



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

## ***River District Design Commission***

**DECEMBER 13, 2018  
4:00 P.M.  
CITY COUNCIL CONFERENCE ROOM  
AGENDA**

- I. WELCOME AND CALL TO ORDER
- II. ROLL CALL
- III. NEW BUSINESS
  1. *Request a Certificate of Appropriateness at 667 Craghead St. to construct an off-leash dog park.*
  2. *Request a Certificate of Appropriateness at 310 Main St. for a commercial window sign and projecting sign.*
- IV. APPROVAL OF MINUTES FROM NOVEMBER 8, 2018
- V. OTHER BUSINESS
- VII. ADJOURNMENT



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## ***River District Design Commission***

**MEETING OF DECEMBER 13, 2018**

**SUBJECT**

*Request a Certificate of Appropriateness at 667 Craghead St. to construct an off-leash dog park.*

**EXCERPT FROM DESIGN GUIDELINES**

**2.0 Design Principles for Successful Downtowns**

2.1 Urban Design Principles

1. Establish and maintain a unified, improved identity for the River District.
2. The River District should be the civic, cultural, and activity center of the entire community.
3. Encourage mixed uses.
4. Increase the density in the fringe areas of the River District to reinforce the pedestrian environment.
5. Avoid suburban or rural land-use patterns in the District.
6. Unify the District with common design elements.
7. Enhance gateways and view corridors.

**5.1 Site Design Guidelines**

5.1.13 Prohibited screening and fencing materials

- Chain or chain link, razor wire or barbed wire (except temporary installations at construction sites and at correctional facilities)
- Unfinished pipe railings
- Split rail, stockade, picket or other suburban/rural or residential styles of fencing (approved wooden picket fencing will be allowed on any historic residential structure).
- Prefabricated wooden fencing
- Prefabricated PVC fencing
- Unfinished concrete block (whether painted or not).

## 8: Streetscape and Open Space Guidelines

### 8.3. River District Parks

In the developed part of the River District, parks will tend to be more formal, adapting their form from the built edges around them. In a few locations, such as the 100% corner and the Riverfront Park defined in the Redevelopment Plan, the lack of defining edges and the connection to the river create possibilities for larger, more flowing spaces.

Recommendations for River District parks:

- If parks are small and immediately adjacent to a streetscape, design elements including pavement and furnishings should be similar.
- Small parks on vacant land parcels in otherwise densely developed areas provide the opportunity for spaces that are a counterpoint to the linear streetscape. Pavement and other design elements may differ from the adjacent streetscape. The space could have elements or “remembrances” of building that previously stood there. These locations are also ideal for artwork and small water features to mask the sound of traffic.
- Park space should be flexible to accommodate a variety of uses. Movable chairs and/ or spaces that can be used in a variety of ways are desirable. Some parks with such elements may need to be gated and closed overnight.
- When possible, incorporate historic materials into River District Parks, e.g. paving bricks, historic lights on brackets, signage with pictures of buildings that previously stood on the site, etc.
- Make sure that parks are visible from the street to ensure safety. If parks are separated, it should be with either with a low wall or hedge (30-36”) or with a taller open-work fence (iron or aluminum pickets).
- Where space permits, allowing for periodic activities or special events such as art shows, craft markets and other events creates interest and will draw more people to retail and restaurants nearby.
- One or several spaces within the District should have elements designed for children. The Redevelopment Plan suggests a splash park within the Riverfront Park and near parking for parents. It also suggests “misting” arches that would be welcome for hikers and cyclists using the Riverwalk, which it adjoins. The fountain shown above is attractive to everyone as an entry element in a park in Charleston, but is irresistible to children in the summer!

## **STAFF RECOMMENDATION**

The proposed park adds variety to the available public spaces in the River District, includes convenient amenities for all users (regardless if human or dog), includes proper lighting for safety, includes moveable materials for adaptable use and floodplain consideration, uses similar materials as those found in Carrington Pavilion, and brings further attention to the Dan River and Riverwalk.

The proposed use of chain link fence is to address flooding concerns because most other recommended fencing would hold water within the park, thereby worsening flooding near the Dan River. Although there is recommended alternate fencing which would not hold water, such fencing would not be suited to containing dogs within the park.

