TOWN OF ABINGDON, VIRGINIA
HISTORIC PRESERVATION REVIEW BOARD
PRESERVATION PLAN WORK SESSION
WEDNESDAY, FEBRUARY 16, 2022 – 5:15 P.M.
COUNCIL CHAMBERS, MUNICIPAL BUILDING
CONTACT: JANICE DORNON
email: jdornon@abingdon-va.gov Phone : 276-628-3167

Welcome to the Historic Preservation Review Board Work Session Meeting. 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, identify your first and last name and give your complete mailing address.

A. WELCOME – Byrum Geisler, Chairman

B. ROLL CALL – Mayana Rice, Community Development Director

C. CERTIFICATE OF APPROPRIATENESS

1. Certificate of Appropriateness –*Greeko's Grill & Café, 211 W. Main St.; owner. Application for Certificate of Appropriateness for signage. Located at 211 W. Main Street, Abingdon, VA 24210. Tax Map No. (012-1-71)*

A. Staff report

B. Applicant presentation

C. HPRB discussion and decision

2. Certificate of Appropriateness – *Peddling Jack's, 114 Court St. NE; owner. Application for Certificate of Appropriateness for signage. Located at 114 Court St. NE, Abingdon, VA 24210. Tax Map No. (013-1-62)*

A. Staff report

B. Applicant presentation

C. HPRB discussion and decision

D. PUBLIC COMMENTS

E. MEETING OBJECTIVES – PRESERVATION PLAN

1. **Finalize the Preservation Plan Goals and Objectives**
2. **Finalize a timeline for the Kickoff Event and Zone Map Amendment to Expand OH District**

F. BUSINESS/MATTERS NOT ON THE AGENDA

G. ADJOURNMENT

S T A F F R E P O R T

TO: **ABINGDON HISTORIC PRESERVATION BOARD (HPRB)**

FROM: **MAYANA RICE, COMMUNITY DEVELOPMENT DIRECTOR**

SUBJECT: **REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR A SIGN**

PUBLICATION DATE: **JANUARY 26, 2022**

MEETING DATE: **DECEMBER 20, 2021**

LOCATION: **COUNCIL CHAMBERS, TOWN HALL**
133 WEST MAIN STREET, ABINGDON, VA

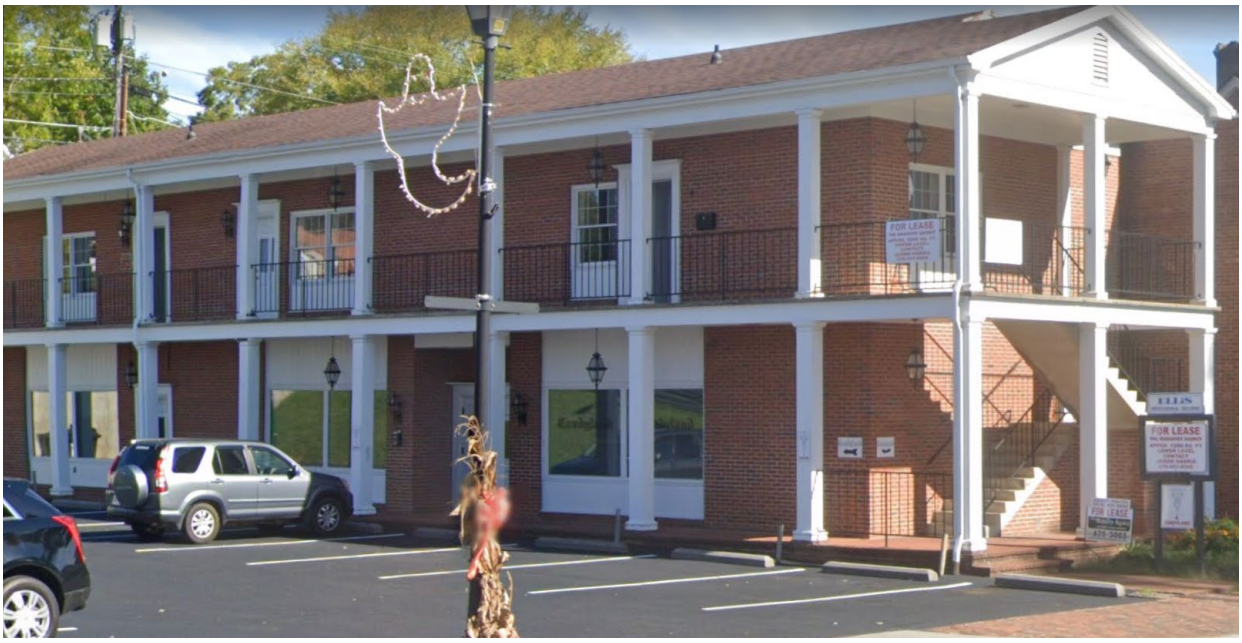
REQUEST:

