



ARCHITECTURAL REVIEW BOARD REGULAR MEETING AGENDA

4TH FLOOR CITY COUNCIL CONFERENCE ROOM

August 13, 2026

10:00 AM

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

1. Certificate of Appropriateness PZ26-00401, filed by the City of Danville Parks and Recreation Department, to install a mural on the concrete retaining wall along the south side of the 400 block of Memorial Drive near Parcels 20111 and 20112 (420 Memorial Drive).
2. Certificate of Appropriateness PZ26-00422, filed by Links Coffee House, to install an awning at Parcel 26832 (319 Craghead Street). Links Coffee House is a staple in the River District
3. Certificate of Appropriateness PZ26-00429, requested by Jesus Atilas, for the replacement of the siding and windows at Parcel 20595 (148 Sutherlin Avenue).

D. APPROVAL OF MINUTES

1. Approval of July 9, 2026, Architectural Review Board meeting minutes.

E. STAFF UPDATES

1. Local Historical Marker program update

F. ADJOURN

STAFF REPORT

DATE: August 13, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ26-00401, filed by the City of Danville Parks and Recreation Department, to install a mural on the concrete retaining wall along the south side of the 400 block of Memorial Drive near Parcels 20111 and 20112 (420 Memorial Drive).

SUMMARY

Certificate of Appropriateness PZ26-00401, filed by the City of Danville Parks and Recreation Department, to install a mural on the concrete retaining wall along the south side of the 400 block of Memorial Drive near Parcels 20111 and 20112 (420 Memorial Drive). While bordering Parcels 20111 and 20112, the retaining wall on Memorial Drive is in the public right-of-way, across from Riverfront Park. This mural project has been proposed by the City of Danville Parks and Recreation Department as an extension of its Danville Arts and Culture Master Plan. The mural is intended to beautify one of the River District's main gateways and further enhance and characterize the corridor experience.

The City of Danville Parks and Recreation Department has selected Jon Murrill and his proposed design after a thorough review of 29 different artists. Murrill's art stands out for its careful design which honors the region's heritage and captures the cultural values significant to multiple generations. This particular piece is inspired by the Dan River's environmental features and wildlife and reflects the people of Danville's community.

The applicant requests approval to install the mural within the Memorial Drive right-of-way over approximately 10 days from August 21–31, 2026. The mural will be created using Sherwin Williams latex paints, Montana Gold spray paints, Lox-on masonry primer, and Sherwin Williams mural sealant. These materials will ensure the mural is long-lasting and remains vibrant.

An easement from the property owners and a grant from the Riverview Rotary Club have been secured by the City of Danville Parks and Recreation Department.

ARDG EXCERPTS

Chapter 4 — Site Design

Introduction

1. Identifying the architectural character of the immediate neighborhood and designing in such a way that new site design and construction maintains and reinforces the historic character.
 - Avoiding blank and monolithic façades at the street level to invite pedestrian traffic and to provide an enhanced appearance.
2. Creating pedestrian-oriented and attractive rights-of-way, streetscapes, and public spaces.
 - Giving priority to pedestrians by creating an attractive and walkable environment.
6. Identifying and enhancing gateways and view corridors in the ARO.

4.4 Streetscapes and Public Space

- Murals are a purely decorative form of public art; if they advertise a business, they are considered signs and sign regulations apply.
- Opportunities should be identified for the incorporation of historic and cultural interpretation and public artworks into public open space, particularly in conjunction with improvements to adjacent public or private space.

RECOMMENDATION

Planning staff recommends approval of Certificate of Appropriateness PZ26-00401, filed by the City of Danville Parks and Recreation Department, to install a mural on the concrete retaining wall along the south side of the 400 block of Memorial Drive near Parcels 20111 and 20112 (420 Memorial Drive).

ATTACHMENTS

1. Memorial Drive Mural_ARB Application
2. Mural Easement Agreement



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 #: P226-00401 ARB Meeting Date: 08/13
Date Received: 07/09/2026 Received By: SEJ
Parcel ID: N/A Zoning District: PD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: City of Danville, [REDACTED]
Applicant's Address: 420 Memorial Dr. Suite 100
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#): Parcels #20111 and 20112 at the corner of Memorial Drive and Spring Street in the City of Danville, VA

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

Improvement Description: A mural to be installed along the retaining wall on Memorial Dr. to be completed by Virginia muralist, Jon Murrill. The mural will be approximately 12.5' high by 160' long and will feature imagery that includes natural elements relevant to the Dan River as well as portraiture consistent with the artist's style as demonstrated in previous works. These compositional elements are on a green and blue background with various other colors throughout.

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

hee Per

Applicant Signature

7/9/20

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 9 day of

July, 2020 by Vicki S. Trent

Vicki S. Trent

Notary Public

Registration No.: 195017

Expires: Oct. 31, 2029



CITY OF DANVILLE

Parks and Recreation

Architectural Review Board (ARB) Submission Packet

Project Address: Parcels #20111 and 20112 at the corner of Memorial Drive and Spring Street in the City of Danville, VA

Applicant/Owner: City of Danville Parks and Recreation

Date: 6/20/26

Project Narrative

The proposed mural will be installed on the concrete retaining wall along the south side of the 400 block of Memorial Drive. This project aims to transform the space and leave an everlasting impression as an inviting gateway to the River District of Danville. In accordance with the Danville Arts and Culture Master Plan, adopted in 2024, the mural is intended for the purposes of beautification and contributing to the community's cultural identity through public art.

The selected artist, Jon Murrill, and his proposed design was chosen through a thorough review process conducted by a community selection panel that was made up of members of the Public Arts Commission, the Riverview Rotary Club (who are sponsoring the mural), representatives of the downtown business community and the River District Association, as well as staff representatives from the City of Danville. Murrill was chosen from a pool of 29 different artists who applied through a nationwide open call. Murrill's design seeks to convey a sense of hope, optimism, and vitality by taking inspiration from the wildlife, natural environment of the Dan River, and the people that make up the community.

The City of Danville Parks and Recreation Department has successfully secured an easement from the property owners as well as a grant from Riverview Rotary Club in to make this project possible.