The proposed the fencing will match existing fencing along the Riverwalk Trail and behind Carrington Pavilion, thereby providing consistent design elements through the public park area. The applicant has further addressed the fencing concern by proposing to cover the fence with removable fabric which would screen the fencing.

Section 1 of the Design Guidelines permits the Commission some discretion when interpreting the Guidelines. The Commission does have the ability to recognize a discrepancy between the request and guidelines, but interpret said discrepancy as minor. A request with a minor discrepancy may still receive a Certificate of Appropriateness. In deciding the nature of the discrepancy, the Commission should consult Section 2 of the Guidelines, which presents the Design Principles on which the Design Guidelines are based.

Staff recommends the River District Design Commission recognize that the request does not meet the guidelines. Staff further recommends that the Commission vote the discrepancy as minor, therefore permitting the Commission to vote for approval of the issuance of a Certificate of Appropriateness at 667 Craghead St to construct an off-leash dog park. The chain link fencing would be similar to that in the adjacent area along the Riverwalk trail and rear area of Carrington Pavilion.



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***River District Design Commission***

**CERTIFICATE OF APPROPRIATENESS  
APPLICATION**

The guidelines will be administered through the River District Design Commission (RDDC) appointed by City Council. This Commission will review any changes to buildings or sites within the District and issue a Certificate of Appropriateness (COA) if the changes meet the guidelines. Work on buildings and sites within the District cannot commence until a COA has been issued and other required permits and approvals have been obtained (see Section 1.2 for information on the Commission and Section 1.5 for more information on the process).

**INFORMATION TO BE PROVIDED BY APPLICANT**  
*Important-Please read before completing application*

- a) All questions on this application must be fully answered
- b) The application must be signed by the property owners or representative with written authorization by the owner
- c) A drawing, photo, plan or sketch of proposed project with dimensions

Property Location: Crossing at the Dan Complex (667 Craghead Street)

Name of Applicant: Danville Parks and Recreation

Applicant's Address: 125 Floyd Street, Danville, VA 24541

Applicant's Phone Number: (434) 799-5215

Email Address: ragdsdes@danvilleva.gov

Work Proposed (please circle one): Alteration/addition/rehabilitation/new construction/sign

Construct a new off leash area at the Crossing at the Dan that will serve the residents of the River District. The area will be defined by a 6' fence that will be screened on the portion closest to the Carrington Pavilion. The fencing added will match the existing

fencing that runs along the sidewalk connecting the Riverwalk Trail to the pedestrian bridge. A 12' x 8' concrete pad will also be installed near the entrance gate. This area will be lighted by two existing streetlights and two additional lights that will be added. Amenities will include a drinking fountain, removable benches, trashcans, and dog waste stations.

Type of material(s) to be used: The fencing will be a 6' fence chain link fence, partially screened with fence fabric that can breakaway during flood events. New fencing will match the existing fencing that lines the existing sidewalk. All benches will be metal and removable. There will also be a metal drinking fountain and in-ground mounted trashcans.

Have you read and understand the Design Guidelines for the River District of Danville, Virginia? Yes

Are you aware of the federal/state tax credits for potential reimbursement/credit of money used during substantial rehabilitation projects? No

Would you like more information about these programs? No

Which one(s)? N/A

Emily Macpherson  
Signature of Property Owner (if not applicant)

9/27/18  
Signature of Applicant

**INFORMATION TO BE PROVIDED BY PLANNING DIVISION**

Application Number: \_\_\_\_\_ RDDC Date: Oct. 11, 2018

Date submitted: Sept. 27, 2018 Received by: Bryce Johnson

Tax Map Number: 28618 Zoning District: TW-C, Tobacco Warehouse  
Commercial  
Additional Zoning Information: \_\_\_\_\_

