



**TOWN OF ABINGDON, VIRGINIA
HISTORIC PRESERVATION
REVIEW BOARD MEETING
WEDNESDAY, SEPTEMBER 6, 2023 –
5:30 P.M.**

**REGULAR MEETING – COUNCIL CHAMBERS
MUNICIPAL BUILDING, 133 W. MAIN STREET
CONTACT: GABRIEL CRISTOFARI
email: gcristofari@abingdon-va.gov
Phone: 276-628-3167**

Welcome to the Historic Preservation Review Board Regular 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 – Betsy White, Chair**
- B. ROLL CALL – Gabriel Cristofari, Senior Planner/GIS Specialist**
- C. APPROVAL OF MINUTES**
 - **August 2, 2023 – Regular Meeting**
- D. CERTIFICATE OF APPROPRIATENESS/SPECIAL USE PERMIT**
 - 1. Certificate of Appropriateness – Megan Muncy Collins. 129A E. Main Street, Abingdon, VA 24210. Certificate of Appropriateness for Signage. Located at 129A E. Main Street Abingdon, VA 24210. (Tax Map 012-1-92)**

A. Staff report

B. Applicant presentation

C. Public comment concerning item

D. HPRB discussion and decision

- 2. *Certificate of Appropriateness – Charlotte Sutherland. 306 Depot Square, Abingdon, VA 24210. Certificate of Appropriateness for Signage. Located at 306 Depot Square, Abingdon, VA 24210. (Tax Map 019-2-15)***

A. Staff report

B. Applicant presentation

C. Public comment concerning item

D. HPRB discussion and decision

- 3. *Certificate of Appropriateness – Scott & Donna Seagle. 136 Valley Street NW, Abingdon, VA 24210. Certificate of Appropriateness for Exterior Changes. Located at 136 Valley Street NW, Abingdon, VA 24210. (Tax Map 012-1-57)***

A. Staff report

B. Applicant presentation

C. Public comment concerning item

D. HPRB discussion and decision

E. PUBLIC COMMENTS

F. OLD BUSINESS/MATTERS NOT ON THE AGENDA

- **COA Waiver - 102 N. Court Street, Cluster Box Installation.**
- **COA Waiver - 150 W. Main Street, Repainting Roof and Replacement of Wooden Features.**
- **COA Waiver - 217 W. Main Street, Roof Replacement**
- **COA Waiver - 234 W. Valley Street, Roof Replacement**

G. ADJOURNMENT

H. WORK SESSION: (ARUTHER CAMPBELL ROOM)

- **Discussion on Historic Preservation Day 2023**
- **Discussion on Design Review Guidelines Revisions**

**TOWN OF ABINGDON
HISTORIC PRESERVATION REVIEW BOARD
REGULAR MEETING
WEDNESDAY, AUGUST 2, 2023 – 5:30 P.M.
COUNCIL CHAMBERS– MUNICIPAL BUILDING**

A regular meeting of the Historic Preservation Review Board was held on Wednesday, August 2, 2023, at 5:30 pm in the Council Chambers in the Municipal Building.

A. WELCOME BY– Mrs. Kristi Hartshorn, Vice Chair

B. ROLL CALL – Mr. Gabriel Cristofari, Senior Planner/GIS

Members of the Board Present: **Mr. Dwayne Anderson**
 Mrs. Brooke Bunn
 Mr. Peyton Boyd
 Mrs. Kristi Hartshorn

Members Absent: Mrs. Betsy White

Comprising a quorum of the Board – Yes

Administrative Town Staff: **Mrs. Mayana Rice, Assistant Town Manager**
 Mr. Gabriel Cristofari, Senior Planner/GIS
 Mr. Nick Howard, Planning Tech

C. APPROVAL OF MINUTES

- **July 5, 2023 – Regular Meeting**

On a motion by Mr. Anderson, seconded by Mrs. Bunn, the board approved the minutes for July 5, 2023, Regular Meeting as presented. (VIDEO 5:38 - 6:23)

The roll call vote was as follows:

Mr. Dwayne Anderson	Aye
Mr. Peyton Boyd	Aye
Mrs. Brooke Bunn	Aye
Mrs. Kristi Hartshorn	Aye



STAFF REPORT

TO: ABINGDON HISTORIC PRESERVATION BOARD (HPRB)

FROM: GABRIEL CRISTOFARI, SENIOR PLANNER/GIS

SUBJECT: REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR SIGNAGE

PUBLICATION DATE: AUGUST 30, 2023

MEETING DATE: SEPTEMBER 6, 2023

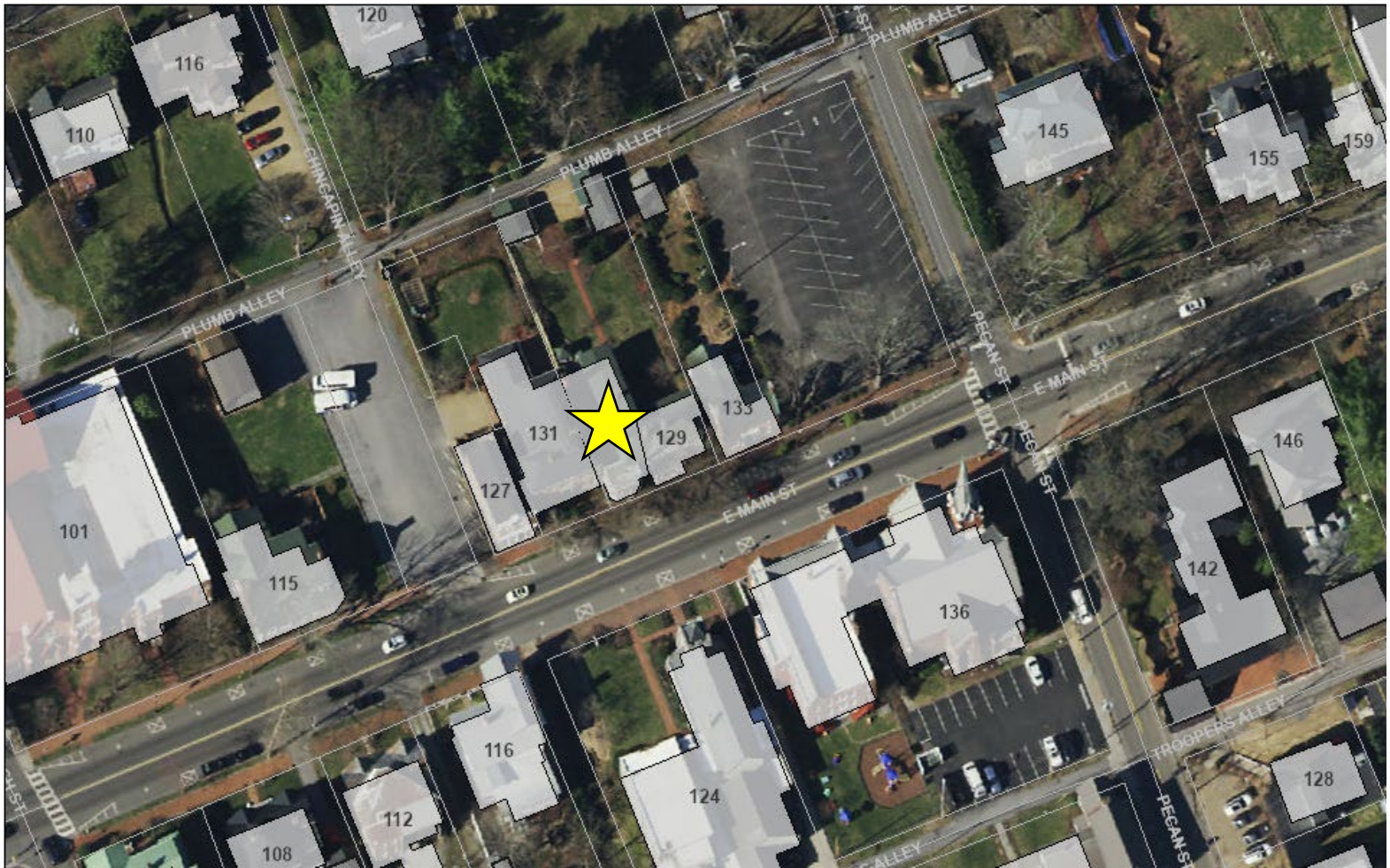
LOCATION: COUNCIL CHAMBERS, TOWN HALL
133 WEST MAIN STREET, ABINGDON, VA

REQUEST:

Megan Muncy-Collins (Applicant) and Jerry's Sign Inc. (Representative) has requested approval of a Certificate of Appropriateness for a projecting/hanging sign. The signage will be hung over the Town owned brick sidewalk. The property is located at 129A E. Main Street (Parcel 012-1-92).

The property is within the Old and Historic Zoning District (Sub-District 1), Entrance Corridor Overlay, and can be seen from a public right of way therefore requiring the approval of the HPRB prior to completion.

VICINITY MAP:



ENTRANCE CORRIDOR FRONTAGE:



View of E. Main Street looking West



View of E. Main Street looking East

ZONING MAP:



STAFF FINDINGS:

1. **Location.** The Subject Property contains approximately 0.26 acres and is legally described as MAIN ST-BAUGH (Tax Map No. 012-1-92). Parcel 012-1-92 contains two main structures addressed as 129A and 129 E. Main Street and two auxiliary structures located at the North end of the lot. The parcel is located in the OH Civic/Business-Focused Subdistrict (Subdistrict 1).
2. **Background.** Boho Collective will be moving into Forget Me Not's former location and hanging their signage in the exact location and manner as Forget Me Not.
3. **Access.** Access to the site will continue to be E. Main Street and Plumb Alley.
4. **Adjacent Land Uses/Zoning.** Adjoining properties are zoned Old & Historic District (OH) on all sides of the property.

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

General OH Old & Historic District Standards.

