



ARCHITECTURAL REVIEW BOARD REGULAR MEETING AGENDA

4TH FLOOR CONFERENCE ROOM

September 10, 2026

10:00 AM

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

1. Demolition of structure at Parcel ID 22637 (633 Monument Street).
2. Demolition of structure at Parcel ID 21584 (645 Monument Street)
3. Certificate of Appropriateness application PZ26-00457 filed by Lynn Partners, LLC for exterior renovations at Parcels 25198, 22862, and 22861 (300 Lynn Street, 411 Loyal Street, and 417 Loyal Street).
4. Certificate of Appropriateness application PZ26-00455 filed by Dan Hotel River St LLC for new signage at Parcel 01078 (100 River Street).
5. Certificate of Appropriateness application PZ26-00469 filed by Shelton Street LLC to retroactively approve one (1) of the previously installed signs at Parcel 21670 (553 Lynn Street).
6. Certificate of Appropriateness application PZ26-00465 filed by Episcopal Church of the Epiphany for removal of two (2) crosses on the roof at Parcel 26403 (781 Main Street).
7. Certificate of Appropriateness application PZ26-00472 filed by the City of Danville Public Works Department for removal and replacement of terrazzo with concrete at Parcel 25140 (310 Main Street).
8. Request for a Certificate of Appropriateness to construct a 125 room apartment complex at 601 Lynn Street (Parcel ID 21748).

D. APPROVAL OF MINUTES

1. 08-13-2026 ARB minutes

E. STAFF UPDATES

1. Local Historical Marker Program

F. ADJOURN

STAFF REPORT

DATE: September 10, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Demolition of structure at Parcel ID 22637 (633 Monument Street).

SUMMARY

633 Monument Street contains a single family structure that was constructed in 1889. The structure is documented in the 1978 inventory that was used to create the Tobacco Warehouse and Residential Historic District as in "good" condition and that it had been "altered." There are no other descriptive details in the inventory. The period of significance for the district is listed as 1875-1920. The inventory did not identify structures as contributing or non-contributing. The date of construction for 633 Monument Street is within the period of significance. However, it was noted in 1978 that the structure was altered.

Based on the 1978 photograph, the structure has received further alterations since 1978 that include the construction of a rear addition, siding and faux block surface panels added to the front facade, steps and perimeter retaining wall.

The applicant, Public Works, on behalf of the Industrial Development Authority (IDA), has requested approval from the ARB to demolish 633 Monument Street to allow for the development and construction of a parking structure.

Below is the excerpt of the Design Guidelines with staff's response to each in red.

1.3.3 Demolitions and Razing

The demolition or razing of a historic building or any of its features is antithetical to historic preservation but is necessary at times. Demolition is justifiable when it becomes financially implausible to restore a historic building or historic features of a building. The ARB considers the following in regard to applications to demolish or raze:

- Effect on adjoining historic properties **The adjoining properties are vacant land. There are only two (2) structures on the block of Monument Street and both are subject of a demolition application.**
- How does the building relate to its setting? **The setting is vacant land across the street with a PUD for development as an apartment complex and newly constructed town home development.**
- Significance of age, design, structure, or material, such that it would be difficult or very

expensive to replicate. The style, design or time period of construction is not significant. The structure has undergone numerous alterations.

- Does the building have architectural merit? There is no architectural merit to the structure.
- What is the building's significance? There is no significance to the building.
- Is the building rare in style or workmanship? There is no rarity in the style or workmanship of the structure.
- What is the building's condition or integrity? The building is in good condition with low historical integrity.
- The property owner's ability to utilize the structure in a reasonable and beneficial manner. The structure may be used as a single family dwelling. However, the use of the land for a parking structure is beneficial to the development of the district.
- Is the building limited in terms of adaptive reuse? yes
- What is the planned new use that cannot fit into the existing material? A parking structure requires a larger footprint than the available vacant land, without demolition, to be accommodating and beneficial to the growth of the district.
- Impact on the Comprehensive Plan's goals for historic preservation and district development. While demolitions are not taken lightly, nor encouraged, there are times when they occur for the benefit of the district as a whole. This is one of those times. The demolition is not proposed on a structure that has historic significance or unaltered details. The demolition is proposed with a specific end use that will be available to all that will live and visit the district.

RECOMMENDATION

Staff recommends approval of the demolition of Parcel ID 22637 (633 Monument Street) for the construction of a parking structure. The application for demolition is for an altered structure that has no historic or architectural significance. The demolition would allow for the construction of a parking structure that would benefit and encourage the growth of the district.

ATTACHMENTS

1. Application
2. 1978 Inventory_633 Monument

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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#): 633 & 645 Monument St

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

Improvement Description: The houses/structures at 633 & 645 to undergo asbestos removal and demolition.

The parcels will be returned to adjacent grades and the area will be seeded. The removal of the houses will
finalize the IDA owned parcels to be combined.

Are you aware of the federal and state tax credits for potential reimbursement or credit of substantial rehabilitation project expenses?

☐ Yes ☒ No

Would you like more information about these programs?

☐ Yes ☐ No


Applicant Signature

9/1/20
Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by _____

Notary Public

Registration No.: _____

Expires: _____

1. SITE I.D. NO

2. INDUSTRIAL CLASSIFICATION

NACIN INVENTORY

Department of the Interior, Washington, D.C. 20240

3. PRIORITY

4. DANGER OF DEMOLITION?
(SPECIFY THREAT)☐ YES ☐ NO ☐ UNKNOWN

5. DATE

6. GOVT SOURCE OF THREAT

OWNER

ADMIN

1889

8. NAME(S) OF STRUCTURE

7. OWNER/ADMIN

Clarence E. Etkin

9. OWNER'S ADDRESS

633 Monument St.
Danville, Va.

10. STATE COUNTY NAME

CITY/VICINITY

CONG. DIST.

STATE COUNTY

COUNTY NAME

CITY/VICINITY

CONG. DIST.

11. SITE ADDRESS (STREET & NO.)

633 Monument St.
Danville, Va. 24541

12. EXISTING SURVEYS

☐ NR☐ NHL☐ HABS☐ HAER-I☐ HAER☐ NPS☐ CL6

13. SPECIAL FEATURES (DESCRIBE BELOW)

☐ INTERIOR INTACT☐ EXTERIOR INTACT☐ ENVIRONS INTACT

14. UTM ZONE

EASTING

NORTHING

SIGN

SCALE

☐ 1:24☐ 1:62.5

QUAD NAME

UTM ZONE

EASTING

NORTHING

SIGN

SCALE

☐ 1:24☐ 1:62.5

QUAD NAME

15. CONDITION

☐ 70 EXCELLENT☐ 71 GOOD☐ 72 FAIR☐ 73 DETERIORATED☐ 74 RUINS☐ 75 UNEXPOSED☐ 76 ALTERED☐ 77 DESTROYED☐ 78 DEMOLISHED

16. INVENTORIED BY

G. Grant

AFFILIATION

HAER Danville Inventory

DATE

Summer 1978

17. DESCRIPTION AND BACKGROUND HISTORY, INCLUDING CONSTRUCTION DATES, HISTORICAL DATES, PHYSICAL DIMENSIONS, MATERIALS, EXISTANT EQUIPMENT, AND IMPORTANT BUILDERS, ENGINEERS, ETC.

The 1889 land book records that this house was built by Robert R. Motley.

18. ORIGINAL USE

House

PRESENT USE

House

ADAPTIVE USE

(CONT OVER)

19. REFERENCES—HISTORICAL REFERENCES, PERSONAL CONTACTS, AND/OR OTHER

1894 Sanborn Insurance map
1894-95 City Directory
1889-90 Land books

Dead Books:

587 p. 40
356 p. 281
255 p. 201
195 p. 93
193 p. 429

149 p. 28
138 p. 255
137 p. 93
100 p. 48
99 p. 60

53 p. 434
33 p. 211

(CONT OVER)

20. URBAN AREA 50,000 POP. OR MORE?

☐ YES ☒ NO

21. NPS REGION

☐ YES ☒ NO

22. PUBLIC ACCESSIBILITY

☐ YES, LIMITED☐ YES, UNLIMITED☐ UNKNOWN

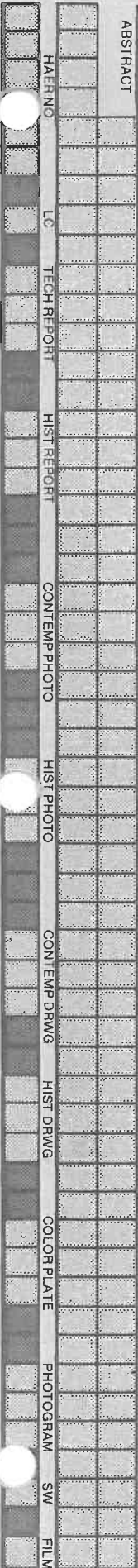
24. LOCATED IN HISTORIC DISTRICT?

☐ YES ☒ NO

NAME

DISTRICT I.D. NO

23. EDITOR INDEXER



STAFF REPORT

DATE: September 10, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Demolition of structure at Parcel ID 21584 (645 Monument Street)

SUMMARY

645 Monument Street contains a single family structure with an unknown date of construction. The structure is not present in the 1978 inventory that was used to create the Tobacco Warehouse and Residential Historic District. The period of significance for the district is listed as 1875-1920.

It can be concluded that the structure has been altered since based on the presence of siding, wrought iron porch railings and faux block surface panels added to the foundation wall.

The applicant, Public Works, on behalf of the Industrial Development Authority (IDA), has requested approval from the ARB to demolish 645 Monument Street to allow for the development and construction of a parking structure.

Below is the excerpt of the Design Guidelines with staff's response to each in red.

1.3.3 Demolitions and Razing

The demolition or razing of a historic building or any of its features is antithetical to historic preservation but is necessary at times. Demolition is justifiable when it becomes financially implausible to restore a historic building or historic features of a building. The ARB considers the following in regard to applications to demolish or raze:

- Effect on adjoining historic properties **The adjoining properties are vacant land. There are only two (2) structures on this block of Monument Street and both are the subject of a demolition application.**
- How does the building relate to its setting? **The setting is vacant land across the street set for development as an apartment complex and newly constructed town home development.**
- Significance of age, design, structure, or material, such that it would be difficult or very expensive to replicate. **The style, design or time period of the structure is not significant. The structure has undergone numerous alterations.**
- Does the building have architectural merit? **There is no architectural merit to the structure.**
- What is the building's significance? **There is no significance to the building.**
- Is the building rare in style or workmanship? **There is no rarity in the style or workmanship of**

the structure.

- What is the building's condition or integrity? The building is in good condition with low historical integrity.
- The property owner's ability to utilize the structure in a reasonable and beneficial manner. The structures may be used as single family dwellings. However, the use of the land for a parking structure is beneficial to the development of the district.
- Is the building limited in terms of adaptive reuse? yes
- What is the planned new use that cannot fit into the existing material? A parking structure requires a larger footprint than the available vacant land to be accommodating and beneficial to the growth of the district.
- Impact on the Comprehensive Plan's goals for historic preservation and district development. While demolitions are not taken lightly, nor encouraged, there are times when they occur for the benefit of the district as a whole. This is one of those times. The demolish is not proposed on a structure that has historic significance or unaltered details. The demolition is proposed with a specific end use that will be available to all that will live and visit the district.

RECOMMENDATION

Staff recommends approval of the demolition of Parcel ID 21584 (645 Monument Street) for the construction of a parking structure. The application for demolition is for an altered structure that has no historic or architectural significance. The demolition would allow for the construction of a parking structure that would benefit and encourage the growth of the district.

ATTACHMENTS

1. Application

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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 - 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;
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Improvement Description: The houses/structures at 633 & 645 to undergo asbestos removal and demolition.

The parcels will be returned to adjacent grades and the area will be seeded. The removal of the houses will finalize the IDA owned parcels to be combined.

Are you aware of the federal and state tax credits for potential reimbursement or credit of substantial rehabilitation project expenses?

☐ Yes ☒ No

Would you like more information about these programs?

☐ Yes ☐ No



Applicant Signature

9/1/20

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by _____

Notary Public

Registration No.: _____

Expires: _____

STAFF REPORT

DATE: September 10, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness application PZ26-00457 filed by Lynn Partners, LLC for exterior renovations at Parcels 25198, 22862, and 22861 (300 Lynn Street, 411 Loyal Street, and 417 Loyal Street).

SUMMARY

Certificate of Appropriateness application PZ26-00457, filed by Lynn Partners, LLC, for exterior renovations at Parcels 25198, 22862, and 22861 (300 Lynn Street, 411 Loyal Street, and 417 Loyal Street). The subject properties are associated with the Danville Tobacco Warehouse and Residential Historic District from the Virginia Department of Historic Resources. The Gothic Revival-style industrial building at 300 Lynn Street is also known as the C.R. Thomas Building. It was originally built by W.T. Sutherlin in 1855 as a tobacco factory. In 1863, it was turned over to the Confederacy and served as Federal Prison No. 6. W.Y. Noell later acquired the building in 1915 and completely gutted and renovated the inside, while the outside mostly remained intact. Floor heights were altered, and the windows were relocated for the changes. It is also possible that the roof was raised.

W.T. Sutherlin also constructed two (2) factories with decked gables at 411 and 417 Loyal Street in 1885. They were originally built as an addition to the factory at 300 Lynn Street. According to the Virginia Department of Historic Resources, these structures resemble characteristics typical of Danville contractor, T.B. Fitzgerald. In 1916, a three (3)-story flat-roofed building was constructed between the two buildings. Jarret Welding Co. operated in this structure in the 1930s. Over time, the first floor openings were altered, and the brick around some of the windows was repointed.

For the subject properties, the applicant submitted a description of the proposed exterior renovations shown in **Exhibit A: Description of Work**. The proposed exterior renovations are as follows:

Roof:

- Replace the existing EPDM roofing with new TPO roofing.
- Install rigid insulation above the existing roof decking. The resulting increase in roof height will be minimal and will be concealed by the existing parapets.
- Install sheet metal caps on the existing parapets.
- Replace the existing roof drainage components with new aluminum scuppers and round

downspouts.

- Retain and repaint the existing, non-historic, curved metal awning and steel brackets along Loyal Street.

The board has the following options for a potential motion:

- Motion to approve proposed roof renovations as submitted.
- Motion to approve proposed roof renovations with conditions as determined by the ARB.
- Motion to deny proposed roof renovations.

Exterior Walls:

- Clean the exterior brick walls using the gentlest means possible.
- Repoint deteriorated mortar joints as necessary using a compatible mortar matched to the existing masonry in strength, texture, tooling, and color. Repointing will be limited to areas requiring repair.
- Paint portions of the exterior brick where necessary to provide a protective coating and help mitigate further deterioration resulting from previous sandblasting and inappropriate repointing. Buildings at 411 and 417 Loyal Street will be painted SW 7598 Sierra Redwood along Loyal Street, with gray banding at the lower portions to relate visually to 300 Lynn Street. At 300 Lynn Street, existing sign bands will be repainted where physical and historical evidence supports their presence. The previously painted and sandblasted brick between the scored stucco and the second floor window sills of 300 Lynn Street will also be painted dark gray to match the upper stucco band.
- Repair the deteriorated scored stucco and replace missing areas. Repaint the stucco in a gray color scheme as shown on the project renderings.

Note. The UDC Sign Standard for RD is 1 sq. ft. per linear foot of wall, up to 32 sq. ft. If the submitted architectural drawing is true to scale, the proposed sign will be approximately 29.18 sq. ft. The applicant is still required to obtain a sign permit even after ARB approval.

The board has the following options for a potential motion:

- Motion to approve proposed exterior wall renovations as submitted.
- Motion to approve proposed roof renovations with conditions as determined by the ARB.
- Motion to approve proposed exterior wall renovations with the following conditions:
 - Avoid painting masonry entirely, and instead, use 100% vapor permeable protection where necessary;
 - Replace stucco only in places where historically supported; and
 - Obtain required sign permit(s).
- Motion to deny proposed exterior wall renovations.

Windows:

- Remove modern infill at window openings where indicated in the drawings.
- Remove the remaining deteriorated historic wood windows and replace them with new windows based on the size, proportions, profiles, and configurations of the historic units and available photographs.
- Install new 6/1 double-hung aluminum-clad wood windows at historic window openings. Simulated divided lights will include interior and exterior muntins with internal spacer bars to

replicate the appearance of true divided light windows.

- Install paired 4/4 double-hung aluminum-clad wood windows with a central mullion at the four center bays of 300 Lynn Street. The proposed configuration is based on the existing openings and available historic photographic documentation.
- Remove the non-historic storefront and plate glass windows at 300 Lynn Street and replace them with new aluminum-frame storefront systems that are compatible with the building's architectural character and are configured as shown on the elevation drawings.
- Install a single-light aluminum-frame storefront window within the existing opening on the west elevation of the boiler room, facing the western alley.
- Install a 1/1 aluminum-clad window in a former non-historic door opening on the southern alley. Brick will be toothed in below the window sill.

The board has the following options for a potential motion:

- Motion to approve proposed window renovations as submitted.
- Motion to approve proposed window renovations with conditions as determined necessary by the ARB.
- Motion to approve proposed window renovations with the following conditions:
 - All windows utilize true-divided lights or simulated divided lights.
- Motion to deny proposed window renovations.

Exterior Doors:

- Remove existing exterior doors and non-historic infill within former door openings as indicated in the drawings.
- At the primary corner entrance on Lynn Street, install a new aluminum-frame storefront system consisting of a single door, sidelight, and transom, sized to fit the existing opening.
- At the main restaurant entrance on Lynn Street, install a new aluminum-frame storefront system consisting of double-leaf, full-light doors and a three-light transom within the existing opening.
- Convert the window opening in the southernmost bay of the east elevation to an egress door opening fitted with a full-light storefront door.
- Convert the existing window opening in the southern alley to a door opening with a single-light transom and metal door, as shown on the elevation drawings.
- Install a new solid metal utility door in the historic wall on the north elevation to provide access to the East Stair. The door will be painted to blend with the surrounding wall.
- Within the historic and modern loading-door openings, install new recessed storefront systems designed to emphasize the appearance of the openings as voids. Framing will be limited to the minimum necessary and finished in a dark color. The storefront assemblies will be recessed within the masonry openings rather than installed flush with the face of the brick. Tinted glass will further reinforce the appearance of the openings as voids. The storefront assemblies will be recessed within the masonry openings rather than flush with the face of the brick. Brick will be toothed in below the sill where necessary to accommodate the raised interior floor height where there was previously a ramp.
- Remove the non-historic single-leaf door located below a window and infill the opening with toothed-in brick.
- Retain and repair the historic wood transom above the existing building's loading door opening, between 411 and 417 Loyal Street. The loading door opening will remain visually open to preserve its appearance as a void. A new recessed entry bay will be constructed behind the opening to provide access to the West Stair and Trash Room. The exterior wall of the recessed bay will be clad in large-profile horizontal metal siding with a dark finish to

minimize its visual impact and allow the historic opening to read as a void. The door to the West Stair will be a full-light storefront and the doors to the Trash Room will be new solid metal utility doors.

- Remove the existing boiler room door and transom and replace them with a single-light aluminum-frame storefront window installed within the existing opening.
- Near the southern alley and facing Lynn Street, remove a portion of the existing historic exterior wall below the existing opening to extend to an adequate size for a new door where it was once infilled.

The board has the following options for a potential motion:

- Motion to approve proposed exterior door renovations as submitted.
- Motion to approve proposed roof renovations with conditions as determined by the ARB.
- Motion to approve proposed exterior door renovations with the following conditions:
 - Only install sidelights and transoms where historically supported;
 - All windows utilize true-divided lights or simulated divided lights;
 - Retain window openings only for windows;
 - Avoid tinted and reflective glass;
 - Ensure toothed-in brick is reused from the site and/or matches existing masonry;
 - Ensure metal siding is made of a compatible metal, such as aluminum;
 - Retain existing, historic sidelights, transoms, pediments, and door surrounds; and
 - Retain masonry in and around historic window and door openings
- Motion to deny proposed exterior door renovations.

Site:

- Remove the non-historic shed and miscellaneous equipment from the southern alley.

The board has the following options for a potential motion:

- Motion to approve proposed site renovations as submitted.
- Motion to approve proposed site renovations with conditions as determined necessary by the ARB
- Motion to deny proposed site renovations.

ARDG EXCERPTS

Chapter 2: Standards for Existing Buildings and Structures

Introduction

- *Identify, preserve, and maintain character-defining features of a building (such as roofs, walls, porches, windows, and architectural features or trim).*
 - *Preserve original materials to maintain historical integrity of the building(s) and the ARO.*
- *Repair and stabilize deteriorated building components.*
 - *Repair parts of a building component rather than replacing the entire component.*
 - *Use in-kind or like materials to mimic the original dimensions, scale, color, texture, detailing, etc.*
 - *Salvage (consolidate and conserve) historic materials for reuse*
- *Replace deteriorated components only if they are beyond repair with in-kind materials.*
 - *Use substitute materials only if they are compatible in appearance and design.*
 - *Use physical or documentary evidence (such as historic photographs) to replace missing components or to create replicas.*
- *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.*
 - *When in doubt, consult with a historic preservationist or a preservation architect.*

2.1 ARB Review

Requiring ARB Review:

- *Painting walls, foundations, or trim, as deemed necessary by Staff.*
- *Painting, staining, or limewashing unpainted masonry on any portion of a building or structure.*
- *Applying sealants, stucco, or other finishes to masonry.*
- *Installing new signs and illumination.*
- *Replacing roofing material with a new material.*
- *Removing/replacing drainage elements (such as dormers) that alter the roof shape and profile, porch or storefront, awnings, or windows.*
- *Removing/enclosing any porch or storefront feature.*

2.3 Walls, Foundations, Architectural Features, and Trim

- *Structural walls and foundations are the backbone of any building. Ensuring their upkeep maintains the integrity and longevity of a property.*
- *Retain and repair original exterior wall cladding, foundation materials, architectural features, and trim.*
- *Replace, within in-kind materials, deteriorated or damaged historical features only when repair is not an option.*
- *Architectural features and trim shall be reused or recreated in their original materials, unless otherwise approved by the ARB.*
- *Do not cover or enclose architectural features, masonry, wood siding, or trim.*
- *Match masonry and mortar material type, pattern, joints, color, and texture. Brick and stone replacement should be installed to replicate the appearance of traditional, load-bearing masonry.*
 - *Replacement bricks must mirror the original in size, color, and texture.*
- *Repointed mortar joints should match the old joints in color, size, texture, composition, and profile.*
 - *Only lime-based mortar is appropriate in buildings constructed before the 1920s.*
 - *Mortar should only be removed using hand tools.*

- Do not paint, stain, or otherwise coat masonry buildings if they have not previously been painted, stained, or coated.
- If the composition of the mortar is unknown, proper testing should be administered.
- Masonry is absorbent and needs to release moisture to avoid cracking and spalling. Applying sealants, chemicals, or paint interferes with this process, traps moisture, and causes permanent damage. Spalling can also occur when damaged masonry is patched with an inferior or incompatible material, which should be avoided.

2.4 Roofs, Dormers, Drainage Systems, and Chimney/Flues

- Retain and repair roof accessories, such as chimneys, dormers, and decorative elements (i.e., cresting, snow guards, or finials).

2.5 Porches, Entries, Storefronts, and Awnings

- Retain existing porches and storefronts as well as any character-defining features.
 - Original plate glass storefronts should be retained.
- Restore or reproduce porch or storefront structural elements rather than alter the style of the porch/storefront.
- If an element must be replaced, use components that match the existing element in material and design, including dimension, detailing, color, and texture.
- Ground-floor storefronts should have a minimum of 60% or more glazed area.
- The metal frames for storefront glazing should be a minimum of two (2) inches wide.
- Storefront security gates, if needed, must be open grillwork, and must be installed on the interior so that they are completely hidden from view when the store is open.
- Replace original doors only if they are deteriorated beyond repair.
- Do not change the size of a door opening.
- Do not fill in transoms and sidelights.
- Only add a transom or sidelight to a door if there is sufficient documented support of their historical existence.
- Exterior doors and surrounding details should be appropriate to the period of the structure.
 - Original detailing (such as sidelights, transoms, pediments, and surrounds) should be retained.
- Decorative door surrounds that are a character-defining feature of a building should not be removed.
- Exterior flush or paneled metal doors may be appropriate for basement level entrances on side or rear yards.
- Aluminum storefront doors must be wide-stile; narrow or medium-stile aluminum doors are not appropriate.
- Awning forms, style, fabric, and color(s) should be appropriate to the historical style of the building to which they are attached.
 - Shed or sloped awnings are appropriate in the ARO.
- Awnings should not overwhelm or obscure the architecture and decorative features of historic buildings.

2.6 Windows and Shutters

- Maintain original window openings and configurations, as windows are character-defining features.
- Retain original window glass, if possible, as it has architectural qualities that cannot be replicated.
 - Replace single-glazed windows on the façade with single panes. Double-glazed windows

may be considered for secondary building walls.

- *Glazing must be clear, non-reflective, and without tint. Reflective and/or tinted glass is not appropriate.*

- *Low-E (low-emission) glass is encouraged for energy conservation.*

- *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.*

- *Do not replace historic windows with modern windows that do not match the size of the opening, the glazing exposure, or architectural features and profiles.*

- *Replacement windows must have true-divided lights (TDL), meaning that they must be divided by real muntins. Replacement windows with "snap-on" muntins (or vinyl muntins placed in between two (2) sheets of undivided glass) do not have the same appearance or dimension as windows with individually divided lights and are thereby prohibited.*

- *When permitted, double-glazed (insulated) windows must have permanently affixed muntins on both the interior and exterior of the glass, with spacer bars between the glass. These are typically referred to as simulated divided light (SDL) windows.*

- *Ensuring that spacer bars in between double panes of glass are the same color as the window sash.*

- *The exterior of sash muntins must have a putty-glazed profile; the interior of sash muntins may have any profile.*

- *New physical security items (bars, screens, and so on) are only allowed on the inside of windows, not on the outside, except on building walls not visible from the public right-of-way. Retaining original security items is allowed.*

- *Skylights should not be located on any roof section facing public rights-of-way.*

- *Low or flat profile glass skylights are preferred. Round or domed acrylic skylights are strongly discouraged.*

2.10 Materials, Finishes, and Forms

Windows — Prohibited Materials: Reflective or tinted glass

Walls & Foundations — Materials Requiring Review: Lightly-finished stucco, Aluminum siding

Architectural Features & Trim — Materials Requiring Review: Sheet metal (for parapet coping)

Roofing — Materials Requiring Review: TPO (Commercial Only)

Gutters & Downspouts — Materials Requiring Review: Aluminum

Windows — Materials Requiring Review: Aluminum-clad wood, Double-glazing on façades where single-glazing exists.

Doors — Materials Requiring Review: Metal

Awnings & Canopies — Materials Requiring Review: Metal

Chapter 3: Standards for New Construction

3.8 Materials

Construction Materials & Exterior Cladding — Materials Requiring Review: Metal panels

Chapter 5: Sign Guidelines

5.1 ARB Review Levels

Requiring ARB Review:

- *All new signs*

Sign COA Requirements:

- *A measured and rendered drawing of the sign design, including logs and graphics;*

- *The dimensions of the sign and its base;*
- *Proposed materials and colors*

5.2 General Design Principles

- *When installing a sign, the applicant must consider the sign area as defined by the UDC.*
- *Existing, historical signs of any type should be preserved and/or restored whenever possible.*

5.7 Wall Signs

- *Painted signs require ARB approval.*
 - *Painted signs may be painted on a signboard or directly onto masonry walls.*

RECOMMENDATION

Planning staff recommends the following with regard to Certificate of Appropriateness application PZ26-00457, filed by Lynn Partners, LLC, for exterior renovations at Parcels 25198, 22862, 22861 (300 Lynn Street, 411 Loyal Street, and 417 Loyal Street):

Roof: Motion to approve proposed roof renovations as submitted.

Exterior Walls: Motion to approve proposed exterior wall renovations with the following conditions:

- Avoid painting masonry entirely, and instead, use 100% vapor permeable protection where necessary;
- Replace stucco only in places where historically supported; and
- Obtain required sign permit(s).

Windows: Motion to approve proposed window renovations with conditions as determined necessary by the ARB.

Exterior Doors: Motion to approve proposed exterior door renovations with the following conditions:

- Only install sidelights and transoms where historically supported;
- All windows utilize true-divided lights or simulated divided lights;
- Retain window openings only for windows;
- Avoid tinted and reflective glass;
- Ensure toothed-in brick is reused from the site and/or matches existing masonry;
- Ensure metal siding is made of a compatible metal, such as aluminum;
- Retain existing, historic sidelights, transoms, pediments, and door surrounds; and
- Retain masonry in and around historic window and door openings

Site: Motion to approve site renovations as submitted.

ATTACHMENTS

1. Application
2. Exhibit A: Description of Work
3. Historic and Current Exterior Photos
4. Architectural Drawings



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 #: PZ26-00457 ARB Meeting Date: Sept. 10
Date Received: Aug. 19 Received By: Williams
Parcel ID: 25198, 22862, 22861 Zoning District: RD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Lynn Partners, LLC
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#): 300 Lynn St / 411 Loyal St / 417 Loyal St

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

Improvement Description: Adaptive reuse project renovating abandoned warehouse/machine shop into 54 residential units as well as 1 small commercial space facing Lynn St.

Are you aware of the federal and state tax credits for potential reimbursement or credit of substantial rehabilitation project expenses?

☒ Yes ☐ No

Would you like more information about these programs?

☐ Yes ☒ No


Applicant Signature

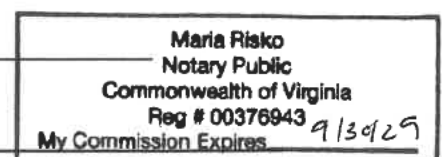
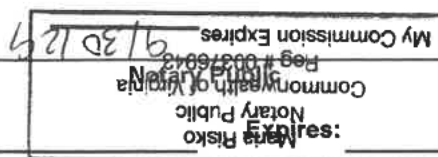
8/18/26
Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 18 day of August, 2026 by Maria Risko

Registration No.: 00376943



DANVILLE, VA

Owner's Signature
(if not applicant)

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 18 day of August, 2024 by Maria Risko



Notary Public

Maria Risko
Notary Public
Commonwealth of Virginia
Reg # 00376943
My Commission Expires 9/30/29

Registration No.: 00376943

Expires: 9/30/29

OVERVIEW

Existing: The former tobacco factory complex consists of four interconnected brick sections constructed between ca. 1855 and 1916, reflecting several phases of construction and use. For clarity, the sections are identified as A through D.

Section A, the principal block, was constructed circa 1855 as a three-story Gothic Revival–style tobacco factory. The building was substantially remodeled in 1916 following its acquisition by W.Y. Noell and Son. At that time, the original turrets were removed, and the building was expanded to four stories, resulting in the four-story brick building seen today.

Sections B and D were constructed in 1885 as tobacco-related buildings. Section B was added to Section A, while Section D originally functioned as a separate dry prizery. In 1916, Section C was constructed between Sections B and D, connecting the three buildings and creating the unified complex that exists today. The different construction periods remain evident in the building’s varying floor heights and roof forms.

The complex continued to operate as a tobacco factory until 1937. Section A was subsequently converted to a general merchandise store, while Sections B through D were used by a welding company. Later alterations associated with these uses include modern loading doors, steel windows, and modern storefront systems, which postdate the period of significance for the Danville Tobacco Warehouse & Residential Historic District, which ends in 1932, and therefore constitute non-contributing modifications.

Proposed: The property will be rehabilitated for mixed-use development, including a ground-floor restaurant and 54 apartment units.

ROOF

Existing Conditions: Section A has a flat roof with a low parapet. The roofing material is EPDM. Roof drainage is provided by scuppers and round downspouts that discharge into the southern alley. Behind Section A are two front-gable-roofed sections (Sections B and D) with a central flat-roofed section (Section C). These roof areas have brick parapets on the north and south sides. Elevator penthouses project above the roofs of Sections A and D. A curved metal awning with decorative steel brackets projects from the north side elevation of Section D.

Proposed Work:

- Replace the existing EPDM roofing with new TPO roofing.
- Install rigid insulation above the existing roof decking. The resulting increase in roof height will be minimal and will be concealed by the existing parapets.
- Install sheet metal caps on the existing parapets.
- Replace the existing roof drainage components with new aluminum scuppers and round downspouts.
- Retain and repaint the existing curved metal awning and steel brackets along Loyal Street.

EXTERIOR WALLS

Existing Conditions: The exterior walls are constructed of common bond red brick, with segmental arches over many of the historic window and door openings. The brick was previously painted, but the paint was later removed through sandblasting or other abrasive methods, resulting in damage to the brick faces. Numerous areas of prior repointing are also visible, including repairs that are visually incompatible with the historic masonry. The first-floor exterior walls of Section A are finished with scored stucco.

Proposed Work:

- Clean the exterior brick walls using the gentlest means possible.
- Repoint deteriorated mortar joints as necessary using a compatible mortar matched to the existing masonry in strength, texture, tooling, and color. Repointing will be limited to areas requiring repair.
- Paint portions of the exterior brick where necessary to provide a protective coating and help mitigate further deterioration resulting from previous sandblasting and inappropriate repointing. Buildings B, C, and D will be painted SW 7598 Sierra Redwood along Loyal Street, with gray banding at the lower portions to relate visually to Section A. On Section A, existing sign bands will be repainted where physical and historical evidence supports their presence. The previously painted and sandblasted brick between the scored stucco and the second floor window sills of Section A will also be painted dark gray to match the upper stucco band.
- Repair the deteriorated scored stucco and replace missing areas. Repaint the stucco in a gray color scheme as shown on the project renderings.

WINDOWS

Existing Conditions: Most of the windows in Section A have been infilled with brick or with metal panels. Four historic wood double-hung 6/6 windows with wood sills remain on the first floor. These windows are in poor condition, including deterioration of the sash and frames, and are considered beyond repair.

The Section A storefront configuration dates to the building's 1937 conversion into a general merchandise store. It consists of aluminum storefront windows with five-light transoms, along with single-light plate glass windows installed within arched openings.

Section B contains wood double-hung 6/6 windows with rowlock brick sills. These windows are in poor condition and are considered beyond repair. Sections C and D contain non-historic steel windows associated with the building's later industrial use. In Section D, one wood double-hung 6/6 window remains on the first floor. The west elevation of Section D has no extant windows, with the openings filled with CMU.

Proposed Work:

- Remove modern infill at window openings where indicated on the drawings.
- Remove the remaining deteriorated historic wood windows and replace them with new windows based on the size, proportions, profiles, and configurations of the historic units and available photographs.
- Install new 6/6 double-hung aluminum-clad wood windows at historic window openings. Simulated divided lights will include interior and exterior muntins with internal spacer bars to replicate the appearance of true divided light windows.
- Install paired 4/4 double-hung aluminum-clad wood windows with a central mullion at the four center bays of Section A. The proposed configuration is based on the existing openings and available historic photographic documentation.
- Remove the non-historic storefront and plate glass windows at Section A and replace them with new aluminum-frame storefront systems that are compatible with the building's architectural character and are configured as shown on the elevation drawings.
- Install a single-light aluminum-frame storefront window within the existing opening on the west elevation of the boiler room, facing the western alley.
- Install a 1/1 aluminum-clad wood window in a former non-historic door opening on the southern alley. Brick will be toothed in below the window sill.

EXTERIOR DOORS

Existing Conditions: The building contains exterior doors of varying types and periods on the north, east, and south elevations. The existing conditions reflect multiple alterations over time, including infilled openings, non-historic replacements, and modifications associated with later uses.

The east elevation (Lynn Street) contains two door openings in Section A. One is a non-historic aluminum double-door entrance at the front corner, while the other contains non-historic double doors that do not fully fill the existing door opening.

The north elevation (Loyal Street) contains five door openings. Several retain evidence of historic freight openings, including brick segmental arches, although existing doors are largely non-historic. These include wood garage doors, steel doors, and modern pedestrian doors.

The south elevation, facing the alley, contains two door openings, both with non-historic doors. One is located within a larger infilled historic freight door opening. The boiler room at the rear of the southern alley contains a wood door with a transom. The boiler room is a later addition and falls outside the district's period of significance.

Proposed Work:

- Remove existing exterior doors and non-historic infill within former door openings as indicated on the drawings.
- At the primary corner entrance on Lynn Street, install a new aluminum-frame storefront system consisting of a single door, sidelight, and transom, sized to fit the existing opening.
- At the main restaurant entrance on Lynn Street, install a new aluminum-frame storefront system consisting of double-leaf, full-light doors and a three-light transom within the existing opening.
- Convert the window opening in the southernmost bay of the east elevation to an egress door opening fitted with a full-light storefront door.
- Convert the existing window opening in the southern alley to a door opening with a single-light transom and metal door, as shown on the elevation drawings.
- Install a new solid metal utility door on the north elevation to provide access to the East Stair. The door will be painted to blend with the surrounding wall.
- Within the historic and modern loading-door openings, install new recessed storefront systems designed to emphasize the appearance of the openings as voids. Framing will be limited to the minimum necessary and finished in a dark color. The storefront assemblies will be recessed within the masonry openings rather than installed flush with the face of the brick. Tinted glass will further reinforce the appearance of the openings as voids. The storefront assemblies will be recessed within the masonry openings rather than flush with the face of the brick. Brick will be toothed in below the sill where necessary to accommodate the raised interior floor height where there was previously a ramp.
- Remove the non-historic single-leaf door located below a window and infill the opening with toothed-in brick.
- Retain and repair the historic wood transom above the existing Section C loading door opening. The loading door opening will remain visually open to preserve its appearance as a void. A new recessed entry bay will be constructed behind the opening to provide access to the West Stair and Trash Room. The exterior wall of the recessed bay will be clad in large-profile horizontal metal siding with a dark finish to minimize its visual impact and allow the historic opening to read as a void. The door to the West Stair will be full-light storefront and the doors to the Trash Room will be new solid metal utility doors.
- Remove the existing boiler room door and transom and replace them with a single-light aluminum-frame storefront window installed within the existing opening.

SITE

Existing Conditions: The complex occupies the SW corner of the intersection of Lynn Street and Loyal Street, with buildings located directly along the sidewalks on the north and east sides. A narrow alley borders the west side of the property, while a wider alley extends along the south side. The southern alley historically contained a separate, unrelated one-story commercial building; portions of its brick façade and a retaining wall remain. The alley also contains a modern transformer, a non-historic shed, and some miscellaneous equipment.

Proposed Work:

- Remove the non-historic shed and miscellaneous equipment from the southern alley.



Photo 1: East and North Elevations, view SW from Lynn Street and Loyal Street



Photo 2: East Elevation, view West from Lynn Street



Photo 3: North Elevation, view South from Loyal Street



Photo 4: North and West Elevations, view SE from Loyal Street



Photo 4A: Exterior Brick Walls, North and West Elevations, Google Streetview 2019 showing painted walls



Photo 4B: Exterior Brick Walls, North and East Elevations, Google Streetview 2019 showing painted walls



Photo 4C: Exterior Brick Walls, detail of typical brick wall condition after poorly executed paint removal



Photo 4D: Windows, 1957 photo of "The Big Store" showing paired 4/4 windows and single 6/6 windows



Photo 4E: Windows, Section A typical conditions: deteriorated rails and stiles, muntins, and glazing

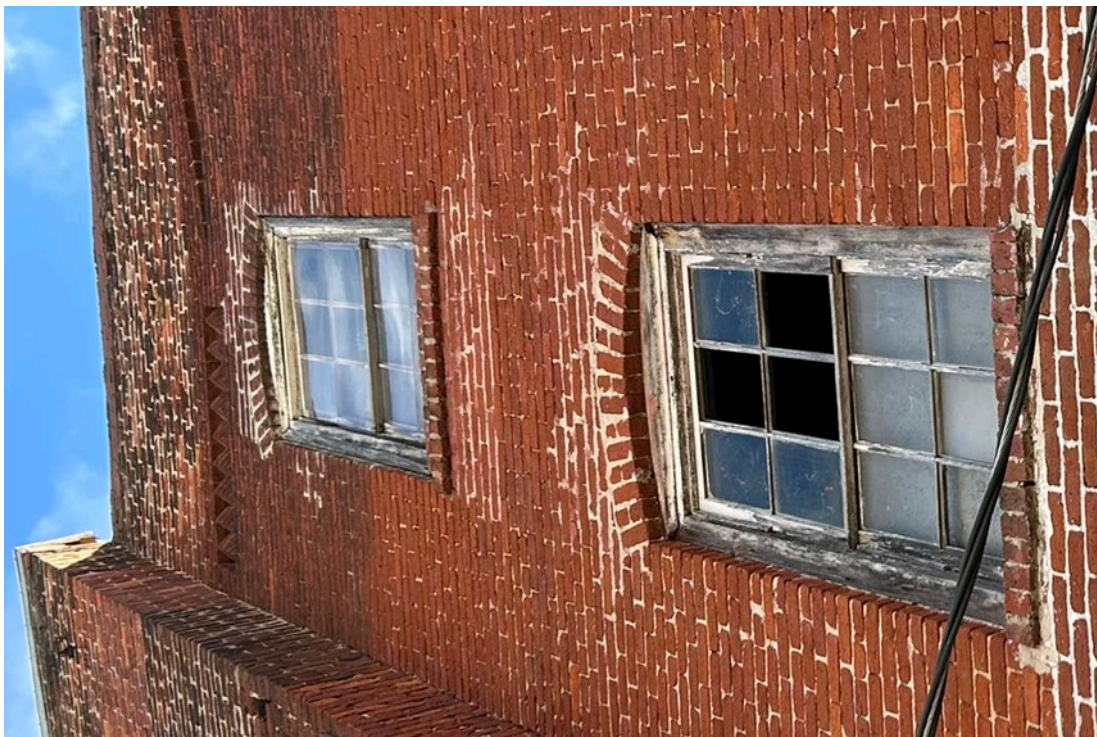


Photo 4F: Windows, Section B typical conditions: rot, deteriorated rails and stiles, muntins, and glazing

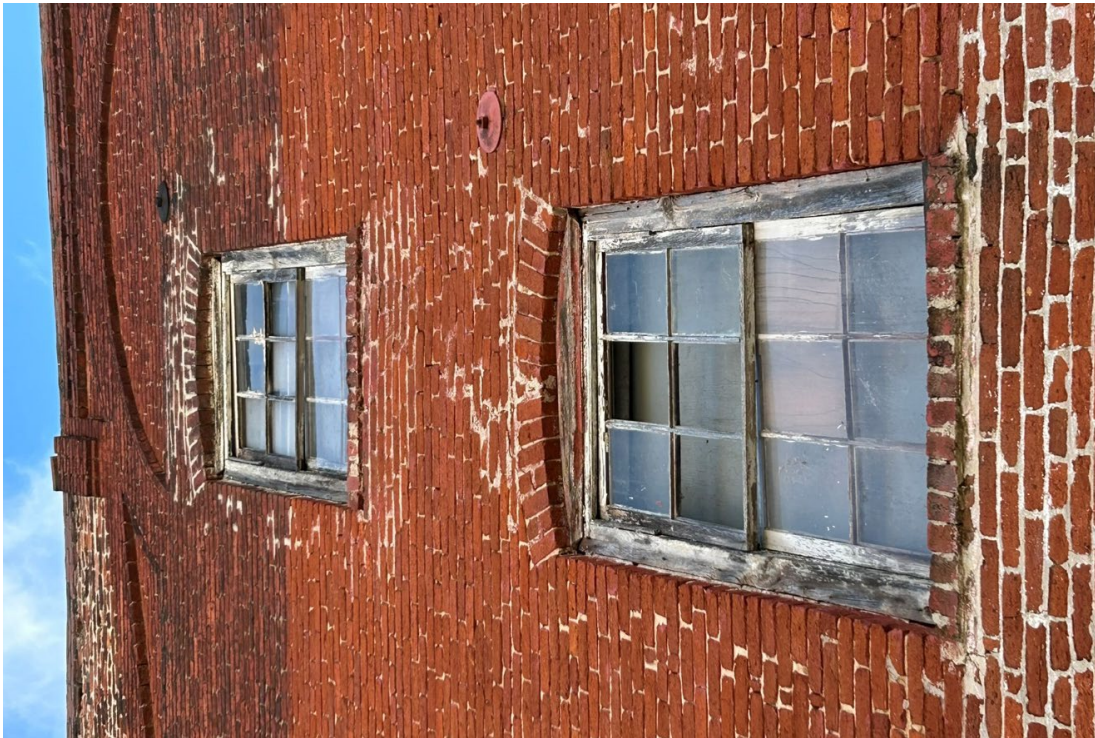


Photo 4G: Windows, Section B typical conditions: rot, deteriorated rails and stiles, muntins, and glazing



Photo 4H: Windows, Sections C & D, non-historic steel windows (note presence of altered sills)



Photo 4I: Windows, Section D conditions: deteriorated rails and stiles, muntins, and glazing, broken panes



Photo 4J: Exterior Doors, Sections A-D, masonry arches denote extents of historic freight openings



Photo 5: West Elevation, view South into Western Alley, from Loyal Street



Photo 6: East and South Elevations, view Northwest from Lynn Street

An architectural line drawing of a multi-story brick building, identified as the Balzer Project. The building features a ground-floor storefront with large display windows and a corner entrance. The upper floors have numerous windows with arched lintels. A sign above the corner entrance reads "100 WALL & 2ND FLD". To the right, an adjacent building with a different facade is partially visible. The drawing is labeled "BALZER PROJECT NO. 0068765.00" in the top right corner.