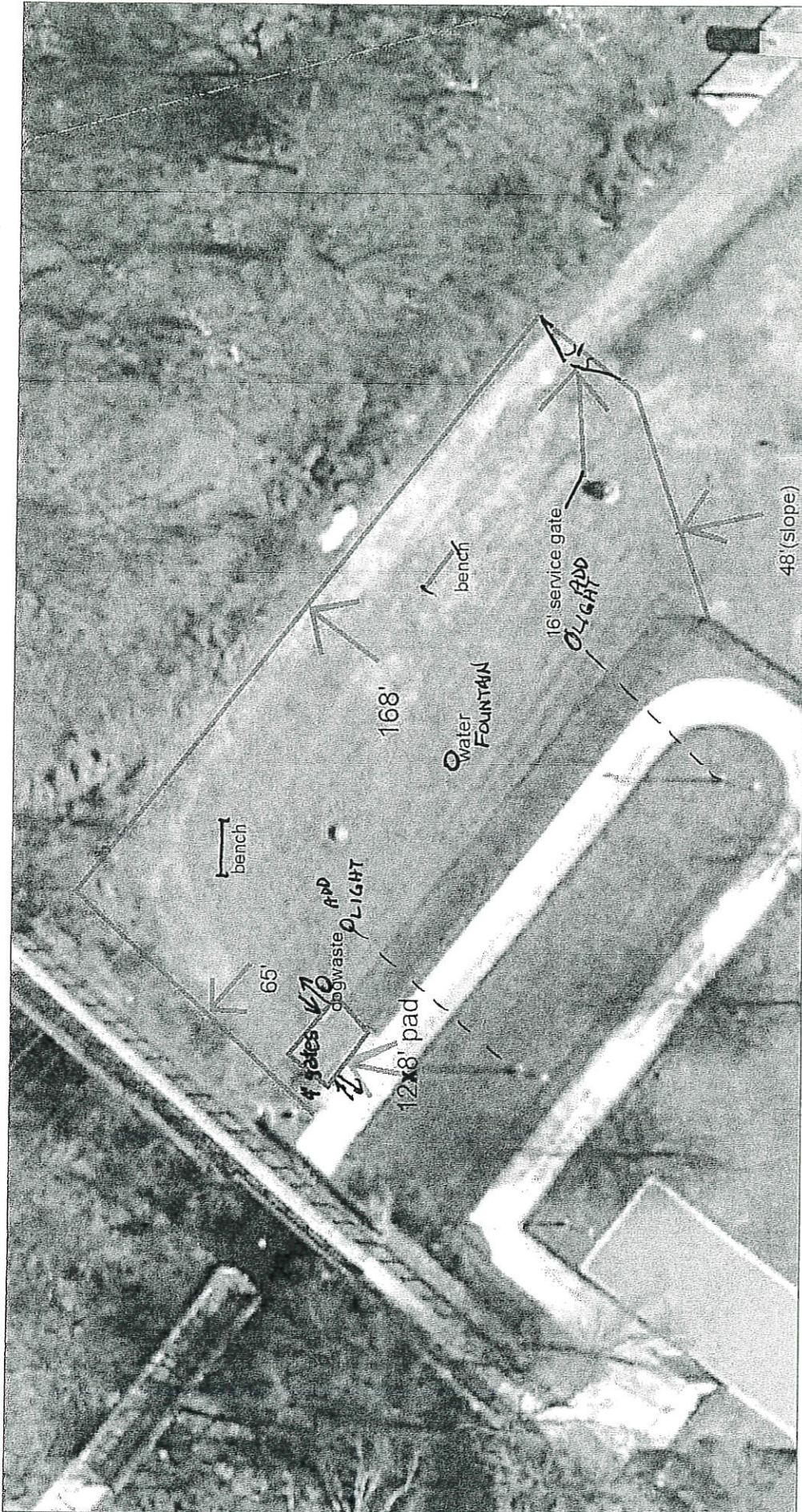
All buildings, structures or improvements located in the River District and visible from a public right-of-way shall not be located, constructed, reconstructed, altered, or repaired unless a Certificate of Appropriateness has been issued by the River District Design Commission. The Commission meets once a month on the second Thursday of the month at 4:00P.M. in the fourth floor City Council Conference Room located in the Municipal Building. All questions or applications should be submitted to the Planning Division, located on the second floor of the Municipal Building, 427 Patton Street, Room 207, Danville, VA 24541; (434)-799-5260.

