

**TOWN OF ABINGDON
PLANNING COMMISSION
MONDAY, DECEMBER 20, 2021 – 5:27 PM
COUNCIL CHAMBERS, MUNICIPAL BUILDING**

A meeting of the Abingdon Planning Commission was held on Monday, December 20, 2021, at 5:27 PM in the Council Chambers of the Municipal Building.

- A. Kenny Shuman Co-Chair called the meeting to Order**
- B. Roll Call – Mayana Rice, Community Development Director**

Members Present:

Mr. Jeff Johnson	Present
Mr. Chad Pennington	Present
Mr. Michael Weaver	Present
Mr. Kirk Sproles	Present
Mr. Scott Wilson	Present
Mr. Kenny Shuman	Present

Members Absent: Mr. James Anderson

Comprising a quorum of the Commission – Yes

Administrative Staff Present:

Mrs. Mayana Rice – Community Development Director
Mrs. Janice Dornon – Administrative Assistant

Guests: None

C. APPROVAL OF MINUTES

Approval of Minutes: Regular Meeting, October 25, 2021.

On a motion by Mr. Wilson, seconded by Mr. Pennington, the Planning Commission approved the Regular Meeting Minutes for October 25, 2021, as presented.

The roll call vote was as follows

Mr. Jeff Johnson	Abstained
Mr. Chad Pennington	Aye
Mr. Michael Weaver	Aye
Mr. Kirk Sproles	Aye
Mr. Scott Wilson	Aye

Mr. Kenny Shuman Aye

The minutes for October 25, 2021, were approved as presented.

D. Elect New Chair

1. Elect New Chair

Mr. Weaver nominated Mr. Shuman as the new Chair.

On a motion by Mr. Pennington, seconded by Mr. Johnson, the Planning Commission elected Mr. Shuman as the new Planning Commission Chair.

2. Elect New Vice-Chair

Mr. Shuman nominated Mr. Wilson as the new Vice-Chair.

On a motion by Mr. Shuman seconded by Mr. Sproles, the Planning Commission elected Mr. Wilson as the new Planning Commission Vice-Chair.

E. PUBLIC COMMENTS: None

F. CERTIFICATE OF APPROPRIATENESS (VIDEO 2:44 – 13:52)

1. Certificate of Appropriateness; Eye Physicians of Southwest VA, 340 West Main Street, Abingdon, VA, 24210; Owner. Jessica Cooke, Jerry's Sign & Awnings Inc.; Representative. COA for signage and awning. Located at 340 West Main Street, Abingdon, VA 24210. Tax Map D (019-1-14)

Ms. Jessica Cooke and Mr. Mike Owens represented the property located at 340 West Main Street, Abingdon. VA

Mr. Owens is proposing to change out the signage of the former Highlands Union Bank. They will be replacing two signs, one on each side of the building, the sign over the entrance doors, and the illuminated sign in front of the building.

They are proposing to add an awning the width of the front of the building to protect customers from the weather. They will be asking VDOT to move a Highway 58 sign to the other side of the property. If this is permitted the awning will stretch the length of the front of the building. If VDOT doesn't agree to move this highway sign the awning will be adjusted 10' of either side to accommodate the sign. The awning will be mounted into the mortar joints and attached to the metal frame with silicone. The awning will project out 20" to 24".

Mrs. Rice relayed the Town staff recommendations:

1. Sign size meets requirements.
2. Sign may be illuminated with backlighting.
3. Staff suggested approval of COA as submitted.

On a motion by Mr. Johnson, seconded by Mr. Sproles, the Planning Commission approved the COA as presented, with an adjustment to the awning to be allowed if the VDOT sign cannot be moved.

The roll call vote was as follows:

Mr. Jeff Johnson	Aye
Mr. Chad Pennington	Aye
Mr. Michael Weaver	Aye
Mr. Kirk Sproles	Aye
Mr. Scott Wilson	Aye
Mr. Kenny Shuman	Aye

The board unanimously approved the COA for 340 West Main Street, Abingdon, VA as presented.

G. VIRGINIA FREEDOM OF INFORMATION ACT – Presented by Cam Bell

Mr. Cam Bell informed the committee on how to handle FOIA requests. There are two kinds of FOIA requests, 1.) Access to documents and 2.) Access to meetings. The Planning Commission is a public body; it is required to follow the FOIA guidelines. The guidelines state that all records are public to include meeting documents, voicemails, Facebook posts, social media, etc. Mr. Bell told the group to be careful as to how they communicate, that this could be a FOIA request. Personnel records, town managers records. Etc. cannot be released as a FOIA request.

Mr. Bell also said that for a board to make decisions that it must have a quorum; this can be anywhere that three members are together discussing board activities. If more than, three members congregate and discuss board matters it is considered an open public meeting.

Public meetings can be legally recorded. A board must adopt a policy to allow a member to join a meeting electronically, a person can only join twice a year electronically. For a member to join electronically it must be due to an illness or other applicable reason. If the board should need to hold a closed session, the board would need to adopt the code section to allow such a meeting.

Meetings are to be advertised three days prior to meeting date. Meeting are considered public records.

H. DISCUSSION

1. Mrs. Rice asked the commission if they were interested in training sessions. The commission responded that they would be interested. Mrs. Rice is to set up training for all the members of the Planning Commission.

I. OLD BUSINESS/MATTERS NOT ON THE AGENDA

1. Mrs. Rice updated the board on the Zoning & Subdivision Ordinance.

J. ANNOUNCEMENTS – None

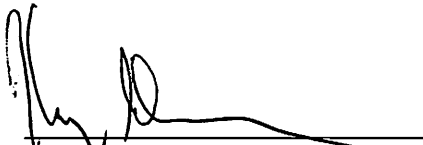
K. ADJOURN


On a motion by Mr. Shuman, seconded by Mr. Pennington, recommending that the meeting be adjourned with no further business to address.

The roll call vote was as follows:

Mr. Jeff Johnson	Aye
Mr. Chad Pennington	Aye
Mr. Michael Weaver	Aye
Mr. Kirk Sproles	Aye
Mr. Scott Wilson	Aye
Mr. Kenny Shuman	Aye

Adjourn Time 6:00 P.M.


Kenny Shuman, Chairman


Janice Dornon, Secretary

The next regularly scheduled meeting will be January 24, 2022, at 5:30 pm in the Council Chambers, 2nd floor of the Town Municipal Building.