8-4 Certificate of appropriateness required to erect, construct, reconstruct, alter, restore, move or demolish a building.

General Sign Standards.

21-2-2. Application and permit.

(a) Sign permit required.

(1) No sign shall be erected, installed, altered, modified, refaced, re-hung, or replaced, without obtaining a permit pursuant to this article, except as otherwise provided in this article.

(2) Signs within the Town's old and historic district shall conform to the requirements of such district and require a certificate of appropriateness issued by the board of architectural review.

(3) For signs within the Town's entrance corridor, such permit shall conform to the requirements of such district and require a permit issued by the zoning administrator and/or Town Manager.

(4) No permit shall be issued by the zoning administrator except upon a determination that a proposed sign is in conformity with the requirements of this article and, where applicable, in conformity with the requirements of an approved site plan for the property upon which the sign is to be placed. Appeals from decisions of the administrator shall be taken to the Town's Board of Zoning.

(5) After the issuance of an approved sign permit, the applicant may install and display the approved sign(s). Once installed, the administrator may inspect the sign(s) for conformance with the approved sign permit and this ordinance.

(b) An application for such a permit shall:

(1) Specify the type of sign to be constructed and the zoning district in which this sign is to be located.

(2) Be accompanied with plans including a sketch of the property indicating the lot frontage.

(3) Indicate the square footage and location of all existing signs on the property.

(4) The area, size, structure, design, location, lighting, and materials for the sign.

(5) Contain written consent of the owner or lessee of the land or building upon which the sign is to be erected.

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 amendments thereto; and,

(3) All state and federal regulations pertaining to the display of signage.

(4) 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.

21-6-1. 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.

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.**

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 applicant is proposing to hang a nonilluminated rectangular shaped sign with concave corners. Proposed signage will have a black border, white background, black lettering, and a green foliage design beneath the business' name. Overall dimensions for the proposed signage are 18" tall x 32" wide equaling 4 sq. ft. and fabricated out of 0.63 white aluminum. Attached to the face of the proposed signage will be digitally printed graphics with a laminate on top.



Proposed signage and mounting system

Since the proposed signage is hanging over the Town owned brick sidewalk the bottom of the sign to the ground must measure 7 ft.



Existing sign mount on South elevation



Close up of existing sign mount on South elevation

The existing metal mount and bracket will be replaced with a similar mounting system. The proposed mounting system will consist of a metal bracket having an interior metal S-curve as seen in the rendering submitted. These types of sign brackets are used throughout the OH District. Staff would like clarification on the finish color for the bracket.

REQUIRED ACTIONS OF THE HISTORIC PRESERVATION REVIEW BOARD:

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 44-3-6 of the Town of Abingdon Zoning Ordinance, I move to approve the Certificate of Appropriateness for 129A E. 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 44-3-6 of the Town of Abingdon Zoning Ordinance, I move to deny the Certificate of Appropriateness for 129A E. Main Street.

Sample Motion for Continuance: Having reviewed and considered the application materials, staff report, and public comment, I move to continue 129A E. 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).



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

Office Use Only

Fees: \$ _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS for OLD AND HISTORIC DISTRICT

Location of Property	Street Address 129 A East Main St		Parcel Number
	City, State, Zip Code Abingdon, VA 24210		
Applicant Information	Name Jerry's Signs Inc.		Phone 276-676-2304
	Mailing Address, City, State, Zip Code 15775 Porterfield Hwy, Abingdon, VA, 24210, USA		
	Select Applicant Relation to Property below: Sign Contractor <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:		Email office@jerryssignsinc.com
Owner Information	Name of Owner Megan Muncy Collins		Phone 276-676-2304
	Mailing Address, City, State, Zip Code 15775 Porterfield Hwy, Abingdon, VA, 24210, USA		
	Name of Business (if applicable) Boho Collective		Email office@jerryssignsinc.com
Project Description	1)	Is this property located in the Old and Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No Yes	
	2)	Have you completed and attached the following required items: <input type="checkbox"/> Yes Site Plan for New Construction (more details below in number 3) N/A <input type="checkbox"/> Yes Drawings for Alterations and New Construction (more details below in number 4) N/A	
	3)	Does your Site Plan contain the following required items: <input type="checkbox"/> Yes Location(s) of all proposed and current structures on property <input type="checkbox"/> Yes Proposed landscape alterations denoted with callouts denoting what the alteration(s) are and the material(s) used	
	4)	Does your Drawings contain the following required items: <input type="checkbox"/> Yes Drawings for structures with all four elevations showing what the completed proposed project would appear as <input type="checkbox"/> Yes Drawings for landscape features (walls & fences) and signs <input type="checkbox"/> Yes Dimensions (length, width & height) are required on all drawings for all structures <input type="checkbox"/> Yes Drawing callouts to distinguish what is being proposed compared to what is existing <input type="checkbox"/> Yes Callouts need to note the material(s) and color(s), if applicable, of any architectural feature related to the proposed project	
Applicant Signature	I understand that the deadline for applications are due on the first Monday of the month in order for the application to be placed on that month's agenda. The staff needs to have sufficient time to review site plans and post public notices per VA code section 15.2-2204. Applications received after the deadline will be heard at the following month's meeting. If applications is not complete, it will not be included on the next meeting's agenda. To avoid delays, it is recommended that applicants meet with staff before the deadline to review the COA application. Applicants need to submit a complete application with sufficient information to enable clear understanding of the proposal by the HPRB members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alterations, or changes will result in delays.		
	I understand that I must be present at the HPRB Meeting on the date assigned by staff to present my proposal and that failure to attend may result in denial of my proposal by the members due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before received Certificate of Appropriateness. I further understand that approval by the Planning Commission for any modification to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from that date of approval.		
	I understand if any changes to previously approved drawings or materials occurs for any reason, the applicant and/or representative must submit another Certificate of Appropriateness with the revised plans and materials for review by the HPRB. I further understand not complying will result in a stop work order.		



TOWN OF ABINGDON

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<p>I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies. In addition, I certify that an authorized Town representative shall have the authority to enter the area(s) described herein for the purpose of enforcing the provisions of the applicable code(s). I further authorize Town Staff to notify any adjoining property owners of this application for Certificate of Appropriateness. I certify all answers to questions and additional statements, within this application, are true, as confirmed by my signature below.</p>		
<p>Applicant (Print Name) Jerry's Signs Inc.</p>	<p>Signature of Applicant</p>	<p>Date August 29, 2023</p>
<p>Owner Affidavit</p> <p>My signature below confirms that I am familiar with the Code of Virginia, Title 54.1-1111 which regulates contractors; I am aware that anyone who performs work for me is required to have a state contractor license and trade certification (if applicable); that I may be subject to withholding taxes for those working on my project; and that I am not subject to licensure as a contractor or subcontractor for this project.</p>		
<p>Property Owner (Print Name)</p>	<p>Signature of Property Owner</p>	<p>Date</p>

CERTIFICATE OF APPROPRIATENESS SUBMITTAL MATERIALS CHECKLIST

Check the Appropriate Boxes Below Related to Changes/Additions to be Made	Required Submittal Materials	Detailed Description
<p>IMPORTANT: Include a detailed description in the far left column of all requirements listed in the middle column pertaining to the appropriate boxes you check. (use additional sheets if necessary)</p>		
<p><input type="checkbox"/> Awning No</p>	<ol style="list-style-type: none"> 1. Location 2. Style/Design 3. Material 4. Color of material 5. Dimensions (length, width & height) 6. Mechanism of attachment to structure 	
<p><input type="checkbox"/> Chimney No</p>	<ol style="list-style-type: none"> 1. Location 2. Type of brick, sample needed 3. Type of mortar, sample needed 4. Dimensions (length, width & height) 	



TOWN OF ABINGDON

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<input type="checkbox"/> Cornice No	1. Location 2. Style/Design 3. Material 4. Color of material 5. Dimensions (length, width & height) 6. Mechanism of attachment to structure	
<input type="checkbox"/> Decks No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height) 6. Mechanism of attachment to structure	
<input type="checkbox"/> Driveway, Parking and Paving No	1. Location 2. Material 3. Dimensions (length, width & height)	
<input type="checkbox"/> Doors Residential & Commercial No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	
<input type="checkbox"/> Fences No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	
<input type="checkbox"/> Foundation No	1. Material 2. Paint color with applicable 3. Dimensions (length, width & height)	
<input type="checkbox"/> Gutter & Downspouts No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	
<input type="checkbox"/> Lighting No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

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<input type="checkbox"/> Roof No	<ol style="list-style-type: none">1. Location2. Style/Design3. Material4. Paint color with applicable5. Dimensions (length, width & height)	
<input type="checkbox"/> Windows No	<ol style="list-style-type: none">1. Location2. Style/Design3. Materials4. Type of glass5. Paint color with applicable6. Dimensions (length, width & height)	
<input type="checkbox"/> Signs Yes	<ol style="list-style-type: none">1. Location2. Style/Design3. Materials4. Paint color with applicable5. Dimensions (length, width & height)	<ol style="list-style-type: none">1.) Grass in front of business2.) Rectangle with concaved corners.3.) 0.63, acrylics4.) Black border, white b/g, Green leaf and black lettering5.) 18" tall x 32" wide

Attachment for Site Plan: Boho Collective proof r4.pdf, 0.31MB

Attachment for Drawings: Boho Collective proof r4.pdf, 0.31MB



*Final Colors And Product
May Vary From Image Shown

File Name: BohoCollective.fs
Directory Name: Z:\Retail\Boho collective
Current Date: 8/29/2023

Rev. 1 Greg Keith - DESIGN
gregkeithjerryssigns@gmail.com



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



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STAFF REPORT

TO: ABINGDON HISTORIC PRESERVATION BOARD (HPRB)