Article 3:R.C.6 Application Submission Requirements: 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;
  - 5) Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
  - 6) Proposed building color and materials;
  - 7) Relationship of building and site elements to existing and planned corridor development;
  - 8) Relationship of parking, pedestrian facilities, and vehicular access ways to existing and planned corridor development; and

- 9) 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.

pavilion dogarea



January 23, 2018

- Railroads
- Active Track
- Abandoned Track
- Buildings
- City Parcels
- Non-Exempt
- Exempt
- Street Names
- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3

ALL FENCE 6' TALL TO MATCH EXISTING

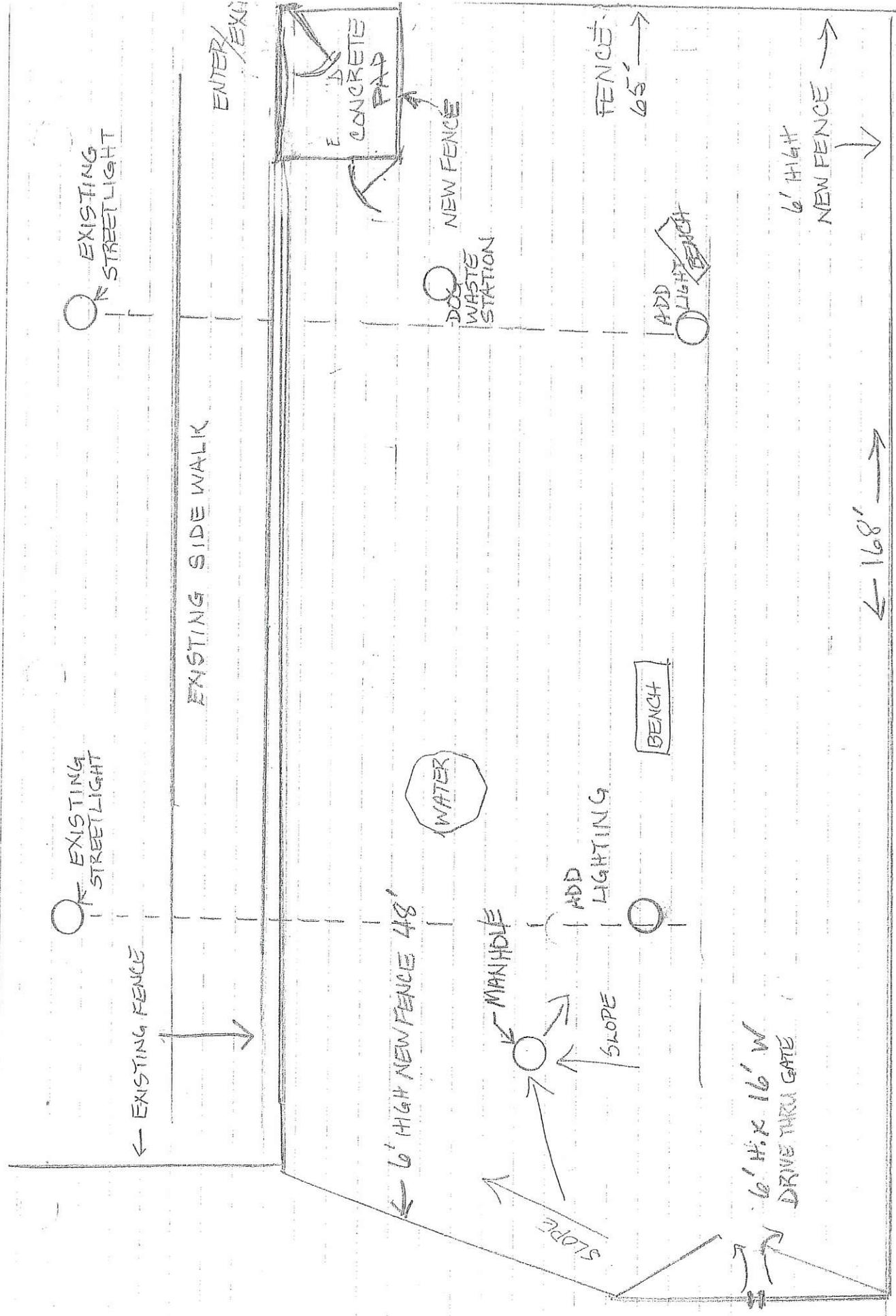
APPROX. 340' FENCE LENGTH

42 POSTS

2 - 8' GATES

2 - 4' GATE

12'x8' CONCRETE PAV



RIVER ↓

63 POSTS

← 168' →

6' HIGH NEW FENCE →

FENCE 65' →

NEW FENCE

← 6' HIGH NEW FENCE 48'