Mustafa Ahmed (owner) has requested approval of a Certificate of Appropriateness for a sign for the expansions of the existing Greeko's Grill and Café to an adjacent building. The adjacent building has been identified as a coffee shop. The property is located on 211 West Main Street (Parcel 012-1-71)

The property is within the Old and Historic Zoning District (Sub-district 6), can be seen from a public right of way and is therefore requiring the approval of the HPRB prior to completion.

VICINITY MAP:

ENTRANCE CORRIDOR FRONTAGE:



ZONING MAP:

W.VALLEY ST
RESERVOIR
CUMMINGS ST
PLUMB ALLEY
W. MAIN ST
176
133
239
231
247
255
200
212
220
143
153
269
228
234
171
159
165
179
250
266
266
201
203
211
205
227
217
231
255
263
253
271
180
150
208
246
252
238
163
160
289
266
260
270
272
276

STAFF FINDINGS:

1. **Location.** The Subject Property contains approximately 0.5 acres and is legally described as W MAIN ST-MINNICK ACR .50 (Tax Map No. 012-1-71). Generally, the Subject Property is located at 211 W Main Street.

2. **Background.** The expansion of the restaurant into a coffee shop adjacent to the existing grill and café will allow the owner to have coffee shop hours and serve a simpler menu.

3. **Access.** Access to the site will continue to be West Main Street.

4. **Adjacent Land Uses/Zoning.** Adjoining properties are OH on three sides. To the east the property is zoned B-3.

5. **Applicable Requirements of the Zoning Ordinance.**

General Sign Standards.

21-5-1. Standards. (a) Any sign displayed in the Town of Abingdon, shall comply with: (1) All provisions of this article; (2) All applicable provisions of the Uniform Statewide Building Code and all amendments thereto; and, (3) All state and federal regulations pertaining to the display of signage.

21-5-2. Sign area calculations. (a) The following method shall be utilized in the calculations of sign area:

1. The sign *area permitted under this article is determined by measuring the entire face of the sign including any wall work incidental to its decoration but excluding support elements for the sole purpose of supporting the sign.*

2. For signs that are regular polygons or circles, the area shall be calculated by the mathematical formula for that polygon or circle. For signs that are not regular polygons or circles, the sign area shall be calculated using the area within up to three rectangles that enclose the sign face.

3. The surface area of any sign made up only of individual letters or figures shall include the space between such letters or figures.

4. Whenever one sign contains information on both sides, sign area shall be calculated based on the largest sign face. Sides are not totaled.

21-5-3. Minimum setback. The minimum setback from any right-of-way, unless otherwise specified, is half the height of the sign.

21-5-4. Illumination.

21-6-1. District regulations.

a. The following requirements shall apply in the designated district, as appropriate, to permitted uses by right and special uses as may be permitted, subject to all other requirements of this ordinance.

b. Sign area square footage requirements are provided per sign unless specified as a total. Total area is calculated as an aggregate of all signs of that type.

OH Old and Historic District.

a.

Signs within the OH district shall be subject to the Town of Abingdon Design Review Guidelines for the Old and Historic District, as amended, and require a certificate of appropriateness by the Board of Architectural Review board.

b.

The board may approve the attachment or suspension of a sign from an existing freestanding or projecting sign or, in the case of a building on a site with more than one street frontage or more than one principal entrance, one additional freestanding or projecting sign per additional street frontage or principal entrance, if the board determines that such an arrangement is in keeping with the architectural character of the property.

Staff Findings:

The application shows a sign that is approximately 12 feet long and 1 foot high = 12 square feet.

Design Review Guidelines

The Historic Preservation Review Board may differentiate its requirements on the basis of contributing versus noncontributing structures, visibility from public streets, ways or places and the nature of surrounding properties.