FROM: GABRIEL CRISTOFARI, SENIOR PLANNER/GIS SPECIALIST

SUBJECT: REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR A SIGN

PUBLICATION DATE: AUGUST 30, 2023

MEETING DATE: SEPTEMBER 6, 2023

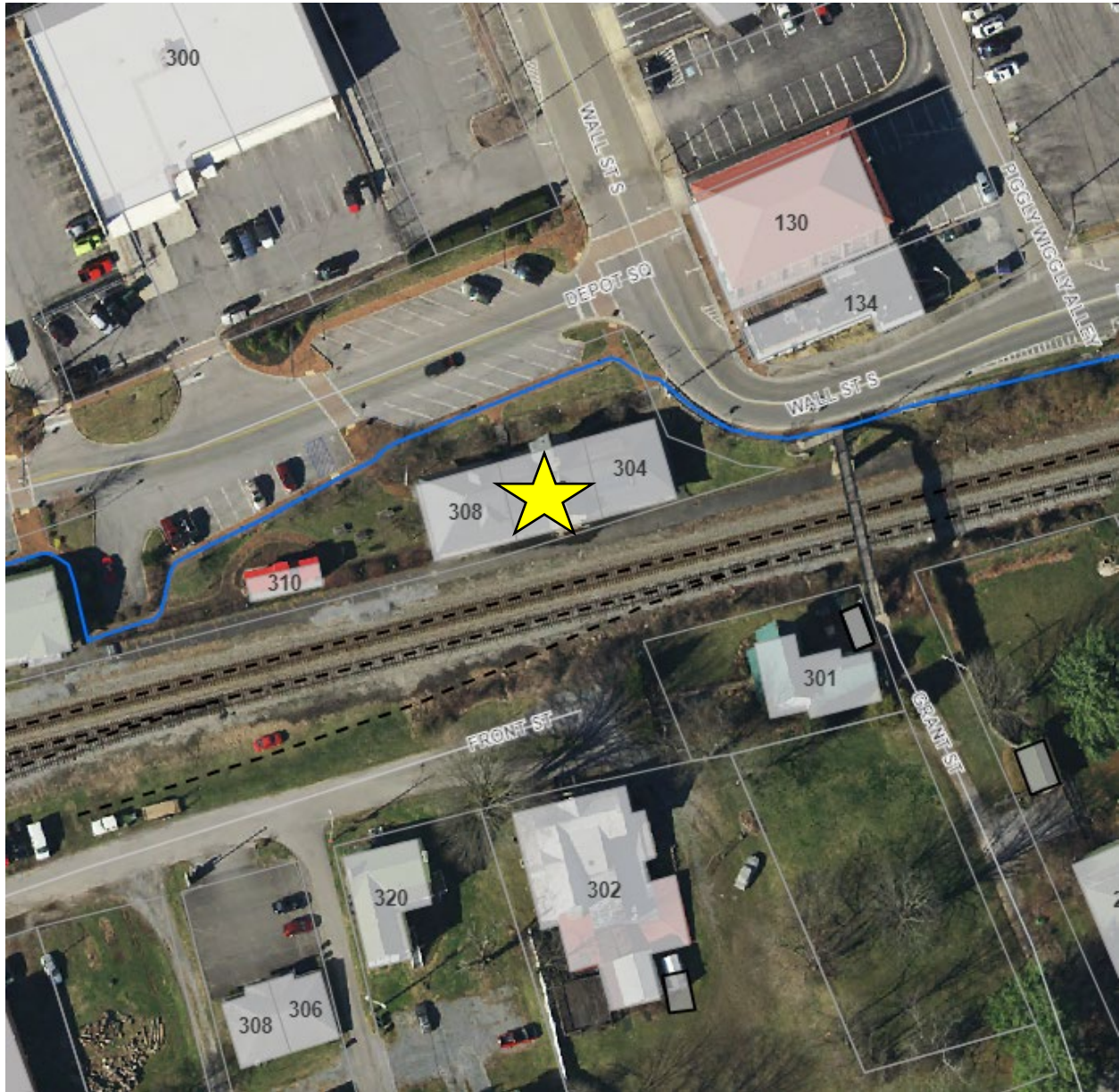
LOCATION: COUNCIL CHAMBERS, TOWN HALL
133 WEST MAIN STREET, ABINGDON, VA

REQUEST:

Charlotte Sutherland (Applicant) and Jerry's Signs Inc. (Representative) has requested approval of a Certificate of Appropriateness for freestanding signage. The signage will be placed in front of the structure on the property. The property is located at 306 Depot Square SW (Parcel 019-2-15).

The property is within the Old and Historic Zoning District (Sub-District 3) and can be seen from a public right of way and is therefore requiring the approval of the HPRB to completion.

VICINITY MAP:



ENTRANCE CORRIDOR FRONTAGE:



View of Depot Square looking West



View of Depot Square looking East

ZONING MAP:



STAFF FINDINGS:

1. **Location.** The Subject Property contains approximately 0.055 acres (Tax Map No. 019-2-15). Parcel 019-2-15 contains five structures addressed as 304 Depot SQ, 306 Depot SQ, 308 Depot SQ, 310 Depot SQ, and 314 Depot SQ. The parcel is located in the OH Artisan-Focused Subdistrict (Subdistrict 3).
2. **Background.** The Abingdon Depot currently is utilized as an incubator. The Abingdon Depot was built in 1909 and has been owned by the Town of Abingdon since 1982. There is an existing metal L-shaped post painted black at the site showing where existing signage was before. In addition to the existing metal L-shaped post painted black there are two wooden freestanding sign structures with signage for two other businesses located inside the Abingdon Depot. The two wooden freestanding sign structures and their accompanying signage was approved by the HPRB within the last year.



Existing signage 304



Existing metal L-shaped pole



Existing signage 308

3. **Access.** Access to the site will continue to be Depot Square.
4. **Adjacent Land Uses/Zoning.** Adjoining properties are zoned Old & Historic District (OH) on the South and East sides and zoned Central Business District (B-3) on the West and North sides.

5. Applicable Requirements of the Zoning Ordinance.

General OH Old & Historic District Standards.

8-4 Certificate of appropriateness required to erect, construct, reconstruct, alter, restore, move or demolish a building.

General Sign Standards.

21-2-2. Application and permit.

(a) Sign permit required.

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(2) Signs within the Town's old and historic district shall conform to the requirements of such district and require a certificate of appropriateness issued by the board of architectural review.

(3) For signs within the Town's entrance corridor, such permit shall conform to the requirements of such district and require a permit issued by the zoning administrator and/or Town Manager.

(4) No permit shall be issued by the zoning administrator except upon a determination that a proposed sign is in conformity with the requirements of this article and, where applicable, in conformity with the requirements of an approved site plan for the property upon which the sign is to be placed. Appeals from decisions of the administrator shall be taken to the Town's Board of Zoning.

(5) After the issuance of an approved sign permit, the applicant may install and display the approved sign(s). Once installed, the administrator may inspect the sign(s) for conformance with the approved sign permit and this ordinance.

(b) An application for such a permit shall:

- (1) Specify the type of sign to be constructed and the zoning district in which this sign is to be located.*
- (2) Be accompanied with plans including a sketch of the property indicating the lot frontage.*
- (3) Indicate the square footage and location of all existing signs on the property.*
- (4) The area, size, structure, design, location, lighting, and materials for the sign.*
- (5) Contain written consent of the owner or lessee of the land or building upon which the sign is to be erected.*

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 amendments thereto; and,*
- (3) All state and federal regulations pertaining to the display of signage.*
- (4) 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.*
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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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- 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.*

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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 applicant proposes to hang a nonilluminated freestanding sign on an existing metal L-shaped post in the front yard of the property. The sign material will be metal and be circular in shape. The dimension of the circular sign will be 24 inches in diameter or 3.14 sq. ft. The background color of the sign will be off-white with gold used for the border and lettering.



Proposed Sign Design



Location of existing L-shaped post painted black highlighted by red oval

There is existing signage for 304 Depot Square and 308 Depot Square that has been approved by the HPRB within the last year.



Existing signage 304



Existing metal L-shaped post



Existing signage 308

REQUIRED ACTIONS OF THE HISTORIC PRESERVATION REVIEW BOARD:

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 44-3-6 of the Town of Abingdon Zoning Ordinance, I move to approve the Certificate of Appropriateness for 306 Depot Square SW, 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 44-3-6 of the Town of Abingdon Zoning Ordinance, I move to deny the Certificate of Appropriateness for 306 Depot Square SW.

Sample Motion for Continuance: Having reviewed and considered the application materials, staff report, and public comment, I move to continue 306 Depot Square SW 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).



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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS for OLD AND HISTORIC DISTRICT

Location of Property	Street Address 306 Depot Sq SW	
	City, State, Zip Code Abingdon, VA 24210	Parcel Number 019-2-15
Applicant Information	Name Jerry's Signs Inc.	
	Phone 276-676-2304	
	Mailing Address, City, State, Zip Code 15775 Porterfield Hwy, Abingdon, VA, 24210, USA	
	Select Applicant Relation to Property below: Contractor <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:	Email office@jerryssignsinc.com
Owner Information	Name of Owner Charlotte Sutherland	
	Phone 276-676-2304	
	Mailing Address, City, State, Zip Code 15775 Porterfield Hwy, Abingdon, VA, 24210, USA	
	Name of Business (if applicable) Joy & Company	Email office@jerryssignsinc.com
Project Description	1)	Is this property located in the Old and Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No Yes
	2)	Have you completed and attached the following required items: <input type="checkbox"/> Yes Site Plan for New Construction (more details below in number 3) N/A <input type="checkbox"/> Yes Drawings for Alterations and New Construction (more details below in number 4) N/A
	3)	Does your Site Plan contain the following required items: <input type="checkbox"/> Yes Location(s) of all proposed and current structures on property <input type="checkbox"/> Yes Proposed landscape alterations denoted with callouts denoting what the alteration(s) are and the material(s) used
	4)	Does your Drawings contain the following required items: <input type="checkbox"/> Yes Drawings for structures with all four elevations showing what the completed proposed project would appear as <input type="checkbox"/> Yes Drawings for landscape features (walls & fences) and signs <input type="checkbox"/> Yes Dimensions (length, width & height) are required on all drawings for all structures <input type="checkbox"/> Yes Drawing callouts to distinguish what is being proposed compared to what is existing <input type="checkbox"/> Yes Callouts need to note the material(s) and color(s), if applicable, of any architectural feature related to the proposed project
	I understand that the deadline for applications are due on the first Monday of the month in order for the application to be placed on that month's agenda. The staff needs to have sufficient time to review site plans and post public notices per VA code section 15.2-2204. Applications received after the deadline will be heard at the following month's meeting. If applications is not complete, it will not be included on the next meeting's agenda. To avoid delays, it is recommended that applicants meet with staff before the deadline to review the COA application. Applicants need to submit a complete application with sufficient information to enable clear understanding of the proposal by the HPRB members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alteration s, or changes will result in delays.	
Applicant Signature	I understand that I must be present at the HPRB Meeting on the date assigned by staff to present my proposal and that failure to attend may result in denial of my proposal by the members due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before received Certificate of Appropriateness. I further understand that approval by the Planning Commission for any modification to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from that date of approval.	
	I understand if any changes to previously approved drawings or materials occurs for any reason, the applicant and/or representative must submit another Certificate of Appropriateness with the revised plans and materials for review by the HPRB. I further understand not complying will result in a stop work order.	



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<p>I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies. In addition, I certify that an authorized Town representative shall have the authority to enter the area(s) described herein for the purpose of enforcing the provisions of the applicable code(s). I further authorize Town Staff to notify any adjoining property owners of this application for Certificate of Appropriateness. I certify all answers to questions and additional statements, within this application, are true, as confirmed by my signature below.</p>		
<p>Applicant (Print Name) Jerry's Signs Inc.</p>	<p>Signature of Applicant</p>	<p>Date August 22, 2023</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Owner Affidavit</p>	<p>My signature below confirms that I am familiar with the Code of Virginia, Title 54.1-1111 which regulates contractors; I am aware that anyone who performs work for me is required to have a state contractor license and trade certification (if applicable); that I may be subject to with-holding taxes for those working on my project; and that I am not subject to licensure as a contractor or subcontractor for this project.</p>	
<p>Property Owner (Print Name) Charlotte Sutherland</p>	<p>Signature of Property Owner</p>	<p>Date</p>

CERTIFICATE OF APPROPRIATENESS SUBMITTAL MATERIALS CHECKLIST

Check the Appropriate Boxes Below Related to Changes/Additions to be Made	Required Submittal Materials	Detailed Description
<p>IMPORTANT: Include a detailed description in the far left column of all requirements listed in the middle column pertaining to the appropriate boxes you check. (use additional sheets if necessary)</p>		
<p><input type="checkbox"/> Awning No</p>	<ol style="list-style-type: none"> 1. Location 2. Style/Design 3. Material 4. Color of material 5. Dimensions (length, width & height) 6. Mechanism of attachment to structure 	
<p><input type="checkbox"/> Chimney No</p>	<ol style="list-style-type: none"> 1. Location 2. Type of brick, sample needed 3. Type of mortar, sample needed 4. Dimensions (length, width & height) 	



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<input type="checkbox"/> Cornice No	1. Location 2. Style/Design 3. Material 4. Color of material 5. Dimensions (length, width & height) 6. Mechanism of attachment to structure	
<input type="checkbox"/> Decks No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height) 6. Mechanism of attachment to structure	
<input type="checkbox"/> Driveway, Parking and Paving No	1. Location 2. Material 3. Dimensions (length, width & height)	
<input type="checkbox"/> Doors Residential & Commercial No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	
<input type="checkbox"/> Fences No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	
<input type="checkbox"/> Foundation No	1. Material 2. Paint color with applicable 3. Dimensions (length, width & height)	
<input type="checkbox"/> Gutter & Downspouts No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	
<input type="checkbox"/> Lighting No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	



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<input type="checkbox"/> Roof No	<ol style="list-style-type: none">1. Location2. Style/Design3. Material4. Paint color with applicable5. Dimensions (length, width & height)	
<input type="checkbox"/> Windows No	<ol style="list-style-type: none">1. Location2. Style/Design3. Materials4. Type of glass5. Paint color with applicable6. Dimensions (length, width & height)	
<input type="checkbox"/> Signs Yes	<ol style="list-style-type: none">1. Location2. Style/Design3. Materials4. Paint color with applicable5. Dimensions (length, width & height)	<ol style="list-style-type: none">1.) Front of Building, on existing post.2.) Circular3.) Metal4.) Off-white and gold5.) 24"

Attachment for Site Plan: VICTORIA HAVEN for permit _1_.pdf, 1.49MB

Attachment for Drawings: VICTORIA HAVEN for permit _1_.pdf, 1.49MB

Joy & COMPANY

Victoria Haven

Boutique

276.623.6188



EST

24 in



*Final Colors And Product
May Vary From Image Shown

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Guidelines and will be in accordance with the
Graphic Arts Code of America.



File Name: NEW Production File Joy and Company 8-18-23 gk killed fonts.fs

Directory Name: Z:\Retail\Joy and Company

Current Date: 8/21/2023

Rev **5** Greg Keith • DESIGN
greg@jerryssigns.com



15775 Portfield Hwy
Abingdon, VA 24210 276-676-2354 800-427-9637
Fax 276-676-6511



STAFF REPORT

TO: ABINGDON HISTORIC PRESERVATION BOARD (HPRB)

FROM: GABRIEL CRISTOFARI, SENIOR PLANNER/GIS

SUBJECT: REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR
PARTIAL REPLACEMENT OF ROOF

**PUBLICATION
DATE:** AUGUST 30, 2023

**MEETING
DATE:** SEPTEMBER 6, 2023

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

REQUEST:

Scott and Donna Seagle (Owner/Applicant) have requested approval of a Certificate of Appropriateness to replace the existing gray asphalt shingle roof, specifically the portion over the front porch. The property is located at 136 W. Valley Street (Parcel 012-1-57).

The property is within the Old and Historic Zoning District (Sub-District 2) and can be seen from a public right of way therefore requiring the approval of the HPRB prior to completion.

VICINITY MAP:



ENTRANCE CORRIDOR FRONTAGE:



View of E. Main Street looking East



View of E. Main Street looking West

ZONING MAP:



STAFF FINDINGS:

1. **Location.** The Subject Property contains approximately 0.29 acres and is legally described as PT LOT 72 VALLEY ST (Tax Map No. 012-1-57). The parcel is located in the OH Residential focused Subdistrict (Subdistrict 2).
2. **Background.** The 1 ½ story, three bay, brick Craftsmen/Bungalow style dwelling according to a February 2020 reconnaissance survey conducted by DHR was constructed around 1920. The dwelling possesses good architectural integrity, retaining its overall massing and few historic period windows. The dwelling does fall into Abingdon's Historic District's period of significance (1788-1936), making the resource contributing.

However, an empty lot can be seen on the 1928 Sanborn map where 136 W. Valley Street is currently located.



Photo of 1928 Sanborn Map showing empty lot where 136 W. Valley Street is located today.

3. **Access.** Access to the site will continue to be W. Valley Street or Plumb Alley
4. **Adjacent Land Uses/Zoning.** Adjoining properties are OH on all sides.

5. Applicable Requirements of the Zoning Ordinance.

General OH Old & Historic District Standards.

8-4 Certificate of appropriateness required to erect, construct, reconstruct, alter, restore, move or demolish a building.

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.

37. Roofs.

- a. Roofs should be retained, with original features such as cresting, chimneys, finials and cupolas, and, if possible with original roof materials such as metal shingles or standing seam metal sheet roofing. "R-type" profile metal roofing is not permitted. "5-V" profile metal roofing may be allowed only if the owner establishes that the original roofing was "5-V". Buildings may be reroofed with similar substitute materials such as fiberglass reinforced asphalt shingles if the original materials are no longer present.*
- b. Roofs of new shingles should approximate the original materials as closely as possible and be in appropriate colors such as dark gray, black, brown or shades of dark red. Red or green may also be appropriate for Craftsman-Bungalow period buildings. New wood shingles (including new shake shingles) are appropriate for most early 19th Century buildings.*
- c. New dormers, roof decks, balconies or other additions should not be introduced on the front of buildings. However, additions of this type may be added to the roof on the rear or sides if they will not be prominently in the public view.*
- d. Flat roofs should have soldered metal panels added as the surface material. However, rolled composition or EPDM (rolled rubber) roofing materials are acceptable if not in public view.*

STAFF FINDINGS:

The applicant is proposing to replace a section of the existing gray asphalt shingle roof with what appears to be R-type metal roofing with striations prefinished black. The prefinished black R-type metal roofing with striations matches the existing prefinished black R-type metal roofing with striations found on the bay window on the West elevation. The specific material proposed by the applicant is 40-year 29 gauge 5-rib AG metal panel roofing.

This request is due to continuous water infiltration and damage to the structure.



Existing R-type metal roofing with striations found on the bay window on the West elevation

Upon visiting the site staff observed both the main structure and detached garage have gray asphalt shingle roofs. The only 5V metal roofing with striations found on the site is on the bay window found on the West elevation of the main structure.

According to 37-b of the Design Review Guidelines

Roofs of new shingles should approximate the original materials as closely as possible and be in appropriate colors such as dark gray, black, brown or shades of dark red. Red or green may also be appropriate for Craftsman-Bungalow period buildings. New wood shingles (including new shake shingles) are appropriate for most early 19th Century buildings.

R-type metal roofing is a type of sheathing not permitted according to the Design Review Guidelines. Staff could not find any historical evidence stating or showing 136 W. Valley Street's original roof being R-type.