EXISTING SIDE WALK

← EXISTING FENCE

EXISTING STREETLIGHT

EXISTING STREETLIGHT

ENTER/EXIT

CONCRETE PAD

DOG WASTE STATION

WATER

MANHOLE

ADD LIGHTING

BENCH

ADD LIGHT BENCH

6' H. x 16' W DRIVE THRU GATE

NEW FENCE →

The Crossing- Off Leash Dog Play Park

Installation to include the following:

63 galvanized 6' high fence posts- 3.5" O.D. (approximate measurements)

8' x 19' x 4" concrete pad/ramp for entrance- approximately 2 cubic yards of concrete

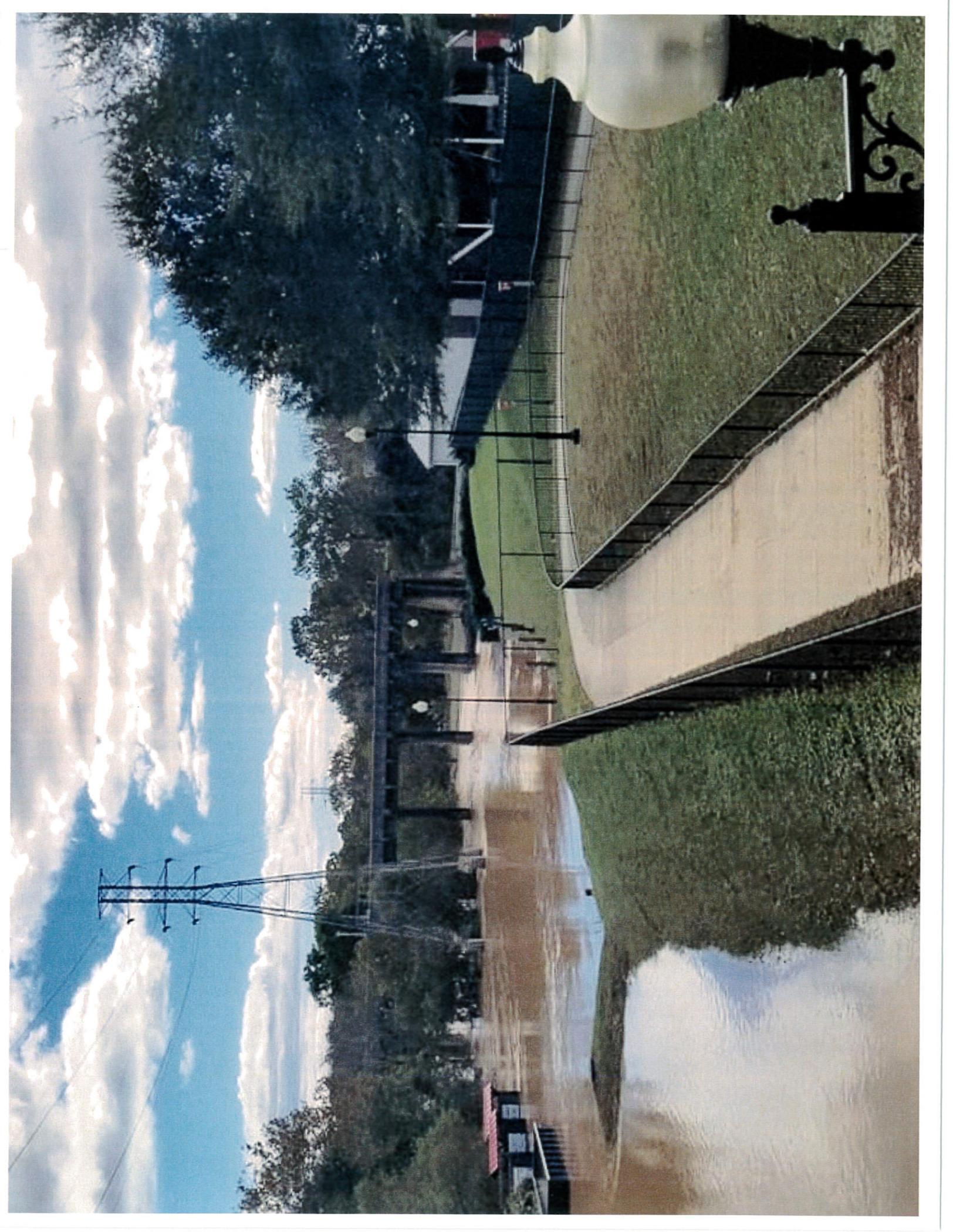
320 feet of 2'x2' chain link fence fabric

2"x3" u-channel sign post for dog waste station

3'x4' concrete pad for drinking fountain = approx. .15 c.y. concrete

Two (2) light poles of 16" O.D. (approximate)

2 galvanized sleeves for trash receptacle posts 3.25 O.D.





