



**TOWN OF ABINGDON, VIRGINIA
TOWN COUNCIL MEETING
MONDAY, DECEMBER 4, 2023 – 6:30 pm
TOWN HALL – COUNCIL CHAMBERS**

DRAFT AGENDA

Please note there will be an opportunity during the meeting for citizens to address the Town Council when the Mayor declares public comments open. We request that anyone addressing the Council sign up, approach the podium when called, state your first and last name, and provide your complete mailing address.

- A. WELCOME** – *Mayor Pillion*
- B. ROLL CALL** – *Kim Kingsley, Clerk*
- C. PLEDGE OF ALLEGIANCE** – *Councilmember Donna Quetsch*
- D. PRAYER** – *Tyler Vencill, Highlands Fellowship Church*
- E. APPROVAL OF AGENDA** – *Mayor Pillion*
- F. APPROVAL OF MINUTES**
 - November 13, 2023
- G. PUBLIC COMMENTS** – Please place your name on the sign-up sheet provided; comments are limited to three (3) minutes per person.
 - Town of Abingdon residents
 - Other public comments (e.g. property owners, organizations)
- H. PROCLAMATIONS**
- I. PUBLIC HEARING** - Please place your name on the sign-up sheet provided; comments are limited to five (5) minutes per person.
- J. RESOLUTIONS**
 - 1. Resolution approving proposed comprehensive sign at property located at 370 E. Main Street Abingdon, VA, Tax Map 013-1-82 advertising the entryway to the shared parking area of Sweet Bay Brewing Company, a bike shop, an adventure retail store, and The Girl & The Raven. – *Mayana Rice, Asst. Town Manager and Director of Community Development*
- K. FIRST READING OF ORDINANCES**
- L. SECOND READING OF ORDINANCES**
- M. CONSIDERATION OF BIDS**
- N. NEW BUSINESS**
 - 1. Presentation of 2022/2023 Financial Audit for the Town of Abingdon – *Jordan Owens, Brown, Edwards & Company*
 - 2. Engineering update regarding flooding on Preston St SW and Hagy St SW - *Matthew Lane, The Lane Group, Town of Abingdon Contract Engineer*
- O. OLD BUSINESS**

P. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN MANAGER

1. Consideration of funding for William King Museum of Art – *Mike Cochran, Town Manager*
2. Consideration of dates for Council meetings and retreat for 2024– *Mike Cochran, Town Manager*
3. Discussion regarding correcting the Ordinance establishing the Abingdon Arts Commission, specifically, “**WHEREAS**, the Abingdon Arts Commission shall consist of one *ex officio* Councilmember appointed by the Town Council to serve terms coincident with their terms as members of the Council. The Town Manager will name a Town employee designee as an *ex officio* member to serve as staff support for the Commission. Town Council will appoint five citizens to serve two-year **consecutive** terms, beginning July 1 of the year of appointment.”- *Mike Cochran, Town Manager*
4. Consideration of year-end bonus for Town employees – *Mike Cochran, Town Manager*

Q. COUNCIL MEMBER REPORTS

R. APPOINTMENTS TO BOARDS AND COMMITTEES

1. Sinking Spring Cemetery Committee
-Reappointment of John Legard, who is eligible to serve an additional term

If Council so desires, Closed Session pursuant to the Code of Virginia, 1950, as amended, Section 2.2-3711(A)(1) for the purpose of considering applications for appointment/reappointment for position(s) on Sinking Spring Cemetery Committee.

S. CLOSED SESSION

T. ADJOURNMENT

**TOWN OF ABINGDON
COUNCIL MEETING
MONDAY, NOVEMBER 13, 2023 – 6:30 pm
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

The meeting of the Abingdon Town Council was held on Monday, November 13, 2023, at 6:30 pm in the Council Chambers of the Municipal Building.

- A. WELCOME** – *Mayor Pillion*
B. ROLL CALL

Members of Council Present:	Wayne Austin
	Donna Quetsch
	Derek Webb
	Vice Mayor Anderson
	Mayor Pillion

- C. PLEDGE OF ALLEGIANCE**
D. PRAYER
E. APPROVAL OF AGENDA (VIDEO 6:27 – 6:55)

On motion of Vice Mayor Anderson, seconded by Mr. Austin, approved the agenda as presented.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

- F. APPROVAL OF THE MINUTES (VIDEO 6:56 – 8:11)**
- October 3, 2023
 - October 19, 2023

On motion of Mr. Austin, seconded by Vice Mayor Anderson, approved the October 3, 2023 minutes as presented.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Abstained (absent from meeting)
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

On motion of Mrs. Quetsch, seconded by Vice Mayor Anderson, approved the October 19, 2023 minutes as presented.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

G. PUBLIC COMMENTS (VIDEO 8:37 – 11:59)

- Eddie Copenhaver

H. PROCLAMATIONS

I. PUBLIC HEARING

1. Proposed special use permit to renovate the existing digital marquee sign located at Jonesboro Road and VHCC Drive intersection, specifically at the entrance to Virginia Highlands Community College. **(VIDEO 12:01 – 18:50)**

Mayana Rice, Assistant Town Manager and Director of Community Development conveyed Commonwealth of Virginia/Virginia Community College System, the owner, and Virginia Highlands Community College/Southwest Virginia Higher Education Center, the applicant, has requested approval of special use permit for a comprehensive sign plan. The plan also includes Virginia Highlands Small Business Incubator, Washington County Government Center, and the Southwest Virginia Higher Education Center on the sign. She discussed the location, background, access, and adjacent land uses/zoning. Mrs. Rice stated that the comprehensive sign plan asked for flexibility to increase the sign square footage located within the required setback of the sign ordinance, flexibility to change “static signage” to “changeable”, and flexibility from 60 total square feet to a total of 412 square feet, and illumination.

Mayor Pillion opened the public hearing. Hearing no comments, Mayor Pillion closed the public hearing.

2. Proposed special use permit for an accessory dwelling unit exceeding the maximum requirement of 800 square feet to provide additional space for handicap accessibility. The requested total square footage is 985 sq. ft., 227 Stone Mill Road, Parcel No. 018-7-3. **(VIDEO 18:51 – 23:03)**

Mayana Rice, Assistant Town Manager and Director of Community Development conveyed Walter and Mary Harman, applicants, and Matthew Bundy, representative, requested a special use permit to exceed the maximum area limit for an accessory dwelling unit. The property is located at 227 Stone Mill Road, within the R-3 residential district. Mrs. Rice discussed the location, background, access, and adjacent land uses/zoning. Section 7-2-2 accessory dwelling units states the floor area shall be no more than 800 square feet in finished floor area, with the applicant proposing to increase it to a total of 1,014 square feet.

Mayor Pillion opened the public hearing. Nester Robels, with Bundy Architecture & Engineering, representative for the owners addressed the Council. Hearing no additional comments, Mayor Pillion closed the public hearing.

3. Proposed Zoning Text Amendment, Chapter 44. Land Use, Article VIII. Division 4. Signs, Sections 8-4-3, 8-4-4, 8-4-6, and Article XI. Definitions, Division I. In General, Section 11-1-2. General and use definitions. **(VIDEO 23:03 – 27:53)**

Mayana Rice, Assistant Town Manager and Director of Community Development advised that the Town continues to grow commercially, signage has become larger aspects of the Town's landscapes, with no current regulations governing window signage. The Planning Commission recommend amendments to the Town's zoning ordinance. Mrs. Rice stated the current window signage is allowed, but there are no regulations concerning any aspect related to the sign's design, with the Town being inundated with window signage requests. Mrs. Rice presented several proposed changes. Discussion ensued.

Mayor Pillion opened the public hearing. Hearing no comments, Mayor Pillion closed the public hearing.

J. RESOLUTIONS (27:55 – 32:30)

1. Resolution declaring the Council's support for naming the Interstate 81 bridge over Cummings Street (Exit 17) the "Master Firefighter Cameron B. Craig Memorial Bridge" and petitioning the Virginia Commonwealth Transportation Board to concur with the decision.

