

**TOWN OF ABINGDON  
PLANNING COMMISSION  
MONDAY, MARCH 28, 2022 3:00 PM  
COUNCIL CHAMBERS/ARTHUR CAMPBELL ROOM, MUNICIPAL BUILDING**

A meeting of the Abingdon Planning Commission was held on Monday, March 28, 2022, at 3:00 PM in the Council Chambers/Arthur Campbell Room of the Municipal Building.

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

**Members Present:**

<b>Mr. Jeff Johnson</b>	<b>Present</b>
<b>Mr. Michael Weaver</b>	<b>Present</b>
<b>Mr. Kirk Sproles</b>	<b>Present</b>
<b>Mr. Scott Wilson</b>	<b>Present</b>
<b>Mr. Kenny Shuman</b>	<b>Present</b>

**Members Absent: Mr. Chad Pennington**

**Comprising a quorum of the Commission – Yes**

**Administrative Staff Present:**

Mrs. Mayana Rice – Community Development Director  
Mr. Gabe Cristofari – Planner/GIS  
Mrs. Janice Dornon – Administrative Assistant

**Guests: None**

- C. ZONING ORDINANCE WORKSESSION, 3:00 PM TO 5:00 PM (No Video/Audio for this meeting)**

Planning Commission discussion on the updates for Attachment C – OH Use Matrix as presented by the Berkley Group for Work session #2. The changes discussed are listed below:

<b>Number</b>	<b>Page # from the OH Matrix</b>	<b>Proposed Use/Change</b>	<b>Actions taken by the Planning Commission</b>
<b>1</b>	<b>3</b>	<b>Dwelling multi-family</b>	<b>Remove from the OH use Matrix, Sub-district 10 may have a townhouse currently</b>
<b>2</b>	<b>4</b>	<b>Dwelling Townhouse</b>	<b>No Townhouses in the OH District</b>
<b>3</b>	<b>4</b>	<b>Dwelling two-family</b>	<b>Do not accept suggested changes</b>
<b>4</b>	<b>4</b>	<b>Family day home (1-4 children)</b>	<b>Required by state code</b>
<b>5</b>	<b>4</b>	<b>Family day home (5-12)</b>	<b>Required by state code</b>
<b>6</b>	<b>4</b>	<b>Group Home</b>	<b>Required by state code</b>
<b>7</b>	<b>5</b>	<b>Home Occupation Category A</b>	<b>Changes approved to add OH-1, OH-6, OH-9</b>
<b>8</b>	<b>5</b>	<b>Homestay</b>	<b>Remove from the OH Matrix</b>

<b>9</b>	<b>6</b>	<b>Assembly, place of</b>	<b>Example- library with less than 25 people visiting at a time as a SUP(with SUP you would be able to regulate noise, traffic, and continuous use issues)</b>
<b>10</b>	<b>6</b>	<b>Courthouse</b>	<b>Add OH-1, OH-2, OH-3, OH-5, OH-6</b>
<b>11</b>	<b>6</b>	<b>Educational facility, college/university</b>	<b>Add SUP to OH-1, OH-2, OH-7, OH-9, OH-10, -OH-11, OH-12, could change for instance if the library moved</b>
<b>12</b>	<b>7</b>	<b>Public park and recreation area</b>	<b>Allow suggested changes to add OH-3, OH-8, OH-13, OH-14, OH-15</b>
<b>13</b>	<b>7</b>	<b>Public Use</b>	<b>Allow suggested changes to add OH-1, OH-2, OH-7, OH-9, OH-10. OH-11, OH-12</b>
<b>14</b>	<b>7</b>	<b>Religious Assembly</b>	<b>Add SUP to OH-1, OH-6, OH-8, OH-13, OH-14</b>
<b>15</b>	<b>8</b>	<b>Bed and Breakfast</b>	<b>Add OH-13</b>

16	9	Commercial indoor recreation/amusement	Delete from OH Matrix
17	10	Day Care Center	Add SUP to OH-7, OH-9, OH-10, OH-11, OH-12, OH-13
18	10	Farmer's Markey	Add OH-3
19	10	Financial Institutions	Add SUP OH-3, OH-4, OH-5, OH-6, OH-13, OH-14
20	11	Hotel	Add SUP OH-2, OH-3, OH-4, OH-5, OH-6 OH-13, OH-14
21	11	Manufacturing small-scale	Allow in OH-3, Oh-4, OH-5, OH-6 but not in OH-7
22	12	Microbrewery	SUP is not allowed in OH-3, OH-4, Oh-5, OH-6, Oh-9, OH-10, OH-11, OH-12 (separate for outdoor use, could ask for an ordinance amendment)
23	12	Mixed-Use Structure	Add OH-2, OH-13 OH-14
24	12	Office general	Add OH-12
25	12	Office medical. Clinic	Add OH-3, OH-4, OH-5, OH-6, OH-10

