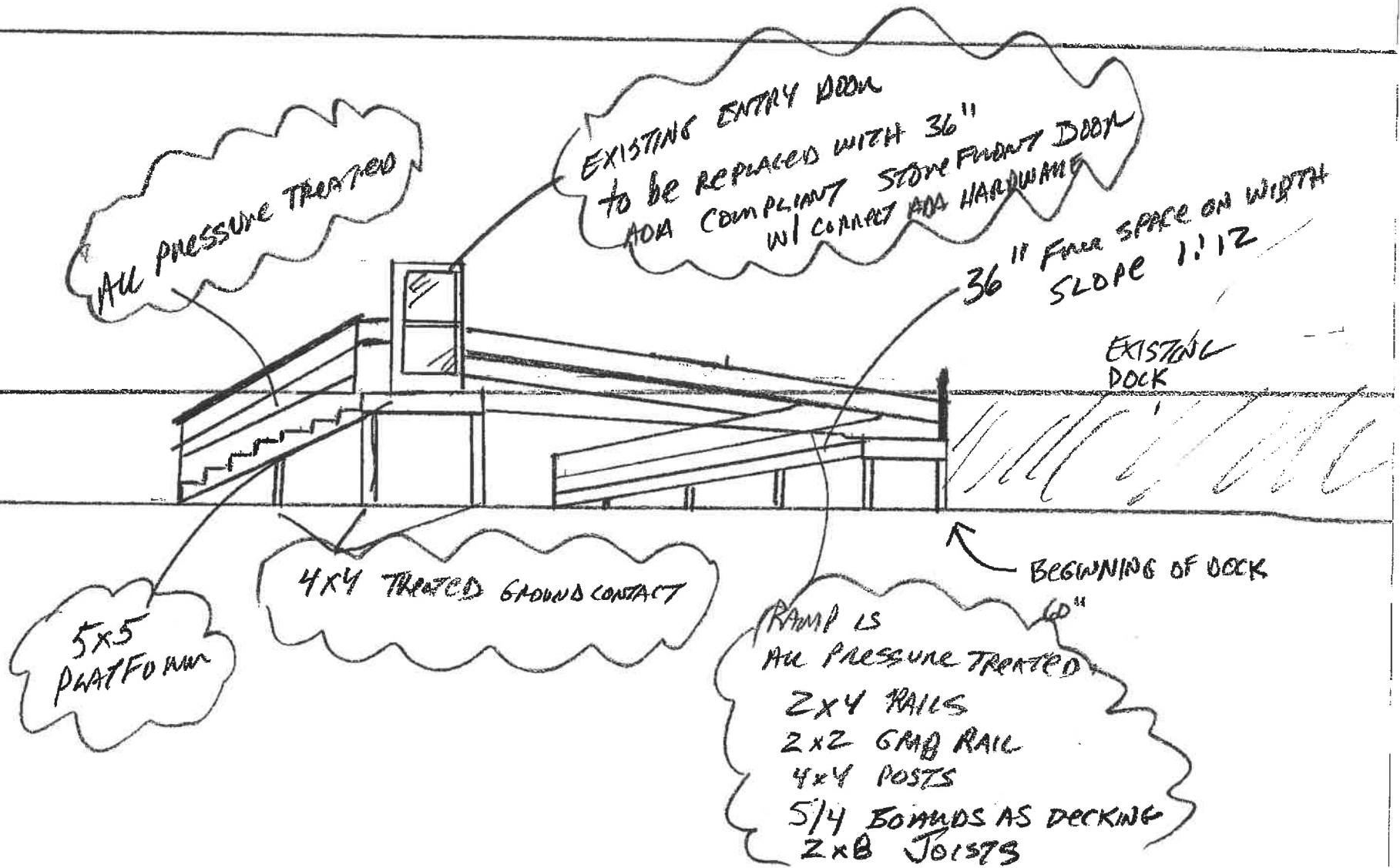
ADA RAMP ELEVATION/FOOTPRINT

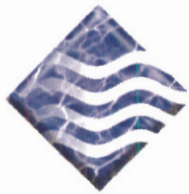


CRAGHEAD STREET

NOT TO SCALE

601 CRAGHEAD STREET



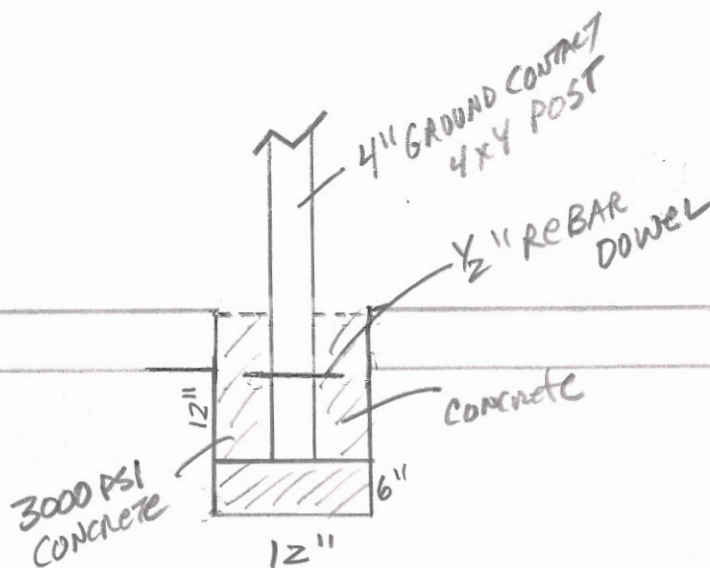


DOMINION POOL & SPA

10432 US Hwy 29
Blairs, Virginia 24527
Office 434.836.5100
Fax 434.836.7633

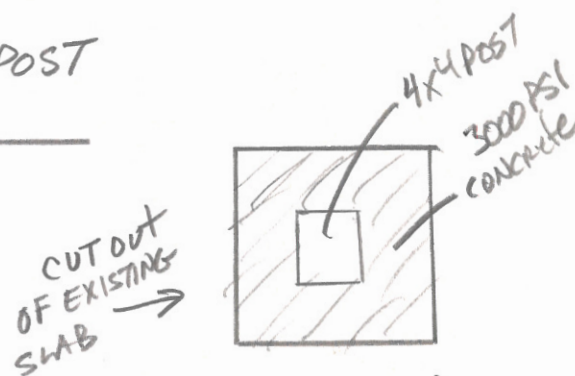
www.dominionpoolandspa.com

FOUNDATION FOR POSTS USED
TO BUILD RAMP



EXISTING 4" SLAB
TO BE CUT/REMOVED
AT EACH POST

TYPICAL EACH POST



OVERHEAD VIEW

15-2345

PG 0019 JUL 17 2015

Tax Map Reference Number: 24279

DEED OF EASEMENT

THIS DEED OF EASEMENT, dated this 15th day of July, 2015, by the **CITY OF DANVILLE**, P.O. Box 3300, Danville, Virginia 24543, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as Grantor and **PIEDMONT LANDS OF VIRGINIA LLC** and **J.R. ATKINSON, SR.**, P.O. Box 10309 Danville, Virginia 24543, hereinafter referred to as Grantee;

WITNESSETH:

THAT for good and valuable consideration from the Grantee to the Grantor, receipt of which is hereby acknowledged, and in further consideration of the benefits accruing and which may accrue by the installation of outdoor seating, outdoor activities, and/or off-street parking on, and upon the real property described herein, Grantor does hereby grant and convey in perpetuity to the Grantee an easement and right-of-way to access the dock doors at 601 Craghead Street (Parcel ID 24279) without trespassing on City property and to use, lay, construct, replace, enlarge, repair, and maintain outdoor seating, outdoor activities, and/or off-street parking of such size as the Grantee may deem necessary through, under and across the real property of the Grantor together with a perpetual right of ingress, egress, and regress along the easement for the purpose accessing the dock doors at 601 Craghead Street (Parcel ID 24279) without trespassing on City property and to of using, laying, constructing, replacing, enlarging, repairing, and maintaining, said outdoor seating outdoor activities, and/or off-street parking.

The real property of the Grantor through, under, and across which this easement and right-of-way is hereby granted and conveyed is described as follows:

The location and dimensions of the easement are Beginning at a point of the northern margin of Craghead Street, said point being located on a common corner to parcel number 24279 and parcel number 26618; thence along the northern margin of Craghead Street

OFFICE OF THE
CITY ATTORNEY
CITY OF
DANVILLE, VIRGINIA

S48°22'22"E, 69.53 feet to a point; thence N42°07'17"E, 119.06 feet to a point; thence N63°01'56"E, 18.19 feet to a point, said point being a common corner to parcel number 24279 and parcel number 26618; thence S77°17'51"W 50.14 feet to a point; thence along an arc subtended by a chord having a bearing of S68°21'00"W and a distance of 106.64 feet to the point of beginning containing 0.116 acre.

The land affected by this easement being the same land conveyed to the City of Danville by Danville Area Development Foundation, Inc. in Deed dated December 13, 1995, of record in the Clerk's Office of the Circuit Court of the City of Danville, Virginia, Instrument Number 95-5085, page 0060, to which reference is hereby made for a further description.

The easement granted herein for the specific location described above is in addition to any easement for right-of-way now in existence or which may be acquired in the future. Grantor covenants that no building or structure shall be erected within the easement right-of-way herein granted without the written consent of Grantee.

This easement is subject to the following conditions: The outdoor seating outdoor activities, and/or off- street parking within the easement area shall be constructed and maintained at all times by Grantee at its sole cost and expense. Grantee shall be solely responsible for any damages, costs, or other expenses arising from the installation, use, repair, dismantling, and/or removal of the outdoor seating outdoor activities, and/or off- street parking.

Any construction or maintenance work will be done in a timely and workmanlike manner by Grantee and without hindrance to Grantor free of all liens and encumbrances.

This easement shall run with the land of the Grantor, and shall be binding upon the heirs, executors, administrators, successors and assigns of Grantors and Grantee.