Fire Chief Tim Estes read the resolution into the record and recognized Cameron's father, Dale Craig.

On motion of Vice Mayor Anderson, seconded by Mr. Austin, approved the Resolution declaring the Council's support for naming the Interstate 81 bridge over Cummings Street

the “Master Firefighter Cameron B. Craig Memorial Bridge” and petition the Virginia Commonwealth Transportation Board to concur as presented.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

2. Resolution approving proposed special use permit to renovate the existing digital marquee sign located at Jonesboro Road and VHCC Drive intersection, specifically at the entrance to Virginia Highlands Community College. **(VIDEO 32:30 – 33:20)**

On motion of Mr. Webb, seconded by Vice Mayor Anderson, approved the Resolution for a special use permit to renovate the existing digital marquee sign located at Jonesboro Road and VHCC Drive intersection, specifically at the entrance to Virginia Highlands Community College as presented.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

3. Resolution approving proposed special use permit for an accessory dwelling unit exceeding the Maximum requirement of 800 square feet to provide additional space for handicap accessibility. The request is total square footage is 985 sq. ft., 227 Stone Mill Road, Parcel No. 018-7-3. **(VIDEO 33:21 – 34:35)**

On motion of Mr. Webb, seconded by Vice Mayor Anderson, approved the Resolution for a special use permit for an accessory dwelling unit exceeding the maximum requirement of 800 square feet to provide additional space for handicap accessibility for total square footage of 1,104 square feet as amended, 227 Stone Mill Road, Parcel No. 018-7-3.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye

Mayor Pillion

Aye

K. FIRST READING OF ORDINANCES (VIDEO 34:35 – 35:38)

1. An Ordinance for a Zoning Text Amendment, Chapter 44. Land Use, Article VIII. Division 4. Signs, Sections 8-4-3, 8-4-4, 8-4-6, and Article XI. Definitions, Division I. In General, Section 11-1-2. General and use definitions.

On motion of Vice Mayor Anderson, seconded by Mr. Webb, approved the Ordinance for Zoning Text Amendment, Chapter 44, Land Use, Article VIII. Division 4. Signs, Sections 8-4-3, 8-4-4, 8-4-6, and Article XI. Definitions, Division I. In General, Section 11-1-2. General and use definitions as presented, waiving second reading, and adopting immediately.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

L. SECOND READING OF ORDINANCES

M. CONSIDERATION OF BIDS

N. NEW BUSINESS

1. Woodard & Curran quarterly update for Wolf Creek Reclamation Facility (**VIDEO 35:45 – 43:59**)

Ryan Sullivan and Chris Pritt, representatives for Woodard & Curran, presented an update for Wolf Creek Reclamation Facility.

2. Approval of contract for The Meadows splashpad recirculation tank (**VIDEO 43:59 – 56:20**)

Kyle Pollard, Director of Recreation, advised the Council that since the splashpad opened the Town incurred a huge expense for water. Mr. Pollard suggested to the Council that a circulation tank be considered at the cost of \$150,000 with Carolina Recreation and Design, the original installers for the splashpad. Discussion ensued.

Motion by Mr. Austin, seconded by Vice Mayor Anderson, to allow the inter-fund transfer of \$150,000 interest earnings from the ARPA Fund to General Fund.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

Vice Mayor Anderson	Aye
Mayor Pillion	Aye

Motion by Mr. Austin, second by Vice Mayor Anderson, to utilize the \$150,000 transferred into the General Fund for the recirculation tank for the splashpad and authorize the Town Manager to enter into the agreement with Carolina Recreation & Design.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

3. Presentation of the Sinking Spring Cemetery Master Plan (VIDEO 56:26 – 1:03:15)

Mayana Rice, Assistant Town Manager and Director of Economic Development presented the Sinking Spring Cemetery Master Plan which included a path forward from maintenance to enhancements.

Motion by Mrs. Quetsch, seconded by Mr. Webb, to authorize the Town Manager to enter into an agreement with JMT to complete a Cemetery Master Plan.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

4. Consideration of Agreement with Davis Brothers Roofing and Sheet Metal Fabricators, Inc. for Sinking Spring Cabin cedar shake roof system (VIDEO 1:03:18 – 1:07:12)

Matt Henderson, Assistant Public Works Director, requested that the Council consider an agreement with Davis Brothers Roofing and Sheet Metal Fabricators, Inc. to replace the cedar shake roof system on the Sinking Spring Cabin in the amount of \$24,413.48. Discussion ensued.

Motion by Mr. Webb, seconded by Mrs. Quetsch, to allow the inter-fund transfer of \$24,413.48 from the Cemetery Trust Fund to General Fund.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

Motion by Mr. Webb, seconded by Mrs. Quetsch, to authorize the Town Manager to enter into the agreement with Davis Brothers Roofing and Sheet Metal Fabricators, Inc. to replace the Sinking Spring Cabin roof.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

O. OLD BUSINESS

**P. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN MANAGER
(VIDEO 1:07:12 – 1:17:39)**

1. Recognition of Treasurer, Tammy Baldwin, for thirty years of service to the Town

Town Manager Mike Cochran recognized Tammy Baldwin for her thirty years of service to the Town of Abingdon and thanked her dedication.

2. Recognition of employees of Green Acres Assisted Living and AFD members for response to fire at facility on October 17, 2023

Fire Chief Tim Estes recognized Captain Marty Berry and Master Firefighter Mark Gobble and employees of the Green Acres Assisted Living in their heroic efforts responding to a fire on October 17, 2023.

Town Manager Mike Cochran also conveyed that he received a handwritten letter and a telephone call recently commenting on how nice the Town looks and the dedication from the employees. He thanked the staff for making Abingdon a great place to live.

Q. COUNCIL MEMBER REPORTS (VIDEO 1:17:40 – 1:21:06)

Vice Mayor Anderson attended the Veteran's Memorial Day event on November 11th and thanked the Abingdon Fire Department for presenting the flag, the bag pipes group, Veterans Memorial Park Board members, including Councilman Wayne Austin, Washington County, Virginia Sheriff's Office and Honor Guard, Daughters of the American Revolution, Sons of the American Revolution, Over Mountain Victory Trail, Daughters of the American Revolution and Lee Saunders and Emmitt Yearly personally. He also reminded everyone of the Townwide Merchant Open House, tree lighting at the Visitor's Center with the VHCC choir, and the arrival of Santa Claus.

Mayor Pillion announced the ribbon cutting of the skill and pump tracks and was very pleased with the addition to The Meadows.

R. APPOINTMENTS TO BOARDS AND COMMITTEES (VIDEO 1:21:06 – 1:35:19)

1. Sinking Spring Cemetery Committee
 - Appointment to fill the unexpired term of Richard Morgan, representative for Washington County Historic Society
 - Reappointment of John Legard, who is eligible to serve an additional term
2. Infrastructure Advisory Committee
 - Appointment to fill the expired term of Charlene Truhlik
 - Appointment to fill the expired term of Charlie Fugate
3. Tourism Advisory Committee
 - Appointment to fill expired term of Morgan Egan, Barter Theatre representative advertised
4. Board of Zoning Appeals
 - Reappointment of Kenny Shuman, Representative for Planning Commission, who is eligible to serve an additional term
5. Historic Preservation Review Board
 - Reappointment of Betsy White, who is eligible to serve an additional term

On motion of Mrs. Quetsch, seconded by Vice Mayor Anderson, to convene in closed session as permitted by Virginia Code Section 2.2-3711(A)(1) for the purpose of considering applications for appointment for positions on the Sinking Spring Cemetery Committee, Infrastructure Advisory Committee, Tourism Advisory Committee, Board of Zoning Appeals, and Historic Preservation Review Board.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

On motion of Mrs. Quetsch, seconded by Mr. Webb to reconvene in open session.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

Vice Mayor Anderson moved that the Town Council certify that in closed session just concluded, nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provision of the Virginia Freedom of Information Act cited in that motion.