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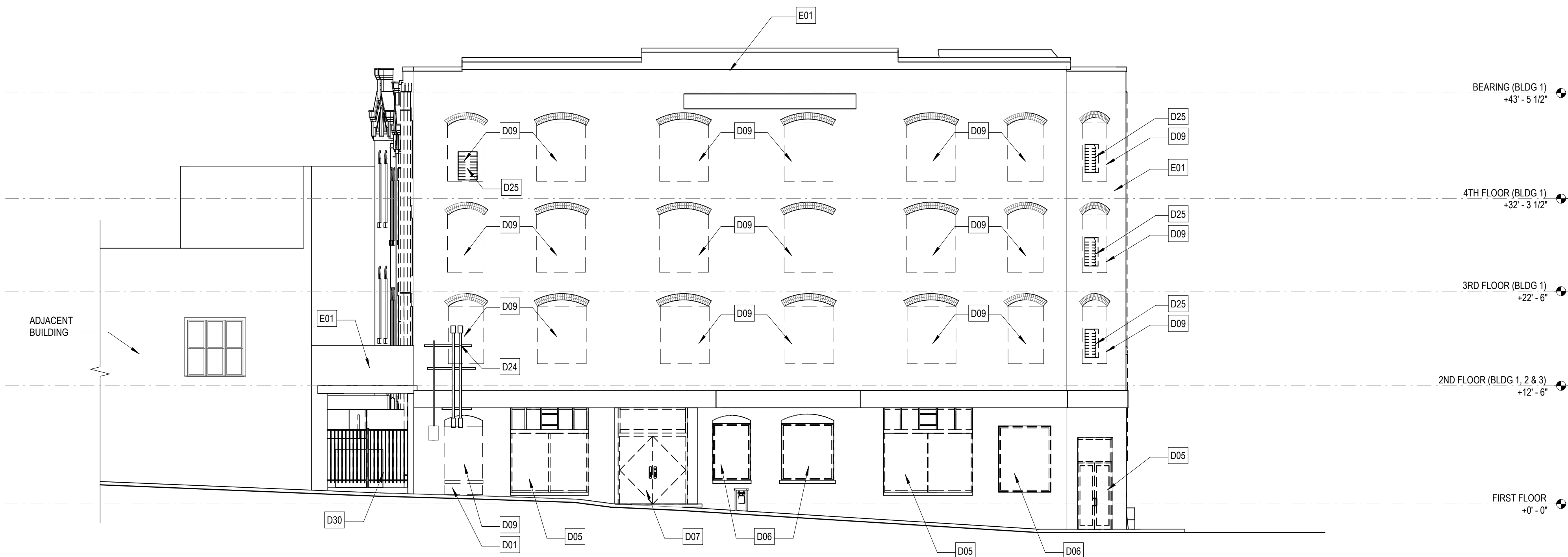


EXISTING KEYNOTES	
E01	EXIST. "HISTORIC" MASONRY WALL TO REMAIN, REPAIR MASONRY WHERE REQ.
E02	EXIST. INFILL IN "HISTORIC" WALL OPENING TO REMAIN
E03	EXIST. "HISTORIC" WALL OPENING IN MASONRY WALL (G.C. TO VERIFY BEAM / LINTEL STRUCT. INTEGRITY)
E04	EXIST. WINDOW TO REMAIN
E05	EXIST. WALL OPENING IN MASONRY WALL (G.C. TO VERIFY BEAM / LINTEL STRUCT. INTEGRITY)
E06	EXIST. "HISTORIC" WOOD COLUMN AND BEAM ABOVE TO REMAIN
E07	EXIST. "NON-HISTORIC" STEEL COLUMN AND BEAM ABOVE TO REMAIN
E08	EXIST. "HISTORIC" STAIRS TO REMAIN
E09	EXIST. "HISTORIC" FLOOR AND FLOOR STRUCTURE TO REMAIN (REPAIR WHERE REQ.)
E10	EXIST. "HISTORIC" ROOF STRUCTURE TO REMAIN
E11	EXIST. CONCRETE FLOOR, SLOPED DOWN TO EXTERIOR GRADE
E12	EXIST. "NON-HISTORIC" STRUCTURAL STEEL SUPPORT TO REMAIN
E13	EXIST. "NON-HISTORIC" ROOF AND SKYLIGHT TO REMAIN
E14	EXIST. "NON-HISTORIC" MASONRY WALL TO REMAIN, REPAIR MASONRY WHERE REQ.
E15	EXIST. TRANSFORMER TO REMAIN
E16	EXIST. SITE WALLS TO REMAIN
E17	EXIST. "NON-HISTORIC" AWNING TO REMAIN
E18	EXIST. POSTS AROUND "HISTORIC" ELEVATOR SHAFT TO REMAIN
E19	EXIST. SLIDING FIRE DOOR (TO BE MOUNTED ON MASONRY WALL)
E20	EXIST. WOOD-BOARD STAIR WALL TO REMAIN
E21	EXIST. STRUCTURE SUPPORTING "NON-HISTORIC" ELEVATOR SHAFT OPENING TO REMAIN
E22	EXIST. FLOOR OPENING
E23	EXIST. WINDOW TO REMAIN IF INTACT AND SASHES SALVAGED WHERE POSSIBLE

DEMOLITION KEYNOTES	
D01	REMOVE PORTION OF EXIST. "HISTORIC" EXTERIOR WALL BELOW EXIST. OPENINGS TO EXTEND TO ADEQUATE SIZE FOR DOOR
D03	REPLACE EXIST. DAMAGED "HISTORIC" WINDOW (TO BE REPLACED W/ DOUBLE HUNG WINDOW TO MATCH ASSUMED HISTORIC WINDOW TYPE)
D04	REMOVE EXIST. "NON-HISTORIC" WINDOW (TO BE REPLACED W/ DOUBLE HUNG WINDOW TO MATCH ASSUMED HISTORIC WINDOW TYPE)
D05	REMOVE EXIST. "NON-HISTORIC" STOREFRONT
D06	REMOVE EXIST. "NON-HISTORIC" WINDOW
D07	REMOVE EXIST. EXTERIOR DOOR(S)
D08	REMOVE EXIST. EXTERIOR OVERHEAD DOOR(S)
D09	REMOVE EXIST. "NON-HISTORIC" INFILL IN EXIST. MASONRY WALL ORNG.
D10	REPAIR OR REMOVE EXIST. EXTERIOR CONCRETE SLAB AS REQ. FOR FUTURE HVAC LOCATION
D11	REMOVE EXIST. INTERIOR CONCRETE RAMP / STEP(S)
D12	REMOVE EXIST. NON-FIRE RATED, NON-LOADING BEARING, & "NON-HISTORIC" INTERIOR WALL AND ALL DOORS / FRAMED OPENINGS WITHIN WALL
D13	REMOVE EXIST. "NON-HISTORIC" DROPPED CEILING
D14	REMOVE EXIST. "NON-HISTORIC" STAIR AND RAILINGS
D16	REMOVE EXIST. "NON-HISTORIC" PLUMBING FIXTURE
D17	REMOVE EXIST. "NON-HISTORIC" EQUIPMENT
D18	REMOVE EXIST. FLOORING AND JOISTS AT OPENING FOR NEW STAIR OR ELEVATOR LOCATION (COORDINATE WITH RENOVATION PLAN). PROVIDE SHORING AND PERMANENT STRUCTURAL SUPPORT AS REQ. (STRUCT. DWGS TO DETAIL REQ. ADDITIONAL SUPPORT)
D19	REMOVE PORTION OF EXIST. CONCRETE SLAB AT REQ. ELEVATOR PIT LOCATION (COORDINATE WITH RENOVATION PLAN). NEW SLAB WILL BE CONSTRUCTED AT A LOWER LEVEL. SEE STRUCT. DWGS FOR DETAILS
D20	REMOVE PORTION OF EXIST. CONCRETE SLAB (COORDINATE WITH RENOVATION PLAN). NEW SLAB WILL BE CONSTRUCTED AT A LOWER LEVEL. SEE STRUCT. DWGS FOR DETAILS
D21	REMOVE EXIST. "NON-HISTORIC" RAILING / WALLS AROUND EXIST. ELEVATOR SHAFT OPENING
D22	REMOVE EXIST. RAILINGS AROUND "HISTORIC" ELEVATOR SHAFT
D23	REMOVE EXIST. "NON-HISTORIC" SHED
D24	REMOVE / REROUTE ELEC EQUIPMENT & CONNECTIONS AS REQ. (ELEC. DWGS TO DETAIL REQ. ALTERATIONS)
D25	REMOVE EXIST. "NON-HISTORIC" LOUVER
D26	REMOVE EXIST. INTERIOR DOOR
D27	REMOVE EXIST. "NON-HISTORIC" RAMP
D28	REMOVE EXIST. "NON-HISTORIC" ROOF
D29	REMOVE PORTION OF EXIST. "HISTORIC" EXTERIOR WALL FOR NEW DOOR. SEE STRUCT. FOR NEW LINTEL / BEAM
D30	REMOVE EXIST. RAILING / FENCE
D32	REMOVE PORTION OF FLOORING FOR NEW TRASH CHUTE OPENING
D33	EXTEND EXIST. FLOOR OPENING AT PREVIOUS ELEVATOR SHAFT TO PROVIDE ADEQUATE HEAD HEIGHT AT THIRD FLOOR BELOW
D35	REPLACE EXIST. DAMAGED DOWNSPOUT AND SCUPPER

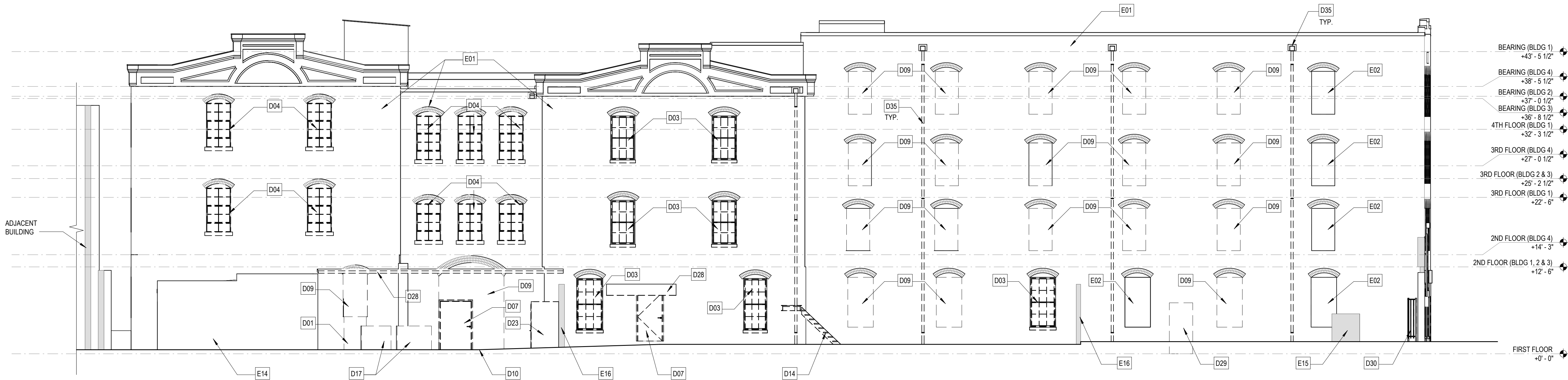
1
D2.1
1/8" = 1'-0"

EXISTING / DEMOLITION EXTERIOR ELEVATION



2
D2.1
1/8" = 1'-0"

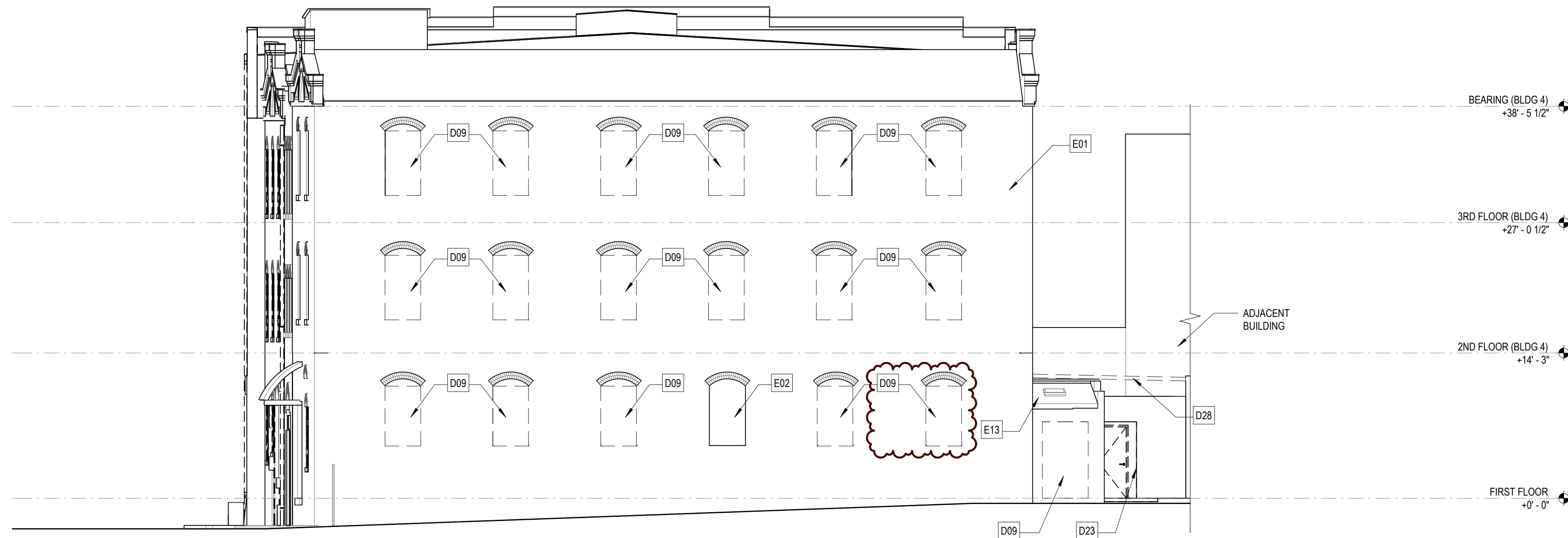
EXISTING / DEMOLITION EXTERIOR ELEVATION



EXISTING KEYNOTES	
E01	EXIST. "HISTORIC" MASONRY WALL TO REMAIN, REPAIR MASONRY WHERE REQ.
E02	EXIST. INFILL IN "HISTORIC" WALL OPENING TO REMAIN
E03	EXIST. "HISTORIC" WALL OPENING IN MASONRY WALL (G.C. TO VERIFY BEAM / LINTEL STRUCT. INTEGRITY)
E04	EXIST. WINDOW TO REMAIN
E05	EXIST. WALL OPENING IN MASONRY WALL (G.C. TO VERIFY BEAM / LINTEL STRUCT. INTEGRITY)
E06	EXIST. "HISTORIC" WOOD COLUMN AND BEAM ABOVE TO REMAIN
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E15	EXIST. TRANSFORMER TO REMAIN
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E23	EXIST. WINDOW TO REMAIN IF INTACT AND SASHES SALVAGED WHERE POSSIBLE

DEMOLITION KEYNOTES	
D01	REMOVE PORTION OF EXIST. "HISTORIC" EXTERIOR WALL BELOW EXIST. OPENINGS TO EXTEND TO ADEQUATE SIZE FOR DOOR
D02	REMOVE EXIST. WINDOW AND REPLACE WITH SHORTER WINDOW (ABOVE NEW DOOR), MATCH ASSUMED HISTORIC WINDOW TYPE
D03	REPLACE EXIST. DAMAGED "HISTORIC" WINDOW (TO BE REPLACED W/ DOUBLE HUNG WINDOW TO MATCH ASSUMED HISTORIC WINDOW TYPE)
D04	REMOVE EXIST. "NON-HISTORIC" WINDOW (TO BE REPLACED W/ DOUBLE HUNG WINDOW TO MATCH ASSUMED HISTORIC WINDOW TYPE)
D05	REMOVE EXIST. "NON-HISTORIC" STOREFRONT
D06	REMOVE EXIST. "NON-HISTORIC" WINDOW
D07	REMOVE EXIST. EXTERIOR DOOR(S)
D08	REMOVE EXIST. EXTERIOR OVERHEAD DOOR(S)
D09	REMOVE EXIST. "NON-HISTORIC" INFILL IN EXIST. MASONRY WALL OPNG.
D10	REPAIR OR REMOVE EXIST. EXTERIOR CONCRETE SLAB AS REQ. FOR FUTURE HVAC LOCATION
D11	REMOVE EXIST. INTERIOR CONCRETE RAMP / STEP(S)
D12	REMOVE EXIST. NON-FIRE RATED, NON-LOADING BEARING, & "NON-HISTORIC" INTERIOR WALL AND ALL DOORS / FRAMED OPENINGS WITHIN WALL
D13	REMOVE EXIST. "NON-HISTORIC" DROPPED CEILING
D14	REMOVE EXIST. "NON-HISTORIC" STAIR AND RAILINGS
D16	REMOVE EXIST. "NON-HISTORIC" PLUMBING FIXTURE
D17	REMOVE EXIST. "NON-HISTORIC" EQUIPMENT
D18	REMOVE EXIST. FLOORING AND JOISTS AT OPENING FOR NEW STAIR OR ELEVATOR LOCATION (COORDINATE WITH RENOVATION PLAN); PROVIDE SHORING AND PERMANENT STRUCTURAL SUPPORT AS REQ. (STRUCT. DWGS TO DETAIL REQ. ADDITIONAL SUPPORT)
D19	REMOVE PORTION OF EXIST. CONCRETE SLAB AT REQ. ELEVATOR PIT LOCATION (COORDINATE WITH RENOVATION PLAN). NEW SLAB WILL BE CONSTRUCTED AT A LOWER LEVEL, SEE STRUCT. DWGS FOR DETAILS
D20	REMOVE PORTION OF EXIST. CONCRETE SLAB (COORDINATE WITH RENOVATION PLAN). NEW SLAB WILL BE CONSTRUCTED AT A LOWER LEVEL, SEE STRUCT. DWGS FOR DETAILS
D21	REMOVE EXIST. "NON-HISTORIC" RAILING / WALLS AROUND EXIST. ELEVATOR SHAFT OPENING
D22	REMOVE EXIST. RAILINGS AROUND "HISTORIC" ELEVATOR SHAFT
D23	REMOVE EXIST. "NON-HISTORIC" SHED
D24	REMOVE / REROUTE ELEC EQUIPMENT & CONNECTIONS AS REQ. (ELEC. DWGS TO DETAIL REQ. ALTERATIONS)
D25	REMOVE EXIST. "NON-HISTORIC" LOUVER
D26	REMOVE EXIST. INTERIOR DOOR
D27	REMOVE EXIST. "NON-HISTORIC" RAMP
D28	REMOVE EXIST. "NON-HISTORIC" ROOF
D29	REMOVE PORTION OF EXIST. "HISTORIC" EXTERIOR WALL FOR NEW DOOR, SEE STRUCT. FOR NEW LINTEL / BEAM
D30	REMOVE EXIST. RAILING / FENCE
D32	REMOVE PORTION OF FLOORING FOR NEW TRASH CHUTE OPENING
D33	EXTEND EXIST. FLOOR OPENING AT PREVIOUS ELEVATOR SHAFT TO PROVIDE ADEQUATE HEAD HEIGHT AT THIRD FLOOR BELOW
D35	REPLACE EXIST. DAMAGED DOWNSPOUT AND SCUPPER

1
D2.2
EXISTING / DEMOLITION EXTERIOR ELEVATION
1/8" = 1'-0"



2
D2.2
EXISTING / DEMOLITION EXTERIOR ELEVATION
1/8" = 1'-0"



1
A2.1
1/8" = 1'-0"

RENOVATION EXTERIOR ELEVATION



2
A2.1
1/8" = 1'-0"

RENOVATION EXTERIOR ELEVATION

RENOVATION KEYNOTES	
R01	NEW INFILL IN EXIST. OPENING IN MASONRY WALL. MATCH EXIST. WALL TYPE AND THICKNESS
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R07	NEW CODE COMPLIANT, METAL DOOR IN NEW EXTERIOR WALL OPENING. SEE STRUCTURAL DWGS FOR LINTEL SIZE
R07.1	NEW ALUM. STOREFRONT IN NEW EXTERIOR WALL OPENING. SEE STRUCTURAL DWGS FOR LINTEL SIZE
R08	NEW 6/6 LITE, DOUBLE HUNG, ALUM-CLAD WOOD WINDOW IN EXIST. "HISTORIC" WINDOW OPENING. MATCH PREVIOUS "HISTORIC" WINDOW (DEMO ANY "NON-HISTORIC" INFILL)
R08.1	NEW 1/1 LITE, DOUBLE HUNG, ALUM-CLAD WOOD WINDOW IN EXIST. "HISTORIC" WINDOW OPENING (DEMO ANY "NON-HISTORIC" INFILL)
R09	NEW PAIR OF 4/4 LITE, DOUBLE HUNG, ALUM-CLAD WOOD WINDOWS IN EXIST. "HISTORIC" WINDOW OPENING. MATCH PREVIOUS "HISTORIC" WINDOW (DEMO ANY "NON-HISTORIC" INFILL)
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R24	NEW PATIO SPACE
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R26	SPACE FOR NEW HVAC UNITS. MECHANICAL DESIGN TBD
R27	NEW VENT FOR COMMERCIAL KITCHEN EXHAUST AS REQ. PER CODE
R28	NEW RAMP AND HANDRAILS FOR CODE REQUIRED ACCESSIBLE BUILDING ACCESS
R29	NEW TRASH CHUTE
R30	PAINT / REPAIR EXIST. EXTERIOR MASONRY WALLS ACCORDING TO AMENDMENT WRITTEN RESPONSE
R31	PAINT EXIST. MASONRY INFILL TO MATCH ADJACENT BRICK WALLS
R32	NEW HARDWOOD FINISH FLOORING OVER EXIST. DAMAGED SUBFLOOR (NEW PANEL WIDTH / DESIGN TO BE APPROPRIATE FOR HISTORIC TIME PERIOD AND MATCH EXIST. FLOORING WHERE POSSIBLE)
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R39	NEW DRYWALL, CHASE STUD WALL AGAINST INTERIOR FACE OF NEW WINDOW

COMMONWEALTH BUILDING

ADAPTIVE RE-USE - DHR DRAWINGS

RENOVATION EXTERIOR ELEVATIONS

300 LYNN STREET
DANVILLE, VIRGINIA 24543

DRAWN BY MEA
DESIGNED BY RWP, MEA
CHECKED BY RWP
DATE 2026-03-27
SCALE 1/8" = 1'-0"
REVISIONS
A 05/25/2026 DHR AMENDMENT 1
B 08/25/2026 DHR AMENDMENT 2

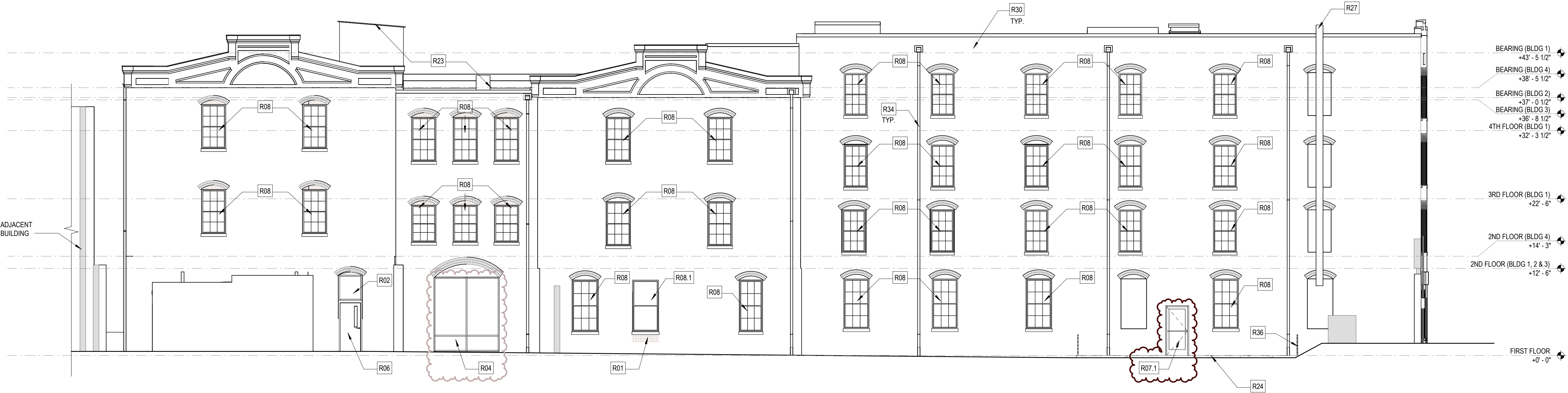
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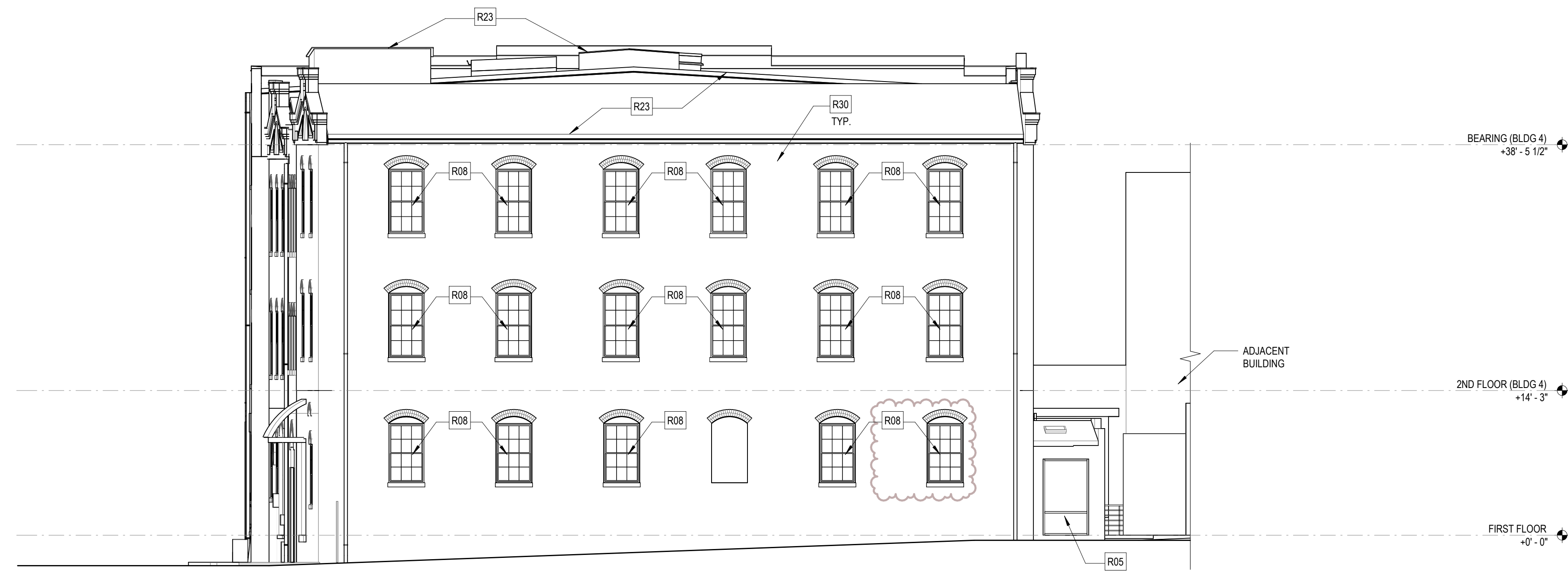
PROJECT NO 0068765.00



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RENOVATION EXTERIOR ELEVATION

1
A2.2
1/8" = 1'-0"



RENOVATION EXTERIOR ELEVATION

2
A2.2
1/8" = 1'-0"

COMMONWEALTH BUILDING
ADAPTIVE RE-USE - DHR DRAWINGS
RENOVATION EXTERIOR ELEVATIONS

DRAWN BY MEA
DESIGNED BY RWP, MEA
CHECKED BY RWP
DATE 2026-03-27
SCALE 1/8" = 1'-0"
REVISIONS
A 05/25/2026 DHR AMENDMENT 1
B 08/25/2026 DHR AMENDMENT 2

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8/25/2026

A2.2

PROJECT NO 0068765.00
Page 39 of 208

STAFF REPORT

DATE: September 10, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness application PZ26-00455 filed by Dan Hotel River St LLC for new signage at Parcel 01078 (100 River Street).

SUMMARY

Certificate of Appropriateness application PZ26-00455 filed by Dan Hotel River St LLC requests approval of five wall signs, one monument sign, and 17 parking-related signs at Parcel 01078 (100 River Street). The subject of this report focuses on the five wall signs and one monument sign, as the parking-related signs are not mandated by the UDC and do not require further review by this Board.

The applicant was previously granted Certificate of Appropriateness PZ25-00079 from the Commission of Architectural Review in January 2025, for the construction of a four-story Hyatt Studios hotel on this parcel. Construction of the hotel is currently underway.

Monument Sign: The proposed monument sign is located at the entrance to the hotel parking lot and complies with the setback requirements established by the Unified Development Code (UDC). While the proposed sign height is consistent with UDC standards, the message area exceeds the allowable size. The sign face contains more than 29 square feet of signage, whereas Article 5 of the UDC limits monument sign message areas to a maximum of 16 square feet. Furthermore, the Architectural Review Design Guidelines (ARDG) do not provide allowances for additional sign area for freestanding signs. In addition, the proposed sign is internally illuminated, resulting in a pronounced visual impact during both daytime and nighttime hours. The ARDG recommends that freestanding signs be externally illuminated to promote a more cohesive and visually compatible appearance throughout the day and evening.

The board has the following options for a potential motion:

- Motion to deny the sign as proposed.
- Motion to deny a freestanding sign larger than the allowed square footage of the UDC.
- Motion to approve the sign concept with the following conditions:
 - The sign shall not exceed 16 square feet in message area, consistent with UDC requirements.
 - Internal illumination shall be replaced with external illumination in accordance with the Architectural Review Design Guidelines (ARDG).

- Landscaping shall be installed in compliance with applicable UDC and ARDG standards, including landscaping designed to screen and camouflage any ground-mounted lighting fixtures.

Wall Signs: Of the five proposed wall signs, four exceed the maximum allowed square footage mandated by the UDC. This is largely due to a miscalculation in the applicant's proposal. While the application indicates that the River District zoning classification allows for one wall sign per public-facing wall each at the maximum square footage, the UDC allows for a total square footage per building. In this case, the total square footage of signage allowed is 32 square feet. Furthermore, the wall sign uses 5" depth letters when 4" depth letter are recommended in the ARDG.

The board has the following options for a potential motion:

- Motion that proposed signs do not meet the ARDG.
- Motion to approve signs as proposed.
- Motion to deny the signs as proposed.
- Motion to deny all wall signs larger than the allowed square footage of the UDC.
- Motion to approve the sign concept with the following conditions:
 - Letter depth may not exceed 4".
 - Maximum allowed square footage for the total wall signage is 32 square feet.

ARDG EXCERPTS

Chapter 5: Sign Guidelines

5.2 — General Design Principles

- When installing a sign, the applicant must consider the sign area as defined by the UDC.
- The placement of signs on a building should be considered carefully.
- Signs in the ARO may not exceed the size, height, or setback requirements as outlined in Article 5 of the UDC.
- Colors should be limited to a maximum of three (3) per sign.

Freestanding Signs — Materials Requiring Review: Acrylic panels

Wall Signs — Materials Requiring Review: Acrylic panels

5.5 — Freestanding Signs

Freestanding signs are most appropriate for buildings which are set well back from the street and have no other means of appropriate signage.

- Monument signs are preferred.
- Per the UDC, a landscaped planting area shall be provided around the base of any freestanding or detached sign. The planting area shall contain an amount equal to the area of the sign, be a minimum of four (4) feet in width, be protected from vehicular encroachment, and be landscaped with a combination of low-growing shrubs and ground covers (other than grass), including at least four (4) shrubs. The landscape treatment shall be designed and maintained to not exceed a height of three (3) feet above the grade.

- Landscaping for monument and pole signs should be designed to shield ground-mounted lighting.

5.7 — Wall Signs

- Refer to the UDC for regulations on the sizes of wall signs.
 - More square footage and/or signs on more than one face of a building may be allowed

per ARB review and approval.

- Channel lettering (mounted on a raceway or individual letters) is preferred.
 - The color of raceways should match the wall color.
- Flat wall signs should not exceed four (4) inches in depth.

5.10 — Lighting

- External illumination is preferred as it allows consistency with the daytime image of the sign.
- Ground-mounted spotlights are permitted for freestanding signs.
 - Landscaping for freestanding signs should be designed to shield ground-mounted lighting so that it is not visible from any adjacent property or public right-of-way.
- For internally illuminated signs, individual channel letters with translucent faces are the preferred type.
 - Channel letters shall be constructed such that no light spills outward from the top, bottom, sides, or back.
 - If back-lit (halo-lit), the faces and returns of channel letters shall be opaque.

RECOMMENDATION

Planning staff recommends the following with regard to Certificate of Appropriateness application PZ26-00455 filed by Dan Hotel River St LLC for new signage at Parcel 01078 (100 River Street):

Monument sign: Motion to deny a freestanding sign larger than the allowed square footage of the UDC. Motion to approve the sign concept with the following conditions:

- The sign shall not exceed 16 square feet in message area, consistent with UDC requirements.
- Internal illumination shall be replaced with external illumination in accordance with the Architectural Review Design Guidelines (ARDG).
- Landscaping shall be installed in compliance with applicable UDC and ARDG standards, including landscaping designed to screen and camouflage any ground-mounted lighting fixtures.

Wall Signs: Motion to deny all wall signs larger than the allowed square footage of the UDC. Motion to approve the sign concept with the following conditions:

- Letter depth may not exceed 4".
- Maximum allowed square footage for the total wall signage is 32 square feet.

ATTACHMENTS

1. Application
2. Supporting Documents
3. Supporting Documents 2
4. Supporting Documents 3



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 #: PZ26-00455 ARB Meeting Date: Sept 10
Date Received: Aug 19, 2026 Received By: Williams
Parcel ID: 01078 Zoning District: RD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Dan Hotel River St LLC
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#): 100 River Street, Danville, VA 24540/ Parcel ID # 01078

Proposed Improvement: ☐ Alteration ☐ Addition ☐ Rehabilitation ☐ New Construction ☒ Sign
Improvement Description: Submitting for signage only. Building previously approved through the RDDC as COA PZ25-00079. Project is 4 story Hyatt Studios. Signage includes building-mounted and monumental site signage. See elevations, renderings, and signage design package for reference.

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

8/18/2026
Date

Commonwealth of Virginia STATE OF NORTH CAROLINA BD

City of Danville CONCORD

The foregoing instrument was acknowledged before me this 18 day of AUGUST, 2026 by PETER FLOTZ

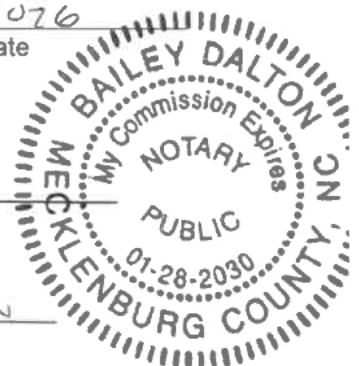
BD
COUNTY OF CABARRUS BD

Bailey Dalton
Notary Public

BAILEY DALTON

Registration No. 202503000143

Expires: 01/28/2030



A description of the proposed use.

The proposed development project is a 4-story Hyatt Studios 120- room hotel that is a joint venture between LMG and 1st and Main Development. The subject 4.944 acres site is parcel 01078, tax map number 271000100000100078. The hotel will operate 24 hours a day, 365 days a year. This project has already been approved by the city and is under construction. This Special Use Permit application is for sign modifications only.

a. The Comprehensive Plan.

This hotel will be the River District's first branded hotel and involves the redevelopment of an existing brownfield site with direct access to the Riverwalk. This Special Use Permit is requesting additional signage to support the hotel use and access as well as site navigation and use.

The existing sign regulations are designed to regulate the size, location, height and construction of all signs for public observance; to protect the public health, safety, convenience and general welfare; to facilitate the creation of a convenient, attractive and harmonious community, to protect property values; and to further the urban design and economic development objectives of Danville

To these ends, these regulations are intended to promote signs which are:

1. Compatible with the physical and architectural character of their surroundings;
2. Legible and appropriate to the activity to which they pertain;
3. Not distracting to motorists;
4. Avoid visual cluster;
5. Constructed and maintained in a structurally sound and attractive condition;
6. Limited to the specific use or business that is in operation on the premises; and
7. An enhancement to the appearance of the City's corridors, residential neighborhoods, and business areas.

This Special Use Permit is requesting some variations to the current district regulations to promote the development of the Hyatt Studios, yet feel that that modifications requested still meet the intent of the City of Danville sign regulations with signage that is compatible, appropriate, attractive and an enhancement to the adjacent street corridors to promote tourism in the area.

b. The applicable zoning district.

Zone: TWC Tobacco Warehouse Commercial

Land Use: Commercial

Acreage: 4.944 acres

c. The surrounding properties.

Subject property bounded by route 58 right-of-way to the north, the Dan River to the south, and route 293 right-of-way to the west. To the east, the property is adjacent to a community access to the Riverwalk and then adjacent to Parcel 02328 owned by Davenport Energy. This parcel is in an adjacent zoning district, HRC Highway Retail Commercial and is a commercial property on 2.431 acres.

d. Current and future neighborhood conditions.

The property is along River Street, a four-lane divided highway. Adjacent to the property on the East is a right-of-way access to the Riverwalk and adjacent to that is Davenport Energy, a propane, fuel, and heating oil delivery company. The Davenport Energy building has multiple wall signs on adjacent walls. Other nearby businesses include an Exxon gas station, used car lot, and a towing and repair garage. This station has a large freestanding Exxon sign with illuminated gas prices for Regular and diesel fuels, along with multiple awing, building, and pump signage. Nearby, north of route 58, is Northside Home supply and a residential neighborhood. West of the subject property, but not connected, is the Danville Family YMCA.

Exemptions Requested:

This Special Use Permit is to request the following:

1. An increase in the allowable monument sign area.
2. Additional pole mounted signs for specialized vehicle parking and pet cleanup station signs.
3. An allowance for additional wall signage on the front, sides, and rear of the building (5 total wall signs are requested, one on each face and an additional small plaque sign by the front door)

Freestanding Signs:

1. Monument sign:

Current District Regulations:

- One free standing Monument sign.
- Maximum sign area = 16 square feet
- Maximum sign height = 12 feet
- Minimum Setback – 5' from ROQ
- Illumination – Either illuminated or non-illuminated are permitted.

Special Use Variation Request for the Monument sign:

The proposed sign will be a single free standing, illuminated sign meeting the 5' minimum setback. The proposed height of the sign, from the ground surface including the monument base will be 7'2". However, the proposed face of the sign is 5'-5" x 5'-5", yielding a total area of 29.34 sf with the lettered area covering 19.475 sf, thus the application is requesting an increase in the allowable area from 16 sf to 30 sf.