PG0021 JUL 17th

WITNESS the following signature and seal:

CITY OF DANVILLE, Virginia

Ken F. Larking (SEAL)
BY: Ken F. Larking
Title: Acting City Manager

COMMONWEALTH OF VIRGINIA
CITY OF DANVILLE:

The foregoing instrument was acknowledged before me this 15th day of July, 2015, by Ken F. Larking in his capacity as Acting City Manager of the City of Danville, Virginia, Grantor.



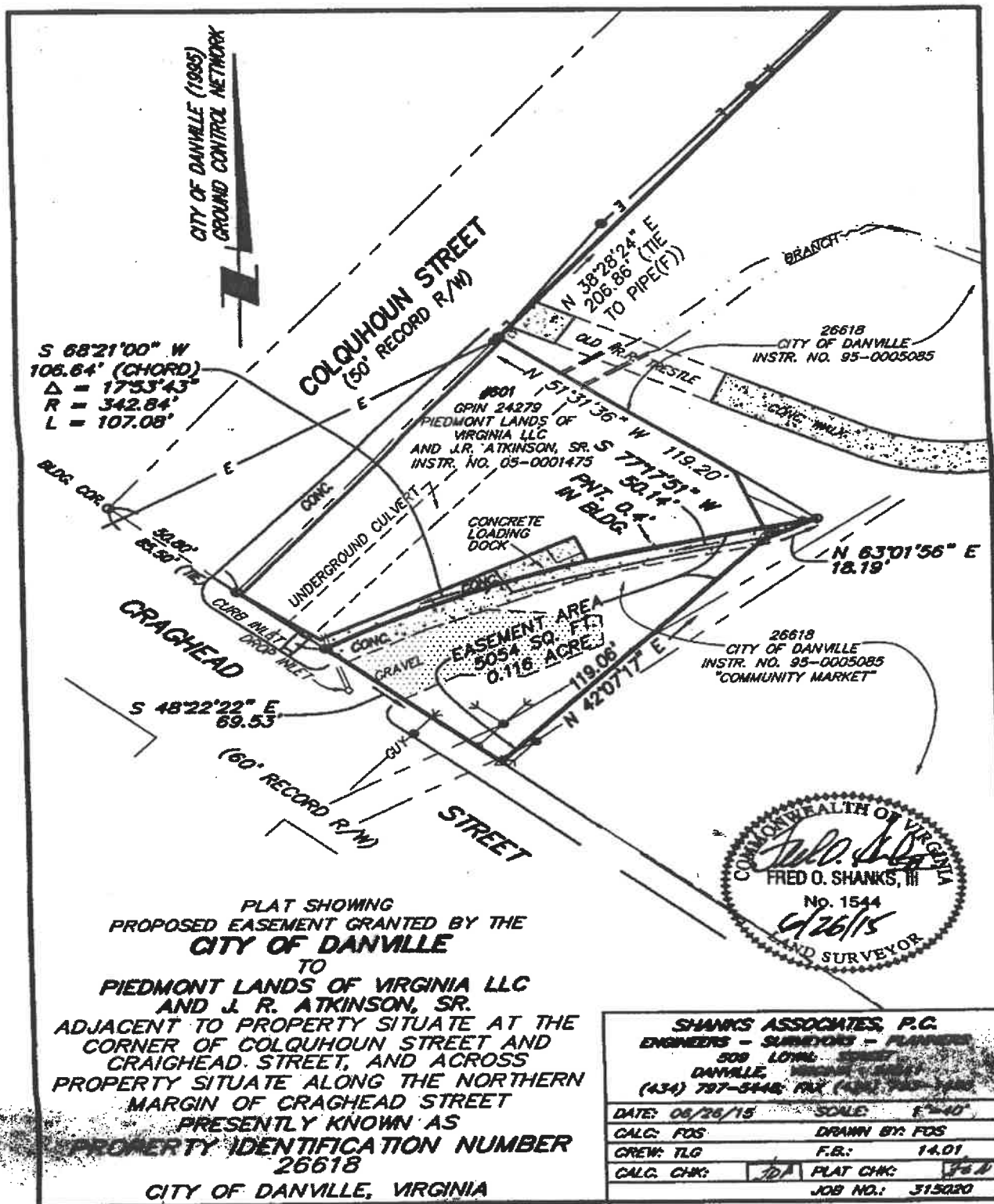
Jessica Lynn Webb
Notary Public

Commission expires: 10/31/2018.

OFFICE OF THE
CITY ATTORNEY
CITY OF
DANVILLE, VIRGINIA

- 3 -

PG0022 JUL 17 12



RES0023 JUL 17 2015

PRESENTED: July 7, 2015

ADOPTED: July 7, 2015

RESOLUTION NO. 2015 - 07 .03

A RESOLUTION GRANTING AN EASEMENT TO PIEDMONT LANDS OF VIRGINIA LLC AND J.R. ATKINSON, SR FOR PROPERTY LOCATED AT 601 CRAGHEAD STREET.

WHEREAS, Piedmont Lands of Virginia LLC and J.R. Atkinson, Sr. own property located at 601 Craghead Street (Parcel ID 24279); and

WHEREAS, a recent survey, performed by a prospective purchaser, shows that the loading dock, located on the building at 601 Craghead Street (Parcel ID 24279) is slightly encroaching unto City Property and that there is no way to access the dock doors without trespassing on City property; and

WHEREAS, the owners, Piedmont Lands Of Virginia LLC and J.R. Atkinson, Sr. are seeking an easement, from the City of Danville to remedy the encroachment by the building located at 601 Craghead Street (Parcel ID 24279) in order access the dock doors without trespassing on City property and to add additional space for off-street parking or other outdoor activities, containing 5,064 square feet more or less more particularly described in the Deed of Easement and plat attached hereto; and

WHEREAS, the City of Danville, Virginia agrees to grant a new easement containing 5,064 square feet more or less as described in the Deed of Easement and plat attached hereto.

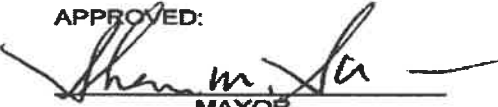
NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the City does hereby authorize and approve the granting of an easement containing 5,064 square foot, more or less, to Piedmont Lands of Virginia LLC and J.R. Atkinson, Sr. for their property located at 601 Craghead Street (Parcel ID 24279) more particularly described in the Deed of Easement and plat attached hereto; and

OFFICE OF THE
CITY ATTORNEY
CITY OF
DANVILLE, VIRGINIA

002 JUL 17 2015

BE IT FURTHER RESOLVED by the Council of the City of Danville, Virginia, that that City Manager, Joseph C. King or his designee acting in the capacity of Acting City Manager is hereby authorized to complete any acts, sign any required documents, and perform any other actions, necessary to close the above-mentioned transactions.

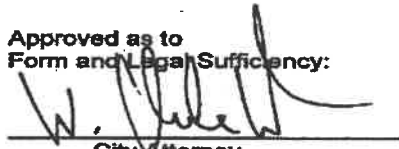
APPROVED:


MAYOR

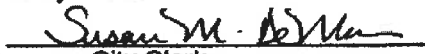
ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

I certify that this is a true and correct
copy of the original document on file
in my office.

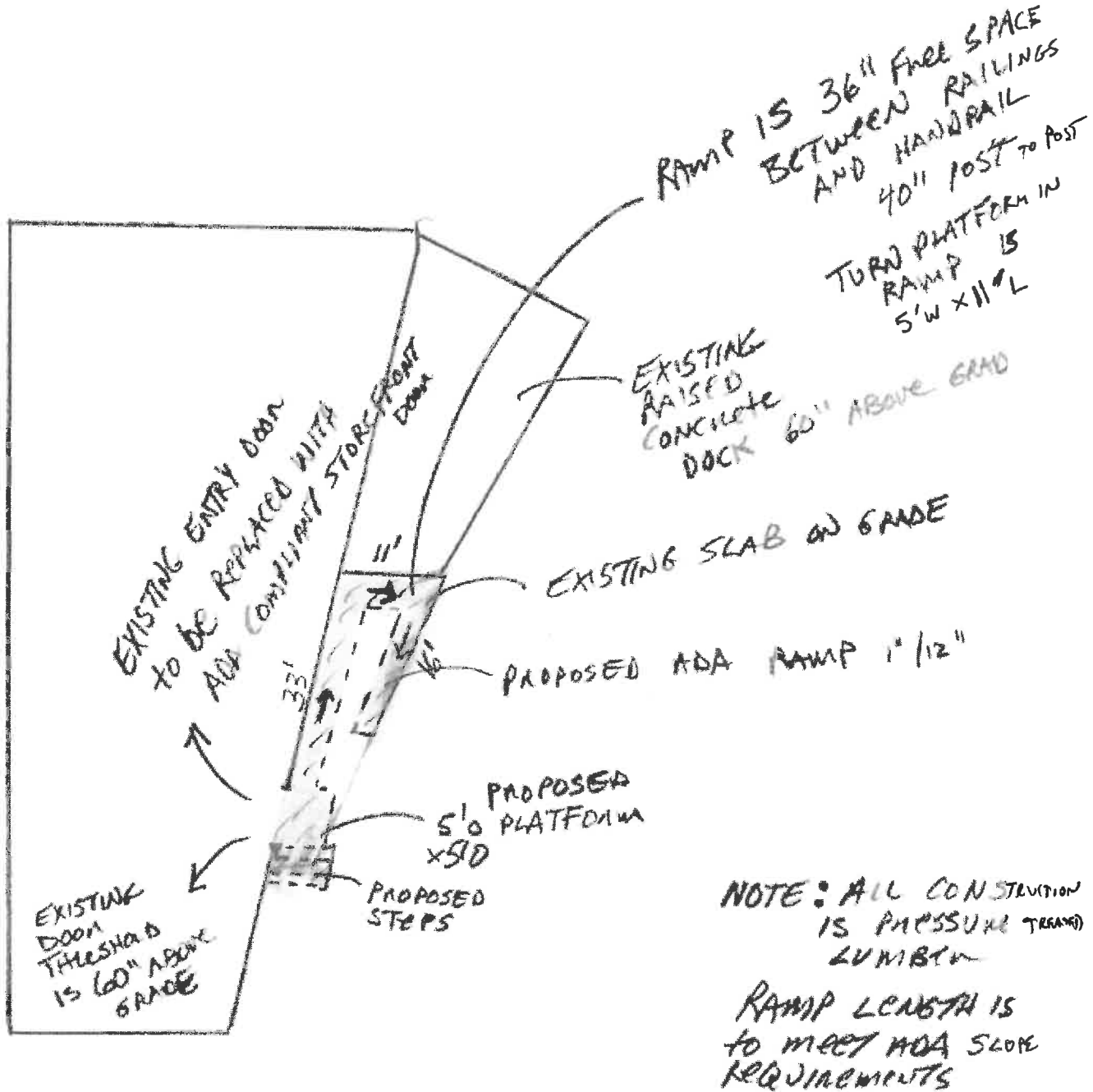

City Clerk
INSTRUMENT #150002345
RECORDED IN THE CLERK'S OFFICE OF
DANVILLE ON
JULY 17, 2015 AT 02:51PM

GERALD A. GIBSON, CLERK
RECORDED BY: PPF

2

OFFICE OF THE
CITY ATTORNEY
CITY OF
DANVILLE, VIRGINIA

ADA RAMP ELEVATION / FOOTPRINT



CRAHEAD STREET



Stefanie E. Jackson
 Associate Planner
 Community Development Department
jacksse@danvilleva.gov
 427 Patton St | Danville, VA 24541
 O: 434.799.5260 ext: 3839
www.danvilleva.gov
 Follow us!    

Dodson, Ryan

From: Jackson, Stefanie E.
Sent: Monday, March 9, 2026 8:48 AM
To: Dodson, Ryan
Subject: FW: 601 Craghead Street

RAMP
ENCROACHMENT
EASEMENT

Ryan,

Per the emails below, Parks & Rec have agreed to an easement to allow a ADA ramp at 601 Craghead Street. Can you please facilitate?

Stefanie E. Jackson

Associate Planner

From: Sgrinia, William <sgrinwo@danvilleva.gov>
Sent: Monday, March 9, 2026 8:16 AM
To: Porzio, Kenneth S. <porziks@danvilleva.gov>; Craig, Gina <Gina.Craig@danvilleva.gov>; Jackson, Stefanie E. <jacksse@danvilleva.gov>
Subject: RE: 601 Craghead Street

We are fine will allowing an easement.



William Sgrinia, CPRP
Director of Parks and Recreation
Parks & Recreation Department
sgrinwo@danvilleva.gov
420 Memorial Dr | Danville, VA 24541
O: 434.799.5200 ext: 2701 | F: 434.799.6562
www.playdanvilleva.com
Follow us!    

From: Porzio, Kenneth S. <porziks@danvilleva.gov>
Sent: Friday, March 6, 2026 12:08 PM
To: Sgrinia, William <sgrinwo@danvilleva.gov>; Craig, Gina <Gina.Craig@danvilleva.gov>
Subject: FW: 601 Craghead Street

Please see below and let me know how I should respond. For now, I just let her know I would need to refer to you.

Thanks,



Kenneth S. Porzio
Program Coordinator
Parks & Recreation Department
porziks@danvilleva.gov
629 Craghead St | Danville, VA 24541
O: 434.797.8961 ext: 2707 | F: 434.797.8962
www.playdanvilleva.com
Follow us!    

From: Jackson, Stefanie E. <jacksse@danvilleva.gov>
Sent: Friday, March 6, 2026 12:01 PM
To: Porzio, Kenneth S. <porziks@danvilleva.gov>
Cc: Medrano Celestino, Francisco <medraf@danvilleva.gov>
Subject: 601 Craghead Street

Hi Kenny,

The Community Market's neighbor (601 Craghead Street) was recently approved for a special use permit to allow a skate park and related retail shop in the existing building. The tenant's (parcel is owned by ARG Properties) have proposed the installation of an ADA ramp on the south side of the building. The issue is that your parcel lines dissect the south portion of their building. Let me know what your thoughts are as to the reasonability of allowing the tenants some sort of easement right to allow for the ramp. Pictures below to help illustrate with the approximate ramp location in red, but let me know if you have any questions.

Best,
Stefanie

**VIRGINIA LAND RECORD COVER SHEET
FORM A - COVER SHEET CONTENT**

PG 0018 JUL 17 12

Instrument Date: 7/15/2015
Instrument Type: DE-PL
Number of Parcels: 1 Number of Pages: 5
☒ City ☐ County

DANVILLE

TAX EXEMPT? VIRGINIA/FEDERAL LAW

☐ Grantor: _____

☐ Grantee: _____

Consideration: \$0.00

Existing Debt: \$0.00

Actual Value/Assumed: \$0.00

PRIOR INSTRUMENT UNDER § 58.1-803(D):

Original Principal: \$0.00

Fair Market Value Increase: \$0.00

Original Book Number: _____ Original Page Number: _____ Original Instrument Number: _____

Prior Recording At: ☐ City ☐ County

Percentage in This Jurisdiction: 100.000000%

BUSINESS / NAME

1 ☒ Grantor: CITY OF DANVILLE

☐ Grantor: _____

1 ☒ Grantee: PIEDMONT LANDS OF VIRGINIA LLC

2 ☐ Grantee: ATKINSON, J. R. SR.

GRANTEE ADDRESS

Name: PIEDMONT LANDS OF VIRGINIA LLC

Address: _____

City: _____ State: VA Zip Code: _____

Book Number: _____ Page Number: _____ Instrument Number: _____

Parcel Identification Number (PIN): 24279 Tax Map Number: _____

Short Property Description: 0.116 ACRE, EASEMENT AREA, CRAGHEAD STREET

Current Property Address: CRAGHEAD STREET

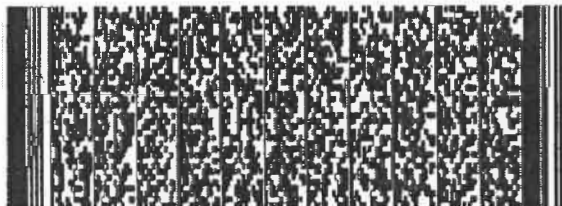
City: DANVILLE State: VA Zip Code: 24541

Instrument Prepared By: CITY OF DANVILLE CITY ATT Recording Paid By: CARTER CRAIG, ATTORNEYS AT LA

Recording Returned To: CARTER CRAIG, ATTORNEYS AT LAW

Address: 126 SOUTH UNION STREET

City: DANVILLE State: VA Zip Code: 24541





Today
4:21 PM



STAFF REPORT

DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ26-00263, requested by Mary Kent, to replace the existing roof trim and corbels at Parcel 21847 (903 Main Street).

SUMMARY

Certificate of Appropriateness PZ26-00263, filed by Mary Kent, requests approval to replace the existing roof trim and corbels at Parcel 21847 (903 Main Street). Located on the corner of Main and Chestnut streets, the Witcher Jones House was originally built in 1875 with subsequent additions and alterations transforming it to the four-unit rental dwelling it consists of today. The original wood corbels and trim are deteriorating due to the failing hidden gutters and roof above these architectural elements. The applicant has invested in a CNC machine to replicate the existing corbel and trim designs in red grandis lumber — a type of Eucalyptus ideal for exterior use due to its resistance to decay, moisture and insects. The trim will be updated with a dark brown, green, and cream color scheme chosen from a historically accurate palette.

ARDG EXCERPTS

Chapter 2 — Standards for Existing Buildings and Structures

1. Identify, preserve, and maintain character-defining features of a building (such as roofs, walls, porches, windows, and architectural features or trim).
3. Replace deteriorated components only if they are beyond repair with in-kind materials.

2.3 Walls, Foundations, Architectural Features, and Trim

- Retain and repair original exterior wall cladding, foundation materials, architectural features, and trim.
- Architectural features and trim shall be reused or recreated in their original materials, unless otherwise approved by the ARB.

RECOMMENDATION

Planning Staff recommends approval of Certificate of Appropriateness PZ26-00263, requested by Mary Kent, to replace the existing roof trim and corbels at Parcel 21847 (903 Main Street).

ATTACHMENTS

1. 903 Main St_ARB Application_Redacted



CITY OF DANVILLE

Community Development Architectural Review Board

ARCHITECTURAL REVIEW BOARD CERTIFICATE OF APPROPRIATENESS APPLICATION

CODE Danville Article 2.Q. Section 3.a.: Certificate of Appropriateness required. 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, sign, fence, wall, light fixture, accessory building, pavement, grading, site improvement, significant landscaping feature, or other appurtenant element in an ARO unless and until such building or site element has been approved by the Architectural Review Board (ARB) through the issuance of a Certificate of Appropriateness as set forth in § 41.8.F. Certificate of Appropriateness.

The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee of \$26.00

PLANNING DIVISION PROVIDED INFORMATION

Application #: P226-00263 ARB Meeting Date: 04/09/2026
Date Received: 03/26/2026 Received By: SEJ
Parcel ID: 21847 Zoning District: MR
Additional Information: _____

wood red grandis replacement material

APPLICANT PROVIDED INFORMATION

Applicant: Mary Kent
Applicant's Address: _____
Applicant's Phone Number: _____
Applicant's E-mail: _____

ZONING ORDINANCE ARB APPLICATION STANDARDS

Article 8.F. Section 5.a.: In consideration of a complete application, the Division Director of Planning/ Zoning Administrator and the Architectural Review Board may require any or all of the following information and any other materials as may be deemed necessary for their review.

1. Statement of proposed use and user.
2. Statement of estimated construction time.

DANVILLE, VA

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

Property Location (address/ID#): 903 Main St Danville VA 24541

Proposed Improvement: ☐ Alteration ☐ Addition ☒ Rehabilitation ☐ New Construction ☐ Sign
Improvement Description: _____

Replacement of existing trim, corbels directly below roof. Currently,
paint color is off white and will be changed to a creamy white, green, and dark brown.
Red grandis being used.

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

 3/24/2024
Applicant Signature Date

Commonwealth of Virginia
City of Danville

The foregoing instrument was acknowledged before me this 26 day of March, 2026 by Stefanie E Jackson

Stefanie E Jackson
NOTARY PUBLIC
Commonwealth of Virginia
Reg. # 8102312
My Commission Expires 04/30/28


Notary Public

Registration No.: 810 2312 Expires: 04/30/2028



903 Main St Front



903 Main St Left Side



903 Main St Right Side



903 Main St Trim Close Up



903 Main St Paint Colors

STAFF REPORT

DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ26-00260, requested by Carlton Walton and Brittany Hightower, to install a wall sign, repaint the trim, and replace the awning at Parcel 20503 (406 Main Street).

SUMMARY

Certificate of Appropriateness PZ26-00260, filed by Carlton Walton and Brittany Hightower, requests approval to install a wall sign, repaint the trim, and replace the awning at Parcel 20503 (406 Main Street). The applicants intend to open a boutique and salon in the space that formerly housed several different trades, including financial advisors, retail outlets, and, most recently, a florist. The proposed sign will feature the name of the business in rose gold letters on a black background. The sign will be made of stainless steel and be illuminated via a halo of LED lights along the outer edge of the sign. Measuring 30 square feet, the sign aligns with UDC regulations.

The applicant has also requested approval to repaint the existing trim to black and replace the existing green and white striped awning with a black awning.

ARDG EXCERPTS

Chapter 2 - Standards for Existing Buildings and Structures

2.5 Porches, Entries, Storefronts, and Awnings

- Awning forms, style, fabric, and color(s) should be appropriate to the historical style of the building to which they are attached.
- Awnings should be made of a canvas-type fabric. Awnings made from plastic fabric are strongly discouraged. Sunbrella™ fabric is preferred over canvas because of its longer life, resistance to mold, and resistance to fading.

Chapter 5 — Sign Guidelines

5.7 Wall Signs

- Wood or metal sign boards with attached, raised dimensional lettering, with engraved lettering, or with painted/silk-screened lettering are recommended.
- Flat wall signs may be mounted to a sign band or frieze board or to a flat surface on the building wall above the first floor but below second-story windows or cornice.

RECOMMENDATION

Planning Staff recommends approval of Certificate of Appropriateness PZ26-00260, requested by Carlton Walton and Brittany Hightower, to install a wall sign and repaint the trim to black at Parcel 20503 (406 Main Street). Planning Staff recommends careful consideration of the

request to replace the existing awning dependent upon the replacement material.

ATTACHMENTS

1. ARB Application_406 Main St_Redacted
2. Jus Be Sign



CITY OF DANVILLE

Community Development Architectural Review Board

ARCHITECTURAL REVIEW BOARD CERTIFICATE OF APPROPRIATENESS APPLICATION

CODE Danville Article 2.Q. Section 3.a.: Certificate of Appropriateness required. 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, sign, fence, wall, light fixture, accessory building, pavement, grading, site improvement, significant landscaping feature, or other appurtenant element in an ARO unless and until such building or site element has been approved by the Architectural Review Board (ARB) through the issuance of a Certificate of Appropriateness as set forth in § 41.8.F. Certificate of Appropriateness.

The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee of \$26.00

PLANNING DIVISION PROVIDED INFORMATION

Application #: P224-00260 ARB Meeting Date: 04/09/2020
Date Received: 03/20/2020 Received By: SEJ
Parcel ID: 20503 Zoning District: PD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Carlton Walton / Brittany Mighotyer
Applicant's Address: _____
Applicant's Phone Number: _____
Applicant's E-mail: _____

ZONING ORDINANCE ARB APPLICATION STANDARDS

Article 8.F. Section 5.a.: In consideration of a complete application, the Division Director of Planning/ Zoning Administrator and the Architectural Review Board may require any or all of the following information and any other materials as may be deemed necessary for their review.

1. Statement of proposed use and user.
2. Statement of estimated construction time.

DANVILLE, VA

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

Property Location (address/ID#): 406 Main Street

Proposed Improvement: ☐ Alteration ☐ Addition ☐ Rehabilitation ☐ New Construction ☒ Sign
Improvement Description: _____

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

Brittany Hightower
Applicant Signature

03/20/2026
Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 20 day of March, 2026 by Brittany Hightower

Suzanne L. Jefferson
Notary Public

Registration No.: 7866854

Expires: July 31, 2028



SUZANNE L. JEFFERSON
Notary Public
Commonwealth of Virginia
Reg. 7866854
My Commission Expires 7-31-2028

DANVILLE, VA

[Signature]

Owner's Signature
(if not applicant)

3-20-26

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 20 day of
March, 2026 by Carlton Walton

[Signature]

Notary Public

Registration No.:

7866854

Expires:

July 31, 2028



DANVILLE, VA

[Signature]
Owner's Signature
(if not applicant)

03.25.2026
Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 25th day of
March, 2026 by Darlene W Gibson

[Signature]
Notary Public

Registration No.: 199813 Expires: March 31, 2027





STAFF REPORT

DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ26-00239, requested by River City Florals, for the exterior painting, removal of an awning, and installation of window signage at Parcel 26777 (308 Craghead Street, Suite 104).

SUMMARY

Certificate of Appropriateness PZ26-00239, filed by River City Florals, requests approval for exterior painting, removal of an awning, and installation of window signage at Parcel 26777 (308 Craghead Street, Suite 104). Formerly Revitalization Station, 308 Craghead Street is a first-floor storefront in the heart of the River District. The applicant plans to open River City Florals in the space and is requesting exterior alterations. Prior to receiving a COA, the applicant painted the storefront blue and removed the awning over the front entrance. No previously unpainted masonry has been altered.

The applicant also requests the approval of two window signs featuring the name of the business in blue and white letters. The sign will be defined by two fonts and an accompanying floral arrangement. At this time, the applicant has not provided measurements for the signs.

ARDG EXCERPTS

Chapter 2 — Standards for Existing Buildings and Structures

- Do not paint, stain, or otherwise coat masonry buildings if they have not previously been painted, stained, or coated.

Chapter 5 — Sign Guidelines

5.9 Window Signs

- Decal-type lettering or etching is recommended for window signs.
- Lettering should be no more than six (6) inches in height for storefront window displays.
- Lettering should be no more than four (4) inches in height for upper-story window or door glazing displays.

RECOMMENDATION

Planning Staff recommends approval of Certificate of Appropriateness PZ26-00239, requested by River City Florals, for exterior painting, removal of an awning, and installation of window signage at Parcel 26777 (308 Craghead Street, Suite 104).

ATTACHMENTS

1. 308 Craghead St_ARB Application_Redacted



CITY OF DANVILLE

Community Development Architectural Review Board

ARCHITECTURAL REVIEW BOARD CERTIFICATE OF APPROPRIATENESS APPLICATION

CODE Danville Article 2.Q. Section 3.a.: Certificate of Appropriateness required. 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, sign, fence, wall, light fixture, accessory building, pavement, grading, site improvement, significant landscaping feature, or other appurtenant element in an ARO unless and until such building or site element has been approved by the Architectural Review Board (ARB) through the issuance of a Certificate of Appropriateness as set forth in § 41.8.F. Certificate of Appropriateness.

The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee of \$26.00

PLANNING DIVISION PROVIDED INFORMATION

Application #: PZ26-00239 ARB Meeting Date: 04/09/2026
Date Received: 03/09/2026 Received By: SEJ
Parcel ID: 26777 Zoning District: PD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: River City Florals
Applicant's Address: 308 Craghead St #104
Applicant's Phone Number: [REDACTED]
Applicant's E-mail: [REDACTED]

ZONING ORDINANCE ARB APPLICATION STANDARDS

Article 8.F. Section 5.a.: In consideration of a complete application, the Division Director of Planning/ Zoning Administrator and the Architectural Review Board may require any or all of the following information and any other materials as may be deemed necessary for their review.

1. Statement of proposed use and user.
2. Statement of estimated construction time.

DANVILLE, VA

3. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.
4. Site Plan drawings, prepared to meet the City site development plan submission requirements for a Preliminary Site Plan or Preliminary Subdivision Plat, and other exhibits showing the location of the existing and proposed building and site improvements, including:
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 - B. Existing topography and proposed grading;
 - C. Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements;
 - D. Relationship to adjacent land uses;
 - E. Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
 - F. Proposed building color and materials;
 - G. Relationship of building and site elements to existing and planned corridor development;
 - H. Relationship of parking, pedestrian facilities, and vehicular accessways to existing and planned corridor development; and
 - I. Other site plans and Subdivision Plats as may be required by Danville for development approval.
5. Architectural drawings showing plan view and elevations of new planned construction or renovations, including drawings of original building.
6. A landscaping and buffer plan.
7. 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.
8. Graphic exhibits depicting compliance with other design elements.

Property Location (address/ID#): _____

Proposed Improvement: ☒ Alteration ☐ Addition ☐ Rehabilitation ☐ New Construction ☐ Sign

Improvement Description: Exterior improvements include repainting store front (completed), installing non-illuminating vinyl decals. No structural changes or additions are being made.

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

Emily
Applicant Signature

3/9/20
Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 09 day of March, 2020 by Stefanie E Jackson

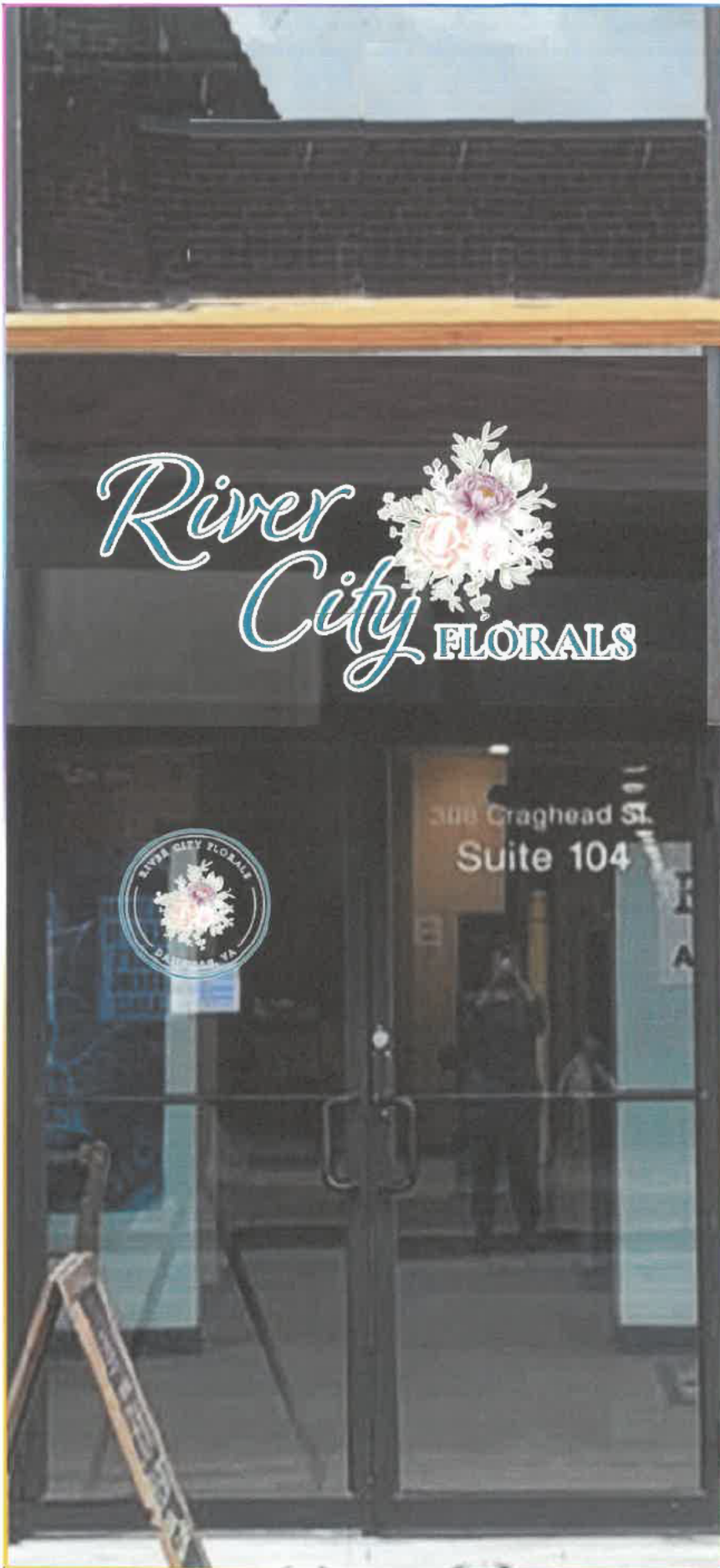
[Signature]
Notary Public

Registration No.: 8102312

Expires: 04/30/2028

Stefanie E Jackson
NOTARY PUBLIC
Commonwealth of Virginia
Reg. # 8102312
My Commission Expires 04/30/28

427 Patton St. | Danville, Virginia 24541 | 434.799.5260 | DanvilleVA.gov



This photo is a mock-up of the window decals.

This work has not yet been completed.

Actual Photo of completed paint job



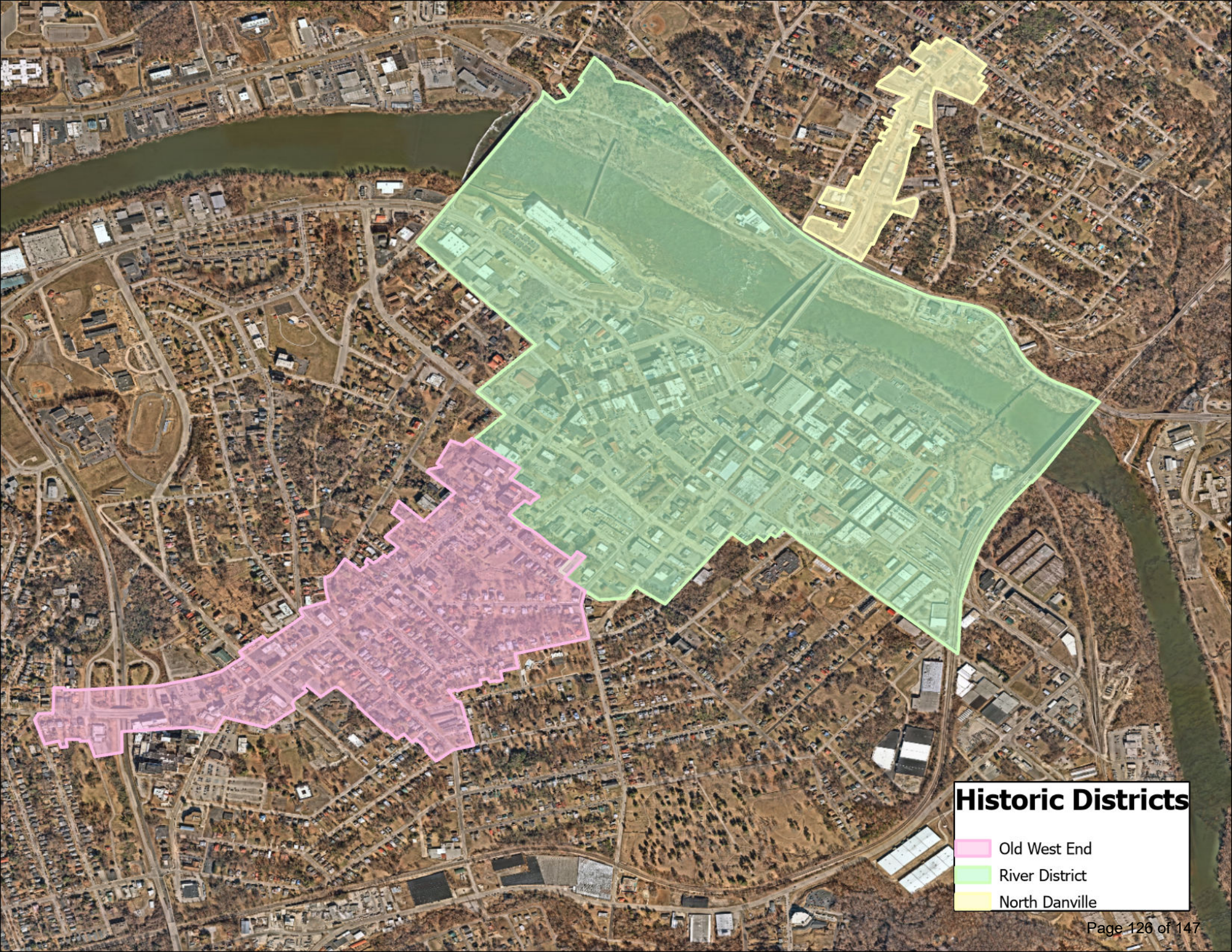
STAFF REPORT

DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Updated Architectural Review Overlay (ARO) and Architectural Review Design Guidelines (ARDG).

Discussion of strategies to inform owners and tenants of the ARO and ARDG.

ATTACHMENTS

1. ARO Map



Historic Districts

- Old West End
- River District
- North Danville

STAFF REPORT

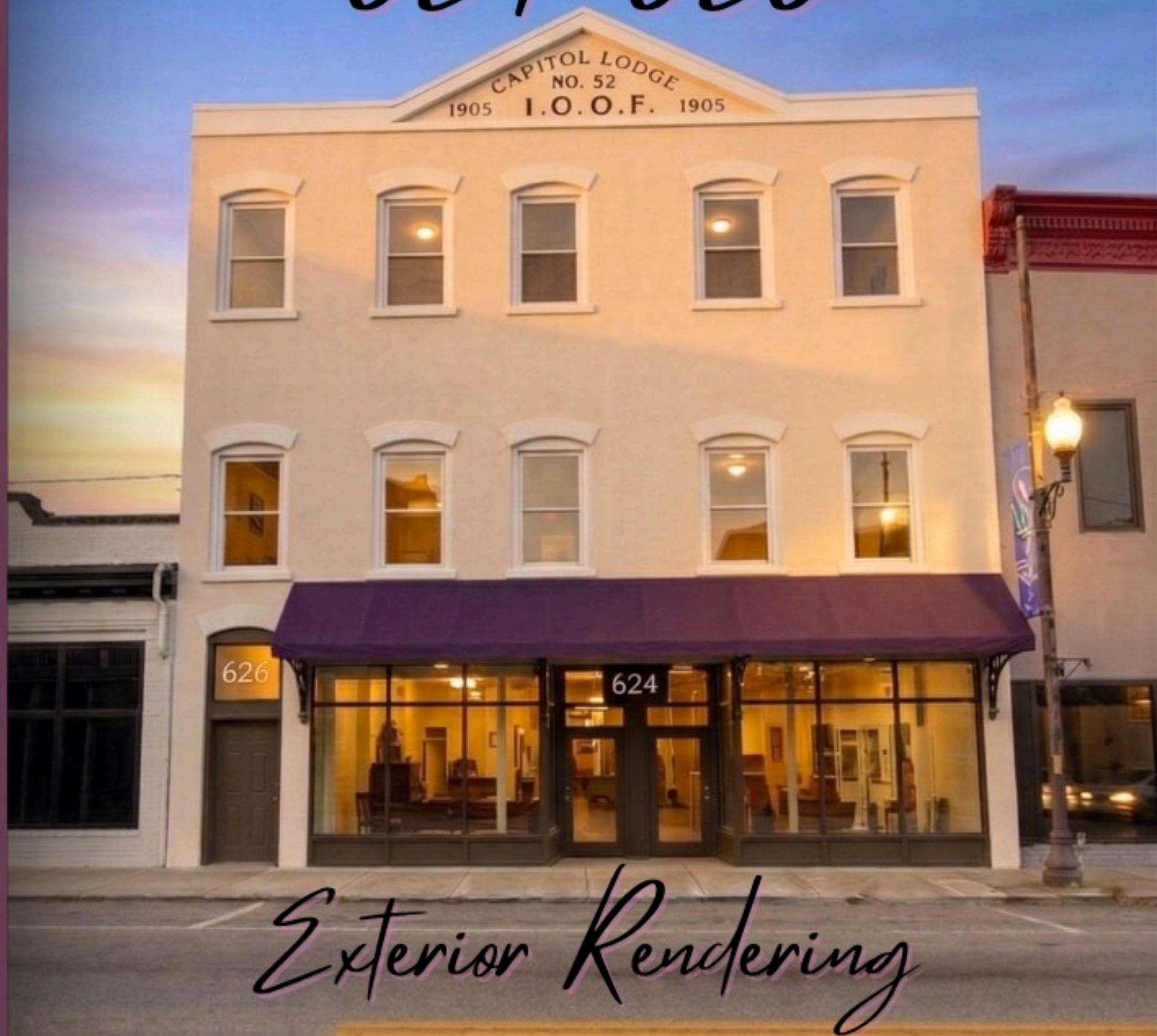
DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Updates to 624-626 North Main Street

ATTACHMENTS

1. 624-626 N. Main St

N. MAIN STREET

624-626



Exterior Rendering

STAFF REPORT

DATE: April 9, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Local historical marker program

Architectural Historian and consultant for the updated ARDG, Heather McMahon, will present information on establishing a local historical marker program.

ATTACHMENTS

1. Local Historical Marker Programs in Virginia handout
2. Local Historical Marker Programs in Virginia_v2

Local Historical Marker Programs in Virginia

April 9, 2026 – Danville ARB meeting

The Code of Virginia (Section 10.1-2210) enables local governments to establish local marker programs to commemorate persons or events of **local significance**

- Note, a person or event **that rises to a state or national level of significance cannot be commemorated locally without consultation with the DHR**
- Note that any markers **must look different from the state (DHR) highway markers**
- Note that localities are expected to **erect and maintain** local markers **at their own expense**, so a source of perpetual funding is the first consideration
- Note that there needs to be a **local agent, board or commission** named to **create the standards and guidelines for their marker program, review and adjudicate applications**, and **verify the significance of the subject being nominated**

This presentation will provide examples of local marker programs in five localities that I researched via their websites:

- [Arlington County](#), which primarily provides roadside pole signs made of metal, and wayside tabletop signs with fiberglass panels
 - Residents apply for a marker to Historic Preservation staff
 - Staff reviews and approves these requests, but they are the ones—not the applicants—creating the design and content for the signs;
 - The final staff design is approved by their ARB in a public hearing
 - Their pole signs are similar in form to state highway markers: metal, white background, black letters and trim, but with a scallop shape to differentiate it from state highway markers
- [Fairfax County](#) provides two types of markers as well: roadside pole signs and wayside tabletop signs
 - Applicants can nominate persons, events, sites or buildings, but there is a 50-year cut-off date; anything nominated from the last 50 years will be more rigorously evaluated
 - Markers commemorating a subject should be placed at the site most associated with that subject, not nearby; and there should be no redundancy (so, not two or more markers in different locations saying the same thing)
 - Their pole signs are 10-feet tall and made of cast aluminum; again, white backgrounds, black letters, with a rounded top that permits the placement of the County seal.
 - Their tabletop signs have aluminum frames and fiberglass panels.
 - They have provided a 7-page manual, or [design guidelines](#) for their local markers
- [Henrico County](#) provides three types of signage: metal pole signs, wayside tabletop signs, and bronze plaques
 - Their pole signs have a deep, forest green background with white writing that distinguishes them from state (DHR) highway markers
 - Bronze plaques on houses are great, but if Danville adopts this idea, not that drilling holes into historic materials is not the best preservation practice, and care should be taken to

establish protocols for affixing these to historic buildings and structures to minimize damage.

- [Alexandria](#) (as well as Winchester, Fredericksburg, and Richmond) is an independent city that favors wayside, tabletop markers
 - They have published a 103-page [document](#) about all sorts of signage, two pages of which are dedicated to the design of wayside, interpretive markers.
 - Note that they also have vertical panels affixed to lampposts, freestanding, multifaceted kiosks, and signs embedded in the ground plane (like sidewalks)
- [Lynchburg](#) has pole signs for its locally-designated historic districts
 - They have a black background with silver writing and trim, as well as a rounded top for placement of the city seal

To begin the process of establishing a local historical marker program, agents of Danville should contact Jennifer Loux at the DHR: 804-4826089

- Note that once the program is initiated, in the beginning at least, the manager of the local marker program has to submit any subsequent texts to the state program manager to determine informally whether the texts are of local, state, or national significance. If they are of **local significance**, the local government is authorized to proceed with its program. If, however, topics are of **state or national significance**, the standard procedures are followed for obtaining state marker approval from the Board of Historic Resources.

To Do:

This board needs to agree on:

- what is wished to commemorate or allow Danville citizens to commemorate;
- what form or forms such signage will take;
- what the design and material standards for the signage should be;
- how the signage will be funded and perpetually maintained;
- how applicants will apply for signage and how the board or staff will review applications; and
- what standards and criteria the board or staff will use to measure whether an application for a local historical marker meets the city's guidelines for such.

Local Historical Marker Programs in Virginia

April 9, 2026

Code of Virginia

Some proposed marker subjects do not meet the criteria for the state system because they are of local significance rather than of state, regional, or national importance. The [Code of Virginia](#) empowers local governments to establish marker programs to commemorate persons or events of local significance, provided that the local markers look different from the state ones:

§ 10.1-2210. Erection of markers by local governing bodies.

A. The governing body of any county, city or town may, at its own expense, have erected a historical marker commemorating any person, event or place upon any public street, road or highway within its boundaries, provided that the person, event or place to be commemorated is identified with or representative of a local aspect of history. The governing body, or its duly authorized agent, shall first determine, on the basis of documented research, that the text of the marker appears to be true and correct. The local markers shall differ in style and appearance from state historical markers, and shall display, on the face of the markers, prominent notice of the governing body, or its agent, which approved the text of the marker. Design, appearance and size and height specifications for local markers shall be reviewed and approved by the Board.

B. If the person, event or place to be commemorated is prominently identified with, or best representative of a major aspect of state or national history, then the text of the marker shall be approved as provided in § [10.1-2209](#).

1970, c. 606, § 10-145.6; 1976, c. 88; 1988, c. 891, § 10.1-811; 1989, c. 656.

Localities in Virginia with Historical Marker Programs

- [Arlington County](#). Arlington County, Historical Affairs and Landmark Review Board, 2100 Clarendon Boulevard, Arlington, VA 22201.
- **Charles City County**. Charles City County, [Center for Local History](#), 10600 Courthouse Road, PO Box 128, Charles City, VA 23060.
- **City of Fairfax**. Attention [HFCI](#), City of Fairfax, City Hall, 10455 Armstrong ST, Fairfax, VA 22030.
- [Fairfax County](#). Fairfax County History Commission, Fairfax City Regional Library, Virginia Room, 10360 North Street, Fairfax, VA 22030.
- [City of Falls Church](#). Falls Church Historical Commission, 300 Park Avenue, Falls, Church, VA 22046.
- [Hanover County](#). Hanover County Historical Commission, P.O. Box 470, Hanover, VA 23069. Phone 804-365-6171.
- [Henrico County](#). History and Historic Preservation Program, P.O. Box 27032, Richmond, VA 23273.*
- [Town of Herndon](#). Department of Community Development, 777 Lynn Street, Herndon, VA 20170. Phone: 703-435-6800.*
- [Town of Occoquan](#).*
- [City of Virginia Beach](#).*
- [Prince William County](#).*
- [City of Winchester](#).

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Historical Markers

More than 100 historical markers throughout our community recognize important places throughout the centuries. Our markers cover early dwellings and Civil War forts to more modern history that includes ARPANET, where the technology for creating the Internet was developed, and the parking garage where Watergate source "Deep Throat" met with reporter Bob Woodward.



How Markers Are Made

There are two kinds of markers created by the Historic Preservation Program (HPP): more traditional, metal markers with text only and tabletop markers which include text and photographs. Requests for historic markers can be made with the HPP for the following categories:

Sites and Structures (extant or demolished)

- Sites could be buildings, open spaces such as parks or cemeteries, neighborhoods, and/or natural resources.
- Structures could include any variety of manmade objects that are not buildings, such as bridges, industrial elements, art installations, etc.

SUBSCRIBE

**Historic Preservation
Program eNewsletter** 

CONTACT

Lorin Farris, Historic Preservation
Supervisor
2100 Clarendon Blvd., Suite 700
Arlington, VA 22201
703-228-3549
[Email](#)

FORT ALBANY

IMMEDIATELY TO THE NORTHWEST STOOD FORT ALBANY, A BASTIONED EARTHWORK BUILT IN MAY 1861 TO COMMAND THE APPROACH TO THE LONG BRIDGE BY WAY OF THE COLUMBIA TURNPIKE. IT HAD A PERIMETER OF 429 YARDS AND EMBLEMMENTS FOR 12 GUNS. EVEN AFTER FORTS RICHARDSON AND CRAIG WERE BUILT, 1300 YARDS TO THE WEST AND NORTH RESPECTIVELY, THE HEAVY GUNS OF FORT ALBANY SERVED TO SUPPORT THEM, AND TO DOMINATE THEM IF THEY WERE CAPTURED. THE GROUND ON WHICH THE FORT STOOD WAS CUT AWAY DURING THE CONSTRUCTION OF THE HENRY G. SHIRLEY MEMORIAL HIGHWAY IN 1942.

ERECTED BY ARLINGTON COUNTY, VIRGINIA

FORT ALBANY

IMMEDIATELY TO THE NORTHWEST STOOD FORT ALBANY, A BASTIONED EARTHWORK BUILT IN MAY 1861 TO COMMAND THE APPROACH TO THE LONG BRIDGE BY WAY OF THE COLUMBIA TURNPIKE. IT HAD A PERIMETER OF 429 YARDS AND EMBLEMMENTS FOR 12 GUNS. EVEN AFTER FORTS RICHARDSON AND CRAIG WERE BUILT, 1300 YARDS TO THE WEST AND NORTH RESPECTIVELY, THE HEAVY GUNS OF FORT ALBANY SERVED TO SUPPORT THEM, AND TO DOMINATE THEM IF THEY WERE CAPTURED. THE GROUND ON WHICH THE FORT STOOD WAS CUT AWAY DURING THE CONSTRUCTION OF THE HENRY G. SHIRLEY MEMORIAL HIGHWAY IN 1942.

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History Commission

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The City of Fairfax Regional Library
10360 North Street, Fairfax, VA 22030



Gretchen Bulova
Chairperson

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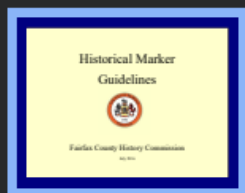
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Fairfax County Historical Marker Program

Fairfax County's Historical Marker program began in January 1998 when the Fairfax County History Commission approved a design and agreed to fund a distinctive marker for Fairfax County. While this marker was generally modeled after Virginia's roadside markers, by state code it had to have a distinctive appearance. With colors derived from George Washington's Fairfax Militia uniform, these buff and blue roadside markers are emblazoned with the Fairfax County seal. Many of the requests for historical markers are initiated by the public or by proffers from developers. These sources have provided more than half of the funds supporting the program to date.

Historical Marker Guidelines



1



2



3



4



5



Historical Marker Guidelines



Fairfax County History Commission

July 2016

Getting Started

The Fairfax County History Commission prepared these guidelines to assist developers, property owners, and others who desire to create and install historical markers on private property in Fairfax County.

Choosing Your Marker Type

There are many types and styles of historical markers available; however, the most common are the roadside marker and wayside marker. The roadside marker is a cast aluminum marker mounted on a 10' pole and placed near a road. A wayside marker has a graphic-embedded fiberglass panel set into an aluminum frame that is often positioned near a trail or sidewalk. Both Fairfax County and the Commonwealth of Virginia have roadside marker programs. The Fairfax County roadside marker measures 32" h x 42" w.



Image 1: County Roadside Marker



Image 2: Wayside Marker



Image 3: State Roadside Marker

For assistance in selecting the most appropriate type of marker, contact the History Commissioner who represents the district where the marker will be located. <https://www.fairfaxcounty.gov/history-commission/>



Landmarks

[County Markers](#)[County Plaques](#)[Historical Tabletops](#)[Stuart Monument](#)[Trail Markers](#)

County Markers

Henrico County Markers share our history. Find out more about each, and their location within the county.



[Aggy's Freedom Suit](#)

An African American woman, known only as Aggy, was enslaved at Ryland Randolph's Turkey Island plantation at the time of his death in 1784. While still enslaved, Aggy became an early civil rights pioneer.



[Anderson Cemetery](#)

Anderson Cemetery, circa 1867, is one of the earliest African American cemeteries in the Yellow Tavern area.



[Antioch School](#)

Prior to its 1920s construction, children who lived in the Elko community had to travel long distances by horse and wagon to attend White Oak and Glendale schools.



[American Legion Post 244](#)

World War I and II veterans organized the Glen A. American Legion Post 244 in 1946. It burned in 1947. A brick structure replaced it later in the year.



[Antioch Baptist Church](#)

A chapel, built in 1772 at Boar Swamp, was used by Baker to gather people for worship.



[Belmont](#)

Edward J. Warren, a farmer, was the first owner of the house on 100 acres in 1858. Warren, a private in the Virginia Infantry, was captured by Union Troops in 1862.



Landmarks

[County Markers](#)
[County Plaques](#)
[Historical Tabletops](#)
[Stuart Monument](#)
[Trail Markers](#)

County Plaques

Henrico County Plaques share our history. Find out more about each, and their location within the county.



[Belmont Recreation Center](#)

The original two-story brick dwelling with end chimneys has been altered. However, portions of the front porch, some windows and the upstairs closets remain intact.



[Coal Pit School](#)

The one-room, African American school most likely took its name from the nearby Springfield Coal Pits. The school was under the supervision of prominent African American educator Virginia E. Randolph.



[Dabbs House](#)

Dabbs House served as Robert E. Lee's headquarters for 62 days in the summer of 1862 at which time he planned the Seven Days Battles.



[Dorey Barn](#)

Dorey Dairy Farm operated from 1915-1966. The 400-acre property reflected a new era of dairy farming following the introduction of pasteurization, which led to an to increased



[Clarke-Palmore](#)

The 19th century house and outbuildings retain t original character while representing the evolution early Henrico County family farm.



[Courtney Road Service Station](#)

The Courtney Road Service Station is a prototype "house with a canopy" which originated in 1916 b Standard Oil of Ohio for the transportation indus



[Deep Run School](#)

Deep Run School was constructed in 1902 at a co \$700. The original location of the school was the intersection of Three Chopt and Cox Roads.



[Elko Community Center](#)

Elko is a 1920s clapboard structure built to serve meeting place for the Windsor Club of Elko

HISTORIC SITES

Historic Alexandria (Home)

About Historic Alexandria

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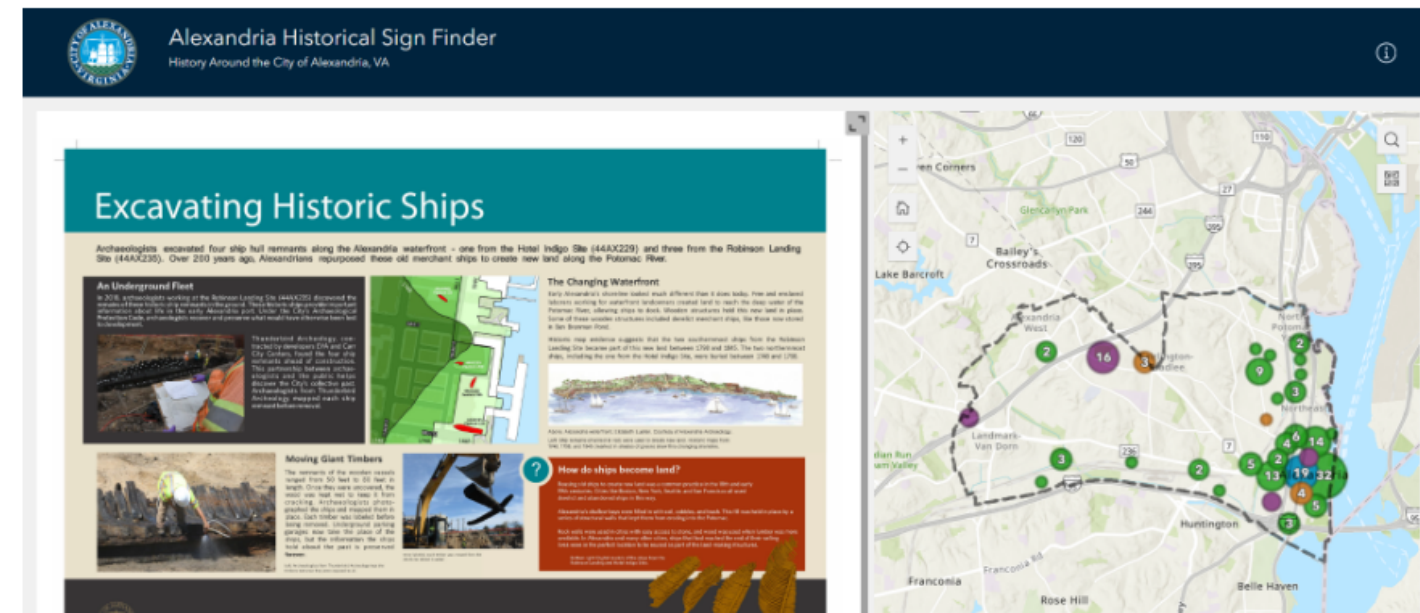
Alexandria Historical Sign Finder. History Around the City

The **Alexandria Historical Sign Finder. History Around the City** is an interactive map designed for exploring historic interpretation signs throughout the City of Alexandria. The map provides digital access to Alexandria's heritage as presented on signs. The goal of this interactive map is to make history signs created by or in partnership with the Office of Historic Alexandria easily accessible. Click the point you are interested in and read the sign. This map is meant to be an evolving repository for the research and stories about people and places in the past. As new signs are installed, the map will be updated.

This [interactive map](#) includes the following types of history interpretation:

- [Alexandria Heritage Trail](#) (red)
- [King Street Corridor History Panel Mini-Kiosks](#) (yellow)
- [State Highway History Markers](#) (blue)
- [Museums and Other Sites](#) (pink)

This interactive map does not include historic house plaques or signs by other organizations.



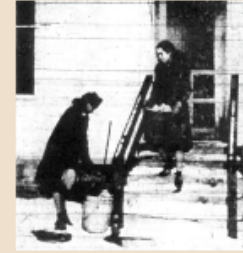
Carver Nursery School / Post 129



This modest, wood-frame building has played an important role in the segregated history of Alexandria. During World War II, the federal government encouraged women to join the war effort by providing safe and affordable day care. In Alexandria, as elsewhere, racial segregation was the norm; the Carver School was completed in 1944 and operated as a segregated nursery school for children of African American war workers. After the war, federal support for day care ended but Alexandria's working mothers lobbied the city to keep the nurseries open. The city agreed to operate two white nurseries and the Carver School, but doubled the monthly fees to \$27. In the black community, social clubs helped fund Carver students. The nursery ultimately closed in 1950 and the building then served as a segregated American Legion post. By 2010, the building was vacant and neglected and came close to demolition. It was finally preserved and adaptively reused in 2014.



Carver School students take part in a Christmas pageant, ca. 1940s.
Courtesy Office of Historic Alexandria, Black History Museum



Carver School teachers Lucille Smith and Velma Leigh take out the trash as ordered by the city, Winter 1946.
Courtesy Washington Afro-American, February 2, 1946



William Thomas, ca. 1917
Courtesy Office of Historic Alexandria, Black History Museum

New Home for William Thomas Post 129

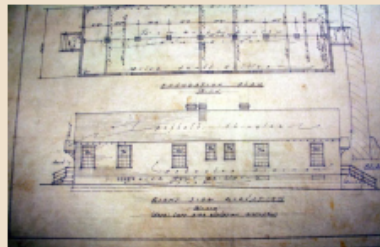
In 1950, the Carver School became the home of American Legion Post 129. While the U.S. military was desegregated during the Korean War, veterans' organizations remained segregated for a number of years afterward. Formed in 1931 as the "colored" post in Alexandria, Post 129 was named after Private William Thomas, one of two African Americans from the city killed in World War I. He and Private Christopher Cloxom died in battle in 1918. In the 1950s and 1960s, the post offered social activities and educational and sports programs.

