

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

The Regular meeting for the Historic Preservation Review Board was held on Wednesday, November 5, 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. S. Andrew Neese
Mr. Jeff Johnson

Comprising a quorum of the Board

Members Absent: Mr. Peyton Boyd

Administrative Staff: 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: Mr. Rick Humphreys

* * * * *

2) Introduction: Mrs. White introduced and welcomed Jeff Johnson, new Historic Preservation Review Board member. Mr. Johnson explained why he wanted to serve on the Board which included preserving the community as well as the opportunity to become more active in his home community.

* * * * *

3) CERTIFICATE OF APPROPRIATENESS: **Water Street Properties, LLC, Susan and Rick Humphreys, Owners**, 107 Park Street, Abingdon, VA 24210; application for Certificate of Appropriateness for approval of a sign located at **107 Park Street. Tax Map No. 12 (1) 104.**

Mrs. White opened the discussion of the Certificate of Appropriateness application for the approval of a sign to be located at 107 Park Street, and pointed the Board to page 15, signs, in the guidelines.

Mr. Humphreys stated that the only alteration to what has been presented in the application is the height. The actual height will most likely be around 7 ½ feet high so it may benefit from light coming from the lamppost. The sign will be two-sided, 36" x 28," composite material. The background will be off-white with a burgundy border and hunter green lettering.

Mrs. Duehring moved to accept the application, as presented. Second by Mr. Neese. All in favor. Motion carried.

* * * * *

4) Discussion: HPRB application process.

Mr. Taylor began a discussion on the need to update the application process. He would like to review the current Certificate of Appropriateness application and see what needs to be changed, added or deleted, and what information the review board would find helpful to be included on it. Mr. Taylor stated that having a better application will provide backup to staff when speaking with applicants and accepting applications. Suggestions were made to provide applicants with a hard copy of the guidelines instead of just pointing them to the website, and adding language about the tax credit program. Mr. Humphreys provided insight into why a pre-application conference with staff is a good idea, namely to act as an education session and also to prevent potential problems before being presented to the board. It was decided that before the next meeting everyone will give the application process some thought and put together a draft to be discussed at that time.

* * * * *

5) Discussion: Temporary Structures permitting process.

Mr. Taylor opened for discussion the need to have a more clear permitting process for temporary structures. He stated that a definition of "event tent" needs to be added to the guidelines, including a length of time each structure can remain erect, so that when an application comes forward he can point to the applicable rules. Mrs. Icenhour clarified that currently, the only accepted use for temporary structures in the ordinance is to be used for construction purposes, and to stay in place during the construction project. It was further clarified that the Building Inspection department does not need to inspect temporary structures based on their temporary nature. It was suggested that the ordinance redefine temporary structure to include tents, where tents could remain in place for a short period of time and temporary structures up to a year, and application language state a specific date for deconstruction. Another suggestion was providing the Zoning Administrator with the authority to grant a waiver or sign off on applications so each one wouldn't be required to come before the Board, but also requiring a signature from the Town Manager as a second set of eyes. The conversation came to a close after some continued discussion.

* * * * *

There being no further business, the meeting adjourned at 6:31 p.m.

Mrs. White, Chairperson

Sean Taylor, Secretary