The roll call vote was as follows:

Mr. Austin	I so certify
Mrs. Quetsch	I so certify
Mr. Webb	I so certify
Vice Mayor Anderson	I so certify
Mayor Pillion	I so certify

On motion of Mr. Webb, seconded by Mr. Austin, appointed Keri Tudor as a representative of the Washington County Historic Society to the Sinking Spring Cemetery Committee; Tyler Vencill to replace Charlene Truhlik and Taylor Bettis to replace Charlie Fugate on the Infrastructure Advisory Committee; Amber Fiorini as the Barter Theatre representative on the Tourism Advisory Committee; and reappointed Kenny Shuman as the Planning Commission representative to the Board of Zoning Appeals; and reappointed Betsy White to the Historic Preservation Review Board.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye
Vice Mayor Anderson	Aye
Mayor Pillion	Aye

S. CLOSED SESSION

Mayor Pillion declared the meeting adjourned.

Mayor Amanda Pillion

Kimberly Kingsley, Clerk



MEMO

TO: ABINGDON TOWN COUNCIL

FROM: MAYANA RICE, ASSISTANT TOWN MANAGER

SUBJECT: REQUEST FOR A SPECIAL USE PERMIT FOR A COMPREHENSIVE SIGN PLAN.

PUBLICATION DATE: AUGUST 30, 2023

MEETING DATE: SEPTEMBER 5, 2023

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

On 8/28/2023 the Planning Commission was presented with the following request:

*Special Use Permit – Cillian James Hegarty, 370 E. Main Street, Abingdon, VA 24210.
Special Use Permit for Signage. Located at 370 E. Main Street, Abingdon, VA 24210. (Tax Map 013-1-82)*

On a motion by Mr. Johnson, seconded by Mr. Wilson, the board voted to unanimously approve the application as presented with the following condition(s):

1. Submit for review to the Community Development Department and Applicant record a permanent 15 ft. wide easement that links parcels (prior to the approval of the sign permit):
 - 013-1-82
 - 014-1-9
 - 014-1-24
 - 014-1-25
 - 014-1-24C
 - 013-1-143
2. Submit for review to the Community Development Department and record a permanent easement located between the existing engineering building and the existing brewery building exiting onto Deadmore Street.

- 3.** The permanent easement must identify that this area is for vehicular and pedestrian movement (not only on the recorded document but also on the physical site).
- 4.** The permanent easement must consist of a pavement, concrete or gravel surface and be maintained in perpetuity by the owners.
- 5.** The permanent easement documentation must be signed by all property owners and recorded with each parcel.
- 6.** The permanent easement documentation will identify the maintenance plan for easement and the responsible parties for each parcel.
- 7.** Submit internal directional signage for traffic flow that includes design, materials, and dimensions to be added to the comprehensive sign package and site plan with the submittal of the Sign Permit Application.
- 8.** Remove The Girl & The Raven Open sign and the Breakfast, Lunch, and Pastries signs on 380 E. Main Street to eliminate sign clutter on E. Main Street prior to approval of the Sign Permit.
- 9.** Remove the previous sign post located at 370 E Main Street prior to the approval of the Sign Permit.
- 10.** Submit a parking plan for spaces for all businesses located in the East Village prior to approval of the Sign Permit.
- 11.** The driveway for 370 E. Main Street shall have angled parking which will distinguish this route as a one-way entrance.
- 12.** Dumpster(s) either existing or new for all businesses must be fully enclosed and relocated if found obstructing an easement prior to approval of the Sign Permit.
- 13.** A final lighting plan be submitted into the Community Development Department prior to the approval of a Sign Permit Application.
- 14.** An additional easement must be established across the parcels:
 - 014-1-25
 - 014-1-24B

The roll call vote was as follows:

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

Please reference the attached staff report for further details concerning the request.

REQUIRED ACTIONS OF THE TOWN COUNCIL:

A. **Sample Motions.** The role of the Town Council in this instance is to decide on the Special Use Permit for a Comprehensive Sign Plan request. The following sample motions have been provided by Staff for consideration by the Town Council:

- **Sample Motion for Approval:** Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 44-8-4-2C of the Town of Abingdon Zoning Ordinance, I move to approve the Special Use Permit.
- **Sample Motion for Denial:** Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 44-8-4-2C of the Town of Abingdon Zoning Ordinance, I move to deny the Special Use Permit.



STAFF REPORT

TO: ABINGDON PLANNING COMMISSION

FROM: GABRIEL CRISTOFARI, SENIOR PLANNER/GIS

SUBJECT: REQUEST FOR A SPECIAL USE PERMIT FOR A COMPREHENSIVE SIGN PLAN.

PUBLICATION DATE: AUGUST 21, 2023

MEETING DATE: AUGUST 28, 2023

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

REQUEST:

Hugh Belcher (Owner) and Cillian James Hegarty (Applicant) have requested approval of a Special Use Permit to add two monument signs to the property to advertise the entryway to the proposed development "East Village". The primary focus is to unify the existing businesses around a shared parking area. The first monument sign will be located on E. Main Street and the second monument sign will be located on Park Street.

The Special Use Permit request is for a Comprehensive Sign Plan per section 8-4-2 of Article VIII Community Design Standards.

The property is within the General Business District (B-2) and is within the Entrance Corridor therefore requiring the approval of the Planning Commission prior to completion.

VICINITY MAP:



ENTRANCE CORRIDOR:



View of E. Main Street looking West



View of E. Main looking East



View of Deadmore Street looking South



View of Deadmore Street looking North

ZONING MAP:



STAFF FINDINGS:

1. **Location.** The Subject Property contains approximately 0.58 acres and is legally described as E MAIN ST-BARBEE ACR .58 (Tax Map No. 013-1-82). Generally, the Subject Property is located at 370 E. Main Street.
2. **Background.** There is existing signage visible on the properties of Sweetbay Brewing Company, Brazen Raven Coffee Roasters, and The Girl & The Raven. However, the applicants are interested in this property functioning as one location. In order to accomplish this, both a permanent easement through all the parcels and a Comprehensive Sign Plan are being proposed.
3. **Access.** Access to the site will be on E. Main Street, Deadmore Street, and Park Street.
4. **Adjacent Land Uses/Zoning.** Adjoining properties on the North, East, and West are zoned General Business District (B-2). To the southwest is a parcel zoned Residential (R-2). To the southeast is a parcel zoned Limited Industrial District (M-1).

5. Applicable Requirements of the Zoning Ordinance.

Comprehensive Sign Plan.

Section 8-4-2 Administration.

(c) Special exceptions.

(1) Comprehensive sign plan.

a. Special exceptions to this article may be granted in B, M, and PTD Districts as a comprehensive sign plan approved by special use permit. Special exceptions to the maximum height requirements in this article shall not be permitted.

b. The comprehensive sign plan is intended to promote consistency among signs within a development and enhance the compatibility of signs with the architectural and site design features within a development.

(2) Contents of plan.

a. A comprehensive sign plan, which may be a written document or drawings adequate to depict the proposed signs, shall include:

1. The proposed general locations for freestanding signs on a lot as well as the proposed location(s) for building signs on a building facade.

2. Types of signs proposed.

3. A listing of materials proposed for all sign structures and sign surfaces.

4. The maximum number and maximum size of proposed signs.

5. The type of illumination, if any, proposed for all signs, including whether internally illuminated or external illuminated and describing the type of light fixture proposed.

6. A description of any ornamental structure upon which a sign face is proposed to be placed.

(3) Amendment of plan.

a. A comprehensive sign plan may be amended by submitting a revised comprehensive sign plan for consideration and determination through the special use permit process. Upon approval, the amended plan shall have the same force and effect as an approved comprehensive sign plan.

Staff Findings:

The first monument sign will be located at 370 E. Main Street at the E. Main Street Entrance.