26	12	Personal improvement service	Add OH-3, OH-4, OH-5, OH-6, OH-10, OH-13, OH-14
27	13	Personal services	Not allowed in OH-7, OH-9, OH-10, OH-11, OH-12, OH-13, OH-14 (no residential)
28	13	Professional studio	Add OH-12, OH-13, OH-14
29	13	Restaurant mobile	Under review as SUP
30	14	Restaurant, general	Add OH-2, OH-6, OH-10, OH-11, OH-13
31	15	Store, general	Remove OH-12, add OH-13, OH-14
32	1	Store, specialty	Under review
33	19	Accessory Building	All SUP for OH-1, OH-2, OH-3, OH-4, OH-5, OH-6, OH-7, OH-9, OH-10, OH-11, OH-12, OH-13, OH-14, OH-15
34	19	Accessory dwelling unit	Add SUP for OH-7, OH-9, OH-10, OH-11, OH-12

35	19	Accessory use	All SUP for OH-1, OH-2, OH-3, OH-4, OH-5, OH-6, OH-7, OH-9, OH-10, OH-11, OH-12, OH-13, OH-14, OH-15
36	20	Family health care structure, temporary	All civic-focused, all business, and all residential. Required by state code.
37	21	Small cell facility	Required by state code-All district OH-1 through OH-15

<b>Miscellaneous Items Discussed:</b>	
1	Require R-1 residents to connect to public sewer when private sewer fails.
2	Rear setback to remain unchanged, R-1 35', R-2 35", R-3 16", R-4 35" (request from Jim & Suzette Hodges)
3	Educate Real Estate Agents on the Town Ordinance
4	Short Tem Rentals should require a registration process, Treasurer's office collects lodging taxes

5	Update the Noise Ordinance - suggest using the decibel system to measure noise. Mrs. Rice to speak to Police Chief.
6	Nathan Berg's discussion on PUD-Cottage Housing, District proposed to allow R-1, R-3, R-4, B-1, B-2, B-3, acreage to be required, common green spaces maintained by HOA, sale of land with the house for financial security.
7	Farm Animals, Large parcels are ok to have animals, small parcels not ok to have animals.

**D. BREAK 5:00 PM TO 5:30 PM**

**\*\*\*A moment of silence was held for Mr. James "Scabbo" Anderson, fellow Planning Commissioners\*\*\***

**E. APPROVAL OF MINUTES: REGULAR MEETING, MARCH 28, 2022 (VIDEO 7:43 – 8:20)**

- February 28, 2022, Regular Meeting

**On a motion by Mr. Johnson seconded by Mr. Sproles, the Planning Commission approved the Regular Meeting Minutes for February 28, 2022, as presented.**

**The roll call vote was as follows:**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

- The minutes for February 28, 2022, were approved as presented.

**F. PUBLIC COMMENTS - NONE**

**G. PUBLIC HEARINGS – ZONING TEXT ORDINANCE AMENDMENT**

***1. Planning Commission Initiated: Proposed Text Amendment No.1, Under Section 8-2-13, add the word, “Hotels”. (VIDEO 8:37 – 13:23)***

**A. Staff report**

**B. Applicant presentation**

**C. PC discussion and decision**

**Chairman Shuman opened the Public Hearing**

**Staff Report was given by - Mayana Rice**

Mrs. Rice announced that the applicant, Nathan Berg, had requested that the Planning Commission add “Hotels to the list of permitted uses in the Old & Historic District, Sub District 13. The commissioners suggested a Special Use Permit rather than a permitted use.

The Old & Historic District traditionally has Hotels. This amendment doesn’t conflict with the OH regulations.

Mrs. Rice explained at the March 2, 2022 meeting of the HPRB members of the request to add Hotels in the OH ordinance, the members unanimously agreed to accept the change. This use would be in keeping with the Historic District character of previous uses in the Sub District.

**Chairman Shuman closed the Public Hearing**

**On a motion by Mr. Johnson, seconded by Mr. Weaver to grant the request for a resolution to add “Hotels” to the OH, Sub district 13 as a Special Use Permit for the public necessity, convenience, general welfare, and good zoning practices.**

The roll call vote was as follows:

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

The Planning Commission agreed to initiate the Zoning Text Amendment to include “Hotels” and to forward this resolution to the Town Council for approval.