42. Signs and Graphic Designs – Residential and Commercial Uses (The provisions of Article 21 of Abingdon's Zoning Ordinance also apply to such signs and graphic designs).

a. Signs indicating current use (as opposed to signs designating historic significance) may be used only for commercial buildings, churches and bed and breakfast establishments.

b. Signs should be kept to a minimum, with ***no more than two signs per building*** *or one sign per business whichever is greater.* ***Multi-tenant signs are limited to one per building****, and all signage for that building should be located on said sign.*

c. Signs should be appropriate to the size or location of the building. ***Individual signs should not exceed 4 square feet.*** *Double-faced signs are permissible, and the size limitations will be calculated by measurement of a single face only.* ***Sign size restrictions do not apply to hotels, theaters, restaurants and churches.*** *Board approval as to the size of these signs is required, and may be granted according to historic precedence.*

d. Signs that are vintage 1945 or earlier (such as painted wall signs or those of metal and neon) should be preserved, maintained and repaired as needed. Accurate replications of signs (historic text excluded) which are established to have existed on the building in question may be permissible.

e. New signs should be fabricated to professional standards, out of traditional materials such as wood or polymer which closely replicates wood, with copper or bronze or other appropriate letters. Wood signs with sandblasted lettering may be appropriate. Signs of unfinished wood are not acceptable. The use of plywood is permitted so long as it is properly sealed from the elements with all visible edges of the plywood concealed.

f. Appropriate logos or symbols may be used. Colors should be coordinated with the overall building colors and have lettering appropriate to the size of the sign and the architecture of the building.

g. In the case of commercial buildings, signs should be freestanding, affixed to the face of the building or otherwise placed at traditional sign locations. *Signs for churches or bed and breakfast establishments may be freestanding or attached to the face of the building.*

h. When mounted on masonry walls, signs should be anchored into the mortar, not the masonry.

i. Lighting should be concealed and should not use visible bulbs, flashing lights or luminous paints. Spot or up-lit lighting for signs is recommended, but they should not be backlit or internally lit.

Staff Findings: The application shows a sign that is approximately 12 feet long and 1 foot high = 12 square feet. No lighting was provided so staff has made the determination that no lighting is being requested. Staff provided a photo of the adjoining building to indicate the current color pattern and type of lettering.

REQUIRED ACTIONS OF THE HISTORIC PRESERVATION REVIEW BOARD:

A. **Sample Motions.** The role of the Historic Preservation Review Board in this instance is to decide on the Certificate of Appropriateness request. The following sample motions have been provided by Staff for consideration by the HPRB:

- **Sample Motion for Approval:** Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 8-4 of the Town of Abingdon Zoning Ordinance, I move to approve the Certificate of Appropriateness for 211 W Main Street, with approval subject to all applicable laws and regulations.

- **Sample Motion for Denial:** Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 8-4of the Town of Abingdon Zoning Ordinance, I move to deny the Certificate of Appropriateness for 211 W Main Street.

- **Sample Motion for Continuance:** Having reviewed and considered the application materials, staff report, and public comment, I move to continue 211 W Main Street Certificate of Appropriateness for the purpose of (explain reason for continuance, and if applicable, specify any additional information that is being requested) until (state the date when the item will be heard again).

Exhibits:

A: Applicant's Submittal Packet

S:\Shared With Me\Planning Department\HPRB Meetings\HPRB\2022\2. February 2022\Staff Report

Abingdon, Virginia

IMPORTANT NOTE:
The complete application must be filed with the Town of Abingdon's Office of Planning and Zoning no later than 2 weeks prior to the next scheduled meeting in order to be heard at that scheduled meeting of the Historic Preservation Review Board. Applications received after the deadline will be heard at the following month's meeting. If an application is not complete, it will not be included on the next meeting's agenda. To avoid delays, it is recommended that applicants review the Old Historic District's Design Guidelines found at: www.abingdon-va.gov/announcements.htm#BAR and meet with the Planning Department staff before the deadline to review their application.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Town of Abingdon, Virginia