The structure that supports the signs will have a maximum overall dimension of 80 in. x 118.79 in. composed of wooden beams and limestone masonry with individual internal signs annotating the name of the complex as well as signs for each individual tenant.

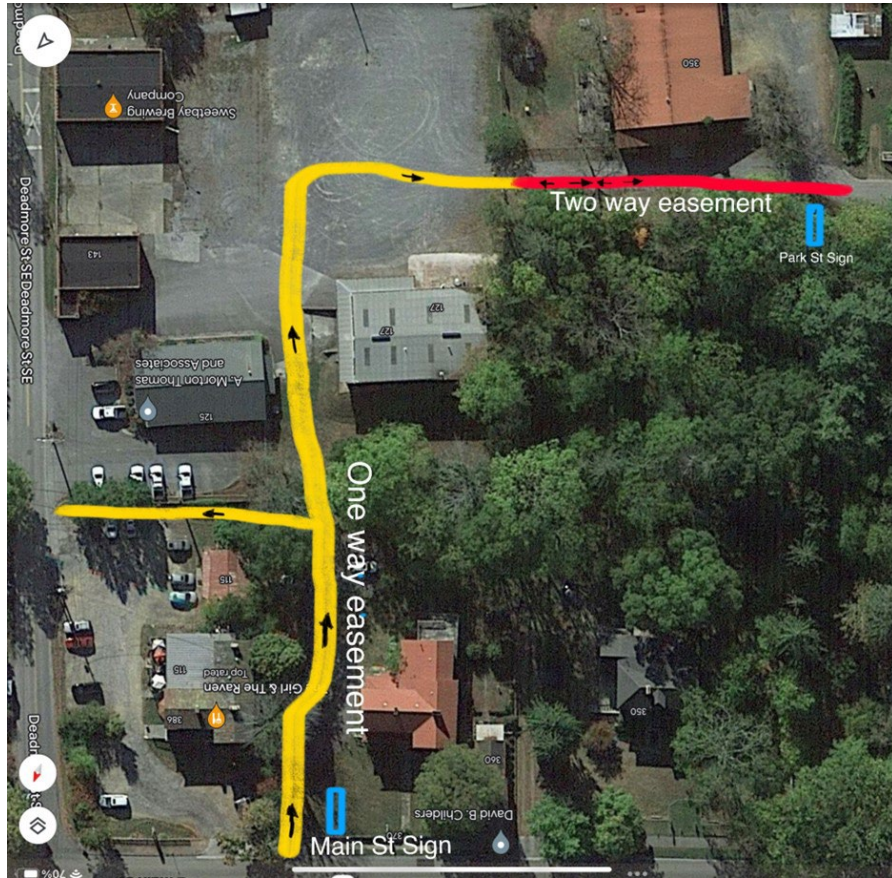
The individual signs will consist of a black and gold color scheme and be made from vinyl, aluminum, or a similar flat surface.



The top sign will measure 11.79 in. x 81.21 in. equaling 6.65 sq. ft. and will display the name of the development. Below the top sign will be four smaller signs each measuring 12.04 in. x 33.18 in. equaling 2.77 sq. ft. and will display the names of the tenants. There will be four smaller signs on the bottom each measuring 12.04 in. x 33.18 in. equaling 1.39 sq. ft. and will display the names of future tenants located within the development.

The second monument sign will be located at Park Street. The structure and signs will comprise of the same material, color scheme, and lettering as the first monument sign. The structure will measure 64.99 in. x 96 in. The top portion of the sign will measure 9.53 in. x 65.63 in. equaling 4.34 sq. ft. The bottom portion of the sign will measure 32.18 in. x 56.62 in. equaling 12.65 sq. ft., bringing the total signage's square footage to 17 sq. ft..





An entrance to the development is located at 370 E. Main Street. The access provides a one-way easement leading South to the proposed shared parking lot and West to the exit on Park Street. The one-way easement provides an exit East across 380 E. Main Street. An entrance and exit to the shared parking lot can be accessed with the two-way easement found on Park Street

The applicant is requesting approval for future tenant signage.

1. **Ice House Building** – For the Ice House property on Park Street the applicant proposes the option of three signs with the following dimensions or smaller of 4 ft. x 5 ft. rectangular signs, or alternatively, 5 ft. diameter circular signs. Each sign material will be aluminum and comprise of the color palettes and logos specific to each prospective business i.e., coffee roastery, bike shop, and adventure shop, located there.
2. **Sweetbay Out Building** – For the Sweetbay Out Building the applicant proposes the option of one sign with the following dimensions or smaller of a 4 ft. x 5 ft. rectangular sign, or alternatively, 5 ft. diameter circular sign. This will be located on the building closest to the Deadmore Street entrance. The sign material will be aluminum and comprise of the color palette and logo specific to the prospective business located there.
3. **370 E. Main Street** – For 370 E. Main Street the applicant proposes the option of one sign with the following dimensions or smaller of a 3 ft. x 5 ft. rectangular sign. The sign material will be aluminum and comprise of the color palette and logo specific to the prospective business located there.
4. **380 E. Main Street** – For 380 E. Main Street the applicant proposes the option of one sign with the following dimensions or smaller of a 1 ft. x 3 ft. rectangular sign, or alternatively, 3 ft. in diameter circular sign. The sign material will be aluminum and comprise of the color palette and logo specific to the prospective business located there.



Future tenant sign at 370 E. Main Street

Existing Signage



Existing signage for Sweetbay Brewing Company



There is a post that shows that there was previous signage located at 370 E. Main Street. This is required to be removed.



Existing signage for Brazen Raven Coffee Roasters



There is an excess of existing signage for The Girl & The Raven.

The sandwich board signs are allowed. However, staff is recommending the Planning Commission discuss a permanent solution for the drive through with curb.

The Open / Close sign is in addition to the permanent sign and is being conditioned to be removed.

The snipe signs are not allowed. They need to be removed.

Entrances and Exits



Existing entrance/exit at Sweetbay Brewing Company



Existing entrances/exits at The Girl & The Raven

The creativity that is identified in unifying these various parcels is the type of scenario where the Comprehensive Sign Plan can be of service. However, because it is a Special Use Permit conditions can be placed on the project in order to ensure the site is adequately designed and managed.

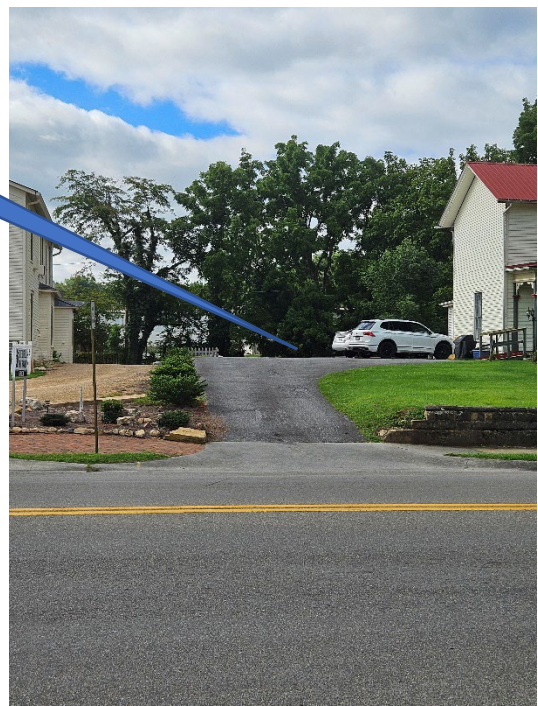
Staff identified several key components of this project that should be addressed as a condition.

1. One way entrance from Main Street must connect from 370 E. Main Street (013-1-82) across the parcel that currently houses the Girl & Raven (014-1-9).



2. Diagonal parking must be marked on the property at 370 E. Main Street to ensure that the driveway functions as an entrance only location.