**2. Planning Commission Initiated Proposed Text Amendment No.2, Under Section 10-1 add the word, “Hotels”. (VIDEO 13:24 – 18:13)**

**A. Staff report**

**B. Applicant presentation**

**C. PC discussion and decision**

**Staff Report was given by – Mayana Rice**

Mrs. Rice announced that the applicant, Nathan Berg, had requested to add “Hotels” to the list of permitted uses in the B1, Limited Business District. The commissioners suggested a Special Use Permit rather than a permitted use, one of the Districts does currently allow short-term rentals. Will this addition there will not be any adverse impacts to the natural environment with this zone Text Amendment. This resolution was suggested to be sent to the Town Council for final approval.

**Chairman Shuman opened the Public Hearing**

**Chairman Shuman closed the Public Hearing**

**On a motion by Mr. Sproles, seconded by Mr. Johnson that the Planning Commission adopt the resolution recommending that the Town Council amend the Zoning Ordinance to add “Hotels” to B1-Limited Business as a Special Use Permit for public necessity, convenience, general welfare, and good zoning practices.**

**The roll call vote was as follows:**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

**H. CERTIFICATE OF APPROPRIATENESS**

- 1. Certificate of Appropriateness; Catherine O’Brien, 121 Russell Road. Abingdon, VA, 24210; Owner. Jessica Cooke, Jerry’s Signs; Representative. COA for signage. Located at 121 Russell Road, Abingdon, VA 24210. Tax Map D (011-1-77) (VIDEO 18:14 – 21:49)**

**A. Staff report**

**B. Applicant presentation**

**C. PC discussion and decision**

**Staff Report was given by - Gabe Cristofari**

Mr. Cristofari explained the request for a wooden monument sign and a sign on a brick wall beside the entrance for the applicant. Sign number 1 will be 2 X 8, totaling 16 square feet, with 60 square feet being allowed for a free-standing sign. Sign number 2, a wall sign, 2 X 4, totaling 8 square feet with an allowed 92 square feet. Signs will have a blue background with white lettering and constructed of HDU CNC carved and painted, to give the appearance of wood. Vinyl graphics to be used on the road sign.

**On a motion by Mr. Weaver, seconded by Mr. Johnson, the Planning Commission approved the COA as presented.**

**The roll call vote was as follows:**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

- 2. *Certificate of Appropriateness; Cindy Griffith, Hope & Healing Counseling Center, 454 E. Main Street, Abingdon, VA, 24210; Owner. Jessica Cooke, Jerry's Signs; Representative. COA for Signage. Located at 454 E. Main Street, Abingdon, VA 24210. Tax Map D (014-5-7) (VIDEO 21:50 - 24:53)***

**A. Staff report**

**B. Applicant presentation**

**C. PC discussion and decision**

**Staff Report was given by - Gabe Cristofari**

The applicant is requesting a non-illuminated two-sided sign on a single pole with a cabinet style sign, a 4 X 8 sign, totaling 32 square feet with 60 square feet allowed. The sign is constructed from aluminum, acrylic, steel, and vinyl. 15 feet in height with an allowed height of 15 feet for a freestanding sign.

**On a motion by Mr. Johnson, seconded by Mr. Weaver, the Planning Commission approved the COA as presented.**

**The roll call vote was as follows:**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

3. *Certificate of Appropriateness; Growphers, Joel & Vanessa Jerkins; Owner. Jessica Cooke, Jerry's Signs; Representative. COA for signage. Located at 611 E. Main Street, Abingdon, VA 24210. Tax Map D (007-2-B-7) (VIDEO 24:54 – 28:07)*

**A. Staff report**

**B. Applicant presentation**

**C. PC discussion and decision**

**Staff Report was given by - Gabe Cristofari**

Mr. Cristofari explained that the applicant has requested two oval-shaped wooden signs, mounted on a metal pole. Signs to measure 87.5” across and 44” tall, totaling 26.7 square feet, with an allowed 60 square feet. The wooden sign is to have a white background, green lettering, with blue, red and yellow. The two window signs are not regulated.

**On a motion by Mr. Wilson, seconded by Mr. Weaver, the Planning Commission approved the COA as presented.**

**The roll call vote was as follows:**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

4. *Certificate of Appropriateness; Casey St. Louis, Abingdon Olive Oil Co.; Owner. Jessica Cooke, Jerry's Signs; Representative. COA for signage. Located at 335 Cummings St, Abingdon, VA 24210. Tax Map D (020-11-1) (VIDEO 28:8 – 35:30)*

**A. Staff report**

**B. Applicant presentation**

**C. PC discussion and decision**

**Staff Report was given by - Gabe Cristofari**

Mr. Cristofari told the board that the applicant has requested two signs:

Sign one to be placed on a fence panel, 36” x 120”, totaling 30 square feet, with 60 square feet allowed, with a black background and white lettering, made of flat framed aluminum and non-illuminated.

