TOWN OF ABINGDON
Abingdon, Virginia

The Historic Preservation Review Board welcomes you to this meeting today. This is a citizen Board, appointed by the Town Council, to interpret and uphold the Historic Preservation Ordinance, which is Article 8 of the Abingdon Zoning Ordinance, that protects the Historic District of Abingdon which has been designated the Old and Historic District. Our aim on this Board is to provide a positive bridge between the property owners of the district and the design review process, so we welcome you to today's meeting. We appreciate your interest and we encourage public participation in our meeting. Your comments are important to our decision making process. Anyone addressing the Board will approach the podium; give your ***first and last name*** *and your* ***complete physical address.***

TO: Historic Preservation Review Board Members

FROM: Sean Taylor, Assistant Town Planner

RE: Regular meeting
Wednesday, April 6, 2016 – 5: 15 p.m.
Abingdon Municipal Building, Colonel Arthur Campbell room

Items on the agenda:

1. Roll Call

2. Approval of Minutes: Regular meeting, February 4, 2016

3. Certificate of Appropriateness: **Charles Mike Owens, owner;** 236 Barter Drive, Abingdon, Virginia 24210; application for Certificate of Appropriateness for exterior change. **Located at 222 North Court Street. Tax Map No. 013-3-1.**

NEW BUSINESS

4. Application for Tax Abatement: **Mark Goodman, owner;** 152 East Valley Street, Abingdon VA 24210. **Located at 152 East Valley Street. Tax Map No. 013-1-51.**

5. Application for Tax Abatement: **Barry Proctor, owner;** 117 West Main Street, Abingdon VA 24210. **Located at 152 East Valley Street. Tax Map No. 012-1-84.**

If you are unable to attend this meeting, please call 276-492-2130. **Please bring your agenda information to the meeting with you.** ST/jc

TOWN OF ABINGDON
HISTORIC PRESERVATION REVIEW BOARD
REGULAR MEETING
FEBRUARY 4, 2016 – 5:15 P.M.

The Regular meeting for the Historic Preservation Review Board was held on Thursday, February 4, 2016, at 5:15 p.m. The meeting was held in the Municipal Building, Colonel Arthur Campbell room.

Mrs. White, Chairperson, called the meeting to order. Mr. Taylor called the roll.

ROLL CALL

Members Present:	Mrs. Betsy White, Chairperson Mr. Jeff Johnson, Vice-chairman Councilperson Jayne Duehring Mr. S. Andrew Neese Comprising a quorum of the Board
Members Arriving Absent:	Mr. Michael Weaver
Administrative Staff:	Mr. Matthew Johnson, Director of Planning Mr. Sean Taylor, Assistant Town Planner Mrs. Jenny Carlisle, Planning Department
Visitors:	Mr. Joe and Donna LeVine Mr. Kevin Worley, Parks and Recreation Director David McLeish Appalachian Sustainable Development

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(2) Approval of Minutes: **Regular meeting, January 6, 2015**

Mr. J. Johnson moved to approve the minutes from the Regular meeting, January 6, 2015, as submitted. Second by Councilperson Duehring. All in favor. Minutes approved.

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(3) Certificate of Appropriateness, continuation: **Town of Abingdon, owner;** P.O. Box 789, Abingdon, VA 24212; **Kevin Worley, representative;** application for Certificate of Appropriateness for exterior change. **Located at 100 Remsburg Drive. Tax Map No. 012-1-125A.**

Mr. Worley addressed the Board with an update on the application from the last meeting. They would like to go with a product called “clear span,” which has a weave through it, for the window portion of the curtains in order to extend both the warrantee and the life of the product. For the material, they prefer the thicker gauge vinyl in either flat black or brown. The curtains are 12 feet in height, and the window section will be 52 inches tall. They have chosen the industrial application rather than the

Not Yet Approved

residential application due to its heavier framing. Each booth will have their own curtain and be required to roll them up when the market is not in session, in order to preserve the curtains and also to display uniformity.

Board members would like to stress that they have stepped aside from the guidelines for this application, and the approval of this will not be setting a precedent for future applications. Other markets, such as the Charlestown market, have utilized this method and therefore they believe this application represents an appropriate use of material for this venue.