## ***River District Design Commission***

**MEETING OF DECEMBER 13, 2018**

**SUBJECT**

*Request a Certificate of Appropriateness at 310 Main St. for a commercial window sign and projecting sign.*

**EXCERPT FROM DESIGN GUIDELINES**

**7. Sign Guidelines**

**7.2 Commercial Signs**

**7.2.2.f Projecting signs between the first and second floors:**

These signs can add great visual interest to the streetscape. Their size is limited to 4 square feet per side, or 8 square feet total for a two-sided sign. This does not include the bracket. They should project no more than 4.5 feet from the building, and the bottom of the sign may be no lower than 10' from the sidewalk. Only one such sign is permitted per business. These signs may not include neon or internal illumination

**7.2.2.j. Window Signs**

Lettering applied to the windows of commercial or industrial buildings should be either at or slightly above eye level, or near the bottom of display windows (this may be more effective for stores with permanent awnings or canopies). Lettering can also be applied to the doors of shops, and to upper floor windows. Store window lettering should be no more than 6" tall, and should probably be no more than 4" on doors and upper floor windows, and may cover no more than 15% of the total area of a display window, and 20% of a door or double hung window.

**STAFF RECOMMENDATION**

Communication with the applicant indicates that the proposed signs will be less than the maximum permitted signage. The projecting sign will measure 3.97 sq. ft. (26 in. x 22 in.), which is under the permitted 4 sq. ft. per side. On the door window, existing signs occupy approximately 14% of the door window. The newly proposed sign will measure 1.51 sq. ft. (15.25 in. x 14.3 in.) and bring the total window coverage to 19% of the permitted 20% for door windows. Staff recommends approval for the request of a Certificate of Appropriateness at 310 Main St. for a commercial window sign and projecting sign.



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## *River District Design Commission*

# CERTIFICATE OF APPROPRIATENESS APPLICATION

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### **INFORMATION TO BE PROVIDED BY APPLICANT**

*Important-Please read before completing application*

- a) All questions on this application must be fully answered
- b) The application must be signed by the property owners or representative with written authorization by the owner
- c) A drawing, photo, plan or sketch of proposed project with dimensions

Property Location: 310 Main Street, Suite 200, Danville, VA, 24541

Name of Applicant: Firefly Studios LLC dba Firefly Yoga (owner: Lauren Mathena)

Applicant's Address: same as above

Applicant's Phone Number: 434-250-1749 Email: laurenm@fireflydanville.com

Work Proposed (please circle one): Alteration/addition/rehabilitation/new construction/**sign**

Requesting permission to install a vinyl logo decal on the Main Street entrance to our location. Requesting to add a sign above the blue awning (above the existing Byrnes Gould sign)

Type of material(s) to be used:

Metal, outdoor sign, 1 printed - 2 sided - Size -30" w x 28" high  
(see the attached image of how it is going on the building)

Window door decal - Die cut to shape - 1 printed -Size - 16.25"w x 15.2389"h  
(Example Attached.)

Have you read and understand the Design Guidelines for the River District of Danville, Virginia? yes

Are you aware of the federal/state tax credits for potential reimbursement/credit of money used during substantial rehabilitation projects? \_\_\_\_\_

Would you like more information about these programs? \_\_\_\_\_

Which one(s)? \_\_\_\_\_

*310 Main Street is owned by the IDA. The Office of Economic Development directed me to submit this application to the RDDC.*

\_\_\_\_\_  
Signature of Property Owner (if not applicant)

*Lauren Mathena*  
\_\_\_\_\_  
Signature of Applicant

**INFORMATION TO BE PROVIDED BY PLANNING DIVISION**

Application Number: N/A RDDC Date: Dec. 13, 2018

Date submitted: Nov. 29, 2018 Received by: Bryce Johnson

Tax Map Number: Parcel 115 - 25140 Zoning District: Central Business - Commercial