2. On-site pole mounted signs:

Current District Regulations:

- One Directional sign per entrance (site only has one entrance)
- Exempts signs – Traffic signs and ADA parking signs

Special Use Variation Request for pole mounted signs:

Due to the use of the property (hotel with one-way fire-lane at the back of the building) additional signage is needed. Exempt traffic signs will include "Do Not Enter" and "No Parking" signs to keep the fire lane clear and flowing in one-direction. In addition to the required ADA parking areas (signs exempt), the property owners will be providing five (5) Electric vehicle spaces for overnight charging and propose an additional 8 of these spaces in the future if demand is needed. This application is requesting to allow the proposed and future pole mounted signs (1.5 sf max). Additionally, the Hyatt rewards program offers premium parking for 'Globalist' members. Two of these spaces are proposed on this site. They may use shorter poles but would also have signs 1.5 sf or less. Due to the use and branding, these signs would include a small corporate logo as part of the designation and may be on shorter posts, as they are not standard parking signs. Lastly, as part of making the site pet friendly and protecting the adjacent wetland areas from pet waste, there will be two designated pet walking areas with waste disposal stations. At each of these stations, we are requesting a pole mounted Pet Area sign, also no larger than 1.5 sf.

Summary: In addition to the Monument sign, the following pole mounted signs are requested to be approved on the site:

- 5 Electric Vehicle Parking signs with Two-Away Penalty signs (Current)
- 8 Electric Vehicle Parking signs with Tow-Away Penalty signs (Future, if needed)
- 2 Pet Station signs
- 2 Globalist Parking signs
- 7 ADA parking signs (including 2 Van accessible signs) – Exempt.
- 8 Traffic signs (six No Parking, and two Do Not Enter) – Exempt.

Sign Area summary of non-exempt signs:

- Thirteen (5 current and 8 future) Electric Vehicle Parking signs, including 13 R7-111 signs (1.5 sf each) and 13 R7-VP1 Tow-Away penalty plaques (0.75 sf), for a total of 29.25 S.F.
- Two Pet Station signs (no larger than 1.5 sf each), for a total of 3.0 S.F.
- Two Globalist Parking signs 1.5 SF each, for a total of 3.0 SF.

3. Building Mounted Wall Sign:

Sign Quantity:

- District Regulation – One per wall facing public street.
- The building site is at the intersection of River Street (primary street frontage – North building face)) and the Main Street Bridge (West building face). This application is requesting allowance for a total of 5 signs. Four signs will be channel letter signs on each side of building near the roofline of the building and a single plaque on the frontage wall at the main door entrance. Sign details and dimensions are provided as part of the package.

Allowable Sign Area per TW-C Regulations:

- District Regulation -sign area shall not exceed 2 S.F. per first 200' of primary wall/ 1 S.F. for each linear foot over 200' plus 2 S.F. per 1' vertical ft over 20' in building height.
- Allowable Wall sign area based on building frontage (north facing Route 58, River Street)
 - Allowable sign area for Building length = 256.97,' maximum allowance is 58.97 sf
 - Allowable sign area for Building height = 51.83,' maximum allowance is 63.66 sf
 - Total allowable sign area is 122.63 sf.
- Allowable Wall Sign area based on building frontage (West facing Main Street Bridge)
 - Allowable sign area for Building length = 58.63,' maximum allowance is 2 sf.
 - Allowable sign area for Building height = 51.83,' maximum allowance is 63.66 sf
 - Total allowable sign area is 65.66 sf.

Special Use Variation Request for Five (5) wall mounted signs:**Building Front (North facing River Street)**

- Only one wall sign permitted by general regulations.
- Two signs requested:
 - Wall mounted near roof line, $16'-7\frac{5}{8}" \times 5' = 83.18$ sf
 - Illuminated Plaque Sign at front door – $1'-9" \times 2'-3" = 3.94$ sf

Building West (facing Main Street Bridge)

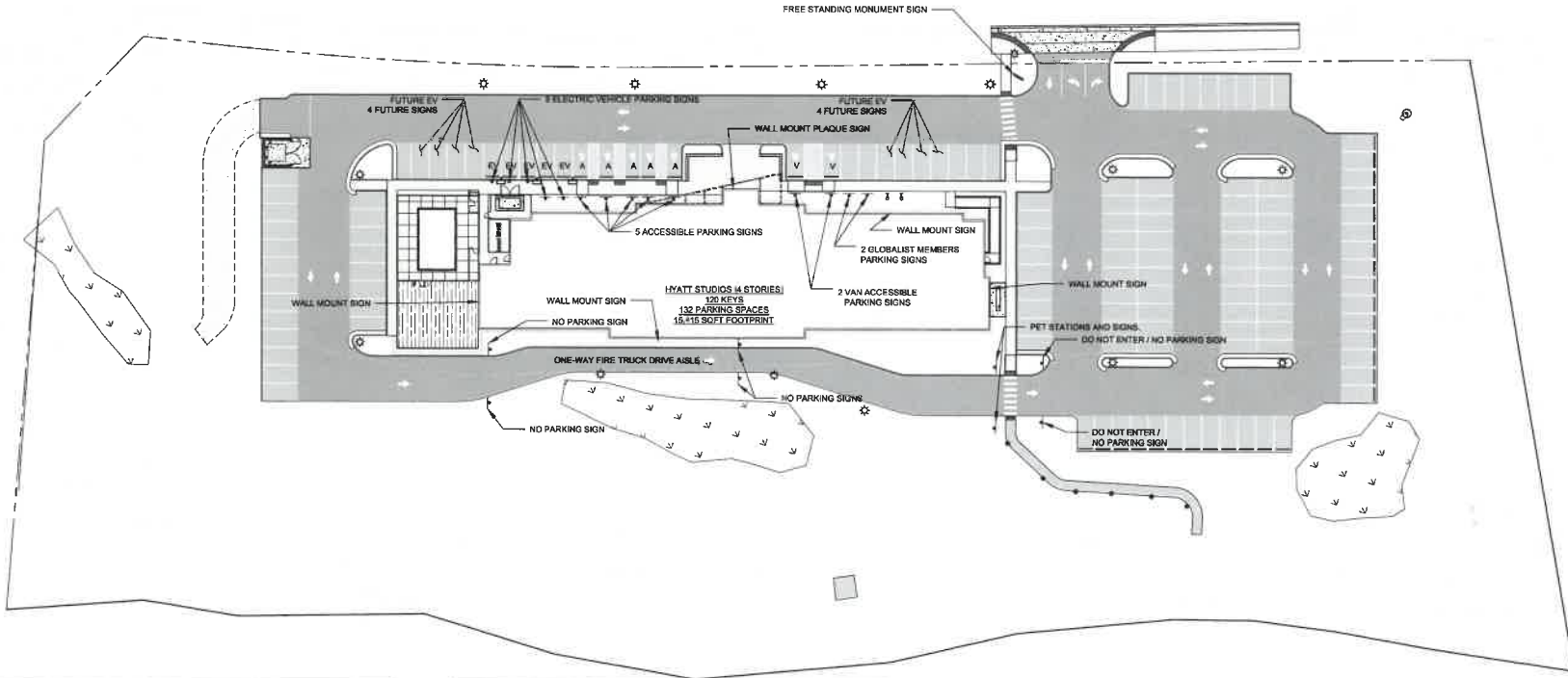
- One wall sign permitted by general regulations.
- Wall mounted sign near roofline - $6'-6\frac{7}{8}" \times 7'-1\frac{1}{4}" = 46.70$ sf

Building Rear (south facing Dan River)

- Additional Wall mounted sign requested.
- Wall mounted near roof line, $16'-7\frac{5}{8}" \times 5' = 83.18$ sf

Building West (facing adjoining property)

- Additional Wall mounted sign requested.
- Wall mounted sign near roofline - $6'-6\frac{7}{8}" \times 7'-1\frac{1}{4}" = 46.70$ sf requested



PROPOSED REGULATED SIGNAGE	
SIGN TYPE	QUANTITY
FREE STANDING MONUMENT	1
WALL MOUNT	5
FREESTANDING ELECTRIC VEHICLE (EV)	5
FREESTANDING ELECTRIC VEHICLE (EV) FUTURE	8
FREESTANDING PET STATION	2
FREESTANDING GLOBALIST PARKING	2

PROPOSED NON REGULATED SIGNAGE	
SIGN TYPE	QUANTITY
ACCESSIBLE PARKING	7
TRAFFIC (NO PARKING)	6
TRAFFIC (DO NOT ENTER)	2

HURT & PROFFITT
INSPIRED / RESPONSIVE / TRUSTED

540.552.5892
1851 PRATT DR, STE 1100
BLACKSBURG, VA. 24080
HANDP.COM

**ENGINEERING • SURVEYING • LAND DEVELOPMENT • ENVIRONMENTAL
 GEOTECHNICAL • CONSTRUCTION TESTING & INSPECTION • CULTURAL RESOURCES**



**SIGN MAP
HYATT STUDIOS
LONG MILL
DANVILLE, VA**

PROJECT NO.	20242284
LAT.	36.590081
LONG.	-79.386398
DATE:	14 JUL 2025
DRAWN BY:	BEC
CHECKED BY:	MJV

SIGN MAP

HURT & PROFFITT	
SHEET NO. 1 OF 1	REV.

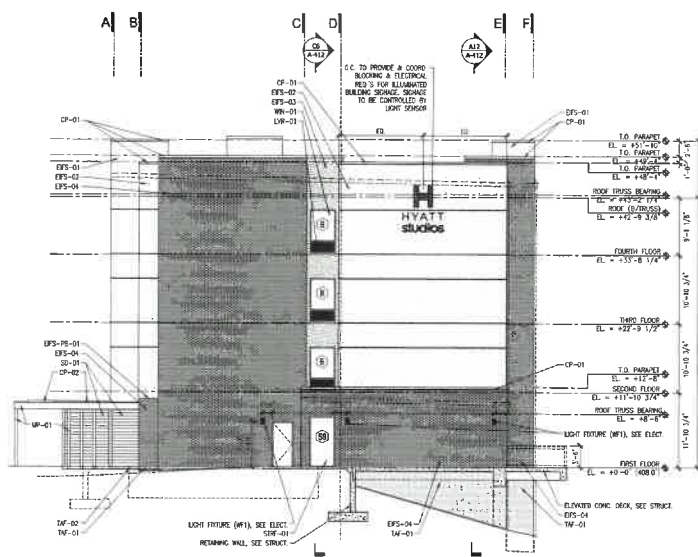


HYATT
studios

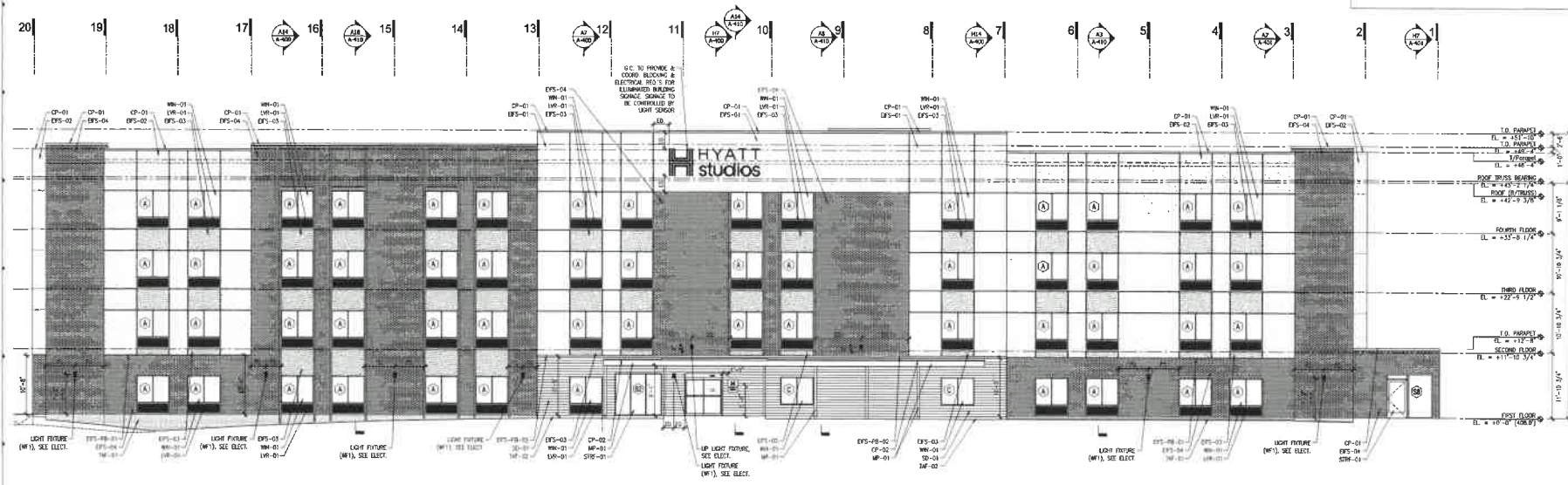
EXTERIOR MATERIAL LEGEND	
TAG	DESCRIPTION
CP-01	PREFINISHED METAL CORING COLOR: TO MATCH WH-01
CP-02	PREFINISHED METAL CORING COLOR: TO MATCH WP-01
EPS-01	DRAINABLE EPS BY STD CORP OR APPROVED EQ. COLOR: TO MATCH BENJAMIN MOORE 1471 SHORELINE COAST TEXTURE: T.B.S.
EPS-02	DRAINABLE EPS BY STD CORP OR APPROVED EQ. COLOR: TO MATCH BENJAMIN MOORE HC-172 MOORE POWER TEXTURE: T.B.S.
EPS-03	DRAINABLE EPS BY STD CORP OR APPROVED EQ. COLOR: T.B.S. TEXTURE: T.B.S.
EPS-04	DRAINABLE EPS BY DRYVIT OR APPROVED EQ. "HON" BRICK MODULAR SYSTEM COLOR: CUSTOM 3-WAY BLEND W/ IRON SPOT, T.B.S. TEXTURE: BRICK MODULAR COLOR: T.B.S.
EPS-PB-01	EPS CUSTOM PROFILE BAND DRAINABLE EPS BY DRYVIT OR APPROVED EQ. TEXTURE: T.B.S.
EPS-PB-02	EPS CUSTOM PROFILE BAND DRAINABLE EPS BY DRYVIT OR APPROVED EQ. TEXTURE: T.B.S.
LVR-01	PREFINISHED ALUMINUM COLOR: TO MATCH WH-01
WP-01	PREFINISHED METAL PANEL COLOR: TO MATCH WH-01
WTL-01	PREFINISHED ROOF SCUPPER & DOWNSPOUT COLOR: TO MATCH EPS-04
WTL-02	PREFINISHED ROOF SCUPPER & DOWNSPOUT COLOR: TO MATCH EPS-02
SD-01	FINER CEMENT LAP SING "YARROW PLANK" BY JAMES HARDIE OR APPROVED EQ. 7-1/4" (6" EXPOSED) W/ PREFINISHED WTL CORNER TRIM COLOR: COORDINATE EXTERIOR COLLECTION TRIM EXPOSED TEXTURE: "SELECT CEDARWALL"
STWF-01	PREFINISHED ALUMINUM SCREENFRONT SYSTEM THERMALLY BROKEN W/ CLEAR GLASS COLOR: TO MATCH WH-01
WH-01	PREFINISHED WINDOW THERMALLY BROKEN W/ CLEAR GLASS FRAME COLOR: GAIN BRICK ANVISED
TAF-01	DRAINABLE ACRYLIC FINISH BY DRYVIT OR APPROVED EQ. "TAPS" SYSTEM COLOR: TO MATCH SD-01 TEXTURE: T.B.S.
TAF-02	DRAINABLE ACRYLIC FINISH BY DRYVIT OR APPROVED EQ. "TAPS" SYSTEM COLOR: TO MATCH SD-01 TEXTURE: T.B.S.
TAF-03	DRAINABLE ACRYLIC FINISH BY DRYVIT OR APPROVED EQ. "TAPS" SYSTEM COLOR: TO MATCH EPS-03 TEXTURE: T.B.S.

NOTES

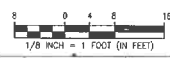
1) DOOR MOULD, HALL DOORS, FRAMES, EXHAUST DUCTS, HANG LOWERS, EXPOSED METAL FLASHING & EXPOSED WTL SHALL MATCH ADJACENT BUILDING COLOR OF LINE.



G10 WEST ELEVATION
SCALE: 1/8"=1'-0"



A17 NORTH ELEVATION
SCALE: 1/8"=1'-0"



5	COMP	2/28/25
5	HATT CONSTRUCTION DOC REVIEW	2/28/25
4	PERMIT	2/21/25
3	DESIGN DEVELOPMENT REVIEW	2/21/25
2	HATT SCHEDULE DESIGN REVIEW	2/22/25
1	10-01 EXISTING CONSTRUCTION	1/29/25
NUMBER ISSUED FOR		DATE
1	F	0
2	F	0
3	F	0
4	F	0
5	F	0

303 W. CHRYSLER BLVD
CHICAGO, IL 60604
312.330.0000

ON-SITE CONSULTING ENGINEER
Hunt & Pette
1501 Post Ave, Suite 1100
Bloomington, IL 61802-5000

STRUCTURAL ENGINEER
DJI Engineering, LLC
5300 E. 12TH ST
MILWAUKEE, WI 53204
414.382.8774

MECHANICAL / ELECTRICAL / PLUMBING ENGINEER
Pace Collaborative
2114 Colonial Lane, Suite 200
Hoffman Estates, IL 60130
815.270.7222

INTERIOR DESIGNER
Randall-Paulson Architects
62 Terminal Ave, Suite 300A
Norwalk, CT 06851
203.853.1000

PROJECT
Hyatt Studios Danville

CLIENT
Dan Hotel River St LLC

SHEET TITLE
BUILDING ELEVATIONS

PROJECT NO
24-467

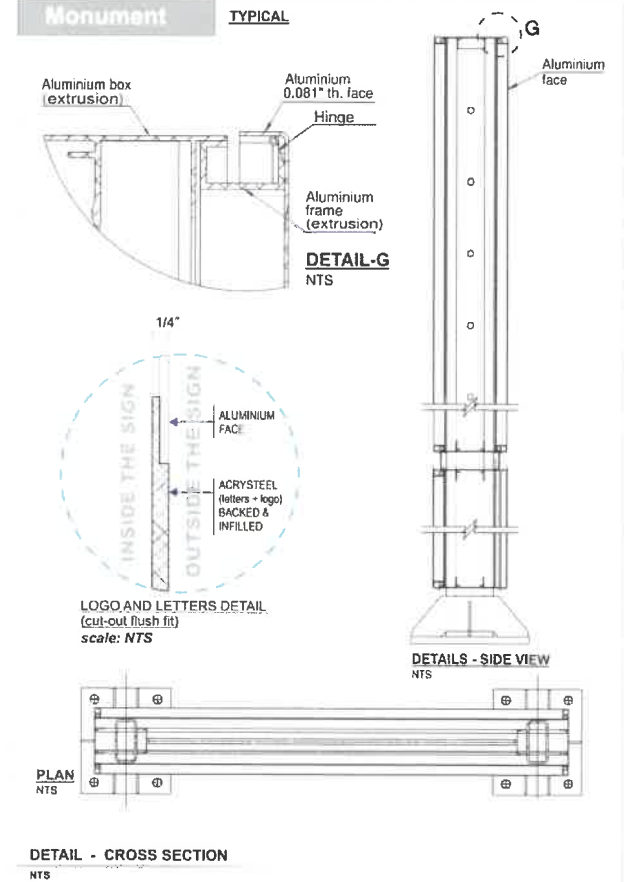
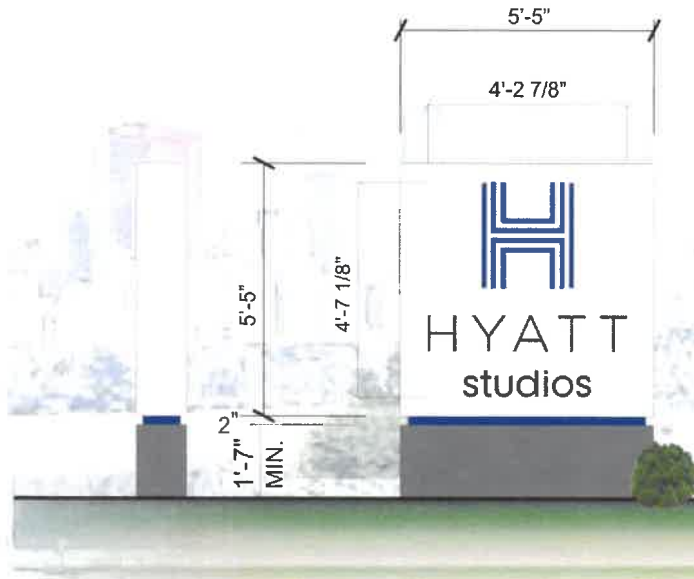
DATE
2-28-2025

A-300

©2025 BLURT FORM, LLC



ILLUMINATED MONUMENT SIGN (REQUIRED)



DESCRIPTION TOP SECTION

- Fabricated in 1/8" aluminum, to be painted to match white satin finish.
- Cut-out faces with inserted 1/4" white acrysteel.
- Logo and lettering, backed and filled to be flush with aluminum faces.
- Digital print dual color and digital print vinyl graphics to be applied on first surface.
- Illuminated by LED's.

BOTTOM

Fabricated in 1/8"aluminum, to be painted dark blue.
concrete base.

**FINAL MANUFACTURING SPECIFICATIONS
TO BE DETERMINED BY ENGINEERING DEPT.**

COLOR SPECIFICATIONS:

-  DIGITAL PRINT PERF. TO MATCH PMS 4195C
-  DIGITAL PRINT VINYL TO MATCH PMS 661C
-  DIGITAL PRINT VINYL TO MATCH PMS 4195C
-  PAINT TO MATCH WHITE, SATIN FINISH
-  WHITE ACRYLIC #7328
-  MILKY WHITE ACRYLIC #2447

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No.	Designer	Date	Revision Notes
1	WA	06-07-23	update per conversation w/ client
2	WA	06-23-23	add sections details & add new signage
3	WA	07-12-23	update per red notes pages 1-15
4	WA	07-18-23	Wall plaque update at 3" cabinet
5	WA	08-11-23	Update per hand copy notes
6	WA	08-24-23	Update page 1 2 artwork with new

No.	Designer	Date	Revision Notes
7			
8			
9			
10			
11			
12			

CUSTOMER APPROVAL

Customer Signature _____ Date _____

COAST SIGN

1500 W. Embossy St. Anaheim, CA 92802 714.520.9144

Date:	05-24-23	Project Name:	Hyatt Studios
Scale:	As Noted	Address:	Corporate
Drawn:	WA	City / State / Zip:	Corporate
PM:	OA	Notes:	

DESIGN DRAWING 6 of 9

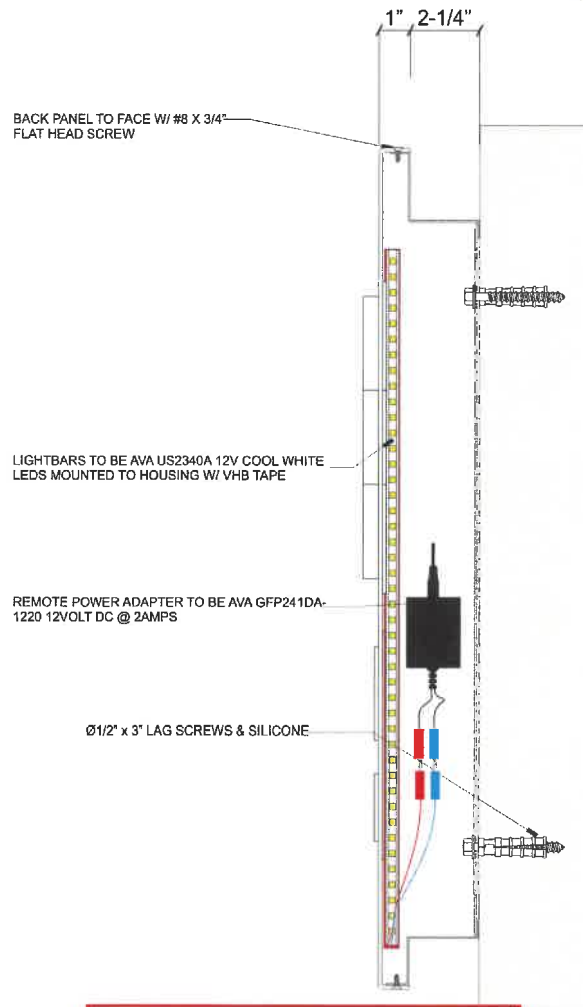
Request Number:

DEV-COAS-00689-R6

11 X 17 TEMPLATE VERSION 8.9



FRONT VIEW @ WALL PLAQUE SIGN - ILLUMINATED
Scale: 3"=1'-0"



**FINAL MANUFACTURING SPECIFICATIONS
TO BE DETERMINED BY ENGINEERING DEPT.**

CUSTOMER APPROVAL

Customer Signature _____

Date _____

ILLUMINATED PLAQUE SIGN (REQUIRED)

SIGN SPECIFICATIONS:

FACES:
ALUMINUM FACE GRAPHIC ROUTED OUT WITH PUSH THRU.

LOGO:
COMPONENTS TO BE INDIVIDUAL 3/4" CLEAR
SHOULDER ROUTED DISKS W/ APPLIED DIGITAL PRINT
VINYL W/ RETURNS PAINTED T/M WHITE, SATIN FINISH.
FACES PUSHED THRU ROUTED OPENINGS TO EXPOSE
1/2" OF DISK PAINTED SIDES

COPY:
TO BE 1/2" WHITE SHOULDER ROUTED
ACRYLIC PUSHED THRU OPENINGS TO EXPOSE
1/4" OF LETTER SIDES

ILLUMINATION: WHITE LEDS

GENERAL NOTES:

- 1) THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 601 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER BONDING & GROUNDING OF THE SIGN.
- 2) BRANCH CIRCUIT:
A) ALL BRANCH CIRCUITS FOR SIGNS MUST BE TOTALLY DEDICATED TO SIGNS (INCLUDING DEDICATED GROUNDING AND DEDICATED NEUTRAL PER CIRCUIT).
B) SIGN CIRCUITS MUST NOT BE SHARED WITH OTHER LOADS SUCH AS LIGHTING, AIR CONDITIONING AND OTHER EQUIPMENT.
- 3) GIL AND DATA LABELS REQUIRED.
- 4) SIGN LABEL TO INDICATE SIGN SUITABLE FOR WET, DAMP, OR DRY LOCATION.
5. SIGN BATTERIES ALL REQUIREMENTS OF TITLE 24.
6.) OUTDOOR SIGNAGE TO EMPLOY EITHER PHOTOCELL OR OUTDOOR ASTRONOMICAL TIMER.

COLOR SPECIFICATIONS:

- DIGITAL PRINT VINYL TO MATCH PMS 661C**
- DIGITAL PRINT VINYL TO MATCH PMS 304C**
- DIGITAL PRINT VINYL TO MATCH PMS 4195C**
- PAINT TO MATCH WHITE, SATIN FINISH**



NIGHT VIEW

COAST SIGN

1500 W. Embassy St. Anaheim, CA 92802 714.520.9144

Date: 05-24-23
Scale: As Noted
Drawn: WA
PM: OA

Project Name: Hyatt Studios
Address: Corporate
City / State / Zip: Corporate

Notes:

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6	WA	09-29-23	Update page 1,2 artwork with new

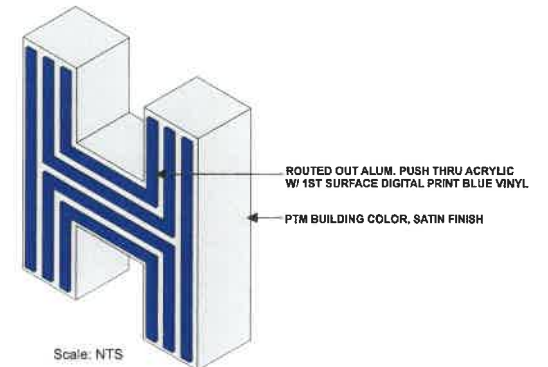
No.	Designer	Date	Revision Notes
7			
8			
9			
10			
11			
12			

DESIGN DRAWING 5 of 9

Request Number:

DEV-COAS-00689-R6

**BUILDING SIGNAGE | - REQUIRED ON FRONT FACADE
- OPTIONAL ON BACK FACADE BY PROJECT VISIBILITY**



GENERAL SPECIFICATIONS:

LOGO:

ACES:..... .125" ALUMINUM PAINTED PMS #661C BLUE AND TO MATCH FASCIA COLOR, SATIN FINISH
ROUTED-OUT AND BACKED UP W/ .50" CLEAR ACRYLIC W/ 1ST AND 2ND SURFACE APPLIED DIGITAL PRINT BLUE
RETURNS:..... .090" ALUMINUM PAINTED TO MATCH BUILDING COLOR
BACKS:..... .090" ALUMINUM PAINTED W/ WHITE LEP
ILLUMIN:..... WHITE LED'S

LETTERS:

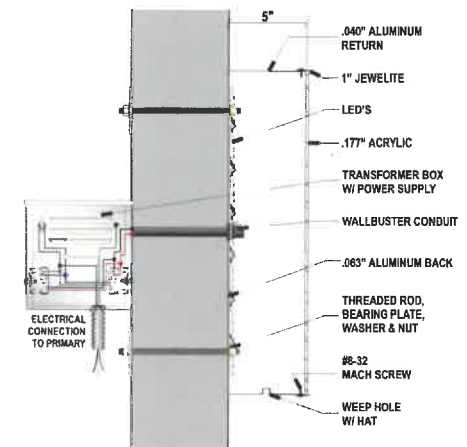
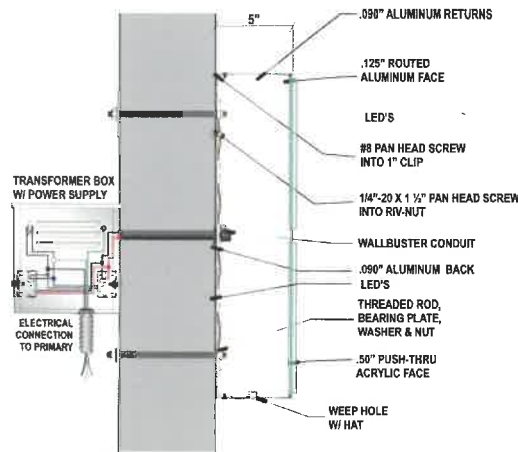
FACES:..... .177" WHITE ACRYLIC W/ 1ST SURFACE DIGITAL PRINT VINYL TO MATCH 4195C
RETURNS:..... .040" X 5.3" PAINT TO MATCH PMS 4195C
BACKS:..... .063" PREPAINTED WHITE
TRIM CAP:..... 1" JEWELITE PTM FACE COLOR PMS 4195C
ILLUMIN:..... WHITE LED'S

NOTE:

RACEWAY ALLOWED IN SPECIAL CASES | REQUIRES HYATT APPROVAL

COLOR SPECIFICATIONS:

- DIGITAL PRINT VINYL TO MATCH PMS 661C
- DIGITAL PRINT PERF. TO MATCH PMS 4195C
- PAINT: T/M PMS 4195C
- PAINT TO MATCH BUILDING COLOR, SATIN FINISH



**FINAL MANUFACTURING SPECIFICATIONS
TO BE DETERMINED BY ENGINEERING DEPT.**

CUSTOMER APPROVAL

Customer Signature _____ Date _____

COAST SIGN

1500 W. Embassy St. Anaheim, CA 92802 714.520.9144

Date: 05-24-23
Scale: As Noted
Drawn: WA
PM: OA
Project Name: Hyatt Studios
Address: Corporate
City / State / Zip: Corporate
Notes:

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5	WA	08-11-23	Update per hard copy notes
6	WA	09-29-23	Update page 1,2 artwork with new

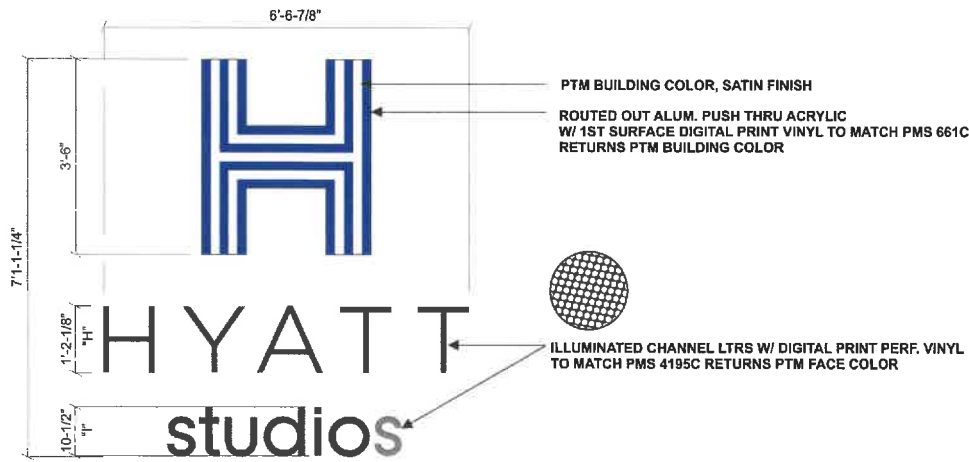
No.	Designer	Date	Revision Notes
7			
8			
9			
10			
11			
12			

DESIGN DRAWING 2 of 9

Request Number:

DEV-COAS-00689-R6

11 X 17 TEMPLATE VERSION 8.9



FRONT VIEW @ ROUTED OUT PUSH THRU LOGO W/ ILLUMINATED CHANNEL LETTERS

Scale: NTS

GENERAL SPECIFICATIONS:

LOGO:

ACES:..... .125\" ALUMINUM PAINTED PMS #661C BLUE AND TO MATCH FASCIA COLOR, SATIN FINISH
ROUTED-OUT AND BACKED UP W/ .50\" CLEAR ACRYLIC W/ 1ST AND 2ND SURFACE APPLIED DIGITAL PRINT BLUE RETURNS:..... .090\" ALUMINUM PAINTED TO MATCH BUILDING COLOR
BACKS:..... .090\" ALUMINUM PAINTED W/ WHITE LEP
ILLUM'N:..... WHITE LED'S

LETTERS:

FACES:..... .177\" WHITE ACRYLIC W/ 1ST SURFACE DIGITAL PRINT VINYL TO MATCH 4195C
RETURNS:..... .040\" X 5.3\" PAINT TO MATCH PMS 4195C
BACKS:..... .063\" PREPAINTED WHITE
TRIM CAP:..... 1\" JEWELITE PTM FACE COLOR PMS 4195C
ILLUM'N:..... WHITE LED'S

NOTE:

RACEWAY ALLOWED IN SPECIAL CASES | REQUIRES HYATT APPROVAL

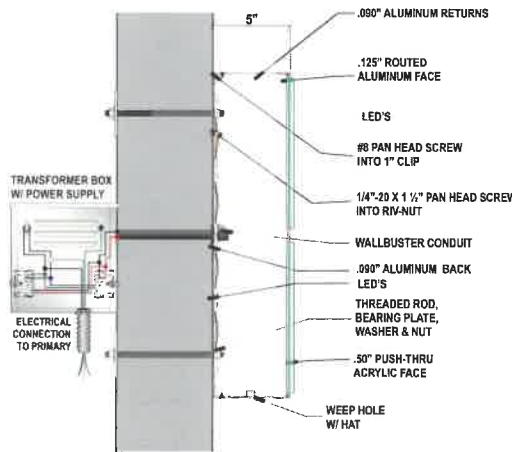
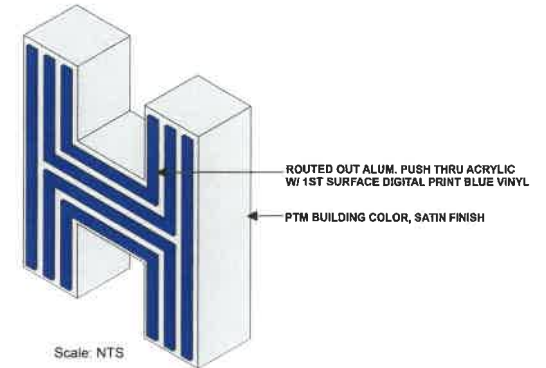
COLOR SPECIFICATIONS:

- DIGITAL PRINT VINYL TO MATCH PMS 661C
- DIGITAL PRINT PERF. TO MATCH PMS 4195C
- PAINT: T/M PMS 4195C
- PAINT TO MATCH BUILDING COLOR, SATIN FINISH



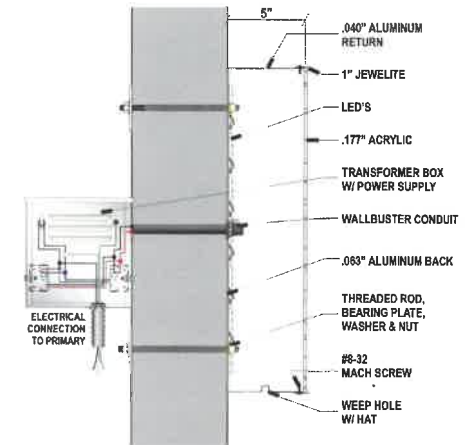
SIDE VIEW

BUILDING SIGNAGE | - OPTIONAL ON BOTH SIDE OF FACADES BY PROJECT VISIBILITY



SECTION DETAIL @ LOGO

Scale: 1 1/2\" = 1'-0\"



SECTION DETAIL @ CHANNEL LETTERS

Scale: 1 1/2\" = 1'-0\"

**FINAL MANUFACTURING SPECIFICATIONS
TO BE DETERMINED BY ENGINEERING DEPT.**

CUSTOMER APPROVAL

Customer Signature _____ Date _____

COAST SIGN

1500 W. Embassy St. Anaheim, CA 92802 714.520.9144

Date: 05-24-23
Scale: As Noted
Drawn: WA
PM: QA
Project Name: Hyatt Studios
Address: Corporate
City / State / Zip: Corporate
Notes:

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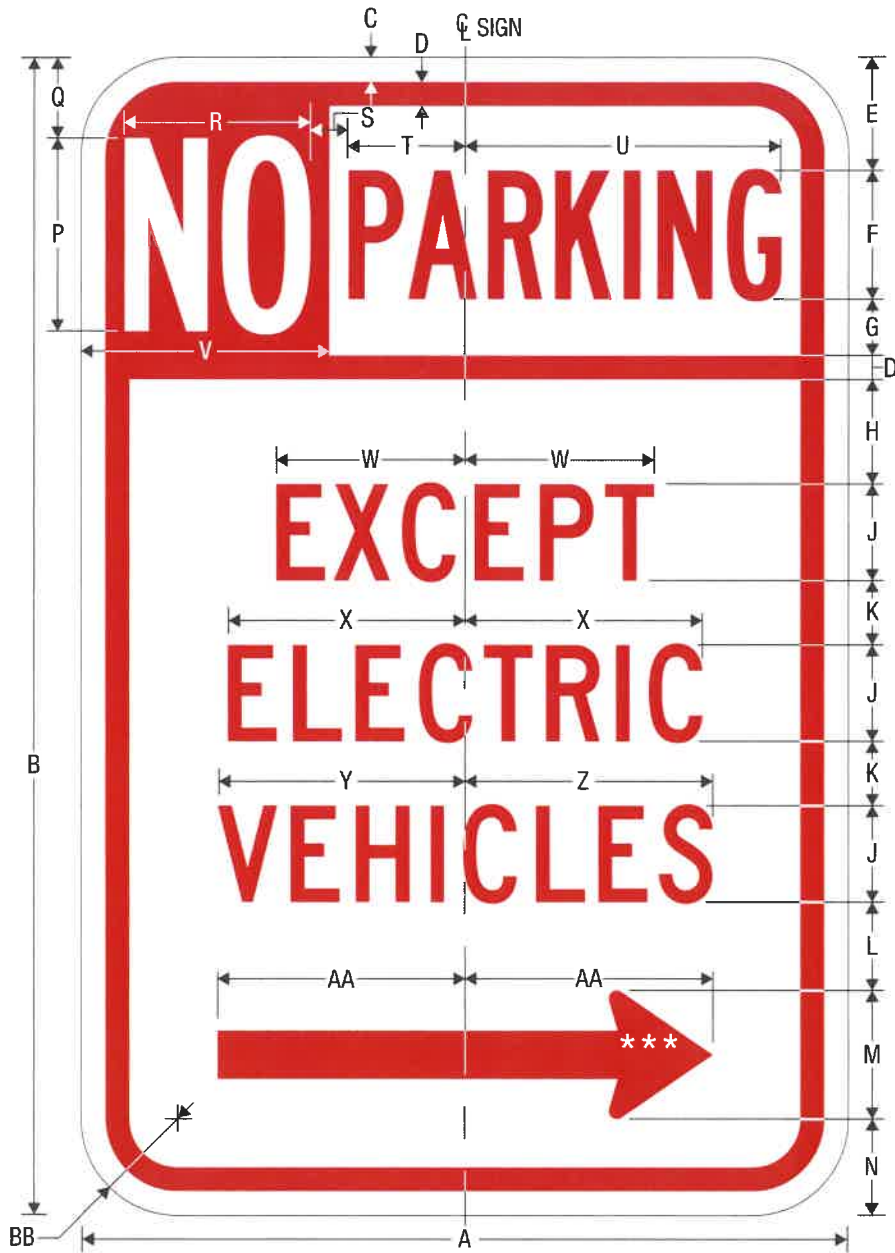
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7			
8			
9			
10			
11			
12			

DESIGN DRAWING 3 of 9

Request Number:

DEV-COAS-00689-R6



R7-111

NO PARKING EXCEPT ELECTRIC VEHICLES

* Reduce Spacing 40%.