At this time, Mrs. White called for a motion. Councilperson Duehring moved that the application, as restated by Mrs. White, be accepted. Second by Mr. Neese.

Roll call vote as follows:

Mrs. White- Aye
Councilperson Duehring- Aye
Mr. J. Johnson- Aye
Mr. Neese- Aye

All in favor. Certificate of Appropriateness approved.

* * * * * * * * * * * *

(4) Certificate of Appropriateness: **Joe and Donna LeVine, owners;** P.O. Box 1836, Abingdon, VA 24212; application for Certificate of Appropriateness for roof. **Located at 340 Green Spring Road. Tax Map No. 013-1-177.**

Mr. LeVine addressed the board with a request to install a new standing seam roof on their home. They did not put the roof on their original application since they hadn't anticipated the need for it. They needed to take out their chimney for safety reasons, which left a hole in the roof. They want to replace the current non-standing seam roof with a true standing seam roof in a red, similar to the existing roof, black, or slate gray, in a style similar to the Presbyterian Church's roof. They also need to take the aluminum soffit off. There is bead board underneath, and they do not plan on covering that back up. Lastly, they would like to remove all the existing OGEE guttering and replace it with half round gutters and down spouts.

Mr. Taylor suggested they avoid 24 gauge roofing materials and not use exposed fasteners.

At this time, Mrs. White called for a motion. Mr. J. Johnson moved that the application be accepted, as stated. Second by Mr. Neese.

Roll call vote as follows:

Mrs. White- Aye
Councilperson Duehring- Aye
Mr. J. Johnson- Aye
Mr. Neese- Aye

Not Yet Approved

All in favor. Certificate of Appropriateness approved.

* * * * * * * * * * * *

(5) Application for Tax Abatement: **Matthew and Jennifer Johnson, owners;** 152 East Valley Street, Abingdon VA 24210. **Located at 152 East Valley Street. Tax Map No. 013-1-51.**

Mr. M. Johnson presented the board with his application for tax credit approval. After discussion of the application, Mr. Taylor certified that the work was done appropriately, in accordance with the approved Certificate of Appropriateness, and that documentation has been provided.

Councilperson Duehring moved to approve the application for tax credits, and recommend that the process be continued by Town staff. Second by Mr. J. Johnson.

Roll call vote as follows:

Mrs. White- Aye
Councilperson Duehring- Aye
Mr. J. Johnson- Aye
Mr. Neese- Aye

All in favor. Application for tax credits approved.

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Note that Mrs. White, Chairperson, will not be in attendance at the regular March meeting. There being no further business, the meeting adjourned at 6:04 p.m.

_____
Mrs. Betsy White, Chairperson

_____
Sean Taylor, Secretary

Not Yet Approved

Abingdon, Virginia

IMPORTANT NOTE:
The complete application must be filed with the Town of Abingdon's Office of Planning and Zoning no later than the third Monday of the month to be heard at the next month's Historic Preservation Review Board meeting. Applications received after the third Monday of the month will be heard at the following month's meeting. If an application is not complete, it will not be included on the meeting agenda. To avoid delays, it is recommended that applicants review the Old and Historic District's Design Guidelines found at www.abingdon-va.gov/announcements.htm#BAR and meet with Planning Department staff before the deadline to review their application.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Town of Abingdon, Virginia

Historic Preservation Review Board
133 East Main Street • P.O. Box 789 • Abingdon, VA 24212
Phone: (276) 628-3167 • Fax: (276) 698-3412

Location of Property: 222 Court St	Historic District?: ☒ Yes ☐ No
Business Name (if applicable):	Tax Map No: 013-3-1

Applicant/Property Owner Name (PRINT): Charles OWENS	Representative Agent(s) Name:
Signature:	Firm:
Mailing Address: 236 Baxter Dr.	Mailing Address:
City: Abingdon.	City:
State/Zip: VA. 24210	State/Zip:
Phone/Fax Number: 423-967-0851	Phone/Fax Number:
Email: mowensod@me.com	Email:

(Check the Appropriate Boxes - Check all that Apply)