Additional Zoning Information: \_\_\_\_\_

All buildings, structures or improvements located in the River District and visible from a public right-of-way shall not be located, constructed, reconstructed, altered, or repaired unless a Certificate of Appropriateness has been issued by the River District Design Commission. The Commission meets once a month on the second Thursday of the month at 4:00P.M. in the fourth floor City Council Conference Room located in the





BYRNES  
GOULD  
LAW

L  
LIZZY LOU  
BOUTIQUE





**FIRELY**

*yoga*



FIREFLY  
yoga

BYRNES  
GOULD

310

LIZZY LOU  
BOUTIQUE

RIVER DISTRICT DESIGN COMMISSION

MEETING OF

November 8, 2018

Members Present

Peyton Keesee  
Courtney Nicholas  
John Ranson  
R.J. Lackey  
Sheri Chaney  
George Davis  
John Hackworth

Members Absent

Staff

Ken Gillie  
Bryce Johnson  
Holley Preston  
Lisa Jones  
Clark Whitfield

Chairman Davis called the meeting to order at 4:00 p.m.

**ITEMS FOR PUBLIC HEARING**

1. *Request a Certificate of Appropriateness at 125 Floyd St. to install six (6) overflow roof scuppers (drains) during roof replacement.*

Mr. Davis opened the Public Hearing.

Present on behalf of this request was Walter Lucas; I am the City Project Manager. Mr. Lucas stated what we are doing; we are currently renovating the auditorium, which is on 125 Floyd Street. During that renovating, it is customary on roofs that do not have overflow roof scuppers or drains for those to be installed. We are going to install six of them and they stick above two or three inches above the main roof level. So that original flow drains shouldn't clog up, you do not want four or eight inches of water on top of that roof or you will have a collapsed building. Three of the drains are going to be on Spring Street side and the other three are going to be on the opposite side where the apartment building is, and it will not be seen from the street. Scuppers will look like the ones that we installed on this building years ago they will be brass and heavy. There is a picture on page four of what they will look like.

Mr. Davis stated and you said that they are how high?

Mr. Lucas stated they are installed about four inches above the roof elevation so they will be above what you see in the pictures of the gutters and down spouts there now. So they will be about three or four inches.

Mr. Davis closed the Public Hearing.

**Mr. Ranson made a motion to that the request is in compliance with the guidelines and issue a Certificate of Appropriateness. Mrs. Chaney seconded the motion. The motion was approved by a 7-0- vote.**

- 2 *Request a Certificate of Appropriateness at 667 Craghead St. to construct an off-leash dog park.*

Mr. Davis opened the Public Hearing.

Mr. Johnson stated I would like to go ahead and say that staff neglected to send out the notification to the applicant that the date had changed after last month meeting was canceled. Staff is prepared to answer any questions as able if you have any.

Mr. Keesee stated how big is this and do we have a picture.

Mr. Johnson stated she had an approximate drawing of the park itself. The handicapped ramp behind Carrington to the River walk Trail between that and the River. It is about 65' wide and 168 in length.

Mr. Keesee stated is it going to be fenced in?

Mr. Johnson stated yes a 6' fence similar to the fencing used for the Carrington.

Mr. Keesee stated who is going to clean up?

Mr. Johnson stated supposedly the owners but it's going to be maintained by Parks and Recreation is my understanding.

Mr. Lackey stated are they going to use galvanized chain link?

Mr. Johnson stated I think chain link partially screened with fabric that can be taken off.

Mr. Ranson stated I thought that chain link fence was not allowed?

Mr. Gillie stated chain link fences are not approved material in the District. He is correct.

Mr. Lackey stated I think we should be consistent.

Mrs. Chaney stated so this area is considered two different Districts correct? The River District and the Tobacco Warehouse District.

Mr. Johnson stated it falls in the edge of the River District.

Mrs. Chaney stated because they list it as the Tobacco Warehouse .

Mr. Johnson stated the zoning is the Tobacco Warehouse.

Mr. Davis closed the Public Hearing.

Mr. Keesee stated is the being built by an individual?

Mr. Johnson stated no, Parks and Recreation.

Mr. Whitfield stated I would suggest since the applicant did not get notice maybe tabling this to your next meeting. So then you can have a full discussion of the materials for fencing.