** Reduce Spacing 60%.

*** See page 7-3 for arrow design.

A	B	C	D	E	F	G	H	J	K	L	M	N
12	18	0.375	0.375	1.75	2 B*	0.875	1.625	1.5 C	1	1.375	2	1.5

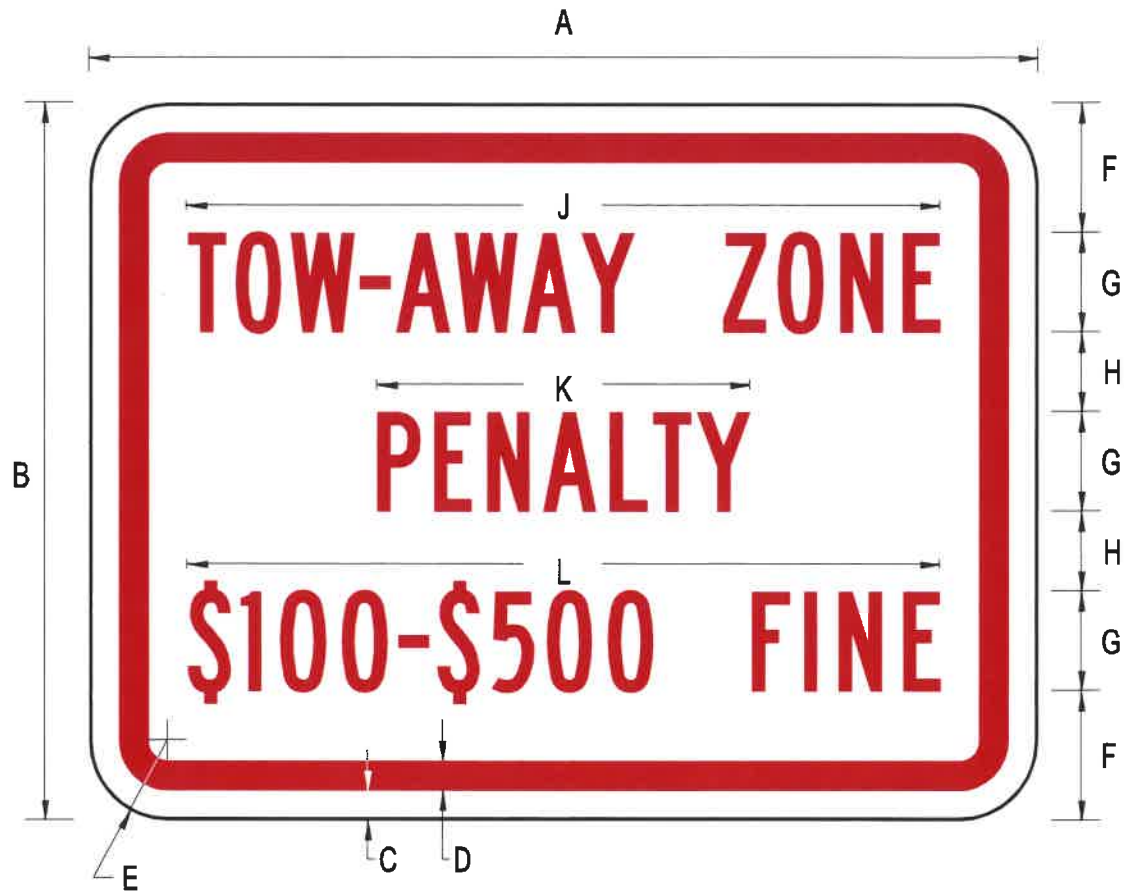
P	Q	R	S	T	U	V	W	X	Y	Z	AA	BB
3 B**	1.25	2.900	0.300	1.827	4.952	3.875	2.956	3.714	3.872	3.871	3.875	1.5

UPPER LEFT SECTION

COLORS: LEGEND, BORDER — WHITE (RETROREFLECTIVE)
BACKGROUND — RED (RETROREFLECTIVE)

REMAINDER OF SIGN

COLORS: LEGEND, BORDER — RED (RETROREFLECTIVE)
BACKGROUND — WHITE (RETROREFLECTIVE)



R7-VP1

TOW-AWAY ZONE PENALTY \$100 - \$500 FINE (Plaque)

A	B	C	D	E	F	G	H	J	K	L
12	9	0.375	0.375	1	1.625	1.25 B	1	9.5	4.7	9.5

COLORS: LEGEND — RED (RETROREFLECTIVE)
 BACKGROUND — WHITE (RETROREFLECTIVE)



PET WALK AREA

Please leash and
clean up after your pet

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FOR ALL SPACES TO BE DESIGNATED AS ACCESSIBLE, THE VIRGINIA STANDARD "RESERVED PARKING" SIGN SHALL BE INSTALLED, AS WELL AS THE STANDARD "PENALTY, TOW-AWAY ZONE" SIGN.

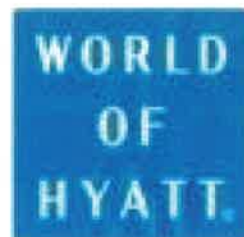
FOR SPACES DESIGNATED ON PLAN AS VAN ACCESSIBLE, PROVIDE "VAN ACCESSIBLE" SIGN WITH MINIMUM 2" HIGH LETTERING MOUNTED UNDERNEATH RESERVED PARKING SIGN.

SIGN(S) SHALL BE MOUNTED TO 2" DIAM. FIELD PAINTED STEEL TUBE (UNLESS SPECIFIED TO BE WALL MOUNTED). SET PIPE IN 12" DIAMETER BY 18" DEEP A3 CONCRETE BASE, RECESSED 6" BELOW FINISHED GRADE. COLOR AND PAINT TO BE SELECTED BY OWNER OR ARCHITECT.

SIGN(S) SHALL BE MOUNTED WITH THE BOTTOM OF THE SIGN(S) NO LESS THAN 4' AND NO HIGHER THAN 7' ABOVE ABOVE THE FINISHED GRADE.

THE REQUIRED ITEMS MAY BE CONTAINED ON ONE OR MULTIPLE SIGNS. SUBMIT SHOP DRAWING(S) FOR SIGNS.

SIGN(S) SHALL COMPLY WITH THE LATEST EDITION OF UFAS (UNIFORM FEDERAL ACCESSIBILITY STANDARDS), VUSBC (VIRGINIA UNIFORM STATEWIDE BUILDING CODE), AND THE CODE OF VIRGINIA SECTION 36-99.11.



RESERVED FOR

GLOBALIST MEMBERS

We're excited
to have you.

©2026 HOTELSIGNS.com

Add to Cart

Dimensions

18"h x 12"w x .080"d

STAFF REPORT

DATE: September 10, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness application PZ26-00469 filed by Shelton Street LLC to retroactively approve one (1) of the previously installed signs at Parcel 21670 (553 Lynn Street).

SUMMARY

Certificate of Appropriateness PZ26-00469, filed by Shelton Street LLC, to retroactively approve one (1) of the previously installed signs at Parcel 21670 (553 Lynn Street). The applicant requests approval of one (1) sign that currently faces Lynn Street. This sign is pin-mounted and unlit, depicting the numbers "553." It measures 8' by 4', totaling 32 square feet, which is within the provisions of the Unified Development Code.

The applicant received a Notice of Violation in May 2026 for installing signs without ARB approval or a sign permit. A Certificate of Appropriateness application was submitted at the June 11, 2026, ARB meeting. It proposed two (2) signs, measuring 32 square feet each and facing Lynn Street and adjoining Parcel 21669. The first application was denied with the condition that both signs were removed and replaced with smaller signs within the 32 square feet allowed by the Unified Development Code standards for wall signs. The applicant appealed the decision to City Council, but it was upheld.

ARDG EXCERPTS

Chapter 5: Sign Guidelines

Introduction

- *Within the historic context of the ARO, the size, placement, and design of signs are important considerations and are subject to ARB approval and a COA.*

5.1 ARB Review Levels

- *Signs requiring ARB review – All new signs*

5.2 General Design Principles

- *The placement of signs on a building should be considered carefully.*

- *Evaluation of appropriate placement may be influenced by the design of the building's walls, window locations, parapets, or other architectural features.*

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

- *Wall signs should not be under- or over-scaled to the proportions of the building on which it will be mounted.*

- *Do not use new over-scaled or internally lit signs on a historic building unless there is a historic precedent for them.*
- *Do not use other types of signs that obscure (or otherwise damage or destroy) character-defining features of a historic storefront or a historic building.*

5.7 Wall Signs

- *Pin-mounted, individual letter signs must not be mounted directly to a building wall but must be mounted to a frieze board or sign band integrated into or affixed to the building wall.*
- *Pin-mounted letters should be affixed to the frieze board or sign band so that the fastening hardware is not visible.*

RECOMMENDATION

Planning staff recommends approval of Certificate of Appropriateness application PZ26-00469, filed by Shelton Street LLC, to retroactively approve one (1) of the previously installed signs at Parcel 21670 (553 Lynn Street) with the following condition:

- Applicant obtains a sign permit.

ATTACHMENTS

1. 553 Lynn Street_ARB Application
2. First Notice of Violation_553 Lynn St_2026.05.07



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 #: P326-00469 ARB Meeting Date: 09/10/2026
Date Received: 08/27/2026 Received By: J. Williams
Parcel ID: 21670 Zoning District: RD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Shelton Street LLC
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#): 553 Lynn St, #21670

Proposed Improvement: ☐ Alteration ☐ Addition ☐ Rehabilitation ☐ New Construction ☒ Sign
Improvement Description: Building street numbers on the corner of the building, facing Lynn St.

The sign is pin mounted and unlit, measuring 8'x4' for a total of 32 square feet. A photo is attached to this application.

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

8/27/26
Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 27th day of August, 2026 by Amy Willard Ramsey

[Signature]
Notary Public



Registration No.: 7969615

Expires: 5/31/29

DANVILLE, VA

Owner's Signature
(if not applicant)

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this ____ day of
____, 20____ by _____

Notary Public

Registration No.: _____

Expires: _____



****Picture taken 8/27/26. Altered to show building with a single sign facing Lynn St.**



CITY OF DANVILLE

Community Development Division of Planning and Zoning

NOTICE OF VIOLATION

May 7, 2026

Shelton Street LLC
541 Bridge St #2,
Danville, VA 24541

Riverfront Real Estate Group
Attn: Garrett Shifflett
1630 Pope Avenue
Richmond, VA 23227

RE: 553 Lynn Street, Danville, VA

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:

Installation of a sign without a permit, zoning clearance, or Architectural Review Board (ARB) review, pursuant to the following:

§ 41.5.A. Existing Signage Provisions to Stay in Effect.; River District (RD) RD, CB-C, and TW-C § 41.10.N.

Article 10.B. – Sign Permit Requirement. Except as provided hereinafter, no sign shall be erected, installed, used, altered, painted, relocated, replaced or reconstructed until a Sign Permit has been issued by the Director of Planning/Zoning Administrator and approved by the Commission of Architectural Review or the Tourism Corridor Review Board, if applicable.

Architectural Review Design Guidelines – Chapter 5: Sign Guidelines - Foremost, sign permits are required for the erection of any permanent or temporary sign within the City of Danville. Building and electrical permits may also be necessary. Article 5 of the UDC provides definitions of various sign forms and specific regulations for erection of a sign in the City.

5.1 ARB Review Levels – All new sign require ARB review.

DANVILLE, VA

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:

- Submit an ARB application for approval of a Certificate of Appropriateness for the sign installed at the subject parcel; or
- Remove the sign.

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
Long Range and Neighborhood Planner
Jacksse@danvilleva.gov
434-799-5260 Ext. 3839





STAFF REPORT

DATE: September 10, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness application PZ26-00465 filed by Episcopal Church of the Epiphany for removal of two (2) crosses on the roof at Parcel 26403 (781 Main Street).

SUMMARY

Certificate of Appropriateness application PZ26-00465, filed by Episcopal Church of the Epiphany (Epiphany), for the removal of two (2) crosses on the roof at Parcel 26403 (781 Main Street). The subject property houses a Gothic Revival-style church with a gabled roof, square corner tower steeple, and tall octagonal spire. The primary structure was built by a local contractor, Thomas Fitzgerald, in 1879 using stuccoed brick, and its façade is defined by alternating insets of buttressing, lancet arches, and nave windows. The church functions as a home to its congregation, which dates back to 1840. Over the years, it has served as a free healthcare clinic, school, facility for support groups, and second-hand apparel retailer. It has also had its interior renovated for Skinner and Andover organs and had its spire replaced in 1976 and roof replaced in 1984. Virginia's Department of Historic Resources has determined that the subject property is a contributing resource.

The applicant proposes that two (2) crosses on each end of the roof be removed—one (1) at the front facing Main Street and one (1) at the back facing southeast. Epiphany identified leaks on the property and hired Roof-Rx to assess the roof conditions of the church and adjoining buildings. During the assessment, it was found that the two (2) crosses may have structural issues, so the vestry of Epiphany determined it must contact a professional to evaluate the extent of the deterioration. The cross facing Main Street potentially poses a danger to the congregation and pedestrians, as it is directly above the entrance and public sidewalk.

Epiphany has expressed that the removed crosses will be preserved and installed in either their Main Street Garden, with another cross from the roof, or inside the church where it will be visible to all.

This will be the first of Epiphany's ARB applications to address roof deficiencies, more are likely to follow.

ARDG EXCERPTS

Chapter 2: Standards for Existing Buildings and Structures

Introduction

- *Identify, preserve, and maintain character-defining features of a building (such as roofs,*

walls, porches, windows, and architectural features and trim).

- *Preserve original materials to maintain historical integrity of the building(s) and the ARO.*
- *Repair and stabilize deteriorated building components.*
 - *Repair parts of a building component rather than replacing the entire component.*
 - *Use in-kind or like materials to mimic the original dimensions, scale, color, texture, detailing, etc.*
- *Salvage (consolidate and conserve) historic materials for reuse in the future.*

2.1 ARB Review

- *Requiring ARB Review: Removing any roof features (such as dormers, chimneys, cupolas, or iron cresting)*
- *Requiring ARB Review: Adding/removing features (such as dormers) that alter the roof shape and profile, porch or storefront, awnings, or windows.*

2.4 Roofs, Dormers, Drainage Systems, and Chimneys/Flues

- *Retain and repair roof accessories, such as chimneys, dormers, and decorative elements (i.e., cresting, snow guards, or finials).*

RECOMMENDATION

Planning staff recommends approval of Certificate of Appropriateness application PZ26-00465, filed by Episcopal Church of the Epiphany, for the removal of two (2) crosses on the roof at Parcel 26403 (781 Main Street) with the following condition:

- Removed crosses are preserved and installed on site.

ATTACHMENTS

1. ARB application
2. 781 Main St_3
3. 781 Main St_2
4. 781 Main St_1
5. Roof Assessment



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 #: P226-00465 ARB Meeting Date: 09/10/2026
Date Received: 08/26/2026 Received By: SEJ
Parcel ID: 26403 Zoning District: CB - OWE
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: CAROLE HOLLAND
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.
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#): 781 MAIN Street #26403

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

Improvement Description: possible removal of crosses at the Ridge
OF church roof - one at front of church facing Main Street
and one at back of church facing a garden.

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

Carole Holland - Junior Warden of Epiphany
Applicant Signature

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 26 day of August,
2020, by Carole Holland.

Notary Public

Registration No.: 8102312

Expires: 04/30/2028

Stefanie E Jackson
NOTARY PUBLIC
Commonwealth of Virginia
Reg. # 8102312
My Commission Expires 04/30/2028

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

Architectural Review Board Application for Church of the Epiphany, Parcel 26403

The Episcopal Church of the Epiphany (Epiphany) hired Roof-Rx to assess the roof of our church and adjoining buildings to help us determine where leaks are coming from. This assessment revealed many issues with our building. Epiphany has prioritized issues identified and is submitting this first application to the Architectural Review Board to address two crosses that may have structural issues.

The crosses are located at the front and back of the ridge of the actual church. Photos that have been submitted to Stefanie Jackson and Jonah Williams reveal the extent of the wear that these crosses show. The vestry of Epiphany (our "Board") has determined that we must hire a professional to determine if these crosses should be removed or can be repaired.

Epiphany requests that the Commission consider allowing Epiphany to remove these crosses, if the professional believes this is the best option. **Please note that we are most concerned about the Main Street cross, because that cross is directly above the entrance to our church next to the public sidewalk. If this cross falls, it could harm someone below.** If the crosses are removed, Epiphany will not destroy them, but rather we will repair them and keep them on our property. We envision installing these crosses in our Main Street Garden, near our columbarium where we have another cross that had previously been on the roof. This area is used as Refection Garden, a place of peace, contemplation, and connection. The crosses would elevate the atmosphere of this garden, and would further create an inviting, tranquil environment for visitors. Because this is a newly identified issue, Epiphany will make sure that the garden is the best place for the crosses. If not, we will install the crosses in the interior of our church, in a place visible to all.

If the professional determines only one cross should be removed, we will certainly only remove that one.

Submitted by:
Carole Holland
carolemholland@ilcoud.com
434-203-0852

• = Crosses











Roof RX Trust Document

The Prescription for Your Ailing Roof

PREPARED FOR

The Episcopal Church of the Epiphany

PROPERTY ADDRESS

781 Main Street, Danville, VA, 24541

REPORT DATE

August 17, 2026





What to Expect

How to Use This Report

This packet begins with the Roof RX Prescription, a one-page summary providing the Bottom Line Up Front. It delivers a clear assessment of your roof's condition and outlines recommended next steps. Everything that follows supports that summary by showing exactly how we reached those conclusions:



Summary of Findings

Detailed assessment of observed issues, condition analysis, and specific recommendations for your property.



Documentation

Extensive evidence library including Annotation Reports, 3D Models, Raw Images, and Hands-on Inspection photos.



Roof RX Comprehensive Inspection Report

Third-party independent verification of storm damages, hail, severe weather impact and what it will take to fix it right.



Measurements & Specs

Precise drone-derived measurements and technical manufacturer specifications for accurate estimation.

"This system ensures you get a clear answer up front, with all the documentation you need to move forward confidently."

— *The Roof RX Team*

Trust Infrastructure

What is The Truth on the Roof?



What makes our datasets any different from a typical roof inspection? Because at Roof RX, we recognize that TRUST is our currency, and TRUTH builds trust. That recognition permeates through everything we deliver in our ecosystem.

We protect TRUTH in the way we gather data, assess the data, and prescribe the path forward. Our pilots or our boots-on-the-roof inspectors are **ONLY** given the address of the property they are assigned to inspect. They do not know who our client is by name, nor do they know whether we are inspecting for an owner, a carrier, a producer, a contractor, or even if we are inspecting for an attorney or public adjuster. Why does that matter? Because all of that information introduces personal bias into the process.

Our annotators and assessors use numerical identifiers and not a street address. This anonymity is vital to our process. Their work of annotating images, assessing what those annotations mean, and writing the prescription for maintenance, repair, or replacement is completed with only the dataset to determine the whole TRUTH.

The information is then sent to our packaging team, who imports all the site-specific information including the owner, carrier, producer, and contractor (if any), and attaches the required documentation based on the prescription written by the assessor.

We protect the TRUTH in our refusal to use poorly trained AI models to annotate our images. We will leverage AI only when our confidence level approaches what we have in our manual annotations and assessments written by our most technically competent, deeply experienced and credentialed assessors.

Roof RX is NOT a commodity roof inspection. Roof RX is the TRUTH on the roof!



Scott A. McCollum Sr.
Haag Master Level Inspector # 201701223
OK Licensed Public Adjuster - NPN 18308965
Scott.McCollum@roof-rx.com



PATIENT NAME

The Episcopal Church
of the Epiphany

PROPERTY ADDRESS

781 Main Street, Danville, VA, 24541

DIAGNOSIS

- ☒ Roofs are in good condition but in need of repair and continued maintenance.

Notes: Roofs are of premium materials that provide significant service life. The slate roof is expected to be serviceable for 50 or more years, again with proper maintenance. The rubber (EPDM) roofs are installed in such a manner to have qualified for a Manufacturer's NDL (no dollar limit) enhanced warranty for 25 years with a 90 MPH wind warranty **

** There is no indication the contractor is a credentialed, certified contractor for Carlisle and eligible to offer his clients the extended warranty protection, nor is there any evidence the Church opted for this coverage and paid the premium associated with this enhanced protection.

PRESCRIBED TREATMENT

- ☒ **Slate:** repair the slipped, missing and damaged slate tiles, secure and properly attach the metal crosses at the ends of the gables, inspect the vent or hatch located behind the steeple to assure it is properly flashed and sealed, inspect slates that are lifted by fasteners backing out of the decking and repair, inspect metal cricket sealant detail and reseal if needed.
- Rubber:** remove all organic debris and sediment, check sealant at all penetrations, parapet wall repairs required at rectangular EPDM roof with tapered insulation.

BOTTOM LINE UP FRONT

Estimated Remaining Economic Life: Slate 50 - 100 years
Rubber 25 - 40 years



Scott A. McCollum Sr.
Scott A. McCollum Sr.

Thank you for the opportunity to perform an assessment of your property. We're an independent support team, not a roofing contractor. We'll share our findings with a contractor of your choosing or a vetted in-network Roof RX contractor.



Roof RX Evaluation Summary

Detailed Assessment

PROPERTY & INSPECTION DETAILS

Property Address	781 Main Street, Danville, VA, 24541
Inspection Date	APRIL 27, 2026
Inspector	Scott A. McCollum Sr (405) 600-5587
Qualifications	HAAG Master Level Inspector OK Licensed Public Adjuster
Drone Pilot	Roof RX In-Network Pilot

ROOF OVERVIEW

Roof Shape	Complex steep gable with low slope roofs
Material	Slate/EPDM (Rubber)
Predominant Pitch	12/12
Estimated Age	~5 Years

CONDITION ASSESSMENT

Surface Condition

Slipped and missing slates, fasteners backing out of decking, railroading (course alignment) in slates due to either workmanship deficiency or more likely framing deflection in structure

Rubber roofs in excellent condition with minimal debris or sediment and little to no water ponding noted

Damage Indicators

Slipped and missing slates, fastener issues on slate, fasteners backing out of substrate on EPDM rubber roof puncturing membrane

Penetrations

Slate- roof accessories, dormers, chimneys, steeples, vents
Rubber- plumbing, mechanical, electrical, ventilation

Prior Repairs

The only prior repair indicated is on the termination bar sealant detail and on several fasteners that have backed out of the substrate and punctured the membrane that have been previously sealed

DAMAGE SCOPE

Damage Coverage	Slate 10%, Rubber 5%
Storm Impact	No storm impact
Imagery Supports	Repair and maintenance

RECOMMENDATION

REPAIR

Slate - repair the slipped, missing and damaged slate tiles, secure and properly attach the metal crosses at the ends of the gables, inspect the vent or hatch located behind the steeple to assure it is properly flashed and sealed, inspect slates that are lifted by fasteners backing out of the decking and repair, inspect metal cricket sealant detail and reseal if needed.

Rubber – Remove all organic debris and sediment. Inspect and repair sealant at all roof penetrations. Parapet wall repairs are required at the rectangular EPDM roof with tapered insulation. Inspect and repair sealant details at the termination bar along the parapet wall. Reseal any fasteners that have backed out of the substrate and repair any resulting punctures or damage to the membrane.

Ventilation Assessment

Code Compliance Analysis (Drone-Derived)



Code Reference: Per IBC/IRC requirements, the minimum net free ventilation area (NFVA) is 1 square foot per 150 square feet of roof/attic area (1:150 ratio). If certain conditions are met, the ratio may be reduced to 1:300.

Ventilation Calculations

Description	Value
Total Estimated Roof Area	13,745 sq ft*
Required NFVA (1:150)	N/A - See Findings
Target Intake NFVA (50%)	N/A - See Findings
Target Exhaust NFVA (50%)	N/A - See Findings

OBSERVATIONS

Is intake/exhaust ratio balanced?	N/A
Does total NFVA meet code?	N/A
Blocked/clogged vents?	N/A
Incompatible systems?	N/A

CRITICAL FINDINGS

The steep-slope slate roof is not a ventilated roof deck, so no calculation is required.

The large low-slope rubber roof is properly ventilated



No Ventilation Enhancements Recommended



Measurements - Specifications & Estimate

Accurate Data Related to Your Claim & Roofing System



Roof Measurements

Precise drone-derived measurements provide accurate square footage calculations, plane dimensions, ridge lengths, and valley measurements.



Manufacturer Specs

Technical data sheets for your current roofing materials provide installation requirements, warranty terms, and compatibility information.

Total Estimated Roof Area 13,745 sq ft*
Pitch 12/12
Configuration Complex steep gable with low slope roofs

Shingle Type Slate
Classification Lifetime/Premium
Status **IN-PRODUCTION**

Roof RX Documents

Full Specs

WHY IN-PRODUCTION STATUS MATTERS

"In-production" status matters with shingles because it determines whether repairs can be properly matched and remain cost-effective. When shingles are still being manufactured, damaged areas can be replaced with the same style and color, maintaining a uniform appearance and performance. If discontinued, matching becomes difficult, often leading to visible differences or the need for more extensive repairs or full replacement.

MARKET ASSESSMENT*

☒ REPAIR

Slate \$8,000 - \$15,000

Rubber \$7,000 - \$20,000

☐ REPLACEMENT

Slate \$250,000 - \$300,000

Rubber \$125,000 - \$175,000



Next Steps

Your Path Forward

- 1 Review this complete diagnostic report and all supporting documentation
- 2 Contact your insurance provider to initiate a claim (if applicable)
- 3 Schedule a follow-up consultation with Roof RX to discuss findings
- 4 Obtain contractor estimates using this report as your reference document
- 5 Make informed decisions backed by comprehensive, unbiased data

Timeline Considerations

- Remaining Economic Life:
Slate 50-100 years | Rubber 25-40 years
- Damage Coverage:
Slate 10% | Rubber 5%
- Insurance Claim Window: 1-2 years
- Repair Urgency: Moderate

Schedule Follow-Up
Consultation

Questions About Your
Report?

Request a Referral to an
In-Network Contractor

ABOUT ROOF RX

Roof RX serves as Trust Infrastructure for the property insurance and restoration industry. We are THE authority for truth on the roof—providing independent, unbiased assessments that homeowners, insurers, and contractors trust. Our HAAG-certified inspectors deliver forensic-level documentation that stands up to the highest scrutiny.

We are not roofing contractors. We are your independent advocate, ensuring you have defensible evidence and expert guidance to make informed decisions.



Complete Documentation Suite

Your Evidence Library



3D Model Documentation

Advanced photogrammetry technology creates a precise 3D digital twin of your roof structure.

Why it matters: Provides accurate measurements, allows remote inspection review, creates permanent record of roof condition.

[View 3D Model](#)



Full Annotation Report

Verified observations from your drone-based roof assessment, conducted by a HAAG certified roofing professional.

Why it matters: Verified evidence for insurers and adjusters. Visual evidence for insurance claims with forensic-level documentation.

[Access Annotation Report](#)

[Access Raw Image Capture](#)



Boots-on-the-Roof Inspection Images

Verified, up-close roof observations captured during a physical, on-roof inspection performed by a HAAG Certified Roofing Inspector.

Why it matters: Direct, hands-on verification. High-resolution detail clearly showing materials, wind, and hail damage.

[Not Required](#)



Roof RX Documents

The Prescription for Your Ailing Roof



EXPANDED SCOPE

The Episcopal Church of the Epiphany
781 Main Street, Danville, VA, 24541

REPORT DATE: AUGUST 17, 2026

Expanded Scope & Explanation

EPDM Rubber Roof — Recommended Scope of Work

This page walks through what we found, why it matters, and what we recommend — in plain terms. Part of our core ethos at Roof RX is to educate wherever possible and to build back better wherever possible. If anything below raises a question, or you'd like us to connect you with an in-network contractor, we're glad to talk it through.

Why This Area Leaks

The architectural detail with the "tooth" nature of the parapet wall is problematic. Your leaks most likely originate here, where the masonry columns and caps have deteriorated and are experiencing structural movement.

Why the Current Termination Can't Keep Up

Your roof terminates *inside* the parapet wall, relying on a termination bar and caulking detail. Because that bar is mechanically fastened to the masonry, and the caulking is applied directly to it, the assembly can't shed water as intended once the wall moves or its stucco or paint finish cracks and spalls. When water reaches those entry points, it is already behind the roof membrane — and gravity takes it into the building from there.

The Permanent Fix: Up & Over

Best practice for a membrane roof termination is what we call "up and over" — the membrane runs up the parapet wall and over the top of it. With this architectural feature, that means taking the "teeth" down, building a level parapet, and capping it with metal coping. It's the permanent solution, and it also removes a separate hazard: crumbling masonry that could fall and cause injury.

CURRENT vs. RECOMMENDED

Current: terminated inside wall



Masonry parapet
(cracked, deteriorated)

Termination bar + caulk
Water gets in behind membrane

Recommended: up & over, capped



Metal coping cap
Membrane runs up &
over the level wall
Sheds water away from wall

IN THE MEANTIME

Have the caulking at the termination bar inspected and repaired on a regular basis, and seal any punctures in the membrane right away. This should be done immediately — it won't solve the underlying issue, but it buys time until the permanent fix is in place.



EXPANDED SCOPE

The Episcopal Church of the Epiphany
781 Main Street, Danville, VA, 24541

REPORT DATE: AUGUST 17, 2026

126 - Architectural feature problematic

Aug 13, 2026 at 9:23am

Open

4 - Major



Details

Summary:

Created:

Cost of Repair:

Lat/Long:

This detail is problematic from a roofing standpoint

Aug 17, 2026, 6:28am by Jesse Hudelson

36.58445, -79.39647



15 - Observation

Aug 13, 2026 at 9:23am

Open

3 - Moderate



Details

Summary:

Created:

Cost of Repair:

Lat/Long:

N/A

Aug 14, 2026, 9:35am by Jesse Hudelson

—

36.58419, -79.39632



48 - Observation
Aug 13, 2026 at 9:23am

[Open](#) **5 - Critical**



Details

Summary:	N/A
Created:	Aug 14, 2026, 10:41am by Jesse Hudelson
Cost of Repair:	—
Lat/Long:	36.58436, -79.39653



EXPANDED SCOPE

The Episcopal Church of the Epiphany
781 Main Street, Danville, VA, 24541

REPORT DATE: AUGUST 17, 2026

86 - Observation

Aug 13, 2026 at 9:23am

Open

4 - Major



Details

Summary:

Created:

Cost of Repair:

Lat/Long:

Crumbling masonry

Aug 14, 2026, 8:22pm by Jesse Hudelson

—

36.58423, -79.39644



EXPANDED SCOPE

The Episcopal Church of the Epiphany
781 Main Street, Danville, VA, 24541

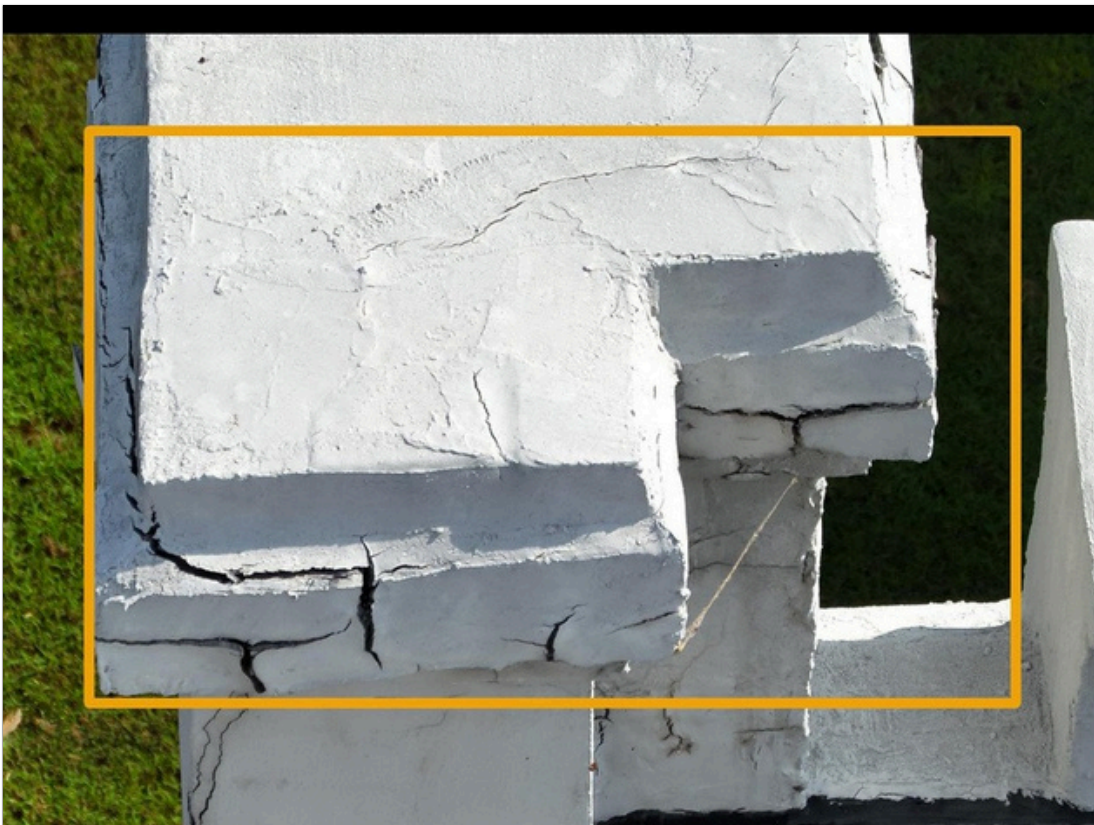
REPORT DATE: AUGUST 17, 2026

87 - Observation

Aug 13, 2026 at 9:23am

Open

4 - Major



Details

Summary:

Created:

Cost of Repair:

Lat/Long:

Crumbling masonry- falling object hazard too

Aug 14, 2026, 8:24pm by Jesse Hudelson

—

36.58429, -79.39654



88 - Observation

Aug 13, 2026 at 9:23am

Open 4 - Major



Details

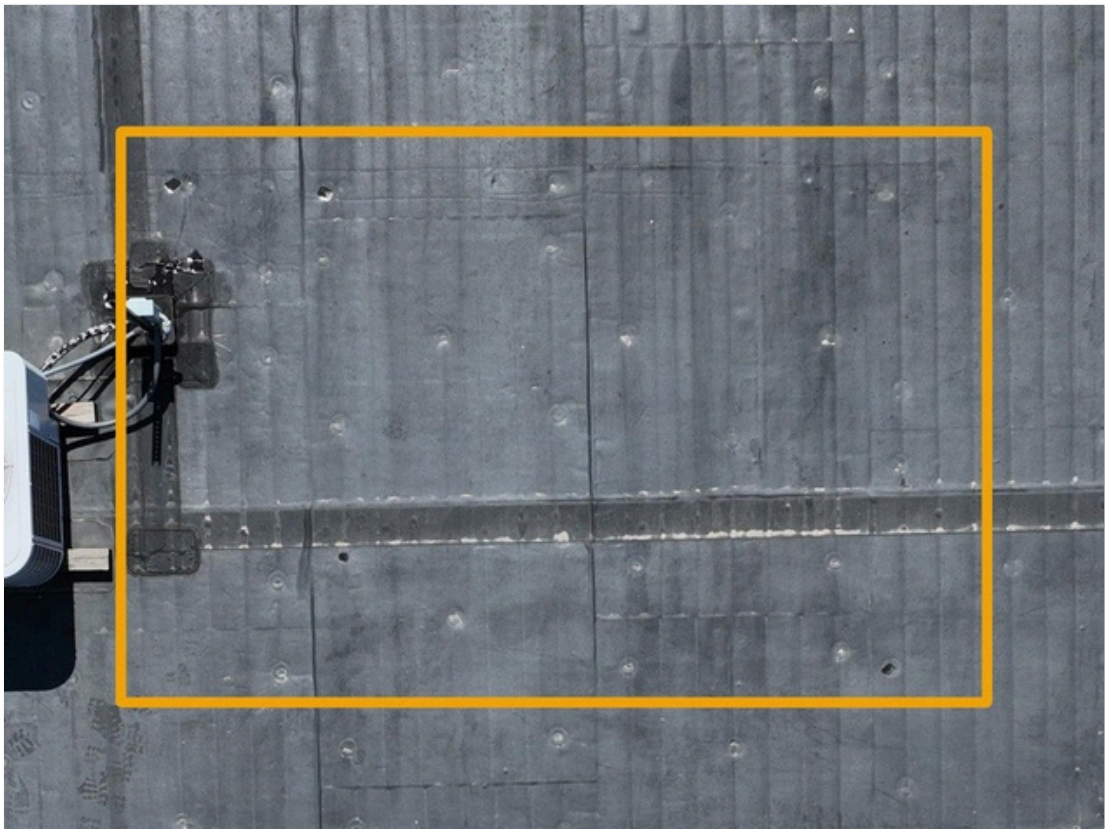
Summary:
Created:
Cost of Repair:
Lat/Long:

N/A
Aug 14, 2026, 8:25pm by Jesse Hudelson
—
36.58427, -79.39646



127 - Observation
Aug 13, 2026 at 9:23am

[Open](#) **5 - Critical**



Details

Summary:	Note 2 fasteners upper left and one lower right that have completely backed out of insulation and through membrane
Created:	Aug 17, 2026, 6:32am by Jesse Hudelson
Cost of Repair:	—
Lat/Long:	36.58427, -79.39649



136 - Observation
Aug 13, 2026 at 9:23am

[Open](#) **4 - Major**



Details

Summary:
Created:
Cost of Repair:
Lat/Long:

Crumbling masonry
Aug 17, 2026, 6:51am by Jesse Hudelson
—
36.58423, -79.39644



137 - Observation
Aug 13, 2026 at 9:23am

[Open](#) [3 - Moderate](#)



Details

Summary:
Created:
Cost of Repair:
Lat/Long:

Spalling stucco or paint
Aug 17, 2026, 6:52am by Jesse Hudelson
—
36.58426, -79.39650



138 - Observation
Aug 13, 2026 at 9:23am

[Open](#) **4 - Major**



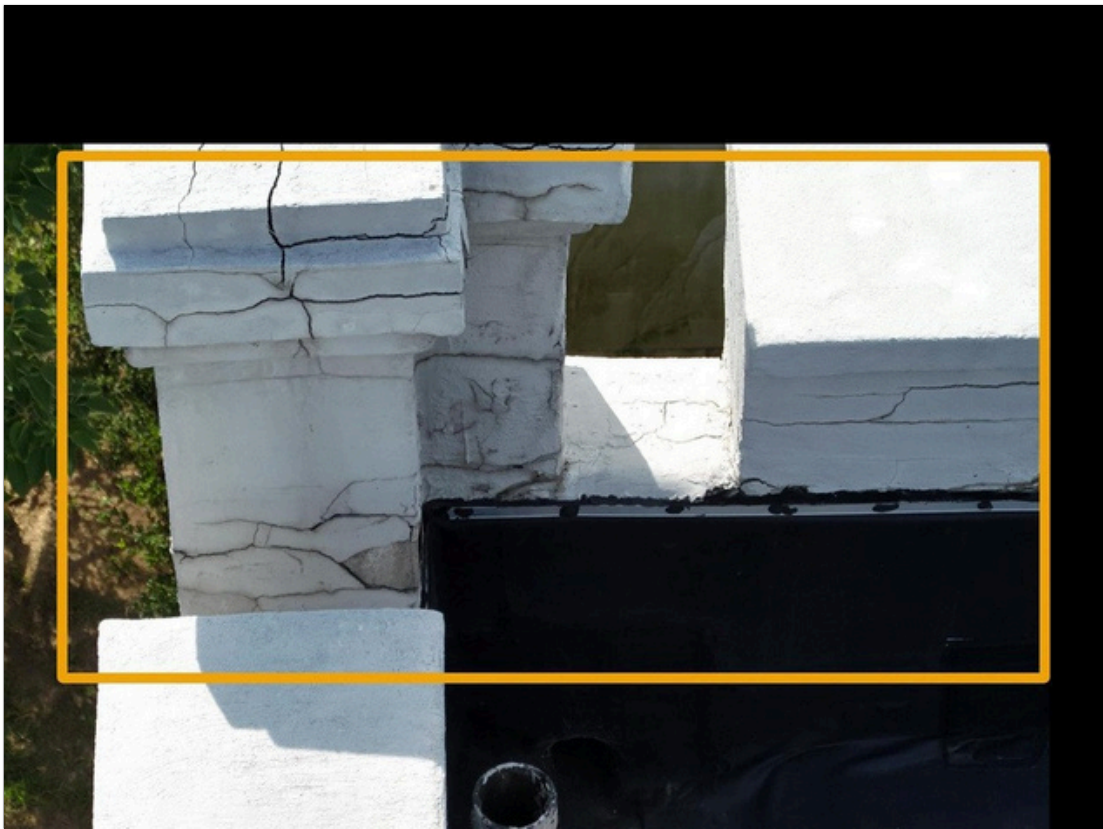
Details

Summary:	Spalling stucco or paint- note arrow in bottom left indicating a sealant repair since installation
Created:	Aug 17, 2026, 6:53am by Jesse Hudelson
Cost of Repair:	—
Lat/Long:	36.58427, -79.39652



139 - Observation
Aug 13, 2026 at 9:23am

[Open](#) **5 - Critical**



Details

Summary:
Created:
Cost of Repair:
Lat/Long:

Masonry issue critical
Aug 17, 2026, 6:56am by Jesse Hudelson
—
36.58427, -79.39645



EXPANDED SCOPE

The Episcopal Church of the Epiphany
781 Main Street, Danville, VA, 24541

REPORT DATE: AUGUST 17, 2026

133 - Parapet wall

Aug 13, 2026 at 9:23am

Open

4 - Major



Details

Summary:

Crumbling masonry, failing sealant, relies on termination bar and sealant that inevitably fails

Created:

Aug 17, 2026, 6:45am by Jesse Hudelson

Cost of Repair:

—

Lat/Long:

36.58429, -79.39650



ROOF RX

Questions to Ask Any Contractor Before You Replace Your Roof

Twelve questions that separate a documented plan from a sales pitch.

A roof replacement is one of the largest investments you'll make, and most of what determines whether it goes well happens before anyone ever gets on the roof. Use this list in your contractor meetings — the answers you get (or don't get) will tell you a lot.

1 INTENT & APPROACH

- ☐ **Are you replacing the roof that failed, or are you helping me build something better?**
Why it matters: A like-for-like replacement can leave the same weak points in place. You want to know if they're solving the actual problem.
- ☐ **How will you make sure I'm not back in this same position after the next storm?**
Why it matters: This tells you whether they think in terms of long-term protection or one-time transactions.

2 SYSTEM & MANUFACTURER STANDARDS

- ☐ **Can I see the ventilation calculations for my roof?**
Why it matters: Ventilation is often skipped, and it directly affects how long your roof lasts and whether your warranty holds up.
- ☐ **Are you installing a complete system from one manufacturer, or mixing products from different brands?**
Why it matters: Mixed systems can void warranty coverage. A single-manufacturer system is usually the safer, more defensible choice.
- ☐ **What manufacturer certifications does your company hold?**
Why it matters: Certifications mean the manufacturer has trained and vetted this contractor. It's not just a marketing badge.

3 COMPLIANCE & PROTECTION

- ☐ **Are you licensed and registered to do this work in my state and city?**
Why it matters: This protects you legally and confirms they're operating above board.
- ☐ **Will I be named as an additional insured on your insurance policy?**
Why it matters: This protects you if something goes wrong on your property during the job.
- ☐ **Will you provide lien waivers after final payment, showing all labor and materials are paid in full?**
Why it matters: Without this, a subcontractor or supplier who wasn't paid could file a lien against your home, even after you've paid the contractor in full.

4 WARRANTY COVERAGE

- ☐ **What is your workmanship warranty, and what does it cover?**
Why it matters: This covers installation errors. It's different from the manufacturer's warranty, and both matter.
- ☐ **What manufacturer warranty applies to my new roof?**
Why it matters: Coverage varies widely by manufacturer and by how the roof is installed. Get the specifics in writing.