☐	Exterior Change	☐	Addition	☐	Relocation
☐	Wall/Fence	☐	Deck/Porch	☐	Demolition
☐	Driveway/Parking Area	☐	New Structure/Building	☐	Grounds/Landscaping
☐	Dumpster/HVAC, etc. screen	☐	Other Paint Color	☐	Other Exterior Light

Per Abingdon, Virginia Code of Ordinances, you may be eligible for local tax credits/abatements. Are you requesting tax credits/abatements for this project? ☒ Yes ☐ No

The above named person(s)/firm has permission to represent me regarding this request for architectural review. I understand that I or my representative agent(s) must be present at the Historic Preservation Review Board meeting, on the date assigned by staff, typically the first Wednesday of each month at 5:15 p.m., to present my proposal and that failure to attend may result in the denial of my proposal by the Review Board due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Historic Preservation Review Board for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval. I hereby authorize town staff and/or members of the Historic Preservation Review Board the right to enter onto my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness.

Signed _____ Date 3/14/16

PLEASE READ:
Applicants are encouraged to submit complete applications with sufficient information to allow a clear understanding of the proposal by the Historic Preservation Review Board members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alterations or changes will result in delays. Planning Department staff will periodically inspect properties for compliance with the COA. Failure to comply may also result in delays in the issuance of a Certificate of Occupancy, fines, or other enforcement actions.

FULL DESCRIPTION OF PROPOSAL: (please attach more sheets if necessary)

Exterior Paint Color (Fairmont Penthouse Stone)
Trim Paint white

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate "not applicable" and explain in the space provided why it is not necessary for this project.

☐ Sketch, drawing and/or elevations showing the proposed changes or improvements, and an adequate number of photographs to show the area of the proposed alteration

☐ Site plan or plat of property

☑ A list of materials including color samples that identifies the type and quality of materials to be used in the Proposed Project

Paint Sample, Photo of Light Sample

☐ $50.00 application fee if requesting tax credits

☐ Are you requesting tax credits for this project?

☐ Other (please attach more sheets if necessary)

To be Completed/Initialed by Planning Department Staff

___ COA application has been reviewed and deemed to be complete.
___ List of adjoining property owners notified of this COA application has been attached to this application.

Code: 011/Budget line item: 100-3-13-030-0400

6008-1

National Trust *for* Historic Preservation

6008-1A
Woodlawn Whitewash

6008-1B
Shoreline Haze

National Trust *for* Historic Preservation

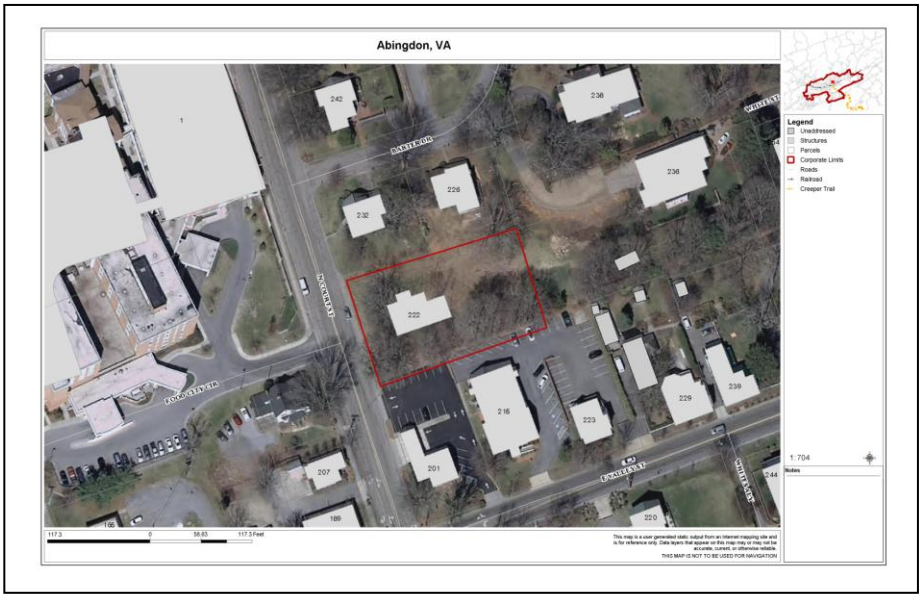
6008-1C
Fairmont Penthouse Stone

Town of Abingdon
Historic Preservation Review Board – Case Briefs

HPRB Hearing Date: April 6, 2016

1) **Applicant: Mike Owens**
   Location: 222 N. Court Street.

