

TOWN OF ABINGDON  
HISTORIC PRESERVATION REVIEW BOARD  
REGULAR MEETING  
DECEMBER 3, 2014 – 5:15 P.M.

The Regular meeting for the Historic Preservation Review Board was held on Wednesday, December 3, 2014, 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  
Mrs. Jayne Duehring  
Mr. Peyton Boyd  
Mr. Jeff Johnson

Comprising a quorum of the Board

Members Absent: Mr. S. Andrew Neese

Administrative Staff: Mr. Matthew Johnson, Director of Planning  
Mr. Sean C. Taylor, Assistant Town Planner  
Mrs. Deborah Icenhour, Town Attorney  
Mr. John Dew, Director of Public Services and Construction (Absent)  
Mr. C. J. McGlothlin, Code Enforcement Officer (Absent)  
Mrs. Jenny Carlisle, Administrative Assistant, Planning and Public Works

Visitors: Mrs. Quinn Craughwell

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(2) Approval of Minutes: Regular meeting, October 1, 2014.

Mr. Boyd suggested the following changes:

Page 14-27, topic (4), paragraph 1, sentence 1 and 2.

From:

Mr. Boyd presented the application for Certificate of Appropriateness to replace two upper front windows with more efficient windows in "French bonnet" style. Discussion centered on how the change to "internal" window dividers instead of divided lights would change the look of the façade greatly, and the importance of preserving the maximum amount of original materials as possible.

To:

Mr. Boyd presented the application for Certificate of Appropriateness to replace two upper front windows with more efficient windows. Discussion centered on how the change to simulated divided light windows instead of true divided light windows would change the look of the façade greatly, and the importance of preserving the maximum amount of original materials as possible.

Mrs. Duehring made a motion to approve the minutes of the Regular meeting, October 1, 2014, with revisions. Second by Mr. Johnson. Approved unanimously.

**Regular meeting, November 5, 2014.**

Mr. Johnson made a motion to approve the minutes of the Regular meeting, November 5, 2014, as submitted. Second by Mrs. Duehring. Approved unanimously with Mr. Boyd abstaining due to absence.

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(3) Introduction. Matthew Johnson, Director of Planning.

Mr. Taylor introduced Mr. Johnson, the new Director of Planning for the Town of Abingdon. The board welcomed Mr. Johnson.

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(4) Reorganization. Election of Vice-chairman.

Mrs. Duehring nominated Mr. Boyd to serve as Vice-chairman. Second by Mr. Johnson. All in favor with Mr. Boyd abstaining. Motion carried.

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(5) **CERTIFICATE OF APPROPRIATENESS: Rachel Fowlkes, owner; Quinn Craughwell, representative; 127 East Main Street, Abingdon, VA 24210; application for Certificate of Appropriateness for rehabilitation. Located at 127 East Main Street. Tax Map No. 12 (1) 91A.**

Ms. Craughwell introduced the application for Certificate of Appropriateness for rehabilitation of the back courtyard area of Rachel Fowlkes' property. It is a small exterior space in which Ms. Fowlkes desires increased privacy. The plan includes building a low brick retaining wall, 24 inches in height, with one gate. It will be a board fence, simple in appearance. Brick from the back wall being taken off the house will be reused to make the piers. Above the wooden fence will be 3 stainless steel cables to support vines. Bluestone will be used for caps. Bluestone with brick accents will be used in the space. They also plan to build a bike storage structure near the HVAC units. The size of the current parking area will be reduced in order to enlarge the landscaping area. Mr. Johnson recommended that in the case that they run out of brick, the reused brick from the home be used in public view before new brick is introduced.

At this time, Mr. Johnson made a motion to approve the plan as submitted, with the caveat that if they do run short of brick they come back to the Committee to have the new brick approved. Second by Mrs. Duehring. All in favor. Motion carried.

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(6) Discussion: Certificate of Appropriateness application process.

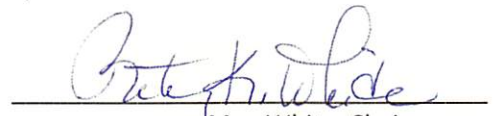
Discussion of the Certificate of Appropriateness application process continued from the November meeting with new suggestions to require better visuals and design sketches as well as a checklist of

required items, photos of the area to be impacted, and a strong recommendation for a pre-application meeting with staff. Mr. Taylor suggested removing signs from the COA because he is still required to issue a sign permit separate from the COA. Other topics discussed were the notification of neighbors, the right of trespass for information gathering, and an intake deadline 10 days prior to the meeting. It was suggested that a cover letter and copy of the guidelines be supplied with each application. Mr. Taylor said he will present a sample at the January meeting for review.

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There being no further business, the meeting adjourned at 6:19 p.m.

  
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Sean Taylor, Secretary

  
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Mrs. White, Chairperson