Materials: The mural will be created using Sherwin Williams latex paints, Montana Gold spray paints, Lox-on masonry primer, and Sherwin Williams mural sealant. The materials are carefully selected to optimize vibrancy and longevity of the mural.

Timeline: The mural is scheduled to be installed over approximately 10 days from August 21 – 31, 2026.

Attachments

1. COA Application (separate form)
2. Site Photos
3. Proposed Design by Jon Murrill
4. Examples of previous work by the Artist

Site Photo:

DANVILLE, VA



Proposed Design Rendering by Jon Murrill:



Examples of Previous Work by the Artist:

DANVILLE, VA



VIRGINIA LAND RECORD COVER SHEET

Commonwealth of Virginia VA CODE §§ 17.1-223, -227.1, -249

FORM A – COVER SHEET CONTENT

Instrument Date: 2/12/2025

Instrument Type: DE

Number of Parcels: 2 Number of Pages: 7

[X] City [] County DANVILLE COURT
CIRCUIT COURT

Tax Exempt? VIRGINIA/FEDERAL CODE SECTION

[X] Grantor: 58.1-811 (D)

[X] Grantee: 58.1-811 (D)

Business/Name

1 X Grantor: MOVEMENT BANK

Grantor:

1 X Grantee: CITY OF DANVILLE, VIRGINIA

Grantee:

Grantee Address

Name: CITY OF DANVILLE, VIRGINIA

Address:

City: State: VA Zip Code:

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 No.: Original Page No.: Original Instrument No.:

Prior Recording At: [] City [] County Percentage In This Jurisdiction: 100%

Book Number: Page Number: Instrument Number:

Parcel Identification Number/Tax Map Number: 20111/2709-017-000013.000

Short Property Description:

Current Property Address:

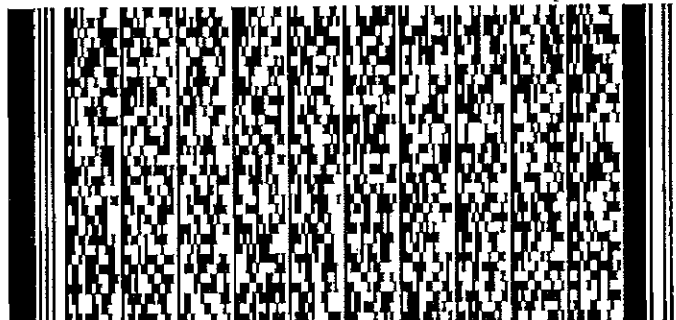
City: DANVILLE State: VA Zip Code: 24541

Instrument Prepared By: CITY ATTORNEYS OFFICE Recording Paid By: CITY OF DANVILLE

Recording Returned To: CITY OF DANVILLE

Address: P.O. BOX 3300

City: DANVILLE State: VA Zip Code: 24543



VIRGINIA LAND RECORD COVER SHEET

Commonwealth of Virginia VA. CODE §§ 17.1-223, -227.1, -249

FORM C - ADDITIONAL PARCELS

Instrument Date: 2/12/2025

Instrument Type: DE

Number of Parcels: 2 Number of Pages: 7

☒ City ☐ County DANVILLE COURT
CIRCUIT COURT

Parcels Identification/Tax Map

Prior Recording At:

[] City [] County

Percentage In This Jurisdiction: 100%

Book Number: Page Number:

Instrument Number: _____

Parcel Identification Number (PIN)/Tax Map Number: 20112/2709-017-000013.000

Short Property Description: _____

Current Property Address:

City: **DANVILLE** State: **VA** Zip Code: **24541**

Prior Recording At:

[] City [] County Percentage In This Jurisdiction:

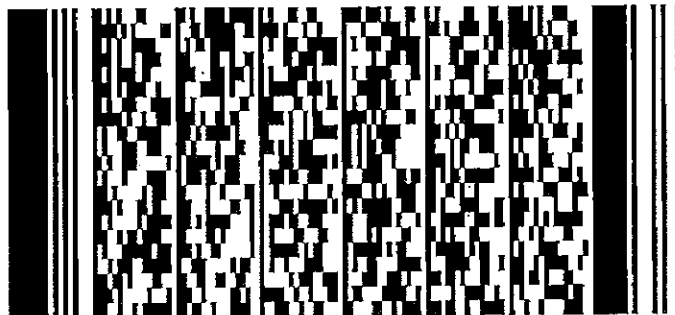
Book Number: Page Number: Instrument Number:

Parcel Identification Number/Tax Map Number:

Short Property Description:

Current Property Address:

City: _____ State: _____ Zip Code: _____



Prepared by and return to:
C. Ryan Dodson, Esq. (VSB #90680)
City of Danville
P.O. Box 3300
Danville, VA 24543

*This deed is exempt
from Grantor's and
Grantee's tax pursuant
to Va. Code § 58.1-
811(D).*

*Tax Map/Parcel ID #s 20111 & 20112
Mail to: Movement Bank, P.O. Box 6400, Danville, VA 24543
Title Insurance: None
Consideration: None*

MURAL EASEMENT AGREEMENT

This Mural Easement Agreement is entered into on this 12th day of February, 2025, by and between **MOVEMENT BANK**, (formerly known as First State Bank), a Virginia stock corporation, Grantor and the **CITY OF DANVILLE, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia, Grantee.

WHEREAS, Grantor is the owner of two (2) Parcels of land situate in the City of Danville, Virginia, described in the attached Schedule "A" (hereinafter "the Property"); and

WHEREAS, Grantee seeks to enhance the beauty of the area by installing and maintaining a publicly visible mural and landscaping upon a portion of the Property depicted in the Exhibits attached hereto and made a part hereof; and

WHEREAS, the mural and landscaping will contribute significantly to the local economy and culture as well as further the recommendations of the Arts and Culture Plan for the City of Danville, Virginia dated March, 2024; and

WHEREAS, Grantee has agreed that any improvements undertaken in the furtherance of this Agreement and the maintenance thereof shall be the responsibility of Grantee; and

WHEREAS, Grantor has agreed to permit the installation and maintenance of the mural and landscaping under the terms agreed upon herein;

NOW THEREFORE, in consideration of the mutual benefits and covenants flowing from each to the other the parties do hereby agree as follows:

- 1) That Grantor does hereby agree and consent to the use of the identified retaining wall located upon the Property, for the preparation and painting of a mural and further grants permission for Grantee to install and maintain the landscaping above such wall.
- 2) That, to the maximum extent permitted by law, Grantee does hereby relieve Grantor, of any and all liability for the maintenance of the identified retaining

wall and landscaping and will take steps as are reasonably necessary to protect such mural and landscaping.