Proposal: Dr. Owens plans to paint the exterior of the structure Fairmont Penthouse Stone (Valspar National Trust Color Selection). All exterior trim would be painted white.



Staff Recommendation:
Planning Department staff recommend approval of this application. All items are in keeping with the intent of the Design Review Guidelines.

Town of Abingdon, Virginia
Old and Historic District

APPLICATION FOR TAX ABATEMENT

133 East Main Street • P.O. Box 789 • Abingdon, VA 24212
Phone: (276) 628-3167 • Fax: (276) 698-3412

Per Article II, Division 5 of the Abingdon, Virginia Code of Ordinances, you may be eligible for property tax credit and/or abatement.

Required information to be submitted with the application:

Location of Property: 108 EAST MAIN STREET	
Property Owner Name (PRINT): MARK GOODMAN	Tax Map No: 012-1-101
Business Name (if applicable): MARK GOODMAN, LLC.	
Mailing Address: 324 TOWNE CENTRE DRIVE	
City: ABINGDON	
State/Zip: VA 24210	
Phone/Fax Number: 276-676-3110	
Email: MARK@GOODMANJEWELERS.BIZ	

- Approved Certificate of Appropriateness from the Historic Preservation Review Board
- Copies of itemized receipts/proof of payment for work performed on exterior
- Before and after photographs

EXAMPLE FOR $2500 SPENT	
Land Value $65,000 (Will change if new assessment year)	Billing for May $91.00
	Billing for November $91.00
Improvement Value $189,400 (Will not change for up to 10 years)	Billing for May $265.16
	Billing for November $265.16
ABATEMENT SCHEDULE	
2016 Year	$530.32
2017 Year	$530.32
2018 Year	$530.32
2019 Year	$530.32
1st half 2020 year	$265.16
2nd half of 2020 year	$113.56

All property owners pay a combination of County and Town taxes. Local Historic Tax Credits only apply to the Town's portion of tax owed. Town taxes consist of both **improvement value** and **land value.** Credits will be issued against **improvement value** only. Tax credits are $2,500.00 as to town property taxes for every $2,500.00 of exterior maintenance, restoration, preservation, and rehabilitation work performed and documented on structures located within the Old and Historic District of town. Credits will be given toward the **assessed value on the structure.** The tax credit shall be allowed immediately following the tax year in which the work is complete.

To be Completed/Initialed by Planning Department Staff

COA was issued at the JULY 1, 2015 HPRB meeting.

Clifton Stewart Developers, Inc.

16325 Taylor Place
Abingdon, VA 24211
(276) 623-4254
Fax: (276) 623-1155

Date: October 27, 2015

To: Goodman Jewelers

From: Jimmy Stewart

Re: 108 Main Street - Front Porch Invoice # 1

Highlands Glass	$47.39
Berrys	$417.30
Berrys	$23.43
Berrys	$62.30
Berrys	$18.49
Berrys	$108.08
Berrys	$3.67
Lowes	$58.41
Lowes	$24.47
Lowes	$39.99
Lowes	$23.98
Lowes	$28.96
Total Material	$856.47
Labor	$3,435.00
	$4,291.47
10% Overhead	$429.14
	$4,720.61
10% Profit	$472.06

Total Amount Due: $5,192.67

All outside

Tax Abatement total

$19,235.71

Pd check #1281

Clifton Stewart Developers, Inc.

16325 Taylor Place
Abingdon, VA 24211
(276) 623-4254
Fax: (276) 623-1155

Date: October 27, 2015

To: Mark Goodman

From: Jimmy Stewart

Re: House Regrout Invoice # 2

Materials	$266.00
Labor	$1,125.00
	$1,391.00
10% Overhead	$139.10
	$1,530.10
10% Profit	$153.01

All outside

Total Amount Due: $1,683.11

Clifton Stewart Developers, Inc.