Sign two to be mounted under the eaves by brackets and bolts, on the front porch between the two pillars, with three gooseneck lights to illuminate the sign. The requested sign size is 29” x 15’, totaling 36.25 square feet, the allowable size is 27.4 square feet. The background will be black with white lettering. The new sign size will need to be submitted to the staff since the sign is larger than the allowed square feet. The staff requires the length of the sign be decrease to 11’ 3” bring the total square footage to 27.2.

Ms. St. Louis is requesting to have the maximum size sign allowable. The picket fence site will adhere to setback requirements. The fence location has not been identified at this time.

**Motion number one for the fence sign, by Mr. Weaver, seconded by Mr. Wilson, the Planning Commission approved the COA subject to size requirement adjustment. Location of sign to be approved at a later date.**

**The roll call vote was as follows:**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

**Motion number two front porch sign, by Mr. Johnson, seconded by Mr. Sproles, the Planning Commission approved the COA with the sign to fit between two pillars.**

**The roll call vote was as follows:**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

5. *Certificate of Appropriateness; Casey St. Louis, Abingdon Olive Oil Co.; Owner. Jessica Cooke, Jerry's Signs; Representative. COA for Site Plan (Garbage Dumpster and surrounding Fence). Located at 335 Cummings St, Abingdon, VA 24210. Tax Map D (020-11-1) (VIDEO 35:31 – 1:04:15)*

**A. Staff report**

**B. Applicant presentation**

**C. PC discussion and decision**

**Staff Report was given by - Gabe Cristofari**

Mr. Cristofari explained that the site plan shows the receptacle location, which is at the rear of the property. The dumpster will be enclosed from the public's view with a gray three-sided screen. The board members suggested a concrete pad be placed in front of the dumpster for the service truck.

Mr. Nathan Berg intervened to suggest to Ms. St. Louis to use a 6-foot vinyl privacy fence to obscure the dumpster, leaving the gated opening facing Veteran's Park with a concrete apron in front of the dumpster for the service truck.

**On a motion by Mr. Johnson seconded by Mr. Sproles, the Planning Commission approved the COA subject to installing a 6-foot vinyl fence. The color of the vinyl fence is to be brought in to staff for approval.**

**The roll call vote was as follows:**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

**I. ZONING TEXT ORDINANCE AMENDMENT INITIATED – SIGN REGULATIONS (VIDEO 1:00:16 – 1:28:57)**

**A. Staff report**

**B. Applicant presentation**

**C. PC discussion and decision**

Mrs. Mayana Rice presented to the board that Lamar Signs is requesting to change a static billboard into a digital billboard. Currently, this type of sign is considered non-conforming until the code is changed. The size of the existing sign cannot be changed and must use indirect lighting.

Ms. Ashley Gasbarri and Jimmy Collins gave a presentation explaining the benefits of digital advertisements from Lamar Signs. Mr. Collins said that they have converted two signs in the past three years.

Lighting for the sign would be standard with 7,500 to 10,000 nits as the maximum brightness. The new digital sign can advertise events, amber alerts, missing persons, etc. New structure supports would be installed for the new proposed signs. The design would be an upgrade, not a new sign. The height suggested was 20 feet for safety.

A Text Amendment change is needed to allow digital signs within the Town Limits. Town Attorney will be asked to review this ordinance before it is amended.

**The roll call vote was as follows:**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

**M. OLD BUSINESS/MATTERS NOT ON THE AGENDA (VIDEO 1:28:58 – 1:36:33)**

Mrs. Rice discussed minor signs being permitted by the Town which would have a sticker placed on back of these signs with a fourteen days display limit. A small permitting fee would be associated with these signs, streamers, pennants, etc. With a display limit of no more than 30 days, with the dates listed on the application to reflect the display timeframes.

**N. ANNOUNCEMENTS**

**O. ADJOURNMENT**

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

**The roll call vote was as follows:**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

**Adjourn Time 7:06 P.M.**

---

Kenny Shuman, Chairman


---

Janice Dornon, Secretary

**The next regularly scheduled meeting will be on April 25, 2022, at 5:30 pm in the Council Chambers, 2<sup>nd</sup> floor of the Town Municipal Building.**

<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>

**Adjourn Time 7:06 P.M.**



---

Kenny Shuman, Chairman



---

Janice Dornon, Secretary

**The next regularly scheduled meeting will be on April 25, 2022, at 5:30 pm in the Council Chambers, 2<sup>nd</sup> floor of the Town Municipal Building.**