- 3) That Grantee will prepare the surface of the identified wall, select the artist, and agree to paint the mural, subject to the availability of funding.
- 4) That Grantee will maintain the existing landscaping located above the identified wall or install and maintain new landscaping thereat.
- 5) That in consideration of the mural being painted, Grantor does hereby agree that this contractual obligation forms a covenant which shall run with the land upon the Property and shall be binding upon any subsequent purchaser or owner the same as for the original owner.

Grantor further agrees that a copy of this Agreement and any other necessary documentation will be recorded in the Danville Circuit Court Clerk's Office to be placed with the deed to the Property, to put any subsequent purchaser or owner on notice of the obligations under this Agreement.

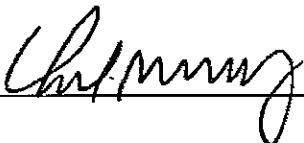
- 6) Grantee shall be responsible for the continued maintenance of the mural and landscaping. If Grantee permits the mural to fade or fails to maintain the landscaping to the extent that such mural or landscaping is no longer attractive and useful, the two parties shall meet and decide if Grantee is to repaint the mural or continue to maintain the landscaping. If the mural is not to be repainted or the landscaping not to be maintained, then Grantee will provide the owner with written verification that such owner is absolved from any liability for continuing the integrity of the wall or landscaping.
- 7) Should Grantor be dissolved or no longer be in existence, this agreement shall be assigned to its successor.

(Remainder of page intentionally left blank)

PG0040 FEB 28 25

WITNESS the following signatures and seals:

MOVEMENT BANK, a Virginia stock
corporation, Grantor

BY: 

~~COMMONWEALTH OF VIRGINIA~~ State of NC
~~CITY OF DANVILLE, to-wit:~~ County of Randolph

The foregoing Deed was acknowledged before me this the 12 day of

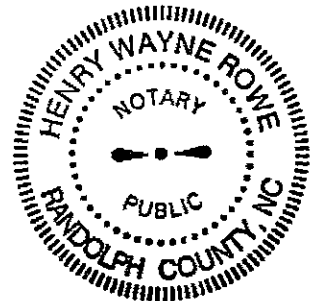
February, 2025, by Charles M. Whitehead

acting on behalf of Movement Bank.

BY: 
NOTARY PUBLIC

My commission expires: 7-29-2028

Notary registration number: 200806500690



THE CITY OF DANVILLE, VIRGINIA,
a municipal corporation of the
Commonwealth of Virginia

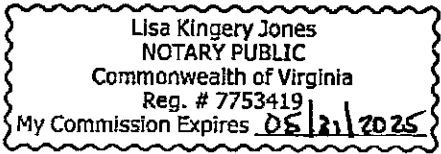
BY: *Ken Larking*
KEN F. LARKING
City Manager

COMMONWEALTH OF VIRGINIA
CITY OF DANVILLE, to-wit:

The foregoing Deed was acknowledged before me this the 25th day of
February, 2025, by KEN F. LARKING, acting in his capacity as City
Manager, on behalf of the City of Danville, Virginia.

BY: *Lisa Kingery Jones*
NOTARY PUBLIC

My commission expires: 05/31/2025
Notary registration number: 7753419



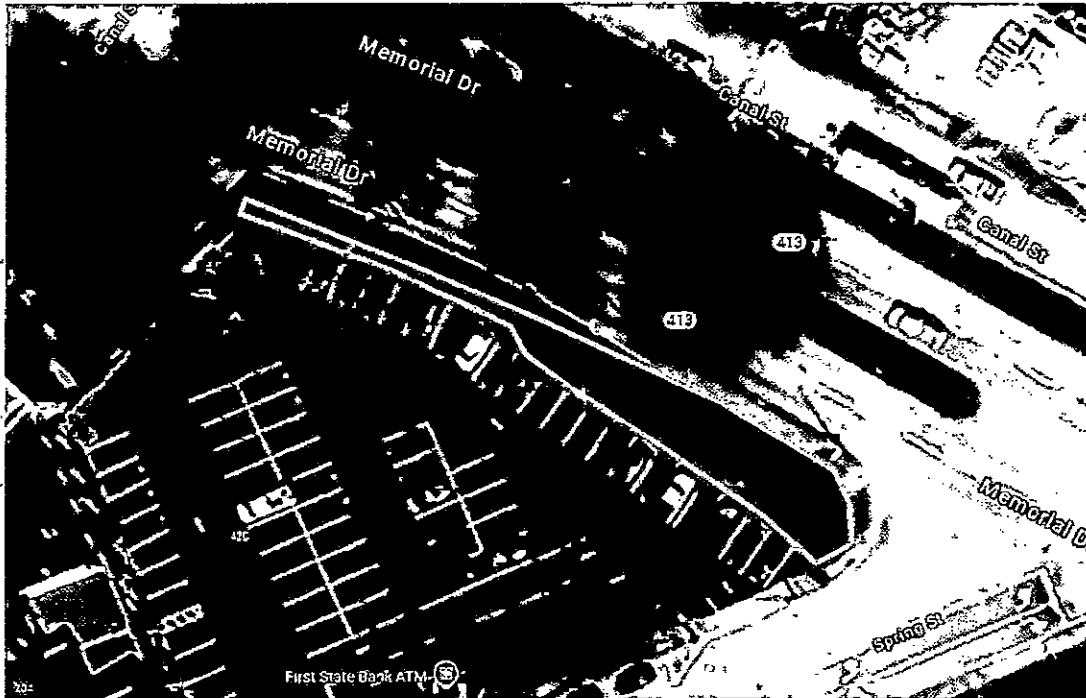
Schedule "A"

TAX PIN #S 20111 & 20112 SPRING STREET, DANVILLE, VIRGINIA

FRONTING 229.87 feet on the northwestern margin of Spring Street; consisting of approximately 0.8073 Acres; being the same property identified as "Amer. Nat. Bank and Trust Co." as shown on a Map Showing Property To Be Acquired From American National Bank And Trust Co. For New Street Right-Of-Way Located At Canal Street And Spring Street, dated December 14, 1971, and recorded in the Clerk's Office of the Circuit Court of the City of Danville, Virginia in Map Book 7, at Page 62.