16325 Taylor Place
Abingdon, VA 24211
(276) 623-4254
Fax: (276) 623-1155

Date: October 27, 2015

To: Mark Goodman

From: Jimmy Stewart

Re: Chimney Regrout Invoice # 3

Materials	$685.53
Labor	$8,400.00
	$9,085.53
10% Overhead	$908.55
	$9,994.08
10% Profit	$999.41

ALL OUTSIDE

J A Stew

Total Amount Due: $10,993.49

Clifton Stewart Developers, Inc.

16325 Taylor Place
Abingdon, VA 24211
(276) 623-4254
Fax: (276) 623-1155

Date: February 12, 2016

To: Goodman Jewelers

From: Jimmy Stewart

Re: 108 Main Street Multiple Invoice # 10

Cabinet Material	$417.93
Attic Material	$1,929.12
Paint Material	$859.99
Paint Labor	$7,700.00
Vestibule Material	$1,809.05
Crawl Space Material	$211.21
Front Door Repair	$366.44
Repair Plaster:	
Material	$20.75
Labor	$1,115.00
Flooring Material	$482.65
Flooring Labor	$6,042.30
Plumbing Labor	$8,675.00
Gutter Guard Material & Labor	$1,000.00
Electrical Material	$572.95
Electrical Labor	$4,323.67
General Labor	4,665.35
Total	$40,191.41
10% Overhead	$4,019.14
Total	$44,210.55
10% Profit	$4,421.05
Total Amount Due:	**$48,631.60**

Abingdon, Virginia

IMPORTANT NOTE:
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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Town of Abingdon, Virginia

Historic Preservation Review Board
133 East Main Street • P.O. Box 789 • Abingdon, VA 24212
Phone: (276) 628-3167 • Fax: (276) 698-3412

Location of Property: 108 East Main Street	Historic District?: ☑ Yes ☐ No
Business Name (if applicable): Mark Goodman, LLC	Tax Map No:

Applicant/Property Owner Name (PRINT): Mark Goodman	Representative Agent(s) Name:
Signature:	Firm:
Mailing Address: 324 Towne Centre Drive	Mailing Address:
City: Abingdon	City:
State/Zip: Virginia, 24210	State/Zip:
Phone/Fax Number: 276-676-3110	Phone/Fax Number:
Email: mark@goodmanjewelers.biz	Email:

(Check the Appropriate Boxes - Check all that Apply)

☐	Exterior Change	☐	Addition	☐	Relocation
☐	Wall/Fence	☐	Deck/Porch	☐	Demolition
☐	Driveway/Parking Area	☐	New Structure/Building	☑	Grounds/Landscaping
☐	Dumpster/HVAC, etc. screen	☐	Other _____	☐	Other _____

Per Abingdon, Virginia Code of Ordinances, you may be eligible for local tax credits/abatements. Are you requesting tax credits/abatements for this project? ☐ Yes ☑ No

The above named person(s)/firm has permission to represent me regarding this request for architectural review. I understand that I or my representative agent(s) must be present at the Historic Preservation Review Board meeting, on the date assigned by staff, typically the first Wednesday of each month at 5:15 p.m., to present my proposal and that failure to attend may result in the denial of my proposal by the Review Board due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Historic Preservation Review Board for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval. I hereby authorize town staff and/or members of the Historic Preservation Review Board the right to enter onto my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness.

Signed _____ Date 6-15-15

PLEASE READ:
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FULL DESCRIPTION OF PROPOSAL: (please attach more sheets if necessary)

The property has a serious drainage problem on the West side which is causing damage to the house. This proposal is for the construction of a French Drain for the West side. The ground would be sloped slightly away from the house and into the drain. A retaining wall would be built approximately 3 feet inside of the current retaining wall to stop erosion into the drain. The wall would start at approximately 7 or 8 stone high and gradually decrease in height at the rear. The slope is very steep where the wall is proposed, so it actually blends with the slope of the hill. The drain would continue to the rear of the house and collect water from the back West corner of the house as well before being dispersed. Continued on page two:

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate "not applicable" and explain in the space provided why it is not necessary for this project.