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

Location of Property: Rendezvous 211 West Main	Historic District?: Yes ☑ No ☐
Business Name (if applicable): Rendezvous	Tax Map No:
Applicant/Property Owner Name (PRINTED): Doug Ellis / Mustafa Ahmed / Christine Webb	Representative Agent(s) Name: Jessica Cooke
Signature:	Firm: Jerrys Signs
Mailing Address: 211 West Main St.	Mailing Address: 15775 Parkefield
City: Abingdon VA	City: Abingdon
State/Zip: VA 24210	State/Zip: VA
Phone/Fax Number: 276 676 2304	Phone/Fax Number: 276 676 2304
Email: admin@jerryssignsinc.com	Email: admin@jerryssignsinc.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, screen, etc.	✓	Other Sign		Other_____

Per Abingdon, Virginia Code of Ordinances, you may be eligible for local tax credits/abatements. Are you requesting tax credit/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 Historical 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 denial of my proposal by the Review Board due to insufficient information. No material change in the apprearance 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 modification 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 my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness.

Signed: Jessica Cooke Date: 2/15/22

PLEASE READ:
Applicants are encouraged to submit completed 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)

Carved HDU (High Density Urethane Sign)
Single sided 3' tall x 10' wide
Mounted on Brick area above windows
Painted Colors: white, Bronze, Gold
(cust may specify final paint colors)

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

☑ Details of signage such as: material, color, mounting type & location, wording on sign

☑ A list of material including color samples that identifies the type and quality of materials to be used in the Proposed Project
High Density Urethane (HDU) 3' tall x 10' wide
hardware to attach sign to brick will be hidden
painted to match sign or behind sign

☐ If you are, requesting tax credits for this project there will be a $50.00 application fee

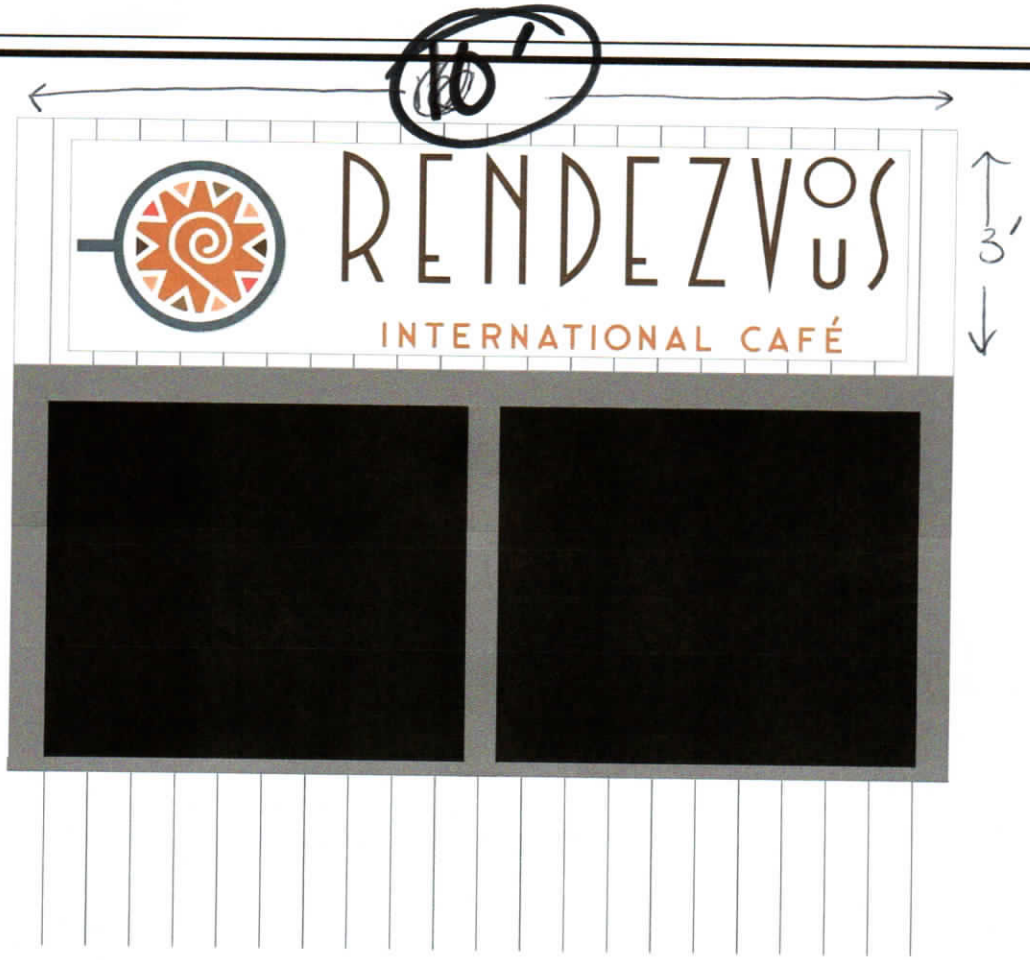
☐ Other (please attach more sheets if necessary)

