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, December 7, 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, November 2, 2016

NEW BUSINESS

3. Certificate of Appropriatness – **Phillips & Thomas Attorneys at Law, owner; Helen Phillips and Channing Thomas, representatives;** 212 West Valley St., Abingdon, VA 24210, application for Certificate of Appropriateness for signage. **Located at 212 West Valley Street. Tax Map No. 012-1-65**.

4. DISCUSSION ITEMS–
   a. Architectural Review Board Handbook; **Sean Taylor, Asst. Town Planner**

5. ADJORN

If you are unable to attend this meeting, please call 276-492-2124.

Please bring your agenda information to the meeting with you. ST

WORKING AGENDA

RE: **Regular meeting**
Dec. 7, 2016 – 5:15 p.m.
Abingdon Municipal Building, Arthur Campbell Rm.

Items on the agenda:

CALL TO ORDER

i. **Reminder of the role of the HPRB – Betsy White, Chair**

1. Roll Call	Present	Absent
Mrs. Patterson	☐	☐
Mr. Weaver	☐	☐
Mrs. White	☐	☐
Mr. Johnson	☐	☐
Mr. Neese	☐	☐

2. Approval of Minutes: Regular meetings, November 2, 2016
   a. Request from Staff: Staff requests approval of minutes of Nov. 2, 2016, regular meeting of the HPRB as presented.
      i. Motion:
      ii. Second:
      iii. VOTE:

NEW BUSINESS

3. Certificate of Appropriatness – **Phillips & Thomas Attorneys at Law, owner; Helen Phillips and Channing Thomas, representatives;** 212 West Valley St., Abingdon, VA 24210, application for Certificate of Appropriateness for signage. **Located at 212 West Valley Street. Tax Map No. 012-1-65**.
      i. Motion:
      ii. Second:
      iii. VOTE:

4. DISCUSSION ITEMS–

    a. Architectural Review Board Handbook; **Sean Taylor, Asst. Town Planner**

5. ADJORN
    b. Time of Adjournment:

Next regularly scheduled meeting will be January 4, 2016 at 5:15 pm In the Arthur Campbell Room – 1st Floor

TOWN OF ABINGDON
HISTORIC PRESERVATION REVIEW BOARD
REGULAR MEETING
November 2, 2016 – 5:15 P.M.

The Regular meeting for the Historic Preservation Review Board was held on Wednesday, November 2, 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 Mrs. Cindy Patterson, Councilperson – arrived late Mr. Andrew Neese Comprising a quorum of the Board
Members Absent:	Mr. Michael Weaver
Administrative Staff:	Sean Taylor, Assistant Town Planner Deb Icenhour, Town Attorney Matthew Johnson, Director of Planning
Visitors:	Damian Mathews - Bristol Herald Courier Leslie Bradley Joe Levine Donna Levine Aubrey Von-Lindern - Virginia Department of Historic Resources Mark Hurt

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

(2) Approval of Minutes: **Regular meeting, September 7, 2016 and Oct. 5, 2016**

a. Jeff Johnson moved to approve the minutes from the regular meeting, September 7, 2016, as submitted. Second by Mr. Neece. All in favor. Minutes approved.

b. Jeff Johnson moved to approve the minutes from the regular meeting, October 5, 2016, as submitted. Second by Mr. Neese. All in favor. Minutes approved.

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

(3) Certificate of Appropriateness: Douglas & Lori Ellis, 301 E. Valley St., Abingdon, VA 24210, **owner; Douglas Ellis, representative;** request for COA for exterior changes , porches, fencing, and driveway.

Mr. Neese moved to approve the application as submitted. Jeff Johnson second, as it is shown on the diagram.

On motion of Mr. Johnson, seconded by Mrs. Patterson:

Roll call vote as follows:

Mrs. White- Aye
Mrs. Patterson- Aye
Mr. J. Johnson- Aye
Mr. Neese - Aye

(4) TAX CREDIT REQUEST – **Charles & Barbara Owens,** 222 N. Court St., Abingdon, VA 24210, **owner; Charles & Barbara Owens, representatives;** request for Local Historic Tax Credits in the amount of $34,986.06 for work performed in renovating structure located at 222 N. Court St.

Planning staff explained to the board that the Town of Abingdon has local historic tax credits available for property owners making changes to their property within the historic district. Planning staff further explained the board's responsibility to make sure that completed work has been done is in accordance with the approved Certificate of Appropriateness .

Jeff Johnson moved to make a motion of $34986.06, in compliance with the previous COA, the work having been completed. To be presented to the Town Manager for signature and approval, then forwarded on to the Deputy Treasurer. Second by Councilperson Cindy Patterson.

Roll call vote as follows:

Mrs. White- Aye
Mrs. Patterson- Aye
Mr. J. Johnson- Aye
Mr. Neese - Aye

(5) DISCUSSION ITEM: Historic District Guidelines Rewrite and Update of Town of Abingdon Preservation Plan

Mr. Taylor provided an overview of what was included in the booklets provided to the board. Wanting to make the process more user friendly and to put together a step by step process for obtaining a Certification of Appropriateness, and to include our zoning ordinance with it. Mrs.White presented back ground information on the history of the current preservation plan. HPRB members discussed updating the historic structures inventory within the preservation plan as well. Mr. Johnson requested to receive the design guideline documentation electronically in order to make changes and track them through "Word track changes".