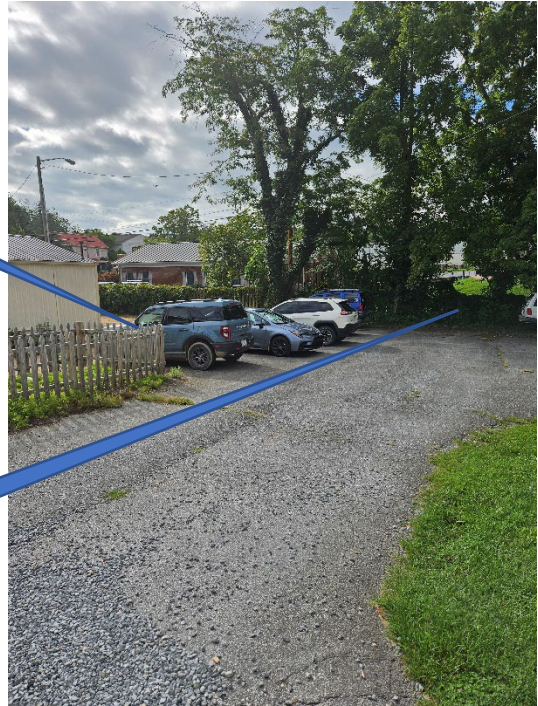
Diagonal Parking



3. A permanent, constructed and signed easement for both the location across the Girl & Raven and onto the Sweetbay Brewing must be completed prior to the sign permit being issued.

Establish EGRESS
across G&R

Establish Easement
through Sweetbay



Establish EGRESS
across G&R

Existing entrances/exits at 370 E. Main Street

4. The permanent easement must continue through the properties ensuring
- a. 013-1-82
 - b. 014-1-9
 - c. 014-1-24
 - d. 014-1-25
 - e. 014-1-24C
 - f. 013-1-143



5. Ingress and egress (two way) 24 ft. wide easement must be established across the Park Street parcels to ensure adequate movement.



Proposed entrance/exit at Bike Shop/Brazen Raven Coffee Roasters

STAFF SUGGESTED CONDITIONS OF APPROVAL:

If the Planning Commission decides to approve the Special Use Permit request, staff suggests the following conditions of approval be attached to secure substantial protection for public health, safety, and general welfare:

1. Submit for review to the Community Development Department and Applicant record a permanent 15 ft. wide easement that links parcels (prior to the approval of :
 - 013-1-82
 - 014-1-9
 - 014-1-24
 - 014-1-25
 - 014-1-24C
 - 013-1-143
2. The permanent easement must identify that this area is for vehicular and pedestrian movement.
3. The permanent easement must consist of a pavement, concrete or gravel surface and be maintained in perpetuity by the owners.
4. The permanent easement documentation must be signed by all property owners and recorded with each parcel.
5. The permanent easement documentation will identify the maintenance plan for easement and the responsible parties for each parcel.

6. Submit internal directional signage for traffic flow that includes design, materials, and dimensions to be added to the comprehensive sign package and site plan with the submittal of the Sign Permit Application.
7. Remove The Girl & The Raven Open sign and the Breakfast, Lunch, and Pastries signs on 380 E. Main Street to eliminate sign clutter on E. Main Street prior to approval of the Sign Permit.
8. Remove the previous sign post located at 370 E Main Street prior to the approval of the Sign Permit.
9. Submit a parking plan for spaces for all businesses located in the East Village prior to approval of the Sign Permit.
10. The driveway for 370 E. Main Street shall have angled parking which will distinguish this route as a one-way entrance.
11. Dumpster(s) either existing or new for all businesses must be fully enclosed and relocated if found obstructing an easement prior to approval of the Sign Permit.

REQUIRED ACTIONS OF THE PLANNING COMMISSION:

- A. **Sample Motions.** The role of the Planning Commission 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 Planning Commission:
- **Sample Motion for Approval:** Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 44-3-4 of the Town of Abingdon Zoning Ordinance, I move to approve the Certificate of Appropriateness
 - **Sample Motion for Denial:** Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 44-3-4 of the Town of Abingdon Zoning Ordinance, I move to deny the Certificate of Appropriateness.
 - **Sample Motion for Continuance:** Having reviewed and considered the application materials, staff report, and public comment, I move to continue the 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 SPECIAL USE PERMIT


Location of Property	Street Address 370 E Main St	
	City, State, Zip Code Abingdon, Va, 24210	Parcel Number 013-1-82
Applicant Information	Name Cillian James Hegarty	
	Phone 2766082995	
	Mailing Address, City, State, Zip Code 370 E Main St, Abingdon, VA, 24210, USA	
	Select Applicant Relation to Property below: Business Partner <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:	Email cillian@wallbergconstruction.com
Owner Information	Name of Owner Hugh Belcher	
	Phone 4236778072	
	Mailing Address, City, State, Zip Code 370 E Main St, Abingdon, VA, 24210, USA	
	Name of Business	Email hughbelcher058@gmail.com
Project Description	A Special Use Permit is required under:	
	1)	Section Number: 21
		Zoning Ordinance in Zone: 6-4-07(2)
		For the Use Of: Commercial signage indicating an entrance
	2)	Describe the proposed improvements and give details of operation(s). Describe operations thoroughly, as required by section 17-3-2 of the Zoning Ordinance and attach separate sheets if necessary: We propose to create a tasteful cohesive sign at the property of 370 E Main St advertising the entryway to the shared parking area of Sweet Bay Brewing Company, a bike shop and adventure retail store and The Girl & The Raven.
	3)	Is this a new development: <input type="checkbox"/> Yes <input type="checkbox"/> No No If Yes, a site plan must be attached showing boundaries and dimensions of property, width of internal and external streets, location and size of building(s) on the site, roadways, walks, off street parking, landscaping, and signs. (Ref. Article 18 of the Town of Abingdon Zoning Ordinance. If yes, have you attached the site plan? <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Applicant Signature	I understand that the deadline for applications for special use permits 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.	
	I understand code 15.2-2206, Code of Virginia, as amended. 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 and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, 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 certify all answers to questions and additional statements, within this application for permit, are true, as confirmed by my signature below.	



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

	Applicant (Print Name) Cillian Hegarty	Signature of Applicant 	Date July 21, 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 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.		
	Property Owner (Print Name)	Signature of Property Owner	Date

ADJACENT PROPERTY OWNERS

- List ALL adjacent property owners, street addresses, and parcels.
- Adjacent property means a parcel of land which shares all or part of a common property line with another parcel of land.
- This includes properties that immediately join yours AND properties across streets, highways, bridges, sidewalks, railroads, etc.



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

Hugh and Julie Belcher, Cillian and Ariane Hegarty, 380 E Main St, Abingdon, Va, 24210, 014-1-9

John Lentz, 360 E Main St, Abingdon, Va 24210, 013-1-82A

Lynn Rundle, 127 Deadmore St, Abingdon, Va 24210, 01-4-124

Abingdon Cleaners, 371 and 385 E Main St, Abingdon ,Va, 24210, 013-1-81 & 013-5-6