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



*Final Colors And Product
May Vary From Image Shown

8/21/20
Rev.
1

Ryan Cooke - Sales Manager
Ryan.Jsigns@gmail.com

15775 Porterfield Hwy
Abingdon, VA 24210
276-676-2304 800-827-9637
Fax 276-676-4511

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This firm abides by the Code Of Fair Practice Guidelines outlined in accordance with the Graphic Arts Guild of America.

Carved MDU Sign 3'x10'
Mounted on brick

↑ please decrease to 10' Length

*Final Colors And Product
May Vary From Image Shown

8/21/20
Rev.
1

Ryan Cooke - Sales Manager
Ryan.Jsign@gmail.com

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Abingdon, Virginia

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APPLICATION FOR CERTIFICATE OF APPROPRIATENES

Town of Abingdon, Virginia

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

Location of Property:	Historic District?: Yes ☐ No ☐
Business Name (if applicable): Greeko's Grill & Cafe	Tax Map No:
Applicant/Property Owner Name (PRINTED): Mustafa Ahmed	Representative Agent(s) Name:
Signature: Mustafa Ahmed	Firm:
Mailing Address: 217 W main ST	Mailing Address: 217 W Main ST
City: Abingdon	City: Abingdon
State/Zip: VA 24210	State/Zip: VA 24210
Phone/Fax Number: 276 6089804	Phone/Fax Number: 276 608 9804
Email: Manager@get greekos.com	Email: Manager@get greekos.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, screen, etc.		Other Sign		Other

Per Abingdon, Virginia Code of Ordinances, you may be eligible for local tax credits/abatements. Are you requesting tax credit/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 Historical 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 denial of my proposal by the Review Board due to insufficient information. No material change in the apprearance 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 modification 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 my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness.

Signed: Mustafa Ahmed Date: 1/9/2022

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

get Approved for sign for a coffee shop

in 211 W Main St
Abingdon VA 24210

Thank you

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

☐ Details of signage such as: material, color, mounting type & location, wording on sign

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

☐ If you are, requesting tax credits for this project there will be a $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

GREEKO'S
14' 3"

211
STE. A
CANDY
LAND
GREEK
&
CANDYL

12' 8"

S T A F F R E P O R T

TO: **ABINGDON HISTORIC PRESERVATION BOARD (HPRB)**

FROM: **MAYANA RICE, COMMUNITY DEVELOPMENT DIRECTOR**

SUBJECT: **REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR A SIGN**

PUBLICATION DATE: **FEBRUARY 9, 2022**

MEETING DATE: **FEBRUARY 16, 2021**

LOCATION: **COUNCIL CHAMBERS, TOWN HALL**
133 WEST MAIN STREET, ABINGDON, VA

REQUEST:

Derek and Anna Jones (owners) have requested approval of a Certificate of Appropriateness for a sign for the new business Peddling Jacks which currently is identified as men's clothing and gifts. This business is proposed on the second story above the existing coffee, tea and cider shop below. The property is located on 114 Court St NE Suite 4, Abingdon VA (Parcel 012-1-71)

The property is within the Old and Historic Zoning District (Sub-district 6), can be seen from a public right of way and is therefore requiring the approval of the HPRB prior to completion.

VICINITY MAP:

FRONTAGE:

ZONING:

STAFF FINDINGS:

1. **Location.** The Subject Property contains approximately 0.11 acres and is legally described as PT 8 & 10 COURT ST STORE #112 (Tax Map No. 013-1-62). Generally, the Subject Property is located at 114 N Court Street.

2. **Background.** The expansion of the existing retail spaces into another business is in keeping with specialty retail allowed in the sub district.

3. **Access.** Access to the site will continue to be Main Street to Court Street.

4. **Adjacent Land Uses/Zoning.** Adjoining properties are OH on all 4 sides.

