



## Memorandum

To: Board of Architectural Review

From: Andrea West, Planner

Meeting Date: November 21, 2019

Re: **Item No. 2 - Docket No. 56-19-BAR**  
**Pennywise Thrift Store – 214 Dominion Rd NE**

**Item No. 2: Request for approval of a new window sign for Pennywise Thrift Store, located at 214 Dominion Rd NE, Docket No. 56-19-BAR, in the CM, Limited Industrial zoning district;** filed by Mary Coulombe, chair of Pennywise Thrift Store of Church of the Holy Comforter.

The applicant is requesting the approval of a new window sign for the new location of the Pennywise Thrift Store at 214 Dominion Road NE. The window sign will be located in the glass pane above the front door. The applicant has proposed serif letters stating the name of the business. The sign is 70.8" wide, and 17.4" inches tall; the top row of lettering in 8" tall. The sign meets the regulations of the Zoning Code.

### ***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.

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*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.  
This staff report is not an approval, or building permit. Board approval is not a  
building permit.*