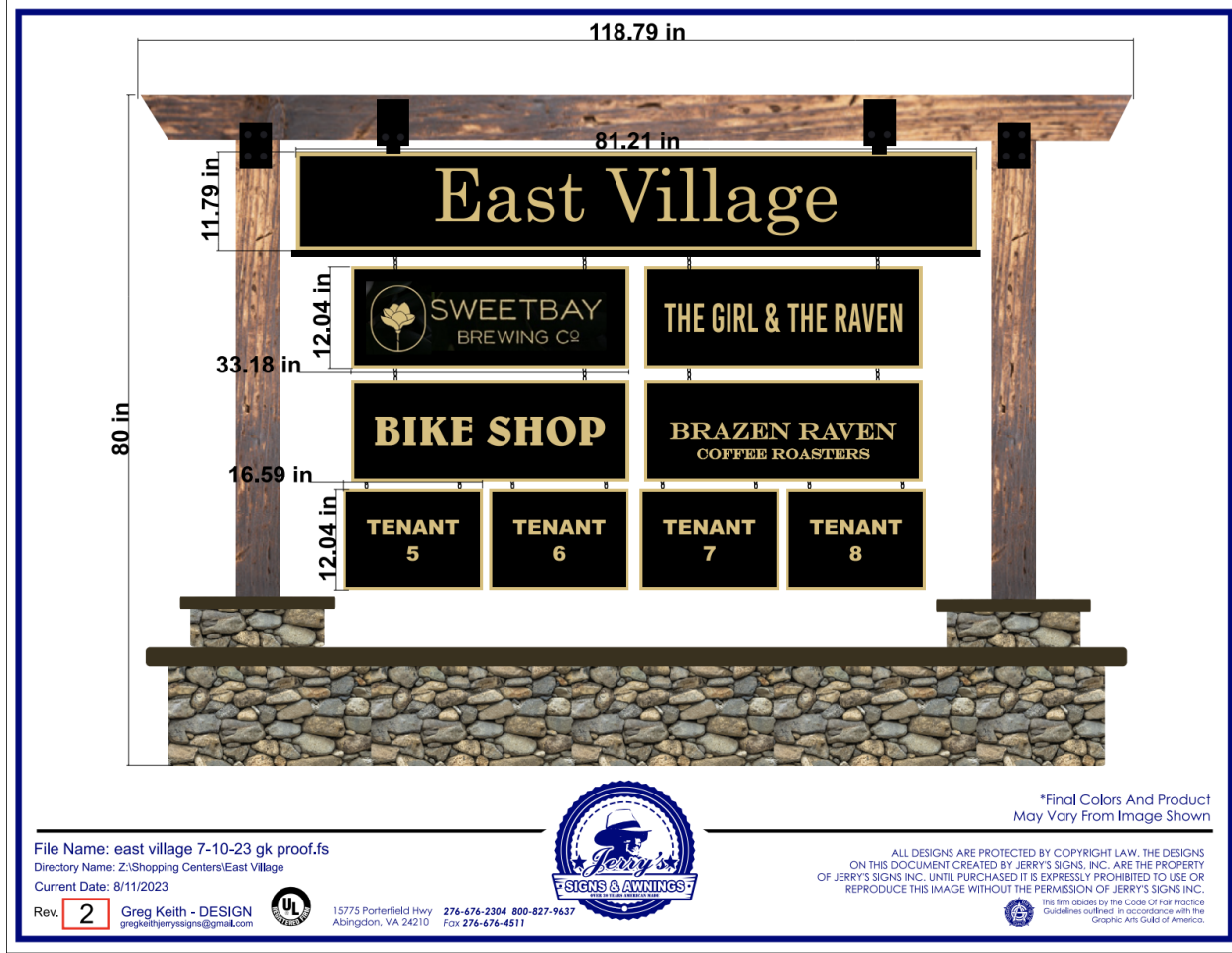
Attachment for Site Plan: , MB

East Village Sign Plan

370 E Main St

The structure supporting the signage located at 370 E Main St will have a maximum overall dimension of 80 x 118.79 inches composed of wooden beams and limestone masonry with individual internal signs annotating the name of the complex as well as signs for each individual tenant.

The individual signs will consist of a black and gold color scheme and be made from vinyl, aluminum or a similar flat surface.



Park St

The structure supporting the signage located at the Ice House property on Park St will have a maximum overall dimension of 64.99 x 96 inches composed of wooden beams and limestone masonry with an internal sign annotating the name of the complex as well as each individual tenant.



Future Signage For Existing Structures:

To cater for future tenant signage on the buildings within this complex we also are requesting approval for the following signage and dimensions:

Ice House Building

For the Ice House property on Park Street we would like to make available the option of three signs with the following dimensions or smaller: 4ft high x 5ft long, or alternatively, 5 ft in diameter circular signs. Each will be composed of aluminum and will comprise of the color palettes and logos specific to each business ie. coffee roastery, bike shop, adventure shop that will be located in each.

Sweet Bay Out Building

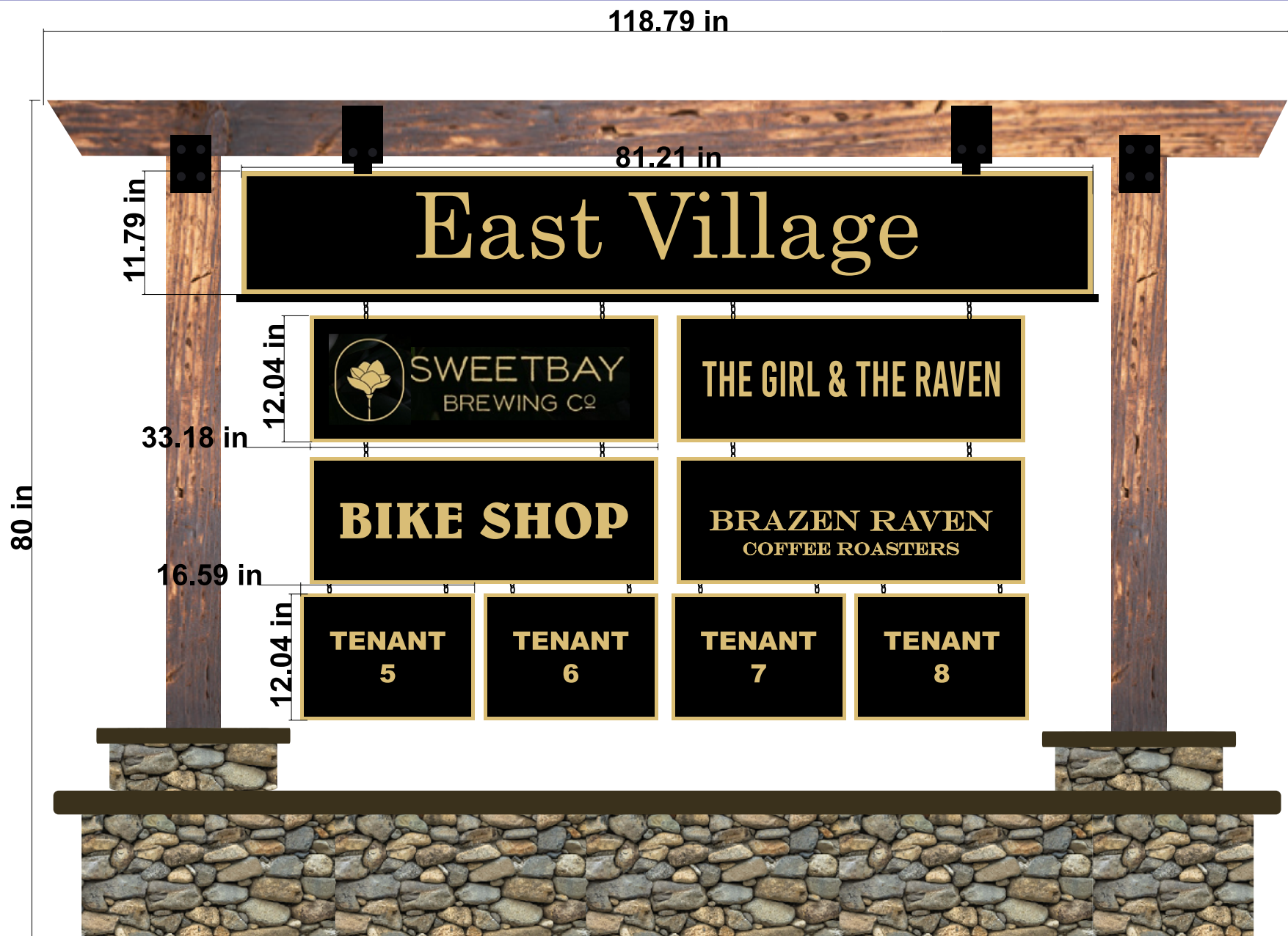
We also propose to make available a further option of 1 rectangular or circular sign of the same dimensions or smaller: 4ft x 5ft, or alternatively, 5ft in diameter for the Sweet Bay Brewery building located closest to Deamore St entrance to cater for a future business there. This will be composed of aluminum and will comprise of the color palettes and logos specific to the prospective business that will be located there.