Mr. Davis stated would the applicant be notified?

Mr. Whitfield stated I will be sitting next to the applicant tomorrow in the Staff meeting and I will make sure that he knows tomorrow and then they will get formal notice of the next meeting.

Mr. Lackey stated I'm all for a dog park being down there but I think consistency if we are going to enforce the rules against the private citizen then we need to enforce against the Government.

Mr. Whitfield stated the other option for you all to determine what type of fencing you would approve then it will be up to them whether they wanted to take that Certificate of Appropriateness. I would think the best course would be to table it and let them come in and have that discussion.

Mr. Keesee stated I have a question for Mr. Gillie what other material is acceptable besides wood?

Mr. Gillie stated there is metal picket kind of type fencing that you can put in like wide iron. There is a couple options that are available.

**Mr. Lackey made a motion that we table this item. Mrs. Nicholas second the motion. The motion was approved to table by a 7-0 vote.**

*3. Request a Certificate of Appropriateness at 600 Craghead St. to add ductless mini split A/C equipment.*

Mr. Davis opened the Public Hearing.

Mr. Johnson stated I would like to repeat my earlier statement the applicant was unable to attend since staff skipped that part of the normal process.

Mr. Keesee stated is there a picture in here Bryce?

Mr. Johnson stated yes there is a picture and they are pointing at where they want to install it.

Mr. Hackworth stated is that the space between the two buildings?

Mr. Johnson I believe it's on the side.

Ms. Chaney stated will it go underneath the atom?

Mr. Johnson stated that is where it appears to be. The picture that they provided is the units that they plan to install.

Mrs. Nicholas stated is it only AC or is it also Heat.

Mr. Keesee stated it's going to be both; a heat pump of some sort.

Mrs. Nicholas stated does anyone have a problem that we need to table it?

Ms. Chaney stated we have approved this kind of thing not a split AC but other AC units before.

Mr. Keesee stated I'm thinking probably the reason they are asking for this where, it is the roof. They don't have anywhere else to put the thing, I'm guessing.

Mr. Lackey stated Mr. Whitfield I have a question and ask you and I apologize, the applicant is the contractor not the owner of the building?

Mr. Whitfield stated they are still improving the owners' property.

Mr. Lackey stated my point do I have a conflict of interest if I don't represent the applicant but I do the owner?

Mr. Whitfield stated yes you will need to abstain on any vote.

Mrs. Nicholas stated I have no issue with it.

Mr. Keesee stated I don't see how we can have an issue. They have to put the systems in to do whatever they are doing. What building is it?

Mrs. Nicholas stated it is next to Ballard Brewing. They host weddings, it is a reception hall.

Mr. Keesee stated any of you want to make a motion?

Mr. Davis closed the Public Hearing.

**Mrs. Chaney made a motion that the mini split A/C equipment meets the guidelines as presented and to issue a Certificate of Appropriateness. Ms. Chaney seconded the motion. The motion was approved by a 5-0-2 vote. (Mr. Lackey and Mr. Davis Abstained)**

#### **APPROVAL OF MINUTES**

**The August 23, 2018 minutes were approved after changes made on page 4 by a unanimous vote.**

4. *Request a Certificate of Appropriateness for streetscape improvements at 300 Loyal St. from Lynn St. to Craghead St. involving a new curb (COA required) when replacing existing brick and concrete streetscape with like material (no COA required).*

Mr. Davis opened the Public Hearing.

Present on behalf of this request was John Barker; I am Project Engineer for Public Works. We are proposing to do some maintenance work to the sidewalk in front of 300 Loyal Street from Lynn Street to Craghead Street. The four-inch curb will be installed and the existing brick pavers will be reset and handicapped ramps will be updated to comply with AAD standards.

Mrs. Nicholas stated you said that existing pavers would be reused if existing pavers were not in the condition to reuse do you have something similar in quality, shape and size etc.

Mr. Barker stated yes.

Mr. Ranson stated are the pavers old?

Mr. Barker stated they are old from 1930's.

Mr. Davis closed the Public Hearing.

**Ms. Chaney made a motion to approve the item as requested that it meets the guidelines and issue a Certificate of Appropriateness. Mr. Hackworth seconded the motion. The motion was approved by a 7-0- vote.**

With no further business the meeting adjourned at 4:25 p.m.

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Approved By: