

**TOWN OF ABINGDON  
PLANNING COMMISSION  
MONDAY, NOVEMBER 28, 2022 5:30 PM  
ARTHUR CAMPBELL ROOM, MUNICIPAL BUILDING**

A meeting of the Abingdon Planning Commission was held on Monday, November 28, 2022,  
at 5:30 PM in the Arthur Campbell Room of the Municipal Building.

- A. Kenny Shuman - Chairman called the meeting to order**
- B. Roll Call – Mayana Rice, Assistant Town Manager**

**Members Present:**

<b>Mrs. Donna Quetsch</b>	<b>Present</b>
<b>Mr. Jeff Johnson</b>	<b>Present</b>
<b>Mr. Kirk Sproles</b>	<b>Present</b>
<b>Mr. Kenny Shuman</b>	<b>Present</b>
<b>Mr. Chad Pennington</b>	<b>Present</b>
<b>Mr. Scott Wilson</b>	<b>Present</b>
<b>Mr. Michael Weaver</b>	<b>Present</b>

**Members Absent: None**

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

**Administrative Staff Present:**

Mrs. Mayana Rice – Assistant Town Manager  
Mr. Gabe Cristofari – Senior Planner/GIS  
Mr. Nick Howard – Planning Tech

**Guests: None**

- C. APPROVAL OF MINUTES: REGULAR MEETING, OCTOBER 24, 2022.  
(VIDEO 3:10 – 3:50)**

- October 24, 2022, Regular Meeting

**On a motion by Mr. Johnson seconded by Mrs. Quetsch, the Planning Commission approved the Regular Meeting Minutes for October 24, 2022, as presented.**

The roll call vote was as follows:

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

D. PUBLIC COMMENTS: None

E. CERTIFICATE OF APPROPRIATNESS

1. *Application for Subdivision; Towne Center of Abingdon, 396 Towne Center Drive, Abingdon, VA 24210. Stephen Spangler; 1 Food City Circle, Abingdon, VA 24210. Representative. Kevin Rasnick; Appalachia Design Services, Surveyor. Application for Subdivision. Located at 396 Towne Center Drive, Abingdon, VA 24210. Tax Map ID (20-12-5) (VIDEO 4:05 – 7:55)*

A. Staff report

B. Applicant presentation

C. PC discussion and decision

Mr. Gabe Cristofari provided the staff report.

Town Center of Abingdon LLC (Owner) and Stephen Spangler (Applicant) has requested the subdivision of 396 Towne Center Drive Abingdon, Virginia (Parcel 020-12-5) into two parcels. Effectively subdividing the old Kmart building from the rest of the shopping plaza.

The applicants have said there will be no visual difference in the parking, access or easements between the two properties. There will be no additional construction. The primary goal for this request is to divide the existing parcel into two pieces in anticipation of a grant being granted to renovate the old Kmart building into a useable space for the community.

The applicants submitted the application and the proposed preliminary plat subdivision for review. The applicant has been informed that upon approval of a Preliminary Plat, a Final Plat must be submitted for review and approval prior to the recording of the subdivision. Preliminary Plats are valid for 5 years.

**On a motion by Mr. Wilson, seconded by Mrs. Quetsch, the Planning Commission voted to approve the Subdivision as presented, with the addition that a note on the final plat state any sanitary easements, and addresses Town Engineering Tech comments.**

The roll call vote was as follows:

<b>Mrs. Donna Quetsch</b>	<b>Aye</b>
<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>
<b>Mr. Chad Pennington</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>

2. ***Certificate of Appropriateness; Doug's Super Wash. Turnhart Acquisition Corporation, 2506 South Front Street, Richlands, VA 24641. Owner. Conner Williams, Snyder Signs Inc.; Representative. Certificate of Appropriateness for Signage. Located at 140 Cook Street, Abingdon, VA 24210. Tax Map ID (021-8-9A) (VIDEO 7:56 – 17:30)***

**A. Staff report**

**B. Applicant presentation**

**C. PC discussion and decision**

Mr. Gabe Cristofari provided the Staff Report

Douglas R. Ratlift (Owner) and Conner Williams of Snyder Signs Inc. (Representative) have requested approval of a Certificate of Appropriateness for a new monument sign, located at 140 Cook Street, Abingdon (Parcel 021-8-9A). The proposed monument sign structure will consist of a masonry brick base, a corrugated metal center accent, and fabricated aluminum caps. Centered on the face of the monument sign structure will be a round logo, face and silhouette lit, and an electric message board directly below the round logo. The property is within the General Business District (B-2) and is under the Meadows Restrictive Covenants and Reciprocal Access Easement Agreement.

There has been no previous sign at the proposed location. The area is a newly developed part of town and is currently in development still. Access to the site will be Cook Street.