Cindy Patterson, requested to have Mary's Meadows included into Historic District, and would like this to be added to the agenda for the next scheduled meeting. Matthew Johnson stated for the Meadows property to be included into the Historic District, it would require a rezoning process, and the Town Council would have request.

After discussion Mrs. Cindy Patterson withdrew her motion.

There being no further business, the meeting adjourned.

_____ _____

Sean Taylor, Secretary Mrs. Betsy White, Chairperson

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: 212 W. Valley St.	Historic District?: ☑ Yes ☐ No
Business Name (if applicable): Phillips & Thomas Attorneys at Law	Tax Map No:
Applicant/Property Owner Name (PRINT):	Representative Agent(s) Name: Jessica Adkins / Ryan Cooke
Signature:	Firm: Jerry's Signs & Awnings Inc.
Mailing Address: 212 W. Valley St.	Mailing Address: 15775 Porterfield Hwy
City: Abingdon	City: Abingdon
State/Zip: VA, 24210	State/Zip: VA , 24210
Phone/Fax Number: 276-258-5591	Phone/Fax Number: 276-676-2304
Email: cmthomas@phillipsthomaslaw.com	Email: jessica.jerryssigns@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 Sign	☐	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 _____

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)

Customer requests(1) Carved Sign 18" x 36" (2) Sides with Raised Text & Border, Custom Shaped, painted, white background & Blue Text, border & Embellishments. Custom Made Wrought Iron Hanging bracket to be fabricated to attach to existing sign post.

Second Sign: Customer requests (1) Carved Sign (1) Side 24" x 24" with Names listed. This woudl be a wall mounted "plaque" style sign to place by the door to identify them.

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

Carved (High Density Urethane) Matthews Automotive Grade Paint. Iron Bracket Painted Black

☑ $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

Additional Details (continued):

Description of sign mounting type and location: Double sided sign for existing post and Single sided sign for wall by the entrance.

Wording on sign: Phillips & Thomas Attorneys at Law / Wall sign: Helen F. Phillips Channing M. Thomas

Other details: _____

Historic District Signs: Require a Certificate of Appropriateness from the Historic Preservation Review Board.

Certification:

Name of Contractor: Jerrys Signs, Inc.

Signature of Owner: Jerry L Adkins Date: 11/23/16

Signature of Representative: Jessica Adkins Date: 11/23/16

Note: In accordance with section 21-6-2 of the Town of Abingdon Zoning Ordinance, this Sign Permit is valid for a period of one year. A fee of one dollar ($1.00) per square foot of sign area is to be made payable to the Town of Abingdon.

Sign Permit Fee: _____

To Be Completed By Staff Only:

Action Taken:

- ☐ Approved as presented.
- ☐ Disapproved (see below for explanation).
- ☐ Modified and approved (see below for modifications).

Modifications / Reasons for Disapproval:

_____

_____

_____

_____

Signature: _____ Date: _____

Department of Planning, Town of Abingdon

If you have any questions, please call the Planning Department at 276-628-3167

This certificate expires six months after the date of issue.

Town of Abingdon, Virginia
Department of Planning

Sign Permit Application

Application is hereby made for a Sign Permit under Article 21 of the Zoning Ordinance of the Town of Abingdon, other local ordinances and the Code of Virginia, 1950 (as amended).
Application must include a full color design of the proposed sign.

Applicant Information:

Name of Owner: Phillips & Thomas

Name of Business (if applicable): Phillips & Thomas Attorneys at Law

Address: 212 W. Valley St Abingdon Telephone:

Representative: Jerry's Signs, Inc.

(Representatives should have authority to commit applicant to changes suggested by the Planning Commission)

Representative is: ☐ Lessee/Renter ☒ Other (please specify): Sign contractor

Representative's Telephone Number (276) 676 2304 Email: jessica.jerryssigns@gmail.com

Representative's Address: 15775 Porterfield Highway Abingdon VA 24210

Sign Information:

Location: 212 W. Valley St. Abingdon VA 24210

Tax Map Number:

Description of proposal (attach separate sheet if necessary): 18" x 36" double sided sign for existing post & 24" x 24" single sided sign for wall at entrance (This is an address type sign to identify their door.

Additional Details:

Map showing location of property.

Site Plan where applicable as required under section 18-1 of the Zoning Ordinance.

Plans, sketches, drawings, elevations or designs as required under Article 21 of the Zoning Ordinance.

Photographs or slides showing property in question; street views.

Specify all materials (i.e. metal, wood, acrylic, etc.) and colors used: wood/ Carved Sign (HDU)

Overall Size: 18" x 36" Background Color: White Letter Color: Blue

Border Color: Blue **Note: color sign design must be attached.**

15775 Porterfield Hwy.
Abingdon, Va 24210
(276) 676-2304 (800) 827-9637
Fax: (276) 676-4511
www.jerryssignsinc.com
ryan.jsign@gmail.com

Jerry's SIGNS & AWNINGS

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