MK Sketch, drawing and/or elevations showing the proposed changes or improvements

MK Site plan or plat of property

MK Adequate number of photographs to show the area of the proposed alteration

MK A list of materials including color samples that identifies the type and quality of materials to be used in the Proposed Project SEPARATE SHEET

MK $50.00 application fee

MK Other (please attach more sheets if necessary)

To be Completed/Initialed by Planning Department Staff

___ COA application has been reviewed and deemed to be complete.
___ List of adjoining property owners notified of this COA application has been attached to this application.

Code: 011/Budget line item: 100-3-13-030-0400

New PAINT FINISHED

New PAINT FINISHED

FINISHED

BRICK REPAIR FINISHED

BRICK REPAIR & PAINT — FINISHED

BRICK REPAIR & PAINT — FINISHED

CHIMNEY REPAIR FINISHED

Chimney repair, snow guards finished

BRICKS PAINT — FINISHED

PAINT, BRICK, & VENT REPAIR FINISHED

PAINT & BRICK REPAIR FINISHED

BRICK REPAIR & PAINT — FINISHED

SNOW DEFLECTORS & GUTTER GUARDS FINISHED

NEW PAINT ON NEW LUMBER ON PORCH
FINISHED

BRICK REPAIR OVER DOOR — FINISHED

NEW PORCH LUMBER WORK IN PROGRESS

NEW WOOD ON PORCH WORK IN PROGRESS

BRICK & CHIMNEY REPAIR — WORK IN PROGRESS

NEW WOOD BEING PAINTED WORK IN PROGRESS

BEFORE BRICK REPAIR AND PORCH REPAIR

WORK IN PROGRESS

BEFORE PAINT AND CHIMNEY

BEFORE SNOW DEFLECTORS AND GUTTER GUARDS

Town of Abingdon, Virginia
Old and Historic District

APPLICATION FOR TAX ABATEMENT

133 East Main Street • P.O. Box 789 • Abingdon, VA 24212
Phone: (276) 628-3167 • Fax: (276) 698-3412

Per Article II, Division 5 of the Abingdon, Virginia Code of Ordinances, you may be eligible for property tax credit and/or abatement.

Location of Property:	117 W. MAIN ST. ABINGDON		
Property Owner Name (PRINT):	BARRY PROCTOR	Tax Map No:	012-1-84
Business Name (if applicable):	BARRY PROCTOR ATTORNEY		
Mailing Address:	117 W. MAIN ST.		
City:	ABINGDON		
State/Zip:	VA 24210		
Phone/Fax Number:	(276) 628-1181		
Email:			

Required information to be submitted with the application:

- Approved Certificate of Appropriateness from the Historic Preservation Review Board
- Copies of itemized receipts/proof of payment for work performed on exterior, or a total of expenditures certified by a CPA
- Before and after photographs
- If you have been approved for state/federal tax credits, please provide your approval form

Property owners within the town pay a combination of County and Town taxes. Local Historic Tax Credits only apply to the town's portion of tax owed. Town taxes consist of both **improvement value** and **land value.** Credits will be issued against **improvement value** only. Tax credits are $2,500.00 as to town property taxes for every $2,500.00 of exterior maintenance, restoration, preservation, and rehabilitation work performed and documented on structures located within the Old and Historic District of town. Credits will be given toward the **assessed value on the structure.** The tax credit shall be allowed immediately following the tax year in which the work is complete.

EXAMPLE FOR $2500 SPENT	
Land Value $65,000 (Will change if new assessment year)	Billing for May $91.00 Billing for November $91.00
Improvement Value $189,400 (Will not change for up to 10 years)	Billing for May $265.16 Billing for November $265.16

ABATEMENT SCHEDULE	
2016 Year	$530.32
2017 Year	$530.32
2018 Year	$530.32
2019 Year	$530.32
1st half 2020 year	$265.16
2nd half of 2020 year	$113.56

To be Completed/Initialed by Planning Department Staff

COA was issued at the Nov 4, 2015 HPRB meeting.

