



Community Development
Department

STAFF REPORT

Meeting Date:	August 28, 2025
Agenda Title:	COA 25-64 54 E. Lee Street, Suite 100
Requested Action:	Review proposal for the request to install a new metal sign bracket and hanging sign.
Department / Agency Lead:	Community Development
Staff Lead:	Casey Squyres, Historic Preservation Planner

EXECUTIVE SUMMARY

The applicant is requesting approval to install a new metal sign bracket and hanging sign on the building's brick exterior.

- The bracket and sign will be 18" x 18"
- Installation will be 10.5' above the sidewalk, which meets the requirements for hanging signs per the Historic District Guidelines (projecting signs must be more than 8' above the sidewalk).
- Meets the requirements of one projecting sign allowed per business.

BACKGROUND

This resource was constructed in c.1907. Historically, this building was used as the hardware store for DP Wood. This is listed as "Hardware" or "Store" from 1908-1924 Sanborn maps. In 1931, it is listed as a "Paints and Oils." This resource represents a typical mid-nineteenth-century commercial-style building within 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.





DESIGN GUIDELINE CONSIDERATIONS

Historic District Guideline	Page No.	Analysis
F. PROJECTING SIGNS	3.41	
1. The bottom edge of the projecting sign should be eight (8) feet above the sidewalk.		The proposed sign meets this requirement.
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.		The proposed sign meets this requirement.
3. Creative designs and shapes are always encouraged.		Encouraged, but not required.
4. Limit the number of projecting signs to one per business.		The proposed sign meets this requirement.

STAFF RECOMMENDATION

Staff recommends approval of **Certificate of Appropriateness 2025-64** for the request to install a new metal sign bracket and 18" x 18" hanging sign at a business located at 54 E. Lee Street, Suite 100, as described and depicted in the application and plans, provided the following conditions are met:

- 1) All necessary permits are acquired.
- 2) The bracket shall be installed only within the mortar joints in order to prevent any damage to the historic masonry.

ATTACHMENTS

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