BEING IN FACT, the same Property conveyed to First State Bank (now known as Movement Bank) by American National Bank and Trust Company of Danville, by deed dated December 27, 1973, and recorded in the aforesaid Clerk's Office in Deed Book 529, at Page 227.

Exhibits:



The identified wall and landscaping is located in the the yellow polygon above.

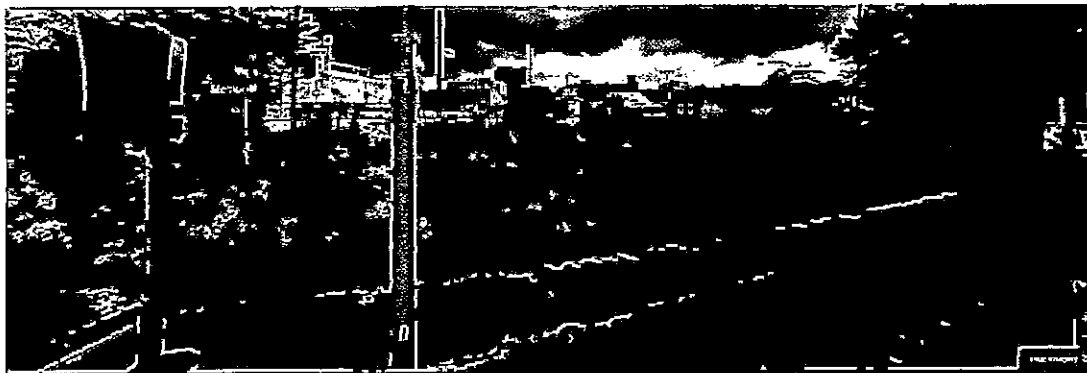


The identified wall to feature the mural.

PG 0044 FEB 28 25



The identified wall to feature the mural.



The identified landscaping.

INSTRUMENT 250000682
RECORDED IN THE CLERK'S OFFICE OF
DANVILLE CIRCUIT COURT ON
FEBRUARY 28, 2025 AT 11:14 AM
GERALD A. GIBSON, CLERK
RECORDED BY: CXD

STAFF REPORT

DATE: August 13, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ26-00422, filed by Links Coffee House, to install an awning at Parcel 26832 (319 Craghead Street). Links Coffee House is a staple in the River District

SUMMARY

Certificate of Appropriateness PZ26-00422, filed by Links Coffee House, is a request to install an awning at Parcel 26832 (319 Craghead Street). The applicant proposes installation of an awning to shield the existing outdoor seating area located on the side facade facing Wilson Street. The awning would consist of steel bar joists set on steel poles and a black metal roof. The structure will measure 20 feet long by 18 feet wide, featuring a sloping roofline that descends from a maximum height of 12 feet down to 9 feet. Two ceiling fans will be installed under the awning.

On June 7, 2026, the IDA approved a resolution for the proposed improvements. Before construction can begin, the applicant and Public Works must execute a right-of-way use agreement.

ARDG EXCERPTS

Chapter 3 — Standards for New Construction

3.1 General Design Principles

Construct a new addition on a secondary or non-character-defining elevation (such as a side or rear elevation) and limit its size and scale in relationship to the historic building.

3.2 Siting, Placement, and Orientation

New additions to historic buildings should be secondary and subordinate to the principal building.

- Place the new addition on a side or rear elevation of the principal building so that it minimizes the visual impact on the primary building.

3.8 Materials

- To create a differentiation between an existing building and an addition as well as between new buildings and old, different traditional materials can be utilized.

Roofing Materials - Recommended Materials: Standing-seam metal

RECOMMENDATION

Planning staff recommends approval of Certificate of Appropriateness PZ26-00422, filed by Links Coffee House, to install an awning at Parcel 26832 (319 Craghead Street).

ATTACHMENTS

1. 319 Craghead ARB Application
2. 2026-6-9 IDA Resolution
3. PW Letter



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 #: P226-00422 ARB Meeting Date: 08/13/2026
Date Received: 07/20/2026 Received By: SEJ
Parcel ID: 26832 Zoning District: PD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Links Coffee House
Applicant's Address: 319 Craghead St
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#): 319 Craghead St

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

Improvement Description: Steel bar joists set on steel posts and covered with black metal

Two ceiling fans underneath with 6 lights

20' long by 18' wide

12' high at building sloped to 9' at flower bed

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

Wendy Boin

Applicant Signature

7-24-26

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 24 day of

July

, 2026 by _____

Cynthia Lester

Notary Public

Registration No.:

8067158

Expires:

5/31/27

CYNTHIA M LESTER
NOTARY PUBLIC
REG. # 8067158
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES MAY 31, 2027

Crop



PRESENTED: June 9, 2026

ADOPTED: June 9, 2026

RESOLUTION NO. 2026-06.07

A RESOLUTION OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF DANVILLE, VIRGINIA APPROVING AND AUTHORIZING TENANT IMPROVEMENTS TO ITS COMMERCIAL BUILDING AT THE TENANT'S EXPENSE LOCATED 317-319 CRAGHEAD STREET, DANVILLE, VIRGINIA.

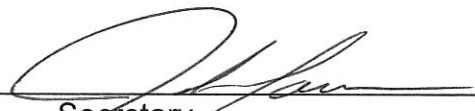
NOW THEREFORE, BE IT RESOLVED, by the Industrial Development Authority of Danville, Virginia, that it hereby approves and authorizes Link's Coffeehouse to make improvements to the building at the tenant's expense that includes an outdoor canopy over the seating area; and

BE IT FINALLY RESOLVED, that the Chairman, or in his absence any Officer, be, and hereby is, authorized to execute any and all documents necessary for this agreement and such other documents as needed to complete this transaction.