5 SUPERVISION & CREW ACCOUNTABILITY

- ☐ **Who supervises my job, and how much time will they spend on site each day?**
Why it matters: A roof with no on-site supervision is a roof with no one catching mistakes in real time.
- ☐ **What training do your supervisors and crews — or subcontractor crews — have?**
Why it matters: Subcontracted labor isn't automatically a red flag, but you deserve to know who's actually on your roof and what they're qualified to do.

If a contractor can't answer these clearly, that's worth pausing on. Roof RX exists to give you a documented, independent starting point — the truth on your roof — before you're standing in front of a sales quote trying to make a decision.



ROOF RX

Why Property Owners Choose a Roof RX In-Network Contractor

You get more than someone to do the work. You get a documented, accountable process behind them.

Anyone can hire a contractor. Going through Roof RX means your contractor already works from a documented plan, is held to a higher standard, and comes with protections you'd otherwise have to negotiate for yourself.

Vetted, Not Random

We qualify and verify every in-network contractor before they ever touch your roof. Crews are checked on training, licensing, and track record — and performance is verified through proof of work, invoice review, and follow-through after the job. You're not handed off to whoever's available.

Protection That's Already Built In

Every job includes a lifetime workmanship warranty on the work performed, documented, and validated. If a manufacturer product fails, Roof RX helps you through the manufacturer claim process — so you're not left navigating it alone.

If Something's Wrong, We Make It Right

A job isn't finished until you feel it's finished. If something isn't right, we take ownership, communicate clearly, and see it through — even if that means redoing the work.

Built on a Prescription, Not a Pitch

Your in-network contractor works from your Roof RX Prescription — a documented scope built on data, not opinion. That means the work is based on what your roof actually needs, not what generates the biggest invoice. Nothing gets re-explained or re-argued once the crew shows up.

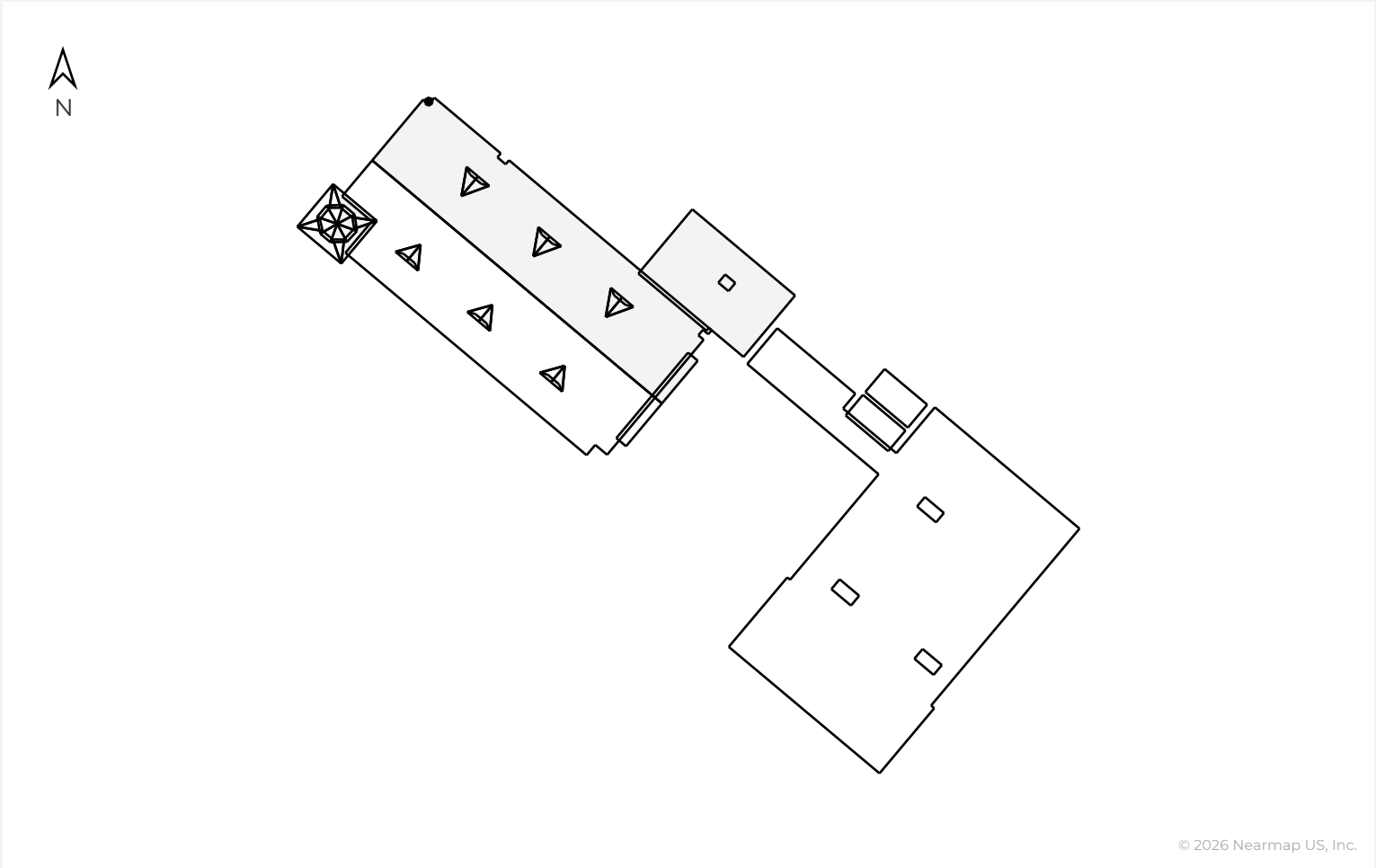
Full Visibility, the Whole Way Through

You can access your roof's images, documentation, invoices, payment history, and prescription details through your Roof RX rep — anytime. No chasing down paperwork, no wondering what was actually done.

It Can Pay You Back

If you're enrolled in a Roof RX Asset Protection Plan, using an in-network contractor means your accrual rebate applies. A portion of what you've already paid into your plan — through premiums and completed repairs — builds toward your next roof replacement. It doesn't expire, as long as your plan stays active. Go outside the network, and that rebate doesn't apply.

Your Roof RX Prescription tells you what your roof needs. Your in-network contractor picks up exactly where that documentation leaves off — and if you're a plan holder, it's the only path that lets your accrual rebate count.



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Overview	1
Top View	2
Side Views	3
Lengths	4
Pitches	5
Areas	6
Summary	7
Materials	8

Measurements

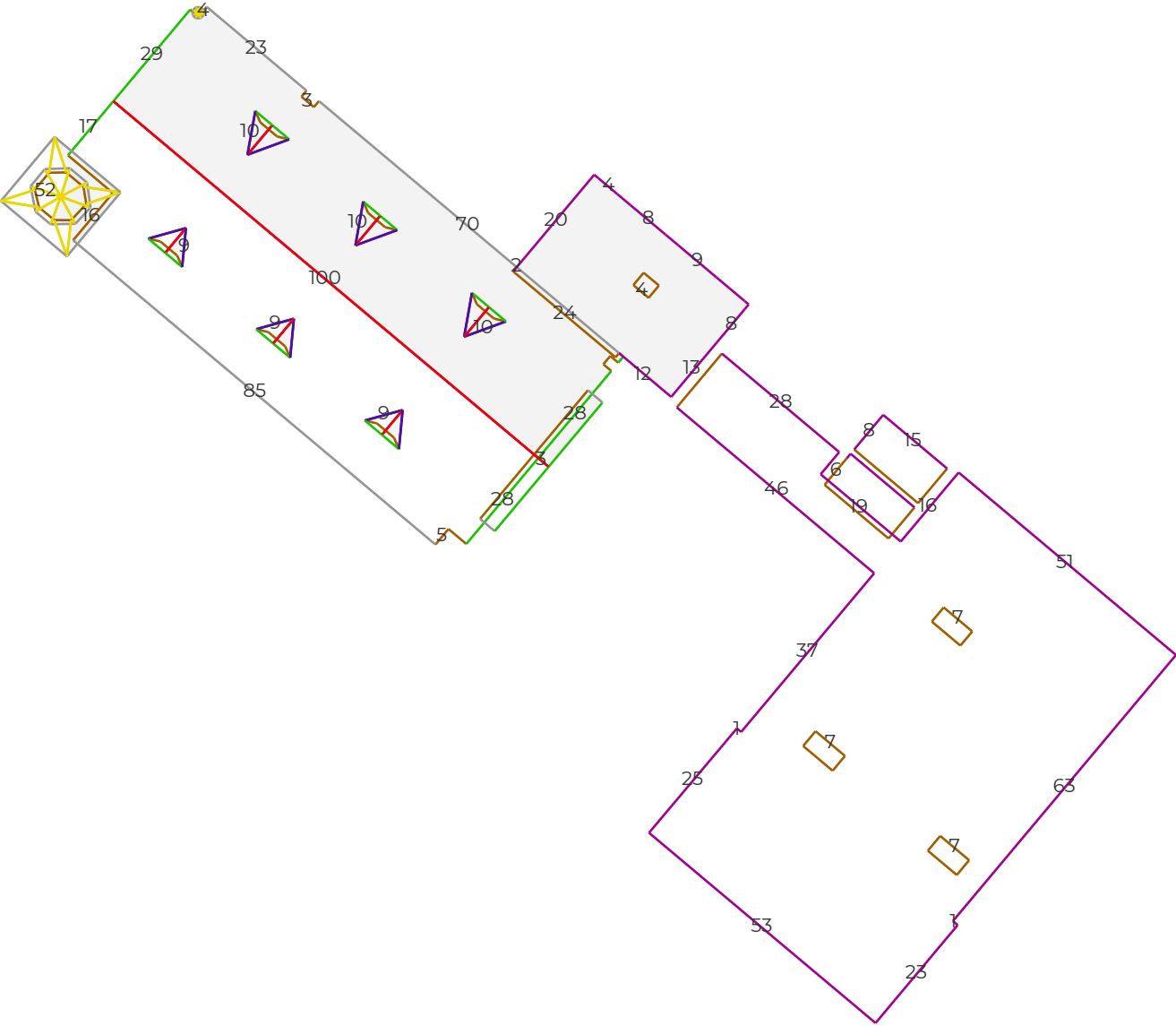
Roof Area	13,743 sq ft
Roof Facets	44
Predominant	11 / 12
Pitch Ridges/Hips	668 ft
Valleys	115 ft
Rakes	234 ft
Eaves	289 ft







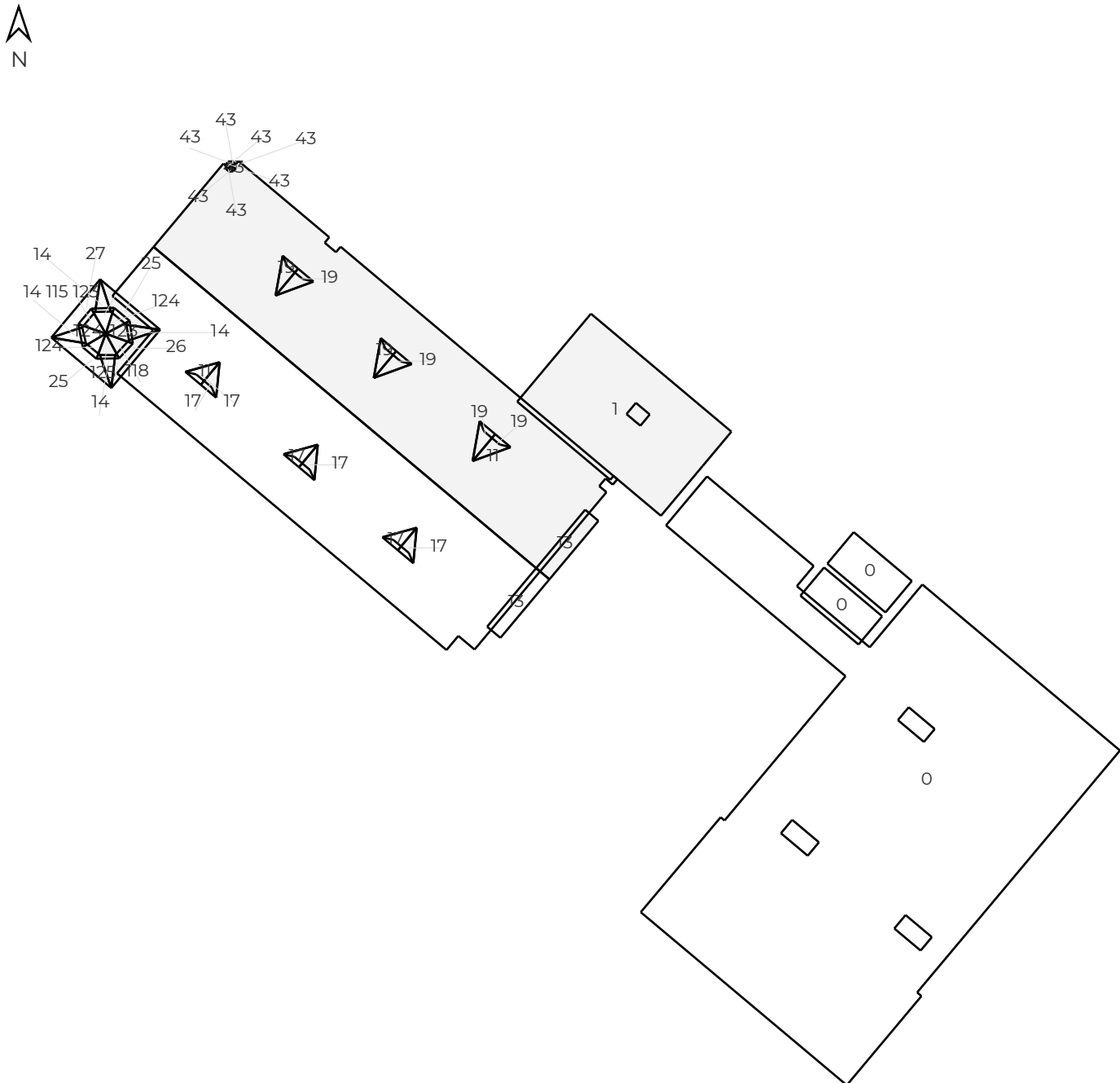
Flash	Step	Drip
233	112	523



Eave	Hip	Parapet	Rake	Ridge	Valley
289	526	501	234	142	115

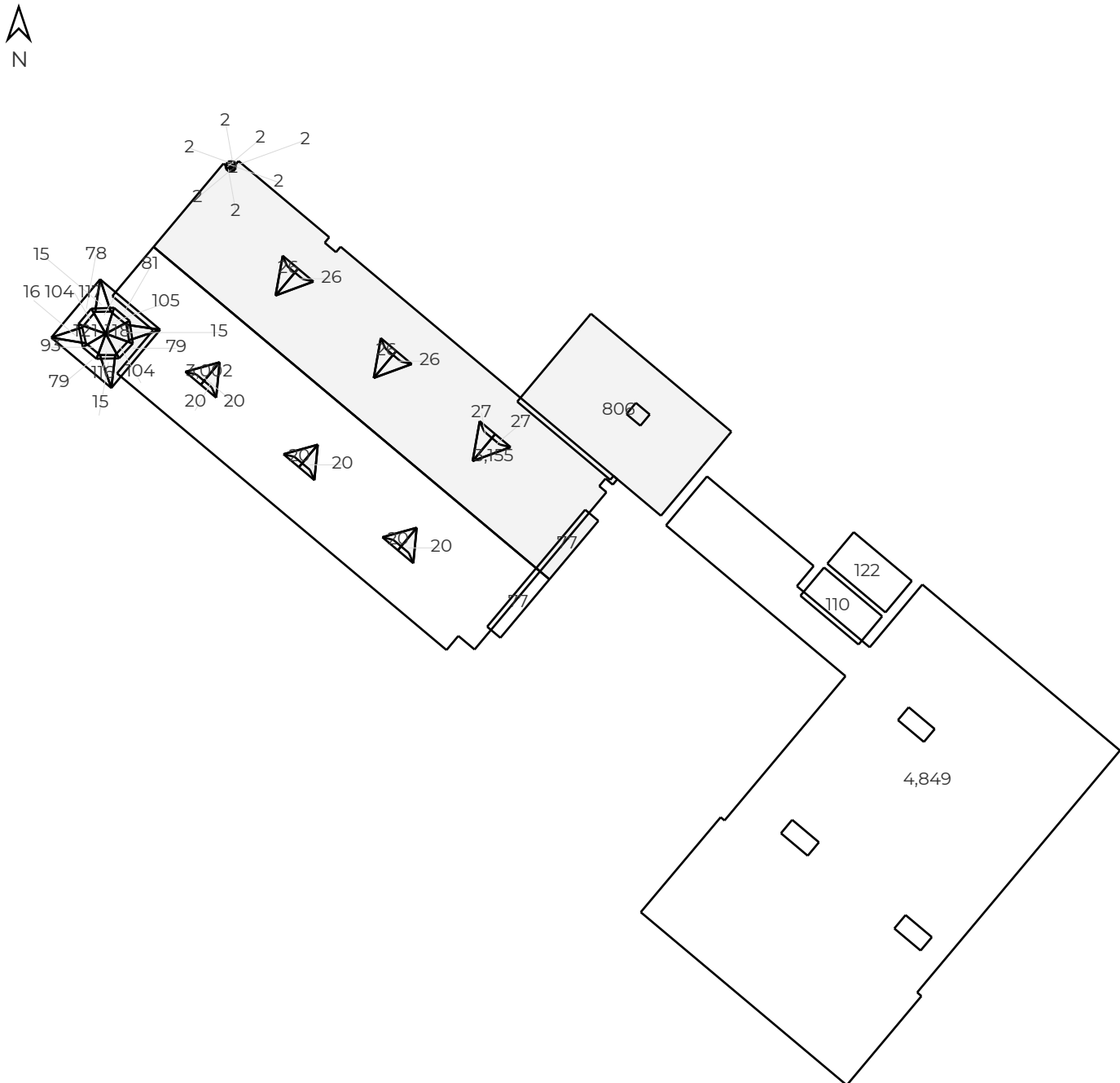
Lengths in feet

© 2026 Nearmap US, Inc.



Pitches in inches per foot

© 2026 Nearmap US, Inc.



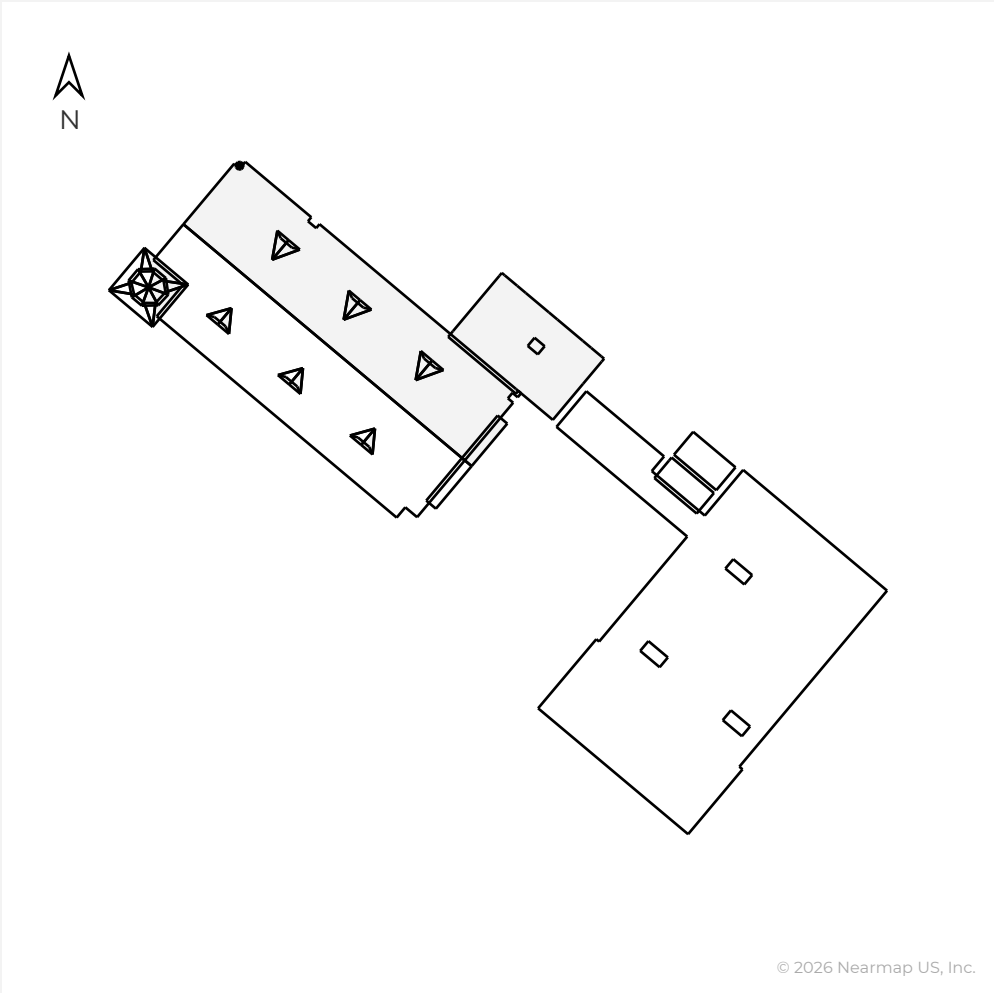
Areas in square feet

© 2026 Nearmap US, Inc.



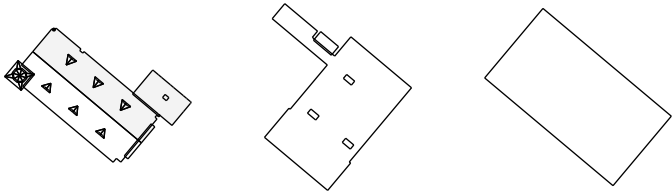
Pitch	0	1	11	13	14	17	19	25+
Area	5,081	806	6,156	154	62	120	157	1,207
Percent	37%	6%	45%	1%	0%	1%	1%	9%

Waste	0%	5%	10%	12%	15%	17%	20%
Area	13,743	14,431	15,118	15,393	15,805	16,080	16,492
Squares	138	145	152	154	159	161	165



Roof Area	13,743 sq ft
Roof Facets	44
Pitch	11 / 12
Eaves	289
Hips	ft
Rakes	526
Ridges	ft
Valleys	234
	ft 142
Flash	233 ft
Step	112 ft
Drip Edge	523 ft
Leak Barrier	1,346 ft
Ridge Cap	668 ft
Starter	523 ft
Parapets	501 ft
Penetrations	10
Pen. Area	240 sq ft
Pen. Perimeter	243 ft

Notes: 1) Measurements are rounded to the nearest whole number. 2) Rakes are defined as sloped roof edges. 3) Eaves are defined as level roof edges. 4) Flashing pertains to level roof edges and excludes valleys. 5) Step flashing pertains to sloped roof edges and excludes areas around penetrations. 6) Drip edge = eaves + rakes. 7) Waste table excludes additional materials needed for ridges, hips, valleys, etc. 8) Suggested waste factor is based on the roof complexity and is provided for guidance purposes only. You should confirm the appropriate waste factor prior to ordering.



Roof Area	8,662 sq ft	4,959 sq ft	122 sq ft
Roof Facets	41	2	1
Pitch	11 / 12	0 / 12	0 / 12
Eaves	289	0	0
Hips	ft	ft	ft
Rakes	526	0	0
Ridges	ft	ft	ft
Valleys	234	0	0
Flash	ft 142	ft	ft
Step	ft 112	ft 103	ft 23
Drip Edge	523 ft	0 ft	0 ft
Leak Barrier	1,346 ft	ft 0	ft 0
Ridge Cap	668 ft	ft	ft
Starter	523 ft	0	0
Parapets	93 ft	ft 385	ft 23
Penetrations	7	ft 3	ft 0
Pen. Area	170 sq ft	70 sq ft	0 sq ft
Pen. Perimeter	182 ft	61 ft	0 ft



	Waste	0%	10%	15%	20%
Shingle Products					
Timberline: HDZ, UHDZ, NS, ASII, HDZ RS	bundle	240	264	276	288
Royal Sovereign					
Low-Slope Roofing System					
Liberty Base/Ply Sheet	roll	5	5	5	5
Liberty Cap Sheet	roll	9	9	10	10
Liberty Asphalt Primer	gallon	5	5	5	5
Liberty Flashing Cement	gallon	9	9	10	10
Starter					
WeatherBlocker	bundle	6	6	7	7
Pro-Start	bundle	5	5	6	6
Quick-Start	roll	16	18	19	20
Roof Deck Protection					
Deck-Armor, Tiger Paw, FeltBuster 10 sq	rol	8	9	10	10
Shingle-Mate	l	20	22	23	2
VersaShield	rol	23	25	26	4
	l				27
Leak Barrier					
StormGuard, WeatherWatch 2 sq	rol	21	23	2	25
WeatherWatch 1.5 sq	l	27	3	4	33
	rol		0	31	
Ridge Cap					
Seal-A-Ridge, Seal-A-Ridge AS	bundle	27	3	31	33
TimberTex	bundle	3	0	39	41
Z-Ridge	bundle	4	37	2	25
TimberCrest	box	21	23	4	41
		3	37	39	
Nails					
Cap Nails	box	4	8	8	9
Coil Nails 1.25 in	box	7	8	8	9
Step Flashing					
Step Flashing 10 ft	piece	12	13	13	14
Step Flashing 8 ft	piece	15	16	17	17
Drip Edge					
Drip Edge 10 ft	piece	53	5	61	63
Drip Edge 8 ft	piece	6	8	76	79
		6	72		

Notes: 1) These approximate quantities are based on estimated measurements and are for guidance purposes only. You should always confirm quantities prior to ordering and ensure you are following local building code requirements. 2) For Timberline, 3 bundles = 0.984 squares. 3) Starter = eaves + rakes. 4) Leak barrier = bends + eaves + flashing + hips + rakes + step + valleys. 5) Ridge cap = hips + ridges. 6) Low-slope products applied to 1/12 pitch areas. 7) Timberline products applied to 2/12 pitch areas and above. 8) Installed coverage will be less and depend on quantity and width of side and end laps. 9) Liberty low slope roofing system should be installed as a system. For more information, see gaf.com/liberty.



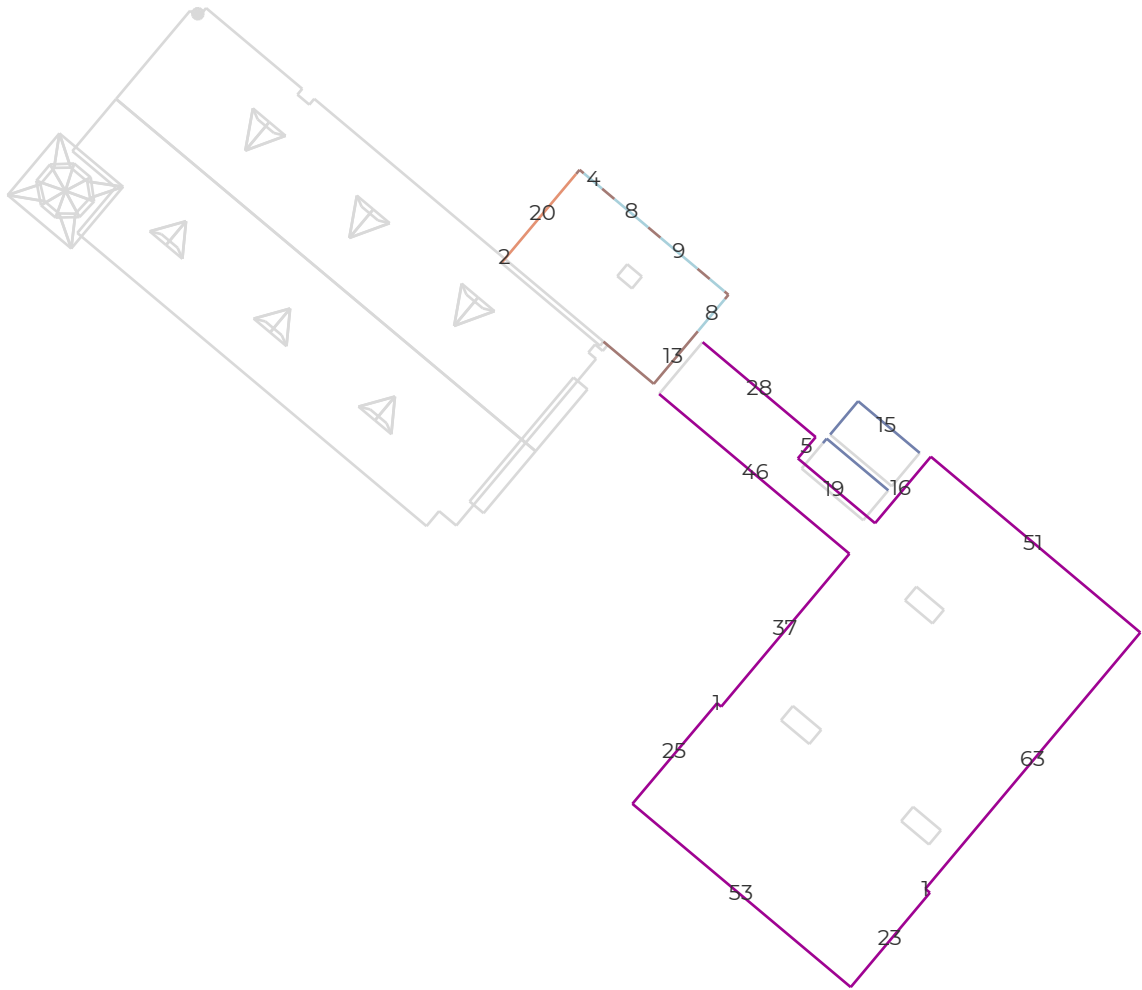
Static

	Quantity	Units
Cobra® Rigid Vent 3™, SnowCountry® & SnowCountry® Advanced	105	ft
Cobra® Exhaust Vent Roll - Nail Gunnable	134	ft
Cobra® Exhaust Vent Roll - Hand Nailable	112	ft
Cobra® RidgeRunner®	151	ft
Cobra® Hip Vent	210	ft
Master Flow® SSB960 Metal Super Slant-Back Roof Vents	32	vent
Master Flow® RV50/R50 Square-Top Roof Vents	38	vent
Master Flow® IR65 Plastic Slant-Back Roof Vents	30	vent
Master Flow® High-Capacity Dome Vents	14	vent
Master Flow® 10' Aluminum Ridge Vent	88	ft
Cobra IntakePro® Rooftop Intake Vent	210	ft
Master Flow® Undereave Intake Vents - 16" x 8"	38	vent

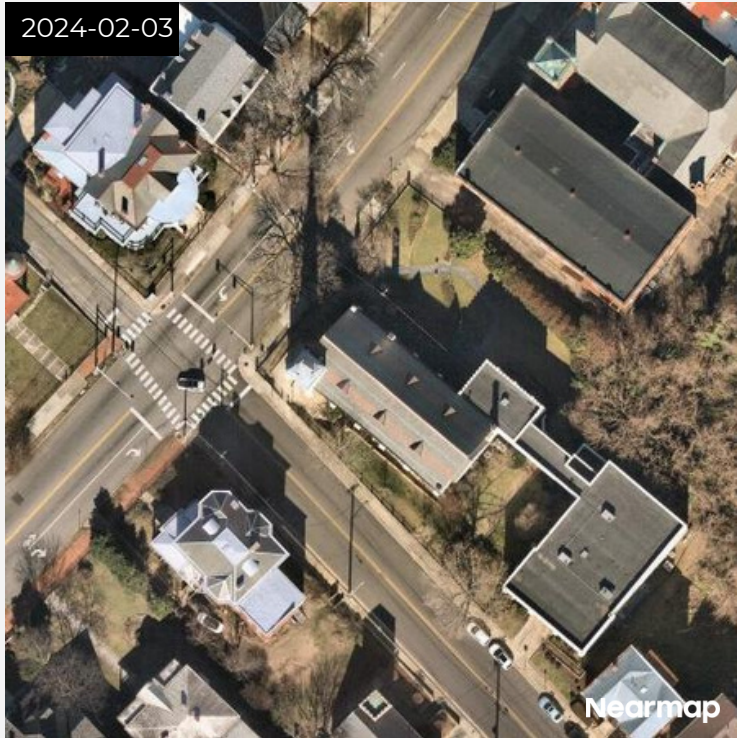
Powered - Roof Mount

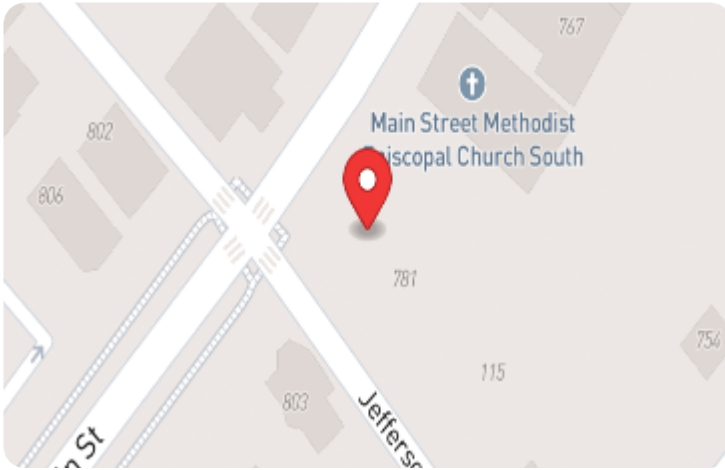
	Exhaust (vent)	Cobra IntakePro (ft)	Master Flow 16x8 Intake (vent)
Master Flow® ERV4 Power Attic Vents	5	267	48
Master Flow® ERV5 Power & Wi-Fi Attic Vents	4	267	48
Master Flow® ERV6 Power Attic Vents	3	240	44
Master Flow EZ Cool™ Plug-in Power Attic Vents	4	224	41
Master Flow® GreenMachine™ Solar/Dual-Powered Vents	10	280	51
Master Flow® GreenMachine™ High-Power Solar/Dual-Powered Vents	8	320	58
Master Flow® 12" Wind Turbines	12	315	57
Master Flow® 14" Wind Turbines	8	299	54

Note: The estimated quantity of attic ventilation products in this report is based solely on the total exterior square footage of all roof planes and is meant for estimating purposes only. It is the responsibility of the installer to verify the correct quantity and type of attic ventilation products prior to commencement of work. Installer must always review job-specific attic ventilation needs such as local code requirements, attic floor square footage, roof design, and conditioned spaces under the roof. GAF recommends a minimum of 1 square foot of attic ventilation (evenly split between intake and exhaust) for every 300 square feet of attic floor space. The amount of exhaust ventilation at or near the ridge must never exceed the amount of intake ventilation at or near the soffit. See gaf.com/ventcalculator for details.



	Length (ft)	Height (in)	Vertical Area (sq ft)	Wall Width (in)
	368	36	1,105	12
	39	12	39	12
	33	36	100	24
	22	30	54	24
	38	Multiple	Multiple	Multiple





Report Information

Report ID: 93b01e1X
Address: 781 Main St, Danville, VA 24541, USA
Lat / Lon: 36.584303, -79.396722
Data Period: January 1, 2011 to August 16, 2026
Report Generated: August 16, 2026 at 04:11:48 UTC

Severe Weather History

781 Main St, Danville, VA 24541, USA

Date	Event Type	Meteorologist Duration	Meteorologist Magnitude	Algorithm Magnitude
May 16, 2023	Hail	--	--	0.75 in
July 17, 2020	Hail	--	--	0.75 in
May 2, 2016	Hail	--	--	1 in
July 13, 2015	Hail	--	--	0.75 in
March 24, 2012	Hail	--	--	0.75 in
June 21, 2011	Hail	--	--	0.75 in
May 24, 2011	Hail	--	--	0.75 in

Description

- Meteorologist Duration and Meteorologist Magnitude are hand-curated by a team of Meteorologist analyzing the maximum hail or wind speed at a neighborhood-level.
- Algorithm Magnitude is generated by Canopy Weather and is a state-of-the-art forensic weather algorithm that triangulates atmospheric data, internet resources, and ground observations to determine the typical hail size or wind speed for that event and location.
- Meteorologist and Algorithm data may have different values for the same event and location.
- All events are for the specific location in question.

Disclaimer

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Materials Index & Manufacturer's Specifications

The Prescription for Your Ailing Roof

General Installation Guidelines for Natural Quarried Roofing Slate

Version 1.5, October 2017



Slate Roofing Contractors Association of North America, Inc.

143 Forest Lane, Grove City, PA 16127

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INTRODUCTION

These Installation Guidelines have been developed and produced for the general public by professional slate roofing contractor members of the Slate Roofing Contractors Association of North America, Inc., a 501c6 non-profit international trade association, via a peer-reviewed, consensus-based committee process taking place over an extended period of time. These Installation Guidelines, if followed, are designed to produce a long-lasting, weathertight slate roof for most basic applications. Refer to the SRCA Section 07310 "Slate Shingles" for architectural specifications.

PART 1 — GENERAL PROJECT PREPARATION AND EXECUTION

1.1. CONTRACTORS

- A. It is recommended that prospective contractors have foremen or supervisors who have a minimum of five years of professional experience in installing natural quarried slate roofing and who can provide a resume listing successful completion of slate roof installations of similar size and scope.
- B. Contractors shall furnish all insurance, permits, labor, materials, equipment, apparatus, tools, transportation and services necessary for, and incidental to, the proper installation and completion of the slate roof. This work may include removing and properly disposing off-site of existing slate roofing or other shingles, if any; installing underlayment; installing new sheet metal flashings and installing new or salvaged roofing slate to cover the entire existing slate roof area, leaving a very long term, damage resistant, weatherproof roof.
- C. Contractors shall use workmen who are trained and experienced in laying slate, installing metal flashing, and all other skills needed to satisfactorily complete the project as specified, or use workmen who are under the full-time supervision of a foreman or supervisor with such training and experience.
- D. Contractors shall use workmen familiar with the use of slate hammers for punching and nailing slate shingles, slate rippers for removing slates already installed, slate cutters for trimming and cutting slate shingles, slater's stakes used with slate hammers that have a cutting shank, roof brackets and scaffolding for staging the roof, and hook ladders for accessing areas of the roof not staged.

1.2. CONTRACT DOCUMENTS

- A. Contractors will provide contract documents that include detailed specifications for all materials and installation styles, including, but not limited to slate types, thicknesses, colors, and origins; nail types and lengths; underlayment types and weights; headlaps; ridge style; valley style; flashing materials, including weights, types and sizes of metals.

B. Contract documents shall also include a detailed warranty (see Section 1.8). It is recommended that this SRCA General Roofing Installation Guidelines for Natural Quarried Slate document be attached to the contract as an addendum.

1.3. MATERIALS DELIVERY AND STORAGE

A. Slate roofing shingles shall be delivered on manufacturers' skids with intact labels indicating source whenever possible.

B. Rolled underlayment shall be stored on end and manufacturers' recommendations for job-site storage and protection shall be followed.

C. Materials shall not be stored on existing fire escapes, in areas that may obstruct the ingress or egress of essential doorways or walkways, or on low-slope roofs or other roof slopes where the weight of the materials may damage the roof structure.

1.4 CODES AND REGULATIONS

A. Contractor shall comply with all federal, state, local and contractual regulations regarding specific installations, and abide by applicable building, safety and health codes related to construction practices or use of equipment.

B. Contractor shall comply with the regulations of local governing Historical Societies and the National Registry of Historic Properties, when applicable.

1.5 PROTECTION OF ROOF SURFACES

A. Workers shall not damage slates by walking on them.

B. The roof shall be properly staged to allow safe work surfaces, such as with roof brackets and scaffold-grade planks, that prevent unnecessary foot traffic on the slates.

C. Where foot traffic is unavoidable, roof ladders, hook ladders, chicken ladders, foam pads or other such devices should be used to protect the slates.

1.6 INSURANCE

A. Contractor shall carry Liability Insurance and Workers Compensation Insurance according to state requirements.

B. Contractor will provide, upon request, Certificates of Insurance to Owner prior to the execution of any work.

1.7 CLEAN UP

A. Tools, equipment, surplus materials, slate scraps, and debris resulting from the slate roof installation shall be organized and cleaned up, or removed and properly disposed of, on a daily basis.

B. Gutters and roof areas will be cleaned of debris at the end of each workday and upon completion of the work.

C. Dust and dirt may infiltrate into the attic space during installation or removal of roofing slate. Owner shall be advised to remove any valuable items from the attic space and/or to cover such items with plastic, tarps, or other suitable covering prior to the commencement of any work.

1.8 WARRANTY

A. Contractor shall warrant a new slate roof installation, covering both material and labor for defects that may occur, for a minimum period of five years.

B. Owner shall visually inspect the Work on an annual basis and report to the contractor any observed defects that are covered by the warranty.

C. The contractor cannot be held responsible for damage caused by other persons or by unusual and damaging weather events such as large hail, strong winds, lightning, flooding, earthquakes, excessive snow and ice buildup, or other “acts of God.”

D. Contractor's warranty terms shall be clearly detailed in the contract documents.

E. An extended service maintenance agreement is recommended beyond the warranty period.

1.9 EXTRA MATERIAL

A. Contractor shall provide for the Owner two percent of field slates used in the Work as maintenance stock for future repairs.

B. The maintenance stock is to be placed in storage in a location at the work site to be determined by the Owner.

PART 2 — ROOFING SLATE

2.1 PROCUREMENT

A. Procure new roofing slates from known sources so that additional matching supplies can be obtained if needed. A single quarry source is recommended.

B. Slates shall be supplied by manufacturers that are experienced in the production of roofing slates and that quarry or mine high-quality rock specifically selected for roofing grade applications. Provide manufacturer's warranty in writing. Substitution of slates with slates from other sources shall not be permitted without written approval from the Owner or architect.

C. Slates shall be identified and labeled according to the quarry source and location. For example, foreign slates shall not be misrepresented as domestic slates.

D. When ordering field slates, whenever possible, also procure the starter slates from the same manufacturer, punched for nail holes to allow the starter slates to be laid back side out. The starter slates should be the same width as the field slates (when uniform width slates are used), and long enough to allow for a minimum headlap of three inches on the starter course.

E. Refer to http://slateroofers.org/sources_new_slate.html for sources of new roofing slate.

2.2 QUALITY CONTROL

A. Slates shall conform to ASTM C 406 and shall be Grade S1 (minimum 575 lbf breaking load¹, maximum 0.25% absorption², and maximum 0.002 inches depth of softening³).