The proposed monument sign structure will measure 10 ft. high x 8 ft. In the Meadows Restrictive Covenants and Reciprocal Access Easement Agreement, monument sign structures can have a maximum height of 15 ft., and a maximum width of 10 ft.

Materials used to construct the sign structure and round logo include masonry brick, custom painted aluminum, white .117 acrylic, and 3M vinyl graphics.

The round logo sign has a square footage of 16 sq. ft. The allowable square footage for a sign in a B-2 zone is 60 sq. ft.

The electronic message board will measure 2 ft. 5 in. high x 6 ft. 5 in. wide = 15.5 sq. ft. In the Meadows Restrictive Covenants and Reciprocal Access Easement Agreement, electronic message boards can occupy up to fifty percent of the sign cabinet's overall square footage. The electronic message board sign occupies roughly 5% of the sign cabinet's overall square footage.

The square footage for both the proposed monument structure, round logo sign and electronic message board meets both the Meadows Restrictive Covenants and Reciprocal Access Easement Agreement, Section 2-A-3 and the Abingdon's General Sign Standards.

*Meadows Restrictive Covenants and Reciprocal Access Easement Agreement.*

*Section 2 Permitted Sign Specifications & Approval Processes.*

*C. Monument Signs.*

*All freestanding signs located on the Parcels shall be limited to monument signs (the "Monument") at the approximate locations shown on the Site Plan and the design options including material, Monument cap, column, accent, and base design specifications of the signage are shown in Exhibit B.*

*Each Parcel over 5 acres in total area shall be allowed three monuments on said parcel with each not exceeding 15 feet in height and ten feet in width. Monuments may be relocated by Owner with Developer's and Town's prior written consent.*

*All monument signs may be double faced to aid in visibility from either traffic direction and may incorporate an electronic message board so long as it does not equate to more than fifty percent of the total signage cabinet square footage. Monuments may be single tenant or multi-tenant in appearance.*

A representative from Snyder Signs addressed the board.

Mr. Weaver notices that the color of the bricks shown in the model provided to staff is a different color than the brick that will be on the rest of the building.

Snyder Signs representative states that he does not think it would be a problem to match the brick used on the building with the brick on the sign.

**On a Motion by Mrs. Quetsch seconded by Mr. Wilson, the board voted to approve the sign as presented.**

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

<b>Mrs. Donna Quetsch</b>	<b>Aye</b>
<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>
<b>Mr. Chad Pennington</b>	<b>Aye</b>

**Mr. Scott Wilson**  
**Mr. Michael Weaver**

**Aye**  
**Aye**

3. ***Certificate of Appropriateness; National Bank of Blacksburg, 102 Wall Street, Abingdon, VA 24210. William & Shirley Koyano. 1370 Cristal Court, San Jose, CA 95127. Owner. Certificate of Appropriateness for Signage. Located at 102 Wall Street, Abingdon, VA 24210. Tax Map ID (011-8-22) (VIDEO 17:35 – 20:40)***
  1. **Staff report**
  2. **Applicant presentation**
  3. **PC discussion and decision**

Mr. Gabe Cristofari provided the staff report.

National Bank of Abingdon (Owner/Applicant) and Trish Thompson of Skyway Outdoor Inc. (Representative) have requested approval of an Entrance Corridor Certificate of Appropriateness for a monument/freestanding sign. Located on 102 Wall Street SW (Parcel 011-8-22). The property is within the Central Business Zoning District (B-3) and is within the Entrance Corridor.

The proposed monument sign structure and sign faces will replace, the existing monument sign structure and sign faces.

Access to the site will continue to be East Main Street and Wall Street SW.

The existing base and sign cabinet of the monument sign structure is painted a cream color. The sign cabinet has rounded corners. The existing sign faces have a white background with burgundy lettering and orange used for lettering a design elements. The existing sign is located near the intersection of W. Main and Wall Streets.

The proposed base and sign cabinet of the monument sign structure will be prefinished black. The sign cabinet will have squared off corners. The background for the new sign faces will be the same burgundy color seen on the existing sign, orange will be used in the same manner as the existing sign, white will be used for other letting found on the sign faces. The proposed sign measures 8 ft. x 4 ft. = 32 square ft.

The proposed sign will remain internally illuminated using LEDs.

The proposed sign meets all necessary criteria for a freestanding sign located in a B-3 zone according to the Town of Abingdon Zoning Code.

**On a motion by Mr. Weaver, seconded by Mr. Wilson, the board voted to approve the sign as presented.**

The roll call vote was as follows:

<b>Mrs. Donna Quetsch</b>	<b>Aye</b>
<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>
<b>Mr. Chad Pennington</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>

4. ***Certificate of Appropriateness; Abingdon Olive Oil Company, 335 Cummings Street, Abingdon, VA 24210. Kay C St. Louis, Owner. Certificate of Appropriateness for Fencing. Located at 335 Cummings Street, Abingdon, VA 24210. Tax Map ID (20-1-20) (VIDEO 20:41 – 45:37)***

1. **Staff report**
2. **Applicant presentation**
3. **PC discussion and decision**

K.C. St. Louis (Applicant/Owner) have requested approval of an Entrance Corridor Certificate of Appropriateness for fencing throughout various locations on their property and a removable metal pole to be placed in the center of the driveway. Located on 355 Cummings Street. (Parcel 020-11-1).