Approved:


Chairman

Attest:


Secretary

Approved as to
Form and Legal Sufficiency:


City Attorney



CITY OF DANVILLE

Department of Public Works

Division of Engineering

May 12, 2026

Links Coffee House
319 Craghead Street
Danville, VA 24541

Subject: Request to Construct Canopy Adjacent to Links Coffee House Over The Public Sidewalk

This letter is intended to outline the general process associated with the proposed canopy over the public sidewalk adjacent to Links Coffee House, located at 319 Craghead Street, including the anticipated coordination responsibilities associated with each step. The Applicant is considered the person or entity requesting the canopy.

The following steps will need to occur generally in the order outlined below:

1. Concept Rendering – Applicant Responsibility

A rendering of the proposed canopy should first be prepared by the Applicant. The rendering should clearly depict the canopy as proposed adjacent to the building and extending over the public sidewalk area. This rendering will be needed throughout the process. A draft of the rendering should be shared with the City of Danville for comment prior to proceeding to the next step. Contact Renee Burton and Brian Dunevant.

2. Industrial Development Authority (IDA) Resolution of Support – Coordinated by the Office of Economic Development

Since the building occupied by Links Coffee House at 319 Craghead Street is owned by the Industrial Development Authority (IDA), the IDA will need to consider and approve a resolution of support for the proposed canopy. Coordination of this step would occur through the Office of Economic Development. Contact Samantha Bagbey.

3. **Architectural Review Board Approval – Applicant Responsibility**

Following IDA support, the proposed canopy will need to be presented to the Architectural Review Board for review and approval. The Applicant will need to submit the required application for this step. Coordination of this step would occur through the Community Development Department. Contact Renee Burton.

4. **City Council Consideration – Coordinated by Public Works**

After approval by the Architectural Review Board, the request would need to be placed on a City Council agenda for consideration. City Council approval would consist of a resolution authorizing the proposed encroachment over the public sidewalk. Coordination of this step would occur through the Public Works Department. Contact Brian Dunevant.

5. **Building Permit Application – Applicant Responsibility**

Once City Council approval has been obtained, detailed construction drawings will need to be prepared by the Applicant's design professional and submitted for building permits. The Community Development Department would review the drawings associated with any required building permits. Contact Renee Burton and Jason Inman.

6. **Excavation Permit Application – Applicant Responsibility**

Concurrently with the building permit application, an Excavation Permit application shall also be submitted. The Public Works Department and the Utilities Department would review the drawings associated with any required excavation for work within the public right-of-way. Utilities are located beneath the sidewalk in this area. As part of the permit review process, the Utilities Department will review the construction plans to verify that any proposed canopy footing, foundation element, or related construction will not conflict with existing underground utilities. Contact Brian Dunevant.

7. **Excavation Permit Preconstruction Meeting – Coordinated by Public Works**

Once all required plan approvals have been completed and all required permits have been issued, the work may then be scheduled and completed in accordance with any permit requirements. The City needs to be notified for an Excavation Permit preconstruction meeting prior to work starting. Contact Brian Dunevant.

8. License Agreement – Coordinated By Public Works

An updated License Agreement will need to be executed by the Applicant and the City regarding the placement of tables and chairs on the public sidewalk. At least 4' of clear space for a pedestrian path will be required throughout the canopy area and other areas at all times. Contact Brian Dunevant.

Please let me know if you have any questions regarding this process.

Best regards,



Brian L. Dunevant, P.E.

Assistant Director of Public Works/City Engineer

CC: Renee Burton – Department of Community Development

Jason Inman – Department of Community Development

Samantha Bagbey – Office of Economic Development

STAFF REPORT

DATE: August 13, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ26-00429, requested by Jesus Atilas, for the replacement of the siding and windows at Parcel 20595 (148 Sutherlin Avenue).

BACKGROUND INFORMATION

Parcel 20595 (148 Sutherlin Avenue) was previously the subject of Certificate of Approval application PZ26-00207 in 2025. At that time, the Commission of Architectural Review (CAR) heard requests for replacement of the siding and windows by the former owner. Both requests were eventually approved as follows:

- On March 13, 2025, the Commission of Architectural Review voted 6-0 to allow Tyvek to be installed until more information could be provided.
- On April 24, 2025, the Commission of Architectural Review voted 4-0 to allow Hardie Plank siding to be installed to match the existing siding, with the reveal at no more than four (4) inches.
- On May 22, 2025, the Commission of Architectural Review voted to approve the replacement of windows using fiberglass materials and one-over-one configuration.

Zoning & Code Violations: The initial Certificate of Appropriateness (COA) application stemmed from a zoning violation when the previous owner commenced unauthorized work on the residential structure. This was subsequently compounded by building code violations for an unsafe structure affected by severe termite damage and a failure to address these hazards.

City Intervention (October 2025): Following weeks of unresponsiveness from the prior homeowner, the City of Danville stepped in to perform emergency repairs, which included applying Tyvek house wrap and securing all doors and windows.

Ownership Transition (2026):

- **April 2026:** The City received notice that the lender had scheduled a public auction for the property in May.
- **May/June 2026:** For reasons unconfirmed by the City, the auction was postponed to June 11. However, before the auction could take place, the property was sold via a

private transaction to the current owner.

SUMMARY

Certificate of Appropriateness PZ26-00429, requested by Jesus Atilas, requests approval to replace the siding and windows at Parcel 20595 (148 Sutherlin Avenue). Currently, the structure is wrapped in Tyvek house wrap and does not have any siding or windows present. To the best of the City staff's knowledge, the former owner did not retain any of the original siding, windows, or other architectural elements.

The applicant proposes using Andersen 400 Series Woodwright, True 1/1 Double-Hung replacement windows throughout the structure. These windows feature a wood composite exterior (Fibrex) in dark bronze. Recent photos of the property indicate this window style is architecturally appropriate to the original windows previously in place under the former ownership.

The applicant further proposes installing James Hardie HardiePlank siding as previously approved under COA PZ25-00207, including a 4" reveal and smooth finish in three complimentary colors - Restrained Gold, Bunglehouse Blue, and Rockwood Red. The siding will be installed in a lap style to pay homage to historic clapboard often seen in the Old West End.

Installation of windows and siding on this structure are contingent upon repairing the termite damage to the foundation, which has deemed this property structurally unsound.