[¹ASTM C120, Test Methods of Flexure Testing of Slate (Breaking Load, Modulus of Rupture, Modulus of Elasticity); ²ASTM C 121, Test Method for Water Absorption of Slate; ³ASTM C 217, Test Method for Weather Resistance of Slate]

B. All slates shall be hard, dense, sound rock of natural cleft with chamfered (beveled) edges. No broken or cracked slate shall be used, although broken slates may be cut into smaller, unbroken pieces.

C. Slates up to 3/8" in thickness shall be punched for nail holes; slates over 3/8" in thickness may be drilled and countersunk, for a minimum of two nail holes each. The holes punched in the slates shall be the correct diameter to provide a snug fit for the shank of the roofing nails. Slates shall be punched back to front (except starter slates, which are punched front to back). Slates shall be punched on the thinner end if there is a variation in the thickness along the length of the slate.

D. Rectangular slates with broken corners on the exposed end shall be rejected if a corner is broken off greater than 1.5 inches in either direction, although such slates may be used for cutting into smaller pieces.

E. Curvature of slates shall not exceed 1/8 inch over a distance of 12 inches. Curved slates shall be trimmed and punched to permit them to be laid with the convex side facing up.

F. Defects in slates such as "knuckles," "knots," "knurls" and "cramps" which protrude above the surface of the slates shall be positioned such that they remain on the exposed top surface of the slate after installation. Knots, knurls and cramps shall not be permitted on the back or covered

portions of the slates unless removed by grinding beforehand. A slate shall be rejected if a surface defect adversely affects the proper laying of the slate.

G. Slates shall be free of pyrite inclusions that can visibly leach rust stains onto the roof.

H. Slates shall not have carbon-bearing bands known as “ribbons” as these are considered defects that undermine the longevity of the slate.

I. Nail holes are to be positioned no more than 1.5” in from the side edges of the slate. Nail holes must be positioned approximately 2/3 the distance from the bottom of the slate when using standard 3” headlap. The top of the underlying slate shall not be penetrated by the slating nails.

2.3 INSTALLATION STYLES

A. Slate installation styles may include, but are not limited to:

1. A “standard” pattern where all the slates are the same length and width, although these can include slates of differing colors and shapes;
2. A “random width” style where the slates are the same length, but differing widths;
3. A “textural” style where thicknesses, textures, colors, lengths, widths and types of slate may be blended for architectural effect;
4. A “graduated” style where thicker or longer slates are installed near the eaves and the slates gradually decrease in size as they near the top of the roof;
5. A “staggered butt” style where slates of varying lengths are installed in such a manner that the exposed butts are staggered.

B. When mixed, graduated, or textural slate styles are to be installed, or slates with mixed colors, sizes, types and/or thicknesses, the quantities of the various sizes and types of slates and the layout patterns of the slates are to be clearly specified in the contract documents.

C. If necessary, build mockups to demonstrate aesthetic effects and to set quality standards.

1. Use materials specified for the project in the mockup.
 2. Retain mockup for duration of the project.
3. Approved mockups may become part of the completed work.

PART 3 — GENERAL MATERIALS

3.1 ROOFING UNDERLAYMENT

- A. Cover surfaces to be slated with roofing underlayment to weather in the building, when needed.
- B. Roofing underlayment shall, at a minimum, comply with ASTM D 226 asphalt-saturated organic felt, Type II, No. 30, unperforated.
- C. Felt shall be installed horizontally with sections overlapped toward eaves or drains by a minimum of two inches and at ends by a minimum of six inches. The felt shall overlap hips and ridges by approximately 12 inches. All felt shall be preserved unbroken, tight, and whole.
- D. Felt shall be secured with minimum 1" electro-galvanized roofing nails along laps, ends, and in the field as necessary to properly hold the felt in place and to protect the building from water infiltration until covered with slate.
- E. The maximum length of exposure for felts prior to slating shall be one month. When the felt must be left for long periods before the slates can be installed, the exposed nail heads are to be skimmed over with a thin layer of trowel grade roof mastic to prevent leakage around the nail heads.
- F. When self-adhesive underlayment is used along eaves or elsewhere, it shall be covered with felt.
- G. On slopes from 4:12 to 12:12, a half-lapped double layer of No. 30 felt is recommended when the felt is not going to be slated over immediately. Slopes over 12:12 may use a single layer of felt as may any slope that is to be slated within a few days.
- H. Additional underlayment may also be used in ice-dam prone areas, such as Type II felt installed on top of the existing felt, with a layer of trowel-grade roof mastic spread evenly underneath the additional felt layer.

3.2 NAILS

- A. Nails shall be solid copper, smooth-shank roofing nails, minimum 11 gauge, minimum 1.25" length. Copper nails 2.5" or longer shall be minimum 10 gauge. Alternatively, Type 304 smooth-shank stainless steel roofing nails can be used, not less than 1.25" long.
- B. Hot-dipped galvanized smooth-shank roofing nails may be utilized when specified.
- C. Nail length is to be approximately twice the thickness of the slates plus one inch. Nails are to fully embed into the roof decking material without more than 1/4" nail length being exposed on the underside of the roof decking. When the underside of the roof decking is exposed, such as at

overhanging eaves, the nails shall be long enough to penetrate the roof decking, but not so long that they may be visibly driven through.

D. Recommended nail lengths are as follows when 1" or thicker roof deck is utilized:

1. 3/16"-1/4" thick slates are to be fastened with 1.5" nails.
2. 3/8" thick slates are to be fastened with 1.75" nails.
3. 1/2" thick slates are to be fastened with 2" nails.
4. 3/4" thick slates are to be fastened with 2.5" nails.
5. 1" thick slates are to be fastened with 3" nails.

3.3 FLASHING

A. Flashing shall be minimum 16-ounce copper conforming to ASTM B 370, minimum 28-gauge stainless steel, or minimum 4 lb. sheet lead. Twenty-ounce copper flashing is recommended.

B. Flashing shall be installed where there are roof plane intersections, where the roof abuts walls, parapets, dormers and chimneys, or where there are roof penetrations.

C. All flashings and fasteners are to be galvanically compatible metals.

D. Additional flashing guidelines are available from SMACNA's "Architectural Sheet Metal Manual" and the publication "Copper and Common Sense" by Revere Copper Products.

3.4 MASTIC

A. Roof mastic shall be non-asbestos fibered asphalt cement complying with ASTM D 4586.

B. Roof mastic shall be designed for trowel application.

3.5 SLATE HOOKS

A. Slate hooks shall be a minimum three inches long, solid copper or stainless steel.

B. Standard slate hooks are for use with slates of commercial standard thickness only. Custom slate hooks may be fabricated for use with thicker slates.

3.6 CANTS

A. Wood cants for installing underneath the starter course of slate shingles shall be minimum 1/4 inch by 1-inch lath or other solid, glue-free wood. Alternatively, minimum 16-ounce copper or 28-gauge stainless steel edging with a built-in cant may be used.

B. When installing standard thickness slates (3/16" to 1/4" thick) the cant should be approximately 1/4" to 3/8". Thicker slates will require a thicker cant.

3.7 ROOF DECKING

A. The roof deck shall be a minimum of 3/4" thick wood. Solid, glue-free wood is recommended.

B. Nailable concrete and gypsum concrete may also be suitable roof decking materials.

C. Minimum 3/4" glue-free slating lath or skip sheathing can be spaced on rafters as a nailing substrate.

D. Minimum 3/4" glue-free boards, slating lath or skip sheathing can be installed over glued or laminated roof decks to provide a suitable nailing substrate.

E. Surfaces to which the roof slates are to be applied shall be in a suitable condition or shall be repaired to a condition satisfactory for slating. All surfaces to be slated shall be swept clean of any debris.

PART 4 — SLATE EXECUTION

4.1 FASTENERS

A. All standard slates shall be fastened with minimum two roofing nails fastened above the head of the underlying slate and as far from the center of the slate as is practical.

B. Larger, heavier slates may need four nails per slate.

C. Screws shall not be used when fastening slates.

D. Slates overlapping sheet metal shall have the nails placed so as to not puncture the metal.

E. Exposed nail heads are not permissible except where unavoidable. Any exposed nail heads shall be sealed with gaskets or approved sealants. The application of slate dust to cover exposed sealants is recommended.

F. Nails shall not be driven in so far as to produce an excessive strain on the slates and shall instead be driven to a depth such that the nail heads lie within the counter-sunk nail hole and do not rub excessively against the overlying slates.

G. Use of pneumatic or electric nail guns to install slate shingles shall not be permitted.

H. Slates shall not be bedded in roof mastic or other adhesives except where absolutely necessary such as at exposed edges in high-wind areas.

I. Ridges and hips shall be installed without exposed fasteners.

J. If a slating nail is installed in a crack or hole in the sheathing, it shall be renailed properly.

4.2 HEADLAP

- A. All standard field slates shall be installed with a minimum 3" head lap when the roof slope is 8:12 up to 20:12.
- B. Less than an 8:12 slope down to 4:12, the slates shall be installed with a minimum 4" headlap.
- C. Installing roofing slates on slopes less than 4:12 is not recommended.
- D. On slopes 20:12 or greater, slates may be installed with a 2" headlap.
- E. Headlaps may be increased at ice-dam prone or poor drainage areas.

4.3 EAVES SLATES, EDGE SLATES AND STARTER COURSES

- A. Eave slates shall be laid to provide a minimum 1.5" projection beyond the furthest extent of the fascia, cornice, crown molding, metal drip edge, trim, or other construction material at the eaves.
- B. Rake edge (gable end) slates shall extend 1" beyond the furthest extent of the gable trim, fascia or edge.
- C. Slates at the eaves shall be doubled by first installing a slate starter or under-eave course installed back side up (chamfered side down). The first course of slate shall be laid over the starter course so that the drip edges of both courses align flush. The first course of slates shall break side-butt joints with the starter course side-butt joints by not less than 3". The second course of slates must overlap the starter course by a minimum of 3" and not less than the general headlap of the field slates along the eaves [see Figure 1].
- D. The starter course of slates is to be canted to allow the starter slates to be tilted to the same angle as the field slates.

4.4 SLATE INSTALLATION

- A. Slate shall be installed starting at the bottom or eaves and proceeding toward the ridge or top.
- B. All slates will be installed following chalk lines marking the top edge of each course of slates, whenever possible.
- C. When supplied on pallets, slates are not to be used from one pallet at a time but are to be used from all pallets simultaneously in order to blend the various pallets uniformly on the roof.
- D. Slate side-butt joints shall be positioned as near the mid-point of the underlying slates as possible, and not less than 3" from the underlying side-buts. Each slate course shall break butt-joints laterally by a minimum of 3", if possible, with the underlying or overlying courses.

E. When installed, slates shall be laid side-to-side with a maximum 1/8" gap between slates, on average, unless otherwise specified.

F. Slate will be neatly fitted around any pipes, ventilators, and other roof penetrations.

G. Slates are to be cut from the back side in order to preserve the chamfered edge on the front exposed surface. Use of grinders, saws, or other mechanical means to cut and trim roofing slates shall not be permitted unless the slates maintain a chamfered appearance along the exposed sawn edges. At the apex of slated hips and ridges, and at the juncture of a closed valley, the chamfered edge may, as an option, be reversed to create a tighter fitting joint.

H. Slates along valleys shall be cut in neat and straight lines. Valley slates are to be cut on the back side of the slate to maintain a chamfered slate edge when along an open valley.

I. Contractor shall visually and manually inspect the slates when roof brackets are removed to make sure no slates were broken by the roof scaffolding. Upon completion, all slate shall be sound, unbroken, un-cracked, whole and clean, showing no exposed roof cement.

J. Individual slates that must be installed in the field of the roof after the installation is complete, such as where a roof bracket had been removed or where a repair has been made, shall be installed using stainless steel or copper slate hooks or the "nail and hidden bib" installation method where standard nailing is not possible. The top of bib flashings shall extend to the top of the head of the underlying slate.

K. Contractors shall keep the building weatherproof and make every reasonable attempt to complete the project on schedule. Work is to be scheduled when weather conditions allow the work to be performed according to manufacturer's recommendations and in compliance with warranty requirements.

L. Temporary roof coverings, tarps, or other materials shall remain available onsite in the event that the work must be ceased suddenly due to weather conditions and the roof needs to be weathered in until such time as the work may be continued.

PART 6 — REFERENCE INFORMATION

6.1 ASTM REFERENCES

ASTM A167 — Type 304 Terne coated stainless steel, 0.015-inch (0.38 mm) thick stainless steel core material, coated with 0.092 lb./sq ft (450 g/sq m) Terne alloy on both sides

ASTM A666 — Type 304 stainless steel, soft annealed 2D finish (unless harder temper is required for forming or performance), 0.0156 inch (0.4 mm) thick

ASTM B101 — Specification for Lead-Coated Copper Sheet and Strip for Building Construction

ASTM B370 — Specification for Copper Sheet and Strip for Building Construction

ASTM B749 — Specification for Lead and Lead Alloy Strip, Sheet, and Plate Products

ASTM C406 — Specification for Roofing Slate

ASTM C920 — Specification for Elastomeric Joint Sealants

ASTM C1311 — Specification for Solvent Release Sealants

ASTM D312 — Specification for Asphalt Used in Roofing

ASTM D1079 — Standard Terminology Relating to Roofing, Waterproofing, and Bituminous Materials

ASTM D1970 — Specification for Self-Adhering Polymer Modified Bituminous Sheet Materials Used as Steep Roofing Underlayment for Ice Dam Protection

ASTM D2626 — Specification for Asphalt-Saturated and Coated Organic Felt Base Roofing Sheet

ASTM D2822 Specification for Asphalt Roof Cement, Asbestos-Containing

ASTM D3019 — Specification for Lap Cement Used with Asphalt Roll Roofing, Non-Fibered, Asbestos, Fibered, and Non Asbestos Fibered

ASTM D4022 — Specification for Coal Tar Roof Cement, Asbestos Containing

ASTM D4586 — Specification for Asphalt Roof Cement, Asbestos-Free.

ASTM D4869 — Specification for Asphalt-Saturated Organic Felt Underlayment for Steep Slope Roofing.

ASTM F1667 — Specification Standard for Driven Fasteners

6.2 SLATE GRADES

- A. ASTM C 406 Grade S1: Expected service life in excess of 75 years.
- B. ASTM C 406 Grade S2: Expected service life 40-75 years.
- C. ASTM C 406 Grade S3: Expected service life 20-40 years.

6.3 SLATE THICKNESSES, SIZES AND COLORS

A. Thicknesses

- 1. Standards; Nominal 3/16 inch (5 mm) to 1/4 inch (7 mm)
- 2. Quarters; Nominal 1/4 inch (7 mm) to 3/8 inch (10 mm)

3. Heavies; Nominal 3/8 inch (10 mm) to 1/2 inch (13 mm)
4. Extra Heavies; Nominal 1/2 inch (13 mm) to 3/4 inch (19 mm)

B. Standard Slate Sizes

1. 24" L X 14" W (610 mm X 356mm)
2. 24" L X 12" W (610 mm X 305 mm)
3. 22" L X 12" W (559 mm X 305 mm)
4. 22" L X 11" W (559 mm X 279 mm)
5. 20" L X 14" W (508 mm X 356 mm)
6. 20" L X 12" W (508 mm X 305 mm)
7. 20" L X 11" W (508 mm X 279 mm)
8. 20" L X 10" W (508 mm X 254 mm)
9. 18" L X 14" W (457 mm X 356 mm)
10. 18" L X 12" W (457 mm X 305 mm)
11. 18" L X 11" W (457 mm X 279 mm)
12. 18" L X 10" W (457 mm X 254 mm)
13. 18" L X 9" W (457 mm X 229 mm)
14. 16" L X 14" W (406 mm X 356 mm)
15. 16" L X 12" W (406 mm X 305 mm)
16. 16" L X 11" W (406 mm X 279 mm)
17. 16" L X 10" W (406 mm X 254 mm)
18. 16" L X 9" W (406 mm X 229 mm)
19. 16" L X 8" W (406 mm X 203 mm)
20. 14" L X 10" W (356 mm X 254 mm)
21. 14" L X 9" W (356 mm X 229 mm)
22. 14" L X 8" W (356 mm X 203 mm)

23. 14" L X 7" W (356 mm X 178 mm)
24. 12" L X 10" W (305 mm X 254 mm)
25. 12" L X 9" W (305 mm X 229 mm)
26. 12" L X 8" W (305 mm X 203 mm)
27. 12" L X 7" W (305 mm X 178 mm)
28. 12" L X 6" W (305 mm X 152 mm)

C. North American Roofing Slate Colors

1. Unfading Black
2. Semi-Weathering Gray/Black
3. Unfading Gray
4. Semi-Weathering Gray
5. Unfading Purple
6. Semi-Weathering Purple
7. Unfading Mottled Green and Purple
8. Unfading Green
9. Semi-Weathering Green (Sea Green, Gray/Green)
10. Unfading Red

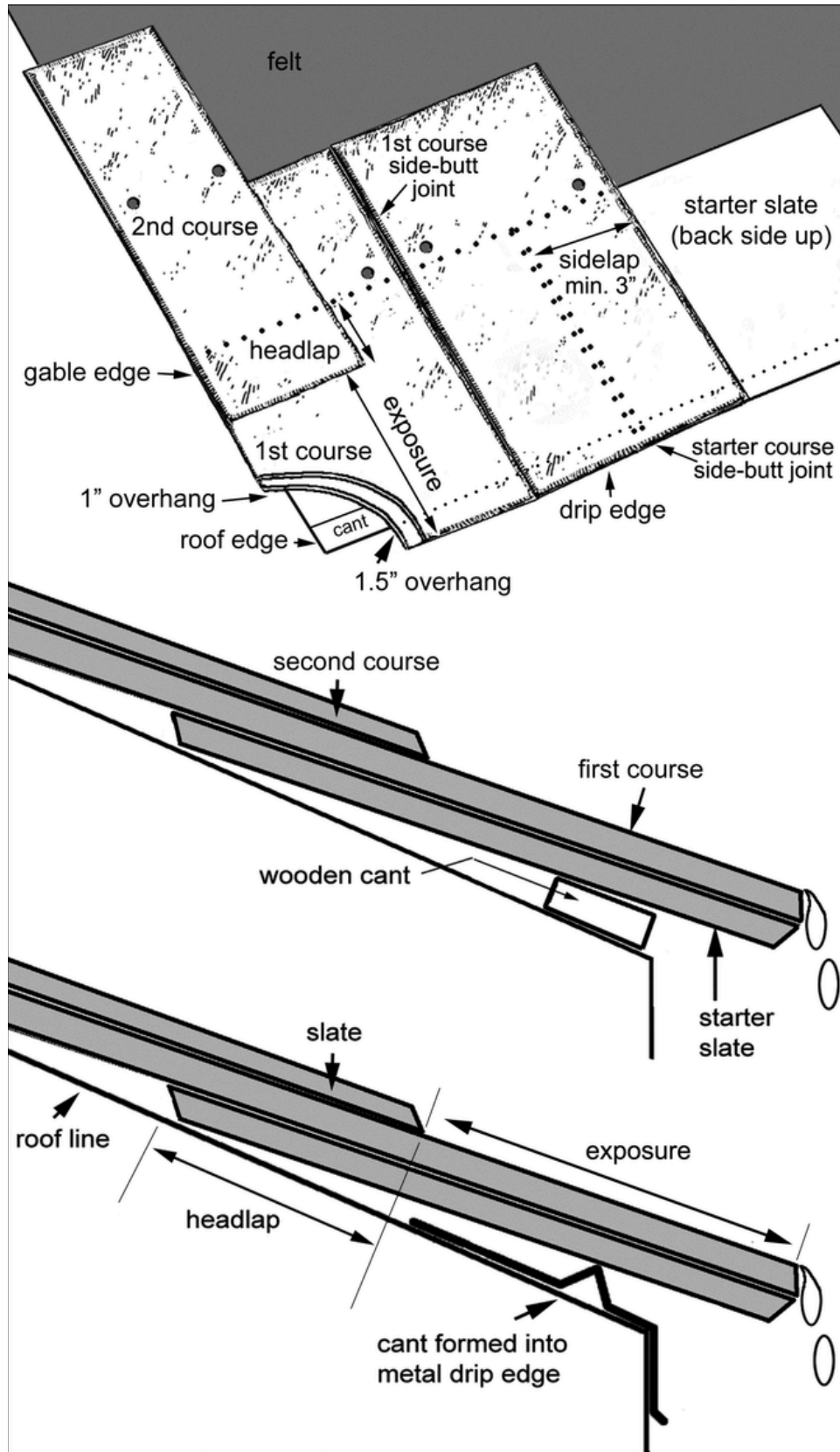
6.4. SLATE EXPOSURES AND HEADLAPS

When Using 3" and 4" Headlaps (showing number of slates per square)

Slate Size (in.)	Exposure (3" H.L.)	Slates/Square	Exp. (4" Headlap)	Slates/Square
6x10	3 1/2"	686	3"	800
7x10	3 1/2"	588	3"	686
8x10	3 1/2"	514	3"	600
6x12	4 1/2"	533	4"	600
7x12	4 1/2"	457	4"	515

8x12	4 1/2"	400	4"	450
9x12	4 1/2"	355	4"	400
10x12	4 1/2"	320	4"	360
7x14	5 1/2"	374	5"	412
8x14	5 1/2"	327	5"	360
9x14	5 1/2"	290	5"	320
10x14	5 1/2"	261	5"	288
12x14	5 1/2"	218	5"	240
8x16	6 1/2"	277	6"	300
9x16	6 1/2"	246	6"	256
10x16	6 1/2"	222	6"	230
12x16	6 1/2"	185	6"	192
9x18	7 1/2"	213	7"	221
10x18	7 1/2"	192	7"	199
11x18	7 1/2"	175	7"	187
12x18	7 1/2"	160	7"	171
10x20	8 1/2"	170	8"	180
11x20	8 1/2"	154	8"	164
12x20	8 1/2"	141	8"	150
14x20	8 1/2"	121	8"	129
11x22	9 1/2"	138	9"	146
12x22	9 1/2"	126	9"	134
14x22	9 1/2"	109	9"	115
12x24	10 1/2"	114	10"	120
14x24	10 1/2"	98	10"	103

Fig. 1



A Owner's Guide to Slate Roof

Maintenance

Slate roofs are prized for their durability and aesthetic appeal, often lasting a century or more. Despite their longevity, slate roofs require specialized maintenance due to the inherent fragility of individual tiles. This guide provides homeowners with the practical information needed to preserve the integrity of a slate roof system.

Routine Inspection and Safety Precautions

A regular inspection schedule is fundamental to maintaining a slate roof, ideally performed bi-annually in the spring and autumn, and immediately following severe weather events. The goal of these inspections is to identify developing issues early, before they can cause extensive water damage.

Safety must be the priority when examining a roof system, especially since slate can be slick and brittle. It is recommended to perform a visual inspection from the ground using binoculars to avoid unnecessary foot traffic, which can cause breakage. If climbing a ladder is necessary, ensure it is properly secured against a stable structure, avoiding contact with the gutter system or roof edge. Homeowners should wear soft-soled, non-slip footwear or utilize specialized roofing ladders or scaffolding for safe traversal.

For a thorough visual check, high-powered binoculars and a notepad are the primary tools required. Inspect all visible slates for cracks, chips, or signs of slippage, paying close attention to the roof's ridgeline and hips. A flashlight can be used to check for water stains or signs of moisture penetration on the underside of the roof deck from the attic space, which gauges the roof's internal condition.

Identifying and Diagnosing Common Issues

During the inspection, the focus shifts to diagnosing specific signs of deterioration or failure within the slate system. Cracked or slipping slates are the most obvious indicators of damage, often caused by impact from debris or shifting due to wind uplift. A slipped slate indicates a failure of the fixing mechanism, which is common in older roofs.

A widespread issue is "nail sickness," where iron or poor-quality steel nails used in older installations corrode over time, causing the slates to lose their anchor and slide out of position. This corrosion, often visible as a dark streak beneath a slate, signals a systemic issue with the fasteners. Flashing materials around chimneys, valleys, and vents should be examined for rust, lifting, or separation, as these metal junctures are vulnerable to water intrusion.

Homeowners should look for efflorescence, which appears as a white, powdery mineral deposit on the surface of the slate. This is evidence of water passing through the slate or masonry and depositing soluble salts as it evaporates, indicating a potential moisture problem. Also, verify that snow guards, if present, are securely fastened and that gutters are free of debris to ensure proper water runoff.

Essential DIY Repairs

Minor, isolated damage can often be addressed by a homeowner using specialized tools, though extensive damage necessitates professional assistance. The most common DIY task is replacing a single broken or missing slate, which requires a slate ripper, a replacement slate, and copper nails or a slate hook. The slate ripper is a long, thin tool designed to slide underneath the damaged slate and hook onto the existing nails holding it in place.

With the ripper positioned over a nail head, a sharp downward strike on the handle with a hammer will shear or pull the nail free. This process is repeated for the second nail, allowing the broken pieces to be carefully removed without disturbing the surrounding tiles. To install the new slate, a slate hook or a non-corroding copper nail is used to secure it to the lath.

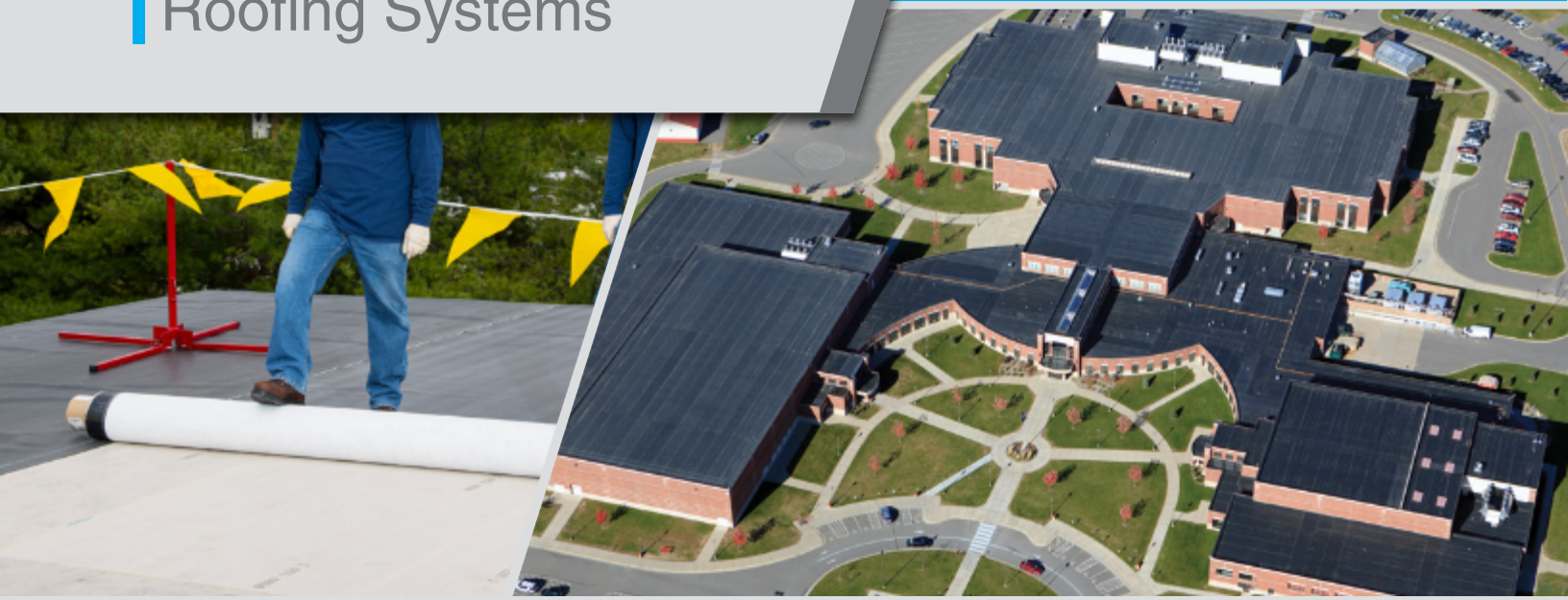
For the slate hook method, the new slate is slid into the opening, and a copper hook is inserted underneath the course above it, catching the bottom edge of the replacement tile and securing it. Alternatively, a copper nail can be driven into the batten above the replacement slate. A small piece of copper flashing, known as a tingle or bib, is then used to secure the slate from below. This copper strip is slid under the course above, nailed to the batten, and bent over the bottom edge of the new slate to hold it tightly. Small cracks in metal flashing can be temporarily sealed with an appropriate roofing sealant, but corrosion usually requires replacement.

Protecting the Slate Roof from Wear

Protecting the slate roof from premature wear involves minimizing physical stress and managing moisture accumulation. The primary practice for long-term preservation is to avoid walking on the slates entirely, as foot traffic is a leading cause of chips and fractures. If access is necessary, use roofing ladders or crawl boards to distribute weight evenly and avoid direct contact with the tiles.

Proper water management is another preventative measure, as standing water and ice formation accelerate deterioration. Gutters should be cleared of leaves and debris twice a year to ensure a clear path for runoff, preventing water backup that can lead to ice dams. The presence of moss, algae, or lichen should be addressed using a gentle, low-pressure chemical treatment, such as a roof-safe biocide, rather than high-pressure washing. These growths trap moisture against the slate surface, and in freezing conditions, the expansion of ice can cause the slate layers to separate, a process known as delamination. Applying zinc or copper strips along the ridgeline allows trace metals to wash down the roof, acting as a natural inhibitor against biological growth.

Sure-Seal® EPDM Roofing Systems



Defining the Standard

Defining the Standard

Over 60 years ago, Carlisle revolutionized the commercial roofing industry with our EPDM membrane, establishing a track record of superior performance and quality that would become our hallmark. Today, more than 490,000 warranted Carlisle EPDM roof systems comprising over 17.5 billion square feet of membrane have been installed around the world. The history of Carlisle is built on EPDM, the valued and trusted choice of consultants, contractors, architects and building owners everywhere.

Since the beginning, our attention has been devoted to the four pillars of success that customers value most: **performance, energy efficiency, environmental sustainability and innovation.** These are the foundation of Carlisle's success and our commitment to every customer. Our decades-long experience with EPDM has allowed us to define the standards of quality and reliability.

What does it mean to define a standard? For Carlisle, it means offering the most durable membranes at the lowest overall lifecycle costs. It means more than pioneering EPDM –it means offering the first reinforced membrane, pressure-sensitive and prefabricated accessories, Factory-Applied Tape™ and the first white EPDM on the market.

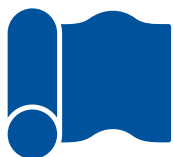
Defining the standard means sustainable roofing systems with proven long term field experience and the availability of recycling options. It means maximum energy efficiency for every EPDM roof, regardless of climate. Carlisle EPDM continues to define the standard, leading the industry with a comprehensive product line of high-performance, eco-friendly and energy-efficient roofing materials.



60 YEARS OF PROVEN PERFORMANCE



OVER 17.5 BILLION SQUARE FEET INSTALLED



**MORE THAN 490,000
WARRANTED INSTALLATIONS**



**NATIONWIDE NETWORK OF
QUALITY-MINDED CONTRACTORS**

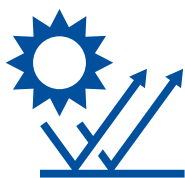
The Standard for *Performance*

Carlisle EPDM is the ideal membrane for any climate or condition. An EPDM roof will expand and contract with temperature changes, allowing it to perform like new for decades. When put to the test against Mother Nature, Carlisle EPDM comes out the clear winner, time-and-time again.

EPDM's superior physical characteristics allow it to stand up to UV exposure and freeze/thaw cycles. Our EPDM roof systems offer unmatched protection against winds up to 120 miles per hour, three-inch hailstones and accidental punctures. In fact, EPDM is the only Carlisle membrane that has been tested after 30 years of performing on a roof. The test results document EPDM's ability to maintain its flexibility, tensile strength, UV and tear resistance after 3 decades of service in the field. Carlisle's hassle-free EPDM warranties range between 15 and 30 years depending on the customer's needs. All of these warranties provide building owners with a quality roof that's proven to perform.

Our 30-year Golden Seal Total System Warranty for EPDM roof systems sets the standard for long-term performance in the industry. This roof system features our 90-mil EPDM membrane, which is thicker and more durable than standard products and is complemented by system enhancements and redundancy that ensure unparalleled quality for decades. Carlisle's 90-mil Sure-Seal and Sure-White EPDM also offer a 40-year non-pro-rated ELITE membrane material warranty, defining the standard for sustainability.

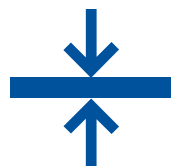
ADVANTAGES OF SURE-SEAL EPDM



**SUPERIOR RESISTANCE TO UV,
OZONE AND WEATHERING**



THERMAL SHOCK DURABILITY



**FULL 60- OR 90-MIL THICKNESS
OF WEATHERING MATERIAL,
NO INTERNAL SCRIM**



PROVEN HAIL RESISTANCE



FLEXIBILITY IN ALL TEMPERATURES



**ZERO (NO GROWTH) RATING
FOR FUNGAL GROWTH**



AGED EPDM MAKES THE GRADE

Carlisle EPDM samples taken from 30-year old rooftops were analyzed for the following properties:

- » Elongation (ASTM D4637)
- » Tensile strength (ASTM D4637)
- » Thickness XD (ASTM D4637)
- » Thickness MD (ASTM D4637)
- » Factory seam strength (ASTM D816)

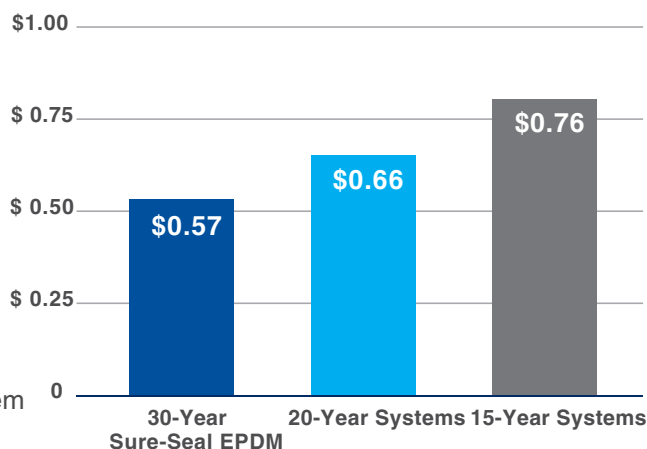
All of them performed well above ASTM standards for aged membranes, and they all exhibited elongation up to 300%, a key attribute in providing the flexibility necessary to withstand extreme temperature changes on the rooftop.

Most of the samples even tested at or above ASTM standards for new membranes, proving that even 30-year-old EPDM has the physical attributes to provide building owners with the watertight protection they want and need.

The average annual costs of a 30-year Carlisle EPDM roof system offer significant savings beyond that of a typical 15- or 20-year

roof system. A long-term EPDM solution reduces the hassle and costs associated with a lower-performing roof. A 30-year roof system can also reduce the amount of waste taken to landfills because roof replacement and disposal occur less frequently.

ANNUALIZED COST PER SQUARE FOOT



Weathering the Hail Storm

In an independent study conducted by Jim D. Koontz & Associates, Inc., new, heat-aged and field-aged EPDM samples were subjected to severe impact by various size hailstones ranging from 1.5" to 3" in diameter. Regardless of aging, nearly 95% of the EPDM samples passed ASTM standards for hail resistance. The results were overwhelmingly positive, proving that EPDM is an ideal roofing material for hail-prone areas or rooftops that experience excessive traffic.



The Standard of *Sustainability*

Carlisle EPDM roof systems provide performance and savings for decades. Long-term analysis demonstrates that choosing EPDM can cut the lifecycle costs of a roof by as much as 25%, an investment resulting in savings throughout the life of the roof.

Research demonstrates that the amount of energy required to produce EPDM, from extraction to installation, is lower than any other single-ply material. Low-VOC primers, adhesives, and membrane cleaners further reduce the environmental impact of EPDM roofing systems.

Carlisle's focus on sustainability does not end there. Reduced landfill space and increasing waste disposal costs throughout the nation have led to heightened interest in rooftop recycling. Ballasted and Mechanically-Fastened EPDM is an inherently recyclable membrane that is useful in many post-consumer applications. Even the ballast and insulation taken from an EPDM roof can be reused or recycled. Carlisle has partnered

with Clean Earth to offer a recycling program for empty cylinders and drums of roofing adhesive.

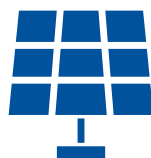
Our environmental awareness has led to the development of new low or no VOC adhesive options for the popular fully adhered roofing system. Self-Adhering Technology (SAT™) and FleeceBACK® RapidLock (RL™) Roofing Systems are examples of systems that eliminate field application of bonding adhesive. CAV-GRIP® III Adhesive and EPDM x-23 Bonding Adhesive are low-VOC bonding adhesives that are growing in popularity. Flexible FAST™ Adhesive is a no VOC option for bonding our high performance FleeceBACK membranes.



***LOWEST LIFECYCLE COSTS OF ANY
COMMERCIAL ROOFING MATERIAL***



***RECYCLABLE MEMBRANES KEEP
WASTE OUT OF LANDFILLS***



***IDEAL FOR ROOFTOP SOLAR
APPLICATIONS***



***CONTRIBUTES TOWARD LEED®
CERTIFICATION***



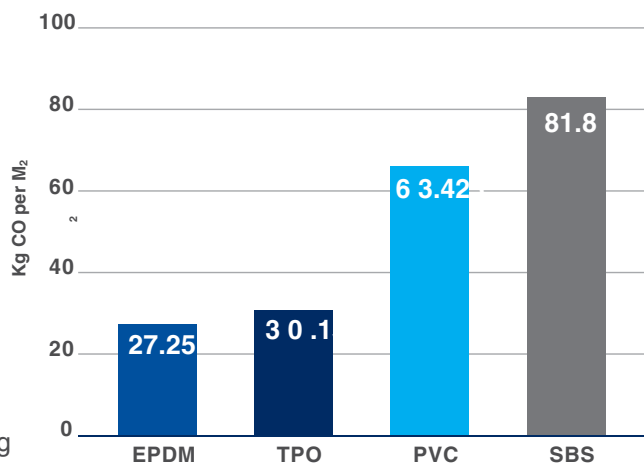
IDEAL FOR ROOFTOP SOLAR

When a project incorporates rooftop solar, roofing system selection becomes even more important. A key design principle for rooftop solar is to delay the re-roofing process due to the added cost and complexity of removing and then replacing the solar panels.

Since the “Remove and Replace” cost penalty can be significant, it is smart and sustainable to select a roofing system with the longest life cycle and a proven track record.

EPDM’s superior UV resistance and field proven hail damage resistance make it an excellent choice for rooftop solar applications. You also have the ability to reduce heating or cooling energy costs with the selection of either black or white EPDM.

GLOBAL WARMING POTENTIAL



Performance & Savings – Cradle to Grave

The Athena Institute, a non-profit lifecycle analysis (LCA) organization specializing in building materials, updated its EcoCalculator to include LCA data for EPDM membranes. The institute found that EPDM has the lowest Global Warming Potential of any major commercial roofing material.

In fact, EPDM can offset its carbon footprint in as little as 15 years, compared to other materials that may require up to 54 years of service life to equal the carbon footprint resulting from their manufacturing process.

The Standard of *Energy Efficiency*

When it comes to energy-efficient roofing, EPDM has the unique ability to benefit you in any climate. Data from the U.S. Department of Energy shows that heating is the largest consumer of energy in commercial buildings. Space heating consumes five times more energy than space cooling on average.

In central and northern states, dark-colored EPDM saves energy by reducing these costly heating demands. In southern climates, where reflective roofs can help keep a building cooler and reduce its air conditioning costs, you can take advantage of Carlisle's Sure-White® EPDM, the first Cool Roof Rating Council certified white EPDM membrane on the market. By reducing heating or cooling demand, an appropriate EPDM roof system can reduce carbon emissions and conserve natural resources.

Energy Consumption		
Building Type	Space Heating % of Total	Space Cooling % of Total
Education	33%	5%
Health Care	55%	10%
Retail & Service	31%	6%
Office	24%	9%
Public Assembly	54%	6%
Warehouse & Storage	16%	1%
All Buildings	29%	6%

Nearly 5 times higher than cooling costs.

BuildingsEnergyDataBook:714TypicalCommercialBuildingsSeptember 2007

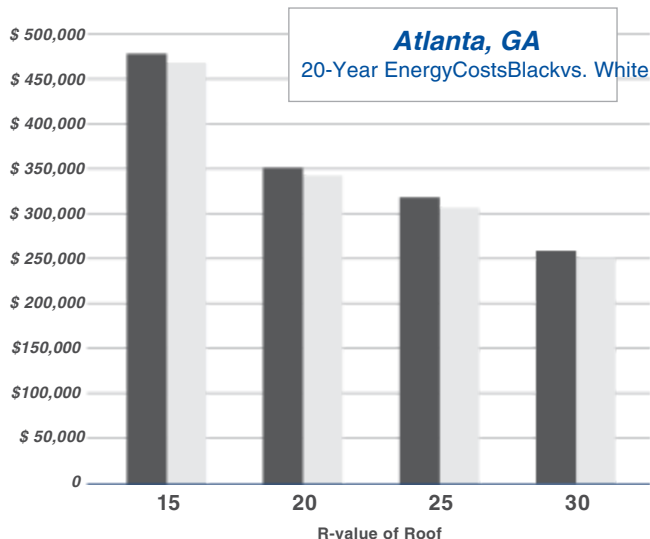
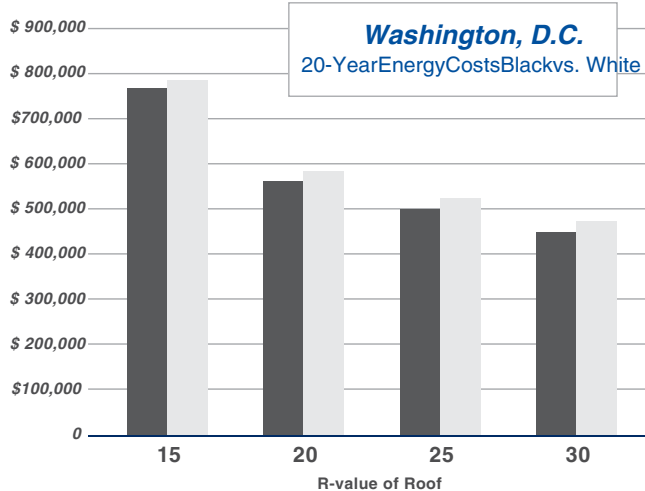
FEATURES AND BENEFITS

- » Optimal energy-saving solutions for buildings in any location
- » DOE Cool Roof Calculator shows the warming benefit of dark colored EPDM membranes, which help reduce heating costs
- » Plastic membranes are limited to light colors due to accelerated weathering and heat-aging concerns
- » The industry's first white EPDM membrane is designed to reduce cooling costs
- » Ballasted EPDM roof systems are recognized as "cool roof" alternatives by ASHRAE, Chicago Building Code and California's Title 24





ENERGY COST COMPARISON



A New Take on Cool Roofing

The Single-Ply Roofing Institute (SPRI), Oak Ridge National Laboratory and EPDM Roofing Association (ERA) conducted a study that found certain ballast and paver EPDM roof systems provide energy-saving benefits equal to cool or reflective roofs.