370 E Main St

We propose to make available a further option of one rectangular or circular sign of the following dimensions or smaller: 1ft x 3ft, or alternatively, 3 ft in diameter for the building located at 370 E Main to cater for future tenants there. This will be composed of aluminum and will comprise of the color palettes and logos specific to the prospective business that will be located there.

380 E Main St

We propose to make available a further option of one rectangular or circular sign of the dimensions or smaller: 1ft x 3ft, or alternatively, 3 ft in diameter for the building located at 380 E Main to cater for future tenants there. This will be composed of aluminum and will comprise of the color palettes and logos specific to the prospective business that will be located there.



*Final Colors And Product
May Vary From Image Shown

File Name: east village 7-10-23 gk proof.fs

Directory Name: Z:\Shopping Centers\East Village

Current Date: 8/11/2023

Rev. **2** Greg Keith - DESIGN
gregkeithjerryssigns@gmail.com



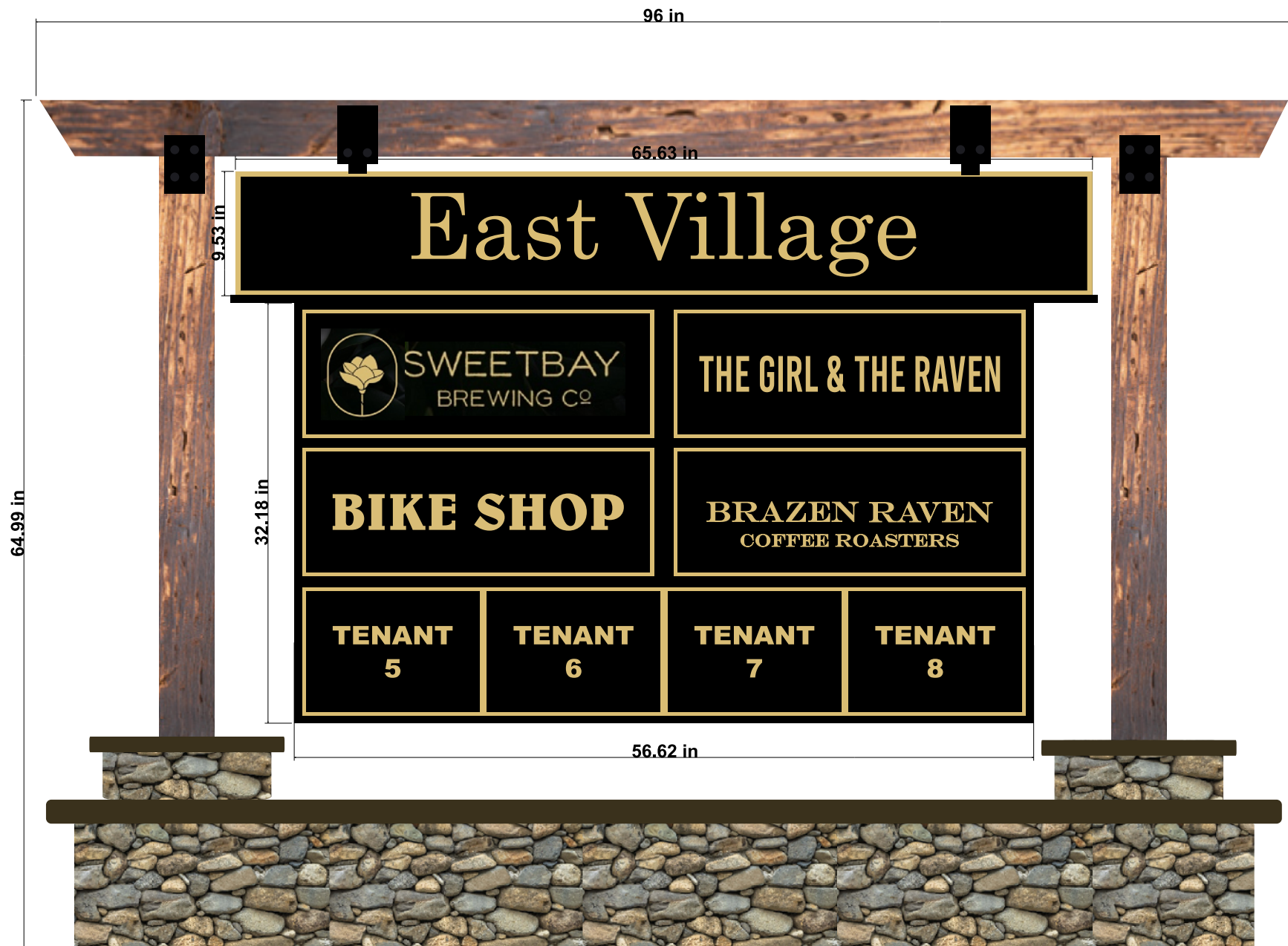
15775 Porterfield Hwy 276-676-2304 800-827-9637
Abingdon, VA 24210 Fax 276-676-4511



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Guidelines outlined in accordance with the
Graphic Arts Guild of America.



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Proposed Sign

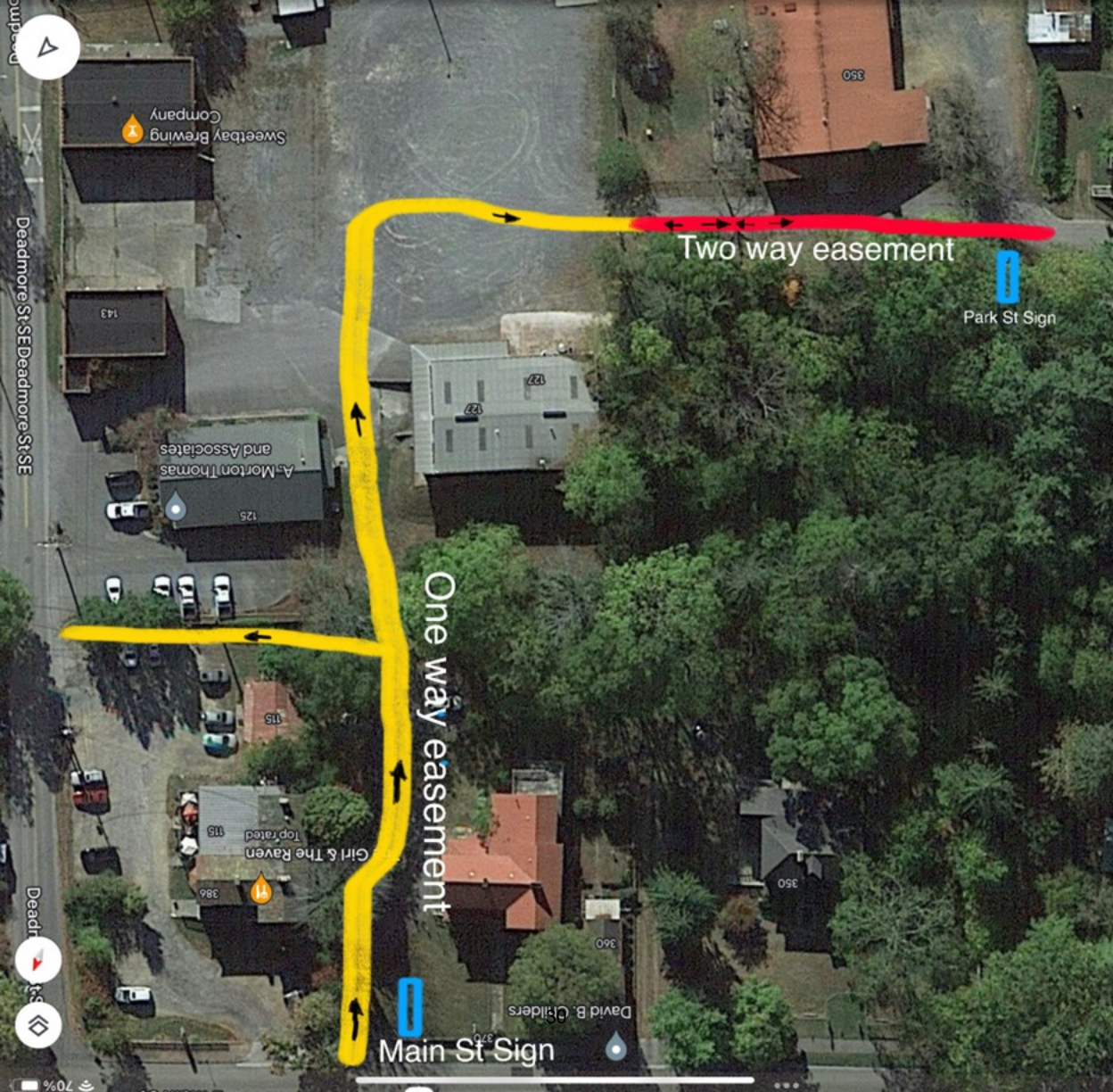
EAST VILLAGE

12' One way
entrance from Main St.