ARDG EXCERPTS

Chapter 2 — Standards for Existing Buildings and Structures

Introduction

1. Repair and stabilize deteriorated building components.
 - Use in-kind or like materials to mimic the original dimensions, scale, color, texture, detailing, etc.

2.3 Walls, Foundations, Architectural Features, and Trim

- Replace, with in-kind materials, deteriorated or damaged historical features only when repair is not an option.
- Replace siding with the same cadence and spacing as the original siding (i.e., a four-inch exposure must be retained).

2.6 Windows and Shutters

- Maintain original window openings and configurations, as windows are character-defining features.
 - Do not enlarge or decrease a window opening.
 - Replace historic windows only when they are beyond repair.
 - New and replacement windows should be appropriate to the historic period of the architectural style of the building.
 - Window trim should be painted to match the trim color on the building. However, many Victorian buildings have polychromatic trim, in which case painting the window trim a contrasting and accent colors is acceptable.

Walls and Foundations - Materials Requiring Review: Fiber cement siding (HardiePlank)

Windows - Materials Requiring Review: Wood composite

RECOMMENDATION

Planning staff recommends approval of Certificate of Appropriateness PZ26-00429, requested by Jesus Atilas, to replace the siding and windows at Parcel 20595 (148 Sutherlin Avenue)

with the following conditions:

- Repair of the termite damage to the foundation prior to siding and window installation
- Obtain all applicable permits

ATTACHMENTS

1. ARB Application_148 Sutherlin



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 #: P226-00429 ARB Meeting Date: 08/13/2020
Date Received: 08/03/2020 Received By: SEJ
Parcel ID: 20595 Zoning District: OWE/UR
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Jesus Atiles
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#): 148 Sutherlin Ave, Danville, VA 24541 (Parcel 20595)

Proposed Improvement: ☐ Alteration ☐ Addition ☒ Rehabilitation ☐ New Construction ☐ Sign
Improvement Description: Replacement of windows with Anderson 400 Series Woodright (Solid wood core) and installation of HardiePlank fiber cement siding. Includes structural modifications of rough openings to restore historic Queen Anne victorian style

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

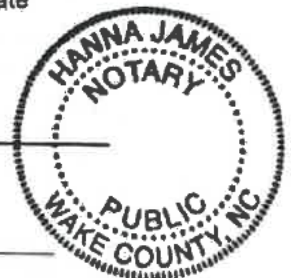
[Signature]
Applicant Signature

2 Aug 2026
Date

Commonwealth of Virginia NC
City of Danville Holly Springs

The foregoing instrument was acknowledged before me this 2nd day of August, 2026 by Jesus Atiles

[Signature]
Notary Public



Registration No.: 102533900309

Expires: 11/23/2030

IMPROVEMENT DESCRIPTION

SECTION 1: Statement of proposed use and user

Single-family residential rehabilitation. The project involves replacing existing non-compliant windows and non-existing siding with historically compatible materials to restore the property's Victorian Queen Anne character.

SECTION 2: Statement of estimated construction time

The exterior restoration phase estimated start date: 13 August 2026 + 4-6 weeks material lead time and 2 weeks installation estimated exterior rehab duration. Estimated completion: ~8 Oct 2026 with a 2-week tolerance.

SECTION 3: Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.

Existing window conditions: Exhibit A: Existing Conditions

SECTION 4: Site Plan drawings

Not applicable. Work is limited to existing building envelopes (windows and siding). No changes to property boundaries, grading, parking, or landscaping.

SECTION 5: Architectural drawings (Elevations & Materials)

Windows: All inconsistent windows will be replaced with Andersen 400 Series woodwright windows featuring a dark bronze exterior. They will be installed in a unified one-over-one configuration to maintain historic proportions while providing enhanced energy efficiency and rot resistance.

- Andersen 400 Series Woodwright, True 1/1 Double-Hung.
 - Exterior Material: Wood with Fibrex® wood composite exterior.
 - Technical Definition: Fibrex® is an engineered composite material composed of reclaimed wood fibers (approx. 40% by weight) bonded with polymers. Unlike standard vinyl, it utilizes actual wood fiber for thermal stability and aesthetic depth, serving as a durable cladding layer over the solid pine core.
- Interior: Unfinished Solid Pine (to match historic trim).
- Exterior: Dark Bronze factory-applied protective cladding.

148 Sutherlin Ave

- Configuration: Standard sizes achieved by structurally reducing tall rough openings (e.g., 36"x84" → 36"x72") to restore historic 2:1 ratios.

Siding: All exterior siding will be replaced with smooth HardiePlank fiber cement siding. This will be installed with a strict 4-inch reveal to replicate the original historic wood siding in exposure and appearance.

- James Hardie HardiePlank, 4" reveal, Smooth finish.
- Color: see appendix B.
- Installation: Lap siding pattern to match historic clapboard profile 4" reveal.

SECTION 6: landscaping and buffer plan

Not applicable. No landscaping changes proposed.

SECTION 7: Designs for exterior signing, lighting and graphics

Not applicable.

SECTION 8: Graphic Exhibits (Compliance Statement)

Compliance with Architectural Review Design Guidelines (Dec 2025):

1. **Windows (Section 2.6):** The proposed Andersen 400 Series Woodwright windows comply with Standard 2.6.A (Retain/Replace historic features). While the original windows are lost, these units replicate the historic 1/1 double-hung configuration typical of the Queen Anne style.
 - a. **Material:** The units feature a solid pine wood core (Standard 2.6.B), ensuring authentic interior aesthetics and paintability.
 - b. **Proportions:** To comply with Standard 2.6.C (Maintain historic proportions), the existing tall rough openings (non-historic alterations) will be structurally reduced to accommodate standard units. This restores the historic 2:1 aspect ratio, correcting previous modifications that violated the building's original rhythm.
2. **Walls/Siding (Section 2.3 & 2.10):** The proposed James Hardie HardiePlank complies with Standard 2.3.B (Compatible substitute materials). Same material approved by board PZ25-00207
 - a. **Profile:** 4" reveal smooth lap siding replicates the shadow lines and texture of historic wood clapboard (Standard 2.10.A).