Northwest elevation



Northeast elevation



North elevation



Southwest elevation



Southeast elevation

The pitch of the front porch portion of the roof appears to be equal to or more than 2:12 which by building code is an appropriate pitch for an asphalt shingle roof to shed water off. The roof should have two layers of underlayment underneath the shingles, staff could not determine if there are two layers of underlayment. Due to the specific location on the roof and the type of damage occurring (water) improper flashing could be a cause for water infiltration.

REQUIRED ACTIONS OF THE HISTORIC PRESERVATION REVIEW BOARD:

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 44-3-6 of the Town of Abingdon Zoning Ordinance, I move to approve the Certificate of Appropriateness for 136 W. Valley 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 44-3-6 of the Town of Abingdon Zoning Ordinance, I move to deny the Certificate of Appropriateness for 136 W. Valley Street.

Sample Motion for Continuance: Having reviewed and considered the application materials, staff report, and public comment, I move to continue 136 W. Valley 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).



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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS for OLD AND HISTORIC DISTRICT


Location of Property	Street Address 136 Valley Street Northwest		
	City, State, Zip Code Abingdon	Parcel Number	
Applicant Information	Name Scott and Donna Seagle		
	Phone 4236458479		
	Mailing Address, City, State, Zip Code 136 Valley St NW, Abingdon, VA, 24210, USA		
	Select Applicant Relation to Property below: Property Owner <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:	Email dseagle1122@gmail.com	
Owner Information	Name of Owner Scott and Donna Seagle		
	Phone 4236458479		
	Mailing Address, City, State, Zip Code 135 Valley Street, NW		
	Name of Business (if applicable)	Email dseagle1122@gmail.com	
Project Description	1)	Is this property located in the Old and Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No Yes	
	2)	Have you completed and attached the following required items: <input type="checkbox"/> Yes Site Plan for New Construction (more details below in number 3) N/A <input type="checkbox"/> Yes Drawings for Alterations and New Construction (more details below in number 4) Yes	
	3)	Does your Site Plan contain the following required items: <input type="checkbox"/> Yes Location(s) of all proposed and current structures on property <input type="checkbox"/> Yes Proposed landscape alterations denoted with callouts denoting what the alteration(s) are and the material(s) used	
	4)	Does your Drawings contain the following required items: <input type="checkbox"/> Yes Drawings for structures with all four elevations showing what the completed proposed project would appear as N/A <input type="checkbox"/> Yes Drawings for landscape features (walls & fences) and signs N/A <input type="checkbox"/> Yes Dimensions (length, width & height) are required on all drawings for all structures N/A <input type="checkbox"/> Yes Drawing callouts to distinguish what is being proposed compared to what is existing Yes <input type="checkbox"/> Yes Callouts need to note the material(s) and color(s), if applicable, of any architectural feature related to the proposed project Yes	
	I understand that the deadline for applications are due on the first Monday of the month in order for the application to be placed on that month's agenda. The staff needs to have sufficient time to review site plans and post public notices per VA code section 15.2-2204. Applications received after the deadline will be heard at the following month's meeting. If applications is not complete, it will not be included on the next meeting's agenda. To avoid delays, it is recommended that applicants meet with staff before the deadline to review the COA application. Applicants need to submit a complete application with sufficient information to enable clear understanding of the proposal by the HPRB members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alterations, or changes will result in delays.		
Applicant Signature	I understand that I must be present at the HPRB Meeting on the date assigned by staff to present my proposal and that failure to attend may result in denial of my proposal by the members due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before received Certificate of Appropriateness. I further understand that approval by the Planning Commission for any modification to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from that date of approval.		




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	<p>I understand if any changes to previously approved drawings or materials occurs for any reason, the applicant and/or representative must submit another Certificate of Appropriateness with the revised plans and materials for review by the HPRB. I further understand not complying will result in a stop work order.</p> <p>I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies. In addition, I certify that an authorized Town representative shall have the authority to enter the area(s) described herein for the purpose of enforcing the provisions of the applicable code(s). I further authorize Town Staff to notify any adjoining property owners of this application for Certificate of Appropriateness. I certify all answers to questions and additional statements, within this application, are true, as confirmed by my signature below.</p>		
	Applicant (Print Name) Donna Seagle	Signature of Applicant 	Date August 23, 2023

Owner Affidavit	<p>My signature below confirms that I am familiar with the Code of Virginia, Title 54.1-1111 which regulates contractors; I am aware that anyone who performs work for me is required to have a state contractor license and trade certification (if applicable); that I may be subject to with-holding taxes for those working on my project; and that I am not subject to licensure as a contractor or subcontractor for this project.</p>		
	Property Owner (Print Name) Donna Seagle	Signature of Property Owner 	Date August 23, 2023

CERTIFICATE OF APPROPRIATENESS SUBMITTAL MATERIALS CHECKLIST

Check the Appropriate Boxes Below Related to Changes/Additions to be Made	Required Submittal Materials	Detailed Description
IMPORTANT: Include a detailed description in the far left column of all requirements listed in the middle column pertaining to the appropriate boxes you check. (use additional sheets if necessary)		



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<input type="checkbox"/> Awning No	1. Location 2. Style/Design 3. Material 4. Color of material 5. Dimensions (length, width & height) 6. Mechanism of attachment to structure	
<input type="checkbox"/> Chimney No	1. Location 2. Type of brick, sample needed 3. Type of mortar, sample needed 4. Dimensions (length, width & height)	
<input type="checkbox"/> Cornice No	1. Location 2. Style/Design 3. Material 4. Color of material 5. Dimensions (length, width & height) 6. Mechanism of attachment to structure	
<input type="checkbox"/> Decks No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height) 6. Mechanism of attachment to structure	
<input type="checkbox"/> Driveway, Parking and Paving No	1. Location 2. Material 3. Dimensions (length, width & height)	
<input type="checkbox"/> Doors Residential & Commercial No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	
<input type="checkbox"/> Fences No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	
<input type="checkbox"/> Foundation No	1. Material 2. Paint color with applicable 3. Dimensions (length, width & height)	



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<input type="checkbox"/> Gutter & Downspouts No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	
<input type="checkbox"/> Lighting No	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	
<input type="checkbox"/> Roof Yes	1. Location 2. Style/Design 3. Material 4. Paint color with applicable 5. Dimensions (length, width & height)	Lack of adequate slope on front porch roof has caused continuous water infiltration and damage to structure. Remove shingles on the front porch. Style and design will follow the metal roofing currently on the house. The material will include 40 yr 29 gauge 5-rib AG panel metal roof black in color.
<input type="checkbox"/> Windows No	1. Location 2. Style/Design 3. Materials 4. Type of glass 5. Paint color with applicable 6. Dimensions (length, width & height)	
<input type="checkbox"/> Signs No	1. Location 2. Style/Design 3. Materials 4. Paint color with applicable 5. Dimensions (length, width & height)	

Attachment for Site Plan: , MB

Attachment for Drawings: Photos 136 Valley Street Front Porch Roof.pdf, 0.21MB



Metal Replacement
View from the hill across the street



Street View / Not really Visible from Street



TOWN OF ABINGDON COMMUNITY DEVELOPMENT

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Fees: \$ _____

APPLICATION FOR WAIVER OF CERTIFICATE OF APPROPRIATENESS

Location of Property	Street Address 102 N GERT ST ABINGDON VA	
	City, State, Zip Code	Parcel Number
Applicant Information	Name 201 E MAIN LLC	
	Phone 276-691-1181 ANDREW NEESER AGENT	
	Mailing Address, City, State, Zip Code 174 E MAIN ST ABINGDON VA	
	Select Applicant Relation to Property below: <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:	Email NEESERESTATE@GMAIL.COM
Owner Information	Name of Owner WILL JOHNSON, ALEX MAREN	
	Phone 276-274-5626	
	Mailing Address, City, State, Zip Code	
Important Information	Name of Business (if applicable) 201 E MAIN LLC	Email ALEX@BUERIDGECRIVIES.COM
	<p>Application is hereby made for waiver of Certificate of Appropriateness under Article 8, Section 8-4-1, (b) of the Zoning Ordinance of the Town of Abingdon. Such waiver is limited to the following under the Guidelines adopted on May 5, 2004 by the Board of Architectural Review as follows:</p> <p>> The Zoning Administrator of the Town may determine that certain minor actions involving buildings and structures within the Old and Historic District and/or Entrance Corridor will have no permanent effect on the character of the District, and, by written waivers exempt the minor actions from review by the Board of Architectural Review. Such minor action shall be limited to the following:</p> <ul style="list-style-type: none">A. Repainting in a paint scheme that duplicates the existing paint colors. Provided, however,<ul style="list-style-type: none">• The paint used should be of high quality to provide long lasting finish.• Paint colors should be appropriate for the building or structure's architectural style and design, as to which the Board of Architectural Review will provide recommendations at the owner's request.• Unpainted masonry should be left unpainted.B. Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies, window air conditioners, or similar appurtenances.C. Addition or deletion of television or radio antennas, skylights, or solar collectors in locations not visible from a public street, right-of-way, or place.D. Any alterations or other changes within the building or structure, which are not visible from a public street, right-of-way, or place.E. Relocation of heating and cooling systems on the property provided they are screened per the Design Guidelines.F. Planting of grass, trees, or shrubs, and other landscape improvements, excluding, however, any landscape, or involve construction of fences, walls, walkways, pools, fountains, and like improvements, which might affect the appearance of the site.G. Repair/replacement using materials that replicate existing material.	
Project Description	What is the subject of this request from the list above in Important Information: List Item(s) and Details	
	1) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> B <input type="checkbox"/> F <input type="checkbox"/> C <input type="checkbox"/> G <input checked="" type="checkbox"/> D	CLUSTER BOX ADDITION FOR MAIL. FRONT PILLAR. WE ARE SEEKING TO PUT THE CLUSTER BOX BEHIND THE PILLAR TO HIDE IT FROM VIEW