The property is within the Office & Institutional Zoning District (OI) and is within the Entrance Corridor.

The business is located at the former Town of Abingdon Tourist Center.

Access to the site will continue to be Cummings Street.

The applicant is proposing to install black metal fencing at designated locations (reference plat) around their property. At the south end of the west parking lot, the applicant is proposing to install two 18 ft. sections of fencing with an 18 ft. gate in relatively the same style as the fencing. Other sections of fencing will be installed along northern and southern boundary lines as highlighted in purple on the plat. From the ground to the top of the fencing will measure 5 ft. 5.7 in. tall. The fencing is in an ornate style and is termed according to the applicant's attachment material a "London fence".

In addition to fencing, a removable metal pole will be installed in the middle of the drive at the north entrance to the property as seen on the plat.

During business hours, the gate and pole will need to be removed/open for customers/emergency personal to easily access the property.

Staff recommended a specific date of completion be set for both the fencing proposed here today,

and fencing for the dumpster located on the property.

The board informs K.C. St. Louis that the pole she is requesting along with the fencing is not permissible from a fire/safety standpoint. The board tells her that she will need to talk with the fire department and formulate a plan that will work best for both parties.

**On a motion by Mr. Johnson, seconded by Mrs. Quetsch, the board voted to table the discussion until further details regarding construction and planning of the placement of the fence/pole are provided to staff.**

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

<b>Mrs. Donna Quetsch</b>	<b>Aye</b>
<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>
<b>Mr. Chad Pennington</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>

- 5. *Public Hearing;*** *The Town of Abingdon Planning Commission will hold a public hearing on November 28, 2022 beginning at 5:30 PM in the Arthur Campbell Room of the Town Hall at 133 West Main Street Abingdon, VA on the proposed comprehensive amendments to the town's zoning and subdivision ordinances. The Town's Zoning and Subdivision Ordinances are both proposed to be holistically repealed and replaced with a new, consolidated Zoning and Subdivision Ordinance that contains the Subdivision Ordinance as Article 10 within it.*  
**(VIDEO 45:39 – 59:22)**

No public participants attended the meeting to share their comments with the Planning Commission or Berkley Group.

**On a motion by Mr. Wilson, seconded by Mr. Johnson, the board voted to recommend approval of the ordinance to the Town Council for its public hearing scheduled for December 5, 2022.**

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

<b>Mrs. Donna Quetsch</b>	<b>Aye</b>
<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>
<b>Mr. Chad Pennington</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>

**G. OLD BUSINESS/MATTERS NOT ON THE AGENDA (VIDEO 59:22 – 1:18:25)**

- **231 W Main Street, Roof Replacement, COA Waiver**

**H. ANNOUNCEMENTS**

**I. ADJOURNMENT**

**Mr. Wilson motions to adjourn. Mrs. Quetsch seconds the motion.**

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

<b>Mrs. Donna Quetsch</b>	<b>Aye</b>
<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>
<b>Mr. Chad Pennington</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>

**Adjourn Time 6:50 P.M.**

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Kenny Shuman, Chairman

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Mayana Rice, Assistant Town Manager



**G. OLD BUSINESS/MATTERS NOT ON THE AGENDA (VIDEO 59:22 – 1:18:25)**

- 231 W Main Street, Roof Replacement, COA Waiver

**H. ANNOUNCEMENTS**

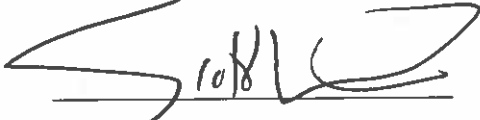
**I. ADJOURNMENT**

**Mr. Wilson motions to adjourn. Mrs. Quetsch seconds the motion.**

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

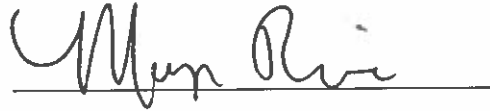
<b>Mrs. Donna Quetsch</b>	<b>Aye</b>
<b>Mr. Jeff Johnson</b>	<b>Aye</b>
<b>Mr. Kirk Sproles</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>
<b>Mr. Chad Pennington</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Mr. Michael Weaver</b>	<b>Aye</b>

**Adjourn Time 6:50 P.M.**



Kenny Shuman, Chairman

*Scott Wilson, VICE-CHAIRMAN*



Mayana Rice, Assistant Town Manager