5. **Applicable Requirements of the Zoning Ordinance.**

General Sign Standards.

21-5-1. Standards. (a) Any sign displayed in the Town of Abingdon, shall comply with: (1) All provisions of this article; (2) All applicable provisions of the Uniform Statewide Building Code and all amendments thereto; and, (3) All state and federal regulations pertaining to the display of signage.

21-5-2. Sign area calculations. (a) The following method shall be utilized in the calculations of sign area:

1. The sign *area permitted under this article is determined by measuring the entire face of the sign including any wall work incidental to its decoration but excluding support elements for the sole purpose of supporting the sign.*

2. For signs that are regular polygons or circles, the area shall be calculated by the mathematical formula for that polygon or circle. For signs that are not regular polygons or circles, the sign area shall be calculated using the area within up to three rectangles that enclose the sign face.

3. The surface area of any sign made up only of individual letters or figures shall include the space between such letters or figures.

4. Whenever one sign contains information on both sides, sign area shall be calculated based on the largest sign face. Sides are not totaled.

21-5-3. Minimum setback. The minimum setback from any right-of-way, unless otherwise specified, is half the height of the sign.

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21-6-1. District regulations.

a. The following requirements shall apply in the designated district, as appropriate, to permitted uses by right and special uses as may be permitted, subject to all other requirements of this ordinance.

b. Sign area square footage requirements are provided per sign unless specified as a total. Total area is calculated as an aggregate of all signs of that type.

OH Old and Historic District.

a.

Signs within the OH district shall be subject to the Town of Abingdon Design Review Guidelines for the Old and Historic District, as amended, and require a certificate of appropriateness by the Board of Architectural Review board.

b.

The board may approve the attachment or suspension of a sign from an existing freestanding or projecting sign or, in the case of a building on a site with more than one street frontage or more than one principal entrance, one additional freestanding or projecting sign per additional street frontage or principal entrance, if the board determines that such an arrangement is in keeping with the architectural character of the property.

Staff Findings:

The application shows a sign that is 18 inches by 24 inches.

Design Review Guidelines

The Historic Preservation Review Board may differentiate its requirements on the basis of contributing versus noncontributing structures, visibility from public streets, ways or places and the nature of surrounding properties.

42. Signs and Graphic Designs – Residential and Commercial Uses (The provisions of Article 21 of Abingdon's Zoning Ordinance also apply to such signs and graphic designs).

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b. Signs should be kept to a minimum, with no more than two signs per building or one sign per business whichever is greater. Multi-tenant signs are limited to one per building, and all signage for that building should be located on said sign.

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d. Signs that are vintage 1945 or earlier (such as painted wall signs or those of metal and neon) should be preserved, maintained and repaired as needed. Accurate replications of signs (historic text excluded) which are established to have existed on the building in question may be permissible.

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f. Appropriate logos or symbols may be used. Colors should be coordinated with the overall building colors and have lettering appropriate to the size of the sign and the architecture of the building.

g. In the case of commercial buildings, signs should be freestanding, affixed to the face of the building or otherwise placed at traditional sign locations. *Signs for churches or bed and breakfast establishments may be freestanding or attached to the face of the building.*

h. When mounted on masonry walls, signs should be anchored into the mortar, not the masonry.

i. Lighting should be concealed and should not use visible bulbs, flashing lights or luminous paints. Spot or up-lit lighting for signs is recommended, but they should not be backlit or internally lit.

Staff Findings: The application shows a sign that is 18 inches by 24 inches. No lighting was provided so staff has made the determination that no lighting is being requested.

REQUIRED ACTIONS OF THE HISTORIC PRESERVATION REVIEW BOARD:

A. **Sample Motions.** The role of the Historic Preservation Review Board in this instance is to decide on the Certificate of Appropriateness request. The following sample motions have been provided by Staff for consideration by the HPRB:

- **Sample Motion for Approval:** Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 8-4 of the Town of Abingdon Zoning Ordinance, I move to approve the Certificate of Appropriateness for 114 N Court Street, with approval subject to all applicable laws and regulations.

- **Sample Motion for Denial:** Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 8-4of the Town of Abingdon Zoning Ordinance, I move to deny the Certificate of Appropriateness for 114 N Court Street.