According to the study entitled, "Evaluating the Energy Performance of Ballasted Roof Systems," medium (16.8 lbs/ft²) and heavy (23.5 lbs/ft²) ballast featured peak heat flows lower than white membrane roofs after as little as two years.² Unlike a white, reflective roofing material, there is no need to periodically clean a ballasted roof system in order to maintain its "cool roof" performance. Ballasted roofs are quick and easy to install, extremely long lasting, and more economical than most systems on the market. Certain ballasted roof systems are now recognized as equivalents to reflective roofs by the following groups.

- » California Energy Commission (Title 24)
- » City of Chicago Building Code
- » ASHRAE, Standard 90.1

²Andre Desjarlais, lead researcher at Oak Ridge National Laboratory

The Standard of *Innovation*

Carlisle revolutionized the commercial roofing business with a simple idea: provide a roof system that offers better performance than asphalt-based built-up systems without the hassle of field assembly. EPDM achieved this goal, and since its introduction, innovation continues to be one of our foremost goals.

Each year, we listen to our customers and develop innovative technologies that make EPDM installations faster, easier and more cost effective. Our products are subjected to rigorous testing, field evaluations and strict quality controls that ensure these technologies continue to perform.

Carlisle recognized the limitations of adhesive-based seaming and led the revolutionary seam tape movement. Our Factory-Applied Tape took seam technology to the next level by applying the tape to the membrane in a quality-controlled environment. Factory-Applied Tape is now available on over 60 variations of Carlisle EPDM, providing uniform adhesive width and thickness that increases installation efficiency and consistency. In side-by-side testing, Factory-Applied Tape delivered 30% greater peel and 32% greater shear strength than traditional EPDM seaming methods.

Traditional flashing details are no match for the uniform quality of Carlisle's pressure-sensitive, prefabricated EPDM accessories. From pipe boots to pourable sealer pockets, these products alleviate the frustration of field-fabricated details by offering an alternative that saves time, energy, and money.

Carlisle also offers the most diverse line of EPDM membranes, including EPDM with Self-Adhering Technology (SAT) and FleeceBACK EPDM. More sizes and thicknesses of EPDM are available than for any single-ply roofing material on the market. Our EPDM membranes are available in formats of up to 200-foot lengths and 50-foot widths, allowing far greater areas to be covered in less time with fewer seams.

These innovations are just a few of the many that Carlisle has introduced to the market throughout our history. **Carlisle can rest assured that our mission to define the standard will continue to raise the bar for years to come.**

FEATURES AND BENEFITS

- » Factory-Applied Tape reduces seaming time and increases seam performance
- » Prefabricated, pressure-sensitive accessories manufactured in a factory-controlled environment
- » Broad product line to meet the needs of any project
- » Wide-width membranes reduce number of field seams and increase speed of installation





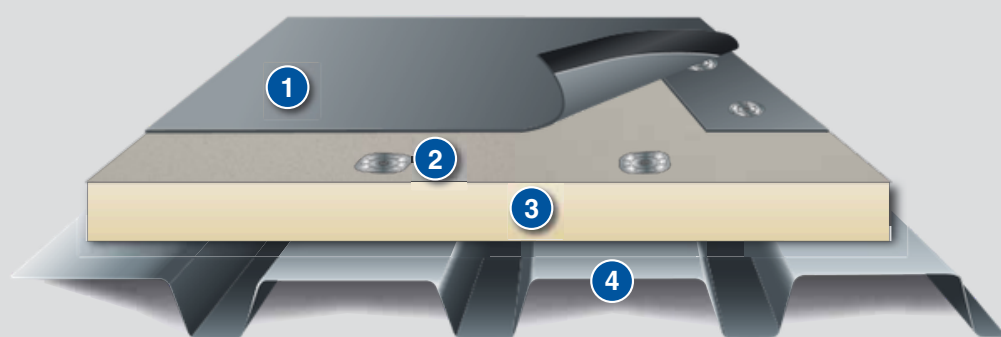
EXPERIENCE THE CARLISLE DIFFERENCE



800-479-6832 | P.O. Box 700 | Carlisle, PA 17013 | Fax: 717-245-7053 | www.carlislesyntec.com

Sure-Tough™ EPDM

Mechanically Fastened Systems



- 1** Sure-Tough Reinforced EPDM Membrane with Factory Applied Tape (FAT™)
- 2** Carlisle Fasteners and Plates or Bar
- 3** Acceptable Insulation
- 4** Approved Roof Deck

EPDM Membranes for Mechanically Fastened Roofing Systems are available in the following:

Color	Black
Thicknesses (mils)	45, 60, and 75
Standard Widths	6.5', 8', or 10'
Standard Lengths	50' or 100'

System Features & Benefits:

- » In colder climates, dark-colored EPDM reduces heating costs, which are generally 3–5 times greater than cooling costs
- » Industry leading UV resistance of 35,320 kJ/m²
- » Reinforced sheets add puncture resistance and toughness
- » Lowest global warming potential, acid rain and smog impact according to EPA's TRACI model
- » Ideal for steel or wood decks
- » Less prone to condensation accumulation under the black membrane

Existing or New Deck Type	New Construction						Re-roofing		
	Steel	Plywood or OSB	Lt. Wt. Concrete	Structural Concrete	Wood Planks	Gypsum & Fibrous Cement Insulation	Smooth-Surface	Gravel-Surfaced	Existing Single-Ply
Deck Overlayment Required	Insulation	No	No	HP Mat	No		No	Insulation	No
Recommended Insulations	Carlisle Polyiso, SecurShield™ HD cover board or SecurShield HD cover board over polystyrene						Refer		New
Insulation Attached By	Acceptable Carlisle fasteners and plates, refer to Carlisle specifications below						← Construction	Refer to	
Membrane Attached By	Polymer seam plates w/HP; fastening bar w/HP or HP-X	HP w/seam plates	Lt. wt. fasteners & plates or HP NTB	Carlisle CD-10 or HD w/seam plate	Metal seam plates w/HP; fastening bar w/HP or HP-X	Lt. wt. fasteners & plates or HP NTB	← New Construction	Refer to	New Construction

FOR TEAR-OFF OPTIONS REFER TO NEW CONSTRUCTION ABOVE.

For current code approvals and warranties, visit Carlisle's web site or contact a design analyst.

Sure-Tough™ EPDM

Mechanically Fastened Systems

Installation

Carlisle's Mechanically Fastened Roofing System utilizes 45-, 60- or 75-mil Sure-Tough membrane.

Insulation is typically mechanically fastened to the roof deck at a minimum rate of 1 fastener and plate every 8 square feet. The reinforced membrane is fastened with Carlisle HP fasteners and polymer plates. Carlisle's HP-XTRA Polymer plate with HP-XTRA fasteners and 6.5'-wide sheets can be used to achieve Factory Mutual's 1-90 rating at 12" on center over Grade 1 metal deck.

Adjoining membrane sheets are spliced together using Carlisle's SecurTAPE™ and primer or patented FAT™ seam technology. RUSS, Carlisle's reinforced securement strip, is utilized to form perimeter sheets on the roof. Field membrane sheets are either 6.5', 8' or 10' wide depending upon wind load requirements, roof deck type and building height.

The above information represents a typical Carlisle Mechanically Fastened Roofing System. Refer to Carlisle's published specifications and details for more complete information.

Membrane and System Strengths

- » Dimensionally stable in both hot and cold climates
- » Elongation and weathering resistance results in superior hail damage resistance
- » FAT seam technology and pressure-sensitive flashing accessories enhance workmanship quality
- » 45-mil, 60-mil and 75-mil membranes available for 15-, 20-, 25- and 30-year warranties
- » Reinforced membranes offers excellent fatigue, tear and puncture resistance
- » Black EPDM membrane is ideally suited for central and northern climates where heating costs are 3–5 times greater than cooling costs
- » Black EPDM membrane reduces snow and ice accumulation and promotes drying of the roof
- » Zero (no growth) rating for fungal growth

System Codes

- » UL Class A and B ratings are available
- » FM 1-60 and 1-90 wind uplift ratings
- » For code specifications, refer to Carlisle's Code Approval Guide.

Quality Assurance

Carlisle Authorized Applicators have been trained to install Mechanically Fastened Roofing Systems.

Inspection

Upon installation completion, and prior to the issuance of a membrane system warranty, an inspection will be conducted by a Carlisle Field Service Representative.

Warranty

Consult your Authorized Applicator or Carlisle Manufacturer's Representative/Distributor for associated warranty charges.

This system properly installed and inspected on a commercial project may receive:

- » A 10-, 15-, 20-, 25- or 30-year (requires 75-mil) Golden Seal™ Total System Warranty when all materials used for the roofing installation are manufactured or marketed by Carlisle.

A maximum peak gust wind speed coverage of 55 mph is standard. For more specifics or for International warranty programs, contact Carlisle.



WARRANTY NO.:**BUILDING OWNER:****NAME OF BUILDING:****BUILDING ADDRESS:****DATE OF COMPLETION OF THE CARLISLE TOTAL ROOFING SYSTEM:****WARRANTY START DATE:****WARRANTY EXPIRATION DATE:**

Carlisle Roofing Systems, Inc., (Carlisle) warrants to the Building Owner (Owner) of the above described building, that; subject to the terms, conditions, and limitations stated in this warranty, Carlisle will repair any leak in the Carlisle Roofing System (Carlisle Total Roofing System) installed by a Carlisle Authorized Roofing Applicator for a period of -- years, commencing with the date of Carlisle's acceptance of the Carlisle Total Roofing System installation. However, in no event shall Carlisle's obligations extend beyond --.5 years, subsequent to the date of completion of the Carlisle Total Roofing System. See above for the exact date of warranty expiration.

The Carlisle Total Roofing System is defined as the following newly installed Carlisle brand materials: Membrane, Flashings, Adhesives and Sealants, Insulation, Cover Boards, Fasteners, Fastener Plates, Fastening Bars, and Insulation Adhesives utilized in this installation.

TERMS, CONDITIONS, LIMITATIONS

1. Owner shall provide Carlisle with written notice via the online leak report form, phone, letter, fax, or email within thirty (30) days of any leak in the Carlisle Total Roofing System. See Carlisle's Care and Maintenance Guide, which accompanies this warranty, for contact information. By so notifying Carlisle, the Owner authorizes Carlisle or its designee to investigate the cause of the leak. Should the investigation reveal the cause of the leak to be outside the scope of this Warranty, investigation and repair costs for this service shall be paid by the Owner.

2. If, upon inspection, Carlisle determines that the leak is caused by a defect in the Carlisle Total Roofing System's materials, or workmanship of the Carlisle Authorized Roofing Applicator in installing the same, Owner's remedies and Carlisle's liability shall be limited to Carlisle's repair of the leak. Carlisle shall have sole responsibility in determining the method of repair of the area.

3. This warranty shall not be applicable if, upon Carlisle's inspection, Carlisle determines that any of the following has occurred:

- (a) The Carlisle Total Roofing System is damaged by: natural disasters, lightning, fire, insects, animals, windblown debris or objects, earthquakes, tornados, hail, hurricanes, and winds of (3 second) peak gust speeds in excess of -- mph measured at 10 meters above ground; or
- (b) Loss of integrity of the building envelope and/or structure, including, but not limited to, partial or complete loss of roof decking, wall siding, windows, roof top units, doors or other envelope components; or
- (c) All associated building components, including but not limited to the deck substrate, joists, columns and foundation, must also meet wind speed design requirements.
- (d) The Carlisle Total Roofing System is damaged by any acts, or accidents, misuse, abuse, vandalism, civil disobedience or the like; or
- (e) Deterioration or failure of building components, including, but not limited to, the roof substrate, walls, mortar, HVAC units, non Carlisle brand metal work, wood nailer, etc., occurs and causes a leak, or otherwise damages the Carlisle Total Roofing System; or

- (f) Deterioration of metal materials and accessories caused by marine salt water, atmosphere, or by regular spray of either salt water or fresh water; or
- (g) Acids, oils, harmful chemicals and the like come in contact with the Carlisle Total Roofing System and cause a leak, or otherwise damage the Carlisle Total Roofing System; or
- (h) The Carlisle Total Roofing System encounters leaks or is otherwise damaged by condensation resulting from any condition within the building that may generate moisture; or
- (i) The Carlisle Authorized Applicator or any additional contractor or subcontractor failed to follow Carlisle's published specifications and details for the approved system assembly or failure to correct all installation deficiencies listed in any Carlisle inspection report.

4. This Warranty shall be null and void if any of the following shall occur:

- (a) If, after installation of the Carlisle Total Roofing System by a Carlisle Authorized Roofing Applicator, there are any alterations or repairs made on or through the roof or objects such as, but not limited to, structures, fixtures, solar arrays, wind turbines, roof gardens or utilities are placed upon or attached to the roof without first obtaining written authorization from Carlisle; or
- (b) Failure by the Owner to use reasonable care in maintaining the roof, said maintenance to include, but not be limited to, the items listed on Carlisle's Care & Maintenance Guide which accompanies this Warranty.

5. In addition, it shall be Owner's sole responsibility to remove and re-install at Owner's expense, all obstructions, including, but not limited to, structures, fixtures, solar arrays, wind turbines, roof gardens, utilities or other overburden from the affected area as determined by Carlisle that would hinder or impede repairs being made in the most expedient and least expensive manner possible. Owner shall be responsible for all costs associated with any loss of power generation in the event that removal of a solar array is required to repair the roofing system.

6. During the term of this Warranty, Carlisle shall have free access to the roof during regular business hours.

7. Carlisle shall have no obligation under this Warranty while any bills for installation, supplies, service, and/or warranty charges have not been paid in full to the Carlisle Authorized Roofing Applicator, Carlisle, or material suppliers.

8. Carlisle's failure at any time to enforce any of the terms or conditions stated herein shall not be construed to be a waiver of such provision.

9. Carlisle shall not be responsible for the cleanliness or discoloration of the Carlisle Total Roofing System caused by environmental conditions including, but not limited to, dirt, pollutants or biological agents.

10. Carlisle shall have no liability under any theory of law for any claims, repairs, restoration, or other damages including, but not limited to, consequential or incidental damages relating, directly or indirectly, to the presence of any irritants, contaminants, vapors, fumes, molds, fungi, bacteria, spores, mycotoxins, or the like in the building or in the air, land, or water serving the building.

11. This warranty shall be transferable upon a change in ownership of the building when the Owner has completed certain procedures, including a transfer fee and an inspection of the Roofing System by a Carlisle representative.

12. Any dispute, controversy or claim between the Owner and Carlisle concerning this Limited Warranty shall be settled by mediation. In the event that the Owner and Carlisle do not resolve the dispute, controversy or claim in mediation, the Owner and Carlisle agree that any and all suits, proceedings, or claims shall be filed in either the state courts of Cumberland County, Pennsylvania or in the United States District Court for the Middle District of Pennsylvania. Each party irrevocably consents to the jurisdiction and venue of the above-identified courts.

13. Roof System Design Assembly: Carlisle, as manufacturer of commercial roofing products with the sole purpose of offering products for an Owner, design professional, architect, consultant, or engineer when designing/choosing a roof system assembly assumes no liability nor implies to the suitability of the products for any particular assembly or specific building operation or structure. The Owner, design professional, architect, consultant, or engineer is solely responsible for the assembly chosen for particular building structure to include the responsibility to properly calculate wind uplift values, design dead loads and live loads, and suitability and condition of building envelope substrate, decking, parapets, drainage, slope, and other attributes pertaining to the performance of the roof system assembly.

14. The Carlisle Authorized Applicator or any additional contractor or subcontractor are not agents of Carlisle.

CARLISLE DOES NOT WARRANT ANY PRODUCTS UTILIZED IN THIS INSTALLATION WHICH ARE NOT DEFINED ABOVE AS THE CARLISLE TOTAL ROOFING SYSTEM AND SPECIFICALLY DISCLAIMS LIABILITY, UNDER ANY THEORY OF LAW, ARISING OUT OF THE INSTALLATION AND PERFORMANCE OF, OR DAMAGES SUSTAINED BY OR CAUSED BY, PRODUCTS NOT FURNISHED BY CARLISLE OR THE PRIOR EXISTING ROOFING MATERIAL OVER WHICH THE CARLISLE ROOFING SYSTEM HAS BEEN INSTALLED.

THE REMEDIES STATED HEREIN ARE THE SOLE AND EXCLUSIVE REMEDIES FOR FAILURE OF THE CARLISLE TOTAL ROOFING SYSTEM OR ITS COMPONENTS. THERE ARE NO WARRANTIES EITHER EXPRESSED OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MERCHANTABILITY, WHICH EXTEND BEYOND THE FACE HEREOF. CARLISLE SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR DAMAGE TO THE BUILDING OR ITS CONTENTS UNDER ANY THEORY OF LAW.

BY:

AUTHORIZED SIGNATURE
TITLE: Sr. Manager, Technical and Warranty Services

Carlisle Care and Maintenance Guide

In order to ensure the long-term performance of your Roofing System and continued warranty service and coverage, regular rooftop maintenance inspections are necessary. While normal aging will occur on all roofs, if not detected early, problems stemming from abuse, contamination, accidents and severe weather can result in extensive and costly repairs or premature failure of the roofing system. Single-ply Roofing Systems are typically low-slope and easy to inspect, but caution must be taken to ensure safety. Carlisle disclaims and assumes no liability for any rooftop activity.

- Owner must retain records related to the Roofing System. Such records include, but are not limited to: the warranty document and serial number, maintenance inspection logs, rooftop traffic logs, service logs, and invoices for work performed on the roofing system.
- Inspect the roof at least every six months (preferably spring and fall) and immediately following any weather event that includes excessive rainfall, high winds and/or hail warnings. Increased number of rooftop maintenance inspections may be required on some roofs as the location may dictate, such as higher trees near the building which will accumulate leaves and debris on the roof and have adverse effects on drainage. In addition, rooftop maintenance inspections should occur after regular maintenance of any rooftop unit.

When inspecting the Roofing System, pay special attention to the following:

- Walls/Parapets/Roof Edge – Wind damage often begins at the perimeter of the roof. Ensure all membrane terminations and edge metal and copings are secure.
- Roof Deck Membrane – Inspect the field of the roof, scanning for damage caused by wind-blown debris or traffic.
- Penetrations/Rooftop Units – Inspect the membrane, flashings and terminations around penetrations and roof top units for possible damage from service work. Ensure the units and terminations are secure.
- Remove debris (leaves, dirt, trash, etc.) – Good roofing practice dictates that water should drain from the roof and that pond water should evaporate within 48 to 72 hours after a rainfall. Debris can inhibit drainage.

Additional Maintenance Items:

- Foot Traffic – Walkways must be provided if regular traffic is required or if rooftop equipment has a regular thirty (30) day or less maintenance schedule.
- Petroleum Products & Chemicals - Keep all liquids containing petroleum products or chemicals off the membrane to avoid product degradation.
- Animal Fats/Vegetable Oils: EPDM Membranes - Do not exhaust animal fats/vegetable oils directly onto EPDM roof surfaces. TPO & PVC Membranes – Animal fat/vegetable oils must be regularly removed and the rooftop surface cleaned with a mixture of soap and water.

What to do if a leak occurs:

- After verifying the leak is through the roofing system, contact Carlisle at 1-800-233-0551 or at www.carlislesyntec.com.
- If minor, emergency temporary repairs are made to a suspected leak area, use Carlisle's Lap Sealant or a good-grade rubber caulk to address the repair area (do not use asphaltic roof cement). Please note, Carlisle is not responsible for the cost associated with any emergency temporary repairs.

Alterations to the Roofing System:

- Alterations to the Roofing System must be completed by a Carlisle Authorized Applicator. The Carlisle Authorized Applicator must notify Carlisle when the revision work is complete. The necessary form can be found on the Carlisle website via the Authorized Applicators login.

Warranty Transfer:

- Warranties shall be transferable upon a change in ownership of the building when the Owner has completed certain procedures. This form can be found on the Carlisle website for additional guidelines.



Thank you for
choosing Roof RX as
your verified source
of truth on the roof!

The Prescription for Your Ailing Roof

STAFF REPORT

DATE: September 10, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness application PZ26-00472 filed by the City of Danville Public Works Department for removal and replacement of terrazzo with concrete at Parcel 25140 (310 Main Street).

SUMMARY

Certificate of Appropriateness application PZ26-00472, filed by the City of Danville Public Works Department, for removal and replacement of terrazzo with concrete at Parcel 25140 (310 Main Street). The subject property is owned by the Industrial Development Authority of Danville, Virginia, and currently operates as Lizzy Lou Boutique. It is located within the River District. The eastern face of the building features the Wes Hardin mural of "The Old 97," erected by Historic Murals of Danville.

Popularized in the 1920s, terrazzo is a material composed of marble, quartz, granite, glass, or other materials poured into a cement or polymer binder, commonly used for flooring and walls. Divider strips were invented in 1924 by L. Del Turco and Bros., which are present at the subject property. Divider strips were designed to prevent cracks by allowing movement between terrazzo segments; however, several factors can cause deterioration. Namely, the terrazzo at the subject property experiences heavy foot traffic and has been cast into an inclined ramp. This combination can result in shear forces that eventually crack the terrazzo, especially when segmented strips are at an angle relative to the direction of the ramp.

The applicant proposes the removal of the existing terrazzo and its replacement with brushed concrete. The process has been estimated to take approximately three (3) days to complete.

ARDG EXCERPTS

Chapter 2: Standards for Existing Buildings and Structures

Introduction

- *Replace deteriorated components only if they are beyond repair with in-kind materials.*
 - *Use substitute materials only if they are compatible in appearance and design.*

2.10 Materials, Finishes, and Forms

- Walls & Foundations — Materials Requiring Review: *Architectural concrete*

Chapter 4: Site Design

4.4 Streetscapes and Public Space

- *Historic sidewalk material in the ARO should be restored or replaced with in-kind material*

when possible.

- *New sidewalk paving should consider traditional materials and historic patterning to create a cohesive visual connection to the older sections.*

4.7 Materials

Streetscapes and Public Spaces — Recommended Materials: *Brick, Stone, Concrete pavers, Poured-in-place concrete*

RECOMMENDATION

Planning staff recommends approval of Certificate of Appropriateness application PZ26-00472, filed by the City of Danville Public Works Department, for removal and replacement of terrazzo with concrete at Parcel 25140 (310 Main Street) as submitted.

ATTACHMENTS

1. 310 Main St ARB Application Notarized_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 #: P226-00472 ARB Meeting Date: 09/10/2026
Date Received: 08/27/2026 Received By: J. Williams
Parcel ID: 25140 Zoning District: RD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: Erica McCauley - Public Works Department
Applicant's Address: [REDACTED]
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#): 310 Main St

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

Improvement Description: Replacing damaged/deteriorated terrazzo entrance of 310 Main St with broom swept concrete sidewalk.

Demolition of terrazzo and replacing with concrete will take approximately 3 days to complete.

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

Erica McCauley
Applicant Signature

9/1/24
Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by _____

Notary Public

Registration No.: _____

Expires: _____

DANVILLE, VA


Owner's Signature
(if not applicant)

9/1/26
Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 1st day of September, 2026 by _____


Notary Public

Registration No.: 8067158 Expires: May 31, 2027

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



Current condition of terrazzo



Current condition of terrazzo



STAFF REPORT

DATE: September 10, 2026
TO: Architectural Review Board
FROM: Renee Burton, Division Director of Planning
RE: Request for a Certificate of Appropriateness to construct a 125 room apartment complex at 601 Lynn Street (Parcel ID 21748).

SUMMARY

The applicant has requested a Certificate of Appropriateness to construct a 125-unit brick apartment complex at 601 Lynn Street. The structure will be four (4) stories in height and contain a fitness facility, clubhouse, pool and a rooftop patio. Each unit will have an external patio. The roof height is noted at 50' with an additional 8 foot at roof-top elevators and stair shafts.

The proposed scale is appropriate for the area. However, the exterior patios along Deboe and Lynn Street are inconsistent with other structures in the area. The warehouses generally possess flat facades and windows with a vertical emphasis. The elevations propose recessed patios and what appear to be square windows. This elevation design is inconsistent with the Architectural Review Design Guidelines and the surrounding structures.

The application also lacks material details.

- A brick facade is proposed. However, there is no color or brick style specified.
- Square windows are proposed. No material is provided.
- A recessed patio is proposed with a fall barrier. There is no detail about the material or style of this barrier.
- The recessed patio appears to introduce a material that varies from the brick. No details are provided.

ARDG Excerpt:

Chapter 3: Standards for New Construction

Page 59 details the recommended and not recommended design principles.

Demolition and construction at 601 Lynn Street has been the subject of RDDC and City Council review in the past. The current application is the same as presented in March 2024.

July 2023

The demolition of the previous structure at 601 Lynn Street and the rebuild application for an

apartment complex was denied.

March 2024

The demolition of the previous structure at 601 Lynn Street was denied.

April 2024

The applicant appealed the decision of the RDDC to deny the demolition of the structure at 601 Lynn Street.

May 2024

City Council overturned the decision of the RDDC to deny the demolition of the structure at 601 Lynn Street and the demolition was approved.

Potential motions to be made by the ARB:

1. Approve the application to construct a 125 unit apartment complex at 601 Lynn Street as submitted.
2. Approve the application to construct a 125 unit apartment complex at 601 Lynn Street with conditions.
3. Deny the application to construct a 125 unit apartment complex at 601 Lynn Street due to its inconsistency with the Architectural Review Design Guidelines and surrounding structures.
4. Postpone the application to construct a 125 unit apartment complex at 601 Lynn Street to allow the applicant additional time to provide a thorough materials list and address before review.

RECOMMENDATION

Staff recommends denial of the application to construct a 125 unit apartment complex at 601 Lynn Street. The proposed elevation drawings are inconsistent with the Architectural Review Design Guidelines and the surrounding structures.

ATTACHMENTS

1. 601 Lynn St_ARB Application
2. March 2024 RDDC application
3. March 2024 RDDC meeting minutes



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 #: P226-00467 ARB Meeting Date: 09/10/2020
Date Received: 08/27/2020 Received By: SEJ
Parcel ID: 21748 Zoning District: RD
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Applicant: ARRG Properties
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#): 601 Lynn Street, #21748

Proposed Improvement: ☐ Alteration ☐ Addition ☐ Rehabilitation ☒ New Construction ☐ Sign
Improvement Description: See attached documentation.

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

8/26/26

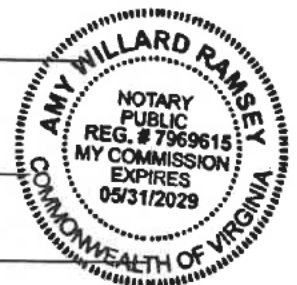
Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this 26th day of August, 2026 by Amy Willard Ramsey

[Signature]
Notary Public



Registration No.: 7969615

Expires: 5-31-29

DANVILLE, VA

Owner's Signature
(if not applicant)

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this ____ day of
_____, 20____ by _____

Notary Public

Registration No.: _____

Expires: _____

ARRG Properties LLC

501 Craghead Street, Suite 100
Danville, VA 24541

August 26, 2026

Architectural Review Board:

On March 14, 2024, we presented the River District Design Commission with a request for a Certificate of Appropriateness for the deconstruction of 601 Lynn Street. We have completed the work allowed by that COA and now begin the process of working with the Architectural Review Board to seek approval of another COA that will allow us to construct a multi-family housing project to include approximately 125 units.

This application includes documents from the COA application in 2024. In that application, we included various details and drawings/renderings of the structure we propose infilling at 601 Lynn Street. Recognizing that this infill project resides in the TW-C, in which we have completed nine projects that total over 600 residential units, we have worked with our architects to ensure that the property blends with the current neighborhood.

Today, we submit this application to begin working towards approval of a final exterior building design. The applicable documents are included below.

Thank you,

A handwritten signature in black ink, appearing to read "Austin Bunn". The signature is fluid and cursive, with a long horizontal stroke at the end.

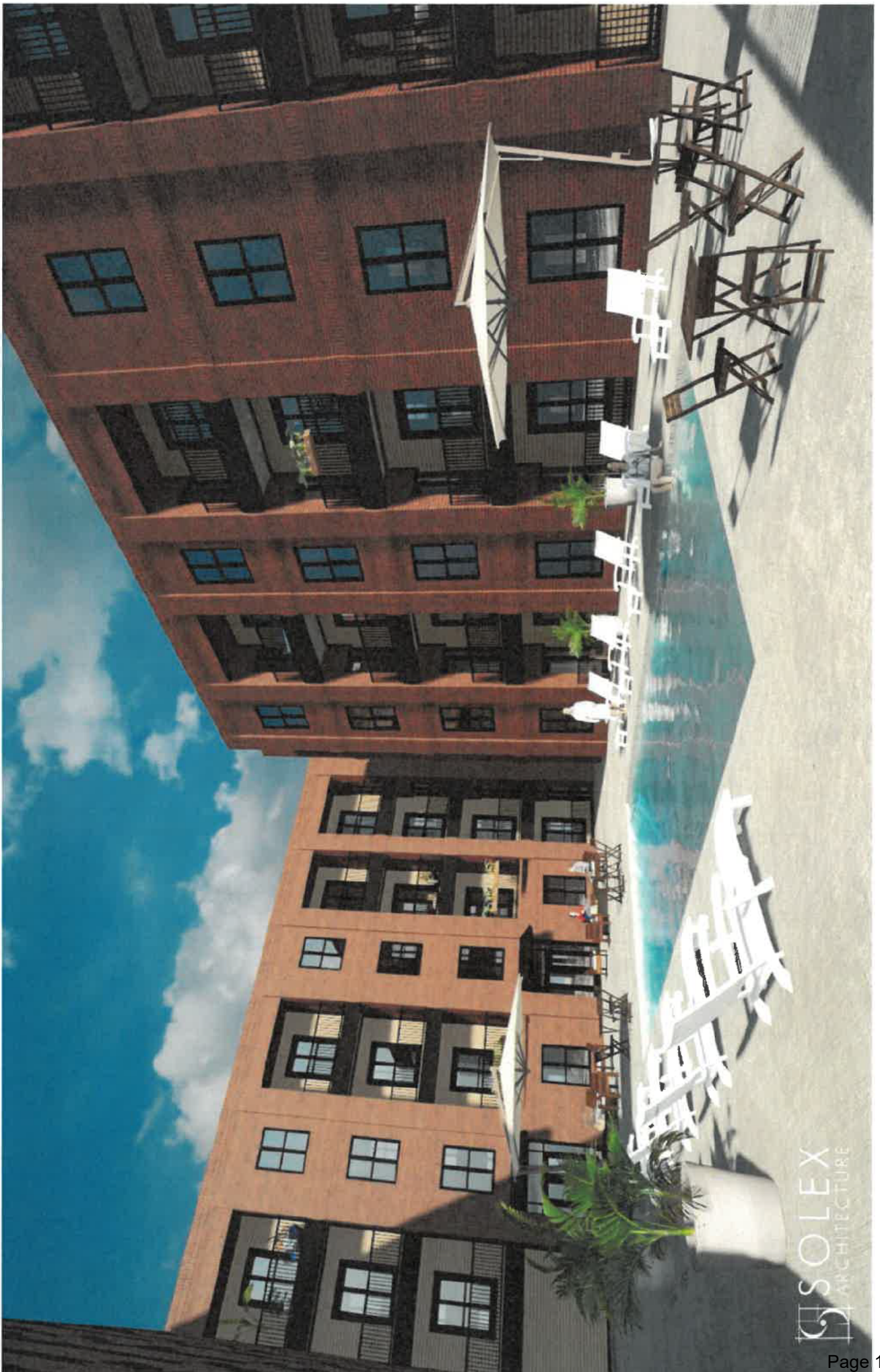
Austin Bunn

Acting Representative

1. Statement of proposed use.
 - a. 125 multi-family apartment units complete with clubhouse, fitness facility, pool, and roof-top patio.
2. Statement of estimated construction timeline.
 - a. Approximately two years from ground breaking.
3. Proposed new improvement details.
 - a. New building height and visual-impact will be roughly the same as prior building.
 - i. Proposed building height approximately 50-feet with an additional 8-feet at roof-top elevator and stair shafts.
 - ii. For reference:
 1. Existing building at 618 Craghead = 52-feet with an additional 10-feet at roof-top.
 2. Existing building at 610 Craghead = 60-feet.
 3. Existing building at 600 Craghead = 53-feet.
 - b. Existing property boundaries, building placement and site configuration;
 - i. Proposed building site-footprint and configuration from the public ROW will be materially the same as prior building.
 - c. Proposed building color and materials – see attached renderings.
 - d. The proposed design reimagines the site for multi-family housing, while still paying homage to the original building and those that surround the site. The use of brick as the main material, pilasters, brick corbeling at the floor levels, and the stepping parapet all reflect the historic characteristics that make the River District unique. The mix of modern amenities and historically-inspired characteristics create a building that both fits the urban landscape of the River District and provides a fresh, new style of apartments.
4. Architectural drawings showing plan view and elevations of new planned construction.
 - a. Attached.
5. Landscaping and buffer plan.
 - a. Proposed building height, visual-impact, site-footprint, and configuration from the public ROW will be materially the same as the prior building.



SOLEX
ARCHITECTURE



SOLEX
ARCHITECTURE



First Floor - Plan View

601 Lynn Street



Second Floor - Plan View



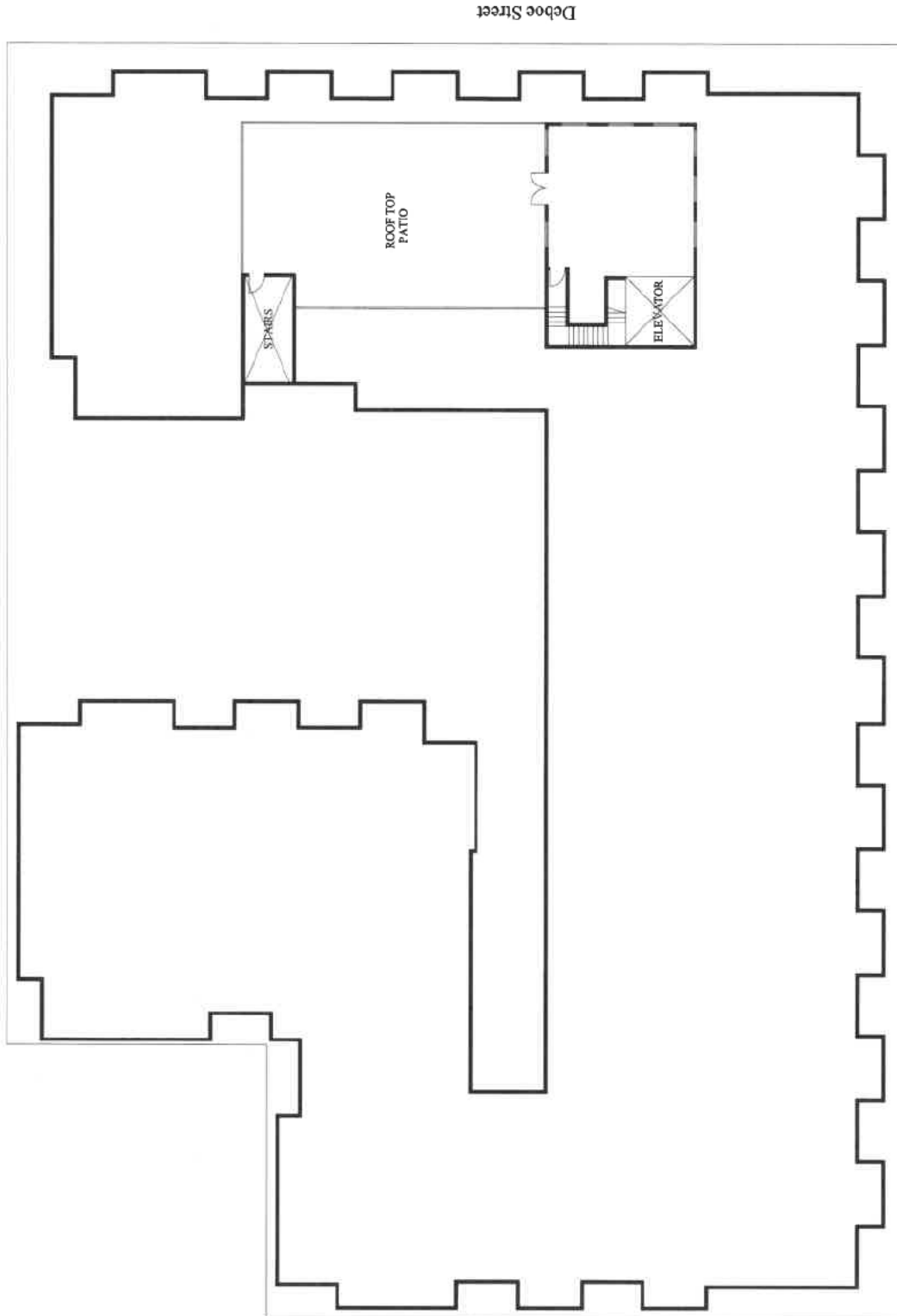
Third Floor - Plan View

601 Lynn Street

Fourth Floor - Plan View



601 Lynn Street



Roof - Plan View

601 Lynn Street



STAFF REPORT

DATE: March 14, 2024
TO: River District Design Commission
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness application PZ24-00126 filed by ARRG Properties to deconstruct 601 Lynn Street and build a new 125-unit apartment.

SUMMARY

The applicant, ARRG Properties, LLC is requesting a Certificate of Appropriateness to deconstruct the existing structure at 601 Lynn Street and construct a 125 unit brick apartment complex on site. While only one application was submitted, Staff believes it is best to look at the deconstruction and construction separately.

Deconstruction

601 Lynn Street with its original construction dated 1886 is noted as significant in the Tobacco Warehouse and Residential Historic District inventory. The inventory states "This structure contributes to the significance of the district because it represents one of the finest examples of a tobacco storage facility in the district. Built by local contractor R.B. Graham, this bldg. displays elegant proportions, fine dog-toothed brick molding, coupled windows and shares a similar scale with other structures in the district".

It is also noted that the "small arched windows with iron shutters minimizing natural light demonstrate the structures used as a storage facility as opposed to a working factory". This notation lends itself to the complications that the applicant is facing in redevelopment. These complications are discussed in Section 3.5 of the River District Design Guidelines:

Section 3.5

Other buildings are more problematic. There is a substantial and attractive warehouse on the corner of Lynn and Deboe Streets near the rail yard that has no windows in the front facade, and only a few on the sides. Making that building usable for anything besides a call center, storage, or other use that does not require windows causes conflicts between historic preservation and viable reuse.

Staff does not promote demolition, but recognizes that there are constraints with redevelopment of this structure.

New Construction

The applicant has requested a Certificate of Appropriateness to construct a 125 unit brick apartment complex at 601 Lynn Street. The structure will be four (4) stories in height and contain a fitness facility, clubhouse, pool and a rooftop patio. Each unit will have an external patio. See attached elevation drawings.

According to the design guidelines, the proposed materials and scale are appropriate for the area. However, the exterior patios are inconsistent with other structures in the area. The warehouses generally possess flat facades and windows with a vertical emphasis. The elevations propose recessed patios and what appear to be square windows.

July 2023

This proposal was initially considered for approval at the July 2023 River District Design Commission meeting. While the applicant has submitted an updated request, Staff does not believe the modifications are significant enough to require a change to the original recommendation. The changes are an increase in height from 44' with 8' elevator shafts to 50' with 8' elevator shafts. The concerns of the July application have not been addressed.

The River District Design Guidelines state:

... a COA is denied, the project cannot be resubmitted as is for a year, but a revised project can be resubmitted at any time.

RECOMMENDATION

The first order of business must be a determination that the current application is a revised project. If it is determined that the application is acceptable, the Commission may proceed with review of the demolition and construction.

The Planning Staff recommends that the River District Design Commission evaluate the proposed construction and use prior to making a decision on the demolition of the existing structure at 601 Lynn Street. The decision of demolition should not be taken lightly and should only be considered if necessary for safety and/or the infill design for redevelopment is appropriate for the River District.

ATTACHMENTS

1. Application
2. HAER inventory
3. Plans
4. Solex Letter



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

River District Design Commission

CERTIFICATE OF APPROPRIATENESS APPLICATION

The Danville City Council appoints the River District Design Commission (RDDC) to administer the River District Design Guidelines. The RDDC reviews building and site alterations within the District and issues a Certificate of Appropriateness (COA) if the alterations meet Design Guideline standards. Work on buildings and sites within the River District cannot begin until the RDDC issues a COA and the applicant receives all other required permits and approvals. Please reference Design Guidelines Section 1.3 for Commission Information and Section 1.7 for COA procedures.

ZONING ORDINANCE RDDC 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.

PLANNING DIVISION PROVIDED INFORMATION

Application #: _____ RDDC Meeting Date: _____
Date Received: _____ Received By: _____
Parcel ID: _____ Zoning District: _____
Additional Information: _____

APPLICANT PROVIDED INFORMATION

1. Please completely answer all application questions.
2. The property owner(s) or an authorized representative must sign the application.
3. A complete application along with drawings, photos, plans or sketches of your proposed improvements, including dimensions, is important for the RDDC to quickly and accurately act on your application. Please attach all additional materials.

Property Location (address/ID#): 21748

Applicant: ARRG PROPERTIES

Applicant's Address: 541 Bridge Street, Ste 2 - Danville, VA 24541

Applicant's Phone Number: 804-399-9921

Applicant's E-mail: garrett.shifflett@gmail.com

Proposed Improvement:

☒ Alteration ☐ Addition ☐ Rehabilitation ☒ New Construction ☐ Sign

Improvement Description:

Please see materials below and attached.

Are you aware of the federal and state tax credits for potential reimbursement or credit of substantial rehabilitation project expenses?

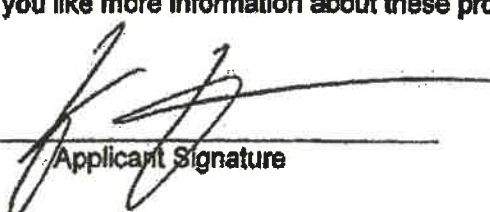
☒ Yes

☐ No

Would you like more information about these programs?