- b. Durability: Fiber cement offers superior resistance to Danville's humidity compared to wood, reducing long-term maintenance while preserving the district's visual character.
- 3. General Design (Section 1.4): This rehabilitation adheres to the Secretary of the Interior's Standards for Rehabilitation, specifically Standard 9 (New work shall be differentiated but compatible) and Standard 10 (Reversible if possible—window sash replacement is reversible).

Appendix A: Existing Conditions



Figure 1: 1st floor kitchen window



Figure 2: 1st fl living ft win



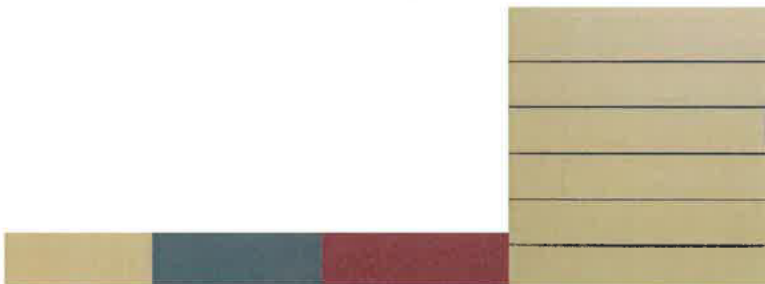
Figure 3: 2nd fl back left side bed win



Figure 4: 1st floor bath win

148 Sutherlin Ave

Appendix B: Color Concept Rendering



Colors: Restrained Gold, Bunglehouse Blue, Rookwood red

Appendix C: window measurements

Window	Location / Room	Elevation	Floor	Measured Width (in)	Measured Height (in)	Width (ft - in)	Height (ft - in)
FIRST FLOOR WINDOWS							
W01	sideway	front	1st	24	61	2ft 0in	5ft 1in
W02	kitchen	front	1st	36	84	3ft 0in	7ft 0in
W03	living room fl	left	1st	36	84	3ft 2in	7ft 0in
W04	living room bk	left	1st	36	84	3ft 2in	7ft 0in
W05	left bath	left	1st	35	70	2ft 11in	5ft 10in
W06	left back bedroom	left	1st	42	89	3ft 6in	5ft 9in
W07	rear bedroom right	rear	1st	40	72	3ft 4in	6ft 0in
W08	rear bedroom left	rear	1st	40	72	3ft 4in	6ft 0in
W09	laundry room	rear	1st	41	80	3ft 5in	5ft 0in
W10	right back hall	right	1st	35	48	2ft 11in	4ft 0in
W11	right mid hall	right	1st	36	49	3ft 0in	4ft 1in
W12	right fl bedroom	right	1st	42	95	3ft 6in	7ft 1in
SECOND FLOOR WINDOWS							
W13	front hall	front	2nd	34	89	2ft 10in	5ft 9in
W14	front left bedroom	front	2nd	34	89	2ft 10in	5ft 9in
W15	front left bedroom	left	2nd	34	89	2ft 10in	5ft 9in
W16	living room fl	left	2nd	32	89	2ft 8in	5ft 9in
W17	living room back	left	2nd	38	77	3ft 2in	6ft 5in
W18	left bathroom	left	2nd	42	72	3ft 6in	6ft 0in
W19	left back bedroom	left	2nd	42	74	3ft 6in	6ft 2in
W20	left back br	rear	2nd	42	74	3ft 6in	6ft 2in
W21	right bk br	rear	2nd	42	88	3ft 6in	5ft 8in
W22	right back bed split	right	2nd	36	72	3ft 0in	6ft 0in
W23	right back bed split (2nd half)	right	2nd	36	72	3ft 0in	6ft 0in
W24	right bath	right	2nd	29	41	2ft 5in	3ft 5in
W25	right front br	right	2nd	34	89	2ft 10in	5ft 9in
W26	fl hall window	right	2nd	34	88	2ft 10in	5ft 8in
ATTIC WINDOWS							
W27	over hall	front	Attic	24??	36??	#VALUE!	#VALUE!
W28	over kitchen	front	Attic	24??	36??	#VALUE!	#VALUE!
W29	over left living	left	Attic	24??	36??	#VALUE!	#VALUE!
W30	over right living	right	Attic	24??	36??	#VALUE!	#VALUE!

Figure 5: Window measurements

148 Sutherlin Ave

Appendix D: Product Cut Sheet:

1. Andersen 400 Series Woodwright, True 1/1 Double-Hung.
 1. Exterior Material: Wood with Fibrex® wood composite exterior.
2. HardiePlank Smooth Lap Siding:
 1. 4" reveal with a smooth finish
3. Sherwin-Williams Historic Victorian Palette:
 1. Main body: Rookwood Blue Green or Bunglehouse Blue
 2. Trim: Restrained Gold or Rookwood Amber
 3. Accent: Rookwood Red or Polished Mahogany

400 SERIES WOODWRIGHT® DOUBLE-HUNG WINDOW



DANVILLE, VA

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

2 Aug 2026
Date

Commonwealth of Virginia NC (S)

City of Danville Holly Springs

The foregoing instrument was acknowledged before me this 2nd day of August, 2026 by Jesus Attiles

[Signature]
Notary Public

Registration No.: 20533900309

Expires: 11/23/2030



ARCHITECTURAL REVIEW BOARD

JULY 9, 2026

Members Present

Robert Stowe
Adam Jones
Miguel Castillo
Jamie Cahill
Jackson Weller
Lauren Smith

Members Absent

Christopher Betts

Staff

Cynthia Lester
Ryan Dodson
Jonah Williams
Stefanie Jackson

ITEMS FOR PUBLIC HEARING

OLD BUSINESS

1. Certificate of Appropriateness PZ26-00352, filed by EC Holdings, LLC, to replace the windows and doors, install exterior lighting and security devices, install a rear deck, and repair exterior wood at Parcel 20531 (130 and 132 South Ridge Street).

Mr. Jones opened the Public Hearing.

Mr. Chambers stated. I am here to answer any questions.

Mr. Jones stated. I want to thank you from our previous meeting last month for what you came back with, you did exactly what we asked. Will you be keeping the wording and abbreviations across the top?

Mr. Chamber stated. Yes, we are going to get it as original as possible.

Mr. Jones closed the Public Hearing.