Continued on Page 2



TOWN OF ABINGDON

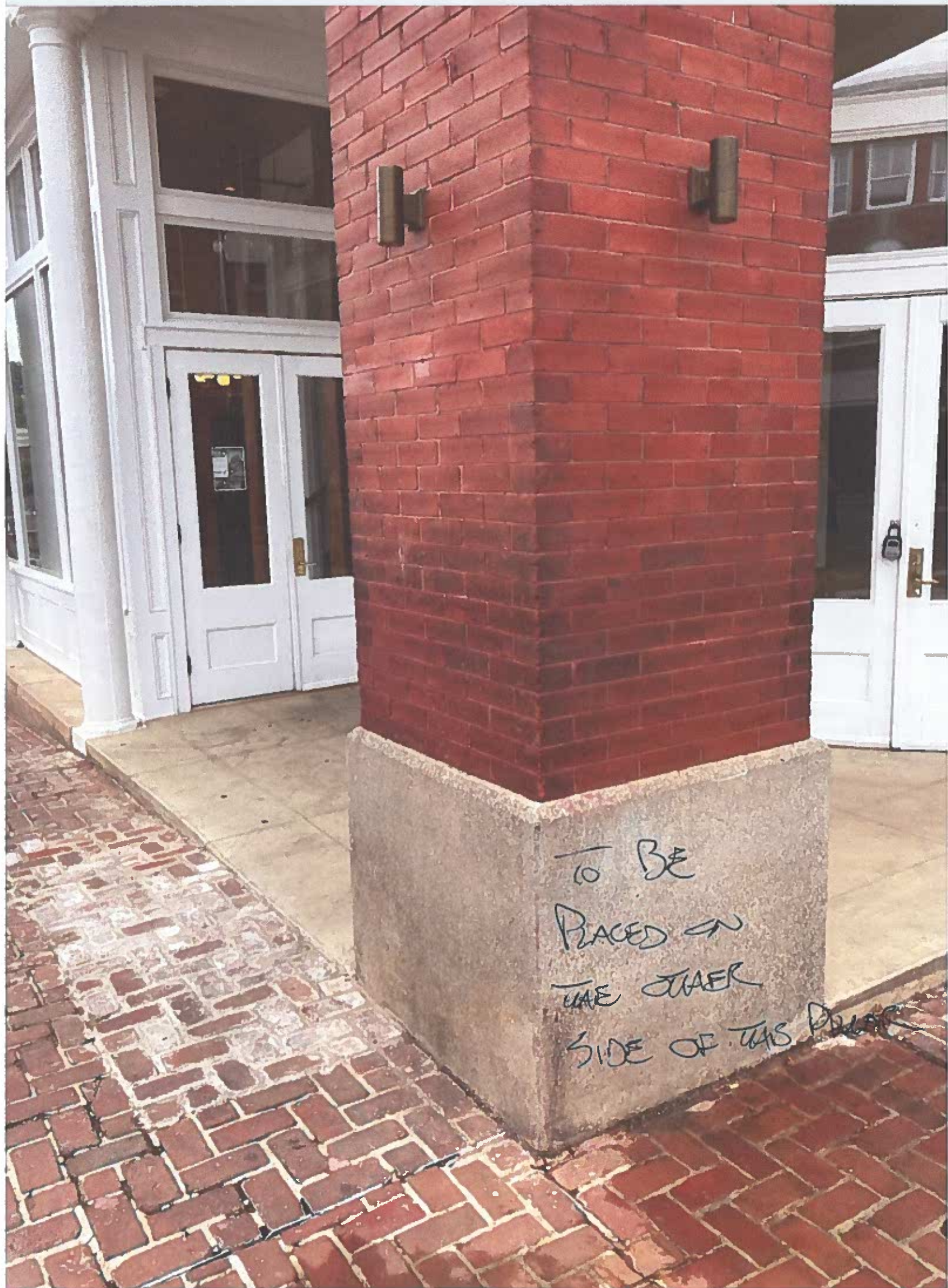
COMMUNITY DEVELOPMENT

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	2)	Have you included the appropriate drawings, plans, or other depiction of the proposed addition, deletion, or other alterations; together with samples of the materials and colors to be used in taking the minor actions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A		
Applicant Signature	I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies. In addition, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein for the purpose of enforcing the provisions of the applicable code(s). I further authorize Town Staff to notify any adjoining property owners of this application. I certify all answers to questions and additional statements, within this application, are true, as confirmed by my signature below.			
	Applicant (Print Name) <i>Andrew NEESE</i>	Signature of Applicant <i>[Signature]</i>	Date <i>7-16-23</i>	
Owner Affidavit	My signature below confirms that I am familiar with the Code of Virginia, Title 54.1-1111 which regulates contractors; I am aware that anyone who performs work for me is required to have a state contractor license and trade certification (if applicable); that I may be subject to withholding taxes for those working on my project; and that I am not subject to licensure as a contractor or subcontractor for this project.			
	Property Owner (Print Name) <i>Will Johnson</i>	Signature of Property Owner <i>[Signature]</i>	Date <i>7/19/23</i>	
Office Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Approved		Official Signature <i>Gabe Cristofari</i>	Date <i>8/4/2023</i>
	Reasoning: Cluster box will not be attached to any part of the existing structure, but will be anchored to existing concrete pad. Reference attached photos showing approved cluster box location.			



Red rectangles represent approved location of proposed cluster box. Cluster box should face lobby entrance door/wall.





Search for products...

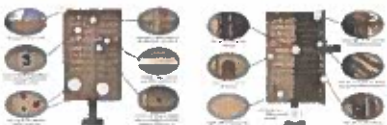
0 item(s) - \$0.00

[Home](#) [Commercial / Community](#) [Residential](#) [Private-Use](#) [Vertical / Horizontal](#) [Parts & Accessories](#)

16 Door Gray Florence Cluster Mailbox with Pedestal - 1570-16-PG



Click Image for Gallery



*** CONTACT ONE OF OUR COMMERCIAL SPECIALISTS FOR BULK PRICING! FREE SHIPPING ON ORDERS OVER \$6500 IN THE LOWER 48 UNITED STATES**

Current Estimated Shipping Times

CBUs with standard number plates ship in 1 week

CBUs with custom door IDs (engraved or custom number plate ship in 3 weeks

Need it faster? Click here for 3-5 day shipping

✓ We Offer a Best Price Guarantee. Found a Lower Price? Call Us: 1.800.977.2626 or Chat and We'll Beat it on the Spot!

Brand: Florence

Product Code: 1570-16-PG

Availability: **In Stock**

\$1,794.00

Available Options

* Select Tenant Door Identification: ?

--- Please Select ---

Enter Number(s) for Custom Numbering Options: ?

Enter Number(s) for Custom Numbering Options:

* Specify Lock: ?

--- Please Select ---

* Specify Access: ?

--- Please Select ---

* Optional Anchor Bolts for Installation ?

--- Please Select ---

* Would you like to be called before delivery? ?

--- Please Select ---

* Liftgate Delivery Required? (Free) ?

--- Please Select ---

- 1 +

♥ Add to Wish List

🔄 Compare

➤ Let's chat

☆☆☆☆☆ 0 reviews / Write a review

Hello, If you have any question on a product or looking for something you can't find please let me know. I'm here to help

Chat

Introducing the New "F" series CBU – designed to meet or exceed new USPS Security Standards. These high security USPS approved cluster box units (CBU) are made entirely of heavy duty extruded aluminum mailbox and stainless steel hinges and are accessed from the front through an easy-opening master door gate assembly with a built-in hold open device.

All USPS approved mailboxes, parcel lockers and outgoing mail compartments enjoy added security features such as hardened locks for individual tenant compartments as well as thicker aluminum for the units outer cabinet and doors. Type 3 CBU units come in 16-door address models, offering individually lockable front access doors made of extruded aluminum. They include outgoing mail receptacles and Parcel Lockers in one durable and self-contained unit, mountable on the optional pedestals or a base of your choice. F-Series CBU was designed to reduce mail theft and vandalism with stronger tenant doors, minimal pry points, improved outgoing mail slot, and much more.

- USPS Approved (Postal Certified)
- All Tenant Locks and Keys are Included
- Tenant Door Numbers for Door Identification are Included
- Designed to meet or exceed newest USPS Security Standards.
- Pedestal is included in prices listed below.
- Robotically welded cabinet and hood seams.
- Constructed of high grade stainless steel and aircraft aluminum.
- Stainless steel hardware and hinges
- 5-pin cylinder cam locks with spring loaded covers.
- Three keys per door are also included.
- Quick release door lock latch.
- Available in six sizes and styles.
- Each CBU includes a parcel locker equipped with a USPS 1172-910 lock and an outgoing mail compartment door with slot.
- Front loading, easy-to-use free standing unit.

