



ARCHITECTURAL REVIEW BOARD MEETING

Thursday, March 26, 2026 at 6:30 PM

AGENDA

CALL TO ORDER.

DETERMINATION OF A QUORUM & PURPOSE STATEMENT.

APPROVAL OF MINUTES.

NEW BUSINESS

1. COA 26-5: 33 Culpeper Street

-Request to install a new hanging sign with new bracket on building exterior.

UPDATES.

BOARD MEMBERS TIME.

ADJOURN.

ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS 26-5

March 26, 2025

MOTION TO APPROVE

I move to approve the application for Certificate of Appropriateness 2026-5 for the request to install a new wood double hanging sign (2, 36" x 12") at a business located at 33 Culpeper Street, as described and depicted in the application and plans, provided the following conditions are met:

- 1) All necessary permits are acquired.

Motion to Approve By:

Seconded By:

For:

Against:

Abstained:



Community Development
Department

STAFF REPORT

Meeting Date:	March 26, 2026
Agenda Title:	COA 26-5 33 Culpeper Street
Requested Action:	Review proposal for hanging a double sign from the awning next to the front door.
Department / Agency Lead:	Community Development
Staff Lead:	Casey DeHaven, Planning Manager

EXECUTIVE SUMMARY

The applicant is requesting approval to install a double hanging sign from the awning next to the front door

- The wooden hanging signs measures, 36"x12" each
- Installation will be 8' above the sidewalk, which meets the requirements for hanging signs per the Historic District Guidelines;
- Meets the requirements of one projecting sign allowed per business.

BACKGROUND

This Spanish Colonial Revival commercial resource was constructed in c.1890. Other than some minor needed repainting and window repair, this building is in good condition. Historically, this building has been used as retail space. According to the Sanborn Maps, a two-story tin shop addition, which is no longer extant, was located on the east side of the building up until at least 1947. This resource is particularly unique within the district with its Mission-style parapet. Still, it represents the high-style latenineteenth-century main street commercial resources found within the commercial areas of the district. This resource retains integrity of location, design, setting, materials, workmanship, feeling, and association. It falls within the district's period of significance and contributes to the commercial character of the district. Although it does not possess sufficient architectural or historical significance to qualify for individual listing in the National Register, it is a contributing resource to the Warrenton Historic District under Criterion C, for architecture, and Criterion A, for commerce.



36"x12", Half-Inch Wood
White Painted Edges
Double-Sided

THE HUB
COWORKING



36"x12", Half-Inch Wood
White Painted Edges
Double-Sided



Proposed sign placement
Scale approximate

DESIGN GUIDELINE CONSIDERATIONS

Historic District Guideline	Page No.
F. PROJECTING SIGNS	3.41
1. The bottom edge of the projecting sign should be eight (8) feet above the sidewalk.	
2. Projecting signs should not be larger than six (6) square feet. The sign panel should have a minimum six-inch (6") clearance from the face of the building and extend to its outermost part less than four (4) feet. Projecting signs will be reviewed according to their scale and size and to the scale and size of the building to which they are proposed.	
3. Creative designs and shapes are always encouraged.	
4. Limit the number of projecting signs to one per business.	

STAFF RECOMMENDATION

Staff recommends approval of **Certificate of Appropriateness 2026-5** for the request to install a double hanging sign (2, 36" x 12") from the existing awning at 33 Culpeper Street, as described and depicted in the application and plans, provided the following conditions are met:

- 1) All necessary permits are acquired.