C.E. WOOLWINE CONSTRUCTION COMPANY
16297 GREENEVERS COURT
ABINGDON, VA 24210
Phone 276-608-3372 FAX 276-623-0170

DEC. 15, 2016

TRILLIUM PLUSONE, LTD.
BARRY L. PROCTOR
ANNE E. PRATT-PROCTOR
117 W. MAIN ST.
ABINGDON, VA 24210

INSTALL J.D. METAL'S STANDING SEAM CHARCOAL METAL ROOF

TOTAL $15100.00

Paid
Tom Woolwine

Abingdon, Virginia

IMPORTANT NOTE:
The complete application, along with $50.00 administrative fee, must be filed with the Town of Abingdon's Office of Planning and Zoning no later than the third Monday of the month to be heard at the next month's Historic Preservation Review Board meeting. Applications received after the third Monday of the month will be heard at the following month's meeting. If an application is not complete, it will not be included on the meeting agenda. To avoid delays, it is recommended that applicants review the Old and Historic District's Design Guidelines found at www.abingdon-va.gov/announcements.htm#BAR and meet with Planning Department staff before the deadline to review their application.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Town of Abingdon, Virginia

Historic Preservation Review Board
133 East Main Street • P.O. Box 789 • Abingdon, VA 24212
Phone: (276) 628-3167 • Fax: (276) 698-3412

Location of Property: 117 W. MAIN ST.	Historic District?: ☑ Yes ☐ No
Business Name (if applicable): BARRY PROCTOR	Tax Map No: 012-1-84

Applicant/Property Owner Name (PRINT): BARRY PROCTOR	Representative Agent(s) Name: CHARLES WOOLWINE
Signature:	Firm: C. B. WOOLWINE CONST. CO. INC.
Mailing Address: 117 W. MAIN ST.	Mailing Address: 1629 7
City: ABINGDON	City: ABINGDON
State/Zip: VA 24210	State/Zip: VA 24210
Phone/Fax Number: (276) 628-4181	Phone/Fax Number: (276) 608-3372
Email:	Email: CBWOOLWINE@GMAIL.COM

(Check the Appropriate Boxes - Check all that Apply)

☑	Exterior Change	☐	Addition	☐	Relocation
☐	Wall/Fence	☐	Deck/Porch	☐	Demolition
☐	Driveway/Parking Area	☐	New Structure/Building	☐	Grounds/Landscaping
☐	Dumpster/HVAC, etc. screen	☐	Other INSTALL STANDING SEAM METAL ROOF	☐	Other _____

Per Abingdon, Virginia Code of Ordinances, you may be eligible for local tax credits/abatements. Are you requesting tax credits/abatements for this project? ☑ Yes ☐ No

The above named person(s)/firm has permission to represent me regarding this request for architectural review. I understand that I or my representative agent(s) must be present at the Historic Preservation Review Board meeting, on the date assigned by staff, typically the first Wednesday of each month at 5:15 p.m., to present my proposal and that failure to attend may result in the denial of my proposal by the Review Board due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Historic Preservation Review Board for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval. I hereby authorize town staff and/or members of the Historic Preservation Review Board the right to enter onto my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness.

Signed Anne Pratt-Proctor Date 10/15/15

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Applicants are encouraged to submit complete applications with sufficient information to allow a clear understanding of the proposal by the Historic Preservation Review Board members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alterations or changes will result in delays. Planning Department staff will periodically inspect properties for compliance with the COA. Failure to comply may also result in delays in the issuance of a Certificate of Occupancy, fines, or other enforcement actions.

FULL DESCRIPTION OF PROPOSAL: (please attach more sheets if necessary)

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate "not applicable" and explain in the space provided why it is not necessary for this project.

___ Sketch, drawing and/or elevations showing the proposed changes or improvements

___ Site plan or plat of property

___ Adequate number of photographs to show the area of the proposed alteration

___ A list of materials including color samples that identifies the type and quality of materials to be used in the Proposed Project

___ $50.00 application fee

___ Other (please attach more sheets if necessary)

To be Completed/Initialed by Planning Department Staff

___ COA application has been reviewed and deemed to be complete.
___ List of adjoining property owners notified of this COA application has been attached to this application.

Code: 011/Budget line item: 100-3-13-030-0400

PLUMB ALLEY
STITCHERY

PLUMB ALLEY
STITCHERY

Barry L. Proctor
Attorney at Law
Plumb Alley Stitchery
Entrance at Back
Thomas C. Antenucci
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