



Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: March 19, 2026

Re: **Item No. 03 - Docket No. PF-2031388-BAR**
120 Church St NE - The Casey Sampson Team
Sign

Request approval of a new sign for the business located at 120 Church St NE., Docket No. PF-2031388-BAR, in the CS, Church Street zoning district: filed by Mac Cassells, Project Contact.

The applicant is proposing an approximately 2.33 square foot black aluminum sign with bronze text stating "The Casey Sampson Team". There is no illumination proposed for this sign. Please note the sign has been installed already and approval of this sign would resolve an existing zoning violation.

Attachments: 01 - Staff Report
02 - Application and Authorization
03 - Sign Rendering
04 - Photos
05 - Relevant Code Section

Recommended motion:

I move to (approve/defer/deny) the application requesting a new sign for the business located at 120 Church St NE., Docket No. PF-2031388-BAR, in the CS, Church Street zoning district: filed by Mac Cassells, Project Contact. (as submitted / with the following conditions....)

Applicants must attend the meeting and represent their application.
Failure to appear may result in the deferral of the item or amendments to the design.
Failure to appear will not relieve any pending violations.

Process

Per Town Code Chapter 4, all land areas zoned other than single-family detached residential are architectural control districts. Any lot, parcel or area of land within any area zoned for single-family detached residences, which is used for other than single-family detached residences, or which is the subject of an application for a use permit or building permit involving any such other use, is also designated an architectural control district.

No structure, building, sign or other improvements or other major landscape features surrounding such building, structure, sign or improvement located on any land within any architectural control district shall be erected, reconstructed, altered or restored until the plans for such shall have been approved by the Board of Architectural Review.