Mr. Weller made a motion to approve Certificate of Appropriateness PZ26-00352 with condition that the building's moniker and FLT remain in place or be replaced in kind if retention is not feasible. Mr. Stowe seconded the motion. The motion was approved by a 6-0 vote.

NEW BUSINESS

1. Certificate of Appropriateness request PZ26-00379, filed by the Industrial Development Authority of Danville, to install a monument sign with uplighting at Parcel 21344 (420 Memorial Drive).

Mr. Jones opened the Public Hearing.

Ms. Custer stated. I am here to represent Industrial Development Authority.

Mr. Jones closed the Public Hearing.

Mr. Weller made a motion to approve Certificate of Appropriateness PZ26-00379 with the condition that landscaping be installed pursuant to UDC. Ms. Smith seconded the motion. The motion was approved by a 6-0 vote.

2. Certificate of Appropriateness request PZ26-00387, filed by Danville Museum of Fine Arts and History to install a LOVE sign and a historical highway marker at Parcel 26418 (975 Main Street).

Mr. Jones opened the Public Hearing.

Ms. Ingram stated. The application for the banners is not being heard today?

Ms. Jackson stated. Correct, I gave you a call in response to your email about that.

Ms. Ingram stated. I was on vacation.

Ms. Jackson stated. We will speak about that after the meeting. The banner will not be heard today; the Love sign and the historical marker will be heard today.

Ms. Ingram stated. Why does the historical marker have to not be on Main Street?

Ms. Jackson stated. It's not that it doesn't. Planning staff feels it will be crowded with another historical marker there already on the front and we don't want to block that one. Being there is parking in the back we thought that people may walk from Magruder's Alley and it would be a good place there or Sutherlin Avenue where there is heavy pedestrian as well. It was a consideration for the Board to look at as a façade.

Mr. Jones stated. Is the Love sign going to the blue that is shown?

Ms. Ingram stated. No, we have applied to get a temporary Love sign through Virginia Tourism. There are different types of permanent ones and temporary ones. The temporary ones were not available for Art on the Lawn, so they have encouraged us to build one. Every year on our lawn we have a canvas where mostly children will paint. So, we would like to make it a clean temporary installation, it will be white and then it will be painted.

Ms. Jackson stated. We felt like it would be a little busy for drivers, people would miss the second sign if it was put on the front lawn.

Ms. Ingram stated. We specifically wanted it in that location, because we are getting ready to do a new plan for the museum and we want to highlight Main Street.

Mr. Jones stated. Is the marker the same style as the marker that is currently there?

Ms. Ingram stated. It may be a little different. VDHR has had the markers for years and all the markers are generally the same. I think the text has changed over the years, but they are the same shape. Every state is a little different.

Mr. Jones stated. What is the current space between the two markers?

Ms. Ingram stated. Roughly 10 feet.

Mr. Weller stated. Is there a reason the sidewalk down further is not considered?

Ms. Ingram stated. One reason is we want to highlight the museum has history since the Civil Rights Movement which is extremely important.

Mr. Weller stated. I understand that but there are a lot of signs in one place, and the other side is not considered where there are no signs.

Ms. Ingram stated. We have a sign in the back already.

Mr. Jones stated. How is the current marker installed? Is it cemented?

Ms. Ingram stated. Yes, that marker has been there for years. They put a cement base.

Mr. Jones stated. Is there a chance of moving the current marker down?

Ms. Ingram stated. I don't see a reason to move it.

Mr. Castillo stated. The markers are the same sizes, and I do prefer the sign on Main Street rather than at the back.

Mr. Jones stated. How close? 10-to-20-foot gap?

Ms. Ingram stated. Having it on either side of the sidewalk is symmetrical and it fits the flow of the museum, having it further down would not look good they are not large they are small. If they were really large I can see but people stop and take photos often and I think it meaningful there.

Mr. Jones stated. It is a beautiful front lawn.

Ms. Ingram stated. The Review Board is not supposed to look at aesthetics.

Mr. Jones stated. This is more than from the Board it is the community as a whole. People ride down the symmetrical look there is a reason for that, the flow is too close, and it is jumble up and you may miss it the overall view.

Ms. Ingram stated. I don't think it creates a conflict and I don't think it affects the museum.

Mr. Stowe stated. How long will the markers be up?

Ms. Ingram stated. The application states no more than 90 days.

Mr. Jones closed the Public Hearing.

Ms. Jackson stated. The letter you submitted with your application indicates September 2026 until Spring 2027.

Ms. Ingram stated. We can set a specific date to have it removed.

Mr. Stowe stated. My concern is about the weather. Will it still look nice?

Mr. Jones stated. Is there a specific date within the 6-month time period?

Ms. Ingram stated. Why don't we go with January 15, 2027, as long as they still looks nice?

Mr. Stowe made a motion to approve Certificate of Appropriateness PZ25-00387, the LOVE sign with condition that the sign is removed from the parcel by December 31, 2026. Mr. Weller second the motion. The motion was approved by a 6-0 vote.

Mr. Castillo made a motion to approve historical highway markers on condition that the marker must be placed on Main Street, either at the same distance from Sutherlin Avenue as the existing marker is from Holbrook Avenue or positioned so that both markers are equidistant from each other. Mr. Stowe second the motion. The motion was approved by a 6-0 vote.

E. APPROVAL OF MINUTES FROM JUNE 11, 2026

June 11, 2026, minutes were approved by a unanimous vote

F. STAFF UPDATES

- Miguel Castillo was introduced as the new Architectural Review Board member.
- Members were informed of the safety considerations from the City Building Inspector at 116 S. Market Street and the forthcoming sidewalk closure in the immediate area.
- Members were informed of the City Council appeal by Austin Bunn of the ARB's unanimous decision to deny Certificate of Appropriateness PZ26-00327, filed by Garrett Shifflett, to approve the previously installed address sign at Parcel 21670 (553 Lynn Street). This COA was denied at the June 11 meeting. A motion to deny with condition that both signs are removed and replaced with smaller signs within the 32 square foot allowance by Mr. Stowe; Seconded by Mr. Weller. Approved 6-0.

With no further business, the meeting adjourned at 10:31 a.m.

Approved By: _____