- **Sample Motion for Continuance:** Having reviewed and considered the application materials, staff report, and public comment, I move to continue 114 N Court Street Certificate of Appropriateness for the purpose of (explain reason for continuance, and if applicable, specify any additional information that is being requested) until (state the date when the item will be heard again).

Exhibits:

A: Applicant's Submittal Packet

S:\Shared With Me\Planning Department\HPRB Meetings\HPRB\2022\2.1 February 16, 2022 Mid-month meeting

Abingdon, Virginia

IMPORTANT NOTE:
The complete application must be filed with the Town of Abingdon's Office of Planning and Zoning no later than 2 weeks prior to the next scheduled meeting in order to be heard at that scheduled meeting of the Historic Preservation Review Board. Applications received after the deadline will be heard at the following month's meeting. If an application is not complete, it will not be included on the next meeting's agenda. To avoid delays, it is recommended that applicants review the Old Historic District's Design Guidelines found at: www.abingdon-va.gov/announcements.htm#BAR and meet with the Planning Department staff before the deadline to review their application.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Town of Abingdon, Virginia

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

Location of Property: 114 Court St. NE Suite 4 Abingdon, VA 24211	Historic District?: Yes ☒ No ☐
Business Name (if applicable): Peddling Jacks	Tax Map No:
Applicant/Property Owner Name (PRINTED): Derek & Anna Jones	Representative Agent(s) Name: Chris Dixon
Signature: & Anna Jones	Firm: Highlands Sign
Mailing Address: 26368 Twin Rivers Trail	Mailing Address: 25218 Lee Hwy
City: Abingdon,	City: Abingdon
State/Zip: VA 24210	State/Zip: VA 24211
Phone/Fax Number: (276) 356-5890	Phone/Fax Number: 276-644-4222
Email: peddlingjacks@yahoo.com	Email: highlandssigns@yahoo.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, screen, etc.	X	Other Business Sign		Other_____

Per Abingdon, Virginia Code of Ordinances, you may be eligible for local tax credits/abatements. Are you requesting tax credit/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 Historical 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 denial of my proposal by the Review Board due to insufficient information. No material change in the apprearance 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 modification 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 my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness.

Signed: Derek Jones & Anna Jones Date: 1-31-22

PLEASE READ:
Applicants are encouraged to submit completed 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)

_____

_____

_____

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_____

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

☐ Details of signage such as: material, color, mounting type & location, wording on sign

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

_____

_____

_____

☐ If you are, requesting tax credits for this project there will be a $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

Peddling
Jack's

Peddling Jack's
OPEN
LIVE
STOP

Peddling
Jack's
OPEN
LOVE
WHERE YOU LIVE

Peddling
Jack's

Preservation Goals, 2022 - 2025 WORKSHEET

The 2022-2025 Preservation Plan recognizes the Historic District as an economic asset for Abingdon's position as a successful community in which to live and visit. Therefore, to promote and increase its effectiveness and success, this plan will seek to accomplish the following goals:

GOAL: Improve awareness of and appreciation for the District among its property owners, its potential property owners, and the general public;

GOAL FINAL:

ACTION:

ACTION:

ACTION:

GOAL: improve the value of the Historic District to those who live in and visit the Historic District;

GOAL FINAL:

ACTION:

ACTION:

ACTION:

GOAL: Improve the effectiveness of the historic preservation review process through ongoing education of its review board and through regular review and updates of its preservation ordinance;

GOAL FINAL:

ACTION:

ACTION:

ACTION:

GOAL: improve an understanding of and efficiency in administering the historic district by expanding it to match the footprint of the federal / state footprint.

GOAL FINAL:

ACTION:

ACTION:

ACTION:

2022

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	**17**	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	**14**	15	16	17	18	19
20	**21**	22	23	24	25	26
27	28					

March

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	**15**	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	**30**	31				

June

S	M	T	W	T	F	S
			1	2	**3**	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

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					1	2
3	**4**	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

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21	22	23	24	25	26	27
28	29	30	31			

September

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				1	2	3
4	**5**	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

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						1
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9	**10**	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	**31**					

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	**11**	12
13	14	15	16	17	18	19
20	21	22	23	**24**	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 31st – submitted Grant
April 1st – will know if Grant is approved
Door to Door invites -
Mailer invites -
Social Media invites -

Kick off Event –
Draft the Zone Map Amendment -
Adoption meetings for ZMA -