Type 3 CBU – 16 Tenant Doors plus Two Parcel Lockers, One Outgoing Mail Compartment and Pedestal







- USPS Approved
- Front Loading
- Door size: 12-7/8"W x 3-1/4" H x 17-7/8"D; (1) 12-7/8"W x 13-3/4"H x 17-7/8"D; (1) 12-7/8"W x 10-1/4"H x 17-7/8"D;
- Unit Size: 30-1/2"W x 62"H (installed height) x 17-7/8"D;
- Pedestal Height: 14-3/8"H
- Tenant Door Identification: Standard Number Plates, Custom Number Plates, or Custom Engraved Numbering (Increases Lead Time)

Colors: Sandstone (Standard Color), Black, Dark Bronze, Postal Grey, Forest Green, and White

Downloads & Product Information

Product Literature	Tech Docs	Manuals	Spec & BIM Objects
2019 Centralized Mail Delivery	2018 Florence Buy American	1570 CBU Installation Instructions	10551313 Florence Spec CBU (RTF)
2021 Florence Catalog	Florence Buy America FTC	1570 CBU Maintenance Manual	1570 CBU (Autodesk Revit)
Florence Care and Cleaning	Materials Cluster Box Units	1570 CBU Pad Spec	Cluster Box Units BIM
Florence Sustainability	1570CS		
Florence Warranty	1570-16 (Visio/AutoCad)		
2019 Cluster Box Units Catalog	1570-16		

Product Video

					
NEWSPAPER HOLDER - FOR HEAVY DUTY RURAL MAILBOX AND TOWNHOUSE MAILBOX - 4815	NEWSPAPER HOLDER - FOR ANTIQUE RURAL MAILBOX - 4815A	TRADITIONAL MAILBOX - DECORATIVE - VERTICAL STYLE - 4625	SALSBURY TRADITIONAL MAILBOX - DECORATIVE - HORIZONTAL STYLE - 4615	SALSBURY TRADITIONAL MAILBOX - STANDARD - VERTICAL STYLE - 4620	SALSBURY TRADITIONAL MAILBOX - STANDARD - HORIZONTAL STYLE - 4610
<div>\$89.00</div>	<div>\$89.00</div>	<div>\$65.00</div>	<div>\$90.00</div>	<div>\$75.00</div>	<div>\$75.00</div>
<div>Add to Cart</div>	<div>Add to Cart</div>	<div>Add to Cart</div>	<div>Add to Cart</div>	<div>Add to Cart</div>	<div>Add to Cart</div>

About Us

Established in 1998, U.S. Post company is an authorized Florence, Whitehall, Gaines, Salsbury and Jensen dealer and installer of quality commercial and residential mailboxes and mailbox posts. U.S. Post prides itself on its manufacturing quality along with providing elite customer service. Each product is constructed with care and built to last. All products are DOT certified. We specialize in performing all product installations with adherence to local postmaster standards and in keeping with local development requirements.

Instagram

Get in Touch

ILLINOIS Location
2701 N. US Hwy 12(Units A & B)
Spring Grove, IL 60081

Email: service@uspostmailbox.com
Sales & Support 1-(800) 977-2626
Illinois Local # 1-(815) 675-9313
Fax 1-(815)675-9317

[Terms and Conditions](#) | [Privacy Policy](#)



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

Office Use Only

Fees: \$ _____

APPLICATION FOR WAIVER OF CERTIFICATE OF APPROPRIATENESS




Location of Property	Street Address 150 W Main St	
	City, State, Zip Code Abingdon	Parcel Number
Applicant Information	Name Samantha Caudell	
	Phone 2766283161 ext. 281	
	Mailing Address, City, State, Zip Code 150 W Main St, Abingdon, VA, 24210, USA	
Owner Information	Select Applicant Relation to Property below: Executive Manager <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:	
	Email scaudell@themartha.com	
	Name of Owner Ian Lloyd-Jones	
Important Information	Phone 2766283161	
	Mailing Address, City, State, Zip Code 150 W Main St, Abingdon, VA, 24210, USA	
	Name of Business (if applicable) The Martha Washington Inn & Spa	
Project Description	Email info@themartha.com	
	Application is hereby made for waiver of Certificate of Appropriateness under Article 8, Section 8-4-1, (b) of the Zoning Ordinance of the Town of Abingdon. Such waiver is limited to the following under the Guidelines adopted on May 5, 2004 by the Board of Architectural Review as follows: ➤ The Zoning Administrator of the Town may determine that certain minor actions involving buildings and structures within the Old and Historic District and/or Entrance Corridor will have no permanent effect on the character of the District, and, by written waivers exempt the minor actions from review by the Board of Architectural Review. Such minor action shall be limited to the following: A. Repainting in a paint scheme that duplicates the existing paint colors. Provided, however, • The paint used should be of high quality to provide long lasting finish. • Paint colors should be appropriate for the building or structure's architectural style and design, as to which the Board of Architectural Review will provide recommendations at the owner's request. • Unpainted masonry should be left unpainted. B. Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies, window air conditioners, or similar appurtenances. C. Addition or deletion of television or radio antennas, skylights, or solar collectors in locations not visible from a public street, right-of-way, or place. D. Any alterations or other changes within the building or structure, which are not visible from a public street, right-of-way, or place. E. Relocation of heating and cooling systems on the property provided they are screened per the Design Guidelines. F. Planting of grass, trees, or shrubs, and other landscape improvements, excluding, however, any landscape, or involve construction of fences, walls, walkways, pools, fountains, and like improvements, which might affect the appearance of the site. G. Repair/replacement using materials that replicate existing material.	
	What is the subject of this request from the list above in Important Information: A, G 1) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> B <input type="checkbox"/> F <input type="checkbox"/> C <input type="checkbox"/> G <input type="checkbox"/> D List Item(s) and Details The front side of The Martha Washington Inn & Spa will be scraped of old paint, rotting wood will be replaced with new wood in problem areas (i.e. spindles on porch and window frames) and repainted with the same colors as before. The roof will be painted the same color green as well.	



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

	2)	Have you included the appropriate drawings, plans, or other depiction of the proposed addition, deletion, or other alterations; together with samples of the materials and colors to be used in taking the minor actions? <input type="checkbox"/> Yes <input type="checkbox"/> N/A N/A			
Applicant Signature	I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies. In addition, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein for the purpose of enforcing the provisions of the applicable code(s). I further authorize Town Staff to notify any adjoining property owners of this application. I certify all answers to questions and additional statements, within this application, are true, as confirmed by my signature below.				
	Applicant (Print Name) Samantha Caudell		Signature of Applicant 		Date August 17, 2023
Owner Affidavit	My signature below confirms that I am familiar with the Code of Virginia, Title 54.1-1111 which regulates contractors; I am aware that anyone who performs work for me is required to have a state contractor license and trade certification (if applicable); that I may be subject to withholding taxes for those working on my project; and that I am not subject to licensure as a contractor or subcontractor for this project.				
	Property Owner (Print Name) Ian Lloyd-Jones		Signature of Property Owner 		Date August 17, 2023
Office Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Approved		Official Signature 		Date 8/21/2023
	<p>Reasoning:</p> <p>The applicant is repainting the roofs with an identical green oil based paint produced by Sherwin Williams, matching the existing color. No alterations aside from a new coat of paint will occur to the existing roofing material.</p> <p>The primary and secondary elevations will be scraped and repainted with an identical white paint, matching the existing.</p> <p>Deteriorated wooden features such as the porch balusters and window frames found beyond repair will be replaced with wood and painted white to match the existing. Any and all replacements must match the existing in design, material, and appearance. If deterioration is limited and replacement is not required an appropriate wood epoxy should be used.</p>				

Attachment for Drawings, Plans, Depiction, Etc.: , MB









TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Office Use Only

Fees: \$ _____

Building • Planning • Code Enforcement

APPLICATION FOR WAIVER OF CERTIFICATE OF APPROPRIATENESS

Location of Property	Street Address 217 W. Main St.	
	City, State, Zip Code Abingdon Va 24210	Parcel Number 012-1-71
Applicant Information	Name H. Douglas Ellis	
	Mailing Address, City, State, Zip Code 485 Court St. Abingdon Va 24210	
	Select Applicant Relation to Property below: <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:	
Owner Information	Name of Owner Same as above	
	Mailing Address, City, State, Zip Code	
	Name of Business (if applicable)	
	Email	
Important Information	Application is hereby made for waiver of Certificate of Appropriateness under Article 8, Section 8-4-1, (b) of the Zoning Ordinance of the Town of Abingdon. Such waiver is limited to the following under the Guidelines adopted on May 5, 2004 by the Board of Architectural Review as follows: ➤ The Zoning Administrator of the Town may determine that certain minor actions involving buildings and structures within the Old and Historic District and/or Entrance Corridor will have no permanent effect on the character of the District, and, by written waivers exempt the minor actions from review by the Board of Architectural Review. Such minor action shall be limited to the following: A. Repainting in a paint scheme that duplicates the existing paint colors. Provided, however, <ul style="list-style-type: none">• The paint used should be of high quality to provide long lasting finish.• Paint colors should be appropriate for the building or structure's architectural style and design, as to which the Board of Architectural Review will provide recommendations at the owner's request.• Unpainted masonry should be left unpainted. B. Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies, window air conditioners, or similar appurtenances. C. Addition or deletion of television or radio antennas, skylights, or solar collectors in locations not visible from a public street, right-of-way, or place. D. Any alterations or other changes within the building or structure, which are not visible from a public street, right-of-way, or place. E. Relocation of heating and cooling systems on the property provided they are screened per the Design Guidelines. F. Planting of grass, trees, or shrubs, and other landscape improvements, excluding, however, any landscape, or involve construction of fences, walls, walkways, pools, fountains, and like improvements, which might affect the appearance of the site. G. Repair/replacement using materials that replicate existing material.	
	Email hdellis.ellis@gmail.com	
Project Description	What is the subject of this request from the list above in Important Information: A, B, C, D, E, F, G	
	1) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input checked="" type="checkbox"/> G	List Item(s) and Details New roof.