Proposed changes marked in red
All else is existing

BIKE SHOP





Two way easement

Park St Sign

One way easement

Main St Sign

Sweetbay Brewing Company

A. Morton Thomas and Associates

Girl & The Raven Toprated

David B. Childers





Permanent
Access Easement

370 E Main
143 Deadmore
350 Park Street

Permanent
Access Easement

370 E Main
143 Deadmore
350 Park Street

Permanent
Access Easement

370 E Main
143 Deadmore
350 Park Street

**A RESOLUTION APPROVING SPECIAL USE PERMIT PURSUANT TO
SECTION 8-4-2-C SPECIAL EXCEPTIONS OF THE TOWN OF ABINGDON ZONING
ORDINANCE, PROPOSED COMPREHENSIVE SIGN PLAN, CURRENTLY B-2 GENERAL
BUSINESS DISTRICT, LOCATED AT 370 E. MAIN ST., 380 E. MAIN ST., 127 DEADMORE ST.,
143 DEADMORE ST., 149 DEADMORE ST., AND 350 PARK ST.
TAX MAP NUMBERS: 013-1-82, 013-1-143, 014-1-9, 014-1-24, 014-1-24C, 014-1-25.**

WHEREAS, §15.2-2200 of the Code of Virginia 1950, as amended, established that the governing body of any town may enact and enforce ordinances for the general purpose of promoting the public health, safety, convenience and welfare of its general public; and

WHEREAS, the Town adopted an Ordinance on January 2, 2023, pursuant to Section 8-4-2-C Special Exceptions of the Town's Zoning Ordinance, for all uses, activities, and development to apply for a comprehensive sign plan; and

WHEREAS, the Planning Department of the Town reviewed the application requesting a special use permit and made a report of its findings and recommendations to the Planning Commission on August 28, 2023; and

WHEREAS, the Planning Commission reviewed and made a recommendation of 5 to 0 in favor of approval to the Town Council concerning the application of a special use permit on August 28, 2023; and

NOW THEREFORE, BE IT RESOLVED, the Town Council has determined that the development has provided an adequate comprehensive plan a result of approving special use permit, pursuant to Section 8-4-2-C Special Exceptions of the Town's Zoning Ordinance, for development, currently zoned B-2 General Business District, located at 370 E. Main St., 380 E. Main St., 127 Deadmore St., 143 Deadmore St., 149 Deadmore St., and 350 Park St., Tax Map Numbers 013-1-82, 013-1-143, 014-1-9, 014-1-24, 014-1-24C, 014-1-25 justifying issuance of said special use permit and the Community Development Department shall issue a Special Use Permit reflecting the approval of this Ordinance.

Amanda Pillion, Mayor

The undersigned Clerk of the Town of Abingdon, Virginia (the "Town"), hereby certifies that the foregoing constitutes a true and correct copy of an ordinance duly adopted at a meeting of the Council held on September 5, 2023. I hereby certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, a quorum was present. I further certify that the minutes of meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing ordinance was as follows:

MEMBERS	ATTENDANCE	VOTE
Amanda Pillion, Mayor		
Dwyane Anderson, Vice Mayor		
Derek Webb		
Donna Quetsch		
Wayne Austin		

WITNESS MY HAND and the seal of the Town of Abingdon as of September 5, 2023.

Kimberly Kingsley, Clerk



**AN ORDINANCE OF THE COUNCIL
FOR THE TOWN OF ABINGDON, VIRGINIA
TO ENACT THE ABINGDON ARTS COMMISSION**

WHEREAS, pursuant to §15.2-1411 of the Code of Virginia, 1950, as amended, a governing body of any locality may appoint such advisory boards, committees, and commissions as it deems necessary to advise the governing body regarding any matter of concern to the locality;

WHEREAS, this Ordinance aims to establish the Abingdon Arts Commission to support visual and performing arts in the Town. The Commission offers local artists more opportunities to share their art with the public while providing residents with various ways to experience, enjoy and learn about art.

WHEREAS, the Abingdon Arts Commission shall have the following powers and duties:

- A. Review the Town's proposed annual budget for expenditures related to art and make budgetary recommendations to Town Council;
- B. Recommend to Town Council policies for the expansion of art in Town;
- C. Identify art programs and events that will enhance the community and recommend how the Town can support such programs and events to the Town Council.

WHEREAS, the Abingdon Arts Commission shall consist of one *ex officio* Councilmember appointed by the Town Council to serve terms coincident with their terms as members of the Council. The Town Manager will name a Town employee designee as an *ex officio* member to serve as staff support for the Commission. Town Council will appoint five citizens to serve two-year terms, beginning July 1 of the year of appointment.

Initially, three members will serve from the appointment date until June 30, 2023, and two will serve from the appointment date until June 30, 2024. The Town Council will give preference to residents of the Town, consider how the individual will contribute to enhancing the art culture in the community, and consider any potential conflicts of interest to ensure objectivity.

WHEREAS, the Commission shall conduct an annual organizational meeting to elect a chair and vice-chair within a reasonable time after the appointment. The Town Manager, or designee, shall serve as secretary. The Commission shall adopt bylaws for the conduct of meetings after review by the Town Attorney. The secretary shall cause a record of all proceedings, resolutions, findings, and actions taken by the committee. The secretary shall file the records with the Town Clerk;

WHEREAS, the Commission shall meet as often as necessary to accomplish its duties, with such meetings called by the chair, or the vice chair in the chair's absence.

NOW THEREFORE BE IT ORDAINED by the Council of the Town of Abingdon that the Abingdon Arts Commission be created pursuant to this Ordinance; and

BE IT FURTHER ORDAINED that this Ordinance of adoption of an Abingdon Arts Commission shall take effect on December 6, 2021.

CERTIFICATE

Pursuant to Section 2-100 of the Code of the Town of Abingdon, I hereby certify that I have reviewed the foregoing proposed Ordinance to enact the Ordinance of the Town of Abingdon to reflect the foregoing establishment and find it to be in correct form this _____ day of _____, 2021.

Cameron Bell
Town Attorney for the Town of Abingdon, Virginia

This Ordinance was adopted on December 6, 2021 to take effect on December 6, 2021.

Derek Webb, Mayor

The undersigned clerk of the Town of Abingdon, Virginia (the "Town"), hereby certifies that the foregoing constitutes a true and correct copy of an Ordinance duly adopted at a meeting of the Council held on December 6, 2021. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing Ordinance, a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing Ordinance was as follows:

MEMBERS	ATENDANCE	VOTE
Derek Webb, Mayor	Yes	Aye
Donna Quetsch, Vice Mayor	Yes	Aye
James Anderson	No	-
Amanda Pillion	Yes	Aye
Mike Owens	Yes	Aye

WITNESS MY HAND and the seal of the Town of Abingdon as of December 6, 2021.

(SEAL) _____
Town Clerk