☐ Yes

☒ No


Applicant Signature

Property Owner Signature
(if not applicant)

All buildings, structures, or improvements visible from a public right-of-way and in the River District must not be located, constructed, reconstructed, altered, or repaired without a Certificate of Appropriateness. The RDDC meets on the second Thursday of each month at 4:00 PM in the Municipal Building's fourth floor City Council Conference Room. Submit questions or applications to the Planning Division, Municipal Building, 427 Patton Street, Room 207, Danville, VA 24541, call us at (434)-799-6260 or e-mail us at willis@danvilleva.gov.

1902	ZOWNERADMIN	Davis Storage
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10. STATE	11. A	COUNTY NAME	CITY/TOWNSHIP	CONG.	STATE	COUNTY NAME	CITY/TOWNSHIP

☐ SURVEYS ☐ CONF ☐ STATE ☐ COUNTY ☐ LOCAL ☐ OTHER
 13. SPECIAL FEATURES (DESCRIBE BELOW)

[illegible]

INVENTORIED BY	AFFILIATION	DATE
B. Handy	HAER Danville Inventory	Summer 1978

17. DESCRIPTION AND BACKGROUND HISTORY, INCLUDING CONSTRUCTION DATE(S), HISTORICAL DATE(S), PHYSICAL DIMENSIONS, MATERIALS, EXANT EQUIPMENT, AND IMPORTANT BUILDERS, ENGINEERS, ETC.
Danville contractor R. B. Graham constructed a large storage facility (160' x 185') for the American Tobacco Co. in 1900.

Raised brick string courses demarcate the building's three floors. Small arched windows with iron shutters minimizing natural light demonstrate the structures used as a storage facility as opposed to a working factory. Small ducts even-ly spaced along the roofline (100 ft. for American Tobacco Co. in 1911) suggest the building's original use as a cigarette manufactory.

spaced around the building provided a source of ventilation. The building is divided into six storage areas which American Tobacco shared with Piedmont Storage. Mill construction, fire walls, and an automatic sprinkler system afforded the can Tobacco shared with Piedmont Storage. Small trucks even

in fire protection available at that time. A 50,000-gallon water tank manufactured in 1902 by the Chicago Bridge & Iron Works served as an auxiliary water supply for both American Tobacco buildings. The Continental Tobacco Co. never had a fire alarm system, and the Frankforter system afforded no protection against fire.

door, and American's Cigar Factory on Bridge Street. American constructed this building on the site occupied in the 1880s by the Piedmont House. Bass and Jefferson's Lumber Yard stood on the site in the 1880s along with several "Negro" buildings, and Southern Tobacco Co. near the corner of

tenements" and other small frame dwellings along Shelton and Lynn Streets. Export Leaf Tobacco Co. successors to the
ADAPTIVE USE
PRESENT USE
18. ORIGINAL USE

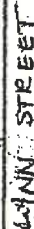
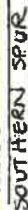
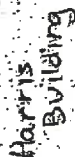
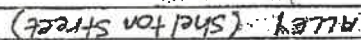
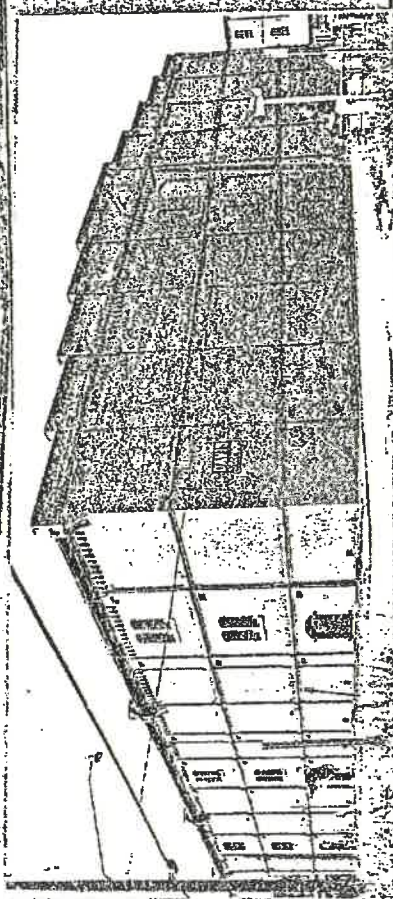
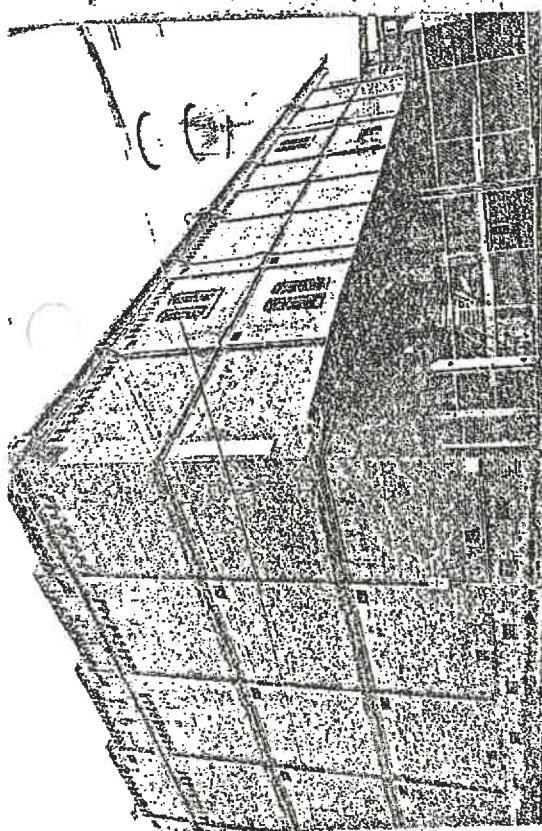
Tobacco Storage	Storage
10. REFERENCES—HISTORICAL REFERENCES, PERSONAL CONTACTS, AND/OR OTHER	

Corner Stone on building
Cahill and Grant, p. 34
I. J. Issacs, The City of Danville, Va.:

Manufacture plaque on water tower	Its Interests & Indust., 1913, p. 13 (CONT OVER)
Sanborn Maps: 1886, 1894, 1899, 1904, 1910, 1915, 1920, 1947, and 1972	
	23 EDITOR

[illegible]

LOCATED IN ?	ASTORIC DISTRICT ?	YES	NO	NAME	DISTRICT I.D. NO.
		☐	☒		



DESCRIPTION (CONTINUED)

DESCRIPTION (CONTINUED)

British American Tobacco Co. purchased the property around 1915 and added a second story iron clad walkway linking this building to the Harris Building, which was also constructed by Graham for American in 1902. A frame loading shed and brick-faced cinder block shipping warehouse were added between 1947 and 1972.

Significance.

This structure contributes to the significance of the district because it represents one of the finest examples of a tobacco storage facility in the district. Built by local contractor R. B. Graham, this bldg. displays elegant proportions, fine dog-toothed brick mounding, coupled windows and shares similar scale with other structures in the district.

	HAEI NO	LC	TECH REPORT	HIST REPORT	CONTEMP PHOTO	HIST PHOTO	CONTEMP DRAWG	HIST DRAWG	COLOR PLATE	PHOTOGRAM	SW	FILM
ABSTRACT . . .												







601 Lynn Street

Deboe Street

First Floor - Plan View

601 LYNN STREET PROJECT



A2.0



601 Lynn Street

Deboe Street

Second Floor - Plan View



601 LYNN STREET PROJECT

A2.1



601 Lynn Street

Debow Street

Third Floor - Plan View

601 LYNN STREET PROJECT



A2.2



601 Lynn Street

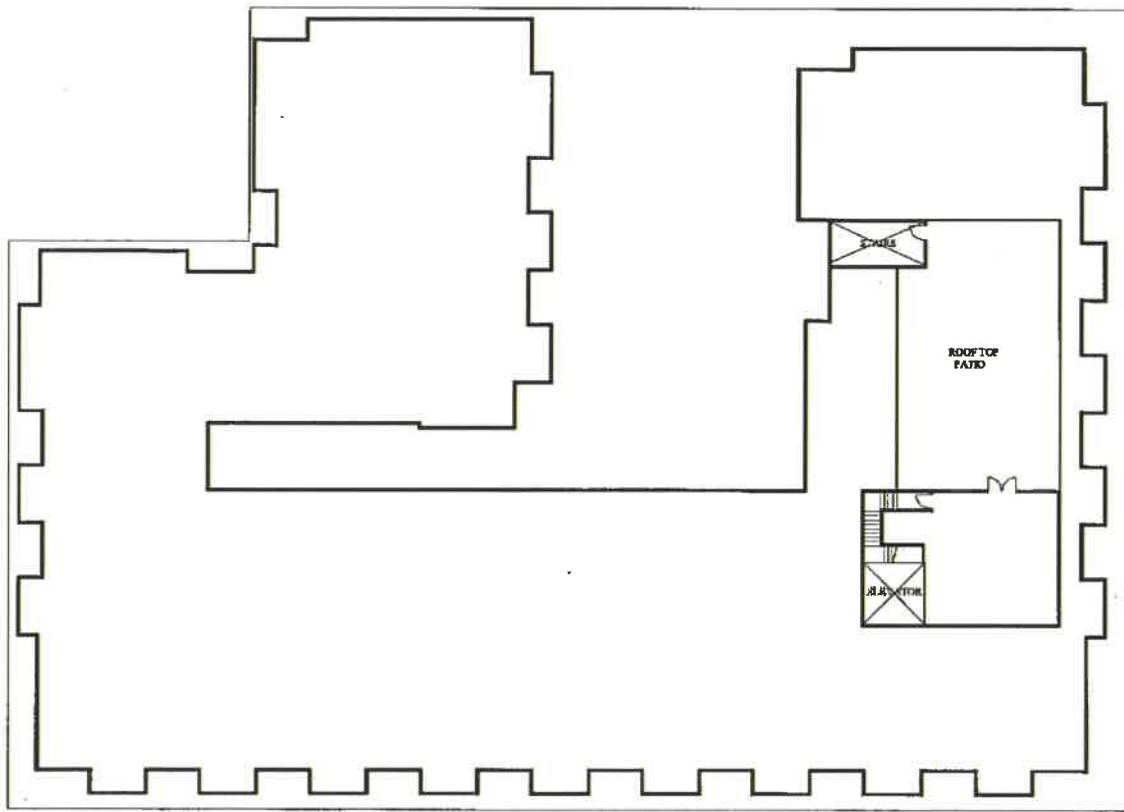
Debor Street

Fourth Floor - Plan View



601 LYNN STREET PROJECT

A2.3



601 Lynn Street

DeLoe Street

Roof - Plan View

601 LYNN STREET PROJECT

RIVER
DISTRICT
LOFTS
RD
LL

A2.4

Ms. Burton stated. I think you have an option to postpone this if you so choose, so that the architects could look at this in a different direction potentially. Or if there's something specific as the example that Mr. Ranson has posed of just the columns projecting further and that meets the guidelines for the commission then you could offer an approval with the conditions of those are your option of course deny is an option.

Mr. Jones stated. 432 spaces with protruding columns and a brick façade does that sound more appealing.

Ms. Nicholas stated. I don't feel comfortable putting on conditions without seeing another.

Mr. Ranson made a motion to postpone Certificate of Appropriateness request. PZ24-00120. Ms. Nicholas seconded the motion. The motion was approved by a 5-0 vote.

5. *Certificate of Appropriateness request PZ24-00126 filed by ARRG Properties to deconstruct 601 Lynn Street and build a new 125-unit apartment.*

Mr. Jones opened the Public Hearing.

Mr. Shiflett stated. Here to answer any questions, I have something to read, these are in the guidelines district, section 1.1. Section one page two, Danville growing and changing over time. The purpose of these guidelines is not to preserve historic buildings exactly as they were when built, as a sort of museum, but rather to allow them to adapt gracefully to new uses and new technologies and materials. Commission members must balance modern needs (parking lots, energy efficiency, new technology, building codes, changing uses) with historic preservation goals. I read that the proposal here is to dismantle the building that is granted beautiful buildings and its historic. Historic preservation is not in the box, we're preserving the building that is natural that those products will go along with wood and material. The brick will go on the other preserving the building just not where it is.

Mr. Ranson stated. It is recommended that you contact the department resources. And my understanding is that was not done. That would give us a new different perspective on the project.

Mr. Shiflett stated. We haven't talked in the past years, but we did talk to them, and let us know specifically that we were not allowed to cut holes in the garage.

Mr. Lackey stated. You can't cut holes in the building to keep your historic tax credit, or you can't cut holes period.

Mr. Shiflett stated. We could do whatever we wanted to as far as the tax credit.

Mr. Ranson stated. You are not getting tax credit any way.

Mr. Shiflett stated. The way the building is constructed currently, using tax credits isn't possible for the fact the way the building's laid out inside and the extra durability. We added a lot of great work. We studied and redesigned it to match them only to the existing building that was there and surrounding area.

Mr. Dunn stated. Those would be the structure of the deck.

Mr. Ranson stated. Did you say how high for them to be used.

Mr. Dunn stated. 6 ft it's very similar those 4 floors. These are preliminary, to let you know what we are planning. We have spent \$100,000 on architecture plans. We will have to come back anyway. So that these can be critiqued in more detail.

Mr. Jones stated. I will guarantee that rendering that you have here compared to the previous meeting is nice. The building that's there currently we will call it dental mold across the top, which is seems to be like a really nice focal point. Is that something that could potentially be added to the new schematics that you have there.

Ms. Burton stated. To clarify, you are not asking for approval for this design.

Mr. Shiflett stated. Correct. This is to give you all confidence in that we're doing something. We already have something planned that is reasonable. We're not putting up some concrete or brick structure now. Masonry cinderblock structure. Then we were going to do something appropriate for that space.

Ms. Burton stated. The only vote before the commission today would be demolition. Because this could. Disassemble. Because you're not voting on this particular design, they are just giving us a visual model of potentially what could be there. Just don't want to get confusion when we are making motions.

Ms. Ingram stated. I just want to reiterate what this building is. It's not in poor condition. It's a contributing building to the tobacco warehouse district, which is one of the largest and best-preserved collections of post-Civil War buildings in the South. Danville residents and visitors are very fortunate that these types of warehouses are still standing, especially when so many are lost. As you are aware in the 1960s, 1970, during urban renewal, large swaths of Danville were demolished to make way for progress and really is looking at the image on Main Street, the lower part of Main Street

from before when we know and compare it to today to get a good idea. See what has been lost. For the warehouse in question, there's actually a legacy of preservation and reuse on the ground. The Davis family purchased more than 10 warehouses in the warehouse district and reuse them for storage. That is one big reason why the River District exist today, and this is one of those on the River District is one that the entire revitalization of Danville is based on. Its why people are allowed to be proud to say that there are from Danville more nowadays. I want to add to that. Not demolishing but reusing historic buildings is more important now than ever, because of the environmental impacts of demolition. This building goes into landfills, and you have the impacts of all the new materials, the new construction. The guidelines are also free. The main thing that bothers me that balance allocation is something that has already been brought up and that is when this came before you last summer. This commission, and staff did recommend that you go to historic resources, I have a letter from Julie Langan saying no one has reached out to them. I feel that some of the recommendations that are made were not followed through by the applicant. The argument for demolition is the lack of windows prevents them from reusing the warehouse for the number one performance. Look more like a dormitory.

Ms. Long stated. The tourism director came up with the number one reason that they are attracted to Danville is the historical cities. That's why I'm here because of the charm and character, even though it on the outskirts of the River District, and it still is substantial, and it contributes greatly. The cost to rebuild the building will be so astronomical, that is a reason to preserve it because once it gone its gone. And that's history. I fear that the revenues from the salvage of this building is a factor I'm sure it a lot that is why it should stay up. They should talk with the Department of Historic Resources to try to think creatively on how they can overcome this issue with the windows. If they can't think of an appropriate use for it as it is, because nothing is wrong with the building, they can sell it. I think to tear down a perfectly good historic building and build residential units there when there's so much land that's already available very close by.

Mr. Shiflett stated. The history is what brings folks to Danville. However, housing is a shortage. I would say this is holding us back from being able to bring more folks to Danville to the River District to enjoy living down here among the historic buildings. The landfill was also talked about, again this building is being dismantled, this dismantling is not a wrecking ball coming through and wrecking it, it is taking it down piece by piece and will be costing well over a million dollars just to take the building down. Those products will go to other projects. They very little products will go to landfills.

Another issue, not just the windows and the lack of is the column placement. And to get a tax credit we were not allowed to remove those columns either because it's

considered too much material coming out. You can't lay out an apartment with column right beside your sink, and right off your shower.

Mr. Ranson stated. That is a problem in all warehouse buildings.

Mr. Shiflett stated. No, it's not a problem. These are so close together. That is the problem. Usually, they are 12 to 16 feet apart. These are 8 feet apart and 16 feet deep.

Mr. Keesee stated. What was the building original use?

Mr. Shiflett stated. Storage for tobacco and textile.

Mr. Jones closed the Public Hearing

Mr. Jones stated. Clearly this is a dilemma not only for historical purposes but for enduring constructed in 1886 and here we are 2024 debating what to do.

Mr. Ranson stated. I hate to say this, but it does seem counter productive the building has been sitting there empty with no prospects. It is a lovely building, if no one does anything with it, it will be a matter of time before it won't be any use to anything.

Mr. Lackey stated. I hate it I know these guys have done a good job downtown tearing that building down. Seems to be excessive today. I say let's put some windows in there. I hate to see that building be torn down.

Mr. Jones stated. Sonja spoke at some of the oracle, as far as it is, it's an 1886 constructed building that has some symbolic to the textile industry, and the tobacco industry kind of pulls on the heartstrings to the locals.

Mr. Lackey stated. I think we've had this question before, I can't remember the answer. Can this be appealed? this is a council issue, they made the guidelines, and they make the decision.

Ms. Burton stated. There is a 30 day appeal time.

Mr. Dodson stated. One point 1.7.6. on page four, and applicant is not satisfied decision of the commission decision can be appealed to city council procedure for appeal is set.

Mr. Lackey stated. I'm very torn with this because of the good job they've done. What they have done in this town, and the 1886 date of that building. I do think the elected officials could be.

Mr. Jones stated. Staff does not promote the demolition but recognize their strengths with the redevelopment of the structure. Our job as a commission, is to hold the integrity and fabric of the historical guidelines of the River District. That's what we are here today to do. We're not here to build 601 Lynn Street, we are here to adhere to the guidelines. A good question if it cost a million dollars to tear down the structure, what

does the million look like with windows, but at the same time, we just saw them, and they gave a great presentation on beams being so close together, you don't want a column inside of the toilet or sink. I guess if you cut windows in you have already passed the tax credit, so you are linked.

Mr. Lackey stated. I have a question about the appeal rights, I understand if we denied it, they can't reapply for the year.

Ms. Burton stated. As is but they can resubmit something different.

Mr. Lackey stated. So, there is something new with the demolition. Do we have to deny it in order for them a right to appeal it to City Council.

Ms. Burton stated. You have to make a vote either to approve or deny giving them the opportunity to appeal.

Mr. Lackey stated. That's what I was thinking we have to deny it in order to invoke their appeal rights.

Mr. Ranson stated. I think if we approve it to tear it down, they also can appeal that.

Mr. Lackey stated. Who can appeal that?

Ms. Burton stated. That is correct. A member or the community can file an appeal.

Ms. Nicholas stated. Does any one in the community have standings.

Mr. Dodson stated. Any person aggrieved by any decision review commission. Have made some such decisions within 30 days to City Council.

Mr. Lackey stated. Is a citizen agreed by that decision or only the applicant agreed by the decision.

Mr. Dodson stated. I think the historical society wanted to appeal the demolition of illegal long mill.

Mr. Jones stated. Do we have any idea how long the building has been empty?

Mr. Hackworth stated. I was volunteering with what was the precursor to the River District Association that was going on during the 2000s. It was empty then a little bit of storage, but most of the building was empty.

Mr. Jones stated. If we are not careful, I feel like the longer it sits, the longer it decreases.

Mr. Keesee stated. I guess this would go to the building owner, you're not pursuing that, obviously, because this will be a new structure. I have seen this done in other cities. Would you be opposed to gutting the building, keeping the skin and building inside the existing skin structure.

Mr. Shiflett stated. We did look at that possibility the way the building is constructed on the exterior if you cut windows into that you limit yourself because of the architecture, and the way it is laid out.

Also to answer the question the million dollars to remove the building that's not our cost. We will be signing that building to a company that does this professionally, that dismantles the building and then sells those products.

Mr. Ranson stated. So, there is over a million dollars amount of stuff and they going to sell it.

Mr. Shiflett stated. I know this is not dealing with this now but going forward. The reason people like the tobacco warehouse system are because a lot of architecturally is very appealing. There's a lot of intricate brickwork to see.

Ms. Ingram stated. I don't understand the comment to leave the exterior, and then adding windows and all that would prevent the apartment.

Mr. Shiflett stated. That is not preventing the apartment that is leaving the skin from building a new building a new structure with in that.

Mr. Ranson stated. It seems to me of residential residence bedroom above the first and second floor and a window.

Mr. Shiflett stated. Not true but requirements NFPA 13 are.

Mr. Jones stated. I the number of apartments we looking at 125 units, if we decrease that number, does it change anything within the layout?

Mr. Shiflett stated. Well, yeah, so obviously more of our money should be put in at the better off you are. I can't remember how many apartments we can fit in this building it was less than 125 but it is not substantial enough to overcome the costs. The cost is on us.

Mr. Hackworth stated. The issue for people is the outside retaining that is the historic structure, not the inside. So, if you're deconstructing everything, columns, brick everything all the way down to the ground level and keeping the skin if you split it into essentially 2 separate buildings with a central core with a central entryway building, could you not get the apartment and put your egress there.

Mr. Shiflett stated. If you have enough money doing it might seem like taking down the part of the building, punching holes, and it's cheaper than demolishing openings starting from new. And a lot of instances, that's not the case, it costs more to leave what you have there and make that work. The building, it doesn't work from that standpoint, economically, the density is still not, again the way the building is laid out, the height of the building from the bottom corner, is subgrade. About 4 feet, the height of the ceilings

Mr. Ranson stated. I would like to say that I will stipulate that the developer is a great asset to Danville, that they do everything they could to look at the building and try to make it into an apartment. I think they've done a good job, all that stuff. However, there are political and economic factors that we are not charged with dealing with we are charged with maintaining the fabric of the historic district.

Mr. Ranson made a motion to deny Certificate of Appropriateness request. PZ24-00126. Mr. Lackey seconded the motion. The motion was approved by a 4-1 vote.

APPROVAL OF MINUTES

The January 22, 2024, minutes were approved by a unanimous vote. With no further business, the meeting adjourned at 6:05 p.m.

Approved By: 

ARCHITECTURAL REVIEW BOARD

AUGUST 13, 2026

Members Present

Lauren Smith
Adam Jones
Christopher Betts
Jamie Cahill
Jackson Weller
Miguel Castillo

Members Absent

Robert Stowe

Staff

Cynthia Lester
Renee Burton
Jonah Williams
Ryan Dodson

ITEMS FOR PUBLIC HEARING

1. *Certificate of Appropriateness request 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 Parcel 20111 and 20112 (420 Memorial Drive).*

Mr. Jones stated. Before we go any further, I was on this art committee put together by Parks and Rec, so I had firsthand to see where the location was going to be prior and was going to refrain from commenting on it. So, I just want to let that be known.

Mr. Jones opened the Public Hearing.

Mr. Andrew Hall stated. I don't know if anyone had the chance to review it with me or has any questions about the location or anything.

Mr. Andrew Hall stated. I'm Andrew Hall, Parks and Rec Project Manager.

Mr. Lee Rainboth stated. [unclear] I'm the Cultural Arts Manager for the City.

Mr. Jones stated. Awesome, thank you. Any questions? Okay, thanks for being here.

Mr. Lee Rainboth stated. Yeah, no problem, thanks.

Mr. Jones closed the Public Hearing.

Mr. Weller made a motion to issue a Certificate of Appropriateness for PZ26-00401. Ms. Cahill seconded the motion. The motion was approved by a 5-0 vote.

2. *Certificate of Appropriateness request PZ26-00422, filed by Links Coffee House, to install an awning at Parcel 26832 (319 Craghead Street).*

Mr. Jones opened the Public Hearing.

Ms. Brim stated. I'm the owner of Links Coffee House. The main purpose of this, just in case someone is wondering, I'm mean, sure you've all been there, umbrellas blow

away, so having a set awning, we are planning on putting two ceiling fans in it and possibly, eventually, string lights.

Mr. Jones stated. It looks great, the awning looks great. I think this will be a huge asset.

Ms. Brown stated. There are new stickers on the cups.

Ms. Brown stated. Yes, absolutely.

Mr. Jones stated. Is that a tin roof?

Ms. Brown stated. Yes.

Ms. Burton stated. From staff perspective, if you'd also make note, this is property owned by the Industrial Development Authority, and this has been approved, per resolution



Message from
KM_C551i SYS# 2736

Mr. Jones closed the Public Hearing.

Mr. Weller made a motion to approve a Certificate of Appropriateness for PZ26-00422, Ms. Smith seconded the motion. The motion was proved by a 5-0 vote.

3. *Certificate of Appropriateness request PZ26-00429, requested by Jesus Atilas, for the replacement of the siding and windows at Parcel 20595 (148 Sutherlin Avenue).*

Mr. Jones opened the Public Hearing.

Mr. Atilas stated. Stefanie Jackson, she's on vacation, she's been fantastic. And I just recently purchased the property, and looking at history, it's so exciting to look at the history of the property and try to get every story. I know it's rough right now. It's been rough for a while, so I'm trying to move as diligently as possible and try to make sure that we keep the same— it's like a Queen Anne Victorian style, which made me look at it. It was owned by the Sutherlin mayor before, so it's an interesting project. I'm excited to get started on it.

Mr. Jones stated. It's a beautiful property.

Mr. Atilas stated. It may not be now. It's pretty rough.

Mr. Jones stated. It's got beautiful architecture.

Mr. Atilas stated. It does have potential.

Mr. Jones stated. If I'm in charge of that, we're in trouble. So, can we talk about the windows? I noticed in some of them you mentioned that there were irregular sized windows. Is that correct?

Mr. Atilas stated. There is. So I went, historically, and I sent Ms. Jackson how many times this property has changed over hands, and I think in the 1950s it was turned into a four-unit apartment. Right now, there's no windows in the property. Everything is irregular. I tried to measure it. I tried to look up the Queen Victorian style, and usually, that's a two-to-one ratio or a two-point-five-to-one ratio with the height and the width of the windows. Then I looked at what I measured, and I was like, 'This is not even close.' Some of these are three-to-one, like, it was all over the place. So, I was like, alright, well, let's see if we can get back to a two-to-one or two-point-five-to-one and then try to bring some things within the standards, so I looked at the Anderson 400 series. That's a wood window framing. The only thing that it has on the outside is Fibrex, it's just a coating, just for weather coating on top of the wood, just to make sure that it stays within—

Mr. Jones stated. Sure.

Mr. Atilas stated. You know, it'll last for at least twenty years. That's what it says. I'm thinking that one had the original size openings. I think she actually requested information on what it was before and what it is now. I sent her that information. I didn't update the report, so I apologize about that. I think I sent it to her, probably at the beginning of this week,

Mr. Jones stated. Yeah.

Mr. Atilas stated. I have a copy of it if you would like to see it.

Mr. Jones stated. So, it looked like the current was twenty-four inches by sixty-one inches.

Mr. Jesus Atilas stated. Yes.

Mr. Jones stated. And the new size was going to be twenty-four by sixty?

Mr. Atilas stated. Correct. Some of them were just outstanding, like, those thirty-six by eighty-four inches—tall—and it's, like, I can't really work with that, so I was, like, a thirty-six and seventy-two, which is a ratio where it still looks appropriate. The good thing is that the siding is completely off the property. There's no siding on there, so this gives me an opportunity, then, to reframe it, make sure that it looks good on the inside, put the windows on there, make sure it's sealed appropriately, and then stick the siding on it. So, I'm just trying to do it the right way.

Mr. Jones stated. Thank you so much for doing that for that property.

Mr. Jesus Atilas stated. Yeah, of course.

Mr. Weller stated. Actually, it's more commentary than anything else. You know that property has been a focus of, not only by the City, but certainly by the community, so I

encourage you to work with the City as closely as possible. You know, trying to get it back to some assemblance of the neighborhood design because certain folks get excited really easily.

Mr. Atilas stated. I can't wait to do the windows and siding, put some fresh coat of paint. It's going to outshine all the rest of the houses on the street. It's going to be pretty neat. I'm pretty excited to get started on it.

Mr. Jones stated. Well, I'm just curious. Will this be a residence?

Mr. Atilas stated. Yes.

Mr. Jones closed the Public Hearing.

Mr. Castillo made a motion to approve Certificate of Appropriateness for PZ26-00429 with conditions recommended by staff. Mr. Weller second the motion. The motion was approved by a 5-0 vote.

E. APPROVAL OF MINUTES FROM JULY 9, 2026

July 9, 2026, minutes were approved by a unanimous vote.

F. STAFF UPDATES

Ms. Burton stated. Yes, we'd like to let you know that at 125 Chestnut Street, this is the corner of Pine and Chestnut—that they have received approval for a temporary metal handicap ramp that will come off their front porch. It's not permanently affixed to the porch in any way. We're not sure about the timeline for that, but the goal is it will be temporary. The local marker program updated. We are in the final draft of it. I would anticipate that it is coming next month. If not, an email prior so that you have time to review, but I'm on, like, the last five or six pages. So, fingers crossed. It's coming soon. I don't have anything else. Do you have anything else? Okay.

Mr. Jones stated. I was just going to offer it. So, beside me, they just put in the sign for Just B. It's called 'Just B.' It's a new sign, right beside the old [unclear] building. It looks good. It is backlit. There's lightning at night. It's lights behind [unclear]. I don't recall voting on that. Anyway, just bringing that to—

Ms. Burton stated. We will investigate.

With no further business, the meeting adjourned at 10:15 a.m.

Approved By: _____

Danville Local Historical Marker Guidelines

Prepared for the City of Danville Architectural Review Board

By Heather McMahon, Architectural Historian

August 24, 2026

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1. Getting Started

1.1 Purpose of Guidelines

The City of Danville Architectural Review Board (ARB) prepared these guidelines to assist property owners who desire to acknowledge the historical significance of private property within the City of Danville. Local historical markers celebrate **places, historical events, and buildings** that are locally significant to the citizens of Danville. Local significance is defined by the City as a site, building, or event that possesses historical, architectural, or cultural value to the community. Locally significant sites, structures, and events must have occurred or been constructed at least 50 years ago, and achieve broad community recognition and shared consensus, ensuring they are collectively valued as meaningful contributions to the City. Therefore, sites, buildings, and structures can be nominated for a local historical marker.

1.2 Marker Design

The ARB offers one design for local historical markers, which is similar to signage currently seen throughout the City of Danville (Figure 1). The markers are 4-inches by 8-inches (maximum size), **cast aluminum** with a Golden Hour background and a border of Danville Navy (Figure 2). The **City seal** occupies the space beneath the semi-circle at the top of the sign.

The only content on the sign will be the **name** of the building; the building's **address**; and the **date (year)** of the building's construction. Lettering should be in Danville Navy color. Beneath this information will be space for a QR code that will direct viewers to a website. The website will be an ArcGIS Story Map that provides more information about the building's history and local significance. For more information on the ArcGIS Story Map, see section 2.1 of these guidelines.

1.3 Marker Type and Placement

Although there is only one design for local historical markers, there are three ways of mounting the signage. A **yard sign** is affixed to the top of a single or two aluminum poles that is/are placed in the ground. Yard signs are ideal for lawn areas that are easily accessible to pedestrians and the public without requiring entry onto private property.

The local historical marker can also be used as a **window sign**. Window signs are typically not mounted but merely placed in the interior of windows. These are ideal for retail stores and businesses that have large, plate glass or storefront windows and that attract pedestrian traffic.

Lastly, the local historical markers may be **wall signs** that are mounted flat to the exterior of buildings. It is good historic preservation practice, however, to limit the holes drilled into historic masonry or wood. The tenant and/or business owner is responsible for consulting with City of Danville staff to appropriately repair any damage caused by the sign upon removal of signage or hardware.

The placement of a local historical marker is important. If the marker celebrates a building or structure, it should be placed on or near that building or structure. Similarly, if the marker celebrates a historic event at a site, the marker should be located at that site or in close proximity. The choice of placement will also be considered in the sign request. Note that local historical markers should not be placed near or compete with existing historical markers, such as state highway markers. Fundamentally, all placement must be on **private property**.

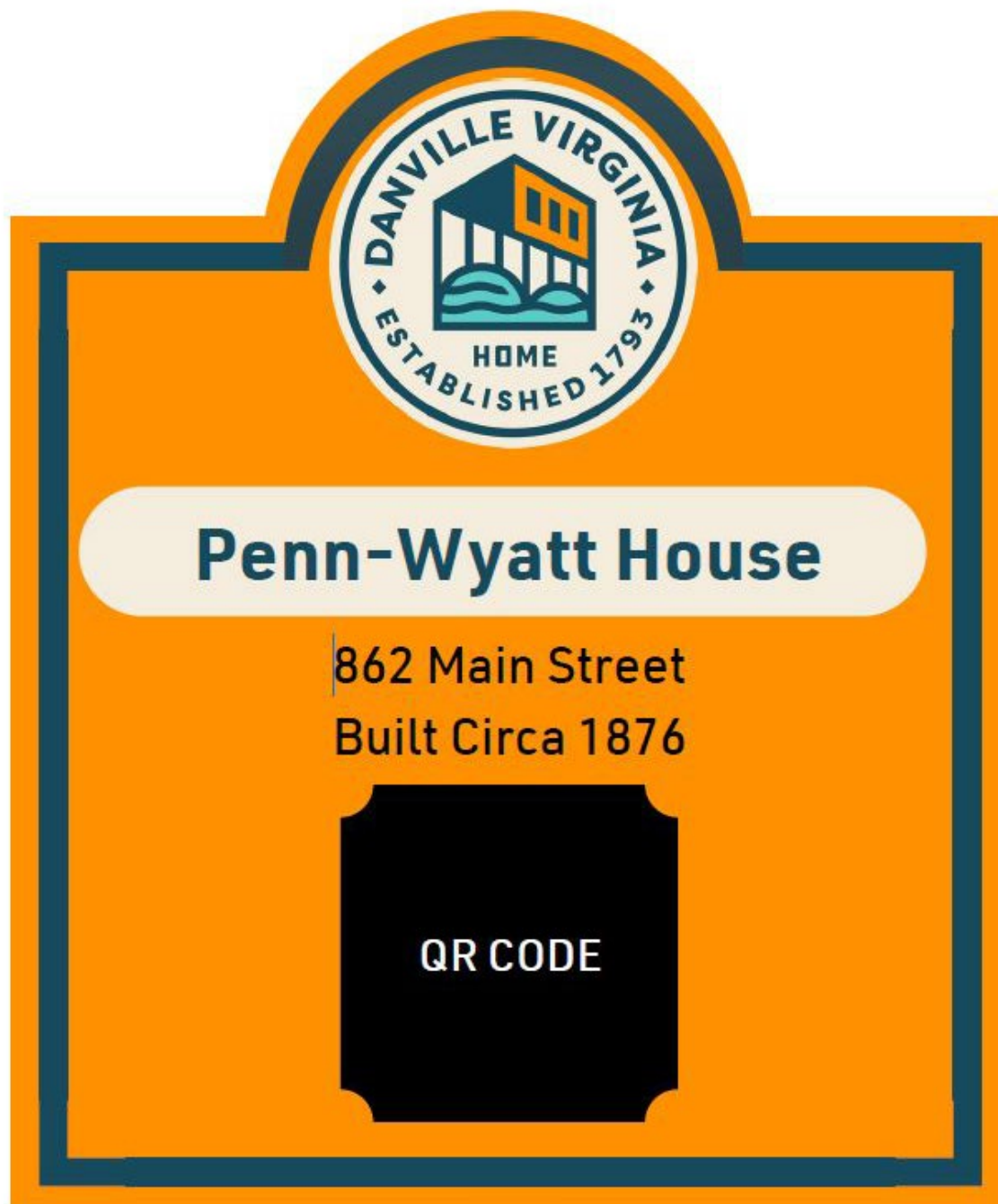


Figure 1: A sample of a local historical marker design.

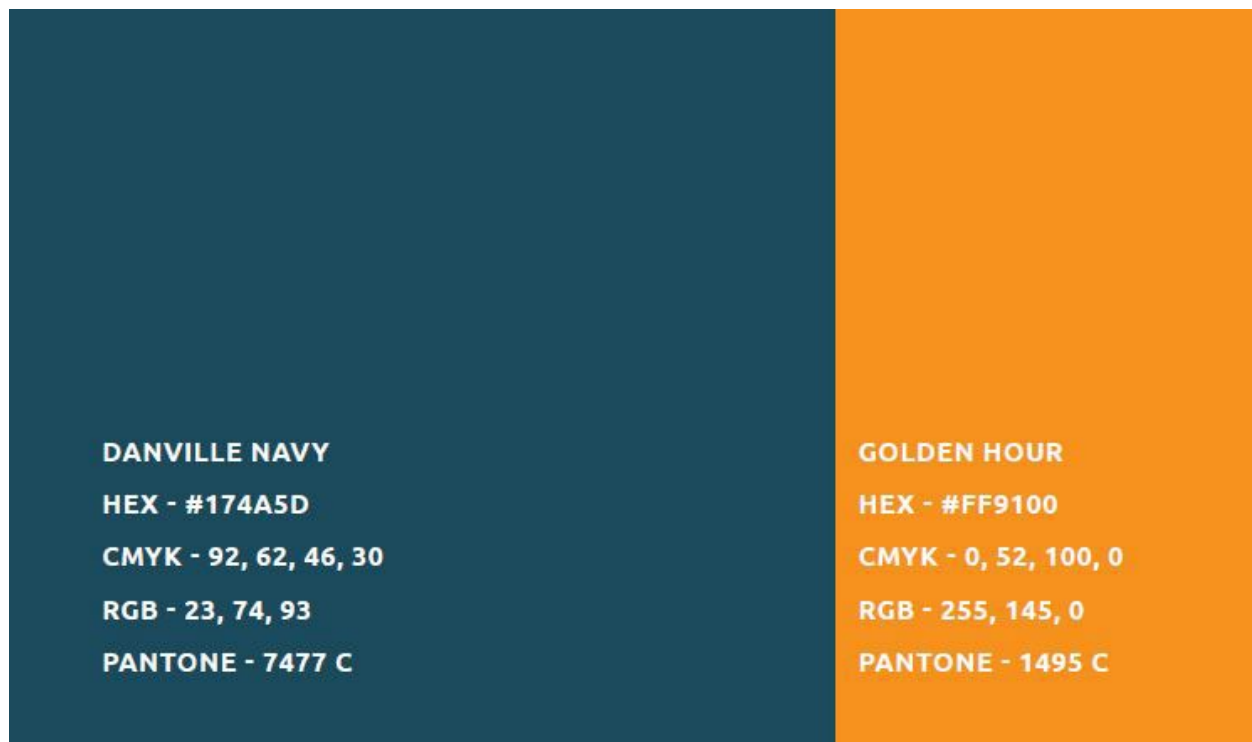


Figure 2: City of Danville color palette for local historical markers.

2. Historical Accuracy and Content

2.1 QR Code and ArcGIS Story Map

Following ARB approval, the property owner, applicant, and City staff shall collaborate to create the content for an ArcGIS Story Map, which the City of Danville staff will host and maintain. An ArcGIS Story Map combines text and images to create a compelling narrative. The nominated site, building, or historical event must rise to a local level of significance.

2.2 Research

The applicant is responsible for conducting research into the history of the site, building, or historical event being nominated. Thorough research is needed to ensure the accuracy of the information conveyed through the ArcGIS Story Map. The applicant is responsible for crafting a narrative in which each statement is supported by primary source documentation, including:

- Newspaper articles (Written around the time when an event occurred);
- Diaries, letter books, and correspondence (Written around the time when an event occurred);
- Period maps;
- Court records (deeds, wills, birth, marriage, and death certificates);
- Chancery cases;
- Tax ledgers;

- Church records; and
- School records.

Secondary source documentation, such as books written long after an event occurred, are useful for suggesting what forms of primary source documentation would be helpful. Again, primary source documentation is necessary in order to provide an appropriate level of confidence that the information included in the narrative is accurate.

If historical images are used in the ArcGIS Story Map (such as photographs), the applicant is responsible for ensuring that the images are in the public domain and are free for reproduction or the applicant must retain the rights for reproduction from the image's copyright holder. Image provenance and reproduction rights must be submitted with the application.

2.3 Content

City of Danville historical markers should commemorate sites, buildings, or historical events of local significance. Events that occurred less than 50 years ago (from the date of application) are only allowed as exceptions, if the applicant can prove the recent event, site, or building holds an extraordinary level of local historical significance. The content of the markers, which will be presented largely through the ArcGIS Story Maps, should be site specific. In other words, they must provide information about the site where the marker is installed rather than providing historical information about other places that may be in the vicinity.

Some guidance on creating a historical narrative:

- Use chronological or thematic organization, breaking up the narrative into short topics;
- Use descriptive headings and images that illustrate the subject of each section; and
- Use plain English for reader accessibility.

3. Application Process

Anyone may nominate a site or topic for a City of Danville local historical marker. [Contact](#) the City of Danville staff and for guidance on the application process.

Property owners and applicants are responsible for creating the sign content as well as the ArcGIS Story Map content and for submitting a request to erect a sign to the ARB. The ARB will review all local historical marker applications. An ARB application is available on the City of Danville's website, and the application package includes:

- A cover letter that includes the name and address of the person or organization that will pay for all or part of the marker.
- A Word document with images that will become a part of an ArcGIS Story Map.
- A bibliography, or supporting documentation and references, including image provenance and reproduction rights information.
- A recommended location shown on a local map including a letter from the property owner on whose property the sign will be placed granting permission for placement.

Each application for a local historical marker will be reviewed by the ARB, who will evaluate the content for accuracy as well as the nomination's appropriateness and local significance. The ARB will also review the proposed sign placement and form and ensure that the design standards established in these guidelines are met. The ARB may work with the applicant on revisions of the content, design, or placement.

If the application is approved, applicants will coordinate with the City to fabricate the sign. Property owners are responsible for paying for the fabrication, installation, and maintenance of the sign. The sign must be placed on private property, either affixed to the exterior of a building, placed inside a building window, or mounted on private property (such as a front lawn) in accordance with Section 1.3 of the City Code.