"I have been at the Carver Nursery School a long time, and have enjoyed working with pupils, but when janitorial duties were added, I had no alternative but to resign," said Mrs. Smith, a graduate of Spelman College and Atlanta University.

Washington Afro-American, February 16, 1946

City's Controversial Decision, 1946

Alexandria decided to end janitorial services at the nursery schools in 1946 to save money. At the Carver School, the two professional teachers, Lucille G. Smith and Velma D. Leigh, were required to perform janitorial duties including cleaning the building and maintaining the furnace. When it was learned that white teachers were not subject to the order, the teachers resigned. They were quickly replaced by a single teacher who agreed to perform the janitorial work.



Carver School construction documents were prepared by the state's Department of Education in Richmond, 1943. Federally-funded nursery schools of similar design in both rural and urban areas were built throughout the state.

Courtesy Virginia Dept. of Education, School Buildings Service, Architectural Drawings and Plans, 1920-1970. Accession 28482. State Government Records Collection, The Library of Virginia, Richmond, VA



Post 129 beauty contest winner, ca. 1950s
Courtesy Office of Historic Alexandria, Black History Museum

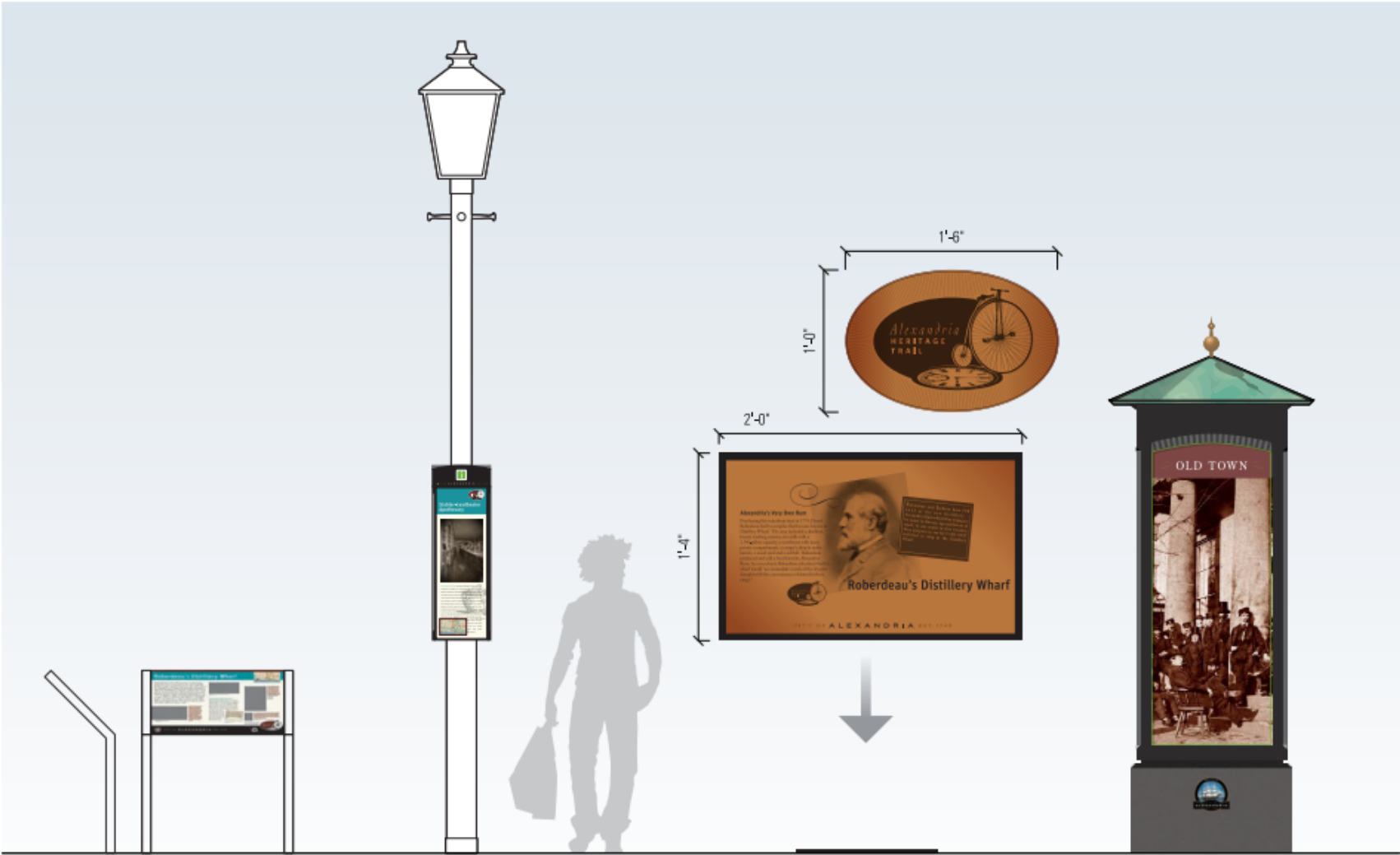


Post 129 members meet outside during the summer, ca. 1950s.
Courtesy Office of Historic Alexandria, Black History Museum



CITY OF ALEXANDRIA EST. 1749



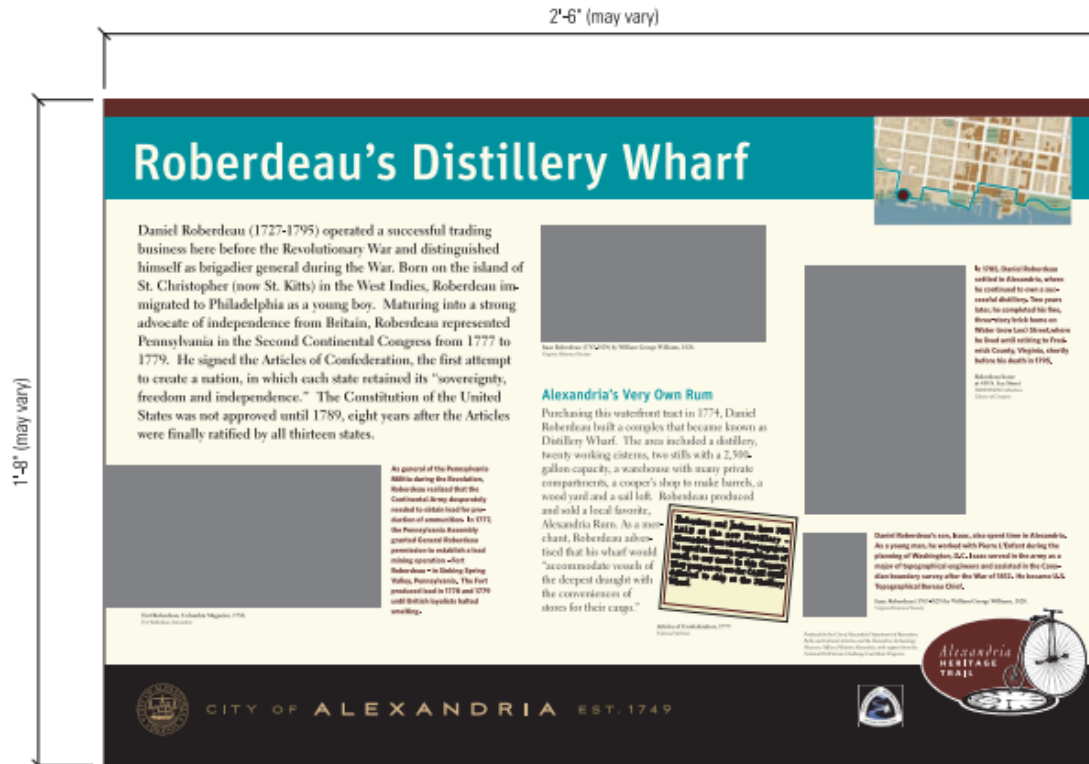


Standard size NPS-styled wayside tablets

Panels for display in PD.2 Mini Kiosk signs

Panels embedded in ground plane/sidewalks (sizes may vary)

Panels for display in IK Visitor Kiosks



Search...



Court House Hill

Daniel's Hill

Diamond Hill

Federal Hill

Garland Hill

Pierce Street Renaissance

Rivermont Avenue

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Local Districts & Sites

Lynchburg's local historic districts and sites have been specifically designated by the City of Lynchburg for their contribution to the City's identity, character, and historic legacy. Within locally designated districts, the City has adopted [Commercial Design Review Guidelines](#) or the [Residential Design Review Guidelines](#). The City grants through the [Certificate of Appropriateness \(COA\)](#) process by either the [Historic Preservation Commission](#) member, the Secretary to the HPC. Local districts provide some protection from demolition actions that require the City to approve these actions. In return, property owner's investments are protected knowing that their property and Lynchburg's past is preserved for future generations.

There are eight designated historic districts and a number of individually designated historic properties. The historic districts include Court House Hill, Daniel's Hill, Diamond Hill, Garland Hill, Federal Hill, Pierce Street Renaissance, Rivermont, and Virginia University of Lynchburg. Some of the historic properties include the Academy of Music Theater, the Samuel Miller House, Hopwood Hall Lynchburg College, Fort Early, and the Old City Cemetery.



Establishing a Local Historical Marker Program in Danville

- To establish a local marker program, an official representing the jurisdiction should contact the state marker program manager (*Jennifer Loux*: 804-482-6089) to discuss the proposed program. DHR will work with the locality's designated representative to present an overview of the proposed local marker program to the Board of Historic Resources for approval. The presentation typically includes examples of the proposed local marker design as well as the initial suggested text or texts for the program.
- Pending approval, the manager of the local marker program submits any subsequent texts to the state program manager to determine informally whether the texts are of local, state, or national significance. If they are of local significance, the local government is authorized to proceed with its program. If, however, topics are of state or national significance, the standard procedures are followed for obtaining state marker approval from the Board of Historic Resources.