ATTACHMENTS

1. Attachment 1 – Photos
2. Attachment 2 – Draft Motion Sheet

Vicinity Map – Street View



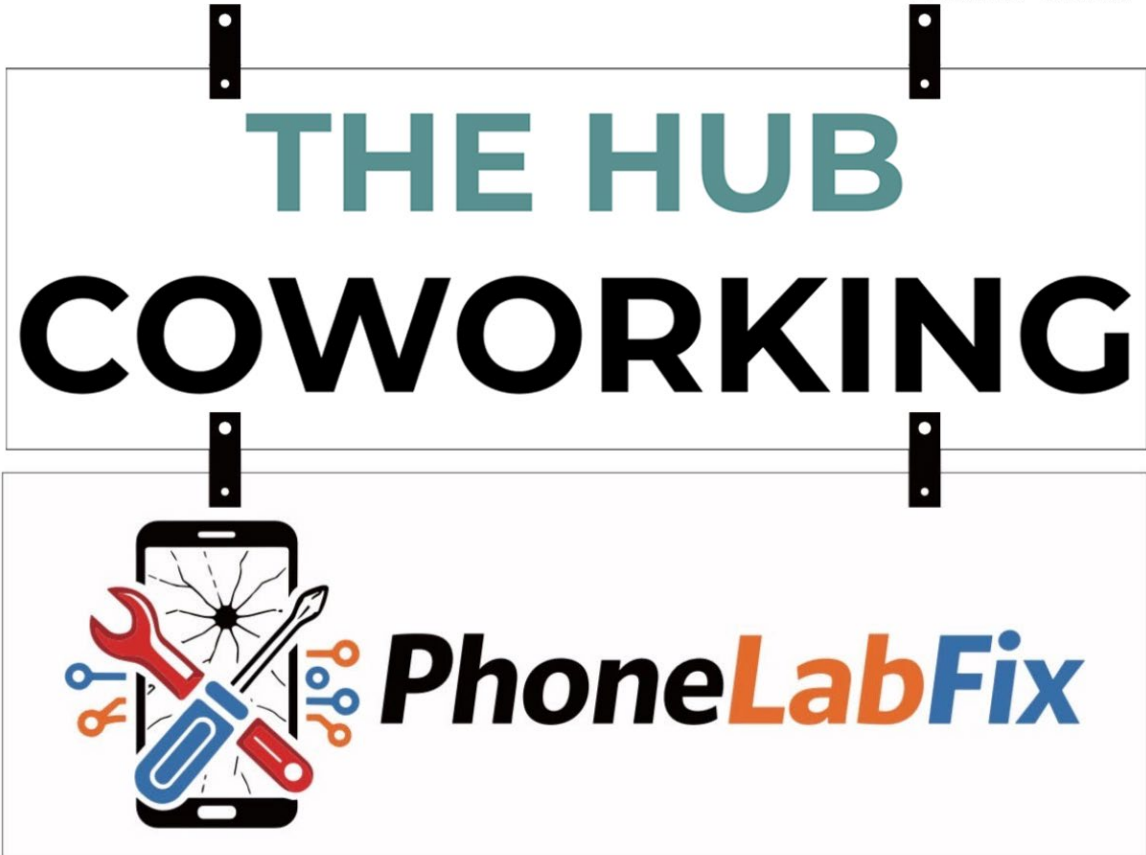






Applicant Photos & Plans: (Please refer to full-scale attachments for high resolution plan set)

36"x12", Half-Inch Wood
White Painted Edges
Double-Sided



36"x12", Half-Inch Wood
White Painted Edges
Double-Sided



Proposed sign placement
Scale approximate



TOWN OF WARRENTON

PO BOX 341
WARRENTON, VIRGINIA 20188
<http://www.warrentonva.gov>
planning@warrentonva.gov
(540) 347-2405

ARCHITECTURAL REVIEW BOARD CERTIFICATE OF APPROPRIATNESS

COA # _____

Assoc. Permit # _____

The Architectural Review Board (ARB) meets every **4th Thursday at 7:00pm** in Town Hall (21 Main Street). Applications requiring ARB are due by the **1st day of each month** (or the first business day immediately following) prior to the meeting. Each applicant or a representative, who has the authority to commit the applicant to changes as recommended or required by the ARB are required to attend this meeting or the application will be deferred. Please read the [Warrenton Historic District Guidelines](#) for additional information Historic District requirements.

The following materials are required in addition to a complete, signed application (check if submitted):

- Photographs of the area of work.
- Plans, drawings, product information sheets, and/or samples (Two hard/one digital copy).
- Accompanying permit applications (if required; this application also serves as a zoning permit).

Project Owner

Address/Location: 33 Culpeper St Warrenton, VA 20186 GPIN: _____

Name: Elizabeth Fox Email: Elizabeth@historyunboxed.com

Address: 6506 Tapps Ford Rd Hume, VA 22639 Phone: 703-400-3781

Applicant (If different then above)

Name: Same Email: _____

Address: _____ Phone: _____

Applicant's Representative (If different then above. Must have authority to commit the applicant to make changes that may be suggested or required by the ARB)

Name: N/A Email: _____

Address: _____ Phone: _____

Complete description of each modification or improvement

Hanging a double sign from the awning next to the front door

Is there an application relevant to this property pending or contemplated before another Town Board?

Yes No If so, specify: _____



Signature of Property Owner

Elizabeth Fox

Name (Print or Type)

Signature of Applicant/Agent

Name (Print or Type)



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ARCHITECTURAL REVIEW BOARD CERTIFICATE OF APPROPRIATNESS

COA # _____

OFFICIAL USE ONLY

Approvals Required (Circle Y or N)

Y / N Administrative Approval
Y / N Architectural Review Board Approval
Y / N Other Permits Required, If yes list: _____

Notes

Zoning District: _____ Use: _____

Notes/Conditions of Approval:

Multiple empty horizontal lines for notes/conditions of approval.

Approvals

Certificate of Appropriateness: _____ Date: _____

Zoning Permit: _____ Date: _____

Fees

Paid Stamp

Certificate of Appropriateness: _____

Zoning: _____