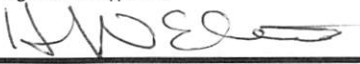
Continued on Page 2



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

	2)	Have you included the appropriate drawings, plans, or other depiction of the proposed addition, deletion, or other alterations; together with samples of the materials and colors to be used in taking the minor actions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A		
Applicant Signature	I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies. In addition, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein for the purpose of enforcing the provisions of the applicable code(s). I further authorize Town Staff to notify any adjoining property owners of this application. I certify all answers to questions and additional statements, within this application, are true, as confirmed by my signature below.			
	Applicant (Print Name)		Signature of Applicant	Date
	H. Douglas Ellis			8/15/2023
Owner Affidavit	My signature below confirms that I am familiar with the Code of Virginia, Title 54.1-1111 which regulates contractors; I am aware that anyone who performs work for me is required to have a state contractor license and trade certification (if applicable); that I may be subject to withholding taxes for those working on my project; and that I am not subject to licensure as a contractor or subcontractor for this project.			
	Property Owner (Print Name)		Signature of Property Owner	Date
Office Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Reasoning:		Official Signature	Date

Attachment for Drawings, Plans, Depiction, Etc.:



Existing Asphalt Shingle



Proposed Asphalt Shingle



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

Office Use Only

Fees: \$ _____

APPLICATION FOR WAIVER OF CERTIFICATE OF APPROPRIATENESS

Location of Property	Street Address 234 Valley St NW, A	
	City, State, Zip Code Abingdon, VA 24210	Parcel Number
Applicant Information	Name BELFOR	Phone 2766961465
	Mailing Address, City, State, Zip Code 90 Bristol College Dr, Bristol, TN, 37620, USA	
	Select Applicant Relation to Property below: Contractor <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:	Email James.hughes@us.belfor.com
Owner Information	Name of Owner Kevin Hill	Phone 423-383-4400
	Mailing Address, City, State, Zip Code 1 Goverment Center Pl, Abingdon VA 24210	
	Name of Business (if applicable) Washington County	Email
Important Information	<p>Application is hereby made for waiver of Certificate of Appropriateness under Article 8, Section 8-4-1, (b) of the Zoning Ordinance of the Town of Abingdon. Such waiver is limited to the following under the Guidelines adopted on May 5, 2004 by the Board of Architectural Review as follows:</p> <ul style="list-style-type: none">➤ The Zoning Administrator of the Town may determine that certain minor actions involving buildings and structures within the Old and Historic District and/or Entrance Corridor will have no permanent effect on the character of the District, and, by written waivers exempt the minor actions from review by the Board of Architectural Review. Such minor action shall be limited to the following:<ul style="list-style-type: none">A. Repainting in a paint scheme that duplicates the existing paint colors. Provided, however,<ul style="list-style-type: none">• The paint used should be of high quality to provide long lasting finish.• Paint colors should be appropriate for the building or structure's architectural style and design, as to which the Board of Architectural Review will provide recommendations at the owner's request.• Unpainted masonry should be left unpainted.B. Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies, window air conditioners, or similar appurtenances.C. Addition or deletion of television or radio antennas, skylights, or solar collectors in locations not visible from a public street, right-of-way, or place.D. Any alterations or other changes within the building or structure, which are not visible from a public street, right-of-way, or place.E. Relocation of heating and cooling systems on the property provided they are screened per the Design Guidelines.F. Planting of grass, trees, or shrubs, and other landscape improvements, excluding, however, any landscape, or involve construction of fences, walls, walkways, pools, fountains, and like improvements, which might affect the appearance of the site.G. Repair/replacement using materials that replicate existing material.	
Project Description	What is the subject of this request from the list above in Important Information:	
	1) <div><div>A</div><div><input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D</div><div><input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G</div></div>	List Item(s) and Details Changing out rusted metal roofing over doorways.



Continued on Page 2



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

	2)	Have you included the appropriate drawings, plans, or other depiction of the proposed addition, deletion, or other alterations; together with samples of the materials and colors to be used in taking the minor actions? <input type="checkbox"/> Yes <input type="checkbox"/> N/A N/A		
Applicant Signature	I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies. In addition, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein for the purpose of enforcing the provisions of the applicable code(s). I further authorize Town Staff to notify any adjoining property owners of this application. I certify all answers to questions and additional statements, within this application, are true, as confirmed by my signature below.			
	Applicant (Print Name) James Hughes	Signature of Applicant 	Date August 23, 2023	
Owner Affidavit	My signature below confirms that I am familiar with the Code of Virginia, Title 54.1-1111 which regulates contractors; I am aware that anyone who performs work for me is required to have a state contractor license and trade certification (if applicable); that I may be subject to withholding taxes for those working on my project; and that I am not subject to licensure as a contractor or subcontractor for this project.			
	Property Owner (Print Name)	Signature of Property Owner	Date	
Office Use Only	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied Approved		Official Signature 	Date 8/23/2023
	Reasoning: The applicant is replacing the existing sheet metal roof painted green with a sheet metal roof painted green to match the existing. The new metal roof will match the existing in material, design, and appearance.			

Attachment for Drawings, Plans, Depiction, Etc.: IMG_1947.pdf, 0.32MB

Jun 9, 2023 at 9:36:23 AM
234 Valley St NW
Abingdon VA 24210
United States



David Hoggard

Founder of Double Hung
Historic Window Restoration.

Winner of several awards for
preservation!



OCTOBER 12, 2023 ABINGDON HISTORIC PRESERVATION DAY

Come learn with us

The Abingdon Virginia Historic Preservation Board is hosting a day of learning October 12, 2023. Utilizing a Certified Local Government (CLG) grant, which was awarded to the Town, we are bringing together Virginia Department of Historic Resources, David Hoggard of Double Hung Historic Window Restoration, LLC, local officials and developers to discuss the value of preservation and the historic district.

You are welcome to attend ANY or ALL sessions!

FREE for all participants. FOOD included throughout the day!

Send an email of interest to staff:

- Mayana Rice, Director of Community Development
mrice@abingdon-va.gov
- Gabriel Cristofari, Senior Planner gcristofari@abingdon-va.gov
- Caleb Conklin, Planner I cconklin@abingdon-va.gov

10:00 AM

ARCHITECTURAL STYLES

MIKE PULICE, DHR

@ THE MARTHA (150 W. MAIN STREET)

1:00 PM

OH DISTRICT "HOW TO"
PLANNING STAFF

@ ABINGDON MUNICIPAL
BUILDING (133 W. MAIN STREET)

2:00 PM

BASICS OF TAX CREDITS,
BLAKE MCDONALD, DHR

@ABINGDON MUNICIPAL
BUILDING
(133 W. MAIN STREET)

3:00 PM

ADDITION CONSTRUCTION

HISTORIC STRUCTURE,
CAROLYN ZEMANIAN, DHR @
MUNICIPAL BUILDING
(133 W. MAIN STREET)

4:00 PM

REPAIR/RESTORE HISTORIC
WINDOWS, DAVID HOGGARD,
DOUBLE HUNG

@ MUNICIPAL BUILDING
(133 W. MAIN STREET)

5:00 PM

SINKING SPRING ADOPT-A-PLOT
PROGRAM KICKOFF

@ SINKING SPRING CEMETERY
(123 RUSSEL ROAD)

6:00 PM

PRESERVATION PROJECT TOUR

@ MERCANTILE BUILDING
(130 S. WALL STREET)



DAVID HOGGARD

OCTOBER 12, 2023

4pm

DOUBLE



Historic Window Restoration



BETSY WHITE

Welcome, 9:30 AM

MIKE PULICE

Presentation on
architectural styles, 10AM

TOA STAFF

Certificate of
Appropriateness (COA)
process overview, 1PM

BLAKE MCDONALD

Presentation on the basics
of tax credits, 2PM

CAROLYN ZEMANIAN

Presentation on how to
construct an appropriate
addition onto a historic
structure, 3PM

DAVID HOGGARD

Discussion on how to
preserve repair, and
restore historic windows,
4PM

NATHAN BERG

Mercantile Building Tour,
6PM



TOWN OF ABINGDON

133 WEST MAIN STREET • P. O. BOX 789 • ABINGDON, VIRGINIA • 24212
Phone: 276-628-3167

You are invited!

We're thrilled to invite you to the **Town of Abingdon's 2nd Annual Historic Preservation Day 2023**. We are taking the experience to a whole new level. Trust us, you won't want to miss it!

We are extending this invitation to fellow CLG members, professionals, realtors, and property owners located in the Old & Historic District.

We have a lineup of knowledgeable speakers, informative learning sessions, and exciting tours of historical Abingdon.

The agenda for the day will include:

- Welcome ceremony
- Discussion about architectural styles and their specific significant features
- Bus tour visiting some of Abingdon's historic landmarks (20 cap limit, please let us know if you would like to join this tour with your RSVP)
- Discussion about Abingdon's Certificate of Appropriateness (COA) process
- Learning the basics of tax credits
- Discussion on how to construct an appropriate addition onto a historic structure
- Discussion on how to preserve and restore historic windows
- Kickoff of the Sinking Spring Cemetery Adopt-A-Plot program
- Mercantile Building Tour

Food and Drink will be provided for you during the day.

So RSVP now and book your calendar for **October 12th, 2023** for Abingdon's Historic Preservation Day to share this great experience with us!

Hope to see you **October 12th!**

Community Development Team

Town of Abingdon

133 W. Main Street

Abingdon, VA 24210

(276) 676-3167

David Hoggard

Founder of Double Hung
Historic Window Restoration.

Winner of several awards for
preservation!



OCTOBER 12, 2023 ABINGDON HISTORIC PRESERVATION DAY

Come learn with us

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- Mayana Rice, Director of Community Development
mrice@abingdon-va.gov
- Gabriel Cristofari, Senior Planner gcristofari@abingdon-va.gov
- Caleb Conklin, Planner I cconklin@abingdon-va.gov

10:00 AM

ARCHITECTURAL STYLES

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BLAKE MCDONALD, DHR

@ABINGDON MUNICIPAL
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(133 W. MAIN STREET)

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ADDITION CONSTRUCTION

HISTORIC STRUCTURE,
CAROLYN ZEMANIAN, DHR @
MUNICIPAL BUILDING
(133 W. MAIN STREET)

4:00 PM

REPAIR/RESTORE HISTORIC
WINDOWS, DAVID HOGGARD,
DOUBLE HUNG

@ MUNICIPAL BUILDING
(133 W. MAIN STREET)

5:00 PM

SINKING SPRING ADOPT-A-PLOT
PROGRAM KICKOFF

@ SINKING SPRING CEMETERY
(123 RUSSEL ROAD)

6:00 PM

PRESERVATION PROJECT TOUR

@ MERCANTILE BUILDING
(130 S. WALL STREET)

